# BS&A Courseware: The Basics of BS&A Applications

BS&A Software, Inc. | bsasoftware.com | 855 BSASOFT



#### BS&A Software Courseware

Written and published by BS&A Software, Inc.

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BS&A Software, Inc. 14965 Abbey Lane Bath MI 48808

#### About this Courseware

This "Basics" courseware is intended to provide students with an understanding of the interface shared by all of BS&A Software's applications, and how to execute basic commands such as sorting and blocking records, and searching for data. General maintenance of your database is also covered.

The screen shots used in this Basics courseware come from General Ledger, the foundation of our Financial Management suite of applications.

This courseware assumes students understand the basics of using a Windowsbased computer, and are comfortable using the keyboard and mouse. Students should also be comfortable navigating the file structure of their computer in order to create and manage files and folders. Understanding of and experience with printing and using a Web browser is also encouraged.

This courseware is not exhaustive in covering every possible scenario or area of the application. Its intent is to showcase key areas and procedures that are covered in more detail in the software manual, and it has been designed as a reasonable outline of the information and order followed during your training on the software.

BS&A's applications are designed to anticipate every need of your department. As not all municipalities have identical procedures, some aspects of this courseware may not be necessary, while some of your training might involve scenarios not covered by this courseware. Training is tailored to the individual municipality.

Customers and potential customers have unlimited access to our Tech Support department; feel free to contact them at any time with questions.

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## Section 1: Interface



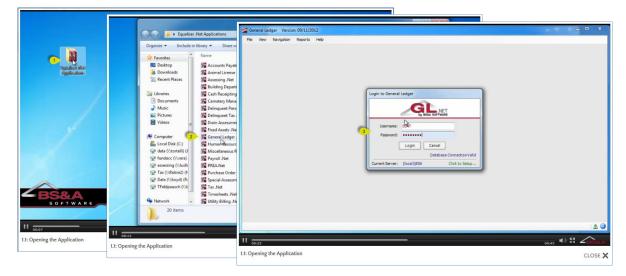
In this section you will learn how to:

- o Open the application
- Recognize the basic areas that make up the interface of a BS&A .NET application

## Lesson 1.1: Opening the Application

#### ...from the Desktop

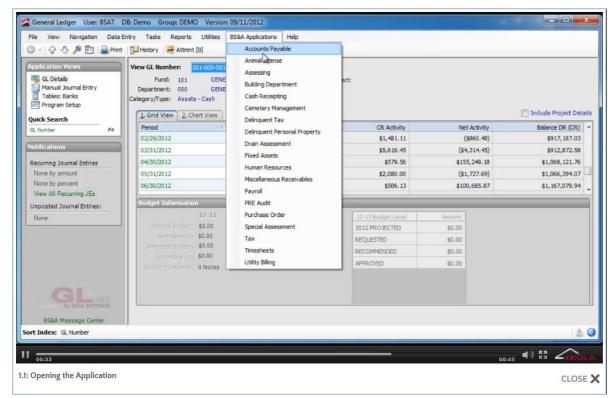
- 1. Look for the Equalizer .NET Applications folder on your desktop and double-click it.
- 2. Look for the name of the application you want to open (General Ledger is used in this example) and double-click it.
- 3. Enter the user name and password (if any) assigned to you and click Login.



... from within a .NET Application

1. Open BS&A Applications in the Menu Bar. A list of all installed BS&A applications drops down.





3. The application opens without prompting you to log in.


Notes

### Lesson 1.2: Title Bar

The Title Bar is located at the top of your BS&A application and is always visible.

		5				6
neral Ledger User: BSAT	DB: Demo Group: DEMO	Version: 09/11/2012				- 0
An and a second second second	Entry Tasks Reports t 🔛 History 💻 Attmnt [0]	Utilities BS&A Applicatio	ns Help			
ication Views		-000-001.000	CASH			
GL Details	Fund: 101	GENERAL FUND		oject:		
Manual Journal Entry	Department: 000	GENERAL		ojecu		
Tables: Banks Program Setup	Category/Type: Assets -	Cash				
k Search	1. Grid View 2. Char	View				📄 Include Project Det
umber F4	Period	A.I.	DR Activity	CR Activity	Net Activity	Balance DR (CR)
	02/29/2012		\$620.63	\$1,481.11	(\$860.48)	\$917,187.03
ications	03/31/2012		\$1,302.00	\$5,616.45	(\$4,314.45)	\$912,872.58
urring Journal Entries	04/30/2012		\$155,828.74	\$579.56	\$155,249.18	\$1,068,121.76
ne by amount	05/31/2012		\$352.31	\$2,080.00	(\$1,727.69)	\$1,066,394.07
ne by percent	06/30/2012		\$101,192.00	\$506.13	\$100,685.87	\$1,167,079.94
w All Recurring JEs	Budget Information					
osted Journal Entries:	Looner, and an	0-11 11-12	12-13			
ne	Orional Budget: \$		\$0.00	12-13 Budget Level 2012 PROJECTED	Amount. \$0.00	
		0.00 60.00	£0.00	2012 PROJECTED	60.00	
BS&A		lessor	n 1.2: Title	Bar	50.00	
	6	203501			\$0.00	
SOFTWAR				1: Interface		

- (1) Name of the application
- (2) Name of the currently-logged in user
- (3) Name of the currently-active database

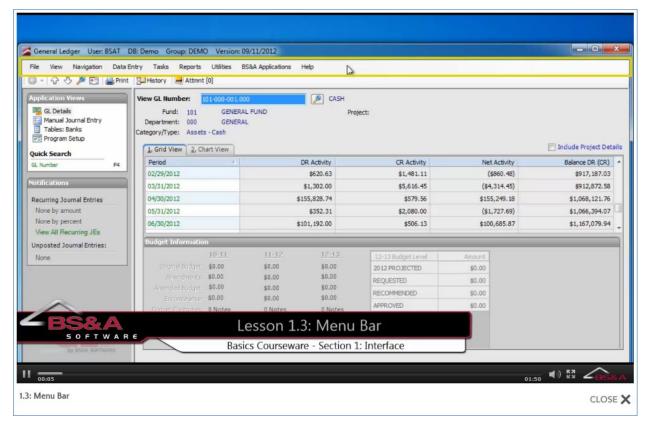
(4) Name of the Shared Database Group to which the database belongs (if any; otherwise, this says None)

- (5) Version date of the application
- (6) Windows buttons used to minimize, resize, or exit the application


Notes

### Lesson 1.3: Menu Bar

The Menu Bar is located beneath the Title Bar. It, too, is always visible, regardless of the screen you are viewing. Most BS&A programs have the same Menu Bar. The availability of Tasks and Utilities varies from program to program.



The **File** menu provides options for managing your database (add, open, copy, back up, etc.), importing and exporting data (not available in all programs), and exiting the program.

File		
	Database	•
₽₽	Import	•
5	Export	•
	Exit	

The **View** menu is an alternative to the Application Views pane. It also offers a Back option, which is an alternative to the Back button in the Tool Bar, and an option to go to Full Screen, which removes the Application Views pane and the Program Table Views pane.

View	1		
3	GL Details	Ctrl+F2	
=	Manual Journal Entry	Ctrl+F3	
	Tables: Manual Journal	Entries	•
<b>V</b>	Program Setup	Ctrl+F1	
	Back		•
	Full Screen Alt+Sh	ift+Enter	

The **Navigation** menu is an alternate way to scroll through your records, conduct searches (see page 50), and sort your records (see page 57).

Nav	igation
$\hat{\mathbf{v}}$	Previous Record PageUp
♧	Next Record PageDown
$\overline{\nabla}$	First Record Ctrl +Home
\$	Last Record Ctrl+End
ø	Search F3
<b>A</b>	Index Alt+I
	QuickSearch

The **Data Entry** menu is an alternative to using the Application Views pane and some of the buttons available on the selected data entry screen.

Data Entry	
GL Details	•
Manual Journal Entry	•

The **Tasks** menu provides items to assist in the day-to-day use of the program.

Tasks	1		
P	ost Manual Journal Entries		
C	Create an Interest Allocation Journal Entry		
S	Setup Recurring Journal Entries		
В	atch Add Budget Amendments		
C	reate or Edit Budget		
C	reate or Edit Sub-Project Budget		
S	preadsheet Budget Analysis		
L	ong-Term Budget Forecasting		
M	Ionthly Budget & Cash Flow		
G	ASB34 Adjustments		
C	heck and Deposit Reconciliation		

The **Reports** menu opens up to a list of report categories. When a report category is selected, you are taken to the Run Report dialog where you may set up and run a variety of reports.

Reports	
Gen	eral Ledger Reports
Jour	nal Reports
Jour	nal Detail/Account Activity
Man	ual Journal Entry Reports
Budg	get Reports
Budg	get Amendment/Encumbrance Reports
GL H	listory
Proj	ect Reports
GAS	B 34 Reports
Stat	e-Specific Reports
Ban	king Reports
Audi	it Reports
Othe	er Reports
Clea	r Report Favorites
Rep	ort Profiles
Prev	viously Generated Reports

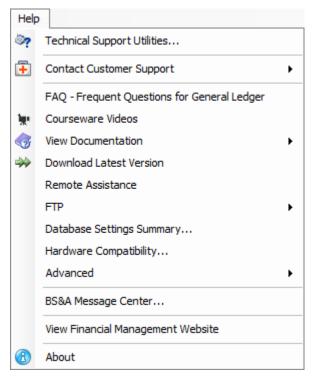
The **Utilities** menu provides items to handle unique situations that surface from time to time.

Utilities	
Yea	ar-end Closing
Edit	t/Publish Web Financial Data
Cha	ange a GL Number
Cha	ange a Fund/Dept/Acct/Proj
For	mat Description Character Casing
Che	eck Linked Apps For Unposted JEs

The **BS&A Applications** menu provides a list of installed BS&A programs. Click a program to open it (no user name/password entry required).

BS	&A Applications
	Accounts Payable
	Animal License
	Assessing
	Building Department
	Cash Receipting
	Fixed Assets
	Human Resources
	Miscellaneous Receivables
	Payroll
	Purchase Order
	Timesheets
	Utility Billing

The **Help** menu provides a variety of options to assist you.



Notes			

#### Lesson 1.4: Tool Bar

Tool Bars appear at the tops of Tables, Data Entry screens, some Tasks/Utilities, Reports, Program Setup screens, and other areas. Pictured is a Tool Bar that offers a variety of

Seneral Ledger User: BSAT DB: Demo Group: DEMO Version: 09/11/2012 \_ 0 File View Navigation Data Entry Tasks Reports Utilities BS&A Applications Help 🖸 🕂 🖓 🤌 🔄 🚔 👩 Add 🕤 Add Recurring 🗐 Reverse 🔌 Edit 🎼 Tools 🔹 🔦 Options 📖 Audit 🛁 Attmnt [0] Manual Journal Entry - Manual Journal Entry 150282 Intry has been deleted. You may only edit the notes field. ntry has been deleted. You may only edit the notes fie Manual Journal Entry - Manual Journal Entry 1 User: RMARTIN Posted: Yes Journal Type: Journal Entry Manual Journal Entry - Manual Journal Entry 104428 Reversed: No Manual Journal Entry - Manual Journal Entry 1 Post Date: 05/31/2005 Manual Journal Entry - Manual Journal Entry 104428 Notes... Manual Journal Entry - Manual Journal Entry 1 Manual Journal Entry - Manual Journal Entry 104428 Manual Journal Entry - Manual Journal Entry 104429 Manual Journal Entry - Manual Journal Entry 104428 Manual Journal Entry - Manual Journal Entry 1 Manual Journal Entry - Manual Journal Entry 104428 Manual Journal Entry - Manual Journal Entry 1 Program Setup Manual Journal Entry - Manual Journal Entry 1 Clear Navigation History Copy Inl Desc To GL Descs Totals: \$0.00 \$0.00 R Viewing Existing Manual Journal Entry Save Cancel **BS&A Message Cent** Sort Index: Journal Entry # A 6 02:17 11 00:31 1.4: Tool Bar CLOSE 🗙

Following are the most-frequently visible buttons and their functions. Depending on the screen, additional buttons will be available and their functions covered where relevant.

Back	<b>3</b> -	Click to return to the last record viewed; click the 📩 area of the button to drop down a selection list of recently-viewed records.
Page Up; Page Down	☆ 🌣	Click to scroll through the records according to the current index (sort order).
List		Click to bring up a list of records; double-click the record you want to view.
Search	🔎 Search or 🄎	Click to launch a search dialog.
Index		Click to change the index (sort order) of the records.
Add	Add	Click to add a record or an item to the currently-loaded record.
Delete	Delete	Click to delete the currently-loaded record (not always allowed if the record is linked to another piece of data).
Audit	😡 Audit	Click to view an audit trail of the currently-loaded record or of deleted records.
Tools	羄 Tools 👻	Click to receive tools to use on the currently-loaded record.
Print	Print or	Click to generate one or more printouts for the currently-loaded record or record type. Some screens launch the entire Run Report screen.
Attachment	Attmnt [0]	Click to add a picture or document to the record currently being viewed. The button label may differ among programs (Attachments; Attmt; etc.) due to available space on the Tool Bar, but the function remains the same. The button label reflects the number of attachments found, and updates itself with each attachment added or removed.

buttons, including a Back - O - button:

Buttons vary depending on the screen. Pictured is a typical Tool Bar available when viewing a Program Setup screen (in this example, Fund Setup):

General Ledger User: BSAT DB: Demi	o Group: DEMO Version: 09/11/2012	- • ×
File View Navigation Data Entry T	iasks Reports Utilities BS&A Applications Help	
Popplication Views       Fur         G Detais       Manual Journal Entry         Tables: Al Journal Entrin:       Program Setup         Quick Search       C4         Quick Search       Program Setup         Notifications       Program Setup         None by amount       None         None       Status Software         BSBA Message Center       BSBA Message Center	up Fund: 101 Insctive	r5
01;24	02:11	•) 19 2 <del>86</del> 84
.4: Tool Bar		CLOSE 🕽

Notes			

## Lesson 1.5: Application Views and Program Table Views Panes

The Application Views and Program Table Views panes are located on the left side of the screen. If these panes are not visible, Full Screen has been selected in the View menu; press Alt+Shift+Enter to restore the view.

The Application Views pane - (1) - displays the different areas that can be reached with the click of your mouse or your ↑ and ↓ keys. The Program Table Views pane - (2) - appears when you highlight the Tables: item in Application Views. Click the button in Program Table Views to open a list of the different tables available; select the Table you want to view.

pplication Views:	Thanker of	Records: 98		Index: Journal Code		1			
🛐 GL Details	Journal Code	Transaction Number	Post Date	Description	Reference	Reference Num2	Name	User Name	Ma
Manual Journal Entry Tables: All Journal Entr	GJ	209416	06/30/2010	YEAR-END ADJUSTMENT	157834			MWILLIAMS	No
Program Setup	GJ	209417	06/30/2010	YEAR-END ADJUSTMENT	157835		1	MWILLIAMS	No
uick Search	GJ	209418	07/01/2010	TO REVERSE MANUAL JOURNAL EN	157836			MWILLIAMS	No
L Number F4	GJ	209419	06/30/2010	YEAR-END ADJUSTMENT	157837			MWILLIAMS	No
	GJ	209690	06/30/2010	POSTING CORRECTION CK#56561	157838			MWILLIAMS	No
ogram Table Yiew(s)	GJ	209691	07/01/2010	TO REVERSE MANUAL JOURNAL EN	157839			MWILLIAMS	No
Current Table (CTRL+T)	GJ	209692	09/23/2010	POSTING CORRECTION CK #56610	157840			MWILLIAMS	No
All Journal Entries	GJ	209693	09/23/2010	POSTING CORRECTION CK #56610	157841			MWILLIAMS	No
	GJ	209695	07/01/2010	TO REVERSE MANUAL JOURNAL EN	157842			SSMITH	No
	GJ	209696	06/30/2010	POSTING CORRECTION - CK #5656	157843			SSMITH	No
	GJ	209697	07/01/2010	TO REVERSE MANUAL JOURNAL EN	157844			SSMITH	No
	GJ	209698	06/30/2010	JOURNAL REVERSING ENTRY	157845			SSMITH	No
G	GJ	209719	10/13/2010	INTEREST EARNINGS - FIRSTBANK	157846			SSMITH	No
	GJ	209728	03/24/2010	CORRECTION OF MR INVOICE 145	157848			SSMITH	No
	GJ	209731	06/30/2010	FISCAL YEAR-END RECEIVABLE EN	157849			SSMITH	No
	GJ	209735	07/01/2010	TO REVERSE MANUAL JOURNAL EN	157850			SSMITH	No
	61	300736	10/21/2010	WELLIE AD PROTECTION CRANT	157957			SSMETH	No
BS&A	Les	son 1.5:	Applica	tion Views and Prog	ram Tabl	e Views Pan	es	MWILLIAMS	No
SOFTWAR								MWILLIAMS	No
BS8A Message Center	17	-	Basi	cs Courseware - Sectior	1: Interfa	се		lange come	1.1.
Index: Journal Code	-								(A)

Notes			

#### Lesson 1.6: Work Area

To the right of the Application Views and Program Table Views panes is the work area. The information you see depends on the item selected in the Application Views pane.

#### Example 1

Manual Journal Entry is selected in Application Views:

pplication Views GL Details Manual Journal Entry Tables: All Journal Entr Program Setup Duick Search	Journal Entry #: 119539	As been posted. You may only edit the notes field. User: STAFF Posted: Yes Journal Type: Journal Entry Post Date: 00/20/2002		
3L. Number F4	GL Number	Description	DR	CR
otifications	591-000-001.000	CASH	\$726.41	\$0.00
	591-000-043.000	A/R UTILITIES	\$0.00	\$726.4
Recurring Journal Entries	641-000-001.000	CASH	\$44.43	\$0.00
None by amount	641-000-043.000	A/R UTILITIES	\$0.00	\$44.4
None by percent View All Recurring JEs	590-000-001.000	CASH	\$1,773.09	\$0.0
	590-000-043.000	A/R UTILITIES	\$0.00	\$1,773.0
Unposted Journal Entries:	101-000-043.000	A/R UTILITIES	\$2,543.93	\$0.0
None	101-000-001.000	CASH	\$0.00	\$2,543.9
	Copy Jnl Desc To GL Descs	Totals:	\$5,087.86	\$5,087.86
	Yiewing Existing Manual Jo	urnal Entry		Save Cance
BS&A Message Center				
t Index: Journal Code				1

#### Example 2

Tables is selected in Application Views, and GL History is selected as the table:

pplication Views		NOOT [A] LUGE THE	ctive Sort Index:	GL NUMBER						
写 GL Details 🔄 Manual Journal Entry	GL Number	Year End	Description	Account Type	Fund	Department	Account	Project	Account Category	
Tables: GL History	101-000-001.000	06/30/1999	CASH	Cash	101	000	001.000		Assets	
Program Setup	101-000-001.000	06/30/2004	CASH	Cash	101	000	001.000		Assets	
uick Search	101-000-001.000	06/30/2005	CASH	Cash	101	000	001.000		Assets	
SL Number F4	101-000-001.000	06/30/2006	CASH	Cash	101	000	001.000		Assets	
rogram Table Vit w(s)	101-000-001.000	06/30/2007	CASH	Cash	101	000	001.000		Assets	
Current Table (CTRL+T)	101-000-001.000	06/30/2008	CASH	Cash	101	000	001.000		Assets	
	101-000-001.000	06/30/2009	CASH	Cash	101	000	001.000		Assets	
GL History	101-000-001.000	06/30/2010	CASH	Cash	101	000	001.000		Assets	
	101-000-001.002	06/30/1999	CASH ON HAND	Cash	101	000	001.002		Assets	
	101-000-001.002	06/30/2004	CASH ON HAND	Cash	101	000	001.002		Assets	
	101-000-001.002	06/30/2005	CASH ON HAND	Cash	101	000	001.002		Assets	
Da	101-000-001.002	06/30/2006	CASH ON HAND	Cash	101	000	001.002		Assets	
14	101-000-001.002	06/30/2007	CASH ON HAND	Cash	101	000	001.002		Assets	
	101-000-001.002	06/30/2008	CASH ON HAND	Cash	101	000	001.002		Assets	
	101-000-001.002	06/30/2009	CASH ON HAND	Cash	101	000	001.002		Assets	
	101-000-001.002	06/30/2010	CASH ON HAND	Cash	101	000	001.002		Assets	
	101-000-001.003	06/30/1999	PETTY CASH	Cash	101	000	001.003		Assets	
	101-000-001.003	06/30/2004	PETTY CASH	Cash	101	000	001.003		Assets	
	101-000-001.003	06/30/2005	PETTY CASH	Cash	101	000	001.003		Assets	
BS&A Message Center	101-000-001.003	06/30/2006	PETTY CASH	Cash	101	000	001.003		Assets	

Notes			

### Lesson 1.7: Status Bar

The Status Bar is located at the bottom of your BS&A application and, while always visible, changes depending on the screen currently being viewed (for example, the Sort Index - pictured below - disappears when viewing the Program Setup screen). All BS&A programs have a Status Bar, but some of its icons and information vary from program to program.

Number	F4	101-000-001.000	CASH	06/30/2005	Cash	101	000	001.000	Assets
		101-000-001.000	CASH	06/30/2006	Cash	101	000	001.000	Assets
gram Table View(s)	_	101-000-001.000	CASH	06/30/2007	Cash	101	000	001.000	Assets
rrent Table (CTRL+T)		101-000-001.000	CASH	06/30/2008	Cash	101	000	001.000	Assets
L History	•	101-000-001.000	CASH	06/30/2009	Cash	101	000	001.000	Assets
		101-000-001.002	CASH ON HAND	06/30/2010	Cash	101	000	001.000	Assets
		101-000-001.002	CASH ON HAND	06/30/1999	Cash	101	000	001.002	Assets
		101-000-001.002	CASH ON HAND		Cash	101	000	001.002	Assets
		101-000-001.002	CASH ON HAND	06/30/2005	Cash	101	000	001.002	Assets
		101-000-001.002	CASH ON HAND	06/30/2006	Cash	101	000	001.002	Assets
		101-000-001.002	CASH ON HAND	06/30/2007	Cash	101	1100000	001.002	Assets
		101-000-001.002	CASH ON HAND		Cash	101	000	001.002	Assets
				06/30/2009					
		101-000-001.002	CASH ON HAND	06/30/2010	Cash	101	000	001.002	Assets
		101-000-001.003	PETTY CASH	06/30/1999	Cash	101	000	001.003	Assets
			PETTY CASH	06/30/2004	Cash	101	000	001.003	Assets
BCEA Managan Cast	~	101-000-001.003	PETTY CASH	06/30/2005	Cash	101	000	001.003	Assets
	-					-			
									2
Index: GL Number	1	6							
Index: GL Number	1	6							
	1	5		ore 1 7. (	Status Day				
BS&		6	Less	on 1.7: S	Status Bar				
Index: GL Number		E			Status Bar Section 1: Inte				
BS&		E							
BS&		E							
BS&		E							11-12 <b>()</b> 13 <b>()</b>
BS&		e							95.02 🜒 💱 🛆SS

(1) When viewing a data entry screen or table, the current sort order of the records is shown in the Sort Index. You may click the text to change the sort order (sorting is covered beginning on page 57).

(2) In GL, this icon indicates the status of your journal entries. When greyed out, as pictured, no unposted journal entries are detected. If unposted journal entries are detected, the icon is red - . Other BS&A applications use this icon in a similar fashion.

(3) This globe indicates the status of available software updates (updates are covered beginning on page 45).

Notes			

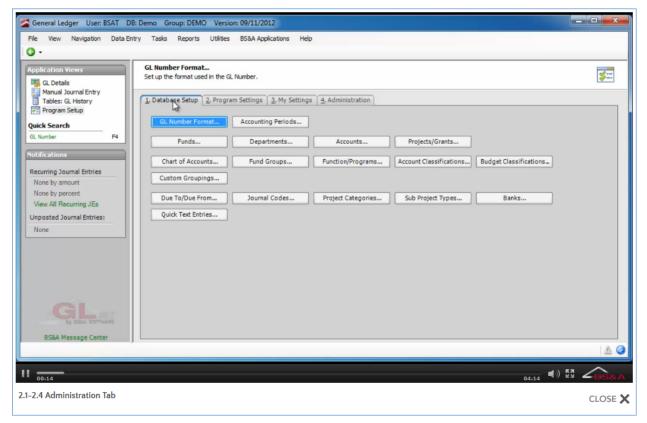
# Section 2: Program Setup



In this section you will learn the layout of the Program Setup screen and some of its generic buttons. Buttons/settings relating to a specific application are covered in the relevant courseware.

### Lesson 2.1: Database Setup Tab

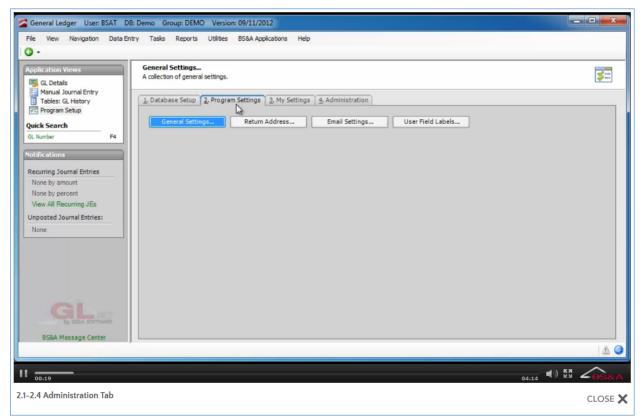
The Database Setup tab provides buttons containing setup screens for the currentlyopened database.



Notes			

### Lesson 2.2: Program Settings Tab

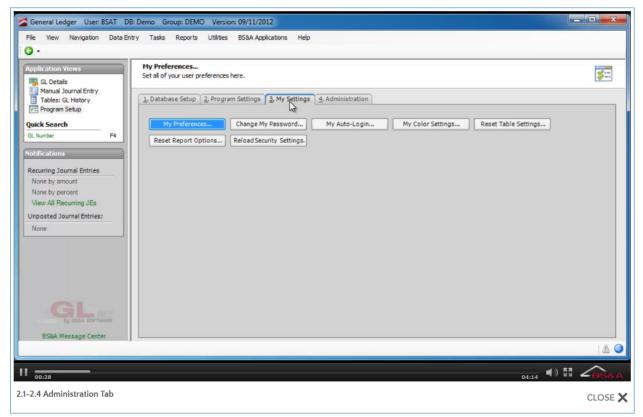
The Program Settings tab provides buttons containing settings, rather than setup items, for the currently-opened database.



Notes			

## Lesson 2.3: My Settings Tab

The My Settings tab provides buttons containing settings that affect the currently logged in user.



**My Preferences.** Select options to be applied when your user name is logged in.

**Change My Password.** ("BS&A" user names) Change the password currently assigned to your user name. BS&A user names are user names set up in a BS&A application, and are separate from your Windows Active Directory user names.

**My Auto Login.** ("Active Directory" user names) Tell the program to automatically log you in without being prompted to enter your Windows Active Directory user name and password. Active Directory user names are the user names set up for you to log into your network; rather than setting up separate BS&A names, you may populate your user list with these Windows Active Directory names.

**My Color Settings.** Change the color scheme of the program for your user name.

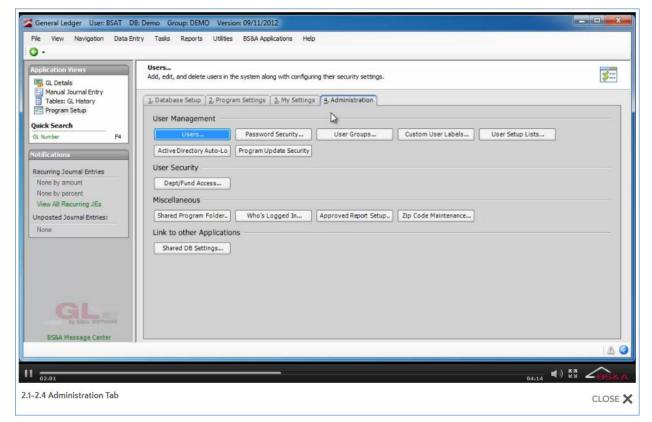
**Reset Table Settings.** Reset tables to the defaults used by the program.

**Reset Report Options.** Reset report options to the defaults used by the program.


Notes

# Lesson 2.4: Administration Tab

The Administration tab provides buttons letting admin-level users manage other users and their security settings. High-level administrative functions affecting program maintenance and updates, as well as the connection between the various applications' databases, is also managed on this tab.



**Users.** Add users and manage their individual security.

**Password Security.** Manage password security for either BS&A users or Active Directory users.

**User Groups.** Add user groups and manage group security (multiple users who have identical custom security).

Custom User Labels. Relabel the two user fields on the User Setup screen.

User Setup Lists. Set up list items for the two user fields on the User Setup screen.

Active Directory Auto Login. Select whether and how to use Active Directory auto login.

**Program Update Security.** Set rights for running updates from within the program. These settings are necessary when the users running the programs may not have administrator rights to their own PCs.

**Dept/Fund Access.** (Selected BS&A programs) Restrict access to specific funds, departments, accounts, and projects.

**Shared Program Folder.** Specify the path to the Shared Program Folder, which is used to store program updates, the program manual, backups, and - in some cases - attachments.

**Who's Logged In.** View users currently logged into the program. You may send a message to all or selected users, and log users out if necessary.

**Zip Code Maintenance.** Add a city/state/zip code record for use with the Zip Code Lookup feature.

**Shared DB Settings.** Add and manage Shared Database Groups.

Notes		

# Section 3: Database Management



In this section you will learn about:

- o Shared Database Groups
- Adding a database and attaching it to a Shared Database Group
- Backing up and restoring databases
- Updating your database

# Lesson 3.1: Shared Database Groups

Shared Database Groups allow you to minimize your BS&A .NET database management by linking the databases. Databases are not required to belong to Shared Database Groups, but linking your databases lets you take advantage of the numerous data sharing and exchange capabilities within BS&A's .NET programs. For example, the General Ledger database will receive journal entries from other BS&A applications as they are created.

A Shared Database Group only needs to be set up once; it will be accessible to all installed BS&A .NET applications.

- 1. Go to Program Setup>Administration>Shared DB Settings.
- 2. Verify Current Database is displaying your currently active (working) database.
- 3. Click Add
- 4. Enter the name of the new Shared Database Group and click Ok.

File View Navigation Data Entr	Shared Database Group Man	agement				
-	Active Shared Database Gro	up				
	Current Database: D	emo				
	Database Group Name:	EMO		▼ Add	Rename Delete	
	Set Shared Database	Group To Use Currer	nt Database			
	L					
	BS&A Software Applications					
	Show only applications t	hat General Ledger	can interact with.	Backup Entire	Group Advanced	
	Application	Add New Shared	Database Group		Databases	
	Accounts Payable	Enter a name fo	or the new Shared Databa	ca Crown	Databases	
	Animal License		r the new shared Databa	se group	Databases	
	Building Department	DEMO2			Databases	
	Cash Receipting				Databases E	
	Cemetery Management		OK	Cancel	Databases	
	Delinquent Personal Prope		45		Databases	
	Delinquent Tax	(local)\BSA	Demo	bsauser	Databases	
	Fixed Assets	(local)\BSA	Demo	bsauser	Databases	
	General Ledger	(local)\BSA	Demo	bsauser	Databases	
	Inventory Management				Databases	
	Miscellaneous Receivables	(local)\BSA	Demo	bsauser	Databases	
	1 .					
				1		
	Audit Trail			Disca	rd Changes Close	
						A (
00:59		1				02:14 I) 🕅 🏠
						02:14
: Shared Database Groups						

Show Only Applications that [app name] Can Interact With is checked by default, displaying only those (installed) BS&A .NET applications that link with the one you currently have open.

- 5. (Optional) Click Advanced to allow this Shared Database Group to be used by multiple databases in the current BS&A application. For example, this would allow multiple Tax databases to post to a single General Ledger database.
  - i. Check the Allow Multiple Databases for Each Application box.
  - ii. Click Close to return to the setup screen.
- 6. Click Set Shared Database Group to Use Current Database, then Yes.
- 7. Click Close.
- 8. You are prompted that any other currently-open BS&A .NET applications will need to be closed and restarted for the change to take effect; click Ok. All users that have affected BS&A .NET applications open will need to exit and restart.

Notes		

# Lesson 3.2: Adding a Database

- 1. Go to File>Database>New Database.
- 2. Enter the name of the new database and click Ok.
- 3. You are prompted to make this new database your current database (the current database is your working database); answer accordingly.
- 4. (Optional) Attach this database to the appropriate Shared Database Group:
  - i. Verify your database is your active (working) database:

Quick Search GL Number F4	1. Grid View 2. Cha	et Mienni					
Notifications Recurring Journal Entries None by amount None by percent	Period		DR Activity	CR Activity N	let Activity	Balance DR (CR)	Uncollected Reven
View All Recurring JEs Unposted Journal Entries: None	Budget Information Original Budget: Amendee Budget: Encumbrance: Budget Footnotes:	10-11         11           \$0.00         \$0           \$0.00         \$0           \$0.00         \$0           \$0.00         \$0           \$0.00         \$0           \$0.00         \$0	12 12-3 .00 \$0.00 .00 \$0.00 .00 \$0.00 .00 \$0.00 Notes 0 Note	2012 Projected Requested RECOMMENDED	Amount \$0.00 \$0.00 \$0.00 \$0.00		

- ii. Go to Program Setup>Administration>Shared DB Settings.
- iii. Select the Database Group Name.
- iv. Click Set Shared Database Group to Use Current Database, then Yes.
- v. Click Close.
- vi. You are prompted that any other currently-open BS&A applications will need to be closed and restarted for the change to take effect; click Ok. All users that have affected BS&A applications open will need to exit and restart.


Notes

# Lesson 3.3: Backing Up and Restoring Databases

## Back Up a Database

- 1. Go to File>Database>Backup Database.
- 2. Database to Back Up defaults to the currently-active database and can be changed.
- 3. Enter or browse to the folder in which to save the file and click Save.

A file name is automatically supplied in the Save Backup As field, identifying the BS&A application, the database being backed up, and the date the backup is being created; <u>we recommend using this name</u>.

Seneral Ledger User: BSAT	DB: Demo Group: DEMO Version:	09/11/2012					- • ×
File View Navigation Data	Entry Tasks Reports Utilities	BS&A Applications	Help				
🖸 🗣 🖓 🤌 🔎 🛅 🚔 Print	History Attmnt [0]						
Application Views C. Detais Manual Journal Entry Tables: GL History Program Setup	View GL Number:         101-000-001.0           Fund:         101         GENER           Department:         000         GENER           Category/Type:         Assets - Cash         1           1. Grid View         2. Chart View         2	AL FUND	Proj	ect:			Include Project Details
Quick Search	Select Database To Backup		-		×	ctivity	Balance DR (CR)
GL Number     F4       Notifications     Recurring Journal Entries       None by amount     None by percent       View All Recurring JEs     Unposted Journal Entries:       None     None	Current Server Currently Active Database Database To Backup	: Demo : Demo : C:\Users\tfeldpau	sch'Desktop (GLDemo0 20.00 \$0.00 \$0.00 0 Notes	•	Browse Cancel \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Salarce UK (CK) = \$1,167,079.94 \$1,167,079.94 \$1,167,079.94 \$1,167,079.94 \$1,167,079.94 \$1,167,079.94
BS&A Message Center Sort Index: GL Number							۵ ک
00:27						02:56	; •) 🛛 🎝 🕞 🗛
3.3: Backing Up and Restoring	g Databases						CLOSE 🗙

4. Click Ok. If the name of the backup file already exists, you are prompted to overwrite it.

## Back Up a Shared Database Group

- 1. Go to Program Setup>Administration>Shared DB Settings.
- 2. Select the Database Group Name.
- 3. Click Backup Entire Group.
- 4. Current Database Group reflects your selection in step 2.
- 5. Enter or browse to the folder in which to save the file and click Ok.

A file name is automatically supplied in the Save Backup As field, identifying the group name and the date the backup is being created; <u>we recommend using this name</u>.

File View Navigation Data Entr Sh Select Databases To Back	up	e	
Current Database Group	2: DEMO Select All	Select N	None
Application	Database	Include	
Accounts Payable	Demo		
Assessing	Demo		
General Ledger	Demo	1	
Animal License	Demo	V	
Building Department	Demo	V	
Cash Receipting	Demo	V	
Cemetery Management	Demo		
Delinquent Personal Prop	Demo	V	E
Delinquent Tax	Demo		
Drain Assessment	Demo	V	
Fixed Assets	Demo		
Miscellaneous Receivable	Demo		
Payroll	Demo		
Purchase Order	Demo	V	
Special Assessment	Demo		
Tax	Demo		
Littity Billion	Demo		-
	ers\tfeldpausch\Desktop\DEMO091&2012.zip		
		1	
	ок	Cance	el
		-	1.4
			1444
II 01:18			02:56 🜒 🔮 📿 😪

6. A dialog pops up listing the programs and databases being included; provided this list is correct, click Yes.

### Restore a Database

Databases can be restored from individual database backups, or from Shared Database Group backups, and can be restored to an existing database or as a new database.

- 1. Go to File>Database>Restore Database.
- 2. Browse to the Database Backup File (whether an individual database backup file or a Shared Database Group backup file) and double-click it.
- 3. Select the Restore Option:
  - Restore to Existing Database. The files in the backup will overwrite the files in the selected database.
  - Restore to New Database. Enter the name of the new database.
- 4. Click Ok. If restoring to an existing database, you are prompted that it will be overwritten; click Yes.

Seneral Ledger User: BSAT DB: Demo	o Group: DEMO Version: 09/11/2012	
	asks Reports Utilities BS8A Applications Help	
0.		
	Select Database To Restore	
	Current Server: (local)(BSA	
	Currently Active Database: Demo Database Badrup File: C:\USERS\TFELDPAUSCH\DESKTOP\DEMO09182012.ZIP	
	Database Badkup File: C: (USERS\TFELDPAUSCH\DESKTOP\DEMO09182012.ZIP	
	The database 'Demo' will be overwritten and existing data will be lost. Do you wish to continue?	
	Yes No	
	Restore To Existing Database: Demo	
	🔘 Restore To New Database:	
	OK Cancel	
		18.0
02:29		02:56 •) En 2058A
3.3: Backing Up and Restoring Datab	ases	CLOSE 🗙

5. You are prompted that the restore is complete, and asked to select whether or not to make this the active database; answer accordingly.


Notes

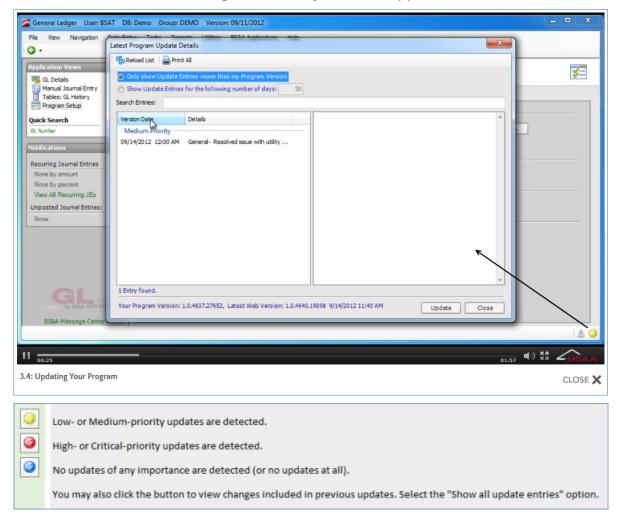
# Lesson 3.4: Updating Your Program

Installing updates can be user-restricted (Program Setup>Administration Tab>Program Update Security).

### Update Manager

The Update Manager lets you view a log of updated items, broken down into Critical, High Priority, Medium Priority, and Low Priority. You may select from Only Show Update Entries Newer Than My Program Version or Show Update Entries for the Following Number of Days. The bottom of the Update Manager displays your current version date and the version date of the update available on our website.

1. Click the button in the lower-right corner of your BS&A application's screen:



- 2. Click Update, then Yes. The application shuts down. The update downloads from our website and automatically runs.
- 3. When finished, re-open the program.

Help Menu

- 1. Go to Help>Download Latest Version.
- 2. Select Automatic Download. The program shuts down. The update downloads from our website and automatically runs.
- 3. When finished, re-open the program.

Notes			

# Section 4: Record Selection



In this section you will learn how to:

- o Search
- o Sort records
- o Block records
- o Mark records
- Set a range of records

# Lesson 4.1: Searching

## List Records Button

Located on most setup screens. Click to bring up a list of items and select the item you want to view. Rather than scrolling through the list, use the Sort Index field to aid you in your search. To illustrate this, let's say you know the name of the fund you want to search for, but are unsure of the fund number. Change the Sort Index to Description and start typing. As you type a character, the cursor jumps to the first record it finds:

General Ledger User: BSAT DB: Demo Group: DEMO Version: 09/14/2012		- 🗆 X
File View Navigation Data Entry Tasks Reports Utilities BS&A Applications Help		
C + Fund Setup		
Application Views  Funds  GL Detais  Manual Journal Entry  Tobles: Al Journal Entr  Search Results	Audit Tools - Fund 1 of 48	<b>3</b>
Quick Search         Number of Records:         25         V         Hide Inactive         Sort Index:           GL Number         F4         F5         F4         F4         F4         F4	Description	
Description	Fund	
Notifications LOCAL STS FUND	203 sifications	
Recurring Journal Entries MAJOR STREETS	202	
None by amount MOBILE EQUIPMENT None by percent PARKS AND RECREATION	208	
None by percent         PARKS AND RECREATION           View All Recurring JEs         PROPERTY TAX FUND	703 E K5	
DURING CAFETY DUDG DERT CEDUIC	303	
None Searching For: PUB		
Searching rot. Pob		
Reset Columns	OK Cancel	
Reset Columns		
Fund Group:		
GLIET	Discard Changes Close	
by BSGA SOFTWARE		
BS8A Message Center		
		A 🥥
11 00:46	05:45 <b>(</b> )	
4.1: Searching		CLOSE 🗙

### Navigation Menu

- 1. Go to Navigation>Search or Navigation>Quick Search:
  - Search (the fields available for searching depend on the data you are viewing)
    - i. Select the field by which to search.
    - ii. Enter the search criteria and click Ok.
    - iii. If the Search Results screen appears, locate the record you want to view and select it.
  - Quick Search
    - i. Click the quick search field (another option is to press the Function key assigned to the search field without going through the Navigation menu).
    - ii. Enter the search criteria and click Ok.
    - iii. If the Search Results screen appears, locate the record you want to view and select it.

### Page Up and Page Down Buttons/Keys

Located on data screens and setup screens. Click the appropriate button - 🖸 🕑 - or use your PgUp and PgDn keys. In data screens, the records presented are affected by the current sort index (see page 57). In setup screens, the records presented are always in numeric or alphabetical order, depending on the type of setup screen.

## Quick Search; Function Keys

Quick Search uses Function keys and occasionally, a hotkey combination. Some BS&A applications provide a Quick Search list in Application Views.

- General Ledger User: BSAT DB: Demo Group: DEMO Version: 09/14/2012 View Navigation Data Entry Tasks Reports Utilities BS&A Applications Help 3 • 🖓 🖑 🔎 🏹 🚔 Print 🔛 History 📜 Attmnt [0] ation Vie View GL Number: 101 ACCOUNTS RECEIVABLE GENERAL FUND GL Details Fund: 101 Project: Manual Journal Entry Department: 000 GENERAL Tables: All Journ Tables: All Journal Entr... Category/Type: Assets - Other Assets Include Project Details 1. Grid View 2. Chart View Ouick Search 2 Balance DR (CR) Period DR Activity CR Activity Net Activity GL Number \$0.00 \$0.00 \$0.00 (\$5,346.26) 09/30/2012 \$0.00 \$0.00 \$0.00 (\$5,346.26) 10/31/2012 \$0.00 \$0.00 \$0.00 (\$5,346.26) Recurring Journal Entries None by amount 11/30/2012 \$0.00 \$0.00 \$0.00 (\$5,346.26) None by percent 12/31/2012 \$0.00 \$0.00 \$0.00 (\$5,346.26) View All Recurring JEs lget In Unposted Journal Entries: None Driginal Budget: \$0.00 \$0.00 \$0.00 2012 PROJECTED \$0.00 Amendments: \$0.00 \$0.00 \$0.00 REQUESTED \$0.00 Amended Budget: \$0.00 \$0.00 \$0.00 RECOMMENDED \$0.00 umbrance: \$0.00 \$0.00 \$0.00 APPROVED \$0.00 Budget Pootnotes: 0 Notes 0 Notes 0 Notes **BS&A Message Cer** Sort Index: GL Number 1 🛆 🥥 II 02:16 **1**) 53 4.1: Searching CLOSE 🗙
- 1. Click the green quick search command link (1) or press the assigned Function key (2).

- 2. Enter the search criteria and click Ok.
- 3. If the Search Results screen appears, locate the record you want to view and select it.

#### Search Button or Alt+S

The fields available for searching depend on the data you are viewing.

- 1. Click 🖉 or press Alt+S.
- 2. Select the field by which to search.
- 3. Enter the search criteria and click Ok.
- 4. If the Search Results screen appears, locate the record you want to view and select it.

## Table Searches

As with the List Records method illustrated at the beginning of this topic, when viewing a table you may start typing the data you are searching for, subject to the current index (sort order). A search template appears at the bottom of the screen to accept the entry. Pictured is an example using the All Journal Entries table in General Ledger. The table is sorted by transaction number. As you type a character, the cursor jumps to the first record it finds.

pplication Views	Number of Rec			Index: Transaction Number		1 = 4		F	
🖥 GL Details	Transaction Number	Journal Code	Post Date	Description	Reference Num	Reference Num2	Name	User Name	Mar
Manual Journal Entry Tables: All Journal Entr	209687	CD	10/19/2010	CONSO 56772 to 3559	56772	CONSO	WILD WOODS GRAPHICS	CSIMON	No
Program Setup	209688	CD	10/19/2010	CONSO 56773 to 1784	56773	CONSO	WITBECK'S FAMILY FOODS	CSIMON	No
uick Search	209689	CD	10/19/2010	CONSO 56774 to MISC	56774	CONSO	WOODS, SCOTT	CSIMON	No
iL Number F4	209690	GJ	06/30/2010	POSTING CORRECTION CK#56561	157838			MWILLIAMS	No
	209691	GJ	07/01/2010	TO REVERSE MANUAL JOURNAL EN	157839			MWILLIAMS	No
rogram Table View(s)	209692	GJ	09/23/2010	POSTING CORRECTION CK #56610	157840			MWILLIAMS	No
Current Table (CTRL+T)	209693	GJ	09/23/2010	POSTING CORRECTION CK #56610	157841			MWILLIAMS	No
All Journal Entries	209694	PR	10/21/2010	SUMMARY PR 10/21/2010		256		SGOERGE	No
	209695	GJ	07/01/2010	TO REVERSE MANUAL JOURNAL EN	157842			SSMETH	No
	209696		06/30/2010	POSTING CORRECTION - CK #5656	157843			SSMETH	
	209697	GJ	07/01/2010	TO REVERSE MANUAL JOURNAL EN	157844			SSMETH	No
	209698	EJ	06/30/2010	JOURNAL REVERSING ENTRY	157845			SSMITH	No
	209699	AP	10/19/2010	Void Invoice 10042010-18 1232	10042010-18		BUCCILLI'S PIZZA	CSIMON	No
	209700	AP	10/19/2010	Void Invoice 100510-#16 1232	100510-#16		BUCCILLI'S PIZZA	CSIMON	No
	209701	AP	10/19/2010	Void Invoice 10062010-#12 1232	10062010-#12		BUCCILLI'S PIZZA	CSIMON	No
	209702	AP	10/19/2010	Void Invoice 10082010 1232	10082010		BUCCILLI'S PIZZA	CSIMON	No
	209703	CD	10/19/2010	VOID CONSO 56699 to 1232	56699	CONSO	BUCCILLI'S PIZZA	CSIMON	No
	*	40	10/10/0010		10.10040010		DLACELLED DETTA	CORION	***
BS&A Message Center	Searching	For: 20	9696						A.

## Search Results Screen

When executing a search, and multiple records are found (for example, a search on Smith) a Search Results screen appears:

General Ledger Uver BSAT	Dill Derma Group: DEMO Versit	om 09/14/2012	- <b>·</b> · ×
	Dritry Tasks Reports Utilities		
0.	Fund Setup	I	
G. Details Manual Journal Entry	setup	🖹 🚔 🙆 Add 🥥 Deleter 📖 Audt 📑 Tools - Fund 1 of 48	2
Tables: All Journal Entr	Search Results		X
Program Setup	Number of Decords . DE	Hide Inactive Sort Index: Fund	
Quick Search			
S. Sarlar Pi	Fund 101	Description GENERAL FUNO	<u> </u>
NULLEADING	150	CEMETERY PERPETUAL CARE	E mafestore.
Recurring Journal Entres	202	MAJOR STREETS	
News by amount	203	LOCAL STS FUND	
None by percent	206	FIRE FUND	842-r
View All Recording JEs	208	PARKS AND RECREATION	
Unposted Journal Entries: None	210	DDA(DOWNTOWN DVLPMT AUTHORITY)	
134	211	SIDEWALK REPLACEMENT FUND	•
	Reset Columns	OK Cance	4
	Reset Columns		
	Fund Gro		
GL		Discard Changes Close	
155A Weisvege Center			
	4 X		1±0
II 03:50			05:45 4) KR 2058A
4.1: Searching			CLOSE 🗙

This screen can be resized, and its columns resized and reordered. The screen will retain those settings until you reset them to their original state. Search Results screen settings are unique to each user name.

#### To resize the screen...

i. Position your cursor along a border of the screen. Depending on your cursor location, the cursor will appear as one of the following:

l ↔ S

Tip: use the diagonal (appears when positioned on a corner); this stretches out and down (or up).

ii. Press and hold your left mouse button and drag your mouse to stretch the screen; release it when you've achieved the size you want.

#### To resize the columns...

i. Position your cursor in the column heading between the column you want to resize and the column to the right. Your cursor changes to:

⇔

ii. Press and hold your left mouse button and drag your mouse to the right; release it when you've achieved the width you want.

#### To reorder the columns...

This enables you to move columns around until they are in the order you like; <u>it is not the</u> <u>same</u> as re-sorting the records.

- i. Position your cursor in the column heading of the column you want to move.
- ii. Press and hold your left mouse button and drag your mouse left or right. A pixelated border appears to indicate the column is being moved:

Number of Rec	cords:	2,502	Sort Index:	1
Date/Time		User	Name ←	
10/19/2006 9	:09 AM	BSA		
to the loose of		DCA		

iii. Release the mouse button when the column is in the position you want.

#### To reset columns to their original state...

- To reset the <u>current</u> Search Results screen's columns, click the Reset Columns command link, then Yes.
- To reset <u>all</u> Search Results screens (and tables), go to Program Setup>My Settings and click Reset Table Settings. Check the Yes, I wish to... box and click Ok. This affects both the size and the columns.


Notes

# Lesson 4.2: Sorting

The sort order, or index, of records is important when setting ranges for reports and when blocking off records. The fields available for indexing depend on the data you are viewing. When viewing a table, the primary index appears in red and is the left-most column (1), unless you have moved it to another position. The index is also displayed in the Status Bar (2), whether you are viewing a table or a data entry screen, as illustrated on page 21.

uplication Views	Number of Records: 1	0,801 V Hide Inact	ve Sort Index:	GL Number						
🖷 GL Details 🔚 Manual Journal Entry	GL Number 1	Description	Year End	Account Type	Fund	Department	Account	Project	Account Category	
Tables: GL History	101-000-001.000	CASH	06/30/1999	Clash	101	000	001.000		Assets	
Program Setup	101-000-001.000	CASH	06/30/2004	Cash	101	000	001.000		Assets	
Juick Search	101-000-001.000	CASH	06/30/2005	Cash	101	000	001.000		Assets	
E Number F4	101-000-001.000	CASH	06/30/2006	Cash	101	000	001.000		Assets	
rogram Table View(s)	101-000-001.000	CASH	06/30/2007	Cash	101	000	001.000		Assets	
Current Table (CTRL+T)	101-000-001.000	CASH	06/30/2008	Cash	101	000	001.000		Assets	
	101-000-001.000	CASH	06/30/2009	Cash	101	000	001.000		Assets	
GL History	101-000-001.000	CASH	06/30/2010	Cash	101	000	001.000		Assets	
Q	101-000-001.002	CASH ON HAND	06/30/1999	Cash	101	000	001.002		Assets	
	101-000-001.002	CASH ON HAND	06/30/2004	Cash	101	000	001.002		Assets	
	101-000-001.002	CASH ON HAND	06/30/2005	Cash	101	000	001.002		Assets	
	101-000-001.002	CASH ON HAND	06/30/2006	Cash	101	000	001.002		Assets	
	101-000-001.002	CASH ON HAND	06/30/2007	Cash	101	000	001.002		Assets	
	101-000-001.002	CASH ON HAND	06/30/2008	Cash	101	000	001.002		Assets	
	101-000-001.002	CASH ON HAND	06/30/2009	Cash	101	000	001.002		Assets	
	101-000-001.002	CASH ON HAND	06/30/2010	Cash	101	000	001.002		Assets	
	101-000-001.003	PETTY CASH	06/30/1999	Cash	101	000	001.003		Assets	
	101-000-001.003	PETTY CASH	06/30/2004	Cash	101	000	001.003		Assets	
	101-000-001.003	PETTY CASH	06/30/2005	Cash	101	000	001.003		Assets	
BSBA Mesnage Center	101-000-001.003	PETTY CASH	06/30/2006	Cash	101	000	001.003		Assets	

**Column Heading (Table View).** While viewing a table, double-click the column heading of the field by which you want to sort.

Ctrl+I or Alt+I Keys. Press Ctrl+I or press Alt+I and select the field.

**Index Button.** Click (available whether viewing a data screen or a table) and select the field.

**Navigation Menu.** Go to Navigation>Index and select the field.

**Right-Click Menu (Table View).** While viewing a table, position your cursor anywhere on the table and right-click to receive a menu; click Change Index and select the field.

Status Bar. Click the button representing the current sort order - for example,

**Sort Index:** Description - and select the field.

Notes			

# Lesson 4.3: Blocking

Blocking records is useful for reports and certain other operations. Blocked records appear highlighted in red.

## Block

- 1. Open the table and sort by the field that will determine the block.
- 2. Determine your method:
  - Use the button in the Tool Bar:
    - i. Highlight the first record to be included in the block.
    - ii. Click Block Start 🔹. The button changes to Block End.
    - iii. Highlight the last record to be included.
    - iv. Click Block End -. The button changes to Block Clear.
  - Use the right-click menu:
    - i. Position your cursor on top of the first record to be included in the block.
    - ii. Right-click and select Block Start.
    - iii. Position your cursor on top of the last record.
    - iv. Right-click and select Block End.
  - Use your Shift key:
    - i. Click the first record to be included in the block.
    - ii. Press and hold your Shift key.
    - iii. Click the last record to be included and release your Shift key.

## Quick-Block

The Quick-Block option lets you quickly set a block by entering parameters dependent upon the current sort order.

1. Open the table containing the records you want to block.



- 3. Verify or select the Sort Index (if changed here, that change will be made on the table as well).
- 4. Enter the Start Value and End Value.

plication Views			1	Index: Transaction Number					
GL Details	Transaction	Journal Code	Date	Description	Reference Num	Reference Num2	Name	User Name	Mar
Manual Journal Entry Tables: All Journal Entr	209416	GJ	06/30/2010	YEAR-END ADJUSTMENT	157834			MWILLIAMS	No
Program Setup	209417	GJ	06/30/20 0	uick Block				MWILLIAMS	No
uck Search	209418	GJ	07/01/20					MWILLIAMS	No
Number F4	209419	GJ	06/30/20	Quick Block Info				MWILLIAMS	No
	209420	AP	10/19/20:	Quick Block allows you to set a bl			STATE OF MICHIGAN	CSIMON	No
ogram Table ¥iew(s)	209421	AP	10/19/201	range. For example, if your current sort index is a date you can set a block that spans a specified date range. ** Note: Changing the sort index will resort			1ST CHOICE OFFICE OUTLET	CSIMON	No
urrent Table (CTRL+T)	209422	AP	10/19/201		way will percent		1ST CHOICE OFFICE OUTLET	CSIMON	No
All Journal Entries	209423	AP	10/19/20		IDEX WINTESOT		1ST CHOICE OFFICE OUTLET	CSIMON	No
	209424	AP	10/19/201				1ST CHOICE OFFICE OUTLET	CSIMON	No
	209425	AP	10/19/20	Sort Index: Transaction Numbe	r 🔳		1ST CHOICE OFFICE OUTLET	CSIMON	No
	209426	AP	10/19/20	Start Value:	209417		1ST CHOICE OFFICE OUTLET	CSIMON	No
	209427	AP	10/19/201	End Value:	209422		1ST CHOICE OFFICE OUTLET	CSIMON	No
	209428	AP	10/19/20				1ST CHOICE OFFICE OUTLET	CSIMON	No
	209429	AP	10/19/20:	ОК	Cancel		1ST CHOICE OFFICE OUTLET	CSIMON	No
	209430	AP	10/19/20			_	A & E RENTAL	CSIMON	No
	209431	Ap	10/19/2010	BIN STOCK - DPW	A110830		ABC FASTERNER GROUP, INC	CSIMON	No
	209432	AP	10/19/2010	SHIPPING - WWT	030481		ACE HARDWARE	CSIMON	No
GL	209433	AP	10/19/2010	SUPPLIES-FIRE PREVENTION	030531		ACE HARDWARE	CSIMON	No
OF STREET, SCHUTZLASS	209434	AP	10/19/2010	SHIPPING - WWT	030551		ACE HARDWARE	CSIMON	No
BSSA Message Center	4			111	1				,
Index: Transaction Number									13

5. Click Ok.

## Increase/Decrease Number of Blocked Records

To increase...

- 1. Click the <u>unblocked</u> record that is to be the last.
- 2. Click the part of the Block Clear button and then Block End.

OR

- 1. Press and hold your Shift key.
- 2. Click the <u>unblocked</u> record that is to be the last and release your Shift key.

To decrease...

- 1. Click the <u>blocked</u> record that is to be the last.
- 2. Click the part of the Block Clear button and then Block End.

OR

- 1. Press and hold your Shift key.
- 2. Click the <u>blocked</u> record that is to be the last and release your Shift key.

Clear a Block

Three options are available:



- o Right-click and select Block clear
- Change the index of the records (see page 57)

Notes			

# Lesson 4.4: Marking

Marking lets you flag random records and is useful for reports and certain other operations. Marked records appear highlighted in bright blue.

Mark One or a Few Records

- 1. Open the table containing the records you want to mark.
- 2. Highlight the record to mark.
- 3. Determine your method:
  - $\circ$   $\;$  Use the button in the Tool Bar:
    - i. Click and select Mark Selected Record.
  - Use the right-click menu:
    - i. Position your cursor on top of the record.
    - ii. Right-click and select Mark Selected Record.
  - Use your Ctrl key:
    - i. Press and hold your Ctrl key.
    - ii. Click a record.
  - Press your spacebar.
- 4. Repeat the selected method on the remaining records to be marked.

Mark All or Blocked Records

- 1. Open the table containing the records you want to mark.
- 2. Click the part of the Mark button to receive a list of options.
- 3. Click Mark All Records or Mark Current Block.

## Quick-Mark

- 1. Open the table containing the records you want to mark.
- 2. Click PQuick Mark
- 3. Verify or select the Sort Index (if changed here, that change will NOT be made on the table).
- 4. Enter the Value and click Mark Record.

plication Views	Number of Rec	ords: 98	8,006 Sort	Index: Transaction Number					
GL Details	Transaction Number	Journal Code	Post Date	Description	Reference	Reference Num2	Name	User Name	M
Manual Journal Entry	209416		06/30/2010	YEAR-END ADJUSTMENT	157834	- Contraction of the contraction		MWILLIAMS	N
Tables: All Journal Entr Program Setup	209417	GJ	06/30/2010	YEAR-END ADJUSTMENT	157835			MWILLIAMS	N
ick Search	209418	GJ C	Quick Mark	A REAL PROPERTY AND INCOME.	a second			MWILLIAMS	N
Number F4	209419		QUICK MAIK					MWILLIAMS	N
	209420	AP	Quick Mark	c info			STATE OF MICHIGAN	CSIMON	N
igram Table View(s)	209421	AP	Quick Mark a	allows you to mark several records in	IST CHOICE OFFICE OUTLET	CSIMON	N		
urrent Table (CTRL+T)	209422	AP	enter.		1ST CHOICE OFFICE OUTLET	CSIMON	N		
All Journal Entries	209423	AP	** Note: C	hanging the sort index will *NOT	* resort the tab	ie.	1ST CHOICE OFFICE OUTLET	CSIMON	N
	209424	AP		-			1ST CHOICE OFFICE OUTLET	CSIMON	N
	209425	AP	Sort Index:	Transaction Number	-		1ST CHOICE OFFICE OUTLET	CSIMON	N
	209426	AP	Value:	2	09420 Mark	Record	1ST CHOICE OFFICE OUTLET	CSIMON	N
	209427	AP			3		1ST CHOICE OFFICE OUTLET	CSIMON	N
	209428	AP				Close	1ST CHOICE OFFICE OUTLET	CSIMON	N
	209429	AP					1ST CHOICE OFFICE OUTLET	CSIMON	N
	209430	AP	10/19/2010	PUMPING AND CLEANING - PARKS	113988		A & E RENTAL	CSIMON	N
	209431	AP	10/19/2010	BIN STOCK - DPW	A110830		ABC FASTERNER GROUP, INC	CSIMON	N
	209432	AP	10/19/2010	SHIPPING - WWT	030481		ACE HARDWARE	CSIMON	N
	209433	AP	10/19/2010	SUPPLIES-FIRE PREVENTION	030531		ACE HARDWARE	CSIMON	N
	209434	AP	10/19/2010	SHIPPING - WWT	030551		ACE HARDWARE	CSIMON	N
BSSA Message Center			1						
Index: Transaction Number									1.8

If more than one record is found with that value, you will receive a Search Results screen; double-click the appropriate record.

5. Click Close.

## **Unmark Records**

To unmark one record...

- highlight it and press your spacebar
   OR
- position your cursor on top of the record, right-click, and select Unmark Record.
   OR
- o press and hold your Ctrl key on the marked record and click

To unmark all/blocked records...

• click the part of the in the Mark button and select Unmark All Records or Unmark Blocked Records.

Notes			

## Lesson 4.5: Setting a Range

Setting a range is done when running reports or performing some tasks and utilities. The fields available for selection depend on the current sort order. For example, I want to run a Chart of Accounts report for only accounts between 101-215-702.000 and 101-257-956.000 (running reports is covered in more detail in Section 5 of this courseware):

- 1. Open the Chart of Accounts table and sort by GL Number.
- 2. Go to Reports>General Ledger Reports.
- 3. Select Chart of Accounts as the Name.
- 4. Click Report Options.
- 5. Select Range (using current index) as the Population and click Yes.
- 6. Enter the range and click Ok:

General Ledger User: BSAT	DB: Demo Group: DEMO Ver	rsion: 09/14/2012	- • ×
File View Navigation Data	Entry Tasks Reports Utiliti	es BS&A Applications Help	
3 • 🖓 🖑 🔑 🛅 🔳 Block	Start - 👩 Quick Block	Of Accounts - Options	
Application Views	Select Funds		
🖳 GL Details		Population	
Manual Journal Entry	Pi	opulation: Range (Using Current Index)   Population Options	
Tables: Chart of Accou	Number of Records:	Apply Report Options To Population	
Quick Search	GL Number	Apply Advanced Query to Population	*
GL Number F4	101-528-956.000	Advanced Query	
	101-528-963.000	Enter Range	
Program Table View(s)		ilte	
Current Table (CTRL+T)	101-537-715.001	Fil Sort Index: GL Number	
Chart of Accounts	101-537-716.000	5e Start Value: 101-215-702	
	101-537-718.000	Fil End Value: 101-257-956	
	101-537-728.000	56	
	101-537-731.000 In	dud OX Cancel	
	101-537-731.001		
	101-537-801.000 Pr	int Order:   Fund/GL # Order	
	101-537-850.000	Print Account Type Croup By Departments	
	101-537-922.000	Print Department Descriptions 🔄 Group By Account Category	
	101-537-923.000	Print 'Close Revenues/Expenditures To Override'	
10000	101-537-930.000		
GL	101-537-931.000 5	et Fonts Reset Fonts OK Cancel	
BU BISSA BOFTWORE	101-537-943.000		
BS&A Message Center	101-537-943.636 E	QUIPMENT RENTAL - DATA PROCE AIRPORT	-
Sort Index: GL Number			A ()
II 00:53			01:07 🜒 💱 🖍 🗛
4.5: Setting a Range			CLOSE 🗙

- 7. Click Ok to close Report Options.
- 8. Select the print Destination and click Run Report.

Notes			

# Section 5: Running Reports



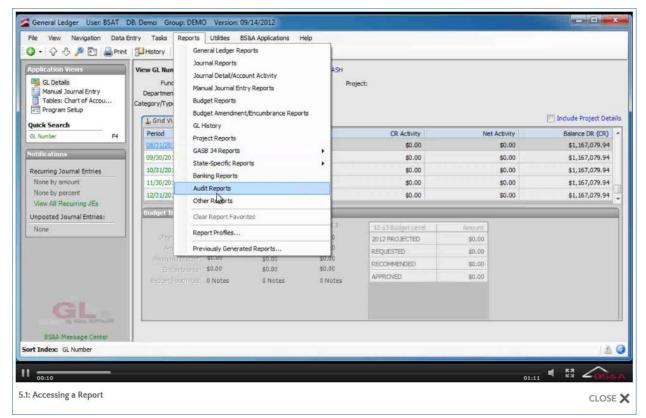
In this section you will learn how to:

- Access a report
- Set report options
- Set filters for more robust reporting
- o Set up and use Report Profiles

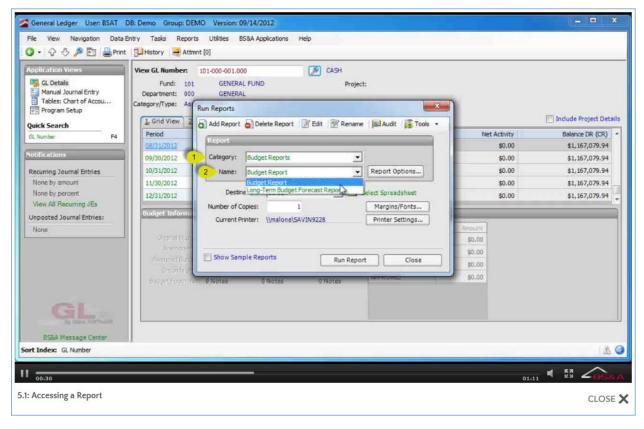
# Lesson 5.1: Accessing a Report

### **Reports Menu**

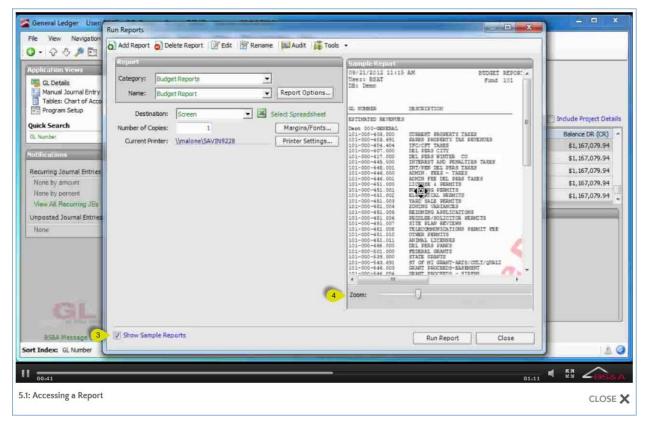
The Reports Menu drops down a list of Report Categories, each of which contains its own set of reports:



Upon selecting a Report Category, the Run Reports dialog appears. You may select another category from within this dialog **(1)**. Individual reports (dependent upon the selected category) are selected in the Name field **(2)**:



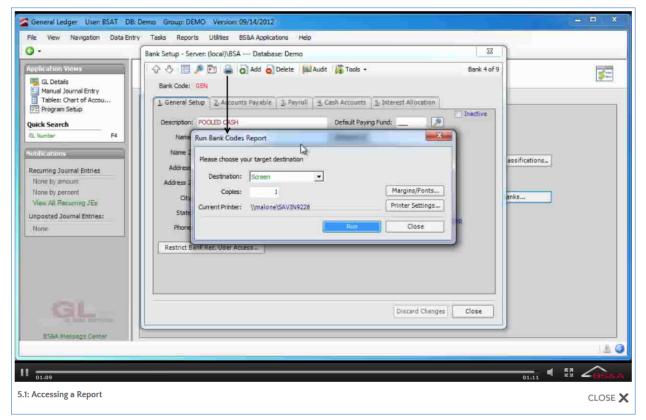
The Show Sample Reports option **(3)** lets you preview the report before printing it (this can also be accomplished by selecting Screen as your Destination). Use the Zoom scale **(4)** to adjust the view.



#### **Print Button**

Some screens provide a Print or button, which offers a smaller dialog, as it's

tailored to a specific report or printout. For example, clicking 🗐 on your Banks setup screen yields this dialog:




Notes

# Lesson 5.2: Setting Options

BS&A strives to make your job easier by providing the most frequently-used filters for reports in a Report Options dialog. Pictured is the Report Options dialog for a Journal Entry Report:

GL Details       Setup your bank       Population:       Population Options         Manual Journal Entry       Tables: Chart of Account       Population:       Apply Report Options To Population         Program Setup       GL Numbr       Apply Advanced Query to Population       Advanced Query         Advanced Query       Filters       Filters         Encitions       Chart of       Select By:       Post Date       Imply Advanced Query         Select By:       Post Date       Imply Advanced Query       Imply Advanced Query         Encitions       Chart of       Start Date:       Imply Advanced Query         Start Journal Entries       Due To/D       End Date:       09/21/2012       Banks         posted Journal Entries:       Quick Te       Post ID       Imply Advanced Query       Imply Advanced Query	View Navigation Data Entry Tasks	Journal Entry Report - Options	
	C. Detais C. Detais C. Detais C. Detais C. Detais Program Setup C. Detais Program Setup C. Detais C. Deta	Population: Al Records Population Options Apply Report Options To Population Apply Advanced Query to Population Advanced Query Filters Select By: Post Date Select Query to Population Start Date: // End Date: 09/21/2012 E Start Journal #: 0 End Journal #: 0 Filter By Post ID Post ID; 0 Filter By Project Project: Filter By Journal Code Select Journal Codes Selected Journal Code: All Journal Codes Show GL Descriptions	t Classifications
			10

You can open the dialog by clicking the Report Options button on the Run Report dialog. A user setting, however, can ensure you never overlook this screen (see "Display Report Options," below).

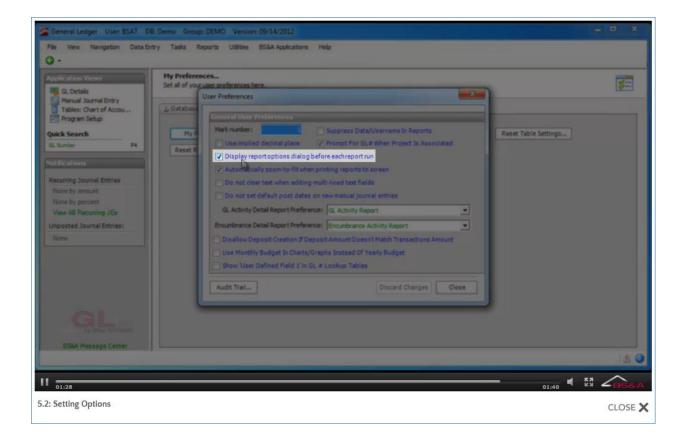
Among the filters for each report, you can select the population of records on which to run the report. The previous section of this courseware - "Record Selection" - illustrates how to mark and block from a Table. You may do so directly in a Report Options dialog:

General Ledger User: BSAT DB: Demo Group	x DEMO Version: 09/14/2012	X
File View Navigation Data Entry Tasks R	Journal Entry Report - Options	
Application Views G. Details Manual Journal Entry Tables: Chart of Accou Program Setup Quick Search GL Num	Se Apply Advanced Query to Population	<b>3</b>
	an Filters	
Recurring Journal Entries None by amount None by percent View All Recurring JEs Unposted Journal Entries: None	No records are marked for the current report. Would you like to mark them now?     Banks     No     Project:     Project:     Filter By Journal Code     Select Journal Codes     Selected Journal Code:     Select Journal Codes     Select Dournal Codes     Select Fonts     Reset Fonts     OK Cancel	
		A 🕥
II 00:46		01:40 4 E3 2058A
5.2: Setting Options		CLOSE 🗙

Once records are marked or blocked, clicking the Population Options button lets you alter the selection or remove the mark/block entirely.

## **Display Report Options**

Program Setup>My Settings>My Preferences contains a setting letting you tell the program to Display Report Options Dialog Before Each Report Run. By default, this setting is checked, meaning you will not need to click the Report Options button prior to running a report, because the report options dialog will automatically pop up when you click the Run Report button.



Notes		

# Lesson 5.3: Using Filters to Query Your Data

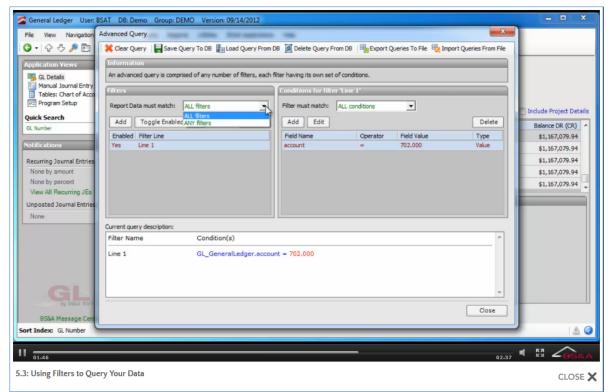
Filters are used to query your database for specific information. For example, we want a report of all General Ledger Accounts using the Account number 702.000.

- 1. Go to Reports>General Ledger Reports>Chart of Accounts.
- 2. Click Report Options.
- 3. Select All Records as the Population.
- 4. Check the Apply Advanced Query to Population box and click Advanced Query.
- 5. Click Add in the Filters pane (left side). The Edit Filter Condition dialog appears.

General Ledger User:	BSAT DB: Demo Group: DEMO Version: 09/14/2012	X
	Advanced Query	
3 · 🖓 🕹 🔎 🛅	🗱 Clear Query   🙀 Save Query To DB 🕌 Load Query From DB 📓 Delete Query From DB   🎭 Export Queries To File 👫 Import Queries From File	
Application Views	Information An advanced query is comprised of any number of filters, each filter having its own set of conditions.	
Manual Journal Entry Tables: Chart of Acco	Filters Conditions for filter 'Line 1'	
Program Setup	Repo Edit Filter Condition	Include Project Details
Quick Search	Adu The: GL_GeneralLedger Search for a field	Balance DR (CR)
Notifications	Ena Field: account Select a Field from your Report Favorites	\$1,167,079.94
Recurring Journal Entries	Operator: = (Equals)	\$1,167,079.94
None by amount	Compare To	\$1,167,079.94
None by percent View All Recurring JEs	Value	\$1,167,079.94 -
Unposted Journal Entries	Another field accountCategory     Prompt For Value	
None	Current	
	None OK Cancel *	
GL	*	
by USAA SOFT	Close	
BS&A Message Cent Sort Index: GL Number		
00:38	02:37	
5.3: Using Filters to Qu	ery Your Data	CLOSE 🗙

- Table. Some reports allow the selection of a table; others, as in this example, do not. The table contains the data you are querying.
- Field. Used to select the specific field you are querying. The Search for a Field button can be useful when table selection is allowed, as you may know the field name, but be unsure to which table it belongs. If you've marked any fields as "favorites," you may click the Select a field from your report favorites command link to select it.
- Operator. Used to set the condition for the comparison between the data and the input.

- Compare To. Used to set the parameters for the query.
- 6. Select your options and click Ok.
- 7. Select the Report Data Must Match option. In general, "All" means the data found by the query must match Filter A and Filter B. "Any" means the data found by the query must match Filter A or Filter B. The same is true on the right side of the screen. Multiple conditions can be set for each filter in the query, using the same AND/OR search.



- 8. Click Close to return to Report Options.
- 9. Click Ok to return to the Run Report dialog.

10. Select Screen as the Destination and click Run Report. Your query is applied:

10 - 99 42   B 10	a a a a - 14 4 1	🕨 🕅 💾 👌 🗒 Auto-Fit Page To	o Window		
Current Page: 1	Total Pages: 13	Record Count: 54		Zoom Facto	r: 87%
09/24/2012 09:19 AM		CHART OF ACCOUNT	12	Page: 1/19	
		Fund 101 GENERAL F	111111		
GL Number	Description	Type	Department Description	Closing GL‡ Override	
101-172-702.000	WAGES	Expenditure	CITY MANAGER		-
101-191-702.000	WAGES	Expenditure	FISCAL SERVICES		
101-209-702.000	WAGES	Expenditure	AS SESSOR		
101-215-702.000	WAGES	Expenditure	CLERE		
101-247-702.000	WAGES	Expenditure	BOARD OF REVIEW		
101-253-702.000	WAGES	Expenditure	CLERK		
101-257-702.000	WAGES WAGES	Expenditure	ASSESSOR BUILDING AND GROUNDS		
101-276-702.000	WAGES	Expenditure	CEMETERY		
101-282-702.000	WAGES WAGES	Expenditure Expenditure	DEERFIELD LAKE		
101-284-702.000	WAGES	Expenditure	BUILDING INSPECTIONS/CODE		
101-201-702.000	WAGES	Expenditure	POLICE		
101-271-702.000	WAGES	Expenditure	BUILDING INSPECTION DEPAR		
101-272-702.000	WAGES	Expenditure	CODE ENFORCEMENT		
101-441-702.000	WAGES	Expenditure	DEPARTMENT OF FUBLIC WORE		
101-445-702.000	WAGES	Expenditure	DRAINS - PUBLIC BENEFIT		
101-448-702.000	WAGES	Expenditure	STREET LIGHTING		
101-526-702.000	WAGES	Expenditure	LANDFILL CLOSURE		
101-528-702.000	WAGES	Expenditure	REFUSE COLLECTION/DISPOSA		
101-537-702.000	WAGES	Expenditure	AIRPORT		
101-546-702.000	WAGES WAGES	Expenditure	DEPARTMENT OF PUBLIC WORK PARKS		
101-722-702.000	WAGES WAGES	Expenditure	ZONING		
101-503-702.000	WAGES	Expenditure	HISTORICAL PROGRAMS		
	man or load	we're ou i'e ui'e	HAVAVNAS REFERENCE		
					Y
c					2

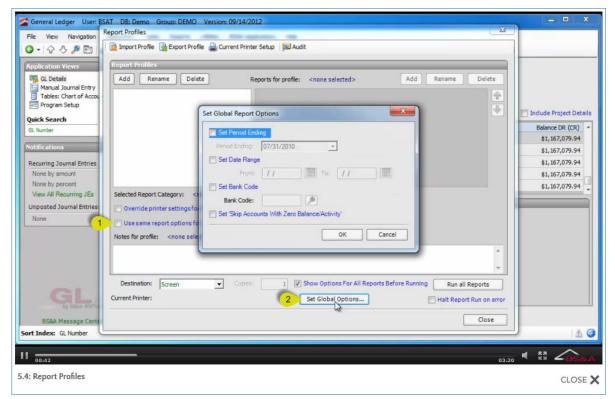

Notes

# Lesson 5.4: Report Profiles

#### In General...

Report Profiles let users group their most-often run reports together for quick retrieval when reporting. Report Profiles store the filters most often used for each report, the Destination (screen, printer, file, or image), and the printer.

- Use Same Report Options for All Users That Run This Profile **(1).** If checked, the report options set up for the reports in the selected Report Profile will be used regardless of which user is printing. If unchecked, each user can set up his own report options.
- Set Global Options (2). (Available in selected applications). Click this button to set general options to be applied to all reports in the profile. For example, if all reports in the profile should be run on a specific date range, set that range here rather than repeating that setup in the Options screen of each report in the profile.



### Set Up a Report Profile

- 1. Go to Reports>Report Profiles.
- 2. Click the Add button located on the <u>LEFT side</u> of the screen.
  - i. Enter the Profile Name and click Ok.
- 3. Click the Add button located on the <u>RIGHT side</u> of the screen.
  - i. Select the Report Category and the Report Name.
  - ii. Report Display Name combines the category and report and can be changed at this point or at any time by clicking the Rename button located above the list of reports.
  - iii. Click Add to Profile.

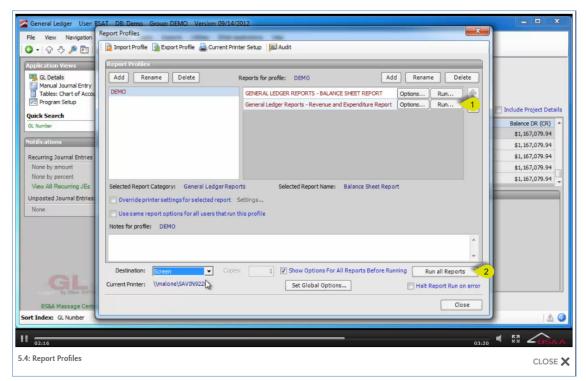
General Ledger User: B	SAT DB: Demo Group: DEMO Version: 09/14/2012	- 0 X
File View Navigation	Report Profiles	
0· 0 3 / E	🙀 Import Profile 📓 Export Profile 🚔 Current Printer Setup 🛛 📖 Audit	
Application Views	Report Profiles	
GL Details Manual Journal Entry Tables: Chart of Accou Program Setup	Add Rename Delete Reports for profile: DEMO Add Rename Delete	
Quick Search		Include Project Details
GL Number	Add Report	Balance DR (CR) * \$1,167,079.94
Notifications	Report Category: General Ledger Reports	\$1,167,079.94
Recurring Journal Entries	Report Name: Balance Sheet Report	\$1,167,079.94
None by amount None by percent	Report Display Name: General Ledger Reports - Balance Sheet Report	\$1,167,079.94
View All Recurring JEs	Selected Report Category: Add To Profile	\$1,107,079,94 *
Unposted Journal Entries:	Override printer settings	
None	Use same report options	
	Notes for profile: DEMO	
	·	
	Destination: Screen  Copies: 1 Show Options For All Reports Before Running Run all Reports	
GL.	Current Printer: \\malone\SAVIN9228 Set Global Options Halt Report Run on error	
BSBA Message Centr	Close	
Sort Index: GL Number		
II 01:32	03:20	
5.4: Report Profiles		CLOSE 🗙

- iv. Select any other reports that you would like to add to the current profile.
- v. Click Close.
- 4. Click the Options button that appears to the right of a report name.
  - i. Click Report Options.
  - ii. Set the filters that will be used for this report <u>when run from the current</u> <u>profile</u>.
  - iii. Click Ok, then Close.

- 5. Click Current Printer Setup
  - i. Select the printer that will be used for <u>all reports in the current profile</u>.
  - ii. Click Ok to return to the Report Profiles screen.
- 6. Select the default Destination (screen, printer, file, or image) where all reports in the current profile will print.
- 7. Select whether or not to Show Options for All Reports Before Running.
- 8. Click the Run button that appears to the right of the Options button to test the output. Another option is to add the reports and their options for the current profile and then click Run All Reports to test them at once.

#### Use a Report Profile

- 1. Go to Reports>Report Profiles.
- 2. Click the Report Profile you want to work with.
- 3. Click the Options... button of the report or reports you want to run and verify their settings.
- 4. Run the report(s):
  - To run the reports individually, click the appropriate Run... button to the right of the Options button (1).
  - To run all reports at once, click the **Run all Reports** button located toward the bottom of the screen **(2)**.



Notes			

## Section 6: Getting Help



In this section you will learn how to:

- o Use the interactive manual
- Contact support in a variety of ways
- o Get help with your data via Remote Assistance or FTP

Due to impending changes in our help system and our website, videos corresponding to the Lessons in this Section have not been created.

# Lesson 6.1: Interactive Manual

The manual is an electronic, interactive version of a traditional printed manual, and is available in the Help menu. Changes and updates to the manual are ongoing; therefore, we recommend users periodically download the latest version:

<b>1</b>	Courseware Videos		
<b>6</b>	View Documentation	•	Manual
*	Download Latest Version		Tutorial
	Remote Assistance		User Security Settings
	FTP		Download Latest Manual
	Database Settings Summary		Download Latest User Security Settings
	Hardware Compatibility	-	bownload catest user Security Securitys
	Advanced		

**The Manual is best viewed in IE9, FireFox, or Google Chrome.** If you are running IE8, you may experience functionality issues and will need to disable Compatibility Mode (our I.T. support can assist with this).

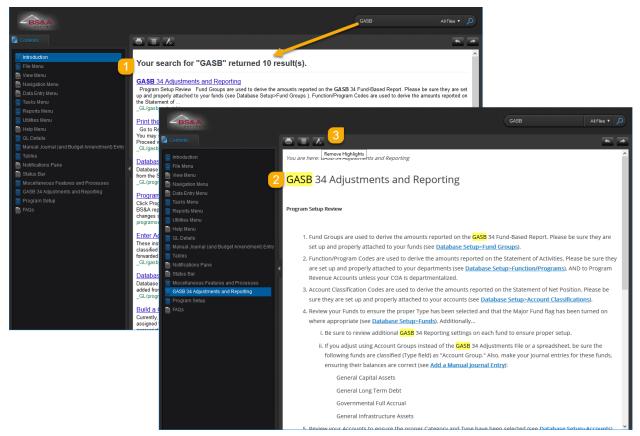
## Contents Tab

The Contents tab is the Table of Contents, and is very easy to navigate.

		Search All Files V				
Contents						
Data Entry Menu     Tasks Menu     Reports Menu     Little Marcu	You are here: <u>Program Setup</u> > N					
<ul> <li>Utilities Menu</li> <li>Help Menu</li> </ul>	My Settings>My Prefe	erences	I			
GL Details	Settings are presented in alpha	abetical order.				
<ul> <li>Manual Journal (and Budget Amendment) Er</li> <li>Tables</li> <li>Notifications Pane</li> <li>Status Bar</li> </ul>	Automatically Zoom-to-Fit Printing Reports to Screen	If this setting is on, reports printed to your screen are automatically adjusted to fit the screen. If this setting is off, you will need to manually adjust the zoom.	l			
Clause Coll     Miscellaneous Features and Processes     GASB 34 Adjustments and Reporting     Program Setup     Database Setup>Account Classifications	Disallow Deposit Creation if Deposit Amount Doesn't Match Transactions Amount	If this setting is off, the program will allow a deposit amount that is different from the total of items selected for deposit. If this setting is on, deposit creation will be prevented until the mismatch is resolved.				
<ul> <li>Database Setup&gt;Accounts</li> <li>Database Setup&gt;Banks</li> <li>Database Setup&gt;Budget Classifications</li> <li>Database Setup&gt;Chart of Accounts</li> <li>Database Setup&gt;Departments</li> </ul>	Display Report Options Dialog Before Each Report Run	Some reports offer Report Options, which let you filter the data to appear on the report. It is recommended that you turn this setting on to automatically open the Options screen when you click the Run Report button. This lets you verify that you've set the appropriate options before the report generates.				
<ul> <li>Database Setup&gt;Function/Programs</li> <li>Database Setup&gt;Fund Groups</li> <li>Database Setup&gt;Funds</li> <li>Database Setup&gt;Projects (Projects/Gram</li> <li>Database Setup&gt;Projects (Projects/Gram</li> <li>Database Setup&gt;Quick Text Entries</li> <li>Program Settings&gt;Approval Levels</li> <li>Program Settings&gt;Undgel Setup</li> </ul>	Do Not Clear Text When Entering Multi-Lined Text Fields	If this setting is on, new text will be appended to existing text. If this setting is off, existing text will be overwritten. (1) shows the original text; (2) shows what happens when this setting is on; (3) shows what happens when this setting is off.				
My Settings>My Preferences Administration>Active Directory Auto-Logi Administration>Approved Report Setup Administration>Custom User Labels	Do Not Set Default Post Dates on New Manual Journal Entries	It is recommended you turn this setting on to keep the Post Date field on the Manual Journal Entry screen empty. This ensures that you enter the correct date during a manual journal entry or budget amendment entry. If this setting is off, the program will auto fill the Post Date field with the system date from your computer. You may change the date, but this can be				

## Search Function

Search for a keyword, and topics found are clearly listed **(1)**. When you visit a topic, the keyword is highlighted so you may easily find what you're looking for **(2)**. Click the button to remove the highlight **(3)**.



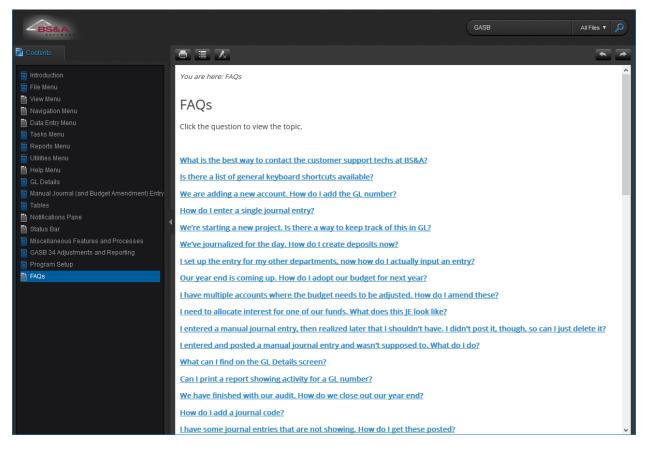
## Breadcrumbs

Breadcrumbs appear at the top of each topic **(1)**, letting you know where you are even when the source isn't visible in the Contents tab. Links to the "umbrella" topics and heading topic **(2)** let you quickly navigate back:

SOFTWARE	GASB AI Files V
Contents	
<ul> <li>Introduction</li> <li>File Menu</li> <li>View Menu</li> <li>Data Entry Menu</li> <li>Tasks Menu</li> <li>Post Manual Journal Entries</li> <li>Create an Interest Allocation Journal Entries</li> <li>Set Up Recurring Journal Entries</li> <li>Batch Add Budget Amendments</li> <li>Create or Edit Budget</li> <li>Adopt the Final Budget</li> <li>Budget Footnotes</li> <li>Create a Budget</li> </ul>	<ul> <li>You are here: <u>Tasks Menu &gt; Create or Edit Budget</u> &gt; Adopt the Final Budget</li> <li>Adopt the Final Budget</li> <li>1. Go to Tasks&gt;Create or Edit Budget.</li> <li>2. Click the Adopt button.</li> <li>3. Select the Year.</li> <li>4. Select the Funds. If you are specifying funds instead of selecting all of them, double-click one to move it from the left column to the right column, or use the buttons in between. Click Ok when finished.</li> <li>5. Select the Budget Level. This should be the highest level for your current budget year.</li> </ul>
<ul> <li>Edit Position Budget Information</li> <li>Import Position Budget Information</li> <li>Lock/Unlock Budget Levels</li> <li>Create or Edit Budget (Legacy)</li> <li>Create or Edit Sub Project Budget</li> <li>Spreadsheet Budget Analysis</li> <li>Long-Term Budget Forecasting</li> <li>Cash Flow Analysis</li> <li>Deposit Creation</li> <li>View Deposits</li> </ul>	6. The program processes your request. Depending on your unit's procedures and methods, you will receive prompts if anything is detected that affects the adoption of the budget. These can include expenditures that exceed revenues and funds without budgets. Follow the prompts, and feel free to call <u>Support</u> for assistance.           General Ledger User Manual
View Deposits Check and Deposit Reconciliation Reports Menu Utilities Menu Utilities Menu GL Details Manual Journal (and Budget Amendment) Er	Contents current as of 05-01-2018 (web only) @ <u>BS&amp;A Software</u>

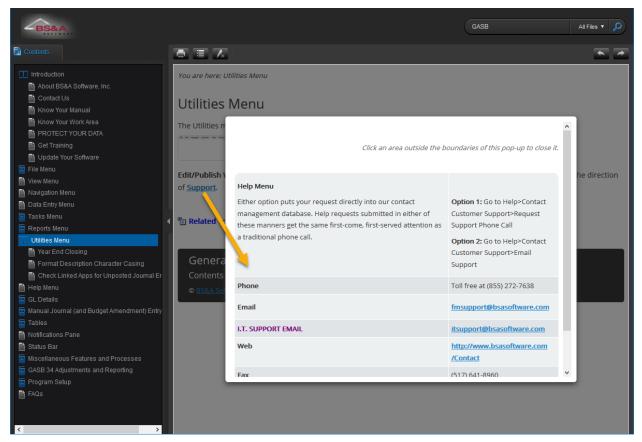
## FAQs

The FAQs page presents questions commonly asked by users, with links to the appropriate topics in the manual:



## Immediate Access to Support

Located throughout the manual are notes where assistance of Support is recommended or required. Click the Support link to view options. Click the email link to immediately launch your email program; click the website link to be taken directly to our website.



## Print and PDF Versions

Print and PDF versions of the manual are available upon request, but please be aware that they are not updated as frequently as the electronic version in the program.


Notes

## Lesson 6.2: Contacting Support

#### BS&A Application Help Menu

You have two options, both of which submit your request directly into our contact management database.

**Help>Contact Customer Support>Request Support Phone Call**. Fill out the information and click Submit.

Help			
<b>?</b> ?	Technical Support Utilities		
<b>÷</b>	Contact Technical Support	贤	Request Support Phone Call
₩ @	FAQ - Frequent Questions for General Ledger       Courseware Videos       View Documentation       Download Latest Version       Remote Assistance       FTP       Database Settings Summary       Hardware Compatibility		Search Program Manual Customer Survey Email Support 5&A Technical Support Request Use the form below to submit a technical support request to the General Ledger support team. Upon submitting your request a General Ledger support specialist will contact you shortly.
	Advanced		*Full Name:
	BS&A Message Center		*Phone #: ( Ext:
	View Financial Management Website		Email:
(3)	About		How can we help?
			Reporting       Bank Reconciliation       Manual Journal Entries         Budgeting/Budget Amendments       Fiscal Year End Rollover       Ledger Number Setup         General or Not Listed       Description: (1,000 character limit)
			Attachments: Browse Add
			File Name Remove

**Help>Contact Customer Support>Email Support.** Your email program launches, automatically filling out the appropriate To contact, and providing basic information in the Subject line. Type your message (please be sure to include a phone number where you can be reached) and click Send.

Help									
۵ŗ	Technical Support Utilities								
Ŧ	Contact Technical Support	15	Request Support Phone Call						
	FAQ - Frequent Questions for General Ledger		Search Program Manual						
19 <u>9</u> 1	Courseware Videos		Customer Survey						
<b>1</b>	View Documentation		Email Support						
**	Download Latest Version Remote Assistance			General Ledger .NET Support Inquiry -	(	(v.05/15/2018) - Message (H	TML) 🖭	- 0	×
	FTP		File Message Insert Optio	ons Format Text Review	Tell me what yo	ou want to do			
	Database Settings Summary Hardware Compatibility		Cut Copy Copy Copy Copy Copy		Address Check	0 🔛 📝	Follow Up - High Importance		
	Advanced		sste ↓ ✓ Format Painter B I U	≝≡≡≣	Book Names	File + Item + +	↓ Low Importance		
	BS&A Message Center		Clipboard 🕞	Basic Text 🕞	Names	include	Tags	5a	^
	View Financial Management Website	Т	To fmsupport@bsasoftwa	are com					
€	About	]	Send						
		L	Subject General Ledger .NET	Support Inquiry - (v.0	5/15/2018)				

#### Phone

Locally, you may call **(517) 641-8900**, or use our toll-free number: **(855) BSA-SOFT (272-7638)**.

Inform the receptionist of the program with which you need help and you will be directed to the appropriate department or support rep.

#### Fax

#### (517) 641-8960

Please include a cover when faxing so we can ensure the document gets to the appropriate department or support rep.

### Website

#### www.bsasoftware.com

Click the red Contact button on our main page. Fill out the information and be sure to select the appropriate department:

BS&A Software 🕂 New					<u> </u>
				Remote Assistance	Search Online Property
BS&A SOFTWARE	Service, Solution	ons, Support Satisfaction		HOME ABOUT TEST	TIMONIALS NEWS & EVENTS
Solutions L	earning Center	Support	Blog	Technology	Contact
outstanding. When I	_				
call the office,					
someone is		First	Last		
available					
immediately to		Email *	Pho	ne *	
answer a question.					
If not available					
immediately, they					
respond in a very		Municipality *	Cou	nty *	
timely fashion. They					
are available by					
e-mail or by phone.		Choose a Department *			
The staff is well		Assessing Support	~		
trained and has		Assessing Support			
been able to answer		BS&A Online			
my questions right		Building Support	1		
away		Cemetery Management			
		Delinquent County Tax Support			
Continue Reading >		Drain Assessment/Ledger Support			
		Financial Management Suite Support			
		HRMS Suite Support			
City of Holland, MI		IT Support			
read more		Tax/SPAS/PREA/Animal License Support			
testimonials >		Utility Billing Support			
		General Questions			


Notes

# Lesson 6.3: Getting Help with Your Data

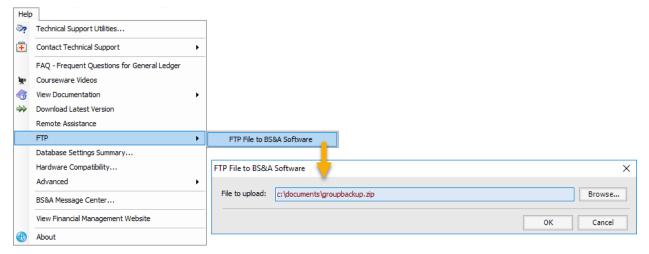
#### **Remote Assistance**

Over the phone, a support rep will direct you to go to Help>Remote Assistance. Inform the support rep of the ID and the rep will direct you to proceed.

Help			🔁 TeamViewer Quick — 🛛 🗙
<b>?</b> ?	Technical Support Utilities		
<b>=</b>	Contact Technical Support	•	DCAA
<b>1</b>	FAQ - Frequent Questions for General Ledger Courseware Videos		<b>BS&amp;A</b>
<b>W</b>			
<b>1</b>	View Documentation	•	Allow Remote Control
$\Rightarrow$	Download Latest Version		
	Remote Assistance		Please tell your partner the following ID to
	FTP	•	connect to your desktop:
	Database Settings Summary		
	Hardware Compatibility		Your ID
	Advanced	•	Password ****
	BS&A Message Center		
	View Financial Management Website		www.teamviewer.com
1	About		
			<ul> <li>Ready to connect (secure connection)</li> </ul>

FTP

Go to Help>FTP>FTP File to BS&A Software. File to Upload defaults to the location of the last backup made by the user. Backups are the most common files sent to us; by defaulting to this location, you can make the backup and then immediately send it to our FTP site without having to search for it first. Inform the appropriate support rep that the file has been uploaded.



Notes			