



# AgriSolutions®

## **Answers to Frequently Asked Questions**

5.xx Version  
"Resource Companion"  
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<b>ACCOUNTS PAYABLE MODULE</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
Added A/P module to software and would like to use existing memorized transactions.	Select "Define Payables Defaults", select "Convert G/L Memorized Transactions."
An error occurred while preparing transaction for the G/L interface. Please contact your support person for assistance.	A/P will generate a report in the viewer. Review the last page of the report for the exact error message. There may an invalid center or inactive account.
Don't Consolidate A/P Checks – if multiple checks to one vendor is preferred.	General Ledger Controls, Vendor Name and Address, Change Vendor, " <b>Don't Consolidate A/P Checks</b> "
Printing multiple copies of checks (duplicates and triplicates)	On <b>Print Checks</b> screen, Select " <b>Check Format</b> ", Select " <b>Custom Check</b> " (User defined format) – enter number of check parts and Select " <b>OK</b> ".
Error Message when trying to Display Account Balances AP01APK0 A/P Checks Issued File OI, 35	Select Accounts Payable, Invoice Entry to setup the "CC-ECAPK.dat" file. Then Display Account Balances will open without error.
<b>Void Entry Process</b> Used to offset an entry that appears in a closed month or that has been processed for payment. Situation: Entered invoice, paid invoice, and printed check. Determined a part of the entry was wrong or check was issued to vendor, but never cashed.	Select "Display/Void Checks" Find the check number and select "Void Check" The invoice will remain and is available to delete or repay. <b>*Be sure to verify cash account for void is correct.</b>
Cash basis taxpayers do not want to see unpaid Invoices included on Center Reports.	Select " <b>Reports/Export</b> ", " <b>Produce Financial Reports</b> ", " <b>Managerial Accounting Reports</b> ", " <b>Analysis Report</b> ", " <b>Exclude AR/AP Adjustments</b> ".
AP01APZ0 A/P Memorized Trans File, Action OUL, Status 05	Select Accounts Payable, Define AP Defaults, Select "Save".
Message received when paying invoices: Invoice Date after Check Date	Change the Check Date. While in the Select Invoices for Payment screen, Select Maint. Cycle, then correct the Check Date. Note, if there are invoices selected for payment, "Unselect All", "Maint. Cycle".

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<b>ACCOUNTS RECEIVABLE MODULE</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
An error occurred while preparing transaction for the G/L interface. Please contact your support person for assistance.	A/R will generate a report in the viewer. Review the last page of the report for the exact error message. There may be an invalid center or inactive account. Correct problem with Center or Account; select A/R to restart the General Ledger update.
Deposit not shown on the Apply Payments to Invoices screen.	Deposits for AR activity must first be recorded in the General Ledger to the Asset – A/R account name. After posting the transactions and returning to AR – Apply Payment to Invoices screen, the total amount to distribute will be shown.
Negative undistributed balance appearing in the Adjustments account/column and the Deposit has a balance to be distributed.	This can occur in two possible ways: 1. The Entry Adjustments line was highlighted by mistake when applying payments. 2. The Entry Adjustments line was used to distribute payments before a deposit was entered in the General Ledger. <i>Procedure for correction to “back out” the payment:</i> Highlight the Entry Adjustments line, then Select Apply Payments. Select the Customer ID to which the payment was applied. Enter the dollar amount applied to customer as a negative figure, then Select Manually Apply. Change the “Show” option in the lower left of the screen to Paid. Highlight the appropriate invoice number; change the Amount Paid to \$0, Select Pay Invoice, then Save. The Needed to Balance amount must be \$0.00 Repeat this process until the Balance to be Distributed is zero.
Apply Payments to Invoices, Deposit has been entered in the General Ledger to the A/R Asset account, but does not show to be distributed. Deposit has been distributed, but has the same amount in the “Amount to be Distributed” and “Bal. To be Distributed” columns.	Add, Change, or Delete an Undistributed amount in Accounts Receivable. At this time it is requested that the data be sent to Support Services for review.
Invoice Notes print on the second page of an Invoice	Program bug, update for AgManager needed, 5.0.52 or newer
Cash basis taxpayers do not want to see unpaid Invoices included on Center Reports	Select “ <b>Reports/Export</b> ”, “ <b>Produce Financial Reports</b> ”, “ <b>Managerial Accounting Reports</b> ”, “ <b>Analysis Report</b> ”, and “ <b>Exclude A/R &amp; A/P Adjustments</b> ”.
Posting error AR01ARH0 OI 39	Data has the AR option turned on, but the software client is not configured for this module. A new configuration (&&MAINT.*) needs to be created turning A/R (On). Select “ <b>General Ledger Controls</b> ”, “ <b>Entity &amp; Module Configuration</b> ”, turn A/R off, and Save. Post Transactions should complete without error. Restore the original &&MAINT.* files.

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<b>AUDIT PROCEDURES</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
Process an Audit of Data Files	“Go To Function” Type <b>AUDIT</b>
Audit Error - <b>Cash Balance Incorrect</b> <b>Call Support for Assistance</b>	“Go To Function” Type <b>UT580</b> Select “ <b>Correct Cash Balance</b> ” Then select “ <b>Show Next Cash Balance</b> ” When complete, Select “Go To Function” Type <b>AUDIT</b> . Verify no errors.
Audit Error – <b>Trans File Cash Balance Error</b>	Select “Enter Accounting Transactions”, “Change” and “Save” a transaction in the open month.” Exit Transaction Entry, Post transactions, <b>AUDIT</b> <b>Or</b> Enter Accounting Transactions, Enter a Journal Entry, Post Transactions, <b>AUDIT (If the report is clear, Delete the JE).</b> <b>If</b> the AUDIT report still shows Trans File Cash Balance Error, send the data to <a href="mailto:WebSupport@agrisolutions.com">WebSupport@agrisolutions.com</a>
Audit Error – <b>Cash/Accr W/O Cash</b> <b>Call Support for Assistance</b>	Send data to <a href="mailto:WebSupport@agrisolutions.com">WebSupport@agrisolutions.com</a> for conversion.
Audit Error – <b>Refer Hist not Converted</b> <b>Call Support for Assistance</b>	“Go To Function” Type <b>\$MAKEREf</b> Select “ <b>Copy Account History to Reference History</b> ”, “ <b>Copy</b> ” When complete, Select “Go To Function” Type <b>AUDIT</b> . Verify no errors.
Audit Error - <b>Missing Account Record (SUM)</b> Lists an account name	Select “ <b>General Ledger Controls</b> ”, “ <b>Account Names</b> ” <i>If the account name is shown</i> , highlight the account, Select Change. Make sure the Description/Loan Detail information is complete. <i>If the account name is NOT shown</i> , Add the account name. Change the STATUS to INACTIVE. When complete, Select “Go To Function” Type <b>AUDIT</b> . Verify no errors.
Audit Error – <b>Trans Debits not = Credits</b> <b>No Detail Trans Recs Found</b>	Select “ <b>Print/View</b> ” in Audit. Determine Reference Number from Audit System Files report. (Ref # will be next to the line with error.) Make note of entry details. Delete the reference number and reenter properly. When complete, Select “Go To Function” Type <b>AUDIT</b> .
Audit - <b>Bad Ref # History Record</b>	Print the audit errors, the specific transaction(s) may print on page 3 of the audit report. If the transaction is an open month; make note of entry details, delete the transaction and post transactions. When complete, Select “Go To Function” Type <b>AUDIT</b> . Verify no errors. Re-enter the transaction. If the transaction does not show in a current month to be deleted, <b>send data</b> to <a href="mailto:WebSupport@agrisolutions.com">WebSupport@agrisolutions.com</a>

*Audit Procedures continued on next page*

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<b>AUDIT PROCEDURES (continued)</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
Audit Error – <b>Begin Balance Incorrect</b> <b>Call Support for Assistance</b>	Select previous fiscal year, Select “Go To Function” Type <b>UT400</b> . Select “ <b>Correct File</b> ”, select the fiscal year with the audit error, and run the audit again to make sure the errors have been corrected.
Audit Error – <b>Missing Payee Codes</b>	Print/View the Audit Report, the last page will have a list of transactions to be updated through “Display Trans by Ref #”. Find the transaction, select “Update” and insert the correct Vendor Name/Address Code
All other audit errors <b>Call Support for Assistance</b>	“Go To Function” Type <b>AUDIT</b> Select “ <b>Print/View</b> ” Select “ <b>Print</b> ” Print PDF and email to <a href="mailto:WebSupport@agrisolutions.com">WebSupport@agrisolutions.com</a>
Audit Error – <b>Account Sum not Equal Acct Hist</b> <b>Call Support for Assistance</b>	“Go To Function” Type UT550 “Correct Account Summary” Run an Audit after this has been completed. If the audit error as Error in Balance Sheet, “GoToFunction” type UT400 to correct this error.
Support override process – allowable procedures <b>Call Support for Assistance</b>	If you need to do any of the procedures listed below, please contact Support Services for assistance. <ul style="list-style-type: none"> <li>• Entering Center Beginning Balances beyond the first year.</li> </ul>

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<b>CAPITAL ASSETS MODULE</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
Copy Asset Schedule	Setup a new entity with Capital Assets, using the same fiscal year period as the entity you are copying from, i.e. 01-2005 through 12-2005. Select "Activate Entity", "Copy Asset Schedule". You can copy all years, or copy the latest year. Contact Support for detailed instructions.
The Unit column is blank on the Capital Asset Beginning Schedule for items traded during the year.	On the Capital Asset Beginning Schedule, the unit column is blank for items traded during the year. The dollar amounts are correct. However, the way the units are calculated, it is not possible to show them if the item is traded before the Beginning Schedule is produced.
Key word totals on the Reconciliation table of the Capital Asset Transactions Report look odd	Key word totals on the Reconciliation table of the Capital Asset Trans Report can look odd if assets are traded from one key word to another. This occurs because the Prior Depreciation of the trade moves to the new key word line but the original cost does not. Therefore, consider the key word of the item traded when assigning key words to purchases with trades. Note that the grand total is correct and all depreciation is calculated correctly.
Asset reconciliation in current year shows a difference in the end of year value on the Capital Asset Listing. Issue has to do with trades. Print Beginning Schedule to verify # is the same as reconciliation #. Problem is with beginning schedule. Current depreciation is correct.	<b>Version 3.30</b> – Correction has been made as a User Preference. Select "Produce Tax Report", "Options", "User Preferences". Turn on "Use Alternative Beginning Asset Schedules". <b>Version 5.40</b> – This option can be accessed through "Produce Tax Reports", "Options", "User Preferences". We need to closely monitor the use of these options, we will remove them once we are assured they are not needed in any instances.
Use of "Go To Function", <b>RECALCW</b> utility	Only use the "Go To Function", <b>RECALCW</b> utility in the newest, open year. A recalculation in the older year will cause the purchases in the newest, open year to lose their assigned method and years life.
Converting client data at the start of a new fiscal year from Capital Asset Only to General Ledger with Capital Assets	Select "Activate Entity", "Change Entity Setup", "Change Module Options". Turn on General Ledger and other appropriate modules. Generate Chart of Accounts, Generate Cash Accounts, Cash Accounts, Activate the New Fiscal Year.
Add State Schedule	In the Open Year, Select " <b>Capital Asset Module</b> ", " <b>Capital Asset Controls</b> ", " <b>Add State for Open Year</b> ". This schedule cannot be added in a Closed Year.
Depreciation methods for asset item differs from previous year	Items that were changed in the oldest open year will show as non-depreciable (ND) in the new year. Close the oldest open year and then Select Process Open Year Change to correct the method used in the current year.

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<b>CENTER MAINTENANCE</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
“This transaction is used by Managerial Accounting.” It can be viewed but cannot be changed. To correct it, you will need to enter a Journal Entry.”	If the Purchased Inventory Module, or WIP Activity is turned on with the data, you must enter a journal entry to make corrections.
Benefits to converting from Cost Accounting to Managerial Accounting	<ul style="list-style-type: none"> <li>• More information shown on the screens for better understanding of structure.</li> <li>• Print Production Unit reports</li> <li>• Print Allocation structures</li> <li>• Cleaner, more detailed Center Reports</li> <li>• All new program development is being completed in Managerial Accounting</li> </ul>
Center Maintenance does not display all centers <b>Call Support for Assistance</b>	Select “Go To Function”, Type <b>DOS</b> . At the client data directory Type <b>ERASE CC-ECCNM.*</b> Type <b>EXIT</b> to return to AgManager. Select “ <b>Center Controls</b> ”, “ <b>Center Maintenance</b> ”, System will recreate the files.
Review transactions posted to a Center	Select “ <b>General Ledger Module</b> ”, “ <b>Display Information</b> ”, “ <b>Center Activity</b> ”
Entering Center Allocations. Not all Centers appear on the Allocation screen to select.	The first allocation screen is designed to only show Cost Centers because you can only allocate <u>from</u> Cost Centers. Verify the center criteria is setup as a Cost Center, <u>not</u> a Profit Center. You can change the Center type if allocations have not been made.

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<b>CHANGE MARKET VALUES</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
Accounting entries not updating asset balances.  Account balance shown in Display Account Balances is different than the balance in Change Market Values.	Select “ <b>General Ledger Module</b> ”, “ <b>Update Mkt Values/Inventories</b> ”. The user is prompted to select between the two open months. Market Accrual/Appreciation entries will be posted to the month chosen. Default is the oldest open month.

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<b>CHART OF ACCOUNTS MAINTENANCE</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
Copy Chart of Accounts to another Entity	Select “ <b>File</b> ”, “ <b>Setup New Entity</b> ”, complete the entity information, “ <b>Save</b> ”. Select “ <b>Copy Accounts from Entity</b> ”. Select Import Source, “ <b>Same Client</b> ” or “ <b>Different Client</b> ”, “ <b>Continue</b> ” select accounts to copy, “ <b>Generate Accounts</b> ”. Note: If a different client is selected, you must know the Source Client Code, Source Entity Code, and Source Path.
Change 1 level account to 2 levels	In the <u>current</u> fiscal year, select “ <b>General Ledger Controls</b> ”, “ <b>Account Names</b> ”. Select the account you want to increase to a two level account. Select “ <b>Expand</b> ”. You will receive a message that the account will be marked to convert levels. Exit Chart of Accounts Maintenance, AgManager will ask you to convert to the new 2 <sup>nd</sup> level. If necessary, use Correction Entries to redistribute existing amounts to new two level accounts.
Change 2 Level Account to 3 Level Account	In the <u>current</u> fiscal year, select “ <b>General Ledger Controls</b> ”, “ <b>Account Names</b> ”. Select the two level account you want to increase to a three level account. Select “ <b>Expand</b> ”. You will receive a message that the account will be marked to convert levels. Exit Chart of Accounts Maintenance, AgManager will ask you to convert to the new 3 <sup>rd</sup> level. If necessary, use Correction Entries to redistribute existing amounts to new three level accounts. <b>Note:</b> If this is done at the start of the new year when the balance is zero, no corrections are needed.
Liability Account Loan Detail is blank and will not retain information. Liability classification options are blank. <b>Call Support for Assistance</b>	Select “Go To Function” and Type <b>UT610</b> (enter code). Upon return to the menu, access the Loan Detail button through General Ledger Controls, Account Names and enter the correct loan detail for the Liability account.

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<b>DISPLAY INFORMATION</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
Transaction History in a Closed Year – Error AG01BYY0, Basic Trans History File, Action OI, Status 35	Transaction History Display is not available in a closed year.
Display Trans by Ref# is not showing the grid format in Version 4.0	The system will revert to the “non-grid” layout when the data has a “high” volume of transactions. Loading this screen would take much longer. The number of transactions will define whether you see the “grid” or the “non-grid”.

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<b>GENERAL MAINTENANCE or OPERATIONS</b>	
On a network - (onfarm) Cannot switch between entities, receive message Entity is Being Used By Another User	<ol style="list-style-type: none"> <li>1. Press CTL ALT DEL and select Task Manager</li> <li>2. Look for TRIGGER.EXE in the processes tab</li> <li>3. There could be more than one</li> <li>4. Highlight TRIGGER.EXE</li> <li>5. Click to end the process</li> <li>6. Or do a complete shutdown on the computer.</li> </ol>
AW50CTL0 IN 9/009 Client Control File Open for Closed	Are you on a network? Reboot your computer, check to see that you are “mapped” to the network drive.
Determine Entity Code	<i>From a Menu Screen</i> Select “ <b>Select Entity</b> ” Highlight the Entity and Select “ <b>Entity Info</b> ”
Entity Backup – Version 5.x.x	Version 5.XX – Onfarm Select “User Tools”, “Backup Specific Entity”  GoToFunction, type “ <b>EBACKUP</b> ” This will create an entity backup. This should not replace the existing backup routine.
Determining version (release) number	<b>Version 5.x.x</b> , the release number will be displayed on the main menu screen, in the lower left under the AgriSolutions logo.
<b>OnFarm Restore Process</b>  <b>Client data already exists in AgManager.</b>	<p><b>**Version 5.xx</b> Select “<b>User Tools</b>”, “<b>Restore Backup</b>” On the first line, type the drive letter of where the backup is located. The second line should default to the C:\AGRI\DAT directory for the data to be restored to.</p> <p>Select “Go To Function”, Type #<b>AW750</b>. No password required. Identify the backup location of the data files (A:\), verify the Restore Path (C:\AGRI\DAT), select “Full” or “Entity Restore” and review the Client Code/Entity Code. Select “Restore” to start the procedure.</p>
Delete an entity <b>Call Support for Assistance</b>	Make a backup for added security. Select the entity to delete. Select “Go To Function”, Type “ <b>\$DLTENTY</b> ”.
Screen size too big to show all information	<p>The screen resolution setting needs to be increased. Select “<b>Start</b>”, “<b>Settings</b>”, and “<b>Control Panel</b>”. Select “<b>Display</b>”, then Select “<b>Settings</b>”. Increase the screen area (resolution) to at least 800 x 600. Select Apply or Ok. If 800 x 600 is not an option, the video card may need to be updated.</p> <p><b>Note:</b> 2006 Release 4.0 will handle 800x600, 1024x768 and 1280x1024 screen sizes allowing AgManager to more effectively utilize the space on <b>larger monitors</b>. The “Maximize Window Size” setting must be selected. Select “Setup”, “File”, and “Change AGRO.INI”.</p>
Menu Display is Fuzzy	Select “Setup”, “File”, “Change Agro.ini”, Check the “Maximize Menu”; Uncheck the option, “Save”, “Ok”. The program will shutdown to reinitialize.

<b>GENERAL MAINTENANCE or OPERATIONS (continued)</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
Printing AgManager documentation from Adobe Acrobat Reader. Characters appear instead of lines.	Select <b>"Start"</b> , <b>"Settings"</b> , and <b>"Printers"</b> . Access Printer Properties. Select <b>"Print True-Type as Graphics"</b> . (May print slower, but correct).
Access AgManager Documentation	Select <b>"Start"</b> , <b>"Programs"</b> , <b>"AgriSolutions"</b> , <b>"AgManger Documentation"</b>
Backups on CD ROM	CD-R disks will be readable on other computers CD-RW disks are readable on CD-Burner drives only Format CD through the program associated with that burner drive; i.e. Easy CD Creator, Adaptec, Direct CD AgManager, Backup – change the drive letter to the CD-ROM drive. Not all CD drives work through AgManager – writing directly to the CD from the backup screen. If this does not work, make the backup to the C drive and burn to the CD through that CD Creator program. Windows XP automatically formats the CD. Backup will not work from AgManager if "NERO" software is used.
Verify procedure on data backup	After Backup has been completed, Select <b>"Verify"</b> When finished with Verify, Select <b>"Ok"</b> , then <b>"Cancel"</b> to return to AgManager.
After completing <u>Backup</u> , AgManager appears to be locked.	AgManager remains on Backup screen to allow user to verify the backup, if chosen. Select "Cancel" to return to AgManager. In some cases, AgManager has lost "focus". On the Windows taskbar, Select <b>"AgriSolutions"</b> , then <b>"Backup System Info"</b> , then <b>"AgriSolutions"</b> . Select <b>"Cancel"</b> on Backup screen.
Default Directory for Backup (version 4.0)	Select <b>"Backup"</b> , <b>"Options"</b> , <b>"User Preferences"</b> . The "directory/folder" must be setup before the default can be established.
After completing <u>Restore</u> , AgManager appears to be locked.	AgManager has lost "focus". On the Windows taskbar, Select <b>"AgriSolutions"</b> , then <b>"Restore System Info"</b> , then <b>"AgriSolutions"</b> . Select <b>"Ok"</b> on "Restore Operation was successful". Pressing ESC may work also.
<b>Trying to Close Month</b> - Message: You are in the wrong payroll year for the pay cycle being processed. Current payroll year is XXXX. (Message indicates the payroll year information.)	Payroll has not had activity for a few years. Select "Go To Function" Type <b>DOS</b> At the client directory, Type <b>Erase CC-ECCYC.*</b> <b>*Use Caution, be certain there is no pay cycle in progress, or that payroll is not being used.</b>
<b>Trying to Close Month</b> –Message: You cannot close this fiscal month until you print the payroll checks you have selected.	Payroll, Select "Payroll Check writing", input a date, select "Save", select "Maint Cycle", then "Cancel the Entire Pay cycle" <b>5.2 Payroll (2008)</b> rather than selecting "Maint Cycle", there is a "Cancel Pay cycle" in the upper right hand corner.

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<b>INSTALLATION ISSUES</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
Windows Vista Error Occurred: C:\windows\fonts\lucon.tf, "access is denied"	Select "Ignore" to continue with the installation.
Windows Vista Error Occurred: C:\windows\system32\msdatsrc.tlb, "access is denied"	Select "Ignore" to continue with installation.
Installation CD does not self start.	Select "START", "RUN" Type X:\SETUP.EXE (Select OK). X = drive letter of CD-ROM.
Unlock Code /Install Code	<p><b>Full Install Code with configuration on CD</b></p> <p>AgManager Onfarm     <b>ASI849-46875</b>  AgOMS                   <b>ASI497-84976</b></p> <p><b>Update Install Code – Update Only (No configuration)</b></p> <p>AgManager             <b>ASI554-24567</b>  AgOMS                   <b>ASI467-58946</b></p>
Installed program for the first time, error occurs when starting the program: AW00MF OI 35 C:\AGRI\CFG\&&maint.dat	The AgManager program CD has been installed with the "Update Install Code". Reinstall the program using the "Full Install" code.
Suppressing self start on Installation CD	Hold down SHIFT key while loading the CD-ROM.
<b>Invalid Unlock Code</b>	Unlock code starts with ASI not AS1. Other parts of the unlock code may have been entered wrong. Restart the installation and use the proper code found on the CD case.
<b>Invalid Setup Type</b>	Contact AgriSolutions Support, for the correct install code.
Error 132 – Move data process or any other installation error messages	Restart computer and Windows. Disable any anti-virus checking software. Restart installation process.  Windows <b>XP</b> and <b>VISTA</b> – make sure the user has "Administrator" rights.

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<b>LOAN SCHEDULING</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
Liability account does not appear on Loan Scheduling screen.	Select "General Ledger Controls", "Loan Schedules", Select " <b>Show Loans with Zero Balance</b> "
Schedule of Liabilities is showing the same loan twice on report – one balance is positive, the other, negative of the same amount.	Liability balance is zero, but a Loan Schedule remains for the account. Select "General Ledger Controls", "Loan Schedules", " <b>Show Loans with Zero Balance</b> ". Select the account and unschedule (delete) the loan schedule.
<p><b>Several of the procedures listed in this document use CC and EC as part of the process or resolution. Each filename in AgManager uses a consistent format starting with CC-ECXXX.dat.</b></p> <p><b>CC = Client Code</b>  <b>EC = Entity Code (If unsure, "Select Entity", "Entity Info")</b></p> <p><b>When following a procedure, insert the specific characters that match the client's data.</b></p> <p><b>*Anytime the instructions direct you to erase a file at a DOS Prompt, you can use Windows Explorer as an alternative option to delete files.</b></p>	

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<b>NAME/ADDRESS MAINTENANCE</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
Copy Vendor List to another Entity	Select Entity to be “copied”, “ <b>General Ledger Controls</b> ”, “ <b>Vendor Name &amp; Address</b> ”, “ <b>File</b> ”, “ <b>Export Name/Address Info</b> ”, “ <b>Export</b> ”. Select the new entity, “ <b>General Ledger Controls</b> ”, “ <b>Vendor Name &amp; Address</b> ”, ** “ <b>File</b> ”, “ <b>Import Name/Address Info</b> ”, “ <b>Import</b> ” ** One vendor must be added before the Import.
Payee/Name & Address does not display all payee codes. <b>Call Support for Assistance</b>	Select “Go To Function”; Type <b>DOS</b> . At the client data directory Type <b>ERASE CC-ECPYM</b> . Type <b>EXIT</b> to return to AgManager. Select “ <b>General Ledger Controls</b> ”, “ <b>Vendor Name &amp; Address</b> ”. System will recreate files.
Vendor List – Option to Change Status or Delete	Select “ <b>General Ledger Controls</b> ”, “ <b>Vendor Name &amp; Address</b> ”; select Vendor, “ <b>Status</b> ” to change to inactive. Change display to “Show Active only” The vendor code can be “deleted” if it has not been used in two years. The system will recognize if the vendor code has been used in the last two years.
Mailing Labels	Select “ <b>General Ledger Controls</b> ”, “ <b>Vendor Name &amp; Address</b> ”, “ <b>Print</b> ”, Select “ <b>Address Labels (3up)</b> ”. Note: The labels will print only when the RPV graphic report option has been installed.
Print specific address labels.	Select the vendor, change, input “ <b>Label</b> ” in the keyword field. After all vendors have been “labeled”. At the bottom of the listing, Select “ <b>Use Criteria</b> ”, select “ <b>Keyword</b> ”, input “ <b>Label</b> ” This will reduce your listing to the vendors with Label in the keyword field, then select “ <b>Print</b> ”, “ <b>Address Labels</b> ”.
Display Vendor Activity	Select “ <b>General Ledger Controls</b> ”, “ <b>Vendor Name &amp; Address</b> ”, “ <b>Activity</b> ”. The drop down display will include the first year the code has been utilized to the present.
Check Info	Accounts Payable Module is turned on; do not have the option for “Check Info” when selecting change Name/Address. The program checks for a Check Format record. This is created the first time you print a check. Print a check from A/P, then the Check Info button will appear on the Name/Address screen.
Error message – AM41PYM0 Action=ST, Status=47 <b>Call Support for Assistance</b>	Select “Go To Function”; Type <b>DOS</b> . At the client data directory Type <b>ERASE CC-ECPYM</b> . Type <b>EXIT</b> to return to AgManager. Select “ <b>General Ledger Controls</b> ”, “ <b>Vendor Name &amp; Address</b> ”. System will recreate file.

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<b>OMS MODULE</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
System Access Information is Corrupt	Contact WebSupport for new &&maint and &&access files; to be copied to the C:\AGRI\CFG directory.
System Configuration	To view the current configuration on a machine GoToFunction #AW350
To audit all years for a client.	Version 5.XX Select the client, from the menu screen, at the GoToFunction , type “#US320”
OMS Clients do not show when connected to server. (White screen is blank).	Verify system is attached to server. Select <b>SETUP</b> on 1 <sup>st</sup> AgManager screen. Select <b>FILE, CHANGE AGRO.INI</b> Verify that the last line – <b>Server Dir</b> has the correct <b>CAPITAL LETTER</b> for the drive/directory location of the server and a backslash at the end of the path. Example: T:\AGRI\SRV\
Installation caution with client data checked out to Local work area	Prior to installing AgManager, verify all clients are checked back in to the OMS server and no client data is on the Local work area.
Procedure for checking out data to laptop computer and disconnecting from network access.	Check out client data to Local drive. Select a client from Local area prior to disconnecting from network and shutting down computer.
Error received when disconnected from network prior to selecting client in Local work area – <b>WN99UCFG 9/009</b>	<b>If possible</b> – reconnect to the network, Start AgManager; Select a client in Local to process. Then exit AgManager and disconnect. <b>If not possible</b> - Select <b>SETUP</b> on 1 <sup>st</sup> AgManager screen. Select <b>FILE, SETUP OMS CONTROLS</b> . Reverse the Server and Local Drive so the Server is reading from Drive C. Select Save. Then select <b>FILE</b> , select <b>CHANGE AGRO.INI</b> . Change the Server Dir to C:\AGRI\SRV\. Restart AgManager and continue. Reverse this procedure when able to reconnect to the network.

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<b>OPERATING SYSTEM INFORMATION</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
Exit to client data directory / DOS	“Go To Function” Type <b>DOS</b>
Access DOS Prompt through Windows 95, 98,	Select “Start”, “Programs”, “ <b>MS DOS Prompt</b> ”
Access DOS Prompt through Windows ME, 2000, XP	Select “Start”, “Programs”, “Accessories”, “ <b>Command Prompt</b> ”
Access DOS Prompt through Windows 2000, XP, Vista	Select “Start”, “Run”, “ <b>CMD</b> ”
Access Windows Explorer	Right-click on “Start” and select “ <b>Explore</b> ”
Access Explorer on Windows <b>Vista (Optional)</b>	Select “Start”, “Computer”, “C”
Windows version compatibility	AgManager is compatible with Windows 2000, Windows XP, and Vista. AgManager version <b>2.70</b> or newer is compatible with Windows XP.
<b>Vista</b> - User Account Control Recommended that this control be disabled.****	Select “Start”, “Control Panel”, “ <b>User Accounts</b> ”, “Turn User Account Control on or Off” ** Depending on the version of VISTA, this option may be under Security or Advanced Options.
Windows Vista	It is recommended that the User Account Control be disabled, to run AgManager. Select “Start”, “Control Panel”, “User Accounts”, “Change User Account”, “Turn User Account Control On/Off”. (The option to turn UAC off maybe in a different location depending on the version of VISTA)
Windows 7	Select “Start”, “Control Panel”, “User Accounts”, “Change User Account Control Settings”. Set to “Never Notify”. Or Start, type “UAC” and press enter.

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<b>PAYROLL MODULE</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
<b>Tax Tables</b>	Annual tax table updates are available the last week in December. Please check for communications regarding updates at <a href="http://www.agrisolutions.com">www.agrisolutions.com</a> , Email notifications and the AgriSolutions Advantage Newsletter. Note: You are required to have the AgManager 4.10 or newer installed prior to updating the tax tables on the AgriSolutions website.
Print Pay Period on Check Stub	Select <b>“Payroll Tax Controls”</b> , <b>“Payroll Options”</b> , <b>“Use Pay Period”</b> . The date range will print only when the RPV graphic report option has been installed.
Determining cause of Paycycle not updating	Review last page of Paycycle reports. Reason/Error is shown. Upon re-accessing AgManager, Select Return to Checkwriting Entry, Restart Payroll Update or Cancel the Entire Pay Cycle.
Printing multiple copies of checks (duplicates and triplicates)	On <b>Print Checks</b> screen, Select <b>“Check Format”</b> , <b>“Custom Check”</b> (User defined format) – enter number of check parts and Select OK.
Payroll Liabilities Payments and/or payroll checks not updating to the General Ledger.	Verify that the Tax Deposit entry and/or payroll checks were entered to the correct cash account. If an incorrect cash account has been selected– Tax deposits: delete the entry from Payroll, Payroll Liabilities Payments and re-enter correctly. Payroll checks: enter a void paycycle to reverse the incorrect cycle then reenter the payroll to the correct cash account.
Employee address change does not save.	Select <b>“Payroll Module”</b> , <b>“Payroll Controls”</b> , <b>“Employee Maintenance”</b> , highlight employee and Select <b>“Change”</b> . Select the <b>“Lookup”</b> icon next to Payee Code. This accesses Vendor Name & Address. Highlight the Code/Name and Select <b>“Change”</b> . Make the necessary corrections and Select <b>“Save”</b> . Double Select or press <b>F2</b> on the code/name to return data to Payee Code in Payroll. Press Tab and the new address change will be displayed. Select <b>“Save”</b> .
Reporting differences between Form 941 and Form 943 when employer pays FICA/MED for employee.	<b>Form 943</b> reports actual gross wages for FICA and Med, and grosses up the Federal Income Tax wages for the amount not withheld. <b>Form 941</b> reports the grossed up wage for FICA, Med. And Federal Income Tax. The grossed up amount is calculated as the gross wage divided by 0.9235. FUTA and SUTA reports should use the grossed up wage regardless of Ag or Non-Ag employee status.
Message: You are in the wrong payroll year for the paycycle being processed. Pay cycle year is XXXX. Current payroll year is XXXX. (Message indicates the payroll year information.)	Select the prior payroll year, <b>“Payroll Module”</b> , <b>“Checkwriting”</b> . When at the Checkwriting screen, Select <b>“Cancel Pay Cycle”</b> . Return to the correct payroll year and start a new pay cycle.
“You cannot run Payroll Liabilities Payments while a Pay Cycle is in progress. Please complete the Pay Cycle that is in progress.”	<b>If there is no pay cycle in progress</b> , Select <b>“Payroll Module”</b> , <b>“Checkwriting”</b> . Start a paycycle, at the List of Employees, Select <b>“Cancel Pay Cycle”</b> . <b>If there is a pay cycle in progress</b> , complete the pay cycle, then make the tax deposit.
PA99PAE0 Action OI, Status 9/037	”Go To Function” DOS, at the client directory Type <b>“Erase CC-ECPAE.*”</b> Select <b>“General Ledger Controls”</b> , <b>“Account Names”</b> , the file will rebuild itself.

<b>PAYROLL MODULE (continued)</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
<b>5.2 Payroll Conversion</b>	
PA01ERD0 OI 39 CC-ECERD.DAT	This message will occur if data has been converted, returned/restored on a machine with an older version. Check that the version 5.2 has been installed.
SUTA is not an option when adding a Liability Group to Payroll Liability Payments	Select Payroll Controls, Payroll Categories Add "State" Deduction Category
Penalty and Interest	Select "Payroll Liability Payments", "Make/Change Deposit", Check, 2 <sup>nd</sup> line enter Penalty, 3 <sup>rd</sup> line enter Interest or Expense.
Override State Tax Deposit	Select "Payroll Liability Payments", Select "State", "Make/Change Deposit". There are two columns for State and Local Payments, select the first field on the 2 <sup>nd</sup> column, type in the dollar amount.
Change Payee on Payroll Liabilities	Select "Payroll", "Payroll Liability Payments", Select the type of liability, at the bottom of the screen select "Change" Liability Group. Change the Payee Code.
Printing W2s	W2 Forms must be ordered through Aatrix. The complete EFile service is recommended for W2 preparation.

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<b>PRODUCE 1099 REPORTS</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
Printing 1099 Forms Version 4.0 must be loaded.	Select "Reports/Export", Print 1099 Forms Note: The option to print 1099 forms requires the user to complete additional information including the entity address and phone number. This additional information can be accessed by selecting "Entity Module and Configuration" from the main selection menu and then selecting "Additional Info". <b>Note:</b> The EFile or Complete service is recommended through Aatrix.
Prompt for Vendor when accounts have been used for 1099's	Select "Enter Accounting Transactions", "Options", "User Preferences". Check "Show warning if vendor code not entered when using 1099 accounts".
Tax ID information is blank for 1099 Recipient on 1099 Summary Report.	Verify Tax ID information is completed. Select " <b>General Ledger Controls</b> ", " <b>Vendor Name &amp; Address</b> ", Select vendor, " <b>Change</b> ". Complete the <b>1099 Info</b> .
Vendor name is shown on 1099 Reports, but should not receive a 1099.	Verify 1099 Required information. Select " <b>General Ledger Controls</b> ", " <b>Vendor Name &amp; Address</b> ", <b>1099 Info</b> .
An entry not shown on 1099 Reports even though the account name is specified in the Define 1099 Criteria area.	Verify the correct account name is setup in the "Define 1099 Criteria" area and the entries have a Vendor code assigned by using the Display Trans by Ref# screen. Select " <b>Reports/Export</b> ", " <b>Setup 1099 Reporting</b> ", " <b>Define 1099 Criteria</b> ".

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<b>PRODUCE FINANCIAL REPORTS</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
Selecting Printers in AgManager	Select (User) Preferences icon from the main menu. Select <b>“Prompt for Printer”</b> option. When producing reports, this allows the user to select the default printer or Select among the installed printers.
Printing Balance Sheet with Beginning Balances only	Select “Reports/Export”, “Produce Financial Reports”. Select Balance Sheet Reports. Select <b>“Print Selected Balance Sheet Reports showing Beginning Balances Only”</b> .
Printing FFS Market Basis Only Balance Sheet using Cost/Market Balance Sheet option	Select “Reports/Export”, “Produce Financial Reports”. Select Farm Financial Standards Reports. Select FFS Reports. Select Market Basis from the Balance Sheet Basis line. Then select the Balance Sheet Summary report.
Reports generated reflect a different period than the report dates chosen.	Review the Date Option for the report module selected. If the Override Default Date is chosen, verify the Current Period dates or select Use Default Dates.
Load Error : file ‘AH500’	Check Report Scheduler for obsolete report codes

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<b>PURCHASED INVENTORY MODULE</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
Yearly Maintenance	Select <b>“General Ledger Module”</b> , <b>“Purchased Inventory”</b> , <b>“Setup Purchased Inventory”</b> , Select the inventory account, and update the Center Information for the new year.
Determining cause of error messages	Select <b>“General Ledger Module”</b> , <b>“Enter Purchased Inventory”</b> . Highlight the line shown with the error and Select <b>“Enter Inventory”</b> . Select the Errors button to review the error message. You can also Select <b>“Enter Inventory”</b> again and review the current month purchases and sales activity. Based upon the error, research the entries and account balances to gain a better understanding of the situation.
Inventory consolidation issues	All inventory accounts should be consolidated into one inventory account, i.e. CTLMP INV.

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<b>RAISED INVENTORY MODULE</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
Yearly Maintenance	Select <b>“General Ledger Module”</b> , <b>“Update Mkt Values/Inventories”</b> , select the account, <b>“Setup Raised Inventory”</b> , and update the Account and Center Information for the new year.
No Inventory Change	The system is not recognizing entries in the General Ledger. Select <b>“Update Mkt Values/Inventories”</b> , highlight account and Select <b>“Change Market Value”</b> , and make sure there is not a checkmark in Ending Inventory.

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<b>RECONCILIATION ISSUES</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
Steps to resolve common reconciliation problems.	<ol style="list-style-type: none"> <li>1. Ensure all transactions are cleared properly.</li> <li>2. Verify all entries have been entered for the period.</li> <li>3. Identify you have entered the correct ending balance for the period you are reconciling.</li> <li>4. Use the Detail Reconciliation option in the reconcile screen to review the transaction and the reconciliation information.</li> <li>5. Review entries by printing the Reconciliation Report from the Detail Reconciliation. Include cleared withdrawals and deposits.</li> <li>6. Make sure the Running Cash Balance agrees with the cash balance shown on the Reconciliation screen or the Balance shown with adding a new entry. If the balances are out of sync, run Audit and contact Support Services.</li> <li>7. If there are multiple cash accounts, make sure the transactions have been entered in the correct account.</li> </ol> <p>Most problems are resolved by reviewing items 1 – 3.</p>
Converting existing liability account with balance to a credit line/credit card cash account (Liability Cash Account).	Set up new cash account as credit line/credit card. Leave the beginning balance \$0. Access Enter Transactions and select the new liability cash account. Enter a cash withdrawal to the existing liability account name (NP FCS OP) for the current loan balance. Verify the account balance in (NP FCS OP) is \$0 and the balance in the new LCA is correct. Make the NP FCS OP account inactive through General Ledger Controls, Account Names.

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<b>RPV PRINTING SYSTEM STEEL (Graphic Report Format)</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
Exception 65537 Not trapped Server Defined OLE Exception Trigger.exe Error 24, PC=0 Call=1 Seg=0 AU30RVIC.gnt	Trying to print with the new RPV graphics. Uninstall the RPV program. Restart computer, and reinstall the program. Notify AgriSolutions.
“Is possible that the file that you tried to print does not exist”	Select the Report Viewer, View an existing report using the Print/View Graphic Option; or generate a report to be viewed. By using RPV to view a report, the necessary temporary files are setup on the hard drive that the program is searching for.
*Note –when using RPV	Using the RPV tool is still optional. If you experience problems using RPV, you will need to uninstall the program. Please notify AgriSolutions Support if you experience problems with this tool.
Runtime Error 62 RPV Runtime Error Input Past End of File	Select Windows Explorer, Program Files, RPV Delete the following files Lna.lng Lvi Templic.lic
RPV Runtime Error 75 Path/File Access Error Error initializing printer server File RPV.INI could not be opened or does not exist	Check permissions, User must be setup as an “Administrator”. If using VISTA, make sure the “User Account Control” is turned off.

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<b>TAX REPORTING MODULE</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
Maintain Tax Table Override – Farm	“Go To Function” Type <b>TAXTF</b>
Maintain Tax Table Override – Business	“Go To Function” Type <b>TAXTB</b>
Maintain Tax Table Override – Rental	“Go To Function” Type <b>TAXTR</b>
Print Tax Tables	“Go To Function” Type <b>PRTTAX</b>
Print Distribution Tax Tables	“Go To Function” Type <b>PRTTAXD</b>
Remove History Report Index	“Go To Function” Type <b>DLTALT</b>
Remove Support for Tax Reporting	“Go To Function” Type <b>DLTALT</b>

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<b>TRANSACTION ENTRY</b>	
<b>Function or Problem</b>	<b>Process or Resolution</b>
<b>“The Check Number you entered has already been used”</b>	You cannot duplicate a check in the General Ledger until a full year has been completed since the last time the number was used (a year in between). For example, you can not use a number in 2009 that was used in 2008 but you can use a number in 2009 that was used in 2007 (the closing of a year doesn’t impact this).
Problem printing checks, exit program. <b>“Please Wait”</b> message on the menu. User is not able to get past this screen. <b>Contact Support for Assistance</b>	End program. CTL ALT DEL - End Task on AgManager. Go to <b>DOS</b> prompt, Type CD\AGRI\DAT At the C:\AGRI\DAT prompt or client directory (OMS) Type <b>Erase CC-ECCKS.*</b> Type <b>EXIT</b> to return to AgManager. When complete, Select <b>“Go To Function”</b> Type <b>AUDIT</b> . Verify no errors.
Transactions Screen does not display all transactions <b>Contact Support for Assistance</b>	Select <b>“Go To Function”</b> , Type <b>DOS</b> . At the client data directory Type <b>ERASE CC-ECTRM.*</b> Type <b>EXIT</b> to return to AgManager. Select <b>“Entering Accounting Transactions”</b> . System will recreate the files.
Enter Transactions window is open, trying to open Change Market Values and receive an error message that the file is already in use by another program or similar message.	Close all active tasks in the program and then reattempt the task. Select <b>“File”</b> , <b>“Close Active Windows”</b> .
Printing a listing of Memorized Transactions	While in <b>Transaction Entry</b> , Select <b>“Add”</b> to add a new entry. Select <b>“Print Memorized”</b> to view or print a listing of memorized transactions.
Memorized Transactions are “Gone”	If during the new year setup; the Balance Sheet Method has changed, and/or Managerial Accounting has been turned On/Off Memorized Transactions will need to be setup in the new year.
<b>AG01ETR2</b> Transaction Work File SR 47 File is open for Closed	Error that occurs randomly. Answer okay on the message. User should be able to go back into the program and process normally. This should not affect the data integrity. If the error continues to occur, select GoToFuction and type <b>“DOS”</b> . At the command prompt, type <b>Erase CC#*.*</b> and press Enter. Type <b>EXIT</b> and press Enter. This will not prevent the error from occurring.
<b>To Add/Remove Check Memo</b>	Select <b>“General Ledger Controls”</b> , <b>“Vendor Name &amp; Address”</b> , Change the vendor, select <b>“Check Info”</b> and delete the <b>“Check Memo”</b> ; Or add an account # for that vendor, to be printed in the Check Memo on all checks.
Entry process for making a payment to a credit line/credit card cash account (Liability Cash Account).	Regular checking account = A Credit line/Credit card account = B Code check in account A to A/TRANS CASH (principal amount) and E/INT (interest amount). Code deposit in account B to A/TRANS CASH (principal amount).
Printing checks. Receive INITAPP error. Other AgManager reports print. Other programs print.	Restart computer and Windows and try to print checks again. If error is still occurring, access the Windows Control Panel, Printers area. Delete the existing printer drivers icon and reinstall the printer from the manufacturer’s supplied CD or drivers diskette. Call AgriSolutions Support Services if unsure of this procedure.
Program: TX54TYY1 or TXYY01 Title: Tax Reporting Table (year) Action: GU Status: 47 File: C:\AGRI\CFG\^^TAXTA1.DAT	Access <b>previous fiscal year</b> (or fiscal year indicated in the error) of data. Select <b>“Reports/Export”</b> , <b>“Produce Tax Reports”</b> . AgManager builds the necessary CC-ECTAXTy files. Return to the <b>current fiscal year</b> . Select <b>“Reports/Export”</b> , <b>“Produce Tax Reports”</b> .

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## AgManager “Go To Function” Shortcut Codes

<b>Accounts Payable</b>	
<b>Go To Code</b>	<b>Description</b>
APINVCE	Invoice Entry
APREPEAT	Repeat Transactions
APPAYMTS	Pay Invoices/Print Checks
APVOID	Display/Void Checks
APREPTS	Produce Payable Reports
APDEFLT	Define Payable Defaults
#AP910	A/P Audit
#AP700	Produce AP Reports in a Closed Year

<b>Accounts Receivable</b>	
<b>Go To Code</b>	<b>Description</b>
ARENTINV	Invoices/Credit Memo Entry
ARRPINV	Generate Repeat Invoices
ARCSHDEP	Apply Payments to Invoices
ARPRTSTM	Print A/R Statements
ARPTRPT	Print A/R Reports
ARUSRRPT	User-Defined Reports
ARDSPCM	Display Customer/Invoices
ARCUST	Maintain Customers
ARPROD	Maintain Product Codes
ARMTNCTL	Maintain A/R Options
#AR950	A/R Audit

<b>Capital Assets</b>	
<b>Go To Code</b>	<b>Description</b>
CPTRANS	Enter Acquisition/Disposition
CPSDA	Override Special Depr Allow.
CPDSPY	Display Depreciation
CPTRPT	Produce Tax Reports
CPMRPT	Produce Management Reports
CPRYEND	Process Year-End Close
CPOPENYR	Process Open New Year
CPDPROPT	Define Capital Asset Options
ADDSTT	Add State for Open Year
CPBUSNSH	Identify Business Schedules
CPYASSTS	Copy Asset Schedule

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<b>Center Controls</b>	
<b>Go To Code</b>	<b>Description</b>
REVMACT	Center Maintenance
MAALLC	Allocate Cost Center Balances
MAAUTO	Maintain Auto Production Units
MAPROD	Assign Center Production Units
MABALS	Add Center Beginning Balances
MAASGN	Assign Assets to Centers
MGRACCR	Cash Accrual Balances

<b>Financial Forecast</b>	
<b>Go To Code</b>	<b>Description</b>
FCENTRY	Operations and Family Budget
FCBS	Balance Sheet Budget
FCCPYBGT	Copy Budget to Budget
FCCPYACT	Copy Actual to Budget
FCREPTS	Produce Reports
FCCFLW	Define Cash Flow Calculation
FCBGTCTL	Define Budget Criteria
FCOPLAN	Minimum Cash & Oper Loan Info

<b>General Ledger Controls</b>	
<b>Go To Code</b>	<b>Description</b>
ACCOUNTS	Account Names
NAMEADDR	Vendor Name & Address
CASHACCT	Cash Accounts
ENTITY	Entity & Module Configuration
MNSLSHD	Loan Schedules
PIVSETUP	Purchased Inventory Setup
#AM110	Setup Acct. Maintenance in a Closed Year
#AM130	Create Equity Accounts
#AW350	Show Configuration/Program Log
#US320	Audit All Years

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## Monthly Activities

Go To Code	Description
CASH	Enter Accounting Transactions
CASH2	Convert New Cash Entry
CASH3	Enter Transactions (Old)
CONVAMT	Expand Amounts & Quantities
PIVENTRY	Enter Purchased Inventory
WIPINV	Enter WIP Activity
MKTVALS	Update Mkt Values/Inventories
MKTDEPR	Enter FFS Market Depreciation
POST	Post Transactions
CLOSE	Close Month

## Payroll Module

Go To Code	Description
PAYCHKW	Checkwriting
ACTVTMW	Enter Activity Time
TAXDEPW	Tax Deposits
PYTXDEP	Prior Year Tax Deposits
PRTPAYW	Produce Payroll Reports
PAYCYCW	Print Paycycle Reports
W-2RPTW	Produce W-2's
W-2CNVY	W-2 Interface to CONVEY
W-2ETRX	W-2 Interface to Etrax
CLSYEAR	Close Payroll Year
EMPMNTW	Employee Maintenance
MNTERNW	Earnings Category
MNTDEDW	Deductions Categories
MNTERDGL	Ern/Ded Account/Ctr Maint
MNTTAXES	Federal/State Tax Info
PAYNAME	Name/Address Info
#PA450	Close Payroll Year in a Closed Fiscal Year
#PA740	Print W2 in a Closed Year
#PA700	Print Payroll Reports in a Closed Year

## Produce Reports

Go To Code	Description
PRTRPTS	Produce Financial Reports
PRTSCHD	Schedule Financial Reports
TAXRPTS	Produce Tax Reports
1099RPTS	Produce 1099 Reports
USERDEF	Produce User Defined Reports
PRTPAYWN	Produce Payroll Reports
PAYCYCWN	Produce Pay Cycle Reports
PIVREPTS	Purchased Inventory Reports
MN1099	Define 1099 Criteria

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### **Production Units & Estimates**

<b>Go To Code</b>	<b>Description</b>
MTNPRDUN	Assign Entity Production Units
ESTDPRGH	Estimated Depr/Desired Growth
AUTOPROD	Maintain Auto Production Units
MACTPROD	Assign Center Production Units

### **Setup Tax Reporting**

<b>Go To Code</b>	<b>Description</b>
TAXSCHED	Configure Tax Reporting
TAXCODES	Tax Code Overrides
TAXREPTS	Print Tax Reports
ENTPOVRD	Set Center Overrides
TAXLCRTI	Lacerte Tax Interface

### **Trend Reports**

<b>Go To Code</b>	<b>Description</b>
TRENDDTL	Print Detail Accts Trends
TRENDCF	Print Cash Flow Trends
TRENDBS	Print Balance Sheet Trends

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