



# CenterPoint® Fund Accounting

## User Guide

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## Chapter 1 - Getting Started

### Installation and Registration

#### Red Wing Software Website Registration and Use

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

##### To register on the Red Wing Software website:

The Red Wing Software website uses the same login as Red Wing Software's Web Services (Pay Advices, CenterPoint Time Clock, or Employee Portal). If you have an existing account for Web Services, enter the same user credentials to log in to the website. If you do not have an existing account for Web Services, follow the steps below:

1. From a web browser, enter **www.redwingsoftware.com**.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Create One!**
4. Enter your **First Name** and **Last Name**.
5. Enter an **Email** address and a **Confirm Email** address which must match the contents of the Email field for the registration to be processed.
6. Enter a **Password** and **Confirm Password**. Passwords must be at least six characters and no longer than 25 characters, include one numerical character and one lower-case letter.
7. Click **Create**.
8. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
  - a. From within CenterPoint by selecting **Help > About**.
  - b. On the Support Certificate that you receive upon renewing Customer Care Membership.
  - c. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
  - d. Invoices you've received from Red Wing Software contain your account number.
  - e. If others at your company have already registered, they can sign into their account and find your company's account number at [www.redwingsoftware.com/home/myaccount](http://www.redwingsoftware.com/home/myaccount).
9. Continue entering your **Title, First and Last Name, Email Address** (which is your login) and a **Password**.
10. Enter the displayed **Security Verification** code, and then click **Submit**.

##### To log in to the Red Wing Software website:

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

##### To reset a forgotten password:

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

3. Click the **Forgot your password?** link.
4. Enter your **Email** address.
5. Click **Email Link**.
6. An email will be sent to your current email address from Red Wing Software. Open the Reset Password email and click the **here** link.
7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.
8. Continue with the To log in to the Red Wing Software website section above.

**To log out of the Red Wing Software website:**

1. On the upper-right side of the Red Wing Software home page, click the **drop-down arrow** next to the **My Account** button.
2. In the displayed menu, select **Log out**.

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

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

### Prerequisite

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



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

1. From a web browser, enter **www.redwingsoftware.com**.
2. From the Red Wing Software home page, in the upper-right corner, click **Log in**, enter your **Email Address** and **Password**, and then click **Log In**.
  - a. If you have not previously registered on the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information about registering on our website.
  - b. If you do not recall your password for the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information on resetting a forgotten password.
3. To download the CenterPoint program:
  - » Click the **My Account** button to display the My Account page. Select the **Downloads** tab, locate your product, select **Downloads**, locate the download you need, and then click **Download Now**.
  - Or**
  - » Select **Support & Learn**, select **Downloads**, locate the download you need, and then click **Download Now**.
4. Wait while the program downloads. The file will automatically save to your Downloads folder.
5. Select the **CenterPoint###.exe** file in your task bar or open the Downloads folder and then select the file to begin the installation.
6. Follow either the [Single-User Installation Instructions](#) or if you will be using CenterPoint in a Network environment, (CenterPoint on more than one computer), please refer to the [Network \(Multi-User\) Install Instructions](#) documents to complete the installation.

## Frequently Asked Questions

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

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

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

The Red Wing Software website uses the same login as Red Wing Software's Web Services (Pay Advices, CenterPoint Time Clock, or Employee Portal). If you have an existing account for Web Services, enter the same user credentials to log in to the website. If you do not have an existing account for Web Services, follow the steps below:

1. From a web browser, enter **www.redwingsoftware.com**.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Create One!**
4. Enter your **First Name** and **Last Name**.
5. Enter an **Email** address and a **Confirm Email** address which must match the contents of the Email field for the registration to be processed.
6. Enter a **Password** and **Confirm Password**. Passwords must be at least six characters and no longer than 25 characters, include one numerical character and one lower-case letter.
7. Click **Create**.
8. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
  - a. From within CenterPoint by selecting **Help > About**.
  - b. On the Support Certificate that you receive upon renewing Customer Care Membership.
  - c. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
  - d. Invoices you've received from Red Wing Software contain your account number.
  - e. If others at your company have already registered, they can sign into their account and find your company's account number at [www.redwingsoftware.com/home/myaccount](http://www.redwingsoftware.com/home/myaccount).
9. Continue entering your **Title**, **First and Last Name**, **Email Address** (which is your login) and a **Password**.
10. Enter the displayed **Security Verification** code, and then click **Submit**.

#### **To log in to the Red Wing Software website:**

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

#### **To reset a forgotten password:**

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click the **Forgot your password?** link.
4. Enter your **Email** address.
5. Click **Email Link**.
6. An email will be sent to your current email address from Red Wing Software. Open the Reset Password email and click the **here** link.

7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.
8. Continue with the To log in to the Red Wing Software website section above.

**To log out of the Red Wing Software website:**

1. On the upper-right side of the Red Wing Software home page, click the **drop-down arrow** next to the **My Account** button.
2. In the displayed menu, select **Log out**.

## Single-User Installation Instructions

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



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



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

[Single-User Installation Instructions](#)

[Frequently Asked Questions](#)

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### Single-User Installation Instructions:

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

**Or**

  - » Select **Support & Learn**, select **Downloads**, locate the download you need, and then click **Download Now**.
5. Wait while the program downloads. The file will automatically save to your Downloads folder. If you are unable to download CenterPoint, please contact our Technical Support Department.

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

#### Frequently Asked Questions:

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

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

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

The Red Wing Software website uses the same login as Red Wing Software's Web Services (Pay Advices, CenterPoint Time Clock, or Employee Portal). If you have an existing account for Web Services, enter the same user credentials to log in to the website. If you do not have an existing account for Web Services, follow the steps below:

1. From a web browser, enter **www.redwingsoftware.com**.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Create One!**
4. Enter your **First Name** and **Last Name**.
5. Enter an **Email** address and a **Confirm Email** address which must match the contents of the Email field for the registration to be processed.
6. Enter a **Password** and **Confirm Password**. Passwords must be at least six characters and no longer than 25 characters, include one numerical character and one lower-case letter.
7. Click **Create**.
8. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:

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

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

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

**To reset a forgotten password:**

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click the **Forgot your password?** link.
4. Enter your **Email** address.
5. Click **Email Link**.
6. An email will be sent to your current email address from Red Wing Software. Open the Reset Password email and click the **here** link.
7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.
8. Continue with the To log in to the Red Wing Software website section above.

**To log out of the Red Wing Software website:**

1. On the upper-right side of the Red Wing Software home page, click the **drop-down arrow** next to the **My Account** button.
2. In the displayed menu, select **Log out**.

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

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

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

**A:** When CenterPoint is installed, it will be in a 30 day demo mode until the software is registered. The first time CenterPoint is opened, you will be prompted to register the software. The registration key provides you with a license for the products you have purchased. For detailed registration instructions, refer to the [Register CenterPoint](#) help topic. There are two options for registering the software:

**Option A: Online Registration:**

1. When CenterPoint is first opened, a **Registration** screen will display. If the Registration screen is no longer visible, select **Help > Product Registration > CenterPoint Registration**.



2. On the Registration screen, click **Online**.
3. On the first CenterPoint Registration screen, enter your company **Account Number** and then click **Submit**. Your account number can be located on the My Account page in the Customer Care Membership section by logging into [www.redwingsoftware.com](http://www.redwingsoftware.com) and clicking the **My Account** button. It is also on your Red Wing Software Support Certificate, renewal form, or invoice. Click [here](#) to see an example.
4. On the next CenterPoint Registration screen, verify the company information is correct and click **Register** to complete your online registration.
5. The Your Registration Information screen displays your registered products.

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



Note: The Registration Key is supplied in a Getting Started with CenterPoint email when the software is purchased. If you are unable to locate your registration key, please register online or contact Red Wing Software.

1. When CenterPoint is first opened, a **Registration** screen will display. If the Registration screen is no longer visible, select **Help > Product Registration > CenterPoint Registration**.
2. On the Registration screen, click **Manual**.
3. On the Registration Key Entry screen, in the **Registration Key** box, enter the registration key provided to you. When you enter the registration key:
  - » It is not necessary to enter the dashes
  - » Either upper/lower case letters can be entered
  - » The letters I, Q, O and S will not be a part of the registration key. For example, all "0" characters are the number zero.
4. Click **Save**.

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

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

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

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

**One-Time Setup**



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

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



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

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

5. If you have CenterPoint Payroll also, click on **Setup > Payroll Details > Employers**.
6. Select the appropriate **Employer** and click **Edit**.
7. Click on the **Taxes** tab.
8. Single click on **Federal** in the list of taxes on the upper left.
9. Enter the **Federal Tax Id** for this employer. Click **Save**.

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

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

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

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

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

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

To set the preference:

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

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

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

1. Select **Help > Online Updates > Check for Fed/State Tax Forms Updates**.
2. Wait while the Updater starts and checks for the latest versions of the Federal/State Tax Forms (Aatrix).

3. If you need to update your system with the latest forms or reports, you will be notified and .you can decide if you want to **Automatically Update**, **Download the Update** to manually download an update from any computer with an internet connection, **Continue Expired**, or **Cancel** without updating Federal/State Tax Forms.
4. A list of necessary updates will display if you chose to update Federal/State Tax Forms.
5. Click **Next** to update your system.
6. When your system is updated with the most current forms and reports, the Update Complete screen will display, click **Close**.

## Network (Multi-User) Installation Instructions

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

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

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

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

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

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

[Frequently Asked Questions](#)



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

### Prerequisites

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

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

- » Server:
  - » All users setup on workstations that will access CenterPoint must also be setup on the server with the same username and password.
- » Workstation(s):
  - » All user names must have Windows login passwords (must be the same as was setup on the server).
  - » All workstations must be joined to the same workgroup.

» **Prerequisites for Domain Networks:**

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



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

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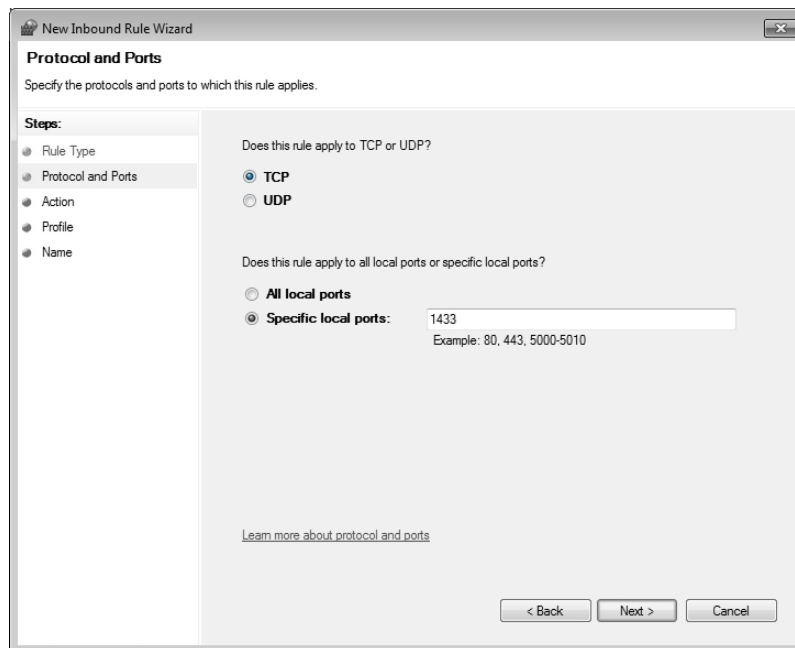
**Step A - Install at the Server:**

1. Close all other programs prior to starting the installation of CenterPoint.
  2. From a web browser, enter **www.redwingsoftware.com**.
  3. From the Red Wing Software home page, in the upper-right corner, click **Log in**, enter your **Email Address** and **Password**, and then click **Log In**.
    - a. If you have not previously registered on the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information about registering on our website.
    - b. If you do not recall your password for the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information on resetting a forgotten password.
  4. To download the CenterPoint program:
    - » Click the **My Account** button to display the My Account page. Select the **Downloads** tab, locate your product, select **Downloads**, locate the download you need, and then click **Download Now**.
- Or**
- » Select **Support & Learn**, select **Downloads**, locate the download you need, and then click **Download Now**.
5. Wait while the program downloads. The file will automatically save to your Downloads folder. If you are unable to download CenterPoint, please contact our Technical Support Department.
  6. Select the **CenterPoint###.exe** file in your task bar or open the Downloads folder and then select the file to begin the installation. Wait while the contents of the setup package are verified.
  7. If you receive an **Application Requirements** screen, click **Next** to install the necessary requirements. Wait while the requirements are installed.
  8. If you are prompted to restart your computer, click **OK**. The computer will restart and the installation will automatically resume. This process may repeat depending on the number of requirements you need to install.
  9. On the **Welcome** screen, click **Next** to continue.
  10. On the **License Agreement** screen, select the **I accept the terms of the license agreement** check box, and then click **Next** to continue.
  11. On the **Setup Type** screen, select **Complete**, and then click **Next** to continue.
  12. By default, CenterPoint will install to C:\Program Files (x86)\Red Wing Software\CenterPoint. We recommend accepting the default. On the **Destination Folder** screen, click **Next**.
  13. On the Select Program Folder screen, you should generally accept the default program folder location by clicking **Next**.
  14. On the **Completing** screen, click **Next** to continue. Please wait while CenterPoint is installed.
  15. On the **Completing** screen, click **Finish**. If you are prompted to restart your computer, please do so at your earliest convenience.
  16. If you also purchased CenterPoint Payroll, follow steps 1-15 to install CenterPoint Payroll.

17. Individual modules are configured separately after purchase and registration. See the How to Add a Module topic after CenterPoint is started if you have purchased the Accounts Receivable or Inventory modules. Select **Help > CenterPoint Help > Installation and Registration > Add a Module to an Existing Database**.
18. In each firewall running on the server, exceptions must be configured to allow CenterPoint to run properly. In Windows 10/11, right-click on **Start**, select **Search**, and then enter **Windows Defender Firewall**. Select **Advanced settings** (menu on the left). > **Inbound Rules** (on the left again).

#### Port 1433 Exception:

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



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

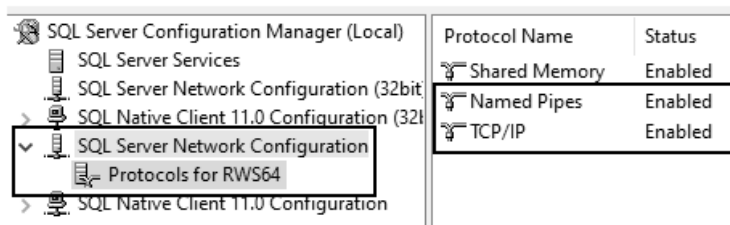
#### SQLServr.exe Exception:

1. In Windows 10/11, right-click on **Start**, select **Search**, and then enter **Windows Defender Firewall**. Select **Advanced settings** (menu on the left). > **Inbound Rules** (on the left again).
2. On the right, select **New Rule**. This will display a wizard that will walk you through the process.
3. Select **Program** and then **Next**.
4. Select **This Program Path**.
5. Using the **Browse** button, select the **SQLServr.exe** file and click **Next**. The location for SQLServr.exe will be in a path similar to this: C:\Program Files\Microsoft SQL Server\MSSQL15.RWS64\MSSQL\Binn, or if you are using a version of SQL Server prior to 2019: C:\Program Files (x86)\Microsoft SQL Server\MSSQL12.RWS\MSSQL\Binn.
6. Select **Allow the Connection** and click **Next**.

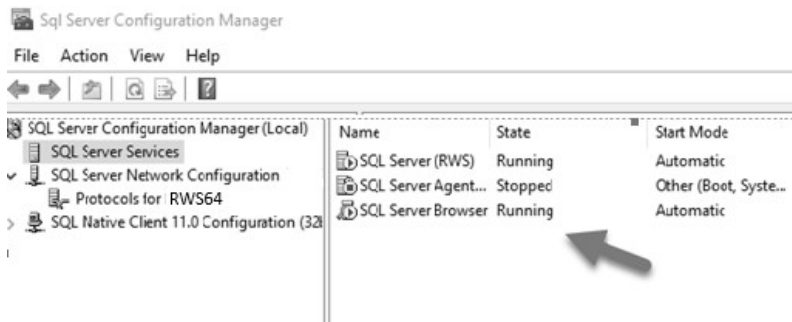
7. In the **When Does This Rule Apply** screen, select all fields and click **Next**.
8. In the **Name** field, enter **SQLServr.exe Exception** and click **Finish**.

#### SQLBrowser.exe Exception:

1. In Windows 10/11, right-click on **Start**, select **Apps & Features**, and then in the upper left side of the screen, enter **Windows Firewall** or in Windows 8, select **Control Panel > Windows Firewall**. Select **Advanced settings** (menu on the left). > **Inbound Rules** (on the left again).
  2. On the right, select **New Rule**. This will display a wizard that will walk you through the process.
  3. Select **Program** and then **Next**.
  4. Select **This Program Path**.
  5. Using the **Browse** button, select the **SQLBrowser.exe** file and click **Next**. The location for SQLBrowser.exe will be in a path similar to this: C:\Program Files(x86)\Microsoft SQL Server\90\Shared.
  6. Select **Allow the Connection** and click **Next**.
  7. In the **When Does This Rule Apply** screen, select all fields and click **Next**.
  8. In the **Name** field, enter **SQLBrowser.exe Exception** and click **Finish**.
19. Verify the following SQL protocols are enabled and that the browser is running:
- a. At the Server, click **Start**, select **Microsoft SQL Server 20##** or open **Microsoft SQL Server 20##**, and then select **SQL Server 20## Configuration Manager**.
  - b. Under SQL Server Configuration Manager, select **SQL Server Network Configuration**, and then select **Protocols for RWS64** or **RWS** previously.
  - c. Verify that the **Named Pipes** and **TCP/IP** protocol status is **Enabled**.



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



20. To start CenterPoint, double-click the **CenterPoint** icon on your desktop.
21. On the **Module Configuration Manager** screen, review the selections and click **OK**.
22. CenterPoint must be registered on the server. See the Frequently Asked Questions section for more information on registering CenterPoint.

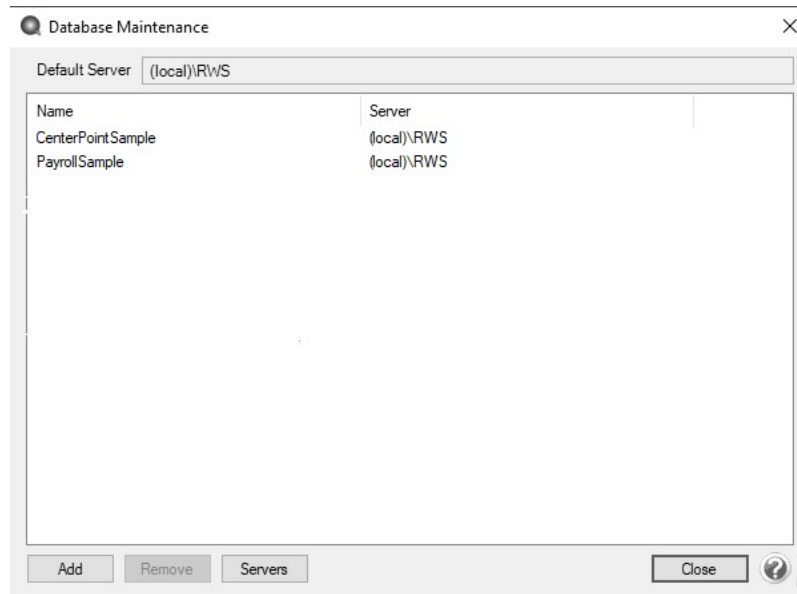
23. It is important that CenterPoint is operating properly at the server computer and all databases have been created, before setting up the client workstations; including transferring data from other Red Wing Software programs (Perception, AgCHEK, Champion Controller, etc), creating new databases, or attaching to existing databases.

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

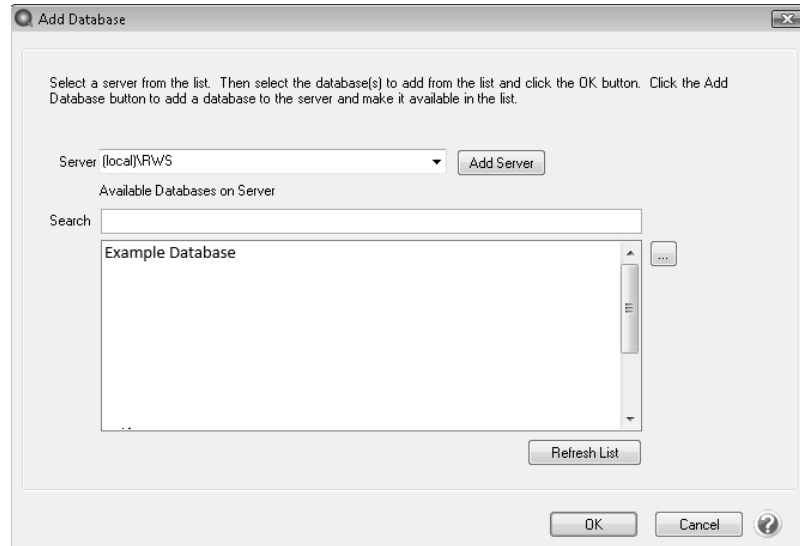


Note: If you do not want to install SQL locally, see the [Can I install CenterPoint without installing SQL Server Express on my workstations?](#) question/answer in the Frequently Asked Questions section of this document.

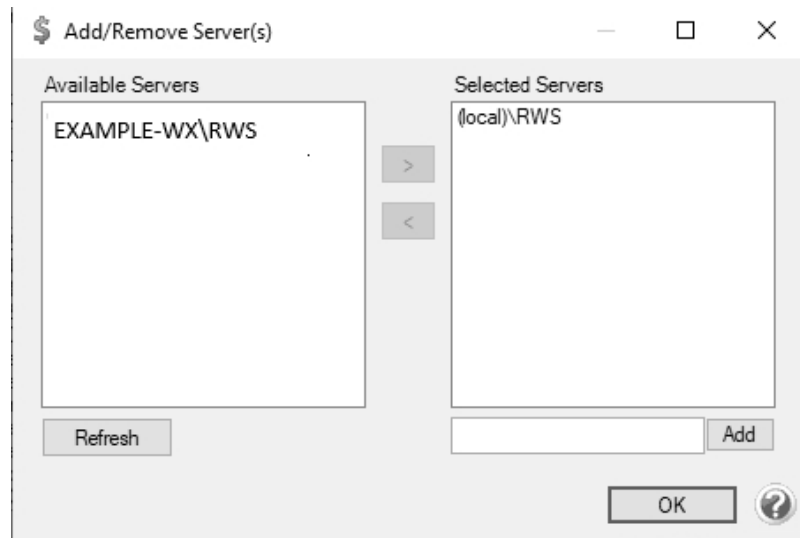
1. Follow steps 1-17 from the Server Installation section.
2. To start CenterPoint, double-click the **CenterPoint** icon on your desktop.
3. On the **Module Configuration Manager** screen, review the selections and click **OK**.
4. CenterPoint must be registered at each workstation. See the Frequently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



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



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



- e. On the Server Settings screen, in the **Authentication** box, by default we recommend you use Window Authentication. If you prefer you can select SQL Authentication. If you select SQL Authentication, please contact Technical Support for more information.
- f. Click **OK**.
- g. On the Add/Remove Server(s) screen, click **OK**.
- h. On the **Add Database** screen, click on the drop-down box in the **Server** field. Choose the server that was added in step d. To make this the default server, click in the drop down box in the Server field again, right-click and select Set As Default
- i. All databases available on that server will then be listed in the **Available Databases on Server** box. Either select the database to attach to or in the **Search** box, enter the first few characters of the



database name until CenterPoint locates the database you want to attach to. Multiple databases can be selected by holding down the Ctrl key on the keyboard while clicking on the databases.

- j. Click **OK**.
- k. Click **Close**.
6. Select **File > Open**. Select the database that you want to open. Click **Open**.

#### Frequently Asked Questions:

**Q: Are there specific settings for a multi-user environment configuration, such as Terminal Services, Citrix Server, or Microsoft Azure Virtual Desktop?**



Red Wing Software provides the information below for reference only. The Red Wing Software Technical Support department cannot help set up the Terminal Services, Citrix Server, or Microsoft Azure Virtual Desktop environments or troubleshoot related issues.

**A:** After installing CenterPoint, you may choose to configure the following settings for shared user environment configuration, such as Terminal Services, Citrix Server, or Microsoft Azure Virtual Desktop.

Settings are set in the Settings.xml file by editing the file adding a tag and saving, which is typically here on a new CenterPoint installation: C:\ProgramData\Red Wing Software\CenterPoint\.

- » **Turn off Online Updates** – This setting will hide the online update menus if you want to handle product updates manually. `<RemoteAppSupport Enabled="Y"/>`
- » **Custom User Data Folder** – This setting allows you to set where users specific data is set. For example, report favorite files and product logging. By default CenterPoint uses the 'Documents' folder. This is an addition to the above tag. `<RemoteAppSupport Enabled="Y" UserPath="[Documents]\CPStuff"/>`
- » **User Files Per User** – This setting allows each user to maintain their own set of user files. For example, preferences, databases, and quick lists. By default, this tag exists in all CenterPoint install Settings.xml as `<ApplicationDataDirectoryAllUsers="Y"/>`. Edit the file and change the Y to N (`<ApplicationDataDirectoryAllUsers="N"/>`).
- » **SQL Server** - Like any other network installation, CenterPoint needs to be able to access the SQL instance where the database(s) are served from. The SQL server should allow incoming TCP ports 1433 and 1434. If the customer is using CenterPoint for backups, the backup and restore destination must be accessible by the user running the backup from CenterPoint and by the account that the SQL Server instance is running as.



Note: CenterPoint is not compatible with the Azure SQL Server service.

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

#### Add a Server

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

default we recommend you use Window Authentication. If you prefer you can select SQL Authentication. If you select SQL Authentication, please contact Technical Support for more information.

3. Click **OK**.
4. Click **OK**.
5. Click **Close**.
6. Click **Close**.

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

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

Or

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

#### **Remove a Server**

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

Or

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

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

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

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

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

Or

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

Or

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

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

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

**Export a Server Configuration File**

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

**Import a Server Configuration File**

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

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

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

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

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

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

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

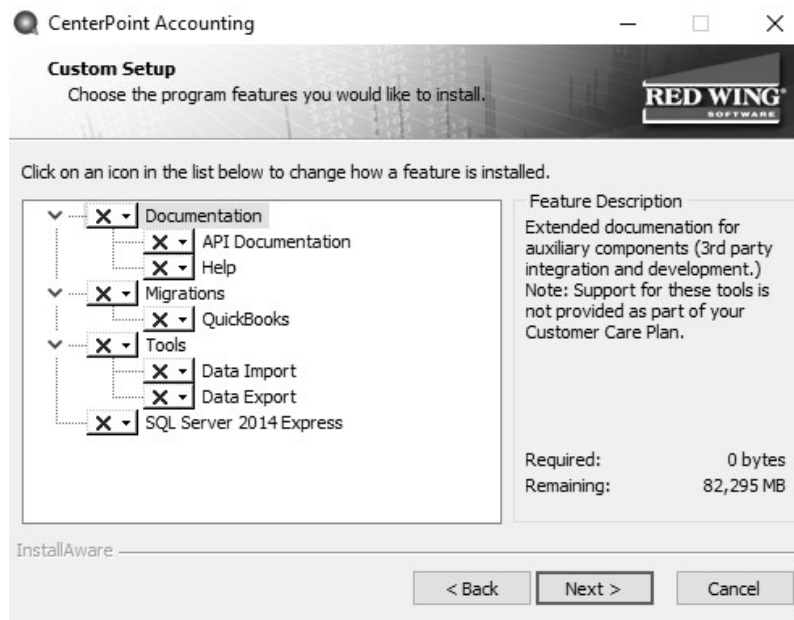
**Q: The software installed without any errors, but the software won't open? Or I received an error during installation and it stopped the installation of the software.**

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

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

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

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



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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Red Wing Software website uses the same login as Red Wing Software's Web Services (Pay Advices, CenterPoint Time Clock, or Employee Portal). If you have an existing account for Web Services, enter the same user credentials to log in to the website. If you do not have an existing account for Web Services, follow the steps below:

1. From a web browser, enter **www.redwingsoftware.com**.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Create One!**
4. Enter your **First Name** and **Last Name**.
5. Enter an **Email** address and a **Confirm Email** address which must match the contents of the Email field for the registration to be processed.
6. Enter a **Password** and **Confirm Password**. Passwords must be at least six characters and no longer than 25 characters, include one numerical character and one lower-case letter.
7. Click **Create**.
8. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
  - a. From within CenterPoint by selecting **Help > About**.
  - b. On the Support Certificate that you receive upon renewing Customer Care Membership.
  - c. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
  - d. Invoices you've received from Red Wing Software contain your account number.
  - e. If others at your company have already registered, they can sign into their account and find your company's account number at [www.redwingsoftware.com/home/myaccount](http://www.redwingsoftware.com/home/myaccount).
9. Continue entering your **Title, First and Last Name, Email Address** (which is your login) and a **Password**.
10. Enter the displayed **Security Verification** code, and then click **Submit**.

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

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

3. Enter your **Email Address** and your **Password**.
4. Click **Log In**.

**To reset a forgotten password:**

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click the **Forgot your password?** link.
4. Enter your **Email** address.
5. Click **Email Link**.
6. An email will be sent to your current email address from Red Wing Software. Open the Reset Password email and click the **here** link.
7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.
8. Continue with the To log in to the Red Wing Software website section above.

**To log out of the Red Wing Software website:**

1. On the upper-right side of the Red Wing Software home page, click the **drop-down arrow** next to the **My Account** button.
2. In the displayed menu, select **Log out**.

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

**A:** When CenterPoint is installed, it will be in a 30 day demo mode until the software is registered. The first time CenterPoint is opened, you will be prompted to register the software. The registration key provides you with a license for the products you have purchased. For detailed registration instructions, refer to the [Register CenterPoint](#) help topic. There are two options for registering the software:

**Option A: Online Registration:**

1. When CenterPoint is first opened, a **Registration** screen will display. If the Registration screen is no longer visible, select **Help > Product Registration > CenterPoint Registration**.
2. On the Registration screen, click **Online**.
3. On the first CenterPoint Registration screen, enter your company **Account Number** and then click **Submit**. Your account number can be located in the Customer Care Membership section on the My Account page by logging into [www.redwingsoftware.com](http://www.redwingsoftware.com) and clicking the **My Account** button. It is also on your Red Wing Software Support Certificate, renewal form, or invoice. Click [here](#) to see an example.
4. On the next CenterPoint Registration screen, verify the company information is correct and click **Register** to complete your online registration.
5. The Your Registration Information screen displays your registered products.

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

Note: The Registration Key is supplied in a Getting Started with CenterPoint email when the software is purchased. If you are unable to locate your registration key, please register online or contact Red Wing Software.

1. When CenterPoint is first opened, a **Registration** screen will display. If the Registration screen is no longer visible, select **Help > Product Registration > CenterPoint Registration**.

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

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

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

**One-Time Setup**

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



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

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



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

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

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

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



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

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

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

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

**To set the preference:**

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

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

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

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

## Installing CenterPoint on a Domain Controller

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

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

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

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

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

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

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

### Register CenterPoint

When CenterPoint is installed, it will be in a 30 day demo mode until the software is registered. The first time CenterPoint is opened, you will be prompted to register the software. The registration key provides you with a license for the products you have purchased.

There are two options for registering the software:

[Option A: Online Registration](#)

[Option B: Manual Registration](#)

If you would like to register your software but have already closed the Registration form, you can also access the Registration screen by selecting **Help > Product Registration > CenterPoint Registration**.

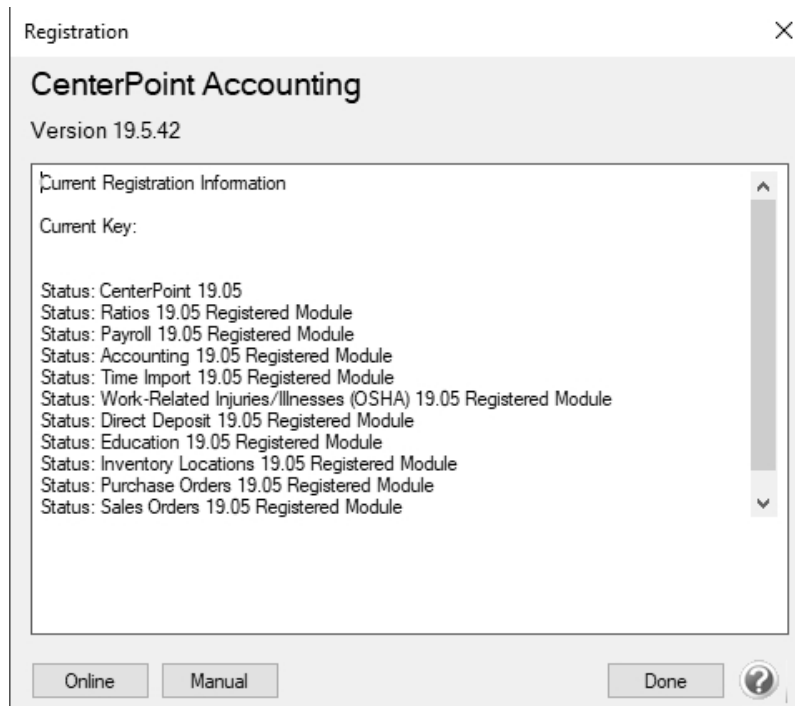
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#### Option A: Online Registration

1. When CenterPoint is first opened, a **Registration** screen will display. If the Registration screen is no longer visible, select **Help > Product Registration > CenterPoint Registration**.



Note: if you do not have internet access on the computer in which CenterPoint is installed, please follow Option B below to register manually.



2. On the Registration screen, click **Online**.
3. On the first CenterPoint Registration screen, enter your company **Account Number** and then click **Submit**. Your account number can be located on the My Account page in the Customer Care Membership section by logging in to [www.redwingsoftware.com](http://www.redwingsoftware.com) and clicking the **My Account** button. It is also on your Red Wing Software Support Certificate, renewal form, or invoice. Click [here](#) to see an example.

**CenterPoint Registration**

To register CenterPoint online, enter your account number and click Submit.

Account Number

REDWING1

Submit

Your account number can be located on the My Account screen by logging into [www.redwingsoftware.com](http://www.redwingsoftware.com). It is also on your Red Wing Software Support Certificate, renewal form, or invoice. [Click Here](#) to see an example.

4. On the next CenterPoint Registration screen, verify the company information is correct and click **Register** to complete your online registration.

**CenterPoint Registration****CenterPoint Accounting for Agriculture Online Registration**

Verify the company information is correct and click Register to complete your online registration.

Company Name: Red Wing Software, Inc.  
Account number: REDWING1

[Back](#)
[Register](#)

5. The Your Registration Information screen displays your registered products.

**Your Registration Information****Key:**

26D08F-70M3B3-7E2W69-80977P-FFB7G4-FU

**Product:** CenterPoint Accounting for Agriculture

**Version:** 19

**Registered Company:** Red Wing Software, Inc.

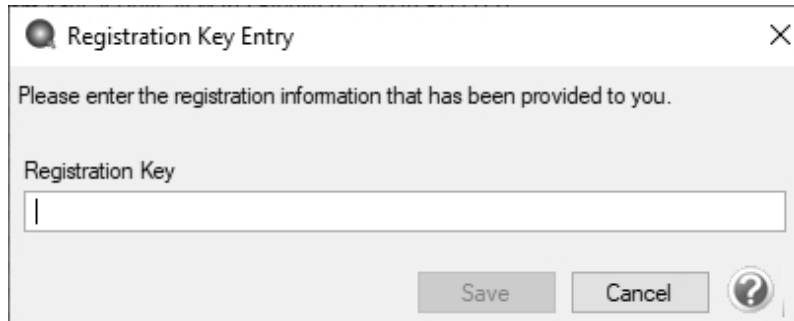
**Registered Products:** CenterPoint Management Accounting module  
Work Related Injury/Illness (OSHA) module  
CenterPoint Accounting for Agriculture  
CenterPoint Livestock  
CenterPoint Crop  
CenterPoint Payroll module  
CenterPoint Ratios  
CenterPoint Depreciation module  
CenterPoint Payroll Time Import  
CenterPoint Payroll Direct Deposit add-on  
CenterPoint Payroll Education add-on  
CenterPoint Payroll Earnings Matrix add-on  
CenterPoint Check Designer module  
CenterPoint Advanced A/R module  
CenterPoint Advanced Inventory module

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



Note: The Registration Key is supplied in a Getting Started with CenterPoint email when the software is purchased. If you are unable to find your registration key, please register online or contact Red Wing Software.

1. When CenterPoint is first opened, a **Registration** screen will display. If the Registration screen is no longer visible, select **Help > Product Registration > CenterPoint Registration**.
2. On the Registration screen, click **Manual**.



The image shows a 'Registration Key Entry' dialog box. It has a title bar with a close button (X). The main text says 'Please enter the registration information that has been provided to you.' Below this is a label 'Registration Key' followed by a text input field. At the bottom right, there are three buttons: 'Save', 'Cancel', and a help icon (question mark).

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

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

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

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

[Step 2: Manually Register Aatrix](#)

[Step 3: Annually Reregister Aatrix](#)



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

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


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



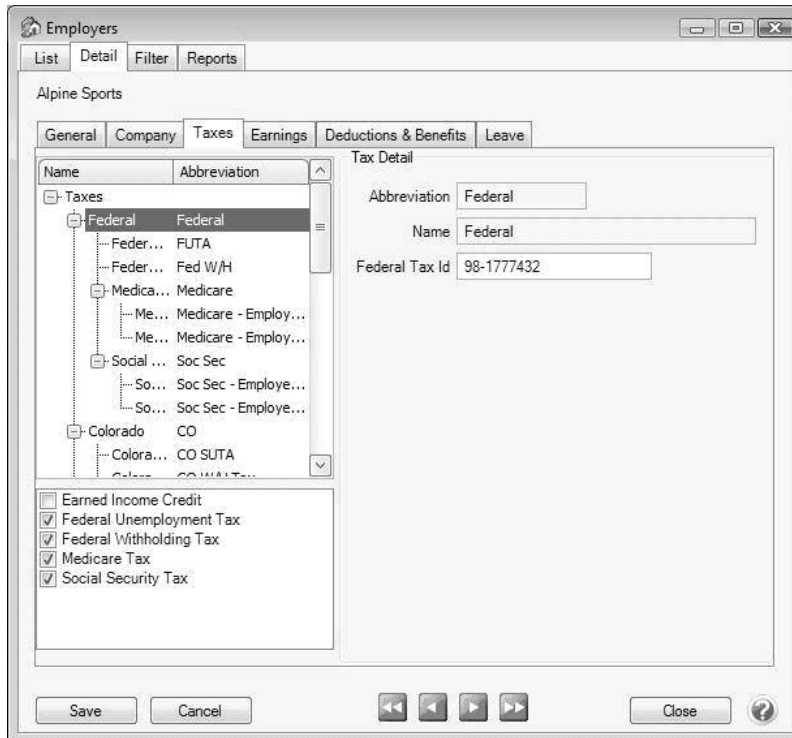
**Note:** If you have CenterPoint Payroll only, please go directly to step 5 in this section.

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

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

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

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



The screenshot shows the 'Employers' window with the 'Alpine Sports' employer selected. The 'Taxes' tab is active, and the 'Federal' tax category is expanded. The 'Tax Detail' section on the right shows the 'Federal' tax selected, with the 'Federal Tax Id' entered as '98-1777432'. The 'Save' button is visible at the bottom.

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

## Step 2: Manually Register Aatrix

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

The image shows a Windows-style dialog box titled "Aatrix Registration". At the top, it says "Registration is in demo mode." Below this is a section titled "Manual Registration". Inside this section, there are two input fields: "Master EIN" with the value "98-1777432" entered, and "Aatrix Registration Key" which is currently empty. At the bottom of the dialog, there are two buttons: "Submit" and "Close". A small help icon (?) is also visible in the bottom right corner.

4. In the **Aatrix Registration Key** box, enter the key you were given by Red Wing Software (do not enter the dashes).
5. Click **Submit**.
6. At the **Registration Successful** message, click **OK**.
7. Click **Close**.
8. Your Aatrix software is registered through the last day of the month of your Customer Care Plan anniversary date.

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

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



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

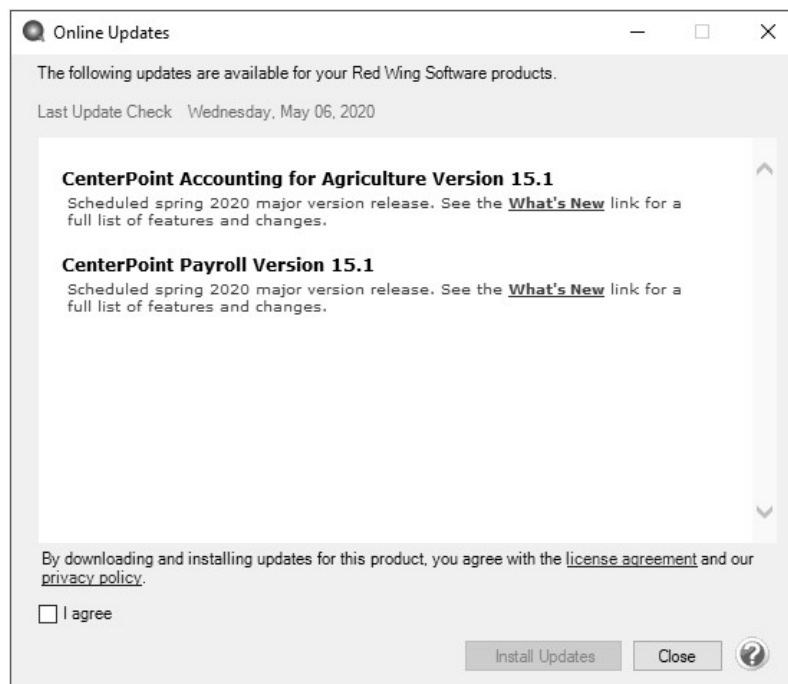
After the expiration date has passed, use the procedure described above to re-register your Federal/State Tax Forms (Aatrix).

## Check for and Install CenterPoint Updates

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

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



- c. Review the license agreement and privacy policy and if you agree to the terms, click the **I agree** check box.
- d. Click **Install Updates**. The CenterPoint Update Center screen will display the progress of the installation.
- e. When the download and installation are complete, click **Launch CenterPoint**.

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

1. In CenterPoint, select **File > Preferences**.
2. Select **General > Online Update Settings**.
3. Click the **Application** tab.
4. Under the **Check for Updates Location**, choose **Internet**.



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

## Transferring CenterPoint Data to a New Computer

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



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

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

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

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

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

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

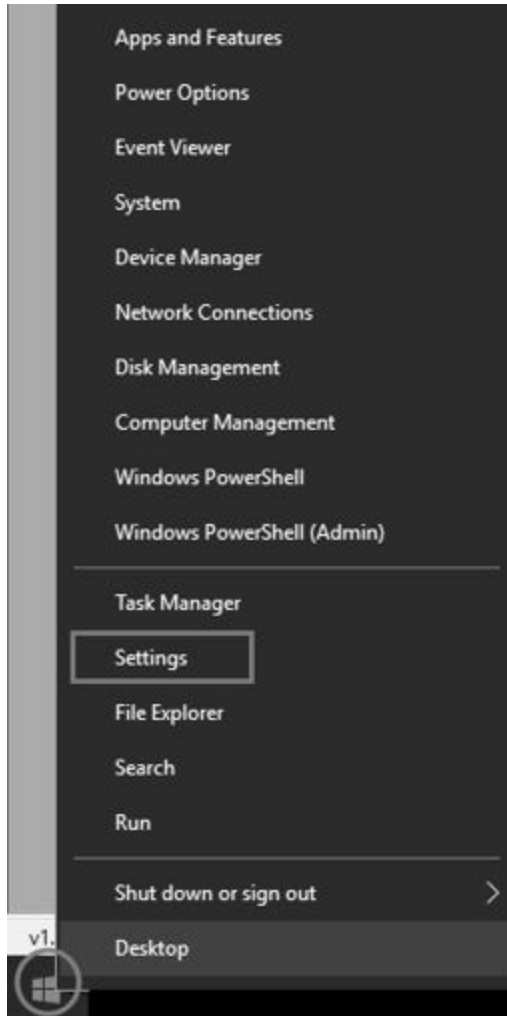
[Restore the Aatrix History File from the Old Computer](#)

[Frequently Asked Questions](#)

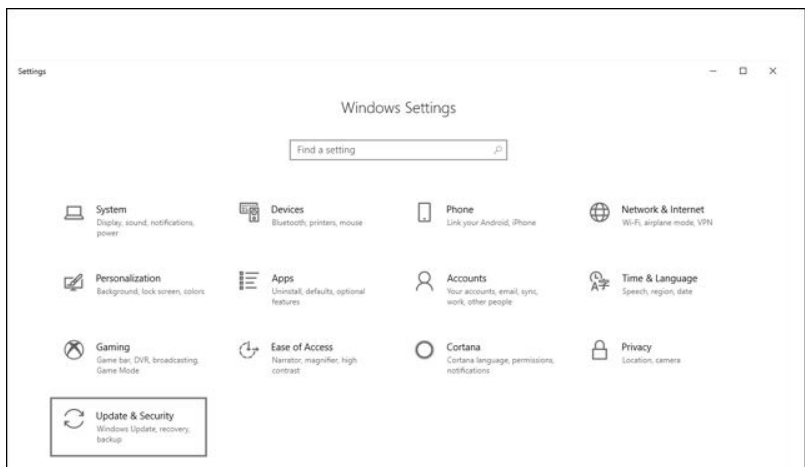
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## Perform Windows Updates on the Windows 10 Operating System

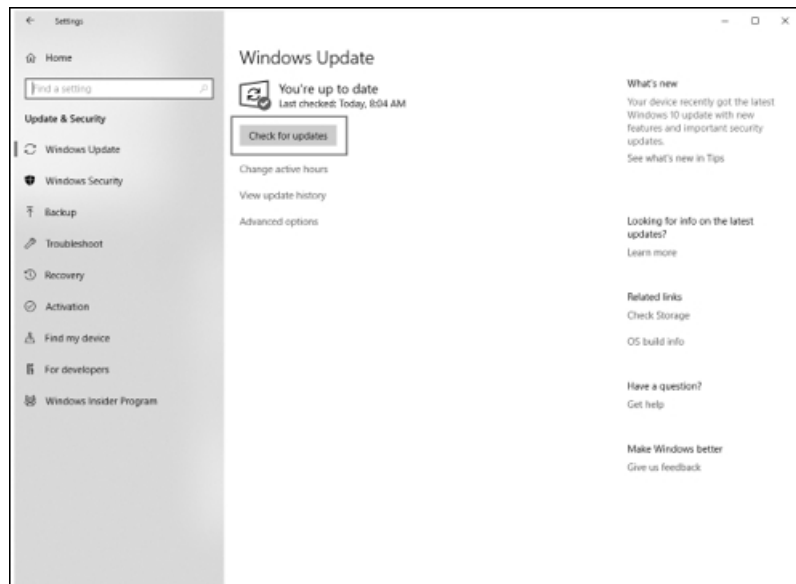
1. From your desktop, right-click on the Windows **Start** menu and then select **Settings**.



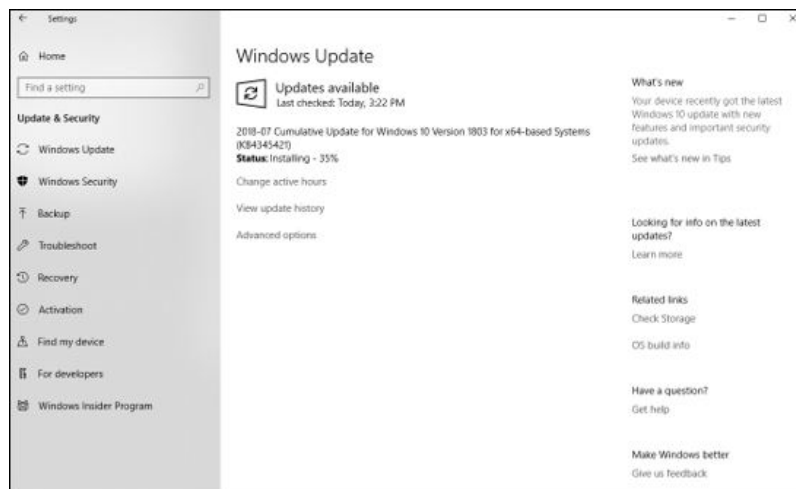
2. On the Windows Settings screen, select **Update & Security**.



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



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



## Back Up the CenterPoint Data from the Old Computer

1. Select **File > Backup > Backup Database**.
2. In the **Database To Backup** box, select the database that you want to back up. The database that is currently open will automatically display.

3. In the **Save To** box, a default path displays. Click **Browse**, and then select the location on your own computer to save the backup file. Once you select the path to back up to, the last path used for backing up will automatically display each time you back up.

- » To back up to your own computer, select a location on the C:\ drive. The local C:\ drive is not the recommended backup location and a message will display with a link describing the preferred backup locations: To ensure continued accessibility to your data in the event of a hard drive failure, Red Wing Software recommends that backups are saved to removable, network, or offsite storage.
- » To back up to a server or remote computer, select a location on the network drive (for example, f:\ or g:\, etc.).
- » To back up to a flash (thumb) drive, select the drive letter that was assigned to the drive when it was inserted into the usb port on the computer.



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

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



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

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

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

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

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



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

### Install the CenterPoint Program onto the New Computer

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

15. On the **Completing** screen, click **Next** to continue. Please wait while CenterPoint is installed.
16. On the **Completing** screen, click **Finish**. If you are prompted to restart your computer, please do so at your earliest convenience.
17. If you also purchased CenterPoint Payroll, follow steps 1-16 to install CenterPoint Payroll.
18. Individual modules are configured separately after purchase and registration. See the How to Add a Module topic after CenterPoint is started if you have purchased the Accounts Receivable or Inventory modules. Select **Help > CenterPoint Help > Installation and Registration > Add a Module to an Existing Database**.
19. To start CenterPoint, double-click the **CenterPoint** icon on your desktop.
20. On the **Module Configuration Manager** screen, review the selections and click **OK**.

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

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



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

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

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

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

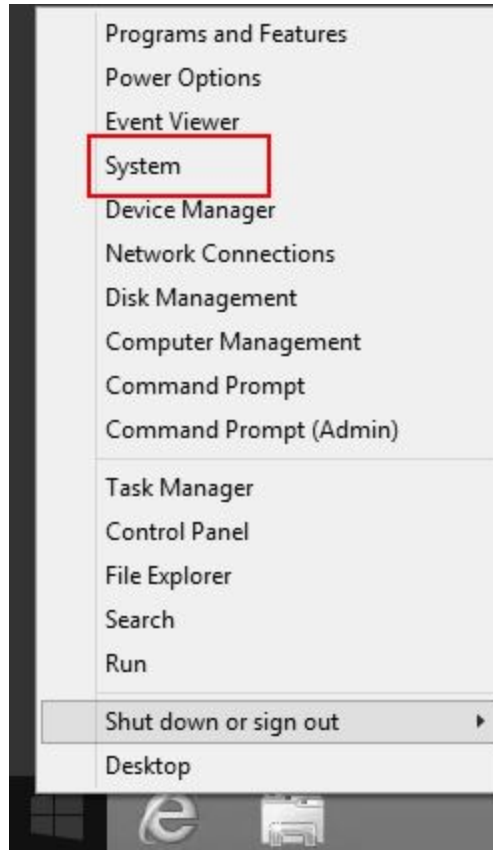
### Frequently Asked Questions

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

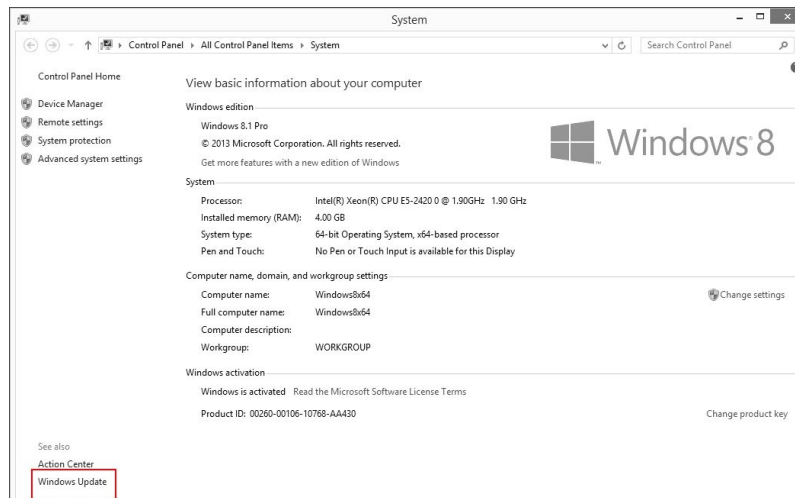
**A:** Follow the steps below for Windows 8:

## Perform Windows Updates on the Windows 8 Operating System

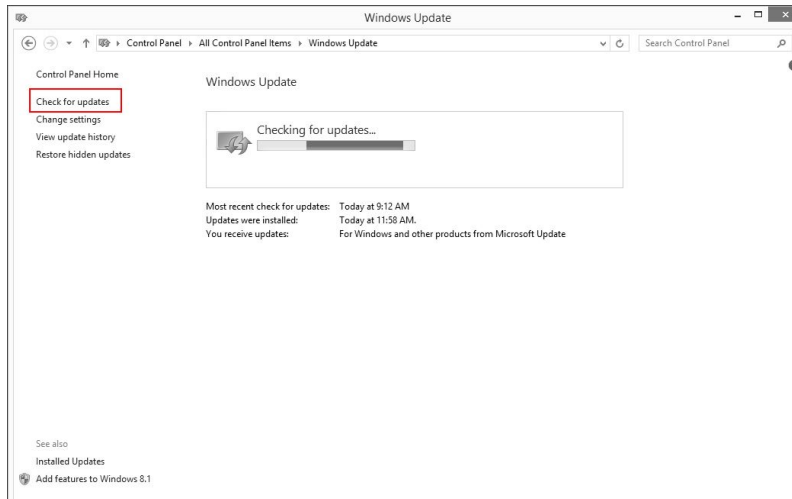
1. From your desktop, right-click on the Windows **Start** menu icon  and then select **System**.



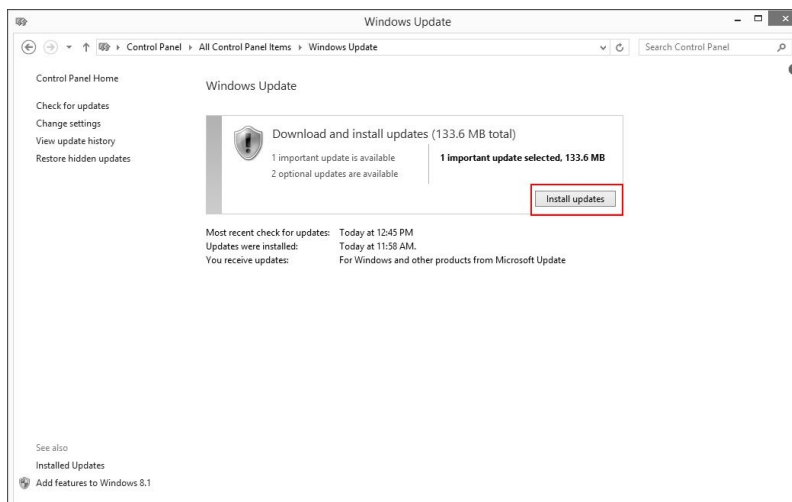
2. Select **Windows Update**.



3. Select **Check for Updates**.

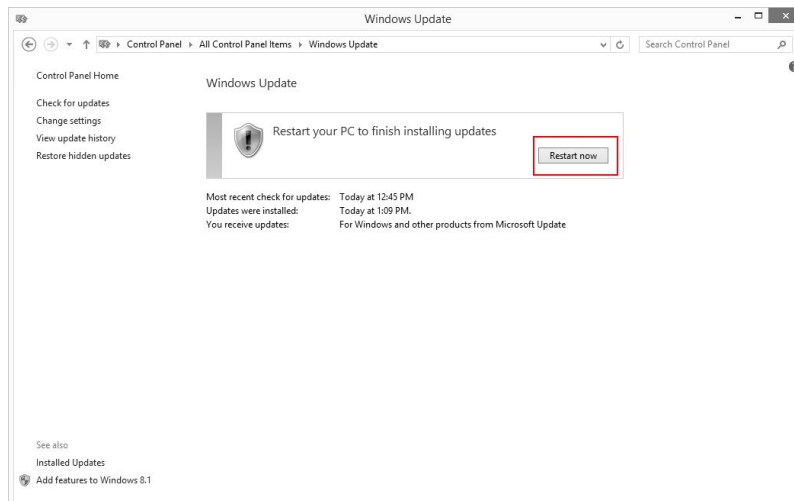


4. Click **Install Updates**.



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





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

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

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

The Red Wing Software website uses the same login as Red Wing Software's Web Services (Pay Advices, CenterPoint Time Clock, or Employee Portal). If you have an existing account for Web Services, enter the same user credentials to log in to the website. If you do not have an existing account for Web Services, follow the steps below:

1. From a web browser, enter **www.redwingsoftware.com**.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Create One!**
4. Enter your **First Name** and **Last Name**.
5. Enter an **Email** address and a **Confirm Email** address which must match the contents of the Email field for the registration to be processed.
6. Enter a **Password** and **Confirm Password**. Passwords must be at least six characters and no longer than 25 characters, include one numerical character and one lower-case letter.
7. Click **Create**.
8. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
  - a. From within CenterPoint by selecting **Help > About**.
  - b. On the Support Certificate that you receive upon renewing Customer Care Membership.
  - c. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
  - d. Invoices you've received from Red Wing Software contain your account number.
  - e. If others at your company have already registered, they can sign into their account and find your company's account number at [www.redwingsoftware.com/home/myaccount](http://www.redwingsoftware.com/home/myaccount).
9. Continue entering your **Title**, **First and Last Name**, **Email Address** (which is your login) and a **Password**.
10. Enter the displayed **Security Verification** code, and then click **Submit**.

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

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

3. Enter your **Email Address** and your **Password**.
4. Click **Log In**.

**To reset a forgotten password:**

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click the **Forgot your password?** link.
4. Enter your **Email** address.
5. Click **Email Link**.
6. An email will be sent to your current email address from Red Wing Software. Open the Reset Password email and click the **here** link.
7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.
8. Continue with the To log in to the Red Wing Software website section above.

**To log out of the Red Wing Software website:**

1. On the upper-right side of the Red Wing Software home page, click the **drop-down arrow** next to the **My Account** button.
2. In the displayed menu, select **Log out**.

## Transferring CenterPoint Data to a New Server

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

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

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

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


---

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

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



Note: If you do not have the document, it can easily be accessed. From within CenterPoint, select **Help >**

**CenterPoint Help**. From within the **Help**, in the **Search** bar, enter **Backup**, click , and then select the **Backup and/or Restore a Network Database** document or [click here](#).

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

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

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



Note: If you do not have the document, it can easily be accessed. From within CenterPoint, select **Help >**

**CenterPoint Help**. From within the **Help**, in the **Search** bar, enter **Network Installation**, click , and then select the **Network (Multi-User) Installation Instructions** document or [click here](#).

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

### Step 3 - Database Maintenance at Each Workstation

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



Note: If you do not have the document, it can easily be accessed. From within CenterPoint, select **Help >**

**CenterPoint Help**. From within the **Help**, in the **Search** bar, enter **Network Installation**, click , and then select the **Network (Multi-User) Installation Instructions** document or [click here](#).

8. Repeat steps 1-5 at each workstation.

## Users and Security

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

[Step A: Set Up Database Security](#)

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

[Step C: Create Database Users](#)

[Step D: Create User Groups](#)

[Step E: Create Security Policies](#)

[Step F: Set Report Level Security for User Groups](#)

[Frequently Asked Questions](#)

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## Step A: Set Up Database Security:

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

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



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

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

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

- » In the **Password** box, enter the password you set in Step 7.
- » Click **OK**.

### Step B: Select Password Security Options

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

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

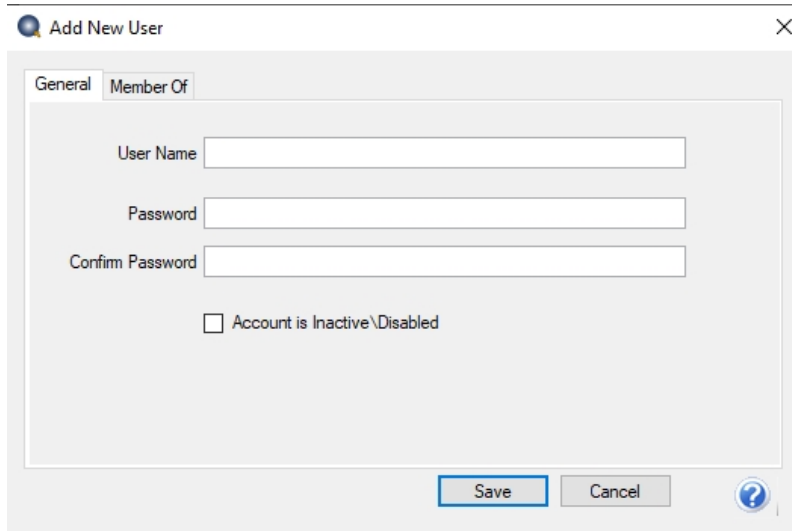
The screenshot shows the 'Password Security Options' dialog box. It has a title bar with a question mark icon and a close button. The main area contains several sections with checkboxes and numeric input fields. The 'Enable Password Security Options' checkbox is checked. Below it, the 'Minimum Password Length' section has a checked checkbox for 'Require minimum number of characters' with a value of 5. The 'Password Character Requirements' section has three checkboxes: 'Require at least one upper and lower case character' (unchecked), 'Require at least one number and letter character' (unchecked), and 'Require at least one non-letter and non-number characters (Ex., !@#\$%)' (checked). The 'Password Change Requirements' section has three checkboxes: 'Password must be changed' (unchecked, with a value of 20 days), 'Require password not be re-used' (unchecked, with a value of 1 password), and 'Disable User Requirements' (unchecked, with a value of 3 attempts). At the bottom are 'OK' and 'Cancel' buttons, and a help icon.

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

### Step C: Create Database Users

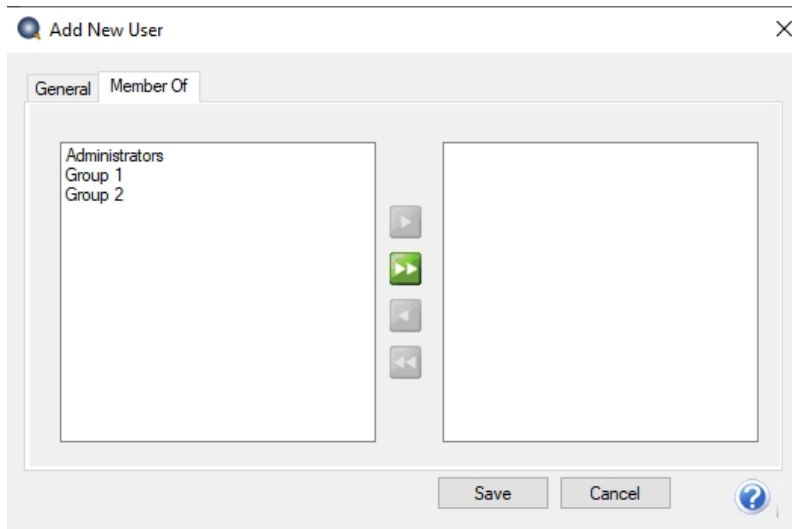
Setting up database users allows CenterPoint to track the transactions entered or modified by each user and authorize which processes they can access. CenterPoint will display the user currently logged in at the bottom of the screen in the left corner.

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



The screenshot shows the 'Add New User' dialog box with the 'General' tab selected. It contains three text input fields: 'User Name', 'Password', and 'Confirm Password'. Below these fields is a checkbox labeled 'Account is Inactive\Disabled'. At the bottom right, there are 'Save' and 'Cancel' buttons, and a help icon (question mark in a circle).

3. Type a **User Name** and **Password** for the new user.
4. In the **Confirm Password** box, type the same password you typed in the **Password** box.
5. To inactivate/disable a user, select the **Account is Inactive\Disabled** check box.
6. If you have existing User Groups that this user should belong to, select the **Member Of** tab, select the groups that have access to the functions for this user, and click the right-arrow icon to move the users from the left-side of the screen to the right-side of the screen. Multiple users can be selected by holding the Ctrl key at the same time a user is selected.



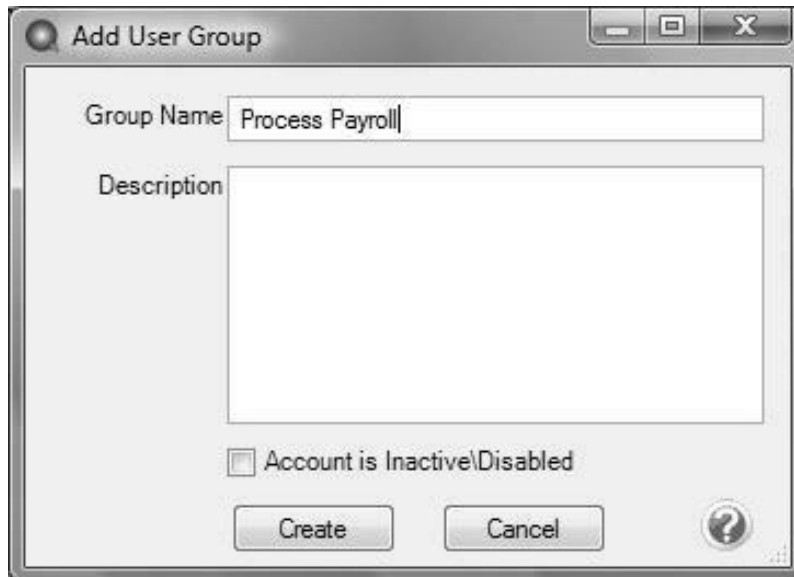
The screenshot shows the 'Add New User' dialog box with the 'Member Of' tab selected. It features two list boxes. The left list box contains the text 'Administrators', 'Group 1', and 'Group 2'. The right list box is empty. Between the two list boxes are four arrow buttons: a single right arrow, a double right arrow (highlighted in green), a single left arrow, and a double left arrow. At the bottom right, there are 'Save' and 'Cancel' buttons, and a help icon (question mark in a circle).

7. Click **Save**. If Password Security Options are enabled on this database (step B), then the system will verify that the password meets those requirements. If it doesn't meet the requirements, a message will be displayed that explains what needs to change on the password before it can be saved.
8. Repeat steps 2-7 for each user needed.

#### Step D: Create User Groups

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

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



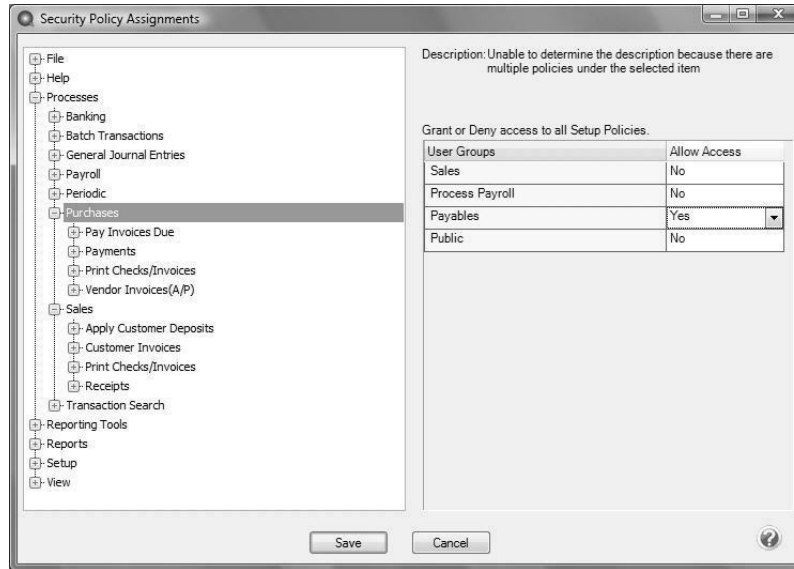
The screenshot shows a window titled "Add User Group". It has a "Group Name" text box with the text "Process Payroll" and a "Description" text box which is empty. Below the text boxes is a checkbox labeled "Account is Inactive\Disabled" which is currently unchecked. At the bottom of the window are two buttons: "Create" and "Cancel". There is also a help icon (a question mark inside a circle) in the bottom right corner.

3. In the **Group Name** box, enter a description for the type of group you are creating, for example "Enter Time Sheets or Process Payroll".
4. In the **Description** box, type a description of this group. The Description is optional.
5. Click **Create**.
6. At the **User Groups** screen, click on the **Assign Users** button.
7. In the **Assign Users to Groups** screen, select the users that will have access to the functions for this group and click the right-arrow icon to move the users from the left-side of the screen to the right-side of the screen. Multiple users can be selected by holding the Ctrl key at the same time a user is selected.
8. Click **Save**.
9. Repeat steps 1-8 for each group needed.

#### Step E: Create Security Policies

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

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



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



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

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

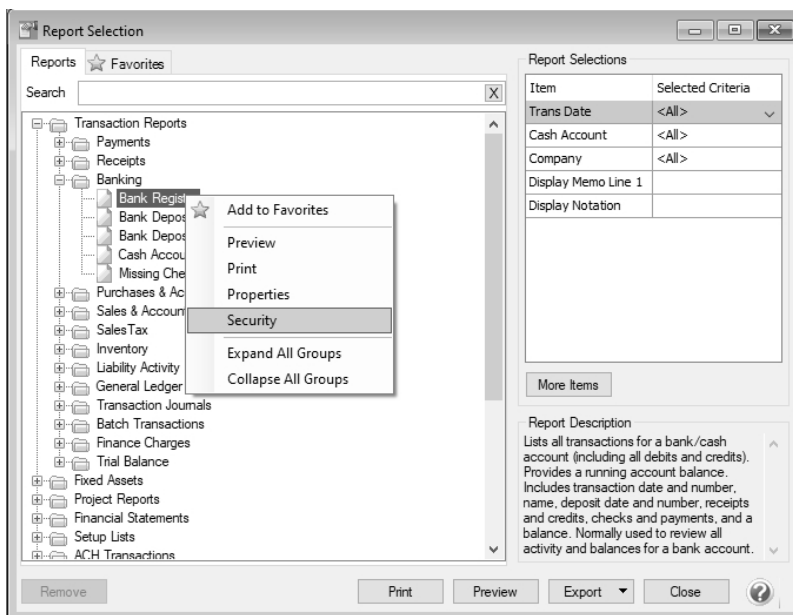
#### Step F: Set Report-level Security for User Groups

This option allows Administrators to configure report-level security by user group for the report selections criteria for a report or prevent access to the report.

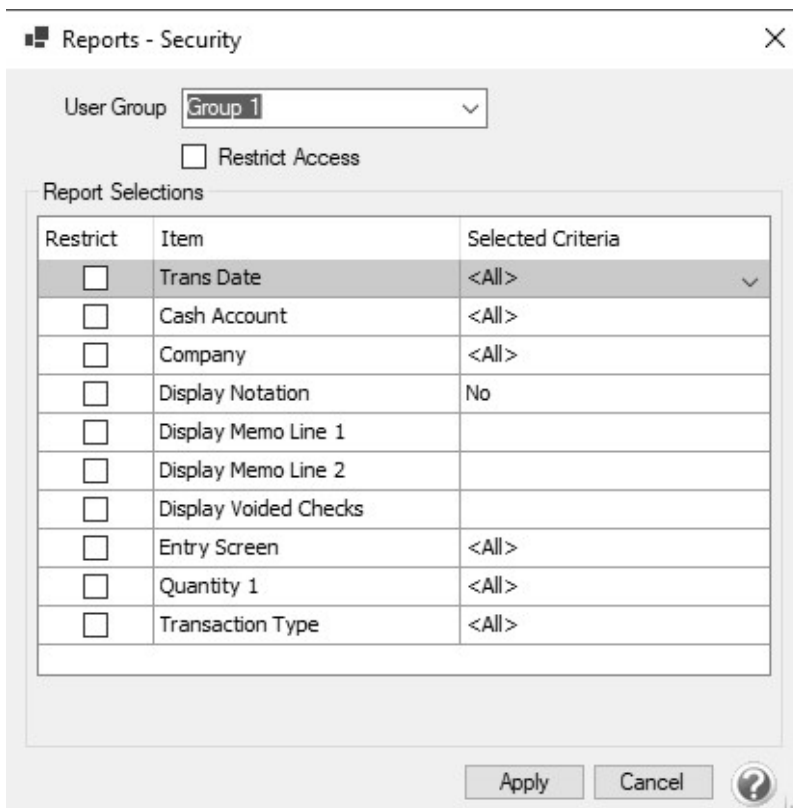
When setting report-level security for report selections, the Administrator can set a default value for specific criteria for the report when the user group prints/previews a report. When the default is set, it cannot be changed when the user group prints/previews the report.

1. Log into a CenterPoint database as an Administrator.
2. Select **Reports > Reports** and select the report you want to set report-level security for. The example below will use the Bank Register report.
3. Right-click on the report and select **Security**. This menu is only available when logged in as an Administrator.





4. The Reports - Security screen displays with all of the available Report Selections for the selected report. Select the **User Group** this report-level security setting applies to.



5. This screen allows you to set the following report-level security for the selected User Group.
- » To prevent access to the report for the specified User Group, select the **Restrict Access** check box.
  - » To set a default value for a Report Selection, click the drop-down arrow in the **Selected Criteria** column, and then select the default reporting criteria. For example, you may want to set a default Cash Account for a Bank Register report.
  - » To prevent access to changing the default value for the selected Report Selection, select the **Restrict** check box. For example, if you want to prevent users in a User Group to be able to change the default Cash Account for a Bank Register when printing/previewing a Bank Register report.

**Reports - Security** [X]

User Group: Group 1

☐ Restrict Access

Report Selections

Restrict	Item	Selected Criteria
<input type="checkbox"/>	Trans Date	<All>
<input checked="" type="checkbox"/>	Cash Account	Cash in Bank - Checking
<input type="checkbox"/>	Company	<All>
<input type="checkbox"/>	Display Notation	No
<input type="checkbox"/>	Display Memo Line 1	
<input type="checkbox"/>	Display Memo Line 2	
<input type="checkbox"/>	Display Voided Checks	
<input type="checkbox"/>	Entry Screen	<All>
<input type="checkbox"/>	Quantity 1	<All>
<input type="checkbox"/>	Transaction Type	<All>

Apply Cancel ?

6. Click **Apply**.
7. Click **OK**.
8. Close the Reports - Security screen.

### Frequently Asked Questions

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

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

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

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

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

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

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

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

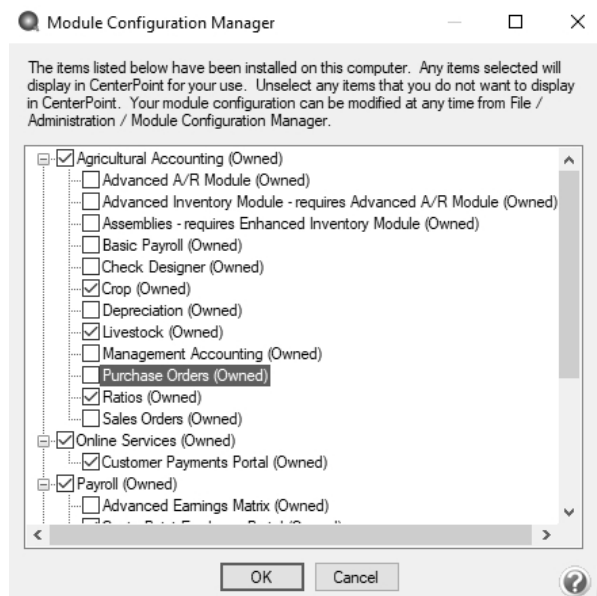
## Add a Module

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

### Prerequisite

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

1. Start CenterPoint.
2. If the **Module Configuration Manager** screen displays, click **OK**. The Module Configuration Manager screen will only display if you are installing CenterPoint for the first time, or if you are installing an update that contains a new module.
3. The CenterPoint product must be reregistered to recognize ownership of the additional module. Select **Help > Product Registration > CenterPoint Registration** to register. Note: For detailed registration instructions, refer to the [Register CenterPoint](#) help topic.
4. Once the registration is complete, then you are ready to add the new module to your databases. Select **File > Administration > Module Configuration Manager**.



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

### Installing Windows Updates

This topic describes the process of installing Windows updates.

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

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



Note: Please see the System Compatibility section of our website for operating system information not listed above by selecting **Support & Learn > System Compatibility** from the menu..

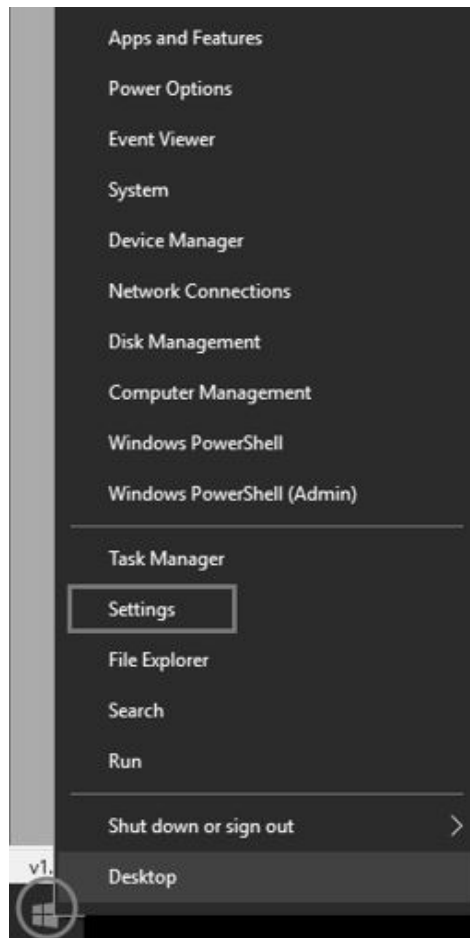


Note: Downloading and installing Windows updates can be a time-consuming process and it is unlikely that the amount of time it will take can be estimated by a Red Wing Software Support technician.

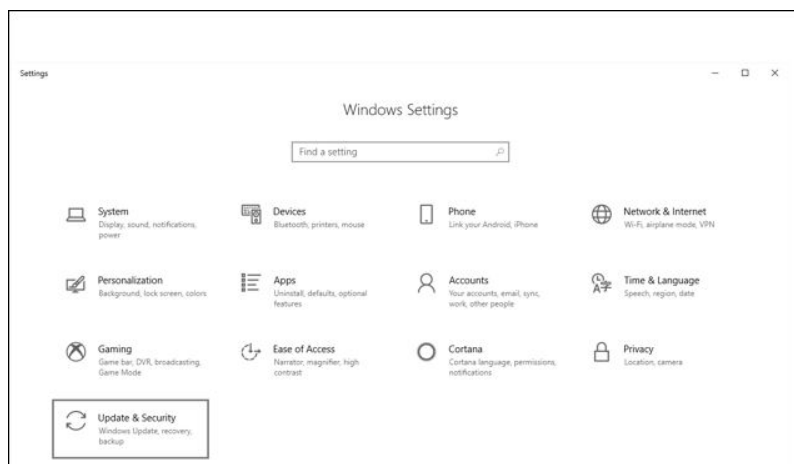
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### Perform Windows Updates on the Windows 10 Operating System

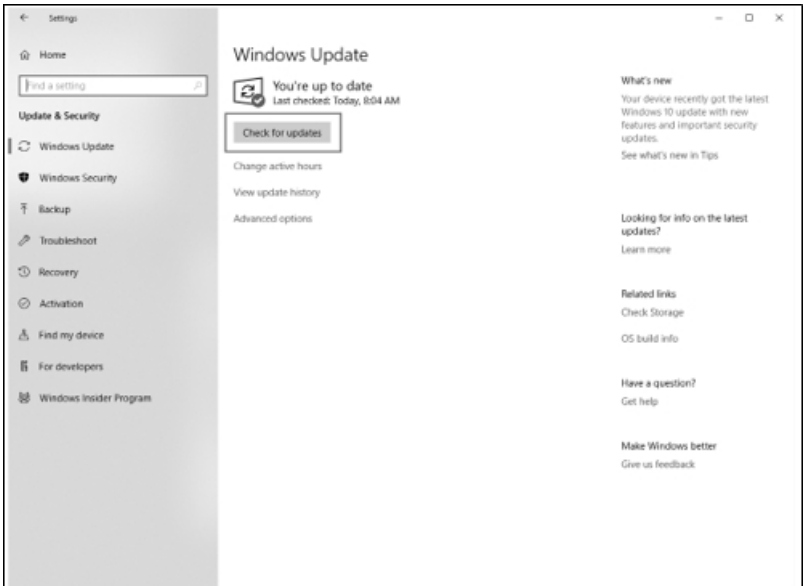
1. From your desktop, right-click on the Windows **Start** menu and then select **Settings**.



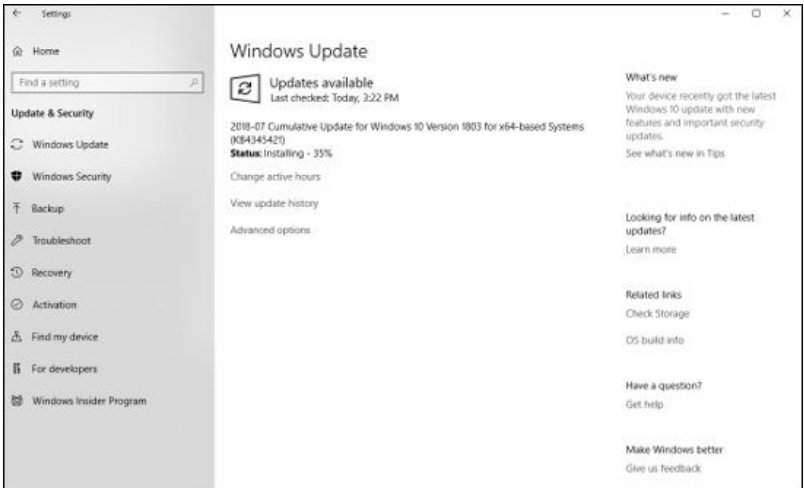
2. On the Windows Settings screen, select **Update & Security**.



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

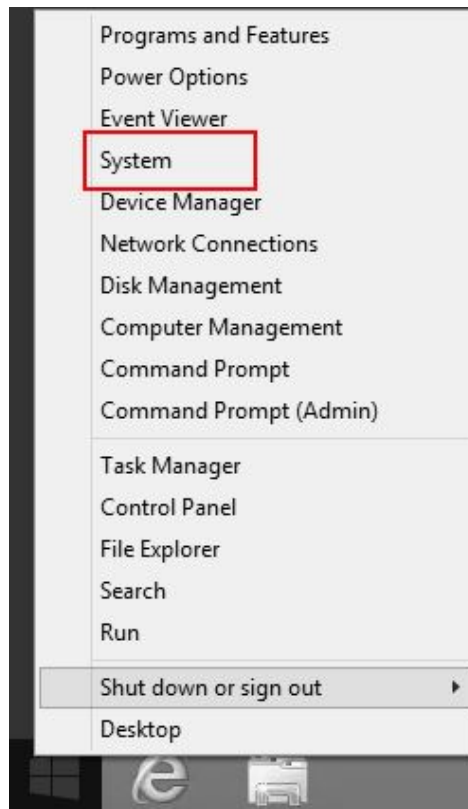


4. In the example above, the message indicated that the computer was up-to-date. However, after checking for updates there was an update that was required to be installed.

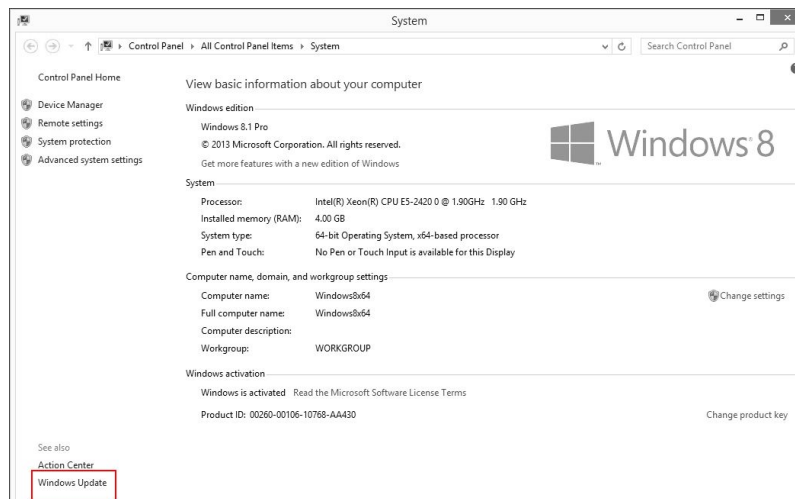


Perform Windows Updates on the Windows 8 Operating System

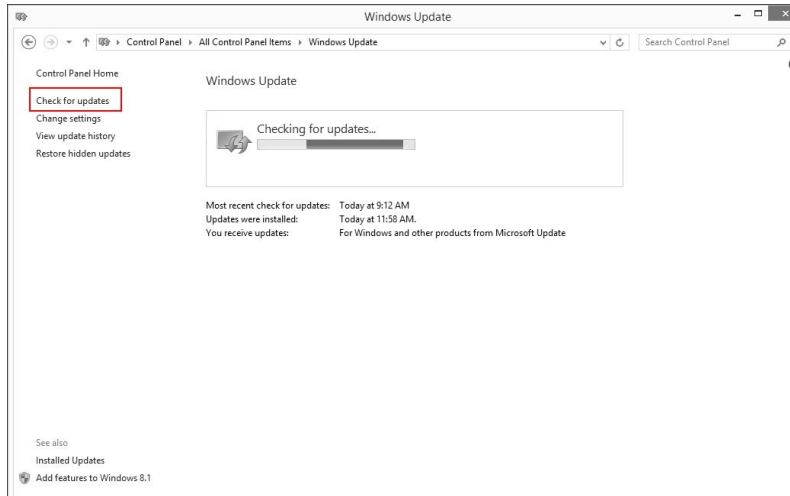
1. From your desktop, right-click on the Windows **Start** menu icon  and then select **System**.



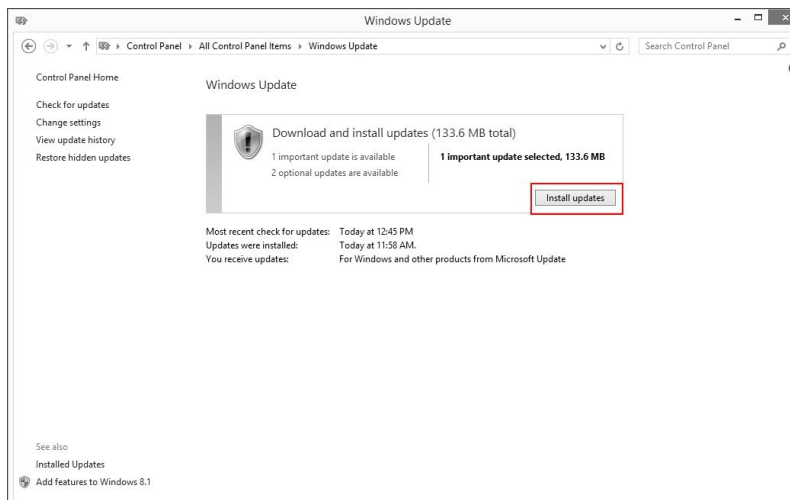
2. Select **Windows Update**.



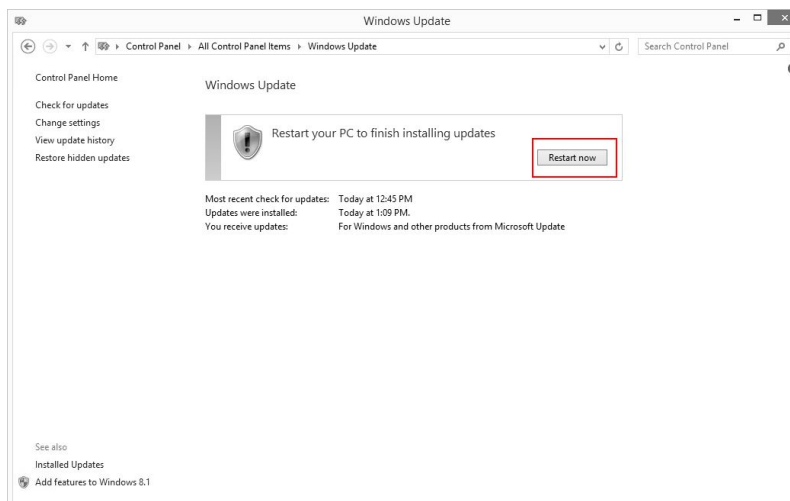
3. Select **Check for Updates**.



4. Click **Install Updates**.



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





## Customization and Navigation

### About Databases

A Database is a collection of data and objects relating to a specific purpose or topic. For CenterPoint, a database represents the financial activity of a fund. You can have as many databases as you need in CenterPoint, but each database is separate from the others and data is not shared between them. Each database includes the financial data of one or more funds. A fund is defined as a tax entity with financial activity. Multiple funds can share a database if they are part of the same operation. This allows the funds to share accounts and analyze the combined data. At the same time, each fund maintains separate financial records.

If you have more than one fund and ...

they do NOT share the same type of business activities,

they do NOT share the same type of accounts,

you do NOT wish to combine data from all funds in an analysis .....it is recommended to create separate databases instead of separate companies within the same database

[Create a New Database](#)

[Copy a Database](#)

[Open a Database](#)

[Remove a Database](#)

[To Attach a Database](#)

[To Detach a Database](#)

### Create a New Database

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

### Copy a Database

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

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

### Open a Database

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

### Remove a Database:

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

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

### Attach to a Database:

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

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

### Detach a CenterPoint Database:

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

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

## Managing Your Forms as you Move to CenterPoint

As you prepare to move to one of our CenterPoint programs, it's a good idea to check your existing forms (checks, invoices, etc.) to verify that they will or will not work in CenterPoint. Below we have listed the forms found in our legacy products and other products that data can be transferred from and noted if they will or will not work in CenterPoint. You'll find that some will work with CenterPoint but may not be perfectly aligned, so we recommend that

you either purchase the Check Form Designer to align the forms or order new forms. Follow the Print Sample Forms section in this document with the listed menu selections to print a test on your forms to see if the alignment is acceptable to you. If you need to order new forms, we recommend Computer Forms Incorporated for Red Wing Software forms. They can supply laser checks, invoices, statements, deposit slips, envelopes, and other business forms. To order, simply open CenterPoint and select **Help > Order Checks & Forms** or [click here](#).

Legacy Software Form	CenterPoint	CenterPoint Payroll
AgCHEK Canadian Checks	Yes	
AgCHEK Checks	Yes	Yes
Controller Checks	No <sup>1</sup>	No <sup>1</sup>
Controller Laser Invoices	Yes	
Controller Payroll Checks		No
Controller Statements	No	
Perception Canadian Checks	No <sup>2</sup>	No <sup>2</sup>
Perception Checks	No <sup>2</sup>	No <sup>2</sup>
Perception Invoices	Yes	
Perception Statements	No	
Profit Accounts Payable Checks	No <sup>3</sup>	
Profit Payroll Checks		Yes <sup>4</sup>
Profit Gold Accounts Payable Checks	No <sup>3</sup>	
Profit Gold Payroll Checks		Yes <sup>4</sup>
Red Wing DOS Payroll - Laser Checks		Yes
Red Wing DOS Payroll - Dot Matrix Checks		No
Red Wing Windows Payroll		Yes
JobBOSS Payroll		Yes <sup>5</sup>

Legacy Software Form	CenterPoint	CenterPoint Payroll
QuickBooks Payroll		Yes <sup>6</sup>

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

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

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

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

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

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

### Printing Sample Forms

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

Form	CenterPoint Menu
Accounts Payable Checks	Processes > Expenditures > Print/Email Checks For Standalone Payroll: Processes > Pay Invoices Due
Invoices	Processes > Revenues > Print/Email Invoices
Receipts	Processes > Revenues > Print/Email Receipts
Billing Statements	Processes > Revenues > Billing Statements

## Database Preferences

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

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

How are the different tabs used?

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

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

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

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

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

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

What are some of the common Preferences that are used?

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

» **Account Settings:**

- » **Set Account Number Mask** - Defines the account number mask (format) for the account number box, for example, how many characters in your Account Number. Setting a format secures account number conformity. The account number can be set to be required or not required. The format can be set to be numeric, an alphanumeric, or an alphabetic field.
- » **Account List Display** - Defines the way that the Setup > Accounts > List tab displays. If the Display As Flat List preference is set to Yes, the Account List will display as a continuous list without the Account Type (Assets, Liabilities, Expenses, etc.) and Account Categories (Accounts Receivable, Purchased Crop Inventory, Postage Expense, etc.). If the Display As Flat List preference is set to No or Not Set, the Account List will display with Account Types and Account Categories.

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

» **Address Settings -**

- » **Zip Code \ Postal Code Lookup Selection** - Defines whether you want to use an automatic zip code/postal code lookup for addresses. For example, filling in the zip code/postal code will retrieve the city/province and state or a list of city/provinces and states.
- » **Select The Default Format For Addresses** - Defines the default format for addresses of the United States, Canada, or Foreign/Free Form Addresses.

- » **Background Image** - The background image setting determines whether you want an image to display when CenterPoint is opened. The image will replace the blank open background.
- » **Backup** - The Backup On Exit preference defines whether you want to automatically display the Backup screen each time you exit CenterPoint (just as if you selected File > Backup Database) and the Display Last Backup Date preference default is set to display a Last Backup Performed: MM/DD/YYYY reminder notification in the status strip in the lower-right side of the main CenterPoint screen. The text will display in red when it has been 30 days since a backup was performed. The Backup screen can be displayed by clicking on the message. See the Backup a Database topic for information about performing a backup.
- » **Base Settings**
  - » **Database Startup Preferences** - Determines if CenterPoint should automatically open a database when opened, if so, which.
  - » **Right Click Options** - Right-click settings are stored at the level you select. Shortcut menus display in transaction entry boxes or lists when you right-click. Right-clicks provide an easy way to set defaults in data entry fields, create new records, edit records, as well as various other tasks specific to the cursor location.
  - » **Close Program Warning** - This setting determines whether you will be warned when the program is closed. The warning that displays informs you that the program will close in five seconds and then count down from there and give you the opportunity to keep the program open.
- » **Date Settings**
  - » **Date Range Preference**- Determines the way that dates are displayed in Date Range boxes and Period Range filters (usually used in Report filters). You can determine if the To date displays with the same date entered in the From date box or if the To date does not change when a date is entered in the From date box.
  - » **Fiscal Year End Month** - This preference also sets the month that your fiscal year ends so that CenterPoint can determine the date range for your fiscal year. This setting is used so you can select a date range of This Fiscal Year or Last Fiscal Year and the date range will display.
- » **Defaults**
  - » **General**
    - » **Use Automatic Decimal Placement**- Defines the use of automatic decimal places. For example, select Yes to display the entry of 500 as \$5.00 or select No to display the entry of 500 as \$500.00.
    - » **Pressing Enter Acts Like Tab Key** - Defines the behavior of the Enter Key. For example, select Yes to set the Enter key to move from box to box in data entry screens just like the Tab key or select No to move from box to box in data entry screens with the Tab key.
    - » **Lookup Field Settings**
      - » **Define the behavior of fields that allow the selection of an item from a list** -Defines how entering data into the Lookup box searches the information in the associated list. For more information on customizing lookup options on a field-by-field basis, see the [Shortcuts/Time Savers in Transaction Entry](#) topic.

- » **Initial Search Contents** - This preference allows you to set a global default value for all lookup controls on all screens. When an individual lookup field setting is changed for a specific screen, that setting is applied and then remembered for the individual setting.
- » **Default Menu Preference**
  - » **Select Default Menu** - Use this preference to set your default menu selection that will display a default screen each time you open a database. For example, if the majority of your time in a day is spent in the Processes > Purchases > Payments screen, you can set that as your default menu selection so it opens every time you open a database.
- » **File Attachments**
  - » **Display File Size Warning Message** - Scanning and attaching files to a transaction will increase your database size. Select Yes or Not Set if you want to be warned when a scanned/attached file exceeds 2MB, or select No if you never want to be warned about scanned/attached files that exceed 2MB.
- » **Notifications**
  - » **Disable Notifications** - This preference allows you to determine if you want to display the notifications bar used to inform you of when an update or a tax table download is available for CenterPoint.
- » **Online Update Settings** - Defines the way that you will be alerted of program updates.
  - » **Check for Updates Location**
    - » **Internet** - Choosing this option will set the system to check for new system updates via the Internet.
    - » **Locally Shared location** - Used for networks. If one computer on the network is used to retrieve and download updates, all other computers can be set to look for those updates in a shared location on the network.
  - » **Run Updates At**
    - » **Application Startup** - Choosing this option will set the system to look for new updates when the CenterPoint application starts.
    - » **Application Close** - Choosing this option will set the system to look for new updates when CenterPoint is closed.
  - » **Online Update Method**
    - » **Manually Handle Online Updates** - Choosing this option sets the system to have you determine when the new updates should be downloaded from the Red Wing Software web site.
    - » **System Automatically Checks For Updates Based On Frequency Setting** - This option is the default setting. When this option is selected, the Select the Default Frequency For Automatic Updates box is enabled and then select the frequency at which you want to apply the updates.
  - » **Local Location for Updates**
    - » Determine where downloaded update files are to be stored on the computer. Most will accept the default provided by Red Wing Software. The default location displays, to change the location, click **Select Path** to change the location.
    - » **Your local location for updates contains ## files and ## MB of data.** To view the contents of the Local Location for Updates folder and

optionally remove downloaded online update installation files, click **View Updates Folder..**

» **Reminders**

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

» **Launch on Database Open** – Allows you to see which reminders are due each time the database is first opened.

» **Check for New Reminders** – Allows you to set up whether or not you want CenterPoint to continue to check for new reminders while you work in the program.

**Printing (File > Preferences > Printing > Checks)**

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

**Security (File > Preferences > Security > Database Security)**

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

## Using Global Preferences

Global Preferences and the Global Layout file are used when your system is a network. An administrator creates an application-level preference stored in a preferences.xml file. The preferences.xml file can then be copied to a common location on the server. The preferences.xml file on the server becomes the default for all users, no matter what database they are using. If the user sets up their own settings, they override what is set as the default. An administrator can override the configuration of the Quick List by setting up the layout of CenterPoint for all users on the network, which is stored in a ControlLayouts.xml file. Then, the ControlLayouts.xml file can be copied to a common location on the server, and each user can set their preference to point to that location.

1. If you want to set up application-level preferences for all users, at one workstation, select **File > Preferences** and set preferences the way that you want your CenterPoint users to see them. These should be set on the **Application** tab for all **Preferences**.
2. Click **Save**.
3. If you want to customize the default QuickList and save your changes for all users, see the [Customize the QuickList](#) topic.
4. Close out of CenterPoint.



5. From the File Explorer, find the location of your preferences.xml and/or ControlLayouts.xml file(s). Right-click on the file and select **Copy**. The file(s) is normally located at: C:\ProgramData\Red Wing Software\CenterPoint\Config\Program folder\*  
*\*The name of the Program folder will be Ag, Business, Municipal or Payroll, depending on which CenterPoint product is installed.*
6. From File Explorer in a location (a shared folder) on the server that the CenterPoint workstations can access, right-click and paste the preferences.xml and/or ControlLayouts.xml file(s).
7. CenterPoint will need to be set up to use that shared preferences.xml and/or ControlLayouts.xml file(s). At each workstation that you want to use the CenterPoint global preferences/layout:
  - » Select **File > Preferences > General > Global File Settings > Database**.
  - » Click on the lookup button to the right of **Select The Location Of The Global Preferences File** field. Locate the shared network folder used in step 6. Highlight the **preferences.xml** file and click **Open**.
  - » Click on the lookup button to the right of **Select The Location Of The Global Layout File** field. Locate the shared network folder used in step 6. Highlight the **ControlLayouts.xml** file and click **Open**.
8. Click **Save**.
9. Exit and restart CenterPoint to start using the global preferences/layout.
10. Repeat step 7 -9 at each workstation that should use the shared preferences/layout.



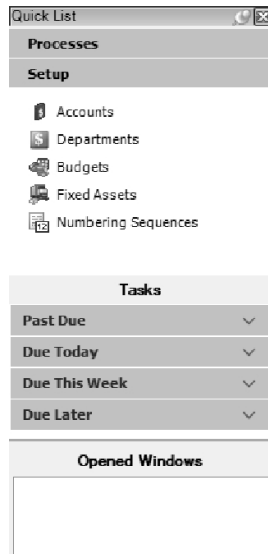
Note: If there are any Preferences set at the Application, Database or User level, they will override the settings in the global preferences file. If you would like to use only the global preference settings, then set all Application, Database and User level preferences to **Not Set**.

## Customize the Quick List

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

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

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



### [What Is the Quick List](#)

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

### [Add Menu Items to a Group](#)

### [Add a Report to a Group](#)

### [Remove an Existing Quick List Group](#)

### [Rename an Existing Quick List Group](#)

### [Move the Quick List](#)

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

### [Display Options for the Quick List](#)

### [Working with Tasks](#)

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## What Is the Quick List?

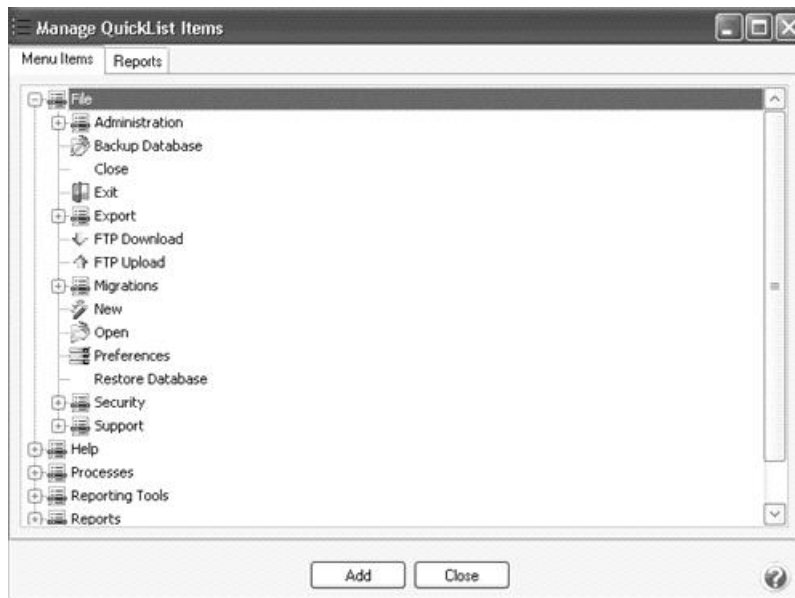
The Quick List is the user customizable menu that is located, by default, on the left-hand side of the screen.

## Add a New Group to the Quick List

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

## Add Menu Items to a Group

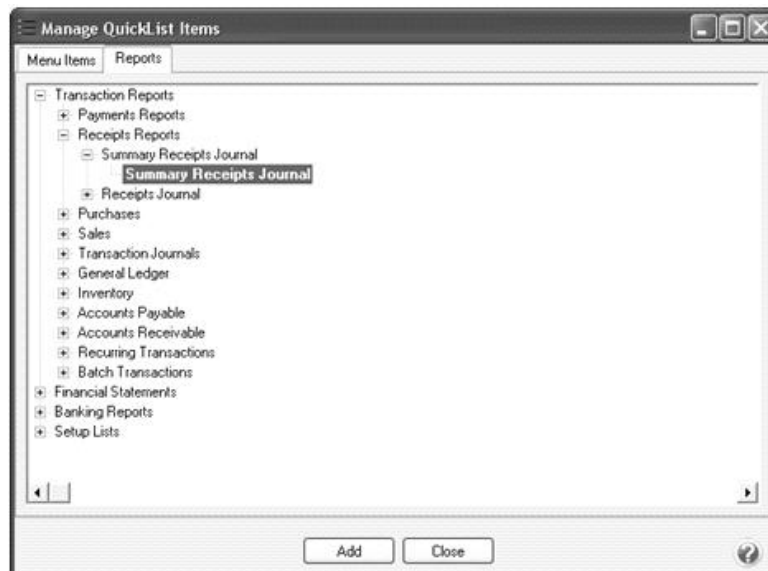
1. Position your mouse over the Group you'd like to add an item to.
2. Right-click and select **Manage Items**.
3. The **Manage Quick List Items** displays the CenterPoint menu on the **Menu Items** tab. Expand the menu you wish to access.



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

#### Add a Report to a Group

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



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



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

### Remove an Existing Quick List Group

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

### Rename an Existing Quick List Group

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

### Move the Quick List

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

### Move the Quick List Back to the Default Position

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

### Display Options for the Quick List

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

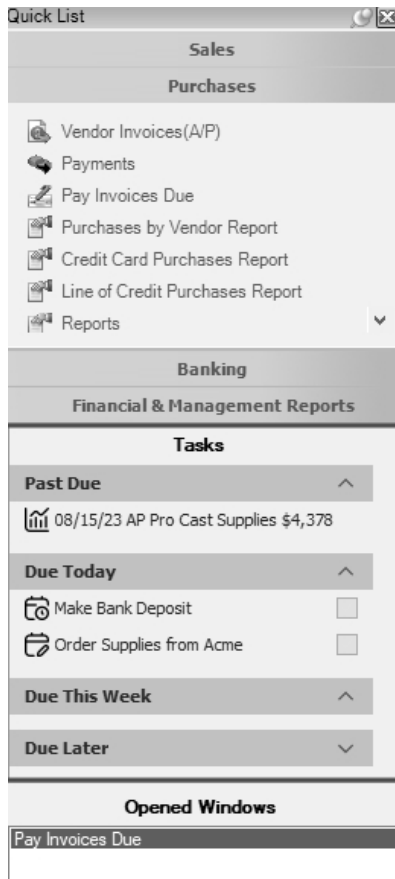
### Working with Tasks

The Tasks panel located on the QuickList provides a reminder of Dynamic Tasks that are due, past due, and coming due soon for Accounts Payable invoices, Credit Card Liabilities, or Payroll Liabilities or scheduled one-time User Tasks or Recurring User Tasks of items from which the menus to perform the task can be launched and sequenced to form a workflow, for example all the tasks involved in completing a pay run can be listed in order and recur on the same day of the week every two weeks.

For detailed information on using the Task panel, see the [Tasks](#) topic.

## Tasks




The Tasks panel located on the QuickList provides a reminder of Dynamic Tasks that are due, past due, and coming due soon for Accounts Payable invoices, Credit Card Liabilities, or Payroll Liabilities or scheduled one-time User Tasks or Recurring User Tasks that act as scheduled reminders. User Tasks can be configured to launch menu items to perform the task and sequenced to form a workflow, for example all the tasks involved in completing a pay run can be listed in order and recur on the same day of the week every two weeks.



### Task Types:

#### » User Tasks:

- » Tasks that are configured to be completed once (not recurring).
- » The task is removed from the task list once it is marked completed (unless the Show Completed option is selected by the user. Completed tasks can be made incomplete again by removing the check mark next to the task.
- » Deleting a task removes it from the list permanently (it cannot be retrieve).
- » Double-clicking on a User Task will open the menu selection assigned to the action associated with the task.
- » Display based on the currently logged on user. If the database is using user security, the tasks are filtered to the tasks created by the current CenterPoint user, otherwise they are filtered by Windows user.

- » Sorted after Dynamic Tasks by due date and sequence and identified by the  icon.
- » **Recurring User Tasks**
  - » These tasks are the same as User Tasks but have been configured to recur on a specific basis, for example daily, weekly, etc.
  - » Once marked completed, the task's Due Date is recalculated for the next occurrence and marked incomplete, for example, a daily task for today marked as completed, would be recalculated with a Due Date of tomorrow.
  - » Completed Recurring User Tasks are not included when the Show Completed Tasks option is selected.
  - » Deleting a Recurring User Task and selecting to "Delete this instance" is the same as marking the task completed which generates the Due Date for the next occurrence.
  - » Deleting a Recurring User Task and selecting to "Delete all" removes it from the list permanently (it cannot be retrieved).
- » Sorted after Dynamic Tasks by due date and sequence and identified by the  icon .
- » **Dynamic Tasks**
  - » Tasks based on data from the current database (these tasks cannot be "completed.") refreshed every five minutes based on the options selected in the [Set the Dynamic Display Options](#) section below:
    - » **Accounts Payable** - Displays all open vendor Accounts Payable invoices that are not a Payroll or Credit Card Liability one task per invoice. The action associated with this type of task is to open the Pay Invoices Due screen (if the current user does not have access to this screen, this option will be disabled). Tasks display a description consisting of due date (unless it is in the "Due Today" category), AP prefix, invoice number, vendor name, and amount remaining (rounded to nearest dollar), for example AP #01234 Iceman Supplies \$9,876.
    - » **Payroll Liabilities**- Displays all open vendor Accounts Payable invoices that are a Payroll Liability one task per invoice. The action associated with this type of task is to open the Pay Invoices Due screen (if the current user does not have access to this screen, this option will be disabled). Tasks display a description consisting of due date (unless it is in the "Due Today" category), PR prefix, invoice number, vendor name, and amount remaining (rounded to nearest dollar), for example PR #01234 Big Insurance Company \$2,326.
    - » **Credit Card Liabilities** - Displays all open vendor Accounts Payable invoices that are a Credit Card Liability one task per invoice. The action associated with this type of task is to open the Pay Invoices Due screen (if the current user does not have access to this screen, this option will be disabled). Tasks display a description consisting of due date (unless it is in the "Due Today" category), CC prefix, invoice number, vendor name, and amount remaining (rounded to nearest dollar), for example CC #01234 Acme Travel Lodge \$997.
  - » Identified by the  icon.
  - » Dynamic Tasks will display in the task panel before User/Recurring User Tasks grouped into the following categories by their due date:
    - » **Past Due** - Any tasks that have a date prior to the current system date.
    - » **Due Today** - Any tasks that have a date of the current system date.
    - » **Due This Week** - Any tasks that are during the current week of the system date, excluding tasks due on, or prior to, the current system date.
    - » **Due Later** - Any tasks that are due after the current week of the system date.

Follow the topics below to:

[Set the Dynamic Display Options](#)

[Add a User Task](#)

[Add a Recurring Task](#)

[Edit a Task](#)

[Delete a Task](#)

[Complete a Task](#)

[Perform an Action](#)

[Display Completed Tasks](#)

[Refresh the Task List](#)

### Set the Dynamic Display Options:

The Tasks panel is user-customizable by right-clicking on or in one of the categories (Past Due, Due Today, Due This Week, or Due Later) and selecting the dynamic display option(s):

1. From the **Tasks** panel, right-click on or in one of the categories (Past Due, Due Today, Due This Week, or Due Later).
2. Select any or all of the display options **Accounts Payable**, **Payroll Liabilities**, or **Credit Card Liabilities**. See the [Dynamic Tasks](#) descriptions above for information about each type of display for tasks.


### Add a User Task

1. From the **Tasks** panel, right-click on or in one of the categories (Past Due, Due Today, Due This Week, or Due Later).
2. Select **Add Task**.

The screenshot shows a 'Task' dialog box with the following fields and controls:

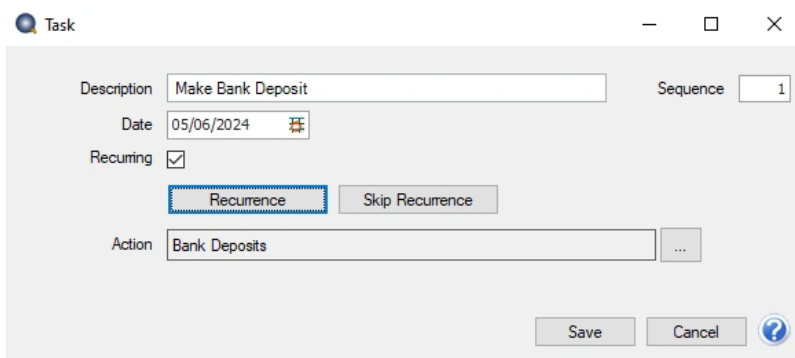
- Description:** A text box containing 'Task 1'.
- Sequence:** A text box containing '1'.
- Date:** A date picker showing '05/06/2024'.
- Recurring:** A checkbox that is currently unchecked.
- Recurrence:** A button that is disabled (grayed out).
- Skip Recurrence:** A button that is disabled (grayed out).
- Action:** A dropdown menu showing 'None'.
- Buttons:** 'Save', 'Cancel', and a help icon (question mark) at the bottom right.

3. In the **Description** box, enter for description of the task, for example **Task 1**.
4. In the **Sequence** box, enter the order of the task, for example if you want Task 1 to be listed first in a group of like tasks, enter a 1, if you want Task 2 to be listed next, you would enter 2.
5. In the **Date** box, enter the date the task is due.

6. If you want to open a menu item when the task is performed, in the **Action** box, click  and select the menu item from the Select Default Menu screen. In the example above, the default of **None** was selected since the action does not have an associated CenterPoint screen since it is a one-time task.
7. Click **Save**.

### Add a Recurring Task

1. From the **Tasks** panel, right-click on or in one of the categories (Past Due, Due Today, Due This Week, or Due Later).
2. Select **Add Task**.



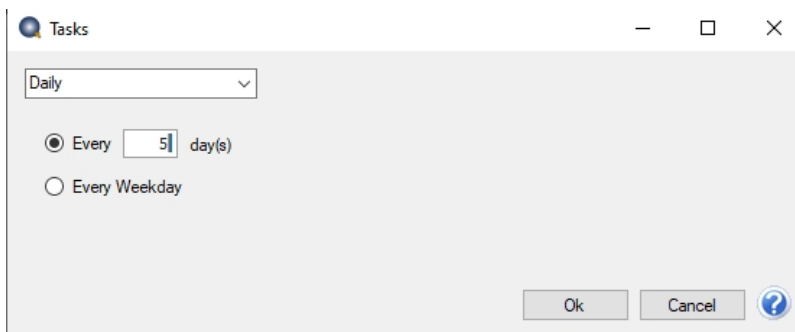
3. In the **Description** box, enter for description of the task, for example **Make Bank Deposit**.
4. In the **Date** box, enter the date the task is due.
5. Select the **Recurring** check box.
6. Click the **Recurrence** button.

» Select the **Daily** recurrence if the task recurs daily.

» Select the **Every [X] Days** (where X = every so many days) option. For example, enter a **5** if the task recurs every 5 days).

OR

» Select the **Every Weekday** (Monday - Friday) option. For example, if the task is currently due Monday, the next occurrence would be Tuesday or if the task is currently due Friday, the next occurrence would be the following Monday.





- » Select the **Weekly** recurrence if the task recurs **Every [X] Weeks** on specific days (where X = every so many weeks). For example if the task recurs every other week on Monday, Wednesday, and Friday, enter a **2** and then select the **day of the week** check boxes, for example Monday, Tuesday, and Wednesday. For example, the task is currently due Monday and the task is set to recur on Monday, Tuesday, and Wednesday; the next occurrence would be Tuesday of the current week or if the task is currently due Wednesday, and the task is set to recur on Monday, Tuesday, and Wednesday; the next occurrence would be Monday of the next week.

- » Select the **Monthly** recurrence if the task recurs on a Monthly basis.
- » Select the **Day [X] of every [Y] month(s)** option (where X = the day of the month and Y = every so many months). For example, if the task recurs on the 5th day of the month every 3 months, enter Day [5] of every [3] month(s). For example if the task is due 4/5/2024 and recurs Day [5] of every [3] month(s), the next occurrence would be 7/4/2024.

OR

- » Select the **[X] [Y] of every [Z] month(s)** option (where X = the sequence of First, Second, Third, Fourth, Last Day, the unit Y = Day, Weekday, Weekend day, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday, and Z = every so many months). For example, if the task recurs the second Wednesday of every 2 months, select Second from the first drop-down, select Wednesday from the second drop-down, and then enter 2 in the every months box. For example if the task date is 04/29/2024 and is configured for The [Second] [Wednesday] of every [2] month(s), the next occurrence for the task would be 6/12/2024.


- » Select the **Yearly** recurrence if the task recurs on a yearly basis.
  - » Select the **Every [X] of [Y]** option (where X = the month January - December and Y = the day of the month the task should recur on). For example, the task date is 09/05/2023 and the task is configured to recur "Every [September] [5]", the next occurrence would be 09/05/2024.

OR

- » Select the **[X] [Y] of every [Z] month(s)** option (where X = the sequence of First, Second, Third, Fourth, Last Day, the unit Y = Day, Weekday, Weekend day, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday, and Z = month January - December.) For example, if the task date is 04/29/2024 and is configured for "The [Second] [Wednesday] of [September]", the next occurrence would be 09/14/2025.





The screenshot shows a 'Tasks' dialog box with a 'Yearly' dropdown menu. Below it, there are two radio button options. The first is 'Every' with a dropdown set to 'January' and a text box with '1'. The second is 'The' with a dropdown set to 'Second', another dropdown set to 'Wednesday', and a third dropdown set to 'of September'. At the bottom right, there are 'Ok' and 'Cancel' buttons and a help icon.

7. To advance the date for the task to the next occurrence, click the **Skip Recurrence** button. For example, if the task is for Today and is a daily recurring task, the Due Date would be advanced to Tomorrow.
8. In the **Sequence** box, enter the order of the task, for example if you want Daily Task 1 to be listed first in a group of like tasks, enter a 1, if you want Daily Task 2 to be listed next, you would enter 2.
9. If you want to open a menu item when the task is performed, in the **Action** box, click  and select the menu item from the Select Default Menu screen. In the example above, the Bank Deposits menu was selected to open when this recurring task is performed.
10. Click **Save**.



## Edit a Task

The Edit Task selection is available only for User Tasks or Recurring Tasks.

1. From the **Tasks** panel, open one of the categories (Past Due, Due Today, Due This Week, or Due Later).
2. Select a **User Task**  or a **Recurring Task** .
3. Select **Edit Task**.
4. Change any of the information on the Task screen. For more information, see the [Add a Task](#) or a [Add a Recurring Task](#) sections above.

## Delete a Task

The Delete Task selection is available only for User Tasks and Recurring Tasks. Deleting a User Task removes it from the list permanently (it cannot be retrieved.) Deleting a Recurring Task and selecting to Delete All will remove it from the list permanently (it cannot be retrieved).







1. From the **Tasks** panel, open one of the categories (Past Due, Due Today, Due This Week, or Due Later).
2. Select a **User Task**  or a **Recurring Task** .
3. Select **Delete Task**.
4. If the task is a User Task, click **Yes** to confirm that the task should be deleted permanently (it cannot be retrieved). If the task is a Recurring Task, click Yes to confirm that all occurrences of the task should be removed permanently or click No to remove just this occurrence; the next occurrence of the task will be generated.

## Complete a Task

The Mark Complete selection is available only for User Tasks or incomplete Recurring Tasks.

1. From the **Tasks** panel, open one of the categories (Past Due, Due Today, Due This Week, or Due Later).
2. Select the check box next to the task or right-click on the task and select **Mark Complete**.

## Perform an Action

1. From the **Tasks** panel, open one of the categories (Past Due, Due Today, Due This Week, or Due Later).
2. Double-click on a **User** , **Recurring** , or **Dynamic Task**  or right-click on a **User** , **Recurring** , or **Dynamic Task**  and select **Perform Action..** When a User or Recurring task is selected, the menu item defined in the Action box when the task was created will open. If the task is a Dynamic Task, the Pay Invoices Due screen will open.

## Display Completed Tasks

The Show Completed Tasks selection is available only for non-recurring User Tasks.

1. From the **Tasks** panel, right-click on or in one of the categories (Past Due, Due Today, Due This Week, or Due Later).
2. Select **Show Completed Tasks**.

## Refresh the Task List

The Refresh Task selection forces the process to check for changes to Dynamic Tasks and grouping of current tasks by due date.

1. From the **Tasks** panel, right-click on or in one of the categories (Past Due, Due Today, Due This Week, or Due Later).
2. Select **Refresh Task List**.

## Dashboards

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

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

[View the Default Dashboard](#)

[Create a New Dashboard Tile](#)

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

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

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

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

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

[Edit a Dashboard Tile](#)

[Change which Dashboard Tiles Display](#)

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

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

[Remove or Delete a Dashboard Tile](#)

[Refresh Dashboard Tile Information](#)

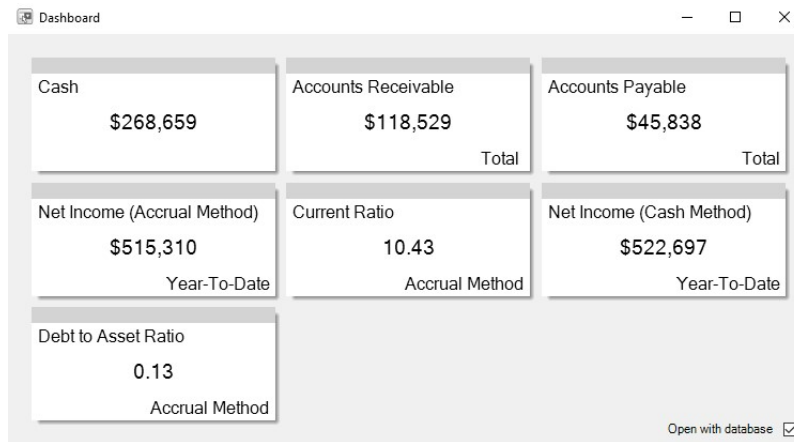
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### Set the Dashboard Preference (One-time Setup)

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

### View the Default Dashboard

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

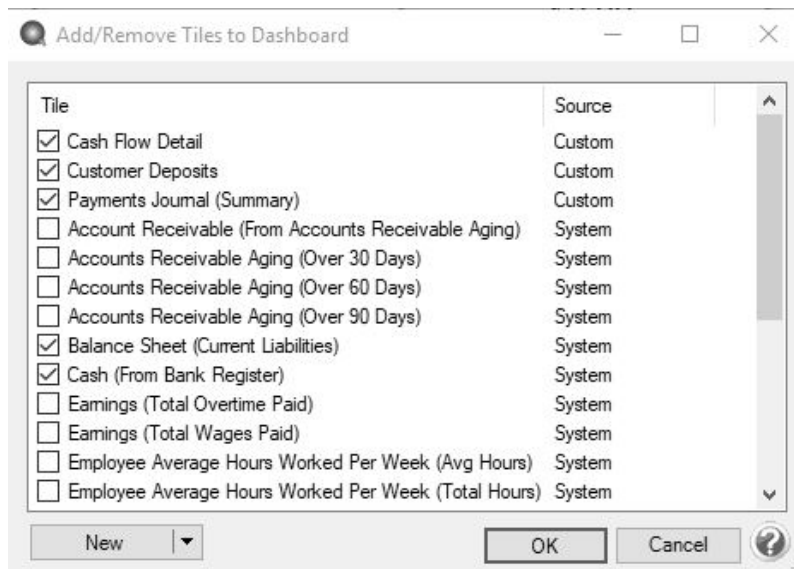


- If you did not set the Dashboard to display upon CenterPoint start up, you can choose to open the Dashboard with this database and set the Display on Startup in File > Preferences > General > Dashboard by selecting the **Open with Database** check box.

## Create a New Dashboard Tile

Example 1: Add Dashboard Tile using Report Selection Filters

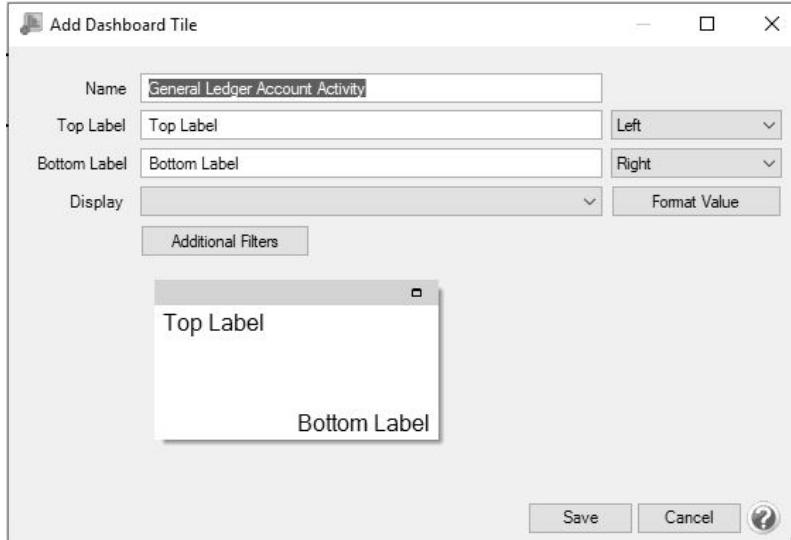
- On the Dashboard screen, right-click and select **Add/Remove Tiles**.



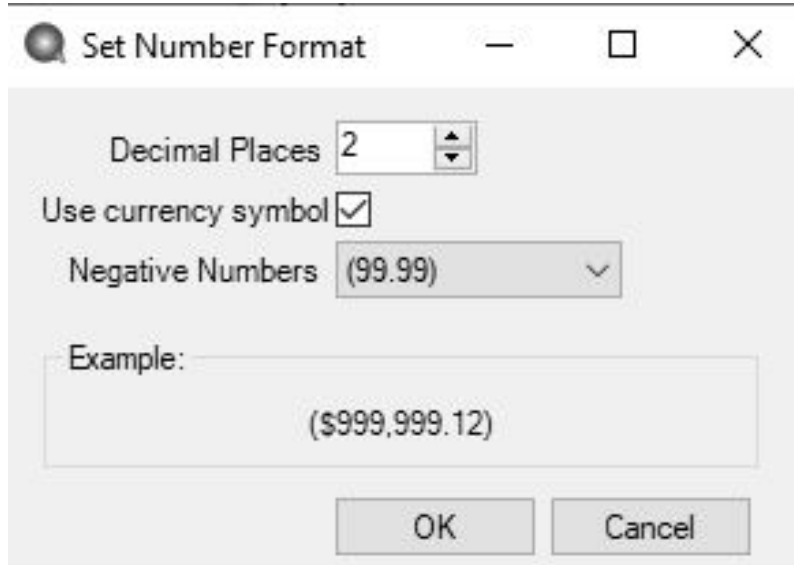
- Click the drop-down arrow on the New button and then select **Report Tile**.
- The Reports screen will open behind the Dashboard. Select the report you want to add a Dashboard tile from. For example, from the Reports screen, select Transaction Reports > General Ledger > General Ledger Activity.
- Define your Report Selection Filters and then click **Preview**. The report selections will be used to filter the dashboard tile you create. For example, if you filter the date to This Month, the tile will always display data for

the current month or in this example, the report should be filtered to include only Account 700000 Utilities Expense.

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



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



**Set Number Format**

Decimal Places

Use currency symbol ☒

Negative Numbers

Example:  
(\$999,999.12)

OK Cancel

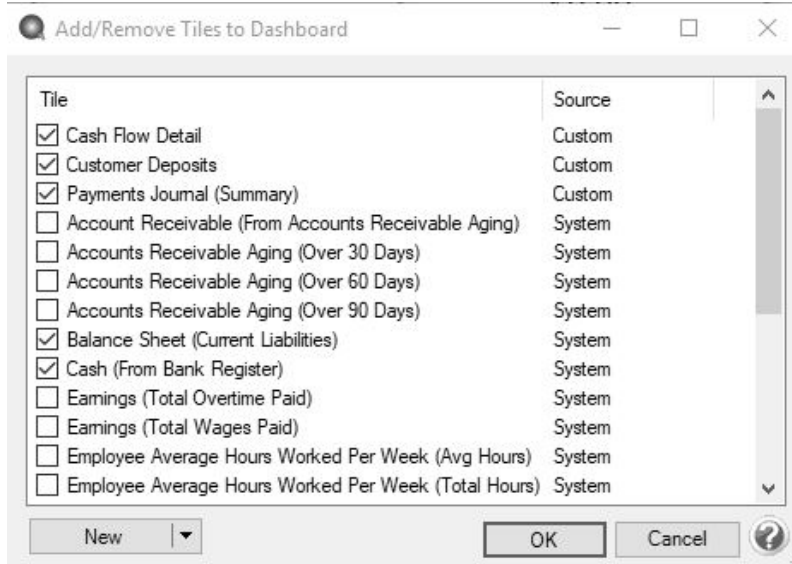
11. In the **Decimal Places** box, select the number of decimal places you want to view, select the **Use currency symbol** check box to add a \$ sign to totals, determine if **Negative Numbers** should display with a negative sign or in parenthesis, and then click **OK**.


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

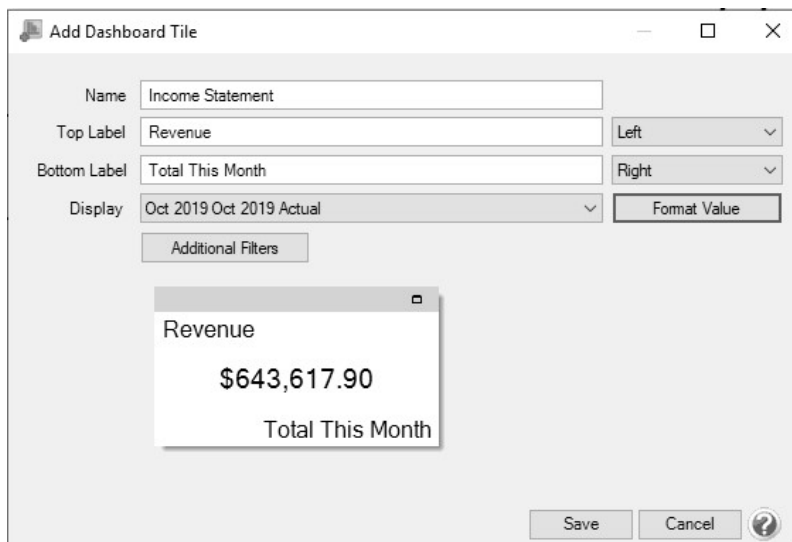
12. Click **Save**. The new Dashboard tile will now appear on the Dashboard screen.

Example 2: Add Dashboard Tile using Additional Filters

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



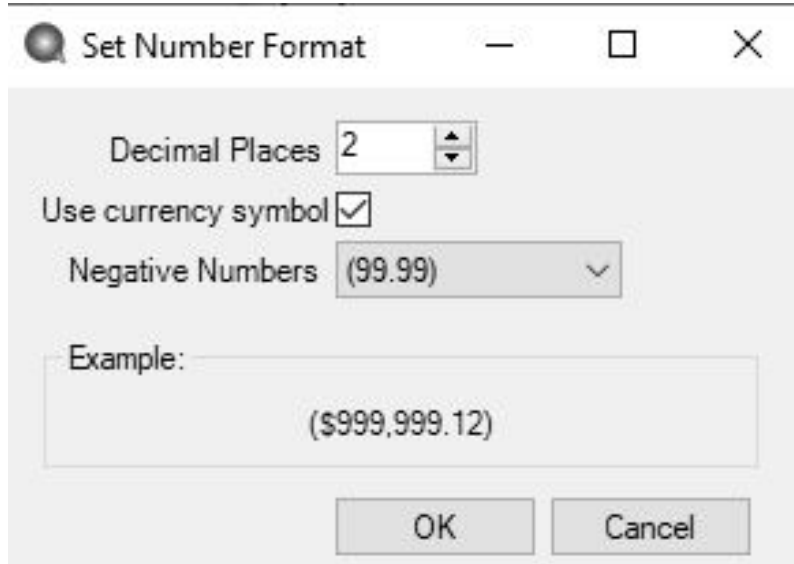
- Click the drop-down arrow on the New button and then select **Report Tile**.
- The Reports screen will open behind the Dashboard. Select the report you want to add a Dashboard tile from. For example, from the Reports screen, select Financial Statements > Income Statement.
- Define your Report Selection Filters and then click **Preview**. The report selections will be used to filter the dashboard tile you create. For example, if you filter the date to This Month, the tile will always display data for the current month.
- From the Preview toolbar, click the **Add to Dashboard** icon  to display the Add Dashboard Tile screen.



- The **Name** box will display the report you selected in step 3. You can change this name to be more specific if you have more than one tile generated from this report.
- In the **Top Label** box, enter the text you want to display in the upper portion of the Dashboard tile. For example, Revenue. Then, select if you want the text to display from the left, in the center, or from the right side of the tile.



8. In the **Bottom Label** box, enter the text you want to display in the lower right corner of the Dashboard tile. For example, Total This Month. Then, select if you want the text to display from the **Left**, in the **Center**, or from the **Right** side of the Dashboard tile.
9. In the **Display** box, specific information about the data the report displays will need to be defined so the Dashboard tile can display the information you want to view. For example, for the Income Statement report the selection period was selected to display This Month. In this example, the information viewed will be for October 2019 Actual.
10. Click the **Format Value** button to display the Set Number Format screen.



**Set Number Format**

Decimal Places

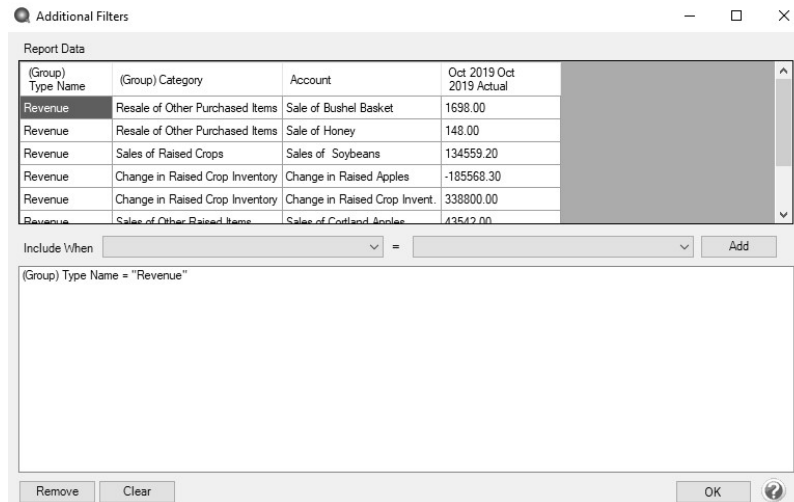
Use currency symbol ☒

Negative Numbers

Example:

OK Cancel

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



**Additional Filters**

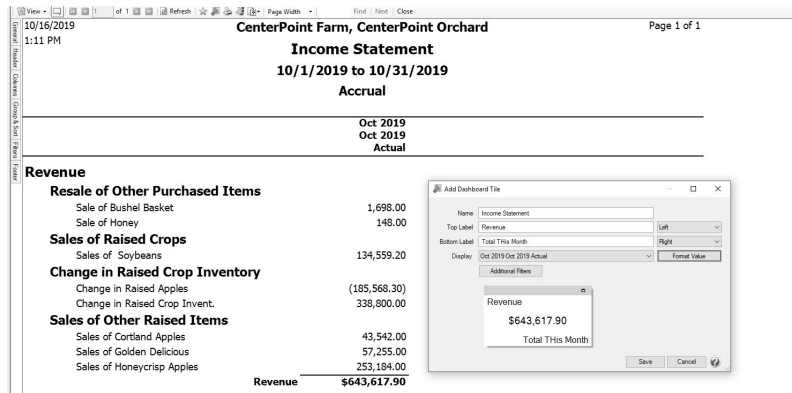
Report Data

(Group) Type Name	(Group) Category	Account	Oct 2019 Oct 2019 Actual
Revenue	Resale of Other Purchased Items	Sale of Bushel Basket	1698.00
Revenue	Resale of Other Purchased Items	Sale of Honey	148.00
Revenue	Sales of Raised Crops	Sales of Soybeans	134559.20
Revenue	Change in Raised Crop Inventory	Change in Raised Apples	-185568.30
Revenue	Change in Raised Crop Inventory	Change in Raised Crop Invent.	338800.00
Revenue	Sales of Other Raised Items	Sales of Cortland Apples	41542.00

Include When  =  Add


(Group) Type Name = "Revenue"

Remove Clear OK



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

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


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


Add Dashboard Tile

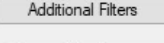

Name: General Ledger

X Axis: 

Y Axis: ☐ Debits ☐ Credits

Series: <none> 

Group Dates: None 


Additional Filters:  Graph Type: Line 

General Ledger

Comparison

Chart Table

☐ Reverse X-Axis

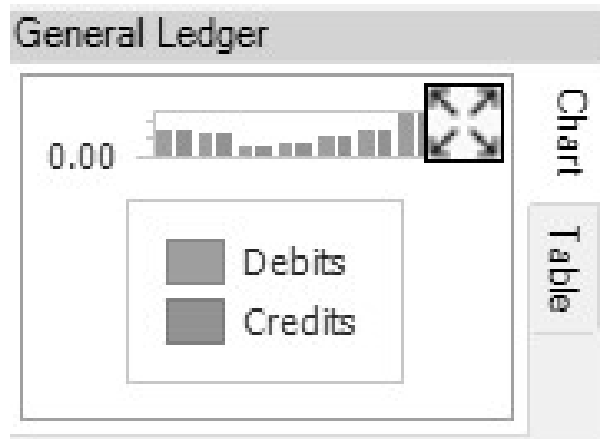
Save Cancel 



3. The **Name** box will display the report you selected in step 3. You can change this name to be more specific if you have more than one tile generated from this report.
4. Select the information you want to display on the **X Axis** of the chart (horizontal rows axis). The information varies by report, for example the General Ledger report X Axis options are Group (Account Number), Group (Account), Group Row Type Name, Transaction Date, Transaction Number, or Name/ Description.

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



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

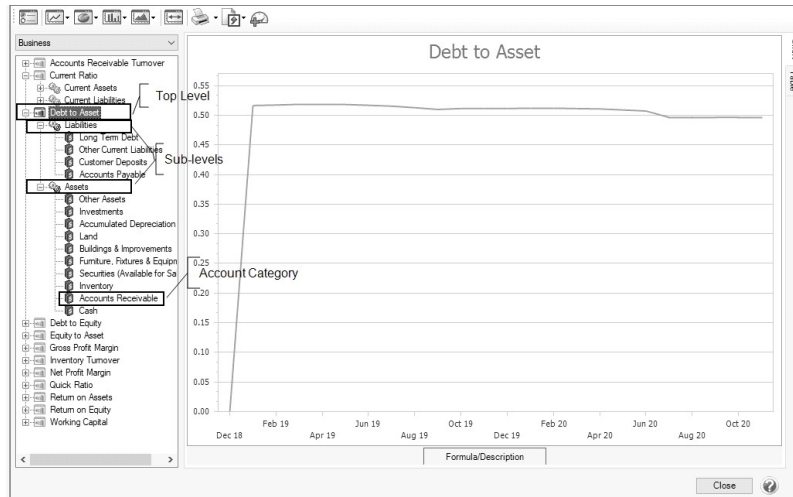



6. To Expand the Chart/Table, click . In the examples below, the Add Dashboard Tile screen was defined from the General Ledger report, X Axis set to (Group) Account, Y Axis set to both Debits and Credits, Series set to None, Group Dates set to Month, and Graph Type set to Bar. To collapse the Chart/Table,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

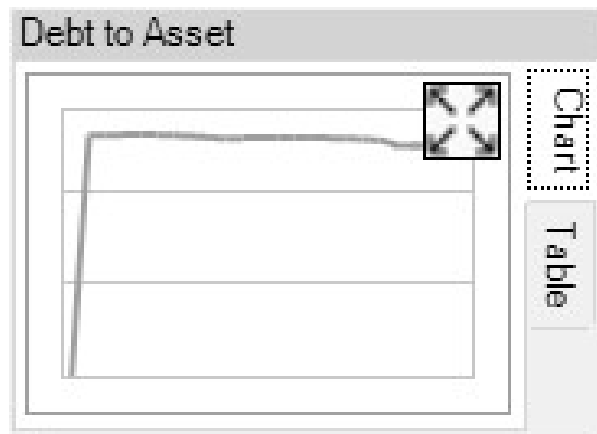


#### Example 4: Add a Dashboard Tile from a Ratio

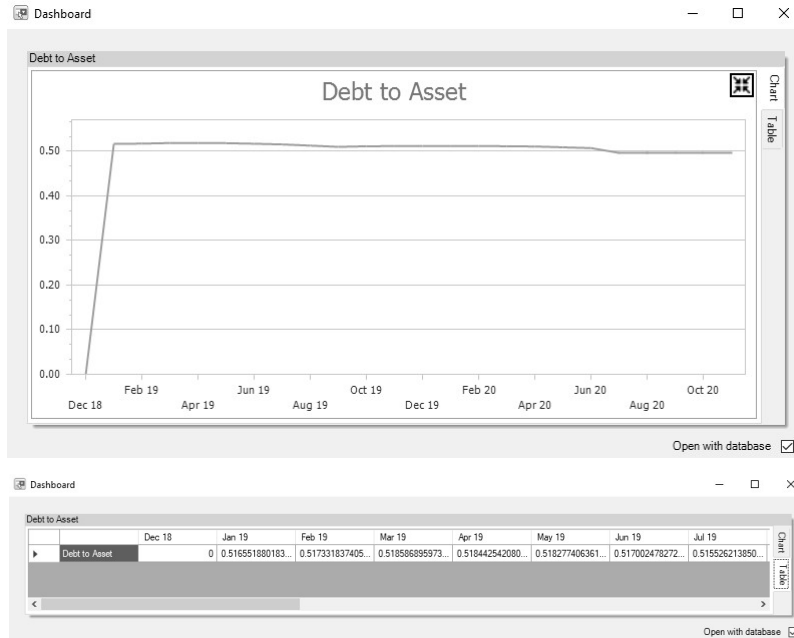
1. Select **Reports > Reporting Tools > Ratios**.
2. On the left side of the screen, select the top-level of the tree, sub-level, or account category of the tree (not the individual ratios), in the example below the top level is Debt to Asset, the sub-levels are Liabilities and Assets, and the account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



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



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



- To collapse the Chart/Table. click .

### Add a Dashboard Tile Similar to Another

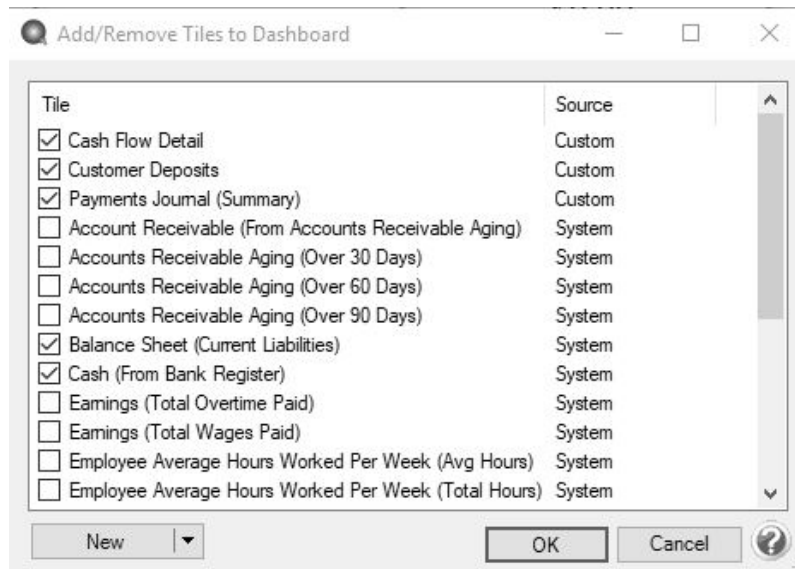
- On the Dashboard screen, right-click on the Dashboard tile you want to use to define another Dashboard tile, and then select **Copy**.
- Edit the existing information and Save the new Dashboard tile.

### Edit a Dashboard Tile

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

### Change which Dashboard Tiles Display

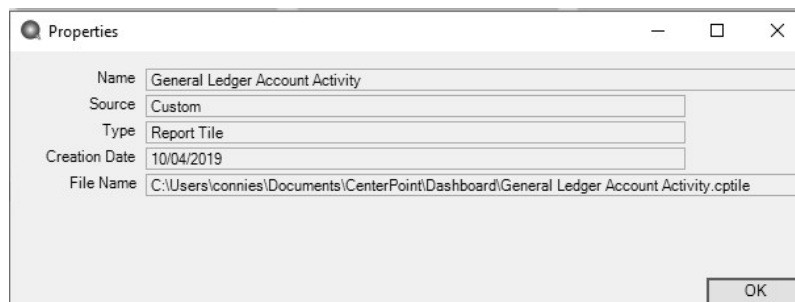
- On the Dashboard screen, right-click in a blank space, and then select **Add/Remove Tiles**.



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

### Display Report Properties for a Dashboard Tile

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



2. Click **OK**.

### Display the Associated Report for a Dashboard Tile

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

OR

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

### Remove or Delete a Dashboard Tile

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



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

### Refresh Dashboard Tile Information

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

## Shortcuts/Time Savers in Transaction Entry

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

[Dates](#)

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

[Lookups](#)

[Using the Set as Default option](#)

[Tab Stops](#)

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

[Recall a Transaction](#)

[Recurring Transactions](#)

[Review Transactions](#)

[Display Read-Only Grid](#)

[Scan and Attach Documents](#)

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### Dates

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



There are various ways that the date can be entered.


- » If only the **day of the month is entered** in a Date field, the current month and year will automatically be used. For example, if it's February, 2024 and 25 is entered in a date field the system will auto-fill the date with 2/25/2024.
- » If the **month and day is entered** (02/25 for example), the system will auto-fill the current year. The month and day can be entered with or without a slash or hyphen as a separator. If it is entered without the separator, then two digits must be entered for both the month and day (0225).
- » Or the full month, day and year date can be entered (12/25/24). Again, the date can be entered with or without a separator. If entered without a separator, each field must be entered as two or four characters.




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

### Keyboard and Function Keys (Hot Keys)


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

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

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

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

## Lookups

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

**Preferences > General > Defaults.**

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

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

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

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

**Lookup Options**

Auto Complete  
☐ Use Global Auto Complete Setting    ☒ Use Setting For This Control

☐ Use Auto Complete    Search Contents: Contains

Search By Column(s)

- ☒ Last Name, First Name
- ☒ Abbreviation
- ☐ First Name, Last Name
- ☐ First Name
- ☐ Last Name
- ☐ Middle Initial
- ☐ Description
- ☒ Contact

Return Text Column

- Abbreviation
- Address Line 1
- Address Line 2
- Address Line 3
- Cell Phone
- City
- Contact
- Description

Reset To Defaults    ☒ Save As Preference    OK    Cancel

3. Under Search By Column(s), select **Contact**.

4. Select **Save asPreference** and click **OK**.

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

» In the following example, during invoice entry, Items are searched by entering a specific word in the Item box.

1. From the Item lookup box, right-click and select **Options**.

2. Select **Use Setting For This Control**.

**Lookup Options**

Auto Complete  
☒ Use Global Auto Complete Setting    ☐ Use Setting For This Control

☐ Using Auto Complete (Global)

Search By Column(s)

- ☒ Last Name, First Name
- ☒ Abbreviation
- ☐ First Name, Last Name
- ☐ First Name
- ☐ Last Name
- ☐ Middle Initial
- ☐ Description
- ☐ Contact

Return Text Column

- Abbreviation
- Address Line 1
- Address Line 2
- Address Line 3
- Cell Phone
- City
- Contact
- Description

Reset To Defaults    ☒ Save As Preference    OK    Cancel


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

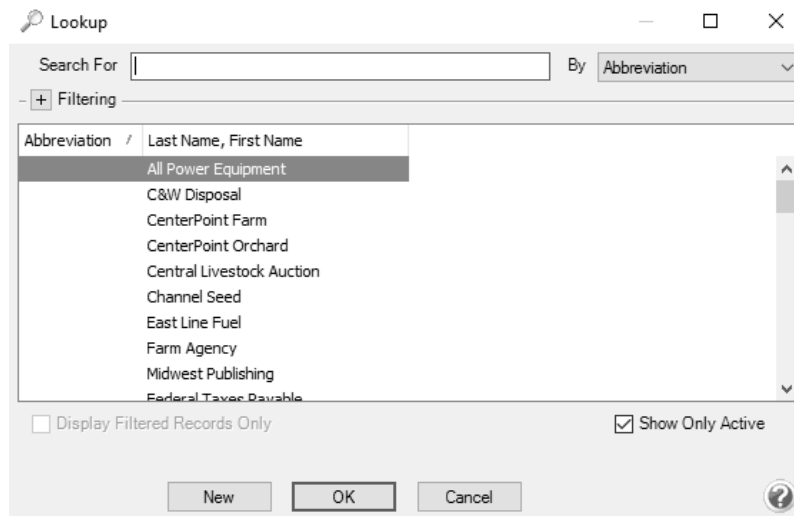
The options available for customizing field-by-field lookups using the Search by Contents box are::


- » **Use Global Preference** - uses the Lookup Field Settings preferences set in File > Preferences > General > Defaults.
- » **Begins With** - will search only the first characters of the columns specified under Searched By Columns.
- » **Contains** - will search the entire string for the match. For example, if the name is State of Minnesota and you enter State, a match is completed.

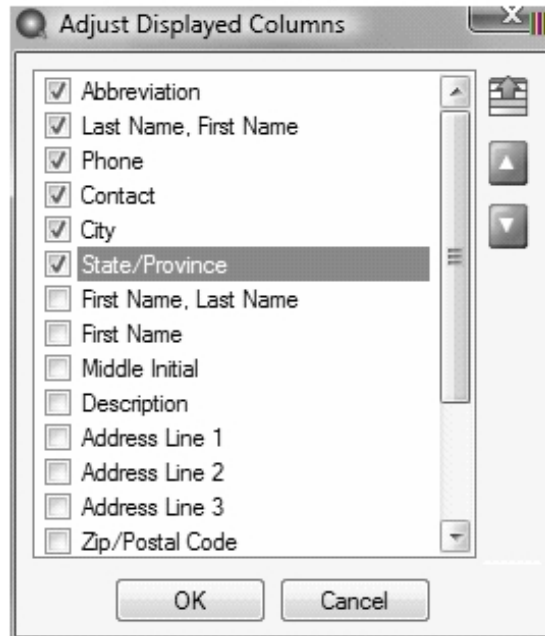
4. Select **Save as Preference** and click **OK**.

### Customizing the Lookup List:

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



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



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

### Set As Default Option

If you typically use the same company or bank account in the transaction entry screens, these selections can be set as the default so that you do not have to select or enter the information for each transaction. To access this option, select the list item (Company, for example) that you want this screen to display automatically as the default for this database, **right-click**, and then select **Set As Default**. This option is available in a variety of fields throughout the transaction entry screens.

### Tab Stops

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

#### To set tab stops

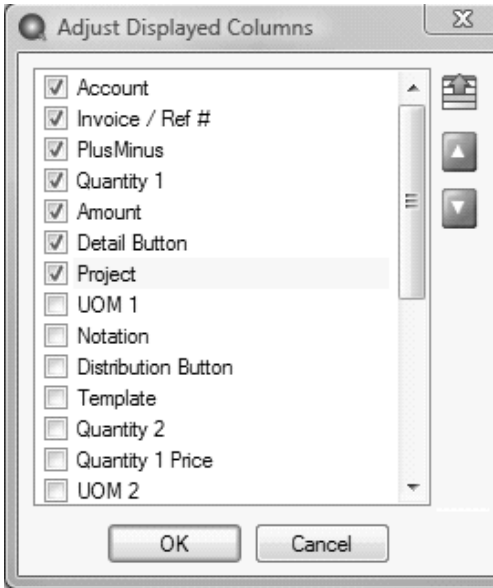
1. On any transaction entry screen, click **Options**, and then click **Set Tab Stops**.
2. On the Set Tab Stops screen, select the fields to stop at during transaction entry.
3. Click **OK**.

### Customize the Columns Displayed in the Transaction Entry Grids

Each transaction entry screen includes a variety of columns organized in a grid. The columns displayed in this area, within each transaction entry screen and to the transaction detail grid (viewed by clicking the (+) sign to expand the

journal entry), can be customized for the needs of your company. The selections can be changed at any time. In our example, we will customize the grid found in the Payments screen.

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



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

## Recall a Transaction

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



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



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

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

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

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



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

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

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

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



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

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

### Recurring Transactions

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

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

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



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

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

click  to display the documents.

## Review Transactions

To review transactions entered on a transaction screen, click **Options**, and then click **Review Transactions**.

Transactions can be modified from this screen by selecting the transaction and then clicking **Edit**. From the drop-down list next to the Edit button, the number of results to display can be defined. The options are 10 (default), 25, 50 or 100 results.

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

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

The screenshot shows the 'Sales Orders' window. At the top, there's a 'Select Order' dropdown. Below it, customer information for 'Johnson, Andy' is displayed, including the date '4/13/2011', order number '00003', status 'Open', and type 'Order'. Financial fields show 'Customer Balance' at \$388.70, 'Credit Limit' at \$10,000.00, and 'Remaining Credit' at \$9,611.30. A table lists three items: 'Economy Bicycle' (Economy Bicycle Package, Each, 5 ordered, 0 shipped, \$99.99 each, \$499.95 total), 'Standard Bicycle' (Standard Bicycle Package, Each, 3 ordered, 0 shipped, \$139.99 each, \$419.97 total), and 'Serialized Lawn' (Serialized Lawn Mower, Each, 2 ordered, 0 shipped, \$1,250.00 each, \$2,500.00 total). Below the table is an 'Information Grid' for the 'Economy Bicycle Package' showing 'Quantity On Hand' as 58, 'Quantity Assigned' as 5, and 'Quantity Available' as 53. The bottom section contains a summary with 'Subtotal' at \$3,419.92, 'Freight' at \$0.00, 'Sales Tax' at \$371.75, 'Order Total' at \$3,791.67, and 'Net Due' at \$3,791.67. Buttons for 'Save', 'Clear', 'Accounts', 'Options', 'Create Invoice', and 'Close' are at the bottom.

## Scanning and Attaching Documents

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



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



## Recurring Batches

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

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

#### [Option A](#)

#### [Option B](#)

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

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

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

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

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

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

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## Create a Recurring Batch

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

### Option A:

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



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

1. On the Batch Maintenance screen, in the **Comment** box, enter a description that will identify one batch from another. For example, Monthly ACH Payments.
2. In the **User** box, enter the name of the user responsible for this batch. This is an optional field.
3. Select the **Recurring** check box.
4. Click **OK** and **Close**.

### Option B:

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



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

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



Note: User is an optional field.

3. Click **Save**.

### Add a Transaction to a Recurring Batch

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

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



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

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

### View Transactions in a Recurring Batch

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



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

4. Click **Close**.

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

The edit process allows you to correct an entry that was added to a batch. The edit process can also be used if the amount of the transaction changes each month. In that case, the transaction the amount will be updated each month prior to posting the batch. The edit option can also be used to select the print box for payment or invoice transactions (if it wasn't selected when the transaction was entered).

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



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

6. Click **Close**.

### Post a Recurring Batch

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

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



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

### Edit a Recurring Batch

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

### Delete a Recurring Batch

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

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

## Filtering the Account List in Transactions

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

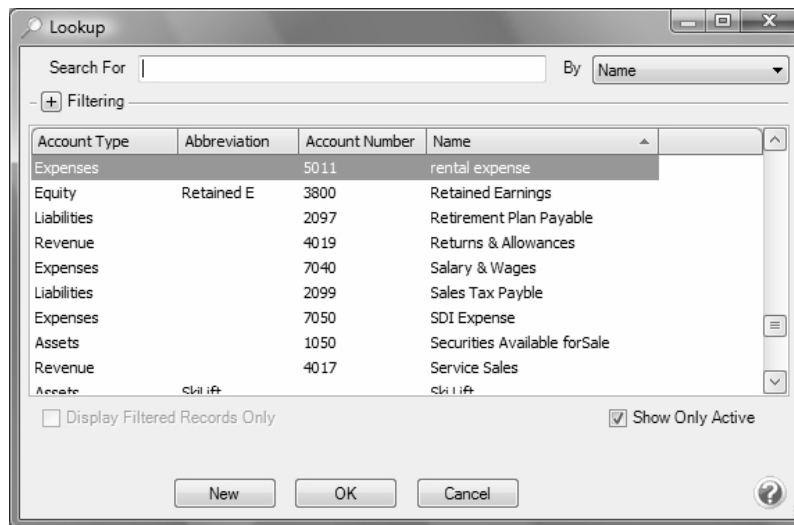
In the examples below, we will be creating a basic filter in the Payment screen so the account list only includes expense accounts and then explaining how to use custom filters to filter on multiple items.

[Set Up a Basic Filter](#)

[Set Up a Custom Filter](#)

## Setup a Basic Filter


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

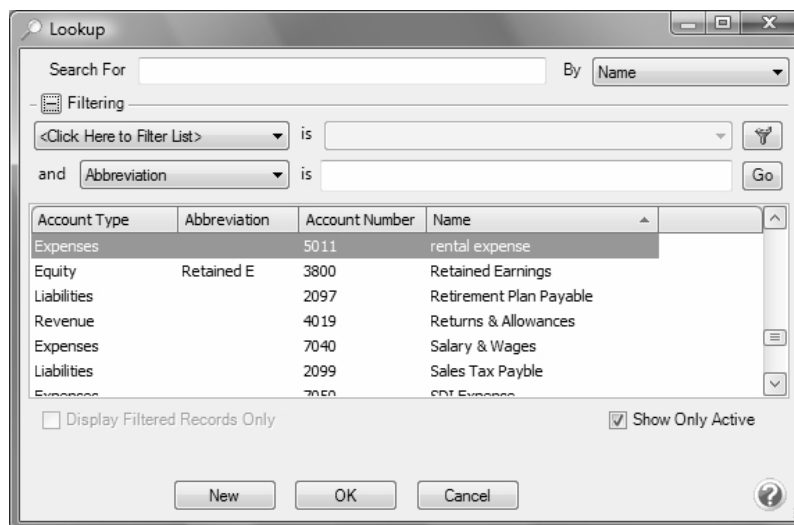


The Lookup dialog box is shown with the following details:

- Search For:** (Empty text field)
- By:** Name (Dropdown menu)
- Filtering:** (Collapsed button with a minus sign)
- Table:**

Account Type	Abbreviation	Account Number	Name
Expenses		5011	rental expense
Equity	Retained E	3800	Retained Earnings
Liabilities		2097	Retirement Plan Payable
Revenue		4019	Returns & Allowances
Expenses		7040	Salary & Wages
Liabilities		2099	Sales Tax Payable
Expenses		7050	SDI Expense
Assets		1050	Securities Available for Sale
Revenue		4017	Service Sales
Assets	Shift		Shift
- Display Filtered Records Only:** (Unchecked checkbox)
- Show Only Active:** (Checked checkbox)
- Buttons:** New, OK, Cancel

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



The Lookup dialog box is shown with the Filtering section expanded:

- Search For:** (Empty text field)
- By:** Name (Dropdown menu)
- Filtering:** (Expanded button with a plus sign)
- Filtering Fields:**
  - <Click Here to Filter List>** (Dropdown menu)
  - is** (Text field)
  - and** (Dropdown menu)
  - is** (Text field)
  - Go** (Button)
- Table:** (Same as the previous screenshot)
- Display Filtered Records Only:** (Unchecked checkbox)
- Show Only Active:** (Checked checkbox)
- Buttons:** New, OK, Cancel

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

Lookup

Search For  By

Filtering

Account Type  is

and Abbreviation  is

Go

Account Type	Abbreviation	Account Number	Name
Expenses		5011	rental expense
Expenses		7040	Salary & Wages
Expenses		7050	SDI Expense
Expenses		7060	State Unemployment Expense
Expenses		7070	Tax Deferred Comp Expense
Expenses		7080	Telephone
Expenses		7087	Water & Sewer

☐ Display Filtered Records Only ☒ Show Only Active



Filtering Applied

New OK Cancel

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


### Set Up a Custom Filter

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

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

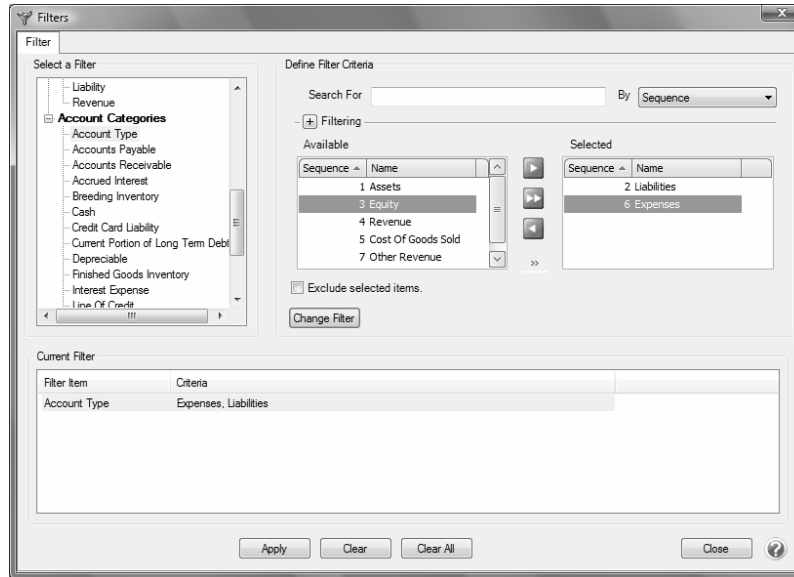
New Custom Filter

Name:

 Expenses & Liabilities

OK Cancel

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



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

## How to Track Transactions to Projects

Projects allow you to maintain revenue and expenses for specific jobs or projects. Assigning a project to your transactions provides an easy way to track the cost of the project. CenterPoint Payroll records can also assign projects to your labor costs. CenterPoint Payroll projects provide a way to classify earnings, employer contributions, and employer taxes for reporting. Each detail line for an earning can be assigned to a project. Employer contribution and tax expenses are distributed proportionately according to earnings assignments. Have you questioned if a particular job would be more economical if hired out? Projects allow you to find the exact cost of a project (job), large or small. Job examples might be a new building construction, repairs, brush removal, or street cleaning. A project can be added as a detail to all expenses that are a part of that job, including labor. Project is an available filter in many CenterPoint reports.

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

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

[Step B: Create a Project](#)

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

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

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

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

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

The screenshot shows the 'Payments' window. At the top, there are fields for 'Company' (Alpine Sports), 'Bank Account' (Cash in Bank - Checking), 'Current Batch' (No Batch), and 'Current Balance' (\$2,085,642.79). Below these are 'Check Number' (005999), 'Date' (09/17/2009), and 'Amount' (\$0.00). There is a 'Pay To The Order Of' field and a 'Change Address' button. Below that are 'Memo Line 1' and 'Line 2' fields. An 'Apply To Open Invoices' field shows \$0.00. A table with columns 'Account', 'Invoice / Ref #', and 'Amount' is shown, with a single row containing '\$ 0.00' and a 'Detail' button. At the bottom, there is a 'Print this check?' checkbox, a 'Total' field showing \$0.00, an 'Adjust Amount' button, and a row of buttons: 'Save', 'Clear', 'Recall', 'Recurring', 'Options', and 'Close'.

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

Account	Invoice / Ref #	Amount	Project
		\$ 0.00	

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

Occasionally the Project field will not be an available column in a transaction entry screen. This will happen if the transaction entry screen is using an older template or a template that was migrated from Perception Accounting. This can easily be resolved by following the steps below.

1. From the transaction entry screen, click on the **Detail** button in the first row of the grid. Document what is specified in the **Current Template** field. Then exit the transaction entry screen.
2. Select **Setup > General > Date Entry Templates**.
3. Select the template specified in step 1 and click **Edit**.
4. Click on the **Detail** tab.
5. In the **Journal Entry Detail** box, click on the **+** next to the **Expense** or **Income** row to expand the list below it.

Depending on what type of template you are editing, it will either say Expense or Income.

1. Click on **Project** in the expanded list.
2. On the right, the **Type** field, select **Choose from a List**.
3. Click **Save**.

#### Step B: Create a New Project

1. On the **Setup** menu, click **Projects**.
2. Click **New**.
3. In the **Abbreviation** box, enter up to 24 characters that you can easily identify the project.
4. In the **Name** box, enter up to 50 characters of required information that describes the project.
5. In the **Address Line 1** and **Address Line 2** boxes, enter the street address and any other information for the project, for example, suite number or post office box number. This information is needed for adequate certified payroll reporting.
6. The third address line has a format option preceding it. There are four options for the format of the third line of the address:



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

Choose the correct format.

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



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

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



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

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



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

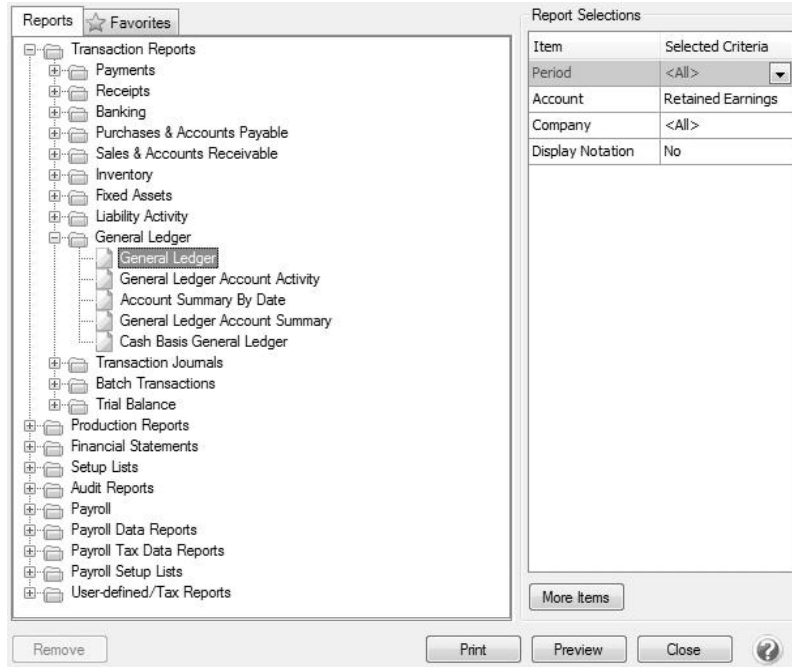
14. Repeat steps 2-6 for each project needed.

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

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



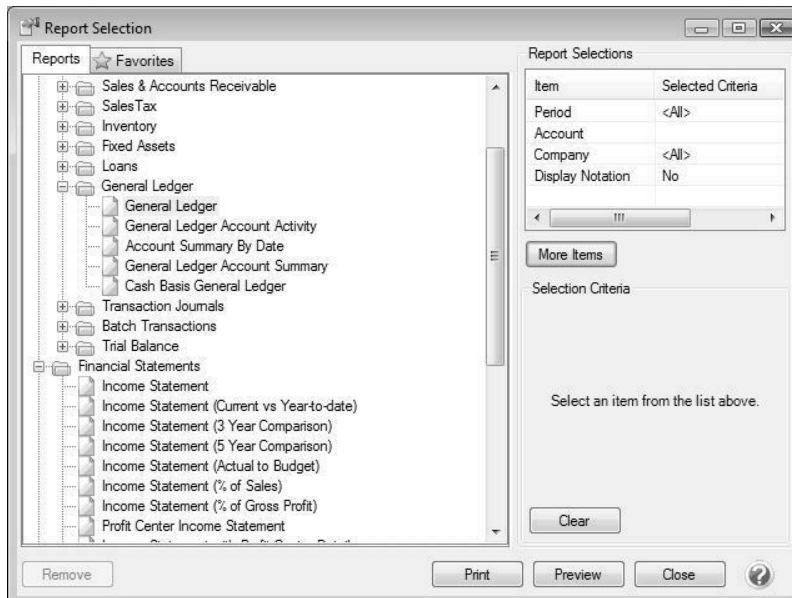
Note: See Step 1 for instructions on how to add the Project field to the grid.



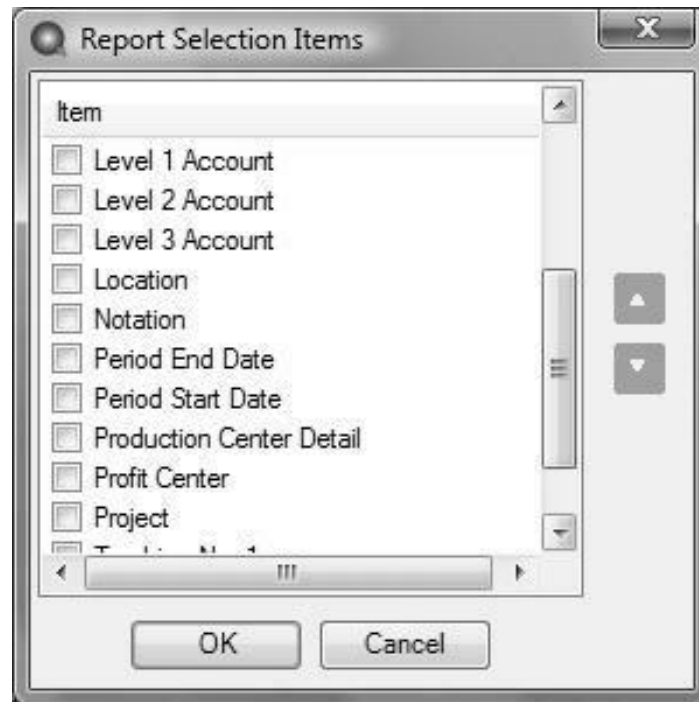
#### Step D: Filtering Reports by Project

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

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



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



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

## Buttons and Fields Overlapping or Not Available

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

[Example of Buttons Overlapping](#)

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

Example of Buttons Overlapping:

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

Payments

Company rent Batch: No Batch

Bank Account nt Balance: \$106,505.18

Sequence: Federal Tax Depos

Check Number: 000598

Date: 02/16/2011

Amount: \$0.00

Pay To The

Line 2

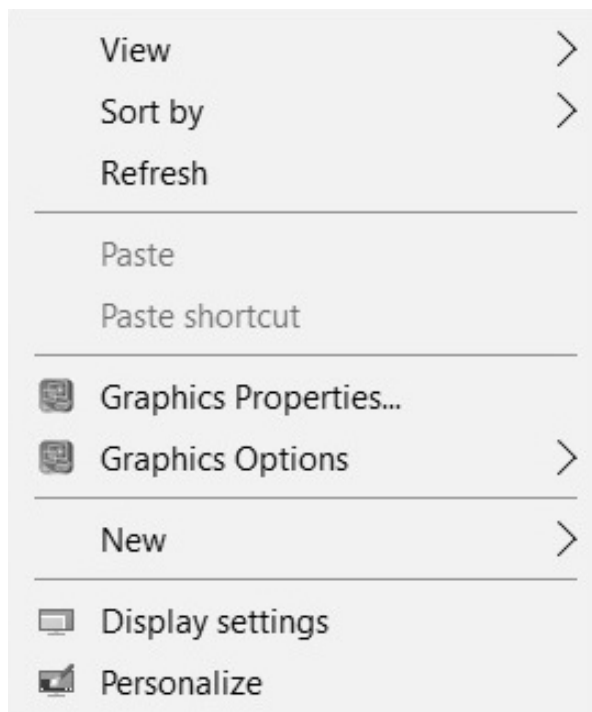
Total: \$0.00

Buttons: Save, Clear, Recall, Re, Close, Options

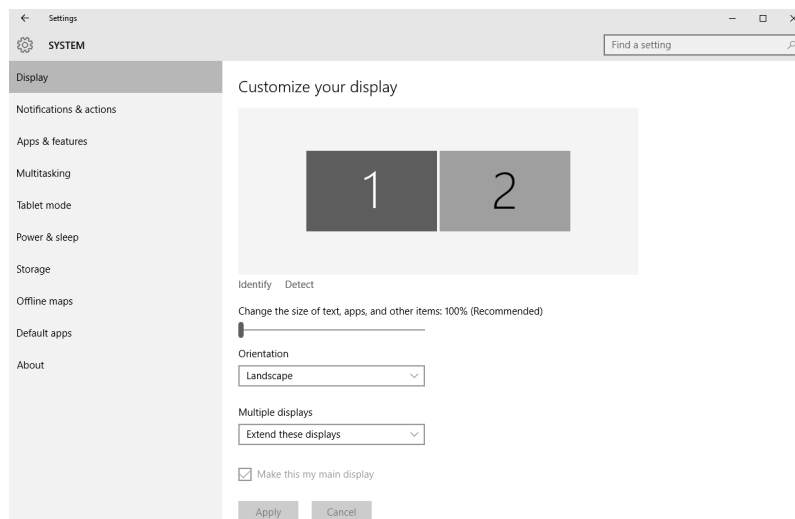
## Make Changes to the Operating System to Correct the Issue

### Windows 10 Operating System

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



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



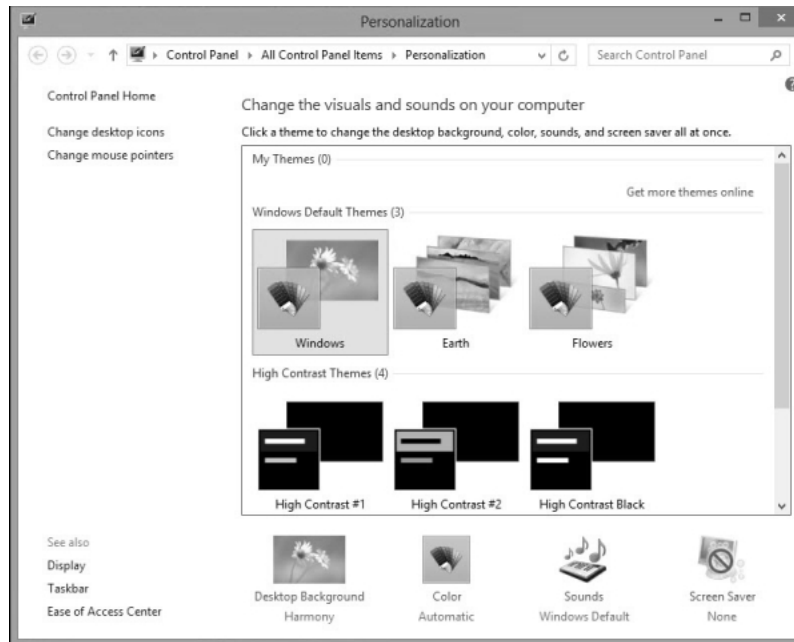
5. Click **Apply** and the red **X** to close. You may be prompted to reboot your computer. Once the computer has been restarted, the screens within CenterPoint will begin displaying properly again.

### Windows 8 Operating System

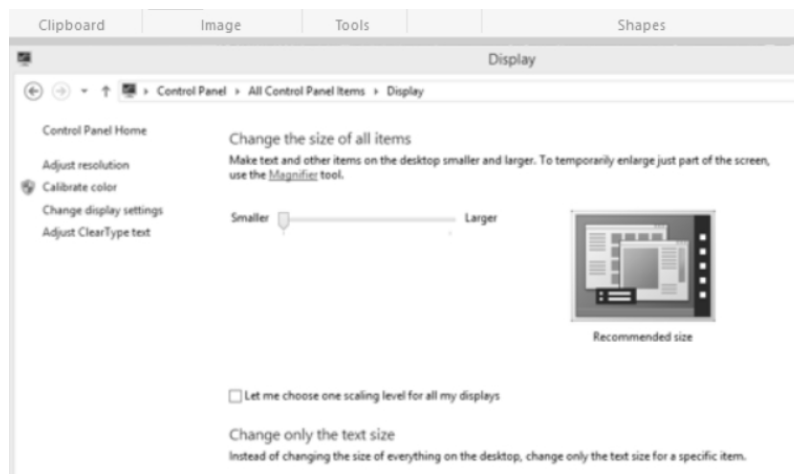
1. Exit out of CenterPoint and all other programs on your computer.
2. At the main desktop, **right-click** in any space not populated by an icon.



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



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



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

## Create Separate Printer Preferences for Check Printing

There are instances where you want to set up your printer differently for printing in CenterPoint than you do in other programs. For example, normally you print on paper from tray 1, but when printing checks, you want to pull from the check stock you have in tray 2, or you print documents two-sided to conserve paper, but need checks to print single-

sided. It is possible to create a copy of your printer in Windows so you can set different preferences than you use by default. This copied printer can then be assigned as the printer for check printing in CenterPoint so checks are printed using the other preferences. If you are unfamiliar with adding printers or are on a network, we recommend contacting your network administrator or IT department.

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

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

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

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Step 1 - Create a copy of your printer:

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



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

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

Step 2 - Set the Printing Preference:

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

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

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

## Form Designers

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

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

Included in this topic is instructions on how to:

[Open an Existing Form to Edit](#)

[Add a Field](#)

[Resize a Field](#)

[Remove a Field](#)

[Move a Field](#)

[Change the Font](#)

[Add a Text Field](#)

[Add a Line Field](#)

[Import a Logo](#)

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

[Formatting Check Stubs](#)

[Preview and Print a Form Design](#)

[Save a Customized Form](#)

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

[Using a Custom Form to Print](#)

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

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

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### Open an Existing Form to Edit

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

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



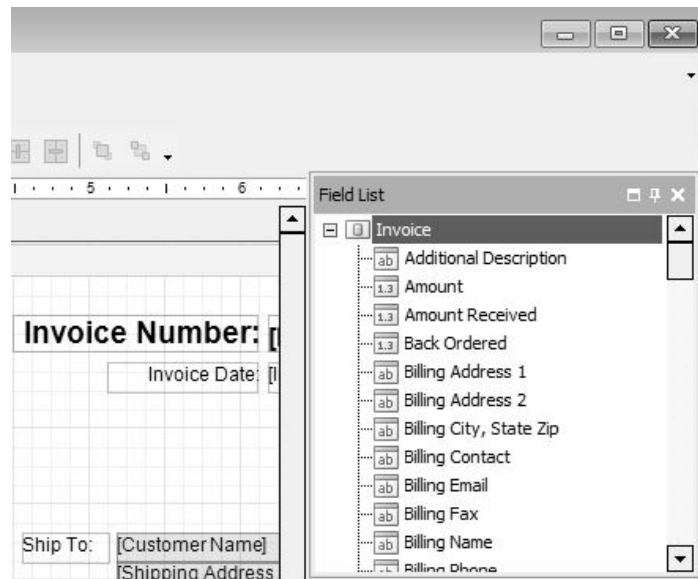
Note: When a forms designer is open, there will be two File menus, select the lower File menu.

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

### Add a Field

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



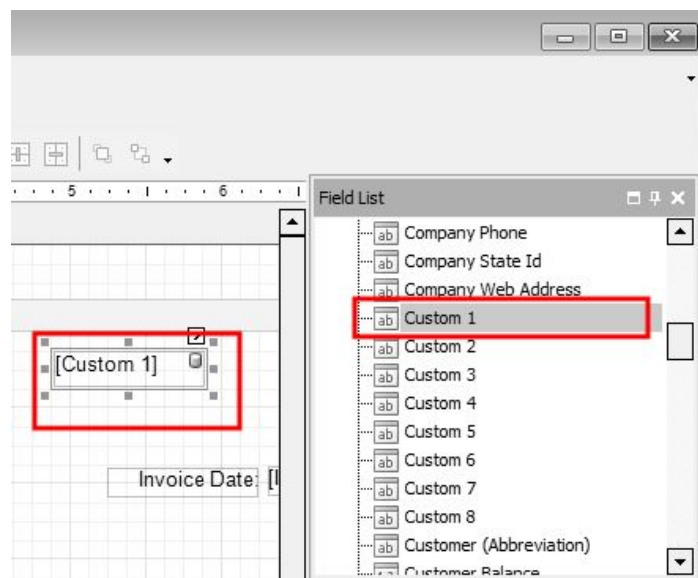


2. Then simply drag and drop the field to the desired location on the form.



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

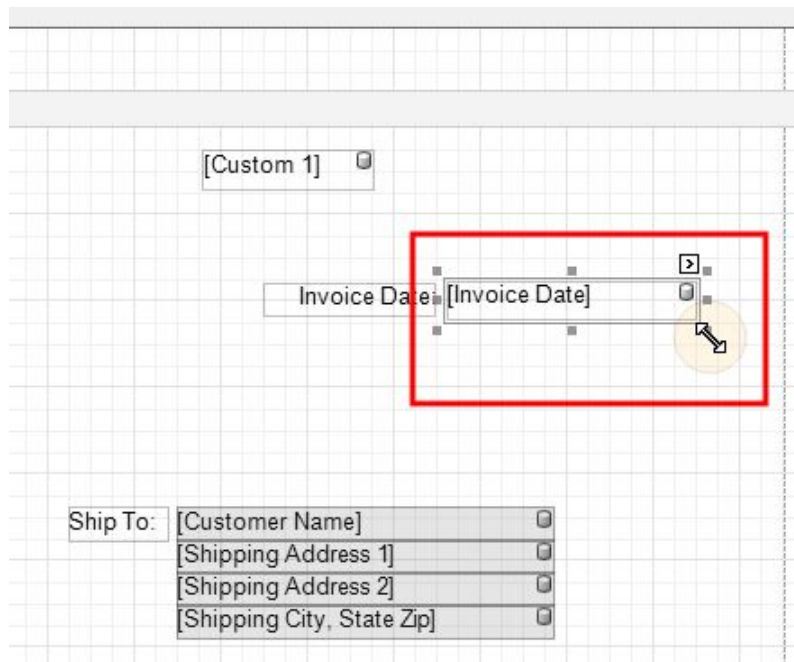
- » Press, and hold down, the left button on the mouse, to "grab" the object.
- » While continuing to hold down the left button the mouse, "drag" (move) the object to the desired location,
- » "Drop" the object by releasing the left button on the mouse.



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

### Resize a Field

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



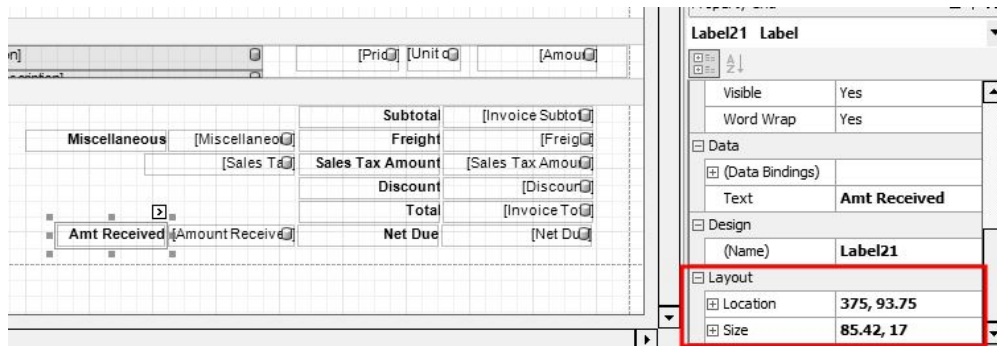
2. Click on one of the boxes and drag it to change the size of the field. The same process can be used to resize lines, pictures, text fields, etc.

### Remove a Field


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

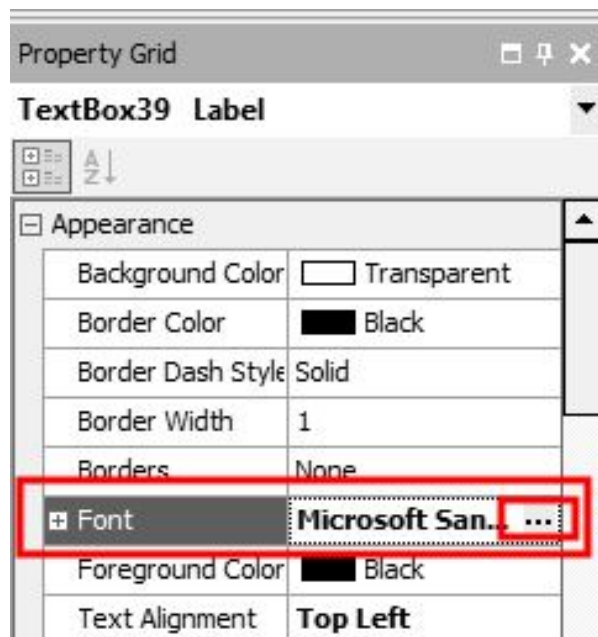
### Move a Field

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

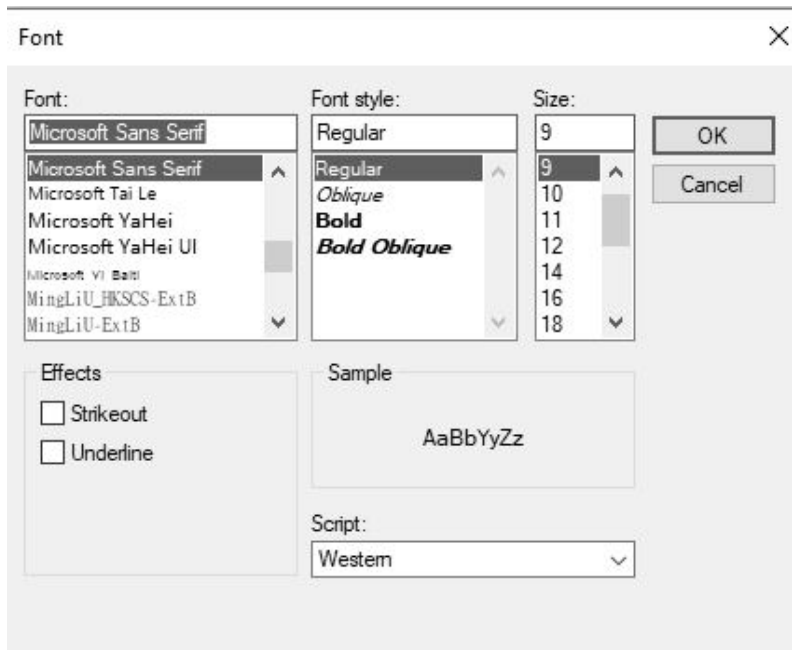


### Change the Font


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

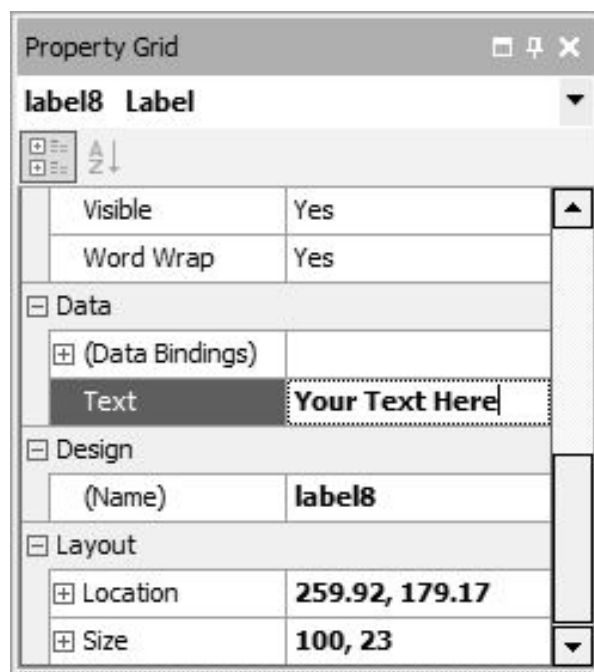


3. The Font screen will display. Select your desired **Font**, **Style**, and **Size**. Click **OK**.




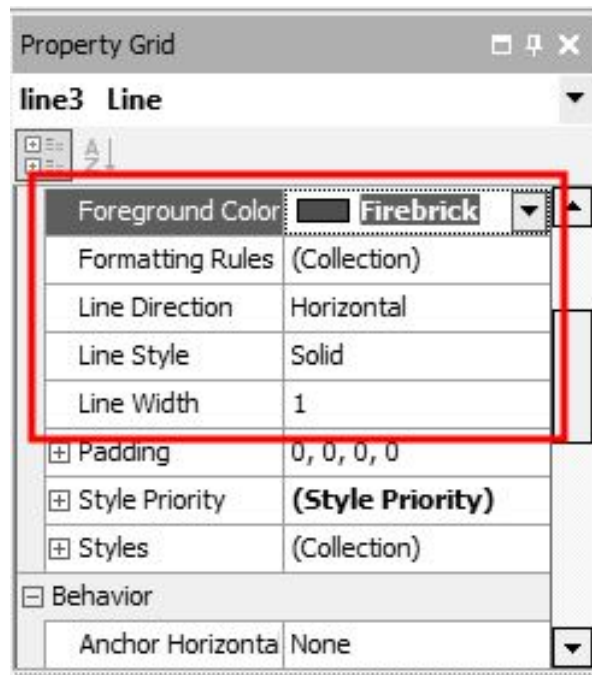
### Add a Text Field (Label)

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



## Add a Line

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




## Import a Logo

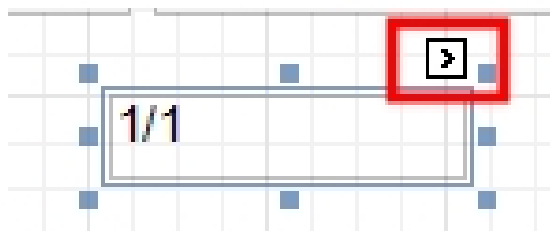
Prior to adding your logo to the form itself, you must import the logo into the Fund information section on the Detail tab in Setup > Funds.

1. Select **Setup > Funds. Edit** your company/fund.

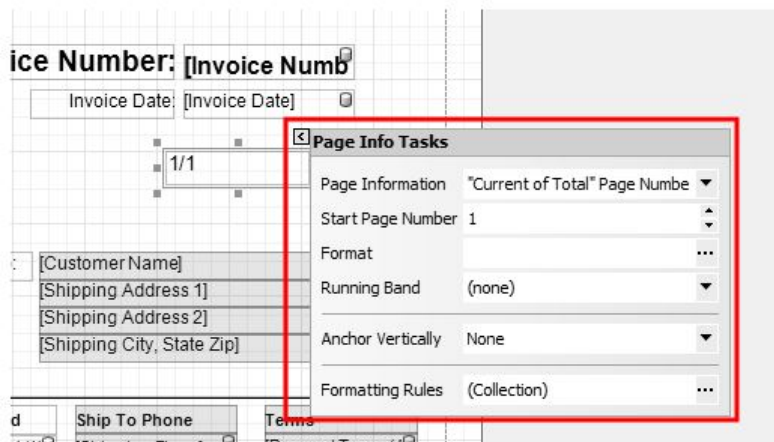
2. Click on the **Import** button. Browse to the image file for you logo. Click **Open**.
3. Click **Save**.
4. The logo is then added to the form using the form designer. Follow the **Add a Field** instructions to add the **Fund Logo** field to the form.


### Add a Page Number to a Form

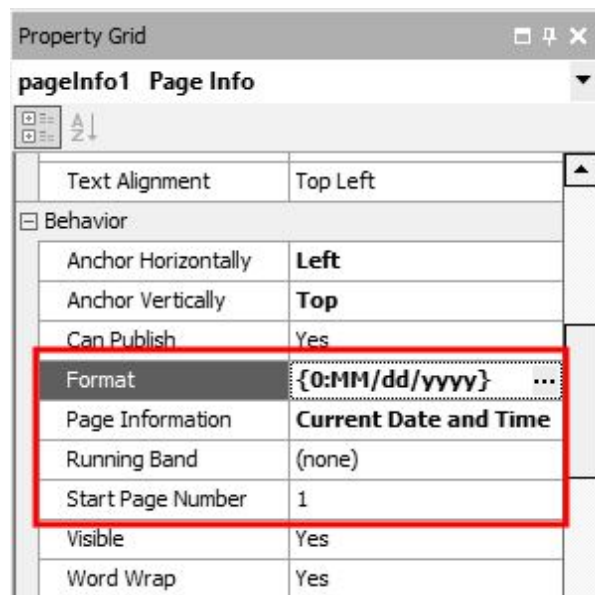
1. Click on the on the toolbar  button in the toolbar.
2. Click in the form where the page number should be located and drag to draw a box to add the page number field.



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









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




## Formatting Forms

- » To align a field to the left, select the field and select **Format > Justify > Left**. A field can also be aligned to the center, right, or justified by selecting **Format > Justify > Center**, **Right**, or **Justify**.

- » To align multiple fields horizontally to the left, select all of the fields by holding the CTRL key down while making the selections, and then clicking the Lefts icon . Fields can also be aligned horizontally to the center or right by selecting the fields and clicking the Centers or Rights icon .
- » To align multiple fields vertically to the top, select all of the fields by holding the CTRL key down while making the selections, and then clicking the Tops icon . Fields can also be aligned vertically to the center or bottom by selecting the fields and clicking the Middles or Bottoms icon .
- » To make multiple fields the same width, select the fields and click the tWidths icon . Fields can also be made the same height or size by clicking the Height or Both icons .

### Preview and Print a Form Design

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

### Save a Customized Form

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

 **Note:** You cannot overwrite the system supplied forms.

3. Click **Save**.

### Use a Customized Form in Another Database

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

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

4. Browse to a location to save the file, such as your Desktop. Note where you are saving the file to, as you'll need to find the file later. Click **Save**.
5. Open the Forms Designer in the database you wish to add the custom form to. Select **File > Open File**.
6. Browse to the location used in Step 2 and select the custom form file. Click **Open**.
7. Select **File > Save As...** to save the custom form in the new database.



## Using a Customized Form to Print

To begin using a customized form:

### Customer Invoices

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

### Accounts Payable Checks/Stubs

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

### Payroll Check/Stub

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

## Information Specific to the Payroll Check/Stub Designer

### Check Settings

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

Select one of the following layouts:

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

#### Check Stub Settings

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

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

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

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

#### Data Fields

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

#### Information Specific to the Check/Stub Form Designer

##### Check Settings

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

Select one of the following layouts:

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

#### Check Stub Settings

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

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



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

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

#### Data Fields

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

## Using the Form Manager

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

[Import a Form Designed with the Check/Stub Designer](#)

[Using an Imported Form to Print Checks, Check Stubs, or Payroll Check Stubs](#)

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

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

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



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

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

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

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

or

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

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

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

- » **Checks**
- » **Payroll Checks**

### Scanning and Attaching Documents

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

#### Prerequisite

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



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

[Step A: Set File Attachments Preference \(One Time Setup\)](#)[Step B: Attach Documents to Transactions or Setup Screens](#)[Attach Documents with One-Click Scanning](#)[Attach Existing Documents](#)[After Documents are Scanned or Attached](#)[Step C: Finding Transactions with Attachments](#)[Step D: Viewing Attachments on Setup Screens](#)[Step E: Maintaining Attachments](#)[Frequently Asked Questions](#)

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

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

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

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

### Display File Size Warning Message

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

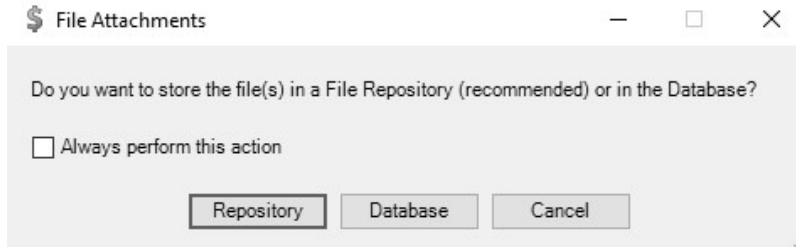
2. In the **Display File Size Warning Message** box, select Yes or Not Set if you want to be warned when an attached file exceeds 2MB, or select No if you never want to be warned about attached files that exceed 2MB.  
Note: If you receive the warning message when attaching a file and decide that you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

warning message again, select the Don't show this message again check box and the Display File Size Warning Message preference will automatically be changed to No.

#### Store Attachment Files In

3. In the **Store File Attachments In** box:

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



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

#### Location of File Repository

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



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

1. Perform a database backup from **File > Backup > Backup Database**.
2. Select **File > Administration > Database Utilities > Shrink Database**. A screen will display with statistics about your allocated disk space and available free space.
3. To reclaim the unused disk space, click **Shrink**.
4. At the *Shrink the database to reclaim unused disk space, are you sure?* message, click **Yes**.
5. Click **OK**. The statistics about your disk space will be updated accordingly.

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

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

## Attach Documents with One-Click Scanning

## One-Time Scanner Setup

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

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

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



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

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

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

11. Click **Save**.
12. Click **Close**.



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

#### One-Click Scanning

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



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



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

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

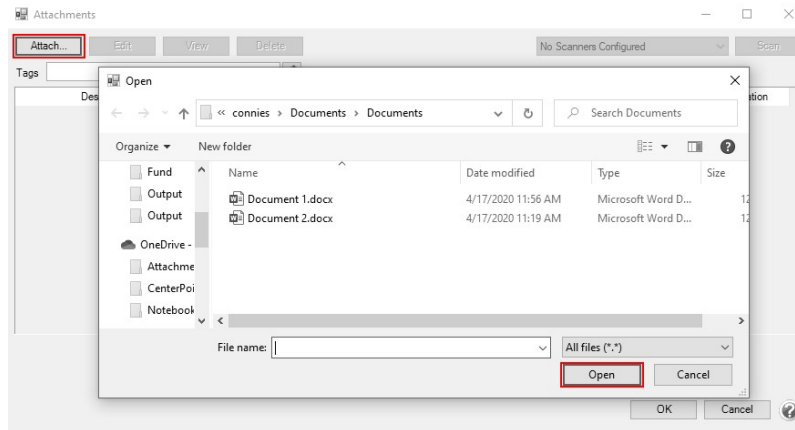
#### Attach Existing Documents

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



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





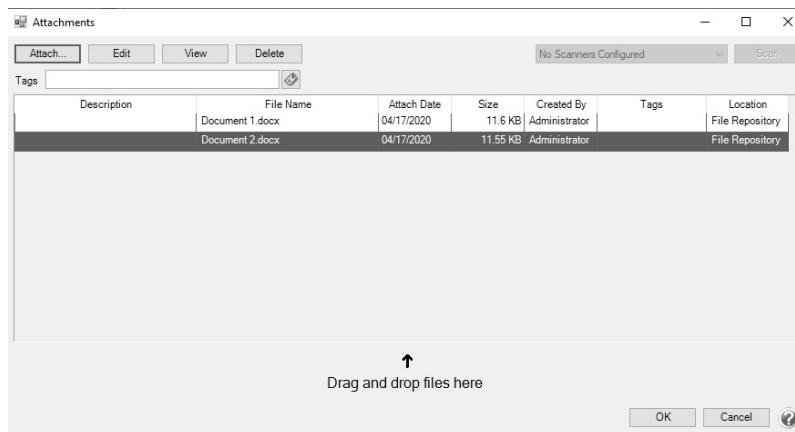
- » After you attach a document, the Paperclip button will display with a yellow background.
  - » To view an attached document, click the **yellow Paperclip** button, select the document, and then click **View**.
  - » To delete an attached document, click the **yellow Paperclip** button, select the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

4. Continue with the [After Documents are Scanned or Attached](#) section in this document.

#### After Documents are Scanned or Attached

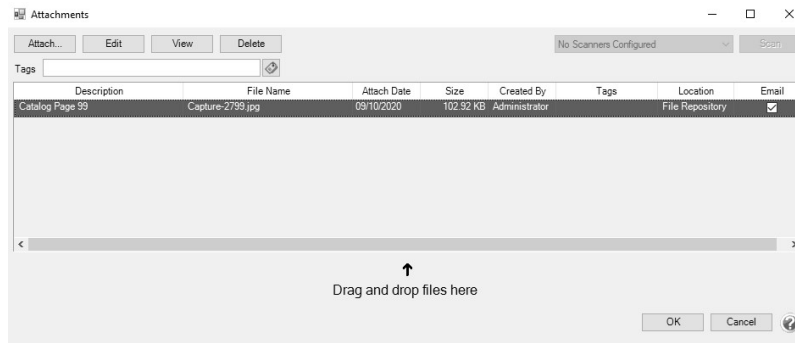
After you scan, drag and drop, or attach a file, the Attachments screen automatically displays as follows:.

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



OR


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



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

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

- » **Method 1: Enter Tags separated by commas.**
  - » On the attachments screen, select a document and click **Edit**. In the **Tags** box, enter tags separated by a comma, then click or tab off the Tags box.

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



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

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

## Step C: Finding Transactions with Attachments

### Transaction Search

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

The Transaction Search window displays search filters on the left and search criteria on the right. The search criteria include Date Selection (This Month), From (04/01/2020), To (04/30/2020), and Search. The results table shows columns for Transaction Date, Transaction Number, Entry Screen, First Name, Last Name, Total Bank Amount, and Attachments.

Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount	Attachments
4/17/2020	000012	Payments	Alone Credit Company	-500.00	2
				-500.00	2

Search Criteria:  
Date Selection: This Month (4/1/2020 to 4/30/2020)

Other Filters:  
Transaction Status: Posted

Sorted By:  
Transaction Date: Ascending  
Transaction Number: Ascending  
Entry Screen: Ascending  
First Name, Last Name: Ascending  
Total Bank Amount: Ascending

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

The Attachments window displays a table with columns for Description, File Name, Attach Date, and User. It shows two documents: Document 1.docx and Document 2.docx, both attached on 04/17/2020 by Administrator.


Description	File Name	Attach Date	User
	Document 1.docx	04/17/2020	Administrator
	Document 2.docx	04/17/2020	Administrator

Buttons: View, Close

The Transaction Search window is shown with the Attachments window open. The document viewer displays the content of the selected document, which is a sample document with the text "THIS IS A SAMPLE DOCUMENT".

Document Viewer Content: THIS IS A SAMPLE DOCUMENT

- Click **Close**.

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

#### Purchase Order Maintenance

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

#### Sales Orders

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

### Step D: Viewing Attachments on Setup Items

#### Setup Screens

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

### Step E: Maintaining Attachments

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



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

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

Screen	Description	File Name	Attach Date	User	Size	Tags	Location
Vendors	Vendor Catalog.pdf	Vendor Catalog.pdf	05/21/2024	Administrator	142.61 KB		Database

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

## Frequently Asked Questions

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

**A:** Contact the Red Wing Software Technical Support center to set up your Cloud environment to allow scanning.

## Batch Transactions

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

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

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

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

#### [Option A](#)

#### [Option B](#)

[Add a Transaction to a Batch](#)

[View Transactions in a Batch](#)

[Move Transactions to a Different Batch](#)

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

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

[Post a Batch](#)

[Edit a Batch](#)

[Delete a Batch](#)

## Create a Batch

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

### Option A:

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

### Option B:

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

## Add a Transaction to a Batch

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

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

### View Transactions in a Batch

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

### Move Transactions to a Different Batch

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

### Edit or Delete a Transaction in a Batch

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

1. On the **Processes** menu, click **Batch Transactions**.
2. On the **Open Batches** tab, select the batch you want to edit a transaction in.
3. Click the **Transaction Activity** tab.
4. Select the transaction you want to edit, and then click **Edit**.
5. Change the transaction, and then click **Save**.
6. Note: The transaction can be deleted from this screen by clicking **Delete**. At the "**Are you sure you want to delete the transaction?**" message, click **Yes**.
7. Click **Close**.

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

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



## Post a Batch

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



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

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



Note: To email transactions in a batch, see one of the following topics: [Print/Reprint Checks or Email/Resend \(Advices\)](#), [Print/Reprint or Email/Resend Invoices](#), or [Print/Reprint or Email/Resend Receipts](#).

## Edit a Batch

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

## Delete a Batch

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

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

## Reminders

### Reminders

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

1. Select **File > Preferences > General > Reminders**.
2. Select the Application tab.
3. Under Reminder Manager Options, select the appropriate options:
  - » **Launch on Database Open** – Allows you to see which reminders are due each time the database is first opened. The options are Never, Always, and Only When Tasks are Due.
  - » **Check for New Reminders** – Allows you to set up whether or not you want CenterPoint to continue to check for new reminders while you work in the program. The options are either Yes or No. If Yes is selected, you can also set the frequency at which you want the CenterPoint to check for new reminders.

### Scheduled Reminders

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

#### Create a Scheduled Reminder

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

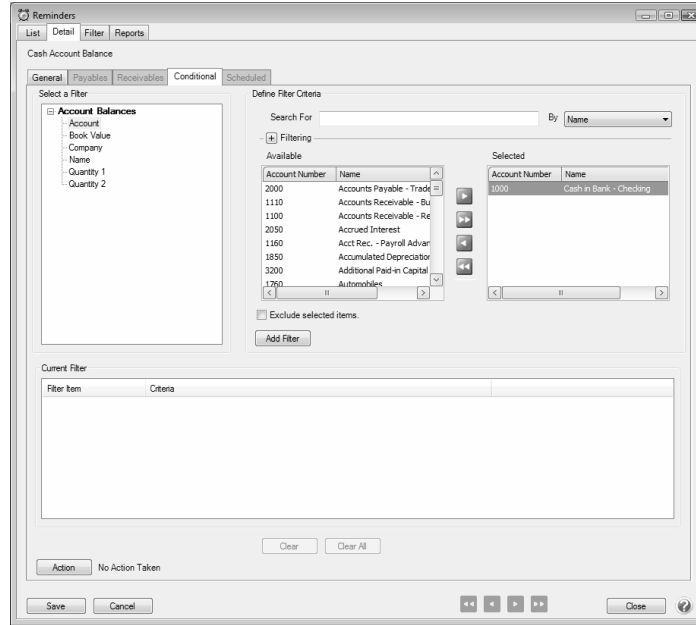
6. Under **Reminder Details**, if you want to automatically perform an action when this reminder is due, click **Action**, clear the **No Action Taken** check box and select the menu selection you want to perform. For example, you may want to select Processes > Batch Transactions when this scheduled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

## Conditional Balance Reminders

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

### Create a Conditional Balance Reminder

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



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

## Payable Reminders

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

### Create a Payables Due Reminder

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

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

5. In the **Description** box, enter a detailed description about the reminder.
6. Click the **Payables** tab.

The screenshot shows the 'Reminders' dialog box with the 'Accounts Payable Invoices are Due' title and the 'Payables' tab selected. The 'Reminder Details' section contains the following options:

- Remind that Payments are Due:**
  - ☒ On Due Date
  - ☐ Prior to Due Date (Days Before Due Date: 0)
- Create Reminder for these Payable Types:**
  - ☒ Credit Cards
  - ☒ Payroll Liabilities
  - ☒ Accounts Payable
- Fund:** CenterPoint Village-General
- Action:** Launch Menu Item: Pay Invoices Due

At the bottom, there is a note: 'Creating reminders of this type will automatically display a screen to view or pay payables that are due when the reminder is activated.' The dialog box has 'Save', 'Cancel', and 'Close' buttons at the bottom right.

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

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## Chapter 2 - Basic Setup

### Basic Setup

#### Names (Vendors, Customers, Employees or Salespersons)

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Names are individuals or organizations you do business with. There are four name types: Vendor, Customer, Employee, and Salesperson. Any name can be one, two, or all types. By specifying a name type, the transaction screens will display only the appropriate names for that screen.

[Create a Name](#)

[Edit/Change an Existing Name](#)

[View Transaction History for a Name](#)

[Delete a Name](#)

[Change the Status \(Activate/Deactivate\) of a Name](#)

[Combine Two Existing Names](#)

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#### Create a Name:

1. Select **Setup > Names > Names**.
2. Click **New** to create a new blank name. Or if the name being added is similar to an existing name, you can highlight the similar name and click **Copy**. This will create a new name using all of the information in the highlighted name.



Note: To set a default for any of the fields on the screen, right-click and select Set As Default. For example, if most of the names you enter are for a particular State, you can set that state as the default that will display. To clear the default, right-click and select Clear Default. If you want to skip any fields when you enter names, you can remove fields from the tab order by clicking the Options button, selecting Set Tab Stops, and then removing the checkmark next to the fields you want to skip.

### General tab

3. On the **General** tab, under **Name Format**, select **Business** if this name is a business or **Individual** if this name is an individual
4. Under **Name Type**, select **Customer**, **Vendor**, **Employee**, and/or **Salesperson**. Any name can be one, two, or all types.

If you are creating an employee that you will be paying in the Payment screen (instead of processing a pay run using the payroll program), the name should be marked as both an employee and a vendor. Once the Employee check box is selected, it cannot be unselected if there is any data associated with the name that would prevent it from being deleted, for example pay run data.

5. If this name is a customer, click the **Customer Detail** button and follow the steps below. If this name is not a customer, continue with Step 6.



- » In the **Payment Terms** box, click and select a payment term, or type a payment term. The payment terms code determines the date payment is due. Typical payment terms are net 30; COD (cash on delivery); etc.



Note: To create a new payment term, right-click and select New, and then follow the [Understanding Terms and Discounts](#) procedure. To set a payment term as the default, right-click and select Set As Default. To clear the default payment term, right-click and select Clear Default.

- » In the **Default AR Account**, click and select the account that will display as the default Accounts Receivable account for this name in the **Process>Revenues > Customer Invoices (Basic)** transaction entry screen.

6. If this name is a vendor, click the **Vendor Detail** button. If this name is not a vendor, continue with Step 7.

- » In the **Payment Terms** box, click and select a payment term, or type a payment term. The payment terms code determines the date payment is due. Typical payment terms are net 30; COD (cash on delivery); etc.



Note: To create a new payment term, right-click and select New, and then follow the Create a Payment Term Due on a Specific Date or Create a Payment Term with Net Terms procedure. To set a payment term as the default, right-click and select Set As Default. To clear the default payment term, right-click and select Clear Default.

- » In the **Default AP Account**, click and select the account that will display as the default Accounts Payable account for this name in the Vendor Invoices (A/P) transaction entry screen.
- » Select the **On Payment Hold** check box to place a hold on all payments to this vendor. When a vendor is on payment hold, their invoices will not display on the Pay Invoices Due screen and when saving a payment on the Payments screen a *"You cannot save this transaction because the Vendor is on payment hold."* message displays because the vendor is on hold.

7. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the name by. To set how duplicate abbreviations are handled by CenterPoint, right-click and select **Allow Duplicates** (Use this option to reuse and not require the value in the Abbreviation box.), **Warn if Duplicate** (Use this option to receive a warning if a duplicate abbreviation is used. A confirmation message will display. To continue using the duplicate value, click Yes.), or **No Duplicates Allowed** (Use this option to require a unique value in the Abbreviation box. A message will display. Click OK to return and enter a unique value.).
8. Select the user-defined **Group** to assign the name to, for example Wholesale, Retail, Referral Partner. Groups are used in reporting and as a filter to limit the range of names in many reports.
9. In the **Last Name/Company** box, enter up to 50 characters of required information that describes the last name/company name. If this name is an individual, also specify the **Suffix**, **First Name**, and **M.I.**
10. In the **Contact** box, enter up to 30 characters of optional information that describes the contact at this address.
11. In the **Address Line 1** and **Address Line 2** boxes, enter the street address and any other information, for example, suite number or post office box number.
12. The third address line has a format option preceding it. There are four options for the format of the third line of the address:
  - » City, State, and Zip Code (US Addresses).
  - » City, Province, Postal Code (Canadian Addresses).
  - » Address Line 3 (Free format line)
  - » Foreign City, Foreign State/Province, Foreign Postal Code, Country Code (Foreign Addresses).

Choose the correct format. If this is the format that you use most often, you can select it and then right-click on the field to make it the default format. The United States address format and the Canadian address format will perform a zip code or postal code lookup and fill in the city and state or province. Country Codes can be selected from a list when using Foreign Addresses.

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



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

14. In the **Phone** box, enter the phone number for this name's default business address.
15. Complete any other fields (Fax, E-mail, etc.) that are applicable to your business needs.
16. In the **Fax** box, enter the fax number for this name's default business address.
17. In the **E-mail** box, enter the e-mail address for this name's default business address. If you've selected to e-mail invoices/billing statements to this name, an e-mail address is required.
18. In the **Federal Tax Id** box, enter an optional 15 character federal tax identification number for this name. This field is optional but should be filled in for any vendors that will be issued a 1099.
19. In the **State Tax Id** box, enter an optional 15 character state tax identification number for this name.
20. If you want to print a 1099 for this vendor, select the **Issue 1099 for this Vendor** check box.
21. If this name is a Vendor, in the **Memo** box, enter up to 50 characters of information that you want to print on the check portion of a printed check or invoice to this name. The account number is an example use of the Memo box.
22. Select the **Consent to Electronic 1099** check box if this vendor consents to receiving only a 1099 form that can be viewed through Aatrix (the vendor will not receive a paper form). If this box is selected, a signed

consent form must be on file. This form can be printed from **Federal & State Payroll Forms & Reports > Federal Tax Forms** and selecting **Electronic 1099 Consent** in the **Report** box.

23. If the email address you want to include with the electronic consent is listed in the **Email** drop-down list, select the address, or enter a new email addresses.
24. In the **Terms** box, click and select a payment term, or type a payment term. The payment terms code determines the date payment is due.



Note: To create a new payment term, right-click and select **New**, and then follow the [Understanding Terms and Discounts](#) procedure. To set a payment term as the default, right-click and select **Set As Default**. To clear the default payment term, right-click and select **Clear Default**.

25. To select which companies/funds this name is active in, click the **Active Status** button, select the companies/funds the name is active in (the default is active for all companies/funds), and then click **OK**.
26. To add notes to this name, click **Additional Notes**, enter the notes, and then click **OK**. When notes are added from the Additional Notes button, the button label will change to **Edit Notes** with a yellow background.



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

20. If you want to select which fields are necessary for data entry, click the **Options** button and then select **Set Tab Stops**.
21. Select the **Print Notes on forms** check box to print notes entered on the Additional Notes screen on a purchase order or check when the Payee Notes field is added in Setup > Forms Designer > Check Form Designer or Purchase Order Form Designer.

#### **Addresses tab**

22. Select the **Addresses** tab if additional addresses are needed, such as pay to, shipping or billing address. Click **New**. If no other addresses are needed for this name, the Addresses tab can be ignored.



Note: If you right-click in the Addresses for this Name List, you can select to display active/inactive addresses and add/remove/sort columns such as State/Province, Zip/Postal Code, etc. .

- » In the **Location Type** box, click and select a location type, or type a location type. Name location types are a way to categorize addresses for a name. Typical location types are shipping, billing, business, etc. To create a new location type, right-click and select **New**, and then follow the [Name Location Types](#) topic. To set a location type as the default, right-click and select **Set As Default**. To clear the default location type, right-click and select **Clear Default**.
- » In the **Name** box, enter up to 50 characters of required information that describes the address (for example: Corporate Office, Warehouse, Home, etc.).
- » In the **Contact** box, enter up to 30 characters of optional information that describes the contact at this address. If the Print Contact on Forms check box is selected, the Contact Name will print on forms instead of the name entered on the General tab.
- » In the **Address Line 1** and **Address Line 2** boxes, enter the street address and any other information, for example, suite number or post office box number for this location type.
- » If your preferences are set to use the automatic Zip Code/Postal Code Lookup for addresses, in the Zip/Postal Code box enter the zip code or postal code. Then, select the appropriate city/state or city/province

from the list. If your preferences are not set to use the automatic Zip Code/Postal Code Lookup for addresses, enter the City/State/Zip, City/Province/Postal Code, or Address 3 Foreign Address information.



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

- » Select the **Print Contact on Forms** check box, the Contact Name will print on forms instead of the name entered on the General tab.
- » Under Use this Address as the Default for, select any combination of Billing, Shipping, Business, or Pay To.
  - » **Business** - The address that is entered on the General tab is referred to as the Business address.
  - » **Billing** - This address is used for billing statements and invoices.
  - » **Shipping** - This address is the address that can be used if the shipping address is different than the business address.
  - » **Pay To** - This address defaults with the Name field in transaction entry screens.
- » If this address is not active, unselect the **Active** check box.
- » Under Communication Methods for this Address, in the Information box, enter the information specific to the communication method (for example, phone number, cell phone number, e-mail address, etc.).



Note: To create new communication methods, click Communication Methods at the bottom of the screen.

#### Credit Cards tab

23. If this Name is a customer, you can keep a customers credit card number on file by selecting the **Credit Cards** tab and clicking **New**. Keeping a credit card on file is optional.
  - » In the **Credit Card Type** box, click and select a credit card type, or type a credit card type. Typical credit card types are Visa, Master Card, Discover, etc.



Note: To create a new credit card type, right-click and select New, and then follow the [Credit Card Type](#) procedure. To set a credit card type as the default, right-click and select Set As Default. To clear the default credit card type, right-click and select Clear Default.

- » In the **Name** box, enter up to 50 characters of required information that describes the credit card.
- » In the **Name on Card** box, enter up to 40 optional characters of information that describes the owner of the credit card.
- » In the **Card Number** box, enter up to 20 characters or numbers that appear on the credit card.
- » In the **Security Key** box, enter up to four characters or numbers that appear as the security key on the back of the credit card.
- » In the **Expiration Date** box, select the month and enter the year that the credit card expires.
- » Select **Use as Default Credit Card**, if this is the credit card you want to always use for this name.

#### Custom Name Fields

24. Click the **Custom Name Fields** tab if you'd like to specify additional information about this name that we do not already provide a field for. For example, if you wanted to keep track of the business hours for a vendor, you could create a new "Business Hours" field on the Custom Names Field tab, which would then be available for all names to use.

- » Select the line that contains the Custom Name Field Name you want to add information to.
- » In the Custom Field Information box, enter the specific information for this name. Custom name fields can be used to define other items of information you may want to maintain for a particular name or group of names. For example, if you have a custom name field called "Open House" and you want to track names that you want a label to print for and names that you want to print on a Names List you would either enter "Label" or "Names List" in the Custom Field Information box. For example, you may want to track the spouse's name for each of your employees.



Note: To add a new Custom Name Fields, click Custom Fields at the bottom of the screen.

### Email/Print tab

25. Click on the **Email/Print** tab. The Email Addresses and Options fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. Use these options to set up multiple e-mail addresses where invoices, statements, sales orders, purchase orders, checks (advices), receipts, and permits can be sent for this name. You can also select how each e-mail is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own e-mail address so they have an audit trail of emails sent ). The Email Addresses and Options settings will be used to set the default image on the Email button on transaction entry screens. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.

Name	Email Address	Invoices	Statements	Sales Orders	Purchase Orders	Checks (Advices)	Receipts	Permits
Brad Clooney	clooney.brad@testemail.co	Send "To..."	Send "To..."	No Email	Send "To..."	No Email	No Email	No Email

**Print Options**

Print Customer Invoices	No	Print Sales Orders	Yes
Print Customer Statements	No	Print Purchase Orders	Yes
Print Receipts	No		

The **Print Options** fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. . The available fields are: **Print Customer Invoices**, **Print Customer Statements**, **Print Receipts**, **Print Sales Orders**, and **Print Purchase Orders**. Use these options to determine if invoices, statements, sales orders, purchase orders, and receipts should be printed for this name. The Print Options settings will be used to set the default image on the Print button on transaction entry screens. A printer image with a check mark on it will mean the form will Print and a Printer image with a cross-through on it will mean the form will not print.

### ACH Payments tab

26. Click the **ACH Payments** tab. If you plan to electronically transfer payments to payees, see the [ACH Setup & Processing](#) document for more information.
27. To activate ACH electronic payments for this name, select the **Activate ACH Transactions** check box.

The screenshot shows the 'Names' window with the 'ACH Payments' tab selected. The 'Activate ACH Transactions' checkbox is checked. Below it, the 'Standard Entry Class' is set to 'PPD' and the 'Transaction Code' is '22 - Checking Account (Credit)'. The 'Bank Routing Number' and 'Bank Account Number' fields are empty. The window has a 'List' tab, a 'Detail' tab, a 'Filter' tab, and a 'Reports' tab. The 'Save', 'Cancel', and 'Close' buttons are at the bottom.

28. NACHA requires that when a transaction is submitted for processing, the transaction must include an ACH **Standard Entry Class (SEC)** code to designate how the transaction was authorized by the originator. Select one of the options below as required by your bank:
  - » **PPD** (Preauthorized Pay/Deposit) - for credits and debits that process against consumer accounts for entries such as payments to vendors and direct deposit.
  - » **CCD** (Corporate Credit or Debit) - for credit and debit entries processed against non-consumer accounts for transactions such as payments to vendors and collections from customers.
  - » **CTX** (Corporate Trade Exchange) - use CTX, like CCD, to facilitate business-to-business transfer of funds as either debits or credits.
29. Select one of the **Transaction Codes** below to identify the type of entry that should be included in the ACH file for the name. A pre-note is the commonly used term for an Automated Clearing House (ACH) pre-notification. It is a zero dollar ACH entry that should be sent at least six banking days prior to the first live ACH credit being sent. Under NACHA Operating Rules (also known as ACH rules), a pre-note's purpose is to "validate" the routing number and account number of the receiving bank or credit union.
  - » **22 - Checking Account (Credit)**
  - » **23 - Prenote Checking (Credit)**
  - » **32 - Saving Account (Credit)**
  - » **33 - Prenote Savings (Credit)**
  - » **52 - Loan Account (Credit)**
  - » **53 - Loan Prenote (Credit)**
30. In the **Bank Routing Number** box, enter the bank transit/routing number for this name (assigned by the American Banking Association) for where the ACH deposit is to be made. This number is eight digits plus a ninth "check" digit. CenterPoint will verify that the routing number is a valid ABA number and display a warning if it is not. You can choose to continue with your entry if the number is invalid.
31. In the **Bank Account Number**, enter the bank account number for this name where the ACH deposit is to be made.



Note: If you want to attach a document to this name, see the [Scan and Attach Documents](#) topic for detailed information.

32. Click **Save**.
33. Click **Close**.

### Edit/Change an Existing Name

All information on a name can be modified, including the abbreviation and name. All history and balances will stay with the name. If you change the information in the Name box, past name information is automatically linked to the new name.

1. On the **Setup** menu, point to **Names**, and then click **Names**.
2. Select the name to be changed and click **Edit** (or simply double click on the name). Edit of the details associated with this name.
3. Click **Save** to save the name and return to the List tab, or click **Close** to save the name and close the Names screen.

### View Transaction History for a Name

1. On the **Setup** menu, point to **Names**, and then click **Names**.
2. Right-click on the name(s) you want to view transaction history for.
3. Select **View Transaction History**.

### Delete an Existing Name

The Delete button completely removes a name from the system.



Note: You cannot delete a record that has any type of history or other records linked to it in the system. If you have a Name that is no longer being used, but does have historical activity, please refer to the Change the Status of an Existing Name topic below.

1. On the **Setup** menu, point to **Names**, and then click **Names**.
2. Select the name you want to delete, and then click **Delete**.
3. At the **"Are you sure you want the item deleted?"** message, click **Yes**.

### Change the Status of an Existing Name

Names that are no longer being used, but have history, can be deactivated. On transaction screens, the list of names will only include active names. Filters can be created in reports, lists, etc. to only include active names. Names can be active for some companies/funds and not for others.

1. On the **Setup** menu, point to **Names**, and then click **Names**.
2. Select an active name, right-click and select **Activate/Deactivate**, select the companies/funds the name is inactive in, and then click **OK**.

### Combine Two Existing Names

The Combine button allows you to combine two existing names (vendors, customers, etc.) into one. For example, if a vendor or customer was inadvertently setup twice or is no longer used. The Combine feature allows you to transfer



all the activity and balances from one name to another name. The name you combined will disappear from the list. The name that was combined into will include all activity from both names.

1. On the **Setup** menu, point to **Names**, and then click **Names**.
2. Select a name that you want to combine into another name. This is the name that will no longer be in the list when the process is complete.
3. Click the **Combine** button.
4. On the Combine screen select the **Name** you wish to combine the activity to.
5. Click **OK**.
6. At the "Are you sure you want to combine (the name you selected in Step 2) into (the name you selected in Step 4)?" message, click **Yes**.

### Name Groups

Create name groups (or categories) that are meaningful to your business. For example, you might group customers into industry groups (consultants, manufacturers, contractors, etc.) or geographic groups (north metro, rural, central city, etc.) or type of customer (Wholesale, Retail, Referral Partner). Name groups are used in reporting and as a filter to limit the range of names in many reports.

[Create a Name Group](#)

[Edit a Name Group](#)

[Delete a Name Group](#)

[Assign a Name to a Group](#)

[Use a Name Group as Criteria on a Report](#)

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#### Create a Name Group

1. On the **Setup** menu, point to **Names**, and then click **Name Groups**.
2. Click **New** or if this new name group is similar to an existing name group, highlight the existing method and click **Copy** instead of New. A new name group will be created using the same information as the highlighted name group.
3. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the name group by. For example, W for Wholesale.
4. In the **Name** box, enter up to 50 characters that describe the name group.
5. In the **Type** box, select the type of name group the group applies to Names\, Customer, Vendor, Employee, or Salesperson.
6. Click **Save** to save the name group and return to the List tab, or click Close to save the name group and close the Name Groups screen.

#### Edit a Name Group

1. On the **Setup** menu, point to **Names**, and then click **Name Groups**.
2. Select the name group you want to change, and then click **Edit**.
3. The **Name Group Information** is displayed. Edit or view the name group detail.





Note: If you change the information in the Name box, past name group information is automatically linked to the new name. For example, if you change name group Retail to Retail Partner, your reports will no longer show name group Retail and any existing information for name group Retail is now part of name group Retail Partner.

4. Click **Save** to save the name group and return to the List tab, or click Close to save the name group and close the Name Group screen.



Note: To return to the List tab without saving the communication method, click Cancel. To close the Name Groups screen without saving the name group, click in the upper-right corner.

### Delete a Name Group

1. On the **Setup** menu, point to **Names**, and then click **Name Groups**.
2. Select the name group(s) you want to delete, and then click **Delete**.



Note: You cannot delete a record that is linked to other records in the system.

3. At the "**Are you sure you want the item deleted?**" message, click **Yes**.

### Assign a Name to a Group

1. In **Setup > Names > Names**.
2. Edit a name that belongs in a name group.
3. On the **General** tab, in the **Group** box, select the name group this name belongs to.
4. Click **Save**.
5. Repeat this process for each name you wish to assign to a name group.

### Use a Name Group as Criteria on a Report

Report selections can use name groups to filter your list of names.

1. Select a report such as **Transaction Reports > Purchases & Accounts Payable > Purchases by Vendor**.
2. Under **Report Selections**, select **Vendor**.
3. Under **Filtering**, select **Name Group**. Select a name group. The list of names are filtered to the names assigned to the selected group.
4. Move all names in the **Available** column to the **Selected** column with the double right arrows.
5. Click **OK**.

6. Click **Preview**. The report includes data assigned to the filtered names.
7. The report can be saved as a favorite. Favorite reports retain filter selections as well as column and group/sort modifications.

## Mass Update Names, Vendors, or Customers

The mass update process can be used to update more than one name, vendor, or customer at the same time. You can mass update various types of information, including accounts, payment terms, printing/publishing options, etc.



**Note:** We recommend you do a backup of your database prior to starting the mass update process.

## Mass Update Names, Vendors, or Customers

1. Select **Setup > Names, Vendors or Customers**.
2. From the List tab, select the names, vendors, or customers you want to update. Multiple names can be selecting by pressing the CTRL key while you make your selections. If you do not limit your list to selected names, all names will be included in the update.

Abbreviation	Last Name, First Name	City	State/Province	Zip/Postal Code
CA789	Adams, Chuck			
ALPCredit	Alpine Credit Company	Idaho Springs	CO	80452
Alpine	Alpine, Inc	Leadville	CO	80461
FB456	Buchanan, Frank			
WC876	Cleveland, Woody			
CORevDep	Colorado Dept of Revenue			
HF987	Ford, Herb			
IceMan	Ice Man Supplies	International Falls	MIN	56649
ZJ321	Jefferson, Zach			
AJ123	Johnson, Andy			
TJones	Jones, Ted			
MINRevDept	Minnesota Dept of Revenue			
JP321	Pierce, Jim			
ProCast	Pro Cast Supplies	Red Wing	MIN	55066
RWBike	Red Wing Bike Club	Red Wing	MIN	55066
SVFC	Sherman Village Fishing Club	Golden	CO	80439
Speedy	Speed Racer Supplies	Indianapolis	IN	46214
SUtility	Summit Utility Company	Dumont	CO	80436
SWater	Summit Water Company	Keystone	CO	80435
SCSC	Summit County Ski Club	Montezuma	CO	80435

- Click **Mass Update**. The Mass Update Wizard window will open. The wizard will guide you through the process. Click **Next**.



Note: **Next** proceeds through the mass update screens, **Cancel** exits the mass update screen and **Back** returns to the previous page of the mass update process. The Back button is in the upper-left side of the screen.

- Select the type of item you'd like to change and click **Next**. The choices listed correspond with different tabs and buttons in the Names, Vendors, or Customers screens.
- Depending on the selection you made in step 5, screens will be displayed asking you to make other selections. For example, if you choose Vendor, you can select Default Accounts Payable Account, Payment Terms, or Issue 1099. Make your selection and click **Next**.
- A list of all customers or vendors that have the specified information assigned will be displayed. Specify the value with which to update the selected items. For example, if you chose Payment Terms, specify the terms you'd like assigned to each of the selected vendors. Click **Next**.

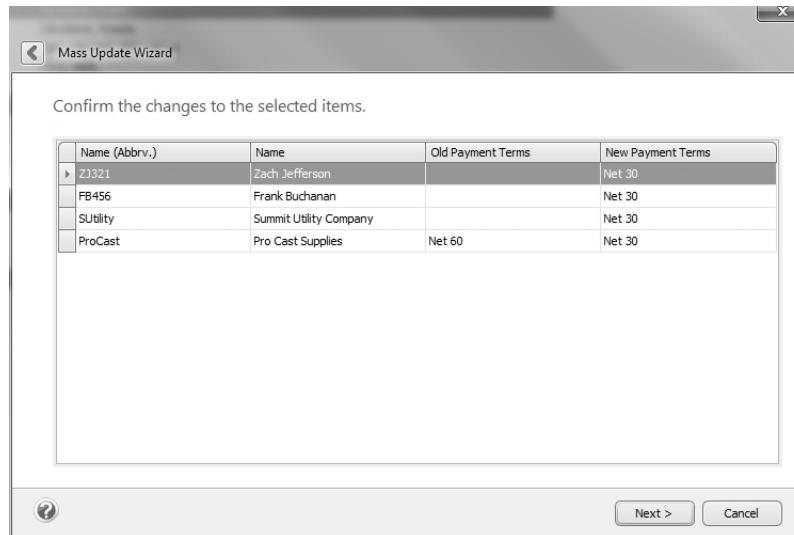
Specify the value with which to update the selected items:

Name (Abbrev.)	Name	Payment Terms
ZJ321	Zach Jefferson	
FB456	Frank Buchanan	
SUtility	Summit Utility Company	
ProCast	Pro Cast Supplies	Net 60

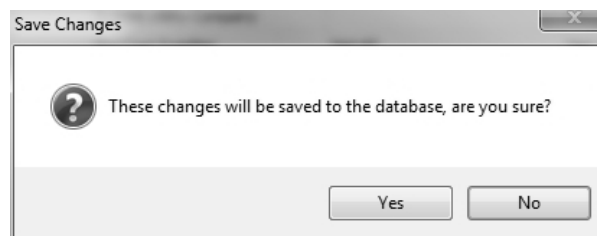
Change selected values to:  4/4

Next > Cancel

- Verify the information that will be changed and click **Next**.



8. At the *These changes will be saved to the database, are you sure?* message, click **Yes** to finalize the changes.



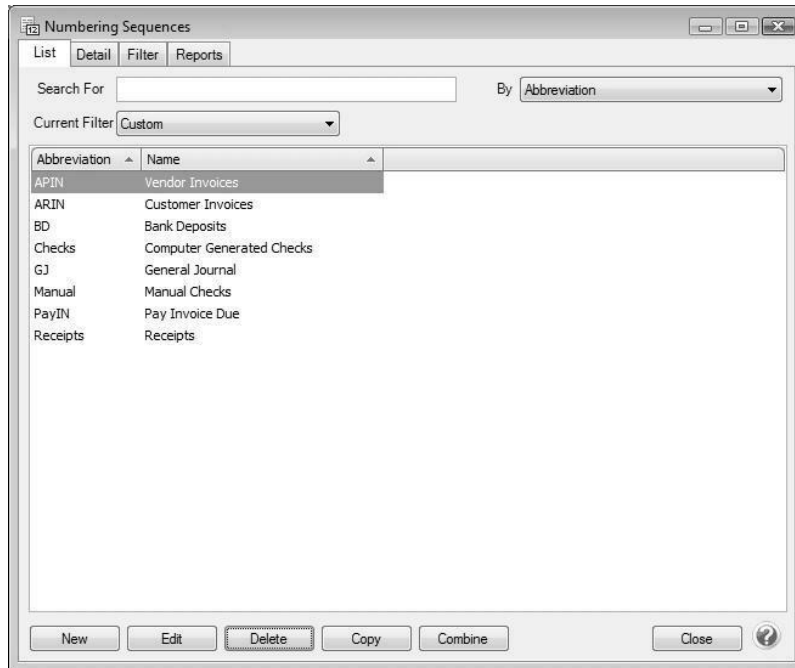
9. Click **Finish** to exit, click the **Back** button to perform a similar update, or click **New** to start a new update.

## Numbering Sequences

Numbering sequences are used to maintain check numbers, invoice numbers, bank deposit numbers, etc. A default sequence is added to your database for each transaction screen or maintenance/setup screen (where applicable). You can maintain different sequences for various transaction entry and maintenance/setup screens. An example use is for a manual check number sequence and a printed check number sequence.

### Create a Sequence

1. On the **Setup** menu, point to **General**, and then click **Numbering Sequences**.

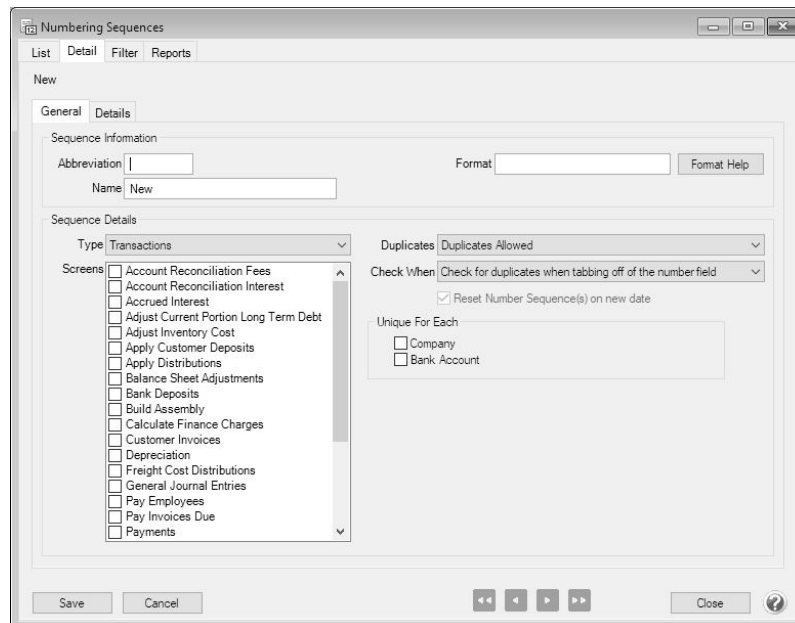


The 'Numbering Sequences' window shows a list of existing sequences. The 'List' tab is selected. At the top, there is a 'Search For' field and a 'By' dropdown set to 'Abbreviation'. Below this is a 'Current Filter' dropdown set to 'Custom'. The main area is a table with two columns: 'Abbreviation' and 'Name'. The table contains the following entries:

Abbreviation	Name
APIN	Vendor Invoices
ARIN	Customer Invoices
BD	Bank Deposits
Checks	Computer Generated Checks
GJ	General Journal
Manual	Manual Checks
PayIN	Pay Invoice Due
Receipts	Receipts

At the bottom of the window are buttons for 'New', 'Edit', 'Delete', 'Copy', 'Combine', and 'Close'.

2. Click **New**.



The 'Numbering Sequences' window is now in the 'New' mode. The 'General' tab is selected. The 'Sequence Information' section has an 'Abbreviation' field, a 'Name' field (containing 'New'), and a 'Format' field with a 'Format Help' button. The 'Sequence Details' section has a 'Type' dropdown set to 'Transactions'. Below this is a list of 'Screens' with checkboxes for each: Account Reconciliation Fees, Account Reconciliation Interest, Accrued Interest, Adjust Current Portion Long Term Debt, Adjust Inventory Cost, Apply Customer Deposits, Apply Distributions, Balance Sheet Adjustments, Bank Deposits, Build Assembly, Calculate Finance Charges, Customer Invoices, Depreciation, Freight Cost Distributions, General Journal Entries, Pay Employees, Pay Invoices Due, and Payments. To the right of the 'Screens' list are 'Duplicates' and 'Duplicates Allowed' dropdowns, and a 'Check When' dropdown set to 'Check for duplicates when tabbing off of the number field'. Below these is a checkbox for 'Reset Number Sequence(s) on new date' which is checked. At the bottom right, there is a 'Unique For Each' section with checkboxes for 'Company' and 'Bank Account'. At the bottom of the window are 'Save', 'Cancel', and 'Close' buttons.

3. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the sequence by.
4. In the **Name** box, enter up to 30 characters of required information that describes the sequence.
5. For Transaction and General type sequences, In the **Format** box, define the format of the numbering sequence. Click the **Format Help** button for detailed information about formatting the sequence. Formatting Details include:

mm = two digit month  
mmm = month name  
dd = two digit day  
yy or yyyy = year  
# = advancing incrementing number  
? = advancing incrementing alpha

**Examples:**

- » Invoice number with ABC always as the first three characters of the invoice number you would enter ABC# in the Format box
  - » Journal entry number that included the date of the entry, you would enter ddmmyy# in the Format box and select the Reset on New Date check box.
  - » Check number that is five digits, you would enter ##### in the Format box
6. The **Type** box allows you to designate the type of sequence, this can be Transactions (the default), General, or Manually Enter Invoice Numbers (used when you do not want the next available automatic invoice number from a numbering sequence assigned to vendor invoices, but instead you manually enter the number).
  7. The **Screens** box will display appropriate values based on the Type selection; for Transaction type sequences, this would be a list of Transaction Screens, for General type sequences, the list would show other available screens in which the sequence could be used, for example a maintenance/setup screen for Fixed Assets, for Manually Enter Invoice Numbers type sequences, this would be the Vendor Invoices (A/P) screen. Select the transaction screens this sequence can be used in.
  8. In the **Duplicates** box, select the way you want the sequence to handle duplicate numbers.
  9. In the **Check When** box, select the way you want the sequence to check for duplicate numbers:
    - » **Never** - Number sequences will never be checked for duplicates.
    - » **Check for duplicates when tabbing off of the number field** - This method checks for duplicates each time you enter and tab off of a number field, however it does not work well for preventing duplicate sequences from occurring in a multi-user environment.
    - » **Check for duplicates when saving the transaction** - This method checks for duplicates each time a transaction is saved and is designed to prevent duplicate sequences from occurring in a multi-user environment
  10. For Transaction type sequences, under **Unique for Each**, select **Company/Fund** or **Bank Account** if you want CenterPoint to maintain separate number sequences by company/fund or bank account.
  11. For Transaction and General type sequences, select the **Reset Numbering Sequence(s) on new date** check box to reset alphanumeric values of the sequence on each new date.
  12. Click the **Details** tab.
  13. The columns displayed on the Details tab depend on if either or both of the Company/Fund and Bank Account boxes were selected on the General tab.

The screenshot shows the 'Numbering Sequences' window with the 'Pay Invoice Due' sequence selected. The 'General' tab is active, displaying a table with the following data:

Bank Account /	Last Used Sequence	Duplicate Search Date	Default
CD #782977		01/01/07	<input type="checkbox"/>
Fire Insurance Ch		01/01/07	<input type="checkbox"/>
Fire Pension Che		01/01/07	<input type="checkbox"/>
General Fund Ch		01/01/07	<input type="checkbox"/>
Meter Deposit Ch		01/01/07	<input type="checkbox"/>
Parks & Playgrou		01/01/07	<input type="checkbox"/>
Petty Cash		01/01/07	<input type="checkbox"/>
Solid Waste Chec		01/01/07	<input type="checkbox"/>
Street Fund Chec		01/01/07	<input type="checkbox"/>
Water / Sewer Re		01/01/07	<input type="checkbox"/>

At the bottom of the window are buttons for 'Save', 'Cancel', navigation arrows, and 'Close'.

14. For Transaction and General type sequences, In the **Last Used Sequence** column, enter the alpha and numeric part of the sequence. If you are using the date as part of your sequence, it will automatically be set by the system date.
15. If you selected Warn on Duplicates or No Duplicates Allowed in the Duplicates box on the General tab the **Duplicate Search Date** column will display the beginning date of the database. To change the date the system starts looking for duplicates, select the column and type the new date, or select the date from the calendar.
16. For Transaction and General type sequences, on new sequences, the **Default** check box will not be selected, to set as the default, select the **Default** check box in the Default column.
17. Click **Save** to save the sequence and return to the List tab.



Note: If a numbering sequence is checking for duplicates and there are no unused values available for this sequence, a message will display informing you that you must either modify the format allowing for more numbers or modify the Duplicate Search Date allowing older values to be reused.

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## Chapter 3 - Financials and Ledger

### Setup

#### Companies/Funds

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

Should you create separate companies/funds or separate databases?

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

#### Create a New Company/Fund

##### Prerequisite

You must have a database created before you can add a company/fund. Select File > New > New Database Wizard to create a new database.

1. On the **Setup** menu, click **Company/Fund**. Click **New**.



Note: If the company/fund to be added is similar to an existing company/fund, you can highlight the similar company/fund and click **Copy** instead of New.

2. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the company/fund by.
3. In the **Company/Fund Name** box, enter up to 30 characters of required information that describes the company/fund.
4. In the **Address Line 1** and **Address Line 2** boxes, enter the street address and any other information, for example, suite number or post office box number.
5. The third address line has a format option preceding it. There are four options for the format of the third line of the address:

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

Choose the correct format. If this is the format that you use most often, you can select it and then right-click on the field to make it the default format. The United States address format and the Canadian address format will perform a zip code or postal code lookup and fill in the city and state or province. Country Codes can be selected from a list when using Foreign Addresses.

6. If your preferences are set to use the automatic Zip Code/Postal Code Lookup for addresses, in the **Zip/Postal Code** box enter the zip code or postal code. If a list displays, select the appropriate city/state or city/province from the list. If your preferences are not set to use the automatic Zip Code/Postal Code Lookup for addresses, enter the City/State/Zip, City/Province/Postal Code, Address 3, or Foreign Address information.



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

7. In the **Contact** box, enter up to 30 characters of optional contact information for this company/fund.
8. In the **Phone** and **Fax** boxes, enter up to 25 characters of optional phone/fax information for this company/fund.
9. In the **E-mail** box, enter up to 30 characters of optional e-mail address information for this company/fund.
10. In the **Web Page** box, enter up to 30 characters of optional Web (URL) address information for this company/fund.
11. Under **Company/Fund**, click **Import** to locate an image file (.bmp, .gif, .jpg, .png, etc.) for use as your company/fund logo. When you select the image, it appears in the image preview box.
12. To add notes to this company/fund, click **Additional Notes**, enter the notes, and then click **OK**.



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

13. Click the **Additional Detail** tab.
14. Under Tax Reporting Information, in the **Federal Tax Id** box, enter up to 15 characters of optional federal tax identification information that will print on government reports in CenterPoint.
15. In the **State Tax Id** box, enter up to 15 characters of optional tax state identification information that will print on government reports in CenterPoint.
16. In the **Company/Fund Type** box, select a type, for example General, Other, Trust, etc.. This is an information field only.
17. In the **Fiscal Year End** box, select the month your fiscal year ends. December will automatically display. Some of the reports in CenterPoint can be run on a fiscal year basis; selecting the fiscal year end will allow the system to calculate the fiscal year start. If you have the add-on Depreciation module installed and active, the depreciation schedules for all assets for the selected company/fund are recalculated as the schedules are based on the fiscal year.
18. Specify the **Distribution Frequency**. Often, profit or production center details are unknown at the time a transaction is entered. These details can be assigned "later" to the appropriate profit, production center, or production center details. This option allows you to specify the frequency distributions can then be processed.

19. In the **Inventory Valuation Method** box, select the method of purchased inventory reduction if you will be purchasing to resell merchandise or livestock. The methods are: First in First Out (FIFO), Last in First Out (LIFO), or Average Cost. Purchased inventory that is purchased for the purpose of resale and is not capitalized is recorded as an increase in an inventory at the time it is purchased. The expense for that inventory purchase does not get recorded for tax purposes until the item is sold. When the item is sold, CenterPoint determines how much expense to record based on the inventory valuation method listed here. An inventory can include many items purchased at several different intervals and for several different prices. Choosing FIFO, records an expense equal to the first item purchased is the first item expensed. Choosing LIFO will record an expense equal to the last item purchased first. Last, an Average method will take the average price of the inventory and multiple it by the quantity sold to come up with the expense amount.
20. In the **Retained Earnings Account** box, select the account you want your retained earnings to post to (only accounts in the retained earnings account category will display in the Lookup list) for this company/fund, or type the retained earnings account. Typically, increases and decreases to this account should be equal to the differences between the revenue generated for a specified period and the expenses paid. This field is required in order for any transactions to be posted.
21. Under Depreciation Information, in the **Depreciation Frequency** box, select how often you record depreciation transactions. The options are Monthly, Quarterly, or Annually. One feature of CenterPoint is the ability to have the system calculate a depreciation journal entry for you for each of your fixed assets. Selecting the frequency that you want those depreciation transactions recorded makes sure that the transactions are only recorded in valid periods and that they aren't duplicated in any one period.
22. If you own the Depreciation module, select the **Calculate book and tax depreciation separately** check box if you want the tax depreciation calculated annually on the fiscal year boundary and the book depreciation calculated on the frequency you selected in the Depreciation Frequency box.
23. In the **Ending Book Depreciation** box, select the month that ends this reporting cycle if the Depreciation Frequency you selected is Quarterly or Annually.
24. Click the **Tax Report** tab. In the **User Define Report Used for Tax Reporting** box, click and select the report that you want to use for tax reporting for this company/fund, for example, 1040-Sched F/Schedule C/Six Month Published Report.



Note: If the Calculate Modified Cash Balances check box is selected when the User Defined Report Used for Tax Reporting is changed, a message displays to remind you that changes will not be reflected on the Modified Cash Balance Sheet until you click **Repost Balances**. A backup should be performed before reposting.



Note: In order for a transaction to affect cash basis tax information three things need to happen:

- » The account needs to be assigned to a line on the report.
- » Transaction type for the transaction needs to be made a column on the report.
- » The report line that included the account in the transaction needs to be checked in "Rows to Display in this Column" in the column that includes the transaction type.

The transaction activity that is to be considered cash basis tax will be included either on the Income Statement or the Balance Sheet based on whether the Row that the account is assigned to is marked as "Transactions in this row are taxable". Account activity on rows that are checked appear on the Income Statement. Account activity on rows that are not checked are posted to the Balance Sheet.

25. Verify the **Calculate Modified Cash Balances** check box. If this box is selected, a balance sheet will be generated that coordinates with your tax return. The report is called a Balance Sheet Cash Value. CenterPoint can maintain three balances for your Balance Sheet Accounts. Book Value is the actual undepreciated value for all of your accounts or fixed assets, Market Value is usually the same as book value for all accounts except for inventory and fixed assets. A Market Value Balance Sheet would typically give a better picture of the actual value of your current assets than a Book Value Balance Sheet would. The most common use for modified cash balances is to generate a Balance Sheet that coordinates with your tax return. If recording modified cash values, then identifying a tax report is required.
26. If you are using modified cash balances, select the **Beginning Period** to start the calculation. All available periods since the start of the database will display in reverse chronological order. To change the order to chronological, right-click and select Sort Ascending.
27. Click the **Account List** tab to display a list of all postable accounts for this company/fund. Active accounts display on the right side of the screen. To deactivate an account(s) for this company/fund, select the account(s) from the right side of the screen and move to the left side of the screen. When you activate/deactivate accounts from the Account List tab, they will also be changed in Setup > Accounts > Accounts accordingly and vice versa.
28. Click **Save** to save the company/fund and return to the List tab, or click Close to save the company/fund and close the companies/funds screen.

### Edit an Existing Company/Fund

1. On the **Setup** menu, click **Companies/Funds**.
2. Select the company/fund you want to change, and then click **Edit**. Note: If you change the information in the Name box, past company/fund information is automatically linked to the new name.
3. The Company/Fund Detail General tab appears. Edit or view the company/fund detail.
4. Click **Save** to save the company/fund and return to the List tab, or click **Close** to save the company/fund and close the companies/funds screen.

### Combine Two Existing Companies/Funds

1. On the **Setup** menu, click **Companies/Funds**. Highlight the company/fund to be combined into another company/fund and click **Combine**. Note: When the combine process is complete, this company/fund will be removed from the database.
2. Within the **Combine** screen, select the company/fund to combine it into and click **OK**. Note: When the combine process is complete, the data for both companies/funds will be in this company/fund.
3. A confirmation message will be displayed. Click **Yes** to combine the two companies/funds and return to the List tab. Click **No** to cancel the process.

### Deactive/Activate a Company/Fund

1. On the **Setup** menu, click **Companies/Funds**.
2. Select a **Company/Fund**, right-click and select **Activate** or **Deactivate**. Note: A company/fund can also be activated/deactivated by selecting the company/fund and clicking Edit. Select or deselect the Active check box. Then click **Save** to save the company/fund and return to the List tab, or click Close to save the company/fund and close the companies/funds screen.

## Accounts Preference

Preferences define how you want your CenterPoint program to behave and can be changed at any time. If you change a preference and are currently in the screen that uses that preference, close the screen and then enter the screen again to initiate the preference.

How are the different tabs used?

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

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

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

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

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

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

## Accounts Settings Preferences

### Set Account Number Mask

Defines the account number mask (format) for the account number box , up to 22 non-literal characters maximum. Setting a format secures account number conformity. The account number can be set to be required or not required. Masks can be set to be numeric, an alphanumeric, or an alphabetic field.

1. In the box at the bottom of the mask descriptions, enter # to set a required number placeholder. For example, #### represents an account number format that is required that uses four numbers such as 5410.
2. Or, in the box at the bottom of the mask descriptions, enter 9 to set a number placeholder that is not required. For example, 9999 represents an account number format that is not required that uses four numbers such as 7891.
3. Or, in the box at the bottom of the mask descriptions, enter A-Z to set a alphanumeric placeholder that is required. For example, aaaa represents an account number format that is not required that uses four alphanumeric characters such as AB10.
4. Or, in the box at the bottom of the mask descriptions, enter a-z to set a alphanumeric placeholder that is not required. For example, aaaa represents an account number format that is not required that uses four alphanumeric characters such as AB10.
5. Or, in the box at the bottom of the mask descriptions, enter ? to set a required alphabetic placeholder. For example, ??? represents an account number format that is required that uses four alphabetic characters such as LAND.

6. Or, in the box at the bottom of the mask descriptions, enter & for any character including spaces. For example, 99&9999 would represent an account number format that is not required that uses two numbers, a space, and four additional numbers such as 10 1234.
7. All other characters are literal characters that display as themselves. 22 non-literal characters maximum.

#### Account List Display

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

#### Expand All Accounts and Item Lists

Defines how your Account List displays.

- » Under Expand All Accounts And Items Lists, in the Expand all accounts\items when load accounts \lists,
  - » Select Yes to expand all accounts and items when displaying the Account list.
- or
  - » Select No or **Not Set** to display a condensed list that can be expanded by clicking the (+) sign to the left of an account.

### Distributions Preference

#### Check Distribution Checkbox by Default

This preference determines if the Distribution column that displays on the **Processes > General Journal Entries** screen is selected by default if there is a distribution for the account/company used in the transaction. If the Distribution column remains selected, the distribution will take place. If you choose to remove the selection at the time of the transaction, the distribution will not be implemented.

### Inactive Accounts Preference

When inactive accounts are included in Recalled and Recurring transactions

This preference allows you to determine if you want a warning message to display when a Recalled or Recurring transaction is entered that includes inactive accounts.

When inactive account is selected in a transaction

This preference allows you to determine if you want a warning message to display when entering AP or AR Invoices, Cash Payments, Cash Receipts, and General Journal transactions, and the account selected is inactive for the company/fund chosen at the top of the screen. If this preference is set to Not Set, a warning message will not display.

## Internal Accounts Preference

### Use Internal Accounts

Defines if you wish to use internal accounts. Internal accounts can be suppressed on financial reports produced for external purposes and are used to consolidate transfer of funds between multiple funds in one database. For example, you can mark certain accounts as internal that are used for analysis internally but can be left off of financial reports that are produced for external purposes.

- » If you want to use internal accounts, in the Use Internal Accounts box, select **Yes**. If you do not want to use internal accounts, select **No**.
- » If you use internal accounts and change the Internal Accounts preference to No, a message will inform you that there are accounts designated as Internal Accounts. You will need to set the Internal Accounts Setting for Use Internal Accounts to Yes to change that designation in the future.
- » If you chose to use internal accounts, and you wish to display internal accounts on financial statements, set the **Display Internal Accounts** filter to **Yes** when you print the Balance Sheet or Income Statement (the first time you use this filter, you will need to click **More Items** and select the filter from the Report Selection Items screen). If you do not want to include internal accounts on the financial statement, set the **Display Internal Accounts** filter to **No**.

## Multiple Bank Accounts Preference

### Multiple Bank Accounts in Subdivision

Defines an option to determine if you want to display a warning message that informs you about multiple bank accounts in one journal entry for cash entries other than bank transfers. This option is used for databases entering transactions for more than one company/fund in a single transaction. The reason you would not want to include multiple bank accounts in a journal entry would be because the system would have a hard time determining which entries were actually offset to cash and might skew the cash flow report.

- » Under Multiple Bank Accounts in Subdivision, in the Allow multiple bank accounts in a subdivision box, select Yes to allow multiple bank accounts in one journal entry for cash entries other than bank transfers without receiving a warning message or enter No to not allow multiple bank accounts in one journal entry for cash entries other than bank transfers and receive a warning message.



Note: If you choose to create the transaction without displaying the warning message, there may be certain cash reports with erroneous data.

## Accounts

Accounts are used to define the structure of your financial system and track and categorize specific types of transactions. Accounts are used in transactions to describe the movement of resources within your company/fund and to record and summarize the increases and decreases of their balances. You can add or change accounts at any time.

In this topic, we'll provide steps for:

- » [Create an Account](#)
- » [Using Sub Accounts](#)
- » [Creating Accounts that Automatically Calculate Amounts in Transaction Entry](#)

Maintenance Options for Existing Accounts:

- » [Edit/Change Existing Accounts](#)
- » [Delete Accounts](#)
- » [Change the Status \(hide\) Existing Accounts](#)
- » [Combine Existing Accounts](#)

Create an Account:

1. On the **Setup** menu, point to **Accounts**, and then click **Accounts**.
2. Click **New**.

3. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the account by.
4. If you will be identifying your accounts with numbers, in the **Number** box, enter a number that the account can be referenced by. Account Numbers are optional.



Note: The length and format (mask) of the account number are set in File > Preferences > Accounts > Account Settings.

5. In the **Name** box, enter up to 30 characters of required information that describes the account.
6. In the **Type** box, click and select an account type. Account Types are the highest level in the account hierarchy and are predefined. Account types determine the order your accounts print on financial statements. When an existing account is edited, the Account type cannot be changed.



7. In the **Category** box, select an appropriate account category. Account categories are the second highest level in the account hierarchy and are predefined. They define many of the characteristics of an account - the template used, the location on reports, balance details, etc.
8. If data posted to this account is to be summarized at a higher level on reports, the account that it is to be summarized at should be identified in the **Subaccount** box. Subaccounts of an another account must be in the same account category. A main account can have multiple subaccounts. Subaccounts can also have subaccounts, but you can only ever have three levels of accounts. For example, Fuel Expense is the main account, Gasoline is a subaccount of Fuel Expense and Regular, Dyed, and Diesel are subaccounts of the Gasoline subaccount. You can view the account hierarchy under Account Hierarchy on the right side of your screen. In the **Subaccount of** box, click and select a subaccount, or type a subaccount. If a subaccount is added to a parent account and the parent account has a balance, a confirmation message will display that warns you that the balance of the existing account will be moved to the subaccount and asks if you want to continue.
9. In the Quantity 1 and Quantity 2 boxes, if the account that you are creating can be identified with a quantity value, click and select an optional unit of measurement, or type a unit of measurement. For example, you might select gallons for a Fuel Expense account.
10. When an account is a subaccount of another account, view the hierarchy under Account Hierarchy. You can choose to view the hierarchy by account name, account number, or abbreviation.
11. To add notes to this account, click **Additional Notes**, enter the notes, and then click **OK**.



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

12. To activate/deactivate an account for a specific company/fund, from the List tab, right-click on the account, select/unselect the check box next to the company/fund you want to activate/deactivate the account in or to activate the account in all companies/funds click Activate All and to deactivate the account in all companies/funds, click Deactivate All. When you activate/deactivate accounts from Setup > Accounts > Accounts, the account will also change on Setup > Companies/Funds > Account List tab accordingly.
13. Click the **Detail** tab. The information on the Detail tab changes based on the properties of the account category assigned to the account. Complete all required fields (for example, Offset Account).



Note: The fields included on the Details tab differ depending on what account category is assigned to an account.

14. If you want to view balances for an account or enter beginning balances for an account, click the Balances tab. The period will default to the current period. Select a period you want to view balances for or click Beginning Period to enter beginning balances. For information about entering beginning balances, see the [Enter Beginning Balances](#) topic.
15. Click **Save** to save the account and return to the List tab, or click **Close** to save the account and close the Accounts screen.

## Using Subaccounts

Subaccounts allow you to group similar accounts and gives you the option to summarize or detail those account balances on financial reports. The use of subaccounts is optional. When using subaccounts, the summarizing account and all detail accounts are setup as Accounts. In the example displayed below, the Building Repairs, Equipment Repairs and Truck Repairs are all subaccounts of the Repair Expense account.

Name	Abbreviation	Account Number
Professional Services Expense		
Rent / Lease Expense (Veh.Mach.&Equipment)		
Repair / Maintenance Expense		
Repair Expense		
Building Repairs		
Equipment Repairs		
Truck Repairs		
Repair Expense - Buildings	repbldgs	612000
Repair Expense - Equipment	repequip	612010

1. Using the steps in the above *Creating an Account* section, create a main account that will be used to summarize a group of sub-accounts. This main account is referred to as a Level 1 account. In our example, we'll setup an account called "Repair Expense".

**Accounts**

Repair Expense

General | Detail | Prices | Distributions | Templates

Account Information

Abbreviation:      Number:     

Name: Repair Expense

Type: Expenses

Category: Repair / Maintenance Expense

Subaccount of:     

Units of Measure

Quantity 1:     

Quantity 2:     

Account Hierarchy

☒ Display Account Names

☐ Display Account Numbers

☐ Display Abbreviations

Active Status      Additional Notes

Save      Cancel      Close

- Follow the *Creating an Accounts* steps again to create subaccounts of this new account. Prior to clicking Save on the new subaccounts specify the Level 1 account (in our example, Repairs Expense account) in the **Subaccount** field. Subaccounts are referred to as a Level 2 account.

The screenshot shows the 'Accounts' window with the 'Truck Repairs' account selected. The 'General' tab is active, and the 'Subaccount of' field is set to 'Repair Expense'. The 'Account Hierarchy' section on the right shows 'Repair Expense' as the parent account. The 'Units of Measure' section is also visible.

- When adding any additional accounts that should be part of the "Repairs" group, assign the Repairs Expense account in the **Subaccount** of field.



Note: you can also create Level 3 accounts (subaccounts of subaccounts) by creating an account that has a subaccount assigned in the **Subaccount** of field.

List   Detail   Balances   Filter   Reports		
Search For		
Current Filter Custom		
Name	Abbreviation	Account Number
[-] Labor Expense		
[-] Management Expense		
[-] Administrative Expense		
[-] Benefits Expense		
[-] Dues & Subscription Expense		
[-] Fuel Expense		
[-] Insurance Expense		
[-] Marketing Expense		
[-] Postage Expense		
[-] Professional Services Expense		
[-] Rent / Lease Expense		
[-] Repair / Maintenance Expense		
[-] Bldgs and Improv Repairs		6.13.100
[-] General Repairs		6.13.200
[-] Machinery & Equip Repairs		6.13.300
[-] Oils and Lubricants		6.13.400
[-] Repair Expense		
[-] Building Repairs		
[-] Equipment Repairs		
[-] Truck Repairs		
[-] 2001 Chevy 1 ton Truck		
[-] 2005 Ford F250		

When printing Financial Statements, the **Detail Level** field in **Report Selections** allows you to decide how much detail to include on the reports when using subaccounts.

Report Selections	
Item	Selected Criteria
Period	1/1/2024 to 12/31/2024
Production Center	<All>
Production Year	<All>
Display Level	Level 3 Accounts
Display Account Categories	Yes
Display Subtotals	None
Reporting Method	Accrual
Company	<All>
Include Accounts	Accounts With Activity
Fill Other Columns With	Profit Center
Production Detail	<All>

More Items

- » If **Level 3** is selected in the **Detail Level** field, all accounts and their balances will be displayed.

**Repair / Maintenance Expense**

General Repairs	150.32
Machinery & Equip Repairs	8,917.42

**Repair Expense**

Building Repairs	8,522.00
Equipment Repairs	5,012.12

**Truck Repairs**

2005 Ford F250	1,245.24
----------------	----------



Note: In this example, if we had selected Level 2 instead, the 2005 Ford F250 would not have been displayed as it's a Level 3 account (subaccount of a subaccount).

- » If **Level 1** is selected in the **Detail Level** field, only the level 1 accounts will be displayed. All subaccount balances be summarized to the Level 1 account.

**Repair / Maintenance Expense**

General Repairs	150.32
Machinery & Equip Repairs	8,917.42
Repair Expense	14,779.36

## Accounts that Automatically Calculate Amounts in Transaction Entry

An account can be setup with a price assigned to it so that instead of entering in the amount during a transaction, you can enter the quantity and have the amount calculate based on the account price set up for the account. Additionally, you can record a different price for each customer or vendor that this account is used for. This process is normally done on revenue/income accounts.

1. Using the steps outlined above in *Creating an Account*, create a new or edit an existing sales account.
2. Prior to saving the new account, select the **Prices** tab.

Accounts

List Detail Balances Filter Reports

Corn Sales

General Detail Prices Distributions Templates

Account Prices Detail Information

Company Name  
CenterPoint Farms

Unit Of Measure 1 Price \$3.50

Unit Of Measure 2 Price \$0.00

☐ Set Prices By Name

Additional Notes

Save Cancel

Close

3. Specify a price in the **Unit of Measure 1 Price** field.
4. If you prefer, select the **Set Prices by Name** field so that you can specify different prices depending on whom the product is sold to.

Accounts

List Detail Balances Filter Reports

Corn Sales

General Detail Prices Distributions Templates

Account Prices Detail Information

Company Name  
CenterPoint Farms

Unit Of Measure 1 Price \$3.50

Unit Of Measure 2 Price \$0.00

☒ Set Prices By Name

Name	UOM 1 Price	UOM 2 Price
Maggie Becker	\$ 3.75	\$ 0
Farmer's Coop	\$ 3.50	\$ 0
	\$0.00	\$ 0

Additional Notes

Save Cancel

Close

5. Click **Save** to save the account and return to the List tab, or click **Close** to save the account and close the Accounts screen.

## Maintenance Options of Existing Accounts:

### Edit/Change an Existing Account

All information on an existing Accounts can be modified. All history and balances will stay with the Account.

1. Select **Setup > Accounts > Accounts**.
2. Select the Account to be changed and click **Edit** (or simply double click on the appropriate Account). Edit the details as needed.
3. Click **Save** to save the Account and return to the List tab, or click **Close** to save the Account and close the Account screen.

### Delete an Existing Account

The delete button completely removes a Account from the system.



Note: You cannot delete a record that has any type of history or other records linked to it in the system. If you have a Account that is no longer being used, but does have historical activity, please refer to the instructions below on how to change the status to inactive.

1. Select **Setup > Accounts > Accounts**.
2. Select the Account to be changed and click **Delete**.
3. At the **Are you sure you want the item delete?** message, click **Yes**.

### Change the Status of an Existing Account

Accounts that are no longer being used, but have history, can be deactivated.



Note: Accounts may not be deactivated if there are active lower level accounts or active items. On transaction screens, the list of Accounts will only include active names. Filters can be created in reports, lists, etc. to only include active Accounts. Accounts can be active for some companies/funds, and not for others. Accounts may not be activated if the higher level account is inactive.

1. Select **Setup > Accounts > Accounts**.
2. Right-click on the appropriate Accounts, and select **Activate/Deactivate**. Select the companies/funds the Accounts is inactive in, and then click **OK**.

### Combine Two Existing Accounts

The combine button allows you to combine two existing Accounts. For example, if the same Account was inadvertently setup twice and both used on transactions. The combine button allows you to combine all history and balances for the two Accounts and remove one of the Accounts. **Note:** We recommend you take a backup prior to combining two items as there is not a way to "uncombine" two items.

1. Select **Setup > Accounts > Accounts**.
2. Select the Account to be combined with another and click **Combine**. The Account selected in this step is the item that will be removed after the two Accounts are combined.
3. In the **Combine** screen, select the Account it should be combined into and click **OK**.

## Understanding and Using Multi-Segmented Accounts for CenterPoint Fund

When you use multi-segmented accounts, you are able to define the individual segments in your account number. Multi-Segmented accounts allow you to combine other defined CenterPoint Setup items into an account number. For example, you choose to have two segments in your multi-segmented accounts; Account Number and Department. The Account Number is four digits and required. The Department is two digits and not required. Your resulting multi-segmented accounts could be 4000, 4000-01, 5000, and 6000-02.

By defining multi-segmented accounts, when you enter transactions, the defined segments will automatically fill into the transaction entry grid. In our example above, the Account Number and Department would automatically display in the transaction entry grid when the multi-segmented account is entered.

This topic includes instructions on how to:

[Determine the Segments you Want to Use in your Multi-Segmented Account Structure](#)

[Setup your Multi-Segmented Account Preferences](#)

[Add Multi-Segmented Accounts](#)

[Enter Transactions Using Multi-Segmented Accounts](#)

[Printing the Multi-Segmented Accounts List](#)

Determine the Segments you Want to Use in your Multi-Segmented Account Structure:

The available segments are:

- » Account Number (Setup > Accounts > Accounts) – The Account Number is the only field that is required to be used in a multi-segmented account.
- » Fund Abbreviation (Setup > Funds)
- » Department Abbreviation (Setup > Departments/Locations -> Departments)
- » Location Abbreviation (Setup > Departments/Locations -> Locations)
- » Project Abbreviation (Setup > Projects)

Each item in a segment must be the same length, For example, all account numbers must be four digits or all must be two alpha-numeric characters.

You can have some segments that will always need to be present and some that are not required to be present.



Note: The Account Number is the only field that is required to be used in a multi-segmented account.

### Setup your Multi-Segmented Account Preferences

1. Select **File > Preferences > Accounts > Multi-Segmented Accounts**.
2. Click the **Database** tab.
3. In the **Use Multi-Segmented Accounts** box, select **Yes**.
4. The **Account Validation** box will be automatically set to **Segments in transactions must match an existing multi-segmented account** which indicates that an account must exist in **Setup > Accounts > Multi-Segmented Accounts** for every journal entry row that is posted in transaction entry.

- In the **Field** column in the grid, select the first segment. In our example above, the first selection would be Account and then on the next row of the grid select the second segment. In our example above, the second selection would be Department.



Note: Required segments must come before non-required segments in the grid.

- In the **Separator** column, enter any character you want to use to separate your segments.



Note: If a non-required segment to the right of a segment is blank, the separator character is suppressed in displays of the multi-segmented account.

- In the **Digits** column, enter the number of digits for this segment.



Note: The number of digits must match the alpha-numeric characters in the Account Number or Abbreviations.

- If you want to change the field label that displays in Setup > Accounts > Multi-Segmented Accounts for this segment, enter a new label in the **Label** column.
- Select the **Required** column to indicate that this segment is required to be entered to all multi-segmented accounts.
- Continue to define all segments. When all segments are defined, click **Save**.



Note: If you receive a message stating that you have items with invalid account number/abbreviations set for the values determined by your preference setting, go into each setup screen specified in your preference setting and verify that the account number and abbreviation lengths match the Digits setting in your preference.

Segment	Field	Separator	Digits	Label	Required
1.	Account	-	4	Account	<input checked="" type="checkbox"/>
2.	Department	-	2	Department	<input type="checkbox"/>
3.	Not Used	-	2		<input type="checkbox"/>
4.	Not Used	-	2		<input type="checkbox"/>
5.	Not Used	-	2		<input type="checkbox"/>

## Add Multi-Segmented Accounts

Segment columns will display in the order you specified in File > Preferences > Accounts > Multi-Segmented Accounts.

- Select **Setup > Accounts > Multi-Segmented Accounts**.



Multi-Segmented Accounts

Search For  By

Number	Account Name	Fund	Account	Department	Active	Use as Default
1-100010	General Fund Checking		General Fund		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1-100040	Water / Sewer Rev Check		Water / Sewe		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1-100070	CD #782977		CD #782977		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1-100300-2	Equipment-Police		Equipment	Police	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1-100300-3	Equipment-Fire		Equipment	Fire	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1-193000-2	Fixed Assets-Police		Fixed Assets	Police	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1-193000-3	Fixed Assets-Fire		Fixed Assets	Fire	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1-200000	Accounts Payable		Accounts Pay		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1-202000	VISA		VISA		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1-206000	Federal Income Tax Paya		Federal Inco		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1-206010	Health Insurance Payable		Health Insura		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1-206020	Medicare Payable		Medicare Pay		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1-206030	Soc Security Payable		Soc Security		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1-206050	State Income Tax Payabl		State Income		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1-206060	Unemployment Payable		Unemployme		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1-307000	Current Year Surplus( Def		Current Year		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1-308000	Fund Balance		Fund Balance		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1-400000-0	Dog Tags-General Reven		Dog Tags	General Revenues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1-400100	Refuse Containers		Refuse Conta		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1-400100-0	Refuse Containers-Gener		Refuse Conta	General Revenues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1-400100-1	Refuse Containers-Admin		Refuse Conta	Administrative	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1-405000-0	Franchise Fees-General		Franchise Fe	General Revenues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save Cancel Delete Selected Close

- In the **Account Name** box, enter an account name for a multi-segmented account. Press Tab. The account you added will be highlighted in red. This indicates that not all of the required information has been added. The account name is required , but can be changed at any time.



Note: When the segments are highlighted in grey, it indicates that transactions have been posted. No changes can be made to segments of a multi-segmented account once a transaction has been posted to it.

- In the **Account** box, select the account number that is defined as one of your segments in your multi-segmented account.
- Select the other detail for the segments you defined as part of your multi-segmented account, for example Department.
- If the **Active** box is selected, the multi-segmented account will display in Multi-Segmented Account lookups in transaction entry.
- Select the **Use as Default** check box to identify the default multi-segmented accounts for your Fund-Account combinations for bank, accounts receivable and accounts payable "header" accounts used for each transaction entry screen (Vendor Invoices, Payments, Pay Invoices Due, Customer Invoices, and Receipts).



Note: CenterPoint does not put any restrictions on the rows that can have the Use As Default check box selected. So, care should be taken to only select one row for each Fund-Account combination. In the event that there is more than one Fund-Account combination, CenterPoint uses the first one it locates.

## Enter Transactions Using Multi-Segmented Accounts

To begin entering transactions into CenterPoint , it will be necessary to add the Multi-Segmented column to the data entry grid in all transaction screens.

### To add the Multi-Segmented Column:

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

3. The list displays all available columns that can be included in your transaction entry screen. Items that have a **check mark** will display in the grid. Insert a check mark next to **Multi-Segmented Account**.
4. Use the **Move Up** and **Move Down** to arrange the order the columns will display on the main grid.

You also need to be sure you have setup the appropriate "header" accounts in **Setup > Accounts > Multi-Segmented Accounts**.

The header accounts allow CenterPoint to determine automatically which bank, accounts receivable, and accounts payable accounts are the default posting accounts to use for the Fund-Bank, Fund-Accounts Receivable, and Fund-Accounts Payable combinations for Payments, Receipts, Vendor Invoices (A/P) and Customer Invoices (Basic).

For example, when applying receipts to invoices, CenterPoint will use the Fund-Bank and Fund-Accounts Receivable accounts for the specified Fund for the accounts that were marked as Use as Default in Setup > Accounts > Multi-Segmented Accounts. In the example below, the bank account used in the header section is the account specified as the default for the Fund-Bank combination.

Receipts

Company: CenterPoint Farms

Bank Account: State Bank Checking

Current Batch: No Batch

Current Balance: \$232,835.56

Bank Deposit:

Received From: Johnson Auto Parts

Received From Address: Business Address

387 78th Street

Red Wing, MN 55066

Receipt / Invoice #: EFT043

Date: 06/24/2010

Amount: \$500.00

Payment Type:

Check / Ref #:

Apply To Open Invoices: \$0.00

Multi-Segmented	Account	Profit Center	Quantity 1	UOM 1
4090-01	Custom Work	Cattle	0.0000	

Print this invoice/receipt? Plain Paper

Memo Line 1:

Line 2:

Total: \$500.00 Adjust Amount

Save Clear Recall Recurring Options Close

The Use-As Default combinations for the transaction screens are:

- » **Payments** - Fund-Bank Account combination. When paying invoices, CenterPoint will also use the Fund/Company Accounts Payable combination.
- » **Receipts** - Fund-Bank Account combination. When receiving applying receipts, CenterPoint will also use the Fund/Company Accounts Receivable combination.
- » **Pay Invoices Due** - Fund-Bank Account combination. When paying invoices, CenterPoint will also use the Fund/Company Accounts Payable combination.
- » **Vendor Invoices (A/P)** - Fund-Accounts Payable combination.
- » **Customer Invoices (Basic)** - Fund-Accounts Receivable combination.



Note: General Journal Entries do not require "Use as Default" multi-segmented accounts to be identified. Unlike the other transaction entry screens, when you enter General Journal entries, you must select a multi-segmented account on each journal entry row.



Note: You will not be able to post any transactions unless there is an exact match to a multi-segmented account in Setup > Accounts > Multi-Segmented Accounts. If you do not have all of the Fund-Account combinations identified, an error will display when you attempt to save the transaction. You will need to fix the error in Setup > Accounts > Multi-Segmented Accounts before you will be able to post for the Fund-Account combination.

## Printing the Multi-Segmented Accounts List

1. Select **Reports > Reports > Setup Lists > Accounts > Multi-Segmented Accounts**.
2. Make your report selections. For example, you may want to filter the list to print only the accounts for a specific Fund/Company or Department/Profit Center.
3. Click **Print**.

## Enter Beginning Balances

After a database is established in CenterPoint with vendors, customers, accounts, etc. you must enter beginning balances so the program can provide accurate financial reporting. Follow the steps below to enter those beginning balances.

[Balance Sheet Accounts](#)

[Accounts Payable](#)

[Accounts Receivable](#)

[Inventory](#)

[Fixed Assets](#)

[Accumulated Depreciation](#)

[Starting CenterPoint Mid-Year](#)

Prerequisite: The database must be created (normally this is done using the New Database Wizard) and all setup (customers, vendors, fixed assets, accounts, etc) must be complete.

## Balance Sheet Accounts

For all balance sheet accounts (**EXCEPT** Accounts Payable, Accounts Receivable, and Fixed Assets) beginning balances are entered through **Setup > Accounts > Accounts > Balances** tab.

1. Select **Setup > Accounts > Accounts**, and then select the **Balances** tab.
2. Beginning balances are entered in a spreadsheet type format. On the upper-left hand side of the screen, select the appropriate **Company/Fund**.
3. On the upper-right hand side of the screen, click the **Beginning Period** button. All beginning balances must be entered in the beginning period of the database.
4. Select **Assets** and right-click. Select **Expand All** to view all individual items. You can also expand to view individual items by clicking the plus sign.
5. Click the **Options** button and verify that **Book Value** is selected.
6. Enter the beginning balance in the **Book Value** column. If the Market Value is the same as the Book Value, leave it blank. Click **Save** after completing all of your book values for your asset items. If you need to adjust Market

Values, click the **Options** button at the bottom of the screen and select **Market Values** and then enter in all of the adjusted market values and click **Save**.

7. Complete steps 3-4 again for **Liability** and **Fund Balance** accounts.



**Note:** Do NOT enter beginning balances for Retained Earnings as the system will automatically create it based on the beginning balances entered for other accounts.

8. Optional: Preview or print a Balance Sheet (**Reports > Reports > Financial Statements > Balance Sheet**) to review that balances were entered correctly.

Accounts Payable, Accounts Receivable, and Inventory

Beginning balances for Accounts Payable, Accounts Receivable, and Inventory will be entered as transactions. Entries should have a date prior to the beginning date of your database.

#### Accounts Payable

1. Beginning balances for Accounts Payable will be entered from **Processes > Expenditures > Vendor Invoices (A/P)**.
2. Create an invoice for each vendor that is currently unpaid. The date on the transaction should be prior to the beginning date of your database.
3. To ensure accurate cash and accrual reports, an expense account (for example, miscellaneous expense) should be used in the detail of the transaction. As these entries are being entered prior to your beginning date of your database, the expense account won't be affected in your actual books. The same account can be used when entering each vendor's beginning balance invoice.



**Note:** For more accurate aging of accounts payable vendor invoices, enter a separate transaction for each unpaid invoice with the original invoice date, invoice number, and dollar amount.

4. Optional: Print or preview a Vendor Aging Report (**Reports > Reports > Transaction Reports > Purchases & Accounts Payable > Vendor Aging**) to verify that all invoices were entered correctly.

#### Accounts Receivable

1. Beginning balances for Accounts Receivable will be entered from **Processes > Revenues > Customer Invoices (Basic)**.
2. Create an invoice for each customer that currently owes you for previous sales. The date of the transaction should be prior to the beginning period of your database.
3. The account(s) used in the detail of the transaction should be sales accounts and should represent the accounts used on the original transaction, or if you prefer, all beginning balance transactions can be posted to one sales account.



**Note:** If you would like these beginning balances to reflect accurately on your aging report, all unpaid invoices should be entered as individual invoices with their original invoice number, invoice date, and dollar amount. This is crucial if you are going to be calculating finance charges on unpaid invoices.

4. Optional: Print or preview an Invoice Aging report (**Reports > Reports > Transaction Reports > Sales & Accounts Receivable > Accounts Receivable Aging**) to verify that all customer invoices were entered correctly.

#### Enter Beginning Balances for Fixed Assets

If depreciable assets are being tracked, their beginning balances are added from **Setup > Fixed Assets > Fixed Assets**. The individual fixed assets do not display on a balance sheet. They are summarized by the general ledger accounts associated to the fixed assets.

1. Beginning balances for Fixed Assets will be entered from the **Setup > Fixed Asset > Balances** tab screen.
2. On the upper-left hand side of the screen, select the appropriate company/fund. Click **Beginning Period**.
3. Right-click on **Assets** and select **Expand All** to view all individual Fixed Assets.
4. Click the **Options** button and verify that **Book Value** is selected.
5. Enter the beginning balance in the **Book Value** column (this should be the value that they went on the depreciation schedule at). If the Market Value is the same as the Book Value, leave it blank. When you save the book value, it will be copied to the Market Value column if the market value is blank. Market values can be adjusted after all book values are entered and saved.
6. Click **Save** after completing the book values for the fixed asset items.
7. If you need to enter Market Values (the value at which the asset can be sold today), click the **Options** button at the bottom of the screen and select **Market Values**, enter the market value for each of the assets that you just completed book value for, and then click **Save**.

#### Enter Beginning Balances for Accumulated Depreciation (usually entered from a depreciation schedule)

1. Select **Setup > Accounts > Accounts**.
2. Select the **Balances** tab.
3. On the upper-left hand side of the screen, select the appropriate company/fund. Click **Beginning Period**.
4. Right-click on **Assets** and select **Expand All Child Groups Under Assets**.
5. Select the appropriate **Accumulated Depreciation account** that you want to enter the balance for, and then click the **Detail Balances** button at the bottom of the screen.
6. When maintaining fixed assets in CenterPoint, it is best to enter your beginning accumulated depreciation values by fixed asset so that a Fixed Asset Balances report can accurately report the remaining undepreciated value of an asset. In the grid that displays after you click the Detail Balances button, select each fixed asset in the **Associated Account** field and enter the beginning accumulated depreciation of that asset in the **Book Value** column using a negative number. Each fixed asset should have its own row in the grid.
7. Click **Save**.

#### Starting CenterPoint Mid-Year

If CenterPoint is started mid-year, then you should also enter balances to record current year year-to-date revenue and expenditures. These balances are entered as a General Journal entry. To make current year reporting more accurate, a separate entry can be entered for each month instead of one year-to-date entry.

1. Select **Processes > General Journal Entries**,
2. Select the appropriate **Company/Fund**.
3. The **Date** entered will depend on if you are entering one year-to-date entry or an entry for each period in the current year. If one year-to-date entry is being used, then the date should be the month you are starting with CenterPoint. Otherwise, the date will be the month the balances are for.

4. In the **Transaction Type** box, select **General Journal (Cash/Accrual)**.
5. In the grid below, enter a separate line for each Revenue and Expenditure account that currently has a balance. Enter the balance amount in the appropriate Debit or Credit column.



Note: A revenue account with a positive balance should be entered in the credit column. An expenditure account with a positive balance should be entered in the Debit column.

6. After all revenue and expenditure accounts with balances are included in the grid, enter one last line using the Accumulated Surplus account. The amount entered should represent the same amount that you see in the **Difference** field at the bottom of the screen. If the Difference is a positive amount, it should be entered in the Debit column. A negative Difference should be entered in the Credit column.
7. In the **Notation** field, enter an appropriate comment explaining that these are year-to-date revenue and expenditure balances.
8. Click **Save**
9. Optional: Print or preview an Income Statement report (**Reports > Reports > Transaction Reports > Financial Statements > Income Statement**) to verify that all Revenue and Expenditures were entered correctly.

## Profit Centers/Departments

Profit centers/Departments describe the various areas or divisions of your operation that generate income. It can also be used for department tracking. Profit center/Department detail is for analysis purposes, it does not affect tax information. When you look at the profit/loss of your operation for any given time span, profit centers/departments give you the power to pinpoint the status of each specific part of your operation.

A profit center/department is not assigned to an account, but instead the profit center/department can be assigned to each line of any transaction, using any account.

[Create a Profit Center/Department](#)

[Edit/Change an Existing Profit Center/Department](#)

[Delete an Existing Profit Center/Department](#)

[Change the Status \(Activate/Deactivate\) of an Existing Profit Center/Department](#)

[Combine Two Existing Profit Centers/Departments](#)

### Create a Profit Center/Department

1. On the **Setup** menu, point to **Profit/Production Centers** or **Departments/Locations**, and then click **Profit Center** or **Department**.
2. Click **New**.



Note: If you would like to create a new item by copying an existing one, highlight the profit center/department to copy from and click **Copy**. If the copy option is used, all fields listed below will auto-filled with the information from the original profit center/department, but can be modified.

3. In the **Abbreviation** box, enter optional information that you can use to easily identify the profit center/department by.
4. In the **Name** box, enter required information that describes the profit center/department.
5. In the **Type** box, click and select the type of profit center/department.

6. To add notes to this profit center/department, click **Additional Notes**, enter the notes, and then click OK.



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

## Edit/Change an Existing Profit Center/Department

All information on an existing profit center/department can be modified. All history and balances will stay with the profit center/department.

1. On the **Setup** menu, point to **Profit/Production Centers** or **Departments/Locations**, and then click **Profit Center** or **Department**.
2. Select the profit center/department to be changed and click **Edit** (or simply double click on the appropriate profit center/department. Edit the details as needed.
3. Click **Save** to save the profit center/department and return to the List tab, or click **Close** to save the profit center/department and close the profit center/department screen.



Note: To return to the List tab without saving the profit center/department, click **Cancel**.

## Delete an Existing Profit Center/Department

The Delete button completely removes a profit center/department from the system. Note: You cannot delete a record that has any type of history or other records linked to it in the system. If you have a profit center/department that is no longer being used, but does have historical activity, please refer to the instructions below on how to change the status to inactive.

1. On the **Setup** menu, point to **Profit/Production Centers** or **Departments/Locations**, and then click **Profit Center** or **Department**.
2. Select the profit center/department to be deleted and click **Delete**.
3. At the **Are you sure you want the item delete?** message, click **Yes**.

## Change the Status of an Existing Profit Center/Department

Profit centers/Departments that are no longer being used, but have history, can be deactivated. On transaction screens, the list of profit centers/departments will only include active profit centers/departments. Filters can be created in reports, lists, etc. to only include active profit center/departments.

1. On the **Setup** menu, point to **Profit/Production Centers** or **Departments/Locations**, and then click **Profit Center** or **Department**.
2. Right-click on the appropriate profit center/department, and select **Activate** or **Deactivate**.

## Combine Two Existing Profit Centers/Departments

The Combine button allows you to combine two existing profit centers/departments. For example, if the same profit center/department was inadvertently setup twice and both used on transactions. The Combine button allows you to combine all history and balances for the two profit centers/departments and removal of one of the profit centers/departments. Note: We recommend you take a backup prior to combining two items as there is not a way to "uncombine" two items.

1. On the **Setup** menu, point to **Profit/Production Centers** or **Departments/Locations**, and then click **Profit Center** or **Department**.
2. Select the profit center/deparment to be changed and click **Combine**. The profit center/deparment selected in this step is the item that will be removed after the two profit centerr/deparments are combined.
3. In the **Combine** screen, select the profit center/deparment it should be combined into and click **OK**.

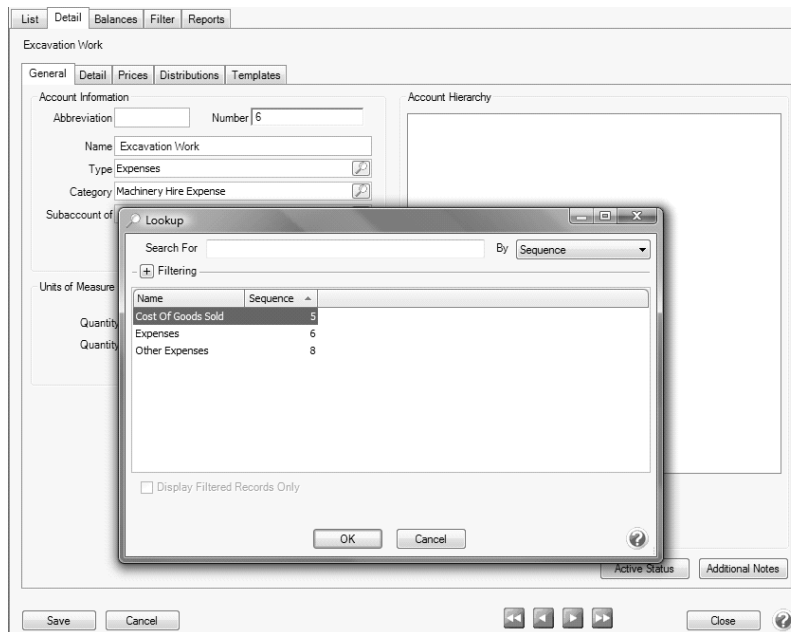
## Change the Type on an Existing Account

Accounts in CenterPoint define the various activities in your operation. Each account is assigned to an account type. The account type defines the account position on financial statements or other reports grouped by Account Type.

The account types Revenue and Other Revenue have the same effect on the balance sheet in that they increase Equity. The Account Types Expenses, Other Expenses, and Cost of Goods have the same effect on a balance sheet in that they decrease Equity. Their position on an income statement is different.

You may have account activity that you would like moved to a different section of the income statement. The account type assigned to an account can be changed to another account type if they have the SAME financial effect on the balance sheet. So an Other Expense account can be changed to a Cost of Goods or an Expense account. An Other Revenue account can be changed to a Revenue account.

1. Select **Setup > Accounts > Accounts**.
2. Select the account you wish to edit.
3. Click **Edit**.



4. On the **Detail** screen, in the **Type** box, click the lookup icon.
5. From the Lookup screen, select the **Type** you want to change to.
6. Click **OK**.
7. Select the **Account Category** for the new Type.
8. Click **Save**. The account and all its activity will be moved to the new Type position in the report.



## Processing

### General Journal Entries

General Journal entries record activity between accounts using a debit/credit transaction entry screen. Adjusting entries at the end of the month or at the end of a year are common examples of General Journal Entry. The General Journal screen allows the entry of debits/credits to multiple accounts. Before the transaction can be saved, the total debits and credits must balance.

This topic identifies the methods of recording General Journal Entries:

- » [Enter a General Journal Entry](#)
- » [Modify the Journal Entry Grid](#)
- » [General Journal Entry Options](#)

### Enter a General Journal Entry


1. On the **Processes** menu, click **General Journal Entries**.

The screenshot shows the 'General Journal Entries' window. At the top, the 'Company' is set to 'Alpine Sports', 'Current Batch' is 'No Batch', 'Transaction Number' is '000028', and 'Date' is '11/30/2015'. The 'Transaction Type' is 'General Journal (Accrual)'. Below this is a table with four columns: 'Account', 'Debits', 'Credits', and 'Line Description'. The table contains four entries: '4010 Product Sales' with a debit of \$2,500.00, '6010 Advertising' with a credit of \$2,500.00, '7085 Electricity & Gas' with a debit of \$1,000.00, and '7080 Telephone' with a credit of \$1,000.00. Below the table are fields for 'Memo Line 1', 'Line 2', and 'Notation'. At the bottom right, the 'Debit Total' and 'Credit Total' are both \$3,500.00, and the 'Difference' is \$0.00. The bottom of the window has buttons for 'Save', 'Clear', 'Recall', 'Recurring', 'Options', and 'Close'.


Account	Debits	Credits	Line Description
4010 Product Sales	\$ 2,500.00	\$ 0.00	product distributed to resellers as a trial
6010 Advertising	\$ 0.00	\$ 2,500.00	product distributed to resellers as a trial
7085 Electricity & Gas	\$ 1,000.00	\$ 0.00	move \$\$ from electric to phone expense
7080 Telephone	\$ 0.00	\$ 1,000.00	move \$\$ from electric to phone expense

Debit Total: \$3,500.00  
Credit Total: \$3,500.00  
Difference: \$0.00

2. In the **Company/Fund** box, enter the company/fund name that this general journal is for.

3. If you have recurring general journal transactions for this company/fund, click the  right-arrow icon and select the recurring transaction from the Set Recurring Transaction screen, and click **Save**. The transaction will display at which time it can be verified or changed using the steps below.



Note: Recurring general journal entries can be created from a balanced general journal entry displayed on your screen by clicking **Recurring**, entering a **Description**, determining if amounts and quantities are saved, and then clicking **Save**. The transaction can be retrieved by clicking  and selecting the transaction by the Description it was saved with.

4. In the **Name** box, enter an optional name this general journal is for.



Note: If a vendor name is entered in the **Name** box (at the top of the screen), and the vendor qualifies to receive a 1099, the General Journal entry will be included on the 1099. If you have multiple vendors that need the detail from the General Journal Entry included on their 1099, separate General Journal entries must be entered for each vendor.

If a Name column is added to the data entry grid, and vendor names are included on each detail line in the grid, the detail will not be included on the 1099.

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

5. In the **Transaction Type** box, select the default General Journal (Cash/Accrual), General Journal (Accrual), or Tax Adjustments. .
  - » **General Journal (Cash/Accrual)** - Normally this transaction type is selected. These journal entries will affect the cash income statement. This transaction type might also be used to identify transactions that are intended to correct or reclassify previous entries. If, for instance, you had previously entered several transactions that increased the value of a fixed asset only to find that your accountant felt they should have been entered as an expense, you could assign this transaction a transaction type of General Journal (Cash/Accrual).
    - » Since many reports in CenterPoint can be filtered by transaction type, this gives you the ability to include or exclude these cash/accrual transactions on various reports. Your tax reports are prepared using a user-defined report. You could choose to include General Journal (Cash/Accrual) transactions for some or all accounts and choose not to include other General Journal transactions. This would affect your tax reports, your cash basis Income Statement, and your General Tax Summary reports. You can also use the filter tool in Transaction Search to find transactions by transaction type displaying only transactions that were assigned the transaction type of General Journal (Cash/Accrual).
  - » **General Journal (Accrual)** - In certain industries where an entry is needed that does not affect a cash income statement, the General Journal (Accrual) type can be selected.
  - » **Tax Adjustments** - Can be used to identify transactions that are intended to be tax adjustments. These transactions post like the General Journal (Cash/Accrual) transaction type and since reports can be filtered by transaction type, this gives you the ability to include or exclude the adjustment transactions on various reports. An Adjustments column can be added to the Schedule F and Lacerte reports to display these journal entry transactions.
6. In the **Transaction Number** box, a sequence number will be assigned automatically.
7. In the **Date** box, enter the transaction date.




**Note:** The transaction grid on a General Journal screen varies from the other transaction screens. On other transaction screens, each line in the grid can represent an entire journal entry. On the General Journal grid, each line represents a single account. There is no Detail screen. The detail for each account is entered on the grid. The Distribution column allows you to determine if a distribution should be implemented for the account you enter on the line of the grid. If you always want a distribution to be implemented if a distribution is setup for an account, you can set a preference to always have the Distribution column selected. To set this preference, select File > Preferences > Accounts > Distributions > , select the Distribution tab, and then change the Check Distribution check box by Default to Yes. If the check box is checked during the Save of the transaction the amount associated with the account on that line will be distributed according to the distribution assigned to that account.

8. In the **Account** box, select or enter the account that will be debited/credited.
9. Enter the value for the account in either the Debit or Credit column.
10. Repeat these steps 8-9 until all affected accounts are included and your total Debits and Credits are in balance.



**Note:** If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

11. To save this transaction as a recurring transaction, click **Recurring**, enter a **Description**, determine if you want to Save amounts and quantities, and then click **Save**. To view the recurring transactions for a company/fund, click the  right-arrow icon next to the **Company/Fund** box.
12. In the **Memo Line 1** box, enter an optional memo for the transaction. In the **Line 2** box, if the transaction is assigned a name that was setup with a default memo, it will display automatically and can be overridden.
13. When the transaction is complete, click **Save**.
14. To print the journal entry, click the **Printer** icon, select the **Print** check box, select the **Printer** (if other than your Windows default printer), number of **Copies**, and select the **Report** that you want your journal entry to print on, for example General Journal, Sales Journal (Detail), etc, or one of your favorite reports. Note: After defining the above for this journal entry, if you want future journal entries to print as your default for this screen, right-click the **Printer** icon and select **Set as Default**.

## Modify the Journal Entry Grid

### Modify the Columns Displayed

The General Journal Entry grid can be customized for your specific data entry situation.

- » One of the columns you may want to include on the grid is the **Line Description** that will allow you to make an entry about each line in the grid. To add the line description, right click on the grid, select Add/Remove Columns, then select the Line Description box and click OK. A column for Line Description can be added to the following General Ledger reports: General Ledger, General Ledger Account Activity, Cash Basis General Ledger, General Journal, General Journal Activity by Account, and Transactions Journal.

Account	Debits	Credits	Line Description
Product Sales	\$ 2,500.00	\$ 0.00	producted distributed to resellers as trial
Advertising	\$ 0.00	\$ 2,500.00	producted distributed to resellers as trial
Electricity & Gas	\$ 1,000.00	\$ 0.00	move \$\$ from electric to phone expense
Telephone	\$ 0.00	\$ 1,000.00	move \$\$ from electric to phone expense

- » If you add the **Name** column and enter a vendor name for each detail line in the General Journal entry, the information will not be included on a 1099 for each vendor. The **Name** box in the header of the General Journal Entry (from step 4) is the box that the 1099 information is gathered from. If you have multiple vendors that need the detail from the General Journal Entry included on their 1099, separate General Journal entries must be entered for each vendor.

#### Apply Distributions

The **Distribution** column allows you to determine if a distribution should be implemented for the account you enter on the line of the grid. If you always want a distribution to be implemented if a distribution is setup for an account, you can set a preference to always have the Distribution column selected. To set this preference, select File > Preferences > Accounts > Distributions , select the Database tab, and then change the Check Distribution check box by Default to Yes. If the check box is checked during the Save of the transaction the amount associated with the account on that line will be distributed according to the distribution assigned to that account.

#### Add a Notation to a Journal Entry

Notations provide a way to record your own text information. Enter your own information about this general journal entry, or to recall a previously entered notation, click Notation, under Available Notations, select the notation you want to recall., and then click OK. To create a new notation, follow the Create a Notation procedure.

#### General Journal Entry Options

Review Transactions...  
Custom Field/Comments...  
**Use Template...**  
Offset To Account...  
Auto Reversing Entry...  
Transaction Type Assignment...  
Set Tab Stops...

#### Review Transactions

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

#### Custom Field/Comments

- » To enter a 3200 character comment for the general journal entry, click the **Options** button and select **Custom Fields/Comments**.

#### Use Template

- » If you need to select a template to use on a general journal entry, select **Options > Use Template** and a new Template field will be displayed at the top of the General Journal Entry screen.

#### Offset To Account

- » If you would like all entries in a transaction to be offset to a particular account (instead of entering that account manually), select **Options > Offset to Account**.

#### Auto Reversing Entry

- » If you are entering a transaction that should be reversed back out the next month (accrued payroll entries, for example), select **Options > Auto Reversing Entry** to specify the Reversing Date.

#### Transaction Type Assignment

- » This option allows you to specify whether the journal entry should keep the transaction type selected at the top of the General Journal Entries screen, warn you if the transaction type is changed by CenterPoint, or allow CenterPoint to change the type if a more appropriate type can be found. For instance, CenterPoint would change a general journal transaction involving two bank accounts to a bank transfer or a transaction with one cash account and the rest of the accounts are not AP, AR, Credit Card, etc. to a cash receipt or cash payment depending on whether cash was debited or credited.

## Distribute General Revenue and Expenses or Payroll Expenses

Overhead expenses are those production and non-production costs not readily traceable to specific departments. Although overhead expenses are not directly related to any specific area of your business, they do play a part in the profitability of each area. Account distributions can be used to automate the process of expensing overhead to department.

Expenses can be distributed by percentage, and can be distributed at the time the expenses are entered or later when you know exactly how they should be distributed. A distribution can be setup that distributes all overhead expenses or distributions can be setup for various scenarios (for example, distribute utility costs to the various entities of the business). Distributions can also be used to distribute unallocated revenue.

[Step A: Create an Account Distribution](#)

[Step B: Assign Accounts to the Distribution](#)

[Step C: Test the Distribution \(optional\)](#)

[Step D: Apply Distributions \(only if distribution in Step A was setup with the \*apply later\* timing option\)](#)

---

## Step A - Create an Account Distribution

Utility Distributions

General Distribution Detail Assign Accounts

Account Distribution Description

Abbreviation Utility

Name Utility Distributions

☒ Is Active

Detailed Description (500 character maximum)

Save Cancel << < > >> Close ?

1. Select **Setup > Accounts > Distribution**.
2. Enter an **Abbreviation** (optional), **Name** and **Description** to easily identify this account distribution.
3. The **Active** check box will automatically be selected, clear the check box if this distribution is no longer active. If the check box is cleared, accounts cannot be assigned on the Assign Accounts tab and if accounts are assigned when the distribution is inactivated, a message displays reminding you that the accounts will be removed when the distribution is saved.
4. Select the **Distribution Detail** tab. The distribution tab will be used to identify how the expenses should be distributed. A distribution can be dispersed to an unlimited number of department.
5. Click **New** in the lower left corner.

Utility Distributions

General Distribution Detail Assign Accounts

Distribution Percentages

Name	Percent
Utility distribution	100%

Distribution Detail Information

Name: Utility distribution

Type: Percentage

Timing: At Transaction

Percentage of Total Amount: 100.0000%

Department	Location	Project	Percentage
Legal			8.0000%
Administrative			8.0000%
Police			10.0000%
Fire			12.0000%
Sanitation			15.0000%
Park			10.0000%
Library			11.0000%
Planning			8.0000%
Street			18.0000%

Total Distribution: 100.0000%

New Delete Test

Clear Row Clear All

Save Cancel

Close

6. Enter a **Name** for this portion of the distribution, such as Utility Distribution.
7. Select the appropriate **Type**. **Percentage** will allow you to distribute based on a percentage of an amount.
8. Select the appropriate **Timing** option. Choose between:
  - » **Later:** This option should not be used for distributing Payroll expenses. This option will record the revenue or expense to the account but won't distribute it to department until later when the Apply Distributions process is completed (defined in step D below). This option is for those that won't know at the time of purchase how they'll be using it, thus how they'll want it distributed.
  - » **At Transaction:** At the time the transaction is entered, it will record the revenue or expense and it will automatically distribute it to the previously defined department.



Note: If you are changing the timing for an existing distribution, an *Are you sure you want to change the distribution timing?* message will display to inform you that the timing selection affects the account activity included in Processes > Periodic > Apply Distributions and affects editing a general journal transaction that used this distribution. Click Yes to continue or No to cancel the change to the timing for the existing distribution.

9. Enter the **Percentage of Total Amount** for this portion of the distribution.
10. In the grid, select the appropriate **Department** for this portion of the distribution.
11. Repeat steps 4-8 to identify each disbursement breakdown in the distribution. The **Total Distribution** field on the left will keep a running total of all details included in the distribution.
12. Click **Save**.

## Step B - Assign Accounts to the Distribution

1. Select **Setup > Accounts > Distributions**. Highlight the appropriate Distribution and click **Edit**.
2. Select the **Assign Accounts** tab.

3. The **Assign Accounts to Distributions** area will list all accounts not already assigned to other distributions on the left side of the screen. Each account that should use this distribution should be moved to the right side of the screen by double-clicking on the account or using the green arrow buttons located between the account lists.

Utility Distributions

General Distribution Detail Assign Accounts

Fund Name  
CenterPoint Village-General  
Fire Pension Fund

Assign Accounts to Distributions

Abbreviation	Account Number	Name
TaxRev	445010	Tax Receipts
Train		Training & Seminars
TranGen	830000	Transfer from General
TranGen	910000	Transfer to General F
Transfer		Transfer from Solid W
TransPark		Transfer to Park Fund
TranStreet	830010	Transfer from Street I
TranStreet	910010	Transfer to Street Fu
TrashBags		Trash Bags
Travel	690000	Travel & Meetings
Unemploy	600050	Unemployment
Uniforms	630020	Uniforms
VehicleRep	680020	Maint & Repair - Vehic
VolunFire	600060	Volunteer Fire Pay
WaterRev	435020	Water Revenue
WorkComp		Worker's Compensation

Abbreviation	Account Number	Name
Gas&Oil	650000	Gas & Oil
Util	700000	Utilities Expense

Save Cancel Close

4. Once all appropriate accounts for this distribution have been selected, click **Save**.
5. You can verify the distributions you have assigned to accounts by printing any of the Chart of Accounts reports found in Reports > Reports > Setup Lists > Accounts > Chart of Accounts, Chart of Accounts with Levels or Chart of Accounts by Distribution.

### Step C - Test the Distribution (optional)

The Test Distribution step allows you to verify that a distribution has been setup correctly. The test does not actually distribute the amounts, it just displays an example of what would happen if transactions were entered for that amount.

1. Select **Setup > Accounts > Distributions**. Highlight the appropriate Distribution and click **Edit**.
2. Select the **Distribution Detail** tab and click on **Test** in the lower left side of the screen.



**Account Distributions Test**

**Distribution Amounts**

Distribute This Amount:

Other Parameters That Can Be Set For Distributions

Date:  Company:

Distribution Name	Percentage	Amount
<input checked="" type="checkbox"/> Regular Expenses	100.0000%	\$ 35,000.00

Profit Center	Location	Project	Percentage	Amount
Memberships	Colorado Store		10.0000%	\$ 3,500.00
Memberships	Corporate		2.0000%	\$ 700.00
Memberships	Minnesota Store		1.5000%	\$ 525.00
Fishing Equipment	Colorado Store		3.0000%	\$ 1,050.00
Fishing Equipment	Minnesota Store		15.0000%	\$ 5,250.00
Fishing Equipment	Illinois Store		4.0000%	\$ 1,400.00
Biking Equipment &	Colorado Store		3.0000%	\$ 1,050.00
Biking Equipment &	Minnesota Store		1.2500%	\$ 437.50
Biking Equipment &	Illinois Store		2.0000%	\$ 700.00
Skiing Equipment &	Colorado Store		38.2500%	\$ 13,387.50
Skiing Equipment &	Minnesota Store		10.0000%	\$ 3,500.00
Skiing Equipment &	Illinois Store		10.0000%	\$ 3,500.00

Close

3. Enter an amount in the **Distribute This Amount** field and click **Distribute**.
4. The total dollars are allocated based on the distributions defined on the **Distribution Detail** tab.
5. Click **Close**.

Step D - Apply Distribution (only if distribution in Step A was setup with the *apply later* timing option)

If you have chosen **Later** as the timing option on a distribution (step A6 above), there is an additional processing step that manually distributes the dollars. We recommend being consistent on the frequency and time you run Apply Distribution, such as at the end of each month.

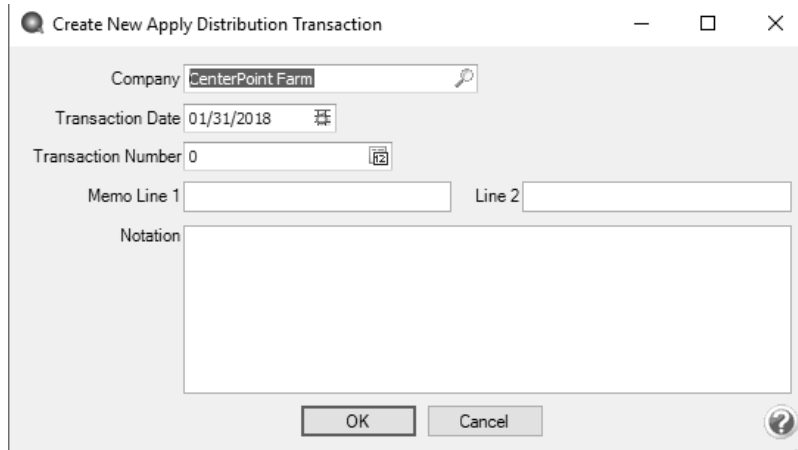


Note: If **At Transaction** was selected as the timing option on a distribution, step D is skipped entirely.

### Prerequisite

If the departmentbreakdown in the Distribution Details screen were left blank in Step A8, they must be defined prior to processing Apply Distribution transactions.

1. Select **Processes > Periodic > Apply Distributions**.
2. Click **Create New**.



**Create New Apply Distribution Transaction**

Company:

Transaction Date:

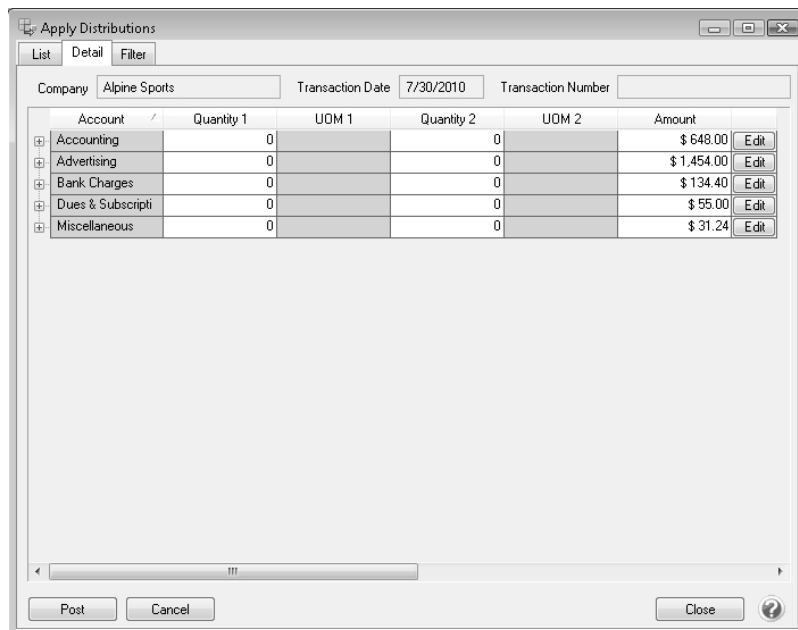
Transaction Number:

Memo Line 1:  Line 2:

Notation:

OK Cancel

3. In the **Company** box, enter the company name that the apply distribution transactions should be created for.
4. In the **Transaction Date** box, the next "calculated" date to create apply distribution transactions displays. The date is calculated by taking the last date transactions were created and incrementing the date one month. The day of the month will default to the last day of the month, but can be changed.
5. In the **Transaction Number** box, enter the transaction number for the apply distribution transactions or click the sequence number icon and select the next available sequence number. See the topic for more information.
6. In the **Memo Line 1** box, enter an optional memo for the transaction. In the **Line 2** box, if the transaction is assigned a name that was setup with a default memo, it will display automatically and can be overridden.
7. Enter an optional **Notation**.
8. Click **OK**.



**Apply Distributions**

List Detail Filter

Company:  Transaction Date:  Transaction Number:

Account	Quantity 1	UOM 1	Quantity 2	UOM 2	Amount	
Accounting	0		0		\$ 648.00	Edit
Advertising	0		0		\$ 1,454.00	Edit
Bank Charges	0		0		\$ 134.40	Edit
Dues & Subscripti	0		0		\$ 55.00	Edit
Miscellaneous	0		0		\$ 31.24	Edit

Post Cancel Close

9. If you wish to change the distribution amounts before posting, click **Edit** at the right of the transaction.
10. Click **Post** to complete the process.
11. From the List tab, you can perform the following actions on a posted transaction:

- » **Edit a posted transaction:** Select the posted transaction, click **Edit**, change the transaction, click **OK**, and then click **Post**. The distribution transaction recalculates using the same date, company, transaction number, and notation.
  - » **Delete a posted transaction:** Select the posted transactions, click **Delete**, click **Yes**. All distribution transactions for the company and date will be reversed.
11. If you wish to change the distribution amounts in the Amount column before posting, type over the existing amount. Click **Edit** to add/change/remove account distribution detail lines and recalculate the remaining details (click **Reset** to set the distribution back to the amounts prior to any changes).



**Hint:** Setup a scheduled reminder and CenterPoint will remind you to Apply Distributions on a consistent frequency. View the Scheduled Reminder document for step by step instructions.

## Locking Periods or Years in CenterPoint

The Lock Period function in CenterPoint restricts users from modifying, deleting or adding transactions in a particular period or year. For example, after financial reports (or tax reports) are printed for a period or year, that time period can be locked so the transactions that created the balances on those reports can not be changed.



**Note:** If the Purchase or Sales Order modules are installed and registered, and if the File > Preferences > Purchase Orders or Sales Orders > Lock Periods setting is set to Yes, purchase orders and sales orders can be added, entered, or copied without date restrictions when an accounting period is locked. See the Lock Periods-Sales Order Preference or Lock Periods-Purchase Order Preference topic for more information.

1. Select **File > Administration > Lock Periods**. The first time you select this menu option for a database, your screen will display with a "The database has no currently locked periods" message:

Company	Currently Locked Period	Lock Period
---------	-------------------------	-------------

Each time you select this menu option for a database after the first time, your screen will display with the period currently locked through period:

Lock Periods

☒ Lock Periods For All Companies

The database periods are currently locked through December 2019

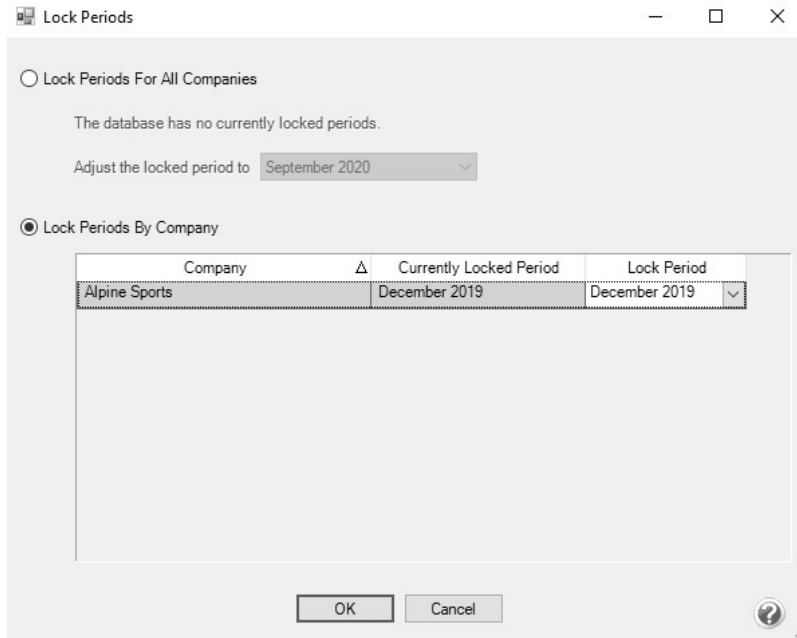
Adjust the locked period to January 2020

☐ Lock Periods By Company

Company	Currently Locked Period	Lock Period
---------	-------------------------	-------------

OK Cancel

2. Select whether you want to **Lock Periods for All Companies** or **Lock Periods By Company**.
  - » If you selected to **Lock Periods for All Companies**:
    - » The **Adjust the locked period to** box displays the period containing the current system date if it is not locked, otherwise it will display as the first unlocked period following the current system date. If all periods are locked, the period will be set to the last period or if there is no period containing the current system date, the period is set to the most recent period in the database. Select the **Period** that you'd like to close.
    - » Click **OK**.
    - » All transactions in that period and before will be locked. Transactions cannot be edited, deleted or added to a locked period.
  - » If you selected **Lock Periods by Company**:



- » Select the company you want to lock periods for.
- » The **Lock Period** box, displays the period containing the current system date if it is not locked, otherwise it will display as the first unlocked period following the current system date. If all periods are locked, the period will be set to the last period or if there is no period containing the current system date, the period is set to the most recent period in the database. Select the **Lock Period** that you'd like to close.
- » Click **OK**.
- » All transactions in that period and before will be locked. Transactions cannot be edited, deleted or added to a locked period.

## To Unlock a Period

If transactions in a locked period need to be modified, the period must first be unlocked.

- » To unlock a period for all companies:
  1. Select **File > Administration > Lock Periods**.
  2. Select **Lock Period for All Companies**.
  3. The **Period** box displays the period containing the current system date if it is not locked, otherwise it will display as the first unlocked period following the current system date. If all periods are locked, the period will be set to the last period or if there is no period containing the current system date, the period is set to the most recent period in the database. Select the **Period** PRIOR to the period that you need unlocked. For example if your periods are locked through December 2020, but you need to modify an entry in June, select May, 2020 in the Lock Periods screen. All periods after the period selected will then be unlocked.
  4. Click **OK**.
  5. After the transactions are modified for that period, change the locked period back to the previously selected period.

- » To unlock a period for a specific company:
1. Select **File > Administration > Lock Periods**.
  2. Select **Lock Periods by Company**.
  3. Select the company you want to unlock a Period for.
  4. The **Lock Period** box, displays the period containing the current system date if it is not locked, otherwise it will display as the first unlocked period following the current system date. If all periods are locked, the period will be set to the last period or if there is no period containing the current system date, the period is set to the most recent period in the database. Select the **Lock Period** PRIOR to the period that you need unlocked. For example if your periods are locked through December 2020 but you need to modify an entry in June, select May, 2020 in the Lock Periods screen. All periods after the period selected will then be unlocked.
  5. Click **OK**.
  6. All transactions in that period and before will be locked. Transactions cannot be edited, deleted or added to a locked period.

## Chapter 4 - Accounts Payable

### Setup

#### Create a Vendor

Vendors are individuals or companies who you purchase goods and/or services from. Vendors are used when entering Vendor Invoices (AP) and Payments.

1. Select **Setup > Vendors**.
2. Click the **New** button at the bottom of the screen.

#### General tab

3. Select an appropriate **Name Format**. The Name Format selection is used to format the **Name** box to accept an individual's name, or a company name.
4. Under **Accounting Information**, select an appropriate **Payment Term**. The Payment Term is used in invoicing to calculate the Invoice Due Date.
5. In the **AP Account** field, select the default AP Account for this vendor. If an AP Account is not entered, the default from Preferences (File > Preferences > Vendor Invoices > Default Accounts) will be used.
6. In the **Abbreviation** box, enter up to ten characters that will easily identify the vendor. To set how duplicate abbreviations are handled by CenterPoint, right-click and select **Allow Duplicates** (Use this option to reuse and not require the value in the Abbreviation box.), **Warn if Duplicate** (Use this option to receive a warning if a duplicate abbreviation is used. A confirmation message will display. To continue using the duplicate value,

click Yes.), or **No Duplicates Allowed** (Use this option to require a unique value in the Abbreviation box. A message will display. Click OK to return and enter a unique value.).

7. Select the **On Payment Hold** check box to place a hold on all payments to this vendor. When a vendor is on payment hold, their invoices will not display on the Pay Invoices Due screen and when saving a payment on the Payments screen a *"You cannot save this transaction because the Vendor is on payment hold."* message displays because the vendor is on hold.
8. Select the user-defined **Group** to assign the vendor to, for example Wholesale, Retail, Referral Partner. Groups are used in reporting and as a filter to limit the range of vendors in many reports.
9. Enter the vendors full company name or individual's name (the format of this field will depend on which option was selected in step 3).
10. Enter the appropriate address information.



Note: If you prefer to enter the zip code and have CenterPoint auto-fill the city & state information (instead of manually typing in the city, state and zip), then make that selection in Preferences (File > Preferences > General > Address Settings)

11. Enter the Vendors **Phone**, **Fax**, and **E-mail** address (if applicable).
12. The **Federal** and **State Tax Id** fields are optional, but are used when printing tax reports (for example, 1099's) or processing ACH files..
13. If you want to print a 1099 for this vendor, select the **Issue 1099 for this Vendor** check box.
14. The **Memo** field is used when printing checks. Include up-to 50 characters of information that you want to print on the check portion of a printed check (for example, your account number).
15. Select the **Consent to Electronic 1099** check box if this vendor consents to receiving only a 1099 form that can be viewed through Aatrix (the vendor will not receive a paper form). If this box is selected, a signed consent form must be on file. This form can be printed from **Federal & State Payroll Forms & Reports > Federal Tax Forms** and selecting **Electronic 1099 Consent** in the **Report** box.
16. If the email address you want to include with the electronic consent is listed in the **Email** drop-down list, select the address, or enter a new email addresses.
17. To select which companies/funds this name is active in, click the **Active Status** button, select the companies/funds the name is active in (the default is active for all companies/funds), and then click **OK**.
18. The **Additional Notes** button is optional and can be used to track internal notes regarding this vendor. When notes are added from the Additional Notes button, the button label will change to **Edit Notes** with a yellow background.



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

19. If you want to select which fields are necessary for data entry, click the **Options** button and then select **Set Tab Stops**
20. Select the **Print Notes on forms** check box to print notes entered on the Additional Notes screen on a purchase order or check when the Payee Notes field is added in Setup > Forms Designer > Check Stub Form Designer or Purchase Order Form Designer
21. The **Addresses tab** and **Credit Cards tab** are not normally used when setting up vendors.



### Custom Name Fields tab

22. The **Custom Name Fields** tab can be used to track additional information regarding a vendor. Custom fields are optional.

### Email/Print tab

23. Click on the **Email/Print** tab. The Email Addresses and Options fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. Use these options to set up multiple e-mail addresses where invoices, statements, sales orders, purchase orders, checks (advices), receipts, and permits can be sent for this vendor. You can also select how each e-mail is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own e-mail address so they have an audit trail of emails sent ). The Email Addresses and Options settings will be used to set the default image on the Email button on transaction entry screens. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.

/&gt;

The screenshot shows the 'Names' window with the 'Email/Print' tab selected. The window title is 'Names'. Below the title bar are tabs: 'List', 'Detail', 'Filter', and 'Reports'. The main content area is titled 'Clooney, Brad'. Below this are sub-tabs: 'General', 'Addresses', 'Credit Cards', 'Custom Name Fields', 'Email/Print', and 'ACH Payments'. The 'Email/Print' tab is active, showing a table for 'Email Addresses and Options' and a section for 'Print Options'.

Name	Email Address	Invoices	Statements	Sales Orders	Purchase Orders	Checks (Advices)	Receipts	Permits
Brad Clooney	clooney.brad@westemail.co	Send "To..."	Send "To..."	No Email	Send "To..."	No Email	No Email	No Email

Print Options:

Print Customer Invoices	No	Print Sales Orders	Yes
Print Customer Statements	No	Print Purchase Orders	Yes
Print Receipts	No		

At the bottom are buttons: 'Save', 'Cancel', a printer icon, a pencil icon, and 'Close'.

The **Print Options** fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. The available fields are: **Print Customer Invoices**, **Print Customer Statements**, **Print Receipts**, **Print SalesOrders**, and **Print Purchase Orders**. Use these options to determine if invoices, statements, sales orders, and purchase orders should be printed for this vendor. The Print Options settings will be used to set the default image on transaction entry screens. A printer image with a check mark on it will mean the form will Print and a Printer image with a cross-through on it will mean the form will not print.

### ACH Payments tab

24. Click the **ACH Payments** tab. If you plan to electronically transfer payments to payees, see the [ACH Setup & Processing](#) document for more information.
25. To activate ACH electronic payments for this vendor, select the **Activate ACH Transactions** check box.

26. **Standard Entry Class (SEC)** code to designate how the transaction was authorized by the originator. Select one of the options below:
- » **PPD** (Preauthorized Pay/Deposit) - for credits and debits that process against consumer accounts for entries such as payments to vendors and direct deposit.
  - » **CCD** (Corporate Credit or Debit) - for credit and debit entries processed against non-consumer accounts for transactions such as payments to vendors and collections from customers.
  - » **CTX** (Corporate Trade Exchange) - use CTX, like CCD, to facilitate business-to-business transfer of funds as either debits or credits.
27. Select one of the **Transaction Codes** below to identify the type of entry that should be included in the ACH file for the vendor. A pre-note is the commonly used term for an Automated Clearing House (ACH) pre-notification. It is a zero dollar ACH entry that should be sent at least six banking days prior to the first live ACH credit being sent. Under NACHA Operating Rules (also known as ACH rules), a pre-note's purpose is to "validate" the routing number and account number of the receiving bank or credit union.
- » **22 - Checking Account (Credit)**
  - » **23 - Prenote Checking (Credit)**
  - » **32 - Saving Account (Credit)**
  - » **33 - Prenote Savings (Credit)**
  - » **52 - Loan Account (Credit)**
  - » **53 - Loan Prenote (Credit)**
28. In the **Bank Routing Number** box, enter the bank transit/routing number for this vendor (assigned by the American Banking Association) for where the ACH deposit is to be made. This number is eight digits plus a ninth "check" digit. CenterPoint will verify that the routing number is a valid ABA number and display a warning if it is not. You can choose to continue with your entry if the number is invalid.
29. In the **Bank Account Number**, enter the bank account number for this vendor where the ACH deposit is to be made



Note: If you want to attach a document to this vendor, see the [Scan and Attach Documents](#) topic for detailed information.

30. Click **Save**. Click **Close**.

## Mass Update Names, Vendors, or Customers

The mass update process can be used to update more than one name, vendor, or customer at the same time. You can mass update various types of information, including accounts, payment terms, printing/publishing options, etc.



**Note:** We recommend you do a backup of your database prior to starting the mass update process.

### Mass Update Names, Vendors, or Customers

1. Select **Setup > Names, Vendors or Customers**.
2. From the List tab, select the names, vendors, or customers you want to update. Multiple names can be selecting by pressing the CTRL key while you make your selections. If you do not limit your list to selected names, all names will be included in the update.

Abbreviation	Last Name, First Name	City	State/Province	Zip/Postal Code
CA789	Adams, Chuck			
ALPCredit	Alpine Credit Company	Idaho Springs	CO	80452
Alpine	Alpine, Inc	Leadville	CO	80461
FB456	Buchanan, Frank			
WC876	Cleveland, Woody			
CORev/Dep	Colorado Dept of Revenue			
HF987	Ford, Herb			
IceMan	Ice Man Supplies	International Falls	MN	56649
Z1321	Jefferson, Zach			
A1123	Johnson, Andy			
TJones	Jones, Ted			
MNRv/Dept	Minnesota Dept of Revenue			
JP321	Pierce, Jim			
ProCast	Pro Cast Supplies	Red Wing	MN	55066
RWBike	Red Wing Bike Club	Red Wing	MN	55066
SVFC	Sherman Village Fishing Club	Golden	CO	80439
Speedy	Speed Racer Supplies	Indianapolis	IN	46214
SUtility	Summit Utility Company	Dumont	CO	80436
SWater	Summit Water Company	Keystone	CO	80435
SCSC	Summit County Ski Club	Montezuma	CO	80435

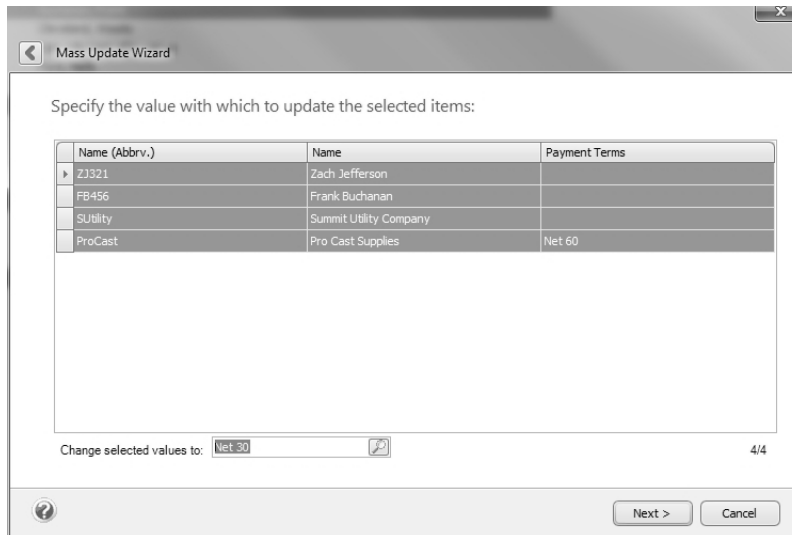
3. Click **Mass Update**. The Mass Update Wizard window will open. The wizard will guide you through the process. Click **Next**.



**Note:** **Next** proceeds through the mass update screens, **Cancel** exits the mass update screen and **Back** returns to the previous page of the mass update process. The Back button is in the upper-left side of the screen.

4. Select the type of item you'd like to change and click **Next**. The choices listed correspond with different tabs and buttons in the Names, Vendors, or Customers screens.
5. Depending on the selection you made in step 5, screens will be displayed asking you to make other selections. For example, if you choose Vendor, you can select Default Accounts Payable Account, Payment Terms, or Issue 1099. Make your selection and click **Next**.

- A list of all customers or vendors that have the specified information assigned will be displayed. Specify the value with which to update the selected items. For example, if you chose Payment Terms, specify the terms you'd like assigned to each of the selected vendors. Click **Next**.



Mass Update Wizard

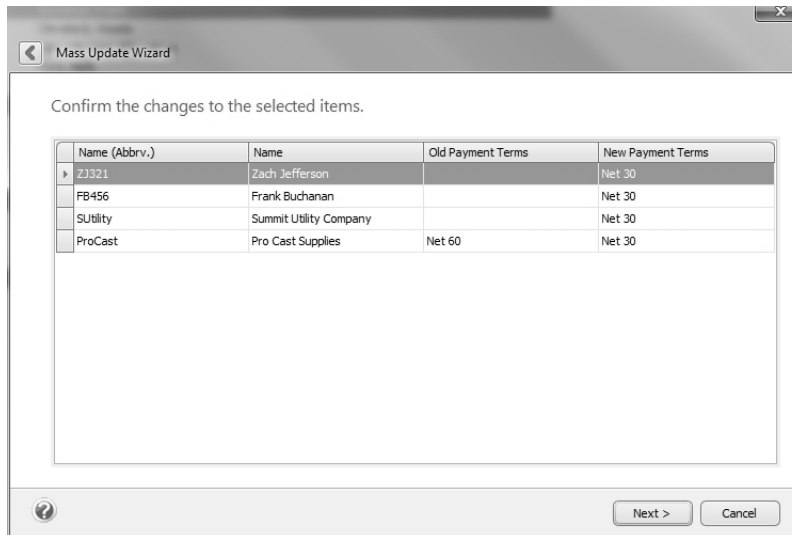
Specify the value with which to update the selected items:

Name (Abbrev.)	Name	Payment Terms
ZJ321	Zach Jefferson	
FB456	Frank Buchanan	
SUtility	Summit Utility Company	
ProCast	Pro Cast Supplies	Net 60

Change selected values to:  4/4

Next > Cancel

- Verify the information that will be changed and click **Next**.



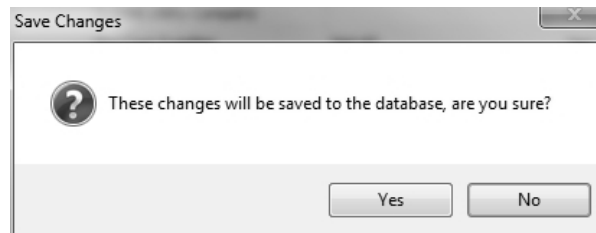
Mass Update Wizard

Confirm the changes to the selected items.

Name (Abbrev.)	Name	Old Payment Terms	New Payment Terms
ZJ321	Zach Jefferson		Net 30
FB456	Frank Buchanan		Net 30
SUtility	Summit Utility Company		Net 30
ProCast	Pro Cast Supplies	Net 60	Net 30

Next > Cancel

- At the *These changes will be saved to the database, are you sure?* message, click **Yes** to finalize the changes.



Save Changes

? These changes will be saved to the database, are you sure?

Yes No

9. Click **Finish** to exit, click the **Back** button to perform a similar update, or click **New** to start a new update.

## Understanding Payment Terms and Discounts

Payment terms are used on vendor and customer invoices to calculate due dates and early payment discounts. When an invoice is entered, the due date and early payment discount due date will automatically calculate based on the invoice date and payment terms used in the transaction. The due date will then be displayed on aging reports and can be used to select A/P invoices to be paid.

When early payment discounts are used, the discount will be calculated automatically when a payment is entered that meets the date criteria of the discount.

### Step 1: Create a Payment Term (Option A and B)

#### Option A: Create a Payment Term Due in a Number of Days (Net Terms)

#### Option B: Create a Payment Term Due on a Certain Day

### Step 2: Assign to Customers or Vendors (optional step)

### Step 3: Using Payment Terms when Invoicing

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## Step 1: Create Payment Terms

Payment terms can be set up to calculate the due date two different ways; by the number of days until due or due on a specific day of the month. If a payment term is set to Prepaid Invoices, a due date is not calculated; it will require the invoice be paid in full at the time it was entered. An unlimited number of payment terms can be created.

### Option A: Create a Payment Term Due in a Number of Days (Net Terms)

1. On the **Setup** menu, point to **Names**, and then click **Payment Terms**.
2. Click **New**.

3. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the payment term by. For example, N30 for Net 30 or 10 for Net 10.
4. In the **Name** box, enter up to 30 characters of required information that describes the payment term.
5. Select **Number of Days Until Due (Net Terms)** to indicate that the due date will be a number of days past the invoice date.
6. In the **Number of Days** box, enter the number of days until an invoice is due.
7. In the **Rate** box, enter the percentage that should be used to calculate the discount if the invoice is paid within the days specified in the Number of Days or Day of Month box depending on the Early Payment Discount option you choose below. If discounts are not used, this field can be skipped.
8. If the early pay discount is offered for a specific number of days, select **Number of Days Until Discount Expires** and enter the **Number of Days**.
9. If the early pay discount is offered until a specific day of the month, select **Discount Expires on Day of Month**, enter the **Day of the Month**, and in the **Minimum Days Before Due Date** box, specify if the due date calculated is during the current month or the next month. Normally the same number entered in Day of Month will be entered in Minimum Days Before Due Date. This will force the system to always calculate a due date in the following month. Example: If the Day of Month is set to 27 and an invoice is entered with an invoice date of 2/15, the due date will be 2/27 UNLESS 27 has been entered in the Minimum Days Before Due Date. If 27 was entered in that field, then it will be due 3/27.
10. To add notes to this payment term, click **Additional Notes**, enter the notes, and then click **OK**.



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

11. Click **Save** to save the payment term.

#### Option B: Create a Payment Term Due on a Certain Day

1. Follow steps 1-4 from Option A.

2. Select **Due on Day of Month** to indicate that the due date will be a number of days past the invoice date.
3. In the **Day of Month** box, enter the day of the month an invoice is due.
4. The **Minimum Days Before Due Date** allows you to specify if the due date calculated is during the current month or the next month. Normally the same number entered in Day of Month will be entered in Minimum Days Before Due Date. This will force the system to always calculate a due date in the following month. Example: If the Day of Month is set to 27 and an invoice is entered with an invoice date of 2/15, the due date will be 2/27 UNLESS 27 has been entered in the Minimum Days Before Due Date. If 27 was entered in that field, then it will be due 3/27.
5. In the **Rate** box, enter the percentage that should be used to calculate the discount if the invoice is paid within the days specified in the Number of Days or Day of Month box depending on the Early Payment Discount option you choose below. If discounts are not used, this field can be skipped.
6. If the early pay discount is offered for a specific number of days, select **Number of Days Until Discount Expires** and enter the **Number of Days**.
7. If the early pay discount is offered until a specific day of the month, select **Discount Expires on Day of Month**, enter the **Day of the Month**, and in the **Minimum Days Before Due Date** box, specify if the due date calculated is during the current month or the next month. Normally the same number entered in Day of Month will be entered in Minimum Days Before Due Date. This will force the system to always calculate a due date in the following month. Example: If the Day of Month is set to 27 and an invoice is entered with an invoice date of 2/15, the due date will be

2/27 UNLESS 27 has been entered in the Minimum Days Before Due Date. If 27 was entered in that field, then it will be due 3/27.

8. Click **Save** to save the payment term.

## Step 2: Assign Terms to Customers and Vendors

A default payment term can be assigned to each vendor and customer. Once assigned, each invoice entered for that vendor or customer will use the assigned terms code by default.

1. Select **Setup > Names > Names**.
2. Select the customer or vendor and click **Edit**.

The screenshot shows the 'Customers' window with the 'Detail' tab selected. The customer name is 'Summit County Ski Club'. The 'General' tab is active, showing various fields for customer information. The 'Name Format' is set to 'Business'. The 'Miscellaneous' section includes 'Customer Since' (06/30/2010) and 'Salesperson'. The 'Name Information' section includes 'Abbreviation' (SCSC), 'Company' (Summit County Ski Club), 'Address Line 1', 'Address Line 2', 'City, State, Zip' (Montezuma, CO, 80435), 'Shipping Method' (UPS Ground (Standard)), 'Contact', 'Phone', 'Fax', 'E-mail', and 'Sales Tax' (Summit County). The 'Sales Terms' section includes 'Payment Terms' (2/10 Net 30 Days), 'Price Level' (Sales Price 1), and 'Trade Discount %' (15.00%). The 'Credit Terms' section includes 'Credit Limit' (\$0.00) and a 'Credit Hold' checkbox. At the bottom, there are buttons for 'Save', 'Cancel', 'Active Status', 'Additional Notes', 'Options', and 'Close'.



The screenshot shows the 'Names' window with the 'Detail' tab selected. The window title is 'Names'. Below the title bar are tabs: 'List', 'Detail', 'Filter', and 'Reports'. The main content area is for 'Johnson Auto Parts'. It has sub-tabs: 'General', 'Addresses', 'Credit Cards', and 'Custom Name Fields'. The 'General' tab is active. It contains two sections: 'Name Format' with radio buttons for 'Business' (selected) and 'Individual'; and 'Name Type' with checkboxes for 'Customer' (checked), 'Employee', and 'Vendor' (checked). Each checked item has a 'Detail' button. Below this is the 'Name Information' section, which is a sub-window titled 'Vendor Detail'. It has a 'Vendor' tab and contains two sections: 'Payment Terms Information' with a 'Payment Terms' field set to 'Net 30 Days' and a help icon; and 'Vendor Information' with a 'Default AP Account' field and a help icon. At the bottom of the 'Vendor Detail' window is an 'Issue 1099 for this Vendor' checkbox. The 'Vendor Detail' window has an 'OK' button at the bottom right.

3. Click on the appropriate **Detail** button.
4. In the **Payment Terms** field, select the terms this customer or vendor will most commonly use. Click **OK** to return to the main Names screen.
5. Click **Save**. Repeat these steps for each vendor or customer that should have a default terms code assigned.

### Step 3: Using Payment Terms when Invoicing

When entering invoices for vendors or customers you can supply payment terms that will automatically calculate a due date for the invoice. If default payment terms were assigned to the vendor or customer, their invoices will automatically default to using those terms. The default payment terms can be overwritten during invoicing. The terms and due dates can also be included on the printed A/R invoice.

If the payment terms assigned to an invoice includes discounts for early payments and a payment is entered that meets the requirements of an early payment discount; the discount will be calculated and deducted automatically.

## Invoices

### Vendor Invoices Preferences

Preferences define how you want your CenterPoint program to behave and can be changed at any time. If you change a preference and are currently in the screen that uses that preference, close the screen and then enter the screen again to initiate the preference.

[How are the different tabs used?](#)

[Default Accounts](#)

[Emailing Checks](#)

[One Payer Fund for Multiple Funds](#)

[Printing Checks](#)

How are the different tabs used?

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

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

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

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

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

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

### Default Accounts

Accounts Payable are usually recorded to only a few accounts and sub-ledger detail is kept for each vendor. This preference allows you to set which Accounts Payable account is the default to use when creating new AP invoices in Vendor Invoices (A/P).

- » **Accounts Payable Account** - Select the default Accounts Payable account to display in Vendor Invoices (A/P) if the vendor does not have a default Accounts Payable account.
- » **Freight Expense** - Enter the default account when a freight expense account is required if you enter a dollar amount in the Freight box during invoice entry. Only accounts assigned Cost of Good Sold, Expense, or Other Expense account categories display in the lookup.
- » **Sales Tax** - Enter the default account when a sales tax account is required if you enter a dollar amount in the Sales Tax box during invoice entry. Only accounts assigned Cost of Good Sold, Expense, or Other Expense account categories display in the lookup.
- » **Prepaid Vendor Purchases** - Enter the default account to display when a prepayment (down payment) is entered on a purchase order. The account selected here must be in the Prepaid Vendor Purchases account category and the Prepaid Vendor Purchases account category must be set up to maintain balances by name so that each vendor has a prepayment account balance.
  1. Select **Setup > Accounts > Account Categories**.
  2. Select the **Prepaid Vendor Purchases** account category.
  3. Click the **Balance Detail** tab.
  4. Verify that **Name** is in the box on the right hand side of the Balance Detail tab. If the **Associated Account** is also on the right hand side of the tab, move it to the left hand side.
  5. Click **Save**. Click **Close**.

### Emailing - Checks

This preference allows you to specify the default (template) e-mail message and subject to use for emailed purchase orders.

**Subject** - Enter the default subject for emailed vendor checks (pay advices).

**Message** - Enter the default message for emailed vendor checks (pay advices).

**Check Type** - This selection sets the default check type to be used for creating the pdf attachment for the emailed vendor checks (pay advices). The options are: Check/Stub/Stub, Stub/Check/Stub, Check/Detail, Check/Stub/Stub (Alternate), Canadian, and ACH Payment Advice.

**Stub Type** - This selection sets the default stub type to be used for creating the pdf attachment for the emailed vendor checks (pay advices). The options are: Standard (Detail), Standard (Summary), TP Standard (Summary), and TP Standard (Detail).

### One Payer Fund for Multiple Funds

When this preference is set to **Yes** multiple funds can be paid from a shared bank account from Processes > Expenditures > Pay Invoice Due or Processes > Expenditures > Payments Screen > Apply to Open Invoices button. After the payment transaction is posted a subdivision is created for each Fund to separate the accounting transaction rows.

### Printing - Checks

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

General

- » **Select Printer To Print Checks To** - Select the printer to print the checks to. Setting this at the database level allows a different printer for each database.
- » **Select Check Type** - Forms added (custom forms) by you are listed first followed by system- supplied forms. The choices are: Check/Stub/Stub, Stub/Check/Stub, [Check/Detail](#), [Check/Stub/Stub \(Alternate\)](#) (Compatible with the Perception top check LT103), [Canadian](#), or [ACH Payment Advice](#).
- » **Select Stub Type** -The options are Standard (Detail), Standard (Summary), TP Standard (Detail), TP Standard (Summary), and Detail with Department. .



Note: To view examples of each check type with the stub type options, select one of the links in the Select Check Type description above.

- » **Print Check Number On Check** - Select Yes to print the check number on the check form or select No to print the check without the check number (for pre-printed checks).
- » **Print Company/Fund Name and Address** - Select **Yes** to print the company/fund name and address on the check form or select No to print the check without the company/fund name and address (for pre-printed checks).
- » **Number of Copies** - Select the number of copies to print when you select to print checks and overflow statements. This setting will determine the number of copies that print for checks and overflow statements.

**Enter a Vendor Invoice**

Vendor Invoices (A/P) increase an Accounts Payable or Credit Card Liability account for purchases of goods or services paid at a later date. Creating a vendor invoice (A/P) transaction records the expense even though no cash has left the business at the time you enter the vendor invoices (A/P) transaction. The expense will display on an Income Statement report or other accrual report, but will not affect a cash report such as the Cash Flow report. When the vendor invoice is paid, the accounts payable and cash account balances will decrease.

A credit card charge creates an expense that is treated the same as an accounts payable transaction except on user defined government reports. Credit card charges are treated as cash for tax purposes. Tax reports include credit card charges in the period of the charge.

If this vendor invoices is for a recurring charge (for example, a recurring utility bill), you may want to create the transaction as a recurring transaction instead of a normal a/p invoice. Please refer to the Recurring Transaction document for more information.

**Enter a Vendor Invoice:**

1. On the **Processes** menu, point to **Purchases**, and then select **Vendor Invoices (A/P)**.

The screenshot shows the 'Vendor Invoices(A/P)' window. Fields include Fund (Street Fund), Vendor (City Graphics), Vendor Address (Business Address, P.O. Box 74897, Little Rock, AR 72221), AP Account (Accounts Payable), Current Batch (No Batch), Vendor Balance (\$0.00), Reference # (000000), Date (12/31/2023), Amount (\$495.00), Terms (Net 30), Date Due (01/30/2024), and Discount Date (12/31/2023). There is an 'On Hold' checkbox. A table below shows one line item: Account (Maint & Repair -), Invoice / Ref #, Department, Amount (\$495.00), and Notation (Detail). At the bottom, there are Memo Line 1 and 2 fields, a Total field (\$495.00) with an 'Adjust Amount' button, an 'Available Terms Discount' field (\$0.00) with an 'Override' checkbox, and buttons for Save, Clear, Recall, Recurring, Options, and Close.

2. In the **Company/Fund** box, enter the company/fund name that this accounts payable is for.
3. In the **Vendor** box, enter the vendor name that this accounts payable is due to. The name and default address for this name will display. If you enter a name into the Vendor box and it does not exist, the Lookup screen automatically displays, from this screen you can either Create a New Name or Create a One-Time Use Name.

If your **File > Preferences > Defaults > > Lookup Field Settings** are set to **Use Auto-Complete**, and you change a name after detail is entered on the lines of a transaction, the transaction is cleared and any transaction action (leave the transaction empty, recall the last transaction, or load the default recurring transaction) for the new name will occur.

4. To select a different address for this name, click the Lookup icon in the **Vendor Address** box, select the address, and then click **OK**.
5. The **AP Account** will display. If the Push Pin icon toggle is "pinned" (📌), the AP Account displays from the previous entry. When the Push Pin is not "unpinned" (📌), if available, the vendor default AP Account displays from the Setup > Vendors > General tab or if not available the default Accounts Payable account set up in File > Preferences > Vendor Invoices > Default Accounts displays. This AP Account can be changed.



**Note:** If you are entering a credit card purchase, change the AP Account to a Credit Card Liability account.

6. Select the **On Hold** check box if you do not want this invoice available to be selected for payment. Invoices can be placed on hold if you do not want the invoice selected for payment in the Payments or Pay Invoices Due screens (for example, the quantity has been received, but was at a higher cost than was originally quoted and you don't want the accounts payable department to accidentally pay this invoice until your dispute has been resolved or you only received partial shipment and your policy is not to pay invoices until an entire shipment is received). Held invoices are not added to the vendor balance and display on the Open Invoice

Report. The On Hold Status of a held invoice can be changed (using the Processes > Purchases > Place Invoices On Hold button) to reactivate it.

7. In the **Current Batch** box, leave the No Batch selection to update balances in real-time (immediately) or enter a batch name to update balances at a later time. For more information, see the [Batch vs. Real-Time Transactions](#) topic.
8. The **Vendor Balance** box displays the current balance in the AP Account if the AP Account is in the Accounts Payable account category and the Credit Card Balance box displays the credit card balance if the AP Account is in the Credit Card account category.
9. In the **Reference #** box, enter the vendor invoice number. If you want the value you enter in this box to automatically be copied to the Invoice/Ref # box each time an Account is entered in the Data Entry Grid, click the Options button and select **Copy Reference # to Invoice/Ref #**.
10. In the **Date** box, enter the invoice date.
11. In the **Amount** box, enter the amount of the entire invoice.
12. If applicable, select a payment term in the **Terms** box. The terms will calculate a due date for the invoice. Terms is optional.
13. The **Date Due** box will display the date calculated from the payment term selected. You can also manually overwrite the date due.
14. The **Discount Date** box will display the calculated discount date from the payment term selected. You can change the discount date.
15. Enter information into the Vendor Invoices (A/P) Entry grid.
  - » Select the **Account** that the amount or a portion of the amount, should be charged to.
  - » Specify the **Department** for this portion of the purchase.
  - » Specify the **Amount** that should be assigned to that account.
  - » A **Notation** can also be entered if you'd like to specify a description of what was purchased. The Notation field is optional.
16. Enter additional lines in the grid for each account that should be charged for this transaction. If you want to repeat the previous line's Invoice/Ref# entry, right-click in the Invoice/Ref # column and select **Repeat Previous Value**.
17. Enter information into the Vendor Invoices (A/P) Entry grid. The Vendor Invoices (A/P) Entry grid can be customized for your specific data entry situation. If an account is entered with an amount that did not have a distribution previously set up, the Distribution column displays None in the color Gray.. If an account is entered with an amount that had a distribution previously set up, the Distribution column displays the name of the distribution in the color Orange. If you want to display the details of a distribution click the Orange column. If you decide that this entry should not be distributed, you can remove the check mark in the Use Distribution check box on the Account Distributions screen or select another distribution. Distributions allow you to assign transaction amounts to several profit centers, production centers, projects, production years, production series, or production center detail combinations by percentage. Distributions are assigned to one or many accounts. For example, electricity expense has a distribution that assigns 35% to profit center 1, 25% to profit center 2, and 40% to profit center 3. The same distribution could be assigned to all your different utility expenses..
18. If you click the **Detail** button in the data entry grid, you can enter additional details about the transaction, for example for some of the fields you chose not to display on the data entry grid such as associated account and department.
19. If you want to reorder the lines you entered on the transaction in a particular order, include the **Line Sequence** column in your data entry grid. Each line will automatically be assigned a line sequence number. The first line is assigned 10, the second 20, and so on. To reorder the lines, change the sequence number to

the order in which you want the lines to print or display. For example, if you want the second line to print before the first line, change the line sequence to be 5, 6, 7, 8 or 9. To view the reordered lines, click Options, and then select Refresh.



Note: It is not necessary to view the lines, if you click Save after the transaction is complete your lines will be reordered. When you assign a line sequence number, it will automatically be renumbered after the lines are reordered back to 10, 20, and so on to make it easy for future reordering.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

20. In the **Memo Line 1** box, enter a memo line that you want to print immediately after the date when the check is printed for this invoice.
21. In the **Memo Line 2** box, enter a memo line that you want to print immediately after Memo Line 1 on the check.



Note: If you'd prefer to display Freight and Sales Tax fields in place of the Memo fields, click the **Options** button and select **Show Other Charges Fields**. These fields will work with the Freight Expense and Sales Tax Expense accounts you enter as defaults in File > Preferences > Vendor Invoices > Default Accounts preference so you do not have to enter the Freight Expense and Sales Tax Expense accounts as a line item on the invoice, you will just need to enter the amounts in the Freight and Sales Tax fields. To redisplay the Memo fields, click **Options** and select **Show Memo Fields**.

22. The **Total Amount** box displays the total of all of the lines in the Vendor Invoices (A/P) Entry grid. If this amount is different than the Amount box, click Adjust Amount.
23. The **Available Terms Discount** box displays the discount amount calculated by adding all of the invoice detail lines together and then multiplying the result by the payment term discount percentage. If you want to change the available term discount amount, enter the new amount. The Override check box will automatically be selected when the available terms discount amount is changed. If you clear the Override check box, the available terms discount amount will be recalculated. If you subsequently edit the invoice and make changes to the detail lines, the discount will not be recalculated if you previously overrode the available terms discount amount.
24. When the transaction is complete, click **Save**.

### Enter a Credit Received from a Vendor

This topic will explain how to enter a credit received from a vendor that corrects a previous invoice.

[Enter a Credit Received from a Vendor](#)

[Apply a Credit Received from a Vendor to an Invoice](#)

or

[Apply a Credit Received from the Payment Screen](#)

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## Enter a Credit Received from a Vendor

1. Select **Processes > Purchases > Vendor Invoices (A/P)**.
2. In the **Company/Fund** box, select the company/fund name that the credit is being entered for.
3. In the **Vendor** box, select the vendor that you are receiving the credit from.
4. Verify/change the **AP Account**.
5. Verify/change the **Date Due** (the date should be changed to a more current date if you want it to display on the Pay Invoices Due screen so it can be applied to an outstanding invoice if need be).
6. Select the **Account** that should be credited by the amount of the credit.
7. In the **Amount** box, enter the amount as a **negative**.
8. If you need to adjust the quantity the credit applies to, enter the quantity as a **negative**.
9. In the **Notation** box, optionally enter why the credit is being entered.

The screenshot shows the 'Vendor Invoices(A/P)' window. The 'Company' field is set to 'Alpine Sports'. The 'Vendor' field is set to 'Pro Cast Supplies'. The 'Vendor Address' field is set to 'Business Address'. The 'AP Account' field is set to '2000 Accounts Payable - Trade'. The 'Current Batch' field is set to 'Quick Transaction'. The 'Vendor Balance' field is set to '\$4,200.00'. The 'Reference #' field is set to '000010'. The 'Date' field is set to '09/22/2017'. The 'Amount' field is set to '-\$178.00'. The 'Terms' field is set to 'Net 60'. The 'Date Due' field is set to '09/22/2017'. The 'Discount Date' field is set to '09/22/2017'. The 'On Hold' checkbox is unchecked. The 'Account' field is set to 'Inventory'. The 'Amount' field is set to '\$ -178.00'. The 'Distribution' field is set to 'None'. The 'Notation' field is set to 'Originally charged incorrect amount.' The 'Total' field is set to '-\$178.00'. The 'Adjust Amount' field is set to '\$0.00'. The 'Available Terms Discount' field is set to '\$0.00'. The 'Override' checkbox is unchecked. The 'Save' button is highlighted.

Account	Amount	Detail	Distribution	Notation
Inventory	\$ -178.00		None	Originally charged incorrect amount.

10. Click **Save**.

## Apply a Credit Received from a Vendor to an Invoice

1. Select **Processes > Purchases > Pay Invoices Due**.
2. Select the **Company/Fund**.
3. Click the **Expand Invoices** button.
4. Select the **Pay** check box for the invoice(s) and the credit to be applied.

Abbreviation	Vendor	Amount Due	Payment Amount	Pay	Disc Avail
ProCast	Pro Cast Supplies	\$ 0.00	\$ 4,200.00	<input checked="" type="checkbox"/>	

Invoice Date	Reference #	Amount Due	Payment Amount	Pay	Due Date	D Avail
06/16/17	000006	\$ 0.00	\$ 4,378.00	<input checked="" type="checkbox"/>	08/15/17	
09/22/17	000010	\$ 0.00	\$ -178.00	<input checked="" type="checkbox"/>	09/22/17	

Discounts Taken

Account:

Amount: \$ 0.00

Total Due: \$ 0.00

Total To Be Paid: \$ 4,200.00

Vendors Paid: 1

Buttons: Post, Pay All, Reset, Expand Vendors, Expand Invoices, Options, Close

5. Click **Post**.

or

Apply a Credit Received from a Vendor on the Payment Screen

1. Select **Processes > Purchases > Payments**.
2. Select the **Company/Fund** and **Bank Account**.
3. Select the **Vendor** the credit was entered for.
4. Leave the **Amount** at 0.00.
5. Click the yellow **Apply to Open Invoices** button.
6. Select the invoice and the credit that should be applied to the invoice. Click **OK**.

Vendor: Pro Cast Supplies

Payment Amount: \$ 0.00 **Apply**

Invoice Date	Reference #	Amount Due	Payment Amount	Pay	Due Date	Discount Available	Discount Taken	Amount Due After Discount	Discount
06/16/17	000006	\$ 0.00	\$ 4,378.00	<input checked="" type="checkbox"/>	08/15/17	\$ 0.00	\$ 0.00	\$ 4,378.00	06/16/17
09/22/17	000010	\$ 0.00	\$ -178.00	<input checked="" type="checkbox"/>	09/22/17	\$ 0.00	\$ 0.00	\$ -178.00	09/22/17

Over Payment:

Account:

Amount: \$ 0.00

Discounts Taken

Account:

Amount: \$ 0.00

Total Due: \$ 0.00

Total To Be Paid: \$ 4,200.00

Buttons: Pay All, Reset, Expand All, Cancel, OK

7. On the Payment Entry screen, click **Save**.
8. At the displayed message, click **Yes**.

## Check for Duplicate Invoice Numbers by Vendor

This document explains how to modify the numbering sequence for vendor invoices so CenterPoint will check for duplicate accounts payable invoice numbers by vendor. This can prevent you from accidentally entering the same vendor invoice twice.

Modify the Vendor Invoice Numbering Sequence:

1. Select **Processes > Purchases > Vendor Invoices (A/P)**.
2. Right-click in the **Reference #** field and select **Edit**.



Note: If Edit is not an option when you right click, then select **New** instead.

3. If you chose **New** in step 2, then specify an **Abbreviation** and **Name** for this sequence. Otherwise skip to step 4.
4. Change the **Type** to **Manually Enter Invoice Numbers**.
5. Check the box for the **Vendor Invoices (A/P)** screen.
6. Choose **Warn on Duplicates** or **No Duplicates Allowed**. Warn on Duplicates will warn you if a duplicate invoice is found, but will allow you to continue entering an invoice even if there is a duplicate.
7. **Check When** allows you to decide when you want the system to check for a duplicate invoice number. Select the option you prefer; **Check for duplicates when tabbing off of the number field** or **Check for duplicates when saving the transaction**.
8. Click **Save**.

## Edit a Transaction

If a transaction in the system is incorrect, it can easily be corrected by editing the original transaction. This document provides three options for editing any type of existing transactions.

[Option A: Edit a Transaction using Transaction Search](#)

[Option B: Void an Open Invoice Using Transaction Search](#)

[Option C: Edit a Transaction using Report Drill Downs](#)

#### Option A - Edit a Transaction using Transaction Search:

1. Select **Reporting Tools > Transaction Search**.
2. Using the **Date Selection** or **From/To** fields, select the date of the transaction to be corrected. The **Format & Filter Definitions** would normally be **Summary**.
3. Click on **Search**. All transactions with that date will be displayed.
4. If there are many transactions listed, you can further define what to display in the screen by clicking on the **Filter** tab on the left side of the screen. The Filter tab allows you to select additional criteria, such as the Transaction Name (Customer, Vendor, etc.), Entry Screen (Payments, Receipts, etc.) or Account. After entering the additional criteria, click **Search** to update the Transaction Search screen

The screenshot shows the Transaction Search interface. On the left, there are tabs for 'Filters', 'Columns', 'Group/Sort', and 'General'. The 'Filters' tab is active, showing a 'Search Selections' panel with criteria for Entry Screen, Transaction Name, Line Detail Account, Transaction Number, and Transaction Status. The main area displays a table of transactions for the month of February 2010. The table has columns for Transaction Date, Transaction Number, Entry Screen, First Name, Last Name, and Total. Transactions are listed from 1 to 24, with dates ranging from 2/1/2010 to 2/19/2010. Entry screens include Accrued Interest, Payments, Receipts, Vendor Invoices(A/P), and General Journal Entries. Names listed include Steven King, Jeremy King, Tim King, Ed King, Pioneer Hi-Bred, Area Ag Center, Upper Midwest Telecom, JJ Nichols, Kevin Malloy, Johnson Auto Parts, Commodity Credit Corpor, Hadley Hardware, RM Rickles LLC Futures, Cargill Com Ingredients, and C&W Disposal Service.

	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total
1	2/1/2010		Accrued Interest		
2	2/2/2010	007160	Payments	Steven King	
3	2/2/2010	007161	Payments	Jeremy King	
4	2/2/2010	007162	Payments	Tim King	
5	2/2/2010	007163	Payments	Ed King	
6	2/4/2010		Receipts	Pioneer Hi-Bred	
7	2/4/2010	007164	Payments	Area Ag Center	
8	2/4/2010	007166	Payments	Upper Midwest Telecom	
9	2/4/2010	007167	Payments	JJ Nichols	
10	2/7/2010	007168	Payments	Kevin Malloy	
11	2/7/2010	007169	Payments	Johnson Auto Parts	
12	2/8/2010		Receipts	Commodity Credit Corpor	
13	2/10/2010		Receipts	Commodity Credit Corpor	
14	2/10/2010		Vendor Invoices(A/P)	Hadley Hardware	
15	2/11/2010		General Journal Entries	RM Rickles LLC Futures	
16	2/11/2010		Receipts	Cargill Com Ingredients	
17	2/11/2010		Receipts	Commodity Credit Corpor	
18	2/11/2010		Vendor Invoices(A/P)	Area Ag Center	
19	2/12/2010	007170	Payments	RM Rickles LLC Futures	
20	2/16/2010		Vendor Invoices(A/P)	Ken's Auto Repair	
21	2/16/2010		Vendor Invoices(A/P)	Ken's Auto Repair	
22	2/16/2010		Vendor Invoices(A/P)	Midland Fuels	
23	2/17/2010		Vendor Invoices(A/P)	C&W Disposal Service	
24	2/19/2010		Vendor Invoices(A/P)	Area Ag Center	

5. Double-click on the **transaction** to be edited and the original transaction screen will be displayed.
6. Make any needed corrections and click **Save**.

#### Option B - Void an Open Invoice Using Transaction Search

1. Select **Reporting Tools > Transaction Search**.
2. Using the **Date Selection** or **From/To** fields, select the date of the transaction to be corrected. The **Format & Filter Definitions** would normally be **Summary**.
3. Click on **Search**. All transactions with that date will be displayed.
4. If there are many transactions listed, you can further define what to display in the screen by clicking on the **Filter** tab on the left side of the screen. The Filter tab allows you to select additional criteria, such as the

Transaction Name (Vendor), Entry Screen, or Account. After entering the additional criteria, click **Search** to update the Transaction Search screen.

5. Double-click on the **Vendor Invoice (A/P) transaction** to be voided and the original transaction screen will be displayed.
6. Click **Void**.



Note: The Void button is active only if there are no payments applied to the invoice.

7. Enter the **Void Invoice Date**.
8. Click **OK**.

#### Option C - Edit a Transaction using Report Drill-Downs:

1. Preview any report that will include the transaction. For example, if a receipt needed to be corrected, you could select a Customer Ledger, Receipts Journal, etc.
2. Choose **Report Selections** that will include the transaction and click **Preview**.
3. Click on the **transaction** to be corrected and the system will display the original transaction screen.



Note: The interactive view option allows you to drill-down to original transactions from reports. If you click on the transaction and it does not automatically display, then you are not using the Interactive view. From the report preview screen, simply click on the **View** drop-down box and choose **Interactive**. Then, click on the transaction in the report again to display the original transaction.

Payments

Company: Alpine Sports      Current Batch: No Batch

Bank Account: Cash in Bank - Checking      Current Balance: \$2,090,020.79

Pay To The Order Of: Pro Cast Supplies      Sequence: Payments

Pay To The Order Of Address: Business Address      Check Number: 000011

194 Fisherman Way      Date: 02/04/2010

Suite 512      Amount: \$5.00

Red Wing, MN 55066

Memo Line 1:      Line 2:

Apply To Open Invoices: \$4,378.00

Account	Invoice / Ref #	Amount
SDI Expense		\$ 5.00

Print this check? ☐      Total: \$5.00      Adjust Amount

Save   Clear   Recall   Recurring   Options   Close

4. Make any needed corrections and click **Save**.

## Recall a Transaction

The recall feature in CenterPoint can be used to save data entry time in any transaction entry screen. If the Recall button is used, all details from the last transaction for that name (customer, vendor, etc.) are automatically filled into the new transaction including accounts, amounts, notations, etc. Recall is especially useful for transactions that use the same amount and accounts as the original transaction. For example, if you pay the same amount to an internet provider each month and its normally charged to the same account number. Information in the new transaction can be modified after the Recall button has been used. Changes made to the new transaction have no effect on the transaction that was recalled.



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



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

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

### [Manually Using the Recall Button in Transaction Entry](#)

#### [Setting Up a Name to Automatically Recall Last Transaction in a Specific Transaction Entry Screen](#)

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

1. On any transaction entry screen, enter the **Company/Fund, Current Batch, Bank Account, and Name**.
2. At the bottom of the screen, click **Recall** to display the most current transaction entered for this name. Click **Recall** again to display the next most current, etc.



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

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

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

### Payable Reminders

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

#### Create a Payables Due Reminder

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

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

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

## Check Writing

### ACH: Setup & Processing

This document outlines how to setup and use ACH within CenterPoint. ACH processing allows you to deposit electronic payments directly into your vendor's bank account from CenterPoint. Some of the information in the setup will need to be supplied by your bank. Follow the steps below to complete the setup and process an ACH electronic payment.

[Setup Bank Account Information](#)

[Setup Vendor or Name](#)

[Add Payments to an ACH File](#)

[Add Pay Invoices Due Payments to an ACH File](#)



[Create an ACH Pre-note File \(optional\)](#)

[Create an ACH File](#)

[Manage ACH Files](#)

[Recreate ACH Files](#)

[Delete an ACH File](#)

[ACH Reports](#)

[Email Vendor Checks \(Pay Advices\)](#)

[Setup](#)

[Option 1: Email Advices During Creation of an ACH File](#)

[Option 2: Mass Email Advices from Print/Email Checks](#)

[Frequently Asked Questions](#)

## Setup Bank Account Information

1. Select **Setup > Accounts > Accounts**. Select the account that the ACH funds will be withdrawn from (accounts in the Cash or Line of Credit account categories) and click **Edit**.
2. Click on the **Detail** tab.

3. Select your **Company/Fund Name** on the left.
4. On the right, enter the **Bank Routing Number** and **Bank Account Number** for your bank account.



Note: If the Processing Bank Account Number on the ACH/Direct Deposit tab in this screen is not entered, the Bank Account Number from this tab will be used instead.

5. Click on the **ACH/Direct Deposit** tab.

**Accounts**

List Detail Balances Filter Reports

Cash in Bank - Checking

General Detail Units of Measure Prices Distributions Templates ACH/Direct Deposit

**General Information**

Format of export file: NACHA  
 Immediate Origin: Use Bank Routing Number  
 Custom:   
 Reference Code:   
 Discretionary Data:   
☒ Create Offsetting Debit

Prefix/Draft Number: 1  
 Modifier: Q  
 Header Text:   
 Trailer Text:   
 Batch Number: 0

**ACH Information**

Save To Folder:   
 File Name (Prefix):   
 File Name (Extension): txt  
 Vendor Identifier: None (blank)  
 Description:   
☐ Advanced Settings Load Defaults

**Direct Deposit Information**

Save To Folder:   
 File Name (Prefix):   
 File Name (Extension): txt  
 Employee Identifier: SSN  
 Description:   
☐ Advanced Settings Load Defaults

**Destination (Your Bank's Federal Reserve Bank)**

Bank Name:   
 Routing Number:   
☐ Advanced Settings Load Defaults

**Processing Bank (Where Your Company Banks)**

Bank Name:   
 Routing Number:   
 Account Number:   
☐ Advanced Settings Load Defaults

**File Header Record**

Record Type Code	Priority Code	Immediate Destination (1 of 10)	Immediate Destination (9 of 10)	Immediate Origin (1 of 10)	Immediate Origin (9 of 10)	File Creation Date	File Creation Time
1	01					YYMMDD	HHMM
01-01 (1)	02-03 (2)	04-04 (1)	05-13 (9)	14-14 (1)	15-23 (9)	24-29 (6)	30-33 (4)
File ID Modifier	Record Size	Blocking Factor	Format Code	Immediate Dest. Name	Immediate Origin Name	Reference Code	
Q	094	10	1				
34-34 (1)	35-37 (3)	38-39 (2)	40-40 (1)	41-63 (23)	64-86 (23)	87-94 (8)	

Save Cancel Close

6. In the **Format of Export File** box, specify the file type required by your banking institution. The formats available are:
  - » **NACHA** - The file format specified by NACHA (National Automated Clearing House Association) using FEDLINE from the federal reserve for personal computers. These records are 94 characters long with 10 records per 940 character block.
  - » **ASCII** - The file format required by many main-frame computer systems. These records are 94 characters long with an additional carriage of return/line feed (CR/LF) at the end of each record.
  - » **NACHA Modified** - This is a modified version of the NACHA file as required by some institutions. It is the same as the NACHA format, but includes carriage returns.
7. Select the value that should be used to fill the **Immediate Origin** field in the ACH file:
  - » **Use Bank Routing Number** - The Immediate Origin field will be filled with the account's routing number from the Detail tab prefixed with a space, i.e. " 999999999".
  - » **Use Federal EIN Number** - The Immediate Origin field will be filled with the company's/fund's Federal Tax ID prefixed with a "1", i.e. "1999999999".
  - » **Use Custom Number** - The Immediate Origin field is filled with the user-defined alphanumeric value entered into the Custom field. The value is prefixed with Zeros to a maximum of 10 characters, i.e. "0999999999".
8. If you select Use Custom Number in Step 7, enter the **Custom** alphanumeric value to fill the Immediate Origin field with.
9. The **Reference Code** is optional (up to 8 characters). It will appear on the file control record of the transaction file and is only required if the bank indicates it. For example, RWACH tells you this is the Red Wing ACH.
10. The **Discretionary Data** is also optional. It will appear in the batch header of the ACH file. For example, enter ENDOFMONTH or 10TH OF MONTH.

11. Select the **Create Offsetting Debit** check box to have CenterPoint automatically create the dollar amount that will be deducted from your company's/fund's checking account. Do NOT remove this check mark unless your lender has instructed you to do so.
12. Enter the **Prefix/Draft Number** (1-9) used with the Federal Id (EIN) to create the Company/Fund Identifier in the ACH file. The default is 1, however sometimes banks require a different value when sending multiple direct deposit files.
13. In the **Modifier** box, enter a modifier as indicated by your bank. Modifiers can be numeric (0-9) or alphabetic (A-Z). The modifier "A" and "O" should be used if you need to differentiate between multiple files transmitted on the same day (CenterPoint will increment these modifiers).
14. Select the **Header Text** check box only if your bank indicates that header text is required on the ACH file that is sent for payment. If the Header Text check box is selected, the Header Text box will be enabled. Enter the header text for the ACH file as provided by your bank.
15. Select the **Trailer Text** check box if your bank requires you to include trailing (footer) text. The **Trailer Text** box will be enabled if it is indicated to include trailer text. Enter in the text for this record as indicated by your bank.
16. In the **Batch Number** box, enter a number that you want to start batch numbers at in generated ACH files. The default batch number is 0 (zero), and can be set to any number between 0 and 9,999,999. This number will be padded on the left with zeros to 7 digits, for example 0000001.
17. Under ACH Information, in the **Save To Folder** box, enter the name of the folder or click the ellipse button to browse to the location where the output file specified in the File Name (Prefix) box will be sent to. To create a new folder, click the ellipse button, click **Make New Folder**, and then click **OK**.
18. In the **File Name (Prefix)**, enter the prefix of the file name you want saved to the Save To Folder. The file name will be Prefix-YYYYMMDD-x.ext (where x is the number of file created that day and ext is the value entered in the File Name (Extension) box).
19. In the **File Name (Extension)** box, the default value of .txt will display, but can be changed to any 10-character value or a blank value.
20. In the **Description** box, enter a description for the ACH transaction (up to 20 characters) that will appear on your bank statement.
21. Determine how you want the **Vendor Identifier** to display in the ACH file PPD/CTX Detail records in position 40-54 by selecting an option from the drop down list:
  - » **TIN** - Use the Vendor's TIN as entered (including formatting characters) when the ACH file is created.
  - » **TIN (Suppress First 5 Digits)** - The first five digits of the Vendor's TIN are excluded and replaced with "X" characters, ex. "XX-XXX1234" when the ACH file is created.
  - » **None(Blank)** - The Vendor Identifier will be left blank when the ACH file is created.
  - » **TIN (No Formatting)** - Formatting characters are excluded from the Vendor's TIN when the ACH file is created.
  - » **Vendor Abbreviation** - The Abbreviation field from Setup > Vendors or Setup > Names > Names will be included when the ACH file is created.
22. Enter your bank's **Bank Name** and **Routing Number**.
23. If an alternate bank name should be used in your ACH file instead of the name of the account from the Detail tab, enter the Processing **Bank Name**, **Bank Routing Number** and **Bank Account Number** used in the ACH file for the offsetting debit record.



Note: If the Processing Bank Account Number is not entered on the ACH/Direct Deposit tab, the Bank Account Number from the Detail tab in this screen will be used instead.

## Optional Advanced Settings

**Important Note :**

The majority of the time no changes are needed in the **Advanced Settings**. We recommend you only make changes in this area if a Red Wing Software technician has recommended it.

- » Select the optional **Advanced Settings** check box to activate the Advanced configuration section of the screen where you can see a representation of the File Header and Batch Header records included in an ACH file and customize the values. Click the **Load Defaults** button to set the file configuration based on your current selections in the upper portion of this screen. Use the vertical scroll bar to display all of the Advanced Settings. Fields that are read-only display values from CenterPoint when the file is generated. The editable fields can be modified to customize values and will be used when the ACH file is generated. Each field has a label identifying its purpose, position in the file, and field length, (in parenthesis), all per the NACHA file format definition, for example the Immediate Destination field is at character position 4 through 13 and is 10 characters long.



Note: If you choose to customize the ACH file, ALL editable fields must be populated with an appropriate value; blank fields will not be populated with any other values by CenterPoint and will appear in the file as blank space.

The screenshot shows the 'State Bank Checking' window with the 'ACH Direct Deposit' tab selected. The 'Advanced Settings' checkbox is checked, and the 'Load Defaults' button is visible. The 'File Header Record' section includes fields for Record Type Code (1), Priority Code (01), Immediate Destination (04-04 (1)), Immediate Destination (05-13 (9)), Immediate Origin (14-14 (1)), Immediate Origin (15-23 (9)), File Creation Date (YYMMDD), and File Creation Time (HHMM). The 'Batch Header Record' section includes fields for Record Type Code (5), Service Class Code (200), Company Name (05-20 (16)), Company Discretionary Data (21-40 (20)), Company Identification (Type) (41-41 (1)), Company Identification (EIN) (42-50 (9)), Standard Entry Class (PPD), and Company Entry Description (54-63 (10)). The 'Detail Record' section includes fields for Record Type Code (6), Transaction Code, Receiving DFI Identification, DFI Account Number, Amount, Individual Identification Number, Individual Name, and Discretionary Data.

## Setup Vendor or Name


1. Select **Setup > Vendors** or **Setup > Names > Names**, select the vendor/name you want to add/change ACH information for, and then click **Edit**.
2. Click the **ACH Payments** tab.
3. To activate ACH electronic payments for this vendor/name, select the **Activate ACH Transactions** check box.

The screenshot shows the 'Vendors' window with the 'ACH Payments' tab selected. The vendor name is 'Alpine Credit Company'. The 'Activate ACH Transactions' checkbox is checked. The 'Standard Entry Class' dropdown is set to 'PPD'. The 'Transaction Code' dropdown is set to '22 - Checking Account (Credit)'. The 'Bank Routing Number' and 'Bank Account Number' fields are empty. The window has 'List', 'Detail', 'Filter', and 'Reports' tabs at the top. The bottom of the window has 'Save', 'Cancel', navigation arrows, and a 'Close' button.

4. NACHA requires that when a transaction is submitted for processing, the transaction must include an ACH **Standard Entry Class (SEC)** code to designate how the transaction was authorized by the originator. Select one of the options below as required by your bank:
  - » **PPD** (Preauthorized Pay/Deposit) - for credits and debits that process against consumer accounts for entries such as payments to vendors and direct deposit.
  - » **CCD** (Corporate Credit or Debit) - for credit and debit entries processed against non-consumer accounts for transactions such as payments to vendors and collections from customers.
  - » **CTX** (Corporate Trade Exchange) - use CTX, like CCD, to facilitate business-to-business transfer of funds as either debits or credits.
5. Select one of the **Transaction Codes** below to identify the type of entry that should be included in the ACH file for the vendor/name. A pre-note is the commonly used term for an Automated Clearing House (ACH) pre-notification. It is a zero dollar ACH entry that should be sent at least six banking days prior to the first live ACH credit being sent. Under NACHA Operating Rules (also known as ACH rules), a pre-note's purpose is to "validate" the routing number and account number of the receiving bank or credit union.
  - » **22 - Checking Account (Credit)**
  - » **23 - Prenote Checking (Credit)**
  - » **32 - Saving Account (Credit)**
  - » **33 - Prenote Savings (Credit)**
  - » **52 - Loan Account (Credit)**
  - » **53 - Loan Prenote (Credit)**
6. In the **Bank Routing Number** box, enter the bank transit/routing number for this vendor/name (assigned by the American Banking Association) for where the ACH deposit is to be made. This number is eight digits plus a ninth "check" digit. CenterPoint will verify that the routing number is a valid ABA number and display a warning if it is not. You can choose to continue with your entry if the number is invalid.
7. In the **Bank Account Number**, enter the bank account number for this vendor/name where the ACH deposit is to be made.

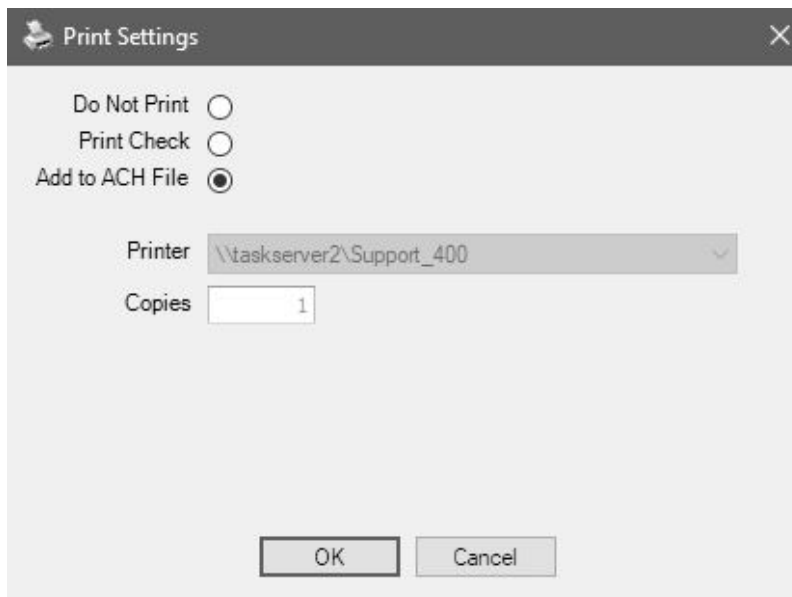
8. Click **Save**.
9. Click **Close**.

### Add Payments to an ACH File

1. Select **Processes > PurchasesExpenditures > Payments**.
2. Select the appropriate **Company/Fund** and **Bank Account**.
3. Enter a vendor/name in the **Pay To The Order Of** box that has the Activate ACH Transaction check box selected and ACH information defined on the ACH Payments tab in Setup > Vendors or Setup > Names > Names.
4. Complete the necessary information for this payment in the data entry grid. For more information about entering payments, see the [Enter a Payment](#) topic.
5. When a vendor/name that has the Activate ACH Transactions check box selected is entered, the ACH icon will replace the Printer icon. Click the ACH icon  to display the Print Settings screen.



Note: When a vendor is set with an ACH Transaction Code of Prenote Checking (23), Prenote Savings (33), or Loan Prenote (53) and a payment is entered for the vendor, a message will display informing you that the print settings will be changed to Do Not Print.



The Print Settings dialog box is shown with the following options:

- Do Not Print ☐
- Print Check ☐
- Add to ACH File ☒

Printer: \\taskserver2\Support\_400


Copies: 1

Buttons: OK, Cancel

6. Select **Add to ACH File** to make an electronic payment.
7. Click **OK**.
8. Click **Save**.

### Add Pay Invoices Due Payments to an ACH File

1. Select **Processes > Payroll, Purchases, or Expenditures > Pay Invoices Due**.
2. The criteria fields at the top of the **Pay Invoices Due** screen control which invoices will be displayed below and available to be selected for payment.
  - » In the **Company/Fund** box, enter the company/fund name that you want to view open invoices for.
  - » In the **Bank Account** box, enter the bank account that will be decreased by this payment transaction.

- » In the **Filter** box, select the type of invoices you want to display on the Pay Invoices Due screen, All, Accounts Payable, Payroll Liabilities, or Credit Card Liabilities.
  - » In the next filter box, select which vendor invoices should display, select **Include ACH vendors only**
  - » There are three options available for the **Find By** field (**Find by Due Date, Find by Invoice Date, Find by Discount Due Date**). Choose the appropriate option by clicking on the **Options** button at the bottom of the screen (the option that was selected the last time you paid invoices due will display). Once an option is selected, enter the appropriate date in the **Find By** field.
  - » In the **Payment Date** field, enter the date to use on the advices.
  - » Verify the first **Check Number** (Advice Number).
3. All open invoices that meet the criteria selected in step 1-2 will display for all vendors in the **Pay Invoices Due** grid (outstanding invoices that are on hold will not display).
  4. Select the invoices you want to pay.
  5. When the filter is used to *Include ACH vendors only*, the ACH icon will replace the Printer icon. Click the ACH icon  to display the Print Settings screen.
  6. Select **Add to ACH File** to make an electronic payment.
  7. Click **OK**.
  8. Click **Post**.

### Create an ACH Pre-note File (optional)

If you would like to create a pre-note ACH file for any vendor/name with a Transaction Code set to 23 - Prenote Checking (Credit), 33 - Prenote Savings (Credit), or 53 - Loan Prenote (Credit) without submitting an actual ACH file:

1. Select **Processes > ACH Files > Create Prenote**.
2. In the **Company/Fund** box, select the company/fund you want to create an ACH pre-note for.
3. Select the **Bank Account** number the pre-note should be created for.
4. Vendors marked with a transaction code of 23, 33, or 53 will display on the right side of the screen. Vendors marked with other transactions codes for ACH will display under ACH Vendors, select a vendor/name or multiple vendors/names and use the right-arrow(s) to move the vendor/name to the right side of the screen.



Note: It may be necessary to create individual ACH files by standard entry class; PPD, CCD, or CTX (you will be notified by your bank if this is the case). Only the vendors assigned the same standard entry class in Setup > Vendors > ACH Payments would be selected and then steps 1-13 of the Create ACH File process would be repeated for the other standard entry classes.

5. Click **Create**.
6. Select or enter a **Transmission Date**.
7. The **Transmission Time** will display the current system time. This time can be changed.
8. Select or enter an **Effective Entry Date**.
9. In the **Save To Folder & File Name** box, the file path and name (filepath/Prefix-YYYYMMDD-x.ext (defined in steps 21-22 in the Setup Bank Account Information section above) where the x increments for each file created that day) will display from the **Setup > Accounts > Accounts > ACH/Direct Deposit** tab ACH Information section.
10. Select the value that should be used to fill the **Immediate Origin** field in the ACH file:
  - » **Use Bank Routing Number** - The Immediate Origin field will be filled with the account's routing number from the Detail tab prefixed with a space, i.e. " 999999999".
  - » **Use Federal EIN Number** - The Immediate Origin field will be filled with the company's/fund's Federal Tax ID prefixed with a "1", i.e. "1999999999".



» **Use Custom Number** - The Immediate Origin field is filled with the user-defined alphanumeric value entered into the Custom field. The value is prefixed with Zeros to a maximum of 10 characters, i.e. "09999999999".

11. If you select Use Custom Number in Step 8, enter the **Custom** alphanumeric value to fill the Immediate Origin field with.
12. Click **Create**.
13. At the file has been created successfully message, click **OK**.

### Create an ACH File

1. Select **Processes > ACH Files > Create ACH File**.
2. In the **Company/Fund** box, select the company/fund you want to create an ACH file for.
3. Select the **Bank Account** number the ACH file should be created for.

Select	Date	Name (Last,First)	Entry Screen	Amount	Standard Entry Class
<input checked="" type="checkbox"/>	05/31/18	Timberline Supplies	Payments	500.00	PPD
<input checked="" type="checkbox"/>	05/31/18	Speed Racer Supplies	Payments	500.00	CTX
<input checked="" type="checkbox"/>	05/31/18	Pro Cast Supplies	Payments	400.00	CCD
<input checked="" type="checkbox"/>	05/31/18	Pro Cast Supplies	Payments	300.00	CCD
<input checked="" type="checkbox"/>	05/31/18	Ice Man Supplies	Payments	200.00	PPD
<input checked="" type="checkbox"/>	05/31/18	Ice Man Supplies	Payments	100.00	PPD

Unselect All Edit Create

Total Amount in Transmission File 2,000.00 Close

4. In the Standard Entry Class box, select a standard entry class (SEC) filter, or select All to display all ACH transactions.
  - » **PPD** (Preauthorized Pay/Deposit) - for credits and debits that process against consumer accounts for entries such as payments to vendors and direct deposit.
  - » **CCD** (Corporate Credit or Debit) - for credit and debit entries processed against non-consumer accounts for transactions such as payments to vendors and collections from customers.
  - » **CTX** (Corporate Trade Exchange) - use CTX, like CCD, to facilitate business-to-business transfer of funds as either debits or credits.
5. All invoices marked to be included in the ACH file will display. To unselect an invoice, click the **Select** check box or click **Unselect All** to remove the selection from all invoices.

Note: Invoices listed in this screen can be edited by clicking the Edit button from the Create ACH Files screen.

6. Click **Create**.

Note: Zero dollar payments will be excluded from ACH files and marked as Do Not Print when viewed in Transaction Search.

7. Select or enter a **Transmission Date**.
8. The **Transmission Time** will display the current system time. This time can be changed.
9. Select or enter an **Effective Entry Date**.
10. In the **Save To Folder & File Name** box, the file path and name (filepath/Prefix-YYYYMMDD-x.ext (defined in steps 21-22 in the Setup Bank Account Information section above) where the x increments for each file



created that day) will display from the **Setup > Accounts > Accounts > ACH/Direct Deposit** tab ACH Information section.

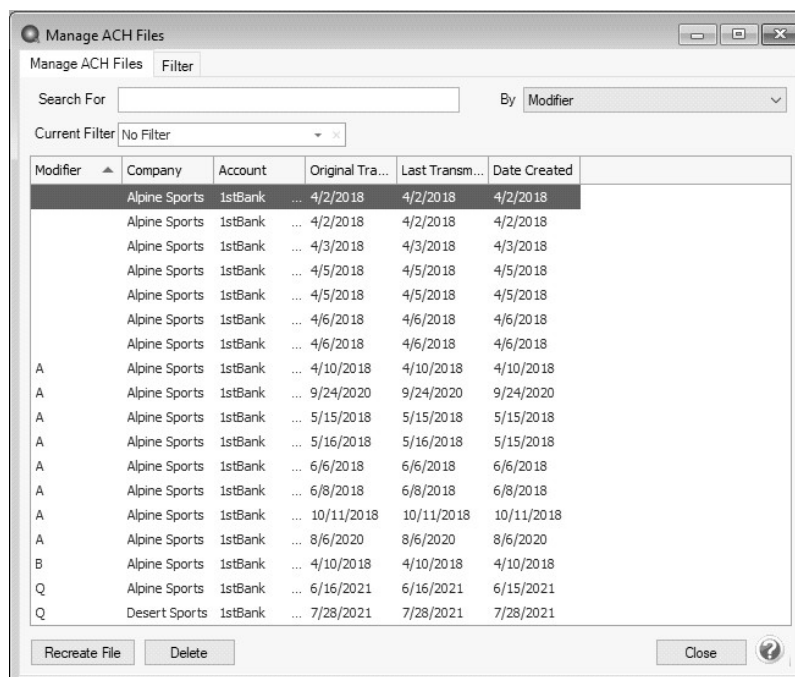
10. Select the value that should be used to fill the **Immediate Origin** field in the direct deposit file:
  - » **Use Bank Routing Number** - The Immediate Origin field will be filled with the account's routing number from the Detail tab prefixed with a space, i.e. "999999999".
  - » **Use Federal EIN Number** - The Immediate Origin field will be filled with the company's/fund's Federal Tax ID prefixed with a "1", i.e. "1999999999".
  - » **Use Custom Number** - The Immediate Origin field is filled with the user-defined alphanumeric value entered into the Custom field. The value is prefixed with Zeros to a maximum of 10 characters, i.e. "0999999999".
11. If you select Use Custom Number in Step 8, enter the **Custom** alphanumeric value to fill the Immediate Origin field with.
12. Click **Create Files**.
13. At the file has been created successfully message, click **OK**.

## Manage ACH Files

### Recreate an ACH File

If an ACH file is damaged, there were transmission errors, or it is accidentally deleted, the file can be recreated by following these steps:

1. Select **Processes > ACH Files > Manage ACH Files**.
2. On the **Manage ACH Files** tab, select the vendor/name and file you want to recreate the ACH file for.
3. Click **Recreate File**.



4. The **Original Transmission Date**, **Last Transmission Time**, and **Date Created** columns will default from the original ACH file.

5. In the **Save To Folder & File Name** box, the file path and name will display from the **Setup > Accounts > Accounts ACH/Direct Deposit** tab formatted with filepath/Prefix-YYMMDD-x.txt.
6. Select the value that should be used to fill the **Immediate Origin** field in the ACH file:
  - » **Use Bank Routing Number** - The Immediate Origin field will be filled with the account's routing number from the Detail tab prefixed with a space, i.e. "999999999".
  - » **Use Custom Number** - The Immediate Origin field is filled with the user-defined alphanumeric value entered into the Custom field. The value is prefixed with Zeros to a maximum of 10 characters, i.e. "0999999999".
  - » **Use Federal EIN Number** - The Immediate Origin field will be filled with the company's/fund's Federal Tax ID prefixed with a "1", i.e. "1999999999".
7. If you select Use Custom Number in Step 8, enter the **Custom** alphanumeric value to fill the Immediate Origin field with.
8. Click **Recreate File**.
9. At the file created successfully message, click **OK**.

#### Delete an ACH File

1. Select **Processes > ACH Files > Manage ACH/Direct Deposit Files**.
2. On the **Manage ACH Files** tab, select the vendor/name and file you want to delete the ACH file for.
3. Click **Delete**.

#### ACH Reports

To view or print reports that will provide information about the ACH transactions, select **Reports > Reports > ACH Transactions**.

- » **ACH Prepayment** - This report includes payment transactions that have been added to an ACH File during the payment entry or pay invoices due process.

View 1 of 1 Refresh 100% Find Next Close				
5/4/2018 11:07 AM				
Alpine Sports				
ACH Prepayment				
Page 1 of 1				
Transaction Date	Transaction Number	Name	Name Abbreviation	Amount
Alpine Sports Cash in Bank - Checking				
5/4/2018	000016	Alpine Credit Company	ALPCredit	238.00
<b>Totals</b>				<b>\$238.00</b>
Report Options				
Transaction Date: 1/1/2018 to 12/31/2018				

- » **ACH Payments Transmitted** - Provides a listing of the ACH payments included in a transmission file. The Total Amount should equal the posted status Totals. The number of payments should match the number of rows where the status is Posted. If any transaction that was included in a transmission file was edited after the file was created, then the report will indicate that in the "Transactions were edited after transmission file was created." section.

View ▾ | | | 100% | Find | Next | Close

5/4/2018 11:17 AM Alpine Sports ACH Payments Transmitted Page 1 of 1

General | Header | Footer | Columns | Groups & Sort | Filters | Footer

Name	Name Abbreviation	Transaction Date	Transaction Number	Status	Amount
Date Transmitted 5/4/2018 No. of Payments 2 Total Amount 1,300.00					
Alpine Sports Cash in Bank - Checking					
Alpine Credit Company	ALPCredit	5/4/2018	000012	Posted	50.00
Alpine Credit Company	ALPCredit	5/4/2018	000011	Posted	1,250.00
Totals					\$1,300.00
Date Transmitted 5/4/2018 No. of Payments 1 Total Amount 345.00					
Alpine Sports Cash in Bank - Checking					
Alpine Credit Company	ALPCredit	5/4/2018	000015	Posted	345.00
Totals					\$345.00
Date Transmitted 5/4/2018 No. of Payments 1 Total Amount 345.00					
Alpine Sports Cash in Bank - Checking					
Alpine Credit Company	ALPCredit	5/4/2018	000014	Posted	345.00
Totals					\$345.00

Report Options  
Last Transmission Date: 5/1/2018 to 5/31/2018

» **Transmission Files** - Lists the ACH transmission files created.

View 1 of 1 Refresh 100% Find Next Close							
5/4/2018 11:15 AM Alpine Sports ACH Transmission Files Page 1 of 1							
Last Transmission Date	Modifier	Effective Date	File Path	File Name	User Name	Number Of Payments	Total Amount Transmitted
Alpine Sports Cash in Bank - Checking							
5/4/2018	Q	5/5/2018	C:\Users\connies\Documents	ACH-20180504-1.bit	Administrator	2	1,300.00
5/4/2018	Q	5/4/2018	C:\Users\connies\Documents	ACH-20180504-2.bit	Administrator	1	345.00
5/4/2018	Q	5/4/2018	C:\Users\connies\Documents	ACH-20180504-3.bit	Administrator	1	345.00
Cash in Bank - Checking Totals						4	\$1,990.00
Alpine Sports Totals						4	\$1,990.00
Report Totals						4	\$1,990.00
Records included in total = 3							
Report Options							
Last Transmission Date: 4/1/2018 to 6/30/2018							

## Email Vendor Checks (Pay Advices)

### Setup

#### One Time Setup: Email Preferences

1. Select **File > Preferences > Email Setup > Email Setup**.
2. Select the **Database** tab.
3. Enter your **"To/From" Email Address**. This is the email address used for testing the SMTP settings and if there aren't any advices Sent "From" email addresses assigned under **Setup > General > Email Addresses**. See the *Sent From and Optional Email Addresses* section in this document for more information.

4. Once the To/From Email Address is entered, the system will try to auto fill the **Server** and **Port**. If it's unable to auto-fill the information, you'll have to get the information from your network administrator. They can also let you know what you should select in the **Require Login** and **Require secure connection (SSL/TLS)** fields.
5. Click **Test**. An email will be sent indicating the SMTP options have been set correctly. Verify that you received the CenterPoint: Testing SMTP Configuration email. See the [Email Setup](#) topic for additional information.



Note: If you didn't receive the email, then the settings in step 4 must be corrected.


6. Once the email is received, select **Save** in the Preferences screen.

Optional Setup - Define a Default Subject and Message for Emailed Checks (Advices) If you'd like to use the same e-mail Subject, Message, and Form each time you email a check (advice), it can be added to this preference. This preference also allows you to add Form Fields from the check (advice) data to the default Subject line or Message text.

1. Select **File > Preferences > Email Setup > Vendor Checks (Pay (Advices))**.
2. Select the **Database** tab.
3. Enter a default **Subject** and **Message**.
4. If you want to insert Form **Fields** into the Subject or Message of the email, click the **Fields** button at the location the form field should be inserted. The available Form Fields for sales orders are:

Company Abbreviation	Company Name	Company Address 1-3	Company Phone	Company Contact
Payee Abbreviation	Payee Name	Payee Contact	Check Date	Check Number
Check Amount	Memo 1	Memo 2		

- » For example, you can customize the default Subject and Message for emailed checks (advices) to include data fields from the checks (advices) data along with default text:
- In the **Subject** box, click **Fields**, select **Company Name**, type **Check Number:**, click **Fields** or type **[**, and then select **Check Number**.
  - In the **Message** box, type **Dear**, click **Fields** or type **[**, select **Payee Name**, and then type a **comma**.
  - In the **Message** box, type **Please find the attached Check #**, click **Fields** or type **[**, select **Check Number**, and then type a period.
  - In the **Message** box, type **Sincerely,**.
  - In the **Message** box, click **Fields** or type **[**, select **Company Contact**.

 Note: To create paragraphs, press your Ctrl and Enter keys at the same time.

- Select a default **Check Type** and **Stub Type** for emailing advices. The default form for vendor advices is the non-negotiable ACH Payment Advice form. This form will be used to format the PDF file that will be attached to the email.
- Click **Save**.

### Set Vendor Email/Print Defaults

Prior to emailing an advice to a vendor, the vendor file must include an email address and email form options on the Email/Print tab.

If your vendors don't currently have email addresses on the **Email/Print** tab in their record, use the following step to update their records individually.

- Select **Setup > Names > Names** or **Setup > Vendors**.
- Find the appropriate vendor and click **Edit**.
- Click on the **Email/Print** tab. Use the Email Addresses and Options section on this tab to set up multiple email addresses where advices can be sent for this vendor. You can also select how each email is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a

blind carbon copy, for example, the person sending the email may want to enter their own email address so they have an audit trail of emails sent ). The Email Addresses and Options settings will be used to set the default image on the Email button on the Payment entry screen. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.

The screenshot shows the 'Names' window with the 'Email/Print' tab selected. The 'Email Addresses and Options' section contains a table with columns for Name, Email Address, Invoices, Statements, Sales Orders, Purchase Orders, Checks (Advices), and Receipts. The row for 'Chuck Adams' shows 'chuck\_adams@yourcompa' as the email address and 'No Email' for all document types. Below this, the 'Print Options' section has dropdown menus for 'Print Customer Invoices' (No), 'Print Customer Statements' (No), 'Print Receipts' (No), 'Print Sales Orders' (Yes), and 'Print Purchase Orders' (Yes). At the bottom are 'Save', 'Cancel', and 'Close' buttons.

Name	Email Address	Invoices	Statements	Sales Orders	Purchase Orders	Checks (Advices)	Receipts
Chuck Adams	chuck_adams@yourcompa	Send "To..."	Send "To..."	Send "To..."	Send "To..."	Send "To..."	Send "To..."

Print Options:

Print Customer Invoices: No  
Print Customer Statements: No  
Print Receipts: No  
Print Sales Orders: Yes  
Print Purchase Orders: Yes

- 4. Click **Save**.

Set Sent From and Optional Email Addresses

The Setup > General > Email Addresses menu selection is used to set the name and email address checks (advices) are sent from. This menu allows you to select other Sent From email address for the different forms that you send via email.

You can optionally add email addresses where messages and attached documents can be sent to; including internal staff, outside accountants, or other addresses that are not related to the name/customer the transaction is entered for. You can also select how each email is to be sent, directly to the recipient, as a carbon copy, or as a blind carbon copy or set a default "From" email address for each document.

- 1. Select **Setup > General > Email Addresses**.

The screenshot shows the 'Email Addresses' window with the 'Email Addresses and Options' tab selected. The table has columns for Name, Email Address, Customer Invoices, Print/Email Checks/Invoices, Billing Statements, Sales Orders, Purchase Orders, Receipts, and Checks. The row for 'JoAnn Smith' shows 'jsmith@alpineports.' as the email address and 'No Email' for all document types. Below the table, the 'Salesperson Email Options' section has dropdown menus for 'Email Customer Invoices' (No Email) and 'Email Sales Orders' (No Email). At the bottom are 'Save' and 'Cancel' buttons.


Name	Email Address	Customer Invoices	Print/Email Checks/Invoices	Billing Statements	Sales Orders	Purchase Orders	Receipts	Checks
JoAnn Smith	jsmith@alpineports.	No Email	No Email	No Email	No Email	No Email	No Email	No Email

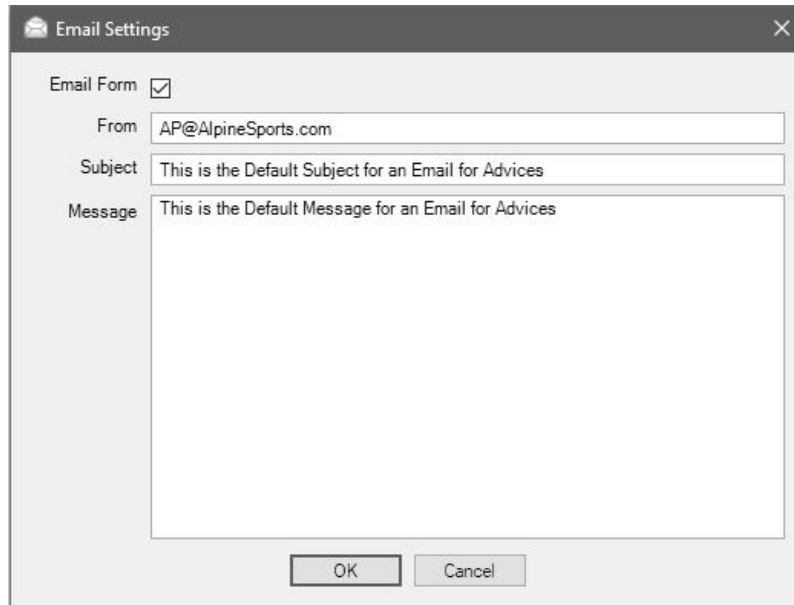
Salesperson Email Options:

Email Customer Invoices: No Email  
Email Sales Orders: No Email

- 2. Enter the **Name**, the **Email Address**, and select how checks (advices) should be sent, **No Email**, **Send "From..."** (the default e-mail address the check (advice) is sent from), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (blind carbon copy).


## Option 1: Email Advices During Creation of an ACH File

1. Follow steps prior to clicking Create an ACH File section in this document.
2. Select the Envelope icon .



The image shows a dialog box titled "Email Settings". It has a close button (X) in the top right corner. Inside the dialog, there is a section labeled "Email Form" with a checked checkbox. Below this, there are three text input fields: "From" with the value "AP@AlpineSports.com", "Subject" with the value "This is the Default Subject for an Email for Advices", and "Message" with the value "This is the Default Message for an Email for Advices". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

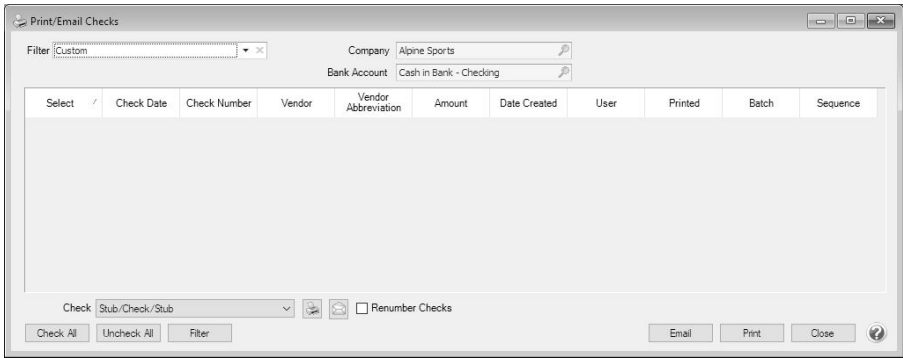
3. Select the **Email Form** check box to email advices for vendors/names with the Checks (Advices) column in the Setup Vendors > Email/Print tab or Setup > Names > Names > Email/Print tab set to Send "To".
4. The **From** box will display the Email Address from Setup > General > Email Addresses if the Checks (Advices) column is set to Sent "From", and can be changed.
5. The **Subject** and **Message** will display the default subject and message from File > Preferences > Email Setup > Vendor Checks (Advices) and can be changed.
6. Click **OK**. When the Email Form check box is selected on the Email Settings screen, the Envelope icon on the

Create ACH File screen will display with a green check mark on it .

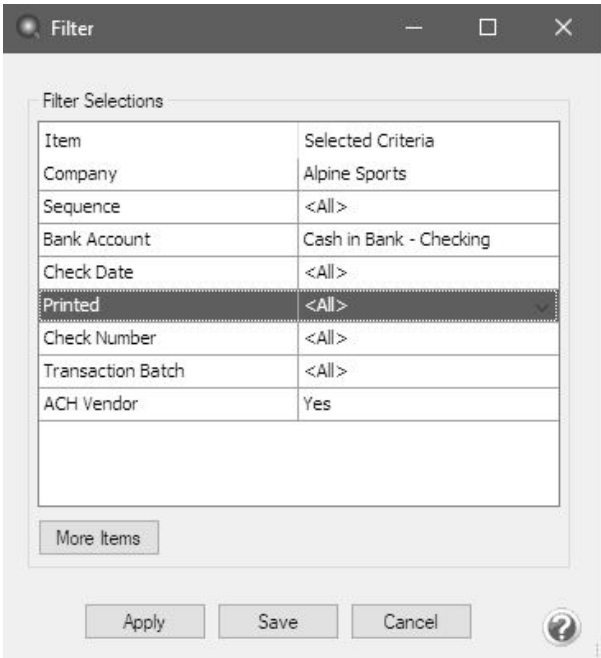
7. Follow steps 5-13 from the [Create an ACH File](#) section in this document.
8. A progress bar will display during the email advices process.
9. You will receive a *Process Completed Successfully* message when completed.
10. Click **OK**.

## Option 2: Mass Email Advices from Print/Email Checks

1. Select **Processes > Purchases > Print/Email Checks**.
2. If this is the first time entering this screen, the screen will not list any advices. After using the screen for the first time, the previous filter selection will automatically display.



3. If you would like to filter the list of advices that display, click the **Filter** button, select your filter criteria, and either **Apply** the filter to the list (you will see Custom in the Filter box) or **Save** the filter so you can select the named filter in the Filter box in the future. In the example below, the filter is set to display advices for Alpine Sports, for the Cash in Bank - Checking bank account, and for ACH Vendors and the filter was saved with the name ACH Advices to Email





Select	Check Date	Check Number	Vendor	Vendor Abbreviation	Amount	Date Created	User	Printed	Batch	Sequence
<input type="checkbox"/>	11/30/17	000011	Alpine Credit C	ALPCredit	87.00	4/25/2018 12:0	Administrator	<input checked="" type="checkbox"/>	Quick Transacti	Payments
<input type="checkbox"/>	04/24/18	000012	Alpine Credit C	ALPCredit	364.52	4/25/2018 12:0	Administrator	<input checked="" type="checkbox"/>	Quick Transacti	Payments

4. To select all advices for emailing, click **Check All** or select each advice you want to email. To unselect all advices from the printing selection, click **Uncheck All**.
5. Select the **Check** form type. If you are emailing advices, the suggested format is the non-negotiable ACH Payment Advice.
6. Click the **Envelope** icon to change the defaults set in File > Preferences > Email Setup > Vendor Checks (Pay Advices) for the Subject, Message, and Form.
7. Click **Email** to email the selected advices. Advices will be emailed and according to the email settings on the vendor.
8. You will receive a *Process Completed Successfully* message when completed.
9. Click **Close**.

### Frequently Asked Questions

**Q: When I'm setting up ACH in CenterPoint, should I be making modifications in the Advanced Settings?**

**A:** No, the majority of the time no changes are needed in the Advanced Settings. We recommend you only make changes in this area if a Red Wing technician has recommended it.

**Q: What is a pre-note?**

**A:** A pre-note is the commonly used term for an Automated Clearing House (ACH) prenotification. It is a zero dollar ACH entry that should be sent at least six banking days prior to the first live ACH file being sent. Under NACHA Operating Rules (also known as ACH rules), a pre-note's purpose is to "validate" the routing number and account number of the receiving bank or credit union.

**Q: How does the program know what format to use when emailing ACH advices?**

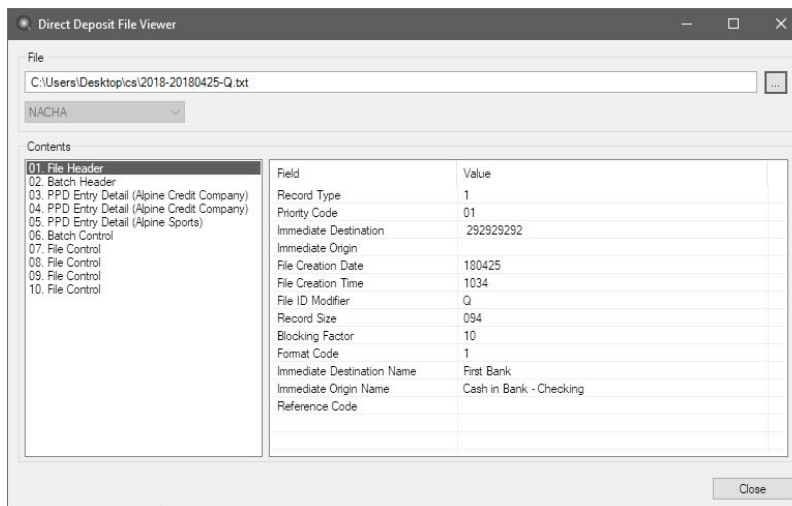
**A:** When advices are emailed, they will use the formats for the Check and Stub Type and options selected in **File > Preferences > Email Setup > Vendor Checks (Pay Advices)**.

**Q: Is there a way to view the contents of an ACH file generated by CenterPoint ?**

**A:** Yes, the contents of a NACHA, NACHA (Modified), or an ASCII direct deposit file can be viewed (no edit is allowed) by following these steps:

1. Select **Processes > ACH Files > ACH/Direct Deposit File Viewer**.
2. Select a **File** or drag-and-drop a file onto any part of the viewer window to select that file.

- Under Contents, on the left side of the screen, an overview of the file displays the different type of records, for example File Header, Batch Header, PPD Detail Entry, Batch Control File Control.



- Select one of the record types to display that record's information on the right. The PPD Detail Entry record will display for each vendor/name in the ACH file followed by the vendor/name, for example PPD Detail Entry (Alpine Credit Company).
- Click **Close**.

## Pay Invoices and/or Pay Liability Invoices Due

This topic explains how to select and pay multiple invoices due. Invoices can be selected for payment based on their due date or invoice date.



**Note:** if you prefer to print or review a report of invoices selected for payment prior to paying the invoices, please refer to the Pay Invoices Due/Process a Check Run with a Review Step topic.

## Pay Invoices Due

- On the **Processes** menu, point to **Purchases, Expenditures, or Payroll**, and then select **Pay Invoices Due**.

**Pay Invoices Due**

Fund: Street Fund  
 Bank Account: Street Fund Checking  
 Filter: All  
 Current Batch: No Batch

Find By Due Date: 05/15/2013  
 Payment Date: 05/15/2013  
 Current Balance: \$108,963.45  
 Check Number: 000001

Abbreviation	Vendor	Amount Due	Payment Amount	Pay	Discount Available	Discount Taken	Amount Due After Discount
	Bob's Hardware	\$ 0.00	\$ 425.00	<input checked="" type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 425.00
	All Area Telephon	\$ 0.00	\$ 96.25	<input checked="" type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 96.25

Discounts Taken  
 Account:   
 Amount: \$0.00

Total Due: \$0.00  
 Total To Be Paid: \$521.25  
 Vendors Paid: 2

Buttons: Post, Pay All, Reset, Expand Vendors, Expand Invoices, Options, Close

2. The criteria fields at the top of the **Pay Invoices Due** screen controls which invoices will be displayed below and available to be selected for payment.
  - » In the **Company/Fund** box, enter the company/fund name that you want to view open invoices for.
  - » In the **Bank Account** box, enter the bank account that will be decreased by this payment transaction.
  - » In the **Filter** box, select the type of invoices you want to display on the Pay Invoices Due screen, All, Accounts Payable, Payroll Liabilities, or Credit Card Liabilities.
  - » In the next filter box, select which vendor invoices should display.
  - » In the **Current Batch** box, specify a batch if you want to add these payments to a batch. See Batch Transactions document
  - » There are three options available for the **Find By** field (**Find by Due Date**, **Find by Invoice Date**, **Find by Discount Due Date**). Choose the appropriate option by clicking on the **Options** button at the bottom of the screen (the option that was selected the last time you paid invoices due will display). Once an option is selected, enter the appropriate date in the **Find By** field.
  - » In the **Payment Date** field, enter the date to use on the printed checks.
  - » Verify the first **Check Number** (Advice Number).
3. All open invoices that meet the criteria selected in step 1-2 will display for all vendors in the **Pay Invoices Due** grid (outstanding invoices that are on hold will not display).
  - » To see all open invoices for the vendors displayed, click **Expand Vendors**. To see all open invoice detail for the vendors displayed, click **Expand Invoices**.
  - » If you want to see any changes that may have been made to invoice amounts, for example if the Pay Invoices Due screen was left open and a transactions was changed, right-click on the grid and select **Refresh**. The grid will be cleared and redisplayed using the information from the top of the screen.
4. Begin selecting which invoices to pay. There are various ways invoices can be selected to pay:
  - » Click on the **Pay All** button to select all invoices for all vendors displayed.
  - » To select all invoices for a single vendor, select the **Pay** box for that vendor.

To select individual invoices for a single vendor;

1. Click on the **+** button for the appropriate vendor to display all of the open invoices for that vendor.

The screenshot shows the 'Pay Invoices Due' window. At the top, there are fields for Company (Alpine Sports), Bank Account (Checking), and Filter (All). Below these are fields for Find By Due Date (09/30/2021), Payment Date (09/30/2021), Current Balance (-\$805,198.75), and Check Number. The main table lists vendors and their invoices. The 'Pay' column has checkboxes for each invoice. The 'Total Due' box shows \$520.47, and the 'Total To Be Paid' box shows \$0.00. The 'Vendors Paid' box shows 0.

Abbreviation	Vendor	Amount Due	Payment Amount	Pay	Discount Available	Discount Taken	Amount Due After Discount	Discount Date	Original Vendor	Original Vendor Abbreviation	Separate Checks
BigProfit	Big Profit Investm	\$ 443.70	\$ 0.00	<input type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 443.70				
08/02/21	00229	\$ 339.30	\$ 0.00	<input type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 339.30	01/01/94			1st Check
Invoice / Ref #	Account	Amount Due	Payment Amount	Pay	Discount Available	Discount Taken	Amount Due After Discount	Discount Date	Adjustment Amount		
401K Payable		\$ 339.30	\$ 0.00	<input type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 339.30	01/01/94	\$ 0.00		Adjustment
08/02/21	00227	\$ 104.40	\$ 0.00	<input type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 104.40	01/01/94			1st Check

Discounts Taken: Account, Amount \$0.00

Total Due: \$520.47  
Total To Be Paid: \$0.00  
Vendors Paid: 0

2. Place a check mark in the **Pay** box for each invoice that should be paid.


» To partially pay an invoice, enter the amount to be paid in the **Payment Amount** field for that particular invoice.

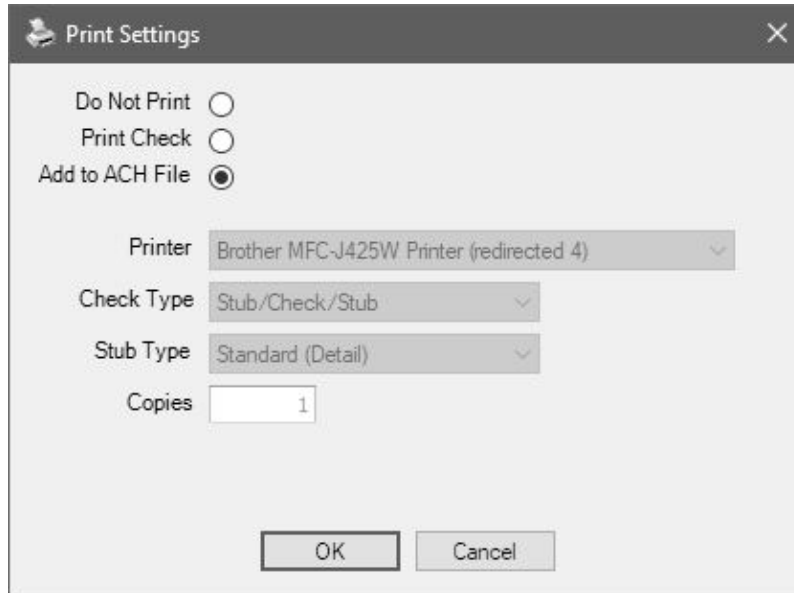


Note: If you edit a payment that has partially paid invoices that have been placed on hold, a yellow message bar will be displayed at the top of the edit screen indicating that the payment cannot be edited.

- » If the amount owed is different than the invoices total (For example, it is not uncommon for the invoices created during a pay run (for payroll liabilities) to differ slightly from the actual amount owed due to rounding.) the payment amount can be adjusted. If the amount owed is different, click on the **Adjustment** button for the invoice(s) and enter the amount you want to pay in the **Actual Amount To Pay** box. The adjustment amount will display in the Adjustment box. Enter the **ExpenseAccount** that the adjustment amount will post to, and then click **OK**.
- » If you want to print multiple checks to the same vendor in a check run, in the **Select Checks** drop-down list, select which check the invoice should be included on **1st Check - 5th Check**.
- » If you want to pay multiple funds from one fund with a shared bank account, the **File > Preferences > Vendor Invoices > One Payer Fund for Multiple Funds** must be set to **Yes**.

5. The **Total Due** box displays the total of all of the unselected open invoices in the Pay Invoices Due grid.
6. The **Total To Be Paid** box displays the total of all open invoices selected to be paid in the Pay Invoices Due grid.
7. The **Vendors Paid** box displays the total number of vendors paid in the Pay Invoices Due grid.
8. Click the **Print** button (an image of a printer displays on the button. A green check mark means the check will be printed and a red X means the check will not be printed). The selections set in ( **File > Preferences > Vendor Invoices > Printing - Checks** will display. To override the Print button default, change the settings on the Print Settings screen . Select the Print Check check box if you want to immediately print a check for the payments when you click Post. To set your default for the Print button, right-click on the button and select Set As Default.

- » When the filter is used to *Include ACH vendors only*, the ACH icon will replace the Printer icon. Click the ACH icon  to display the Print Settings screen.



The Print Settings dialog box contains the following options:

- Do Not Print** ☐
- Print Check** ☐
- Add to ACH File** ☒
- Printer**: Brother MFC-J425W Printer (redirected 4)
- Check Type**: Stub/Check/Stub
- Stub Type**: Standard (Detail)
- Copies**: 1
- OK** and **Cancel** buttons at the bottom.

- » Select **Add to ACH File** to make an electronic payment. Click **OK**. For more information, see the [ACH: Setup & Processing](#) document.



Note: If you changed the Check Type or Stub Type selections on the Print Settings screen, your selections will not be saved with the defaults.

9. Click **Post** to save the payment transactions and print checks (if you selected to do so.)
  - » If you have 13 or more detail lines in a payment transaction, the *About to begin printing overflow sheets, click OK to continue* screen message displays. The first time the screen displays, the printer selected is the same as you selected in Preferences > Printing > Check Printing Settings. Select the printer to print overflow stubs to if it is a printer other than the printer you print checks to. Select the Number of Copies to print. If the printer or number of copies is changed, the selections are saved and will display for future overflow stubs. Click **OK**. All of the detail lines will print on an overflow sheet and the check stub will print "The information to be printed exceeded the available space. Please see attached detail sheet." Check Stub detail lines will be in the same order as they were entered in the transaction grid.
  - » If one or more negative checks are posted, a message will display that warns you so you can go back and change their sequence number to a non-check sequence number. Negative checks do not print, but they will use a check sequence number. Changing to a non-check sequence number ensures that check numbers will not be used.

## Pay Invoices Due and/or Pay Liability Invoices Due with a Review Step

This topic explains how to select these invoices for payment, print a list of the selected transactions and print the checks. Invoices can be selected for payment based on their Due Date, Discount Date or Invoice Date. The Prepayment Report allows you to review the invoices to be paid, prior to printing the checks.

### [Step A - Selecting Invoices for Payment](#)

### [Step B - Print/Preview the Prepayment Report](#)

### [Step C - Print Checks](#)



**Note:** if you prefer to print the checks immediately after selecting the invoices (skipping the review step) please refer to the Pay Invoices Due/Process a Check Run topic.

## Step A - Selecting Invoices for Payment

1. On the **Processes** menu, point to **Purchases, Expenditures** or **Payroll**, and then select **Pay Invoices Due**.

Abbreviation	Vendor	Amount Due	Payment Amount	Pay	Discount Available	Discount Taken	Amount Due After Discount
	Bob's Hardware	\$ 0.00	\$ 425.00	<input checked="" type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 425.00
	All Area Telephone	\$ 0.00	\$ 96.25	<input checked="" type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 96.25

2. The criteria fields at the top of the **Pay Invoices Due** screen controls which invoices will be displayed below and available to be selected for payment.
  - » In the **Company/Fund** box, enter the company/fund name that you want to view open invoices for.
  - » In the **Bank Account** box, enter the bank account that will be decreased by this payment transaction.
  - » In the **Filter** box, select the type of invoices you want to display on the Pay Invoices Due screen; All, Accounts Payable, Payroll Liabilities, or Credit Card Liabilities.
  - » In the next filter box, select which vendor invoices should display.
  - » In the **Current Batch** box, select a batch.

- » There are three options available for the **Find By** field (**Findby Due Date**, **Find by Invoice Date**, **Find by Discount Due Date**). Choose the appropriate option by clicking on the **Options** button at the bottom of the screen (the option that was selected the last time you paid invoices due will display). Once an option is selected, enter the appropriate date in the **Find By** field.
  - » In the **Payment Date** field, enter the date to use on the checks.
  - » Verify the first **Check Number** (Advice Number).
3. All open invoices that meet the criteria selected in step 1-2 will display for all vendors in the **Pay Invoices Due** grid (outstanding invoices that are on hold will not display).



**Note:** When you expand invoices to the lowest level for a vendor, you can determine if the payroll liability is a 941, 943, or Other liability in the Liability Type column. If the Liability Type column is not displayed, right-click, select Add/Remove Columns, select Liability Type, and then click OK.

4. If you want to see any changes that may have been made to invoice amounts, for example if the Pay Invoices Due screen was left open and a transactions was changed, right-click on the grid and select **Refresh**. The grid will be cleared and redisplayed using the information from the top of the screen.
- » To see all open invoices for the vendors displayed, click **Expand Vendors**. To see all open invoice detail for the vendors displayed, click **Expand Invoices**.
5. Begin selecting which invoices to pay. There are various ways invoices can be selected to pay:
- » Click on the **Pay All** button to select all invoices for all vendors displayed.
  - » To select all invoices for a single vendor, select the **Pay** box for that vendor.

To select individual invoices for a single vendor;


1. Click on the **+** button for the appropriate vendor to display all of the open invoices for that vendor.

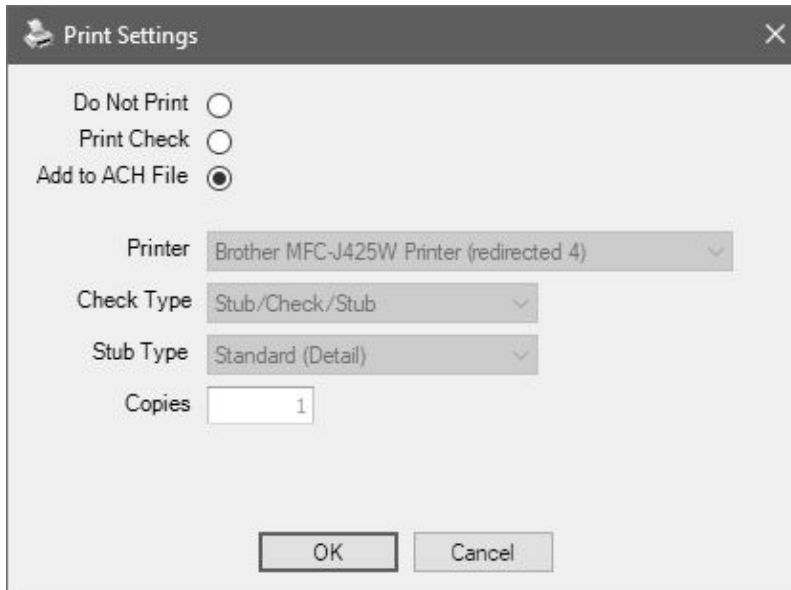
2. Place a check mark in the **Pay** box for each invoice that should be paid.
- » To partially pay an invoice, enter the amount to be paid in the **Payment Amount** field for that particular invoice.



**Note:** If you edit a payment that has partially paid invoices that have been placed on hold, a yellow message bar will be displayed at the top of the edit screen indicating that the payment cannot be edited.



- » If the amount owed is different than the invoices total (For example, it is not uncommon for the invoices created during a pay run (for payroll liabilities) to differ slightly from the actual amount owed due to rounding.) the payment amount can be adjusted. If the amount owed is different, click on the **Adjustment** button for the invoice(s) and enter the amount you want to pay in the **Actual Amount To Pay** box. The adjustment amount will display in the Adjustment box. Enter the **ExpenseAccount** that the adjustment amount will post to, and then click **OK**.
  - » If you want to print multiple checks to the same vendor in a check run, in the **Select Checks** drop-down list, select which check the invoice should be included on **1st Check - 5th Check**.
  - » If you want to pay multiple funds from one fund with a shared bank account, the **File > Preferences > Vendor Invoices > One Payer Fund for Multiple Funds** must be set to **Yes**.
6. If any invoices have discounts available, they will automatically be taken. The totals will be listed in the **Discounts Taken** field.
  7. The **Total Due** box displays the total of all of the unselected open Accounts Payable invoices in the Pay Invoices Due grid.
  8. The **Total To Be Paid** box displays the total of all open Accounts Payable invoices selected to be paid in the Pay Invoices Due grid.
  9. The **Vendors Paid** box displays the total number of vendors paid in the Pay Invoices Due grid.
  10. Click the **Print** button. (An image of a printer displays on the button. A green check mark means the check will be printed and a red X means the check will not be printed.) The selection set in File > Preferences > Printing > Checks is will display and can be changed.. Select whether you want to immediately print a check for the payments when you click Post. To set your default for the Print button, right-click on the button and select Set As Default. To override the Print button default, click the Print button and change the settings on the Print Settings screen.
    - » When the filter is used to *Include ACH vendors only*, the ACH icon will replace the Printer icon. Click the ACH icon  to display the Print Settings screen.



The image shows a 'Print Settings' dialog box with a printer icon and a close button (X) in the title bar. Inside the dialog, there are three radio buttons: 'Do Not Print' (unselected), 'Print Check' (unselected), and 'Add to ACH File' (selected). Below these are four dropdown menus: 'Printer' (set to 'Brother MFC-J425W Printer (redirected 4)'), 'Check Type' (set to 'Stub/Check/Stub'), 'Stub Type' (set to 'Standard (Detail)'), and 'Copies' (set to '1'). At the bottom are 'OK' and 'Cancel' buttons.



- » Select **Add to ACH File** to make an electronic payment. Click **OK**. For more information, see the [ACH: Setup & Processing](#) document

11. Click **Post** to finish saving these selected transactions.



Note: If one or more negative checks are posted, a message will display that warns you so you can go back and change their sequence number to a non-check sequence number. Negative checks do not print, but they will use a check sequence number. Changing to a non-check sequence number ensures that check numbers will not be used.

### Step B - Print or Review the Prepayment Report

You can verify the invoices you have selected for payment by printing the **Accounts Payable Prepayment** report from **Reports > Reports > Transaction Reports > Batch Transactions**.



Note: The invoices selected to be paid can easily removed or edited in the batch, by clicking on the **Processes > Batch Transactions > Transaction Activity** tab prior to posting.

### Step C - Print Checks

1. To print checks for the invoices that were previously selected, click on **Processes > Batch Transactions**.
2. Select the batch that was assigned in step 2 of the Selecting Invoices for Payment procedure and click **Post**. The Post process will initiate the check printing process.

## Exchange Goods/Services for Payment

Occasionally you may provide goods and/or services to a vendor in exchange for items that you have purchased from them. When this type of situation transpires, three transactions are required. One that records the items that were purchased, a second for the items that were sold, and a third that clears the two amounts so those invoices are not awaiting payment.

[Step 1: Enter A/P Invoice for Purchases](#)

[Step 2: Enter A/R Invoices for Sales](#)

[Step 3: One-Time Setup](#)

[Step A: Create an Exchange Account](#)

[Step B: Setup a Payment Type](#)

[Step 4: Mark the A/P Invoice as Paid in Exchange for the Goods/Services](#)

[Step 5: Mark the A/R Invoices as Paid in Exchange for Goods/Services Received](#)

### Step 1: Enter A/P Invoice for Purchases

When items are purchased from the vendor, an invoice would be entered the same as any other purchase. Please refer to the *Enter a Vendor Invoice* topic for step-by-step instructions for entering A/P Invoices into the system.

## Step 2: Enter A/R Invoices for Sales

When items are sold to this same company/fund, a customer invoice should be entered for the goods/services. This is entered as an unpaid invoice. Please refer to the *Enter Unpaid Sales Invoice* topic for step-by-step instructions for entering an A/R Customer Invoice.

## Step 3: One-Time Setup

### Step A: Create an Exchange Account

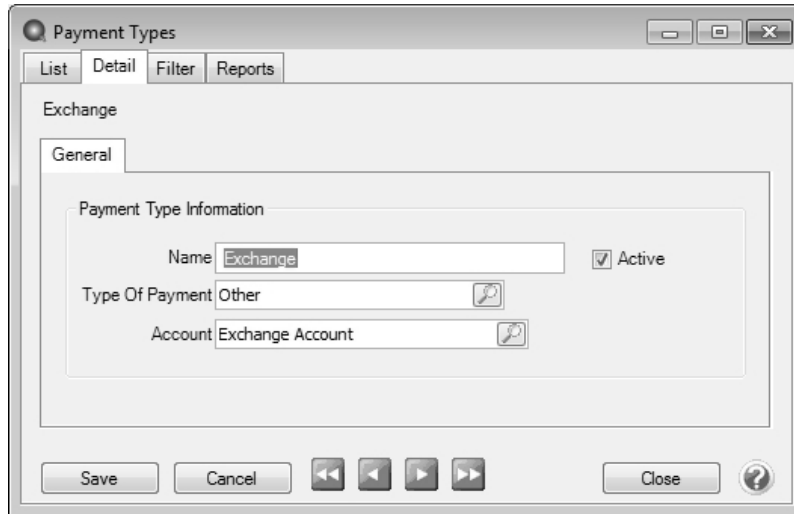
This account will not carry a balance and is used to simply clear amounts for invoices that were paid for by exchanging goods/services instead of cash.

1. Select **Setup > Accounts > Accounts**. Click **New**.

2. Specify an appropriate number for this new **Account**. This is optional if you do not use account numbers.
3. Specify "**Exchange Account**" or something similar in the **Name** field.
4. Select **Assets** in the **Type** field, and **Cash** in the **Category** field. Click **Save**.

### Step B - Setup a Payment Type

1. Select **Setup > General > Payment Types**. Click **New**.



The **Payment Types** dialog box is shown with the **Detail** tab selected. The **Exchange** section is active, and the **General** sub-tab is selected. The **Payment Type Information** section contains the following fields:

- Name:** Exchange
- Type Of Payment:** Other
- Account:** Exchange Account
- Active:** ☒

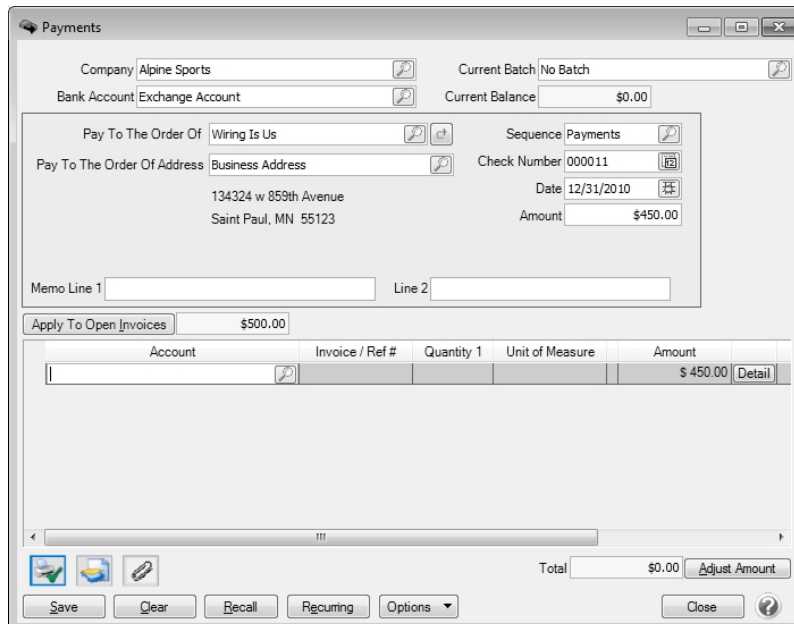
At the bottom, there are buttons for **Save**, **Cancel**, navigation arrows, **Close**, and a help icon.

2. Enter "**Exchange**" or something similar in the **Name** field.
3. In the **Type of Payment** field, select **Other** as you will not be receiving cash or check payments for these A/R invoices.
4. Specify your **Exchange Account** (setup in Step A) in the **Account** field.

#### Step 4: Mark the A/P Invoice as Paid in Exchange for the Goods/Services

In the example shown in Step 4 and 5, an electrician was hired to do \$500 worth of wiring and the electrician purchased \$450 in services from the Alpine Sports company. Both the A/R and A/P invoices have already been entered to record that purchase and sale. Below we'll mark the A/P invoice paid in exchange for what was sold.

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



The **Payments** dialog box is shown. The **Company** is **Alpine Sports** and the **Bank Account** is **Exchange Account**. The **Current Batch** is **No Batch** and the **Current Balance** is **\$0.00**.

The **Pay To The Order Of** field is **Wiring Is Us**. The **Pay To The Order Of Address** field is **Business Address**. The address is **134324 w 859th Avenue, Saint Paul, MN 55123**. The **Sequence** is **Payments**, the **Check Number** is **000011**, the **Date** is **12/31/2010**, and the **Amount** is **\$450.00**.

The **Memo Line 1** and **Line 2** fields are empty.

The **Apply To Open Invoices** field is **\$500.00**.

Account	Invoice / Ref #	Quantity 1	Unit of Measure	Amount	
				\$ 450.00	<a href="#">Detail</a>

The **Total** is **\$0.00**. There is an **Adjust Amount** button. At the bottom, there are buttons for **Save**, **Clear**, **Recall**, **Recurring**, **Options**, and **Close**.

2. Select the **Exchange Account** in the **Bank Account** field.
3. Specify the appropriate **Vendor in the Pay to the Order Of** field.
4. Select the **Apply to Open Invoices** button.

5. In the **Payment Amount** field, specify the amount that is being "paid" by the exchange.
6. Either click **Apply** (to have the system automatically select the invoices to be paid) or use the **Pay** boxes to select the invoices manually.
7. Click **OK** to return to the main Payments screen.
8. Select **Save**.

#### Step 5: Mark the A/R Invoices as Paid in Exchange for Goods/Services Received

1. Select **Processes > Sales > Receipts**.

2. Select the customer in the **Received From** field.
3. In the **Payment Type** field, select the **Exchange Type**.
4. Select the **Apply to Open Invoices** button.

Invoice Date	Reference #	Amount Due	Payment Amount	Pay	Due Date	Discount Available	Discount Taken	Amount Due After Discount	Discount
12/03/10	000074	\$39.92	\$450.00	<input checked="" type="checkbox"/>	12/03/1	\$0.00	\$0.00	\$489.92	01/01/80

5. Specify the amount that is being exchanged for payment in the **Receipt Amount** field.
6. Either click **Apply** (to have the system automatically select the invoices to be paid) or use the **Pay** boxes to select the invoices manually.
7. Click **OK** to return to the main Receipts screen.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

8. Select **Save**.

## Using the Check Form Designer to Print on Blank Check Stock (MICR Encoding)

This topic explains how to use the Check Form Designer to print accounting and payroll checks onto blank check stock. The Check Form Designer allows you to completely customize the layout of your check. You can choose which information to include and where on the check it prints. You can also add your company/fund logo, include electronic signatures, and enable MICR encoding.

### Prerequisite

The CenterPoint Check Form Designer module must be purchased and installed.

There are five steps to creating a customized check:

- [1. Import Company/Fund Logo \(optional\)](#)
  - [2. Setup Signatures \(optional\)](#)
  - [3. Setup Company/Fund Bank Information](#)
  - [4. Customize Check Layout/Turn on MICR Encoding](#)
  - [5. Set Printing Preferences](#)
- [Frequently Asked Questions](#)
- 

### Step 1: Import Company/Fund Logo (optional)

You can import your company/fund logo into CenterPoint and print it on AP and Payroll Checks. This is an optional step.

1. Select **Setup > Companies/Funds**. Highlight your company/fund and click **Edit**.
2. In the **Company Logo** area, click on **Import**.
3. Select the file for your logo and click **Open**.
4. Click **Save**.

### Step 2: Setup Signatures (optional)

You can electronically sign checks with signatures imported into CenterPoint. You can assign two signatures per bank account and choose to include one or both signatures on a custom check design. Setting up Signatures is a two step process; importing and then setting security policies can be set to limit access to the signatures to only authorized users.

#### Step A. Import Signatures

1. Select **Setup > Signatures**. Click **New**.
2. Enter an **Abbreviation** and **Name** for this signature.
3. Select the **Company/Fund** this signature is for.
4. Click **Import**. Select the file for this signature and click **Open**.
5. Click **Save**.
6. Repeat steps 1-5 for each signature that will be used on payroll or accounting checks.

The 'Signatures' window has tabs for List, Detail, Filter, and Reports. The 'Detail' tab is active, showing information for 'CT'. Under 'General', the 'Signature Information' section includes fields for Abbreviation (Sig 1), Name (CT), and Company (CenterPoint Ranch). Below this is the 'Signature Image' section, which displays a sample signature and an 'Import' button. At the bottom of the window are 'Save', 'Cancel', and 'Close' buttons, along with navigation arrows.

#### Step B. Setup Security Policies for Signatures



Note: Database Security must already be setup. See the document Users & Security for more information on setting up database security. Signatures will not be included on checks printed by a user who does not have access to the company's/fund's signatures.

1. Select **File > Security > Security Policies**.
2. Expand **Setup > Signatures > Allow Signatures by Company/Fund**. Highlight the company/fund you are setting security for.
3. To the right, select whether or not to allow access for each user group.

The 'Security Policy Assignments' window shows a tree view on the left with the following structure: File, Help, Printing, Processes, Reporting Tools, Reports, Setup, Accounts, Budgets, Companies, Employees, Fixed Assets, Forms Designer, General, Names, Payroll Details, Profit/Production Centers, Projects, Reminders, Signatures, Allow Signatures, Allow Signatures By Company, and CenterPoint Ranch. The 'CenterPoint Ranch' item is selected. On the right, the 'Description' is 'To allow Signatures by certain companies'. Below this, a table titled 'Grant or Deny access to all Setup Policies.' shows the 'Allow Access' for the 'Public' user group is set to 'Yes'.

User Groups	Allow Access
Public	Yes

### Step 3: Setup Company/Fund Bank Information

Additional information about your bank account is necessary in order for CenterPoint to print all the required information onto blank check stock, including the MICR encoding.

1. Select **Setup > Accounts > Accounts**. Highlight your checking account and click **Edit**. Select the **Detail** tab.
2. In the **Company/Fund Specific Detail Information**, highlight the appropriate company/fund in the box to the left. Enter any information you will need to print on your checks.

- » Bank Description Line 1 – Enter the name of your bank
  - » Bank Description Lines 2-4 (Optional) – Additional bank information, usually address.
  - » Bank Routing Number – Your bank's routing number, needed for MICR encoding.
  - » Bank Account Number – Your bank account number, needed for MICR encoding.
  - » Fractional Code – Number assigned to your bank. Allows the bank to be identified if the routing number is not readable.
  - » Signature Line 1 – Select a signature to print if you wish to electronically sign checks.
  - » Signature Line 2 – Select a second signature if you wish to print two signatures on checks.
3. Click **Save**.

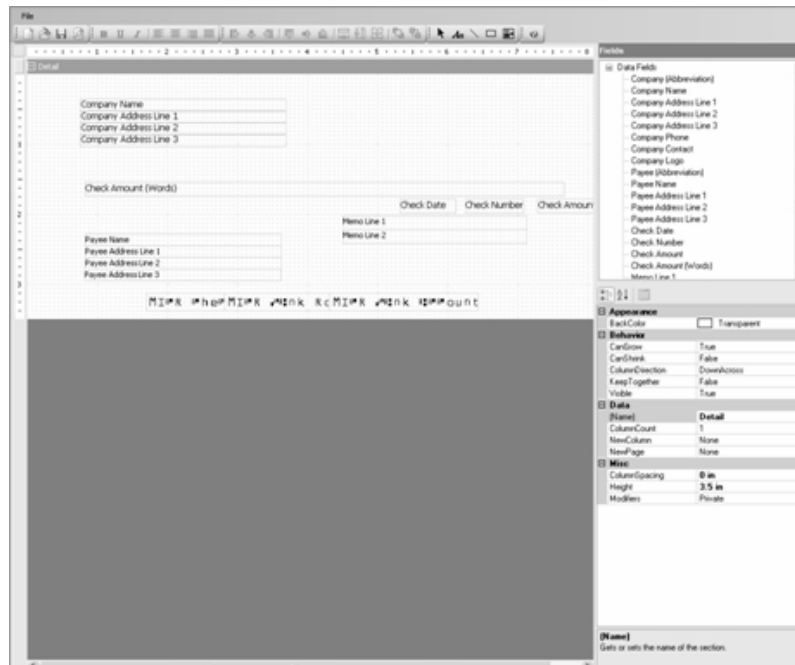


## Step 4: Customize the Check Layout

1. Select **Setup > Forms Designer > Check Form Designer**.
2. Go to **File > Open**, highlight the default stub types that you would like to customize and click **Open**. This will serve as a starting point for your custom check layout.



Note: CenterPoint does not have a Stub/Stub/Check (bottom check) option by default; however it is possible to set this up as a custom option. Open any of the default check types, then click on **File > Settings**. Select **Stub/Stub/Check**, click **OK**.



3. The fields on the check can be dragged, resized, or deleted. The details of the field, including font, color, and alignment can be changed in the lower right-hand portion of the screen.
4. New fields can be added to the check by dragging them from the fields list in the upper-right hand portion of the screen. Some common fields to add are:
  - » Company/Fund Logo
  - » Signatures
  - » Bank Description
  - » Bank Fractional Code
5. When printing on blank check stock, there are likely to be text fields and lines that need to be added to your check. For example: "Pay to the order of" or a signature line.
  - » To add text, click on the **Aa** button on the toolbar. Then click and drag with your mouse on the check layout to create a text box. This box can be resized and dragged to the correct position. Change the text in the box from "Label" to the correct text in the details section in the lower right-hand portion of the screen.

» To add a line, click on the \ button on the toolbar. Click and drag on the check layout to create a line. The line can be resized and repositioned. The style and weight of the line can be changed in the details in the lower right-hand portion of the screen.

6. The three fields for the MICR encoding are included on the check in the correct position. By default these fields are hidden and do not print. To print these fields, select them on the check layout and in the lower right-hand portion of the screen, change the behavior **Visible** to **True**.



Note: In order for MICR checks to be accepted by your bank, you will need to purchase MICR toner cartridges for your printer.

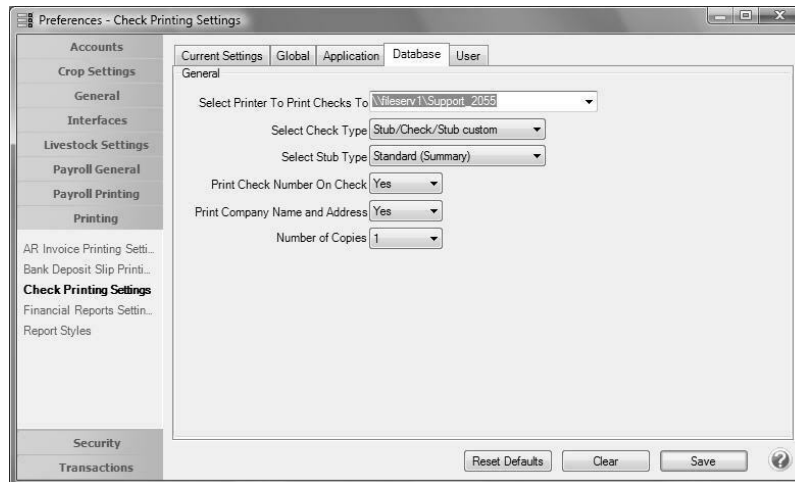
7. At any time, to see a preview of what your custom check will look like, select **File > Preview**. Please note that logos do not display in the preview and signatures will just show "Signature."

8. When you are finished customizing the check layout, go to **File > Save**. Enter a **Name** for your new layout and click **Save**.

### Step 5: Set Printing Preferences

Before CenterPoint can begin using your custom check layout, the Printing Preferences need to be changed to use your new check type. You can choose to use the new type for both Accounting and Payroll checks.

1. Select **File > Preferences > Vendor Invoices > Printing - Checks > Database** tab for accounting checks or **File > Preferences > Payroll > Printing - Checks > Database** tab for Payroll checks.
2. Change the **Select Check Type** to your new custom type.
3. Make sure **Print Check Number on Check** and **Print Company/Fund Name** are both changed to **Yes**.
4. Click **Save**.



CenterPoint will now use your custom check layout when printing checks. To test this layout on your check stock, reprint a few checks by selecting Processes > Purchases > Print/Email Checks/Invoices or Processes > Reprint Payroll Checks/Advices. Changes can be made to your custom check layout by selecting Setup > Forms Designer > Check Forms Designer and opening your custom check type.

## Frequently Asked Questions

**Q:** I have created a custom check layout. Is it possible to use this layout in more than one database?

**A:** Yes! When you create a custom check layout is only available in the database it was created in. However, you can export the check type and import it into another database.

1. Select **Setup > Forms Designer > Check Form Designer** in the database with the new check layout.
2. Select **File > Open** and open your custom check type.
3. Select **File > Save File As**. Choose a location on your computer to save the file to and click **Save**.
4. Open the database you want to import the check layout into. Select **Setup > Forms Designer > Check Form Designer**.
5. Select **File > Open File**.
6. Choose the file you saved in Step 3. Click **Open**.
7. Select **File > Save** and save this check layout in the new database.

**Q:** Where can I purchase blank check stock and MICR toner cartridges?

**A:** Blank Check stock and MICR toner cartridges can be purchased from Computer Forms, Incorporated, our preferred forms provider. In CenterPoint, select **Help > Order Checks and Forms** or call 1-800-458-0158.

## Print/Reprint Checks or Email/Resend (Advices)

Checks can be printed and reprinted and advices can be emailed or resent in CenterPoint. CenterPoint allows you to print your checks at the time you save the transaction entry. You can also choose to print/reprint multiple checks or email/resent multiple ACH (advices) after transaction entry via the Print/Email Checks screen. If you choose to email/resent checks (advices) a non-negotiable advice will be attached to an e-mail as a PDF file using the selected form design. During the reprint process, you can choose to keep the original check number or assign a new check number. There are also additional options for reprinting/resending checks (advices) defined in this document.

### [One Time Setup: Email Preferences](#)

[Optional Setup: Define a Default Subject and Message for Emailed Checks \(Advices\)](#)

[Set Customer Email/Print Defaults](#)

[Set Sent From and Optional Email Addresses](#)

[Printing a Check During Entry](#)

[Printing or Emailing Multiple Checks \(Advices\)](#)

[Reprint/Resend Checks \(Advices\)](#)

[Option 1: Reprint/Resend Checks \(Advices\) from Print/Email Checks](#)

[Option 2: Reprint/Resend Transactions from Transaction Search](#)

[Option 3: Reprint/Resend From Report Drill Downs](#)

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One Time Setup: Email Preferences

1. Select **File > Preferences > Email Setup > Email Setup**.
2. Select the **Database** tab.
3. Enter your **"To/From" Email Address**. This is the email address used for testing the SMTP settings and if there aren't any Checks (Advices) Sent "From" email addresses assigned under **Setup > General > Email Addresses**. See the *Sent From and Optional Email Addresses* section in this document for more information.

The screenshot shows the 'Preferences - Email Setup' dialog box with the 'Database' tab selected. The left sidebar lists various categories: Accounts, Customer Invoices, Depreciation, Email Setup (highlighted), Billing Statements, Customer Invoices, Email Setup (highlighted), Purchase Orders, General, Interfaces, Items, Payroll, Printing, Purchase Orders, Reports, Sales Orders, Security, and Vendor Invoices. The main area contains the following fields and options:

- Server: smtp.thiscompany.com
- Port: 25
- Require Login: Yes (dropdown)
- Username: ionz
- Password: [masked with dots]
- Require secure connection (SSL/TLS): No (dropdown)
- Ignore Certificate Issues: No (dropdown)
- Timeout (seconds): 30
- Test Settings: To/From Email Address: ionz@thiscompany.com
- Buttons: Reset Defaults, Clear, Save, and a Test button.

4. Once the To/From Email Address is entered, the system will try to auto fill the **Server** and **Port**. If it's unable to auto-fill the information, you'll have to get the information from your network administrator. They can also let you know what you should select in the **Require Login** and **Require secure connection (SSL/TLS)** fields.
5. Click **Test**. An email will be sent indicating the SMTP options have been set correctly. Verify that you received the CenterPoint: Testing SMTP Configuration email. See the [Email Setup](#) topic for additional information.



Note: If you didn't receive the email, then the settings in step 4 must be corrected.

6. Once the email is received, select **Save** in the Preferences screen.

### Optional Setup - Define a Default Subject and Message for Emailed Checks (Advices)

If you'd like to use the same e-mail Subject, Message, and Form each time you email a check (advice), it can be added to this preference. This preference also allows you to add Form Fields from the check (advice) data to the default Subject line or Message text.

1. Select **File > Preferences > Email Setup > Vendor Checks (Pay Advices)**.
2. Select the **Database** tab.
3. Enter a default **Subject** and **Message**.
4. If you want to insert Form **Fields** into the Subject or Message of the email, click the **Fields** button at the location the form field should be inserted. The available Form Fields for sales orders are:

Company Abbreviation	Company Name	Company Address 1-3	Company Phone	Company Contact
Payee Abbreviation	Payee Name	Payee Contact	Check Date	Check Number
Check Amount	Memo 1	Memo 2		

- » For example, you can customize the default Subject and Message for emailed checks (advices) to include data fields from the checks (advices) data along with default text:
- a. In the **Subject** box, click **Fields**, select **Company Name**, type **Check Number:**, click **Fields** or type [, and then select **Check Number**.
  - b. In the **Message** box, type **Dear**, click **Fields** or type [, select **Payee Name**, and then type a **comma**.
  - c. In the **Message** box, type **Please find the attached Check #**, click **Fields** or type [, select **Check Number**, and then type a period.
  - d. In the **Message** box, type **Sincerely,**.
  - e. In the **Message** box, click **Fields** or type [, select **Company Contact**.

Preferences - Vendor Checks (Pay Advices)

Current Settings | Global | Application | Database | User

Subject: [Company Name] Check Number: [Check Number]

Message: Dear [Payee Name],  
Please find the attached Check #[Check Number].  
Sincerely,  
[Company Contact]

\*Type [ to insert fields relating to the vendor payment that will be populated when generating the email.

Check Type: ACH Payment Advice

Stub Type: Standard (Detail)

Fields... Reset Defaults Clear Save



Note: To create paragraphs, press your Ctrl and Enter keys at the same time.

1. Select a default **Check Type** and **Stub Type** for emailing checks (advices). The default form for vendor checks (pay advices) is the non-negotiable ACH Payment Advice form. This form will be used to format the PDF file that will be attached to the email.
2. Click **Save**.

### Set Vendor Email/Print Defaults

Prior to emailing a check (advice) to a vendor, the vendor file must include an email address and email form options on the Email/Print tab.

If your vendors don't currently have email addresses on the **Email/Print** tab in their record, use the following step to update their records individually.

1. Select **Setup > Names > Names** or **Setup > Vendors**.
2. Find the appropriate vendor and click **Edit**.
3. Click on the **Email/Print** tab. Use the Email Addresses and Options section on this tab to set up multiple email addresses where Checks (advices) can be sent for this vendor. You can also select how each email is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own email address so they have an audit trail of emails sent). The Email Addresses and Options settings will be used to set the default image on the Email button on the Payment entry screen. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.

Name	Email Address	Invoices	Statements	Sales Orders	Purchase Orders	Checks (Advices)	Receipts
Chuck Adams	chuck_adams@yourcompa	Send "To..."	Send "To..."	Send "To..."	Send "To..."	Send "To..."	Send "To..."
		No Email	No Email	No Email	No Email	No Email	No Email

Print Options

Print Customer Invoices: No  
 Print Customer Statements: No  
 Print Receipts: No  
 Print Sales Orders: Yes  
 Print Purchase Orders: Yes

4. Click **Save**.

### Set Sent From and Optional Email Addresses

The Setup > General > Email Addresses menu selection is used to set the name and email address checks (advices) are sent from. This menu allows you to select other Sent From email address for the different forms that you send via email.

You can optionally add email addresses where messages and attached documents can be sent to; including internal staff, outside accountants, or other addresses that are not related to the name/customer the transaction is entered for. You can also select how each email is to be sent, directly to the recipient, as a carbon copy, or as a blind carbon copy or set a default "From" email address for each document.

1. Select **Setup > General > Email Addresses**.

Name	Email Address	Customer Invoices	Print/Email Checks/Invoices	Billing Statements	Sales Orders	Purchase Orders	Receipts	Checks
JoAnn Smith	jsmith@elpinesports	No Email	No Email	No Email	No Email	No Email	No Email	No Email

Salesperson Email Options

Email Customer Invoices: No Email

Email Sales Orders: No Email

Save Cancel

2. Enter the **Name**, the **Email Address**, and select how checks (advices) should be sent, **No Email**, **Send "From..."** (the default e-mail address the check (advice) is sent from), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (blind carbon copy).

### Printing Checks During Entry

When entering payments, the Print icon will display the default for the selected vendor. For example, if you have a vendor setup to print only, the Print icon will display a green check mark on it, if the vendor is not set to print, the Print icon will display with a red X on it.

1. You can change the print settings or add the payment to the ACH file for a vendor from the Payments screen by clicking on the Print icon. You can also change the printer to print the check on.
2. Use the Print/Email Checks screen to print/reprint checks or a group of checks or email checks (advices) after transaction entry.



Note: If a customer has multiple checks selected in the Processes > Sales > Print/Email Checks screen, they will get a separate email for each check (advice) being sent. See the *Printing or Emailing Multiple Checks (Advices)* section of this document for more information.

### Printing or Emailing Multiple Checks (Advices)

1. Select **Processes > Purchases > Print/Email Checks**.
2. If this is the first time entering this screen, the screen will not list any checks (advices). After using the screen for the first time, the previous filter selection will automatically display.

The 'Print/Email Checks' dialog box displays a list of checks for the company 'Alpine Sports' and bank account 'Cash in Bank - Checking'. The list includes columns for Select, Check Date, Check Number, Vendor, Vendor Abbreviation, Amount, Date Created, User, and Printed. The 'Printed' column shows checkboxes for each check, with some already checked.

Select	Check Date	Check Number	Vendor	Vendor Abbreviation	Amount	Date Created	User	Printed
<input type="checkbox"/>	11/30/17	000011	Ice Man Suppli	IceMan	100.00	5/7/2018 12:00	Administrator	<input checked="" type="checkbox"/>
<input type="checkbox"/>	11/30/17	000012	Ice Man Suppli	IceMan	100.00	5/7/2018 12:00	Administrator	<input checked="" type="checkbox"/>
<input type="checkbox"/>	07/31/17	000037	Summit Water	SWater	25,817.00	7/8/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	07/31/17	000038	Summit Utility	SUility	184,602.00	7/8/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	07/31/17	000039	Speed Racer S	Speedy	318,802.00	7/8/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	07/31/17	000040	Alpine, Inc	Alpine	8,602.00	7/8/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	07/08/17	000010	Pro Cast Suppli	ProCast	29,700.00	7/8/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	06/30/17	000036	Pro Cast Suppli	ProCast	4,378.00	7/7/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	05/11/17	000009	Speed Racer S	Speedy	11,432.00	7/8/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	04/30/17	000033	Pro Cast Suppli	ProCast	6,378.00	7/7/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	04/30/17	000034	Ice Man Suppli	IceMan	13,100.00	7/7/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	04/30/17	000035	Alpine, Inc	Alpine	15,000.00	7/7/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	03/31/17	000032	Timberline Sup	Timberline	12,625.00	7/7/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	02/28/17	000030	Timberline Sup	Timberline	12,625.00	7/7/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	02/28/17	000031	Pro Cast Suppli	ProCast	1,000.00	7/7/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	02/14/17	000001	Summit Utility	SUility	26,500.00	7/7/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	02/14/17	000002	Summit Water	SWater	22,123.00	7/7/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	02/14/17	000003	United Parcel S	UPS	150.00	7/7/2009 12:00	Administrator	<input type="checkbox"/>

At the bottom, there are buttons for 'Check All', 'Uncheck All', 'Email', 'Print', and 'Close'. A 'Filter' button is also present in the top left corner of the dialog.

3. If you would like to filter the list of checks (advices) that display, click the **Filter** button, select your filter criteria, and either **Apply** the filter to the list (you will see Custom in the Filter box) or **Save** the filter so you can select the named filter in the Filter box in the future. In the example below, the filter is set to display checks (advices) that aren't printed for Alpine Sports. for the and the Cash in Bank - Checking bank account and the filter was saved with the name Not Printed - Alpine Sports - Cash In Bank Checking

The 'Filter' dialog box shows the following filter selections:

Item	Selected Criteria
Company	Alpine Sports
Sequence	<All>
Bank Account	Cash in Bank - Checking
Check Date	<All>
Printed	No
Check Number	<All>
Transaction Batch	<All>

Below the table is a 'More Items' button. At the bottom are buttons for 'Apply', 'Save', and 'Cancel'.



Note: To display a range of check numbers to print/email, click in the Check Number Selected Criteria column and then enter a range to print/email From and To.



Select	Check Date	Check Number	Vendor	Vendor Abbreviation	Amount	Date Created	User	Printed	Batch	Sequence
<input type="checkbox"/>	04/20/18	000013	Alpine Credit C	ALPCCredit	\$12.34	4/20/2018 12:0	Administrator	<input type="checkbox"/>	Quick Transac	Payments
<input type="checkbox"/>	04/20/18	000014	Ice Man Suppl	IceMan	\$49.78	4/20/2018 12:0	Administrator	<input type="checkbox"/>	Quick Transac	Payments

- To select all checks (advices) for printing, click **Check All** or select each check (advice) you want to print/email. To unselect all checks (advices) from the printing selection, click **Uncheck All**.
- Select the **Check** form type. If you are emailing advices, the suggested format is the non-negotiable ACH Payment Advice.
- Click the **Printer** icon to change the default printer and the number of copies to print.
- Click the **Envelope** icon to change the defaults set in File > Preferences > Email Setup > Vendor Checks (Pay Advices) for the Subject, Message, and Form.
- Click **Email** to email the selected advices. Advices will be emailed and according to the email settings on the vendor. Click **Print** to print a copy of all selected checks.
- You will receive a *Process Completed Successfully* message when completed.
- Click **Close**.

### Reprint/Resend Checks (Advices)

#### Option 1: Reprint/Resend Receipts from Print/Email Checks

- Select **Processes > Purchases > Print/Email Checks**.
- Choose a saved filter that will include the check (advice) or click the **Filter** button to define new filter criteria.
- To select all checks (advices) for reprinting/resending, click **Check All** or select each check (advice) you want to reprint/resend. To unselect all checks (advices) from the selection, click **Uncheck All**.
- Select the **Check** form type. If you are emailing advices, the suggested format is the non-negotiable ACH Payment Advice.
- Click the **Printer** icon to change the default printer and the number of copies to print.
- Click the **Envelope** icon to change the defaults set in File > Preferences > Email Setup > Vendor Checks (Pay Advices) for the Subject, Message, and Form.
- Click **Email** to email the selected advices. Advices will be emailed and according to the email settings on the vendor. Click **Print** to print a copy of all selected checks.
- You will receive a *Process Completed Successfully* message when the receipt(s) complete resending.
- Click **Close**.

#### Option 2: Reprint/Resend Transactions from Transaction Search

- Select **Reporting Tools > Transaction Search**.
- Enter the selection criteria for the checks (advices) to be reprinted/resent:

	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount
1	03/01/07		Pay Employees		0.00
2	03/01/07		Pay Employees		0.00
3	03/01/07		Pay Employees	Jack Stoner	-638.20
4	03/01/07	000017	Vendor Invoices(A/P)	Supreme Uniform Suppl	-134.23
5	03/01/07	000625	Payments	Granite Paging Systems	-99.17
6	03/01/07	000629	Payments	Eastview Service and S	-216.50
7	03/01/07	000630	Payments	Consumer Electronics	-216.50
8	03/01/07	000631	Payments	CenterPoint Water & Ser	-15.00
9	03/01/07	000632	Payments	CenterPoint County Dis	-456.78
10	03/01/07	000633	Payments	Office Connection	-66.20
11	03/01/07	000634	Payments	Fresh Escapes Carpet	-125.00
12	03/01/07	000635	Payments	Justin Bates	-113.50
13	03/01/07	111207 - CashRcpt	Receipts	Cash Receipts	37.50
14	03/02/07	000019	Vendor Invoices(A/P)	Stop N Go Gas Mart	-35.50
15	03/06/07		Pay Employees		0.00
16	03/06/07		Pay Employees		0.00
17	03/06/07	000636	Payments	Global Health Insurance	-366.00
18	03/06/07	000637	Payments	Thelma L. ...	-79.36

- » Select a period from the drop down or enter a specific date range in the **Date Selection** field
- » Select **Summary** in the **Format Definition** field.

3. Click **Search**. The transactions that meet the selection criteria specified in step 2 will display.
4. Select the transactions you need to reprint/resend. More than one transaction can be selected at a time by dragging your mouse down the rows or by holding down the Ctrl key on the keyboard while single clicking on individual transactions.
5. Right-click and select **Reprint Checks**.

Option 3: Reprint/Resend From Report Drill Downs

1. Select **Reports > Reports**.
2. Preview any report where the transaction will be included.
3. Click on the appropriate transaction to display the transaction in it's original format. The Printer and Email icons that display on the transaction will determine if the check (advice) will be reprinted/resent when you click **Save**.

## Void a Check or Payment Transaction

The void process is used to cancel an existing payment transaction.



Note: If the Apply to Open Invoices field in the payment to be voided has a dollar amount, then this payment originally paid open invoices. After voiding, those invoices will be marked as unpaid and will again display on the Open Invoices and Vendor Aging reports. If the original payment was entered without applying it to open invoices (the Apply to Open Invoices field is zero), then the void process will also void the expense portion of the check.

## Option A - Void a Check using Transaction Search

1. Select **Reporting Tools > Transaction Search**.
2. Using the **Date Selection** or **From/To** fields, select the date of the check. The **Format & Filter Definitions** would normally be **Summary**.
3. Click on **Search**. All transactions with that date will be displayed.

The screenshot shows the 'Transaction Search' window. At the top, 'Date Selection' is set to 'This Month' with a date range from 02/01/2010 to 02/28/2010. 'Format Definition' and 'Filter Definition' are both set to 'Summary'. A 'Search' button is on the right. Below this is a table of transactions:

	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount
1	02/04/10	000015	Payments	Pro Cast Supplies	-5.00
2	02/04/10	000016	Payments	Summit Utility Company	-50.00
3	02/18/10	000059	Receipts	Frank Buchanan	500.00
4					<b>445.00</b>

Below the table, there are sections for 'Search Criteria' (Date Selection: This Month (02/01/10 to 02/28/10)), 'Other Filters' (Transaction Status: Posted), and 'Sorted By' (Transaction Date: Ascending, Transaction Number: Ascending, Total Bank Amount: Ascending, Entry Screen: Ascending, First Name, Last Name: Ascending). At the bottom are buttons for 'Print', 'Export', 'Edit', 'Options', 'Close', and a help icon.

4. Double-click on the payment transaction to be voided and the original transaction will be displayed.

The screenshot shows the 'Payments' window. At the top, 'Company' is 'Alpine Sports' and 'Current Batch' is 'Winter Purchases'. 'Bank Account' is 'Cash in Bank - Checking' and 'Current Balance' is '\$2,090,020.79'. Below this, 'Pay To The Order Of' is 'Summit Water Company' and 'Sequence' is 'Payments'. 'Pay To The Order Of Address' is 'Business Address' and 'Check Number' is '000002'. 'Date' is '02/18/2009' and 'Amount' is '\$22,123.00'. 'Memo Line 1' and 'Line 2' are empty. Below this is a section for 'Apply To Open Invoices' with a value of '\$0.00'. A table shows the payment details:

Account	Invoice / Ref #	Amount	
Water & Sewer		\$ 22,123.00	<b>Detail</b>

At the bottom, there are buttons for 'Save', 'Delete', 'Void', 'Recurring', 'Total' (\$22,123.00), 'Adjust Amount', and 'Close'.

5. Click on the **Void** button.

6. If you want to use the original check date as the void date, click **OK**. Click **Yes** at the confirmation message. The payment will no longer display in the default search screen and the transaction is now voided.

If you want to void the check with an 'As of' date, unselect the **Use the Original check date as the Void Date** check box and in the **Void Check Date** box, enter the date you want to void the check as of, click **OK**. Click **Yes** at the confirmation message. The voided transaction will display on the default search screen with a posted status on the date selected for the void with a transaction number that begins with VOID\*\*\*\*\*.



**Note:** If you chose to use the Void Check Date method, the original entry and the voided check entries will need to be cleared when reconciling your bank statement.

7. If you want to reissue the voided check, select the **Reissue Check** check box. The default sequence number and the transaction date from the Payment screen will display. A new transaction is entered to replace the original check. If the transaction was a payment on an invoice(s) that invoice(s) will be repaid.
8. Enter a **Description** that explains why the payment was voided.
9. Click **OK**.
10. Click the **Print** button to print a new check. (An image of a printer displays on the button).



**Note:** If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

### Option B - Void a Check using Report Drill Downs

1. Select a report where the check will display. For example, a Payments Journal or Vendor Ledger. In our example, we will use the Payments Journal (**Reports > Reports > Transaction Reports > Payments Journal**).
2. Choose the **Check Date** and **Vendor** assigned to the check to be voided. Click **Preview**.

02/23/10 9:58 AM

Alpine Sports  
Payments Journal  
02/01/10 to 02/28/10

Page 1 of 1

Account Number	Account Name	Amount
<b>1000 Cash in Bank - Checking</b>		
02/04/10	Check / Ref #: 000015 Payee: Pro Cast Supplies	
7050	SDI Expense	5.00
	Check Amount	\$5.00
	1000 Cash in Bank - Checking Totals	\$5.00
	Report Totals	\$5.00
	Records included in total = 1	

Report Options:  
Display Notations:  
Check Date: 02/01/10 to 02/28/10

3. Click on the check to be voided and the system will display the original payment transaction.



Note: The interactive view option allows you to drill-down to original transactions from reports. If you click on the transaction and it does not automatically display, then you are not using the Interactive view. From the report preview screen, simply click on the **View** drop-down box and choose **Interactive**. Then, click on the transaction in the report again to display the original transaction.

Payments

Company: Alpine Sports Current Batch: Quick Transaction

Bank Account: Cash in Bank - Checking Current Balance: \$2,084,554.19

Check Number: 000015 Date: 02/04/2010 Amount: \$5.00

Pay To The Order Of: Pro Cast Supplies

Change Address: Red Wing, MN 55066

Memo Line 1: Line 2:

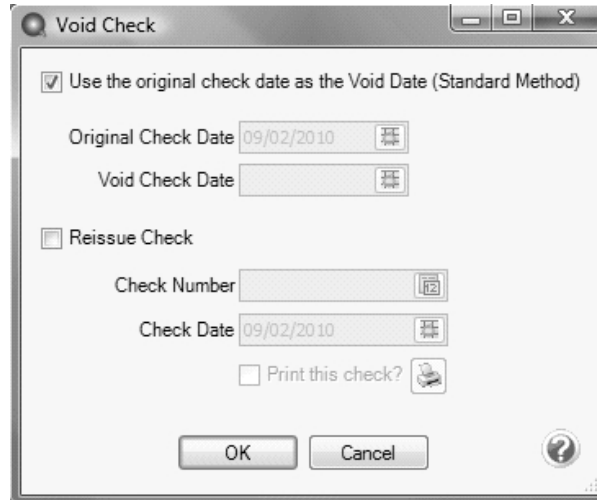
Apply To Open Invoices: \$0.00

Account	Invoice / Ref #	Amount	Profit Center
SDI Expense		\$ 5.00	

Total: \$5.00 Adjust Amount

Save Delete Void Recurring Close

4. Click on the **Void** button.



The 'Void Check' dialog box contains the following elements:

- ☒ Use the original check date as the Void Date (Standard Method)
- Original Check Date: 09/02/2010
- Void Check Date: (empty field)
- ☐ Reissue Check
- Check Number: (empty field)
- Check Date: 09/02/2010
- ☐ Print this check? (with a printer icon)
- OK and Cancel buttons at the bottom.

- If you want to use the original check date as the void date, click **OK**. Click **Yes** at the confirmation message. The payment will no longer display in the previewed report and the transaction is now voided.  
If you want to void the check with an 'As of' date, unselect the **Use the Original check date as the Void Date** check box and in the **Void Check Date** box, enter the date you want to void the check as of, click **OK**. Click **Yes** at the confirmation message. The payment will no longer display in the previewed report and the transaction is now voided.



**Note:** If you chose to use the Void Check Date method, the original entry and the voided check entries will need to be cleared when reconciling your bank statement.

- If you want to reissue the voided check, select the **Reissue Check** check box. The default sequence number and the transaction date from the Payment screen will display. A new transaction is entered to replace the original check. If the transaction was a payment on an invoice(s) that invoice(s) will be repaid.
- Enter a **Description** that explains why the payment was voided.
- Click **OK**.
- Click the **Print** button to print a new check. (An image of a printer displays on the button).

## Record an Unusable Piece of Check Stock

Use this process if you have a check that was destroyed before ever entering it in the system, so you don't have a gap in check sequence numbers. For example, if a piece of check stock was accidentally destroyed by coffee or water before it was used, but you still want record of that check number in the system.

This same process can be used if a handwritten check was voided prior to it being entered into the system.



**Note:** This is an optional process and only needs to be followed if your business prefers to have a list of all check numbers in the system.

## Record/Void an Unusable Piece of Check Stock

- Select **Processes > Expenditures > Payments**.

Payments

Company: Alpine Sports      Current Batch: No Batch

Bank Account: Cash in Bank - Checking      Current Balance: \$2,090,020.79

Pay To The Order Of: Unusable Forms      Sequence: Payments

Pay To The Order Of Address:      Check Number: 000017

Date: 11/30/2010

Amount: \$0.00

Memo Line 1: Check Stock Ruined by Coffee Spill      Line 2:

Apply To Open Invoices: \$0.00

Account	Invoice / Ref #	Amount	Detail	Notation
Cash in Bank - Checking		\$ 0.00	Detail	Check Stock Ruined by Coffee Spill

Total: \$0.00      Adjust Amount

Buttons: Save, Clear, Recall, Recuring, Options, Close

2. In the **Company/Fund** box, enter the company/fund name that the unusable check was for.
3. In the **Bank Account** box, enter the bank account that the unusable check was for.
4. CenterPoint does require you to specify a name in the **Pay to the Order Of** field. We recommend you setup a vendor that will only be used to record unusable checks and invoices. Select the **Unusable Forms** vendor.



Note: If you do not have a vendor setup for this, right-click in the Pay to the Order of box and select New. In the Abbreviation box, enter Void or Unusable. In the Name box, enter Voided Unusable Forms, and then click Save.

5. Leave the **Amount** box at 0.00.
6. In the **Check Number** box, enter the unusable check number.
7. In the **Date** box, enter the date you are voiding the unusable check on.
8. Enter a description of why the check was unusable in the **Memo Line 1** field. This step is optional.
9. In the **Account** box found in the grid, select the bank account used in step 3.
10. Leave the **Amount** box as 0.00.
11. If you are using the **Notation** field in the grid, again enter the description of why the check was unusable. This step is optional.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

12. Click **Save**.

## Miscellaneous

### Using Credit Cards to Pay for Purchases

This document describes the two options that can be used if your business uses credit cards to purchase items for your business.

The first option is to use a line of credit account to track credit card purchases. The Line of Credit account works just like a bank account, allowing credit card purchases to be entered as payments, existing invoices to be paid with the credit card, and you can reconcile your statement in Bank Reconciliation. The balance in the credit card Line of Credit account represents the amount owed.

The second option is to create a credit card account that acts like an accounts payable account. Credit card purchases are entered on the Vendor Invoice screen. Each purchase is entered to the vendor where it was made, but the invoice is created for the credit card vendor. This allows you to easily see all the outstanding invoices that make up the credit card balance.

#### [Option 1: Credit Card Setup as Line of Credit](#)

##### [One-Time Setup](#)

##### [Paying for Goods at the Time of Purchases with a Credit Card](#)

##### [Paying Open Invoices with a Credit Card](#)

##### [Reconciling Credit Card Transactions \(Optional\)](#)

##### [Paying a Credit Card Balance](#)

#### [Option 2: Using Invoices for Credit Card Purchases](#)

##### [One-Time Setup](#)

##### [Making Purchases with a Credit Card](#)

##### [Paying the Credit Card Company](#)

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#### Option 1: Credit Card Setup as Line of Credit



Note: This is the only option that allows you to reconcile your statement in Bank Reconciliation

#### One Time Setup

CenterPoint needs a credit card account in the Line of Credit account category setup to purchase goods through payment transactions using a credit card and when paying Accounts Payable invoices.

1. Select **Setup > Accounts > Accounts** to begin entering an account for the credit card in the Line of Credit account category. Click **New**.
2. Enter an **Abbreviation** and **Number** if they are being used in this database.



The screenshot shows the 'Accounts' window with the 'General' tab selected. The account name is 'Visa LOC'. The 'Number' field contains '222222'. The 'Type' is set to 'Liabilities' and the 'Category' is 'Line of Credit'. The 'Subaccount of' field is empty. The 'Units of Measure' section has two empty fields for 'Quantity 1' and 'Quantity 2'. The 'Account Hierarchy' section has three radio buttons: 'Display Account Names' (selected), 'Display Account Numbers', and 'Display Abbreviations'. There are 'Active Status' and 'Additional Notes' buttons at the bottom right.

3. Enter the name of the **Credit Card** (Visa LOC for example) in the **Name** field.
4. In the **Type** box, select **Liabilities**.
5. In the **Category** box, select **Line of Credit**.
6. Select the **Detail** tab.

The screenshot shows the 'Accounts' window with the 'Detail' tab selected. The 'Account Detail Information' section has fields for 'Lender' (set to 'First Bank'), 'Accrued Interest Liability', and 'Interest Expense'. The 'Company Specific Detail Information' section has a list of company names on the left, including 'CenterPoint Farm' and 'CenterPoint Orchard'. The 'Bank Detail' section has fields for 'Interest Type' (set to 'Equal Principal Payments'), 'Payments Per Year' (set to '1'), 'Interest Rate' (set to '0.0000%'), 'Bank Routing Number', 'Bank Account Number', 'Bank Description Line 1' through 'Bank Description Line 4', 'Fractional Code', 'Signature Line 1', 'Signature Line 2', 'Check Label 1', and 'Check Label 2'. There are 'Save', 'Cancel', and 'Close' buttons at the bottom.

7. On the **Detail** tab, enter the bank/business who issued the credit card (who you pay the credit card bill to) in the **Lender** field.



Note: If the business that issued the credit card isn't setup in the system, simply right-click in the Lender field and select New. Specify that name is setup as a vendor. Be sure to specify the appropriate terms in the Vendor Details button. The system will use that terms to specify when the credit card bills are due.

8. Click **Save**.
9. Repeat Steps 1-8 for all credit cards you will use to purchase goods or pay Accounts Payable invoices with.

#### Paying for Goods at the Time of Purchases with a Credit Card

1. Click on **Processes > Purchases > Payments** to begin entering a transaction for the items purchased.
2. In the **Bank Account** box, select the credit card account you are using to purchase the goods with, for example Visa LOC (created in Step A).
3. In the **Pay to the Order Of** box, select or enter the business where the purchase was made.

Account	Invoice / Ref #	Quantity 1	UOM 1	Amount	Notation
Farm Supplies		0.000000		\$ 38.65	Detail Fencing Materials

4. Enter all of the pertinent information (amounts, notations, accounts, etc.) to record the purchase.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

5. Click **Save** to complete the purchase. When the transaction is saved, the following will occur:
  - » The purchase for the vendor is recorded as a payment
  - » The balance on the account associated with this credit card is increased.

#### Paying Open Invoices with a Credit Card

Vendor invoices entered to an Accounts Payable account can be paid from either Payments vendor by vendor or from Pay Invoices Due for multiple vendor invoices.

**To pay vendor invoices vendor by vendor:**

- » Select **Processes > Purchases > Payments**.
- » In the **Bank Account** box, select the credit card in the Line of Credit Account Category.
- » In the **Pay to the Order of** box, select the vendor you are paying an open invoice with a credit card for.
- » Enter the **Amount** you are paying towards an open invoice with a credit card.
- » Click the **Apply to Open Invoices** button.
- » Select the **Pay** check box for the invoice(s) you wish to pay. Click **OK**.
- » The Accounts Payable account is automatically entered into the **Account** column, which will decrease the liability.

Payments

Company: CenterPoint Farm

Bank Account: Visa LOC

Current Batch: No Batch

Current Balance: \$5,755.90

Pay To The Order Of: All Power Equipment

Pay To The Order Of Address: Business Address  
385 Central Avenue  
Owatonna, MN 55060

Sequence: EFT

Check Number: EFT

Date: 06/03/2021

Amount: \$450.20

Memo Line 1:  Line 2:

**Apply To Open Invoices** \$450.20

Account	Invoice / Ref #	Quantity 1	UOM 1	Amount	Notation
Accounts Payable				\$ 450.20	Detail

Total: \$450.20 Adjust Amount

Save Clear Recall Recurring Options Close

- » Click **Save**.

**To pay multiple vendor invoices:**

- » Select **Purchases > Payments > Pay Invoices Due**.
- » In the **Bank Account** box, select the credit card in the Line of Credit Account Category.
- » Enter the Filter and other information necessary for searching for open invoices.

Abbreviation	Vendor	Amount Due	Payment Amount	Pay	Discount Available	Discount Taken	Amount Due After Discount
(+) Farm Agency	Farm Agency	\$ 0.00	\$86.59	<input checked="" type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 86.59
(+) All Power Equipm	All Power Equipm	\$ 0.00	\$ 450.20	<input checked="" type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 450.20

Discounts Taken

Account:

Amount: \$0.00

Total Due: \$0.00

Total To Be Paid: \$536.79

Vendors Paid: 2

Buttons: Post, Pay All, Reset, Expand Vendors, Expand Invoices, Options, Close

- » Select the **Pay** check box for the invoice(s) you wish to pay.
- » Click **Close**.

### Reconciling Credit Card Transactions (Optional)

Credit card transactions can be reconciled in Processes > Banking > Bank Reconciliation. Credit card payments entered in Processes > Purchases > Payments with a credit card account in the Line of Credit account category will display in the Checks and Payments grid on the Reconcile tab. All increases to the account are displayed as positive numbers and all decreases as negative numbers. Credit card interest charges can be entered on the Fees & Interest tab.

### Paying a Credit Card Balance

1. Click on **Processes > Purchases > Payments** to begin entering a transaction for the payment of a credit card balance.
2. In the **Bank Account** box, select the cash account you are using to pay the credit card balance.
3. In the **Vendor** box, select the credit card company you are paying the balance for.
4. In the **Account** box, select the credit card account assigned to the line of credit account category, for example Visa LOC.
5. In the **Amount** box, enter the amount to be paid to the **Vendor**.

6. Click **Save**.

## Option 2: Using Invoices for Credit Card Purchases

### One-Time Setup

CenterPoint needs an account and a vendor setup to track the credit card purchases and balances. When a credit card is used to pay for a purchase, the system will automatically increase the Account balance and create an A/P Invoice for the company that issued the credit card.

1. Select **Setup > Accounts > Accounts** to begin entering an account for the credit card. Click **New**.
2. Enter an **Abbreviation** and **Number** if they are being used in this database.

3. Enter the name of the **Credit Card** (First Bank Visa for example) in the **Name** field.
4. In the **Type** box, select **Liabilities**.
5. In the **Category** box, select **Credit Cards Payable**.
6. Select the **Detail** tab.

The screenshot shows the 'Accounts' window with the 'Detail' tab selected. The account name is '1st Bank Visa'. Under 'Account Detail Information', the 'Vendor Liability is Paid To' field is set to '1st Bank'. Under 'Company Specific Detail Information', there is a list of company names with 'Alpine Sports' selected. To the right of the list are fields for 'Card Number', 'Security Key', and 'Expiration Date'. At the bottom right is an 'Additional Notes' button. At the bottom of the window are 'Save', 'Cancel', and 'Close' buttons.

7. On the **Detail** tab, enter the bank/business who issued the credit card (who you pay the credit card bill to) in the **Vendor Liability is Paid to** box.



Note: If the business that issued the credit card isn't setup in the system, simply right-click in the Vendor Liability is Paid to field and select New. Specify that name is setup as a vendor. Be sure to specify the appropriate terms in the Vendor Details button. The system will use that terms to specify when the credit card bills are due.

8. The **Card Number**, **Security Key** and **Expiration Date** fields are optional.
9. Click **Save**.

### Making Purchases with a Credit Card

1. Click on **Processes > Purchases > Vendor Invoices (A/P)** to begin entering a transaction for the items purchased.
2. In the **Vendor** (Vendor Invoices (A/P) box, select the business where the purchase was made.

3. Enter all of the pertinent information (amounts, notations, accounts, etc.) to record the purchase.
4. In the **AP Account** box, select the **Credit Card** that was used to pay for this purchase. The Credit Card Balance will be displayed on the right.
5. Select the **On Hold** check box if you do not want this invoice available to be selected for payment.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

6. Click **Save** to complete the purchase. When the transaction is saved, the following will occur:
  - » The purchase for the vendor is recorded as a paid invoice
  - » The balance on the Account associated with this credit card is increased
  - » An unpaid A/P invoice is created for the credit card company.

### Paying the Credit Card Company

When a credit card is used to pay for a purchase, the system automatically creates a A/P Invoice for the company that issued you the credit card. These invoices are available to pay with all other A/P invoices in Pay Invoices Due and in Payments. The normal Processes > Purchases > Pay Invoices Due and Processes > Purchases > Payments can be used to pay the amount owed to the credit card company. For step-by-step instructions on paying invoices due, see the Pay Invoices Due or Pay Invoices Due with Review Process documents.

### Enter a Payment without an Invoice (record handwritten checks, quick checks, etc.)

Payment entry can be used to:

- » Record cash purchases
- » Print a single computer generated check

- » Record handwritten checks
- » Record line of credit purchases

All of these scenarios use the same process to record the transaction in CenterPoint.



Note: Payment entry can also be used to pay open invoices. Please refer to the Pay Open Vendor Invoices document.

1. On the **Processes** menu, point to **Expenditures**, and then click **Payments**. The screen will look similar to a check.

Account	Invoice / Ref #	Department	Amount	Notation
Training & Semin			\$ 250.00	Detail
Miscellaneous Ex			\$ 50.00	Detail

2. In the **Company/Fund** box, enter the company/fund name that this payment is for.
3. In the **Current Batch** box, leave the No Batch selection to update balances in real-time (immediately) or enter a batch name to update balances at a later time.
4. In the **Bank Account** box, enter the bank account that will be decreased by this payment transaction. If this transaction is to record a purchase made using a line of credit, select the appropriate line of credit in the Bank Account field.
  - » If you want to pay multiple funds from one fund with a shared bank account, the **File > Preferences > Vendor Invoices > One Payer Fund for Multiple Funds** must be set to **Yes**.
5. In the **Pay to the Order Of** box, enter the name this payment is being made to.  
 If this transaction is a recurring transaction, see the [Set a Transaction as Recurring](#) or the [Use a Recurring Transaction](#) procedures for more information. If you want to recall a previous transaction for this name, see the [Recall a Transaction](#) procedure.  
 If your **File > Preferences > General > Defaults > Lookup Field Settings** are set to **Use Auto-Complete**, and you change a name after detail is entered on the lines of a transaction, the transaction is cleared and any transaction action (leave the transaction empty, recall the last transaction, or load the default recurring transaction) for the new name will occur.



If your **File > Preferences > General > Defaults > Lookup Field Settings** are set to **Allow To Query for Items On Multiple Fields**, and If you change a name after detail is entered on the lines of a transaction, you will be asked if you would like to clear the information for the current transaction. If you select **Yes**, the transaction will be cleared and any transaction action (leave the transaction empty, recall the last transaction, or load the default recurring transaction) for the new name will occur. If you select **No**, the detail lines from the transaction will remain and if the new name was assigned a transaction action (leave the transaction empty, recall the last transaction, or load the default recurring transaction), the transaction action will not occur.

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


6. In the **Sequence** box, enter or select the type of sequence you want to use for this payment.
7. In the **Check Number** box, enter the appropriate check number.
8. In the **Date** box, enter the transaction date.
9. In the **Amount** box, enter the amount that the bank account should be decreased by.
10. To select a different address for this name, click the Lookup icon in the **Pay To The Order Of Address** box, select the address, and then click **OK**.
11. In the **Memo Line 1** box, enter a memo line that you want to print immediately after the date on the check.
12. In the **Memo Line 2** box, enter a memo line that you want to print immediately after Memo Line 1 on the check.
13. Enter information into the Payment Entry grid. Select the **Account** that the amount, or a portion of the amount, should be charged to. If an account is entered with an amount that had a distribution previously set up, the Distribution column displays the name of the distribution in the color **Orange**. If you want to display the details of a distribution click the **Orange** column. If you decide that this entry should not be distributed, you can remove the check mark in the Use Distribution check box on the Account Distributions screen or select another distribution. Distributions allow you to assign transaction amounts to several profit centers, production centers, projects, production years, production series, or production center detail combinations by percentage. Distributions are assigned to one or many accounts. For example, electricity expense has a distribution that assigns 35% to profit center 1, 25% to profit center 2, and 40% to profit center 3. The same distribution could be assigned to all your different utility expenses.
14. If you click the **Detail** button in the Payment Entry grid, you can enter additional details about the transaction, for example for some of the fields you chose not to display on the payment entry grid such as associated account, notation, and
15. Specify the **Amount** to be charged to that account. Enter any additional information that is needed for your company (Notation, Profit Center, etc.).
16. Enter additional lines in the payment entry grid for each account that should be charged for this transaction.
17. If you choose to have the Invoice/Ref# column display in your data entry grid and you want to repeat the previous line's Invoice/Ref# entry, right-click in the Invoice/Ref # column and select **Repeat Previous Value**.
18. If you want to reorder the lines you entered on the transaction in a particular order, include the **Line Sequence** column in your data entry grid. Each line will automatically be assigned a line sequence number. The first line is assigned 10, the second 20, and so on. To reorder the lines, change the sequence number to the order in which you want the lines to print or display. For example, if you want the second line to print before the first line, change the line sequence to be 5, 6, 7, 8 or 9. To view the reordered lines, click Options, and then select Refresh.

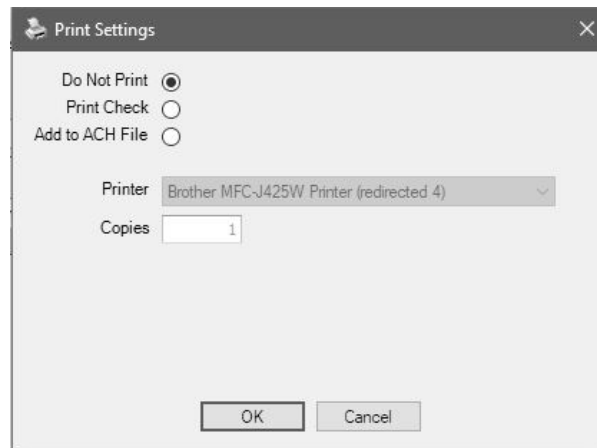


Note: It is not necessary to view the lines, if you click Save after the transaction is complete your lines will be reordered. When you assign a line sequence number, it will automatically be renumbered after the lines are reordered back to 10, 20, and so on to make it easy for future reordering.

19. The **Total Amount** box displays the total of all of the lines in the Payment Entry grid. If this amount is different than the Amount box, click Adjust Amount.
- » Click the **Print** button. (An image of a printer displays on the button. A green check mark means the payment will be printed and a red X means the payment will not be printed.) The selections set in File > Preferences > Vendor Invoices > Printing Checks will display and can be changed. Select whether the check should be printed when the transaction is saved (for real-time transactions) or a batch is posted (for batch transactions). To set your default for the Print button, right-click on the button and select Set As Default. To override the Print button default, click the Print button and change the settings on the Print Settings screen.

» When a vendor/name that has the Activate ACH Transactions check box entered into the Pay to the

Order Of box, the ACH icon will replace the Printer icon. Click the ACH icon  to display the Print Settings screen.



The Print Settings dialog box is shown. It has a title bar with a printer icon and a close button. Inside, there are three radio buttons: 'Do Not Print' (selected), 'Print Check', and 'Add to ACH File'. Below these is a 'Printer' dropdown menu showing 'Brother MFC-J425W Printer (redirected 4)' and a 'Copies' input field with the value '1'. At the bottom are 'OK' and 'Cancel' buttons.

- » Select **Add to ACH File** to make an electronic payment. Click **OK**. For more information, see the [ACH: Setup & Processing](#) document.



Note: If you want to attach a document to this transaction, see the [Scan and Attach Documents](#) topic for detailed information.

21. When the transaction is complete, click **Save**.

» If you have 13 or more detail lines in a payment transaction, the *About to begin printing overflow sheets, click OK to continue* screen displays. The first time the screen displays, the printer selected is the same as you selected in Preferences > Printing > Check Printing Settings. Select the printer to print overflow stubs to if it is a printer other than the printer you print checks to. Select the Number of Copies to print. If the printer or number of copies is changed, the selections are saved and will display for future overflow stubs. Click **OK**. All of the detail lines will print on an overflow sheet and the check stub will print "The information to be printed exceeded the available space. Please see attached detail sheet." [Click here to see an example of an overflow stub](#). Check Stub detail lines will be in the same order as they were entered in the transaction grid

- » When posting a transaction for any account assigned to an Inventory account category that has a positive quantity and negative amount or a negative amount and a positive quantity, a warning message will display and the transaction will not be posted.

## Refund Received from Vendor

Follow the steps outlined below if a vendor sends you a refund for a credit balance they've been carrying. This process assumes that the vendor originally issued a credit memo, which you have already entered into CenterPoint. The refund will transfer to the bank reconciliation as a negative check (same affect as a deposit).

---

### Process Refund Received from Vendor

The payment transaction will zero the vendor's balance and increase the balance of the bank account by the amount of the refund.

1. Select **Processes > Purchases > Payments**.
2. Select the appropriate vendor in **Pay To The Order Of**.
3. In the **Check Number** field, specify either a description of the refund or the vendor's check number.
4. Specify the **Date** the refund was received. Leave the **Amount** at zero.
5. Click on the **Apply To Open Invoices** button.
6. Select the **Pay** box for the credit the refund check was received for. Click **OK**.
7. In the second row of the grid, select the bank/checking account in the **Account** field.
8. Specify the **Amount** of the refund received. This should be a positive number, offsetting the credit on the first row.
9. Click the **Print** button and verify that the Print Check check box is not selected.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

10. Click **Save**.

---

## Chapter 5 - Accounts Receivable

### Customer Payments Portal Setup and Processes

The Customer Payments Portal allows you to accept credit card or e-check (ACH) payments online from your customers. Red Wing Software joined forces with Clover Connect, a premier integrated payments solution provider, to offer seamless payment processing within CenterPoint Accounting. The Customer Payments Portal works with the invoice emailing feature in CenterPoint. When customers receive their invoice or statement, the email will contain a link to a unique Invoices Due web page where they can pay outstanding invoices online. Those payments are then imported into CenterPoint as receipts applied to the invoices.

#### [Step 1: Set Up the Customer Payments Portal](#)

##### [Add and Register the Customer Payments Portal](#)

##### [Set Up Emailing of Invoices](#)

#### [Step 2: Enter Customer Invoices and Send Via Email](#)

#### [Step 3: Get Customer Receipts from the Customer Payments Portal](#)

#### [Manage the Customer Payments Portal in CenterPoint](#)

##### [Customer Open Invoices](#)

##### [View Imported Receipts in Transaction Search](#)

#### [Frequently Asked Questions](#)

---

### Step 1: Set Up the Customer Payments Portal

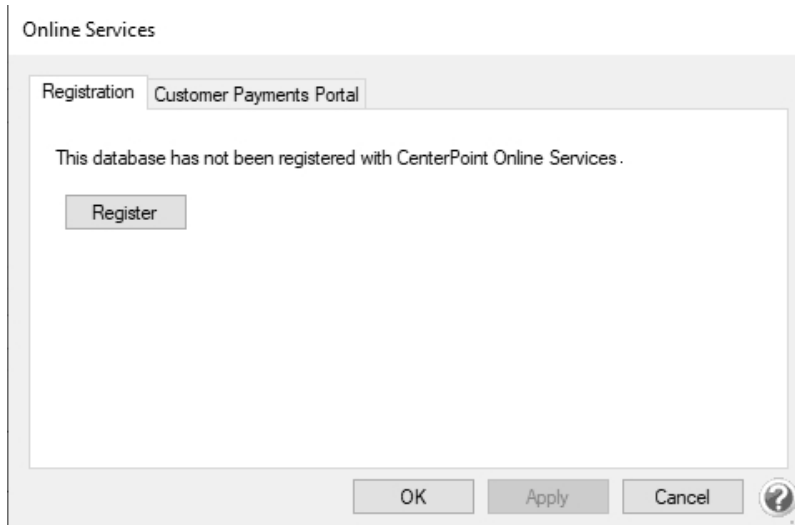
**Prerequisite:** To use the Customer Payments portal, you must have an account with Clover Connect for credit card or e-check (ACH) processing. If you have not done so already, contact the Red Wing Software Sales department to connect with Clover Connect and activate the Customer Payments Portal.

#### Add the Customer Payments Portal

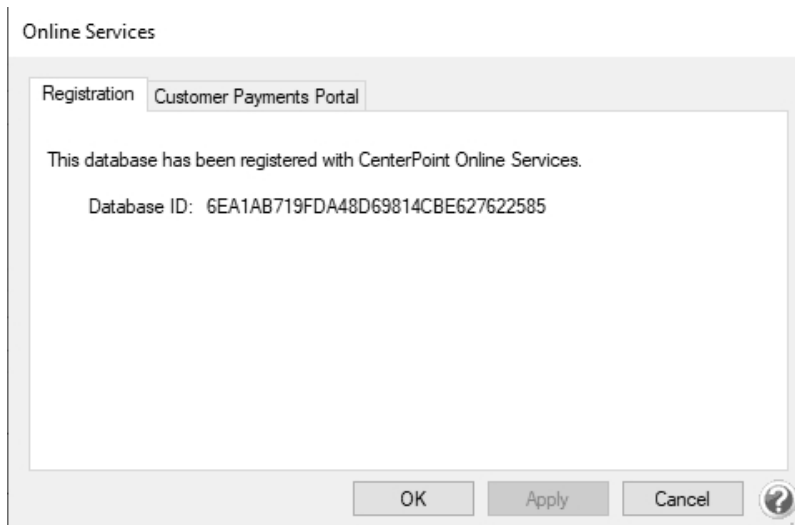
1. If CenterPoint is not open, start CenterPoint by double-clicking your **CenterPoint** icon on your desktop.
2. Select **File > Administration > Module Configuration Manager**.
3. Select **Online Services**, select **Customer Payments Portal**, and then click **OK** twice.
4. Close CenterPoint, double-click the **CenterPoint** icon on your desktop to restart it, and then open your database.

## Register the Customer Payments Portal

1. In CenterPoint, select **Setup > Online Services**.



2. Click **Register**.



3. After registration is complete, select the **Customer Payments Portal** tab.

Online Services

Registration Customer Payments Portal

Merchant Name

Contact Email

Contact Phone

Logo

Bank Account

Discounts Account


To enable payment processing, please provide your Clover Connect merchant credentials.

Merchant ID (MID)

API Username

API Password

4. In the **Merchants Name** box, enter the name that you want your customers to see in the Customer Payments Portal.
5. Enter your **Contact Email** and **Contact Phone** that you want displayed in the Customer Payments Portal.
6. If you want your logo to display in the Customer Payments Portal, click the **Upload** button, select the logo file (the file must be between 0 and 150 kb and can be any image file format, for example .jpg, .bmp, .png, etc.), and then click **Open**. To preview the logo, click **Preview** and to remove the logo, click **Remove**.
7. Select the **Bank Account** and **Discounts Account** to use when importing customer payments from the Customer Payments Portal into CenterPoint as receipts. Enter your **Merchant ID (MID)**, **API Username**, and **API Password** credentials provided to you by Clover Connect for processing credit card payments. Click **Validate** to verify the credentials are accurate.
8. Click **Generate Test Transaction**. This process generates a test invoice for \$1.00, which can be paid through the Customer Payments Portal to test the Clover Connect merchant configuration. The test transaction will not update CenterPoint Accounting.
9. Click **OK** to pay the test transaction through the Customer Payments Portal.

  
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**Amount Due**


**\$1.00**

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Alpine Sports	
Customer	Test Customer
Invoice #	TEST-123
Due Date	August 10, 2023
Amount	\$1.00

Contact Details	
Email:	contact@alpinestartsports.com
Phone:	(651) 388-1106

10. Click **Pay**, select the method of payment: **Credit Card Information** or **E-Check Information** (this payment option is available only if the Merchant ID is configured with Clover Connect to accept e-check (ACH) payments), enter your credit card or bank account information, and then click **Submit**.



ALPINE SPORTS  
PLAYING TO WIN!

☒ \$1.00 (Amount Due)

☐ Other Amount

☒ Credit Card Information

Card Number

Name on Card


Expiration Date01 / 2023

Security Code

Zip Code


Submit

☐ E-Check Information



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11. If the test payment is approved, a receipt will display for your records.



ALPINE SPORTS  
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Alpine Sports

Confirmation Code:

Date:

Time:

Amount:

TEST-PAYMENT

August 10, 2023

09:45 AM (CST)

\$1.00

Thank you for your payment.

Please keep a copy of this receipt for your records.

Contact Details

Email:

Phone:

contact@alpinesports.com

(651) 388-1106

Reference ID: 222860538726.

Print



12. Switch to the CardPointe portal to verify the \$1.00 payment and void the transaction to void/refund the \$1.00. If you have questions on CardPointe functions, contact Clover Connect.
13. You can generate a test transaction as often as necessary.

## Set Up Emailing of Invoices

Only customers who are configured to receive invoices via email will be included in the Customer Payments Portal. If you email statements, customers who receive emailed invoices will also have a link to pay online included with their billing statement email. For full instructions on how to email customer invoices, please see the [Emailing Customer Invoices](#) topic. If you are already sending customers invoices via email, continue to Step 2.

1. **Setup Email Preferences**
  - a. Select **File > Preferences**.
  - b. On the left, select **Email Setup > Email Setup**, and then select the **Database** tab at the top.
  - c. Enter the required information.
  - d. On the left, select **Customer Invoices**.
  - e. Enter a default **Subject** and **Message** and select the **Form** for emailing invoices.
  - f. Optional: Select **Billing Statements** to enter defaults for emailed statements.
  - g. Click **Save**.
2. **Set Up Customers to Receive Invoices by Email**
  - a. Select **Setup > Names** or **Setup > Customers**
  - b. **Edit** the appropriate customer.
  - c. Click the **Email/Print** tab.
  - d. Enter the **Name** and **Email Address(es)** that will receive invoices emailed to this customer.
  - e. Select **Send "To"**, **Send "CC"**, or **Send "BCC"** for Invoices for each email address.
  - f. Optional: Set the email options for Statements if you would also like this customer to receive emailed billing statements. If they receive emailed invoices, the statements will also contain the link to pay online.
  - g. Click **Save**.
  - h. Repeat for each customer who will receive emailed invoices.
3. **Set Up Sent from Email**



Note: If this step is not completed, the email address used for Test Settings in the Email preference will be used as the From email address.

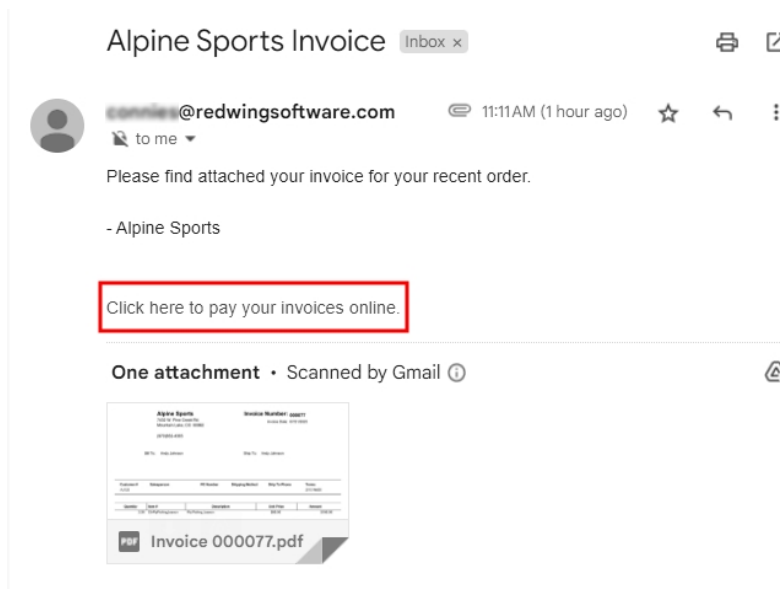
- a. Select **Setup > General Email Addresses**.
- b. Enter the **Name** and **Email Address** and select how **Customer Invoices** and **Print Checks/Invoices** should be sent. Click **Save**.

## Step 2: Enter Customer Invoices and Send Via Email

When you enter an invoice for a customer set to email invoices, the Email button at the bottom of the invoice screen will show a green check mark to indicate that when the invoice is saved, the customer will receive the invoice via email.



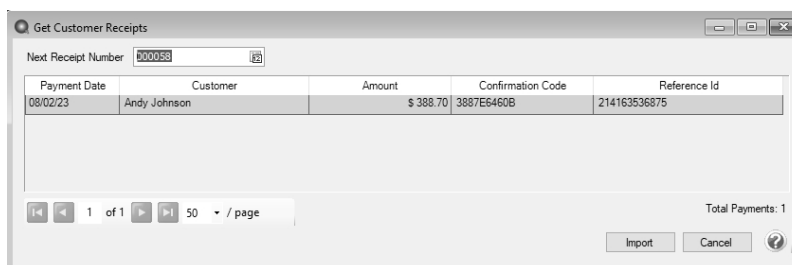
The customer will receive an email that contains a link to pay their invoices online.



### Step 3: Get Customer Receipts from the Customer Payments Portal

Credit card payments your customers make online can be brought directly into CenterPoint as receipts applied to their invoices.

1. Select **Processes > Customer Payments Portal > Get Customer Receipts**.



2. In the **Next Receipt Number** box, the next sequence number for receipts will display or enter the next Receipt Number to use when generating receipts.
3. The available online payments for the registered database will display. Click **Import** to generate receipts for all available online payments.
4. At the *This will generate receipts for all available online payments, continue?* message, click **Yes**.
5. When the process completes successfully, the following screen displays.

Process Complete



The process has completed with the following information.

Receipts Created: 3

OK

- Click **OK**.

## Manage the Customer Payments Portal in CenterPoint

### Customer Open Invoices

The Customer Open Invoices option allows you to review the status of open customer invoices on the Customer Payments Portal and post any invoices that are not currently online. It also has an option to launch the Customer Payments Portal for a specific customer.

- Select **Processes > Customer Payments Portal > Customer Open Invoices**.

Upload	Invoice Date	Number	Customer	Amount	Amount Remaining	Status
<input type="checkbox"/>	11/30/22	000074	Andy Johnson	\$ 544.35	\$ 544.35	Online
<input type="checkbox"/>	07/01/22	000009	Andy Johnson	\$ 544.35	\$ 244.35	Online
<input type="checkbox"/>	04/01/22	000009	Andy Johnson	\$ 544.35	\$ 144.35	Online

- If you want to filter the list, select the **Customer** to filter by.
- Invoices from the Customer Payments Portal will display in invoice date descending order. The **Status** of the invoices can be one of the following:
  - » **Offline**: The invoice is not on the Customer Payments Portal.
  - » **Not Synched**: The invoice is on the Customer Payments Portal, but the Amount Due doesn't match with CenterPoint.
  - » **Online**: The invoice is on the Customer Payments Portal with no Amount Paid or Discount Applied and the Amount Due is the full amount remaining.
  - » **Payment**: The invoice is on the Customer Payments Portal with a partial payment applied.
  - » **Paid**: The invoice is paid in full on the Customer Payments Portal. The invoice has not been imported into CenterPoint.
- If an invoice has a status of Offline or Not Synched, select the **Upload** check box and then click the **Upload** button to upload the invoice to the Customer Payments Portal (invoices can only be uploaded if the customer is configured to receive emails for customer invoices).

5. Right-click and select **Refresh** to update the screen with changes made on the Customer Payments Portal.
6. To view the online Customer Payments Portal for a specific customer, right-click on an invoice for the customer and select **View Customer Invoices Online for "Customer Name"**.

## View Receipts from the Customer Payments Portal in Transaction Search

The receipts will come into CenterPoint as “Receipt” transactions, just as if they were entered into CenterPoint directly. They are visible in Transaction Search and on any reports where you would normally review receipts. In addition, receipts from the Customer Payments Portal have a Payment Type of Customer Payments Portal, and Memo Line 1 will contain a CPP label followed by the Confirmation Code/Reference Id of the online payment.

To easily find all Customer Payment Portal Receipts:

1. Select **Reporting Tools > Transaction Search**.
2. On the left side of the screen, click **More Items** and select **Payment Type**.
3. In the **Payment Type** box, select **Customer Payments Portal**.
4. Enter any other search selections, such as Customer or Date.
5. Click **Search**.

The screenshot displays the Transaction Search window. On the left, the 'Filters' pane shows 'Payment Type' set to 'Customer Payments Portal'. The main window shows a list of transactions with columns for Transaction Date, Transaction Number, Entry Screen, First Name, Last Name, and Total Bank Amount. A receipt is highlighted for 8/2/2023, Transaction Number 000058, from Andy Johnson, for \$388.70.


The 'Receipts' detail window is open, showing the following information:

- Company:** Alpine Sports
- Current Batch:** Quick Transaction
- Bank Account:** Cash in Bank - Checking
- Current Balance:** \$2,090,409.49
- Bank Deposit:**
- Received From:** Johnson, Andy
- Receipt / Invoice #:** 000058
- Received From Address:** No Address Defined
- Date:** 08/02/2023
- Amount:** \$388.70
- Payment Type:** Customer Payments Portal
- Account:**
- Apply To Open Invoices:** \$544.35
- Check / Ref #:** 3887E6460B
- Accounts Receivable - Retail:** \$388.70
- Memo Line 1:** CPP: 3887E6460B / 214163536875
- Total:** \$388.70

## Frequently Asked Questions

**Q:** Can I see what my customers will see when they go to the Customer Payments Portal?

**A:** Yes, on the Customer Open Invoices screen, you can right-click on any invoice and choose **View Customer Invoices Online for "Customer Name"** to launch that customer's Customer Payments Portal. This is an example:



**Amount Due**

**\$933.05**

[Pay](#)

**Alpine Sports**

Customer: Andy Johnson

Invoices: 3

Earliest Due: May 1, 2022

Total Amount: \$933.05

[View Details](#)

**Contact Details**

Email: [contact@alpinestarts.com](mailto:contact@alpinestarts.com)


Phone: (651) 388-1106

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Customers can choose to pay the full amount due, or if they have multiple invoices, click the **View Details** to see the individual invoices. They can unselect any invoices they do not wish to pay at this time and click **Pay** to pay the selected invoices.



	Date	Number	Amount	Due Date	Amount Due	Discount Date	Available
<input type="radio"/>	11-30-2022	000074	\$544.35	12-30-2022	\$544.35		\$0.00
<input checked="" type="radio"/>	04-01-2022	000009	\$144.35	05-01-2022	\$144.35		\$0.00
<input checked="" type="radio"/>	07-01-2022	000009	\$244.35	07-31-2022	\$244.35		\$0.00

**Alpine Sports**

**Contact Details**

Email: [contact@alpinestarts.com](mailto:contact@alpinestarts.com)

Phone: (651) 388-1106

**Amount Due**

**\$388.70**


[Pay](#)

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They can choose to pay the amount due or make a partial payment. They will enter their credit card or bank account information (this payment option is available only if the Merchant ID is configured with Clover Connect to accept e-check (ACH) payments), and click **Submit** to make the payment. If their credit card or e-check information is approved, a receipt will display that they can print for their records.

  
**ALPINE SPORTS**  
PLAYING TO WIN!

☒ **\$388.70 (Amount Due)**

☐ **Other Amount**

☒ **Credit Card Information**

Card Number

Name on Card

Expiration Date

01 / 2023


Security Code

Zip Code

Submit

☐ **E-Check Information**

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**ALPINE SPORTS**  
PLAYING TO WIN!

**Alpine Sports**

Confirmation Code:

3887E6460B

Date:

August 2, 2023

Time:

09:14 AM (CST)

Amount:

\$388.70

**Thank you for your payment.**


Please keep a copy of this receipt for your records.

**Contact Details**

Email: contact@alpinesports.com

Phone: (651) 388-1106

Reference ID: 214163536875.

Print 

**Q:** My company applies a surcharge to customers paying with a credit card. How are customers informed of the surcharge?

**A:** If your Merchant ID is set up by Clover Connect to apply surcharges, a message will display the surcharge percentage in the Customer Payments Portal and the amount of the surcharge applied will display on the payment screen and receipt.



<b>Amount Due</b> <b>\$534.35*</b> <a href="#">Pay</a>	<b>Alpine Sports</b> Customer: Andy Johnson Invoice #: 000075 Due Date: November 8, 2023 Discount Date: October 19, 2023 Amount: \$534.35*
<small>Generated using CenterPoint® Accounting by Red Wing Software, Inc.</small>	
<b>Contact Details</b> Email: customerservice@alpinesports.com Phone:	

\*This merchant applies a surcharge fee of up to 3% for credit card payments where applicable.



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**\$534.35 (Amount Due)**



**Other Amount**



**Credit Card Information**

\*This merchant applies a surcharge fee of up to 3% for credit card payments where applicable.

A 3% surcharge would be \$16.03, for a payment total of \$550.38

Card Number

Name on Card

Expiration Date  /

Security Code

Zip Code


[Submit](#)

**Alpine Sports**

Confirmation Code:	2DD77DF012
Date:	October 9, 2023
Time:	02:50 PM (CST)
Amount:	\$534.35
Surcharge:	\$16.03
Total:	\$550.38

**Thank you for your payment.**  
Please keep a copy of this receipt for your records.

**Contact Details**  
Email: customerservice@alpinesports.com  
Phone:

Reference ID: 282799557055.  
[Print](#) 

**Q:** My customer deleted the email. How do I get them a new link to the Customer Payments Portal?

**A:** You can email them a new copy of the invoice from **Processes > Sales > Print/Email Invoices**.

**Q:** What happens if I edit or delete an invoice that is already uploaded to the Customer Payments Portal?

**A:** CenterPoint will sync with the Customer Payments Portal and remove the deleted invoice or update the invoice with the edited information.

**Q:** My customer does not want to pay online, what happens to the invoice on the Customer Payments Portal?

**A:** Your customer can continue to pay the way they have in the past. When the receipt is entered in CenterPoint to pay the invoice, the invoice will no longer be available to pay on the Customer Payments Portal.

**Q:** My customer called to pay with a credit card. Can I process the credit card on the Customer Payment Portal so that the payment can be imported into CenterPoint?


**A:** Yes, from **Processes > Customer Payments Portal > Open Customer Invoices**, right-click on the invoice and select **View Customer Invoices Online for "Customer Name"**. This will bring you to their Customer Payment Portal page where you can select the invoice(s) and make a payment using the credit card information they provide.



**Q:** A customer made a payment and the invoice was not found in CenterPoint. How is this reconciled?

**A:** In the rare occurrence that a payment made on the Customer Payments Portal cannot be matched with an open invoice in CenterPoint (for instance, the payment was made online, and then a receipt was entered in CenterPoint before the online payment was imported) CenterPoint will prompt you that it needs to create a customer deposit for this payment.

Unreconciled Receipts



An invoice was not located in CenterPoint for a payment from the Customer Payments Portal. A deposit will be created for the Customer and the Payment Amount displayed. Please enter the Unreconciled Payments Company and Account (Deposits).

Deposit Amount: \$544.35

Customer: Andy Johnson

Payment Date: Friday August 04, 2023

Payment Amount: \$544.35


Discount Taken: \$0.00

Confirmation Number: 74B61C88A6

Reference Id: 216886431555

Unreconciled Payments Company

Unreconciled Payments Account (Deposits)

Continue Cancel 

## Invoices

### Customer Invoices Preferences

Preferences define how you want your CenterPoint program to behave and can be changed at any time. If you change a preference and are currently in the screen that uses that preference, close the screen and then enter the screen again to initiate the preference.

How are the different tabs used?

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

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

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

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

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

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

Defaults

Default AR Account

Accounts Receivables are usually recorded to only a few accounts and sub-ledger detail is kept for each customer. This preference allows you to set which Accounts Receivable account is the default to use when creating new AR invoices in Customer Invoices (Basic) or Customer Invoices (Detail).

Email - Invoices

If you'd like to use the same email Subject, and Message, and Form each time you email an invoice, it can be added to this preference. This preference also allows you to add Form Fields from the customer invoice data to the default Subject line or Message text.

- 1. Enter a default **Subject** and **Message**. If you want to insert Form Fields into the Subject or Message of the email, click the **Fields** button or type [ at the location the form field should be inserted. The available Form Fields for customer invoices are:

Company Address 1	Company Address 2	Company City, State, Zip	Company Contact	Company Email
Company Name	Company Phone	Company Web Address	Custom 1-8	Customer Abbreviation
Customer Name	Due Date	Discount Date	Invoice Date	Invoice Number
Invoice Total	Memo 1	Memo 2	Payment Terms Abbreviation	Payment Terms
Shipping Method Abbreviation	Shipping Method			

For example, if you enter a customer invoice number 02389 for Andy Johnson for Alpine Sports and in the Subject you always want the Company Name/Invoice Number text/ Invoice Number from the customer invoice and the Message to include Dear/Customer Name, on the first line. Attached please find Invoice Number text/Invoice Number from the customer invoice/for text/Invoice Total from the customer invoice/on text/Invoice Date from the customer invoice on the next line, Sincerely on the next line, and then Customer Contact on the final line.

- 1. In the **Subject** box, click **Fields** or type [, select **CompanyName**, type **Invoice Number**, click **Fields** or type [, and then select **Invoice Number**.
- 2. In the **Message** box, type **Dear**, click **Fields** or type [, select **Customer Name**, and then type a **comma**.

3. In the **Message** box, type **Attached please find Invoice Number**, click **Fields** or type [, select **Invoice Number**, type **for**, click **Fields** or type [, select **Invoice Total**, type **on**, click **Fields** or type [, select **Invoice Date**, and then type a **period**.
4. In the **Message** box, type **Sincerely,**.
5. In the **Message** box, click **Fields** or type [, select **Customer Contact**.



Note: To create paragraphs, press your Ctrl and Enter keys at the same time.

6. Select a default **Form** for emailing billing statements. This form will be used to format the PDF file that will be attached to the email.
7. Click **Save**.

#### Email - Statements

If you'd like to use the same e-mail Subject, Message, and Form each time you -email a billing statement, it can be added to this preference. This preference also allows you to add Form Fields from the billing statement transaction data to the default Subject line or Message text.

1. Select **File > Preferences > Email Setup > Billing Statements**.
2. Select the **Database** tab at the top.
3. Enter a default **Subject** and **Message**. If you want to insert Form Fields into the Subject or Message of the email, click the **Fields** button or press [ at the location the form field should be inserted. The available Form Fields for customer billing statements are:

Amount Due	Company	CompanyAddress 1	Company Address 2	Company City, State, Zip
Company Contact	Company Email	Company Fax	Company Phone	Company Web
Customer	Customer Abbreviation	Statement Date		

- » For example, you can customize the default Subject and Message for emailed billing statements to include data fields from the billing statement data along with default text:
  - » In the **Subject** box, click **Fields** or type [, and then select **Company**, type **Statement for**, click **Fields** or type [, and then select **Statement Date**.
  - » In the **Message** box, type **Dear**, click **Fields** or type [, select **Customer Name**, and then type a **comma**, press **Enter**.
  - » In the **Message** box, type **Please find attached your latest statement for \$**, click **Fields** or type [, and then select **Amount Due**.



Note: To create paragraphs, press your Ctrl and Enter keys at the same time.

4. Select a default **Form** for emailing billing statements. This form will be used to format the PDF file that will be attached to the email.
5. Click **Save**.

## Printing - Invoices

Defines the form type(s) to use when printing invoices, printer used to print invoices and other selected form types, and the number of copies that will print when you choose to print invoices or other form types.

## General

**Form Type** - All available customer invoice (basic) form types will display with System Default automatically selected (if you use Setup > Forms Designer > Invoice Forms Designer, you can create a new customer invoice (basic) form type.). The invoice form type can be overridden in Processes > Sales > Customer Invoices (Basic). Select all forms that you want to print when a customer invoice is printed. Highlight the form type(s) you selected and then under Form Type Settings, set the following options:

- » **Printers**- Select the printer to print the selected form type to. Setting this at the database level allows a different printer for each database.
- » **Copies** - Select the number of copies to print of the selected form type.

## Recurring Invoice Batches

### Invoice Numbers

This preference allows you to either; have CenterPoint assign invoice numbers when printing (this is the default) or Always assign invoice numbers on the Customer Invoice screen. This can be set at the Global, Application and Database levels.

When **Have the system assign invoice number when posting and printing** is selected the system will select the "Print" check box in the Customer Invoice entry screen and will disable the Invoice Number field if a Batch has been selected. The invoice number would then be assigned when the Batch is posted via Processes > Batch Transactions.

When **Always assign invoice numbers on the customer invoice screen** is selected the Invoice Number field in the Customer Invoice entry screen is never disabled and you are responsible for making sure an appropriate number is assigned. This number will then be printed on the invoice when the batch is posted (if the Print check box was selected when the invoice was saved.) The exception to this would be when the Batch selected is a Recurring batch, in which case Invoice Numbers are always assigned automatically when the batch is posted.



Note: When posting and printing recurring customer invoices, the system will always assign the new invoice numbers when posting and printing.

## Enter an Unpaid Sales Invoice or Return


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Customer Invoices are used to record a sale of goods or services. If the invoice is entered without a payment, the invoice will increase the customer's balance and the accounts receivable account. A return is entered using the same process, but negative quantities are used instead of positive.

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### Entering a Sale

1. To begin entering a sale or return, select **Processes >Revenues> Customer Invoices** from the main CenterPoint Accounting screen.

2. Enter the **Customer** by typing in a portion of the customer's name or abbreviation or click on the lookup button to display a list of your existing customers.
3. If you enter a name into the Customer box and it does not exist, the Lookup screen automatically displays, from this screen you can either Create a New Customer or Create a One-Time Use Customer:
  - » **Create a New Customer** -Click **New** . The Add a New Customer screen displays with the name that you entered automatically displaying in the Company/Fund box. Complete the additional details to create the customer and then click **Save**.
  - » **Create a One-Time Use Customer** - Click **New One Time Use**. The New One Time Use Name screen displays with the name that you entered automatically displaying in the Name box. Complete the additional details to create the one time use customer, including the customer Price Level, and then click **Save**. When creating a new customer through the New One Time Use Name screen, the customer is automatically saved as an inactive customer in all companies/funds so it does not appear in Customer lookups (unless you chose to lookup inactive customers).
4. To view or add internal notes for a customer, click the **Additional Notes** icon .



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

5. Once the customer is selected, the , **Salesperson**, **Terms**, **Due Date**, **Discount Date** and **Sales Tax** fields will be populated automatically.
6. The Email or Print Options selected on the Email/Print tab in Setup > Names > Names and Setup > Customers will determine the default setting for the **Print** (an image of a printer displays on the button) and **E-mail** (an image of an envelope displays on the button ) buttons (the selection can be changed on this screen). If the Print or E-mail buttons display with a red X, it means the invoice will not be printed or e-mailed when the invoice is saved. If the Print or E-mail buttons display with a green check mark, it means the invoice will be printed or e-mailed when the invoice is saved. To override the Print button default setting, click the Print button

to display the Print Setting screen where you can override the Print Invoice setting for this invoice only, select the printer to print the invoice to, the number of copies of the invoice to print, and the form the invoice should be printed on. To override the E-mail button setting for this invoice only, click the E-mail button to display the Email Settings screen where you can override the E-mail Invoice setting and the default To, CC, BCC, From, Subject, Message, and form the invoice should be e-mailed on.

**Customer Invoices**

Select: Invoice

Customer: Sherman Village Fishing Club    Date: 11/30/2018    Invoice: 000074

Customer Balance: \$425.00    Credit Limit: \$625,000.00    Remaining Credit: \$624,575.00

Item	Quantity	Account	Description	Sales Price	Additional Description	Comments	Taxed	Amount	Notation
Fly Fishing Lesson	1	Service Sales	Fly Fishing Lesson	95.00			<input checked="" type="checkbox"/>	\$ 95.00	
Item	Account	Sales Price	Trade Discount	Quantity 1	Debits	Credits	Unit Cost	Company	
Fly Fishing Lesson	Accounts Receivable	0.00	\$ 0.00		\$ 95.00	\$ 0.00	0.00	Alpine Sports	
Fly Fishing Lesson	Service Sales	95.00	\$ 0.00	1	\$ 0.00	\$ 95.00	0.01	Alpine Sports	
Adult Half Day Ski Less	2	Service Sales	Adult Half Day Ski Lessing	135.00			<input checked="" type="checkbox"/>	\$ 270.00	

Item	UOM	Vendor Part #	Quantity Assigned	Description	Quantity Available	Unit of Measure	Sales Commission	Quantity On Hand	On Order
Fly Fishing Lesson			0	Fly Fishing Lesson			\$ 0.00	0	0

Commission Amount: \$0.00    ☐ Override    Subtotal: \$365.00

Freight: \$0.00    Misc: \$0.00    Sales Tax: \$0.00    Discounts: \$0.00    Invoice Total: \$365.00

Amount Received: \$0.00    Terms Discount: \$0.00    Net Due: \$365.00

Buttons: Save, Clear, Recall, Accounts, Options, Close

7. Select the first **Item** sold to the customer by either typing in a portion of the item abbreviation or the item description or click on the lookup button to display a list of items.
8. If you will be having the system calculate the Amount each time this account is used, the DT - Increase Revenue (Q1 Price) template can be assigned to the account in Setup > Accounts > Accounts > Templates tab.
9. Specify the **Department**.
10. Enter a description of the sale in the **Notation** field.
11. Continue entering additional lines on the Invoice for each item that is sold to this customer.
  - » The **Substitutes** button will be highlighted in red if there is not enough quantity available from the item/location combination and the item has a substitute. Click the button to display the Substitutes Locations/Items screen. The Inventory Locations tab allows you to view the quantity on hand, assigned, available at the locations available in the system. The Substitutes tab lists any substitute items, inventory locations, quantity on hand, assigned, available, on order, and unit of measure.
  - » If you click the **Additional Description** button on the data entry grid, the Sales Item Additional Description screen displays that allows you to type in a 3200 character additional description for each line item in the data entry grid.
  - » If you click the **Comments** button on the data entry grid, a Line Comments screen displays that allows you to type in a 3200 character comment for each line in the data entry grid.
  - » If you click the **Price Level** button in the data entry grid, the Price Levels screen displays the price levels for the pricing method for the item being entered and allows you to select a different price level for the item.
  - » The **Taxed** check box allows you to indicate if a sales item is taxable or non-taxable on each line of the invoice. If an exemption id is required for this customer, it can be entered in Setup > Customers > Accounting in the Exemption Id box.

- » A **Notation** can also be entered if you'd like to specify a description of what was purchased. If the sales item has an additional description, it will display in the Notation column. The Notation field is optional.
12. Once all lines have been entered, click on the **Adjust Amount** button to have the system automatically put the total of the invoice in the **Amount** field at the top of the invoice.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

13. To specify management details to be posted for the freight or miscellaneous charges, for example profit center, location, project, etc. or a notation specific to these charges, click the **Freight** or **Miscellaneous** buttons and enter the information on the Details screen.
14. Click **OK**.

**Apply Customer Deposits**

☒ Calculate Terms Discount \$7.30

Customer Deposits

Date	Receipt Number	Amount	Applied

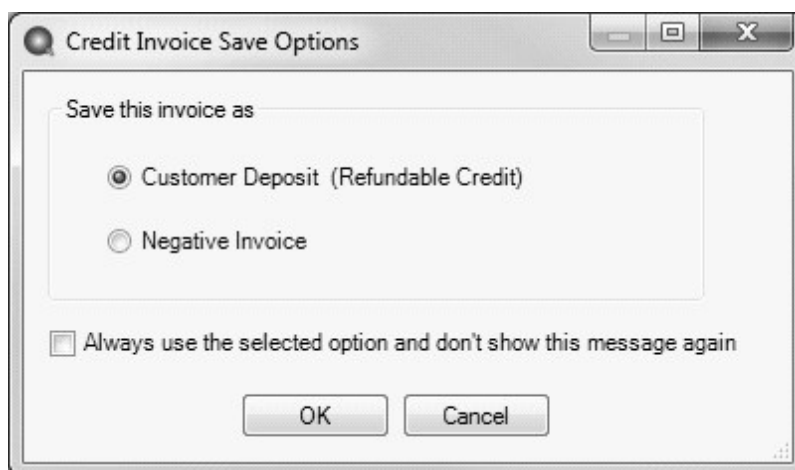
Receipts

Bank Account	Payment Type	Check/Ref #	Amount
Cash in Bank - Checki	Cash	123544	\$ 357.70

Balance Due With Discount \$0.00

15. Verify the information for accuracy and click **Save** to complete the invoice. If the Invoice Total is less than zero, the Customer Credit Invoices preference in File > Preferences > Customer Invoices > Customer Returns and Refunds will be checked to determine how to handle the negative invoice:





- » **Not Set** - When a negative customer invoice is entered and you click **Save**, the following screen will display for you to determine if you want the negative invoice saved as a Customer Deposit (Refundable Credit) that posts to Customer Deposits instead of an Accounts Receivable account or Negative Invoice that posts to your Accounts Receivable account. You also have the opportunity to save your selection as your preference in File > Preferences > Customer Invoices > Customer Returns and Refunds and not display this screen again
- » **Save as a customer deposit invoice (refundable credit)** - When a negative customer invoice is entered and you click **Save**, the negative invoice will be saved as a Customer Deposit (Refundable Credit) that posts to Customer Deposits instead of an Accounts Receivable account. The Customer Deposit can then be refunded or applied to a future invoice. You will not see the Credit Invoice Save Options screen when this preference is set.
- » **Save as negative invoice** - When a negative customer invoice is entered and you click **Save**, the negative invoice will be saved as a negative invoice that posts to your Accounts Receivable account. The amount will show as a credit on the customer's account and can be applied to an outstanding balance on the Receipts screen. You will not see the Credit Invoice Save Options screen when this preference is set.
- » **Always Show me the Save Options** - When a negative customer invoice is entered and you click **Save**, the Credit Invoice Save Options screen will always display for you to determine if you want the negative invoice saved as a Customer Deposit (Refundable Credit) that posts to Customer Deposits instead of an Accounts Receivable account or Negative Invoice that posts to your Accounts Receivable account. You also have the opportunity to save your

selection as your preference in File > Preferences > Customer Invoices and not display this screen again.

16. The invoice will be printed if the Print button had a green check mark on it or e-mailed if the E-mail button had a green check mark on it.

## Enter a Customer Return

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This document provides step-by-step instructions on how to enter a transaction that will create a customer deposit that can be refunded or applied later. It also provides instructions on how to provide a refund to a customer who has returned an item.

### [Step A: Set the Customer Returns and Refunds Preference](#)

### [Step B - Enter a Return for a Customer](#)

### [Step C- Refund a Customer Deposit](#)

#### Step A - Set the Customer Returns and Refunds Preference

1. Select **File > Preferences > Customer Invoices > Customer Returns and Refunds**.
2. In the **Customer Credit Invoices** box, select **Always Show me the Save options**.
3. Click **Save**.

#### Step B - Enter a Return for a Customer

1. To begin entering a return select **Processes > Sales > Customer Invoices** from the main CenterPoint screen.
2. Enter the **Customer** by typing in a portion of the customer's name or abbreviation.



Note: You can also click on the lookup button or press F4 to display a list of your existing customers. To review transactions in a Transaction Search screen for the selected name, entry screen, and current year, right-click in the **Customer** box, and select **Review Transactions**.

3. Once the customer is selected, the **Shipping Method, Salesperson, Terms, Due & Discount Date** and **Sales Tax** fields will be populated automatically.
4. Complete all other needed fields on the **Select** tab. Most fields are optional – complete those that are pertinent to your business.
5. The selection made on the Printing tab in Setup > Names > Names and Setup > Customers for Printing Invoices will determine the default setting for the Print this Invoice check box (the selection can be changed on this screen). To immediately print this credit invoice when the transaction is saved, the check box must be selected. To the right, select the **System Default Credit Memo** form type. If the normal invoice form is selected, it will print as a negative invoice.
6. The system will automatically bring you to the **Invoice** tab when you enter/tab off of the last field on the **Select** tab. Otherwise click on **Invoice** tab manually.

Customer Invoices

Select Invoice

Customer: Red Wing Bike Club Date: 11/30/2018 Invoice: 000074

Customer Balance \$9,253.95 Credit Limit \$123,000.00 Remaining Credit \$113,746.05

Item	Quantity Shipped	Description	Account	Sales Price	Amount
Lift Ticket - Child	-2	Lift Ticket - Child	Ad Service Sales	75.00	\$ -150.00

Commission Amount \$0.00 ☐ Override

Freight \$0.00 + Misc \$0.00 + Sales Tax -\$11.31 - Discounts -\$22.50 = Subtotal -\$150.00

Invoice Total -\$138.81

Amount Received \$0.00 Terms Discount \$0.00 Net Due -\$138.81

Save Clear Recall Accounts Options Close

7. In the grid on the **Invoice** tab, enter the first Item/service that was returned by the customer.
8. Once the **Item** is selected, the system will automatically display the **Description, Account and Sales Price**. This information will pull from the information that has been setup on the item.
9. The **Quantity** should be entered as a **negative** if the product was returned. The **Description, Account** and **Sales Price**, and **Taxable** check box can also be modified, if needed.
10. Continue entering additional lines on the Invoice tab for each item that was returned.
11. If applicable, enter **Freight** and **Miscellaneous** charges at the bottom of the screen. To specify management details to be posted for the freight or miscellaneous charges, for example profit center, location, project, etc. or a notation specific to these charges, click the **Freight** or **Miscellaneous** buttons and enter the information on the Details screen.
12. The Sales Tax will be calculated automatically.
13. Click **Save**.

Credit Invoice Save Options

Save this invoice as

☒ Customer Deposit (Refundable Credit)

☐ Negative Invoice

☐ Always use the selected option and don't show this message again

OK Cancel

14. The Credit Invoice Save Options box will be displayed. If you would like to refund the customer for the return, select the **Customer Deposit (Refundable Credit)** option. Otherwise select the **Negative Invoice** option and CenterPoint will create a negative invoice (credit) that can be applied to other unpaid invoices.
15. Click **OK**.



Note: The invoice will be printed if the Print button had a green check mark on it or e-mailed if the E-mail button had a green check mark on it.

### Step C - Refund a Customer Deposit(Optional)

If Customer Deposit (Refundable Credit) was selected as the Save Option in step 14 above, use one of the two options below to print a check for the refunded deposit.

#### Option A: Refund a Customer Deposit with a Printed Check

1. Select **Processes > Sales > Refund Customer Deposits**.
2. Enter the **Company/Fund, Customer**, and select the **Refund Date**. In the **Refund Method** box, select Payment.
3. Select the **BankAccount**. If you need to print a check for the refund, enter the check number and check the **Print this check?** box.
4. **Memo Line 1** will display the following text: "Refund customer deposit/overpayment". This text can be changed. Enter any other information into the **Memo Line 2** box.
5. Select the deposit to be refunded.
6. Click the Print button. (An image of a printer displays on the button. A green check mark means the check will be printed and a red X means the check will not be printed.) Select whether the check should be printed when it is created, the printer to print the check to and the number of copies to print. To set your default for the Print button, right-click on the button and select Set As Default. To override the Print button default, click the Print button and change the settings on the Print Settings screen.
7. Click **Save** to complete the refund .
8. Click **Close**.

#### Option B: Create a Vendor Invoice for a Refunded Customer Deposit

This option can be used to create a vendor invoice which can then be paid at a later time from the Pay Invoices Due or Payments screen.

1. Select **Processes > Sales > Refund Customer Deposits**.
2. Enter the **Company/Fund, Customer**, and **Refund Date**.
3. Select **Accounts Payable Invoice** as the **Refund Method**.
4. Select the **AP Account** and enter an optional **InvoiceNumber**.
5. Select the Customer Deposit you are refunding.
6. Click **Save** to complete the refund and create the AP Invoice. Click **Close**.

## Refund a Negative Invoice (Credit Memo)

If a refund is needed for a customer's return that was saved as a negative invoice instead of a customer deposit, please choose one of the steps below.

This document provides step-by-step instructions on how to refund a negative invoice.

### [Option 1 - Cash Refund](#)

#### [Step A - Create a Customer Refunds Sales Item \(One Time Setup\)](#)

#### [Step B - Enter a Negative Customer Invoice](#)

#### [Step C - Apply the Negative Invoice to the Original \(Positive\) Invoice](#)

### [Option 2 - Refund with Handwritten or Computer Generated Check Refund](#)

If a refund is needed for a negative invoice for a customer, you have two options:

### Option 1 - Cash Refund

Step A: Create a Customer Refunds Sales Item (One Time Setup)

1. Select **Setup > Sales > Items**. Click **New**.
2. Enter an **Abbreviation** that can easily identify the Customer Refunds sales item.
3. Enter Customer Refunds as the **Name**.
4. Select Non-Tracked Item as the **Type**.
5. Select a **Sales Tax Category**.
6. Uncheck the **Taxable** box.
7. On the Accounts tab, enter or select a **Sales** and a **Returns & Allowances** account. If you are also using the Sales Orders module, an **Expense** account is required.
8. Click **Save**.

Step B: Enter a Customer Invoice (this will deduct the amount from the cash account and document the refund on the customer's account)

1. Complete the **Select** tab with the customer's information.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

2. Select the **Invoice** tab.

The screenshot shows the 'Customer Invoices' window. At the top, it says 'Select Invoice'. Below that, the customer is 'Red Wing Bike Club', the date is '7/8/2019', and the invoice number is '000074'. The customer balance is \$9,253.95, the credit limit is \$123,000.00, and the remaining credit is \$113,746.05. The main table has columns: Item, Quantity Shipped, Description, Account, Sales Price, and Amount. There is one line item: 'Customer Refund' with a quantity of -1, description 'Cusotmer Refund', account 'Cash in Bank - Checking', sales price 0.00, and amount \$ -138.81. Below the table, there are fields for Commission Amount (\$0.00), Freight (\$0.00), Misc (\$0.00), Sales Tax (\$0.00), Discounts (\$0.00), Subtotal (\$-138.81), Invoice Total (\$-138.81), Amount Received (\$0.00), Terms Discount (\$0.00), and Net Due (\$-138.81). At the bottom are buttons for Save, Clear, Recall, Accounts, Options, and Close.

3. Select the **Customer Refund sales item** created in Step 1-A.
4. Enter a negative **Quantity**.
5. Change the **Account** to the **Cash** account used for refunding money to customers.
6. Enter the amount to be refunded in the **Amount** column as a negative number.
7. **Save** the invoice.

Step C: Apply the Negative Invoice to the Original (Positive) Invoice

This has no financial affect, but will remove both the customers negative and positive invoice from the A/R Aging Report.

1. Select **Processes > Sales > Receipts**.
2. Fill in the **Company/Fund**, **BankAccount** and **Customer** fields.
3. Click on the **Apply to Open Invoices** button.
4. Select both the positive and negative invoices for the refund amount.
5. Click **OK**.
6. The total of the receipt will be \$0.00.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

7. Click **Save**.

Receipts

Company: Alpine Sports

Bank Account: 1000

Bank Deposit:

Current Batch: No Batch

Current Balance: \$2,099,335.93

Received From: Red Wing Bike Club

Received From Address: Business Address

Red Wing, MN 55066

Receipt / Invoice #: 000050

Date: 11/22/2011

Amount: \$0.00

Payment Type:

Account:

Check / Ref #:

Apply To Open Invoices: \$0.00

Account	Amount		
Accounts Receivable - Business	\$0.00	+	Detail

Memo Line 1:

Line 2:

Total: \$0.00 Adjust Amount

Save Clear Recall Figuring Options Close

#### Option 2 - Refund with Handwritten or Computer Generated Check Refund:

1. Complete all of the steps above for a **Cash Refund** (Note: in the Account field, be sure to select the checking account you will be writing the check out of).
2. Select **Setup > Names**. Find this customer and click **Edit**. Put a check mark in the **Vendor** box. Click **Save**.
3. Select **Processes > Payments**.
4. Process a normal Payment transaction for this customer. **Important:** when entering the payment transaction, use the checking account in the **Bank Account** AND in the **Account** fields. If a computer generated check is needed, be sure to select the Print this Check field, otherwise leave it blank to record a handwritten check.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

5. Click **Save** to complete the refund and if selected, print the check.

Payments

Company: Alpine Sports      Current Batch: No Batch

Bank Account: Cash in Bank - Checking      Current Balance: \$2,093,263.03

Check Number: 000011      Date: 10/12/2009      Amount: \$500.00

Pay To The Order Of: Pro Cast Supplies

Change Address: Red Wing, MN 55066

Memo Line 1:      Line 2:

Apply To Open Invoices: \$4,378.00

Account	Invoice / Ref #	Amount	Project
Cash in Bank - Checking		\$ 500.00	Detail

Total: \$500.00      Adjust Amount

Buttons: Save, Clear, Recall, Recurring, Options, Close

## E-mailing Customer Invoices

CenterPoint allows you to e-mail your customer invoice at the time you save the transaction entry or mass e-mail a group of invoices at any time. The invoice will be attached to an e-mail as a PDF file using the selected form design.

### [Step 1: One Time Setup of E-mail Preferences](#)

### [Step 2: Define a Default Subject and Message for E-mailed Invoices \(Optional Setup\)](#)

### [Step 3: Customer E-mail/Print Defaults](#)

### [Step 4: Sent From and Optional E-mail Addresses](#)

### [Step 5: E-mailing an Invoice](#)

## Step 1: One Time Setup: Email Preferences

1. Select **File > Preferences > Email Setup > Email Setup**.
2. Select the **Database** tab at the top.
3. Enter your **"To/From" Email Address**. This is the e-mail address used only for testing the SMTP settings. The Sent From address for customer invoices and print/email checks/invoices (when you e-mail a group of invoices) is set in **Setup > General > Email Addresses**, see Step 4 for more information.



- Once the To/From Email Address is entered, the system will try to auto fill the **Server** and **Port**. If it's unable to fill the info, you'll have to get the information from your network administrator. They can also let you know what you should select in the **Require Login** and **Require secure connection (SSL/TLS)** field.
- Click **Test**. An e-mail will be sent indicating the SMTP options have been set correctly. Verify that you received the CenterPoint: Testing SMTP Configuration email. See the [Email Setup](#) topic for additional information.



Note: If you didn't receive the e-mail, then the settings in step 4 must be corrected.

- Once the e-mail is received, select **Save** in the Preferences screen.

## Step 2: Define a Default Subject and Message for E-mailed Invoices (Optional Setup)

If you'd like to use the same email Subject, and Message, and Form each time you email an invoice, it can be added to this preference. This preference also allows you to add Form Fields from the customer invoice data to the default Subject line or Message text.

- Enter a default **Subject** and **Message**. If you want to insert Form Fields into the Subject or Message of the email, click the **Fields** button or type [ at the location the form field should be inserted. The available Form Fields for customer invoices are:

Company Address 1	Company Address 2	Company City, State, Zip	Company Contact	Company Email
Company Name	Company Phone	Company Web Address	Custom 1-8	Customer Abbreviation
Customer Name	Due Date	Discount Date	Invoice Date	Invoice Number
Invoice Total	Memo 1	Memo 2	Payment Terms Abbreviation	Payment Terms

Shipping Method	Shipping Method			
Abbreviation				

- » For example, you can customize the default Subject and Message for emailed invoices to include data fields from the customer invoices along with default text:

Preferences - Customer Invoices

Accounts  
Customer Invoices  
Depreciation  
Email Setup  
Billing Statements  
Customer Invoices  
Email Setup  
Purchase Orders

Current Settings Global Application Database User

Subject [Company Name] Invoice Number [Invoice Number]

Message Dear [Customer Name],  
Attached please find Invoice Number [Invoice Number] for [Invoice Total] on [Invoice Date].  
Sincerely,  
[Company Contact]

\*Type [ to insert fields relating to the customer invoice that will be populated when generating the email.

Form Not Set

Fields...

Reset Defaults Clear Save

- In the **Subject** box, click **Fields** or type [, select **CompanyName**, type **Invoice Number**, click **Fields** or type [, and then select **Invoice Number**.
- In the **Message** box, type **Dear**, click **Fields** or type [, select **Customer Name**, and then type a **comma**.
- In the **Message** box, type **Attached please find Invoice Number**, click **Fields** or type [, select **Invoice Number**, type **for**, click **Fields** or type [, select **Invoice Total**, type **on**, click **Fields** or type [, select **Invoice Date**, and then type a **period**.
- In the **Message** box, type **Sincerely,**.
- In the **Message** box, click **Fields** or type [, select **Customer Contact**.



Note: To create paragraphs, press your Ctrl and Enter keys at the same time.

- Select a default **Form** for emailing invoices. This form will be used to format the PDF file that will be attached to the email.
- Click **Save**.



Note: For those customers who normally print invoices on letterhead or a preprinted form, you will want to select a Plain Paper form for e-mailing so that it includes all of the company/fund information also.

### Step 3: Customer E-mail/Print Defaults

Prior to e-mailing an invoice to a customer, the customer file must include an e-mail address and e-mail form options on the Email/Print tab.

If your customers don't currently have e-mail addresses on the **Email/Print** tab in their record, use the following step to update their records individually.

1. Select **Setup > Names** or **Setup > Customers**.
2. Find the appropriate customer and click **Edit**.
3. Click the **Email/Print** tab.
4. Click on the **Email/Print** tab. The Email Addresses and Options fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor or a customer. Use these options to set up multiple e-mail addresses where invoices, statements, sales orders, and purchase orders can be sent for this customer. You can also select how each e-mail is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own e-mail address so they have an audit trail of emails sent). The Email Addresses and Options settings will be used to set the default image on the Email button on the Customer Invoices (Basic), Customer Invoices (Detail), Receipts, Sales Orders and Purchase Orders entry screens. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.

The screenshot shows the 'Customers' window with the 'Email/Print' tab selected for 'Alpine Credit Company'. The 'Email Addresses and Options' section contains a table with the following data:

Name	Email Address	Invoices	Statements	Sales Order
John Jones	jjones@testemail.com	Send "To..."	Send "To..."	Send "To..."
Jill Jones	jilljones@testemail.com	Send "CC..."	Send "To..."	Send "CC..."

Below the table is the 'Print Options' section with the following settings:

- Print Customer Invoices: No
- Print Customer Statements: No
- Print Receipts: Yes
- Print Sales Orders: No
- Print Purchase Orders: No

The **Print Options** fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. The available fields are: **Print Customer Invoices**, **Print Customer Statements**, **Print Receipts**, **Print SalesOrders**, and **Print Purchase Orders**. Use these options to determine if invoices, statements, sales orders, and purchase orders should be

printed for this customer. The Print Options settings will be used to set the default image on the Print button on the Customer Invoices (Basic), Customer Invoices (Detail), Receipts, Sales Orders and Purchase Orders entry screens. A printer image with a check mark on it will mean the form will Print and a Printer image with a cross-through on it will mean the form will not print.

5. Click **Save**.

#### Step 4 - Sent From and Optional E-mail Addresses

The Setup > General > Email Addresses menu selection is used to set the name and e-mail address customer invoices and print/email checks/invoices (when you e-mail a group of invoices) are sent from. This menu allows you to select other Sent From e-mail addresses for the different forms that you send via e-mail.

You can optionally add e-mail addresses where messages and attached documents can be sent to; including the salesperson that was selected when the invoice is entered and saved, internal staff, outside accountants, or other addresses that are not related to the customer the transaction is entered for. You can also select how each e-mail is to be sent, directly to the recipient, as a carbon copy, or as a blind carbon copy or set a default "From" email address for each document type (invoice or print/email checks/invoices).

1. Select **Setup > General > Email Addresses**.

Name	Email Address	Customer Invoices	Print Checks/Invoices	Billing Statements	Sales Orders	Purchase Orders
Jack Smith	jsmith@outsidesaccountant.com	Send "BCC"	Sent "From"	Sent "From"	Sent "From"	Sent "From"
Joe Hale	jhale@internalstaff.com	Sent "From"	Sent "From"	Sent "From"	Sent "From"	Sent "From"

Salesperson Email Options

Email Customer Invoices: Send "CC"

Email Sales Orders: Send "CC"

Save Cancel

2. Enter the **Name**, the **Email Address**, and select how **Customer Invoices** and **Print Checks/Invoices** (when you e-mail a group of invoices) should be sent, **No Email**, **Send "From..."** (the default e-mail address the customer invoice or print/email checks/invoices is sent from), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (blind carbon copy).
3. If you want the salesperson to receive a copy of the customer Invoice, in the **Email Customer Invoices** box, select either **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (blind carbon copy).
4. Click **Save**.

#### Step 5 - E-mailing an Invoice

When entering invoices, the Print and E-mail icons will display the defaults for the selected customer. For example, if you have a customer setup to E-mail Only, the Print icon will display a red X on it and the E-mail icon will have a Green check mark.

1. You can change the print or e-mail settings for a customer on the invoice entry screen by simply clicking on the Print or E-mail icons. If you click on the E-mail icon, the settings from the Email/Print tab in Setup > Customers or Setup > Names display. You can add additional recipient e-mail addresses to the To, CC, or BCC boxes by separating the addresses with a semi-colon. You can also change the Form the invoice should be printed on.
2. If a customer is setup to e-mail their invoices, the system will automatically prompt you with the Email settings from the Step 2 - Define a Default Subject and Message for E-mailed Invoices section with the Email Invoice check box selected when the invoice is saved. You can change the e-mail settings from this screen. You can add additional recipient e-mail addresses to the To, CC, or BCC boxes by separating the addresses with a semi-colon. You can also change the Form the invoice should be printed on. Click OK to email the invoice.
3. If you attached documents to a customer invoice (for example pictures of a product, specifications of a product, warranty information, etc),. you can email the attachments with the customer invoice. See the [Attach Documents to Transactions](#) topic for detailed information.
4. If you edited and saved a customer invoice, an *Email this customer invoice?* prompt will display to allow you to skip emailing an edited invoice.
5. Use the Print/Email Checks/Invoices screen to e-mail a group of invoices.



Note: if a customer has multiple invoices selected in the Print/Email Checks/Invoices screen, they will get a separate e-mail for each invoice being sent.

## Receivable Reminders

The Receivables Reminder will check for Accounts Receivable invoices that are due for a specific company either on the receivable due date, on a set number of days prior to the receivable due date, or on a set number of days after the receivable due date.

---

### Create a Receivables Due Reminder

The Receivables Reminder will check for Accounts Receivable invoices that are due for a specific company/fund either on the receivable due date, on a set number of days prior to the receivable due date, or on a set number of days after the receivable due date.

1. On the **Setup** menu, click **Reminders**. Click **New**.
2. In the **Message** box, enter up to 50 characters of a required message that will display in the Message column in the Reminders Due window when this reminder is due.
3. In the **Type** box, select Receivable Reminders.
4. In the **Description** box, enter a detailed description about the reminder.
5. Click the **Receivables** tab.

6. Under **Reminder Details**, select **On Due Date** to be reminded when an Accounts Receivable invoice is due, or select **Prior To Due Date** to be reminded prior to when Accounts Receivable invoices are due, or select **After Due Date** to be reminded after the Accounts Receivable invoices are due.
  - » If you selected **Prior To Due Date**, in the **Days Before Due Date** box, enter the number of days prior to when Accounts Receivable invoices are due that you want to be reminded.
  - » If you selected **After Due Date**, in the **Days After Due Date** box, enter the number of days after the Accounts Receivable invoices are due that you want to be reminded.
7. In the **Company/Fund** box, click and select the company/fund you want this reminder to display for.
8. If you want to automatically perform an action when this reminder is due, click **Action**, clear the No Action Taken check box and select the menu selection you want to perform. For example, you may want to select Processes > Revenues > Receipts or Reports > Reports for an Accounts Receivable reminder that is due.
9. Click **Save** to save the reminder and return to the List tab, or click **Close** to save the reminder and close the Reminders screen.

## Print/Reprint or Email/Resend Invoices

Invoices can be printed, reprinted, emailed or resent in CenterPoint. CenterPoint allows you to email or print your invoices at the time you save the transaction entry. The invoice will be attached to an e-mail as a PDF file using the selected form design. You can also choose to print/email or reprint/resend multiple invoices after transaction entry via the **Processes > Sales > Print/Email Invoices** screen. During the reprint process, you can choose to keep the original invoice number or assign a new check number. There are also additional options for reprinting/resending invoices defined in this document.

[One Time Setup: Email Preferences](#)

[Optional Setup: Define a Default Subject and Message for Emailed Invoices](#)

[Set Customer Email/Print Defaults](#)

[Set Sent From and Optional Email Addresses](#)

[Printing or Emailing an Invoice During Entry](#)

[Printing or Emailing Multiple Invoices](#)

[Reprint/Resend Invoices](#)

[Option 1: Reprint/Resend Invoices from Print/Email Invoices](#)

[Option 2: Reprint/Resend Transactions from Transaction Search](#)

[Option 3: Reprint/Resend From Report Drill Downs](#)

## One Time Setup: Email Preferences

1. Select **File > Preferences > Email Setup > Email Setup**. Select the **Database** tab.
2. Enter your **"To/From" Email Address**. This is the email address used for testing the SMTP settings and if there aren't any Customer Invoices Sent "From" email addresses assigned under **Setup > General > Email Addresses**. See the *Sent From and Optional Email Addresses* section in this document for more information.

The screenshot shows the 'Preferences - Email Setup' window with the 'Database' tab selected. The left sidebar lists various setup categories, with 'Email Setup' expanded. The main area contains the following fields and options:

- Server:** smtp.thiscompany.com
- Port:** 25
- Require Login:** Yes (dropdown)
- Username:** jonz
- Password:** [masked]
- Require secure connection (SSL/TLS):** No (dropdown)
- Ignore Certificate Issues:** No (dropdown)
- Timeout (seconds):** 30
- Test Settings:**
  - To/From Email Address:** jonz@thiscompany.com
  - Test:** [button]
- Buttons:** Reset Defaults, Clear, Save

4. Once the To/From Email Address is entered, the system will try to auto fill the **Server** and **Port**. If it's unable to auto-fill the information, you'll have to get the information from your network administrator. They can also let you know what you should select in the **Require Login** and **Require secure connection (SSL/TLS)** fields.
5. Click **Test**. An email will be sent indicating the SMTP options have been set correctly. Verify that you received the CenterPoint: Testing SMTP Configuration email. See the [Email Setup](#) topic for additional information.



Note: If you didn't receive the email, then the settings in step 4 must be corrected.

6. Once the email is received, select **Save** in the Preferences screen.

## Optional Setup - Define a Default Subject and Message for Emailed Invoices

If you'd like to use the same email Subject, and Message, and Form each time you email an invoice, it can be added to this preference. This preference also allows you to add Form Fields from the customer invoice data to the default Subject line or Message text.

1. Enter a default **Subject** and **Message**. If you want to insert Form Fields into the Subject or Message of the email, click the **Fields** button or type [ at the location the form field should be inserted. The available Form Fields for customer invoices are:

Company Address 1	Company Address 2	Company City, State, Zip	Company Contact	Company Email
Company Name	Company Phone	Company Web Address	Custom 1-8	Customer Abbreviation
Customer Name	Due Date	Discount Date	Invoice Date	Invoice Number
Invoice Total	Memo 1	Memo 2	Payment Terms Abbreviation	Payment Terms
Shipping Method Abbreviation	Shipping Method			

- » For example, if you enter a customer invoice number 02389 for Andy Johnson for Alpine Sports and in the Subject you always want the Company Name/Invoice Number text/ Invoice Number from the customer invoice and the Message to include Dear/Customer Name, on the first line. Attached please find Invoice Number text/Invoice Number from the customer invoice/for text/Invoice Total from the customer invoice/on text/Invoice Date from the customer invoice on the next line, Sincerely on the next line, and then Customer Contact on the final line.
- In the **Subject** box, click **Fields** or type [, select **Company Name**, type **Invoice Number**, click **Fields** or type [, and then select **Invoice Number**.
  - In the **Message** box, type **Dear**, click **Fields** or type [, select **Customer Name**, and then type a **comma**.
  - In the **Message** box, type **Attached please find Invoice Number**, click **Fields** or type [, select **Invoice Number**, type **for**, click **Fields** or type [, select **Invoice Total**, type **on**, click **Fields** or type [, select **Invoice Date**, and then type a **period**.
  - In the **Message** box, type **Sincerely**,.



- e. In the **Message** box, click **Fields** or type [, select **Customer Contact**.

Note: To create paragraphs, press your Ctrl and Enter keys at the same time.

4. Select a default **Form** for emailing invoices. This form will be used to format the PDF file that will be attached to the email.

Note: For those customers who normally print invoices on letterhead or a preprinted form, you will want to select a Plain Paper form for e-mailing so that it includes all of the company/fund information also.

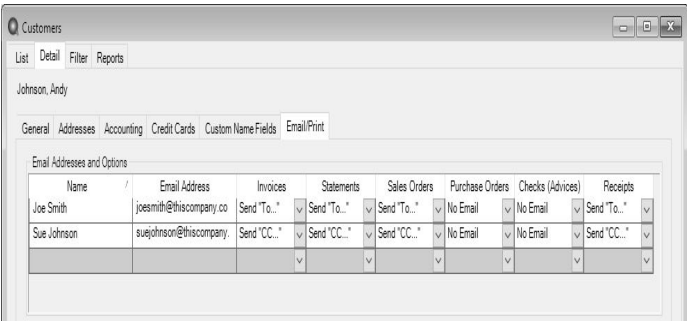
4. Click **Save**.

### Set Customer Email/Print Defaults

Prior to emailing an invoice to a customer, the customer file must include an email address and email form options on the Email/Print tab.

If your customers don't currently have email addresses on the **Email/Print** tab in their record , use the following step to update their records individually.

1. Select **Setup > Names > Names** or **Setup > Customers**.
2. Find the appropriate customer and click **Edit**.
3. Click on the **Email/Print** tab. Use the Email Addresses and Options section on this tab to set up multiple email addresses where Invoices can be sent for this customer. You can also select how each email is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own email address so they have an audit trail of emails sent ). The Email Addresses and Options settings will be used to set the default image on the Email button on the Customer Invoices (Basic) or Customer Invoices (Detail) entry screens. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.



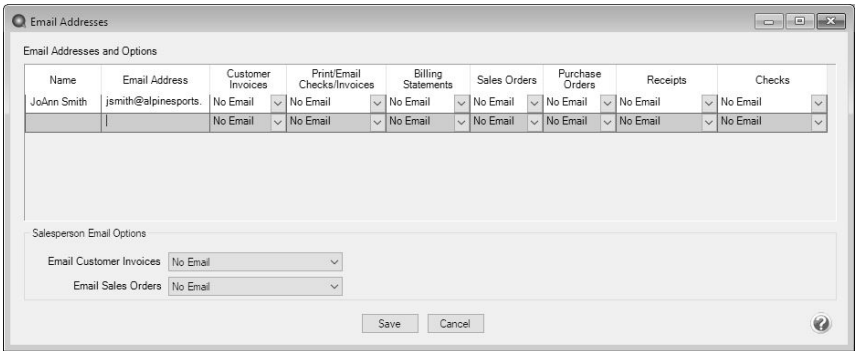
The **Print Options** section on this tab for **Print Customer Invoices** is used to determine if invoices should be printed for this name/customer. The Print Options settings will be used to set the default image on the Print button on the Customer Invoices (Basic) or Customer Invoices (Detail) screens. A printer image with a check mark on it will mean the form will Print and a Printer image with a cross-through on it will mean the form will not print.

- 4. Click **Save**.

Set Sent From and Optional Email Addresses

The Setup > General > Email Addresses menu selection is used to set the name and email address invoices are sent from. This menu allows you to select other Sent From email addresses for the different forms that you send via email. You can optionally add email addresses where messages and attached documents can be sent to; including internal staff, outside accountants, or other addresses that are not related to the name/customer the transaction is entered for. You can also select how each email is to be sent, directly to the recipient, as a carbon copy, or as a blind carbon copy or set a default "From" email address for each document.

- 1. Select **Setup > General > Email Addresses**.



- 2. Enter the **Name**, the **Email Address**, and select how invoices should be sent, **No Email**, **Send "From..."** (the default e-mail address the invoice is sent from), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (blind carbon copy).

Printing or Emailing an Invoice During Entry

When entering invoices, the Print and Email icons will display the defaults for the selected customer. For example, if you have a customer setup to email only, the Print icon will display a red X on it and the Email icon will have a green check mark on it.

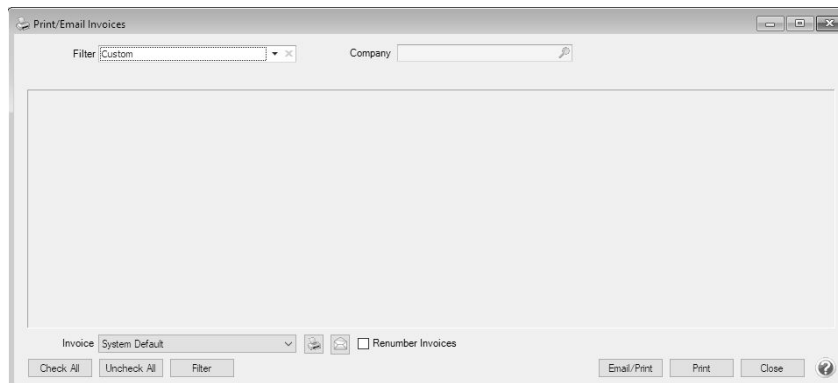
1. You can change the print or e-mail settings for a customer on the invoice entry screen by simply clicking on the Print or E-mail icons. If you click on the Print icon, you can determine if the invoice should be printed and select and change the form type, printer, or number of copies. If you click on the E-mail icon, the settings from the Email/Print tab in Setup > Customers or Setup > Names display. You can add additional recipient e-mail addresses to the To, CC, or BCC boxes by separating the addresses with a semi-colon. You can also change the Form the invoice should be printed on.
2. If a customer is setup to e-mail their invoices, the system will automatically prompt you with the Email settings from the Optional Setup - Define a Default Subject and Message for Emailed Invoices section with the Email Invoice check box selected when the invoice is saved. You can change the e-mail settings from this screen. You can add additional recipient e-mail addresses to the To, CC, or BCC boxes by separating the addresses with a semi-colon. You can also change the Form the invoice should be printed on. Click OK to email the invoice.
3. If you edited and saved a customer invoice, either/both messages: *Print this customer invoice?* or *Email this customer invoice?* display to allow you to skip emailing/printing an edited invoice. Which question displays depends on the selections on the customer's Email/Print tab in Setup > Customers or Setup > Names.
4. Use the Print/Email Invoices screen to email a group of invoices after transaction entry.



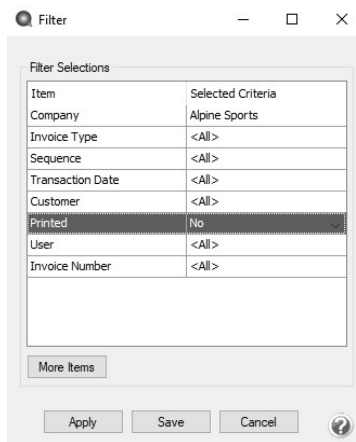
Note: if a customer has multiple invoices selected in the Processes > Sales > Print/Email Invoices screen, they will get a separate email for each invoice being sent. See the *Printing or Emailing Multiple Invoices* section of this document for more information.

### Printing or Emailing Multiple Invoices

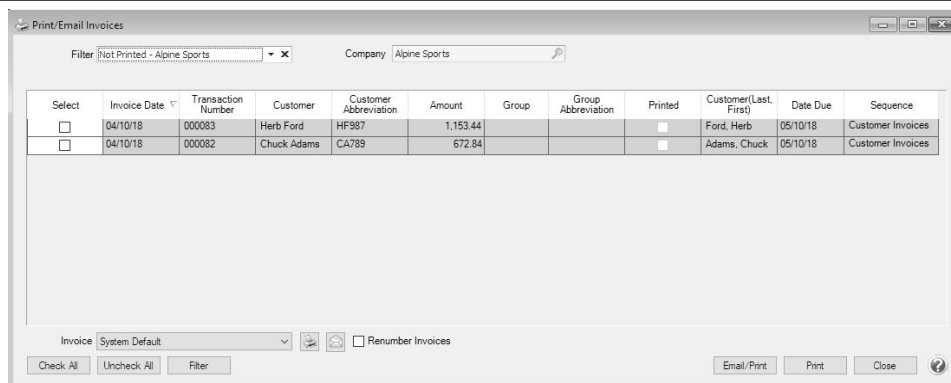
1. Select **Processes > Sales > Print/Email Invoices**.
2. If this is the first time entering this screen, the screen will not list any invoices. After using the screen for the first time, the previous filter selection will automatically display.



3. If you would like to filter the list of invoices that display, click the **Filter** button, select your filter criteria, and either **Apply** the filter to the list (you will see Custom in the Filter box) or **Save** the filter so you can select the named filter in the Filter box in the future. In the example below, the filter is set to display invoices that aren't printed and the filter was saved with the name Not Printed - Alpine Sports.



Note: To display a range of invoice numbers to print/email, click in the Invoice Number Selected Criteria column and then enter a range to print/email From and To.



- To select all invoices for printing, click **Check All** or select each invoice you want to print/email. To unselect all invoices from the printing selection, click **Uncheck All**.
- Select the **Invoice** form type.
- Click the **Printer** icon to change the default printer and the number of copies to print.
- Click the **Envelope** icon to change the defaults set in File > Preferences > Email Setup > Customer Invoices for the Subject, Message, and Form.
- Click **Email/Print** to email and or print the selected invoices. Invoices will be emailed and/or printed according to the email/print settings on the customer. Click **Print** to print a copy of all selected invoices.
- You will receive a *Process Completed Successfully* message when the invoice(s) complete emailing.
- Click **Close**.

## Reprint/Resend Invoices

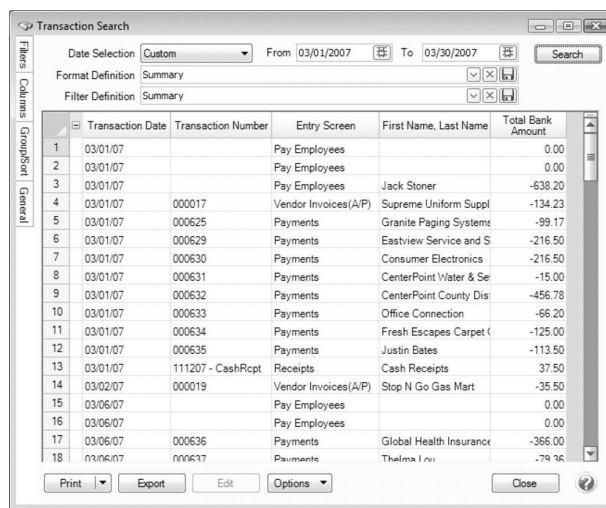
### Option 1: Reprint/Resend Invoices from Print/Email Invoices

- Select **Processes > Sales > Print/Email Invoices**.
- Choose a saved filter that will include the invoice or click the **Filter** button to define new filter criteria.
- To select all invoices for reprinting/resending, click **Check All** or select each invoice you want to reprint/resend. To unselect all invoices from the selection, click **Uncheck All**.
- Select the **Invoice** form type.

- Click the **Printer** icon to change the default printer and the number of copies to print.
- Select the **Renumber Invoices** check box to change the invoice number for printed invoices.
- Click the **Envelope** icon to change the defaults set in File > Preferences > Email Setup > Customer Invoices for the Subject, Message, and Form.
- Click **Email/Print** to resend and/or reprint all selected invoices or click **Print** to reprint all selected invoices. Invoices will be reprinted and/or resent based on the selections made for the invoices in Setup > Customers or Setup > Names > Names.
- You will receive a *Process Completed Successfully* message when the invoice(s) complete resending.
- Click **Close**.

#### Option 2: Reprint/Resend Transactions from Transaction Search

- Select **Reporting Tools > Transaction Search**.
- Enter the selection criteria for the invoices to be reprinted:



- » Select a period from the drop down or enter a specific date range in the **Date Selection** field.
  - » Select **Summary** in the **Format Definition** field.
- Click **Search**. The transactions that meet the selection criteria specified in step 2 will display.
  - Select the transactions you need to reprint/resend. More than one transaction can be selected at a time by dragging your mouse down the rows or by holding down the Ctrl key on the keyboard while single clicking on individual transactions.
  - Right-click and select **Reprint Invoices**.

#### Option 3: Reprint/Resend From Report Drill Downs

- Select Reports > Reports.
- Preview any report where the transaction will be included.
- Click on the appropriate transaction to display the transaction in it's original format. The Printer and Email icons that display on the transaction will determine if the invoice will be reprinted/resent when you click **Save**.

## Receipts

### Enter a Receipt Applied to Customer Open Invoices

This document provides step-by-step instructions on how to enter a payment received from a customer and apply the payment to their open invoices.

#### Entering a Receipt that is Applied to Customer Open Invoices

1. Select **Processes > Sales > Receipts**.

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

- Company:** Alpine Sports
- Current Batch:** No Batch
- Bank Account:** Cash in Bank - Checking
- Current Balance:** \$2,090,020.79
- Bank Deposit:** (empty)
- Received From:** Johnson, Andy
- Receipt / Invoice #:** 000060
- Received From Address:** Business Address
- Date:** 06/17/2010
- Amount:** \$200.00
- Payment Type:** Check
- Check / Ref #:** 123456
- Apply To Open Invoices:** \$388.70
- Table:**

Account	Amount	Notation
	\$ 200.00	
- Memo Line 1:** (empty)
- Line 2:** (empty)
- Total:** \$0.00
- Buttons:** Save, Clear, Recall, Recurring, Options, Close

2. Select the **Bank Account** where the funds are being deposited.



Note: To save time & keystrokes, use the **Options** button at the bottom of the screen to turn off those fields that you are not using in the receipts screen. If using bank deposits, a **Bank Deposit** can also be selected.

3. In the **Received From** field, enter the appropriate name, click the Lookup icon to lookup the name or click New or New One Time Use to create a new name, right-click and select New to create a new name, or right-click and select Invoice Search to enter an invoice number to find the customer. .
4. Once the customer is selected, the Apply to Open Invoices field will be highlighted in yellow if they have open invoices. To review transactions in a Transaction Search screen for the selected name, entry screen, and current year, right-click in the **Received From** box, and select **Review Transactions**.
5. To select a different address for this name, click the Lookup icon in the **Received From Address** box, select the address, and then click **OK**. To create a new address, right-click in the Received From Address box, select **New**, enter the address details, and then click **Save**. To edit an existing address, right-click in the Received From Address box, select **Edit**, enter your changes, and then click **Save** .

6. In the **Receipt/Invoice Number** box, select a sequence number. Messages will display when duplicate sequence numbers are found based on the Duplicates and the Check When fields in Setup > General > Numbering Sequence. The messages inform you if a duplicate sequence number was found and how the duplicate sequence number should be replaced with a new sequence number, automatically or manually.
7. In the **Date** box, enter the date the payment was received.
8. In the **Payment Type** box, select the type of receipt that is being made, check, cash, credit card, etc. If the payment type you selected was assigned a payment type of Other, the account assigned to the payment type will display in the **Account** box, and the Bank Account and Bank Deposit lookups are disabled. Instead of the bank account, the "Payment Type Account" is used as the offset to all journal entries on the Receipts screen.
9. In the **Check/Ref #** box, enter a check or credit card number if applicable (up to 20 characters).



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

10. Select the **Apply to Open Invoices** button to display this customer's open (unpaid) invoices.
11. The Receipt Amount will display a value:
  - » If the value entered on the previous screen in the (Amount - Total) is greater than 0.00, the Receipt Amount value will display the (Amount - Total).
  - » If the value entered on the previous screen in the (Amount - Total) is less than 0.00, the Receipt Amount will display 0.00.

Invoice Date	Reference #	Amount Due	Payment Amount	Pay	Due Date	Discount Available	Discount Taken	Amount Due After Discount	Discount
04/01/09	000009	\$ 144.35	\$ 0.00	<input type="checkbox"/>	01/31/0	\$ 0.00	\$ 0.00	\$ 144.35	04/11/09
07/01/09	000009	\$ 244.35	\$ 0.00	<input type="checkbox"/>	07/31/0	\$ 0.00	\$ 0.00	\$ 244.35	01/01/80

Over Payment (Customer Deposit)  
 Account:   
 Amount: \$0.00

Discounts Taken  
 Account: Returns & Allowances  
 Amount: \$0.00

Total Due: \$388.70  
 Total To Be Paid: \$0.00

Buttons: Pay All, Reset, Expand All, Cancel, OK

12. Begin selecting which invoices this payment should be applied to. There are various ways to select invoices:
  - » Click on the **Pay All** button if all invoices were paid in full.
  - » Verify or enter the **Receipt Amount** and click **Apply**. The system will automatically apply the payment to the oldest invoices. If the amount received was more than their open invoices, the system will automatically create a deposit for the overpayment amount.
  - » Put a check mark in the **Pay** box for each invoice to be paid.
    - » To partially pay an invoice, enter the amount to be paid in the **Payment Amount** field for that particular invoice.
13. Once the appropriate invoices have been selected, click **OK** to return to the main receipt screen.

14. The Email or Print Options selected on the Email/Print tab in Setup > Names > Names and Setup > Customers will determine the default setting for the **Print** (an image of a printer displays on the button) and **E-mail** (an image of an envelope displays on the button) buttons (the selection can be changed on this screen). If the Print or E-mail buttons display with a red X, it means the receipt and other forms selected on the File > Preferences > Printing > Receipts screen will not be printed or e-mailed when the receipt is saved. If the Print or E-mail buttons display with a green check mark, it means the receipt and other forms selected on the File > Preferences > Printing > Receipts screen will be printed or e-mailed when the receipt is saved. To override the Print button default setting, click the Print button to display the Print Setting screen where you can override the Print Receipt setting for this receipt and other forms selected on the File Preferences > Printing > Receipts screen only, select the printer to print the receipt and other forms to, the number of copies of the receipt and other forms to print, and the form the receipt should be printed on. To override the E-mail button setting for this receipt only, click the E-mail button to display the Email Settings screen where you can override the E-mail Receipt setting and the default To, CC, BCC, From, Subject, Message, and form the receipt should be e-mailed on.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

15. Click **Save** to complete the transaction.

**Adjustments:** If a customer overpays or underpays by a few cents and you want to clear their account while entering the receipt, follow these modifications to the above instructions:

- » Enter the amount actually received from the customer in the **Amount** field on the main **Receipts** screen.
- » In the **Apply Receipt to Open Invoices** screen, enter a **Receipt Amount** that is equal to what you want to clear (including the few cents difference) and select invoices as you normally would (step 8).
- » Once the main **Receipts** screen is again saved, the grid will have an additional line that specifies the amount that was under or overpaid (an underpayment will display as a negative amount and an overpayment as a positive). Choose the **Account** that amount should be charged to and **Save** the entry.



Receipts

Company: Alpine Sports      Current Batch: No Batch

Bank Account: Cash in Bank - Checking      Current Balance: \$2,090,020.79

Bank Deposit:

Received From: Johnson, Andy      Receipt / Invoice #: 000060

Received From Address: Business Address      Date: 06/17/2010

Amount: \$388.69

Payment Type: Check

Check / Ref #: 123456

Apply To Open Invoices: \$388.70

Account	Amount	Notation
Accounts Receivable - Retail	\$ 388.70	+ Detail
Miscellaneous	0.01	- Detail

Memo Line 1:      Total: \$388.69      Adjust Amount

Line 2:

Save   Clear   Recall   Recurring   Options   Close

## Customer Deposits, Prepayments and Overpayment Processing

A customer deposit is a prepayment for the purchase of future goods and services (unearned revenue). Overpayment of customer invoices (A/R) may also be considered customer deposits because they are also considered unearned revenues.

When a customer deposit is entered, it must be posted to a liability account (unearned revenue) that belongs to the Customer Deposits account category.

[Step A: Verify or Add a Customer Deposits Account \(Onetime Setup\)](#)

[Step B: Creating Deposits for Customer Overpayments and Prepayments/Deposits](#)

[Step C: Applying Deposits to Invoices](#)

[Refunding a Customer Deposit](#)

[Frequently Asked Questions](#)

### Step A - Verify or Add a Customer Deposits Account (Onetime Setup)

1. Select **Setup > Accounts > Accounts** and review the list to see if you have an existing Customer Deposits account. If you do, edit that account. Otherwise, click **New** to begin adding a new account.
2. If you are editing an existing Customer Deposits account, verify that the **Type** is set to **Liabilities** and the **Category** is set to **Customer Deposits**. Correct if needed. Then, click **Save** and skip to Step B section below.
3. When creating a new account, enter an appropriate **Number** and **Name**.

4. Select **Liabilities** as the **Type**.
5. Select **Customer Deposits** as the **Category**.
6. Click **Save**.

### Step B: Creating Deposits

There are two types of deposits that can be entered in CenterPoint depending on if the customer is giving you a prepayment or deposit for a future purchase, or if they have inadvertently overpaid an invoice. Step-by-step instructions are included below for both scenarios.

Creating a deposit for a customer prepayment or deposit

1. Select **Processes > Sales > Receipts**.

2. Enter the **Bank Account** the receipt will be deposited into. If using bank deposits, also specify the appropriate Bank Deposit.
3. Enter the customer the deposit was **Received From**, the **Date**, and the **Amount**. The **Payment Type** and **Check/Ref #** fields are optional.
4. In the grid, select your **Customer Deposits** account in the **Account** field.
5. If a receipt for the customer is desired, click the **Print** button.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

6. Click **Save** to complete the transaction. This receipt will now display as a deposit on the customers account, increase the bank account and increase the customer deposits liability account.

Creating a deposit for a customer's overpayment

1. Select **Processes > Sales > Receipts**.
2. Enter the **Bank Account** the receipt will be deposited into. If using bank deposits, also specify the appropriate **Bank Deposit**.
3. Enter the customer the deposit was **Received From**, the **Date**, and the **Amount**. The **Payment Type** and **Check/Ref #** fields are optional.
4. Click on the **Apply to Open Invoices** button.
5. Enter the amount received in the **Receipt Amount** field, and click **Apply**.
6. The remaining amount of the receipt will display in the **Over Payment (Customer Deposit)** area. Select your **Customer Deposits** account in the **Account** field. The amount will display automatically.
7. Click **OK** to return to the original receipt screen.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

8. Click **Save** to complete the transaction. This overpayment portion of this receipt will now display as a deposit on the customers account, increase the bank account and increase the customer deposits liability account.

### Step C: Apply Deposits to Invoices

There are two processes that can be used to apply a previously entered deposit to an invoice. Both are described below.

Option 1 - Apply the deposit while entering the customer sales invoice

1. Select **Processes > Sales > Customer Invoices**. Use the normal process to enter an invoice for the customer.
2. By default the system will automatically apply any unapplied deposits to the invoice. The amount applied will be displayed in the **Amount Received** box

Customer Invoices

Select Invoice

Customer: Adams, Chuck Date: 11/30/2023 Invoice: 000075

Customer Balance: -\$585.24 Credit Limit: \$15,000.00 Remaining Credit: \$15,585.24

Item	Quantity Shipped	Description	Account	Sales Price	Amount	Additional Description	Comments
Miscellaneous Sales	1	Miscellaneous Sales	Product Sales	254.00	\$ 254.00		

Item	UOM	Quantity Assigned	Quantity On Hand	Quantity Available	On Order	Vendor Part #
Miscellaneous Sales	Each	0	0		0	

Commission Amount: \$0.00 ☐ Override

Freight: \$0.00 + Misc: \$0.00 + Sales Tax: \$17.28 - Discounts: \$0.00 =

Subtotal: \$254.00

Invoice Total: \$271.28

Amount Received: \$271.28 Terms Discount: \$0.00 Net Due: \$0.00

Save Clear Recall Accounts Options Close



Note: If you prefer that the system not automatically apply deposits, click on the Options button at the bottom of the screen, select Apply Customer Deposits, and then select Manually Apply Customer Deposits to Invoices.

If you are **manually applying customer deposits**, the amount in the **Amount Received** box will always display as 0.00 even if you have deposits available for application. To display all outstanding deposits and manually apply the deposit, click **Amount Received**. The Apply Customer Deposits screen displays all available deposits that have previously been received with a deposit date that is less than or equal to the current invoice date and not yet applied to a sales invoice. To apply the deposit to the invoice, select the check box next to the **Date** and then click **OK**. If the applied deposit is less than or equal to the balance due on the current invoice, the entire amount is applied. If the applied deposit is greater than the balance due on the current invoice, only the balance due will be applied. The Balance Due is calculated as the Invoice Total - Amount Received Applied - Sum of Customer Deposits Applied - Discount Amount.

Apply Customer Deposits

☒ Calculate Terms Discount \$0.00

Customer Deposits

	Date	Receipt Number	Amount	Applied	Notation
<input type="checkbox"/>	11/30/2023	000058	\$ 543.00	\$ 0.00	Receipt for building materials
<input type="checkbox"/>	11/30/2023	000059	\$ 212.00	\$ 0.00	Deposit for doors.

Pay In Full

Receipts

Bank Account	Payment Type	Check/Ref #	Amount

Balance Due With Discount \$271.28


OK Cancel

3. The **Net Due** is calculated as the Invoice Total - Amount Received Applied - Sum of Customer Deposits Applied - Discounts.
4. Click **Save** to complete the invoice and application of the deposit.

Option 2 - Apply the deposit after the customer sales invoice has been entered

1. Select **Processes > Sales > Apply Customer Deposits**.

Due Date	Invoice Date	Receipt / Invoice #	Amount Due	Apply Amount	Apply	Discount Available	Discount Taken	Amount Due After Discount
01/31/08	07/01/09	000014	\$ 200.00	\$ 250.00	<input checked="" type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 450.00
01/31/08	10/07/09	000014	\$ 500.00	\$ 0.00	<input type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 500.00

2. Enter the **Customer** and the **Transaction Date**.
3. Click on the Lookup button  to the right of the **Deposit** field to display all unapplied deposits. Select the appropriate deposit from the list. (Use the Notation column to identify specific customer deposits .).

Receipt D...	Receipt Nu...	Original Dep...	Unapplied B...	Notation
11/30/2023	000058	543.00	543.00	Receipt for building ...
11/30/2023	000059	212.00	212.00	Deposit for doors.

4. In the grid, select the invoice(s) to apply the deposit to. All unpaid invoices will display in the grid. To select an invoice, put a check in the **Apply** box.
5. Click **Save** to complete the transaction.

## Refund a Customer Deposit

### Option A: Refund a Customer Deposit with a Printed Check

1. Select **Processes > Sales > Refund Customer Deposits**.
2. Enter the **Company/Fund, Customer**, and select the **Refund Date**. In the **Refund Method** box, select **Payment**.
3. Select the **BankAccount**. If you need to print a check for the refund, enter the check number and check the **Print this check?** box.
4. **Memo Line 1** will display the following text: "Refund customer deposit/overpayment". This text can be changed. Enter any other information into the **Memo Line 2** box.
5. Select the deposit to be refunded.
6. Click the **Print** button. (An image of a printer displays on the button. A green check mark means the check will be printed and a red X means the check will not be printed.) Select whether the check should be printed when it is created, the printer to print the check to and the number of copies to print. To set your default for the **Print** button, right-click on the button and select **Set As Default**. To override the **Print** button default, click the **Print** button and change the settings on the **Print Settings** screen.
7. Click **Save** to complete the refund .
8. Click **Close**.

### Option B: Create an Vendor Invoice for a Refunded Customer Deposit

1. Select **Processes > Sales > Refund Customer Deposits**.
2. Enter the **Company/Fund, Customer**, and **Refund Date**.
3. Select **Accounts Payable Invoice** as the **Refund Method**.
4. Select the **AP Account** and enter an optional **Invoice Number**.
5. Select the **Customer Deposit** you are refunding.
6. Click **Save** to complete the refund and create the AP Invoice. Click **Close**.

## Frequently Asked Questions (FAQ)

### **Q: Which report should I use to review my customers outstanding deposits?**

**A:** The **Customer Deposits** report. Select **Reports > Reports > Transaction Reports > Receipts > Customer Deposits**.

### **Q: Is there a way to un-apply a deposit to an invoice?**

**A:** Yes. The easiest way to do this is by using the drill-down capabilities in our reports.

1. Preview the **Applied Customer Deposits Journal** (**Reports > Reports > Transaction Reports > Receipts > Applied Customer Deposits Journal**).
2. While previewing the report, verify that it is in interactive mode by clicking on **View** and selecting **Interactive Mode**. Click on the dollar amount to be un-applied in the **Amount Applied** column to display the original transaction that applied the deposit (this will be either the **Apply Customer Deposit** or **Customer Invoice** screen).
3. If the **Apply Customer Deposit** screen is displayed, click the **Delete** button.



Note: if you'd like to apply it to a different invoice, simply deselect the Apply box for this original invoice and put it in the correct invoice. If the Customer Invoices screen is displayed instead, click on the **Edit** button. Then select the **Invoice** tab and click on the **Deposits** button. Remove the check box to the left of the transaction. click **Ok** and then **Save**.

**Q: Which report will show me deposits that have been applied?**

**A:** The **Applied Customer Deposits Journal** (Reports > Reports > Transaction Reports > Receipts > Applied Customer Deposits Journal) will display all applied deposits. While previewing this report, use the drill-down capabilities to review which invoice(s) it was applied to. This is done by clicking on the dollar amount while previewing the report.



Note: While previewing the report, verify that it is in interactive mode by clicking on **View** and selecting **Interactive Mode**.

**Q: Can I delete a customer deposit?**

**A:** If a customer deposit was inadvertently entered, it can be deleted as long as it has not been included in a bank deposit and is not in a closed period.



Note: If it is deleted, customer reports will not show the deposit be entered & reversed. It will not display at all. The easiest way to do delete a customer deposit is by using the drill-down capabilities in our reports.

1. Preview the **Customer Deposits** report (Reports > Reports > Transaction Reports > Receipts > Customer Deposits). Note: While previewing the report, verify that it is in interactive mode by clicking on **View** and selecting **Interactive Mode**.
2. Click on the deposit amount to be deleted. On the **Applied Customer Deposits Journal** that is displayed next, again click on the deposit amount. The original **Receipt** transaction will be displayed.
3. Select the **Delete** button.

**Q: Will customer deposits/overpayments be included in the Open Invoice and Aged Receivable reports?**

**A:** Customer deposits and overpayments can be included in the Accounts Receivable Aging, Customer Deposits, Applied Customer Deposits Journal, and the Customer Ledger reports. There is not an option to include them in the Accounts Receivable Open Invoice report.

## Enter a Receipt

This topic provides step-by-step instructions on how to enter a transaction for receipts (for example, check) .



Note: If you need to enter a receipt that should be applied to a customers balance, please refer to the *Enter a Receipt Applied to Customer Open Invoices* topic instead.

## Entering a Receipt:

1. Select **Processes > Sales > Receipts**.
2. For this type of a transaction we will be using only a few of the fields that are available in the receipts screen. Begin by selecting the **Bank Account** where the funds are being deposited.



Note: To save time & keystrokes, use the **Options** button at the bottom of the screen to turn off those fields that you are not using in the receipts screen. If using bank deposits, a **Bank Deposit** can also be selected.

3. In the **Received From** field, enter the appropriate name, , click the Lookup icon to lookup the name or click the New or New One Time Use button to create a new name, right-click and select New to create a new name, or right-click and select Invoice Search to enter an invoice number to find the customer.
4. In the **Check/Ref #** box, enter a number that identifies the payment type, for example check or credit card number (up to 20 characters).
5. In the **Date** field, enter the date of the receipt. Enter the **Amount** of the receipt.
6. In the **Payment Type** box, select the type of receipt that is being made, check, cash, credit card, etc.
7. In the lower grid portion of the receipt, enter the first **Account** (normally a revenue/sales account, but depending on the situation, may also be an expense account) that is affected by this receipt.



Note: The fields that are displayed in the grid can be customized. In the example displayed above, we've chosen to only display the Account and Amount fields. To customize your grid, right click anywhere in the grid area and choose Add/Remove Columns.

8. Enter the **Amount** that should be applied to this account.



Note: if a revenue/sales account was used in the Account field the amount should be entered as a positive. If an expense account was used (to lower the expense balance) the amount should be entered as a negative.

9. If funds should be posted to additional accounts, simply tab down to the next line in the grid and repeat the prior two steps until the **Total** field equals the **Amount** field at the top of the screen.
10. The Email or Print Options selected on the Email/Print tab in Setup > Names > Names and Setup > Customers will determine the default setting for the **Print** (an image of a printer displays on the button) and **E-mail** (an image of an envelope displays on the button ) buttons (the selection can be changed on this screen). If the Print or E-mail buttons display with a red X, it means the receipt will not be printed or e-mailed when the receipt is saved. If the Print or E-mail buttons display with a green check mark, it means the receipt will be printed or e-mailed when the receipt is saved. To override the Print button default setting, click the Print button to display the Print Setting screen where you can override the Print Receipt setting for this receipt only, select the printer to print the receipt to, the number of copies of the receipt to print, and the form the receipt should be printed on. To override the E-mail button setting for this receipt only, click the E-mail button to display the Email Settings screen where you can override the E-mail Receipt setting and the default To, CC, BCC, From, Subject, Message, and form the receipt should be e-mailed on.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

11. Click **Save** to complete the transaction.



## Make a Bank Deposit

Bank deposits allow you to specify which receipts were deposited into the bank at one time. Receipts with the same bank deposit number will be assigned to the same bank deposit. If you create a deposit and then add the transactions to that deposit, they will all be consolidated to a single line in checkbook reconciliation. Bank deposits will appear in the Bank Reconciliation screen on the Reconcile tab under Deposits and Other Credits. If you do not include your receipts in a deposit, all of our receipts will be listed separately when you go to reconcile your checkbook. This will make reconciling your bank statement difficult because your bank statement will sum all of the amounts that are deposited at the same time into one amount on your bank statement. A sequence number can be set up for use with bank deposit numbers. The sequence number can be set to include an identifier for the deposit (for example DEP), set to increment, include the date, and reset on each day. To create an incrementing sequence number with the date that will reset daily, select Setup > General > Numbering Sequences. select the Bank Deposits transaction screen, determine if the sequence number should be unique by company and bank account, in the Format box enter DEPddmmyy#, select the Reset on New Date check box, and then click Save.

There are 3 steps to making a bank deposit:

### Step A: Assign receipts to a bank deposit (two options)

#### Option 1: After entering the receipt transactions

#### Option 2: While entering receipt transactions

### Step B: Review the Deposit Summary

### Step C: Make the deposit and print the deposit slip

## Step A: Assign Receipts to a Bank Deposit

### Option 1: Assign receipts after entering the receipt transactions

1. Enter all receipt transactions in **Processes > Sales > Receipts**.
2. Select **Processes > Banking > Bank Deposit**. Click **New**.

- » In the **Company/Fund** box, select the company/fund this bank deposit is for. If you are creating a bank deposit from the Receipts screen, the company/fund id will display from the Receipts screen.
- » In the **Bank Account** box, select the bank account this bank deposit is for. Only accounts in the Bank and Line of Credit account categories will display. If you are creating a bank deposit from the Receipts screen, the bank account id will display from the Receipts screen.
- » In the **Description**, enter a description for the bank deposit slip. The default value for the description will be "<Bank Deposit Date> Deposit". If you prefer to set the Description box to something other than the default, enter the information or leave the box blank, right-click and select Set As Default.
- » Enter or select the **Date** of the bank deposit.
- » The **Deposit #** box retrieves the default sequence number. This can be changed if needed. (See Optional Setup at the end of this document for more information on Deposit #.)
- » Select if you wish to **Print Deposit Slip**.



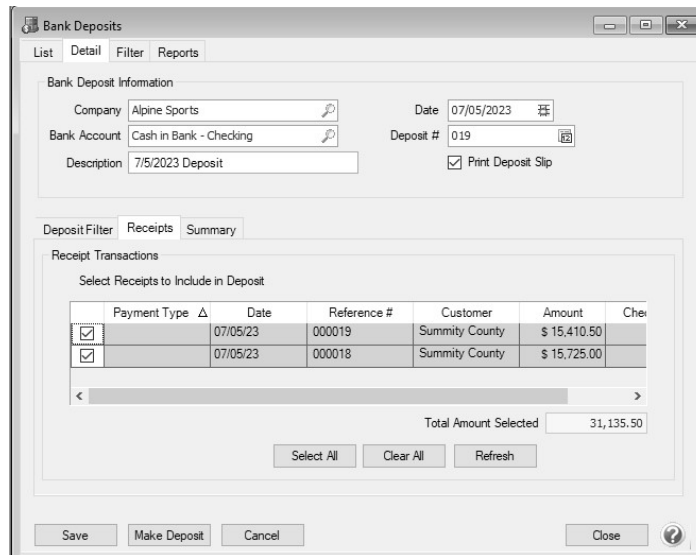
Note: The deposit slip will print the form type, number of copies, and to the printer specified in File > Preferences > Printing > Bank Deposit Slips . To set a default selection for the Print Deposit Slip check box, determine if you want the deposit slip to print, right-click, and then select **Set As Default**. To clear the default , right-click and select **Clear Default**.

3. On the **Deposit Filter** tab, select the date range of receipt transactions to display.. The date defaults to Today's date.
4. Select the **Undeposited Funds** check box to display the receipts entered to an Undeposited Funds account on the Receipts tab.
5. Select the **Payment Types** used in the receipt transactions you wish to include. If you did not use the Payment Type in the receipt transaction, select Unknown.



Note: All payment types will display for selection except for payment types with the Type of Payment set to Other that have not been assigned a cash account.

6. Click on the **Receipts** tab.



**Bank Deposits**

List Detail Filter Reports

Bank Deposit Information

Company: Alpine Sports Date: 07/05/2023

Bank Account: Cash in Bank - Checking Deposit #: 019

Description: 7/5/2023 Deposit ☒ Print Deposit Slip

Deposit Filter Receipts Summary

Receipt Transactions

Select Receipts to Include in Deposit


	Payment Type	Date	Reference #	Customer	Amount	Chk
<input checked="" type="checkbox"/>		07/05/23	000019	Summit County	\$ 15,410.50	
<input checked="" type="checkbox"/>		07/05/23	000018	Summit County	\$ 15,725.00	

Total Amount Selected: 31,135.50

Select All Clear All Refresh

Save Make Deposit Cancel Close

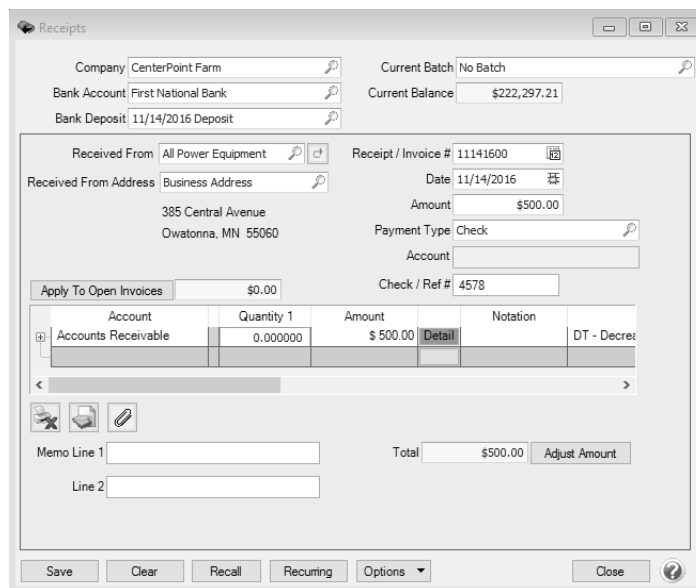
7. Select the receipts to be deposited with this bank deposit.

 Note: Use **Select All** if all receipts displayed should be included in this bank deposit. You can view the total of all receipts selected for deposit in the **Total Amount Selected** box. Click **Refresh** if a change was made in Transaction Search or through a report to a receipt to display the change on the Receipts tab.

8. Click **Save** to complete the deposit.

#### Option 2: Assign receipts while entering the receipt transactions.

1. Select **Processes > Sales > Receipts** to begin entering a receipt transaction.



**Receipts**

Company: CenterPoint Farm Current Batch: No Batch

Bank Account: First National Bank Current Balance: \$222,297.21

Bank Deposit: 11/14/2016 Deposit

Received From: All Power Equipment Receipt / Invoice #: 11141600

Received From Address: Business Address Date: 11/14/2016

385 Central Avenue Amount: \$500.00

Owatonna, MN 55060 Payment Type: Check

Account:

Check / Ref #: 4578

Apply To Open Invoices: \$0.00

Account	Quantity 1	Amount	Notation	DT - Decrease
Accounts Receivable	0.000000	\$ 500.00	Detail	

Memo Line 1:

Line 2:

Total: \$500.00 Adjust Amount

Save Clear Recall Recurring Options Close

2. In the **Bank Deposit** field, select an existing deposit or right mouse click and choose **New** to add a new bank deposit.
3. Continue entering the receipt as normal. Click **Save** when the transaction is entered completely.
4. As each additional receipt transaction is entered, specify the appropriate **Bank Deposit**.



Note: if you have multiple receipts to put in the same deposit, right click on the selected bank deposit and choose **Set Default**.

### Step B: Review the Deposit Summary

1. Select **Processes > Banking > Bank Deposit**.
2. Select the appropriate deposit and click on **Edit**.
3. Click on the **Summary** tab. The **Deposit Summary** will display total receipts for each payment type.

**Bank Deposits**

List Detail Filter Reports

Bank Deposit Information

Company: CenterPoint Farms Date: 11/03/2011

Bank Account: State Bank Checking Deposit #: Dep0010

Description: 11/03/2011 Deposit ☒ Print Deposit Slip

Deposit Filter Receipts Summary

Cash Back Information

Cash Back Amount: 0.00

Account:

Memo:

Deposit Summary

Cash	0.00
Checks	7,547.48
Credit Cards	0.00
Other	0.00
Gross Deposit	7,547.48
Less Cash Back	0.00
Total Deposit	7,547.48

Save Make Deposit Cancel Close

4. If you are getting cash back in this deposit, enter the amount in the **Cash Back Amount** box.
5. Enter the **Expense Account** to use for the cash back. An optional memo can also be entered.



Note: When the deposit is made, a journal entry is recorded between the bank account and the expense account for the Cash Back Amount.

### Step C: Make the Deposit and Print the Deposit Slip

1. When you are ready to complete the deposit, click **Make Deposit (Processes > Banking > Bank Deposits > Edit)**. If the **Print Deposit Slip** check box was selected on the deposit, the deposit slip will print. If the Form Type selected in File > Preferences > Printing > Bank Deposit Slips is the default Pre-printed form, when the number of non-cash receipts on the deposit is greater or equal to 39 lines, you will receive a message prompting you to load your preprinted bank deposit form followed by blank paper before clicking **OK** to continue.
2. Deposit slips can be reprinted by selecting the closed deposit on the **List** tab. Click **Print Deposit Slip**.

## Customer Checks Returned from Bank for NSF (Non-Sufficient Funds)

If a bank refuses to honor a check because there is not enough money in the payer's checking account, the original receipt needs to be marked as such in CenterPoint. The NSF process in CenterPoint creates a reversing negative receipt and reverts the invoices originally paid back to a status of not paid. The process also allows the business to charge the customer a fee because of the returned check.

### Mark a Customer Receipt as NSF

1. Edit the original customer receipt transaction. This can be done through Transaction Search or by using the Report Drill Down capabilities within CenterPoint. See the topic for detailed instructions on how to find and edit an existing transaction.
2. Once the original receipt is displayed in the Receipts screen (through the edit process), a NSF button will be displayed.

The screenshot shows the 'Receipts' window in CenterPoint. The 'Company' is 'Alpine Sports'. The 'Current Batch' is 'Quick Transaction' and the 'Current Balance' is '\$2,090,165.14'. The 'Received From' is 'Red Wing Bike Club' and the 'Received From Address' is 'Business Address'. The 'Receipt / Invoice #' is '000001' and the 'Date' is '01/15/2010'. The 'Amount' is '\$9,253.95'. The 'Payment Type' is blank and the 'Account' is blank. The 'Check / Ref #' is blank. The 'Apply To Open Invoices' is '\$9,253.95'. The table below shows one line item: 'Accounts Receivable - Business' with an amount of '\$ 9,253.95'. The 'Memo Line 1' and 'Line 2' fields are blank. The 'Total' is '\$9,253.95'. The 'NSF' button is visible at the bottom.

Account	Amount	Unit of Measure	Quantity 1	On Order
Accounts Receivable - Business	\$ 9,253.95			

3. Click the **NSF** button.



The dialog box titled "Non-Sufficient Funds Receipt" contains the following fields and controls:

- Original Receipt Date:** A date field with a calendar icon, showing 01/15/2010.
- NSF Date:** A date field with a calendar icon, showing 12/04/2012.
- NSF Charge:** A text field showing \$25.00.
- Income Account:** A dropdown menu showing "Income".
- Accounts Receivable Account:** A dropdown menu showing "Accounts Receivable - Business".
- Buttons:** "OK" and "Cancel" buttons at the bottom.
- Help:** A question mark icon in the bottom right corner.

4. In **NSF Date** field, specify the date the check came back from the bank.
5. If the bank charged you a fee because of the NSF check AND you'd like this fee charged back to the customer, then specify the amount in the **NSF Charge** field.



Note: If there was a fee charged from the bank but your customer is not required to pay the fee, then the NSF Charge amount should be left at 0.

6. If an amount was entered in the NSF Charge field, then specify the account it should be charged to in the **Income Account** and **Accounts Receivable Account** fields.
7. Click **OK**.
8. At the **Are you sure you want to post a NSF receipt?** click **Yes** to complete the process.
9. If an amount was entered in the NSF Charge field, then a new unpaid invoice for that amount will be in the customer's record.
10. If the bank charged a fee for the NSF check, the fee should be entered as a payment transaction in CenterPoint.

## Print/Reprint or Email/Resend Receipts

Receipts can be printed, reprinted, emailed or resent in CenterPoint. CenterPoint allows you to email or print your receipts at the time you save the transaction entry. The receipt will be attached to an e-mail as a PDF file using the subject, message, and form type set in **File > Preferences > Email Setup > Receipts**. You can also choose to print/email or reprint/resent multiple receipts after transaction entry via the **Processes > Sales > Print/Email Receipts** screen. There are also additional options for reprinting/resending receipts defined in this document.

[One Time Setup: Email Preferences](#)

[Optional Setup: Define a Default Subject and Message for Emailed Receipts](#)

[Set Customer Email/Print Defaults](#)

[Set Sent From and Optional Email Addresses](#)

[Printing or Emailing a Receipt During Entry](#)

[Printing or Emailing Multiple Receipts](#)

[Reprint/Resend Receipts](#)

[Option 1: Reprint/Resend Receipts from Print/Email Receipts](#)

[Option 2: Reprint/Resend Transactions from Transaction Search](#)

[Option 3: Reprint/Resend From Report Drill Downs](#)

## One Time Setup: Email Preferences

1. Select **File > Preferences > Email Setup > Email Setup**.
2. Select the **Database** tab.
3. Enter your **"To/From" Email Address**. This is the email address used for testing the SMTP settings and if there aren't any Receipts Sent "From" email addresses assigned under **Setup > General > Email Addresses**. See the *Sent From and Optional Email Addresses* section in this document for more information.

The screenshot shows the 'Preferences - Email Setup' window with the 'Database' tab selected. The left sidebar lists various categories, with 'Email Setup' highlighted. The main area contains the following fields and settings:

- Server:** smtp.thiscompany.com
- Port:** 25
- Require Login:** Yes
- Username:** jonz
- Password:** (masked with dots)
- Require secure connection (SSL/TLS):** No
- Ignore Certificate Issues:** No
- Timeout (seconds):** 30
- Test Settings:** To/From Email Address: jonz@thiscompany.com

At the bottom right, there are buttons for 'Reset Defaults', 'Clear', and 'Save'.

4. Once the To/From Email Address is entered, the system will try to auto fill the **Server** and **Port**. If it's unable to auto-fill the information, you'll have to get the information from your network administrator. They can also let you know what you should select in the **Require Login** and **Require secure connection (SSL/TLS)** fields.
5. Click **Test**. An email will be sent indicating the SMTP options have been set correctly. Verify that you received the CenterPoint: Testing SMTP Configuration email. See the [Email Setup](#) topic for additional information.



Note: If you didn't receive the email, then the settings in step 4 must be corrected.

6. Once the email is received, select **Save** in the Preferences screen.

## Optional Setup - Define a Default Subject and Message for Emailed Receipts

If you'd like to use the same email Subject, and Message, and Form each time you email a receipt, it can be added to this preference. This preference also allows you to add Form Fields from the receipt data to the default Subject line or Message text.

1. Enter a default **Subject** and **Message**. If you want to insert Form Fields into the Subject or Message of the email, click the **Fields** button or type [ at the location the form field should be inserted. The available Form Fields for receipts are:

Amount Received	Company Address 1	Company Address 2	Company City, State, Zip	Company Contact
Company Email	Company Name	Company Phone	Company Abbreviation	Company Name
Memo 1	Memo 2	Payment Terms	Payment Terms Abbreviation	Receipt Date
Receipt Number				

- » For example, you can customize the default Subject and Message for emailed receipts to include data fields from the receipt data along with default text:
- a. In the **Subject** box, click **Fields** or type [, select **Company Name**, type **Receipt Number**, click **Fields** or type [, and then select **Receipt Number**.
  - b. In the **Message** box, type **Dear**, click **Fields** or type [, select **Customer Name**, and then type a **comma**.
  - c. In the **Message** box, type **Attached please find Receipt Number**, click **Fields** or type [, select **Receipt Number**, type **for**, click **Fields** or type [, select **Amount Received**, type **on**, click **Fields** or type [, select **Receipt Date**, and then type a **period**.
  - d. In the **Message** box, type **Sincerely,**.
  - e. In the **Message** box, click **Fields** or type [, select **Customer Contact**.

Preferences - Receipts

Accounts

Customer Invoices

Depreciation

Email Setup

Email Setup ^

Purchase Orders

**Receipts**

Sales Orders v

General

Interfaces

Items

Payroll

Printing

Purchase Orders

Reports

Sales Orders

Security

Vendor Invoices

Current Settings Global Application Database User

Subject [Company Name] Receipt Number [Receipt Number]

Message Dear [Customer Name], Attached please find Receipt Number [Receipt Number] for [Amount Received] on [Receipt Date]. Sincerely, [Company Contact]

\*Type [ to insert fields relating to the receipt that will be populated when generating the email.

Form Receipts

Fields...

Reset Defaults Clear Save

4. Select a default **Form** for emailing receipts. This form will be used to format the PDF file that will be attached to the email.
5. Click **Save**.

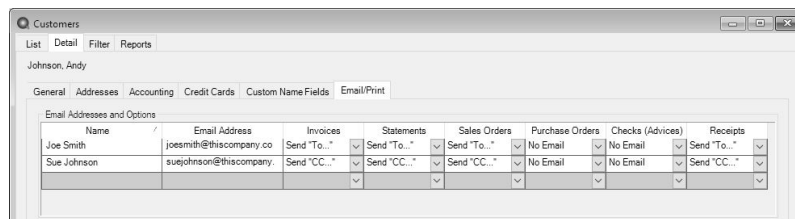


## Set Customer Email/Print Defaults

Prior to emailing a receipt to a customer, the customer file must include an email address and email form options on the Email/Print tab.

If your customers don't currently have email addresses on the **Email/Print** tab in their record, use the following step to update their records individually.

1. Select **Setup > Names > Names** or **Setup > Customers**.
2. Find the appropriate customer and click **Edit**.
3. Click on the **Email/Print** tab. Use the Email Addresses and Options section on this tab to set up multiple email addresses where Receipts can be sent for this customer. You can also select how each email is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own email address so they have an audit trail of emails sent). The Email Addresses and Options settings will be used to set the default image on the Email button on the Receipt entry screen. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.



The **Print Options** section on this tab for **Print Receipts** is used to determine if receipts should be printed for this name/customer. The Print Options settings will be used to set the default image on the Print button on the Receipts screen. A printer image with a check mark on it will mean the form will Print and a Printer image with a cross-through on it will mean the form will not print.

4. Click **Save**.

## Set Sent From and Optional Email Addresses

The Setup > General > Email Addresses menu selection is used to set the name and email address receipts are sent from. This menu allows you to select other Sent From email addresses for the different forms that you send via email.

You can optionally add email addresses where messages and attached documents can be sent to; including internal staff, outside accountants, or other addresses that are not related to the name/customer the transaction is entered for. You can also select how each email is to be sent, directly to the recipient, as a carbon copy, or as a blind carbon copy or set a default "From" email address for each document.

1. Select **Setup > General > Email Addresses**.

The 'Email Addresses' window displays a table titled 'Email Addresses and Options' with the following columns: Name, Email Address, Customer Invoices, Print/Email Checks/Invoices, Billing Statements, Sales Orders, Purchase Orders, Receipts, and Checks. The data row for JoAnn Smith shows settings for each of these categories, mostly set to 'No Email' with a dropdown arrow. Below the table, there are 'Salesperson Email Options' for 'Email Customer Invoices' and 'Email Sales Orders', both set to 'No Email'. At the bottom are 'Save' and 'Cancel' buttons.

Name	Email Address	Customer Invoices	Print/Email Checks/Invoices	Billing Statements	Sales Orders	Purchase Orders	Receipts	Checks
JoAnn Smith	j.smith@alpinestarts.com	No Email	No Email	No Email	No Email	No Email	No Email	No Email

2. Enter the **Name**, the **Email Address**, and select how receipts should be sent, **No Email**, **Send "From..."** (the default e-mail address the receipt is sent from), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (blind carbon copy).

### Printing or Emailing a Receipt During Entry

When entering receipts, the Print and Email icons will display the defaults for the selected customer. For example, if you have a customer setup to email only, the Print icon will display a red X on it and the Email icon will have a green check mark on it.

1. If a customer is setup to email their receipts, the system will automatically prompt you to email the receipt when the receipt is saved.
2. You can change the print or email settings for a customer from the Receipts entry screens by clicking on the Print or Email icons. If you click on the Email icon, the settings from the Email/Print tab in Setup > Customers or Setup > Names > Names display. You can add additional recipient email addresses to the To, CC, or BCC boxes by separating the addresses with a semi-colon. You can also change the format of the form the receipt should be emailed on.
3. Use the Print/Email Receipts screen to email a group of receipts after transaction entry.



**Note:** If a customer has multiple receipts selected in the Processes > Sales > Print/Email Receipts screen, they will get a separate email for each receipt being sent. See the *Printing or Emailing Multiple Receipts* section of this document for more information.

### Printing or Emailing Multiple Receipts

1. Select **Processes > Sales > Print/Email Receipts**.
2. If this is the first time entering this screen, the screen will not list any receipts. After using the screen for the first time, the previous filter selection will automatically display.

The 'Print/Email Receipts' window features a 'Filter' dropdown menu set to 'Custom' and a 'Company' search field. Below these is a large empty area for displaying receipts. At the bottom, there is a 'Receipt' dropdown set to 'System Default', a 'Check: All' button, an 'Uncheck All' button, and 'Email/Print', 'Print', and 'Close' buttons.

3. If you would like to filter the list of receipts that display, click the **Filter** button, select your filter criteria, and either **Apply** the filter to the list (you will see Custom in the Filter box) or **Save** the filter so you can select the named filter in the Filter box in the future. In the example below, the filter is set to display receipts that aren't printed and the MadCap:mediastyle="@media print { width: 350px;max-width: 350px; }" style="width: 350px;max-width: 350px;" />filter was saved with the name Not Printed - Alpine Sports.

The top screenshot shows the 'Filter' dialog box. It has a title bar with a search icon and standard window controls. The 'Filter Selections' section contains a table with the following data:

Item	Selected Criteria
Company	Alpine Sports
Receipt Date	<All>
Customer	<All>
Printed	No
User	<All>

Below the table is a 'More Items' button. At the bottom are 'Apply', 'Save', and 'Cancel' buttons, along with a help icon.

The bottom screenshot shows the main receipt list window. The filter 'Not Printed - Alpine Sports' is applied. The 'Company' field is set to 'Alpine Sports'. The receipt list is as follows:

Select	Invoice Date	Receipt Number	Customer	Customer Abbreviation	Amount	Printed	User	Date Created	Payment Type	Sequence
<input type="checkbox"/>	11/30/17	000069	Jim Pierce	JP321	500.00	<input type="checkbox"/>	Administrator	4/12/2018 8:54		Receipts
<input type="checkbox"/>	11/30/17	000068	Frank Buchana	FB456	543.00	<input type="checkbox"/>	Administrator	4/12/2018 8:50		Receipts

At the bottom of the window, there is a 'Receipt' dropdown set to 'System Default', and buttons for 'Check All', 'Uncheck All', 'Filter', 'Email/Print', 'Print', and 'Close'.

4. To select all receipts for printing, click **Check All** or select each receipt you want to print/email. To unselect all receipts from the printing selection, click **Uncheck All**.
5. Select the **Receipt** form type.
6. Click the **Printer** icon to change the default printer and the number of copies to print.
7. Click the **Envelope** icon to change the defaults set in File > Preferences > Email Setup > Receipts for the Subject, Message, and Form.
8. Click **Email/Print** to email and or print the selected receipts. Receipts will be emailed and/or printed according to the email/print settings on the customer. Click **Print** to print a copy of all selected receipts.
9. You will receive a *Process Completed Successfully* message when the receipt(s) complete emailing.
10. Click **Close**.

## Reprint/Resend Receipts

### Option 1: Reprint/Resend Receipts from Print/Email Receipts

1. Select **Processes > Sales > Print/Email Receipts**.
2. Choose a saved filter that will include the receipt or click the **Filter** button to define new filter criteria.
3. To select all receipts for reprinting/resending, click **Check All** or select each receipt you want to reprint/resend. To unselect all receipts from the selection, click **Uncheck All**.
4. Select the **Receipt** form type.
5. Click the **Printer** icon to change the default printer and the number of copies to print.
6. Click the **Envelope** icon to change the defaults set in File > Preferences > Email Setup > Receipts for the Subject, Message, and Form.
7. Click **Email/Print** to resend and/or reprint all selected receipts or click **Print** to reprint all selected receipts. Receipts will be reprinted and/or resent based on the selections made for the receipts in Setup > Customers or Setup > Names > Names.
8. You will receive a *Process Completed Successfully* message when the receipt(s) complete resending.
9. Click **Close**.

### Option 2: Reprint/Resend Transactions from Transaction Search

1. Select **Reporting Tools > Transaction Search**.
2. Enter the selection criteria for the receipts to be reprinted:

**Transaction Search**

Date Selection: Custom From 03/01/2007 To 03/30/2007 Search

Format Definition: Summary

Filter Definition: Summary

	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount
1	03/01/07		Pay Employees		0.00
2	03/01/07		Pay Employees		0.00
3	03/01/07		Pay Employees	Jack Stoner	-638.20
4	03/01/07	000017	Vendor Invoices(A/P)	Supreme Uniform Suppl	-134.23
5	03/01/07	000625	Payments	Granite Paging Systems	-99.17
6	03/01/07	000629	Payments	Eastview Service and S	-216.50
7	03/01/07	000630	Payments	Consumer Electronics	-216.50
8	03/01/07	000631	Payments	CenterPoint Water & Ser	-15.00
9	03/01/07	000632	Payments	CenterPoint County Dis	-456.78
10	03/01/07	000633	Payments	Office Connection	-66.20
11	03/01/07	000634	Payments	Fresh Escapes Carpet C	-125.00
12	03/01/07	000635	Payments	Justin Bates	-113.50
13	03/01/07	111207 - CashRcpt	Receipts	Cash Receipts	37.50
14	03/02/07	000019	Vendor Invoices(A/P)	Stop N Go Gas Mart	-35.50
15	03/06/07		Pay Employees		0.00
16	03/06/07		Pay Employees		0.00
17	03/06/07	000636	Payments	Global Health Insurance	-366.00
18	03/06/07	000637	Payments	Thelma Lou	-79.36

Print Export Edit Options Close

- » Select a period from the drop down or enter a specific date range in the **Date Selection** field
- » Select **Summary** in the **Format Definition** field.

3. Click **Search**. The transactions that meet the selection criteria specified in step 2 will display.
4. Select the transactions you need to reprint/resend. More than one transaction can be selected at a time by dragging your mouse down the rows or by holding down the Ctrl key on the keyboard while single clicking on individual transactions.
5. Right-click and select **Reprint Invoices**.

Option 3: Reprint/Resend From Report Drill Downs

1. Select **Reports > Reports**.
2. Preview any report where the transaction will be included.
3. Click on the appropriate transaction to display the transaction in its original format. The Printer and Email icons that display on the transaction will determine if the receipt will be reprinted/resent when you click **Save**.

## Miscellaneous

### Customer Billing Statements

Billing statements are sent to customers as a way to communicate the activity on their account and the amount they currently owe you. If finance charges will be charged on a customer's account, they should be calculated prior to printing statements.

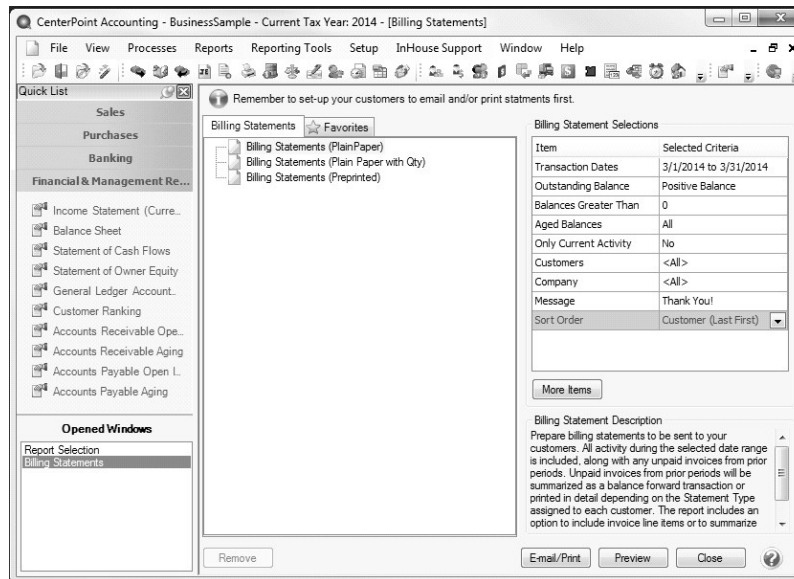
Statements will be printed for customers who have:

- » An outstanding balance that meets the criteria given in the Billing Statements Report Selections.

---

## Printing Statements

1. Select **Processes > Sales > Billing Statements**.
2. Select the option that works best for your company/fund:
  - » **Billing Statements (Plain Paper)**- This is the most commonly used billing statement. It provides a statement that can be printed on plain paper.
  - » **Billing Statements (Preprinted)**: This report is designed to be printed on a preprinted form. The labels for most fields are not printed as they are expected to be included on the preprinted form.
  - » **Billing Statement (Enter Name)** - This option is used in conjunction with the Header Text Billing Statement Selection which allows you to enter text that will replace your fund name that usually appears in the upper-left side of the billing statement.
3. On the right, specify the appropriate **Billing Statement Selections** for your business. We've identified below a number of the most commonly used selections. Click the **More Items** button to see additional report selection options if the option is not displayed in your displayed Billing Statement Selections.



- » **Transactions Dates:** Although any date range can be specified, normally the current month or prior month will be selected. All transactions (invoices and payments) with a transaction date that falls in that range will be displayed. All other unpaid invoices prior to that date will also be included in the statement. Transactions AFTER that date will not be included in the statement. The "to" date will be used as the Billing Statement Date on printed statements.
- » **Outstanding Balance:** This option allows you to decide who will receive statements; all customers, those who have a positive balance, or those who have a negative balance.
  - » If you select Positive Balance in the **Outstanding Balance** field, you can then further limit who receives a statement by using the Balances Greater Than field. For example, if you only want to send billing statements to customers with a positive balance higher than \$5.00, you would enter a 5 in Balances Greater Than.
- » **Aged Balances:** Normally used if you want to send statements only to those customers that have past due balances.
- » Selecting Yes in **Show Invoice Detail** will change the way invoices are printed on the statement. In addition to the summary line for each invoice, the line item details from each transaction will also be printed.



Note: If Show Invoice Detail is not a Report Selection on your screen, click More Items and select Show Invoice Detail.

- » Payments received during the specified transaction dates will be included. If you would also like to list which invoices the payments were applied to, select Yes in **Show Payment Detail**.
- » **Message:** This option will display a blank box to type a message into. Up to three lines of message text will print the width of the billing statement just above the aging information at the bottom of the statement.
- » **Sort Order:** This option is used to sort your printed billing statements by Customer (First Last), Customer (Last First), or Abbreviation.

» **Header Text:** This option is available only with the Billing Statement (Enter Name) billing statement variation and allows you to enter text that will replace your fund name that usually appears in the upper-left side of the billing statement.

4. Click **Preview** or **E-mail/Print**. You can preview billing statements that will be printed or e-mailed.
5. If you clicked E-mail/Print, the Email Billing Statements screen displays with the preferences set in File > Preferences > Email Setup > Billing Statements but can be changed. The e-mail default settings and provider must first be setup in File > Preferences > Email Setup > Email Setup prior to e-mailing billing statements.
6. Click **Continue**. The system will determine which customers' billing statements will print and which will be emailed. If there are customers that have printed billing statements, a screen will display for you to select the printer to print the billing statements to.
7. A progress bar displays and will display *E-mailing* when e-mails are being processed and *Printing* when billing statements are being printed.

## Emailing Billing Statements

---

CenterPoint allows you to e-mail your customer billing statements. The statement is attached to an e-mail as a PDF file using the selected form design.

[Step 1: One Time Setup of Email Preferences](#)

[Step 2: Define a Default Subject and Message for Emailed Billing Statements \(Optional Setup\)](#)

[Step 3: Customer Email/Print Defaults](#)

[Step 4 - Sent From and Optional E-mail Addresses](#)

[Step 5: Emailing Billing Statements](#)

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### Step 1: One Time Setup: Email Preferences

This step can be skipped if you are already e-mailing invoices.

1. Select **File > Preferences > Email Setup > Email Setup**.
2. Select the **Database** tab at the top.
3. Enter your **"To/From" Email Address**. This is the e-mail address used only for testing the SMTP settings. The Sent From address for customer billing statements (when you e-mail a group of billing statements ) is set in **Setup > General > Email Addresses**, see Step 4 for more information.

4. Once the To/From Email Address is entered, the system will try to auto fill the **Server** and **Port**. If it's unable to fill the info, you'll have to get the information from your network administrator. They can also let you know what you should select in the **Require Login** and **Require secure connection (SSL/TLS)** field.
5. Click **Test**. An e-mail will be sent indicating the SMTP options have been set correctly. Verify that you received the CenterPoint: Testing SMTP Configuration e-mail. See the [Email Setup](#) topic for additional information.



Note: If you didn't receive the e-mail, then the settings in step 4 must be corrected.

6. Once the e-mail is received, select **Save** in the Preferences screen.

## Step 2: Define a Default Subject and Message for E-mailed Billing Statements (Optional Setup)

If you'd like to use the same e-mail Subject, Message, and Form each time you -email a billing statement, it can be added to this preference. This preference also allows you to add Form Fields from the billing statement transaction data to the default Subject line or Message text.

1. Select **File > Preferences > Email Setup > Billing Statements**.
2. Select the **Database** tab at the top.
3. Enter a default **Subject** and **Message**. If you want to insert Form Fields into the Subject or Message of the email, click the **Fields** button or press **[** at the location the form field should be inserted. The available Form Fields for customer billing statements are:

Amount Due	Company	Company Address 1	Company Address 2	Company City, State, Zip
Company Contact	Company Email	Company Fax	Company Phone	Company Web
Customer	Customer Abbreviation	Statement Date		



- » For example, you can customize the default Subject and Message for emailed billing statements to include data fields from the billing statement data along with default text:
  - » In the **Subject** box, click **Fields** or type [, and then select **Company**, type **Statement for**, click **Fields** or type [, and then select **Statement Date**.
  - » In the **Message** box, type **Dear**, click **Fields** or type [, select **Customer Name**, and then type a **comma**, press **Enter**.
  - » In the **Message** box, type **Please find attached your latest statement for \$**, click **Fields** or type [, and then select **Amount Due**.



Note: To create paragraphs, press your Ctrl and Enter keys at the same time.

4. Select a default **Form** for emailing billing statements. This form will be used to format the PDF file that will be attached to the email.
5. Click **Save**.

### Step 3: Customer Email/Print Defaults

Prior to e-mailing a billing statement to a customer, the customer file must include an e-mail address and e-mail form options on the Email/Print tab.

If your customers don't currently have e-mail addresses on the Email/Print tab in their record, use the following steps to update their records individually.

1. Select **Setup > Names** or **Setup > Customers**.
2. Find the appropriate customer and click **Edit**.
3. Enter the appropriate information in the **E-mail** field.
4. Click the **Email/Print** tab.
5. The Email Addresses and Options fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor or a customer. Use these options to set up multiple e-mail addresses where invoices, statements, sales orders, and purchase orders can be sent for this customer. You can also select how each e-mail is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own e-mail address so they have an audit trail of emails sent ). The Email Addresses and Options settings will be used to set the default image on the Email button on the Customer Invoices

(Basic), Customer Invoices (Detail), Receipts, Sales Orders and Purchase Orders entry screens. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.

The screenshot shows the 'Customers' window with the 'Email/Print' tab selected. The window title is 'Customers'. Below the title bar are tabs: 'List', 'Detail', 'Filter', and 'Reports'. The main content area is titled 'Alpine Credit Company' and contains a sub-tabbed interface with 'General', 'Addresses', 'Accounting', 'Credit Cards', 'Custom Name Fields', and 'Email/Print'. The 'Email/Print' tab is active, showing a table of email addresses and options.

Name	Email Address	Invoices	Statements	Sales Order
John Jones	jjones@testemail.com	Send "To..."	Send "To..."	Send "To..."
Jill Jones	jilljones@testemail.com	Send "CC..."	Send "To..."	Send "CC..."

Below the table is a scroll bar. At the bottom of the window is a 'Print Options' section with four dropdown menus:

- Print Customer Invoices: No
- Print Customer Statements: No
- Print Receipts: Yes
- Print Sales Orders: No
- Print Purchase Orders: No

At the very bottom are 'Save', 'Cancel', and 'Close' buttons, along with navigation arrows and a help icon.

The **Print Options** fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. The available fields are: **Print Customer Invoices**, **Print Customer Statements**, **Print Receipts**, **Print SalesOrders**, and **Print Purchase Orders**. Use these options to determine if invoices, statements, sales orders, and purchase orders should be printed for this customer. The Print Options settings will be used to set the default image on the Print button on the Customer Invoices (Basic), Customer Invoices (Detail), Receipts, Sales Orders and Purchase Orders entry screens. A printer image with a check mark on it will mean the form will Print and a Printer image with a cross-through on it will mean the form will not print.

6. Click **Save**.

#### Step 4 - Sent From and Optional E-mail Addresses

The Setup > General > Email Addresses menu selection is used to set the name and e-mail address customer invoices and print checks/invoices (when you e-mail a group of invoices) are sent from. This menu allows you to select other Sent From e-mail addresses for the different forms that you send via e-mail.

You can optionally add e-mail addresses where messages and attached documents can be sent to; including the salesperson that was selected when the invoice is entered and saved, internal staff, outside accountants, or other addresses that are not related to the customer the transaction is entered for. You can also select how each e-mail is to be sent, directly to the recipient, as a carbon copy, or as a blind carbon copy or set a default "From" email address for each document type (invoice or print checks/invoices).

1. Select **Setup > General > Email Addresses**.

Name	Email Address	Customer Invoices	Print Checks/Invoices	Billing Statements	Sales Orders	Purchase Orders
Jack Smith	jsmith@outsideaccountant.com	Send "BCC"	Sent "From"	Sent "From"	Sent "From"	Sent "From"
Joe Hale	j hale@internalstaff.com	Sent "From"	Sent "From"	Sent "From"	Sent "From"	Sent "From"

Salesperson Email Options

Email Customer Invoices: Send "CC"

Email Sales Orders: Send "CC"

Save Cancel

2. Enter the **Name**, the **Email Address**, and select how **Billing Statements** should be sent, **No Email**, **Send "From..."** (the default e-mail address the customer invoice or print checks/invoices is sent from), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (blind carbon copy).
3. Click **Save**.

#### Step 5: Emailing a Billing Statement

When processing billing statements, the E-mail/Print button will process e-mailed and printed statements at the same time. It will e-mail statements to customers who are setup to e-mail and will print copies for those that are setup for printing.

1. Select **Processes > Sales > Billing Statements**.
2. Choose the appropriate **Billing Statement** and **Billing Statement Selections**.
3. Click **E-mail/Print**.
4. The default **E-mail Billing Statements** form will be displayed. Modify if needed and click **Continue**.
5. Then select the printer for the statements that need to be printed and click **OK**.

## Gift Certificate Sales and Redemption

This document describes the process of selling and redeeming gift certificates.

### Step A: One-Time Setup

#### Step 1: Create a Liability Account

#### Step 2: Create a Payment Type

#### Step 3: Create a Sales Item for Gift Certificate Sales

### Step B: Gift Certificate Sales

### Step C: Gift Certificate Redemption

## Step A: One-Time Setup

### Step 1: Create a Liability Account

This account will be used when the gift certificate is sold. The liability account will then be relieved when the gift certificate is redeemed (used).

1. Select **Setup > Accounts > Accounts**. Click **New**.
2. Specify an appropriate number for this new **Account**. This is optional if you do not use account numbers.
3. Specify "Gift Certificates Sold" or something similar in the **Name** field.
4. Select **Liabilities** in the **Type** field, and **Unearned Sales Revenue** in the **Category** field. Click **Save**.

### Step 2: Create a Payment Type

This payment type will be used when gift certificates are redeemed. It will relieve the liability account instead of increasing cash.

1. Select **Setup > General > Payment Types**. Click **New**.
2. Enter "Gift Certificate Redemption" in the **Name** field.
3. In the **Type of Payment** field, select **Other** as you will not be receiving cash or check payments when a gift certificate is used.
4. Specify your Gift Certificate Sold account (setup in Step 1) in the **Account** field.

### Step 3: Create an Item for Gift Certificate Sales

1. Create an **Item** (Setup > Sales > Items or Setup > Inventory > Items) as you normally would for gift certificates. Please refer to the *Understanding and Using Items* topic for step-by-step instructions for creating a new basic item.
2. When specifying accounts on the **Accounts** tab of the Sales Item, use the **Gift Certificate Sales** liability account setup in Step 1 (Create a Liability Account).
3. Click **Save**.

## Step B: Gift Certificate Sales

1. Enter a **Customer Invoice** as you normally would. Please refer to the *Enter Unpaid Sales Invoice* topic for step-by-step instructions for entering an A/R Customer Invoice.

Customer Invoices

Select Invoice

Customer: Johnson, Andy Date: 11/30/2018 Invoice: 000074

Customer Balance \$388.70 Credit Limit \$10,000.00 Remaining Credit \$9,611.30

Item	Quantity Shipped	Description	Account	Sales Price	Amount
Gift Certificate	1	Gift Certificate	Ad	Gift Certificate	\$25.00
			Ad		\$0.00

Commission Amount \$0.00 ☐ Override

Freight \$0.00 + Misc \$0.00 + Sales Tax \$2.72 - Discounts \$0.00 =

Subtotal \$25.00

Invoice Total \$27.72

Amount Received \$0.00 Terms Discount \$0.00 Net Due \$27.72

Save Clear Recall Accounts Options Close

2. On the detail tab, use **Gift Certificate Sales** in **Sales Item** and enter the appropriate price.
3. Enter the Appropriate payment information and **Save** the transaction.

### Step C: Gift Certificate Redemption

1. Enter a **Customer Invoice** as you normally would. Please refer to the *Enter Unpaid Sales Invoice* topic for step-by-step instructions for entering an A/R Customer Invoice.
2. On the **Detail** tab, specify the actual items that were purchased and their corresponding amounts.
3. Click on the **Amount Rcvd** button.
4. Select **Gift Certificate** in **Payment Type**. Then specify the **Amount** of the gift certificate. If additional cash/check payments were also received, they can be identified on additional lines in the Amount Received screen.
5. Click **OK** and **Save** on the original Customer Invoice screen.

## Bad Debt Write Off

This document will explain how to write off a customer's unpaid balance. A write-off of accounts receivable has no effect on income/sales. It is simply a removal of the receivable and an increase of an expense (bad debt expense).

[Step A: Create a Bad Debt Payment Type](#)

[Step B: Write Off an Accounts Receivable](#)

[Step C: Reporting Debts Written Off](#)

### Prerequisite

You must have a Bad Debt Expense account (Setup > Accounts > Accounts) in the database. This account should have Expenses identified as the Category.

### Step A: Create a Bad Debt Payment Type

1. Select **Setup > General > Payment Types**. Click **New**.

The **Payment Types** dialog box is shown with the **Filter** tab selected. The **Bad Debt Write Off** payment type is configured as follows:

- Name:** Bad Debt Write Off
- Type Of Payment:** Other
- Account:** Bad Debt Expense
- Active:** ☒

Buttons at the bottom include **Save**, **Cancel**, navigation arrows, **Close**, and a help icon.

2. Enter "**Bad Debt**" or something similar in the **Name** field.
3. In the **Type of Payment** field, select **Other** as you will not be receiving cash or check payments for these A/R invoices.
4. Specify your **Bad Debt Expense** account in the **Account** field.
5. Click **Save**.

#### Step B: Write Off an Accounts Receivable

1. Select **Processes > Sales > Receipts**.

The **Receipts** dialog box is shown with the following configuration:

- Company:** Alpine Sports
- Current Batch:** No Batch
- Current Balance:** \$0.00
- Received From:** Adams, Chuck
- Received From Address:** Business Address
- Receipt / Invoice #:** 000058
- Date:** 08/08/2013
- Amount:** \$106.79
- Payment Type:** Bad Debt Write Off
- Account:** Bad Debt Expense
- Check / Ref #:**
- Apply To Open Invoices:** \$0.00

Account	Amount	Quantity Available	Unit of Measure
	\$ 106.79		

Buttons at the bottom include **Save**, **Clear**, **Recall**, **Recurring**, **Options** (dropdown), **Close**, and a help icon.

2. Specify the appropriate customer in **Received From**.
3. Specify the **Date** the amount should be written off.

- Specify the appropriate **Amount**. The amount does not have to equal the customer's current balance. A portion of their balance can also be written off.
- In the **Payment Type** field, select the **Bad Debt Write Off** (setup in Step A).
- Click on the **Apply to Open Invoices** button.

Invoice Date	Reference #	Amount Due	Payment Amount	Pay	Due Date	Discount Available	Discount Taken	Amount Due After Discount	Discount
09/29/10		\$ 0.00	\$ 106.79	<input checked="" type="checkbox"/>	10/29/1	\$ 0.00	\$ 0.00	\$ 106.79	01/01/80

- Select the invoices to be written off by selecting the appropriate **Pay** boxes. If the entire balance should be written off, click on **Pay All** instead.
- Click **OK**.



Note: From the original Receipts screen, if you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

- Click **Save** on the original Receipts screen.

### Step C: Reporting Debts Written Off

A report can easily be used to review which customer balances have been written off during a specific date range.

- Select **Reports > Reports > Transaction Reports > Receipts > Non-Cash Receipts by Payment Type**.
- In the **Report Selections**, select the date range (**Receipt Date**) to be reviewed. Also select **Bad Debt Write Off** in **Payment Type**.

Item	Selected Criteria
Receipt Date	1/1/2010 to 12/31/2010
Payment Type	Bad Debt Write Off
Customer	<All>
Account	<All>
Company	<All>

- Click **Preview** or **Print**. A list of customers balances that were written off during the selected date range will be displayed.

2/24/2011 2:15 PM		Alpine Sports				Page 1 of 1
Non-Cash Receipts by Payment Type						
1/1/2010 to 12/31/2010						
Receipt Date	Receipt Number	Customer / Description	Customer Abbr	Account Number	Account	Receipt Amount
Bad Debt Write Off						
12/31/2010	000058	Chuck Adams	CA789	6161	Bad Debt Expense	106.79
12/31/2010	000059	Tyler Washington	TW765	6161	Bad Debt Expense	500.00
Bad Debt Write Off Totals						\$606.79
Report Totals						\$606.79
Records included in total = 2						

## Item Price Lookup

This document describes how to view price stock status detail for any inventory item. The screen allows you to enter a quantity used to calculate a price based on the price level, location, quantity, and unit of measure. The information available on the screen includes sales price, Quantity on Hand, Quantity Assigned (on an unfilled sales order), Quantity Available, Quantity on Order (on a purchase order but not yet received), and Unit of Measure.

### Prerequisite

You must have the **Accounts Receivable** module (included with CenterPoint Accounting (Business)) purchased and registered in the module configuration manager (File > Administration > Module Configuration Manager) prior to using the Item Price Lookup screen.

- Select **Processes > Item Price Lookup**.
- In the **Item** box, enter or select the item you want to inquire on.
- In the **Quantity** box, enter the quantity you want to calculate prices for.
- In the **UOM** box, enter or select the unit of measure you want to use for the price calculation.
- In the **Location** box, enter or select the location you want use for the price calculation.
- In the **Price Levels** grid, the calculated sales prices (as many as the levels you have configured in Setup > Preferences > Items ) will display for the item, quantity entered, unit of measurement and location selected.

**Item Price Lookup**

Item: Item 1      Unit of Measure: Each

Quantity: 10.00000000      Inventory Location: Location 2

Abbreviation	Name	Δ	Price	Amount
SP 1	Sales Price 1		15.00	150.00
SP 2	Sales Price 2		18.00	180.00
SP 3	Sales Price 3		20.00	200.00

Stock Status

Company: Alpine Sports

Inventory Location	Δ	Quantity On Hand	Quantity Assigned	Quantity Available	Quantity On Order	Unit of Measure
All Locations		29.00000000	-8.00000000	21.00000000	4.00000000	Each

OK



7. Under Stock Status, the Quantity on Hand, Quantity Assigned, Quantity On Order will display for the Company. The stock status will not display for non-tracked or service items.
8. Click **OK** to close the screen.

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## Chapter 6 - Advanced Accounts Receivable

### Setup

#### Create a Customer

Customers are individuals or companies who purchase goods and/or services from your company. Customers are used when entering customer invoices and receipts.

#### Prerequisite

You must have the **Accounts Receivable** module purchased and registered in the module configuration manager (File > Administration > Module Configuration Manager) prior to creating customers.

#### General tab

1. Select **Setup > Customers**. Click the **New** button at the bottom of the screen.



Note: Many of the fields have an option to set a selection as the default. Then when additional customers are added, they will automatically default to that selection. After making the selection, simply right-click on the field and select **Set As Default**. If you want to skip any fields when you create customers, you can remove fields from the tab order by clicking the **Options** button, selecting **Set Tab Stops**, and then removing the checkmark next to the fields you want to skip.

2. Select an appropriate **Name Format**. The Name Format selection is used to format the **Name** box to accept an individual's name, or a company name.

The screenshot shows the 'Customers' window with the 'General' tab selected. The 'Name Format' section has 'Business' selected. The 'Miscellaneous' section has 'Customer Since' set to 06/30/2020. The 'Name Information' section includes fields for Abbreviation (ALPCredit), Company (Alpine Credit Company), Address Line 1 (1 Mt. Evan Rd.), Address Line 2, City, State, Zip (Idaho Springs CO 80452), Shipping Method, Contact, Phone (970.432.4747), Fax, E-mail, and Sales Tax (Colorado). The 'Sales Terms' section includes Payment Terms (2/10 Net 30 Days), Price Level (Sales Price 1), and Trade Discount % (15.00%). The 'Credit Terms' section includes Credit Limit (\$20,000.00) and a checkbox for Credit Hold. At the bottom, there are buttons for Save, Cancel, Print Notes on forms, Active Status, Additional Notes, Options, and Close.

3. Under **Miscellaneous Information**, the **Customer Since** will default to the current date, change if needed.
4. If sales or customers are tracked by salesperson, assign the appropriate **Salesperson**.
5. In the **Abbreviation** box, enter up to ten characters that will easily identify the customer. To set how duplicate abbreviations are handled by CenterPoint, right-click and select **Allow Duplicates** (Use this option to reuse and not require the value in the Abbreviation box.), **Warn if Duplicate** (Use this option to receive a warning if a duplicate abbreviation is used. A confirmation message will display. To continue using the duplicate value, click Yes.), or **No Duplicates Allowed** (Use this option to require a unique value in the Abbreviation box. A message will display. Click OK to return and enter a unique value.).
6. Enter the customers full company name or individual's Last Name/Suffix/First Name/Middle Initial (the format of this field will depend on which option was selected in step 3).
7. Enter the appropriate address information.



Note: If you prefer to enter the zip code and have CenterPoint auto-fill the city & state information (instead of manually typing in the city, state and zip), then make that selection in Preferences (File > Preferences > General > Address Settings).

8. Enter the customer's **Phone, Fax, E-mail** address and **Shipping Method** (if applicable). If you've selected to e-mail invoices/billing statements to this customer, an e-mail address is required.
9. If this is a taxable customer, select the appropriate **Sales Tax**. This will be used when invoices are entered for the customer. If the customer is non-taxable, put a check mark in the **Not Subject to Tax** check box on the **Accounting tab** and enter their **Exemption Id**.



Note: If the customer is taxable, but occasionally purchases a sales item that is not subject to tax, leave the **Not Subject to Tax** check box unselected and enter an **Exemption Id**.

10. On the **General Tab**, select an appropriate **Payment Term**. The Payment Term is used in invoicing to calculate the Invoice Discount Due Date and Due Date.
11. Select the appropriate **Price Level** for this customers sales. Three different default prices can be assigned to each Sales Item, this field specifies which of those prices should be used for this customer.
12. If this customer should receive a **Trade Discount** on all sales, enter the percentage. Trade discounts will automatically deduct the specified percent from the assigned price for an item.
13. The **Credit Limit** field will be available if the Credit Limit Preference (File > Preferences > Customer Invoices > Credit Limits) has been set. Enter the Credit Limit for this customer, if applicable. A customer can also be put on a **Credit Hold** by selecting the box. Customers with a Credit Hold status can no longer charge invoices.
14. To select which companies/funds this customer is active in, click the **Active Status** button, select the companies/funds the customer is active in (the default is active for all companies/funds), and then click **OK**.
15. The **Additional Notes** button is optional and can be used to track internal notes regarding this vendor. When notes are added from the Additional Notes button, the button label will change to **Edit Notes** with a yellow background.



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

16. Select the **Print Notes on forms** check box to print notes entered on the Additional Notes screen on a sales order and invoice (basic and detail), when the Customer Notes field is added in Setup > Forms Designer > Sales Order Form Designer or Invoice Form Designer.

## Addresses tab



Note: If you right-click in the Addresses for this Name List, you can select to display active/inactive addresses and add/remove/sort columns such as State/Province, Zip/Postal Code, etc.

- » In the **Location Type** box, click and select a location type, or type a location type. Name location types are a way to categorize addresses for a name. Typical location types are shipping, billing, business, etc. To create a new location type, right-click and select New, and then follow the [Name Location Types](#) topic. To set a location type as the default, right-click and select Set As Default. To clear the default location type, right-click and select Clear Default.
- » In the **Name** box, enter up to 50 characters of required information that describes the address (for example: Corporate Office, Warehouse, Home, etc.).
- » In the **Contact** box, enter up to 30 characters of optional information that describes the contact at this address. If the Print Contact on Forms check box is selected, the Contact Name will print on forms instead of the name entered on the General tab.
- » In the **Address Line 1** and **Address Line 2** boxes, enter the street address and any other information, for example, suite number or post office box number for this location type.
- » If your preferences are set to use the automatic Zip Code/Postal Code Lookup for addresses, in the Zip/Postal Code box enter the zip code or postal code. Then, select the appropriate city/state or city/province from the list. If your preferences are not set to use the automatic Zip Code/Postal Code Lookup for addresses, enter the City/State/Zip, City/Province/Postal Code, or Address 3 Foreign Address information.



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

- » Select the **Print Contact on Forms** check box, the Contact Name will print on forms instead of the name entered on the General tab.
- » Under Use this Address as the Default for, select any combination of Billing, Shipping, Business, or Pay To.
  - » **Business** - The address that is entered on the General tab is referred to as the Business address.
  - » **Billing** - This address is used for billing statements and invoices.
  - » **Shipping** - This address is the address that can be used if the shipping address is different than the business address.
  - » **Pay To** - This address defaults with the Name field in transaction entry screens.
- » If this address is not active, unselect the **Active** check box.
- » Under Communication Methods for this Address, in the Information box, enter the information specific to the communication method (for example, phone number, cell phone number, e-mail address, etc.).



Note: To create new communication methods, click Communication Methods at the bottom of the screen.

## Accounting tab

17. Click on the **Accounting** tab. Select the appropriate default **Accounts Receivable**. If this is left empty, CenterPoint will use the Accounts Receivable account assigned in the Preferences (Files > Preferences > Transactions > Accounts Receivable).

18. Select the **Statement Type** for this customer, the options are Balance Forward or Open Item. Balance Forward is the default statement type.
19. Select the user-defined **Group** to assign the name to, for example Wholesale, Retail, Referral Partner. Groups are used in reporting and as a filter to limit the range of names in many reports.
20. If you want this customer to be subject to finance charges when they are calculated , select the appropriate **Finance Charge** code.
21. Enter additional information in the **Memo** box. This information will display in Processes > Sales > Customer Invoices in the Memo 2 box.

## Credit Cards tab

22. The **Credit Cards tab** is used when a customer and your business have agreed to keep a customer's credit card on file for current or future purchases. To add a credit card to the customers file, click the **New** button.
  - » Select the **Credit Card Type** (Credit Card Types are set up in Setup > Names > Credit Card Types).
  - » Enter the **Name** of the credit card, the **Name on Card**, **Card Number**, **Security Key**, and **Expiration Date/Year**.
  - » If more than one credit card is stored for a customer, determine which to **Use as Default Credit Card**.
  - » Credit cards can be deleted from a customer after used to pay for an invoice.

## Custom Names Fields tab

23. The **Custom Name Fields tab** can be used to track additional information regarding a customer that aren't already stored in a field in Setup > Customers, for example Web Login, Office Hours, Business Type, etc. Custom Name Fields are optional. To view a list of all Custom Name Fields and the Name the field is being tracked on, select Reports > Setup Lists > Names > Names Custom Field (the report can also be filtered for a specific Custom Name Field).
  - » Click **New** to add a custom field.
  - » Enter an **Abbreviation** and **Name** for the type of information being tracked.
  - » Select the type of information being tracked, **Text**, **Date**, **Numeric**, or **Percentage**. If the type is Numeric, also enter the Number of Decimals.

## Email/Print tab

26. Click on the **Email/Print** tab. The Email Addresses and Options fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. Use these options to set up multiple e-mail addresses where invoices, statements, sales orders, purchase orders, receipts, and permits can be sent for this customer. You can also select how each e-mail is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own e-mail address so they have an audit trail of emails sent ). The Email Addresses and Options settings will be used to set the default image on the Email button on the Customer Invoices (Basic), Customer Invoices (Detail), Receipts, Sales Orders and Purchase Orders entry screens. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.

The screenshot shows the 'Names' window with the 'Email/Print' tab selected. The 'Print Options' section contains the following settings:

Print Option	Setting
Print Customer Invoices	No
Print Customer Statements	No
Print Receipts	No
Print Sales Orders	Yes
Print Purchase Orders	Yes

The **Print Options** fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. The available fields are: **Print Customer Invoices, Print Customer Statements, Print Receipts, Print Sales Orders, and Print Purchase Orders**. Use these options to determine if invoices, statements, sales orders, and purchase orders should be printed for this customer. The Print Options settings will be used to set the default image on the Print button on the Customer Invoices (Basic), Customer Invoices (Detail), Receipts, Sales Orders and Purchase Orders entry screens. A printer image with a check mark on it will mean the form will Print and a Printer image with a cross-through on it will mean the form will not print.



Note: If you want to attach a document to this customer, see the [Scan and Attach Documents](#) topic for detailed information.

27. Click **Save**.

## Mass Update Names, Vendors, or Customers

The mass update process can be used to update more than one name, vendor, or customer at the same time. You can mass update various types of information, including accounts, payment terms, printing/publishing options, etc.



**Note:** We recommend you do a backup of your database prior to starting the mass update process.

## Mass Update Names, Vendors, or Customers

1. Select **Setup > Names, Vendors or Customers**.
2. From the List tab, select the names, vendors, or customers you want to update. Multiple names can be selecting by pressing the CTRL key while you make your selections. If you do not limit your list to selected names, all names will be included in the update.

Abbreviation	Last Name, First Name	City	State/Province	Zip/Postal Code
CA789	Adams, Chuck			
ALPCredit	Alpine Credit Company	Idaho Springs	CO	80452
Alpine	Alpine, Inc	Leadville	CO	80461
FB456	Buchanan, Frank			
WC876	Cleveland, Woody			
CORevDep	Colorado Dept of Revenue			
HF987	Ford, Herb			
IceMan	Ice Man Supplies	International Falls	MIN	56649
ZJ321	Jefferson, Zach			
AJ123	Johnson, Andy			
TJones	Jones, Ted			
MNRRevDept	Minnesota Dept of Revenue			
JP321	Pierce, Jim			
ProCast	Pro Cast Supplies	Red Wing	MIN	55066
RWBike	Red Wing Bike Club	Red Wing	MIN	55066
SVFC	Sherman Village Fishing Club	Golden	CO	80439
Speedy	Speed Racer Supplies	Indianapolis	IN	46214
SUtility	Summit Utility Company	Dumont	CO	80436
SWater	Summit Water Company	Keystone	CO	80435
SCSC	Summit County Ski Club	Montezuma	CO	80435

- Click **Mass Update**. The Mass Update Wizard window will open. The wizard will guide you through the process. Click **Next**.



**Note:** **Next** proceeds through the mass update screens, **Cancel** exits the mass update screen and **Back** returns to the previous page of the mass update process. The Back button is in the upper-left side of the screen.

- Select the type of item you'd like to change and click **Next**. The choices listed correspond with different tabs and buttons in the Names, Vendors, or Customers screens.
- Depending on the selection you made in step 5, screens will be displayed asking you to make other selections. For example, if you choose Vendor, you can select Default Accounts Payable Account, Payment Terms, or Issue 1099. Make your selection and click **Next**.
- A list of all customers or vendors that have the specified information assigned will be displayed. Specify the value with which to update the selected items. For example, if you chose Payment Terms, specify the terms you'd like assigned to each of the selected vendors. Click **Next**.



Mass Update Wizard

Specify the value with which to update the selected items:

Name (Abbrev.)	Name	Payment Terms
ZJ321	Zach Jefferson	
FB456	Frank Buchanan	
SUtility	Summit Utility Company	
ProCast	Pro Cast Supplies	Net 60

Change selected values to:  4/4

Next > Cancel

7. Verify the information that will be changed and click **Next**.

Mass Update Wizard

Confirm the changes to the selected items.

Name (Abbrev.)	Name	Old Payment Terms	New Payment Terms
ZJ321	Zach Jefferson		Net 30
FB456	Frank Buchanan		Net 30
SUtility	Summit Utility Company		Net 30
ProCast	Pro Cast Supplies	Net 60	Net 30

Next > Cancel

8. At the *These changes will be saved to the database, are you sure?* message, click **Yes** to finalize the changes.

Save Changes

These changes will be saved to the database, are you sure?

Yes No

9. Click **Finish** to exit, click the **Back** button to perform a similar update, or click **New** to start a new update.

## Basic Items

Items are used to maintain a list of products and services your business sells. The sales item setup can include pricing information. Items (without the Inventory module) do not track quantities on hand. They simply provide a convenient list of items that you can include on customer invoices.




**Note:** If your business would benefit from a system that tracks perpetual inventory and other additional advanced inventory features, please contact the Red Wing Software sales team to find out more about the Inventory module that is available for CenterPoint. If you have already purchased the Inventory module and would like information on how to setup items, please refer to the topic

## Creating an Item

1. Select **Setup > Sales > Items**. Click on the **New** button.

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

- Item Name:** Economy Bicycle Package
- Abbreviation:** 10-EconoBike
- Type:** Non-Tracked Item
- Sales Group:** General
- Sales Tax Category:** General
- Status:** Current
- Weight (Stocking Unit):** 0.00000000
- Commission:** (empty)
- Checkboxes:** ☒ Taxable, ☒ Trade Discount Applies, ☐ Display Picture
- Pricing Information:**
  - Unit of Measure:** Each
  - Suggested Price:** \$129.99
  - Unit Cost:** \$0.00

2. Assign an **Abbreviation** and **Name** for this sales item. The unique Name (up to 50 characters) identifies the item. It can include formatting characters such as hyphens, periods, and slashes. Both the Abbreviation and Name will be included when reviewing sales reports and printing sales invoices.
2. If needed, an additional description field can also be used. To enter an additional description; click  and enter up to 3200 characters. The additional detail description can also be printed on sales invoices. Click **OK** when the additional description is complete. The additional description will only print on reports when the Additional Description column is added one of the sales item reports.
3. Select the **Type** of sales item this is. The options are:

- » **Service Item** - Tasks you perform for customers, such as service warranties and repair services. They do not track quantities.
- » **Non-tracked Item** - Material items you sell but quantities are not tracked.

5. Select the **Sales Group** this item belongs to. The sales group is used for tracking sales on the Sales by Group report.
6. Select the **Sales Tax Category** this item belongs to. Sales tax categories provide a way to group various sales (inventory) items for tax calculations. The sales tax category determines if the sales item is taxable and at what rate.
7. Select the **Status** of the item. This determines whether or not the sales item is still available for use. The options are: Current, Discontinued, or Obsolete. You can change an item's status so that you can filter your lists for all obsolete or discontinued items to determine your action for those types of items. An item's status does not affect if the item can be purchased or sold.
8. Enter the item's **Weight (Stocking Unit)**. This is optional field and is informational only.
9. Select **Taxable** if the item or service is subject to tax when sold to customers that are not tax exempt.
10. Select **Trade Discount Applies** if the item or service is subject to a trade discount when sold to customers that are assigned a trade discount percentage in Setup > Customers. A trade discount can be overridden on the invoice.
11. If you want to link this sales item to a file on your computer, for example a picture of the item, click **Link to File**, select the file you want to link, and then click Open. The name of the linked file will now display as the text instead of the Link to file text. To open the linked document, click the name of the document. To change or remove a linked file, right-click and select Edit or Remove



**Note:** The file that you link to can be located in any folder on your computer or network that can be accessed by this machine. You must have a program installed on your machine to allow you to open the file of that type. For example a .doc file would need Microsoft Word or another program capable of opening .doc files.

12. If you linked to an image file (.bmp, .gif, .jpg, .png, or .tif) in the previous step, select the **Display Photo** check box to display the image in the Sales Items screen.
13. Specify the **Unit of Measure** for this item.
14. Enter the **Suggested Price** recommended by the manufacturer or vendor. This is an information field only and is optional.
15. Enter an optional **Unit Cost** of the sales item. The unit cost must be greater than or equal to 0.00. This is an informational field only.
16. Click the **Accounts** tab and assign the appropriate accounts. If a sales group was selected, some accounts may already be assigned for you, but can be overwritten.

- » **Sales** - This account is credited when this sales item is sold on a customer invoice. This account is also debited when this sales item is returned on a customer invoice (credit memo).
  - » **Returns & Allowances** - This account is not used at this time. Although any account can be assigned to the field, we recommend using the same sales account assigned above it. This field will be used for returns when the sales order module is added to CenterPoint.
  - » **Expense** - This account is debited when the sales item is sold on a customer invoice and it is required for non-tracked and service items when the Purchase Order and Sales Order modules are installed.
17. Click the **Pricing** tab to specify the selling prices for the sales item. Depending on the option chosen, one can enter in a specific price or have it calculate from other fields assigned to the item. The options are:
- » **Fixed Pricing with No Qty Breaks** - Enter the selling price for this sales item for each Sales Price Level. The number of price levels is determined by the File > Preferences > Items > Price Levels > Pricing Levels preference setting. The selling price will automatically display in Customer Invoices based on the price level assigned to the customer in Setup > Customers.
  - » **Fixed Pricing with Qty Breaks** - This pricing method can be applied to inventory item types. Enter the selling price for this sales item with the quantity break information for each Sales Price Level.
    - » **Quantity More Than/But Not Over-** Enter quantities in ascending order. As you enter the **But Not Over** quantity, the system will automatically fill in the next **Quantity More Than** quantity, for example if your price breaks are at 20 and 40, enter 20 in the But Not Over box and the next line will automatically display 20 in the Quantity More Than box, enter 40 in the But Not Over box and the next line will automatically display 40 in the Quantity More Than box. The quantity decimal place precision is set in File > Preferences > General > Quantity Decimal Settings.
      - » If you enter too many quantity break rows and want to remove the rows, enter 999,999,999 in the But Not Over row and click Yes to the prompt that informs you that rows following this row will be removed if you continue.

- » **Cumulative Quantity Pricing** - This pricing method can be applied to non-inventory item types and is set up similarly to the Fixed Pricing with Qty Breaks description above, however, the quantity break pricing is calculated cumulatively across multiple quantity breaks.

- » Pricing Example: Enter a quantity of 12 for Sales Price 1 calculates an extended price of \$84.00 ( $\$25.00 + \$40.00 + \$19.00 = \$84.00$ )
  - » Sales Price 1 with a Quantity of 5 X \$5.00 = \$25.00
  - » Sales Price 1 with a Quantity of 5 X \$8.00 = \$40.00
  - » Sales Price 1 with a Quantity of 2 X \$9.50 = \$19.00

The screenshot shows the 'Items' window with the 'Pricing' tab selected for the 'Economy Bicycle Package'. The 'Price Method' is set to 'Cumulative Quantity'. Below this, a table defines the pricing structure with three sales prices.

Quantity More Than	But Not Over	Sales Price 1	Sales Price 2	Sales Price 3
0.00	5.00	5.00	4.00	3.00
5.00	10.00	8.00	7.00	6.00
10.00	999,999,999.0	9.50	8.50	7.50

- » **Base Price + Additional Quantities** - This pricing method can be applied to non-inventory item types and is set up similarly to the Fixed Pricing with Qty Breaks description above, however, the quantity break pricing is calculated cumulatively across multiple quantity breaks. with an initial minimum price specified in the first break

- » Pricing Examples:
  - » Enter a Quantity of 3 for Sales Price 1 - the Extended Amounts = \$60.00 (Base Price)
  - » Enter a Quantity of 5 for Sales Price 1 - the Extended Amount = \$60.00 (Base Price).
  - » Enter a Quantity of 7 for Sales Price 1 - the Extended Amount = \$76.00 (\$60.00 for the first Quantity of 5 and an additional \$16.00 for the next Quantity of 2).

Items

List Detail Filter Reports

Economy Bicycle Package

General Accounts Pricing Other Information

Price Method: Base Price + Additional Quantities

Quantity More Than	But Not Over	Sales Price 1	Sales Price 2	Sales Price 3
0.00	5.00	60.00	50.00	40.00
5.00	10.00	8.00	7.00	6.00
10.00	999,999,999.0	7.50	6.50	0.00

Save Cancel [Navigation Buttons] Close



Note: If you want to attach a document to this item, see the [Scan and Attach Documents](#) topic for detailed information.

18. Click **Save**.

## Sales Groups

Sales groups provide a way to group various sales (inventory) items for sales reporting. Sales group reporting allows you to quickly get an overview of sales by groups of inventory items. A default General sales group is added when CenterPoint is installed.

**Example:** A hardware store has tens of thousands of individual items setup. They've also setup sales groups for paint, electrical, plumbing and miscellaneous supplies. Each item is assigned a default sales group. For the service side of their business, they set up sales groups for warranty service and non-warranty service. With this type of setup they can get sales reporting on each individual item or for an entire group of items.

This topic includes information on:

[Creating a Sales Group](#)

[Assigning a Sales Group to a Sales Item](#)

[Reporting Sales by Sales Group](#)

## Creating a Sales Group

1. Select **Setup > Sales > Sales Groups**.
2. Click on the **New** button.
3. Assign an **Abbreviation** and **Name** for this sales group.
4. If you have the Inventory module installed, assign **default accounts** for:

- » Sales - Enter the sales account to which you want sales for this sales group applied. Invoice sales are credited to this account.
  - » Returns & Allowances - Enter the returns account to which you want returns (credit memos) for this sales group applied.
  - » Cost of Goods Sold (this box will not be available if the File > Preferences > Customer Invoices > Cost of Goods Sold is set to maintain COGS at the Inventory account level). Enter the Income Statement account that is debited when you sell or use inventory.
5. If you have the Inventory module installed, select a **Commission** method to use by the sales group. Commission items are set up in Sales > Sales Commissions and can be set to calculate as a percentage of sales, percentage of profit, percentage of cost, or percentage of weight. A fixed amount can also be an additional amount on top of a percentage.
  6. Click **Save**.
  7. Repeat steps 1-6 for each sales group needed.

### Assigning a Sales Group to an Item

1. Select **Setup > Sales > Items** or **Setup > Inventory > Items**.
2. To change the Sales Group on an existing Item, select the item and click **Edit**.
3. In the **Sales Group** field, select the appropriate group for this item.
4. Click **Save**.

### Reporting Sales by Sales Group

The Sales by Group reports will allow you to see your sales totals for each group. Select **Reports > Reports > Transaction Reports > Sales & Accounts Receivable > Sales by Group** or **Sales by Group (Item Detail)**.

## How to Setup Sales Tax

There are five steps to setting up sales tax:

[Step A: Setup Sales Tax Categories](#)

[Step B: Setup Sales Tax Jurisdictions](#)

[Step C: Assign Sales Tax Categories to Items](#)

[Step D: Setup Sales Taxes](#)

[Step E: Assign Sales Taxes to Customers](#)

Once these steps are complete, one can begin invoicing customers and the system will automatically calculate and report sales tax.

---

### Step A: Setup Sales Tax Categories

Sales tax categories provide a way to group various sales (inventory) items for tax calculations. You determine if the sales tax category is taxable by selecting the sales tax jurisdictions to apply. If all of your items' taxes are calculated at the same rate for all jurisdictions, then only one Sales Tax Category is needed.

1. Select **Setup > Sales > Sales Tax Categories**. Click the **New** button to add a new category.
2. Enter a short **Abbreviation** and **Name** for this tax, for example; general merchandise, fuel or food.
3. Ignore the **Sales Tax Jurisdictions to calculate this sales tax category on** area at this time. Click **Save**.

### Step B: Setup Sales Tax Jurisdictions

Sales tax jurisdictions are used to track individual sales taxes. For example, you would create a sales tax jurisdiction for each state, county and city tax applicable for your customers. Sales tax jurisdictions are also used to calculate different rates for different types of products being sold within a jurisdiction. For example if the state charges a different rate for agriculture products vs normal retail, then you would need a sales tax jurisdiction for each.

1. Select **Setup > Sales > Sales Tax Jurisdictions**. Click the **New** button to add a new jurisdiction.
2. Enter a short **Abbreviation** and **Name** for this tax, for example; CO and Colorado Sales Tax.
3. Choose a **Liability Account** which will be credited when a taxable customer invoice is entered with this tax.
4. Select the appropriate **Vendor**. The vendor will normally be the state that governs the tax. Sales tax jurisdictions will be grouped by vendor on the sales tax report.
5. Enter the sales tax percentage in the **Rate** field. Then select how the tax should be calculated in the **Calculate On** field. The options for Calculate On are:
  - » Cost: The sales tax percent is multiplied by the cost.
  - » Markup: The sales tax percent is multiplied by the markup (the difference between cost and selling price).
  - » Quantity: The sales tax percent is multiplied by the quantity.
  - » Selling Price: The sales tax percent is multiplied by the selling price.
6. Check the **Calculate Tax on Freight** and/or **Calculate Tax on Miscellaneous Charges** boxes if those charges are subject to sales tax. These options will be used if amounts are entered in the Miscellaneous Charges and/or Freight fields in invoice entry.
7. If this tax jurisdiction will be grouped together with others and should be calculated using tax on previously calculated tax, select the **Calculate Tax on Tax** box. For example, Canada's national sales tax is subject to tax by Canada's provincial taxes.
8. The **Sales Categories to calculate this tax item on** box will display all Sales Categories. Enter a check in the box for each sales categories that is taxable by this Sales Tax Jurisdiction.
9. Click **Save**. If this will be the only sales tax jurisdiction in this sales tax, at the *Do you want to add a new sales tax for this sales tax jurisdiction?* message, click Yes to create the sales tax. If this sales tax jurisdiction will be combined with others, (for example, Colorado state tax and Denver city tax) then skip this step. See Step B: Setup Sales Taxes below for more information.

### Step C: Assign Sales Tax Categories to Items

A sales tax category is assigned to each sales item.

1. Select **Setup > Sales > Items** or **Setup > Inventory > Items**.
2. Select a customer and click **Edit**.
3. Select the appropriate **Sales Tax Category** for this item. Click **Save**.

### Step D: Setup Sales Taxes

Sales taxes provide a way to group sales tax jurisdictions. Sales taxes are assigned to customers. For example, if you have a city, state and school district tax that you need to use for the customers in your area. Those would all be setup as jurisdiction and a sales tax would then be setup to group them together. The sales tax Denver City Tax may be a combination of Colorado State Tax, RTD Tax, and Denver City Tax which are all sales tax jurisdictions. Sales taxes are assigned to customers and used when entering sales invoices. Sales taxes must be used for sales tax



calculations (rather than the underlying sales tax jurisdictions). Therefore, if you have a state sales tax jurisdiction and no other taxes, you must still create a sales tax that includes only that state.

1. Select **Setup > Sales > Sales Taxes**. Click on **New**.
2. Enter a short **Abbreviation** and **Name** for this Sales Tax, for example; CO-DEN (abbreviation) and CO state & Denver city taxes (Name).
3. The **Available Sales Tax Jurisdiction** box will contain all Sales Tax Jurisdictions. Move each jurisdiction that should be a part of this Sales Tax to the **Selected Sales Tax Jurisdiction** box on the right. For example, if you created the above example (Co-DEN) you would then want both the Colorado State & Denver City tax jurisdictions moved to the Selected Sales Tax Jurisdiction.
4. Click **Save**.

### Step E: Assign Sales Taxes to Customers

A default sales tax is assigned to each customer. Customer invoices will use this sales tax when entering an invoice for this customer. The customers default sales tax can be overwritten during invoice entry.

1. Select **Setup > Customers**.
2. Select a customer and click **Edit**.
3. Select the appropriate **Sales Tax** as the default for this customer. Click **Save**.

## Sales Tax Categories

Sales tax categories provide a way to group various sales (inventory) items for tax calculations. You determine if the sales tax category is taxable by selecting the sales tax jurisdictions to apply. If all of your items taxes are calculated at the same rate, then only one Sales Tax Category is needed.

Example: A store sells food, fuel and general merchandise. According to state & local tax laws for their area they need to calculate:

1. State sales tax on all general merchandise but not on food.
2. An additional local sales tax on all general merchandise and food.
3. State sales tax on fuel at a different rate then general merchandise fuel will be taxed at a different rate.

This can easily be done by setting up three separate sales tax categories (food, general merchandise and fuel) and assigning the appropriate sales tax category to the items.

---

### Creating a Sales Tax Category:

1. Select **Setup > Sales > Sales Tax Categories**.
2. Click on the **New** button.
3. Assign an **Abbreviation** and **Name** for this sales tax category.
4. All **Sales Tax Jurisdictions** are listed in the box below. Put a check in the box for each jurisdiction that should calculate tax on the items assigned to this Sales Tax Category.
5. Click **Save**.
6. Repeat steps 1-5 for each sales tax category needed.

Assigning a Sales Tax Category to an Item:

1. Select **Setup > Sales > Sales Items** or **Setup > Inventory > Items**.
2. To change the Sales Tax Category on an existing Item, select the item and click **Edit**.
3. In the **Sales Tax Category** field, select the appropriate sales tax category for this item.
4. Click **Save**.

## Setup and Processing Finance Charges

Use this optional feature to set up and process finance charges on past due customer balances. If a customer's balance is not paid when due, the finance charge information is used to calculate their finance charge amount which is then added to their balance. This occurs when you select Processes > Sales > Calculate Finance Charges. You can easily set up multiple finance charge codes for use with different customers.

[Step A: Create a Finance Charge Rule](#)

[Step B: Assign Finance Charge to the Customer](#)

[Step C: Calculate Finance Charges](#)

[Step D: Reverse a Previously Calculated Finance Charge](#)

[Option 1: Reverse Individual Finance Charge Invoices through Transaction Search](#)

[Option 2 - Reverse Multiple Finance Charges at Once](#)

---

Step A: Create a Finance Charge:

1. Select **Setup > Sales > Finance Charges**. Click **New** to create a new finance charge rule.
2. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the finance charge by.
3. In the **Name** box, enter up to 30 characters of required information that describes the finance charge.
4. In the **Account** box, enter the default income account to which you want the finance charges applied when they are calculated and posted to the general ledger (generally, to a Revenue or Other Revenue account). Finance charges will be credited to this account.
5. In the **Annual Percentage** rate box, enter the annual finance charge rate to use for this code. Enter any percentage from zero (0) to 99.99. For example, enter 18 for 18%.
6. In the **Minimum Charge** box, enter the minimum amount you charge on past due accounts. When finance charges are calculated, the minimum charge is used if it is larger than the calculated finance charge. For example, if the calculated finance charge is \$4.20 and the minimum charge is \$5.00, the finance charge on the past due account will be the \$5.00 minimum charge not the \$4.20 calculated finance charge. If you do not use a minimum charge, leave this box blank (any calculated finance charge will be added to the balance even if it is only a penny).
7. In the **Grace Period** box, enter the number of days after the due date before you charge finance charges. For example, if your due date is October 15th, you might set up a grace period of 5 days to allow for customers who are just getting their payments in the mail on the 15th. If it's paid within the grace period it will not be charged finance charges.

8. Select the **Compounded (calculate finance charges on previous finance charges)** check box to calculate finance chargers on previous finance charges once they become past due. Laws vary by state on whether this is allowed or not, so be sure to check with your accountant or an authority in state government.

#### Step B: Assign Finance Charge to Customers

1. Select **Setup > Customers**.
2. Select a **customer** that should be charged finance charges in the event of past due invoices and click **Edit**.
3. Click on the **Accounting** tab. At the bottom of the screen, specify the appropriate **Finance Charge** for this customer.
4. Click **Save**. Repeat these steps for each customer that should be charged finance charges in the event their invoices become past due.



**Note:** If you have multiple customers that you'd like to update with the same Finance Charge, highlight all of them and click **Mass Update** instead of Edit. The Mass Update wizard will walk you through updating all customers to the same finance charge.

#### Step C: Calculate Finance Charges

Finance charges are calculated only for those customers set up as subject to finance charges on the Setup > Customers > Accounting tab. The calculation uses the code in the Finance Charge box on the Accounting tab and takes the minimum charge, annual rate, grace period, etc. from the specified finance charge code.

The calculation formula for finance charges is: Past Due Amount \* (((Annual Rate/100/365) \* Days Past Due). (The Past Due Amount includes the Net Due for each invoice. If the Net Due is less than or equal to zero the calculation is not performed on the invoice and if it is greater than zero the invoice is included in the invoices to calculate finance charges on).

1. Select **Processes > Sales > Calculate Finance Charges**.
2. Click the **Modify Start Date** button to set the initial starting date you want to begin calculating finance charges. Enter the date and then click **OK**.



**Note:** This date can be set once and if a company/fund has posted transactions created from this Finance Charge entry screen, then the finance charge date may not be changed.

3. In the **Company/Fund** box, select the company/fund that you want to calculate finance charges for. If there is only one company/fund in your database, the company will already be selected by default.
4. In the **Past Due** box, specify the date that charges are past due and subject to the finance charge calculation rules. This is normally the last day of the month that you are calculating finance charges for. This date is compared to the due date to determine if a charge is past due (subject to finance charges) or not.
5. In the **Finance Charge Date** box, specify the date that the finance charge invoices created by this process should be dated. This is normally the same date specified in the Past Due box.
6. In the **Next Invoice Number Sequence** box, the next available sequence number in the Calculate Finance Charges sequence will display. This will be the first transaction number assigned. If you need to change the sequence number, enter the new number. If you need to change the next available sequence number, right-click, select Edit, select the Detail tab, and then enter the next available sequence number, for example you may want to identify the finance charge sequence number with FC in front of the number. For more information about numbering sequences, see the Maintaining Check and Invoice Numbers topic.
7. Move the customers you want to calculate finance charges for from the left list to the right list. If you click the double-right arrow, all customers will be selected for calculation. Normally one will move all customers to the right. Those customers that don't have past due invoices or not setup to calculate finance charges, will be ignored in the calculation process.
8. Click **New**.

9. Click **Create**.

Abbreviation	Name	Annual Percentage	Past Due Amount	Finance Charge	Calculated Amount	Override
AJ123	Andy Johnson	18.00%	\$ 244.35	\$ 27.95	\$ 27.95	<input type="checkbox"/>
CA789	Chuck Adams	18.00%	\$ 74.76	\$ 5.00	\$ 5.00	<input type="checkbox"/>
FB456	Frank Buchanan	18.00%	\$ 500.00	\$ 57.21	\$ 57.21	<input type="checkbox"/>
HF987	Herb Ford	18.00%	\$ 500.00	\$ 57.21	\$ 57.21	<input type="checkbox"/>
JP321	Jim Pierce	18.00%	\$ 500.00	\$ 57.21	\$ 57.21	<input type="checkbox"/>
RWBike	Red Wing Bike Club	18.00%	\$ 9,253.95	\$ 1,058.75	\$ 1,058.75	<input type="checkbox"/>
SVFC	Sherman Village Fishing Cl	18.00%	\$ 425.00	\$ 48.62	\$ 48.62	<input type="checkbox"/>
WC876	Woody Cleveland	18.00%	\$ 544.35	\$ 62.28	\$ 62.28	<input type="checkbox"/>
ZJ321	Zach Jefferson	18.00%	\$ 2,535.00	\$ 272.53	\$ 272.53	<input type="checkbox"/>

- Verify the calculated **Finance Charge** in the Calculated Finance Charges grid. If you want to change the amount, enter the amount that should be charged in the **Finance Charge** field. The **Override** check box will automatically be selected.



If a calculated finance charge is overridden and changed to 0.00, a finance charge transaction will not be created when finance charges are posted.

- Once all calculated finance charges are accurate, click **Post** to complete the process and update the customers balances with the additional finance charges.

#### Step D: Reverse a Previously Calculated Finance Charge

##### Option 1: Reverse Individual Finance Charge Invoices through Transaction Search

When finance charges are posted, an invoice is created for each customer that was charged finance charges. The invoice will be dated as the Past Due Date you set in Step C-4. As with all other transactions in the system, if needed, the finance charge invoices can easily be removed or modified.

- Select **Reporting Tools > Transaction Search**.
- Search for the finance charge invoice to be reversed (deleted). The last finance charge created for a customer is the only one that can be deleted (a message will display if you attempt to delete and it isn't the last created finance charge).
- Optionally, recalculate finance charges by repeating Step C: Calculate Finance Charges.



If you need to delete a finance charge that is not the last created finance charge, search for and delete all finance charges before the finance charge you want to delete, then repeat Step C: Calculate Finance Charges to calculate finance charges again for each month afterward to put the deleted finance charges back into CenterPoint.

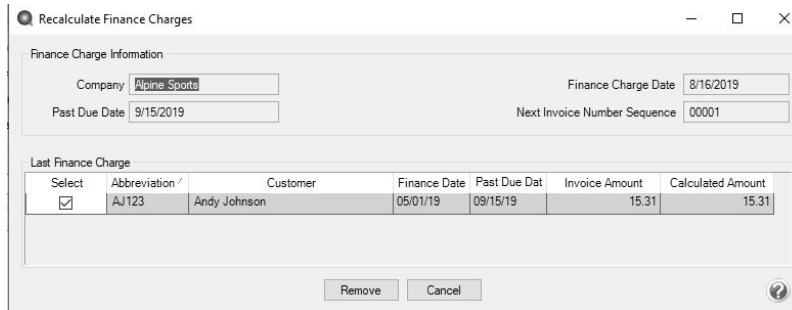
##### Option 2 - Reverse Multiple Finance Charges at Once

This procedure allows you to remove the last posted finance charge and recalculate finance charges. Finance charges that have already been paid will not be included in the recalculation.



Note: Finance charges calculated and posted prior to CenterPoint version 14.8 cannot be recalculated.

1. Select **Processes > Sales > Calculate Finance Charges**.
2. Click **Recalculate**.



The dialog box titled "Recalculate Finance Charges" contains the following fields and table:

**Finance Charge Information**

Company:  Finance Charge Date:   
 Past Due Date:  Next Invoice Number Sequence:

**Last Finance Charge**

Select	Abbreviation /	Customer	Finance Date	Past Due Dat	Invoice Amount	Calculated Amount
<input checked="" type="checkbox"/>	AJ123	Andy Johnson	05/01/19	09/15/19	15.31	15.31

Buttons: Remove, Cancel

3. Verify that all of the customers you want to remove the last posted finance charge for are selected. If you do not want to recalculate a posted finance charge for a customer, clear the Select check box.
4. Click **Remove**.
5. At the **WARNING! This process will delete the last finance charge transaction for each row selected. Do you want to continue?** message, click **Yes** if you are ready to remove and recalculate all posted finance charges.
6. Optionally, recalculate finance charges by repeating Step C: Calculate Finance Charges.

## Sales Commissions

Sales commissions define the commission method and rates used to calculate salesperson commissions. You may need additional sales groups if various salespersons use different commission calculation methods/percentages. In that case, setting up commissions by salesperson may be the preferred option. To choose whether commissions are calculated by sales item or salesperson, select **File > Preferences > Customer Invoices > Sales Commission**.

The Salesperson Sales, Salesperson Item Sales, and Salesperson Item Sales (Detail) reports all display commission amounts for each salesperson.

[Step A: Choose Where Commission Rates are Assigned and Set Accounts for Commissions Payable](#)

[Step B: Create a Sales Commission](#)

[Step C: Assign the Sales Commission](#)

[Step D: Reporting Sales Commission by Salesperson](#)

### Prerequisite

You must have the **Inventory** module purchased and registered in the module configuration manager (**File > Administration > Module Configuration Manager**) prior to setting up or processing commissions. You must also have salespeople (**Setup > Names**) in the database prior to defining commission information.

## Step A: Choose Where Commission Rates are Assigned and Set Accounts for Commissions Payable

Sales commissions can be assigned to a salesperson or to an sales item or sales group. Which option you choose depends on how you calculate commissions internally. If each salesperson earns the same rate of commission on everything they sell, then the sales commission will be assigned to the salesperson. But if they earn different rates depending on what it is they are selling, then you'd assign it at the sales item or sales group level.

1. Select **File > Preferences > Customer Invoices > Sales Commissions**. Select the **Database** tab.

2. In the **Commissions are Calculated On** field, select the appropriate option for your business.

This preference allows you to report commissions when the invoice is paid in full as opposed to at invoice creation by moving commission amounts from a pending liability account into another liability account when the invoice is paid in full. Also, if an invoice was paid in full and subsequently is not, then the commission can be moved back out of the account into the pending liability account.



Note: The default option is to calculate commissions at the time invoices are entered with no liability transactions generated.

3. Select the **Post commissions to payable and expense Accounts when saving Customer Invoices** check box to enter a **Commissions Payable** and **Commissions Expense** account for users who want to pay commissions on paid invoices. This is a requirement to accurately track commissions to be paid on paid invoices.
  - » The general journal entry created during the posting process for entered invoices is:
  - » **General Journal Entry**
    - » Commission Expense Account (from this preference)
    - » Credit to Commission Liability Account (from this preference)
4. Select the **Move commissions from a pending payable into a finalized payable account when Customer Invoices are paid in full** and enter a **Finalized Commissions Payable Account** if you want to transfer the commission amount when the invoice is paid in full.



Note: If an invoice is subsequently unpaid, the commission amount will be moved out of the finalized account back into the pending Commissions Payable account.

- » The general journal entry created during the posting processes for invoices from the Customer Invoices, Receipts, Sales Order (Edit / Fill / Invoice), and Apply Customer Deposits screens when this preference is set is:
- » **General Journal Entry**
  - » Debit to Commission Payable Account (from this preference)
  - » Credit to Finalized Commission Payable Account (from this preference)

5. Select the **Adjust commissions for terms discounts taken** check box to generate an extra General Journal entry that adjusts the final commission by the term discounts applied as a percentage of the total sales amount for the invoice. For example, the customer invoice total is \$100, and the sales commission is \$10. When a 2% discount is applied when paying the invoice, the final commission is adjusted down by \$0.20 for a total of \$9.80.
6. Select **Save**.

#### Step B: Create a Sales Commission

1. Select **Setup > Sales > Sales Commissions**.
2. Click on the **New** button.
3. Assign an **Abbreviation** and **Name** for this sales commission. If you have chosen to calculate sales commissions at the salesperson level, then the Abbreviation and Name would normally reference the salesperson. Otherwise, it may reference the amount or type of commission.
4. Select the commission **Method** used when calculating commissions.
5. Enter the sales commission **Rate** as a percentage. For example, enter 5 for a 5% commission rate.
6. If the commission includes a **Fixed Amount**, enter the amount to be awarded in addition to the commission percentage. For example, if the salesperson gets a 5% commission + a \$25.00 fixed amount each time they sell a piece of equipment.
7. Click **Save**.
8. Repeat steps 1-7 for each sales commission needed.

#### Assigning a Sales Commission

Where a sales commission is assigned, depends on what option was selected in Step A.

If **Commissions are assigned to "salespersons"** was selected in Step A:

1. Select **Setup > Names > Names**.
2. To change the Sales Commission on an existing salesperson, select the salesperson and click **Edit**.
3. Click the **Detail** button next to the Salesperson check box.
4. In the **Commission** field, select the appropriate commission for this salesperson.
5. Click **OK**.

If **Commissions are assigned to "items"** was selected in Step A:

1. Select **Setup > Sales > Items** or **Setup > Inventory > Items**.
2. To change the Sales Commission on an existing Sales Item, select the item and click **Edit**.
3. In the **Commission** field, select the appropriate commission for this item.
4. Click **OK**.
5. Click **Save**.
6. Repeat for each inventory item. The commission can also be assigned when new items are entered into the system.



Note: If you are using sales Groups and are assigning sales commissions to items, save yourself time by assigning a default commission to each sales group (Setup > Sales > Sales Groups). Once that is completed, each time a new item is added to the system it will assign the commission to the item automatically when the sales group is assigned to the item. Also, if you





change the sales group assigned to an existing item, it will update the sales commission assigned to the item.

### Reporting Sales Commission by Salesperson

The Salesperson Sales, Salesperson Item Sales, and Salesperson Item Sales (Detail) reports will allow you to see your sales commission totals by salesperson. Select **Reports > Reports > Transaction Reports > Sales & Accounts Receivable > Salesperson Sales, Salesperson Item Sales, or Salesperson Item Sales (Detail)**.

### Invoices

#### Correct or Remove Sales Tax on a Previously Entered Customer Invoice

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This document explains how to correct or remove sales tax on a previously entered invoice. For example, if a customer was originally charged sales tax and later notifies you that they are tax exempt. These steps will correct the customer's balance and the sales tax reports.



Note: If the invoice has already been paid, the payment should be deleted prior to processing the correction detailed below and re-entered after the invoice is corrected.

[Remove Sales Tax on a Previously Entered Invoice](#)

[Correct the Sales Tax on a Previously Entered Invoice](#)

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### Remove Sales Tax on a Previously Entered Invoice

1. Using the Report Drill Downs or Transaction Search, **Edit** the original invoice.



Note: For step-by-step instructions on how to edit an existing transaction, please refer to the *Edit or Delete a Transaction* topic.

2. Once the original invoice is displayed, right-click on the **Customer** and select **Edit**.
3. Click on the **Accounting** tab and select the **Not Subject to Tax** box. If known, also enter the Exemption Id number.

4. Click **Save** on the Edit Customer screen.
5. On the Customer Invoices screen, click on the **Recalculate Tax** button.
6. Select the **Invoice** tab and verify that the **Sales Tax** is now zero.

Customer Invoices

Select Invoice

Customer: Pierce, Jim Date: 7/1/2018 Invoice: 000016

Customer Balance \$500.00 Credit Limit \$10,000.00 Remaining Credit \$9,500.00

Item	Quantity Shipped	Description	Account	Sales Price	Amount
Mountain Lake Club M	1	Mountain Lake Club M	Ad Service Sales	500.00	\$ 500.00

Commission Amount \$0.00 ☐ Override

Freight \$0.00 + Misc \$0.00 + Sales Tax \$0.00 - Discounts \$0.00 = Subtotal \$500.00

Invoice Total \$500.00

Amount Received \$0.00 Terms Discount \$0.00 Net Due \$500.00

Save Delete Accounts Edit Options Recalculate Tax Close

- If you'd like to reprint the edited invoice or attach a document to this transaction, on the **Select** tab, select the **Print** button or see the [Attach Documents to Transactions](#) topic for detailed information.
- Click on **Save**

### Correct the Sales Tax on a Previously Entered Invoice

- Using the Report Drill Downs or Transaction Search, **Edit** the original invoice.



Note: For step-by-step instructions on how to edit an existing transaction, please refer to the *Edit or Delete a Transaction* topic.

- Once the original invoice is displayed, select the appropriate **Sales Tax**.



Note: If the sales tax calculated was incorrect because an item was marked taxable and shouldn't have been (or vice versa), then right-click on the **Item** (on the Invoice tab) and make the correction.

- Click on the **Recalculate Tax** button.
- Select the **Invoice** tab and verify that the **Sales Tax** is now the correct amount.
- If you'd like to reprint the edited invoice or attach a document to this transaction, on the **Select** tab, select the **Print** button or see the [Attach Documents to Transactions](#) topic for detailed information.
- Click on **Save**.

### Customer Invoices - Quick Entry

Customer Invoices are used to record a sale of goods or services. If the invoice is entered without a payment, the invoice will increase the customer's balance and the accounts receivable account. A return is entered using the same process, but negative quantities are used instead of positive.

In this topic, we will identify how to enter customer invoices quickly on a single-tab consolidated entry screen.

Invoices can also be entered on a multi-tab entry screen by following the [Enter a Paid Sales Invoice](#), Enter an Unpaid Sales Invoice or Return, or [Enter an Unpaid Sales Invoice or Return with Inventory](#) topic.

## Entering a Sale

1. To begin entering a sale or return, select **Processes > Revenues > Customer Invoices - Quick Entry (Detail)**.

The screenshot shows the 'Customer Invoices' window with the following details:

- Company:** Alpine Sports
- Customer:** Summit County Ski Club
- Invoice Number:** 000074
- Date:** 09/17/2024
- Current Batch:** No Batch
- Customer Balance:** \$0.00
- Terms:** 2/10 Net 30 Days
- Salesperson:**
- Commission Amount:** \$0.00

Item	Quantity Shipped	Unit of Measure	Description	Additional Description	Account	Amount	Sales Price	Weight
Fishing Rod	25	Each	Fishing Rod		Product Sales	\$1,474.75	\$8.99	\$7,500.000000

Item	UOM	Quantity Assigned	Quantity On Hand	Quantity Available	On Order	Vendor Part #
Fishing Rod	Each	0	-25	-25	0	


**Shipping Method:** UPS Ground (Standard)

**Freight:** \$0.00 **Miscellaneous:** \$0.00 **Summit County:** \$75.21

**Total Weight:** 87.50

**Subtotal:** \$1,474.75  
**Discounts:** \$0.00  
**Invoice Total:** \$1,549.96  
**Amount Received:** \$0.00  
**Net Due:** \$1,549.96

Buttons: Save, Clear, Recall, Accounts, Options, Close

2. Enter the **Customer** by typing in a portion of the customer's name or abbreviation or click on the lookup button to display a list of your existing customers.
  - » If you enter a name into the Customer box and it does not exist, the Lookup screen automatically displays, from this screen you can either Create a New Customer or Create a One-Time Use Customer:
    - » **Create a New Customer** - Click **New**. The Add a New Customer screen displays with the name that you entered automatically displaying in the Company/Fund box. Complete the additional details to create the customer and then click **Save**.
    - » **Create a One-Time Use Customer** - Click **New One Time Use**. The New One Time Use Name screen displays with the name that you entered automatically displaying in the Name box. Complete the additional details to create the one time use customer, including the customer Price Level, and then click **Save**. When creating a new customer through the New One Time Use Name screen, the customer is automatically saved as an inactive customer in all companies/funds so it does not appear in Customer lookups (unless you chose to lookup inactive customers).
3. To view or change the customer's Billing Name/Address, Shipping Name/Address, or Sales Tax, click the **Address** icon  to display the Customer Billing & Shipping Addresses screen.

The screenshot shows the 'Customer Billing & Shipping Addresses' window with the following details:

**Address Information**

**Billing Name:** Billing  
 1 Mt. Evan Rd.  
 Idaho Springs, CO 80452

**Shipping Name:** Business Address  
 1 Mt. Evan Rd.  
 Idaho Springs, CO 80452


**Sales Tax:** Colorado

Buttons: OK, ?

4. To view or add internal notes for a customer, click the **Additional Notes** icon .



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

5. In the **Invoice Number** box, the next available sequence number will display. Click the Sequence icon  or press F4 to display the sequences associated with the Customer Invoices screen.
6. The **Date** box will display the current system date.
7. If desired, enter a **Customer PO #** or some other information that indicates the source of the invoice.
8. Click the **Terms** icon to verify or change the Due Date and Discount Date.
9. In the **Salesperson** box, verify or enter the salesperson responsible for this invoice.
10. The **Commissions** box displays the calculated commission for the selected salesperson. Change the amount and the **Override** check box is selected automatically. Uncheck Override to return to the original calculated amount.
11. There are many fields that can be displayed in the data entry grid. These can be selected by right-clicking anywhere in the grid and selecting **Add/Remove Columns**. In this topic, we will identify the most commonly used fields.
12. Select the first **Item** ordered by the customer by either typing in a portion of the item abbreviation or the item description or click on the lookup button to display a list of items. Once the Item is selected the system will automatically display the **Description**, **Account**, **Unit of Measure**, and **Sales Price**. This information will pull from the information that has been setup on the item and can also be modified, if needed.



Note: If you have the Show Information Grid on (Options button > Show Information Grid), you will see that when entering items on invoices, the Quantity Assigned, On Hand, Available and On Order reflect changes currently in process for the current transaction and others within the system that have not yet been saved.

13. Specify the **Quantity** sold. A positive quantity is used for a sale, a negative quantity for a return. The **Amount** is calculated from the price. The **Description**, **Account** and **Sales Price** can also be modified, if needed.
14. Continue entering additional lines on the Invoice for each item that is sold to this customer.
  - » The **Substitutes** button will be highlighted in red if there is not enough quantity available from the item/location combination and the item has a substitute. Click the button to display the Substitutes Locations/Items screen. The Inventory Locations tab allows you to view the quantity on hand, assigned, available at the locations available in the system. The Substitutes tab lists any substitute items, inventory locations, quantity on hand, assigned, available, on order, and unit of measure.
  - » If you click the **Additional Description** button on the data entry grid, the Sales Item Additional Description screen displays that allows you to type in a 3200 character additional description for each line item in the data entry grid.
  - » If you click the **Comments** button on the data entry grid, a Line Comments screen displays that allows you to type in a 3200 character comment for each line in the data entry grid.
  - » If you click the **Price Level** button in the data entry grid, the Price Levels screen displays the price levels for the pricing method for the item being entered and allows you to select a different price level for the item.
  - » The **Taxed** check box allows you to indicate if a sales item is taxable or non-taxable on each line of the invoice. If an exemption id is required for this customer, it can be entered in Setup > Customers > Accounting in the Exemption Id box.

- » A **Notation** can also be entered if you'd like to specify a description of what was purchased. If the sales item has an additional description, it will display in the Notation column. The Notation field is optional.
15. Click the **Memo/Comments** button to add or view **Memo 1** or **Memo 2** (which print on the invoice), **Comments** (or a 3200 character comment for the invoice), or up to eight custom fields you can define in File > Preferences > General > Custom Transaction Fields .
  16. Select the **Shipping Method**.
  17. If applicable, enter **Freight** and **Miscellaneous** charges at the bottom of the screen. The Freight and Miscellaneous dollars can be added when the order is filled also. To specify management details to be posted for the freight or miscellaneous charges, for example profit center, location, project, etc. or a notation specific to these charges, click the **Freight** or **Miscellaneous** buttons and enter the information on the Details screen.
  18. If you entered a weight for your inventory items in Setup > Inventory > Items, the **Total Weight** will display the sum of each line item's weight multiplied by the Quantity Ordered (converted to Stocking Units). You can add an optional **Weight** column to the data entry grid to display the weight of each item multiplied by the Quantity Ordered (converted to Stocking Units) by right-clicking and selecting Add/Remove columns.
  19. The **Sales Tax** will be calculated automatically based on the Sales Tax selected in Setup > Customers. To change or adjust the Sales Tax, click the button labeled with the assigned sales tax (next to the amount).

20. If the customer is setup to receive Trade Discounts, the amount calculated will be displayed in the **Discounts** box.
21. The **Invoice Total** box displays the calculated amount from the Subtotal + Freight + Misc + Sales Tax - Discounts boxes.
22. Click the **Amount Received** button to apply applicable customer deposits/term discounts and pay the remaining balance while assigning the receipt account, payment type, and check/ref#. Click **OK**.

**Apply Customer Deposits**

☒ Calculate Terms Discount \$7.30

Customer Deposits

Date	Receipt Number	Amount	Applied

Pay In Full

Receipts

Bank Account	Payment Type	Check/Ref #	Amount
Cash in Bank - Checki	Cash	123544	\$ 357.70

Balance Due With Discount \$0.00

OK Cancel ?

23. Verify the information for accuracy and click **Save** to complete the invoice. If the Invoice Total is less than zero, the Customer Credit Invoices preference in File > Preferences > Customer Invoices > Customer Returns and Refunds will be checked to determine how to handle the negative invoice:

**Credit Invoice Save Options**

Save this invoice as

☒ Customer Deposit (Refundable Credit)

☐ Negative Invoice

☐ Always use the selected option and don't show this message again

OK Cancel

- » **Not Set** - When a negative customer invoice is entered and you click **Save**, the following screen will display for you to determine if you want the negative invoice saved as a Customer Deposit (Refundable Credit) that posts to Customer Deposits instead of an Accounts Receivable account or Negative Invoice that posts to your Accounts Receivable account. You also have the opportunity to save your selection as your preference in File > Preferences > Customer Invoices > Customer Returns and Refunds and not display this screen again
- » **Save as a customer deposit invoice (refundable credit)** - When a negative customer invoice is entered and you click **Save**, the

negative invoice will be saved as a Customer Deposit (Refundable Credit) that posts to Customer Deposits instead of an Accounts Receivable account. The Customer Deposit can then be refunded or applied to a future invoice. You will not see the Credit Invoice Save Options screen when this preference is set.

- » **Save as negative invoice** - When a negative customer invoice is entered and you click **Save**, the negative invoice will be saved as a negative invoice that posts to your Accounts Receivable account. The amount will show as a credit on the customer's account and can be applied to an outstanding balance on the Receipts screen. You will not see the Credit Invoice Save Options screen when this preference is set.
- » **Always Show me the Save Options** - When a negative customer invoice is entered and you click **Save**, the Credit Invoice Save Options screen will always display for you to determine if you want the negative invoice saved as a Customer Deposit (Refundable Credit) that posts to Customer Deposits instead of an Accounts Receivable account or Negative Invoice that posts to your Accounts Receivable account. You also have the opportunity to save your selection as your preference in File > Preferences > Customer Invoices and not display this screen again.

24. The invoice will be printed if the Print button had a green check mark on it or e-mailed if the E-mail button had a green check mark on it.



Saved Quick Entry invoices will display and can be edited in Processes > Sales > Customer Invoices (Detail) like standard customer invoices and can be edited on the Processes > Sales > Sales Order screen.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information. Attached files (for example, pictures of a product, specifications of a product, warranty information, etc.) can be emailed with customer invoices.

## Enter a Paid Sales Invoice

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Customer Invoices are used to record a sale of goods or services. If the customer pays for the invoice at the time it is entered, the invoice and payment can all be entered as one transaction.

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### Entering a Paid Sale:

1. To begin entering a sale or return, select **Processes > Sales > Customer Invoices** from the main CenterPoint Accounting screen.



2. Enter the **Customer** by typing in a portion of the customer's name or abbreviation or click on the lookup button to display a list of your existing customers.

If you enter a name into the Customer box and it does not exist, the Lookup screen automatically displays, from this screen you can either Create a New Customer or Create a One-Time Use Customer:

- » **Create a New Customer** - Click **New**. The Add a New Customer screen displays with the name that you entered automatically displaying in the Company/Fund box. Complete the additional details to create the customer and then click **Save**.
- » **Create a One-Time Use Customer** - Click **New One Time Use**. The New One Time Use Name screen displays with the name that you entered automatically displaying in the Name box. Complete the additional details to create the one time use customer, including the customer Price Level, and then click **Save**. When creating a new customer through the New One Time Use Name screen, the customer is automatically saved as an inactive customer in all companies/funds so it does not appear in Customer lookups (unless you chose to lookup inactive customers).

3. To view or add internal notes for a customer, click the **Additional Notes** icon .



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

4. Once the customer is selected, the Shipping Method, Salesperson, Terms, Due & Discount Date and Sales Tax fields will be populated automatically.
5. Complete all other needed fields on the **Select** tab. Most fields are optional – complete only those that are pertinent to your business.
6. Click on the **Shipping Address** button to specify a different address for the shipping address.
7. The Email or Print Options selected on the Email/Print tab in Setup > Names > Names or Setup > Customers will determine the default setting for the **Print** (an image of a printer displays on the button) and **E-mail** (an

image of an envelope displays on the button ) buttons (the selection can be changed on this screen). If the Print or E-mail buttons display with a red X, it means the invoice or other forms selected in File > Preferences > AR will not be printed or e-mailed when the invoice is saved. If the Print or E-mail buttons display with a green check mark, it means the invoice will be printed or e-mailed when the invoice is saved. To override the Print button default setting, click the Print button to display the Print Setting screen where you can override the Print Invoice setting for this invoice only, select the printer to print the invoice to, the number of copies of the invoice to print, and the form the invoice should be printed on. To override the E-mail button setting for this invoice only, click the E-mail button to display the Email Settings screen where you can override the E-mail Invoice setting and the default To, CC, BCC, From, Subject, Message, and form the invoice should be e-mailed on.

8. The system will automatically bring you to the **Invoice** tab when you enter/tab off of the last field on the Select tab. Otherwise, you can click the Invoice tab manually.
9. Select the first **Item** sold to the customer by either typing in a portion of the item abbreviation or the item description or click on the lookup button to display a list of items.
10. Once the Item is selected the system will automatically display the **Description, Account** and **Sales Price**. This information will pull from the information that has been setup on the item. The Description, Account and Sales level can also be modified, if needed.
11. Specify the **Quantity Shipped** (sold).



**Note:** If the customer is returning an item, the quantity should be entered as a negative. If the Invoice Total is less than zero as a result of negative line items, the Amount Rcvd box will not be active.

12. Continue entering additional lines on the invoice for each item that is sold to this customer.
  - » If you click the **Detail** button in the data entry grid, you can enter additional details about the transaction, for example for some of the fields you chose not to display on the data entry grid such as associated account, notation, and
  - » The **Substitutes** button will be highlighted in red if there is not enough quantity available from the item/location combination and the item has a substitute. Click the button to display the Substitutes Locations/Items screen. The Inventory Locations tab allows you to view the quantity on hand, assigned, available at the locations available in the system. The Substitutes tab lists any substitute items, inventory locations, quantity on hand, assigned, available, on order, and unit of measure.
  - » If you click the **Additional Description** button on the data entry grid, the Sales Item Additional Description screen displays that allows you to type in a 3200 character additional description for each line item in the data entry grid.
  - » If you click the **Comments** button on the data entry grid, a Line Comments screen displays that allows you to type in a 3200 character comment for each line in the data entry grid.
  - » If you click the **Price Level** button in the data entry grid, the Price Levels screen displays the price levels for the pricing method for the item being entered and allows you to select a different price level for the item.
  - » The **Taxed** check box allows you to indicate if a sales item is taxable or non-taxable on each line of the invoice. If an exemption id is required for this customer, it can be entered in Setup > Customers > Accounting in the Exemption Id box.
  - » A **Notation** can also be entered if you'd like to specify a description of what was purchased. If the sales item has an additional description, it will display in the Notation column. The Notation field is optional.
13. To add up to eight custom fields you can define in File > Preferences > General > Custom Transaction Fields or a 3200 character comment for the invoice, click the **Options** button and select **Custom Fields/Comments**.
14. If a Salesperson was selected on the Select tab, commission values are summed and displayed in a **CommissionAmount** box. If you want to override the calculated commission amounts, enter a new amount

(the Override check box will automatically be selected and the commission from the lines are no longer totaled, displayed, and the changed value is not redistributed to the lines of the invoice).

15. If applicable, enter **Freight** and **Miscellaneous** charges at the bottom of the screen. To specify management details to be posted for the freight or miscellaneous charges, for example profit center, location, project, etc. or a notation specific to these charges, click the **Freight** or **Miscellaneous** buttons and enter the information on the Details screen.
  16. The **Sales Tax** will be calculated automatically based on the Sales Tax selected.
  17. Click the **Amount Received** button.
- » Enter the amount the customer has paid on this invoice. This will automatically post the payment to your default Payment Type and Bank Account.

Apply Customer Deposits

☒ Calculate Terms Discount

Customer Deposits

Date	Receipt Number	Amount	Applied

Pay In Full

Receipts

Bank Account	Payment Type	Check/Ref #	Amount
Cash in Bank - Checki	Cash		\$ 250.00
			\$ 0.00

Balance Due With Discount

OK Cancel

- » If the payment should be posted to a different **Payment Type** or **Bank Account** (or posted to multiple payment Types and/or Bank Accounts), enter the payments using different payment types or bank accounts, then click **OK**.

**Apply Customer Deposits**

☒ Calculate Terms Discount \$22.90

Customer Deposits

Date	Receipt Number	Amount	Applied

**Pay In Full**

Receipts

Bank Account	Payment Type	Check/Ref #	Amount
Cash in Bank - Checki	Cash		\$ 250.00
Petty Cash	Check		\$ 894.29
			\$ 0.00

Balance Due With Discount \$0.00

**OK** **Cancel**

» If the invoice was paid in full, click the **Pay in Full** button.

**Apply Customer Deposits**

☒ Calculate Terms Discount \$22.90

Customer Deposits

Date	Receipt Number	Amount	Applied

**Pay In Full**

Receipts

Bank Account	Payment Type	Check/Ref #	Amount
Cash in Bank - Checki	Cash		\$ 1,144.29

Balance Due With Discount \$0.00

**OK** **Cancel**



**Note:** If the Invoice Total is less than zero as a result of negative line items, the Amount Rcvd box will not be active and if you've previously entered an amount received and the Invoice Total changes to be less than zero, the Amount Rcvd box will automatically be changed to 0.00.

17. If you want to reorder the lines you entered on the transaction in a particular order, include the **Line Sequence** column in your data entry grid. Each line will automatically be assigned a line sequence number.

The first line is assigned 10, the second 20, and so on. To reorder the lines, change the sequence number to the order in which you want the lines to print or display. For example, if you want the second line to print before the first line, change the line sequence to be 5, 6, 7, 8 or 9. To view the reordered lines, click Options, and then select Refresh.



Note: It is not necessary to view the lines, if you click Save after the transaction is complete your lines will be reordered. When you assign a line sequence number, it will automatically be renumbered after the lines are reordered back to 10, 20, and so on to make it easy for future reordering.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

18. Verify the sale and payment information for accuracy and click **Save** to complete the transaction. The invoice and other selected form types selected in File > Preferences > Printing > Customer Invoices or Customer Invoices (Detail) will be printed if the Print button had a green check mark on it or e-mailed if the E-mail button had a green check mark on it.

Please refer to the [Shortcuts/Time Savers in Transaction Entry](#) document for tips on how to enter transactions efficiently and customize the screens.

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## Chapter 7 - Permits

### Processing

#### Permits

The CenterPoint Permits module allows for easy entry and printing of a variety of permits, including the ability to track building permits by property.

[Step A: Customize/Review Permit Forms](#)

[Step B: Setup Permits](#)

[Step C: Create Properties \(Optional - may be used for Building Permits\)](#)

[Step D: Create Custom Fields/Comments \(Optional\)](#)

[Step E: Permit Transaction Entry](#)

[Step F: Reporting](#)

#### Prerequisite

You must have the **Permits** and **Accounts Receivable** module purchased and registered in the module configuration manager (File > Administration > Module Configuration Manager) prior to using the Permits module.

#### Step A: Customize/Review Permit Forms

A permit transaction can print multiple documents, such as the permit, and invoice and/or a receipt. All three are created and maintained in the permit form designer.

1. Select **Setup > Forms Designer > Permit Form Designer**.
2. Select **File > Open**.



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

3. Choose the default permit form and click **Open**.
4. Follow the [Forms Designer](#) document for additional information on customizing forms.

#### Step B: Setup Permits

Permit setup allows easy creation of permit transactions which control the fund, accounting, items, sequence, and expiration. For example, Building Permit, Roofing Permit, Garage Sale Permit, Picnic Permit, Park Use Permit, etc.

1. Select **Setup > Permits Maintenance**.
2. Click **New**.

Permits Maintenance

List Detail Filter Reports

Building Permit

General Printing Emailing

Abbreviation  ☒ Active

Name

Fund

Account

Sequence

☐ Use Sequence as Receipt/Invoice

Expires

After

On

Memos / Comments

Item	Quantity	Department	Location	Project
General Building Permit - M	0.00			

Save Cancel Close

3. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the permit by.
4. In the **Name** box, enter up to 50 characters of required information that describes the permit.
5. In the **Sequence** box, enter or select the type of sequence you want to use for this permit. This lookup displays the default sequence for the Permits screen for this bank account/ fund.
6. Select the **Use Sequence as Receipt/Invoice** check box to set the permit number as the invoice number.
7. Select the **Fund** this permit is for.
8. Select an **Account** in the Cash or Accounts Receivable account category. If a cash account is selected, the permits transaction will be a cash receipt. If A/R is selected, the permits transaction will create an invoice to be paid later. This is just a default and can be changed at the time of transaction entry.
9. **Expires After/On** options are: **N/A, Days, Weeks, Months, and Years**. For example, if the permit expires after 180 Days, in the After box, select Days and then enter the number of days or if the permit expires on the 10th of the month, in the After box, select Months and in the On box, select 10th.
10. Click the **Memos/Comments** button to add a Memo 1 or Memo 2, Comments, or Custom Fields to the permit. For more information, see [Step D: Create Custom Fields/Comments \(Optional\)](#).
11. In the **Item** box, select the item(s) used to maintain a list of the products/services you sell with this permit. For detailed information on creating items, see the [Basic Sales Items](#) topic.



Note: The Line Sequence column can be added to the data entry grid that allows you to set the order the permit rows display on the Processes > Permits screen.

12. Select the **Printing** tab.



13. This tab allows you to specify for each form a different printer and number copies. Select the form(s) that you want to print when saving this specific permit entry from **Processes > Revenues > Permits**.
14. Select the **Emailing** tab.

15. Select the form(s) that you want to email when saving this specific permit entry from **Processes > Revenues > Permits**.
16. Enter the **Subject** and **Message** you want to include when emailing the specific permit. One email will be sent with the subject and message and each form selected will be an attachment. Forms will only be emailed if the customer selected on the permits transaction is setup for emailing. For additional information, see the [Email Setup](#) topic.
17. Click **Save**.

### Step C: Create Properties (Optional)

Properties can be assigned to permit transactions as desired to report the history of permits entered for a specific property. Setup and use of Properties is optional.

1. Select **Setup > Properties > Properties**.

2. Click **New**.
3. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the property by.
4. In the **Name** box, enter up to 50 characters of required information that describes the property.
5. In the **Address Line 1** and **Address Line 2** boxes, enter the street address and any other information, for example, suite number or post office box number.
6. The third address line has a format option preceding it. There are four options for the format of the third line of the address:
  - » City, State, and Zip Code (US Addresses).
  - » City, Province, Postal Code (Canadian Addresses).
  - » Address Line 3 (Free format line)
  - » Foreign City, Foreign State/Province, Foreign Postal Code, Country Code (Foreign Addresses).

Choose the correct format. If this is the format that you use most often, you can select it and then right-click on the field to make it the default format. The United States address format and the Canadian address format will perform a zip code or postal code lookup and fill in the city and state or province. Country Codes can be selected from a list when using Foreign Addresses.

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



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

7. Enter up to 30 characters of optional **Subdivision**, **Lot**, **Block**, or **Tract** information.
8. In the **Valuation** box, enter the value of the property (from 0.00 - 9,999,999,999.99).
9. Enter optional **Units** and **Size** information (from 0.00 - 99,999,999.99).
10. In the **Type** box, click and select an optional property type. The type of property is user-definable. You may choose to define property type on a high-level basis such as real estate, personal, intellectual or as a more detailed level such as residential real estate, commercial real estate, RV(s), automobiles, trucks, or

commercial vehicles. To create a new property Type, right-click, select New, enter a Name and Abbreviation and then click Save.

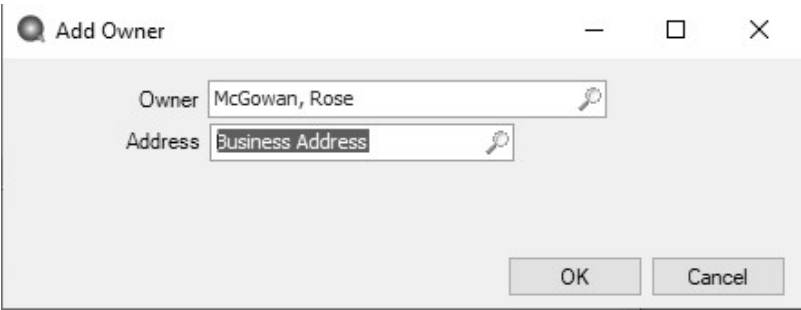
11. In the **Use** box, click and select an optional property use, or type a property use. The property use is user-definable. You may choose to define property as single-family residential, multi-family residential, townhome, apartment, etc. To create a new property Use, right-click, select New, enter a Name and Abbreviation and then click Save.
12. In the **Occupancy** box, click and selector type an optional property occupancy. This selection defines how the property is being lived in or used, The occupancy is user-definable. You may choose to define the property on a high-level basis such as occupied or vacant, or more detailed such as rental, principal residence, secondary residence, investment property, etc. To create a new property Occupancy, right-click, select New, enter a Name and Abbreviation and then click Save.
13. To add notes to this property, click **Additional Notes**, enter the notes, and then click OK.



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

14. Click the **Options** button to select the Set Tab Stops menu that can be used to alter the tab-stops of the screen.
15. Select the **Owners** tab. The information on this tab is optional, unless you want to keep track of property history.

16. In the **Acquisition Date** box, enter or select the date the property was acquired.
17. In the **Price** box, enter the price the owner paid for the property.
18. Click the **Add** button to add or select a name as an **Owner** of the property or click **Edit** to make a change to the owner of the property. Owner names are from your names list in Setup > Names. You can add a new name by right clicking. For more information see the [Understanding and Using Names](#) document.



The 'Add Owner' dialog box contains two text input fields. The 'Owner' field is populated with 'McGowan, Rose' and has a magnifying glass icon to its right. The 'Address' field is populated with 'Business Address' and also has a magnifying glass icon to its right. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

An owner can be removed from the property by selecting the owner from the list and clicking the Remove button. However if an owner no longer owns the property and you want to maintain history of every owner you may want to dispose of the property instead and create a new record without the previous owner.

If the property has been sold by the owner, click the Disposition button and select or enter the date the property was sold. This will move the current owners to history and allow for the new owners to be added. To see a report on property history, select Reports > Reports > Setup Lists > Permits > Property History.

19. Click **OK**.

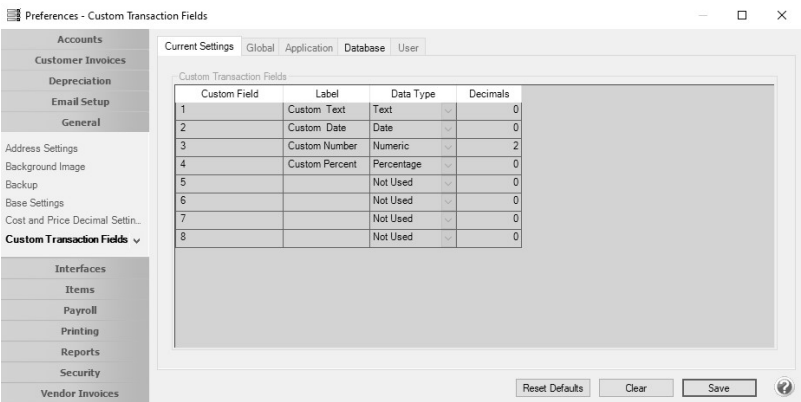
If you want to attach a document to this property, see the [Scan and Attach Documents](#) topic for detailed information.

20. Click **Save**.

Step D: Create Custom Fields/Comments (Optional)

The Custom Transaction Fields preference allows you to specify up to eight pieces of additional information to track for each transaction. For example, this information can be entered and printed from Processes > Revenues > Permits.

- 1. Select **File > Preferences > General > Custom Transaction Fields**.



The 'Preferences - Custom Transaction Fields' dialog box has a sidebar on the left with a tree view containing categories like Accounts, Customer Invoices, Depreciation, Email Setup, General, Address Settings, Background Image, Backup, Base Settings, Cost and Price Decimal Settin..., Custom Transaction Fields (selected), Interfaces, Items, Payroll, Printing, Reports, Security, and Vendor Invoices. The main area has tabs for 'Current Settings', 'Global', 'Application', 'Database', and 'User'. The 'Current Settings' tab is active, showing a table with 8 rows for custom fields. The table has columns for 'Custom Field', 'Label', 'Data Type', and 'Decimals'. The first four rows are pre-filled: 'Custom Text' (Text, 0), 'Custom Date' (Date, 0), 'Custom Number' (Numeric, 2), and 'Custom Percent' (Percentage, 0). The remaining four rows are empty, each with 'Not Used' in the Data Type column. At the bottom right are 'Reset Defaults', 'Clear', and 'Save' buttons.

Custom Field	Label	Data Type	Decimals
1	Custom Text	Text	0
2	Custom Date	Date	0
3	Custom Number	Numeric	2
4	Custom Percent	Percentage	0
5		Not Used	0
6		Not Used	0
7		Not Used	0
8		Not Used	0

» **Label** - Enter optional field names (up to 256 characters each) for use in tracking additional information about a transaction.

- » **Data Type** - Select from Text, Date, Numeric or Percentage.
- » **Decimals** - This field is available only when the data type is Numeric or Percentage. The possible values are 0 through 8.

2. Click **Save**.

### Step E: Permit Transaction Entry

1. Select **Processes > Revenues > Permits**.

The screenshot shows the 'Permits' entry window in CenterPoint Fund Accounting. The window title is 'CenterPoint Fund Accounting - FundAccountingSample - [Permits]'. The menu bar includes File, View, Processes, Reports, Reporting Tools, Setup, In-House Support, Window, and Help. The toolbar contains various icons for file operations and data entry. The form fields are organized into two main sections. The top section contains fields for Permit, Account, Bank Deposit, Customer, and Property, each with a dropdown arrow. To the right of these are fields for Current Batch (set to 'No Batch'), Receipt/Invoice, Permit #, Issue Date (set to '05/05/2021'), and Date Expires. Below these fields is a large greyed-out area. The middle section is a grid with columns: Invoice / Ref #, Account, Item, Quantity Shipped, UOM 1, Department, Location, Fund, Tracking Number, Tracking Number, and Amount. The bottom section contains a Comments text area, a Total Due field (set to '\$0.00'), Payment Type, Check/Ref #, Memo 1, and Memo 2. At the bottom of the window are buttons for Save, Clear, Defaults, Options, and Close.

2. In the **Permit** box, select the type of permit you are entering the transaction for.
3. In the **Account** box, select a required Cash or Accounts Receivable account. If a cash account is selected, the permits transaction will be a cash receipt. If A/R is selected, the permits transaction will create an invoice to be paid later. The account is based on the type of permit entered and can be changed.
4. For cash permit transactions, optionally select the bank deposit the cash receipt will included in.
5. Select the **Customer** this permit is being sold to. To properly calculate sales prices, the customer entered must have a Price Level assigned on the Setup > Customers > General tab.
6. If you are tracking building permits to properties, select the optional **Property** this permit is for.
7. In the **Current Batch** box, leave the No Batch selection to update balances in real-time (immediately) or enter a batch name to update balances at a later time. For more information, see the [Batch vs. Real-Time Transactions](#) topic.
8. In the **Receipt/Invoice** box, enter a receipt/invoice number or select the sequence you want to use for this receipt/invoice.
9. In the **Permit #** box, enter a permit number or select the sequence you want to use for this permit.
10. The custom fields will display the information from Setup > Permits Maintenance and can be changed.
11. Select or enter the **Issue Date** of the permit. The **Date Expires** box will automatically calculate based on your settings in **Setup > Permits Maintenance**.
12. The grid will automatically display the details from the Setup > Permits Maintenance screen which includes items from the Setup > Items screen.
13. Select the **Hide rows with ZERO Quantity and Amount** check box to suppress zero quantity and amount rows when printing this permit.
14. Specify the **Quantity** sold.

15. Click the **Detail** button in the data entry grid, to enter additional details about the transaction, for example for some of the fields you chose not to display on the data entry grid such as associated account, notation, description, and department.
16. The **Comments** will display the information from Setup > Permits Maintenance and can be changed.
17. The **Customer Balance** displays and cannot be changed.
18. The **Total Due** is calculated and cannot be changed.
19. If the account selected for this transaction was a Cash Account, select the **Payment Type** and enter the **Check/Ref** number for the payment type.
20. The **Memo Line 1/Memo Line 2** will display the information from Setup > Permits Maintenance and can be changed.
21. Verify the permit and payment information for accuracy and click **Save** to complete the transaction. Each selected Form Type for the permit from settings in Setup > Permits > Printing/Emailing tab will be printed/mailed if the Print/Email button had a green check mark displayed.

## Step F: Reporting

Permit reports can be printed from :

### » Reports > Reports > Transaction Reports > Permits:

- » **Permits** - This report includes the Transaction Date, Transaction Number, Customer, and Permit Total grouped and totaled by Permit Type. The report is a summarized list of permit transactions. Drill-down is available to the permit transaction
- » **Permits (Detail)** - This report includes the following permit details: Transaction Date, Permit Number, Transaction Number, Account Number and Description, Item, Quantity, Amount, and Permit Total grouped and totaled by Permit Type. The report is a detailed listing of permit transactions. Drill-down is available to the permit transaction.
- » **Permits by Property** - This report includes the Permit, Permit Number, Transaction Date, Transaction Number and Permit Total. The report lists permits for each property. Drill-down is available to the permit transaction.

### » Reports > Reports > Setup Lists > Properties:

- » **Property History** - This report includes the property Address, Purchase Date, Purchase Price, Valuation, and Disposition Date. The report summarizes property history listing purchases and dispositions of property. Purchase and disposition dates are in descending order. Drill-down is available to open the maintenance screen for more detail about the current status of the property.
- » **Property Owners** - This report includes Owner First and Last Name, Current Owner, Phone, Email, Cell Phone, Purchase Date, and Disposition Date. This report Lists the history of property owners by property.

### » Reports > Reports > Setup Lists > Permits

- » **Permit Item Pricing** - This report includes Item Abbreviation, Item, Price Method, Qty More Than, Qty Less Than, and Price. This report lists item prices for permits.

## Chapter 8 - Purchase Orders

### Processing

#### Encumbrances

Encumbrances are a tool to assist government officials so they do not overspend legally authorized appropriations (budgeted expenditures or budget capitalized expenditures). An encumbrance is created through a purchase order transaction in CenterPoint and can be entered prior to the budgeted period, for example a fiscal year. When a purchase order is approved, the encumbrance process begins and an entry is made on the Equity section of the Balance Sheet to debit a Fund Balance account and credit the Reserve for Encumbrances account (the approval date is when the encumbrance entry is made, as opposed to the purchase order date). Purchase Order receipts reduce encumbrance amounts. When goods and services are received on a purchase order, an Accounts Payable invoice is created and the encumbrance is reversed. Encumbrance amounts may be different than actual amounts on a purchase order, in which case the encumbrance can be adjusted.

[One Time Setup: Encumbrance Preferences](#)

[Enter an Encumbered Purchase Order](#)

[Approve Purchase Orders](#)

[Print or Email Purchase Orders](#)

[Receive Purchase Orders](#)

[Edit an Encumbered Purchase Order](#)

[Encumbrance Adjustments](#)

[Close Encumbrance Periods](#)

[Reopen Closed Period Encumbrances](#)

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#### Step 1: One Time Setup: Encumbrance Preferences

##### **Require Purchase Order Approval**

When this preference is set, it changes the entry process for purchase orders. On the Processes > Purchases > Purchase Orders and Purchase Order Maintenance screens, the Approved by box will not be active and you will not be able to print or email a purchase order without an approval date.

1. Select **File > Preferences > Purchase Orders > Require Approval**.
2. Click the **Database** tab.
3. In the **Require Purchase Order Approval** box, select **Yes**.
4. Click **Save**.

### Encumbrances Preference

This preference allows you to select a default Reserve for Encumbrances account. The Reserve for Encumbrances and Offset Accounts are used in general journal entries to book the reserve for encumbrances on the Balance Sheet.

1. Select **File > Preferences > Purchase Orders > Encumbrances**.
2. Click the **Database** tab.
3. Select the **Reserve for Encumbrances Account** that will be used as the offset to the line items entered on an approved purchase order when the purchase order is encumbered.
4. Select the **Offset to Reserve Account**.
5. Click **Save**.

### Enter an Encumbered Purchase Order

1. Select **Processes > Expenditures > Purchase Orders**.



Note: You can also create a new purchase order from **Processes > Expenditures > Purchase Order Maintenance > New** button.)

2. Select the **Vendor** you are ordering the goods or service from. The vendor name and default terms are displayed.
3. The default **PO #** is displayed based on the current value in the "Last Used Sequence" field in the Sequence assigned to the purchase order number field. Use the system-supplied PO number or enter a new one.
4. Specify the **Date** for the purchase order. The date field defaults to today's date but can be changed as necessary. This is not the date the purchase order will be encumbered, the encumbrance process starts when the purchase order is approved on the Date Approved.
5. Select the **Shipping Method** for shipping the goods being ordered. This is an optional field that can be printed on the purchase order.



6. The **Terms** will be used to calculate a due date (and optional discount due date) when an invoice is created for the received goods.
7. Normally the **Deliver To** field is set to **Fund Address** for a manually created purchase order, but there are three options available:
  - » **Fund Address:** The Delivery Address section of the purchase order will default to your funds location.
  - » **Customer:** This option is used if you'd like to drop ship the order to a customer. When Customer is selected, you will then select the appropriate Customer to ship to.
  - » **Other:** Allows you to manually specify an address to ship the order to.
8. Select the **Create Encumbrances** check box to indicate that encumbrance general journal entries should be created when the purchase order is approved and received (right-click and select Set As Default to always check this box). The general journal entries created will be to the required Reserve for Encumbrances and Fund Balance accounts entered from the Accounts button on the purchase order (the defaults will be the accounts set in the File > Preferences > Purchase Orders> Encumbrances preference, but they can be changed). There can only be one Fund Balance and one Reserve for Encumbrances account per purchase order.
9. The Email and Print buttons will not be active on an encumbered purchase order. Encumbered purchase orders can only be printed from Processes > Expenditures > Print Purchase Orders. This screen displays approved purchases only.
10. The system will automatically bring you to the Order tab when you enter/tab off of the last field on the Select tab. Otherwise you can click on the Order tab manually.
11. In the **Account** field, select the first account for your purchase by either typing in a portion of the account abbreviation or description, or click on the lookup button to display a list of accounts.
12. Enter an optional **Description**.
13. Specify an optional **Quantity Ordered**.
14. Specify an optional **Unit Cost**. If you choose to use a unit cost, it will be multiplied by the Quantity Ordered to calculate the Amount..
15. Continue entering additional lines for each item (account) that is being ordered from this vendor.
16. If you need to change the default Accounts Payable, Freight, Sales Tax or Prepaid Vendor Purchase accounts (set in File > Preferences > Vendor Invoices > Default Accounts) or the Reserve for Encumbrances (set in File > Preferences > Purchase Orders > Encumbrances) accounts for this purchase order, click the **Accounts** button, change the account, and then click **OK**.
17. Verify the information for accuracy and click **Save** to complete the order. Encumbered purchase orders cannot be printed from this screen, they must be printed from Processes > Purchases > Print/Email Purchase Orders. See the *Print or Email Purchase Orders* section of this document for more information.

## Approve Purchase Orders

All entered and saved purchase orders that require approval will display on this screen. Purchase orders that have been previously approved, edited, and saved will also redisplay on this screen for approval. The Date Approved is the Encumbrance Date.

1. Select **Processes > Expenditures > Approve Purchase Orders**.
2. The **Date Approved** will display the current system date and can be changed. Purchase order dates must be the same or earlier dates than the "Date Approved". The Date Approved is the Encumbrance Date.
3. Select the **Approved By** name. The list of names in this Lookup will be names marked as Employees.
4. In the **Purchases Type** box, select All to display all types of purchase orders, Encumbrances Only to display purchase orders where the Create Encumbrances check box was selected during purchase order entry, or

Unencumbered Only to display purchase orders where the Create Encumbrances check was not selected during purchase order entry.

5. To further filter the list of purchase orders that need to be approved, click the **Filter** button, select a filter selection, and then click **OK**.
6. To review or edit a purchase order, double-click on the detail line in the grid or select the line and click the **Edit** button.
7. To approve one or more purchase orders, click the **Select** check box. To approve all purchase orders, click the **Select All** button.
8. Click **Approve**. The detail for encumbrance amounts are the purchase order line items. The purchase order increases (debits) an encumbrance. The General Journal entry created for encumbered purchase orders when the purchase order is approved will credit the Reserve for Encumbrances account and Debit the Fund Balance for the amount of the sum of the line items on the purchase order.



Note: Encumbrance journal entries will have an Encumbrances journal type and cannot be edited or deleted when displayed in the General Journal Entries screen.

9. Click **Close**.

## Print or Email Purchase Orders



Note: Step 1 - Step 4 are optional and should only be completed if you plan to email purchase orders. If you are printing purchase orders only, continue with Step 5 in this section.

### Step 1: One Time Setup: Email Preferences

1. Select **File > Preferences > Email Setup > Email Setup**.
2. Select the **Database** tab at the top.
3. Enter your **"To/From" Email Address**. This is the e-mail address used only for testing the SMTP settings. The Sent From address for purchase orders (when you e-mail a group of purchase orders) is set in **Setup > General > Email Addresses**, see Step 4 for more information.

Preferences - Email Setup

Accounts  
Customer Invoices  
Depreciation  
Email Setup  
Billing Statements  
Customer Invoices  
Email Setup  
Purchase Orders  
General  
Interfaces  
Items  
Payroll  
Printing  
Purchase Orders  
Reports  
Sales Orders  
Security  
Vendor Invoices

Current Settings Global Application Database User

Server: smtp.thiscompany.com  
Port: 25  
Require Login: Yes  
Username: ionz  
Password: .....  
Require secure connection (SSL/TLS): No  
Ignore Certificate Issues: No  
Timeout (seconds): 30  
Test Settings  
To/From Email Address: ionz@thiscompany.com  
Test  
Reset Defaults Clear Save

4. Once the To/From Email Address is entered, the system will try to auto fill the **Server** and **Port**. If it's unable to fill the info, you'll have to get the information from your network administrator. They can also let you know what you should select in the **Require Login** and **Require secure connection (SSL/TLS)** field.

- Click **Test**. An e-mail will be sent indicating the SMTP options have been set correctly. Verify that you received the CenterPoint: Testing SMTP Configuration email. See the [Email Setup](#) topic for additional information.



Note: If you didn't receive the e-mail, then the settings in step 4 must be corrected.

- Once the e-mail is received, select **Save** in the Preferences screen.

### Step 2: Define a Default Subject and Message for E-mailed Purchase Orders (Optional Setup)

If you'd like to use the same e-mail Subject, Message, and Form each time you email a purchase order, it can be added to this preference. This preference also allows you to add Form Fields from the purchase order transaction data to the default Subject line or Message text.

- Select **File > Preferences > Email > Purchase Orders**.
- Select the **Database** tab at the top.
- Enter a default **Subject** and **Message**.
- If you want to insert Form **Fields** into the Subject or Message of the email, click the **Fields** button or type **[** at the location the form field should be inserted. The available Form Fields for purchase orders are:

Company Address 1	Company Address 2	Company City, State, Zip	Company Contact	Company Email
Company Fax	Company Name	Company Phone	Company Web Address	Custom 1-8
Date Required	Memo 1	Memo 2	Payment Terms	Payment Terms Abbreviation
Purchase Order Date	Purchase Order Number	Purchase Order Total	Shipping Method	Shipping Method Abbreviation
Vendor Abbreviation	Vendor Name			

- » For example, you can customize the default Subject and Message for emailed purchase orders to include data fields from the purchase order data along with default text:
  - » In the **Subject** box, click **Fields** or type **[**, and then select **Company Name**.
  - » In the **Subject** box, type **Purchase Order Number:**, click **Fields** or type **[**, and then select **Purchase Order Number**.
  - » In the **Message** box, type **Dear**, click **Fields** or type **[**, select **Vendor Name**, and then type a **comma.E**.
  - » In the **Message** box, type **Please find the attached purchase order for**, click **Fields** or type **[**, and then select **Purchase Order Total**.

- » In the **Message** box, type **Sincerely,**
- » In the **Message** box, click **Fields** or type **[**, select **Customer Contact**.

Preferences - Purchase Orders

Current Settings | Global | Application | Database | User

Accounts

Customer Invoices

Depreciation

Email Setup

Billing Statements

Customer Invoices

Email Setup

**Purchase Orders**

General

Interfaces

Items

Payroll

Printing

Purchase Orders

Reports

Sales Orders

Security

Vendor Invoices

Subject: [Company Name] Purchase Order Number: [Purchase Order Number]

Message: Dear [Vendor Name],  
Please find the attached purchase order for [Purchase Order Total].  
Sincerely,  
[Company Contact]

\*Type [ to insert fields relating to the purchase order that will be populated when generating the email.

Fields...

Form: Not Set

Reset Defaults Clear Save

 Note: To create paragraphs, press your Ctrl and Enter keys at the same time.

5. Select a default **Form** for emailing sales orders. This form will be used to format the PDF file that will be attached to the email.
6. Click **Save**.

### Step 3: Purchase Order E-mail/Print Defaults

Prior to e-mailing a purchase order to a vendor, the vendor file must include an e-mail address and e-mail form options on the Email/Print tab.

If your vendors don't currently have e-mail addresses on the **Email/Print** tab in their record, use the following step to update their records individually.

1. Select **Setup > Names > Names** or **Setup > Vendors**.
2. Find the appropriate vendor and click **Edit**.
3. Click the **Email/Print** tab.
4. Click on the **Email/Print** tab. The Email Addresses and Options fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor or a customer. Use these options to set up multiple e-mail addresses where invoices, statements, sales orders, and purchase orders can be sent for this vendor. You can also select how each e-mail is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own e-mail address so they have an audit trail of emails sent). The Email Addresses and Options settings will be used to set the default image on the Email button on the Customer Invoices (Basic), Customer Invoices (Detail), Receipts, Sales Orders and Purchase Orders entry screens. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.

**Vendors**

List Detail Filter Reports

Alpine Credit Company

General Addresses Credit Cards Custom Name Fields Email/Print

**Email Addresses and Options**

Name	Email Address	Invoices	Statements	Sales Orders	Purchase Orders
Joe Alpine	alpj@alpinecreditcom	No Email	No Email	No Email	Send "To..."

**Print Options**

Print Customer Invoices No

Print Customer Statements No

Print Receipts No

Print Sales Orders Yes

Print Purchase Orders Yes

Save Cancel < > >> Close ?

The **Print Options** fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. The available fields are: **Print Customer Invoices**, **Print Customer Statements**, **Print Receipts**, **Print SalesOrders**, and **Print Purchase Orders**. Use these options to determine if invoices, statements, sales orders, and purchase orders should be printed for this customer. The Print Options settings will be used to set the default image on the Print button on the Customer Invoices (Basic), Customer Invoices (Detail), Receipts, Sales Orders and Purchase Orders entry screens. A printer image with a check mark on it will mean the form will Print and a Printer image with a cross-through on it will mean the form will not print.

5. Click **Save**.

#### Step 4 - Sent From and Optional E-mail Addresses

You can optionally add e-mail addresses where messages and attached documents can be sent to; for example: internal staff, outside accountants, or other addresses that are not related to the vendor the transaction is entered for. You can also select how each e-mail is to be sent, directly to the recipient, as a carbon copy, or as a blind carbon copy or set a default "From" email address for each document type (invoice or print checks/invoices).

1. Select **Setup > General > Email Addresses**.

Email Addresses and Options

Name	Email Address	Customer Invoices	Print Checks/Invoices	Billing Statements	Sales Orders	Purchase Orders
Jack Smith	jsmith@outsideaccountant.com	Send "BCC"	Sent "From"	Sent "From"	Sent "From"	Sent "From"
Joe Hale	jhal@internalstaff.com	Sent "From"	Sent "From"	Sent "From"	Sent "From"	Sent "From"

Salesperson Email Options

Email Customer Invoices: Send "CC"

Email Sales Orders: Send "CC"

Save Cancel

2. Enter the **Name**, the **Email Address**, and select how **Purchase Orders** should be sent, **No Email**, **Send "From..."** (the default e-mail address the purchase order is sent from), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (blind carbon copy).
3. Click **Save**.

### Step 5: Print or Email Purchase Orders

1. Select **Processes > Expenditures > Print/Email Purchase Orders**.

Filter: All Unprinted POs

If purchase orders require approval then only those purchase orders that are approved will be displayed and can be printed or emailed.

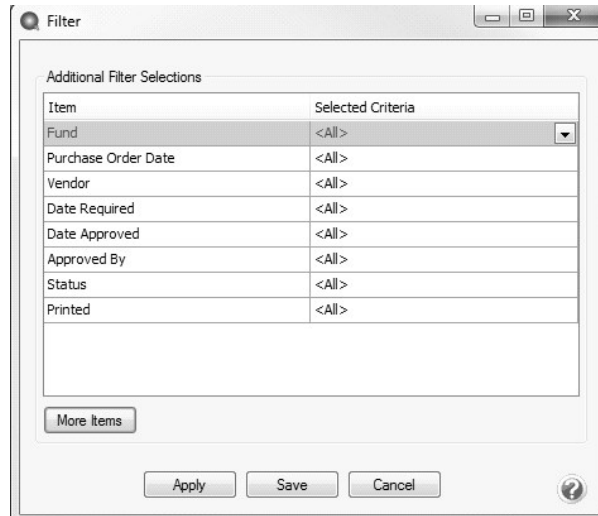
Select	PO Date	PO Number	Company	Vendor Abbreviation	Vendor (First Last)	Date Approved	Approved By	Amount
<input type="checkbox"/>	06/30/14	45784	Alpine Sports	IceMan	Ice Man Suppli	06/30/14	Andy Johnson	961.44
<input type="checkbox"/>	06/30/14	45785	Alpine Sports	ProCast	Pro Cast Suppli	06/30/14	Andy Johnson	585.40

Purchase Order: Purchase Order

Check All Uncheck All Filter

Email/Print Print Close

2. All unprinted, approved purchase orders will display. If you would like to filter the list of purchase orders that display, click the **Filter** button, select your filter criteria, and either **Apply** the filter to the list (you will see Custom in the Filter box) or **Save** the filter so you can select the named filter in the Filter box.



Item	Selected Criteria
Fund	<All>
Purchase Order Date	<All>
Vendor	<All>
Date Required	<All>
Date Approved	<All>
Approved By	<All>
Status	<All>
Printed	<All>

3. To select all purchase orders for printing, click **Check All** or select each purchase order you want to print. To unselect all purchase orders from the printing selection, click **Uncheck All**.
4. Select the **Purchase Order** form type.
5. Click the **Printer** icon to select the printer and the number of copies to print.
6. Click the **Envelope** icon to change the defaults set in File > Preferences > Email Setup > Purchase Orders for the Subject, Message, and Form.
7. Click **Email/Print** to email and/or print all selected purchase orders or click **Print** to print all selected purchase orders. Purchase orders will be printed and/or emailed based on the selections made for the vendor in Setup > Names or Setup > Vendors.
8. Verify or change your Email Settings.
9. Click **OK**.
10. You will receive a *Process Completed Successfully* message when the invoice is e-mailed.
11. Click **Close**.

### Receive Purchase Orders

1. Select **Processes > Expenditures > Receive Purchase Orders**.
2. Select the **Purchase Order** you want to receive. Only open purchase orders that are not on hold and have been approved are available for receipt.
3. Once the PO is selected, the **PO Number**, **PO Date**, **Vendor**, and **PO Total** will be displayed.
4. In the right corner, review the **Receiving Information**. This information will be used to create the vendor a/p invoice in CenterPoint. Unless you've already received an invoice from the Vendor, we recommend you leave the default values. Once the invoice is received from the vendor you will be able to correct the information by editing the a/p vendor invoice transaction. The Receipt/Invoice date entered cannot be before the purchase order date and if the File > Preferences > Purchase Orders > Require Approval preference is set and the purchase order was approved, the Receipt/Invoice date entered cannot be before the Approval date.



Note: If you select the Copy Reference # to Invoice / Ref # option from the Options button, CenterPoint will copy the Vendor Invoice / Ref # entered on the Receive Purchase Orders screen to the Invoice / Ref # on each row of the AP Invoice created. When this option is set on the Receive Purchase Order screen, it is also set on the Vendor Invoices (A/P) screen and vice versa.

5. Select the **Place on Hold** check box if you want to wait to create a vendor a/p invoice until the invoice is received.
6. If you are using quantities, enter the **Quantity Received**. If an item was not received, leave the field at 0.0. Note: If all items were received for this purchase order, select Fill All at the bottom of the screen instead of entering the quantities manually.
7. If the cost differs from the received cost, you can change it in the **Amount** field. This value should be the amount for the quantity received. The Unit Cost field will automatically recalculate based on the Amounts and Quantity Received.
8. Repeat step 7 for each item received on this purchase order. Once all items that were received have been entered, click **Post**.



Note: The Purchase Complete check box will not be selected if the purchase order has had no previous receipts. If a row has been completely received, the check box will be selected and the row will not be active. When you receive an entire row, the check box will automatically be selected but can be changed. When all rows on the purchase order have been completely received, the purchase order will automatically be closed. If there are items on the purchase order that will never be received or are partially received and will never be completely received and you want to close the purchase order, please see the Frequently Asked Questions in this section for more information.

9. Repeat step 6 for each item received on this purchase order. Once all items that were received have been documented, click **Post**.
10. The posting process will create a vendor a/p invoice.. If this purchase order was marked to Create Encumbrances during purchase order entry, a journal entry will be created that debits the Reserve for Encumbrances account and credits the Fund Balance. When the A/P invoice is created, the transaction Expense account(s) will be debited and the Accounts Payable account is credited.

### Frequently Asked Questions

**Q: If there are items on the purchase order that will never be received or are partially received and will never be completely received how can the purchase order or purchase order line item be closed?**

**A:** Follow the procedures below for closing line items on a purchase order or closing the entire purchase order:

- » If you partially receive a line item on a purchase order and you will never receive the remaining portion of the quantity ordered for the line item, click the **Purchase Complete** check box on the line item and click **Post** to complete the receipt for this line item. If you receive other line items on the same purchase order, the line that was marked as Purchase Complete will not be editable.
- » If you partially receive a line item on a purchase order with multiple line items and you will never receive the remaining portion of the quantity ordered for the line item, click the **Purchase Complete** check box on the partially received line item, click **Post**, and then click **Close**. From the List tab, select the purchase order, right-click, and select **Close Purchase Orders**.
- » If you want to close a purchase order because you will never receive the line items or remaining portion of line items for a partially received purchase order, click the **Purchase Complete** button to automatically select the Purchase Complete check box on any line items where the check box isn't selected, click **Post**, and the purchase order will be closed.

### Updating the Invoice Transaction Once the Vendor A/P Invoice is Received

Once the invoice is received from the vendor, it should be verified against the transaction created by the Receive Purchase Order process. This will allow you to add any freight and sales tax amounts that were not known at the time of the receipt. The invoice amount can be different than the encumbrance amount.



## Edit an Invoice

1. Edit the invoice created during the Receive Purchase Order process. Please refer to the Edit or Delete a Transaction topic for step-by-step instructions. In this example, we are going to edit the invoice by drilling down to the transaction from the Vendor Aging report.
  - a. Select **Reports > Reports > Transaction Reports > Purchases & Accounts Payable > Vendor Aging** report.
  - b. Click **Preview**.
  - c. Click on the invoice that corresponds to the invoice received from the vendor. The transaction will then be displayed in the Vendor Invoices (A/P) screen. Note: If you click on the transaction in the report and the Vendor Invoice (A/P) screen doesn't display, click on View and select Interactive. Then click on the transaction again.
  - d. Take the check mark out of the **On Hold** check box now that the vendors invoice has been received.
  - e. Change the **Reference #**, **Date**, and **Terms** fields to correspond to the information received on the invoice from the vendor.



Note: If you select the Copy Reference # to Invoice / Ref # option from the Options button, CenterPoint will copy the Vendor Invoice / Ref # entered on the Receive Purchase Orders screen to the Invoice / Ref # on each row of the AP Invoice created. When this option is set on the Receive Purchase Order screen, it is also set on the Vendor Invoices (A/P) screen and vice versa.

- f. Verify that the **Quantity** and **Amounts** match the printed invoice from the vendor.
- g. Specify **Freight** and **Sales Tax** amounts, if any.
- h. Click **Save** to update the transaction. The transaction will now be available to select for payment.
- » If an AP invoice transaction is deleted that was created from a purchase order that was closed or canceled, the purchase order will be reopened. It can be closed or canceled by selecting **Processes > Expenditures > Purchase Order Maintenance**, right-click on the purchase order, and select either **Cancel Order** or **Close Purchase Orders**. A message will display when you delete the transaction, click **OK** to continue the deletion.
- » If a row on an AP invoice transaction is deleted that was created from a purchase order that was closed or canceled, the purchase order will be reopened. It can be closed or canceled by selecting **Processes > Expenditures > Purchase Order Maintenance**, right-click on the purchase order, and select either **Cancel Order** or **Close Purchase Orders**. A message will display when you delete the transaction, click **OK** to continue the deletion.

## Delete an Invoice

- » If an AP invoice transaction is deleted that was created from a purchase order that was closed or canceled, the purchase order will be reopened. It can be closed or canceled by selecting **Processes > Purchases > Purchase Order Maintenance**, right-click on the purchase order, and select either **Cancel Order** or **Close Purchase Orders**. A message will display when you delete the transaction, click **OK** to continue the deletion.
- » If a row on an AP invoice transaction is deleted that was created from a purchase order that was closed or canceled, the purchase order will be reopened. It can be closed or canceled by selecting **Processes > Purchases > Purchase Order Maintenance**, right-click on the purchase order, and select either **Cancel Order** or **Close Purchase Orders**. A message will display when you delete the transaction, click **OK** to continue the deletion.

### Editing an Encumbered Purchase Order

- » An encumbered purchase order cannot be edited when any receipts have been entered; the purchase order can only be viewed.
- » If a purchase order is edited and saved before you've received lines on the purchase order, the original encumbrances journal entry is deleted.
- » If a purchase order is deleted the encumbrances journal entry is also deleted.
- » If a purchase order is edited, and you chose to save the edited purchase order, the Date approved is removed and it will require approval again.

### Encumbrance Adjustments

This screen allows you to reduce individual purchase order line amounts and corresponding encumbrance journal entry amounts on purchase orders after a purchase order has been partially received but is still open for receiving additional amounts or to increase purchase order amounts and encumbrances.

1. Select **Processes > Encumbrances > Adjust Encumbrances**.
2. Select the Purchase Order you want to adjust. Only open approved purchase orders that were marked to Create Encumbrances during purchase order entry display in the look up.
3. The **Date Approved** and **Fund** display from the selected purchase order.
4. Enter the **Adjustment Date**. The Adjustment Date must be greater than or equal to the Date Approved.
5. Enter or select the **Adjustment Number**.
6. The **Vendor** number displays from the purchase order selected.
7. The grid displays purchase order rows that are not completely received where the Create Encumbrances check box was selected during purchase order entry. All columns are display only except for the Adjust Quantity, Adjust Amount, and Purchase Complete columns.
8. Enter the **Adjust Quantity** or **Adjust Amount**. Enter negatives to reduce and enter positives to increase. If the Adjust Quantity is entered, it is multiplied by the Unit Cost and the Adjust Amount will be displayed automatically but can be changed.



Note :Selecting the Purchase Complete check box calculates the remaining unreceived amount and quantity and displays the adjustment values and the Adjust Quantity and Adjust Amount boxes will not be active. This box can be unselected.

9. Click **Post**. A journal entry will be made for all lines with adjustments that debits the Reserve for Encumbrances account and credits the Offset to Reserve account.

### Close Encumbrance Periods

Use the following procedure to reverse (close) all encumbered purchase order amounts and corresponding encumbrance journal entries. When the encumbered purchase orders are closed, the Reserve For Encumbrance account is debited and the Fund Balance account is credited.

1. Select **Processes > Encumbrances > Encumbrances - Close Period**.

Encumbrances - Close Period

Fund/General Fund:  Period: June 2014

The remaining encumbered purchase order amounts below will be closed.

PO Date	PO Number	Date Approved	Vendor (Last, First)	Account Number	Account	Account Abbreviation	Amount	Amount Remaining	Original Quantity	Quantity Remaining	Tracking Number
06/23/14	00006	06/25/14	Jill Smith	630020	Uniforms	Uniforms	\$ 1,200.00	\$ 1,200.00	1.00	1.00	2014
06/24/14	00007	06/25/14	John Bauer	680020	Maint & Repair	VehicleRep	\$ 2,500.00	\$ 1,500.00	1.00	1.00	2014
06/24/14	00007	06/25/14	John Bauer	685010	Supplies - Office	OfficeSup	\$ 500.00	\$ 400.00	1.00	1.00	2014

2. Select the required **Fund** the period should be closed for.
3. Select the **Period** you want to close. The Period box lists all database periods in reverse order.
4. Click **Preview**.
5. Click **Post**.
6. Click **Close**.

### Reopen Closed Period Encumbrances

Use the following procedure to open previously closed unreceived amounts from prior periods in new periods.

1. Select **Processes > Encumbrances > Open Previously Closed Encumbrances**.

Open Previously Closed Encumbrances Selections

Find All Encumbrances With

A Period Close Date After This Date: 09/14/2021

Fund: Street Fund

New Purchase Order Info

New Date Approved:

☒ Create new purchase order numbers for pervious period encumbrances

First Purchase Order #: 002587

Encumbrance Accounts

☐ Use new encumbrance accounts for previous year encumbrances

Reserve for Encumbrances Account:

Offset to Reserve Account:

2. The date of the last closed period will display in the **Find All Encumbrances With a Period Close Date After This Date** box. This date can be changed.
3. The **Fund** that was last closed will display. The Fund can be changed.
4. Enter or select a **New Date Approved**.
5. If you want the previous period encumbrances to be renumbered when they are opened, select the **Create new purchase order numbers for previous period encumbrances** and enter the **First Purchase Order #** to start renumbering at.
6. If you want to **Use new Encumbrance accounts for previous year encumbrances**, select the check box and enter a new **Reserve for Encumbrances Account** and **Offset to Reserve Account** (the default will display from File > Preferences).
7. Click **OK**.

Select	Fund	PO Number	PO Date	Vendor Abbreviation	Vendor (First Last)	Vendor (Last, First)	PO Total
<input type="checkbox"/>	General Fund	00006	06/23/20		Jill Smith	Jill Smith	1,200.00

Select	Account Abbreviation	Account Number	Account / Description	Amount	Amount Remaining	Quantity	Quantity Remaining
<input type="checkbox"/>	Uniforms	630020	Uniforms	\$ 1,200.0	\$ 1,200.00	1.00	1.00

Select	Fund	PO Number	PO Date	Vendor Abbreviation	Vendor (First Last)	Vendor (Last, First)	PO Total
<input type="checkbox"/>	General Fund	00007	06/24/20		John Bauer	John Bauer	3,000.00

Select	Account Abbreviation	Account Number	Account / Description	Amount	Amount Remaining	Quantity	Quantity Remaining
<input type="checkbox"/>	VehicleRep	680020	Maint & Repair	\$ 2,500.0	\$ 1,500.00	1.00	1.00
<input type="checkbox"/>	OfficeSup	685010	Supplies - Office	\$ 500.00	\$ 400.00	1.00	1.00

Select All    Create Encumbered Purchase Orders    Close

8. The Open Previously Closed Encumbrances screen will display with previously closed unreceived encumbered purchase orders based on the selections made on the previous screen.
9. Click the **Select** check box for the purchase orders you want to open or click **Select All** to open all purchase orders.
10. Click the **Create Encumbered Purchase Orders** button. A journal entry will be made to debit the Offset to Reserve account and credit the Reserve for Encumbrances account specified on the previous screen.
11. Click **Close**.

## Create a Purchase Order (without Inventory module)

The Purchase Order module is used to provide a printed purchase order for vendors and manage the orders you've placed. This topic provides step-by-step instructions on how to create a purchase order. A purchase order will have no affect on a vendors balance until the items are received.

[Create a Purchase Order](#)

[Edit an Existing Purchase Order](#)

[Delete a Purchase Order](#)

[Reprint an Existing Purchase Order](#)

[Cancel a Purchase Order](#)

[Frequently Asked Questions](#)

**Prerequisite**

You must have the **Purchase Order** module purchased and registered in the module configuration manager (File > Administration > Module Configuration Manager) prior to entering any purchase orders.

## Create a Purchase Order

1. Select **Processes > > Purchase Orders**.



Note: You can also create a new purchase order from **Processes > Purchase Order Maintenance > New** button.)

2. Select the **Fund/Company** you are ordering goods for.
3. Select an optional **Vendor** you are ordering the goods or service from. The vendor name and default terms are displayed. If you have the File > Preferences > Purchase Orders > Approval Requires a Vendor to be Selected preference set to Yes or Not Set:
  - » In Processes > Purchases > Purchase Orders / Purchase Order Maintenance, when a purchase order is saved with an Approved By selection with no Vendor, a "You must have a vendor selected to continue." message displays and requires a vendor .
  - » In Processes > Purchases/Expenditures > Receive Purchase Orders, when a purchase order is received, the default purchase order vendor entered in Processes > Purchases > Purchase Orders / Purchase Order Maintenance will display or the vendor can be changed/entered. When the purchase order is filled or posted without a vendor, a "You must have a vendor selected to continue." message displays and requires a vendor.

4. The default **PO #** is displayed based on the current value in the "Last Used Sequence" field in the Sequence assigned to the purchase order number field. Use the system-supplied PO number or enter a new one. Messages will display when duplicate sequence numbers are found based on the Duplicates and the Check When fields in Setup > General > Numbering Sequence. The messages inform you if a duplicate sequence number was found and how the duplicate sequence number should be replaced with a new sequence number, automatically or manually.
5. Specify the **Date** for the purchase order. The date field defaults to today's date but can be changed as necessary.
6. The **Date Required** field is optional and is used to notify the vendor the date by which the goods/services need to be received.
7. Select or enter the name of the person responsible for placing the order in the **Entered By** field. The list of names will include those marked as Purchasers in Setup > Names > Names. This field is optional.
8. If the Require Approval preference is set to No, Select the name of the person responsible for approving the order in the **Approved By** field. This field is optional. The Approved By field lookup will provide you with a list of employees currently setup in CenterPoint. If you do not use CenterPoint Payroll but would like to track who purchased the items, they can be added by right-clicking in the Approved By field and selecting New. If the preference is set to Yes, The Approved By field will not be active and Processes > Purchases > Approve Purchase Order screen is used to approve purchase orders.
9. The **Status** field will default to Open. This can be changed to Hold if the purchase order is not yet complete. A purchase order that is on hold cannot be received.
10. Select the **Shipping Method** for shipping the goods being ordered. This is an optional field that can be printed on the purchase order.
11. The **Terms** will be used to calculate a due date (and optional discount due date) when an invoice is created for the received goods.
12. The **Est Delivery Date** field can be used to communicate with the vendor on when you would like to receive the goods, or can also be used to specify a date the vendor noted the goods would be delivered.
13. Normally the **Deliver To** field is set to **Company/Fund Address** for a manually created purchase order, but there are three options available:
  - » **Company/Fund Address:** The Delivery Address section of the purchase order will default to your companies/funds location.
  - » **Customer:** This option is used if you'd like to drop ship the order to a customer. When Customer is selected, you will then select the appropriate Customer to ship to.
  - » **Other:** Allows you to manually specify an address to ship the order to.
14. Email and Print buttons will always be active if the File > Preferences > Purchase Order > Require Purchase Order Approval preference is set to No. If the preference is set to Yes, the buttons will be active only when an Approval Date is entered. The Email or Print Options selected on the Email/Print tab in Setup > Names > Names or Setup > Vendors will determine the default setting for the **Print** (an image of a printer displays on the button) and **E-mail** (an image of an envelope displays on the button ) buttons (the selection can be changed on this screen). If the Print or E-mail buttons display with a red X, it means the purchase order will not be printed or e-mailed when the purchase order is saved. If the Print or E-mail buttons display with a green check mark, it means the purchase order will be printed or e-mailed when the purchase order is saved. To override the Print button default setting, click the Print button to display the Print Setting screen where you can override the Print Purchase Order setting for this purchase order only, select the printer to print the purchase order to, the number of copies of the purchase order to print, and the form the purchase order should be printed on. To override the E-mail button setting for this invoice only, click the E-mail button to display the Email Settings screen where you can override the E-mail Purchase Order setting and the default To, CC, BCC, From, Subject, Message, and form the purchase order should be e-mailed on. Individual and multiple purchase orders can also be printed/emailed from the Processes > Purchases > Print/Email Purchase Orders menu.

15. The system will automatically bring you to the Order tab when you enter/tab off of the last field on the Select tab. Otherwise you can click on the Order tab manually or use the hot-key combination Alt + D.

Select **Order**

Vendor: Anderson Cooling Heating      Date: 12/31/2011      PO Number: 00000      Status: Open

Vendor Balance: \$0.00

Invoice / Ref #	Account	Description	Notation	Quantity Received	Quantity Ordered	Unit Cost	Amount
98763	Utilities Expense	Air Conditione	Supplies		1.00	129.45	\$129.45

Total: \$129.45

Buttons: Save, Clear, Accounts, Options, Close, ?

16. In the **Account** field, select the account that should be charged for the first item being ordered.
17. Enter a **Description** of the item being purchased. Use the **Notation** field to specify additional details regarding this item.
18. Specify the **Quantity Ordered**. This is an optional entry.
19. Specify the appropriate **Unit Cost**. The amount is calculated from the unit cost multiplied by the quantity, you can override the amount but it will not recalculate unit cost
20. Continue entering additional lines for each item that is being ordered from this vendor.
21. If you want to reorder the lines you entered on the transaction in a particular order, include the **Line Sequence** column in your data entry grid. Each line will automatically be assigned a line sequence number. The first line is assigned 10, the second 20, and so on. To reorder the lines, change the sequence number to the order in which you want the lines to print or display. For example, if you want the second line to print before the first line, change the line sequence to be 5, 6, 7, 8 or 9. To view the reordered lines, click Options, and then select Refresh.
22. If you need to change the default Accounts Payable, Freight, Sales Tax or Prepaid Vendor Purchase accounts (set in File > Preferences > Vendor Invoices > Default Accounts) or the Reserve for Encumbrances (set in File > Preferences > Transactions > Encumbrances) accounts for this purchase order, click the **Accounts** button, change the account, and then click **OK**.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information. If the Attachments column is added to the Purchase Order Maintenance List tab, the number of attached documents for a saved purchase order will display.

23. Verify the information for accuracy and click **Save** to complete the order. The order will be printed if the Print button displays with a green check mark or e-mailed if the Email button displays with a green check mark.

### Edit an Existing Purchase Order

1. Select **Processes > Expenditures > Purchase Order Maintenance**.
2. Select the **Purchase Order** you want to edit and click **Edit** (or simply double-click on the order). Only orders with a Status of Open or Hold can be edited.
3. Added a new optional Attachments column that will display the number of attachments saved with the transaction.
4. Make all needed changes and click **Save**.



Note: If you'd like to reprint the purchase order, click the **Print** button, select **Print Order**, complete the printer settings, and then click **OK** prior to clicking **Save**.

### Delete a Purchase Order

1. Select **Processes > Expenditures > Purchase Order Maintenance**.
2. Select the **Purchase Order** you want to delete and click **Delete**.

### Reprint an Existing Purchase Order

1. Select **Processes > Expenditures > Purchase Order Maintenance**.
2. Select the **Purchase Order** you want to reprint and click **Edit** (or simply double-click on the order). Only orders with a Status of Open or Hold can be reprinted.
3. Click the **Print** button, select **Print Order**, complete the printer settings, and then click **OK** prior to clicking **Save**.

### Cancel a Purchase Order

1. Select **Processes > Expenditures > Purchase Order Maintenance**.
2. Right-click on the appropriate purchase order and select **Cancel Order**.



Note: A purchase order can also be canceled by editing a purchase order and selecting **Canceled** in the **Status** field.

### Frequently Asked Questions

#### Q: Can a purchase order be canceled or closed?

**A:** Yes, from the List tab, select one or multiple purchase orders, right-click, and chose either **Cancel Order** or **Close Purchase Orders**, enter a **Close Date** (the date will default to the system date), and then click **Yes** or select a purchase order, click **Edit**, in the **Status** box select **Canceled** or **Closed**, click **Save**, enter a **Close Date** (the date will default to the system date), and then click **Yes**.

### Require Approval

#### Require Purchase Order Approval

This preference is used in conjunction with the approve Purchase Order screen for businesses that require a stricter system for entering and approving purchase orders; for example, the employee that has a purchase request and enters into CenterPoint may not have the authorization to approve it.



When this preference is set, it changes the entry process for purchase orders. On the Processes > Purchases/Expenditures > Purchase Orders and Purchase Order Maintenance screens, the Approved by box will not be active and you will not be able to print or email a purchase order without an approval date.

### Approval Requires a Vendor to be Selected

This preference is used if a vendor is required when a purchase order is entered and saved in Processes > Purchase > Purchase Orders / Purchase Order Maintenance or filled and posted in Processes > Purchases/Expenditures > Receive Purchase Orders. When the **Approval requires a Vendor to be selected** box is set to Yes or Not Set:

- » In Processes > Purchases > Purchase Orders / Purchase Order Maintenance, when a purchase order is saved with an Approved By selection with no Vendor, a "You must have a vendor selected to continue." message displays and requires a vendor .
- » In Processes > Purchases/Expenditures > Receive Purchase Orders, when a purchase order is received, the default purchase order vendor entered in Processes > Purchases > Purchase Orders / Purchase Order Maintenance will display or the vendor can be changed/entered. When the purchase order is filled or posted without a vendor, a "You must have a vendor selected to continue." message displays and requires a vendor.

## Approve Purchase Orders

The Approve Purchase Order screen is used in conjunction with the File > Preferences > Purchase Order .> Require Purchase Order Approval preference for businesses that require a stricter system for entering and approving purchase orders; for example, the employee that has a purchase request and enters into CenterPoint may not have the authorization to approve it. The screen sets the "Date Approved" and "Approved By" on purchase orders.

### Prerequisite

You must have the **Purchase Order** module purchased and registered in the module configuration manager (File > Administration > Module Configuration Manager) prior to entering any purchase orders.

[Step A: Set the Require Approval Preferences \(One-time Setup\)](#)

[Step B: Approve Purchase Orders](#)

[Step C: Print/Email Approved Purchase Orders](#)

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### Step A: Set the Require Approval Preferences (One-time Setup) and

When the Require Approval preference is set, it changes the entry process for purchase orders. On the Processes > Purchases > Purchase Orders and Purchase Order Maintenance screens, the Approved by box will not be active and you will not be able to print or email a purchase order without an approval date. The Approval Requires a Vendor to be Selected preference allows you to determine when a vendor is required

1. Select **File > Preferences > Purchase Orders > Require Purchase Order Approval**.
2. Click the **Database** tab.
3. In the **Require Purchase Order Approval** box, select **Yes**.

4. In the **Approval requires a Vendor to be selected** box, determine if a vendor is required when a purchase order is approved.
5. Click **Save**.

### Step B: Approve Purchase Orders

All entered and saved purchase orders that require approval will display on this screen. Purchase orders that have been previously approved, edited, and saved will also redisplay on this screen for approval.

1. Select **Processes > Purchases > Approve Purchase Orders**.
2. The **Date Approved** will display the current system date and can be changed. Purchase order dates must be the same or earlier dates than the "Date Approved".
3. Select the **Approved By** name. The list of names that display in this Lookup will be names marked as Employees. If you create a new Approved By name through the Lookup screen, it must be marked as an Employee.
4. In the **Purchases Type** box, select All to display all types of purchase orders, Encumbrances Only to display purchase orders where the Create Encumbrances check box was selected during purchase order entry, or Unencumbered Only to display purchase orders where the Create Encumbrances check was not selected during purchase order entry.
5. To filter the list of purchase orders that need to be approved, click the **Filter** button, select a filter selection, and then click **OK**.
6. To review a purchase order, double-click on the detail line in the grid or select the line and click the **Edit** button.
7. To approve one or more purchase orders, click the **Select** check box. To approve all purchase orders, click the **Select All** button.
8. Click **Approve**. The detail for encumbrance amounts are the purchase order line items. Normally the purchase order increases (debits) an encumbrance. The General Journal entry created for encumbered purchase orders when the purchase order is approved will credit the Reserve for Encumbrances account and Debit the Fund Balance for the amount of the sum of the line items on the purchase order.



Note: Encumbrance journal entries will have an Encumbrances journal type and cannot be edited or deleted when displayed in the General Journal Entries screen.

9. Click **Close**.

### Step C: Print/Email Approved Purchase Orders

After the purchase order is approved, the purchase order can be emailed or printed by following the steps below:

1. Select **Processes > Expenditures > Print/Email Purchase Orders**.

Filter: All Unprinted POs

If purchase orders require approval then only those purchase orders that are approved will be displayed and can be printed or emailed.

Select	PO Date	PO Number	Company	Vendor Abbreviation	Vendor (First Last)	Date Approved	Approved By	Amount
<input type="checkbox"/>	06/30/14	45784	Alpine Sports	IceMan	Ice Man Suppli	06/30/14	Andy Johnson	961.44
<input type="checkbox"/>	06/30/14	45785	Alpine Sports	ProCast	Pro Cast Suppli	06/30/14	Andy Johnson	585.40

Purchase Order: Purchase Order

Check All Uncheck All Filter

Email/Print Print Close

- All unprinted, approved purchase orders will display. If you would like to filter the list of purchase orders that display, click the **Filter** button, select your filter criteria, and either **Apply** the filter to the list (you will see Custom in the Filter box) or **Save** the filter so you can select the named filter in the Filter box.

Filter

Additional Filter Selections

Item	Selected Criteria
Fund	<All>
Purchase Order Date	<All>
Vendor	<All>
Date Required	<All>
Date Approved	<All>
Approved By	<All>
Status	<All>
Printed	<All>

More Items

Apply Save Cancel

- To select all purchase orders for printing, click **Check All** or select each purchase order you want to print. To unselect all purchase orders from the printing selection, click **Uncheck All**.

4. Select the **Purchase Order** form type.
5. Click the **Printer** icon to select the printer and the number of copies to print.
6. Click the **Envelope** icon to change the defaults set in File > Preferences > Email > Purchase Orders for the Subject, Message, and Form.
7. Click **Email/Print** to email and/or print all selected purchase orders or click Print to print all selected purchase orders. Purchase orders will be printed and/or emailed based on the selections made for the vendor in Setup > Names or Setup > Vendors.
8. Verify or change your Email Settings.
9. Click **OK**. You will receive a *Process Completed Successfully* message when the invoice is e-mailed.
10. Click **Close**.

## Purchase Order Prepayments

Prepayments (down payments) can be entered and sent to a vendor and in the future can be applied to a purchase order. This document provides step-by-step instructions on how to enter a prepayment and apply the prepayment to a purchase order:

[Creating a Prepaid Vendor Purchases Account \(One-Time Setup\)](#)

[Setting the Prepaid Vendor Purchases Default Account \(One-Time Setup\)](#)

[Entering the Prepayment](#)

[Entering the Purchase Order and Applying the Prepayment](#)

[Posting the Prepayment Amount in Receive Purchase Orders](#)

[Optional: Using the Remaining Prepayment without a Purchase Order](#)

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### Creating a Prepaid Vendor Purchase Account (One-Time Setup)

An account must be created to use when a prepayment (down payment) is entered. The account must be in the Prepaid Vendor Purchases account category.

1. Select **Setup > Accounts > Accounts**. Click **New**.
2. Enter an **Abbreviation** and **Number** for the account (optional).
3. Enter a **Name**.
4. The **Account Type** is **Asset**.
5. The **Account Category** is **Prepaid Vendor Purchases**.
6. Click **Save**.

The Prepaid Vendor Purchases account category must be set up to maintain balances by name so that each vendor has a prepayment account balance:

1. Select **Setup > Accounts > Account Categories**.
2. Select the **Prepaid Vendor Purchases** account category.
3. Click the **Balance Detail** tab.
4. Verify that **Name** is in the box on the right hand side of the Balance Detail tab. If the **Associated Account** is also on the right hand side of the tab, move it to the left hand side.
5. Click **Save**.
6. Click **Close**.

General Balance Detail Templates

**Detail**

Select the detail that separate account balances will be maintained by. Account balances are always maintained by account, company and date. In addition you can specify that balances are maintained by one or more of the following items entered as part of a transaction.

The order the items are listed in the right list will indicate the order they will be displayed.

Associated Account		Name
Inventory Location	▶	
Inventory Lot	▶▶	
Location	◀	
Profit Center	◀◀	
Project		▲
Tracking Number 1		▼
Tracking Number 2		

### Setting the Prepaid Vendor Purchases Default Account (One-Time Setup)

Enter the default account to display when a prepayment (down payment) is entered for a purchase order. The account selected here must be in the Prepaid Vendor Purchases account category.

1. Select **File > Preferences > Vendor Invoices > Default Accounts**.
2. Select the **Database** tab.
3. In the **Prepaid Vendor Purchases** box, enter or select an account in the Prepaid Vendor Purchase account category.
4. Click **Save**.

### Entering the Prepayment

1. On the **Processes** menu, point to **Expenditures**, and then click **Payments**.
2. In the **Company/Fund** box, enter the company/fund name that this payment is for.
3. In the **Current Batch** box, leave the No Batch selection to update balances in real-time (immediately) or enter a batch name to update balances at a later time.
4. In the **Bank Account** box, enter the bank account that will be decreased by this prepayment transaction.
5. In the **Pay to the Order Of** box, enter the name this prepayment is being made to.
6. In the **Sequence** box, enter or select the type of sequence you want to use for this prepayment.
7. In the **Check Number** box, enter the appropriate check number.
8. In the **Date** box, enter the transaction date.
9. In the **Amount** box, enter the amount that the bank account should be decreased by.
10. In the **Memo Line 1** box, enter a memo line that you want to print immediately after the date on the check.
11. In the **Memo Line 2** box, enter a memo line that you want to print immediately after Memo Line 1 on the check.
12. Select the **Prepayment** account that the amount, or a portion of the amount, should be charged to.
13. Enter the **Amount** of the prepayment.

Fund: Street Fund      Current Batch: No Batch

Bank Account: General Fund Checking      Current Balance: \$0.00

Pay To The Order Of: Anderson Cooling & Heating      Sequence: Payments

Pay To The Order Of Address: Business Address      Check Number: 000011

38098 Park Street      Date: 12/31/2013

CenterPoint, AR 72500      Amount: \$500.00

Memo Line 1:      Line 2:

Apply To Open Invoices: \$0.00

Account	Invoice / Ref #	Department	Amount	Notation	Comments
Prepayment			\$ 500.00	Detail	

Total: \$500.00      Adjust Amount

Save      Clear      Recall      Recuring      Options      Close



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

14. Click **Save**.
15. Click **Close**.

### Entering the Purchase Order and Applying the Prepayment

1. On the **Processes** menu, point to **Expenditures**, and then click **Purchase Orders**.
2. Select the **Vendor** you are ordering the goods or service from. The vendor name and default terms are displayed.
3. Specify the **Date** for the purchase order. The date field defaults to today's date but can be changed as necessary.
4. Select the **Shipping Method** for shipping the goods being ordered. This is an optional field that can be printed on the purchase order.
5. The **Terms** will be used to calculate a due date (and optional discount due date) when an invoice is created for the received goods.
6. Normally the **Deliver To** field is set to **Company/Fund Address** for a manually created purchase order, but there are three options available:
  - » **Company/Fund Address:** The Delivery Address section of the purchase order will default to your companies/funds location.
  - » **Customer:** This option is used if you'd like to drop ship the order to a customer. When Customer is selected, you will then select the appropriate Customer to ship to.
  - » **Other:** Allows you to manually specify an address to ship the order to.

7. Select the **Print this Order?** check box if you would like the system to print this purchase order when the transaction is saved. If you always print your purchase orders; after selecting the box, right-click and select Set as Default.
8. The system will automatically bring you to the Order tab when you enter/tab off of the last field on the Select tab. Otherwise you can click on the Order tab manually.
9. In the **Account** field, select the first Item to be purchased by either typing in a portion of the item abbreviation or description, or click on the lookup button to display a list of items and accounts.



Note: If a non-inventory item is being purchased, an account should be selected in the Account field, instead of an item.

10. The **Description** will automatically be displayed for inventory items, but can be overwritten. Use the **Notation** field to specify additional details regarding this item.
11. Specify the **Quantity Ordered**.
12. Specify the appropriate **Unit of Measure**. The default purchasing Unit of Measure for this item will be displayed. Click on the lookup button to view a list of all units of measure assigned to this item.
13. Specify the appropriate **Unit Cost**. The last cost for the item will be displayed. If the item has never previously been purchased, the cost will default to .01.
14. Continue entering additional lines for each item that is being ordered from this vendor.
15. The **Current Prepayment Balance** displays at the bottom of the Order tab.
16. Select the **Prepayment Amount Applied** check box to apply the amount of the purchase order to the prepayment.

Account	Description	Notation	Quantity Received	Quantity Ordered	Unit of Measure	Unit Cost	Amount	On Order	Vendor P
Office Equipment	Chair			3		150.00	\$450.00		

☒ Prepayment Amount Applied: \$450.00    Total: \$450.00  
 Current Prepayment Balance: \$500.00

17. Verify the information for accuracy and click **Save** to complete the order. If the Print this Order button was selected on the Select tab, the purchase order will print when the transaction is Saved.
18. Click **Close**.

### Posting the Prepayment Amount in Receive Purchase Orders

1. Select **Processes > Expenditures > Receive Purchase Orders**.
2. Select the **Purchase Order** you want to receive. Only open purchase orders that are not on hold are available for receipt.
3. Once the PO is selected, the PO Number, PO Date, Vendor, PO Total will be displayed.
4. In the right corner, review the **Receiving Information**. This information will be used to create the vendor a/p invoice in CenterPoint. Unless you've already received an invoice from the Vendor, we recommend you leave the default values. Once the invoice is received from the vendor you will be able to correct the information by editing the a/p vendor invoice transaction.
5. Verify that the **Place on Hold** field is selected. If it's not, select the box and then right click on the field and choose **Set as Default**.



Note: The only time you would not put the transaction on hold is if you have already received the invoice for this receipt.

6. In the **Quantity Received** field, specify the actual quantity received for each item. If an item was not received, leave the field at 0.0.



Note: If all items were received for this purchase order, select Fill All at the bottom of the screen instead of entering the quantities manually.

7. If the cost differs from the received cost, you can change it in the **Amount** field. This value should be the amount for the quantity received. The Unit Cost field will automatically recalculate based on the Amounts and Quantity Received.
8. Repeat step 7 for each item received on this purchase order.
9. The **Prepayment Amount** displays and can be changed based on the information entered above.
10. Once all items that were received have been documented, click **Post**.
11. If some of the original items or quantities on this purchase order were not received, a message will be displayed that allows you to leave the remaining items open (select **No**) or close the entire PO (select **Yes**).
12. The posting process will.
13. Click **Close**.

#### Optional: Using the Remaining Prepayment without a Purchase Order

1. On the **Processes** menu, point to **Expenditures**, and then click **Payments**.
2. In the **Company/Fund** box, enter the company/fund name that this payment is for.
3. In the **Current Batch** box, leave the No Batch selection to update balances in real-time (immediately) or enter a batch name to update balances at a later time.
4. In the **Bank Account** box, select the **Prepayment** account used for the remaining prepayment amount.
5. In the **Pay to the Order Of** box, enter the name of the vendor the remaining prepayment was made to.
6. In the **Date** box, enter the transaction date.
7. In the **Amount** box, enter the amount of the remaining prepayment.
8. Select the account that the remaining prepayment amount should be applied to.
9. Enter the **Amount** of the prepayment.



Payments

Company: Alpine Sports      Current Batch: No Batch

Bank Account: Prepayment      Current Balance: \$50.00

Pay To The Order Of: Pro Cast Supplies      Sequence: Payments

Pay To The Order Of Address: Business Address      Check Number:      Date: 04/24/2013

Red Wing, MN 55066      Amount: \$50.00

Memo Line 1:      Line 2:

Apply To Open Invoices: \$4,378.00

Account	Invoice / Ref #	Amount	Notation	Vendor Part #	Description
Furniture		\$ 50.00	Detail		

Total: \$50.00      Adjust Amount

Buttons: Save, Clear, Recall, Recurring, Options, Close

10. Click **Save**.
11. Click **Close**.

## Receive a Purchase Order

When the items ordered on a purchase order are received, they must also be received in CenterPoint. This process has you match receipts of items (or services/non-inventory items) against purchase order quantities. You can receive all of the items or some of them (a partial purchase order) and can adjust cost during the receipt process. You can also receive negative purchase orders for non-inventory accounts and items. An Vendor A/P invoice is generated for the amount received. This transaction has a status of "On Hold" until the printed invoice is received from the vendor. Invoices that are held, will not be available to pay in the Pay Invoices Due screen.

[Receive a Purchase Order](#)

[Updating the Invoice Transaction One the Vendors A/P Invoice is Received](#)

[Frequently Asked Questions](#)

## Receive a Purchase Order

1. Select **Processes > Expenditures > Receive Purchase Orders**.

**Select Purchase Order to Receive**

Purchase Order: 00000  
 Vendor:   
 PO Number: 00000  
 PO Date: 8/15/2023  
 Date Approved:   
 Approved By:   
 PO Total: 100.00

**Receiving Information**

PO Receipt Number:   
 Vendor Invoice / Ref #: 000010  
 Receipt / Invoice Date: 08/15/2023  
 Freight: \$0.00  
 Sales Tax: \$0.00  
☐ Place On Hold

Quantity Received	Quantity Ordered	Received to Date	Unit of Measure	Description	Vendor Part #	Unit Cost	Amount	Notation	Lot / Serial #	Item / Account
0	1	0		Economy Bicycle		100.00	\$ 0.00	Package Includes	Lot/Ser	Cost of Goods S

Prepayment Amount: \$0.00 Total Amount: \$0.00

Buttons: Post, Fill All, Clear, Options, Purchase Complete, Close

2. Select the **Purchase Order** you want to receive. Only open purchase orders that are not on hold are available for receipt.
3. Once the purchase order is selected, the **PO Number**, **PO Date**, and **PO Total** will be displayed.
4. If there was no vendor assigned to the PO, select the appropriate **Vendor**. The vendor name and default terms are displayed. If you have the File > Preferences > Purchase Orders > Approval Requires a Vendor to be Selected preference set to Yes or Not Set:
  - » When a purchase order is received, the default purchase order vendor entered in Processes > Purchases > Purchase Orders / Purchase Order Maintenance will display or the vendor can be changed/entered. When the purchase order is filled or posted without a vendor, a "You must have a vendor selected to continue." message displays and requires a vendor.
5. In the right corner, review the **Receiving Information**. This information will be used to create the vendor a/p invoice in CenterPoint. Unless you've already received an invoice from the Vendor, we recommend you leave the default values. Once the invoice is received from the vendor you will be able to correct the information by editing the a/p vendor invoice transaction. The Receipt/Invoice date entered cannot be before purchase order date and if the File > Preferences > Purchase Orders > Require Purchase Orders Approval preference is set and the purchase order was approved, the Receipt/Invoice date entered cannot be before the Approval date.



Note: If you select the Copy Reference # to Invoice / Ref # option from the Options button, CenterPoint will copy the Vendor Invoice / Ref # entered on the Receive Purchase Orders screen to the Invoice / Ref # on each row of the AP Invoice created. When this option is set on the Receive Purchase Order screen, it is also set on the Vendor Invoices (A/P) screen and vice versa.

6. Verify that the **Place on Hold** field is selected. If it's not, select the box and then right click on the field and choose **Set as Default**. Note: The only time you would not put the transaction on hold is if you have already received the invoice for this receipt.
7. In the **Quantity Received** field, specify the actual quantity received for each item. If an item was not received, leave the field at 0.0. If you are receiving non-inventory items and/or accounts, you will not be required to enter a quantity, alternately amounts can be received instead. Note: If all items were received for this purchase order, select Fill All at the bottom of the screen instead of entering the quantities manually.

8. If the cost differs from the received cost, you can change it in the **Amount** field. This value should be the amount for the quantity received. The Unit Cost field will automatically recalculate based on the Amounts and Quantity Received.
9. Repeat step 7 for each item received on this purchase order. Once all items that were received have been documented, click **Post**.



Note: If there are items on the purchase order that will never be received or are partially received and will never be completely received and you want to close the purchase order, please see the Frequently Asked Questions section of this document for more information.

10. The posting process will create a vendor a/p invoice that is on hold.

### Updating the Invoice Transaction Once the Vendors A/P Invoice is Received

Once the invoice is received from the vendor, it should be verified against the transaction created by the Receive Purchase Order process. This will allow you to add any freight and sales tax amounts that were not known at the time of the receipt. The invoice amount can be different than the encumbrance amount.

#### Edit an Invoice

1. Edit the invoice created during the Receive Purchase Order process. Please refer to the Edit or Delete a Transaction topic for step-by-step instructions. In this example, we are going to edit the invoice by drilling down to the transaction from the Vendor Aging report.
  - a. Select **Reports > Reports > Transaction Reports > Purchases & Accounts Payable > Vendor Aging** report.
  - b. Click **Preview**.
  - c. Click on the invoice that corresponds to the invoice received from the vendor. The transaction will then be displayed in the Vendor Invoices (A/P) screen. Note: If you click on the transaction in the report and the Vendor Invoice (A/P) screen doesn't display, click on View and select Interactive. Then click on the transaction again.
  - d. Take the check mark out of the **On Hold** check box now that the vendors invoice has been received.
  - e. Change the **Reference #**, **Date**, and **Terms** fields to correspond to the information received on the invoice from the vendor.



Note: If you select the Copy Reference # to Invoice / Ref # option from the Options button, CenterPoint will copy the Vendor Invoice / Ref # entered on the Receive Purchase Orders screen to the Invoice / Ref # on each row of the AP Invoice created. When this option is set on the Receive Purchase Order screen, it is also set on the Vendor Invoices (A/P) screen and vice versa.

- f. Verify that the **Quantity** and **Amounts** match the printed invoice from the vendor.
- g. Specify **Freight** and **Sales Tax** amounts, if any.
- h. Click **Save** to update the transaction. The transaction will now be available to select for payment.
  - » If an AP invoice transaction is deleted that was created from a purchase order that was closed or canceled, the purchase order will be reopened. It can be closed or canceled by selecting **Processes > Expenditures > Purchase Order Maintenance**, right-click on the purchase order, and select either **Cancel Order** or **Close Purchase Orders**. A message will display when you delete the transaction, click **OK** to continue the deletion.
  - » If a row on an AP invoice transaction is deleted that was created from a purchase order that was closed or canceled, the purchase order will be reopened. It can be closed or canceled by selecting

**Processes >Expenditures > Purchase Order Maintenance**, right-click on the purchase order, and select either **Cancel Order** or **Close Purchase Orders**. A message will display when you delete the transaction, click **OK** to continue the deletion.

#### Delete an Invoice

- » If an AP invoice transaction is deleted that was created from a purchase order that was closed or canceled, the purchase order will be reopened. It can be closed or canceled by selecting **Processes > Purchases > Purchase Order Maintenance**, right-click on the purchase order, and select either **Cancel Order** or **Close Purchase Orders**. A message will display when you delete the transaction, click **OK** to continue the deletion.
- » If a row on an AP invoice transaction is deleted that was created from a purchase order that was closed or canceled, the purchase order will be reopened. It can be closed or canceled by selecting **Processes > Purchases > Purchase Order Maintenance**, right-click on the purchase order, and select either **Cancel Order** or **Close Purchase Orders**. A message will display when you delete the transaction, click **OK** to continue the deletion.

#### Frequently Asked Questions

**Q: If there are items on the purchase order that will never be received or are partially received and will never be completely received how can the purchase order or purchase order line item be closed?**

**A:** Follow the procedures below for closing line items on a purchase order or closing the entire purchase order:

- » If you partially receive a line item on a purchase order and you will never receive the remaining portion of the quantity ordered for the line item, click the **Purchase Complete** check box on the line item and click **Post** to complete the receipt for this line item. If you receive other line items on the same purchase order, the line that was marked as **Purchase Complete** will not be editable.
- » If you partially receive a line item on a purchase order with multiple line items and you will never receive the remaining portion of the quantity ordered for the line item, click the **Purchase Complete** check box on the partially received line item, click **Post**, and then click **Close**. From the **List** tab, select the purchase order, right-click, and select **Close Purchase Orders**.
- » If you want to close a purchase order because you will never receive the line items or remaining portion of line items for a partially received purchase order, click the **Purchase Complete** button to automatically select the **Purchase Complete** check box on any line items where the check box isn't selected, click **Post**, and the purchase order will be closed.

#### Print or Email Purchase Orders

This procedure is used to print or email purchase orders or multiple purchase orders at one time.

[Step 1: One Time Setup of E-mail Preferences](#)

[Step 2: Define a Default Subject and Message for E-mailed Purchase Orders \(Optional Setup\)](#)

[Step 3: Vendor E-mail/Print Defaults](#)

[Step 4: Sent From and Optional E-mail Addresses](#)

[Step 5: Printing or Emailing Purchase Orders](#)

[Step 6: Print or Email Multiple Purchase Orders](#)

## Step 1: One Time Setup: Email Preferences

1. Select **File > Preferences > Email Setup > Email Setup**.
2. Select the **Database** tab at the top.
3. Enter your **"To/From" Email Address**. This is the e-mail address used only for testing the SMTP settings. The Sent From address for purchase orders (when you e-mail a group of purchase orders) is set in **Setup > General > Email Addresses**, see Step 4 for more information.

The screenshot shows the 'Preferences - Email Setup' window with the 'Database' tab selected. The left sidebar lists various system preferences, with 'Email Setup' highlighted. The main area contains the following fields and controls:

- Server:** smtp.thiscompany.com
- Port:** 25
- Require Login:** Yes (dropdown)
- Username:** ionz
- Password:** Masked with dots
- Require secure connection (SSL/TLS):** No (dropdown)
- Ignore Certificate Issues:** No (dropdown)
- Timeout (seconds):** 30
- Test Settings:**
  - To/From Email Address:** ionz@thiscompany.com
  - Test:** Button
- Buttons:** Reset Defaults, Clear, Save

4. Once the To/From Email Address is entered, the system will try to auto fill the **Server** and **Port**. If it's unable to fill the info, you'll have to get the information from your network administrator. They can also let you know what you should select in the **Require Login** and **Require secure connection (SSL/TLS)** field.
5. Click **Test**. An e-mail will be sent indicating the SMTP options have been set correctly. Verify that you received the CenterPoint: Testing SMTP Configuration email. See the [Email Setup](#) topic for additional information.



Note: If you didn't receive the e-mail, then the settings in step 4 must be corrected.

6. Once the e-mail is received, select **Save** in the Preferences screen.

## Step 2: Define a Default Subject and Message for E-mailed Purchase Orders (Optional Setup)

If you'd like to use the same e-mail Subject, Message, and Form each time you email a purchase order, it can be added to this preference. This preference also allows you to add Form Fields from the purchase order transaction data to the default Subject line or Message text.

1. Select **File > Preferences > Email > Purchase Orders**.
2. Select the **Database** tab at the top.
3. Enter a default **Subject** and **Message**.
4. If you want to insert Form **Fields** into the Subject or Message of the email, click the **Fields** button or type [ at the location the form field should be inserted. The available Form Fields for purchase orders are:

Company Address 1	Company Address 2	Company City,State, Zip	Company Contact	Company Email
Company Fax	Company Name	Company Phone	Company Web Address	Custom 1-8
Date Required	Memo 1	Memo 2	Payment Terms	Payment Terms Abbreviation
Purchase Order Date	Purchase Order Number	Purchase Order Total	Shipping Method	Shipping Method Abbreviation
Vendor Abbreviation	Vendor Name			

- » For example, you can customize the default Subject and Message for emailed purchase orders to include data fields from the purchase order data along with default text:
  - » In the **Subject** box, click **Fields** or type [, and then select **Company Name**.
  - » In the **Subject** box, type **Purchase Order Number:**, click **Fields** or type [, and then select **Purchase Order Number**.
  - » In the **Message** box, type **Dear**, click **Fields** or type [, select **Vendor Name**, and then type a **comma.E**.
  - » In the **Message** box, type **Please find the attached purchase order for**, click **Fields** or type [, and then select **Purchase Order Total**.
  - » In the **Message** box, type **Sincerely,**.
  - » In the **Message** box, click **Fields** or type [, select **Customer Contact**.

Preferences - Purchase Orders

Current Settings Global Application Database User

Accounts

Customer Invoices

Depreciation

Email Setup

Billing Statements

Customer Invoices

Email Setup

**Purchase Orders**

General

Interfaces

Items

Payroll

Printing

Purchase Orders

Reports

Sales Orders

Security

Vendor Invoices

Subject: [Company Name] Purchase Order Number: [Purchase Order Number]

Message: Dear [Vendor Name],  
Please find the attached purchase order for [Purchase Order Total].  
Sincerely,  
[Company Contact]

\*Type [, to insert fields relating to the purchase order that will be populated when generating the email.

Fields...

Form: Not Set

Reset Defaults Clear Save



Note: To create paragraphs, press your Ctrl and Enter keys at the same time.

5. Select a default **Form** for emailing sales orders. This form will be used to format the PDF file that will be attached to the email.
6. Click **Save**.

### Step 3: Purchase Order E-mail/Print Defaults

Prior to e-mailing a purchase order to a vendor, the vendor file must include an e-mail address and e-mail form options on the Email/Print tab.

If your vendors don't currently have e-mail addresses on the **Email/Print** tab in their record, use the following step to update their records individually.

1. Select **Setup > Names > Names** or **Setup > Vendors**.
2. Find the appropriate vendor and click **Edit**.
3. Click the **Email/Print** tab.
4. Click on the **Email/Print** tab. The Email Addresses and Options fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor or a customer. Use these options to set up multiple e-mail addresses where invoices, statements, sales orders, and purchase orders can be sent for this vendor. You can also select how each e-mail is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own e-mail address so they have an audit trail of emails sent). The Email Addresses and Options settings will be used to set the default image on the Email button on the Customer Invoices (Basic), Customer Invoices (Detail), Receipts, Sales Orders and Purchase Orders entry screens. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.

The screenshot shows the 'Vendors' window with the 'Email/Print' tab selected. The vendor is 'Alpine Credit Company'. The 'Email Addresses and Options' section contains a table with the following data:

Name	Email Address	Invoices	Statements	Sales Orders	Purchase Orders
Joe Alpine	alpj@alpinecreditcom	No Email	No Email	No Email	Send "To..."

Below the table is a 'Print Options' section with the following settings:

- Print Customer Invoices: No
- Print Customer Statements: No
- Print Receipts: No
- Print Sales Orders: Yes
- Print Purchase Orders: Yes

At the bottom of the window are buttons for 'Save', 'Cancel', navigation arrows, and 'Close'.

The **Print Options** fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor or a customer. The available fields are: **Print Customer Invoices**, **Print Customer Statements**, **Print Receipts**, **Print Sales Orders**, and **Print Purchase Orders**. Use these options to determine if invoices, statements, sales orders, and purchase orders should be printed for this customer. The Print Options settings will be used to set the default image on the Print

button on the Customer Invoices (Basic), Customer Invoices (Detail), Receipts, Sales Orders and Purchase Orders entry screens. A printer image with a check mark on it will mean the form will Print and a Printer image with a cross-through on it will mean the form will not print.

- Click **Save**.

#### Step 4 - Sent From and Optional E-mail Addresses

You can optionally add e-mail addresses where messages and attached documents can be sent to; for example: internal staff, outside accountants, or other addresses that are not related to the vendor the transaction is entered for. You can also select how each e-mail is to be sent, directly to the recipient, as a carbon copy, or as a blind carbon copy or set a default "From" email address for each document type (invoice or print checks/invoices).

- Select **Setup > General > Email Addresses**.

Name	Email Address	Customer Invoices	Print Checks/Invoices	Billing Statements	Sales Orders	Purchase Orders
Jack Smith	jsmith@outsideaccountant.com	Send "BCC"	Sent "From"	Sent "From"	Sent "From"	Sent "From"
Joe Hale	jhale@internalstaff.com	Sent "From"	Sent "From"	Sent "From"	Sent "From"	Sent "From"

Salesperson Email Options

Email Customer Invoices: Send "CC"

Email Sales Orders: Send "CC"

Save Cancel

- Enter the **Name**, the **Email Address**, and select how **Purchase Orders** should be sent, **No Email**, **Send "From..."** (the default e-mail address the purchase order is sent from), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (blind carbon copy).
- Click **Save**.

#### Step 5 - Printing or E-mailing Individual Purchase Orders

When entering purchase orders, the Print and E-mail icons will display the defaults for the selected vendor. For example, if you have a vendor setup to E-mail Only, the Print icon will display a red X on it and the E-mail icon will have a Green check mark. If you have the File > Preferences > Purchase Order > Require Purchase Order Approval preference turned on, then purchase orders cannot be printed or emailed until they are approved.

- If a vendor is setup to e-mail their purchase orders, the system will automatically prompt you to e-mail the purchase when the purchase order is saved.
- You can change the print or e-mail settings for a vendor from the purchase order entry screen by simply clicking on the Print or E-mail icons. If you click on the E-mail icon, the settings from the Email/Print tab in Setup > Vendors or Setup > Names display. You can add additional recipient e-mail addresses to the To, CC, or BCC boxes by separating the addresses with a semi-colon. You can also change the Form the invoice should be printed on.
- Use the Print/Email Purchase Orders screen to e-mail a group of purchase orders.





Note: if a vendor has multiple purchase orders selected in the Processes > Expenditures > Print/Email Purchase Orders screen, they will get a separate e-mail for each purchase order being sent. See the Step 6: Print or Email Multiple Purchase Orders.

## Step 6: Print or Email Multiple Purchase Orders



Note: If purchase orders require approval, they will only display on this screen only after they are approved and can then be printed or emailed.

1. Select **Processes > Expenditures > Print/Email Purchase Orders**.

Select	PO Date	PO Number	Company	Vendor Abbreviation	Vendor (First Last)	Date Approved	Approved By	Amount
<input type="checkbox"/>	11/30/17	00001	Alpine Sports	Timberline	Timberline Sup	01/01/01		480.00
<input type="checkbox"/>	11/30/17	00000	Alpine Sports	Speedy	Speed Racer S	01/01/01		1,200.00

2. All unprinted, approved purchase orders will display. If you would like to filter the list of purchase orders that display, click the **Filter** button, select your filter criteria, and either **Apply** the filter to the list (you will see Custom in the Filter box) or **Save** the filter so you can select the named filter in the Filter box.

Item	Selected Criteria
Fund	<All>
Purchase Order Date	<All>
Vendor	<All>
Date Required	<All>
Date Approved	<All>
Approved By	<All>
Status	<All>
Printed	<All>

3. To select all purchase orders for printing, click **Check All** or select each purchase order you want to print. To unselect all purchase orders from the printing selection, click **Uncheck All**.
4. Select the **Purchase Order** form type.
5. Click the **Printer** icon to select the printer and the number of copies to print.
6. Click the **Envelope** icon to change the defaults set in File > Preferences > Email Setup > Purchase Orders for the Subject, Message, and Form.
7. Click **Email/Print** to email and/or print all selected purchase orders or click **Print** to print all selected purchase orders. Purchase orders will be printed and/or emailed based on the selections made for the vendor in Setup > Names or Setup > Vendors.
8. Verify or change your Email Settings.
9. Click **OK**.
10. You will receive a *Process Completed Successfully* message when the invoice is e-mailed.
11. Click **Close**.

## Chapter 9 - Miscellaneous Processes

### Banking

#### Positive Pay Processing

Positive pay allows banks to match the checks a company/funds issues with those that are presented for payment. When checks are presented for payment against a positive pay protected account, selected check information is compared to the checks issued file. Checks presented for payment that fail to match with checks issued by a company/fund are rejected and the bank then contacts the company/fund that issued the file to determine if the check(s) should be paid.

Positive Pay file formats vary from bank to bank. CenterPoint has pre-defined format layouts and any format for any bank can be created. If your bank is not one of the pre-defined layouts, please contact Red Wing Software Technical Support for assistance on having a positive pay format defined.

[Step A - Setup Positive Pay Information on Cash or Line of Credit Accounts \(One Time Setup\)](#)

[Step B - Process Positive Pay Issue Files](#)

#### Step A - Setup Positive Pay Information on Cash or Line of Credit Accounts (One Time Setup)

1. Select **Setup > Accounts > Accounts**.
2. Select a **Cash** account or a **Line of Credit** account.
3. Click the **Detail** tab.
4. From the bottom left side of the screen, select a company/fund.
5. On the Bank Detail tab, enter your **Bank Account Number** and **Bank Routing Number**.
6. Click the **Positive Pay Details** tab.

The screenshot shows the 'Accounts' window with the 'Detail' tab selected. The 'Company Name' is 'Alpine Sports'. The 'Bank Detail' tab is active, and the 'Positive Pay Details' sub-tab is selected, which is circled in red. The 'Positive Pay Details' sub-tab contains fields for 'Format', 'Issue File Folder', 'File Prefix', 'Bank URI', and an 'Active' checkbox. There is also an 'Import' button and a 'Process Past Payments' button. To the right, there is a table with 'Required Data' and 'Values' columns. At the bottom, there are 'Save', 'Cancel', and 'Close' buttons.

7. In the **Format** box, click the Lookup icon and select one of the bank pre-defined positive pay formats.



Note: If you contacted Red Wing Software Technical Support and a new positive pay format was defined for you, click Import and select the location you saved the format.

8. In the **Issue File Folder** box, click the ... icon and select the location on your computer where you want the positive pay issue file to be saved. This is the location from which you will upload the file to your bank.
9. Enter a **File Prefix** that you want added to the beginning of the positive pay issue filename each time the file is created. The remaining characters will be based on the date of generation and the number of files generated within the day.
10. Enter the **Bank URI** which is the web address that will be loaded into a browser window to take you to the bank's issue file upload screen.
11. The **Required Data/Values** are specific pieces of information requested from the file format that are to be supplied by you if required by the bank. Up to five unique labels and values are allowed within the file format. The label is specified with the file format, and that label is meant to prompt you for the correct value. For example, if you are required to include a Branch Number in your positive pay file that information would be entered here.
12. Click the **Active** check box. The Active check box must be selected to create publish pay issue files.



Note: If the next step is performed and you have never used Processes > Bank Reconciliation to reconcile cleared checks, all of the checks that you have ever printed will be included in the positive pay issue file.

13. This step is optional, if it is not performed, the positive pay issue files will only include checks printed after the positive pay is activated. Click **Process Past Payments** to include **All** uncleared printed checks for this company/fund and bank that issued checks and were previously not in the positive pay issue file. The number of checks included in the positive pay issue file will be displayed.
14. Click **Save**.
15. Click **Close**.

## Step B - Process Positive Pay Issue Files

1. Select **Processes > Banking > Positive Pay Issue Files**.
2. The Pending Check Entries will display on the Create New files tab. Pending Check Entries for this company/bank account combination include:
  - » Checks printed from a payment entered in Processes > Purchases > Payments.
  - » Checks printed from a payment entered in Processes > Purchases > Payments and deleted in Transaction Search.
  - » Checks printed from a payment entered in Processes > Purchases > Payments and voided in Transaction Search.
  - » Checks printed from Processes > Purchases > Pay Invoices Due.
  - » Reprinting checks/changing check numbers in Processes > Purchases > Print/Email Checks/Invoices or Transaction Search.
  - » Checks printed from Processes > Payroll > Pay Employees > Post & Print. Positive Pay will not support tracking checks for payroll posted in summary. Note: Direct Deposit Advices are not included in a positive pay file.
  - » Reprinting checks/changing check numbers in Processes > Payroll > Reprint Payroll Checks/Advices.
  - » Change checks numbers in Processes > Payroll > Edit Check Numbers.

3. Select a **Pending Check Entry** from the left side of the screen.
4. The right side of the screen will display the Issue File Folder and Issue File Name created from the Positive Pay Details tab in Setup > Accounts > Accounts. Verify the Issue File Date.

Positive Pay Issue Files

Create New Files | Review Existing Files | Search For Payments

Pending Check Entries

Company	Bank	Entries
Alpine Sports	Checking	134

Issue File Details

Issue File Date: 12/19/2017

Issue File Folder: c:\users\connies\desktop\positive pay

Issue File Name: PPIF 2017-12-19\_01.txt

Create File | Detail Report

Refresh

Close

5. To view the information contained in the Pending Check Entry, click **Detail Report**.
6. Click **Create File**.
7. To review created files, click the **Review Existing Files** tab, select the **Company/Account Number** combination and **Issue Date** or date range, and then click **Display Results**. Select a file and click one of the buttons to:
  - » **Recreate File** - Create the Publish Pay File again.
  - » **Transmit** - Opens the Bank URI web address from the Positive Pay Details tab in Setup >Accounts > Accounts. This button does not automatically transmit the file, you will need to upload the Positive Pay Issue file to the bank from this website.
  - » **Detail Report** - View a report about the information contained in the publish pay file.

Positive Pay Issue Files

Create New Files | Review Existing Files | Search For Payments

Company: Alpine Sports | Issue Date: All | 01/01/1950 | 12/31/2049

Account: Checking | Display Results

Company	Bank Account	Issue Date	File Name	File Exists
Alpine Sports	Checking	12/21/2017	ppiif 2017-12-21_01.txt	Yes

Recreate File | Transmit | Detail Report

Close

8. The **Search for Payments** tab can be used to lookup information about payments in the event of a mismatch when a check is presented to a bank for payment.
  - » Enter specifics about the Company/Account Number, Vendor, Issue Date, Transaction Date, and/or Transaction Number and then click **Display Results**.

Positive Pay Issue Files

Create New Files | Review Existing Files | Search For Payments

Company: Alpine Sports | Issue Date: All | 01/01/1990 | 12/31/2049

Account: Checking | Trans. Date: All | 01/01/1990 | 12/31/2049

Vendor: | Transaction #: | Display Payments

Company	Bank	Vendor	Trans Date	Trans #	Amount	Status	Included	Issue Date	Issue File	Exists
Alpine Sports	Checking	Frank R Pinon	01/03/2017	00004	686.88	Posted	Yes	12/21/2017	PPIF 2017-12-21_01.t	Yes
Alpine Sports	Checking	Frank R Pinon	01/10/2017	00015	623.24	Posted	Yes	12/21/2017	PPIF 2017-12-21_01.t	Yes
Alpine Sports	Checking	Frank R Pinon	01/18/2017	00022	1,295.34	Posted	Yes	12/21/2017	PPIF 2017-12-21_01.t	Yes
Alpine Sports	Checking	Frank R Pinon	01/25/2017	00033	686.88	Posted	Yes	12/21/2017	PPIF 2017-12-21_01.t	Yes
Alpine Sports	Checking	Frank R Pinon	02/01/2017		686.88	Posted	Yes	12/21/2017	PPIF 2017-12-21_01.t	Yes
Alpine Sports	Checking	Frank R Pinon	02/08/2017		686.88	Posted	Yes	12/21/2017	PPIF 2017-12-21_01.t	Yes
Alpine Sports	Checkinn	Frank R Pinon	02/15/2017	00046	686.88	Posted	Yes	12/21/2017	PPIF 2017-12-21_01.t	Yes

Recreate File | Detail Report

Close

## Transfer Funds between Bank Accounts

Transferring funds between two bank accounts within the same company/fund in CenterPoint can be done two different ways depending on if a printed check is needed for the transfer.

- » [Transfer between Accounts \(accounts are at the same bank - no check needed\)](#)
- » [Transfer between Accounts \(accounts are at separate banks and a printed check is needed for the transfer\)](#)

### Transfer Between Accounts (Same Bank - No Check Needed)

1. Select **Processes > General Journal Entries**.

General Journal Entries

Company: CenterPoint Farms | Current Batch: No Batch

Name: Bank Transfer | Transaction Number: Journal0009

Template: | Template Detail | Date: 07/06/2010

Transaction Type: General Journal (Cash/Accrual)

Account	Quantity 1	UOM 1	Debits	Credits
State Bank Checking	0.0000		\$ 500.00	\$ 0.00
Midwest Savings	0.0000		\$ 0.00	\$ 500.00
			\$ 0.00	\$ 0.00

Notation

Debit Total: \$500.00

Credit Total: \$500.00

Difference: \$0.00

Save | Clear | Recall | Options | Close

2. In the **Name** box, select a name you wish to assign to this bank transfer. The name can also be left empty. If you choose to assign a name, then you can use the **Recall** button to simplify data entry on future bank transfer transactions.



Note: A generic name such as "Bank Transfer" can be created if you do frequent transfers and want to use the Recall button to enter subsequent transfers.

3. Enter the transfer **Date**.
4. In the grid, enter the following information into the first row:
  - » In the **Account** box, select the bank account the money will be transferred into.
  - » In the **Debits** column enter the amount being transferred.
5. In the second line of the grid, enter the following information:
  - » In the **Account** box, select the bank account the money will be transferred from.
  - » In the **Credits** column, again enter the amount being transferred.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

6. Click **Save**.

### Transfer Between Accounts (Separate Bank - Check Needed)

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

Account	Invoice / Ref #	Quantity 1	UOM 1	Amount
First State Bank		0.0000		\$ 3,500.00

2. Select the **Bank Account** the check will be written from.
3. In the **Pay To The Order Of** field, select the name of the bank the money will be deposited into.
4. Enter the appropriate **Check Number**, **Date** and **Amount**.
5. In the grid, select the **Account** the amount will be deposited into.
6. Select the **Print** button.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

- Click **Save** to complete the transaction and print the check.

## Transfer Funds between Bank Accounts (Separate Companies/Funds in CenterPoint)

CenterPoint allows you to have more than one company/fund in the same database. Follow the steps below to transfer funds between bank accounts that are in different companies/funds. This will be accomplished by entering two general journal entries.

[Step A - Company Receiving the Funds](#)

[Step B - Company Distributing the Funds](#)

### Step A - Company/Fund Receiving the Funds

- Select **Processes > General Journal Entries**.

Account	Quantity 1	UOM 1	Debits	Credits
State Bank Checking	0.0000		\$ 1,000.00	\$ 0.00
Contributed Capital	0.0000		\$ 0.00	\$ 1,000.00
			\$ 0.00	\$ 0.00

Debit Total: \$1,000.00  
Credit Total: \$1,000.00  
Difference: \$0.00

- Select the **Company/Fund** receiving the funds.
- In the **Name** box, select the name you wish to assign to this transaction. The name can also be left empty. If you choose to assign a name, then you can use the Recall button to simplify future bank transfer transactions.
- Enter the transaction **Date**.
- In the **Account** box, select the bank account that will increase.
- Enter the bank transfer amount in the **Debit** column.
- In the next row, select the **Account** you wish to use to track the transfers between the companies/funds.
  - » If this company/fund will repay the funds, select a liability account..
  - » If the funds will not be repaid, select an Equity account with the account category Contributed Capital.
  - » To create a new account, right click and select **New**.
- Enter the bank transfer amount in the **Credit** column.
- Total Debits must equal Total Credits to post a general journal. The Difference in the bottom right corner equals zero when Debits = Credits and the transaction is ready to post.





Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

10. Click **Save**.

## Step B - Company/Fund Distributing the Funds

1. Select **Processes > General Journal Entries**.

Account	Quantity 1	UOM 1	Debits	Credits
Contributed Capital	0.0000		\$ 1,000.00	\$ 0.00
Checking - Trucking	0.0000		\$ 0.00	\$ 1,000.00
			\$ 0.00	\$ 0.00

Debit Total: \$1,000.00  
Credit Total: \$1,000.00  
Difference: \$0.00

2. Select the **Company/Fund** paying the cash to another company/fund.
3. In the **Name** box, select the bank you wish to assign to this bank transfer. The name can also be left empty. If you choose to assign a name, then you can use the Recall button to simplify future bank transfer transactions.
4. Enter the transaction **Date**.
5. In the **Account** box, select the account you wish to use to track the transfers between the companies/funds.
  - » If this company/fund will be repaid by the other company/fund, select an asset account.
  - » If the funds will not be repaid, select an Equity account with the account category Contributed Capital.
  - » To create a new account, right click and select **New**.
6. Enter the bank transfer amount in the **Debit** column.
7. In the next row, select the bank account that will decrease.
8. Enter the bank transfer amount in the **Credit** column.
9. Total Debits must equal Total Credits to post a general journal. The Difference in the bottom right corner equals zero when Debits = Credits and the transaction is ready to post.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

10. Click **Save**.



**Note:** If a printed check is needed for the transfer, a payment transaction can be used instead of a general journal entry. The account mentioned in step 5 in the above instructions would be used as the account in the Payment screen grid.

## Bank Reconciliation (Reconcile an Account to a Bank Statement)

Transactions entered in CenterPoint can be reconciled to the bank statement received each month from your bank. The summary will identify if there are differences between your reconciliation and the bank statement balance.

[Step A: Select Account to Reconcile](#)

[Step B: Enter Fees Charged and Interest Earned \(optional step\)](#)

[Step C: Select Transactions to Reconcile](#)

[Step D: Review Summary & Print Reconciliation Report](#)

[Frequently Asked Questions \(FAQ\)](#)

### Step A: Select Account to Reconcile

1. Select **Processes > Banking > Bank Reconciliation**.
2. Click **Create New**.

3. Enter the bank statement closing date in the **Statement Date** box.
4. In the **Statement Balance** box, enter the statement closing balance from the bank statement.
5. In the **Accounts** box, select the account(s) that you want to reconcile.
6. Click **OK**.

### Step B: Enter Fees Charged and Interest Earned (optional step)

1. The **Fees & Interest** tab will be used to enter any bank fees, service charges and interest income that appear on the bank statement. If no fees were charged or interest earned to this account, skip to Step C.

Bank Reconciliation

List Bank Reconciliation Filter

01/31/2013 - CenterPoint Village-General - General Fund Checking

Fees & Interest Reconcile Summary Reports

Service/Finance Charges

Date 01/31/2013 Ref # Expense Account

Fund	Account	Amount	Department	Location	Tracking Number
CenterPoint Vill...	General Fund C...	\$ 0.00			

Interest Earned

Date 01/31/2013 Ref # Revenue Account

Fund	Account	Amount	Department	Location	Tracking Number
CenterPoint Vill...	General Fund C...	\$ 0.00			

Close

- The **Date** defaults to the statement date.
- In the **Service/Finance Charges** section, enter the Ref #, and then select the bank fee or service charge expense account.
- The **Company/Fund** and **Bank Account** fields will be filtered to only companies/funds/bank accounts that are included on this bank reconciliation.
- The bank service/finance charges can be distributed to other companies/funds, bank accounts, management details; Profit Center/Department, Production Center/Location, Production Year/Tracking Number 1, Production Series/Tracking Number 2, Project, Associated Account, Distribution, and can be entered onto multiple rows, each with an amount.



Note: To add additional columns to the grid, right-click on the grid, and then select **Add/Remove Columns**, select the columns to display, and then click **OK**.

- In the **Interest Earned** section, enter the Ref #, and then select the interest income revenue account.
- The interest earned can be distributed to other companies/funds, bank accounts, management details; Profit Center/Department, Production Center/Location, Production Year/Tracking Number 1, Production Series/Tracking Number 2, Project, Associated Account, Distribution, and can be entered onto multiple rows, each with an amount.



Note: To add additional columns to the grid, right-click on the grid, and then select **Add/Remove Columns**, select the columns to display, and then click **OK**.

### Step C: Select Transactions to Reconcile

- Select the **Reconcile** tab. This tab is used to specify which transactions cleared the bank. The left portion of the screen displays non-reconciled checks and payments.



Note: Direct deposit payments from CenterPoint Payroll will display as a single entry per pay run, for example: PR00001 11/17/10 \$795.55 Direct Deposits displaying the following information:

- » Check #/Ref # = Pay run "Sequence Number" (PR0001).
- » Date = Pay run "Pay Date" (11/17/10).
- » Amount = Sum of all the direct deposit amounts for the pay run (\$795.55).
- » Payee = "Direct Deposits".

The right portion of the screen includes all non-reconciled bank deposits and other credits to the account.



Note: ACH payments from CenterPoint will display as a single entry for, for example: ACH Payment 05/16/19 \$99.15 Direct Deposits displaying the following information:

- » Check #/Ref # ACH Payment"
- » Date = ACH Transmission Date (05/16/19).
- » Amount = Sum of all the transmitted ACH payments (\$99.15).
- » Payee = "ACH Payments".

The right portion of the screen includes all non-reconciled bank deposits and other credits to the account.

The screenshot shows the 'Bank Reconciliation' window for '01/31/2015 - CenterPoint Village-General - General Fund Checking'. It has tabs for 'List', 'Bank Reconciliation', and 'Filter'. The 'Reconcile' tab is active, showing 'Checks and Payments' and 'Deposits and Other Credits' sections. Each section has 'Clear All', 'Unclear All', 'Edit', and 'More' buttons. The 'Checks and Payments' table lists 14 items with columns for 'Clear', 'Check #/Ref #', 'Date', 'Amount', and 'Payee'. The 'Deposits and Other Credits' table lists 4 items with columns for 'Clear', 'Deposit #', 'Description', 'Date', and 'Amount'. At the bottom, summary statistics are shown: 'Cleared Decreases' of \$8,881.83, 'Cleared Increases' of \$19,288.02, and a 'Difference' of \$0.00. Buttons for 'Save', 'Cancel', 'Print Statement', 'Refresh', 'Statement Balance', and 'Close' are at the bottom.

Clear	Check #/Ref #	Date	Amount	Payee
<input checked="" type="checkbox"/>	00975	01/02/15	\$ 147.28	Stoner, Jack
<input checked="" type="checkbox"/>	00976	01/05/15	\$ 142.22	Lawson, Flo
<input checked="" type="checkbox"/>	00978	01/08/15	\$ 401.72	Drucker, Sa
<input checked="" type="checkbox"/>	00979	01/08/15	\$ 649.76	Ferguson,
<input checked="" type="checkbox"/>	00981	01/08/15	\$ 87.73	Ziffel, Doris
<input checked="" type="checkbox"/>	00977	01/08/15	\$ 557.72	Douglas, Lis
<input checked="" type="checkbox"/>	00980	01/08/15	\$ 1,017.62	Lou, Thelma
<input checked="" type="checkbox"/>	001012	01/08/15	\$ 63.00	Crowley, Ju
<input checked="" type="checkbox"/>	001011	01/08/15	\$ 63.00	Sprague, H
<input checked="" type="checkbox"/>	001010	01/08/15	\$ 63.00	Walker, Ellie
<input checked="" type="checkbox"/>	001009	01/08/15	\$ 63.00	Taylor, Andr
<input checked="" type="checkbox"/>	001008	01/08/15	\$ 63.00	Clark, Emm
<input checked="" type="checkbox"/>	001007	01/08/15	\$ 63.00	Edwards, CI
<input checked="" type="checkbox"/>	001014	01/10/15	\$ 122.78	Petty Cash

Clear	Deposit #	Description	Date	Amount
<input checked="" type="checkbox"/>	00002	011207 Deposit	01/12/15	\$ 120.50
<input checked="" type="checkbox"/>	00003	011907 General	01/19/15	\$ 3,301.85
<input checked="" type="checkbox"/>	00001	012607 General	01/26/15	\$ 15,252.38
<input checked="" type="checkbox"/>	000005	013107 General	01/31/15	\$ 613.29

Cleared Decreases: \$8,881.83      Cleared Increases: \$19,288.02  
Difference: \$0.00

2. If most entries in the **Checks and Payments** columns cleared on this bank statement, click **Clear All** to select all items. Then remove the check marks on any items that did not clear on this bank statement by clicking or pressing the space bar on the item. Otherwise, individually select each check that cleared the bank by clicking or pressing the space bar on the item. Cleared items will display with a grey background and uncleared items will display with a white background.
3. Verify that the **Cleared Decreases** matches the total checks cleared on the bank statement.
4. If most entries in the **Deposits and Other Credits** columns cleared on this bank statement, click **Clear All** to select all items. Then remove the check marks on any items that did not clear on this bank statements. Otherwise, individually select or press the space bar on each deposit that cleared the bank. Receipts with the same deposit number display as a consolidated figure. Click the plus sign to view all receipts included in

deposit. General Journal transactions that debit a bank account will display under the Deposits and Other Credits columns. Cleared items will display with a grey background and uncleared items will display with a white background.

5. Verify that the **Cleared Increases** matches the total deposits cleared on the bank statement.
6. If your bank reconciliation balances to your bank statement, the **Difference** will display \$0.00. If the difference is not zero, you will need to review the cleared transaction entries to the bank statement again. Refer to the FAQ section for more information. Click **Statement Balance** and click **OK** to change the bank statement ending balance, recalculate the bank reconciliation, and update the **Difference** to reflect the new statement balance.
7. Click on the **Reports** tab or the **Print Statements** button to view a variety of Bank Reconciliation reports.
8. Click **Save**.



Note: The bank reconciliation can be saved at any time even if the difference is not zero. The statement can be selected to finish at a later time.

#### Step D: Review Summary & Print Reconciliation Report

1. The **Summary** tab outlines the bank reconciliation.
2. The statement balance minus outstanding checks plus outstanding deposits should equal the CenterPoint account balance for this account. The **Difference** box reports an amount if CenterPoint is not balanced to the Bank Statement.
3. Enter an optional **Notation** for this bank reconciliation. The notation will display in the Notation column on the List tab.
4. Click on the **Reports** tab or the Print Statements button to view a variety of Bank Reconciliation reports.

#### Frequently Asked Questions (FAQ)

**Q: What should I do if the Difference box on the Reconcile or Summary tab isn't zero when I've finished the reconciliation?**

**A:** If the difference is not zero, then there are

1. Transactions in CenterPoint that were marked as cleared and shouldn't have been.
2. Transactions in CenterPoint that were not marked as cleared and should have been.
3. A transaction that went through the bank at a different amount than was entered in CenterPoint.

**Q: What should I do if a transaction went through the bank but it isn't showing in CenterPoint bank reconciliation?**

**A:** Normally this is caused because an incorrect date was used on the transaction in CenterPoint. While in the **Reconcile** tab there is a **More Checks** and a **More Deposits** box that will show you additional transactions that are in the system but have a date after the statement close date. If the missing transaction is listed in the More Checks or More Deposits area, simply right click on the transaction and select Edit Transaction. Edit the date on the transaction so that it falls before the statement closing date and click Save. The transaction will then display on the Reconcile tab.

If the missing transaction is not in the More Checks or More Deposits buttons, you can use Transaction Search (**Processes > Transaction Search**) to check the following:

1. Was the transaction entered in CenterPoint?
2. Was the correct bank account used on the transaction?



Note: We provide a variety instructions on how to use Transaction Search in the Help . Press F1, in the Search bar enter Transaction Search, and then select a document or video.

**Q: In the Reconcile tab, can I change the order the transactions are listed?**

**A:** Yes. To change the order, click on the column header. For example, if you prefer to have the Checks and Statements transactions sorted in Date order, simply click on the Date header.

**Q: How should I exit Bank Reconciliation if I need to stop but it's not complete?**

**A:** Click on **Save**. When you are ready to continue working on the bank reconciliation, click on **Processes > Banking > Bank Reconciliation**. Select **Reconciled Statement** and the original **Statement Date**. Then click on the **Reconcile** tab to continue the process.

**Q: Can I view a previously saved Bank Reconciliation?**

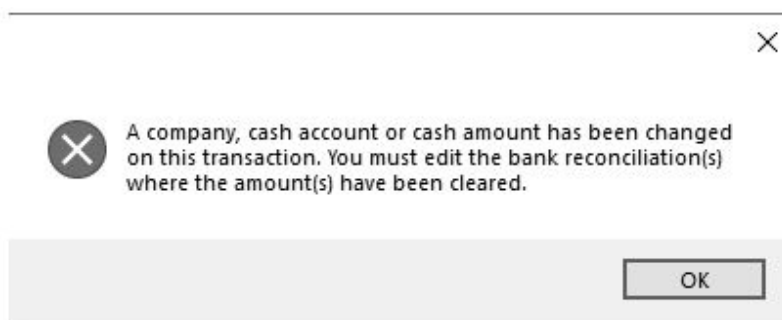
**A:** Yes. Click on **Processes > Banking > Bank Reconciliation**. After selecting the appropriate funds and account (s), select **Reconciled Statement** and the original **Statement Date**. Then click on the various reconciliation tabs to review the bank reconciliation. Select the Reports tab to print reports of the statement.

**Q: If a transaction is listed in bank reconciliation but it's incorrect, can it be corrected?**

**A:** Yes. While in the Reconcile tab, select the transaction and click Edit (or Right-click on the transaction and click Edit). The transaction will display in the original transaction entry screen. Make the necessary changes and then click Save. An optional Transactions Removed column can be added to the Bank Reconciliation List tab that will allow you to determine if any transactions in the reconciled statement have been edited and therefore removed from the reconciliation statement which would indicate the statement needs to be balanced and saved again.

**Q: The Transactions Removed column on the Processes > Bank Reconciliation > List tab displays with a Y for a completed bank reconciliation with cleared transactions and a difference of zero, why?**

**A:** If a bank reconciliation with cleared transactions and a difference of zero contains a transaction that was edited (even if it was just a date change), deleted, or voided, the Transactions Removed column will display a Y to identify that a transaction was changed. If a cleared transaction is changed through Transaction Search, the following message displays to identify that the transaction was already cleared and the bank reconciliation should also be changed.



**Q: There are zero dollar transactions in yellow on the Reconcile screen. What are these and what should I do with them?**

**A:** They are voided checks. You should mark them as cleared.

**Q: There are transactions listed, but the Clear box is not active, why?**

**A:** These transactions are already cleared on another reconciliation with a later date. They display here because they are uncleared as of this statement date. The Clear box is not enabled because the same transaction cannot be cleared twice.

## Import Bank Account or Credit Card Transactions into CenterPoint

This process allows you to import transactions into CenterPoint that were downloaded from a financial institution (bank, credit card company/fund, etc.), thus saving you the time of entering the transactions manually. The file downloaded from the financial institution must be a comma delimited/csv file. When imported, the transactions will assign accounts based on either the last transaction entered for that vendor/customer, transactions will be imported into a batch, which allows you to review the transactions prior to posting/ finalizing.

There are three steps to the processing:

[Step A - Create Financial Institutions \(One-time Setup per Institution\)](#)

[Step B - Import Financial Institution Transactions](#)

[Step C - Maintaining Financial Institutions \(Periodic Process\)](#)

### Prerequisite

You must have a file containing transactions downloaded from your financial institution prior to beginning Step A.

## Step A - Create Financial Institutions (One-time Setup)

1. On the **Setup** menu, point to **Accounts**, and then click **Financial Institutions**.
2. Click **New**.

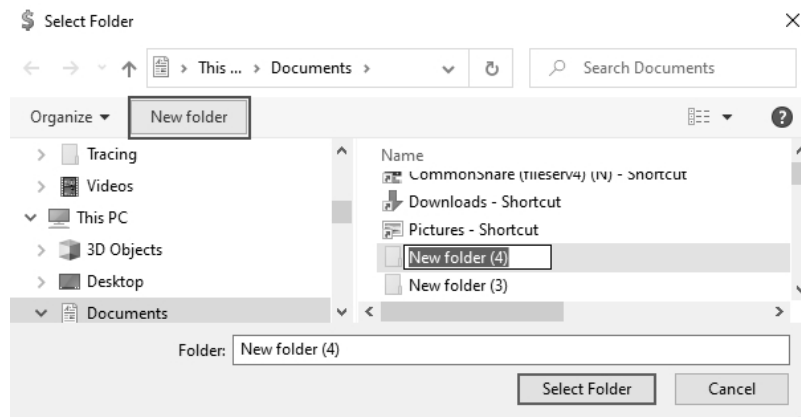
The screenshot shows the 'New' dialog box for creating a financial institution. The 'General' tab is selected, displaying the following fields and options:

- Institution Abbreviation:** A text input field.
- Institution Name:** A text input field containing the value 'New'.
- CenterPoint Company:** A dropdown menu showing 'CenterPoint Farm'.
- CenterPoint Account:** A dropdown menu.
- Institution URL:** A text input field.
- Active:** A checked checkbox.
- Transaction date may be:** A field with '0' and the text 'days before'.
- and:** A field with '0' and the text 'days after CenterPoint Transaction date'.
- Last Imported Date:** A field with a calendar icon and a 'Display History' button.
- Initial Processing:** A section containing a 'Download Folder' field with a browse button ('...') and a checked checkbox 'Display the transactions to import before processing rules'.
- Import Rules Processing:** A section containing a checked checkbox 'Display the rule processing results before final transaction creation'.

At the bottom of the dialog are buttons for 'Save', 'Cancel', and 'Close', along with navigation arrows and a help icon.

3. In the **Institution Abbreviation** box, enter optional information that you can use to easily identify the financial institution by.
4. In the **Institution Name** box, enter required information that describes the financial institution.
5. Select the **CenterPoint Company/Fund** this financial institution's transactions should be imported into.
6. Select the **CenterPoint Account** to import this financial institution's transactions into. This would normally be a bank or credit card account.
7. In the **Institution URL** box, enter the web address that transactions should be downloaded from. For example, www.mybanksname.com.
8. Define a date range with the **Transactions may be # days before and # days after CenterPoint Transaction date**. This date range will be used when checking for duplicate transactions.
9. The **Last Imported Date** displays. To view past imported transactions, click **Display History**.
10. Click the ellipsis button, and then select the **Download Folder** to import the transactions to, and then click **Select Folder**. This needs to be unique for each financial institution.

**Note:** If you want to create a new folder to download to, click **New Folder** , enter a name for the folder, and then click **Select Folder** to download to the new folder.



11. Determine if you want to **Display the transactions before processing rules** for this financial institution.
12. Determine if you want to **Display the rule processing results before final transaction creation** for this financial institution.
13. Click the **Column Mapping** tab. The tab is used to define the columns in the file downloaded from the financial institution to the columns in the database. It also defines how the amount data is formatted in the file and what transactions should be created when debits or credits are detected.



**Financial Institutions**

List Detail Filter Reports

Merchants Bank of Red Wing

General Column Mapping Transaction Exclusion Rules Vendor/Customer Matching Rules

Load Import File File C:\Merchants Bank Import Files\MerchantsSample06 ...

Column1	Column2	Column3	Column4	Column5
DATE	AMOUNT	SERIAL	DESCRIPTION	COMMENTS
06/11/2012	-83.52		ACH Debit	DDA ACH WITHD
06/11/2012	-127.18		ACH Debit	DDA ACH WITHD
06/12/2012	-50.00	7454	Check #7454	CHECK
06/12/2012	-16.50	7450	Check #7450	CHECK
06/14/2012	-852.16	7456	Check #7456	CHECK
06/15/2012	-16.50	7455	Check #7455	CHECK

Mapping Rules

☒ First row contains column labels

☒ Table includes transaction numbers

Transaction numbers are in Column 3

Transaction dates are in Column 1

Vendor/Customer description is in Column 5

Amount Format +/- Amounts in a single column

Amount in Column 2

Negative Values Credit (Decrease) the Financial Institution account and create Cash Payment

Positive Values Debit (Increase) the Financial Institution account and create Cash Receipt Tr

Save Cancel < > < > Close ?



Note: You must have a file downloaded from your financial institution prior to completing the Column Mapping tab.

14. Within the **File** Path field, select the file of transactions you have downloaded from your financial institution.



Note: The transactions in this file will not be imported at this point. The file will simply be used to define what information is found in each column.

15. Click **Load Import File** to display the contents of the imported file. The data in the file will be displayed.

Review the data displayed from the file and make the following selections:

- » If the first row is labels/descriptions (instead of actual data), then select the **First row contains column labels** field.
- » If the table contains a column that has transaction numbers (for example, check numbers) then select the **Table includes transaction numbers** field.
- » Specify which column the transaction numbers are displayed in **Transaction numbers are in** field.
- » In the **Transaction dates are in** field, specify which column the dates are displayed in.
- » The financial institution normally includes a column of data that displays the payee for non-check transactions. Specify that column in the **Vendor/Customer description is in** field.
- » Depending on the financial institution, amounts can be displayed a number of ways (separate columns for debits and credits, amounts in one column as positive or negatives or the amounts

in one column with a separate column that specifies if it was a debit or credit). Review the data displayed and choose the correct option in the **Amount in** field.

- » Depending on what option was chose in the Amount in field, additional fields will be displayed ( Negative values, Positive values, credits are in, debits are in, etc.). These fields are used to specify what the amounts signify. Complete all displayed fields.

16. Click the **Transaction Exclusion Rules** tab to define the kinds of transactions downloaded from the bank or credit card companies/funds that you do not want CenterPoint to create GL transactions for. An example might be a payment transaction downloaded in a credit card file. You may want it excluded because it also appears in the bank download file and you want to process it from the bank.



Note: if you want all transactions imported, then this screen can be skipped.

**Financial Institutions**

Merchants Bank of Red Wing

General | Column Mapping | **Transaction Exclusion Rules** | Vendor/Customer Matching Rules

Load Import File File: C:\Merchants Bank Import Files\MerchantsSample06

Column1	Column2	Column3	Column4	Column5
DATE	AMOUNT	SERIAL	DESCRIPTION	COMMENTS
06/11/2012	-83.52		ACH Debit	DDA ACH WITHD
06/11/2012	-127.18		ACH Debit	DDA ACH WITHD
06/12/2012	-50.00	7454	Check #7454	CHECK
06/12/2012	-16.50	7450	Check #7450	CHECK
06/14/2012	-852.16	7456	Check #7456	CHECK
06/15/2012	-16.50	7455	Check #7455	CHECK

Exclude Transaction Rules

Deposit2  
Deposit

Rule Name: Deposit2

This rule excludes transactions where

Column 4 Contains DEPOSIT

☐ Match case

Add Remove

Save Cancel Close

17. Click **Add** to start a new rule. Enter a **Rule Name**, for example Deposit (if you don't want deposits imported).
18. The **This rule excludes transactions where** fields allow you to define how these transactions can be recognized and excluded. Define the specifics about the location of the exclusion in the import file, for example, you may want to exclude all transactions in Column 3 that equal Payment and the case of the description must be matched.
19. Click the **Vendor/Customer Matching Rules** tab to create rules that match characters in the Vendor/Customer column in the import file to CenterPoint names in the database. And allows you to specify what accounts should be affected by this transaction. Normally you'll want to create a rule for the vendors and/or customers that are commonly included in transactions for this financial institution.



Note: You do NOT have to create a rule for every vendor and customer. During the import process you can create additional rules or you can specify the CenterPoint vendor or customer to use on each transaction.

Financial Institutions

List Detail Filter Reports

Merchants Bank of Red Wing

General Column Mapping Transaction Exclusion Rules Vendor/Customer Matching Rules

Load Import File File C:\Merchants Bank Import Files\MerchantsSample06

Vendor / Customer Description	Matching CenterPoint Name
CHECK	
CHECK	
CHECK	
CHECK	
COMMENTS	
DDA ACH WITHDRAWAL/QWEST 800423899	Qwest
DDA ACH WITHDRAWAL/TARGET T0694 P	Target

Refresh

Vendor / Customer Matching Rules

Target  
Qwest

This rule matches the CenterPoint name  
Target

To imported rows where the Vendor/Customer column  
Contains TARGET

☒ Match case

Transactions that Debit the account and create Cash Receipts for this name use  
Recurring Transaction

Transactions that Credit the account and create Cash Payments for this name use  
Last Recalled Transaction

Add Remove Save Cancel

20. To create a rule, click **Add**.

- » Choose a commonly used vendor or customer in the **This rule matches the CenterPoint name** field.
- » Review the data in the Vendor/Customer Description column and find how the financial institution describes this vendor. Specify that information in the **To import rows where the Vendor/Customer column** field. Using the **Contains** option will give you the best opportunity to find a match, but if you have multiple vendors with similar names, than you may want to select **Equals** instead. Specify if it should **Match case** also.
- » The next two fields allow you to specify how the system should assign accounts for the non-banking side of the general ledger transaction. The fields displayed next will change depending on what type of a financial institution (bank or credit card) is being setup. Bank accounts will display the following transactions:
  - » The **Transactions that Debit the account and create Cash Receipts for this name use** field will be used for transactions that increase the balance of the bank account.

- » The **Transactions that Credit the account and create Cash Payments for this name use** field will be used for transactions that decrease the balance of the bank account.

Credit Card accounts will display the following transactions:

- » The **Transactions that Debit the account and create AP Invoices for this name use** field will be used for transactions that decrease the balance of the accounts payable balance. For example, if you return an item that was purchased with a credit card, this would create a negative ap invoice.
- » The **Transactions that Credit the account and create AP invoices for this name use** field will be used for transactions that increase the balance of the accounts payable balance.

21. Click **Save** to complete the financial institute setup.

## Step B - Import Financial Institution Transactions

The import process allows you to bring transactions from a file into CenterPoint. The transactions are brought into a batch and can be verified by printing the Imported Financial Institution Transactions (Summary or Detail) report after they are posted at the end of the process. The import process creates payments and receipts transactions if the financial institution is a bank account. AP invoices are created for imported credit card transactions.

1. Select **Processes > Periodic > Import Financial Institution Transactions**.
2. Click **Create New**.

**Download New Transactions**

**Financial Institution**

Financial Institution

Company

Account

URL

Last Imported

**Downloaded Files**

File	Status

Download New File

**CenterPoint Transactions**

Starting Reference Number

Starting Check Number

Batch Comment

Process Selected File Cancel

3. Select the **Financial Institution** you want to import transactions for.
4. The Downloaded Files grid displays files that have been previously downloaded from the institution's website. The **Status** column specifies what has been done with the file in CenterPoint:
  - » **Downloaded** files are files that have been downloaded, but not processed
  - » **Imported** files have been imported into CenterPoint.
5. Click **Download New File** to go to the financial institutions website to download any available import files.
6. Follow your financial institution's instructions to download files.



Note: The file must be a comma delimited or CSV file. Save the file with a unique name to the location you specified in Setup > Accounts > Financial Institutions.

7. Select a file from the Downloaded Files grid that you want to import into CenterPoint.
8. The **Starting Reference Number** and **Starting Check Number** boxes display the default sequence numbers for cash payments and accounts payable invoices.
9. Enter a **Batch Comment** for the transactions that will be imported.
10. Click **Process Selected File** to process and create transactions from the downloaded/ imported file based on the selections and rules you selected for this financial institution.
  - » If you chose the **Display the transactions before processing rules** check box on the financial institution, the transactions will display prior to being processed. Click **Continue Processing**.
  - » If the **Display the rule processing results before final transaction creation** check box on the financial institution, the results of any defined rules will display. If you want to change the rules, either select **Update Customer / Vendor Rules** or **Update Exclusion Rules** to add, change or remove the rules and change the processing results when you click **Save** (the rules will also be updated in **Setup > Financial Institutions**) or click **Continue Processing**.
11. The Detail tab displays the transactions from the downloaded file.
12. Click **Create Transactions**.
  - » Successful transactions will display a green Edit button.
  - » Unsuccessful transactions will display a red Edit button. Click the **Edit** button to enter the necessary information to complete the transaction and then click **Save**. Repeat for all transactions with a red Edit button.
  - » Manual Entry transactions will display a gray Edit button. Click the **Edit** button to enter the necessary information to complete the transaction and then click **Save**. Repeat for all Manual Entry transactions. Manual Entry transactions that do not display a green Edit button will be skipped when posted.

To change the **Entry Type** of a transaction, click into the Entry Type field for the transaction to display a drop-down list:

- » **Invoice Paid** - If the transactions pays an existing invoice, click **Choose Invoices** to select the invoice the transaction pays.
  - » **Recall** - Searches for the last transaction for this name.
  - » **##** - For **Recurring** transactions, the name of the recurring transaction will display in the list.
  - » **Manual Entry** - Necessary information to complete the transaction is required for the transaction to be successfully imported.
13. If you had Exclusion Rules setup in Setup > Accounts > Financial Institutions, the **Exclude** check box may be selected. To include excluded transactions, unselect the **Exclude** check box or change the Exclusion Rules by clicking the **Exclusion Rules Financial** or **Customer/Vendor Rules** buttons.

14. Once all Edit buttons are green, click **Post** to create the transactions in CenterPoint.
15. Processed transactions will display on the List tab. Click **Review** to display the transactions that were imported into CenterPoint.
16. If you determine that the transactions should be deleted, click **Delete** and determine if the transactions should be marked to allow re-import.

## Step C - Maintaining Financial Institutions

### Edit/Change Financial Institutions

1. Select **Setup > Accounts > Financial Institutions**.
2. Select the Financial Institution to be changed and click **Edit** (or simply double click on the appropriate Financial Institution). Edit the details as needed.
3. Click **Save** to save the Financial Institution and return to the List tab, or click **Close** to save the Financial Institution and close the Account screen.

### Delete Financial Institutions

Removing a Financial Institution will remove all of the vendor/customer mapping rules, the exclusion rules, the download history, and the imported data. Removing the imported data does not remove the CenterPoint transactions created from that imported data.

1. Select **Setup > Accounts > Financial Institutions**.
2. Select the Financial Institution to be deleted and click **Delete**.
3. At the **Are you sure you want the item delete?** message, click **Yes**.

## Back Up and Restore

### Back Up or Restore a Single User Database

Use this procedure to back up your accounting and/or payroll data onto a hard drive, zip drive, flash drive or tape drive. To copy the backed up files to the CenterPoint system, use the Restore feature. If you have payroll and accounting in the same database, the backup process will backup all data.

Backing up your CenterPoint data is one of the most important, yet also one of the most neglected areas of computing. Data loss can happen in many ways. One of the most common causes is physical failure of the media the data is stored on. Normally hard drives will work for years without incident, but eventually they may quit. Another possible cause for data loss is power failure or spikes.

It is recommended that you backup as often as you feel comfortable with having to recreate the data if something fails. Make sure you have multiple backups available and rotate them. It's also recommended that you keep at least one backup stored off-site. In case of theft, flood, fire or other major catastrophe, you'll always have a complete record of your business finances.

If you are using CenterPoint in a multi-user (network) environment, please refer to the Backup a Network Database document.

To restore a database back to the data included in a CenterPoint Backup, following the Restore a Backup instructions at the end of this document.



Note: Aatrix history files are backed up by selecting **File > Backup > > Backup Aatrix History**. See the [Backup Aatrix History](#) topic for additional information.



Note: When the File > Preferences > General > File Attachments preference is set to a file repository location (instead of the database method), file attachments are backed up by selecting **File > Backup > Backup File Repository**. See the Back up File Repository topic for additional information.

The topics included in this document are:

[Change Preference to Display Last Backup Date \(Optional\)](#)

[Set Preference to Display Backup Screen Upon Exit \(Optional\)](#)

[Back Up a Single User Database](#)

[Restore a Single User Database](#)

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### Change Preference to Display Last Backup Date (Optional)

The Display Last Backup Date preference default is set to display a Last Backup Performed: MM/DD/YYYY reminder notification in the status strip in the lower-right side of the main CenterPoint screen.. The text will display in red when it has been 30 days since a backup was performed. The Backup screen can be displayed by clicking on the message. If you do not want to display the text, follow the steps below.

1. Select **File > Preferences > General**.
2. Select **Backup**.
3. Under Backup, in the **Display Last Backup Date** box, select **No**.

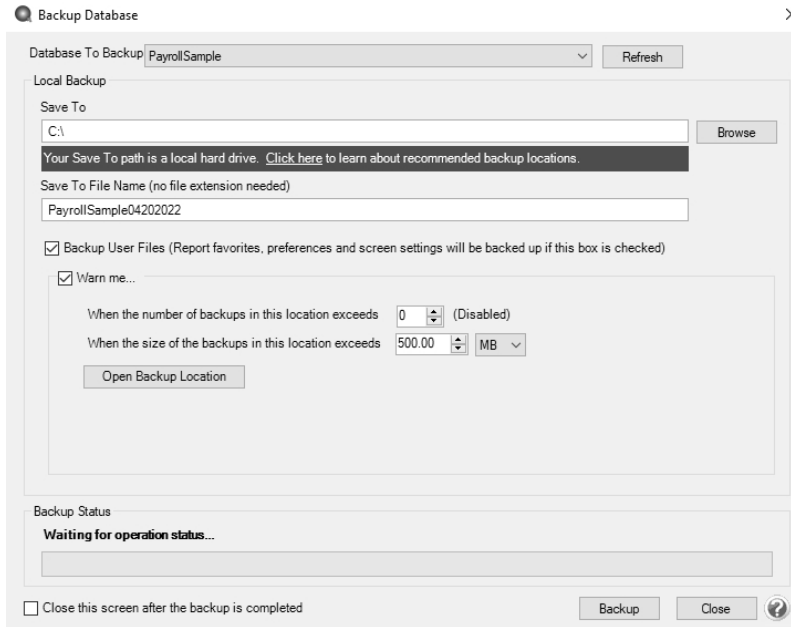
### Set Preference to Display Backup Screen Upon Exit (Optional)

To define a preference that will automatically display the Backup screen each time you exit CenterPoint (just as if you selected File > Backup > Backup Database):

1. Select **File > Preferences > General**.
2. Select **Backup**.
3. Under Backup, in the **Backup on Exit** box, select **Yes**.

### Back Up a Single User Database

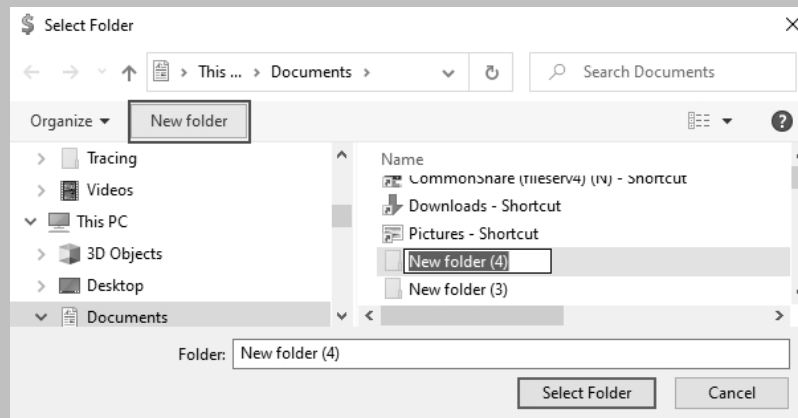
1. Select **File > Backup > Backup Database** or click the **Last Backup Performed** text on the CenterPoint main screen (this text will display only if the Display Last Backup Date preference is set to Yes).



2. In the **Database To Backup** box, select the database that you want to back up. The database that is currently open will automatically display.
3. In the **Save To** box, a default path displays. Click **Browse**, select the location on your own computer to save the backup file, and then click **Select Folder**. Once you select the path to back up to, the last path used for backing up will automatically display each time you back up.



**Note:** If you want to create a new folder to back up to, click **New Folder**, enter a name for the folder, and then click **Select Folder** to back up to the new folder.



- » To back up to your own computer, select a location on the C:\ drive. The local C:\ drive is not the recommended backup location and a message will display with a link describing the preferred backup locations: To ensure continued accessibility to your data in the event of a hard drive failure, Red Wing Software recommends that backups are saved to removable, network, or offsite storage.
- » To back up to a server or remote computer, select a location on the network drive (for example, f:\ or g:\, etc.).



- » To back up to a flash (thumb) drive, select the drive letter that was assigned to the drive when it was inserted into the usb port on the computer.



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

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



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

1. Select **File > Preferences > General**.
2. Select **Backup**. Under Backup, in the **Backup on Exit** box, select **Yes**.

If you are backing up a database on a CD or DVD-RW Drive

1. Use the procedure above to back up the data to a location on your hard drive. Note the location you are backing up to.
2. From your Desktop, double-click the **My Computer** icon.
3. Browse to the folder that you backed up the database to.
4. Right-click on the backup file and select **Send To** and then select the CD drive. The message, *You have files waiting to be written to the CD* will display.
5. From your Desktop, double-click the **My Computer** icon.
6. Double-click the CD or DVD-RW drive. The screen will display the file(s) ready to be written to the CD or DVD-RW drive.
7. Select **File > Write These Files to CD**.

8. A CD Writing Wizard will display that will guide you through the remainder of the process by following the on-screen instructions.

### Restore a Single User Backup

If the original data on your hard disk is accidentally erased, overwritten, or becomes inaccessible because of a hard disk malfunction, you can restore the data from a CenterPoint backup using the restore process. The restore process will revert all data back to the point when the backup was completed. All data that's been entered in CenterPoint since that backup was completed will be lost. Use this procedure to restore a backup of your single-user accounting and/or payroll data from a workstation. If you have payroll and accounting in the same database, the restore process will restore all data back to the point the backup was completed. All existing data for the selected database will be overwritten during the restore process.

1. Select **File > Restore > Restore Database**.

2. In the **Backup File To Restore** box, select the file you want to restore. Click **Browse** to locate the backup file (for example, from a CD or another hard drive). The file name for the backup file is "databasename.cpz".
3. In the **Database To Restore** box, the database name that the backup file will be restored to will display.



**Note:** If you would like to change the name of the database, enter the new name instead of selecting from the list.

4. In the **Restore Databases Path** box, the path that the backup file will be restored to will display.
5. In the **Server** box, select the server where your database should be restored. If your database is local, typically, it is recommended that the default local\ (RWS) server be accepted in this box.
6. If you selected to restore a database that had the Back Up User Files option selected when the back up was performed, all of the user files will display. Please review the items that are included in the back up. It is important to note that if you are restoring from a source other than your original database, (for example your Accountant or Service Bureau backed up data and are now having you restore the data) that the selected items will be overwritten with their settings for reports, preferences, and screen settings unless you unselect the items you do not want to restore.
7. Click **Restore**.
8. At the **You are trying to restore database "Databasename"** If the database exists, all the current data will be overwritten with the restore database's data and cannot be retrieved. Do you want to

**continue?** message, click **Yes** to continue restoring the database, or click **No** to cancel the restore procedure.

9. At the **Restore Completed Successfully** message, click **OK**. The Restore Database screen will close automatically.

## Back Up and/or Restore a Network Database

Use the procedures below to back up your networked accounting and/or payroll data from a workstation. If you have payroll and accounting in the same database, the backup process will backup all data. It is important to note that when backing up from a remote SQL server, the path must be a network path and cannot be a local path.



Note: Aatrix history files are backed up on the local machine by selecting **File > Backup > Backup Aatrix History Files**. See the Backup Aatrix History Files topic for additional information.



Note: When the File > Preferences > General > File Attachments preference is set to a file repository location (instead of the database method), file attachments are backed up by selecting **File > Backup > Backup File Repository**. See the Back up File Repository topic for additional information.

To revert your current company data back to the data included in a CenterPoint backup, use the Restore instructions found at the end of this document.

If you are using CenterPoint in a single-user environment, please refer to the [Back Up and/or Restore a Single User Database](#) document.

### Prerequisites

Complete the following setup on your network prior to backing up CenterPoint from a workstation. For assistance on any of the prerequisite steps, please contact your Network Administrator.

- » Create a shared folder where the data will be backed up to. This can be on any workstation or at the server.
- » Apply full permissions to that shared folder so users on the network are able to write files to that location. See the Frequently Asked Questions section of this document for more information.

---

## Back Up a Network Database from a Workstation

1. Select **File > Backup > Backup Database**.

2. In the **Database To Backup** box, select the database that you want to back up. The database that is currently open will automatically display.
3. The **Save To** box defines where the backup will be saved to (after a successful backup the location is remembered the next time a backup is performed). If you want to save the backup file to a different location, click **Browse**, and then select the shared folder created in the Prerequisite step.



**Note:** When backing up in a network environment, you are required to select a shared folder location even if you are backing up to your own workstation.

4. In the **Save To File Name** box, the file name for the backup file will be "databasenameMMDDYYYY" (no file extension is needed). The database name plus the date of the backup will make it easy to identify which backup file you may need to use for a restore and it will prevent backups from being overwritten. This file name can be changed to whatever you like. If multiple backups are performed the same day, the Save To File Name will increment to ensure that it is unique and does not already exist in the Save To location.
5. If you want to back up your screen settings, report favorites, and database preferences so they are available to restore if needed, leave the **Back Up User Files** check box selected. This option will prevent you from redefining your specific user files, favorites, and database preferences if a restore is necessary. If you always want this check box selected, right-click on the **Back Up User Files** check box and select **Set As Default**.
6. If you want to be warned when the Save To backup location you are storing backups to exceeds a specified number of files or amount of space, leave the **Warn Me** check box selected. When the check box is selected, and then specify the conditions about when you want to be warned:
  - » In the **When the number of backups in this location exceed** box, enter a number between 0 - 99.
  - » In the **When the size of the backups in this location exceeds** box, enter a number between 0.00-999.99 and select either MB (megabyte) or GB (gigabyte)
  - » Setting either value to 0 disables that specific warning. For example, setting the **When the number of backups in this location exceed** box to zero will not warn you about the number of backups, but you will continue to be warned about the size of the backups according to your **When the size of the backups in this location exceeds** setting.
7. If you want to **Close this screen when the backup completed**, select this check box.

8. Click **Backup** and the data will be backed up to the shared folder.
9. At the *Backup Completed Successfully* message, click **OK**.



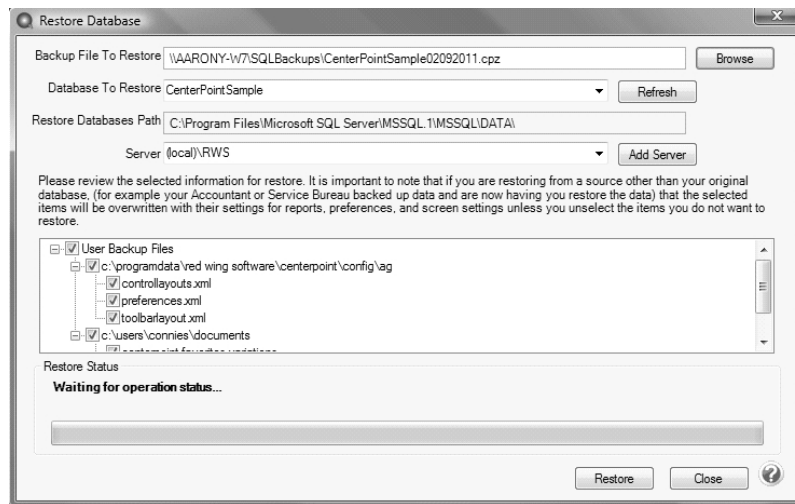
**Note:** You can define a preference that will automatically display the Backup screen each time you exit CenterPoint (just as if you selected File > Backup > Backup Database). To set the Backup preference:

10. Select **File > Preferences > General**.
11. Select **Backup**.
12. Under Backup, in the **Backup on Exit** box, select **Yes**.

### Restore a Network Database from a Workstation

Use this procedure to restore a backup of your networked accounting and/or payroll data from a workstation. If you have payroll and accounting in the same database, the restore process will restore all data back to the point the backup was completed. This will overwrite all existing data in the selected database.

1. Select **File > Restore > Restore Database..**



2. In the **Backup File To Restore** box, select the backup file in the shared folder. Click **Browse** to locate the file you want to restore. The file name for the backup file is "databasename.cpz".
3. The database name should automatically display in the **Database to Restore** box. This can be changed if you'd like to rename the database.
4. The **Restore Databases Path** will also automatically display. This is the location on the server where the data will go.
5. In the **Server** field, select the SQL server you would like the database restored to. The server name should end in \RWS.
6. If you selected to restore a database that had the Back Up User Files option selected when the back up was performed, all of the user files will display. Please review the items that are included in the back up. It is important to note that if you are restoring from a source other than your original database, (for example your Accountant or Service Bureau backed up data and are now having you restore the data) that the selected items will be overwritten with their settings for reports, preferences, and screen settings unless you unselect the items you do not want to restore.

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

### Frequently Asked Questions

**Q: Can I perform a network backup without all users having full permissions to the shared backup folder?**

**A:** Yes. To specify the users that can perform a network backup:

1. The shared backup folder must be on the same machine that contains the CenterPoint data to be backed up.
2. Determine which user/service is running SQL:
  - a. Select **Start > All Programs > Microsoft SQL Server** (select the version that contains the data) > **Configuration Tools > Microsoft SQL Server Configuration Manager**.
  - b. On the left side of the SQL Server Configuration Manager screen, select SQL Server 2005 (or 2008) Services.
  - c. On the right side of the screen, right-click on **SQL Server (RWS)** (or the instance you use for the CenterPoint data), and then select **Properties**.
  - d. Note which account is listed in the **Built-in account** box and then click **Cancel**.
  - e. Close the SQL Server Configuration Manager screen.
3. Select the backup folder. On the Sharing and Security tabs, set full permissions for BOTH the user/group running CenterPoint and the Built-in account you noted in Step 2-d (if the Built-in account was Network Service, give full permissions to "Network Service," if the Built-in account was Local System, give full permissions to "System").
4. Once the permissions are set, only the users you gave full control to will be able to back up the data.

**Q: I previously successfully backed up a CenterPoint database to my specified Save To network location, but now I am receiving a compression failed error message when backing up to the same Save To network location. What causes this error?**

**A:** The read/write rights to the Save To backup location have changed. CenterPoint does not determine your read/write rights, that is a function of your PC network administrator. If the backup was working previously, contact your network administrator to review/change your read/write rights to the backup location.

### Back Up or Restore User Files

Use this procedure to back up your user files (preferences, report favorites, screen settings, etc.) onto a hard drive, zip drive, flash drive or tape drive. It can be used in a network environment to back up the client workstations which contain specific user information which contain preferences, report favorites, etc.



Note: Backing up user files does not make a complete backup of your financial information. To make a backup of your financial data, use the File > Backup > Backup Database option.

To copy the backed up files to the CenterPoint system, use the Restore feature at the end of this topic.


[Back Up User Files](#)

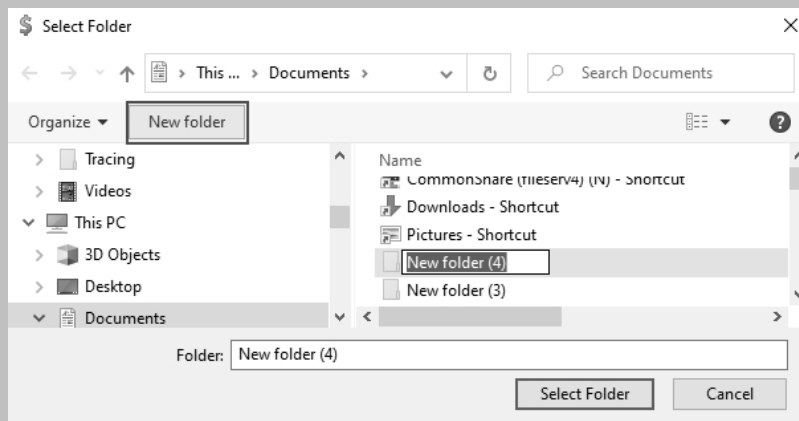
[To copy the backup to CD or a DVD-RW Drive](#)

[Restore User Files](#)

## Back Up User Files

1. Select **File > Backup > Backup User Files**.
2. In the **Save To** box, enter the path you want to back up the user files to or click **Browse**, select the location to save the backup file, and then click **Select Folder**. Once you select the path to back up to, the last path used for backing up will automatically display each time you back up.

 **Note:** If you want to create a new folder to back up to, click **New Folder**, enter a name for the folder, and then click **Select Folder** to back up to the new folder.



- » To back up to a server or remote computer, select a location on the network drive (for example, f:\ or g:\, etc.).
  - » To back up to a flash (thumb) drive, select the drive letter that was assigned to the drive when it was inserted into the USB port on the computer.
3. Click **Backup**.
  4. At the *Backup Completed Successfully* message, click **OK**.

## To copy the backup to CD or a DVD-RW Drive

1. From File Explorer, browse to the folder you backed up the user files to.
2. Right-click on the backup file and select **Send To** and then select the CD drive. The message, "You have files waiting to be burned to disc" will display.
3. From File Explorer, double-click the CD or DVD-RW drive. The screen will display the file(s) ready to be written to the CD or DVD-RW drive.
4. At the *Backup Completed Successfully* message, click **OK**.
5. Select **File > Burn to Disc**.
6. On-screen instructions will display that will guide you through the remainder of the process.

## Restore User Files

1. Select **File > Restore > Restore User Files**.
2. In the **Backup File to Restore** box, click **Browse**, and then select the file you want to restore. Click **Browse** to locate the backup file (for example, from a CD or another hard drive). The file name for the backup file is "LocalFilesMMDDYYYY".



3. Click **Restore**.
4. At the Are you sure you want to restore the selected user files. They will overwrite any files that already exist.
5. At the **Restore Completed Successfully** message, click **OK**.

## Back Up or Restore File Repository

Use this procedure to back up attachments in your File Repository (when the File > Preferences > General > File Attachments preference is set to store attachments in a File Repository rather than the database.) onto a hard drive, zip drive, flash drive, etc.



**Note:** Backing up the File Repository does not make a complete backup of your financial information. To make a backup of your financial data, use the File > Backup > Backup Database option.

To copy the backed up files to the file repository, use the Restore feature at the end of this topic.

[Back Up File Repository](#)

[Restore File Repository](#)

## Back Up File Repository

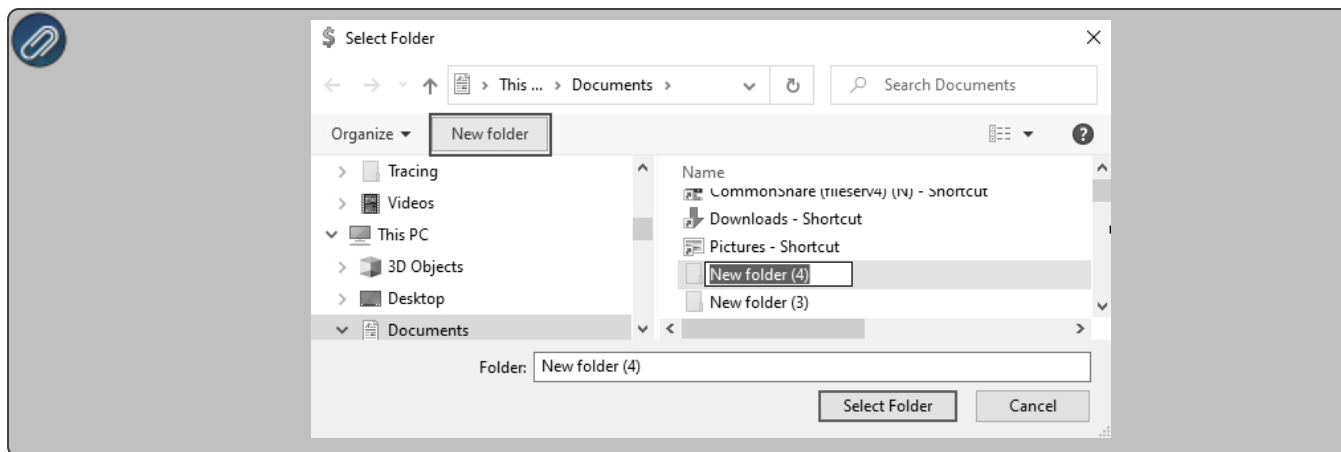
1. Select **File > Backup > Backup File Repository**.

2. In the **Save To** box, a default path displays. Click **Browse**, select the location on your own computer to save the backup file, and then click **Select Folder**. Once you select the path to back up to, the last path used for backing up will automatically display each time you back up.



**Note:** If you want to create a new folder to back up to, click **New Folder**, enter a name for the folder, and then click **Select Folder** to back up to the new folder.





- » To back up to your own computer, select a location on the C:\ drive. The local C:\ drive is not the recommended backup location and a message will display with a link describing the preferred backup locations: To ensure continued accessibility to your data in the event of a hard drive failure, Red Wing Software recommends that backups are saved to removable, network, or off-site storage.
  - » To back up to a server or remote computer, select a location on the network drive (for example, f:\ or g:\, etc.).
  - » To back up to a flash (thumb) drive, select the drive letter that was assigned to the drive when it was inserted into the usb port on the computer.
3. The **Save To File Name** file will default to FileAttachments\_YYYY\_MM\_DD.frz.
  4. If you want to be warned when the Save To backup location you are storing backups to exceeds a specified number of files or amount of space, leave the **WarnMe** check box selected. When the check box is selected, and then specify the conditions about when you want to be warned:
    - » In the **When the number of backups in this location exceed** box, enter a number between 0 - 99.
    - » In the **When the size of the backups in this location exceeds** box, enter a number between 0.00-999.99 and select either MB (megabyte) or GB (gigabyte)
    - » Setting either value to 0 disables that specific warning. For example, setting the **When the number of backups in this location exceed** box to zero will not warn you about the number of backups, but you will continue to be warned about the size of the backups according to your **When the size of the backups in this location exceeds** setting.
  5. To view the contents of the Save To backup location, click **Open Backup Location**.
  6. Click **Backup**.

### Restore File Repository

1. Select **File > Restore > Restore File Repository**.
2. In the **Backup File to Restore** box, click **Browse**, and then select the file you want to restore. Click **Browse** to locate the backup file (for example, from a CD or another hard drive). The file name for the backup file is "FileAttachments\_YYYY\_MM\_DD".
3. Click **Restore**.
4. The contents of the file repository location may be overwritten during the restore process. Are you sure you want to continue? message, click **Yes**.
5. At the **Restore Completed Successfully** message, click **OK**.

## Back Up or Restore Aatrix History

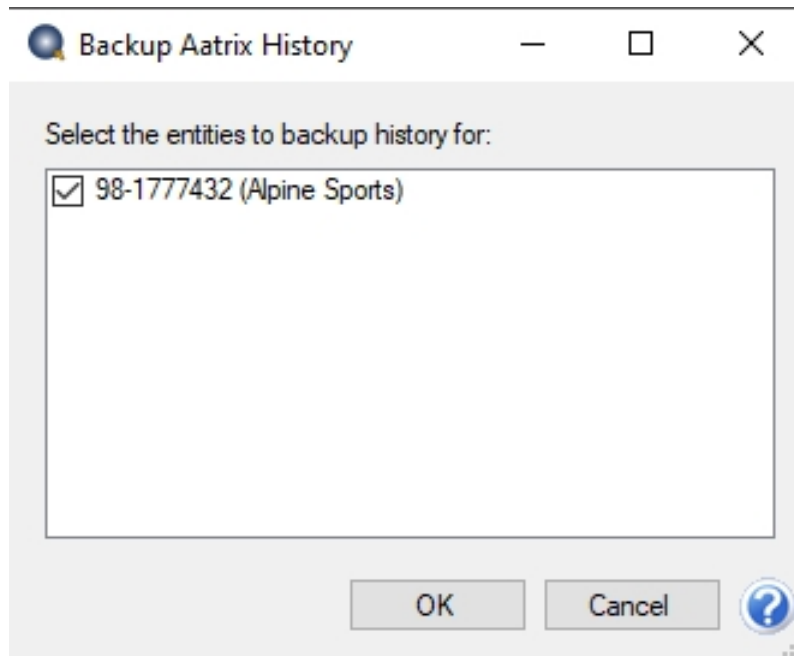
The Aatrix History File contains your historical Federal/State Tax Forms. It is necessary to back up this file so that if you purchase a new computer, the history can easily be transferred to the new computer by restoring the backup. Red Wing Software suggests that you back up your Aatrix History File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

---

### Back Up Aatrix History Files

If you would like to back up Aatrix history files, follow the steps below:

1. Select **File > Backup > Backup Aatrix History**.



2. Select the entities to back up history files for.
3. Click **OK**.
4. Select a location to save the AatrixHistoryBackup.zip file to and then click **Save**.
5. At the Back Up Created message, click **OK**.



Note: The AatrixHistoryBackup.zip File will have one or more sub-folders, each sub-folder contains files for a specific EIN number. If you use CenterPoint Payroll and CenterPoint Accounting, this backup will include your payroll and accounting Aatrix information.

### Restore Aatrix History Files

If you would like to restore Aatrix history files, follow the steps below:

1. Select **File > Restore > .Restore Aatrix History Files**.
2. Select the Aatrix History file you want to restore. Click **Open**.
3. Select the entities you want to restore history for.
4. Click **OK**.

5. At the *This will overwrite the existing history data, are you sure?* message, click Yes to replace the existing Aatrix History files or No to cancel the restore.
6. Click **OK**.

## Transaction Search

### Transaction Search

Transaction Search is a tool that allows you to review, edit, delete and report transactions and balances. Here's an example of a few specific things that you can do with search:

- » Search for a specific transaction or transactions.
- » Edit a transaction.
- » Void or Delete a transaction.
- » Reprint a check or invoice.
- » Create formats that produce reports on financial activity

Transaction Search screen is similar to the report preview screen in that it has a Filters, Column, Group/Sort and General tabs that allow you to modify the information included. The difference being that the transaction search gives you many more choices of data (columns) & level of details to include.

In this topic we'll show you the general steps one would use to execute a search. Please refer to the [Edit or Delete a Transaction](#) and *Reprint a Check, Invoice or Deposit Slip* topics for specific instructions on how to use transaction search for those types of processes.

Once the data is displayed in the transaction search it can be edited, deleted or printed.

---

## Using Transaction Search

1. Select **Processes > Transaction Search** or **Reporting Tools > Transaction Search**



Note: When a CenterPoint accounting product is integrated with CenterPoint Payroll, you can exclude transaction data from the Pay Employees entry screen from Transaction Search by setting the **File > Security > Security Policies > Transaction Search > Allow Payroll Search** to No.

Transaction Search

Date Selection: Custom From: 07/01/2010 To: 07/10/2010 Search

Format Definition: Summary

Filter Definition: Summary

	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount
1	07/01/10	000009	Customer Invoices	Andy Johnson	244.35
2	07/01/10	000010	Customer Invoices	Red Wing Bike Club	9,253.95
3	07/01/10	000011	Customer Invoices	Summit County Ski Club	15,725.00
4	07/01/10	000012	Customer Invoices	Sherman Village Fishing	425.00
5	07/01/10	000013	Customer Invoices	Chuck Adams	500.00
6	07/01/10	000014	Customer Invoices	Frank Buchanan	500.00
7	07/01/10	000015	Customer Invoices	Herb Ford	500.00
8	07/01/10	000016	Customer Invoices	Jim Pierce	500.00
9	07/01/10	000017	Customer Invoices	Woody Cleveland	544.35
10	07/02/10	000005	General Journal Entries		-5,483.32
11	07/03/10	000017	Receipts	Sherman Village Fishing	425.00
12	07/04/10	000069	Customer Invoices	ZZZCash	0.00
13	07/05/10	000018	Receipts	Summit County Ski Club	15,725.00
14	07/05/10	000019	Receipts	Summit County Ski Club	15,410.50
15	07/07/10	000003	General Journal Entries		0.00
16	07/08/10	000010	Payments	Pro Cast Supplies	-29,700.00
17	07/08/10	000057	Receipts	Zach Jefferson	4,000.00
18					<b>28,569.83</b>
19					
20					
21					
22					
23					
24					
25					
26					
27					

**Search Criteria:**

Date Selection: Custom (07/01/10 to 07/10/10)


**Other Filters:**

Transaction Status: Posted

**Sorted By:**

Transaction Date: Ascending

Print Export Edit Options Close

- In the **Date Selection** or date **From/To** fields, specify the appropriate date range to search. By default, the Date Selection criteria is set to This Month. To set your selection to display each time you start Transaction Search, right-click and select Set As Default.
- The **Format Definition** allows you to choose a predefined format for the level of detail, columns displayed, the order of the columns, and the group and sort order of the search results. The list includes built-in format definitions, but you can also create your own. For a basic search, we recommend you use **Summary** which is one line of data per transaction.
- The **Filter Definition** allows you to choose predefined data selections on the Filters tab. The default, **Summary**, is recommended as it includes all posted transactions.
- Select the **Filters** tab to choose the data that should be included in this search. For example, if you only want to see Receipt transactions, that can be selected in the Entry Screen field, or if you only want to see transactions for a specific account, choose that account in the Line Detail Account field. If the field you'd like to select data by is not displayed as a Search Selections Item, click on the **More Items** button to display additional fields. If you'd like to save these selection criteria for future use (for example, you'll want this same search next month), select the **Search** button and then click on the **Save**  icon next to the **Filter Definition** field. The save process will prompt you to name this new **Filter Definition** for future use.

**Transaction Search**

Filters

Search Selections

Item	Selected Criteria
Entry Screen	<All>
Transaction Name	<All>
Line Detail Account	<All>
Transaction Number	<All>
Transaction Status	Posted

More Items

Search

Options


Close

From 07/01/2010 To 07/10/2010

Search

Entry Screen	First Name, Last Name	Total Bank Amount
Customer Invoices	Andy Johnson	244.35
Customer Invoices	Red Wing Bike Club	9,253.95
Customer Invoices	Summit County Ski Club	15,725.00
Customer Invoices	Sherman Village Fishing	425.00
Customer Invoices	Chuck Adams	500.00
Customer Invoices	Frank Buchanan	500.00
Customer Invoices	Herb Ford	500.00
Customer Invoices	Jim Pierce	500.00
Customer Invoices	Woody Cleveland	544.35

6. Select the **Columns** tab to:

- » Select the **Level** field allows you to select the level of detail that will display in the search result, Transaction Summary, Transaction Lines, Journal Entry Summary, and Journal Entry Details.
- » Define which columns to include in the search results and determine the order they will display. Place a check mark in each field that you'd like displayed as a column of data within the search. Use the arrow up and down buttons to decide which order the columns will be displayed in. If you'd like to save these selected columns as a format that can be used again (without having to manually select and reorder), select the **Search** button and then click on the save  icon next to the **Format Definition** field. The save process will prompt you to name this new **Format Definition** for future use.

**Transaction Search**

Filters Columns Group/Sort General

Columns

Results Level of Detail

Level: Transaction Summary

☐ Group on Transaction

☒ Transaction Date

☒ Transaction Number

☒ Entry Screen

☒ First Name, Last Name

☒ Total Journal Amount

☐ Attachments

☐ Batch Comment

☐ Batch Date

☐ Batch User Name

☐ Commission Amount

☐ Company

Search

Date Selection All From 12/01/2014 To 12/31/2018

Format Definition Summary

Filter Definition Summary

Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Journal Amount
1/24/2015		Account Reconciliation Interest		0.00
1/24/2015		Receipts	River's Bend Grain Comp	7,443.90
1/24/2015	007148	Payments	Beck's Superior Hybrids	15,642.72
1/25/2015	3899	Vendor Invoices(A/P)	Area Ag Center	245.30
1/26/2015		Receipts	River's Bend Grain Comp	7,273.40
1/27/2015		Receipts	Commodity Credit Corpor	22,528.00
1/27/2015		Receipts	River's Bend Grain Comp	7,068.38
1/27/2015		Vendor Invoices(A/P)	Area Ag Center	122.30
1/27/2015	007149	Payments	BCBS	3,574.45
1/27/2015	007150	Payments	Rural Excavation Compa	900.00
1/27/2015	007151	Payments	Farm Bureau Insurance	2,272.30
1/27/2015	007152	Payments	Farm Bureau Insurance	1,765.50
1/27/2015	007153	Payments	Ken's Auto Repair	434.30
1/27/2015	007154	Payments	RM Rickles LLC Futures	10,000.00
1/27/2015	007155	Payments	General Electric Compan	202.89
1/31/2015		Adjust Current Portion Long Term Debt		0.00
1/31/2015		Apply Distributions		0.00
1/31/2015		Expense Work in Process Inventories		0.00
1/31/2015		General Journal Entries		0.00
1/31/2015		Receipts	Cargill Com Ingredients	19,918.72
1/31/2015		Receipts	River's Bend Grain Comp	6,915.60

Print Export Edit Options

Close

7. Select the **Groups/Sort** tab to define how the data will be sorted and subtotaled.
8. Click **Search** to update the search screen with the details provided in the various tabs.
9. Once the data is displayed in the transaction search screen it can be reviewed, sorted ascending/descending by clicking the column headings, edited, deleted or printed. To edit or delete a transaction simply double-click on the appropriate row. To print the information select **Print**. Additional information can be displayed for transactions by highlighting the transaction and then right-clicking to display a context menu. The information

on the context menu will change based on the transaction type, for example, for AP or AR invoices and Credit Card Purchases, the menu will display a **View Payment History** option, for Sales Orders or Purchase Orders the menu will contain a **View Sales Order** or **Purchase Order** option, for AR invoices, the menu will display **Preview Invoices**, and for AP Payments, AR Receipts, or Credit Card Payments the menu will contain a **View Invoices** option.

## Frequently Asked Questions

**Q: I have created a Format Definition that I'd like to also use in another database. Do I have to set it all up again in that database?**

**A:** No, you can use the Export Format Definitions option. To export a format definition so it can be used in another database, click the down arrow on the **Options** button on the bottom of the Transactions Search screen, select **Export Format Definitions**, select a name and location for the export file, select the format definitions to be included in the file, and then click **OK**. Click **OK**. Options > Import Format Definitions can be used in the other database to bring in the format definition.

**Q: How do I display just the transactions for one account?**

**A:** Select the appropriate **Date** range on the main transaction search screen. Then click on the **Filters** tab. In the **Line Account Detail** field, select the appropriate account. Click **Search**.

**Q: How can I see all of the transactions for the month, grouped by Account?**

**A:** We'll use a number of the tabs to modify the results:

1. Select the appropriate **Date** range on the main transaction search screen.
2. Click on the **Columns** tab. Change the **Level** field to **Journal Entry Summary** (this is done so the results include the account). Select the appropriate **Account** fields (for example, account name or number).
3. Then click on the **Group/Sort** tab. Put a check mark in the **Group** box next to the account field that was added in step 2. Click **Search**.

The screenshot shows the 'Transaction Search' window with the following settings: Date Selection: Custom, From: 07/01/2010, To: 07/10/2010, Format Definition: Summary, Filter Definition: Summary. The results are displayed in a table with columns: Account (Name), Transaction Date, Transaction Number, Entry Screen, First Name, Last Name, and Total Bank Amount. The transactions are grouped by account, with a sub-total for each group.

	Account (Name)	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount
1	Accounting	07/02/10	000005	General Journal Entries		-5,483.32
2	<b>Accounting</b>					<b>-5,483.32</b>
3	Accounts Receivable - Business	07/05/10	000019	Receipts	Summit County Ski Club	15,410.50
4	Accounts Receivable - Business	07/05/10	000019	Receipts	Summit County Ski Club	15,410.50
5	Accounts Receivable - Business	07/05/10	000018	Receipts	Summit County Ski Club	15,725.00
6	Accounts Receivable - Business	07/03/10	000017	Receipts	Sherman Village Fishing I	425.00
7	Accounts Receivable - Business	07/01/10	000012	Customer Invoices	Sherman Village Fishing I	425.00
8	Accounts Receivable - Business	07/01/10	000012	Customer Invoices	Sherman Village Fishing I	425.00
9	Accounts Receivable - Business	07/01/10	000011	Customer Invoices	Summit County Ski Club	15,725.00
10	Accounts Receivable - Business	07/01/10	000011	Customer Invoices	Summit County Ski Club	15,725.00
11	Accounts Receivable - Business	07/01/10	000010	Customer Invoices	Red Wing Bike Club	9,253.95
12	Accounts Receivable - Business	07/01/10	000010	Customer Invoices	Red Wing Bike Club	9,253.95
13	Accounts Receivable - Business	07/01/10	000010	Customer Invoices	Red Wing Bike Club	9,253.95
14	<b>Accounts Receivable - Business</b>					<b>107,032.85</b>
15	Accounts Receivable - Retail	07/01/10	000009	Customer Invoices	Andy Johnson	244.35
16	Accounts Receivable - Retail	07/01/10	000009	Customer Invoices	Andy Johnson	244.35
17	Accounts Receivable - Retail	07/01/10	000009	Customer Invoices	Andy Johnson	244.35
18	Accounts Receivable - Retail	07/04/10	000069	Customer Invoices	ZZZCash	0.00
19	Accounts Receivable - Retail	07/04/10	000069	Customer Invoices	ZZZCash	0.00

**Q: I have a transaction that is missing from bank reconciliation. Is there a way in Transaction Search to see if it's already been reconciled, and if it has, what date?**

**A:** Yes, we can display the transactions with a Date Reconciled.


1. Select the appropriate **Date** range on the main transaction search screen.
2. Click on the **Columns** tab. Change the **Level** field to **Journal Entry Summary**. Put a check mark in **Group on Transaction**. Select the fields shown below:

The screenshot shows the 'Columns' tab in a software interface. On the left, there are four tabs: 'Filters', 'Columns', 'Group/Sort', and 'General', with 'Columns' being the active tab. The main area is titled 'Columns' and contains a 'Results Level of Detail' section. In this section, the 'Level' dropdown is set to 'Journal Entry Summary', and the 'Group on Transaction' checkbox is checked. Below this is a list of fields, each with a checkbox. The checked fields are: Transaction Date, Transaction Number, Entry Screen, First Name, Last Name, Total Bank / Invoice \$, Account (Name), Amount (Journal), Date Reconciled, and Bank / Invoice \$. The unchecked fields are: Account (Abbreviation), Account (Number), Account Category, Account Type, Amount, Amount (Account), Associated Account (Ab...), Associated Account (Na...), Associated Account (Nu...), Batch Comment, Batch Date, Batch User Name, Company, Company (Abbreviation), and Company (Address). A mouse cursor is visible over the 'Batch User Name' field.

3. Click on the **Filters** tab. In the **Line Account Detail** field, select the appropriate bank account.



Note: if you also know who the missing transaction was written to, you can also select that in the Transaction Name field.

4. Click **Search**. If you would like to use these selections again in the future, click on the save  icon next to the **Format Definition** field. The save process will prompt you to name this new **Format Definition** for future use (for example, Transactions with Date Reconciled).

	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount	Account (Name)	Amount (Journal)	Date Reconciled
1	06/05/10	000065	Customer Invoices	ZZZCash	0.00	Cash in Bank - Checking	57,428.89	06/30/10
2					0.00		57,428.89	
3	06/12/10	000066	Customer Invoices	ZZZCash	0.00	Cash in Bank - Checking	143,419.92	06/30/10
4					0.00		143,419.92	
5	06/15/10	000055	Receipts	Andy Johnson	300.00	Cash in Bank - Checking	300.00	06/30/10
6					300.00		300.00	
7	06/22/10	000067	Customer Invoices	ZZZCash	0.00	Cash in Bank - Checking	101,118.01	06/30/10
8					0.00		101,118.01	
9	06/25/10	000068	Customer Invoices	ZZZCash	0.00	Cash in Bank - Checking	31,357.00	06/30/10
10					0.00		31,357.00	
11	06/27/10	000005	General Journal Entries		-5,483.32	Cash in Bank - Checking	-5,483.32	06/30/10
12					-5,483.32		-5,483.32	
13	06/30/10	000023	General Journal Entries		-53,222.00	Cash in Bank - Checking	-53,222.00	06/30/10
14					-53,222.00		-53,222.00	

**Q: I made the appropriate selections in the Filter, Columns and Group/Sort tab, but the transactions displayed in my main Transaction Search screen didn't change?**

**A:** This will happen if the Search button is not clicked on after making your selections in the tabs. Click on the **Search** button at the top of the screen to refresh the data using the new criteria.

## Loans

### Loan Setup & Processing

Loans are normally defined as a long term liabilities as they will take more than a year to pay back. By properly using the system, you can always know the current principal owed on a loan, annual interest expenses for the loan, etc.

[Step A - Create a Loan Payable Account](#)

[Step B - Recording the Receipt of a Loan\(three options\)](#)

[Step C - Making a Loan Payment](#)

#### Step A - Create a Loan Payable Account

A liability account should be created for each outstanding loan. The balance of the Loan Payable account will normally agree with the principal balance on your lenders records.

1. Select **Setup > Accounts > Accounts**.
2. Click on the **New** button.



The screenshot shows the 'Accounts' window with the 'Detail' tab selected. The account is 'F150 Loan'. The 'General' sub-tab is active, showing the following fields:

- Account Information:**
  - Abbreviation: (empty)
  - Number: 2228
  - Name: F150 Loan Payable
  - Type: Liabilities
  - Category: Long Term Debt
  - Subaccount of: (empty)
- Units of Measure:**
  - Quantity 1: (empty)
  - Quantity 2: (empty)
- Account Hierarchy:**
  - Display Account Names: (selected)
  - Display Account Numbers: (unselected)
  - Display Abbreviations: (unselected)

Buttons at the bottom include 'Save', 'Cancel', 'Active Status', 'Additional Notes', and 'Close'.

3. If using **Abbreviations** and/or account **Numbers**, specify for this account.
4. In the **Name** box, enter up to 30 characters of required information that describes the account.
5. Select **Liabilities** in the **Type** field and **Long Term Debt** in the **Category** field.
6. Select the **Detail** tab

The screenshot shows the 'Accounts' window with the 'Detail' tab selected. The account is 'F150 Loan Payable'. The 'Detail' sub-tab is active, showing the following fields:

- Account Detail Information:**
  - Lender: PL Loans
  - Accrued Interest Liability: (empty)
  - Accrued Interest Expense: (empty)
  - Current Portion Long-term Liability: (empty)
- Company Specific Detail Information:**
  - Company Name: CenterPoint Farm, CenterPoint Orchard
  - Interest Type: Equal Principal Payments
  - Payments Per Year: 12
  - Interest Rate: 11.7500%
  - Loan Origination Date: 10/17/2016
  - Loan Completion Date: 10/17/2020

Buttons at the bottom include 'Save', 'Cancel', 'Schedule of Payments', 'Additional Notes', and 'Close'.

7. Specify the **Lender** that issued the loan.
8. In the lower right portion of the screen, specify the appropriate **Interest Type**. Refer to your accountant or banker if you are unsure which Interest Type to select.
9. Specify the number of payments that are required each year in the **Payments Per Year** field and the **Interest Rate**.
10. Specify the **Loan Origination** and **Loan Completion Dates**.
11. Click **Save**.

## Step B - Recording the Receipt of a Loan

### Purchase with a Loan & Down Payment

If a loan is attained for a specific purchase, the payment transaction can record the purchase and the loan. In this example, an F150 truck was purchased for \$45,000. It was paid for with a \$3000 cash down payment and a \$42,000 loan.

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

Account	Invoice / Ref #	Amount
F150 Truck		\$ 45,000.00
F150 Loan Payable		\$ -42,000.00

2. Enter a normal payment transaction (for step-by-step instructions, refer to the *Enter a Payment* topic.).
3. In the **Amount** field, specify the amount of the down payment.
4. In the first line of the grid, specify the asset that was purchased in the **Account** field.



Note: If this purchase is for a fixed asset, we recommend you right-click and choose New Fixed Asset Item to create a new fixed asset. Refer to the *Fixed Assets* topic for step-by-step instructions on setting up a new fixed asset.

5. Enter the purchase price in the **Amount** field.
6. The difference between the down payment and the purchase price will be displayed as a negative in the 2nd line of the grid. Select the Loan **Account** created for this loan.



Note: if the Loan Account was not setup prior to starting this transaction, right click in the Account field and select New. Then follow steps A3 - A11.

7. Click the Print button. (An image of a printer displays on the button. A green check mark means the payment will be printed and a red X means the payment will not be printed.) The selections set in File > Preferences > Vendor Invoices > Printing Checks will display and can be changed. Select whether the check should be printed when the transaction is saved (for real-time transactions) or a batch is posted (for batch transactions). To set your default for the Print button, right-click on the button and select Set As Default. To override the Print button default, click the Print button and change the settings on the Print Settings screen.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

8. Click **Save** to complete the transaction.

Purchase with a Loan (No Down Payment)

If a loan is attained for a specific purchase, but the transaction did not involve a down payment, then a General Journal Entry will be used to record the purchase. In this example, we purchase a John Deere Tractor for \$48,000. It was paid for with a \$48,000 loan (no down payment). The bank charged an additional \$86.00 in loan fees.

1. Select **Processes > General Ledger Entries**.

General Journal Entries

Company: CenterPoint Farm      Current Batch: No Batch

Name: All Power Equipment      Transaction Number: 0017

Template:      Template Detail      Date: 10/17/2016

Transaction Type: General Journal (Cash/Accrual)

Account	Quantity 1	UOM 1	Debits	Credits	Name
13 Peterbilt Semi Loan	0.000000		\$ 0.00	\$ 48,086.00	
13 Peterbilt Semi	0.000000		\$ 48,000.00	\$ 0.00	
Bank Charges	0.000000		\$ 86.00	\$ 0.00	

Notation:

Debit Total: \$48,086.00  
Credit Total: \$48,086.00  
Difference: \$0.00

Buttons: Save, Clear, Recall, Options, Close

2. In the **Name** field, specify the lender.
3. In the **Date** field, specify the loan origination date.
4. In the first line of the grid, specify the loan **Account** created for this particular loan.



Note: if the loan account was not setup prior to starting this transaction, right click in the Account field and select New. Then follow steps A3 - A11.

5. Enter the total amount of the loan in the **Credit** field.
6. In the second line of the grid, specify the asset that was purchased in the **Account** field.



Note: If this purchase is for a fixed asset, we recommend you right-click and choose New Fixed Asset Item to create a new fixed asset. Refer to the *Fixed Assets* topic for step-by-step instructions on setting up a new fixed asset.

7. Enter the purchase price in the **Debit** field.
8. If any additional fees were charged by the vendor, they will display in the 3rd line of the grid (total loan amount - purchase price). Select the appropriate account for the fees.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

9. Click **Save** to complete the transaction.

#### Operating Loan

The cash proceeds from a loan are deposited directly into the checking account for future purchases.

1. Select **Processes > Sales > Receipts**.

Receipts

Company: CenterPoint Farm  
 Bank Account: First National Bank  
 Bank Deposit:   
 Current Batch: No Batch  
 Current Balance: \$316,500.54

Received From: PL Loans  
 Received From Address: Business Address  
 Receipt / Invoice #: 10171601  
 Date: 10/17/2016  
 Amount: \$25,000.00  
 Payment Type: Check  
 Account:   
 Check / Ref #: 7841

Apply To Open Invoices: \$0.00

Account	Quantity 1	UOM 1	Profit Center	Amount	
Operating Loan	0.000000			\$25,000.00	Distribution

Memo Line 1:   
 Line 2:   
 Total: \$25,000.00 Adjust Amount

Save Clear Recall Recurring Options Close

2. Enter a normal receipt transaction (for step-by-step instructions, refer to the *Enter a Receipt* topic.).
3. In the **Received From** field, specify the lender.
4. In the **Amount** field, specify the amount received from the lender.
5. In the first line of the grid, specify the loan **Account** created for this particular loan.



Note: if the loan account was not setup prior to starting this transaction, right click in the Account field and select New. Then follow steps A3 - A11.

6. Enter the amount received from the lender in the **Amount** field.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

7. Click **Save** to complete the transaction. The transaction will increase the cash account balance and record the principal amount of the loan.

### Step C - Making a Loan Payment (without accrued interest)

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

Account	Invoice / Ref #	Quantity 1	Amount	UOM 1
F350 Loan Payable		0.000000	\$ 542.38	Detail
Interest Expense - Equipment			\$ 350.00	Detail

2. Enter a normal payment transaction (for step-by-step instructions, refer to the *Enter a Payment* topic.).
3. In the **Amount** field, specify the entire amount of the payment.
4. In the first line of the grid, specify the liability **Account** for this specific loan.
5. Enter the amount of the principal being repaid in the **Amount** field. Note: if you are unsure of how much principal is being repaid with this transaction, we recommend you contact the bank or create an amortization schedule in CenterPoint (Reporting Tools > Amortization Schedule).

6. The difference between the payment and the principal will be displayed in the 2nd line of the grid. Select the Interest Expense **Account** for this line. Hint: click on the Detail button and specify the loan in the **Associated Account** field, if in the future you'd like to easily see the total interest that was paid on just this loan. Click **OK** to close the **Detail** screen.

The screenshot shows the 'Detail' window with the following fields and values:

- Template Information: Current Template: DT - Increase Expense
- Amount: \$350.00
- Quantity 1: 0.000000
- Quantity 2: 0.000000
- Expense Account: Interest Expense
- Production Center: Detail
- Profit Center: (empty)
- Production Year: 2016
- Production Series: 0
- Production Ctr: (empty)
- Inventory Location: All Locations
- Project: (empty)
- Associated Account: F350 Loan Payable
- Notation: (empty)
- Buttons: OK, ?

7. If the **Print** button has a green check mark on it, a check will be printed for the down payment amount.



Note: For all future payments on this loan, save time by using the Recall button after entering the Lender in the Pay To The Order Of field. All information (accounts, amounts, etc.) will automatically be displayed.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

8. Click **Save** on the main payment screen to complete the transaction.

## Accrued Interest Transactions

There may be times when your accountant or lender may ask you to calculate accrued interest transactions on a loan that has annual or infrequent payments scheduled. This can easily be done in CenterPoint.

Accrued expense refers to an expense that has been incurred but not yet paid. Examples of accrued expense items might be interest that has accrued on an outstanding note that has not been paid, and taxes that have accrued but not yet been paid.

Recording accrued interest provides more accurate accrual reports when processing loans that have annual payments vs. monthly payments. Estimated interest expense is recorded each month instead of recording one lump sum entry. Cash reports for tax purposes are maintained at the same time.

[Step A - Assign Details to the Loan Account \(one-time setup for each loan\)](#)[Step B - Process Accrued Interest Transactions](#)[Step C - Make a Loan Payment](#)

## Step A - Assign Details to the Loan Account (one-time setup for each loan)

1. Select **Setup > Accounts > Accounts**.
2. Select the appropriate loan account, click **Edit**, and then lick the **Detail** tab.

3. In the **Accrued Interest Liability** field, select the liability account that should be credited when the accrued interest transactions are created (this account will be debited when a payment is made).
4. Select an appropriate expense account in the **Accrued Interest Expense** field. This account will be debited when the accrued interest transactions are created.
5. The **Company Specific Detail Information** must also be completed for this loan. Specify the appropriate **Interest Type**, **Payments Per Year**, **Interest Rate**, **Loan Origination** and **Completion Date**.
6. Click **Save**.

## Step B - Process Accrued Interest Transactions

The accrued interest transaction process will calculate amounts for each loan that currently has a positive balance and has the liability and expense accounts assigned on the Detail tab (step A above). The amounts calculated will display as interest due on the Balance Sheet and an interest expense on the income statement.

1. Select **Processes > Periodic > Accrued Interest Transactions**.
2. Click **Create New**.



**Create New Accrued Interest Transaction**

Company: CenterPoint Farms

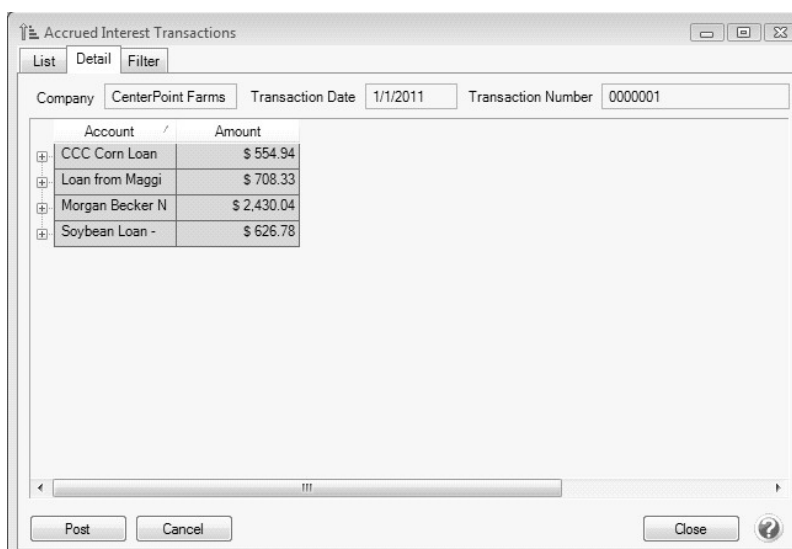
Transaction Date: 01/01/2011

Transaction Number: 0

Notation:

OK Cancel

3. In the **Company/Fund** box, enter the company/fund name that the accrued interest transactions should be created for. The company/fund selection controls the loan date, number of payments per year, interest rate, and interest type used in the accrued interest transaction.
4. In the **Transaction Date** box, the next "calculated" date to create accrued interest transactions displays. The date is calculated by taking the last date accrued interest transactions were created and incrementing the date one month.
5. In the **Transaction Number** box, enter the transaction number for the accrued interest transactions or click the sequence number icon and select the next available sequence number. See the topic for more information.
6. In the **Memo Line 1** box, enter an optional memo for the transaction. In the **Line 2** box, if the transaction is assigned a name that was setup with a default memo, it will display automatically and can be overridden.
7. Enter an optional **Notation**.
8. Click **OK**.
9. The amounts for each loan will be displayed. Click on any loan to see which accounts will be debited and credited when the entries are posted.



**Accrued Interest Transactions**

List Detail Filter

Company: CenterPoint Farms Transaction Date: 1/1/2011 Transaction Number: 0000001

Account	Amount
CCC Corn Loan	\$ 554.94
Loan from Maggi	\$ 708.33
Morgan Becker N	\$ 2,430.04
Soybean Loan -	\$ 626.78

Post Cancel Close

10. Click **Post** to complete the process.
11. From the List tab, you can perform the following actions on a posted transaction:



Date	Transaction #	Company	Notation
1/1/2010		CenterPoint Farms	
2/1/2010		CenterPoint Farms	
3/1/2010		CenterPoint Farms	
4/1/2010		CenterPoint Farms	
5/1/2010		CenterPoint Farms	
6/1/2010		CenterPoint Farms	
7/1/2010		CenterPoint Farms	
8/1/2010		CenterPoint Farms	
9/1/2010		CenterPoint Farms	
10/1/2010		CenterPoint Farms	
11/1/2010		CenterPoint Farms	
12/1/2010		CenterPoint Farms	

- » **Review posted transactions:** Select the posted transaction and click **Review**.
- » **Reverse and recalculate a posted transaction:** Select the posted transaction, click **Recalculate**, select the **Reverse and Recalculate** option, and then click **OK** to immediately reverse and recalculate the current entry. When the recalculated entry displays, click **Post** to finalize the recalculated entry (if you click **Cancel**, the system has already reversed the previous entry). The current accrued interest transaction recalculates using the same date, company/fund, transaction number, and notation.  
**Reverse posted transactions:** Select the posted transaction, click **Delete**, and then click **Yes**. All accrued interest transactions for the company/fund and date will be reversed.
- » **Add accrued interest transactions for assets not previously calculated:** Select the posted transactions, click **Recalculate**, select the **Add accrued interest transactions** option, click **OK**, and then click **Post**.

### Step C - Make a Loan Payment

1. Select **Processes > Purchases > Payments**.
2. Specify the **Pay To The Order Of**, **Check Number**, **Date**, and **Amount**.
3. In the grid, select the appropriate interest expense **Account**. On the same line, click the **Details** button.

4. Change the **Current Template** to **DT - Interest Paymt (Accrued)**.
5. Specify the **Amount** being paid on the loan.
6. Specify the same **Accrued Interest Liability** account used in Step A - 4.
7. In **Accrued Interest Expense** account field, specify the same account used in Step A - 5.
8. The **Interest Expense** will default the same account used on the Payment screen.



Note: This can be the same account as the Accrued Interest Expense account if you are using the same account for Interest Expense and Accrued Interest Expense.

9. Click **OK**.
10. On the original payments screen, click **Save**. If the **Print This Check?** field was selected prior, a check will be printed for the loan payment when the transaction is saved.



Note: For all future payments on this loan, use the Recall button after entering the Pay To The Order Of field. All information (accounts, amounts, etc.) will automatically be displayed.

## Move Current Portion of Long Term Debt

There may be times when your accountant or lender may ask you to move the current year's principal on a long term note to a current liability account. This can easily be done in CenterPoint Accounting.

You will use adjusting current portion long term debt transactions to transfer the current year's principal portion of the long term debts to the current liability section of the Balance Sheet. The long term section of the Balance Sheet decreases, and the current section of the Balance Sheet increases. The adjustment of the current portion of the long term debt transaction uses the payment schedule to determine what the current portion of the long term debt dollar amount is.

Once a year, this adjustment moves the next year's current portion of the long term liability into its current portion long term debt liability. The month of the original long term loan date defines the month that the adjustment is made to transfer the current portion of the long term debt to the Balance Sheet.

Step A - Assign Details to the Loan Account (one-time setup)Step B - Move the Current Year Principal to a Current Liability Account

## Step A - Assign Details to the Loan Account (one-time setup)

1. Select **Setup > Accounts > Accounts**.
2. Select the appropriate loan account and click **Edit**.
3. Click on the **Detail** tab.

4. Specify the appropriate **Current Portion Long-term Liability** account.
5. The Company/Fund Specific Detail Information must also be completed for this loan. Specify the appropriate **Interest Type, Payments Per Year, Interest Rate, Loan Origination** and **Completion Date**.
6. Click on the **Schedule of Payments** button.
7. The **Calculate Payment Schedule** screen will be displayed. Enter the **Original Balance**. This is the principal amount borrowed from the lender.
8. Click **Calculate**. The system will calculate payment amounts (including Principal and Interest), Current Portion Balance, Long Term Balance and Total Balance.

**Payment Schedule**

Calculate Payment Schedule

Start Date: 05/01/2010  
 Years To Repay: 3.00  
 Payments Per Year: 12  
 Interest Rate: 11.75 %  
 Original Balance: \$42,000.00  
 Loan Type: Equal Principal Payments

	Payment Date	Principal	Extra Pymt	Interest	Total Payment	Current Portion Balance	Long Term Balance	Total Balance
<b>Projected</b>	05/31/10	\$0.00		\$0.00		\$14,000.00	\$28,000.00	\$42,000.00
	06/30/10	\$1,166.67	\$0.00	\$411.25	\$1,577.92	\$14,000.00	\$26,833.33	\$40,833.33
	07/31/10	\$1,166.67	\$0.00	\$399.83	\$1,566.49	\$14,000.00	\$25,666.66	\$39,666.66
	08/31/10	\$1,166.67	\$0.00	\$388.40	\$1,555.07	\$14,000.00	\$24,499.99	\$38,499.99
	09/30/10	\$1,166.67	\$0.00	\$376.98	\$1,543.65	\$14,000.00	\$23,333.32	\$37,333.32
	10/31/10	\$1,166.67	\$0.00	\$365.56	\$1,532.22	\$14,000.00	\$22,166.65	\$36,166.65
	11/30/10	\$1,166.67	\$0.00	\$354.13	\$1,520.80	\$14,000.00	\$20,999.98	\$34,999.98
	12/31/10	\$1,166.67	\$0.00	\$342.71	\$1,509.37	\$14,000.00	\$19,833.31	\$33,833.31
	01/31/11	\$1,166.67	\$0.00	\$331.28	\$1,497.95	\$14,000.00	\$18,666.64	\$32,666.64
	02/28/11	\$1,166.67	\$0.00	\$319.86	\$1,486.53	\$14,000.00	\$17,499.97	\$31,499.97
	03/31/11	\$1,166.67	\$0.00	\$308.44	\$1,475.10	\$14,000.00	\$16,333.30	\$30,333.30
	04/30/11	\$1,166.67	\$0.00	\$297.01	\$1,463.68	\$14,000.00	\$15,166.63	\$29,166.63

Display Actual And Projected Calculate Reset Close Save Preview Print

- Click **Save** on the Payments Schedule screen and **Save** on the Account screen.

#### Step B - Move the Current Year Principal to a Current Liability Account

- Select **Processes > Periodic > Adjust Current Portion Long Term Debt**.
- Click **Create New**.

**Create New Adjust Current Portion Long Term Debt Transaction**

Company: CenterPoint Farm

Transaction Date: 09/10/2018

Transaction Number: 0000001

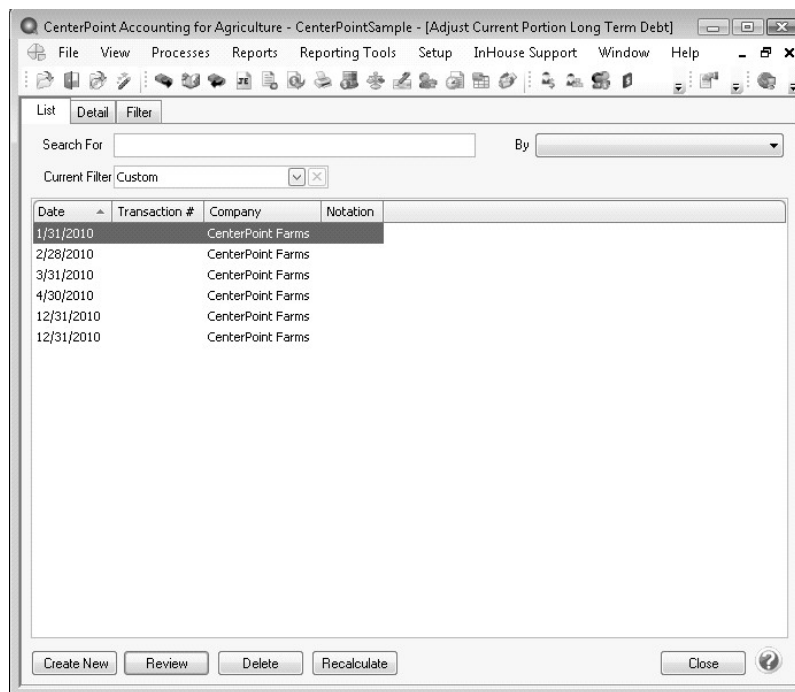
Memo Line 1:  Line 2:

Notation:

OK Cancel

- In the **Company/Fund** box, enter the company/fund name that the current portion long term debt transactions should be created for.
- In the **Transaction Date** box, the next "calculated" date to create current portion long term debt transactions displays. The date is calculated by taking the last date transactions were created and incrementing the date one month.
- In the **Transaction Number** box, enter the transaction number for the current portion long term debt transactions or click the sequence number icon and select the next available sequence number. See the topic for more information.
- In the **Memo Line 1** box, enter an optional memo for the transaction. In the **Line 2** box, if the transaction is assigned a name that was setup with a default memo, it will display automatically and can be overridden.
- Enter an optional **Notation**.

8. Click **OK**.
9. Click **Post**.
10. From the List tab, you can perform the following actions on a posted transaction:



- » **Review posted transactions:** Select the posted transaction and click **Review**.
- » **Reverse and recalculate a posted transaction:** Select the posted transaction, click **Recalculate**, select the **Reverse and Recalculate** option, and then click **OK** to immediately reverse and recalculate the current entry. When the recalculated entry displays, click **Post** to finalize the recalculated entry (if you click **Cancel**, the system has already reversed the previous entry). The current portion long-term debt transaction recalculates using the same date, company/fund, transaction number, and notation.
- » **Reverse posted transactions:** Select the posted transactions, click **Delete**, and then click **Yes**. All current portion long-term debt transaction for the company and date will be reversed.
- » **Add current long term debt transactions for loans not previously calculated:** Select the posted transactions, click **Recalculate**, select the **Add current portion LT debt transactions** option, click **OK**, and then click **Post**.



Note: When a payment is subsequently made on this account, it should be made to the original loan account when specifying the principal amount being paid, not the current portion account.

## Import/Export/Interfaces

### CenterPoint Data Importer

The Data Importer is a tool that allows you to import data into CenterPoint from other software applications at no additional charge.

- » The types of data that can be imported are:
  - » **Accounting Master Files** - Companies/Funds, Customers, Names, Name Location Types, Projects, Sales Items, Vendors, and Accounts.
  - » **Agriculture Master Files**: All of the master files listed above for Accounting and Production Center Details (Crop or Livestock).
  - » **Payroll Master Files**: Employees, Names, Payroll Deductions, Payroll Earnings, Work Shifts, and Workers' Compensation Classes.
  - » **Transactions** - AP Invoices, AR Invoices (Basic), Cash Payments, Cash Receipts, Customer Invoices, General Journals and Sales Orders.

This document includes the following information:

[Installing the CenterPoint Data Importer](#)

[Using the CenterPoint Data Importer for Master Files](#)

[Mapping by Column](#)

[Rules](#)

[Specify How Your .CSV File is Defined](#)

[Mapping by Data Field](#)

[Rules](#)

[Define the .CSV File Fields/Columns](#)

[Performing the Import](#)

[Using the CenterPoint Data Importer for Transactions](#)

[Mapping by Column](#)

[Rules](#)

[Specify How Your .CSV File is Defined](#)

[Mapping by Field](#)

[Rules](#)

[Define the .CSV File Fields/Columns](#)

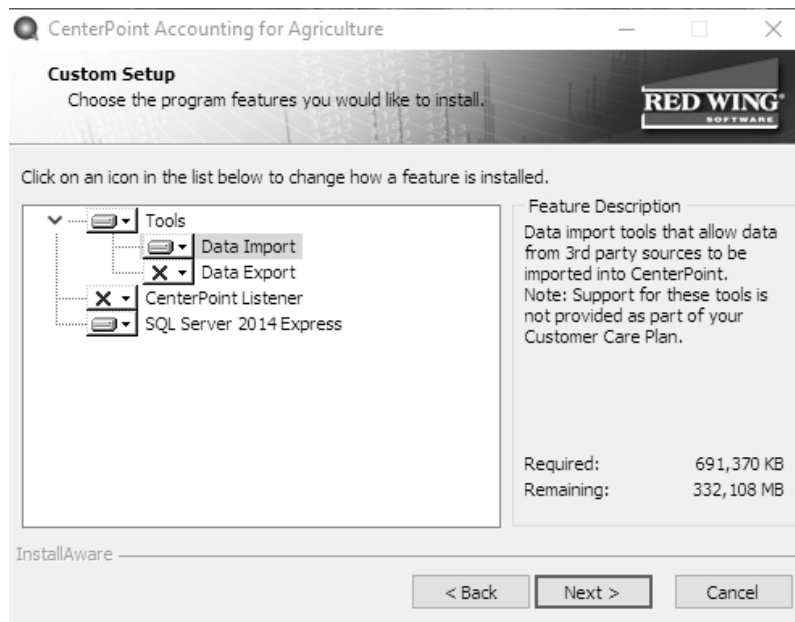
[Performing the Import](#)

#### **Prerequisites:**

- » The CenterPoint Data Importer must be installed on a computer that already has CenterPoint installed.
- » The data to be imported must be saved in a comma delimited (.CSV) file.

### Installing the CenterPoint Data Importer:

1. Double-click the **CenterPoint###Setup.exe** (###=Your CenterPoint product) file.
2. If CenterPoint is already installed, choose the **Modify Available Options** maintenance operation. If CenterPoint is not already installed, continue through the screens until the Setup Type screen displays, select **Custom**.
3. Select the down-arrow next to **Data Import**, select **Entire feature will be installed on local hard drive**, and then click **Next** until the installation begins.



4. Click **Finish**. A shortcut will be created on your Start menu under Red Wing Software called CenterPoint Data Importer.
5. An existing database is needed to import data into. If you don't have an existing database, create a database in File > New > New Database Wizard.



The above steps will only need to be completed one time. After the first time the installer will remember your settings and will update the importer, etc. automatically.

### Using the CenterPoint Data Importer for Master Files

## Mapping by Column

Mapping by Column allows you to use the Column # in the Data Importer to specify which column of your .CSV file contains the information that corresponds to the FieldName column. This "maps" the Data Importer Data Field to your user-definable .CSV file column. It also allows you to set a value as the Default Value in a Data Field for your import.

## Rules



- » The data to be imported must be saved in a comma delimited (.CSV) file.
- » The data to be imported must be saved in a comma delimited (.CSV) file.
- » The data to be imported must be saved in a comma delimited (.CSV) file.
- » The Column# column in the Data Importer must specify the location of the column in your .CSV file.
- » The file must include all the data fields (columns) with (required) after the field definition. For example, for the Type of Import = Vendors the required data field (column) is LastName.
- » Employee Import - The employee import requires a "TemplateEmployee". A template employee is a valid employee that is used as a starting point for adding new employees through the import. A template employee should be in place in the source database before an import can take place. The .template employee is a required column in the .CSV file and should contain the template employee's abbreviation.

## Specify How Your .CSV File is Defined

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.



After the Type of Import is selected, each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. This information provides you with a description of valid data field (column) values, and lists the data fields that are required.

CenterPoint Data Importer (version 19.0.9)

Import Definition Illustration

Type of Import: Vendors

Import Definition: Import for Vendors

Database:

Import File: C:\Users\connies\Documents\vendors\_columns.csv

Log File: C:\Users\connies\Documents\vendors\_columns.log

Map fields using: Abbreviation

Map accounts using: Name

Import action(s): Add

☒ Rollback imported data on failure

☒ First row contains column names

Type of import information. This changes for each type of import.

Field Name	Data Type	Required	Description (double-click to expand)	Column #	DefaultValue
Abbreviation	Text	<input checked="" type="checkbox"/>	A text value with a maximum leng...		
FirstName	Text	<input type="checkbox"/>	A text value with a maximum leng...		
MiddleInitial	Text	<input type="checkbox"/>	A text value with a maximum leng...		
LastName	Text	<input checked="" type="checkbox"/>	A text value with a maximum leng...		
Suffix	Text	<input type="checkbox"/>	A text value with a maximum leng...		
IsBusiness	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
Memo	Text	<input type="checkbox"/>	A text value with a maximum leng...		
NameGroup	Lookup	<input type="checkbox"/>	A valid name group		
PrintNotesOnForm	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
IsCustomer	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
DefaultArAccount	Lookup	<input type="checkbox"/>	Valid A/R account		
DefaultArTerms	Lookup	<input type="checkbox"/>	A valid terms		
CustomerSince	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de...		
Salesperson	Lookup	<input type="checkbox"/>	A valid salesperson (name must b...		

Show Command Line

Test Command Line

Command Line Options...

View Import Log

Import Data From File





In the Import Definition Illustration, the Type of Import was selected; each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. The Type of Import Information section provides you with:

- » **FieldName** - A description of the valid data field (column). This is the header record definition in your data file.
- » **DataType** - Use this information along with the Description to define the format of the data - Text, Yes No, Lookup, etc. and what values are valid.
- » **Required** - If this box is selected for the data field, the file must include this data field (column).
- » **Description** - Use this information along with the DataType to define the format of the data - Text, Yes No, Lookup, etc. and what values are valid.
- » **Column #** - This information is used to specify which column of your .CSV file contains the information in the FieldName columns. This "maps" the Data Importer Data Field to your user-definable .CSV file column.
- » **Default Value** - This information is used to set a default value for a Data Field to be imported from your .CSV file.

3. Use the information in your .CSV file to define the columns in the Type of Import Information to define columns (data fields) for your import. For example, the .CSV file contents below are an example of a .CSV file created for importing Vendor:

- » Specify that the first row of the .CSV file contains column names.
- » The LastName is in Column#1, FirstName is in Column#2, MiddleInitial is in Column#3, etc.
- » The Default Value for the IsVendor column = Y.

	A	B	C	D	E	F	G	H	I	J	K
1	LastName	FirstName	MiddleInitial	Abbreviat	Address1	Address2	City	State	Zip	IsCustom	IsVendor
2	One	Vendor	1 V1		1234 Test Lane		Red Wing	MN	55066	N	Y
3	Two	Vendor	2 V2		5678 Test Lane		Red Wing	MN	55066	N	Y
4											

CenterPoint Data Importer (version 19.0.9)

Type of importVendors

Import DefinitionImport for Vendors

Database

Import FileC:\Users\connies\Documents\vendors\_columns.csv

Log FileC:\Users\connies\Documents\vendors\_columns.log

Map fields usingAbbreviation

Map accounts usingName

Import action(s)Add

Rollback imported data on failure

First row contains column names

	FieldName	Data Type	Required	Description (double-click to expand)	Column #	DefaultValue
	Abbreviation	Text	<input checked="" type="checkbox"/>	A text value with a maximum leng...	4	
	FirstName	Text	<input type="checkbox"/>	A text value with a maximum leng...	2	
	MiddleInitial	Text	<input type="checkbox"/>	A text value with a maximum leng...	3	
	LastName	Text	<input checked="" type="checkbox"/>	A text value with a maximum leng...	1	
	Suffix	Text	<input type="checkbox"/>	A text value with a maximum leng...		
	IsBusiness	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
	Memo	Text	<input type="checkbox"/>	A text value with a maximum leng...		
	NameGroup	Lookup	<input type="checkbox"/>	A valid name group		
	PrintNotesOnForm	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
	IsCustomer	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
	DefaultAcAccount	Lookup	<input type="checkbox"/>	Valid A/R account		
	DefaultArTerms	Lookup	<input type="checkbox"/>	A valid terms		
	CustomerSince	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de...		
	Salesperson	Lookup	<input type="checkbox"/>	A valid salesperson (name must b...		
	PriceLevel	Lookup	<input type="checkbox"/>	A valid sales price		
	TradeDiscount	Numeric	<input type="checkbox"/>	A numeric value		
	IsSubjectToSales...	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
	SalesTaxExempti...	Text	<input type="checkbox"/>	A text value with a maximum leng...		
	FinanceCharge	Lookup	<input type="checkbox"/>	A valid finance charge		
	StatementType	Text	<input type="checkbox"/>	A text value with a maximum leng...		
	IsVendor	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...	11	Y
	DefaultApAccount	Lookup	<input type="checkbox"/>	Valid A/P account		
	DefaultArTerms	Lookup	<input type="checkbox"/>	A valid terms		

Show Command Line

Test Command Line

Command Line Options...

View Import Log


Import Data From File

4. Continue with the [Performing the Import](#) section in the Using the CenterPoint Data Importer for Master Files section of this document.

## Mapping by Data Field

Mapping by Data Field does not involve any user-definable field mapping from your .CSV file to the Data Importer. When you use this method, your file must include a header record that exactly matches the Data Fields in the Data Importer.

### Rules



- » The data to be imported must be saved in a comma delimited (.CSV) file.
- » The file must include a header record that exactly matches the data fields (columns) from the FieldName list (an example of the list is in the Import Definition Illustration in this section).
- » The file must include all the data fields (columns) with (required) after the field definition. For example, for the Type of Import = Vendors the required data field (column) is LastName.



- » Employee Import - The employee import requires a "TemplateEmployee". A template employee is a valid employee that is used as a starting point for adding new employees through the import. A template employee should be in place in the source database before an import can take place. The .template employee is a required column in the .CSV file and should contain the template employee's abbreviation.

Define the .CSV File Fields/Columns

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.



After the Type of Import is selected, each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. This information provides you with a description of valid data field (column) values, and lists the data fields that are required..

CenterPoint Data Importer (version 15.13.14)

Type of Import: Vendors Import Definition Illustration

Database: CenterPointSample Open Database

Import File: C:\Users\connies\Documents\vendors\_columns.csv Import File

Log File: C:\Users\connies\Documents\vendors\_columns.log Log File

Map fields using: Abbreviation

Map accounts using: Name

Import action(s): Add

☐ First row contains column names

Type of Import information. This changes for each type of import.

FieldName	Data Type	Required	Description (double-click to expand)	Column #	DefaultValue
Abbreviation	Text	<input checked="" type="checkbox"/>	A text value with a maximum leng...		
FirstName	Text	<input type="checkbox"/>	A text value with a maximum leng...		
MiddleInitial	Text	<input type="checkbox"/>	A text value with a maximum leng...		
LastName	Text	<input checked="" type="checkbox"/>	A text value with a maximum leng...		
Suffix	Text	<input type="checkbox"/>	A text value with a maximum leng...		
IsBusiness	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
Memo	Text	<input type="checkbox"/>	A text value with a maximum leng...		
NameGroup	Lookup	<input type="checkbox"/>	A valid name group		
PrintNotesOnForm	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
IsCustomer	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
DefaultArAccount	Lookup	<input type="checkbox"/>	Valid A/R account		
DefaultArTerms	Lookup	<input type="checkbox"/>	A valid terms		
CustomerSince	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de...		
Salesperson	Lookup	<input type="checkbox"/>	A valid salesperson (name must b...		
PriceLevel	Lookup	<input type="checkbox"/>	A valid sales price		

Show Command Line

View Import Log Import Data From File

CenterPoint Data Importer (version 19.0.9)

Type of import: Vendors  
 Import Definition: Import for Vendors  
 Database:   
 Import File: C:\Users\connies\Documents\vendors\_columns.csv  
 Log File: C:\Users\connies\Documents\vendors\_columns.log  
 Map fields using: Abbreviation  
 Map accounts using: Name  
 Import action(s): Add  
☒ Rollback imported data on failure  
☒ First row contains column names

Import Definition Illustration

Save Definition

Import File

Log File

Type of import information. This changes for each type of import.

FieldName	Data Type	Required	Description (double-click to expand)	Column #	DefaultValue
Abbreviation	Text	<input checked="" type="checkbox"/>	A text value with a maximum leng...		
FirstName	Text	<input type="checkbox"/>	A text value with a maximum leng...		
MiddleInitial	Text	<input type="checkbox"/>	A text value with a maximum leng...		
LastName	Text	<input checked="" type="checkbox"/>	A text value with a maximum leng...		
Suffix	Text	<input type="checkbox"/>	A text value with a maximum leng...		
IsBusiness	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
Memo	Text	<input type="checkbox"/>	A text value with a maximum leng...		
NameGroup	Lookup	<input type="checkbox"/>	A valid name group		
PrintNotesOnForm	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
IsCustomer	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
DefaultAcAccount	Lookup	<input type="checkbox"/>	Valid A/R account		
DefaultAcTerms	Lookup	<input type="checkbox"/>	A valid terms		
CustomerSince	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de...		
Salesperson	Lookup	<input type="checkbox"/>	A valid salesperson (name must b...		
PriceLevel	Lookup	<input type="checkbox"/>	A valid sales price		

Show Command Line

Command Line Options...

Test Command Line

View Import Log

Import Data From File



In the Import Definition Illustration, the Type of Import was selected; each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. The Type of Import Information section provides you with:

- » **FieldName** - A description of the valid data field (column). This is the header record definition in your data file.
- » **DataType** - Use this information along with the Description to define the format of the data - Text, Yes No, Lookup, etc. and what values are valid.
- » **Required** - If this box is selected for the data field, the file must include this data field (column).
- » **Description** - Use this information along with the DataType to define the format of the data - Text, Yes No, Lookup, etc. and what values are valid.
- » **Column #** - This information is used with the Mapping by Column type of import, please see the [Mapping by Column](#) section of this document.
- » **Default Value** - This information is used with the Mapping by Column type of import, please see the [Mapping by Column](#) section of this document.

3. Use the Type of Import Information to define columns (data fields) in your .CSV file. For example, the .CSV file contents below are an example of a .CSV file created for importing Vendors.

	A	B	C	D	E	F	G	H	I	J	K
	Abbreviation	FirstName	MiddleInitial	LastName	Address1	Address2	City	State	Zip	IsCustomer	IsVendor
2	V1	Vendor		1 One	1234 Test Lane		Red Wing	MN	55066 N		Y
3	V2	Vendor		2 Two	5678 Test Lane		Red Wing	MN	55066 N		Y
4											
5											
6											

- » Each column includes a header from the FieldName list, for example Abbreviation, FirstName, MiddleInitial, LastName, Address1, Address2, City, State, Zip, IsCustomer, IsVendor etc. are all listed in the FieldName list in the Type of Import Information in the Import Definition Illustration in this section.
  - » According to the Type of Import Information, the FieldName:
    - » **Abbreviation** is not required and can contain text with a maximum length of 10.
    - » **LastName** is required and can contain text with a maximum length of 50.
    - » **MiddleInitial** is not required and can be left blank.
    - » **Address1/Address2/City** are not required, can contain text with a maximum length of 30, and can be left blank.
    - » **Zip** is not required, can contain text with a maximum length of 10, and can be left blank.
    - » **IsCustomer** is not required and valid values are Y, Yes, N, No, True, False, 1, -1 or 0 (case sensitive).
    - » **IsVendor** is not required and valid values are Y, Yes, N, No, True, False, 1, -1 or 0 (case sensitive).
4. Save the .CSV file.
  5. Continue with the [Performing the Import](#) section in the Using the CenterPoint Data Importer for Master Files section of this document.

## Performing the Import

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.
3. If you want to use a previously saved import definition, in the **Import Definition** box, click the down arrow and select the import definition. If you want to save this definition for future imports, click **Save Definition**, enter the name for the import definition, and click **Save As**.
4. In the **Database** box, select the CenterPoint database the information should be imported into. If your database does not show on this list, contact Red Wing Software Technical Support.
5. In the **Import File** box, select the .CSV file that will be used to import the data into CenterPoint.
6. In the **Log File** box, the default location displays, if you want to save the log file to a different location, click **Log File**, select the new location, and then click **Save**.
7. In the **Map Fields Using** box, select the data field (column) you want to match the CenterPoint Data Importer field definition with your .CSV data field column header, for example **ID** (used only for advanced users and developers that know what CenterPoint's internal unique identifier is), **Abbreviation** (this is the default setting) or **Name**. In the example below, the Type of Import selected was Vendors and the match for data fields should be made on Abbreviation. When you choose to Map Fields Using, the entire file must be

consistent with this mapping, for example if you choose Abbreviation, you can't use an abbreviation in one column and have a name in another column.

8. In the **Map Accounts Using** box, select the data field (column) to use to map general ledger accounts to the CenterPoint Data Importer field definition with your .CSV data field column header, for example **ID** (used only for advanced users and developers that know what CenterPoint's internal unique identifier is), **Abbreviation**, **Name** or **AccountNumber** (this is the default setting). In the example below, the Type of Import selected was Vendors and the match should be made on Name.
9. In the **Import Actions** box, select **Add** to add data to the CenterPoint database, select **Update** to change existing data in the CenterPoint database, or select **Both** to add and update data in the CenterPoint database. In the example below, the Type of Import selected was Vendors and the data will be added to the Business Sample database.

10. Select the **First row contains column names** check box if the import file contains column names in the first row.
11. A default location will be displayed for the log file that documents the progress of the data import. If you want to change the location, click **Log file** and select the location on your computer where you want to store the file.
12. The **Rollback imported data on failure** check box is used to determine the action to take if the import is not successful:
  - a. If selected, any rows imported successfully before the failure will not be saved to the database.
  - b. If not selected, any rows imported successfully before the failure will be saved to the database.
13. Click **Import Data From File**. If your import is successful, an Import Succeeded message displays. To view information about your import, click **View Import Log**. An example of a successful log file is displayed below.

```

vendors.log - Notepad
File Edit Format View Help
08/23/2017 @ 09:20:29AM : Initializing import
08/23/2017 @ 09:20:29AM : Saving import options
08/23/2017 @ 09:20:29AM : Reading import file to data table
08/23/2017 @ 09:20:29AM : Processing import file
08/23/2017 @ 09:20:30AM : Updating Data base
08/23/2017 @ 09:20:33AM : Import complete
  
```

14. If your import is not successful, an *Import failed - click View Import Log* message displays. Click **View Import Log**. An example of an unsuccessful log is displayed below. In this example, Row 3 in the .CSV file did not contain the LastName which is a required field. The .CSV file would need to be changed to include data in the LastName column in Row 3 and the import process repeated to successfully import this data.

```

vendors.log - Notepad
File Edit Format View Help
08/23/2017 @ 09:35:42AM : Initializing import
08/23/2017 @ 09:35:42AM : Saving import options
08/23/2017 @ 09:35:42AM : Reading import file to data table
08/23/2017 @ 09:35:42AM : Processing import file
08/23/2017 @ 09:35:42AM : Row: 3, LastName: Field can't be empty

```

Using the CenterPoint Data Importer for Transactions

## Mapping by Column

Mapping by Column allows you to use the Column # in the Data Importer to specify which column of your .CSV file contains the information that corresponds to the FieldName column. This "maps" the Data Importer Data Field to your user-definable .CSV file column. It also allows you to set a value as the Default Value in a Data Field for your import.

### Rules



- » The data to be imported must be saved in a comma delimited (.CSV) file.
- » The file must include all the data fields (columns) with (required) after the field definition. For example, for the Type of Import = Transactions - AP Invoices the required data field (columns) are Company/Fund, Vendor, AP Account, TransDate, and Amount.
- » The rows in your file will be assigned to transactions based on the Company/Fund and TransNumber combination. TransNumber is not a required field, if you want to split detail records by transaction number, include the TransNumber data field (column).

### Specify How Your .CSV File is Defined

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.



After the Type of Import is selected, each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. This information provides you with a description of valid data field (column) values, and lists the data fields that are required..

CenterPoint Data Importer (version 19.0.6)

Import Definition Illustration

Type of Import: Transactions - AP Invoices  
 Import Definition: <Default>  
 Database: CenterPointSample  
 Import File: C:\Users\connies\Documents\vendors\_columns.csv  
 Log File: C:\Users\connies\Documents\vendors\_columns.log  
 Map fields using: Name  
 Map accounts using: AccountNumber  
 Import action(s): Add  
☒ Rollback imported data on failure  
☒ First row contains column names

Type of import information. This changes for each type of import.

FieldName	Data Type	Required	Description (double-click to expand)	Column #	DefaultValue
Company	Lookup	<input checked="" type="checkbox"/>	A valid company or fund		
Vendor	Lookup	<input checked="" type="checkbox"/>	A valid vendor (name must be last, first)		
ApAccount	Lookup	<input checked="" type="checkbox"/>	Valid A/P account		
Batch	Text	<input type="checkbox"/>	If set, the invoice is added to an unpo...		
TransDate	Date	<input checked="" type="checkbox"/>	A date in MMDDYYYY format, delimit...		
TransNumber	Text	<input type="checkbox"/>	A text value with a maximum length 20		
Terms	Lookup	<input type="checkbox"/>	A valid terms		
DueDate	Date	<input type="checkbox"/>	A date in MMDDYYYY format, delimit...		
DiscountDate	Date	<input type="checkbox"/>	A date in MMDDYYYY format, delimit...		
MemoLine1	Text	<input type="checkbox"/>	A text value with a maximum length 50		
MemoLine2	Text	<input type="checkbox"/>	A text value with a maximum length 50		
OnHold	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, True, ...		
Sequence	Lookup	<input type="checkbox"/>	A valid numbering sequence		
InvoiceRef	Text	<input type="checkbox"/>	A text value with a maximum length 20		
DetailSalesItem	Lookup	<input type="checkbox"/>	A valid sales item		
DetailAccount	Lookup	<input type="checkbox"/>	Valid account		
Quantity1	Quantity	<input type="checkbox"/>	A numeric value		
Amount	DollarAmount	<input checked="" type="checkbox"/>	A numeric value		

Show Command Line  
 Test Command Line  
 View Import Log  
 Import Data From File



In the Import Definition Illustration, the Type of Import was selected; each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. The Type of Import Information in the Import Definition Illustration provides you with:

- » **FieldName** - A description of valid data field (column). This is the header record definition in your data file.
- » **Data Type** - Use this information along with the Description to define the format of the data - Text, YesNo, Lookup, etc. and what values are valid.
- » **Required** - If this box is selected for the data field, the file must include this data field (column).
- » **Description** - Use this information along with the Data Type to define the format of the data - Text, YesNo, Lookup, etc. and what values are valid.
- » **Column #** - This information is used to specify which column of your .CSV file contains the information in the FieldName columns. This "maps" the Data Importer Data Field to your user-definable .CSV file column.
- » **Default Value** - This information is used to set a default value for a Data Field to be imported from your .CSV file.

3. Use the information in your .CSV file to define the columns in the Type of Import Information to define columns (data fields) for your import. For example, the .CSV file contents below are an example of a .CSV file created for importing Accounts Payable Invoices:

- » Specify that the first row of the .CSV file contains column names.
- » The TransNumber is in Column#1, TransDate is in Column#2, Amount is in Column#3, etc.



Accounts Payable Open Invoices\_2\_Columns.csv - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS ACROBAT TEAM Connie Sk...

Clipboard Font Alignment Number Styles

J10

The same TransNumber is used to identify individual detail lines in an invoice.

	A	B	C	D	E	F	G	H
	TransNumber	TransDate	Amount	Company	Vendor	DetailAccount	APAccount	
1	1000	4/1/2017	2593.5	Company 1	One, Vendor 1	600000	200000	
2	1001	4/1/2017	47.03	Company 1	Two, Vendor 2	600000	200000	
3	1001	4/1/2017	47.04	Company 1	Two, Vendor 2	708000	200000	
4	1002	4/1/2017	47.05	Company 2	Two, Vendor 2	702000	200000	
5	1003	4/1/2017	16.22	Company 1	One, Vendor 1	600000	200000	
6	1004	4/1/2017	219.18	Company 1	Two, Vendor 2	600000	200000	
7	1005	4/1/2017	56.97	Company 1	One, Vendor 1	600000	200000	
8								
9								

Accounts Payable Open Invoices\_

READY

CenterPoint Data Importer (version 17.9.30)

Type of import: Transactions - AP Invoices

Import Definition: <Default> Save Definition

Database: BusinessSample

Import File: C:\Users\connie\Documents\vendors\_columns.csv Import File

Log File: C:\Users\connie\Documents\vendors\_columns.log Log File

Map fields using: Name

Map accounts using: AccountNumber

Import action(s): Add

☒ First row contains column names

FieldName	DataType	Required	Description (double-click to expand)	Column #	DefaultValue
Company	Lookup	<input checked="" type="checkbox"/>	A valid company or fund	4	
Vendor	Lookup	<input checked="" type="checkbox"/>	A valid vendor (name must be 1as...	5	
ApAccount	Lookup	<input checked="" type="checkbox"/>	Valid A/P account	7	
TransDate	Date	<input checked="" type="checkbox"/>	A date in MMDDYYYY format, de...	2	
TransNumber	Text	<input type="checkbox"/>	A text value with a maximum leng...	1	
Terms	Lookup	<input type="checkbox"/>	A valid terms		
DueDate	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de...		
DiscountDate	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de...		
MemoLine1	Text	<input type="checkbox"/>	A text value with a maximum leng...		
MemoLine2	Text	<input type="checkbox"/>	A text value with a maximum leng...		
OnHold	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
Sequence	Lookup	<input type="checkbox"/>	A valid numbering sequence		
InvoiceRef	Text	<input type="checkbox"/>	A text value with a maximum leng...		
DetailSalesItem	Lookup	<input type="checkbox"/>	A valid sales item		
DetailAccount	Lookup	<input type="checkbox"/>	Valid account	6	
Quantity1	Quantity	<input type="checkbox"/>	A numeric value		
Amount	DollarAmount	<input checked="" type="checkbox"/>	A numeric value	3	

Show Command Line

Test Command Line

Command Line Options...

View Import Log

Import Data From File

- Continue with the [Performing the Import](#) section in the Using the CenterPoint Data Importer for Transactions section of this document.

## Mapping by Data Field

Mapping by Data Field does not involve any user-definable field mapping from your .CSV file to the Data Importer. When you use this method, your file must include a header record that exactly matches the Data Fields in the Data Importer.

### Rules



- » The data to be imported must be saved in a comma delimited (.CSV) file.
- » The file must include a header record that exactly matches the data fields (columns) from the FieldName list (an example of the list is in the Import Definition Illustration in this section).
- » The file must include all the data fields (columns) with (required) after the field definition. For example, for the Type of Import = Transactions - AP Invoices the required data field (columns) are Company/Fund, Vendor, AP Account, TransDate, and Amount.
- » The rows in your file will be assigned to transactions based on the Company/Fund and TransNumber combination. TransNumber is not a required field, if you want to split detail records by transaction number, include the TransNumber data field (column).

### Define the .CSV File Fields/Columns

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.



After the Type of Import is selected, each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. This information provides you with a description of valid data field (column) values, lists the data fields that are required, and determines which data fields can be left empty.

CenterPoint Data Importer (version 19.0.6)

Type of Import: Transactions - AP Invoices

Import Definition: <Default>

Database: CenterPointSample

Import File: C:\Users\connies\Documents\vendors\_columns.csv

Log File: C:\Users\connies\Documents\vendors\_columns.log

Map fields using: Name

Map accounts using: AccountNumber

Import action(s): Add

☒ Rollback imported data on failure

☒ First row contains column names

Import Definition Illustration

Type of Import information. This changes for each type of Import.

FieldName	Data Type	Required	Description (double-click to expand)	Column #	Default Value
Company	Lookup	<input checked="" type="checkbox"/>	A valid company or fund		
Vendor	Lookup	<input checked="" type="checkbox"/>	A valid vendor (name must be last, first)		
ApAccount	Lookup	<input checked="" type="checkbox"/>	Valid A/P account		
Batch	Text	<input type="checkbox"/>	If set, the invoice is added to an unpo...		
TransDate	Date	<input checked="" type="checkbox"/>	A date in MMDDYYYY format, delimit...		
TransNumber	Text	<input type="checkbox"/>	A text value with a maximum length 20		
Terms	Lookup	<input type="checkbox"/>	A valid terms		
DueDate	Date	<input type="checkbox"/>	A date in MMDDYYYY format, delimit...		
DiscountDate	Date	<input type="checkbox"/>	A date in MMDDYYYY format, delimit...		
MemoLine1	Text	<input type="checkbox"/>	A text value with a maximum length 50		
MemoLine2	Text	<input type="checkbox"/>	A text value with a maximum length 50		
OnHold	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, True, ...		
Sequence	Lookup	<input type="checkbox"/>	A valid numbering sequence		
InvoiceRef	Text	<input type="checkbox"/>	A text value with a maximum length 20		
DetailSalesItem	Lookup	<input type="checkbox"/>	A valid sales item		
DetailAccount	Lookup	<input type="checkbox"/>	Valid account		
Quantity1	Quantity	<input type="checkbox"/>	A numeric value		
Amount	DollarAmount	<input checked="" type="checkbox"/>	A numeric value		

Show Command Line

Test Command Line

Command Line Options...

View Import Log

Import Data From File



In the Import Definition Illustration, the Type of Import was selected; each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. The Type of Import Information in the Import Definition Illustration provides you with:

- » **FieldName** - A description of valid data field (column). This is the header record definition in your data file.
- » **Data Type** - Use this information along with the Description to define the format of the data - Text, YesNo, Lookup, etc. and what values are valid.
- » **Required** - If this box is selected for the data field, the file must include this data field (column).
- » **CanBeEmpty** - If this box is selected for the data field, the data field (column) in your file can be left blank. If a required field can also be left blank, a default value will be assigned.
- » **Description** - Use this information along with the Data Type to define the format of the data - Text, YesNo, Lookup, etc. and what values are valid.
- » **Column #** - This information is used with the Mapping by Column type of import, please see the [Mapping by Column](#) section of this document.
- » **Default Value** - This information is used with the Mapping by Column type of import, please see the [Mapping by Column](#) section of this document.

3. Use the Type of Import Information to define columns (data fields) in your .CSV file. For example, the .CSV file contents below are an example of the .CSV file created for importing Accounts Payable Invoices.

	A	B	C	D	E	F	G	H	I	J
	Company	Vendor	DetailAccount	APAccount	TransDate	Amount	TransNumber			
1	Company 1	One, Vendor 1	600000	200000	4/1/2017	2599.5	1000			
2	Company 1	Two, Vendor 2	600000	200000	4/1/2017	47.03	1001			
3	Company 1	Two, Vendor 2	708000	200000	4/1/2017	47.04	1001			
4	Company 2	Two, Vendor 2	702000	200000	4/1/2017	47.05	1002			
5	Company 1	One, Vendor 1	600000	200000	4/1/2017	16.22	1003			
6	Company 1	Two, Vendor 2	600000	200000	4/1/2017	219.18	1004			
7	Company 1	One, Vendor 1	600000	200000	4/1/2017	56.57	1005			
8										
9										
10										

- » Each column includes a header from the FieldName list, for example Company/Fund, Vendor, DetailAccount, APAccount, TransDate, Amount, TransNumber, etc. are all listed in the FieldName column from the Type of Import Information in the Import Definition Illustration in this section.
- » According to the Type of Import Information, the FieldName:
  - » **Company/Fund** is required and is a lookup for a valid company or fund.
  - » **Vendor** is required and is a lookup for a valid vendor (name be 'last, first').
  - » **DetailAccount** is not required, is a lookup for a valid account, and can be left blank.
  - » **AP Account** is required and is a lookup for a valid A/P account.
  - » **TransDate** is required and contains a date in the MMDDYYYY format (delimiters optional).
  - » **Amount** is required and is a numeric value.
  - » **TransNumber** is not required, can be left empty, and can be text with a maximum length of 20. If there are multiple detail lines in the invoice, include the same number for each detail line.

4. Save the .CSV file.

5. Continue with the [Performing the Import](#) section in the Using the CenterPoint Data Importer for Transactions section of this document.

## Performing the Import

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.
3. If you want to use a previously saved import definition, in the **Import Definition** box, click the down arrow and select the import definition. If you want to save this definition for future imports, click **Save Definition**, enter the name for the import definition, and click **Save As**.
4. In the **Database** box, select the CenterPoint database the information should be imported into. If your database does not show on this list, contact Red Wing Software Technical Support.
5. In the **Import File** box, select the .CSV file that will be used to import the data into CenterPoint.
6. In the **Log File** box, the default location displays, if you want to save the log file to a different location, click **Log File**, select the new location, and then click **Save**.

7. In the **Map Fields Using** box, select the data field (column) you want to match the CenterPoint Data Importer field definition with your .CSV data field column header, for example **ID** (used only for advanced users and developers that know what CenterPoint's internal unique identifier is), **Abbreviation** (this is the default setting), or **Name**. In the example below, the Type of Import selected was Transactions - AP Invoices and the match for data fields should be made on Name. When you choose to Map Fields Using, the entire file must be consistent with this mapping, for example if you choose Abbreviation, you can't use an abbreviation in one column and have a name in another column.
8. In the **Map Accounts Using** box, select the data field (column) to use to map general ledger accounts to the CenterPoint Data Importer field definition with your .CSV data field column header, for example **ID** (used only for advanced users and developers that know what CenterPoint's internal unique identifier is), **Number**, **Abbreviation**, **Name**, or **AccountNumber** (this is the default setting). In the example below, the Type of Import selected was Transactions - AP Invoices and the match should be made on **AccountNumber**.
9. In the **Import Actions** box, select **Add** if it is not selected for you. In the example below, the Type of Import selected was Transactions - AP Invoices and the data will be added to the Business Sample database.

10. Select the **First row contains column names** check box if the import file contains column names in the first row.
11. A default location will be displayed for the log file that documents the progress of the data import. If you want to change the location, click **Log file** and select the location on your computer where you want to store the file.
12. The **Rollback imported data on failure** check box is used to determine the action to take if the import is not successful:
  - a. If selected and an error occurs during the import, any rows imported successfully before the error will not be saved to the database.
  - b. If not selected and an error occurs during the import, any rows imported successfully before the error will be saved to the database.
13. Click **Import Data From File**. If your import is successful, an Import Succeeded message displays. To view information about your import, click **View Import Log**. An example of a successful log file is displayed below.

```

Accounts Payable Open Invoices.log - Notepad
File Edit Format View Help
05/01/2017 @ 02:23:18PM : Initializing import
05/01/2017 @ 02:23:18PM : Saving import options
05/01/2017 @ 02:23:18PM : Reading import file to data table
05/01/2017 @ 02:23:18PM : Processing import file
05/01/2017 @ 02:23:18PM : Updating Data base
05/01/2017 @ 02:23:20PM : Import complete
  
```

14. If your import is not successful, an *Import failed* - click *View Import Log* message displays. Click **View Import Log**. A description will display informing you about why the import failed. The .CSV file would need to be changed to include or change the data and the import process repeated to successfully import this data.

## Exporting Data to an External Application

CenterPoint has a number of export files available that can be used for sending data to external applications. For example, data from payroll can be exported into a file that is then sent to a 401k plan provider. Basic exports are included as part of the standard application. Custom exports can be developed specifically for your needs. Contact the Red Wing Software sales team to discuss purchasing a custom export program developed specifically for your business.

Once a custom export program is purchased, Red Wing Software will deliver it as an attachment to an e-mail. If e-mailing the file is not an option, you will need to make other arrangements with your salesperson. The details below will identify the step-by-step instructions a customer will follow to setup and use the custom export.

[Step A - Save the E-mailed Custom Export Program File \(one-time setup\)](#)

[Step B - Setup the Custom Exports Preference \(one-time setup\)](#)

[Step C - Export Data Using the New Custom Export Program](#)

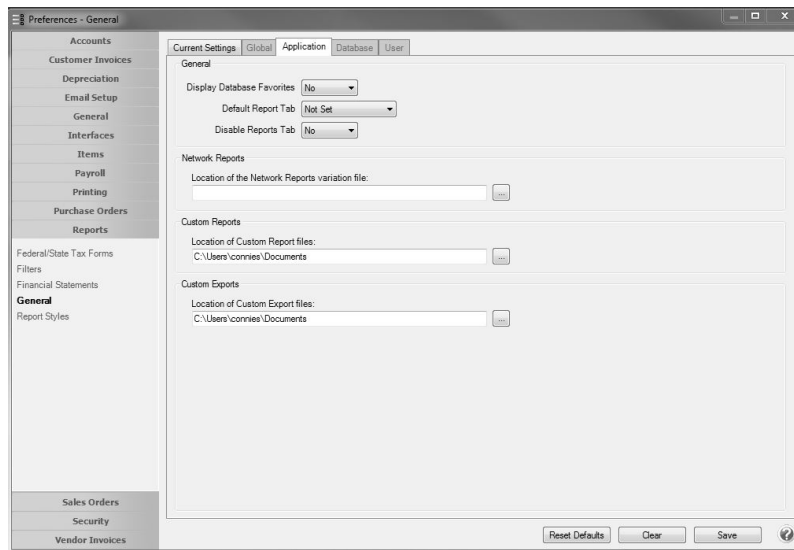
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### Step A - Save the E-mailed Custom Export Program File (one-time setup)

1. Open the e-mail received from Red Wing Software (with the custom program file attached).
2. Save the attachment to your computer or network. For example, in Microsoft Outlook, you would select File > Save Attachment and then specify the location to save the file. The file can be saved to any location, but be sure to note exactly where it was saved to. The process you will use to save the attachment depends on the software you are using for e-mail. Contact the person who setup your e-mail for step-by-step instructions to save a file attached to an e-mail.

### Step B - Setup the Custom Exports Preference (one-time setup)

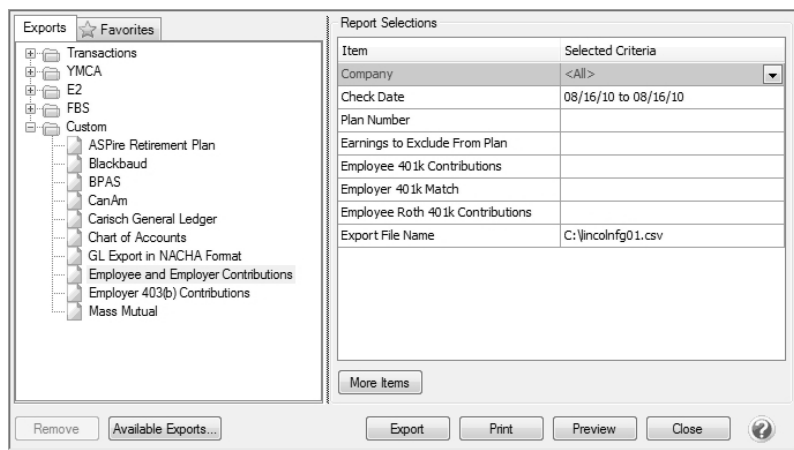
1. Select **File > Preferences**.
2. Select **Reports** and then **General**.
3. Select the **Application** tab.



4. In the **Location of Custom Export Files** box, specify the path where you saved the custom export file in Step A.
5. If you are on a network and multiple people will be using the export from their workstation, then repeat step B at each workstation.
6. Close and restart CenterPoint.

### Step C - Export Data Using the New Custom Export Program

1. Select **File > Exports**.
2. Select the **Exports** tab



3. A list of exports will be displayed. Click on the + next to **Custom**. Your custom option will be listed.
4. Select your custom export.
5. Specify the Report Selections created specifically for this export.
6. Select **Export** to create the file.



Note: **Preview** or **Print** can also be selected to review the data being exported.



## Remove Transaction History

Historical transaction data can be removed from older, larger databases while maintaining open accounts receivable, accounts payable, customer deposits, prepaid vendor purchases up to and including the month and year (period) selected. It is generally recommended to maintain at least five fiscal years of comparative data in the current database. If there are multiple companies with different fiscal year end months, it is recommended to select a fiscal year end month from the company with the earliest fiscal year end. If the fiscal year end is not December, start up payroll history will be maintained from the beginning of the calendar year up to and including the selected month and year.

This process could be quite lengthy depending on the size of the database, number of years of data, and the number of companies. So, it is suggested that the process should be run when the accounting system can be down for several hours.

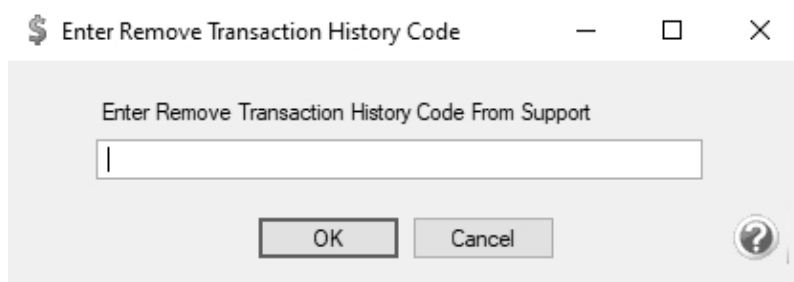


**Important Note:** This process cannot be reversed. It is crucial to back up the CenterPoint database prior to removing transaction history.

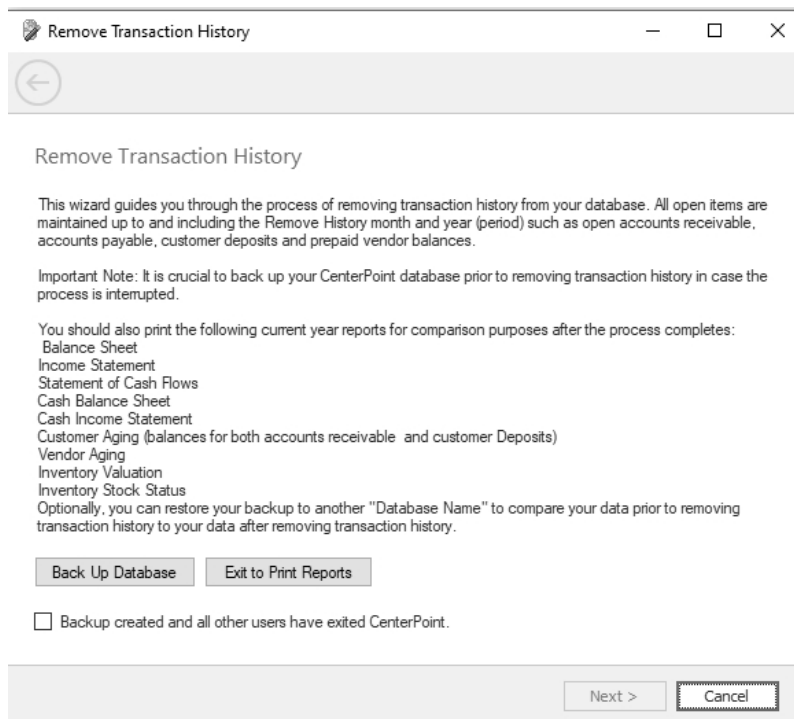
1. Open the CenterPoint database the historical transactions will be removed from.
2. Print the following reports:
  - » **Reports > Reports > Financial Statements:**
    - » Balance Sheet – Current Period and the Remove History Date
    - » Cash Balance Sheet (only if using cash tax basis reporting) – Current Period and the Remove History Date
    - » Market Value Balance Sheet (only if maintaining market values) – Current Period and the Remove History Date
    - » Income Statement – Current Year and Prior Year
    - » Cash Income Statement (only if using cash tax basis reporting) – Current Year and Prior Year
    - » Statement of Cash Flows - Current Year and Prior Year
  - » **Reports > Reports > Transaction Reports:**
    - » Purchases & Accounts Payable > Vendor Aging
    - » Sales & Accounts Receivable > Customer Aging (Accounts Receivable and Customer Deposit balances) – Current Date
    - » Inventory (if using the Inventory / Advanced Inventory Module)
      - » Inventory Stock Status
      - » Inventory Valuation
3. Select **File > Backup > Backup Database**. Select the CenterPoint database the historical transactions will be removed from. and complete the backup.
4. Select **Setup > Accounts > Accounts > Balances** tab.
  - a. Click the **Beginning Period** button.
  - b. Right-click in the account list and select **Repost From this Period Forward**. If you have multiple companies in your database you will need to select each company and complete this process. Depending on the number of years and number companies in the database, this could be a fairly lengthy process.
5. Rerun the **Balance Sheet** and **Inventory** reports and compare with the reports you printed in step 2. Reconcile any differences before continuing.
6. Select **File > Administration > Database Utilities > Remove Transaction History**.



7. Call the Red Wing Software Technical Support department and discuss the Remove Transaction History process. Once the Customer Support Technician ensures a back up is in place, you will be provided with a code.
8. In the **Enter Remove Transaction History Code From Support** box, enter the code provided in Step 6.



9. Click **OK**.



10. Select the **Backup created and all other users have exited CenterPoint** check box and then click **Next** to continue.

**Remove Transaction History**

Remove History Date

Transaction history will be removed up to and including the month and year (period) selected. It is generally recommended to maintain at least five fiscal years of comparative data in the current database. If there are multiple companies with different fiscal year end months, it is recommended to select a fiscal year end month from the company with the earliest fiscal year end.

If the fiscal end selected is not December, startup payroll history will be maintained from the beginning of the calendar year through the Remove History up to and including month and year.

Company	Fiscal Year Ends
FY Begin July 2015	June
Calendar Company Start 01/16	December

Remove History up to (and including)

June 2015

Next > Cancel

11. Select the **Remove History up to (and including)** month and year. If there are multiple companies with different fiscal year end months, it is recommended to select a fiscal year end month from the company with the earliest fiscal year end. If the fiscal year end is not December, start up payroll history will be maintained from the beginning of the calendar year up to and including the selected month and year.
12. Click **Next** to continue.

**Remove Transaction History**

Ready To Remove Transaction History

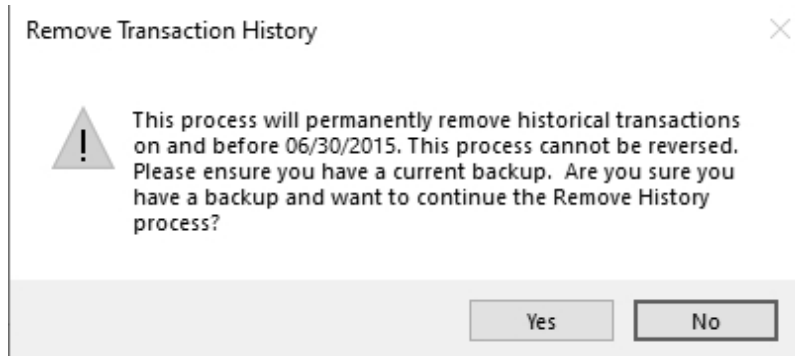
Transaction history will be removed for all dates including 06/30/2015 and prior to that date. All open item balances will be maintained. This includes Accounts Receivable, Accounts Payable, Customer Deposits and Vendor Prepayments. All of the historical transactions for open items will be maintained, also.

Employee payroll transaction history will be maintained as startup pay through 06/30/2015.

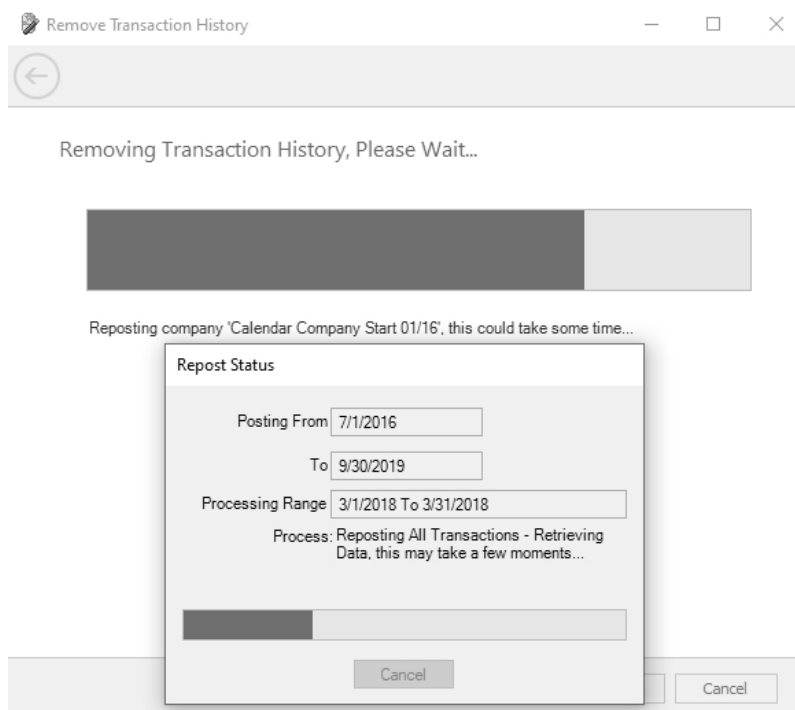
Account balances will match the 06/30/2015 balances before removing transaction history.

Next > Cancel

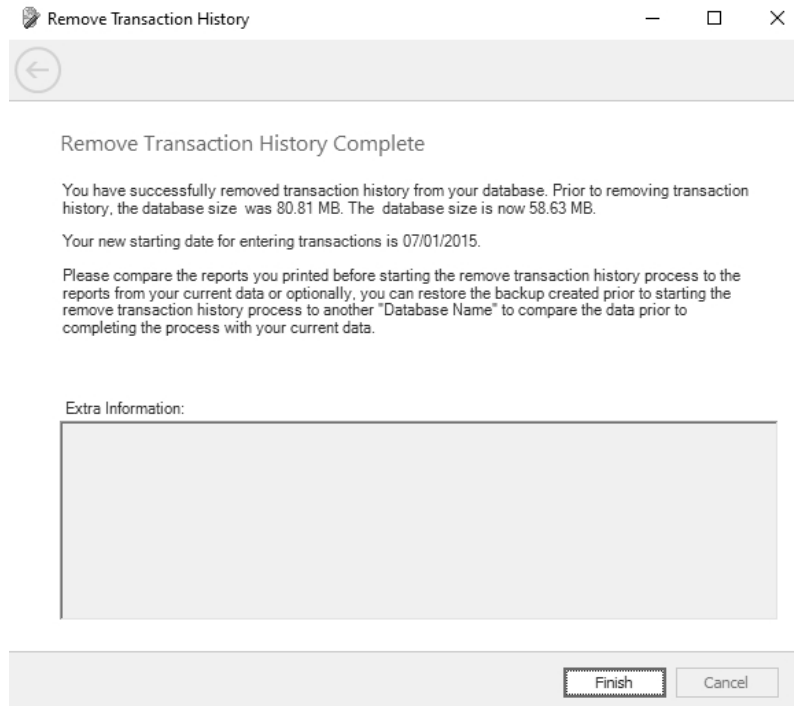
13. Verify the transaction history removal dates on the Ready to Remove Transaction History screen. After the dates are verified, click **Next** to continue.
14. Verify the transaction history removal date on the Remove Transaction History screen and confirm that you have a current backup. After the verification, click **Yes** to continue.



15. The Removing Transaction History, Please Wait.... screen displays. The removal process may take some time based on the size of the database and the associated transaction data.



16. When the process is complete, the Removing Transaction History Complete screen will display.



17. If a bank deposit or bank reconciliation was retained, but had transaction data removed during this process, the details will display in the **Extra Information** section of the Remove Transaction History Complete screen. These entries will need to be reviewed by the user.
18. Click **Finish**.
19. Go back to Reports > Reports and reprint or export the reports you ran in step 2, and compare. Reconcile any differences.

## Chapter 10 - Reports

### Generate and Customize Reports

#### Reporting Preferences

Preferences define how you want your CenterPoint program to behave and can be changed at any time. If you change a preference and are currently in the screen that uses that preference, close the screen and then enter the screen again to initiate the preference.

[How are the Different Tabs Used?](#)

[Federal Tax Forms](#)

[Default Aatrix Executable](#)

[Specify Where Aatrix History Files are Saved](#)

[Specify Optional Preparer Information](#)

[Backup Aatrix History Files](#)

[Restore Aatrix History Files](#)

[Reports General Preference](#)

[Report Styles](#)

How are the different tabs used?

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

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

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

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

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

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

## Federal/State Tax Forms

CenterPoint integrates with a tax forms package called Aatrix so that you can print and eFile state and federal tax forms. The Aatrix Executable preference is automatically set to where the Aatrix program for producing state and federal tax forms is located. The default location for this file is C:\program files\Aatrix Software\Aatrix Forms\AatrixForms.exe. The other settings in this preference allow you to specify a location other than the default location for history files that are saved for future reference.

### Default Aatrix Executable

This default Aatrix Executable value will not need to be changed unless the location of the file is moved. If you choose to install CenterPoint Federal/State Tax Forms to a location other than the default location, you will need to change the Aatrix Executable default location to the location you installed to before you can print Federal or State reports or forms or perform a quarterly update.

1. Select **File > Preferences > Reports> Federal/State Tax Forms**.
2. Click the **Application** tab.
3. In the **Aatrix Executable** box, defaults to C:\Program Files\Aatrix Software\Aatrix Forms\AatrixForms.exe. This is the suggested location for the Aatrix executable file.

### Specify Where Aatrix History Files are Saved

If you would like to specify where the Aatrix history files are saved (if you choose not to use the suggested location. The history files are stored in a default location <ProgramData>\Red Wing Software\CenterPoint\Aatrix\). To specify a different location to save the Aatrix history files to:

1. Select **File > Preferences > Reports> Federal/State Tax Forms**.
2. Click the **Application** tab.
3. The **Use Non-Default File Location** box will default to **Yes**.
4. The **Non-Default File Location** box defaults to <ProgramData>\Red Wing Software\CenterPoint\Aatrix\, this is the suggested location where the Aatrix History Files are saved to.
5. Click **Save**.

### Specify Optional Preparer Information

1. In the **Use Preparer Information** box, select **Yes** if you want the information you enter in the Preparer Information (Optional) section to automatically be included into the Paid Preparer Use Only section of your tax forms.
2. Enter the preparer's information including: **Name, Firm, Address, Phone, Fax, Email, Contact, PTIN, and EIN**.
3. Click **Save**.

### Backup Aatrix History Files

If you would like to back up Aatrix history files, follow the steps below:

1. Select **File > Backup > Backup Aatrix History Files**.
2. Select the employers to backup history files for.

3. Click **OK**.
4. Select a location to save the AatrixHistoryBackup.zip file to and then click **Save**.
5. At the Backup Created message, click **OK**.

### Restore Aatrix History Files

If you would like to restore Aatrix history files, follow the steps below:

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

### Reports General Preference

The Reports Setting preference allows you to set the way that you want the Reports screen to work with Favorites.

1. Select **File > Preferences > Reports> General**.
  2. Click the **Application** tab.
- » **Display Database Favorites** - This setting provides functionality that allows you to save favorites with the open database that can then be used by other users of the same database. If you want to store favorite reports for this database on a Database tab, select **Yes**.
  - » **Default Report Tab** - This preference also allows you to determine which tab is the default tab that displays reports in a network installation, the options are the **Reports** tab, **Favorites** tab, **Database** tab, or **Network** tab.
  - » **Disable Reports Tab** - This preference allows you to control whether to display the Reports tab when the Reports screen displays. This can be used if you want your users to select reports only from the Favorites or Database Favorites tabs. If you've selected the Reports tab as the Default Report tab, this box will not be active.
  - » **Location of the Network Reports Variation File** - This preference allows network installations to set up one shared location for displaying and printing reports for everyone that uses the application. When you copy the CenterPoint.Favorites.Variations file from your Documents directory, rename and save the file to a Network Location, and then enter the saved location in this box, a Network tab will display that will allow all users to print reports that have custom variations made by an administrator. Note: You will not be able to save any of your favorites to the Network tab. If you save a report favorite, it will display on the Favorites tab.
  - » **Location of Custom Report Files** – This preference allows you to determine the location where custom report files designed by Red Wing Software will be located. For example, you may want to provide a network location so all users in a network installation have access to a custom report.
  - » **Location of Custom Export Files** - This preference allows you to determine the location where custom export files designed by Red Wing Software will be located. For example, you

may want to provide a network location so all users in a network installation have access to a custom export.

## Report Styles

1. Select **File > Preferences > Reports> Report Styles**.
2. Click the **Application** tab.

The appearance of your reports will change based on the style you select. You can set the preference so that all of your reports will be styled the same way. If you have any reports that are exceptions and you wish to have them styled differently, you can change the style of a specific report by previewing the report and clicking on the General fly-out tab and then changing the setting in the Style box.

## Reports

The reports in CenterPoint allow your data to be presented in a way that is meaningful to your organization. All of the standard reports can be filtered and modified for maximum flexibility in reporting. Reports you use on a regular basis can be organized on Favorites, Database Favorites, and Network Favorites tabs to make them easier to locate and print/preview. You can also setup batches of reports to all generate at the same time to make monthly or quarterly reporting easier.

This topic includes instructions on how to:

[Generate a Report](#)

[Add Reports to the Favorites tab](#)

[Add the Database tab](#)

[Setup Network Favorites](#)

[Generate a Batch of Reports](#)

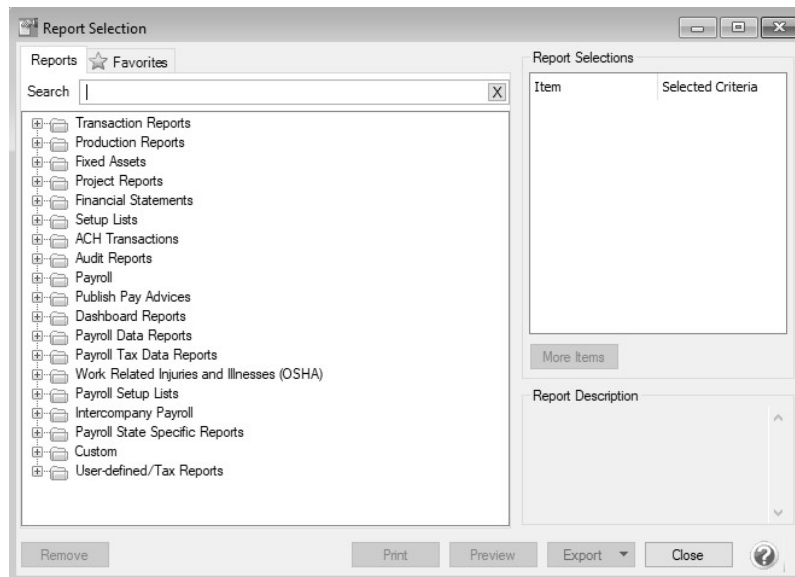
[Set Report Level Security](#)


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## Generate a Report

1. From the **Reports** menu, click **Reports**.
2. Select the **Reports** tab. The reports are organized into folders and sub-folders based on different categories of reports. Use the **Search** box to filter and locate reports by title or click the + sign next to a folder to open it and continue opening the folders until you find the individual report you want to print or preview. Click on the report to highlight it.





 Note: To quickly expand all report folders without clicking the + sign, right-click and select **Expand All Groups**. To quickly expand one report folder or sub-folder without clicking the + sign, right-click and select **Expand All Child Groups Under <Report Group Name>**. To collapse all report folders without clicking the - sign, right-click and select **Collapse All Groups**. To quickly collapse one report folder or sub-folder without clicking the - sign, right-click and select **Collapse All Child Groups Under <Report Group Name>**.

3. Once a report is selected, the **Report Selections** for that specific report are displayed. These options allow you to filter the data you see in the reports, including the date range you are generating the report for. Each report will have different filters available.

To use a filter within the Report Selections:

- » Click on the filter you want to use (For example, Period or Company/Fund).
- » A pop-up box will display all options for that filter. Select the specific item(s) you want the report filtered by.

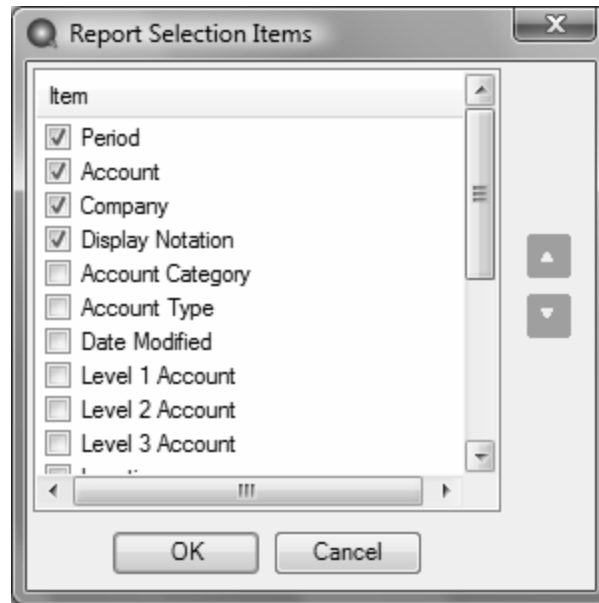
 Note: You can select up to 500 items to filter the report by for each option.

- » Click **OK**.

 Note: To clear a filter and return the selection to All, select the filter and click **Clear**.

- » For more information, see the [Report Selections and Selection Criteria](#) procedure.


4. Each report automatically displays the default Report Selections when the report is selected, but additional filters are also available. To review and/or add those filters to the **Report Selections**
  - » Click **More Items**.

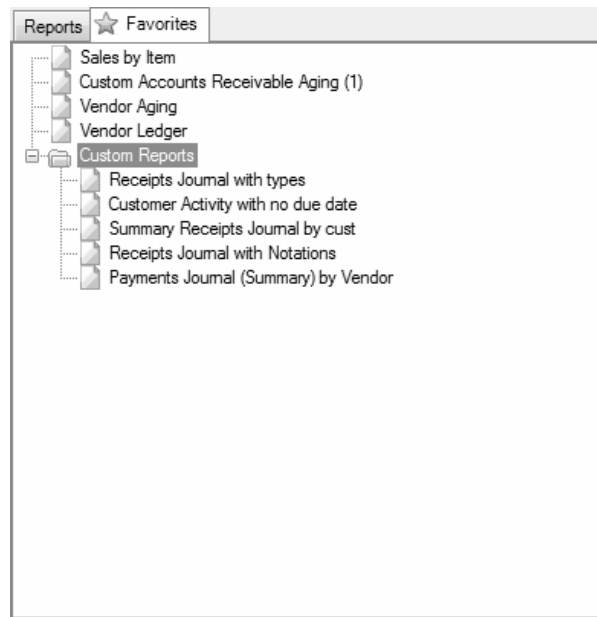


- » Check the box for any filters you want to add.
  - » Click **OK**. All selected filters will now be displayed with the default Report Selections.
5. Once you have made all desired **Report Selections**, click **Print** to print the report or click **Preview** to bring up a report preview and to make further modifications. For more information on modifying reports, please see the topic *Customizing Reports*.

### Add Reports to the Favorites Tab

The Favorites tab in reports allows you to organize frequently used reports to make them easier to find. It is also where customized reports are saved. Reports on your Favorites tab are specific to your computer. Other CenterPoint users will have their own list of favorite reports.

1. To save a default report to the **Favorites** tab:
  - » Highlight the report on the **Reports** tab.
  - » Right-click on the report and select **Add to Favorites**.
  - » Enter a name for the report and click **OK**.
2. To save a custom variation of a report:
  - » Preview a report and make modifications.
  - » Click on the  icon.
  - » Enter a name for the report and click **OK**.
3. You can organize the reports on the **Favorites** tab into folders.



- » Right-click in the blank space on the Favorites tab and select **New Folder**.
  - » Enter a name for the folder.
  - » Drag and drop reports or other folders into your new folder.
4. To remove reports from your Favorites tab, right-click on the report and select **Delete**.
  5. To determine which tab will be the default tab when you select Reports > Reports, select **File > Preferences > General > Reports**, click on the **Application** tab, and in the **Default Report Tab** box, select the tab to display as the default.
  6. If you want only your Favorites to display when you select Reports > Reports, select **File > Preferences > General > Reports**, click on the **Application** tab, and in the **Disable Reports Tab** box, select **Yes**.

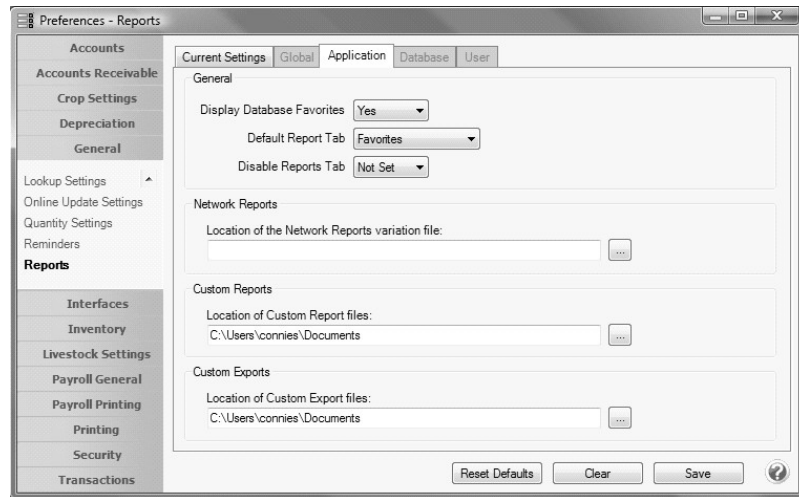


Note: If you change a favorite report saved on your computer, you will be prompted with a "This report has been modified and is already a favorite report. Would you like to save these changes to this report?" message. You will have three options: Yes - save the changes to the current favorite report and exit, No - exit the report without saving the changes, or Cancel - Do not exit the report but close the message (this would give you the opportunity to create a new favorite).

### Add the Database Tab

A Database tab can be added to Reports. It allows you to save favorite reports to a specific database (whereas reports saved to the Favorites tab are specific to a computer). Each database on your computer can have a separate list of database favorites. Any user accessing the database would see the same list of reports on the Database tab.


1. To add the **Database** tab (one-time setup):
  - » From the **File** menu, click on **Preferences**. Select **General** and **Reports**. Click on the **Application** tab.



- » Change **Display Database Favorites** to **Yes**.
  - » Click **Save**.
2. To add reports to the **Database** tab:
    - » Highlight the report on either the **Reports** tab or **Favorites** tab.
    - » Right-click and select **Add to Database**.
  3. To determine which tab will be the default tab when you select Reports > Reports, select **File > Preferences > General > Reports**, click on the **Application** tab, and in the **Default Report Tab** box, select the tab to display as the default.
  4. If you want only your Favorites or Database Favorites to display when you select Reports > Reports, select **File > Preferences > General > Reports**, click on the **Application** tab, and in the **Disable Reports Tab** box, select **Yes**.

### Setup Network Favorites

If you have a network version of CenterPoint, you can setup a Network Favorites tab that displays the same favorites for all users and all databases on the network.


1. On one computer:
  - » Add the desired reports to the **Favorites** tab. Note: See the *Add Reports to the Favorites Tab* section above for step-by-step instructions.
  - » Go to the **My Documents** folder on the hard drive and copy the **CenterPoint.Favorites.Variations** file.
  - » Copy the **CenterPoint.Favorites.Variations** file to a shared location on the network.
2. At each workstation:
  - » In CenterPoint, go to the **File** menu and click on **Preferences**. Select **General** and **Reports**. Click on the **Application** tab.
  - » For **Location of the Network Reports variation file**, click  and select the location of the file from Step 1.

### Generate a Batch of Reports

Batch reports allow you to print all reports that are in a specific folder on your Favorites tab at the same time. A batch (folder) is created on the Favorites tab and then all appropriate reports can be added to the batch (folder). With a

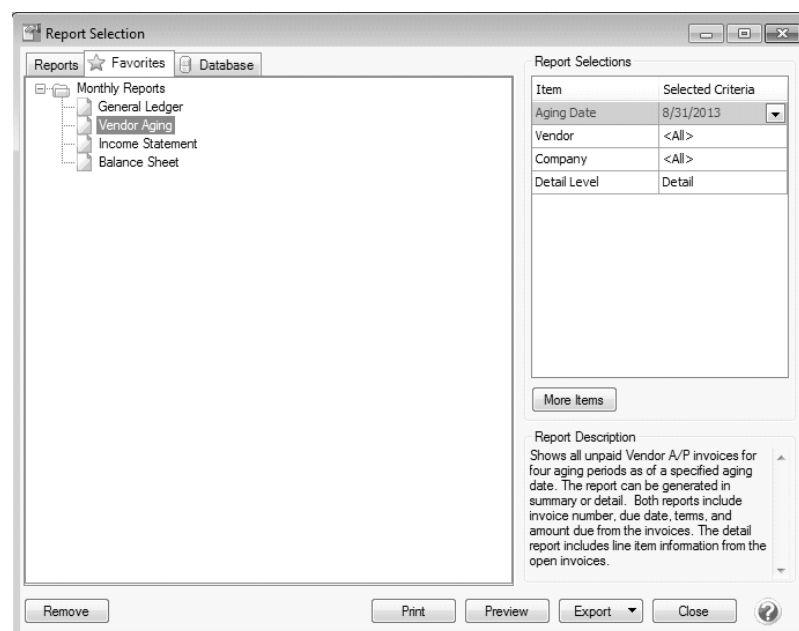
single selection, all reports within this batch can easily be generated. This can make running month-end or quarterly reports quicker and easier.

- » Create a Report Batch (folder):
  - » Add the reports you want in the batch to the **Favorites** tab.

 Note: See the *Add Reports to the Favorites Tab* section above for step-by-step instructions on adding reports and creating folders on the Favorites tab.

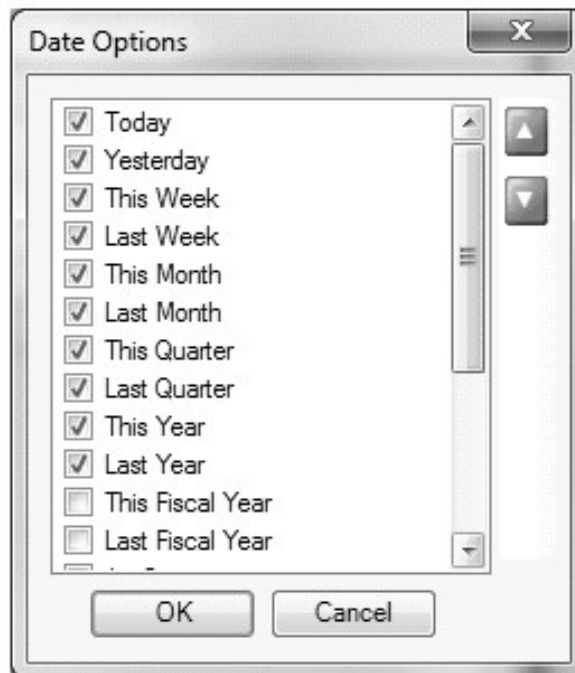
- » Create a folder on the **Favorites** tab for your batch and drag the desired reports to that folder.
- » Select the first report in the folder and identify a preset date range in the **Report Selections**.

 Note: Repeat this step for each report in the folder/batch.



- » For example, **This Month** or **This Quarter**. Do not use **Custom**. When you generate the report batch you will select a date, the reports will be produced based on the date you enter and the date range selected. For example, if the report is set for This Month and the Batch Date is 5/15/16, then the report will print for 5/1/16 - 5/31/16.
  - » Other Date Range and Period Range selections include:
    - » **This YTD** - When you generate the report batch, the reports will be produced from January 1 of the current system year unless that period is not yet opened and then it is January 1 of the last opened year and through the current system date or current system period unless that period is not open and then it is the last opened period.
    - » **Last YTD** - When you generate the report batch, the reports will be produced from January 1 of the current system year minus one year unless that period is not yet opened and then it is January 1 of the last opened

- year through the current system date or period minus one year unless that period is not open and then it is the last opened period.
- » **This Fiscal Year YTD** - When you generate the report batch, the reports will be produced from the Date Settings preference for the fiscal year end month plus one month of the current system year unless that period is not yet opened and then it is the first period of the last opened year through the current system date or period unless that period is not open and then it is the last opened period.
  - » **Last Fiscal Year YTD** - When you generate the report batch, the reports will be produced from the Date Settings preference for the fiscal year end month plus one month minus one year of the current system year unless that period is not yet opened and then it is the first period of the last opened year through the current system date or period minus one year unless that period is not open and then it is the last opened period.
  - » To maintain the list of pre-defined date selections in the Date Range, Period and Period Range report filter controls, right-click on the Date Range, Period or Period Range and select **Options**.



- » From the Date Options screen, you can select the ranges that apply to you. Once changes are made, they will be saved and re-used anywhere that report filter is used. Each type of filter (Date Range, Period and Period Range) maintains its own configuration settings.
- » Generate the Reports:
  - » From the **Favorites** tab, select the folder for your batch reports.
  - » Choose the **Batch date** and **Company/Fund** from the **Report Selections**. When the report is generated, a combination of the preset date range assigned in the report and the Batch Date will be used to select the data for the report. Report selection filters can be removed from a batch folder by

clicking on the More Items button and removing the check mark next to the filter. Once the filter is removed, the reports in that batch will use the filters that are saved with each individual report for that iteration of the batch report.

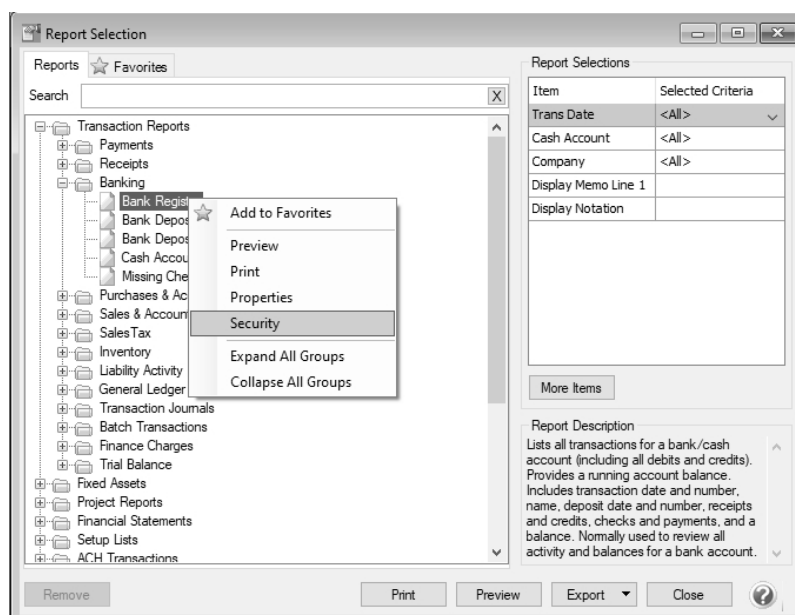
- » Click **Preview** to preview the batch report, click **Print** to print the report, or click **Export** to export reports to PDF or Excel (when exporting reports generated from a batch, the PDF export adds each report in the batch to a combined single PDF document and the Excel export adds each report in the batch to a separate worksheet).

## Set Report-level Security

This option allows Administrators to configure report-level security by user group for the report selections criteria for a report or prevent access to the report.

When setting report-level security for report selections, the Administrator can set a default value for specific criteria for the report when the user group prints/previews a report. When the default is set, it cannot be changed when the user group prints/previews the report.

1. Log into a CenterPoint database as an Administrator.
2. Select **Reports > Reports** and select the report you want to set report-level security for. The example below will use the Bank Register report.
3. Right-click on the report and select **Security**. This menu is only available when logged in as an Administrator.



4. The Reports - Security screen displays with all of the available Report Selections for the selected report. Select the **User Group** this report-level security setting applies to.

Reports - Security

User Group: Group 1

☐ Restrict Access

Report Selections

Restrict	Item	Selected Criteria
<input type="checkbox"/>	Trans Date	<All>
<input type="checkbox"/>	Cash Account	<All>
<input type="checkbox"/>	Company	<All>
<input type="checkbox"/>	Display Notation	No
<input type="checkbox"/>	Display Memo Line 1	
<input type="checkbox"/>	Display Memo Line 2	
<input type="checkbox"/>	Display Voided Checks	
<input type="checkbox"/>	Entry Screen	<All>
<input type="checkbox"/>	Quantity 1	<All>
<input type="checkbox"/>	Transaction Type	<All>

Apply Cancel ?

5. This screen allows you to set the following report-level security for the selected User Group.T
- » To prevent access to the report for the specified User Group, select the **Restrict Access** check box.
  - » To set a default value for a Report Selection, click the drop-down arrow in the **Selected Criteria** column, and then select the default reporting criteria. For example, you may want to set a default Cash Account for a Bank Register report.
  - » To prevent access to changing the default value for the selected Report Selection, select the **Restrict** check box. For example, if you want to prevent users in a User Group to be able to change the default Cash Account for a Bank Register when printing/previewing a Bank Register report.

Reports - Security

User Group: Group 1

☐ Restrict Access

Report Selections

Restrict	Item	Selected Criteria
<input type="checkbox"/>	Trans Date	<All>
<input checked="" type="checkbox"/>	Cash Account	Cash in Bank - Checking
<input type="checkbox"/>	Company	<All>
<input type="checkbox"/>	Display Notation	No
<input type="checkbox"/>	Display Memo Line 1	
<input type="checkbox"/>	Display Memo Line 2	
<input type="checkbox"/>	Display Voided Checks	
<input checked="" type="checkbox"/>	Entry Screen	<All>
<input type="checkbox"/>	Quantity 1	<All>
<input type="checkbox"/>	Transaction Type	<All>

Apply Cancel ?

6. Click **Apply**.
7. Click **OK**.
8. Close the Reports - Security screen.



## Customizing Reports

CenterPoint allows you to customize reports to match your needs. A system supplied report can be modified to create many variations to the same report. These customized reports are saved as Favorites for future use. You can also add folders to your Favorites to organize your custom reports.

The customizing tools can be used to add or remove columns from the report, change the sort order, add or remove subtotals, change the title and page numbering, etc. All customizing is done from within the preview of an existing report.

[Step A - Customize an Existing Report \(including step-by-step instructions for common report changes\)](#)

[Step B - Save Customized Report for Future Use](#)

[Step C - Organize Custom Reports for Easy Access \(optional\)](#)

### Step A - Customize an Existing Report

1. Select a report that you would like to customize (**Reports > Reports**).



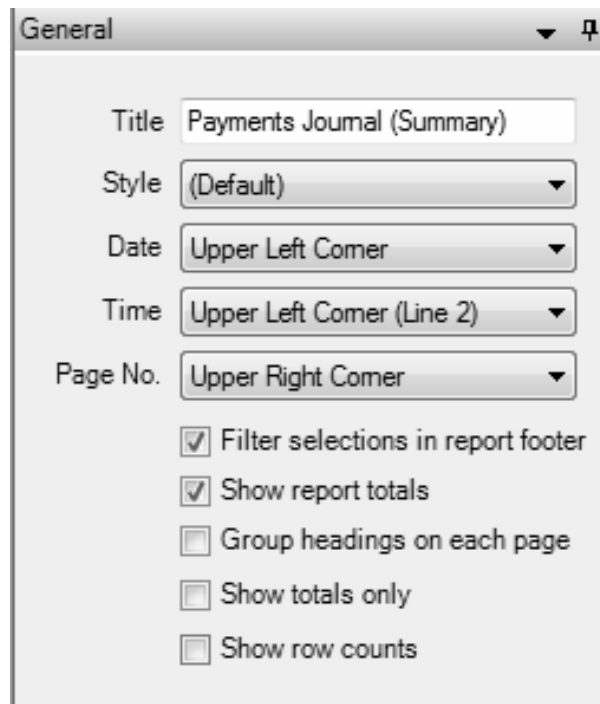
Note: To quickly expand all report folders without clicking the + sign, right-click and select **Expand All Groups**. To quickly expand one report folder or sub-folder without clicking the + sign, right-click and select **Expand All Child Groups Under <Report Group Name>**. To collapse all report folders without clicking the - sign, right-click and select **Collapse All Groups**. To quickly collapse one report folder or sub-folder without clicking the - sign, right-click and select **Collapse All Child Groups Under <Report Group Name>**.

2. Choose the appropriate [Selection Criteria](#) and click **Preview**.
3. On the left side of the preview screen, six tabs (**General, Header, Columns, Group & Sort, Filters** and **Footer**) are displayed. The information in these tabs is used to customize reports. Click on a tab to open it and display all the options available.
  - » **General tab**: Manages the title and style of the report and the position of the date, time stamp, and page numbers.
  - » **Header tab**: Controls the information displayed in the report heading (title, company/fund name, etc.).
  - » **Columns tab**: Select which columns of data do and do not print on the report.
  - » **Group & Sort tab**: Manages how data is sorted and subtotaled (grouped).
  - » **Filter tab**: Displays the selection criteria that can be used for this report. This is the same information that is available in the Selection Criteria prior to previewing the report.
  - » **Footer tab**: Manages the information (if any) printed at the bottom of each page on the report.
4. Select the tab and make the appropriate changes. (See the "Step-by-Step Instructions for Common Report Changes" section for more information on making changes.)
5. Click the **Refresh** button after making changes in a tab to update the report with the new changes.

Step-by-Step Instructions for Common Report Changes

#### Change the Title of a Report

1. From the preview of any report, click on the **General** tab.



The screenshot shows a 'General' dialog box with the following fields and options:

- Title:** Payments Journal (Summary)
- Style:** (Default)
- Date:** Upper Left Corner
- Time:** Upper Left Corner (Line 2)
- Page No.:** Upper Right Corner
- ☒ Filter selections in report footer
- ☒ Show report totals
- ☐ Group headings on each page
- ☐ Show totals only
- ☐ Show row counts

2. Click in the **Title** field and enter the text you'd like to use for the report title. This will also be used as the default name when the report is saved as a Favorite.

#### Change the Font Size on a Report

1. From the preview of any report, click on the **General** tab.
2. Select the **Style** drop down to change the font size of the report. The Style also controls indentations, shading and underlining within a report.
3. Select a different **Style** from the list. Click **Refresh** to update the screen. Continue applying a different style until you find the style/font that best fits your needs.

#### Remove or Move Page Numbering

1. From the preview of any report, click on the **General** tab.
2. Click on the **Page No.** drop-down box and select the appropriate option (Do Not Print, Upper Left Corner, etc.).

#### Remove or Move the Date and Time Printed Stamps

1. From the preview of any report, click on the **General** tab.
2. Click on the **Date** and/or **Time** drop-down box and select the appropriate option (Do Not Print, Upper Left Corner, etc.).

### Change the Size or Location of the Header Information (report title, company/fund name, etc.)

1. From the preview of any report, click on the **Header** tab.

The screenshot shows a window titled 'Header' with a list of lines and an appearance section.

Lines	
%company%	
%title%	
%param:Payment Date%	

Buttons: Add, Remove

Appearance section:

Alignment	Center
Display Style	Medium
Text	%company%

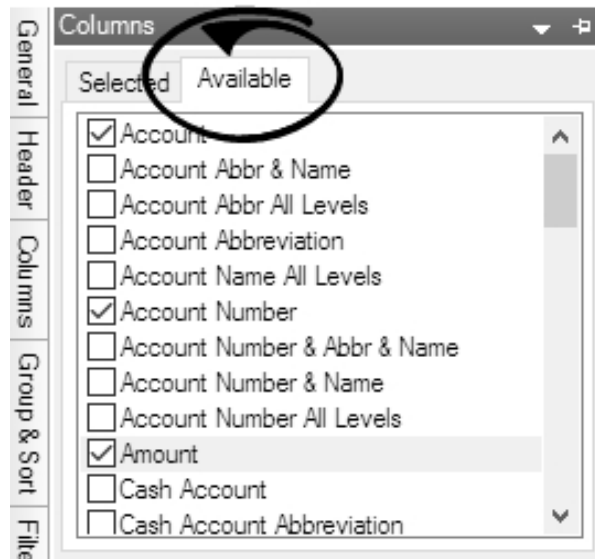
2. At the top of the screen in the Lines area, click on the header information that you'd like to change (Company/Fund, Title, etc.) and the **Appearance** information for that line will display below.
3. To change the size of the text used for that line on the report, click in the **Display Style** field and select **Small**, **Medium** or **Large**.
4. To change where the text will print, click in the **Alignment** field and select **Left**, **Center** or **Right**.

### Add Another Title Line to the Top of a Report

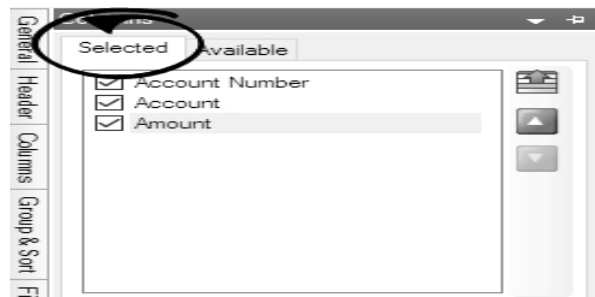
1. From the preview of any report, click on the **Header** tab.
2. Click on the **Add** button.
3. Select the **New Item** line in the Lines box to display the Appearance information below.
4. Click on the ellipse button on the **Text** field to select a field from the database to print or simply enter the text to print.

### Add, Remove or Move a Column of Data to the Report

1. From the preview of any report, click on the **Columns** tab. All columns that are available to print on this particular report will be displayed on the Available tab. This list changes for each report.



2. To add a column of data to the report, select the check box next to the column name. Select the Selected tab to display all of the columns you selected on the Available tab to display on this report.



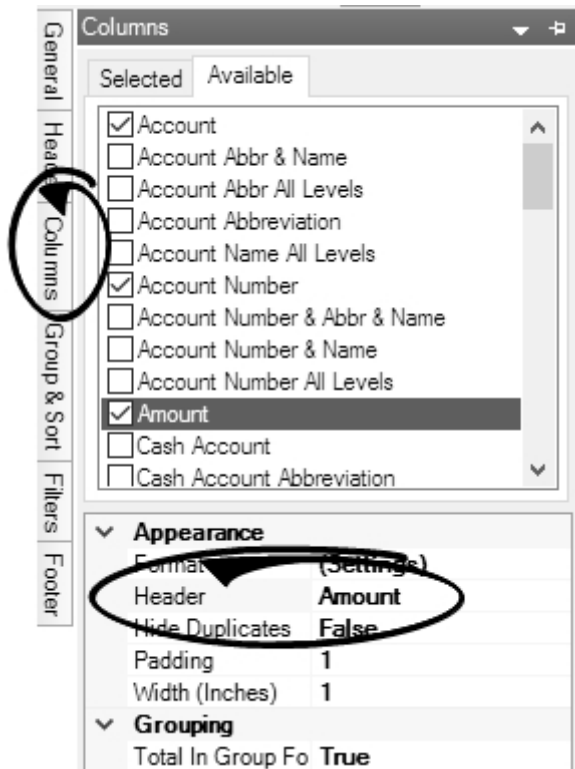
3. To remove a column of data from the report, on the **Selected** tab, unselect the check box next to the column name.
4. To move a column of data, on the **Selected** tab, select the column and then use the green up and down arrows on the right to move the column.



Note: the striped up arrow immediately moves the field to the top with other selected items. The plain green up arrow moves the item up the list one row at a time.

### Change the Title of a Column

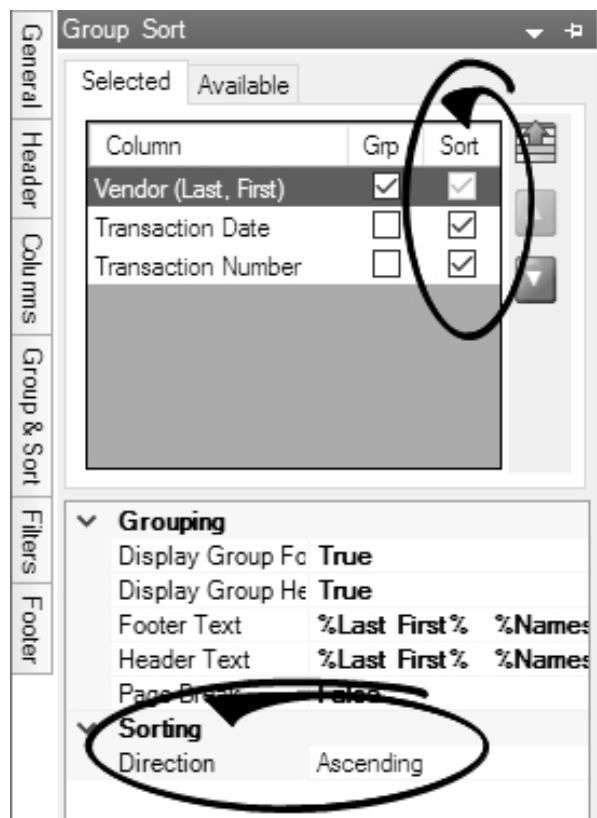
1. From the preview of any report, click on the **Columns** tab.
2. Click on the column to be modified and the **Appearance** information will be displayed below.



3. Click in the **Header** field and make the appropriate changes.

### Change the Sort Order of Data in a Report

1. From the preview of any report, click on the **Group & Sort** tab. All columns of data included in the report will be displayed on the Selected tab..



2. Place a check mark in the **Sort** box for the column or columns you'd like to sort on.
3. After selecting a column to sort, the **Sorting** option is displayed below. Choose **Ascending** or **Descending**.
4. If you have chosen more than one column to sort on, then the **sort order** must also be specified. This is done by using the green up and down arrows on the right. In the example above the report would sort by Vendor, Transaction Date, and then Transaction Number.

#### Change What Data is Subtotaled in a Report

1. From the preview of any report, click on the **Group & Sort** tab. All columns of data included in the report will be displayed on the Selected tab..
2. Each column that is selected to **Group** will, by default display a heading and a subtotal. Changing the group options on a report can significantly change the look of a report. For example, this report is grouped by Cash Account by default.

12:09 PM

**Alpine Sports**  
**Payments Journal (Summary)**

Date	Check / Reference #	Payee	Payment Amount
<b>1000 Cash in Bank - Checking</b>			
10/28/08	000001	Summit Utility Company	26,500.00
10/28/08	000002	Summit Water Company	22,123.00
10/28/08	000003	United Parcel Service	150.00
10/31/08	000017	Pro Cast Supplies	4,378.00
11/15/08	000001	Summit Utility Company	26,500.00
11/15/08	000002	Summit Water Company	22,123.00
11/15/08	000003	United Parcel Service	150.00
11/30/08	000018	Timberline Supplies	12,625.00
11/30/08	000019	Pro Cast Supplies	4,378.00
11/30/08	000020	Ice Man Supplies	6,550.00
11/30/08	000021	Alpine, Inc	7,500.00
12/10/08	000006	Timberline Supplies	12,100.00
12/11/08	000001	Summit Utility Company	26,500.00
12/11/08	000002	Summit Water Company	22,123.00
12/11/08	000003	United Parcel Service	150.00
12/31/08	000022	Timberline Supplies	12,625.00
12/31/08	000023	Pro Cast Supplies	5,378.00
12/31/08	000024	Ice Man Supplies	6,550.00
12/31/08	000025	Alpine, Inc	7,500.00
<b>1000 Cash in Bank - Checking Totals</b>			<b>\$225,903.00</b>
<b>Report Totals</b>			<b>\$225,903.00</b>
Records included in total = 19			

If we remove the check mark from Group on the Cash Account and instead, Group by Payee (First Last), it completely changes the look of the report.

**Group Sort**

Selected Available

Column	Grp	Sort
Cash Account	<input type="checkbox"/>	<input type="checkbox"/>
Cash Account Nu...	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Payment Date	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Check / Referenc...	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Payee (Last, First)	<input type="checkbox"/>	<input type="checkbox"/>
Payee (First Last)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Grouping**


12:12 PM			
Alpine Sports Payments Journal (Summary)			
Date	Check / Reference #	Payee	Payment Amount
<b>Alpine, Inc</b>			
11/30/08	000021	Alpine, Inc	7,500.00
12/31/08	000025	Alpine, Inc	7,500.00
Alpine, Inc Totals			<b>\$15,000.00</b>
<b>Ice Man Supplies</b>			
11/30/08	000020	Ice Man Supplies	6,550.00
12/31/08	000024	Ice Man Supplies	6,550.00
Ice Man Supplies Totals			<b>\$13,100.00</b>
<b>Pro Cast Supplies</b>			
10/31/08	000017	Pro Cast Supplies	4,378.00
11/30/08	000019	Pro Cast Supplies	4,378.00
12/31/08	000023	Pro Cast Supplies	5,378.00
Pro Cast Supplies Totals			<b>\$14,134.00</b>
<b>Summit Utility Company</b>			
10/28/08	000001	Summit Utility Company	26,500.00
11/15/08	000001	Summit Utility Company	26,500.00
12/11/08	000001	Summit Utility Company	26,500.00
Summit Utility Company Totals			<b>\$79,500.00</b>
<b>Summit Water Company</b>			
10/28/08	000002	Summit Water Company	22,123.00
11/15/08	000002	Summit Water Company	22,123.00
12/11/08	000002	Summit Water Company	22,123.00
Summit Water Company Totals			<b>\$66,369.00</b>

3. Select each **Column** that you would like grouped & subtotaled by placing a check mark in the **Grp** box.
4. If you have chosen more than one column to group on, then the **group order** must also be specified. This is done by using the green up and down arrows on the right.

### Step B - Save Customized Report for Future Use



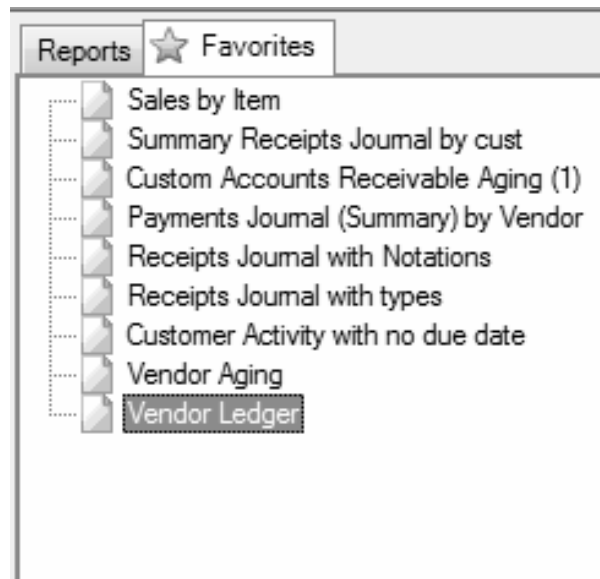
Note: If a system-supplied report has security restrictions for users (you can restrict users from viewing/printing specific reports), the user will also be restricted from any favorites based on the system-supplied report. Favorites created prior to version 4.5 will need to be recreated to have security restrictions applied. See the [Users and Security](#) topic for information about creating users, user groups, and setting security policies.

1. Once a report is successfully customized, save the report as a **Favorite** by clicking on the Favorites icon  while still in the preview screen. For more information about favorites, see the [About Favorites](#) topic.
2. Specify a name for the customized report and click **OK**. It will then be available for future use in the Reports > Reports > Favorites tab.

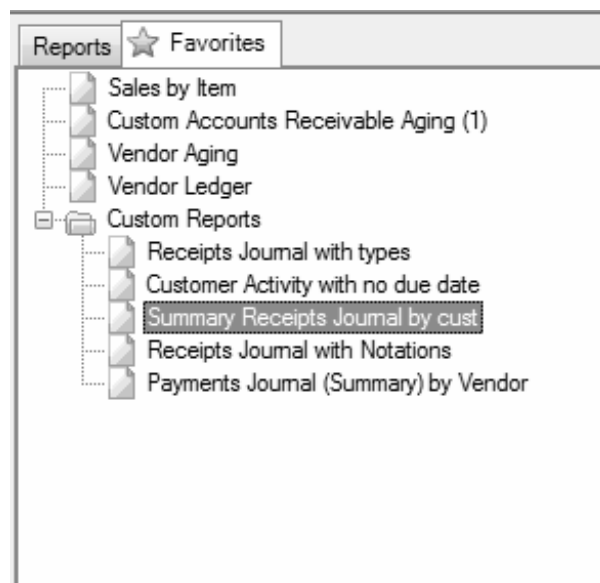
### Step C - Organize Custom Reports for Easy Access (optional)

1. The Favorites tab (Reports > Reports > Favorites tab) will display all reports that have been marked as Favorites. This can be system supplied reports and/or customized reports. By default, they are displayed in a flat list.





2. The reports in the Favorites tab can easily be sorted and grouped.
  - » To change where in the list a report is displayed: Left click on the report and while still holding down the left mouse button, drag it to the new location in the list. Then release the left button on the mouse.
  - » To group multiple reports together:
    - a. Right-click in any blank space on the Favorites tab.
    - b. Select **New Folder**.
    - c. Type in a name for the new folder and press enter on the keyboard (in this example, we named the folder "Custom Reports").
    - d. Use the same "drag and drop" process described above to move reports in to the new folder.



## Understanding and Modifying the Income Statement

**Prerequisite:** This document should be used to modify the Income Statement for CenterPoint version 11 and later in conjunction with common report customization instructions found in the [Customizing Reports](#) topic. For versions prior to version 11, please see the [Customizing Reports](#) topic.



Note: The Income Statement used prior to CenterPoint version 11 will no longer be available in the Reports tree, however, if you've saved Income Statement favorites from the base report, the Favorites will be available. To take advantage of the features available in future versions of CenterPoint, please redefine those favorites using the Income Statement now on the Report tree.

[Income Statement Format Changes](#)

[Detail Report Selection Filter Changes](#)

[Comparative Income Statement Options](#)

[Column and Group & Sort tab Changes](#)

### Income Statement Format Changes

The information below outlines the changes made to the Income Statement in accordance with current accounting standards.

1. The new Income Statement will always include grouping on Account Type. If you did not include Account Type as a grouping option, it will be inserted as the first group in the report.
    - a. The Interest Expense categories were moved out of "Income (Loss) from Operations" and into "Net Income (Loss)". For CenterPoint, the following account categories CHANGED the Account Type from Expense to Other Expense: Interest Other, Interest Mortgage, Term Interest, and Non-Term Interest.
      - » You can override the Farm Financial Standard Council Financial Guides for Agriculture recommendation of displaying Interest Expense in the Other Expense section of the Income Statement and move it to the Expense section instead in **File > Preferences > Accounts > Personal Accounts** by setting the **Override** box to **Yes**.
- Note: When the Override preference is set to **Yes**, it will cause invalid ratio index analysis.
2. The new Income Statement includes the following Income Statement description changes:
    - a. Revenue - Cost of Goods - Expenses = Income (Loss) from Operations.
    - b. Income (Loss) from Operations + Other Revenue – Other Expense = Net Income (Loss).
  3. Databases that include accounts with the Account property of "Personal" will display in a new Personal Account Type in the bottom section of the Income Statement below Other Revenue and Other Expense.
    - a. Personal Accounts are accounts in the account categories "Personal Income" and "Personal Expense".
    - b. Personal Accounts are accounts in databases where File > Preferences > Accounts > Personal Accounts > Use Personal Accounts = Yes; AND the account in Setup > Accounts > Detail is selected

as "This is a Personal Account".

- c. Personal Accounts display in the bottom section of the Income Statement below Other Revenue and Other Expense. Other Revenue and Expense are summarized as Net Other.
- d. In databases with Personal Accounts, the Income Statement descriptions are as follows:
  - i. Revenue – Cost of Goods – Expenses = Income (Loss) from Operations
  - ii. Income (Loss) from Operations + Other Revenue – Other Expense = Net Other
  - iii. Net Other + Personal Income – Personal Expense = Net Income (Loss).

## Detail Level Report Selection Filters

The following filters provide additional formatting for the Income Statement.

Display Level Report Selection Filter

1. Select **Reports > Reports**.
2. Expand the **Financial Statements** node and then select **Income Statement**.
3. Choose the **Display Level** report selection filter. The new options for this filter are Level 2 Accounts, Level 3 Accounts, and Postable Accounts.

### Level 2 and 3 Account Level Formatting

A new formatting method for Level 2 and 3 accounts is used in version 11 and later. Instead of group headers appearing as regular groups with their own indenting, the group headers are turned off and the parent accounts appear as separate lines with no amounts.

Fuel		
Diesel		
Diesel Equipment	0.00	355.00
Diesel Road	2,411.00	0.00
Gas	150.00	2,187.50
Insurance	0.00	200.00

Diesel and Gas are Level 2 accounts. Gas is a postable account where Diesel has two Level 3 accounts below it. The indenting is done with spaces preceding the title not by the grouping. If the same were reported showing values at Level 2, the following displays:

Fuel		
Diesel	2,411.00	355.00
Gas	150.00	2,187.50
Insurance	0.00	200.00

### Postable Account Level Formatting

A new formatting method for Postable accounts is used in version 11 and later. When detail is displayed at the postable account level, the special formatting displayed above is disabled. Since only the postable accounts are displayed, no Level 1 and 2 parent accounts are displayed so all accounts are left justified within the group. The example below displays no categories and no subtotals.

Diesel Equipment	0.00	355.00
Diesel Road	2,411.00	0.00
Gas	150.00	2,187.50
Insurance	0.00	200.00

Display Subtotals Report Selection Filter

1. Select **Reports > Reports**.
2. Expand the **Financial Statements** node and then select **Income Statement**.
3. Choose the **Display Subtotals** report selection filter. The new options for this filter are None, Category, and Level 2.

The Level 2 and Level 3 and Postable Account examples above had no subtotals displayed. If subtotals were displayed for all levels and detail was displayed at Level 3, the following displays:

Diesel Equipment	0.00	355.00
Diesel Road	2,411.00	0.00
Gas	150.00	2,187.50
Insurance	0.00	200.00

### Comparative Income Statement Options

A new Report Selection filter is available that allows you to create a comparative Income Statement. This option allows you to define the items that you want to compare in up to 12 additional columns. The options that can be displayed to compare are Companies/Funds, Profit Centers/Departments, Profit Center Groups, Production Centers/Locations, Production Center Groups, Production Center Details, Projects, and Production Year. The current column and other period columns will continue to display values based on the sum of all the filters and options. The other columns will display only actual data and only for the period selected in the report options.

1. Select **Reports > Reports**.
2. Expand the **Financial Statements** node and then select **Income Statement**.
3. Choose the **Fill Other Columns With** report selection filter.
4. Select one of the available options that can be compared: Companies/Funds, Profit Centers/Departments, Profit Center Groups, Production Centers/Locations, Production Center Groups, Production Center Details, Projects, and Production Year. In the example below, Profit Center was selected and the report was filtered for the Corn and Soybean profit centers.
5. Click **Preview**.
6. Select the **Columns** tab, and then select the **Available** tab.
7. Select **Specified Column 1**, and then select the type of column to display. In the example below, Col 1 Amount was selected. This allows the Jan 2016/Dec 2016 Corn column to be added to the report.
8. Select **Specified Column 2**, and then select the type of column to display. In the example below, Col 2 Amount was selected. This allows the Jan 2016/Dec 2016 Soybeans column to be added to the report.
9. Click **Refresh**.

4/4/2017  
10:53 AM

CenterPoint Farm  
Income Statement  
1/1/2016 to 12/31/2016  
Accrual

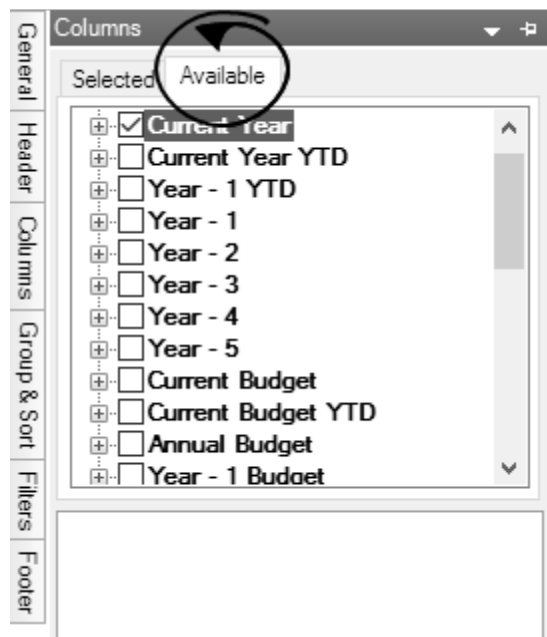
Page 1 of 1

	Jan 2016 Dec 2016 Actual	Jan 2016 Dec 2016 Corn	Jan 2016 Dec 2016 Soybeans
<b>Revenue</b>			
<b>Sales of Raised Crops</b>			
Sales of Corn	238,700.00	238,700.00	0.00
Sales of Soybeans	211,559.20	0.00	211,559.20
Silage Revenue	4,200.00	4,200.00	0.00
<b>Change in Raised Crop Inventory</b>			
Change in Raised Crop Invent.	62,900.00	78,775.00	(15,875.00)
<b>Cooperative Distributions (1099-PATR)</b>			
Coop Distributions noncash	1,900.00	967.70	932.30
Cooperative Distribution Patr	1,900.00	967.70	932.30
<b>Agricultural Program Payments</b>			
Agricultural Program Payments	18,900.00	18,900.00	0.00
<b>Revenue</b>	<b>\$540,059.20</b>	<b>\$342,510.40</b>	<b>\$197,548.60</b>
<b>Cost Of Goods Sold</b>			
<b>Nutrient Management Cost</b>			
Cost - Nutrient Management	44,843.00	29,498.40	15,354.60
<b>Chemical Cost</b>			
Herbicide Cost	3,752.00	2,481.00	1,271.00
Insecticide Cost	7,091.75	3,990.00	3,101.75
<b>Fertilizer Cost</b>			
Blend Cost	2,832.00	2,832.00	0.00
<b>Fuel Cost</b>			
Fuel Cost	4,848.96	3,376.80	1,472.16
<b>Seed/Plants Cost</b>			
Seed Cost	48,598.40	25,438.40	23,160.00
<b>Storage Cost</b>			
Storage Cost	1,195.00	820.00	375.00
<b>Machinery Hire Cost</b>			
Machinery Hire Cost	420.00	420.00	0.00
<b>Cost Of Goods Sold</b>	<b>\$113,581.11</b>	<b>\$68,846.60</b>	<b>\$44,734.51</b>
<b>Gross Profit</b>	<b>\$426,478.09</b>	<b>\$273,663.80</b>	<b>\$152,814.29</b>

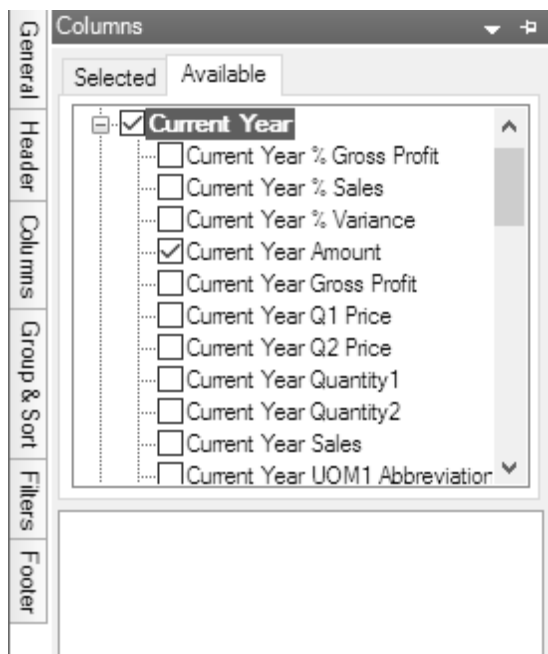
## Column and Group & Sort tab Changes

The following steps define how to locate and define additional columns on the Income Statement.

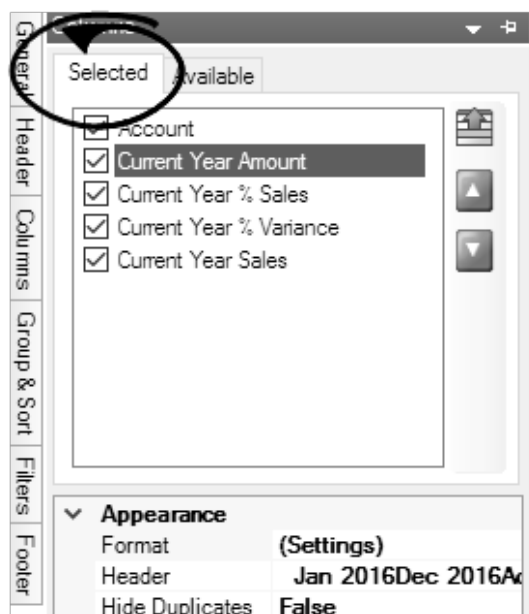
- From the preview of the Income Statement, click on the **Columns** or **Group & Sort** tab. All column types and columns that are available to print or group/sort on the report will be displayed in a new **Available** tab. Column types are displayed at the top node of each list next to the + sign. Examples of column types displayed below are Current Year, Current Year YTD, Year 1, Year 2, Current Budget, etc.



- To display all columns under each of the column types, for example Current Year, select the check box next to the column type Current Year and then click the + sign next to the check box.



- From the list of displayed columns under the column type, select the columns that you want to add to the Income Statement and format the column as in previous versions of the Income Statement with the exception of column headers, see the *Changing the Default Column Header* section below for more information on renaming column headers.
- Select the **Selected** tab to display all of the columns you selected on the Available tab to display on the Income Statement.



### Changing the Default Column Header

The column default header is gathered from information from the filters, such as the date span or the "Fill Other Columns With" filter used for comparison Income Statements unless you've entered a column header of your own. The program generated column header text always begin with a "space" (the "space" triggers the column header text to be gathered from the filtered selections).

- » If you wish customize and rename a column header:, from the **Selected** tab, select the column you want to rename, under **Appearance** select **Header** and **remove the "space"**, and then enter your desired text.
- » Once the report is customized, save it as a favorite by selecting the **Add to Favorites (Star) icon** and naming the report. Note that if you change the report filters, a customized column header remains the same. If you change the filters, create a new variation of the report and save as a new favorite.
- » To display the base report default column headers again, return to the **Columns** tab. Select the **column**, under **Appearance** select **Header**, click the drop-down arrow. Re-insert a "space" in the first character. Refresh the report. The column header will gather the default filtered column header.
- » The following comparative Income Statement is an example of customized column headings:

### Customize the General Ledger Account Activity Report

Step-by-step instructions on how to customize a General Ledger Account Activity report that includes these modifications:

- » The cash, accounts payable, accounts receivable, and line of credit accounts will be excluded from the report to condense the length of the report.
- » Account Number headings will print on multiple pages if transactions for an account span more than one page.
- » The notation information will be added to the report.

---

### Customize the General Ledger Account Activity Report:

1. Select **Reports > Reports > Transaction Reports > General Ledger > General Ledger Account Activity**.
2. Specify the preferred **Report Selections** on the right side of the screen, and then click **Preview**.

03/04/10 3:11 PM

Alpine Sports  
General Ledger Account Activity  
01/01/09 to 01/31/09

Transaction Date	Transaction Number	Transaction Type	Name	Offset Account #	Offset Account	Debits	Credits
<b>1000 Cash in Bank - Checking</b>							
01/01/09	000053	AR Receipt	ZZZCash	1100	Accounts Receivable - Retail	156,255.51	
01/02/09	000005	Expense		6000	Accounting		5,483.32
01/02/09	000007	Expense	Ice Man Supplies	1300	Inventory		14,000.00
01/15/09	000054	AR Receipt	ZZZCash	1100	Accounts Receivable - Retail	44,354.63	
01/16/09	000001	Expense	Summit Utility Company	7085	Electricity & Gas		26,550.00
01/16/09	000002	Expense	Summit Water Company	7087	Water & Sewer		22,123.00
01/16/09	000003	Expense	United Parcel Service	5100	Freight Expense		150.00
01/20/09	000003	AR Receipt	Sherman Village Fishing Club	1110	Accounts Receivable - Business	425.00	
01/27/09	000005	Expense		6000	Accounting		5,483.32
01/30/09	000022	AR Receipt	Herb Ford	1100	Accounts Receivable - Retail	500.00	
01/31/09	000001	AR Receipt	Andy Johnson	1100	Accounts Receivable - Retail	544.35	
01/31/09	000005	AR Receipt	Chuck Adams	1100	Accounts Receivable - Retail	500.00	
01/31/09	000118	Expense		9000	Cost of Goods Sold		41,777.00
01/31/09	000023	AR Receipt	Jim Pierce	1100	Accounts Receivable - Retail	500.00	
01/31/09	000024	AR Receipt	Woody Cleveland	1100	Accounts Receivable - Retail	544.35	
01/31/09	000026	AP Payment	Timberline Supplies	2000	Accounts Payable - Trade	544.35	
01/31/09	000026	Expense		9001	Dividends Paid		15,000.00
01/31/09	000027	AP Payment	Pro Cast Supplies	2000	Accounts Payable - Trade		1,000.00
01/31/09	000028	AP Payment	Ice Man Supplies	2000	Accounts Payable - Trade		6,550.00
01/31/09	000029	AP Payment	Alpine, Inc.	2000	Accounts Payable - Trade		7,500.00
<b>1000 Cash in Bank - Checking Totals</b>						<b>\$203,623.84</b>	<b>\$158,191.64</b>
<b>1100 Accounts Receivable - Retail</b>							
01/01/09	000053	AR Invoice	ZZZCash	4010	Product Sales	16,875.00	
01/01/09	000053	AR Invoice	ZZZCash	4010	Product Sales	38,000.00	
01/01/09	000053	AR Invoice	ZZZCash	4010	Product Sales	10,900.00	
01/01/09	000053	AR Invoice	ZZZCash	2099	Sales Tax Payable	4,445.51	
01/01/09	000053	AR Invoice	ZZZCash	4017	Service Sales	86,435.00	
01/01/09	000053	AR Receipt	ZZZCash	1000	Cash in Bank - Checking		156,255.51
01/15/09	000054	AR Invoice	ZZZCash	4020	Freight Income	26.50	
01/15/09	000054	AR Invoice	ZZZCash	4010	Product Sales	147.62	
01/15/09	000054	AR Invoice	ZZZCash	4010	Product Sales	5,625.00	
01/15/09	000054	AR Invoice	ZZZCash	4010	Product Sales	14,250.00	
01/15/09	000054	AR Invoice	ZZZCash	4010	Product Sales	3,000.00	
01/15/09	000054	AR Invoice	ZZZCash	2099	Sales Tax Payable	1,555.51	
01/15/09	000054	AR Invoice	ZZZCash	4017	Service Sales	15,750.00	
01/15/09	000054	AR Receipt	ZZZCash	1000	Cash in Bank - Checking		44,354.63
01/30/09	000022	AR Receipt	Herb Ford	1000	Cash in Bank - Checking		500.00
01/31/09	000001	AR Invoice	Andy Johnson	2099	Sales Tax Payable	44.35	

3. Click on the **Filters** tab on the left side of the previewed report so that we can exclude the
4. appropriate accounts from the report.
  - a. Click on the **More Items** button.
  - b. Place a check mark in the **Account Category** box and click **OK**.

**Report Selection Items**

Item	
<input checked="" type="checkbox"/> Transaction Date	
<input checked="" type="checkbox"/> Account	
<input checked="" type="checkbox"/> Company	
<input checked="" type="checkbox"/> Display Notation	
<input checked="" type="checkbox"/> Account Category	
<input type="checkbox"/> Account Type	
<input type="checkbox"/> Associated Account	
<input type="checkbox"/> Batch Date	
<input type="checkbox"/> Created By	
<input type="checkbox"/> Customer Check Number	

OK Cancel

- c. In **Report Selections**, click on **Account Category** to display the Account Category filtering.



Report Selections

Item Selected Criteria

Transaction Date 01/01/09 to 01/31/09

Account <All>

Company <All>

Display Notation No

Account Category Excludes Accounts ...

Search For By Account Category

Filtering

Available

Sequence	Account Category
9200	Income Tax Expense
1910	Intangible Assets
7800	Interest Expense
1300	Inventory
1880	Investments
1790	Land
2200	Long Term Debt
9100	Loss on Sale of Assets
2040	Notes Payable
1150	Notes Receivable
1930	Other Assets
2090	Other Current Liabilities
9000	Other Expense

Selected

Sequence	Account Category
2000	Accounts Payable
1100	Accounts Receivable
1000	Cash
2020	Line of Credit Payable

☒ Exclude selected items.

OK Clear

Transaction Date Transaction Number Transaction Type Name Offset Account # Offset Account

1000 Cash in Bank - Checking

01/01/09 000053 AR Receipt ZZZCash 1100 Accounts Receivable - Rate

01/02/09 000055 Expense Ice Man Supplies 1300 Inventory

01/15/09 000054 AR Receipt ZZZCash 1100 Accounts Receivable - Rate

01/16/09 000001 Expense Summit Utility Company 7085 Electricity & Gas

01/16/09 000001 Expense Vidler & Soner 1000 Freight Expense

01/16/09 000001 Expense Accounts Receivable - Buai

01/16/09 000001 Expense Accounting

01/16/09 000001 Expense Accounts Receivable - Rate

01/16/09 000001 Expense Accounts Receivable - Rate

01/16/09 000001 Expense Cost of Goods Sold

01/16/09 000001 Expense Accounts Receivable - Rate

01/16/09 000001 Expense Accounts Receivable - Rate

01/16/09 000001 Expense Accounts Payable - Trade

01/16/09 000001 Expense Dividends Paid

01/16/09 000001 Expense Accounts Payable - Trade

01/16/09 000001 Expense Accounts Payable - Trade

01/16/09 000001 Expense Accounts Payable - Trade

01/16/09 000001 Expense 1000 Cash in Bank - Checking

01/16/09 000001 Expense Product Sales

01/16/09 000001 Expense Product Sales

01/16/09 000001 Expense Product Sales

01/16/09 000001 Expense Sales Tax Payable

01/16/09 000001 Expense Service Sales

01/16/09 000001 Expense Cash in Bank - Checking

01/16/09 000001 Expense Freight Income

01/16/09 000001 Expense Product Sales

01/16/09 000001 Expense Product Sales

01/16/09 000001 Expense Sales Tax Payable

01/16/09 000001 Expense Service Sales

01/16/09 000001 Expense Cash in Bank - Checking

01/16/09 000001 Expense Cash in Bank - Checking

01/16/09 000001 Expense Sales Tax Payable

01/16/09 000001 Expense Service Sales

01/16/09 000001 Expense Cash in Bank - Checking

- d. In the **By** field in the upper right corner, select **Account Category**.
- e. Move the **Accounts Payable**, **Accounts Receivable**, **Cash** and **Line of Credit** account categories from the left to the right using the green arrow buttons.



Note: To make it easier to find these categories, click on the Account Category column heading on the left in the Available box to sort the Account Categories in alphabetical order.

- f. Select the **Exclude selected items** check box and click **OK**.
5. Select the **General** tab to modify the name of the report and add group names to multiple pages.

General

Title Account Activity (excluding cash)

Style (Default)

Date Upper Left Corner

Time Upper Left Corner (Line 2)

Page No. Bottom Center

☒ Filter selections in report footer

☐ Show report totals

☒ Group headings on each page

☐ Show totals only


☐ Show row counts

- a. Click in the **Title** field and specify the name you'd like to use for this report. In our example we added "(exclude cash)" to the end of the existing report name.
- b. Place a checkmark in the **Group headings on each page** box.



Note: By selecting this option, if an account's transactions span more than one page, it will show the account number heading on each page of transactions.

6. Select the **Columns** tab to add the **Notation** field to the report.

- a. Select the Available tab, scroll down to **Notation**, and then place a check mark in the box to add it to the report.
  - b. Use the green arrow up and down buttons to decide what order to display the columns in.
7. Select the **Refresh** button after making changes to update the report with the new changes.
  8. While in the preview of the customized report, save the report as a **Favorite** by clicking on the favorites icon .
  9. Specify a name for the new customized report and click **OK**. It will then be available for future use in the Reports > Reports > Favorites tab.

03/04/10 3:49 PM		Alpine Sports General Ledger Account Activity (excluding cash) 01/01/09 to 01/31/09					
Transaction Date	Transaction Number	Transaction Type	Name	Offset Account #	Offset Account	Debits	Credits Notation
<b>1300 Inventory</b>							
01/02/09	000007	Expense	Ice Man Supplies	1000	Cash in Bank - Checking	14,000.00	
01/16/09	000001	AP Invoice	Alpine, Inc	2000	Accounts Payable - Trade	7,500.00	
01/16/09	000002	AP Invoice	Ice Man Supplies	2000	Accounts Payable - Trade	6,550.00	
01/16/09	000003	AP Invoice	Timberline Supplies	2000	Accounts Payable - Trade	12,625.00	
01/16/09	000004	AP Invoice	Pro Cast Supplies	2000	Accounts Payable - Trade	1,000.00	
01/17/09	000005	AP Invoice	Alpine, Inc	2000	Accounts Payable - Trade	782.00	
01/17/09	000006	AP Invoice	Pro Cast Supplies	2000	Accounts Payable - Trade	4,378.00	
01/17/09	000007	AP Invoice	Speed Racer Supplies	2000	Accounts Payable - Trade	28,982.00	
01/31/09	000018	Expense		5000	Cost of Goods Sold		77,777.00
<b>1300 Inventory Totals</b>						<b>\$75,817.00</b>	<b>\$77,777.00</b>
<b>1850 Accumulated Depreciation</b>							
01/01/09		General Journal		7700	Depreciation		2,564.00
01/01/09		General Journal		7700	Depreciation		6,838.00
01/01/09		General Journal		7700	Depreciation		80.00
01/01/09		General Journal		7700	Depreciation		1,603.00
<b>1850 Accumulated Depreciation Totals</b>							<b>\$11,055.00</b>
<b>2099 Sales Tax Payable</b>							
01/01/09	000053	AR Invoice	ZZZCash	1100	Accounts Receivable - Retail		4,445.51
01/15/09	000054	AR Invoice	ZZZCash	1100	Accounts Receivable - Retail		1,555.51
01/21/09	000011	AR Invoice	Andy Johnson	1100	Accounts Receivable - Retail		44.35
01/31/09	000002	AR Invoice	Red Wing Bike Club	1110	Accounts Receivable - Business		942.44
01/31/09	000009	AR Invoice	Andy Johnson	1100	Accounts Receivable - Retail		44.35
01/31/09	000010	AR Invoice	Red Wing Bike Club	1110	Accounts Receivable - Business		753.95
01/31/09	000017	AR Invoice	Woody Cleveland	1100	Accounts Receivable - Retail		44.35
<b>2099 Sales Tax Payable Totals</b>							<b>\$7,830.46</b>
<b>4010 Product Sales</b>							
01/01/09	000053	AR Invoice	ZZZCash	1100	Accounts Receivable - Retail	16,875.00	Package Includes
01/01/09	000053	AR Invoice	ZZZCash	1100	Accounts Receivable - Retail	38,000.00	Package Includes
01/01/09	000053	AR Invoice	ZZZCash	1100	Accounts Receivable - Retail	10,500.00	Package Includes

## How to Find Transaction Activity with Missing Department Details

The General Ledger Account Activity report can be used to create a favorite report grouped by department. The report gives an overview of each department and the accounts allocated to the department. If you have expense accounts that list at the top of the report under no department heading, the accounts have activity with unallocated departments.

### Create the General Ledger Account Activity Report:

1. Select **Reports > Reports > Transaction Reports > General Ledger > General Ledger Account Activity**.
2. Under Report Selections, select the **Transaction Date** span you wish to review.
3. Select **More Items**, select **Account Type**, and then click **OK** to add the Report Selection item.
4. In the **Account Type** report selection, click the down-arrow and select one account type at a time, such as Expenses, by moving your selection to the right side of the screen and clicking **OK**.
5. Preview the report.
6. On the left side of the screen, select the **Group & Sort** tab.
7. Click on the **Available** tab and select **Department**.
8. Click the **Selected** tab, select **Department**, select **Grp**, and then use the green up arrow to move it to the top position.
9. On the left side of the screen, select the **General** tab.
10. Select **Show Totals Only**.
11. Click **Refresh**.
12. Select **Add to Favorites** (star icon) to name the report and save to your favorites.

If you have expense accounts that list at the top of the report under no department heading, the accounts have activity with unallocated departments.

If the account has Debits and Credits that equal, the account is allocated correctly. An equal debit and credit indicates the use of an account distribution with timing of later or a general journal was entered to assign details. Salaries Expense in our example has equal debits and credits and is correct as is.

The Police Ticket Account of 32.75 has no department. Supplies – Office has a total of \$59.36 with no department.

Drill-down does not work on a Show Totals Only report, but you can select the General tab again and uncheck Show Totals Only to see transaction detail and drill-down.

8/17/2017 12:50 PM CenterPoint Village-General General Ledger Account Activity

Transaction Date	Transaction Number	Transaction Type	Name	Debits	Credits
			Police Ticket Account	\$32.75	
	600030		Salaries Expense	\$45,647.76	\$45,647.76
	685010		Supplies - Office	\$79.36	\$20.00
			<b>Totals</b>	<b>\$45,759.87</b>	<b>\$45,667.76</b>
<b>Administrative</b>					
			Advertising Expense	\$982.80	
			Equipment Lease Expense	\$120.03	
			Parts	\$164.87	
			Postage	\$40.00	
			Training & Seminars	\$350.00	
			Worker's Compensation	\$719.37	
	600010		Council Pay	\$2,268.00	
	600020		Medicare	\$403.39	\$0.87
	600030		Salaries Expense	\$28,244.76	\$60.00
	600040		Social Security	\$1,725.09	\$3.72
	600050		Unemployment	\$7.85	\$0.02
	630000		Insurance - Health	\$1,044.00	
	645000		Dues & Subscriptions	\$401.50	
	650000		Gas & Oil	\$101.63	
	680000		Maint & Repair - Buildings	\$1,031.98	
	680010		Maint & Repair - Other	\$1,500.24	
	685010		Supplies - Office	\$1,295.01	
	685020		Supplies - Other	\$313.78	
	690000		Travel & Meetings	\$856.64	
	700000		Utilities Expense	\$4,464.64	
	710010		Animal Protection Services Exp	\$1,050.00	
	720010		Bank Charges	\$40.00	
	720020		Miscellaneous Expense	\$318.44	
			<b>Administrative Totals</b>	<b>\$47,447.02</b>	<b>\$64.61</b>
<b>Fire</b>					
			Equipment Lease Expense	\$2,287.49	
			Parts	\$281.30	
			Worker's Compensation	\$1,104.00	
	600020		Medicare	\$35.54	
	600030		Salaries Expense	\$2,450.00	
	600040		Social Security	\$151.90	
	600050		Unemployment	\$0.89	
	600060		Volunteer Fire Pay	\$3,492.53	
	645000		Dues & Subscriptions	\$285.00	
	650000		Gas & Oil	\$1,065.88	

### How do I fix unallocated account activity?

In many cases, you can assign the missing detail in the drill-down of the transaction within the report. If it is an entry you do not wish to edit or there are multiple entries, use a general journal entry.

A general journal can be done to reverse the detail assigned originally and assign the details as needed in the general journal grid.

1. Select **Processes > General Journal Entries**.
2. Select the **Company/Fund** and **Date** you wish to enter the general journal for. Name is not needed.
3. In the **Transaction Type** box, select **General Journal (Accrual)**.
4. In the grid select the **Account** with the missing department. Note: From the example General Ledger Account Activity report above, we will fix the Police Ticket Account with no department for \$32.75.
5. Additional columns will be needed in the general journal grid. **Right-click** your mouse over the blue row and select **Add/Remove Columns**. Add **Department**.
6. An increase to an expense is a debit so we will use the same details it has now and credit the amount. Enter \$32.75 in the **Credits** column and **Department** will remain empty.
7. On the next row select the same account. Enter the same amount in the **Debits** column.
8. Select the appropriate **Department**.
9. The general journal can include as many rows as needed to divide the total unallocated amount to the necessary departments. In the correction for Supplies – Office, the amount is split between Court and Administrative departments.
10. The **Debit Total** must equal the **Credit Total** to save the entry.

Fund CenterPoint Village-General Current Batch No Batch

Name Transaction Number 000001

Template Date 08/31/2017

Transaction Type General Journal (Cash/Accrual)

Account	Department	Debits	Credits	Name
Police Ticket Acc		\$ 0.00	\$ 32.75	
Police Ticket Acc	Police	\$ 32.75	\$ 0.00	
Supplies - Office		\$ 0.00	\$ 59.36	
Supplies - Office	Court	\$ 20.00	\$ 0.00	
Supplies - Office	Administrative	\$ 39.36	\$ 0.00	

Notation

Debit Total \$92.11

Credit Total \$92.11

Difference \$0.00

Save Clear Recall Recurring Options Close

- Click **Save** to record the department detail assignment. Rerunning the report will show the accounts with equal debits and credits in the top section of no department.

## Change the Report used for Drill Down Functionality

Each report in CenterPoint with drill down capabilities has a default report assigned that it uses to display the information being drilled down to. For example, if you drill down on an Income Statement report, the General Ledger report will be displayed by default.

Occasionally, users may want to have the system display a customized version of that report instead of the default. For example, if you have customized the General Ledger report and you want that report to be used when drilling down on an Income Statement. The instructions below explain how to change the default drill down report.

### Change the Default Drill Down Report

- From the **Reports > Reports** menu, select the report you would be drilling down from. In this case, the Income Statement.
- Click **Preview** to display the report.
- Select the **General** tab.

**Alpine Sports**  
**Income Statement**  
**1/1/2010 to 11/30/2010**

	Jan 2010	Nov 2010	Actual
	382,504.64	1,248,908.00	(19,577.00)
			431.50
<b>Total Revenue</b>			<b>\$1,612,267.14</b>

- In the **Drill Down** field, select the customized report that you'd like the system to display when drilling down on this particular report.



Note: The Drill Down drop down box will only show customized versions of the same report that the system defaults to. For example, an Income Statement Drill Down box will only show customized General Ledger reports.

- Click **Refresh**.
- To save the report so that it always uses the custom report for drill downs, click the **yellow star** to save the report as a favorite. Specify a **Name** for the report and click **OK**. The custom report will be displayed in **Reports > Reports > Favorites**.

## Display an Audit Trail for Edited, Deleted and Voided Transactions

By default, when reviewing reports and transaction searches in CenterPoint, the results displayed are only posted entries. Any entries that have been deleted or voided are no longer included. There may be times that you'd like to review the transactions that have been edited, deleted or voided. This can be done using options available in Transaction Search.

### Showing an Audit Trail in Transaction Search

**EXAMPLE:** In this example, we will void a payment transaction and then change the filters in transaction search to display the information that has been voided.

- Select **Processes > Transaction Search**.
- Select the filters, columns, etc. needed to search for the data you'd like to display (refer to the Transaction Search topic for additional information). Click **Search**. In our example, we have filtered the data to show only Payment transactions.

The screenshot shows the 'Transaction Search Results' window. On the left, the 'Filters' tab is active, and the 'Transaction Status' is set to 'Posted'. The main window displays a table of transactions with columns: Transaction Date, Transaction Number, Entry Screen, First Name, Last Name, and Total Bank Amount. The table lists transactions from 1/8/2024 to 1/20/2024, including payments to RW Repairs, Area Ag Center, East Line Fuel, First Bank, Gen Electric, Rural Insurance, and TransValley Insurance.

Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount
1/8/2024	4301	Payments	RW Repairs	-1,379.33
1/8/2024	6100	Payments	Area Ag Center	-14,151.00
1/12/2024	4302	Payments	East Line Fuel	-2,802.50
1/12/2024	EFT - Loan	Payments	First Bank	-8,681.25
1/14/2024	EFT	Payments	Gen Electric	-641.20
1/14/2024	EFT	Payments	Rural Insurance	-755.50
1/14/2024	EFT	Payments	TransValley Insurance	-369.00
1/14/2024	EFT	Payments	Wireless Cell Service	-137.00
1/20/2024	EFT	Payments	Gen Electric	-198.00
1/20/2024	EFT	Payments	Rural Insurance	-276.00
1/20/2024	EFT	Payments	Rural Insurance	-93.00
1/20/2024	EFT - Loan	Payments	First Bank	-1,518.00

- We then voided the payment to Area Ag Center from 1/8/24, which removes the payment from the default transaction search results (as seen below). Please refer to the Void a Check or Edit or Delete a Transaction topics for additional information on editing or voiding transactions.

The screenshot shows the 'Transaction Search Results' window after voiding the payment to Area Ag Center. The table now lists transactions from 1/8/2024 to 1/31/2024, with the payment to Area Ag Center removed. The total bank amount for the remaining transactions is -498.58.

Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount
1/8/2024	4301	Payments	RW Repairs	-1,379.33
1/12/2024	4302	Payments	East Line Fuel	-2,802.50
1/12/2024	EFT - Loan	Payments	First Bank	-8,681.25
1/14/2024	EFT	Payments	Gen Electric	-641.20
1/14/2024	EFT	Payments	Rural Insurance	-755.50
1/14/2024	EFT	Payments	TransValley Insurance	-369.00
1/14/2024	EFT	Payments	Wireless Cell Service	-137.00
1/20/2024	EFT	Payments	Gen Electric	-198.00
1/20/2024	EFT	Payments	Rural Insurance	-276.00
1/20/2024	EFT	Payments	Rural Insurance	-93.00
1/20/2024	EFT - Loan	Payments	First Bank	-1,518.00
1/31/2024	4303	Payments	County Line Animal Clinic	-498.58

- Select the **Filters** tab and click in the **Transaction Status** field. By default, only posted will be selected. Move the appropriate options for your search to the right under Selected. In this example, we moved **Voided** and **Deleted**. Click **OK**.

The screenshot shows the 'Transaction Search Results' window with the 'Filters' tab open. The 'Transaction Status' field is set to 'Posted, Voided, Deleted'. The 'Available' list contains 'Edited', 'Reversed', and 'Rev...'. The 'Selected' list contains 'Deleted', 'Posted', and 'Voided'. The 'Search For' field is empty, and the 'By' field is set to 'Abbreviation'.

5. Select the **Columns** tab. Scroll down and select the check box for **Status (Name)**.

The screenshot shows the 'Columns' tab in the software. On the left, under 'Results Level of Detail', the 'Status (Name)' checkbox is checked. The main table has the following columns: Transaction Date, Transaction Number, Entry Screen, First Name, Last Name, and Total Bank Amount. The table contains 19 rows of transaction data.

	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount
1					
2	1/8/2024	4301	Payments	RW Repairs	-1,379.3
3	1/12/2024	4302	Payments	East Line Fuel	-2,802.5
4	1/12/2024	EFT - Loan	Payments	First Bank	-8,681.2
5	1/14/2024	EFT	Payments	Gen Electric	-641.2
6	1/14/2024	EFT	Payments	Rural Insurance	-755.5
7	1/14/2024	EFT	Payments	TransValley Insurance	-369.0
8	1/14/2024	EFT	Payments	Wireless Cell Service	-137.0
9	1/20/2024	EFT	Payments	Gen Electric	-198.0
10	1/20/2024	EFT	Payments	Rural Insurance	-276.0
11	1/20/2024	EFT	Payments	Rural Insurance	-93.0
12	1/20/2024	EFT - Loan	Payments	First Bank	-1,518.0
13	1/31/2024	4303	Payments	County Line Animal Clinic	-498.5
14	2/2/2024	4304	Payments	Area Ag Center	-11,324.7
15	2/7/2024	4306	Payments	RW Repairs	-1,398.0
16	2/14/2024	EFT	Payments	Gen Electric	-571.3
17	2/14/2024	EFT	Payments	Rural Insurance	-755.5
18	2/14/2024	EFT	Payments	TransValley Insurance	-369.0
19	2/14/2024	EFT	Payments	Wireless Cell Service	-137.0

6. Click **Search** to update the search results to include voided/deleted transactions and display a column that notes the status of each transaction.

The screenshot shows the 'Columns' tab with the 'Status (Name)' checkbox selected. The main table now includes a 'Status (Name)' column. The table contains 19 rows of transaction data, with the status of each transaction listed in the new column.

	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount	Status (Name)
1						
2	1/8/2024	4301	Payments	RW Repairs	-1,379.33	Posted
3	1/8/2024	6100	Payments	Area Ag Center	-14,151.00	Voided
4	1/12/2024	4302	Payments	East Line Fuel	-2,802.50	Posted
5	1/12/2024	EFT - Loan	Payments	First Bank	-8,681.25	Posted
6	1/14/2024	EFT	Payments	Gen Electric	-641.20	Posted
7	1/14/2024	EFT	Payments	Rural Insurance	-755.50	Posted
8	1/14/2024	EFT	Payments	TransValley Insurance	-369.00	Posted
9	1/14/2024	EFT	Payments	Wireless Cell Service	-137.00	Posted
10	1/20/2024	EFT	Payments	Gen Electric	-198.00	Posted
11	1/20/2024	EFT	Payments	Rural Insurance	-276.00	Posted
12	1/20/2024	EFT	Payments	Rural Insurance	-93.00	Posted
13	1/20/2024	EFT - Loan	Payments	First Bank	-1,518.00	Posted
14	1/31/2024	4303	Payments	County Line Animal Clinic	-498.58	Posted
15	2/2/2024	4304	Payments	Area Ag Center	-11,324.75	Posted
16	2/7/2024	4306	Payments	RW Repairs	-1,398.00	Posted
17	2/14/2024	EFT	Payments	Gen Electric	-571.30	Posted
18	2/14/2024	EFT	Payments	Rural Insurance	-755.50	Posted
19	2/14/2024	EFT	Payments	TransValley Insurance	-369.00	Posted

## Add a Signature Line to the Balance Sheet (or any other report)

Occasionally a bank, auditor or other financial institution may request a signed Balance Sheet. In this topic we'll explain how a signature line can be added to the Balance Sheet or any other report in CenterPoint. This process will add the signature line to the end of the report.



## Add a Signature Line to a Report

1. Select **Reports > Reports > Financial Statements > Balance Sheet**. Remember that in this example we are going to add the signature line to a Balance Sheet, but the same process can be done to any report.
2. Choose the appropriate **Report Selections** (for example, Company/Fund and Period) and click **Preview**.
3. Select the **Footer** tab on the left side of the screen.

The screenshot shows the 'Preview - [Balance Sheet]' window. On the left, the 'Footer' tab is selected. The 'Lines' box is empty. The main area displays a balance sheet with the following data:

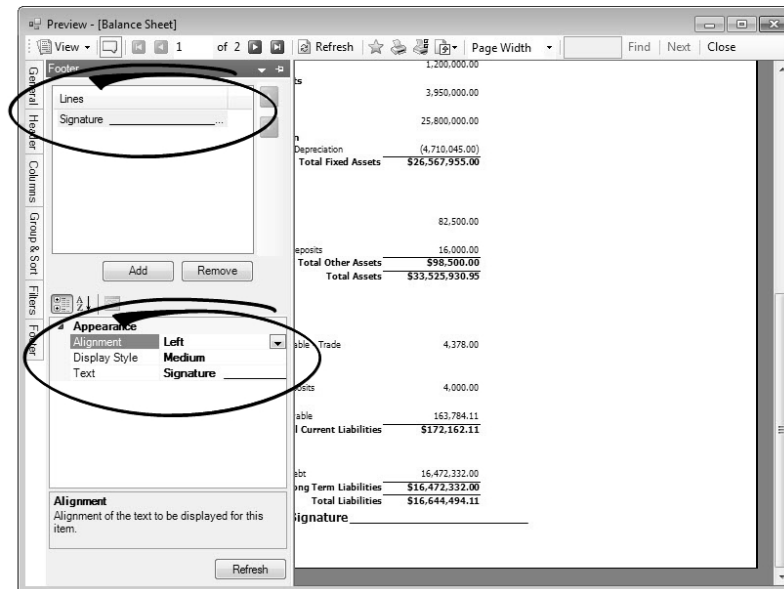
Assets	1,200,000.00
Current Assets	3,950,000.00
Fixed Assets	25,800,000.00
Depreciation	(4,710,045.00)
Total Fixed Assets	\$26,567,955.00
Other Assets	82,500.00
Total Other Assets	16,000.00
Total Assets	\$33,525,930.95
Liabilities	
Current Liabilities	4,378.00
Long Term Liabilities	4,000.00
Total Liabilities	163,784.11
Current Liabilities	\$172,162.11
Long Term Liabilities	16,472,332.00
Total Liabilities	\$16,444,494.11
Signature	


4. Click **Add**. A new row titled "New Item" is added in the Lines box at the top.

The screenshot shows the 'Preview - [Balance Sheet]' window. The 'Lines' box now contains a 'New Item' row. The 'Appearance' box at the bottom is open, showing options for Alignment, Display Style, and Text. The 'Text' row is selected, and the text 'Text to be displayed for this item.' is visible.

5. Select "New Item" in the **Lines** box. In the **Appearance** box at the bottom, delete the "New Item" text in the **Text** row. Replace it with **Signature** \_\_\_\_\_. This is done by typing in

"Signature", pressing the space bar twice and then approximately 25-30 keystrokes using the underscore key on your keyboard.



6. In the **Alignment** field, select where you would like the signature line to print (left aligned, centered, or right aligned).
7. If you would like the signer name printed below the signature line, click the **Add** button again. Type in the signer name in the Text Row and select the appropriate Alignment. This line is optional.
8. Click the **Refresh** button to display the modified report. The signature line(s) will be printed at the bottom on each page of the report.
9. To save this report for future use, select the yellow star "Add to Favorites" icon .

## Smart Summarization in Reports

A "smart summarization" feature allows the following reports to improve your reporting needs:

- » General Ledger
- » General Ledger Account Activity
- » General Journal Activity by Account
- » Purchases by Vendor and Account

The smart summarization automatically displays different data based on the columns included in the report.

- » If you preview the report with no department/profit center or location/production detail columns included, the data is summarized by the account for each transaction. For example, if you had multiple lines in the same transaction that used the same account but different department/profit center or location/production details on each line, the account will be summarized into one line. Using account distributions is an example of posting multiple lines to one account.
- » If you add the department/profit center or location column to the default report, each account will be summarized by department/profit center or location.

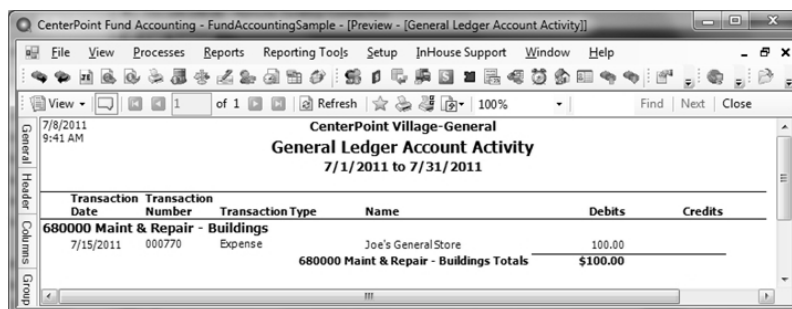
- » If you add the columns for profit center, production center, and location/production year, each account will be summarized by profit center, production center, and location/production year.

Each variation of the report can be saved in your favorites and ready for you needs, whether it be details or a summary.

The following example shows how a repair transaction assigned to multiple departments would look based on the columns included in the report.

#### Example 1: No Extra Columns Included - Summarized Report

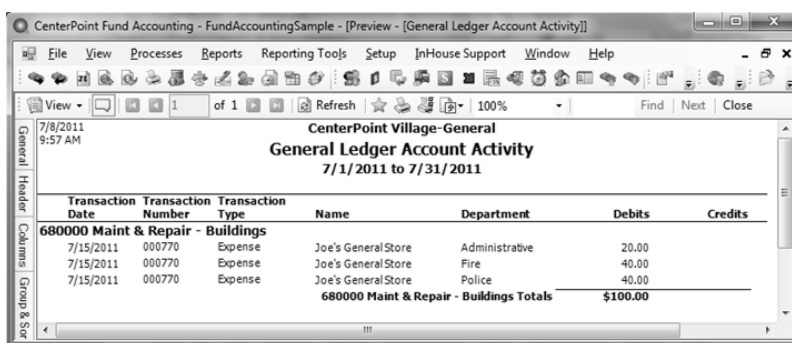
1. Select **Reports > Reports > Transaction Reports >** and one of the reports mentioned above. In our examples, we'll be using the General Ledger Account Activity report.
2. In this example the default report was used (no extra columns were added to the report) so the transaction data is automatically summarized by the account.



Transaction Date	Transaction Number	Transaction Type	Name	Debits	Credits
7/15/2011	000770	Expense	Joe's General Store	100.00	
<b>680000 Maint &amp; Repair - Buildings Totals</b>				<b>\$100.00</b>	

#### Example 2: Data Summarized by Department (within each account)

1. Select **Reports > Reports > Transaction Reports >** and one of the reports mentioned above.
2. Click **Preview** and then select the **Columns** tab. Include the **Department** column.
3. Click the **Refresh** button and the modified report will be displayed. Because the **Department** column was included, the \$100 transaction is summarized by **Department** instead of by account as shown in the first example.



Transaction Date	Transaction Number	Transaction Type	Name	Department	Debits	Credits
7/15/2011	000770	Expense	Joe's General Store	Administrative	20.00	
7/15/2011	000770	Expense	Joe's General Store	Fire	40.00	
7/15/2011	000770	Expense	Joe's General Store	Police	40.00	
<b>680000 Maint &amp; Repair - Buildings Totals</b>					<b>\$100.00</b>	

## Add Beginning Balances to the Detailed Trial Balance Report

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The instructions below explain how to add beginning balances for revenue and expense accounts to the Detail Trial Balance report.

This topic contains the following information:

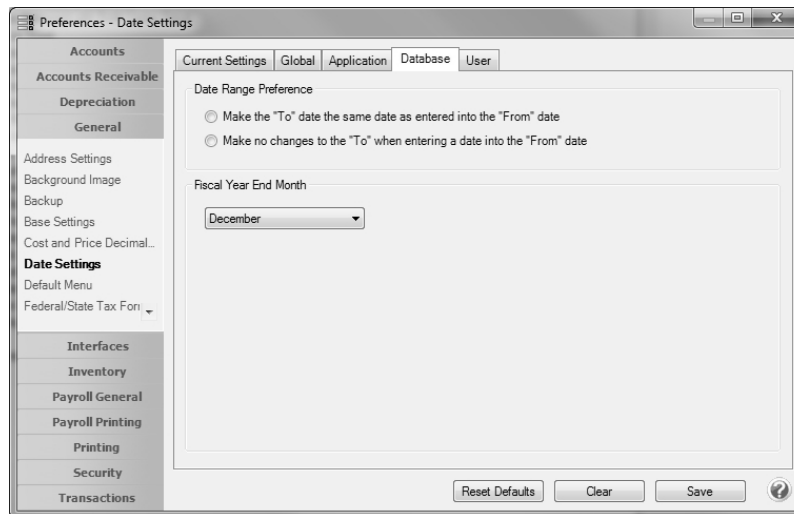
[Verify Fiscal Year End Month](#)

[Process a Detailed Trial Balance with Beginning Balances](#)

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### Verify Fiscal Year End Month

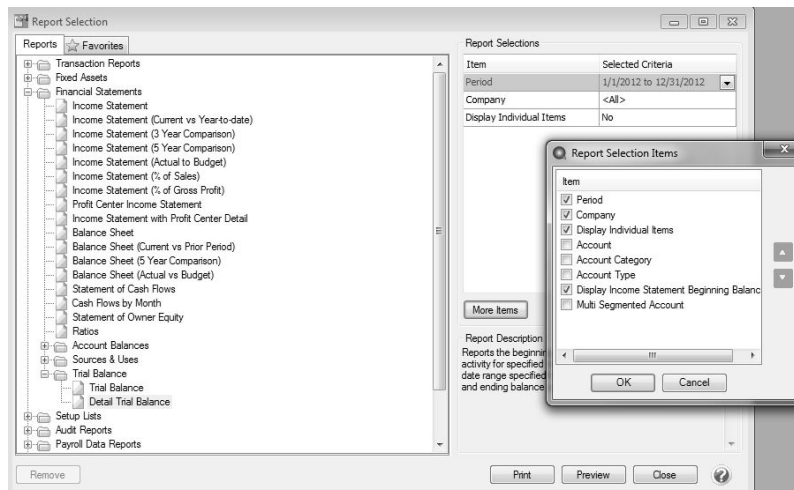
1. Select **File > Preferences > General > Date Settings**.
2. Select the **Database** tab.



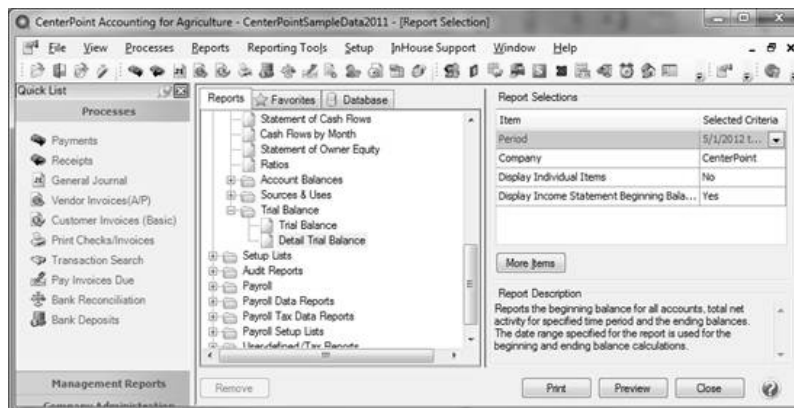
3. Select the month your fiscal year ends in the **Fiscal Year End Month** field.
4. Click **Save**.

### Process a Detailed Trial Balance with Beginning Balances

1. Select **Reports > Reports > Financial Statements > Trial Balance > Detail Trial Balance**.
2. Select the **More Items** button on the right.



3. Select the **Display Income Statement Beginning Balances** option and click **OK**.
4. In the report selections, set the **Display Income Statement Beginning Balances** to **Yes**.



5. Specify any other needed **Report Selections** and click **Preview**.
6. If the report was run for the current period, the beginning balance for each revenue, expense, and cost of goods will be the activity accumulated from the first period of the fiscal year through the month prior to the starting period in the report selections. The ending balance equals the beginning balance plus/minus activity in the report selection List period(s).

## Modify a Report to Change Font and Modify Column Widths

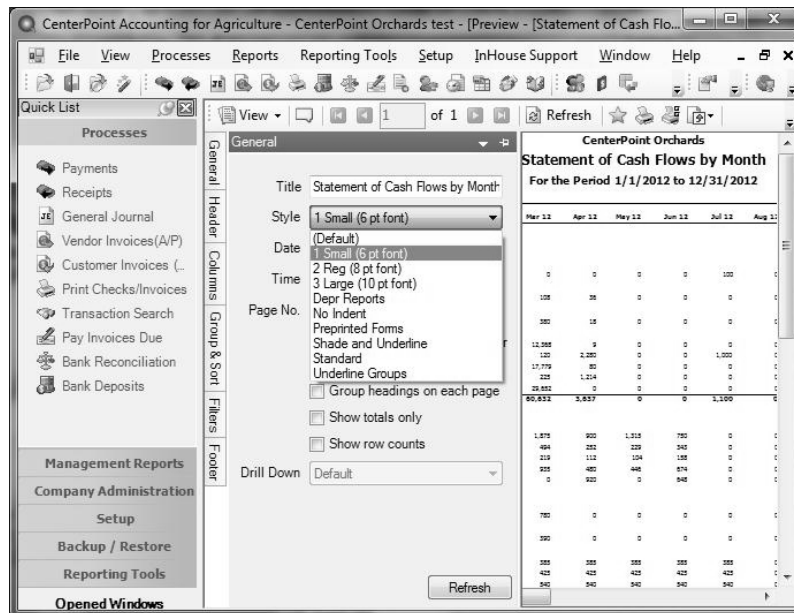
Occasionally, when reports are modified, too many columns of data are added and the report no longer fits on one page. New report styles allow you to select a smaller font. Using the smaller font gives you the ability to make the column width smaller and the result is more columns fitting on the page width. Smaller column widths can also help convert a landscape report to portrait.

## Modify a Report to Change the Font and Modify Column Widths

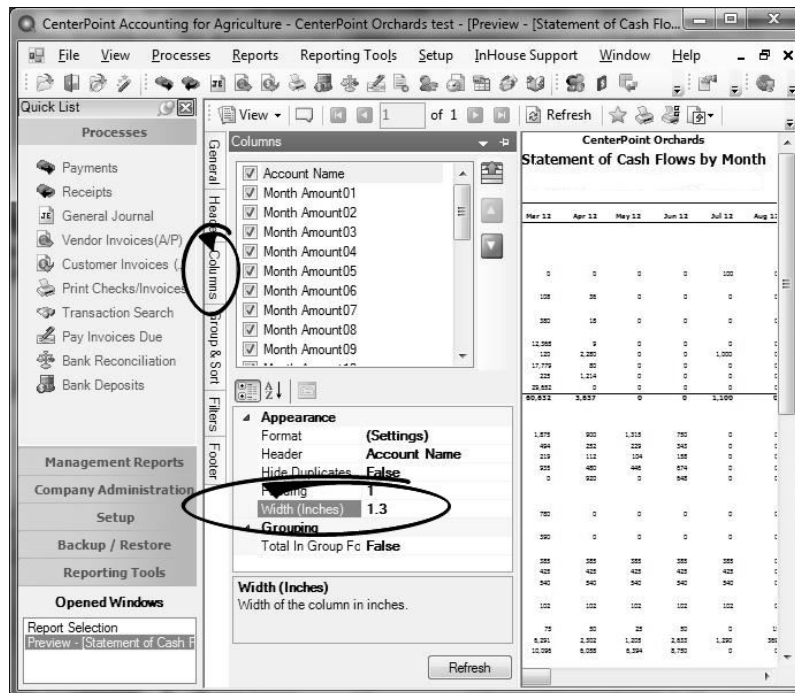
1. Preview the report that you'd like to modify or select a report with multiple columns, such as a Statement of Cash Flows by Month or an Income Statement Comparison report.
2. Select the **General** tab on the left.
3. Click on the **Style** drop-down arrow. There are several style options, including options with larger or smaller fonts. The default is **3 Large (10 pt font)**. Select either **1 Small (6 pt font)** or **2 Reg (8 pt font)**.



Note: If you would like to choose one of these styles as the default style for all reports, you can set it as a preference. Select **File > Preferences > Reports > Report Styles**. Click on the **Database** tab. Then select the **Default Report Style** you prefer.



4. Select the **Columns** tab on the left.
5. Select a column (for example, Account Name) that you'd like to decrease the width for.
6. In the **Appearance** section at the bottom, change the **Width (Inches)** to a smaller width.



7. Repeat steps 5-6 for each column width to be modified.
8. Click **Refresh** to view the changes.
9. To verify if all the columns will fit on the report, either print the first page of the report, or change the **View** to **Print Layout**. The Print Layout view will display exactly as the report would print.
10. If you'd like to keep this report with the changes made, click on the Yellow star (Add to Favorites) icon.

## Export Report to Microsoft® Excel, Adobe® PDF, or CSV

If you'd like to share your CenterPoint reports with an accountant, the banker, a landlord, shareholders, board of directors, or a particular customer or vendor, the data can be exported to an Excel or PDF document. The export creates a file. Opening the PDF file displays on another machine identical to the report preview displayed within CenterPoint. The Excel file displays in an Excel spreadsheet format with the same column headings and data viewed within the CenterPoint report. The exported file can be attached to an email to your third party user or saved to an external drive and given to your third party user.

There are multiple ways a report can be exported from CenterPoint:

[Export Report with Previewing](#)

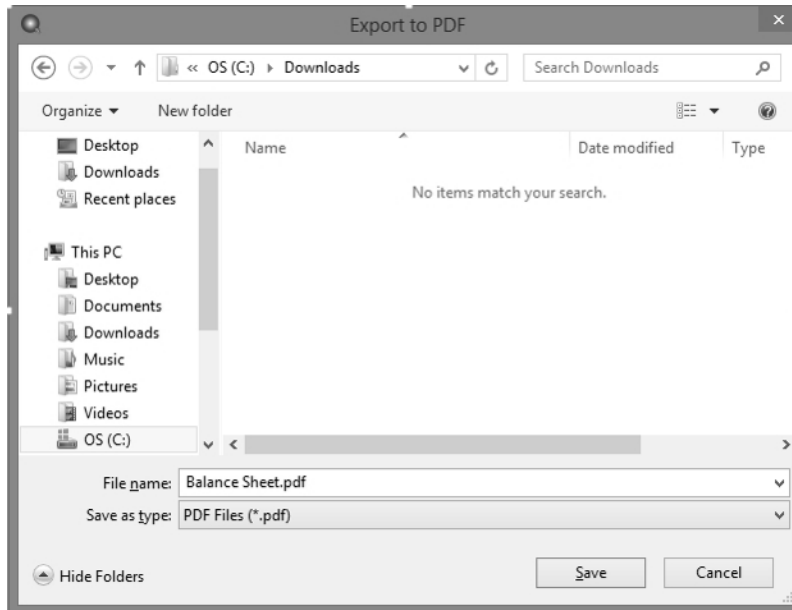
[Export from Preview of Report](#)

[Export a Batch \(Group\) of Reports](#)

### Export Report with Previewing

1. Select **Reports > Reports**. Select any report from the Reports or Favorites tab.
2. Set the Report Selections on the right.
3. Click the **Export** button.

4. Select **Export to Excel (XLSX)**, **Export to Excel 97-2003 (XLS)**, **Export to PDF**, **Export to CSV**, or **Export Raw Data to CSV** (this option creates a CSV file with a column for every field used for processing the report (this option may include data not shown on the report that is used for preparing the report for display)).
5. Select a location to save the file. This can be a folder on your computer or an external drive.



6. The report title defaults as the File name but can be changed.
7. Click **Save**.

### Export from Preview of Report

1. Select **Reports > Reports**. Select any report from the Reports or Favorites tab.
2. Set the Report Selections on the right.
3. Click the **Preview** button.
4. If needed, make changes to the report using the Columns or Group/Sort tabs.
5. From the row of icons at the top of the report, select the **Export** icon.
6. Select the method for exporting; **Export to (XLSX)**, **Export to Excel 97-2003 (XLS)**, **Export to PDF**, **Export to CSV**, or **Export Raw Data to CSV** (this option creates a CSV file with a column for every field used for processing the report (this option may include data not shown on the report that is used for preparing the report for display)).
7. Select a location to save the file. This can be a folder on your computer or an external drive.
8. The report title defaults as the File name but can be changed.
9. Click **Save**.

### Export a Batch (Group) of Reports

CenterPoint Batch Reports allow you to create a group of reports that can be printed or exported at the same time. For example, your accountant may need several reports every month. Reports in a Batch will export as one file that includes each report consecutively.



1. If you haven't already created the Batch, do the following, otherwise skip to step 2.
  - a. Select **Reports > Reports > Favorites** tab.
  - b. Right-click and select **New Folder** to create a report folder/batch.
  - c. Enter a Name for the Batch, such as Accountants Monthly Reports and click **OK**.
  - d. From **Reports > Reports > Reports** tab, right-click on the reports you want in the new group and select **Add to Favorites**.
  - e. Select **Reports > Reports > Favorites** tab.
  - f. Drag and Drop each of the reports into the new batch.
2. From **Reports > Reports > Favorites** tab, click on the batch to be exported.
3. Click the **Export** button.
4. Select the method for exporting; **Export to (XLSX)**, **Export to Excel 97-2003 (XLS)**, **Export to PDF**, **Export to CSV**, or **Export Raw Data to CSV** (this option creates a CSV file with a column for every field used for processing the report (this option may include data not shown on the report that is used for preparing the report for display)).
5. Select a location to save the file. This can be a folder on your computer or an external drive.
6. The report title defaults as the File name but can be changed.
7. Click **Save**.

### Export a Batch of Reports to your Cloud Storage

Would you like to export a batch of reports to your cloud storage?

Cloud storage is having the ability to store selected files on the internet so you can share them and access them whenever you wish. There are many providers of cloud storage. In our example, we are using Dropbox. Using these services normally creates a folder on your computer that is connected to the cloud storage. Sharing can be from multiple laptops, desktops, tablets, smart phones, as well as multiple individuals. Accessing the data requires an approved user and password.

A batch of reports is a group of favorite reports added to one folder in the Favorites tab. Individual folders can be made for different uses such as Accountant Reports, Board Reports, Owner Reports, etc. Please refer to document 3094, Understanding Reports and Batch Reports for step-by-step instructions on how to add reports to your Favorite tab and generating a batch of reports.

#### Prerequisite

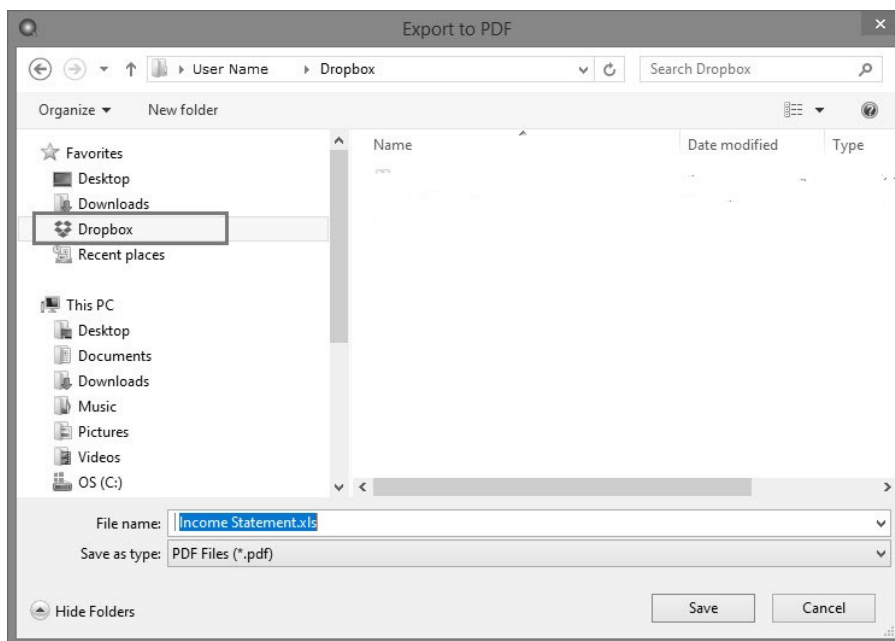
You must have a cloud storage system (for example, Dropbox, Copy, etc.) installed/available on your computer.

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### Exporting a Batch of Reports to your Cloud Storage

1. Select **Reports > Reports > Favorites** tab. Select the batch report folder to be exported.
2. In the **Report Selections**, select the appropriate criteria.
3. In the lower right, click on the arrow next to **Export**, then select the **Export to PDF**, **Export to Excel**, **Export to CSV**, or **Export Raw Data to CSV** option. The Export Raw Data to CSV option creates a CSV file with a column for every field used for processing the report (this option may include data not shown on the report that is used for preparing the report for display).

4. From the **Export** screen, browse to the cloud storage folder on your desktop.



5. Select **Save**.

The exported file is now accessible to all devices that have access to the cloud storage. In the above example, if your accountant, board members, or owners are allowed access to your cloud storage, the reports will be immediately available. Double-clicking the exported batch report file displays one report after the other included in that batch.

## Chapter 11 - Assets

### Maintenance

#### Fixed Assets

A fixed asset is a long-term tangible piece of property that a owns and uses in the production of its income and is not expected to be consumed or converted into cash any sooner than at least one year's time. In CenterPoint, fixed assets are setup separately from accounts, but are associated with a general ledger account. A benefit of fixed assets is the ability to view a detailed Balance Sheet without including the long list of individual assets. The fixed assets are summarized in their associated general ledger accounts.

This topic explains how to:

[Purchase a New Fixed Asset](#)

[Convert an Existing Account to a Fixed Asset](#)

[Change/Edit a Fixed Asset](#)

[Combine Two Fixed Assets](#)

[Delete a Fixed Asset](#)

[Change the Status of an Existing Fixed Asset](#)

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#### Purchase a New Fixed Asset

A fixed asset item can easily be created during the transaction entry that purchases the item. This would normally be a Vendor Invoice (A/P), Payment or General Journal Entry. The same instructions can be used for any transaction that purchases a new fixed asset.

1. Select **Processes > Expenditures > Payments**.
2. Enter the payment information (**Pay to the Order of, Date, Check Number**, etc.) at the top of the screen as normal.
3. In the grid, right click in the **Account** field and select **New Fixed Asset Item**. A fixed asset item screen displays.

The screenshot shows the 'Fixed Assets' window with the 'Asset Detail' tab selected. The window title is 'Fixed Assets'. Below the title bar are tabs: 'List', 'Detail', 'Balances', 'Filter', and 'Reports'. The main content area is titled 'Office Equipment' and contains three sub-sections: 'Fixed Asset Information', 'General Ledger Account Information', and 'Depreciation Expense Details'. In 'Fixed Asset Information', the 'Abbreviation' field contains 'OE' and the 'Name' field contains 'Office Equipment'. In 'General Ledger Account Information', the 'Asset' field is 'Furniture & Fixtures', 'Depreciation Expense' is 'Depreciation', and 'Accumulated Depreciation' is 'Accumulated Depreciation'. In 'Depreciation Expense Details', the 'Use Account Distribution Details' checkbox is checked, and the 'Assign depreciation expense to the following detail' section has fields for 'Profit Center', 'Location', 'Project', 'Tracking Number 1', and 'Tracking Number 2', all of which are currently empty. At the bottom of the window are buttons for 'Save', 'Cancel', 'Active Status', 'Additional Notes', and 'Close'.

- » When a new asset is created, the default sequence will be automatically selected in the **Abbreviation** field and the next available number generated. A custom abbreviation may be entered at any time overriding the default sequence value. These sequences can be created/maintained via Setup > General > Numbering Sequences.

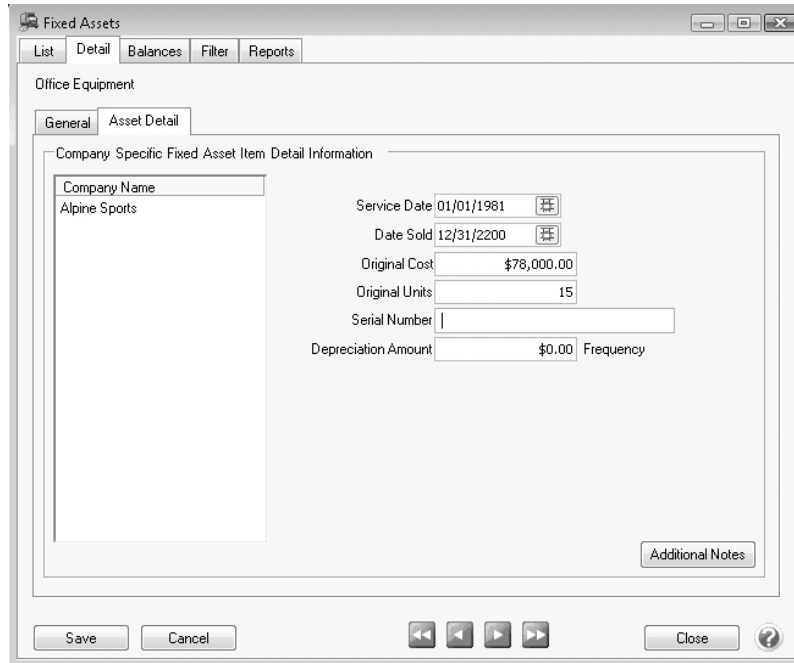


Note: If the sequence is changed manually, the sequence will not auto-increment the value of the sequence when saved. The sequence is also only incremented when saving new assets, not when altering existing assets.

- » Enter the **Name** of the new item.
- » In the **Asset** field, select the required general ledger account to be associated with this fixed asset. Only those accounts assigned a depreciable asset account category will be displayed in the lookup screen.
- » Enter the required appropriate **Depreciation Expense** account. When a new fixed asset is added, if you select an Asset account that was set up with an Depreciation Expense account default, it will display from the main asset account.
- » Enter the required appropriate **Accumulated Depreciation Expense** account (this field is required only if the Depreciation Settings in File > Preferences > Depreciation is set to Adjust Accumulated Depreciation). When a new fixed asset is added, if you select an Asset account that was set up with an Accumulated Depreciation account default, it will display from the main asset account.
- » Leave the **Use Account Distribution Details** check box selected if you want the depreciation expense transaction for the fixed asset to assign the department or location details.

or

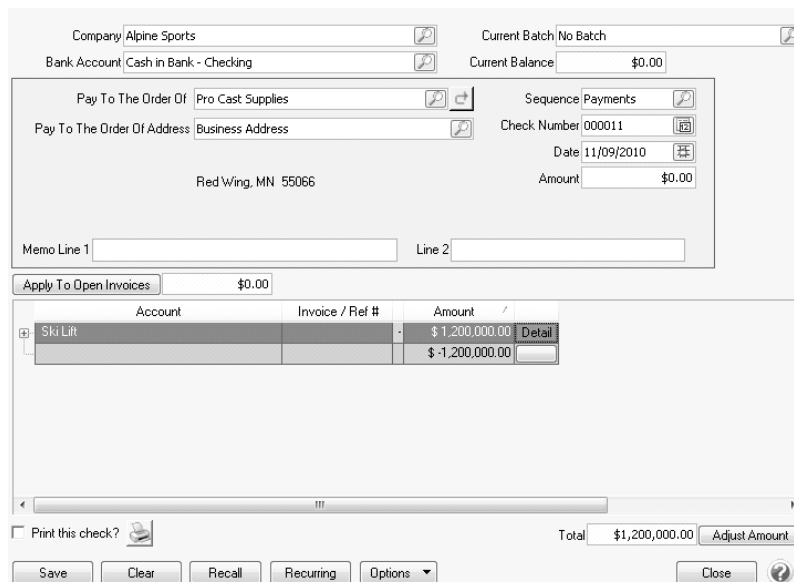
- » Unselect the Use Account Distribution Details check box and enter the department or location details (departments, locations, tracking number 1, tracking number 2) that the depreciation expense transaction for the fixed asset should use.
- » Select the **Asset Detail** tab to complete the applicable item details (Original Cost, Serial Number, Original Units, etc.).



The screenshot shows the 'Fixed Assets' window with the 'Asset Detail' tab selected. The window title is 'Fixed Assets'. The tabs are 'List', 'Detail', 'Balances', 'Filter', and 'Reports'. The 'Detail' tab is active, showing 'Office Equipment' and 'General' sub-tabs. The 'Asset Detail' sub-tab is selected, displaying 'Company Specific Fixed Asset Item Detail Information'. The form includes fields for 'Company Name' (Alpine Sports), 'Service Date' (01/01/1981), 'Date Sold' (12/31/2200), 'Original Cost' (\$78,000.00), 'Original Units' (15), 'Serial Number' (empty), 'Depreciation Amount' (\$0.00), and 'Frequency'. There is an 'Additional Notes' button at the bottom right. At the bottom of the window are 'Save', 'Cancel', navigation arrows, and a 'Close' button.

- » Click **Save**.

4. Back on the Payment screen, enter the **Amount** for the purchase of this fixed asset.



The screenshot shows the 'Payment' screen. At the top, 'Company' is 'Alpine Sports' and 'Current Batch' is 'No Batch'. Below, 'Bank Account' is 'Cash in Bank - Checking' and 'Current Balance' is '\$0.00'. The 'Pay To The Order Of' field is 'Pro Cast Supplies'. The 'Pay To The Order Of Address' is 'Business Address'. The 'Sequence Payments' field is empty. The 'Check Number' is '000011'. The 'Date' is '11/09/2010'. The 'Amount' is '\$0.00'. The address 'Red Wing, MN 55066' is displayed. There are 'Memo Line 1' and 'Line 2' fields. Below these is an 'Apply To Open Invoices' button with '\$0.00'. A table shows the account distribution:

Account	Invoice / Ref #	Amount	
Ski Lift		\$ 1,200,000.00	Detail
		\$ -1,200,000.00	

At the bottom, there is a 'Print this check?' checkbox, a 'Total' field showing '\$1,200,000.00', and an 'Adjust Amount' button. Navigation buttons 'Save', 'Clear', 'Recall', 'Recurring', and 'Options' are at the bottom left, and a 'Close' button is at the bottom right.

5. Enter any additional applicable information in the payment transaction and click **Save**. The fixed asset balance will automatically be updated by the purchase of the asset.

### Convert an Existing Account to a Fixed Asset Item

If you have an existing fixed asset that was created as an account rather than a fixed asset item, follow the steps below to change the account to an item.

#### Step A - Create a Temporary Summary Account

1. Select **Setup > Accounts > Accounts**.
2. Expand **Assets**. Select **Machinery and Equipment**.
3. Click on **New** to create a new summary account.
4. In the Name box, enter **Temporary**.
5. In the **Type** box, select **Assets**.
6. In the **Category** box, select
7. Click **Save**.

#### Step B - Assign the Temporary account to each Account that should be a Fixed Asset

1. Double Click on an account that should be a fixed asset item.
2. In the **Subaccount of** box, select the **Temporary account** created in step A.
3. Click **Save**. The fixed asset will display under the Temporary summary account.
4. Repeat Step B1-3 for each account that should be a fixed asset item.

#### Step C - Make an Account an Item

1. Right-click one of the fixed assets under the Temporary account. Select the option **Make Account "..." an Item**. The icon will change all accounts in this group to fixed asset items.
2. All items at that point will be assigned to the Temporary account. This can be changed by doing the following:
  - » Select **Setup > Fixed Assets > Fixed Assets**.
  - » Double-click one of the fixed asset and go to the **Detail** tab.
  - » In the **Asset** field, select the general ledger account to be associated with this fixed asset. Only those accounts assigned a depreciable asset account category will be displayed in the lookup screen.
  - » If applicable, specify additional information in regards to this fixed asset (depreciation expense account, original cost, etc.).
  - » Click **Save**. Repeat these steps for each fixed asset item.

#### Step D - Delete the Temporary account

1. Select **Setup > Accounts > Accounts**.
2. Select the **Temporary** account and click on **Delete**.

### Change/Edit a Fixed Asset

1. Select **Setup > Fixed Assets > Fixed Assets**.
2. Double click on the fixed asset and modify the details.
3. Click Save.

## Combine Two Fixed Assets

If a fixed asset is accidentally set up twice, the Combine button can be used to combine the two assets into one. The first fixed asset will be removed and all history associated with it, will now be associated with the second fixed asset.



Note: It is recommended that you take a backup before combining fixed assets.

1. Select **Setup > Fixed Assets > Fixed Assets**.
2. Select the fixed asset to be combined with another and click **Combine**.

Abbreviation	Account Number	Name
Furniture		Furniture
OE		Office Equipment
SkiLift		Ski Lift

3. Select the fixed asset this item should be combined into and click **OK**.

## Delete a Fixed Asset

The Delete button completely removes a fixed asset from the system.



Note: You cannot delete a record that has any type of history or other records linked to it in the system. If you have a fixed asset that is no longer being used, but does have historical activity, please see below on how to inactivate an item.

1. Select **Setup > Fixed Assets > Fixed Assets**.
2. Select the asset you want to delete, and then click **Delete**
3. At the **"Are you sure you want the item deleted?"** message, click **Yes**.

## Change the Status of an Existing Fixed Asset

Fixed assets that are no longer being used, but have history, can be deactivated. Fixed assets can be active for some companies/funds and not for others. Fixed Assets cannot be activated if the higher level account is inactive

1. Select **Setup > Fixed Assets > Fixed Assets**.
  - b. Select a fixed asset, right-click and select **Activate/Deactivate**, select the companies/funds the item is inactive in, and then click **OK**.
3. Click **Save** to save the name and return to the List tab, or click **Close** to save the name and close the Names screen.

## Depreciation of Fixed Assets

Fixed assets are items that a company purchases for long-term use in their business. Equipment, furniture, machinery, and tools are all examples of tangible fixed assets. From both a physical and economic standpoint, the value of fixed assets declines over time and use. The decline in an asset's value is called depreciation.

CenterPoint can be setup to periodically generate depreciation entries.

[Step A - Define Depreciation Method \(one-time setup\)](#)

[Step B - Define How Often to Depreciate Fixed Assets \(one-time setup\)](#)

[Step C - Define Depreciation Amount for Each Fixed Asset](#)

[Step D - Setup a Reminder to Record Depreciation Transactions \(optional\)](#)

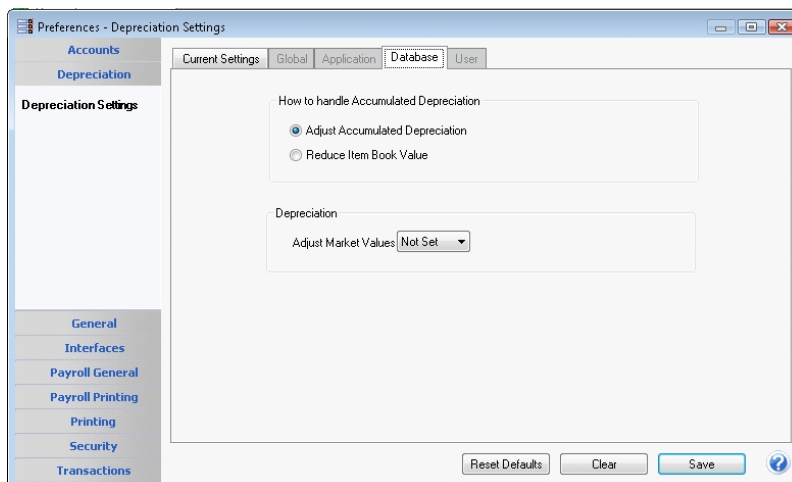
### Prerequisite

Fixed Assets must be setup in the system before depreciation transactions can be recorded. See the Fixed Assets document for step-by-step instructions on how to create and purchase fixed assets.

## Step A - Define Depreciation Method

CenterPoint provides two depreciation methods for fixed assets. This setting will define what accounts are used when depreciation entries are recorded. To choose the appropriate option for your company:

1. Select **File > Preferences > Depreciation > Depreciation Settings**.





2. Click on the **Database** tab.
3. In the How to Handle Accumulated Depreciation area, select the appropriate option for your company. If you are unsure which option to select, we recommend your accountant:
  - » **Adjust Accumulated Depreciation**- when the depreciation transactions are created, it will be a transaction between a depreciation expense and an accumulated depreciation account. The book value of the asset is not affected, it remains as cost.
  - » **Reduce Item Book Value** - when the depreciation transactions are created, it will be a transaction that debits depreciation expense and credits the asset that is being depreciated. By using this method, all fixed assets will be presented on the balances reports with their undepreciated remaining book value.
4. If you are maintaining market values for your items, you can have the market value also be decreased by the amount of depreciation transactions. Select **Yes to Adjust Market Values** if you want market values decreased automatically.
5. Click **Save**.

### Define How Often to Depreciate Fixed Assets

**Depreciation Frequency** defines the number of times you wish to post depreciation during the year. Selecting the frequency that you want those depreciation transactions recorded makes sure that the transactions are only recorded in valid periods and that they are not duplicated in any one period.

1. Select **Setup > Companies**. **Edit** the appropriate **Company**.
2. Click on the **Additional Detail** tab.

The screenshot shows the 'Companies' window with the 'Additional Detail' tab selected for 'CenterPoint Farms'. The 'Tax Reporting Information' section contains input fields for 'Federal Tax Id', 'State Tax Id', and a dropdown for 'Company Type'. The 'General Accounting Information' section contains dropdowns for 'Fiscal Year End' (set to December), 'Depreciation Frequency' (set to Annually), 'Distribution Frequency' (set to Monthly), and 'Inventory Valuation Method' (set to Average). The 'Retained Earnings Account' is set to 'Retained Earnings'. At the bottom, there are 'Save', 'Cancel', and 'Close' buttons, along with navigation arrows.

3. In the **Depreciation Frequency** field, select the appropriate option for your company/fund. The options are Monthly, Quarterly, or Annually.
4. Click **Save**.

## Define Depreciation Amount for Each Fixed Asset

Prior to recording depreciation transactions, you must identify what value to depreciate for each fixed asset. Be sure to take in account how often you are creating depreciation transactions. For example, if you chose in Step B to depreciate annually, then these would be annual numbers. If you chose to depreciate monthly, these would then be monthly values. Depending on how your accountant calculates the depreciation amounts, these may need to be updated annually.

1. Select **Setup > Fixed Assets > Maintain Depreciation**. Fixed assets that are active for the selected company AND have a sold date greater than today's date display in the list.

Abbreviation	Name	Depreciation Amount	Current Undepreciated Amount	Purchased Date	Date Sold	Serial Number
01 Tractor 440	01 IH Tractor 440	\$ 0.00	\$ 143,000.00	08/01/11	12/31/05	
09 Grain Truck	09 Grain Truck 26 Ton	\$ 803.57	\$ 57,857.16	07/11/17	12/31/05	
10disc	10 Disc Chisel	\$ 311.91	\$ 22,457.08	03/31/16	12/31/05	
11skidsteer	11 Skid Steer	\$ 0.00	\$ 0.00	01/01/86	12/31/05	
sprayer	11 Sprayer	\$ 1,664.17	\$ 119,819.96	02/11/17	12/31/05	
12auger	12 Auger w/swing	\$ 254.76	\$ 18,342.88	06/22/18	12/31/05	
planter	12 Planter 36 row	\$ 2,190.50	\$ 157,714.00	03/20/18	12/31/05	
combine	13 Combine	\$ 1,987.50	\$ 214,650.00	04/30/19	12/31/05	
13PESemi	13 Peterbilt Semi	\$ 1,101.67	\$ 79,319.96	01/31/19	12/31/05	
13 tractor250	13 Tractor M 250	\$ 2,123.81	\$ 0.00	03/01/19	12/31/05	
14cultivator	14 Field Cultivator	\$ 609.52	\$ 43,885.76	01/31/20	12/31/05	
14 JD Tractor	14 JD Tractor 721	\$ 0.00	\$ 142,500.00	07/01/21	12/31/04	
16 Hopper	16 Hopper Trailer 42 foot	\$ 404.76	\$ 41,720.00	12/21/20	12/31/04	
Cart	Apple Cart	\$ 0.00	\$ 0.00	01/01/86	12/31/05	
Beanhead	Bean Head Used	\$ 571.42	\$ 41,142.96	04/30/19	12/31/05	
Blacktop	Blacktop 200	\$ 0.00	\$ 1,000,000.00	04/01/11	12/31/05	
CattleE	Cattle Barn East	\$ 77.00	\$ 33,076.00	07/15/96	12/31/05	
CattleW	Cattle Barn West	\$ 97.00	\$ 33,836.00	08/31/13	12/31/05	
applehar	Centipede Apple Harvester	\$ 0.00	\$ 0.00	01/01/86	12/31/05	
ComputerW7	Computer Dell Windows 7	\$ 0.00	\$ 1,200.00	03/14/19	12/31/05	
Cornhead	Cornhead	\$ 658.33	\$ 71,100.04	04/30/19	12/31/05	
feedmixer	Feed Mixer	\$ 0.00	\$ 3,900.00	11/01/09	12/31/05	
feeders	Feeders	\$ 62.50	\$ 6,750.00	07/03/15	12/31/05	
pickup	Ford Pickup 2009	\$ 273.81	\$ 19,714.28	05/31/17	12/31/05	
Forklift10	Forklift 10	\$ 0.00	\$ 0.00	01/01/85	12/31/04	
Forklift16	Forklift 16	\$ 0.00	\$ 0.00	06/29/21	12/31/04	
bin48-10	Grain Bin 48' 10 Ring	\$ 77.77	\$ 27,066.76	06/30/96	12/31/05	
Bin48-8	Grain Bin 48' 8 Ring	\$ 41.80	\$ 14,498.40	08/09/94	12/31/05	
Grain Leg	Grain Leg	\$ 48.61	\$ 38,316.68	08/11/01	12/31/05	
mower	Grasshopper Lawn Mower	\$ 112.86	\$ 8,125.68	04/01/19	12/31/05	
Harvey	Harvey 85	\$ 0.00	\$ 385,000.00	03/31/95	12/31/05	
HomeE	Home East 120	\$ 0.00	\$ 480,000.00	12/16/78	12/31/05	
Orch	Home Orchard	\$ 0.00	\$ 80,000.00	01/01/86	12/31/05	
HomeS	Home South 80	\$ 0.00	\$ 320,000.00	12/16/78	12/31/05	
Irrigation	Irrigation System	\$ 0.00	\$ 0.00	01/01/85	12/31/04	
Livestocktrailer	Livestock Trailer	\$ 0.00	\$ 39,000.00	02/01/09	12/31/05	
loader	Loader Tractor	\$ 1,404.76	\$ 101,142.88	06/02/15	12/31/05	

Total Depreciation Amount: \$16,135.44  
Total Current Undepreciated Amount: \$3,949,447.58

2. For each item that will be depreciated, enter the appropriate **Depreciation Amount**. This amount will be used each time a depreciation entry is recorded for this item. Contact your accountant if you are unsure what depreciation amount to specify.
  - » If a Depreciation Amount is specified, the Current Undepreciated Amount will display the amount left to depreciate on the asset regardless of how accumulated depreciation is being stored. If a Depreciation Amount is not specified, the book value (the accumulated depreciation) displays. The Current Undepreciated Amount is not influenced by period.
3. The **Total Depreciation Amount** displays the sum of the Depreciated Amount column.
4. The **Total Current Undepreciated Amount** displays the sum of the Current Undepreciated Amount column.

5. Once depreciation amounts are entered for applicable items, click **Save**.
6. Select **Processes > Periodic > Depreciation Transactions** or **Processes > Depreciation > Depreciation Transactions**.
7. Click **Create New**.

8. In the **Company/Fund** box, enter the company/fund name that the depreciation transactions should be created for. The company/fund selection controls the depreciation frequency used in the depreciation transaction.
9. The **Transaction Date** will automatically display the appropriate next depreciation transaction date (defaults to the first day in the next period since the last depreciation transaction were calculated), based on the depreciation frequency specified above in Step B.
10. In the **Transaction Number** box, enter the transaction number for the depreciation transactions or click the sequence number icon and select the next available sequence number. See the topic for more information.
11. In the **Memo Line 1** box, enter an optional memo for the transaction. In the **Line 2** box, if the transaction is assigned a name that was setup with a default memo, it will display automatically and can be overridden.
12. Enter an optional **Notation**.
13. Click **OK**. Each fixed asset with depreciation lists and can be expanded to view the journal for that item.
  - » Depreciation expense is debited and the accumulated depreciation asset assigned to the fixed asset is credited. You may want to have an accumulated depreciation asset for each asset group used to summarize your fixed assets.

Depreciation Transactions

ListDetailFilter

CompanyCenterPoint FarmsTransaction Date12/31/2011Transaction Number0123111

Account	Amount
1994 Volvo	\$ -3,927.00
1996 Volvo	\$ -1,423.67
1999 GMC C25	\$ -4,722.23
2- 1000 Gal LP Tanks	\$ -126.07
2000 GMC GK24	\$ -4,819.50
2001 Chevy	\$ -4,182.20
2003 Wheeler 38' Trailer	\$ -4,967.54
Angus Bull MP 348 WTR	\$ -123.00
Brock 24' 10-ring Grain Bi	\$ -2,072.30
Case I/H 2388 Combine	\$ -3,400.00
Case IH 2388 (JD 9650)	\$ -7,563.38
DML 2800 28% Applicator	\$ -1,210.37
FBI Cattle Barn 24x36	\$ -338.76
FBI Open Front Shed	\$ -1,211.49
Front Blade For JD 8100	\$ -183.68
Greenstar/ AgLeader GP	\$ -1,933.03
JD 1518 Mower	\$ -1,172.46
JD 1850 Air Drill	\$ -4,934.89

PostCancel

Close

14. Click **Post** to complete the transaction.
15. From the List tab, you can perform the following actions on a posted transaction:

Depreciation Transactions

ListDetailFilter

Search ForBy Date

Current FilterCustom

Date	Transaction #	Company	Notation
12/31/2010		CenterPoint Farms	
12/31/2011	0123111	... CenterPoint Farms	2011 - Yearly Depreciation Transactions

Create NewReviewDeleteRecalculate

Close

» **Review posted transactions:** Select the posted transaction and click **Review**.

- » **Reverse and recalculate a posted transaction:** Select the posted transaction, click **Recalculate**, select the **Reverse and Recalculate** option, and then click **OK** to immediately reverse and recalculate the current entry. When the recalculated entry displays, click **Post** to finalize the recalculated entry (if you click **Cancel**, the system has already reversed the previous entry). The current depreciation transaction recalculates using the same date, company/fund, transaction number, and notation.
- Reverse posted transactions:** Select the posted transaction, click **Delete**, and then click **Yes**. All depreciation transactions for the company/fund and date will be reversed.
- » **Add depreciation transactions for assets not previously calculated:** Select the posted transactions, click **Recalculate**, select the **Add depreciation transactions** option, click **OK**, and then click **Post**.

A scheduled reminder can be created if you would like CenterPoint to automatically remind you when depreciation transactions should be recorded,.

1. Select **Setup > Reminders** and then click **New**.

2. Enter the reminder **Message**.

 **Note:** This is the text that will automatically pop up reminding you to do your depreciation transactions.

3. Select a **Type** of **Scheduled Reminders**.
4. In the **Assign Users** area, select those users who should be reminded to record the depreciation transactions.
5. Click on the **Scheduled** tab.

6. In the **Activate this Reminder** field, select **Monthly**.
7. In the **Day of the Month to Run Reminder** field, enter **30**.
8. In the **Select Months to Activate this Reminder** box on the right, select the months that correspond to the frequency selected in Step B. For example, if you chose quarterly, then select the last month of each quarter. If you chose annually, select just December.
9. Click **Save**.

## Reporting

### Associate Expenses to Fixed Assets or Other Accounts

CenterPoint uses associated accounts to "tag" activity to another account. For example, when entering a repair expense you can associate that repair expense to a specific piece of equipment. Recording your repair expenses can give you not only the total amount of repairs performed, but can also provide the total repair expense for each individual piece of equipment. The account selected in the Associated Account field is not adjusted, only tagged. Interest expense is another valuable place to use associated accounts. Assigning the liability as the associated account to the interest expense provides a liability activity report that includes the interest paid on each individual loan.

Three subjects will be covered in this topic:

- » [Associate/tag an Account in a Transaction](#)
- » [Modify a Report to Display and Group by Associated Account](#)
- » [Reporting Loan Activity Including Interest Paid](#)

## Associate/Tag an Account in a Transaction

1. Enter a transaction normally, including choosing an **Account** such as Repairs and specifying the **Amount**. In our example, we entered a payment transaction, but this process can be used in most transaction screen.

Payments

Company: CenterPoint Farms      Current Batch: No Batch

Bank Account: State Bank Checking      Current Balance: \$232,835.56

Pay To The Order Of: TNT Family Limited Ptr      Sequence: Check Number

Pay To The Order Of Address: Business Address      Check Number: 007129

P.O. Box 378      Date: 04/20/2011

Red Wing, MN 55066      Amount: \$500.00

Memo Line 1:      Line 2:

Apply To Open Invoices: \$0.00

Account	Invoice / Ref #	Amount	Production Center	
Machinery & Equip Repairs	32164	\$ 500.00	Distribution	Detail

Total: \$500.00      Adjust Amount

Buttons: Save, Clear, Recall, Recurring, Options, Close

2. To associate a dollar amount in the grid to an account or fixed asset, click the **Detail** button on that transaction line.



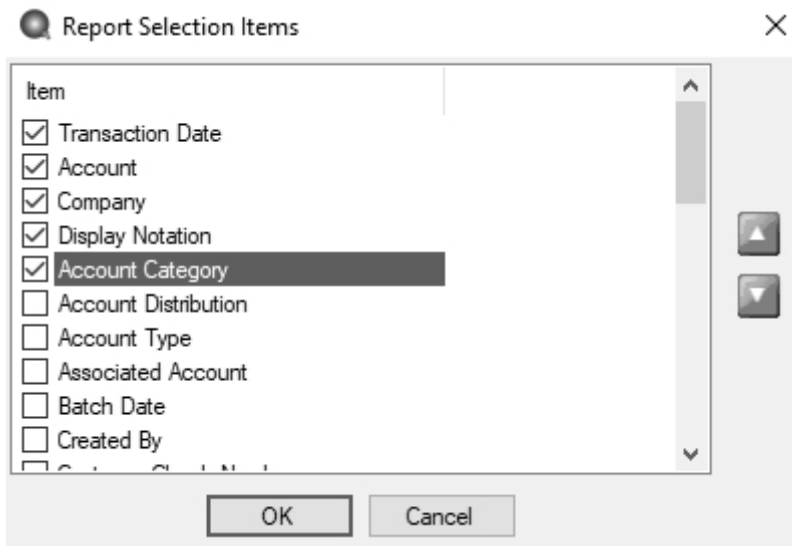
Note: if you frequently use the Associated Account field, you can move that field to the main transaction screen instead of the Detail screen. Simply right click in the transaction grid and selecting add/remove row. Then select the Associated Account field.

3. In the **Associated Account** field, select the appropriate fixed asset or account.
4. Click **OK** to return to the main Payment screen.
5. Click **Save**. The amount specified in the entry will display on all financial reports using Accounts specified. Reports can also be modified to group by the Associated Account.

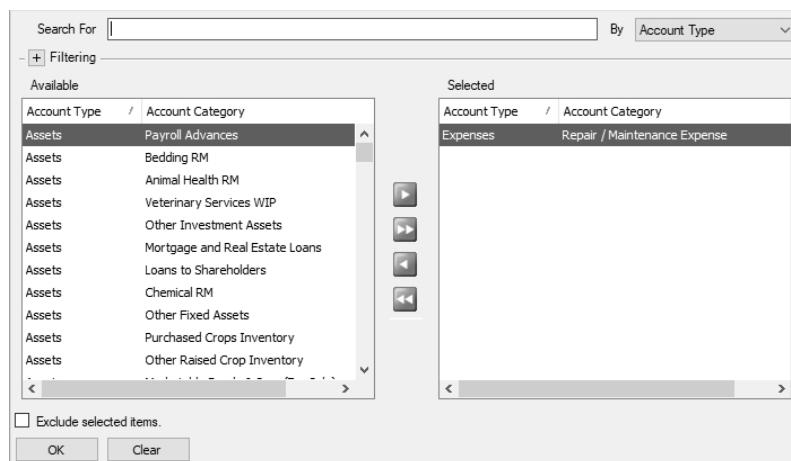
Modify a Report to Display and Group by Associated Account (for example, Report Equipment Repairs by Item)

1. Select **Reports > Reports**.
2. From the list of reports select **Transaction Reports > General Ledger > General Ledger Account Activity**.
3. In the **Report Selections** area on the right, select the appropriate **Date** and **Company/Fund**.
4. If Account Category is not an option in your Report Selections, click **More Items** in the lower right.
5. Select **Account Category**. Click **OK**. This will add Account Category as a Report Selection.





6. Select **Account Category** in the Report Selections. Select all the categories where you have used associated accounts. In our example, we are selecting the repair accounts. Move the account categories from the left column to the right column with the right arrow.



7. Click **OK** to complete the selections.
8. Click **Preview**.

8/14/2024 11:37 AM

CenterPoint Farm, CenterPoint Orchard  
General Ledger Account Activity  
7/1/2024 to 9/30/2024

Transaction Date	Transaction Number	Transaction Type	Name	Debits	Credits
<b>612010 Repair Expense - Equipment</b>					
7/2/2024		Credit Card Purchase	RW Repairs	182.00	
7/31/2024	dst 0716	Account Distributions			
<b>Totals</b>				<b>\$182.00</b>	
<b>612010 Repair Expense - Equipment Totals</b>				<b>\$182.00</b>	

Report Options  
Transaction Date: 7/1/2024 to 9/30/2024  
Display Notation: No  
Account Category: Repair / Maintenance Expense

Page 1 of 1

9. Select the **Group/Sort** tab on the left. Select the **Available** tab and select **Associated Account**.
10. Select the **Selected** tab and put a check mark in **Grp** and **Sort** in the **Associated Account** field.



Note: Associated Account will be listed 3 times. Move your mouse over each to display the full name (Associated Account Abbreviation, Associated Account Name and Associated Account Number).

11. While still in the **Group/Sort** tab, move the **Associated Account** field to the position above the Account field. Fields are moved up using the green arrow buttons on the right.

View 1 of 1 Refresh

Group Sort

Selected Available

Column	Grp	Sort
Account Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Associated Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transaction Date	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Grouping

Display Group Footer True

Display Group Header True

Footer Text %Associated Account Name% Totals

Header Text %Associated Account Name%

Page Break False

Sorting

Direction Ascending

Direction  
Direction the data should be sorted in.

Refresh

12. Click **Refresh** to display the updated format of the report.

8/14/2024 11:47 AM

**CenterPoint Farm, CenterPoint Orchard**  
**General Ledger Account Activity**  
 7/1/2024 to 9/30/2024

Transaction Date	Transaction Number	Transaction Type	Name	Debits	Credits
<b>612010 Repair Expense - Equipment</b>					
7/2/2024		Credit Card Purchase	RW Repairs	182.00	
7/31/2024	dst 0716	Account Distributions			
<b>612010 Repair Expense - Equipment Totals</b>				<b>\$182.00</b>	

*Report Options*  
 Transaction Date: 7/1/2024 to 9/30/2024  
 Display Notation: No  
 Account Category: Repair / Maintenance Expense

Page 1 of 1

Last Backup performed: 07/02/2024



Note: To save this modified report for future use, click on the **Add to Favorites**  button.

## Reporting Loan Activity Including Interest Paid

If you are using associated account on your interest payments, select **Reports > Reports > Transaction Reports > Liability Activity > Loan Activity** report to view the activity. Each loan includes the loan activity and balance, as well as the interest paid to that loan.

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## Chapter 12 - Financial Planning & Reporting

### Budgeting

#### Understanding and Using Budgets

Budgeting is an estimation of the revenue and expenses for your fund over a specified future period of time. To successfully manage a fund, it is important to monitor the actual to budget information. Historical data is one of your greatest assets. The data is full of information that can be used to improve your management and increase your profits. When you use historical data as a basis for budgeting future periods, you are able to make better management decisions. Budgeting lets you look at "what-if" scenarios. What if you purchased a new asset? What would be the change on your cash flow? All budget entries are made on the Flow of Funds tab (this tab is at the bottom of the Budgeting screen). The entries will flow to the Balance Sheet and Income Statement as well. The Balance Sheet tab will include the actual beginning balances plus the budget numbers from the Flow of Funds tab. This topic includes instructions on how to:

[Step A - Create a Budget](#)

[Step B - Add Amounts to a Budget](#)

[Step C - Formatting a Budget](#)

[Step D - Change the Way your Budget Prints](#)

[Frequently Asked Questions](#)

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#### Step A - Create a Budget

1. On the **Reporting Tools** menu, select **Budgets** or on the **Setup** menu, select **Budgets**.
2. On the Open a Budget screen, click **New**.
3. On the Budget Properties screen, enter the name used to identify the budget in the **Budget Name** box.

The screenshot shows the 'Budget Properties' dialog box with the 'Entry Mode' tab selected. The 'General' tab is also visible. The 'Budget Name' field contains 'Yearly Budget'. The 'Company' field contains 'CenterPoint Farm'. The 'From' date is '01/01/2023' and the 'To' date is '12/31/2024'. The 'Balance From' dropdown is set to 'December 2022'. The 'Include Account Numbers' checkbox is checked. The 'Order By' dropdown is set to 'Account Name'. The 'Set As Default Reporting Budget' checkbox is checked. Below these fields is a table titled 'Imported' with columns 'Budget' and 'Status'. At the bottom of the dialog are buttons for 'Add...', 'Update', 'Remove', 'OK', and 'Cancel'.

4. In the **From / To** boxes, select the range of dates this budget is for.
5. In the **Balance From** box, select the period from which to start including budget data in the Balance Sheet. This is normally the period prior to the date selected in the **From** box.
6. Select the **Include Account Numbers** check box to display account numbers (if present) or multi-segmented account numbers before each account name on the Budget sheets.
7. If you chose to Include Account Numbers, in the **Order By** box, select the way you want the account numbers ordered, by **Account Name** or **Account Number**.
8. If this is the only budget you will be creating for your company/fund, or this is the most commonly used budget for this company/fund, select **Set As Default Reporting Budget**. By selecting this option, any reports that use budget numbers will automatically use this budget.
9. If you want to bring information in from another budget, under **Imported Budgets**, click **Add** and select an available budget to import the selected budget(s) summary data into this budget. For example, if you have already created individual budgets for different business units of your operation, you can import those budgets into this one to create a collective budget. When a budget is imported the information in that budget's summary records is copied to the records in the current budget's detail records and is flagged as imported so that at any time, the data can be removed if required (by selecting the budget and clicking Remove.) Click OK. If you update an imported budget, you will receive a *One or more imported budgets have been modified or removed* message, click **OK**, and then click the **Update** button on the Budget Properties screen.
10. Click the **Entry Mode** tab.  
CenterPoint offers a number of ways to budget information; from simply just entering amounts in the appropriate periods/accounts to having the system automatically budget amounts in multiple accounts based on other amounts that have been entered. The Entry Mode controls what happens when amounts are entered into a budget. Below each of the Entry Modes have been described. A **Default Entry Mode** is assigned when a budget is created, but this can be modified after the budget is created. If you are unsure which mode would work best for your company, please contact our support department.

» **Open Entry** - This method is used to create a basic budget where budgets numbers are entered and they do not offset to any accounts. This mode is normally selected if you simply want to enter budget

numbers for revenue and expenses. This option should not be used if you want to budget cash flow because it does not offset your budgeted revenue and expenses to the cash account.

- » **Journal Entry Offset to Cash** - This method is similar to Open Entry as amounts can be entered into any account, but when amounts are entered they are automatically offset to the cash account. For example, if you are planning on purchasing a new computer in February you would enter that \$1500 in your appropriate expense account and CenterPoint would automatically budget -1500 in your cash account. This allows you to budget and plan your cash flow.
- » **Detail Transaction Entry** - This is the most complex budgeting method in CenterPoint and is recommended mainly for CenterPoint Accounting for Agriculture users. It will use the templates assigned to accounts to create offsetting budget entries. For example, if an amount is entered into a Corn Sales account and it has been assigned the template of DT - Sell Raised Inventory, the system will automatically create offsetting budget entries for the Changed in Raised Inventory account, the Corn Inventory Account and the Cash Account.
- » **Use Account Entry Mode** - This mode allows you to use different modes for different accounts within the same budget. Once the budget is created, then the mode can be changed on an account by account basis within File > Budget Account Properties.

11. If you choose Open Entry or Detailed Transaction Entry mode, you must select a **Bank Account** (cash and line of credit accounts can be selected). Each budget amount entered will automatically offset to the cash account specified here.
12. If this budget will be for a specific project, location, department, etc. specify those details in the **Entry Defaults** section. Any dollar amounts added to this budget after the details are specified will be assigned automatically.
13. Click the **Limitations** tab. This tab will display only if you have chosen to use Database Security in File > Preferences.
14. This tab lists the departments, locations, and projects in your database. You can select any of these items to indicate that the item is either allowed or excluded for use within the current budget depending on whether you select **Allow Selected**, **Exclude Selected**, or **Allow All** in the **Access** box . If most items are to be used in the current budget, it would be easier to exclude the few that are not to be available. If most are to be available it would be easier to exclude the few selected items.



Note: The Limitations tab will automatically filter the list of multi-segmented accounts displayed in the budget, for example, if you excluded the Firedepartment, any multi-segmented accounts with the Firedepartment as a segment would not appear in the budget or in areas where multi-segmented accounts are selected – like Edit > Adjustments and Edit > Copy To Budget.

15. Select the **Restrict to Matching Multi-Segment Accounts** check box to specify that combinations of company/fund, profit center/department, location/production center, project, and account that match the segments defined in the preference and found in the Multi-Segmented Accounts screen will be allowed and that combinations that do not match will provide a warning and prevent entry.
16. Click the **Security** tab. This tab will display only if you have chosen to use Database Security in File > Preferences.
  - » This tab can be used to grant access to the current budget for specific user groups (a list of all user groups defined for the database will display). Select the user groups that can access the current budget. If a budget contains imported budgets, a user must be a member of one or more user groups that have access to each of the imported budgets in order to open that budget.

- » Select the **Do Not Allow Updates on this Budget** to "lock" the budget and make it read-only. When this check box is selected, you will be prevented from altering the budget amounts/quantities and any significant formatting options (adding/removing columns), but you can still filter data and alter how the data is displayed (Hide Zero Rows, Level of Detail, etc.).

17. Click **OK** to create the budget. A blank budget screen will be displayed.



Note: By default the budget will be monthly. You can only enter budgets in monthly mode. If you prefer to enter an annual budget, enter the annual values in one period, such as the first period of the budget year.

## Step B - Add Amounts to a Budget

Dollar amounts can be added into the budget grid a number of ways; manually enter them, copy from an existing budget or actuals, or by using the Budget Adjustments screen.

### Manually Add Values

- a. From within the main Budget screen, select the appropriate cell and enter the amount.
- b. What happens after the amounts are entered depends on which **Entry Mode** you have selected for this budget or account:

**Detail Transaction Entry:** the Budget Properties screen will automatically display so that additional required data can be entered. Please refer to the FAQ section below for more detailed information on the Budget Properties screen.

**Journal Entry Offset to Cash:** CenterPoint will automatically offset the budgeted number to the cash account assigned when the budget was created. For example if an amount is assigned to a sales account, then the amount will be added to the cash account in the same period. If an amount is entered to an expense account, the amount will be deducted from the cash account.

**Open Entry:** No offsets will be created.

### Assign Amount to Multiple Periods

- a. If you would like to budget the same amount across multiple periods select **Edit > Adjustments** from within the main budget screen.
- b. Select the appropriate **Account** on the upper left side of the screen.
- c. The **Apply all adjustments to [xxxx]** check box only displays when there is one or more production detail assigned (Department / LocationProduction Center/ Production YearTracking Number 1 / Production YearTracking Number 2 / Project.) to this budget. If you want to apply the adjustment to the budget properties set for the budget, select the **Apply all adjustments to [xxxx]** check box where [xxxx] is the name of the current entry default values as displayed at the top of the budget screen.



Note: If you always want the amounts entered to be applied, right click on the Adjustment Detail box (after it is selected) and choose Set Default.

- d. In the **Adjustment Type** field, select **Assign Amount to Multiple Periods**.
- e. Select the periods that the amount should be used in **From To**.
- f. Specify the **Amount**.



- g. Click on **Perform Adjustment** to duplicate that amount in each period selected for this account. To accept the values, click **Save**.

#### Allocate Amount to Multiple Periods

- a. If you would like to allocate or distribute an amount across multiple periods, select Edit > Adjustments.
- b. The process will be the same as outlined above for Assign Amount to Multiple Periods, but change the Adjustment Type in step d to Allocate Amount to Multiple Periods.
- c. In the Amount field, specify the amount that should be distributed. For example if \$120,000 was entered in the Amount and a 12 month period was selected in the From To field, the system would distribute \$10,000 to each month for this account.
- d. If you budget with production details, click **View Production**.

#### Copy From Actual

- a. If you would like to start with a budget that uses last years actual numbers as a basis, select **Edit > Copy to Budget**.

- b. Select a **Source** of **Actual**.
- c. Select the **Budget** you want to copy.
- d. Select the prior year dates to copy from in the **Period From/To** fields.
- e. Select all the Accounts you'd like copied in the Accounts field. Normally this is your revenue and expense accounts.
- f. Select the **Destination Properties** and specify if you want to add or replace the existing data, the type of entry mode, and how you want to handle copying (copy source information, do not copy - leave blank, or assign a specific value).
- g. Click **OK**.



Note: If you would like to copy from last years actuals and then increase or decrease amounts by a percent, use the Edit > Budget Adjustments screen after copying.

## Copy From Budget

- If you'd like to start this budget with numbers copied from another budget (for example, last years budget numbers), use the same **Edit > Copy to Budget** process outlined above.
- In step b above, use a **Source of Budget** instead of **Actual**.
- Continue with steps c-g outlined in the Copy from Actual section above.

## Step C - Formatting a Budget

## Change the Display of Rows in a Budget

The budget includes a row for every account that you have in your database. The budget may also include rows for inactive accounts or accounts that have had no activity. This can make the report rather long. There are some built-in row options that allow you to summarize the content further.

The **Edit** menu contains the functionality for formatting the rows in a budget. Use the Edit menu to:

- » Change the **Entry Mode**.
- » **Copy To** actual/budget data to a budget.
- » **Copy to Clipboard** to copy selected data to the clipboard for use in another program.
- » On the **Edit** menu, click **Copy to Clipboard** or right-click and select **Copy to Clipboard**.
- » Perform **Budget Adjustments**
- » View **Current Cell** contents - If the cell is actual data, the Transaction Search screen displays showing the transaction to which the entry belongs. To edit the transaction, click **Edit**. The original transaction screen will display where you can edit or delete the transaction. If the cell is budget data, you can delete budget transactions for the account/period selected. To delete budget data, click **Delete**. At the "Remove this transaction?" message, click **Yes**.
- » **Refresh Data** - Each time you open a budget, CenterPoint automatically refreshes the data for new entries, modifications, and deletions. Since you can have multiple windows open at one time in CenterPoint, it is possible that you might have an open budget and be entering transactions on a transactions screen. When you return to the analysis, you have two choices

for refreshing the data for any new entries, modifications, and deletions since you have had the budget open. The first option is to close the budget and then open it again. Since that isn't the most desirable of options, you can use the Refresh option.

The **View** menu contains the functionality for additional formatting of rows in an a budget. Use the View menu to:

- » **Hide zero rows** - Hides all rows without any activity (zero values) in the selected periods. When activity is entered across months that total zero for the Calculated Total column, the Hide Zero Rows selection will not consider the row a zero row and display the row.
- » **Hide inactive zero rows** - Hides only the rows of inactive accounts that have had no activity in the selected periods.
- » **Expand/collapse rows** (select the Detail Level menu item) to display GL accounts, account category detail, or account level 1 - 3.
- » **Filter data by Entry Type** - Cash, Journal Entries, or Combined.
  - » **Cash** - Includes only transaction types of Cash and AR/AP Payments.
  - » **AR/AP** - Includes only transaction types of AR/AP Invoices and Payments.
  - » **Journal Entries** - Includes only transaction types of Journal Entry.
  - » **Combined** - Includes all transaction types.
- » **Filter data by Entry Mode** - Open Entry, Imported, or Combined.
  - » **Open Entry** - Includes any transactions created in the Open Entry entry mode.
  - » **Imported** - Includes any transactions that were imported from other analysis/budgets.
  - » **Combined** - Includes all transaction entry modes.



The budget also includes total rows that display the accumulative budgeted dollars, for example on the Balance Sheet: Assets Total, Equity Total, Budgeted Net Income (displays the accumulative net income for each column as shown on the Income Statement), and Liabilities and Equity Total (includes the totals for the Liabilities Total, Budgeted Net Income, and Equity Total columns).

Change the Display of Columns in a Budget

CenterPoint gives you the option of defining each column individually. This gives you control over headings, filters, and data content. It also allows you to insert columns, delete columns, resize columns, and create other calculated columns.

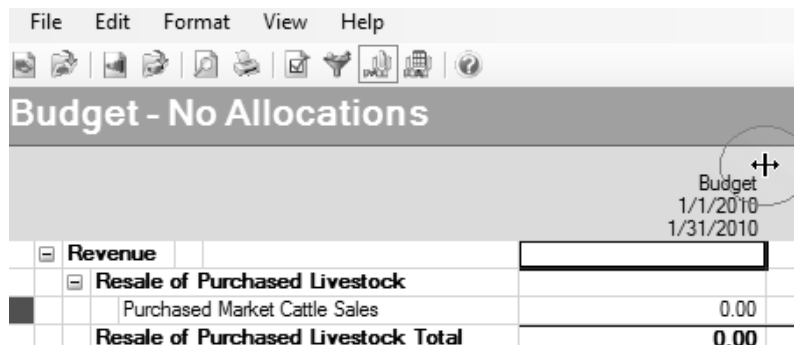
The size of the columns are saved and will display the same size the next time a budget or analysis is opened. If a column is resized, that size will be saved for ALL sheets -- Flow of Funds, Balance Sheet, and Income Statement.

Change the Order of Displayed Columns

1. In an open budget, on the **Format** menu, click **Columns**.
2. On the left-hand side of the Columns screen, select the column you want to format.
3. Click  to display the column before other columns, or click  to display the column after other columns.
4. Click **OK**.

Resize a column:

- » Place your cursor in the heading section of a column until your cursor displays a cross with horizontal arrows. Hold your mouse button down and drag the column to the resize the column.



Auto-resize a column:

- » Place your cursor in the heading section of a column and double-click.

Resize Selected Columns:

- » In an open analysis/budget, select the columns you want to resize.

 Note: Changing the widths of the left most column is not allowed.

- » On the **Format** menu, click **Column Width**.
- » Enter the width you want the columns to be.
- » Click **OK**.

Setup Custom Column Layouts

Custom column layouts can be set by selecting **Format > Columns**.

### Column Properties

The title field provides a one line description of the contents of the column. This will be in addition to the automatic column headings of Actual or Budget and the date range.

Each column can be defined as either a data column or a calculated column.

### Data Columns

- » **From and To** – Allows you to select a calendar range of data that you wish to display in each column. (Hint: If you filter the column by tracking number 1, you should be aware of the fact that you might have activity in years preceding that calendar year and after that calendar year that still relate to that production so make your date range wide enough to accommodate those years.)

- » **Data Source** – Allows you column-by-column to determine if actual or budget data will display in the column. This allows you to have one column of actual data for a date range and one column of budget data for that same date range side-by-side.
- » **Balance Sheet** – Select which values you want displayed on the Balance Sheet, book or market values.
- » **Filters** – You can filter the data in the column for any of the following items:
  - » Department
  - » Location
  - » Tracking Number 1/2



Note: Budget level filters will limit the list of accounts when using multi-segmented accounts, for example. if you excluded the Fire department, any multi-segmented accounts with the Fire department as a segment would not appear in the budget or in areas where multi-segmented accounts are selected – like Edit > Adjustments and Edit > Copy To Budget.

**Calculated Columns** – Allows you to choose from the following calculation options:

- » **Total** – Allows you to select which columns to include in the calculation of this column.
- » **Average** – Allows you to select which columns to include in the average calculation.
- » **Percent** – Allows you to choose two columns, the calculated column will show Column 2 as a percentage of Column 1.
- » **Difference** – Allows you to select two columns and show the difference between the two. The second column selected will be subtracted from the first column selected.
- » **Percent Difference** – Allows you to select two columns and show the difference between the two as a percentage of the second column selected. The second column selected will be subtracted from the first column selected, and the difference will be shown as a percentage of the second column.
- » **Custom as Percent** – This option displays the Custom As Percent screen (a free format formula screen) that allows you to perform any calculation you want on the columns. The result is displayed as a percentage.
- » **Custom as Dollars** – Also provides a free format formula building option that allows you to define the calculation you want to perform on the columns.



If a calculated column contains the red text "#error: ###", the formula entered was not a valid equation.

The **Format** menu contains the functionality for formatting the columns in a budget. Use the Format menu to:

- » Change the **Predefined Layouts** to **Quarterly** or **Annual** view since budgets can only be entered in the Monthly view.
- » Apply a filter to a **Column(s)** -Allows you to quickly apply a filter to the selected column. Click **Filters**, under **Select a Filter**, select the information that you want to filter the column by, under **Define Filter Criteria**, select the criteria specific to the information, click **Add Filter**, and then click **Apply**.
- » **Quick Insert Columns**- In the **Insert For** box, select **Current Selection** to insert an additional column for the selected column(s) or **All** to insert all columns using the selected criteria. In the **Data** box, select the type of data you want to insert, **Actual** or **Budget**. In the **Values** box, select the type of values you want to insert, **Book** or **Market Value** for the Balance Sheet. In the **Years** box, select the calendar year to display in the column.
- » **Copy** a column by selecting the column on the left-hand side of the Columns screen, and then click **Copy**.
- » **Delete** a column by selecting the column on the left hand side of the Columns screen, and then click **Delete**.

The **View** menu contains the functionality for additional formatting of columns in a budget. Use the View menu to:

- » **Show Cents** – Toggles the format from dollars and cents to only dollars.
- » **Filters** – Allows you to quickly apply a filter to all columns. Under **Select a Filter**, select the information that you want to filter by, under **Define Filter Criteria**, select the criteria specific to the information, click **Add Filter**, and then click **Apply**.
- » **Hide Zero Columns** – Hides any columns that have all zero values in them.
- » **Quantities \ Prices** – Allows you to also show Quantity 1 or Quantity 2 columns and Price 1 or Price 2 columns for all data columns. These columns will be filtered the same as the data columns. Price and quantity columns will only be added into the grid when you specifically request them by selecting the check boxes.
- » **Entry Type** – This limits the data displayed in the column to a specific type of entry. The entry options are:
  - » **Cash** – Only entries that are offset to cash.
  - » **Journal Entries**- All journal entries only.
  - » **Combined (default)** – Combines all of the above to give a complete accrual analysis.

#### Format Definitions

##### Save a Format Definition

To assign a name to the formatting criteria for later use, save the format definition by using the procedure below. The information saved with the formatting includes the column configurations, custom calculated columns, and any filtering that is applied either through the View menu or through Filters section which can apply to both individual columns or the budget as a whole.

1. In an open budget, on the **Format** menu, click **Save Current As**.
2. In the **Name** box, enter a name for the formatting criteria.
3. Click **OK**.

### Use a Format Definition

To select a previously saved set of formatting criteria which is then applied to the current budget, follow the procedure below.

1. In an open budget, on the **Format** menu, click **Load**.
2. In the **Name** column, select the name that contains the formatting criteria you want to apply to the current budget.
3. Click **OK**.

### Delete a Format Definition

To delete a previously saved set of formatting criteria , follow the procedure below.

1. In an open budget, on the **Format** menu, click **Load**.
2. In the **Name** column, select the name that contains the formatting criteria you want to delete.
3. Click **Delete**.
4. At the "Delete this Item?" message, click **Yes**.
5. Click **OK**.

## Step D - Set Printing Properties and Print a Budget

Page setup allows you to change the way your budget prints. Use the File > Page Setup menu selections to:

Change the Top, Bottom, Left, or Right Margins

1. In an open budget, on the **File** menu, click **Page Setup**.
2. Click the **Margins** tab.
3. In the **Top**, **Bottom**, **Left**, **Right**, **Header**, and **Footer** boxes, enter the margin size or use the up and down arrows to enter the margin size.
4. Click **OK**.

Change the Orientation

1. In an open budget, on the **File** menu, click **Page Setup**.
2. Click the **Page** tab.
3. Under Orientation, select **Portrait** to print a page taller than it is wide when you view the text right-side up or select **Landscape** to print a page wider than it is tall when you view the text right-side up.
4. Click **OK**.

Adjust the Size (Scale)

1. In an open analysis/budget, on the **File** menu, click **Page Setup**.
2. Click the **Page** tab.
3. Under Scaling, in the **Adjust** to box, enter a percentage of the normal size, or use the up and down arrows to adjust the percentage of the normal size.
4. Click **OK**.

#### Print Gridlines

1. In an open budget, on the **File** menu, click **Page Setup**.
2. Click the **Sheet** tab.
3. Under Print, select the **Gridlines** check box.
4. Click **OK**.

#### Add a Header/Footer

1. In an open /budget, on the **File** menu, click **Page Setup**.
2. Click the **Header/Footer** tab.
3. In the **Header** box, enter the header that you want to display at the top of the printed budget and/or in the **Footer** box, enter the footer that you want to display at the bottom of the printed budget.
4. Click **OK**.



Note: The selections made on the Reporting Tools > Budgets > File > New Budget > General and Entry Mode screen will display as the Budget Title on the main budget entry screen. The format of the information in the title is: Budget Title – Department / Location/ Tracking Number 1 / Tracking Number 2 (the information will show in the title only if the information is not blank).

#### Print Row/Column Headings

1. In an open budget, on the **File** menu, click **Page Setup**.
2. Click the **Sheet** tab.
3. Under Print, select the Row Headings check box to print row headings and select the **Column Headings** check box to print column headings.
4. Click **OK**.
5. The selections made on the Reporting Tools > Budgets > File > New Budget > General and Entry Mode screen will display as the Budget Title on the main budget entry screen. The format of the information in the title is: Budget Title – Department / Location/ Tracking Number 1 / Tracking Number 2 (the information will show in the title only if the information is not blank).

#### Print in Color or Black/White

1. In an open budget, on the **File** menu, click **Page Setup**.
2. Click the **Sheet** tab.
3. Under Print, clear the **Black and white** check box to print in color, or select the Black and white check box to print in black/white..
4. Click **OK**.

#### Determine Print Order




1. In an open budget, on the **File** menu, click **Page Setup**.
2. Click the **Sheet** tab.





3. Click **Down, then over** or **Over, then down** to control the order in which data is numbered and printed when the analysis/budget does not fit on one page.
4. Click **OK**.

#### Preview a Budget

1. In an open budget, on the **File** menu, click **Print Preview** or click .
2. In the Print Preview screen, click , complete the Print screen, and then click OK to print the budget.
3. In the Print Preview screen, click  and select a zoom percentage to zoom into specific data.
4. In the Print Preview screen, click:



- To view the budget one page at a time.



- To view the budget two pages at a time.




- To view the budget three pages at a time.





- To view the budget four pages at a time.



- To view the budget six pages at a time.

5. On the right-hand side of the Print Preview screen, click the up and down arrows in the Page box (  ) to move to the different pages in the budget.
6. The selections made on the Reporting Tools > Budgets > File > New Budget > General and Entry Mode screen will display as the Budget Title on the main budget entry screen. The format of the information in the title is:

#### Print a Budget

1. In an open budget, on the **File** menu, click **Print** or click  or in the Print Preview screen, click .
2. Complete the **Print** screen, and then click **OK** to print the budget.

#### Frequently Asked Questions

##### **Q: How do I delete a budget amount that's been entered?**

**A:** Double click on the number and select the Delete button.

##### **Q: How should I do my budgeting if I have multiple profit centers?**

**A:** We recommend you create a separate budget for each profit center. Once all of the individual profit center budgets are created, you can create an additional company/fund budget that includes all the data from the individual profit centers. Please refer to the Importing Multiple Budgets topic for detailed instructions.

##### **Q: How do I change the mode I'm using on an existing budget?**

**A:** Select **File > Properties**. The method is specified on the **Entry Mode** tab.

**Q: I'm using the Use Account Entry Mode on my budget. Where can I specify the method I want to use for each account?**

**A:** Select **File > Budget Account Properties**. Select the account at the top of the screen and select the appropriate method in the **Default Entry Mode** field.

**Q:** I'm using the **Detail Transaction Entry Mode** on my budget. Where can I change which template the budget has assigned to an account?

**A:** Select **File > Budget Account Properties**. Select the account at the top of the screen. The **Default Template** is displayed and can be changed. This is also where you can specify if **Quantities** should be displayed in the budget. If a template is assigned to the account, that template will be used as the default template. If the account does not have a template assigned to it, the account category will be used to determine the default template. If the account category does not have a template assigned to it, the account type will be used to determine the default template.

**Q:** Where can I change the default entry mode the budget has assigned to an account when I'm using the **Detail Transaction Entry Mode** on my budget?

**A:** Select **File > Budget Account Properties**. Select the account at the top of the screen. The **Default Entry Mode** is displayed and can be changed. This is also where you can specify if **Quantities** should be displayed in the budget.

## Create a Budget that Automatically Budgets the Cash Account

CenterPoint Accounting has a variety of options available in budgeting. These tools can be used to create anything from a basic budget to a budget that does "if - then" computing. In this example, we'll be setting up a budget for revenue and expense accounts but also offsets to cash. This type of a budget will help you track your cash flow flow for the year and assist in planning the need for operating loans.

The budget screen displays three tabs. All budget amounts are entered in the Flow of Funds tab. The information from the Flow of Funds tab is also then displayed in the Balance Sheet and Income Statement tabs. In this example we are only budgeting for revenue & expense accounts, so the Balance Sheet tab will display actuals.

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### Creating a New Basic Budget Offset to Cash

1. Select **Setup > Budgets**.
2. On the Open a Budget screen, click **New**.
3. On the Budget Properties screen, enter a name used to identify the budget in the **Budget Name** field.

The screenshot shows the 'Budget Properties' dialog box with the 'Entry Mode' tab selected. The 'General' tab is also visible. The 'Budget Name' is 'Basic Budget'. The 'Company' is 'CenterPoint Farm'. The 'From' date is '01/01/2023' and the 'To' date is '12/31/2024'. The 'Balance From' is 'December 2022'. The 'Include Account Numbers' checkbox is checked. The 'Order By' is 'Account Name'. The 'Set As Default Reporting Budget' checkbox is checked. Below these fields is an 'Imported' table with columns 'Budget' and 'Status'. At the bottom are 'Add...', 'Update', and 'Remove' buttons. At the very bottom are 'OK', 'Cancel', and a help icon.

Imported	
Budget	Status

4. In the **From/To** boxes, select the range of dates this budget is for.
5. The **Balance From** date should be the period prior to what was entered in the previous From box.
6. If you are using Account Numbers in your company/fund, select to **Include Account Numbers**.
7. If you chose to Include Account Numbers, in the **Order By** box, select the way you want the account numbers ordered, by **Account Name** or **AccountNumber**.
8. If this is the only budget you will be creating for your company/fund, or this is the most commonly used budget for this company/fund, then select **Set As Default Reporting Budget**. By selecting this option, any reports that use budget numbers will automatically use this budget.
9. Select the **Entry Mode** tab.

The screenshot shows the 'Budget Properties' dialog box with the 'Entry Mode' tab selected. The 'Entry Mode' section contains a 'Default Entry Mode' dropdown menu set to 'Journal Entry Offset to Cash' and a 'Bank Account' text field with 'State Bank Checking' and a selection icon. The 'Entry Defaults' section contains five fields: 'Profit Center', 'Production Center', 'Production Series' (set to 0), 'Production Year' (set to 0), and 'Project', each with a selection icon. At the bottom are 'OK', 'Cancel', and a help icon.

10. Within the **Default Entry Mode** box, select **Journal Entry Offset to Cash**.
11. Select the **Bank Account** (cash and line of credit accounts can be selected). When values are entered in the budget, the system will automatically create offsetting budget numbers for this account. For example, if you enter in \$3000 in an insurance expense account, the system will automatically assign a negative \$3000 budget number to this bank account.
12. If this budget is for a particular **Profit Center**, **Production Center**, etc., then select those options. Click **OK** to create the budget.
13. A blank budget screen will be displayed.

Basic Revenue & Expense Budget													
	Budget 01/01/11	Budget 02/01/11	Budget 03/01/11	Budget 04/01/11	Budget 05/01/11	Budget 06/01/11	Budget 07/01/11	Budget 08/01/11	Budget 09/01/11	Budget 10/01/11	Budget 11/01/11	Budget 12/01/11	Calculated Total
<input type="checkbox"/> Revenue													
<input type="checkbox"/> Resale of Purchased Livestock													
Purchased Market Cattle Sales	0	0	0	0	0	0	0	0	0	0	0	0	0
Resale of Purchased Livestock Total	0	0	0	0	0	0	0	0	0	0	0	0	0
<input type="checkbox"/> Sales of Depreciable Livestock													
Purchased Breeding Cattle Sale	0	0	0	0	0	0	0	0	0	0	0	0	0
Raised Breeding Cattle Sales	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales of Depreciable Livestock Total	0	0	0	0	0	0	0	0	0	0	0	0	0
<input type="checkbox"/> Sales of Raised Livestock													
Hay Sales	0	0	0	0	0	0	0	0	0	0	0	0	0
Raised Market Cattle Sales	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales of Raised Livestock Total	0	0	0	0	0	0	0	0	0	0	0	0	0
<input type="checkbox"/> Sales of Raised Crops													
<input type="checkbox"/> Corn Sales													
Corn DP Charges	0	0	0	0	0	0	0	0	0	0	0	0	0
Corn Moisture Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0
Corn Quality Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0
Corn Sales	0	0	0	0	0	0	0	0	0	0	0	0	0
Premiums & Incentives	0	0	0	0	0	0	0	0	0	0	0	0	0
Corn Sales Total	0	0	0	0	0	0	0	0	0	0	0	0	0
<input type="checkbox"/> Internal Crop Sales													
Internal Crop Sales	0	0	0	0	0	0	0	0	0	0	0	0	0
<input type="checkbox"/> Soybean Sales													
SB Moisture Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0
SB Quality Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0
Soybean DP Charges	0	0	0	0	0	0	0	0	0	0	0	0	0
Soybean Sales	0	0	0	0	0	0	0	0	0	0	0	0	0
Soybean Sales Total	0	0	0	0	0	0	0	0	0	0	0	0	0
<input type="checkbox"/> Wheat Sales													
Wheat Moisture Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0
Wheat Quality Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0
Wheat Sales	0	0	0	0	0	0	0	0	0	0	0	0	0
Wheat Sales Total	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales of Raised Crops Total	0	0	0	0	0	0	0	0	0	0	0	0	0

14. By default the budget will be monthly. If you prefer to do a quarterly or annual budget, select **Format > Predefined Layouts** and choose the appropriate option.

15. Budget numbers can be added into the grid a number of ways:

- » **Manually Add Values:** To manually add numbers into the grid, simply click in the appropriate cell and enter the number.
  - » To duplicate the same amount across a number of periods (for one account), select **Edit > Adjustments**.
    - a. Select the appropriate account on the upper left side of the screen.
    - b. If you want to apply the adjustment to the budget properties set for the budget, select the **Apply all adjustments to [xxxx]** check box where [xxxx] is the name of the current entry default values as displayed at the top of the budget screen.
    - c. In the **Adjustment Type** field, select **Assign Amounts to Multiple Periods**.
    - d. Select the periods in **From To**.
    - e. Specify the **Amount**.
    - f. Click on **Perform Adjustment** to duplicate that amount in each period selected for this account. To accept the values, click **Save**.
  - » To distribute an annual amount equally across a number of periods (for one account), select **Edit > Adjustments**. The process will be the same as above, but change the **Adjustment Type** to **Allocate Amount to Multiple Periods** and the **Amount** should be the annual amount.
- » **Copy From Actual:** If you would like to start with a budget that uses last years actual numbers as a basis, select **Edit > Copy to Budget**.

The 'Copy To Budget' dialog box is shown with the following settings:

- Source Properties:**
  - Source: Actual
  - Budget: (empty)
  - Period From: January 2010
  - To: December 2010
  - Accounts: Production Services, Chemical ...
  - Profit Centers: ALL
  - Production Centers: ALL
  - Projects: ALL
  - Production Years: ALL
  - Production Series: ALL
- Destination Properties:**
  - Period: January 2011
  - Existing Data: Replace
  - Entry Mode: Open Entry
  - Bank Account: (empty)
  - Copy Profit Centers: Copy Source Information
  - Specific Profit Center: (empty)
  - Copy Production Centers: Copy Source Information
  - Specific Production Center: (empty)
  - Copy Projects: Copy Source Information
  - Specific Project: (empty)
  - Copy Production Years: Copy Source Information
  - Specific Production Year: (empty)
  - Copy Production Series: Copy Source Information
  - Specific Production Series: (empty)

- Select a **Source** of **Actual**.
- Select the prior year dates to copy from in the **Period From/To** fields.
- Select all the **Revenue & Expense** accounts in the Accounts field.
- Select the **Destination Properties** and specify if you want to add or replace the existing data, the type of entry mode, and how you want to handle copying (copy source information, do not copy - leave blank, or assign a specific value).
- Click **OK**.

» **Copy From Budget:** If you'd like to start this budget with numbers copied from another budget (for example, last years budget numbers), use the same **Edit > Copy to Budget** process outlined above, but use a **Source** of **Budget** instead of **Actual**.

The 'Copy To Budget' dialog box is shown with the following settings:

- Source Properties:**
  - Source: Budget
  - Budget: (empty)
  - Period From: January 2010
  - To: December 2010
  - Accounts: Production Services, Chemical ...
  - Profit Centers: ALL
  - Production Centers: ALL
  - Projects: ALL
  - Production Years: ALL
  - Production Series: ALL
- Destination Properties:**
  - Period: January 2011
  - Existing Data: Replace
  - Entry Mode: Open Entry
  - Bank Account: (empty)
  - Copy Profit Centers: Copy Source Information
  - Specific Profit Center: (empty)
  - Copy Production Centers: Copy Source Information
  - Specific Production Center: (empty)
  - Copy Projects: Copy Source Information
  - Specific Project: (empty)
  - Copy Production Years: Copy Source Information
  - Specific Production Year: (empty)
  - Copy Production Series: Copy Source Information
  - Specific Production Series: (empty)

16. When budget amounts are entered into any account, the system will create offsetting amounts in the bank account. For example, if \$3000 was entered in an insurance expense account, the system will automatically created another entry that deducts \$3000 from the Bank Account budget. Budget amounts entered into revenue/income accounts will increase the bank account budget. Amounts entered into expense or cost of goods sold accounts will decrease the bank account budget.

Basic Budget			Budget 01/01/11 01/31/11
<input type="checkbox"/>	<b>Expenses</b>		
<input type="checkbox"/>	<b>Insurance Expense</b>		
	6.08.200 - Health Insurance		3,000
	<b>Insurance Expense Total</b>		<b>3,000</b>
	<b>Expenses Total</b>		<b>3,000</b>
<input type="checkbox"/>	<b>Assets</b>		
<input type="checkbox"/>	<b>Cash</b>		
	1.01.200 - State Bank Checking		(3,000)
	<b>Cash Total</b>		<b>(3,000)</b>
	<b>Assets Total</b>		<b>(3,000)</b>



**Note:** Refer to the main "Understanding & Using Budgets" document for additional information on how to change the display of rows, how to delete budget numbers, and a Frequently Asked Questions section.

## Create a Budget for Revenue & Expense Accounts Only (Open Entry)

CenterPoint Accounting has a variety of options available in budgeting. These tools can be used to create anything from a basic budget to a budget that does "if - then" computing. In this example, we'll be setting up a basic budget that allows you to quickly enter budget numbers for just the revenue and expense accounts. This budget has no affect on cash or any accounts other than the revenue and expense accounts.

The budget screen displays three tabs. All budget amounts are entered in the Flow of Funds tab. The information from the Flow of Funds tab is also then displayed in the Balance Sheet and Income Statement tabs. In this example we are only budgeting for revenue and expense accounts, so the Balance Sheet tab will display actuals.

### Creating a New Basic Budget

1. Select **Setup > Budgets**.
2. On the Open a Budget screen, click **New**.
3. On the Budget Properties screen, enter a name used to identify the budget in the **Budget Name** field.

The screenshot shows the 'Budget Properties' dialog box with the 'Entry Mode' tab selected. The 'General' tab is also visible. The 'Budget Name' field contains 'Basic Rev & Expense'. The 'Company' field contains 'CenterPoint Farm'. The 'From' date is '01/01/2023' and the 'To' date is '12/31/2024'. The 'Balance From' dropdown is set to 'December 2022'. The 'Include Account Numbers' checkbox is checked. The 'Order By' dropdown is set to 'Account Name'. The 'Set As Default Reporting Budget' checkbox is checked. Below these fields is an 'Imported' table with columns 'Budget' and 'Status'. At the bottom are buttons for 'Add...', 'Update', 'Remove', 'OK', 'Cancel', and a help icon.

Imported	
Budget	Status

4. In the **From/To** boxes, select the range of dates this budget is for.
5. Accept the defaulted **Balance From** date, as it won't be used in this scenario.
6. If you are using Account Numbers in your company/fund, select to **Include Account Numbers**.
7. If you chose to Include Account Numbers, in the **Order By** box, select the way you want the account numbers ordered, by **Account Name** or **AccountNumber**.
8. If this is the only budget you will be creating for your company/fund, or this is the most commonly used budget for this company/fund, select **Set As Default Reporting Budget**. By selecting this option, any reports that use budget numbers will automatically use this budget.
9. Select the **Entry Mode** tab.



**Budget Properties**

**General** **Entry Mode**

Entry Mode

Default Entry Mode: **Open Entry**

Bank Account: **State Bank Checking**

Entry Defaults

Profit Center:

Production Center:

Production Series:

Production Year:

Project:

OK Cancel ?

10. Within the **Default Entry Mode** box, select **Open Entry**.
11. If this budget is for a particular **Profit Center**, **Production Center**, etc., then select those options. Click **OK** to create the budget.
12. A blank budget screen will be displayed.

Basic Revenue & Expense Budget													
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Calculated
	01/01/11	02/01/11	03/01/11	04/01/11	05/01/11	06/01/11	07/01/11	08/01/11	09/01/11	10/01/11	11/01/11	12/01/11	Total
<b>Revenue</b>													
<b>Resale of Purchased Livestock</b>													
Purchased Market Cattle Sales	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Resale of Purchased Livestock Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sales of Depreciable Livestock</b>													
Purchased Breeding Cattle Sale	0	0	0	0	0	0	0	0	0	0	0	0	0
Raised Breeding Cattle Sales	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sales of Depreciable Livestock Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sales of Raised Livestock</b>													
Hay Sales	0	0	0	0	0	0	0	0	0	0	0	0	0
Raised Market Cattle Sales	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sales of Raised Livestock Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sales of Raised Crops</b>													
<b>Corn Sales</b>													
Corn DP Charges	0	0	0	0	0	0	0	0	0	0	0	0	0
Corn Moisture Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0
Corn Quality Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0
Corn Sales	0	0	0	0	0	0	0	0	0	0	0	0	0
Premiums & Incentives	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Corn Sales Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Internal Crop Sales	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Soybean Sales</b>													
SB Moisture Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0
SB Quality Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0
Soybean DP Charges	0	0	0	0	0	0	0	0	0	0	0	0	0
Soybean Sales	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Soybean Sales Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Wheat Sales</b>													
Wheat Moisture Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0
Wheat Quality Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0
Wheat Sales	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Wheat Sales Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sales of Raised Crops Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

13. By default the budget will be monthly. If you prefer to do a quarterly or annual budget, select **Format > Predefined Layouts** and choose the appropriate option.



Note: Numeric amounts can be entered only in the Monthly Predefined Layout. If you are attempting to enter an Annual budget amount, you can enter the amount in any period and that amount will be used as a year-to-date budget amount or you can select **Edit > Adjustments** and choose to **Assign an Amount to Multiple Periods** (the Annual budget amount divided by the number of months) or **Allocate Amount to Multiple Periods** (enter the monthly budgeted amount for each period in the year to total the Annual budget amount), and then click Perform Adjustment.

14. Budget numbers can be added into the grid a number of ways:

- » **Manually Add Values:** To manually add numbers into the grid, simply click in the appropriate cell and enter the number.
  - » To duplicate the same amount across a number of periods (for one account), select **Edit > Adjustments**.
    - a. Select the appropriate account on the upper left side of the screen.
    - b. If you want to apply the adjustment to the budget properties set for the budget, select the **Apply all adjustments to [xxxx]** check box where [xxxx] is the name of the current entry default values as displayed at the top of the budget screen.
    - c. In the **Adjustment Type** field, select **Assign Amounts to Multiple Periods**.
    - d. Select the periods in **From To**.
    - e. Specify the **Amount**.
    - f. Click on **Perform Adjustment** to duplicate that amount in each period selected for this account. To accept the values, click **Save**.
  - » To distribute an annual amount equally across a number of periods (for one account), select **Edit > Adjustments**. The process will be the same as above, but change the **Adjustment Type** to **Allocate Amount to Multiple Periods** and the **Amount** should be the annual amount.
- » **Copy From Actual:** If you would like to start with a budget that uses last years actual numbers as a basis, select **Edit > Copy to Budget**.

- Select a **Source** of **Actual**.
- Select the prior year dates to copy from in the **Period From/To** fields.
- Select all the **Revenue & Expense** accounts in the Accounts field.
- Select the **Destination Properties** and specify if you want to add or replace the existing data, the type of entry mode, and how you want to handle copying (copy source information, do not copy - leave blank, or assign a specific value).
- Click **OK**.

» **Copy From Budget:** If you'd like to start this budget with numbers copied from another budget (for example, last years budget numbers), use the same **Edit > Copy to Budget** process outlined above, but use a **Source of Budget** instead of **Actual**.



**Note:** Refer to the main "Understanding & Using Budgets" document for additional information on how to change the display of rows, how to delete budget numbers, and a Frequently Asked Questions section.

## Create a CenterPoint Budget in Microsoft® Excel

Creating or modifying budgets in Microsoft Excel is a popular process because the features in Microsoft Excel can make the process more efficient. If you want to perform budgeting within Microsoft Excel, CenterPoint can create a file to use as a starting point. Once the file is created, it will provide you with a working file to develop your budget. Once the budget is complete, the spreadsheet's values can easily be imported into CenterPoint. The information within CenterPoint allows you to perform actual-to-budget comparative reporting.

For more information on creating a budget within CenterPoint (vs. creating it in Microsoft Excel), please refer to the [Understanding and Using Budgets](#) topic.

[Step A: Create a New Budget](#)

[Step B: Prepare the Excel Spreadsheet](#)

[Step C: Working with the Excel Spreadsheet](#)

[Step D: Importing the Excel Spreadsheet into CenterPoint](#)

This document uses the following scenario as an example: A company wants to enter a budget for 2021 that includes budgeting by profit center. They would like to enter their budgeting figures into Excel and bring that information back into CenterPoint so that they can do Actual to Budget Comparisons

### Create the Budget

1. Select **Setup > Budgets**.
2. Select **File > New Budget**.
3. In the **Budget Name** box, enter **Imported Yearly Budget**.
4. Select your **Company**.
5. In the **From/To** boxes enter the date range of **01/01/2022-12/31/2022**.
6. In the **Balance From** box, select **December 2021**.
7. Select the **Entry Mode** tab, select either **Open Entry** or **Journal Offset to Cash**.



**Note:** The import will not import activity if the Default Entry Mode is set to Detailed Transaction Entry.

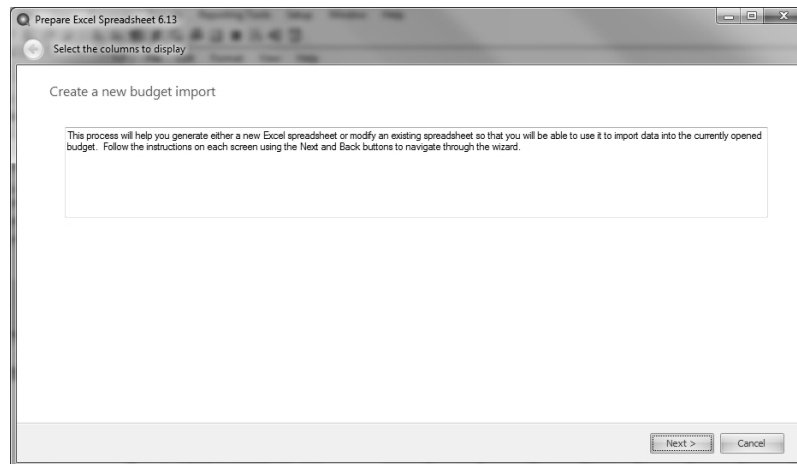
8. Click **OK**.

### Prepare the Excel Spreadsheet

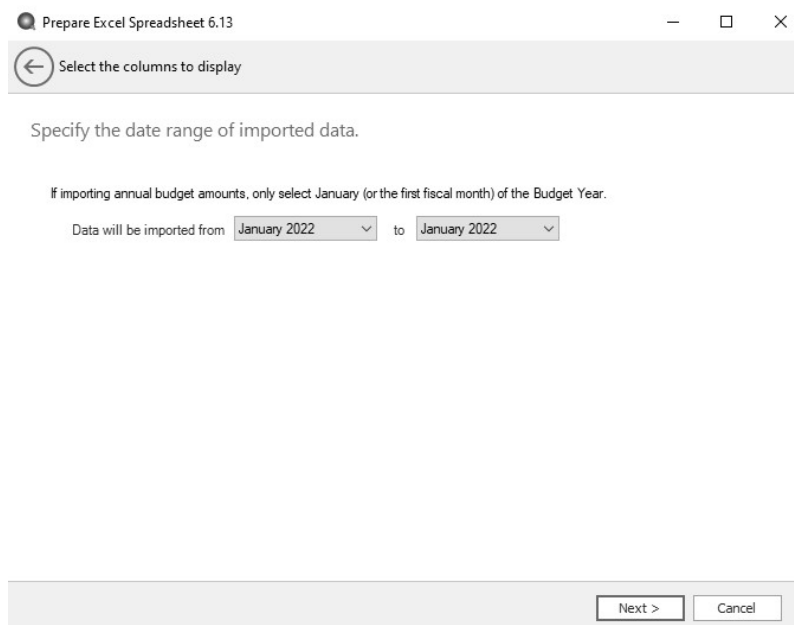


In order to prepare the spreadsheet, you have to have something unique about your accounts. The accounts either have to have a unique account number, abbreviation or name. This also includes any inactive accounts.

- Once the blank budget is created, select **File > Export/Import Data > Prepare Excel Spreadsheet**. A wizard will walk you through each step of the process. Click **Next** on the Create a new budget import screen.



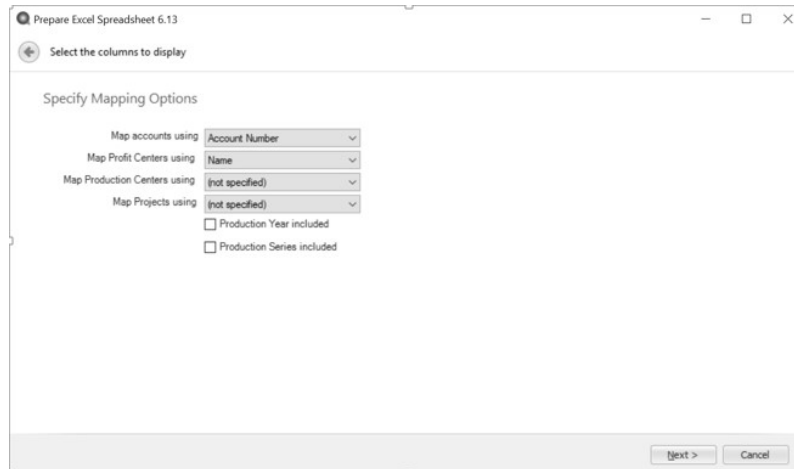
- In the **Specify the Excel Spreadsheet you wish to use to import data** screen, in the **Budget Import Folder** box, select which folder to store the spreadsheet in. The first time you use the import process, the folder will be your Documents folder. The last folder used will display.
- Select Create a New Spreadsheet and enter a name, for example Alpine Sports 2023 Budget Import.
- Choose which format to use for the Excel file. The default, Excel Workbook (\*.xlsx) should be used for all computers that have a version of Microsoft Office higher than 2003. If you are using a much older version of Excel that stores files as .xls files instead of .xlsx then change the option of what type of file to create. Note: When the file is created, it will be located in your users document (or my documents) directory on your computer. Click **Next**.



- Select the date range . If importing annual budget amounts, only select January (or the first fiscal month) of the Budget Year. Although this is normally an entire fiscal or calendar year, any date range may be selected.

Normally, these dates would correspond to the dates used when the budget was created. Click **Next**.

6. The Specify Mapping Options screen allows you to determine which information is unique. In our example, our accounts have unique account numbers and our profit centers are unique by name. So, in the **Map accounts using** box select **Account Number** and in the **Map Profit Centers using** box, select **Name**.



Prepare Excel Spreadsheet 6.13

Select the columns to display

Specify Mapping Options

Map accounts using: Account Number

Map Profit Centers using: Name

Map Production Centers using: (not specified)

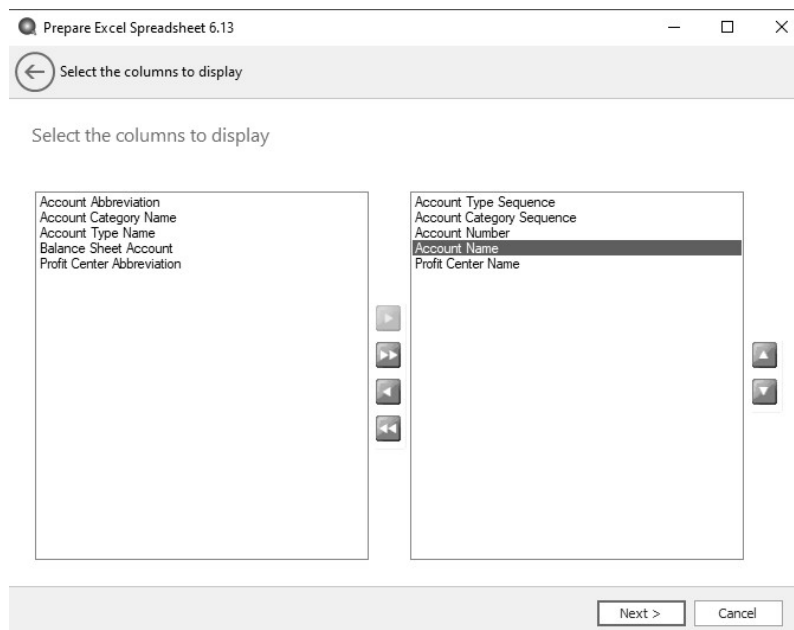
Map Projects using: (not specified)

☐ Production Year included

☐ Production Series included

Next > Cancel

7. In our example, we will not be budgeting by any other management details, so we will not define what is unique for the other management details. Click **Next**.



Prepare Excel Spreadsheet 6.13

Select the columns to display

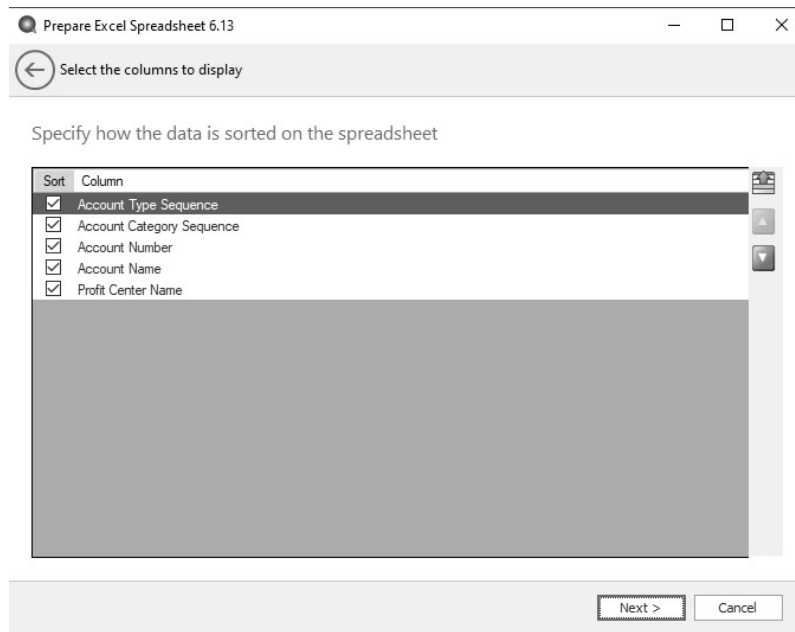
Select the columns to display

Account Abbreviation
Account Category Name
Account Type Name
Balance Sheet Account
Profit Center Abbreviation

Account Type Sequence
Account Category Sequence
Account Number
Account Name
Profit Center Name

Next > Cancel

8. In the **Select the columns to display** screen, specify any additional columns of data you'd like to include in the spreadsheet. When the spreadsheet is created it will be created with a list of accounts down the left-hand side. In our example, that list of accounts will be repeated once for each profit center you select. Since we selected in the Sample Database that the Account Numbers were unique, that is what is going to display for each account. We are going to add the **Account Name** by moving it to the right- hand side and positioning it under the Account Number. The Up and Down arrows to the right will allow you to adjust the order of the columns. Click **Next**.



9. In the **Specify how the data is sorted on the spreadsheet** screen, choose the order that you want the columns to appear. You can only sort by columns that you have selected to display. The arrow buttons on the right will allow you to move a selected column up or down in the order. Click **Next**.
10. In the Included Information screen, you can filter for specific management details, by clicking in the Selected Criteria box. The **Filter** screen allows you to filter for specific accounts and profit centers to include in this budget. For example, if you are just budgeting for Income Statement activity, then you would only want to select Income Statement accounts and not include Balance Sheet accounts. In our example, filter by **Account Type** and select **Revenue**, **Cost of Goods**, and **Expenses** to filter for only Income Statement activity. Then select the **Product Sales**, **Memberships**, **Service Sales**, **Returns & Allowances**, and **Freight Income** accounts and filter by All profit centers. Click **OK**.

Select **Only include rows that match all of the production detail specified** to display only the selected in the Filter screen. Click **Next**.

Prepare Excel Spreadsheet 6.13

Select the columns to display

Included Information

☐ Only include rows that match all of the production detail specified

Item	Selected Criteria
Account	<All>
Profit Center	<All>

Next >

Cancel

Prepare Excel Spreadsheet 6.13

Select the columns to display

Included Information

☒ Only include rows that match all of the production detail specified
 

Item	Selected Criteria
Account	Agricultural Program Payments, Change in Raised Apples...
Profit Center	Corn, Soybeans, Purchased Feeders

Next >

Cancel

- The Review Import screen will display the **CenterPoint Import Specs** tab with the information used to define the import and the **CenterPoint Import Data** tab with the information that CenterPoint will send to the Excel spreadsheet.



Prepare Excel Spreadsheet 6.13

Select the columns to display

Review Import Data

	A	B	C	D	E
1	General Information				
2	CenterPoint Budget	AnnualFarmBud 2022	2147459987		
3	Period Range	01/01/2022	01/31/2022		
4					
5	Mapping				
6	Map Accounts using	Account Number			
7	Map Profit Centers using	Name			
8	Map Production Centers using	(not specified)			
9	Map Projects using	(not specified)			
10	Production Year included	No			
11	Production Series included	No			
12					
13	Columns Displayed				
14	A	Account Type Sequence			
15	B	Account Category Sequence			
16	C	Account Number			
17	D	Account Name			
18	E	Profit Center Name			
19	F	January 2022			
20					

CenterPoint Import Specs CenterPoint Import Data

Finish Cancel

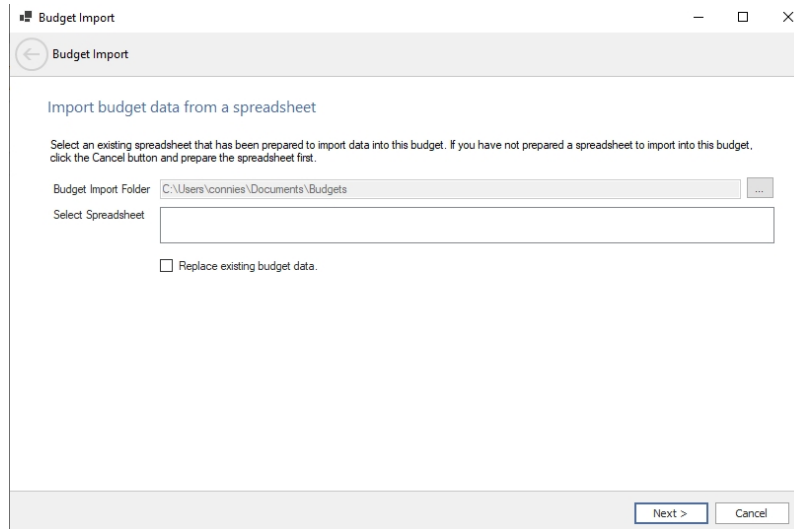
12. Click **Next**.

### Working with the Excel Spreadsheet

1. Open the spreadsheet in Excel as you would any other spreadsheet.
2. The first tab will display all of the Import Specifications that you selected when you were creating the spreadsheet. You will not need to make any changes on this tab.
3. The second tab, labeled CenterPoint Import Data is where you will enter your budget values.
4. On the left margin, the list of accounts repeated once for each selected profit center will display.
5. There will be a column for each of the periods that you selected in your date range when you created the spreadsheet.
6. Enter your budget values into the appropriate row and column.
7. Formulas can be used in the cells. CenterPoint will import the resulting value, not the formula.
8. Unused or blank rows can be deleted.
9. Additional tabs that perform calculations and point a cell on the CenterPoint Import data tab to a cell in another tab can be added. CenterPoint will only be looking at the CenterPoint Import Data tab when it performs the import so it will ignore all other tabs.
10. After all of your budget values are entered, save the budget and exit Excel before continuing to the next step.

### Importing the Excel Spreadsheet into CenterPoint

1. Select **Reporting Tools > Budgets**. On the **Open a Budget screen**, select the budget that was created in the Create the Budget section above, and click **OK**.
2. Click **OK** at the Budget Properties screen.
3. Select **File > Export/Import Data > Import Data from Spreadsheet**.
4. The following screen will display if your budget is set to the Account Entry or Detailed entry mode:



5. In order to continue with the import, you will need to change to either the **Journal Entry Offset to Cash** or **Open Entry** mode.
6. Click **Next**.
7. Select the spreadsheet to import. Only those spreadsheets created or prepared from CenterPoint will be displayed in the list. Click **Next**.
8. Select the **Replace existing budget data** check box to remove and replace all data in the existing budget with the data imported from the Excel spreadsheet rather than adjusting the existing budget with the imported data. This selection will improve the efficiency of importing budget data from an Excel spreadsheet.
9. Review the spreadsheet and verify that everything is correct. The values on the CenterPoint Import Data tab can be modified. Then click **Import** to bring the budget numbers into CenterPoint or click **Cancel** to exit without importing the budget.
10. Click **OK** at the Import Complete message. The imported budget numbers will be displayed in the Budget screen. Once the data is imported, it can be modified within CenterPoint in the same manner as budget numbers that were entered manually.

## Importing Multiple Budgets into an Overall Budget

If you want budget data for specific departments/profit centers or other details, our recommendation is to have an individual budget for each profit center/department. There may also be times that you want to view information together. This would need to be done with a separate budget. But instead of entering all of the data again into a new overall budget, we recommend you create a blank budget and import the existing profit center budgets.

### Prerequisite

You must have budgets setup for each profit center/department (or other details) prior to importing.

## Import Existing Budgets into the Overall Budget

1. Select **Setup > Budgets**.
2. Click the **New** button and specify a **Budget Name**.
3. Specify the details (Company/Fund, Dates, etc.) for this budget.
4. In the Imported Budgets area, click **Add**.

5. All existing budgets will be displayed in the **Import Budget** screen. Select the first budget to import and click **OK**.
6. Repeat steps 4 - 5 for each budget that should be included in this budget.
7. After all budgets are included, click on the **Entry Mode** tab.
8. Select the Entry Mode details.



Note: Normally the Entry Defaults will be left blank as this budget is for multiple profit centers/departments, production centers/locations, etc.

9. Click **OK** to create the new budget with all the data from the individual budgets displayed.

## Financial Analysis

### Understanding and Using Financial Analysis

Understanding and analyzing your data should be one of the main reasons for recording your day-to-day entries in CenterPoint Accounting. Financial Analysis is a tool that can be used to examine your data in past, present and future. The transactions entered into CenterPoint provide the historical information that can be analyzed with Financial Analysis. Financial Analysis allows you to modify the view of the data for easy analysis, including looking at all 12 months individually in one screen.

The data in a financial analysis is organized into three separate tabs:

**Flow of Funds** - Reports the transaction activity to all accounts. Does not include beginning balances for Balance Sheet accounts.

**Balance Sheet** - Represents the financial position of the company/fund at any point in time. The equation for the Balance Sheet is  $\text{Assets} = \text{Liabilities} + \text{Owner's Equity}$ . The Balance Sheet includes two account levels, Book Value (the calculated value affected by transaction activities) and Fair Market Value (the position of the company/fund if it were to sell today).

**Income Statement** - Is an accrual report that represents the profit of the company/fund for the time span specified. Determining the profit of the company/fund needs to reflect all money earned by the company/fund. It measures the difference between operating income and operating expenses.

In this topic, we'll provide information on how to:

- » [Create an Analysis that Includes Actual Amounts \(Book Values\)](#)
- » [Print a Financial Analysis](#)
- » [Edit Actual \(Book Values\) from within Financial Analysis](#)
- » [Frequently Used Modifications](#)



Note: To properly set security restrictions for Financial Analysis users (you can restrict users from viewing/entering/changing transaction information for specific funds, departments, locations, and projects ) Administrators need to also disallow users access to Transaction Search. If a user is not also restricted from Transaction Search, they will be able to drill down on cells and see all data in Financial Analysis. See the [Users and Security](#) topic for information about creating users, user groups, and setting security policies.

## Create an Analysis that Includes Actual Amounts (Book Values)

1. Select **Reporting Tools > Financial Analysis**.
2. Click **New**.

**Analysis Properties** [X]

**General**

Name: CenterPoint Analysis

From: September 2018

To: September 2018

Companies:

- ☐ CenterPoint Farm
- ☐ CenterPoint Orchard

Budgets:

- ☐ Cattle Budget
- ☐ CP Farm Budget
- ☐ Crops Budgets

☐ Include Account Numbers

Order By: Account Name

OK Cancel ?

3. Enter a **Name** that describes the analysis.
4. Select the date range for this analysis in the **From/To** fields
5. Select the appropriate **Companies/Funds**. One or more companies/funds can be included in a single analysis.
6. All **Budgets** for selected companies/funds and time period will be displayed. If you will be including budget information in this analysis (optional), select the appropriate budget(s) to be included in this analysis.
7. If you are using account numbers in your database and would like to include them in the Financial Analysis screen, select **Include Account Numbers**.
8. If you chose to Include Account Numbers, in the **Order By** box, select the way you want the account numbers ordered, by **Account Name** or **AccountNumber**.
9. Click **OK** to display the financial analysis. At this point, only the actual (book value) data will be displayed.

CenterPoint Analysis													
	Actual 01/01/10	Actual 02/01/10	Actual 03/01/10	Actual 04/01/10	Actual 05/01/10	Actual 06/01/10	Actual 07/01/10	Actual 08/01/10	Actual 09/01/10	Actual 10/01/10	Actual 11/01/10	Actual 12/01/10	Calculated Total
<b>Revenue</b>													
<b>Fees &amp; Permits</b>													
Dog Tags	0.00	0.00	0.00	15.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00
Franchise Fees	0.00	7,810.94	1,717.32	6,569.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,097.98
Meter Reconnect Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Permits - Building	20.00	10.00	0.00	15.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	55.00
Permits - Business	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trash Bags	195.00	120.00	217.50	(587.50)	255.00	225.00	0.00	0.00	0.00	0.00	0.00	0.00	425.00
<b>Fees &amp; Permits Total</b>	<b>215.00</b>	<b>7,940.94</b>	<b>1,934.82</b>	<b>6,012.22</b>	<b>255.00</b>	<b>238.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,595.98</b>
<b>Fines and Forfeitures</b>													
Fines Revenue	0.00	137.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	137.00
Late Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police Citations	0.00	0.00	250.00	524.00	65.00	441.00	0.00	0.00	0.00	0.00	0.00	0.00	1,280.00
<b>Fines and Forfeitures Total</b>	<b>0.00</b>	<b>137.00</b>	<b>250.00</b>	<b>524.00</b>	<b>65.00</b>	<b>441.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,417.00</b>
<b>Government Receipts</b>													
State Turnback	3,037.15	4,480.66	3,935.69	4,210.69	4,124.37	4,263.31	0.00	0.00	0.00	0.00	0.00	0.00	24,051.87
<b>Government Receipts Total</b>	<b>3,037.15</b>	<b>4,480.66</b>	<b>3,935.69</b>	<b>4,210.69</b>	<b>4,124.37</b>	<b>4,263.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,051.87</b>
<b>Other Revenue</b>													
Interest Revenue	590.79	0.00	298.00	297.74	272.40	257.17	0.00	0.00	0.00	0.00	0.00	0.00	1,706.10
Miscellaneous Revenue	33.00	800.00	192.50	163.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,189.00
<b>Other Revenue Total</b>	<b>623.79</b>	<b>800.00</b>	<b>490.50</b>	<b>461.24</b>	<b>272.40</b>	<b>257.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,895.10</b>
<b>Service Revenue</b>													
Garbage Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sewer Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Water Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Service Revenue Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Tax Receipts</b>													
Sales Tax Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax Receipts	15,412.08	25,473.49	17,822.26	8,741.57	19,523.40	18,534.48	0.00	0.00	0.00	0.00	0.00	0.00	105,507.28
<b>Tax Receipts Total</b>	<b>15,412.08</b>	<b>25,473.49</b>	<b>17,822.26</b>	<b>8,741.57</b>	<b>19,523.40</b>	<b>18,534.48</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>105,507.28</b>
<b>Revenue Total</b>	<b>9,288.02</b>	<b>8,832.09</b>	<b>4,433.27</b>	<b>9,939.72</b>	<b>4,240.17</b>	<b>3,733.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150,467.23</b>
<b>Expenses</b>													
<b>Labor Expense</b>													
Contract Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Council Pay	378.00	378.00	378.00	378.00	378.00	378.00	0.00	0.00	0.00	0.00	0.00	0.00	2,268.00
Medicare	92.97	97.22	101.16	103.71	141.87	108.97	0.00	0.00	0.00	0.00	0.00	0.00	645.90
Salaries Expense	6,447.63	6,775.09	7,046.47	7,222.34	9,890.39	7,585.84	0.00	0.00	0.00	0.00	0.00	0.00	44,967.76
Social Security	397.58	415.71	432.54	443.44	606.68	465.98	0.00	0.00	0.00	0.00	0.00	0.00	2,761.93
Unemployment	2.30	2.40	2.50	2.57	2.26	1.82	0.00	0.00	0.00	0.00	0.00	0.00	13.85
Volunteer Fee Pay	670.25	878.75	683.50	697.25	0.00	862.75	0.00	0.00	0.00	0.00	0.00	0.00	3,492.53
<b>Labor Expense Total</b>	<b>7,988.73</b>	<b>8,247.17</b>	<b>8,644.17</b>	<b>8,847.34</b>	<b>1,019.20</b>	<b>9,403.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>54,149.97</b>

10. By default the data will be displayed for each month specified. If you prefer to view quarterly or annual numbers instead, select **Format > Predefined Layouts** and choose the appropriate option (Monthly, Quarterly or Annual).

## Print a Financial Analysis


- With an existing financial analysis displayed, select **File > Page Setup**.

- On the **Page** tab, specify the **Orientation**.
- Specify the correct margins on the **Margins** tab.
- On the **Sheet** tab, Column Headings are selected to print by default the first time the Page Setup screen is displayed; if changed, the new setting is saved as the default. If the checkbox is changed on a subsequent Financial Analysis, the new setting is saved and used only for the current Financial Analysis session..

- Click **Print** or **Print Preview**.

or to print or preview without reviewing Page Setup:

- With an existing financial analysis displayed, select **File > Print** or click  complete the Print screen, and

then click **Print**. To view the analysis prior to printing, select **File > Print Preview** or click , review the analysis and then click **Print**.

## Edit Actual (Book Values) from within Financial Analysis

If you notice that an actual (book value) is incorrect while in the financial analysis, it can easily be modified without leaving the analysis screen.

1. Right-click on a value found in an Actual column and select **Edit**, or simply double-click on a value found in an Actual column.
2. The **Transaction Search** screen will display all entries that make up the Actual amount that was selected in step 1.
3. To modify a transaction, right-click and choose **Edit** or simply double-click on the transaction and the transaction will be displayed. It can then be modified, deleted or voided as needed. Once the modifications are complete, click **Save**.
4. Close the Transaction Search screen.
5. Back in the Financial Analysis screen, select **Edit > Refresh Data** to update the financial analysis with the changes made in step 3.

## Frequently Used Modifications

### Insert a Column of Data

1. Select **Format > Columns**.
2. Select the **New** button to add a new column that displays either actual (book values), budget numbers or a calculated amount.
3. Use the green arrow up and down buttons to move the new column to the appropriate area in the analysis.

### Adjust Column Width

The width of a column can be adjusted by moving your mouse in the shaded area between column headings. Once it's in the area between the two column headings the mouse pointer will change to a left/right arrow. Left-click and drag to the right to make the column larger, or to the left to make the column smaller. Double-clicking on the heading of a column will force it to automatically resize to the smallest width that will still display the data properly.



Note: If you'd like to resize multiple columns at once, click on the heading of the first column to change. Then, while holding the shift key down on the keyboard, click on the last column to resize. This will highlight all columns. Then move the mouse to the right of the last column selected and drag left or right to resize all selected columns at once.

CenterPoint Analysis				
	Actual	Budget	Actual	
	01/01/10	01/01/10	02/01/10	
	01/31/10	01/31/10	02/28/10	
<input type="checkbox"/> Revenue				
<input type="checkbox"/> Resale of Purchased Livestock				
Sale of Purchased Mex. Steers	0.00	0.00	0.00	
sales of caroles cattle	0.00	0.00	0.00	
<b>Resale of Purchased Livestock Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

## View with Book or Market Value Data

If you already have the columns in the date range and order that you want, you can apply this quick formatting option which will toggle between book value and market value on the Balance Sheet.

1. In an open analysis on the **View** menu, point to **Values**, and then click **Book Value** or **Fair Market Value**.
2. At the "Display Book Value or Fair Market Value in Balance Sheet?" message, click **Yes**.

## View with Actual/Budget Data

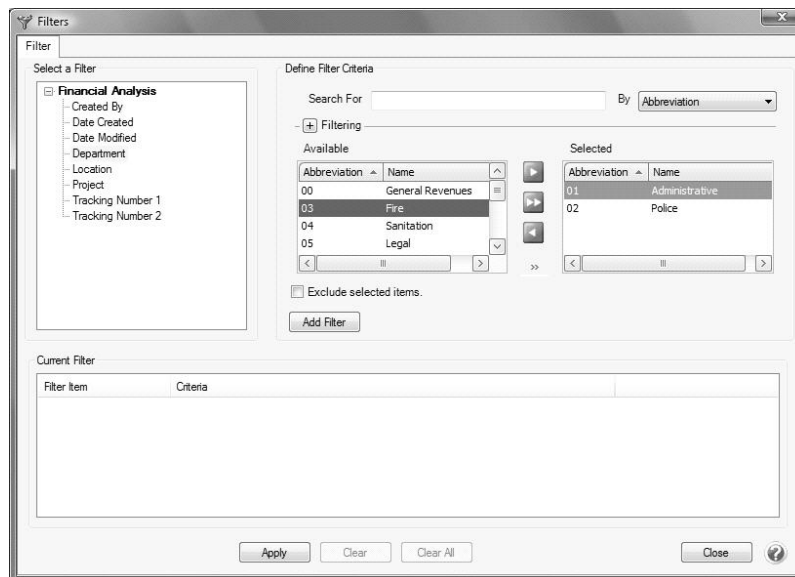
If you already have the columns in the date range and order that you want, you can apply this quick formatting option which will toggle between actual and budget data.

1. In an open analysis, on the **View** menu, point to **Data**, and then click **Actual** or **Budget**.
2. At the "Change all Columns to Display Actual/Budget Data?" message, click **Yes**.

## Filter Data

By default all data is included in a financial analysis. The data can be filtered to include information for a specific area of your business. Data can be filtered by Department or Project.

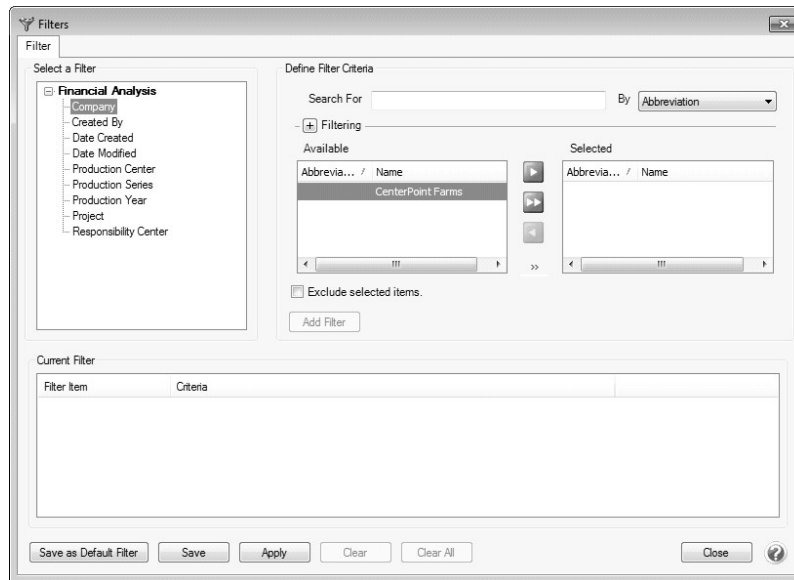
1. To apply a filter to all columns in an analysis, select **View > Filters**.



2. Select the detail to filter by on the left in the **Select a Filter** box.
3. Once the field is selected on the left (in this example we selected Profit/Cost Center), the available options for that field will be displayed on the right. Move each option to include in this analysis to the **Selected** box on the right.
4. Click the **Add Filter** button.
5. Select **Apply** to update the analysis with the new filtered information. Return to View > Filters to clear the filter (click Clear to clear the filter and click Close to cancel out of the filtering options) or select a different filter.

Columns can also be filtered by specific data, for example you may want to filter a column by Company/Fund so you can compare multiple companies/funds on the same analysis on the Balance Sheet tab.

1. Select the column you want to filter.
2. Select **Format > Columns**.
3. Click the **Filters** button.
4. Select the detail to filter by on the left in the Select a Filter box.



5. Once the field is selected on the left (in this example we selected Company/Fund), the available options for that field will be displayed on the right. Move each option to include in this analysis to the Selected box on the right.
6. Click the **Add Filter** button.
7. Select **Apply** to update the analysis
8. Return to **Format > Columns > Filters** to clear the filter (click **Clear** to clear the filter and click **Close** to cancel out of the filtering options) or select a different filter.

#### Include a Calculation in a Column

Columns can be added to an analysis that are calculations instead of amounts from actual transactions or budgets. For example, if you wanted a column that showed you the difference between the budget and actual amounts. The calculations can involve amounts or percentages.

In this example, we'll start with an analysis that includes quarterly actual and budget amounts. We'll add a column that calculates the difference between YTD actual and YTD budget.

1. Create a new or open an existing analysis.
2. Select **Format > Columns**. Select **New** to add a new column.



Title	Type	From	To
Actual	Actual	01/01/10	03/31/10
Budget	Budget	01/01/10	03/31/10
Actual	Actual	04/01/10	06/30/10
Budget	Budget	04/01/10	06/30/10
Actual	Actual	07/01/10	09/30/10
Budget	Budget	07/01/10	09/30/10
Actual	Actual	10/01/10	12/31/10
Budget	Budget	10/01/10	12/31/10
YTD	Actual	01/01/10	12/31/10
YTD	Budget	01/01/10	12/31/10
YTD Variance	Calculated	N/A	N/A

**Column Properties**

Title: YTD Variance

☐ Data Column

From: January 2010  
To: January 2010  
Data Source: Actual  
Balance Sheet: Book Value

☐ Calculated Column

Calculation: Difference

- Enter an appropriate heading in the **Title** field.
- Select **Calculated Column** and in the **Calculation** field, select the appropriate option. In our example, we'll use **Difference** as we want to calculate the difference between the two YTD columns.

Title	Type	From	To
Actual	Actual	01/01/10	03/31/10
Budget	Budget	01/01/10	03/31/10
Actual	Actual	04/01/10	06/30/10
Budget	Budget	04/01/10	06/30/10
Actual	Actual	07/01/10	09/30/10
Budget	Budget	07/01/10	09/30/10
Actual	Actual	10/01/10	12/31/10
Budget	Budget	10/01/10	12/31/10
1 YTD	Actual	01/01/10	12/31/10
2 YTD	Budget	01/01/10	12/31/10

Select two columns, where column 2 is subtracted from column 1 to calculate the difference

**Formula**

SUM(C8) - SUM(C9)

- Double-click** on the first column to be included in the calculation.

Note: CenterPoint will display a green, circled number one next to the column title after it's selected.

- Double-click** on the column that should be subtracted from the first column selected. The calculation will display in the Formula box. Click **OK**.
- Click **OK** on the main Columns screen and the new calculated column will be added to the analysis.

If a calculated column contains the red text "#error: ###", the formula entered was not a valid equation.

CenterPoint Analysis														
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	YTD	YTD Budget	Budget
	08/01/10	09/01/10	09/01/10	10/01/10	10/01/10	11/01/10	11/01/10	12/01/10	12/01/10	12/31/10	12/31/10	Calculated	01/01/10	01/01/10
	08/31/10	09/30/10	09/30/10	10/31/10	10/31/10	11/30/10	11/30/10	12/31/10	12/31/10	12/31/10	12/31/10	Total	12/31/10	12/31/10
														Budget Variance
														Calculated Difference
<b>Revenue</b>														
<b>Fees &amp; Permits</b>														
Dog Tags	0.00	0.00	0.00	0.00	15.30	0.00	0.00	0.00	3.06	54.72	36.72	36.72		18.00
Franchise Fees	7,967.16	0.00	1,751.67	0.00	6,701.11	0.00	0.00	0.00	0.00	48,937.86	32,839.88	32,839.88		16,097.98
Meter Reconnect Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Permits - Building	10.20	0.00	0.00	0.00	15.30	0.00	0.00	0.00	10.20	147.20	112.20	112.20		35.00
Permits - Business	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Trash Bags	122.40	0.00	221.85	0.00	114.75	0.00	260.10	0.00	229.50	1,811.00	1,581.00	1,581.00		230.00
<b>Fees &amp; Permits Total</b>	<b>8,099.76</b>	<b>0.00</b>	<b>1,973.52</b>	<b>0.00</b>	<b>6,846.46</b>	<b>0.00</b>	<b>260.10</b>	<b>0.00</b>	<b>242.76</b>	<b>50,950.78</b>	<b>34,569.80</b>	<b>4,569.80</b>		<b>16,380.98</b>
<b>Fines and Forfeitures</b>														
Fines Revenue	139.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	416.48	279.48	279.48		137.00
Late Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Police Citations	0.00	0.00	255.00	0.00	534.48	0.00	66.30	0.00	449.82	3,891.20	2,611.20	2,611.20		1,280.00
<b>Fines and Forfeitures Total</b>	<b>139.74</b>	<b>0.00</b>	<b>255.00</b>	<b>0.00</b>	<b>534.48</b>	<b>0.00</b>	<b>66.30</b>	<b>0.00</b>	<b>449.82</b>	<b>4,307.68</b>	<b>2,890.68</b>	<b>2,890.68</b>		<b>1,417.00</b>
<b>Government Receipts</b>														
State Turnback	4,570.27	0.00	4,014.40	0.00	4,294.90	0.00	4,206.86	0.00	4,348.58	70,080.52	49,065.80	49,065.80		21,014.72
<b>Government Receipts Total</b>	<b>4,570.27</b>	<b>0.00</b>	<b>4,014.40</b>	<b>0.00</b>	<b>4,294.90</b>	<b>0.00</b>	<b>4,206.86</b>	<b>0.00</b>	<b>4,348.58</b>	<b>70,080.52</b>	<b>49,065.80</b>	<b>9,065.80</b>		<b>21,014.72</b>
<b>Other Revenue</b>														
Interest Revenue	0.00	0.00	303.96	0.00	293.49	0.00	277.85	0.00	262.31	4,595.75	3,480.44	3,480.44		1,115.31
Miscellaneous Revenue	816.00	0.00	196.35	0.00	166.77	0.00	0.00	0.00	0.00	3,581.56	2,425.56	2,425.56		1,156.00
<b>Other Revenue Total</b>	<b>816.00</b>	<b>0.00</b>	<b>500.31</b>	<b>0.00</b>	<b>460.26</b>	<b>0.00</b>	<b>277.85</b>	<b>0.00</b>	<b>262.31</b>	<b>8,177.31</b>	<b>5,906.00</b>	<b>5,906.00</b>		<b>2,271.31</b>
<b>Service Revenue</b>														
Garbage Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Sewer Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Water Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
<b>Service Revenue Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
<b>Tax Receipts</b>														
Sales Tax Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Tax Receipts	25,982.96	0.00	18,178.71	0.00	8,916.40	0.00	19,913.87	0.00	18,905.17	305,330.06	215,234.86	15,234.86		90,095.20
<b>Tax Receipts Total</b>	<b>5,982.96</b>	<b>0.00</b>	<b>8,178.71</b>	<b>0.00</b>	<b>8,916.40</b>	<b>0.00</b>	<b>9,913.87</b>	<b>0.00</b>	<b>8,905.17</b>	<b>305,330.06</b>	<b>215,234.86</b>	<b>5,234.86</b>		<b>90,095.20</b>
<b>Revenue Total</b>	<b>9,608.73</b>	<b>0.00</b>	<b>4,921.94</b>	<b>0.00</b>	<b>1,052.50</b>	<b>0.00</b>	<b>4,724.98</b>	<b>0.00</b>	<b>4,208.64</b>	<b>438,846.35</b>	<b>307,667.14</b>	<b>7,667.14</b>		<b>131,179.21</b>

Condense the Analysis

- » The rows that have all zero dollar amounts in a financial analysis can be hidden by selecting **View > Hide Zero Rows**. When activity is entered across months that total zero for the Calculated Total column, the Hide Zero Rows selection will not consider the row a zero row and display the row.
- » The columns that have all zero dollar amounts can be hidden also. Select **View > Hide Zero Columns**.

Round Amounts

The dollar amounts in a financial analysis can be displayed with or without cents. To turn this option on and off, select **View > Show Cents**.

## Compare Department Balances using Financial Analysis

In this topic, we'll provide step-by-step instructions for creating a financial analysis that compares departments in side-by-side columns for one time period.



Note: Refer to the main *Understanding and Using Financial Analysis* topic for additional information on printing a financial analysis, editing actual data and common modifications to an analysis.

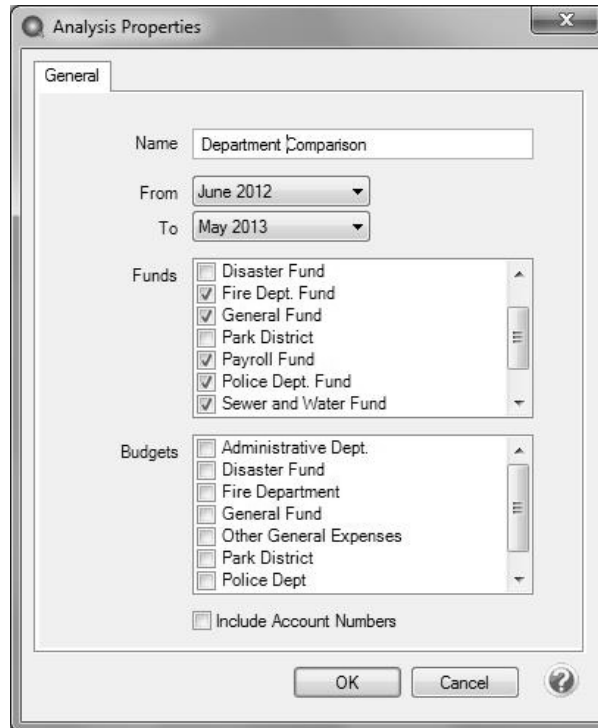
Create the Financial Analysis:

1. Select **Reporting Tools > Financial Analysis**.
2. Click **New** to create a new analysis.



Note: If you have an existing analysis that you'd like to use for this process, select it from the list instead of clicking New.

3. Enter a **Name** that describes the analysis.
4. Select the date range for this analysis in the **From/To** fields



**Analysis Properties**

**General**

Name: Department Comparison

From: June 2012

To: May 2013

**Funds**

- ☐ Disaster Fund
- ☒ Fire Dept. Fund
- ☒ General Fund
- ☐ Park District
- ☒ Payroll Fund
- ☒ Police Dept. Fund
- ☒ Sewer and Water Fund

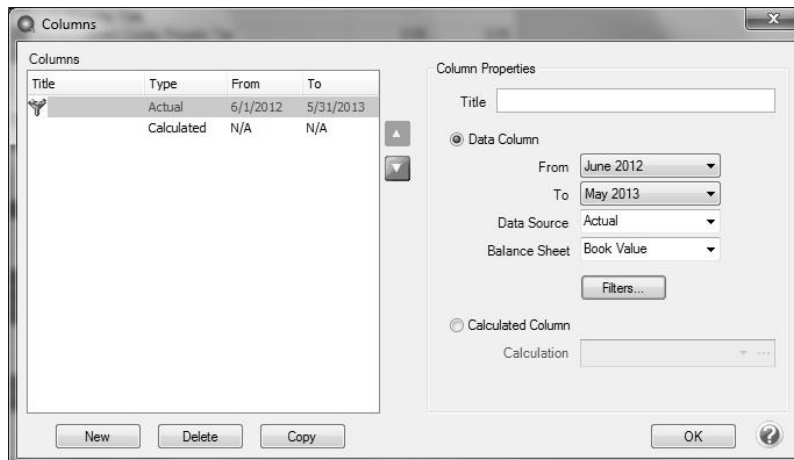
**Budgets**

- ☐ Administrative Dept.
- ☐ Disaster Fund
- ☐ Fire Department
- ☐ General Fund
- ☐ Other General Expenses
- ☐ Park District
- ☐ Police Dept.

☐ Include Account Numbers

OK Cancel ?

5. Select the appropriate **Funds** for this analysis. One or more funds can be included in a single analysis.
6. Click **OK** to display the financial analysis.
7. By default the data will be displayed for each month specified. Select **Format > Predefined Layouts > Annual** to display the data in a year-to-date column instead.
8. Click **OK** on the **Formatting Options** screen that automatically displays after selecting Annual.
9. Select **Format > Columns** to begin adding columns for each department.



**Columns**

Title	Type	From	To
Actual	Actual	6/1/2012	5/31/2013
Calculated	Calculated	N/A	N/A

New Delete Copy

**Column Properties**

Title:

☒ **Data Column**

From: June 2012

To: May 2013

Data Source: Actual

Balance Sheet: Book Value

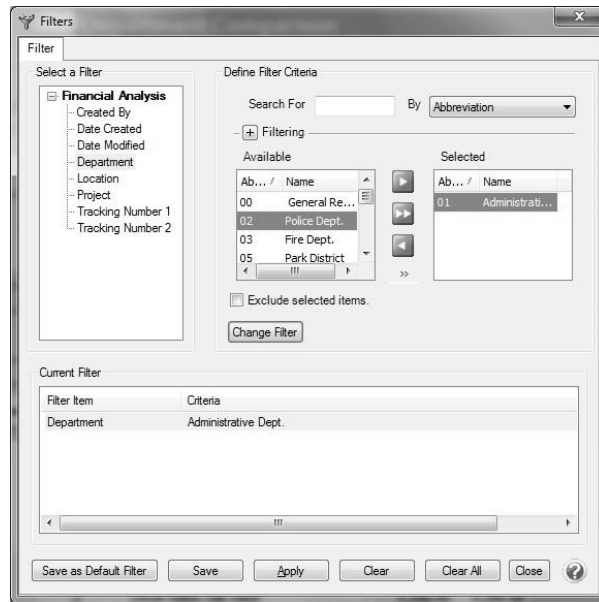
Filters...

☐ **Calculated Column**

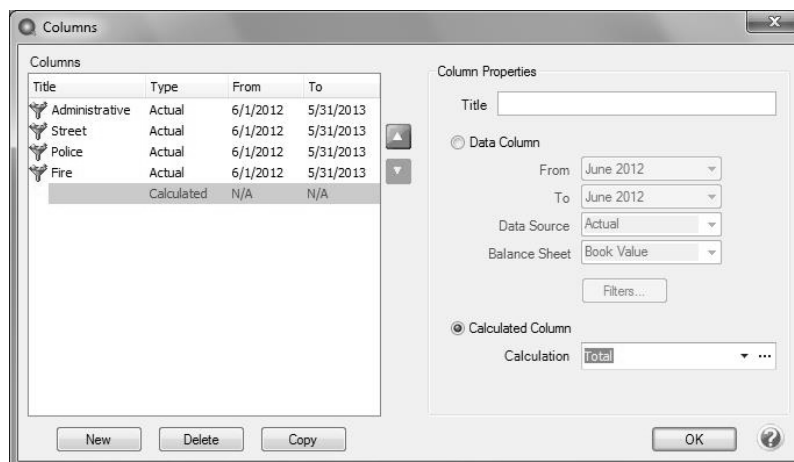
Calculation:

OK ?

10. Select the **Actual** row on the left and click the **Filters** button on the right.



11. In the Filters screen under **Select a Filter > Financial Analysis**, select **Department**. The departments will then be listed on the right.
12. Use the green right arrow to move the department you wish to display in the first column of the analysis to the **Selected** side of the screen.
13. Click **Add Filter** and then click **Apply**.
14. Back on the Columns screen, enter a **Title** that describes this column such as Administrative.
15. Next we will “Copy” the new Administrative column to make the next department column. Select the first column that was created (Administrative in the sample) and click **Copy**.
16. Follow steps 7-10 again for this department.
17. Continue using Copy to add a column for each department you want included in the analysis.
18. Once all departments for this analysis have been added, you can use the green Up / Down arrows to order the columns.



19. The Calculated column can be set to add a total column to the analysis. Select the **Calculated** row from the left side of the screen and then click on the ...button to the right of the **Calculation** box.

20. The **Calculation** screen will be displayed. Double-click on each column that should be included in the Total column. A green dot at the left indicates the column is included in the calculation. Click **OK**.
21. Click **OK** and the financial analysis with modified columns will be displayed.
22. Select **Format > Save Current As** to save the analysis columns for future use. Specify a **Name** and click **OK**.

	Administrative Actual 6/1/2012 5/31/2013	Street Actual 6/1/2012 5/31/2013	Police Actual 6/1/2012 5/31/2013	Fire Actual 6/1/2012 5/31/2013	Calculated Total
<b>Local Sales Tax</b>					
City Sales Tax	5,200.00	3,500.00	0.00	0.00	8,700.00
<b>Local Sales Tax Total</b>	<b>5,200.00</b>	<b>3,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,700.00</b>
<b>Other Permits and Charges</b>					
Fire Dues	0.00	0.00	0.00	4,700.00	4,700.00
Report Fees-Fingerprinting Fee	0.00	0.00	580.00	0.00	580.00
<b>Other Permits and Charges Total</b>	<b>0.00</b>	<b>0.00</b>	<b>580.00</b>	<b>4,700.00</b>	<b>5,280.00</b>
<b>Other Receipts</b>					
Act 833 Income	0.00	0.00	0.00	10,474.23	10,474.23
Disaster Relief	0.00	4,568.24	0.00	0.00	4,568.24
Education - Training & Schools	0.00	0.00	0.00	24.00	24.00
Fire Dept. Fire Tax	0.00	0.00	0.00	2,000.00	2,000.00
Misc. Income	0.00	1,489.20	200.00	1,107.90	2,797.10
Reimbursement for exp. paid	905.00	0.00	29,249.82	1,470.00	31,624.82
Reimbursement for Health Ins.	11,918.50	0.00	0.00	0.00	11,918.50
State Grants	0.00	0.00	4,200.00	300.00	4,500.00
<b>Other Receipts Total</b>	<b>12,823.50</b>	<b>6,057.44</b>	<b>33,649.82</b>	<b>15,376.13</b>	<b>67,906.89</b>
<b>Revenue Total</b>	<b>18,023.50</b>	<b>9,557.44</b>	<b>55,941.82</b>	<b>20,076.13</b>	<b>103,598.89</b>
<b>Expenses</b>					
<b>Administrative</b>					
Advertising - Publications	4,092.70	0.00	0.00	0.00	4,092.70
Attorney Retainer	9,000.00	0.00	0.00	0.00	9,000.00
Building Maintenance	2,875.88	1,200.00	0.00	176.41	4,252.29
Cleaning & Janitorial Services	1,840.00	0.00	0.00	0.00	1,840.00
Computer Service & Maintenance	4,094.15	0.00	0.00	683.76	4,777.91
Dues & Subscriptions	89.00	0.00	75.00	255.00	419.00
Education - Training & Schools	660.00	0.00	350.00	881.74	1,891.74
Group Accident Insurance	1,100.00	0.00	0.00	0.00	1,100.00
Legal Services	2,356.30	0.00	0.00	0.00	2,356.30
Postage	728.92	0.00	113.52	10.60	853.04
professional service - Contract	0.00	0.00	160.00	0.00	160.00
Travel & Meetings	396.89	0.00	0.00	82.14	479.03
<b>Administrative Total</b>	<b>27,233.84</b>	<b>1,200.00</b>	<b>698.52</b>	<b>2,089.65</b>	<b>31,222.01</b>

## Create a Financial Analysis Comparing Budget to Actual (Book Values)

In this topic, we'll provide step-by-step instructions for creating a financial analysis that includes actual (book values) and budget amounts. Refer to the main *Understanding and Using Financial Analysis* topic for additional information on printing a financial analysis, editing actual data and common modifications to an analysis.

### Create an Analysis that Compares Budget to Actual

1. Select **Reporting Tools > Financial Analysis**. Click **New**.

The screenshot shows a window titled "Analysis Properties" with a "General" tab. Inside the tab, there are several fields and checkboxes. The "Name" field contains "CenterPoint Analysis". The "From" dropdown is set to "January 2010" and the "To" dropdown is set to "December 2010". Under the "Funds" section, there is a list of funds with checkboxes: "CenterPoint Village-General" (checked), "Fire Pension Fund", "Park Fund", "Solid Waste Fund", "Street Fund", and "Water & Sewer Fund". Under the "Budgets" section, there is a list of budgets with checkboxes: "General Fund Budget" (checked). At the bottom of the dialog, there is an unchecked checkbox labeled "Include Account Numbers". The "OK" and "Cancel" buttons are at the bottom right, along with a help icon.

2. Enter a **Name** that describes the analysis.
3. Select the date range for this analysis in the **From/To** fields
4. Select the appropriate **Companies/Funds**. One or more companies/funds can be included in a single analysis.
5. All **Budgets** for selected companies/funds and time period will be displayed. Select the appropriate budget(s) to be included in this analysis.
6. If you are using account numbers in your database and would like to include them in the financial analysis screen, select **Include Account Numbers**.
7. Click **OK** to display the financial analysis. At this point, only the actual (book value) data will be displayed.

CenterPoint Analysis													
	Actual 01/01/10	Actual 02/01/10	Actual 03/01/10	Actual 04/01/10	Actual 05/01/10	Actual 06/01/10	Actual 07/01/10	Actual 08/01/10	Actual 09/01/10	Actual 10/01/10	Actual 11/01/10	Actual 12/01/10	Calculated Total
<b>Revenue</b>													
<b>Fees &amp; Permits</b>													
Dog Tags	0.00	0.00	0.00	15.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00
Franchise Fees	0.00	7,810.94	1,717.32	6,569.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,097.98
Meter Reconnect Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Permits - Building	20.00	10.00	0.00	15.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	55.00
Permits - Business	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trash Bags	195.00	120.00	217.50	(587.50)	255.00	225.00	0.00	0.00	0.00	0.00	0.00	0.00	425.00
<b>Fees &amp; Permits Total</b>	<b>215.00</b>	<b>7,940.94</b>	<b>1,934.82</b>	<b>6,012.22</b>	<b>255.00</b>	<b>238.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,595.98</b>
<b>Fines and Forfeitures</b>													
Fines Revenue	0.00	137.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	137.00
Late Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police Citations	0.00	0.00	250.00	524.00	65.00	441.00	0.00	0.00	0.00	0.00	0.00	0.00	1,280.00
<b>Fines and Forfeitures Total</b>	<b>0.00</b>	<b>137.00</b>	<b>250.00</b>	<b>524.00</b>	<b>65.00</b>	<b>441.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,417.00</b>
<b>Government Receipts</b>													
Sales Turnback	3,037.15	4,480.66	3,935.69	4,210.69	4,124.37	4,263.31	0.00	0.00	0.00	0.00	0.00	0.00	24,051.87
<b>Government Receipts Total</b>	<b>3,037.15</b>	<b>4,480.66</b>	<b>3,935.69</b>	<b>4,210.69</b>	<b>4,124.37</b>	<b>4,263.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,051.87</b>
<b>Other Revenue</b>													
Interest Revenue	590.79	0.00	298.00	297.74	272.40	257.17	0.00	0.00	0.00	0.00	0.00	0.00	1,706.10
Miscellaneous Revenue	33.00	800.00	192.50	163.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,189.00
<b>Other Revenue Total</b>	<b>623.79</b>	<b>800.00</b>	<b>490.50</b>	<b>461.24</b>	<b>272.40</b>	<b>257.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,895.10</b>
<b>Service Revenue</b>													
Garbage Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sewer Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Water Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Service Revenue Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Tax Receipts</b>													
Sales Tax Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax Receipts	15,412.08	25,473.49	17,822.26	8,741.57	19,523.40	18,534.48	0.00	0.00	0.00	0.00	0.00	0.00	105,507.28
<b>Tax Receipts Total</b>	<b>15,412.08</b>	<b>25,473.49</b>	<b>17,822.26</b>	<b>8,741.57</b>	<b>19,523.40</b>	<b>18,534.48</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>105,507.28</b>
<b>Revenue Total</b>	<b>9,288.02</b>	<b>8,832.09</b>	<b>4,433.27</b>	<b>9,939.72</b>	<b>4,240.17</b>	<b>3,733.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150,467.23</b>
<b>Expenses</b>													
<b>Labor Expense</b>													
Contract Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Council Pay	378.00	378.00	378.00	378.00	378.00	378.00	0.00	0.00	0.00	0.00	0.00	0.00	2,268.00
Medicare	52.97	97.22	101.16	103.71	141.87	108.97	0.00	0.00	0.00	0.00	0.00	0.00	645.90
Salaries Expense	6,447.63	6,775.09	7,046.47	7,222.34	9,890.39	7,585.84	0.00	0.00	0.00	0.00	0.00	0.00	44,967.76
Social Security	397.58	415.71	432.54	443.44	606.68	465.98	0.00	0.00	0.00	0.00	0.00	0.00	2,761.93
Unemployment	2.30	2.40	2.50	2.57	2.26	1.82	0.00	0.00	0.00	0.00	0.00	0.00	13.85
Volunteer Fee Pay	670.25	678.75	683.50	697.25	0.00	862.75	0.00	0.00	0.00	0.00	0.00	0.00	3,492.53
<b>Labor Expense Total</b>	<b>7,988.73</b>	<b>8,247.17</b>	<b>8,644.17</b>	<b>8,847.34</b>	<b>1,019.20</b>	<b>9,403.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>54,149.97</b>

- By default the data will be displayed for each month specified. If you prefer to view quarterly or annual numbers instead, select **Format > Predefined Layouts** and choose the appropriate option (Monthly, Quarterly or Annual).
- Select **Format > Quick Insert Columns**.

Quick Insert Columns...

Properties

Insert For

All

Data

Budget

Values

Book Value

Years

Year

2009

2010

2011

2012

OK

Cancel

?

- Select **All** in the **Insert For** field.
- Select **Budget** in the **Data** field.
- Select **Book Value** in the **Values** field.
- Select the appropriate **Year** or **Years**. Click **OK**.

CenterPoint Analysis													
	Actual 02/01/10 02/28/10	Budget 02/01/10 02/28/10	Actual 03/01/10 03/31/10	Budget 03/01/10 03/31/10	Actual 04/01/10 04/30/10	Budget 04/01/10 04/30/10	Actual 05/01/10 05/31/10	Budget 05/01/10 05/31/10	Actual 06/01/10 06/30/10	Budget 06/01/10 06/30/10	Actual 07/01/10 07/31/10	Budget 07/01/10 07/31/10	
<b>Revenue</b>													
<b>Fees &amp; Permits</b>													
Dog Tags	0.00	0.00	0.00	0.00	15.00	15.30	0.00	0.00	3.00	3.06	0.00	0.00	
Franchise Fees	7,810.94	7,967.16	1,717.32	1,751.67	6,569.72	6,701.11	0.00	0.00	0.00	0.00	0.00	0.00	
Meter Reconnect Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Permits - Building	10.00	10.20	0.00	0.00	15.00	15.30	0.00	0.00	10.00	10.20	0.00	20.40	
Permits - Business	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Trash Bags	120.00	122.40	217.50	221.85	687.50	699.25	295.00	260.10	225.00	229.50	0.00	198.90	
<b>Fees &amp; Permits Total</b>	<b>7,940.94</b>	<b>8,099.76</b>	<b>1,934.82</b>	<b>1,973.52</b>	<b>6,012.22</b>	<b>6,132.46</b>	<b>255.00</b>	<b>260.10</b>	<b>238.00</b>	<b>242.76</b>	<b>0.00</b>	<b>219.30</b>	
<b>Fines and Forfeitures</b>													
Fines Revenue	137.00	139.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Late Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Police Citations	0.00	0.00	250.00	255.00	524.00	534.48	65.00	66.30	441.00	449.82	0.00	0.00	
<b>Fines and Forfeitures Total</b>	<b>137.00</b>	<b>139.74</b>	<b>250.00</b>	<b>255.00</b>	<b>524.00</b>	<b>534.48</b>	<b>65.00</b>	<b>66.30</b>	<b>441.00</b>	<b>449.82</b>	<b>0.00</b>	<b>0.00</b>	
<b>Government Receipts</b>													
State Turnback	4,480.66	4,570.27	3,935.69	4,014.40	4,210.69	4,294.90	4,124.37	4,206.86	4,263.31	4,348.58	0.00	3,097.89	
<b>Government Receipts Total</b>	<b>4,480.66</b>	<b>4,570.27</b>	<b>3,935.69</b>	<b>4,014.40</b>	<b>4,210.69</b>	<b>4,294.90</b>	<b>4,124.37</b>	<b>4,206.86</b>	<b>4,263.31</b>	<b>4,348.58</b>	<b>0.00</b>	<b>3,097.89</b>	
<b>Other Revenue</b>													
Interest Revenue	0.00	0.00	298.00	303.96	287.74	293.49	272.40	277.85	257.17	262.31	0.00	602.61	
Miscellaneous Revenue	800.00	816.00	192.50	196.35	163.50	166.77	0.00	0.00	0.00	0.00	0.00	33.66	
<b>Other Revenue Total</b>	<b>800.00</b>	<b>816.00</b>	<b>490.50</b>	<b>500.31</b>	<b>451.24</b>	<b>460.26</b>	<b>272.40</b>	<b>277.85</b>	<b>257.17</b>	<b>262.31</b>	<b>0.00</b>	<b>636.27</b>	
<b>Service Revenue</b>													
Garbage Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sewer Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Water Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Service Revenue Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Tax Receipts</b>													
Sales Tax Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Tax Receipts	25,473.49	25,982.96	17,822.26	18,178.71	8,741.57	8,916.40	19,523.40	19,913.87	18,534.48	18,905.17	0.00	15,720.32	
<b>Tax Receipts Total</b>	<b>25,473.49</b>	<b>25,982.96</b>	<b>17,822.26</b>	<b>18,178.71</b>	<b>8,741.57</b>	<b>8,916.40</b>	<b>19,523.40</b>	<b>19,913.87</b>	<b>18,534.48</b>	<b>18,905.17</b>	<b>0.00</b>	<b>15,720.32</b>	
<b>Revenue Total</b>	<b>8,832.09</b>	<b>9,608.73</b>	<b>4,433.27</b>	<b>4,921.94</b>	<b>9,939.72</b>	<b>0,338.50</b>	<b>4,240.17</b>	<b>4,724.98</b>	<b>3,733.96</b>	<b>4,208.64</b>	<b>0.00</b>	<b>9,673.78</b>	

## Side-by-Side Twelve Month Comparison using Financial Analysis

This topic provides step-by-step instructions for creating a 12 month side-by-side monthly comparison using Financial Analysis.

### Create the Analysis

1. Select **Reporting Tools > Financial Analysis**.
2. In the Open Analysis screen, click **New** to create a new analysis.
3. Enter a **Name** that describes the analysis, for example **2023 Analysis**.
4. Select the date range of **January 2023 - December 2023** in the **From/To** fields.



Analysis Properties

General

Name: 2023 Analysis

From: January 2023

To: December 2023

Companies:

- ☒ CenterPoint Fam
- ☐ CenterPoint Orchard

Budgets:

- ☐ Cattle Budget
- ☐ CP Farm Budget
- ☐ Crops Budgets

☐ Include Account Numbers

Order By: Account Name

OK Cancel ?

5. Select the appropriate **Companies** for this analysis. One or more companies can be included in a single analysis.
6. Select the **Include Account Numbers** check box if account numbers should be displayed for each account.
7. Click **OK** to display a financial analysis with all twelve months side by side with a calculated total column at the end of the comparison.

2023 Analysis																			
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
							Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Calculated
							1/1/2023	2/1/2023	3/1/2023	4/1/2023	5/1/2023	6/1/2023	7/1/2023	8/1/2023	9/1/2023	10/1/2023	11/1/2023	12/1/2023	
Revenue																			
Resale of Purchased Livestock																			
Sales of Purchased Feeders																			
Resale of Purchased Livestock Total																			
Resale of Other Purchased Items																			
Resale of Other Market Items																			
Sales of Butcher Basket																			
Sales of Honey																			
Sales of Stock																			
Resale of Other Purchased Items Total																			
Sales of Raised Crops																			
Sales of Corn																			
Sales of Soybeans																			
Sales Revenue																			
Sales of Raised Crops Total																			
Change in Raised Crop Inventory																			
Change in Raised Apples																			
Change in Raised Crop Invent.																			
Change in Raised Crop Inventory Total																			
Sales of Other Raised Items																			
Sales of Other Raised Items																			
Sales of Cornland Apples																			
Sales of Golden Delicious																			
Sales of Honeycrisp Apples																			
Sales of Other Raised Items Total																			
Cooperative Distributions (1099-PATR)																			
Crop Distributions noncash																			
Cooperative Distribution Pat.																			
Cooperative Distributions (1099-PATR)																			
Agricultural Program Payments																			
Agricultural Program Payments																			
Agricultural Program Payments Total																			

## Customize and Work with the Analysis

1. Some common functionality can help you customize and work with the analysis:
  - » The data in a financial analysis is organized into three separate tabs:
    - » **Flow of Funds** - Reports the transaction activity to all accounts. Does not include beginning balances for Balance Sheet accounts.
    - » **Balance Sheet** - Represents the financial position of the company/fund at any point in time. The equation for the Balance Sheet is  $\text{Assets} = \text{Liabilities} + \text{Owner's Equity}$ . The Balance Sheet includes two account levels, Book Value (the calculated value affected by transaction activities) and Fair Market Value (the position of the company/fund if it were to sell today).
    - » **Income Statement** - An accrual report that represents the profit of the company/fund for the time span specified. Determining the profit of the company/fund needs to reflect all money earned by the company/fund. It measures the difference between operating income and operating expenses.
  - » The rows that have all zero dollar amounts in a financial analysis can be hidden by selecting **View > Hide Zero Rows**.
  - » By default the data will be displayed for each month specified. If you prefer to view quarterly or annual numbers instead, select **Format > Predefined Layouts** and choose the appropriate option (Monthly, Quarterly or Annual).
  - » The report can be exported to Excel by selecting **File > Export**.



Note: Refer to the main [Understanding and Using Financial Analysis](#) topic for additional information on customizing and other common modifications to an analysis.

## Chapter 13 - Tax Reporting & End of Year

### Tax Reporting

#### 1099 Forms - Prepare and Print and/or eFile

This document describes how to prepare, print and/or eFile 1099 forms. You can print and eFile forms in any combination. For example, many people choose to eFile the Federal and State copies and then print the vendor/employee copies. An increasing number of people are using the complete eFile process in which Federal and State copies are eFiled and the vendor/employee copy is printed and mailed by Aatrix. Click [here](#) to view a video that guides you through the steps needed to set up CenterPoint to prepare for processing 1099 forms. Click [here](#) to view a video that discusses the integration that CenterPoint has with Aatrix and the steps to take to print or eFile your 1099 forms.

#### A 1099 will be processed for each vendor that have all three of these factors:

1. The vendor has the Issue 1099 for this vendor selected (and a TIN assigned).
2. The accounts used to pay the vendor are assigned to the 1099 User Defined report.
3. The total amount paid to the vendor must exceed the minimum amount for the 1099.

[Step A - Mark Vendors to Receive 1099s](#)

[Step B - Assign Accounts to the 1099 Forms](#)

[Step C - Review and Export Data from CenterPoint Fund Accounting](#)

[Step D - Setup 1099 Forms](#)

[Step E - Prepare 1099 Forms](#)

[Frequently Asked Questions](#)

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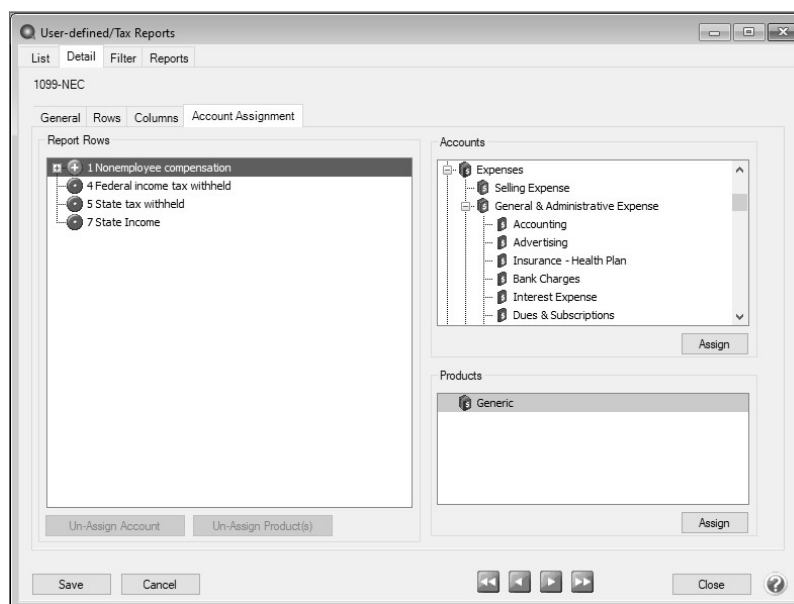
#### Step A - Mark Vendors to Receive 1099s

1. Select **Setup > Vendors** or **Setup > Names > Names**.
2. Edit a vendor that will need a 1099.
3. Click on the **General** tab.
4. Specify the **Federal Tax Id** for this vendor (this is a required field when printing 1099s).
5. Select the **Issue 1099 for this Vendor** check box.
6. Select the **Consent to Electronic 1099** check box if this vendor consents to receiving only a 1099 form that can be viewed through Aatrix (the vendor will not receive a paper form). If this box is selected, a signed consent form must be on file.
7. Click **Save**. Repeat for all vendors that require a 1099.

## Step B - Assign Accounts to the 1099 Forms

Accounts and/or account categories must be assigned to the appropriate boxes of the 1099s. This identifies what amounts should go in each box on the 1099 and the type of 1099. To assign accounts and account categories to the 1099 forms and boxes:

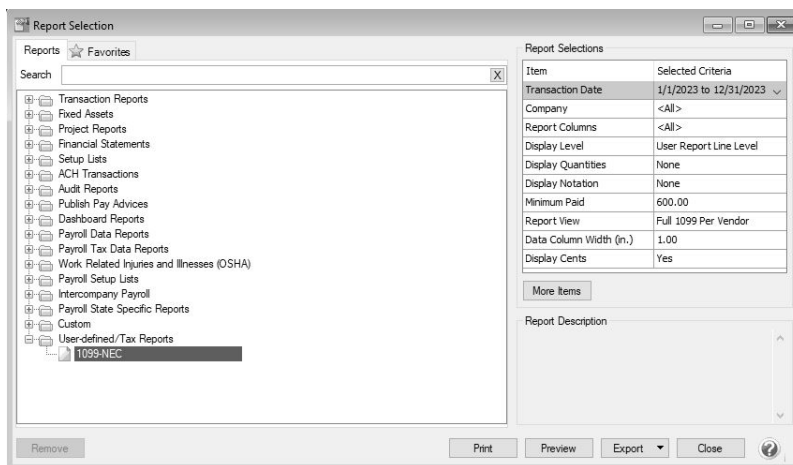
1. Select **Setup > User-defined/Tax Reports**.
2. If the 1099 form you need is not listed in the User Defined Reports list or the User Defined Reports folder is not in the Reports list, that form or forms have not yet been imported. To import the form or forms:
  - A. Select **Setup > User-defined/Tax Reports**.
  - B. Click on **Tax Reports**. Select the forms (1099-NEC, 1099-DIV, etc.) needed, and then click **OK**.
3. Select the appropriate **Form** (1099-NEC, 1099-DIV, etc.), and click on **Edit**.
4. Select the **Account Assignment** tab.



5. On the left side of the screen, in the **Report Rows** section, select the 1099 report row you want to assign accounts to on the 1099.
6. On the right side of the screen, in the **Accounts** section, individual accounts or entire account categories can be assigned to that box. Right-click and select **Expand All**.
7. Select the **Account** or **Account Category** and click **Assign**. If the Assign button is not active, the account or account category is not selected at the appropriate level. For example, if you have an Account selected you may need to select the Account Category instead.
8. Repeat step 5 -7 for each box you'll be using on this 1099 form. When finished, click **Save**.
9. The same process should be repeated for each 1099 form that you will be distributing.

## Step C - Review and Export Data from CenterPoint Fund Accounting

1. Select **Reports > Reports > Reports** tab > **User-defined/Tax Reports**.
2. Select the appropriate **1099 Form**.



3. In the **Report Selections** section on the right side of the screen, select the **Transaction Date** and the **Company/Fund** you want to prepare/file 1099 forms for.
4. Select a **Display Level**. These options are only used when printing a report with your 1099 information. If you are printing the actual 1099 forms, the selection for this field will be ignored. The options are:
  - » **User Report Line Level** to view the 1099 totals for each vendor. This generates one row per vendor based on the report view selected.
  - » **Account Total** to view the 1099 totals for each vendor with subtotals for each account. For example: if multiple accounts are assigned to the Non-employee Compensation box, you will see a subtotal for each account under Non-employee Compensation.
  - » **Individual Transactions** lists all 1099 transactions for each vendor.
5. Select a **Report View**. These options are only used when printing a report with your 1099 information. If you are printing the actual 1099 forms, the selection for this field will be ignored. The options are:
  - a. **Full 1099 Per Vendor** groups by the Vendor, second by the User Defined Line, and thirdly the Account.
    - » Combined with using Display Level "User Report Line Level" generates a collapsed view by vendor and total for each user defined line reported for that vendor.
    - » Combined with using Display Level "Account Totals" groups the data first by Vendor, next User Defined Line and finally a total for each account.
    - » Combined with Using Display Level "Individual Transactions" additionally includes the transactions details under each Account.
  - b. **1099 Line Summary** groups by the User Defined Line, second by Vendor - and thirdly the Account.
    - » Combined with using Display Level "User Defined Row" groups by User Defined Line with a total for each vendor under each user defined line. **Note: This report is helpful to verify totals displayed on a Form 1096.**
    - » Generates a collapsed view with one row per vendor. This report is helpful to verify totals for each 1099.
    - » Combined with using Display Level "Account Totals" additionally adds account totals under each vendor.

» Combined with Using Display Level "Individual Transactions" additionally includes the transactions details under each Account.

6. By default, 1099 information will only be displayed for those vendors whose payments are greater than the Minimum Paid amount specified by the government. If you would like a 1099 printed even if they have not met that minimum paid amount, select **Minimum Paid** and change the amount to zero.
7. Click **Preview** to view a report that allows you to verify the vendor name, Federal ID number, and the line on the 1099 that the transaction is assigned to. When you preview the report, you will be able to drill-down to report detail. Drilling-down from the Line Level launches a new report that displays the Account Level report for the line selected. Drilling-down from the Account Level report launches the report at the Transaction Level for the account selected. Drilling-down from the Transaction Level attempts to display the transaction form that displays the original entry of the transaction.

1/1/2024 to 12/31/2024

CenterPoint Farm, CenterPoint Orchard

1099-NEC

1/1/2024 to 12/31/2024

Account	Cash	Payments and Receipts	Journal Entries	Total
<b>All Power Equipment 385 Central Avenue Owatonna, MN 55060</b>				
<b>1 Nonemployee compensation</b>				
Legal Expense	1,305.00	0.00	0.00	1,305.00
Machinery Hire Cost	0.00	420.00	0.00	420.00
Repairs / Maintenance Cost	373.00	0.00	0.00	373.00
<b>1 Nonemployee compensation Totals</b>	<b>\$1,678.00</b>	<b>\$420.00</b>	<b>\$0.00</b>	<b>\$2,098.00</b>
<b>All Power Equipment Totals</b>	<b>\$1,678.00</b>	<b>\$420.00</b>	<b>\$0.00</b>	<b>\$2,098.00</b>
<b>Meyers, Sam 222-33-4444 38583 Lakeside Road Red Wing, MN 55066</b>				
<b>1 Nonemployee compensation</b>				
Machinery Hire Cost	854.00	0.00	0.00	854.00
<b>1 Nonemployee compensation Totals</b>	<b>\$854.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$854.00</b>
<b>Meyers, Sam Totals</b>	<b>\$854.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$854.00</b>
<b>MKGP Services 8327 West Oak Street Red Wing, MN 55066</b>				
<b>1 Nonemployee compensation</b>				
Legal Expense	0.00	3,500.00	0.00	3,500.00
Trucking & Freight Expense	1,500.00	0.00	0.00	1,500.00
<b>1 Nonemployee compensation Totals</b>	<b>\$1,500.00</b>	<b>\$3,500.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>
<b>MKGP Services Totals</b>	<b>\$1,500.00</b>	<b>\$3,500.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>

**Report Options**  
 Transaction Date: 1/1/2024 to 12/31/2024  
 Display Level: User Report Line Level  
 Display Quantities: None  
 Display Notation: None  
 Minimum Paid: 600.00  
 Report View: Full 1099 Per Vendor  
 Data Column Width (in.): 1.00  
 Display Cents: Yes

8. To generate and print the 1099 forms from the Report Preview screen, click the **Print** or **Print To** icons and then continue with Step 9.

or

To generate and print the 1099 forms from the Report Selections screen, click the **Print** button and then continue with Step 9.

9. After selecting the Print To or Print icons or the Print button, the **Print Options** screen will display. If the **Registration Status** is **GOOD**, then you can continue by clicking **Print Tax Forms**. Otherwise, select **Register with Aatrix**, and follow the on screen registration instructions. It may take several minutes for the data to be transferred to the 1099 printing process. The actual time will depend on the number of vendors in your database.



**Note:** A "Your Company EIN is missing in your payroll data file." warning message will display if the Federal Tax Id (EIN) is not filled in for the company/fund you selected to prepare/file 1099 forms



for. If this message is received, click **OK**. Then within CenterPoint, select **Setup > Companies**. **Edit** your **Fund**. Enter the correct **Federal Tax Id** on the **Additional Detail** tab. Then begin again.



**Note:** If you set the Prior Year report selection filter to anything other than **Do not display prior year**, a warning message will display and the 1099 report data will not be exported to Aatrix. Either use the Print the Report button to print the 1099 report or modify the report selection filter and Print Tax Forms again to transfer the 1099 report data to Aatrix.

#### Forms Update

If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, a **Forms Update** screen will automatically display. Click **Automatic Update**, and then follow the on screen instructions.



**Note:** Once the update begins, the window may be behind your program window. If you minimize your program window, you will see the progress of the update or there may be an icon in your task bar that when clicked will display the progress of the update.

If a Forms Update was required, from the Report Preview screen, click the **Print** or **Print To** icons again or from the Report Selections screen, click the **Print** button again. If an update was not required, the 1099 Company/Fund Information screen will display.

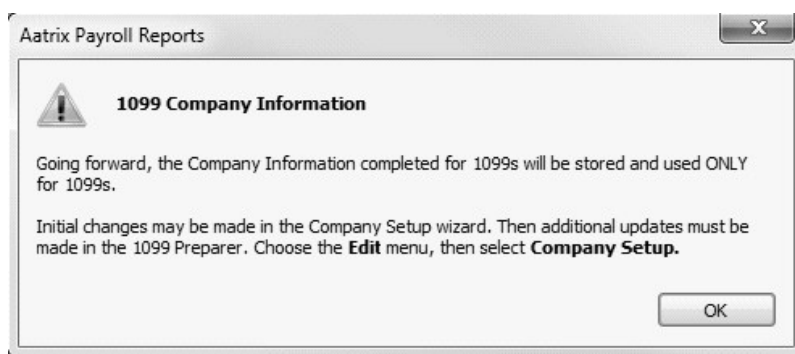
The 1099 Company Information screen displays to remind you that changes are stored only for 1099s and if needed to change Fund Information from **Edit > Company Setup** in the 1099 Preparer in Aatrix. Click **OK**.



**Note:** Changing fund information in Aatrix does not change fund information in CenterPoint. If a change is needed, it is suggested to change fund information in CenterPoint.



**Note:** The following screen may not appear on top of your other open windows. You may need to minimize any open windows to continue.



## Step D - Setup 1099 Forms

1. If this is the first time 1099s are being processed this year, the **1099 Setup Wizard** will automatically be displayed. If you want to continue the 1099 process, select the **No thanks, start processing my 1099/1096s** option, and then click **Next**. If you wish to test the 1099 Setup Wizard without saving any of the test information, select either the 25 recipients or All recipient test drive options. (The test drive allows you to see how the process works but does not save your selections, changes, or forms.)

Company Setup [98-1777432 Alpine Sports]

### 1099 Setup Wizard

We noticed that you have not processed any 1099s for the current filing year.  
Before you begin filing your 1099s, would you like to do any of the following?

☐ I want to test drive the 1099/1096 Wizard with only the first 25 of my Recipients.

☐ I want to test drive the 1099/1096 Wizard with all of my Recipients.

☒ No thanks, start processing my 1099/1096s.

NOTE: The 1099/1096 Wizard test drive allows you to see how the process works but does NOT save any of your information.

< Back   Next >   Cancel   Help



**Note:** If you started processing 1099s previously, the 1099 Setup Wizard screen will not be displayed. Instead, you'll see the **1099 History File Options** screen below. Choose the appropriate **Action**, and then click **Next**.



**W-2/1099 Preparer**

### 1099 History Options

Details of completed and available actions.

Questions? See [Year-end W-2/1099 Questions](#)

Form	Last Completed Action
Recipient 1099	Printed on 01/02/2024
Federal 1099	Printed on 01/02/2024
Payer 1099	Printed on 01/02/2024

[View Detailed List of Completed Actions](#)

[View Instructions on Returning Later](#)

#### Available Actions

- ☒ **Correct Completed 1099s**  
Edit completed 1099 copies, use this option to correct, add, or delete recipient(s). Also, make changes to company or state information.
- ☐ **eFile or Print Incomplete 1099s**  
Complete 1099 copies that have not been printed or efiled. See list of Last Completed Actions on left.
- ☐ **Reprint Completed 1099s**  
Reprint 1099s previously printed.
- ☐ **Start Over**  
Clear your past actions and start the 1099 process over again with new data.
- ☐ **e1099 Password Lookup**  
Lookup, Email and Print recipient online access information.

**Next >** **Close** **Help**

2. Verify that the **Payer TIN** is correct, select whether the Payer TIN is an **EIN** or **SSN**, and then click **Next**.

**Company Setup**

### 1099 Setup Wizard

#### Get Started Printing or eFiling Your 1099s

Please verify this payer's Taxpayer Identification Number (TIN). This number is used on all 1099 forms and must be correct. If this number is not correct, you must return to your accounting software to make the correction.

**Payer TIN**

9 8 - 1 7 7 7 4 3 2

☒ EIN ☐ SSN

**< Back** **Next >** **Cancel**



**Note:** If you receive an Incorrect Format message on the Company Setup screen, click **Cancel**. Then within CenterPoint, select **Setup > Funds**. **Edit** your fund. Enter the correct **Federal Tax Id** on the **Additional Detail** tab. Then begin again.

The screenshot shows the '1099 Setup Wizard' window. The title bar says 'Company Setup'. The main heading is '1099 Setup Wizard'. Below it, the text says 'Get Started Printing or eFiling Your 1099s'. A message states: 'Please verify this payer's Taxpayer Identification Number (TIN). This number is used on all 1099 forms and must be correct. If this number is not correct, you must return to your accounting software to make the correction.' The 'Payer TIN' field is shown with the input '73-29898??'. A tooltip message says 'Incorrect Format' with an example '12-1234567'. At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.

3. The **Multiple 1099 Data Files** screen will display. Select **Yes** if you have multiple payroll databases with the same EIN and see the FAQ section in this document for more information. Otherwise, select **No**, and then click **Next**.



**Note:** Aatrix cannot accept multiple filings from the same EIN. If you have multiple payroll databases with the same EIN number, they must be merged prior to submission.

The screenshot shows the 'Multiple Payroll Data Files' window. The title bar says 'Multiple Payroll Data Files [98-1777432 Alpine Sports]'. The main heading is 'Multiple Payroll Data Files'. Below it, the text says 'Please Read Carefully'. A message states: 'Answering incorrectly may affect your ability to submit all your information!'. The question is 'Do you use multiple data files for the same Company?'. Below it, a message states: 'You may be using multiple datafiles with the same EIN/TIN in your accounting software to handle:'. A list of options is shown: 'multiple companies', 'multiple departments', 'multiple divisions', and 'multiple sites'. A message states: 'Ensure ALL recipients for this form type & this Payer TIN are included. Do not combine different 1099-type (e.g., 1099-NEC with 1099-MISC) data files together. Each unique 1099 form type requires separate submissions.' Two radio buttons are shown: 'YES, I use multiple datafiles for this company.' and 'NO, I use a single datafile for this company.' At the bottom are buttons for '< Back', 'Next >', 'Cancel', and 'Help'.

4. Review your **Payer Information**. The system will notify you if any required fields have incorrect or missing information (for example, allowable characters for Address Line 1 are -, /, space { }). Click **Next** if the screen is correct, if it's incorrect, click **Cancel**. You will need to go back into CenterPoint and select **Setup > Companies/Funds** to correct the information and then start the export process again.

**Payer Information**

Company name: Alpine Sports DBA name: Alpine Sports

First name: Middle: Last name: Suffix:

Country: USA (United States)

Address line 1: 7432 W. Pine Creek Rd.

Address line 2:

City: Mountain Lake State: CO ZIP code: 80992

Contact name: John Smith Title:

Phone: (970) 652-4365 Email: smith@gmail.com

Fax:

< Back Next > Cancel Help

5. Select the appropriate filer type on the **Tax Preparer Type** screen, and then click **Next**.

**Tax Preparer Type**

Which type of filer are you?

☒ I am filing for my company/employer.

☐ I am a third-party, paid Tax Preparer, filing for one or multiple companies/EINs. \*

If you have 10 or more companies, you may sign up for the Batch eFiling Service (fees apply).  
Visit <http://aatrix.com/batchefiling> to learn more.

\* If you have already signed up for the Batch eFiling Service, please select the option above "I am a third-party, paid Tax Preparer, filing for one or multiple companies/EINs." to be recognized as a Batch eFiler.

< Back Next > Cancel

- » If you are a third-party tax preparer, you will then be prompted for your information. If you have **Preparer Information (Optional)** entered and **Yes** selected in the **Use Preparer information**

setting in **File > Preferences > Reports > Federal Tax Forms**, the paid preparer information will automatically display. Otherwise, enter the information and then click **Next**.

**Third-Party Preparer Information**

Preparer EIN: 98-8544222 PTIN:

\* For Batch eFilers, Preparer EIN must be the Preparer EIN that was enrolled at <https://efile.aatrix.com>

Company name: Smith Accounting

First name: Jim Middle: K Last name: Smith

Address line 1: 123 Smith Road

Address line 2:

City: Red Wing State: MN ZIP code: 55066

Contact name: Jim Smith Title: CFO

Phone: (651) 263-8052 Email: smith@accounting.com

Fax:

< Back Next > Cancel Help

6. Select the appropriate filer type on the **Transfer Agent** screen, and then click **Next**. A transfer agent is responsible for overseeing the ownership and holding of a company's stocks or bonds and is registered with the Securities and Exchange Commission or another relevant regulatory agency. If you use a Transfer Agent, you will then be prompted for your information.

**Transfer Agent**

Which type of filer are you?

☒ I do not use a Transfer Agent

☐ I use a Transfer agent - additional information will be required on the next screen.

A Transfer Agent, whether a trust company, bank, or institution designated by another company, manages and monitors investments, financial records, account balances, and related financial data. In essence, it is responsible for overseeing the ownership and holding of a company's stocks or bonds. While typically fulfilled by banks or trust companies, a company may also serve in this capacity.

Any individual carrying out these duties must register with the Securities and Exchange Commission or another relevant Regulatory Agency.

< Back Next > Cancel Help

7. The **State Tax Items** screen will display. The Setup Wizard will automatically verify that all required information for listed states are complete and conform to the required formats (Vermont, Pennsylvania, Oregon, Louisiana, and Wisconsin all require complete state information). If it finds a blank field or data is

incorrect, it will automatically prompt you to correct the data. You will not be able to continue to the next screen until all required fields are correct. Click **Next**.



**Note:** Changing state information in Aatrix does not change state information in CenterPoint. If a change is needed, it is suggested to change state tax information in CenterPoint.

State Tax Items [77-9876543 CenterPoint Orchard]

**State Tax Items**

Properly formatted tax account numbers are required for 1099 reconciliation and year-end forms. Avoid rejected forms and eFiles! MOST filing errors are due to incorrectly formatted withholding or unemployment account numbers.

State	Tax Name	Tax Account Number
-------	----------	--------------------

Add... Edit... Remove

< Back Next > Cancel Help

8. The **Special State or Local Tax Items** screen will display. The Setup Wizard will automatically verify that all required information for listed local taxes are complete and conform to the required formats. Click **Next**.

Special State or Local Tax Items [98-1777432 Alpine Sports]

**Special State or Local Tax Items**

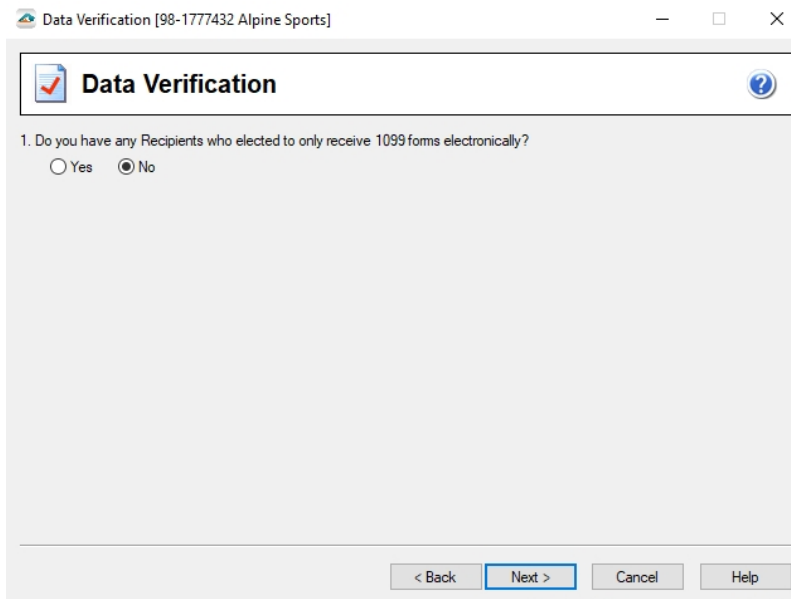
Properly formatted tax account numbers are required for W-2 reconciliation and year-end forms. Avoid rejected forms and eFiles! MOST filing errors are due to incorrectly formatted withholding or unemployment account numbers.

State	Tax Name	W-2 Name	Tax Type	Tax Account Number
-------	----------	----------	----------	--------------------

Add... Edit... Remove

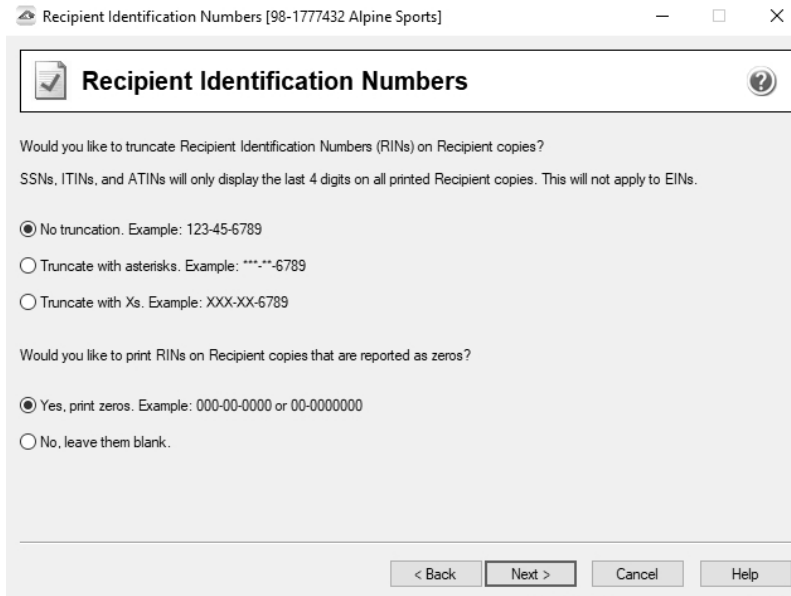
< Back Next > Cancel Help

9. The **Data Verification** screen will be displayed. Determine if you have any recipients that elected to receive 1099s electronically, and then click **Next** to continue.



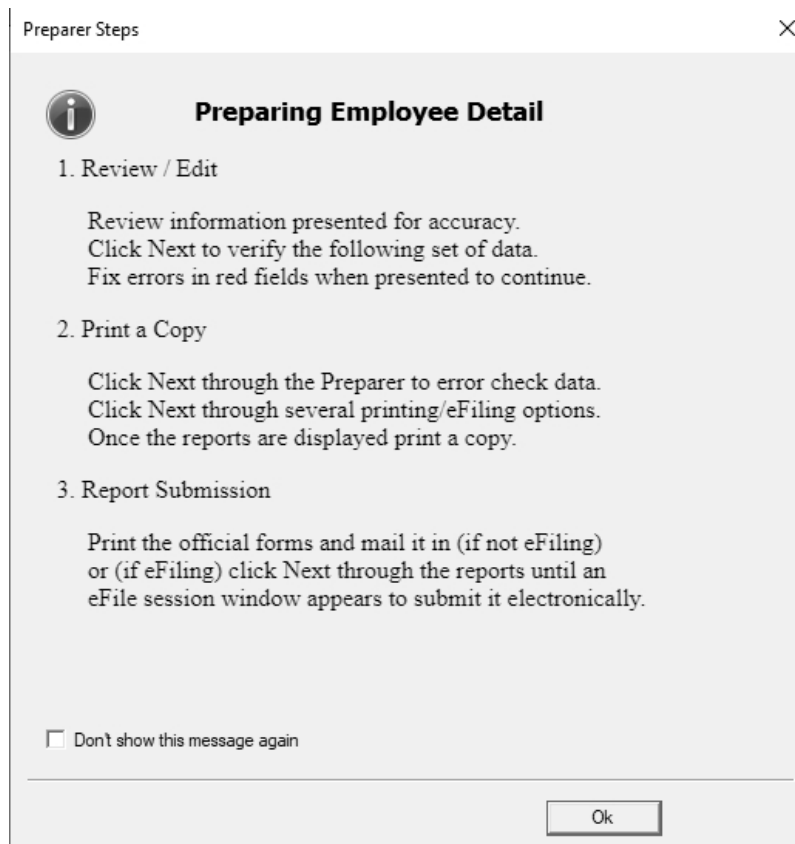
The screenshot shows a window titled "Data Verification [98-1777432 Alpine Sports]". The window has a title bar with standard minimize, maximize, and close buttons. Below the title bar is a header area with a checkmark icon and the text "Data Verification", followed by a help icon. The main content area contains a question: "1. Do you have any Recipients who elected to only receive 1099 forms electronically?". Below the question are two radio buttons: "Yes" and "No". The "No" radio button is selected. At the bottom of the window are four buttons: "< Back", "Next >", "Cancel", and "Help". The "Next >" button is highlighted with a blue border.

10. The **Recipient Identification Numbers** screen displays. Determine if you want to truncate recipient identification numbers and how you want to print RINs on recipient copies reported as zero and then click **Next** to continue. The data will now be transferred to the W2/1099 Preparer grid.



The screenshot shows a window titled "Recipient Identification Numbers [98-1777432 Alpine Sports]". The window has a title bar with standard minimize, maximize, and close buttons. Below the title bar is a header area with a checkmark icon and the text "Recipient Identification Numbers", followed by a help icon. The main content area contains two questions. The first question is "Would you like to truncate Recipient Identification Numbers (RINs) on Recipient copies?". Below it is a subtext: "SSNs, ITINs, and ATINs will only display the last 4 digits on all printed Recipient copies. This will not apply to EINs." There are three radio buttons: "No truncation. Example: 123-45-6789" (selected), "Truncate with asterisks. Example: \*\*\*-\*\*-6789", and "Truncate with Xs. Example: XXX-XX-6789". The second question is "Would you like to print RINs on Recipient copies that are reported as zeros?". Below it are two radio buttons: "Yes, print zeros. Example: 000-00-0000 or 00-0000000" (selected), and "No, leave them blank." At the bottom of the window are four buttons: "< Back", "Next >", "Cancel", and "Help". The "Next >" button is highlighted with a blue border.

## Step E- Prepare 1099 Forms




Review the Preparer Steps screen, and then click OK.

The W-2/1099 Preparer will walk you through the process of eFiling and/or printing your 1099s. Once the displayed data has been reviewed, click **Next** to continue to the next screen. When you click on Next, the W-2/1099 Preparer will automatically verify that all required fields are filled in and the data is formatted correctly. Anytime the Preparer finds data that is incorrect or missing, it will automatically prompt you to correct it.

This is an example of what the W-2/1099 Preparer will display if it finds incorrect or missing data. If this screen is displayed, simply click on the **Go Back and Correct** button and the data that needs to be corrected will be displayed in red. Click on the red data and correct the information. Once all data has been corrected, click **Next** again to continue to the next screen.

## Error

 Errors were found and will be highlighted in red.

Please complete or correct required RED fields. Use TAB for the next RED field.

Error / Warning Description:

Invalid Recipient Identification Number. [1 error found]

Go Back and Correct    Print List...    Save Detailed List...    Help...

1. The first screen of the **W-2/1099 Preparer** displays the **Verify Recipient Taxpayer Identification Number (TIN)** for each recipient. The information will be highlighted in blue. Make any needed changes, and then click the **Next** button at the top of the screen. The screen can be adjusted by scrolling or moving the center line from the left to the right.




Note: Changing the figures on this screen will only change the printed Federal reports, it will not change the data in your CenterPoint program. The total for the columns appears above the column in the Totals Row.

W-2/1099 Preparer (77-9676543 CenterPoint Orchard)

File Edit View Help

Verify Recipient Taxpayer Identification Numbers (TIN)

PREVIOUS NEXT 

Help Tip - Did you know? Read more...  
To correct any items in the Preparer, even after filing, access the reports through the history, and

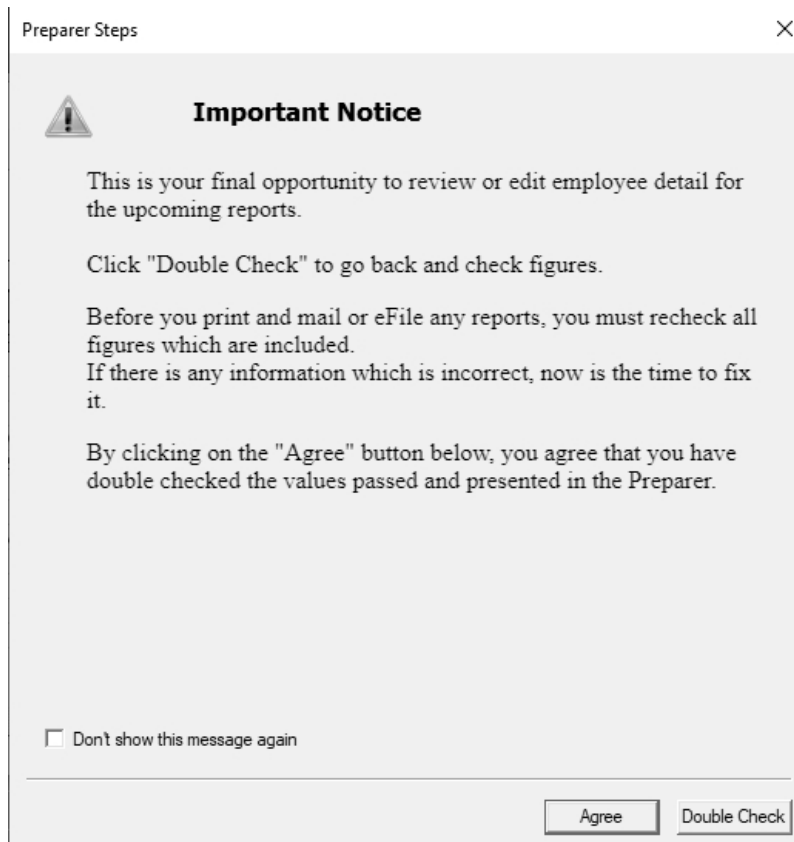
TOTALS		Recipients (3)		Recipients TIN	TIN Flag	Recipients Company Name	Optional Name	Recipients	\$7952.00	Box 1	Box 2	Box 4	Filing State
Recipient Last Name	Recipient First Name	Recipient Middle Name	Recipient TIN	TIN Flag	Company Name	Full Name	Address	Nonemployee Compensation	Payer Made Direct Sales of \$5,000 or More	Federal Income Tax Withheld	Filing State	Filing State	
1					All Power Equipment	385 Center		2086.00			MIN		
2					MGP Services	8327 Vine		9000.00			MIN		
3	Meyers	Sam	222-33-4444			35583 La		854.00			MIN		

Ready

- » To add a line to the W-2/1099 Preparer grid, right-click over one of the line numbers on the left side of the screen and select **Insert Row**, enter the number of rows you want to add to the end of the list of employees, and then manually enter the new information into the grid.
  - » To delete a line from the W-2/1099 Preparer grid, right-click over the line number you want to remove, and then select **Remove Row**.
  - » To copy a line on the W-2/1099 Preparer grid, right-click over the line number you want to copy, and then select **Copy**.
  - » To add a copied line to the W-2/1099 Preparer grid, right-click over the line number where the copied row should be inserted, and then click **Paste**.
  - » To Find information in a column in the W-2/1099 Preparer grid, right-click on the column header name, select **Find**, in the **Find What** box, enter the information you want to locate, and then click **Find Next**.
2. The next step allows you to the **TIN Flag**. The **TIN Flag Check if FEIN** should be selected for each recipient that has a TIN that is an FEIN. Make any needed changes, and then click **Next Step**.
  3. **Verify Recipients Names** and addresses are correct. The recipients names will be in the Recipient Last Name, Recipient First Name, and Recipient Middle Name columns. If the recipients names are not in the correct columns, please see the second question in the Frequently Asked Questions section of this document. Make any needed changes, and then click **Next**.



4. Continue to **Verify All Income** boxes, Filing State, and any other amounts for the recipients, make any needed changes, and then click **Next** until all data is accurate.
5. When all data is accurate, click **Next** to begin printing and/or eFiling 1099s.



The screenshot shows a dialog box titled "Preparer Steps" with a close button (X) in the top right corner. Inside the dialog, there is a warning icon (a triangle with an exclamation mark) next to the heading "Important Notice". The text inside the dialog reads: "This is your final opportunity to review or edit employee detail for the upcoming reports." followed by "Click 'Double Check' to go back and check figures." Then, "Before you print and mail or eFile any reports, you must recheck all figures which are included. If there is any information which is incorrect, now is the time to fix it." Below this, it says "By clicking on the 'Agree' button below, you agree that you have double checked the values passed and presented in the Preparer." At the bottom left, there is a checkbox labeled "Don't show this message again". At the bottom right, there are two buttons: "Agree" and "Double Check".

6. Review the Important Information screen. If you want to review/edit the information in the W-2/1099 Preparer grid, click **Double Check**. After you've double-checked the information in the W-2/1099 Preparer grid, click **Agree**.
7. When a Complete eFile Service informational screen displays, click **Next**.

W-2/1099 Preparer

## Aatrix Offers 1099 Reporting Options To Fit Any Business

**Our COMPLETE eFile Service**


**SAVE TIME & MONEY**  
FILE IN MINUTES, INSTEAD OF HOURS

- ✓ Simple & affordable year-end 1099 filing.
- ✓ Next business day printing & mailing are available.
- ✓ All copies are maintained in a secure history file and can be printed on demand.
- ✓ All required State & Federal copies are eFiled in guaranteed compliance with each taxing authority.

**Click "NEXT" to view all of our filing options.**

< Back Next > Cancel

8. The **1099 Printing and Filing Options** screen will be displayed. All printing and eFiling options are displayed with the costs associated for eFiling and Complete Filing Service (which does all the printing and eFiling for you). Choose the appropriate options for your **fund** and click **Next**.

W-2/1099 Preparer

### 1099 Printing and Filing Options

**eFile Services allow you to pick Filing Dates. FREE Corrections before selected Filing Dates.** [More info?](#)

COMPLETE 1099 eFiling Service	Next Business Day Mailing!	# Recipients	Price/Recip.	Subtotal
<b>The eFile Center will:</b>				
- Print and Mail Recipient Copies		1	\$2.51	\$2.51
- e1099 Only Recipient Copies <a href="#">What's This?</a>		0	\$1.29	\$0.00
- File your Federal 1099s and 1096			included	FREE
- File all applicable State 1099s and Reconciliation Forms			included	FREE
- e1099s Available for all Recipients			included	
Printable record copies will be available in next steps.		<b>Total Cost</b>	<b>Minimum</b>	<b>\$27.99</b>

**Other Options** [eFilers receive Free Corrections before selected Filing Dates](#)

<input type="checkbox"/> Print Recipient 1099 Copies				
<input type="checkbox"/> eFile Federal 1099s and 1096		1	\$0.55	\$ 0.00
<input type="checkbox"/> eFile State 1099s and Reconciliation Forms		1	\$0.75	\$ 0.00
<input type="checkbox"/> Print Federal 1099s and 1096				
<input type="checkbox"/> Print State 1099s and Reconciliation Forms				

**Official Payer 1099s will display when any Federal 1099s are selected** **Total Cost** **\$ 0.00**

< Back Next > Cancel

9. If you have **not** chosen the **Complete 1099 eFiling Service** option, you have another chance to select that service instead of printing the 1099s yourself. Click **Next** to continue with the original printing options selected. If you've changed your mind and would like Aatrix to print and eFile all of your 1099s, select **Yes, I would...** and then click **Next**.

W-2/1099 Preparer

Benefits of the COMPLETE 1099 eFile Service

- ☒ Have your recipient 1099s printed and mailed automatically  
Next Business Day Mailing!
- ☒ Have your federal 1099s/1096 filed automatically  
Select your filing dates and make any changes at no charge until that date. [learn more](#)
- ☒ Have your state 1099s & Reconciliation(s) filed automatically  
Select your filing dates and make any changes at no charge until that date. [learn more](#)

☐ Yes, I would like to continue with the COMPLETE W-2 eFile Service

< Back   Next >   Cancel

10. If you chose the **1099 eFiling Service**, you have the option to purchase a PDF archive on a USB of your 1099s, select **Yes, include a PDF archive** to purchase an archive or select **No, thank you** to continue without purchasing an archive.



Red Wing Software recommends purchasing a PDF Archive of your 1099s as a backup so you can easily view or reprint a filed 1099 form. If your Aatrix History file becomes corrupt, the file cannot be located, or you get a new computer and the file is not copied to your new computer the PDF Archive can be used instead.

W-2/1099 Preparer

PDF Archiving Available

**Would you like to buy a PDF Archive of your 1099s?**

Purchasing a PDF archive allows you instant access to your 1099s for only \$34.95 (plus \$4.95 shipping and handling).

- Don't worry about locking up paper 1099s from prying eyes.
- Reprint a Recipient 1099 at any time.\*
- Easily find your Federal, State, Local 1099s or Reconciliation(s) if the State or Federal Agency calls with a question.\*
- PDFs are password protected for you and your Recipients' security.

☒ Yes, include a PDF archive

☐ No, thank you

\*Only if the Complete Service option is selected

< Back   Next >   Cancel

11. If you have elected to file state copies of the 1099 forms, the **Select the States you Wish to File** screen may display. If there are any states in which you do not want to file, unselect those states now.

W-2/1099 Preparer

**Select the States you Wish to File**

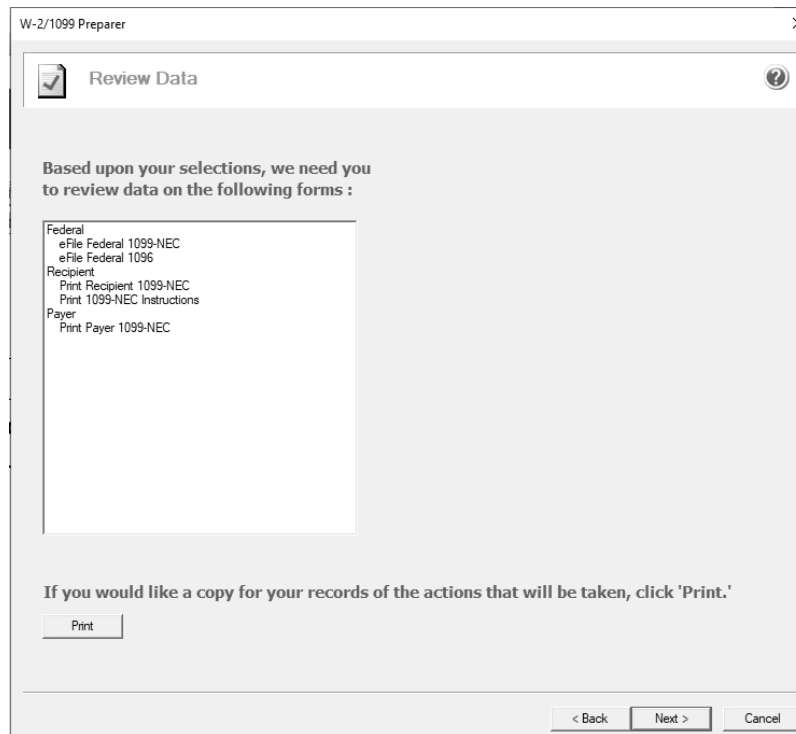
You have elected to file state copies of the 1099 forms. If there are any states in which you do not want to file, uncheck those states now.

☒ WI - Wisconsin

Select All   Select None

< Back   Next >   Cancel

12. The **Review Data** screen will display. If you select the Print button, a printed version of exactly what displays on this screen will be printed. If any changes are needed, click **Back**. Otherwise, click **Next** to continue.



13. The first selected 1099 form will be displayed. The form type is displayed in the yellow bar at the top of the screen. It also specifies how many different forms were selected to print. In the upper-left side of the screen, use the left and right arrows to move through all of the forms for this form type.
- » You can change any figure on the reports that are highlighted blue. Any figure that is highlighted red must be changed before you can print the report. Any figure that is white cannot be changed, but it is a calculated number, so it may be changed by adjusting the fields around the white field. Changing the figures on this screen will only change the printed Federal reports, it will not change the data in CenterPoint.
  - » To print this first form, click **Print Final**. You will be prompted to enter either plain paper or perforated paper. Click **OK**. Once the data is printed, click **Next Step** to continue to the next selected form.

2024 1099-NEC Recipient - Aatrix Payroll Reports [98-1777432 Alpine Sports]

File Edit View Tools Help

Report 1 of 5: Recipient 1099-NEC

1 page **Click Print Final, then click Next Step.** Print Draft Print Final Prev Step Next Step

☐ CORRECTED (if checked)

1 Nonemployee compensation \$ 8899.00		1 Nonemployee compensation \$ 8899.00	
4 Federal income tax withheld \$ 8899.00		4 Federal income tax withheld \$ 8899.00	
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. ALPINE SPORTS 7432 W PINE CREEK RD MOUNTAIN LAKE CO 80992 (970) 652-4365 PAYER'S TIN 98-1777432		PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. ALPINE SPORTS 7432 W PINE CREEK RD MOUNTAIN LAKE CO 80992 (970) 652-4365 PAYER'S TIN 98-1777432	
RECIPIENT'S name, street address (including apt. no.), city or town, state or province, country, and ZIP or foreign postal code SPEED RACER SUPPLIES 12 MAIN INDIANAPOLIS IN 46214 Account number (see instructions)		RECIPIENT'S name, street address (including apt. no.), city or town, state or province, country, and ZIP or foreign postal code SPEED RACER SUPPLIES 12 MAIN INDIANAPOLIS IN 46214 Account number (see instructions)	
2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	
3		3	
5 State tax withheld \$	6 State/Payer's state no. /	7 State income \$	7 State income \$
2024 Form 1099-NEC		2024 Form 1099-NEC	

To be filed with recipient's federal income tax return, when required.

Aatrix Rev. 6/03/24

14. The next form will be displayed. Click **Print Copy** to print the form, then click **Next Step** to continue to the next form. The last form will be displayed. Click **Print Final** to print the form, then click **Next Step**. Continue through this process for all of the forms that display.

2024 1099-NEC - Aatrix Payroll Reports [98-1777432 Alpine Sports]

File Edit View Tools Help

Report 3 of 5: Federal 1099-NEC

1 page **Click Print Copy for your copy, then click Next Step.** Print Draft Print Copy Prev Step Next Step

7171 ☐ VOID ☐ CORRECTED

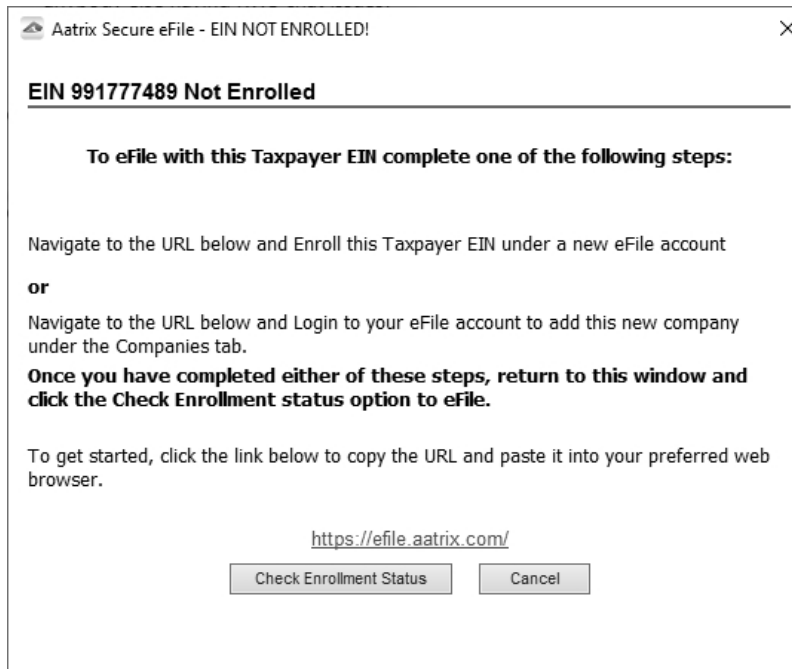
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. ALPINE SPORTS 7432 W PINE CREEK RD MOUNTAIN LAKE CO 80992 (970) 652-4365		OMB No. 1545-0116 Form 1099-NEC (Rev. January 2024) For calendar year 2024		Aatrix Rev. 9/06/24	
PAYER'S TIN 98-1777432		RECIPIENT'S TIN 12-3232223		1 Nonemployee compensation \$ 8899.00	
RECIPIENT'S name SPEED RACER SUPPLIES		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>		Copy A For Internal Revenue Service Center File with Form 1096.	
Street address (including apt. no.) 12 MAIN		3		For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.	
City or town, state or province, country, and ZIP or foreign postal code INDIANAPOLIS IN 46214		4 Federal income tax withheld \$ 8899.00		5 State tax withheld \$	
Account number (see instructions)		6 State/Payer's state no. /		7 State income \$	

Form 1099-NEC Department of the Treasury - Internal Revenue Service

**Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page**

eFile 1099 Forms

- 645



2. If you are not enrolled to eFile with Aatrix:

- » From an internet browser, enter <https://efile.aatrix.com> to go to the Aatrix website
- » Click **Enroll** in the upper-right corner to complete the enrollment process.

OR

- » Log in to your eFile account to add this new company under the Companies tab.
- » Return to the Aatrix Secure eFile screen and click **Check Enrollment Status**. Enter your login information, and then follow the onscreen instructions to eFile your forms.

3. If you are enrolled to eFile with Aatrix, enter your login information. Verify your enrollment information. To edit your enrollment information, click **Edit** on the Enrollment Information screen, click **Next**, and then follow the onscreen instructions to eFile your forms.





- » To view answers to common questions, [click here](#) or from an internet browser, enter **<https://www.aatrix.com/support/knowledgebase/windows/>**
- » If you have questions about the calculated sales tax or need to apply for tax exemption for your filing, email **[AatrixExemptCerts@sovos.com](mailto:AatrixExemptCerts@sovos.com)**.
- » For additional information about eFiling, [click here](#) or enter **<https://partner.aatrix.com/red-wing-software/>**
- » You will have the option to select to allow your recipients to securely import their 1099 information into certain tax software products by approving the Aatrix Tax Form Transfer Agreement displayed during the eFiling process.
- » When the eFile process is complete, the Complete screen will indicate that your filing was successfully received for processing. A confirmation email will be sent to the email address specified on this screen.
  - » If you have recipients that opted to receive their 1099 electronically or selected the Complete eFiling Service, you will need to complete the Online Access Wizard which allows you to lookup, print, or email access letters and passwords. For detailed information, [click here](#).
- » The **AFID (Aatrix Filing Identifier)** is a number assigned to your submission for tracking purposes. If you contact Aatrix Support, they will request this number.



Note: It is important to note the AFID (Aatrix Filing Identifier). It will be required when contacting the eFile Center with questions about your submission.

- » If you eFiled your 1099 forms, and have questions regarding your filing, contact Aatrix by email at **[helpme@aatrix.com](mailto:helpme@aatrix.com)**, on their website at **<https://efile.aatrix.com/>** by clicking **Login** and entering your Aatrix username and password, or on their website at **<https://efile.aatrix.com/>** by clicking the **Search our FAQs** button.

20. Upon completion of the 1099 printing process, the **1099 History File Options** screen is displayed. If you are finished printing forms for the time being, select **Close**. This screen will also be displayed if the 1099 printing process is started again.

**1099 History Options**  
Details of completed and available actions.  
[Questions? See Year-end W-2/1099 Questions](#)

Form	Last Completed Action
Recipient 1099	Printed on 01/02/2024
Federal 1099	Printed on 01/02/2024
Payer 1099	Printed on 01/02/2024

[View Detailed List of Completed Actions](#)  
[View Instructions on Returning Later](#)

**Available Actions**

- ☒ **Correct Completed 1099s**  
Edit completed 1099 copies, use this option to correct, add, or delete recipient(s). Also, make changes to company or state information.
- ☐ **eFile or Print Incomplete 1099s**  
Complete 1099 copies that have not been printed or efiled. See list of Last Completed Actions on left.
- ☐ **Reprint Completed 1099s**  
Reprint 1099s previously printed.
- ☐ **Start Over**  
Clear your past actions and start the 1099 process over again with new data.
- ☐ **e1099 Password Lookup**  
Lookup, Email and Print recipient online access information.

[Next >](#) [Close](#) [Help](#)

## Frequently Asked Questions

### Q: Are there any important changes to the 1099 process for 2024?

**A:** There are no specific changes to the 1099 filing process for 2024; however, it is important to remember that the U.S. Department of the Treasury and the IRS issued final regulations on February 21, 2023, that changed the eFile threshold from 250 to 10. The current 10-return threshold comprises an aggregate of return types (W-2, ACA, 1099 forms) covered by the regulation. Click [here](#) for more information. For specific 1099 series information, click [here](#).

### Q: If I choose to eFile my 1099 forms, is there a charge per form/recipient?

**A:** Yes, please [click here](#) to view the eFile pricing for 1099 and minimum charge for 1099 and other tax forms (the minimum charge applies to each type of form eFiled).

### Q. Where do I enter the employer identification number (EIN) that is required when running Federal tax forms?

**A.** Select **Setup > Companies**. Edit each company and go to the **Additional Detail** tab to verify/enter the **Federal Tax Id**.

**Q. I do not see the 1099 form I need on my User-Defined Reports list. How can I display the correct 1099 form in the list?**

**A.** All 1099 tax form types that you are required to print need to be added to the list. Select **Setup > User-defined/Tax Reports**. Click the **Tax Reports** button. Select a **1099 form** and click **OK**. The form is added to the list. Select the form and click the **Detail** tab. Click the **Account Assignment** tab to review accounts/account categories assigned to the 1099 form. After all accounts/account categories are assigned to the 1099 form, click **Save**.

**Q. My 1099 statement is missing a vendor, how can I be sure the vendor receives a 1099?**

**A.** There are three factors to check.

1. The vendor that requires a 1099 must have the **Issue 1099 for this Vendor** check box selected in **Setup > Names > Names**. Select the vendor and click **Edit**. Select the **Issue 1099 for this Vendor** check box.
2. In order for the payment to be included on the 1099, the account used to pay the vendor must be assigned to the 1099 User-Defined report. Select **Setup > User-defined/Tax Reports**. Select the **1099 form**. Select the **Account Assignment** tab. On the left side, select the appropriate **1099 row**. On the right side of the screen, right-click and select **Expand All**. Select the **account** or **account category**. Click **Assign**. Click **Save**.
3. The total amount paid to the vendor must exceed the minimum amount for the 1099.

**Q: My 1099 statement is missing a payment for a vendor, how can I correct the 1099?**

**A:** To verify what account the payment for a vendor was entered to and verify that the vendor is marked as a 1099 vendor:

1. Select **Reporting Tools > Transaction Search**.
2. In the **Transaction Name** box, select the **vendor** and in the **Date Selection** select the appropriate date range.
3. Click **Search**.
4. Right-click the **payment/purchase** in question and select **Edit** to view the transaction. Right-click on the vendor and then click **Edit**. Verify that the **Issue 1099 for this Vendor** check box is selected and then click **Save**. Take note of the Account(s) entered on the transaction and then click **Close**.
5. In order for the vendor to receive a 1099, the total amount paid to the vendor must exceed the minimum amount for the 1099 and the account used to pay the vendor in step 4 must be assigned to the 1099 User-Defined report. Select **Setup > User-defined/Tax Reports**. Select the **1099 form**. Select the **Account Assignment** tab. On the left side, select the appropriate **1099 row**. On the right side of the screen, right-click and select **Expand All**. Select the **account** or **account category**. Click **Assign**. Click **Save**.

**Q: Which report can I use to verify accounts used to pay 1099 vendors?**

**A:** Select **Reports > Reports > Transaction Reports > Purchases & Accounts Payable > Purchases by Vendor & Account**. Under Report Selections, select the appropriate **Transaction Date**. Click the down-arrow in the **Vendor** box, click the down-arrow in the **Click Here to Filter List** box, select **1099 Vendor**, and then click **OK**. Click **Preview** or **Print**.

**Q: Which report can I use to verify the accounts assigned to the rows of the 1099?**

**A:** Select **Reports > Reports > Setup Lists > General > User Defined Report Account Assignments**. Click the down-arrow in the **Report** box, move the **1099** user-defined report under Selected, and then click **OK**. Click **Preview** or **Print**.

**Q. When is the 2024 filing deadline for 1099 forms?**

**A.** The Internal Revenue Service filing deadline for 1099 forms can be located by using the Search feature on the Internal Revenue Service website at [www.irs.gov](http://www.irs.gov). In the Search box on the IRS website, enter the specific form name, for example, 1099-MISC, 1099-NEC, etc., to locate the specific form instructions and deadlines.

**Q: I've decided to eFile my 1099 forms and want more information about signing up to eFile and the eFile process, where can I get more information about eFiling?**

**A:** You can obtain additional information about eFiling at <https://partner.aatrix.com/redwingsoftware>.

**Q. What are the 2024 eFiling deadlines for 1099 Forms?**

**A.** Efiling deadlines can be located from this link:

<https://efile.aatrix.com/pages/public/FilingDeadlinesPublic.aspx?v=ATX000>

**Q: I want to send my vendors' 1099 forms electronically to be viewed online with Aatrix. How do I set up my vendors to receive electronic copies?**

**A: Follow the steps below to set up your vendors to receive electronic copies of their 1099:**

1. Select **Setup > Names > Names** or **Setup > Vendors**.
2. On the **General** tab, make sure each vendor/name has the **Issue 1099 for this Vendor** check box selected, an **Email** address on file, and that the **Consent to Electronic 1099** check box is selected. If the Consent to Electronic 1099 check box is selected, a signed consent form must be on file (create a document and have each vendor sign to give consent).
3. Select **Reports > Reports > User-defined/Tax Reports** > select the appropriate **1099 Form**.
4. Verify all **Report Selections** on the right side of the screen, for example, Transaction Date, Fund, etc.
5. Click **Print**, and then click **Print Tax Forms**.
6. After the grid displays and is verified/edited, the 1099 Printing and Filing Options screen will display, select **Complete 1099 eFiling Service** and follow the on-screen instructions to eFile.

**Q. Do I need to order 1099 forms, or can I print them on plain paper?**

**A.** All of your 1099 copies will be printed on plain paper, including the Copy A (often called the "red copy") and your 1096. CenterPoint/Aatrix received IRS approval to print all copies of the 1099 on plain paper. Click [here](#) to view the 1099 Approval Letter.

Perforated paper and envelopes can be purchased from Computer Forms, Inc. at

[https://redwing.computerforms.biz/c/tax\\_forms](https://redwing.computerforms.biz/c/tax_forms), by calling 800-458-0158, or by selecting **Resources > Order Checks and Forms** on the Red Wing Software website on the Red Wing Software website.



**Note:** If you choose to use the Complete 1099 eFiling Service through Aatrix, you do not need to print any 1099 forms.

**Q. I'm trying to process my 1099s, but I keep getting the message "Would you like to register now, or evaluate?"**

**A.** You will need to manually register your Federal/State Tax Forms (Aatrix) software.

1. Call Red Wing Software at 1-800-732-9464 and request an Aatrix Registration code.
2. Open **CenterPoint**

3. Select **Help > Product Registration > Federal/State Tax Forms Registration**.
4. In the **Aatrix Registration Key** box, enter the key you were given by Red Wing Software (do not enter the dashes).
5. Click **Submit**.
6. At the **Registration Successful** message, click **OK**.
7. Click **Close**.
8. Your Aatrix software is registered through the last day of the month of your Customer Care Plan anniversary date.

**Q. Why am I getting a “forms update” or “mandatory update” message when I try to process my 1099s and what do I need to do?**

**A.** At least once a quarter, including at year end, updates are created for the Federal/State Tax Forms (Aatrix) software. When you receive either of those messages, it means that Aatrix has an update available that you should install prior to continuing. Please refer to the Forms Update section of this document for step-by-step instructions on how to proceed.

**Q. Can I change the figures on my Federal reports if they are incorrect?**

**A.** Yes, once the data is in Aatrix Federal/State Tax Forms, you can change any figure on the reports that are highlighted blue. Any figure that is highlighted red must be changed before you can print the report. Any figure that is white cannot be changed, but it is a calculated number, so it can be changed by adjusting the fields around the white field.



Note: Changing the figures on this screen will only change the printed Federal reports, it will not change the data in CenterPoint.

**Q. I'm trying to eFile my 1099s and I can't remember my Aatrix eFile username and/or password, how can I get it?**

**A.** We recommend you contact Aatrix by calling 800-426-0854.

**Q: I eFiled my 1099 forms, and I have questions regarding my filing, how do I contact Aatrix ?**

**A:** For specific questions regarding your filing, you can contact Aatrix by email at [helpme@aatrix.com](mailto:helpme@aatrix.com), on their website at <https://efile.aatrix.com/> by clicking **Login** and entering your Aatrix username and password, or on their website at <https://efile.aatrix.com/> by clicking the **Search our FAQs** button.

**Q: I have multiple databases for one EIN; how do I merge the databases so I get one set of 1099s?**

**A:** Follow the steps below to merge multiple databases into one set of 1099s:

1. Start the 1099 process and continue until the Multiple Payroll Data Files screen displays. On the **Multiple 1099 Data Files** screen, select **Yes, I use multiple 1099 data files for the EIN** and click **Next** to continue

**Multiple Payroll Data Files**

**Please Read Carefully**  
Answering incorrectly may affect your ability to submit all your information!

Do you use multiple data files for the **same Company**?

You may be using multiple datafiles with the same EIN/TIN in your accounting software to handle:

- multiple companies
- multiple departments
- multiple divisions
- multiple sites

Ensure ALL recipients for this form type & this Payer TIN are included.  
Do not combine different 1099-type (e.g., 1099-NEC with 1099-MISC) data files together.  
Each unique 1099 form type requires separate submissions.

☒ YES, I use multiple datafiles for this company.  
☐ NO, I use a single datafile for this company.

< Back   Next >   Cancel   Help

2. The next **Multiple 1099 Data Files** screen displays, click **Save**, enter a name for the data file, and click **Close**.

**Multiple 1099 Data Files**

You are working with multiple 1099 data files in a combined filing. After saving or exporting the 1099 data file, click **Close** to return to the 1099 application to process another 1099 data file. Click ? for more information.

**Save...** Save the processed 1099 data file for use in a combined filing.

**Single** Switch back to using a single 1099 data file.

**Export...** Export the processed 1099 data file as a password-protected file for filing by another person.

**Import...** Import a 1099 data file processed by another person.

**Merge...** Merge the selected 1099 data files into a combined 1099 data set for form processing.

1099 Data Name	Date Saved	Period	Recipients
<input type="checkbox"/> 20181210152615	12/10/2018	01/01/2017 - 12/31/2017	0

Close

- Open the other database(s) and repeat steps 1-2 above for all databases you want to merge. When all data files are saved, continue to step 4.
- At the bottom of the **Multiple Payroll Data Files** screen, select each database to be merged and then click **Merge**.
- On the Multiple 1099 Data File Merge screen, click **Yes**.
- On the **Multiple 1099 Data Files** screen, click **Continue** to continue processing 1099s.

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

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

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

The Red Wing Software website uses the same login as Red Wing Software's Web Services (Pay Advices, CenterPoint Time Clock, or Employee Portal). If you have an existing account for Web Services, enter the same user credentials to log in to the website. If you do not have an existing account for Web Services, follow the steps below:

1. From a web browser, enter **www.redwingsoftware.com**.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Create One!**
4. Enter your **First Name** and **Last Name**.
5. Enter an **Email** address and a **Confirm Email** address which must match the contents of the Email field for the registration to be processed.
6. Enter a **Password** and **Confirm Password**. Passwords must be at least six characters and no longer than 25 characters, include one numerical character and one lower-case letter.
7. Click **Create**.
8. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
  - a. From within CenterPoint by selecting **Help > About**.
  - b. On the Support Certificate that you receive upon renewing Customer Care Membership.
  - c. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
  - d. Invoices you've received from Red Wing Software contain your account number.
  - e. If others at your company have already registered, they can sign into their account and find your company's account number at [www.redwingsoftware.com/home/myaccount](http://www.redwingsoftware.com/home/myaccount).
9. Continue entering your **Title**, **First and Last Name**, **Email Address** (which is your login) and a **Password**.
10. Enter the displayed **Security Verification** code, and then click **Submit**.

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

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

**To reset a forgotten password:**

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click the **Forgot your password?** link.
4. Enter your **Email** address.
5. Click **Email Link**.
6. An email will be sent to your current email address from Red Wing Software. Open the Reset Password email and click the **here** link.
7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.
8. Continue with the To log in to the Red Wing Software website section above.

**To log out of the Red Wing Software website:**

1. On the upper-right side of the Red Wing Software home page, click the **drop-down arrow** next to the **My Account** button.
2. In the displayed menu, select **Log out**.

**1099 Forms - Correcting Completed 1099s**

This document describes how to make corrections to processed 1099 forms.

The 1099 correction printing/efiling process includes multiple steps which are detailed below.



Note: If you cannot locate a screen during this process, the screen may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab).

Item	Selected Criteria
Transaction Date	1/1/2023 to 12/31/2023
Company	<All>
Report Columns	<All>
Display Level	User Report Line Level
Display Quantities	None
Display Notation	None
Minimum Paid	600.00
Report View	Full 1099 Per Vendor
Data Column Width (in.)	1.00
Display Cents	Yes

1. Fill in the **Report Selections** with the appropriate **Transaction Date**. To correct 1099s for the current tax year, enter the current tax year date range. To correct 1099s from a previous tax year, enter the date range for the previous tax year.
2. Fill in the Report Selections with the appropriate **Company**.
3. Click **Print**.

What would you like to do?

Print Tax Forms	Launch the Aatrix application to print forms.
Register with Aatrix	Registration Status: WARNING Expires in 24 days. Saturday, December 30, 2023
Print the Report	Print the selected report.
Cancel	You will be returned to the selection screen.



## Forms Update

If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Forms Update** screen will automatically be displayed when you select the menu selection above. Simply click on **Automatic Update** and follow the on screen instructions.



Note: Once the update begins, the window may be behind your program window. If you minimize your program window, you will see the progress of the update or there may be an icon in your task bar that when clicked will display the progress of the update.

If a Forms Update was required, from the Report Preview screen, click the **Print** or **Print To** icons again or from the Report Selections screen, click the **Print** button again. If an update was not required, the 1099 History Options screen will display.



Note: The 1099 History File Options screen that will display next may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab). There will not be an icon in your task bar that will identify that this screen is an active screen.

## 1099 History File Options

The following 1099 History Options screen will be displayed. Choose **Correct Completed 1099s** on the right and click **Next**.

W-2/1099 Preparer

### 1099 History Options

Details of completed and available actions.

Questions? See [Year-end W-2/1099 Questions](#)

Last Completed Actions	
Form	Last Completed Action
Recipient 1099	Printed on 01/02/2024
Federal 1099	Printed on 01/02/2024
Payer 1099	Printed on 01/02/2024

[View Detailed List of Completed Actions](#)

[View Instructions on Returning Later](#)

#### Available Actions

- ☒ **Correct Completed 1099s**  
Edit completed 1099 copies, use this option to correct, add, or delete recipient(s). Also, make changes to company or state information.
- ☐ **eFile or Print Incomplete 1099s**  
Complete 1099 copies that have not been printed or efiled. See list of Last Completed Actions on left.
- ☐ **Reprint Completed 1099s**  
Reprint 1099s previously printed.
- ☐ **Start Over**  
Clear your past actions and start the 1099 process over again with new data.
- ☐ **e1099 Password Lookup**  
Lookup, Email and Print recipient online access information.

Next > Close Help

The Correction Options screen will display and ask you questions based on the status of your original 1099 process. The following screen shot is an example screen that will display. Answer the questions that display and then click **Continue**.

**Correction Options**

Have you distributed any of the following copies?

Form	
<input type="checkbox"/> Recipient 1099	
<input type="checkbox"/> Federal 1099	

The W-2/1099 Preparer will display. Here you can change any of the recipient information.

- » To correct any box values including names, addresses, and tax payer id numbers, simply select the box in the recipient row and just type in the new value.
- » To add a 1099 recipient to the W2/1099 Preparer grid, select Edit > Row > Insert and enter the new name, address, taxpayer id, box values, etc.
- » Do not remove recipients that are not being corrected; they need to remain in your filing. Only remove recipients if they in fact did not need a 1099 form from your company.



**Note:** When you change data in the Preparer, the column and row will change to a green color which is an indication that you are in correction mode.

- » For any data you change, the cell values will turn blue and the far left column in the row of the recipients' name will turn green. Keep in mind that all the same error checking done in the Preparer applies again just as the first time you went through.
- » The Preparer will walk you through your particular correction depending on whether your initial 1099 process was printed, efiled, or you used the complete filing option.
- » When you have completed all changes, click **Next Step**, the Divider Sheet screen will display and then the Review Data action list will appear. The action list is created based upon the type of 1099 copies previously completed, what was changed in the 1099 Preparer, and the current status of the eFiling. All this information is compiled through the software to determine what needs to be completed for the corrections made.

W-2/1099 Preparer

**Review Data**

Based on your selections, we need you to review data on the following forms:

- Federal
  - Print Federal 1099-NEC
  - Print Federal 1096
- Recipient
  - Print Recipient 1099-NEC
  - Print 1099-NEC Instructions
- Payer
  - Print Payer 1099-NEC

If you would like a copy for your records of the actions that will be taken, click 'Print.'

Print

< Back Next > Cancel

- » Click **Next**, the Forms Viewer will display. The forms will begin to display in the same order as displayed on the action list.

Correction Mode - 2023 1099-NEC - Aatrix Payroll Reports [98-1777432]

File Edit View Tools Help

Report 1 of 5: Federal 1099-NEC

1 page

Click Print Final, then click Next Step.

Print Draft Print Final Prev Step Next Step

7171 ☐ VOID ☐ CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  
ALPINE SPORTS  
7432 W PINE CREEK RD  
MOUNTAIN LAKE CO 80992  
(970) 652-4365

OMB No. 1545-0116  
Form **1099-NEC**  
(Rev. January 2022)  
For calendar year 20 23.

Aatrix Rev. 10/26/23

**Nonemployee Compensation**

**Copy A**  
For Internal Revenue Service Center  
File with Form 1096.  
For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.

PAYER'S TIN 98-1777432	RECIPIENT'S TIN 32-9999999	1 Nonemployee compensation \$ 793.00	2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>
RECIPIENT'S name ICE MAN SUPPLIES		3	4 Federal income tax withheld
Street address (including apt. no.) SMITH RD		5 State tax withheld	6 State/Payer's state no.
City or town, state or province, country, and ZIP or foreign postal code INTERNATIONAL FALLS MN 56649		7 State income	
Account number (see instructions)		8	

Form **1099-NEC**  
Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

Department of the Treasury - Internal Revenue Service

7171 ☐ VOID ☐ CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  
ALPINE SPORTS  
7432 W PINE CREEK RD  
MOUNTAIN LAKE CO 80992  
(970) 652-4365

OMB No. 1545-0116  
Form **1099-NEC**  
(Rev. January 2022)  
For calendar year 20 23.

**Nonemployee Compensation**

**Copy A**  
For Internal Revenue Service Center  
File with Form 1096.  
For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.

PAYER'S TIN 98-1777432	RECIPIENT'S TIN 347-77-7777	1 Nonemployee compensation \$ 1830.00	2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>
RECIPIENT'S name ANDY K JOHNSON		3	4 Federal income tax withheld
Street address (including apt. no.) JONESTOWN RD		5 State tax withheld	6 State/Payer's state no.
City or town, state or province, country, and ZIP or foreign postal code FARGO ND 58559		7 State income	
Account number (see instructions)		8	

Form **1099-NEC**  
Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

Department of the Treasury - Internal Revenue Service

2023 1099-NEC Recipient - Aatrix Payroll Reports [98-1777432]  
File Edit View Tools Help

Report 1 of 2: Recipient 1099-NEC

1 page 1 Click Print Final, then click Next Step. Print Draft Print Final Prev Step Next Step

<input checked="" type="checkbox"/> CORRECTED (if checked) 01/02/24 1 Nonemployee compensation \$ 1830.00 4 Federal income tax withheld \$ 1830.00 PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. ALPINE SPORTS 7432 W PINE CREEK RD MOUNTAIN LAKE CO 80992 (970) 652-4365 PAYER'S TIN 98-1777432 RECIPIENT'S TIN 347-77-7777 RECIPIENT'S name, street address (including apt. no.), city or town, state or province, country, and ZIP or foreign postal code ANDY K JOHNSON JONESTOWN RD FARGO ND 58959 Account number (see instructions) 2 Payer made direct sales totaling \$5,000 or more of software products to recipient for resale <input type="checkbox"/> 3 State tax withheld \$ / State income tax \$ / State income tax \$ 2023 1099-NEC To be filed with recipient's federal income tax return, when required.		1 Nonemployee compensation \$ 1830.00 4 Federal income tax withheld \$ 1830.00 PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. ALPINE SPORTS 7432 W PINE CREEK RD MOUNTAIN LAKE CO 80992 (970) 652-4365 PAYER'S TIN 98-1777432 RECIPIENT'S TIN 347-77-7777 RECIPIENT'S name, street address (including apt. no.), city or town, state or province, country, and ZIP or foreign postal code ANDY K JOHNSON JONESTOWN RD FARGO ND 58959 Account number (see instructions) 2 Payer made direct sales totaling \$5,000 or more of software products to recipient for resale <input type="checkbox"/> 3 State tax withheld \$ / State income tax \$ / State income tax \$ 2023 1099-NEC To be filed with recipient's federal income tax return, when required.	
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Aatrix Rev. 6/27/23



Note: The forms displayed are determined based on what has already been processed.

- » When you are done in the Forms Viewer, and if the original submission was eFiled, the eFile Wizard will appear. Enter the username and password to eFile and submit the corrections.

Aatrix Secure eFile - Login [TEST]

Secure eFile Login 185566777-e5af13e7-0bf8-1337095

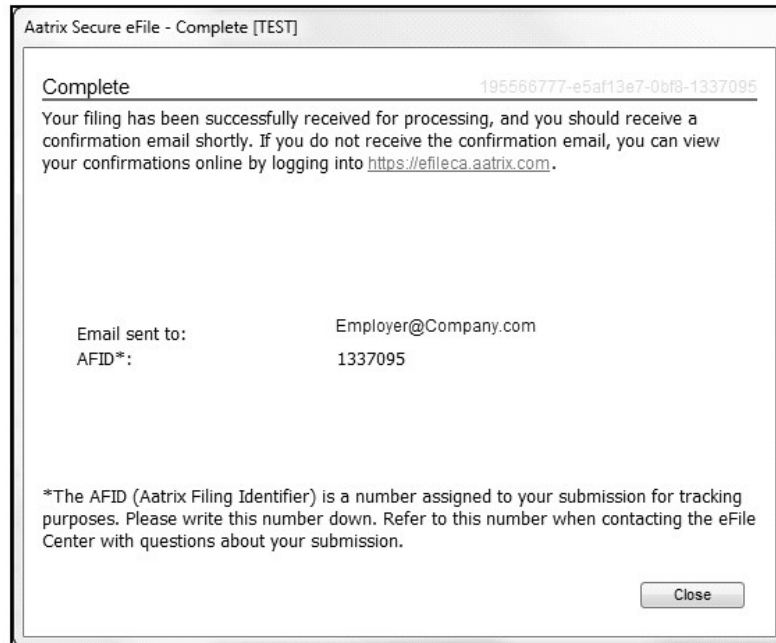
Username  Password

[Forgot your login?](#)

☐ Remember Me

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After submitting, you will receive a new Aatrix Filing Identification Number (AFID).



Changes made to a recipient's 1099 filing after they have been delivered to the recipient will be marked Corrected.

If the federal portion has not been filed yet, and you are eFiling, the corrected filing will replace the previous one. If the federal copies are filed, Corrected 1099s will be sent out.



**Note:** If the eFile Center has not submitted the filing to the agency, there is no charge to send a replacement filing. If the filing has been submitted, there is a charge per corrected recipient only. Once your Federal Filing is processed a minimum charge will be implemented for all corrections. Please log on to your eFile account at [efile.aatrix.com](https://efile.aatrix.com) and select the Pricing tab to view your pricing.

- » If a State correction is required, and your state filing has already been submitted to the State agency, the corrections will need to be printed and mailed to the agency.

## Frequently Asked Questions

**Q: When corrections are made to 1099s at what point does Aatrix need to be notified about changing the eFile?**

**A:** Aatrix is notified automatically through the eFile process. When the corrected eFile is received a new AFID is received. The status of the eFile can be viewed on the [efile.aatrix.com](https://efile.aatrix.com) website.

Below are few different scenarios regarding correcting 1099s. These scenarios will help you determine the differences that will occur during the 1099 correction process.

### Example Scenario 1

**A customer submitted the Complete Filing Option 1099s to Aatrix for e-filing and mailing out. A future date was selected for the e-file so Aatrix still has the filing. Corrections are made with the processes outlined**

**above, do they need to notify Aatrix that there is new information to be mailed and efiled and is there a charge associated?**

No, Aatrix does not need to be notified. When the customer selects to Correct 1099s and opens their history, Aatrix checks the status of their filing to determine what forms are needed based on the state of their filing. During the corrections process Aatrix tracks the changes, and when they eFile again they get a new AFID. Anything that hasn't already been processed will move forward to the new filing and use the new information. There is no charge to replace the filing, but if something has already been processed, then the customer is charged just for the additions, corrections, and deletions. This is all based on the status of the filing when the corrections are submitted. If nothing has been processed yet, then the replacement filing is free.

Pricing schemes change once Federal or State 1099s have been corrected. A \$14.95 minimum applies to all correction filings submitted after the Federal or State 1099s have been processed.

#### Example Scenario 2

**A customer submitted the Complete Filing Option 1099s and Aatrix has processed the eFile and mailed out the copies. Corrections are made with the processes outlined above do they need to notify Aatrix that there is new information to be mailed and efiled and is there a charge associated?**

No, Aatrix does not need to be notified. When the customer selects to correct 1099s and opens their history, Aatrix checks the status of their filing to determine what forms are needed based on the state of their filing. During the corrections process Aatrix tracks the changes, and when they eFile again they get a new AFID. Anything that hasn't already been processed will move forward to the new filing and use the new information. There is no charge to replace the filing, but if something has already been processed, then the customer is charged just for the additions, corrections, and deletions. This is all based on the status of the filing when the corrections are submitted. If nothing has been processed yet, then the replacement filing is free.

Pricing schemes change once Federal or State 1099s have been corrected. A \$14.95 minimum applies to all correction filings submitted after the Federal or State 1099s have been processed.

#### Example Scenario 3

**A customer submitted printed copies of 1099s to their recipients. Corrections are made with the processes outlined above but not eFiled. Is there a charge for the corrected 1099s?**

No, there is not a charge for reprinting corrected 1099s. If you process corrections after a filing has been sent to the agency, the software will produce corrected 1099s.

### Reprinting 1099s

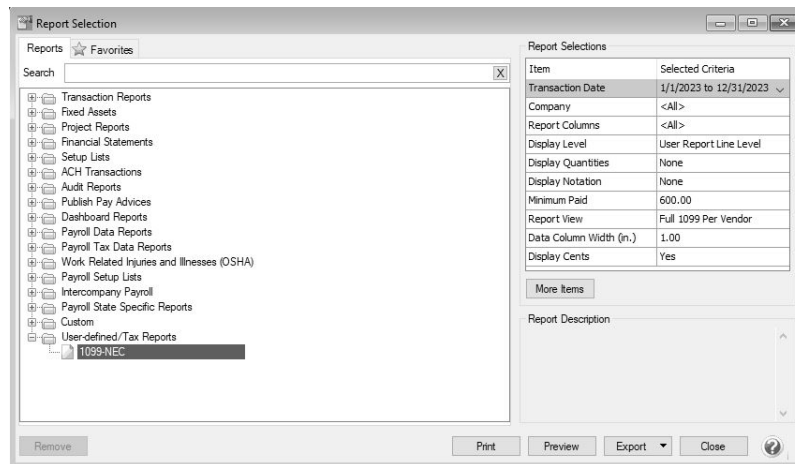
This document describes how to reprint completed 1099 forms that you have processed.

The 1099 reprinting process includes multiple steps which are detailed below.



Note: If you cannot locate a screen during this process, the screen may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab).

1. Select **Reports > Reports > User-defined/Tax Reports**.
2. Select the appropriate **1099 Form**.



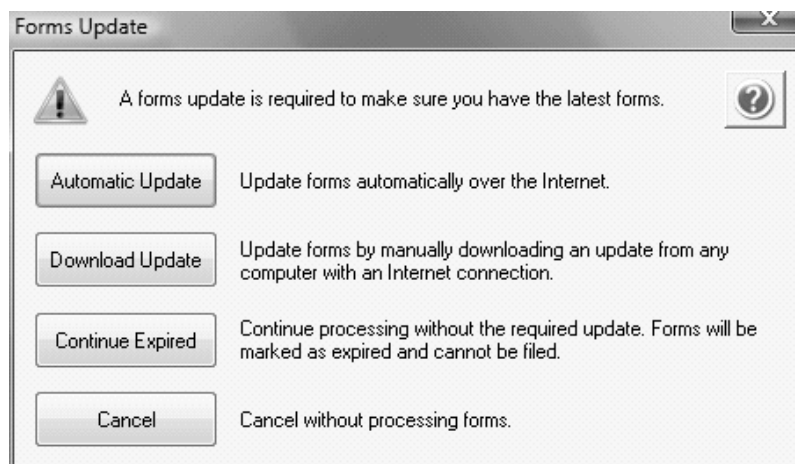
3. Fill in the **Report Selections** with the appropriate **Transaction Date** and **Company**.
4. Click **Print**.
5. Click **Print Tax Forms**.

### Forms Update


If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Forms Update** screen will automatically be displayed when you select the menu selection above. Simply click on **Automatic Update** and follow the on screen instructions.



Note: Once the update begins, the window may be behind your program window. If you minimize your program window, you will see the progress of the update or there may be an icon in your task bar that when clicked will display the progress of the update.



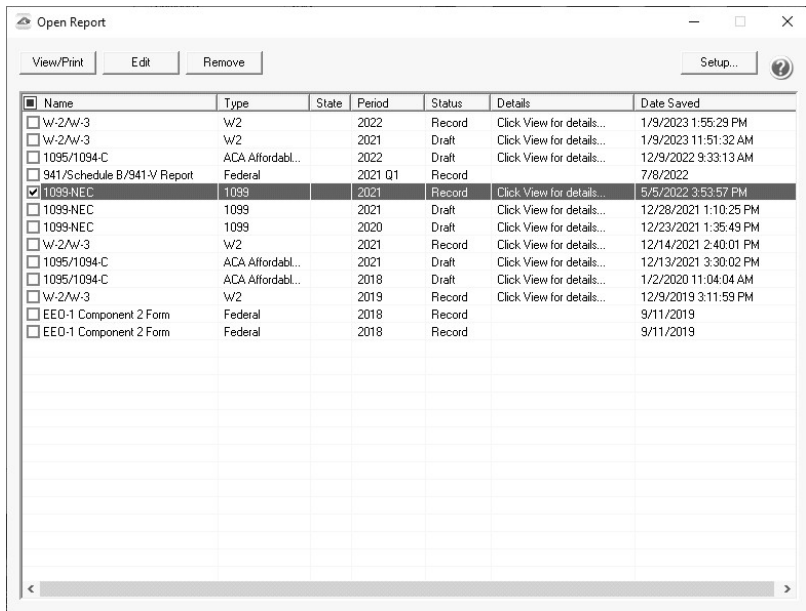
If a Forms Update was required, from the Report Preview screen, click the **Print** or **Print To** icons again or from the Report Selections screen, click the **Print** button again. If an update was not required, the 1099 History Options screen will display.




Note: The 1099 History File Options screen that will display next may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab). There will not be an icon in your task bar that will identify that this screen is an active screen.

1099 History File Options

- 1. If you've previously processed Federal Forms, the Open Report screen displays.



- 2. Select the form you want to reprint and then click **Edit**.



Note: The W-2 History File Options screen that will display next may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab). There will not be an icon in your task bar that will identify that this screen is an active screen.

- 3. Choose **Reprint Completed 1099s** on the right and click **Next**.



W-2/1099 Preparer

### 1099 History Options

Details of completed and available actions.

Questions? See [Year-end W-2/1099 Questions](#)

#### Last Completed Actions

Form	Last Completed Action
Recipient 1099	Printed on 01/02/2024
Federal 1099	Printed on 01/02/2024
Payer 1099	Printed on 01/02/2024

[View Detailed List of Completed Actions](#)

[View Instructions on Returning Later](#)

#### Available Actions

☐ **Correct Completed 1099s**  
Edit completed 1099 copies, use this option to correct, add, or delete recipient(s). Also, make changes to company or state information.

☐ **eFile or Print Incomplete 1099s**  
Complete 1099 copies that have not been printed or efiled. See list of Last Completed Actions on left.

☒ **Reprint Completed 1099s**  
Reprint 1099s previously printed.

☐ **Start Over**  
Clear your past actions and start the 1099 process over again with new data.

☐ **e1099 Password Lookup**  
Lookup, Email and Print recipient online access information.

Next > Close Help

- Click **Next**.
- A Reprint Options screen will display. If you want to reprint completed 1099s, select **Reprint Completed 1099s** and then select what you wish to reprint **All Recipients**, **Federal Copies** (original or watermarked) or **Payer Copies**, or if you want to reprint only for specific recipients, select **Reprint Selected Recipients**.

The screenshot shows a software window titled "W-2/1099 Preparer" with a close button (X) in the top right corner. The main heading is "Reprint Options". Below the heading, there is instructional text: "Select which copies of previously completed 1099s that you want to reprint and, if you are reprinting Federal and/or State copies, select which type of copy you require." and "Any grayed out items have not been printed or eFiled. Click the Back button to return to the history options screen and select eFile or Print Incomplete to access those reports." The options are grouped into two main sections. The first section, "Reprint Completed 1099s", is selected with a radio button and contains three sub-options: "All Recipients", "Federal Copies", and "State Copies". Each sub-option has a checkbox and a description of what will be displayed. "All Recipients" is selected. "Federal Copies" is described as displaying all Federal 1099s followed by the 1096 Reconciliation Form. "State Copies" is described as displaying all State 1099s followed by the State Reconciliation Form(s) if applicable. "Payer Copies" is also listed with a checkbox. The second section, "Reprint Selected Recipients", is not selected. At the bottom, there is a note: "NOTE: To avoid duplicate processing, eFiled copies will print with a record copy watermark." and four buttons: "< Back", "Next >", "Close", and "Help".

W-2/1099 Preparer

### Reprint Options

Select which copies of previously completed 1099s that you want to reprint and, if you are reprinting Federal and/or State copies, select which type of copy you require.

Any grayed out items have not been printed or eFiled. Click the Back button to return to the history options screen and select eFile or Print Incomplete to access those reports.

☒ Reprint Completed 1099s

- ☒ All Recipients
- ☐ Federal Copies  
Reprint will display all Federal 1099s followed by the 1096 Reconciliation Form
- ☐ State Copies  
Reprint will display all State 1099s followed by the State Reconciliation Form(s) if applicable
- ☐ Payer Copies

☐ Reprint Selected Recipients

NOTE: To avoid duplicate processing, eFiled copies will print with a record copy watermark.

< Back   Next >   Close   Help

6. Click **Next**.
7. An Options screen may display depending on which type of copy you selected above, in this example the Reprint Recipient Options screen displays because Reprint Selected Recipients was selected above. This screen allows you to specify if you want to print for all recipients or a specific recipient.

**Reprint Recipient Options**

Select which recipient copies you want to reprint

☐ All Recipients
 ☒ Selected Recipients
 ☐ Recipient Instructions Only

**Selected Recipients Tool**

TIN:  First Name:  Last Name:  Company Name:

	TIN	Last Name	First Name	Company Name	Full Name
<input type="checkbox"/>	32-9999999			Ice Man Supplies	
<input type="checkbox"/>	347-77-7777	Johnson	Andy		

8. Click **Next**.
9. The first selected 1099 form will be displayed. To print this first form, click **Print Final** and then **Yes**. Once the data is printed, click **Next Step** to continue to the next selected form. You will be reminded when to insert special perforated blank paper prior to printing.
10. The next form will be displayed. Click **Print Final** to print the form, then click **Next Step** to continue to the next form. Repeat this process for each selected form.
11. The 1099 History Options screen displays again. Click **Close**.

## Schedule C Reporting

A Schedule C business is a sole-proprietor-run business. The owner is fully responsible for the care and operation of their business. All businesses are required to report their operational profit or loss every year to the IRS. Schedule C is the name of the IRS-required form businesses need to fill out and attach to the owner's individual year-end 1040 tax filing to claim business-related income and expenses.



Note: CenterPoint Accounting provides a shell Schedule C report that must be customized to your business needs and the accounts setup for your business.

[Step A: Assign Accounts](#)

[Step B: Verify which Accounts are Assigned to the Rows of the Schedule C](#)

[Step C: Print a Schedule C Report](#)

## Step A: Assign Accounts

Prior to printing a Schedule C, all of your income and expense accounts must be assigned to the appropriate rows of the Schedule C. This can be done by assigning an entire account category or specific accounts to a row. The balances that print on the Schedule C pull directly from the accounts assigned to each row. The Schedule C provided by Red Wing Software does have some of the income and expense account categories assigned to the Schedule C. Please review those that are assigned and modify as needed for your operation.

1. Select **Setup > User-defined/Tax Reports**.
2. Select the **Schedule C** and click on **Edit**.



**Note:** If the Schedule C is not listed, it needs to be imported. To import the form, click on the **Tax Reports** button at the bottom of the User-defined/Tax Reports screen. Select the **Schedule C** and click **OK**. If after you customize the Schedule C you aren't happy with your results, you can **Delete** the Schedule C and click the Tax Reports button to start over with the shell Schedule C. If you are happy with your customization and want to try adding additional rows/columns, you can **Copy** your customized Schedule C and start from there instead of starting over.

3. Select the **Account Assignment** tab.
4. The **Report Rows** (left side of the screen) will display all rows of the Schedule C. Rows with a red icon have no accounts assigned. Rows with a green icon indicate accounts are assigned to this row. Expand the row to display the assigned accounts.
5. The **Accounts** (right side of the screen) will list all Accounts, grouped by Type and Account Category. Expand the Type or Account Category to display the Accounts. All accounts with a gray icon indicate that it is assigned to a row on the left. Accounts with a red icon are not assigned to any rows.
6. To assign accounts:
  - a. Select the appropriate **Schedule C Row** in the **Report Rows** section on the left.
  - b. On the right, select the **Account** or **Account Category** and click **Assign**.



**Note:** If an Account Category is assigned, all accounts within that category are automatically assigned

**Example:** If you have advertising expenses in your business, the accounts that track your advertising expenses must be assigned to row #8 on the Schedule C. Click on Row 8 on the left. Then expand the Expenses section on the right. Select the first account you use to track advertising expenses and click the Assign button. Do the same for additional accounts if you have advertising expenses in more than one account.

7. To remove an assigned account:
  - a. Select the appropriate **Schedule C row** in the **Report Rows** section on the left.
  - b. Expand the row to display the assigned accounts. Select the **Account** to remove and click **Un-Assign**.
8. Continue assigning accounts to the Schedule C until all accounts in the Revenue, Expenses and Cost of Goods Sold section on the right side of the screen are assigned to rows on the Schedule C.

9. Each time a new revenue, expense or cost of goods sold account is added (Setup > Accounts), we recommend you immediately assign the account to the appropriate row of the Schedule C.
10. Click **Save**.

#### Step B: Verify which Accounts are Assigned to the Rows of the Schedule C

A report can be generated to review the accounts assigned to each line of the Schedule C report (or any other User-Defined report).

1. Select **Reports > Reports > Setup Lists > General > User Defined Report Account Assignments**.
2. In the **Report Selections**, choose **Schedule C** in the **Report** field.
3. Click **Preview** or **Print**.

#### Step C: Print a Schedule C Report

1. Select **Reports > Reports > User-defined/Tax Reports**.
2. Select the **Schedule C**.
3. In the **Report Selections**, choose the appropriate **Transaction Date** (normally this would be an entire year) and **Company**.
4. The **Display Level** is used to specify how much detail should be included on the report.
  - » **User Report Line Level:** Displays totals for each line of the Schedule C.
  - » **Account Total:** Displays totals for each line of the Schedule C and subtotals under each line for each account used.
  - » **Individual Transactions:** Provides transaction activity for each account in each row. This level includes the most detail.
5. Select if it should **Display Quantities** and **Display Notations**. The **More Items** button provides additional **Report Selections**, such as Display Cents, Report Columns and Data Column Width (in.).
6. Click **Preview** or **Print**.

## Year-end

### Year-End Frequently Asked Questions

The following topic covers the most common questions the Red Wing Software support team receives during year-end.

[General Information](#)

[1099 Information](#)

[Processing Federal/State Tax Forms](#)

[Other Information](#)

[Red Wing Software Website](#)

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## General Information

### Q. What is the year-end procedure in CenterPoint Fund Accounting?

**A.** There are no month-end or year-end procedures. You can continue entering transactions and running reports as you've been doing all year, just be sure to use the correct dates. Transactions in prior years can also be edited, deleted, etc., at any time as long as the period is not locked. Year-to-date reports are managed by the date span selected in the report selection screen.

### Q: Is there a way for me to lock a year or period so that the transactions in that period(s) can no longer be edited or deleted?

**A:** Yes, after a period or year is complete and financial reports have been printed, the period or year can be locked. To lock a period or year:

1. Select **File > Administration > Lock Periods**.
2. Select whether you want to **Lock Periods for All Companies** or **Lock Periods by Company** and then select the company to lock.
3. Select the **period** to lock and click **OK**. The selected period and all prior periods will be locked. If you selected to Lock Periods by Company, repeat for all companies you wish to lock. This menu selection can also be used to unlock a locked period.

### Q. How can I get the latest version of CenterPoint installed on my computer?

**A.** To download the latest version of CenterPoint:

» Select **Help > Online Updates > Check for CenterPoint Updates**.

or

» Log in to [www.redwingsoftware.com](http://www.redwingsoftware.com), click the **My Account** button to display the My Account page, select **Downloads**, locate your product and select **Downloads**, locate the download you need, and then click **Download Now**.

### Q. Do I need to back up my data at the end of the year?

**A.** We recommend that you back up your data at year-end; in fact you should perform regular backups throughout the year. We recommend that you perform more than one backup of your database. Develop a backup rotation system. It is a good idea to store a year-end backup each year. Select **File > Backup > Backup Database** to easily back up your databases. Refer to the [Backup and Restore](#) topics in the Help for step-by-step instructions for more information.

### Q. I have some names and accounts that are no longer used. Can I remove them?

**A.** Names and accounts used in a transaction cannot be deleted, but can be deactivated. Deactivating an item on a list provides a way to hide the item from the list WITHOUT altering past transactions to the item. Lists throughout CenterPoint include a filter option that can be used to show only active items. The active status allows you to manage the lists. For example, to inactivate an account:

1. From **Setup > Accounts > Accounts**, right-click on the account to be deactivated.
2. Select **Activate/Deactivate**.

3. From the Available Funds list on the left side of the screen, select the **funds** the item should be deactivated for.
4. Use the green arrow to move the funds to the right side of the screen.
5. Select the **Deactivate** button to inactivate the item for all selected funds.

**Q. How do I compare last year's data to this year's data?**

**A.** There are several ways financial data can be compared, but the easiest option is to use the comparative financial statements. For Income Statements, we have a 3 Year Comparison, a 5 Year Comparison, and a Current vs Year-to-date report that can all be used for data comparison. These are accessible from **Reports > Reports > Financial Statements**. Similarly, for Balance Sheets, we have a 5 Year Comparison and a Current vs. Prior Period report available.

**Q. I have some account adjustments from my accountant. How do I enter them?**

**A.** To enter account adjustments for multiple accounts:

1. Select **Processes > General Journal Entries**. The general journal grid uses a debit/credit format
2. Select the account in the **Account** column.
3. Enter a positive value in the **Debit** column or **Credit** column. Entering the value in the Debit column or Credit column determines the adjustment to the account.
4. Optional details can be entered on each line. If the detail you wish to enter is not available, right-click and select **Add/Remove Columns**. Select the **item** and click **OK** to display the column in the grid.
5. Continue on the next line to select an **Account**. Enter the value in the **Debit** column or **Credit** column. Total debits **MUST** equal total credits to save the transaction.
6. Click **Save**.



**PLEASE NOTE:** General Journals using accounts in the account categories of Accounts Payable, Accounts Receivable, and Payroll Liabilities will create invoice transactions in CenterPoint. Selecting an Accounts Payable, Accounts Receivable, or Payroll Liabilities account requires assigning a vendor/customer name and an offset account. These account categories store sub-ledger balances based on the vendor/customer name. We recommend entering separate general journals for an Accounts Payable, Accounts Receivable, or Payroll Liabilities account.

If your general journal adjustment includes one or more of these type accounts, omit them from the main general journal and select Retained Earnings equity account as your final account in the main general journal. Click the Difference button in the lower right to balance the main general journal. The amount posted to Retained Earnings will equal the net amount of the Accounts Payable, Accounts Receivable, and Payroll Liabilities accounts that were part of the overall general journal.

Enter a separate general journal for each Accounts Payable, Accounts Receivable, or Payroll Liabilities account. After selecting the account, you will be prompted to select the offset account. Select the same Retained Earnings equity account used in the main general journal. You will also need to select a vendor/customer name to associate to the Accounts Payable, Accounts Receivable, or Payroll Liabilities account. If the Name field does not appear in your general journal grid, right-click in the grid and select Add/Remove Columns. Select Name and click OK. Select the vendor /customer name in the grid and in the general journal "Name" field at the top of the screen. The general journals will have only one row filled in the grid but will post a balanced transaction between the selected account and Retained Earnings. The invoices created can be cleared using the normal process of paying payables or receiving receivables.

**Q. I want my Fund Balance > Current Year Surplus account to represent my surplus for the current year only. How do I begin with zero in the Current Year Surplus account in January?**

**A.** A journal entry can be entered to move the balance as of December 2024 to a different fund balance account. You will want to enter the journal entry after you have completed ALL transactions in 2024. The journal entry can be entered after entering transactions for 2025. To find the balance of the **Current Year Surplus** account and enter the journal entry:

1. Select **Setup > Accounts > Accounts > Balances** tab.
2. Select the **Fund**.
3. Expand **Fund Balance**.
4. Select the period **December 2024**.
5. Note the balance for Current Year Surplus.
6. Select **Processes > General Journal Entries**.
7. Select **January 1, 2025**, in the **Date** field.
8. The journal entry grid uses a Debit / Credit format. Select the **Current Year Surplus** account in the **Account** column.
9. If Current Year Surplus is a positive value in December 2024, enter the value in the **Debit** column. If Current Year Surplus is a negative value in December 2024, enter the value in the **Credit** column. Always enter the value as a positive number.
10. Continue on the next line to select the **Current Year Surplus** account that stores the prior profit/loss for this fund. This account is generally under the account category **Surplus Carryover**, and the account is **Fund Balance**. Enter the value in the opposite column used for **Current Year Surplus**. Total debits MUST equal total credits to save the transaction.
11. Click **Save**. When you begin posting transactions in January 2025, Current Year Surplus will represent the net profit/loss for 2025.

**Q. How can I see a list of my depreciable asset balances that are summarized on the Balance Sheet?**

**A.** Select **Reports > Reports > Financial Statements > Account Balances > Fixed Asset Balances**. The Fixed Asset Balances report includes asset details and the values of each item.

**Q. What if I don't remember if I recorded depreciation and accrued interest every month during the year?**

**A.** The transaction screens for depreciation, accrued interest, distributions, and current portion of long-term debt show a list of transactions that can be reviewed. Select **Processes > Periodic >** and then select **Depreciation Transactions, Accrued Interest Transactions, Apply Distributions, or Adjust Current Portion Long Term Debt** to review the transactions.

## 1099 Information

**Q: Are there any important changes to the 1099 filing process for 2024?**

**A:** While there are no specific changes to the 1099 form filing process for 2024, it is important to remember that the U.S. Department of the Treasury and the IRS issued final regulations on February 21, 2023, that changed the eFile threshold from 250 to 10. The current 10-return threshold comprises an aggregate of return types (1099, W-2, ACA forms) covered by the regulation. Click [here](#) for more information. For specific 1099 series information, click [here](#).

**Q: If I choose to eFile my 1099 forms, is there a charge per form/recipient?**

**A:** Yes, please [click here](#) to view the eFile pricing for 1099 forms and minimum charges for 1099 and other tax forms (the minimum charge applies to each type of form eFiled).



**Q. Do I need to order 1099 forms or can I print them on plain paper?**

**A.** If you have fewer than the 10-return threshold, **ALL** of your 1099 copies can be printed on plain paper, including the Copy A (often called the “red copy”) and your 1096. CenterPoint/Aatrix received IRS approval to print all copies of the 1099 on plain paper. Click [here](#) to view the 1099 Approval Letter.



Note: There is special perforated blank paper available that is recommended for use when printing 1099 forms. This paper comes with the Recipient instructions printed on the back of the paper (for the recipient copy). All forms use the same perforated paper (if you choose to order the blank perforated paper with no backer instructions) and envelopes that can be purchased from Computer Forms, Inc. at [https://redwing.computerforms.biz/c/tax\\_forms](https://redwing.computerforms.biz/c/tax_forms), by calling 800-458-0158, or by selecting **Resources > Order Checks & Forms** on the Red Wing Software website.

**Q. Where do I enter the Federal Tax Id that is required when running Federal tax forms?**

**A.** To enter the Federal Tax Id:

1. Select **Setup > Funds**.
2. Edit each company and select the **Additional Detail** tab to verify/enter the Federal Tax Id.
3. Click **Save** after completing each required tax number.

**Q. I do not see the 1099 form I need on my User-Defined Reports list. How can I display the correct 1099 form in the list?**

**A.** All 1099 tax form types that you are required to print need to be added to the list:

1. Select **Setup > User-defined/Tax Reports**.
2. Click the **Tax Reports** button.
3. Select a **1099 form** and click **OK**. The form is added to the list.
4. Select the form and click the **Detail** tab.
5. Click the **Account Assignment** tab to review accounts/account categories assigned to the 1099 form.
6. After all accounts/account categories are assigned to the 1099 form, click **Save**.

**Q. My 1099 statement is missing a vendor, how can I be sure the vendor receives a 1099?**

**A.** There are three factors to check.

1. The vendor that requires a 1099 must have the **Issue 1099 for this Vendor** check box selected in **Setup > Names > Names**.
2. In order for the payment to be included on the 1099, the account used to pay the vendor must be assigned to the 1099 User-Defined report
  - » Select **Setup > User-defined/Tax Reports**.
  - » Select the **1099 form**.
  - » Select the **Account Assignment** tab.
  - » On the left side, select the appropriate **1099 row**. On the right side of the screen, right-click and select **Expand All**. Select the **account** or **account category**.
  - » Click **Assign**.
  - » Click **Save**.
3. The total amount paid to the vendor must exceed the minimum amount for the 1099.

**Q: My 1099 statement is missing a payment for a vendor, how can I correct the 1099?**

**A:** To verify what account the payment for a vendor was entered to and verify that the vendor is marked as a 1099 vendor:

1. Select **Reporting Tools > Transaction Search**.
2. In the **Transaction Name** box, select the **vendor** and in the **Date Selection** select the appropriate date range.
3. Click **Search**.
4. Right-click the **payment/purchase** in question and select **Edit** to view the transaction.
5. Right-click on the vendor and then click **Edit**. Verify that the **Issue 1099 for this Vendor** check box is selected and then click **Save**.
6. Take note of the Account(s) entered on the transaction and then click **Close**.
7. In order for the vendor to receive a 1099, the total amount paid to the vendor must exceed the minimum amount for the 1099 and the account used to pay the vendor in step 4 must be assigned to the 1099 User-Defined report.
  - » Select **Setup > User-defined/Tax Reports**.
  - » Select the **1099** form.
  - » Select the **Account Assignment** tab.
  - » On the left side, select the appropriate **1099** row. On the right side of the screen, right-click and select **Expand All**. Select the **account** or **account category**.
  - » Click **Assign**.
  - » Click **Save**.

**Q: Which report can I use to verify accounts used to pay 1099 vendors?**

**A:** To verify accounts used to pay 1099 vendors:

1. Select **Reports > Reports > Transaction Reports > Purchases & Accounts Payable > Purchases by Vendor & Account**.
2. Under Report Selections, select the appropriate **Transaction Date**.
3. Click the down-arrow in the **Vendor** box, click the down-arrow in the **Click Here to Filter List** box, select **1099 Vendor**, and then click **OK**.
4. Click **Preview** or **Print**.

**Q: Which report can I use to verify the accounts assigned to the rows of the 1099?**

**A:** To verify the accounts assigned to the rows of a 1099:

1. Select **Reports > Reports > Setup Lists > General > User Defined Report Account Assignments**.
2. Click the down-arrow in the **Report** box, move the **1099** user-defined report under Selected, and then click **OK**.
3. Click **Preview** or **Print**.

**Q. When is the 2024 filing deadline for 1099 forms?**

**A.** The Internal Revenue Service filing deadline for 1099 forms can be located by using the Search feature on the Internal Revenue Service website at [www.irs.gov](http://www.irs.gov). In the Search box on the IRS website, enter the specific form name, for example, 1099-MISC, 1099-NEC, etc., to locate the specific form instructions and deadlines.

**Q: I've decided to eFile my 1099 forms and want more information about signing up to eFile and the eFile process, where can I get more information about eFiling?**

**A:** You can obtain additional information about eFiling at <https://partner.aatrix.com/redwingsoftware>.

**Q. What are the 2024 eFiling deadlines for 1099 Forms?**

**A.** Efiling deadlines can be located from this link:

<https://efile.aatrix.com/pages/public/FilingDeadlinesPublic.aspx?v=ATX000>

**Q: I want to send my vendors' 1099 forms electronically to be viewed online with Aatrix. How do I set up my vendors to receive electronic copies?**

**A: Follow the steps below to set up your vendors to receive electronic copies of their 1099:**

1. Select **Setup > Names > Names** or **Setup > Vendors**.
2. On the **General** tab, make sure each vendor/name has the **Issue 1099 for this Vendor** check box selected, an **Email** address on file, and that the **Consent to Electronic 1099** check box is selected. If the Consent to Electronic 1099 check box is selected, a signed consent form must be on file (create a document and have each vendor sign to give consent).
3. Select **Reports > Reports > User-defined/Tax Reports** > select the appropriate **1099 Form**.
4. Verify all **Report Selections** on the right side of the screen, for example, Transaction Date, Fund, etc.
5. Click **Print**, and then click **Print Tax Forms**.
6. After the grid displays and is verified/edited, the 1099 Printing and Filing Options screen will display, select **Complete 1099 eFiling Service** and follow the on-screen instructions to eFile.

**Q. How do I print the 1099 forms?**

**A.** Step-by-step instructions (documents and videos) for processing and printing 1099 forms are available in the Help on our website:

1. From [www.redwingsoftware.com](http://www.redwingsoftware.com), select **Support & Learn > Search Help and Videos > Your CenterPoint Product**.
2. Within the Help, in the **Search** bar, enter **1099** to display the documents and videos.

There are three steps to printing the tax forms:

1. Transferring Information from CenterPoint to Federal/State Tax Forms:
  - » Select **Reports > Reports > User-defined/Tax Reports** > select the appropriate **1099 Form**.
  - » Verify all **Report Selections** on the right side of the screen, for example, Transaction Date, Fund, etc.
  - » Click **Print**, and then click **Print Tax Forms**.
2. Review the transferred information using the Federal/State Tax Forms viewer and make any needed changes.
3. Print or eFile the forms.



**Note:** If you choose to eFile with Aatrix, you do not need to print any 1099 forms.

**Q. Why does my 1099-MISC form display amounts in the wrong boxes?**

**A.** Process your 1099-MISC again and verify that the **1099-MISC** form is selected, not the 1099-MISC (OLD) form.

## Processing Federal/State Tax Forms

**Q. I'm trying to process my Federal forms (W-2, 1099, etc.), but I keep getting the message "Would you like to register now, or evaluate?"**

**A.** You will need to manually register your Federal/State Tax Forms (Aatrix) software.

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

**Q. Why am I getting a "forms update" or "mandatory update" message when I try to process my Federal forms (W-2, 1099, etc.) and what do I need to do?**

**A.** At least once a quarter, including at year end, updates are created for the Federal/State Tax Forms (Aatrix) software. When you receive either of those messages, it means that Aatrix has an update available that you should install prior to continuing. If you have internet access at this computer, you can simply select **Automatic Update** and follow the prompts to do the update through the program.



Note: If you have signed up for the service that automatically sends an Aatrix flash drive at the end of each quarter, please follow the instructions that will be included with the flash drive. Those flash drives will begin shipping before January 1, 2025.

If you don't have internet access at the computer that has **CenterPoint Fund Accounting** installed, but you do have it available at another workstation, follow the instructions below. This process does require the use of a removable drive (CD, thumb, zip or flash drive, USB Drive, etc.).

1. Log in to the Red Wing Software website at **www.redwingsoftware.com**.
2. From the upper-right, click the **My Account** button, and from the My Account page, select **Downloads**.
3. Under **CenterPoint Fund Accounting** select **Downloads**, and then select **Download Now** under **Federal/State Tax Forms (Aatrix)**.
4. When the download is complete, exit the website. Copy the **RedWingForms.exe** file from your Downloads folder to the removable drive (CD, thumb drive, etc.) you'll be using to move the downloaded file.
5. Take the removable media source to the computer with **CenterPoint Fund Accounting** and install by double-clicking on the **RedWingForms.exe**.

If you don't have an internet connection at any of the computers, you can call the Red Wing Software Sales department at 800-732-9464, and we'll send the Federal/State tax forms (Aatrix) updates to you on a flash drive once a quarter for a minimal annual fee.

**Q. How can I ensure I have a copy of my Federal & State Reporting tax forms to review for historical purposes or when moving to a different computer?**

**A:** The Aatrix History File contains your historical Federal/State Tax Forms and it is necessary to back this file up on a regular basis so that if you purchase a new computer the history can easily be transferred to the new computer by restoring the backup. Red Wing Software suggests backing up your Aatrix History File on a quarterly basis.

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



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

**If networked the default location of the Aatrix history files can be changed by following these steps:**

1. Select **File > Preferences > Reports > Federal/State Tax Forms**.
2. Click the **Application** tab.
3. In the **Use Non-Default File Location** box, select **Yes**.
4. In the **Non-Default File Location** box, the default Red Wing Software suggested file location displays: <ProgramData>\Red Wing Software\CenterPoint\Aatrix\. Change this location to the network location you want to save the Aatrix History file to.
5. Click **Save**.



Note: You can still perform a manual back up of the Aatrix history files by following the local computer steps above.

## Other Information

**Q: How can I get the Year-End Frequently Asked Questions document for another Red Wing Software program?**

**A:** If you have Red Wing Software products that are not covered by this document, you may be able to find a document for your specific product by looking at our website. Log in to [www.redwingsoftware.com](http://www.redwingsoftware.com), click the **My Account** button, and from the My Account page, select **End of Year**. Under your product, select the appropriate end-of-year document.

**Q. What hours of the day will I be able to contact Red Wing Software support?**

**A:** We will be open our normal hours of operation, 8 am to 5 pm CST, Monday through Friday.

## Red Wing Software Website

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

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

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

The Red Wing Software website uses the same login as Red Wing Software's Web Services (Pay Advices, CenterPoint Time Clock, or Employee Portal). If you have an existing account for Web Services, enter the same user credentials to log in to the website. If you do not have an existing account for Web Services, follow the steps below:

1. From a web browser, enter **www.redwingsoftware.com**.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Create One!**
4. Enter your **First Name** and **Last Name**.
5. Enter an **Email** address and a **Confirm Email** address which must match the contents of the Email field for the registration to be processed.
6. Enter a **Password** and **Confirm Password**. Passwords must be at least six characters and no longer than 25 characters, include one numerical character and one lower-case letter.
7. Click **Create**.
8. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
  - a. From within CenterPoint by selecting **Help > About**.
  - b. On the Support Certificate that you receive upon renewing Customer Care Membership.
  - c. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
  - d. Invoices you've received from Red Wing Software contain your account number.
  - e. If others at your company have already registered, they can sign into their account and find your company's account number at [www.redwingsoftware.com/home/myaccount](http://www.redwingsoftware.com/home/myaccount).
9. Continue entering your **Title**, **First and Last Name**, **Email Address** (which is your login) and a **Password**.
10. Enter the displayed **Security Verification** code, and then click **Submit**.

#### To log in to the Red Wing Software website:

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

#### To reset a forgotten password:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click the **Forgot your password?** link.
4. Enter your **Email** address.
5. Click **Email Link**.
6. An email will be sent to your current email address from Red Wing Software. Open the Reset Password email and click the **here** link.
7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.
8. Continue with the To log in to the Red Wing Software website section above.

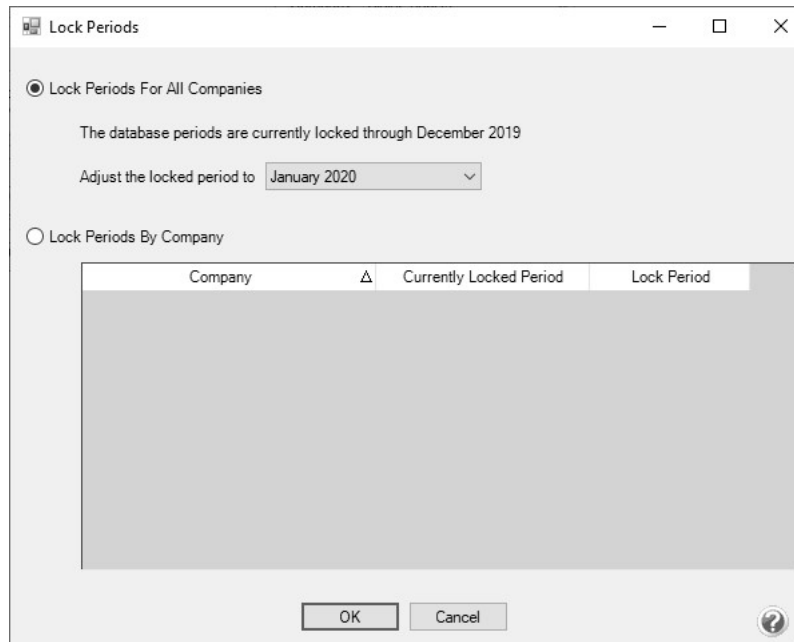
#### To log out of the Red Wing Software website:

1. On the upper-right side of the Red Wing Software home page, click the **drop-down arrow** next to the **My Account** button.
2. In the displayed menu, select **Log out**.



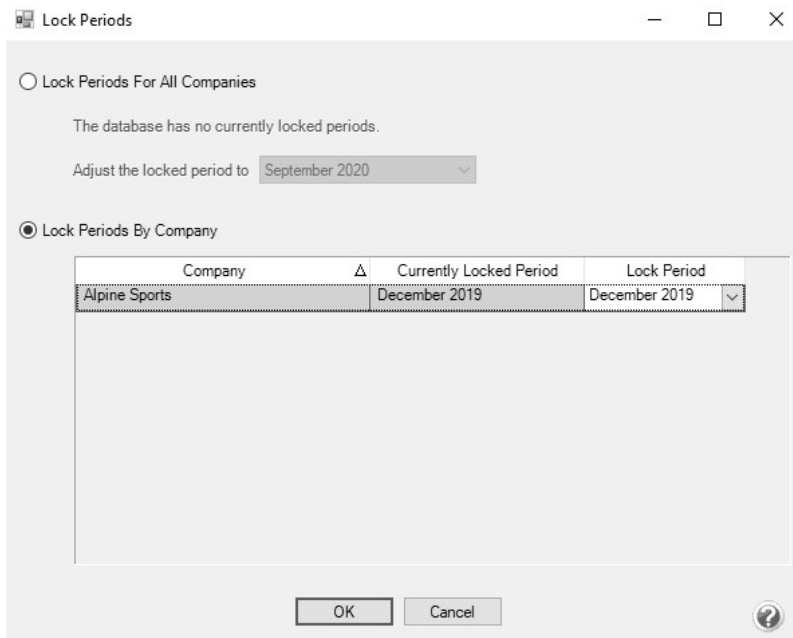
1. Select **File > Administration > Lock Periods**. The first time you select this menu option for a database, your screen will display with a "The database has no currently locked periods" message:

Each time you select this menu option for a database after the first time, your screen will display with the period currently locked through period:



2. Select whether you want to **Lock Periods for All Companies** or **Lock Periods By Company**.
  - » If you selected to **Lock Periods for All Companies**:
    - » The **Adjust the locked period to** box displays the period containing the current system date if it is not locked, otherwise it will display as the first unlocked period following the current system date. If all periods are locked, the period will be set to the last period or if there is no period containing the current system date, the period is set to the most recent period in the database. Select the **Period** that you'd like to close.
    - » Click **OK**.
    - » All transactions in that period and before will be locked. Transactions cannot be edited, deleted or added to a locked period.
  - » If you selected **Lock Periods by Company**:





- » Select the company you want to lock periods for.
- » The **Lock Period** box, displays the period containing the current system date if it is not locked, otherwise it will display as the first unlocked period following the current system date. If all periods are locked, the period will be set to the last period or if there is no period containing the current system date, the period is set to the most recent period in the database. Select the **Lock Period** that you'd like to close.
- » Click **OK**.
- » All transactions in that period and before will be locked. Transactions cannot be edited, deleted or added to a locked period.

### To Unlock a Period

If transactions in a locked period need to be modified, the period must first be unlocked.

- » To unlock a period for all companies:

1. Select **File > Administration > Lock Periods**.
2. Select **Lock Period for All Companies**.
3. The **Period** box displays the period containing the current system date if it is not locked, otherwise it will display as the first unlocked period following the current system date. If all periods are locked, the period will be set to the last period or if there is no period containing the current system date, the period is set to the most recent period in the database. Select the **Period** PRIOR to the period that you need unlocked. For example if your periods are locked through December 2020, but you need to modify an entry in June, select May, 2020 in the Lock Periods screen. All periods after the period selected will then be unlocked.
4. Click **OK**.
5. After the transactions are modified for that period, change the locked period back to the previously selected period.

- » To unlock a period for a specific company:
1. Select **File > Administration > Lock Periods**.
  2. Select **Lock Periods by Company**.
  3. Select the company you want to unlock a Period for.
  4. The **Lock Period** box, displays the period containing the current system date if it is not locked, otherwise it will display as the first unlocked period following the current system date. If all periods are locked, the period will be set to the last period or if there is no period containing the current system date, the period is set to the most recent period in the database. Select the **Lock Period** PRIOR to the period that you need unlocked. For example if your periods are locked through December 2020 but you need to modify an entry in June, select May, 2020 in the Lock Periods screen. All periods after the period selected will then be unlocked.
  5. Click **OK**.
  6. All transactions in that period and before will be locked. Transactions cannot be edited, deleted or added to a locked period.

### Begin a New Year with a Zero Balance in the Current Year Surplus Account

---

If you want the Fund Balance > Current Year Surplus account to represent the surplus for the current year only and begin the new year with a zero balance in the Current Year Surplus account, a journal entry can be entered to move the balance as of the end of the year (for example, December 2023) to a different fund balance account. You will want to enter the journal entry after you have completed ALL transactions in the current year (for example, 2023). The journal entry can be entered after entering transactions for the new year (for example, 2024).

**Prerequisite:** If you do not have two accounts: one that stores the **prior** year **Surplus(Deficit)** and one that represents **current** year **Surplus (Deficit)** for this fund follow the steps below:

#### **Current Year Surplus(Deficit) Account:**

1. Select **Setup > Fund > Additional Detail** tab.
2. Right-click on the **Retained Earnings Account** box and select **Edit**.
3. In the **Name** box, enter a new name for your **current** year Current Year Surplus account, for example: **Current Year Surplus (Deficit)**, and then click **Save**.

#### **Prior Year Surplus(Deficit) Account:**

1. Select **Setup > Accounts > Accounts**. Click **New**.
  2. In the **Name** box, enter a name for your prior year **Surplus(Deficit)** account, for example **Prior Year Surplus(Deficit)**.
  3. In the **Type** box, select **Fund Balance** and in the **Account Category** box, select **Accumulated Surplus (Deficit)**.
  4. Click **Save**.
-

Find the Balance of the Current Year Surplus Account:

1. Select **Setup > Accounts > Accounts > Balances** tab. Select the **Fund**.
2. Expand **Fund Balance**. Select the period of the current year (for example, December 2023). Note the balance for your current year Current Year Surplus (Deficit) account (in this example, Current Year Profit/Loss).

The screenshot shows the 'Accounts' window with the 'Balances' tab selected. The 'Fund' is set to 'Street Fund' and the 'Period' is 'December 2023'. The 'Fund Balance' section is expanded, showing a table of account balances.

Name	Book Value	Market Value	Mod Cash V...	Quantity 1	Quantity 2
Assets	108,963.45	108,963.45	0.00	0.00	0.00
Liabilities	0.00	0.00	0.00	0.00	0.00
Fund Balance					
Accumulated Surplus (Deficit)					
Current Year Surplus(Deficit)	14,574.11	0.00	0.00	0.00	0.00
Prior Year Surplus(Deficit)	0.00	0.00	0.00	0.00	0.00
Suplus Carryover	94,389.34	0.00	0.00	0.00	0.00

Enter the General Journal Entry:

The journal entry grid uses a Debit / Credit format.

1. Select **Processes > General Journal Entries**.
2. In the **Date** box, select the beginning date of the new year (for example January 1, 2024) .
3. In the **Account** column, select the **Current Year** Current Year Surplus (Deficit) account that stores your current surplus (deficit).
  - » If the Current Year Surplus (Deficit) is a positive value at the end of the current year (for example, in December 2023), enter the value in the **Debit** column.
  - » If the Current Year Surplus (Deficit) is a negative value at the end of the current year (for example, in December 2023), enter the value in the **Credit** column. Always enter the value as a positive number.
4. Continue on the next line. In the **Account** column, select the **Prior Year** Current Year Surplus (Deficit) that stores the prior surplus (deficit) for this fund.
  - » Enter the value in the opposite column used for Current Year Current Year Surplus. Total debits MUST equal total credits to save the transaction.
  - » Click **Save**. When you begin posting transactions in the new year, for example, January 2024, Current Year Surplus (Deficit) will represent the net profit/loss for the new year.

**General Journal Entries**

Fund: CenterPoint Village-General    Current Batch: No Batch

Name:    Transaction Number: 000001

Template:    Date: 01/01/2024

Transaction Type: General Journal (Cash/Accrual)

Account	Debits	Credits	Line Description
Current Year Surplus( Deficit)	\$ 14,574.11	\$ 0.00	
Prior Year Surplus(Deficit)	\$ 0.00	\$ 14,574.11	
	\$ 0.00	\$ 0.00	

Memo Line 1:    Line 2:    Notation:

Debit Total: \$14,574.11  
Credit Total: \$14,574.11  
Difference: \$0.00

Save    Clear    Recall    Recurring    Options    Close

**Accounts**

Fund: Street Fund    Period: January 2024    Beginning Period

Search For:    By: Name

Name	Book Value	Market Value	Mod Cash V...	Quantity 1	Quantity 2
Assets	108,963.45	108,963.45	0.00	0.00	0.00
Liabilities	0.00	0.00	0.00	0.00	0.00
Fund Balance					
Accumulated Surplus (Deficit)					
Current Year Surplus( Deficit)	0.00	-14,574.11	0.00	0.00	0.00
Prior Year Surplus(Deficit)	14,574.11	14,574.11	0.00	0.00	0.00
Suplus Carryover	94,389.34	0.00	0.00	0.00	0.00

Save    Cancel    Detail Balances    Refresh    Options    Close

## Chapter 14 - Red Wing Cloud Services

### Setup and Administration

#### Red Wing® Cloud Services – CenterPoint (Setup, Connecting, and File Explorer)

This document explains how to set up and access the Red Wing Cloud Services.

##### [Recommendations](#)

##### [Option 1: Connecting to the Red Wing Cloud Services via an Internet Browser](#)

##### [Change a Password](#)

##### [Change an Expired Password](#)

##### [Retrieve a Forgotten Password](#)

##### [Option 2: Connecting to the Red Wing Cloud Services via the Start Menu or Desktop Icon](#)

##### [Option 3: Connecting to the Red Wing Cloud Services via a RDP File](#)

##### [Connecting to the Red Wing Cloud Services via a RDP File Frequently Asked Questions](#)

##### [Set a User Email Address on the Account](#)

##### [Multi-Factor Authentication Frequently Asked Questions](#)

##### [Accessing the Mapped Drives via the File Explorer](#)

##### [General Frequently Asked Questions](#)

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### Recommendations

- » You can connect to Red Wing Cloud Services with any standard browser (Microsoft® Edge, Google Chrome, Mozilla Firefox, etc.). Red Wing Cloud Services best integrates with Edge in Internet Explorer compatibility mode. For more information, please see the Frequently Asked Questions section of this document.
- » CenterPoint database security should be set up as an additional security level when using Red Wing Cloud Services. See the [Users and Security](#) topic for detailed information on database security.
- » Printing individual checks, invoices, etc. during transaction entry will be slower from the Red Wing Cloud Services than when you print from your local computer because prior to printing, the print job is first downloaded to the local printer. It is suggested to save each transaction without printing and then printing checks/invoices/receipts from the Processes > Purchases or Sales > Print/Email Checks, Print/Email Invoices, or Print/Email Receipts screens. See the [Print/Email Checks](#), [Print/Email Invoices](#) or [Print/Email Receipts](#) topics for detailed information.
- » Printing long reports will be slower from the Red Wing Cloud Services than when you print from your local computer because prior to printing, the print job is first downloaded to the local printer. It is suggested to

export long reports to a .pdf file on the local computer and then print the report from the .pdf file. See the [Export Report to Microsoft® Excel, Adobe® PDF, or CSV](#) topic for detailed information.

- » Red Wing Software recommends performing a database backup any time that an Update Modules screen displays when opening a database. Click the Backup button to start the backup process. See the [Back Up and/or Restore a Single User Database](#) topic for detailed information.

### Option 1: Connecting to the Red Wing Cloud Services via an Internet Browser



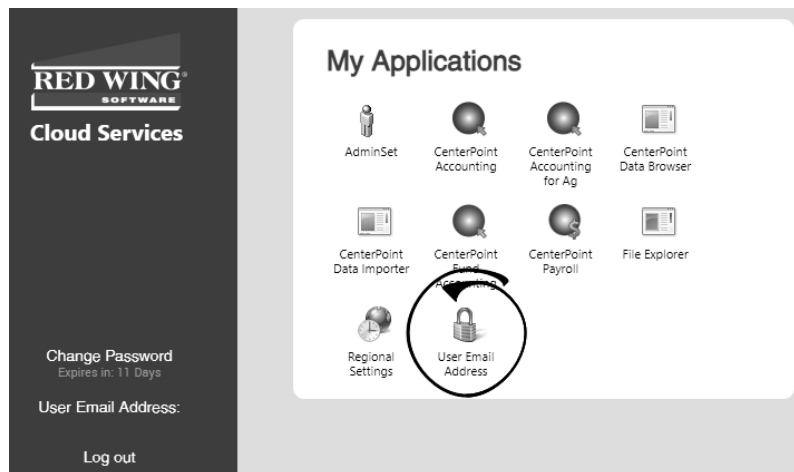
Note: You can connect to Red Wing Cloud Services with any standard internet browser (Microsoft Edge, Google Chrome, Mozilla Firefox, etc.). Red Wing Cloud Services best integrates with Edge in Internet Explorer compatibility mode. For more information, please see the Frequently Asked Questions section of this document.

1. The Red Wing Cloud Services uses Multi-Factor Authentication (MFA). Users are required to authenticate their account at the start of each month. If you have not authenticated the account, see the [How do I authenticate my account and log into the Red Wing Cloud Services?](#) question in the Multi-Factor Authentication Frequently Asked Questions section and then continue with step 2.
2. From your web browser, enter <https://centerpoint.redwingcloud.com>.
3. Enter the **User name** and **Password** given to you by Red Wing Software. For additional information about passwords, see the [Change a Password](#), [Change an Expired Password](#), or [Retrieve a Forgotten Password](#) sections in this document.



Note: This is NOT your CenterPoint database login and password.

4. Click **Log In**.



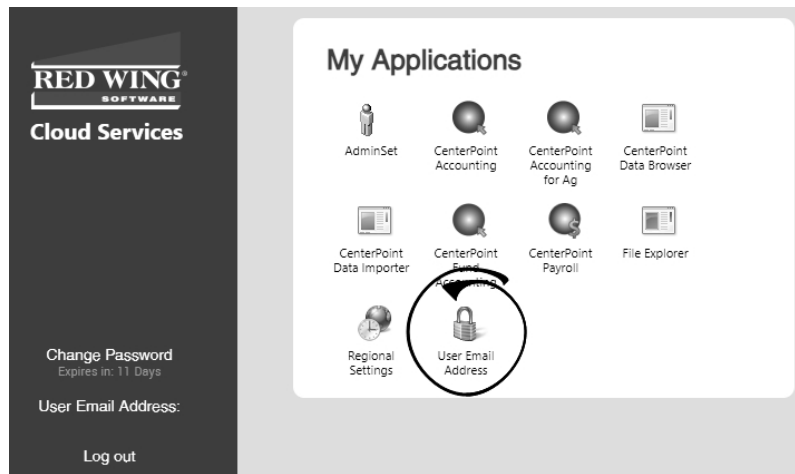
5. Select your **CenterPoint** application from the My Applications list.
6. Click **Connect**. If you are not using the Edge browser in Internet Explorer compatibility mode, you may be prompted to login with the username and password provided to you by Red Wing Software.
7. Select the database you would like to open from the list and click **Open**. If prompted for a username and password, provide a valid **CenterPoint** database username and password.



Note: Logging into the cloud and logging into your databases requires two separate login credentials if you are using database security.

## Change a Password

- » Follow Steps 1 - 4 of the Option 1: Connecting to the Red Wing Cloud Services via an Internet Browser section.



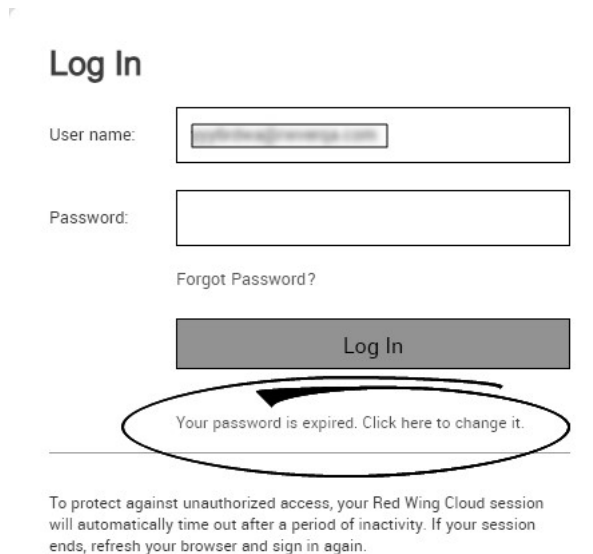
- » Select **Change Password**.

- » Enter your **Old Password**, a **New Password** and **Retype New Password**. When the password criteria has been met, the red ! and password requirements will display in green.
  - » Password must be a minimum of 10 characters.
  - » Passwords must not contain the owners name.
  - » Passwords must contain at least one character from three of the four categories below:
    - » Upper case letters
    - » Lower case letters
    - » Numbers
    - » Non-alphanumeric characters: ~!@#\$%^&\* \_-+=`|\\(){}[];:'"<>,.?/
- » Click **Submit**.
- » At the *Password successfully changed* message, click the **Click here to login with your new password** link.

- » Continue with the Steps 1 -4 of the Option 1: Connecting to the Red Wing Cloud Services via an Internet Browser section.

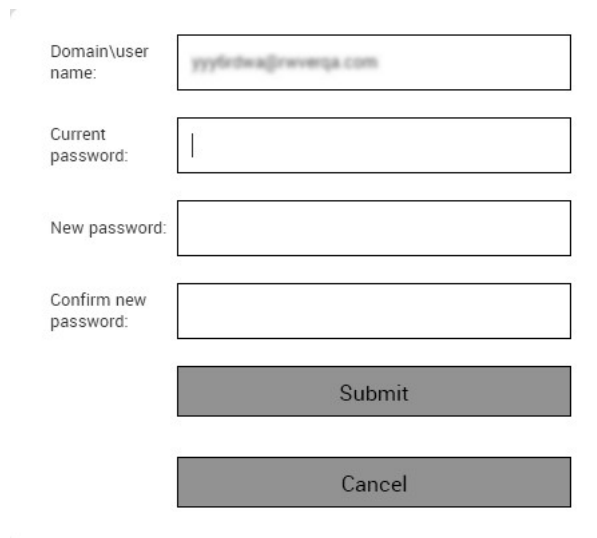
#### Change an Expired Password

- » Follow Steps 1 - 4 of the Option 1: Connecting to the Red Wing Cloud Services via an Internet Browser section.
- » Your password expires every 180 days. When it expires, the ***Your password is expired. Click here to change it.*** message is displayed, as shown below:



The screenshot shows a web page titled "Log In". It has two input fields: "User name:" and "Password:". Below the "Password:" field is a link that says "Forgot Password?". Below that is a grey button labeled "Log In". Below the button is a message: "Your password is expired. Click here to change it." This message is circled with a red oval and has a red arrow pointing to it. At the bottom of the page, there is a paragraph: "To protect against unauthorized access, your Red Wing Cloud session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again."

- » Click the **here** link.



The screenshot shows a web page for changing a password. It has four input fields: "Domain\user name:" (with the text "yyyfrdwa@rwwrnga.com" entered), "Current password:", "New password:", and "Confirm new password:". Below these fields are two grey buttons: "Submit" and "Cancel".

- » Enter your **Current password**, **New password**, **Confirm new password** and then click **Submit**.



- » Password must be a minimum of 10 characters.
- » Passwords must not contain the owners name.
- » Passwords must contain at least one character from three of the four categories below:
  - » Upper case letters
  - » Lower case letters
  - » Numbers
  - » Non-alphanumeric characters: ~!@#\$%^&\* \_-+=`|()\{}[]:;'"<>,.?/

Domain\user name:

Current password:

New password:

Confirm new password:

Your password has been successfully changed.  
[Click here to login](#)

OK

- » At the *Your Password has been successfully changed* message, click the **Click here to login** link or click **OK**.
- » Continue with the Steps 1 -4 of the Option 1: Connecting to the Red Wing Cloud Services via an Internet Browser section.

#### Retrieve a Forgotten Password

Use this option to retrieve a forgotten password for your Red Wing Cloud Services account. See the [Set a User Email Address on the Account](#) section in this document to look up your User name (email address).

- » From your web browser, enter <https://centerpoint.redwingcloud.com>.
- » Click the **Forgot Password?** link.
- » Enter your **User name**.
- » Enter your **Email address**.

## Reset Password Request

User name:

Email address:

- » Click **Submit**. A link for resetting your password will be sent to your email address. If you do not receive the email, please check your junk/spam folder.
- » Open the email and click the enclosed link to reset your password.

## Reset Password Request

User name:

New Password:

Confirm Password:

- » Enter your **New Password** and **Confirm Password**.
  - » Password must be a minimum of 10 characters.
  - » Passwords must not contain the owners name.
  - » Passwords must contain at least one character from three of the four categories below:
    - » Upper case letters
    - » Lower case letters
    - » Numbers
    - » Non-alphanumeric characters: ~!@#\$%^&\* \_-+=`|()\{}[];:'"<>.,?/
- » Click **Reset**.
- » You will receive a password changed confirmation email.
- » Click the **Click here to login** link.
- » Continue with the Steps 1 -4 of the Option 1: Connecting to the Red Wing Cloud Services via an Internet Browser section.

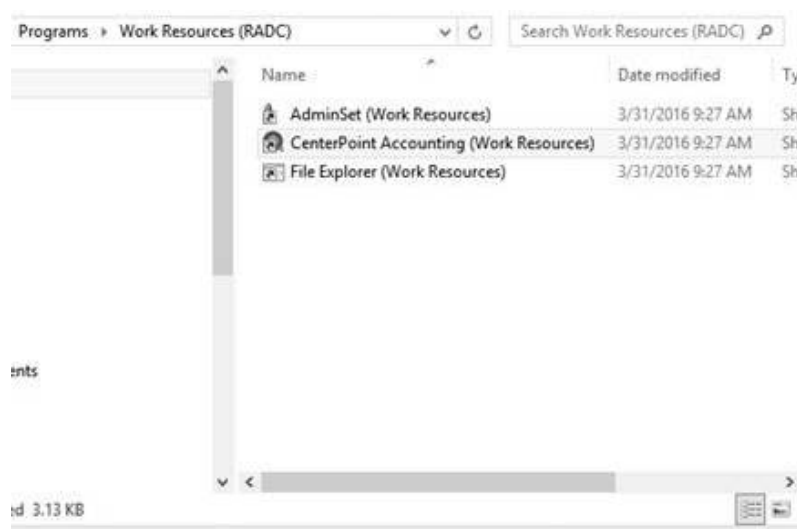
### Option 2: Connecting to the Red Wing Cloud Services via the Start Menu or Desktop Icon



Note: This is typically a one time setup. Once set up, you will access CenterPoint from the Start menu or desktop icon.

1. The Red Wing Cloud Services uses Multi-Factor Authentication (MFA). Users are required to authenticate their account at the start of each month. If you have not authenticated the account, see the [How do I authenticate my account and log into the Red Wing Cloud Services?](#) question in the Multi-Factor Authentication

- Frequently Asked Questions section and then continue with step 2.
2. Right-click on the **Start** button, and then select **Apps & Features**.
  3. In the **Find a Setting** box in the upper-left side of the Apps & Features screen, type **RemoteApp** (Windows 11) or **Remote** (Windows 10), and then select the **RemoteApp and Desktop Connections** heading.
  4. Select **Access RemoteApp and Desktops**.
  5. In the **Email address or connection URL** box, enter **https://centerpoint.redwingcloud.com/RDWeb/Feed/webfeed.aspx**. Click **Next**.
  6. On the Ready to setup connection screen, click **Next**. If you receive a security warning, click **Next**.
  7. On the Enter your credentials screen, enter the **User name** and **Password** given to you by Red Wing Software (this is NOT your CenterPoint database login and password).
    - » Your password expires every 180 days. When it expires, follow Steps 1 -2 of the Option 1 - Connecting to the Red Wing Cloud Services via the Web section in this document and then at the *Your password is expired. Click here to change it.* message, click and then enter your username and current password. Then, type in your new password twice and click Submit.
      - » Password must be a minimum of 10 characters.
      - » Passwords must not contain the owners name.
      - » Passwords must contain at least one character from three of the four categories below:
        - » Upper case letters
        - » Lower case letters
        - » Numbers
        - » Non-alphanumeric characters: ~!@#\$%^&\* \_-+=`|\\(){}[];'"<>,.?/
  8. Check the **Remember my credentials** check box, and then click **OK**.
  9. Click **Finish**.
  10. On the RemoteApp and Desktop Connections screen, click **View Resources**.
  11. The Windows Explorer will open with appropriate shortcuts.



12. Follow one of the following for your operating system:
  - a. **Windows 10:** Right-click on each one and select **Send to > Desktop (create shortcut)**.
  - b. **Windows 11:** Right-click on each one and select **Show More Options**. Then click **Send to > Desktop (create shortcut)**.
13. Select the **CenterPoint (Work Resources)** Desktop icon to start your CenterPoint application.

14. Select the database you would like to open from the list and click **Open**. If prompted for a username and password, provide a valid CenterPoint database username and password.



Note: Logging into the cloud and logging into your databases requires two separate login credentials if you are using database security.



Note: Passwords expire every 180 days. When the password expires, you must delete the Desktop shortcut and create a new one by following steps 1-14 above with your new password. For additional information about passwords, see the [Change a Password](#), [Change an Expired Password](#), or [Retrieve a Forgotten Password](#) sections in this document.

### Option 3: Connecting to the Red Wing Cloud Services via a RDP File

1. The Red Wing Cloud Services uses Multi-Factor Authentication (MFA). Users are required to authenticate their account at the start of each month. If you have not authenticated the account, see the [How do I authenticate my account and log into the Red Wing Cloud Services?](#) question in the Multi-Factor Authentication Frequently Asked Questions section and then continue with step 2.
2. From your web browser, go to <https://centerpoint.redwingcloud.com>.
3. Enter your current Red Wing Cloud Services login credentials.
4. In the Web Links section at the bottom right, click **Remote Desktop Download** to download the **Red\_Wing\_Software\_Cloud.RDP** file to your desktop.
5. To access the Red Wing Cloud Services, double-click the **Red\_Wing\_Software\_Cloud.RDP** icon on your desktop and enter your Red Wing Cloud Services credentials.

Connecting to the Red Wing Cloud Services via a RDP File Frequently Asked Questions

#### **Q: Will I be notified about my password expiration date?**

**A:** Yes, passwords expire every 180 days and five days prior to your password expiration date the Password Expiration Warning screen will display. Press **Ctrl+Alt+End** to reset your password or click **Dismiss** and you will be informed each of the five days prior to your password expiration date.



#### **Q: My username and password will not work to log into the cloud, what do I do?**

**A:** If the log in is not allowed, either the password was entered incorrectly, it is expired, or the account is not authenticated.

1. From your web browser, enter <https://centerpoint.redwingcloud.com>.
2. Enter your **User name** and **Password**.

**Expired Password:**

- » Your password expires every 180 days. When it expires, at the *Your password is expired. Click here to change it.* message, click and then enter your username and current password. Then, type in your new password twice and click Submit.
- » Password must be a minimum of 10 characters.
- » Passwords must not contain the owners name.
- » Passwords must contain a character from three of the four categories below:
  - » One upper case letter.
  - » One lower case letter.
  - » One number.
  - » Non-alphanumeric characters: ~!@#\$%^&\* \_-+=`|\(){}[]:;'"<>.,?/

#### Forgotten Password:

- » If you have forgotten your password, see the [Retrieve a Forgotten Password](#) section for more information.

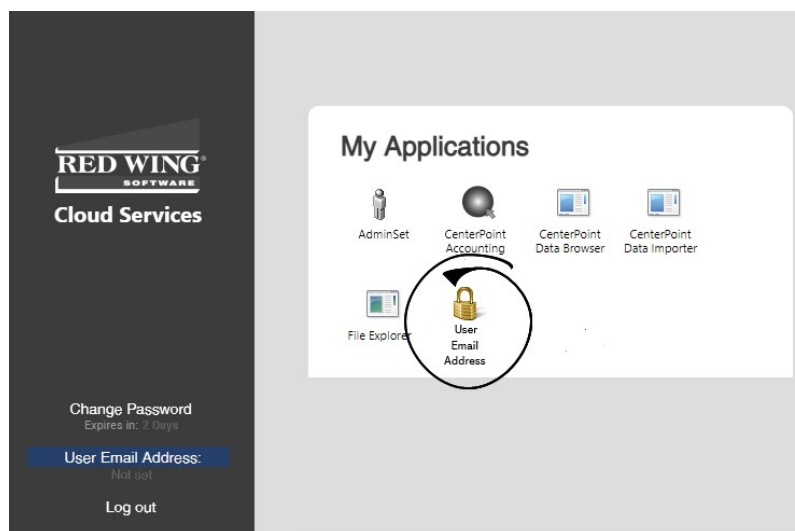
#### Authenticate Account:

- » See the [How do I authenticate my account and log into the Red Wing Cloud Services?](#) question in the Multi-Factor Authentication Frequently Asked Questions section for more information.

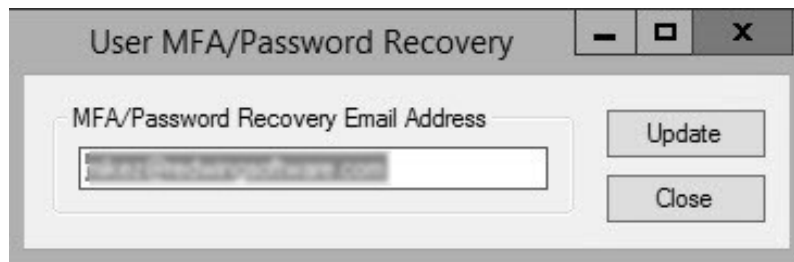
#### Set a User Email Address on the Account

Your Red Wing Cloud Services account requires a User Email Address. The User Email Address is currently filled, but can be changed to a valid email at any time. The User Email Address is used for two purposes: Multi-Factor Authentication (MFA) account verification and password retrieval through the "Forgot Password?" option.

1. The Red Wing Cloud Services uses Multi-Factor Authentication. Users are required to authenticate their account at the start of each month. If you have not authenticated the account, see the [How do I authenticate my account and log into the Red Wing Cloud Services?](#) question in the Multi-Factor Authentication Frequently Asked Questions section and then continue with step 2.
2. From your web browser, enter <https://centerpoint.redwingcloud.com>.
3. Enter the **User name** and **Password** given to you by Red Wing Software.
4. Click **Log In**. Your current configured email address is displayed on the left side of the screen.



- Under My Applications, click **User Email Address**. If you are not using the Microsoft Edge in Internet Explorer compatibility mode browser, you will be prompted to login with the User Name and Password provided to you from Red Wing Software.

A screenshot of a Windows-style dialog box titled "User MFA/Password Recovery". It has a standard title bar with minimize, maximize, and close buttons. Inside the dialog, there is a label "MFA/Password Recovery Email Address" above a text input field. The input field contains the email address "jane.doe@redwing.com". To the right of the input field are two buttons: "Update" and "Close".

- Enter your **MFA/Password Recovery Email Address**.
- Click **Update**.
- At the *MFA/Password reset email address updated* message, click **OK**.
- Click **Close**.

### Multi-Factor Authentication Frequently Asked Questions

**Q: What is multi-factor authentication (MFA)?**

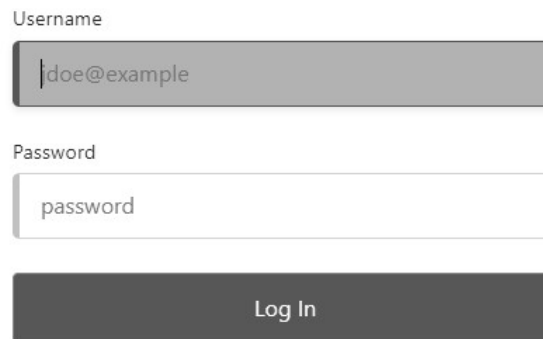
**A:** Multi-factor authentication requires users to validate the login credentials through a challenge/response that sends a 6-digit code via email, which is then entered to verify the account. MFA adds additional security to the Red Wing Cloud Services environment.

**Q: How do I authenticate my account and log into the Red Wing Cloud Services?**

**A:** To authenticate your Red Wing Software account and log in:

- From your web browser, enter <https://mycloudmfa.com/>

## MyCloudMFA

A screenshot of the MyCloudMFA login interface. It features a "Username" label above a text input field containing "doe@example". Below this is a "Password" label above a text input field containing "password". At the bottom of the form is a large, dark gray button labeled "Log In".

Authorized Access Only

- Enter the **Username** and **Password**.
- Click **Log in**.

## **MyCloudMFA**

**Check your registered email for your verification code.**

Check your spam or junk mail folders if you don't find it in your inbox.

To ensure delivery of future emails, please add notification@mycloudmfa.com to your contacts or whitelist.

Verification Code

000000

Verify

Authorized Access Only

- » An email will be sent to the [email address on record](#) containing a six digit verification code. Check your registered email for your verification code. If you cannot locate or do not receive the email:
  - » Check your spam or junk email folders.
  - » To ensure delivery of future emails, add notification@mycloudmfa.com to your contacts or whitelist.
  - » Your account is already authenticated. See the [How do I know if my account is authenticated?](#) question below.
- » Enter the six digit **Verification Code** and click **Verify**.

4. Log into the Red Wing Cloud Services using your preferred method:

[Option 1: Connecting to the Red Wing Cloud Services via an Internet Browser](#)

[Option 2: Connecting to the Red Wing Cloud Services via the Start Menu or Desktop Icon](#)

[Option 3: Connecting to the Red Wing Cloud Services via a RDP file](#)

**Q: How do I know if my account is authenticated?**

**A:** If you can log into your products without error, you are authenticated. Or, if you go to <https://mycloudmfa.com/>, and enter your user credentials, you will redirected to <https://centerpoint.redwingcloud.com> instead of a screen to enter an authentication code.

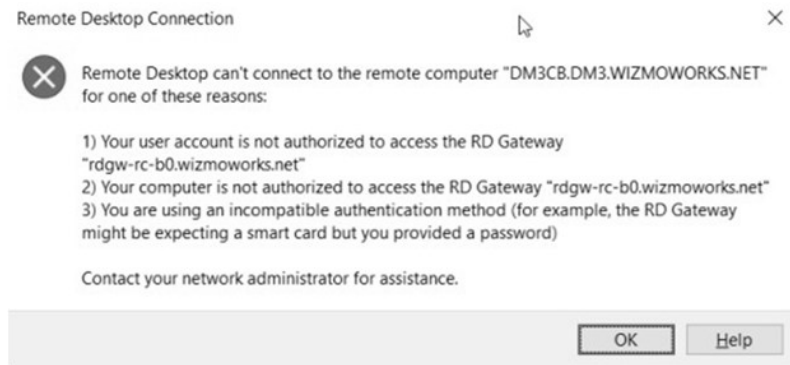
**Q: Am I able to receive my MFA code via text message?**

**A:** If you want to receive the MFA code via text message rather than email, you can simply provide your correct MMS to email gateway based on your provider rather than your actual email address. See the [Set a User Email Address on the Account](#) section to update your email address. Below you will find the email gateway for 10 of the most common cellular providers in the United States.

- » T-Mobile: [yourcellnumberhere@tmomail.net](mailto:yourcellnumberhere@tmomail.net)
- » Mint Mobile: [yourcellnumberhere@tmomail.net](mailto:yourcellnumberhere@tmomail.net)
- » AT&T: [yourcellnumberhere@mms.att.net](mailto:yourcellnumberhere@mms.att.net)
- » Google Fi (Project Fi): [yourcellnumberhere@msg.fi.google.com](mailto:yourcellnumberhere@msg.fi.google.com)
- » Metro by T-Mobile: [yourcellnumberhere@mymetropcs.com](mailto:yourcellnumberhere@mymetropcs.com)
- » Consumer Cellular: [yourcellnumberhere@mailmymobile.net](mailto:yourcellnumberhere@mailmymobile.net)
- » Cricket Wireless: [yourcellnumberhere@mms.mycricket.com](mailto:yourcellnumberhere@mms.mycricket.com)
- » Boost Mobile: [yourcellnumberhere@myboostmobile.com](mailto:yourcellnumberhere@myboostmobile.com)

- » Tello: [yourcellnumberhere@tmomail.net](mailto:yourcellnumberhere@tmomail.net)
- » U.S. Cellular: [yourcellnumberhere@mms.uscc.net](mailto:yourcellnumberhere@mms.uscc.net)

**Q: Why am I receiving the screen below when I log into the Red Wing Cloud Services?**



**A:** This message displays if your Red Wing Cloud Services account has not been authenticated. Follow the [How do I authenticate my account and log into the Red Wing Cloud Services?](#) question above.

**Q: How often do I have to authenticate my Red Wing Cloud Services account?**

**A:** Users are required to authenticate their Red Wing Cloud Services account initially and the first time they log in each month at each unique location. User passwords expire every 180 days. If you connect via Option 1, via an internet browser, three days before the account authentication expiration, the following message will display to remind you to authenticate your account. See the [How do I authenticate my account and log into the Red Wing Cloud Services?](#) question above.



**Accessing the Available Mapped Drives via the File Explorer**

After you set up your connection, it is important to understand the mapped drives and file browsing locations used by Red Wing Cloud Services that can be viewed in the cloud File Explorer.

1. The Red Wing Cloud Services uses Multi-Factor Authentication (MFA). Users are required to authenticate their account at the start of each month. If you have not authenticated the account, see the [How do I authenticate my account and log into the Red Wing Cloud Services?](#) question in the Multi-Factor Authentication Frequently Asked Questions section and then continue with step 2.
2. From your web browser, enter <https://centerpoint.redwingcloud.com>.
3. Select the **File Explorer** application. If you are not using the Edge browser, you will be prompted to login with the username and password provided to you from Red Wing Software.



4. Click **Connect**.
5. If prompted, login with the username and password provided to you from Red Wing Software.

### Mapped Drives

#### **C on <Your PC Name>**

- » This is the C: drive on your local computer.
- » You may have other, similar paths for additional local or network drives your local computer has access to.

#### **L: (Database backups)**

- » The L: drive is the remote location your backups are created and stored on and the location you should put files to be restored.

#### **P: (Private drive)**

- » The P: drive is a remote personal drive you can use to store personal folders and CenterPoint related data.



Note: The CenterPoint folder located on this drive should not be deleted (it contains your settings and preferences for CenterPoint).

#### **S: (Company Shared)**

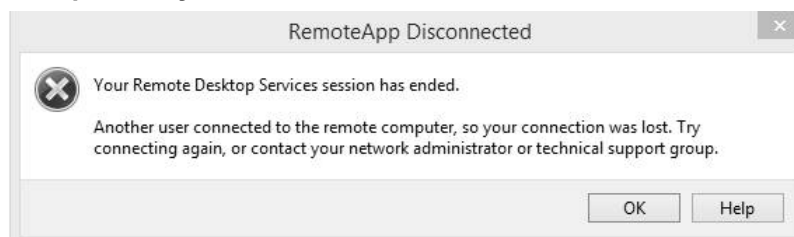
- » The S: drive is a remote common folder used by your company that can be used to store common CenterPoint related data.
- » All users that can run CenterPoint in your company have access to this folder path.



Note: Additional charges apply when a CenterPoint database(s) exceeds 1 GB or file storage (files stored on L:, P: and S drives) exceeds 500 MB. The database and file storage limits are increased by the number of users in the company. For example, if there are two users, the limit would be 2 GB for the database(s) and 1 GB for the files. The most common drive to review and clean up is the L: drive (where manual CenterPoint backup files are stored).

### General Frequently Asked Questions

**Q: I received the following message when I was connected to the Red Wing Cloud Services and my session ended, can you explain why?**

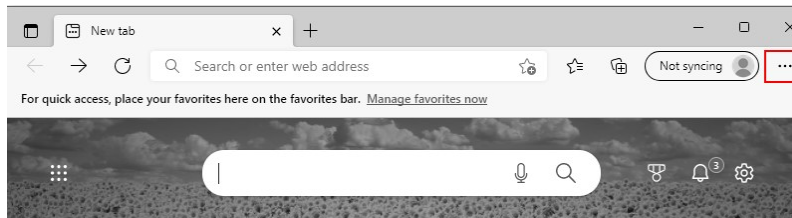



**A:** Your session ended because another user logged into the Red Wing Cloud Services with the same login credentials. A user can be logged into the Services one at a time. Each login is for a single user and additional users must be purchased to log in concurrently.

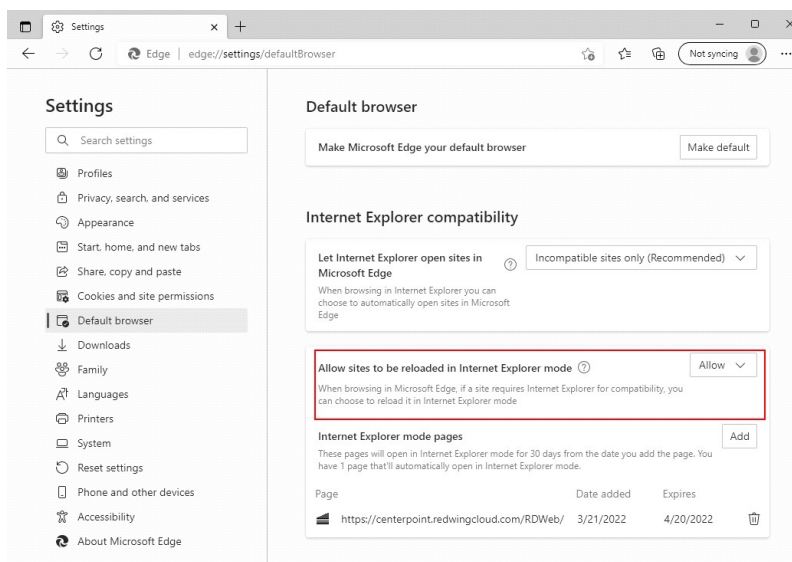
**Q: How do I set the Microsoft Edge internet browser to Internet Explorer compatibility mode?**

**A:** Follow the steps below to set Microsoft Edge to Internet Explorer compatibility mode:

1. Open Microsoft Edge.
2. Select the ellipsis (...) button in the upper-right corner.



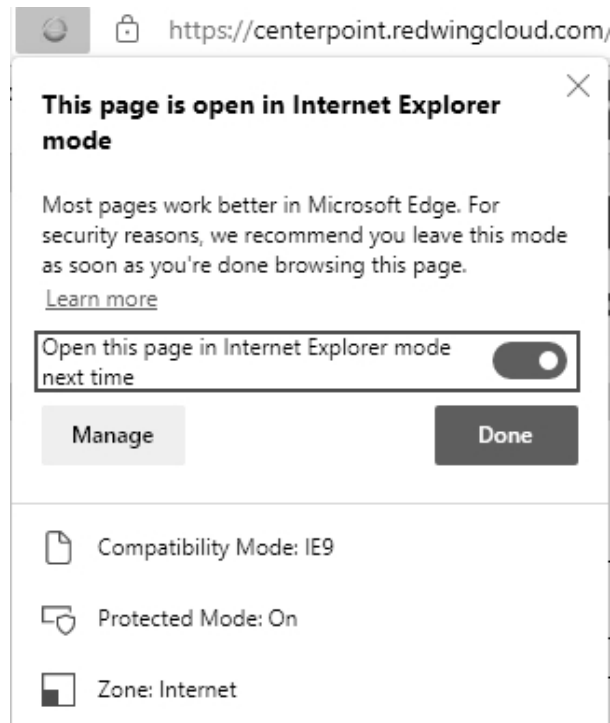
1. Select **Settings**.
2. From the **Settings** menu on the left side of the screen, select **Default Browser**. If the Settings menu isn't visible, click the  icon.
3. In the **Internet Explorer Compatibility** section, under **Allow sites to be reloaded in Internet Explorer mode**, change the setting to **Allow**.



4. Close and reopen Microsoft Edge and go to **centerpoint.redwingcloud.com**.
5. Select the ellipsis (...) button in the upper-right corner.
6. Select **Reload in Internet Explorer mode**.
7. If you look at the web address, there will now be an Internet Explorer icon directly to the left of the web address.



8. Click the **Internet Explorer** icon.



9. Select **Open this page in Internet Explorer mode next time**.
10. Click **Done**.



Note: Internet Explorer compatibility mode expires after 30 days. If expired, you may be asked to log in twice. Repeat steps 6-12 above to re-enable Internet Explorer compatibility mode.

**Q: Can I load the Red Wing Cloud Services, in Internet Explorer Compatibility Mode, from my Microsoft Edge toolbar?**

**A:** Yes, a Reload in IE Mode button can be added to the toolbar to easily reload Internet Explorer Compatibility Mode by following the steps below:

1. In the address bar for Microsoft Edge, type **edge://settings/appearance** and then click **Enter**.
2. Under **Select which buttons to show on the toolbar**, toggle on **Internet Explorer mode button**.

**Q: I want to use another web browser instead of Edge, how do I connect to the Red Wing Cloud Services?**

**A:** Follow the steps in the [Option 1: Connecting to the Red Wing Cloud Services via an Internet Browser](#) section.

**Q: Can I connect to the Red Wing Cloud Services through my Apple computer or device?**

**A:** Yes. The Microsoft Remote Desktop app is available as a free download on the Apple App Store. Download and run the app and use your CenterPoint login credentials to access your work resources. See the [Red Wing Cloud Services – Connecting to Additional Devices](#) document for more information.

**Q: I have a scanner set up on my local computer, can I scan documents into CenterPoint when I am using the program in the Red Wing Cloud Services?**

**A:** Yes, scanners that are set up on a local computer can be accessed by the cloud services for direct scanning into CenterPoint. Contact Red Wing Software Technical Support to set up your Red Wing Cloud Services environment to accept scans. See the [Scanning and Attaching Documents](#) document for more information.

**Q: I'm receiving data overage charges, can you explain why?**

**A:** Additional charges apply when a CenterPoint database(s) exceeds 1 GB or file storage (files stored on L:, P: and S drives) exceeds 500 MB. The database and file storage limits are increased by the number of users in the company. For example, if there are two users, the limit would be 2 GB for the database(s) and 1 GB for the files. The most common drive to review and clean up is the L: drive (where manual CenterPoint backup files are stored).

**Q: Are there scheduled maintenance periods for the Red Wing Cloud Services?**

**A:** Yes, there is scheduled general maintenance every day from 11:00pm - 1:00am Central Standard Time.

## Red Wing® Cloud Services – Multi-Factor Authentication (MFA)

The Red Wing Cloud Services uses Multi-Factor Authentication (MFA). Multi-factor authentication requires users to validate the login credentials through a challenge/response that sends a 6-digit code via email, which is then entered to verify the account. MFA adds additional security to the Red Wing Cloud Services environment. Users are required to authenticate their account at the start of each month at each unique login location.

[Authenticate the Red Wing Cloud Services Account](#)

[Set a User Email Address on the Account](#)

[Multi-Factor Authentication Frequently Asked Questions](#)

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### Authenticate the Red Wing Cloud Services Account

Your Red Wing Cloud Services account requires a User Email Address, see the [Set a User Email Address on the Account](#) section for more information.

1. From your web browser, enter <https://mycloudmfa.com/>

## MyCloudMFA

Username

Password

Log In

Authorized Access Only

2. Enter the **Username** and **Password**.
3. Click **Log in**.

## **MyCloudMFA**

**Check your registered email for your verification code.**  
 Check your spam or junk mail folders if you don't find it in your inbox.  
 To ensure delivery of future emails, please add notification@mycloudmfa.com to your contacts or whitelist.

Verification Code

000000

Verify

Authorized Access Only

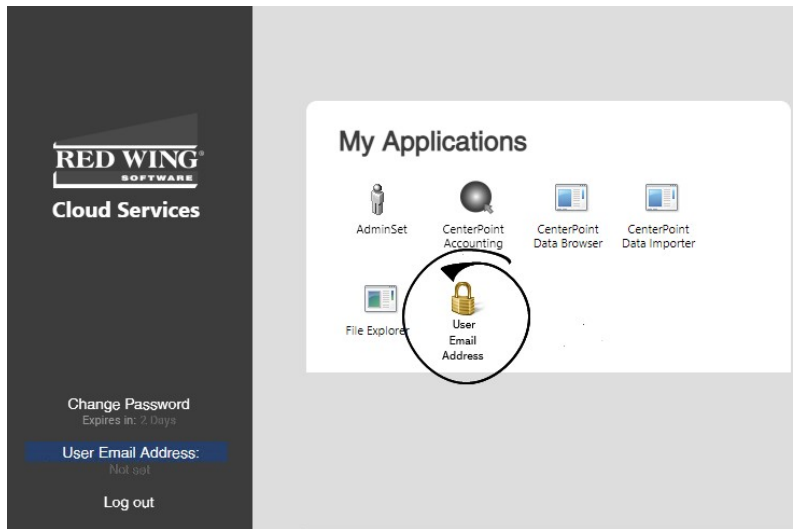
- » An email will be sent to the [email address on record](#) containing a six digit verification code. Check your registered email for your verification code. If you cannot locate or do not receive the email:
  - » Check your spam or junk email folders.
  - » To ensure delivery of future emails, add notification@mycloudmfa.com to your contacts or whitelist.
  - » Your account is already authenticated. See the [How do I know if my account is authenticated?](#) question in the Multi-Factor Authentication Frequently Asked Questions section below.
- » Enter the six digit **Verification Code** and click **Verify**.

4. Log into the Red Wing Cloud Services using your preferred method.

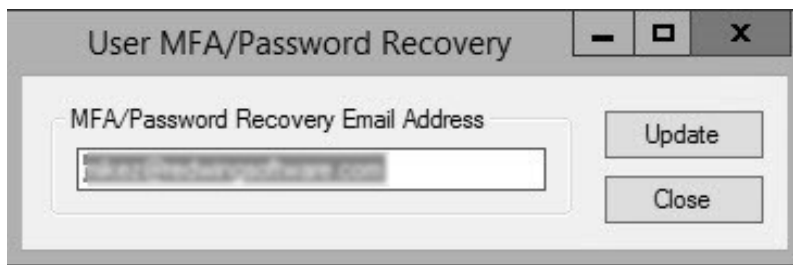
### Set a User Email Address on the Account

Your Red Wing Cloud Services account requires a User Email Address. The User Email Address is currently filled, but can be changed to a valid email at any time. The User Email Address is used for two purposes: Multi-Factor Authentication (MFA) account verification and password retrieval through the "Forgot Password?" option.

1. The Red Wing Cloud Services uses Multi-Factor Authentication. Users are required to authenticate their account at the start of each month. If you have not authenticated the account, see the [Authenticate the Red Wing Cloud Services Account](#) section and then continue with step 2.
2. From your web browser, enter <https://centerpoint.redwingcloud.com>.
3. Enter the **User name** and **Password** given to you by Red Wing Software.
4. Click **Log In**. Your current configured email address is displayed on the left side of the screen.



5. Under My Applications, click **User Email Address**. If you are not using the Microsoft Edge in Internet Explorer compatibility mode browser, you will be prompted to login with the User Name and Password provided to you from Red Wing Software.



6. Enter your **MFA/Password Recovery Email Address**.
7. Click **Update**.
8. At the *MFA/Password reset email address updated* message, click **OK**.
9. Click **Close**.

## Multi-Factor Authentication Frequently Asked Questions

### **Q: How do I know if my account is authenticated?**

**A:** If you can log into your products without error, you are authenticated. Or, if you go to <https://mycloudmfa.com/>, and enter your user credentials, you will be redirected to <https://centerpoint.redwingcloud.com> instead of a screen to enter an authentication code.

### **Q: What is multi-factor authentication (MFA)?**

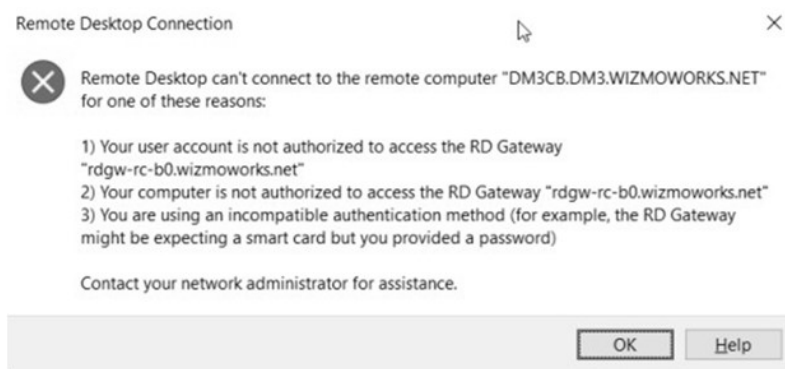
**A:** Multi-factor authentication requires users to validate the login credentials through a challenge/response that sends a 6-digit code via email, which is then entered to verify the account. MFA adds additional security to the Red Wing Cloud Services environment.

### **Q: Am I able to receive my MFA code via text message?**

**A:** If you want to receive the MFA code via text message rather than email, you can simply provide your correct MMS to email gateway based on your provider rather than your actual email address. See the [Set a User Email Address on the Account](#) section to update your email address. Below you will find the email gateway for 10 of the most common cellular providers in the United States.

- » T-Mobile: [yourcellnumberhere@tmomail.net](mailto:yourcellnumberhere@tmomail.net)
- » Mint Mobile: [yourcellnumberhere@tmomail.net](mailto:yourcellnumberhere@tmomail.net)
- » AT&T: [yourcellnumberhere@mms.att.net](mailto:yourcellnumberhere@mms.att.net)
- » Google Fi (Project Fi): [yourcellnumberhere@msg.fi.google.com](mailto:yourcellnumberhere@msg.fi.google.com)
- » Metro by T-Mobile: [yourcellnumberhere@mymetropcs.com](mailto:yourcellnumberhere@mymetropcs.com)
- » Consumer Cellular: [yourcellnumberhere@mailmymobile.net](mailto:yourcellnumberhere@mailmymobile.net)
- » Cricket Wireless: [yourcellnumberhere@mms.mycricket.com](mailto:yourcellnumberhere@mms.mycricket.com)
- » Boost Mobile: [yourcellnumberhere@myboostmobile.com](mailto:yourcellnumberhere@myboostmobile.com)
- » Tello: [yourcellnumberhere@tmomail.net](mailto:yourcellnumberhere@tmomail.net)
- » U.S. Cellular: [yourcellnumberhere@mms.uscc.net](mailto:yourcellnumberhere@mms.uscc.net)

**Q: Why am I receiving the screen below when I log into the Red Wing Cloud Services?**



**A:** This message displays if your Red Wing Cloud Services account has not been authenticated. See the [Authenticate the Red Wing Cloud Services Account](#) section above.

**Q: How often do I have to authenticate my Red Wing Cloud Services account?**

**A:** Users are required to authenticate their Red Wing Cloud Services account initially and the first time they log in each month. User passwords expire every 180 days. If you connect via an Internet Browser, three days before the account authentication expiration, the following message will display to remind you to authenticate your account. See the [Authenticate the Red Wing Cloud Services Account](#) section above.



## Red Wing® Cloud Services – CenterPoint (Administration Functions)

[Send Messages](#)

[Log Off Users](#)

[Perform Remote Assistance for Specific Users](#)

[Change Passwords for Specific Users](#)

[Get an Active Company Report](#)

[Copy All Company Users List to the Clipboard](#)

## Starting the AdminSet



Note: Administration functions can be performed by logging in with an Admin username and password.

1. Connect to the Red Wing Cloud Services.
2. Select the **AdminSet** application (if you connected via an Internet Browser (web) - Option 1 or via a RDP file - Option 3) or the **AdminSet (Work Resources)** icon (if you connected via the Start menu or Desktop Icon - Option 2) to open the Red Wing Cloud Services administration functions.
3. Click **Connect**.
4. If prompted, login with the username and password provided to you from Red Wing Software.



## Send Messages

1. Follow the Starting the AdminSet section of this document.
2. Right-click on the highest level of the screen shot below. In this example, you would right-click on RW000001 (RedWing Pilot 1).

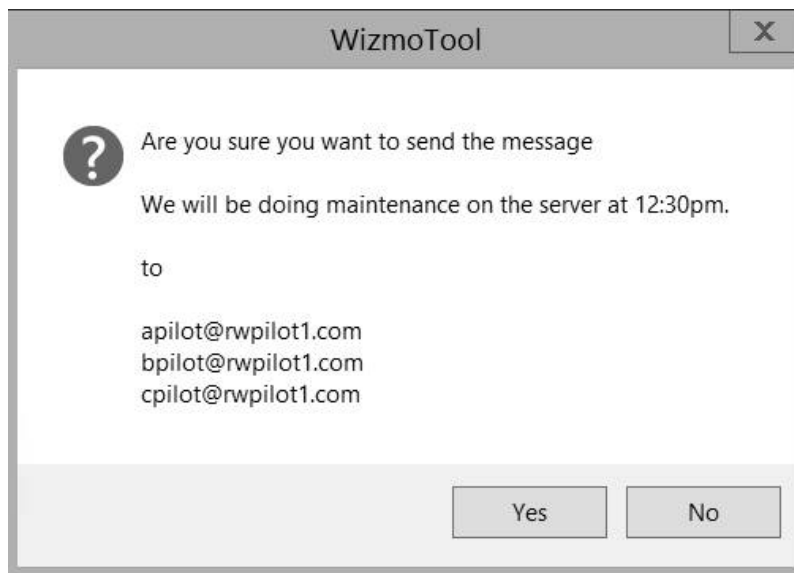




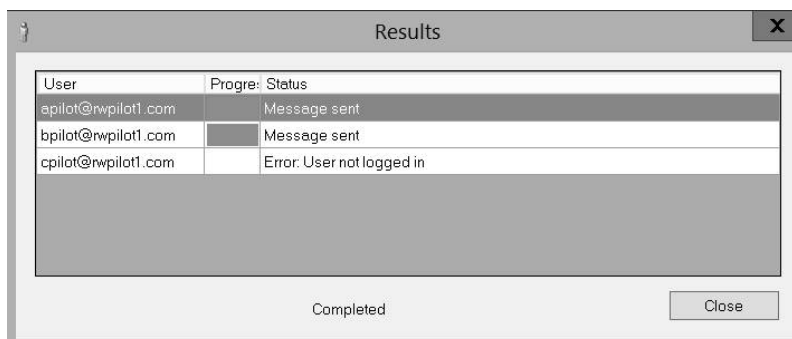
3. Select **Send Messages to All Company Users**.



4. Enter the message you wish to send and then click **OK**.



- At the *Are you sure you want to send the message* prompt, click **Yes**.
- Each user displayed under the main node will receive the message in a blue box that extends across the middle of their monitor. They can dismiss the message by clicking **OK**.



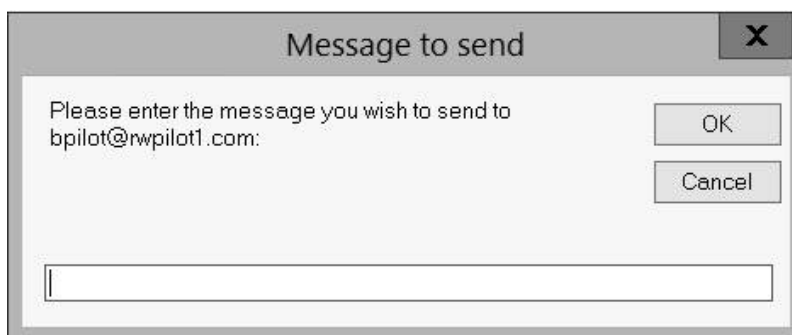
- You will receive a Results window that will display which users received the message. Click **Close**.

To send a message to a specific user:

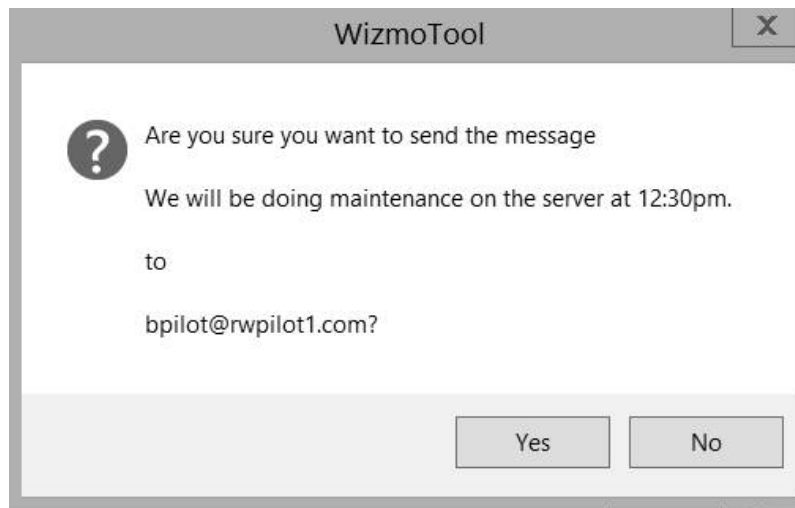
- Follow the Starting the AdminSet section of this document.
- Right-click on the user you want to send a message to. For example, right-click on bpilot@rwpilot1.com.



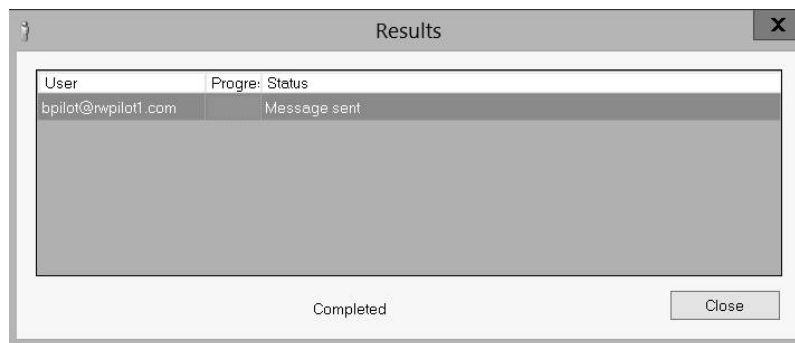
- Select **Send Message**.



4. Enter the message you wish to send and then click **OK**.



5. At the *Are you sure you want to send the message* prompt, click **Yes**.
6. The user will receive the message in a blue box that extends across the middle of their monitor. They can dismiss the message by clicking **OK**.



7. You will receive a Results window that will display the user that received the message. Click **Close**.

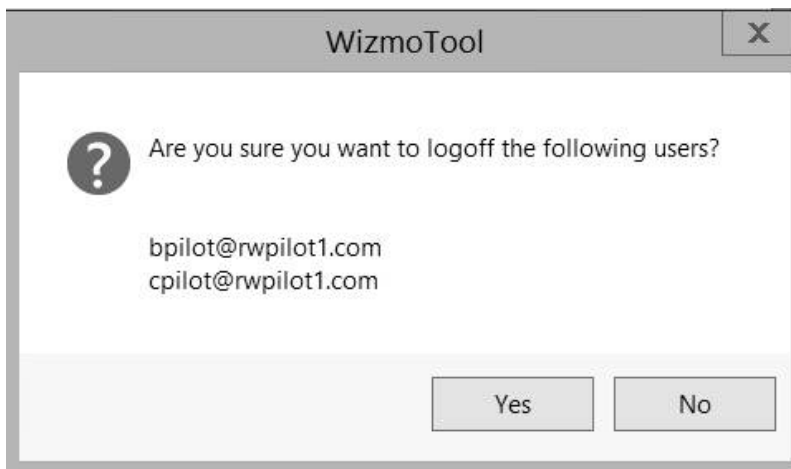
## Log-Off Users

### Log Off All or Specific Users

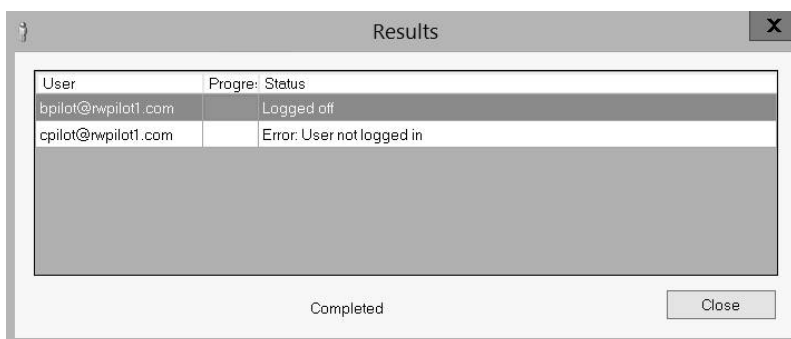
1. Follow the Starting the AdminSet section of this document.
2. Right-click on the highest level of the screen shot below. In this example, you would right-click on RW000001 (RedWing Pilot 1).



3. Select **Logoff All Company Users**.
4. At the *Are you sure you want to logoff the following users* message, click **Yes**.



5. Click **Yes**.
6. Each user displayed under the main node will be logged off.



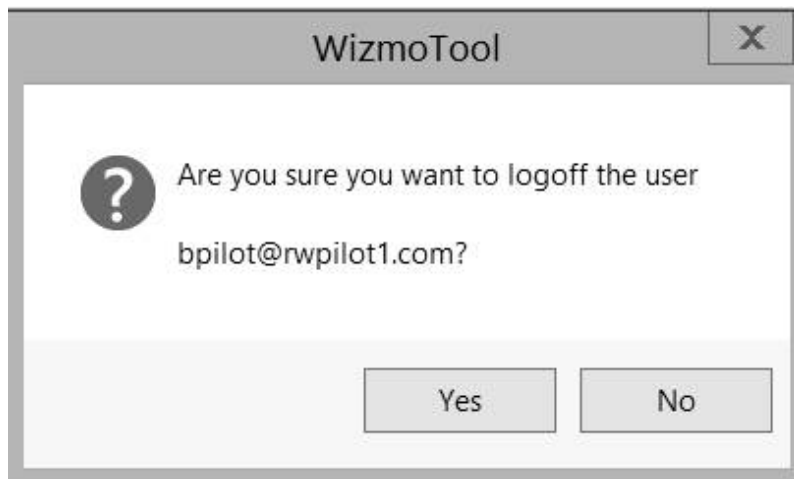
7. You will receive a Results window that will display the users that were logged off. Click **Close**.

To log off a specific user

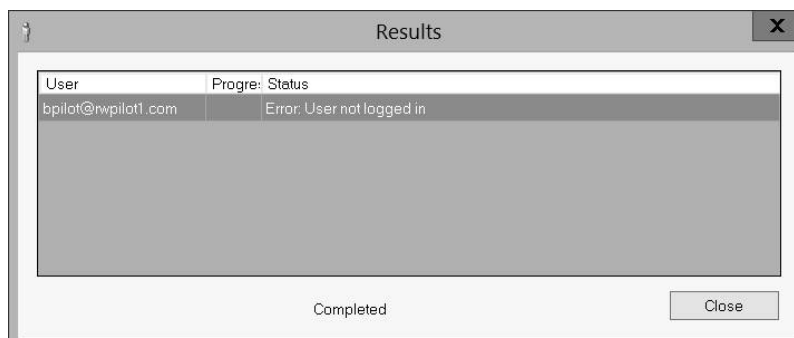
1. Follow the Starting the AdminSet section of this document.
2. Right-click on the user you want to log off. For example, right-click on bpilot@rwpilot1.com.



3. Select **Logoff**.



4. Click **Yes**.
5. The selected user will be logged off.



6. You will receive a Results window that will display the user that was logged off. Click **Close**.

## Perform Remote Assistance for Specific Users

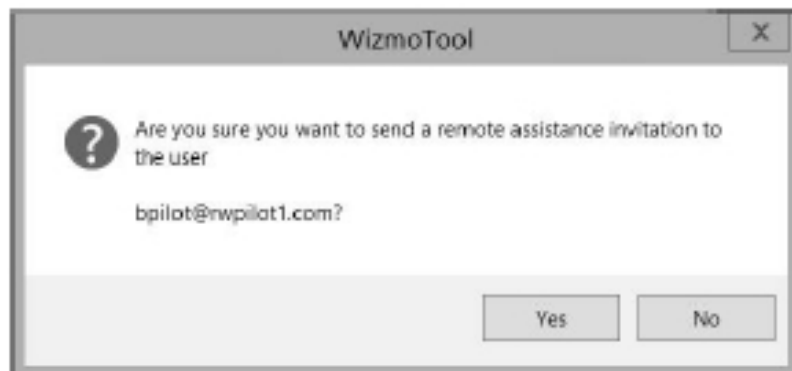
Remote assistance allows an administrator to access a user's session without being physically located at the user's computer.

To Remotely Control a Specific User's Session

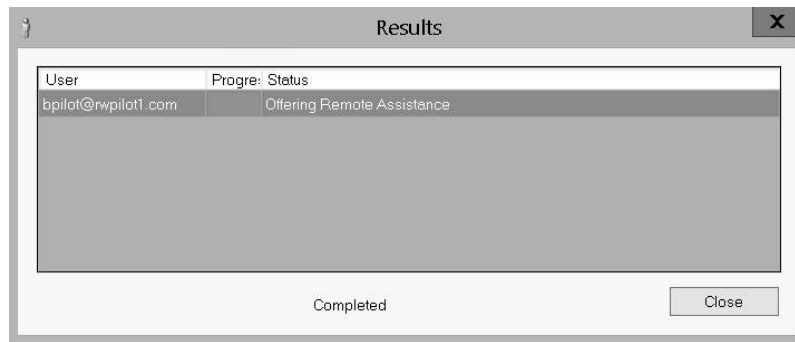
1. Follow the Starting the AdminSet section of this document.
2. Right-click on the user you want to perform remote assistance for. For example, right-click on bpilot@rwpilot1.com.



3. Select **Remote Assist**.



4. At the *Are you sure you want to send a remote assistance invitation to the user* message, click **Yes**.
5. The selected user will see a *Remote control request "username" is requesting to control your session remotely. Do you accept the request?* message. If the user clicks **Yes**, you will have remote access to the user's computer and can operate their computer until you click the **X** to close the screen or if the user clicks **No**, you will receive a *The operator or administrator has refused the request* message and then you can click **OK** to continue.
6. In either case, you receive a Results window that will display the user that the remote invitation was sent to.



7. Click **Close**.

### Change Passwords for Specific Users

1. Follow the Starting the AdminSet section of this document.
2. Right-click on the user you want to change the password for. For example, right-click on bpilot@rwpilot1.com.



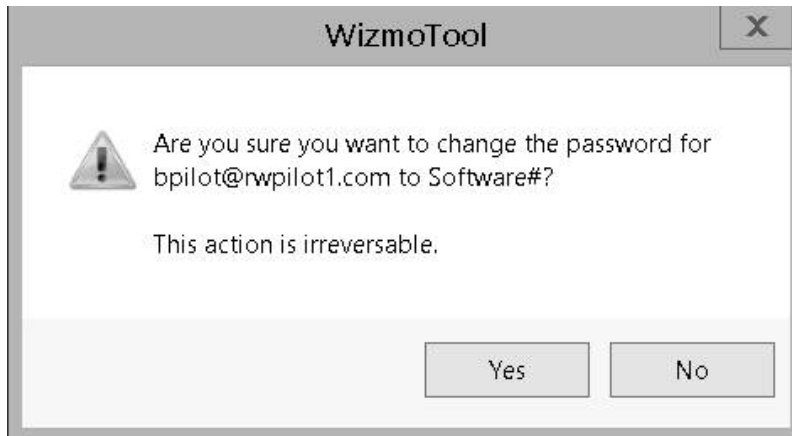
3. Select **Change Password**.



4. Enter and confirm the new password for the user, and then click **OK**.



Note: Passwords must be at least 10 characters, include at least one uppercase character, and cannot contain the account owner's name. By default, passwords expire after 180 days.



5. At the *Are you sure you want to change the password* message, click **Yes**.



Note: The action is not reversible.



6. After the password is changed, the user must change their password at the time of their next login. Click **OK** at the confirmation message.

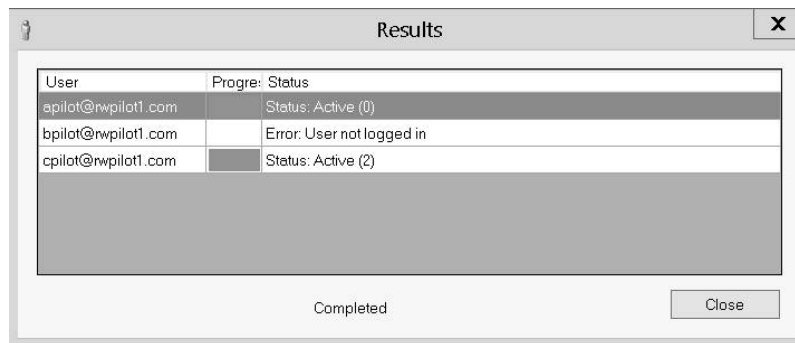
### Get an Active User Report for All Company Users

1. Follow the Starting the AdminSet section of this document.
2. Right-click on the highest level of the screen shot below. In this example, you would right-click on RW000001 (RedWing Pilot 1).





3. Select **Active User Report for All Company Users**.



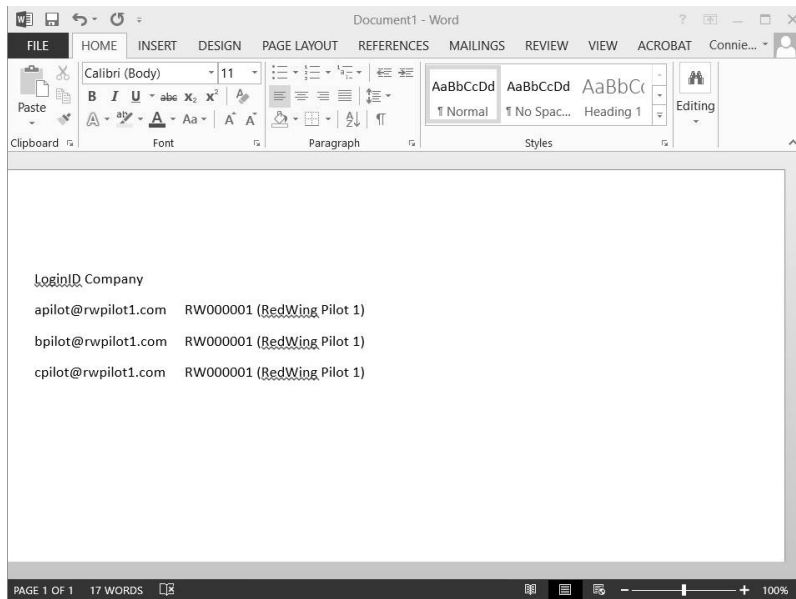
4. Click **Close**.

#### Copy All Company Users List to the Clipboard

1. Follow the Starting the AdminSet section of this document.
2. Right-click on the highest level of the screen shot below. In this example, you would right-click on RW000001 (RedWing Pilot 1).



3. Select **Copy All Company Users List to Clipboard**.
4. Once the action is performed, you can use CTRL + V to paste the list into any Windows program. The example below shows the list copied into a Word document.



## Red Wing® Cloud Services – Changing or Updating a Password

- » To change a password via an Internet Browser, see [Option 1](#).
- » To change a password when connecting via an RDP, see [Option 2](#).
- » To reset an expired password via an Internet Browser, see [Option 3](#). Note: Use this process to reset an expired password if you log in via an Internet Browser or an RDP.

### Option 1: Change a Password via an Internet Browser

1. From your web browser, enter <https://centerpoint.redwingcloud.com>.
2. Click the **Forgot Password?** link.

#### Reset Password Request

User name:

Email address:

3. Enter your **User name**.
4. Enter your **Email Address**.

5. Click **Submit**. A link for resetting your password will be sent to your email address. If you do not receive the email, please check your junk/spam folder.



Note: If you need to set or change your password recovery email address for the Red Wing Cloud Services, please click [here](#) for detailed information.

6. Open the email and click the enclosed link to reset your password.

### Reset Password Request

User name:

New Password:

Confirm Password:

7. Enter your **New Password** and **Confirm Password**.
  - » Password must be a minimum of 10 characters.
  - » Passwords must not contain the owners name.
  - » Passwords must contain at least one character from three of the four categories below:
    - » Upper case letters
    - » Lower case letters
    - » Numbers
    - » Non-alphanumeric characters: ~!@#\$%^&\* \_-+=`|\\(){}[];:'"<>,.?/
8. Click **Reset**.
9. You will receive a password changed confirmation email.
10. Click the **Click here to login** link.

#### Option 2: Change a Password when Connecting via an RDP

1. Log in to the Red Wing Cloud Services via your RDP file. This will load to a desktop.
2. Press **Ctrl+Alt+End** on your keyboard.
3. Select **Change a Password**.
4. Enter your **old password**, **new password** and **confirm the new password**, and then complete the process.
  - » Password must be a minimum of 10 characters.
  - » Passwords must not contain the owners name.
  - » Passwords must contain at least one character from three of the four categories below:
    - » Upper case letters
    - » Lower case letters
    - » Numbers
    - » Non-alphanumeric characters: ~!@#\$%^&\* \_-+=`|\\(){}[];:'"<>,.?/

## Option 3: Reset an Expired Password via an Internet Browser

1. From your web browser, enter <https://centerpoint.redwingcloud.com>.
2. Enter your **User name** and **Password**.
3. At the **Your password is expired. Click here to change it.** message, click the **here** link.

The screenshot shows the login interface for Red Wing Cloud Services. At the top, there is a 'Log In' heading. Below it are input fields for 'User name:' and 'Password:'. A 'Forgot Password?' link is present. A 'Log In' button is shown. Below the button, a message states 'Your password is expired. Click here to change it.' with a red arrow pointing to a link. Below this message, a note explains that sessions time out for security. The bottom part of the screenshot shows a password reset form with fields for 'Domain/user name:', 'Current password:', 'New password:', and 'Confirm new password:'. There are 'Submit' and 'Cancel' buttons at the bottom of the form.

**Log In**

User name:

Password:

[Forgot Password?](#)

**Log In**

Your password is expired. [Click here to change it.](#)

To protect against unauthorized access, your Red Wing Cloud session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again.

Domain/user name:

Current password:

New password:

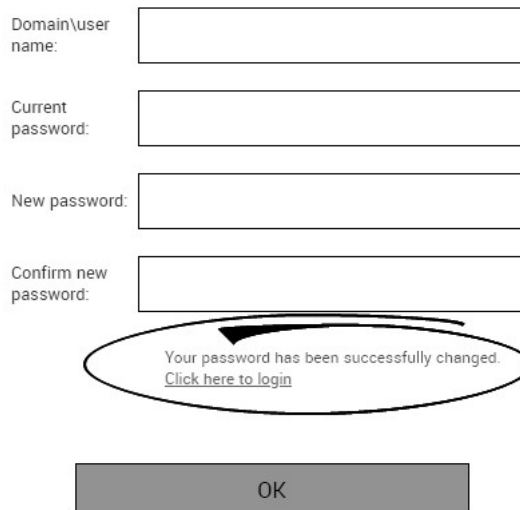
Confirm new password:

**Submit**

**Cancel**

1. Enter your **Current password**, **New password**, **Confirm new password** and then click **Submit**.
  - » Password must be a minimum of 10 characters.
  - » Passwords must not contain the owners name.
  - » Passwords must contain at least one character from three of the four categories below:
    - » Upper case letters
    - » Lower case letters

- » Numbers
- » Non-alphanumeric characters: ~!@#\$%^&\* \_-+=`|\\(){}[];:'"<>,.?/



Domain\user name:

Current password:

New password:

Confirm new password:

Your password has been successfully changed.  
[Click here to login](#)

OK

2. At the **Your Password has been successfully changed** message, click the **Click here to login** link or click **OK**.

## Red Wing® Cloud Services - CenterPoint (Back Up or Restore Data)

This document explains how to back up or restore data using the Red Wing Cloud Services.

[How do I Back Up and Restore Data?](#)

[Understanding Red Wing Cloud Services Backup and Restore](#)

[Back Up your Database using the Red Wing Cloud Services](#)

[Back Up and Copy to a Local File Location](#)

[Restore From a Local Drive](#)

## How do I Back Up and Restore Data?

Understanding Red Wing Cloud Services/CenterPoint Backup and Restore

### Cloud Service Backup and Restore:

- » To ensure the safety of your data, backups are performed by the Red Wing Cloud Services every evening. These backups are stored off-site at the Red Wing Cloud Services data center. The time period of the daily data maintenance occurs somewhere between 11 PM and 1 AM.
  - » Your data is backed up automatically with three weeks of history available.
  - » There is no additional charge to have Red Wing Software restore your data from within the last 24 hours (the prior night backup) from the Red Wing Cloud Services. The cost to have Red Wing Software restore your data after 24 hours from the Red Wing Cloud Services backup is \$175.

### CenterPoint Backup and Restore Utilities:

- » We highly recommend you do consistent backups using the built-in backup process in your CenterPoint program by selecting File > Backup > Backup Database and store those backups to a location easily accessible. In the event you need to restore your database, this eliminates the cost and longer time-frame related to retrieving the data from the data center.

When you use the Red Wing Cloud Services, CenterPoint runs on a server in a remote data center and you cannot save a backup directly to a local or network drive on your computer. The Red Wing Cloud Services uses the L: drive for backups, when you do a backup from within CenterPoint a default Save To location will display and will be automatically saved on your L: drive. If you need to save the backup to your local computer, it can be copied from the L: drive to your local computer.



Note: You are charged for the file space you use for backups stored on the L: drive (you are also charged for backup files that were moved to either the P: or S: drive); it is important to periodically remove any old or unneeded backups.

### Back Up your Database using the Red Wing Cloud Services

1. Connect to the Red Wing Cloud Services.
2. Select your **CenterPoint** application from the list of applications.
3. Click **Connect**.
4. Open your CenterPoint database.
5. Select **File > Backup > Backup Database**.

6. The **Save To** will default to a location that cannot be changed (this location is on the L: drive).
7. The **Save To File Name** will also default, but you can change the name of the file.
8. Select the **Warn Me** check box if you would like to be notified about the number of backups or size of the backups in the Save To location.

- » In the **When the number of backups in this location exceeds** box, enter a number between 0 - 99.
  - » In the **When the size of the backups in this location exceeds** box, enter a number between 0.00-999.99 and select either MB (megabyte) or GB (gigabyte).
  - » Setting either of the above values to 0 disables that specific warning.
9. To view the contents of the Save To backup location, click **Open Backup Location**.
  10. If you want to close this screen when the backup is completed, select the **Close this screen after the backup is completed** check box.
  11. Click **Backup**.

#### Back Up and Copy to a Local File Location

1. Follow the Back Up your Database using the Red Wing Cloud Services section in this document.
2. Close CenterPoint.
3. Connect to the Red Wing Cloud Services.
4. Select **File Explorer**.
5. Click **Connect**.
6. Verify that the L:, P:, and S: drive letters are displayed in the File Explorer.
7. Copy the .cpz backup file you want from the L: drive to your local drive location.

#### Restore From a Local Drive

1. Connect to the Red Wing Cloud Services.
2. Select **File Explorer**. Click **Connect**.
3. Verify that the L:, P:, and S: drive letters are displayed in the File Explorer.
4. Copy the .cpz backup file you want to restore to the L: drive.
5. Close the File Explorer application and perform the restore from Centerpoint as normal.



Note: The restore operation will use the default path to the L: drive as the default Backup File to Restore source. For detailed information about restoring, see the [Back Up or Restore a Single User Database](#) topic.

## Red Wing® Cloud Services – Connecting to Additional Devices

This document explains how to access the Red Wing Cloud Services from an Apple computer or device or an Android device.

[iPhone or iPad \(iOS mobile\) Device](#)

[Mac OS X Device](#)

[Android](#)

[Frequently Asked Questions](#)

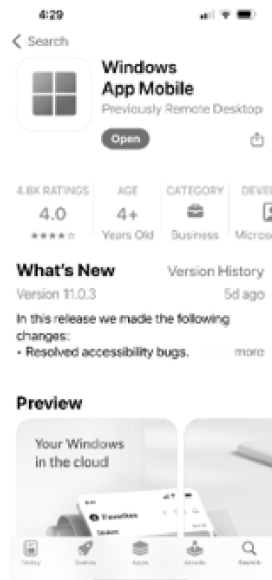
Prerequisite: A User name and Password are required to connect to the Red Wing Cloud Services using one of the options above. If your User name and Password are not working, you may need to change your password or your password may be expired. See the [Frequently Asked Questions](#) section in this document for more information.

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### iPhone or iPad (iOS mobile) Device

You have the ability to access your hosted RDP session from your iOS mobile device. To access the RDP environment from your iOS mobile device, you will need to download the Windows App Mobile app (previously Remote Desktop app). The following steps will instruct you on how to access your session using the Windows App Mobile app.

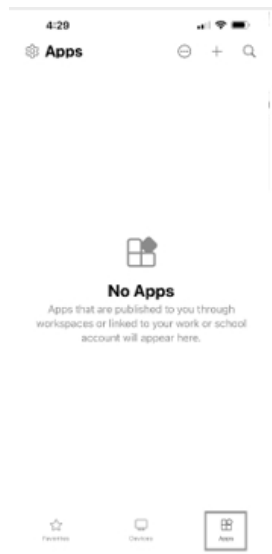
1. From the App Store on your Apple device, search for the **Windows App Mobile** app. The developer is Microsoft Corporation.



2. Select **Get**, and then select **Install**.



3. Open the **Windows App Mobile** app on your Apple device.
4. From the bottom of right-side of the screen, select **Apps**.

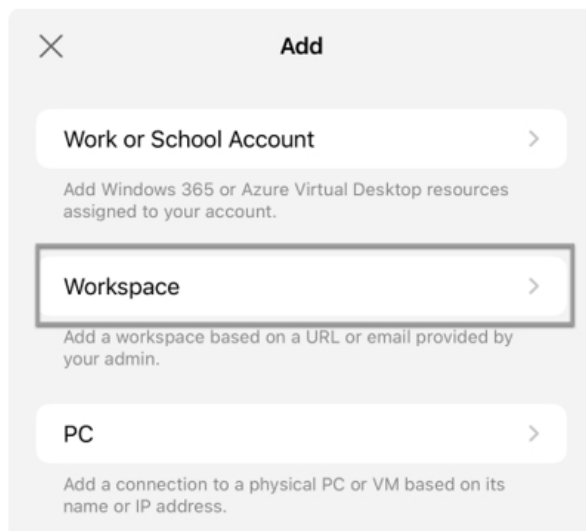




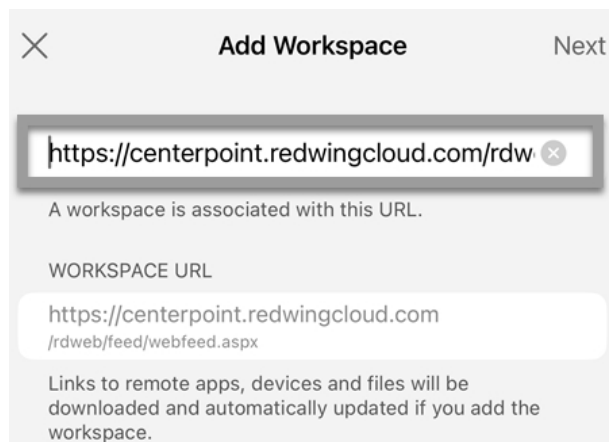
5. From the upper-right side of the Apps screen, click the + sign.



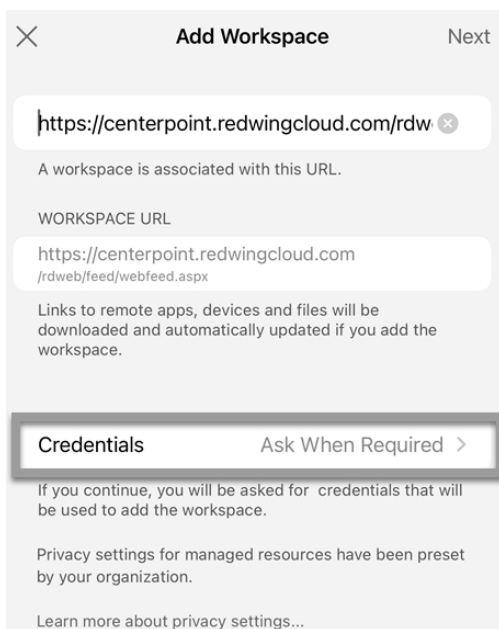
5. From the Add screen, select **Workspace**.



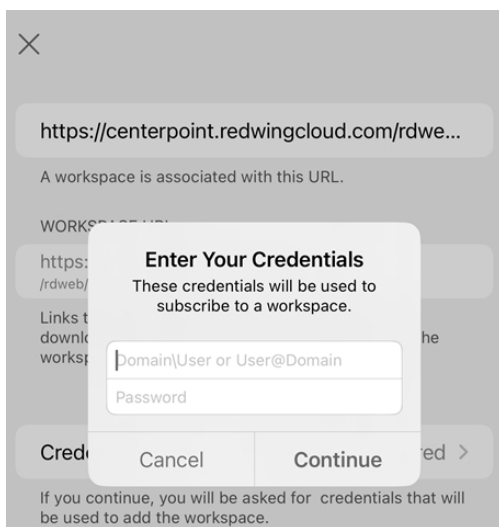
6. On the Add Workspace screen, in the **Email or Workspace URL** box, enter <https://centerpoint.redwingcloud.com/rdweb/feed/webfeed.aspx>.



7. On the Add Workspace screen, select **Credentials** and switch the selection from **Ask when required** to **Add Credentials** (unless you prefer to log in each time you open the app and/or Workspaces).

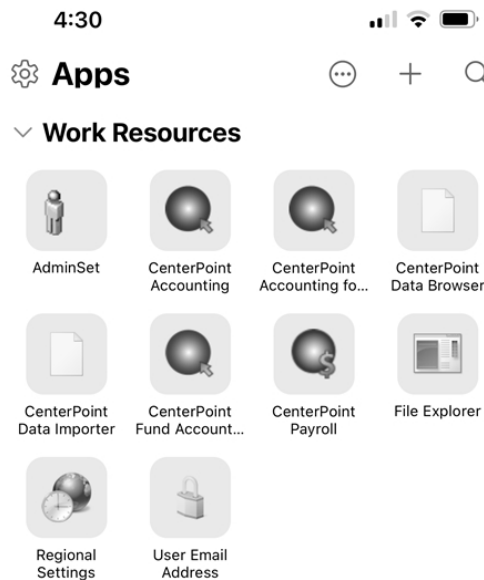


8. Enter Your Credentials for Red Wing Cloud Services, select **Save** to add your credentials to the Workspace screen, and then select **Continue**.



9. Select **Next**.

10. The app will be “Setting up Workspaces” and then you should see your Work Resources (AdminSet (if applicable to your cloud profile), CenterPoint, File Explorer, and other applicable applications) loaded on the Apps screen.
11. From the Work Resources screen, select your **CenterPoint** product you want to access from Red Wing Cloud Services.



12. To log out of the application, click on the “X” to redisplay the Work Resources screen.



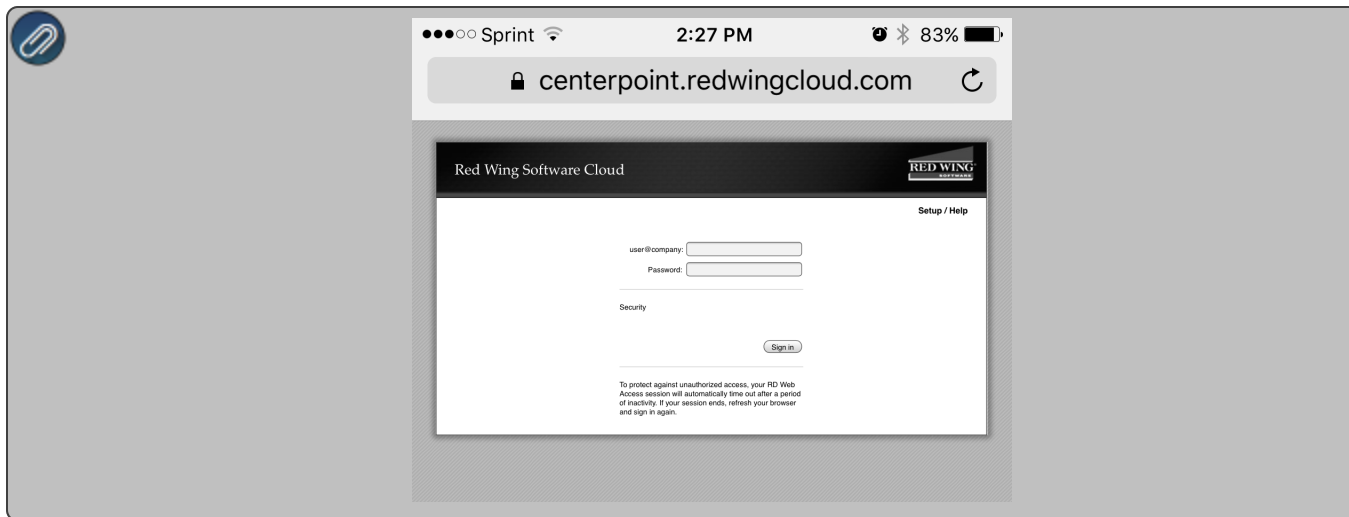
Note: Hold your finger on Work Resources to refresh, edit, or delete your Work Resources.



Note: If you cannot access your CenterPoint product, most likely your Red Wing Cloud Services password has expired. To change your password, go to your Safari internet browser on your Apple device and enter **centerpoint.redwingcloud.com** to access your Red Wing Cloud Services setup. When you log in with your credentials for Red Wing Cloud Services, you will be prompted that your password expired. Change your password. Close the Safari internet browser and restart the Windows App Mobile app and from the Work



Resources screen, click (Settings), select User Accounts, select your User Account and enter the new password you changed in Red Wing Cloud Services.



## Mac OS X

You have the ability to access your hosted RDP session from a Mac OS X. To access the RDP environment from a Mac OS X, you will need to download the Windows App (Previously Remote Desktop) from the App store. The following steps will instruct you on how to access your session using the Windows app.

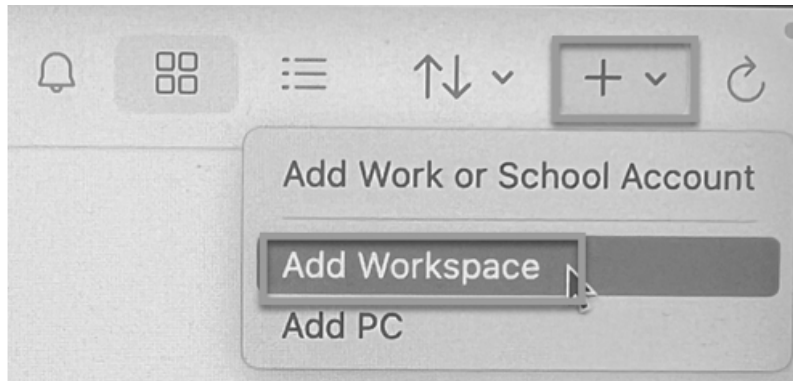
1. Form the Mac App Store on your device, search for the **Windows App** .



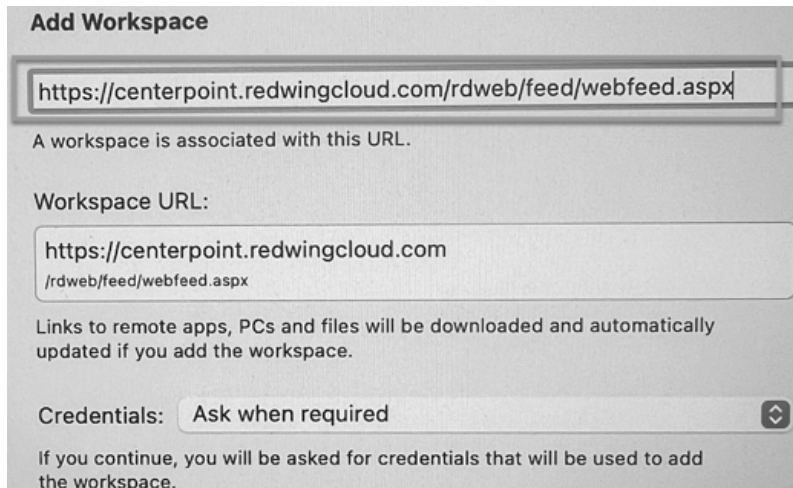
2. Download and install the **Windows App**.



3. From the left side of the screen, select **Apps**.
4. From the top right side of the screen, click the **+** dropdown and select **Add Workspace**.



5. On the Add Workspace screen, enter the <https://centerpoint.redwingcloud.com/rdweb/feed/webfeed.aspx> URL.



**Add Workspace**

A workspace is associated with this URL.

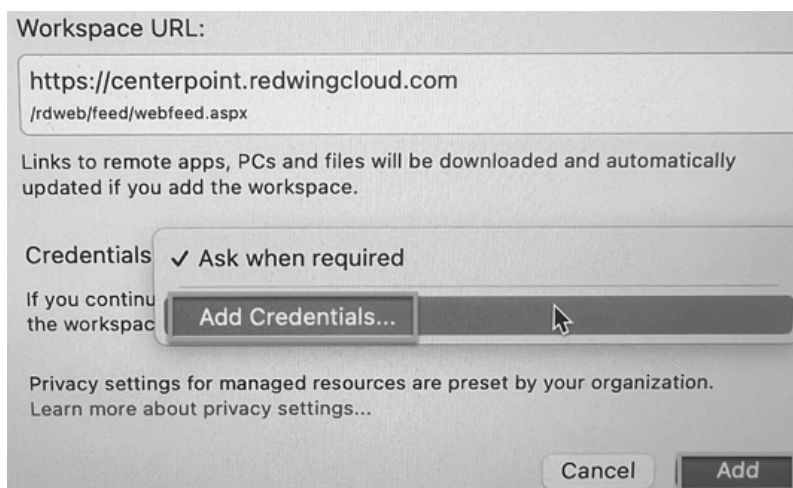
Workspace URL:

Links to remote apps, PCs and files will be downloaded and automatically updated if you add the workspace.

Credentials: Ask when required

If you continue, you will be asked for credentials that will be used to add the workspace.

6. On the Add Workspace screen, in the **Credentials** box, switch the selection from **Ask when required** to **Add Credentials** (unless you prefer to log in each time you open the app and/or Workspace).



Workspace URL:

Links to remote apps, PCs and files will be downloaded and automatically updated if you add the workspace.

Credentials: ✓ Ask when required

If you continue the workspace

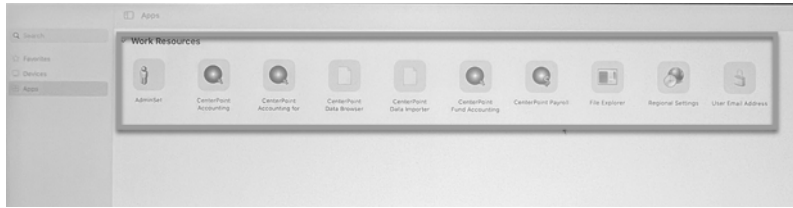
Add Credentials...

Privacy settings for managed resources are preset by your organization.  
[Learn more about privacy settings...](#)

Cancel Add

Enter your credentials for Red Wing Cloud Services and select **Save** to add your credentials to the Workspace screen.

7. Click **Next**.
8. The app will be "Setting up Workspaces" and then you should see your Work Resources (AdminSet (if applicable to your cloud profile), CenterPoint, File Explorer, and other applicable applications) loaded on the Apps screen.



9. From the Work Resources screen, select your **CenterPoint** product you want to access from Red Wing Cloud Services.
10. To log out of the application, click on the “X” to redisplay the Work Resources screen.



Note: Hover your cursor over Work Resources to refresh, edit, or delete your Work Resources.

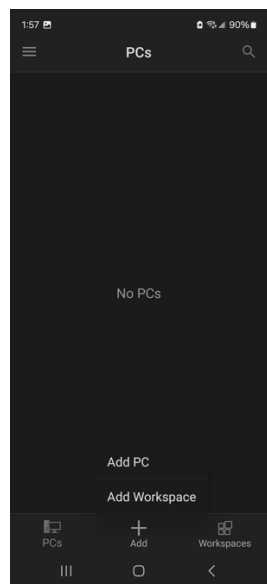
## Android

You have the ability to access your hosted RDP session from your Android mobile device. To access the RDP environment from your Android mobile device, you will need to download the Microsoft Remote Desktop app. The following steps will instruct you on how to access your session using the Microsoft Remote Desktop app.

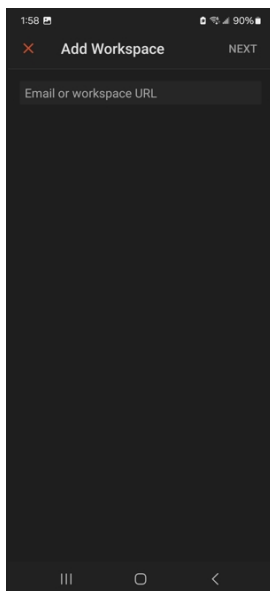
1. Download the Microsoft Remote Desktop app from the Play Store.
2. Once downloaded and installed, open the Microsoft Remote Desktop app on your Android device.



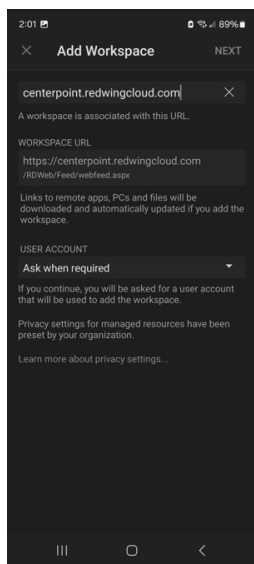
3. Click **Accept**.
4. On the main screen that displays, click the **+ sign** in the bottom of the screen.
5. Select **Add Workspace**.



6. Enter **centerpoint.redwingcloud.com** in the **Email or workspace URL**.

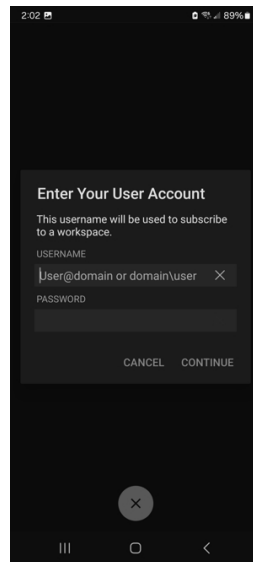


7. Verify the **WORKSPACE URL** is correct and then switch the **USER ACCOUNT** selection from **Ask when required** to **Add user account** (unless you prefer to log in each time you open the app and/or Workspace).

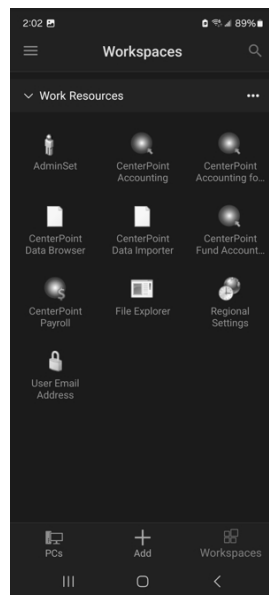




8. Enter your **USERNAME** and **PASSWORD**.



9. Click **CONTINUE**.
10. From the Work Resources screen, select your **CenterPoint** product you want to access from Red Wing Cloud Services.





Note: The Microsoft Remote Desktop for Android does not support printer redirection. Please see the following link for more information.

<https://docs.microsoft.com/en-us/windows-server/remote/remote-desktop-services/clients/remote-desktop-app-compare>

## Frequently Asked Questions

### Q: My User name and Password are not working, what should I do?

A: If your User name and Password are not working:

1. From your web browser enter <https://centerpoint.redwingcloud.com>.
2. Enter the **user@company** (login) and **Password**.
3. Click **Sign In**.
  - » If you receive a *Your password is expired. Click here to change it* message,
    - » Click and then enter your **User name** and current **Password**. Then, type in your new password twice and click **Submit**.
      - » Passwords must be a minimum of 10 characters.
      - » Passwords must not contain the owners name.
      - » Passwords must contain at least one character from three of the four categories below:
        - » Upper case letters
        - » Lower case letters
        - » Numbers
        - » Non-alphanumeric characters: ~!@#\$%^&\* \_+=`|\(){}[];:'"<>.,?/
  - » If your User name and Password do not work here, please contact Red Wing Software Technical Support or contact your company Red Wing Cloud Services administrator to get a new password.

## Red Wing® Cloud Services Security

Red Wing Software offers the ability to run CenterPoint and store CenterPoint databases in the cloud. This opens the question of security, as users realize that the information being accessed and stored in the cloud is sensitive in nature. Security is, however, a multi-faceted topic that includes passwords, data protection, environment support, backups and restores, and nightly scheduled maintenance.

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## General Web Security

- » **SSL Protocol**– SSL Protocol– Access to the Red Wing Cloud Services website forces an HTTPS secure connection between the client (browser instance) and the web server. This protocol creates an encrypted key relationship with the client, encrypting the stream of information versus plain text. All communication is encrypted with 2048 bit encryption, including upload and download of files and keyboard inputs. Any attempts to access this portal using HTTP without SSL will be redirected to use HTTPS.

## Passwords

- » When Red Wing Cloud Services are accessed from a web browser at <https://centerpoint.redwingcloud.com>, you will be required to enter a user@company (login) and password given to you by Red Wing Software. Upon first login, users will be required to reset their password and validate their account using multi-factor authentication.



Note: this is NOT the CenterPoint database login and password.

- » Red Wing Cloud Services passwords expire every 180 days.
  - » Password must be a minimum of 10 characters.
  - » Passwords must not contain the owners name.
  - » Passwords must contain at least one character from three of the four categories below:
    - » Upper case letters
    - » Lower case letters
    - » Numbers
    - » Non-alphanumeric characters: ~!@#\$\$%^&\* \_-+=`|\(){}[]:;'"<>,.?/
- » CenterPoint database security is recommended as an additional security level for databases when using Red Wing Cloud Services.



Note: logging into the cloud and logging into your databases requires two separate login credentials.

## Multi-Factor Authentication (MFA)

The Red Wing Cloud Services require MFA. MFA requires users to validate the login credentials through a challenge/response that sends a 6-digit code via email, which is then entered to verify the account. The MFA will take place via the email address you have tied to your Red Wing Cloud Services account. Users are required to authenticate their Red Wing Cloud Services account initially and the first time they log in each month at each unique location .

## Data Protection

- » Red Wing Software is partnering with a nationally known hosting provider. The software is hosted on a private cloud environment built and maintained cooperatively by the hosting provider and Red Wing Software. While Microsoft RDP is used to access the software, all access is routed through redundant network and firewall infrastructure through RD Gateway servers that encrypt all traffic at a level above and beyond normal RDP encryption to enhance security. These RD Gateway servers also perform pre-connection authentication of all incoming requests against the Red Wing Software environment's Active Directory infrastructure.
- » Each customer has its own separate SQL instance. Each instance is accessible only by users from that company.
- » A limited number of Red Wing Software Technical Support representatives have access to the hosted environment.
- » The Red Wing Cloud Services environment lies behind multiple firewalls.
- » Data deletion policies and procedures are in place.
- » Data recovery plan exists.
- » SAS70 protocols and procedures are used.

## Environment Support

### Data Center

- » 24 hour authorized access only.
- » Monitored 24/7/365 (video surveillance and security guard).
- » Biometric scanning, badge/mantrap entry.

### Power

- » Multiple facility-based UPS systems.
- » N+1 facility-based UPS system.
- » Power back-up generators (tested monthly).

### Environment

- » HVAC cooling system.
- » Temperature and humidity alarms.

## Disaster Recovery Backup and Restore

All data is handled by Red Wing Software's hosted partner's employees only.

### Backups

- » Backups are performed on a nightly basis.



Note: you can back up your data at any time from within CenterPoint.

- » Two full weeks of backups are saved.
- » Backup tapes are brought off site daily and kept in a fire safe.

### Restores

- » A typical restore can be accomplished within 24-72 hours from the time of a request.
- » A cost is associated with this service.



Note: You can restore any data backups, that you have taken, at any time from within CenterPoint.

## Nightly Scheduled Maintenance

- » The standard maintenance window is from 11:00 pm to 1:00 am Central Time.
- » It is recommended that users do not log in during this time window. You may have limited access and experience interruption in service.

- » Extended maintenance may be necessary on occasion and Red Wing Software will communicate the nature and length of the maintenance.
- » The Environment is rebooted on Tuesdays and Fridays during the maintenance period.

## Red Wing® Cloud Services – Export Reports

This document explains how to export reports in cloud as either Excel, PDF, CSV, or RAW Data to a CSV file.

[Create and Save a Report Export](#)

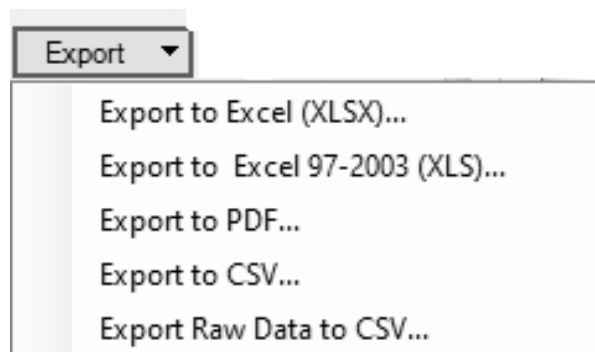
[Locate Report Exports Saved to Cloud Storage Drives](#)

### Create and Save a Report Export


There are two methods of exporting reports in the cloud:

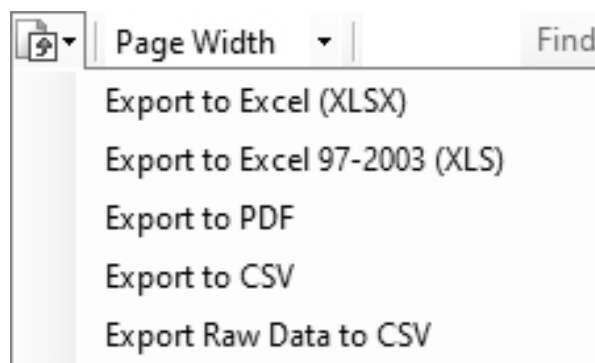
#### Option A:

- » From any report selection, click **Export**, then select one of the options: **Export to Excel (XLSX)**, **Export to Excel 97-2003 (XLS)**, **Export to PDF**, **Export to CSV**, or **Export Raw Data to CSV**.



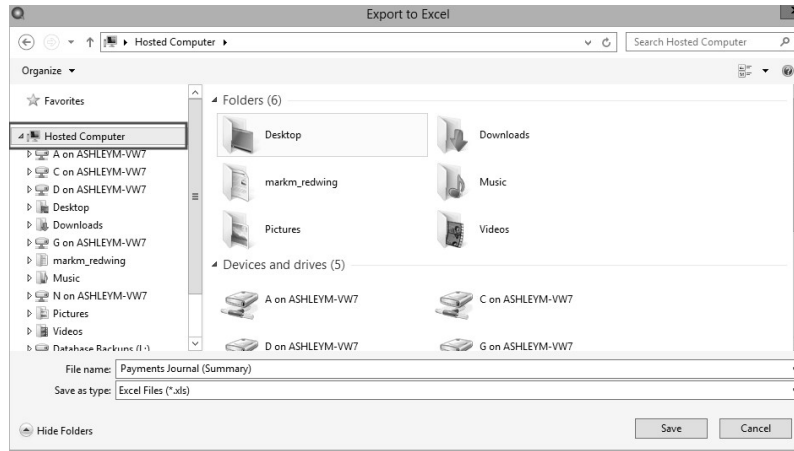
#### Option B:

- » From the preview of any report, click , then select one of the options: **Export to Excel (XLSX)**, **Export to Excel 97-2003 (XLS)**, **Export to PDF**, **Export to CSV**, or **Export Raw Data to CSV**.

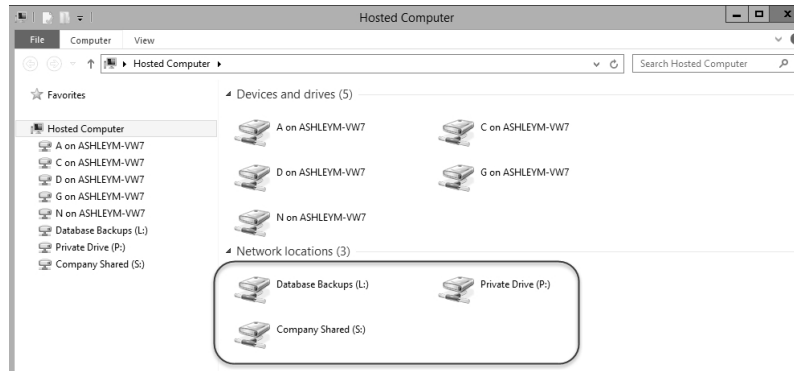


After selecting the type of export from either option:

1. A screen similar to the screen below will display, select **Hosted Computer**.



2. Scroll down to display **Network Locations**.



3. The Excel, PDF, CSV, or RAW Data to CSV export can be saved to either the L:, P:, or S: drive, or any of your local computer locations that you have permission to access. If you send the file back to your local computer, you will need to browse all the way down to the specific folder location. For example, if you want to save a file to your local computer desktop, select C on "X" > Users > "username" > Desktop.



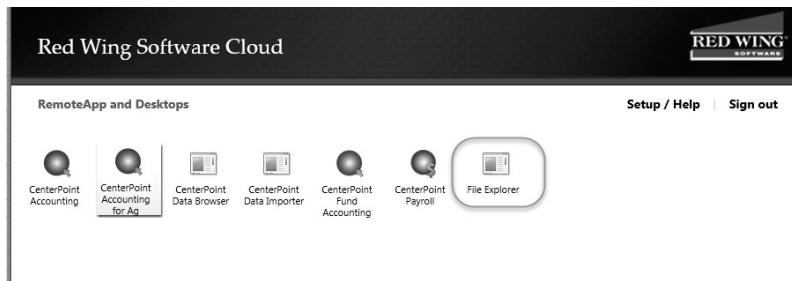
Note: The P drive is a private drive to each user. If you have multiple users, and the file is saved to the P: drive, no other users will have access to the exported document - you will be the only user that can access the file.

4. Double-click on either the **L:**, **P:**, or **S:** drive, or navigate to one of your local computer drives.
5. The name of the report will display in the **File name:** box, the report name can be changed.
6. Click **Save**.

## Locate Report Exports Saved to Cloud Storage Drives

To locate a report export saved to your Red Wing Cloud Services storage drives (L:, P:, S:):

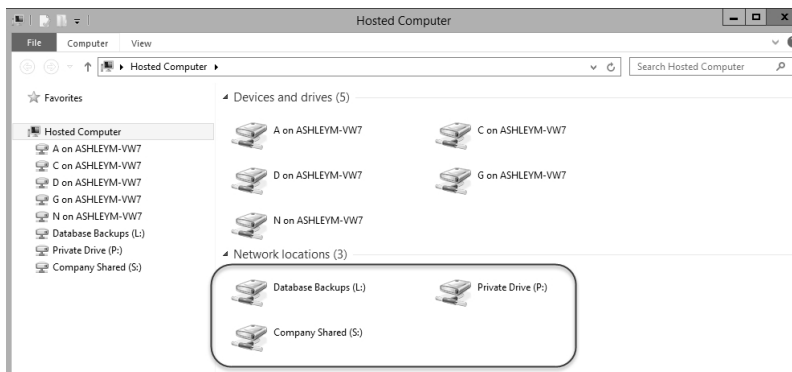
- » If you connected to Red Wing Cloud Services via an Internet Browser (web) - Option 1 or via the Start Menu or Desktop icon - Option 2, select **File Explorer**.



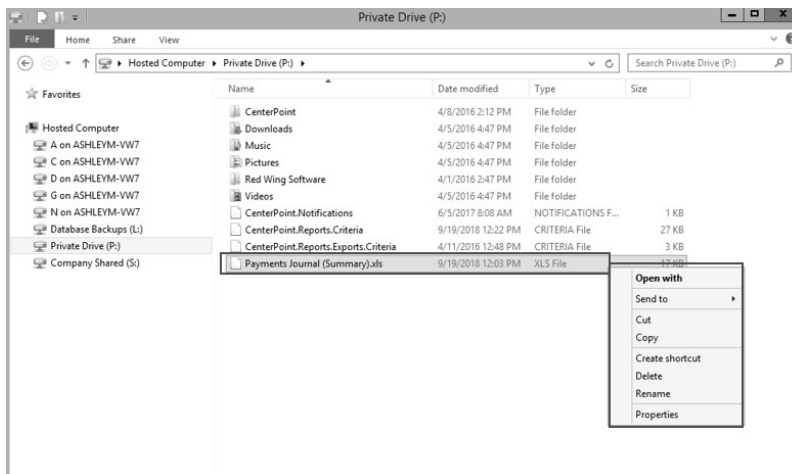
» If you connected to Red Wing Cloud Services via a RDP file - Option 3, select **Hosted Computer**.



1. Under Network locations, double-click on the drive you saved the exported report to (either L:, P:, or S: drive).



2. Locate and highlight the report, then right-click and select one either the **Cut** or **Copy** option in the list.



3. Then on your Desktop or location you want to save to, for example a USB drive, right-click and select **Paste**.

## Red Wing® Cloud Services for Service Bureaus

This document explains how to set up and use Red Wing Cloud Services for Service bureaus:

[Recommendations](#)

[Connecting to the Red Wing Cloud Services](#)

[Selecting, Accessing, and Changing Clients](#)

[Set a User Email Address on the Account](#)

[Multi-Factor Authentication Frequently Asked Questions](#)

[Accessing the Mapped Drives](#)

[General Frequently Asked Questions](#)

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### Recommendations

- » Service bureau users typically connect to the Red Wing Cloud Services via an RDP file. To access the Red Wing Cloud Services, users need access to <https://centerpoint.redwingcloud.com>. Firewall adjustments should be entered according to the settings at [https://centerpoint.redwingcloud.com/rdweb/misc/Firewall\\_Settings.html](https://centerpoint.redwingcloud.com/rdweb/misc/Firewall_Settings.html), which are below:
  - » Port 443 must be opened, Port 80 can be opened but is not required, to the following IP Subnets:
    - » Hosted Environment Networks: 97.65.91.0/24 (Subnet Mask 255.255.255.0)
    - » 207.250.170.0/26 (Subnet Mask 255.255.255.192)
    - » 207.250.245.64/26 (Subnet Mask 255.255.255.192)
- » CenterPoint database security should be set up as an additional security level when using Red Wing Cloud Services.
- » Printing individual checks, invoices, etc. during transaction entry will be slower from the Red Wing Cloud Services than when you print from your local computer because prior to printing, the print job is first downloaded to the local printer. It is suggested to save each transaction without printing and then printing checks/invoices/receipts from the Processes > Purchases or Sales > Print/Email Checks, Print/Email Invoices, or Print/Email Receipts screens. See the [Print/Email Checks](#), [Print/Email Invoices](#) or [Print/Email Receipts](#) topics for detailed information.
- » Printing long reports will be slower from the Red Wing Cloud Services than when you print from your local computer because prior to printing, the print job is first downloaded to the local printer. It is suggested to export long reports to a .pdf file on the local computer and then print the report from the .pdf file. See the [Export Report to Microsoft® Excel, Adobe® PDF, or CSV](#) topic for detailed information.
- » Red Wing Software recommends performing a database backup any time that an Update Modules screen displays when opening a database. Click the Backup button to start the backup process. See the [Back Up and/or Restore a Single User Database](#) topic for detailed information.



**Note:** For detailed information about any of the recommendations listed above, from CenterPoint select **Help > CenterPoint Help** and in the **Search** box at the top of the screen, enter a keyword to search for.



## Connecting to the Red Wing Cloud Services

1. The Red Wing Cloud Services uses Multi-Factor Authentication (MFA). Users are required to authenticate their account at the start of each month. If you have not authenticated the account, see the [How do I authenticate my account and log into the Red Wing Cloud Services?](#) question in the Multi-Factor Authentication Frequently Asked Questions section and then continue with step 2.
2. Double-click the **Red\_Wing\_Software\_Cloud.RDP** file. If you do not have this file, please contact the Red Wing Software Technical Support department.
3. On the Remote Desktop Connection screen, click **Connect**.
4. On the Enter your credentials screen, enter the **User name** (if it isn't already displayed) and **Password** given to you by Red Wing Software (this is NOT a CenterPoint database login and password).
5. If applicable, select the **Remember me** check box, and then click **OK**. This step will start the Red Wing Cloud Services Remote session.

### Selecting, Accessing, and Changing Clients

1. On the Desktop, double-click the **Client Support Tool** icon.
2. The Client Support Tool screen displays.



Note: The Client Support Tool screen can be resized and will retain the size from session to session.

3. Select a client from the list, and then click **Select Company**. This step configures the remote session for the client you are working with. **The currently selected client will display at the bottom of the Client Support Tool.**



Note: Use the Filter option at the bottom of the Client Support Tool to locate your client if you have a long list of clients.

4. The CenterPoint product icon will display on your desktop for this client. Double-click the **CenterPoint** icon.
5. Open the client's database, if prompted for a username and password, provide a valid CenterPoint database username and password.




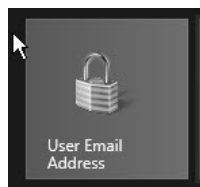
Note: Logging into the cloud and logging into the client's databases requires two separate login credentials if you are using database security.

6. Begin working in the client's database.
7. Close CenterPoint when your work is complete.
8. If you want to switch to another client in this session, click **Unselect Company** from the Client Support Tool.
9. At the "Your company has been unselected" message, click **OK**.
10. Select a client from the list, and then click **Select Company**.
11. If you are done working in the cloud, on the Desktop, double-click **Log Off** to exit Red Wing Cloud Services.

### Set a User Email Address on the Account

Your Red Wing Cloud Services account requires a User Email Address. The User Email Address is currently filled, but can be changed to a valid email at any time. The User Email Address is used for two purposes: Multi-Factor Authentication (MFA) account verification and password retrieval through the "Forgot Password?" option.

1. The Red Wing Cloud Services uses Multi-Factor Authentication. Users are required to authenticate their account at the start of each month. If you have not authenticated the account, see the [How do I authenticate my account and log into the Red Wing Cloud Services?](#) question in the Multi-Factor Authentication Frequently Asked Questions section and then continue with step 2.
2. [Connect to the Red Wing Cloud Services and enter your service bureau login credentials.](#)
3. From your desktop, in the lower-left, click the **Start** menu icon .
4. From the Start menu, select **User Email Address**.



5. Enter your **MFA/Password Recovery Email Address**.

6. Click **Update**.
7. At the *MFA/Password reset email address updated* message, click **OK**.
8. Click **Close**.

## Multi-Factor Authentication Frequently Asked Questions

### **Q: What is multi-factor authentication (MFA)?**

**A:** Multi-factor authentication requires users to validate the login credentials through a challenge/response that sends a 6-digit code via email, which is then entered to verify the account. MFA adds additional security to the Red Wing Cloud Services environment.

### **Q: How do I authenticate my account and log into the Red Wing Cloud Services?**

**A:** To authenticate your Red Wing Software account and log in:

1. From your web browser, enter <https://mycloudmfa.com/>

### **MyCloudMFA**

Username

|doe@example

Password

password

Log In

Authorized Access Only

2. Enter the **Username** and **Password**.
3. Click **Log in**.

### **MyCloudMFA**

**Check your registered email for your verification code.**

Check your spam or junk mail folders if you don't find it in your inbox.

To ensure delivery of future emails, please add notification@mycloudmfa.com to your contacts or whitelist.

Verification Code

000000

Verify

Authorized Access Only

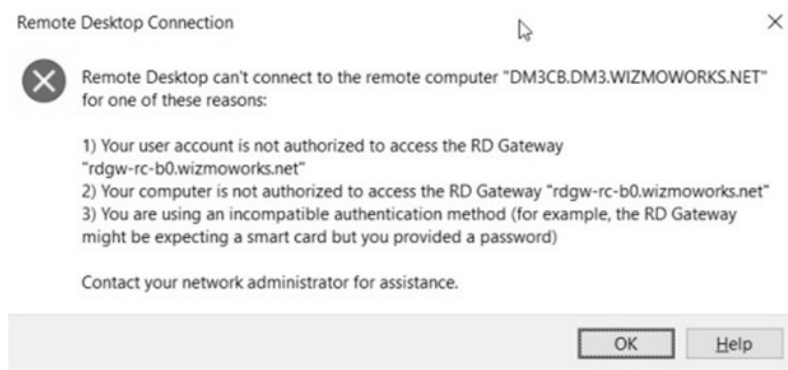
- » An email will be sent to the [email address on record](#) containing a six digit verification code. Check your registered email for your verification code. If you cannot locate or do not receive the email:
  - » Check your spam or junk email folders.
  - » To ensure delivery of future emails, add [notification@mycloudmfa.com](mailto:notification@mycloudmfa.com) to your contacts or whitelist.
  - » Your account is already authenticated. See the [How do I know if my account is authenticated?](#) question below.
- » Enter the six digit **Verification Code** and click **Verify**.

4. Log into the Red Wing Cloud Services using your preferred method.

**Q: How do I know if my account is authenticated?**

**A:** If you can log into your products without error, you are authenticated. Or, if you go to <https://mycloudmfa.com/>, and enter your user credentials, you will redirected to <https://centerpoint.redwingcloud.com> instead of a screen to enter an authentication code.

**Q: Why am I receiving the screen below when I log into the Red Wing Cloud Services?**



**A:** This message displays if your Red Wing Cloud Services account has not been authenticated. Follow the [How do I authenticate my account and log into the Red Wing Cloud Services?](#) question above.

**Q: Am I able to receive my MFA code via text message?**

**A:** If you want to receive the MFA code via text message rather than email, you can simply provide your correct MMS to email gateway based on your provider rather than your actual email address. See the [Set a User Email Address on the Account](#) section to update your email address. Below you will find the email gateway for 10 of the most common cellular providers in the United States.

- » T-Mobile: [yourcellnumberhere@tmomail.net](mailto:yourcellnumberhere@tmomail.net)
- » Mint Mobile: [yourcellnumberhere@tmomail.net](mailto:yourcellnumberhere@tmomail.net)
- » AT&T: [yourcellnumberhere@mms.att.net](mailto:yourcellnumberhere@mms.att.net)
- » Google Fi (Project Fi): [yourcellnumberhere@msg.fi.google.com](mailto:yourcellnumberhere@msg.fi.google.com)
- » Metro by T-Mobile: [yourcellnumberhere@mymetropcs.com](mailto:yourcellnumberhere@mymetropcs.com)
- » Consumer Cellular: [yourcellnumberhere@mailmymobile.net](mailto:yourcellnumberhere@mailmymobile.net)
- » Cricket Wireless: [yourcellnumberhere@mms.mycricket.com](mailto:yourcellnumberhere@mms.mycricket.com)
- » Boost Mobile: [yourcellnumberhere@myboostmobile.com](mailto:yourcellnumberhere@myboostmobile.com)
- » Tello: [yourcellnumberhere@tmomail.net](mailto:yourcellnumberhere@tmomail.net)
- » U.S. Cellular: [yourcellnumberhere@mms.uscc.net](mailto:yourcellnumberhere@mms.uscc.net)

**Q: How often do I have to authenticate my Red Wing Cloud Services account?**

**A:** Users are required to authenticate their Red Wing Cloud Services account initially and the first time they log in each month at each unique location. See the [How do I authenticate my account and log into the Red Wing Cloud Services?](#) question above.

### Accessing the Available Mapped Drives

After you set up your connection, it is important to understand the mapped drives and file browsing locations used by Red Wing Cloud Services that can be viewed in the cloud from the Hosted Computer icon on the Desktop.

1. Complete steps 1-5 of the Connecting to the Red Wing Cloud Services section in this document.
2. On the Desktop, double-click the **Client Support Tool** icon and select the client. See the [Selecting, Accessing, and Changing Clients](#) section above for more information.
3. Select the **Hosted Computer** Desktop icon to open the client's mapped drives.

#### **Mapped Drives**

##### **C on <Your PC Name>**

- » This is the C: drive on your local computer.
- » You may have other, similar paths for additional local or network drives your local computer has access to.

##### **L: (Database backups)**

- » The L: drive is the remote location your backups and the client's backups are created and stored in and the location you should put files to be restored. Note: Any backup files you store here are billable to the client.

##### **P: (Private drive)**

- » The P: drive is a folder specific to your cloud login. Each time you load the Red Wing Cloud Services and configure a client session the Red Wing Software directory is recreated based on that client's settings. For example, the modules owned, preferences set, databases, etc.

##### **V: (Shared drive)**

- » The V: drive is a shared folder between all service bureau users in a company.

##### **S: (Company Shared)**

- » The S: drive is a remote common folder shared by you and the client that can be used to store common CenterPoint related data. For example, you can save a PDF file here and the client will have access to the file.
- » All users that can run CenterPoint have access to this folder path.



Note: Additional charges apply when a CenterPoint database(s) exceeds 1 GB or file storage (files stored on L:, P: and S drives) exceeds 500 MB. The database and file storage limits are increased by the number of users in the company. For example, if there are two users, the limit would be 2 GB for the database(s) and 1 GB for the files. The most common drive to review and clean up is the L: drive (where manual CenterPoint backup files are stored).

## General Frequently Asked Questions

### Q: Will I be notified about my password expiration date?

**A:** Yes, passwords expire every 180 days and five days prior to your password expiration date the Password Expiration Warning screen will display. Press **Ctrl+Alt+End** to reset your password or click **Dismiss** and you will be informed each of the five days prior to your password expiration date.



### Q: How do I reset my password when logging into the Red Wing Cloud Services as a service bureau user?

**A:** You can change your password by using either Option 1 - Change Password or Option 2 - Retrieve a Forgotten Password section below.

#### Option 1 - Change Password

1. Connect to the Red Wing Cloud Services and enter your service bureau login credentials.
2. On the Red Wing Cloud Services desktop, press **Ctrl+Alt+End**.
3. Click **Change Password**, enter your **Old password**, enter the **New password** and **Confirm Password**, and then click the **arrow**.
  - » Password must be a minimum of 10 characters.
  - » Passwords must not contain the owners name.
  - » Passwords must contain at least one character from three of the four categories below:
    - » Upper case letters
    - » Lower case letters
    - » Numbers
    - » Non-alphanumeric characters: ~!@#\$%^&\* \_+=`\'()\{}[];:'"<>.,?/

#### Option 2 - Retrieve a Forgotten Password

Use this option to retrieve a forgotten password for your Red Wing Cloud Services account. See the [Set a User Email Address on the Account](#) section in this document to look up your User name (email address).

- » From your web browser, enter <https://centerpoint.redwingcloud.com>.
- » Click the **Forgot Password?** link.
- » Enter your **User name**.
- » Enter your **Email address**.

## Reset Password Request

User name:

Email address:

- » Click **Submit**. A link for resetting your password will be sent to your email address. If you do not receive the email, please check your junk/spam folder.
- » Open the email and click the enclosed link to reset your password.

## Reset Password Request

User name:

New Password:

Confirm Password:

- » Enter your **New Password** and **Confirm Password**.
  - » Password must be a minimum of 10 characters.
  - » Passwords must not contain the owners name.
  - » Passwords must contain at least one character from three of the four categories below:
    - » Upper case letters
    - » Lower case letters
    - » Numbers
    - » Non-alphanumeric characters: ~!@#\$\$%^&\* \_-+=`|\\(){}[];:'" "<> ,. ?/
- » Click **Reset**.
- » You will receive a password changed confirmation email.

**Q: Each time I load the client's session in the cloud, I lose the settings I previously had for this client. How can the settings be saved from session to session?**

**A:** QuickLists, preferences, toolbars, and databases displayed for a client can be saved from session to session. Contact the Red Wing Software Technical Support department to reset defaults and determine what displays for the client in the cloud for every session.

**Q: My username and password will not work to log into the cloud, what do I do?**

**A:** If the log in is not allowed, either the password was entered incorrectly, it is expired, or the account is not authenticated.

1. From your web browser, enter <https://centerpoint.redwingcloud.com>.
2. Enter your **User name** and **Password**.

**Expired Password:**

- » Your password expires every 180 days. When it expires, at the *Your password is expired. Click here to change it.* message, click and then enter your username and current password. Then, type in your new password twice and click Submit.
  - » Password must be a minimum of 10 characters.
  - » Passwords must not contain the owners name.
  - » Passwords must contain a character from three of the four categories below:
    - » One upper case letter.
    - » One lower case letter.
    - » One number.
    - » Non-alphanumeric characters: ~!@#\$%^&\* \_+=`|\\(){}[]:;'"<>.,.?/

**Forgotten Password:**

- » If you have forgotten your password, see the [Retrieve a Forgotten Password](#) section for more information.

**Authenticate Account:**

- » See the [How do I authenticate my account and log into the Red Wing Cloud Services?](#) question in the Multi-Factor Authentication Frequently Asked Questions section for more information.

**Q: Are there scheduled maintenance periods for the Red Wing Cloud Services?**

**A:** Yes, there is scheduled general maintenance every day from 11:00pm - 1:00am Central Standard Time.



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