2025

Workhorse Software User Conference

ACCOUNTING

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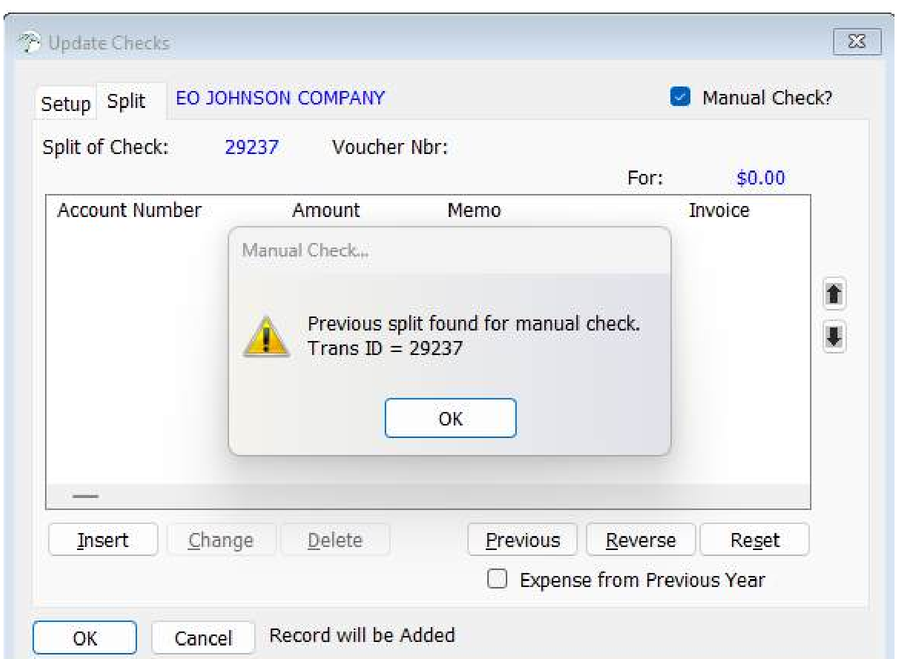
CORRECTING SPLIT (GL#) ON A CHECK THAT IS POSTED

If a check is posted to the wrong Chart of Accounts number, the correction should be done as a check, not a journal entry (JE). While using a JE is not technically incorrect, it makes the audit trail harder to follow. Starting with a check and fixing it as a JE creates confusion and increases audit time — which can lead to higher costs and more disruption.

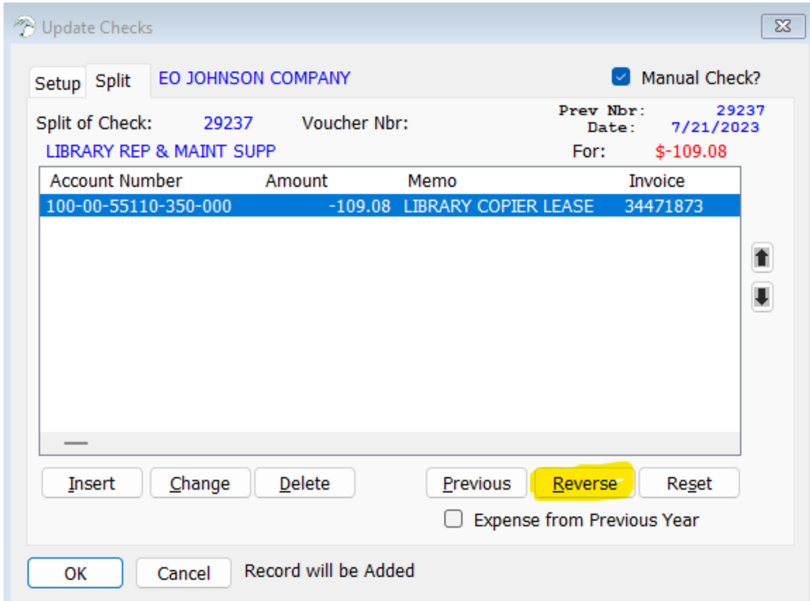
A cleaner audit trail = lower audit cost and less time spent in your office! 😊

Steps to Correct a Split on a Posted Check

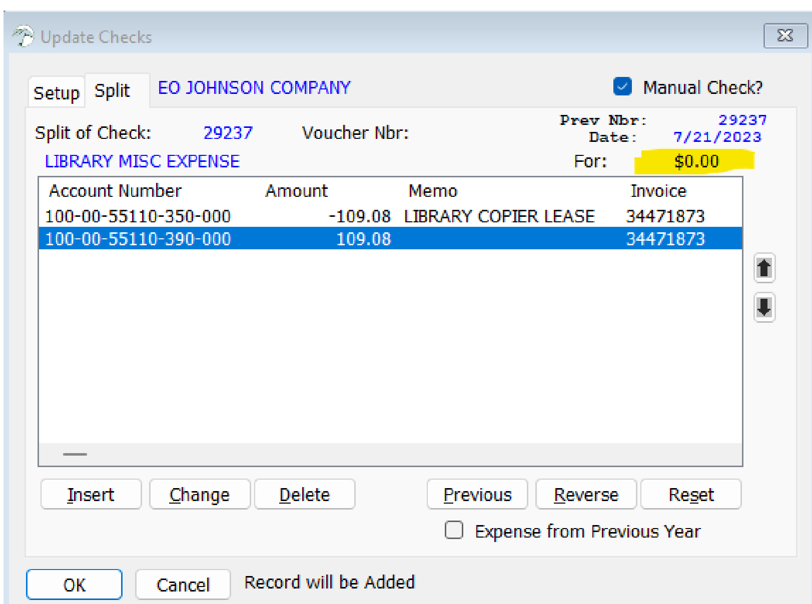
1. Navigate to **Maintain > Checks**
2. Check the **Manual Check** box
3. Enter the original check number (the one being reversed)
4. Select the date
   - You can use the original check date or the date of reversal
   - If the original check was from the previous year and that audit is already completed, use a current-year date.
5. Enter the vendor information in **"Pay to the Order Of"**
   - Use the same vendor's name as the original check.
   - In the Memo field, type: ***CORRECTING SPLIT ON CHECK***
6. Click on the Split tab
7. Click **Previous**
   - When prompted with a question, click **OK**



8. Once Split matches check being "corrected" –hit **"reverse"** on the split line you want to correct.



9. Then you will **INSERT** the new account number with the amount that you are correcting.
This will result in a **$0.00 check** – which is exactly what you want.
You're entering a **negative** for the incorrect account and a **positive** for the correct one, which nets to zero.

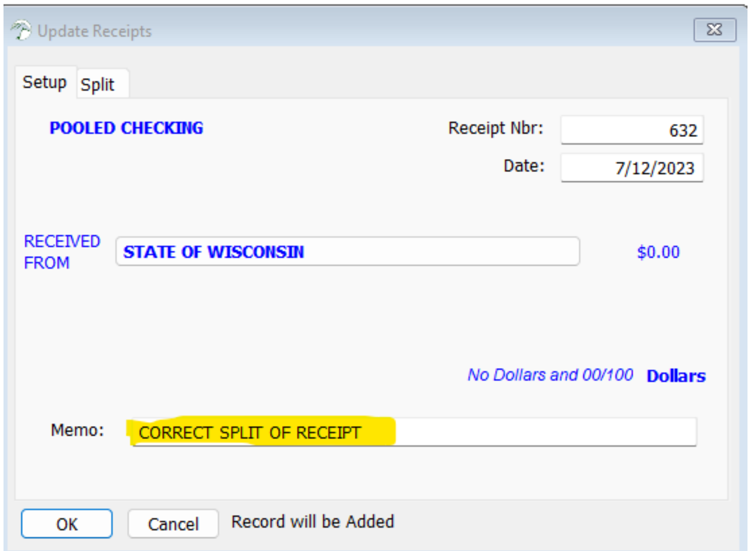


You will then go into the **"Process Check"** leg of Workhorse and **process/print/run register & post** this **"corrected"** check.

CORRECTING SPLIT ON RECEIPT THAT IS POSTED

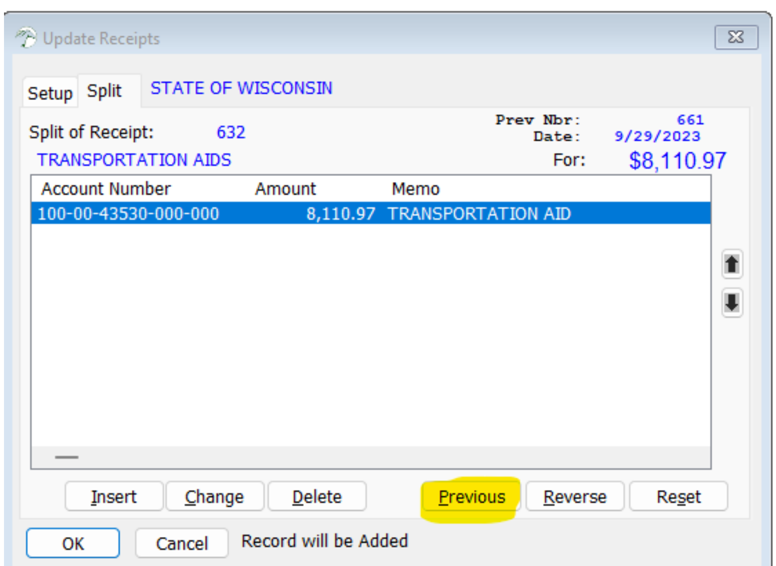
1. **Insert** Receipt by going into Maintain Receipts

- Click on Insert Receipt – enter the same receipt number of the one you want to correct.
- In the Memo field, include a comment indicating you are correcting the split of the receipt



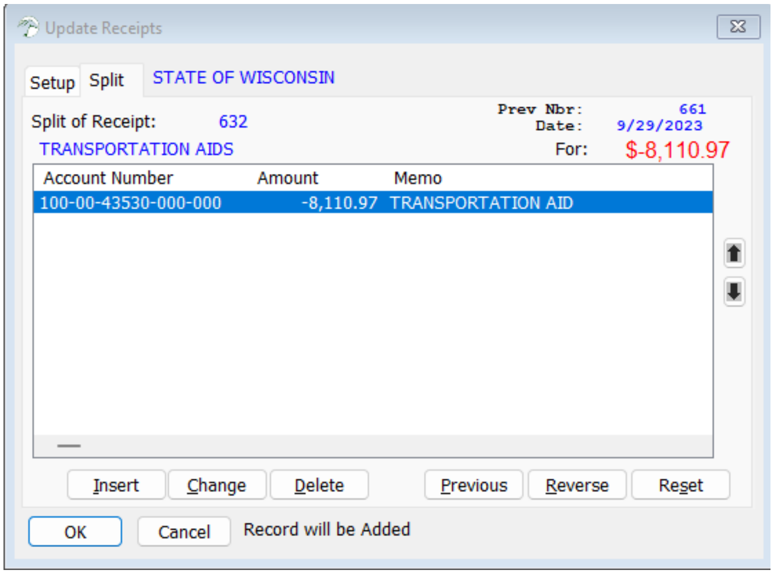
2. Access the Original Split

- Go to the Split section of the receipt and click **Previous** – this will bring up the receipt as it was originally entered.



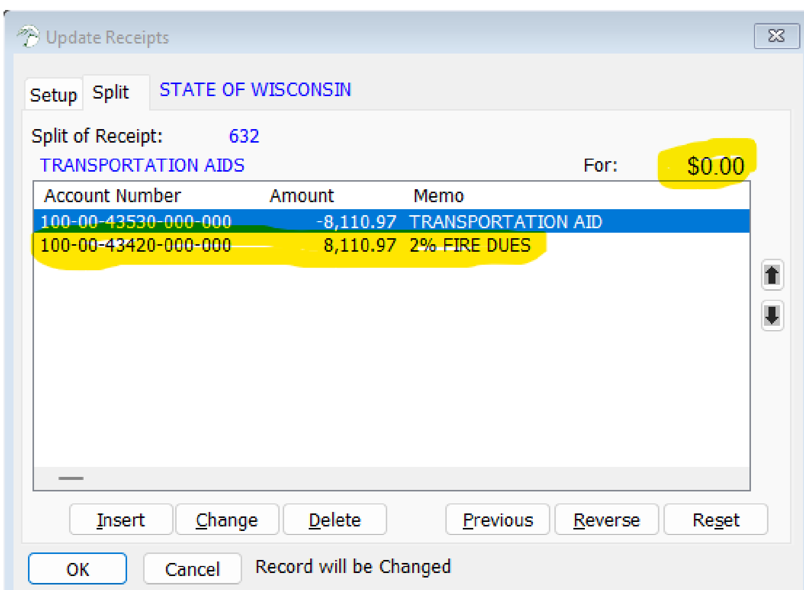
3. Reverse the Original Entry

- Click the **Reverse** button – this will make the amount of the receipt negative, effectively reversing the original entry.



4. Insert the Corrected Split

- Click Insert, then enter the correct GL account and the correct amount.
- Ensure the total of the new split equals the original receipt amount.



5. Then proceed to process and post receipt with **<u>same date</u>** you used initially. This will ensure it will be with the batch of receipts on the initial date it was posted.

PROCESSING BEGINNING BALANCES

Processing beginning balances in Workhorse Accounting is a simple but critical task that is often overlooked throughout the year. Here's a quick guide to ensure it gets done correctly and on time.

When should you process beginning balances???

- **In January- every year** -
  - Regardless of whether your audit has started, finished, or is not scheduled yet, you must process beginning balances in January
    - **WHY?** - To carry forward balances from your Assets, Liabilities, and Equity accounts into the new year.
    - If this isn't done before reconciling your January bank statements, they will not balance.
- **After your audit is complete**
  - Once your prior year audit is finished and all audit entries dated 12/31/XX have been entered and posted, process beginning balances again.
    - WHY? - To ensure your records match the finalized audit.
    - If you skip this, next year's auditor may flag your beginning balances as incorrect.

The Process:

- Navigate to: **Process/Beginning Balances/Transaction Register**
  - Confirm the correct year is selected (use the dropdown if needed).
  - Leave Fund as-is (you want to process all funds).
  - Click the Green Check to "Create Report."

    📌 No need to print the report—just generate it.

- Navigate to: **Process/Beginning Balances/Post**
  - Again, picking the year same as above /pick no fund
  - Click **Preview** to review the posting.
  - Click **Post Beginning Balances** to finalize the entries.

Processing beginning balances can be run ANY time - if nothing comes up in the transaction register it will tell you

ATTACHING AN INVOICE TO A CHECK

First Step - Contact Workorse Support to **ENABLE** this feature.

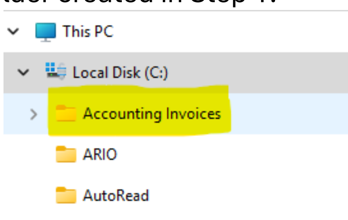
Once this has been enabled:

1. **Create a Folder for Invoice Storage**

- Create a folder on your computer or shared drive.
- Recommended folder name:
  C:\Accounting Invoices or a shared location like S:\Scanned Invoice

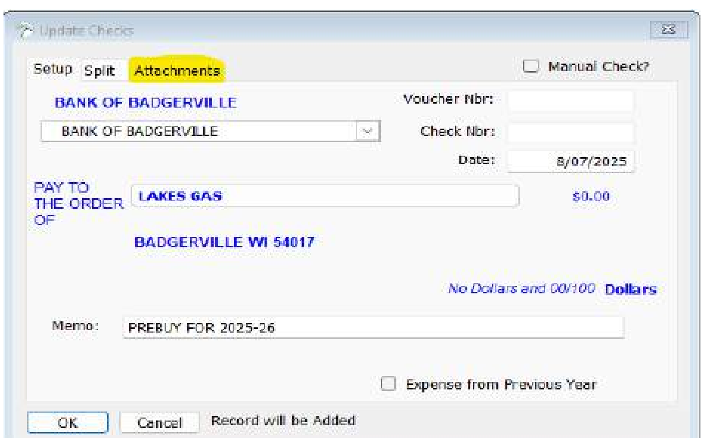
2. Scan & Save Invoices

- Save the scanned invoice as either a **PDF** or **PNG** file. ❌ JPEG files are not supported
- Save each file to the folder created in Step 1.



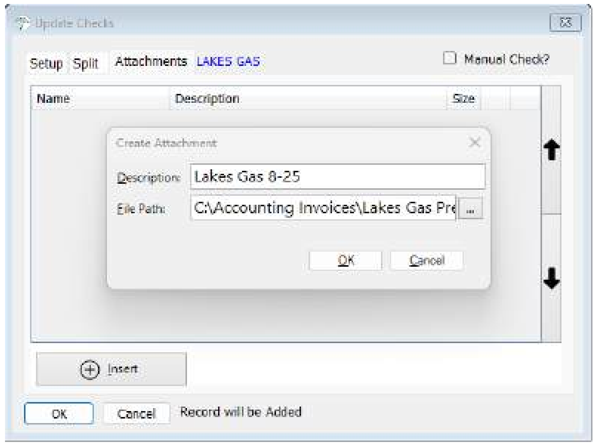
3. Maintain the Check as Usual

- Go to **Maintain Checks**
- Enter details in the **Setup** and **Split** tabs as you normally would.
- You'll now see a **new tab** called **"Attachments."**



4. Add the Invoice Attachment

- On the **Attachments tab**, click **INSERT** (bottom left).
- The **Create Attachment** window will open.



5. Upload the Invoice

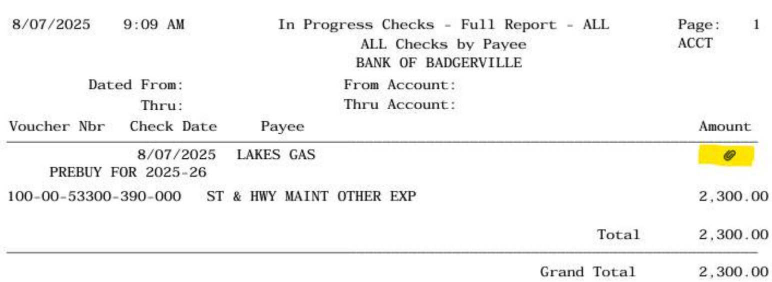
- (Optional) Enter a **Description** for the attachment.
- Click the folder icon next to the **File Path** field.
- **Navigate** to your saved invoice in the folder created in Step 1 and select it.

6. Process the Check

- Proceed to **Process**, **Print**, and **Post** the check as you normally would.

7. Confirm Attachment in Register

- When running any reports, a **paperclip icon** will be displayed next to checks that have invoice attachments.


8/07/2025 9:09 AM In Progress Checks - Full Report - ALL Page: 1
ALL Checks by Payee ACCT
BANK OF BADGERVILLE
Dated From: From Account:
Thru: Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	8/07/2025	LAKES GAS	
PREBUY FOR 2025-26			
100-00-53300-390-000		ST & HWY MAINT OTHER EXP	2,300.00
		Total	2,300.00
		Grand Total	2,300.00

8. View the Attached Invoice

1. Go to **Reports > Checks > Single Check Detail**
2. Enter the relevant **Check Number**
3. The check will display, and the attached invoice will appear:
    - On another tab/screen
    - Or **behind the check** if you're working with a single monitor

IMPORTANT NOTE:

- When you attach an invoice (Step 5), **Workhorse automatically creates a "Transactions" folder** in the original path set for storage.
- Each attached invoice is saved there with a **unique filename**.

🔴 **Do not rename or delete any files in the "Transactions" folder** – doing so will prevent the invoice from displaying with the check.

BANK RECONCILIATION HIGHLIGHTS

Recording ACH Transactions Properly

When training new customers, it's important to reinforce the best practice for entering ACH transactions in the system:

- **ACH withdrawal** (debits from the bank) should be entered as **manual checks**.
- **ACH deposit** (credits to the bank) should be entered as **receipts**.

Entering ACH transactions this way—rather than as journal entries—enables the system to automate portions of the process and improves traceability for auditors. This method ensures that the transactions flow properly through reconciliation and reporting.

✅ The only step required is selecting the appropriate **revenue** or **expense** account when posting the transaction

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NEVER Code a Receipt or a Check to "Cash"

Why?

- Doing so results in a **$0 transaction—**you're debiting and crediting the same cash account.
- This creates both a **Deposit (D)** and a **Payment (P)** during bank reconciliation.
- It often leads to user confusion later with questions like:

  "Why is there a deposit for that check I already marked?"

✅ **What to Do Instead:**

Always code your transactions with the **appropriate revenue or expense accounts—not to cash.** This keeps your reconciliation clean and prevents double entries and misunderstandings.

Fixing or Voiding Transactions the Right Way

When a transaction needs to be corrected or voided, **always start by asking:** ***"How did I originally enter this?"***

✅ The golden rule: **Fix it the same way it was created.**

Consistence ensures transactions remain easy to track and will greatly simplify the audit process—saving both time and money.

• If it was entered as a **check**, fix or void it as a **check**.
• If it was entered as a **receipt**, fix or void it as a **receipt**.
• If it was entered as a **journal entry**, fix or void it as a **journal entry**.

Statement Balance Matches Bank, but Cash Accounts Balance is Off?

If your **statement balance** (used for bank reconciliation) matches the bank statement **but** the **cash accounts balance** is showing a difference, it usually comes down to **date mismatches**.

✅ Quick Check:

- Try **pushing out the "To" date** on the Cash Accounts Balance report.
- If the difference disappears, the issue is "**date related**."
- Example: A check was dated *after* your current report date, so it's excluded from the balance even though it's been posted.

Auditors' Entries can cause Reconciliation Issues

When posting your **audit journal entries**, **regardless of the year**, pay close attention to the **"Update Reconciliation"** checkbox that appears during the posting process.

✅ Default Behavior:

The "Update Reconciliation" box is **checked by default**, and **99.9% of the time, you should leave it checked**.

❗ Exception – Auditor Entries:

When posting **auditor journal entries**, you should **UNCHECK** the ***"Update Reconciliation***" box.

Why?

- Leaving it **unchecked** ensures that these entries **do not flow into the Bank Reconciliation module**.
- Auditor entries **typically adjust cash between funds** and **do not reflect actual bank activity**.
- Since you're already reconciling based on bank activity, these entries **should not appear** in your reconciliation process.

🚫 What If You Forget to Uncheck the Box?

If you accidentally post auditor entries **with the box checked**, the entries may appear in Bank Reconciliation and cause issues:

1. **Entries will appear** in the bank reconciliation register.
2. You'll need to **mark those entries**.
3. **Contact Support** to assist in entering an offsetting transaction.
4. In some cases, this will resolve the issue.
5. In other cases, if your reconciliation is **out of balance**, you may need to:
    - Review the entries closely.
    - **Contact the auditor** to clarify or correct the original entry, especially if it affected the overall **Cash Account balance**.

🧠 Key Takeaway:

Always UNCHECK "Update Reconciliation" when posting auditor journal entries to keep your bank reconciliation accurate and clean.

CREDIT CARD BANK ACCOUNT

Some of our customers have asked for a way to track and reconcile their Credit Card accounts. You may have more invoices (invoices from your staff) than the bill pays in a month. We created a Credit Card Bank Account to help keep track of the invoices and balance of the Credit Card

1. Go to Maintain Chart of Accounts

2. Insert a **“Credit Card Payable”** account for **each fund** you want to pay any invoices from.

    - 100-00-21115-000-000 (example) and I do for funds 100, 610 & 620 - general, water and sewer funds.
        - 100-00-21115-000-000
        - 610-00-21115-000-000
        - 620-00-2115-000-000

3. Go to **Maintain** Bank Accounts - Insert bank account called “VISA Credit Card”
    - Posting method is “Direct to Cash”
    - n the Setup Cash Accounts tab - enter payable accounts created above.

4. Enter all credit card transactions (invoices) **expenses** as MANUAL CHECKS in Credit card bank account.

5. Process & Post manual check for **EACH** credit card transaction
    - Process Checks
        - Run in-progress Report
        - Print Checks
        - Print Check Register
        - Post Checks

6. Run Cash Accounts Balance Report for the VISA Credit Card Bank account -
    - Process/Reconciliation/Print/Cash Accounts Balance report

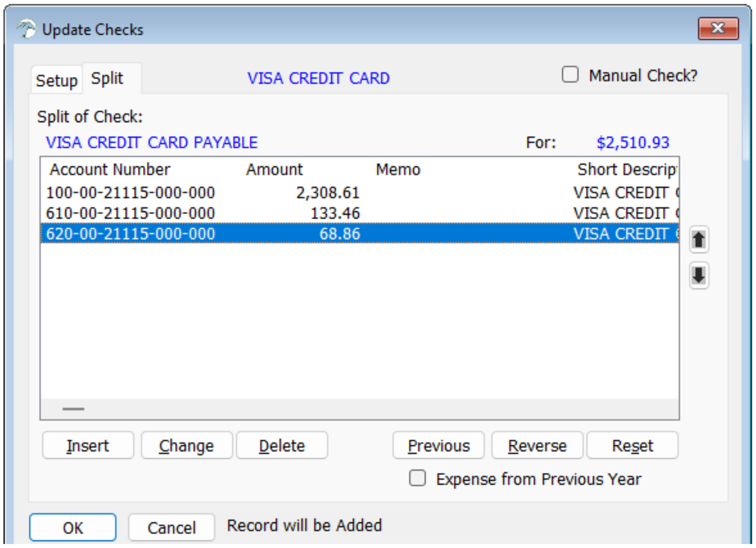
VISA CREDIT CARD | ACCT

Reconciliation Date: 7/31/2025

7/31/2025	Computer Balance:	-2,510.93
100-00-21115-000-000	VISA CREDIT CARD PAYABLE	-2,308.61
610-00-21115-000-000	VISA CREDIT CARD PAYABLE	-133.46
620-00-21115-000-000	VISA CREDIT CARD PAYABLE	-68.86
7/31/2025	Cash Accounts Balance:	-2,510.93

    - The above is the split amounts used for the check to the credit card company. **STEP #7**

7. Enter check payable to VISA CREDIT CARD - from your regular (Pooled or General) Checking using the amounts from the cash accounts balance report run earlier.



8. **Process, Print, Post** check to VISA CARD Company

9. Run **Cash Accounts Balance** Report
    - All payable accounts should equal zero.

ACCT

VISA CREDIT CARD

Reconciliation Date: 7/31/2025

7/31/2025	Computer Balance:	-2,510.93
100-00-21115-000-000	VISA CREDIT CARD PAYABLE	0.00
610-00-21115-000-000	VISA CREDIT CARD PAYABLE	0.00
620-00-21115-000-000	VISA CREDIT CARD PAYABLE	0.00
7/31/2025	Cash Accounts Balance:	0.00

10. **Reconcile** VISA Account

- Statement date matches credit card period.
- Statement balance should be $0.
- When all transactions are marked, difference should **be $0.00.**

REPRINTING A CHECK IN ACCOUNTING OR PAYROLL

Here's a training tip for steps to make it clear and easy for you to follow when reprinting a check. Whether in Payroll or Accounting Module.

1. Best Practice Before Posting

    - Reprinting is much simpler **BEFORE** you post the checks
    - Always double-check that your checks are printed clearly and in the correct number sequence **BEFORE** posting.
    - Taking this step saves the hassle of voiding and reissuing the checks later.

2. If Printing Errors Occur (paper jam, misfeed, missing check stock etc.)

    - ***Don't PANIC*** - this can happen
    - Go immediately **to Process, Check, Print** check register **QUICK**.

3. Using the check register to identify the issue

    - The register will show you the sequence of checks the Workhorse Module thinks were printed.
    - Example: it shows checks 10026-10030
    - If your printer jammed starting at 10028 you now know exactly which checks need to be reprinted.

Check Register - Quick Report - ALL   Page: 1
ALL Checks   ACCT
BADGERVILLE BANK

Dated From: From Account:
Thru: Thru Account:

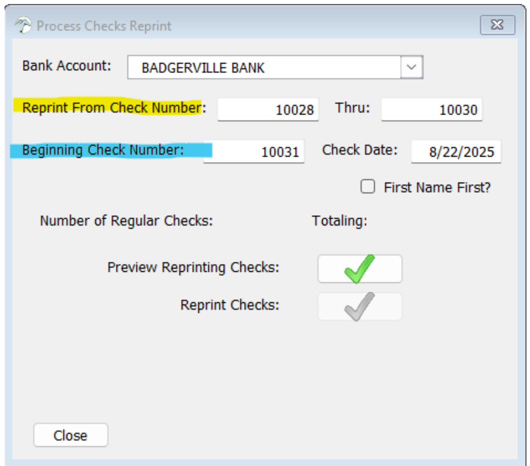
Check Nbr	Check Date	Payee	Amount
10026	8/22/2025	ANDERSON PLUMBING LLC SHOP EXPENSE	175.00
10027	8/22/2025	BAKER & TAYLOR INC LIBRARY BOOKS	390.18
10028	8/22/2025	CORE & MAIN LP METERS PURCHASED	5,432.00
10029	8/22/2025	FAMILY DOLLAR FIREMAN NIGHT OUT	5.54
10030	8/22/2025	KWIK TRIP INC MONTHLY BILL	395.76
		Grand Total	6,398.48

4. You are only going to reprint the ones you need

    - In this case: checks **10028, 10029, and 10030**
    - Go to Process Checks Reportin and select that range.

5. The System will ask where to begin numbering.

    - Since you don't want to reuse 10028-10030 (they are already spoiled/voided), you tell the sytem the **next available good check number is 10031**
    - This way, the reprinted versions of 10028-10030 will actually print out as **10031, 10032, and 10033**.



Check Register - Quick Report - ALL   Page: 1
ALL Checks   ACCT
BADGERVILLE BANK

Dated From: From Account:
Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
10026	8/22/2025	ANDERSON PLUMBING LLC SHOP EXPENSE	175.00
10027	8/22/2025	BAKER & TAYLOR INC LIBRARY BOOKS	390.18
10032	8/22/2025	FAMILY DOLLAR FIREMAN NIGHT OUT	5.54
10033	8/22/2025	KWIK TRIP INC MONTHLY BILL	395.76
10031	8/22/2025	CORE & MAIN LP METERS PURCHASED	5,432.00
		Grand Total	6,398.48

6. Then you will post as normal - “**POST DATE = CHECK DATE”.**

BUDGET REMINDERS

1. **Prepare Only Once Per Year** - You will only **PREPARE** a budget (Process → Budget → Proposed → Prepare) **one time per budget year**.

- This step gets the year ready for entry and pulls in all the accounts (revenues & expenses) that are currently in your Chart of Accounts.

2. **Adding New Accounts Later** - If you add new revenue or expense accounts **after** you've already prepared your budget, you'll need to **REBUILD** it.

- Go to: Process → Budget → Proposed → **REBUILD**
- Select **Preview**, then **Rebuild**
- This will include the new accounts in your current budget you are working on.

3. **Calculating Your Projected Year End or Projected Budget**
You can calculate either one by going to:
(Process → Budget → Proposed → Calculate Projected Year End or Projected Budget).

- **Projected Year End** is based on a date you select. For example, if you use *9/30/2025*, the system looks at the first three quarters of the year and then adds another quarter to project the full year.
- These figures are editable after calculation, so you can fine-tune them if needed.
- ⚠️ **Important:** Do **not** rerun this calculation if you already have reliable numbers entered in the "ENTER" portion. Rerunning could overwrite the work you've already done.

4. **Exporting and Importing Budgets with Excel**
We've made the budget process easier by allowing you to export your budget into an Excel file. This makes it simple to share with your board or use during meetings. Once all figures are finalized, you can then import the budget back into the system—saving time and ensuring consistency.

5. **Run Budget Overview for Accuracy**

- After entering your budget, always run a **Budget Overview** report to verify accuracy.
- If you manage multiple funds, run a separate overview for each fund.

6. **Finalize Proposed Budget**

- Once accuracy is confirmed and the **budget hearing** has been held, make any necessary changes in: *Process → Budget → Proposed → Enter Proposed Budget.*
- After this step, the budget is ready for adoption.

7. **Adopt the Budget**

- Adoption is simple but remember: **ALL FUNDS must be adopted at the same time.**
- If multiple funds are budgeted, ensure they are all entered into the system before adopting.
- **Important:** Once the budget is adopted, it cannot be reversed. Any future changes must be made in: *Process → Budget → Adopted.*

FILING OF 1099'S

1. Apply for a TCC through IRS e-Services

- Go to the IRS website and log into **IRS e-Services**.
- **You must have an e-Services account** (with identity verification). If you don't have one, you'll need to register first. This is your ID.me account with the federal government.

2. Complete Form 4419 (Application for Filing Information Returns Electronically)

- Within e-Services, access the application called **IR Application for TCC**.
- This is the online replacement of **Form 4419**.
- On this application, you'll select the type of returns you plan to file (e.g., 1099, 1098, W-2G, 1042-S).
- Each type of form may require its own TCC.

3. Wait for IRS Review & Approval

- The IRS will review your application.
- If approved, you'll receive your **TCC** (usually by mail or electronically in your IRS account).
- Processing typically takes **45 days**, so apply well before filing deadlines.

4. Use the TCC for FIRE

- Once you have your TCC, you can log in to the **FIRE System** to upload 1099 files.
- The TCC identifies you as the authorized transmitter of electronic files.
- This will then allow you to create a FIRE Account for 1099 purposes. https://fire.irs.gov

✅ **Key Notes**

- A TCC is needed only if you plan to file **directly with the IRS FIRE system**.
- If you use a payroll service, tax software, or third-party transmitter, they often already have a TCC — in that case you do **not** need your own.
- Make sure to apply early, since the process can take several weeks

1099s (filed with the IRS FIRE system or IRIS)

- Beginning with **tax year 2023 (filed in 2024 and after),** the IRS changed the threshold.
- If you file **10 or more information returns total** (this includes all 1099s, 1098s, W-2Gs, etc. **combined**), you must file them **electronically**.

Previously, the threshold was 250 forms, but that was lowered to 10 under new IRS regulations

ADDING MUNICIPAL LOGO TO REPORTS

Logo must be saved as a .png (file type) with a white background

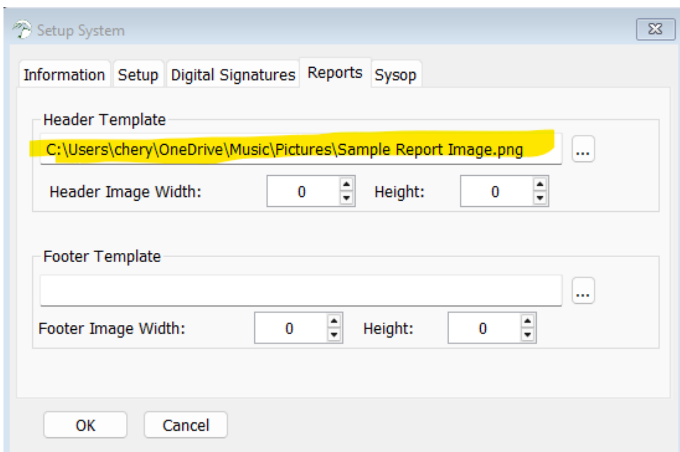
1. **Save logo** file on network drive
   - Saving on network drive allows all Workhorse users to run reports with logo
   - Saving on local C: drive allows only that user to run reports with logo

2. Within ***desired module***, go to **Setup > System > Reports tab**

3. Click **three dots** on Header Template line

4. Find **logo** file and double-click to select

5. **File** name will display in header box - **Click OK**



6. Run desired report
   - Logo will display on reports that have a "Header"

Budget Comparison - Detail

Page: 1
ACCT

Fund: 100 - GENERAL FUND

Account Number		2025 August	2025 Actual 08/28/2025	2025 Budget	Budget Status	% of Budget
100-00-41110-000-000	GENERAL PROPERTY TAXES	0.00	0.00	1,424,067.00	-1,424,067.00	0.00
100-00-41200-000-000	OUTAGAMIE COUNTY SALES TAX	0.00	29,186.00	48,000.00	-18,814.00	60.80
100-00-41250-000-000	WISCONSIN UTILITY	0.00	0.00	112,000.00	-112,000.00	0.00
100-00-41320-000-000	OUT CO HOUSING AUTH (WHEDA)	0.00	6,123.60	4,090.00	2,033.60	149.72

7. Steps 2-5 must be **repeated** in all modules
   - The same file is selected each time