

Pulse Dashboard Training for Accounting Personnel

(Updated 4/14)

Getting started:

- It is natural if you feel overwhelmed seeing so much of your data in one place.
- It is natural if you see a lot of your data that needs to be corrected.
- Select the top 15 screens that will streamline your job.
- Spend 15 minutes each day getting comfortable with the screens.
- Call our support desk at (513) 723-8095 Support@PulseDashboard.com with questions.

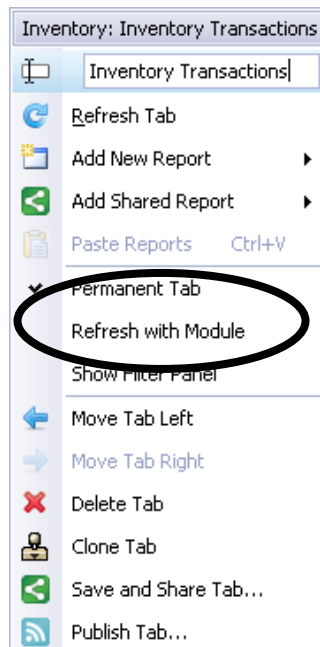
Review of PULSE Dashboard software important features:

1. Obtaining technical support

1. You have unlimited phone/e-mail support and training with PULSE Dashboard.
2. For phone support, call (513) 723-8095.
3. For e-mail support, Go to > Help menu > About > Click Support@PulseDashboard.com.
4. For Live Help, click on icon in the upper right corner of your screen.

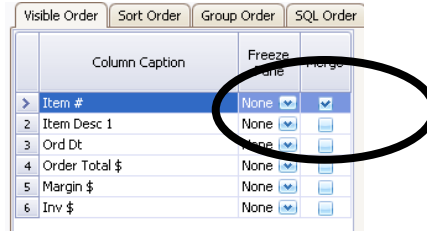
2. Refreshing data

- **Refreshing one or all modules** - click on the button at the top of the screen.
- **Manual refreshing a tab** – double-click on the tab name.
- **Manual refreshing a box** – double-click on the blue bar at the top of the box.
- **Refreshing every X minutes** - click on one of the 'Auto-refresh' buttons at the top of the screen and select the desired number of minutes. It starts once you click 'OK'.
- **Recommendation** – Turn **OFF** the auto refreshing option for all items which you do not use every day or if your refresh times are long. Right-click on the tab name and un-check the 'Refresh with Module' check-box (see example below).



3. Column Chooser 'Merge Rows' option (this applies to all modules)

When viewing a listing of data (dates, items, customers, etc.), this new feature makes it easier for your eye to see when one starts and ends. To use this feature, click on the 'Merge' check-box in the column chooser. See the example below:



Before and After – Notice how much easier it is to read the screen on the right:

Item #	Item Desc 1	Ord Dt	Order Total \$
6349-5420	FLAT IDLER PULLEY	06/02/08	\$850.50
6349-5425	FLAT IDLER PULLEY	06/03/08	\$141.75
6349-5439	FLAT IDLER PULLEY	06/02/08	\$141.75
6349-5439	FLAT IDLER PULLEY	06/16/08	\$567.00
6349-5439	FLAT IDLER PULLEY	06/20/08	\$283.50
63495-5425	FLAT IDLER PULLEY	06/16/08	\$978.25
6350-3090	FLAT IDLER PULLEY	06/02/08	\$595.44
6350-3090	FLAT IDLER PULLEY	06/11/08	\$297.72
6350-3090	FLAT IDLER PULLEY	06/13/08	\$1,190.88
6350-5410	FLAT IDLER PULLEY	06/02/08	\$283.50
6350-5410	FLAT IDLER PULLEY	06/03/08	\$283.50
6350-5410	FLAT IDLER PULLEY	06/11/08	\$283.50
6350-5410	FLAT IDLER PULLEY	06/19/08	\$708.75
6350-5420	FLAT IDLER PULLEY	06/12/08	\$850.50
6350-5435	FLAT IDLER PULLEY	06/09/08	\$283.50
6350-5439	FLAT IDLER PULLEY	06/03/08	\$567.00
6351-3251	FLAT IDLER PULLEY	06/09/08	\$279.57
6352-5410	FLAT IDLER PULLEY	06/16/08	\$50.14
6354-3089	FLAT IDLER PULLEY	06/03/08	\$70.83

Item #	Item Desc 1	Ord Dt	Order Total \$
6349-5420	FLAT IDLER PULLEY	06/02/08	\$850.50
6349-5425	FLAT IDLER PULLEY	06/03/08	\$141.75
6349-5439	FLAT IDLER PULLEY	06/02/08	\$141.75
6349-5439	FLAT IDLER PULLEY	06/16/08	\$567.00
6349-5439	FLAT IDLER PULLEY	06/20/08	\$283.50
63495-5425	FLAT IDLER PULLEY	06/16/08	\$978.25
6350-3090	FLAT IDLER PULLEY	06/02/08	\$595.44
6350-3090	FLAT IDLER PULLEY	06/11/08	\$297.72
6350-3090	FLAT IDLER PULLEY	06/13/08	\$1,190.88
6350-5410	FLAT IDLER PULLEY	06/02/08	\$283.50
6350-5410	FLAT IDLER PULLEY	06/03/08	\$283.50
6350-5410	FLAT IDLER PULLEY	06/11/08	\$283.50
6350-5410	FLAT IDLER PULLEY	06/19/08	\$708.75
6350-5420	FLAT IDLER PULLEY	06/12/08	\$850.50
6350-5435	FLAT IDLER PULLEY	06/09/08	\$283.50
6350-5439	FLAT IDLER PULLEY	06/03/08	\$567.00
6351-3251	FLAT IDLER PULLEY	06/09/08	\$279.57
6352-5410	FLAT IDLER PULLEY	06/16/08	\$50.14
6354-3089	FLAT IDLER PULLEY	06/03/08	\$70.83

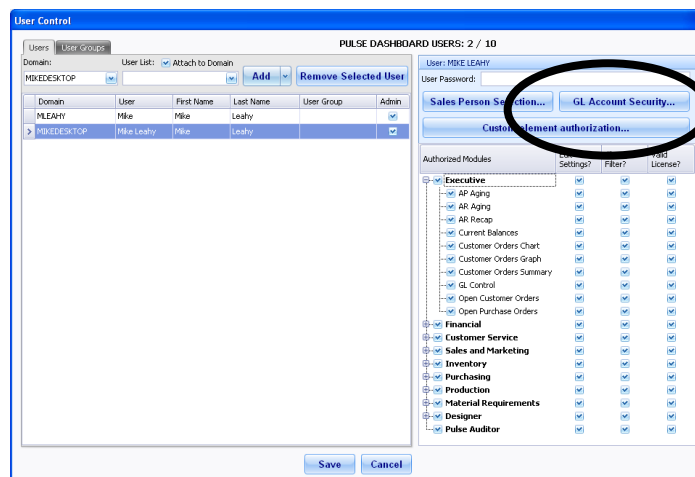
Accounting screens within the Executive module:

1. How can the Executive module help me?

- You can monitor important balance sheet items (ex. cash).
- You can monitor accounts receivable balances.
- You can monitor accounts payable balances.
- You can monitor purchase order aging (needed cash into the future).
- You can monitor selected expense account details.

2. How do I control what G/L accounts can be viewed by each PULSE user?

- You must be a PULSE administrator
- Go to > User Control > GL Account Security



- Specify all accounts or the accounts each person is allowed to view.

GL Account Security

GL Account Security enables the PULSE administrator to grant permission by user, to retrieve GL data. This affects only the Finance Module. If the list below is empty, then this user will have no rights to retrieve GL data.

The PULSE administrator has the option to mix / match permission criteria for this user by GL account, profit center or department by user.

Permission to Access GL Transaction Data for MIKEDESKTOP.Mike Leahy

Acct# Start	Acct# End	Profit Center Start	Profit Center End	Department Start	Department End
> [ALL]	[ALL]	[ALL]	[ALL]	[ALL]	[ALL]

Value 1 of 1

OK Cancel Copy Paste

3. Cash Balances screen – click on the red wrench set-up icon and select each account.

Balances

Caption
Cash
Notes payable

Account # Ranges

Invert Value?	Description	Acct# Start	Acct# End
> <input checked="" type="checkbox"/>		09556-00-00	09556-00-00

Current Balances

Balance Caption	Total \$
Cash	\$828,731.84
Notes payable	\$10,704.88
	\$839,436.72

4. A/R Aging

- Click on the red wrench set-up icon:
 - Select 'Summary' or 'Detail'.
 - Click 'Retrieve Settings from Database' to use your Macola aging categories.
 - Select the date to use for aging and confirm your aging categories.
 - Note that you can have up to 8 aging categories.
- The new 'Detail' option allows you to create a screen to can use for A/R collections. You can drill-down to see the details of each unpaid item.

A/R Aging

Presentation Mode

Summary Details

Retrieve Settings from Database

Age By: Due Date

Days	Description
> Period 1	0 Current
Period 2	30 1-30 Days
Period 3	60 31-60 Days
Period 4	9,999 Over 60 Days

Aging Period 1 of 4

OK Cancel Save and Share...

A/R Aging Summary		
Current	\$1,895,423	84 %
1-30 Days	\$237,302	11 %
31-60 Days	\$101,147	4 %
Over 60 Days	\$25,106	1 %
Total	\$2,258,977	

A/R Aging Detail										
Drag a column header here to group by that column										
Cus Number	Cus Name	Phone #	Contact	Collection notes	Cr Lmt	Current	1-30 Days	31-60 Days	Over 60 Days	Inv \$
00000000...	CINCINNATI DISTRIB...	8777474...	CUSTOMER S...		1000	\$1,265,875.70	\$135,656...	\$83,556.69	\$11,980.85	\$1,497,069.64
00000000...	NEW YORK DISTRIBU...	5136031...	ERIN SULLIVA...			\$258,225.48	\$54,756.60	\$6,315.28	\$13,891.10	\$333,188.46
00000000...	CAROLINA DISTRIBU...	4155063...			1000000	\$1,838.25	(\$59.65)	(\$296.85)	(\$3,474.46)	(\$1,992.71)
00000000...	FLORIDA DISTRIBUT...	5108937...	JENNIQUE SP...			\$92,658.90	\$0.00	\$2,749.81	\$4,283.22	\$99,691.93
00000000...	MEXICO DISTRIBUTO...	4043528...	AMY GARY ...			\$7,710.13	(\$430.48)	(\$297.99)	(\$76.36)	\$6,905.30
00000000...	ASIA DISTRIBUTORS ...					\$55,906.75	(\$5.00)	\$2,239.60	\$6,593.86	\$64,735.21
00000000...	CALIFORNIA DISTRIB...	5409482...				\$0.00	(\$262.92)	\$0.00	(\$1,246.89)	(\$1,509.81)
						\$1,895,422.76	\$237,301.57	\$101,146.61	\$25,105.60	\$2,258,976.54

5. A/P Aging

- Click on the red wrench set-up icon:

- Click 'Retrieve Settings from Database' if you want to use your Macola aging categories
- Select the date to use for aging, and confirm your aging categories.

AP Aging

Box Caption: AP Aging

Retrieve Settings from Macola

Age By: Due Date

Days	Description
Period 1: <input type="text" value=""/>	Current
Period 2: <input type="text" value="30"/>	1-30 Days
Period 3: <input type="text" value="60"/>	30-60 Days
Period 4: <input type="text" value="9999"/>	Over 60 Days

OK Cancel Save and Share...

AP Aging		
Current	\$524,086	100 %
1-30 Days	\$0	0 %
30-60 Days	(\$9,848)	-2 %
Over 60 Days	\$9,660	2 %
Total	\$523,898	
Recvd Not Inv	\$428,980	

6. Expense Control/Monitoring

- This can be used to quickly monitor selected expense accounts.
- Click on the red set-up icon > select the account numbers > date selection.

GL Control
Box Caption: GL Control

Date Range Selection (12/20/2007 - 6/20/2008)

Fixed Range
 Dynamic Range
 Relative Range
 Trailing Range

Period Type: Quarter
 Number of Quarters: 2 Include Today
 Trail Mode: Past Future

Account Ranges Invert Values

Unprocessed	Acct# Start	Acct# End	Cost Center Start	Cost Center End	Cost Unit Start	Cost Unit End
<input type="checkbox"/>	30000	30000	[ALL]	[ALL]	[ALL]	[ALL]
<input type="checkbox"/>	42600	42600	[ALL]	[ALL]	[ALL]	[ALL]
<input checked="" type="checkbox"/>	30100	30100	[ALL]	[ALL]	[ALL]	[ALL]

Value 3 of 3

OK Cancel Save and Share...

GL Control

Drag a column header here to group by that column

Account #	Acct Desc	Trx Dt	PKG	Total \$
30000	Roof repairs	06/16/08	AP	\$0.01
		06/20/08	AP	\$44.73
30100	Truck repairs	01/30/08	AP	\$548.38
		01/31/08	AP	\$2,084.32
		02/13/08	AP	\$222.00
		02/29/08	AP	\$419.81
		03/31/08	AP	\$567.17
		04/18/08	AP	\$289.21
		04/30/08	AP	\$431.94
		05/19/08	AP	\$216.55
		05/30/08	AP	\$3,248.47
		06/19/08	AP	\$668.50
42600	Telephone	01/28/08	AP	\$790.35
				\$23,708.07

Financial Control module screens:

1. How can the Financial Control module help me?

- Department managers can view their budget vs. actual results with full drill-down
- View budget vs. actual by month
- Cash Flow Forecast
- Export all G/L transactions for further analysis

2. Budget vs. Actual for department managers

- This report allows you to view actual vs. budget vs. prior year activity with full drill-down. Click the red wrench set-up icon > select the account(s) to be included.
- Each manager will only be able to view their accounts.

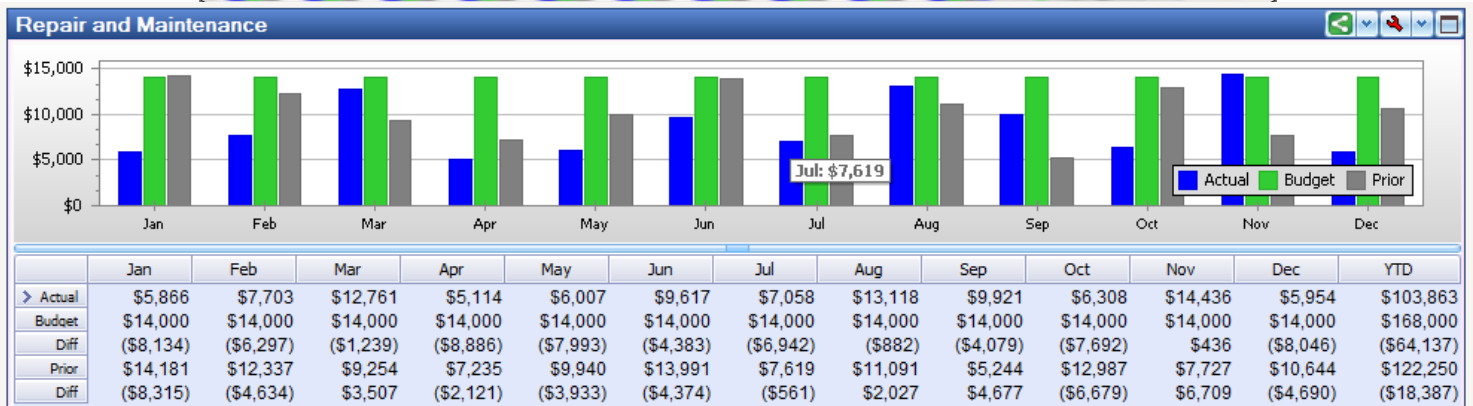
Financial Control Report
Box Caption: Repair and Maintenance

Account Ranges Invert Values

Unproces...	Acct# Start	Acct# End	Cost Center Start	Cost Center End	Cost Unit Start	Cost Unit End	Project	Vendor #	Customer #	Budget Scenario
>	5440	5440	[ALL]	[ALL]	[ALL]	[ALL]	[ALL]	[ALL]	[ALL]	2009

Value 1 of 1

OK Cancel Save and Share...



- Actual vs. Budget** – This screen allows you to view actual vs. budget data in a horizontal format. Click the red wrench set-up icon > select the account(s) to be included.

Account #	Actual Oct-2009	Budget Oct-2009	Variance Oct-2009	Actual Nov-2009	Budget Nov-2009	Variance Nov-2009	Budget Dec-2009	Actual Dec-2009	Variance Dec-2009	Budget YTD-2009	Variance YTD-2009
5010	\$8,057	\$14,000	(\$5,943)	\$10,879	\$14,000	(\$3,121)	\$14,000	\$10,733	(\$3,267)	\$168,000	(\$54,702)
5012	\$6,849		\$6,849	\$10,688		\$10,688		\$14,056	\$14,056		\$137,955
5017	\$8,212	\$14,000	(\$5,788)	\$12,511	\$12,000	\$511	\$12,000	\$6,546	(\$5,454)	\$146,000	(\$39,000)
5018	\$9,574	\$14,000	(\$4,426)	\$14,335	\$14,000	\$335	\$14,000	\$9,036	(\$4,964)	\$168,000	(\$41,955)
5019	\$10,937	\$14,000	(\$3,063)	\$6,159	\$14,000	(\$7,841)	\$14,000	\$11,526	(\$2,474)	\$168,000	(\$52,910)
5025	\$5,499	\$14,000	(\$8,501)	\$12,632	\$14,000	(\$1,368)	\$14,000	\$11,614	(\$2,386)	\$168,000	(\$46,374)
5130	\$10,807	\$14,000	(\$3,193)	\$12,065	\$14,000	(\$1,935)	\$14,000	\$5,806	(\$8,194)	\$168,000	(\$61,180)
5140	\$6,862	\$14,000	(\$7,138)	\$14,456	\$0	\$14,456	\$0	\$14,103	\$14,103	\$14,000	\$116,671
5150	\$11,424	\$14,000	(\$2,576)	\$10,929	\$0	\$10,929	\$0	\$14,191	\$14,191	\$14,000	\$103,207

- Cash Flow Forecast** - You can display up to 20 columns of weeks, months or a combination. You can display an unlimited number of optional 'Other' expense/income items (ex. payroll, loan payments, profit distributions, etc.).
 - Cash flow balances set-up screen. You will probably need to call our support desk for assistance or to review this screen for you.

- Entry screen for 'Other' expenses and income items.
 - Go to the top menu > Executive > Cash Flow Entry screen.
 - You can include an unlimited number of entries as well as transaction dates and amounts.

Cash Flow Forecast - NEW!!

Caption	Totals	Next 30 Days	Next 60 Days	Next 90 Days	6/21/2008	6/28/2008	7/5/2008	7/12/2008	7/19/2008	Future
Current Cash Balance	\$828,732									
Accounts Receivable	\$2,258,977	\$2,021,048	\$237,928		\$194,425	\$105,969	\$184,705	\$585,882	\$600,515	\$268,256
Unshipped Customer Orders	\$2,439,263	\$127,911	\$651,887	\$931,220	\$390			\$38,650	\$87,044	\$2,313,085
Accounts Payable	(\$523,898)	\$188	(\$513,127)	(\$10,959)						(\$524,086)
Unreceived Purchase Orders	(\$1,145,945)	(\$336,170)	(\$238,467)	(\$528,452)	(\$2,309)	(\$4,485)	(\$255,019)	(\$17,281)	\$0	(\$809,775)
Received/Not Invoiced Purchase Orders	(\$428,980)	(\$111,828)	(\$317,152)		(\$77,925)		(\$3,185)			(\$347,870)
Other Expenses - Payroll		(\$150,000)	(\$150,000)	(\$150,000)		(\$150,000)				
Other - Loan Payments		(\$50,000)	(\$50,000)	(\$50,000)			(\$50,000)			
Other Expenses - Profit Distributions		(\$100,000)	(\$100,000)	(\$100,000)			(\$100,000)			
Projected Cash Balance		\$2,229,882	\$1,750,951	\$1,842,759	\$1,205,745	\$1,157,229	\$933,730	\$1,540,981	\$2,228,539	

Cash Flow Forecast

Caption	Totals	Next 30 Days	Next 60 Days	Next 90 Days	6/21/2...	6/28/2...	7/5/2008	7/12/2...	7/19/2...	Future
Current Cash Balance	\$828,732									
Accounts Receivable	\$2,258,977	\$2,021,048	\$237,928		\$194,425	\$105,969	\$184,7...	\$585,882	\$600,515	\$268,256
Unshipped Customer Orders	\$2,104,539	\$127,911	\$338,081	\$914,051	\$390			\$38,650	\$87,044	\$1,978,360
Unshipped Customer Orders (discounts)										
Accounts Payable	(\$523,898)	\$188	(\$513,127)	(\$10,959)						(\$524,086)
Unreceived Purchase Orders	(\$1,109,434)	(\$330,892)	(\$222,651)	(\$516,296)	(\$2,250)	(\$4,485)	(\$254,...	(\$15,335)	\$0	(\$778,541)
Unreceived Purchase Orders (discounts)	(\$35,833)	(\$5,217)	(\$15,500)	(\$11,915)	(\$57)	\$0	(\$743)	(\$1,927)	\$0	(\$30,616)
Received/Not Invoiced P/O's	(\$289,290)	(\$110,961)	(\$178,330)		(\$77,925)		(\$3,185)			(\$208,180)
Received/Not Invoiced Purchase Orders (disco...	(\$136,896)	(\$850)	(\$136,046)							(\$136,896)
Other Expenses - Payroll		(\$150,000)	(\$150,000)	(\$150,000)		(\$150,0...				
Other - Loan Payments		(\$50,000)	(\$50,000)	(\$50,000)			(\$50,0...			
Other Expenses - Profit Distributions		(\$100,000)	(\$100,000)	(\$100,000)			(\$100,...			
Other Expenses										
Projected Cash Balance		\$2,229,960	\$1,440,316	\$1,515,197	\$1,205,...	\$1,157,...	\$933,771	\$1,541,...	\$2,228,...	

Please call our PULSE support desk us with questions and comments at
 (513) 723-8095 or Support@PulseDashboard.com