

Starting 2022 off on the right foot



Introduction
Balancing your January Bank Statements
Double Checking your work
Payroll – what to balance
Yearly Summary Report
When can I void a check

Accounting & Payroll Phone Number and Email Address

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News and Notes

Microsoft Office 2010 went End of Life October 2021.
*What does this mean to my Accounting and Payroll
Software?*

Windows11 to move or not to move?

2022 Software Updates

- ❖ Tax table/Bug fix update – needed for both Accounting and Payroll customers
- ❖ W2 Upload – It might be in the data...
- ❖ Project Audit Report – Do you use it? accounting@avctechcorp.com
- ❖ Yearly Summary – Do you use it? accounting@avctechcorp.com
- ❖ Fixed Assets...next steps
- ❖ DO YOUR W2s NOW!

Starting your January Check Reconciliation off on the right foot.

- ❖ Set your dates from 1/1/22 to 1/1/2
- ❖ Click “Edit/Print Vouchers” and make sure there are no vouchers
- ❖ Click “Edit/Print Receipts” and make sure there are no receipts
- ❖ Pull a Financial Report – The balances should match 2021 EoY figures.
- ❖ *If it doesn't...*
 - ❖ *Go to File Maintenance and click Button 28 again. If this doesn't help, call AVC.*
- ❖ Click “Check Reconciliation Menu”
- ❖ Click “Build Open Check”
- ❖ Click “Mark Cleared Checks”
- ❖ Go to the bank you write the most checks from – this total should match the number of checks and total from 12/31/2021
- ❖ *If it doesn't...*
 - ❖ *Call AVC*

End of Month Double Check – EVERY MONTH

- ❖ Are all tax withholding funds \$0? *To achieve this you need to pay your taxes the same month you as the payroll*
- ❖ Do your total of funds and banks match? *Pull a Financial Report and check*
- ❖ Did all your EFTs clear the bank? *Make sure there is a reason for the ones that didn't. They should not go longer than a month. This is especially important for January.*
- ❖ Is my transfer fund \$0? *If you have moved any money around take a look at this one.*

The Balancing of Payroll

A review of how payroll should look in accounting

- ❖ *Payroll Voucher – this is the GROSS Pay of all employees broken down by disbursement account.*
- ❖ *Payroll Receipt – this is a total of all WITHHOLDINGS by Fund. (I like to have a fund for every vendor you pay withholdings to.)*
- ❖ *Checks – These will be transferred to your check file if they have a check number. If for some reason they don't they will not be brought over.*
- ❖ *If you use direct deposit for all employees your withdrawal from the bank should match your net pay.*

We have had a lot of requests for direct deposit setup. It is INCLUDED in your support contract but it does usually take a couple weeks to get it going.

Common Questions We Get

- ❖ Why do my disbursements on the Financial Report for Fund 100 not match my Appropriations Report?
- ❖ When do I use the transfer fund?
- ❖ What reports do I upload monthly for SBOA?
- ❖ How long do I have to keep lost checks open before voiding them?
- ❖ How do I make changes to appropriations?
- ❖ How do I track credit card fees?
- ❖ Other questions?

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