

Production Management Bookkeepers Guide

ACCOUNTANTS SOLUTIONS, INC.

Production Management Bookkeepers Guide

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Production Management – Starting the Program

When Production Management is started the Login window will be displayed.



Enter your Production Management Login ID and Password. If you want to change your password, click on the 'Change' button.

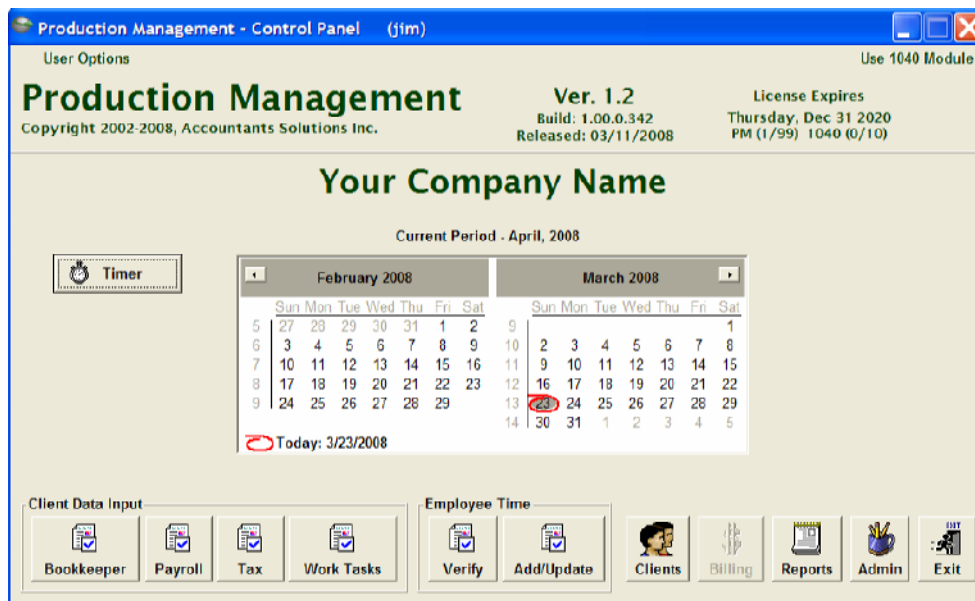
Click on the 'OK' button to continue to open Production Management.

Production Management – Control Panel

The Control Panel window is the main window in Production Management. By using the buttons on the window, you can access the six main areas of the program.

- **Admin** - Maintain System administration information
- **Clients** – Maintains your firms Clients and their related information
- **Data Input** – Enter data input information relevant for the period being processed
- **Reports** – Generate, Preview and Print Production Management reports
- **Timer** – Accumulate and save time against a specific task
- **Employee Time** – Verify, Add or Update timer entered using the PM Timer

This window also displays the current processing period, a calendar for the current and previous processing periods, the Login ID of the current user in the title bar, version and license information for your particular installation. If your installation of Production Management is not yet licensed and still in the trial period, you will see 'Trial Version' after your company name.



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Production Management – Bookkeeper

Production Management is used on a daily basis by a bookkeeper for entering time & transactions for a particular client that they worked on, entering time for any unassigned (non-client) work, and monitoring any work that needs to be completed.

The Monthly Flow Sheet report is the report that determines what work needs to be done. This report is run for a specific work period and can be optionally run for a specific employee. The report will show what work is required for the month for the clients that the bookkeeper is responsible for.

Your Company Name										
Monthly Flow Sheet										
Bookkeeper: Carl Booth										
Client ID	Name	Date Matl Rcvcd	Bank Stmt	Pay Tax Dep Done	Sls Tax Rtn Done	Qtrly P/R	Trk P/R	Ytd 1999	FS Done	
										April 2008
1276	Yard Company 1276 Phone: (123) 456-7896 Contact: Gary			X	X	X	X	X		Manual Entry
1316	SBC Company 1316 Phone: (123) 456-7896 Contact: E. Lida or E. Lida - Sls Tax Rtn - M			X		X	X	X		PeachTree - Manual Entry
1339	Comm Company 1339 Phone: (123) 456-7896 Contact: Martin Manungit			X	X	X	X	X		
2104	Elen Company 2104 Phone: (123) 456-7896 Contact: Judy			X	X	X	X	X		
214	SEI Company 214 Phone: (123) 456-7896 Contact: Ron			X		X	X	X		CBS
2246	Cash Company 2246 Phone: (123) 456-7896 Contact: Yolanda or Mary			X	X	X	X	X		EFTPS - input QB's
2319	King Company 2319 Phone: (123) 456-7896 Contact: Rick Wells				X	X	X	X		
258	Char Company 258 Phone: (123) 456-7896 Contact: Pat					X	X	X		EFTPS - Manual Entry
303	BLGT Company 303 Phone: (123) 456-7896 Contact: Joanne			X	X	X	X	X		Hand entry
307	Bosc Company 307 Phone: (123) 456-7896 Contact: Dno			X	X	X	X	X		QBS
309	Kil Company 309 Phone: (123) 456-7896 Contact: K. L. or Mary			X	X	X	X	X		
3129	Rain Company 3129 Phone: (123) 456-7896 Contact: Diane/Tim			X	X	X	X	X		
3126	Indp Company 3126 Phone: (123) 456-7896 Contact: Chuck			X	X	X	X	X		Manual Entry - QB's
3136	ELC Company 3136 Phone: (123) 456-7896 Contact: E. Lida or Joyce			X		X	X	X		QB
3143	Rain Company 3143 Phone: (123) 456-7896 Contact: Fernando or Luz			X		X	X	X		
3156	Holm Company 3156 Phone: (123) 456-7896 Contact: Glenn			X		X	X	X		
3152	Fins Company 3152 Phone: (123) 456-7896 Contact: Steve				X	X	X	X		
3153	G&L Company 3153 Phone: (123) 456-7896 Contact: Joe			X	X	X	X	X		
3159	Adev Company 3159 Phone: (123) 456-7896 Contact: Marvin				X	X	X	X		Hand entry
3173	Warm Company 3173 Phone: (123) 456-7896 Contact: Mark Roseman				X	X	X	X		

A column designated with an X signifies that this task is not required for the period. When the clients' information is checked in and the 'Date In' is entered for the clients' period, the column 'Date Material Received' will display that date. The date the clients' bank statement is received is not tracked in the system. The 'Bank Stmt' column is for reference only and can be filled in on a printed copy of the report. 'Pay Tax Dep Done', 'Sls Tax Rtn Done', 'Qtrly P/R' and 'FS Done' completed dates are tracked in system. The dates will appear automatically on the Monthly Flow Sheet report if they were entered and saved in the Data Input screens for the client period.

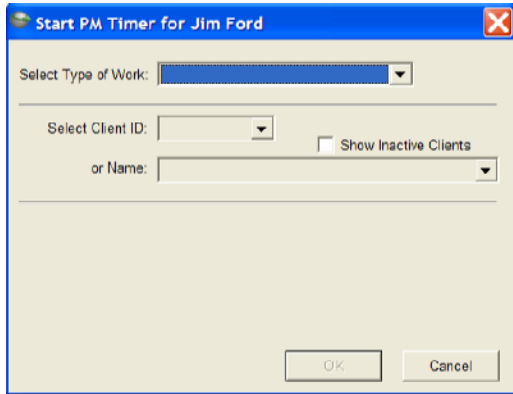
After the period is completed for a client, the entire line will be highlighted in yellow to allow easy visibility for clients that are completed and those that are not. Any monthly comments that you would like to see on this report can be entered on the Client window via the 'Monthly Comments' button. They will appear in the last column on the report.

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Entering time & transactions for the client can be done via the Timer or the Data Input window. To use the timer, click on the 'Timer' button on the main window. This will open the following window.



The 'Select Type of Work' dropdown will display the different types of work that time can be automatically tracked via the timer.

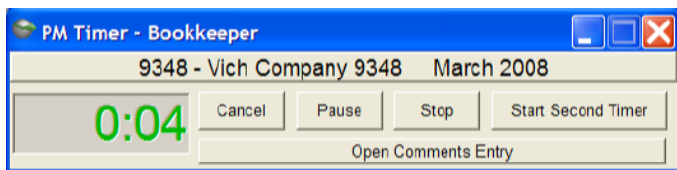
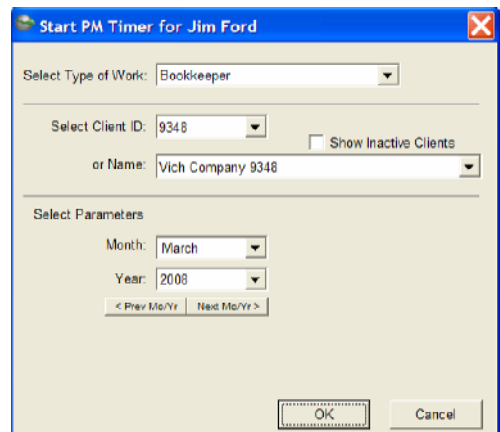
After selecting the Type of Work the window will display the fields that are required for that work, allowing the timer to start.

The client can be selected from either the Client ID or Name dropdowns or by typing in the Client ID or Name.

When the Client ID is chosen, the Month & Year will change to reflect the last incomplete work period that is open for the Client, or the current work period. The default period shown is set in the 'User Options', upper left on the main PM window.

You can also change the Month/Year by clicking on the 'Prev Mo/Yr' or 'Next Mo/Yr' buttons.

After the Type of Work, Client ID or Name, and Month & Year have been selected, the 'OK' button will be enabled. Click on it to start the timer.

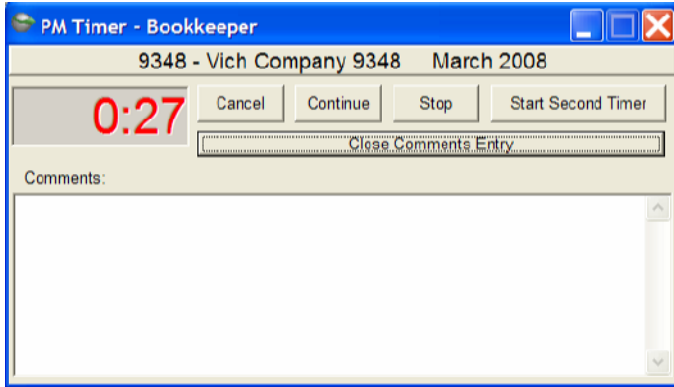


The Timer window will display what type of work is being timed in the windows title bar. The Client ID and Name are displayed, along with the accumulated time in HR:MI format.

Clicking on the 'Cancel' button will pause the timer and confirm that you want to close the timer without saving the accumulated time. You can cancel this also and the timer will start-up again. If you continue to cancel the timer session, the window will close and all accumulated time will not be saved against the client.

Clicking on the 'Pause' button will pause the timer from accumulating any additional time and change the button to 'Continue'. Clicking on this button again will start the time again. If there was more than one minute of paused time, you will be asked if you want to save the paused time as 'Unassigned'.

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Clicking on the 'Open Comments Entry' button will expand the Timer window and provide a large text field to enter comments. These comments will be saved to the Client Work Period and with the employee's time.

Clicking on the 'Start Second Timer' button will pause the first timer and open a window to allow you to start a second timer. The same window that started the first timer will open, and the required information must be selected to start the second timer. You also have the capability to start a third timer, which will pause the existing second timer. You cannot access a paused timer unless you close the timer that was opened after it. For example, you cannot re-start the first timer from the third timer. You would need to stop the third and second timers to re-start the first.

After you are done with the work you are timing, click on the 'Stop' button. This will pause the timer and open a window that will allow you to save the accumulated time.



The accumulated time will be automatically fill in the 'Current Session Time' field. You can correct this amount is necessary.

The time must then be distributed to the work type using the 'Add To' button. Any prior time that was entered for this Clients period will be displayed in the 'Total Time', 'Prior' field. Any time entered in the 'Current' time field will be added to the 'Prior' time and the result will be shown in the 'New' time.

If you track the number of transactions, these can be entered in the 'Total Transaction', 'Current' field.

After the time has been distributed, you can save the time against the client using either the 'Period is Complete' or 'Period is Not Complete' button.

If the work you have just finished will complete the work period for the client, then you can click on the 'Period is Complete' button. This will save the time against the client and update the 'Date Completed' field in the Data Input bookkeeper tab, for this period with the current date. A window will also open asking if you want to save a comment for this clients' period.

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If the work you have just finished does not complete the work period for the client, click on the 'Period is Not Complete' button. This will open the Data Input window with the time updated using the 'New' Time and Transactions fields.

If you do not use the Timer, then time can be directly entered via the 'Data Input' window as shown.

When time is entered or changed here, the program will also allow you to change any prior Timer time to reflect the changed time value.

This will keep the Timer time in-sync with the Data Input time.

When starting the Timer for Live Payroll processing, the Timer window will have some additional required information that must be entered.

Since there can be multiple payroll periods within a month, you must choose whether you are working on a new payroll, or working on an existing payroll that has not yet been completed.

If a Payroll Schedule for the Client has been setup, then you will have pre-determined Check Dates to select from.

The window will also allow you to select 'New Payroll Period' and show the next payroll period available. The window to the left shows (3) next to New Payroll Period signifying that 2 previous payroll Check Dates are already entered for this period.

Selecting the 'Add to existing Payroll Period' will open a window that lists the current payroll periods within the period.

After you have chosen the Payroll Period, select OK to start the timer.

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This is the Data Input window for updating time and other information for a Client's live payroll processing.

Enter the Payroll Date in 'Date of Payroll'. When completed, enter the 'Date Payroll Completed'.

Enter the 'Time to Complete' and 'Number of Trans', and select your name from the Payroll Clerk dropdown.

If a static Payroll Fee is entered for the Client in their 'Accounting Information' tab, this fee will automatically be entered in the 'Payroll Fee' field when a 'Date of Payroll' is entered.

Any comments for the Payroll period can be entered and flagged if necessary. If Qtrly Payroll Tax Returns and/or Payroll Tax Deposit have been completed, you can enter the date here.

If an additional Payroll must be done for the Client, clicking on the 'Add Emergency Pay Period' button will add a new Pay Period line for data entry.

If you have a Payroll Schedule setup for the Client, the 'Payroll Schedule' tab will be available.

This is where you will enter the dates for the entire Payroll processing, along with Confirmation numbers and deposit amounts.

The 'State Tax' and 'Misc Tax' buttons will open windows to update the tax deposit amounts, confirmation numbers and dates.