Fitrix Accounting

Course Workbook

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Table of Contents

Chapter 1 - *Learning Fitrix Accounting*

Fitrix Accounting Course Workbook

Learning Objectives

- To become familiar with the Fitrix Accounting System
- To become familiar with Fitrix Menus and Data Entry Commands
- To become familiar with Fitrix User Control Libraries
- To become familiar with the Set Up Company menu and options
- To become familiar with the Set up Multilevel Tax codes menu and options
- To become familiar with Batch Processing

Fitrix Accounting System

Transactions → Database ← Reporting

Transactions are events that are recorded in an accounting record. Typically, these events involve the transfer of money, product, or services. In the Fitrix Accounting System transactions are referred to as documents.

Relational Database. Data in the Fitrix Accounting System is stored in a relational database. A relational database organizes its data into one or more tables or relations of records.

Reports or the system output includes inquiry reports, customer statements, etc., and ultimately the financial statements.

Fitrix Modules

Fitrix offers accounting solutions for three business operations, Financial, Distribution, and Manufacturing:

Financial

- **General Ledger (gl)**
- **Accounts Receivable (ar)**
- **Accounts Payable (ap)**
- **Payroll (py)**
- **Fixed Assets (fa)**
- **Multicurrency (mc)**

Distribution

- **Order Entry (oe)**
- **Inventory Control (ic, bm,rt)**
- **Purchasing (pu)**
- **Replenishment (rl)**

Manufacturing

- **Production Management(sc)**

Phases of the Accounting Process

The cycle of activity within Fitrix Accounting follows a basic pattern that is consistent across all modules. At the most basic level, it consists of the following phases:

Setup → Transaction Processing → End of Period

These three phases must be performed in sequence. Setup must be complete before any transaction processing can begin. Transactions must be entered and checked against an Edit List in order to be posted. To complete the process all transactions are posted and End of Period processing is run.

Set Up Accounting

Activities required to set up the accounting system are performed during the Setup phase of Fitrix Accounting. Company Setup procedures must be done before module specific set up.

1. Company Set Up procedures include entering the name and address of your company, assigning department codes, and establishing ledger account number ranges. You can then enter ledger accounts and designate cash ledger accounts as checking accounts.

2. Module specific set up activities includes designating default ledger accounts for the module and entering existing open items. Activities performed during module set up include entering account groups, entering customers and vendors, entering beginning balances, etc.

Once the set up processes are completed the next phase, transaction processing, can begin.

Transaction Processing

Transaction processing is the day-to-day handling of documents. Transaction processing consists of three separate steps that are consistent throughout the Fitrix applications:

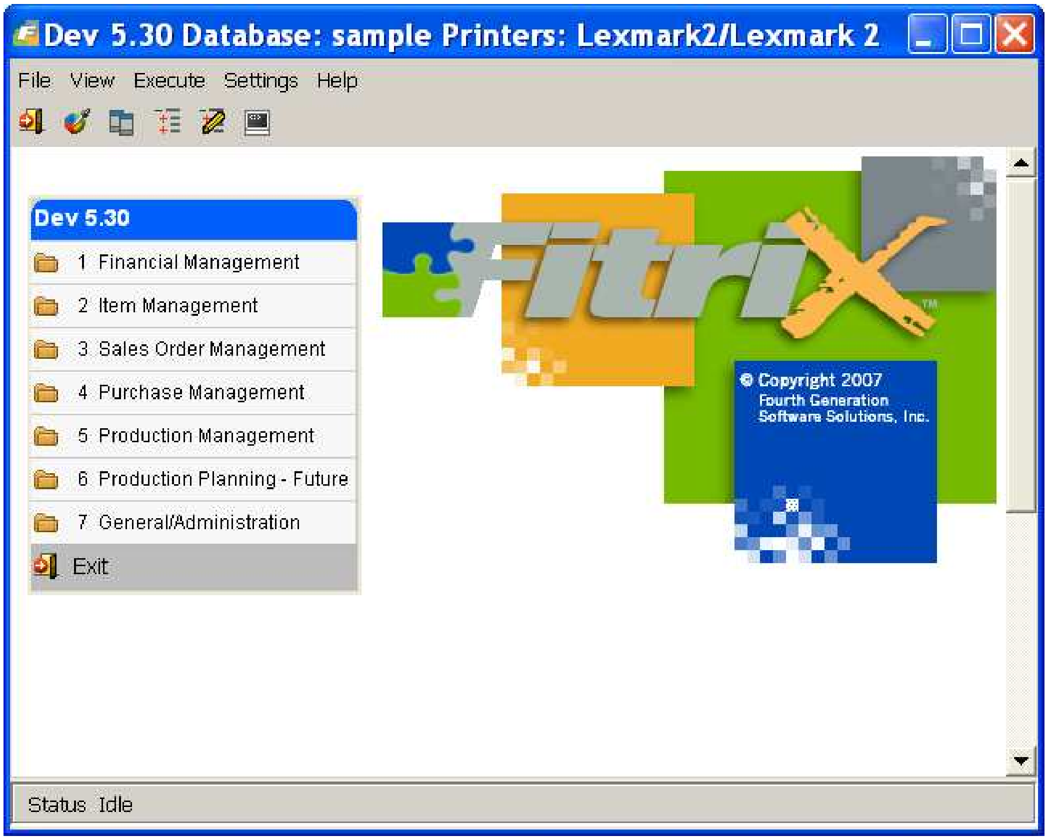
- **Entry**. A transaction is initiated by entering a document. Documents entered may be updated at any time before posting.
- **Edit**. An edit list is printed after documents are entered and before they are posted. This list shows all documents waiting to be posted. If mistakes are found on this report, corrections can be made and another edit list must be printed prior to posting.
- **Post**. Posting is the process that posts the document to the General Ledger Activity table. Once a document is posted it cannot be updated. Changes must be made by posting correcting entries.

End of Period

End of Period activities include posting general ledger activity, posting recurring documents, and printing period end statements and reports, etc.

Fitrix Menus

The Fitrix Main Menu displays all modules purchased by your company however access to any given module is dependent upon authorization. For instance, if your company has purchased all Fitrix modules, but the Accounts Payable team is only authorized to enter data in two of the modules, only two menu options will be activated. The other eight will appear grayed out.



The Menu options available on the Ring menu are as follows:

Field	Description
File	Allows you to exit the Fitrix system.
View	Offers user preferences to change the way Fitrix screens display. Your choices are Classic, Explorer, and Edit.
Execute	Manage configuration and security settings
Settings	Allows you to change the color scheme or database
Help	Displays Fitrix information

To select an option from a menu, use the mouse to highlight the option, and then left-click to select. You can also use the keyboard to select a menu option by pressing the number or letter associated with the menu option.

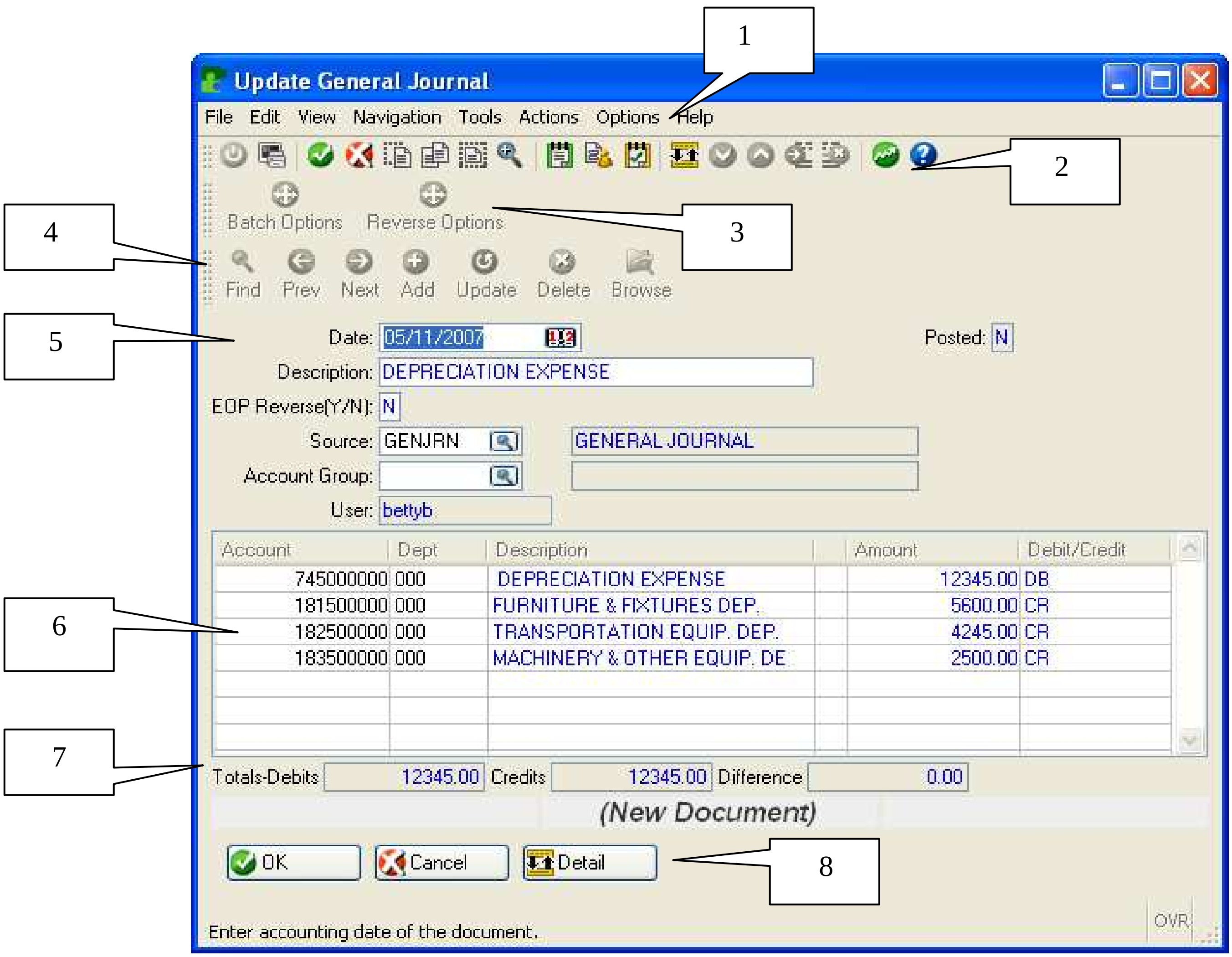
Note: When a menu item icon is a file folder, an additional submenu is available.

Fitrix Data Entry Screen

Standard Fitrix Data Entry forms or screens have several sections. To view this screen from main menu, select Financial Management, General Ledger, Ledger Journal, and then Update General Journal.

Note: For a more detailed explanation of all the options available on the four toolbars, review the Getting Started With Fitrix User Guide.

Note: To enable or disable the text that display beneath each icon on the toolbar, right click at the beginning of the toolbar and click on enable text.



Number	Field	Description
1	**Menu Toolbar**	These options perform routine functions, and are often referred to as the User Control Library functions. The Menu Toolbar is available on every screen.
2	**Standard Toolbar**	The icons on the standard toolbar perform many of the same functions as the options found on the menu toolbar.
3	**Other Tool Bar**	The Custom Tool Bar area has buttons that are specific to your company and the current module. Some screens may not have any buttons on the Custom Tool Bar.
4	**Action Toolbar**	This toolbar contains icons that represent actions such as add, update, and delete.
5	**Header Section**	This section is just below the Action toolbar and contains basic or general information about a document.
6	**Detail Section**	This section contains labeled columns that correspond to information in lines or rows.
7	**Totals**	This section is a reference section displaying debit and credit totals information.
8	**OK, Cancel, Detail**	The OK button accepts new data or any changes you have made. This is exactly the same as pressing the **ENTER** key. The cancel button will abort any new data or changes you have entered. This is the same as pressing the **ESC** key. When in the header section of the screen, clicking on the Detail button will put you in the detail section of the screen. When in the detail the button is now labeled “Header” and clicking on it will put you back in the header section of the screen.

When entering information on a data entry screen there are often related screens that are accessed using Zoom picker windows from the Standard Toolbar.

Select Exit or press Q to close the data entry screen. The General Ledger Menu displays. Press ESC key to return to the main menu.

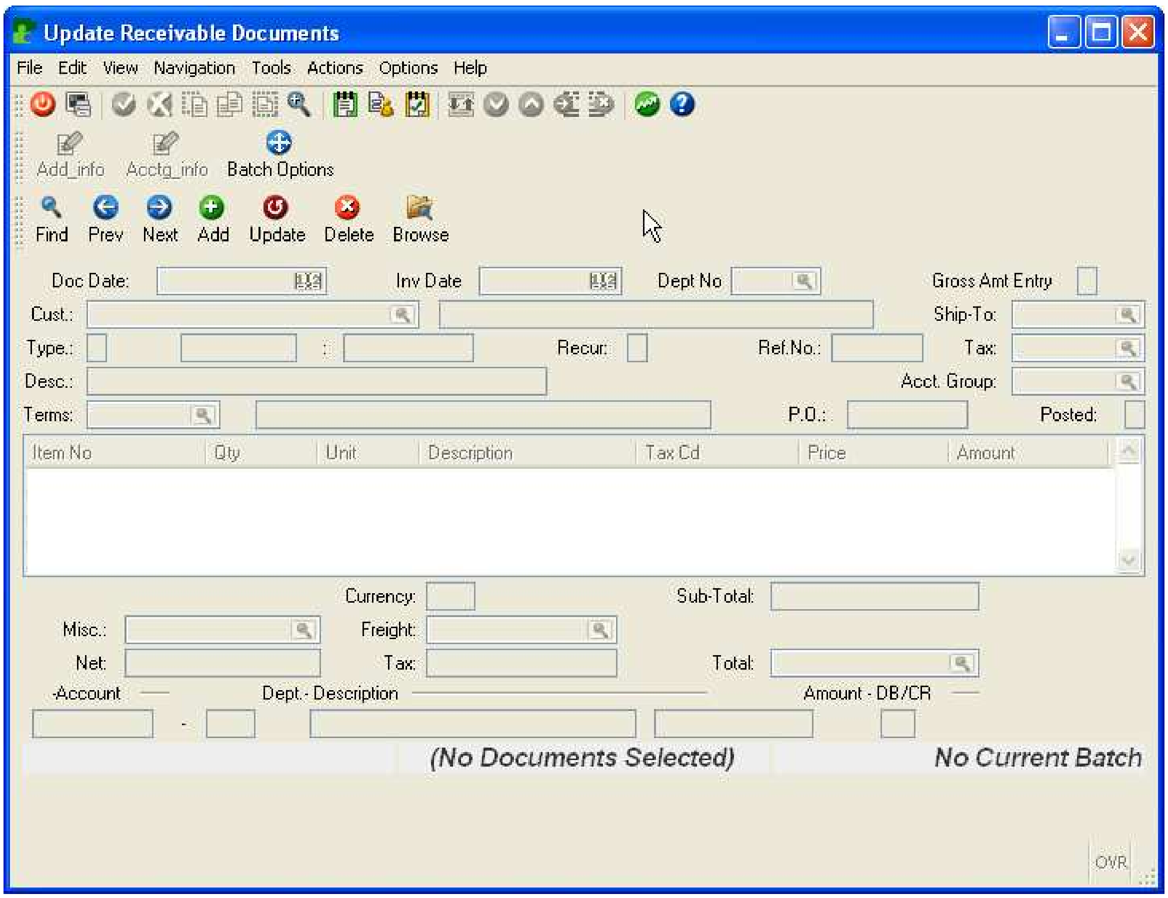
Action Toolbar Commands

Data Entry Commands can be selected from the Action toolbar two ways:

1. Click the command.

2. By typing the first letter of the command name either uppercase or lowercase (ie- a for Add).

To view this screen, select **Financial Management>Accounts Receivable > Receivable Ledger** > **Update Receivable Document**.



Below are the fields and descriptions for data entry commands:

Field	Description
Add	Allows you to add any new document.
Update	Allows you to modify an existing document once it has been selected or found.
Delete	Allows you to delete a document if it is not posted.
Find	Use the find command to retrieve one or more records. There are three ways to use the Find command. 1. **To find all records** stored for a program, click the OK button (or press ENTER key) without entering any data in the screen. 2. **To find a particular record,** enter a piece of information that is unique to that record (i.e.; customer code, invoice number), and then click OK or press ENTER. 3. **To find a group of records** enter search criteria using wild cards or relational operators (for more information, review chapter 7 in the Getting Started With Fitrix User Guide.).
Browse	Arranges all found documents into a list displayed to the screen. You can scroll through the documents using the scroll bar or using the various movement icons on the toolbar.
Next	Allows you to view the next document by paging down through the found documents.
Prev	Allows you to view the previous document by paging up through the found documents.

Depending upon the menu option you have selected, your system setup, or system security, all options may not be available. If you select a command that is not available, the system will display a message stating it is not available, and upon pressing enter, you will return to the action toolbar.

Select Exit or press Q and then ESC key three times to return to the main menu.

Print Selection Dialog Box and Flexible Document Delivery (FDD)

Flexible Document Delivery (FDD) allows the user to direct report output to printers (host or client), email, or fax. This feature is only available for Fourth Generation clients that are running Fitrix version 5.2.

The following report programs have been modified to have background print so that forms no longer need to be purchased. These programs also support FDD.

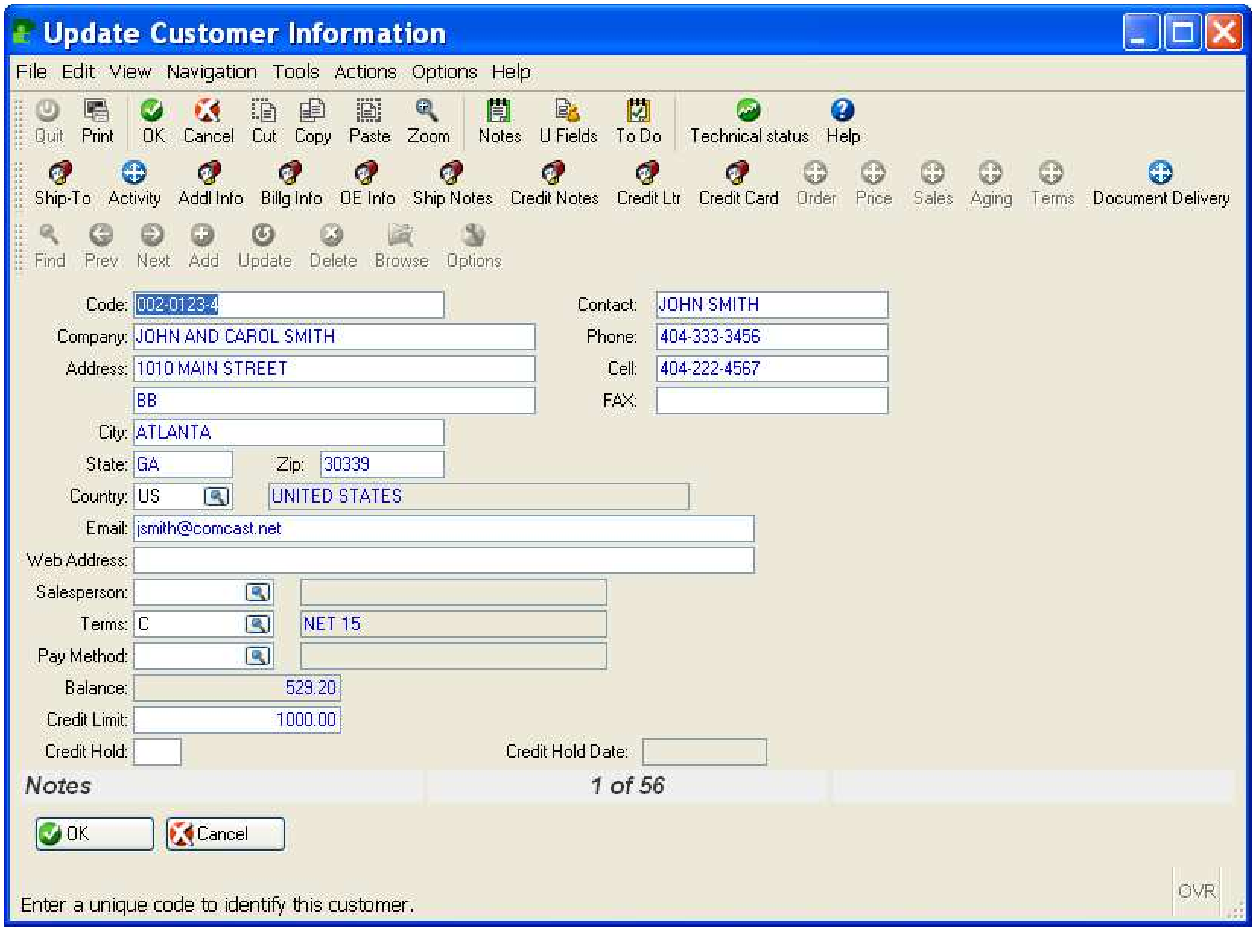
Order Entry:

Order Acknowledgement
Packing List
Invoice
All Export forms (Proforma, Packing List, Bill of Lading, Commercial Invoice, Provisional Invoice, and Final Invoice)

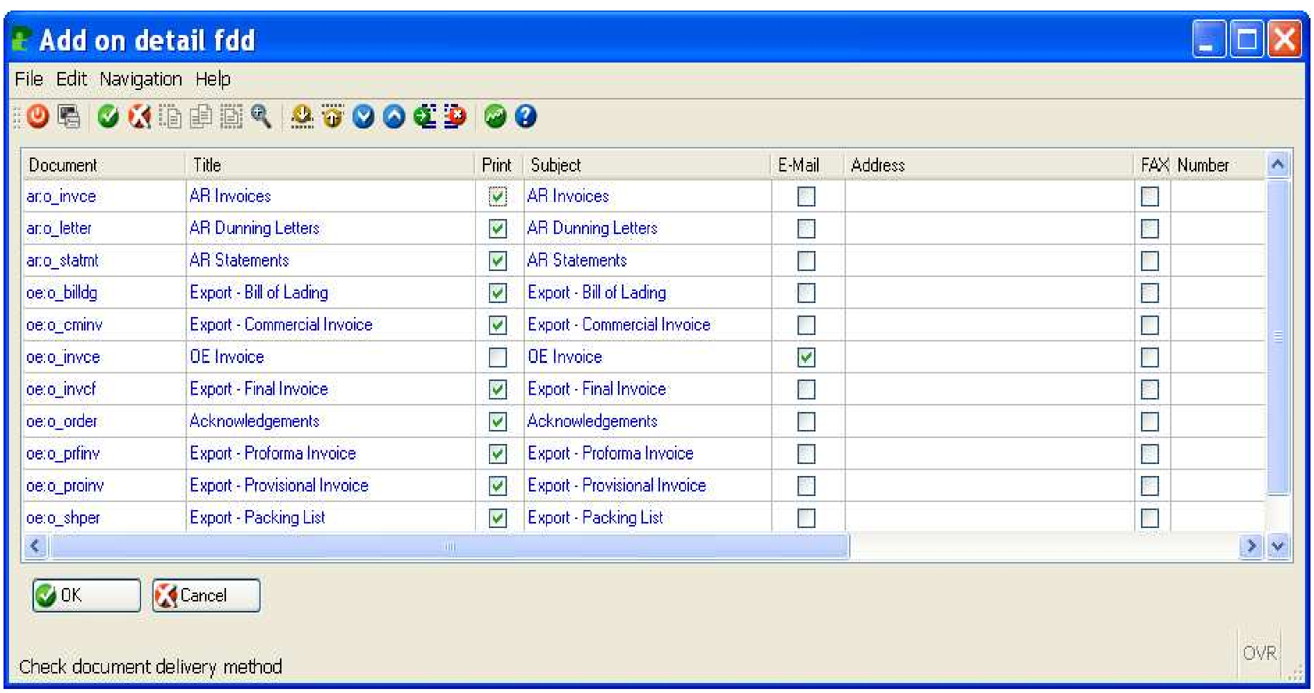
Purchasing:
Vendor Purchase Order

Accounts Receivable:
Invoice
Customer Statement
Dunning Letters

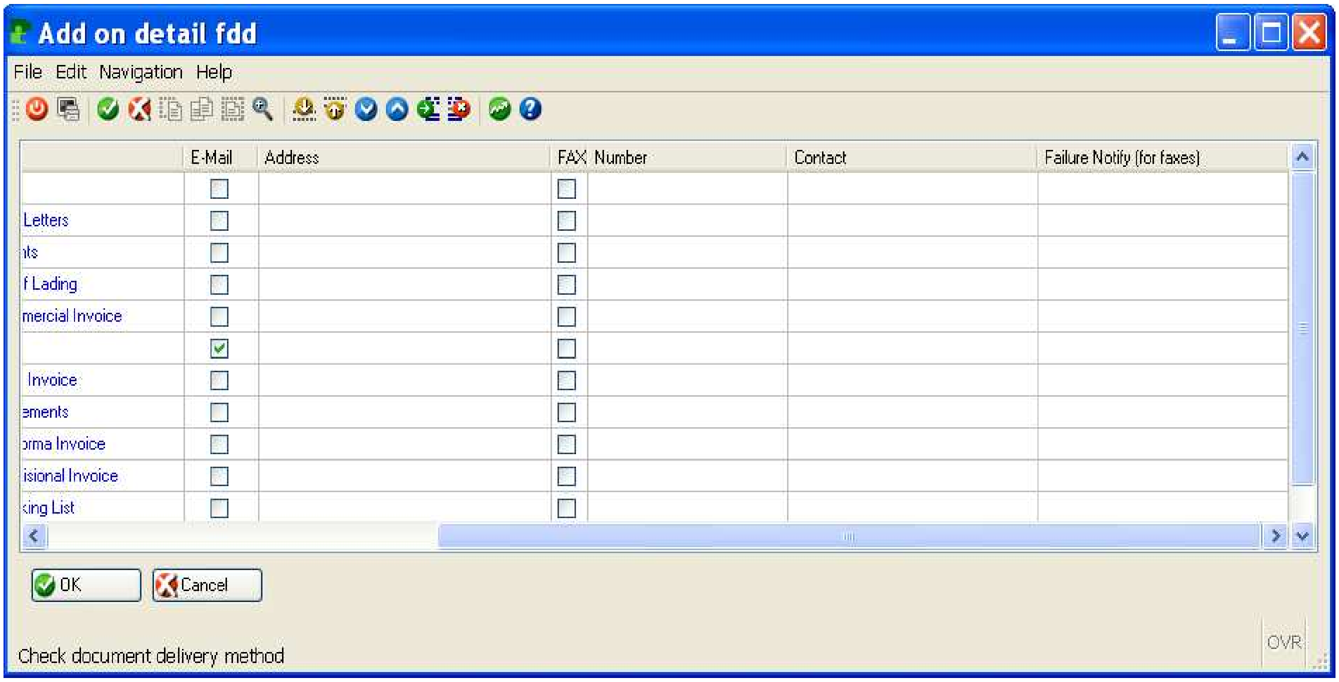
A new icon labeled Document Delivery has been added to the Update Customer Information and Update Vendor Information Toolbar and is only accessible when in Update mode.



When you click on this icon the following screen displays listing all report programs that currently support FDD/Background Print:



By scrolling to the right the two additional fields for fax Contact and Failure notify can be viewed.



After FDD is installed by going into update mode for each customer the default setting will be set to Print for all reports. You can then update for each customer as necessary.

Field Definitions:

Document – Fitrix program name.

Title- Title of program.

Print- check this check box if the delivery method is to send the report to a printer.
Subject – subject line for your fax cover sheet.

E-mail- check this check box if the delivery method is to send the report via email.

Address- the email address you wish to send the report to.

FAX - check this check box if the delivery method is to send the report via fax.

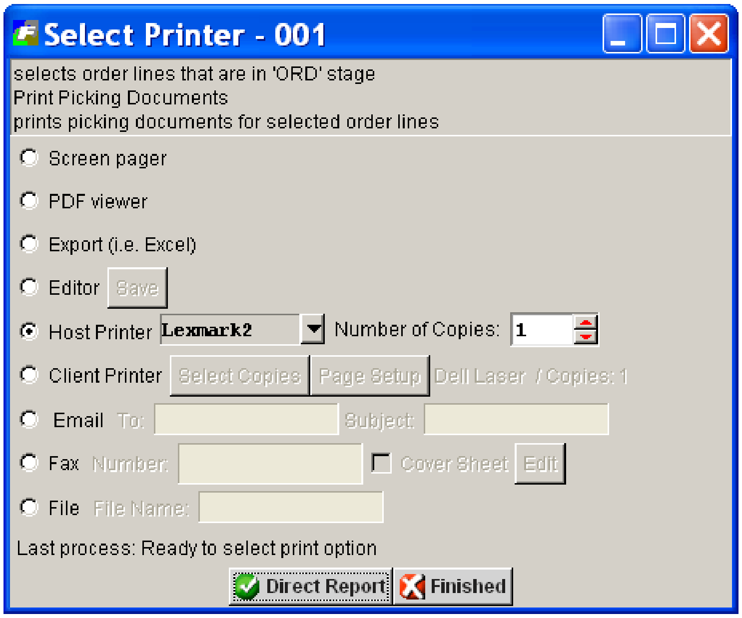
Number- the fax number you wish to send the report to.

Contact – the name of the person that will print on the fax cover sheet that will receive the fax.

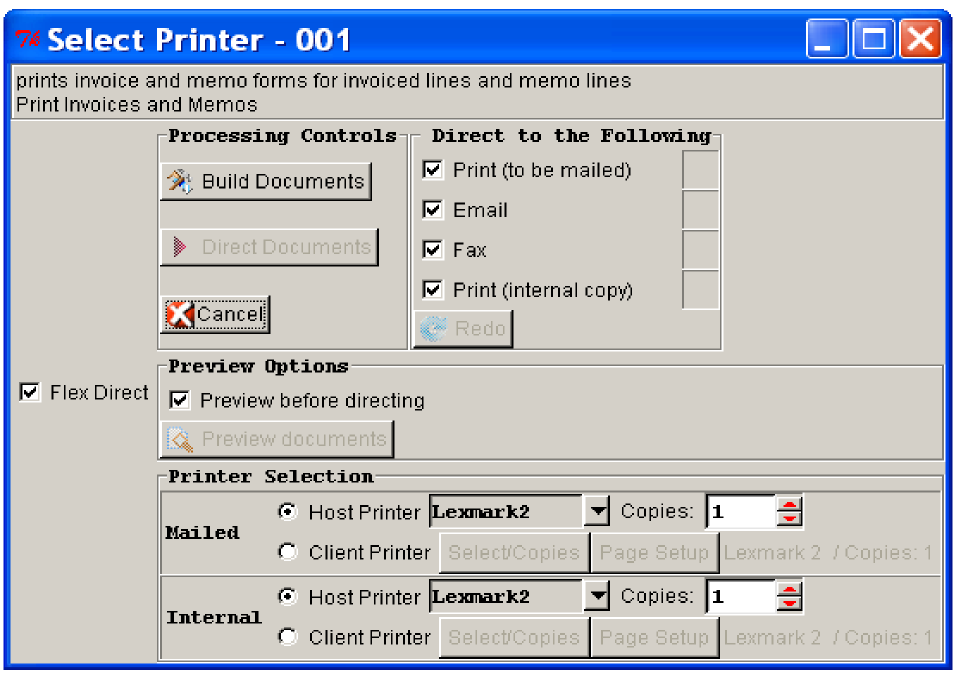
Failure notify – the email address of the employee that should be notified in the event the fax was not sent.

FDD PRINTER DIALOG BOX:

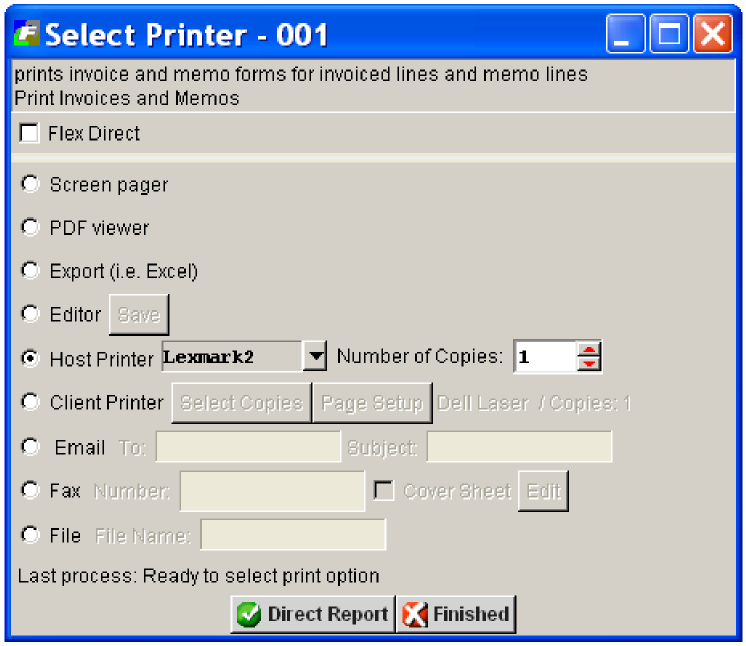
Report programs that do not support FDD will have this standard printer dialog box:



Here is the FDD printer dialog box:

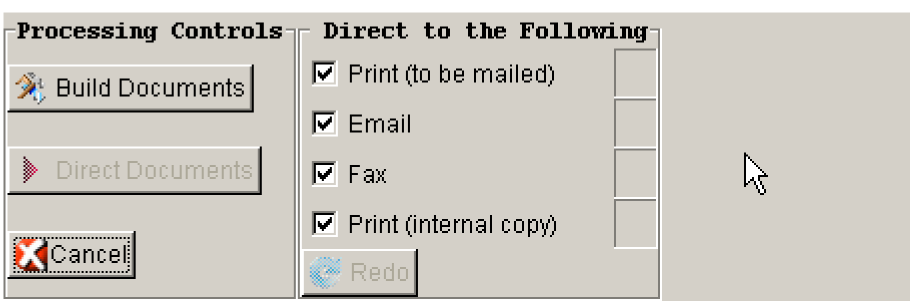


If you do not wish to use the flex direct options simply uncheck the flex direct box and the printer dialog box will disable the FDD options and display all options that are on the non FDD printer dialog box.



The FDD printer dialog box is divided into three sections:

Processing controls:

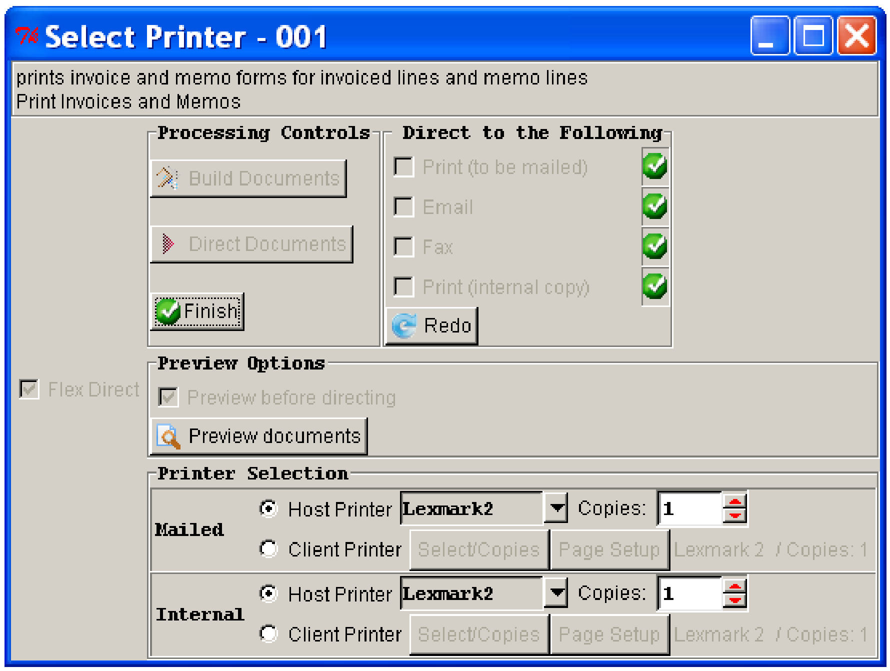


The example above shows that the documents will be processed via print to be mailed, email, fax, and internal print to be filed. These boxes can be unchecked as needed.

The first step is to click the Build Documents button. If the Preview before directing check box is checked you will be able to view a PDF of the documents prior to sending/printing them. Please note that if you click the Cancel button before clicking the Direct Documents button you will need to select the reprint option when you process your documents as the Build Documents options sets the print flag to Y at the table level even though you have not printed/sent your documents.

The next step is to click the Direct Documents button. This will send/print the documents. See discussion on Printer Selection section below for directing the documents to your various printers.

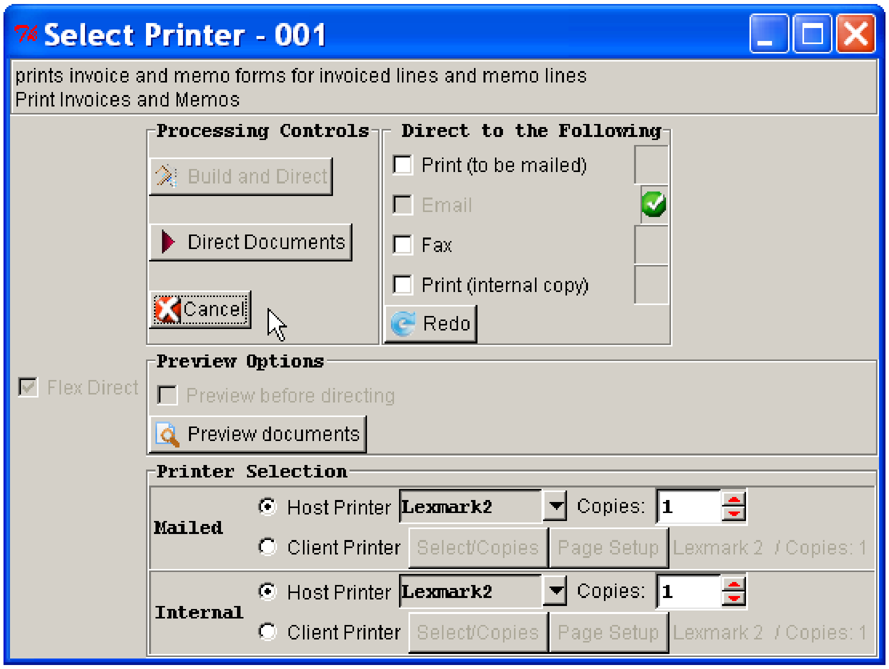
If all Direction method check boxes were checked, the printer dialog box will look like this after the documents were printed/sent:



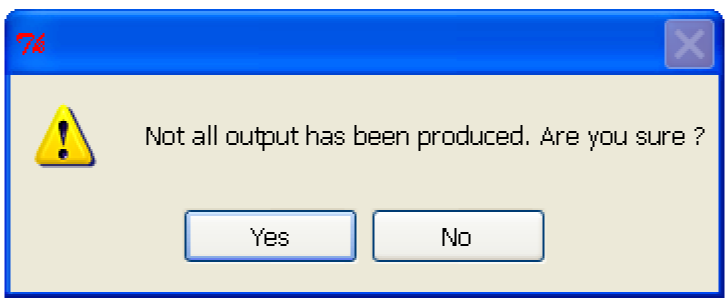
The green check marks indicate the direction methods that were processed. To return to the menu, click the finished button.

In the event that you want to process the documents again (an example of the need for this would be if the printer ran out of paper or the paper jammed) click the redo button and then check the direction method check box that you wish to process again. Once the direction method check boxes are checked, click the Direct Documents button to reprint/resend your documents.

If you uncheck some of the selection methods (ie- only check email check box) and then process the documents the printer dialog box will have a Cancel button instead of a Finished button

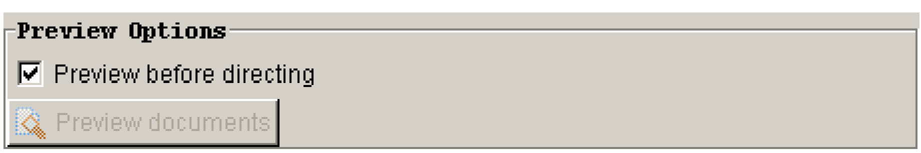


To return to the menu click the Cancel button and you will receive this warning:



This warning is just to let you know that all delivery methods were not selected. Click Yes if this is correct. Click No if you wish to display the printer dialog box again.

Preview Options:



If this check box is checked (and that is the default setting) you will be able to preview a PDF of the documents by clicking the Build Documents button prior to Directing/Processing them. If you do not wish to preview, uncheck this box.

Printer Selection:

This section of the screen controls printer selection.

Mailed – printer selection will only be accessible if the Print (to be mailed) check box is checked. Select either a network printer or a client printer and the number of copies to print for the documents that will be mailed.

Internal - printer selection will only be accessible if the Print (internal copy) check box is checked. Select either a network printer or a client printer and the number of copies to print for the documents that will be printed for internal purposes.

Note about Client Printers:

If you change your printer selection to a client printer the printer selection section will display two new buttons:

and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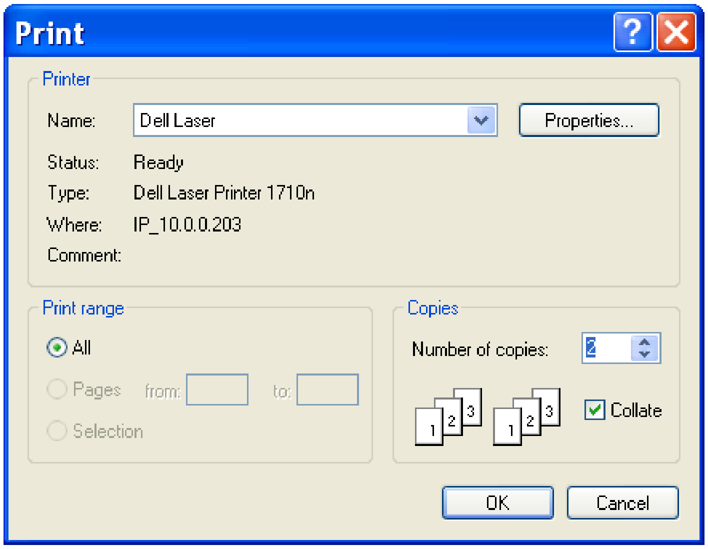
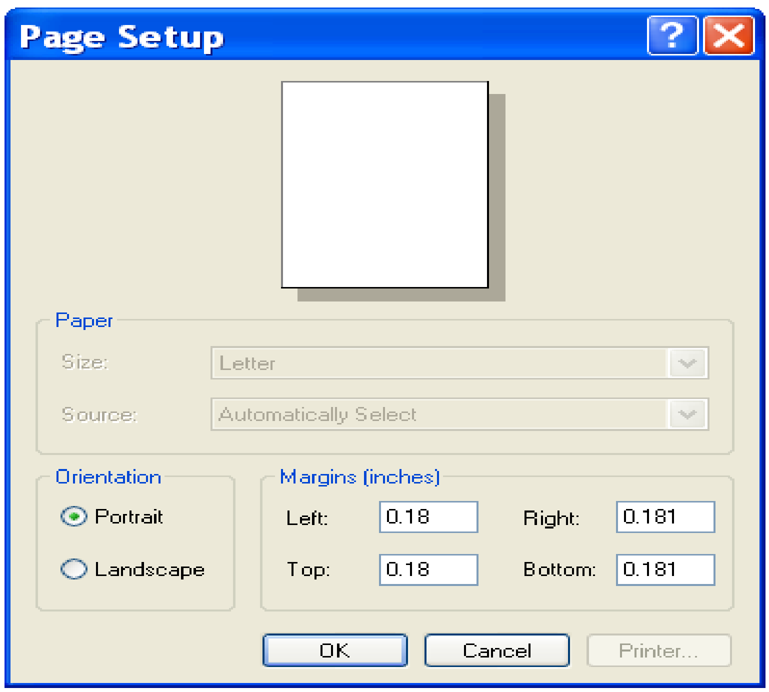
Select/Copies – click this button to select the client printer and the number of copies you wish to print:

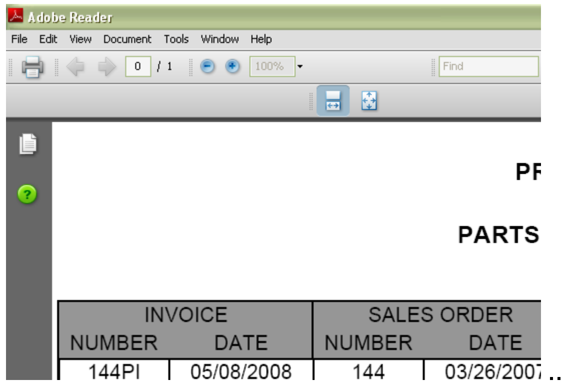


Page Setup – click this option to review/change the page set up:

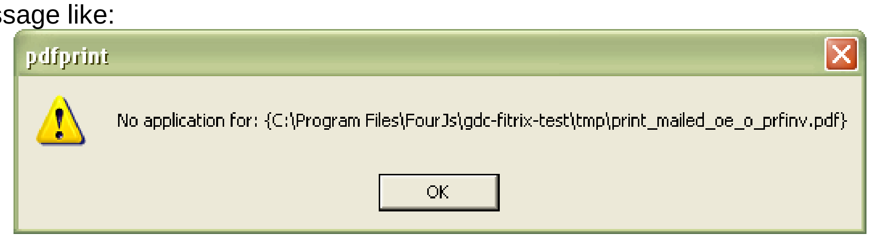


To proceed click the Build Documents button. Since a client printer was selected, Adobe Acrobat will direct copy(s) to the printer.

The user will see Adobe Acrobat Reader Launch and appear briefly:



You may see a message like:



This means that Adobe Acrobat Reader is not installed. This is a free product and may be downloaded and

installed from: http://www.adobe.com by clicking on: Get ADOBE® READER®.

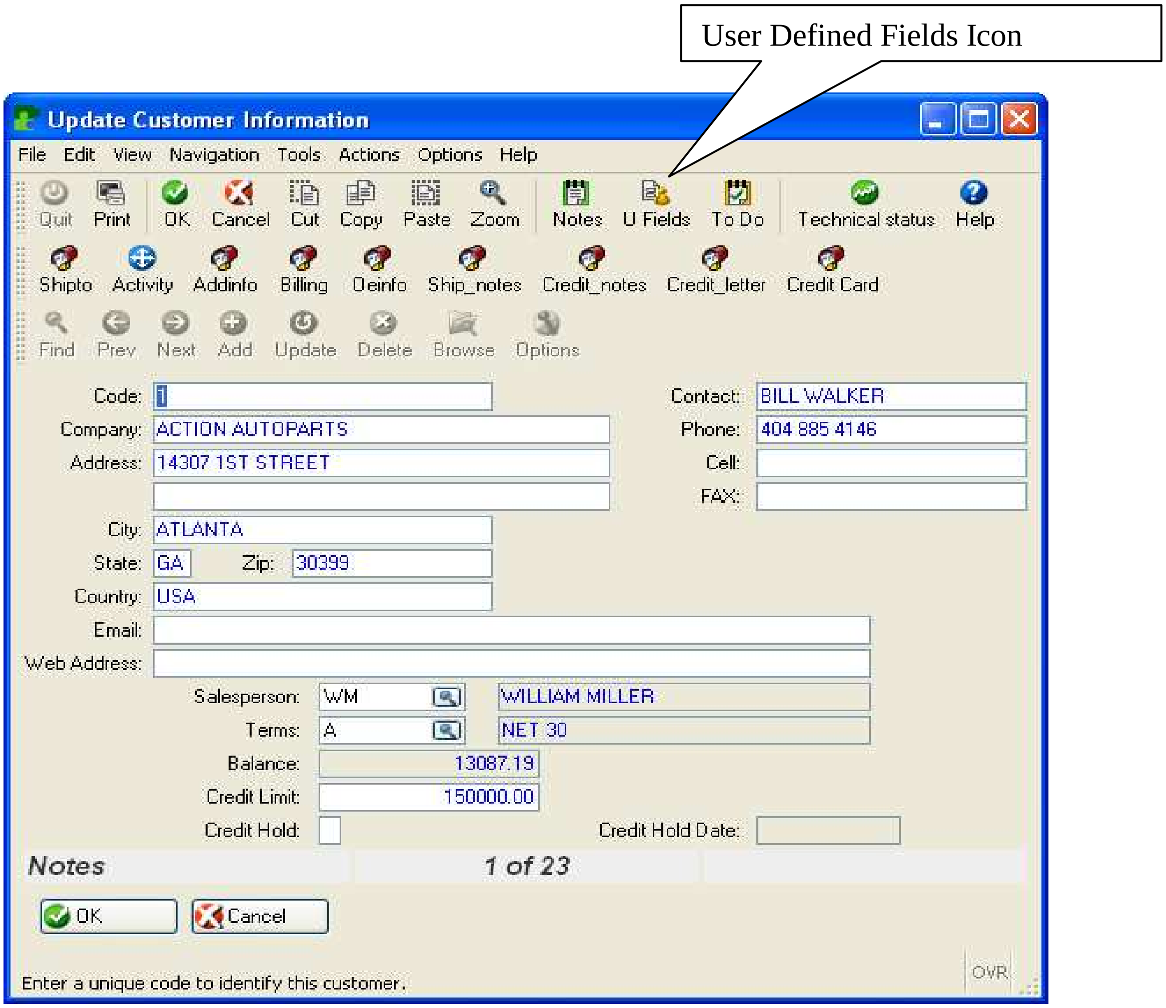
User Control Libraries

User Control Libraries (UCL's) are advanced features which give you control over the Fitrix Accounting system. Included in these libraries are:

• User Defined Field	User Defined button (or Ctrl-F)
• Freeform Notes (Sticky Notes)	Notes button (or Ctrl-N)
• Personal "To Do" Notes	To Do button (or Ctrl-T)
• User Defined Help	Help button (or Ctrl-W)
• User Defined Error Messaging	Help button (or Ctrl-W)

All of these UCL's are available on the Standard Toolbar.

User - Defined Fields

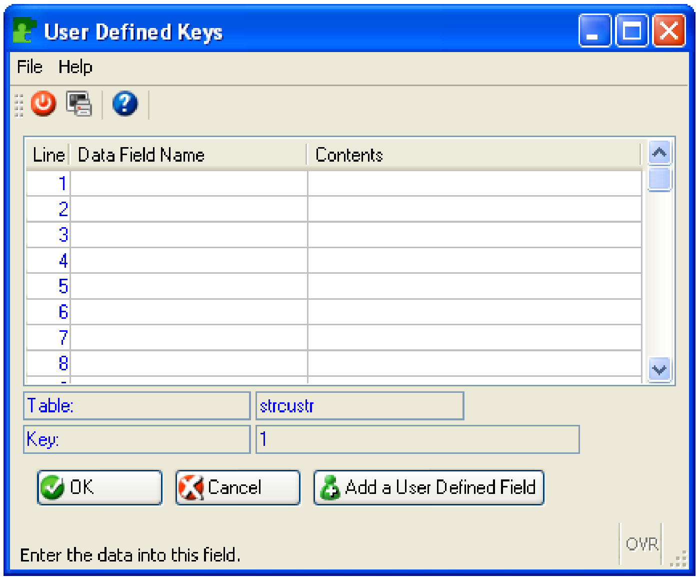


User defined fields allow you to store additional information within a given program without modifying the programs. These fields are only used in data entry screens and are specific to the data entry screen. Up to fifty User-Defined Fields can be defined for every data screen.

To access the User Defined fields screen you must be in a data entry screen and in update mode.

To view the screen above, select **Accounts Receivable** > **Customer Information** > **Update Customer Information**. Click **Find**, and then press the **Enter** key to retrieve all records. Click **Update** to enter update mode.

Click the **U Fields** button (or press **Ctrl F**) to display the User defined fields screen:



Line, Data Field Name, and Contents are the three columns that appear in the window:

Line indicates the number of the field.

Data Field Name is the title of the field being defined.

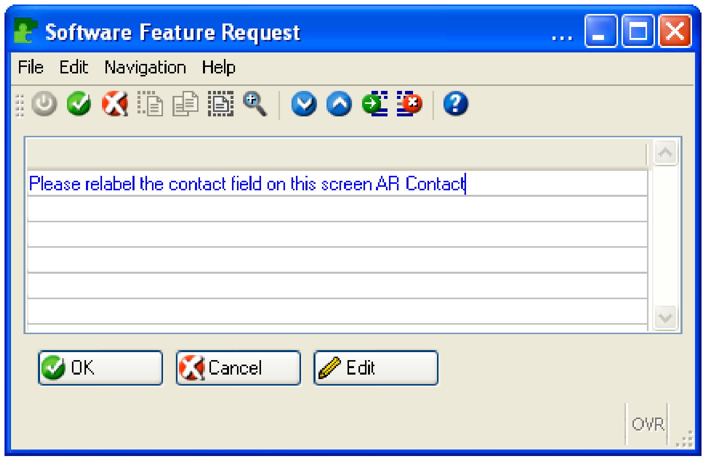
Contents is the column where the document specific data will be entered.

Click on the Add a User Defined Field button to move between field name and contents. Press TAB or use the arrow keys or to move from one line to another. Click the OK button (or press ENTER) to store entry. Click the Cancel button (or press ESC) to cancel.

Once a User Defined Field has been created, all users will be prompted to make an entry in this field the next time a record is entered and stored.

Feature Request

This option launches a screen program where you can enter any program features you need. This information is then logged in the errlog file so your system administrator can review it and make the requested changes.



Freeform Notes

Freeform Notes allow the entry of text to be applied to any document. Up to 99 lines of free form text can be added to a document. To access Notes you must be in a Data Entry screen and in Update Mode.

Click the **Notes** button (or press Ctrl-N) to display notes window.

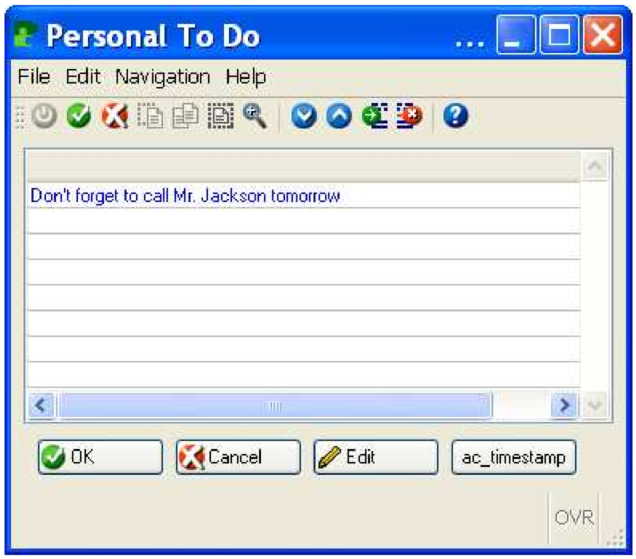
By clicking on the ac_timestamp button you can also insert the user id, date, and time entered into the note.

Click the OK button (or press ENTER) to store and return to main menu.

Personal "To Do" Notes

To-Do notes allow users to manage a personalized To-Do list from within any accounting module.

This list is specific to the user login and is accessed by clicking the **To Do** button (or pressing Ctrl-T) at any time the system is *not* in update mode.



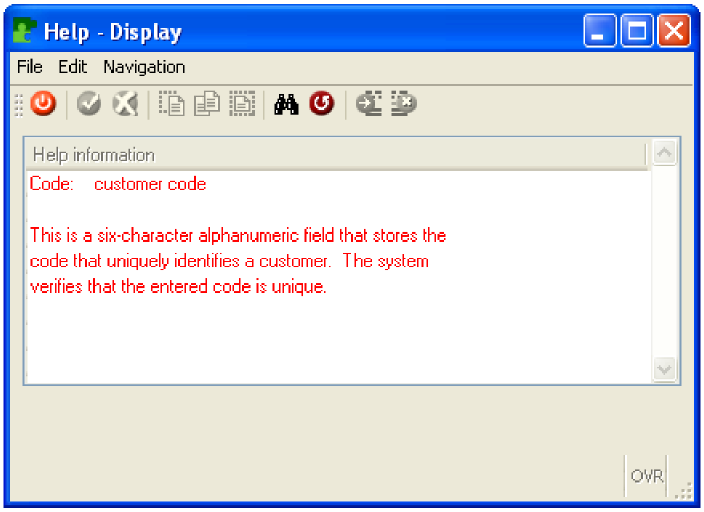
By clicking on the ac_timestamp button you can also insert the user id, date, and time entered into the note.

Click the OK button (or press ENTER) to store.

User Defined Help

User Defined Help can be created for each field in a data entry screen. This allows you to clarify existing help text or customizes it to be specific to your operation.

Click the **Help** button (or press Ctrl-W), (U)pdate, and click the OK button (or ENTER) to store when done.

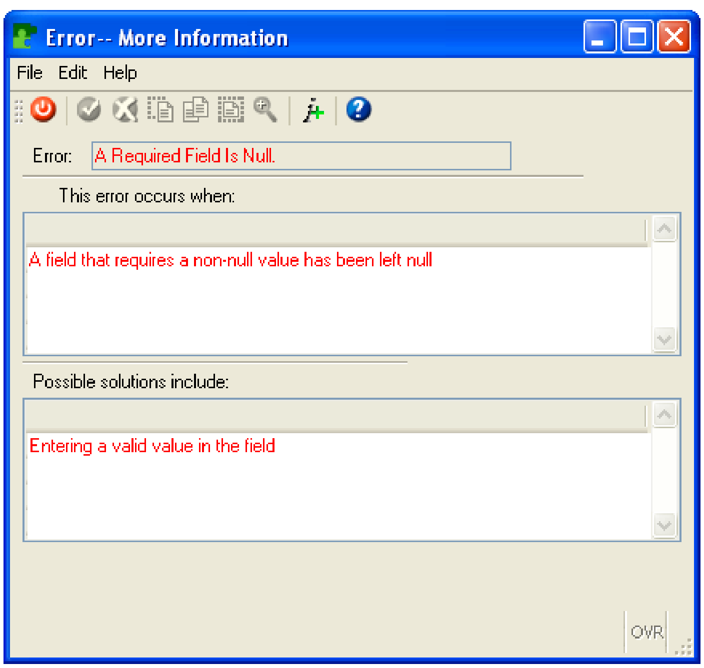


Click on Exit button or press (Q)uit to return to the Customer Information screen.

User Defined Error Messaging

User Defined Error Messaging is a context sensitive system for displaying user-friendly error messages and instructions on how to deal with those errors. It allows user to see more detail about how an error might have been caused and how it can be corrected. The update command allows for clarification of error help message so that learning can be captured on the system.

To update an error message an error must first occur. To create an error, enter AAA in customer code field, ENTER to store, and “Y” to view error information.



Field	Description
Edit- View	Allows you to scroll through text with arrow keys.
Edit - Update	Used to update error messages.
Help - Technical Status	Displays information about the program where the error is occurring. If you are reporting an error to your technical support, you may be asked for this information.
Log	Allows you to automatically log system information and add comments to the error log. This is also useful information for your technical support.
Quit	Closes the User Defined Error Messages window.

Query by Example

Wildcards

Wildcards are special characters used to represent other characters. The wildcards that can be used on a selection criteria screen are listed below. Wildcards may be used *only with character or alphanumeric fields*.

Wildcard Symbol Definition:

* Asterisk - The asterisk replaces any group of zero or more characters in a character field.

? Question Mark - The question mark replaces any single character in a character field.

Relational Operators

Relational operators are symbols used to compare two values. These values can be character, numeric, or date types. A variety of operators are available to help you specify ranges or lists.

When using the first five relational operators (greater than, greater than or equal to, less than, less than or equal to, and not equal to), the relational operator is entered first, followed by the number or alphanumeric character(s).

Relational Operator Definition:

> Greater Than - Finds all values greater than the specified value.

>= Greater Than or Equal To - Finds all values greater than or equal to the specified value.

< Less Than - Finds all values less than the specified value.

<= Less Than or Equal To - Finds all values less than or equal to the specified value

<> Not Equal To - Finds all values not equal to the specified value.

= Null - Finds records that have a null value in the field. A null value means that the field has no value—it is empty.

!= Not Null- Finds all values that are not null. Selects all records that have *any*thing in the field.

: Range - Search for a range of values. Can be used with numeric, character, alphanumeric, and date fields.

| Pipe - The pipe symbol is used to represent "or". On most keyboards, the pipe symbol is found above the backslash "\".

Search Criteria Examples

GO TO UPDATE CUSTOMER INFORMATION SCREEN:

1. Search for all customers that salesperson code TM

In the salesperson field enter TM and press enter or click OK to accept.

2. Search for all customers that an account balance > $50,000

In the balance field enter >50000 and press enter or click OK to accept.

3. Search for all customers that have a credit limit greater than or equal to $50,000.

In the credit limit field enter >=50000 and press enter or click OK to accept.

4. Search for all customers that have a name beginning with C.

In Company field enter C* and press enter or click OK to accept.

5. Search for all customers that have A in their business name.

In the Company, enter *A* and press enter or click OK to accept. This selects all customers where an A is preceded and followed by one or any number of characters.

6. Search for customer codes with A as the second character.

In the Company field, enter ?A* and press enter or click on OK to accept. This selects all customers where A is preceded by exactly one character and followed by none or any number of characters.

7. Search for all customers where salesperson code is either TM or WM.

In the salesperson field enter TM|WM and press enter or click on OK to accept.

GO INTO UPDATE AR CASH RECEIPTS SCREEN (Financial management-2-1-e-b):

1. Search for all transactions dated from January 1st 2007 through today.

In that Date field, enter 010107 : today's date and press enter or click on OK to accept.
This search selects all transactions between the specified dates, *including* those dated January 1 and today. Remember, when entering dates, any of the following formats are valid: m/d/yy, mm/dd/yy, mmddyy, or mm-dd-yy.

2. Search for all transactions where check number is blank.

In the check number field enter = and press enter or click OK to accept. The = means you are searching for all transactions where the check number is null.

3. Search for all transactions where check number is not blank.

In the check number field enter != and press enter or click on OK to accept.
The != means you are searching for all transactions where the check number is not null.

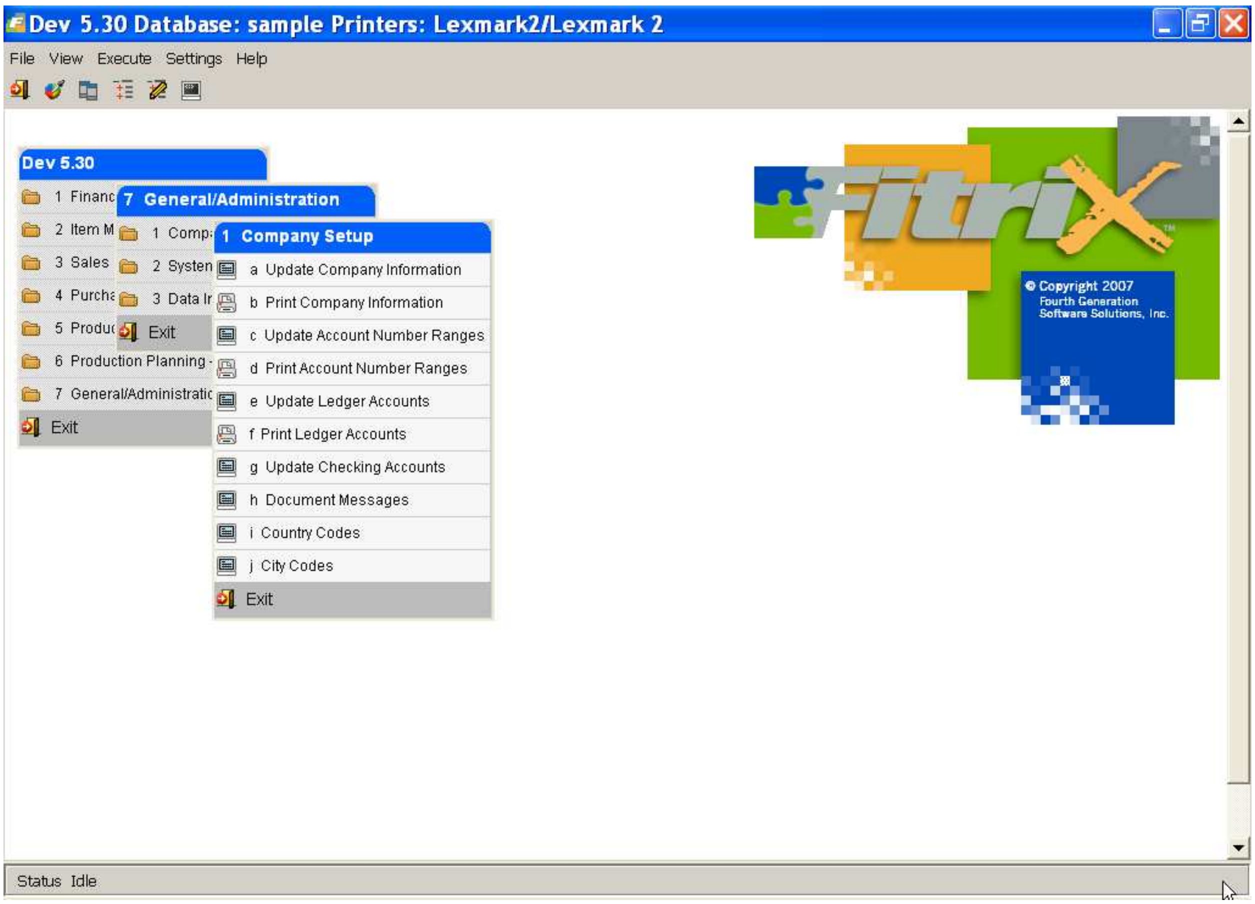
Company Set Up & Multilevel Tax

A company must be set up in the Fitrix system before any accounting transactions can be entered. Updating and editing company information also occurs in the menu selections described in this chapter.

Set Up Company

The Set Up Company Menu contains the menu options for setting up company information and base files.

To view this screen, select any General/Administration from the main menu, and then select Company Setup.



The menu selections are:

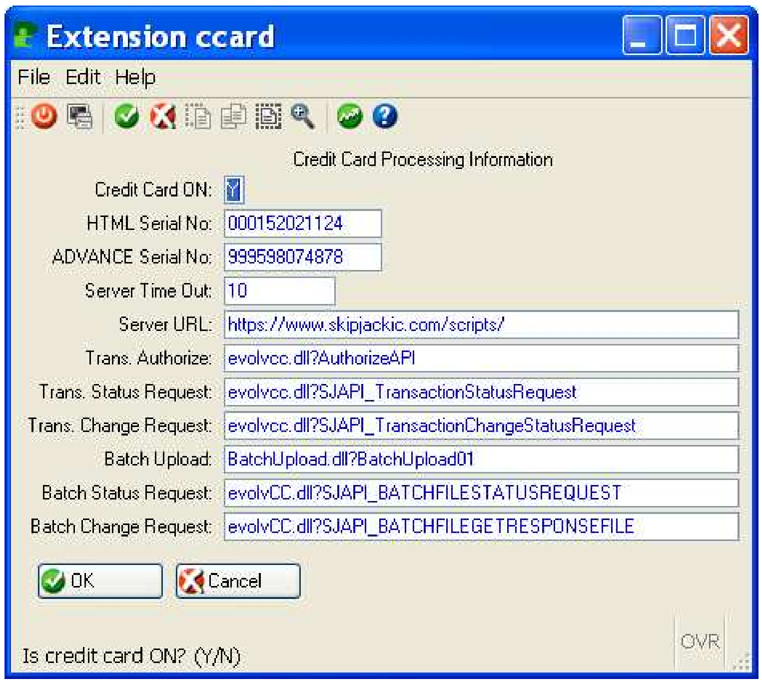
- **Update Company Information -** The data entry screen for company information such as company address and department codes.

  Note: This is also where you set flag for multilevel tax to (Y) if sales tax is charged on your products.

  Note: By clicking on the Addl Info, a screen containing additional information, such as telephone number, displays.

Note: By clicking on Remit, a screen will display for you to enter your company's remittance address for cash receipts. This remittance address prints on both the Order Entry Invoice and Accounts Receivable invoice.

Note: By clicking on Credit Card icon, a screen containing information needed to use Credit Card processing displays.



HTML Serial No.- assigned by Skipjack. The initial serial number assigned by Skipjack is for testing purposes only and will therefore need to be changed when you are ready to go live.

Advance Serial No.- assigned by Skipjack. This also is for testing purposes only and will need to be changed when you are ready to go live.

Server Time Out- number of seconds before connection to Skipjack will be disconnected due to lack of response.

Server URL- assigned by Skipjack

Trans Authorize- assigned by Skipjack for authorization

Trans Status Request – assigned by Skipjack to get transaction id, authorize additional amounts if items are added to an order already authorized, or to delete an authorized transaction in the event the order is cancelled.

Trans Change Request- assigned by Skipjack to get change status due to additional amounts or deletions.

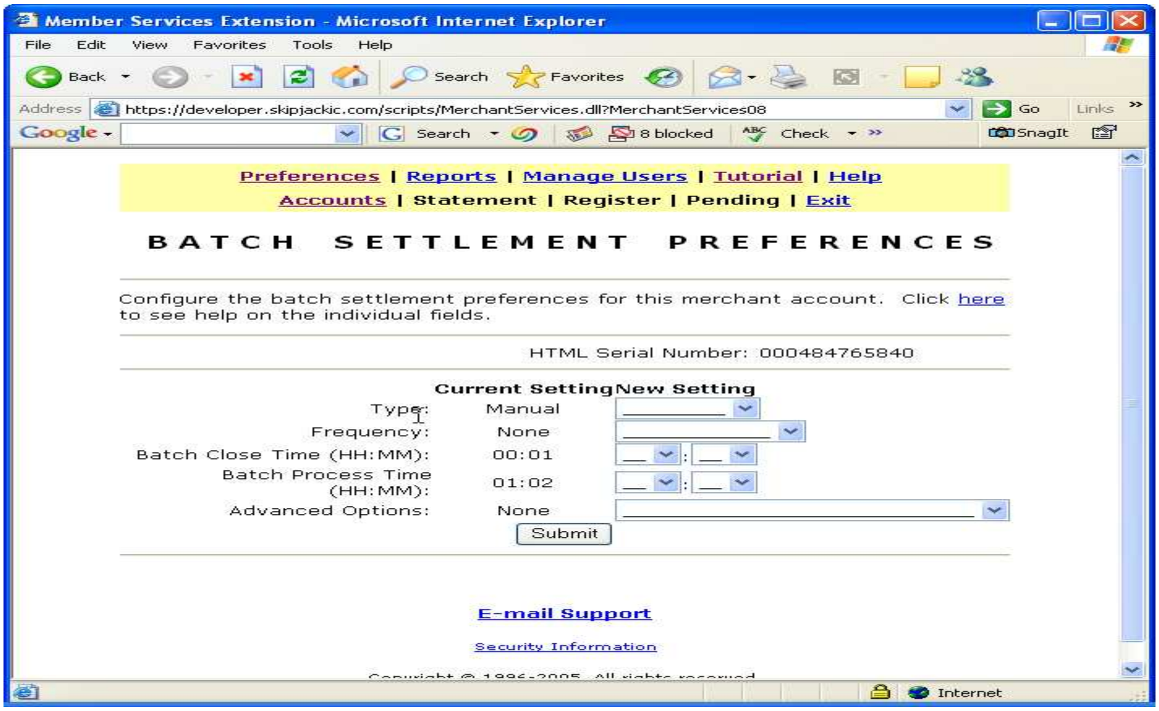
Batch Upload – assigned by Skipjack to upload batches for settlement

Batch Status Request - assigned by Skip Jack. Used to check batch file status (uploaded, processing, completed).

Batch Change Request - assigned by Skipjack. Once the batch status is completed this API is used to read the result of every transaction uploaded in the batch.

To complete set up to process credit cards you must then go to the Skip Jack Website (www.skpjack.com).

On the Skipjack website, click on Batch Settlement Preferences and set to manual daily so that Skipjack will settle all invoices once a day at a time of day specified by you.



You will also need to:

Enable blind credits - Click "Edit Account" button and enable "Allow Blind Credits." option. This is so all outstanding credits automatically settle at the end of the day.

Enable batch processing- have Skipjack enable this when you set up your merchant account.

Turn on send email to customer- Click "Edit Account" button and enable "Send E-mail Response to Customer" option. Also customize email message to reflect your company's information. This is optional. Do not turn this on if you do not want your customer to receive an email each time an invoice is authorized or an invoice is settled.

Print Company Information - Provides output options to the screen or printer.

Update Account Number Ranges - This data entry screen that allows you to define the starting account number for a type of account. You must define your ranges before creating your chart of accounts.

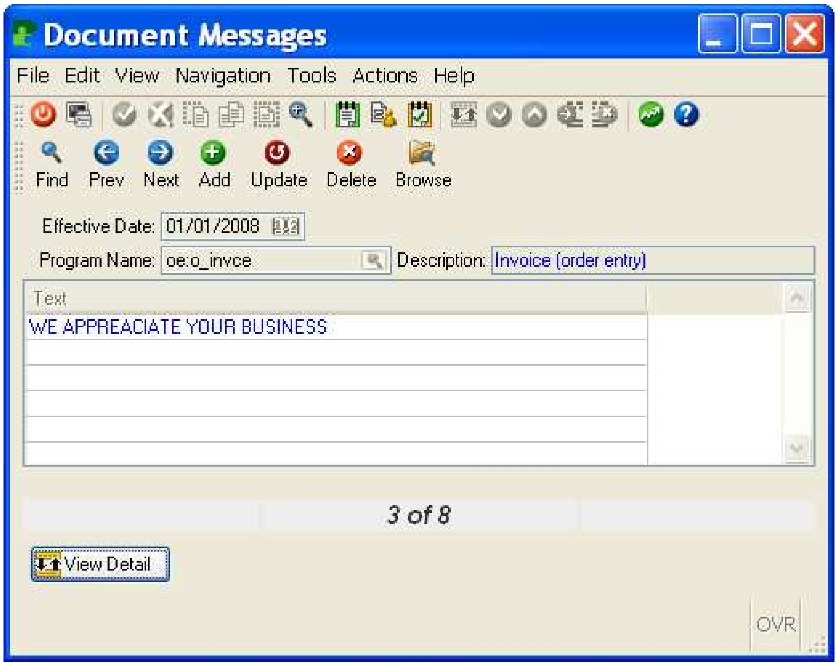
Print Account Number Ranges - Provides output options for the Account Number Ranges.

Update Ledger Accounts - This data entry screen that allows you to enter the Company Chart of Accounts.

Print Ledger Accounts - Provides output options for the Chart of Accounts.

Update Checking Accounts - Defines your checking accounts GL account numbers. All checking accounts that you want to reconcile using the Reconcile checking Accounts program in Accounts Payable must be set up here.

Document Messages - This program enables to enter messages on various forms.



1. Go into Add mode.
2. Enter the effective beginning date for the message.
3. Enter the program name. Zoom is available and the following programs have been modified so that the message entered here will print:

Name	Description
oe:o_order	Order Acknowledgement
oe:o_picker	Picking Ticket
oe:o_shipr	Packing Slip
oe:o_invce	Invoice (order entry)
oe:o_prfinv	Proforma Invoice (export)
oe:o_shper	Packing List (export)
oe:o_billdg	Bill Of Lading (export)
oe:o_cminv	Commercial Invoice (export)

oe:o_proinv	Provisional Invoice (export)
oe:o_incf	Final Invoice (export)
pu:o_order	Purchase Order
ar:o_invce	Invoice(accounts receivable)
ar:o_stmt	Statement of account

4. Enter the detail section of the screen to enter your message.
5. Click OK or press Enter to store.

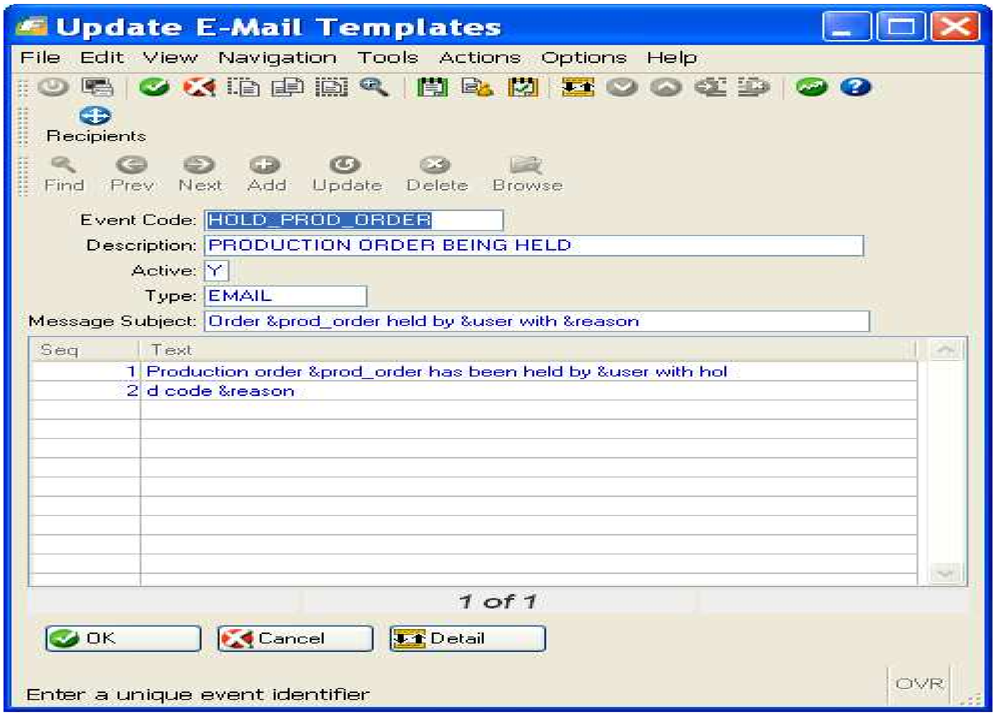
Country Codes - this program comes preloaded with countries around. When setting up customer, ship-tos, vendors, and pay-tos the country code is validated against the countries found here.

City Codes – this program comes preloaded with cities around the world. The data stored in the city code table is used to validate the shipment destination entered on the Order Entry summary screen.

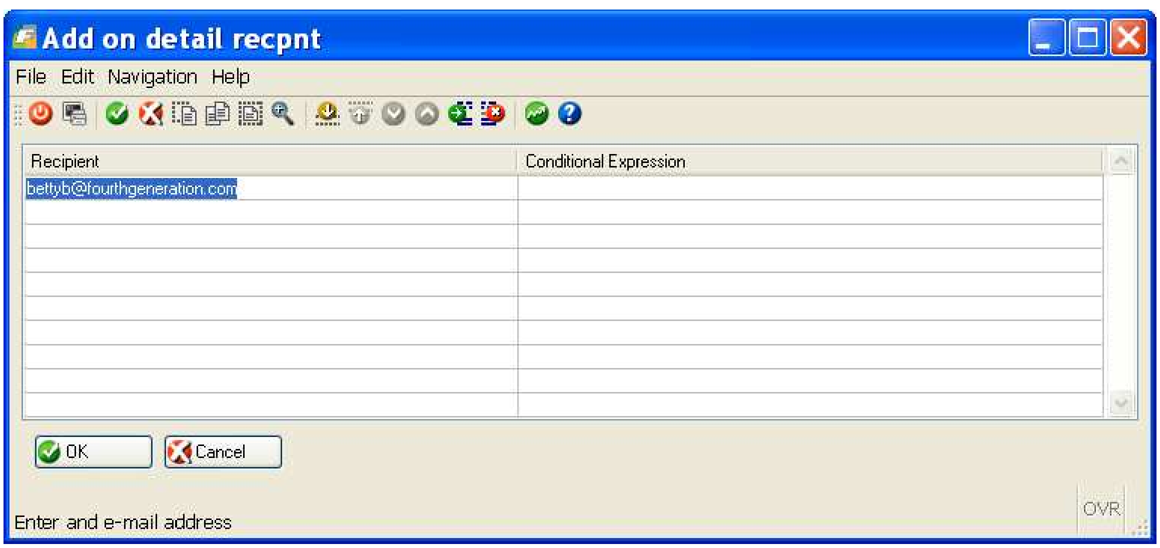
Update Email Templates – this program is used to set up email alerts

If a production order is placed on hold an email will be sent to the person defined as the contact in the Email Templates program. If the production order is linked to a sales order, an email will also be sent to the sales person assigned to that sales order.

Please note that the email template below will be delivered with the software and is the only template available at this time. Future templates that may be needed will need to be coordinated with a programmer as there is some programming involved to extract the specific data needed using the special characters (ie- &) below.



Next click on the Recipient icon on the toolbar and enter the recipient's email address. The conditional expression field is reserved for future use and can therefore be left blank for now.



The mail addresses used must be internal company email addresses. Addresses not internal will require additional configuration by your IT department.

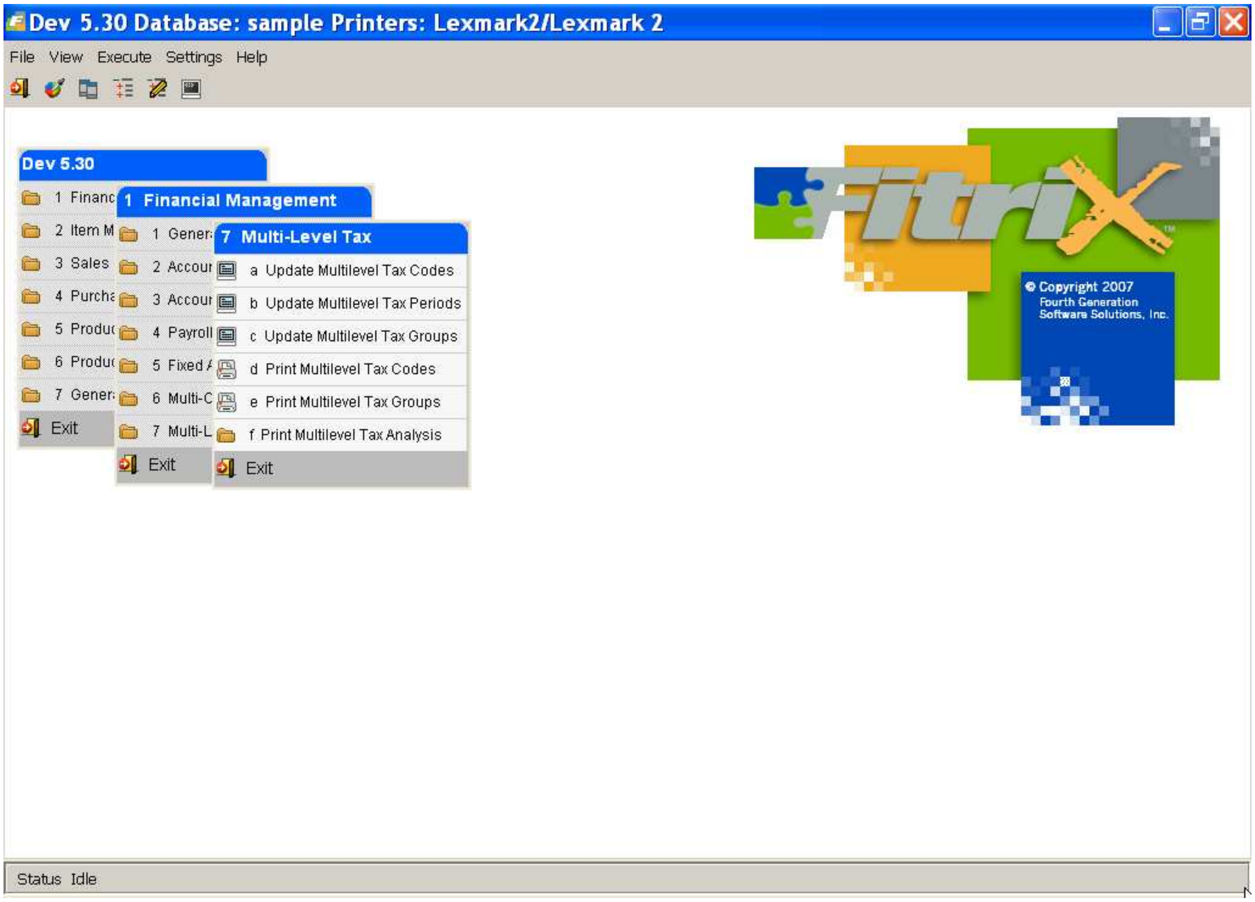
You must also make sure to enter an email address for every salesperson so that they too will receive emails for production orders put on hold that are linked to sales orders.

Menu path (3-2-4-c-j):

Click **Exit** to close the **Setup Company** menu.

Multilevel Tax

For multilevel tax recording and reporting purposes, there are three entry screens and three reporting options associated with Multilevel Tax. To view this screen from main menu select Financial Management and , then select Multilevel Tax.



The menu selections are:

- **Update Multilevel Tax Code -** A specific code that identifies a percentage for taxation.
- **Update Multilevel Tax Group -** A grouping of one or more tax codes that comprise a specific tax situation. For example, if a sales tax is comprised of a county and city tax, you would first set up a tax code for county tax, a tax code for city tax, and then set up a tax group that will be comprised of both tax codes. The cumulative should be set to (N) if tax is to be calculated on goods amount only and set to (Y) if tax is to be calculated on goods amount plus any tax amount for a tax that displays on a previous line.
- **Update Multilevel Tax Period -** A calendar period defined for calculating tax amounts for reporting purposes.
- **Print Multilevel Tax Codes -** Provides output options for the information defined for a tax code.

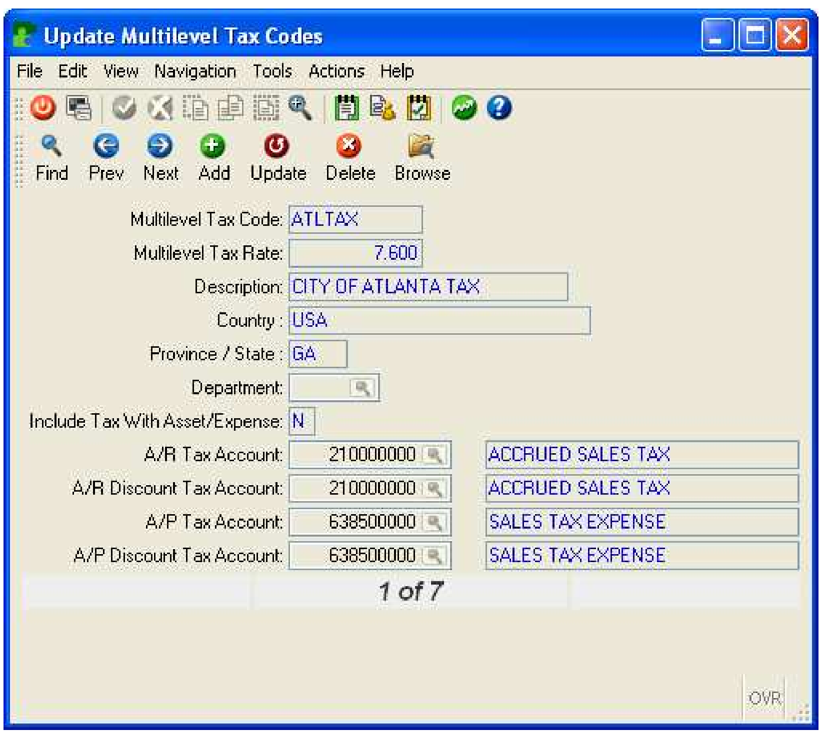
- **Print Multilevel Tax Group -** Prints with a breakdown of the Tax Codes the group is comprised of.
- **Print Multilevel Tax Analysis -** Prints a summary or Detail Analysis of tax amounts for Accounts Payable or Accounts Receivable for a specified time period.

Tax Codes

To view all of the Multilevel Tax Codes in the system:

Step	Action
1	Choose option **(a) Update Multilevel Tax Codes**. The Multilevel Tax Code data entry screen displays
2	Click the **Find** button
3	Press the **Enter** key. All multilevel tax code records are retrieved.
4	Click the **Nxt** or **Prv** buttons to navigate to the record you wish to view.
5	Update the record, and then click OK.
6	Press **Quit** to return to the Multilevel Tax menu.

Tax codes are defined for each tax rate in Update Multilevel Tax Code:



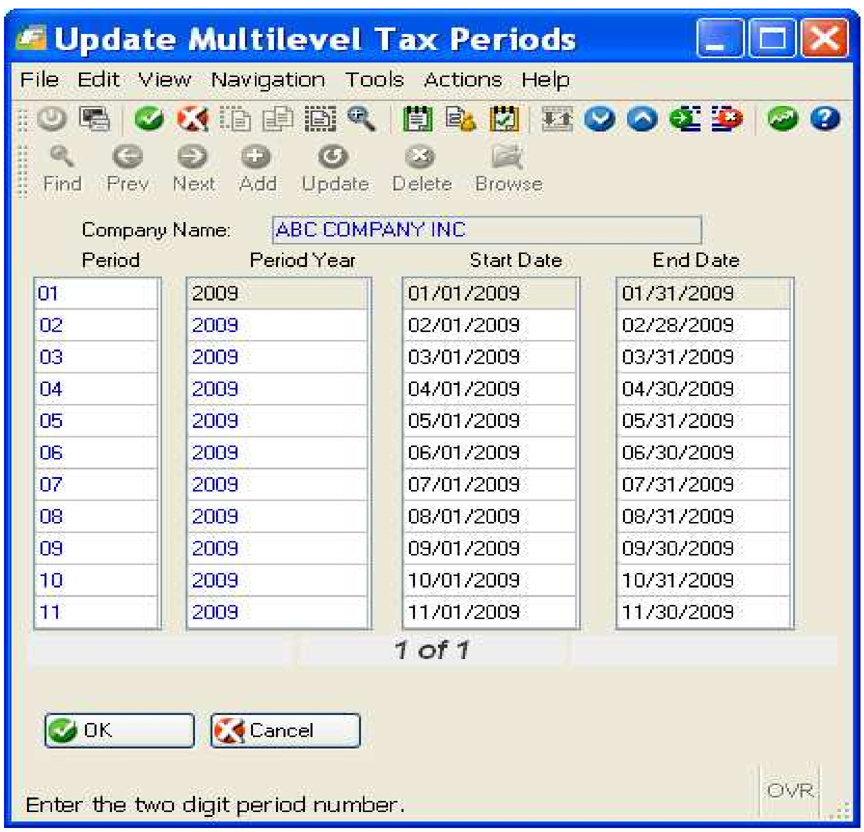
The field descriptions for this screen are:

Field	Description
Multilevel Tax Code:	User defined code unique for a specific tax rate.
Multilevel Tax Rate:	Tax rate entered as a percentage.
Description:	User defined description for tax code and rate.
Department:	Allows you to identify a specific department code for this tax to be posted to. If a department code is not entered, the tax will post to the department specified at the time the transaction is entered.
Include Tax with Asset/Expense:	If you want to include the tax amount with the cost of an asset or expense in the purchasing module enter (Y) in this field. This allows you to post the “fully landed” cost of an inventory or asset item. If you do not want to include the tax with the cost of an asset or expense, or if you do not have the purchasing module installed enter (N).
A/R Tax Account::	Enter the appropriate accounts receivable account number to which the tax will post. This field is required.
A/R Discount Tax Account:	Enter the appropriate amount of the discount subject to taxation for the accounts receivable account. If the Company Defaults Multilevel Tax field is set to “Y” and the Update Receivable Defaults Calculate Tax on Cash Discounts field is set to “Y”, the account entered here is the account that multilevel tax discounts are posted to.
A/P Tax Account::	This is the ledger account used by Update Payable Documents and Update Non-A/P Checks for this tax code. If documents are entered with this tax code, the tax amounts are posted to this ledger account. This field is required.
A/P Discount Tax Account:	Enter the appropriate amount of the discount subject to taxation for the accounts payable account. If the Company Defaults Multilevel Tax field is set to “Y” and the Update Payable Defaults Calculate Tax on Cash Discounts field is set to “Y”, the account entered here is the account that multilevel tax discounts are posted to. This field is required even if the A/R Discount Tax Account is set to “N”.

Tax Periods

Tax periods entered with the update Multilevel Tax Periods option enable you to run the Multilevel Tax Analysis reports for the precise periods that you want. You can use the periods defined here in the selection criteria screens when tax analysis reports are run.

Step	Action
1	Choose option **(b) Update Multilevel Tax Periods.** The Multilevel Tax Code data entry screen displays
2	Click the **Update** button. *Note:* Since there can only be one record in this file, only the update option on the menu can be used. The Add, Delete, Find, and Browse commands have been disabled.
3	**Update** the Tax Periods as required, and then click OK or press Enter.
4	Click Exit or press Quit to return to the Multilevel Tax menu.



Tax Group

Multilevel Tax Groups allow you to track multiple level of tax for a given document. To use multilevel tax groups you must define a Y in the Multilevel Tax Group Codes field on the Company Information form.

Step	Action
1	Choose option **(c) Update Multilevel Tax Groups** The Multilevel Tax Code data entry screen displays
2	Click the **Find** button
3	Press the **Enter** key. All multilevel tax groups are retrieved.
4	Click the **Nxt** or **Prv** buttons to navigate to the record you wish to view.
5	Update the record, and then click OK.
6	Click Exit or press **Quit** to return to the Multilevel Tax menu.

Field	Description
Multilevel Tax Group Code:	A unique User defined code identifying a tax group
Description:	Tax Group Description.
Tax Code:	Allows you to define at least one code for a Tax Group. You can have up to four tax codes.
Description:	System generated, based upon the tax code defined.
Rate:	System generated, based upon the tax code defined.
Cumulative:	Allows you to define "N" if the tax amount should be calculated on the net amount only or "Y" if the tax amount should be calculated on the cost of goods plus the amount of tax on those goods.

Click Exit or press Quit to return to the Multilevel Tax Menu.

Batch Control

NOTE: Batch control is covered in greater detail in Chapter 11 of the Getting Started with Fitrix User Guide.

Batch control is an optional feature that allows different users to independently enter separate batches in the same application at the same time. For example, before entering invoices in Accounts Receivable, user #1 will create a batch and a batch ID# will be generated. All data entry, edit list, invoice printing, and posting for user #l will be done within this batch. When user #2 enters invoices in Accounts Receivable, all of these transactions will be entered in a batch created by user #2. These transactions will post separately from those entered by user #1.

Batch control has been added to the following Fitrix modules:

Module	Application	Batch Type
Accounts Receivable	Update Receivable Documents	AR
	Update Cash Receipts	CR
Accounts Payable	Update Payable Documents	AP
	Update Checks	CD
General Ledger	Update General Journal	GJ
Order Entry	Update Invoices	OE
Purchasing	Update Receipts	PR
	Update A/P Invoices	PU
Inventory	Update Inventory Adjustments	IC

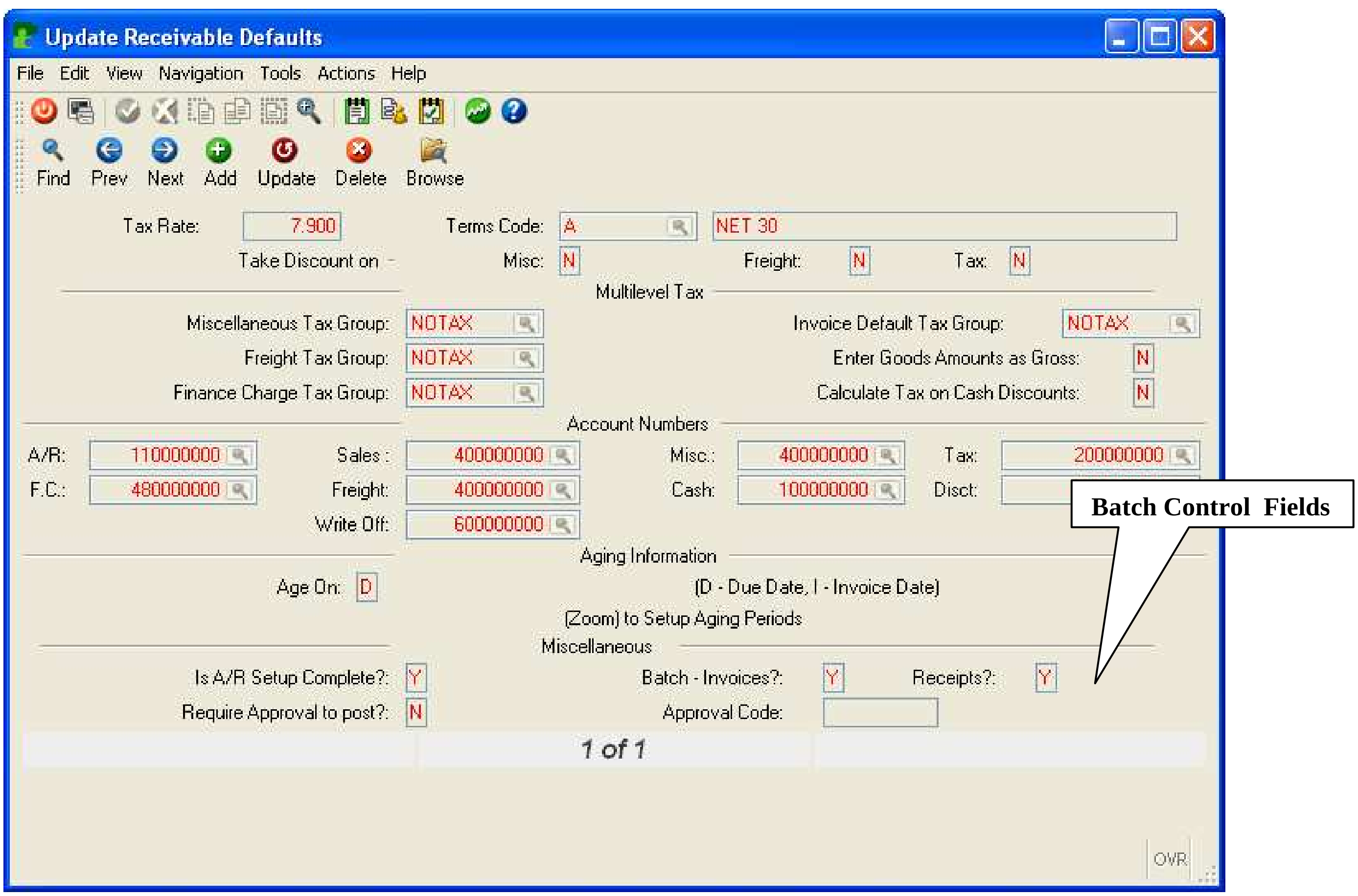
The mechanics of batch control are identical in each application.

Activating Batch Controls

TO ACTIVATE BATCH CONTROL (INITIAL SET UP):

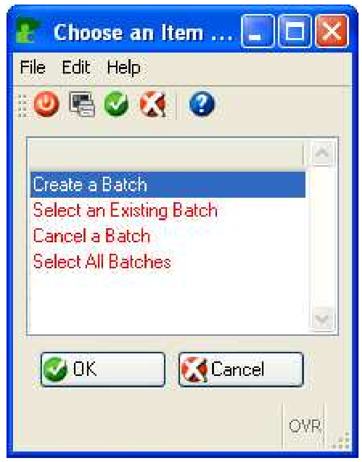
Step	Action
1	Select the Set up menu for each module and then select the update defaults menu.
2	Select update from the menu and move cursor to batch field.
3	From the **Batch** field, change flag to **Y** to activate batch control.

Step	Action
4	From the **Require Approval To Post** field choose **Y** or **N**. • If flag is set to **Y**, user will be allowed to enter transactions and perform other procedures but will not be allowed to post the batch until it has been approved for posting. • If approval is not necessary, the flag should bet set to **N**. *Note:* Once a batch has been approved for posting, the user can make no changes to the batch.
5	From the **Approval Code** field, enter the approval code needed to approve batches for posting. *Note:* The Code entered will not be visible on the screen. *Note:* If at a later date this code needs to be changed, original code will be needed to access this field.
6	Finish updating, and then click OK.
7	Click Exit or Press Quit to return to the menu.



Transaction Processing (using batches)

From a data entry screen that supports batches, click on the batch icon. The following picker window displays:



Create a Batch- This option will create a new batch. A batch must be created prior to entry of transactions. All transactions a user enters will go into this batch until the batch is posted or the user creates another new batch.

Select An Existing Batch- This is a zoom window that will display all active batches for the current batch type (batch type= AR, CD, GJ, etc.).

The various batch stages are:

ACT	Active batch
APR	Approved
CAN	Canceled batch
PST	Posted batch

First a prompt displays, “View Your Batches Only?” If Y is entered, only batches owned by current user will display and the user can select any batch from this list. If “N” is entered, user will be prompted for the approval code. All batches will be displayed regardless of owner and user can select any batch from this list.

Cancel A Batch - This option will cancel the current batch the user is working in. Only batches that don’t contain transactions can be canceled (batch must be empty).

Select All Batches - This option is a manager level function and the approval code is required to access this option. This option allows manager to view and edit all transactions in all active batches simultaneously. Batches can also be posted simultaneously without prior individual batch approval. Selecting a batch through Select An Existing Batch option will remove manager from All Batches mode.

Batch Approval

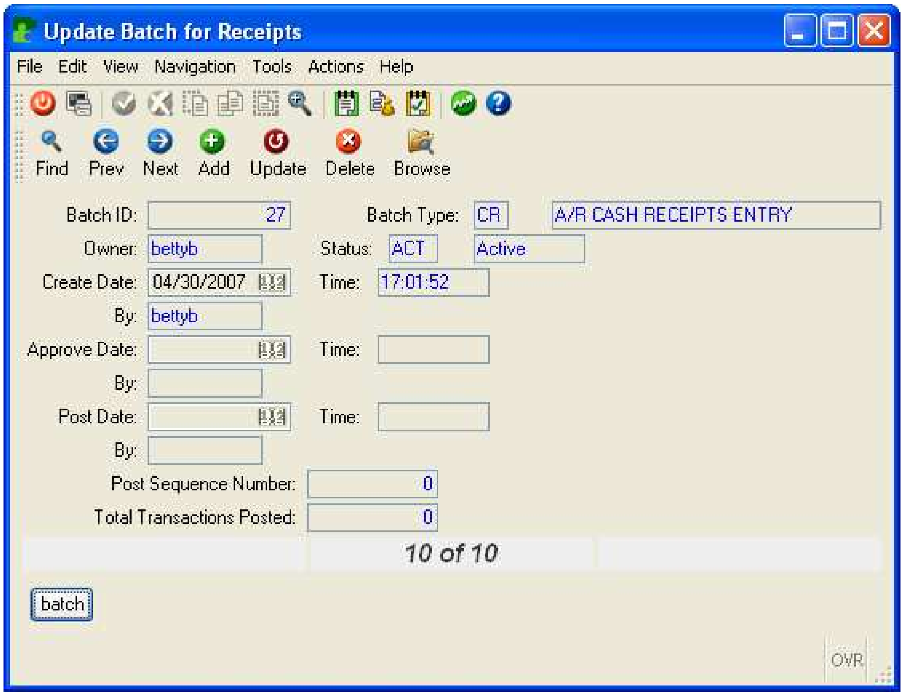
A Batch can be approved from the Administration menu or from within the application using the Batch Maintenance screen.

Administration Menu:

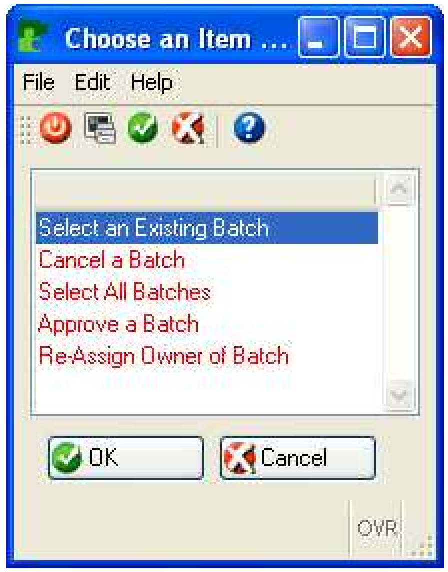
There is a menu option at the end of each Administration menu within each module. All batches regardless of module type can be reviewed and approved from the Administration menu.

Batch Maintenance (within Module):

When using the menu option to approve batches, users can only access and approve batches that have the batch type of the module (i.e.- AR, CD, GJ, etc.).



Step	Action
1	Choose option **Batch Maintenance**. From AR, AP, GL, or CD menus. The Batch Maintenance data entry screen displays.
2	Click the **Find** button
3	Press the **Esc** key. All batch control records are retrieved.
4	Click the **Nxt** or **Prv** buttons to navigate to the record you wish to view.
5	Select **Options** from the Action Menu, and then select batch from the action sub-menu.

Step	Action
6	The following picker window displays:  *Note:* If batch displayed on screen is approved (status = APR), picker window will not have an Approve option. It will have an Unapproved option instead.
7	Click the **Approve a Batch** option, and then click **OK.** *Note:* You can also unapprove or re-assign ownership of a batch using this procedure: • **Approve Current Batch** - Batch is now approved for posting and no changes can be made to the batch. • **Unapprove Current Batch** - this option is used to “unapproved” a batch previously approved in error. When a batch is unapproved, it can once again be accessed. (This option displays on the picker window in place of Approve Current Batch option if the batch has been previously approved) • **Re- Assign Owner Of Current Batch** - This function is used to re-assign an active batch to a different user.
8	The **Status** updates to **APR**. Click **Exit** or press **Quit** to return to the menu.

Learning Fitrix Review

- Multilevel Tax, Administration, Setup Company, Return to Main Menu are menu options which appear on all Fitrix Accounting Menus and contain programs or information which are consistently used throughout the different modules.

- Included in the base files for all accounting modules is the Set Up Company option which allows you to set up information that is shared and used consistently throughout the Fitrix Accounting System. Included in these base files are Company Information, Chart of Accounts, and Checking Account Numbers.

- Update Ledger Accounts is where the Chart of Accounts is entered for any Fitrix Business Module.

- Setting up Multilevel tax consists of defining Tax Codes, Tax Groups, and Tax Periods.

- Multilevel tax analysis reporting can be summary or detail form for a defined Tax Period for either Accounts Receivable or Accounts Payable.

- Batch processing allows different users to independently enter and post separate batches in the same applications at the same time.

Lab Exercise a: Commands

Data Entry Commands

Objective: To become familiar with the screen action commands.

1. **Open the Accounts Payable main menu. From the Main Menu, choose Financial Management and then choose selection 3. You may type “3” or click on it to select it.**

2. **From the Accounts Payable main menu choose #3 Vendor Information. This will bring up all menu items used to develop and maintain the vendor codes.**

3. **From this menu selection choose "a" to select Update Vendor Information**.

4. **This will bring up a data entry screen, which allows you to add or update items related to this Vendor. There are many screen sections.**
   - The Menu Standard Toolbar at the top of the screen.
   - The Standard Toolbar is below it menu toolbar.
   - The Other toolbar is below the Standard toolbar.
   - The Action toolbar is below the Other toolbar.
   - The body of the document itself, which is the portion of the screen you will enter data into.

5. **Choose Find and let the cursor drop to the first field in the document (Vendor field). We are going to find all possible vendors, so we will not define any selection criteria in the screen display.**

6. **Click the OK button or press ENTER and the system will display all vendors in the database. It displays the vendor information one page at a time, so information for an individual vendor will be displayed on the current screen.**

7. **Choose (N)ext and the screen will display the information for the next vendor.**

8. **Choose (P) and the screen will display the information for the previous vendor.**

9. **Choose (B)rowse and the system displays a summary line of all the documents that were found. This allows you to view the items in a list and quickly allows you to identify the document you want. A menu displays, and the "action" functions will apply only to the "browse" screen. Try the "action" functions while in the browse screen.**

10. **Click OK to return to the original data entry screen.**

11. **Choose (F) and click the “Contact” field or press the TAB key twice to position the cursor in the "Contact" field. Rather than select all the vendors as we did previously, we will narrow our selection to a specific range of vendors by using relational operators to define selection criteria. With the cursor positioned on the "contact," enter "J*" and press ENTER. By using the selection of J* we have narrowed our range of selection to just those vendors whose contact person's name begin with "J".**

Other relational operators which can be used to define selection criteria include:

* asterisk; stands for any group of characters
? question mark; stands for any single character
> greater than; all values greater than the value entered
< less than; all values less than the value entered
>= greater than or equal to; all values greater than or equal to the value entered
<= less than or equal to; all values less than or equal to the value entered
<> or !; not equal to the value entered
 = finds a null (empty) values
!= means not equal to

12. **(D)elete allows you to delete the document that is currently being displayed. There are exceptions to this; for example in AP a posted document cannot be deleted.**

ZOOM Command

Objective: To become familiar with Zoom Commands: Zoom and Auto zoom.

1. **Return to the main menu and then go to Accounts Payable (1) for Payable Ledger, (a) for Update Payables Documents.**

2. **Choose (A)dd and position the cursor at the Vendor field. Notice the magnifying glass in the Vendor Code field. This allows the user to zoom to a list of vendors.**

3. **Click the Zoom button (or press CTRL- Z) . Click the Search button.**

4. **Select the desired vendor by moving the cursor to the line with arrow keys and click the OK button (or press ENTER).**

5. **Click the Cancel button (or press ESC) to exit from this document.**

7. **Click exit to return to the Payable Ledger menu.**

8. **Select Update Payable Documents again.**

9. **Choose (a)dd and position cursor on vendor field.**

10. **Enter "1*" and ENTER to display all the vendors whose code begins with 1.**

11. **Press ESC to return to the Vendor field without selecting a vendor code.**

12. **Now enter "1*" in the vendor field and press TAB to auto zoom to the display of all vendor codes beginning with 1.**

    Note that the difference between using the zoom picker window with a selection screen and an auto zoom is the time required displaying the windows and entering selection criteria. Auto zoom allows you to shortcut those steps, if a portion of the data is known.

13. **Click the Cancel button (or press ESC).**

14. **Return to the main menu.**

Lab Exercise b: Company Set Up

Objective: The purpose of this lab is to show the user how to set up the company that is going to be used for accounting and distribution applications.

Company Information

1. **Choose General/Administrative from Main Menu.**
2. **Choose Setup Company**
3. **Choose (a) from Setup Company menu.**
4. **Choose Update from action toolbar.**
5. **Change 'Address1' to "1234 Main Street", press TAB. Press Ctrl TAB or click on the Detail button to move to the detail part of the screen. Position your cursor below the last department/description entry.**
6. **Add in department 400 with a description of 'Southern Distribution Center'.**
7. **Click the OK (or press ENTER) to save.**
8. **Click Exit or press (Q) to return to the Setup Company menu.**

Print Company Information

1. **Choose (b) Print Company Information.**
2. **Redirect to the screen. The company control record now prints to the screen.**
3. **Press (Q) and click Finished button to return to the menu.**

Update Account Number Ranges

1. **Choose (c) to 'Update Account Number Ranges'. These are the actual ledger categories that will be used for transaction processing and reporting. The ranges are 9 digits and their descriptions are 15 characters. You can use any numbers you desire, but the categories must be in ascending order and these cannot be changed once processing starts.**
2. **Click Exit or press (Q) to go back to the menu.**

Print Account Number Ranges

1. **Select (d) 'Print Account Number Ranges' to print a report identifying the account number ranges. Redirect to the screen. Press (Q) and click Finished button to return to the menu.**

Update Ledger Accounts

1. **Choose (e) to 'Update Ledger Accounts'. The account number is user defined.**
2. **Choose Find and press (ENTER) to find all account numbers. The 'Account Number' must fall within the range of Account Number ranges.**
3. **The 'type' is system-generated based on the account number and its placement relative to the 'Account Number Ranges'. The 'description' is user generated and is the NAME for that account. The 'subtotal group' provides a heading, under which the account will print, for financial reporting.**
4. **Press (Q) to return to menu.**

Print Ledger Account

1. **Choose (f) to 'Print Ledger Account' this will allow you to print a report of ledger accounts. Redirect to the screen. Press (Q) and click Finished button to return to the menu.**

Update Checking Account

1. **Choose (g) to 'Update Checking Accounts'.**
2. **Do Find and ENTER to find all checking accounts on file. These records need to be set up so that checks can be printed from A/P. If the checking account does not exist, then no checks can be printed out.**
3. **Click Exit or press (Q) and then the ESC key twice to go back to the main menu.**

Document Messages

1. **Choose (h) to select ‘Document Messages”.**
2. **Do Find to view the various document messages.**

Lab Exercise c: Set Up Multilevel Tax

Objective: To set up the Multilevel Tax codes used for calculating taxes on items that are purchased and sold.

Tax Codes

1. **Select Update Multilevel Tax Codes from the Financial Management and Multilevel Tax Menus.**

2. **Find all the existing tax codes supplied with database. Notice the "NOTAX" Code that is set up.**

   The "NOTAX" or null tax code must be defined for customers that are not taxed.

3. **Begin by defining three new tax codes for the Southern Distribution Center (department 400). (Press ESC after each one to store.)**

TEXTAX	6.5%	Texas State Tax	No do not include
TRVCO	1%	Travis County Tax	No do not include
ASTCTY	1%	Austin City Tax	No do not include

   All three new tax codes have the following General Ledger Accounts:

   A/R Tax Account and A/R Discount Tax Account = 210000000

   A/P Tax Account and A/P Discount Tax Account = 638500000

4. **Press enter or click OK to store.**

5. **Click Exit or press (Q) to return to the menu.**

Tax Periods

1. **Select Update Multilevel Tax Periods.**

2. **Go into update and make sure periods for 2010 are set up.**

3. **Press (ENTER) to store.**

4. **Click Exit or press (Q) to return to the menu.**

Tax Groups

1. **Select Update Multilevel Tax Groups from the Multilevel Tax Menu.**
2. **Choose Find and ESC to find all the existing Tax Groups defined.**
3. **Add the following Tax Group:**

   TRVCO for Travis County Tax Reports

   Tax Codes:
   TRVCO (non-cumulative tax rates)

   ASTCTY (non-cumulative tax rates)

4. **Click OK button (or press ENTER) to store tax code entered and (Q) to return to the menu.**
5. **Select Print Multilevel Tax Groups and redirect to the screen.**
6. **Press (Q), click Finished button, and then ESC key until you are back at the main menu.**

Learning Fitrix Summary

The following points of training were covered in this Chapter. If you feel that you have not mastered all objectives, go back and review those sections.

- Fitrix Accounting System Overview
- Fitrix Menus and Data Entry Commands Overview
- User Control Libraries access buttons and keyboard shortcuts
- Set Up Company menu and options
- Set up Multilevel Tax codes
- Introduction to Batch Processing

CHAPTER 2 - *General Ledger*

Fitrix Accounting Course Workbook

Learning Objectives

- To become familiar with the process by which Fitrix Accounting maintains and updates General Ledger Account Balances.
- To learn the steps for setting up the General Ledger Accounting Module.
- To learn how to record General Ledger documents.
- To complete the steps of Period End transaction processing.
- To print Period End reports and financial statements.

General Ledger Overview

What type of Information is maintained in General Ledger?

The General Ledger will handle all the transactions made by the Fitrix accounting system and organize the data into meaningful information. General Ledger documents can be posted for all accounting activities that are not processed in other source journals.

What Tasks or Activities are performed in General Ledger?

- General Ledger Transactions are recorded for accounting transactions that are not recorded in other source journals.
- Posting General Ledger Activity that updates the ledger account balances.
- Period End Transactions
- Period End Reporting and Financial Statement Analysis

How does Fitrix manage changes to General Ledger entries?

There are 5 different processes that need to be run before an account balance is changed.

Phase 1:

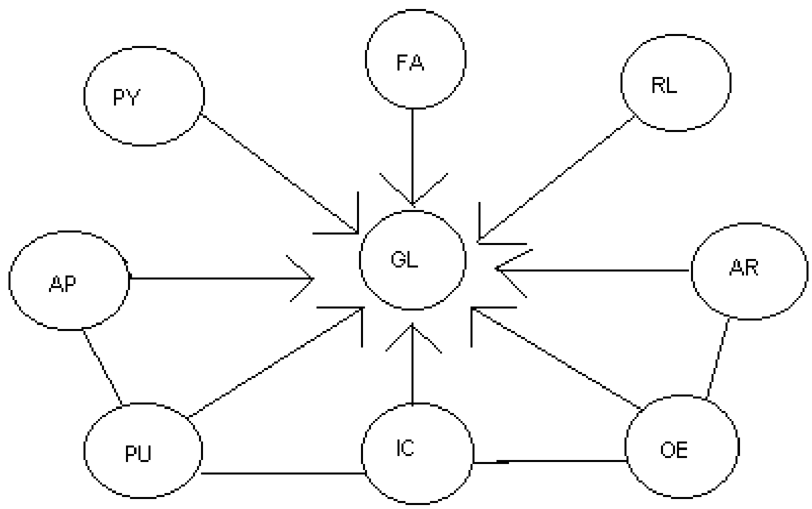
1. A Transaction must be entered as a journal entry.
2. The General Journal Edit List must be printed.
3. The General Journal documents must be posted. They can occur at any time and frequently throughout the accounting period.

Phase 2:

4. The period's activity can now be printed (optional). This shows how each transaction line item has affected the system.
5. Post General Ledger Activity. This posts the data from the activity files into the chart of account balances files.

What Relation does the General Ledger module have to Other Fitrix Modules?

All source journals or other modules post to the General Ledger Activity Tables. When General Ledger Activity is posted, the ledger account balances will be changed. Once the General Ledger Activity is posted, account balance inquiries can be made and end of period financial statements can be printed.



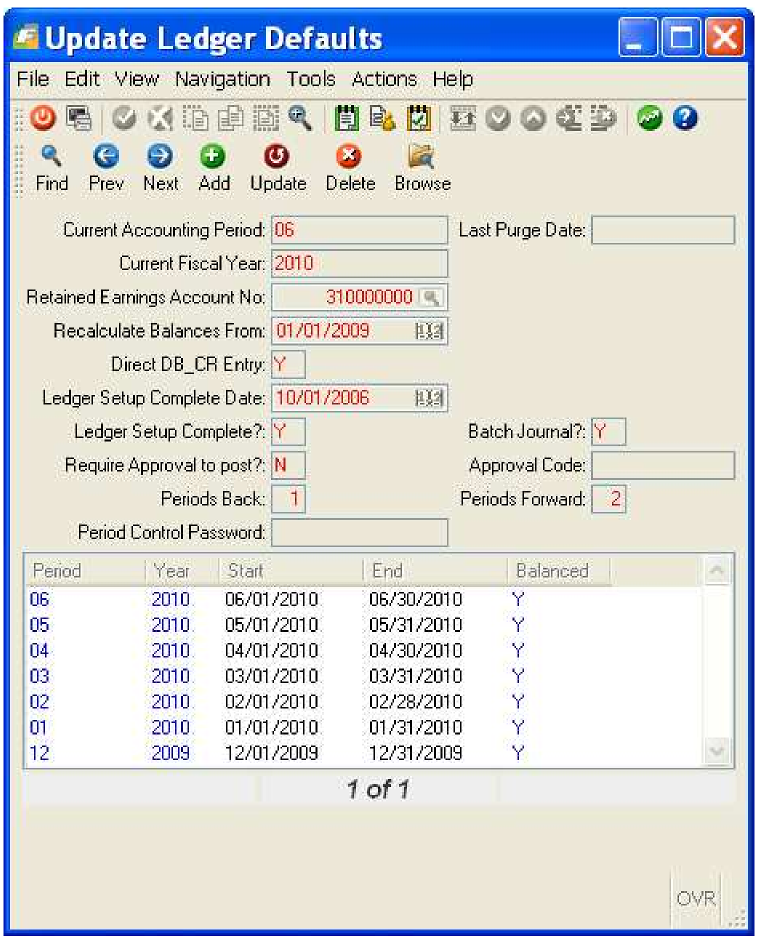
Set Up General Ledger

To view this screen, select **Financial Management** > **General Ledger** > **Ledger Setup** > **Update Ledger Defaults**.

Primary activities for setting up General Ledger include entering G/L defaults, creating batch controls, entering ledger accounts and their beginning balances, and updating source document codes.

Update Ledger Defaults

This is the primary screen for setting up the General Ledger system defaults. Through this screen all period information is specified for the accounting system. General Ledger is the only module with defined accounting periods. During G/L setup period start and end dates are defined.



HEADER

Field	Description
Current Accounting Period:	Represents current accounting period. It is the first period coming under G/L control. Transactions can only be posted to periods prior to and subsequent to this period. If there is no period under G/L control that corresponds to this period, then posting to the Ledger will post to the earliest period under G/L control. Transactions in later periods will post only when they become the current period.
Last Purge Date:	This field is not yet functional.
Current Fiscal Year:	The current fiscal year.
Retained Earnings Account Numbers:	The default retained earnings account number used by the system to post year end retained earnings.
Recalculate Balances From:	Every time the Post to GL program is run, the program goes back to the GL Set Up Complete date and does a recalculation to verify there have been no postings to prior periods. Set this date if you want the date it goes back to to be more current and therefore not take so long to process.
Direct DB/CR Entry:	If you enter Y here you are allowed access to the DB/CR field when entering journal entries and can change it as needed. If you enter a N here you are not allowed access and have to put a negative sign in front of the number to change a DB to CR and vice versa.
Ledger Setup Complete Date Field:	Date user wants to begin having their documents posted. Needs to be setup prior to processing. Can accept transactions posted prior to the calendar date if the prior period and year are setup and under G/L control.
Ledger Setup Complete:	A "Y" implies that the G/L is in balance. The system will not allow this field to be set to "Y" until all accounts are balanced. Once set to "Y", it can not be changed. Should be set after the initial balance is correct. All transactions residing in the G/L activity files with a document date prior to the Ledger Setup complete date will not be posted to the Ledger Accounts. They are marked as posted.
Batch Journal?:	A “Y” or “N” field which determines whether all GL entries are batch processed.
Require Approval to Post?:	A “Y” or “N” field which determines whether batches need approval before being processed.
Approval Code:	The approval code which allows a batch to be processed.
Periods Back:	Number of periods previous to the current period that you will allow users to enter transaction in.
Forward:	Number of periods future to the current period that you will

Field	Description
	allow user to enter transaction in.
Control Password:	Password which allows posting outside of the current period. *Note:* Once you have entered the password you will be prompted for the existing password any time you need to change the password to another value.

DETAIL - Period Maintenance

Field	Description
Period	The period month and year.
Start Date:	Date the accounting period starts on.
End Date:	Is the date the accounting period ends. There should be no gaps between the Starting and Ending Dates. Defaults to Calendar Periods.
G/L Controlled Field:	System maintained. Indicates whether a given period is under the control of the G/L system or not. Automatically set when the Ledger Setup Complete is set to "Y" and the correct accounting period becomes current.

Backdate Control

Here is an illustration of how the back date control works. The current period is Dec 2008 (12/01/2008-12/31/2008)) and the default has been set up to allow transaction dates one period back and one periods forward. Therefore transactions with dates of 11/01/2008 through 01/31/2009 may be entered without a password.

In Update General Journal a date of 02/22/09 is entered. Here is what displays:

The following programs are affected by the back date control functionality.

Accounts Receivable:

Update Receivable Documents (ar:i_invce)
Update Non-A/R Cash Receipts (ar:i_cashe)
Update A/R Cash Receipts (ar:i_arcshe)
Create Finance Charges (ar:p_fichgr)

Create Recurring Documents (ar:p_recurr)

Accounts Payable:

Update Payable Documents (ap:i_invce)
Create Automatic Checks (ap:p_paydue check run date)
Update Non-A/P Checks (ap:i_cashe)
Update AP Checks (ap:i_apcshe)
Update Void Checks (ap:I_voidck
Create Recurring Documents (ar:p_recurr)

Order Entry:

Update Invoices (oe:i_invce)

Inventory Control:

Update Inventory Received (ic:i_purche)
Update Inventory Shipped (ic:i_selle)
Update Inventory Transfers (ic:i_trane)
Adjust Inventory (ic:i_adjust)

Purchasing:

Update Receipts (pu:i_recver)
Update AP Invoices (pu:i_cost)

General Ledger:

Update General Journal
Copy recurring journal entries

Batch Control Setup

Batch control is an optional feature which allows different users to independently enter separate batches in the same application at the same time. For example, before entering transactions in General Ledger, user #1 will create a journal entry and a batch ID# will be generated. All data entry, edit list, and posting for user # l will be done within this batch. When user #2 enters journal entries in General Ledger, all of these transactions will be entered in a batch created by user # 2. These transactions will post separately from those entered by user # 1.

Activate GL Batch Control

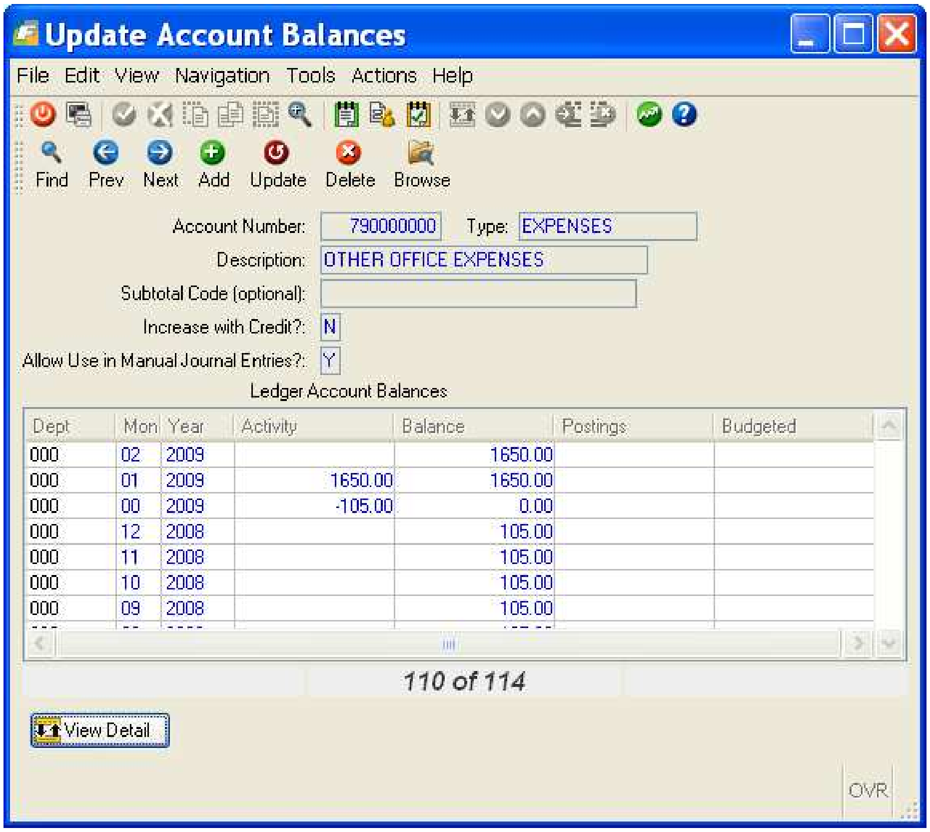
Step	Action
1	Select **Update Ledger Defaults** from the **Ledger Setup** menu.
2	In the **Batch Journal?:** field enter a **Y**.

Step	Action
3	In the **Require Approval to Post?:** field, enter a **Y** (optional). ***Note:*** **Require Approval To Post** - If flag is set to Y, user will be allowed to enter documents and perform any other procedures but will not be allowed to post until batch has been approved for posting. Once a batch has been approved for posting, the user can make no further changes to the batch. If approval is not necessary, the flag should be set to N.
4	In the **Approval Code:** field, enter an alphanumeric approval code. (used only if Required Approval to Post is set to “Y”). ***Note:*** **Approval Code -** Enter approval code needed to approve batches for posting. Code entered will not be visible on screen. This code will be unique to the GL application. If at a later date this code needs to be changed, original code will be needed to access this field. This same code is used in other batch operations such as accessing someone else’s batch or selecting all batches.

Update Account Balances

To view this screen select GL, Ledger Setup, Update Account Balances.

Allows user to set up and maintain the Ledger Accounts Table. Balances can be added to or changed ONLY before the SETUP complete is set to "Y". Accounts may be added and the description changed AFTER the Setup Complete is "Y".



HEADER

Field	Description
Account Number	Nine-digit field that must be unique.
Type	Type of account from Account Number Ranges file, previously set up.
Description	Thirty character alphanumeric field.
Subtotal Code	Is an optional alphanumeric field that identifies the ledger account for postings to be subtotaled and displayed together on Income Statement and Balance Sheet reports.
Increase with Credit	Entry indicates what effect this account has during the posting process. A "Y" indicates this account is increased with a credit, i.e. A/P. An "N" indicates that this account is increased with a debit, i.e. A/R.
Allow Use in Manual Journal Entries?	If this value is set to “N” the user will not be allowed to use this account number in the Update Journal Entries program. *Note:* There are some account numbers that have their GL balance maintained by the system (Example- Trade Accounts Receivable and Trade Accounts Payable) and therefore manual journal entries to these accounts should not be allowed.

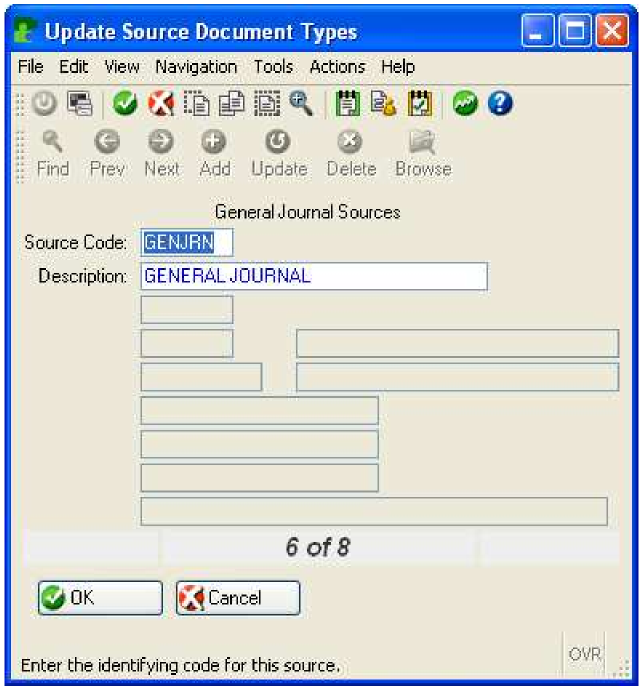
DETAIL - Period Maintenance (Ledger Account Balances)

Field	Description
Department	Optional three digit alphanumeric code. The Default is 000. Must have previously been entered on Company Information File in Set Up Company.
Period	Displays the accounting period corresponding to the Activity and Balance in the same row. Sorted in descending order.
Year	Displays the accounting year.
Activity	Total Debit or Credit amount posted to the account during a specified period. After setup is complete this field is system maintained.
Balance	Accepts balance for given period. System maintained after setup is completed.
This Period Postings	Represents the amount posted thus far in the current period. This amount is maintained by the system. When period is closed out this amount transfers to activity column.
Amount Budgeted	Represents the amount budgeted for this period. Budgeted numbers can be entered at any time.

Click the Quit button to return to sub menu.

Update Source Document Types (Optional)

To view the Update Source Document Types screen, select (e) for Update Source Document Types.

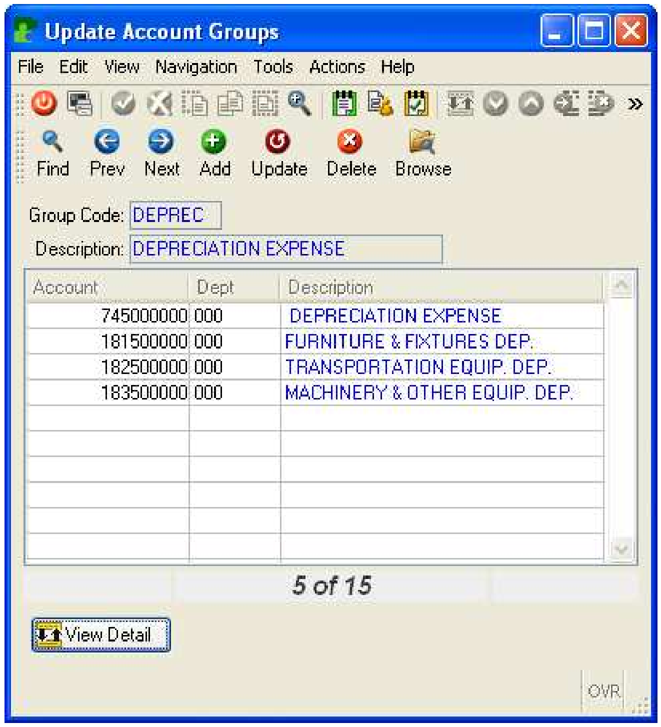


This file stores source document type codes and their descriptions. These codes are only used when entering journal entries and are informational only. All Fitrix modules will automatically print a source code on GL activity reports (i.e., AP for Accounts Payable Transactions) so codes could be set up for transactions processed outside the Fitrix modules that are being recorded in the Fitrix GL.

Press Quit to return to sub-menu.

Update Account Groups (Optional)

To view this screen, select (g) for **Update Account Groups**. This screen allows users to maintain groups of related accounts under a central group code. This simplifies data entry allowing you to simply enter the code rather than entering the same set of multiple account numbers for transactions when entering journal entries.



HEADER

Field	Description
Group Code	Stores unique six character code identifying the account group.
Description	Describes above code.

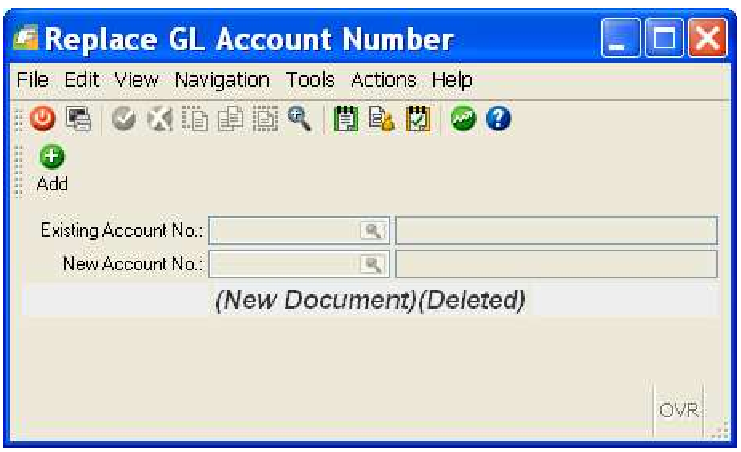
DETAIL

Field	Description
Account	Stores previously setup ledger account numbers that will be associated with the account group.
Dept.	Stores previously setup Department Code. Zoom is available.
Description	Displays the description of the ledger account.

Replace GL Account Number

To view this screen,, select (i) for **Replace GL Account Number.** This screen allows users to replace an existing account number with a new account number. The new account number must have been previously set up.

Every table that has the old account number will be updated to the new one and then user is prompted as to whether the old account number should be deleted.



Transaction Processing

In General Ledger a General Ledger Document goes through the following primary steps:

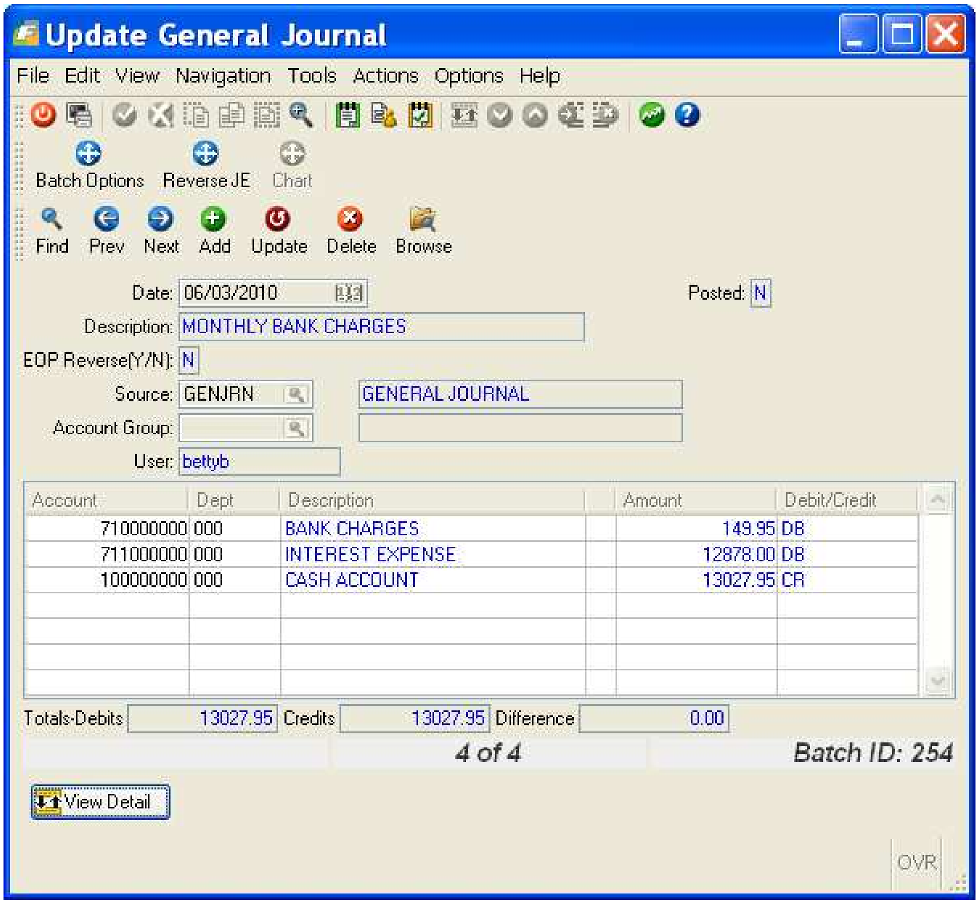
1. Creation of a Document by either
    - adding new document, or
    - copying a recurring document.
2. Print the Edit List to check for errors.
3. Post the General Journal to the G/L Activity.

A General Ledger document begins as an entry made through the Update General Journal or by Copying Recurring documents. If an entry is to be made every month, it may be added through the Updating Recurring Documents menu option and then copied into the Update General Journal input screen automatically. Loading recurring documents is usually done at the end of the period with the Copy Selected Documents option.

Update General Journal

To view this screen, select General Ledger, Ledger Journal, Update General Journal.

General Ledger transactions begin as entries made through the Update General Journal or by Copying Recurring documents.



HEADER

Field	Description
Date	Defaults to system date. Warning given if date is outside of current period. You can enter prior or future dates.
Posted	Displays "Y" or "N". Indicates whether the document has been posted. DISPLAY only.
Description	This is the description of document.
EOP Reverse (Y/N):	"Y" will cause this document to be reversed when a New Period is created. "N" means no reversing entry will be created.
Source:	Source document code. From Source document file. Defaults to GENJRN. (Zoom available). Source document codes are defined in General Ledger Setup.

Field	Description
Source Description:	Display only when Source is entered.
Account Group:	When used, this calls a set of accounts to be used by the system. These must have been previously setup.
Account Group Description:	Displays only when Account Group is entered.
User	User ID of person that entered journal entry will print on General Journal Listing.

DETAIL

Field	Description
Account	Stores Ledger accounts affected by the transaction. ZOOM is available.
Dept.	Department code which is associated with this entry. System defaults to "000".
Description	Displays the description upon entering a valid account number.
Amount	Stores the amount of the transaction to be posted.
Credit/Debit	Stores the amount of the transaction being credited or debited. Also stores whether the line item is DB or CR. If your default flag in GL defaults for Direct DB/CR entry is set to “N”, you will have to precede the amount with a “-“ sign if you want to credit an account that is usually debited and vice versa.

TOTALS

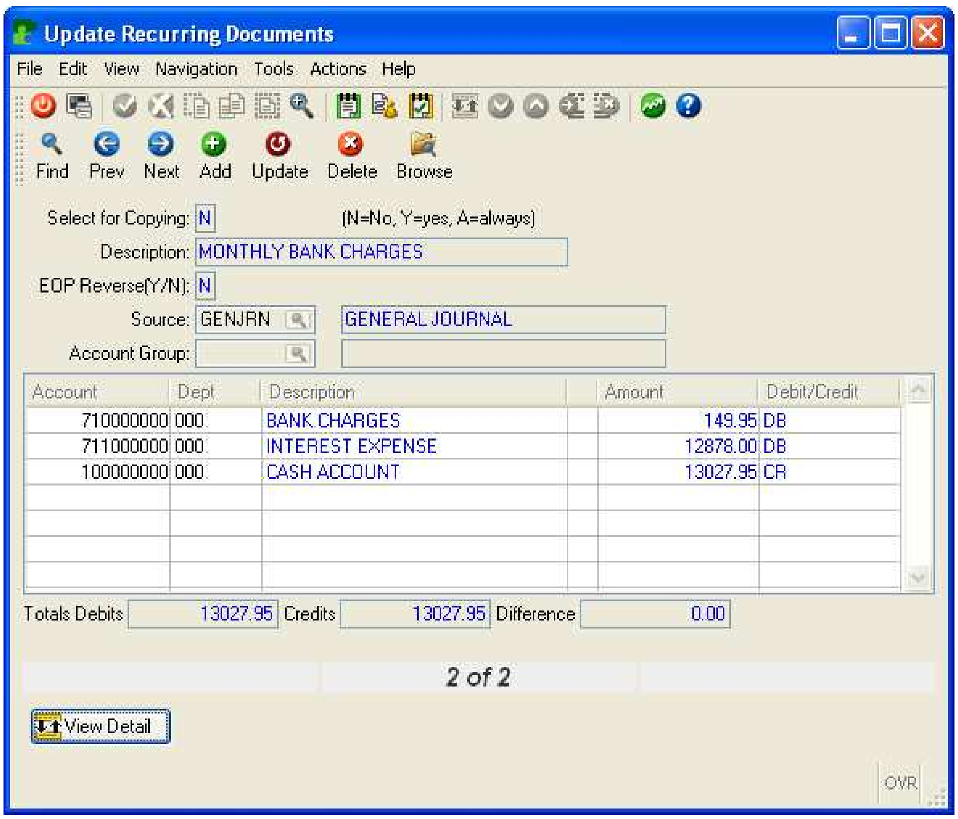
Field	Description
Debits	Total amount of Debit posting for document.
Credits	Total amount of Credit posting for document.
Difference	Displays difference between credit and debit amounts. Difference must be 0 for documents to post.

Click Exit or press (Q) and then the ESC key until you are returned to the main menu.

Updating Recurring Documents

To view this screen, select **General Ledger** > **Recurring Documents** > **Update Recurring Documents**.

General Ledger Documents can also be created by copying all recurring documents or selected recurring documents. Creating recurring documents allows for the easy maintenance of documents that remain virtually unchanged from period to period.



HEADER

Field	Description
Select for copying	Flag with 3 possibilities (user can change this flag as needed). • A "Y" indicates that this document will be copied to the general journal during the next recurring document copy. The "Y" will then be changed back to an "N" once the copy is complete. • An "N" means that this document will not be copied on the next recurring document copy. • An "A" means that this document will be copied every

	time the "Copy Recurring Document" is run. This means copying can happen more than once.
Description	Stores description of the document.
EOP Reverse (Y/N)	Flag type field. "Y" or "N". Setting this flag to "Y" means that this document will be REVERSED automatically in the next period's first posting.
Source	Stores the code representing the originating journal of a document, i.e. GenJrn, AccPay, Payroll, etc. This field is optional.
Source Description	Description of the source. Display only.
Account Group	Group of G/L numbers that are used for a particular type of transaction.
Account Group Description	Description of the account group. Display only.

DETAIL

Field	Description
Account	Stores numbers corresponding to the ledger accounts
Department	Number of department if used. Defaults to "000".
Description	Display only.
Amount	Amount of the transaction to be copied to the account on the current line.
Credit/Debit	Numeric field stores the amount to be Debited or Credited.

TOTALS

Field	Description
Debits	Total amount of Debits for posting.
Credits	Total amount of Credits for posting.
Difference	Displays difference between credit and debit amounts. Difference must be 0 for documents to post.

Click Exit or press (Q) and then the ESC key until you are returned to the main menu.

OTHER OPTIONS on SUBMENU:

There are other options on the General Ledger transactions sub-menu worth noting.

Print all recurring documents - Prints a listing of all recurring documents.

Copy all recurring documents - Creates a journal entry for all documents regardless of what copy flag is set to. Once copied a GL edit and posting list must be run for these to post to GL activity.

Print selected documents - prints only those documents selected for copying.

Copy selected documents - creates a journal for all documents marked for copying.

Print all document detail - prints document detail including GL distribution for all recurring documents.

Print selected documents detail – print for selected documents

Press Quit to return to main menu.

Posting General Ledger Documents

Not all documents entered during the current accounting period have to be posted during the same period.

You can enter documents with future dates. A warning displays indicating that the date is outside the current period, but the document can still be entered. Such a document will not post in the current period, but will remain in the system until the appropriate period. When the General Ledger reaches that future period, the document will post.

Before posting documents to the General Ledger Activity, an Edit List must be run. Data Entry mistakes found on the listing must be corrected through the Update General Journal Documents.

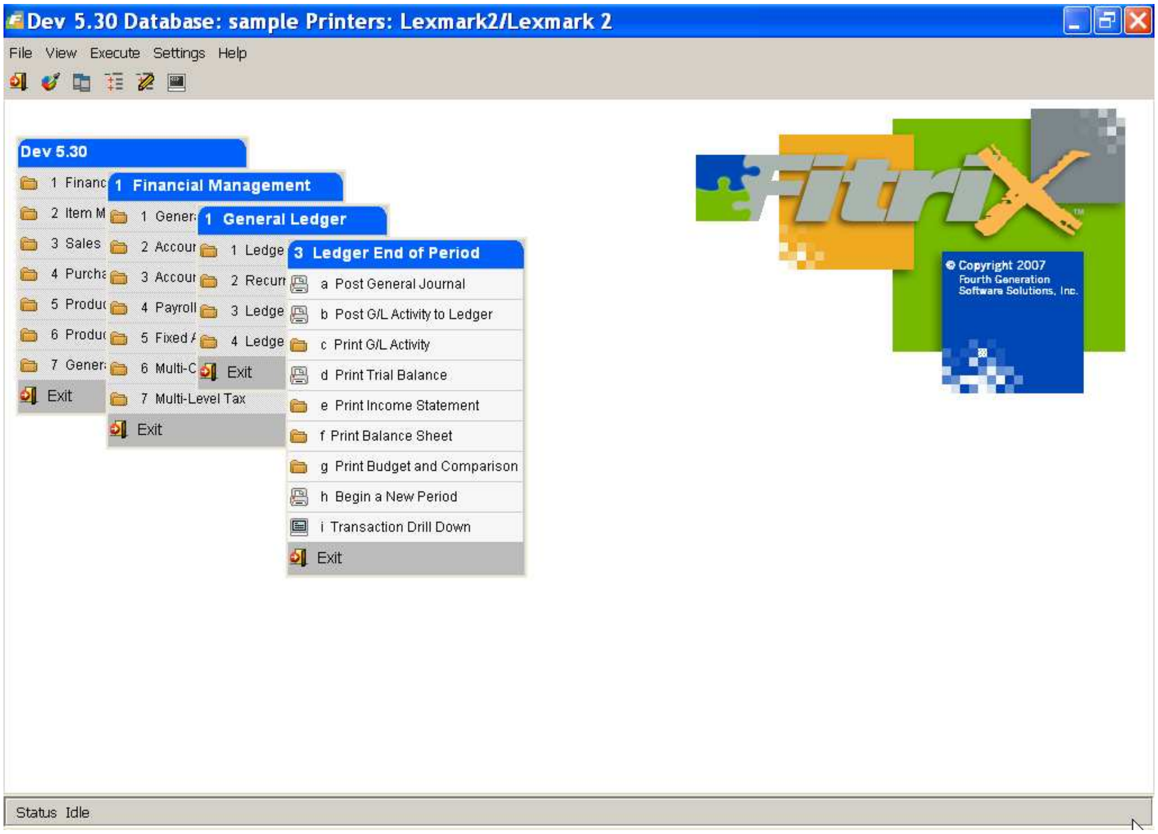
Finally, General Journal documents are posted to the General Ledger Activity tables. A report is printed at the time documents are posted. This report looks exactly like the edit listing, except that General Journal document numbers have been assigned to each posted document.

Reversing Entries

The Begin New Period program runs a sub program that finds all journal entries that are designated EOP = Y and reverses them. However this can create a timing issue. For example, let's say you've opened up the period 01 but you have not yet closed out period 12 and you need to enter accrual journal entries in period 12 that should automatically reverse in period 01. Because you have already opened period 01 these entries will not reverse until you open period 02. By having the Create Reversing Journal Entries programs as a separate menu option, you can reverse entries without opening yet another period. The program looks at all EOP = Y journal entries that have not yet been reversed and reverses them if the current period is after the period the original journal entry was posted to. Using our example above it would reverse all period 12 reversing journal entries into period 01 when run.

End of Period Activities

To view this menu, select **Financial Management** > **General Ledger** > **Ledger End of Period**.



The End of Period Activities include the following steps:

Step	Action
1	Post the General Journals and all other Journals with activity to be accounted for in the current period.
2	Post General Journal posts, and General Journal Documents to the activity tables.
3	Print the G/L Activity Report. (optional) *Note:* The G/L activity report will report all activity in the Fitrix Accounting system. This activity includes all documents posted from other Fitrix accounting modules installed. The report can be printed in summary or detail.
4	Post the G/L Activity. *Note:* This posting program posts all documents in the activity table for the current period and updates the ledger account balances.

Period End Reports

Once the General Ledger Activity is posted and the account balances are updated the following Financial Reports and Financial Statements can be printed:

- Trial Balance Sheet
- Income Statement
- Balance Sheet
- Budget and Balance Comparison

Beginning a New Period

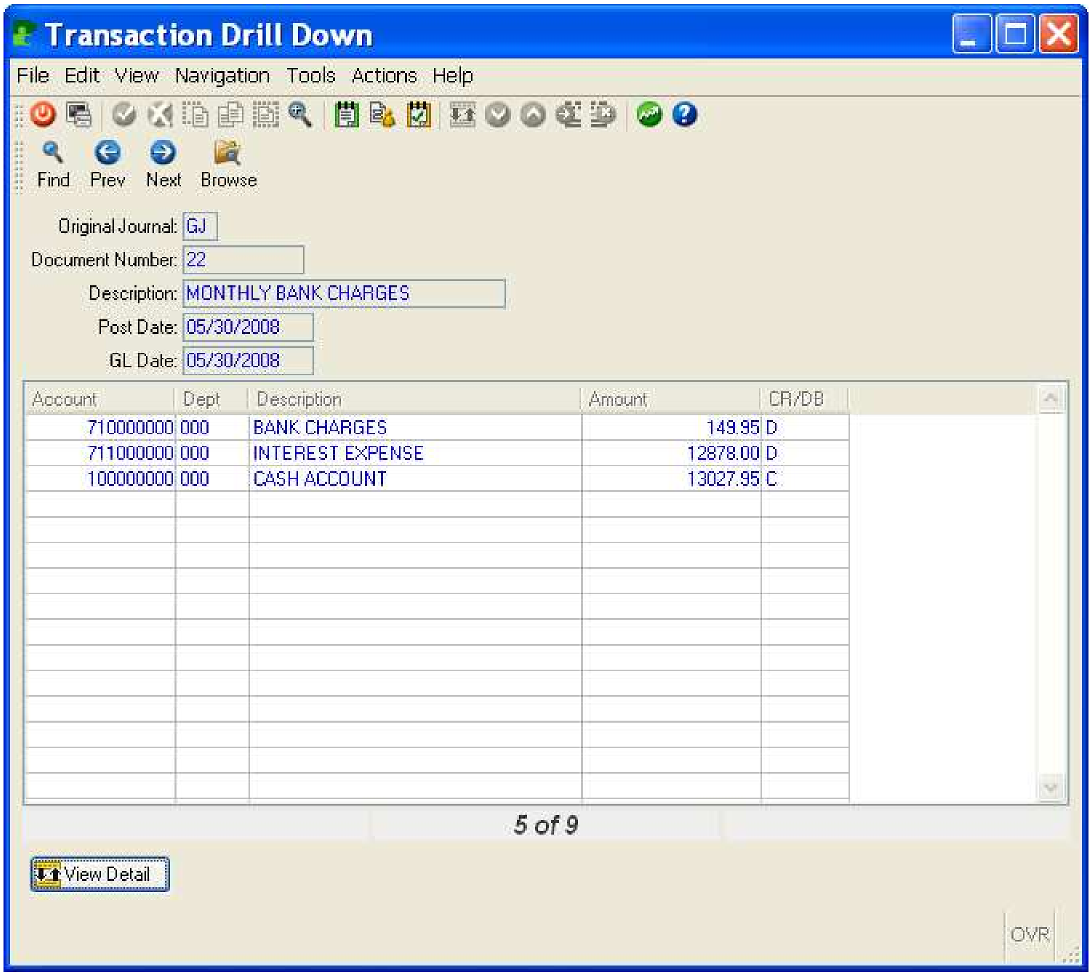
To close out the existing period and begin a new period the following steps must be completed:

Step	Action
1	Select Begin a New Period. *Note:* If the next period is already defined, it is created automatically. If it has not been defined, then you will be prompted for a period number and period end date before the new period is created. *Note:* If the next period is a new year, the new year is begun by creating the year end journal for zeroing out revenue and expense accounts. The difference is posted to retained earnings.
2	Reversing documents are created for the new period.

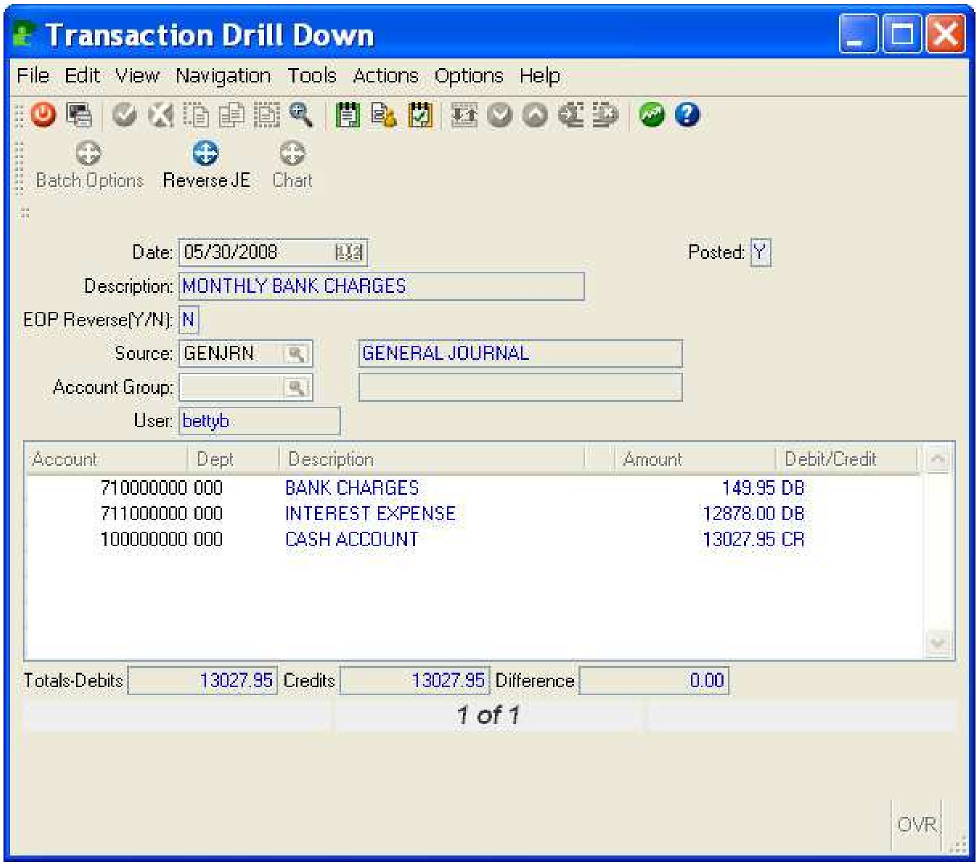
Transaction Drill Down:

This program enables the user to drill down from an account number to the source documents that make up the account number’s balance.

Do a (F)ind and enter your selection criteria and press ENTER.



To drill down to the source document, simply press Ctrl Z or click on the magnifying glass icon on the standard toolbar.


Transaction Drill Down
File Edit View Navigation Tools Actions Options Help
Batch Options
Reverse JE
Chart
Date: 05/30/2008
Posted: Y
Description: MONTHLY BANK CHARGES
EOP Reverse(Y/N): N
Source: GENJRN
GENERAL JOURNAL
Account Group:
User: bettyb
Account Dept Description Amount Debit/Credit
710000000 000 BANK CHARGES 149.95 DB
711000000 000 INTEREST EXPENSE 12878.00 DB
100000000 000 CASH ACCOUNT 13027.95 CR
Totals-Debits 13027.95 Credits 13027.95 Difference 0.00
1 of 1
OVR

General Ledger Review

- All activity in the Fitrix Accounting system is posted to the General Ledger Activity tables. To update ledger account balances, General Ledger Activity is posted to the General Ledger under the Ledger End of Period menu.

- To update a general ledger account balance you must complete the following steps:

  1. A Transaction must be entered in the General Journal.
  2. The General Journal must be printed. (Edit List).
  3. The General Journal documents must be posted.
  4. The period's activity should then be printed. (Optional).
  5. Post General Ledger Activity.

- The steps to entering a General Ledger Document are:

  1. Create Document
  2. Print Edit List
  3. Post Edit List

- General Ledger Documents can be added through the Update General Ledger Document or by Copying Recurring Documents.

- End of Period Processing includes the following three activities:

  1. Posting General Ledger Activity to update ledger account balances.
  2. Printing the Period End Reports and Financial Statements.
  3. Beginning the New Period.

Lab Exercise a: Setup General Ledger

Update Ledger Defaults

The General Ledger Module Defaults have already been defined for the ABC Company and set to complete.

1. **Define two more consecutive accounting periods**.

Update Account Balances (GL - Ledger Setup - Update Account Balances)

Beginning Account Balances were entered from this screen at the time the General Ledger Module was implemented and prior to the General Ledger Setup Complete Flag being set to "Y". You will not be able to update any field on the detail portion of the screen except Amount Budgeted once the Ledger Setup is complete.

1. **Enter budgeted amounts for the following accounts:**

EXPENSES – for whatever the most current accounting period and year is.

700100000-000	Administrative Wages	120,000.00
702000000-000	Utilities	14,000.00
702500000-000	Telephone	8,000.00

2. **Add the following General Ledger Accounts:**

406000000 Finish Sales	Increase with Credit = Y
507000000 Finish COGS	Increase with Credit = N

Update Source Document Types (GL - Ledger Setup - Update Source Document Types)

1. Add PURCHS as a Source Document Type for the Purchasing Journal.

Update Account Groups (GL - Ledger Setup - Update Account Groups)

1. Update EXINV to include the Accounts Payable as one of the Accounts in this account grouping.
2. Update the INPROD account group to include Parts, Electrical, Phone, and Accessory Sales.

Lab Exercise b: G/L Transactions

General Ledger Document Transaction Processing

1. **Make the following General Journal entries using today's date**: **(GL - Ledger Journal - Update General Journal)**

- Received $100.00 for Employee and Other Receivables to be deposited into the Cash Account. Source is the Cash Receipts Journal. Both accounts are asset accounts and increase with a debit. When entering the credit to the Other Receivable account change Debit/Credit flag from DB to CR.

- Purchased $5,000.00 worth of inventory on account. Select ACTPAY for the source journal for this document. Debit inventory and credit Accounts Payable.

- Paid $500.00 cash for Accounts Payable Invoice 386. Select ACTPAY for the source journal and use CASHAP as the account group. Debit accounts payable and credit cash.

- Purchased office furnishings in the amount of $2,000.00 on account. Debit furniture and fixtures asset account and credit accounts payable.

- Enter a transaction from the Cash Sales Journal for the month's cash sales: Debit cash $61,126.13 and credit sales accounts listed below:

Parts	24,531.34
Stereos	13,856.99
Engines	8,567.80
Electrical	7,600.00
Phones	4,230.00
Accessories	2,340.00

2. **Print the General Journal Edit List**. **(GL - Ledger Journal - Print General Journal Listing) Redirect to screen.**

3. **Post Documents to the General Journal**. **(GL - Ledger Journal - Post General Journal) Redirect to screen**

Lab Exercise c: Recurring Ledger Transactions

Selected Recurring Documents (General Ledger Recurring Documents)

1. **Create Recurring Documents. (Option a)**

   - Add a recurring document for a bank interest payment that is incurred on a quarterly basis in the amount of $1,200.00. Debit interest expense and credit cash.

2. **Update copy flag using Update Recurring Documents program.**

   - Flag the quarterly bank interest payment for copying by entering a "Y" in Select for Copying field in header of document just entered.

3. **Print Selected Documents. (Redirect to screen.)**

4. **Copy the Selected Recurring Document. (Option e).**

   - Once the selected documents have been copied into the General Ledger the Select for Copying flag returns to N.

5. **Find the copied document in update General Journal**. **(GL- Ledger Journal - Update General Journal.**

6. **Update Document**.

   - Update the interest payment amount to include a $25.00 late charge and code this to bank charges. This update should be made only to the document that will post for this month. The recurring document should not include the $25.00 late charge in the amount.

7. **Print Edit List. (Redirect to screen.)**

8. **Post Documents. (Redirect to screen.)**

All Recurring Documents

1. **Print ALL Recurring Documents. (Redirect to screen.)**
2. **Copy ALL Recurring Documents**.
3. **Print General Journal Listing. (Redirect to screen.)**
4. **Post General Journal. (Redirect to screen.)**

Lab Exercise d: End of Period Processing

End of Period (General Ledger - Ledger End of Period)

NOTE: REDIRECT ALL PRINT ROUTINES TO THE SCREEN.

1. **Post GL Activity to Ledger.**
2. **Print G/L Activity detail for most recent GL period.**
3. **Print Trial Balance for all departments for most recent period**
4. **Print Income Statement detail for all departments for most recent period**
5. **Print Balance Sheet consolidated for all departments for most recent period.**
6. **Print Budget and Comparison detail for accounting period 01 through for most recent period.**

We will not do this as part of this exercise but once you have entered all transactions and are ready to open a new period you will run option (h) on the Ledger End of Period menu, Begin New Period.

General Ledger Learning Activity

The following points of training were covered in this Chapter. If you feel that you have not mastered all objectives, go back and review those sections.

- How to maintain and balance General Ledger Account Balances.
- Setting up the General Ledger Accounting Modules.
- Record General Ledger documents.
- Period End transaction processing.
- Print Period End reports and financial statements.

CHAPTER 3 - *Accounts Receivable*

Fitrix Accounting Course Workbook

Learning Objectives

- To become familiar with the type of information maintained in Accounts Receivable.
- To learn the tasks that are performed in the Accounts Receivable Module.
- To learn how to setup the Accounts Receivable Module.
- To learn how to add and update Customer Information.
- To learn how to process Accounts Receivable Documents.
- To learn how to process A/R and Non A/R receipts.
- To learn the activities involved in maintaining the Accounts Receivable Ledger.

Overview of Accounts Receivable

What Type of Information is Maintained in Accounts Receivable?

The Accounts Receivable system tracks two types of information:

- Ledger Information (sales, payments, etc.)
- Customer Information (A/R Aging, etc.)

Ledger Information refers to information relating to the company profit and loss. Customer Information pertains to the specific condition of a customer's account. Entering documents into the system generates both types of information.

What Tasks or Activities are performed in Accounts Receivable?

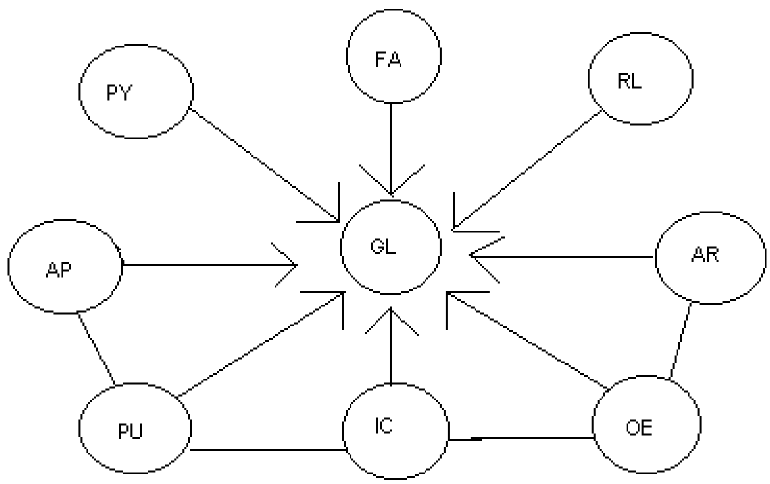
The major tasks involved with Accounts Receivable document processing include:

- Setting up the Accounts Receivable Module
- Adding and Updating Customer Information Records
- Entering Customers Invoices, Credits, and Debits
- Entering Customer Payments, Non A/R Cash Receipts, and Bank Deposits
- Performing the End of Period Processing and Transactions

What Relation does Accounts Receivable have to other Fitrix Modules?

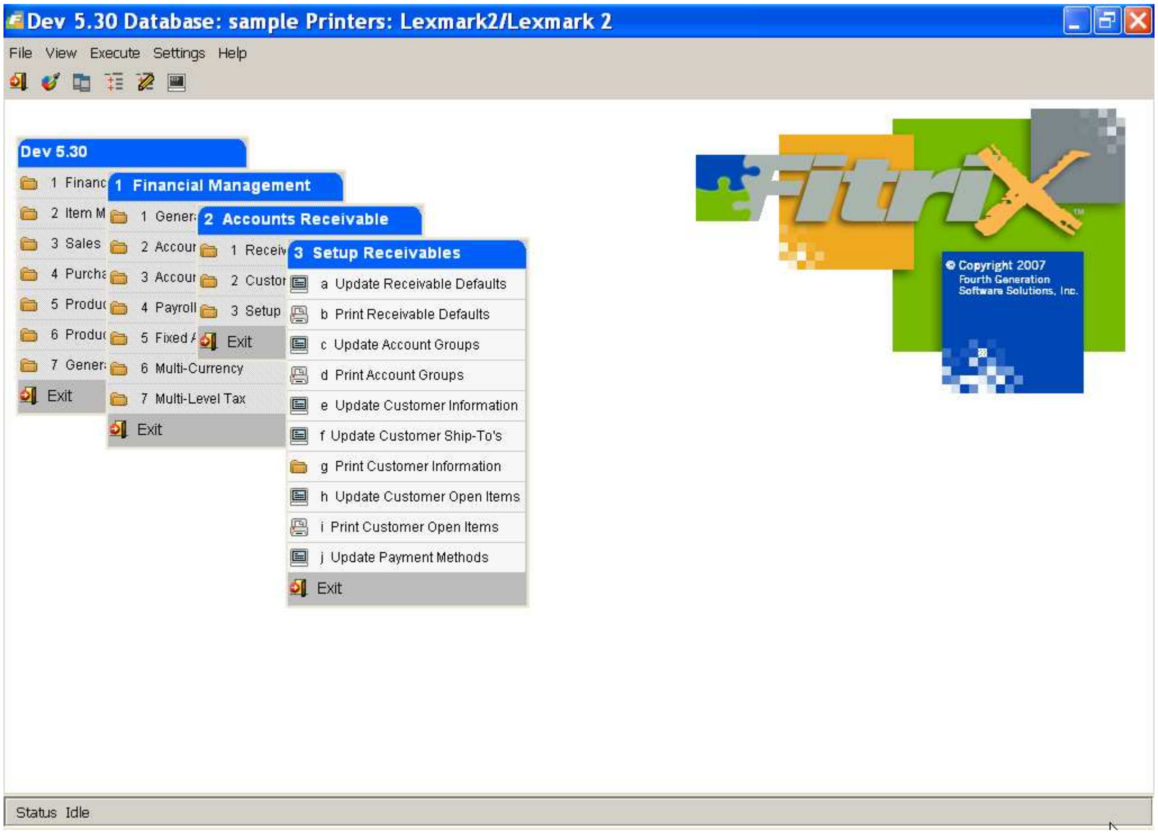
The two modules Accounts Receivable is related to in the overall system are General Ledger and Order Entry. Information flows between these modules and several programs and data files are shared.

> Ledger Information posts to the General Ledger to update general ledger account balances for cash, accounts receivable, sales, etc.
>
> Customer Information and programs are shared with Order Entry. Order Entry posts customer orders to update customer accounts receivable balances.



Accounts Receivable Setup

To view this menu, select **Financial Management** > **Accounts Receivable** > **Setup Receivables** (option 3).



The following menu items are used to help you setup Accounts Receivable for your company:

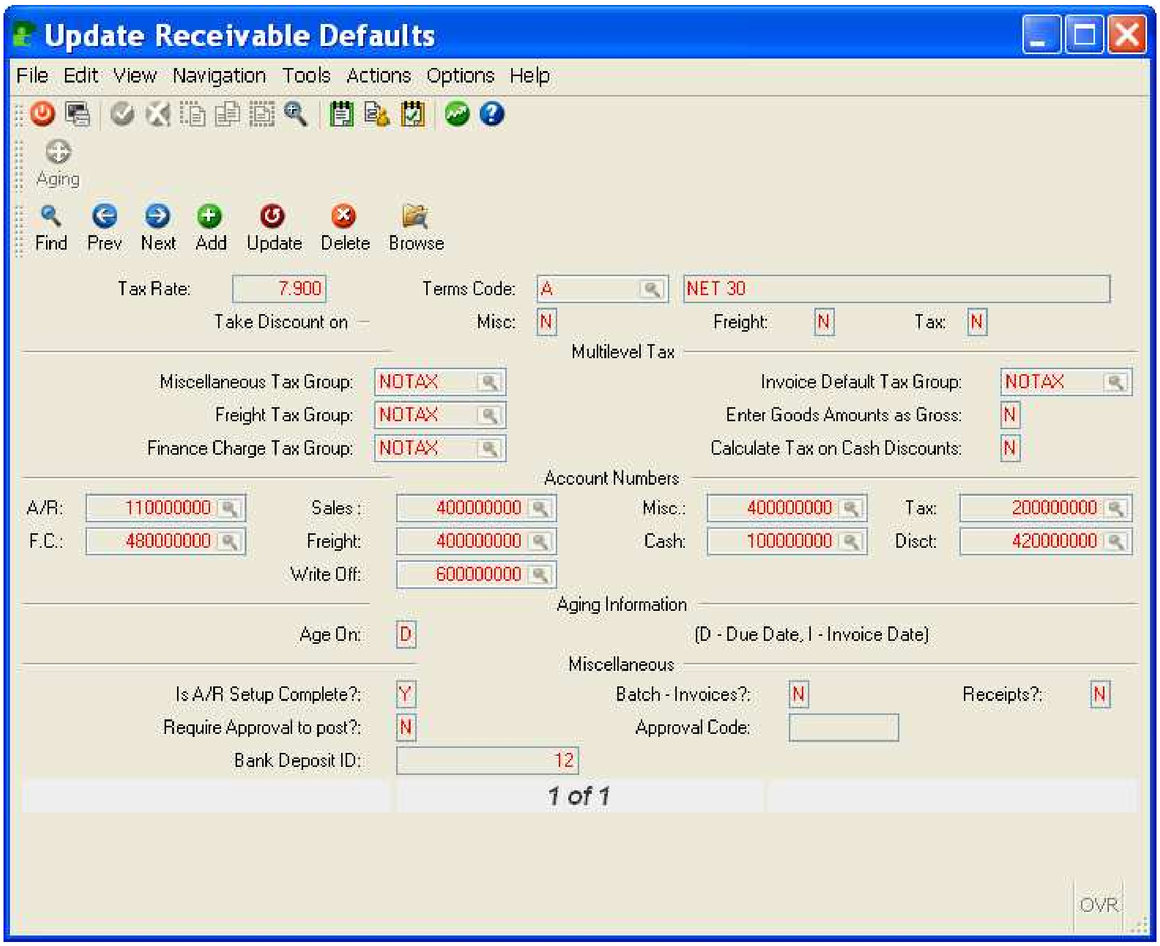
Field	Description
Update Receivables Defaults	Define the Accounts Receivable module defaults.
Update Account Groups	Predefine A/R related general ledger account groups to speed data entry.
Update Customer Information	Add customer information.
Update Customer Ship-To	Adds ship-to information.
Update Customer Open Items	Set up outstanding account balances prior to going live on the Accounts Receivable module.

Update Payment Methods	Set up payment methods such as open account, cash, credit or debit card.

Update Receivables Defaults

To view this screen select Setup Receivables, Update Receivable Defaults (option a).

This entry screen contains the Accounts Receivable Module Default definitions and these are the values used for transactions unless overridden at either the customer or transaction level.



Invoicing Section

Field	Description
Tax Rate	This field is no longer functional. All taxing activities are handled by Multilevel taxing covered in Chapter One.
Terms Code	Defines the default payment terms code.
Take Discount on:	Enter “Y” or “N” here if discount applies to freight charges,

	sales tax, and miscellaneous charges.

Multilevel Tax Section

Field	Description
Tax Groups	These fields contain the default multilevel tax code used if no multilevel tax code defined at customer or transaction level. • Miscellaneous Tax Group: • Freight Tax Group: • Finance Charge Tax Group: • Invoice Default Tax Group:
Enter Goods Amounts as Gross	An entry of "Y" means the price entered on A/R documents includes tax and the program will calculate a net amount and post tax to appropriate ledger account. An entry of "N" means price entered on A/R documents excludes tax and program will calculate tax for you.
Calculate Tax on Cash Discounts	If an entry of "Y" is entered when paying an invoice, the program will automatically create an entry in the multilevel tax file to adjust the original tax amount down to the actual tax paid by customer. If a "N" is entered, no adjustment is generated when cash discounts are taken.

Account Numbers Section

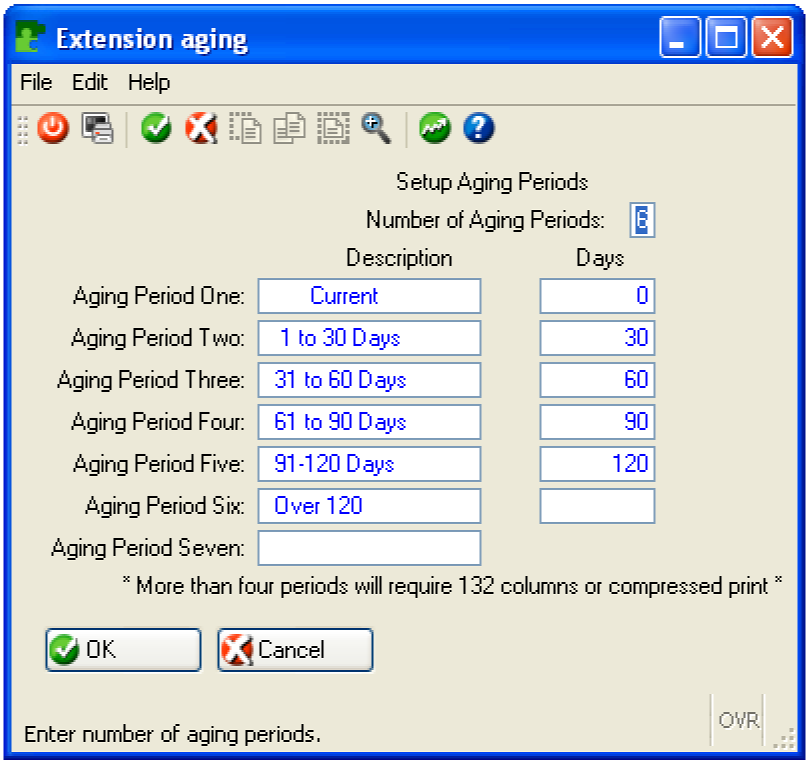
Specific General Ledger account numbers to be posted to as a transaction progresses through the system.

Aging Information Section

Defines how the system reports on customer aging.

Field	Description
Age On	Due Date or Invoice Date. This determines if the customer invoices will be aged based on the invoice date or the due date of the invoice.

The set up required to establish aging periods for AR Aging Reports is as follows:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>From Update Receivable Defaults screen place the screen in Update mode.</td></tr>
<tr><td>2</td><td>From the Age On field, click on the icon. The Setup Aging Periods screen displays.

</td></tr>
<tr><td>3</td><td>Enter the number of aging periods in the Number of Aging Periods field.</td></tr>
<tr><td>4</td><td>Define the duration of each aging period in the Description and Days fields for each Period.</td></tr>
<tr><td>5</td><td>Click the OK button or press ENTER when complete.</td></tr>
</table>

Miscellaneous

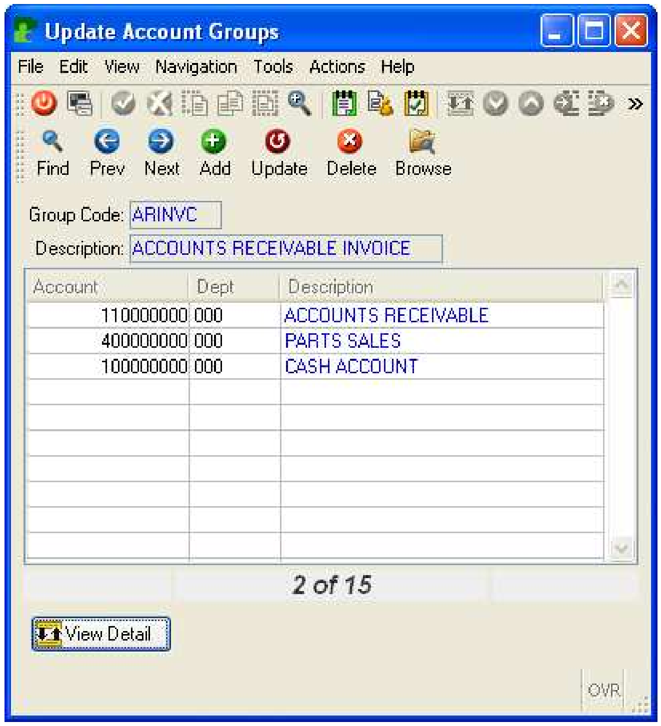
Field	Description
Is AR Set Up Complete?:	Before setting this flag to yes, all customer open items should be entered and balanced to General Ledger. Once this is set to yes, customer open items will not be accessible to update. • "Y" indicates open items are balanced. • "N" indicates open items are not balanced and no transactions can occur.
Batch – Invoices?:	A "Y" or "N" field which determines whether all AR invoices are batch processed.
Receipts?:	A "Y" or "N" field which determines whether all AR cash receipts are batch processed.
Require Approval to Post?:	A "Y" or "N" field which determines whether batches need approval before being processed.
Approval Code:	The approval code which allows a batch to be processed.
Bank Deposit ID	System maintained value. Incremented each time a bank deposit is created in the Cash Receipts process.

Update Account Groups (Optional)

To view this screen press Quit and select (c) Update Account Groups

Allows user to define and maintain 'groups' of G/L numbers.

- An account group is a particular set of ledger accounts used together for a particular type of transaction.
- Each account group can reference up to 100 different account numbers.

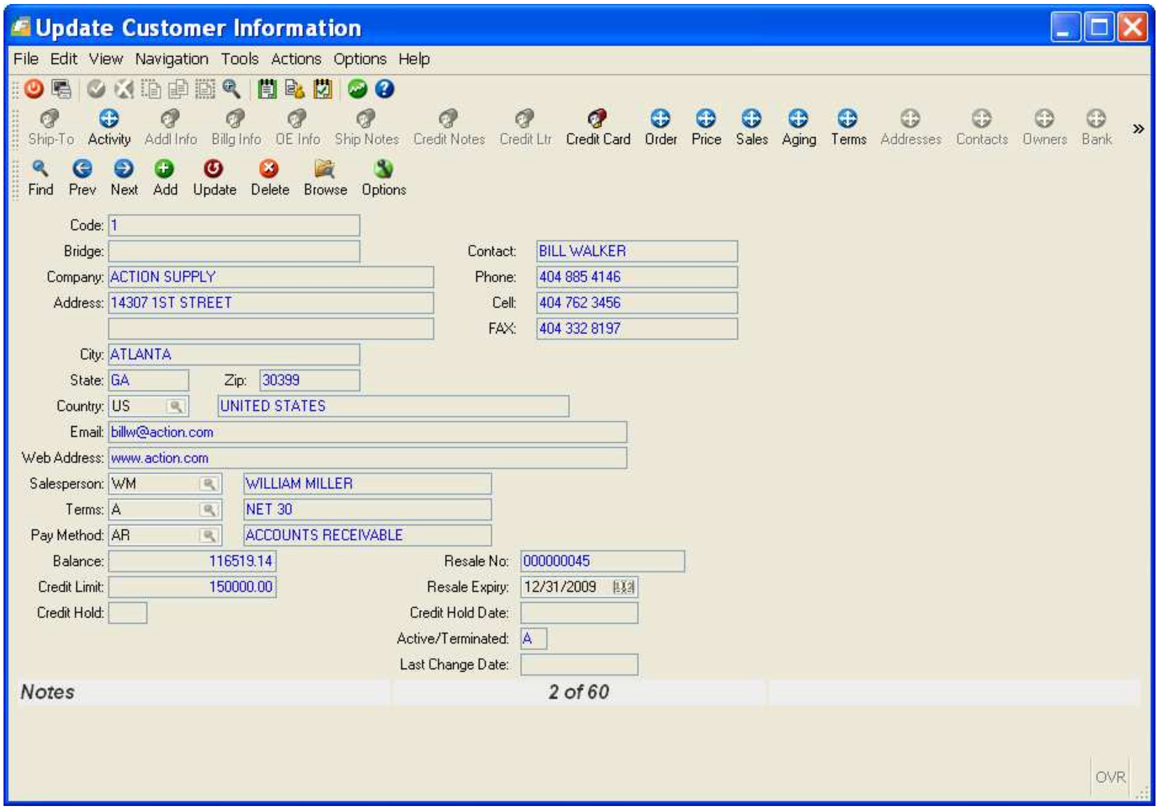


NOTE: The Account Groups shown here are similar to the ones covered in Chapter 2 (General Ledger). Account Groups are carried over into all relevant modules in the Fitrix System therefore, they only need to be set up once.

Update Customer Information

To view this screen, press Quit and select Update Customer Information (option e).

This data entry screen allows you to add new Customer Information or maintain existing Customer Information. This data entry screen is located and accessible from the Accounts Receivable Customer Information Menu and in Order Entry from Setup Order Entry Menu.



Press Find and click the OK button (or press ENTER). Click the Next and Prev buttons to navigate to the desired customer record (or press P or N).

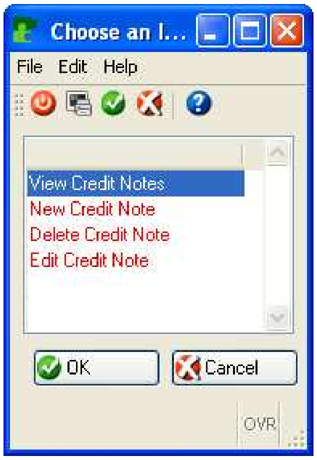
Using the Other Tool bar Icons To Access Additional Programs

Additional information is accessed and stored by using the toolbar icons.

Credit Notes

These notes display in the Update Customer Orders program once the customer code is entered.

Credit notes are accessible from the Update Customer Information program. When in update mode, click on the Credit Notes icon to bring up the picker menu.



View Credit Notes- allows you to view all credit notes.

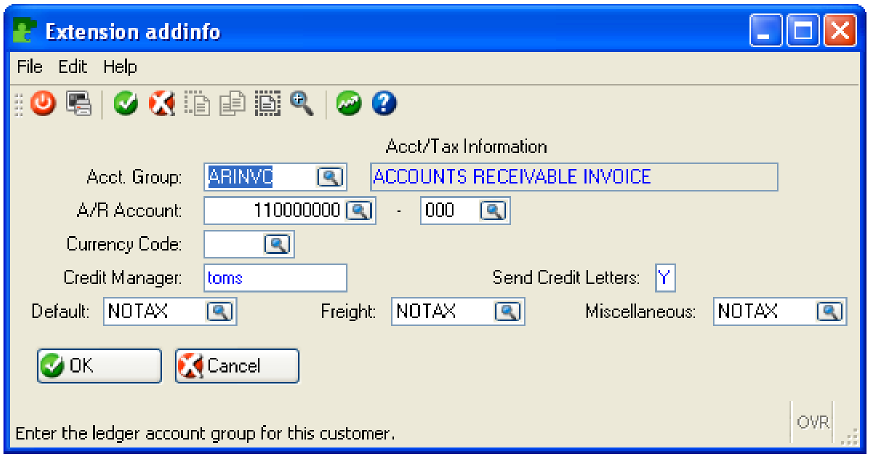
New Credit Note- allows you to add a new credit note and this note will be stored with your user id and date entered.

Delete Credit Note – brings up a list of note information (number, user id, and date) and you can delete a specific note by double clicking on the item.

Edit Credit Note - brings up a list of note information (number, user id, and date) and you can edit a specific note by double clicking on the item.

Acct/Tax Information

To view, click on the Addinfo icon.



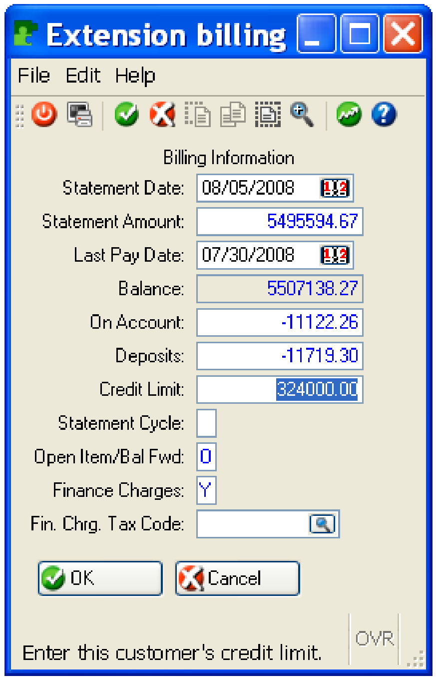
This screen allows you to define customer specific default general ledger account numbers for A/R posting and Tax reporting.

Field	Description
Account Group:	A default account group can be setup per customer. Optional.
A/R Account:	An Accounts Receivable account number can be defined for an individual customer. The customer default A/R account number is used if this account number differs from the A/R Module default. This entry is optional. If nothing is entered, the A/R default account number will be used.
Currency Code:	This code is the default currency code for the current customer record and only applies if the Multi currency module is activated.
Default:	This field provides the default tax setting when adding customer documents. This default can be overridden at the time of document entry.
Credit Manager	The value entered here is the credit manager responsible for this customer and must be a valid login ID. This user id must also be set up in the security table for users (table name is stxsecur) so that the program can find the name associated with the id (See chapter on Security in the Getting Started With Fitrix manual).It is this name that prints on the collection letters sent to the customer.
Send Credit Letters	This value defaults to Y which means a credit letter will be printed for this customer. If you do not wish to create credit letters for a specific customer you must change this value to N.

Press ENTER key to return to Customer Information screen.

Billing Information

To view, click on the Billing icon.



When setting up the customer billing information before setup is complete, previous account activity can be carried forward and entered in these fields. Once the A/R defaults are set to complete and transactions have been posted, the following fields are system maintained.

- Statement Date
- Statement Amount
- Last Pay Date
- Balance
- On Account
- Deposits for Sales Orders

The following fields are maintained by the end user:

Field	Description
Credit Limit:	This is the dollar amount of outstanding debt allowed on this account.
Statement Cycle:	This optional field stores a number that is referred to as the "statement cycle number". When you generate customer statements, the program prompts for one or more cycle numbers thereby allowing you to generate statements for a particular class of customers or

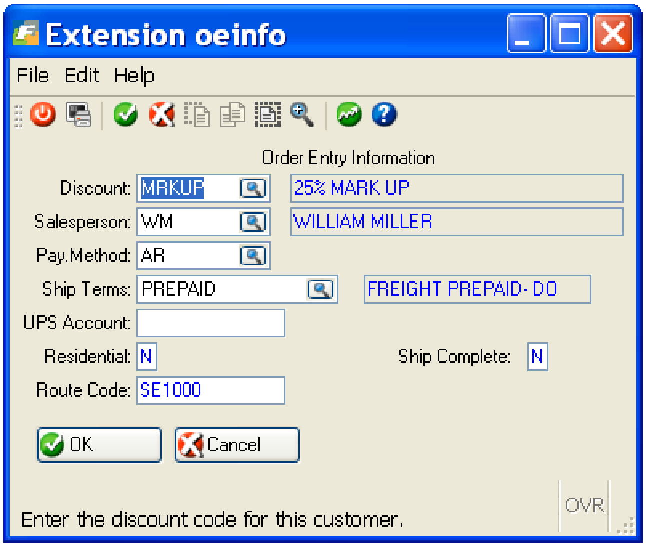
Field	Description
	different time cycles.
Open Item / Bal Forward:	This field accepts an entry of O (open item) or B (balance forward). This code determines the type of statement to be generated for the customer. If left blank, it defaults to O.
Finance Charges:	Determines whether customer is charged a finance charge. If left blank, the field defaults to “Y”.
Finance Charge Tax Code:	Enter tax code to be used when finance charge is created.

Press the ENTER key to return to Customer Information screen.

O/E Information

To view, click on the Oeinfo icon.

This screen maintains customer default information that is referenced in the Order Entry Module. This information can be overridden in Order Entry at the time an individual order is placed.

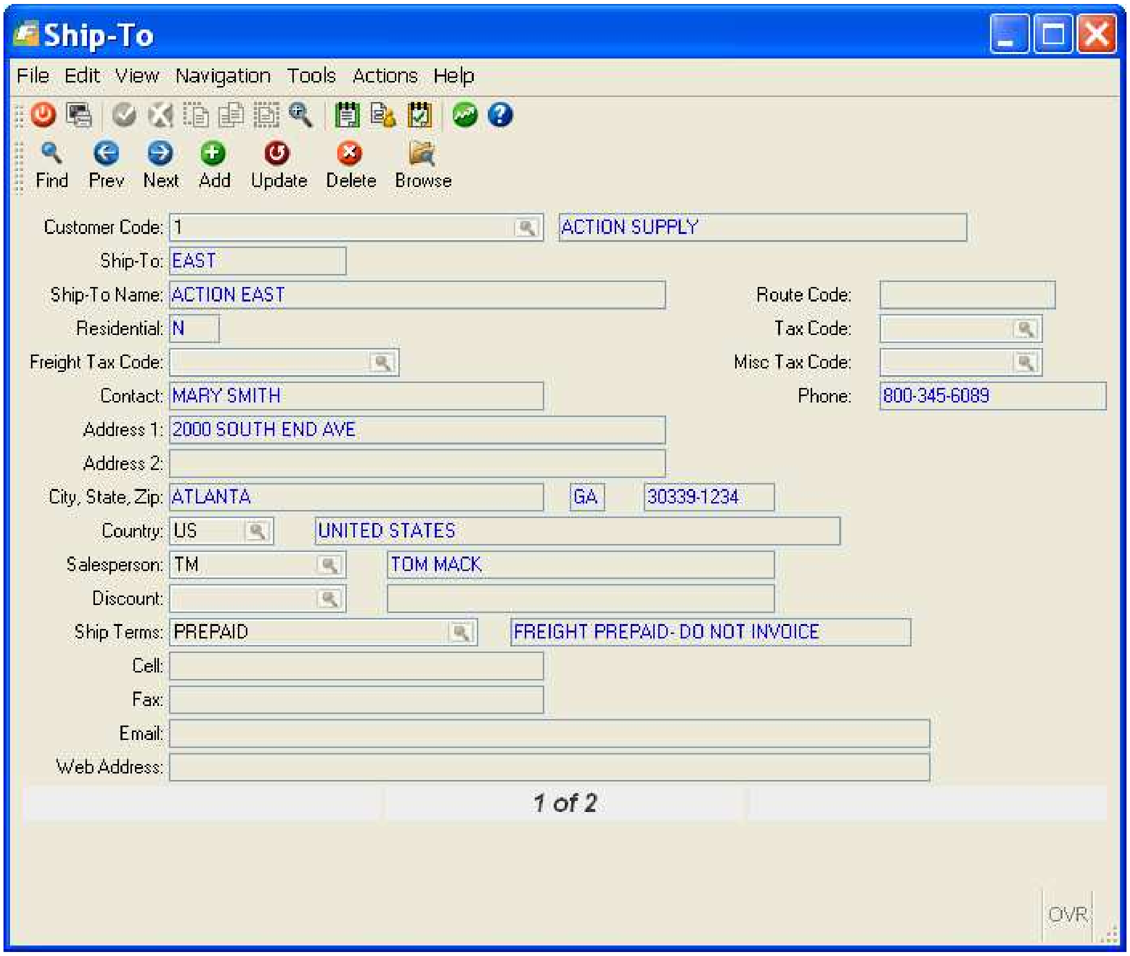


Note #1: The discount field is used for customer pricing in Order Entry and is discussed in the Distribution training class.

Press the ENTER key to return to the Customer Information screen.

Ship-To Information

To view, click on the Ship-To icon.



This screen maintains customer ship-to information. If you assign a ship-to during invoice processing, the bill-to and ship-to will print on shipping documents and invoice forms.

Press the ENTER key to return to Customer Information screen.

Activity Detail

To view, click on the Activity icon.

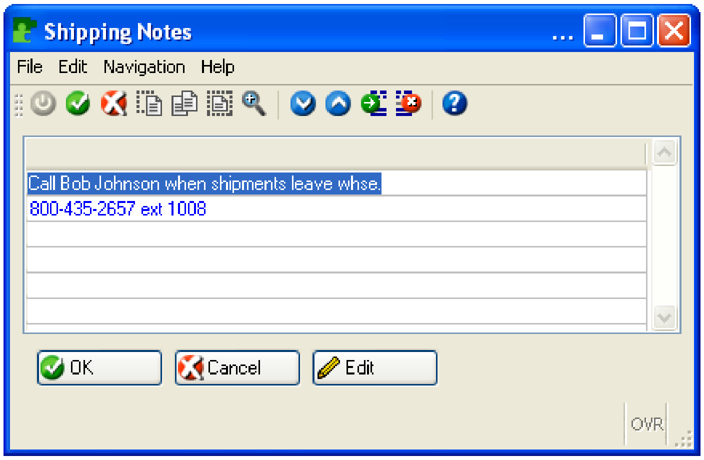
This screen allows you to view customer activity sorted by most current dates first. You can also change the sort order by clicking on the column heading.

You can zoom further into the activity by placing cursor on item you wish to research and clicking on the detail button. If the type of document is IN (Invoice) and you click on detail, the first screen to display is the invoice header information. When you click on activity to zoom further, the screen displays any payments that have been applied to the invoice. If the type of document is CR (Cash Receipt) and you click on detail the screen displays the invoice the payment was applied to.

If you would like to look for a specific document, click on New Search and press the TAB key until the cursor is located in the Inv/Chk No. field, enter document reference number, and press ENTER.

Shipping Notes

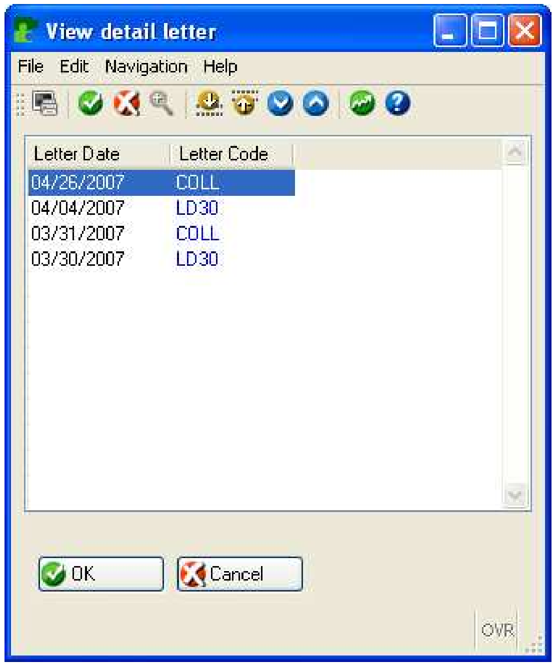
To view, click on the shipping notes icon.



The notes entered here are for special shipping instructions that relate to this specific customer. These notes will display when entering sales orders. When these notes display you have the option of changing the notes and will then be prompted “Store These Shipping Notes (Y/N). The default is Y and these notes will then print on the picking ticket and packing list. Any changes made to the notes in order entry will not change the default notes stored with the customer record.

Credit Letters

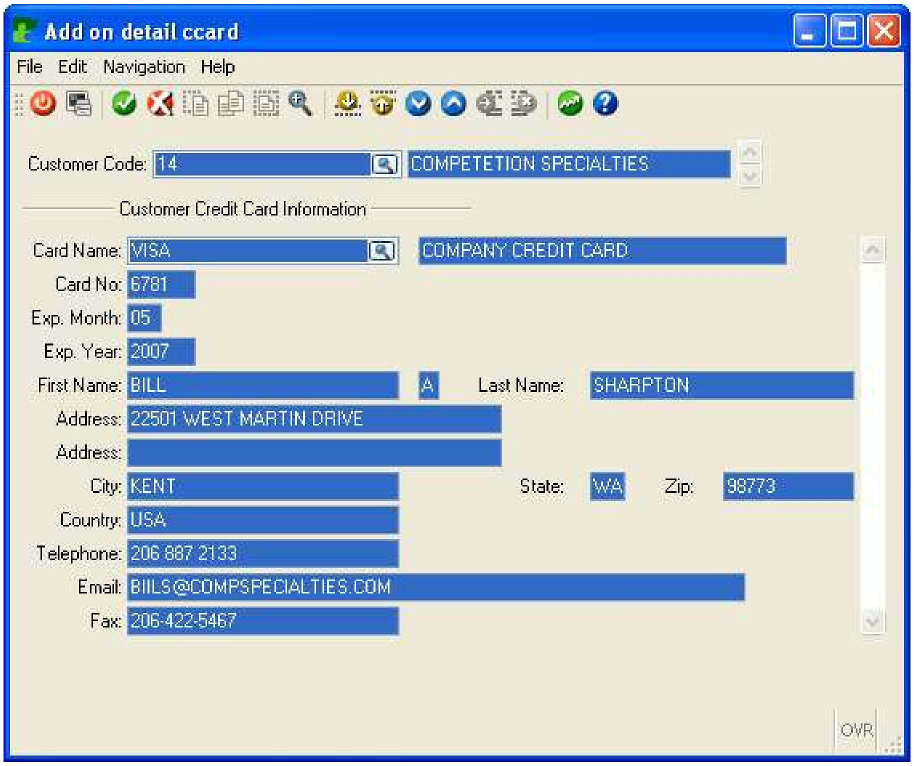
To view, click on the Credit letter icon.



This option lets the user view the code of the credit letters sent to the customer and the date they were created.

Credit Card

To view, click Credit Card icon.

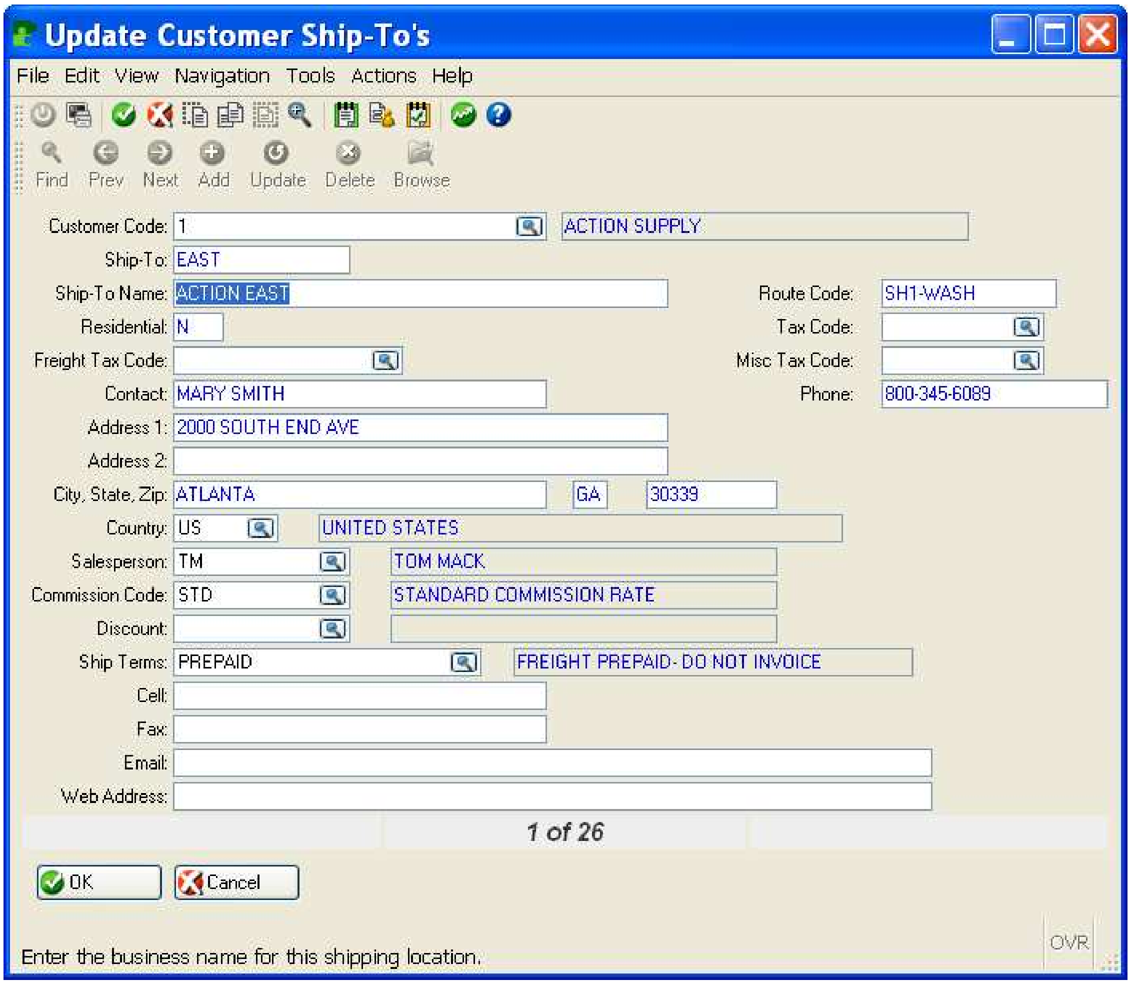


This option lets you view any credit card information that is on file with the customer. This information is set up in the Accounts Receivable module. Credit card is a method of payment used in Accounts Receivable and Order Entry.

Click the OK button (or press ENTER) until you are returned to Customer Information screen and then Quit to return to Setup Receivables screen.

Update Customer Ship To

To view this screen, select option (f) from Setup Receivable menu, choose “Find”, and click the OK button (or press ENTER key) to Find All.

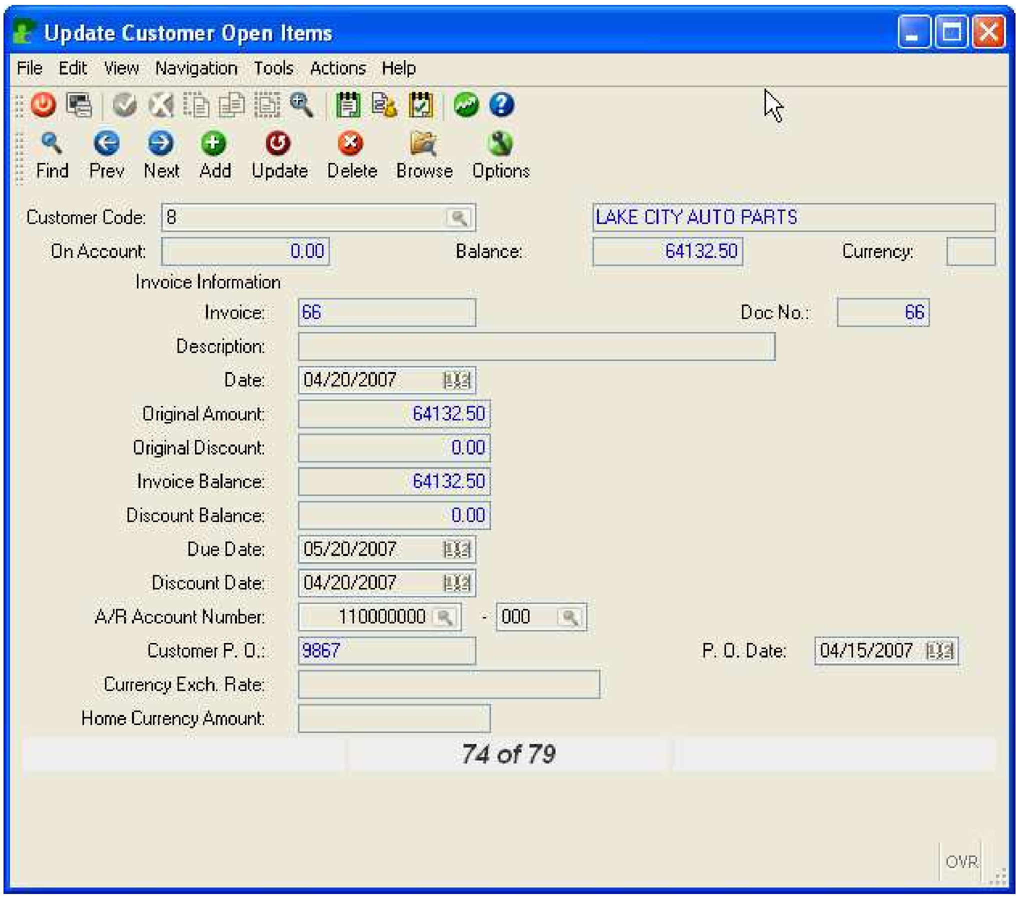


This screen allows you to maintain and add multiple customer ship to locations. When entering invoices and you define a ship-to code, this is the ship-to address that prints on the invoice. If you do not define a ship-to, the ship-to address defaults to bill-to address.

Press (Quit) to return to Setup Receivable menu.

Update Customer Open Items

To view this screen, select option (h) from Setup Receivable menu, choose “Find”, and click the OK button (or press ENTER key) to Find All.



Before the Accounts Receivable Default set up flag is set to complete, all unpaid customer invoices must be entered into the system as "open items". Customer Open Items are entered one time only during the Accounts Receivable module setup.

An open item is entered for each outstanding invoice for a customer.

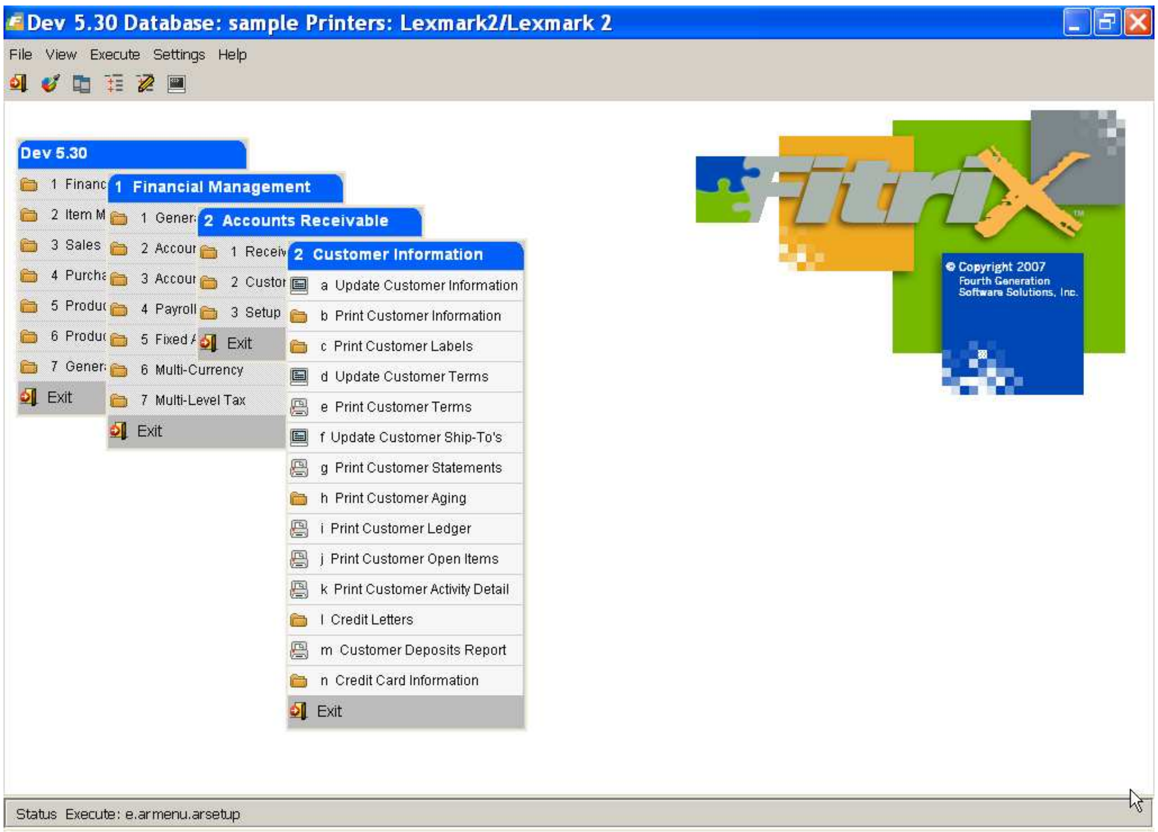
The customer code, ship-to code, invoice number, invoice date, and invoice amount information is required for each open item. Once the A/R setup is complete these items can not be updated.

Press Quit and then ESC to return to main menu.

Customer Information

To view this menu, select **Financial Management** > **Accounts Receivable** > **Customer Information** (option 2).

The Customer Information Menu contains options for maintaining, inquiring, and reporting customer information.

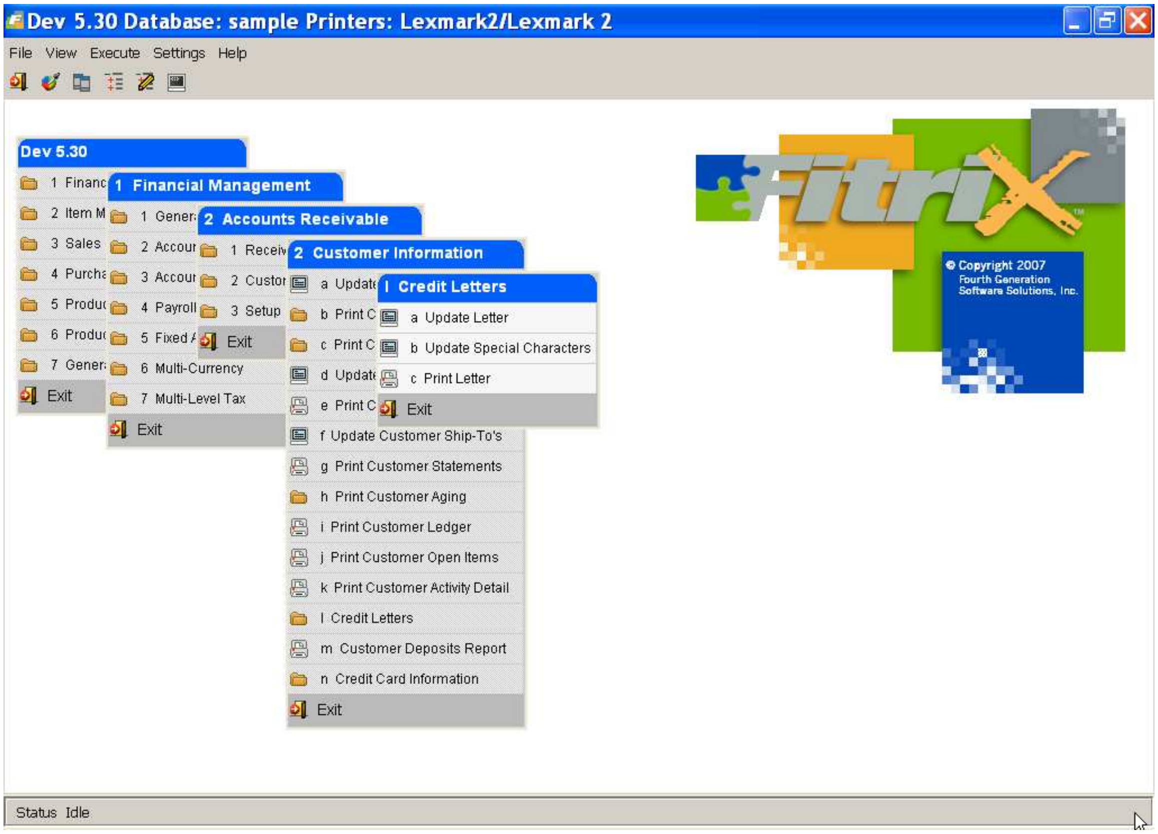


Field	Description
Update Customer Information	Is the same data entry screen that is located on the Setup Receivables Menu.
Print Customer Information	Prints customer summary or detail information sorted by name or code.
Print Customer Labels	Prints labels with customer's name and address. Can print by name or zip code.
Update Customer Terms	A data entry screen for entering customer payment terms.
Print Customer Terms	Prints the customer terms.

Field	Description
Update Customer Ship-To	Is the same data entry screen that is located on the Setup Receivables menu. Allows for the maintenance and addition of multiple customer ship-to locations.
Print Customer Statements	Generates customer statements. Statements summarize activity on a customer account and reflect all activity.
Print Customer Aging	Prints summary or detail format showing the total amount owed by the customer broken down into the aging periods setup in the Receivables Defaults record.
Print Customer Ledger	Prints a report of all customer activity, both invoices and payments in chronological order.
Print Customer Open Items	Prints a report that lists all outstanding invoice balances by customer in chronological order.
Print Customer Activity Detail	Prints a report of all transactions for the date range specified. It lists all invoices that still have a balance and any payments that have been applied to them.
Credit Letters	This submenu contains the programs used to enter, update, and send credit letters (aka dunning letters) to your customers.
Customer Deposit Report	This report lists deposits your customers have paid you for pending sales orders entered through Order Entry.
Credit Card Information	Used to enter and print customer credit card information.

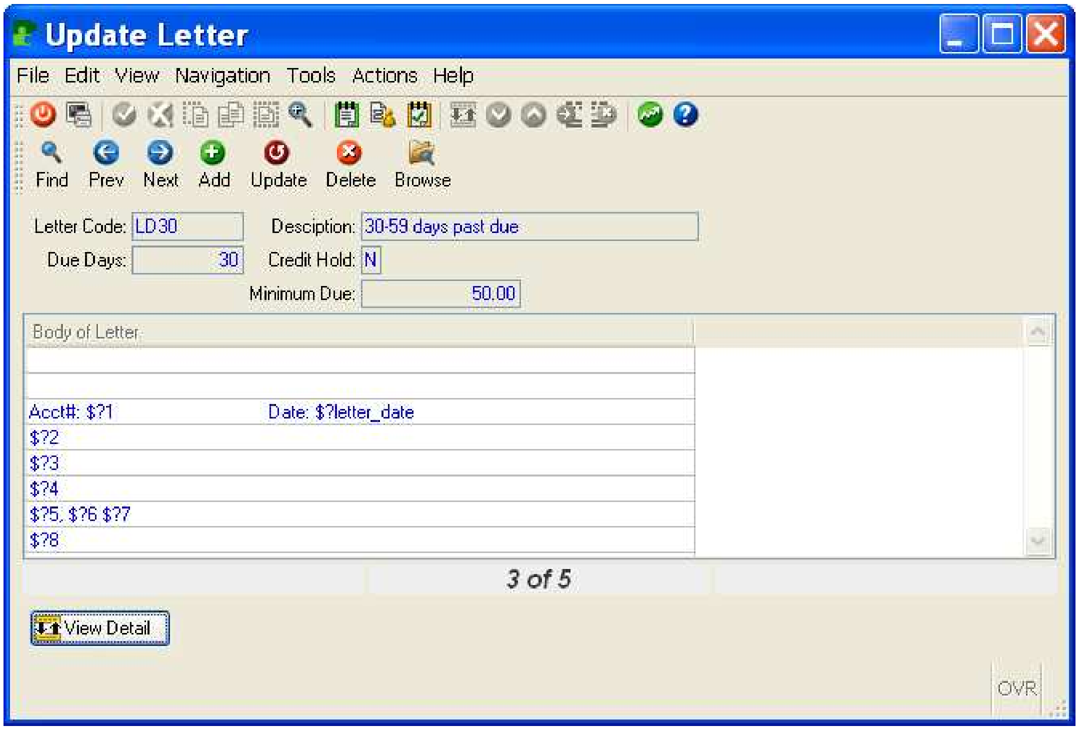
Credit Letters

To view this submenu select option l from the customer information menu.



Update Letter:

This is where the you define the letter code and the text of the letter. This feature is delivered with standard text for each letter but you can change the wording as needed to fit your business needs. You can also use the F1 and F2 function keys to delete and insert lines to fit the address information to your mailing envelope if a window envelope is being used.



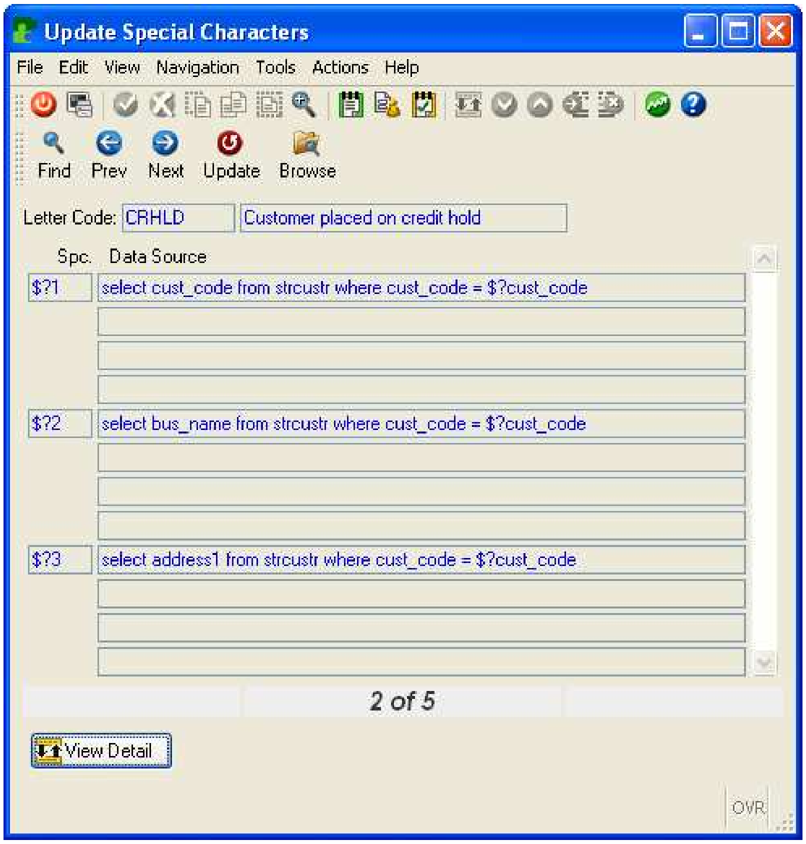
Due Days -determines what invoice detail will print on the letter. In the example above this letter will print for any customer that has invoices that are 121 days or more past the due date.

Credit Hold – this should be set to N for all letters except the letter that is sent when the customer is placed on credit hold.

Minimum Due - If the amount due from the customer is less that this amount, the letter will not print.

Update Special Characters:

This is where you create the definition for the special characters used within the letters defined in Update Letter.

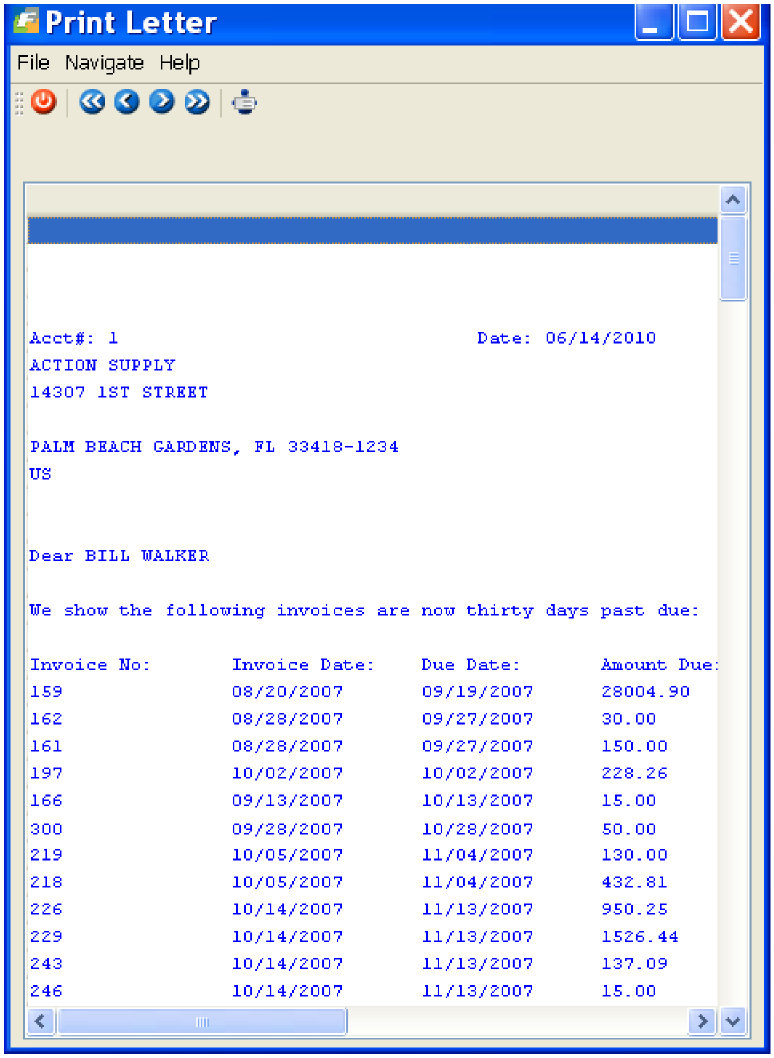


Each special character represents an SQL query that retrieves information from the database that will print on the letter. These special characters are inserted into the text of your letter in the appropriate places. For example, in the screen shot above the special characters defined will print the following information on the letter that is printed when the customer is placed on credit hold:

$?1	Customer Code
$?2	Business name
$?3-$?8	Address information
$?9	Contact name found in customer record
$10?	Your company's telephone number as found in the Update Company Information program
$11?	First name of credit manager
$12?	Last name of credit manager

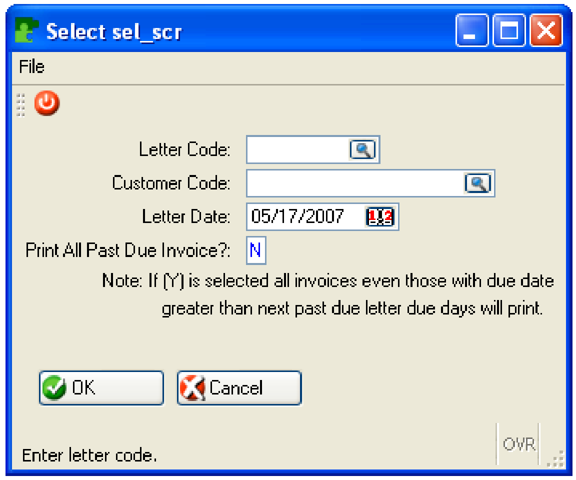
It will also print a list of all invoices that have a balance.

Here is a sample of the invoices over 30 days past due letter:



Print Letters:

When you run this program you will be prompted for the following information:



A zoom is available from both the letter code and customer code fields. The date is the date that will print on the letter. For example if your are printing the LD30 letter (selects all invoices that are between 30-59 days past the due date) and you enter a date of March 31st , the program will select all invoices that match this criteria as of March 31st.

If you enter a Y in Print All Past Due Invoices all invoices > 30 days past due will print, even those with a due date > than the next past due letter (Past Due 60 Days).

This program will only print letters for customers that have credit letter = Y in their customer record. If this is set to N, no letters will print for the customer.

The letters delivered with Fitrix include:

Credit hold letter (letter code CRHLD) – selects all customers where credit hold flag in customer record = Y and credit hold date = letter date entered. It is recommended that this be set up to run via CRON every night

Past Due 30 (letter code LD30) – customer has invoices that are 30-59 days past due.

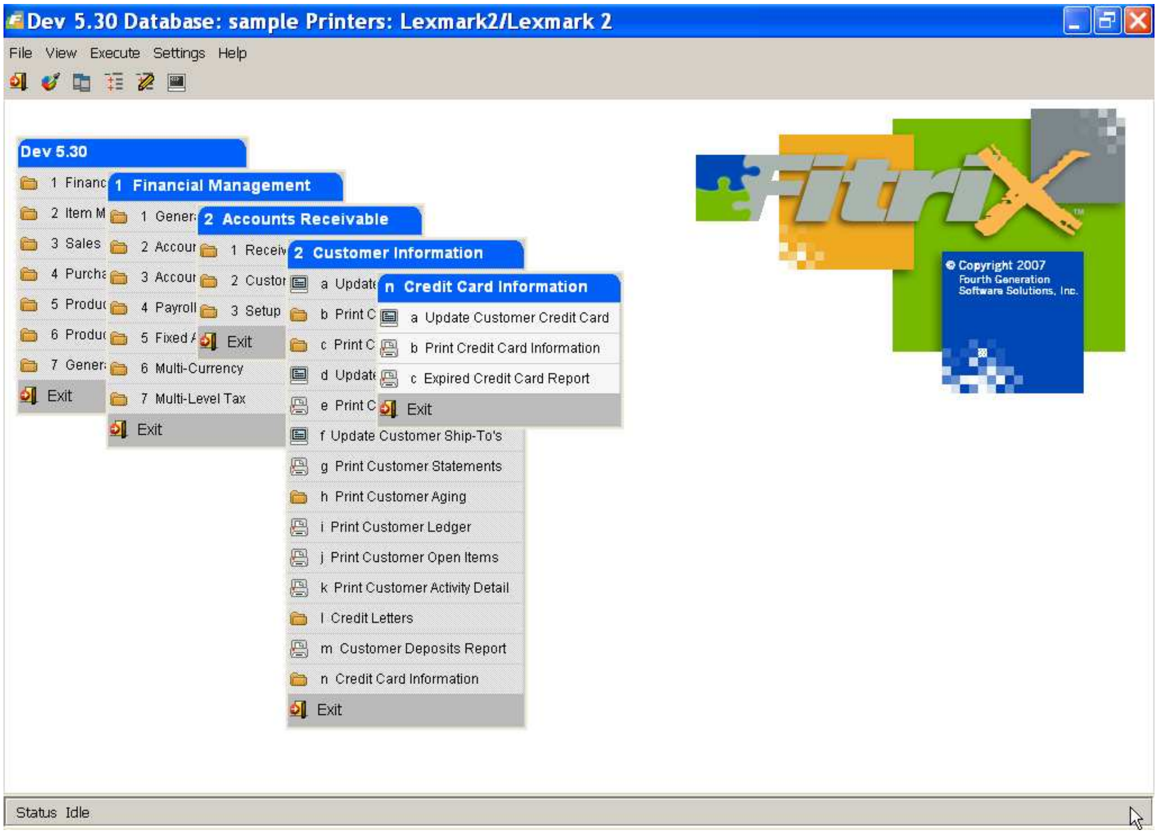
Past Due 60 (letter code LD60) – customer has invoices that are 60-89 days past due.

Past Due 90 (letter code LD90) – customer has invoices that are 90-120 days past due.

Collection Letter (letter code COLL)- customer has invoices that are > 120 days past due and the customer will be turned over to a collection agency .

Credit Card Information

To view this submenu select option n from the customer information menu.



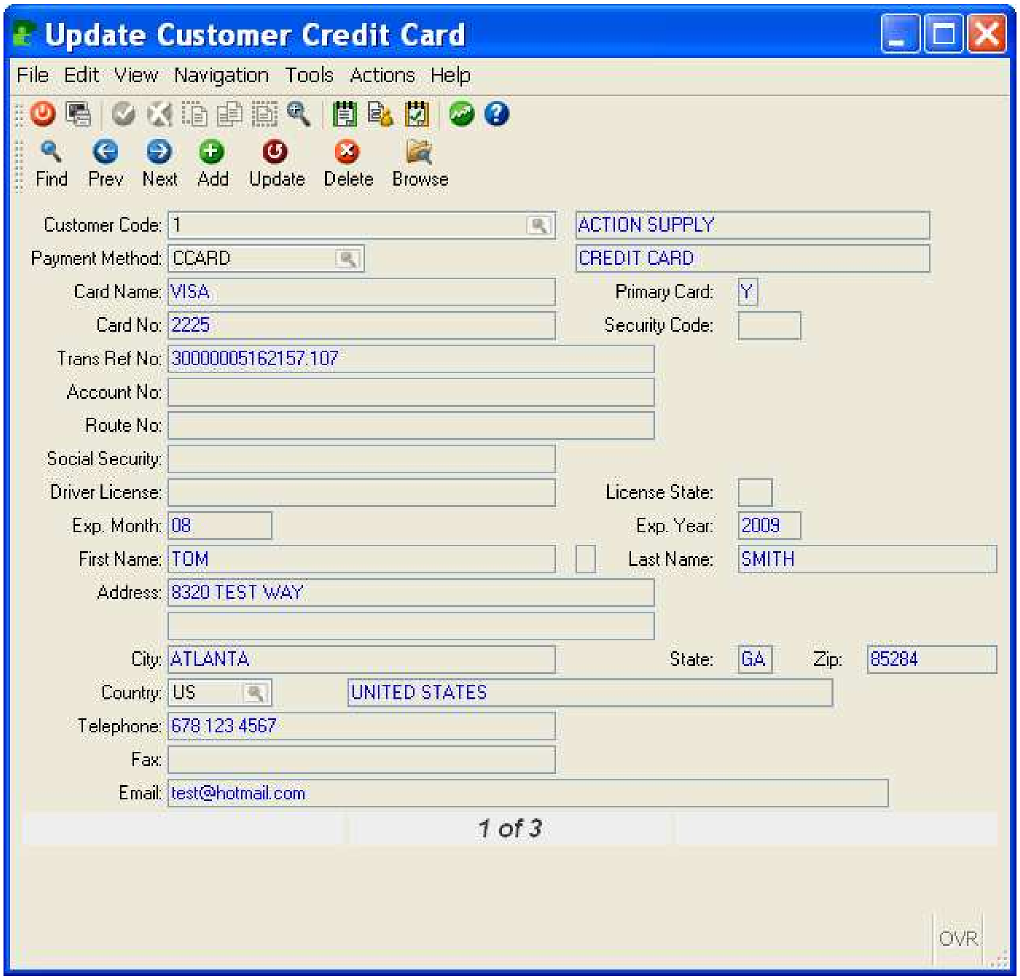
The Accounts Receivable module interfaces with a payment transaction network for automated credit card processing. Credit card information is stored at the customer level. When invoices are entered the invoice information is automatically sent for real time authorization or you can send in batch mode if processing many invoices. The following day you then run the settlement program to settle the transactions.

The documentation herein is for the Fitrix credit card processing functionality through an interface with Skipjack Financial Services. Other interfaces may be supported in the future. Please check with your Fourth Generation sales representative.

Enter Credit Card Information For Customer:

This program is used to store credit card information for the customer. Each customer can have multiple credit cards.

Please note that this program can also be accessed from within the Update Customer Information program.



The following information is required for credit cards and therefore must be filled in:

Customer code
Card Name
Card Number
Security Code
Exp Month
Exp Year
First_Name
Last Name
Address1
City
State
Zip
Phone
Email

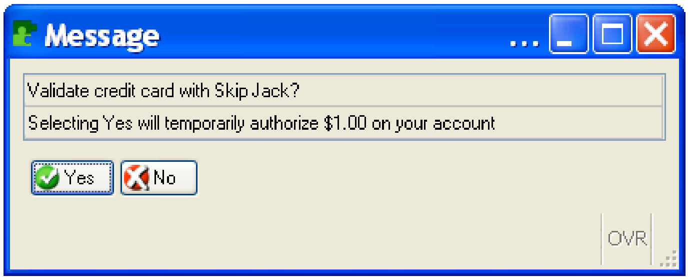
The following information is required for debit cards and therefore must be filled in:

Customer code

Account No.
Route No.
Either Social Security Number OR Drivers License and License State
Exp Month
Exp Year
First_Name
Last Name
Address1
City
State
Zip
Phone
Email

If the customer has multiple cards at least one must be marked as primary. It is this primary card number that is used if you run invoice authorization in batch since you are not prompted to select the credit card to be charged.

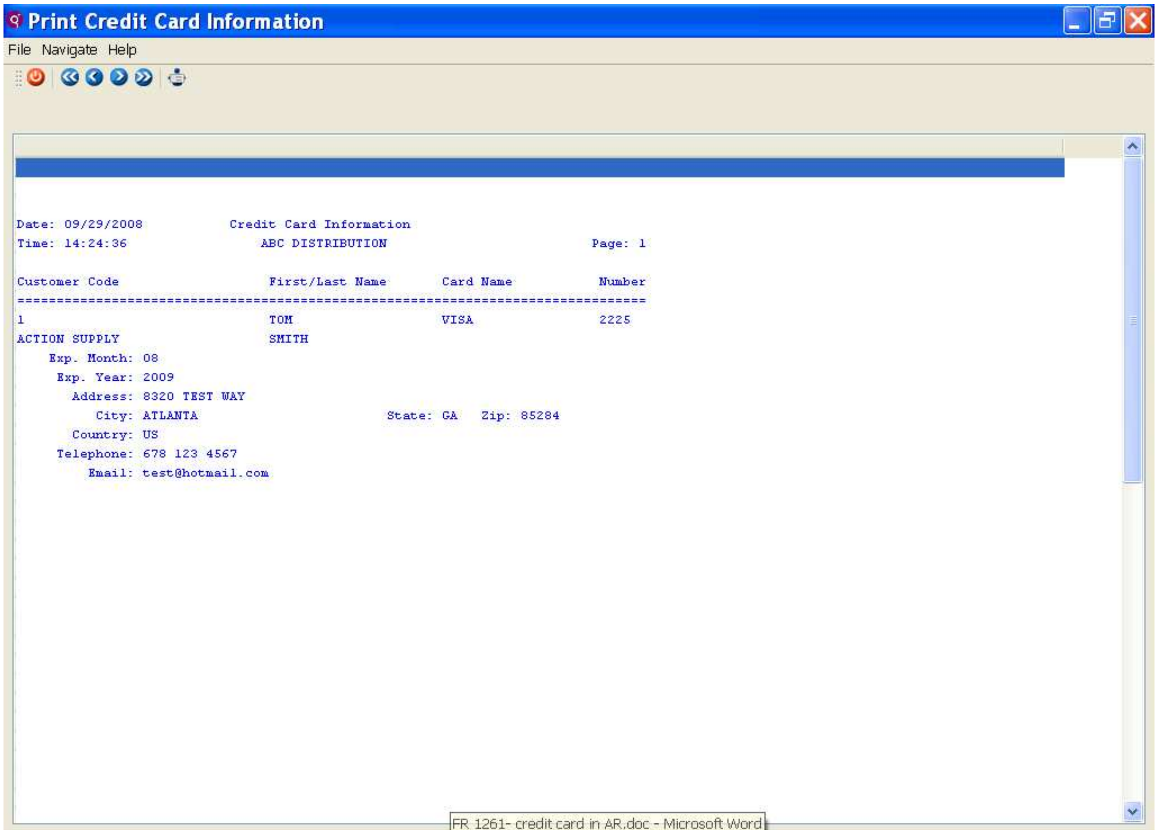
When you store the credit card information you will receive this prompt:



Click on Yes to validate the card with Skip Jack. This will temporarily put a $1.00 charge on your customer's card that will then be reversed by Skip Jack. This validation is needed to make sure the credit card is a valid card. This also returns a Transaction Reference Number that Skip Jack will use to authorize and settle transactions so that the entire credit card number does not need to be stored in the Fitrix database. Note that when you validate the card, the Trans Ref No is filled in and now only the last four digits of the card number you entered display.

Print Credit Card Information (option b):

This report will list in either summary or detail the credit cards you have on file for your customers. Here is a sample of the detail report:



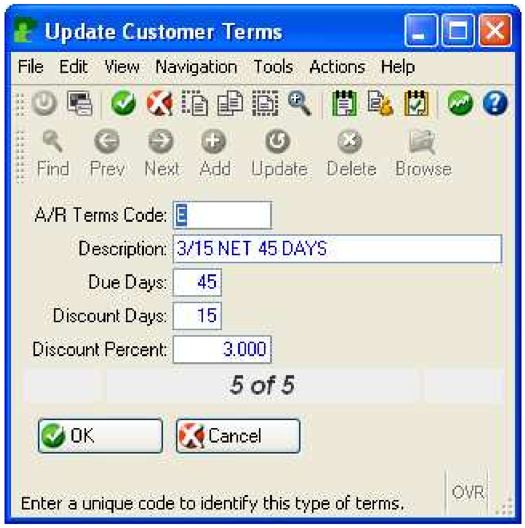
Expired Credit Card Report (option c) -

This report will list all credit cards that are about to expire so that the user can contact the customer and get updated information. User is prompted to enter a date and all credit cards with an expiration date prior to this will print.

Update Customer Terms

To view this screen, select **Update Customer Terms** (option d).

Update Customer Terms is the data entry screen that allows you to add and maintain customer terms. These are reference files used by both Accounts Receivable and Order Entry.



Field	Description
A/R Terms Code	Six-digit alpha/numeric code identifying the type of terms.
Description	Thirty character field for describing the terms.
Due Days	Numeric field that records the number of days that are added to the invoice due date to determine when an invoice should be paid in full.
Discount Days	Numeric field storing the number of days that are added to the invoice date to determine if a discount from the total payment is valid.
Discount Percent	Numeric field stores the percentage that is used in calculating the discount. Entered as whole numbers, (i.e. - 2% entered as 2.0).

Press Quit and ESC key to return to the main menu.

Receivables Transactions

The major tasks involved with Accounts Receivables document processing include:

- Receivable Document: Customer Invoices, Credits and Debits

  Process Credit Card Transactions

- Receipts Document: Customer Payments, Non A/R Cash Receipts, Bank Deposits
- Receivables Journal Processing: End of period Processing and Transactions

Receivable Document Transaction Processing Flow

1. Enter Transactions as A/R documents
2. Process credit card transactions.
3. Print Edit Lists and Check for Errors
4. Print Customer Invoices
5. Post A/R Documents

Receipts Document Transaction Processing Flow

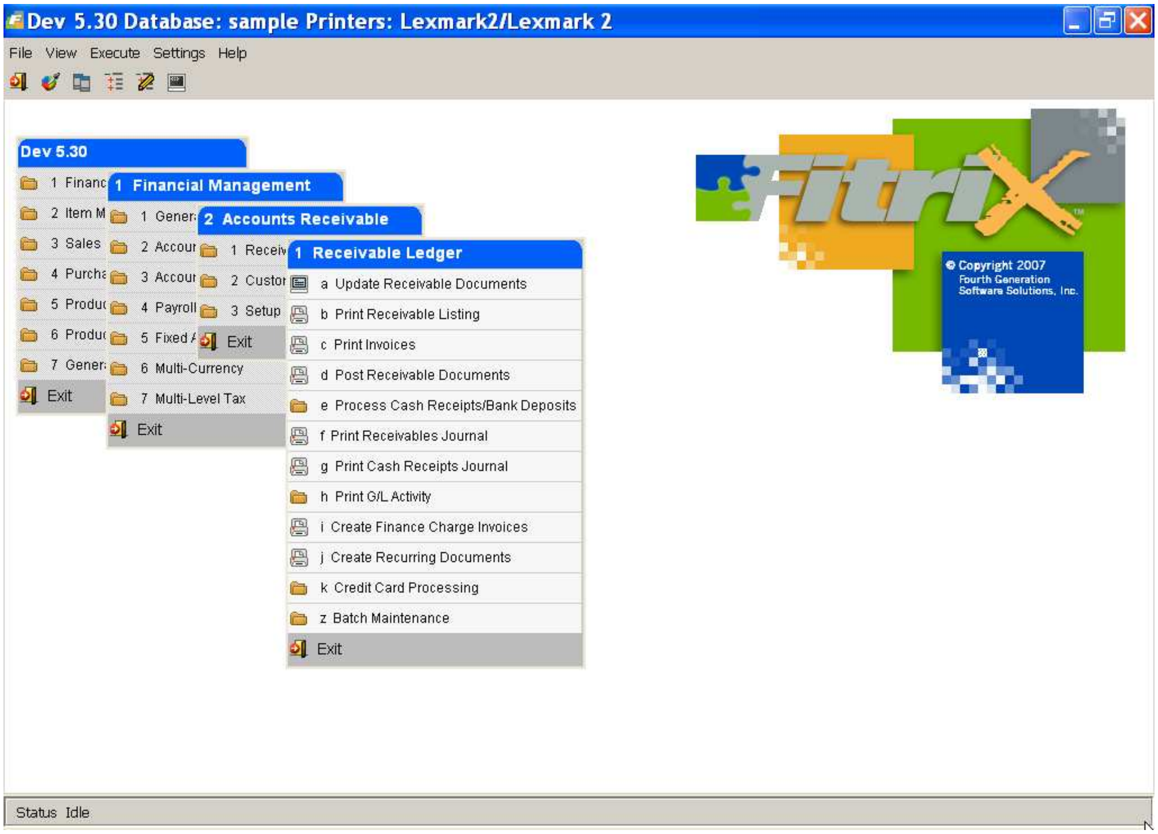
1. Update A/R Receipts or Non A/R Receipts. Create Bank Deposits
2. Print Cash Receipts Edit List and Check for Errors
3. Post Cash Receipts

Receivables End of Period Processing

1. Print the Receivables Journal (GL Distribution of all A/R documents.)
2. Print Cash Receipts Journal (GL Distribution of all A/R receipts.)
3. Print G/L Activity (All GL activity generated by A/R transactions.)
4. Create Finance Charge Invoices
5. Create Recurring Documents
6. Print Customer Statements
7. Print Customer Aging

The Receivable Ledger

To view this menu, select Financial Management, Accounts Receivable and then select Receivable Ledger (Option 1).
This menu contains the options related to the processing of Receivable Transactions.



Document Transactions Processing Flow

Field	Description
Update Receivables Documents	Is the data entry screen for Customer Receivables documents. Used for non inventory transactions like a monthly service fee.
Print Receivables Listing	Prints an edit list of all receivables documents which are unposted.
Print Invoices	Prints A/R invoices.
Credit Card Processing	Authorize in batch and Settle credit card transactions.
Post Receivable Documents	Selects all un-posted documents and posts ledger information to the G/L Activity Files and Accounts Receivable information to the customer activity files.

Field	Description
Process Cash Receipts/Deposits	The data entry screens for Cash Receipts and bank deposits.
Print Cash Receipts Listing	Prints an edit list of receipts prior to posting.
Post Cash Receipts	Posts A/R and Non A/R Cash Receipts to the Accounts Receivable and General Ledger activity files.

Accounts Receivable Ledger Processing Activities

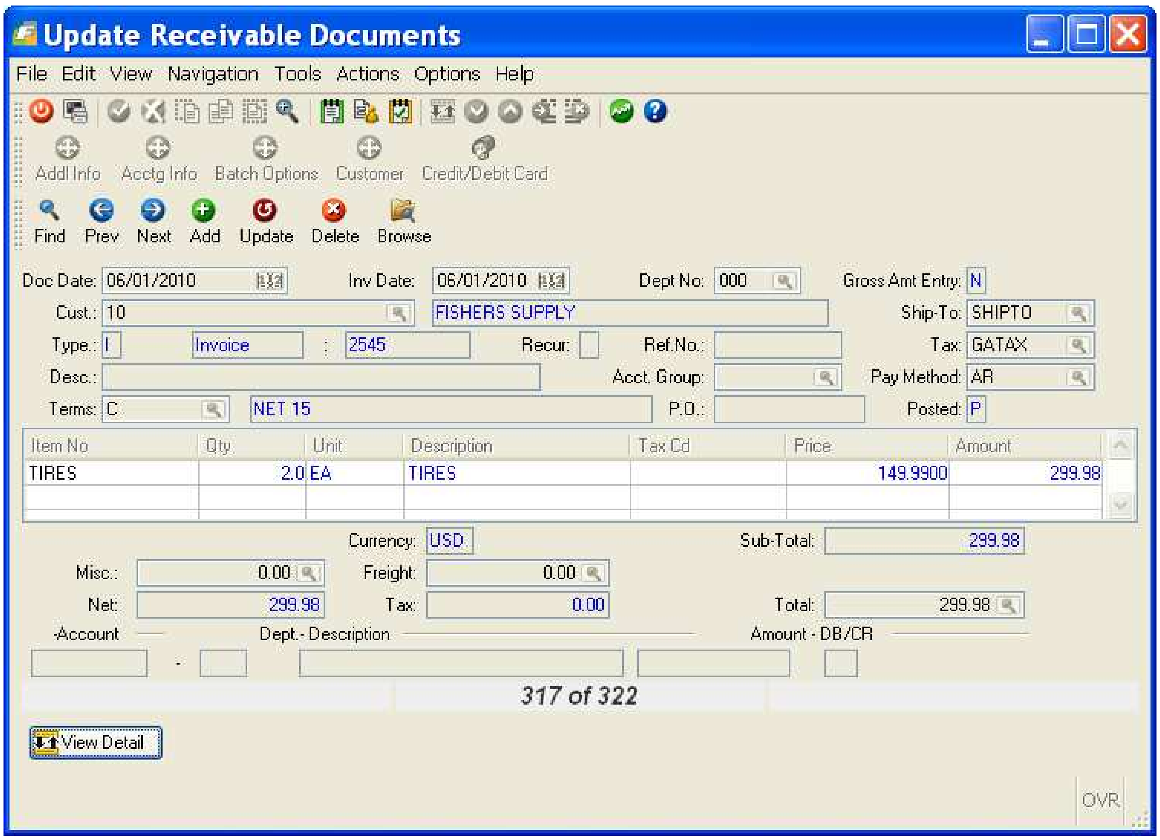
Field	Description
Print Receivables Journal	Prints the Accounts Receivable Journal for selected dates.
Print Cash Receipts Journal	Prints the Cash Receipts Journal for selected dates.
Print G/L Activity	Prints a summary or detail report of the G/L Transactions originating from A/R unlike the GL activity report that prints from the GL module. This report includes transactions from all Fitrix modules.
Create Finance Charge Invoices	Selects past due invoices to apply finance charges to and creates finance charge documents in the receivable documents file.
Create Recurring Documents	Creates recurring accounts receivable documents.
Batch Maintenance	Used for approving batches if batch control is turned on and batches require approval.

Update Receivables Documents

To view this screen select Update Receivable Documents (Option a).

The Update Receivables Documents is the data entry screen for Customer Receivables documents and is used to enter, modify or delete receivable documents. This screen has three sections.

Header Portion of the Data Entry Screen contains the following document information:



Field	Description
Doc Date	Defaults to system date format mm/dd/yyyy. This is the General Ledger posting date
Inv Date	Defaults to system date format mm/dd/yyyy. This is the customer invoice date and is the date used to age the invoice on the AR Aging report.
Dept. No.	Three character alpha/numeric.
Gross Amount	Default is value set up in Setup Receivable Defaults. If gross amounts are entered, the tax is automatically backed out and the net amount

Field	Description
	displays in the accounting window at the bottom of the screen.
Posted	"Y" or "N" system maintained.
Customer	Customer code (up to twenty characters).
Customer Name	Display only, name is looked up from the customer code.
Ship-To	Customer default shipping destination, if more than one ship-to, Zoom to select.
Doc Type	(I)nvoice, (C)redit Memo, (D)ebit Memo, (F)inance Charge Invoice.
Invoice	You can assign an invoice number by entering it here. If you do not assign an invoice number it will be assigned by the system when the record is stored.
Description	After selecting a document type, the word Invoice, Credit, or Debit displays here. Next to this is a field to enter a document number. If left blank, it will be assigned a number when you print the document.
Recur	If there is a code entered in this field (user-defined code such as M for monthly or Q for quarterly), the program treats this document as a recurring document. Recurring documents are explained in greater detail in Create Recurring Documents section.
Ref. No.	If document type is (C) or (D) enter original invoice number it applies to and the program will automatically apply it. If left blank this will create an open item on the customer’s account.
Tax	Stores a 6 char field for multilevel tax as defined in customer record or AR defaults.
Description	Description of document.
Acct. Group	Default Account Group entry is optional.
Pay Method	Displays pay method retrieved from the customer master record.
Terms	Stores payment terms code as defined in the customer record, or AR defaults.
Terms Description	Description of Terms Code.
P.O.	Nine character user defined entry which stores an optional P.O. number for tracking the order.
Misc	For any applicable miscellaneous charges to be added to invoice.
Freight	For any applicable freight charges to be added to invoice.
All Other Fields	Maintained by system.
Addl Info icon on toolbar	You can click on this icon to enter invoice notes, a PO date, and to change the discount given if any

Detail Portion of Data Entry Screen:

Field	Description
Item No	Eight-character alpha-numeric. Since A/R documents don't relate to inventory, anything can be entered here.
Qty	Quantity of item sold.
Unit	Unit of measure.
Description	User defined entry.
Tax Cd	Multilevel tax code defined in header.
Price	Unit price.
Amount	System maintained (Price x quantity).

Account Number Section:

The account number and department code will automatically default to the values set up in AR defaults. If you need to change:

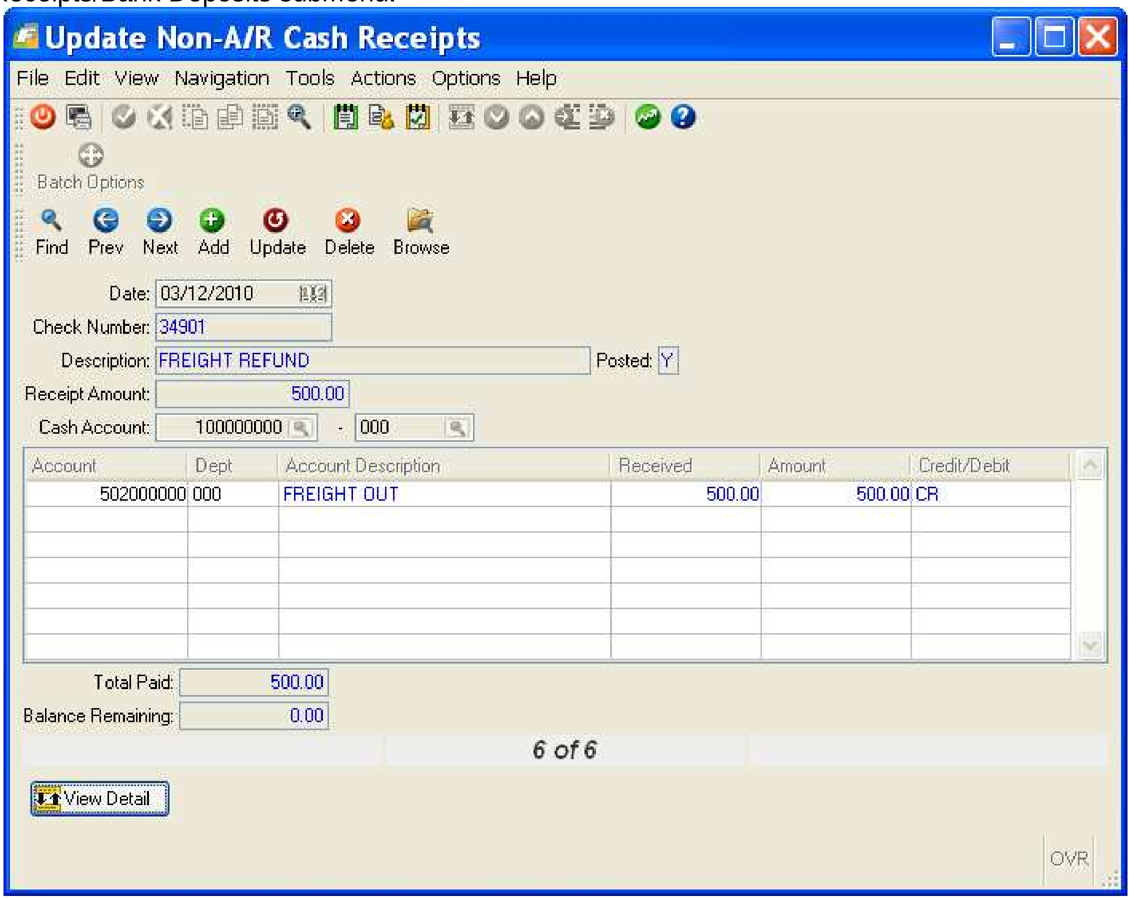
Step	Action
1	Place cursor in the Item Code field, and then Click the **Zoom** button (or press CTRL-Z) or click on the Acctg Info icon on the toolbar. The picker window displays.
2	Place the cursor on the item you wish to change, and then click the OK button (or press ENTER).
3	**Enter** the new value.
4	Press the **ENTER** key to save the change.

After documents are entered, edit list is printed, invoices are printed and documents are posted.

Press Quit to return to the Receivable Ledger menu.

Update Non A/R Cash Receipts

To view this screen, select update Non-A/R cash receipts (option a) on the Process Cash Receipts/Bank Deposits submenu.



Update Non A/R Cash Receipts is the data entry screen which maintains cash receipts that are not related to a customer account (i.e. - don't affect the balance a customer owes you).

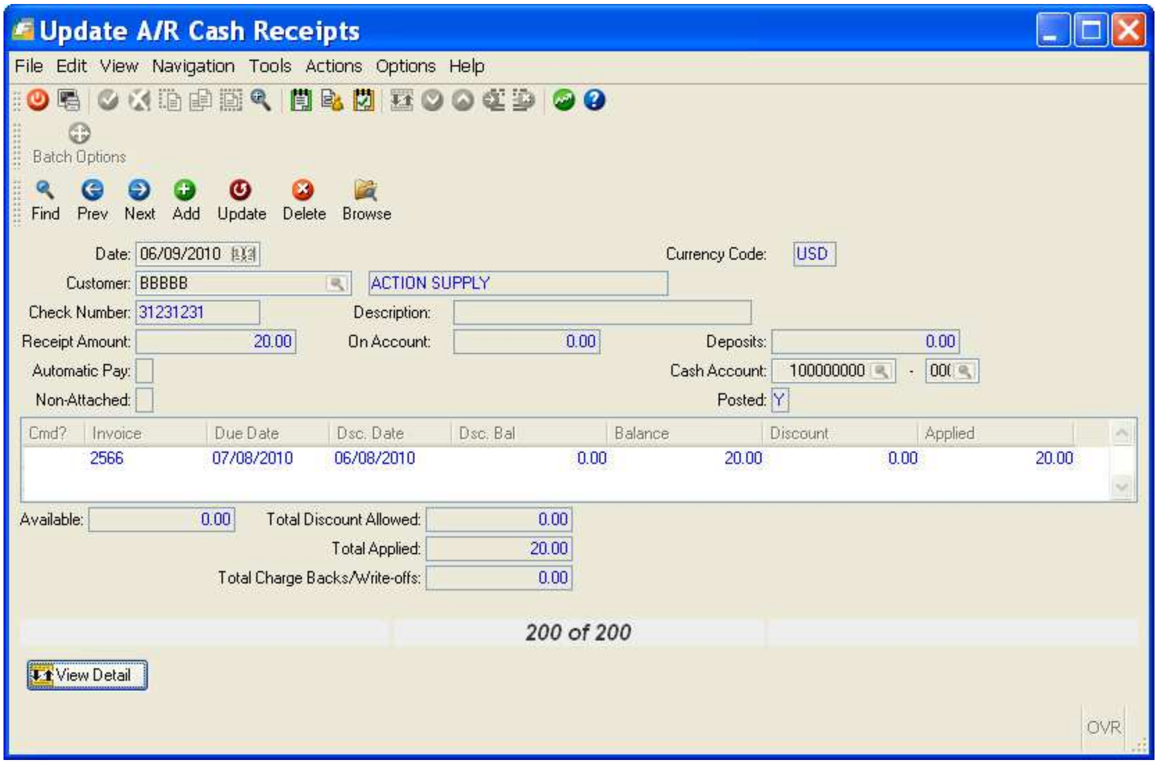
Field	Description
Date	This date field records the date that your company received payment from the customer. It defaults to the data entry date.
Check Number	The check number received.
Description	The purpose or amount of payment described.
Posted	A "Y" or "N" field indicating if the cash receipt was posted to the General Ledger.
Receipt Amount	The amount of the check received.

Field	Description
Cash Account	This numeric field stores the ledger account number for your cash account that will be increased by this transaction. It defaults to the account set up for Cash in the Accounts Receivable Defaults program. Refer to “Update Receivable Defaults” under “Setup Receivables Menu” in this manual.
Account	This column stores the ledger account numbers that are affected by a cash receipt (other than the Cash Account listed in the header; the Cash account specified in the header is automatically debited by the account entered for each line in the detail section). The Zoom feature is provided.
Dept.	This three character field stores a department code that identifies a profit center, or a division of the company, etc. Throughout the Fitrix *Business* modules, you have the option of posting sales and expenses to specific departments. The use of department codes is optional. If left blank, the field defaults to 000. The Zoom feature is provided.
Account Description	This system-maintained field displays the name of the ledger account once a valid ledger account number is entered in the Account field.
Received	This numeric field stores the amount that is posted to an account.
Credit/Debit	The amount that is either debited or credited to the account.
Total Received	This field displays the amount of the figure in the Receipt Amount field that has been accounted for in the detail section.
Balance Remaining	This field displays the difference between the Receipt Amount and the Total Amount..

Update A/R Cash Receipts

To view this screen, select Update A/R Cash Receipts (option b) on the Process Cash Receipts/Bank Deposits submenu.

This is the data entry screen that maintains and updates receipts from customers for payments on their accounts. When updating a customer receipt once the Customer Code is entered, all customer open items appear in the detail portion of the screen.



Header Portion

Field	Description
Date	This date field records the date that your company received payment from the customer. It defaults to the data entry date.
Currency Code	The type of currency accepted on this account, normally US dollars.
Customer	The first field is the customer code, the second is the Accounts Receivable name.
Check Number	The check number received.
Description	The purpose or amount of payment described. This description will print on the GL activity report.
Receipt Amount	The amount of the check received.
On Account	System maintained field for payments received from customer but not applied (ie- prepayments).If this amount is positive (customer owes you money) and user selects Automatic Pay they will be prompted “Apply Payment to OA Y/N?”
Deposit	System maintained field for payments received from a customer for an OE sales order that have not been applied. See section below on entering customer deposits.

Field	Description
Automatic Pay	If a "Y" is entered in this field, payment will be applied to oldest invoices first until total receipt amount is applied. If you want to apply payment to specific invoices manually, press Ctrl TAB to enter detail section of screen.
Cash Account	This numeric field stores the ledger account number for your cash account that will be increased by this transaction. It defaults to the account set up for Cash in the Accounts Receivable Defaults file. Refer to "Update Receivable Defaults" under "Setup Receivables Menu" in this manual.
Non-Attached	System defaults to "N" but if you receive a payment you do not want to apply, (i.e., payment in advance and therefore not invoiced), change to a "Y". Once transaction is posted, this amount will be included in the On Account total.

Detail Portion (Ctrl TAB to access) of the screen allows you to update receipts based on line detail information by entering one of the following six characters under the Cmd? column.

Option	Field	Description
(1)	**Auto payment**	Is credited to current invoice allowing for any discounts if applicable.
(2)	**Disc payment**	Is credited to current invoice with discounts allowed regardless of date.
(3)	**No Disc. Payment**	Is credited to current invoice with no discounts allowed.
(4)	**Man. payment**	Amount to pay on the invoice is manually entered and applied.
(I)	**Invoice Detail**	Pulls up the details of the line item selected.
(C)	**Customer Information**	Pulls up a screen with detailed customer information.
(P)	**Paid Invoice**	Allows you to search for a paid invoice to apply the payment to (duplicate payment). Using this option will reopen the invoice on the customer account with a negative balance.
Ctrl Z	**Zoom to browse**	If the customer has many open invoices, you can use Ctrl Z to find a specific invoice instead of scrolling through the entire list

Press Quit to return to the submenu.

After Cash Receipts transactions are entered, the next step is to print cash receipts listing (option c) to verify information is correct and then run Post Cash Receipts (option d).

Creating Charge backs and write-offs in cash receipts.

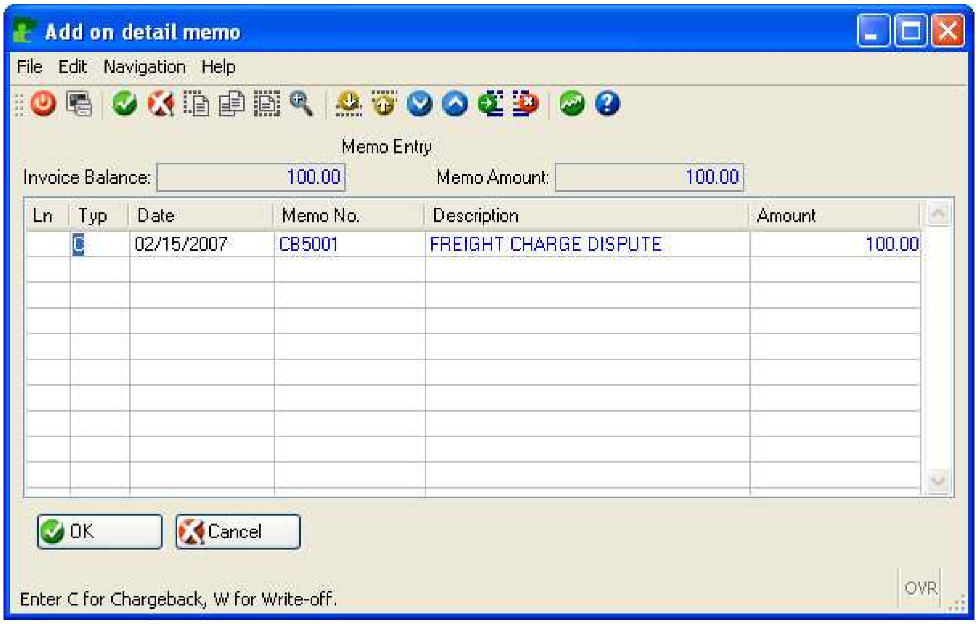
This feature allows you to create customer charge backs and write offs while in the cash receipts program.

For example, a customer pays $300 of a $500 invoice, taking a $200 deduction. You have three options:

1. Create a chargeback debit memo- instead of short paying the invoice and leaving a balance due on it, pay off the entire $500 invoice and create a new open item for $200 until the research can be done to determine whether a credit is due to the customer.
2. Create a write off credit memo to clear the balance.
3. Short pay the invoice leaving a balance due.

If customer short pays an invoice, you are prompted as follows:

If N is entered, a balance will be left on the invoice. If a Y is entered a memo screen displays:



Memo Type- defaults to C for chargeback. The other valid entry is W for write off.

Memo Number – you must enter and it must be a unique value.

Memo Date – this will default to the date of the invoice the memo is being generated from so that it will age the same as the invoice on the AR Aging report. You do have the option though of changing this to another date.

Description – free form text entered by you.

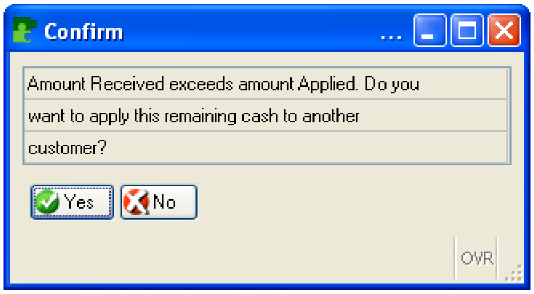
Memo Amount – the difference between the invoice amount and the amount applied to it.
You can change this amount though and enter another memo or store the transaction and leave a balance due on the invoice.

When the cash receipt is posted the post program automatically creates the chargeback debit memo or the write off credit memo. At the end of the report will be a listing of any memos created.

Applying Cash to Multiple Customer Codes:

On occasion you may need to apply a single cash receipt to multiple customer codes. An example of this is when a corporate office is paying for multiple divisions and you have each division set up as an individual customer code. If this is the case you will want to carry over unapplied cash to another customer code.

In Update A/R Cash Receipts program if the amount received is greater than the amount applied you will receive the following prompt when you try to store the transaction:



If you enter N, the excess amount will be applied On Account. If you enter Y, a new cash application screen displays with the carry over information (cash amount remaining, check number, etc.) Enter Add mode to enter the new customer code and apply the cash. This process continues until all cash received is applied.

Press Quit to return to Receivable Ledger menu.

Entering and Applying Customer Deposits:

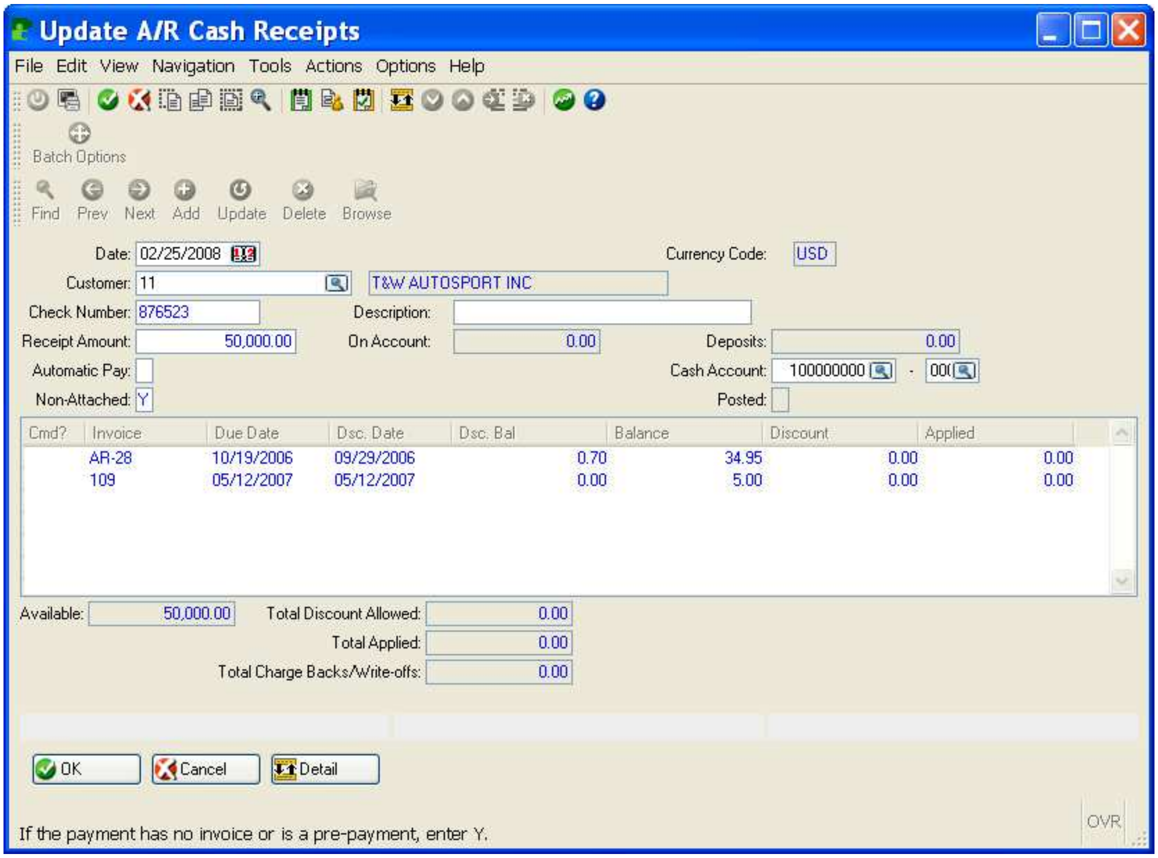
This all assumes there is a sales order in the system prior to the deposit being entered in Update AR Cash Receipts program and only one deposit per order can be entered at a time unless it is a contract. If it is a contract then the deposit entered will be split amongst all orders on the contract.

Entering a Customer Deposit (option f on the Receivable Ledger menu):

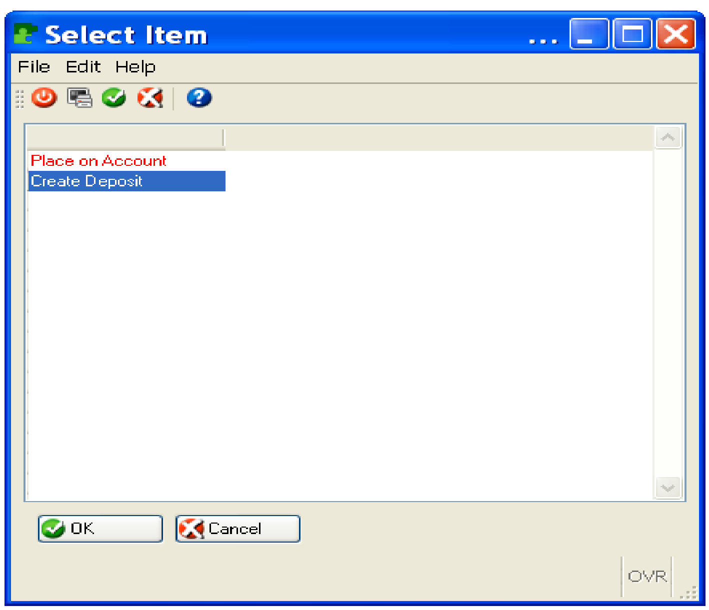
Note: If you receive a deposit from a customer prior to entering the order it will need to be handled as follows:

1. Enter the deposit as a Non Attached payment using the Update AR Cash Receipts program and post the transaction. This will post the deposit amount to the customer's On Account balance (unapplied cash).
2. When you do have the order in the system, reverse the On Account amount by entering a negative Non Attached payment and post the transaction. This will clear the existing On Account.
3. Enter deposit, select the order(s) it is to be applied to, and post the transaction.

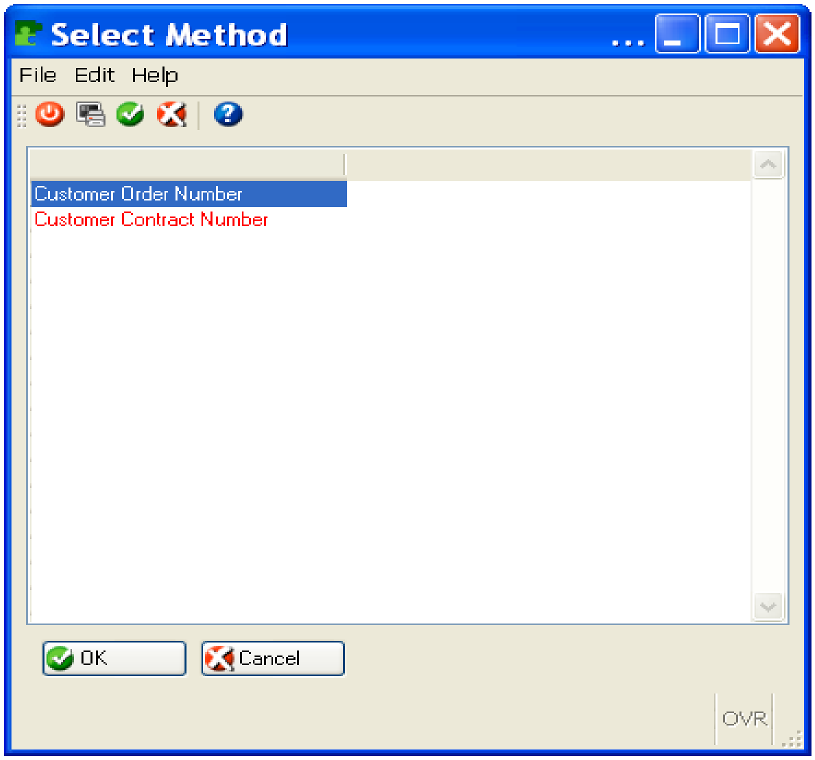
To apply a deposit to an order or several orders on a contract, the orders must first be entered in the system. Once entered, go to the Update Cash Receipts program and enter the payment amount as a Non Attached payment.



Once you enter a Y in the Non Attached field, the following screen will display:

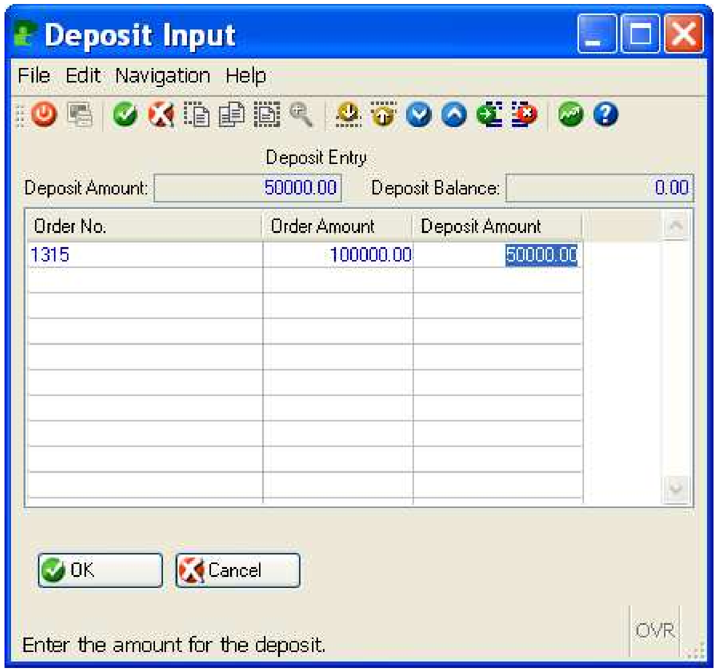


Select Create Deposit and this screen will display:



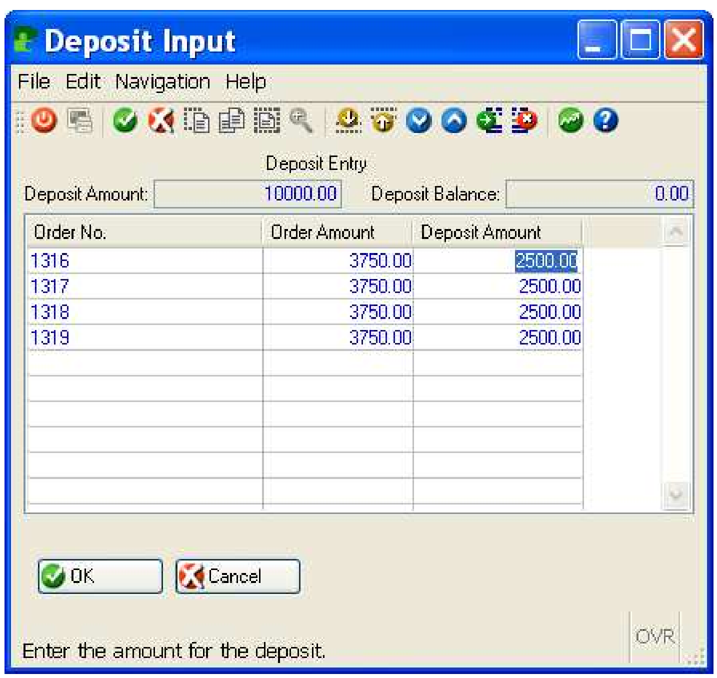
If you are applying the deposit to a single order, select Customer Order Number and this screen will display so you can enter the customer order number:

When you press Enter or click on OK this screen displays:



Click on OK and then click on OK from the main cash receipts screen to save the transaction.

If you want to apply the deposit to multiple orders on a contract, select Customer Contract Number on the Select Method screen above rather than Customer Order Number. When selected, this screen will display:



The amount of the deposit will be evenly distributed amongst all orders on the contract but the amounts can be changed if needed. Any changes made must equal the amount of the total deposit.

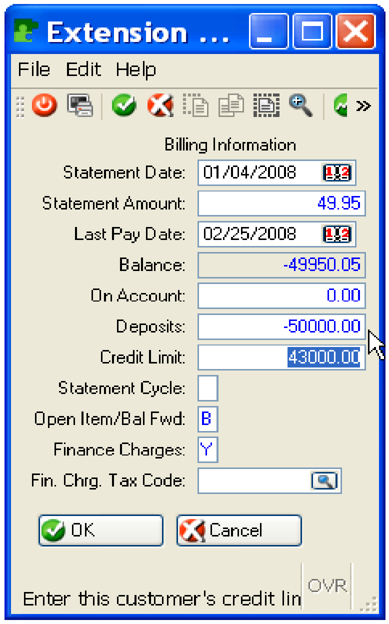
When the transaction is posted it creates this General Ledger entry:

Debit Cash
Credit AR

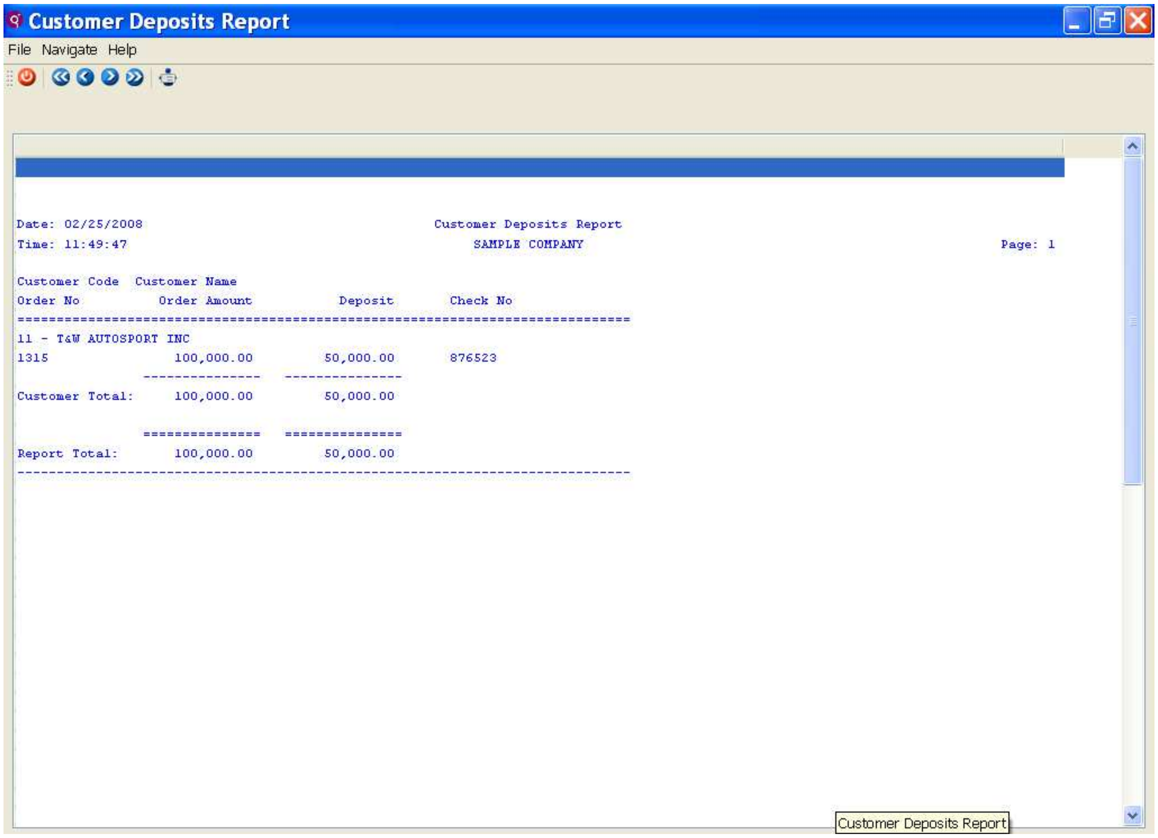
Display of Deposit Information:

The deposits entered display in several programs:

Update Customer Information- a field has been added to the Billing Information screen for Deposits:



Customer Deposits Report – this report program is Option (m) on the Customer Information menu.

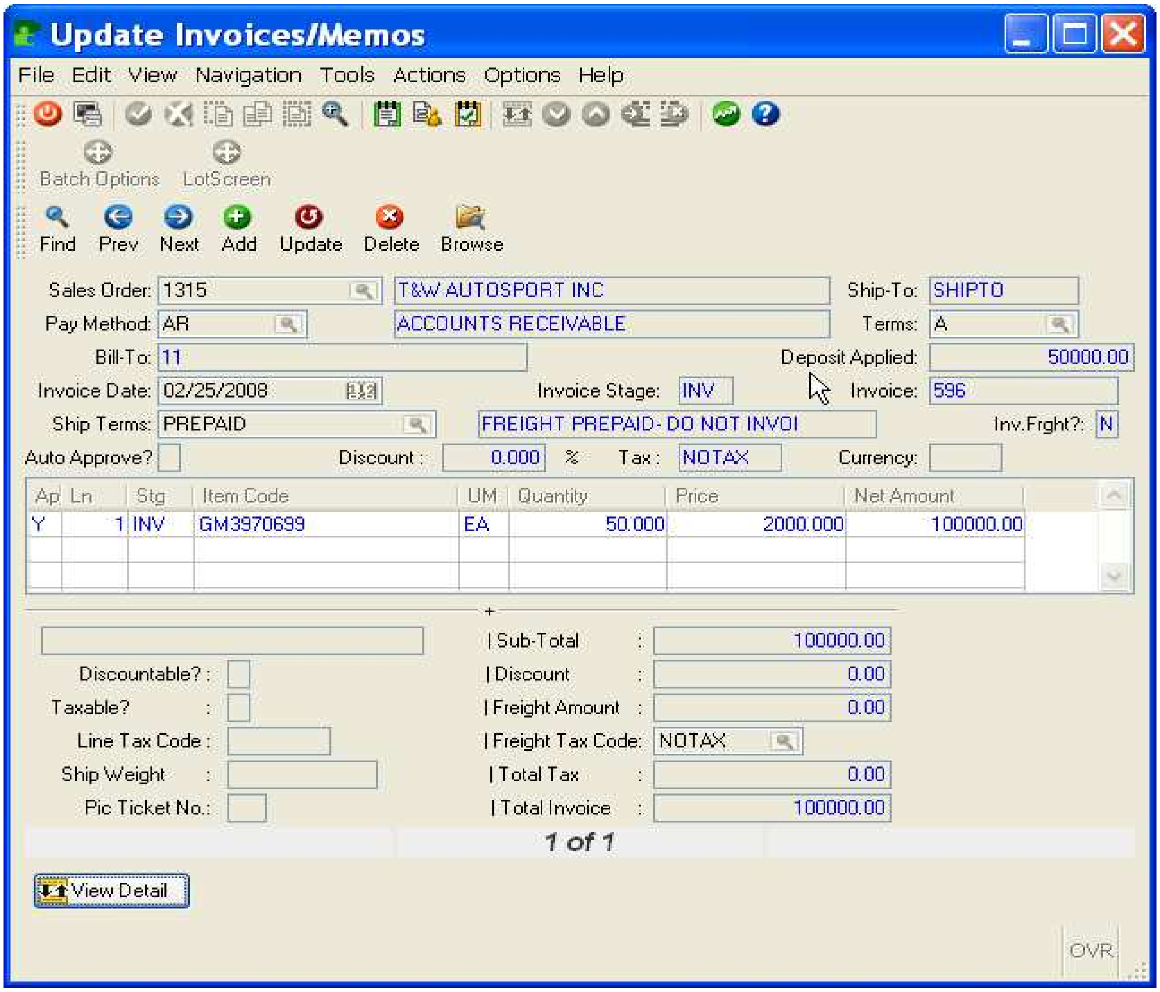


The following reports combine the deposit amount and the on account amount:

Customer AR Aging reports
Print Customer Open Items
Print Customer Statements

Invoicing the Order:

When you invoice an order that has a deposit applied to it, the deposit amount will print on the invoice and the invoice total that prints will be net of the deposit amount. The amount of the deposit applied to the invoice also displays on the Update Invoices screen:

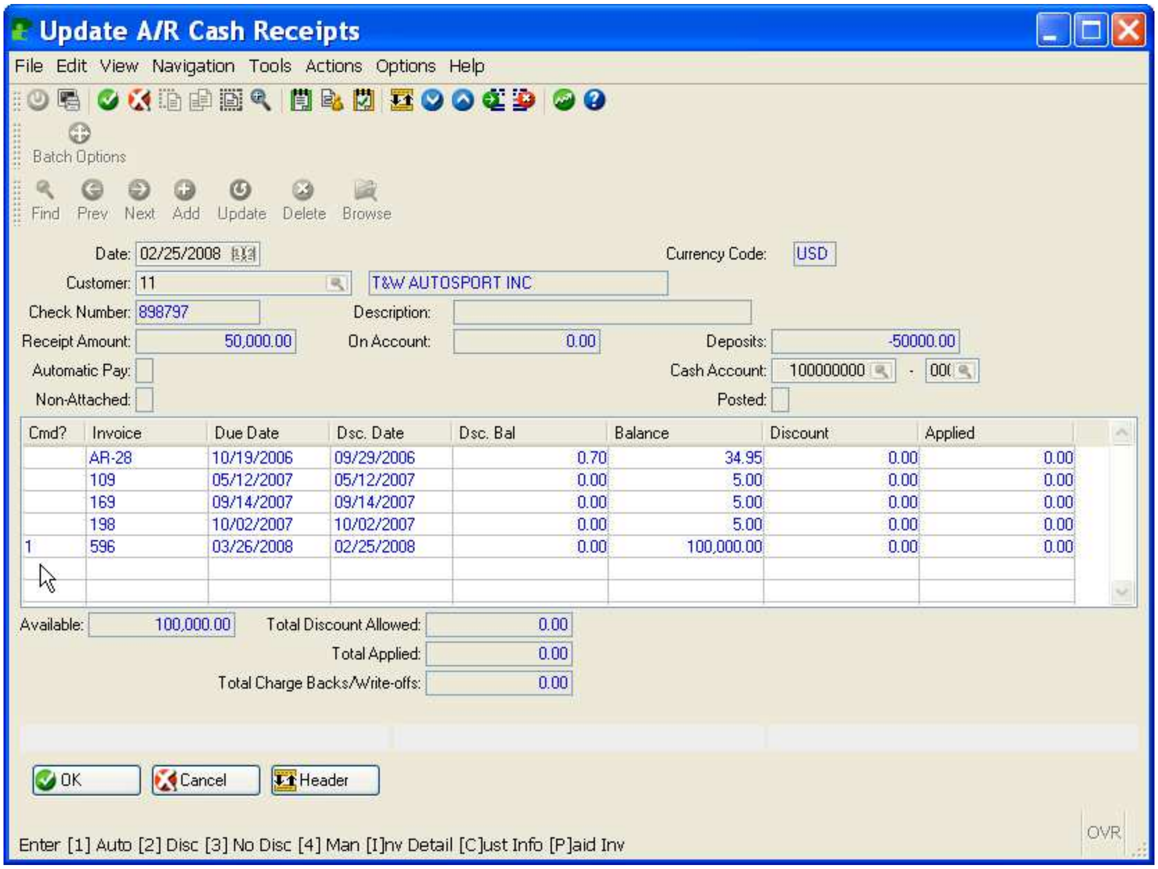


Partial shipments:

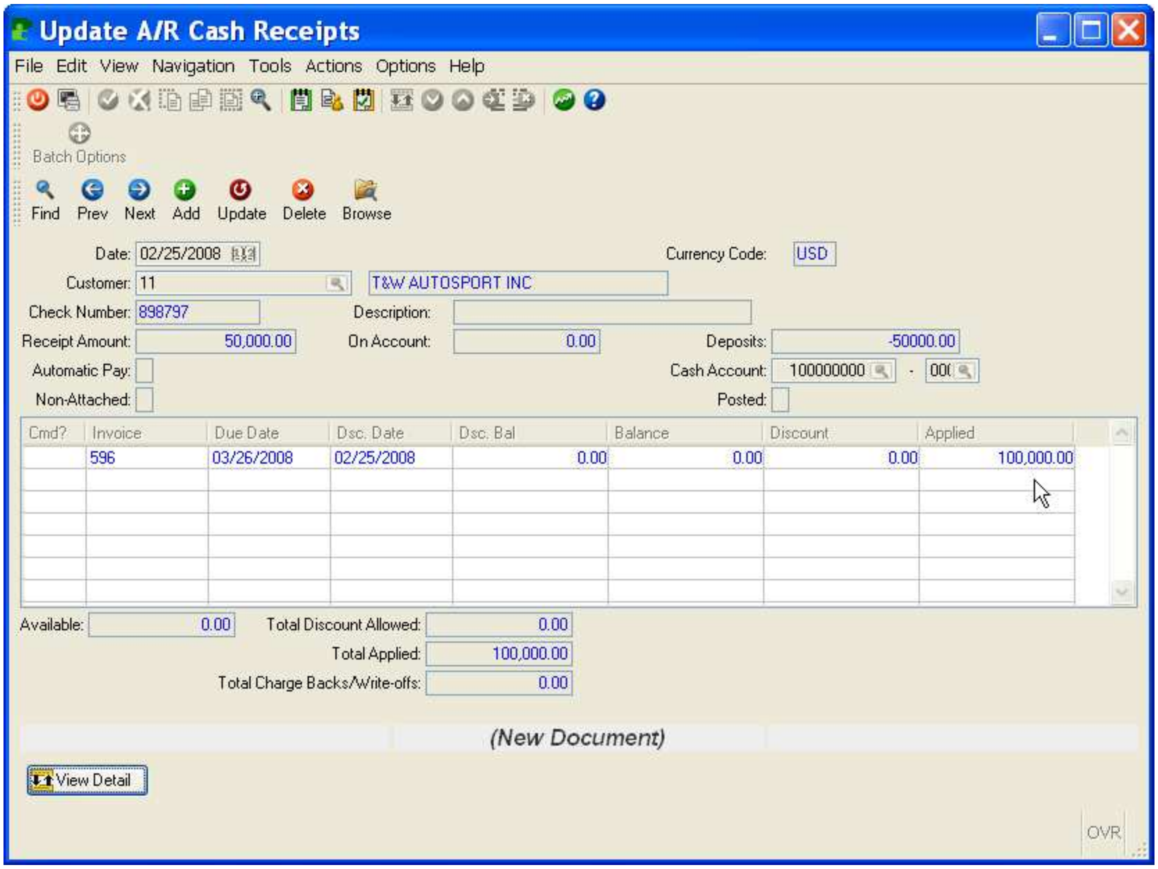
If you are unable to ship and invoice the entire shipment due to the merchandise not being available, it could happen that the deposit amount exceeds the invoice amount of the first shipment. For example, the order amount is $100,000, you have applied a deposit of $50,000 to it, and the first shipment is for $30,000. When this happens $30,000 of the $50,000 deposit will be applied to the invoice (net invoice amount that prints will be zero), and the remaining deposit amount of $20,000 will be applied to future shipments for this order.

Applying Deposits When Applying Cash Receipts:

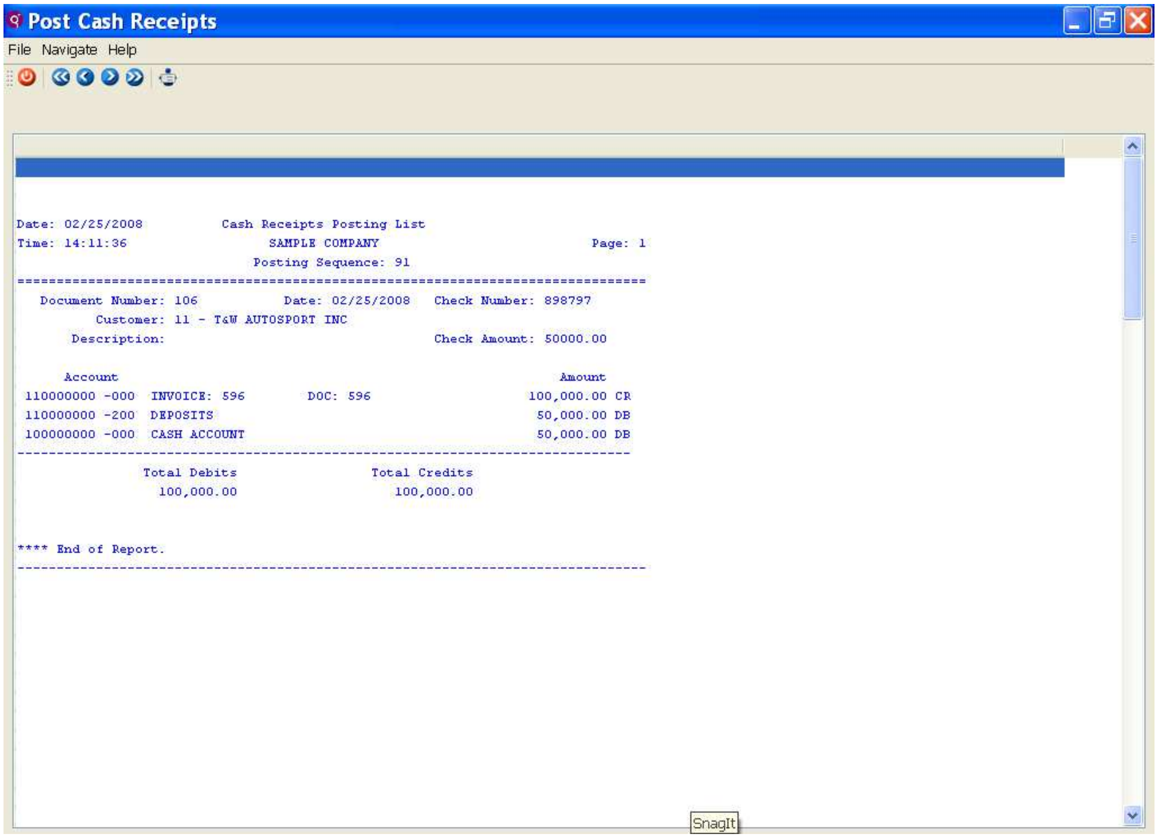
Go into the Update AR Cash Receipts program. Select the invoice that your customer is paying.



When you press TAB the following prompt displays the amount of the deposit applied to the order when the order was invoiced. Click on OK or press Enter to apply the deposit.



When the transaction is posted the invoice will be paid in full and the deposit amount will be set to 0.

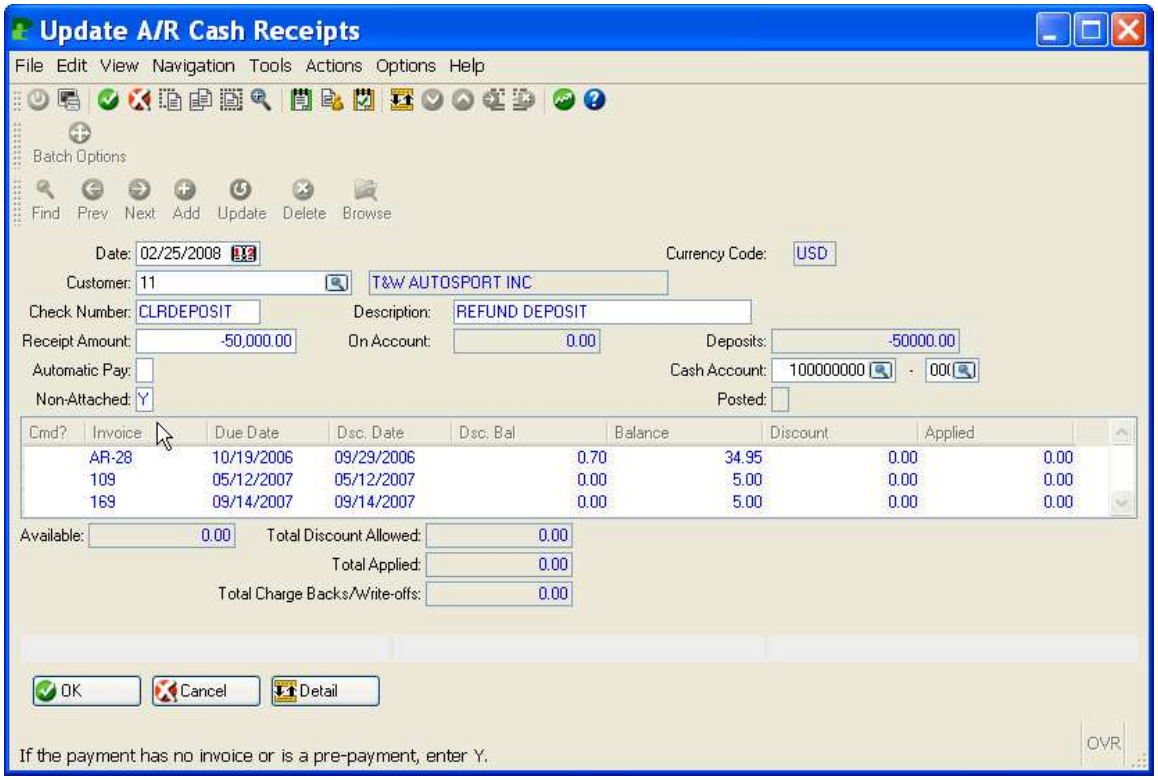



```
Date: 02/25/2008          Cash Receipts Posting List
Time: 14:11:36                  SAMPLE COMPANY                     Page: 1
                              Posting Sequence: 91
================================================================================
   Document Number: 106         Date: 02/25/2008   Check Number: 898797
          Customer: 11 - T&W AUTOSPORT INC
       Description:                                Check Amount: 50000.00

      Account                                                  Amount
 110000000 -000  INVOICE: 596        DOC: 596              100,000.00 CR
 110000000 -200  DEPOSITS                                   50,000.00 DB
 100000000 -000  CASH ACCOUNT                               50,000.00 DB
------------------------------------------------------------------------------
                Total Debits                 Total Credits
                  100,000.00                    100,000.00


**** End of Report.
--------------------------------------------------------------------------------
```

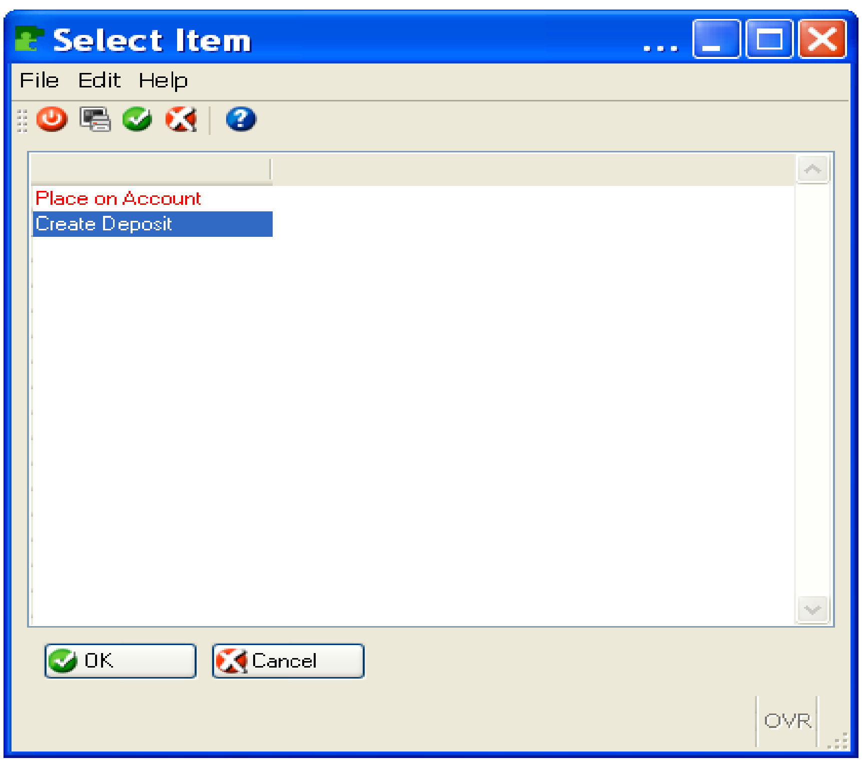
Refunding Deposits:

In the event that you received a deposit from your customer and then they cancel their order with you, follow these steps to clear the deposit from their account.

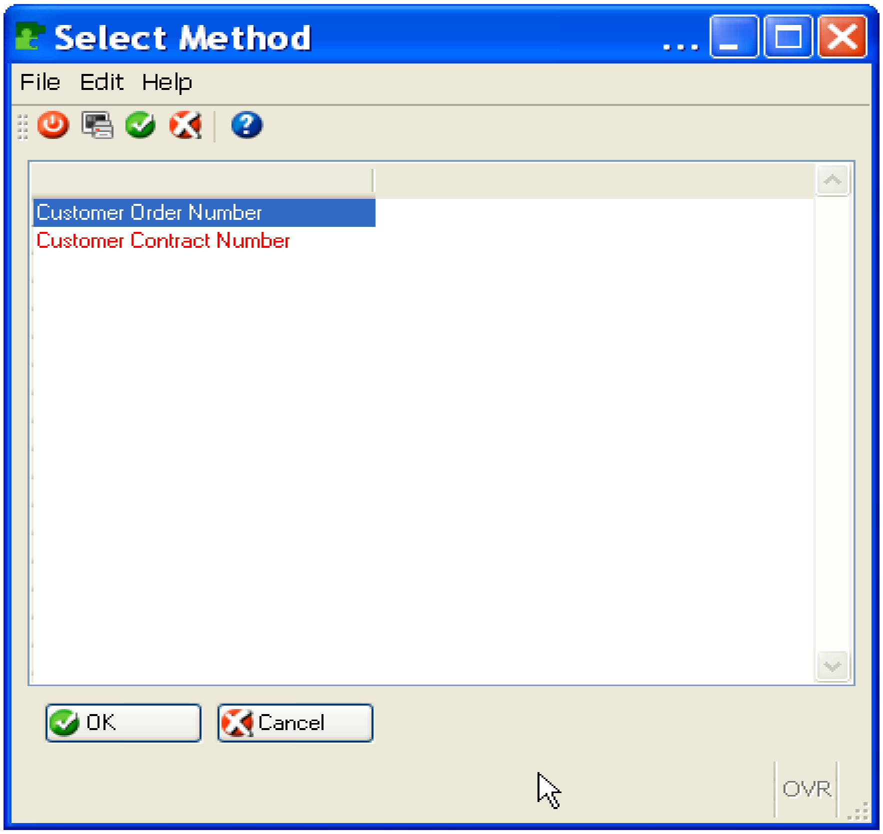
1. Go into Add mode in the Update AR Cash Receipts program.
2. For the receipt amount enter a negative dollar amount equal to the deposit amount.
3. Enter a Y in the Non Attached field.



4. When you press TAB this screen displays:



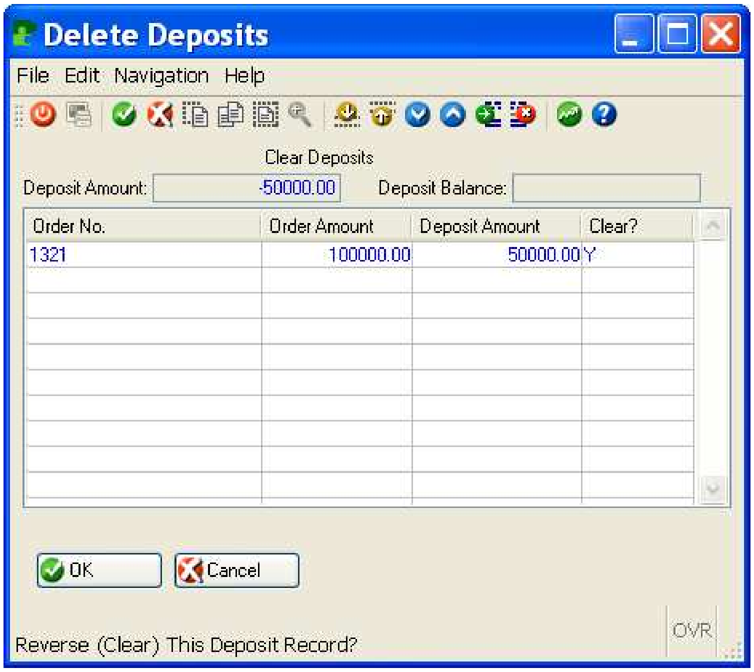
5. Press Enter or click on Tab this screen displays:



6. Selecting Customer order will display this screen:

When you press Enter or click on OK you will receive this prompt:

Press Enter or click on Yes to accept and then enter a Y on this screen:



. 7. Save the transaction and run the edit and posting reports. The GL entry created is:

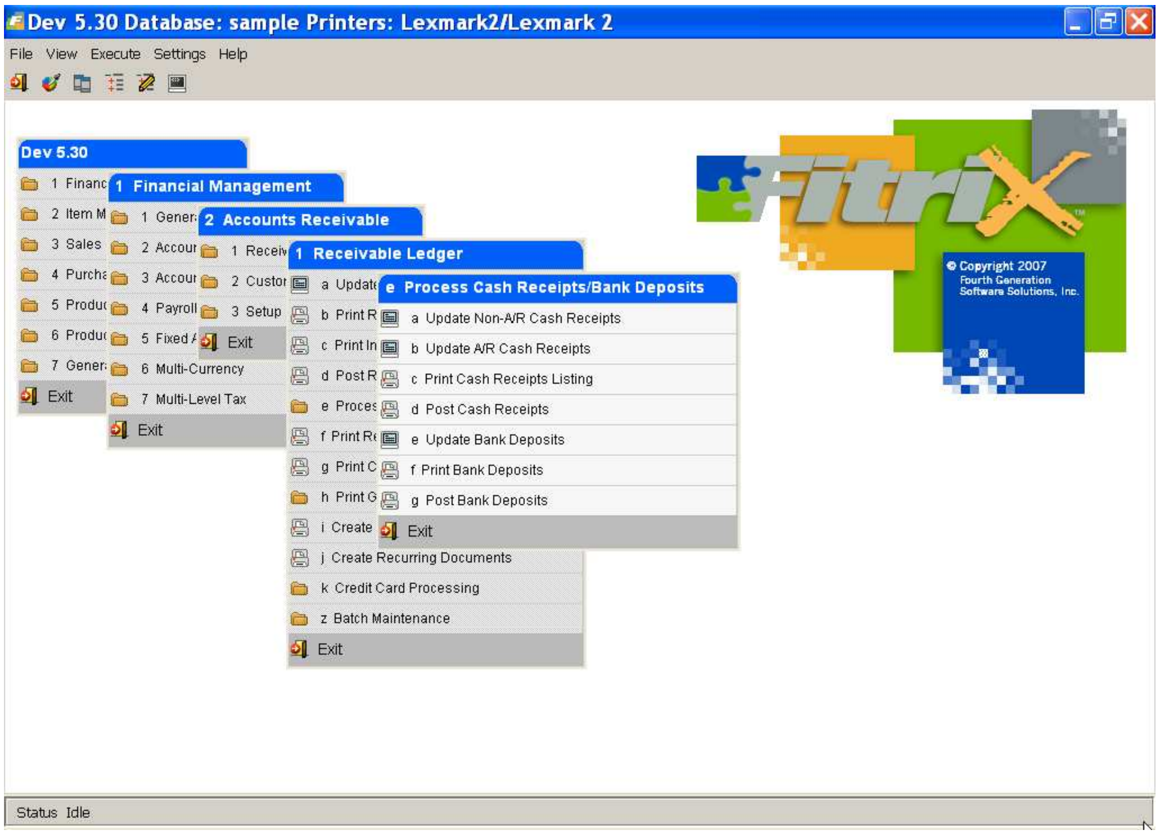
Debit AR
Credit Cash

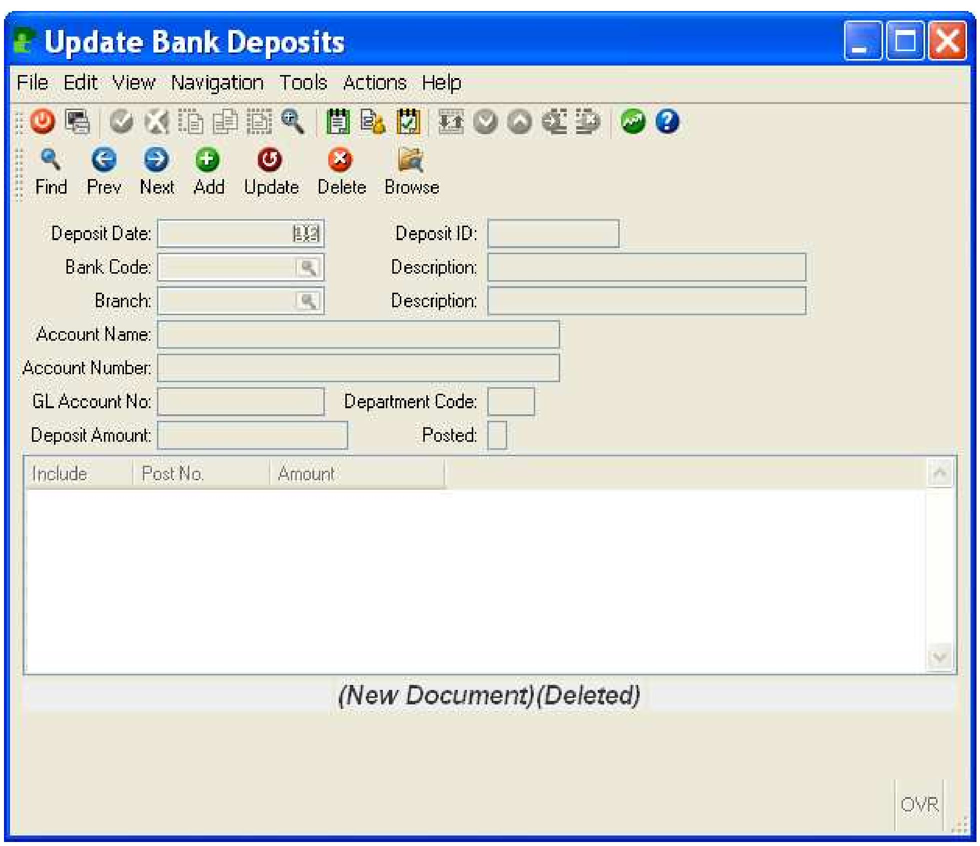
When you write a check to your customer to refund the deposit, the GL account you debit should be the same Cash account credited by the posting report.

Create Bank Deposits

You can group cash receipts by deposit ID so that a single entry is made into the check reconciliation table for multiple cash receipts.

To create a bank deposit, select option (e) from the menu below:


Dev 5.30 Database: sample Printers: Lexmark2/Lexmark 2
File View Execute Settings Help
Dev 5.30
1 Financ
2 Item M
3 Sales
4 Purch
5 Produ
6 Produ
7 Gener
Exit
1 Financial Management
1 Gener
2 Accour
3 Accour
4 Payroll
5 Fixed
6 Multi-Currency
7 Multi-Level Tax
Exit
2 Accounts Receivable
1 Receiv
2 Custor
3 Setup
Exit
1 Receivable Ledger
a Updat
b Print R
c Print In
d Post R
e Proces
f Print R
g Print C
h Print G
i Create
j Create Recurring Documents
k Credit Card Processing
z Batch Maintenance
Exit
e Process Cash Receipts/Bank Deposits
a Update Non-A/R Cash Receipts
b Update A/R Cash Receipts
c Print Cash Receipts Listing
d Post Cash Receipts
e Update Bank Deposits
f Print Bank Deposits
g Post Bank Deposits
Exit
Fitrix
© Copyright 2007
Fourth Generation
Software Solutions, Inc.
Status Idle


Update Bank Deposits
File Edit View Navigation Tools Actions Help
Find Prev Next Add Update Delete Browse
Deposit Date:
Deposit ID:
Bank Code:
Description:
Branch:
Description:
Account Name:
Account Number:
GL Account No:
Department Code:
Deposit Amount:
Posted:
Include
Post No.
Amount
(New Document)(Deleted)
OVR

Go into Add mode and enter:

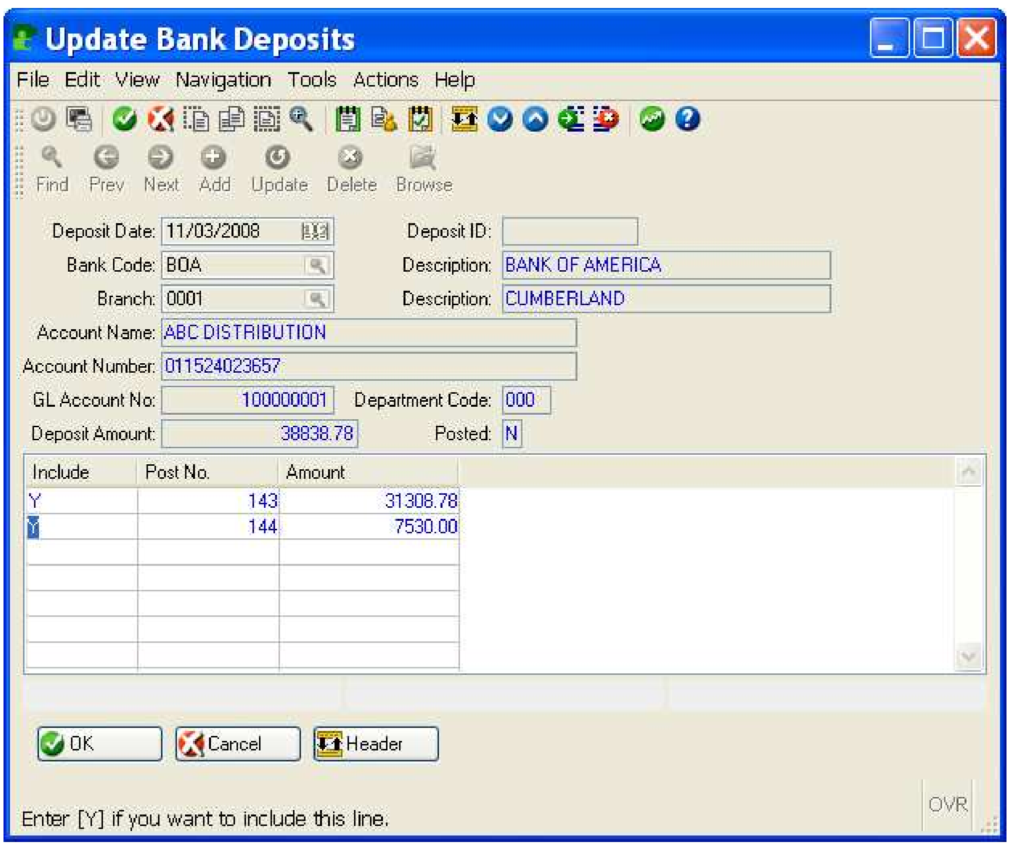
Deposit Date

Bank Code

Branch- if there is just one branch the branch code will auto fill this field. If there are multiple branches, you will need to enter a branch code.

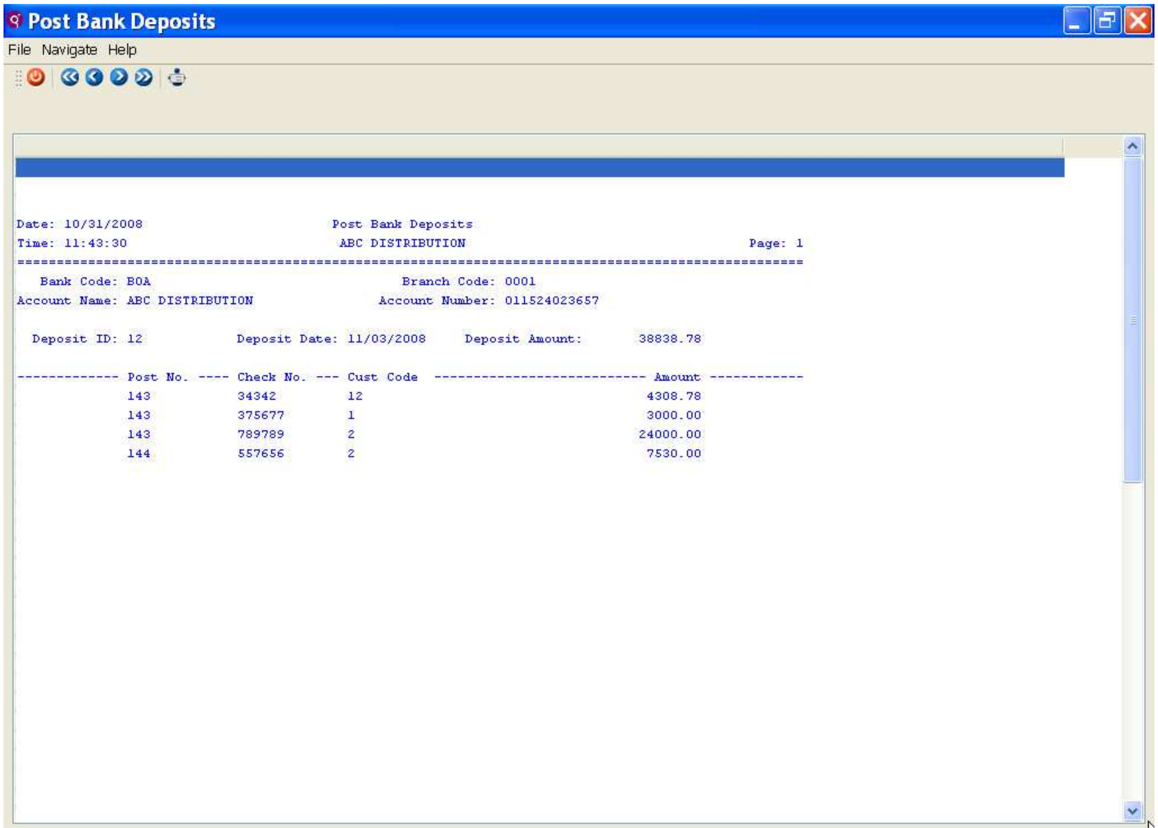
Once the bank name and branch are filled in, the rest of the information associated with them will display.

A list of all cash receipts posted that have not been assigned a deposit ID will display in the detail section of the screen. To add receipts to a deposit go to this detail section and change the Include flag from N to Y. The deposit total in the header section of the screen will display a cumulative total as receipts are selected.



Once you are done selecting your receipts, click OK or press enter to store the record. A deposit ID will be assigned automatically.

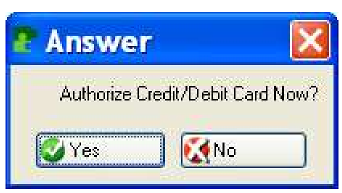
Run the edit and post program next to record the deposit in the check reconciliation table. The customer checks that make up the deposit will list on these reports.



Processing Credit Card Transactions:

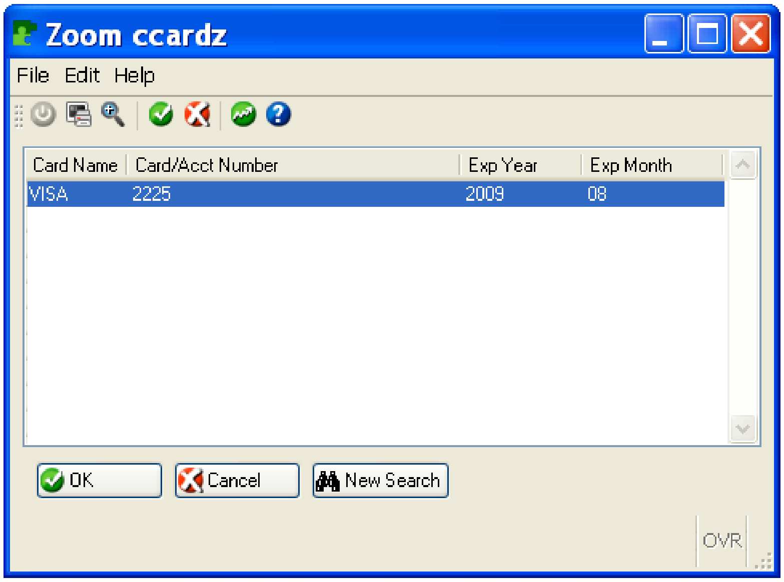
REAL TIME INVOICE AUTHORIZATION:

If an invoice is entered for a customer that pays via credit card or debit card, user will be prompted " Authorize Credit Card Now Y/N?" when the invoice is stored.

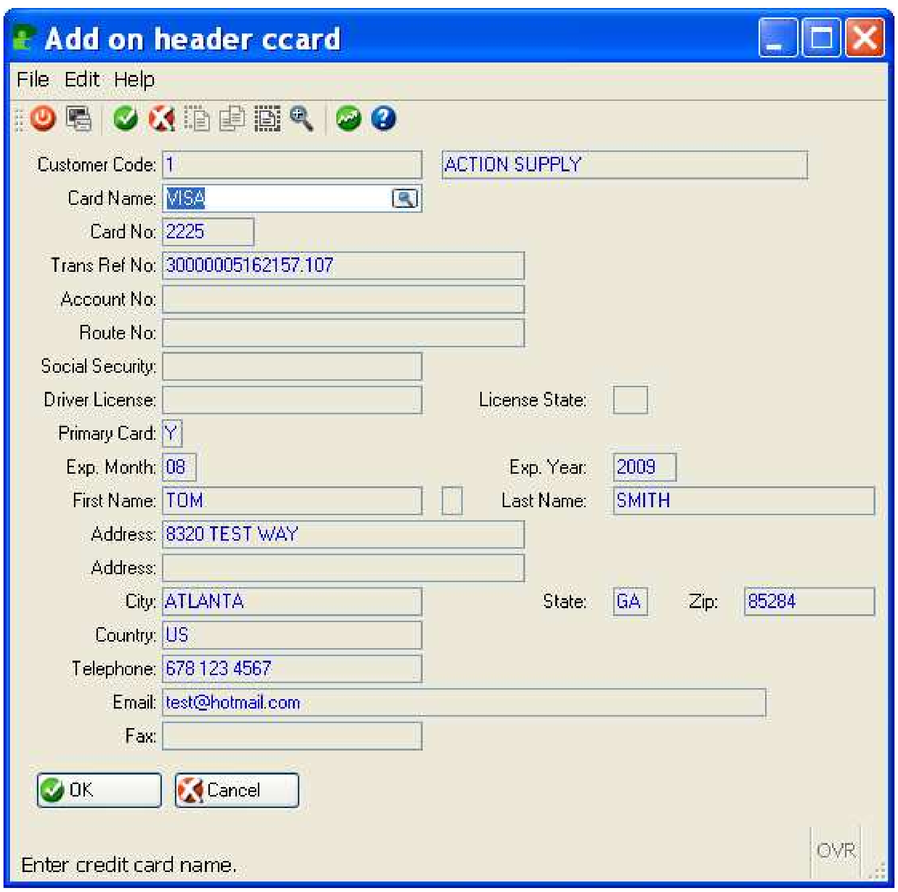


If an N is entered the invoice will be stored without credit card authorization. Each time an invoice that is paid via credit card is updated and stored and no authorization code is found, the user will receive this prompt.

A list of valid credit cards for the customer will display when the user stores the invoice. From this list, select the credit card the customer is using based on the type of credit card and the last four digits of the card the customer is using.



Select the credit card and click on OK. The next screen displays additional information to confirm you are using the correct credit card. To authorize the invoice, click on OK.



1. If the credit card is approved the invoice will be stored with the following

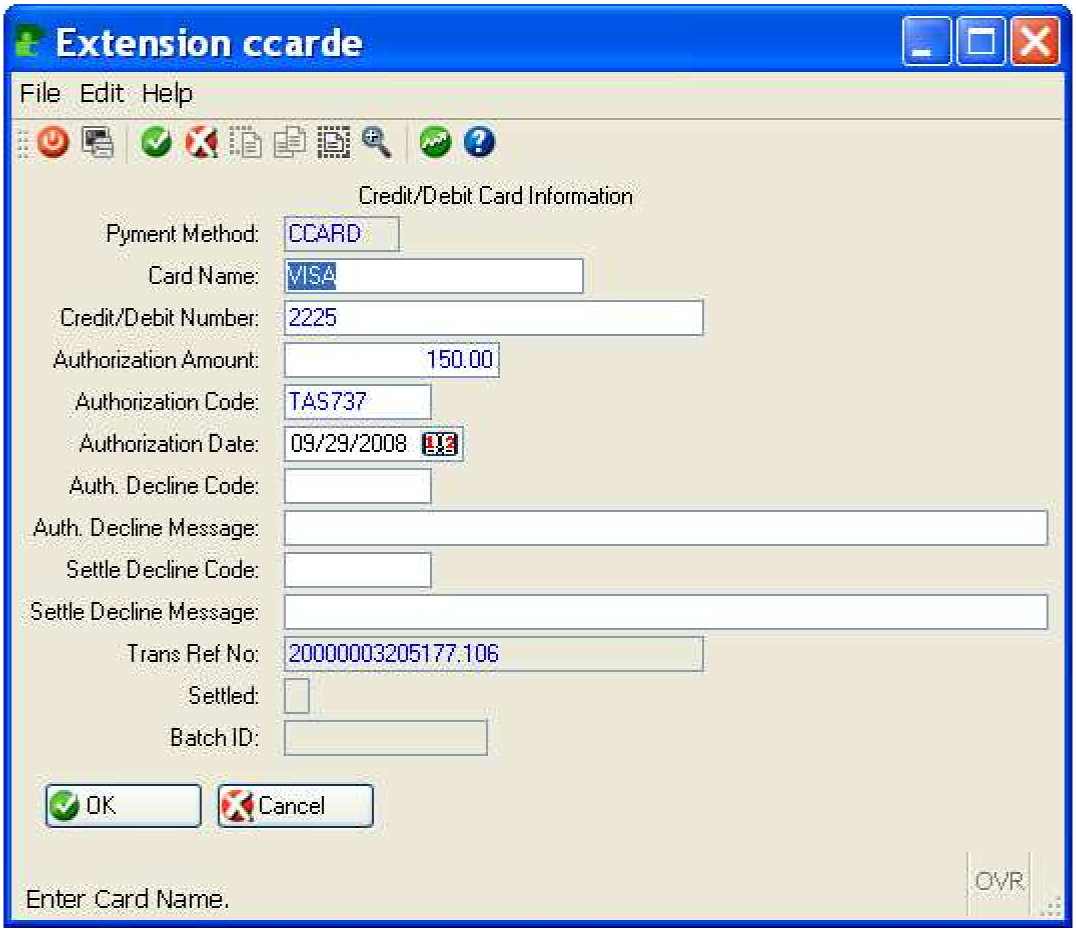
information (to view this information click on the Credit/Debit card icon on the toolbar):

Credit Card No. – last four digits of the credit card number

Auth Code – authorization code returned by Skipjack

Auth Date – authorization date returned by Skipjack

Auth Amt- amount authorized



If the invoice number was left blank, one is automatically assigned since the invoice number is required by Skip Jack to authorize the invoice.

If email is turned on with Skipjack, an email is sent from SkipJack to the email address stored with the credit card used.

2. If the credit card is declined the following screen displays and user has the following options:

Retry –check this box if you would like to try to authorize again using the same information.

Enter New Credit Card- check this box if you would like to return to the list of credit cards for this customer and select another card to use.

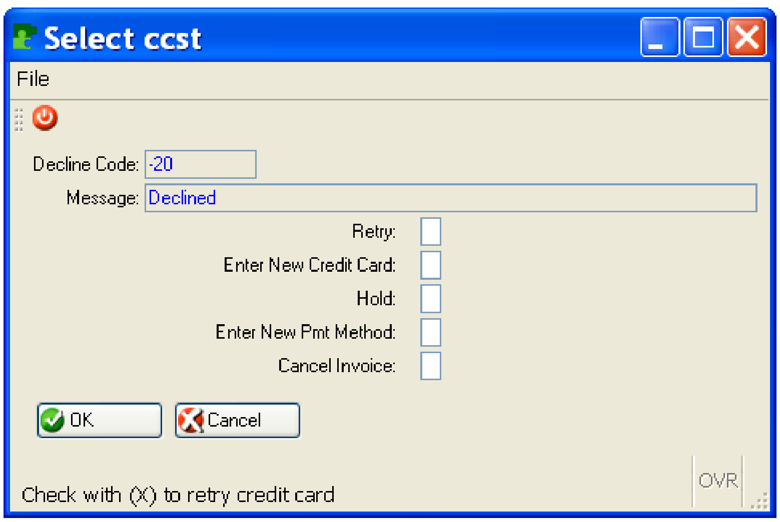
Hold – check this box if you do not want to try to authorize again at this time. The invoice will be stored with the decline code.

Enter New Pmt Method- check this box if you want to change the payment terms to a term other than credit/debit card. You will be returned to the Invoice screen to enter a new payment method.

Enter Authorization Code Manually – check this box if you want to enter the authorization code manually and you will be returned to the Invoice screen. This will require a telephone call to SkipJack to get the authorization code.

Cancel Invoice- check this box if you want to cancel the invoice.

Update Card Information- check this box if you want to update the card information for the card being used (ex-update expiration date, etc.) and resubmit for authorization.



If the card is declined and email is turned on with Skipjack, an email is sent from SkipJack to the email address stored with the credit card used.

Note: If the credit card is declined you will receive a decline code of 20. There is no reason given by Skipjack and this is to prevent fraudulent activity. You must call Skipjack to find out why the card was declined.

3. If you increase the invoice amount after it has been authorized, you will be prompted “Authorize Additional Amount Y/N?” If you decrease the invoice amount you ill be prompted “Reduce Authorized Amount Y/N?”.

4. You also have the option of changing the customer’s payment method to Credit card for a specific invoice by entering the payment method on the invoice screen. If there is credit card information in the system for the customer a list of these credit cards will display. If there is not, a screen will display so that you may add the credit card information.

BATCH INVOICE AUTHORIZATION:

This program is used when you want authorize a batch of invoices rather than each individual invoice. An example of this would be if you import a batch of invoices into the Fitrix database and want to authorize them all at once in batch mode.

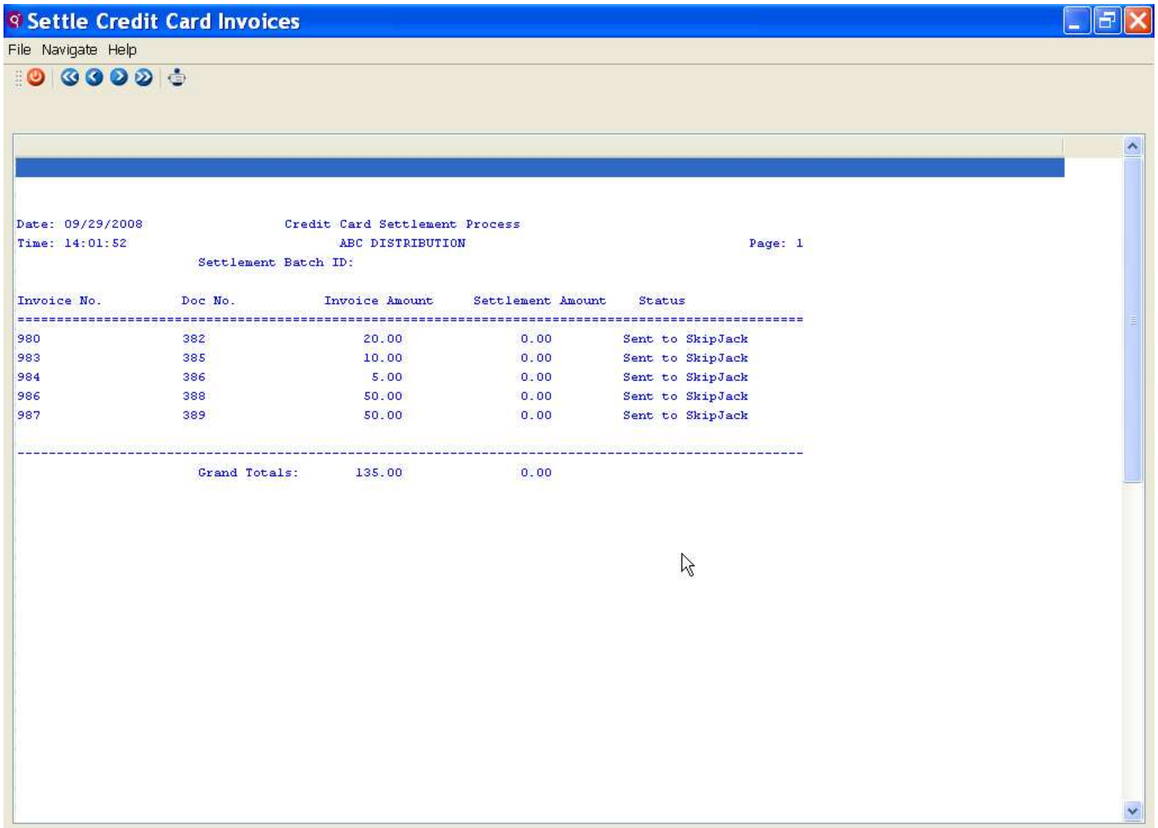
From the Receivable Ledger menu select option K, Credit Card Processing. Then select option A, Authorize Credit Card Invoices. This program will find all invoices that have a pay method of either CCARD or DDEBIT that have not yet been authorized and sends the invoice information to Skip Jack.

Once you have run the authorization program you must now run Option B, Receive Authorization Status. This program returns the authorization code, date, and amount and stores them with the invoice.

SETTLEMENT PROCESS

Send for settlement:

Once you have run the edit listing and printed your invoices, the next step is to run the Settle Credit Card Invoices program. This program sends the batch of invoices to Skipjack for settlement and marks the invoice settlement flag to S for “sent”. This is option E on the Credit Card Processing submenu.



Receive Settlement Invoices:

Due to the time it takes to settle invoices with the credit card processor, you post invoices after the send process is run and then run this receive program the following morning after adequate time has lapsed. This is option F on the Credit Card Processing submenu. This program sets the invoice settle flag to Y for those that settled successfully, to D for those that were declined, and prints out the settlement report.

Any invoices that did not settle will have a null settlement amount. This report can be used to reconcile to the amount wired from your bank and to also apply cash receipts.

If email is turned on with Skipjack, the customer will receive an email confirming that their payment was settled.

Any invoice that does not settle will print on the invoices not settled report (option G on the Credit Card Processing submenu). The customer should be contacted to make alternative payment arrangements.

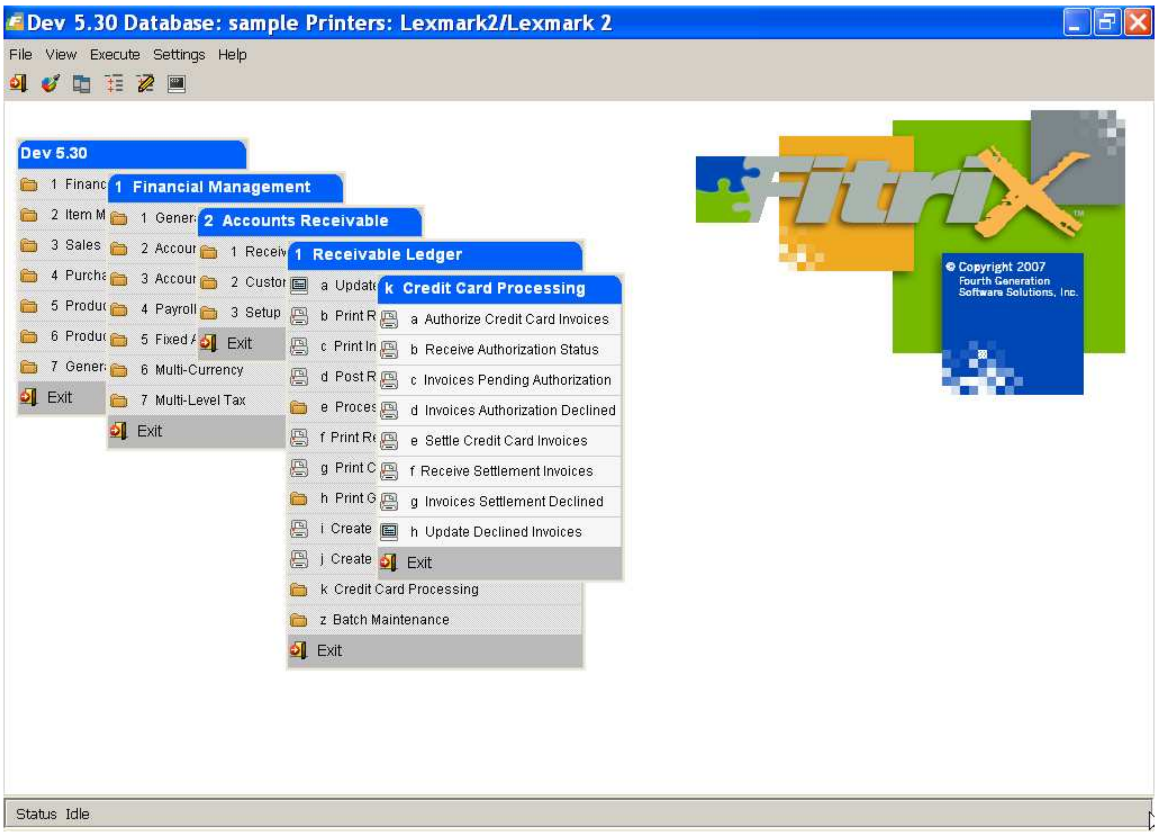
If email is turned on with Skipjack, the customer will also receive an email notification that payment was declined.

Update Declined Invoices:

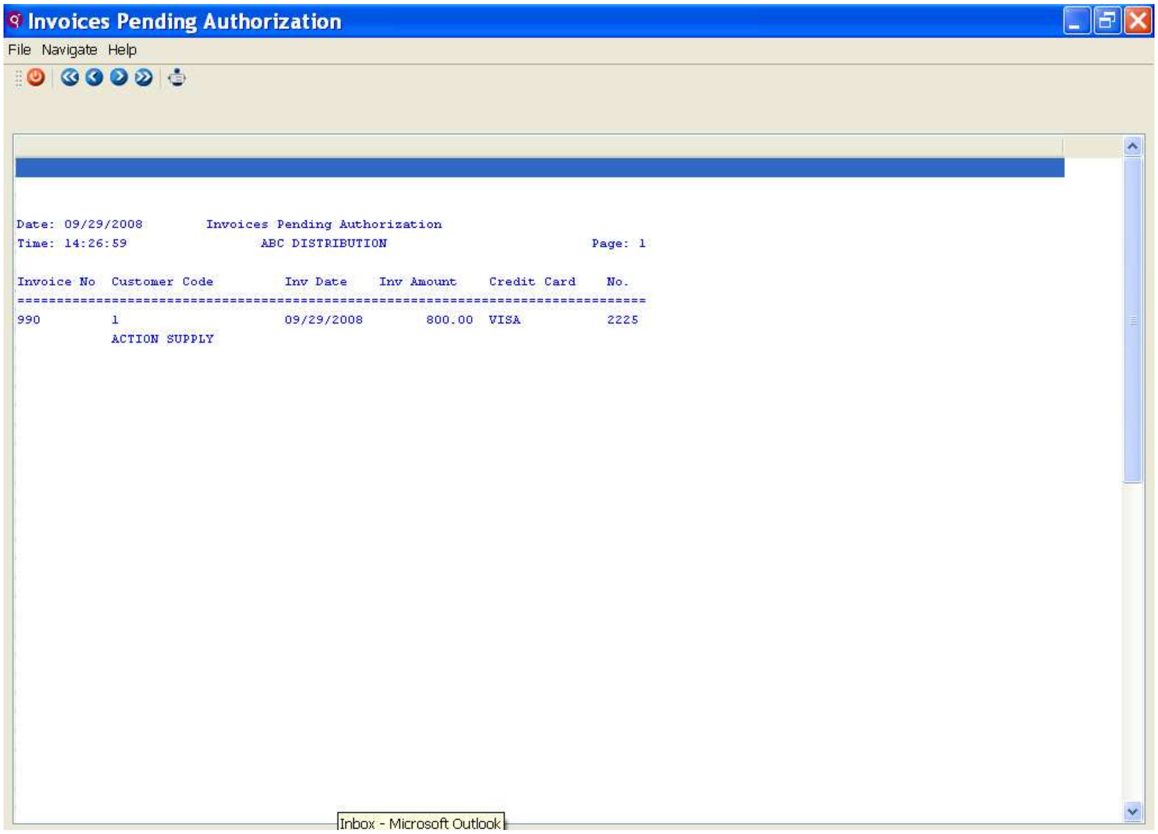
As previously mentioned, invoices declined will have their settlement flag set to D and because of this they will print on the Invoices Not Settled report indefinitely. Use the Update Declined Invoices program (Option H on the Credit Card Processing menu) to reset this flag as follows:

> Null- set to null if you wish to resend to Skipjack.
>
> C – set to C if you wish to cancel and arrange alternate payment terms with the customer.

Invoices Pending Authorization- option (c) on menu below.

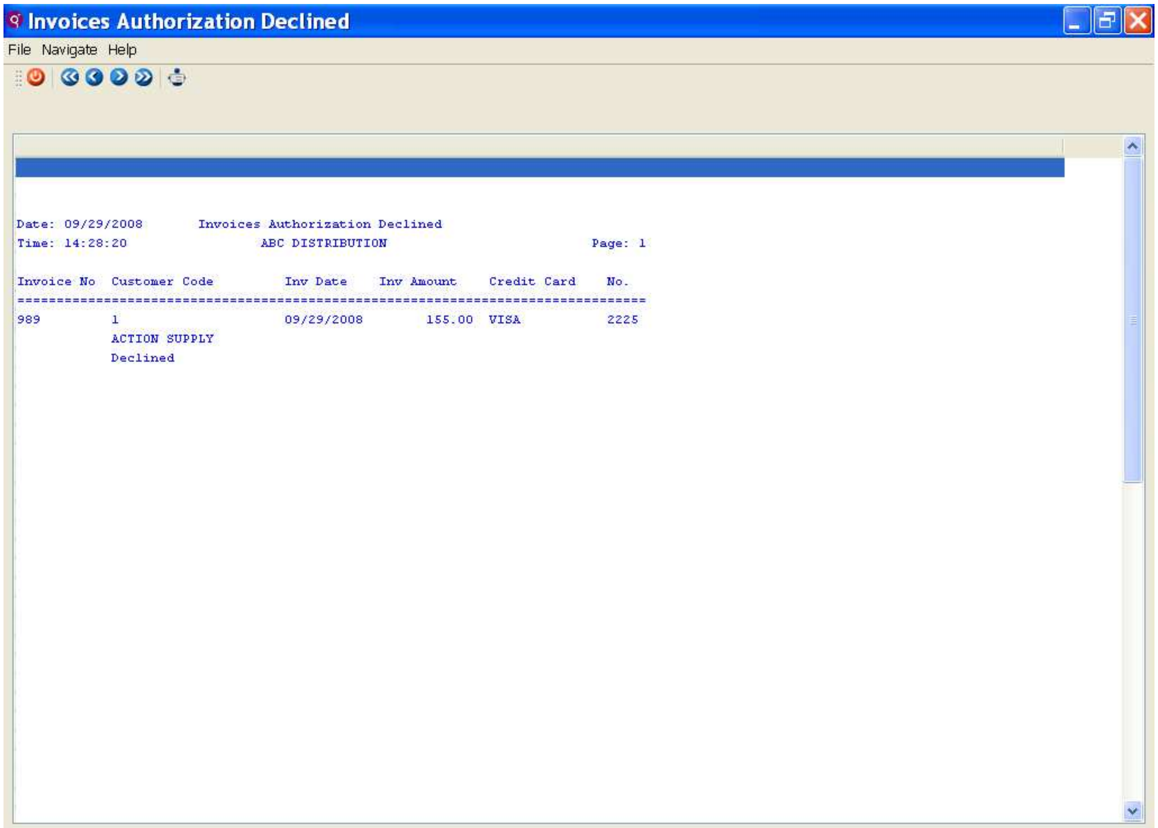


This report lists all open invoices that have not yet been authorized through Skipjack.



Credit Card Orders Declined- option (d) on menu above.

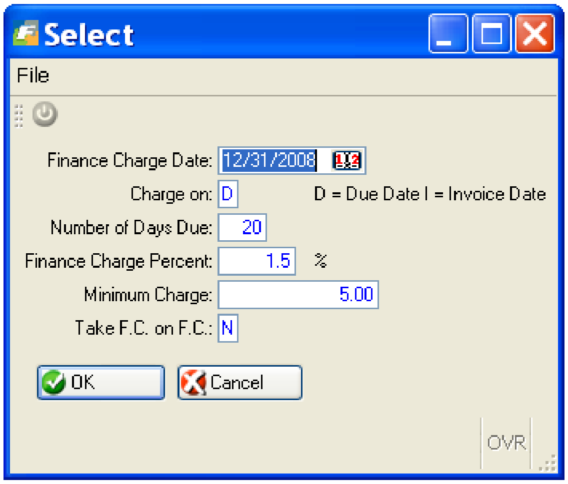
This report lists all invoices where authorization has been declined and alternative payment arrangements should therefore be made with the customer.



Create Finance Charges

To view this screen, select **Create Finance Charge** invoices (option i) and redirect to the screen.

Finance Charges are created prior to running customer statements and will be created for all customers that have Finance Charges flag set to “Y” in their Customer Information file.



Field	Description
Date	Date you want assigned to the finance charge, typically same date as the statement date.
Charge On	Due date or invoice date.
Number of Days Due	Number of days beyond due date or invoice date allowed before finance charge will be calculated (i.e., - if 30 is entered, finance charge will only be calculated on those invoices 30 days past either invoice date or due date.).
Finance Charge Percent	If 18% per annum, enter 1.5. **Minimum Charge** - Any calculated finance charge that falls below this minimum charge will be converted to this minimum charge.
Minimum Charge	Any finance charge calculated that is less than the minimum charge amount entered here will be converted to this minimum amount.
Take FC on FC	Enter “Y” if you want finance charges to calculate on previously charged finance charges.

This program creates open documents that must then be posted just like AR invoices.
Press ESC key to return to the Receivable Ledger Menu.

Create Recurring Documents

This option is Option J on Receivable Ledger Menu.

Recurring documents are documents that occur frequently or periodically (i.e., monthly maintenance fee). These documents are initially entered in Update Receivable Documents (option a on Receivable Ledger Menu) and assigned a recur code.

When this copy program is run, the post flag is set back to “N” thereby creating new documents to be posted. You will now be prompted for the following in Create Recurring Documents:

a) Invoice date – you select a date for recurring documents instead of the date defaulting to the date that this program is run.

b) Line Item Description – you enter a line item description that will globally apply to all documents for the recur code selected. For instance if you created recurring documents for monthly dues and the description used was “June Dues “, the next month you create these documents you will type in a Line Item Description of “July Dues”. All recurring documents generated will have the description “ July Dues” so that you do not have to go into each document and manually update from “June Dues” to “ July Dues”.

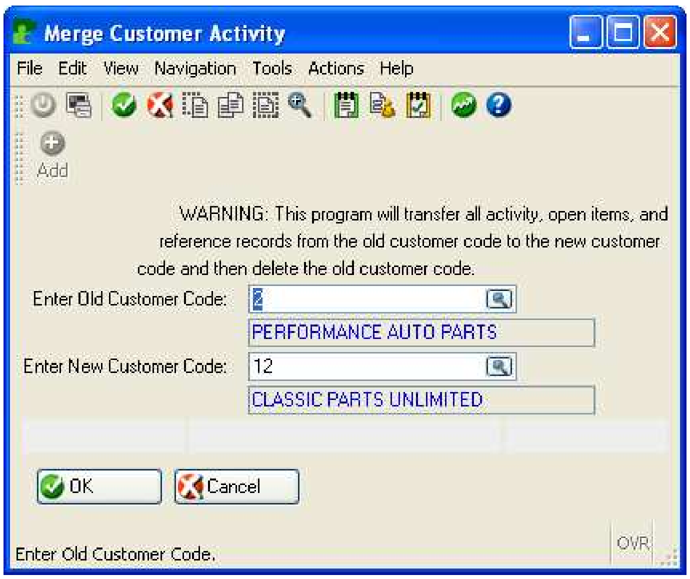
The program will automatically assign the next sequential invoice number. To continue processing these invoices through to the applicable AR and GL tables, run the print receivable listing, print invoices (optional), and post receivable documents programs.

Customer And Ship-To Code Maintenance

Transfer Of Customer Codes and Activity/History

To view this program from the main menu, select General/Administration, System Administration, and then select P (Purge Activity) and then H (Merge Customer Activity).

This is program is useful when a company changes names and you want to set up a new customer code that reflects the new company name and then transfer all sales history/activity to the new code.



To return to the previous menu, press Quit.

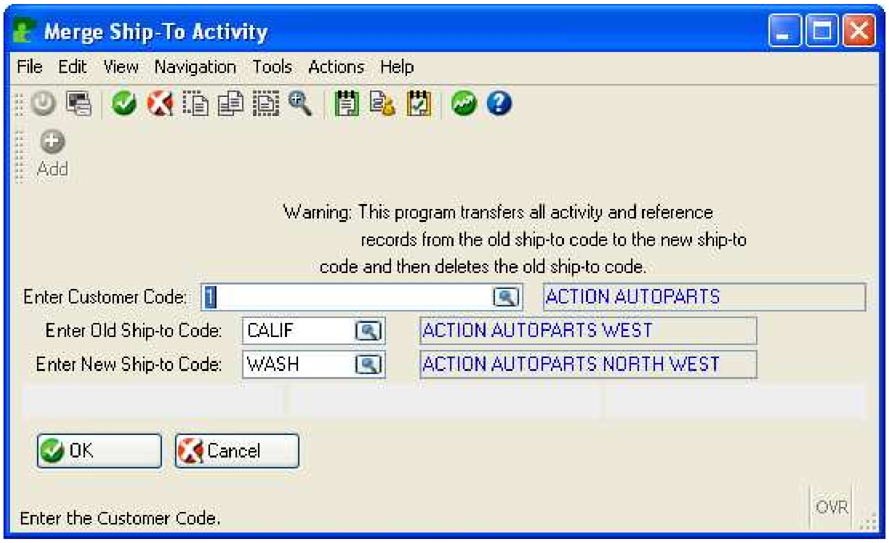
Print Duplicate Customer Information

After running the merge program above , the next step is to run this report program. This report program will list any information that could not be merged into the new customer code because it is a duplicate. For example, if old customer 2 has a ship-to code 01 and new customer 12 also has a ship-to code 01, ship-to 01 can not be merged. What you will need to do in this case is set up a new ship-to code under customer B for this shipping address.

Merge Ship-To Activity

To view this screen select option J form the Purge Activity menu.

This program transfers all sales history/activity to the new code and then deletes the old code.



Press Quit, and then ESC key until you are returned to the main menu.

End of Month Reports

- **Print Receivable Journal (optional)** - Lists AR documents by document number and details GL Distribution.
- **Print Cash Receipts Journal (optional)** - Lists cash receipts by document number and details GL Distribution.
- **Print GL Activity (optional)** - Lists all AR activity by ledger account number.
- **Print Customer Aging (optional)**.
- **Print Customer Statements (optional)** – if you enter a value in the days past due field on the print selection screen a statement will print only for those customers that have invoices this number of days past due or greater.

Accounts Receivable Review

- Accounts Receivable stores Ledger Information and Customer Information.

- Accounts Receivable tasks include:

  - Setting up the Accounts Receivable Module
  - Adding and Updating Customer Information Records
  - Entering Customer Invoices, Credits and Debits
  - Entering Customer Payments and Non A/R Cash Receipts
  - Processing Credit Card Transactions
  - Performing the End of Period Processing and Transactions

- Setting up Accounts Receivable includes defining reference files or codes, defining the Accounts Receivable defaults, adding customer information and multiple ship-to's, adding Customer Open Items or beginning balances and changing the Setup Complete to Y.

- Adding Customer Information includes entering data for the customer record. In addition to the main data entry screen there are several screen programs launched from the toolbar that store customer data including billing information, multiple ship-to addresses, accounting and multilevel tax defaults.

- Accounts Receivable Documents go through the following three steps to become Customer Open Items:

  - A document is entered in Update Accounts Receivable Documents.
  - An Edit List is printed prior to posting to check for data entry errors.
  - Documents are posted and become A/R open items.

- Two types of receipts are processed through the system A/R and Non A/R receipts. A/R receipts are cash receipts on customer accounts. Non A/R receipts are any cash receipts that are not applied towards customer accounts.

- Accounts Receivable Ledger end of period processing includes the following steps:

  - Print the Receivables Journal
  - Print Cash Receipts Journal
  - Print G/L Activity
  - Create Finance Charge Invoices
  - Create Recurring Documents
  - Print Customer Statements
  - Print Customer Aging

Lab Exercise a: A/R Setup Activities

Update Account Groups (AR-3-c)

1. **Add an Account Group for Rental Income:**

Group Code = RENTIN   Description = Rental Income

110000000 000 Accounts Receivable

450000000 000 Rental Income

Press Enter or click on OK to store.

Update Customer Information (AR-2-a)

1. **Add a new customer**

Customer Code: 22

	Billing info:
Disposal Control Service, Inc.	Credit Limit: $5,000.00
888 W. Illini Street, Austin, TX 899997561	Finance Chg: Y
Contact: Bobbi Good	Tax Code: SEATX

P: 512-268-1356 F: 512-268-9954

Salesperson: Bill Johnson (CTRL-Z to find code)

Credit Terms: Net 30 (CTRL-Z to find code)

Press Enter or click on OK to store.

Update Customer Ship-To (AR-2-f)

1. **Add a ship-to address for this customer.**

Customer Code: 22

Ship-to: SEA

Disposal Control Service, Inc.

Tax = SEATX

Ralph Grath 206-545-8892

3467 Industrial Way

Tukwila, WA 98008

Sales Person: Tom Mack (CTRL-Z to find code)

Lab Exercise b: A/R Documents Processing

Enter Transactions as A/R documents

(NOTE: Press Enter to store after each transaction is entered or click OK.)

1. **Create a monthly recurring A/R invoice for rent for office space using the RENTIN Group. (AR-1-a)**

   Customer 18
   Recurring code "M"
   Monthly amount $2,500.00 with Net due 30

2. **Create a receivables invoice for services rendered. (AR-1-a)**

   Customer 14
   Amount $180.00
   Credit the Non-classified Sales Account for services rendered using department code 000.

3. **Create a receivables invoice. (AR-1-a)**

   Sale to Classic Parts Unltd. for car stereo parts (Zoom to look up the Cust Code)
   Sony Car Stereo $677.00 (Zoom on Acct. No. to look up the Stereo Sales Acct.#)
   Stereo Accessories $23.00(Zoom on Acct. No. to look up the Accessories Sales Acct.#) Tax = SEATX

   Sale to Customer #21 (Discount 10% Auto) for engine parts (Zoom on Acct. No. to look up the Engine Sales Account)
   2 Ford engines
   Tax = SEATX
   $1,200 each

   Sale to Action AutoParts for auto parts (Zoom on Acct. No. to look up the Parts Sales Account)
   100 ft. radiator hose
   $1.23 per foot

   Sale to Mecca New and Used Auto Parts for phone sales (Zoom on Acct. No. to look up the Phone Sales Account).
   Cellular Phone and battery $325.00

4. **Add a receivables document for a debit memo. (AR-1-a)**

   DM-1 for Ravenna Motors for correction of doc number 26 for engine sales in the amount of $53.56 (Zoom for correct account number)

5. **Add a receivables document for a credit memo. (AR-1-a)**

   CM-l for Sherry Auto Supply for return of merchandise for doc number 24 in the amount of $113.86 (Zoom for Returns and Allowances account number)

Print Edit List (AR-1-b) (Redirect to screen)

1. **Print the Posting Edit List. (redirect to the screen).**

2. **Review the Accounts Receivable Documents for errors. If there are any errors, a message will print at the end of the report. Any transactions containing errors will not post until corrected and a new edit list printed.**

Print Customer Invoices (AR-1-c). Redirect to screen.

1. **Print all customer invoices.**

Post A/R Documents (AR-1-d). Redirect to screen.

1. **Post the Accounts Receivable documents**.

Lab Exercise c: Receipts Processing

Update Non A/R Receipts (AR-1-e-a)

NOTE: Press Enter after each transaction is entered to store.

1. **Add a Non A/R Receipt Document for $500 received from Frank Aldorf for Employees Receivable. (Zoom to find account number for Employee Receivables).**

2. **Add a Non A/R Receipt Document for the following weekly cash sales:**

   The total receipt amount is $30,300.00. You will need to Zoom to find each sales account number.

Parts Sales	$5,800.00
Stereo Sales	$3,500.00
Engine Sales	$5,500.00
Electrical Sales	$9,500.00
Phone Sales	$2,500.00
Accessory Sales	$3,500.00

Update A/R Receipts (AR-1-e-b)

NOTE: Click OK after each transaction is entered to store.

1. **Receive a customer payment and automatically apply it towards the open invoice from the header portion of the screen.**
   - Action Autoparts received $104.00 for Invoice 1
2. **Receive a payment that is not attached to specific invoices.**
   - Fisher Supply received $10,000.00 on account
3. **Receive a payment for invoices**.
   - Wild West Motor Ranch Invoice 9 payment amount $1995.00
4. **Receive a partial payment and create a chargeback.**
   - Classic Parts Limited – pay $ 1750.00 on invoice number 84 and the $50.00 short payment is for a freight dispute.

Run the edit and post programs

5. **Carry Over Cash**.

   - Run a detail aging report, find two different customers and write down an invoice number and the amount for each one. Receive a payment for the total of the two invoices using one of the customer codes and do an auto apply to the invoice number you selected. Then apply the remaining payment to the other customer code/invoice number.

6. **Apply a Duplicate Payment.**

   - Go to the Update Customer information screen and find customer code 10. Look in the activity screen and write down the invoice number and amount of any invoice that shows a zero balance. Receive a payment for amount of this invoice and reopen the invoice with a negative amount.

7. **Print Cash Receipts Edit List and check for errors (AR-1-e-c). Redirect to screen**.

8. **Post Cash Receipts. (AR-1-e-d). Redirect to screen.**

9. **Credit Hold Letter.**

   - Customer code 8 has exceeded their credit limit. Place them on credit hold and send them a letter to notify them that they are on credit hold.

Lab Exercise d: Finance Charge Invoices

Create Finance Charge Invoices (AR-1-i)

1. **Create finance charge invoices with:**

   Date = today's date
   Charged on invoice due date and 20 days
   Finance Charge 1.5% with a minimum charge of $2.00
   Do not take finance charge on finance charges

2. **Review the Finance Charge Invoices in Update Receivables Documents. Go to Update Receivable Documents, select Find, enter today's date, and press Enter to view all documents.**

3. **Print the Receivables Documents Edit List. (AR-1-b) Redirect to screen**.

4. **Post the Receivable Documents. (AR-1-d). Redirect to screen**.

Lab Exercise e: A/R End of Period

Accounts Receivable End of Period

NOTE: Redirect all reports to screen.

Complete the Accounts Receivable End of Period activities.

1. **Print the Receivables Journal from the beginning of the year through today (AR-1-f).**

2. **Print Cash Receipts Journal from the beginning of the year through today (AR-1-g).**

3. **Print G/L Activity from the beginning of the year through the most current GL period (AR-1-h).**

4. **Print Customer Statements. (AR-2-g) Press enter when prompted for cycle number, enter today for the statement date, and Enter to select all customers.**

5. **Print Customer Aging Summary (AR-2-h-a) Use today for aging date, base it on due date, and press Enter to select all customers.**

Accounts Receivable Summary

The following points of training were covered in this Chapter. If you feel that you have not mastered all objectives, go back and review those sections.

- Accounts Receivable maintenance and overview.
- Accounts Receivable Module tasks and processes.
- Setup the Accounts Receivable Module.
- Add and update Customer Information.
- Process Accounts Receivable Documents.
- Process A/R and Non A/R receipts.
- Maintaining the Accounts Receivable Ledger

CHAPTER 4 - *Accounts Payable*

Fitrix Accounting Course Workbook

Learning Objectives

- To become familiar with the Accounts Payable Modules
- To learn the major tasks performed in Accounts Payable
- To learn the steps to setup the Accounts Payable Module
- To learn how to process Accounts Payable Documents
- To learn the steps in Processing Checks
- To learn the procedures for completing Accounts Payable Month End

Overview of Accounts Payable

What Type of Information is Maintained in A/P?

The Accounts Payable module tracks two kinds of information:

1. Ledger - refers to information relating to company's P/L Statement and Balance Sheet.
2. Vendor - pertains to the specific conditions of a vendor account.

Both types of information are maintained by entering documents into the system. There are four types of documents:

- Vendor Invoice
- Vendor Credit
- Vendor Debit
- Checks to Vendors

Another type of document that affects only the ledger account information is the "Non A/P check" or cash disbursement. This document records the payment of money, but the payment has no affect on any vendor.

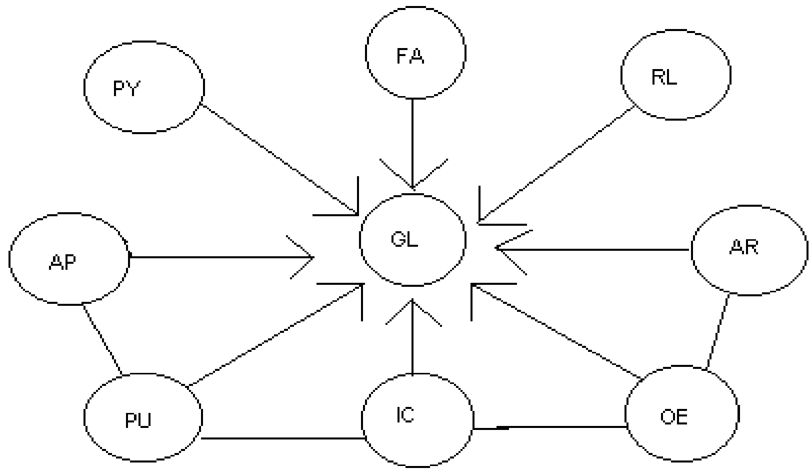
What Tasks or Activities are performed in Accounts Payable?

The major tasks in Accounts Payable include:

Entering Vendor Invoices, Credit memos and Debit memos
Processing Automatic Checks for Vendor Payments
Maintaining Vendor Information
Performing the End of Period Accounting Activities

What Relation does Accounts Payable have to Other Fitrix Modules?

The two modules that Accounts Payable is most closely related to in the Fitrix accounting system are General Ledger and Purchasing. Ledger information posts to the General Ledger activity to update ledger account balances for cash, accounts, payable, inventory purchases, etc. Vendor Information and programs are shared with Purchasing. Purchasing processes vendor invoices for purchase orders to create accounts payable open items.


FA
PY
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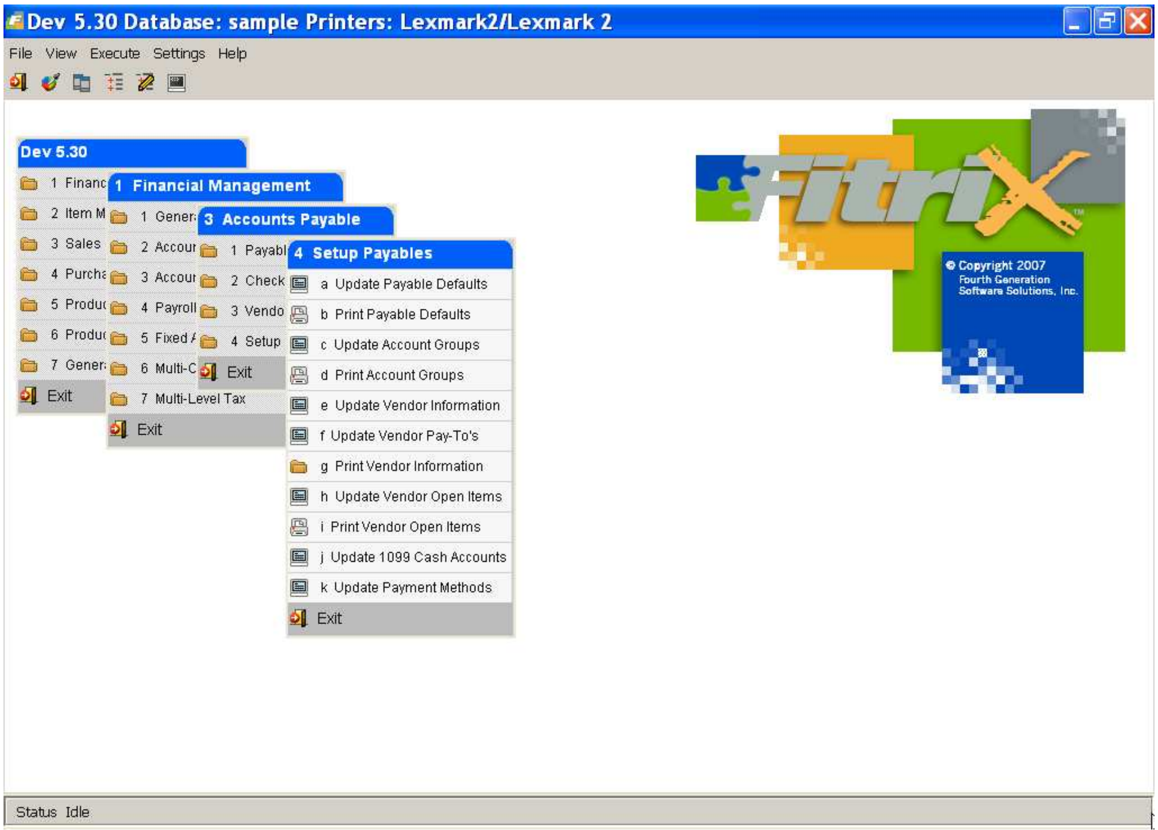
Accounts Payable Setup

To view this menu, select **Financial Management** > **Accounts Payable** > **Setup Payables** (option 4).

The Accounts Payable Setup Menu contains the options for setting up the Accounts Payable System.



Basic setup for Accounts Payable includes entries of A/P default, vendors and pay-to address and entry and verification of existing open items. Default tax rates, the ledger account number for cash and discounts for A/P are Setup through the Company Setup programs.

Before entering payable defaults, all ledger accounts and vendor terms codes that will be payable defaults must be defined. The Update Ledger Accounts and Update Vendor Terms options are available for entering ledger accounts and term codes.

Vendor Information and vendor pay-to addresses are usually entered during setup. Existing open items for these vendors may also be entered at this time. Existing open items can be added only during the setup phase or prior to setting the Accounts Payable default setup to complete. Once the system is set to complete, open items can no longer be entered through the Update Vendor Items. Open Items must be created by posting an accounts payable document. Setup is also an appropriate time to designate certain cash ledger accounts and1099 reporting. This is an optional setup activity that can be done either before or after setup is complete.

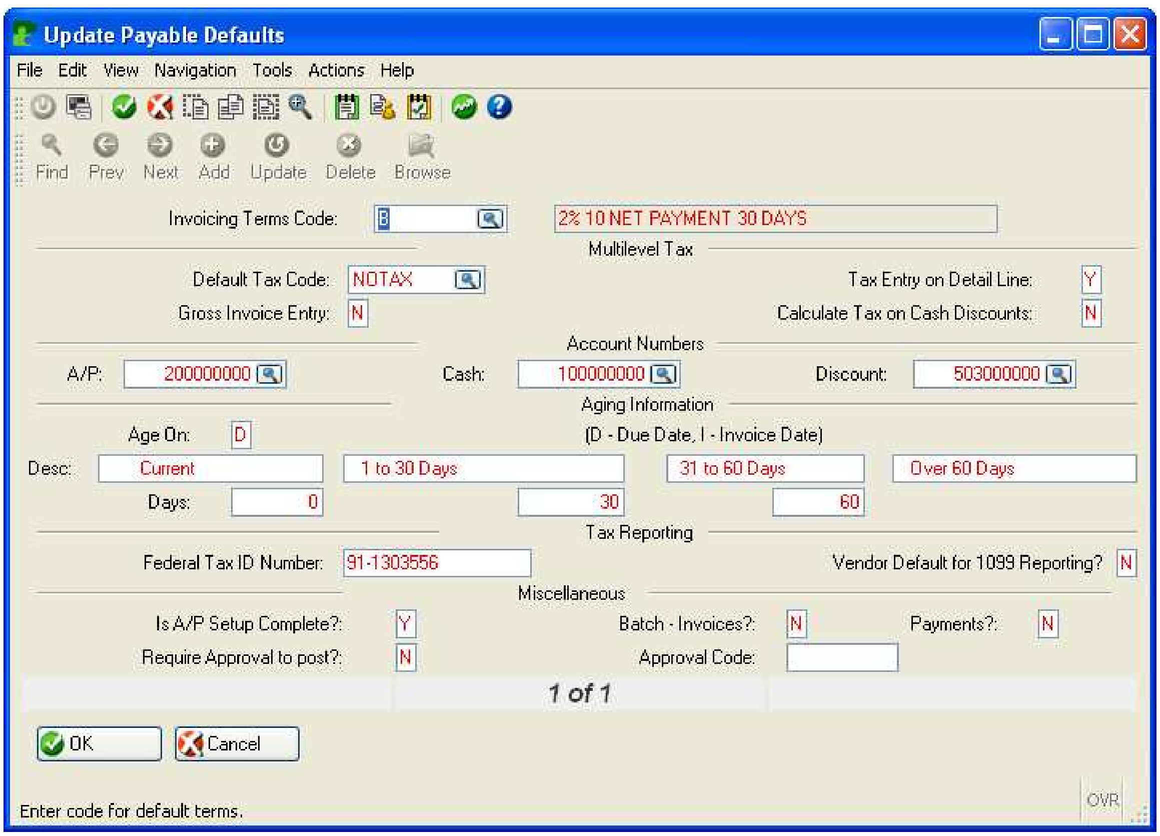
The final step to completing the Accounts Payable setup is to set the Setup Complete flag, in Accounts Payable defaults to “Y”. Completion of the setup is accomplished through a field at the very bottom of the Update Payable Defaults screen. This Y/N field, when set to Y, automatically totals existing items, displays this amount and prompts the user to verify that no additional A/P setup entries will be needed. Entering Y tells the system to proceed with posting of all A/P open items.

If A/P setup is complete and additional setup open items are found and need to be entered, this field may be reset to “N”. Doing this will pull up a warning and prompt the user to continue. Entering “Y” to continue will un-post all transactions from the Accounts Payable posting tables. If transaction processing has not been started, no harm is done since only setup open items have been posted. Now the additional open items may be entered and setting Setup Complete to Y can be done again. These additional open items plus the original open items will post at this time.

If transaction processing has been started and the setup complete field is reset to N, all posted transactions are deleted from the A/P posting tables. It is generally not a good idea to change the setup complete flag back to “N” once you have started using the system.

To view this screen, select **Update Payable Defaults** (option a).

This entry screen contains the Accounts Payable Module Defaults definitions.



Invoicing Section

Field	Description
Terms Code	The system default payment terms code which must be set up in the Terms Code reference files.
Description	Description of the Terms Code.

Multilevel Tax Section

Field	Description
Default Tax Code	This is the default tax code used for the Update Payable Documents if a tax code cannot be found in the Vendor Pay-To file or the Vendor Information file.
Gross Invoice Entry	This field determines the default mode for entering amounts for the Update Payable Documents and Update Non-A/P Checks options. It is the default for the Gross Amt Entry field found on the Payable Documents and Non-A/P Checks screen programs. If set to “Y”, amounts entered include the tax. The net amount is computed and this is the amount posted to the GL activity for the line item. The tax is posted to a different account, as determined by the Accounts Payable account specified for the Multilevel Tax code with Update Multilevel Tax Code.
Tax Entry on Detail	Entering a “Y” in this field allows you to assign a Multilevel Tax code to each detail line of the documents entered through Update Payable Documents.
Calculate Tax on Cash Discounts	This field determines the behavior of the Update A/P Checks option. If a “Y” is entered, a Multilevel Tax transaction is generated to automatically back out the tax discounted when discounts are taken on A/P invoice. This is necessary because when an A/P invoice is posted, an entry is posted to the Multilevel Tax activity file for the full amount of tax charged, regardless of any discount available for the timely payment. When a discount is taken on an invoice, the full amount of tax for the invoice is posted and a separate entry to the Multilevel Tax activity file is required to show the effect of the discount. If the Calculate Tax on Cash Discounts field is se to “Y” a transaction is automatically generated to adjust the Multilevel Tax information. The ledger account that these adjustments are posted to is the ledger account entered as the A/P Discount Account in Update Multilevel

Field	Description
	Tax Codes. If this field contains an “N”, no such adjustment is generated when cash discounts are taken.

Account Numbers Section

Field	Description
A/P	The default general ledger account A/P documents and checks will post to. This can be overridden at the vendor level.
Cash	The default general ledger account A/P check processing will post to. This can be overridden at the vendor level.
Discount	The default general ledger account A/P documents and checks will post to.

Aging Information (Determines how outstanding invoices are aged)

Field	Description
Age On:	Determines how outstanding invoices are aged. The only two valid entries are; “D” for Due Date and “I” for Invoice Date.
Description:	The description fields are used to define the descriptions for four aging periods. Each description that you enter here appears as a heading on the Vendor Aging reports.
Days:	The actual number of days the aging will break on and be distributed within.

Tax Reporting Section

Field	Description
Federal Tax ID Number:	The tax ID number required by the Federal Government for your company to collect sales tax.
Vendor Default for 1099 Reporting?:	(Y)es or (N)o. A “Y” in this field means the 1099 Required field on the Vendor Information form will default to “Y” if not filled in.

Miscellaneous

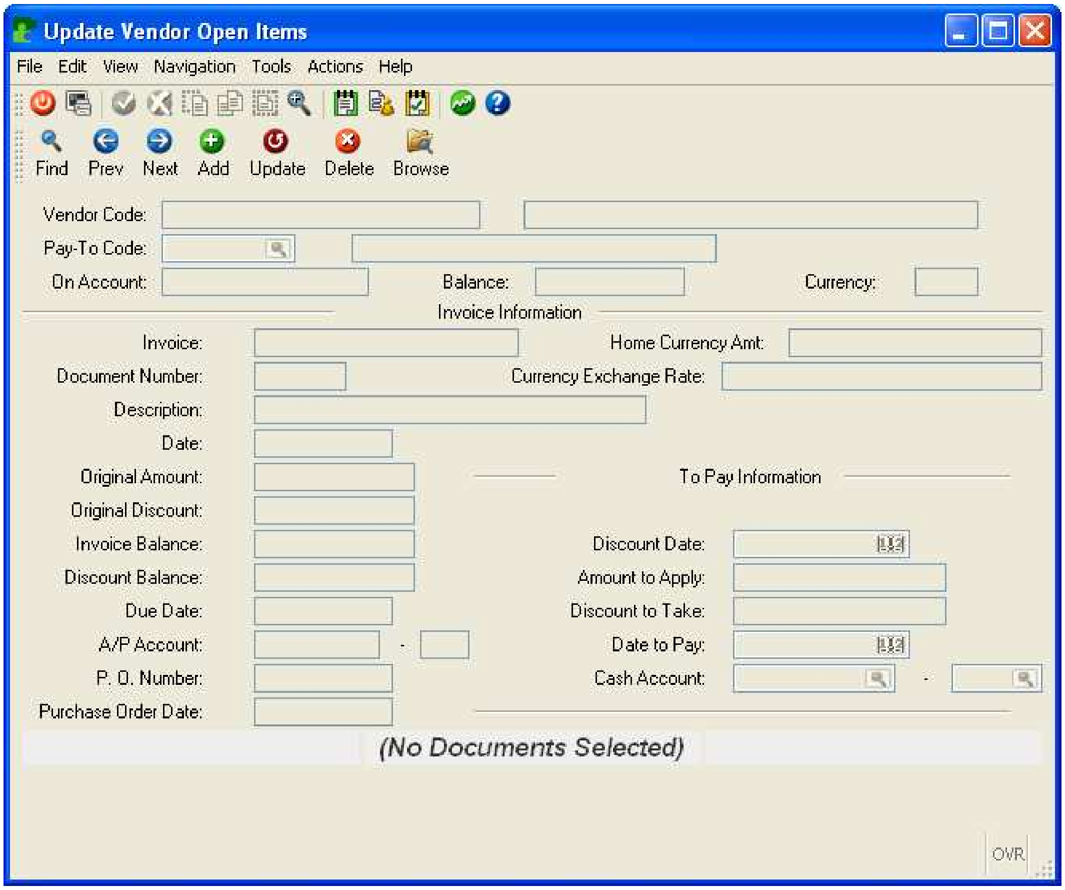
Field	Description
Is A/P Setup Complete?:	When setup is complete and the open items have been entered and balanced. After changing to "Y" the system will prompt you for responses to messages.
Batch – Invoices?:	This field is asking, “Should A/P invoices be grouped into batches, “Y” or “N”?”
Payments?:	This field is asking, “Should A/P payments be grouped into batches, “Y” or “N”?”
Require Approval to Post?:	If **Batch – Invoices? or Payments?:** is set to “Y”, then the options here are “Y” or “N” if you wish to require approval to post.
Approval Code:	Enter an approval code for Accounts Payable batches. The **Require Approval to Post?:** field must be set to “Y”.

Click on Quit to return to Setup Payables Menu

Update Vendor Open Items

To view this screen, select **Update Vendor Open Items** (option h).

Enter all invoices with outstanding invoice balances that will be loaded on the system at the time of setup. Prior to setting the Control Table to "Y" you will be able to enter all information on the screen. After setting the control table to "Y" you will only be able to enter "To Pay Information".



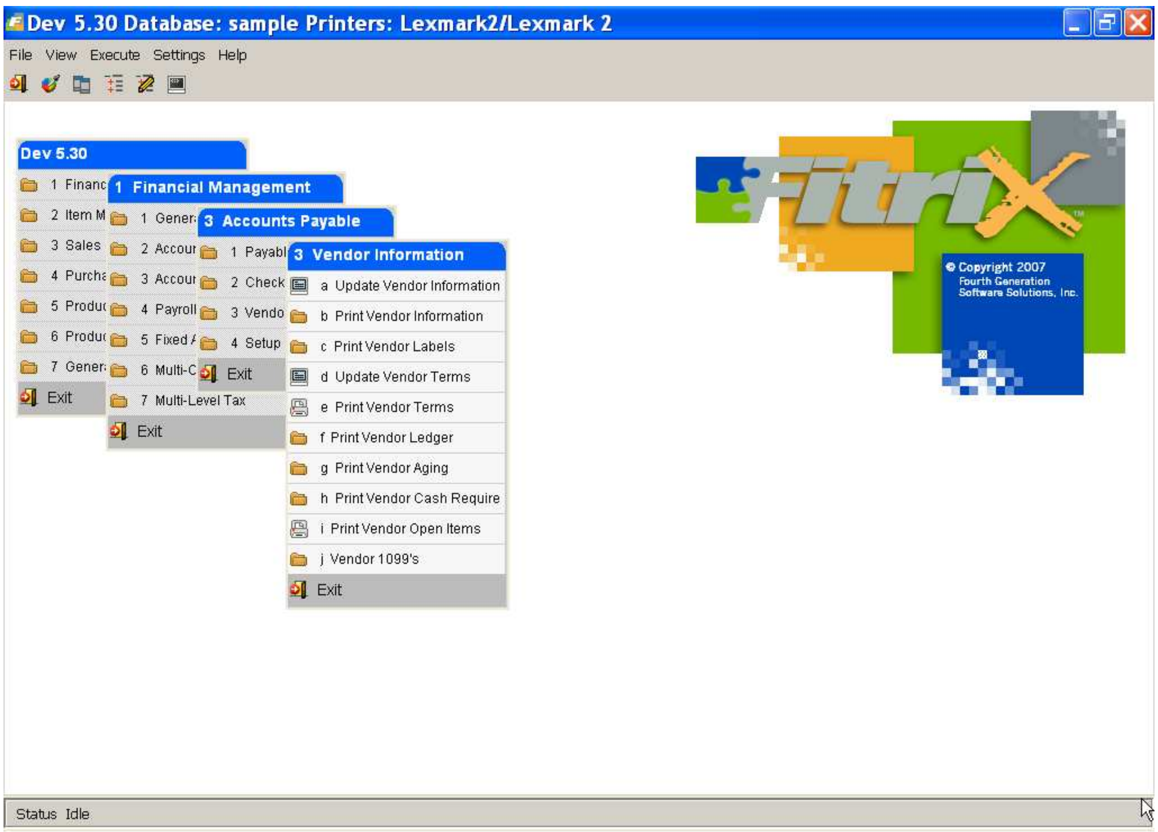
Field	Description
Vendor Code	Twenty-character alphanumeric field. This code must have been previously set up using the Update Vendor Information option.
Pay-To-Code	Six-character alphanumeric field. This code must have been previously set up using the Update Vendor Pay-To's option. This pay-to code is used if the vendor address that prints on the check (pay-to code) is different than the vendor code's address.
On Account	This is the amount that you owe a vendor that is not associated with a particular invoice (i.e.; you've made a payment on account). During setup, you can enter the amount here or in the on account field in the

Field	Description
	Vendor Information form.
Balance	Amount due vendor. System updates this field as open items are entered.
Invoice	Twenty-character alphanumeric field stores vendor invoice number.
Description	Optional
Date	Date vendor issued invoice.
Original Amount	Original amount of vendor's invoice before any payments are made.
Original Discount	Amount of discount available if paid by due date.
Invoice Balance	Amount currently due on the invoice.
Discount Balance	Amount of discount still available.
Due Date	Calculated by system based on invoice date and vendor payment terms.
Discount Date	Last date you are able to receive a discount. When this date is filled in, the Date to Pay field defaults to this date.
To Pay Information	System fills these fields in based on information previously entered.

Click on Quit to return to the Accounts Payable menu.

Vendor Information

To view this menu, select Financial Management > Accounts Payable > Vendor Information.

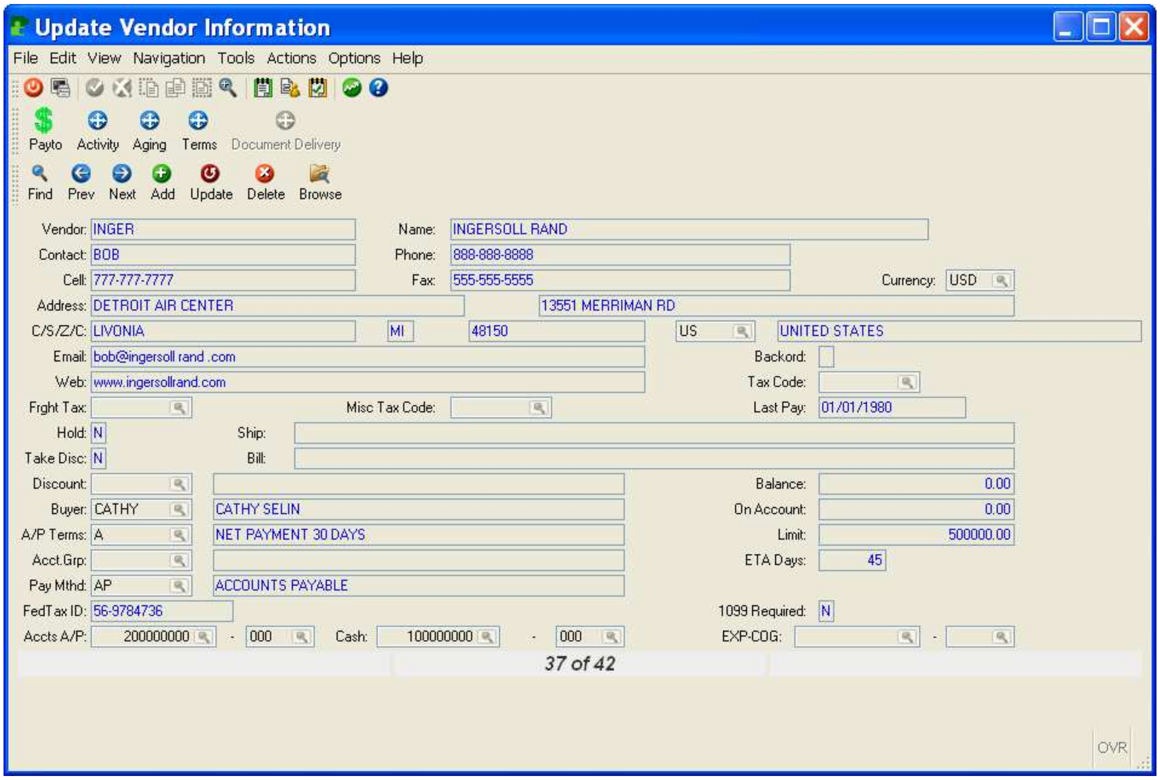


There are menu options for:

- Maintaining Vendor Information and printing Vendor Information and Vendor Labels.
- Maintaining Vendor Payment Terms.
- Printing Ledger Information including Vendor Ledger, Vendor Aging and Cash Requirements.
- Other vendor reports including Open Items and Vendor 1099's.

Update Vendor Information

To view this screen, select **Update Vendor Information** (option a).



This Is the data entry screen for adding and maintaining Vendor Information.

Field	Description
Vendor:	Twenty-character alphanumeric field. This code must have been previously set up using the Update Vendor Information option.
Name:	Company name to which remittance is made.
Contact:	Employee or principle in the company who is responsible for the account.
Phone, Cell, Fax	These entries hold respective telephone contact information
Currency:	This is the currency code to which payment is converted to if multicurrency is activated.
Address:	The street address is entered in the first field, the second field holds building and suite entries.
C/S/Z/C:	These fields hold the City, State, Zip Code, and Country information.

Field	Description
Email:	The email address for the contact entered in the Contact: field.
Backord:	This field is not functional at this time.
Web:	The website address for the vendor.
Tax Code:	Multilevel Tax code used to calculate tax on AP invoices.
Freight Tax:	Multilevel Tax code used to calculate tax freight on AP invoices.
Misc Tax Code:	Multilevel Tax code used to calculate miscellaneous tax charges on AP invoices.
Last Pay:	Last date that an invoice for this vendor was paid.
Hold:	This is a “Y” or “N” field to determine if payments are on hold with this vendor.
Ship:	This field is not functional at this time.
Take Disc:	This field can accept “Y”, “N” , or “A” to control how discounts are taken when Automatic Checks are created. If this field contains: • “A” - discounts are taken even if the payment is after the discount date. • “Y” - discounts are taken only if the payment is made on or before the discount date. • “N” - discounts are not taken.
Bill:	This field is not functional at this time.
Discount:	This field is not functional at this time.
Balance:	Amount due vendor. System updates this field as open items are entered/paid.
Buyer:	Buyer code used in Purchasing and Replenishment.
On Account	This is the amount that you owe a vendor that is not associated with a particular invoice (i.e.; you’ve made a payment on account). During setup, you can enter the amount here or in the on account field on this screen.
A/P Terms:	The code for a specific set of payment terms.
Limit:	The credit limit issued by the vendor.
Acct. Grp	The accounting group from which payment is made to this vendor.
ETA Days:	The ETA days are used in conjunction with the replenishment module to calculate product lead time.
Pay Mthd:	The method of payment for this vendor.

Field	Description
Fed Tax ID:	This is the Federal Tax number issued to the vendor.
1099 Required:	This “Y” or “N” field determines if you want to report 1099 information for this vendor.
Accts A/P:	The payable account number for this vendor.
Cash:	The cash account number for this vendor.
EXP-COG:	The expense/cost of goods account number for this vendor.

Press Quit to return to the Accounts Payable submenu.

Print Vendor Information (option b on submenu)

Prints Vendor Information.

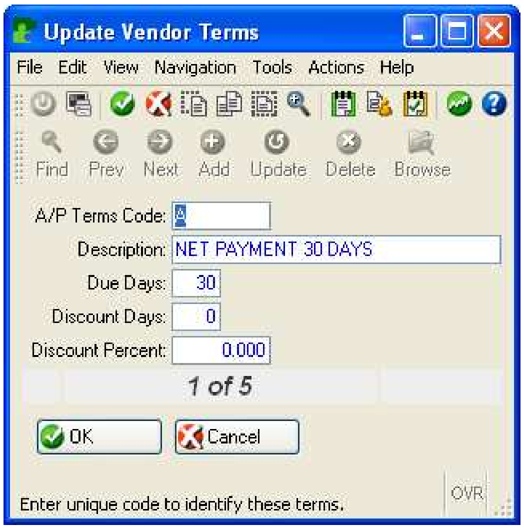
- Summary by Name
- Summary by Code
- Detail by Name
- Detail by Code

Summary information is different in that it lists consolidated Vendor information without details.

Update Vendor Terms

To view this screen, select **Update Vendor Terms** (option d).

Used to (A)dd or (M)odify Billing Terms.



Field	Description
A/P Terms Code:	This is a 6 character field, identifying types of Terms.
Description:	The description of terms defined by the A/P Terms Code.
Due Days	The number of days added to the invoice date to determine the date payment is due.
Discount Days	Identifies the number of days added to the invoice date to determine the discount date.
Discount Percentage	Numeric field that is the percentage of the discount. Two percent should be entered as 2.00 not .02.

Press Quit to return to submenu.

Print Vendor Terms (option e).

Allows you to print out entered information n Vendor Terms. Sorts by Terms Code.

Print Vendor Ledger (option f).

Prints Vendor Activity (all posted transactions). Sorts by Date, Transaction Number within Date. Begins with the Beginning Balance. Adds or Subtracts each transaction. Ends with ending balance.

Print Vendor Aging (option g).

Produces an aging report of vendor open items. Lists current and past due invoices and memos. The report can age on either (D)ue or (I)nvoice date. If the default (control record) is set up as "D" for due date aging, this will be the default for the report. This can be overridden with a "Y" for Invoice Date aging. Next, the system prompts user for the aging date. This field is the cutoff date, beyond which no invoices will be on the report. (If the aging date is greater than either the Due Date or Invoice Date, whichever is chosen, then any invoice that is dated after this date will not be on the report.)

Print Vendor Cash Requirements (option h).

Prints a report showing when Vendor Open Items are due to be paid. Can be printed in a SUMMARY or DETAIL format by VENDOR NAME or VENDOR CODE. Because it shows future aging, the selection criteria is same as for the aging report.

Print Vendor Open Items (option i).

Prints a list of open items for selected vendors.

Create Vendor 1099's (option j).

This option totals the cash amount paid to selected Vendors who require 1099 reporting. The report prints a summary of the amounts. Cash accounts affected must first be setup through the Update 1099 Cash Accounts option on Setup Payables menu.

- **Update Vendor 1099's.**
- Allows user to modify the 1099 report that was created with the create program.
- **Print Vendor 1099 Report.**
- Allows user to print all information relating to the Vendor and the 1099 accounts.
- **Print 1099 Forms - continuous or sheet (laser printer).**

Click on Exit twice until back to the main menu.

Accounts Payable Transactions

Accounts Payable Document processing is broken into three categories, Vendor Ledger, Check Processing, and End of Period Processing.

Payable Ledger

Accounts Payable Documents

1. Enter Accounts Payable Documents
2. Print Payable Edit List
3. Post Payable Documents (Creates Vendor Open Items)

Check Processing

Creating Automatic Checks

1. Print Payments Due Report (optional)
2. Update To-Pay Information (optional)
3. Create Automatic Checks
4. Update Non A/P Checks
5. Update A/P Checks
6. Print Check Listing
7. Print Checks
8. Post Checks

Reconciling Bank Statements

1. Update Reconciled Checks against Bank Statements
2. Print and Post Check Reconciliation
3. Print Check Register

Voiding Checks

1. Void Posted Checks
2. Print Void Check Edit List
3. Post Voided Checks

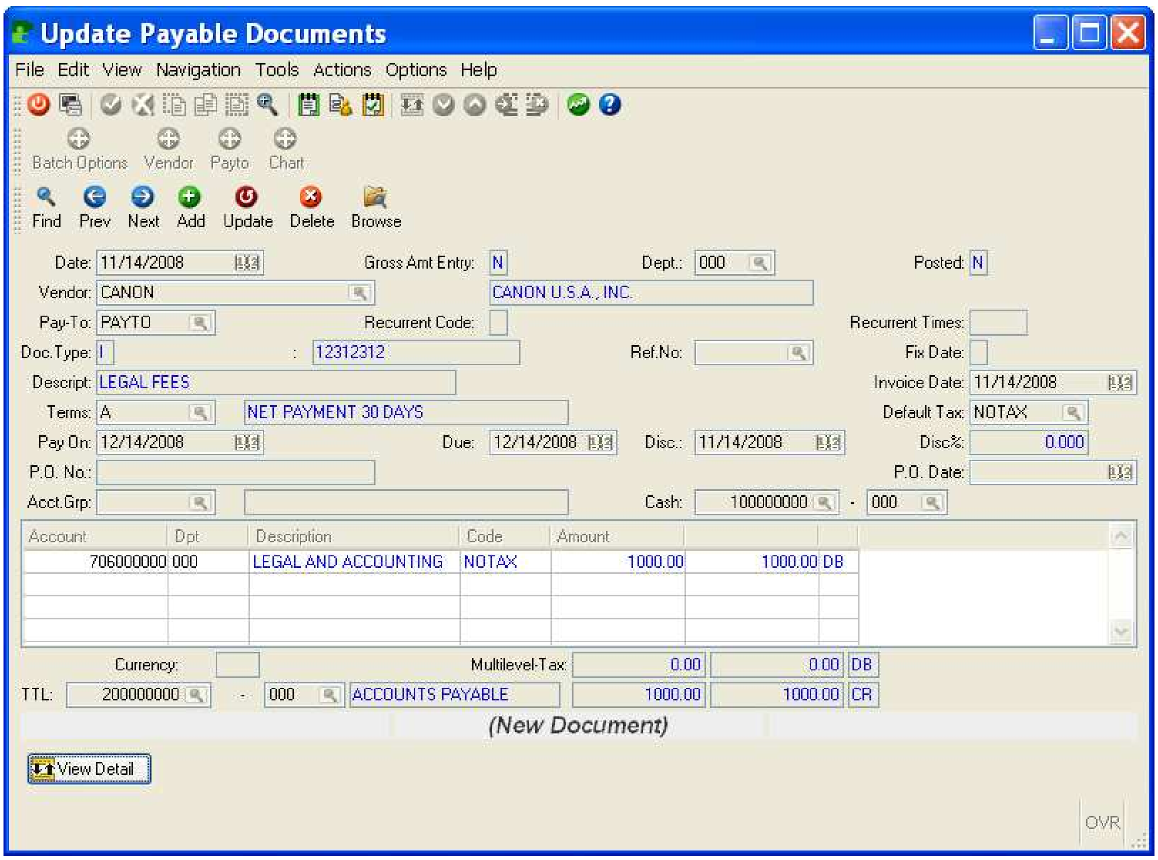
End of Period Processing

1. Print the Payables Journal (GL Distribution of all A/P documents by document number).
2. Print G/L Activity (GL Distribution of all A/P documents by account number).
3. Create Recurring documents.
4. Print Vendor aging.

Update Payable Documents

To view this screen, select Financial Management, Accounts Payable, Payable Ledger, Update Payable Documents.

This is the data entry screen used to enter vendor invoices, debit memos, and credit memos.



HEADER

Field	Description
Date:	Defaults to the system date format mm/dd/yyyy.
Gross Amt Entry:	Defaults to the value set up in Setup Payable Defaults. Y means the gross amount is entered and the tax is backed out by program. "N" means the net amount is entered and the program calculates tax for you.
Dept:	Three character alphanumeric. Defaults to department set up in Set Up Payable Defaults.

Field	Description
Posted:	System maintained. “Y” if posted, “N” if not posted.
Vendor:	The Vendor Number is an alphanumeric code, and the Company Name is the proper name to which remittance is made.
Pay – To: (optional)	If left blank Pay-To field defaults to PAYTO and the associated address information. This is normally the Vendor code address. If the remittance address that prints on check is different than the Vendor code address, the Pay To code associated with this address would be entered.
Doc. Type:	One character field. When you enter the code, its description displays beside it. Note the list of valid codes at the bottom of the screen.
Invoice:	Vendor Invoice Number.
F. Date:	Used for recurring documents. If a Y is entered, the date will be fixed when the recurring document is copied. For example, if a bill is always due on the 15^{th} of the month, set this field to Y, enter a code in the Recur field, and set the due date to the 15^{th}. When this recurring document is copied next month, due date will be the 15^{th} regardless of the processing date.
Recurrent Code:	See section on Create Recurring Documents.
Recurrent Times:	If this a recurring document (i.e.-monthly lease payment) and it is only to automatically recur a set number of times (i.e.- 36 months), enter that value here. Each time the recurring document is created this value will be decremented by one. When this value equals zero the document will no longer be created by the Create Recurring Documents program.
Ref No.:	Only used for debit memos and credit memos. If the document number of the invoice the memo is related to is entered here, it will automatically be applied to this invoice. If left blank, an open credit or debit memo will be created on the vendor’s account.
Description: (optional)	Thirty character alphanumeric. This description will print on the GL activity report.
Invoice Date:	Date of vendor’s invoice.
Terms:	Defaults to terms code set up for this vendor but can be changed.
Default Tax;	Defaults to tax code set up for this vendor or if none found, defaults to tax code in Setup Payable Defaults.
Pay – On:	System calculates based on invoice date and terms.
Due:	System calculates based on invoice date and terms.
Disc;.	System calculates based on invoice date and terms.
PO No.: (optional)	Your PO number if applicable.
Acct Grp:	Defaults to code set up for this vendor.

Field	Description
Cash:	Defaults to cash account number set up for this vendor.

DETAIL (press Ctrl TAB key to access Detail Section)

Field	Description
Account:	This is the ledger account number this transaction should affect.
Dept:	Defaults to department code set up in Set Up Payable Defaults.
Description:	System displays ledger account number description.
Code:	Multilevel tax code. Defaults to tax code in Header Section.
Amount:	Enter amount to be distributed to ledger account number for this line item.

Press Quit to return to submenu.

Print Payable Listing (option b)

Prints an edit list of all the Payable Documents to check the accuracy of the documents. Must be printed prior to posting. Document numbers are unassigned.

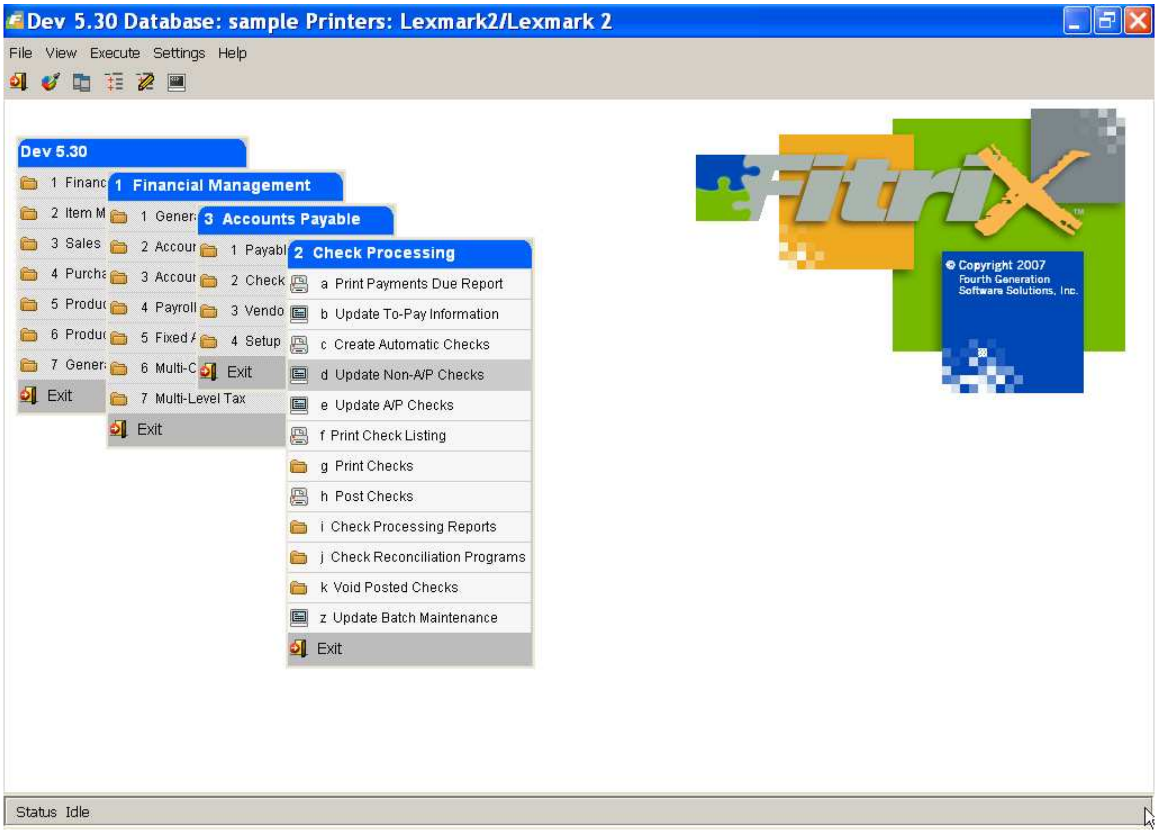
Post Payables Documents (option c)

Selects all unposted invoices, debit and credit memos and posts them to the vendor's account and the GL activity file. Requires edit list to be printed first. Once posted, the document can no longer be changed. After posting is completed a report is printed. This report is similar to the edit list with two major exceptions:

- Has documents assigned
- Has posting sequence assigned

Check Processing

To view this menu, select Check Processing (option 2)



Follow these steps to process checks:

- **Print Payments Due Report (optional)**
- **Update To-Pay Information (optional)**
- **Create Automatic Checks**
- **Update Non A/P Checks**
- **Update A/P Checks**
- **Print Check Listing (Edit List)**
- **Print Checks**
- **Print Remittance Advices if applicable**
- **Post Checks**

Other items that relate to Check Processing are:

- **Reconcile Checking Accounts**
- **Print and Post Reconciliation reports**
- **Print Check Register**
- **Void Posted Checks**

Print Payments Due Report (option a)

This report is run to give you a list of invoices due by a certain date.

To print this report you must enter a Check Run Date and the Next Check Run Date. These dates are used to select the current invoices for payment and to determine whether or not discounts are valid. If the Check Run Date is past the Discount Date, the discount is shown on the report as lost and the discount is only taken if vendor record is set to Take Discount “A” for Always.

The next prompt is for Vendor Code. You can Click the OK Button (or press ENTER) to select all vendors or use wildcards to select certain vendors.

The last prompt is for Cash Account. You can Click the OK Button (or press ENTER) to select all Cash Accounts or enter a specific cash account. The cash account is the cash account the documents were previously posted to which is the same account set up in each Vendor’s information file.

Update to Pay Information (option b)

To view this screen, select option b, choose “Find” and Click the OK button (or press ENTER) to find all records.

This option allows you to change only the following fields using the Update command:

1. **Amount to Apply**
2. **Discount To Take**
3. **Date To Pay**

Press Quit to return to menu.

Create Automatic Checks (option e)

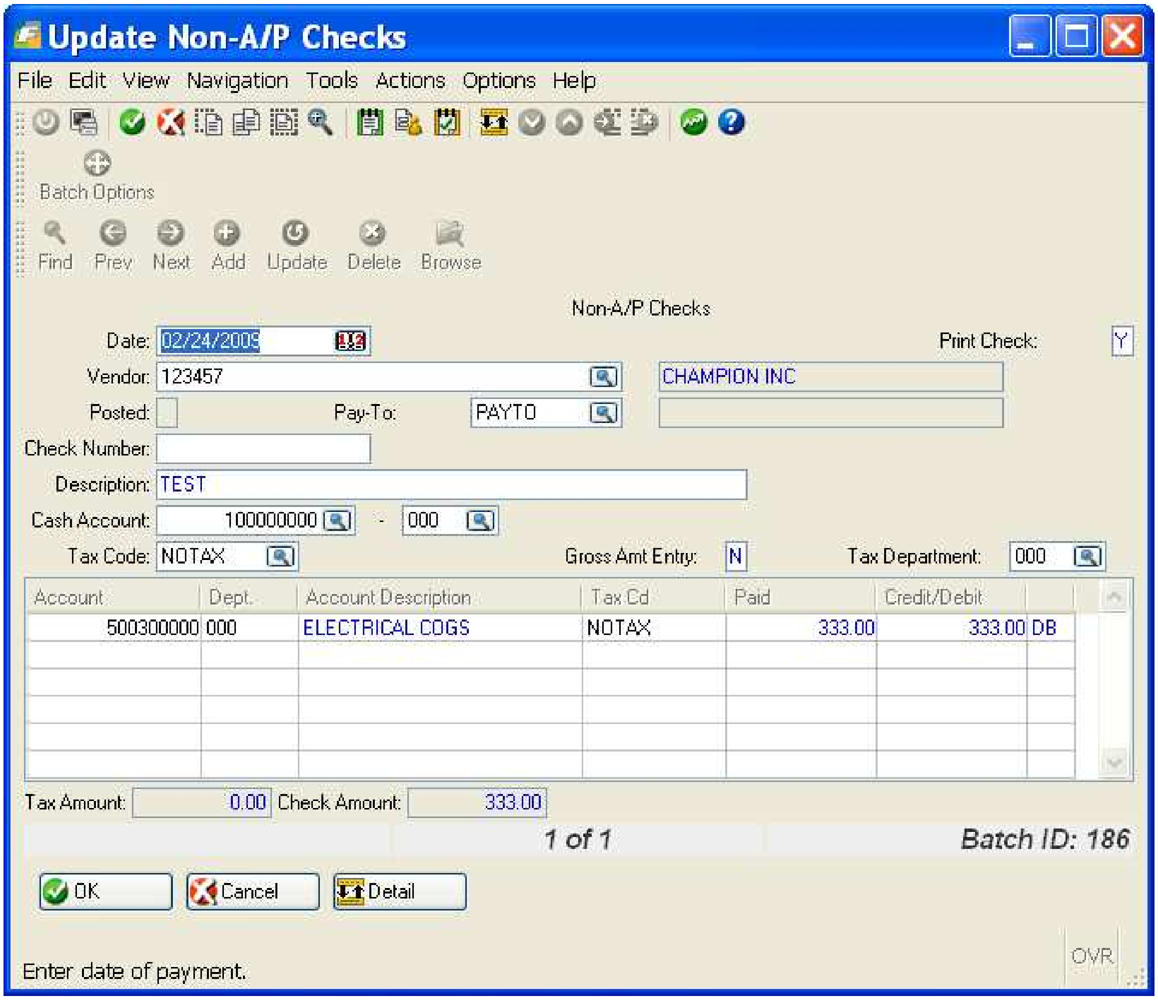
This option creates checks and stores them in the check file for printing. It also prints the Automatic Checks Report that has the same format as the Payments Due Report and will reflect any changes you made in the Update To-Pay Information program.

It is important to use the same parameters for this report (i.e.; check date, etc.) as you did when you printed the Payments Due Report.

After automatically creating checks, you can still modify these checks using the Update A/P Checks option.

Update Non-A/P checks (option d)

To view this screen, select option d.



This program allows you to enter checks for items not entered into the AP System through Update Payable Documents.

HEADER:

Field	Description
Date	Date of Check
Print Check	This field defaults to “N” because many users enter payment information here to record payments for checks already written. If a check needs to be printed, change the default to Y.

Field	Description
Vendor	Vendor Code, and Vendor Name
Posted	Indicates whether the payment has been posted to the General Ledger.
Pay-To Code	This code determines the address that will print on the check and is therefore used if this address is different than the Vendor Code Address.
Check Number	Enter check number for handwritten checks or leave blank if this check will be printed because check number will be assigned at time of printing.
Description	Optional reference field. Information entered here will print on the GL activity report.
Cash Account	Enter the G/L account number you wish to decrease when check is posted.
Tax Code	Defaults to the value set up in the Vendor Information file.
Gross Amt Entry	Defaults to the value set up in the Setup Payable Defaults. Y means the gross amount is entered and the tax is backed out by program. “N” means the net amount is entered and the program calculates tax for you.
Tax Department	Defaults to 000. This is the department code used when posting the Multilevel Tax amounts.

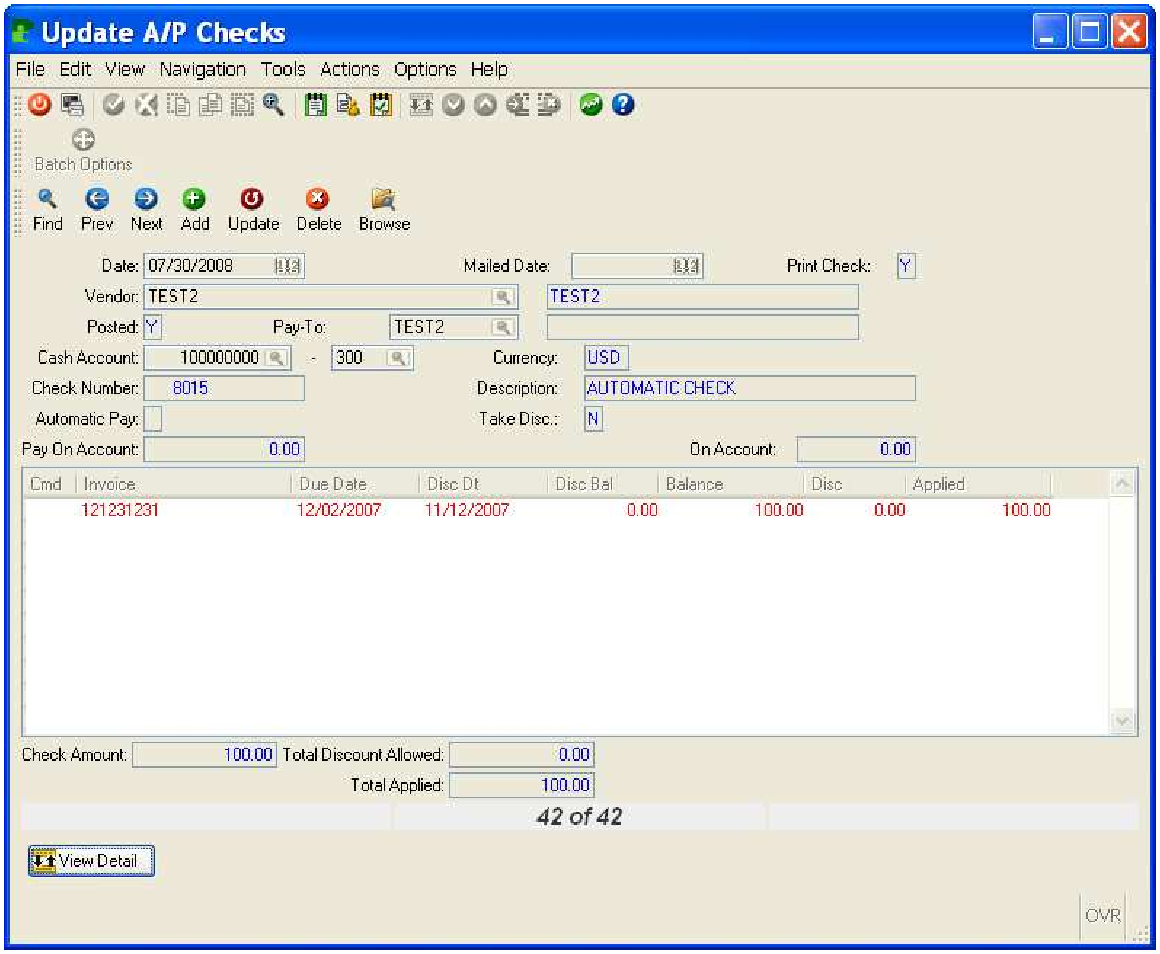
DETAIL (press Ctrl TAB key to access):

Field	Description
Account	Ledger account number that is increased by this transaction.
Dept.	Defaults to 000. Zoom feature is available if you need to change.
Account Description	Displays ledger account description.
Cd	Tax code. Defaults to the value in the header section of screen.
Paid	Amount to be disbursed to this ledger account number.
Credit / Debit	Display only based on ledger account number. Can be modified by user.

Press Quit to return to menu.

Update A/P Checks (option e)

To view this screen, select option e.



This option allows you to change and delete automatic checks (select Find to find and revise or delete) or manually enter AP checks (select (A)dd to add).

HEADER:

Field	Description
Date	Date of Check
Mailed Date	This will default to the check date but can be changed if you want to track the fact that you mailed the check to the vendor at a later date (check was held for some reason).
Print Check	Enter Y if check will be printed, or "N" if check has already been written.
Vendor	This is a twenty character code associated with the vendor record, followed by a description field for the vendor name.

Field	Description
Pay-To Code	Code for remittance address that will print on check. If this address is same as vendor code address, no Pay-To code needed and system defaults to "PAYTO"
Cash Account	Enter G/L account number you wish to decrease when check is posted.
Currency	Defaults to currency code set up in Vendor Information file if Multicurrency module is installed or defaults to STD.
Check Number	Enter check number for handwritten checks or leave blank if this check will be printed because check number will be assigned at time of printing.
Description	Optional reference field.
Automatic Pay	When vendor code and Pay-To code are entered, all open A/P items display in detail section of the screen. If a Y is entered here, the system will pay all invoices (beginning with oldest) and take all available discounts. An entry of N, or no entry means you intend to specify specific invoices.
Take Discount	Display only field that defaults to the value set up in Vendor Information file.
Pay On Account	Enter amount in this field if you do not want to apply payment to any invoices. The amount will be placed On Account and can be applied at a later date. An example would be a deposit.
On Account	This display only field shows how much the vendor owes you or you owe the vendor in addition to outstanding open items.

DETAIL (press Ctrl TAB to access):

Cmd? - The command entered here determines how to pay the invoice. 1,2,3,4 and `I` are the only valid entries for this field.

1 = Pay the invoice, taking the discount if the date of the check is on or before the discount date.

2 = Pay the invoice, taking the discount even if the check date is after the discount date.

3 = Pay the invoice and do not take the discount.

4 = Manually enter the amount of cash to apply to the invoice and manually enter the amount of discount to take (can also un-apply payments made in error by selecting 4 and entering ∅ for the payment amount.)

I = Displays information about this invoice.

Press Quit to return to the menu.

Print Check Listing (option f):

This listing is an edit list of all current check entries and must be printed before you print or post checks. This is a required edit list. If you change any documents after this listing is run, you must rerun this listing or the modified documents will not post.

Print Checks (option g and then (a) for continuous forms or (b) for laser forms) :

This option is used to print checks. You will be prompted for the following information:

Cash Account

Department

Print GL Distribution – if you enter Y, the GL distribution for each invoice being paid will print on the check stub.

Starting Check No.

Check Date

There is a remittance advice created if the number of invoices being paid is greater than the number of lines that will fit on the remittance portion of the checks. The words “See Attached Remittance Advice “ prints on the remittance portion of the check. When checks are done printing, you will be prompted if there are any remittance advices pending. If there are, you can change paper in the printer and press enter to continue.

Print Remittance Advice (option g and the (c)):

The remittance advice prints immediately after the checks are printed. However if for some reason you need to reprint them before the checks are posted, use this program to do so.

Post Checks (option h):

The post checks option stores the accounting information, adjusts the balances of the paid open items, and updates the Last Payment Date and Balance fields in the Vendor Information file.

Check Processing Reports (option i):

The following menu options are available when requesting reconciliation reports.

Print Check Register (option a):

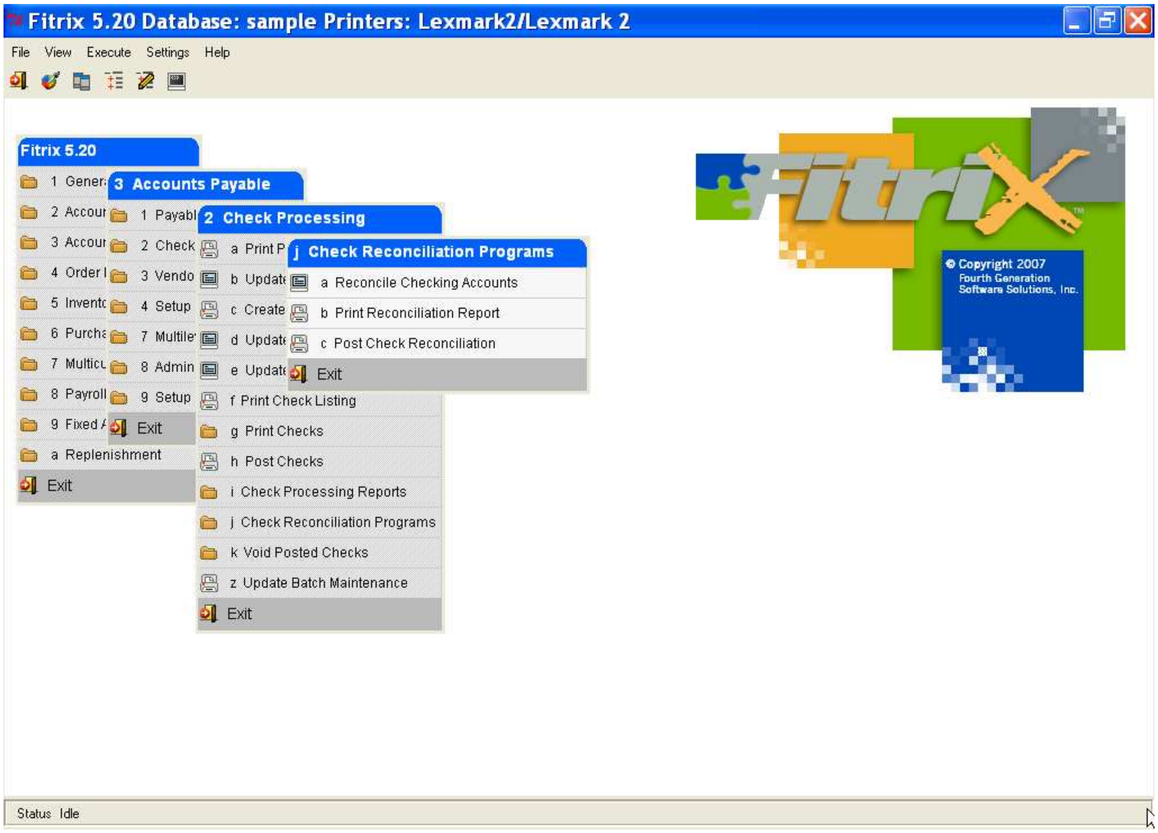
This report lists all posted checks and the amount by check number. You define cash ledger account and date range.

Print Cash Disbursement Journal (option b):

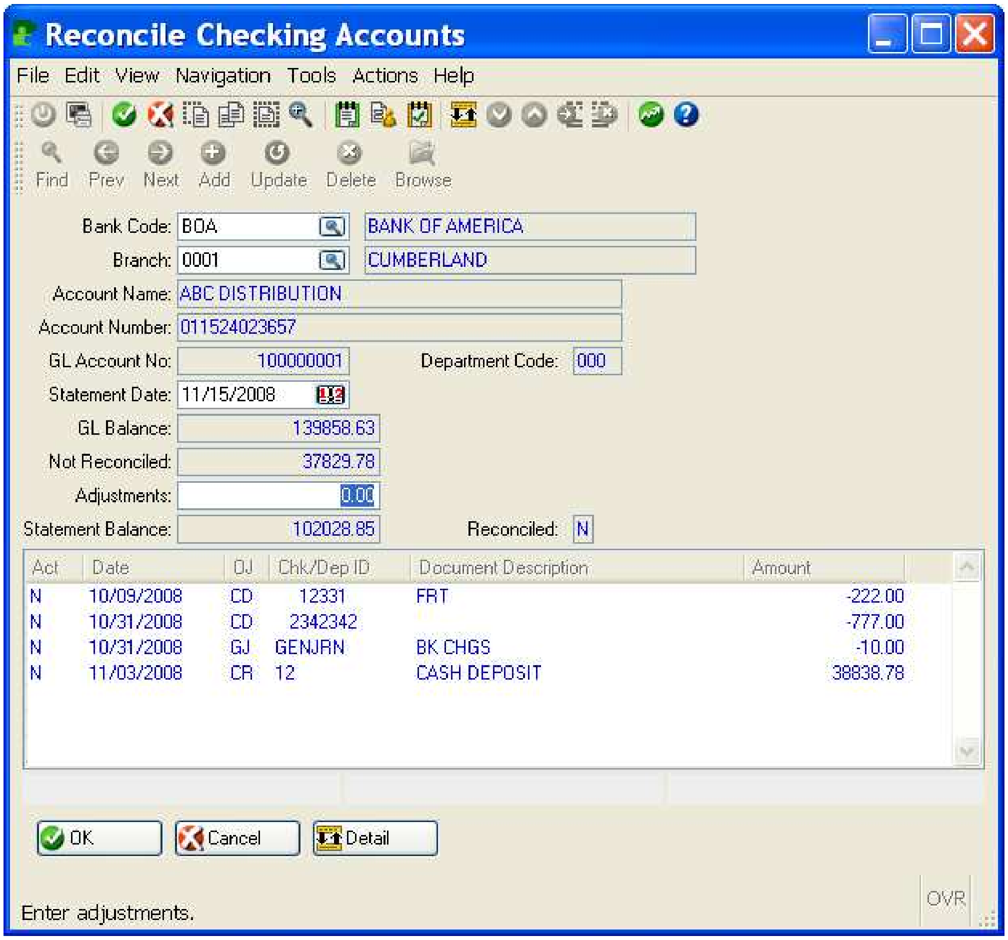
This report lists all posted checks for a user defined date range and the GL distributions associated with them.

Reconcile Checking Accounts (option j):

To reconcile the checking accounts select option (a) from the menu below:



Go into Add mode and enter bank name and branch code. The rest of the information will be retrieved from the Update Checking Accounts table. Next enter the bank statement date. Once this date is entered all transactions that have posted to your General Ledger through this date but have not yet been reconciled (cleared your account) will list in the detail section of the screen:



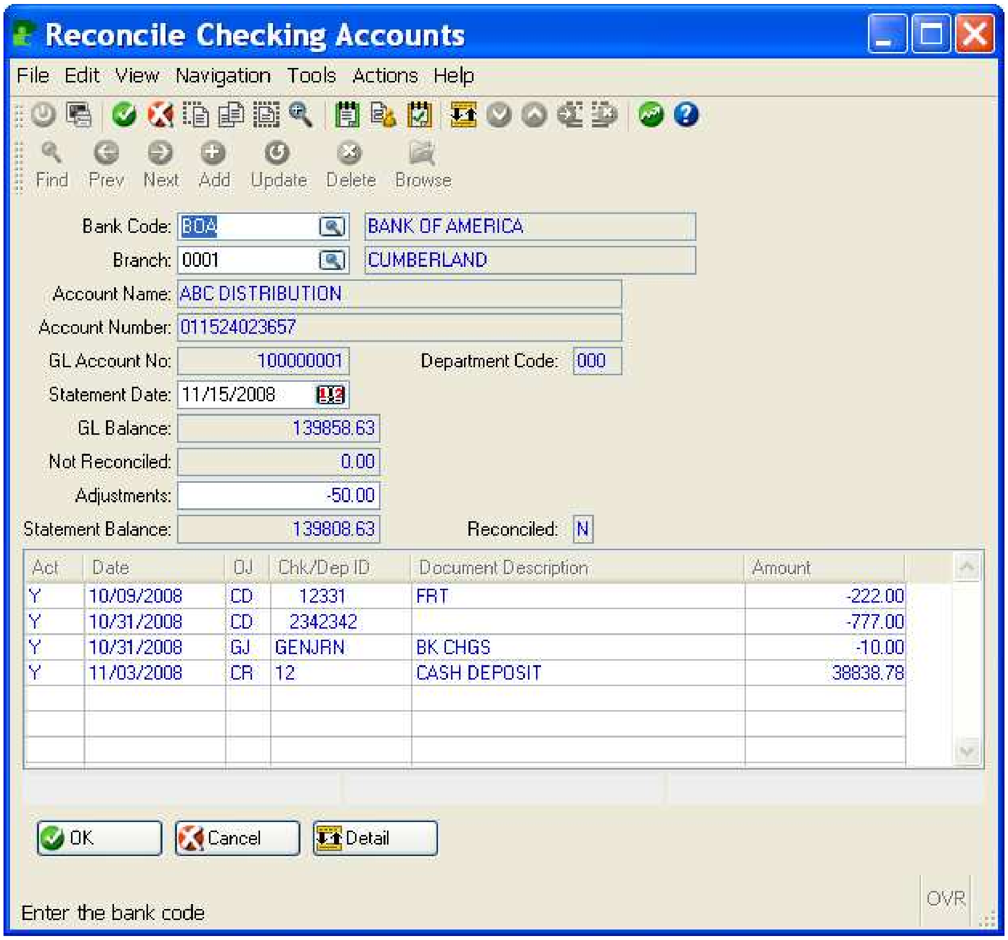
GL Balance- GL balance as of the statement date entered.

Not reconciled – total of items in the detail section of the screen.

Adjustments – enter any adjusting amounts that need to be made (ie- bank charges, etc.)

Statement Balance – GL Balance +/- Not Reconciled +/- Adjustments.

To mark the items in the detail section as cleared, click on Detail or Ctrl TAB to enter the detail section of the screen and change the Act flag from N to Y.

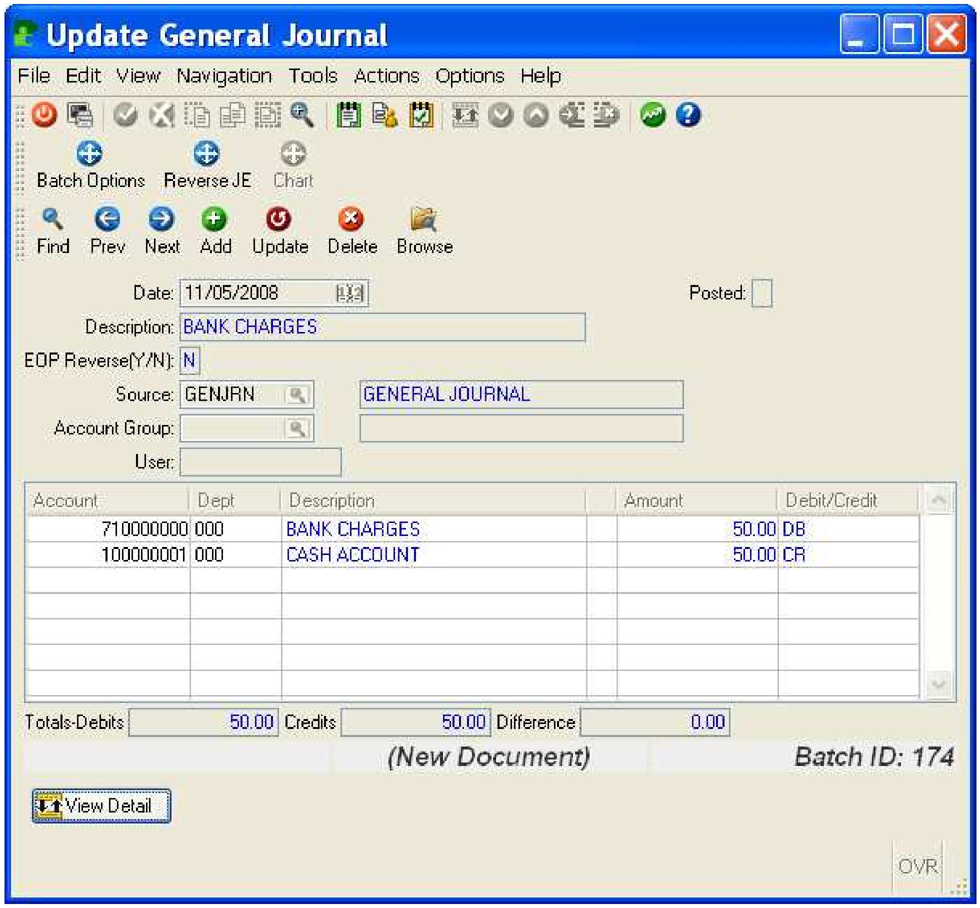


Note in the example above the bank statement amount does not equal the GL balance due to an adjusting entry of $50.00 for bank charges. The reconciliation will not post until an entry has been made for the Adjustments amount.

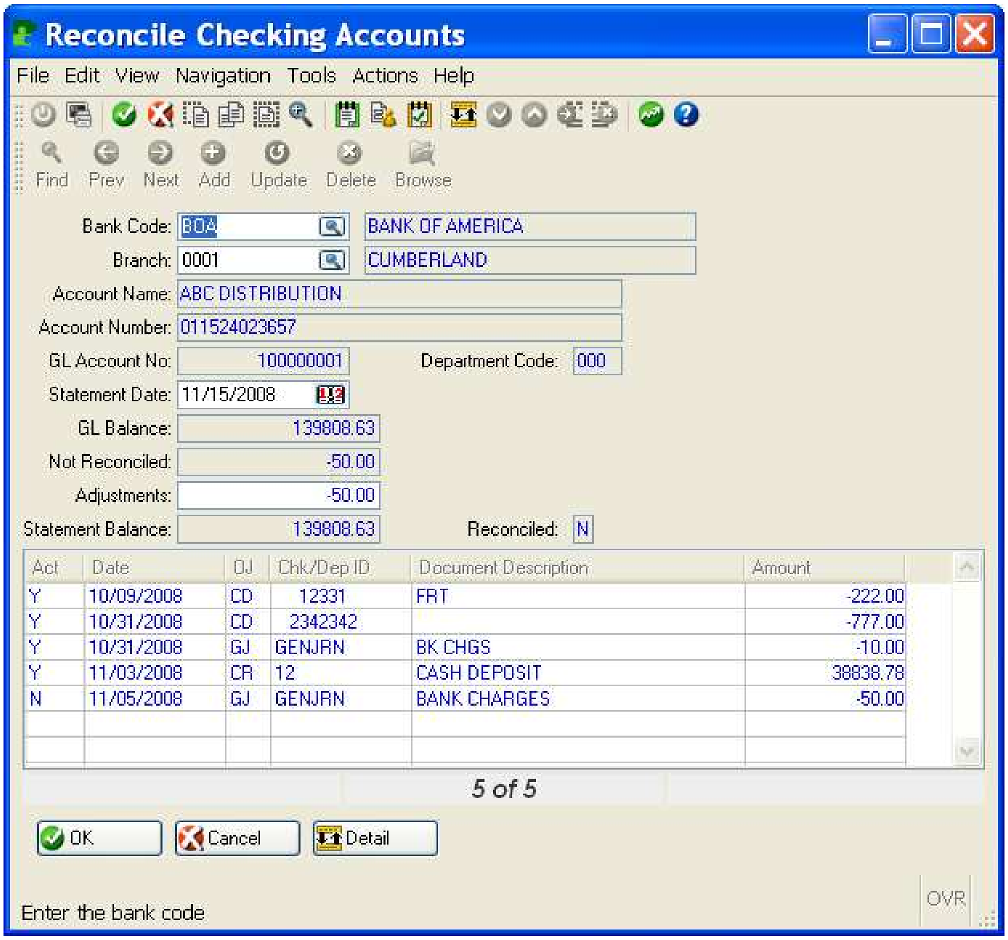
Store the reconciliation as is by clicking OK or pressing enter.

Entering Adjustments:

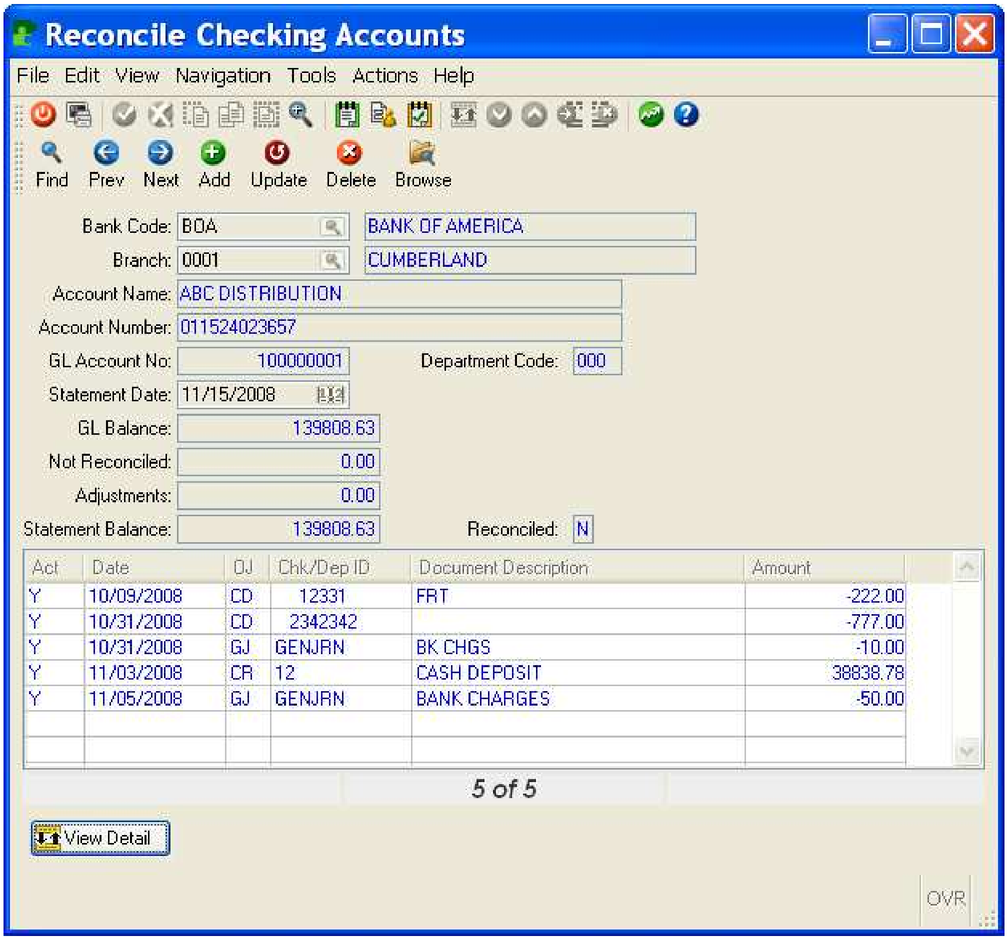
1. Enter a journal entry for bank charges and post this entry to your General Ledger.



2. Go back to the Bank Reconciliation program, do a Find to find your reconciliation, and then go into Update mode. The journal entry will now display in the detail section of the screen as an item not yet reconciled.



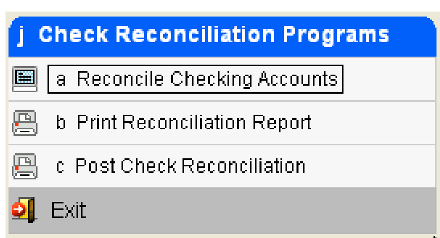
3. To reconcile the bank charges set the Adjustment amount to 0 and mark the journal entry for bank charges as reconciled (change Act value form N to Y).



4. Save the reconciliation by either clicking OK or pressing enter.

Posting Your Reconciliation:

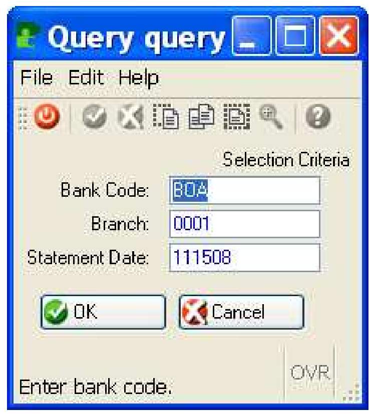
Now that the adjustments have been reconciled, you may post your reconciliation by running option (a) and then (b) on the menu below.

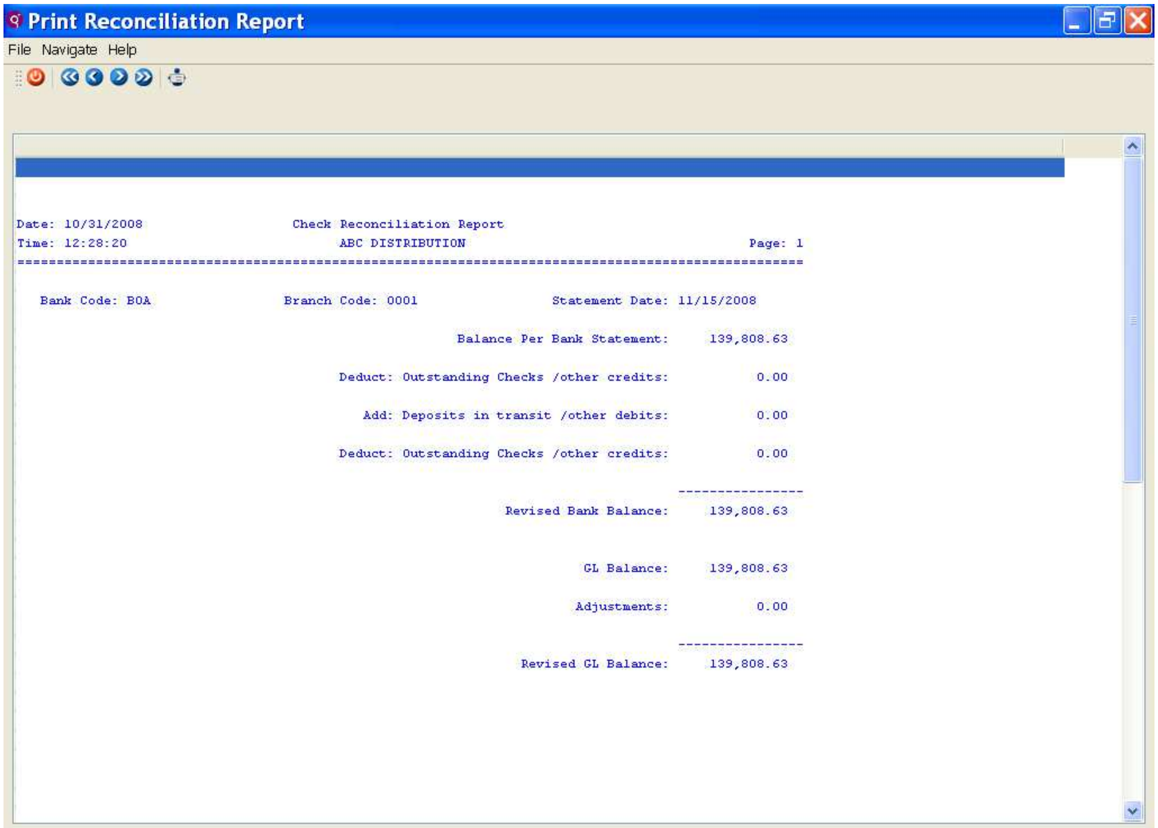


Here is the first prompt you will receive:

If you want to reprint a reconciliation report for a reconciliation that has already been posted, select Yes. If you are printing a reconciliation report for a reconciliation that has not yet been posted select No.

Next enter the bank code, branch, and statement date for the reconciliation report you want to print.





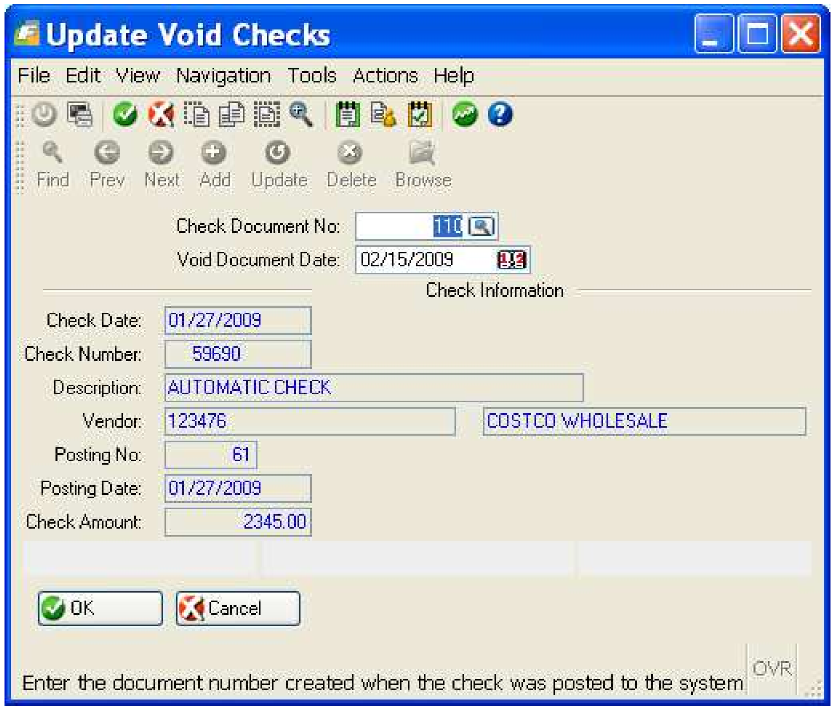
Once you have printed the reconciliation report and verified the information is correct, you may now run the posting program. This will mark the reconciliation as posted.

Void Posted Checks (option K):

Submenu contains following options:

a. Update Void Checks
b. Print Void Check Listing
c. Post Void Checks

Update Void Checks - To View this screen select **Update Void Checks** (option a).



Step	Action
1	Click Zoom (or Ctrl-Z), and then select the document number of the check to be voided.
2	Once a transaction has been selected, the screen populates with detailed information about that check.
3	In the **Void Document Date** field, enter the date on which the check is to be voided. *Note:* This date is the date this transaction will post to GL activity.
4	Click the OK button or press enter to store the transaction.

Press Quit to return to menu.

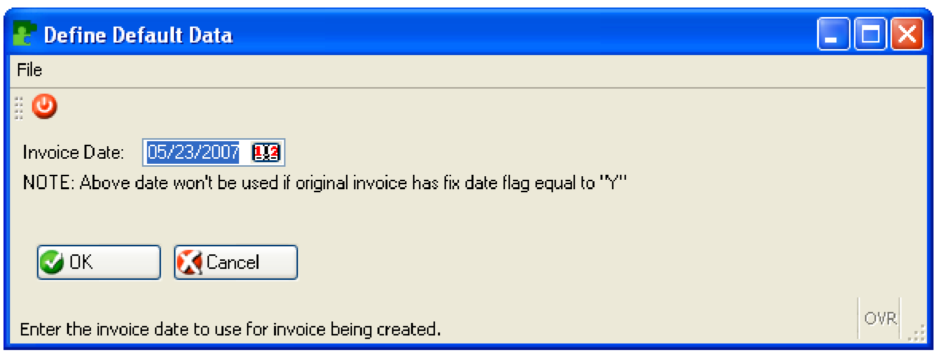
When all checks to be voided have been entered, the next step is to print the Void Check Listing (option b) and then Post Void Checks (option c). The post program adds the AP invoices paid by the check back as an open item.

Press Quit and then the ESC key to return to the main menu.

End of Period Processing

The following procedures take place at month end.

Create Recurring Documents – This option H on the Payable Ledger menu.The Create Recurring Documents option automatically creates payable documents based upon the contents of the Recur field of the Payable Documents form.



When the Create Recurring Documents option is run, it creates a new payable document from the original document specified by its Recur code. In a sense all that really happens is that all of the dates on the original invoice change to coincide with the date you enter in the screen pictured above and the posted field gets changed back to “N”. Note that if the original invoice has a fixed date flag equal to Y the date on the invoice you a creating with this program will be set to the original invoice date plus thirty days regardless of the date entered here.

Once the recurring documents have been created, they may be printed and posted with the Print Payable Listing and Post Payable Documents options of the Payable Ledger menu, like non-recurring payable documents.

If you would like to delete one of these recurring documents, use the Update Payable Documents program. To find the recurring documents, execute the Find command and search for the posted document.This process finds recurring documents that have already been posted. You may then delete or update these documents as needed.

- **End of Month Reports**
    - **Print GL Activity (option E on the Payable Ledger menu. Optional)** - Lists all AP activity by ledger account number.
    - **Print Payables Journal (option D on the Payable Ledger menu. Optional)** - Lists AP documents by document number and details GL distribution.
    - **Print Vendor Aging (optional)**

Accounts Payable Review:

- The Accounts Payable Module maintains and processes two types of data: Vendor Information and Ledger Information.

- The major tasks performed in Accounts Payable are:
  - Setting up the A/P system.
  - Maintaining Vendor Information.
  - Processing Vendor Invoices or Accounts Payable Documents.
  - Processing checks for Vendor or Non Vendor Payments.
  - Completing month end procedures.

- Setting up Accounts Payable Module includes:
  - Defining A/P related reference files like Vendor Payment Terms and Account Groups.
  - Entering Vendor Information and Vendor Pay-To Addresses.
  - Entering Vendor Open Items.
  - Setting the A/P setup to complete.

- Processing Accounts Payable Documents includes:
  - Receiving vendor invoices and entering them as Accounts Payable Documents.
  - Printing the Edit List to review documents for accuracy.
  - Posting A/P documents to create Vendor Open Items

- Processing Accounts Payable Checks includes the following steps:
  - Print a list of payments due for a specified period of time.
  - Update the payment due information per invoice prior to creating checks through the Update Pay-To Information menu option.
  - Create automatic checks.
  - Review all invoices to be paid by this check run and update or delete any checks prior to printing.
  - Print check listing
  - Print checks
  - Post checks to update Vendor Balance and General Ledger Activity

- End of Period Processing includes the following steps:
  - Create Recurring Documents.
  - Print GL Activity (optional).
  - Print Payable Journal (optional).
  - Print Vendor Aging (optional).
  - Reconcile Checking Accounts

Lab Exercise a: Setup Accounts Payable

Update Account Groups

Objective: The purpose is to teach the end-user what information needs to be setup prior to processing transactions through Accounts Payables. Add an account group called PHONE that credits Accounts Payable and debits two Telephone expense accounts.

1. **Chose #3 (Accounts Payable) from main accounting menu.**
2. **Choose #4 (Setup Payable).**
3. **Choose #c (Update Account Groups).**
4. **(A)dd and Account Group called PHONE for Phone Expenses**
   Account # = "702500000" Department # = "000"
   Account # = "702500000" Department # = "300"
   Note: You do not have to setup AP account in this account group. When used in Updating AP Documents, the default AP account will automatically be used to offset the above accounts.
   Press ENTER to store

5. **Press Quit to go back to menu.**
6. **If desired Choose 'd' to print out the Account Groups listing. (Redirect to screen).**

Setup Vendor Information

The ABC Distribution database has several vendors already setup. From the Update Vendor Information find all existing vendors.

Objective: the Purpose of Exercise II is to acquaint the user with what vendor information needs are necessary for transactions to be processed.

1. **Add a new vendor: (option e on the Set Up Payables menu):**

   Vendor Code: 123477
   MEGUIAR'S INC.
   2465 ARLINGTON WAY
   IRVINE, CA 92714 USA
   COLLIN ROBERTS
   Phone: 813-567-8989 Backorder: Y
   Tax Code: No Tax
   Limit: 5000.00
   Pay Method: AP ACCOUNTS PAYABLE
   A/P: 200000000-000
   Cash: 100000000-000
   COG: 500000000-000

Press ENTER to store

2. **Setup a Vendor for AT &T Telephone for monthly phone bills, using the account group PHONE as the vendor default.**

Press ENTER to store, and Q key to return to Accounts Payable menu.

Update Accounts Payable Defaults

Select Accounts Payable - Setup Payables.

Objective: To setup the defaults that will be used by the A/P system as transactions are processed.

1. **Select option 4 and then option 'a' to Update Payables Defaults. Make any changes to categories that you would like**.

2. **Press ENTER to store and then click Quit and Exit to return to the main menu.**

Lab Exercise b: Processing A/P Transactions

Update Payable Document

Objective: The purpose of the following exercise is to show how documents entered in the A/P system are processed through the posting phase.

1. **From the main menu select Financial Management, 3,1,a.**

2. **Choose (A)dd to add a new document and enter the following**:

    Add an invoice for Vendor AT &T
    Invoice 100 for Phone Services for April
    Invoice Date: today's date
    Acct Grp: PHONE
    Press Ctrl TAB or click on detail to move to the section for detail lines
    Enter: $100.00 for each line item.

5. **Press "ENTER" to save document**.

6. **Add the following Accounts Payable Transactions:**

    Invoice #101 - Purchased from Alpine Radio 2000.00 in car stereo parts...
    Invoice #102 - Purchased 200.00 worth of furniture from Cobra Corp.

7. **Print the Edit List. (Option b. Redirect to screen).**

8. **Post the transactions. (Option c. Redirect to screen).**

Creating Recurring Documents

Objective: To create and store a recurring type document for later use by the system.

1. **Choose "a" for Update Payable Documents**

2. **Create a "Recurring Document" by entering a document with the following:**

- For current month setup an invoice for "ALLIED SIGNAL" in the amount of 150.00
- Fill in the "Recur" field when entering the document. Use "M" for the code.
- Code to GL account # 704000000.

3. **Save the document as you would when entering a non-recurring document, edit, and post.**

4. **Go back to Update Payables Document and search on the Recur field for a code of "M"**
   Notice that the item is posted.

5. **Choose "h" for Create Recurring Documents**
   This step creates a new document. Use recur code = M and today's date.

6. **Repeat step 4 above.**
   Notice that the newly created recurring document has new dates and is not posted.
   Changes can be made to this new document.

7. **Run the edit and post.**

Click Exit to return to the main menu.

Lab Exercise c: Processing Checks

Objective: To create checks from posted invoice documents and process checks through the posting process.

Print Payment Due

1. **Choose (3) Accounts Payable, (2) Check Processing, (a) to 'Print Payments Due Report'.**

2. **Redirect output to the screen.** This report is optional; it allows the user to batch all checks with certain criteria.

3. **There are two dates that this report needs.**

   Check Run Date - This date prints out on the Payments Due report and determines whether or not the discounts are taken.
   INPUT date of today

   Next Check Run Date - This date is used to select invoices for payment. This is used as the upper, range of invoice dates to be used for the printing of checks.
   INPUT date of 30 days from today.

5. **The "Select Vendor" screen allows the user to print out this report for select vendors or for all Vendors. Press "ENTER" to select all Vendors.**

7. **Press "ENTER" to select all cash accounts/departments. This allows a selection for specific cash accounts/department(s) if a selection is desired.**

Update Payment Information

1. **Choose "b" to 'Update To Pay Information'. This is optional and is chosen only if the user wants to change the 'to pay' information at the bottom right of the screen. No other information on this screen can be changed.**

2. **Press Quit to return to the menu.**

Create Automatic Checks

1. **Choose "c" to 'Create Automatic Checks'. This option creates the check record and stores them in the check file. It also prints the Automatic Check Report. The 'Create Automatic Checks' option will ask for the same two dates you entered on the 'Payments Due Report'.**

2. **Redirect to screen.**

3. **Enter the same two dates.**

Enter the Vendor selection criteria and press ENTER to select all Vendors and then

ENTER for all cash departments.

Update Checks

1. **Choose "e" to 'Update A/P checks'. This will allow the user to modify a check that was not created with the automatic option.**
2. **Do a find on vendor code 123457. Change the amount to pay on invoice # 7572361 to $900 because the remaining balance is under dispute by your company.**
3. **Press "ENTER" to save document.**
4. **Press "(Q)uit" to Quit menu.**

Print Check Edit List

1. **Choose "f" to print the check edit listing.**
2. **Redirect to the screen. The Check Number will be unassigned at this point. Based on this report you can update the Checks if needed and reprint this report. NOTE: If a change is made to the checks through 'Update A/P Checks' this report MUST be reprinted.**

Print Checks

1. **Choose 'g' and then b to print the checks and redirect to screen.**
2. **Press "ENTER" for all cash accounts.**
3. **Press "n" to 'Print alignment template'.**
   NOTE: Printing the alignment template may cause the check numbering to be off.
4. **Enter 'starting check number' of 10.**
5. **Enter date of today for the 'Check Date' .**

Post Checks

1. **Choose "h" to 'Post Checks'.**
2. **Redirect to screen. There are no selection criteria on this option.**

Lab Exercise d: Voiding Checks

Void Posted Checks (option K)

1. **Void the following check:**
   Note: Use the Add Mode

- Void a check you did today

Print Void Check Listing (Redirect to screen)

1. **Print the Void Check Edit List.**

Post Void Checks (Redirect to screen)

1. **Post the Voided Checks.**

Exercise e: Period End Activities

NOTE: Redirect all output to Screen

1. **Print Payable Journal. (option d on Payable Ledger menu) Use date range of 01/01/2007 through today.**
2. **Print G/L Activity. (option e on Payable Ledger menu) Use date range of 01/01/2007 through today.**

Accounts Payable Summary

The following points of training were covered in this Chapter. If you feel that you have not mastered all objectives, go back and review those sections.

- Accounts Payable Modules overview.
- Operational tasks performed in Accounts Payable
- Setup the Accounts Payable Module
- Process Accounts Payable Documents
- Procedure for Processing Checks
- Procedures for completing Accounts Payable Month End