



Online Access & File Exchange Guide



For log in assistance and technical questions please contact our office.

For assistance with reports and pulling information please contact your Accountant by phone or email.

Phone | 816.382.3050

Web | GoodFaithAccounting.com

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The **File Exchange** (or “the portal”) and **Accounting CS** (“ACS”) are two different products of NetClient CS. However, the File Exchange is web-based, while ACS is not.

Please note: Your login and password are the same for both.

File Exchange

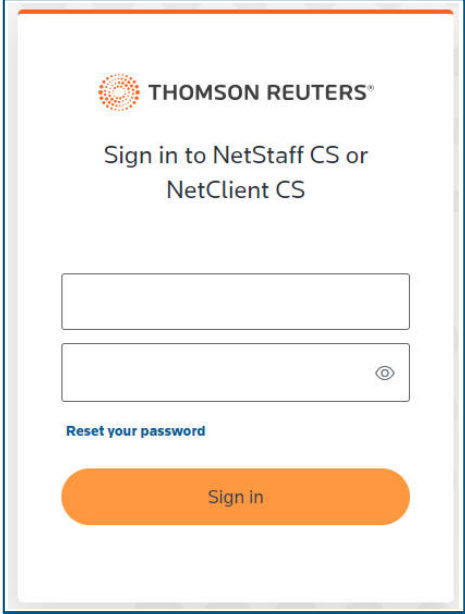
The File Exchange is a secure way to share files between Miller Management (MM) and our clients.

Accessing the File Exchange

Go to the website:

<https://secure.netlinksolution.com/nextgen/?firm=362519>

The login screen will appear:



THOMSON REUTERS®

Sign in to NetStaff CS or
NetClient CS

[Reset your password](#)

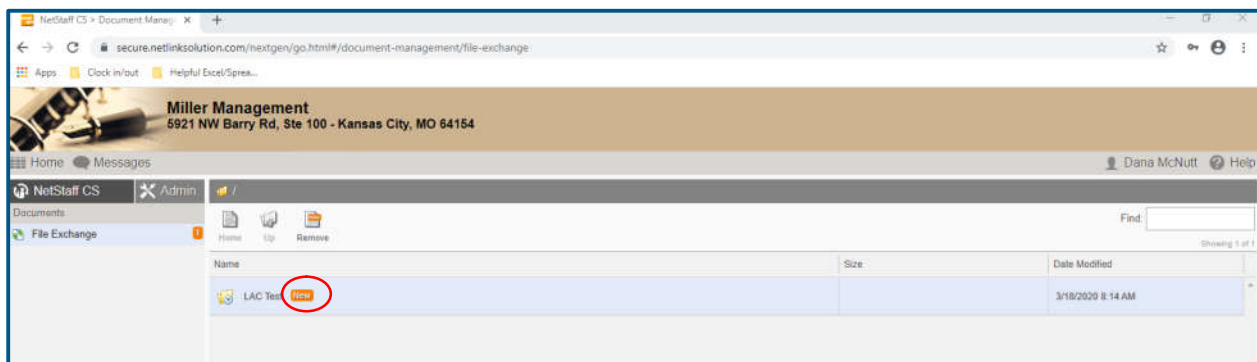
Sign in

Login information provided by MM; password is updated by client during training session.

NetClient CS Username: _____

Password: _____

Upon login, you will see the home screen. This screen will list any folders or documents you can access. Any new documents uploaded by MM will be designated with the orange "New" flag.

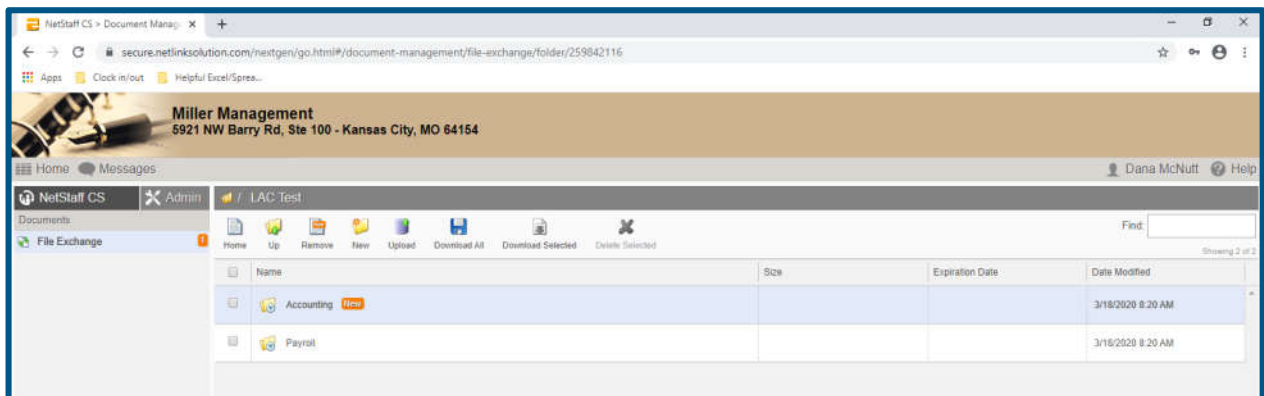
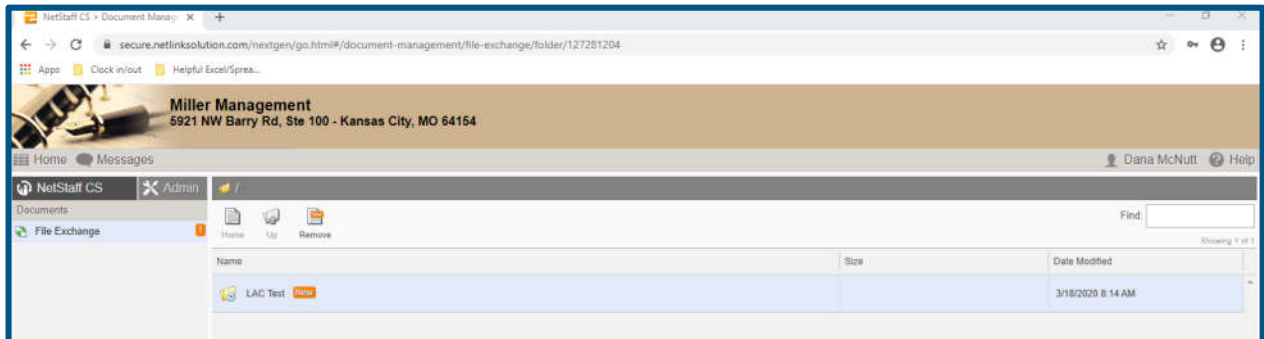


- You will receive an email notification when a new document has been uploaded. Clicking on the hyperlink will take you directly to the new file.

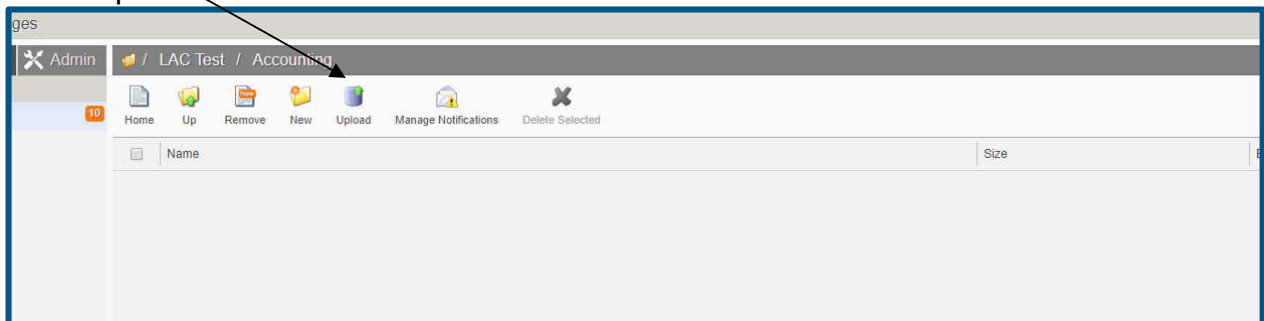
Uploading Files

Navigate to the folder you want to upload a document into. In the example below, we clicked on Home\LAC Test\Accounting

- *Note: You must be in the folder location you want the file to be uploaded to. You cannot move files from one folder to another once uploaded. If uploaded to the wrong folder, simply delete and re-upload.*



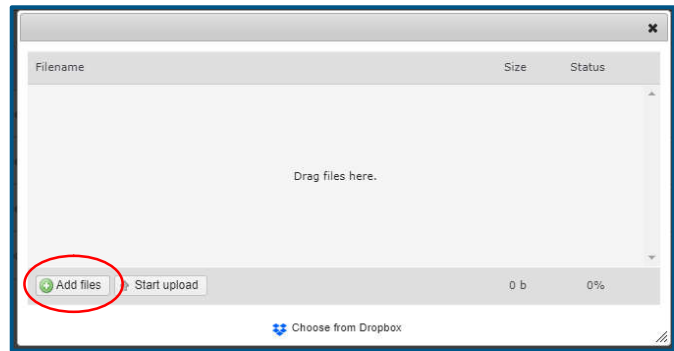
Click "Upload"



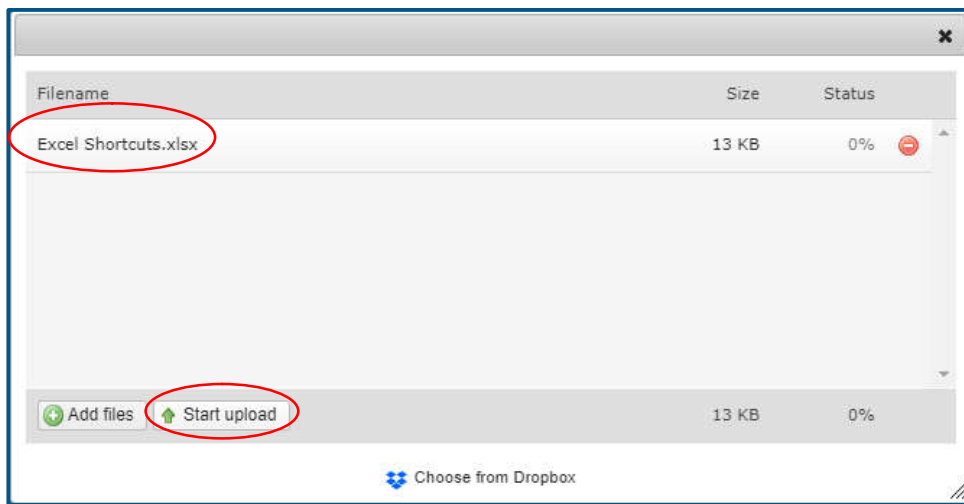
A popup will appear that will allow you to choose the files to be uploaded. Click “Add Files” and navigate to the file you would like to put on the File Exchange.

Click on the file(s) you would like to upload and click “Open” on the dialog box.

- You can select more than one by holding down the control key while clicking on the files.



The selected files will be moved into the Upload dialog box, as illustrated below. Click “Start Upload”



The files will now be available in the File Exchange. (Note: The individual who uploads will not see a “New” designation on the files.)

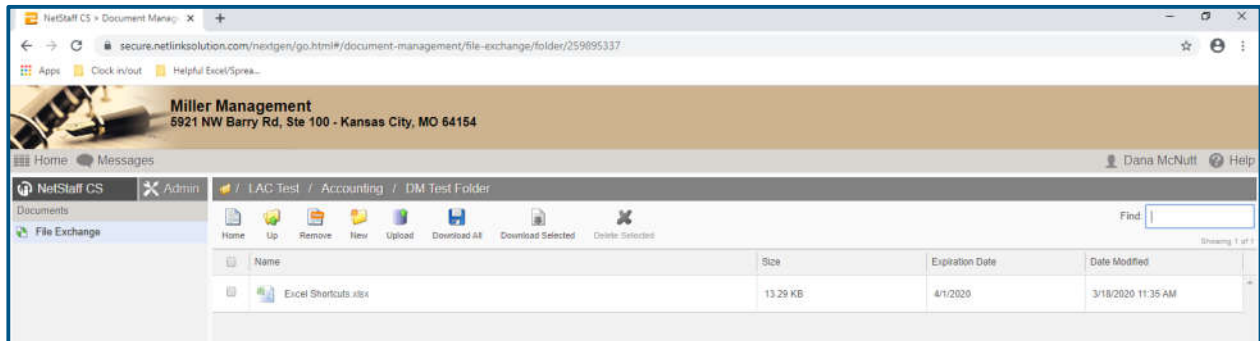
Additional Notes:

- Home – Takes you back to the home screen
- Up – Takes you up one level in the hierarchy. In the example above, “UP” would take you to the “LAC Test” folder
- Remove – Removes the orange “New” designation from ALL files in that folder
- New – Creates a new folder (not a new document)
- Upload – Allows files to be added to the File Exchange
- Download All – Downloads all files (including files in displayed folders)
- Download Selected – Downloads only those files/folders selected (box must be checked)
- Manage Notifications – This is being managed centrally for now
- Delete Selected – Removes the file from the file exchange portal (box must be checked) You can delete entire folders.

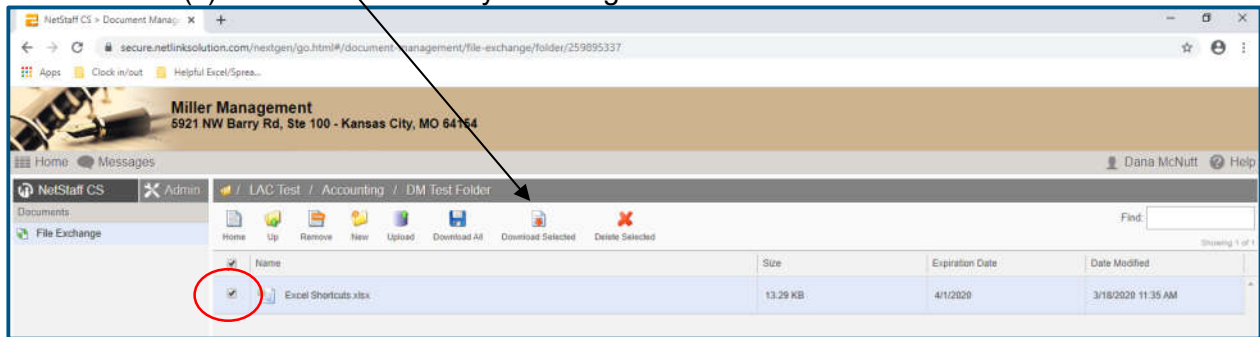
Retrieving/Downloading Files

Follow the steps above to navigate to the desired folder.

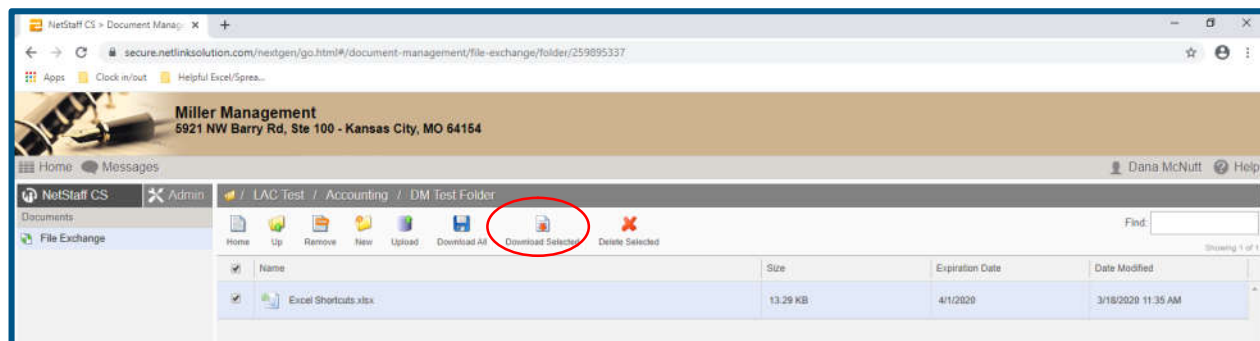
In the example below: Home/LAC Test/Accounting/DM Test Folder is selected



Select the file(s) to be downloaded by checking the box next to the file name



Click on the “Download Selected” icon



The files will download to your computer's default download folder.

Double click on the file download notification or navigate to your default download folder.

Select the downloaded file(s) and save them to the appropriate location on your computer and/or network drive.

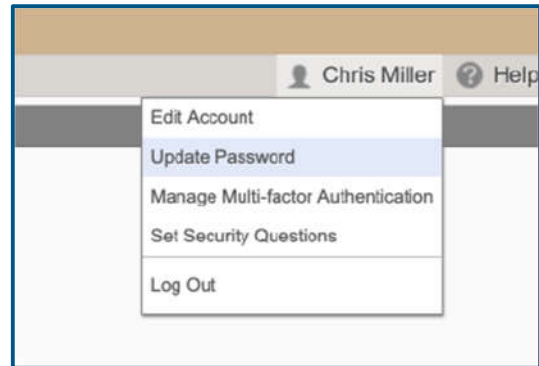
Once files have been downloaded from File Exchange and saved on the network, the files may be deleted from the File Exchange.

- *Columns can be sorted by file “Size”, “Expiration Date”, or “Date Modified” by clicking on the respective column title.*

Changing Your Password

Passwords can only be changed through the online portal, not in Accounting CS.

Password: To change your password login, click your name in the top right corner, and then click update password.



Password Requirements:

Minimum of 8 characters, including:

- Uppercase
- Lowercase
- Number
- Special Character

Password Don'ts:

- Don't use your email address, first, middle, or last name.
- Don't use common words that are in dictionaries.
- Don't use repeating characters or keyboard strings.

Other Important Information:

- Passwords expire after 90 days. When a password is within three days of expiration, CS Professional Suite applications will generate a notification alerting to the number of days left before the current password expires. You can choose to change it right away by clicking the "Change My Password" button or can update the Web account password on the website at your convenience.
- If anyone makes ten consecutive attempts to log in to a portal using an incorrect password, the login will be disabled. An email message will be sent to the email address that is assigned to the portal login - notifying the user of the unsuccessful login attempts and providing a link to enable the login. The login will be enabled after 30 minutes or when the user clicks the link in the email message.
- We do not recommend writing down or sharing your password. If you find you do write it down, our recommendation is to keep it in a secure location, and once it is no longer needed to shred the paper.



Accounting CS

Since ACS is not web-based, it is accessed via your online access icon. This icon allows you to log into the Miller Management computer where ACS is installed.

Accessing Accounting CS

PC Users:

MM sends your Remote Desktop icon via email. You'll need to drag and drop it onto your desktop.



Double click on the icon. If you have a PC, the icon will look like this:

Your username and password will be provided during training.

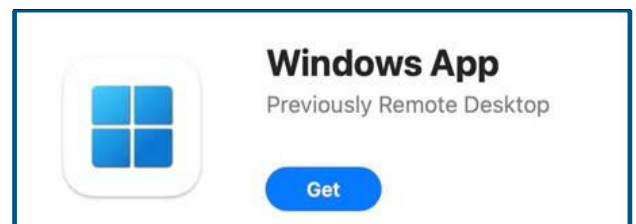
Username: mms_____

Password: _____

You may be asked to enter the password a second time. You can also check the “Remember my credentials” box to store your username and password for ease of access.

Mac Users:

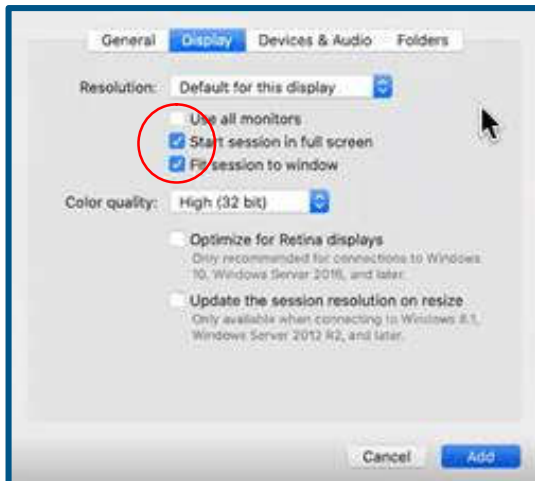
You will need download the Windows App Mobile app from the App Store. It looks like this:



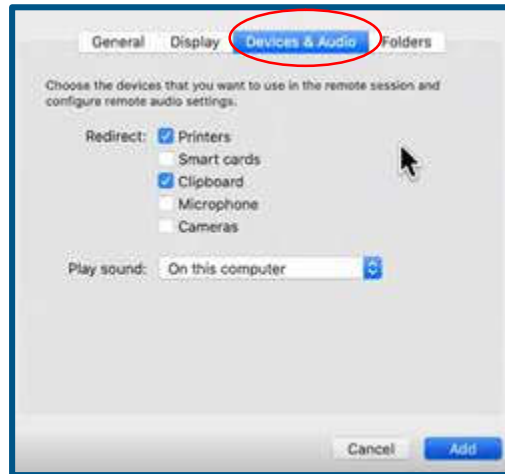
Once downloaded, the MAC icon will look like this:



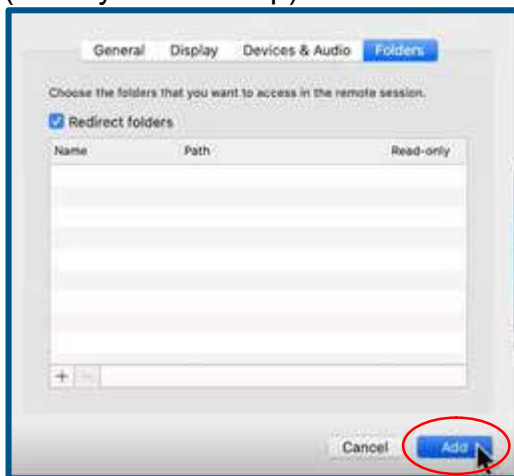
Click on the "Display" tab
Do not check "Use all monitors"
Check "Fit session to window"



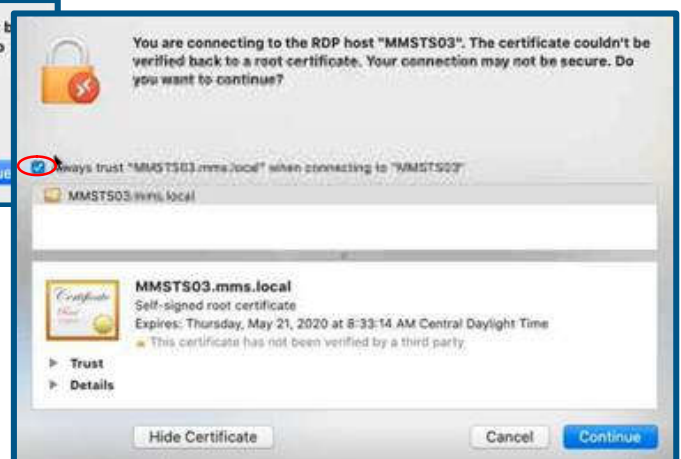
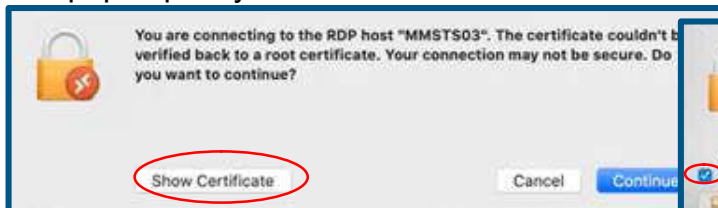
Click on the "Devices & Audio" tab
Make sure "Printers" and "Clipboard" is checked



Click on the "Folders" tab. Then click the "+" at the bottom left corner to add a new file location to save files on your computer. Select where you want the files to be saved (usually the desktop). Click "Add."



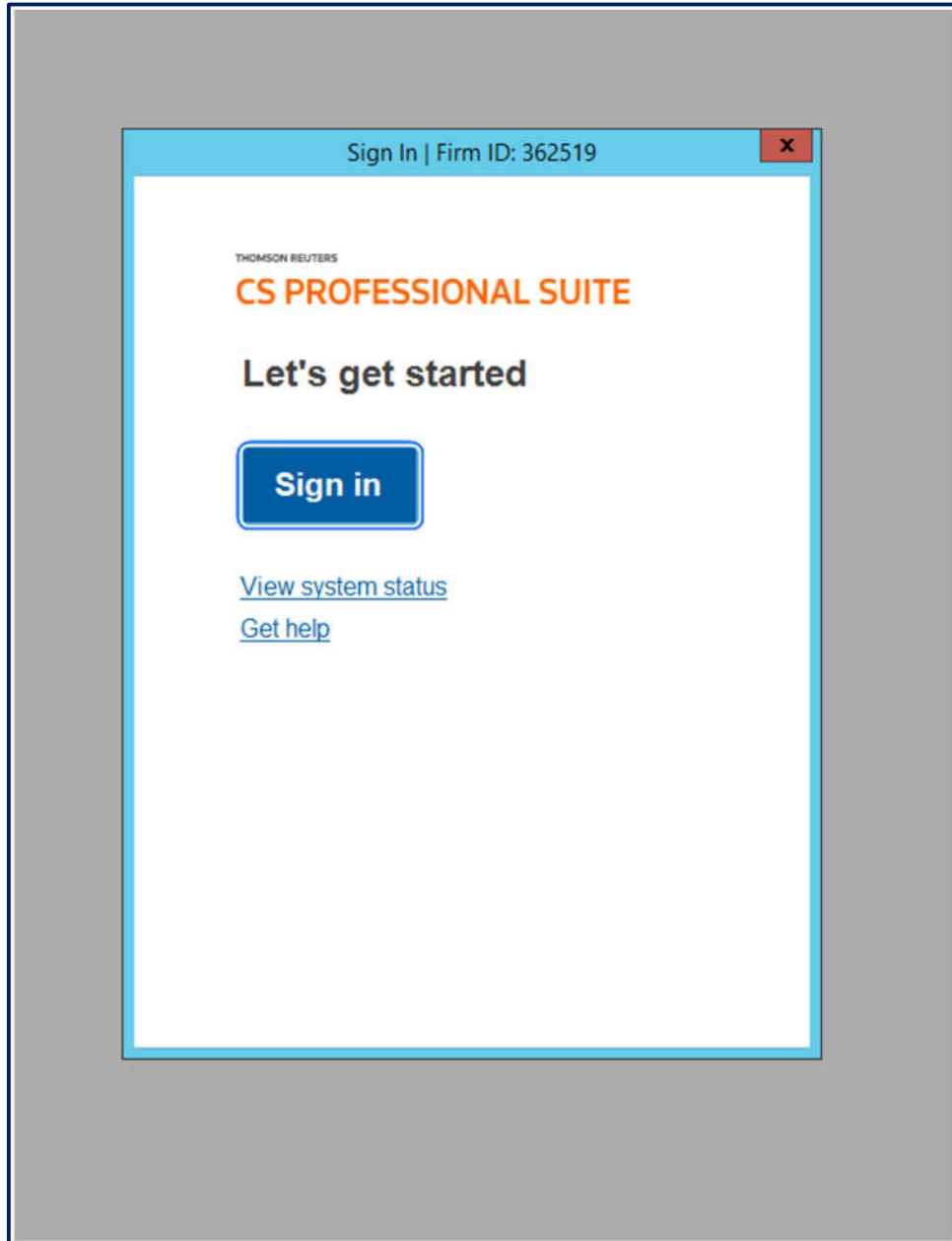
Now you can double-click on the icon and log in.
The pop up only shows the first time. Click "Show Certificate" and check "Always trust."



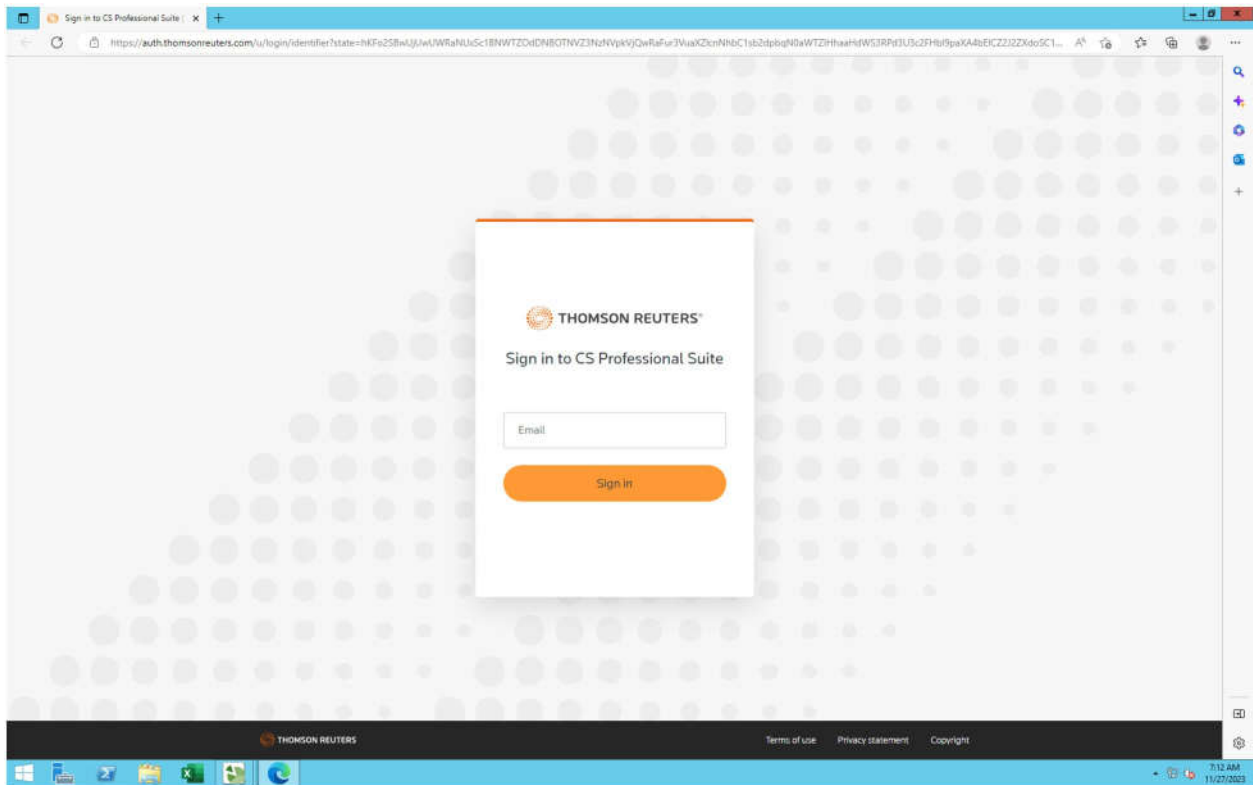
Logging into Accounting CS

The following directions will show you how to login to Accounting CS with the new login process.

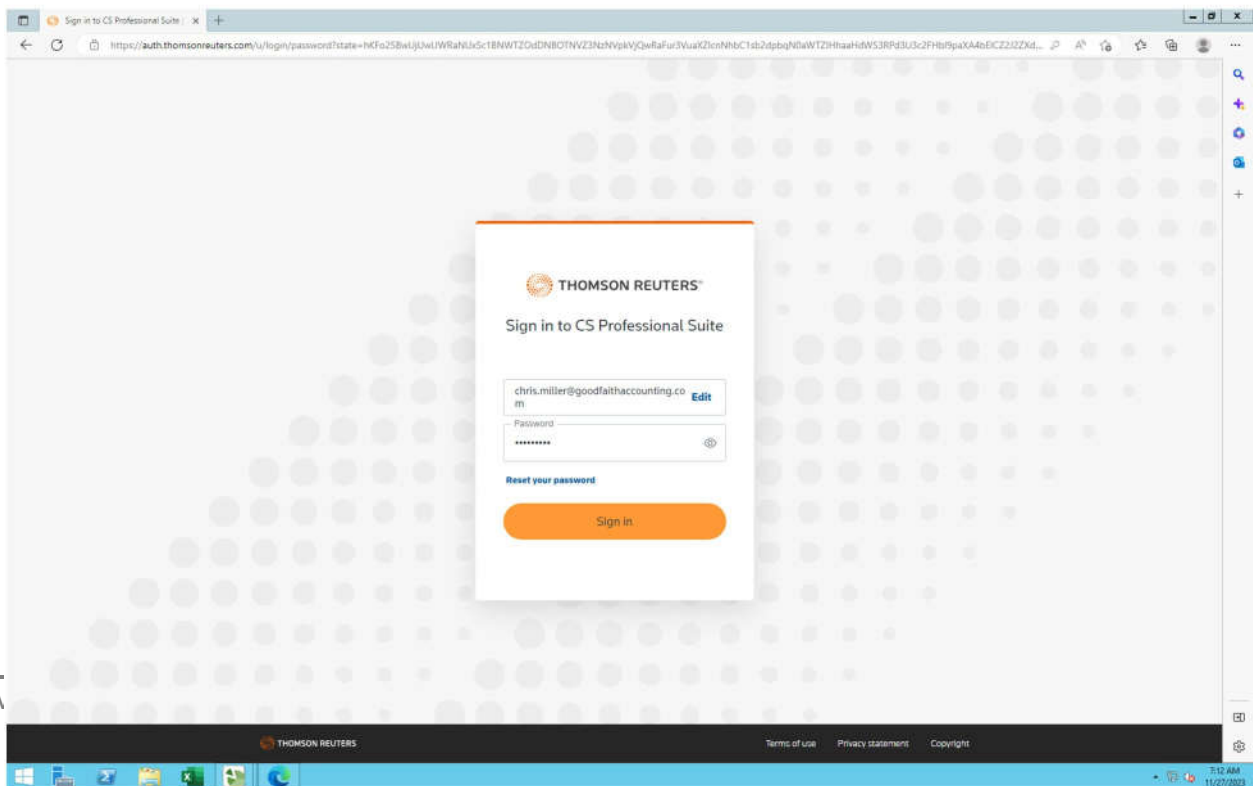
After you open Accounting CS this screen will come up. Click “Sign in.”



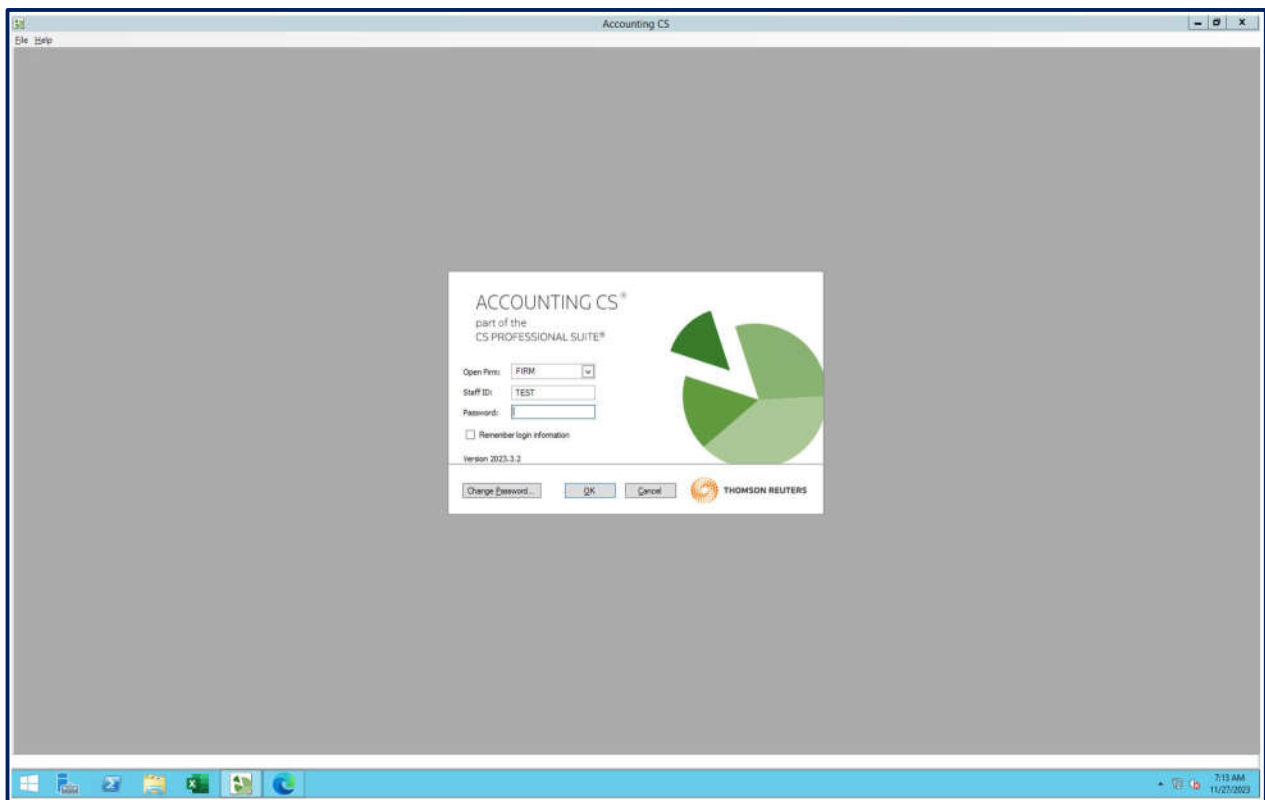
Next, a web browser will open. Enter the email address you created for the new sign inexperience.



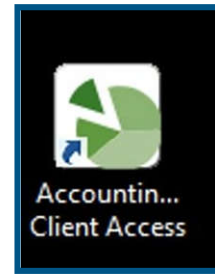
Enter the new password you created. After entering the password you'll be prompted to authenticate your login. This will be done with the authentication method you selected for the new login process.



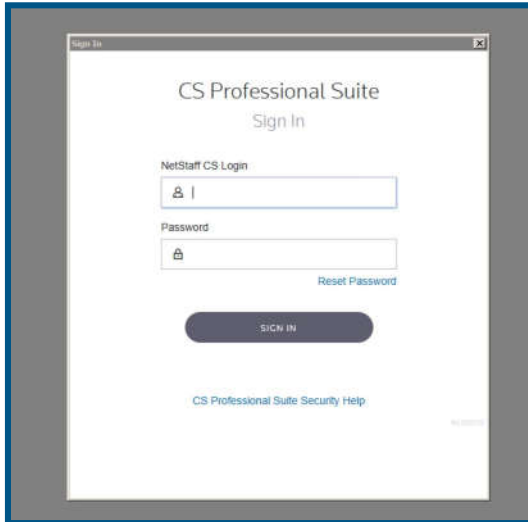
If this login screen comes up, you should have the login and password in your notes from when the Online Access was first set up. If you do not have this information, please contact Miller Management for assistance.



Once you are logged in to **Accounting CS**, you'll see a black desktop with the ACS icon and a printer's icon in the upper left-hand corner. Note: If you see two Accounting CS icons, please click the white one, "Accounting CS Client Access".



Double click to open Accounting CS.



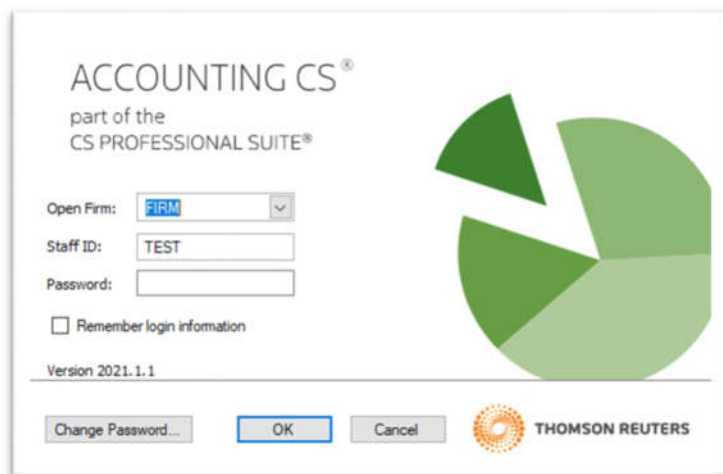
Enter your NetClient CS username and password. This is the same one you used to login to the File Exchange. (see page 3)

Login information provided by MM; password is updated by client during training session.

Once the program opens you can access payroll and/or accounting functions depending on your user permissions.

Occasionally, ACS will prompt you for a 2nd password... usually when you log in for the first time, or if it requires you to update your password (which it does every 90 days).

MM will supply this password. It never changes.



Password: _____

Utilizing Accounting CS

Client Dashboard opens your home screen. We can populate that screen with various dashboards. Client Dashboard is an ACS default dashboard, it is not the same as the MM Dashboards.

Enter Transactions allows you to quickly view transaction details.

Print Reports allows you to print and/or save electronic copies of reports.

Clients gives you an overview of your information in our system.

Bank Accounts allows you to view the accounts we have set up in the system.

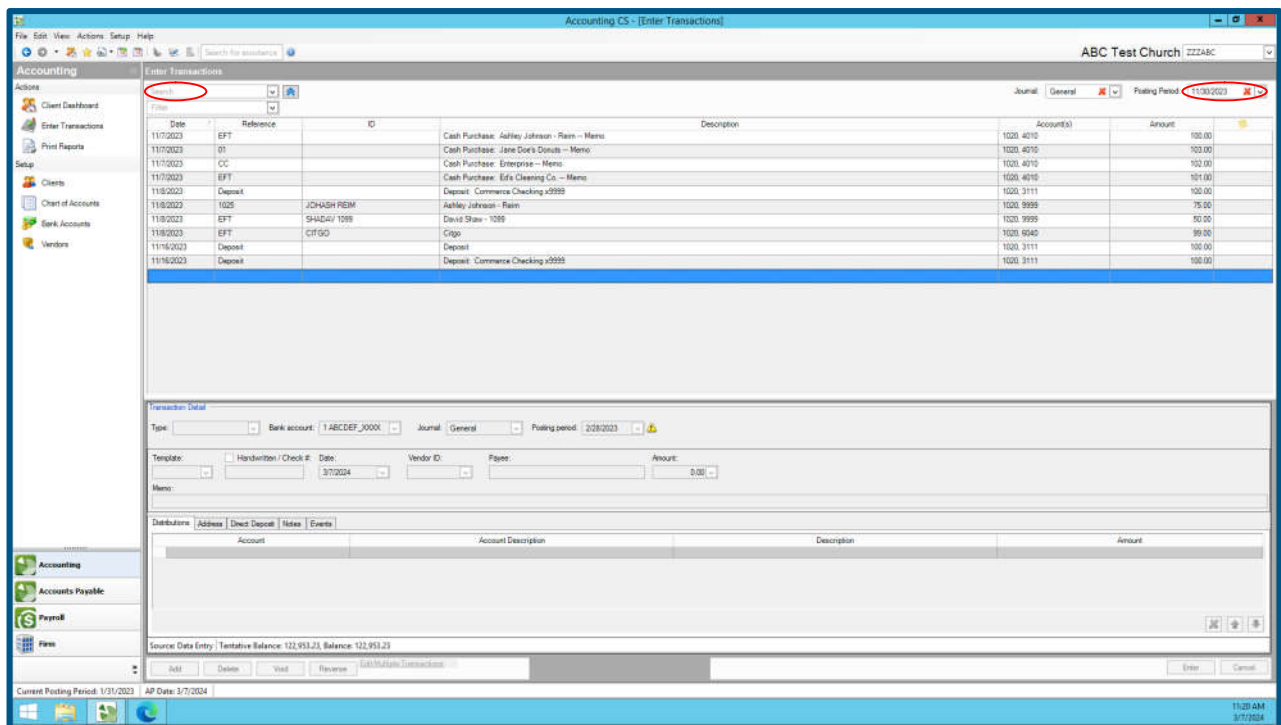
Vendors allows you to view the information for each of your vendors.

Accruable Benefits lets you see payroll items you have set up for employees.

Employees lets you view the information for each employee in the system.

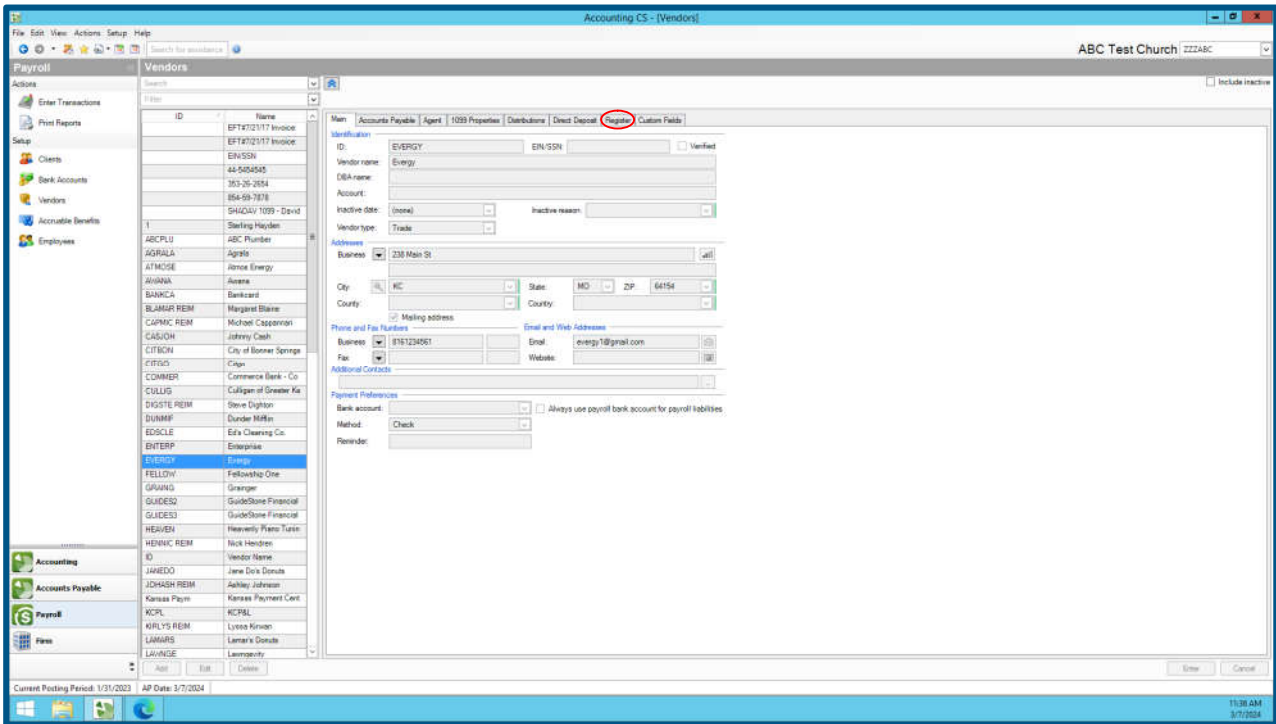
In the **Enter Transactions** screen you can search check number, amount, date, vendor, etc.

Note: To view transactions in all posting periods, click the red “x” in the upper right-hand corner.



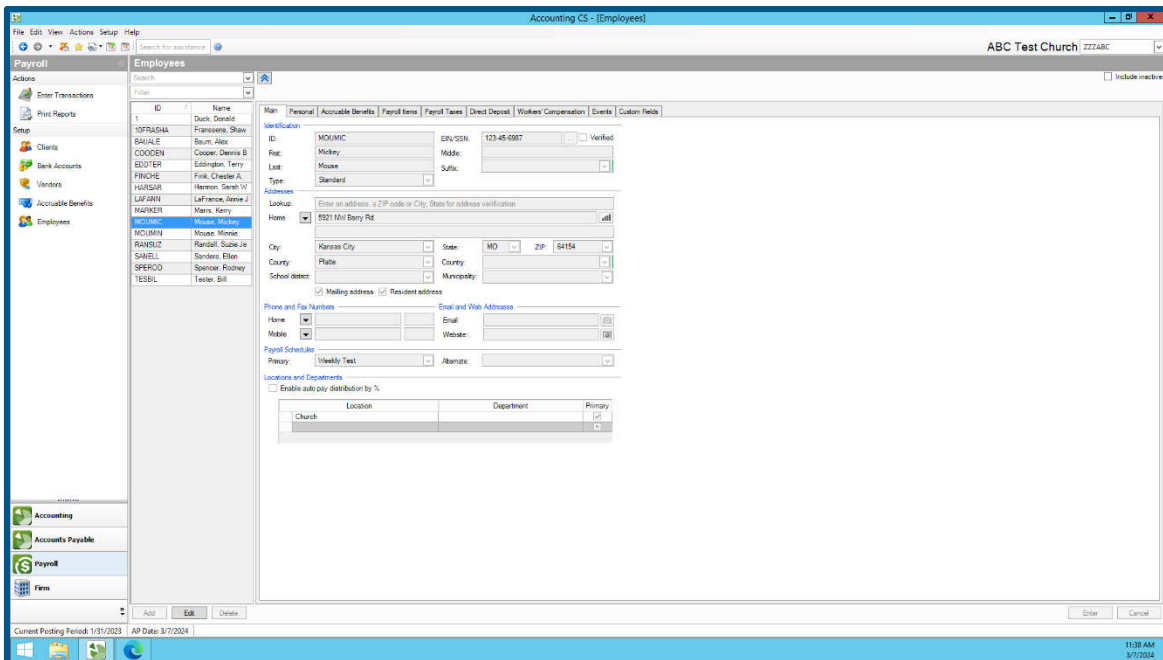
In the **Vendors** screen you can view a vendor's address, account number. Click register to view a summary of recent payment history.

Note: To make changes, please contact your Miller Management Client Services Representative.



In the **Employees** screen you can view an employee's address, hire date, direct deposit information, and other employee information.

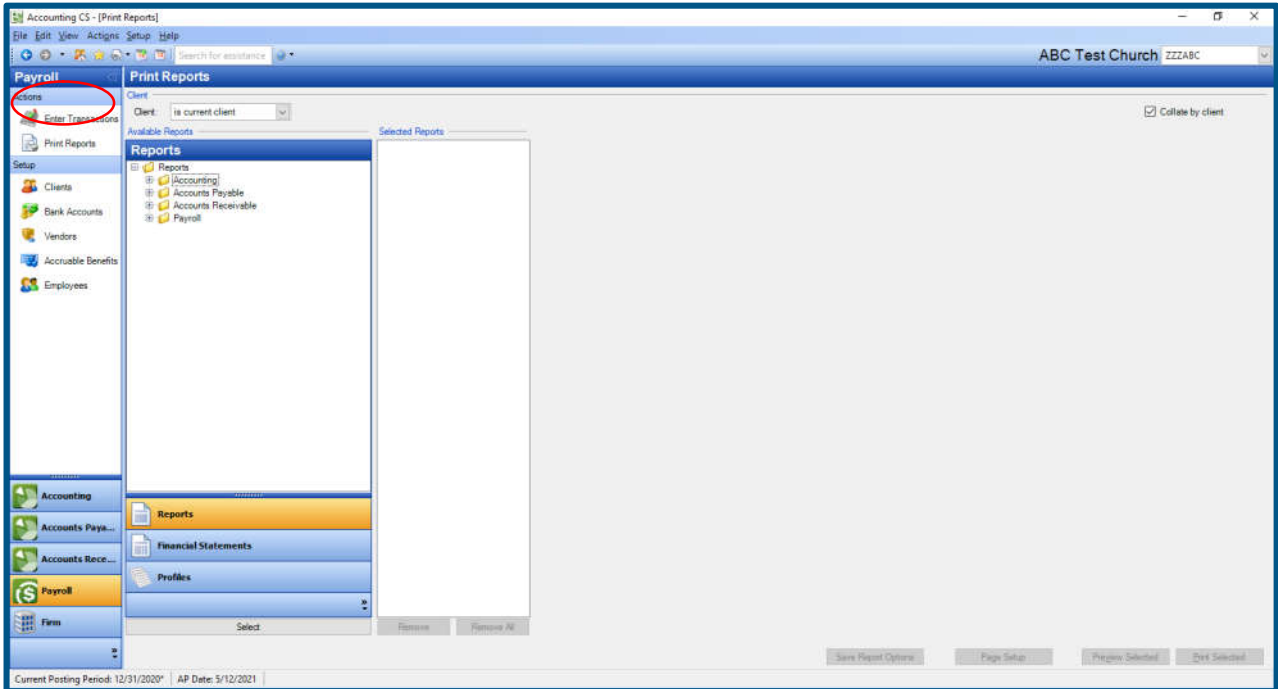
Note: To make changes, please contact your Miller Management Payroll Representative.



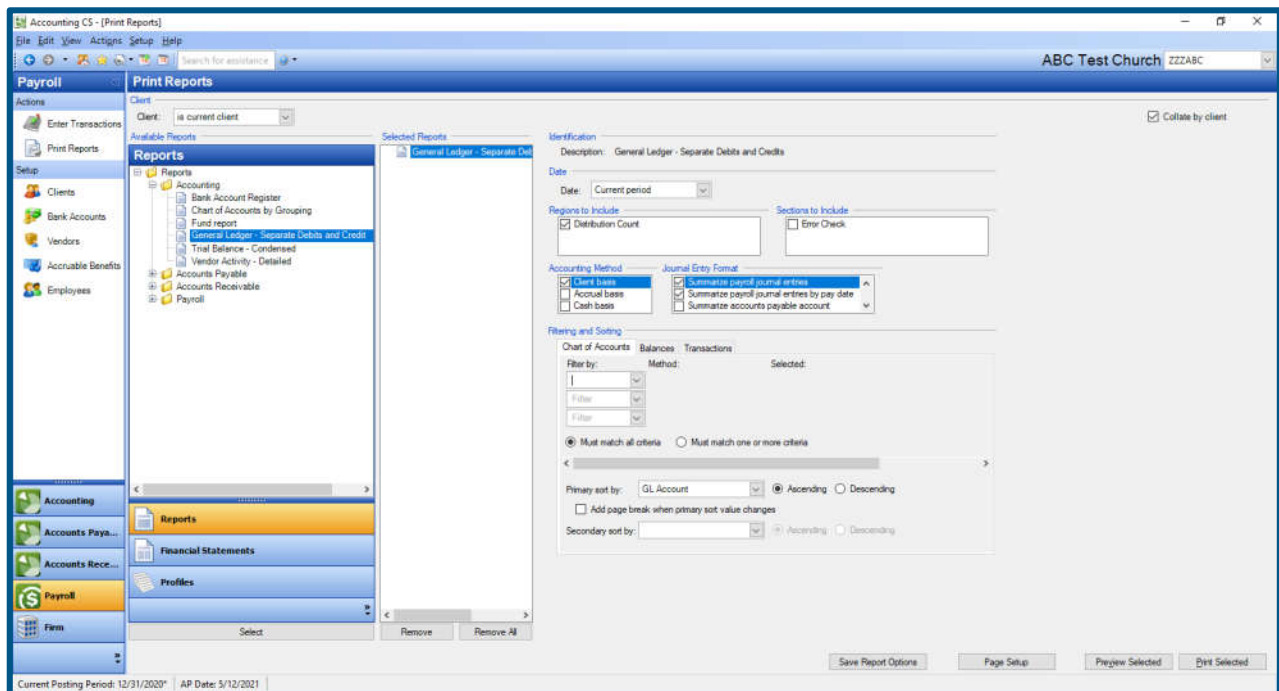
Print Reports

In the **Print Reports** screen select reports. From there you can select from various reports such as Accounting, Payroll, etc.

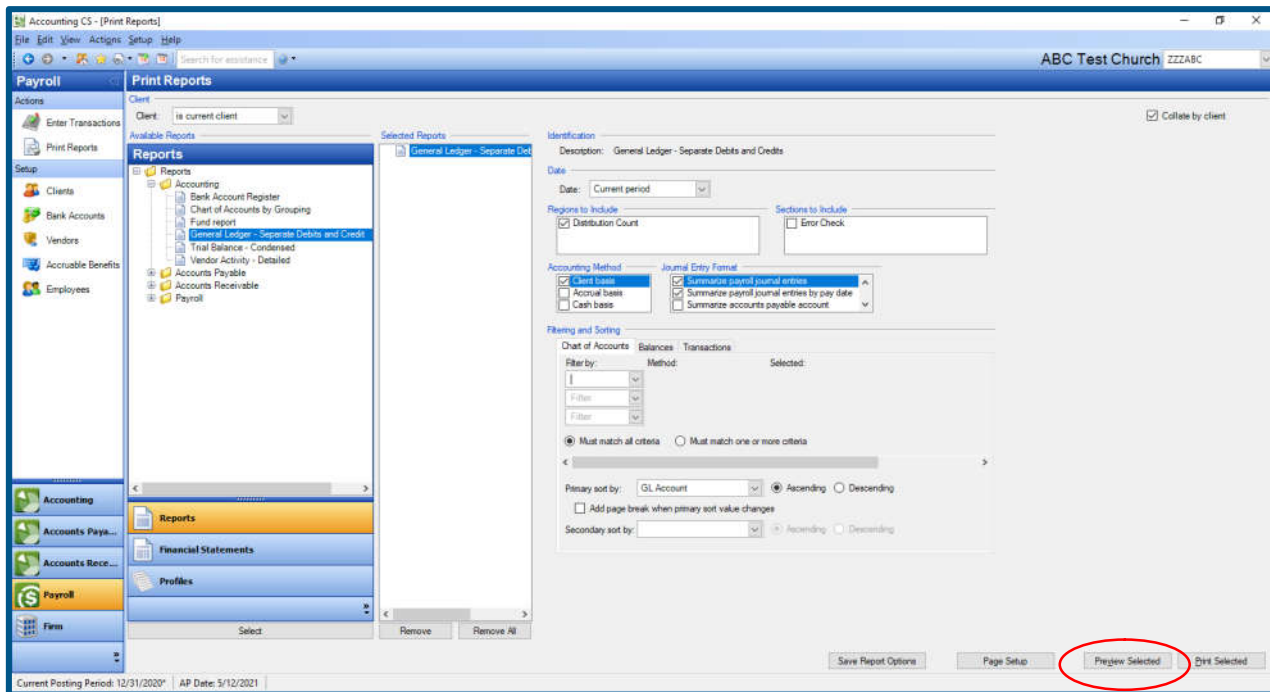
Note: See pages 24 – 26 for an appendix of available reports and their descriptions.



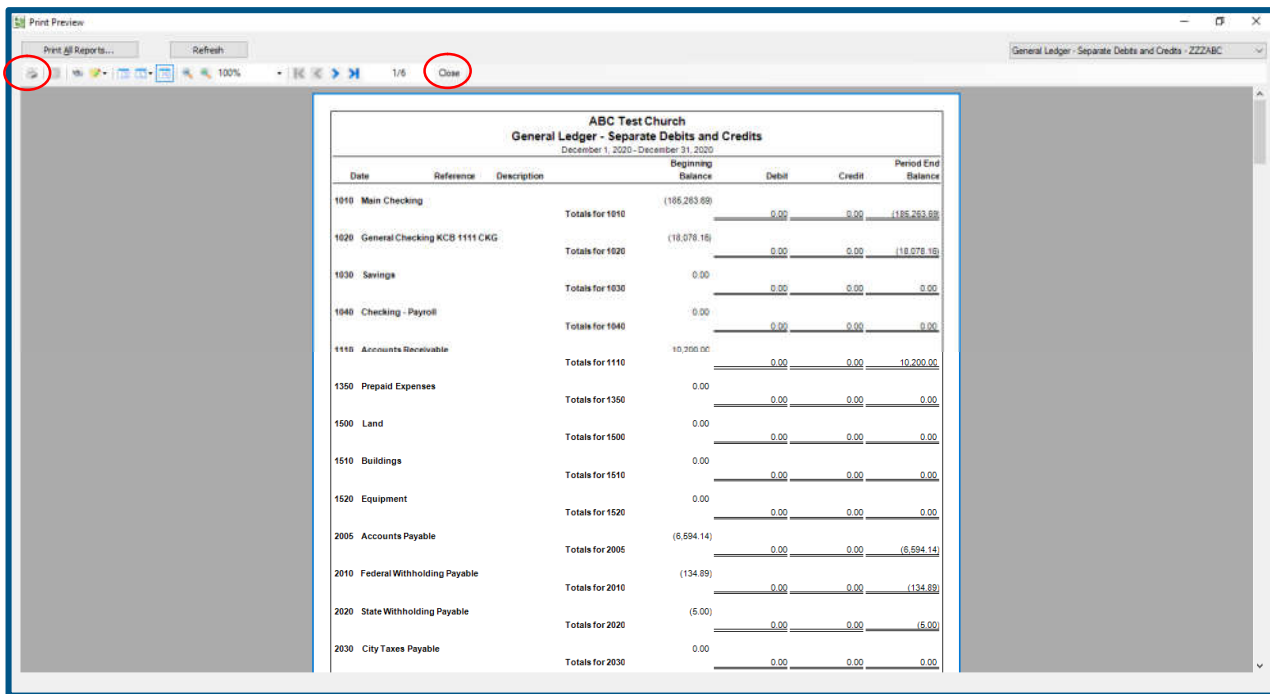
Once you find the report you would like to run, double click on it. From there you can select various options to sort and filter the data based on the type of report.



Once you have the report setup click “preview selected.” You can preview one or multiple reports.

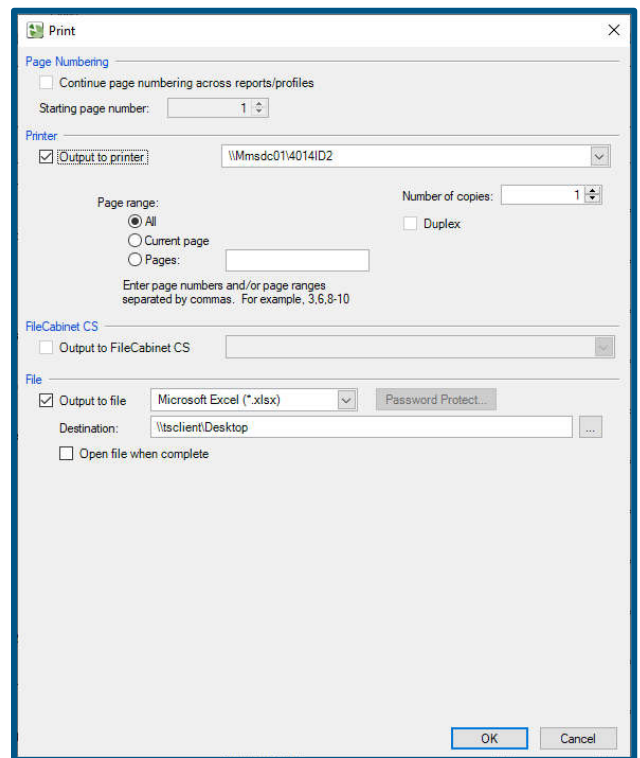


In the next screen you can verify that the report has the information you want. If the report is not correct you can click “close” and select new options for your report. If the report is correct, click on the printer icon in the top left corner. You can also click on the “Print All Reports” link if you are previewing multiple reports.



Once you click on the print icon you have two choices.

1. print your report to a local printer
- or**
2. save your report as a PDF, Excel file, or rich text file to your computer. You can also do both simultaneously.

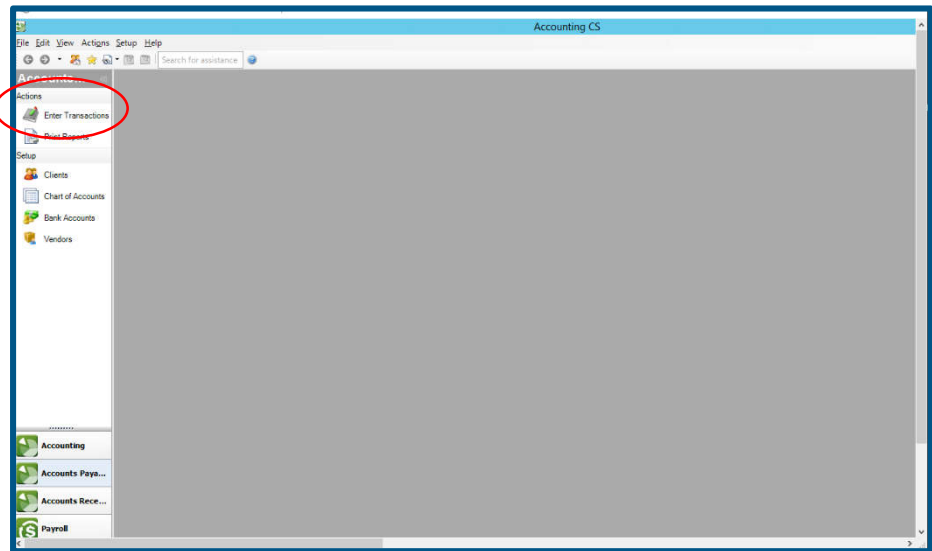


Keyboard Shortcuts

ACS has several useful keyboard shortcuts for accessing information quickly. These can also be accessed via the menu bar by clicking on: Actions and then Analyze Client Activity.

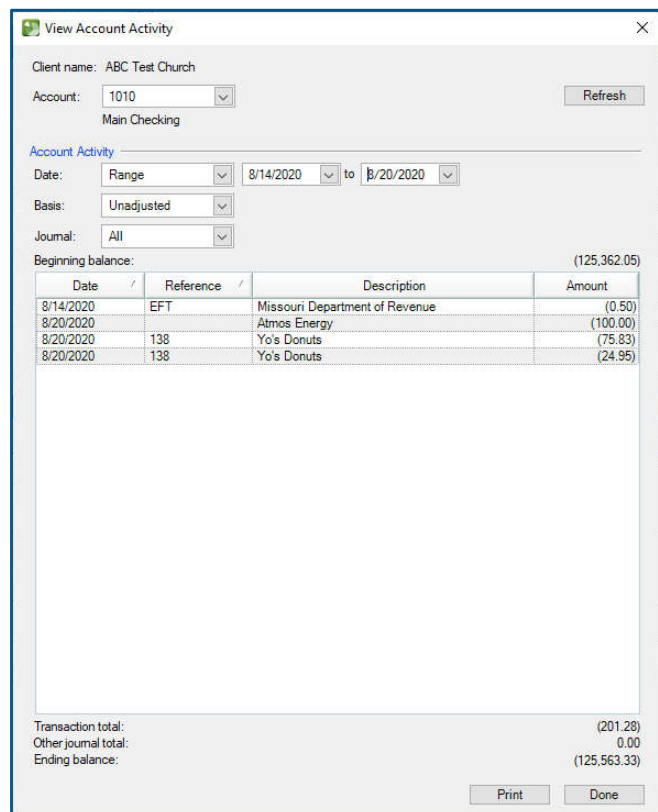
Note: These shortcuts will not work if you have just logged into ACS and are on the blank screen with just the menu items on the side.

Choose an option under “Actions” such as print reports or “Enter Transactions”, the keyboard shortcuts will then be available to you.



Ctrl-G View Account Activity

This is helpful when you need to see what activity a specific account has had. Select the account and date option. If your cursor is in the Account field (if so, the account will be highlighted in blue), you can use your arrow keys to scroll up or down to the previous or next account.



Ctrl-T Trial Balance

The Trial Balance defaults to the current posting period. You can click on anything in [blue](#) to drill down to the detail level.

ABC Test Church Trial Balance Adjusted Balance Period and Year-to-Date Ended June 30, 2020						Refresh	Print...
Account	Type	Description	Period Ended June 30, 2020		Year-to-Date Ended June 30, 2020		
			Debit	Credit	Debit	Credit	
1010	A	Main Checking		8,868.23		176,573.53	
1020	A	General Checking KCB 1111 CKG	0.00			17,728.16	
1110	A	Accounts Receivable	0.00		10,200.00		
2005	L	Accounts Payable	7.99			6,794.12	
2010	L	Federal Withholding Payable		0.00		134.89	
2020	L	State Withholding Payable		0.00		5.00	
2100	L	Unearned Revenue		0.00		1,449.99	
2230	L	Accrued FUTA		0.00		100.00	
2300	L	Accrued Medical		0.00		7,851.52	
2310	L	Accrued Retirement		0.00		200.00	
2420	Q	Building Fund		0.00	59,999.00		
2990	Q	Retained Earnings		0.00	96,973.81		
3001	R	General Offering		0.00	500.00		
4050	R	Sales		0.00		500.00	
4070	R	Services		0.00	1,052.00		
6040	E	Amortization Expense	500.00		3,000.00		
6140	E	Missions	0.01		0.06		
6185	E	Liability Insurance	6,543.00		6,543.00		
6240	E	Miscellaneous	243.76		646.26		
6350	E	Travel and Entertainment	0.00		12.00		
6360	E	Entertainment	0.00		100.00		
6390	E	Utilities	198.32		248.32		
6650	E	Accounting Fees	1,200.00		7,200.00		
6830	E	Federal Taxes	0.00		55.78		
9999	E	Undistributed					
Totals			8,868.23	8,868.23	211,337.21	211,337.21	
Net Profit/(Loss)			(8,860.24)		(43,664.40)		

Ctrl-H Payroll Schedule

The Payroll Schedule gives you the schedule name, pay period beginning and end dates, and the check date.

ABC Test Church Payroll Schedules							Refresh	Print...
Client:	ZZZABC - ABC Test Church							
Schedule Name	Time In Date	Period Begin Date	Period End Date	Check Date	Checks Out Date			
Semi-Monthly Payroll		1/1/2024	1/15/2024	1/12/2024				
Semi-Monthly Payroll		1/16/2024	1/31/2024	1/31/2024				
Semi-Monthly Payroll		2/1/2024	2/15/2024	2/15/2024				
Semi-Monthly Payroll		2/16/2024	2/29/2024	2/29/2024				
Semi-Monthly Payroll		3/1/2024	3/15/2024	3/15/2024				
Semi-Monthly Payroll		3/16/2024	3/31/2024	3/29/2024				
Semi-Monthly Payroll		4/1/2024	4/15/2024	4/15/2024				
Semi-Monthly Payroll		4/16/2024	4/30/2024	4/30/2024				
Semi-Monthly Payroll		5/1/2024	5/15/2024	5/15/2024				
Semi-Monthly Payroll		5/16/2024	5/31/2024	5/31/2024				
Semi-Monthly Payroll		6/1/2024	6/15/2024	6/14/2024				
Semi-Monthly Payroll		6/16/2024	6/30/2024	6/28/2024				
Semi-Monthly Payroll		7/1/2024	7/15/2024	7/15/2024				
Semi-Monthly Payroll		7/16/2024	7/31/2024	7/31/2024				
Semi-Monthly Payroll		8/1/2024	8/15/2024	8/15/2024				
Semi-Monthly Payroll		8/16/2024	8/31/2024	8/30/2024				
Semi-Monthly Payroll		9/1/2024	9/15/2024	9/13/2024				
Semi-Monthly Payroll		9/16/2024	9/30/2024	9/30/2024				
Semi-Monthly Payroll		10/1/2024	10/15/2024	10/15/2024				
Semi-Monthly Payroll		10/16/2024	10/31/2024	10/31/2024				
Semi-Monthly Payroll		11/1/2024	11/15/2024	11/15/2024				
Semi-Monthly Payroll		11/16/2024	11/30/2024	11/29/2024				
Semi-Monthly Payroll		12/1/2024	12/15/2024	12/13/2024				
Semi-Monthly Payroll		12/16/2024	12/31/2024	12/27/2024				
Semi-Monthly Payroll		1/1/2025	1/15/2025	1/15/2025				
Semi-Monthly Payroll		1/16/2025	1/31/2025	1/29/2025				
Semi-Monthly Payroll		2/1/2025	2/15/2025	2/14/2025				
Semi-Monthly Payroll		2/16/2025	2/28/2025	2/28/2025				
Semi-Monthly Payroll		3/1/2025	3/15/2025	3/14/2025				
Semi-Monthly Payroll		3/16/2025	3/31/2025	3/28/2025				
Semi-Monthly Payroll		4/1/2025	4/15/2025	4/15/2025				
Semi-Monthly Payroll		4/16/2025	4/30/2025	4/29/2025				
Semi-Monthly Payroll		5/1/2025	5/15/2025	5/15/2025				
Semi-Monthly Payroll		5/16/2025	5/31/2025	5/29/2025				
Semi-Monthly Payroll		6/1/2025	6/15/2025	6/13/2025				
Semi-Monthly Payroll		6/16/2025	6/30/2025	6/27/2025				
Semi-Monthly Payroll		7/1/2025	7/15/2025	7/15/2025				
Semi-Monthly Payroll		7/16/2025	7/31/2025	7/29/2025				
Semi-Monthly Payroll		8/1/2025	8/15/2025	8/15/2025				

Ctrl-L General Ledger

The General Ledger gives you Date options of Current Period, Current Year-to-Date and Current Year. You can click [Current Activity](#) under the account name to drill down to see further detail.

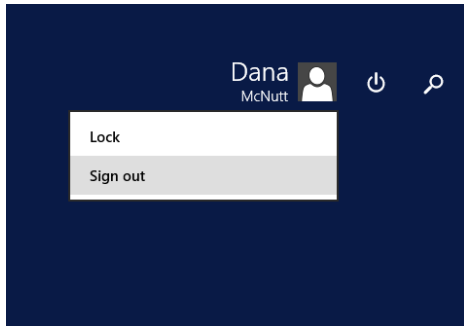
General Ledger					
ABC Test Church General Ledger					
Adjusted Balance Period Ended June 30, 2020					
Date: <input type="text" value="Current period"/>		<input type="button" value="Expand All"/>		<input type="button" value="Collapse All"/>	
		<input type="button" value="Refresh"/>		<input type="button" value="Print..."/>	
Account	Description	Beginning Balance	Debit Amount	Credit Amount	Period End Balance
1010	Main Checking	(167,705.30)			
	Current Activity		143.26	9,011.49	
	Totals for 1010		<u>143.26</u>	<u>9,011.49</u>	<u>(176,573.53)</u>
1020	General Checking KCB 1111 CKG	(17,728.16)			
	Current Activity		0.00	0.00	
	Totals for 1020		<u>0.00</u>	<u>0.00</u>	<u>(17,728.16)</u>
1110	Accounts Receivable	10,200.00			
	Current Activity		0.00	0.00	
	Totals for 1110		<u>0.00</u>	<u>0.00</u>	<u>10,200.00</u>
2005	Accounts Payable	(6,802.11)			
	Current Activity		13,452.31	13,444.32	
	Totals for 2005		<u>13,452.31</u>	<u>13,444.32</u>	<u>(6,794.12)</u>
2010	Federal Withholding Payable	(134.89)			
	Current Activity		0.00	0.00	
	Totals for 2010		<u>0.00</u>	<u>0.00</u>	<u>(134.89)</u>
2020	State Withholding Payable	(5.00)			
	Current Activity		0.00	0.00	
	Totals for 2020		<u>0.00</u>	<u>0.00</u>	<u>(5.00)</u>
2100	Unearned Revenue	(1,449.99)			
	Current Activity		0.00	0.00	
	Totals for 2100		<u>0.00</u>	<u>0.00</u>	<u>(1,449.99)</u>
2230	Accrued FUTA	(100.00)			
	Current Activity		0.00	0.00	
	Totals for 2230		<u>0.00</u>	<u>0.00</u>	<u>(100.00)</u>
2300	Accrued Medical	(7,851.52)			
	Current Activity		0.00	0.00	
	Totals for 2300		<u>0.00</u>	<u>0.00</u>	<u>(7,851.52)</u>

Logging Out



To log out of Online Access, click on the window Start button in the lower left-hand corner.

Next, click on your login name in the upper right-hand corner and select “Sign out”



Note: If you do not log out completely each time, it can eventually slow performance as it leaves the previous instances going in the background.

Available Report Descriptions

Accounting Reports:

- **Bank Account Register** – Shows all the transactions for the selected period, listed by date. Use this report to review and monitor cash activity and balances.
- **Chart of Accounts by Grouping** – Displays a list of the general ledger account numbers and names, sorted and grouped by financial statement category. Use this report to look at available account numbers when coding transactions or planning budgets.
- **Fund Report** – A subset of the General Ledger – Separate Debits and Credits report. Used to determine balance of net assets with restrictions or designations in interim periods.
- **General Ledger – Separate Debits and Credits** – Shows the transactions and ending balances for each general ledger account, includes columns for debits and credits. [\(Most Popular Report\)](#)
- **Trial Balance - Condensed** – Summarizes the activity for each general ledger account. The first column shows the net change in the account for the period selected and the second column shows the year-to-date ending balance. Used for a high-level overview of the month's activity and current balance for individual general ledger accounts.

Accounts Payable Reports:

- **MM Payment Listing**
 - A. **Checks:** Displays a list of check numbers to Accounts Payable Vendors within a selected date range. You can filter by Reference Number ranges and sort by Vendor ID.
 - B. **EFTs:** Displays a list of EFTs posted within a selected date range. You can filter by "Reference is EFT" to list all EFTs within the range or Filter by "Created Date" to pull a list of EFTs entered by MM on a specific day.
- **MM 1099 Activity** - Produces a year-to-date list of payments made to 1099 Vendors. This report should be filtered by Type (1099 Recipient) and sorted by Vendor ID.
- **Vendor Activity – Detailed** - Produces a list of payments made to Accounts Payable Vendors within a date range. The filters can be left empty to include detailed information on all vendors within the selected date range or the report can be filtered by Vendor ID.
- **Aging Schedule – Detailed** - Produces a list of Accounts Payable open balances for specified vendors. You can leave the filters empty for all Vendors or filter by Vendor ID.



Payroll Reports:

- *Accruable Benefits - For non-Swipe Clock users only, shows the beginning balances, adjustments, and used benefits for the current year.*
- *Check List - Shows the check number, employee, and net pay of payroll checks. The report can be selected for a specific date or range of dates and can be filtered to include only certain employees.*
- *Deduction Register - Lists deductions from employee's checks. The report can be selected for a specific date or range of dates and can be filtered to include only certain employees and certain deductions.*
- *Employee Change History - Shows changes that have been made to employees. Specific dates can be selected.*
- *Employee Earning - Shows wages paid to employees detailed by pay item. The report can be selected for a specific date or range of dates and can be filtered to include only certain employees.*
- *Employee List – Condensed Report - Lists employees, SS# (optional), addresses, and hire date. The report can be filtered to only show active employees or employees in certain departments.*
- *Employee List – Detailed - Lists information specific to individual employees such as pay items, deductions, SS# (optional) and Federal W-4. The report can be filtered to only show active employees or employees in certain departments.*
- *MM PR Journal Detailed with GL Accts - Shows a detailed breakdown of pay checks including the check number, pay items, taxes withheld, deductions, employer contributions and taxes, GL Accts, and net pay of payroll checks. The report can be selected for a specific date or range of dates and can be filtered to include only certain employees. (Most Popular Report)*
- *Wage Register – Sorted by pay item, shows a breakdown of wages and hours (including regular and OT). The report can be selected for a specific date or range of dates and can be filtered to include only certain employees and certain pay items.*

Financial Statement Reports:

- Balance Sheet – Current Year – *Displays the balances for all asset, liability, and equity accounts as of the end of the selected period. Used to see a “snapshot” of your organization’s financial position at a specific point in time – what is owned (assets), what is owed (liabilities), and what is left over (equity).*
- Balance Sheet – Current Year – Two Column – *This version of the Balance Sheet shows the asset, liability, and equity balances in a staggered, two column format.*
- Budget IS – *Shows the budgeted revenues and expenses by general ledger account, by month, for the fiscal year selected. Used to identify current year budgeted numbers or to help plan for next year’s budget.*
- Income Statement – 12 Month Comparison – *Shows actual activity for revenue and expense accounts, separated by month, for the fiscal year selected. Used to look at month-to-month changes or trends for individual general ledger accounts.*
- Income Statement – Current Period – Budget – Current Year – Budget – *Shows the actual activity and budgeted activity for each revenue and expense account, both for the current period and the fiscal year-to-date. Used to review budget to actual variances and see the overall net balance for the time periods.*
- Income Statement – Current Period – Current Year – *Shows actual activity for all revenue and expense accounts for both the current period and year-to-date. Used to see a summary of receipts, spending, and overall profitability for the current period and year- to-date as a whole.*
- Income Statement – Current Period – Percent – Current Year – Percent – *Shows actual activity for all revenue and expense accounts, as well as the percentage of total revenue that each general ledger account balance comprises. Used to monitor spending percentages for individual accounts.*
- Income Statement – Current Year – *Shows the actual year-to-date balances for revenue and expense accounts. Used as a high-level overview of overall profitability and account balances.*
- Income Statement – Current Year – Budget – Variance – *Shows the actual year-to- date activity compared to the budget-to-date, with a third column showing the numerical variance between the two. Used to clearly see large variances in individual revenue and expense accounts that may need to be reviewed and explained.*
- Income Statement – Current Year – Prior Year – Variance – *Shows the actual current year-to-date activity compared to prior year’s year-to-date activity at the same point in time. A third column shows the percentage change between the two. Used to note any large variances between current year and prior year for both planning and review purposes.*

Quick Reference:

Online Access Username: _____

Supplied by MM during training session.

Online Access Password: _____

NetClient CS Username: _____

Client updates password during training and as prompted by system.

NetClient CS Password: _____

ACS 2nd Password: _____

Supplied by MM, seldom required by system, never changes.

ACS Keyboard Shortcuts:

Ctrl-G View Account Activity

Ctrl-T Trial Balance

Ctrl-L General Ledger

Anything in [blue](#), can be drilled down to provide more details.

Changing your Password:

When ACS prompts you to update your password:

1. Close out of ACS
2. Go to the web-based File Exchange
3. Click on your name in the upper right-hand corner and select "Manage your Thomson Reuters Account". In the next window, click "Edit Password". – This will update your password for both the File Exchange or portal and ACS.

Logging out of Online Access:

Click on the Start button, then click on the name in upper right-hand corner and choose "Sign Out"