21st CENTURY ACCOUNTING™

BPI Users Reference

Hilbert Software, Inc.

21st Century Accounting *BPI Users Reference*
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Receipts, Deposits, and Bank Accounts

Some differences between the way 21st Century Accounting and BPI Accounting handle bank-related transactions should make it easier for you to deposit cash receipts and reconcile your bank statements.

1. The three separate data entry commands in BPI that record deposits for bank reconciliation (Enter Bank Deposits, Enter Cash Receipts, and Enter Cash Register) have been replaced in 21st Century Accounting by one command. You enter all sources of cash deposits with the Deposits command on the Bank Accounts menu.

   You use the Cash Receipts Journal command to pre-define cash register and cash receipts prompts (for as many cash receipts journals as your company needs). The prompts appear in the Deposits window for distribution when you are ready to record the receipts and deposit the cash from that journal.

   21st Century Accounting uses a clearing account for posting a batch of receipts that you deposit into the bank account, so that the detailed General Ledger report for the bank account shows a single transaction for the deposit, rather than showing all of the receipts that went into that deposit.

2. Because of the way 21st Century Accounting handles deposits, bank reconciliation is as simple as comparing the transactions in your checkbook and on your bank statement and marking off the matches.

3. 21st Century Accounting lets you define as many credit card journals as you need. You specify credit card information and tie the credit card transactions to a particular bank account(s). The credit card journal can be used to reconcile against bank-reported deposits from credit card companies. Credit card receipts are not reflected as cash to be deposited, but are posted directly to the appropriate bank account.

21st Century Accounting supports multiple open batches of all batch types, including deposits, cash registers, and checks.

BPI Users' Map to 21st Century Accounting

If you are moving to 21st Century Accounting from BPI Accounting, use this **Map to the 21st Century**!

Our goal is to make sure you can find all the BPI commands and functions in your new accounting system or on your Windows operating system—especially the ones that don't have a perfect one-to-one correspondence from BPI to 21st Century Accounting.

You'll find most BPI functions in 21st Century Accounting where you expect them to be, called what you expect them to be called. We've moved or consolidated

some functions, for the reasons that follow. We hope that after you've used 21st Century Accounting for a while, you'll agree that the changes make sense.

Why are there changes from BPI to 21st Century Accounting?

- BPI users over the years have suggested changes to the menus and functions. We remembered your suggestions while we designed 21st Century Accounting. It goes without saying that the people who use the software daily are your best guides to its deficiencies, whether in actual functionality or just the way the parts are arranged. We've listened to you and tried to put your best ideas into this new product.

- The BPI-for-DOS design decisions were made in a very different world from the one we work in today. Today's technology and the Windows environment make a whole new realm of software innovations possible. Naturally, we have taken advantage of that! As a Windows user, you'll understand that Windows does many things that the BPI-for-DOS standalone application had to do for itself.

- In 21st Century Accounting, we have consolidated some BPI functions that always seemed logically related. And we've pulled some areas that really deserved their own top-level menus out of the traditional ledgers up to the main menu bar.

System Manager Map

The table shows the locations of the System menu commands in BPI and the corresponding 21st Century Accounting menu item or Windows function, with links to additional information if required.

BPI Command	21st Century Accounting Menu Item or Windows Function
Prepare Printer	System/Select Printer, printer selection for each form in Preferences, and printer selection on each report print dialog. See also Windows printer controls.
Manage Queue	
Manage Company Data	System/Company/Select, Create, Preferences, Convert from, Backup/Restore, Recreate, Copy, Rename, Delete, Verify, Checkpoint, Recover
Format Diskette	Windows/Start/Programs/Windows Explorer or right-click diskette drive.
Set Date and Time	To reset as-of (today's) date: 21st Century Accounting menu bar, Default date To change system date and time: Windows/Start/Control Panel/Date/Time
Update Calendar	Any Windows Scheduler
Assign User IDs	System/User IDs
Change Colors	Windows/Start/Control Panel/Display/Appearance
Install Product	To install full product: Insert CD in CD drive. To install Upgrade or Payroll Tax Table: Windows/Start/Run <filename> or Windows/Start/Programs/Windows Explorer, double-click <filename>
Print Trouble Report	Help/Submit Problem Report or Help/Send Company Data to Hilbert Software
Access DOS	Windows/Start/Programs/MS-DOS Prompt
Print Worksheets	
Show Disk Documents	Any text editor; for example, Windows/Start/Programs/Accessories/Notepad

G/L Setup and Basic Bookkeeping Map

The table shows the G/L Setup and Basic Bookkeeping commands in BPI and the corresponding 21st Century Accounting menu item or Windows function, with links to additional information if required.

BPI Command	21st Century Accounting Menu Item or Windows Function
Special function commands	
Select Company	System/Company/Select
Show G/L Account Status	General Ledger/Configure/Chart of Accounts: right-click account, select "details"
Show Financial Calendar	General Ledger/Configure/Financial Calendar
Lock/Unlock Period	General Ledger/Configure/Financial Calendar/Lock button
Close	General Ledger/Configure/Financial Calendar/Close Year button
Erase Journal Details	
Create Company	System/Company/Create
Change Password	System/User IDs and General Ledger/Configure/Company
Export Data	System/Company/Export
Import Data	System/Company/Import
Edit commands	
Chart of Accounts	General Ledger/Configure/Chart of Accounts
Checkbook Accounts	Bank Accounts/Configure/Bank Accounts
Company Configuration	General Ledger/Configure/Company
Historical Balances	General Ledger/Configure/Historical Balances
Financial Calendar	General Ledger/Configure/Financial Calendar
Enter command	
General Journal	General Ledger/General Journal
Print commands	
General Ledger	General Ledger/Print/General Ledger Activity
Checkbooks	
Chart of Accounts	General Ledger/Print/Chart of Accounts
General Journal	General Ledger/Print/General Journal
Checkbook Register	Bank Accounts/Print/Check Register

General Ledger Map

The table shows the locations of the General Ledger menu commands in BPI and the corresponding 21st Century Accounting menu item or Windows function, with links to additional information if required.

BPI Command	21st Century Accounting Menu Item or Windows Function
Special function commands	
Select Company	System/Company/Select
Show G/L Account Status	General Ledger/Configure/Chart of Accounts: right-click account, select "details"
Show Financial Calendar	General Ledger/Configure/Financial Calendar
Lock/Unlock Period	General Ledger/Configure/Financial Calendar/Lock button
Close	General Ledger/Configure/Financial Calendar/Close Year button
Erase Journal Details	
Create Company	System/Company/Create
Change Password	System/User IDs and General Ledger/Configure/Company
Export Data	System/Company/Export
Import Data	System/Company/Import
Edit commands	
Chart of Accounts	General Ledger/Configure/Chart of Accounts
Checkbook Accounts	Bank Accounts/Configure/Bank Accounts
Company Configuration	General Ledger/Configure/Company
Historical Balances	General Ledger/Configure/Historical Balances
Financial Calendar	General Ledger/Configure/Financial Calendar
Automatic Journal Entries	General Ledger/General Journal (create and save batch as recurring)
Cash Register Prompts	Bank Accounts/Configure/Cash Receipts Journals
Budgets	General Ledger/Configure/Budgets
Financial Report Designs	General Ledger/Configure/Financial Report Templates and Financial Reports
Enter commands	
General Journal	General Ledger/General Journal
Cash Register	Bank Accounts/Deposits
Invoices	Sales/Invoices
Cash Receipts	Bank Accounts/Deposits
Cash Disbursements	Bank Accounts/Disbursements Checks

Merchandise Purchased	Payables/Vendor Invoices or General Ledger/Configure Custom Journals; then enter in your custom journal
Bank Deposits	Bank Accounts/Deposits
Automatic Journal Entries	General Ledger/General Journal (post recurring batch)
Bank Reconciliation	Bank Accounts/Reconciliation
Void Checks	Bank Accounts/Void/Checks

Print commands

General Ledger	General Ledger/Print/General Ledger Activity
Checkbooks	
Chart of Accounts	General Ledger/Print/Chart of Accounts
General Journal	General Ledger/Print/General Journal
Checkbook Register	Bank Accounts/Print/Check Register
Financial Reports	General Ledger/Print/Balance Sheet, Income Statement, Trial Balance, Cash Flow, Other
Cash Register Journal	Bank Accounts/Print Cash Receipts Journal
Cash Disbursements Jrnl.	Bank Accounts/Print/Check Register
Mdse. Purchased Journal	General Ledger/Print/Custom Journals/your custom journal
Automatic Jrnl. Entries	General Ledger/General Journal (print recurring batch listing)
Cash Register Prompts	

Accounts Receivable Map

The table shows the locations of the Accounts Receivable menu commands in BPI and the corresponding 21st Century Accounting menu item or Windows function, with links to additional information if required.

BPI Command	21st Century Accounting Menu Item or Windows Function
Special function commands	
Select Company	System/Company/Select
Close Period	NA
Close YTD Totals	NA
Change Password	System/User IDs and System/Access Control
Export Data	System/Company/Export
Import Data	System/Company/Import
Show Customer Status	Receivables/Configure/Customers/right-click account ID or account name
Show Company Status	
Edit commands	
Customers	Receivables/Configure/Customers
Invoice Journal Prompts	Receivables/Configure/Default Prompts
Company Configuration	Receivables/Configure/Control Accounts, Configure/Finance Charges
Customer Histories	Receivables/Configure/Historical Invoices, Configure/Historical Receipts, Configure/Historical Balances Forward
Automatic Charges	Receivables/Configure/Recurring Charges
Payment Terms	Receivables/Configure/Payment Terms
Billing Cycles	Receivables/Configure/Billing Cycles
Sales Tax Authorities	Receivables/Configure/Tax Authorities
Sales Tax Groups	Receivables/Configure/Tax Groups
Enter commands	
Invoices	Sales/Invoices and Sales/After the Fact Invoices
Receipts	Bank Accounts/Deposits
Invoice Updates	Sales/Invoice Updates
Customer Adjustments	Sales/Invoices (debit and credit memos); Sales/Invoice Updates (void); Sales/Invoices (re-enter)
Automatic Charges	Receivables/Billing Cycle Checklist/Apply Recurring charges
Finance Charges	Receivables/Billing Cycle Checklist/Apply Finance charges
Age Receivables	Receivables/Billing Cycle Checklist/Age invoices and close cycle
Print commands	

Customer List	Receivables/Print/Customers
Customer Ledger	Receivables/Print/Customer Activity
Invoice Journal	Receivables/Print/Invoice Journal
Receipts Journal	Receivables/Print/Receipts Journal
Schedules	Receivables/Print/Customer Recurring Charges Schedule
Aging Report Aging Analysis Report	Receivables/Print/Aged Receivables as of Period, as of Date
Statements	Receivables/Billing Cycle Checklist/Print Statements
Invoices	Sales/Invoices/Print button (current invoice) Sales/Invoices/right-click batch in left pane, select Print all (selected batch) Receivables/Print/Invoice Journal (Preview)/drill-down on invoice number, print
Account Distribution	Receivables/Print/G/L Account Distributions
Automatic Charges	Receivables/Print/Invoice Journal
Finance Charges	Receivables/Print/Finance Charge Detail
Labels and Index Cards	Receivables/Print/Mailing Labels
Customer Analysis	Receivables/Print/Customer Analysis
Category Analysis	Receivables/Print/Customer Analysis
Billing Cycle Analysis	Receivables/Print/Customer Analysis
Invoice Exceptions	

Accounts Payable Map

The table shows the locations of the Accounts Payable menu commands in BPI and the corresponding 21st Century Accounting menu item or Windows function, with links to additional information if required.

BPI Command	21st Century Accounting Menu Item or Windows Function
Special function commands	
Select Company	System/Company/Select
Close Period	NA
Close YTD Totals	NA
Change Password	System/User IDs and System/Access Control
Export Data	System/Company/Export
Import Data	System/Company/Import
Show Vendor Status	Payables/Configure/Vendors/right-click account ID or account name
Show Company Status	
Edit commands	
Vendors	Payables/Configure/Vendors
Voucher Journal Prompts	Payables/Configure/Default Prompts
Company Configuration	Payables/Configure/Control Accounts, Configure/Finance Charges
Vendor Histories	Payables/Configure/Historical Invoices, Configure/Historical Payments
Automatic Vouchers	Payables/Vendor Invoices (create and save batch as recurring)
Other Cash Requirements	NA
Enter commands	
Vouchers	Payables/Vendor Invoices
System-Prepared Checks	Payables/Create Payments
Manual Checks On Account Payments Voucher Payments	Payables/Manual Payments Payables/Vendor Invoices: enter invoice and enter payment tendered in a single transaction.
Void Checks	Bank Accounts/Void/Checks
Voucher Updates	Payables/Invoice Updates
Automatic Vouchers	Payables/Vendor Invoices (post recurring batch)
Bank Deposits	Bank Accounts/Deposits
Bank Reconciliation	Bank Accounts/Reconciliation
Print commands	

Vendor List	Payables/Print/Vendors
Vendor Ledger	Payables/Print/Vendor Activity
Schedules	Print the schedule from the data entry window
Cash Requirements Report	Payables/Print/Cash Requirements
Aging Report	Payables/Aged Payables as of Period, as of Date
Check Selection Report	Payables/Create Payments, Print selection button
Checks	Payables/Create Payments, Payables/Quick Checks Bank Accounts/Disbursements Checks
Voucher Journal	Payables/Print/Vendor Invoice Journal
Check Register	Bank Accounts/Print/Check Register
Check Distribution	Payables/Print/G/L Account Distributions
Account Distribution	Payables/Print/G/L Account Distributions
Activity Report	Payables/Print/Vendor Activity for Period Range, for Date Range, for Document
Vendor Status Report	Payables/Print/Vendors and Payables/Print/Vendor Activity for Period Range, for Date Range, for Document
Labels and Index Cards	Payables/Print/Mailing Labels
1099s	Payables/Print/1099 Payments, Payables/Print/1099s
GST Report	Payables/Print/Tax Report

US Payroll Map

The table shows the locations of the US Payroll menu commands in BPI and the corresponding 21st Century Accounting menu item or Windows function, with links to additional information if required.

BPI Command	21st Century Accounting Menu Item or Windows Function
Special function commands	
Select Company	System/Company/Select
Show Employee Status	US Payroll/Print/Employee List, Selected, Print detail, Preview
Show Company Status	US Payroll/Configure/Company Information, Help/About, Checklists as appropriate
Close Pay Period	US Payroll/Close Pay Period Checklist
Close Month	NA
Close Quarter	US Payroll/Quarterly Checklist
Close Year	NA
Change Password	System/User IDs and System/Access Control
Export Data	System/Company/Export
Import Data	System/Company/Import
Transfer to Plus G/L	NA
Edit commands	
Company Configuration	US Payroll/Configure/Company Information, Configure/Income, at data entry, or NA
Commission Schedules	US Payroll/Configure/Income
Cash Benefits/Other Pay	US Payroll/Configure/Income
Noncash Benefits	US Payroll/Configure/Noncash Benefits
Taxes	US Payroll/Configure/Taxes, US Payroll/Configure/Tax Calculation
Deductions	US Payroll/Configure/Deductions
Departments	General Ledger/Configure/GL Account Segment Names for/... or Payroll/Configure/Categories
Expense Reimbursements	US Payroll/Configure/Income
Employees	US Payroll/Configure/Employees
Employee Histories	US Payroll/Configure/Historical Pay Information
	US Payroll/Configure/Pay Factor Order
	US Payroll/Configure/Custom Pay Summary
Enter commands	
Payroll	US Payroll/Calculate Payroll, After the Fact Payroll
Employee Adjustments	US Payroll/Employee Adjustments

941 Information	US Payroll/941 Information
Print commands	
Payroll Register	US Payroll/Print/Payroll Register
Paychecks	US Payroll/Print/Paychecks/Calculate Payroll, Print checks
Remittance Checks	US Payroll/Print/Remittance Checks
Check Register (Payroll)	Bank Accounts/Print/Check Register (by Bank Account or Origin)
Earnings Report	US Payroll/Print/Earnings Report US Payroll/Print/G/L Account Distributions
Employee Adjustments	US Payroll/Print/Employee Adjustments
Pay Analysis Report	NA
Taxes Report	US Payroll/Print/Taxes Activity
Quarterly Wage Statement	US Payroll/Print/Quarterly Wage Statement
941 Report	US Payroll/Print/941 Information

W-2s
  Paper
  Diskette
	
	US Payroll/Print/W-2s
	US Payroll/Electronic Filing/W-2s

Other Payroll Reports
  Commissions
  Deductions
  Noncash Benefits
  Cash Benefits/Other Pay
  Expense Reimbursements
  Audit
  Employer Contributions
	
	US Payroll/Print/Income Summary (does not show calculation detail)
	US Payroll/Print/Deductions Summary
	US Payroll/Print/Noncash Benefits Summary
	US Payroll/Print/Income Summary
	US Payroll/Print/Income Summary
	US Payroll/Print/Audit Report
	US Payroll/Print/Payroll Register, Print/Taxes Activity

Employee
  List
  Pay Information
  Complete Information
	US Payroll/Print/Employee List
	  Detail option: Phone list
	  Detail option: Income information
	  Detail option: All information

Schedules	Select and view in the data entry window
NA	US Payroll/Print/Mailing Labels
NA	US Payroll/Print/Custom Pay Summary
NA	US Payroll/Print/Timesheet Form