DSD Business Systems

MAS 90 Enhancements

TBCB
Time and Billing
Cash Basis

Version 4.10

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T/B Cash Basis User's Manual
Version 4.10

28 June, 2007

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Section A: Introduction

This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to MAS 90. For instructions on using MAS 90, refer to the appropriate MAS 90 manual, or call your MAS 90 reseller. DSD Business Systems offers excellent MAS 90 support, at an hourly rate.

Web Resources

DSD web site: http://www.dsdinc.com

The Enhancement page contains:

Current Release Schedule
Purchasing Information
Installation Instructions
Product Support
Enhancement Links

TBCB T/B Cash Basis: http://www.dsdinc.com/enh/pages/TBCB.htm

The product web page contains:

Product Description
Adobe Acrobat Product Description
Web Links
Current Product Version Table
Product Installation File Download
Product Manual in Word 97 and Adobe Acrobat Formats
Revision History
FAQ

Support

DSD provides product support through MAS 90 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is 858-550-5900. Fax: 858-550-4900.

For a hard error, where the program displays an error dialog, report:

Error number.
Program name.
Line number.

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Program version.
Exact sequence that caused the error, including menus and menu selections.
Other pertinent information.

If leaving a message or faxing, please include:

Your name.
Your phone number (and fax if applicable) and extension.

It is possible to be unable to duplicate a problem, because of data corruption or because we have not exactly duplicated a particular operating environment. In such circumstances, we can only continue to try to fix the problem if we can either access the system with Symantec PCAnywhere or by some other means access or duplicate the system.

Time & Billing Cash Basis Features

The **T/B Cash Basis** modifications for **MAS 90** allows the **T/B** user to:

- Enter Time and Billing transactions in the normal fashion. The Cash Basis modifications are virtually transparent to the user performing data entry.
- Each company may be defined as Cash or Accrual Basis, in the Time and Billing Options screen. One company on the system may be Cash Basis, while another operates on an Accrual Basis.
- If setup on a Cash Basis, General Ledger postings are not made when the **Billing Register** is updated, but rather, the detail is "saved" and posted at the time that cash is received for the Billing.
- The Cash Basis modifications work only for Open Item Clients.
- If the company is setup to be on a Cash Basis, Sales Taxes can still continue to be on an Accrual Basis. This is mandatory in some states.
- There is a utility feature built into the **Time and Billing Sort Rebuild** program that can be used to initialize the necessary **T/B Cash Basis** files, from existing **Open Invoice** information that was expensed on an accrual basis. This rebuild also "forces" G/L distribution back into balance, for any invoices which have fallen out of balance, for any reason. The new **Open Invoice G/L Account Detail Report**, described below, indicates whether there are any out of balance open invoices.
- There is a new **Open Invoice G/L Account Detail Report** that summarizes the General Ledger distribution activity for each open invoice on the system. This report is useful in calculating end of year tax adjustments, for companies whose books are kept on a cash basis, but whose taxes are accrual-based. This report is available whether or not the Time and Billing has been setup for Cash or Accrual Basis. The report checks the sum total of the G/L distribution for the invoice, and prints an error flag if the G/L distribution is not in balance with the Open Invoice amount.
- Post Cash receipts to G/L in detail.

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Reports

Time and Billing Cash Basis does not change any of the standard MAS 90 reports, however there is one new report.

The new Open Invoice G/L Account Detail Report is found in the Time and Billing Reports Menu, and lists all of the G/L distribution detail for each open invoice. The invoice balance is compared to the sum total of the distribution detail, and an "**OUT OF BALANCE**" flag is printed for any invoice whose detail does not match the invoice balance. Out of balance checking ***is not*** performed when the user specifies a range of General Ledger accounts to print. Checking is only done when ***all*** General Ledger accounts are selected.

If this report is run, and one or more out of balance flags are printed, the user may put the system back into balance by Rebuilding Application Sort Files for Time and Billing. If the Distribution is chronically out of balance, this may indicate a system problem of some sort, and should be investigated.

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Section B: Getting Started

- If you reinstall or upgrade one of the MAS 90 modules listed in the following table, you must also reinstall this Enhancement.
- Enhancements from different Master Developers are generally not designed to work together. If installed together, problems are likely to occur.
- Check with DSD before installing more than one Enhancement.
- Do not install this Enhancement on MAS SQL Systems.

Required Levels

MAS 90 Module	Module Required	Required Level
T/B	Y	4.10

Installation

The following instructions are for installing to Windows. *For UNIX instructions see the "INSTALL.HTM" HTML file on the CD-ROM (you can use a Windows machine to view it.) It will guide you in mounting the CD-ROM on the UNIX file system and running a UNIX installation script.*

1. Back-up: Exit all MAS 90 / MAS 200 sessions. Back-up existing MAS 90 / MAS 200 data.
2. Check Levels: MAS 90 / MAS 200 module levels **must match** those listed above.
3. Run Enhancement Setup Program: Insert the installation CD-ROM. The installation will normally run automatically, otherwise, run SETUP.EXE on the CD-ROM. This can be run from the server or a workstation. Follow on-screen instructions. *If installing from an e-mail message or from a Web download, run the program sent to you (or downloaded). This will self-extract and run same Setup program.*
4. Re-Start MAS 90 / MAS 200: MAS 90 / MAS 200 will be updated.
5. Unlock the Enhancement: DSD Enhancements must be unlocked to run. When any part of the Enhancement is run for the first time, the **DSD Enhancement License Agreement and Activation** window will appear. Follow the steps shown on that window. *You can click the Help button for more detailed instructions.*

   Note: On the next page is a screenshot of the DSD Enhancement License Agreement and Activation window.

   After accepting the License Agreement, you can then select the type of unlocking that you'd prefer. The choices are Normal, Demo and Web.

   Normal Unlock: You will need to unlock the Enhancement by calling DSD during business hours (8am to 5pm PST) at **858-550-5900**.

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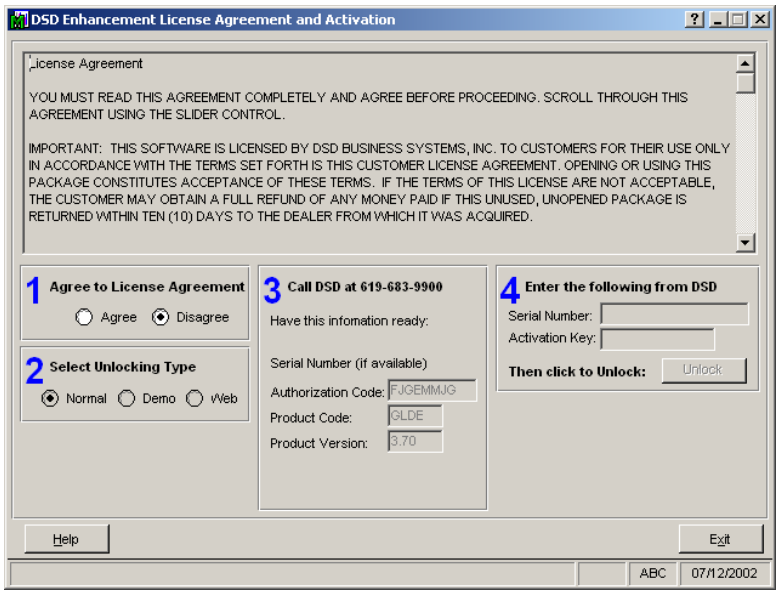
Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have a DSD WebUnlock code*, can unlock the Enhancement without assistance using WebUnlock. When this option is selected, the window will change to show the WebUnlock entry section. Enter the WebUnlock code and click the Unlock button.

- *Entering a WebUnlock code will unlock all DSD Enhancements that have been licensed.*
- *The MAS 90 / MAS 200 system that is being used must have web access for this option to be available.*
- *You can get a WebUnlock Code from your DSD Enhancements sales representative.*

Demo Unlock: If a Demo mode is available for the Enhancement you're running, you will be able to Demo unlock the product without assistance from DSD for demo purposes.

- *Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web access and/or an WebUnlock code. Later, you can unlock the product fully, during business hours.*



Note: You can also unlock a DSD Enhancement through the DSD Utility Suite window. This is accessed at the bottom of the Library Master Utility menu. In the DSD Utility Suite window, click the ***DSD Enhancement Control Panel*** *button on the bottom of the window. Then, select the Enhancement with your mouse from the list of Enhancements and click the* ***Unlock Product*** *button on the right side of the window.*

6. Convert Data: After registration, the Data Conversion window will appear. Follow on-screen instructions to complete data conversion. *You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and data has not been converted, the conversion program will run again.*

DSD Enhancement Control Panel

Starting with version 3.70, all DSD Enhancement products include DSD's Utility Suite menu and DSD's Enhancement Control Panel. The **DSD Utility Suite is accessed from the Library Master Utilities menu**. The **DSD Enhancement Control** Panel is accessed from a **button on the bottom of the DSD Utility Suite window**.

The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a MAS 90 / MAS 200 system. To use it, select an Enhancement product

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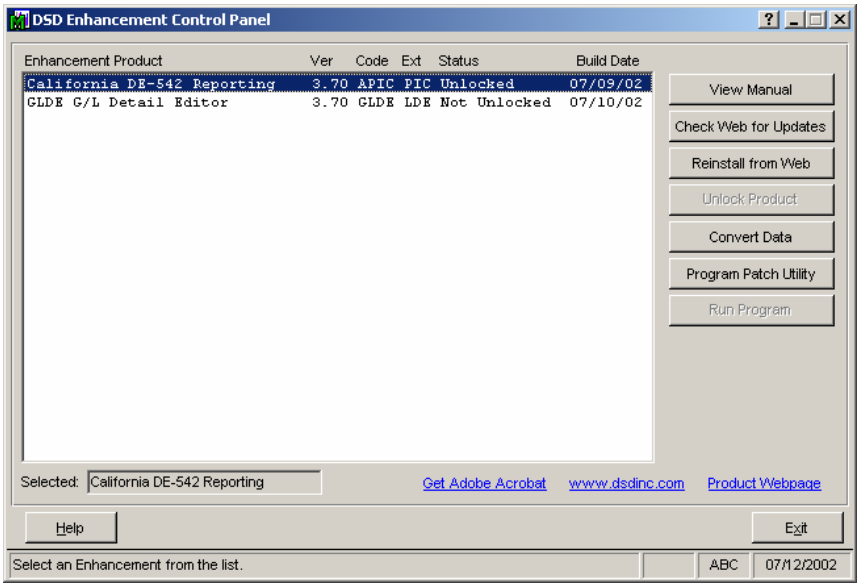
from the list on the window and then click the button, on the right side of the window, which corresponds with the desired task.



View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the MAS 90 system. If the file is not present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the "MAS90/PDF" folder and then displayed.

Check the Web for Updates: This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires a web connection on the MAS 90 / MAS 200 system.*

Reinstall from Web: After a verify dialog, this will automatically download and reinstall the selected Enhancement from the DSD website. *This requires a web connection on the MAS 90 / MAS 200 system.*

Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked.*

Convert Data: After verification, the selected Enhancements data conversion program will run.

Program Patch Utility: Only use this option under the guidance of a DSD Enhancement Technician. That person will guide you in its use.

Run Program: This button is enabled for certain DSD Utility programs only.

Additional Controls

Help: The Help button, located at the bottom left of the window, opens an HTML help file similar to the above.

Get Adobe Acrobat: Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

There are also links to the DSD website and the Enhancement page on that site.

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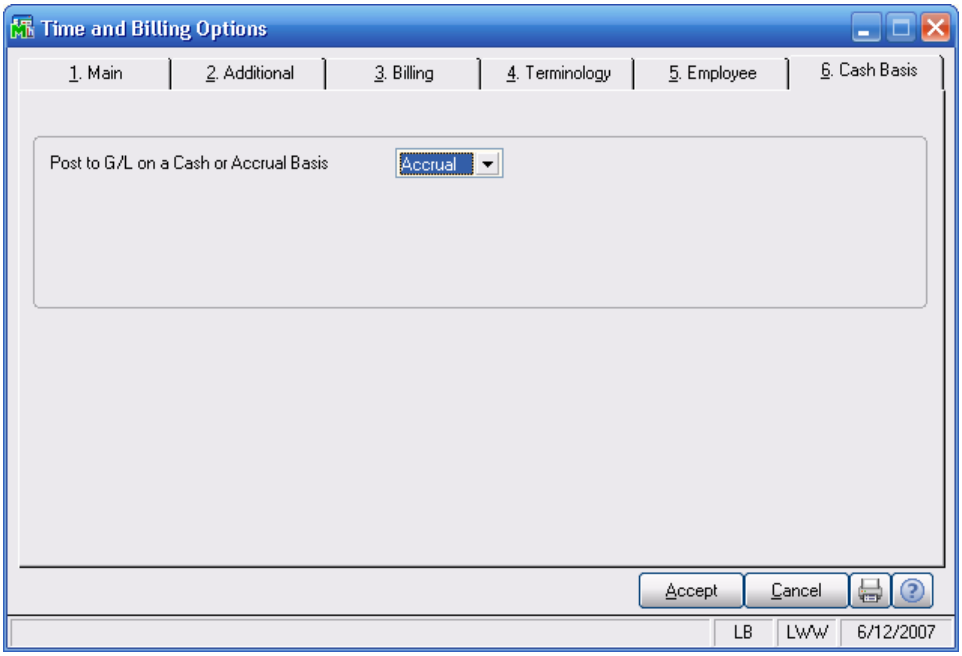
Section C: Setup

Time and Billing Options

The **Time and Billing Option Tab 6** has been added to include the new **Cash** options.

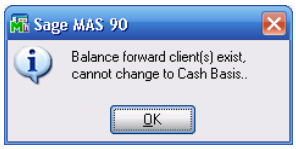
Important: *When the* ***TBCB*** *files are first setup for your company, the system default assumes that the company will be on an* ***Accrual Basis****, including* ***Sales Taxes****. If this is not the case, these fields should be changed accordingly, prior to the update of any journals.*



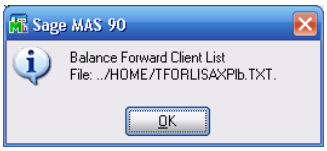
Selecting Accrual or Cash Basis

The first drop box on this screen is "**Post to G/L on a Cash or Accrual Basis?.**" If **Accrual** is entered, **Time and Billing** will be on an Accrual Basis (as standard T/B posts). If **Cash** is entered, **Time and Billing** will be on a Cash Basis.

When the first option is selected by the user, before the system allows the option to be set, (to cash basis) the system first determines whether any balance forward clients currently exist. Because balance forward clients are not allowed with TBCB, if any exist, the system will not allow this option to be set. If balance forward clients exist, the window shown on the right will appear.



If balance forward clients are detected, the system will create a file in the MAS90/HOME directory that will contain a list of balance forward clients. That file will be called **TFOR*tttt*.TXT** (where ***tttt*** is the terminal ID for the workstation that created the file. After the file is created, a window prompt will appear, reminding the user of the existence of this file.



The second option is only activated if the first option is set. This option determines whether to post sales taxes on a cash or accrual basis. If set, (checked) the system will post on a cash basis.

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Important

TBCB cannot be used if there are any Balance Forward clients in the client database. ***All*** clients must be set to Open Item, or the **Cash Basis Options** will display an error message. Refer to the T/B manual for the details of converting a client to Open Item. In general, all balance forward invoices must be paid and cleared from the invoice history files in order to perform that conversion.

For this reason, the flag that determines whether to use Cash Basis or Accrual Basis is initially set to Accrual Basis. When the user sets this flag to Cash Basis, the system scans the T/B Client Master file to make sure that no Balance Forward clients exist.

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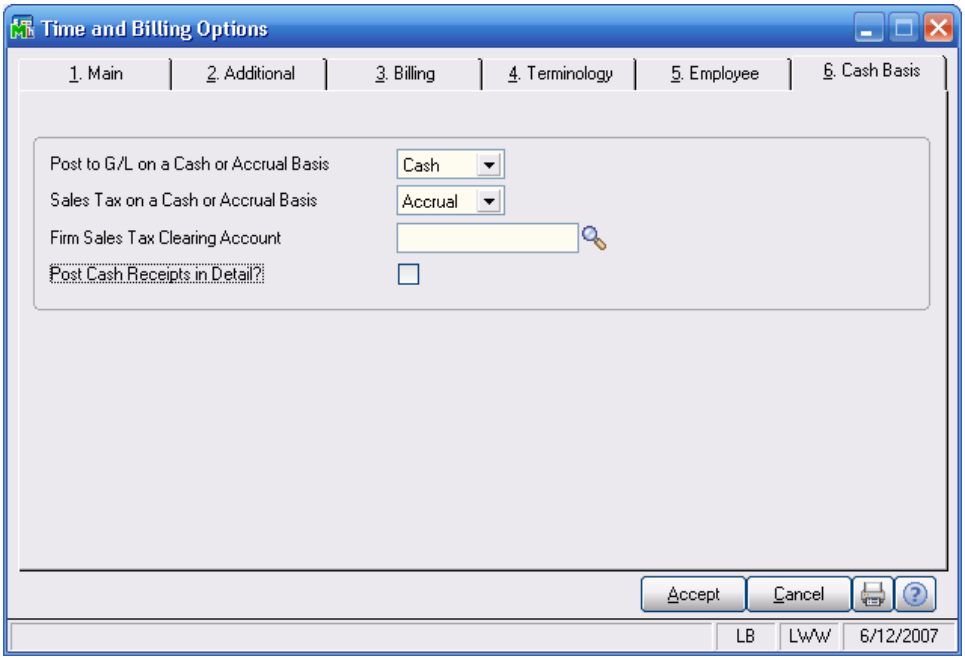
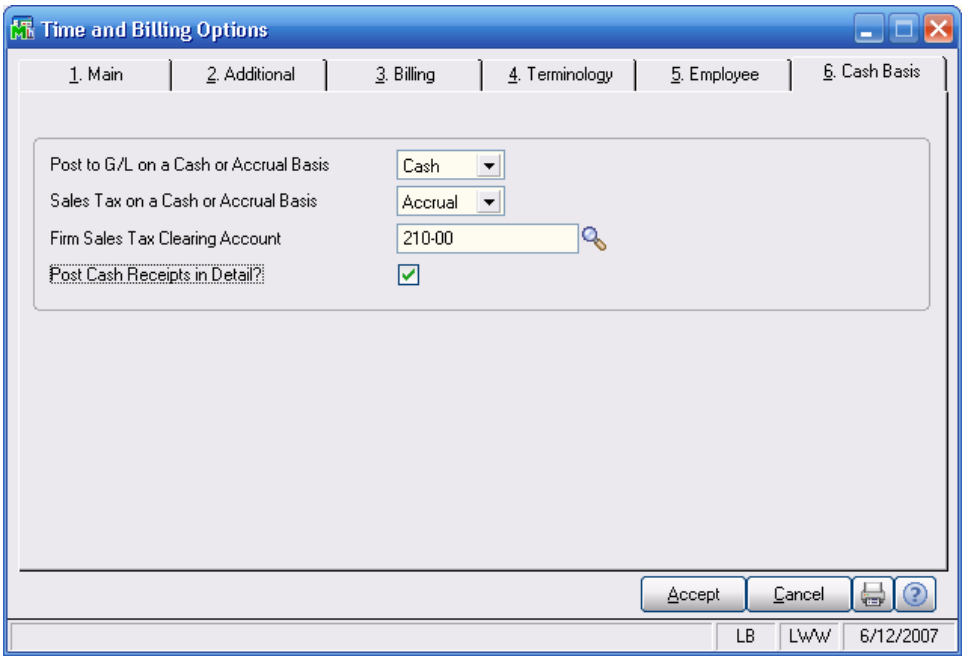
Sales Tax on an Accrual or Cash Basis

The second prompt is "**Sales Tax on a Cash or Accrual Basis?**". If **Accrual** is entered, **Sales Taxes** will be on an Accrual Basis. If **Cash** is entered, **Sales Taxes** will be on a Cash Basis.



Sales Tax Clearing Account

If **A** is selected for the previously described option, a prompt comprised of "**Firm Sales Tax Clearing Account**" will appear and the appropriate G/L Account Number needs to be entered.



Posting Cash Receipts in Detail

The last prompt is: "**Post cash receipts in detail?**". If checked, the G/L will be posted in detail in the format: ***Client Code + Date of Cash Receipt + Invoice Number***.

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Setting up Open Invoices

If you are converting from another accounting system, you will need to enter your existing open invoices into the system. For a comprehensive discussion on setting up open invoices, you should refer to your **MAS 90/200 Time and Billing Manual**. If this is a new installation and open invoices must be set up, you must do so in the following manner.

If your **General Ledger** account balances reflect the amounts of the invoices to be set up, you must turn off the "**Integrate with General Ledger**" option in the **Time and Billing Setup** options, then turn it back on after the setup of open invoices has been completed.

Open invoices may not be setup while the system set to post on a cash basis. You must reset the option to post on an accrual basis while this operation is being performed. After the flag has been set to the accrual mode, open invoices should be set up in the manner explained in *Section B* of the **MAS 90/200 Time and Billing Manual**.

After the **Setup Open Invoice Journal** is updated, you must run a **Sort Rebuild** for the **Time and Billing** data files. When the **Rebuild** prompts for the recalculation of the **Cash Basis G/L Distribution**, you should answer **YES**. If you had turned the G/L integration off, turn it back on upon the completion of the **Sort Rebuild**. The final step is to set your option back to post on a cash basis.

Sales Taxes

If Sales Tax is to be handled on an Accrual Basis, the Billings Register Update will debit the Sales Tax Clearing Account, and credit the Sales Tax Account, by the sales tax amount. When payment is received for the Invoice, the Sales Tax Clearing Account will be credited by the sales tax amount for the invoice, which reverses the first entry. In essence, the account balance in the Sales Tax Clearing Account will be the sum total of Sales Tax accrued on all posted invoices, for which there has not yet been payment received.

Sort Rebuild

When the Sort Rebuild is performed for a T/B system having existing open invoices, the system rebuilds the Cash Basis posting file by debiting the existing open invoice balances to the A/R Clearing Account (formerly Accounts Receivable). As these existing invoices are paid, the balance in this account, which was formerly a credit balance representing the total Time and Billing Receivables, will be drawn down to zero as this account is debited. New invoice activity will, of course, contain the correct revenue accounts. This facility allows the computer to maintain both the old and the new invoices without your having to manage the G/L aspects manually.

When invoices are partially paid, **TBCB** distributes the payment proportionally among all General Ledger accounts contained in the distribution file. If there is a roundoff error, it is automatically applied to the last distribution account. The user can print the General Ledger distributions for any or all open invoices by accessing the **T/B OPEN INVOICE G/L DETAIL REPORT** in the **T/B Analysis Menu**.

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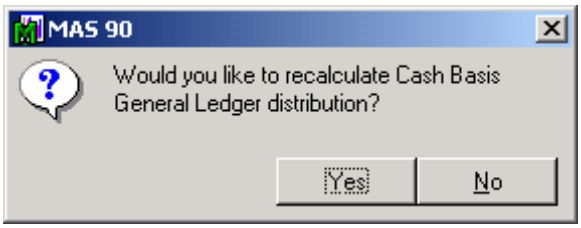
As previously discussed, the Sort Rebuild for T/B has the capability to check all invoices for out of balance conditions. When the Sort Rebuild is run, a new prompt will appear:

If this prompt is answered with **YES**, then the Sort Rebuild will check the Cash Basis General Ledger Distribution, and "force" it back into balance if a discrepancy is discovered.



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Section D: System Operations

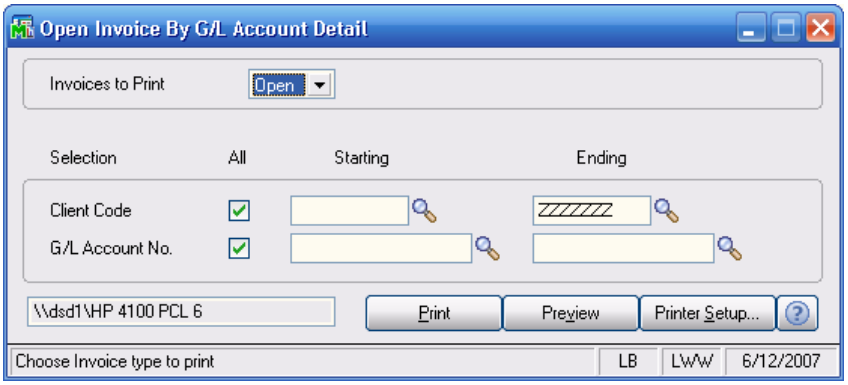
Using Time and Billing Cash Basis

There are few *visible* differences in using **TBCB** compared to regular **Time and Billing**. A major difference is that when **Billings** are posted, no **General Ledger** transactions are created as a result. The **General Ledger** postings are created at the time that a check is received and updated.

Open Invoice By G/L Account Detail Report

This new report may be found on the T/B Reports Menu:

When this report is selected, the Selection Screen shown appears. The selection fields are as follows:



INVOICE TO PRINT: This field may be used to select Open Invoices only, Paid Invoices only, or All Invoices (both open and paid).

If the report is being used to scan for out of balance conditions, then it is suggested that All Invoices be selected. If the report is being used to create a cash-to-accrual adjustment (or vice versa), then it is suggested that Open Invoices be selected. If a cash to accrual adjustment is needed on a regular basis (more frequently than once a year) it is suggested that the Report Master be used to create a Custom Report, using the **TB.GLDIST** file, which reports all Open Invoice G/L Account distribution, sorted and subtotaled by G/L Account. The Open Invoice G/L Detail Report is sorted and subtotaled by Client by Invoice, which is not as useful in creating the necessary adjustment to the General Ledger.

STARTING and ENDING CLIENT: The user may enter a single Client, or a range of Clients. The **<F2>** Listmode can be used to search for Clients.

STARTING and ENDING G/L ACCOUNT: These fields may be used to limit the report to a single account, or to a range of accounts. It is very important to note that if the G/L Account is used to limit the report, the program ***will not*** perform invoice balance checking.

Custom Reports

The Data Dictionary has been modified to include a new TB.GLDIST file. This file contains the fields necessary to report the Open Invoice G/L Distribution data, and is fully accessible to the Report Master and Visual Integrator programs.

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Section E: Converting from *Cash* to *Accrual Basis*

Occasionally, a company needs to be converted from a ***cash basis*** to an ***accrual basis***, for instance when TBCB is no longer required and is being removed from a MAS 90 installation.

1. Run the **T/B Open Invoice G/L Account Detail Report**.
2. This report should be the basis for a General Journal Entry, in which an entry is made for each G/L Account on the report. These revenues have not yet been recognized, because TBCB is "holding" them until a check is received. They should be recognized at this time, using the Time and Billing account as the offset account. Check with your accountant in order to determine which period(s) these transactions should be posted to.
3. Turn the Cash Basis flag off in the A/R Options screen.
4. Print the **Open Invoice Report**, and confirm that the total open invoice amount agrees with the new balance in your T/B account.

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