

**Banyon Data Systems**  
**WINDOWS FUND ACCOUNTING SOFTWARE**  
**(WinFund)**



# WELCOME

**Banyon Data Systems, Inc. (BDS)** has been designing and installing full-featured software for public organizations for over 30 years. Our core integrated products include *Payroll, Fund Accounting, Utility Billing, & Point of Sale*. Other user friendly products include: Pet Licensing, Permits, Code Enforcement, Property Records, Business Licensing, Cemetery Records, Inventory, Property Tax, & Special Assessments. Our affordable, full featured software will exceed your expectations.

## The Banyon Data Advantage!

**Support:** Customers have ranked our quick, responsive support as our most important asset. When you call our office, the phone is answered by our support staff. We understand there is nothing more frustrating than listening to an automated voicemail to log your call when you need support now rather than later.

**Value:** We provide customers with software that is designed, developed, and supported by Banyon at a cost that is affordable. Our software cost ranges from \$2,000-\$5000 per application. Now, compare that to other vendors charging \$10,000-\$15,000 for the same applications containing similar features.

**Proven:** With 1300 installations nationwide and over 30 years experience, Banyon proudly holds a leading national role in the public software industry. Our proven track record leads to many software referrals from customers, accountants, auditors, & engineers.

Our mission has always been to provide excellent support & enhance our products while keeping costs low for our customers. As our customer's needs change, so does the software. Some of the best product ideas have come from our customers. We continue to listen to our customer's ideas; therefore providing the best software and support possible. Furthermore, Federal and State mandated changes are priority and are incorporated into the software with every new update and release.

Take a closer look at Banyon Data System's solution. Why pay more for a software system that has fewer features and marginal support services? Make your office more efficient and provide your local decision makers with the Banyon tools to make confident and sensible decisions.

We will do everything to ensure your complete satisfaction. Call us at **800-229-1130** or email [sales@banyon.com](mailto:sales@banyon.com) to schedule a free no obligation web demo or onsite demo.

Thank you for your time and consideration in evaluating our software and service. We look forward to hearing from you soon.

Sincerely,



Chris Olson  
Sales Manager  
Banyon Data Systems, Inc.

## Support

A practical and useful support and maintenance system is one of the most important services a company can provide, and Banyon Data Systems has one of the best. Our methods of customer support are multifaceted to let you choose which option is best for your situation. Since our customers actually get to talk to a customer support person when they call, most choose to contact us via phone.

Benefits to having active annual support for Banyon products include:

- Unlimited telephone access **(800) 229-1130 or fax (952) 882-7734**.
- Email [support@banyon.com](mailto:support@banyon.com), but it is much faster to call.
- Download software updates within all Banyon products.
- Quarterly newsletters.
- Online support form for items that do not need immediate attention.
- FTP data transfer built right into all BDS programs.
- Web support through Gance, which allows us to control customer's screen
- Use of BDS suggestion box, which is built into each program.
- Taking advantage of ***Banyon Data Backup Vault service***. This service allows customers to upload a secure backup of BDS data to our protected servers. (\*extra annual charge)

Software support is available weekdays during the hours of 7:30 AM - 5PM (Central). BDS is a proponent of a "shared responsibilities" approach to customer support; all employees are cross-trained on application support to ensure that support people are always available for customer inquiries.

With our strong dedication to product quality and timely support, BDS receives many referrals from current customers as well as accountants, engineers, and auditors. We understand without this type of commitment to our current customers we would not get those referrals that are so key to our business.

## Training

Unlike many of our competitors who only hold training at their offices, we let you choose between your office, at BDS office, or Phone/Internet. We understand that it is an inconvenience to pack your things and travel. We want you to choose the option that is best for you.

BDS considers training to be a pivotal element of any successful software installation. Accordingly, BDS chooses only the most experienced personnel to conduct training sessions. All BDS trainers have conducted hundreds of sessions, and have themselves personally set-up hundreds of successful installations. Training components include software orientation, application set-up, daily and periodic software operations, and orientation to documentation and support.

One to Two days of training is recommended for each core software application. A maximum of 3 people are permitted during any one training session. Generally, a discount is applied if training on multiple software products can be grouped together during the same BDS visit.

After BDS software has been used for a while, supplemental training can be scheduled to learn more advanced features. This supplemental training is available anytime for current customers and can even be scheduled as a "mini session" over the web. Additionally, BDS would encourage those customers with staff changes or new staff members to acquire the supplemental training.

## Data Conversion

All data considered for conversion needs to be in a comma delimited text file, Excel spreadsheet, or Access database. Basic conversions start at \$500. After we receive a sample file, we can give a detailed estimate on data conversion cost.

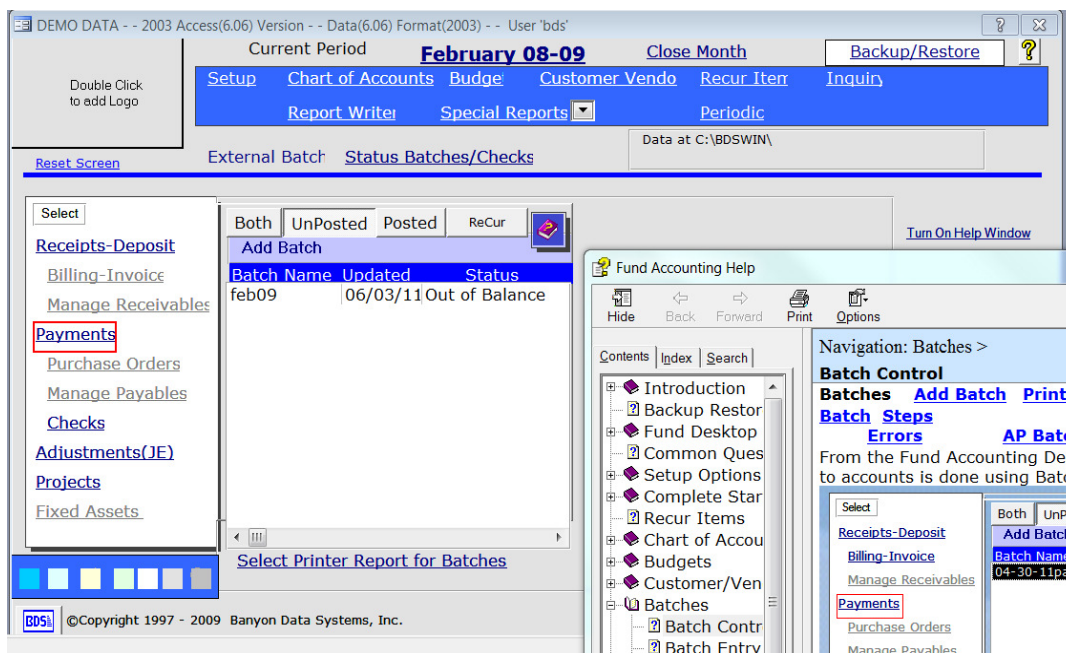
# WinFund Features Overview

- Pre-loaded with your state chart of accounts.
- Easily customize chart of accounts names and descriptions.
- Work in multiple months or years without closing the previous. Example, work in January 2009 without having December 08 closed or posted.
- Transaction history is unlimited & very easy to search.
- Setup budgets monthly or yearly.
- Copy budgets to next year or increase by certain percentage.
- Set up recur vendor payments & batches. Do the same with receipts.
- Enter new vendors, customers, and account codes right from batch entry screen.
- Easily void/reissue a check and entries are auto reversed.
- Budget warning flag shows if payment will put account code over budget.
- Flags for previously paid invoices when invoice # is entered.
- Easily inquire on past transactions during payments, receipts, or journal entries.
- Create multiple project codes & track detailed cost. Project reports also available.
- Enter new items into fixed assets right from the payment batch screen.
- Create ACH payments to pay vendor invoices electronically.
- Easily print one check for a vendor.
- Print laser checks with scanned signatures printed. (Optional & password protected).
- Track, edit and print 1099 & 1096 forms.
- GASB Reporting Module prepares the required reports.
- Print & encumber purchase orders.
- Generate & print invoices.
- Powerful & flexible report writer with standard reports or easily create new reports.
- Reports export to Excel and Word.
- Report categories set up for month/year end.
- Auditors really like our “Audit Reports” section. Easy to filter and select accounts.
- Change font sizes on reports, add titles and report headings.

# **FUND ACCOUNTING SAMPLE SCREENS & DETAILED FEATURES**



# Main Screen



**Fund Accounting Help:** If help is turned on, a yellow box will be displayed in the right corner of each screen. When a field is clicked or cursor moved over an area, a description or tip will appear in the yellow box.

*The Fund Accounting Help can also be used to learn about screens/features (shown)*

**Main Screen:** Easy navigation by clicking on the area to work in: payments, receipts, etc.

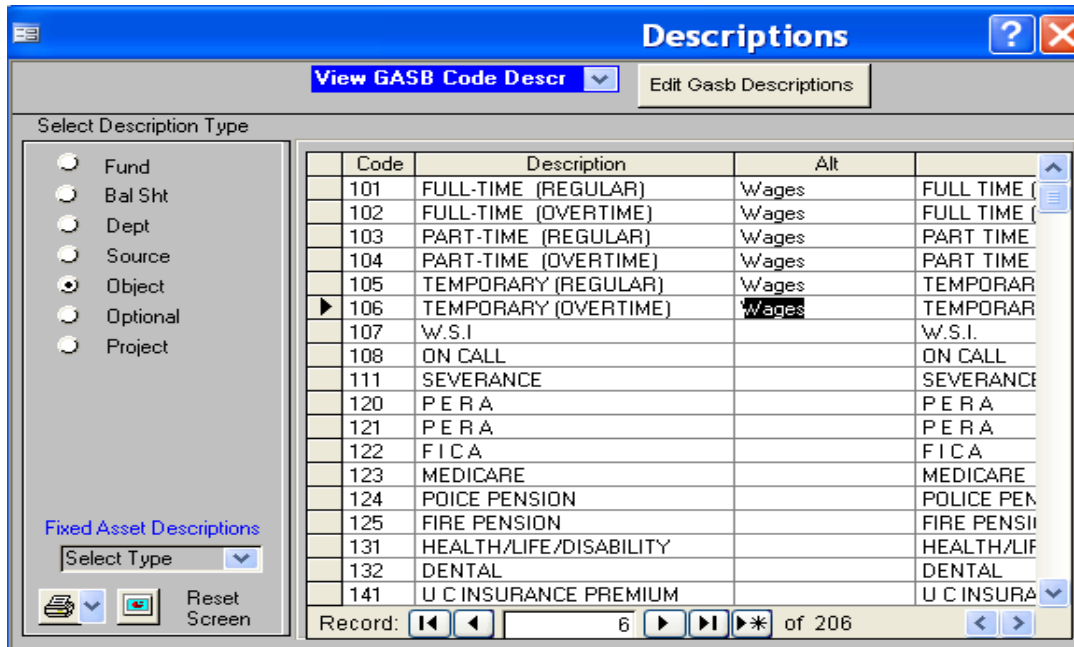
- Work in multiple periods or years.

*\*\*\*\*Previous month or year does not have to be closed to proceed to next.*

- Click on date to switch to another accounting period/year.
- Top of screen also allows quick access to setup, report writer, special reports, chart of accounts, customer/vendors, periodic processing (end of month/year), recur items, and inquiry.

**External Batches:** All receipts posted in other Banyon software will be transferred to the accounting into external batches and then loaded into a receipt batch for the month desired. The payroll is sent to the external batches and then loaded into a journal entry batch for the desired month.

# Chart of Accounts



**Chart of Accounts:** Comes loaded with your states chart of accounts. Users can also easily change any account names/descriptions/numbers to fit your entities needs.

- A typical account might be set up as follows

GL Account: XXX-XXXXX

Revenue: XXX-XXXXX-XXXXX

Expense: XXX-XXXXX-XXX

*(Please note you can have different segments and breakdowns)*

# Projects

Project

Add Project (F5) Help Delete Project Print

Select Project

Proj Nbr	Description
23	City Hall Addition
B2009	Public Works Addition

Project Nbr: B2009 Public Works Addition Status: Active

Abbr: NPWB

Comments: Start Date: 1/15/2009 End Date: 1/15/2010

Memo Field

Estimated Receipts: Estimated Payment: \$800,000.00

Posted	Amount	Customer/Vendor	Comment	Account
Cash Payment January 2009	\$0.00 \$0,000.00	AFFORDABLE SIDING & ROOF	Roof	E 101-12200-949 GENERAL MISC
Cash Payment January 2009	\$0.00 \$3,000.00	ABILITY BUILDING CENTER	New Computers	E 101-11100-580 OTHER EQUIPM
Cash Payment January 2009	\$0.00 \$8,000.00	ABILITY BUILDING CENTER	Forklift	E 101-12100-540 HEAVY MACHIN
Cash Payment January 2009	\$0.00 \$200.00	ABILITY BUILDING CENTER	Oil	E 101-13100-213 LUBRICANTS &

Record: 1 of 4

Total Receipts: \$0.00  
 Total Payments: \$61,200.00  
 Adjustments(JE): \$0.00

Project Balance: -\$61,200.00  
 Estimated Receipts: Estimated Payments: \$800,000.00  
 Balance: \$738,800.00

Balance - Does Not Include Adjustment(JE) If you want adj to affect budgets use Receipts/Payments

**Project:** Track the detailed cost of projects.

- Unlimited number of projects.
- Create a project number, name, and abbreviation.
- Track the starting and ending date.
- Memo field to write detailed information about the project.
- Enter estimated payments and estimated receipts/donations.
- History shows all transactions posted to the project.
- When entering a payment or receipt for a vendor/customer, simply select a project code from the drop down to apply to that entry to the project.
- Set project status to active, pending, inactive, or completed.
- Print out detailed info by project or summary. (samples on next page)

# Project Report Samples

## DEMONSTRATION DATA

01/22/09 3:17 P M

Page 1

### Projects

**Run report for one project or all**

Project Number	Description	Abbrev	Start Date	End Date	Status
B2009	Public Works Addition	NPWB	1/15/2009	1/15/2010	Active
Comment	Memo Field				

Posted	Receipts	Payments	Customer/Vendor	Comment	Account
January 2009		\$200.00	ABILITY BUILDING CENTER	Oil	E 101-13100-213 LUBRICANTS
January 2009		\$50,000.00	AFFORDABLE SIDING & RO	Roof	E 101-12200-949 GENERAL MIS
January 2009		\$8,000.00	ABILITY BUILDING CENTER	Forklift	E 101-12100-540 HEAVY MACHI
January 2009		\$3,000.00	ABILITY BUILDING CENTER	NewComputers	E 101-11100-580 OTHER EQUIP

Receipts	<b>\$0.00</b>	Estimated Receipts		Estimated Balance	
Payments	<b>\$61,200.00</b>	Estimated Payment	<b>\$800,000.00</b>		<b>\$738,800.00</b>
Project Balance	<b>-\$61,200.00</b>				
Adjustments(JE)	<b>\$0.00</b>				

Balance - Does Not Include Adjustment(JE) If you want adj to affect budgets use Receipts/Payments

## Sample 2

## DEMONSTRATION DATA

01/22/09 3:19 P M

Page 1

### Project Status

Status	Project	Start Date	End Date
Active	23 City Hall Addition	10/8/2008	10/8/2009

Receipts	<b>\$0.00</b>	Estimated Receipts		Estimated Balance	
Payments	<b>\$18,415.00</b>	Estimated Payment	<b>\$300,000.00</b>		<b>\$281,585.00</b>
Project Balance	<b>-\$18,415.00</b>				
Adjustments(JE)	<b>\$0.00</b>				

Status	Project	Start Date	End Date
Active	B2009 Public Works Addition	1/15/2009	1/15/2010

Receipts	<b>\$0.00</b>	Estimated Receipts		Estimated Balance	
Payments	<b>\$61,200.00</b>	Estimated Payment	<b>\$800,000.00</b>		<b>\$738,800.00</b>
Project Balance	<b>-\$61,200.00</b>				
Adjustments(JE)	<b>\$0.00</b>				

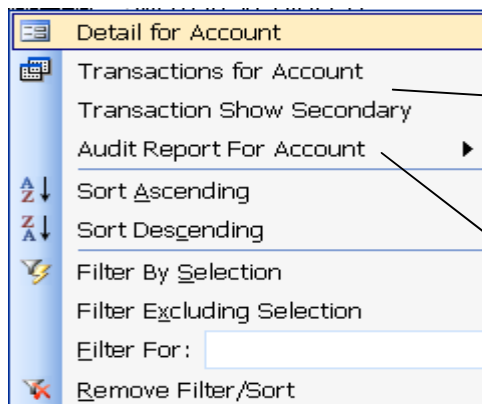
# Budgets

Status	Account	Description	Budget 08-09	Total 08-09	Comment:	Balance	Total 07-08	Ju
Active	E 001-1010-6010	REGULAR FULL TIME	\$31,200.00	\$27,001.77		\$4,198.23	\$32,617.45	i2,4
Active	E 001-1010-6020	REGULAR PART TIME	\$1,050.00	\$0.00		\$1,050.00	\$0.00	
Active	E 001-1010-6110	FICA - CITY CONTRIBUTION	\$2,000.00	\$1,674.14		\$325.86	\$2,022.32	\$1
Active	E 001-1010-6120	MEDICARE - CITY CONTRIB	\$500.00	\$391.51		\$108.49	\$472.95	\$
Active	E 001-1010-6130	IPERS - CITY CONTRIBUTIO	\$2,800.00	\$2,281.66		\$518.34	\$2,826.74	\$2
Active	E 001-1010-6150	GROUP INSURANCE	\$0.00	\$0.00		\$0.00	\$0.00	
Active	E 001-1010-6181	ALLOWANCES - UNIFORMS	\$500.00	\$350.93		\$149.07	\$2,542.72	
Active	E 001-1010-6230	TRAINING	\$500.00	\$2,873.00		(\$2,373.00)	\$5,485.34	
Active	E 001-1010-6240	MEETINGS & CONFERENCE	\$0.00	\$75.00		(\$75.00)	\$0.00	
Active	E 001-1010-6331	VEHICLE OPERATIONS	\$0.00	\$0.00		\$0.00	\$25.00	
Active	E 001-1010-6332	VEHICLE REPAIR	\$2,000.00	\$980.62		\$1,019.38	\$138.19	\$
Active	E 001-1010-6373	TELECOMMUNICATIONS	\$1,000.00	\$819.04		\$180.96	\$1,193.47	\$
Active	E 001-1010-6413	DUES/AUDIT	\$0.00	\$0.00		\$0.00	\$0.00	
Active	E 001-1010-6505	OTHER EQUIPMENT	\$1,000.00	\$0.00		\$1,000.00	\$1,820.63	
Active	E 001-1010-6507	OPERATING SUPPLIES	\$500.00	\$469.87		\$30.13	\$1,268.74	
Active	E 001-1010-6510	SAFETY SUPPLIES	\$250.00	\$0.00		\$250.00	\$14.94	
Active	E 001-1010-6511	GAS	\$0.00	\$0.00		\$0.74	\$3,278.70	\$1
Active	E 001-1010-6512	CAPIT	\$0.00	\$0.00		\$178.34	\$3,500.00	
Active	E 001-1010-6721	FURN	\$0.00	\$0.00		\$0.00	\$0.00	
Active	E 001-1030-6709	OTHE	\$0.00	\$0.00		\$0.00	\$1,000.00	

**Right click in the balance field and select filter for. Type in <0 and press enter. Only over budget accounts will now show.**

**Budgets:** Set up yearly or monthly budgeting by account code.

- Shows budget for current year, total year to date and total last year. When preparing the budget for the next year, our report writer has a section to run various reports like a budget worksheet or budget analysis.
- Right click on an account code to view options menu:



**View transactions for account to display all activity for all periods of history. Easily filter for specific periods or years and print. (see sample screen next page)**

**Auditors really like the audit report for account because it is easy to see detailed or summary information very quickly. Report on fund(s), specific accounts, departments, or object codes.**

**\*Your auditors can receive a free copy of Banyon Fund Accounting. Your data can be transferred to them through our FTP transfer site.**

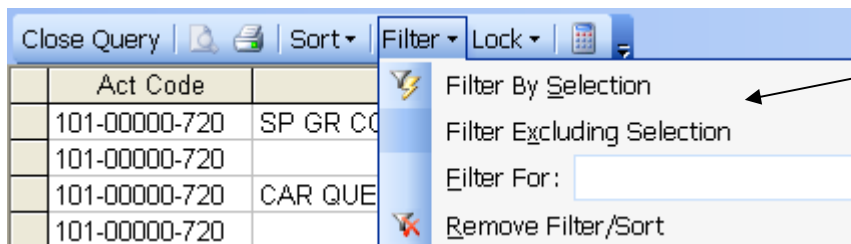
# Budgets (Continued)

BDS Fund Accounting 5.03 - 06/25/07 - [History Account : Select Query]							
File View Query Tools Help							
Close Query   Sort   Filter   Lock							
Act Code	Vendor/Customer	Comments	Amount	Check Nbr	Invoice	Posted	
101-00000-720	SP GR COMMERCIAL CLUB	Legion Donation	\$1,000.00	26112		January 2007	
101-00000-720		Gary or Janet Sand	\$33.38			June 2006	
101-00000-720	CAR QUEST AUTO PARTS		\$33.38	25162	20660	June 2006	
101-00000-720		John Frank	\$19.13			May 2006	
101-00000-720	MISSISSIPPI WELDERS SUPPLY CO.		\$19.13	25019	399920	April 2006	
101-00000-720		TRANSFERS	\$150,000.00			February 2006	
101-00000-720		TRANSFERS	\$3,919.79			December 2005	
101-00000-720		TRANSFERS	\$10,000.00			September 2005	
101-00000-720		TRANSFERS	\$76,117.08			August 2005	
101-00000-720		TRANSFERS	\$51,715.00			July 2005	
101-00000-720		TRANSFERS SAME AC	\$17,945.00			June 2005	
101-00000-720		TRANSFERS	\$288.00			May 2005	
101-00000-720		TRANSFERS	\$46,717.07			April 2005	
101-00000-720		MONTHLY TRANSFERS	\$25,005.00			February 2005	
101-00000-720		MONTHLY TRANSFERS	\$50,593.00			February 2005	
101-00000-720		MONTHLY TRANSFER	\$5,000.00			September 2004	
101-00000-720		TO COVER DEFICIT BAL	\$1,000.00			April 2004	
101-00000-720		TRI-COUNTY /REDS IGA	\$631.54			April 2004	
101-00000-720		FROM FEB 04 CHECK 1	\$4.85			March 2004	
101-00000-720			\$288,000.00	0		December 2006	
101-00000-720			\$12,000.00	0		December 2006	

**Transactions for account:** View all transactions for the selected account code.

- Filter option helps show specific data on any field listed. Ex.) highlight May 2005, then go up to filter and select filter by selection. It will then only display transactions for May 2005.
- Another filtering example is to click in the amount field and then type >50,000 in the filter box. Only amounts greater than 50,000 will now be displayed.
- Easily print the filtered results.

**\*\*\*\* How many times have you spent hours trying to locate information about a past transaction? Well, not anymore! We also have a global inquiry screen that shows every transaction entered into Banyon Fund Accounting. Easily search by vendor, account code, comment, check number, purchase order #, invoice #, amount, date, and more.**



Filter Menu

# Customer/Vendor

The screenshot shows a software window titled 'Customer/Vendor'. On the left is a navigation menu with options: Add New(F5), Delete, Address (highlighted), Totals, History 1 Line, History 2 Lines, Transactions, Checks, Recur Payment, Check for Dups, Merge Vendor, Browse, and Email(BDS internal). The main area displays the 'Address' view for a vendor named 'BANYON DATA SYSTEMS' (ID: 43). It includes fields for 'Check(Vendor)/Billing(Customer) Address' and 'Purchase Order Address', both containing the same address: 350 W BURNSVILLE PARKWAY, SUITE 125, BURNSVILLE, MN 55337. Other fields include 'Vendor Account', 'Abbr Name', 'Main Phone/Fax', and 'Email Address'. There are also checkboxes for 'For 1099 Use Check Address', 'For 1099 Use PO Address', and 'One usage ONLY'. A table at the bottom shows a list of names and phone numbers.

**Address:** This is the default view from the options on the left side and will display the vendor address, phone #, email, & comments.

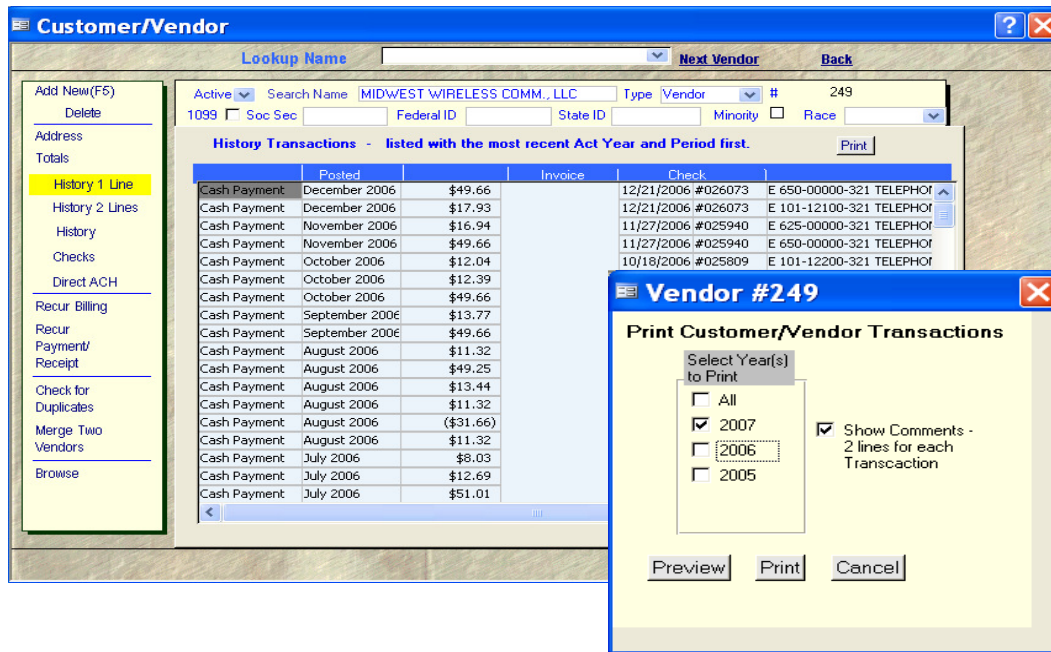
- Unlimited # of customers or vendors.
- If 1099 box is checked, then system will print 1099 at year end.
- If you have an account # with the vendor, store it here and it will then print on the check stub for the vendor to reference.
- Abbreviated name can be entered and can be used on claims report to generate for newspaper.

**Totals:** When this option is selected on the left, the below screen will appear to show amounts received from or paid to the customer/vendor for the 3 most current years.

The screenshot shows the 'Totals' view. At the top, there are checkboxes for 'Interest Exempt' and 'Tax Exempt', and a field for 'Tax Exempt ID'. Below is a table with columns 'Received From' and 'Paid To'. The table shows totals for 2005, 2006, and 2007. Below the table, there are fields for 'Checks Written', 'Date Last Payment', and 'Last Check Nbr'. At the bottom, there are fields for 'Terms' and '# of Days'.

	Received From	Paid To	
Total 2005	\$0.00	\$1,116.36	2005
Total 2006	\$0.00	\$730.97	2006
Total 2007	\$0.00	\$0.00	2007
Checks Written		74	
Date Last Payment		12/21/2006	
Last Check Nbr		26073	

# Customer/Vendor (Continued)



**History 1 Line:** Shows posted date, amount, invoice #, check # & date, & acct. code.

- Do the same type of filtering & sorting explained earlier in budgets.

**History 2 Lines:** Includes above plus comment line and purchase order #.

	Posted	Comments	Check	Updated	PO #	Yr Per
History 1 Line	Cash Payment August 2006 \$11.32	Account	8/18/2006	08/18/06	0	
History 2 Lines	Batch 8/18/06ap E 101-11300-321 TELEPHONE	Number 011	#025542	Invoice:		
History	Cash Payment August 2006 \$49.25	Account	8/18/2006	08/18/06	0	
	Batch 8/18/06ap E 650-00000-321 TELEPHONE	Number 011	#025542	Invoice:		

**History:** Shows even more detail like the budget transaction screen explained earlier.

- A few more fields displayed include project # and invoice date.
- Filter and print a vendor transaction report for any year.

# Customer/Vendor (Continued)

The screenshot shows the 'Customer/Vendor' window with a search for 'MIDWEST WIRELESS COMM., LLC'. The 'Checks - Payments Only' table is displayed with the following data:

Check #	EFT	Ck Date/Amt	Period/Year	Cash Account	Source	Status/Cancel Date
26073		12/21/2006 \$67.59	12 2006	10200	Post Checks	Reconciled 1/5/2007
25940		11/27/2006 \$66.60	11 2006	10200	Post Checks	Reconciled 1/5/2007
25809		10/18/2006 \$74.09	10 2006	10200	Post Checks	Reconciled 11/3/2006
25675		09/19/2006 \$63.43	9 2006	10200	Post Checks	Reconciled 10/4/2006
25542		08/18/2006 \$64.99	8 2006	10200	Post Checks	Reconciled 9/6/2006
25399		07/18/2006 \$71.73	7 2006	10200	Post Checks	Reconciled 8/3/2006
25256		06/21/2006 \$54.31	6 2006	10200	Post Checks	Reconciled 7/7/2006
25114		05/17/2006		10200	Post Checks	Reconciled

Record: 1 of 69

Double Click on 'Check Nbr' to see Check Detail and other options.  
Right Click on a field to change display.

**Checks:** Shows all checks written to the vendor. Displays check #, date, period/year, amount, cash account, and check status.

- Click on check # to see check detail and the below screen will show.

The screenshot shows the 'Check # 26073 for MIDWEST WIRELESS COMM., LLC' detail screen. The check is for \$67.59, dated 12/21/2006, and is posted to the 10200 Main Bank Account. The check stub is as follows:

Transaction Type	Account	Comment	Amount	Invoice	PO Nbr	Batch Name
Cash Payment	E 650-00000-321	TELEPHONE	\$49.66			12/21/06ap
Cash Payment	E 101-12100-321	TELEPHONE	\$17.93			12/21/06ap

- From here a check # can be changed.
- Reissue a check.
- Cancel a check.
- Change checks status.
- Reprint the check stub.

# Customer/Vendor (ACH add on module)

**Direct Deposit Record**

249 MIDWEST WIRELESS COMM., LLC      **ACH Option:**  None  Prenote Only  Direct Payment      [Help...](#)

[Create Prenote for this vendor.](#)

ACH Bank information - all fields are required.

Vendor's Bank Name	Routing ID	Account No.	Bank Type
TCF	333344444	3322445	Checking ▾

Vendor ACH History

Transfer Date	Cash Act	Check#	Amount	Remarks
---------------	----------	--------	--------	---------

**Direct ACH:** Pay vendor bills via ACH transfer.

- Enter the information into a payment batch & give it an EFT #. When batch is posted information will be sent to ACH area.
- Transaction history of past payments will also be stored for easy look up.

# Customer/Vendor

(Continued)

Order	Copy for Payment Batch	Not a Receipt	Account	Description	Copy Automatically	Amount	Recur Group
2 E			101-12200-321	TELEPHONE Phone Bill		\$0.00	Payment
3 E			101-11200-321	TELEPHONE Phone Bill		\$0.00	Payment
0 E						\$0.00	Payment

**Recur Payment/Receipt:** Set up recur payments or receipts for transactions that are the same each month/quarter for a customer or vendor.

- Copy automatically means that when the vendor or customer is selected on the batch entry screen; the amounts, comments, & account codes will automatically be inserted. Fields can be changed after they are inserted into the batch.
- Another recur type is to apply an invoice total to account codes by percentages specified in the set up. Example, select the vendor in a payment batch and an invoice total box shows up. Enter the total and then it will be applied to the percentages specified.

**\*\*\*\*Recur batches can also be set up. For example, create a group called monthly payments. Then each month use the copy recur option to load in the default information. If amounts need to be changed, browse through the loaded entries to make the necessary changes.**

# Accounts Payable

Search Name	Refer	Invoice	Comments	Error
AT&T CORP	28			
ABILITY BUILDING	29			
AUTO CLUB GROU	30			

Account	Comments	Invoice	Inv Date	PO	Final	Proj Nbr
101-11100-351	LEGAL NTCS	\$100.00	4000		0	
270-00000-221	EQPT PARTS	\$400.00	3000		0	
Account Blank					0	

Warning Budget Exceeded Budget=\$3,000.00

This message will come up if the entered payment will go over budget for the account code.

Total \$500.00 Your Total \$0.00

**Ref/Claim:** Software will auto # entries for each payment entry.

**Vendor Customer:** Type in the vendor name or choose from the drop down. Easily update vendor information if needed by clicking on the customer/vendor option.

- If a vendor does not exist, select vendor/customer and add.

**See Transactions:** Shows all past transactions for this vendor. Great to use as an inquiry to see what codes have been posted to this vendor previously.

**Invoice:** Will flag if the invoice # entered has already been paid.

**Comment:** Will be posted with the entry and will show on history and reports.

**Project:** Used to track cost of projects created. Each expense line code can be tied to a different project #. See project detail in the projects area. Have unlimited # of projects.

**Check #:** Used to print one check quickly. Fill in check # & click print.

**Electronic Checks:** Click lightning bolt to fill in EFT #. Will then be sent to BDS Direct Deposit area.

# Accounts Payable

## (Continued)

Search Name	Refer	Invoice	Comments	Error
AT&T CORP	28			
ABILITY BUILDING	29			
AUTO CLUB GROU	30			

Account	Comments	Invoice	Inv Date	PO	Final	Proj Nbr
101-11100-351	LEGAL NTCS	\$100.00 Legal Notices	4000	0	<input type="checkbox"/>	
270-00000-221	EQPT PARTS	\$400.00 Parts	3000	0	<input type="checkbox"/>	
*	Account Blank			0	<input type="checkbox"/>	

<b>Total</b>	<b>\$500.00</b>	<b>Your Total</b>	<b>\$0.00</b>
--------------	-----------------	-------------------	---------------

**See PO'S:** Shows existing purchase orders for this vendor. Highlight the PO's being paid to copy into the batch. If the PO price is more than the actual cost, click the final button to void the balance.

**Copy Recur:** Inserts the recur payment that was set up for this vendor.

- Also set up recurs to allocate by %. When you click recur it would pop up an invoice total box. Enter the amount and it would automatically expense it based on the account codes and percentages you chose in the setup options.

**Account Code:** Type in account code or click on drop down arrow and select account. Enter the dollar amount for the vendor to any # of account codes or funds. Furthermore, use Expense codes, GL, or Rev.

- Right click shows menu to select transactions for the selected account code. (do the same filtering as explained earlier in the budget section).
- Also add an account code if one does not exist.

**Fixed Assets:** Easily enter a new item into fixed assets while paying an invoice.

# Claims Register

CITY OF PEMBINA						07/03/07 9:16 AM
Payments						Page 1
Current Period: December 2006						
Batch Name	12-10-06 pmt	User Dollar Amt		\$0.00		
	Payments	Computer Dollar Amt		\$12,500.00		
				\$12,500.00	Out of Balance	
Refer	31 A-1 LAWN SERVICES	Ck#	000075 E 6/29/2007			
Cash Payment	E 101-00000-800 INVESTMENTS PURCH					\$5,000.00
Invoice						
Transaction Date	6/29/2007	Main Bank Account	10200	Total		\$5,000.00
Refer	32 CHAIN-DRIVE, INC.					
Cash Payment	E 101-11100-949 GENERAL MISC	Mis Items				\$300.00
Invoice	3000					
Cash Payment	E 101-13100-215 SHOP MATERIALS	Parts				\$200.00
Invoice						
Transaction Date	7/3/2007	Main Bank Account	10200	Total		\$500.00
Refer	33 DEAN HOLLAND CONSTRUCTION					
Cash Payment	E 101-11300-223 BUILDING REPAIR SUP	Additon to Rec Center				\$5,000.00
Invoice						
Cash Payment	E 270-00000-344 OTHER - ADMINISTRAT	Additon to Rec Center				\$2,000.00
Invoice						
Transaction Date	7/3/2007	Main Bank Account	10200	Total		\$7,000.00
Fund Summary						
		10200 Main Bank Account				
	101 GENERAL FUND			\$10,500.00		
	270 FEST BUILDING			\$2,000.00		
				\$12,500.00		
Pre-Written Check						\$5,000.00
Checks to be Generated by the Compute						\$7,500.00
Total						\$12,500.00

**Claims Register:** Great report for council or boards to approve payments. Customize signature statement to print at the bottom of the report for payment authorization.

**Other Options:** Print the claim listing to show each claim/reference # on its own piece of paper with the signature spot on the bottom and then attach to the invoice.

- Create your own report through report writer for breakdown by department.
- Create a summary or detailed report (detailed shown).
- Sort report in any order: vendor, account codes, department, check #, etc.
- Report can be exported to Microsoft Word or Excel.

# Check Writer

Check Writer

NOVEMBER 2002 Bank Name NORWEST CHECKING 10100

Select Register  
 Check Summary Register  Check Detail Register  Detail-by Claim/Ref#

Checks to be Printed  
 Current UnPaid Bills  Paid Bills - those with Check Nbr's  Both

Selections for Paid Checks

From: NOVEMBER 2002 To: NOVEMBER 2002  
All Batches within date Range or Select one or more batches below.

Batch Name	Act Year	Period
sdadsaf	2002	11
11-21-02p	2002	11
11-22-02pay	2002	11

Checks within the above range of dates. If all checks are wanted leave the check # range 1 to 99999999.

Check # Range: 1 to 99999999

Print Claims Register Signature at end of report.

Check Date: 11/05/2002

RE-Create Checks Accounts Payable

Preview ✓

Registers ✓

Cancel Checks

Print Checks

Post Checks

**Check Writer Steps:** Easy step by step process.

**Check Registers:** Print summary register to show vendor & amount or the detail option will show vendor, amount account codes, and comment.

- Choose between a paid check register or unpaid.
- Check the claims signatures box for the customized signature statement to print at the bottom of the reports.

**Cancel Checks:** Any line item for a vendor can be cancelled. Reversing entries will automatically be generated.

**Print Checks:** Easily reprint checks if the printer jams.

- Use check design feature to help align the printing on existing check stock.

*\*Have a signature(s) stored to print on the checks. This eliminates the need to hand sign or stamp the checks. This option can be password protected. Also a dollar amount can be entered in the setup if a hand written signature is required for checks over a specific amount.*

Check Stub Check Signature Check Margins

Print Signature on Check

File C:\Sales\ChrisSig2.jpg

More than one signature can be displayed!

Chris Olson

The following are used for all banks:

No Signature If Check Amount Is Above \$5,000.00

Password REQUIRED

Authorized Password(s) May have up to 3

# Check Writer

(Continued)

The screenshot shows a window titled "Custom Check Layout" with a blue title bar and a close button. The main area is light green and contains a preview of a check layout. At the top, it says "NON-PRINTABLE AREA". Below this, there are two boxes: one for the date "03-Jul-07" and one for the amount "\$9,999.99". A long horizontal box below these contains the text "Nine Thousand Nine Hundred Ninety Nine Dollars and 99 Cents". Below this, there are two boxes: "Mailing Address" on the left and "Check Signature" on the right. At the bottom, another "NON-PRINTABLE AREA" label is present. Below the preview area is a settings section with a checkbox "Use Default Settings" (unchecked). To its right are three columns of settings: "Check Amount Format" with radio buttons for "With Dollar Sign" (selected) and "Without Dollar Sign"; "Check Date Format" with radio buttons for "07/03/2007" and "03-Jul-07" (selected); and "Spelling of Check Amount" with radio buttons for "Include Words: Dollars and Cents" (selected) and "Exclude Words: Dollars and Cents". A "Print Sample" link is located at the bottom right of the settings section.

**Check Printing Setup:** Helps align current check stock to be used with Banyon.

- Click and drag each box where you want it printed.
- Print a sample on paper to compare with current checks.
- Ensures great print alignment on the check.
- Banyon Fund Accounting supports the following check layouts:

**\*check, stub, stub format**

**\*stub, check, stub format.**

**\*stub, stub, check format.**

# Check Reconciliation

Looking at your current statement, enter

Beginning Balance

Statement Date

Ending Balance

Last statement date 1/31/2009

Service Charges or any other fees should be entered into a Payment batch. Interest should be entered into a receipt batch. Batches should be posted before doing Check Reconciliation.

Check Reconciliation

February 08-09 Bank Name FIRST COMMUNITY BANK 1110

Right Click on Check or Receipt Record Selector (far left) to see Detail

Check #	Name	Date	Amount	Clear
FIRST COM Receipts 022807RECH20		06-Mar-07	\$0.00	
FIRST COM Receipts 0304URRECTS		03-Apr-08	\$0.00	
FIRST COM Receipts 062708UR		08-Jul-08	\$0.00	
FIRST COM Receipts 1101CORR		18-Dec-08	\$0.00	
FIRST COM Receipts 02013RECTS		03-Mar-09	-\$23,135.22	C
FIRST COM Receipts 020105URS		03-Jan-06	\$0.00	
FIRST COM Receipts 062807URS		09-Jul-07	\$0.00	
FIRST COM Receipts 0227UR RECTS		03-Mar-09	\$0.00	
FIRST COM Receipts 0128UR S		04-Feb-09	\$0.00	
FIRST COM Receipts 0028UR		05-Nov-08	\$0.00	
FIRST COM Receipts 073008URS		06-Aug-08	\$0.00	
FIRST COM Receipts 053008UR		05-Jun-08	\$0.00	

Checks below are next month.

Set Current To C (cleared)

Set Next Mth To C (cleared)

Un-Clear All set to Space

Check #  From  To

Ck Date

MM/DD/YYYY

Set Range to C (cleared)

1. For each Check on your statement put a 'C' in the Clear Column.

Cleared so far

Receipts/Deposits	\$47,328.38
Payments	\$41,958.36

2. Must get Balance Difference to Zero.

Cleared	\$483,377.65
Statement	\$483,377.65
Difference	\$0.00

Print Next Postpone

Check Recon Report with Graph

Total Next Month Cancelled \$0.00

**Check Reconciliation:** Easily balance checkbook with the bank statement.

- Click on a deposit or payment to mark cleared.
- Or choose a range of check numbers to clear.

Status	General Ledger Cash Accounts for each Fund	Current Balance
Active	G 001-1110 GENERAL FUND	\$85,218.79
Active	G 110-1110 ROAD USE TAX	\$78,718.72
Active	G 112-1110 EMPLOYEE BENEFIT	\$20,143.63
Active	G 115-1110 TRUST & AGENCY	\$22,845.26
Active	G 121-1110 LOCAL OPTION SALES TAX	\$0.00
Active	G 200-1110 DEBT SERVICE	\$63,033.56
Active	G 301-1110 CAPITAL PROJECT FUNDS	-\$23,446.20
Active	G 500-1110 PERMANENT FUNDS	\$2,815.00
Active	G 600-1110 WATER FUND	\$68,154.26
Active	G 610-1110 SEWER FUND	\$149,262.95
Active	G 620-1110 SEWER SINKING	\$0.00
Active	G 730-1110 HOUSING AUTHORITY FUND	-\$4,535.13
Cash Balance		\$462,210.84

3. The Check Book Balance MUST match the Cash Balance.

Beginning Balance	\$478,007.63
+ Total Deposits	\$47,328.38
- Checks Written	\$49,238.29
<b>Check Book Balance</b>	<b>\$476,097.72</b>
Cash Balance	\$462,210.84
Difference	\$13,886.88

BACK Print  Check Recon Report with Graph

Make sure the Check Recon Report is run before pressing Complete.

**Complete**

Cash Report

Check Payroll

Transfers or JE made directly to cash (\$7,478.21)

The \*Direct Cash Transaction report is available. Press the Cash Report button.

# Check Recon

(Continued)

**Cash Balance : Form**

Help  
Setup  
**Cash Balance Data**  
Reports  
Set Screen To Default Size  
Pull Lower Right Corner to Change Screen Size

Data is up to Year **2006** Period **December**

**Generate Cash Balance Data** MUST generate to include any posting since Last Generated.  
Last Generated 7/5/2007 9:32:31 AM

Fund	Begin	GL Debits	GL Credits	GL Balance
▶ 101 GENERAL FUND	\$324,187.12	\$758,409.11	\$857,813.04	\$224,783.11
250 COMMUNITY DEV	\$0.00	\$0.00	\$0.00	\$0.00
260 SMALL CITIES DEVELOP	\$56,747.43	\$28,050.35	\$42,731.59	\$42,066.11
280 INDUSTRIAL DEVELOPM	\$24,460.73	\$573.47	\$6,398.58	\$18,635.62
302 86 STREET IMPROVEME	\$0.00	\$2.08	\$2.08	\$0.00
303 87 WATER REVENUE	\$0.00	\$1.75	\$1.75	\$0.00
304 88 STREET IMPROVEME	\$0.00	\$2.53	\$2.53	\$0.00

**Reporting December 2006**

- Cash Balance Summary
- Cash Balance Summary Monthly/Yearly
- Cash Balance Summary Monthly \*
- Cash Balance Investments
- Cash Balance Audit Summary
- Direct Cash Transactions- Transfers and Journal Entries

On reports Transfers are Payments or Receipts that use this Cash Account.

Other payments and receipts have the Cash Account as the secondary entry.

The primary entry being expense, revenue or general ledger account (other than cash).

Preview Print

**Cash Balance Data:** Choose the year and month at the top for the report to generate data up to.

- Many different report options to choose from.

Close Report | Sort Filter | 100% | Export

**Cash Balance** Current Period December 2006

Fund	Begin Balance	Receipts	Disbursements	Transfers	Journal Entry	JE Payroll	Balance
<b>10300 Bank 2</b>							
101 GENERAL FUND	\$324,187.12	\$473,322.59	\$327,714.50	(\$50,813.00)	(\$194,199.02)	\$0.00	\$224,783.19 In Bal
250 COMMUNITY DEV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal
260 SMALL CITIES DE	\$56,747.43	\$958.68	\$42,108.52	(\$563.60)	\$27,032.20	\$0.00	\$42,066.19 In Bal
280 INDUSTRIAL DEV	\$24,460.73	\$382.53	\$6,330.63	(\$46.00)	\$168.99	\$0.00	\$18,635.62 In Bal
302 86 STREET IMPRO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal

**\*\*\*This report does total at the bottom, but has been cropped for display purposes**

# Purchase Order

(Add On Module)

**Purchase Order NOVEMBER 2002**

Navigation: [Back] [Forward] [Home] [Refresh] [Print] [Delete]

Search: # Name 15 All Records Find Print Delete

PO Nbr: 00000068 Date: 10/04/2001 Refer: 0 Posted:  Type: [Dropdown]

Vendor: GENERAL OFFICE PRODUCTS # 9329 Act Yr Created: 2001

Entry: Special Instructions Comments Encumber

Vendor Information:

GENERAL OFFICE PRODUCTS	Phone # 8004629878	SHIP To	Demonstration	Default Ship To
ATTN: SALES	Fax # 6123687598	To		
401 N. MULBERRY			2222 TYLER RD	
			PO BOX 21	
MINNEAPOLIS MN 55318			YOUR CITY US 55555	

Tax Exempt  Tax Comment [Text Box]

Required	Ship Via	Terms	Other
[Dropdown]	[Dropdown]	[Dropdown]	[Text Box]

Qty	Unit	Item	Unit Price	Total	Tax	TP	Ac
5		Book Shelves	100.00	\$500.00	\$32.50	E	101-4100
1	Ea	SOFTWARE	1,995.00	\$1,995.00	\$129.68	E	101-4100
*	1	SOFTWARE			\$0.00		
					Total		\$2,495.00

\*Use right click on V to add or change.

Record: [Back] [Forward]

Item List:

- New Membership
- VCR Rental
- Membership Renewal
- Auditorium Rental
- Eye Witness Videos
- Eye Witness Books
- Book Shelves

**Vendor:** Choose vendor from the drop down and all vendor information is displayed.

**Itemized Listing:** Type the items to be purchased and fill in the amounts and accounts.

- Recur items can be set up to automatically fill in amounts, taxes, And account codes the item(s) will be expensed from.

**Printed Comment:** Setup up in the setup options to display on all Purchase Orders.

- Easily change PO numbers and search for existing ones.

**Print PO:** Print one PO or a range. Also prints actual form.

**Encumber:** Post PO to accounts payable. Purchase order is then waiting to be paid from a payment batch and will be inserted automatically when selected.

# Sample PO

■ BDS Fund Accounting 2.08 - 10/08/02 - [*Purchase Order]	
Close Report	100% Export



**IOWA DEMO DATA**  
 121 MAIN AVE NE  
 PO BOX 50  
 CITY NAME ia 55555  
 555-555-5555

No. 00001001  
*Purchase Order*

Date 4/1/2009

To: BANYON DATA SYSTEMS  
 101 W. BURNSVILLE PARKWAY  
 SUITE 100  
 BURNSVILLE MN 55337

Ship To: DEMONSTRATION DATA  
 121 MAIN AVE NE  
 PO BOX 50  
 CITY NAME ia 55555

Shipped	Ship Via	Terms		
Qty	Unit	Description	Unit Price	Amount
1		Pet License Software	\$795.00	\$795.00
1		Training 1 Day on Site	\$300.00	\$300.00
1		Annual Support	\$195.00	\$195.00
Special Instructions			SubTotal	\$1,290.00
Please send out software ASAP!			Tax	\$0.00
			Shipping	\$0.00
			<b>Total</b>	<b>\$1,290.00</b>

The above items have been approved for purchase.

Chris Olson \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Purchase Order Option:** Customize an authorization statement to print out on all printed purchase orders.

- Scan logo into the software and have printed purchase orders.
- Purchase orders can be exported to Word and then emailed.

# Billing/Invoicing

(Add on module)

The screenshot displays a software window titled "Billing Invoice February 08-09". The interface is divided into several sections:

- Navigation:** Includes buttons for "All Records", "Reset Screen", "Add(F5)", "Entry", "Post", "Email Bills", "Post to Internet", "History", "Special Inst", "Comments", "Calculate", and "Penalty".
- Form Header:** Shows "0001001 Billing Invoice" with a date of "06/03/2011" and a "Refer" field set to "0".
- Customer Information:** "Customer: ACHENBACH CONST", "Type: Vendor", and "Act Yr Created: 08-09".
- Shipping Information:** "SHIP To: ACHENBACH CONST" with address "PO BOX 608, 607 OHIO ST, SIDNEY, IA 51652".
- Summary Table:**

Shipping	\$0.00
Order	
Total Order	\$0.00
Distributed	\$0.00
Difference	\$0.00

## Invoicing:

- Select customer & Input the items to invoice or select from the drop down recur list.
  - \*Billing items can be set up to automatically have a price, tax, and revenue account code attached to them. For example, click on or type in animal license & it would automatically put amount, tax, and revenue account code specified in the recur item set up.
- Assign invoice # manually or have software do it automatically.
- Special instructions and comments are optional to enter.
  - \*Comments can be entered in setup to print on all invoices.
- Interfaces with Banyon receipts. Once the invoice is posted, it is waiting in the receipts area to be paid by customer and will auto loaded into the batch when selected.
- Calculate penalty/interest

## History: Quickly shows payments applied to invoice and remaining balance.

- Print invoice history for customer to show payments made with check #'s
- Print customer history/statement to show all invoices and balances.
- Aging reports available in report writer.

# Sample Invoice



**IOWA DEMO DATA**

121 MAIN AVE NE  
 PO BOX 50  
 CITY NAME ia 55555  
 555-555-5555

*Invoice*

No. 00001002 Date 4/1/2009
-------------------------------

To: BANYON DATA SYSTEMS  
 101 W BURNSVILLE PARKWAY  
 SUITE 100  
 BURNSVILLE MN 55337

Description	Amount
City Hall Conference Room Rental	\$100.00
<b>Special Instructions</b>	
	SubTotal \$100.00
	Tax \$0.00
	Shipping \$0.00
	<b>Total \$100.00</b>

Payment can be dropped off at city hall during business hours M-F 8-4:30



*ThankYou!*

**Customer history statement for invoices**  
 (will show customer name/address & entity info on top)

Date	Description	Due Date	Paid	Due
4/1/2009	Invoice 00001002	4/1/2009	\$0.00	\$100.00
3/24/2009	Invoice 00001001	3/24/2009	\$500.00	\$0.00

\$500.00

Total Pentalty/Interest \$0.00 **Total Due** \$100.00

# Receipts

**Fund Accounting Receipts** December 2006 '12/6/06rec'

Select Entry or Add Entry(F5) Print Entry Delete Entry Copy Entry Allocate Entry Fixed Assets

Search Name | Refer | Invoice | Comments | Error

JOHNSON, ALLAN 114 | | License

Receipts 12/6/06rec

From JOHNSON, ALLAN Invoice Inv Date

Vendor Customer Copy Recur See Transactions See Bill/AR When Lines are added below fields in Italics are copied

Ref/Book# 114

Comment License Project Check# Date

Bank or AR Main Bank Account Transaction Date 07/03/2007

	Account	Comments	Invoice	Inv Date	Final	Proj Nbr
R	101-00000-31700	OTHER	\$500.00	License		10
R	650-00000-36800	NSF	\$30.00	License		10
*R		Account Blank				0

Receipts put money in Bank.  
Payments take money out of Bank.

Total \$500.00 Your Total \$0.00

**Refer/Book#:** Automatically # each receipt entry or enter manually.

**Bank Account:** Select which bank account the receipt entry should be posted to.

**From (optional):** Type in the customer name or click on drop down arrow to select.

**See Transactions:** Shows all past transactions for customer. Sort the table for specific dates, amounts, invoice #, check #, etc & then easily print.

**Copy recur:** Inserts the recur receipt for the customer into the batch.

- Also set up the recur to allocate percentages of the receipt to account codes.

**See Bill/AR:** Shows outstanding invoices for the customer selected. Highlight invoice(s) being paid and the entry will be copied into the receipt batch.

**Comment:** Is posted with the receipt history and can be searched using inquiry section.

**Project:** Track money received for specific projects. Each revenue line code can be applied to different project #. Print project reports from the project area in Fund Accounting.

**Account Code:** Select from the drop down or type the account code.

- Right click shows options menu to select transactions for the selected account code, add new account, or see chart of accounts.

# Deposit Slip

(Add On Module)

**IOWA DEMO DATA**

121 MAIN AVE NE  
PO BOX 50  
CITY NAME IA 55555

Date 4/1/2009 Reference No. \_\_\_\_\_  
Batch 020109REC

\_\_\_\_\_  
AUTHORIZED SIGNATURE

**TCF Bank**  
101 Main St  
City, US 44553

TOTAL CASH (INCLUDING COINS)		0.00	
CHECKS	AMOUNT	CHECKS	AMOUNT
1		14	
2		15	
3		16	
4		17	
5		18	
6		19	
7		20	
8		21	
9		22	
10		23	
11		24	
12		TOTAL FROM ATTACHED LIST	6,000.00
13			

deposit ticket

TOTAL CHECKS **4** TOTAL DEPOSIT **6,000.00**

⑆ 765465432⑆ 9987657543⑆

CHECK NO.	AMOUNT	CUSTOMER
002234	5,000.00	DAVID NELSON
003456	400.00	JAMES HARVEY
099843	500.00	DELORES WILLIAMSON
099874	100.00	LARRY MOORES

CHECK NO.	AMOUNT	CUSTOMER

**Deposit Slip:** Once the receipt batch is finished, print the deposit slip.

- Customer column is optional to print.
- Never hand write a deposit slip again.

# Journal Entries

**Fund Accounting Journal Entries**      **December 2006**

[Select Entry or Add Entry\(F5\)](#)    [Print Entry](#)    [Delete Entry](#)    [Copy Entry](#)    [Allocate Entry](#)    [Fixed Assets](#)

Refer	Comments	Error
12		Yes

Journal Entries: 1

*When Lines are added below fields in italics are copied*

Ref/JE#       *Comment*       *Project*

Transaction Date: 01/12/2007

Account	Current YTD	Debit	Credit	After	Proj Nbr
G 101-10100 CASH	\$2,450.00	\$40,000.00		\$42,450.00	
G 101-10200 CASHDEP	\$6,488.10		\$40,000.00	(\$33,511.90)	
*G Account Blank	\$0.00			\$0.00	
<b>Total</b>		<b>\$40,000.00</b>	<b>Your Total</b>	<b>\$0.00</b>	

For Revenues Credits Increase and Debits Decrease.  
 For Expenditures Debits Increase and Credits Decrease.

**Journal Entries:** Payroll calculations will transfer over into a journal entry batch.

- Also used to move cash around or to fix payments or receipts coded to wrong accounts.
- Shows what the balance is before and after a debit or credit is input.

# 1099 Printing

**1099 : Form** Setup Print 1099

PAYER'S name, address, ZIP code, and telephone no.  
 CITY OF PEMBINA  
 5341 MAYWOOD ROAD  
 YOUR CITY MN 55364  
 Phone 999-999-9999

Select Year **2006** Add Delete

1 Rents		<b>2006</b> Form <b>1099-MISC</b>
2 Royalties		
3 Other income		
		4 Federal income tax withheld
PAYER'S Federal identification Num 41-6005553	RECIPIENT'S identification number <b>390790142</b>	5 Fishing boat proceeds
RECIPIENT'S name ALL-WAYS FENCING LLC Street address (including apt.no.) 9669 DRAGONFLY RD. City, state, and ZIP code WARRENS WI 54666		7 Nonemployee compensation \$1,300.00 15b Non Emp is added to 15b when printed
Account number (optional)		8 Substitute payments in lieu of dividends or interest
15a Section 403a deferrals	15b Section 403a Income	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale-> <input type="checkbox"/>
		10 Crop insurance proceeds
		11
		12
		13 Excess golden parachute payments
		14 Gross Proceeds paid to and attorney
		15 State income tax withheld
		16 State/Payer's state number <b>8025326</b>

**Form 1099-MISC Miscellaneous Income**

Record: 1 of 33

**1099:** Generates for those vendors flagged as 1099 in setup.

- Can edit or delete after they are generated.
- The 1096 form will also be generated from the print menu.

# Periodic Processing

**Periodic Processing**  
December 2006

Reports | End of Month | End of Year | Final a Year | Add A New Year | Copy Budget | Maintenance

Select Year and Month: 2006

**UnPosted Batches**

Batch Type	Name	Created	Last
Journal E	1	1/12/2007 4:40:33 PM	1/12/2007 4:40:33 PM
Payment: test		1/15/2007 12:46:22 PM	1/15/2007 12:46:22 PM
Receipts	12/6/06rec	7/3/2007 11:02:22 AM	7/3/2007 11:02:22 AM

**Checks with no Check #**

Check Act	Batch	Vendor	Amount	Invoice
10200	12-10-06 pi	CHAIN-DRIVE, INC	\$200.00	
10200	12-10-06 pi	CHAIN-DRIVE, INC	\$300.00	3000
10200	12-10-06 pi	DEAN HOLLAND C	\$5,000.00	

To close a Month all batches MUST be posted and all Payments MUST have a check #.

Run Monthly Reports

**Reports** | End of Month | End of Year | Final a Year | Add A New Year | Copy Budget

Report Collection: Month-End

Report	Printer
*Balance Sheet	Screen
*Batch Summary	Screen
*Cash Balances	Screen
*Cash Disbursement	Screen
*Cash Receipts	Screen
*Expenditure Summary	Screen
*GL Yearly	Screen
*Invoice Aging	Screen
*Paid Check Register	Screen
*Receipt Book	Screen
*Revenue Summary	Screen
*Sundry Journal	Screen
*Expenditure Guideline	Screen
*Profit Loss Summary Bu Fund YTD	Screen

Reset to Default Reports | Generating selected report(s)

**Reports:** Select month end or year-end collection to run.

- Any report can be saved to the month/year end collection.
- Reports that are checked will automatically print.
- Reports can be sent to different printers, so if a report needs to go to a supervisor's printer, select their printer in the drop down.

**End of Month/Year:** Click on a month to see if any batches or checks are un-posted.

- Helps eliminate errors and time spent searching.

**Final a Year:** Sets year to final. No changes can be made, but reports can still be generated.

**Copy Budget:** Copy current budget to next year's budget

- Also specify to increase budgets a certain % from previous year.

The reports shown in this document are only a small sample. WinFund can generate hundreds of reports for your organization. Our report writer was developed by Banyon Data Systems for our software.

## **Highlights Include:**

- Add headings & sub headings on reports.
- Select colors for font, headings, sub headings, and totals.
- Change font size on the reports and select double spacing.
- Add reports to a user collection. For Example, have your name as a collection type & choose which reports you want included. Now, when you go to report writer, simply click on your name and all your reports are displayed for easy access.
- Filter and sort reports on any column. For example, right click in the amount column. A menu will pop up and you can click in the filter box. Now type “between 500 and 900” and press enter. This will now drill down the data to only show those amounts in that range.
- Filters can also be done for specific account codes, funds, departments, etc. You can even save the filters and report. Ex. “Police Budget”
- Any report can be displayed as a pie, line, or bar chart.
- All reports can be exported to Word or Excel and then emailed.

**For more detailed information about report writer, schedule a demo.  
Call us at 800-229-1130 or email [sales@banyon.com](mailto:sales@banyon.com)**

**FUND ACCOUNTING WINDOWS REPORTS**  
(SAMPLES)

# Entity Name

Date & Time

## Fund Summary Budget to Actual

Page #

February 08-09

	Budget	February 08-09	YTD Amount	Budget Balance	% of Budget
<b>FUND 001 GENERAL FUND</b>					
Revenue	\$358,157.00	\$13,698.10	\$283,485.25	\$74,671.75	79.15%
Expenditure	\$422,187.00	<u>\$34,101.55</u>	<u>\$280,773.42</u>	\$138,746.91	66.50%
		-\$20,403.45	\$2,711.83		
<b>FUND 110 ROAD USE TAX</b>					
Revenue	\$110,000.00	\$10,881.28	\$72,181.91	\$37,818.09	65.62%
Expenditure	\$110,300.00	<u>\$4,781.29</u>	<u>\$62,363.74</u>	\$47,936.26	56.54%
		\$6,099.99	\$9,818.17		
<b>FUND 112 EMPLOYEE BENEFIT</b>					
Revenue	\$30,000.00	\$81.19	\$16,844.35	\$13,155.65	56.15%
Expenditure	\$36,000.00	<u>\$2,210.42</u>	<u>\$24,483.44</u>	\$11,516.56	68.01%
		-\$2,129.23	-\$7,639.09		
<b>FUND 121 LOCAL OPTION SALES TAX</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 200 DEBT SERVICE</b>					
Revenue	\$48,615.00	\$131.59	\$26,778.74	\$21,836.26	55.08%
Expenditure	\$48,615.00	<u>\$0.00</u>	<u>\$4,307.50</u>	\$44,307.50	8.86%
		\$131.59	\$22,471.24		
<b>FUND 301 CAPITAL PROJECT FUNDS</b>					
Revenue	\$600,000.00	\$6,152.67	\$6,152.67	\$593,847.33	1.03%
Expenditure	\$600,000.00	<u>\$0.00</u>	<u>\$0.00</u>	\$600,000.00	0.00%
		\$6,152.67	\$6,152.67		
<b>FUND 500 PERMANENT FUNDS</b>					
Revenue	\$400.00	\$0.00	\$280.00	\$120.00	70.00%
Expenditure	\$400.00	<u>\$0.00</u>	<u>\$0.00</u>	\$400.00	0.00%
		\$0.00	\$280.00		
<b>FUND 600 WATER FUND</b>					
Revenue	\$308,200.00	\$15,796.15	\$201,244.16	\$106,955.84	65.30%
Expenditure	\$352,530.00	<u>\$13,878.43</u>	<u>\$86,300.85</u>	\$266,229.15	24.48%
		\$1,917.72	\$114,943.31		
<b>FUND 610 SEWER FUND</b>					
Revenue	\$102,500.00	\$7,105.40	\$52,382.58	\$50,117.42	51.10%
Expenditure	\$71,040.00	<u>\$4,195.17</u>	<u>\$50,456.22</u>	\$20,583.78	71.03%
		\$2,910.23	\$1,926.36		
<b>FUND 730 HOUSING AUTHORITY FUND</b>					
Revenue	\$0.00	\$575.00	\$8,475.00	-\$8,475.00	0.00%
Expenditure	\$0.00	<u>\$1,050.43</u>	<u>\$14,711.10</u>	-\$14,711.10	0.00%
		-\$475.43	-\$6,236.10		
<b>Report Total</b>		<b>-\$5,795.91</b>	<b>\$144,428.39</b>		

- Great way to see how each fund is doing for month and year.

## Entity Name

Date &amp; Time

Page #

## Profit Loss YTD to Last Yr

December 2009

	YTD Amt08	YTD Amt	YTD Diff	%Diff Last Yr
<b>Revenue</b>				
AGRICULTURAL LAND TAXES	\$238.09	\$424.78	-\$186.69	-44.00%
ALCOHOLIC CONTROL LICENSES	\$1,270.00	\$415.00	\$855.00	206.00%
BANK FRANCHISE TAX	\$0.00	\$0.00	\$0.00	0.00%
BUILDING & CONSTR PERMITS	\$58.00	\$133.00	-\$75.00	-56.00%
CHARGES/FEES FOR SERVICE	\$152,187.94	\$154,474.20	-\$2,286.26	-1.00%
CIGARETTE PERMITS	\$0.00	\$0.00	\$0.00	0.00%
DONATIONS	\$4,000.00	\$0.00	\$4,000.00	0.00%
FEDERAL GRANTS	\$0.00	\$741,666.66	-\$741,666.66	-100.00%
FINES	\$18,304.82	\$13,161.12	\$5,143.70	39.00%
FORFEITURES/PENALTIES	\$62.00	\$88.00	-\$26.00	-30.00%
GEN POLICE	\$81.16	\$0.00	\$81.16	0.00%
GEN PROP TAX - CURRENT	\$126,893.37	\$123,456.23	\$3,437.14	3.00%
HEALTH PERMITS	\$0.00	\$25.00	-\$25.00	-100.00%
INTEREST	\$6,494.74	\$118,185.53	-\$111,690.79	-95.00%
LIAB, PROP, SELF INS COSTS EA	\$16,844.35	\$16,018.59	\$825.76	5.00%
LIBRARY SERVICE	\$0.00	\$0.00	\$0.00	0.00%
LOCAL OPTION TAX	\$40,229.61	\$74,364.82	-\$34,135.21	-46.00%
LOCAL SALES TAX	\$0.00	\$0.00	\$0.00	0.00%
MISC CHARGES FOR SERVICES	\$14,651.88	\$20,419.55	-\$5,767.67	-28.00%
NON-METERED SERVICE	\$101,429.05	\$0.00	\$101,429.05	0.00%
<b>Total Revenue</b>	<b>\$482,745.01</b>	<b>\$1,262,832.48</b>	<b>-\$780,087.47</b>	<b>-62%.00</b>
<b>Expenditure</b>				
ADVERTISING EXPENSE	\$2,174.24	\$2,440.95	-\$266.71	-11.00%
ALLOWANCES - UNIFORMS	\$350.93	\$2,395.03	-\$2,044.10	-85.00%
ASSOCIATION DUES	\$0.00	\$0.00	\$0.00	0.00%
BAD DEBT	\$0.00	\$0.00	\$0.00	0.00%
BASEBALL/SOFT PROGRAM	\$0.00	\$0.00	\$0.00	0.00%
BLDG MAINT & REPAIR	\$5,257.23	\$2,113.76	\$3,143.47	149.00%
CAPITAL EQUIPMENT	\$6,521.66	\$2,988.92	\$3,532.74	118.00%
CLOTHING	\$560.91	\$466.13	\$94.78	20.00%
COMPUTER SUPPORT	\$2,434.99	\$190.00	\$2,244.99	1182.00%
COURT & RECORDING FEES	\$10.00	\$30.00	-\$20.00	-67.00%
DUES/AUDIT	\$2,719.00	\$5,149.78	-\$2,430.78	-47.00%
ELECTRIC/GAS EXPENSE	\$13,319.21	\$12,901.43	\$417.78	3.00%
ENGINEERING EXPENSE	\$9,554.17	\$48,763.36	-\$39,209.19	-80.00%
FICA - CITY CONTRIBUTION	\$10,558.26	\$9,209.42	\$1,348.84	15.00%
FURNITURE/FIXTURES	\$0.00	\$0.00	\$0.00	0.00%
GASOLINE (TO OPERATE)	\$11,786.18	\$8,177.20	\$3,608.98	44.00%
GROUPS MAINTENANCE &	\$338.11	\$737.50	-\$399.39	-54.00%
GROUP INSURANCE	\$46,115.10	\$29,137.55	\$16,977.55	58.00%
HYDRANTS	\$4,164.54	\$0.00	\$4,164.54	0.00%
INS-LIABIL & WORK COMP	\$27,348.00	\$27,118.00	\$230.00	1.00%
INTEREST PAYMENTS	\$4,307.50	\$5,077.50	-\$770.00	-15.00%
OPERATING SUPPLIES	\$28,876.14	\$31,772.46	-\$2,896.32	-9.00%
REGULAR FULL TIME	\$171,959.99	\$159,152.04	\$12,807.95	8.00%
REGULAR PART TIME	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Expenditure</b>	<b>\$348,356.16</b>	<b>\$347,821.03</b>	<b>\$535.13</b>	<b>1.00%</b>
<b>Profit/(Loss)</b>	<b>\$134,388.85</b>	<b>\$915,011.45</b>	<b>(\$780,622.60)</b>	<b>-85.00%</b>

- Great way to compare how financials are going compared to previous year.

**Entity Name**  
GL Yearly

Date & Time  
Page #

Current Period: February 08-09

FUND 001 GENERAL FUND

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
<b>Asset</b>						
G 001-1110 CHECKING	\$147,294.81	\$12,979.60	\$33,331.76	\$213,604.74	\$282,090.76	\$78,808.79
G 001-1113 LIBRARY CHECKING	\$6,233.91	\$439.12	\$1,175.43	\$9,493.87	\$9,573.37	\$6,154.41
G 001-1134 GENERAL-POLICE EQUIP	\$3,500.00	\$27.29	\$0.00	\$81.16	\$0.00	\$3,581.16
G 001-1135 GEN STRSCAPECD#1	\$698,993.05	\$0.00	\$0.00	\$25,668.69	\$724,661.74	\$0.00
G 001-1136 GEN STREET SCAPE	\$1,316,247.57	\$0.00	\$0.00	\$47,902.37	\$1,364,149.94	\$0.00
G 001-1137 GEN STRSCAPE CD#2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 001-1138 GEN STRSCAPE CD #3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 001-1139 GEN STRSCAPE CD# 4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 001-1140 GEN STRSCAPE CD #5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 001-1141 GEN CD 43249	\$13,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,700.00
G 001-1142 GEN CD 45933	\$4,365.24	\$0.00	\$0.00	\$0.00	\$0.00	\$4,365.24
G 001-1143 GEN CD 99880	\$2,806.91	\$0.00	\$0.00	\$0.00	\$0.00	\$2,806.91
G 001-1144 GEN LIBRARY CD	\$27,924.87	\$252.09	\$0.00	\$5,202.88	\$0.00	\$33,127.75
G 001-1145 GEN TCD 33229	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00
G 001-1146 CHECKING-SWIM LESSONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 001-1147 SKATEBOARD SAVINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 001-1148 PARK BOARD CHECKING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Asset</b>	<b>\$2,241,066.36</b>	<b>\$13,698.10</b>	<b>\$34,507.19</b>	<b>\$301,953.71</b>	<b>\$2,380,475.81</b>	<b>\$162,544.26</b>
<b>Liability</b>						
G 001-2121 FED, FICA, MEDICARE	\$7,988.01	\$3,696.24	\$3,696.24	\$37,764.05	\$45,284.17	\$467.89
G 001-2122 STATE W/H TAX	(\$6,220.02)	\$0.00	\$535.42	\$7,239.60	\$7,361.41	(\$6,341.83)
G 001-2123 IPERS	(\$3,246.43)	\$2,884.50	\$1,735.28	\$22,177.30	\$19,749.29	(\$818.42)
G 001-2124 HEALTH INSURANCE	(\$1,826.71)	\$408.22	\$616.38	\$5,173.24	\$6,493.68	(\$3,147.15)
G 001-2140 SALES TAX PAYABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 001-6910 TRANSFER OUT	\$87,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87,500.00
<b>Total Liability</b>	<b>\$84,194.85</b>	<b>\$6,988.96</b>	<b>\$6,583.32</b>	<b>\$72,354.19</b>	<b>\$78,888.55</b>	<b>\$77,660.49</b>
<b>Equity</b>						
G 001-3870 FUND BALANCE -	(\$2,325,261.21)	\$34,101.55	\$13,698.10	\$2,376,313.22	\$291,256.76	(\$240,204.75)
<b>Total Equity</b>	<b>(\$2,325,261.21)</b>	<b>\$34,101.55</b>	<b>\$13,698.10</b>	<b>\$2,376,313.22</b>	<b>\$291,256.76</b>	<b>(\$240,204.75)</b>
<b>Total 001 GENERAL FUND</b>	<b>\$0.00</b>	<b>\$54,788.61</b>	<b>\$54,788.61</b>	<b>\$2,750,621.12</b>	<b>\$2,750,621.12</b>	<b>\$0.00</b>

- Accounts with zero can easily be filtered to not show on the report.

Entity Name

Date & Time  
Page #

Summary Check Summary Register

February 08-09

Name	Check Date	Check Amt	Comments
1110 FIRST COMMUNITY BANK			
UnPaid BANYON DATA SYSTEMS		\$3,110.00	
UnPaid DELL MARKETING L.P.		\$5,000.00	Conference Room
UnPaid HOLT GAS CO		\$1,000.00	Cemetery
UnPaid LASER LABS, INC.		\$6,000.00	Engineering Plans

Total Checks \$15,110.00

We (entity name) approve the above payments.

Council/Board Member \_\_\_\_\_

Clerk/Treasurer \_\_\_\_\_

- [Customize the signature statement in set up options](#)

Detail Unpaid Check Register

February 08-09

Check Amt	Invoice	Comment
1110 FIRST COMMUNITY BANK		
Unpaid BANYON DATA SYSTEMS		
E 001-6020-6507 OPERATING SUPPLIES	\$770.00	
E 001-1010-6230 TRAINING	\$770.00	
E 001-1010-6230 TRAINING	\$800.00	300
E 001-6020-6507 OPERATING SUPPLIES	\$770.00	300
Total BANYON DATA SYSTEMS	\$3,110.00	
Unpaid DELL MARKETING L.P.		
E 001-1010-6240 MEETINGS & CONFERENCES	\$4,000.00	Confernece Room
E 001-1010-6230 TRAINING	\$1,000.00	Visual Overhead
Total DELL MARKETING L.P.	\$5,000.00	
Unpaid HOLT GAS CO		
E 110-2010-6511 GASOLINE (TO OPERATE)	\$200.00	Road Use
E 001-1010-6230 TRAINING	\$700.00	Misc
E 001-4050-6331 VEHICLE OPERATIONS	\$100.00	CEMETERY
Total HOLT GAS CO	\$1,000.00	
Unpaid LASER LABS, INC.		
E 600-8010-6407 ENGINEERING EXPENSE	\$6,000.00	Engineering Plans
Total LASER LABS, INC.	\$6,000.00	
1110 FIRST COMMUNITY BANK	\$15,110.00	

Fund Summary

	1110 FIRST COMMUNITY BANK
001 GENERAL FUND	\$8,910.00
110 ROAD USE TAX	\$200.00
600 WATER FUND	\$6,000.00
	\$15,110.00

**Entity Name**  
Expenditure Guideline

Date & Time  
Page #

Current Period: JUNE 2009

Fund	Acct. Description	YTD Budget	Month Amount	YTD Amount	Enc.	Balance	%Budget
<b>FUND 101 GENERAL FUND</b>							
<b>DEPT 41000 Council</b>							
Active	E 101-41000-100 Wages and Salaries	\$5,000.00	\$3,500.00	\$0.00	\$0.00	\$1,500.00	70
Active	E 101-41000-102 office Supplies	\$2,062,027.17	\$1,553,322.36	\$0.00	\$2,239.15	\$506,465.66	75.44
	<b>DEPT 41000 Council</b>	\$2,067,027.17	\$1,556,822.36	\$0.00	\$2,239.15	\$507,965.66	75.32%
<b>DEPT 41110 Administrative</b>							
Active	E 101-41110-101 Full-Time	\$22,000.00	\$0.00	\$0.00	\$0.00	\$22,000.00	0
Active	E 101-41110-102 office Supplies	\$31,100.00	\$6,955.25	\$0.00	\$0.00	\$24,144.75	22.36
In-Active	E 101-41110-103 Part-Time	\$11,100.00	\$0.00	\$0.00	\$0.00	\$11,100.00	0
	<b>DEPT 41110 Administrative</b>	\$64,200.00	\$6,955.25	\$0.00	\$0.00	\$57,244.75	10.83%
<b>DEPT 41400 Assistants</b>							
Active	E 101-41400-101 Full-Time	\$32,000.00	\$0.00	\$0.00	\$0.00	\$32,000.00	0
Active	E 101-41400-103 Part-Time	\$9,500.00	\$0.00	\$0.00	\$0.00	\$9,500.00	0
Active	E 101-41400-121 PERA	\$2,700.00	\$0.00	\$0.00	\$0.00	\$2,700.00	0
Active	E 101-41400-122 FICA	\$2,700.00	\$0.00	\$0.00	\$0.00	\$2,700.00	0
Active	E 101-41400-131 Employer Paid	\$2,200.00	\$0.00	\$0.00	\$0.00	\$2,200.00	0
Active	E 101-41400-135 Employer Paid	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
Active	E 101-41400-152 Worker's Comp	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00	0
Active	E 101-41400-160 Liability Insurance	\$3,800.00	\$0.00	\$0.00	\$0.00	\$3,800.00	0
Active	E 101-41400-201 Accessories (paper,	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	0
Active	E 101-41400-207 Computer Supplies	\$5,000.00	\$400.00	\$0.00	\$0.00	\$4,600.00	8
Active	E 101-41400-208 Training and	\$3,200.00	\$0.00	\$0.00	\$0.00	\$3,200.00	0
Active	E 101-41400-209 Other Office	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
Active	E 101-41400-321 Telephone	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
Active	E 101-41400-322 Postage	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00	0
Active	E 101-41400-331 Travel Expenses	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0
Active	E 101-41400-560 Furniture and	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
Active	E 101-41400-570 Office Equip and	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
	<b>DEPT 41400 Assistants</b>	\$80,000.00	\$400.00	\$0.00	\$0.00	\$79,600.00	0.50%
<b>FUND 101 GENERAL FUND</b>		\$2,211,227.17	\$1,564,177.61	\$0.00	\$2,239.15	\$644,810.41	70.74%
<b>Report Total</b>		\$2,211,227.17	\$1,564,177.61	\$0.00	\$2,239.15	\$644,810.41	70.74%

- Filter for a specific department and then save the report as ex., "Police Budget"
- Sample shown is filtered to only show General Fund 101
- This same style report can be printed from the Revenue Accounts category and is called the Revenue Guideline.

## Entity Name Projects

Date & Time  
Page #

Project	Vendor	Account	Amount	Check	Invoice	Comments
<b>MunBui</b>	GENERAL OFFICE	E 601-49400-101	\$70.00	006002		supplies
	GENERAL OFFICE	E 101-41000-102	\$400.00	007659		Supplies
	GENERAL OFFICE	E 101-41000-102	\$69.00	006002		supplies
	GENERAL OFFICE	E 101-41000-102	\$60.00	006002		supplies
	JOHN DOE	E 101-41000-100	\$2,000.00	000503		Training Services
<b>Total MunBui</b>			<u>\$2,599.00</u>			
<b>CITY</b>	2 AT	E 101-41110-102	\$70.00	007657		January Phone
	GATEWAY	E 101-41000-102	\$5,000.00	000501		New Computers
	GATEWAY	E 101-41110-102	\$5,000.00	001433		New Computers
	GATEWAY	E 101-41000-102	\$4,000.00	007658		machines
	GENERAL OFFICE	E 101-41110-102	\$500.00	001434		Supplies
	GENERAL OFFICE	E 101-41000-102	\$500.00	001434		Supplies
	GENERAL OFFICE	E 101-41000-102	\$56.00	007659	555	supplies
	GENERAL OFFICE	E 101-41000-102	\$34.00	007659	555	paper
	JOHN DOE	E 101-50001-220	\$5,000.00	006005		Repairs
	JOHN DOE	E 101-50000-430	\$1,500.00	006005		Transmission
	JOHN DOE	E 101-50001-430	\$500.00	006005		Repairs
	JOHN DOE	E 101-50000-220	\$400.00	006005		Repairs
	<b>Total CITY</b>			<u>\$22,560.00</u>		
<b>A-1997</b>	GENERAL OFFICE	E 101-41000-102	\$50.00	000500		supplies
	GENERAL OFFICE	E 101-41000-102	\$70.00	000502		supplies
	GENERAL OFFICE	E 101-41000-102	\$55.00	020006		supplies
	GENERAL OFFICE	E 101-41000-102	\$60.00	020006		supplies
	GENERAL OFFICE	E 101-41000-102	\$88.00	020006		supplies
	GENERAL OFFICE	E 101-41000-102	\$50.00	020006		supplies
	GENERAL OFFICE	E 101-41000-102	\$300.00	000500		supplies
<b>Total A-1997</b>			<u>\$673.00</u>			
<b>Report Total:</b>			<u>\$25,832.00</u>			

- As payments are made to vendors a project code can be selected from the drop down for each account code line item. The software will then track all payments made to that project code.

**Entity Name**  
Cash Balances Month to Date/Year to Date

Date & Time  
Page #

Current Period MAY 2002

Cash Account 10100 Cash

Fund	Beginning Balance	MTD	YTD	Balance	
101 General Fund	\$10,716,564.05				
	Receipt	\$0.00	\$0.00		
	Disbursement	\$950.00	\$31,518.00		
	Transfers	\$0.00	\$0.00		
	Journal	\$0.00	\$0.00		
	JE	\$0.00	\$0.00	\$10,685,046.05	In Bal
<hr/>					
601 TECHNOLOGY	\$332,714.19				
	Receipt	\$0.00	\$0.00		
	Disbursement	\$1,400.00	\$8,700.00		
	Transfers	\$0.00	\$0.00		
	Journal	\$0.00	\$0.00		
	JE	\$0.00	\$0.00	\$324,014.19	In Bal
<hr/>					
602 CONSTRUCTION	\$222.15				
	Receipt	\$0.00	\$0.00		
	Disbursement	\$0.00	\$0.00		
	Transfers	\$0.00	\$0.00		
	Journal	\$0.00	\$0.00		
	JE	\$0.00	\$0.00	\$222.15	In Bal
<hr/>					
604 ELECTRIC FUND	\$14,735.00				
	Receipt	\$0.00	\$0.00		
	Disbursement	\$0.00	\$0.00		
	Transfers	\$0.00	\$0.00		
	Journal	\$0.00	\$0.00		
	JE	\$0.00	\$0.00	\$14,735.00	In Bal
<hr/>					
Total For Cash Account 10100 Cash					
	Begin Balance	MTD	YTD	Balance	
	\$11,064,235.39				
	Receipt	\$0.00	\$0.00		
	Disbursement	\$2,350.00	\$40,218.00		
	Transfers	\$0.00	\$0.00		
	Journal	\$0.00	\$0.00		
	JE	\$0.00	\$0.00	\$11,024,017.39	In Bal

- Shows balance of cash within each fund for the specified cash account. At the end of the report it shows a total for all funds for the cash account selected.

IOWA DEMO DATA

Expenditure Budget Analysis 3 Years

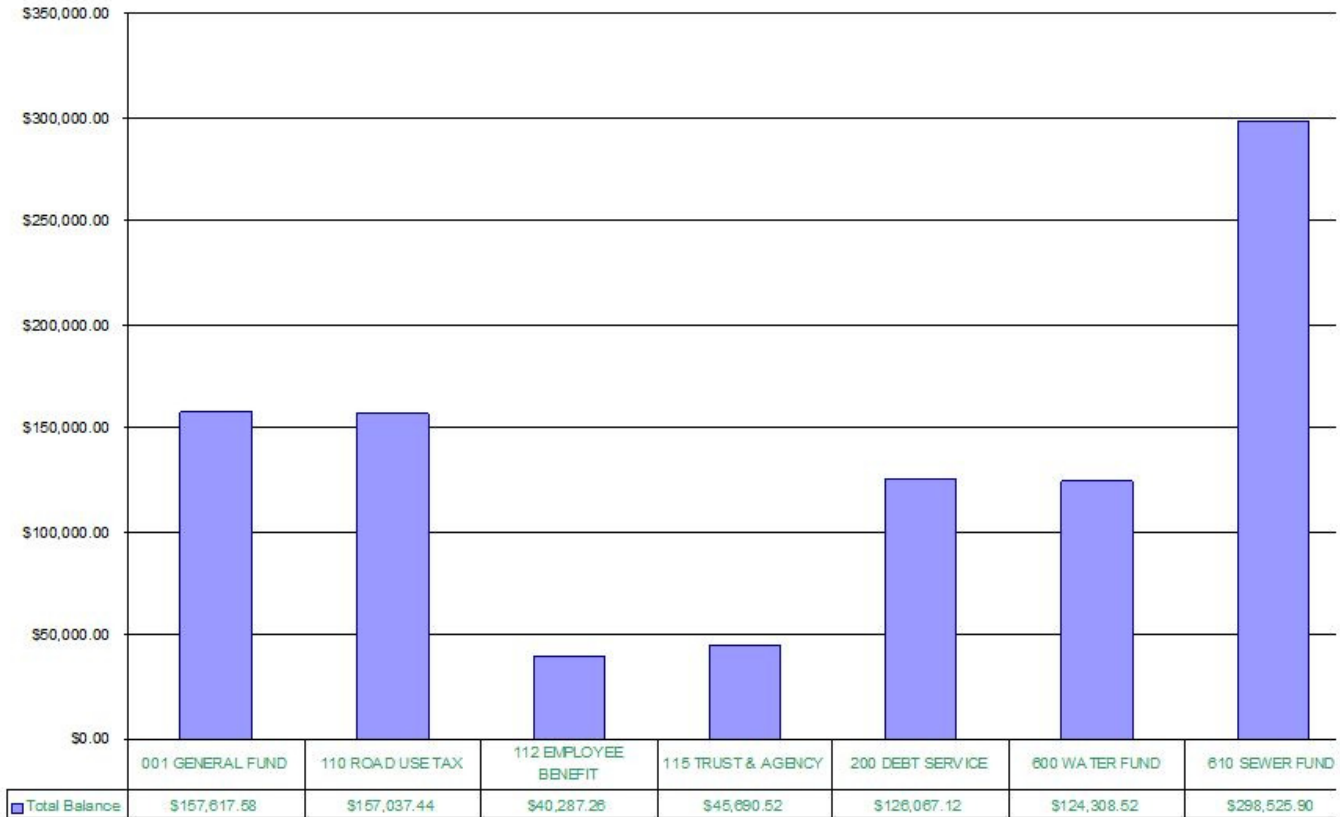
Account Descr	06-07 Budget	06-07 Amt	Last Yr Budget	07-08 Amt	Budget	08-09 YTD Amt	Proposed 1 Budget
<b>FUND 001 GENERAL FUND</b>							
E 001-1010-6010 REGULAR FULL TIME	\$0.00	\$21,586.25	\$31,500.00	\$32,617.45	\$8,000.00	\$27,001.77	\$0.00
E 001-1010-6020 REGULAR PART TIME	\$0.00	\$0.00	\$12,000.00	\$0.00	\$1,050.00	\$0.00	\$0.00
E 001-1010-6110 FICA - CITY CONTRIBU	\$0.00	\$1,386.07	\$2,700.00	\$2,022.32	\$2,000.00	\$1,674.14	\$0.00
E 001-1010-6120 MEDICARE - CITY CON	\$0.00	\$324.14	\$610.00	\$472.95	\$500.00	\$391.51	\$0.00
E 001-1010-6130 IPERS - CITY CONRTIB	\$0.00	\$1,705.60	\$2,700.00	\$2,826.74	\$2,800.00	\$2,281.66	\$0.00
E 001-1010-6150 GROUP INSURANCE	\$0.00	\$1,444.85	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00
E 001-1010-6181 ALLOWANCES - UNIFO	\$1,132.35	\$1,132.35	\$2,000.00	\$2,542.72	\$500.00	\$350.93	\$0.00
E 001-1010-6230 TRAINING	\$0.00	\$0.00	\$500.00	\$5,485.34	\$500.00	\$4,143.00	\$0.00
E 001-1010-6240 MEETINGS & CONFERE	\$25.50	\$25.50	\$0.00	\$0.00	\$0.00	\$4,075.00	\$0.00
E 001-1010-6331 VEHICLE OPERATIONS	\$0.00	\$0.00	\$1,000.00	\$25.00	\$0.00	\$0.00	\$0.00
E 001-1010-6332 VEHICLE REPAIR	\$98.64	\$127.52	\$2,000.00	\$138.19	\$2,000.00	\$980.62	\$0.00
E 001-1010-6373 TELE COMMUNICATION	\$537.36	\$556.40	\$1,000.00	\$1,193.47	\$1,000.00	\$819.04	\$0.00
E 001-1010-6413 DUES/AUDIT	\$65,000.00	\$26,040.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 001-1010-6505 OTHER EQUIPMENT	\$4,199.68	\$4,635.39	\$1,000.00	\$1,820.63	\$1,000.00	\$0.00	\$0.00
E 001-1010-6507 OPERATING SUPPLIES	\$2,289.65	\$2,520.22	\$1,000.00	\$1,268.74	\$500.00	\$469.87	\$0.00
E 001-1010-6510 SAFETY SUPPLIES	\$0.00	\$0.00	\$250.00	\$14.94	\$250.00	\$0.00	\$0.00
E 001-1010-6511 GASOLINE (TO OPERA	\$1,973.50	\$1,881.44	\$3,000.00	\$3,278.70	\$4,000.00	\$1,496.26	\$0.00
E 001-1010-6512 CAPITAL EQUIPMENT	\$0.00	\$0.00	\$5,000.00	\$3,500.00	\$21,800.00	\$921.66	\$0.00
E 001-1010-6721 FURNITURE/FIXTURES	\$1,743.32	\$1,743.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 001-1030-6499 OTHER CONTRACTUAL	\$2,000.00	\$1,834.47	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
E 001-1050-6331 VEHICLE OPERATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 001-1050-6371 ELECTRIC/GAS EXPEN	\$3,750.00	\$3,297.16	\$3,750.00	\$3,582.17	\$3,750.00	\$2,221.81	\$0.00
E 001-1050-6373 TELE COMMUNICATION	\$1,000.00	\$799.34	\$1,000.00	\$1,020.80	\$1,250.00	\$697.68	\$0.00
E 001-1050-6505 OTHER EQUIPMENT	\$10,000.00	\$10,490.57	\$5,000.00	\$826.74	\$5,000.00	\$0.00	\$0.00
E 001-1050-6511 GASOLINE (TO OPERA	\$4,000.00	\$4,299.86	\$6,000.00	\$6,970.46	\$7,000.00	\$6,534.88	\$0.00
<b>FUND 001 GENERAL FUND</b>	<b>\$387,660.00</b>	<b>\$1,082,043.83</b>	<b>\$439,619.00</b>	<b>\$387,367.96</b>	<b>\$422,187.00</b>	<b>\$280,773.42</b>	<b>\$0.00</b>

- Great way to compare budget vs. actual spent for the last 3 years.
- Other sample columns to include on the report are difference, % difference, and many more.
- Export this report to Excel to plan next year budget figures.

# Demo Data

Date & Time  
Page #

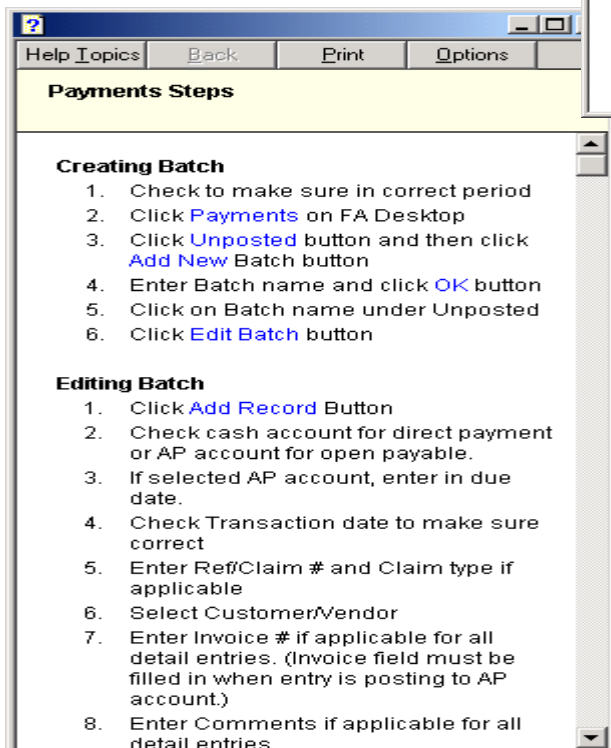
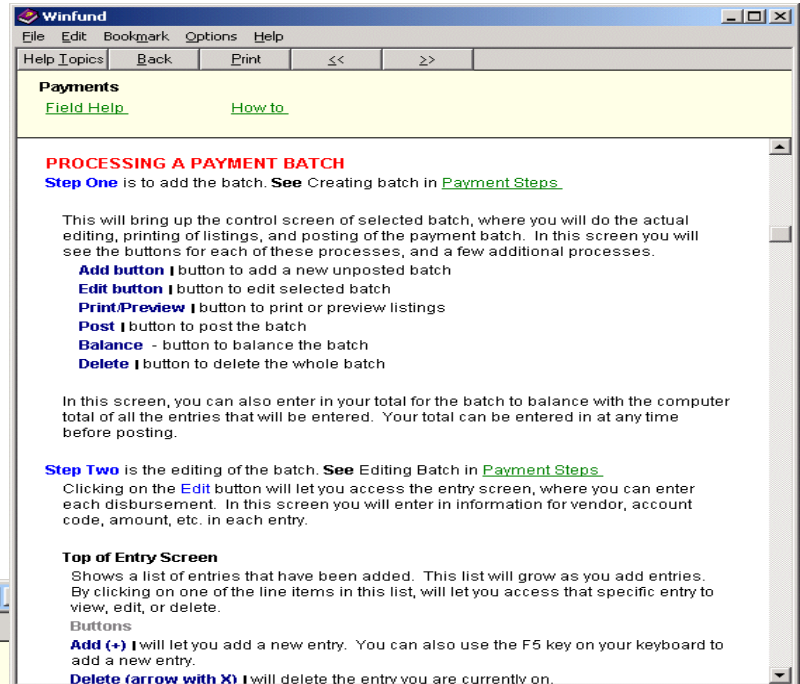
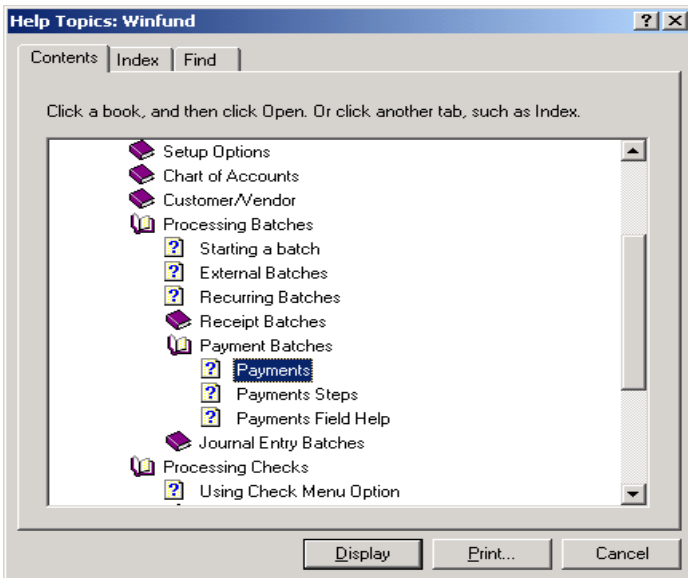
## Cash Balance By Fund Bar Graph Report



- Provides a great visual from a “standard” report.
- Any report can be displayed and Printed as a pie chart, bar graph, or line chart.

### Description

The BDS “on screen helps” use the windows technology to easily locate and display helps during an open windows session. Simply press the mouse on the “?” and BDS helps will lead you to the specific area you specify. Helps are available for screens, menus and fields.



# Other Modules & Software To Consider From BDS!

## Fund Accounting Modules

- **Fixed Assets:** Keep track of assets & calculate depreciation.
- **GASB 34 Reporting Module:** Produces required reports for GASB.
- **Purchase Orders:** Interfaces with accounts payable.
- **Invoicing/Billing:** Send out invoices to customers. Interfaces with receipts.
- **Manage Payables:** Expense account is debited and accts payable credited. When check is printed & posted then accounts payable is debited and cash is credited. Helpful for year-end when you want item expensed, but do not want to pay until next year.
- **Deposit Slip:** Print deposit slip for receipt batch.

## Utility Billing Modules

- **Direct Payments:** Directly debit customer's bank accounts.
- **Meter Device Interface:** Automatically load readings from handheld device.
- **PDA Meter Interface:** Meter readings entered on PDA downloaded into UB.
- **Certification to Taxes:** Automatically certifies unpaid balances to taxes.
- **Tier Report Rate Study:** Show how much revenue would be generated if rates are changed. Run for current billing or on history for any service.
- **Receipt Barcode Printing/Scanning:** Allows you to scan in utility receipts.
- **Laser Disconnect Notice:** Very productive to encourage payment.
- **AR Transfer:** Transfer billing info as accounts receivable to fund acct.
- **Web Payment:** Take payments online with credit card and transfer to UB.
- **Email Bill:** Email customer's utility bill. Then have an option to pay online.
- **Hydrants:** Track where hydrants are located and record test results.
- **Deposit Slip:** Print deposit slip for receipt batch.
- **Outsource Print File:** Generate bill info to text file to send off for printing.

## Payroll

- **Direct Deposit:** Directly deposit money to employee bank accounts.
- **Retirement Reporting:** Many state formats available.
- **941 Quarterly Tax Return:** Loads data and prints
- **State Wage Detail Report (Unemployment)**
- **Employee Timecard Entry:** Employees enter own timecards & then submit.

## Other Software Products

**Windows Point of Sale (cash receipting)** Take payments at the counter & then print a receipt for the customer. End of day process receipts are then sent to corresponding Banyon software.

**Permits & Licensing**  
**Special Assessments**  
**Pet Licensing**  
**Cemetery Records**

**Property Tax**  
**Property Tax Entry**  
**Property Management**  
**Violations/Code Enforcement**