

Business Systems Solutions and Development

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To: Patrick Jay, Vice President and Accounting Manager

From: B.S.S.D

Subject: User Manual

Business Systems Solutions and Development has completed a draft of the User Manual for Bank of Xanadu's proposed automatic payment system. The attached document contains the following sections:

- System Overview
- User Interface (includes step-by-step procedures and descriptions of system navigation, data entry screens, and how to run reports)
- Reports
- Where to go for more help

Additional documentation can be found in the Appendices.

We will present our User Manual draft to you during our Saturday, May 28, 2011 appointment at 1:00 PM. This will give you the opportunity to request revisions or changes before approving the User Manual for employee training and familiarization with the system. We are available before the meeting to answer any questions you may have.



Prepared 05/26/2011

Business Systems Solutions and Development

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Introduction

Business Systems Solutions and Development (BSSD) has developed this User Manual to provide an overview of the new automatic contractual payment system for training and familiarization purposes. The User Manual presents simple instructions using system navigation screenshots and descriptive notations in an easy-to-use, self-learning format to introduce users to the new system. This document will include the following information:

- **System Overview:** This section will briefly describe the use and purpose of the system from the business' point of view.
- **Step-by-step procedures:** These procedures will include instructions for the users to familiarize them with the processes and functions of the new system. This section will also include:
 - **Navigation:** A brief description of the system's procedures and navigation buttons.
 - **Entry Screens:** Screenshots that define each data entry screen, its purpose, and how it is used, as well as identifying what information to enter into each field and describe any calculations that will be performed by the system.
- **Reports:** This section will describe the various reports supported by the system and give a brief description of each available report. Running the reports will be accomplished by clicking on the appropriate button on the New Reports page.
- **Help:** This section will include information about who to call if there are any problems with the system or if additional assistance is required.

System Overview

The new system designed by Business Systems Solutions and Development allows the Accounting Group users an efficient way to manage and automate payments made to contracted vendors and programmers who provide services to Bank of Xanadu's Bellevue, Washington location. The new system allows users to create new contracts and invoices, enter data relevant to each into the systems database for future use, and revise or view that data as required. Management of the system is simplified by automating common calculations used in its everyday applications and in generating monthly reports and memos for relevant personnel. The payment system allows the user to add new vendors and employees to the database and revise or view information related to them. The system also allows the user to create a new report or memo and to view them (after they have been created) as read-only documents.

Some of the system's most important features include:

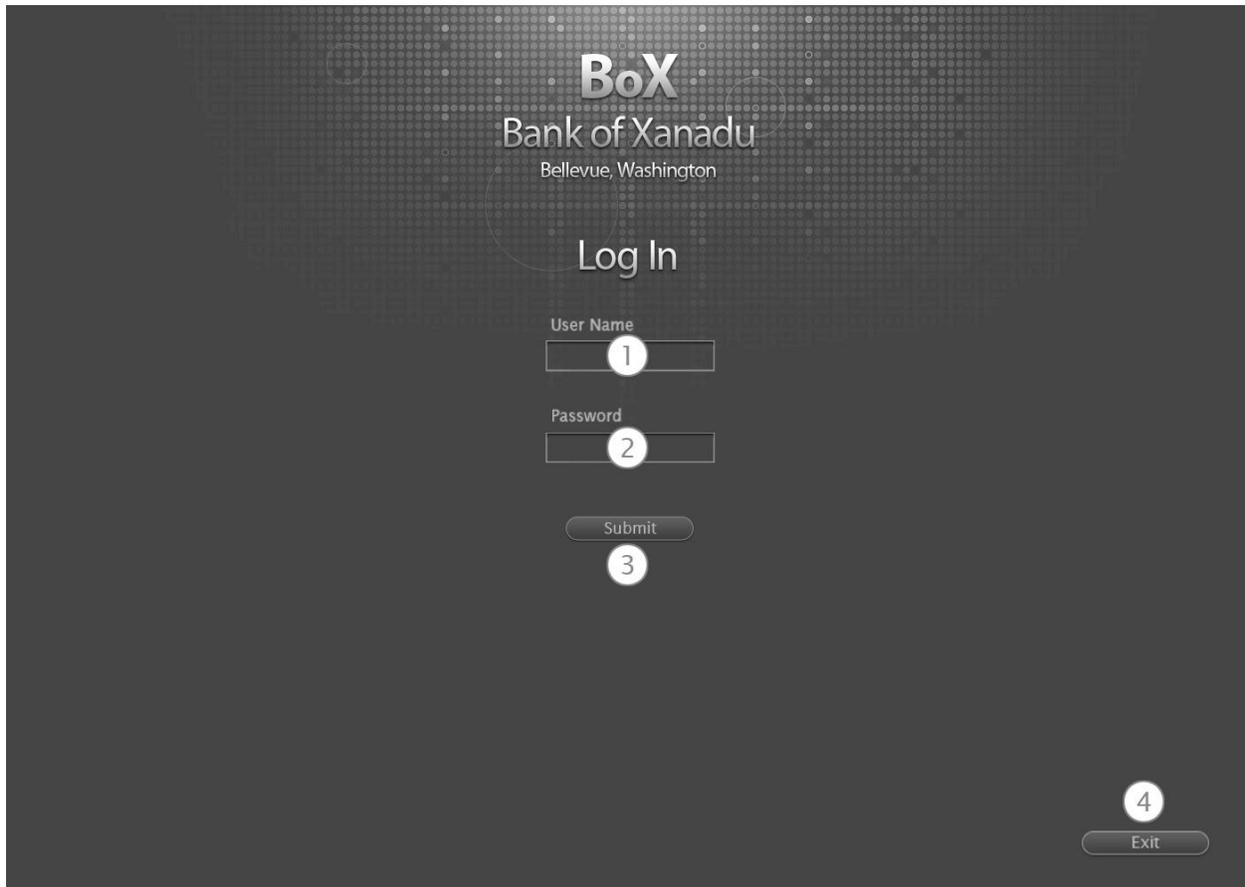
- Automatic comparison of hourly rates between contracts and invoices received from vendors
- Automatic comparison of contract start and end dates with invoice received dates
- Automatic summation of invoices tallied against a specific contract and comparison to the contract's fee maximum balance
- Data integrity constraints to ensure uniform data entry practices
- Easy to use GUI and system navigation
- Automatic report creation

The system designed by BSSD will reduce the amount of time it takes to manage the contractual payment system by automating many of the processes and functions that were manually performed in the previous system. The new system is very flexible and can be easily upgraded or expanded to compliment Bank of Xanadu's global operations.

User Interface

Log In to the System

The initial screen that appears when the user opens the system will be the following log in screen:



The Log In screen is where the user will enter their **User Name** and **Password**. These elements identify the user and determine the level of their authority to use the system as defined by the permissions created by the database administrator.

Each field and button that requires or performs an action has been numbered on this and subsequent navigation screenshots. Each of these elements and their purpose will be identified below the accompanying image.

1) **User Name field:** Enter **User Name**

2) **Password field:** Enter **Password**

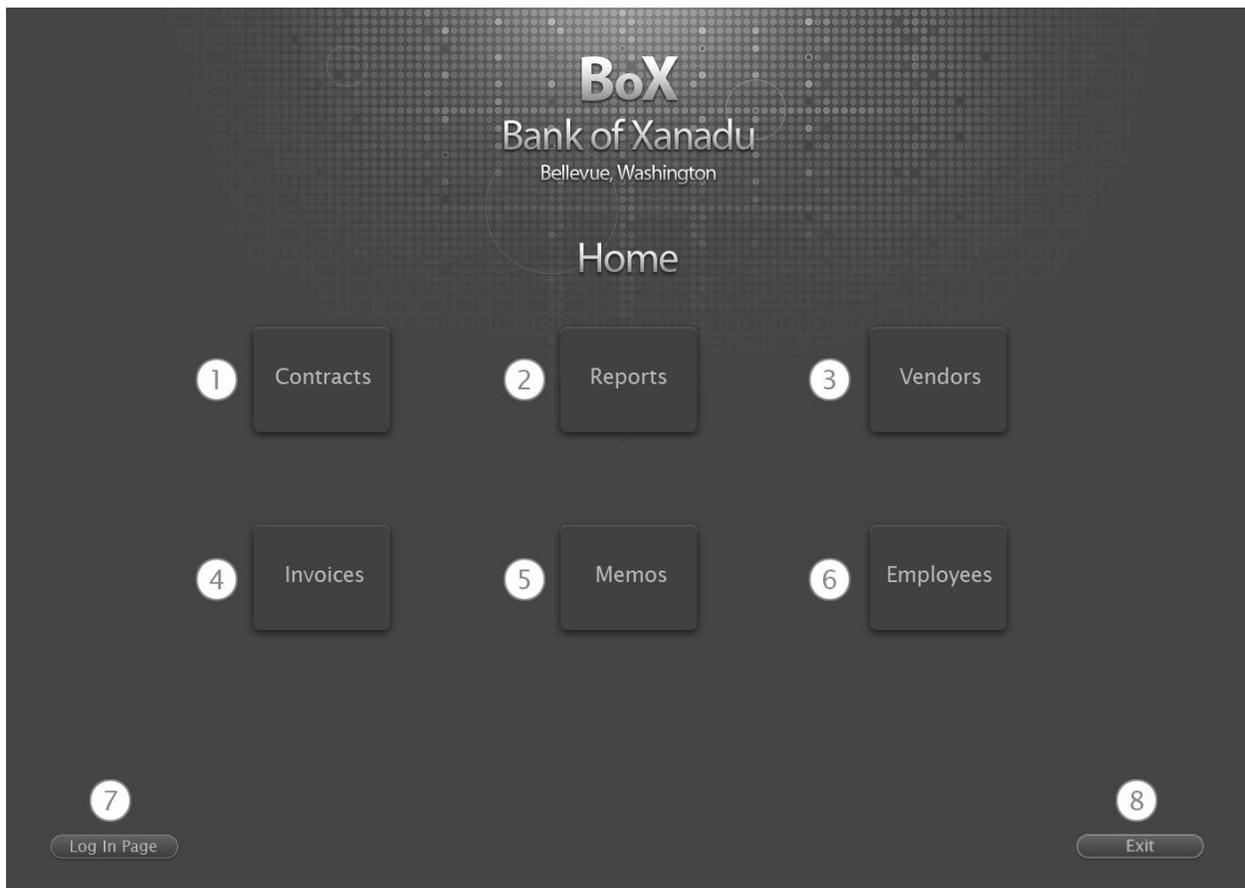
3) **Submit button:** selecting this button will submit the **User Name** and **Password** for verification

4) **Exit button:** selecting this button will exit the System.

Perform the following steps:

Enter your User Name in the User Name field. For this tutorial, enter xanadu.

1. **Use tab to advance to the next field or click in the Password text field.** The Tab button can be used to advance through fields on each of the navigation screens.
2. **Enter your Password.** The password for this tutorial is xanadu.
3. **Click on the Submit button.** The following screen will appear if your *User Name* and *Password* are correct:



Note: The Exit button can be used at any time to exit the system.

The Home page is the focal point of the system. From here, each different section of the system can be reached by clicking on the task to be performed. Depending on the **User Name** and **Password**, this page can be modified to reflect the authority level of the user

and which sections they are allowed to access and use or revise. For this tutorial, an Accounting Group authority level has been chosen to allow full access to the system. Management and Buyers are generally restricted to viewing and printing privileges for Reports and Memos.

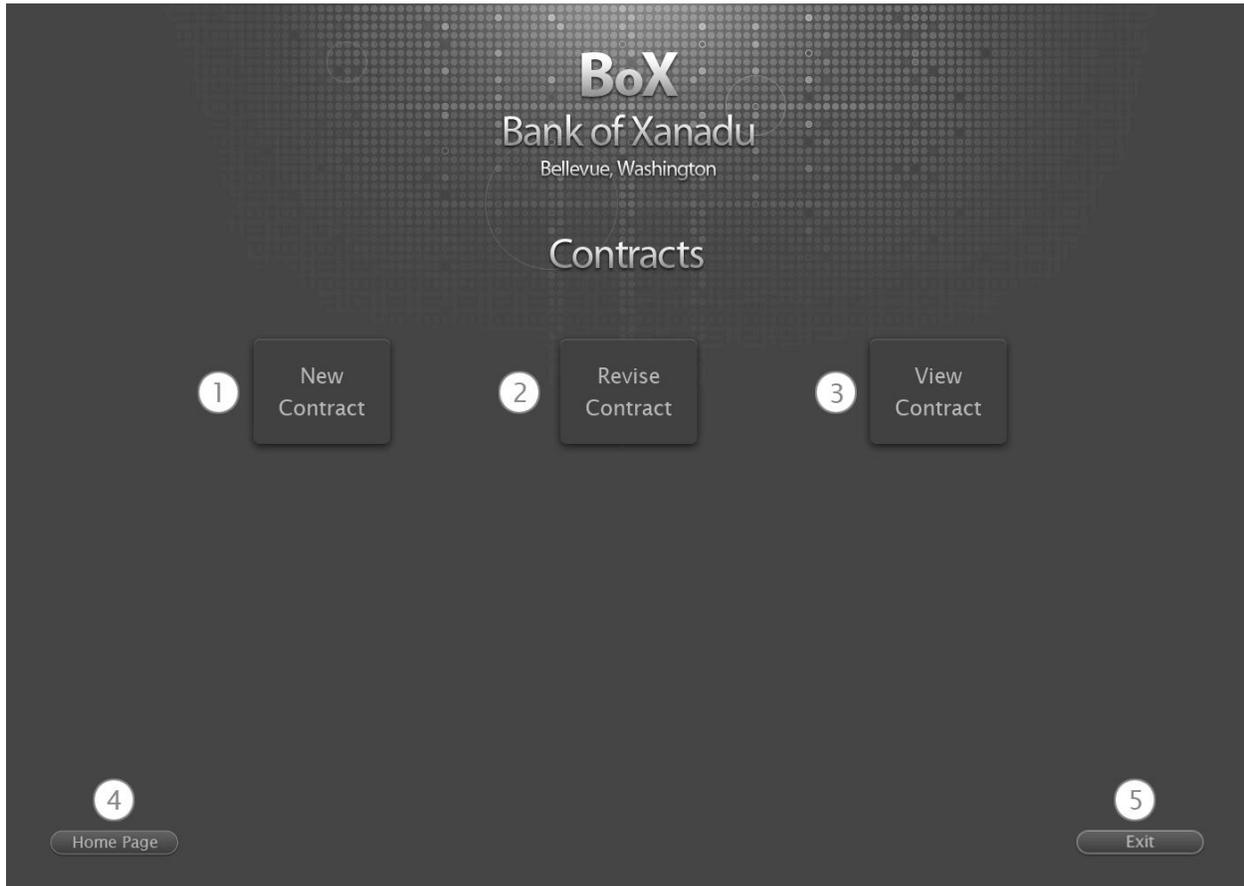
Navigation from the System Home page

- 1) **Contracts button:** selecting this button will bring the user to the Contracts home page (see Contracts page below).
- 2) **Reports button:** selecting this button will bring the user to the Reports home page (see Reports page below).
- 3) **Vendors button:** selecting this button will bring the user to the Vendors home page (see Vendors page below).
- 4) **Invoices button:** selecting this button will bring the user to the Invoices home page (see Invoices page below).
- 5) **Memos button:** selecting this button will bring the user to the Memos home page (see Memos page below).
- 6) **Employees button:** selecting this button will bring the user to the Employees home page (see Employees page below).
- 7) **Log In Page button:** selecting this button will bring the user to the Log In page (see Log In page above).
- 8) **Exit button:** selecting this button will exit the System.

Navigation from the Contracts Home Page

Perform the following steps:

1. From the Home page click on the **Contract** button. The following screen will appear:



The Contracts page is the local “Home” page for contract information in the system. From this page, the user can choose to create a new contract, revise an existing contract, or view an existing contract. The user also has the option to return to the system Home page or exit the system.

1) **New Contract button:** selecting this button will bring the user to the New Contract page (see New Contract page below).

2) **Revise Contract button:** selecting this button will bring the user to the Revise Contract page (see Revise Contract page below).

3) **View Contract button:** selecting this button will bring the user to the View Contract page (see View Contract page below).

4) **Home Page:** selecting this button will bring the user back to the system Home page (see Home page above)

5) **Exit button:** selecting this button will exit the System.

Entering New Contract Data

Perform the following steps:

1. From the Contracts home page click on the New Contract button. The following screen will appear:

The screenshot shows the 'New Contract' page for BoX Bank of Xanadu. The page has a dark background with a grid of small white dots. The BoX logo and 'Bank of Xanadu' text are at the top, with 'Bellevue, Washington' below it. The title 'New Contract' is centered. Below the title are 14 input fields arranged in a grid, each with a white circle containing a number from 1 to 14. At the bottom are four buttons: 'Contract Page' (15), 'Home Page' (16), 'Reset' (17), 'Submit' (18), and 'Exit' (19).

Field Number	Field Name
1	Contract ID
2	Contract Date
3	Unit ID
4	Bank Contact ID
5	Vendor ID
6	Buyer ID
7	Programmer ID
8	Acct Employee ID
9	Contract Start Date
10	Contract End Date
11	Contract Hourly Rate
12	Contract Fee Max
13	Contract Description
14	Contract Status

Buttons at the bottom:

- Contract Page (15)
- Home Page (16)
- Reset (17)
- Submit (18)
- Exit (19)

The New Contract page allows the user to create and add a new contract to the database. Information from the contracts is used to compare and validate data on invoices received from the vendors for services performed. The contract establishes a number of important elements and terms within the system, such as the Hourly Rate, Fee Maximum, and Start and End Dates of the contract.

- 1) **Contract ID:** The system will assign a contract ID number using the auto-increment function.
- 2) **Contract Date:** Enter the date the contract is finalized with all required signatures in this field.
- 3) **Unit ID:** Enter the company unit ID that is responsible for managing this contract.

- 4) **Bank Contact ID:** Enter the ID number of the bank contract responsible for managing this contract.
- 5) **Vendor ID:** Enter the vendor ID number that will perform the services defined in this contract.
- 6) **Buyer ID:** Enter the buyer ID of the bank employee who negotiated this contract.
- 7) **Programmer ID:** Enter the ID number of the programmer who will perform the work in this contract.
- 8) **Acct Employee ID:** The system will auto-insert the ID number of the Accounting Group employee who is logged in while creating this new contract.
- 9) **Contract Start Date:** Enter the date that the contract term will begin.
- 10) **Contract End Date:** Enter the date that the contract term will end.
- 11) **Contract Hourly Rate:** Enter the negotiated hourly rate that the vendor/programmer will be paid for performing the work in this contract.
- 12) **Contract Fee Max:** Enter the maximum fee amount that can be charged against this contract.
- 13) **Contract Description:** Enter a brief description of the work to be performed by the vendor/programmer for this contract.
- 14) **Contract Status:** Enter the status of the contract, ex. Pending, Approved, Waiting for Exception Memo, Completed.
- 15) **Contract Page button:** selecting this button will return the user to the Contract "Home" page.
- 16) **Home Page button:** selecting this button will bring the user back to the system Home page (see Home page above)
- 17) **Reset button:** selecting this button will reset/clear the data entry fields on the page
- 18) **Submit button:** selecting this button will submit the data in the entry fields to the database.
- 19) **Exit button:** selecting this button will exit the System.

Perform the following steps:

1. Enter "05/11/2010" in Contract Date field.

2. Enter "3072" in Unit ID field.
3. Enter "1004" in Bank Contact field.
4. Enter "ZZ0015" in Vendor ID field.
5. Enter "2015" in Buyer ID field.
6. Enter "Brown0391" in Programmer ID field.
7. The Acct Employee ID field is auto-populated based on the current user.
8. Enter "06/12/2010" in Contract Start Date field.
9. Enter "02/12/2011" in Contract End Date field.
10. Enter "\$32.00" in Contract Hourly Rate field.
11. Enter "\$22, 000.00" in Contract Fee Max field.
12. Enter "Upgrade system software and drivers" in Contract Description field.
13. Enter "Pending" in Contract Status field.
14. Select the Reset Button to reset fields. This button will clear the fields on the page.
15. Select the Contract Page button. The user will be returned to the Contract "Home" page.

Revising an Existing Contract

Perform the following steps:

1. From the Contracts home page click on the Revise Contract button. The following screen will appear:

The screenshot shows the 'Revise Contract' interface. At the top, the BoX Bank of Xanadu logo is displayed with the location 'Bellevue, Washington'. Below the logo, the title 'Revise Contract' is centered. The main area contains 14 numbered input fields arranged in a grid:

- 1: Contract ID
- 2: Contract Date
- 3: Unit ID
- 4: Bank Contact ID
- 5: Vendor ID
- 6: Buyer ID
- 7: Programmer ID
- 8: Acct Employee ID
- 9: Contract Start Date
- 10: Contract End Date
- 11: Contract Hourly Rate
- 12: Contract Fee Max
- 13: Contract Description
- 14: Contract Status

At the bottom of the page, there are five buttons with numbered callouts:

- 15: Contract Page
- 16: Home Page
- 17: Reset
- 18: Submit
- 19: Exit

This page allows the user to revise or add data for the contract that is missing, incorrect, or that has been updated based on feedback from the Buyer through a Contract Exception Memo. Because the procedures are similar to those used on the New Contract page, there is no need to step through revising fields on this page. Simply clicking on the appropriate field and entering a new value and submitting those values will update the data in the database. The only exception is the Acct Employee ID field. This field must be revised by a Database Administrator and cannot be altered by Accounting Group users.

- 1) **Contract ID:** Enter an existing contract ID number. The system will auto-populate all fields that had data entered into them when the new contract was created.
- 2) **Contract Date:** Revise the date the contract is finalized with all required signatures in this field.

- 3) **Unit ID:** Revise the company unit ID that is responsible for managing this contract.
- 4) **Bank Contact ID:** Revise the ID number of the bank contract responsible for managing this contract.
- 5) **Vendor ID:** Revise the vendor ID number that will perform the services defined in this contract.
- 6) **Buyer ID:** Revise the buyer ID of the bank employee who negotiated this contract.
- 7) **Programmer ID:** Revise the ID number of the programmer who will perform the work in this contract.
- 8) **Acct Employee ID:** This field cannot be revised by Accounting Group members.
- 9) **Contract Start Date:** Revise the date that the contract term will begin.
- 10) **Contract End Date:** Revise the date that the contract term will end.
- 11) **Contract Hourly Rate:** Revise the negotiated hourly rate that the vendor/programmer will be paid for performing the work in this contract.
- 12) **Contract Fee Max:** Revise the maximum fee amount that can be charged against this contract.
- 13) **Contract Description:** Revise a brief description of the work to be performed by the vendor/programmer for this contract.
- 14) **Contract Status:** Revise the status of the contract, ex. Pending, Approved, Waiting for Exception Memo, Completed.
- 15) **Contract Page button:** selecting this button will return the user to the Contract "Home" page.
- 16) **Home Page button:** selecting this button will bring the user back to the system Home page (see Home page above)
- 17) **Reset button:** selecting this button will reset/clear the data entry fields on the page
- 18) **Submit button:** selecting this button will submit the data in the entry fields to the database
- 19) **Exit button:** selecting this button will exit the System.

Perform the following steps:

- 1. Practice revising data in the fields until you are comfortable with entering and revising data for contracts.**
- 2. Select the Reset Button to reset fields.** This button will clear the fields on the page.
- 3. Select the Contract Page button.** The user will be returned to the Contract “Home” page.

Viewing an Existing Contract's Information

Perform the following steps:

1. From the Contracts home page click on the View Contract button. The following screen will appear:

The screenshot shows the 'Contract Information' screen for BoX Bank of Xanadu. The screen has a dark background with a grid pattern. At the top center, the BoX logo is displayed, followed by 'Bank of Xanadu' and 'Bellevue, Washington'. Below this, the title 'Contract Information' is centered. A form field labeled 'Contract ID' contains the number '1', with a circled '1' next to it. Below the field is a 'Submit' button with a circled '2' below it. At the bottom left, there are two buttons: 'Contract Page' with a circled '3' and 'Home Page' with a circled '4'. At the bottom right, there is an 'Exit' button with a circled '5' above it.

This screen allows the user to view the current information from any existing contract by entering the Contract ID and clicking on the Submit button. The information queried from the database is read-only and cannot be changed from this screen.

- 1) **Contract ID:** Enter an existing contract ID number. The system will generate a document that includes all of the current data relevant to the entered Contract ID.
- 2) **Submit button:** selecting this button will submit the data in the entry fields to the database.
- 3) **Contract Page button:** selecting this button will return the user to the Contract "Home" page.
- 4) **Exit button:** selecting this button will exit the System.

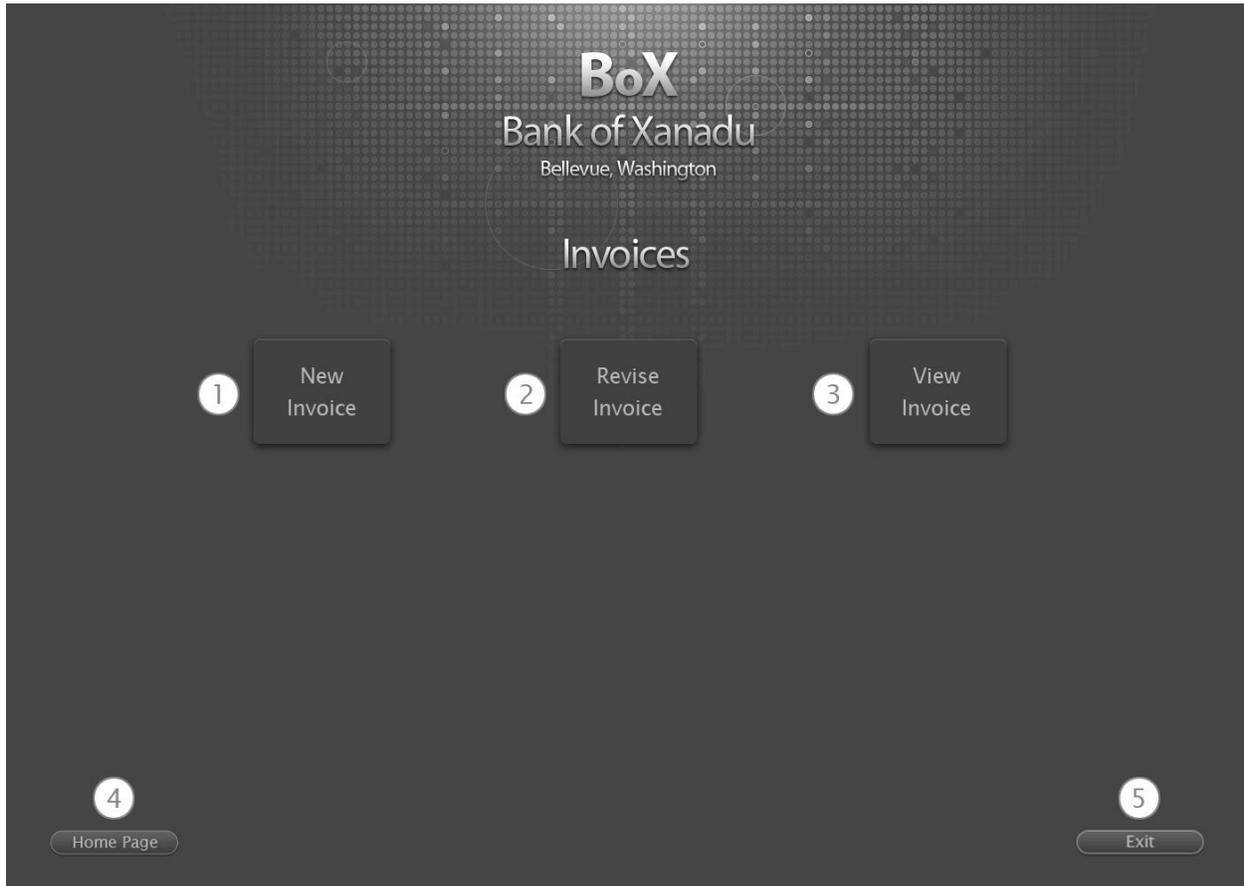
Perform the following steps:

- 1. Enter “0012” in ContractID field.**
- 2. Click on the submit button to view the contract identified in the Contract ID field.**
- 3. After viewing the resulting contract information, close the document.**
- 4. Select the Contract Page button.** The user will be returned to the Contract “Home” page.
- 5. Select the Home Page button.** The user will be returned to the system Home page.

Navigating from the Invoices Home Page

Perform the following steps:

1. From the Home page click on the Invoices button. The following screen will appear:



The Invoice page is the local “Home” page for invoice information in the system. From this page, the user can choose to create a new invoice, revise an existing invoice, or view an existing invoice. The user also has the option to return to the system Home page or exit the system.

1) **New Invoice button:** selecting this button will bring the user to the New Invoice page (see New Invoice page below).

2) **Revise Invoice button:** selecting this button will bring the user to the Revise Invoice page (see Revise Invoice page below).

3) **View Invoice button:** selecting this button will bring the user to the View Invoice page (see View Invoice page below).

4) **Home Page:** selecting this button will bring the user back to the system Home page (see Home page above)

5) **Exit button:** selecting this button will exit the System.

Entering New Invoice Data

Perform the following steps:

1. From the Invoices home page click on the New Invoice button. The following screen will appear:

The screenshot shows the 'New Invoice' form with the following fields and buttons:

- Invoice ID (1)
- Invoice Date (2)
- Invoice Received (3)
- Invoice Accrued (4) with radio buttons for No and Yes
- Acct Employee ID (5)
- Contract ID (6)
- Programmer ID (7)
- Vendor ID (8)
- Invoice Start Date (9)
- Invoice End Date (10)
- General Ledger Acct (11)
- Invoice Terms (12)
- Invoice Hours (13)
- Invoice Hourly Rate (14)
- Invoice Total (15)
- Fee Max Balance (16)
- Invoice Description (17)
- Invoice Status (18)
- Invoice Page (19) button
- Home Page (20) button
- Reset (21) button
- Submit (22) button
- Exit (23) button

The New Invoice page allows the user to enter the information from invoices into the database for future use and calculations. Invoices received after the 25th of each month will be accrued. The information from the invoices is compared with the contractual terms and stipulations. If the corresponding data between the contracts and invoices does not match, an Invoice Exception Memo must be generated to resolve the discrepancy. The data entry fields can be cleared using the reset button or the information can be entered into the database using the Submit button.

- 1) **Invoice ID:** The system will assign an invoice ID number using the auto-increment function.
- 2) **Invoice Date:** Enter the date the invoice was generated.
- 3) **Invoice Received:** Enter the date the invoice was received.

- 4) **Invoice Accrued:** Choose “Yes” if invoice was accrued (received after 25th of the month). The system defaults to “No”.
- 5) **Acct Employee ID:** The system will auto-insert the ID number of the Accounting Group employee who is logged in while creating this new invoice.
- 6) **Contract ID:** Enter the contract ID number this invoice will be billed against.
- 7) **Programmer ID:** Enter the ID number for the programmer performing the work on this invoice.
- 8) **Vendor ID:** Enter the ID number for the vendor who issued this invoice.
- 9) **Invoice Start Date:** Enter the start date for the term that the invoice is billing.
- 10) **Invoice End Date:** Enter the end date for the term that the invoice is billing.
- 11) **General Ledger Acct:** There is only one general ledger account, so this field will be auto-populated.
- 12) **Invoice Terms:** Enter the negotiated length of time for payment to be issued once the invoice has been received.
- 13) **Invoice Hours:** Enter the total hours of work performed being billed for on the invoice.
- 14) **Invoice Hourly Rate:** This field is auto-populated based data taken from the Contract Hourly Rate. If the Hourly Rate on the invoice does not match, an Invoice Exception Memo must be generated.
- 15) **Invoice Total:** This field will be calculated by the system by multiplying Invoice Hours by Invoice hourly Rate. If this number does not match the total on the invoice, an Invoice Exception Memo must be generated.
- 16) **Fee Max Balance:** This field is calculated by the system by adding all of the invoices currently tallied against the contract fee maximum. This field indicates the balance AFTER the new invoice has been subtracted from the fee max. If the fee max balance is negative, an Invoice Exception Memo must be generated.
- 17) **Invoice Description:** Enter a brief description of the charges identified on this invoice.
- 18) **Invoice Status:** Enter the status of the invoice, ex. Pending, Approved, Waiting for Exception Memo.

19) **Invoice Page button:** selecting this button will return the user to the Invoice “Home” page.

20) **Home Page button:** selecting this button will bring the user back to the system Home page (see Home page above)

21) **Reset button:** selecting this button will reset/clear the data entry fields on the page

22) **Submit button:** selecting this button will submit the data in the entry fields to the database

23) **Exit button:** selecting this button will exit the System.

Perform the following steps:

1. Enter “05/11/2010” in Invoice Date field.
2. Enter “05/15/2010” in Invoice Received field.
3. Leave the Invoice Accrued as the system default “No”.
4. The Acct Employee ID field is auto-populated based on the current user.
5. Enter “Wilk0508” in Contract ID field.
6. Enter “Brown0391” in Programmer ID field.
7. Enter “ZZ0015” in Vendor ID field.
8. Enter “08/11/2010” in Invoice Start Date field.
9. Enter “02/15/2011” in Contract End Date field.
10. The General Ledger Acct field is auto-populated.
11. Enter “(30)” Invoice Terms field.
12. Enter “40” in Invoice Hours field.
13. Invoice Hourly Rate field is auto-populated by data from Contract Hourly Rate. Compare it to the amount on the invoice. If they are different, generate an Invoice Exception Memo.
14. Invoice Total is calculated by the system. Compare it to the amount on the invoice. If they are different, generate an Invoice Exception Memo.
15. Fee Max Balance is calculated by the system. If the amount is negative, generate an Invoice Exception Memo.
16. Enter “Upgrade system software and drivers” in Invoice Description
17. Enter “Approved” in Invoice Status field.
14. **Select the Reset Button to reset fields.** This button will clear the fields on the page.
15. **Select the Invoice Page button.** The user will be returned to the Invoice “Home” page.

Revising an Existing Invoice

Perform the following steps:

1. From the Invoice home page click on the **Revise Invoice** button. The following screen will appear:

The screenshot shows the 'Revise Invoice' form for BoX Bank of Xanadu. The form is organized into a grid of input fields and buttons. Each field is labeled and numbered for reference:

- Invoice ID (1)
- Invoice Date (2)
- Invoice Received (3)
- Invoice Accrued (4) with radio buttons for No and Yes
- Acct Employee ID (5)
- Contract ID (6)
- Programmer ID (7)
- Vendor ID (8)
- Invoice Start Date (9)
- Invoice End Date (10)
- General Ledger Acct (11)
- Invoice Terms (12)
- Invoice Hours (13)
- Invoice Hourly Rate (14)
- Invoice Total (15)
- Fee Max Balance (16)
- Invoice Description (17)
- Invoice Status (18)
- Buttons: Invoice Page (19), Home Page (20), Reset (21), Submit (22), Exit (23)

This page allows the user to revise or add data for the invoice that is missing, incorrect, or that has been updated based on feedback from the Buyer through an Invoice Exception Memo. Because the procedures are similar to those used on the New Invoice page, there is no need to step through revising fields on this page. Simply clicking on the appropriate field and entering a new value and submitting those values will update the data in the database. The only exception is the Acct Employee ID field. This field must be revised by a Database Administrator and cannot be altered by Accounting Group users. Contractually based or calculated fields such as Invoice Hourly Rate, Invoice Total, and Fee Max Balance should only be revised after the Buyer has approved the relevant changes to the contractual terms. This also applies to any invoices received after the negotiated Contract End Date.

1) **Invoice ID:** Enter an existing invoice ID number. The system will auto-populate all fields that had data entered into them when the new invoice was created.

- 2) **Invoice Date:** Revise the date the invoice was generated.
- 3) **Invoice Received:** Revise the date the invoice was received.
- 4) **Invoice Accrued:** Choose “Yes” if invoice was accrued (received after 25th of the month). The system defaults to “No”.
- 5) **Acct Employee ID:** This field cannot be revised by Accounting Group members.
- 6) **Contract ID:** Revise the contract ID number this invoice will be billed against.
- 7) **Programmer ID:** Revise the ID number for the programmer performing the work on this invoice.
- 8) **Vendor ID:** Revise the ID number for the vendor who issued this invoice.
- 9) **Invoice Start Date:** Revise the start date for the term that the invoice is billing.
- 10) **Invoice End Date:** Revise the end date for the term that the invoice is billing.
- 11) **General Ledger Acct:** There is only one general ledger account, so this field will be auto-populated.
- 12) **Invoice Terms:** Revise the negotiated length of time for payment to be issued once the invoice has been received.
- 13) **Invoice Hours:** Revise the total hours of work performed being billed for on the invoice.
- 14) **Invoice Hourly Rate:** Revise this field based upon response to Invoice Exception Memo.
- 15) **Invoice Total:** Revise this field based upon response to Invoice Exception Memo.
- 16) **Fee Max Balance:** Revise this field based upon response to Invoice Exception Memo.
- 17) **Invoice Description:** Revise a brief description of the charges identified on this invoice.
- 18) **Invoice Status:** Revise the status of the invoice, ex. Pending, Approved, Waiting for Exception Memo.
- 19) **Invoice Page button:** selecting this button will return the user to the Invoice “Home” page.

20) **Home Page button:** selecting this button will bring the user back to the system Home page (see Home page above)

21) **Reset button:** selecting this button will reset/clear the data entry fields on the page

22) **Submit button:** selecting this button will submit the data in the entry fields to the database

23) **Exit button:** selecting this button will exit the System.

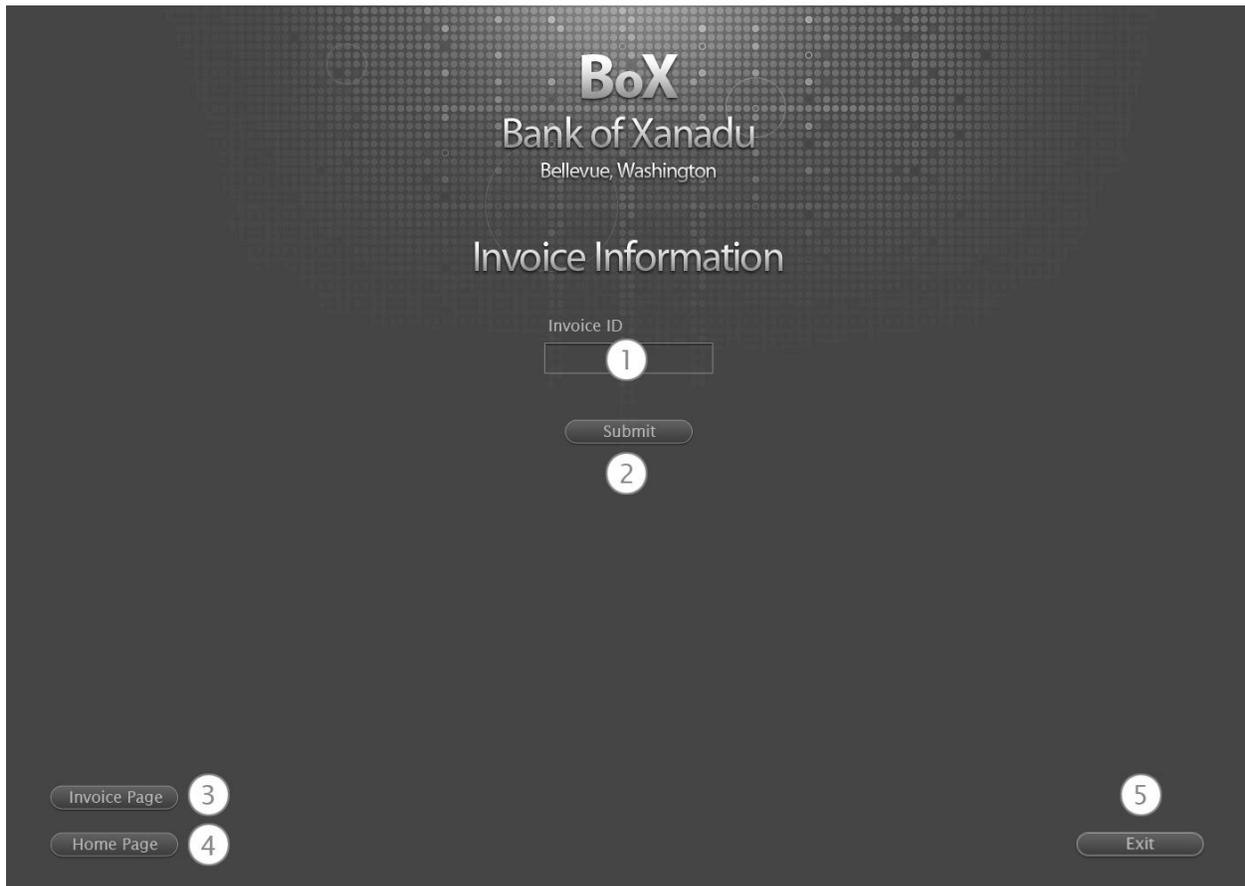
Perform the following steps:

1. **Practice revising data in the fields until you are comfortable with entering and revising data for invoices.**
2. **Select the Reset Button to reset fields.** This button will clear the fields on the page.
3. **Select the Invoice Page button.** The user will be returned to the Invoice "Home" page.

Viewing an Existing Invoice's Information

Perform the following steps:

1. From the Invoice home page click on the View Invoice button. The following screen will appear:



The Invoice Information screen allows the user to view the current information from any existing contract by entering the Contract ID and clicking on the Submit button. The information queried from the database is read-only and cannot be changed from this screen.

- 1) **Invoice ID:** Enter an existing invoice ID number. The system will generate a document that includes all of the current data relevant to the entered Invoice ID.
- 2) **Submit button:** selecting this button will submit the data in the entry fields to the database.
- 3) **Contract Page button:** selecting this button will return the user to the Contract "Home" page.
- 4) **Exit button:** selecting this button will exit the System.

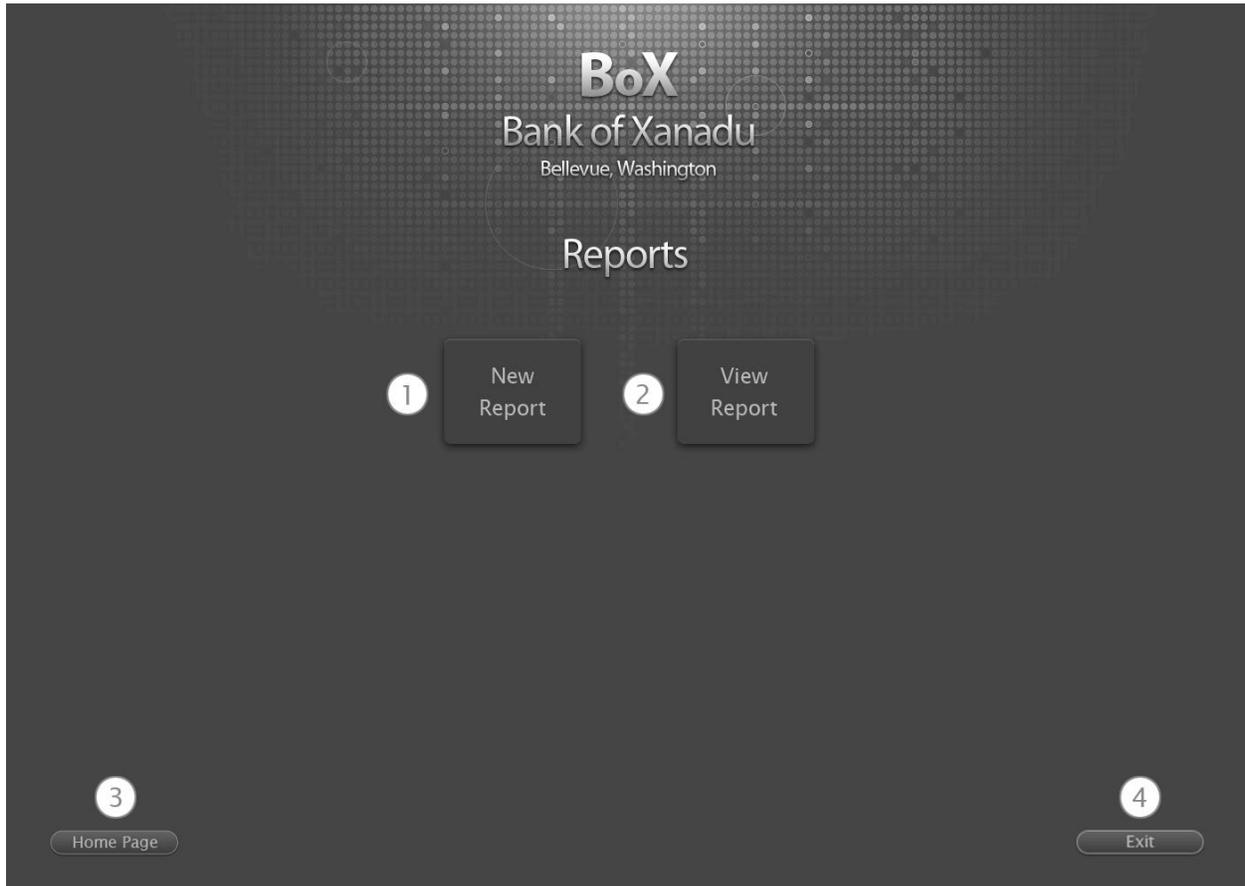
Perform the following steps:

- 1. Enter “1001” in Invoice ID field.**
- 2. Click on the submit button to view the invoice identified in the Invoice ID field.**
- 3. After viewing the resulting invoice information, close the document.**
- 4. Select the Invoice Page button.** The user will be returned to the Invoice Home page.
- 5. Select the Home Page button.** The user will be returned to the system Home page.

Navigating from the Reports Home Page

Perform the following steps:

1. From the Home page click on the Reports button. The following screen will appear:



The Report page is the local “Home” page for report information in the system. From this page, the user can choose to create a new report, revise an existing report, or view an existing report. The user also has the option to return to the system Home page or exit the system.

1) **New Report button:** selecting this button will bring the user to the New Report page (see New Report page below).

2) **View Report button:** selecting this button will bring the user to the View Report page (see View Report page below).

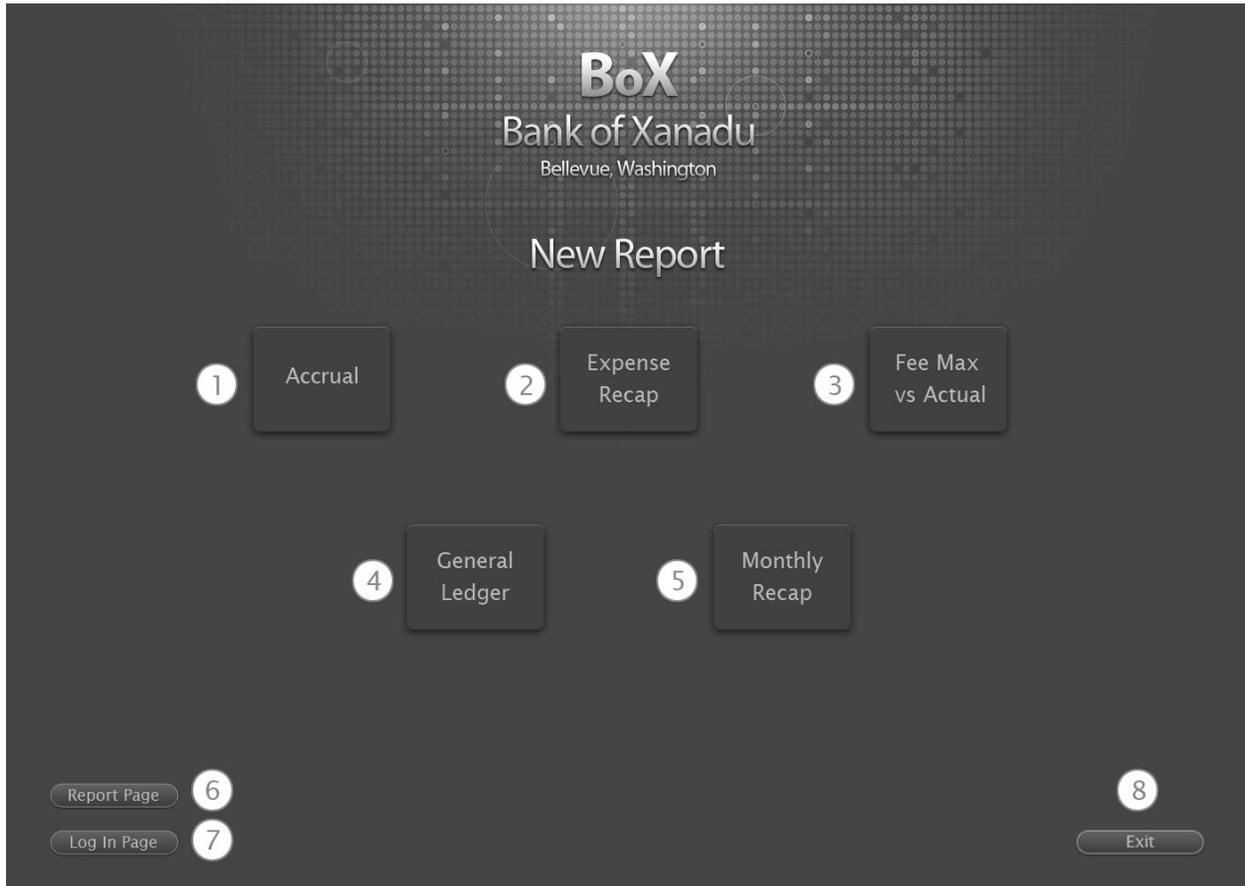
3) **Home Page:** selecting this button will bring the user back to the system Home page (see Home page above)

4) **Exit button:** selecting this button will exit the System.

Generating a New Report

Perform the following steps:

1. From the Reports home page click on the New Report button. The following screen will appear:



The Report page is the local “Home” page for reports generated by the system. From this page, the user can choose to create a new report from five different options. Selecting on any of the Report buttons (# 1-5 above) will bring up a form for the appropriate report type. The user also has the option to return to the system Home page or exit the system.

1) **Accrual button:** selecting this button will generate a new Accrual report based upon invoices received after the 25th of the month. (see Accrual Report sample in Reports section)

2) **Expense Recap button:** selecting this button will generate a new Expense Recap report. (see Expense Recap sample in Reports section)

- 3) **Fee Max vs Actual button:** selecting this button will generate a new Fee Max vs Actuals report. (see Expense Recap sample in Reports section)
- 4) **General Ledger button:** selecting this button will generate a new Expense Recap button. (see Expense Recap sample in Reports section)
- 5) **Monthly Recap button:** selecting this button will generate a new Expense Recap button. (see Expense Recap sample in Reports section)
- 6) **Report Page button:** selecting this button will return the user to the Report “Home” page.
- 7) **Home Page button:** (*picture shows this listed as Log In Page) selecting this button will bring the user back to the system Home page (see Home page above)
- 8) **Exit button:** selecting this button will exit the System.

Perform the following steps:

1. **Click on the Accrual button.**
2. **Enter the period of time (start and end date) you wish to view in the report.**
2. **Click on the submit button to view the Accrual report.**
3. **After viewing the resulting accrual information, close the document.**
4. **Select the Report Page button.** The user will be returned to the Report Home page.

Viewing an Existing Report

Perform the following steps:

1. From the Reports home page click on the View Report button. The following screen will appear:

This screen allows the user to view the current information from any existing report by entering the Report ID and clicking on the Submit button. The information queried from the database is read-only and cannot be changed from this screen.

- 1) **Report ID:** Enter an existing report ID number.
- 2) **Submit button:** selecting this button will query the system to generate a report based upon the data retrieved related to the Report ID.
- 3) **Report Page button:** selecting this button will return the user to the Report “Home” page.
- 4) **Home Page button:** selecting this button will bring the user back to the system Home page (see Home page above)

5) **Exit button:** selecting this button will exit the System.

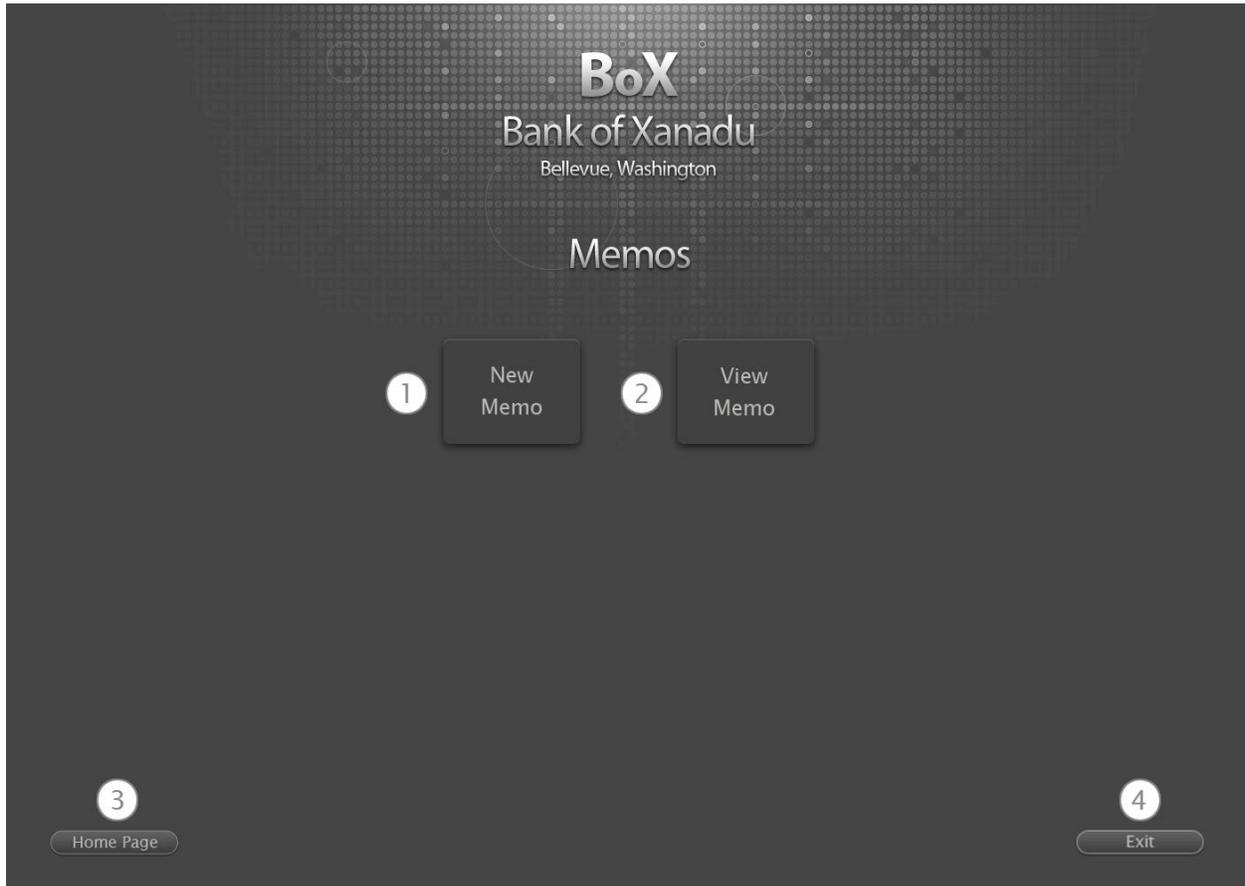
Perform the following steps:

1. Enter “AC1001” in Report ID field.
2. Click on the submit button to view the report identified in the Report ID field.
3. After viewing the resulting report information, close the document.
4. Select the Report Page button. The user will be returned to the Report “Home” page.
5. Select the Home Page button. The user will be returned to the system Home page.

Navigation from the Memos Home Page

Perform the following steps:

1. From the Home page click on the Memos button. The following screen will appear:



The Memo page is the local “Home” page for memo information in the system. From this page, the user can choose to create a new memo, revise an existing memo, or view an existing memo. The user also has the option to return to the system Home page or exit the system.

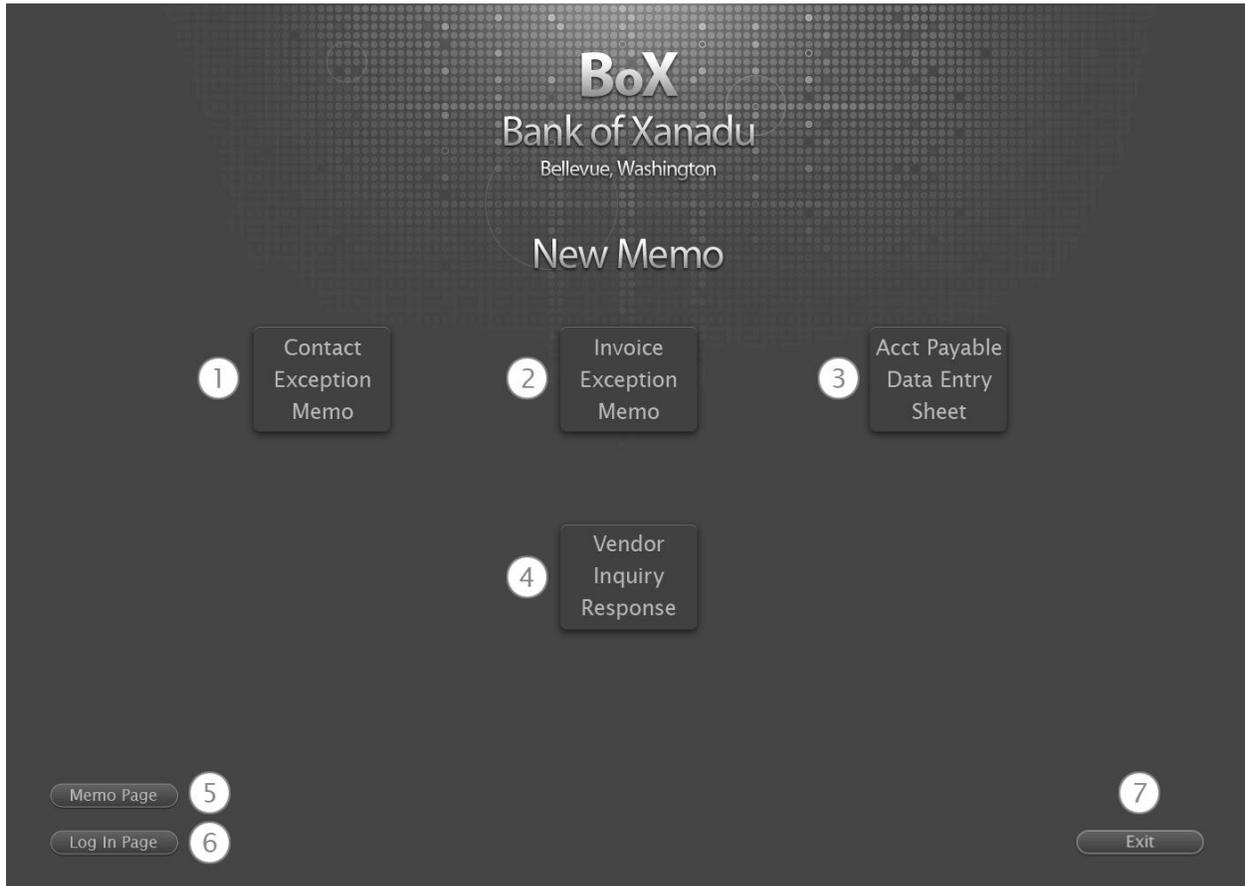
- 1) **New Memo button:** selecting this button will bring the user to the New Memo page (see New Memo page below).
- 2) **View Memo button:** selecting this button will bring the user to the View Memo page (see View Memo page below).
- 3) **Home Page:** selecting this button will bring the user back to the system Home page (see Home page above)

4) **Exit button:** selecting this button will exit the System.

Generating a New Memo

Perform the following steps:

1. From the Memo home page click on the New Memo button. The following screen will appear:



The New Memo page allows the user to select and create one of four different types of memo. Selecting a memo type will bring up a blank form created for that specific type of memo. The empty fields in the form can be filled out with appropriate data by clicking on them or using the tab button to advance to the next field. The new memo can then be forwarded to the appropriate party

1) **Contract Exception Memo:** selecting this button brings up a form with fields that can be filled out when there is an issue or error with contract related data. This form can be forwarded to the appropriate Buyer to correct or update the discrepancies.

2) **Invoice Exception Memo:** selecting this button brings up a form with fields that can be filled out when there is an issue or error with invoice related data. This form can be forwarded to the appropriate Buyer to correct or update the discrepancies.

- 3) **Acct Payable Data Entry Sheet:** selecting this button brings up a form with fields that can be filled out to create a new vendor, bank contact, bank unit, or bank division record.
- 4) **Vendor Inquiry Response:** selecting this button brings up a form with fields that can be filled out to respond to questions, issues, or concerns from the vendor. This form can be forwarded to the appropriate Vendor after the user has determined the answers to the vendor's inquiry.
- 5) **Memo Page button:** selecting this button will return the user to the Memo "Home" page.
- 7) **Home Page button:** (*picture shows this listed as Log In Page) selecting this button will bring the user back to the system Home page (see Home page above)
- 8) **Exit button:** selecting this button will exit the System.

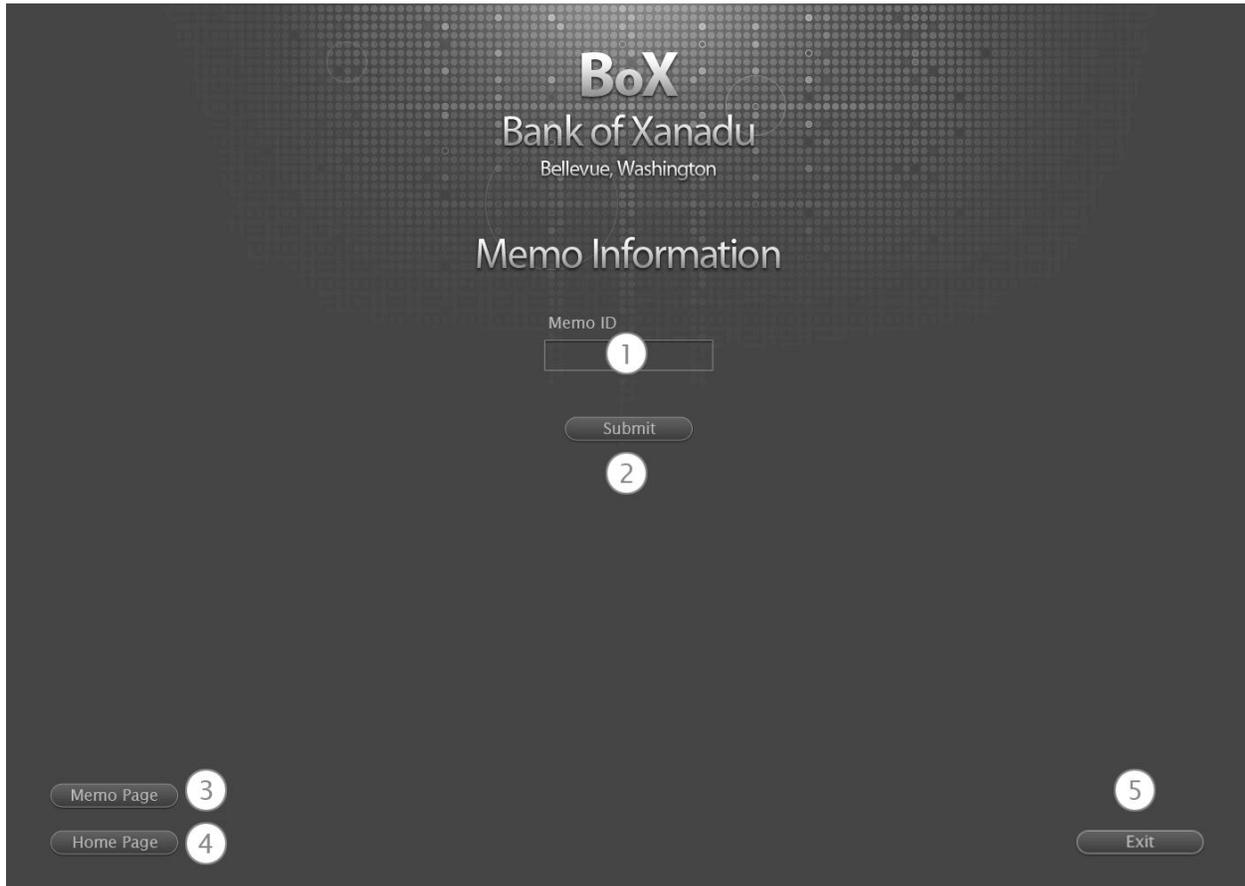
Perform the following steps:

1. **Click on the Contract Exception Memo button.**
2. **Fill out the required information in the form that is opened.**
3. **Send the memo to the appropriate party.**
4. **Select the Memo Page button.** The user will be returned to the Memo Home page.

Viewing an Existing Memo

Perform the following steps:

1. From the Memo home page click on the View Memo button. The following screen will appear:



The Memo Information screen allows the user to view the current information from any existing memo by entering the Memo ID and clicking on the Submit button. The information queried from the database is read-only and cannot be changed from this screen.

- 1) **Memo ID:** Enter an existing memo ID number.
- 2) **Submit button:** selecting this button will query the system to generate a memo based upon the data retrieved related to the Memo ID.
- 3) **Memo Page button:** selecting this button will return the user to the Memo “Home” page.

4) **Home Page button:** selecting this button will bring the user back to the system Home page (see Home page above)

5) **Exit button:** selecting this button will exit the System.

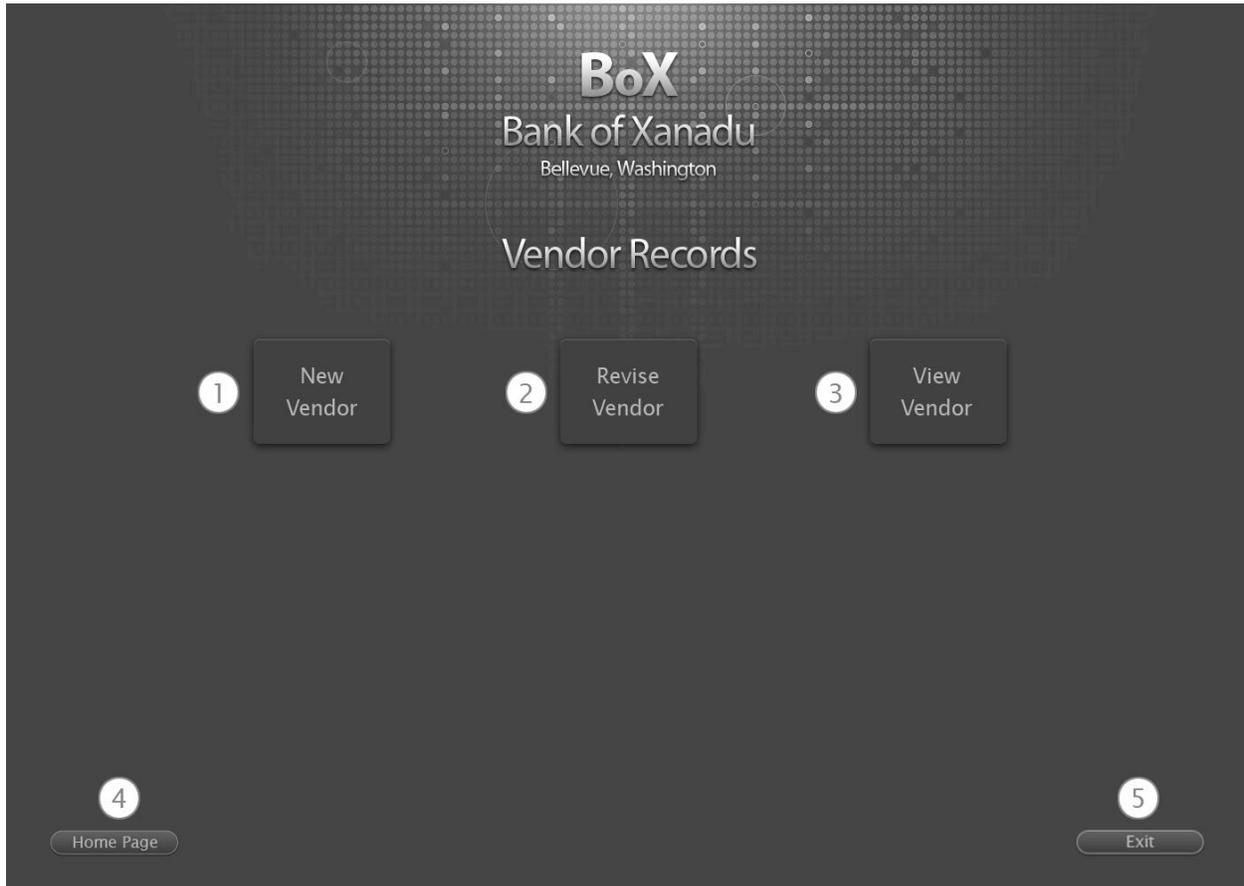
Perform the following steps:

1. Enter “CEM0012” in Memo ID field.
2. Click on the submit button to view the memo identified in the Memo ID field.
3. After viewing the resulting memo information, close the document.
4. Select the Memo Page button. The user will be returned to the Memo “Home” page.
5. Select the Home Page button. The user will be returned to the system Home page.

Navigation from the Vendor Records Home Page

Perform the following steps:

1. From the Home page click on the **Vendors** button. The following screen will appear:



The Vendor Records page is the local “Home” page for vendor information in the system. From this page, the user can choose to create a new vendor, revise an existing vendor, or view an existing vendor. The user also has the option to return to the system Home page or exit the system.

1) **New Vendor button:** selecting this button will bring the user to the New Vendor page (see New Vendor page below).

2) **Revise Vendor button:** selecting this button will bring the user to the Vendor Report page (see Revise Vendor page below).

3) **View Vendor button:** selecting this button will bring the user to the View Vendor page (see View Vendor page below).

4) **Home Page:** selecting this button will bring the user back to the system Home page (see Home page above)

5) **Exit button:** selecting this button will exit the System.

Adding a New Vendor

Perform the following steps:

1. From the Vendor Records home page click on the New Vendor button. The following screen will appear:

The screenshot shows the 'New Vendor' form in the BoX Bank of Xanadu system. The form is titled 'New Vendor' and includes the following fields and buttons:

- Vendor ID (1)
- Vendor Name (2)
- Vendor Address (3)
- Vendor City (4)
- Vendor State (5)
- Vendor Zip (6)
- Vendor Phone (7)
- Vendor E-Mail (8)
- Vendor Contact (9)
- Vendor Title (10)
- Vendor Page (11)
- Home Page (12)
- Reset (13)
- Submit (14)
- Exit (15)

The New Vendor page allows the user to add new vendors into the database. The data entry fields can be cleared using the reset button or the information can be entered into the database using the Submit button.

- 1) **Vendor ID:** The system will assign a vendor ID number using the auto-increment function.
- 2) **Vendor Name:** Enter the company name of the vendor
- 3) **Vendor Address:** Enter the street address of the vendor
- 4) **Vendor City:** Enter the city that the vendor is located in
- 5) **Vendor State:** Enter the state that the vendor is located in

- 6) **Vendor Zip:** Enter the zip code that the vendor is located in
- 7) **Vendor Phone:** Enter the vendor's phone number
- 8) **Vendor E-Mail:** Enter the vendor's company e-mail
- 9) **Vendor Contact:** Enter the name of the primary contact at the vendor's business
- 10) **Vendor Title:** Enter the title of the vendor employee
- 11) **Vendor Page button:** selecting this button will return the user to the Vendor "Home" page.
- 12) **Home Page button:** selecting this button will bring the user back to the system Home page (see Home page above)
- 13) **Reset button:** selecting this button will reset/clear the data entry fields on the page
- 14) **Submit button:** selecting this button will submit the data in the entry fields to the database
- 15) **Exit button:** selecting this button will exit the System.

Perform the following steps:

1. Enter "ZZ0002" in Vendor ID field.
2. Enter "Donny Wicks Associates" in Vendor Name field.
3. Enter "05/15/2010" in Vendor Address field.
4. Enter "135 Main St." in Vendor City field.
5. Enter "Bellevue" in Vendor State field.
6. Enter "98269" in Vendor Zip field.
7. Enter "(425)385-3495" in Vendor Phone field.
8. Enter "A.Peckham @ DWicks.com" in Vendor E-Mail field.
9. Enter "Art Peckham" in Vendor Contact field.
10. Enter "Programmer" in Vendor Title field.
11. **Select the Reset Button to reset fields.** This button will clear the fields on the page.
12. **Select the Vendor Page button.** The user will be returned to the Vendor Records Home page.

Revising an Existing Vendor

Perform the following steps:

1. From the Vendor home page click on the Revise Memo button. The following screen will appear:

The screenshot shows the 'Revise Vendor' page. At the top, the BoX Bank of Xanadu logo is displayed with 'Bellevue, Washington' below it. The main heading is 'Revise Vendor'. Below this, there are ten input fields arranged in two columns. The fields are: Vendor ID (1), Vendor Name (2), Vendor Address (3), Vendor City (4), Vendor State (5), Vendor Zip (6), Vendor Phone (7), Vendor E-Mail (8), Vendor Contact (9), and Vendor Title (10). At the bottom of the page, there are five buttons: 'Vendor Page' (11), 'Home Page' (12), 'Reset' (13), 'Submit' (14), and 'Exit' (15).

The Revise Vendor page allows the user to revise or add data for the vendor that is missing, incorrect, or needs to be updated. Because the procedures are similar to those used on the New Vendor page, there is no need to step through revising fields on this page. Simply clicking on the appropriate field and entering a new value and submitting those values will update the data in the database.

1) **Vendor ID:** Enter an existing vendor ID number. The system will auto-populate all fields that had data entered into them when the new vendor was created.

2) **Vendor Name:** Revise the company name of the vendor

3) **Vendor Address:** Revise the street address of the vendor

4) **Vendor City:** Revise the city that the vendor is located in

- 5) **Vendor State:** Revise the state that the vendor is located in
- 6) **Vendor Zip:** Revise the zip code that the vendor is located in
- 7) **Vendor Phone:** Revise the vendor's phone number
- 8) **Vendor E-Mail:** Revise the vendor's company e-mail
- 9) **Vendor Contact:** Revise the name of the primary contact at the vendor's business
- 10) **Vendor Title:** Revise the title of the vendor employee
- 11) **Vendor Page button:** selecting this button will return the user to the Vendor "Home" page.
- 12) **Home Page button:** selecting this button will bring the user back to the system Home page (see Home page above)
- 13) **Reset button:** selecting this button will reset/clear the data entry fields on the page
- 14) **Submit button:** selecting this button will submit the data in the entry fields to the database
- 15) **Exit button:** selecting this button will exit the System.

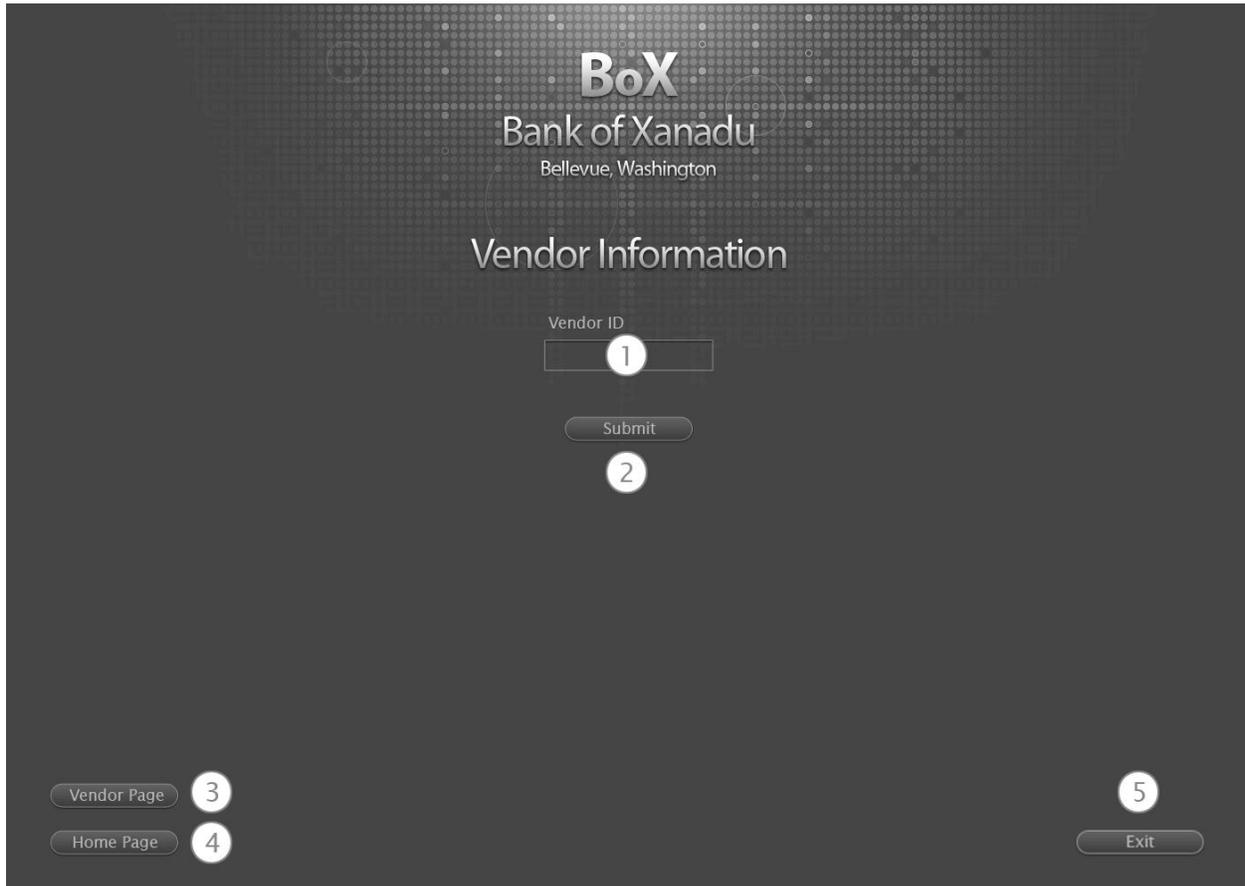
Perform the following steps:

1. **Practice revising data in the fields until you are comfortable with entering and revising data for vendors.**
2. **Select the Reset Button to reset fields.** This button will clear the fields on the page.
3. **Select the Vendor Page button.** The user will be returned to the Invoice "Home" page.

Viewing an Existing Vendor

Perform the following steps:

1. From the Vendor home page click on the View Vendor button. The following screen will appear:



The Vendor Information screen allows the user to view the current information from any existing memo by entering the Memo ID and clicking on the Submit button. The information queried from the database is read-only and cannot be changed from this screen.

- 1) **Vendor ID:** Enter an existing vendor ID number.
- 2) **Submit button:** selecting this button will query the system to retrieve the information of the vendor specified by the Vendor ID.
- 3) **Vendor Page button:** selecting this button will return the user to the Vendor “Home” page.

4) **Home Page button:** selecting this button will bring the user back to the system Home page (see Home page above)

5) **Exit button:** selecting this button will exit the System.

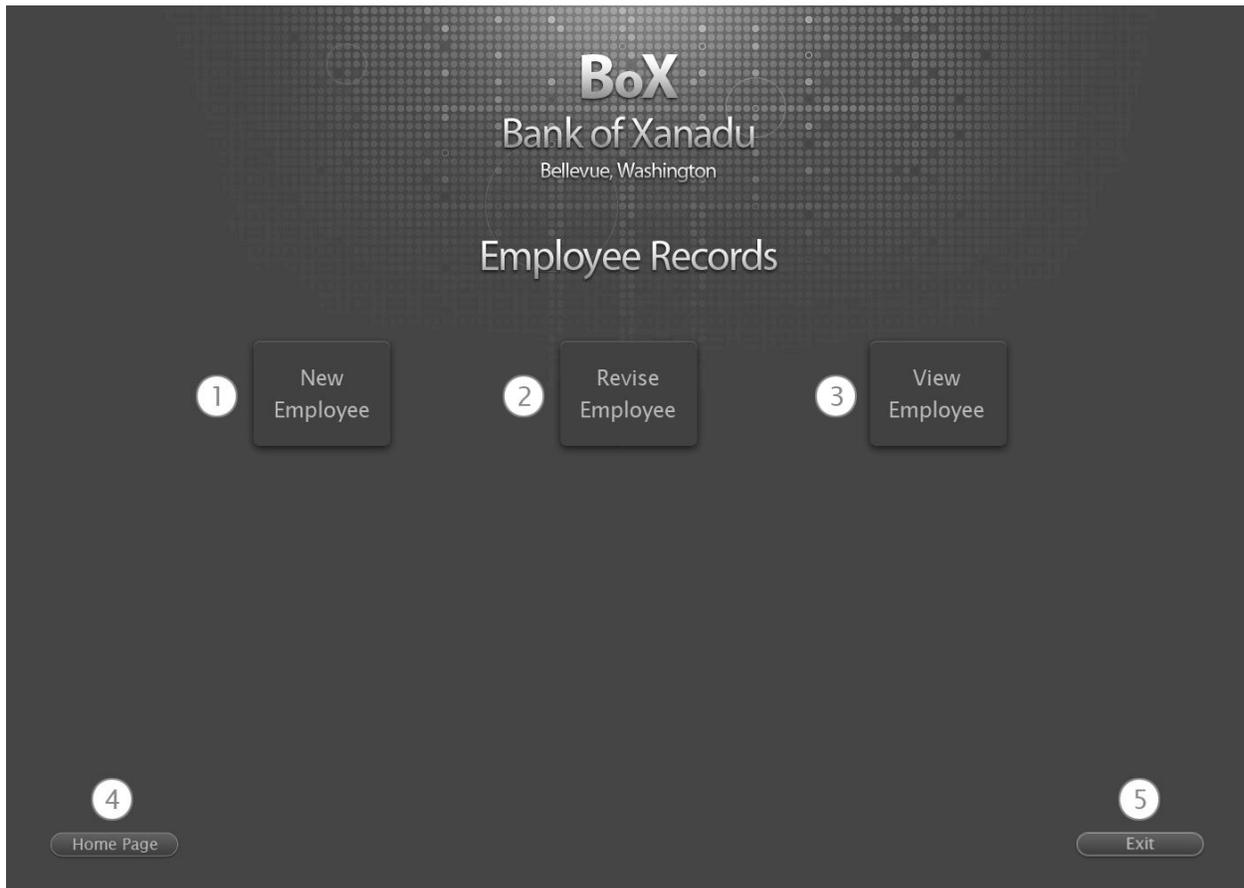
Perform the following steps:

1. Enter “0012” in Vendor ID field.
2. Click on the submit button to view the vendor identified in the Vendor ID field.
3. After viewing the resulting vendor information, close the document
4. Select the Vendor Page button. The user will be returned to the Vendor “Home” page.
5. Select the Home Page button. The user will be returned to the system Home page.

Navigation from the Employee Records Home Page

Perform the following steps:

1. From the Home page click on the **Employees** button. The following screen will appear:



The Employee Records page is the local “Home” page for employee information in the system. From this page, the user can choose to add a new employee, revise an existing employee, or view an existing employee. The user also has the option to return to the system Home page or exit the system.

1) **New Employee button:** selecting this button will bring the user to the New Employee page (see New Employee page below).

2) **Revise Employee button:** selecting this button will bring the user to the Employee Report page (see Revise Employee page below).

3) **View Employee button:** selecting this button will bring the user to the View Employee page (see View Employee page below).

4) **Home Page:** selecting this button will bring the user back to the system Home page (see Home page above)

5) **Exit button:** selecting this button will exit the System.

Adding a new Employee

Perform the following steps:

1. From the **Employee Records** home page click on the **New Employee** button. The following screen will appear:

The New Employee page allows the user to add new employees into the database. The employees listed in this database include Accounting Group users, project managers, buyers, and other personnel who use or manage the new system. The data entry fields can be cleared using the reset button or the information can be entered into the database using the Submit button.

- 1) **Employee ID:** The system will assign an Employee ID number using the auto-increment function.
- 2) **Employee First Name:** Enter the first name of the employee.
- 3) **Employee Last Name:** Enter the last name of the employee.
- 4) **Employee Unit:** Enter the unit number of the employee.

- 5) **Employee User Name:** Enter the user name assigned to the employee to access the new system.
- 6) **Employee Login ID:** Enter the password that the employee has chosen for the new system. (This field will be visible only to personnel with Database Administrator level authorization)
- 7) **Employee Phone:** Enter the business phone number or extension of the employee.
- 8) **Employee Title:** Enter the job title of the employee.
- 9) **Employee Page button:** selecting this button will return the user to the Employee "Home" page.
- 10) **Home Page button:** selecting this button will bring the user back to the system Home page (see Home page above)
- 11) **Reset button:** selecting this button will reset/clear the data entry fields on the page
- 12) **Submit button:** selecting this button will submit the data in the entry fields to the database
- 13) **Exit button:** selecting this button will exit the System.

Perform the following steps:

1. Enter "Apor0011" in Employee ID field.
2. Enter "Manny" in Employee First Name field.
3. Enter "Aporte" in Employee Last Name field.
4. Enter "3426" in Employee Unit field.
5. Enter "JAporte" in Employee User Name field.
6. Enter "scrimshaw" in Employee Login ID field.
7. Enter "785-2569" in Employee Phone field.
8. Enter "Project Manager" in Employee Title field.
9. **Select the Reset Button to reset fields.** This button will clear the fields on the page.
10. **Select the Employee Page button.** The user will be returned to the Employee "Home" page.

Revising an Existing Employee

Perform the following steps:

1. From the **Employee Records** home page click on the **Revise Employee** button. The following screen will appear:

The Revise Employee page allows the user to revise or add data for the employee that is missing, incorrect, or needs to be updated. Because the procedures are similar to those used on the New Employee page, there is no need to step through revising fields on this page. Simply clicking on the appropriate field and entering a new value and submitting those values will update the data in the database.

- 1) **Employee ID:** Revise the ID number of the employee.
- 2) **Employee First Name:** Revise the first name of the employee.
- 3) **Employee Last Name:** Revise the last name of the employee.
- 4) **Employee Unit:** Revise the unit number of the employee.

- 5) **Employee User Name:** Revise the user name assigned to the employee to access the new system.
- 6) **Employee Login ID:** Revise the password that the employee has chosen for the new system. (This field will be visible only to personnel with Database Administrator level authorization)
- 7) **Employee Phone:** Revise the business phone number or extension of the employee.
- 8) **Employee Title:** Revise the job title of the employee.
- 9) **Employee Page button:** selecting this button will return the user to the Employee "Home" page.
- 10) **Home Page button:** selecting this button will bring the user back to the system Home page (see Home page above)
- 11) **Reset button:** selecting this button will reset/clear the data entry fields on the page
- 12) **Submit button:** selecting this button will submit the data in the entry fields to the database
- 13) **Exit button:** selecting this button will exit the System.

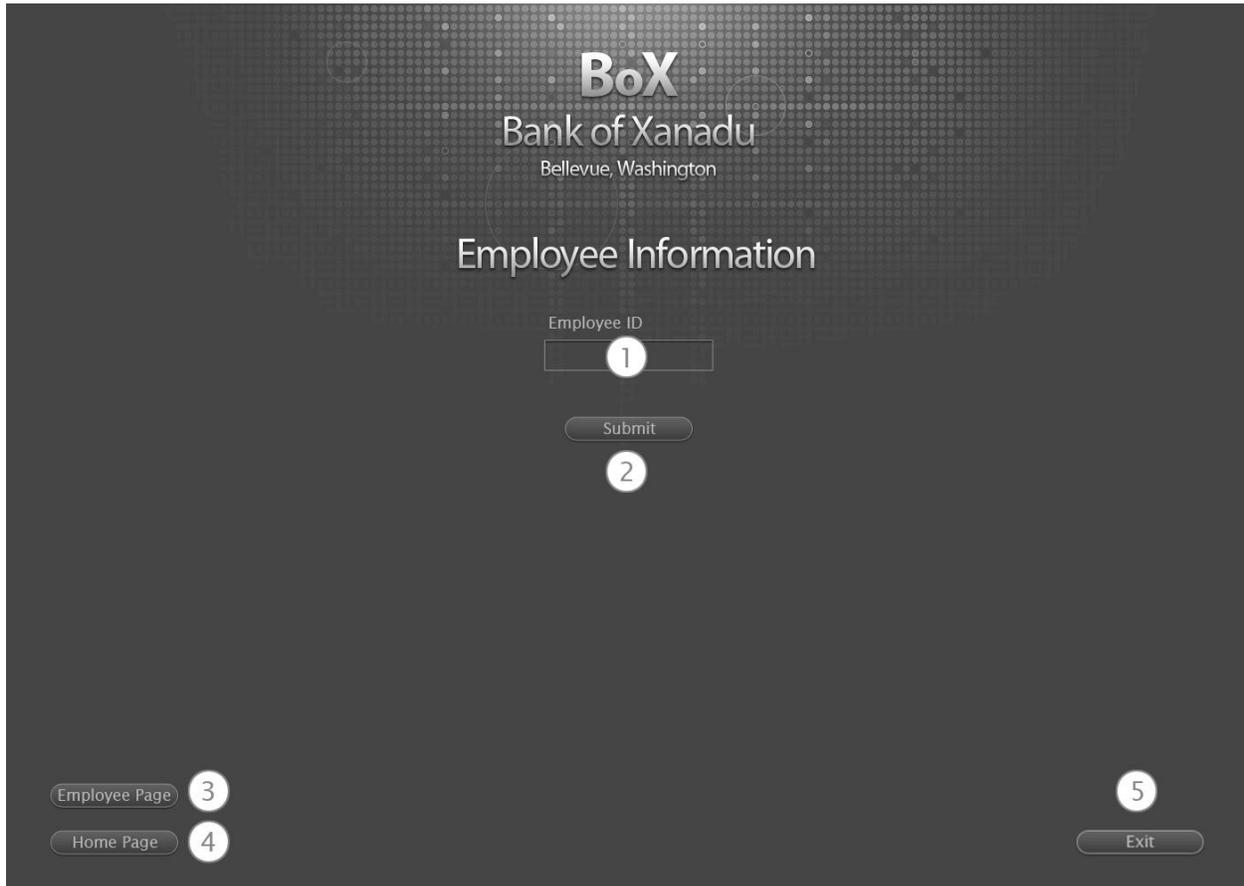
Perform the following steps:

1. **Practice revising data in the fields until you are comfortable with entering and changing data for employees.**
2. **Select the Reset Button to reset fields.** This button will clear the fields on the page.
3. **Select the Employee Page button.** The user will be returned to the Employee "Home" page.

Viewing an Existing Employee

Perform the following steps:

1. From the **Employee Records** home page click on the **View Employee button**. The following screen will appear:



The Employee Information screen allows the user to view the current information of any existing employee by entering the Employee ID and clicking on the Submit button. The information queried from the database is read-only and cannot be changed from this screen.

- 1) **Employee ID:** Enter an existing employee ID number.
- 2) **Submit button:** selecting this button will query the system to retrieve the information of the employee specified by the Employee ID.
- 3) **Employee Page button:** selecting this button will return the user to the Employee “Home” page.

4) **Home Page button:** selecting this button will bring the user back to the system Home page (see Home page above)

5) **Exit button:** selecting this button will exit the System.

Perform the following steps:

1. Enter "0012" in Employee ID field.
2. Click on the submit button to view the employee identified in the Employee ID field.
3. After viewing the resulting employee information, close the document
4. Select the Employee Page button. The user will be returned to the Employee "Home" page.
5. Select the Home Page button. The user will be returned to the System Home page.

Perform the following steps:

1. Practice navigating through the system using the instructions in this manual.
2. Practice entering information into the system on various pages using the Submit button instead of clearing them with the Reset button. These values will be deleted from the database before it is brought online.
3. Practice revising and viewing the data that you entered into the system.
4. Practice filling out Reports and Memos. Send your practice memos to memopractice@BoX.com. This is an internal e-mail address created specifically for testing the Memo functions of the new system.
5. When you are finished practicing with or using the system, click on the Exit button to exit the system.

Reports

Accrual Report (see Appendix A for sample report)

The accrual report accounts for invoices charged against an account received after the 25th of the month. For bookkeeping reasons, these invoices are charged to the following month's records and reversed at a later date. The accrual report used by Bank of Xanadu uses the following information (separated into columns) to track information relevant to each accrual amount:

Programmer: This column list the name of the individual who has provided contracted programming services for Bank of Xanadu. This column lists the programmer using the last name first, followed by a comma, and then the first name. (ex. Brown, Lou)

Vendor: This column identifies the business name of the vendor that the programmer works for.

Unit: This column identifies the Bank of Xanadu unit that is responsible for the contracted work performed by the programmer. Charges from invoices are paid for using funds designated to the identified unit.

Invoice #: This column identifies the number assigned to an invoice by the Bank of Xanadu Accounting Group.

Total Invoice: This column identifies the individual amounts charged by each programmer for services provided. These totals are tallied for each specific month. The monthly totals are added together at the bottom of the report as the Grand Total of the invoice charges made to Bank of Xanadu for the services provided.

Accrued: If an invoice total has been accrued, this column identifies the date that each accrual occurred.

Reversed: This column identifies the date that an invoice total that has been accrued was reversed.

Fee Maximum vs Actuals Report (see Appendix A for sample report)

This report identifies the fee maximum as determined by an existing contract, how much money has been charged against that contract, what that total is as a percentage of the fee maximum, and the balance of the fee maximum after it has been subtracted. The following columns detail the information relevant to this report:

Programmer: This column list the name of the individual who has provided contracted programming services for Bank of Xanadu. This column lists the programmer using the last name first, followed by a comma, and then the first name. (ex. Brown, Lou)

Begin Date: This column denotes the date that the contracted work will begin.

End Date: This column indicates the date that the contracted work will end.

\$/Hour: This column displays the wages that the contracted programmer will receive for the work performed in dollars for each hour worked.

Contact Person: This column identifies the Bank of Xanadu project manager who is responsible for the contracted work performed by the vendor/programmer.

Phone: This is the Contact Person's phone number.

Appendix A Fee Max: This is the maximum amount of money identified in the contract that can be paid out for work performed by the vendor/programmers for that particular contract.

Total Charged to Appendix A: This column defines how much money has been charged at the time of this report's printing against a particular contract's fee maximum.

Percent Used: This column calculates the percentage of the fee maximum that has been used by dividing the amount in the Total Charged to Appendix A column by the Appendix A Fee Max column.

Date Unit Last Charged: This column identifies the last date that an invoice amount has been charged against a specific Bank of Xanadu unit.

Under/Over Appendix A Max: This column calculates the balance of the fee maximum that is left after a charge has been made against it. If the amount is negative, there is not enough money left in the contract account to pay the charge.

This report also separates the charges by Division and Unit Number that each charge has been made to.

Monthly Expense Recap Report (see Appendix A for sample report)

The monthly expense recap details the expenses by each Division and Unit for a specified period of time. These reports are sent to the individual bank units. The information for this report is separated into the following columns:

Programmer: This column list the name of the individual who has provided contracted programming services for Bank of Xanadu. This column lists the programmer using the last name first, followed by a comma, and then the first name. (ex. Brown, Lou)

Vendor: This column identifies the business name of the vendor that the programmer works for.

Division: This column identifies the Bank of Xanadu Division that is responsible for the contracted work performed by the programmer. A Division is group of units that have similar functions or are directed by the same management group.

Charge: This column identifies the Bank of Xanadu unit that is responsible for the contracted work performed by the programmer. Charges from invoices are paid for using funds designated to the identified unit.

Invoice #: This column identifies the number assigned to an invoice by the Bank of Xanadu Accounting Group.

Begin Date: This column denotes the beginning date for the period that the programmer is charging for services provided.

End Date: This column indicates the end date for the period that the programmer is charging for services provided.

Total Hours: This column provides the total number of hours that a programmer worked between the Begin Date and End Date on this report.

Total Invoice: This column identifies the individual amounts charged by each programmer for services provided. These totals are tallied for a specified period of time for each Division and Charge Unit. The totals are added together at the bottom of the report as the Grand Total of the charges made to Bank of Xanadu for the services provided in a specific month.

Accrued: If an invoice total has been accrued, this column identifies the date that each accrual occurred.

Monthly Contract Recap Report (see Appendix A for sample report)

The monthly contract recap report sent to the Project Managers. These reports summarize what has been paid for each contract that they manage and identify any relevant information about the contracted work performed in the following subject areas:

Project Manager: This field identifies the Bank of Xanadu project manager who is responsible for the contracted work performed by the vendor/programmer.

Unit: This field identifies the Bank of Xanadu unit that is responsible for the contracted work performed by the programmer. Charges from invoices are paid for using funds designated to the identified unit.

Programmer: This field lists the name of the individual who has provided contracted programming services for Bank of Xanadu. This column lists the programmer using the last name first, followed by a comma, and then the first name. (ex. Brown, Lou)

Company: This field identifies the business name of the vendor responsible for performing the work for a specific contract.

Project: This field identifies the name of a project or a brief description of what the programming work designated by a contract entails.

Start Date: This field denotes the date that the contracted work will begin.

End Date: This field indicates the date that the contracted work will end.

Rate/Hour: This field displays the wages that the contracted programmer will receive for the work performed in dollars for each hour worked.

Fee Max: This is the maximum amount of money identified in the contract that can be paid out for work performed by the vendor/programmers for that particular contract.

Charge To: This field identifies the Bank of Xanadu unit that is responsible for the contracted work performed by the programmer. Charges from invoices are paid for using funds designated to the identified unit.

Invoice Number: This column identifies the number assigned to an invoice by the Bank of Xanadu Accounting Group.

Date Paid: This field identifies the date that the invoice was paid.

Periods Paid: This field identifies a date range period in which work was performed by a vendor/programmer and billed on an invoice against a contract fee maximum.

Hours: This field indicates the number of hours worked in a Periods Paid on a specific invoice.

Dollar Total: This field indicates the total amount of money that was billed and paid in a specific Periods Paid for work performed. This field is calculated by multiplying the Rate/Hour and hours fields.

Total of Hours & Invoice Dollars: These fields display the total number of hours and the dollar total

Total Charged to Contract: This field defines how much money has been charged at the time of this report's printing against a particular contract's fee maximum.

Percent Used: This field calculates the percentage of the fee maximum that has been used by dividing the amount in the Total Charged to Appendix A column by the Appendix A Fee Max column.

Remaining Contract Dollars: This field calculates the balance of the fee maximum that is left after a charge has been made against it. If the amount is negative, there is not enough money left in the contract account to pay the charge.

General Ledger Report (see Appendix A for sample report)

The general ledger report balances money charged to expense accounts by contracted programmers for services rendered. This report also identifies which unit the invoice is charged against, tallies the totals on a monthly basis, and calculates the Grand Total for a specified number of months. The information for this report is identified by the following columns:

ID Number: This is an ID number assigned to the contracted programmers using the first five letters of their last name and the month and year of the contract they initially worked on for Bank of Xanadu. For example, Peter Wilkins' ID Number would include Wilki and the number 0508 that indicates the starting month and year of the first contract that he performed work for, thus his ID Number would be Wilki0508.

Programmer: This field lists the name of the individual who has provided contracted programming services for Bank of Xanadu. This column lists the programmer using the last name first, followed by a comma, and then the first name. (ex. Brown, Lou)

Vendor: This field identifies the business name of the vendor responsible for performing the work for a specific contract.

Charge: This column identifies the Bank of Xanadu unit that is responsible for the contracted work performed by the programmer. Charges from invoices are paid for using funds designated to the identified unit.

Invoice #: This column identifies the number assigned to an invoice by the Bank of Xanadu Accounting Group.

Date Paid: This field identifies the date that the invoice was paid.

Begin Date: This column denotes the beginning date for the period that the programmer is charging for services provided.

End Date: This column indicates the end date for the period that the programmer is charging for services provided.

Rate: This field displays the wages that the contracted programmer will receive for the work performed in dollars for each hour worked.

Total Hours: This column provides the total number of hours that a programmer worked between the Begin Date and End Date on this report.

Total Invoice: This column identifies the individual amounts charged by each programmer for services provided. These totals are tallied for a specified period of time for each Division and Charge Unit. The totals are added together at the bottom of the

report as the Grand Total of the charges made to Bank of Xanadu for the services provided in a specific month.

Accrued: If an invoice total has been accrued, this column identifies the date that each accrual occurred.

Memo: This column is used to note any information about a particular entry that may be deemed important enough to be kept on the same report as that it pertains to.

Data Entry Sheet (see Appendix A for sample report)

The data entry sheet is used to create a new vendor, bank contact, bank unit, or bank division record. Although the elements of each data entry sheet may vary depending upon what it is being used to create, a typical form will include fields similar to the following:

Vendor Name: This field identifies the company name of the vendor.

Vendor Number: This field identifies the unique ID number assigned to identify the vendor by Bank of Xanadu.

Invoice Number: This field identifies the unique ID number assigned to identify the invoice by Bank of Xanadu

Description: This field gives a brief description of work performed or a period of time from an invoice that work was performed in.

Invoice Date: This field indicates the date that the invoice was issued.

Due Date: This field indicates the date that payment is due for work performed.

Invoice Total: This field indicates the total amount of money billed to the Bank of Xanadu on the invoice.

General Ledger Account: This field identifies the account number that payment is issued from to pay invoice totals.

P.O. Number: This field identifies a programmer using an assigned ID.

Charge Unit: This field identifies the Bank of Xanadu unit that is responsible for the contracted work performed by the programmer. Charges from invoices are paid for using funds designated to the identified unit.

Processed by: This field identifies the name of the Accounting Group user responsible for processing and entering the information from the data entry sheet into the database system.

Exception Memo (see Appendix A for sample memo)

Exception memos are generated when there is invalid or incomplete information on a contract or invoice. The exception memo is sent to the buyer to resolve the discrepancies and then returned to the Accounting Group user to complete the contract or invoice entry into the system. A typical exception memo has the following elements:

Date: The date that the memo was issued.

From: This field lists who the memo is from, their title, division, and unit.

To: This field identifies who the memo is being sent to, their title, and unit.

Classification: This field identifies the type of memo.

Subject: This field gives a brief summation of the issues that need to be addressed by the Buyer.

Vendor: This field identifies the name of the Vendor who is performing the contracted work.

Reasons: This area lists the reasons that the exception memo has been created and defines what information the Buyer needs to validate or revise to correct the discrepancy(s).

Response Area

Date: This is the date that the Buyer responded and returned the memo to the Accounting Group user who generated it.

Actions: This area identifies the corrective actions performed by the Buyer to resolve the discrepancies noted by the user.

Where to go for more help

More information about Microsoft Access 2010 and additional technical support documentation can be found at <http://support.microsoft.com/ph/915>.

If there are any issues with the system please contact BSSD's Technical Support department at (425)555-1111 or TechSupport@BSSD.com . If the Technical Support department cannot resolve the problems you are having with your system please contact Mr. Don Kipp at dkipp@BSSD.com. Mr. Kipp is the developer of the database and will assist you in troubleshooting and resolving any problems you may be having with the system. If Mr. Kipp is unavailable, please contact Mr. Stuart Crome at scrome@BSSD.com. Mr. Crome is the developer of the front end GUI and assisted Mr. Kipp in the development of the database for the automatic contractual payment system.

APPENDIX A



ACCRUALS

Programmer	Vendor	Unit	Invoice #	Total Invoice	Accrued	Reversed
Brown, Lou	EDS Temps Inc	3072	509	1,750.00	12/07	
		3072	Total:	1,750.00		01/10/08
		9408	329	3,600.00	12/07	
Peckham, Art Wilkins, Peter	Donny Wicks Associates	9408	1002	3,894.00	12/07	
		9408	Total:	7,494.00		01/10/08
		December 2007		9,244.00		
Brown, Lou Fortier, Brian	EDS Temps Inc	3072	511	1,750.00	01/08	
		3072	3723	4,412.50	01/08	
		3072	Total:	6,162.50		02/10/08
Lehrer, Philip	Beltam Systems Inc	3117	101	8,580.00	01/08	
		3117	Total:	8,580.00		02/10/08
		9408	330	10,620.00	01/08	
Peckham, Art Wilkins, Peter	Donny Wicks Associates	9408	1004	4,838.00	01/08	
		9408	Total:	15,458.00		02/10/08
		January 2008		30,200.50		
		February 2008				
		Grand Total:		39,444.50		



**Contract Programmer Report
Fee Maximum vs Actuals
December 2007**

Programmer	Begin Date	End Date	\$/Hour	Contact Person	Phone	Appendix A Fee Max	Total Charged to Appendix A	Percent Used	Date Unit Last Charged	Under/Over Appendix A Max
DIVISION: NAB										
Unit Number: 3072										
Brown, Lou	12/17/07	06/17/08	25.00	Clark, Rudy	622-2675	29,000.00	1,750.00	6%	01/11/08	27,250.00
DIVISION: CCR										
Unit Number: 9408										
Wilkins, Peter	12/01/07	05/30/08	59.00	Scott, Randy	622-6047	48,000.00	7,670.00	16%	01/11/08	40,330.00
Peckham, Art	12/16/07	09/30/08	60.00	Scott, Randy	622-6047	88,600.00	3,600.00	4%	01/11/08	85,000.00



**Contract Programmers Monthly Expense Recap Report
By Division and Unit
January 2008**

Programmer	Vendor	Division	Charge	Invoice #	Begin Date	End Date	Total Hours	Total Invoice	Accrued
Lehrer, Philip	Beltam Systems Inc	AMB	3117	101	01/02/08	01/31/08	Total for Division:	8,580.00	01/08
		AMB	3117			Total for Charge Unit:	165.0	8,580.00	01/08
Peckham, Art	Donny Wicks Associates	CCR	9408	330	01/02/08	01/31/08	Total for Division:	20,473.00	01/08
Wilkins, Peter	Donny Wicks Associates	CCR	9408	1003	01/02/08	01/15/08	177.0	10,620.00	
Wilkins, Peter	Donny Wicks Associates	CCR	9408	1004	01/16/08	01/31/08	85.0	5,015.00	
		CCR	9408			Total for Charge Unit:	82.0	4,838.00	
Brown, Lou	EDS Temps Inc	NAB	3072	510	01/02/08	01/15/08	Total for Division:	7,862.50	01/08
Brown, Lou	EDS Temps Inc	NAB	3072	511	01/16/08	01/31/08	68.0	1,700.00	
Fortier, Brian	EDS Temps Inc	NAB	3072	3723	01/02/08	01/31/08	70.0	1,750.00	01/08
		NAB	3072			Total for Charge Unit:	176.5	4,412.50	01/08
Grand Total for January:								36,915.50	



**Monthly Contract Recap
As of December 31, 2007**

Project Manager: **Clark, Rudy** Unit: **3072** Project: **Tax System Assistance** Charge To: **3072**

Programmer: **Brown, Lou** Company: **EDS Temps Inc** Fee Max: **29,000.00**

Start Date: **12/17/07** End Date: **06/17/08** Rate Hour: **25.00**

Invoice Number	Date Paid	Periods Paid	Hours	Dollar Total
509	01/11/08	12/17/07 to 12/31/07	70	1,750.00
Total of Hours & Invoice Dollars			70	1,750.00

Total Charged to Contract **\$1,750.00**
 Percent used **6%**
 Remaining Contract Dollars **\$27,250.00**



**General Ledger
Invoices**

ID Number	Programmer	Vendor	Charge	Invoice #	Date Paid	Begin Date	End Date	Rate	Total Hours	Total Invoice	Accrued	Memo
Wiki0508	Wilkins, Peter	Donny Wicks Associates	9408	1001	12/21/07	12/01/07	12/15/07	59.00	64.0	3,776.00		
									Total:	3,776.00		
									Total for December:	3,776.00		
Peckh0908	Peckham, Art	Donny Wicks Associates	9408	329	01/11/08	12/16/07	12/31/07	60.00	60.0	3,600.00	12/07	
Wiki0508	Wilkins, Peter	Donny Wicks Associates	9408	1002	01/11/08	12/16/07	12/31/07	59.00	66.0	3,894.00	12/07	
Brown0391	Brown, Lou	EDS Temps Inc	3072	509	01/11/08	12/17/07	12/31/07	25.00	70.0	1,750.00	12/07	
									Total:	9,244.00		
Wiki0508	Wilkins, Peter	Donny Wicks Associates	9408	1003	01/25/08	01/02/08	01/15/08	59.00	85.0	5,015.00		
Brown0391	Brown, Lou	EDS Temps Inc	3072	510	01/25/08	01/02/08	01/15/08	25.00	68.0	1,700.00		
									Total:	6,715.00		
									Total for January:	15,959.00		
Lehre1208	Lehrer, Phillip	Beltam Systems Inc	3117	101	02/08/08	01/02/08	01/31/08	52.00	165.0	8,580.00	01/08	
Peckh0908	Peckham, Art	Donny Wicks Associates	9408	330	02/08/08	01/02/08	01/31/08	60.00	177.0	10,620.00	01/08	
Wiki0508	Wilkins, Peter	Donny Wicks Associates	9408	1004	02/08/08	01/16/08	01/31/08	59.00	82.0	4,838.00	01/08	
Brown0391	Brown, Lou	EDS Temps Inc	3072	511	02/08/08	01/16/08	01/31/08	25.00	70.0	1,750.00	01/08	
Fortier0608	Fortier, Brian	EDS Temps Inc	3072	3723	02/08/08	01/16/08	01/31/08	25.00	176.5	4,412.50	01/08	
									Total:	30,200.50		
Brown0391 (start)	Brown, Lou	EDS Temps Inc	3072	512	02/22/08	02/01/08	02/15/08	25.00	68.0	1,700.00		
									Total:	1,700.00		
									Total for February:	31,900.50		
										Grand Total:	51,635.50	

Dec Exp
13,020.00

Jan Exp
36,915.50

BoX

Bank of Xanadu

Bellevue, Washington

DATA ENTRY SHEET**Vendor Name:** Donny Wicks Associates**Vendor Number:** ZZ0002**Invoice Number:** 329**Description:** A. Peckham 12/16/07 to 12/31/07**Invoice Date:** 01/02/08**Due Date:** 01/17/08**Invoice Total:** 3,600.00**G/L Account:** 507613**P.O. Number:** A. Peckham**Charge Unit:** 9408**Processed by Dave Spencer:** 01/11/08

BoX

Bank of Xanadu

Bellevue, Washington

Date: February 11, 2008

From: Dave Spencer, Accountant
Financial Controller's Division
Corporate General Accounting #3707

To: Rob Watt, Buyer
Technology Acquisition Management #3411

Classification: Internal

Subject: CONTRACTOR INVOICE PROBLEMS

Vendor:

I am unable to process the attached invoice(s) for the following reason(s):

<input type="checkbox"/>	No Contract on File
<input type="checkbox"/>	Dollar Amount Exceeds Contract Fee by \$
<input type="checkbox"/>	Invoice Period Outside of Contract Dates
<input type="checkbox"/>	No Time Sheet
<input type="checkbox"/>	No Invoice / Time Sheet Approval
<input type="checkbox"/>	Time Sheet & Invoice Discrepancy
<input type="checkbox"/>	Billed Rate Different from Contract Rate
<input type="checkbox"/>	Other:



Please provide the necessary information and return to me in unit #3707. Thank you for your assistance in resolving these problems. If you have any questions, please call me at XanaduNet 785-1223

Attachment included.

DATE	ACTION