

**ACCT 301 - Computerized Accounting  
Project 2 Narrative**  
Prepared by Roger Kilwein  
8:00 – 9:15 pm, MW, Spring Semester 2004  
Updated 02/16/04

**Assignment – (Monday, March 1, 2004)**

1. Open the **Dynamics** folder. Double click on **Restore Special**. Type **Startup** and press the **Enter** key. Double click on **Start Dynamics**. When **LESSONUSER1** appears, press **Enter**. After the company name - **The World Online, Inc.** appears, click on **OK**. Click on the **system date** in the top upper right corner and change the date to 010104.
2. The company, **The World Online, Inc.**, was created as a sample but is not usable for Project 2. Create your own company for this project by clicking on **Setup – System – Company**. In the window that appears, type the Company name **Project 2 & Your name**. After **Company ID** appears, type **DSU**. You may not have to do this step (Click on the yellow folder on the far right of **Company Location** and change to **C:\Dynamics\DSU** and **save**). Click on **Load Default Data** and select **Business Type: Sole Proprietorship**, and select **Industry Type: Bookkeeping/accounting**. Close, save changes, and save. After the window appears, click on **OK**.
3. Create a user called **Student**: Setup – System – User - User ID: **Student** - User Name: **Your name**. **Do not** enter a password – Close the window.
4. Give your company access rights. Setup – System – User Access - click on **Student** - put a check by Project 2 & your name - OK. Exit Dynamics and then start dynamics – Type: **Student** by User ID – OK – OK. Exit Dynamics.
5. Dynamics automatically saves all data to **C:\DYNAMICS\DSU as you exit the program**. You do not need to click on **file – save** that you are accustomed to doing in other programs.
6. You will need to make backup **1**. Watch the screen and make sure that files are copying to your zip disk. If the files do not copy to your zip disk, you will have to backup again.
- 7.
8. Setup – Financial – Category, change the following nine categories starting on top: **Current Assets; Property, Plant, & Equipment; Liabilities; Capital; Sales; Cost of Goods Sold; Operating Expenses; Other Income; and Other Expenses**. If there are any categories further down that are the same as those you enter, please rename them.

**Cards – Financial – Mass Modify** click on the arrow by **Modify** and change **Copy** to **Delete**. Next to **Account** click on **All – Modify – Yes**. Enter the following accounts. Save each new account you add before entering the next account.

<b><u>Account No.</u></b>	<b><u>Description</u></b>	<b><u>Posting Type</u></b>	<b><u>Dr/Cr</u></b>	<b><u>Category</u></b>
000-1100-00	Cash	BS	Debit	Current Assets
000-1120-00	Accounts Receivable	BS	Debit	Current Assets
000-1121-00	Sales Discounts Available	BS	Debit	Current Assets
000-1130-00	Merchandise Inventory	BS	Debit	Current Assets
000-1140-00	Store Supplies	BS	Debit	Current Assets
000-1150-00	Prepaid Insurance	BS	Debit	Current Assets
000-1160-00	Prepaid Advertising	BS	Debit	Current Assets
000-1210-00	Store Equipment	BS	Debit	Property, Plant, and Equipment
000-1220-00	Accumulated Dep.(Store Equipment)	BS	Credit	Property, Plant, and Equipment

000-1230-00	Office Equipment	BS	Debit	Property, Plant, and Equipment
000-1240-00	Accumulated Dep. (Office Equipment.)	BS	Credit	Property, Plant, and Equipment
000-1250-00	Building	BS	Debit	Property, Plant, and Equipment
000-1260-00	Accumulated Dep. (Building)	BS	Credit	Property, Plant, and Equipment
000-1270-00	Land	BS	Debit	Property, Plant, and Equipment
000-2110-00	Accounts Payable	BS	Credit	Liabilities
000-2120-00	Salaries Payable	BS	Credit	Liabilities
000-2210-00	Mortgage Notes Payable	BS	Credit	Liabilities
000-2220-00	Purchases Discounts Available	BS	Credit	Liabilities
000-2230-00	Freight Payable	BS	Credit	Liabilities
000-3110-00	Nancy Bristol, Capital	BS	Credit	Capital
000-3120-00	Nancy Bristol, Drawing	BS	Debit	Capital
000-4110-00	Sales	P/L	Credit	Sales
000-4120-00	Sales Returns and Allowances	P/L	Debit	Sales
000-4130-00	Sales Discount Sold	P/L	Debit	Sales
000-5110-00	Cost of Goods Sold	P/L	Debit	Cost of Goods Sold
000-5111-00	Freight	P/L	Debit	Cost of Goods Sold
000-5120-00	Purchases Discount	P/L	Credit	Cost of Goods Sold
000-6110-00	Sales Salaries Expense	P/L	Debit	Operating Expenses
000-6120-00	Store Supplies Expense	P/L	Debit	Operating Expenses
000-6130-00	Dep. Expense (Store Equipment)	P/L	Debit	Operating Expenses
000-6160-00	Miscellaneous Selling Expense	P/L	Debit	Operating Expenses
000-6170-00	Utilities Expense	P/L	Debit	Operating Expenses
000-7110-00	Office Salaries Expense	P/L	Debit	Operating Expenses
000-7120-00	Insurance Expense	P/L	Debit	Operating Expenses
000-7130-00	Dep. Expense (Office Equipment)	P/L	Debit	Operating Expenses
000-7140-00	Dep. Expense (Building)	P/L	Debit	Operating Expenses
000-7150-00	Misc. General Expense	P/L	Debit	Operating Expenses
000-8110-00	Rent Income	P/L	Credit	Other Income
000-9110-00	Interest Expense	P/L	Debit	Other Expenses

9. Print an **Account List** for the accounts that you just entered. Reports – Financial – Account - Reports: Category – New – **Option** type **Account List – Print** - OK - Save – Close the print window. Write **Report 1** on the bottom of the printout.
10. Exit Dynamics and make a backup **2**. (If you make backups between required backups, add B, C, Etc. to the end of the name.)

**Assignment- (Wednesday, March 3, 2004)**

**Start Dynamics and set the system date to 010104.**

11. Enter the beginning balances listed below: (Transactions – Financial – Batches – Batch ID: **BEGBAL** – Origin: General Entry - Comment: Beginning Balances – Frequency: Single Use - Batch Total: \$468,944.00) – Transactions. Journal Entry number, Batch ID, and Date will appear automatically – Make sure the Transaction date is **010104**. Source Document is **GJ** - Reference: Your initials – click on the left of the white area below Distribution Reference – enter the account number (or click on the hour glass to the left of Debit and select the account by double clicking on it) – tab - enter the amount as a debit or credit – tab until you get to the next row – enter all transactions – save – close the window. **Optional:** (Setup – user preferences – click on Tab or Return to change this preference and press **Enter** instead of the **Tab**.)

<u>Account No.</u>	<u>Description</u>	<u>Dr/Cr</u>	<u>Amount</u>
000 –1100 - 00	Cash	Debit	8,625.00

000 -1120 - 00	Accounts Receivable	Debit	7,611.65
000 -1121 - 00	Sales Discounts Available	Debit	155.35
000 -1130 - 00	Merchandise Inventory	Debit	67,900.00
000 -1140 - 00	Store Supplies	Debit	730.00
000 -1150 - 00	Prepaid Insurance	Debit	2,250.00
000 -1210 - 00	Store Equipment	Debit	28,000.00
000 -1220 - 00	Accumulated Dep. (Store Equipment)	Credit	7,000.00
000 -1230 - 00	Office Equipment	Debit	6,200.00
000 -1240 - 00	Accumulated Dep. (Office Equipment)	Credit	1,500.00
000 -1250 - 00	Building	Debit	90,000.00
000 -1260 - 00	Accumulated Dep. (Building)	Credit	9,000.00
000 -1270 - 00	Land	Debit	23,000.00
000 -2110 - 00	Accounts Payable	Credit	8,088.53
000 -2210 - 00	Mortgage Notes Payable	Credit	23,000.00
000 -2220 - 00	Purchases Discounts Available	Credit	91.47
000 -3110 - 00	Nancy Bristol, Capital	Credit	185,792.00

12. File Save. Print an edit list. Transactions – Financial – Batches – Batch ID: BEGBAL – File – Print. Write **Report 2** on the bottom of the printout. Check every entry for 100% accuracy - do not just check totals!
13. Exit Dynamics and make backup **3**. (Add B, C, Etc. to backups between required backups)
14. Start Dynamics – Enter system date **010104** - Transactions – Financial – Batches – click on hour glass by Batch ID - double click on the batch named BEGBAL – **Post** – OK – close the window. Mark this printout as **Report 3**.
15. Setup the financial Statements (Reports – Financial - Quick Financial) – In the window to the right of **Report** type **Profit/Loss Statement**. Click on arrow to the right of Type and select - **Profit and Loss** – Click on the arrow to the right of **Open** and select **2004** - Save. In the window to the right of **Report** type **Balance Sheet** – click on the arrow to the right of **Type** and Select - **Balance Sheet**. Click on the hourglass to the right of Net Income/Loss Source and select Profit/Loss Statement – Save – close the window.
16. Directions to modify the balance sheet. (Example on page 15)
  - Reports: Financial – Advanced Financial – Balance Sheet – Layout
  - Click on the center of each of the bottom two rows of MH and press **Delete**.
  - Click on each of the bottom two rows of SH1 and press **Delete**.
  - There is too much space at the bottom of MH and SH1. To delete this extra space, click and hold down the left mouse button on the line under MH and drag upward to reduce the space for MH - Do the same for SH1.
  - Make the screen look exactly like the balance sheet on Page 15.
  - Delete all rows that are not needed. Leave one blank row at the bottom. To delete a row, click on R and number and press the Delete Key.
  - To add a row, click on the R and number and click on Edit – Insert.
  - Change the column width of the column to make the left and right margins even. To change the column width, place the cursor on the line between columns C1 or C2 (On top of the page that is shaded gray) and drag left or right to make column larger or smaller. Change the column C2 to be three times the current width.
  - Each row is assigned a function. (Header, Total, Net Profit, Account Category, Single Underline, Double Underline, etc) To assign one of these functions to a row, double click on the **row and number**. When the window appears, use the arrow to the right of **Type** to select the function of the row. After the function is selected, type the description, select to Category,

Currency Symbol, Debit or Credit and press OK. In some functions, some of these lines are grayed out and are not needed.

- Divide the Columns C1 and C2 into three parts each. Double click on the C1 (shaded gray) near the top of the column and change Alignment Marks from 0 to 2 – OK. Repeat for C2.
  - You can move the green lines within a column by using the mouse to drag these lines.
  - You can change where the totals appear by clicking on the XXXX with the mouse.
  - <Current Assets> or <Current Liabilities> lines list all accounts in that category.
  - The **Total Function** requires you to mark the typical balance. Also, you must identify which rows are added together as listed in the Expression. To accomplish this, click on the two small squares to the right of the Row ID. Click on the rows you wish to add together using a + key to add two or more rows together.
  - Be sure to delete all rows at the bottom below row 28.
  - File – Save to save the balance sheet. Close all windows.
25. Print a Balance Sheet as of 010104. Reports – Financial – Financial Statements – Select Balance Sheet – New – Type Balance Sheet – Save – Print. **(Report 4) Check it with the key.**
26. Exit Dynamics and make backup **4** (If you make backups between required backups, add B, C, Etc. to the end of the name.)

### **Assignment - (Monday, March 8, 2004)**

27. Directions to Set up the Profit/Loss Statement:
- Reports, Financial, Advanced Financial - Profit/Loss Statement, Layout.
  - Modifying the Profit/Loss Statement to make it look exactly like page 16.
  - The same rules apply that were used for setting up the balance sheet.
28. File, Save and close all windows.
29. Print the Profit/Loss Statement. **(Report 5)**
30. Exit Dynamics and make backup **5** (If you make backups between required backups, add B, C, Etc. to the end of the name.)
31. **Establish a checking account** that will be the default checking account for Receivables;
32. System date: 0100104 - Cards – Financial – Checkbook - Enter the Checkbook ID: 145-58979-2356 – Description - enter First National – Cash Account – select 000 – 1100 - 00 – Last Reconciled Balance – 8,625.00 – exit and save. Setup – Sales – Receivables – click on **Document Date** - click on the hourglass by checkbook ID and select the bank checking account for First National Bank - 145-58979-2356 – exit and save. Setup – Purchasing - Payables and click on **Document Date** – Exit and save.
33. **Setup the Customer posting accounts** - Setup – Posting – Posting Accounts – Display: Sales – enter account numbers – Cash: 000 - 1100 - 00 - Accounts Receivable: 000 – 1120 - 00 – Cost of Goods Sold: 000 – 5110 - 00 – Terms Discounts Taken: 000 – 4130 - 00 - Terms Discounts Available: 000 – 1121 - 00 – Inventory: 000 – 1130 - 00 - Sales: 000 - 4110-00 – Sales Returns and allowances: 000 – 4120 - 00 – Freight Charges:: 000 – 2230 – 00 (Freight Payable is displayed) – OK
34. Entering the Customers - Cards – Sales – Customer - Customer ID: Type “3000” (first customer number) – Type the name “ABC Supply” and click on “Short Name” – Type “ABC Supply” for the “Address ID” and “Bill To” and “Ship To” and “Statement To” – Class ID (Type “CUSTOMER and press “Enter) A window will appear – Click on “Add” and the “Customer Class Setup” window will appear – Description - type “Customers” – Payment terms: type “2%-10/net 30” – click on “Accounts” – click on “add” and the “Payment Term Setup” window will appear – Due: Net Days: type “30” – Discount: Days: type 10” – Discount Type: “Percent” and type “2.00%”. –

Click in the box to the left of "Sales/Purchase" – exit and save - Click on "Accounts" - Checkbook ID: select (145-58979-2356 - First National Bank - enter the following account numbers - Accounts Receivable (000 – 1120 - 00), Sales (000 – 4110 - 00), Cost of Sales (000 – 5110 - 00), Inventory (000 – 1130 - 00), Terms Discounts taken (000 – 4130 - 00) – terms discount available: (000 – 1121 - 00) – OK - Save – Repeat this process for each of the customers – be sure to select the Class ID **CUSTOMER**.

Customer	Name	Address	City	St.	Zip
3000	ABC Supply	575 Ray Drive	Fort Dodge	IA	50501
3010	City Hospital	12031 Cedar Road	Spirit Lake	IA	51360
3020	Craig Hospital	2125 Merle Drive	Des Moines	IA	50316
3030	Medical Center	6335 Short Street	Ottumwa	IA	52501
3040	Dallas Drug	121 Main Avenue	Des Moines	IA	50316
3050	Family Center	2125 Bell Drive	Sioux Falls	SD	57101
3060	Grey Surgical	9735 Cable Ave.	White Bear	MN	56187
3070	Hardy & Sons	9369 Bell Road	Davenport	IA	52805

35. Close the window - Print a customer list - Reports – Sales – Setup - click on arrow by Reports and select Customer Addresses – new – Option – type - **Customer List** – Sort by Customer ID – Print – Save - Exit. (**Report 6**)
36. Exit Dynamics and make backup: **6** (Add B, C, Etc. to backups between required backups)

**Assignment - (Wednesday, March 10, 2004)**

37. Set the System date to 010104. Setup – Posting – Posting – Series: Sales – Origin: Receivables Sales Entry – Place check marks to the left of: (a) Allow Transaction Posting, (b) Sales Detail GL Register, and (c) Sales Entry Posting Journal. Place check marks in the third box to the right of (a) Sales Detail GL Register and (b) Sales Entry Posting Journal. Remove all other check marks including Post to General Ledger. Save.
38. Series: Purchasing – Origin: Payables Trx Entry – Place check marks to the left of: (a) Allow Transaction Posting, (b) Trx Distribution Detail, and (c) Trx Entry Posting Journal (Scroll down to see all the options). Place check marks in the third box to the right of (a) Trx Distribution Detail and (b) Trx Entry Posting Journal. Remove all other check marks. Save and close the window.
39. Enter the Starting Balances – Transactions – Sales – Receivables batches – Batch ID: **STARTINGBALANCE** – Origin: select Transaction Entry – Comment: Starting Balance – Frequency: single use – Posting Date – 01004
40. Checkbook ID: 145-58979-2356 – Control Batch Total: \$7,767.00 – Transactions – enter the five transactions listed on the next page, Document Type: Sales/Invoices – Batch ID - **STARTINGBALANCE** – Number - (First transaction is 898) – Document Date – 010104 - Description – Starting Balance – Customer ID – (First one is 3000) - Sales: (First amount is 978.50) – payment terms of 2%-10/Net 30 – Distribution – make sure that all Account Distribution References are filled in correctly (Sales Cr. For 978.50, Sales Discount Available Dr. for 19.57, and Accounts Receivable Dr. for 958.93) – OK - Save. Enter the remaining four customer Beginning Balances.

Invoice	Customer	Payment Terms	Amount
898	3000	2%-10/net30	978.50
899	3030	2%-10/net30	1,380.25
900	3050	2%-10/net30	1,043.25
901	3060	2%-10/net30	2,030.95
902	3070	2%-10/net30	2,334.05

41. After you enter the five customer balances close the Transaction window – While the Receivables Batch Entry window shows the batch ID – **StartingBalance** - click on file – print – OK - The edit list prints – (**Report 7**) Close the windows – Check for accuracy and then Exit Dynamics and make backup **7**.
42. System date – 010104 - Transactions – Sales – Receivables Batches – click on hourglass and select - **STARTINGBALANCE** - Post – (**Report 8**). Check for accuracy and close the window.
43. Vendors posting setup: - Setup – Posting – Posting Accounts – Display: Purchasing – Cash: 000 - 1100-00 – Accounts payable: 000 – 2110 - 00 – Purchases Discounts Available: 000 – 2220 - 00 – Discounts Taken 000 – 5120 - 00 - Purchases: 000 – 1130 - 000 – Freight: 000 – 2230 - 00 – OK
44. Enter Vendor names and addresses under ID Information (See page 14) - Cards – Purchasing – Vendor – Vendor ID - ClassID: **VENDORS** – Press **Enter** – Add – Description: Vendors – Checkbook ID: Select First National Bank - Accounts – Accounts Payable: 000 – 2110 - 00 – Terms Discount Available: 000 – 2220 - 00 – Terms Discounts Taken: 000 – 5120 - 00 - Purchases: 000 – 1130 - 00 – Freight Payable: 000 – 2230 - 00 – OK – Save – Close the window. Exit Dynamics and make backup **8**.

**Assignment - (Monday, March 22, 2004)**

45. System Date 010104. Cards – Purchasing - Vendor – Use **Report 9** (page16) to enter the following:
  - Vendor ID (The first number is 1000)
  - Name, Short Name, Check Name, and Address ID are the same (First one is Nancy Bristol)
  - Class ID is VENDORS
  - **Options:** select the Payment terms from **Report 9** (See page 14) – If the payment terms is not in the window when you click on the hourglass, Type (**Check, Net 30 days**) and click on **Payment Terms** and add that type of payment terms – Save – close the window) OK.
  - If the vendors default account number for **Purchases** is not **000-1130-00**, click on **Account** and change the account number to the one listed on **Report 9**. You will notice that Nancy Bristol and Payroll have two default account numbers. For these two Vendors, delete the **000-1130-00** and click on the three dots to the far right of **Purchases** and type these two account numbers listed on **Report 9** on the top two rows and check **Default on Trx** - Ok – Ok - Save.
  - Print the Vendor list: Reports – Purchasing – Setup/Lists – Report – Vendor List – New – Option: Vendor List – Print – OK - Save. (**Report 9**) Close the windows - Exit Dynamics and make backup **9**.
46. System Date 010104. Enter the starting balances for the vendors: Transactions - Purchasing – Batches – Batch ID: STARTINGBALANCE – Origin – Payables Trx Entry – Comment: Starting Balance – Frequency – single Use – Posting Date: 010104– Checkbook ID: Select First National - 45-58979-2356 –Batch Total: \$8,192.00

47. Transactions – Use the vouchers listed below – Voucher No. (1) – Document Type: Invoice – Document Date: 01012004 – Description: StartingBalance – Vendor ID: 1100 – Document Number: (565) – Purchases: (\$2,116.00) – Distributions: Check for accuracy – Dr. Merchandise Inventory and Cr. Accounts Payable for \$2,116.00 – OK – Save - Enter voucher 2 like Voucher 1. Enter Vouchers 3, and 4 with the money amount under Misc. (not Purchases). Click on distribution, double click on hourglass next to **Type**, double click on Utilities Expense, OK, Save. Save after each voucher.

Voucher	Vendor	Document	Purchases	Payment Terms	Account (Dr.)
1	1100	565	2,116.00	Net 30	000 – 1130 - 00
2	1110	793	3,805.50	2%-10/net 30	000 – 1130 - 00
			<u>Miscellaneous</u>		
3	1030	1011	780.00	Net 30	000 – 6170 - 00
4	1050	322	1,490.50	Net 30	000 – 6170 - 00

49. Print an edit list of the starting balances – (File – Print) **(Report 10)** Close all windows.

**Assignment - (Wednesday, March 24, 2004)**

50. **(Exit Dynamics and make backup 10)** (Add B, C, Etc. to backups between required backups)
51. Start Dynamics – change the date to 01012004 - Transactions – Purchasing – Batches: use hourglass to select the batch: STARTINGBALANCE - **Post. (You will get a printout from posting) (Report 11).** Print the vendor trial balance as of 01/01/2004. Reports – Purchasing – Trail Balance - Reports – Aged Trial Balance – new – Option: Vendor Trial Balances – Remove check mark before In Detail - Sort Vendors – Vendor ID - Entered Date - 01012004 – Ranges – Vendor ID - From – 1000 to 1150 –Insert - Print – OK – Save. Also, print a Trail Balance of the customers - Reports – Sales – Trial Balance – New – Option: Customer Balances – From – 3000 to 3070 - Insert - Print – Save. Mark these reports **(Report 12).**
52. Date: 01/01/2004 - Print the balance sheet– **(Report 13)** and the Profit and Loss Statement **(Report 14).** **Important! Reports 13 & 14 should be the same as Reports 4 & 5.**
53. **Exit Dynamics and make backup 11.** (If you make backups between required backups, add B, C, Etc. to the end of the name)
54. Change the system date to: 01/01/2004. Journal entries are more complex in Project 2 than they were in Project 1. There are five journals used in this project: (1) General Ledger, (2) Sales on Account, (3) Received on Account, (4) Purchases using a voucher system, and (5) Manual Payments.
55. Setup – Posting – Posting – Series: Sales – Origin: Receivables Sales Entry – Place check marks to the left of: (a) Post to General Ledger, (b) Allow Transaction Posting, (c) Sales Detail GL Register, and (d) Sales Entry Posting Journal. Place check marks in the third box to the right of Sales Detail GL Register and Sales Entry Posting Journal - Save.
56. Setup – Posting – Posting – Series: Sales – Origin: Receivables Cash Receipts – Place check marks to the left of: (a) Post to General Ledger, (b) Allow Transaction Posting, (c) Cash Detail GL Register, and (d) Cash Receipts Entry Posting Journal. Place check marks in the third box to the right of (a) Cash Detail GL Register and (b) Cash Receipts Entry Posting Journal. Remove all other check marks. Save.
57. Series: Purchasing – Origin: Payables Trx Entry – Place check marks to the left of: (a) Post to General Ledger, (b) Allow Transaction Posting, (c) Trx Distribution Detail, and (d) Trx Entry Posting Journal. Place check marks in the third box to the right of (a) Trx Distribution Detail and (b) Trx Entry Posting Journal. Remove all other check marks. Save.

58. Series: Purchasing – Origin: Payment Entry - Place check marks to the left of: (a) Post to General Ledger, (b) Allow Transaction Posting, (c) Payment Distribution Detail, and (d) Payment Entry Posting Journal. Place check marks in the third box to the right of (a) Payment Distribution Detail and (b) Payment Entry Posting Journal. Remove all other check marks. Save and close the window.
59. **Exit Dynamics and make backup 12.** (If you make backups between required backups, add B, C, Etc. to the end of the name)

**Assignment - (Monday, March 29, 2004)**

60. Daily transactions are recorded four times for the month. Set the system date to 01102004. The first few transactions have detailed directions. The code on the left (Example: Pur1) indicates the journal to be used for that transaction. The easiest way to enter transactions is to keep all like transactions together. Enter all **Pur1** transactions first, then enter **GL1**, and continue until all five types of transactions are entered.

<u>CODE</u>	<u>DATE</u>	<u>TRANSACTION NARRATIVE</u>
Pur1	2nd	Issued Voucher No. 5 for \$1,635 to National Pharmacy for Invoice No. 571 for merchandise purchased. System Date: 01/10/20 - [Transactions – Purchasing – Batches - Batch ID: Pur1 - Origin: Payables Trx Entry – Comment - Jan. 10 posting – Select Checkbook ID - Transactions – Voucher : 5 – Doc. Date – 01022004 – Document Type – Invoice –Description - Merchandise – Vendor ID: select 1100 – Document Number: 571 (Invoice No.) – Purchases: 1,635.00 – distributions – check for correct accounts (Dr.- 000 – 1130-00 and Cr. - 000 - 2110 - 00) – Ok – Save.] Go to the next <b>Pur1</b> transaction type.
Pur1	2nd	Issued Voucher No. 6, Check No.2302 for \$172.50 to First National for the payment of interest. Voucher No: 6 – Batch ID: Pur1 – Document Type: Invoice – Doc. Date: 01/02/2004 – Description: Interest - Select Vendor ID: First National - Document number: 2302 – miscellaneous - 172.50 – Check: 172.50 - Tab – Enter check number - OK - Distributions: Dr. Interest Expense by clicking on hour glass after <b>Account</b> and selecting interest expense - Cash is credited – OK – Save.] Go to the next <b>Pur1</b> transaction type.
GL1	3rd	Received Check No. 550 for \$1,200 for rent. This goes to the general ledger because it is not a normal cash receipt. Transactions – Financial – Batches – Batch ID: GL1 – Origin: General Entry – Comment: Jan. 10 Posting – Frequency – Single Use – Transactions - Reference: Your initials – click on the hour glass and select account numbers - Dr. Cash and Cr. Rent Income – enter 1200 as the debit – tab enter the account number for Rent Income – Do not save. Go to the next <b>GL1</b> and continue on the same screen.
Sales1	6th	Sold merchandise on account, Invoice No. 903, to Medical Center: Cost: \$1,418.30 – Sales: \$2,217.20; Freight: \$10.80. [Transaction – Sales – Receivables Batches – Document Type: Sales/Invoices – Batch ID: Sales1 – Origin – Transaction Entry - Comment: Jan. 10 posting – Frequency – Single Use – Posting Date – 01062 – Transactions – Document Type – Sales/Invoices – Batch ID – SALES1 – number – 903 - Document Date: 01/06/2004 - Description: Merchandise – Customer ID: select 3030 – Cost: 1,418.30 – Sales: 2,217.20 – Freight: 10.80 – Distribution: make sure all accounts and amounts are correct – OK - Save. Continue with next <b>Sales1</b> .
Mpay1	6th	Issued Check No. 2303 for \$2,116 to National Pharmacy in payment of Voucher No. 1. No discount. Transactions – Purchasing – Batches – Mpay1 – Origin: Manual Payments – Comment: Jan. 10 posting - Date: 01/10/2004 – Transactions – Use the check no. for Payment Number - Date: 01/06/2004 – Document # 2354 - Vendor ID: select 1100 –

Amount: 2,116.00 – Apply: place a -checkmark on the left of 565 – OK – Distribution - Check for accuracy – OK - Save. Continue with next **Mpay1**.

**Assignment - (Wednesday, March 31, 2004)**

- CR1 6th Received Check No. 1210 for \$2,287.37 from Hardy & Sons in payment of our Invoice No. 902 for \$2,334.05 less discount of \$46.68. [Transactions – Sales – Receivables Batches – Batch ID: CR1 - Origin: Comment: Jan. 10 posting - Transaction – Receipt 555 – Select Customer ID – Document - Enter Amount - Amount: 2,287.37 – Apply: Place a check mark by 902 – Ok - Distribution: check for accuracy – OK - Save. Continue with next **CR1**.
- Mpay1 7th Issued Check No. 2304 to Utility Billing in payment of Voucher No. 3 for \$780.00. Transactions – Purchasing – Batches – Batch ID – Mpay1 – Origin – Manual Payment - Comment – Jan. 10 posting – Transactions - Date – 01072004 –Vendor ID – Select 1030 – Amount – 780.00 – Apply – Check in box at the left – Ok – Distribution – check for accuracy – Ok -save. Continue with last **CR1**
- Sales1 7th Sold merchandise on account, Invoice No. 904 to City Hospital – Cost of good sold, \$2552.80: Sales, \$3,990.75: Freight, \$14.45; total, \$4005.20. Continue with next **Sales1**.
- CR1 7th Received Check No. 951 for \$958.93 from ABC Supply in payment of our Invoice No. 898 for \$978.50 less discount.
- Mpay1 7th Issued Check No. 2305 for \$3,729.39 to Naymon Drug in payment of Voucher No. 2 for \$3805.50 less discount of \$76.11.
- CR1 8th Received Check No. 1026 for \$1,990.33 from Grey Surgical in payment of our Invoice No. 901 for \$2,030.95 less discount.
- Sales1 8th Sold merchandise on account, Invoice No. 905, to Family Center: cost of goods sold, \$361.35, sales, \$564.90; Freight, \$11.77; total, \$576.67. Continue on with **Sales1**.
- Pur1 9th Issued Voucher No. 7 to Olson Supply for Invoice No. 276 – Document Number: 276 - Purchases: \$ 5,524.40 and Miscellaneous – 12.05. Distributions – enter the account number for Misc. General Expense - Ok – Save – Close the windows. Start entering **GL1**.
- Sales1 9th Sold merchandise on account, Invoice No. 906, to Grey Surgical: cost of goods sold, \$2,179.79; sales \$3,440.33; Freight, \$22.67; total, \$3,463. Continue with **CR1**.
- GL1 10th Cash sales were \$6938.23; cost of goods sold, \$4,508.11.(Debit cash and credit sales for 6938.23. (Debit Cost of Goods Sold and credit Merchandise Inventory for \$4,508.11). – Save – Close the windows - go to **Sales1**.

**Instructions:**

- Date: 01/10/2004. Print the edit lists of all batches. Transactions – Sales – Receivables Batches – Hour glass – Cr1 – File – Print – Repeat for other four batches. **(Report 15)**
- (Exit Dynamics and make backup **13**)
- Date: 01/10/2004. Post the batches under sales and purchases before posting the general ledger. This posting order is important because batches are automatically created in the GL during posting of other batches. Follow this posting order: Transactions – sales – receivables batches – batch ID – click on hourglass and select CR1 – post. Click on batch ID – select Sales1 - post. Close the window. Transactions – purchasing – batches – select Mpay1 – post – batch ID – select Pur1 – post. Close the window. Transactions – Financial – batches – (5 batches should be listed) - Post these batches one at a time. **(Report 16)**
- Print a Balance Sheet **(Report 17)** and a Profit and Loss Statement **(Report 18)**
- (Exit Dynamics and make backup **14**) (Add B, C, Etc. between required backups)

**Assignment - (Monday, April 5, 2004)**

60. Enter date of 01/17/2004 and enter second week's transactions. Read the following transactions and separate them into the following batches: **GL2, CR2, MP2, PUR2, AND SALES2.**
- 9th Received Check No. 522 for \$1,352.64 from Medical Center in payment of our Invoice No. 899 for \$1,380.25 less discount.
  - 9th Received Check No. 1720 for \$1,022.38 from Family Center in payment of our Invoice No. 900 for \$1,043.25 less discount.
  - 13th Issued Voucher No. 8 for \$823.00 to Seely & Sons for Invoice No. 2212 for merchandise purchased on account. Change the Payment terms to: 2%-10/net30.
  - 13th Issued Voucher No. 9 for \$1,834 to National Pharmacy for Invoice No. 592 for merchandise for \$1,529 (Entered under Purchases); store supplies for \$294 and Misc. General Expense for \$11. The total of \$305 and is entered under Misc. Go to **Distributions** and add a row (edit – insert row) to allow you to enter both the \$294 and \$11 in place of \$305.
  - 15th Issued Credit Memorandum No.107 for \$85.50 to Grey Surgical for merchandise returned on our Invoice No. 906. Cost of goods returned, \$55.55. (Change document type to credit memo and apply to Invoice No. 906.)
  - 15th Issued Voucher No. 10 to Nancy Bristol (Owner) for Misc. Selling Expense, Check No. 2306, for \$275.
  - 15th Sold merchandise on account, Invoice No. 907, to Craig Hospital: sales, \$8,766.05; Freight, \$27.45; total, \$8,793.50; cost of goods sold, \$5,695.73. 2/10/net 30
  - 15th Received Check No. 650 for \$2,183.66 from Medical Center in payment of our Invoice No. 903 for \$2228 less discount.
  - 16th Issued Voucher No. 11 for \$237.25, Credit Memorandum No. 432 from Seely & Sons for merchandise returned to them. No discount. Document Type is Credit Memo. (Because the original Voucher is not posted, applied to the invoice after it has been posted.)
  - 16th Received a check for \$10 for return of store supplies that were purchased for cash and record in the General Ledger.
  - 17th Received Check No. 2121 for \$3,925.38 from City Hospital in payment of our Invoice No. 904 for \$4,005.20 less discount.
  - 17th Issued Voucher No. 12 for \$4,055 to Payroll for biweekly salaries: sales salaries, \$3,250; office salaries, \$805. Issued Check No. 2307.
  - 17th Record cash sales: \$7,602.42 - Cost of goods sold, \$4,939.66.

**Instructions:**

- Date: 01/17/2004. Print the edit lists of all batches. **(Report 19)**
- **(Exit Dynamics and make backup 15)** (Add B, C, Etc. between required backups)
- Post all batches. Post All other batches first and leave the GL to last because batches are automatically created in the GL during posting of other batches. **(Report 20)**
- Apply CM 432 for 237.50 to Voucher No. 11 (Sealy & Sons): Transactions – Purchasing – Apply to – select Vendor ID - click on hour glass by Document No. – double click on CM 432 for 237.25 – check apply box for 823.00 – OK.
- Print a Balance Sheet **(Report 21)** and a Profit and Loss Statement **(Report 22)**
- **(Exit Dynamics and make backup 16)** (Add B, C, Etc. between required backups)

**Assignment - (Wednesday, April 7, 2004)**

61. Enter date of 01/24/2004 and enter second week's transactions. Read the following transactions and separate them into the following batches: **GL3, CR3, MP3, PUR3, AND SALES3**

18th Received Check No. 1736 for \$565.37 from Family Center in payment of our Invoice No. 905 for \$576.67 less discount.

18th Received Check No. 1031 for \$3,308.69 from Grey Surgical in payment of our Invoice No. 906 for \$3,377.50 less discount.

20th Issued Voucher No. 13, Invoice No. 608 for \$1,692.75 to National Pharmacy for: merchandise, \$1,562.85; store supplies, \$65; store display (Misc. Selling Expense), \$64.90; total, \$1,692.75. Enter 1562.85 to the right of Purchases, enter the total of store supplies and store display to the right of Miscellaneous. Add one row. Enter the account number and amounts for store supplies and store display with a **Type** of **MISC**.

21st Sold merchandise on account, Invoice No. 908, to Dallas Drug: sales: \$2,582.25; freight: \$23.25; total, \$2,605.50; cost of goods sold: \$1,341.57, 2%-10/net 30.

21st Issued Voucher No. 14, check # 2308, for \$1,500 to Nancy Bristol for personal use (Misc.) Enter to the right of Misc. Distributions – delete the extra row leaving the account the row with the account number for Nancy Bristol, Drawing. Enter the check number for Document number.

22nd Issued Voucher No. 15, check # 2309, for \$30 (prepaid advertising) to the Dickinson Press. Type 1160 to the right of Vendor ID and tab. Answer Add – select class ID – Vendors – Type name, Short Name, and address ID – Accounts – change Purchases 000-1130-00 to 000-1160-00 – OK – Save.

22nd Issued Voucher No. 16, Invoice No. 293 for \$449.13 to Olson Supply for merchandise purchased.

22nd Issued Check No. 2310 for \$1,490.50 to MDU in payment of Voucher No. 4, Document 322. No discount.

23rd Issued Voucher No. 17 for \$108 to the Dickinson Press for advertising. (Misc.) (Record to prepaid advertising). Issued Check No. 2311.

23rd Issued Credit Memorandum No.108 for \$517.50 to Dallas Drug for merchandise returned on our Invoice No. 908. Cost of goods returned, \$336.24. (Be sure to check **Return**)

23rd Received Check No. 2529 for \$8,618.18 from Craig Hospital in payment of our Invoice No. 907 for \$8,793.50 less discount.

21th Issued Check No. 2312 for \$585.75 to I. Seely & Sons in payment of Voucher No. 8.

24th Issued Voucher No. 18, check # 2313 for \$42 to Nancy Bristol Misc. Selling Expense.)

24th Issued Voucher No. 19, Invoice No. 1031 for \$10,816.10 to ACE Corp.: merchandise, \$10,730.60; store equipment, \$85.50. .

24th Cash sales for January 16-20 were \$10,711.10. Cost of goods sold, \$6,959.52.

### Instructions

- Date: 01/24/2004. Print the edit lists of all batches. **(Report 23)**
- **(Exit Dynamics and make backup 17)** (Add B, C, Etc. to backups between required backups)
- Post all batches. Post All other batches first and leave the GL to last because batches are automatically created in the GL during posting of other batches. **(Report 24)**
- Apply document for CR108 recorded on the 23rd - Transactions – Sales – Apply – elect Customer (Dallas Drug) - click on hour glass by Document No. – double click on Credit Memo – place a check mark in apply box – OK.
- Print a Balance Sheet **(Report 25)** and Profit and Loss Statement **(Report 26)**
- **(Exit Dynamics and make a backup 18)** (Add B, C, Etc. between required backups)

### Assignment - (Wednesday, April 14, 2004)

62. Enter date of 01/31/2004 and enter second week's transactions. Read the following transactions and separate them into the following batches: **GL4, CR4, MP4, PUR4, AND SALES4.**
- 27th Issued Voucher No. 20, Invoice No. 846 for \$6,119.50 to Naymon Drug for merchandise purchased. Terms: 2/10,net 30
- 28th Issued Voucher No. 21, Invoice #1035 for \$4,655 to ACE Corp. for merchandise purchased. Terms of 2%-10/net30.
- 28th Sold merchandise on account, Invoice No. 909, to City Hospital: sales, \$5,818.75; Freight, \$125.20; total, \$5,943.95; cost of goods sold, \$3,780.75. 2/10/net 30.
- 29th Issued Voucher No. 22, Invoice No. 314, for \$3,297.25 to Olson Supply – merchandise purchased: \$3,262.25 – Tools purchased (Misc. General Expense): \$35.
- 30th Issued Voucher No. 23, \$349.50, Credit Memorandum No.114, from Naymon Drug for merchandise we returned to them on January 27, 2004.
- 30th Sold merchandise on account, Invoice No. 910, to ABC Supply: sales, \$1,601.55; Freight, \$32.45; total, \$1,634; cost of goods sold, \$1,040.61. 2/10/net 30.
- 31th Issued Voucher No. 24 for \$4,055 to Payroll for biweekly salaries: sales salaries expense, \$3,250; office salaries Expense, \$805. Issue Check No. 2314. (Misc. not purchases)
- 31th Sold merchandise on account, Invoice No. 911, to Hardy & Sons, \$995. Cost of goods sold, \$386.60. 2/10/net 30. No freight charge.
- 31th Issued Voucher No. 25, Check No. 2315, Invoice No. 12467 for \$45 to Utility Billing (Utilities expense for all utilities).
- 31th Issued Voucher No. 26, Check No. 2316, Invoice NO. 2294 for \$175.50 to Consolidated for the month's telephone bill.
- 31th Issued Voucher No. 27, Check No. 2317, Invoice No. 1893, for \$182.87 to MDU for utilities.
- 31th Issued Voucher No. 28 for \$1,500 to Nancy Bristol for personal use (Nancy Bristol, Drawing account). Issued Check No. 2318.
- 31th Issued Check No. 2319 for \$10,601.49 to ACE Corp. in payment of Voucher No. 19 less discount of \$214.61.
- 31th Issued Voucher No. 29, Check No. 2320, \$268.04 to **FedX** for freight. Add to the Vendor List: Vendor No. 1170 – Terms: Net 30 days - Check ID : First National Bank – Accounts: Purchases: Freight Payable.
- 31th Cash sales were \$7,330.25. Cost of goods sold, \$4,762.82.

### Instructions

- Date: 01/31/2004. Print the edit lists of all batches. **(Report 27)**
- **(Exit Dynamics and make backup 19)** (Add B, C, Etc. to backups between required backups)
- Post all batches. Post All other batches first and leave the GL to last because batches are automatically created in the GL during posting of other batches. **(Report 28)**
- Apply Voucher No 23 for \$349.50.
- Print a Balance Sheet **(Report 29)** and a Profit and Loss Statement **(Report 30)**
- **(Exit Dynamics and make backup 20)**

### Assignment - (Monday, April 19, 2004)

Batch: ADJ1 (Recurring monthly – reverse as of February 1)  
 Transactions – Financial – Batch. Origin – General Entry - Comment – Adjusting.  
 Frequency – Monthly.  
 Transaction – check reverse and change your reversing date to 02-01-04.  
 Store Supplies on hand at January 31.....\$605.00

Insurance expired during the month.....	425.00
Depreciation for the month:	
Store equipment.....	225.00
Office equipment.....	60.00
Building.....	225.00

Batch: ADJ2

Transactions – Financial – Batch. Origin – General Entry - Comment – Adjusting.  
Frequency – Single Use. (Do not reverse) (Use your initials as a reference)

Accrued salaries as of January 31:

Sales salaries.....	610.00
Office salaries.....	203.00

- Print the edit lists of Adj1 and Adj2 as of 01/31/2004. **(Report 31)**
- **(Exit Dynamics and make backup 21)**
- Post the adjusting batches as of 01/31/2004. **(Report 32)**
- Print these reports: Balance Sheet **(Report 33)** and a Profit and Loss Statement **(Report 34)** as of 01/31/2004.
- Print a trial balance of the General Journal. Reports – Financial – Trial Balance – Reports – Detailed – New – Option – Trial Balance – check to left of Posting Accounts – Segment ID – Account – Year – Open – also use arrow to select 2003 – Ranges – Segment ID – Segment ID – select Account – From – 1100 – To – 9110 – Insert – Print – Save. **(Report 35)**
- Print another Balance Sheet **(Report 36)** and Profit/Loss Statement. **(Report 37)**

### **Make backup 22.**

#### **Assignment - (Wednesday, April 21, 2004)**

Complete project 2 a second time starting with backup 12. After starting dynamics, click on **System, Company, Company** and add 2 after your name.

#### **Assignment - (Monday, April 26, 2004)**

Continue project 2 (Second time)

#### **Assignment – (Wednesday, April 28, 2004)**

Continue project 2 (Second time)

#### **Assignment – (Monday, May 3, 2004)**

Continue project 2 (Second time)

#### **Assignment – (Wednesday, May 5)**

Continue project 2 (Second time)

**(Note)** Final Exam is on May 7, 2004 from 2 to 4 p.m. The exam will cover only project 2 and will have 125 points. You will be expected to enter transactions, post these transactions, and print financial reports on this exam. You will lose 5 points for each transaction that is incorrect or incomplete.

**Report 9 information (See Report 9 in the key for sample of the printout)**

Vendor ID	Name		Class ID	Telephone Number/City	Purchases
1000	Nancy Bristol	Check	VENDORS(000)	000-0000 Ext. 000 000-6160-00	000-3120-00
1010	Payroll	Check	VENDORS(000)	000-0000 Ext. 000 000-6110-00	000-7110-00
1020	First National	Check	VENDORS(000)	000-0000 Ext. 000 000-9110-00	
1030	Utility Billing	Net 30 Days	VENDORS(000)	000-0000 Ext. 000 000-6170-00	
1040	Consolidate	Check	VENDORS(000)	000-0000 Ext. 000 000-6170-00	
1050	MDU	Net 30 Days	VENDORS(000)	000-0000 Ext. 000 000-6170-00	
1100	National Pharmacy	Net 30 Days	VENDORS(000)	000-0000 Ext. 000 000-1130-00	
1110	Naymon Drug	2%-10/Net 30	VENDORS(000)	000-0000 Ext. 000 000-1130-00	
1120	Olson Supply	Net 30 Days	VENDORS(000)	000-0000 Ext. 000 000-1130-00	
1130	ACE Corp	2%-10/Net 30	VENDORS(000)	000-0000 Ext. 000 000-1130-00	
1140	Seely & Sons	Cash	VENDORS(000)	000-0000 Ext. 000 000-1130-00	
1150	Sparks Products	Net 30 Days	VENDORS(000)	000-0000 Ext. 000 000-1130-00	