

# GOVwriter®

## Instruction Manual

### 2009

(10/28/09)

We recommend that all users download and view our eight segment video tutorial at [www.cpawriter.com](http://www.cpawriter.com)

# GOVwriter<sup>®</sup> Instruction Manual Table of Contents

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# Spreadsheet Trial Balance

The trial balance to be imported must be located on the first sheet, if being imported from an Excel® workbook.

Edit worksheet, eliminating any unnecessary data: headings, subtotals, etc.

## *Excel® Formats*

<b>Four Column Format</b>			
Column A ac# (may be blank)	Column B ac name	Column C debit	Column D credit
101	Cash	2200.00	
102	Accounts rec.	45000.00	
200	Accounts payable		65000.00

<b>Three Column Format</b>		
Column A ac# (may be blank)	Column B ac name	Column C debit (credit)
101	Cash	2200.00
102	Accounts rec.	45000.00
200	Accounts payable	(65000.00)

**Make certain that each row has a unique ac# or description. Rows with identical ac# and description combinations will cause a loss of rollover code retention benefits for future periods. This is an important time saving feature for future periods.**

## *Number Formatting*

A specific formatting is not required. However, numbers formatted as “general” appear more correct during import process. If formatted differently, do not be concerned that amounts do not appear to be in proper format on the import screen.

## *Account Numbers*

If there are no entries in the a/c# column, it will not affect the import process. However, column A must be reserved for a/c#, even if there are no entries in that column. **All rows must have an entry in the name column.**

Account numbers, or some similar designations, are recommended to distinguish accounts with identical names in different departments or functions. This distinction will be essential in the future year’s data rollover match-up process. This distinction may be in the form of a dept./function # or an alpha designation (ie: police, fire, etc.) in this column. These may be added after the import process is complete if not completed in the spreadsheet file. You will find it more efficient to add these to the spread sheet prior to import.

There will be an opportunity for additional editing during import process.

From menu bar select “file”.

From selection menu choose “utilities” and “import trial balance”.

When the import screen appears select “specify file” and identify source of spreadsheet file to be imported.

If this is to be an overwrite of an existing trial balance, mark appropriate box and select fund from drop down arrow in Fund Name box.

If this is a new trial balance, place fund name in Fund Name Box. This name will appear in the statements exactly as entered here.

### *Import Destinations*

You will, generally, want to select the import to the “modified accrual” as the destination choice. This is true even for enterprise and other full accrual basis funds. This will retain all trial balance functions, and the modified accrual column will automatically populate the full accrual column. You may also select to import to the comparative data or individual budget columns by selecting those columns as you import destination. **Balance sheet accounts are not necessary for budget column imports. The program will accept budget column imports that are out of balance.**

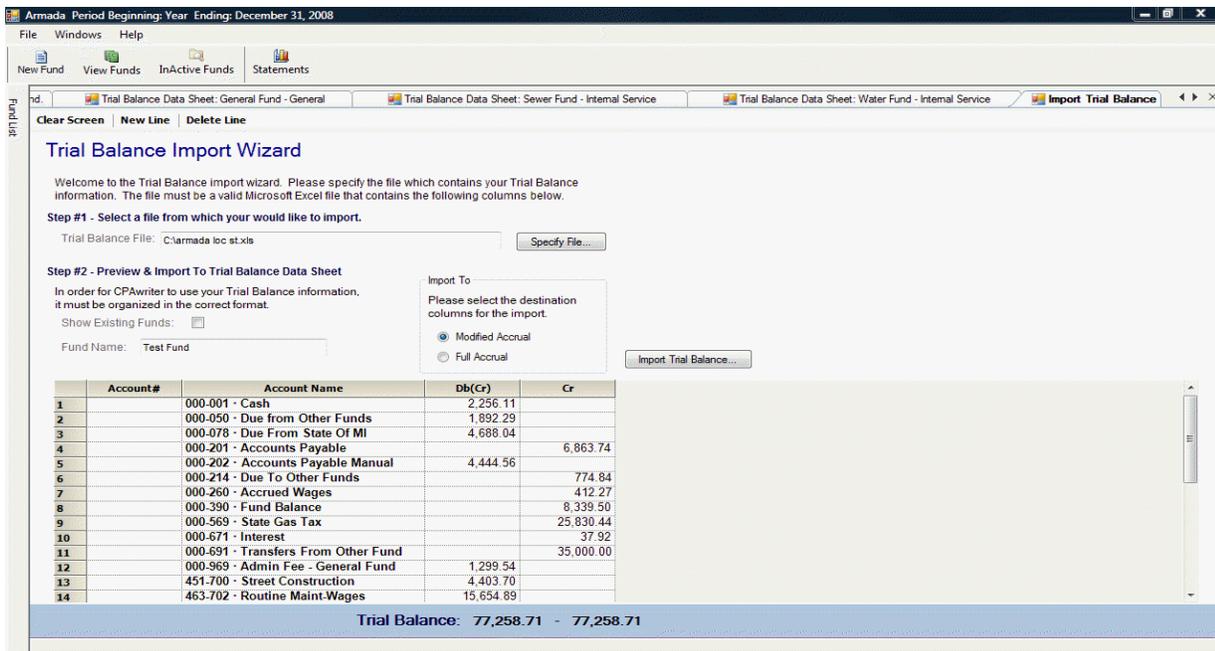
Make certain that totals at bottom of import screen indicate that data is in balance. An out of balance condition will be indicted by totals displayed in RED.

You may edit the trial balance using the import screen to correct any indicated problems prior to import.

**IMPORTANT!** Any rows without an entry in the name column will be lost in final import.

### *Helpful Hint*

Consider adding all accounts to be used in the trial balance process, including full accrual accounts, to spreadsheet trial balance before import.



# Trial Balance Data Sheet –General Information

Sort	A	B	Trial Balance				H	I	J	K	Entity Wide Stmt					
			Modified Accrual Bal		Mod. to Accrual Adj Je's	Full Accrual Balance					W/P Ref	F/S Descr. Code	Drag Drop	Rev Type Code	Exp Offset Code	Elimination Amount
			Db(Cr)	Cr												
0		ROUND ACCT				0		wp	0001			0				
1		000-001 - Cash	363,232.00	0.00		363,232		wp	0001			0				
2		000-002 - Cash Payroll	252.00	0.00		252			0001			0				
3		000-003 - CSB-Cert of Dep	90,927.00	0.00		90,927			0001			0				
4	a/c #	Petty Cash	50.00	0.00		50			0001			0				
5		000-005 - General - Money	42,909.00	0.00		42,909			0001			0				
6		000-030 - Engineering Reim	0.00	220.00		(220)			0008			0				
7		000-075 - Miscellaneous Rei	0.00	0.00		0			0008			0				
8		1200 - Accounts Receivable	0.00	0.00		0			0008			0				
9		000-006 - Cash Held in Age	55,387.00	0.00		55,387			0001			0				
10		000-028 - Personal Propert	2,957.00	0.00		2,957			0008			0				
11		000-031 - Eng and fees to	577.00	0.00		577			0008			0				
12		000-061 - Loan Rec-Water	2,569.00	0.00		2,569			0900			0				
13		000-072 - Due From Mac C	0.00	0.00		0			0011			0				
14		000-081 - Due From Other	24,515.00	0.00		24,515			0011			0				
		<b>Trial Balance:</b>	<b>1365676</b>	<b>1365676</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>				<b>0</b>				

## Out of Balance Conditions

All out of balance conditions are indicated by balances displayed in red.

## Displaying/Hiding Columns

In the upper section of the trial balance/data sheet, under the “Options” heading, users will find a series of check boxes that may be used to display or hide various column groups in the trial balance.

## Entering Data on Trial Balance Data Sheet

A/c#, names, and modified accrual balances may all be entered manually on the Trial Balance Data Sheet, or they may be imported from an Excel spreadsheet. **The trial balance must be in the “display .00” mode while manual entries are made in the “Bal per G/L” columns.**

Full accrual overwrite imports will override computations in the full accrual column.

These may be returned to their computed balance amounts by pressing the “clear overrides” button at the top of the full accrual column.

## Reordering

The trial balance data sheet may be reordered by placing the cursor in the column header at the top of any row, and depressing the left mouse button. This will reorder the trial balance either alphabetically or numerically, based on the data in the column selected.

## Creating Journal Entries

The journal entry functions have an **auto-fill feature** to allow you to type in a portion of the account number or description. However, if the first column is blank or starts with an open space, you must first enter the “space” key and then the beginning of the account selection to activate this feature.

### *Modified accrual adjusting entries*

On the upper tab bar select “Adj Je’s” to create and post journal entries in the modified accrual segment of trial balance. The program will not post journal entries that are out of balance.

### *Modified accrual to full accrual journal entries*

On the upper tab bar select “Mod to Accrual Je’s” to create and post journal entries to adjust modified accrual amounts to full accrual amounts for use in the entity-wide financial statements.

**When creating modified to full accrual journal entries, you must select and insert a reconciliation code in each row that is not posted to an equity account. The entity-wide to governmental statement reconciliations will not be generated correctly if these are missing.**

All modified accrual to full accrual entries should be made in **whole dollars (omit \$.00)**. These will appear in your entity wide to fund level reconciliations exactly as entered here.

## Creating Financial Statements

The right portion of the trial balance sheet is used to create financial statements.

### Creating Basic Statements

#### *Creating financial statement descriptions*

To create or edit financial statement descriptions for grouping various trial balance accounts, select “Edit F/S Desc Codes” button. Each description must have a designated type from one of the following:

Current assets	Unrestricted fund equity
Current due from other funds	Operating revenues
Noncurrent assets	Non-operating revenues
Noncurrent due from other funds	Other financing sources, including transfers from component units
Current liabilities	Transfers from other funds
Current due to other funds	Operating expenses
Noncurrent liabilities	Non-operating expenses
Noncurrent due to other funds	Other financing uses, including transfers to component units
Invest. in fixed assets net of related debt	Transfers to other funds
Restricted/reserved fund equity	

The code number will determine the order that descriptions will appear when the statements are created.

You may insert a line between existing codes by selecting the “New line” function at the top of the drop down window. You may also edit all existing codes.

You may access and edit this code list from three sources:

“Edit F/S Desc Codes” from the trial balance/data sheet

From the “edit” function from the main page tab

By double clicking on the pop-up statement building windows, while using the drag and drop functions

**Creating basic statements by completing “F/S Descr. Code” column**

Select “Create Basic Statements” from top of trial balance data sheet. This will cause the basic statement allocation pop-up screen to appear. This is a movable, resizable window that you may place anywhere on the screen.

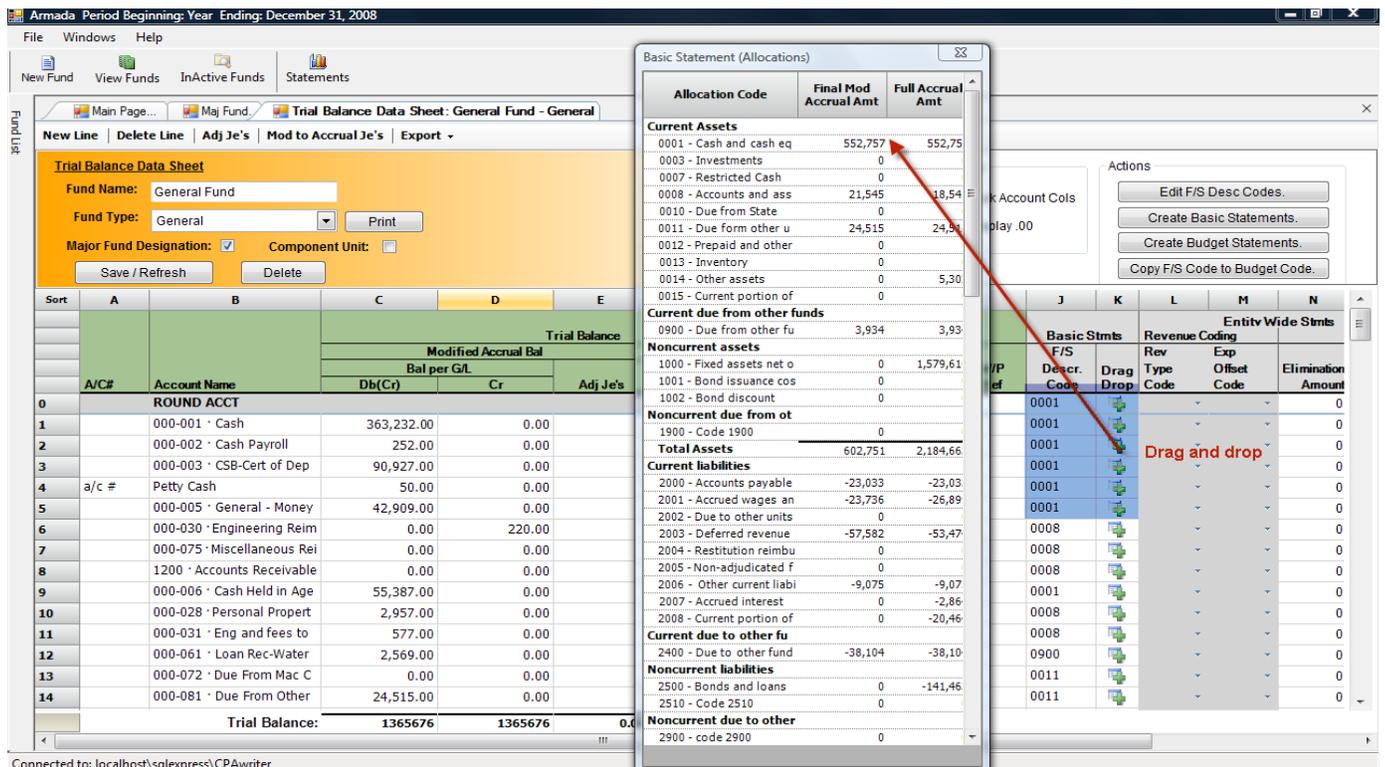
To assign description codes to trial balance accounts either:

Use drag and drop function button to right of “F/S Descr. Code” column to drag lines from the trial balance rows and drop them into the desired description codes.

Or

Assign trial balance rows to desired financial statement descriptions by entering the corresponding description code in the “F/S Descr. Code” column.

You may assign groups of rows to a single financial code with one drag and drop by placing the cursor in almost any column of the trial balance, and while depressing the left mouse button, highlighting all rows to be coded. Release mouse button. Place cursor on any drag and drop button within the highlighted group to drag and drop entire group into the desired code.



## ***Revenue Coding***

In order for revenues to be presented correctly in the entity-wide financial statements, it is essential that user complete the “Revenue Coding” columns of the Trial Balance Data sheet. You must indicate a revenue type from the drop down selection in “Rev Type Code” column. For all program revenue types, you must also indicate an expense description to be offset in the Statement of Activities. This will be indicated by selecting an expense description from the drop down list in “Exp Offset Code” column. All revenue items without revenue type codes will be defaulted to “general revenue” type.

## ***Eliminations***

Elimination columns are used to designate inter-fund assets and liabilities and inter-fund revenues and expenses that are to be offset in the entity-wide financial statements. All elimination entries should be **entered as positive amounts**. Only one entry needs to be made for each elimination. The offsetting account will automatically be eliminated against the financial statement description entered in the “Elim Code” column. For this reason, the Trial Balance Data sheet will only permit elimination entries in rows coded for asset and revenue accounts. The **offsetting liability and expense codes** should be entered in “Elim Code” column. **Do not repeat the coding of the row containing the offset.** For example a “due from other funds” row would generally have the “f/s descript code” for “due to other funds” as its elimination code.

## ***Helpful Hint***

Remember that you will usually eliminate all internal service fund revenues against the expense accounts where they are posted in the governmental funds.

## ***Reserved/Restricted Fund Balances and Net Assets***

When setting up f/s code descriptions for restrictions and reservations of fund equities, you should avoid the use of “reserved” or “restricted” within the description. These terms are built into the statements in the appropriate places. The use of these terms in the descriptions will create a resulting “reserved for: reserved for” redundancy. For example, for a reservation for “law enforcement” you would simply provide a description of “law enforcement” as a f/s description code in the “restricted/reserved equity” section.

## ***Helpful Hint***

Remember that in many legally restricted governmental funds, you will want to display the fund equity as unrestricted in the modified accrual, governmental statements, but you will want to treat these as restricted in the entity-wide statements. To accomplish this, simply make a modified accrual to full accrual adjustment moving the ending, full accrual, fund equity into a restricted equity account.

# Creating Budget Statements

All credits (revenue budget amounts) should be entered as negative amounts.

A budget statement will be created for all funds having entries in the Budget Statements section of the trial balance/data sheets. The “actual” column of the budget statements will be populated using the modified accrual amounts in the trial balance. Budget entries are only permitted in rows designated with revenue and expense financial description codes in the “F/S Descr. Code” column.

## Creating budget statements by completing “Budget Function Code” column

Select “Create Budget Statements” from top of trial balance data sheet. This will cause the budget statement allocation pop up screen to appear. This is a movable, resizable window that you may place anywhere on the screen.

To assign description codes to trial balance accounts either:

Use drag and drop function button to left of “Budget Function Code” column to drag lines from the trial balance rows and drop them into the desired budget codes.

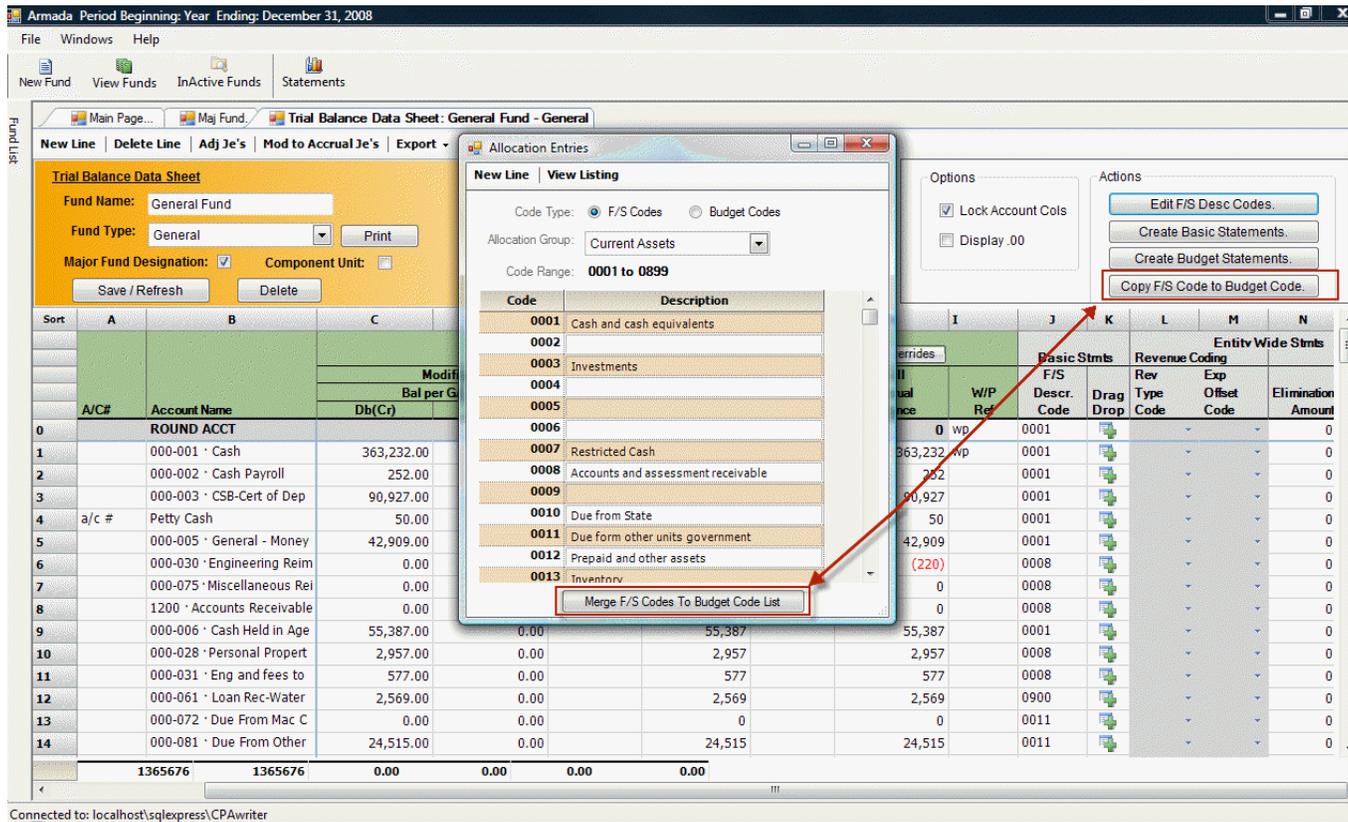
Or

Assign trial balance rows to desired budget statement codes by entering the corresponding budget function code in the “Budget Function Code” column.

You may assign groups of rows to a budget function code with one drag and drop by placing the cursor in almost any column of the trial balance, and while depressing the left mouse button, highlighting all rows to be coded. Release mouse, button. Place cursor on any drag and drop button within the highlighted group to drag and drop entire group into the desired code.

The screenshot displays the Armada software interface. On the left, the 'Fund List' shows various funds, with 'Municipal Street Fund' selected. The 'Trial Balance Data Sheet' window shows a table with columns for 'A/C#', 'Account Name', and 'Full Accrual Balance'. The table includes rows for 'ROUND ACCT', 'Accounts Payable', 'Escrow', 'Deferred Revenue', 'Fund Balance', 'Opening Bal Equity', 'Current Tax Colle', 'Sidewalk Construc', 'Interest', 'Sidewalk Constru', 'Transfers To Oth', 'Professional Servi', and 'Street Lighting'. On the right, the 'Budget Statement (Allocations)' window shows a table with columns for 'Allocation Code', 'Original Budget', 'Final Budget', 'Mod Accrual Amt', and 'Variance (Favorable/Unfavorable)'. The table lists various revenue and expenditure codes, including 'Operating revenues', 'Nonoperating revenues', and 'Operating expenditures'. A red arrow points from the 'Budget Function Code' column in the Budget Statement window to a group of rows in the Trial Balance Data Sheet, illustrating the drag and drop process.

If you are using the same revenue and expense descriptions used in the basic financial statements, you may simply select the “Copy F/S Code to Budget Code” function, and all codes will be duplicated from financial statement build codes. You may also copy the f/s codes list to the budget code list by selecting the “Merge F/S Codes to Budget Code List” at bottom of the budget code list.



### Helpful Hint

When completing the “Orig Budget” and “Final Budget” amounts, it may be unnecessary to enter an amount for each row. It is only necessary to enter a single amount on any line with the appropriate budget function code.

## Major Fund Designations

Major fund designations are set by users in the upper left section of the trial balance data sheet. GOVwriter® computes major fund status, based on the trial balance data, as f/s description codes are added to the trial balances. The program’s major fund determination computations are available through the “Maj Fund” tab at the top of the trial balance/data sheet. **These are not reliable until all trial balances have been coded.**

### Helpful Hint

Many users will choose not to designate any fund as major until all trial balances are coded. You may then consult the “Maj Fund” tab schedule to determine which funds you wish to designate as major. Remember that the general fund will need to be designated as major, even if it is not computed as major based on the computational criteria.

## Statements

Statements are created from the selection of the “Statement” function button at the top of the trial balance data sheet. **Important, statements may have computational errors if the FS Description Code list does not contain at least one description in each of the allocation groups (current assets, current due from other funds, etc.)**

### *Select Statements to be Generated*

You may select the statements to be generated from the left section of the statement main page. You will note that some of the Statements of Net Assets may be created in either the classified or non-classified formats.

### *Enterprise Eliminations*

This section of the financial statement main page is used to designate the offsetting enterprise fund whose expenses are to be offset by the revenue elimination coded in the trial balance. This is necessary to properly create the Statement of Activities. If you are required to make an entry here, the revenue half of this elimination will already be displayed. **If there are no pre-displayed amounts in the left portion of this screen, you need not make any entries here.**

You may designate more than one fund as the offsetting enterprise fund by selecting the “split line” function at the top of this screen.

This must be in balance before the program will allow statements to be generated.

### *Diagnostics*

Diagnostics are provided to assist the user in avoiding errors and GAAP departures. As with any program, there are always potential entry and coding errors that will result in inaccurate presentations, and you should review these statements carefully.

The diagnostics are separated into two types. The critical errors are identified by a red octagon symbol, and the program will not generate statements until these are corrected. Non-critical, cautionary diagnostics indicate conditions that are likely to result in statement errors or GAAP departures. These should be reviewed carefully and corrected where appropriate. To generate statements without correcting these issues, the user should check the “ignore messages” box at the top of this section.

### *Viewing Statements and Schedules*

The various statements and schedules are available for viewing and formatting by selecting the appropriate tabs at the top of the page. These will appear after statements have been generated. They may also be viewed by highlighting the statement from the statement list in the left section of the statement main page.

On each statement page you will note a “Refresh this Stmt” button. The use of this function **will only update the statement being viewed** for any trial balance or coding changes. To update all

statements you must use the “Create/Refresh Statement” function at the bottom of the left segment of the statement screen.

### ***Statement Formatting***

GOVwriter was designed to allow the user to format and print the final statements in a program that they are most familiar with. With this in mind, the statements are designed to be exported to Excel for final processing.

Certain formatting functions are present in the program, and may be used prior to export to Excel. These are apparent at the top of the individual statement pages. These should be used to set up permanent formatting, that will be saved for future statement generations.

In addition to the various formatting functions at the top of the pages, you are able to set row heights and column widths on these pages. Once set, these settings will be retained in the program.

### ***Hide/Display Rows and Columns***

To hide a row or column, highlight the effected columns or row and right click. This will display a hide/display function. All hidden rows and columns will be highlighted. These cells will be hidden in the Excel import.

### ***Formatting Using Preset Styles***

Users may set up standard style formatting to be used and applied to all statements. These statement styles consist of preset column widths, row heights, footers, headers, font type, and font size. These are created and saved using the function “Create/Edit Stmt Style” on the financial statement main page. Once created and saved these may be applied using the style selection and application functions at the top of each of the statements. The editing of these preset styles may be secured by a password (see “SECURITY/PASSWORDS”).

### ***Exporting to Excel***

All statements should be exported to Excel for final processing.

All formatting, row heights, and column widths from GOVwriter will be retained in Excel.

It is important to note that all numeric amounts are not formatted as numeric fields when exported to Excel. This is to provide for greater administrative control of the statements as they are formatted in Excel. If a user wishes to perform or insert mathematical functions in Excel, the numeric rows must be highlighted and reformatted as “numeric” fields.

The statements may be exported to Excel as individual worksheets using the “Export This Stmt” function at the top of each individual statement. However, most users will choose to export all statements at one time by using the “Export Statements to Excel Workbook” function, found in the left margin of the statement screen.

**Note that the headers, footers, and page #s create print headers and footers in the Excel worksheets. These will only appear in print previews and when statements are actually printed. They will not be present on the Excel worksheets**

# Copy/Roll-Forward Function and Subsequent Periods (See appendix A)

## Copy/roll-forward

Users may roll forward all coding from one period or entity to another by using the copy/roll forward functions, and then using the overwrite, import function to apply current period data.

To access the roll-forward function, select “file” from the trial balance data sheet or from the main page. Then select “copy/roll-forward” from the submenu. This will result in the display of the “Copy/Roll-forward” window. From here you choose a source of the information you wish to copy forward and a destination entity/period to where you wish to copy this information.

In this window you may choose to either copy forward all amounts, trial balances, and trial balance coding, or you may choose to simply copy the three coding list. If you choose to copy “Codes,Fnds, Amts” all trial balances will be copied, including all accounts, descriptions, and coding to the destination trial balances. This is the option most users will to choose to save coding time in future periods for entities with prior data in the program. The code only option will generally be used to save time by populating the three statement building code list for new entities. You also may choose to copy the entire trial balances, including all je’s, budget and elimination amounts by choosing “Entire Period”. This option would be chosen to copy a current active entity/period from one database to another (see Field Use/Portability)

## Subsequent Periods

In subsequent periods, for entities with prior data in GOVwriter, a “Codes, Funds, Amts” roll forward would be performed, followed by an import of the new trial balances as overwrites to the rolled forward data. This is a very important time savings feature of this program.

**When this subsequent overwrite import is complete, all new trial balance accounts will be highlighted to indicate which rows need coding.** All previous period coding will remain, and only need to be re-entered or edited for any lines that need different f/s desc. coding than was applied in the prior period.

**Trial Balance Data Sheet**

Fund Name: Test Fund  
Fund Type: Debt Service  
Major Fund Designation:  Component Unit:

Options:  Lock Account Coils  Display .00  
Actions: Edit F/S Desc Codes, Create Basic Statements, Create Budget Statements, Copy F/S Code to Budget Code

New Line	Delete Line	Adj Je's	Trial Balance			Mod. to Accrual Adj Je's	Full Accrual Balance	W/P Ref	F/S Descr. Code	Drag Drop	Entity Wide Stmts		
			Db(Cr)	Bal per GL	Cr						Final Db (Cr)	Rev Type Code	Exp Offset Code
0							(1)		0001				0
1				2,256.11	0.00		2,256		0001				0
2				1,892.29	0.00		1,892		0900				0
3				4,688.04	0.00		4,688		0010				0
4				0.00	6,863.74		(6,864)		2000				0
5				4,444.56	0.00		4,445		2000				0
6				0.00	774.84		(775)		2400				0
7				0.00	0.00		0						0
8				0.00	412.27		(412)		2001				0
9				0.00	8,339.50		(8,340)		3500				0
10				0.00	25,830.44		(25,830)		4002				0
11				0.00	37.92		(38)		4011				0
12				0.00	35,000.00		(35,000)		4900				0
13				1,299.54	0.00		1,300		5001				0
14				4,403.70	0.00		4,404		5007				0
			<b>Trial Balance:</b>	<b>77258.71</b>	<b>77258.71</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>				

For this function to work properly, it is important that every line in the trial balance contains unique account#/name combinations. In its overwrite process, GOVwriter identifies each row as a unique line by the use of these two columns. All characters and spaces in these two columns are matched from one period to the next. **The program cannot accomplish this matchup if more than one line within a trial balance contains any lines that, from the first character in the account# column through the last character in the account name column, are identical. Each line within a trial balance must contain at least one unique character or combination of characters in these columns to create a separate line identity.**

**Users also need to be aware that any variances in any of these characters from one period to the other will be indentified as different lines, and not matched correctly.**

## **Printing Reports**

In addition to the statements, there are other reports that users may want to print.

Within the trial balance/data sheet there are several report generation functions.

You may print the trial balance by exporting it to Excel by selecting this function from the upper menu bar, in any open trial balance.

**The trial balance data sheet may also be printed using the “print preview”** function from the upper menu bar of any trial balance. Using this function you may elect to print the trial balance in four formats:

- Trial balance with through the fs code column plus comparative period in account order

- Trial balance in FS Code order, with subtotals for each FS Code

- (This option may also be used to print FS Code **lead schedules**, by generating this report for specified FS Codes)

- Trial balance in Budget Code order, with subtotals for each Budget Code

- Trial balance account entry detail (this report allows for the selection of a specific trial balance account range)

**Important.** The program cannot generate these reports unless all trial balance lines have an assigned FS Descr Code. It uses these codes to determine the account type for each trial balance row.

Using the “export” function in the trial balance you may also print the **basic statement allocation and budget allocation windows** by exporting them to Excel.

In addition, you may print the **FS code list** by opening it through either the “Edit F/S Desc Code” button or the edit functions on the main page. Once open, a “print listing” function button is available to generate reports on the list.

You will also note a similar function button at the top of the **adjusting journal entry, and modified to accrual entry** windows.

The **diagnostics** are available for export to Excel for printing. This function may be accessed from the export button at the top of the Statement main page.

There are also four schedules generated in the “Statement” function that many users many wish to print. These are as follows:

- The enterprise fund combining schedule
- The governmental fund combining schedule
- The enterprise fund revenue schedule
- The governmental fund revenue schedule

These schedules provide statement building details for the entity-wide statements of net assets and statement of activities. These schedules are designed to be exported to Excel and should be printed as described in the statement generation portion of this manual.

You may also print the **Major Fund Analysis**. You will find a print function bar at the top of this analysis when you access this from its tab in the trial balance screen.

The **enterprise eliminations and diagnostics** are available for export to Excel for printing. This function may be accessed from the export button at the top of the Statements main page.

## **Concurrency and Multiple Users (User Log)**

GOVwriter permits simultaneous different users access and usage of different funds within the same entity/period. If you wish to view or use a trial balance for a fund that is already in use by another user, you may do so by selecting “user log” from the file menu. Using the user log you may release another user’s lock on a particular fund. This will permit the simultaneous viewing and usage of a single fund’s trial balance by multiple users. **Warning! The program does not automatically update the trial balance for entries or changes made by other users in this mode.** You must refresh the fund’s trial balance for it to be updated to reflect another user’s entries.

## **Adding Editing Entities/Periods**

In order to add a new/entity period to the database, or to edit an entity’s name, period end or period description, you must select “Create/Edit Entity” from the file menu. **The statement period description will appear exactly (case sensitive) as entered here.**

An existing, entity may be edited to change the entity’s name, period end, and period description using this function.

## **TRIAL BALANCE LOCKDOWN**

In order to enhance controls over the statement creation process, GOVwriter provides for a lockdown of the trial balances as they are reviewed and finalized. In the Options box at the top of the trial balance data sheet you will find a “Lock the trial balance” check box. Selecting this function will lockdown the trial balance, preventing any changes or new entries to this trial balance. This lock may be released by selecting “Fund log” from the File menu at the top of the page. The Fund log will identify the user creating the lock and the date and time created. This lock may be released by selecting the fund and choosing the Unlock Fund function on this page.

This function should be used in conjunction with the auto date/time Excel statement export labels to control the statement generation process.

### **FIELD USE/PORTABILITY (See appendix A)**

Each time the program is loaded on a computer it includes one usable entity/period. This may be used to create an entity/period for use at a client's office. Most users will first edit the single entity/period on their computer to conform to the entity/period to be processed. You should then use the program's Copy/Roll-forward function to either initially populate the three code list for a new entity, or the trial balances for an existing client from your primary home database. Upon return to the network or home database, you will first create a matching entity/period, and again using the Copy/Roll-forward function copy the entity period from your local drive to the home network database. You will want to select the "Copy entire period" option on this return to your primary database. This selection will create an exact duplicate, including all balances and journal entries made at the client's office.

### **SECURITY/PASSWORDS**

GOVwriter has been designed so that certain features may be secured by the use of passwords. **This security function is currently limited to the preset statement styles** discussed under the "Statement" section of this manual. The activation of this security function will prevent users from inadvertently altering preset statement styles. To activate, simply select the "file" function from the trial balance/data sheet screen. Select "security" and set a security password. Once set, the program will ask for this password whenever you access any function that has a secure setting. A master password is posted on your account page in the CPAwriter website that will allow access if you have forgotten or misplaced this password.

## **Contact Information**

We thank you for choosing GOVwriter as your trial balance and statement writing tool.

Our support staff is available to assist you Monday-Friday from 9:00 am to 5:00 pm EST at:

**Toll free 1-866-241-4433**

You should also visit our website regularly for program and instructional updates at:

**[www.cpawriter.com](http://www.cpawriter.com)**

<p><b>We recommend that all users download and view our eight segment video tutorial available at <a href="http://www.cpawriter.com">www.cpawriter.com</a></b></p>
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## **Appendix A - Suggested Import Copy/Roll-forward Import Procedures**

### **Scenario: *New period for existing entity***

1. Create new entity using file “Create/Edit Entity” function.
2. Using file “Copy/Roll-forward” function, copy trial balance “ codes, entities and amts only” from last period to new period.
3. Before importing any new trial balance use the “copy final balance to comparative period” function at top of trial balance data sheet. This will cause your prior trial balance amounts to be copied to the comparative data column for analytical review.
4. Import the current year-to-date trial balance amounts to the Gen Ledger FS basis columns as overwrites to the amounts that had previously been copied in step 2. This is accomplished by selecting an existing trial balance as your destination in the import process. Check the “Show existing funds” option to select the trial balance to be overwritten.

### **Scenario: *Loading entity/period on laptop computer to be used at client’s office and return to office/network database***

- 1 Create new entity and, depending on intended use, follow one of the procedures outlined above.
- 2 Using “Copy/Roll-forward” function, copy from entity created above as source to a “file” destination on a portable storage device, like a USB flashdrive.
- 3 Using “Create/Edit entity” function on the laptop version of the program, create a entity/period to receive copy of entity from portable storage device.
- 4 Using “Copy/Roll-forward” function copy from the portable storage device to the laptop local TBFSwriter database. You should choose “Entire period” option for this process When prompted to lock source entity you may wish to choose “yes” to assure that no entries are made to the entity/period’s network database while you have the entity/period checked out for field use.
- 5 Upon return to the office you will reverse the process by using the “Copy/Roll-forward” function to copy the field version to a portable storage device.
- 6 Using the office network version of the software’s “Copy/Roll-forward” function, copy portable storage device data to the office network database . You once again should choose the “Entire period” option for this copy process.