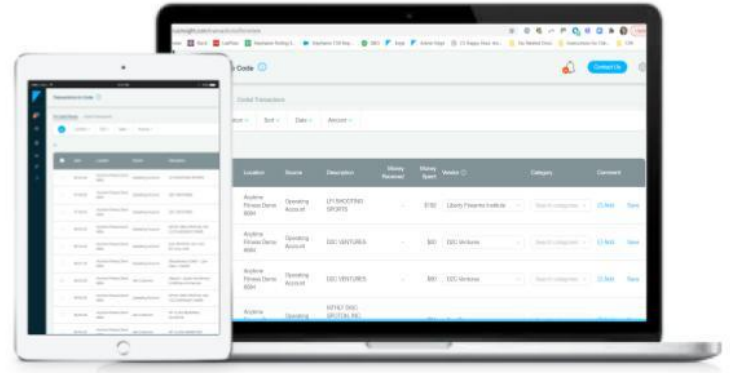


## Introducing: Transactions to Code in Ceterus Edge!

We are excited to announce a new Ceterus Edge tool: **Transactions to Code!** This Edge feature will allow you to conveniently review and provide details for transactions in question. This guide will walk you step-by-step through the process of how to suggest coding directly in Edge Web.



### What is a Transaction to Code?

As you are aware, our team needs information from you to close your books each month. Sometimes we have questions about specific transactions. Currently, we have asked for this information via Edge Action Center and an open item email, that includes a spreadsheet containing all "Ask Customer Transactions." We've built this new functionality within Edge to replace this manual spreadsheet process with an easy way for you to suggest coding for these transactions, right inside our application.

### Where do I find these in Edge?

**Transactions to Code** can be found in Edge, after you login under **Action Center > Transactions to Code**. If you are the contact who reviews Action Items, you will be the only user who can view Transactions to Code - this will not be visible to other users.

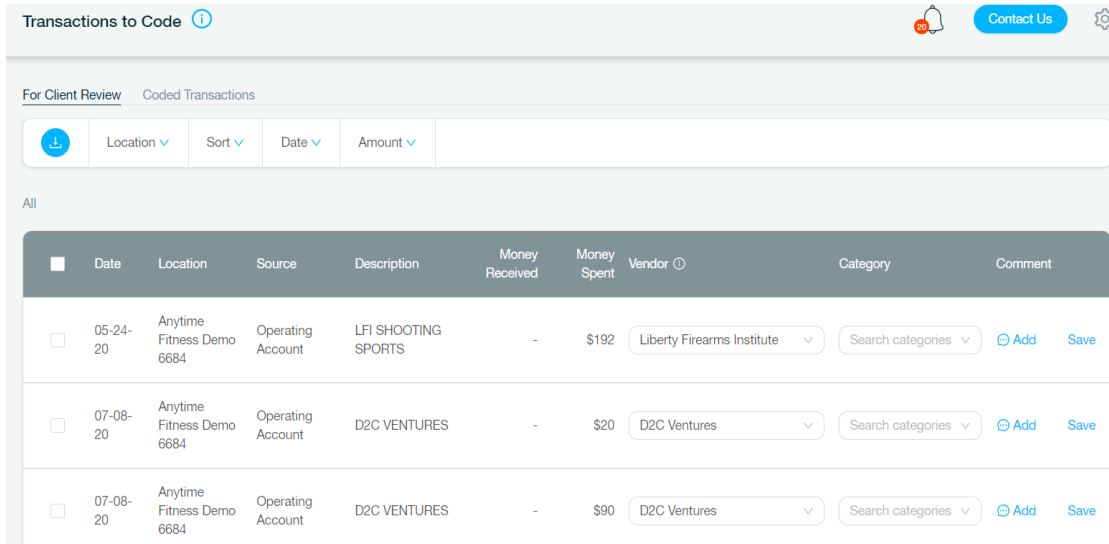
### What am I able to do on the Transactions to Code page?

**Transactions to Code** will have two views related to transactions:

- **For Client Review:** This view will show what transactions Ceterus needs more clarity on before coding on your books. This is where you will be able to clarify vendor names, suggest categories to be coded to, or add comments about each transaction for your accountant to review
- **Coded Transactions:** This view provides a live-feed of transactions that have been coded for your locations. Additionally, this can be used to review current payments that have cleared the bank versus logging into your individual bank accounts to compare.

### How do I suggest coding for transactions?

- Log into **Edge**
- Go to **Action Center > Transactions to Code**
- For transactions we need clarity on how to code, these will be found under **For Client Review** listed like so:



Transactions to Code ⓘ 🔔 Contact Us ⚙️

For Client Review Coded Transactions

📄 Location ▾ Sort ▾ Date ▾ Amount ▾

All

<input type="checkbox"/>	Date	Location	Source	Description	Money Received	Money Spent	Vendor	Category	Comment
<input type="checkbox"/>	05-24-20	Anytime Fitness Demo 6684	Operating Account	LFI SHOOTING SPORTS	-	\$192	Liberty Firearms Institute	Search categories ▾	<span>⊕ Add</span> <span>Save</span>
<input type="checkbox"/>	07-08-20	Anytime Fitness Demo 6684	Operating Account	D2C VENTURES	-	\$20	D2C Ventures	Search categories ▾	<span>⊕ Add</span> <span>Save</span>
<input type="checkbox"/>	07-08-20	Anytime Fitness Demo 6684	Operating Account	D2C VENTURES	-	\$90	D2C Ventures	Search categories ▾	<span>⊕ Add</span> <span>Save</span>

- Choose to code individually one at a time or opt to **Code Multiple** transactions by clicking on the checkboxes
  - Scroll to the bottom and click on the blue button labeled **Code Multiple**
  - In the popup, select the **Category** and **Vendor**, and then leave any **comments** that might be helpful
  - Click **Next** then **Yes, Save and Code** to send to the accounting team for review
- Utilize the **Search** and **Filter** features at the top to narrow your transactions:
  - Location**: Filter by specific location (helpful for multi-unit owners)
  - Sort**: Sort by Most Recent Date, Alphabetically (Location, Description, or Vendor), or Amount from lowest to highest to manipulate the list
  - Date**: Filter Date range for transactions through a specific timeframe (month vs. full year)
  - Amount**: Filter a specific amount range (example: show \$0 - \$1,000 only)
- Transactions will be organized by:
  - Date**: Date the transaction hit the bank
  - Location**: Location the transaction applies to
  - Source**: Operating Account, Organization Costs, etc.
  - Memo**: Memo on transaction
  - Money Received**: Amount of money received
  - Money Spent**: Amount of money withdrawn
- Suggestions can be made for the following fields:
  - Vendor**: Vendors can be recategorized by typing in the dropdown to search for a vendor we have in our system. If you do not see the vendor you are looking for, you can also put the full name of the Vendor in the Comments field.
  - Category**: Customers can choose from the drop down of COA accounts to suggest where a transaction should be coded
  - Comment**: If a customer wants to leave more details about the transaction, they can use the comment box by clicking **Add > Submit**
- Once changes are made, you must hit **Save** to submit to the accounting team. This will then be removed from your list.

### ***What if I don't know how to code a transaction?***

If you do not see the account in the Category drop-down that you are looking for, you can select **I Don't Know** and then provide detailed comments by clicking on **Comments**. If you do not see the vendor you are looking for, you can also put the full name of the Vendor in the Comments field

### **Additional Instructions for Non-Traditional Transactions:**

- **Deposits/Transfers from the Bank:** Deposits traditionally come from the following sources and coded accordingly: 1) Owner Contributions (Owner Contributions) 2) Vendor refunds (you can search for the appropriate expense - ie: Operating supplies, office supplies, etc.) 3) Insurance claims (traditionally Repairs and Maintenance as it is used to offset cost to repair).
- **Withdraws/Transfers from the Bank:** Withdraws are traditionally coded to the following categories: 1) Owner Distribution/Withdraw 2) Office Expense or Operating expense for use of cash out of the drawer or petty cash type transactions
- **Venmo or Paypal Transactions:** Traditionally these are paid to a specific Vendor, but the Vendor is not visible in the memo of the transaction. These are traditionally amounts paid to: 1) Contract Labor 2) Repairs and Maintenance 3) Reimbursements of Travel Expenses (Travel) or Mileage (Auto Expense) 4) Employee Recognition (however large amounts over \$100 should be run through payroll)
- **Long Term (Fixed) Assets:** Some transactions over \$2500 for Vendors flowing through accounts like Repairs and Maintenance or Office Supplies will be added to Ask Customer to validate a Longer Term Asset was not purchased (Computer Software, Equipment, New Furnace or Air Conditioners, etc.). These need to be coded to Computer Equipment, Equipment, Leasehold Improvements, etc. **Please note:** we chose a \$2,500 threshold since the IRS will allow you to expense items that fall below this amount. Purchasing 10 computers at \$1000 each could also be expensed. As well, split payments on an asset should be added together to determine if it is over or under the threshold (IE: two partial payments for equipment of \$1250 each should be capitalized)

### ***What happens after I suggest coding?***

After saving your transaction changes, these transactions will be removed from your Transactions to Code view and your suggestions will be reviewed by your accounting team. This is to ensure that if we need further clarification on a transaction we can ask this from you before making an overall change. When a suggestion is approved by your accounting team, this change will be moved to the appropriate account on your books. If our team would have questions about the transaction suggestions, we will reach out to you for clarification before coding these to the suggested account.

### ***When will I see changes reflected in Edge after submitting?***

Our goal is to update these as soon as your accounting team has approved the transactions.

### ***How can I check on the status of updates?***

You can always check if a suggestion has been coded by going into Edge and reviewing your financials during the **Sneak Peek** phase. Please provide us with 2-3 business days to process the suggestions you've made.