Video Questionnaire

Location (parish or school)**:**_____

Name:_____

INSTRUCTIONS: Please complete this questionnaire after watching the videos found in the 'Getting Started Videos' section of ConnectNow Accounting found here
http://www.archatl.com/offices/parishinfosys/training_docs.html.

Email the completed questionnaire to CNA@archatl.com along with the completed Mapping Document and your Vendor List entry method choice (import or key data) **the Friday before your HoT** (Hands on Training) date.

VENDOR ENTRY

1. What item must be entered to set up a vendor?
   a) Vendor Name & Address
   b) Vendor Name & Check Name
   c) Vendor Name

2. Where can you find check printing options for a specific vendor?
   a) In the vendor record by clicking on '1099 / Checks'
   b) Checks icon
   c) Setup icon

3. What option(s) exist for setting account distribution in a vendor record?
   a) Distributing by dollar amount
   b) Distributing by percentage
   c) Both a & b

VENDOR TYPES

1. Utilities and 1099 Contractors are two common Vendor types that can be setup on CNA.
   a) True
   b) False

2. When using Vendor Types, you must list the Vendor Type for every Vendor in CNA.
   a) True
   b) False

Video Questionnaire

BILL ENTRY USING THE CASH METHOD

1. To enter a bill, what icon do you use?
   a) Bills
   b) Checks
   c) Vendors

2. Can you change the bill number?
   a) Yes, it is the same as the Invoice number
   b) No, it is auto generated
   c) Yes, if you ask Patrick nicely

3. On the Bill Information screen, what does the Balance indicate?
   a) Total due to vendor
   b) Total for that bill
   c) Total in bank account

4. When the bill is finished, what must you click to complete and save the entry?
   a) Submit
   b) Memorize
   c) Enter

CHECK LAYOUT

1. Where do you setup check layout?
   a) Setup icon
   b) Checks icon
   c) Accounts icon

2. What check type(s) is supported?
   a) Check at the top (check, stub, stub)
   b) Check in the middle (stub, check, stub)
   c) Check at the bottom (stub, stub, check)
   d) Both a and b

3. What must you click anytime you make changes to the check layout?
   a) Print Test Check
   b) Submit
   c) Save Settings

Video Questionnaire

PRINTING CHECKS

1. Once you have entered bills, what icon do you click to print checks?
   a) Vendors
   b) Checks
   c) Accounts

2. From the 'Create Checks' screen, what do you need to click to create checks for existing bills?
   a) The check box in the Pay column
   b) Select All
   c) Either a or b

DEPOSITS

1. Do you enter the total deposit (as in Logos), or does the system add up the total as you enter?
   a) You enter the total
   b) The system adds up
   c) You use your fingers and toes

2. How do you edit a deposit?
   a) Click on the Deposit icon, choose Find Deposit; click Go on the deposit and make changes
   b) It's not possible to edit a deposit
   c) Call Edward

3. On the Deposit screen, can you edit the Deposit Number?
   a) No
   b) Yes

JOURNAL ENTRIES

1. Do you need to select a type of Journal Entry as you did in Logos, such as CR and CD (Cash Receipt and Cash Disbursement)?
   a) Yes
   b) No
   c) Only on First Fridays

2. What is the best way to navigate in the Journal Entry from field to field?
   a) Tab key
   b) Enter key
   c) Submit key

3. The only way a Journal Entry can be made in the system is manually.
   a) True
   b) False

BANK RECONCILIATION

1. How do you begin a new Bank Rec?
   a) Click Account icon and select Bank Account
   b) Click Process icon, select Bank Rec, click Create New Statement
   c) Select Vendor icon and select Bank Vendor

2. What is the fastest way to enter the bank service charges and interest income?
   a) Journal Entry
   b) Complete fields when creating a new Bank Rec
   c) None of the above

3. How do you save your bank rec if you need to stop before finishing?
   a) Submit
   b) Save
   c) Cancel

4. Using Control F (Find), you can look for
   a) Check numbers
   b) Dollar amounts of check, Deposit, Journal Entry
   c) Winning lottery numbers
   d) Both a and b

IMPORT PAYROLL PROCESS

1. How do you start the Import Payroll Process?
   a) Select Process and Import Payroll
   b) Select Journal Entries and Import Payroll
   c) None of the above

2. The Import Payroll process can be used to import a very long Journal Entry.
   a) True
   b) False

3. What three fields of data does CNA require for the Import Payroll Process?
   a) Shortcut Number, Date, Amount
   b) Bank Acct, Date, Amount
   c) GL number, Bank Account, Amount

4. What file format should be used for the file to be imported into CNA?
   a) .xlsx
   b) .txt
   c) .csv

HOT KEYS

1. What key should be used in conjunction with an alpha character to use the Hot Keys functionality
   a) Ctrl
   b) Alt
   c) Shift

2. What is the Hot Key combination for Submit?
   a) Ctrl + T
   b) Ctrl + S
   c) Alt + S
   d) Alt + T

3. How can you tell if a function/word in CNA has a Hot Key?
   a) A letter in the word will be in red font
   b) A letter in the word will be bolded and underlined
   c) Create a cheat sheet to keep by your monitor

ENTERING CURRENT YEAR PERIOD CHANGES JOURNAL ENTRIES

This process will be handled by the Chancery Staff so the video no longer applies to our users. The video will be removed from our listings.