Set Up Trams Back Office Core Reports and General Ledger

This document contains directions for setting up Trams Back Office Core Reports and General Ledger. Set Up Client/Vendor Balances Core Reports.

Set Up Client/Vendor Balances Core Reports

Client Balances prior to the start of *Trams Back Office* need to be entered into the *Trams Back Office* program. When client payments are received, an invoice will be present in *Trams Back Office* in order to apply payments. Client Balances are entered in *Trams Back Office* by creating invoices. Agencies have two choices when entering prior Client Balances. By using **Method One**, enter each invoice individually with complete Client, Vendor and Agent details which ensure accurate Client and Agent Statements, and Vendor detailed reports. Or create a separate invoice for each Client Balance using the "short cut" **Method Two** below. Be aware that by using this method; however, may stop the program's flexibility resulting in inaccurate Client and Agent Statements, and Vendor detailed reports.

From Previous Back Office System, run:

- Client Balance Report (Accounts Receivable)
- Vendor Balance Report (Accounts Payable)
- Income Statement (Profit/Loss Statement)
- Balance Sheet
- Trial Balance

Set Up Client Balance Report

- In *Trams* run *Report/Core/Client Balances* **in detail** using date one day prior to the start-up date
- Compare to previous system Client Report and note differences.
- Make any entries in *Trams Back Office* to correct report (see directions below). Remember to include unapplied balances!
- Rerun Client Balance Report in detail using date one day prior to the start-up date. Verify that all balances match the report from the previous system.

Set Up Vendor Balance Report

Vendor balances prior to the start of *Trams Back Office* need to be entered into the *Trams Back Office* program. When payments are made to Vendors, an invoice will be present in *Trams Back Office* in order to apply payments. First steps for setting up the Vendor Balances:

- *****In *Trams* run *Report/Core/Vendor Balances* in detail using date one day prior to the start-up date.
- *Compare to previous system Vendor Balance Report and Note differences.
- *Make any entries in *Trams Back Office* to correct report (see directions below). Remember to include unapplied balances.!
- *Rerun Vendor Balance Report in detail using date one day prior to the start-up date. Verify that all balances are correct.

Creating Separate Invoices for Each Client/Vendor Balance - Method One

1. Click on **Invoices|Sale**.

2. To create Client Balances - Enter all invoice details pointing to the correct client, agent and vendor profiles for all **client** outstanding balances. Use the correct issue date of the invoice. Make sure the Submit To is properly set to ensure Client Balances for invoices is correct.

3. To create Vendor Balances - Enter all invoice details, pointing to the correct client, agent and vendor references for all **vendor** outstanding balances. Use the correct issue date of the invoice. Make sure the Submit To is properly set to ensure Vendor Balances for invoices is correct.

4. Go to **Reports|Core** and run a Client Balance Report and a Vendor Balance Report with dates set one day prior to the startup date.

5. Compare the Core Reports to the previous accounting system's Account Receivable and Accounts Payable.

6. Since creating an Invoice creates a Client balance and Vendor Payable which may have been paid prior to starting *Trams*, write off any outstanding balances by using directions below.

7. Add any unapplied balances by following directions below.

8. WHEN COMPLETING ENTERING ALL INVOICES AND UNAPPLIED BALANCES (and have done write-offs, if necessary), DON'T FORGET TO RERUN THE CLIENT BALANCE CORE REPORT WITH DATES SET ONE DAY PRIOR TO THE START-UP DATE TO MAKE SURE THE BALANCES ARE ACCURATE.

Remove/Write Off a Previous Client Balance

When setting up the Core Report, remove/write off a previous Client Balance by:

1. Go to **Payments|Received**.

2. Enter the Amount of invoice to be removed/written off.

3. Use the Payment Date of one day prior to the start-up date.

4. Choose Payment Method of OTHER.

5. Under Remarks, type "Prior Receivable Write-off".

6. In the *Name* field, enter the Client Name.

7. Toggle the invoice closed by clicking *Toggle Close*.

8. Do NOT create a Journal Entry when prompted. (When the GL is set up, create a JE and write it off to a bad debt account which is usually a 6xxx account.)

Remove/Write Off an Old Vendor Balance

When setting up the Core Report, remove/write off a previous Vendor Balance by:

1. Go to **Payments|Made**.

2. Enter the Amount of Invoice to be removed/written off.

3. Use the Payment Date of one day prior to the start-up date.

4. Choose Payment Method of OTHER.

5. Under Remarks, type "Prior Payable Write-off".

6. In the *Name* field, enter the Vendor Name.

7. Toggle the invoice closed by clicking *Toggle Close*.

8. Do NOT create a Journal Entry when prompted. (When the GL is set up, create a JE and write it off to a bad debt account which is usually a 6xxx account.)

Set Up an Unapplied Client Balance

1. Go to **Payments|Received**.

2. Enter the Amount Client paid on account.

3. Use the Payment Date of one day prior to the start-up date.

4. Under Remarks, type "Prior Receivable".

5. In the *Name* field, enter the Client Name. *Trams* prompts to build a new profile if it does not find a match. **Note: If creating a new Client Profile, make sure to add an Interface ID #.**

6. *TBO* prompts to create a Voucher. Click Yes and Click OK.

Set Up an Unapplied Vendor Balance

1. Go to **Payments|Made**.

2. Enter the Amount of the Vendor Balance on account.

3. Use the Payment Date of one day prior to the start-up date.

4. Under Remarks, type "Prior Payable".

5. In the *Name* field, enter the Vendor Name. *Trams* prompts to build a new profile if it does not find a match. **Note: If creating a new Vendor Profile, make sure to add an Interface ID #.**

6. *Trams* prompts to create a Voucher. Click Yes and Click OK.

Create Invoices in Detail w/Shortcut Method Two

Client Balances are entered in *Trams* by creating invoices. Create a separate invoice for each Client Balance. Click on **Invoices|Sale**.

1. In the *Invoice #* field, type in the invoice number of the unpaid invoice.

2. The *Issue Date* is the date <u>prior</u> to the start-up date, e.g.12/31/xx if the start-up date is 01/01/xx.

3. In the *Remarks* field, type in *Prior Receivable* or any other free flow information.

4. In the *Name* field, enter the Client Name. *Trams* prompts to build a new profile if it does not find a match. **Note: If creating a new Client Profile, make sure to add an Interface ID #.**

5. Click *OK* to process.

6. Change the *Submit To* field to *Supplier*.

7. In the *Vendor Name* field, type in *Prior Client Balances*. *Trams* prompts to create a new profile if it does not find a match.

8. In the *Total Fare* field, type in the amount owed.

9. The *Taxes/Rate* and *Commission/Rate* fields are *0.00.*

10. Click *No* on the prompt "Enter a payment for this invoice?"

Since creating a Receivable also creates a Payable, enter a Payment Made to close off all the Vendor Balances now contained in the Profile, "Prior Client Balances."

1. Click **Reports|Core|Vendor Balances**.

2. In the *As Of* field, enter the date. The date should be one day <u>prior</u> to the start date.

3. Change the *Format* field to Summary, then click *OK* to process.

4. Find the *Balance Due* total for the profile *Prior Client Balances* and make a Note of the balance.

5. Next, click **Payments|Made**.

6. In the *Amount* field, type in the total amount of the Prior Client Balances Noted from the Vendor Balance report.

7. Change the *Payment Method* to *Other*.

8. The *Pay Date* is one day <u>prior</u> to the start date.

9. Leave the *Check/CC No* field blank.

10. Leave the *Payment Code* field blank.

11. Leave the *Payment Group* field blank.

12. In the *Remark* field, type "*To Close Prior Payable.*"

13. Change *Profile Type* to *Vendor-Supplier*.

14. In the *Name* field, type "*Prior Client Balances.*"

15. Click *OK* to display open invoices. Click *Close All*. Click *OK* to save.

16. *Trams* prompts, "*Create a Journal Entry*? Click *NO*.

Set Up an Unapplied Client Balance

1) Go to **Payments|Received**.

2) Enter the Amount Client paid on account.

3) Use the Payment Date of one day prior to the start-up date.

4) Under Remarks, type "Prior Receivable".

5) In the *Name* field, enter the Client Name. *Trams* prompts to build a new profile if it does not find a match. **Note: If creating a new Client Profile, make sure to add an Interface ID #.**

6) TBO prompts to create a Voucher. Click *Yes* and *OK*.

Remove/Write Off a Prior Client Balance

1) Go to **Payments|Received**.

2) Enter the Amount of Invoice to be removed/written off.

3) Use the Payment Date of one day prior to the start-up date.

4) Choose Payment Method of OTHER.

5) Under Remarks, type "Prior Receivable Write-off".

6) In the *Name* field, enter the Client Name.

7) Toggle the invoice closed by clicking *Toggle Close*.

8) Do NOT create a Journal Entry when prompted. (**Note:** After the GL has been set up, write off a client balance using these directions with this current date, but you need to create a Journal Entry to credit Client Balances and debit a bad debt, agent error, or misc. adjustment account setup in the 6000's or expense accounts.)

WHEN COMPLETING ENTERING ALL INVOICES AND UNAPPLIED BALANCES (and have done write-offs, if necessary), DON'T FORGET TO RERUN THE CLIENT BALANCE CORE REPORT WITH DATES SET ONE DAY PRIOR TO THE START-UP DATE TO MAKE SURE THE BALANCES ARE ACCURATE.

Set Up Vendor Balances - w/Shortcut Method Two

Vendor balances are entered in *Trams* by creating invoices. Create a separate invoice for each vendor balance.

Note: If creating a new vendor profile, make sure to add an Interface ID #.

1. Click **Invoices|Sale**.

2. In the *Invoice #* field, type in the invoice number of the unpaid invoice.

3. The *Issue Date* is the date <u>prior</u> to the start-up date, e.g. 12/31/11 if the start-up date is 01/01/12.

4. In the *Remarks* field, type in *Prior Payable* or any other free flow information.

5. In the *Name* field, type *Prior Vendor Balances. Trams* prompts to create a new profile. (Don't forget Interface ID!)

6. Click *OK* to process.

7. Change the *Submit To* field to *Supplier*.

8. In the *Vendor Name* field, enter the name of the vendor to be paid.

9. In the *Total Fare* field, type in the amount owed.

10. Click *No* on the prompt "Enter a payment for this invoice?"

Since creating a Payable also creates a Receivable, enter a Payment Received to close off all the Client Balances now contained in the Profile, "Prior Vendor Balances."

1. Click **Reports|Core|Client Balances**.

2. In the *As Of* field, type in the date. The date should be one day <u>prior</u> to the start date.

3. Change the *Format* field to *Summary*, then click *OK* to process.

4. Find the *Balance Due* total for the profile *Prior Vendor Balances* and make a Note of the balance.

5. Next, click **Payments|Received**.

6. In the *Amount* field, type in the total amount for *Prior Vendor Balances*, Noted from the Client Balance report.

7. Change the *Payment Method* to *Other*.

8. The *Pay Date* is one day <u>prior</u> to the start date.

9. Leave the *Check/CC No* field blank.

10. Leave the *Payment Code* field blank.

11. Leave the *Payment Group* field blank.

12. In the *Remarks* field, type "*To Close Prior Receivable.*"

13. Change *Profile Type* to *Client*.

14. In the *Name* field, type in *Prior Vendor Balances*.

15. Click *OK* to display open invoices. Click *Close All*. Click *OK* to save.

16. *Trams* prompts, "Create a Journal Entry?" Click NO.

Set Up an Unapplied Vendor Balance

1. Go to **Payments|Made**.

2. Enter the Amount of the Vendor Balance on account.

3. Use the Payment Date of one day prior to the start-up date.

4. Under Remarks, type "Prior Payable".

5. In the *Name* field, enter the vendor Name. *Trams* prompts to build a new profile if it does not find a match. **Note: If creating a new Vendor Profile, make sure to add an Interface ID #.**

6. *Trams* prompts to create a voucher. Click *Yes* and *OK*.

Remove/Write Off a Prior Payable Vendor Balance

1. Go to **Payments|Made**.

2. Enter the Amount of Invoice to be removed/written off.

3. Use the Payment Date of one day prior to the start-up date.

4. Choose Payment Method of OTHER.

5. Under Remarks, type "Prior Payable Write-off".

6. In the *Name* field, enter the Vendor Name.

7. Toggle the invoice closed by clicking *Toggle Close*.

8. Do NOT create a Journal Entry when prompted. (**Note:** After the GL has been setup, write off a vendor balance using these directions with the current date, but you need to create a Journal Entry to debit

Vendor Balance account and credit a bad debt, agent error, or misc. adjustment account setup in the 6000's or expense accounts.)

Adding a Negative Payable or Vendor Receivable

To enter Cruises, Tours, etc. paid by credit card (where commission is due), a Sale Invoice is created:

1. Go to **Invoice|Sale** and enter invoices (using Method One as outlined in *Setting Up Client Balances Core Report).*

2. Click *Yes* on the prompt "Enter a payment for this invoice?"

3. Enter credit card number.

4. Repeat for each Negative Payable.

WHEN COMPLETING ENTERING ALL INVOICES AND UNAPPLIED BALANCES (and have done write-offs, if necessary), DON'T FORGET TO RERUN THE VENDOR BALANCE CORE REPORT WITH DATES SET ONE DAY PRIOR TO THE START-UP DATE TO MAKE SURE THE BALANCES ARE ACCURATE.

Set Up the ARC/BSP Core Report

ARC/BSP balances prior to the start of *Trams*, need to be calculated and entered into *Trams Back Office*. Then when ARC/BSP withdrawals take place, the unsettled ARC/BSP Net Remits are present in the ARC/BSP General Ledger Account.

ARC/BSP Settlement if there is Old Data or Converted Data in TBO

1. Select **Payment|ARC(BSP) Settlement**.

2. Leave the Amount field and Payment Type set at the default, but change the Payment Method to OTHER.

3. For the ARC/BSP Settlement Date, use date of Sunday prior to the cutover date.

4. Type in "To Start *Trams*" in Remarks field.

5. For the ARC/BSP Period, input the earliest possible date of invoices included in the settlement in first field and use the date of the Sunday prior to the cutover date in the To field. Click OK.

6. Once inside the settlement feature, note the amount of the invoices at bottom of settlement screen and input this into the Amount field on the top and indicate the Payment Type (Received From or Paid To) at this time.

7. Click on Close All and click OK to process. DO NOT CREATE A JOURNAL ENTRY WHEN ASKED.

8. Now go to **Reports|Core|ARC or BSP** and run report with dates set one day prior to the startup date. Make sure this total agrees with previous system's total. Retain this amount to enter into General Ledger (see next section, *General Ledger Setup).*

Only the interfacing of new records starts building the ARC/BSP Core Report for use after the StartUp Date. Do the ARC/BSP Settlement when received to reconcile the bank account and close off items on ARC Core Report.

For Clients Who Do Not Have Old/Converted ARC/BSP Data

1. A different way to determine the ARC/BSP balance as of the end of that month is to determine the last draft or deposit in that month from ARC/BSP and what ARC/BSP week that pertained to. The week following that week is still *open*.

2. Total up ARC/BSP invoices that belong to the ARC/BSP week prior to the startup date. Retain this amount to enter into the General Ledger (see next section, "General Ledger Setup").

First ARC/BSP Settlement: If Payments were Made to ARC/BSP

1. Select **Payments|Made**, choose Cash as the Payment Type, Type "First ARC/BSP Settlement" in the Remarks field.

2. Choose profile type of "Other," and the Name, "ARC/BSP Balances."

3. If ARC/BSP was paid, when the journal entry comes up, Credit the correct Bank Account, and Debit the ARC/BSP Balances account. Click OK.

First ARC/BSP Settlement: If Payments were Received from ARC/BSP:

1. Select **Payments|Received**, choose Cash as the Payment Type, Type "First ARC/BSP Settlement" in the Remarks field.

2. Choose profile type of "Other," and the Name, "ARC/BSP Balances."

3. If the agency received money from ARC/BSP, Debit the correct Bank Account and Credit the ARC/BSP Balances Account. Click OK to save.

Only the interfacing of new records starts building the ARC/BSP Core Report for use after the startup date. From this point onward, do the ARC/BSP Settlement when received to reconcile the bank account and close off items on ARC/BSP Core Report.

Set Up the Check Register Core Report and Bank Reconciliation

To begin using the Check Register and to set up the Bank Reconciliation, prepare the following information:

1) The check register balance from the checkbook as of one day prior to the start date. Example: If starting the check register 1/1/12, the ending balance from 12/31/11.
2) The ending balance from the prior month's Bank Statement. i.e.: The Bank Statement from 12/31/xx.
3) A list of all outstanding items that have not cleared the bank as of the bank statement's date. Include all deposits, checks and withdrawals. **Note:** Deposits can include EFT (Electronic Fund Transfer) Deposits not yet cleared the bank, including agency processed credit card transactions (CC Merchant). Withdrawals can include EFT Withdrawals not yet cleared the bank, including scheduled EFT expense withdrawals.

A list of all outstanding items that have not cleared the bank as of the bank statement's date. Include all deposits, checks and withdrawals. **Note:** Deposits can include EFT (Electronic Fund Transfer) Deposits not yet cleared the bank, including agency processed credit card transactions (CC Merchant). Withdrawals can include EFT Withdrawals not yet cleared the bank, including scheduled EFT expense withdrawals.

To help gather the information needed, complete the information below:

Bank Statement Ending Balance _____

Total of Outstanding Checks - _____

Total of Outstanding Withdrawals - _____

Total of Outstanding Deposits + _____

Ending Balance = _____

1. Click **Reports|Core|Check Register**.

2. In the *From* and *To* fields, enter the date one day prior to the start date. (e.g., From: 12/31/11, To: 12/31/11)

3. The *Bank Acct* field should be the corresponding bank account number (1, 2, 3, etc.). To change the default, type in the new number, or click the arrow next to the field to see the list.

4. Leave *Bank Reconciliation* field to the default set to *All*. Click *Preview* to process. Note the Ending Balance at the end of the report.

5. To zero out the Ending Balance enter a *Withdrawal* (**Payments|Withdrawal**) if the amount is positive or enter a *Deposit* (**Payments|Deposit**) if the amount is negative.

Note: The date of the Deposit or Withdrawal is one day <u>prior</u> to the start date (or one day prior to the statement end date). In the *Remark* field type, "*To zero out acct.*"

6. Enter the Ending Balance from the bank statement by creating a *Deposit* if the amount is positive or a *Withdrawal* if the amount is negative. The date of the entry should be one day <u>prior</u> to the start date. In the *Remark* field, type "*Bank Statement Balance.*"

7. Next, click **Payment|Reconciliation|Bank Reconciliation**.

8. Click *Clearing Date* and enter the date one day <u>prior</u> to the start date.

9. Leave *Stmt Ending Balance* blank.

10. Click *OK* to process.

11. *Trams* shows a list of payment items (Deposits, Withdrawals and Checks). Click *Clear All* to mark all items as cleared. Click OK to save.

12. *Trams* prompts, "(Number) Payment(s) Will be Marked Cleared and (Number) Payment(s) Will be Marked Uncleared. Continue? Yes or No." Click *YES*.

13. Next, enter the list of all outstanding deposits, withdrawals and checks under *Payments* with actual dates as long as they are at least one day prior to the start-up date. DO NOT CREATE A JOURNAL ENTRY WHEN PROMPTED.

14. Once all outstanding items are entered, click **Reports|Core|Check Register** and print as of one day <u>prior</u> to the start date, with *Bank Reconciliation* set to *All*. **Verify that the checkbook balance is correct**.