

# REFERENCE MATERIAL GUIDE

## Transactions

Transaction
<a href="#">Make a credit sale</a>
<a href="#">Make a cash sale</a>
<a href="#">Receive goods on a sales return</a>
<a href="#">Collect an outstanding account receivable</a>
<a href="#">Write off an uncollectible account receivable</a>
<a href="#">Receive a miscellaneous cash receipt (loan proceeds, dividend income, sale of stock)</a>
<a href="#">Make a bank deposit</a>
<a href="#">Prepare a purchase order</a>
<a href="#">Receive goods from a purchase order</a>
<a href="#">Pay a vendor's outstanding invoice</a>
<a href="#">Purchase goods or services without a purchase order (any purchase or purchase/payment not involving inventory or fixed assets)</a>
<a href="#">Pay employees</a>
<a href="#">Prepare a general journal entry</a>

## Month-end, Year-end, and Other Procedures

Procedure
<a href="#">Adjust perpetual inventory records</a>
<a href="#">Prepare a bank reconciliation</a>
<a href="#">Depreciate fixed assets and perform other annual fixed asset procedures</a>
<a href="#">Post transactions to the general ledger</a>
<a href="#">Age accounts receivable and print customer monthly statements</a>
<a href="#">Generate reports — see reverse side of card for report selection</a>
<a href="#">Perform year-end closing procedures</a>

## Maintenance

Maintenance Task
<a href="#">Customer Maintenance — add, change, or delete a customer record</a>
<a href="#">Vendor Maintenance — add, change, or delete a vendor record</a>
<a href="#">General Ledger Account Maintenance — add, change, or delete a general ledger account</a>
<a href="#">Employee Maintenance — add, change, or delete an employee record</a>
<a href="#">Inventory Item Maintenance — add, change, or delete an inventory item record</a>
<a href="#">Fixed Asset Maintenance — add, change, or retire a fixed asset record</a>

## Select Reports

Report Area	Report Description	Procedures to Open the Report Window and Select the Report in the Report Box
Financial	General ledger trial balance	<ul style="list-style-type: none"> <li>▶ Click <i>Financial</i> → <i>Reports</i> → <i>Trial Balance</i>.</li> <li>▶ Select <i>Summary</i>.</li> </ul>
Financial	General journal	<ul style="list-style-type: none"> <li>▶ Click <i>Financial</i> → <i>Reports</i> → <i>Cross-Reference</i>.</li> <li>▶ Select <i>Journal Entry</i>.</li> </ul>
Sales	Accounts receivable aged trial balance	<ul style="list-style-type: none"> <li>▶ Click <i>Sales</i> → <i>Reports</i> → <i>Trial Balance</i>.</li> <li>▶ Select <i>Aged Trial Balance</i>.</li> </ul>
Purchasing	Accounts payable aged trial balance	<ul style="list-style-type: none"> <li>▶ Click <i>Purchasing</i> → <i>Reports</i> → <i>Trial Balance</i>.</li> <li>▶ Select <i>Aged Trial Balance</i>.</li> </ul>
Inventory	Inventory stock status	<ul style="list-style-type: none"> <li>▶ Click <i>Inventory</i> → <i>Reports</i> → <i>Activity</i>.</li> <li>▶ Select <i>Stock Status</i>.</li> </ul>
Payroll	Employee earnings register	<ul style="list-style-type: none"> <li>▶ Click <i>HR &amp; Payroll</i> → <i>Reports</i> → <i>Wage and Hour</i>.</li> <li>▶ Select <i>Earnings Summary</i>.</li> </ul>
Fixed Assets	Depreciation ledger	<ul style="list-style-type: none"> <li>▶ Click <i>Financial</i> → <i>Reports</i> → <i>Depreciation</i>.</li> <li>▶ Select <i>Depreciation Ledger</i>.</li> </ul>

See [Reference material](#) after completing the procedures in the third column of this table.