

# *Dragon Software's* **Visual Accounting System**

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# Introduction To Accounting

It is beyond the scope of this help file to explain accounting principles, Therefore it is highly recommended that you have some experience in accounting before using the program package. But as a reminder just remember that double entry accounting is nothing but a reflection of the basic equation that:

$$\text{ASSETS} = \text{LIABILITIES} + \text{EQUITY}$$

Assets are Thing that you own if you owe on them or not. An example of Assets would be: Automobiles, Office Equipment, Cash Accounts, fixtures, etc.. Liabilities is the money you owe, an example of this would be: Accounts payable, state tax payable , and notes payable. Equity is the money or equipment that you originally invest in the business or entity.

Anything that increases your assets increases your equity and vice versa. Anything that increases your liabilities decreases your equity. Assets are placed on the debit side of the ledger and liabilities and equity are placed on the credit side of the ledger, so credits equal debits.

Income and expense accounts are eventually reflected in your equity accounts but they are not posted directly to your Net Worth or Accumulated Earnings accounts until the end of your accounting year.

When you deposit a check consisting of income two things happen. Your bank account increases, so it is debited, and one of your income accounts increases,(which eventually increases equity) so it is credited.

When you write a check for an expense item two things happen. Your bank account decreases, so it is credited, and one of your expense accounts (which eventually reduces equity) increases, so it is debited.

[Accounting Situations](#)

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# Overview of Visual Accounting System

This file requires VBRUN300.DLL (Visual Basic Runtime). This program will NOT work with VBRUN100.DLL or VBRUN200.

Visual Accounting System for Windows is an application that uses linked Spreadsheets and Databases that are packed full of accounting tools for business large or small. Reports, Ledgers, or Compound Transactions for any given date can be displayed on the screen. You can use the Sample books that are provided or you can start from scratch and virtually build your own accounting program. VAS will allow you to design you own printouts using a system similar to Dbase's report design screen. Features Include:

- \* User Configurable Printouts for Each Account.
- \* Create Any Account that you Desire
- \* A Very Large Context Sensitive Help File To Get You Started
- \* Empty Set Of Books ready to Use
- \* A Set Of Books With Sample Transactions
- \* Security System that can provide limited access certain users for each set of books.
- \* Up to 64K of notes For Each Account
- \* Setup Sales Tax For Each Account
- \* Programmable Calculations In Compound Entries for Each Accounts
- \* 2 Billion Transactions Per Account In Registered Version
- \* 32 Thousands Entries In each Report Screens
- \* 100 Reports In Each Set Of Books
- \* Unlimited Sets of Books
- \* Add Numbers Between Reports
- \* Supports Wide Carriage and Landscape Printouts
- \* Easily Expandable by Inserting New Accounts Whenever Needed
- \* Supports Compound Entries For Any Account
- \* Allows Reconciled Transactions
- \* Account Reference Window, So You Don't have To Remember Account Numbers.
- \* Allows Any Type of Accounting.
- \* Change and Delete Accounts as you Wish.
- \* Converts Numbers to Words For Easy Check Printing
- \* Audit Trail for Each account that records deleted transactions
- \* History Window for Each Account that allows an overview of all dates

Note: VAS can be used as a standalone Accounting system or can be used with the more "ACCOUNTING USER FRIENDLY" modules that will become available as they are released

# Getting Started

- [Main Window](#)
- [Report Sheet Setup](#)
- [The Account Ledger](#)
- [Complex Transactions](#)
- [Installation](#)
- [Requirement](#)
- [Account Reference Box](#)
- [Business Situations](#)
- [Sample Chart Of Accounts](#)



## **Definition of Shareware**

Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are required to register it (or purchase the licensed version as in the case of Dragon Software's Visual Accounting System).

Copyright laws apply to both Shareware and retail software, and the copyright holder retains all rights, with a few specific exceptions as stated below. Shareware authors are accomplished programmers, just like retail authors, and the programs are of comparable quality. (In both cases, there are good programs and bad ones!) The main difference is in the method of distribution. The author specifically grants the right to copy and distribute the software, either to all or to a specific group. For example, some authors require written permission before a commercial disk vendor may copy their Shareware.

Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's retail or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. And because the overhead is lower, prices are lower also. Shareware has the ultimate money-back guarantee -- if you don't use the product, you don't pay for it.

This entire program and help file was written by K.S. Cupp of Dragon Software. I have a degree in programming and not in English so I hope you don't know mind my mistakes in this help file.

## **Demo Restraints**

This demo version limits the number of transactions to 100 that can be view in each account's ledger, But Still Stores them on the Hard Disk. Installing the Registered Version Correctly will allow you to View the ledger entries past 100.

VAS and the accompanying files may not be sold or included as a part of another product (even if for "free"). A nominal charge for distribution media may be made. You are encouraged to give copies to your friends or to post the program on a BBS, provided that you do not make any changes to any of the files. You Are also encouraged to make samples books if you wish and allow other users to try them out.

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This Limited Warranty shall be governed and construed in accordance with the laws of the State of West Virginia.

### **ACKNOWLEDGMENT**

BY USING THE SHAREWARE VERSION OF VISUAL ACCOUNTING SYSTEM YOU ACKNOWLEDGE THAT YOU HAVE READ THIS LIMITED WARRANTY, UNDERSTAND IT, AND AGREE TO BE BOUND BY ITS' TERMS AND CONDITIONS. YOU ALSO AGREE THAT THE LIMITED WARRANTY IS THE COMPLETE AND EXCLUSIVE STATEMENT OF AGREEMENT BETWEEN THE PARTIES AND SUPERSEDE ALL PROPOSALS OR PRIOR AGREEMENTS, ORAL OR WRITTEN, AND ANY OTHER COMMUNICATIONS BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER OF THE LIMITED WARRANTY.

# Accounting Situations

[Services for Cash](#)

[Services on Account](#)

[Payment on Accounts Receivable](#)

[Cash Purchase of Equipment](#)

[Purchase of Equipment on Account](#)

[Employee Payroll](#)

[Sales Returns and Allowances](#)

[Purchase of Merchandise](#)

[Prepaid Insurance](#)

[Prepaid Rent](#)

[Handling Supplies](#)

[Depreciation](#)

[Unearned Revenues](#)

For more information about Accounting Situations you should visit your local Library

# Sample Chart of Accounts

## ASSETS

Note: Assets have A normal Balance Of Debit

100.....	Cash in Bank
102.....	Cash-Payroll Account
105.....	Money Market
107.....	Petty Cash
110.....	Accounts Receivable
115.....	Interest Receivable
116.....	Due From Employees
117.....	Allowance For Bad Debts
120.....	Inventory
130.....	Prepaid Insurance
132.....	Prepaid Interest
134.....	Prepaid Taxes & Licenses
136.....	Prepaid Expenses
150.....	Furniture & Fixtures
152.....	Machinery & Equipment
154.....	Leasehold Improvements
156.....	Buildings
158.....	Land
160.....	Accumulated Depreciation
180.....	Investments
182.....	Deposits

## Liabilities

Note: Liabilities have a normal Balance of Credit

200.....	Accounts Payable
210.....	Notes Payable
215.....	Layaway Deposits
220.....	FICA Payable
221.....	Federal Withholdings Payable
222.....	State Withholdings Payable
230.....	Salaries & Wages Payable
240.....	Sales Tax Payable

## Equity

Note: Equity have a normal balance of Debit

300.....	Paid In Capital
310.....	Common Stock
399.....	Retained Earnings

## Revenue

Note: Revenue Accounts have a normal Balance of Credit

400.....	Sales Revenue
405.....	Service Revenue
410.....	Sales Discounts
411.....	Sales Returns/Allowances
420.....	Finance Charge Revenue
425.....	Interest Revenue
431.....	Credit Card Discounts
449.....	Miscellaneous Revenue
450.....	Merchandise Purchases
454.....	Purchase Discounts
456.....	Purchase Returns/Allowances
458.....	Freight In

## Expenses

Note: Expenses of have normal balance of Debit

500.....	Salaries and Wages
510.....	Advertising Expenses
511.....	Amortization Expenses
513.....	Auto Expenses

516.....	Bad Debts
519.....	Cash Over/Short
521.....	Commissions Expenses
524.....	Contract Labor Expenses
527.....	Charitable Contributions
530.....	Depreciation
533.....	Dues and Fees
534.....	Entertainment

Note: that all Contra Accounts are the opposite of the Normal Balance

**Services On Account**

**Situation:**

Your Business Performs a Repair Service on John Ball's Computer For \$100.00 and is put on Accounts Payable.

**Accounting Method:**

Debit Accounts Receivable                    \$100.00  
    Credit Service Revenue    \$100.00

**Vas Method:**

To Debit Your Accounts Payable You Would Open The Ledger to the account that you have setup for John Ball. You Would Then Place an Entry In The ledger like This:

Date	Ref#	Description	Amount	Balance	Account	R
1/1/1994	1223	Repaired John Ball's Computer	100.00	100.00	405	

To Credit your Service Revenue you would place the Account Number in the Account Field. Remember That Service Revenue is a Credit Account and should have a normal Balance of Credit.

**See Also**

[Setting Up New Accounts](#)

NOTE THAT ALL ACCOUNT NUMBERS ARE USED AS EXAMPLES FROM THE SAMPLE CHART OF ACCOUNTS AND MAY NOT BE THE ACCOUNT NUMBERS YOU WISH TO USE.

## Services For Cash

### Situation:

Your Business Performs a Repair Service on John Ball's Computer for \$100.00

### Accounting Method:

Debit Cash In Bank	\$100.00
Credit Service Revenue	\$100.00

### Vas Method:

To Debit Your Cash In Bank You Would Open The Ledger of the account that you have specified as your CASH IN BANK, Remember that CASH IN BANK is an Asset and should have a normal balance of DEBIT. You Would Place an Entry In The ledger like This:

Date	Ref#	Description	Amount	Balance	Account	R
1/1/1994	1223	Repaired John Ball's Computer	100.00	100.00	405	

To Credit your Service Revenue you would place the Account Number in the Account Field. Remember That Service Revenue is a Credit Account and should have a normal Balance of Credit.

NOTE THAT ALL ACCOUNT NUMBERS ARE USED AS EXAMPLES FROM THE SAMPLE CHART OF ACCOUNTS AND MAY NOT BE THE ACCOUNT NUMBERS YOU WISH TO USE.

**Payments On Accounts Receivable**

**Situation:**

John Ball Makes a payment of \$500.00 on his Computer he purchased on Account.

**Accounting Method:**

Debit CASH IN BANK \$500.00  
Credit Accounts Payable \$500.00

**Vas Method:**

To Credit Your Accounts Payable you would Enter the Information to John Ball's Account Ledger like this:

Date	Ref#	Description	Amount	Balance	Account	R
1/2/1994	239	PAYMENT	-500.00	1500.00	100	

Notice that the amount has been entered as a negative number. Since Accounts Receivable is normally a Debit account, placing a negative number in the amount field will create a credit. The Balance Field will show how much more money he owes you. By placing the account number of CASH IN BANK in the account field, CASH IN BANK will automatically be debited for you.

**NOTE THAT ALL ACCOUNT NUMBERS ARE USED AS EXAMPLES FROM THE SAMPLE CHART OF ACCOUNTS AND MAY NOT BE THE ACCOUNT NUMBERS YOU WISH TO USE.**



## Purchase of Equipment on Account

**Situation:**

Your Business Buys A Computer Desk To Place The Boss's Computer on for \$500.00 and you agreed to make payments.

**Accounting Method:**

Debit Office Furniture and Fixtures	\$500.00	
Credit Accounts Payable		\$500.00

**Vas Method:**

This Situation is the same as Purchasing Equipment with case Except you Credit your Accounts Payable instead of CASH IN BANK

**See also**

[Cash Purchase of Equipment](#)

## The Main Window

This is the window you will see when you start VAS. This area is where you define your reports. You give them a name and a description. If you start a new set of books, this screen will be empty and ready for you to enter the information you want. If you wanted to create a balance sheet report you would Enter a name for the report and Balance sheet for the Description.

Name	Discription
BALANCE	BALANCE SHEET
INCOME	INCOME STATEMENT
AR	ACCOUNTS RECEIVABLE
AP	ACCOUTS PAYABLE

### Name Field:

This is the field you give your Accounting Report a name. This field can have no more than 8 characters, no spaces, and no periods. If you change the name of the Report, a new report will appear, removing the information stored in the old report, if you make this mistake you can recover the lost information by entering the old name back into the name field.

### Description Field:

This field can have up to 50 characters, and is where you describe the Report you wish to create. Once you have Created a report and started using it, it is not recommended that you delete the report, because all the accounts that have been created on that report will be deleted along with it.

### Menus:

Other than the typical menu items there is nothing special to describe for the menus. You can delete lines, insert lines and etc. Under the File Menu is the option to create a New Set of Books and to Open A Set of books. When You Select the menu option CREATE A NEW SET OF BOOKS, Vas will ask you where you want to put these books, simply type in the Path where you wish to create these books, if that path does not exist, Vas will Create it.

Opening A Set of Books: Vas will Display a Input box, You need to type in the path for the books you wish to open, if the path is not valid or there is no Valid books for that path, VAS will no open any books.

This Help File Comes with a Demo Set of books. to Install them, place the book files in any directory, click the open books option and type in the path of the demo books, vas will open and display the books.

### To Open A Report:

Simply double click on the row or press <ctrl> V to open the Report.

## Report Sheet Tool Bar



The Tool bar is very simple to use. Remember anytime you do something you must be on the selected row in the grid, or unfavorable results will happen.

### **Update Tree of Accounts:**

This first Button on the Tool Bar will allow you to Save the Report without exiting the window. It will also force all the ADD TO Fields to update.

### **Print:**

This Button will allow you to print the report.

### **Delete a Row:**

This option will delete and remove the current row. Make sure that you wish to delete the row because you can not undo or recover any deleted rows.

NOTE: VAS WILL ALLOW YOU TO DELETE ACCOUNTS WITH ACTIVITY ON THEIR LEDGER. IF YOU DELETE AN ACCOUNT BY ACCIDENT, YOU CAN RE-ENTER THE INFORMATION WITH THE SAME ACCOUNT NUMBER AND THE DATA WILL BE RECOVERED.

### **Insert A Row:**

This Option Will Allow you to insert A row where you have placed the cursor on the Grid. Sometime this option will seem like it taking a long time, never fear, VAS is resynchronizing the accounts and ADD TO fields so everything matches up.

### **Cut And Paste:**

These Two options are not available in this version of VAS, They will be active in the next update or upgrade of VAS.

If you Need to Cut And Paste Any Thing In Vas Use CTRL X for Cut

CTRL C for Copy, CTRL V for paste while in any Text Box.

### **Single And Double Underline:**

These Options Allow you to insert a single or Double underline in the active row on the grid. First you must put a display column number in the C Field before this option will work.

### **Goto Row:**

This option will allow you to jump to any row that is currently visible on the grid.

### **Search for Account:**

This option will search for any given account number and display where it is located in VAS.

### **View The Ledger:**

This option will allow you to view the ledger for the active row in the grid. Note: You can not view the Ledger for the rows that have a T in the T field, these are place holders only for ADD TO displays.

### **HELP ME!:**

Displays this help file.

## **Report Sheet Menus**

### **File and Data Menus**

These options are explained in the [Tool Bar](#) help Topic.

#### **View:**

##### **Type:**

Active Year Only: The Active Year only Display view will update all reports to display the data for the active year only.

UP TO ACTIVE YEAR: This menu option will update all reports to display the ledger values for the current year and before.

ACTIVE QUARTER ONLY: This menu option will display in all reports the data for the Active Quarter only.

UP TO ACTIVE QUARTER: This menu option will display in all reports the data for the Active Quarter and before.

##### **Select Quarter:**

These Menu Options Allows you to select what quarter you wish to make active. When you select one of these items, the data in all the reports will update accordingly

##### **Select Year:**

This Menu Option Allows you to select what Year you wish to make active. When you change this items, the data in all the reports will update accordingly

**Note:** When a Display is changed in the Reports, it does not affect the view in the Ledgers, the ledger views are separate from the Report views.

#### **See Also**

[Report Sheet Tool Bar](#)

[Print Header, body, and Footer Setup](#)

## The Ledger Window

<b>Number:</b> 100	<b>Reconcile</b>
<b>Description:</b> Cash in Bank	<b>Date:</b> 1/1/1994
<b>Normal Balance:</b> Debit	<b>Balance:</b> 45,000.00
<b>No. Of Items:</b> 7	<b>Closing Balance:</b> 38,750.00
<b>Current Quarter:</b> JAN-MAR <b>Current Year:</b> 1994	<b>Balance Forward:</b> 0.00

When the ledger for an account is opened you will see something similar to this in the upper portion of the window. Below is a description of what all this junk means.

**Number:**

This information is the account number that you have given the account.

**Description:**

This information is the description that you have given the account

**Normal Balance:**

This is the Normal Balance of the Account.

**Number of Items:**

This is the number of Entries in the Current view of the Ledger.

**Current Quarter:**

This is the Active Quarter you have Selected to View in the Ledger

**Current Year:**

This is the Active Year you have Selected to view in the Ledger.

**Reconcile Date:**

This is the Date of the last item that has be reconciled.

**Reconcile Balance:**

This is the amount of all the Reconciled items for the selected quarter and year.

**Closing Balance:**

This is the amount of all the Entries for the Active Quarter and Year

**Balance Forward:**

This is the amount of all the Entries before the Active Quarter and Year, Reconciled and non Reconciled.

### Ledger Entries

To Learn More about Ledger Entries you should also See Business Situations. In The Registered Version of Vas you can have up to 2 billion entries in your ledger for each account. The Non Registered Version Will only allow you to view 100 Entries at a time, but when you Register Vas and if properly installed you will not lose those entries over 100.

NOTE: By Double clicking on a Row you can create a Complex Transaction.

**See Also**

[Business Situations](#)

[Complex Transactions](#)

[Ledger Menus](#)

[Account Ledger Box](#)

## Ledger Menus

The File and Data Menus are pretty much self Explanatory, but you should drop by the [Print Header](#) Topic if you don't understand Printer Setups. Under the File menu is a sort option. You can sort your [Ledger](#) entries accordingly. What We are going to concentrate on in this Topic is the View Menu, Below Explains The options under the Menu.

### **Transaction:**

**ALL DATES:** This menu Option Tells the [Ledger](#) that you wish to view the total of all the Transaction previous to the Active Quarter and Year. Selecting This item will make your Balance forward hold a total of all previous entries.

**ACTIVE QUARTER ONLY:** This menu Option Tells the [Ledger](#) that you wish to View the Totals for the Active Quarter Only. When you Select this menu item, your balance forward will become a zero (0.00) therefore showing you only the totals for that quarter.

### **Quarter:**

This Menu Item allows you to Select which Quarter you wish to make active. When you Select this menu item the Entries in your [ledger](#) will change to the quarter that you have specified.

### **Type:**

**RECONCILED:** This menu option will display only the items for the Active Quarter and Year that have been Reconciled by you. To Reconcile an item in your [Ledger](#), Place an R in the R field.

**NON RECONCILED:** This menu option will display only the items that have not been Reconciled for the Active Quarter and Year.

**BOTH:** This option Will Display Both Reconciled and Non Reconciled Entries in your [Ledger](#).

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**DEBITS:** This option will allow you to view Only The Debits for the Active Quarter and Year.

**CREDITS:** This option will allow you to view Only the Credits for the Active Quarter and Year.

**BOTH:** This option will allow you to view both Debits and Credits in your [ledger](#).

### **Select Year:**

This Option Will Allow you to Enter the Year you wish to view in the [Ledger](#).

### **History:**

This option Will open another window and break the Years and Quarters down and show you the totals for those years.

### **Audit Trail:**

This Option will Show you another window that displays any deleted [Ledger](#) entries for the active account, it will also display the date deleted and who had deleted it.

### **See Also**

[Notes Window](#)

[Print Header, body, and Footer](#)

## Employee Payroll

### Situation:

Your Business Pays one of your Employees \$5000.00 in Wages.

### Accounting Method:

Debit Salaries & Wages Expense	\$5000.00	
Credit Federal Withholding Taxes Payable	\$1000.00	
Credit State Withholding Taxes Payable	\$ 250.00	
Credit FICA Taxes Payable	\$ 300.00	
Credit Accrued Payroll	\$3,450.00	

Entries to Show Payment to Employee:

Debit Accrued Payroll	\$3450.00	
Credit Cash Payroll Account		\$3,450.00

### Vas Method:

In Vas You Would have to use a Complex Transaction to Record these Entries. The First Step would be to open the ledger for the SALARIES & WAGES EXPENSE account. Then follow the Steps for the Creating a Complex Transaction. The second part of the entry would be to simply open the ledger for ACCRUED PAYROLL and Credit the Payroll account and Enter the Transaction. What is really Cool about VAS is that you can setup The Calculations Functions to automatically Figure out what percentages of the Employee's pay should be taken out, For more information on this Function you should click the See Also option below. If you are having trouble understanding how to do this you should view some of the other Situations until you get a feel of VAS and How it works.

### See Also

[Complex Transactions Menus](#)

## Sales Returns and Allowances

### Situation:

A Customer Returns Merchandise because it was Dented, you must Refund him \$700.00

### Accounting Method:

Debit Sales Returns/ Allowances	\$700.00	
Credit *Accounts Receivable		\$700.00

\*- if the customer had paid cash for the Merchandise then you would credit CASH IN BANK

### VAS Method:

Open the Ledger for Customer's Account Receivable or if the Customer paid Cash you can place this transaction in the CASH IN BANK Ledger. Enter the amount into the amount field as a negative number and then in the Account Field enter the account number for Sales Returns/Allowances. If the Customer returns more than one thing then you can use a Complex transaction.

NOTE: Sales Returns and Allowances is a Contra Account and should make Retained Earnings go down.

## Purchase of Merchandise

### Situation:

Your Business Buys Stuff to Sale, costing \$3000.00 on Account

### Accounting Method:

Debit	Inventory	\$3000.00
	Credit Accounts Payable	\$3000.00

### Vas Method:

Open the ledger for Accounts Payable if more than one item is on the invoice then a Complex Transaction is need.  
Enter The needed information and put in the account numbers that correspond to the inventory items.

## **Requirements**

To Run Vas on your computer you will need at least:

386SX - 16

2MB of Ram - 4MB is HIGHLY RECOMMENDED.

Any Type of Floppy Drive will do.

At Least 40MB Hard Disk Drive. (That is if you only install Windows and VAS on the computer)

Microsoft Windows 3.1

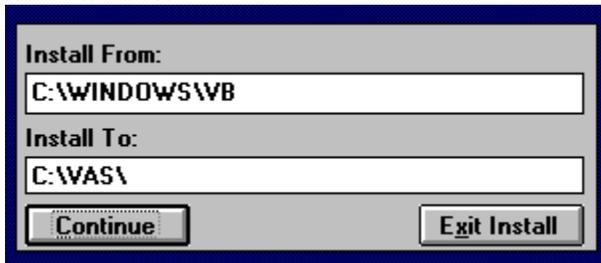
VBRUN300.DLL install in the Windows System Directory.

ACCOUNT REF.	
REPORTS	
BS	↑
INCOME	
AR	
AP	↓
DESCRIPTION	
ACCOUNTS RECEIVABLE	↑
	↓
ACCOUNTS	
1176	↑
1177	
1178	
1179	
1180	↓
DESCRIPTION	
Newton Accounting	↑
NB: DEBIT	↓
PASTE	
EXIT	

The Account Reference Box is your interface with other account numbers while in the ledger or Complex Ledger. To Activate the Account Reference Box you either Click on the Account Field or press the Tab Key while you are on the account field.

When The Account Reference Box is active you can use your mouse to select a Report that you wish to view. Once the Report is selected it will give you a description of that report, it will also fill the accounts box with all the available account numbers. When you click one of the Account Numbers it will a description of that account in the Description box below. Once You have chosen an account number you can press the paste button and the Account number will be placed in your ledger or Complex Transaction. If you wish not to paste an account number than you can use the exit key to exit the Account Reference Box.

## Installation



A dialog box titled "Install From:" and "Install To:". The "Install From:" field contains "C:\WINDOWS\VB". The "Install To:" field contains "C:\VAS\". There are two buttons at the bottom: "Continue" and "Exit Install".

Run Setup.exe From the downloaded directory or the disk. Enter the install from path and the install to path and press continue. VAS Setup will take care of the rest.



A window titled "SETUP" for "Dragon Software's Visual Accounting System". The window contains the following text: "Dragon Software's Visual Accounting System", "Copyright © 1994, K.S. Cupp", and "All Rights Reserved". Below this is a form with five input fields: "Name:", "Company:", "Serial Number:" (with "SHAREWARE" entered), "Default Books Path:", and "Application Path:". At the bottom are two buttons: "Continue" and "Exit".

Once the setup program has finished double click on the VAS icon in the Dragon software Program Group in Your windows Program manager. Enter your name and Company name. Enter the directory where you wish to keep your default books. The sample and Empty books will be installed under the Application directory as NEW and SAMPLE. After You enter the Application Path, The same as the Install to directory, you will be on your way. Follow the prompts until you come to the main menu, then you can get started.

## Unearned Revenues

### Situation:

Your Business receives \$500.00 from John Ball for a Repair on his computer before you do the work.

### Accounting Method:

Debit Cash In Bank	\$500.00
Credit Unearned Service Revenue	\$500.00

To show Repair of Computer

Debit Unearned Service Revenue	\$500.00	
Credit Service Revenue		\$500.00

### VAS Method:

Open the Ledger for Cash In Bank, Place the need information, in the amount field place a positive number to show Cash going up, in the account field, place the account number for Unearned Service Revenue.

To Show the Repair of the Computer - open the ledger for Unearned Service Revenue place a negative number in the amount field to show the account going down and place the account number for Service Revenue in the account field

## Depreciation

### Situation:

You Business calculates Depreciation on an Asset that Cost \$13000.00 that has a life of 5 years and an estimated salvage value of \$1000.00

### Accounting Method:

Debit Depreciation Expense	\$200.00
Credit Accumulated Depreciation	\$200.00

Monthly Depreciation is calculated like this:

$M = \text{COST} - \text{Estimated Salvage Value}$

$\text{depreciation} = M / \text{Number of months of usefulness}$

### VAS Method:

Open The Ledger for Depreciation Expense and Enter the needed information into the ledger in the account Field enter the account number for Accumulated Depreciation.

Note: Vas Does not update This account for you monthly, you will have to do it every monthly. In Later Upgrades, Vas will have this option Available.

## Handeling Supplies

### Situation:

Your Business Buys paper clips, Pens, Notepads and other stuff for \$500.00

### Accounting Method:

Debit Office Supplies	\$500.00	
Credit Cash In Bank		\$500.00

To Show The usage of \$200.00 of the Supplies at the End of the month:

Debit Office Supplies Expense	\$300.00	
Credit Office Supplies		\$300.00

### VAS Method:

Open the Ledger for Office Supplies, enter the information, if you would like to use a complex transaction you can. Enter the amount as a positive number to show the Asset Increasing. In the Account Field enter the account number for Cash in Bank.

To Show Usage At the End of the Month:

Open the ledger for Office Supplies Expense and the amount of supplies used in the amount field, you can use a complex transaction for this also, in the Account Field enter the account number for Office Supplies to show the Asset decreasing.

## Prepaid Rent

### Situation:

Your business pays for Rent In Advance, costing \$800.00

### Accounting Method:

Debit Prepaid Rent	\$800.00	
Credit Cash In Bank		\$800.00

To Show Monthly Expense.

Debit Rent Expense	\$200.00	
Credit Prepaid Rent		\$200.00

Note: When you pay your Rent in Advance, an Asset is Created. As time Goes by, the asset is used up and then becomes an Expense.

### VAS Method:

Open the Ledger for Prepaid Rent, Enter the need information, in the Amount field Enter a positive number to show increase of an Asset, Enter the Account number for CASH IN BANK. This will show the Payment of the Rent.

To Show Monthly Expense of the Rent, Open the Ledger for the Rent Expense and enter the information for that Month. Enter the Amount as a positive number, and place the account number for the PREPAID RENT in the Account Field. This will decrease your Prepaid rent Asset as time goes by.

## Prepaid Insurance

### Situation:

Your Business pays its Insurance in Advance, which Costs \$400.00

### Accounting Method:

Debit Prepaid Insurance	\$400.00	
Credit Cash In Bank		\$400.00

Entry to show Quartile Expense

Debit Insurance Expense	\$100.00	
Credit Prepaid Insurance		\$100.00

Note: When you pay your Insurance in Advance, an Asset is Created. As time Goes by, the asset is used up and then becomes an Expense.

### VAS Method:

Open the Ledger for Prepaid Insurance, Enter the need information, in the Amount field Enter a positive number to show increase of an Asset, Enter the Account number for CASH IN BANK. This will show the Payment of the Insurance.

To Show Quartly Expense of the Insurance, Open the Ledger for the Insurance Expense and enter the information for that Quarter. Enter the Amount as a positive number, and place the account number for the PREPAID INSURANCE in the Account Field. This will decrease your Prepaid Insurance Asset as time goes by.

## Setting Up New Accounts

Adding New Accounts is very Easy. Simply place the cursor on the Report Sheet Where you wish to display the new account. Select Insert from the Data Menu. VAS Will insert a new blank line. By placing in the need information you will have created a new account. To use the new account, just simply double click on its row.

See also

[Report Sheet Setup](#)

# Report Sheet Setup

This section will describe the Report Sheet Fields and how they work. Notice the sample sheet below. This is a sample Accounts Receivable Report Sheet. Report Sheets allow you to have 32,000 Rows per report, but you may only display 499 of them at one time. To Display the next 499 rows of information, move to the last row and press the down arrow key. This will allow you to display The next 499 rows of information. It is unlikely that you will use 32,000 rows of information on a report sheet, but it is available if you need it. If you wish you can move your mouse to the upper gray area and you mouse pointer will turn into arrows. By holding down the left mouse button you can change the size of the fields. To Edit any fields in the Grid you can simply press the TAB key or press <CTRL> E.

Description	1	2	3	C	B	Acc. Number	Add To	Add To	T
Mike Newton		828.00		2	D	1171	TAR		
John Tyler		0.00		2	D	1172	TAR		
James Conner		0.00		2	D	1173	TAR		
Bill Cummins		0.00		2	D	1174	TAR		
Calvin Hoover		0.00		2	D	1175	TAR		
City Publishing		0.00		2	D	1176	TAR		
James Hardware		0.00		2	D	1177	TAR		
Cathy Bevis		0.00		2	D	1178	TAR		
City Auto		0.00		2	D	1179	TAR		
Newton Accounting		0.00		2	D	1180	TAR		
		-----		2	U				
<b>Total Accounts Receivable</b>			828.00	3	D	TAR	AR		T
			=====	3	K				

## Description Field:

This Field allows you to enter the description of the account. You can also place just text in the field to describe sections of your report or you could leave them blank. If you View the Sample Books that come with VAS you will see more clearly how the description fields are used. Note: You are limited to 50 characters in this field.

## 1,2&3 Fields:

You can not edit these fields. they are there to simply display numbers or lines in your Report sheet.

## C Field:

This field allows you to specify which field -(1, 2 or 3)- to display data in. notice above that the number in the C field corresponds with the field that the data is displayed in. The only legal entries for this field is 1, 2 or 3.

## B Field:

This Field serves two purposes. There are four Legal entries allowed in this field- D, C, U, or K. The primary Purpose of this field is to describe the normal balance of the account, D would be a debit account and C would be a Credit account. In A case where you would like an underline in the corresponding field you could place a U for a single line or a K for a double Underline. If you place a U or K in this field manually, no underline will be displayed until you exit the screen and come back to it. To View the Underlines while you are editing it you should use the menu options or the toolbar buttons to place the underlines in the Report Sheet.

## Account Number Field:

This is where you give your account a number or a name. After Filling in the information in all the fields before the Account number, you will be allowed to enter a number or name in this field. Once this has been done, you will be able to double click on this row and view the ledger for the account.

## Add To Fields:

This Field will allow you to add the total from the account to another Row. Vas will take the numbers from the account and add to the corresponding display field with the same account number. The Account number that you specify to add to does not have to be on the same report, it can be on any report. As you notice above in most of the Add to fields there is the name TAR, if you look through the rows, you will notice an account number with TAR in it. This Row on the Reportsheet is not really an accounts, it is just a place holders that displays the total of all the accounts that have it's account number in the Add To Field. , therefore you can not view a ledger on this row. In the Sample above, all of the accounts Receivable are being added to the TAR Account, therefore showing the total of all the accounts. You Should also note that if you have just created a report sheet and are starting to enter the ADD TO information, the Underlines you have created will disappear. To remedy this, it is recommend that you save the Report before you Enter the ADD TO Information, There is two ways you can do this, you can exit the window all together or you can use the update tree of accounts function built into the menus and toolbar.

NOTE: THAT IF THE NORMAL BALANCES ARE THE SAME, THE NUMBERS WILL ADD TOGETHER, IF THEY ARE OPPOSITES, THEY WILL SUBTRACT.

WARNING: IF YOU PLACE THE SAME ACCOUNT NUMBER THAT IS IN YOUR ACCOUNT NUMBER FIELD IN THE ADD TO FIELD ON THE SAME ROW, THE COMPUTER WILL LOCK UP AND GO INTO A CONTINUOUS

LOOP.

**T Field:**

This field is here to show that the corresponding row is a add to account. Therefore, if there is a T in this field you can not view the ledger because this is just a place holder to display totals and is not really account.

**See Also**

[Report Sheet Tool Bar](#)

[Report Sheet Menus](#)

## Complex Transactions

Complex Transactions could be an invoice in accounts receivable, an invoice of items that you have bought for your office, or Merchandise that you have purchased for inventory. Complex Transactions allow you to have many debits with only one credit, or vice versa. Normal Accounting says you must have a debit for each credit or many credits for one debit. But you can have one Debit for many credits if you wish as long as the one debit is the total of all the credits.

To Enter A complex Transaction in VAS you must first be in the Ledger of the account you wish to enter a complex transaction The example below shows the first step to entering a complex transaction.

Date	Ref#	Description	Amount	Balance	Account	R
1/1/1994	1223	INVOICE				

The Example we will be using is an invoice for John Ball on account. Enter the Date in the date field. You can enter the invoice number in the Reference number field and in the Description field you can place anything you like to describe the transaction. Once you have done this, double click the row to display the Complex Transaction Screen.

On The Top Portion of the complex Transaction Screen you will see the information that you have just entered on the previous screen. In the empty spaces below is where you would actually enter the transactions. The Example below Demonstrates this.

QTY	Description	Amount	Total	Account
5	Computer diskettes	5.50	27.50	1158
6	Mice Pads	1.50	36.50	1159
1	Good Customer Discount	-3.65	32.85	454
1	State Sales Tax	2.19	38.69	240

In the Quantity Field is where you will place the number of items that John Ball is buying. In the description field is where you would put the description of the item that John is buying. In the amount field you would enter the amount of each computer Diskette. The Total Field will update automatically displaying the total so far. When you reach the account Field, you can double click on the field or press tab to select the account number that you wish to debit or credit. Once you have finished filling in the information that is need you can close the windows and Vas will automatically update everything instantly. You will notice an asterisk in the account field when you return to the Ledger window, This signifies that the entry is a complex transaction. If you wish you can double click on that row again and view the transaction, but you will not be able to edit it.

### See Also

[Complex Transaction Menus](#)  
[Account Reference](#)



## Complex Transaction Menus

### The File Menu

#### **The Data Menu**

The only thing that needs discussed on the Data menu is ADD SALES TAX and CALCULATIONS. Each Account can have it's own Sales Tax amount. By selecting this menu option, VAS will insert the Sales Tax Calculation into the Current row on the Grid. REMEMBER: if you have never setup the Sales Taxes in the Setup Menu the line will remain empty.

CALCULATIONS are programmed by the User to quickly enter information into the grid. You can set up these Calculations in the Setup Menu.

#### **The Setup Menu**

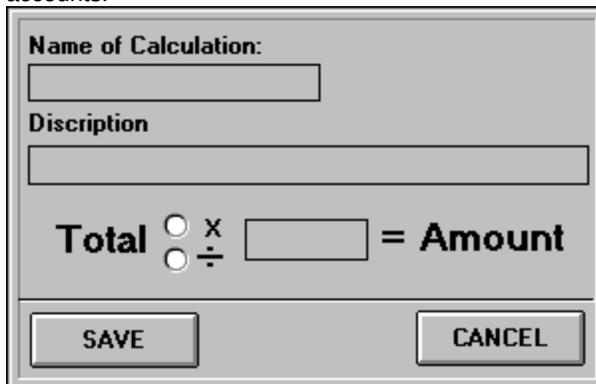
STATE SALES TAX: This option will load an input box for you to enter the Sales Tax Rate for the current account. Note that every account can have its own sales tax rate, so if you create a new account you may need to set this option up. When the Input box loads you will see .06 in the text field. this is the default Tax Rate of 6% if you need to change the tax rate then enter the tax rate you wish to have and press enter. Once you leave the Input box the Sales Tax is installed and you will not need to use this option again for the active account unless you need to change it.

CALCULATIONS: This option will allow you to Setup up Quick Calculations, If you select one of the letters in the menu then you can begin setting up that calculation for the active account. A window similar to the one below will appear. Type in the information you wish to associate with the Calculation.

The Name of the Calculation will appear in the menu when you exit the window. The name will appear in the menu each time you create a Complex transaction for the active account. Remember each account can have it's own set of Calculations, so each time you setup a calculation it is for the Active account only. In The Description field you will place the text you wish to show up in the Complex Transaction Description field when the Calculation is activated.

This option is good for Good Customer Discounts or any other reason that you wish to use it for. if you place a negative number in the text box between X and = it will subtract that calculation from the total on the Complex Transaction. You have the option to divide the total by a number or to Multiply the total by a number, it is up to you which one to select. Once you have finished you can press the Save button and the calculation is saved for the active account. if you wish to use it then under the data menu you will see the newly setup Calculation name in the Calculations menu. If you wish to change the Calculation later you can select the calculation name from the setup menu and the setup windows will reappear.

REMEMBER: Each account has it's own Calculation Setup, what you setup in one account will not effect any other accounts.



The image shows a dialog box for setting up a calculation. It has a title bar and a grey background. The fields and controls are as follows:

- Name of Calculation:** A text input field.
- Discription:** A text input field.
- Total** followed by two radio buttons: the top one is next to a multiplication symbol (X) and the bottom one is next to a division symbol (÷).
- A text input field for a value, followed by an equals sign (=) and the word **Amount**.
- At the bottom, there are two buttons: **SAVE** on the left and **CANCEL** on the right.

## Complex Transaction File Menu

<b>File</b> <u>D</u> ata <u>S</u> etup	
Notes	
Print <u>S</u> etup	Setup <u>H</u> ader
<u>P</u> rint	Setup <u>B</u> ody
<u>E</u> xit           Ctrl+F4	Setup <u>F</u> ooter
About	

**Notes:**

This menu option will load the notes editor and allow you to edit the notes for the account.

**Print Setup:**

These menu Options will allow you to Edit and change the Print Header, footer, and body for the complex Transaction.

**Print:**

This menu Option will allow you to print the complex transaction

**Exit:**

This Menu Option will allow you to save and exit the Complex transactions window.

**About:**

This Menu Option will display the about window that is displayed when VAS is loaded.

**See also**

[Print Header, Body, and Footer Setup](#)

[Notes Window](#)

## **Notes Window**

The Notes window allows you to enter information on each account as you see fit. Once you leave the window it will save. When you open the windows again it will display the notes that you have entered. Each Account has its own Notes Option, Meaning that Each account can have its own Set of Notes.

## Security System

PEOPLE:	
SHANE CUPP JOHN HIGGINS	<input checked="" type="checkbox"/> Edit Rights <input checked="" type="checkbox"/> Printing Rights <input checked="" type="checkbox"/> Delete Rights <input type="checkbox"/> Security Setup Rights <input type="checkbox"/> All Rights
<input type="button" value="ADD"/>	Name: SHANE CUPP
<input type="button" value="Edit"/>	Password ( 1 to 8 characters): DRAGON
<input type="button" value="Delete"/>	Available Reports: ACCPAY SALES JR
<input type="button" value="Exit"/>	Report Rights BALANCE INCOME ACCREC COSTS INVENTOR
	<input type="button" value="Save"/>

The Security System allows you to control who can enter into the accounting system and what they can do once they are in. The information is encrypted and stored on the sub directory where the books exist. Each Set of books can have it's own list of users. To Add A New Person, press the add button and enter the information desired for that user. Click the delete button to delete a user that is highlighted. Click the Edit button to edit an existing user.

You Can restrict the User to certain reports in the Program. A list of all your reports in the books will be displayed in the Available Reports List Box, double click the reports you wish the user to have access to. To Remove The access rights to a given report Double Click on the name in the Report Rights Box, this will cause the report to be removed and added back to the Available reports box.

### NOTE:

When You Create A new Set of books or first install the software, Vas will display this window. If you do not wish to use the security system press the EXIT button and the security system will be deactivated. The password Window will popup each time you open VAS or open a new set of books, By Press the OK button or Pressing Enter, Full Access will be granted.

When You Register This Software You will be given the option to have a Registration password sent to you via E-Mail on America on-line. When you receive the password enter it into the password box and Registered Access will be granted, meaning you will be able to view more than a hundred transactions for each account. You will still receive a registered version of the software in the mail that has an encoded serial number.

## Questions.

Q:

Sometimes My add to Fields do not calculate.

A:

Don't panic! Sometimes the Databases and Spreadsheets get unsynchronized. This is very easy to fix. In The Add to Field Remove the number or name of the Add to account. You can do this by putting the pointer on the field, press <TAB> backspace over the account number or name and press return, Press <TAB> once again and re-enter the Account number or name. You will see the ADD TO Field Calculate.

Q:

Sometimes in Complex Transactions, The numbers don't add up correctly.

A:

If you have Deleted Some Field in the Complex Transaction, the Grand Total will display the wrong number. This number will not be stored in the Database, VAS Calculates the Grand total each time it loads the form. However you should not print the transaction when this has happened. Finish the entries, exit the windows reload the complex transaction that you have Entered and print it.

Q:

Some Times It Seems Like it takes for ever to insert or delete a line on the ledger. And When Entering Account Numbers or Add to Fields it takes a few seconds. And When I delete An ADD To Field it can Take A long Time.

A:

Each Time you insert A new Line the Database gets unsynchronized, VAS Must Synchronize these databases to keep the integrity of the accounts. If you must Delete A series of rows it is best to start at the bottom, that way VAS does not have to Synchronize as many accounts. VAS Allows you to view everything as it happens. If you Delete an account that is an ADD To Account, you might have effect a half a dozen other Accounts, VAS Must find those accounts and tell them that the delete Account does not exist any longer.

Q:

I print out my Report and it has a blank line after each of my accounts.

A:

When You Edit the Print Designs hard returns can accumulate at the end of the text. To fix this Open your Print Body Design Window And Make sure there are no hard Returns after The Text. You can tell by pressing the down-arrow key if it goes past the text you have entered then you have accumulated hard returns.

Q:

I'm An Accountant and would like my Customers to have VAS.

A:

You Can not Give them a copy of your Software, Your Customer must purchase the software, or you contact me and I will give you a very large resale discount. The First Copy you Buy of VAS is \$65.00 Each Copy After that is only \$30.00. If you buy over 30 Copies of VAS you will get them for \$15.00 a copy.

Q:

I Know Accounting and I can Use VAS easily but my Employees have a hard time grasping the idea of accounting.

A:

Add on Modules will be released that are more "ACCOUNTING USER FRIENDLY" as they become available. If you Register VAS you will receive The Demo of these modules in the mail.

Q:

I'm a programmer and I was wondering if I could purchase the Source Code To VAS So I could make my own modifications.

A:

Yes, I will sell the Source Code for VAS, but it is not Cheap. To Get the Source Code For VAS will Cost \$200.00. Remember That this Software is Copyrighted and you will not be able to Release the Software as your own.

Q:

I would like to Sell or Upload Custom Books for other people to use.

A:

If you wish you can upload custom books for other people to use, you can also charge as much as you want to setup those books. Remember that the person That uses the books must Purchase a copy of VAS, You can not give them your copy of VAS.

Q:

I would Like to distribute your Demo Of VAS on our Shareware CD-ROM.

A:

You Must Contact Me First, I would like to hear your plans, but I really don't mind if you distribute my demo program on your CD-ROM.

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using the Official Support BBS. It may take

A few Weeks to Answer Mail at this address.



