Fitrix™

Learning Fitrix

Version 5.20

Fitrix™

Getting Started with Fitrix

Version 5.20

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1

Introduction

Fitrix is a powerful and flexible accounting and distribution software package. In order to take full advantage of its features, you need to become familiar with the commands and screens that make it work. This manual contains the basic information that you need to know before using *Fitrix*—information that is common to all modules. For information specific to a particular module, refer to that module's *User Guide*.

This chapter shows you:

- How this manual is organized
- The three types of programs used in *Fitrix* modules
- How to start the *Fitrix* system
- How to use the sample company for learning *Fitrix* basics

Organization of this Manual

- **Using menus and toolbars.**

  You use the menus to select a program with which to work. You use the toolbar to give commands such as add, update, print, and delete to the programs. Menus are discussed in "Menus and Submenus" on page 2-1. Toolbars are discussed in Chapter 3, "Using Toolbars".

- **Data-entry screens.**

  The data-entry screens in the *Fitrix* modules are organized and operated in a similar manner. "Screens" on page 4-2, shows you how to move through fields and use objects, such as dialog boxes, that are common to all *Fitrix* screens.

- **How to find reference codes during data entry.**

  The Zoom feature makes it easy to enter reference codes during data entry without the need to memorize hundreds of codes or refer to hard copy lists. "Zooming to Find Reference Codes" on page 5-1, covers how to use the Zoom feature, and how to use AutoZoom, a short-cut version of the basic Zoom feature.

- **How to print and post.**

  "Posting and Printing Reports" on page 6-1 shows you what you need to know to post and print.

- **Using search to find a single record or a group of records.**

  Managing large amounts of data can be cumbersome. By using search criteria you can easily pinpoint the exact record or records you need without sorting through all of your records. Search criteria are explained in "Search Criteria" on page 7-1.

- **Online help.**

  Screens, programs, and fields have help available online to assist you in entering data and processing transactions. "Online Help" on page 8-1, shows you how to access Help and modify it, if desired, to reflect your company's own procedures.

- **Setting up company information.**

  Before you can set up individual modules or begin processing transactions, you must set up your company information, including the company's name and other vital statistics and the chart of accounts. You only peform company setup once, whether you have one *Fitrix* module installed, or all of them, or some number in between. "Company Setup Menu" on page 9-1, covers the details of setup.

- **Multilevel Tax.**

  The five *Fitrix* modules that handle tax calculations have the capacity to handle transactions with multiple levels of tax, whether you need state and local, or federal and provincial. Multilevel Tax can even handle multiple taxes on a single line item. The setup steps required are described in "Multilevel Tax Menu" on page 10-1.

- **Batch Control**

  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 number will be created. All data entry, edit lists, and posting reports for user # l will be done within this batch ID. When user #2 enters journal entries in General Ledger, all of these transactions will be entered in a new batch ID created by user # 2. These transactions will post separately from those entered by user # 1. See Chapter11 for more information on batch control.

- **Security**

  Fitrix Security is a collection of programs that let you define security permissions for each level of user and application. See Chapter 12 for information on how to set up security for your system.

- **Editing and Movement Commands.**

  At the end of this manual, in Appendix A, you will find a quick reference chart that summarizes the editing and movement commands used throughout *Fitrix* modules. Keep this chart handy.

- **Implementation Checklist**

  See Appendix B

Types of *Fitrix* Programs

Fitrix applications consist of three types of programs:

- **Reference**

  Reference programs contain the records that store the codes, names, addresses, and other information you use for transactions, reports, and so forth.

  You enter the data into the reference files at the time you set up your Business system, and you can add records and update (modify) existing records at any time.

  Examples of reference programs are the Vendor Information program, Vendor Terms program, Employee Information program, and Ledger Accounts programs. Each entry in a reference program is referred to as a record.

- **Transaction processing**

  Transaction processing programs are those programs that you use to process your accounting, such as creating checks or entering invoices and journal entries.

  Examples of transaction processing programs are the Journal Entry program and the AP Invoices program.

- **Output**

  Output programs are programs that produce an output, such as a report or a check. Posting programs always produce a posting report and so are classified as output programs.

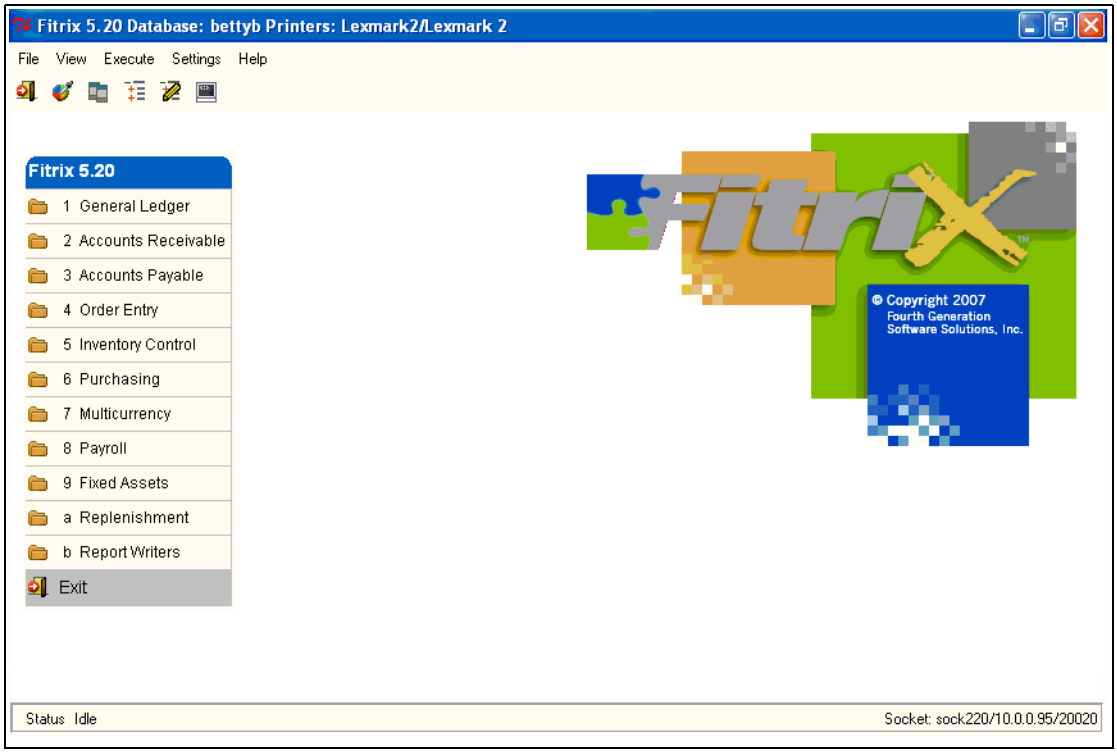
  Examples of output programs are the Post General Journal program, Print GL Activity Report program, Print Vendor Mailing Labels, and Print AP Checks.

You choose the program with which you want to work by selecting the option from a menu. The menu hierarchy is your road map through the *Fitrix* system.

You interact with a *Fitrix* program through its screen, which has fields into which you enter information, and through the Toolbar, which you use to give commands to the program such as add, update, and delete.

Getting Started

Here is the System Main Menu:



The System Main Menu displays all of the products that are installed on your system:

- **Accounting:** the financial applications include General Ledger, Accounts Receivable, Accounts Payable, Fixed Assets, Payroll, and Multicurrency.
- **Distribution:** the distribution applications include Order Entry, Purchasing, Inventory Control, and Replenishment.

Using the Sample Company

Fitrix gives you a sample company so you have a separate version of the database to use while you are getting familiar with *Fitrix*. The sample database contains a chart of accounts and some sample transactions for you to use while you are learning.

To change to the sample database:

Step	Action
1	Click settings on the toolbar.
2	Click Change Database Access. The following screen dislays: 
3	Type in "sample", and then click OK

The database name displays on the top left corner of your screen. Be sure to use the sample database only when you are learning how to use *Fitrix*. Use your real company database for entering real data and transactions.

2

Menus and Submenus

You access the Fitrix modules and programs by using the menus. The System Main Menu, module menus, and submenus all work in the same way.

This chapter shows you:

- How menus are organized
- The difference between menus and submenus
- How to use the menus

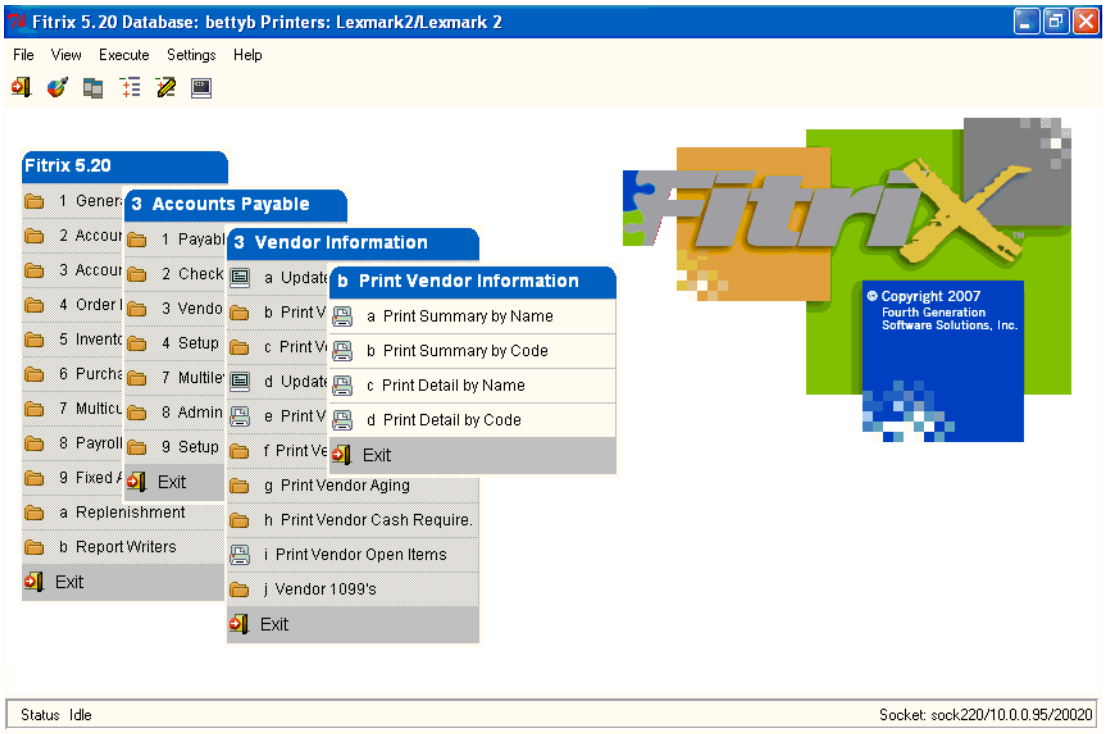
Menu Organization

Menus are hierarchical. The highest level menu is the System Main Menu. It lists the products that are available on your system.

Note

As you go through the menus, be aware that some options may not be available to you even though they are loaded on the system; this is a result of the security settings on your system.

The System Main Menu appears on the left side of the screen, as do the module menus. Module *sub*menus appear on the right side of the screen and call up the individual module programs. Some program submenus have further submenus indicated by the folder icon on the menu item, so if a submenu with a folder icon is selected, a further submenu will display.



Using Menus

There are two ways to use the menus:

- Use the mouse to move the highlight over the desired option, then click to select that option.
- You can also execute a menu option by typing the number or letter preceding the option on the menu. Only lower case letters operate menu options. Upper case letters are reserved for operating Toolbar commands.

Module submenus can overlap, so that if you select submenu 1, for example, and then submenu 2, submenu 2 will lay on top of submenu 1. You can continue to stack menus in this fashion.

You put away a menu or submenu by pressing [ESC], or clicking Exit. Each time you press [ESC], or click exit, you put away the topmost submenu. Once all the submenus are put away, you move to the menu one level higher. You can continue to put menus away in this fashion until you have returned to the System Main Menu.

3

Using Toolbars

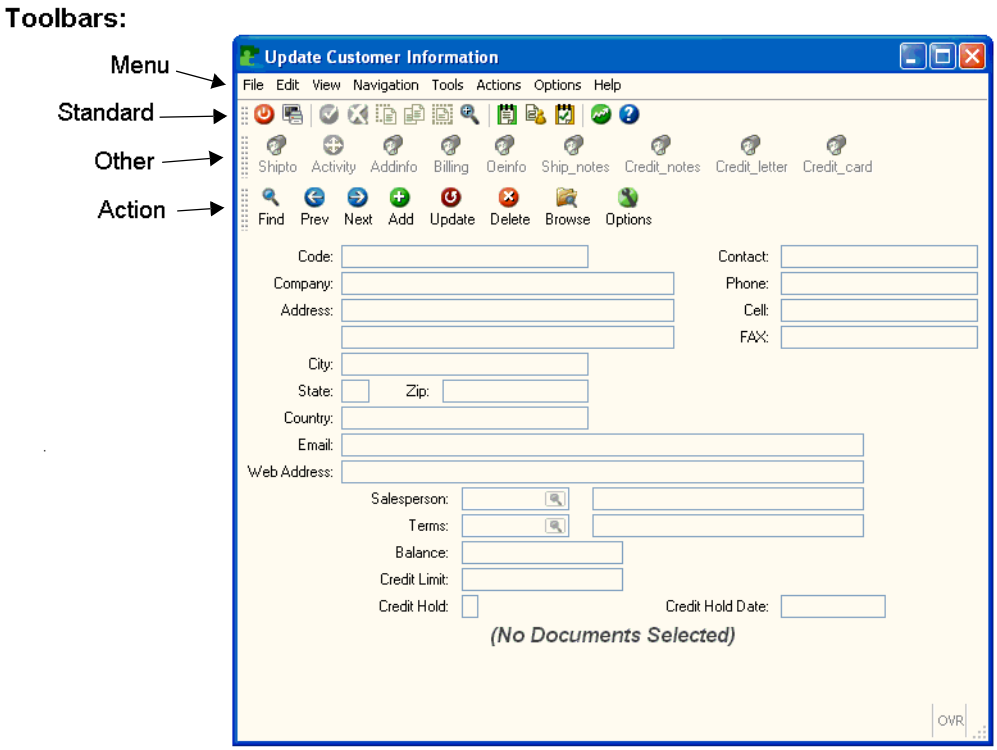
You use tool bars to tell the system what commands to perform. For example, you can tell the system to select a menu option, access help, add a record, delete a record, or quit from a program.

This chapter shows you:

- The different types of Toolbars
- How to use Toolbars
- What each of the Toolbar commands do

Types of Toolbars

There are three toolbars in the Fitrix screen programs and some may contain a fourth toolbar. The options available on each toolbar may vary depending upon what type of screen program you are in and whether you are in update or view mode.



Note

To enable/disable the text that displays beneath each icon, right click at the beginning of the toolbar and select enable text from the drop down list.

Note

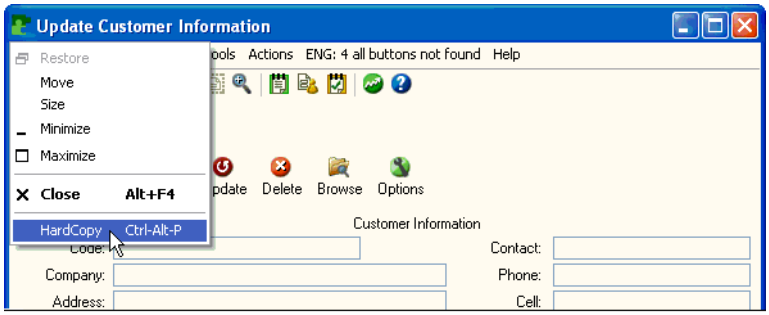
To move the position of the toolbar, left click at the beginning of the toolbar and drag the toolbar to the desired position on the screen.

Menu Toolbar

This is the top most toolbar on the screen and contains the following options, some of which are not available depending upon the type of screen program you are in and whether or not you are in update mode. If an option is unavailable for use it is grayed out.

File:

Print screen - to print the screen you must type Ctrl Alt P. You can also print the screen by clicking on the top left corner of the screen. If you do this a drop down list displays:



Configure - there are two options:

Fonts - displays instructions on how to change your font size.

Color - if you are in a program, this option is not functional . To change your color scheme you must be on the main system menu, click execute on the toolbar, and then click configuration. The color configuration manager is described in more detail in the Visual Development Tools Technical Guide.

Edit:

Undo Typing- displays instructions on how to undo typing which is done by right clicking on the field and selecting Undo Typing.

Redo Typing - displays instructions on how to undo typing which is done by right clicking on the field and selecting Redo Typing.

OK - exits update mode and saves any changes you made to the data.

Cancel - exits update mode and doe not save any changes you made to the data.

Cut - used to cut text. Same functionality as Ctrl X.

Copy - used to copy text. Same functionality as Ctrl C.

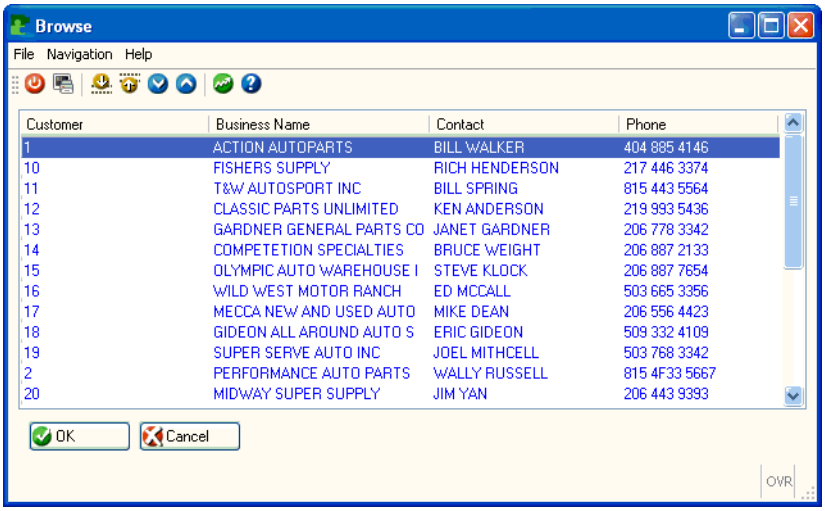
Paste - used to paste text. Same functionality as Ctrl V.

Zoom - if the cursor is in a zoom field (a zoom field is any field that has the magnifying glass icon), selecting this options will display the zoom screen.

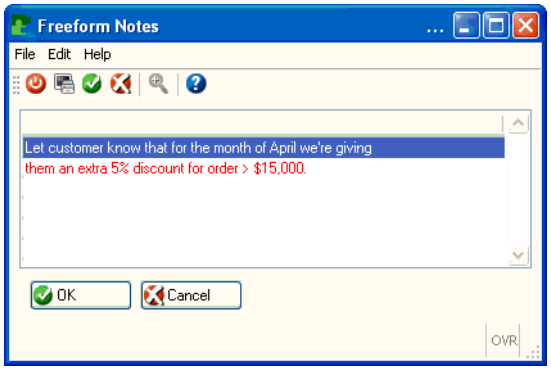
Find Record - this option will put you in find mode so that you may search for data.

View:

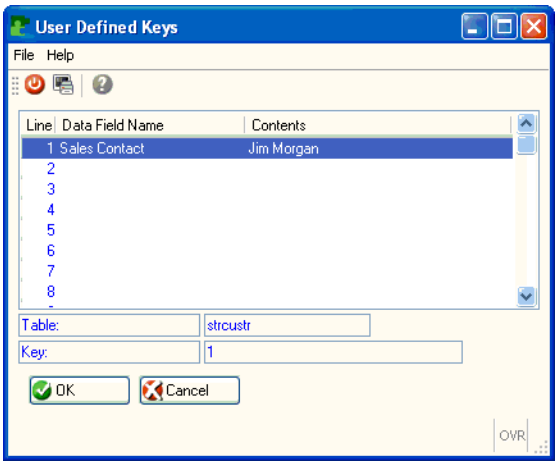
Browse - displays a summary list of selected data. For example, if you do a Find and find all customer records and then select browse, this browse screen displays:



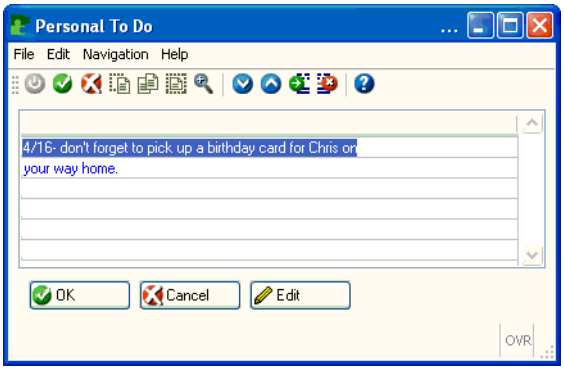
Notes - this option brings up any notes that have been entered in view mode. If a record does have notes attached to it the word Notes will display in the bottom left hand corner of the screen.



User Defined Fields - this option brings up the user defined fields that you have defined in update mode.



Personal To Do List - this optional brings up your personal to do list in view mode.



Toolbars - this option is not functional in version 5.20

Navigation:

Next Record - if you have select a group of records, clicking on this option (or pressing N) will move you to the next record.

Previous Record - if you have select a group of records, clicking on this option (or pressing P) will move you to the previous record.

Next Array Row - moves the cursor down one row.

Previous Array Row - moves the cursor up one row.

Switch Between Header And Detail - moves cursor between header and detail sections of the screen.

First Detail Row - moves to the first detail row.

Page Down Detail Row - moves the cursor down a page of rows at a time.

Page Up Detail Rows - moves the cursor up a page of rows at a time.

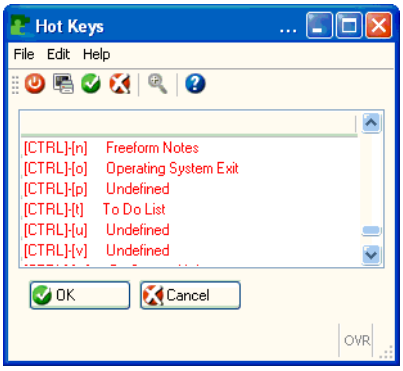
Last Detail Row - moves to the last detail row.

Insert Detail Row - inserts a detail row if the program allows insertion of a row (F1 also does this).

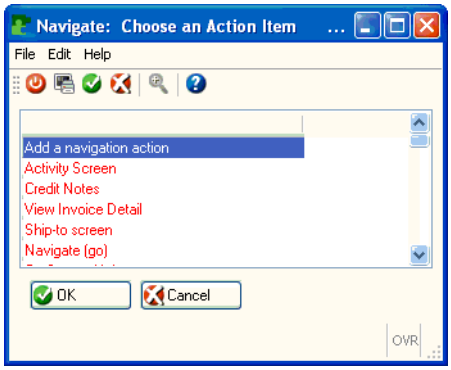
Delete Detail Row - deletes a detail row if the program allows deletion of a row (F2 also does this).

Tools:

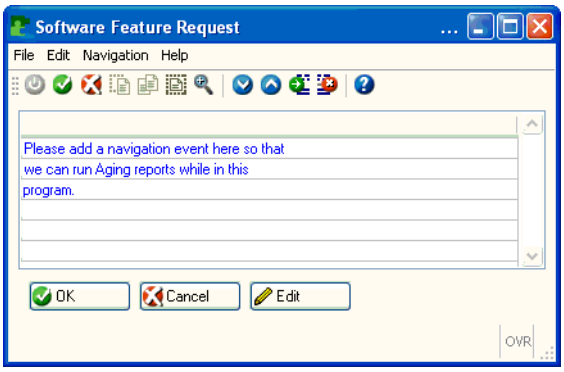
Hot Key Definitions - this option displays a list of hot key definitions. A hotkey is a key that has a navigation event attached to it. An example is pressing Ctrl N launches the notes screen program. For more information on hotkeys and navigation events, see Chapter 2 in the Fitrix Enhancement Toolkit Technical Reference.



Navigation Event - this option displays a list of navigation events. A navigation event is basically a short cut that allows you to launch different programs from within a program. An example of one is the ability to launch the Update Ship-to program when in the Update Customer Information program. For more information on hotkeys and navigation events, see Chapter 2 in the Fitrix Enhancement Toolkit Technical Reference.



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.

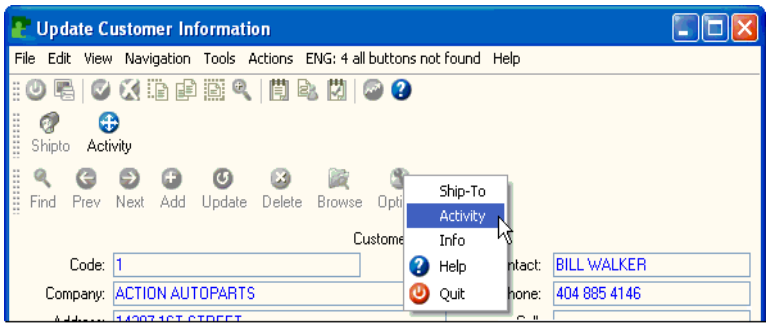


Actions:

This drop down list contains the same actions as found on the action toolbar. Please see the discussion regarding the action toolbar below.

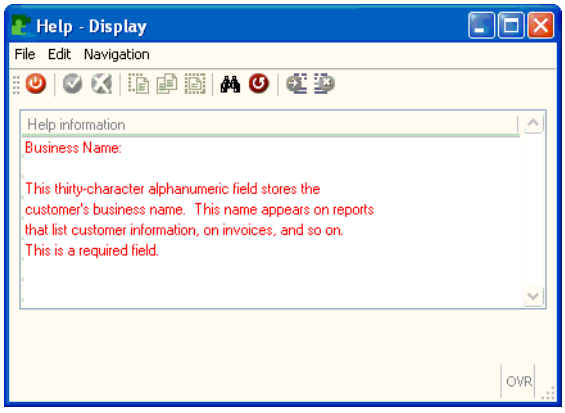
Options:

Any programs accessible from within a program can be accessed via the Options drop down list. A good example of this is the Customer Activity screen program that can be accessed from the Update Customer Information program.



Help:

Application Help- this options displays information about the program you are using and, when in update mode, about the field on the screen you are in.

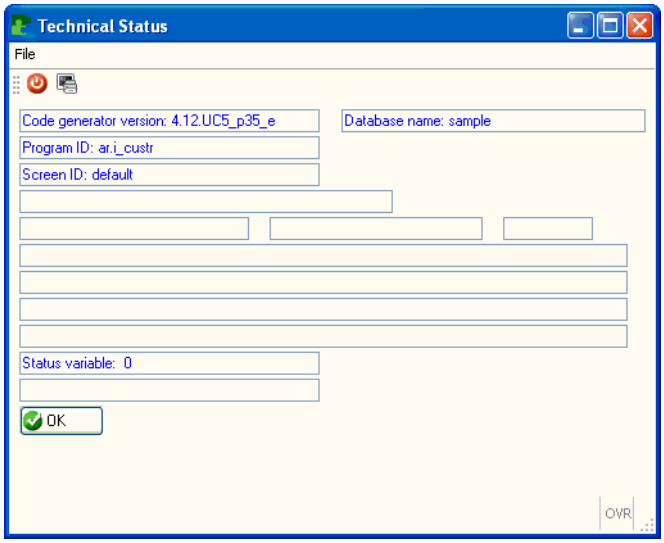


Note

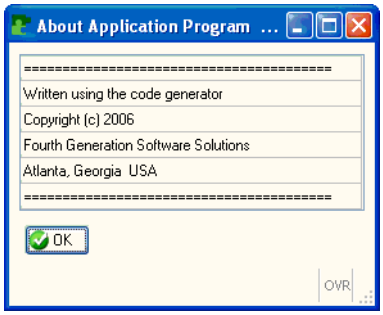
The text can be edited to fit your specific business rules by clicking edit, and then update on the toolbar on this screen, or pressing U.

Web Reference Library - This is a link to the full set of Fitrix documentation on the web. This option launches a web browser and opens a page on www.fitrix.com web site that has a list of all the documentation. From there you can choose a document and pull up the pdf version.

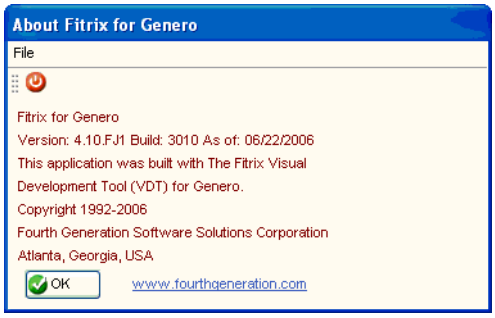
Technical Status - this option displays technical status of the program such as the program name. This is useful in the event you are having problems with a program and need to provide your system administrator the program name.



About Application Program - this option displays copyright information about the program.



About Fitrix For Genero - this options display version information and also a link to the website for Fourth Generation.



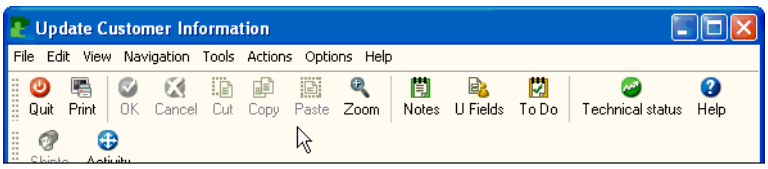
Standard Toolbar

The next toolbar on the screen is called the standard toolbar.

Note

If you want to enable text so that each icon on this toolbar has a label, right click at the beginning of the toolbar and then click Enable Text.

Just like with the Menus toolbar if the option is not available for use it is grayed out. In the example below, the OK, Cancel, Cut, Copy, and Paste options are not available unless in update mode.



Quit - exits the program.

Print - displays information on how to print the screen (Ctrl Alt P).

OK - exits update mode and saves any changes you made to the data.

Cancel - exits update mode and doe not save any changes you made to the data.

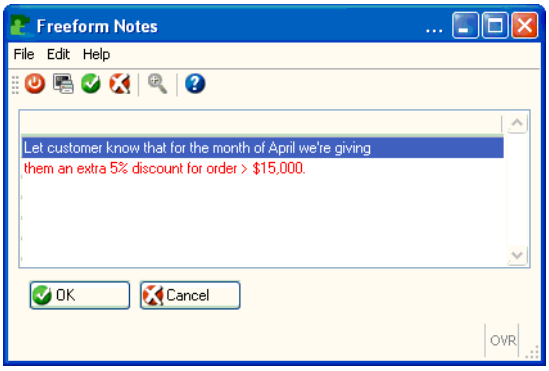
Cut - used to cut text. Same functionality as Ctrl X.

Copy - used to copy text. Same functionality as Ctrl C.

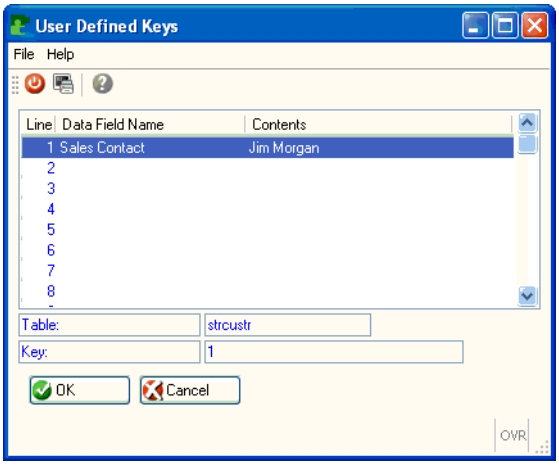
Paste - used to paste text. Same functionality as Ctrl V.

Zoom - if the cursor is in a zoom field (a zoom field is any field that has the magnifying glass icon), selecting this options will display the zoom screen.

Notes - this option brings up any notes that have been entered in view mode. If a record does have notes attached to it the word Notes will display in the bottom left hand corner of the screen.



User Defined Fields - this option brings up the user defined fields that you have defined in update mode.



Personal To Do List - this option brings up your personal to do list in view mode.

View Detail - allows you to enter detail section of the screen in view only mode.

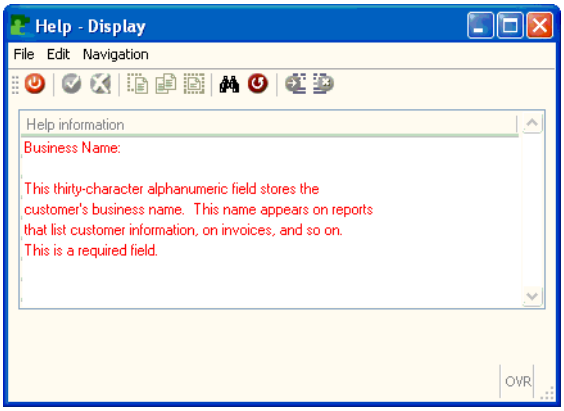
Next Page - moves the cursor down a page of rows at a time.

Previous Page - moves the cursor down a page of rows at a time.

Insert Detail Row - inserts a detail row if the program allows insertion of a row(F1 also does this).

Delete Detail Row - deletes a detail row if the program allows deletion of a row (F2 also does this).

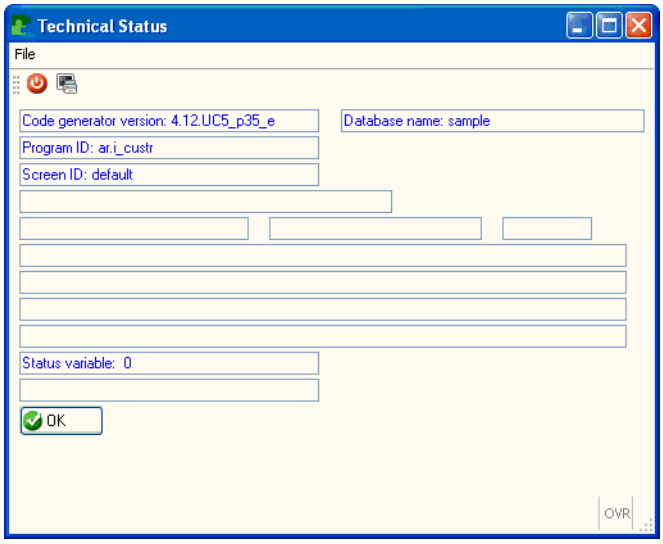
Help - this options displays information about the program you are using and, when in update mode, about the field on the screen you are in.



Note

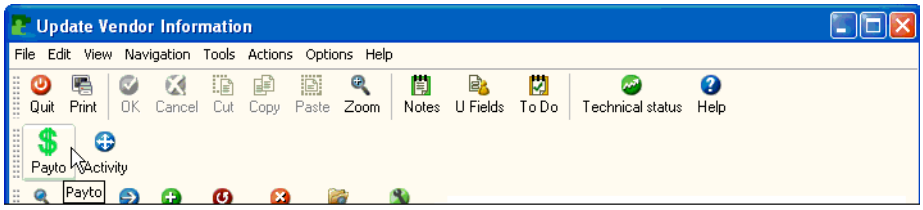
The text can be edited to fit you specific business rules by clicking edit, and then update on the toolbar on this screen, or pressing U.

Technical Status - this option displays technical status of the program such as the program name. This is useful in the event you are having problems with a program and need to provide your system administrator the program name.



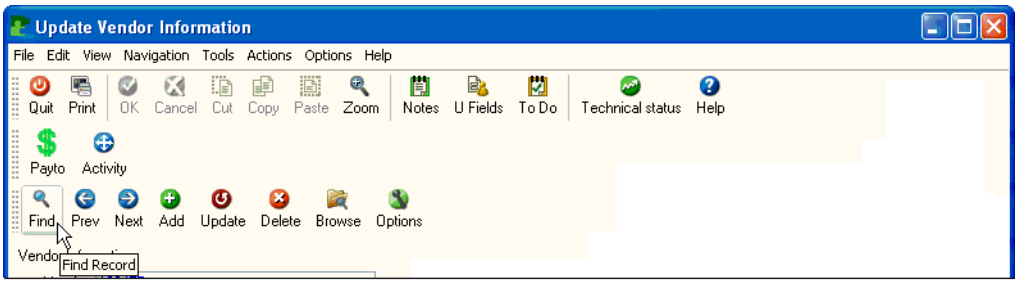
Other Toolbar

The Other toolbar is the third toolbar on the screen and will only be found in programs where you have set up an icon to launch navigation events (see the Fitrix Enhancement Toolkit Technical Reference Guide for more information on navigation events). In the example below there are two navigation events set up in the Update Vendor Information screen program so that you can access both the Vendor Pay-to information and Vendor Payment Activity.



Action Toolbar

The last toolbar on the menu is the Action toolbar . The options are selected by either clicking on them with the mouse or pressing the first letter of the option name (Ex- F for Find).



Find - In order to view, modify, or delete a record, you must first retrieve it. Use the Find command to retrieve one or more records.

There are three ways to use the Find command:

- to find all the records which exist for the program,
- to find one particular record, or
- to find a group of records with a particular characteristic(s).

After selecting Find from the menu, a Query-by-Example (QBE) screen displays, and your cursor moves into the first field in the screen. A QBE screen lets you query (search) the records in the database by entering data in a template that resembles the data-entry screen. Once you have filled in the QBE screen with the data you want to use for your search as specified below, click OK, or press Enter, to execute the search. The system will retrieve all of the records or transactions that match the data you entered.

Here are three different ways to find:

- **All of the records** that are stored for the program you are in, simply click OK, or press Enter, without entering any data into the QBE screen. The system will retrieve all of the records for that program.
- **A particular record**, enter a piece of information which is unique to the record you are looking for. For example, if you are searching for a particular invoice, you might enter the customer code, or the customer's name and the invoice number. The system will retrieve the record which contains this unique information.
- **A group of records**, enter search criteria into the QBE screen. Search criteria is any information which you want the records to match. For example, if you want to find all customers whose names begin with the letter A, enter "A*" in the business name field. You can enter search criteria in more than one field to further limit the search if you desire. For instance, if you want to find the employee records for all hourly employees who live in Texas, enter the code for hourly employee in the Employee Type field and Texas in the State field. This will retrieve all records which match both search criteria.

  Using a combination of search criteria is a very powerful way to manage large amounts of information because it allows you to retrieve only the records you want to see. You will want to become familiar with the different types of search criteria. For more information, see Chapter 7, "Search Criteria". If you are executing a large query that you find is taking several minutes, you can press [ESC] to halt the search in progress. The system will display the records that were retrieved up to the point at which you halted the search.

  If your search finds one record, that record is displayed on the screen. If your search results in more than one record, the first record is displayed. Notice that a message appears at the bottom of the screen like 1 of n. The first number indicates the position in the stack of the records you are viewing; n is the total number of records retrieved by the search. Use the Next, Previous, and Browse commands (discussed below) to display the records on the screen.

Next and Prev (Previous) - Once you have retrieved a group of records using the Find command, use Next and Prev to page through the them.. Next displays the next record; Prev displays the previous record. When you reach the last record (record 10 of 10), Next will take you to the first record. When you are on the first record, Prev will display the last record. The record added most recently is always the last record so to quickly find the last record added, simply use Find to retrieve all records and then select Prev. You can also press N and P.

Add - Use Add to add a new record or transaction in the program you are running. A blank data-entry screen appears with the cursor in the first data-entry field. Move through the fields on the screen by pressing [TAB. For more information on entering data into data-entry screens, see "Features Common to All Screens" on page 4-2.

Once you finish entering information, save the new record or transaction by clicking OK, or pressing Enter. If you decide you do not want to add the record, abandon your changes by pressing [ESC] or clicking cancel.

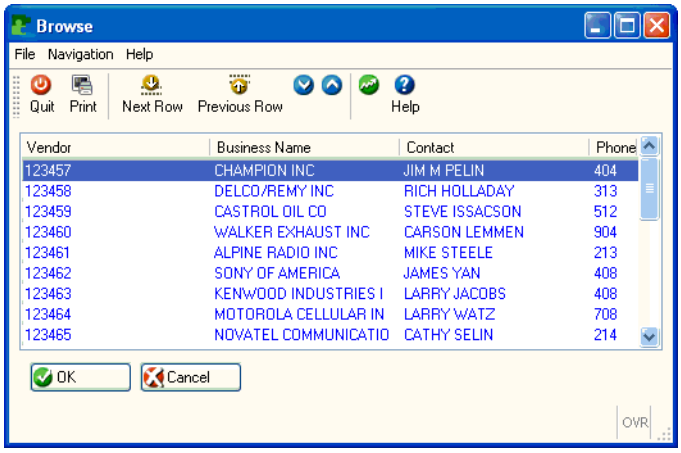
Update - Update is used to modify data in existing records. Once you have located the document you wish to modify with Find and Next/Prev or Browse, use Update to modify the record. The cursor moves to the first input field on the screen. Move through the fields on the screen by pressing [TAB] making changes or additions to the data as required. Notice how the comment line at the bottom of the screen changes to correspond with the field where the cursor rests. Three keystroke combinations-[CTRL]-[a], [CTRL]-[x], and [CTRL]-[d]- are available for you to insert and delete data while you update the record. See Chapter 4, "Navigating Screens", for more information on navigating through screens. Also see "Quick Reference: Editing and Movement Commands" on page A-1 for further information on these and other keystroke combinations.

Click OK, or Press Enter, to store your changes. Click Cancel or press [ESC] to abandon your changes and restore the document.

Delete - Use Delete to remove records from the system. You must first use Find to retrieve a record in order to delete it. After selecting Delete, you are promptedasked to verify deletion of the record or transaction to avoid accidentally deleting data.

Browse - Browse lists information about several records at once. The Browse list displays a single line of information for each found record. You can scroll or page through the list and select the desired record to be displayed on the screen. Browse is more efficient than Next and Previous when you have retrieved a large number of records. Each Browse screen is slightly different, to accommodate the information it displays, but they all operate in the same manner. The commands on the Browse menu are:

- **Next and Prev** - move the highlight to the next or previous record in the array. The array is not continuous; that is, you cannot move backwards past the first record or forward beyond the last record.
- **Up and Down** - page backward and forward through the records one browse page at a time.



Options - with Options, you access extra options which may be available on certain programs. When you select the Options command, a drop down list display additional options available for that particular program. Many screens programs do not have any additional options.

4

Navigating Screens

Fitrix's user-friendly interface uses picker windows (also called list boxes), and dialog boxes to help you make the most of your data-entry and transaction-processing tasks. Some programs use pop-up windows to keep information accessible and screens uncluttered—the most-used information is on the program's main screen while other information is stored on easy-to-access supplemental windows.

This chapter shows you:

- How to enter data into fields, how to store data, and other concepts common to all screens
- How to access supplemental windows
- The difference between Header-only and Header/Detail screens and why the difference is important
- How to use dialog boxes

Screens

There are two different types of screens: header-only and header/detail. Header-only screens are the basic screen type. Header/detail screens are a variation on the basic format. The difference between the two is discussed on page 4-6.

Features Common to All Screens

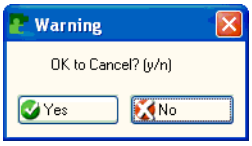
All screens operate in basically the same manner. You store or abandon changes the same way; you use toolbars the same way to enter commands in the programs; and information is displayed in much the same way from screen to screen. These and other common features are discussed on the following pages.

Storing and Abandoning Changes

When you are ready to store the changes or additions you have made to a screen, click OK, or press Enter, to record your work. Until you do this the work is just temporary—the data in the database has not been changed—and you can change it or delete it as necessary.

Once you click OK, or press Enter, your work has been committed—it has been written to the database. If you need to make changes, you must update or delete the record that you just added or updated.

If you make a mistake while entering data, or for some other reason want to abandon your changes to the screen, click Cancel, or press [ESC]. You will then see a dialog box which asks you to verify the deletion:



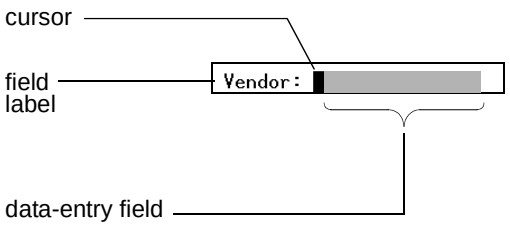
Press "Y", or click the Yes button, to confirm that you want to delete your changes; Pressing "N", or clicking the No button, preserves the changes made in the screen and returns to the program.

Toolbars

Most screens have a toolbar at the top. You use the toolbar to give commands to the program such as Add, Update, Delete, and so forth. For information on how to use these toolbars, see Chapter 3, "Using Toolbars".

Fields

Fields are the areas on the screen into which you enter information. When your cursor is in a field, the entire field is highlighted so you can see how much room you have for data. The field itself directly follows the field label, which tells you what information the field holds.



Different types of fields accept different types of data.

- Some fields accept digits (numbers) only.
- Some fields accept characters (letters) only.

  In some character fields, you can enter upper or lower case letters. In other fields, your entry is converted to upper case, even if you enter them in lower case. This is known as *upshifting*.
- Some fields accept alphanumeric characters (numbers and letters).
- Some fields accept a limited set of characters or digits.

  For example, a "Yes/No" field accepts only the characters "Y" or "N".
- Date fields hold numbers that can be correctly construed as dates.

  Dates must be entered in the format `m/d/yy`, `mm/dd/yy`, `mmddyy`, or `mm-dd-yy`. Examples are as 6/24/07, 06/24/07, 062407, and 6-24-07.

Your cursor must be in a field in order for you to enter data into that field. You move from field to field in several different ways:

- Press [TAB]. This will leave the field blank, retain a pre-existing value that is in the field (if any), or accept the default value. (See below for a discussion of default values.)
- Type valid data into the field and press [TAB].
- To move back to a field press [Shift] + [TAB].

Defaults

Some fields have default values. A default value is a value which the system automatically enters into the field if you leave the field blank.

Default values serve two purposes:

1. They speed data entry: there is no need to enter data when the value is defined as a default. The only time you need to enter data is when the value is an exception to the default.
2. They eliminate the potential for accidentally forgetting to enter a value and thereby possibly creating problems with your accounts or audit trails.

Defaults can always be overwritten at the time the record or transaction is entered.

There are two different types of defaults: field defaults and program defaults.

Field defaults are written into the system itself and reflect the value you would most commonly enter in the field. Two examples of field defaults can be found in the Update Payable Documents program: the Date field defaults to the current date; the Gross Amount Entry field defaults to N(o).

Field defaults affect only the field they pertain to. You can change the values in the fields if you wish. A field default can always be overwritten simply by entering different information into the field.

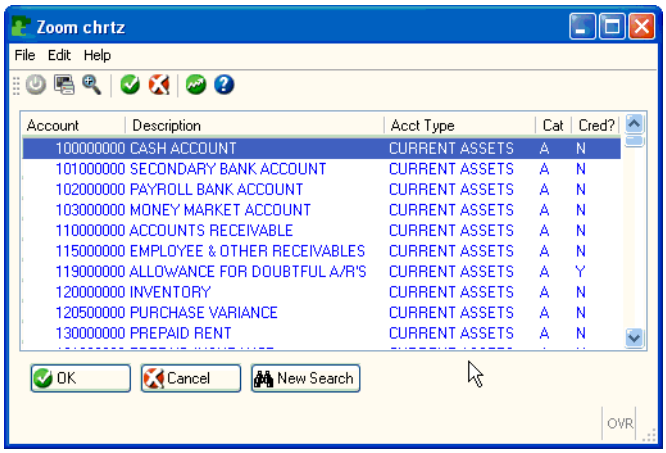
Program defaults are set up by you or someone in your organization at the time your system is configured. Examples of program defaults in the Payroll module are Deduction and Obligation Code defaults. Program defaults have a much broader impact than just a particular field; they can affect the operation of the program as a whole. Program defaults can also be overwritten by entering different information in the field.

There are many different levels of defaults which will come into play while you are entering data and processing transactions. Often the default levels operate as a hierarchy: if no value is given at a particular level, the value defined at the next higher level is used; if no value is present there, the value at the next highest level is used, and so forth.

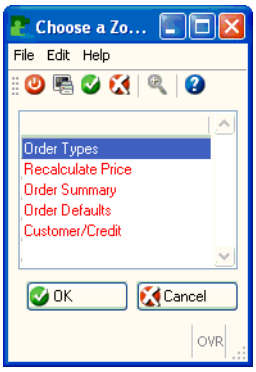
You need to be very familiar with how your defaults are set up in your particular case. Refer to the specific module's *User Guide* for information about how the default hierarchy works in each module.

Zoom

When there is a magnifying glass icon on a field, this indicates that the zoom feature is available from this field. Click on the magnifying glass or press Ctrl Z to zoom. A list of valid values that can be entered in this field will display and you can choose from this list by double clicking on the item, or pressing Enter.

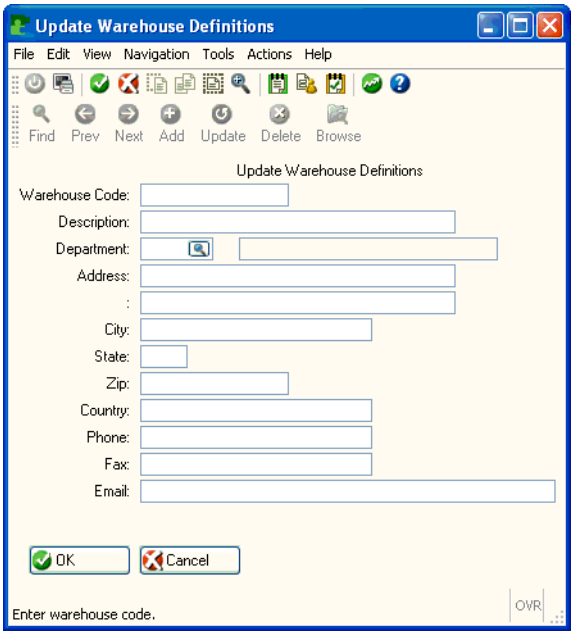


If you are in a program that has supplemental screen programs and zoom from a field, a list of these programs will display on the picker window. For example, in the Update Customer Orders screen program , if you zoom from Type field, this picker window displays. To select a program from the list, highlight it and click OK, simply double click on the item, or press Enter.



Message Line

When you are moving through a screen, notice how the message line at the bottom of the screen changes to give brief instructions for the field your cursor is in.



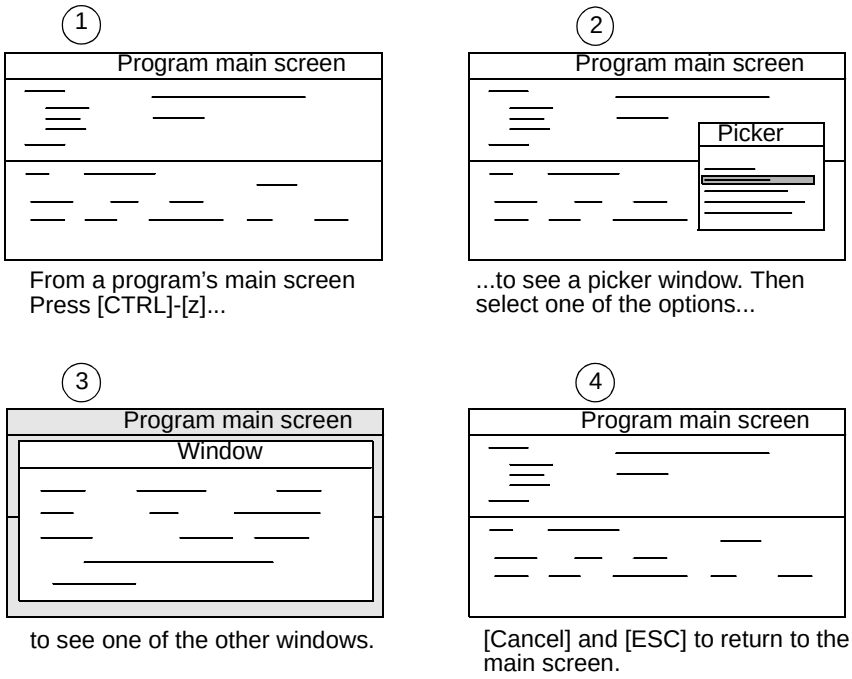
Windows

All programs have a main screen. Many programs also have one or more supplemental "windows" which contain additional information. The programs are organized so that the information that you need to see or access most frequently is always contained on the main screen of the program and other, less frequently used information is located on supplemental windows that you can access quickly, usually with only one or two keystrokes.

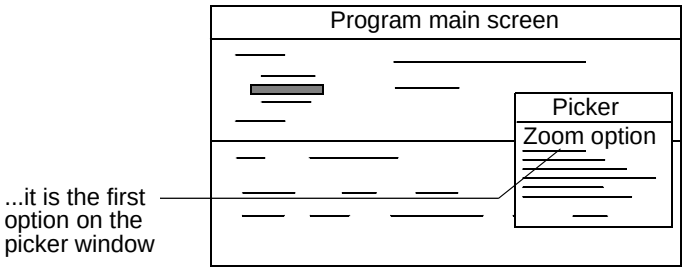
To access one of the windows available from the main screen, simply bring up the picker window by pressing [CTRL]-[Z], or clicking Zoom, then choose the program you want to see from the options that appear on the picker window.

Enter data into the window the same way as you would in any screen. After you have made additions or changes to the data on the window click OK, or press [Enter], to store the new data. If you want to abandon the additions or changes to the data on the window click Cancel, or press [ESC]. This does not affect the data on the main screen. Clicking OK or pressing [Enter] returns you to the main screen.

The relationship of a program's main screen to its windows can be illustrated as follows:



When the Zoom function is available from a field in a program that has subordinate windows, the Zoom option is always the first option on the picker window. This way, you can Zoom easily with just two keystrokes: Click Zoom, or [CTRL]+[Z] (to bring up the picker window), and [ENTER] (to select the Zoom). (The Zoom function is discussed in "What is Zoom" on page 5-2.)



Distinguishing Between Header and Detail Sections

Fitrix *Business* uses two different types of screens: header-only and header/detail screens. The header *section* of a header/detail screen works like a header-only screen, so the distinction is really between header *sections* and detail *sections*.

To understand header/detail sections, it is necessary to understand the concepts of one-to-one and one-to-many relationships.

A one-to-one relationship means that for every unique occurrence of an item, there can be one *and only one* occurrence of another particular item. An example of a one-to-one relationship is a husband and wife. For every wife there can only be one husband (at a given time), and vice versa—for every husband there can be only one wife.

In contrast to the one-to-one relationship is the one-to-many relationship: For every one occurrence of a particular item, there can be more than one of another specific item. An example of this type of relationship is the parent/child relationship: for every parent, there can be many children. The corollary, or flip side, of the one-to-many relationship is the many-to-one relationship: many children can share one parent.

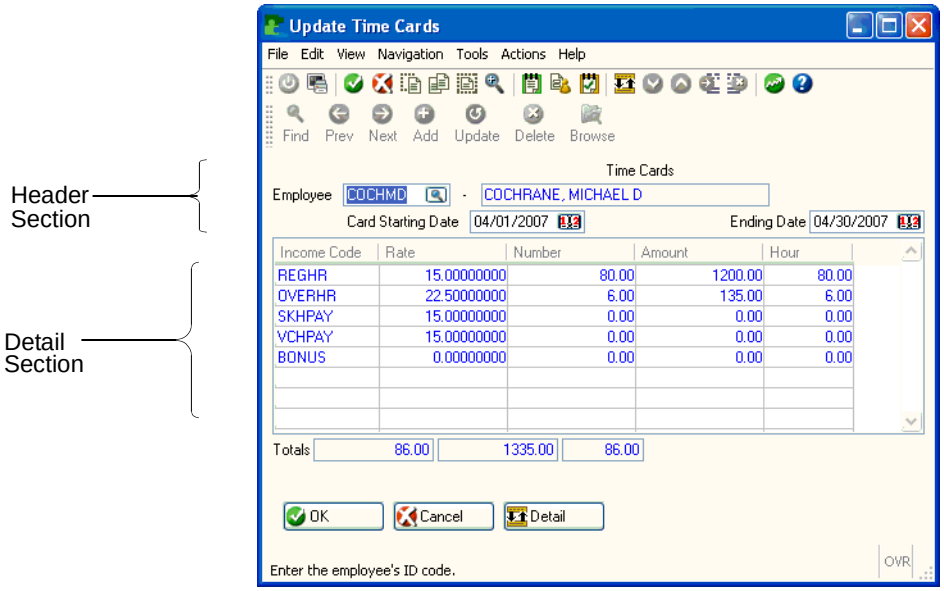
The one-to-one and one-to-many concepts occur frequently in Fitrix *Business* data-entry screens. Header-only screens and the header sections of header/detail screens employ the one-to-one concept for the information they hold. For every unique occurrence of a vendor code, for example, there can only be one vendor, there can only be one vendor type, and only one terms code.

The relationship between the information on the header section and the detail section is one-to-many. For each unique instance of the header information, there can be many instances of the information on the detail section: for every customer code, there can be many ship-to location codes.

Another example of a header/detail screen is a typical invoice. There is only one invoice for a particular transaction, with a unique invoice number, customer, date, and so forth. But one invoice may contain lines for many different items. There is a one-to-many relationship between the invoice and the line items.

Another example of a one-to-many relationship is an employee time card. The time card itself is unique, but it may contain lines for a number of different weeks worked in a pay period, or work on different jobs or of different types such as overtime, vacation time, regular, etc. There is a one-to-one relationship between the header information in the time card and the detail information (the lines).

Here is an example of a time card:



You can see from the example above that detail information is displayed differently than header information. Rather than there being a field into which data is entered, the data in a detail section is arranged in columns and rows, like a table.

In a detail section, the fields are arranged vertically. And each entry in a field pertains to a particular row. Field labels are found at the top of the column (Code, Rate, Number, Amount, and Hours are the field labels in the example), and you enter a value in the field for each row. (ex. REGHR, OVERHR, SKHPAY, VCHPAY, or BONUS). Therefore, in a detail section, a field can actually hold *more than one* value—it holds one value for *each* row. These vertical fields are known as *arrays*.

The two most important things to remember are:

- In a regular field, the field follows the field label; in detail sections, the fields are actually below the field label.
- In a regular field, you can have only one entry in the field; in detail sections, you can enter many values in the field, one value for each row.

Moving Around in Header/Detail Screens

You move between the Header and Detail sections of a screen by clicking Detail or Header, or by pressing Ctrl [TAB].

You **scroll** up and down the rows in detail sections using the up and down arrow keys or scrollbar.

To **add a row** between existing rows use the [F1] key, or click Insert Detail Row icon on the toolbar. This adds a row above your cursor.*

To **delete a row**, use the [F2] key, or click the Delete Detail Row icon on the toolbar. This deletes the row your cursor is on.

Note

The Add a Row and Delete a Row functions are not available in all programs.

Reordering Fields In Detail Section

If you would like to reorder the fields in the detail section of the screen, left click on the field and drag it to the desired position on the screen.

Hiding Fields In Detail Section

If you would like to hide a field in the detail section of the screen, right click on any detail header and a drop down list of all field names displays. Uncheck the field or fields you do not want to display.

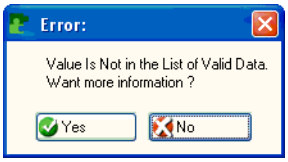
Using Dialog Boxes

Fitrix uses different dialog boxes to instruct, direct, and warn you as you are processing data and transactions through the system.

Error Dialog Box

An error dialog box will appear in cases where you have entered invalid data, or have otherwise tried to perform some action that is not permitted. The error dialog box tells you that you cannot perform the action. It prompts you to acknowledge that you have read the message, and then takes you back to where the error was committed so that you can proceed.

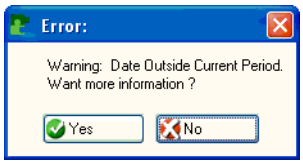
An error dialog box looks like this:



To respond to an error dialog box, simply press [ENTER] to acknowledge that you have received the message. This will allow you to continue with the program. Clicking the Yes button may also access more information about the error itself, such as a more detailed explanation of the error, approaches you might consider to avoid the error, and so forth.

Warning Dialog Box

A warning dialog box appears when you have entered certain data or attempted to take a particular course of action which is not advised or is in some way unusual, but is not prohibited. The warning box gives you the opportunity to change the activity, or to proceed. A warning box looks like this:



Clicking the Yes button may also access more information about what elicited the warning message.

5

Zooming to Find Reference Codes

The Zoom feature makes data entry easier. It means you don’t have to remember a lot of codes when you are entering data—you can view a list of relevant values for a particular field.

This chapter shows you:

- What Zoom is and when you will want to use it
- How to use Zoom
- How to use AutoZoom

What is Zoom

While you are entering records and transactions into the system, you will often need to enter reference codes, such as Vendor Code, Item Code, Employee Number, or Account Number. You cannot possibly remember all of the codes in your system, so you could have a hardcopy printout of all of the reference codes in the system to refer to while you are entering transactions. But this printout would be difficult to manage and would become quickly out of date.

A better solution is provided by the Zoom function. Zoom lets you look directly at the appropriate reference code table without exiting from the transaction processing program. Then you can select precisely the code you need for the transaction. Zoom is available in every field that calls for a previously-defined code.

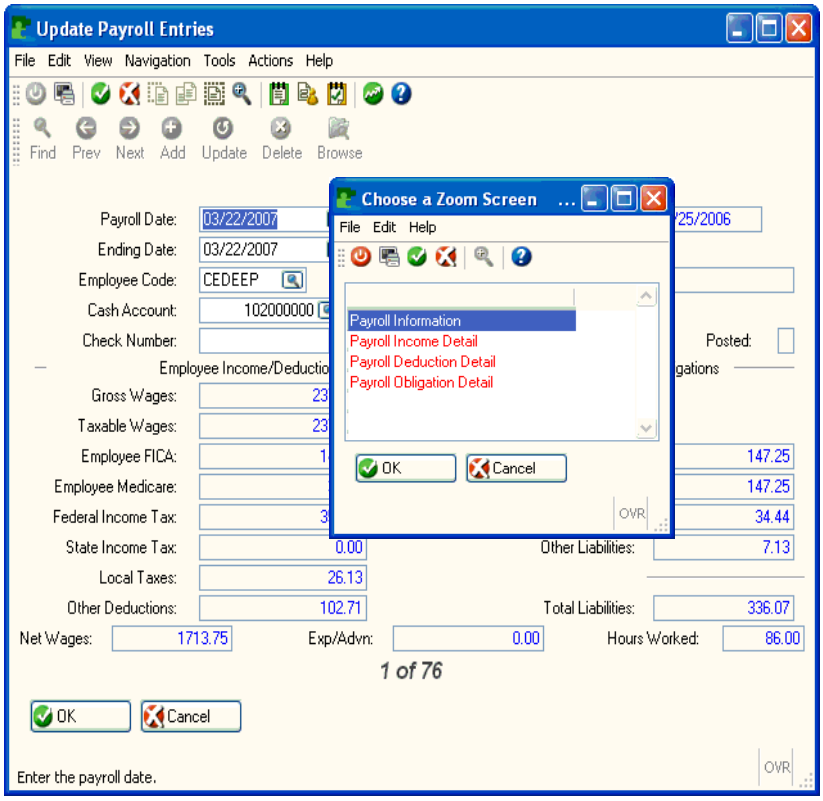
For example, in the Payable Documents program, you must enter a valid vendor code in the Vendor field. To enter the correct code, while in the Vendor field use Zoom to bring up a list of all your vendors and their codes. Select the appropriate code from the list and the value is automatically entered into the Vendor field in the Payable Documents screen.

Zoom is context sensitive; that is, whether the Zoom function is available and what it does depends on what field your cursor is in when you use it. For example, the Non-AP Checks program requires reference codes in a number of different fields, among them: Vendor Code, and Pay-To Code. When you Zoom from the Vendor Code field, you see a list of all vendor codes and names from the Vendor Information reference program. When you are in the Pay-To Code field, you see a list of all of the pay-to locations that have been entered for the vendor whose code you entered in the Vendor Code field. When you are in a field that does not require a reference code, Zoom is not functional.

Using Zoom

Whenever your cursor is in a field where the Zoom feature is available, you will see a magnifying glass. Click the magnifying glass icon, or press [Ctrl] +[Z] to bring up the Zoom window.

In complex programs where there are windows attached to the main screen, clicking the magnifying glass icon, or pressing [CTRL]-[z] also accesses the picker window that you use to change to a different window. The Zoom option is always the first selection on the picker window. Therefore, when you want to Zoom, you need only zoom, and then immediately press [ENTER] without having to scan the picker window for the Zoom option.



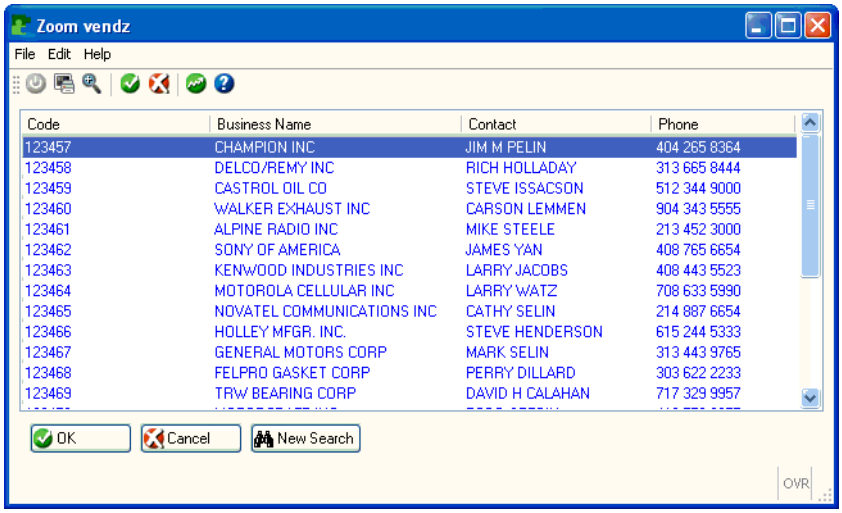
Note

Zoom is always the first option on a picker window.

When you Zoom into a reference field, you are taken into a query list box, also called a Zoom Window. To use the Zoom Window, use your arrow keys to position the highlight over the item you want to select, and then press [ENTER]. Using the mouse you can doubleclick the item to select.

But the Zoom Window also has some special characteristics which make management of large amounts of data easier.

An example of the Zoom Window appears in the Vendor Code field of the Update Payable Documents program:

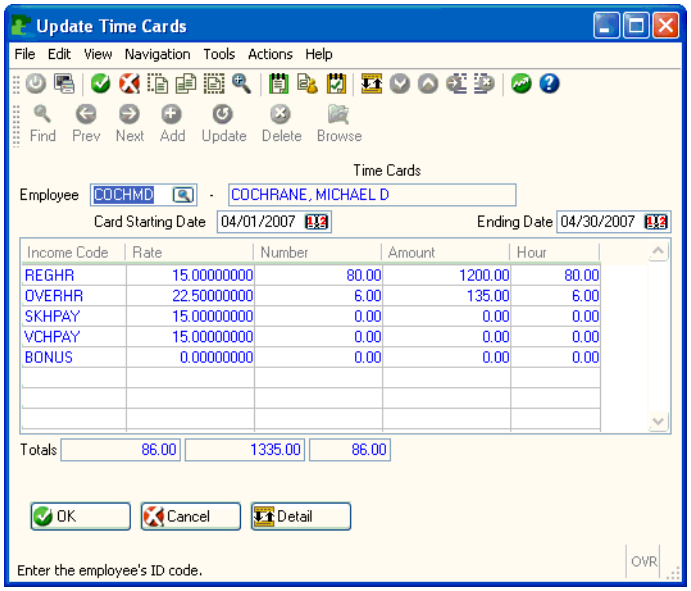


When you execute the Zoom command from a field, you see the first page of the entries in the reference table loaded into the screen. To select the desired record, use the up and down arrow keys, or scroll bar, to scroll down in the list to find the item you want. Use the [F3] and [F4] keys to page up and down in the list.

These functions are satisfactory when there is a moderate number of records in the list. However, if you have a very large number of records in the list, it can be quite time consuming to move one line at a time, or even one page at a time through the entire list. Fitrix provides two options that make it easier to select an option from the list.

New Search:

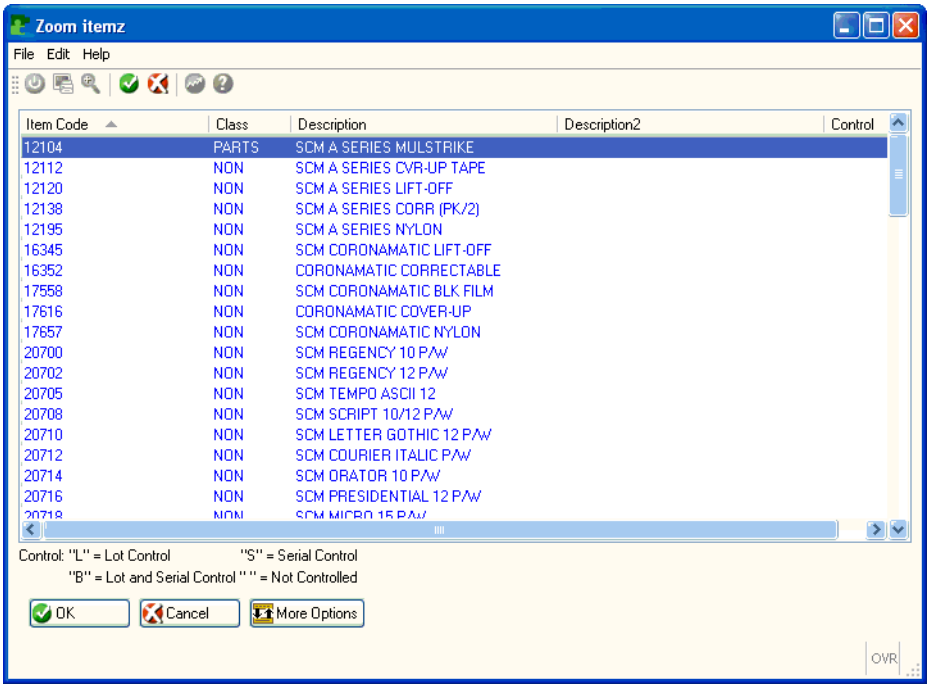
To narrow down your search, click on the New Search button found at the bottom of the screen. This will clear the list from the screen. You can then use search criteria to limit the values this search will return.



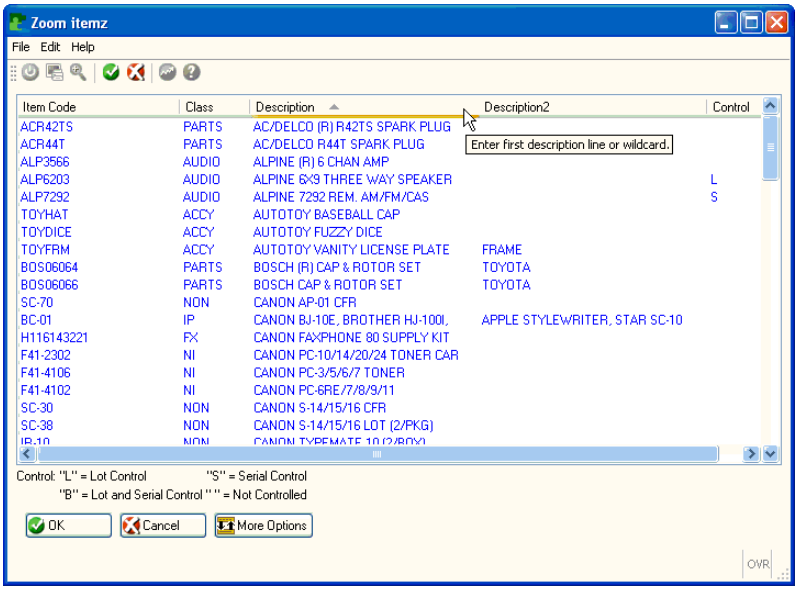
By entering "A*" the search returns only those vendor whose business name starts with an A. See Chapter 7 for more information on how to use search criteria.

Sort:

This is used to list the data in a different order. You can use whatever criteria appear in the zoom window's headings. For example, the inventory items may be default list in product code order.



To change the sort order to be by item description, simply click on the header "description".

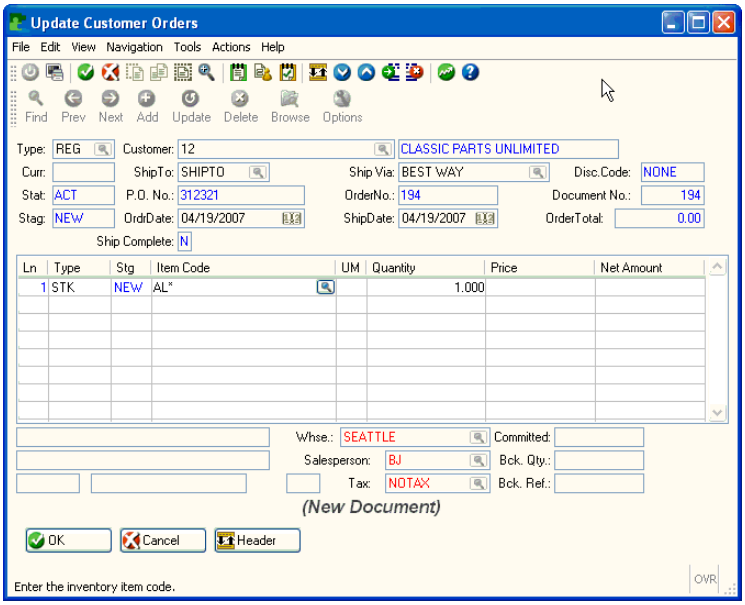


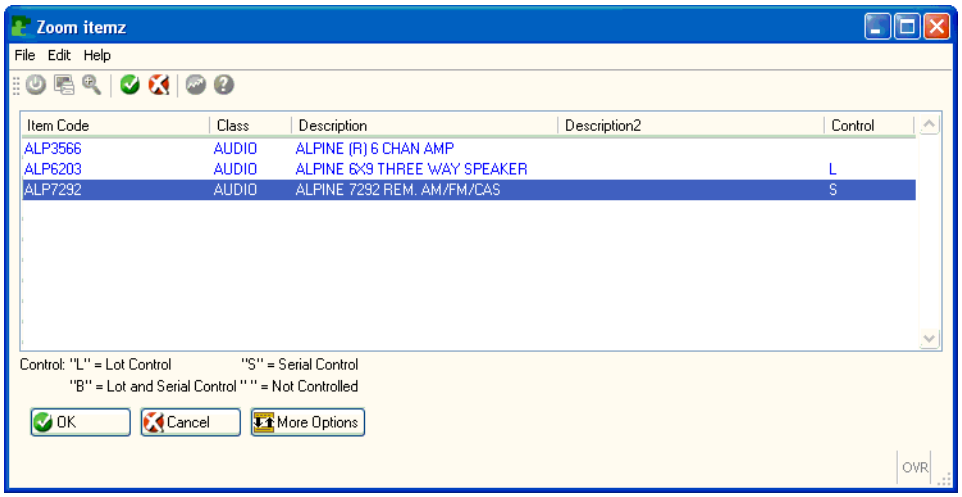
AutoZoom

AutoZoom is an accelerated version of the regular Zoom feature. You enter a partial description in a field along with an asterisk wildcard in order to see a list box of all of the items that match the description. The wildcard search acts just like any other wildcard search. For more information on search descriptions, see "Search Criteria Examples" on page 7-4. Use AutoZoom when you know enough about the code you are looking for to be able to narrow the list, but not enough to be able to enter the code directly into the field.

To use AutoZoom, in a field where Zoom is available, enter the character (or characters) of the value you want to use in the field, along with * (asterisk). Then, press [TAB] to activate the AutoZoom. A list box appears, with all of the items that match the selection criteria appearing in the list box.

For example, if you wanted to use AutoZoom in a field to select all possible entries that begin with "AL," you would enter AL* in the field and press [TAB].





Note

The wildcard search must contain an asterisk (*). It is the presence of the asterisk that tells the system that you want to perform AutoZoom. The search may also contain other characters such as question marks, if desired. For more information on wildcard searches, "Relational Operators" on page 7-3.

6

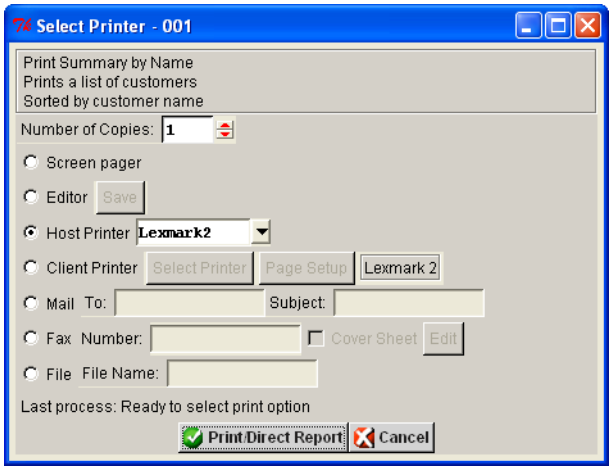
Posting and Printing Reports

All Fitrix output programs use the same interface. An output program is a program that produces a printed output, such as a report, a posting routine, checks, or mailing labels.

This chapter shows you:

- How to use the options on the Printer dialog box
- How you can fax or E-mail a report or store a report to a file, or view it on the screen, and how you edit a report using a program like WordPad.

Print Screens



When you select an output program, the printer dialog box above displays and you have the following options:

- **Number of copies** - change the number of copies you want to print by clicking on the up arrow button
- **Screen pager** - if you want to display the report on the screen, click on this radio button.
- **Editor -** once you have run your report, the printer dialog box will display again. If you want to launch your report in editor mode using a tool such as Microsoft Word, click this radio button and then click Direct Report button. Contact your system administrator or your Authorized Fitrix reseller for information on how to set up the environment variable that controls which editing program is used.
- **Host Printer -** click on this radio button to print the report to a network printer and then select from the drop down list of available printers.
- **Client Printer -** click on this radio button to print the report to the printer hooked up to your PC.
- **Mail To -** click on this radio button if you want to email the report to someone. Contact your system administrator or your Authorized Fitrix reseller for information on how to set up email functionality.
- **Fax Number -** click on this radio button if you want to fax the report to someone. You must have faxing software (ex- VSIFAX) installed on your system. Contact your system administrator or your Authorized Fitrix reseller for information on how to set up faxing capabilities.
- **File -** click on this radio button to store the report as a file on your system. For the file name enter the full path-name of the file.

To print the report, click the Direct/Redirect button. To return to the menus, click the Finished button.

7

Search Criteria

Search criteria is used to help you pinpoint one or more records or transactions from among all the records and transactions in your system. You also use search criteria to narrow the scope of reports and posting routines to give you the exact outcome you need.

Familiarity with search criteria will help you more efficiently manage your data and your transactions.

This chapter shows you:

- How to use search criteria
- The different types of search criteria
- Several examples of searches using search criteri**a**

How to Use Search Criteria

Whenever you want to update, view, or delete a record or records, you must first use the Find command to select the records. You can retrieve all records, or you can use search criteria to limit the number of records that are retrieved.

You can also use search criteria to find a particular record that you are looking for. For example, if you know some of the information in an invoice (such as the vendor), but you do not know the specific invoice number, you can use search criteria to bring up all the invoices that pertain to the vendor, and then look through the invoices for the one you need.

Finally, use search criteria to limit the scope of a posting routine or report. In this way, you can post or report on only the transactions, records, or time periods that you need. However, not all output programs use search criteria screens.

How to Search

To perform a search, use Find to bring up the Query-by-Example (QBE) screen for the program. Move to the field for the data you will search on. Most often, this will be a code, name, or date, but it can be any of the fields on the QBE screen. Enter the search criteria. You can enter search criteria in more than one field to help pinpoint the exact record or records you are looking for. Then press [Enter], or click OK, to begin the search.

A Find search can use specific data, or it can use relational operators and wild cards for the search. All you need to know are the relational operators and their meanings, and you can perform any type of search that you need.

To use search criteria in an output program with a search criteria screen, simply enter the criteria in the field or fields presented, then press [Enter], or click OK, to proceed with the program.

Your selection criteria entries are not limited to the size of the field since the fields are scrolling fields.

Search Criteria Definitions

Remember**, numeric fields** hold numbers only. **Character fields** hold letters only. Alphanumeric fields hold letters and numbers. **Date fields** hold dates.

ASCII sort order: When you search using relational operators, you need to know how the system determines the relationships between different types of characters. Words that begin with spaces or punctuation come first, followed by words that begin with numbers. Next are words that begin with uppercase letters, followed by words that begin with lower case letters. Therefore the sorted order of the following numbers and letters would be 1, 10, A, Z, a, z.

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. Uses the ASCII sort order. Ranges are *inclusive*.
|	Pipe The pipe symbol is used to represent "or". On most keyboards, the pipe symbol is found above the backslash "\".

Search Criteria Examples

1. **Search for the employee record for Martin Samuelson.**

   In the Last Name field, enter `SAMUELSON.` In the First Name field, enter `MARTIN.`

   This selects the unique record for that employee.

2. **Search for all transactions dated from June 1, 2007 to July 31, 2007.**

   In that Date field, enter: `6/1/07 : 7/31/07` or `060107 : 073107`

   This search selects all transactions between the specified dates, *including* those dated June 1 and July 31. Remember, when entering dates, any of the following formats are valid: `m/d/yy`, `mm/dd/yy`, `mmddyy`, or `mm-dd-yy`.

3. **Search for all invoices with a total amount over $100.00.**

   In the Invoice Total field, enter: `>100.00`

   This selects only those invoices greater than $100.00.

4. **Search for all invoices with a total amount of $100.00 or more.**

   In the Invoice Total field, enter: `>=100.00`

   This selects all invoices with totals greater than *or equal to* $100.00.

5. **Search for all invoices for vendors with code VEN04 or VEN25.**

   In the Vendor field, enter: `VEN04|VEN25`

6. **Search for vendor codes beginning with B**

   In the Vendor field, enter `B*`

   This selects all vendor codes that begin with B followed by none or any number of characters.

7. **Search for vendor codes with B as the second character.**

   In the Vendor field, enter `?B*`

   This selects all vendor codes where B is preceded by exactly one character and followed by none or any number of characters.

8. **Search for vendor codes with B as any character.**

   In the Vendor field, enter `*B*`

   This selects all vendor codes where a B is preceded and followed by none or any number of characters.

9. **Search for vendor codes with B as the last character.**

   In the Vendor field, enter `*B`

   This selects all vendor codes where a B is preceded by none or any characters and is the last character in the code.

8

Online Help

Online Help can assist you when entering data or processing transactions by giving you easy access to information about the program or field you are in.

This chapter shows you:

- How Help is organized
- How to access Help
- How to customize Help to reflect your company’s procedures

Using Online Help

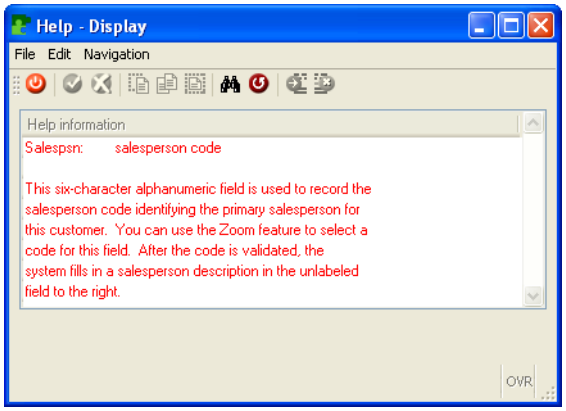
Online Help is available at two levels: at the program level, and at the field level. The level of Help you see when you invoke the Help command depends upon the type of screen you are viewing and where your cursor is at the time.

Program Help

Program Help is available for Fitrix input programs. You can add your own information to the Help text file, so that information specific to the way your company processes transactions is available when others access Help.

You can access help three different ways:

- Click on the word help on the menu toolbar
- Click on the ? icon on the standard toolbar
- Press Ctrl w.



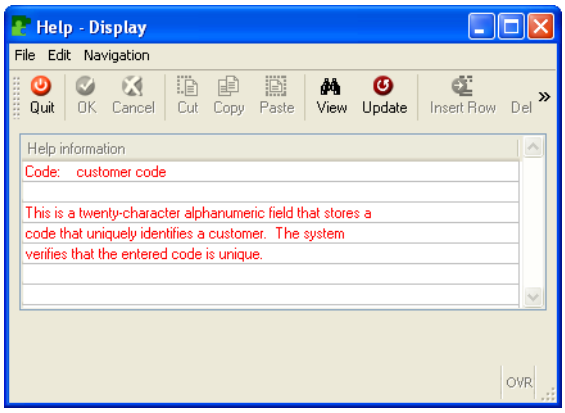
The Help window displays general help text about the program, sometimes including some tips about information to enter into the fields.

To edit or update the existing help text to fit your business, follow these steps:

- Click Update, or press U.
- Update the text.
- Click OK.
- Click Quit, or press Q.

Field Help

Help is available for each field as well as general information on a program. You access field-specific Help the same way you access program help while your cursor is in the field you want to see Help on. A window similar to the Program Help window displays. The commands available from the Help window are also the same, and you can update field Help text in the same way as well.



9

Company Setup Menu

The Setup Company Menu contains the following topics:

- Setting up Company Information
- Account Number Ranges
- Ledger Account Numbers and Descriptions
- Desginating Checking Accounts

Order of Setup Steps

When you set up reference files, the order of steps is designed so that earlier steps add information that can then be accessed automatically in the course of later steps. For instance, once you have set up account number ranges, any time an account number is entered the system can automatically tell you what type of account it is (for example, whether it is an asset or liability account). Conversely, if you try to perform setup steps out of order (for example, setting up account numbers before defining account ranges) you may defeat the system's capacity to provide useful data-entry information through automatic lookups.

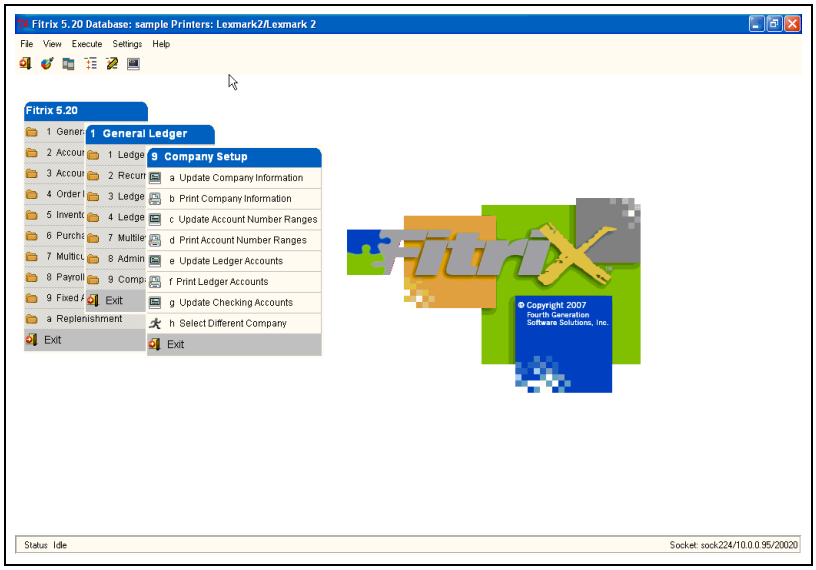
The setup steps that apply to all Fitrix modules (performed through options on menu 9, Company Setup menu) are covered in detail in *Learning Fitrix*. They are discussed here because the information they include forms the basis for later, G/L-specific setup steps.

For example, ledger accounts are typically set up for company-wide use through the Company Setup menu (menu 9), available in any Fitrix module. Account Groups, which assign a code to a certain selection of those ledger accounts for data-entry purposes, are set up through the Ledger Setup menu (menu 4) of G/L.

Reference Information Options

Options on the **Company Setup menu** are used to create the basic structures of the G/L—the Chart of Accounts and any sub-departments you choose to set up within your company.

The Setup Company Menu:



Menu options for reference file setup:

- **Update Account Number Ranges (9-c)** allows you to define the number of digits that will be the standard for your ledger accounts, and to define the limits of the numeric ranges that correspond to different account types.
- **Update Ledger Accounts (9-e)** is used to create or modify your Chart of Accounts. It is also used to specify contra accounts and to set up optional subtotal groups of accounts for reporting purposes.

- **Update Checking Accounts (9-g)** (optional) is used to designate certain cash accounts as checking accounts. This allows you to use the check reconciliation feature in Accounts Payable.

Information Checklist for Reference File Setup

- Decide on company divisions that will be assigned department codes for reporting purposes (or use the default of a single department “000”).
- If using departments, create department codes of up to three characters.
- Decide number of digits to be used in account numbers.
- Modify Account Number Ranges to correspond to account numbering.
- Create a list of account numbers and account descriptions to be added.
- Define subtotal groups (if any) to be assigned within account ranges.

Company Information

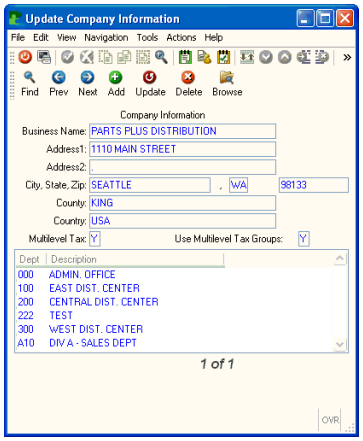
Use this program to store basic company information—your business name and address, department codes, and whether or not you will use the Multilevel Tax feature.

Multilevel Tax features are used in conjunction with Fitrix Accounts Payable and Accounts Receivable modules to track costs and prices that are subject to more than one type of tax. For information about the use of Multilevel Tax features, see *Getting Started with Fitrix*.

Update Company Information

This option is used to set up and maintain the Company file. This file stores data regarding the name and address of your company, which is used on reports. In addition, department codes—used if you intend to assign income and expenses to departments—are stored here. Refer to the definitions for departments and profit centers in Appendix B: Glossary for further information.

The Company Information screen:



When you first use the system, the company information fields have default data provided in both the sample and standard company data sets. This data is included merely as a sample, and should be modified to represent your company.

The data in the Company table is unique to each database (i.e. company). The table contains one and only one record; therefore, the commands on the command prompt, with the exception of Update and have been disabled. The name and address entered in the Company Information section appear on all reports generated by the system.

The Company Information screen contains the following fields:

1. **Business Name:**

   This alphanumeric field may be up to 30 characters in length, and contains your company's name. The entry in this field will be displayed on reports generated by the system.

2. **Address1:**

This is the contact address of the company. Up to 30 alphanumeric characters may be entered.

3. **Address2:**

   This field provides an additional 30-character address line for suite number or other address information.

4. **City, State, Zip:**

   Enter the city, state, and zip code for your company.

5. **County:**

   Up to 30 alphanumeric characters may be entered.

6. **Country:**

   This field may contain up to 30 alphanumeric characters.

7. **Multilevel Tax:**

   Set to Y only if using Fitrix modules that have multilevel tax capabilities (AP, AR, OE, PU). See the chapter on multilevel tax for more information.

8. **Use Multilevel Tax Groups:**

   Unless you enter a “Y” in the Multilevel Tax field, this field is skipped. See Chapter 7 - Multilevel Tax for more information.

The Department section of the form stores up to one hundred department codes. The department field is alphanumeric, allowing you to establish numeric or alphabetic (or a combination) codes. The use of department codes for tracking income and expenses is completely optional.

1. **Department Codes:**

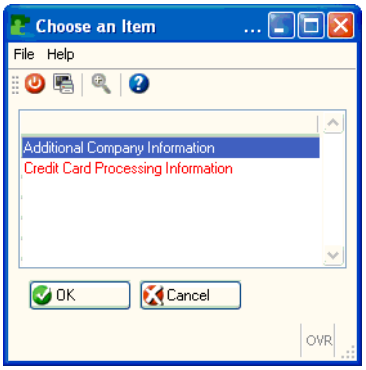
   In this column, you enter a department code that identifies a profit center, a division of the company, etc. Throughout the Fitrix *Business* modules, you have the option of posting sales and expenses to specific departments. This is a three-character field.

2. **Description:**

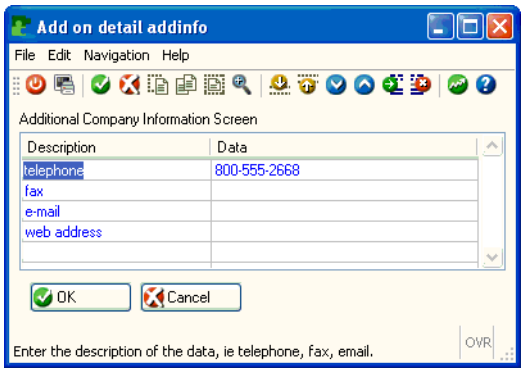
   In this column, you specify the department name associated with the department code in the same row. Your alphanumeric department name may be up to 30 characters in length. This Company Information Form is used to specify the name and address to put on your reports and the “profit centers” or “company divisions” to associate with various department codes.

Additional Company Information

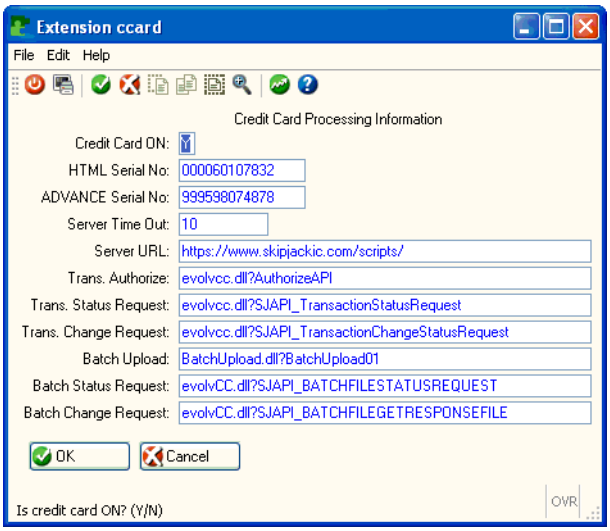
If you click on Zoom , the following screen displays:



Additional Company Information – this screen is used to store additional information such as telephone number, fax number, etc.



Credit Card Processing Information- if you are using credit card processing in Order Entry, it is in this screen that you enter the interface information. See the *Order Entry User Guide* for more information.



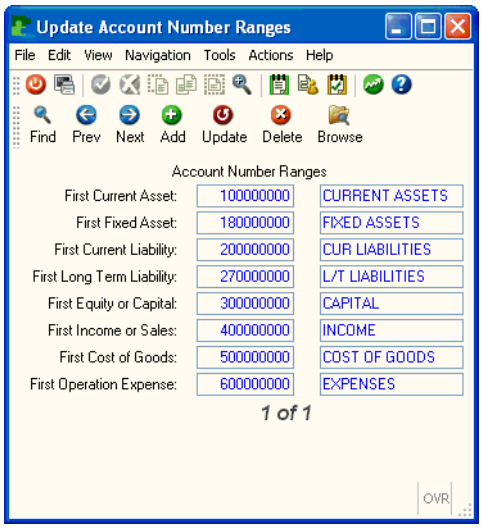
Print Company Information

This program prints a hardcopy of information entered under the Update Company Information option.

Account Number Ranges

The way that all these different types of accounts are identified to the computer system is by account numbers. After deciding upon a list of accounts, you need to assign a unique account number or “account code” to each account. In the Fitrix system, this “code” is a number that consists of up to nine digits. You assign these numbers so that the numbers of similar accounts all fall within the same numeric range. Fitrix lets you assign these ranges.

The Account Number Ranges screen:



These ranges can be changed by the user, but types of accounts always fall in this order. For example, Fixed Assets accounts always start on the number after the last Current Assets account. You do not, of course, have to actually use this number, but the posting program recognizes it as that type. Fitrix comes with a default Chart of Accounts, which you can use as a guide for assigning your own account numbers. Once you have chosen the account numbers you want to use, you can change that default list by changing, adding, or deleting the accounts used.

Warning!

There is a direct connection between account number ranges and individual account numbers. The account number ranges should be set up prior to setting up individual accounts. When an account is set up, the program accesses the Account Range file to determine the type of account (more specifically, whether the account balance should be increased with a credit or debit). If you change the account ranges, you must update or delete the affected accounts in your Chart of Accounts, because the account type is determined when the account is created or updated.

Types of Ledger Accounts

The Fitrix *Business* system recognizes eight different types of ledger accounts. Five of these account types appear on the company’s balance sheet and describe its net worth.

- **Current Assets** are liquid assets such as cash or Accounts Payable.
- **Fixed Assets** are property such as furniture and real estate.

- **Current Liabilities** are debts that must be paid in the short term such as payroll or accounts payable.
- **Long Term Liabilities** are debts that must be paid over a long period of time, such as mortgages or business loans.
- **Capital accounts** are those accounts that contain the value of your business, such as stock and retained earnings.

The next three types of accounts are those that appear on the income statement (or profit and loss statement) and describe how your company performed for a given period.

- **Income accounts** show the sources of your income.
- **Cost of Goods accounts** are expense accounts that show what you paid for your merchandise. They are also called “selling expenses” because they are directly tied to making sales.
- **Expense accounts** categorize all of your other expenses such as rent, salaries, utilities, etc.

Print Account Number Ranges

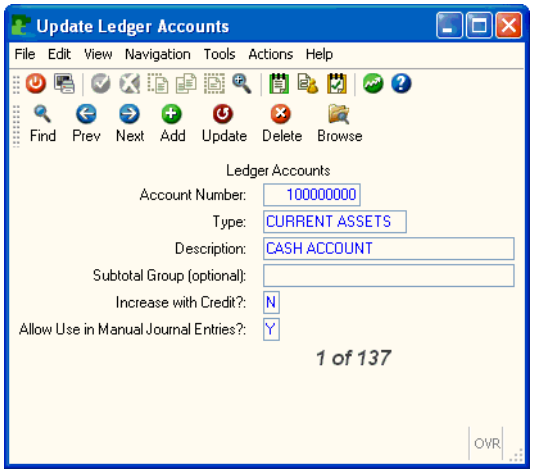
This program prints a hardcopy of information entered under the Update Account Number Ranges menu option.

Ledger Accounts

The previous step created the ranges of account numbers that correspond to account types. At this point the individual ledger accounts comprising the Chart of Accounts must be entered into the **Ledger Accounts** table, using numbers defined by these ranges.

To view examples of ledger accounts, see the sample Chart of Accounts provided with the sample database (“sample company”).

The Ledger Accounts screen:



Account Number:

Enter an account number of up to nine digits. The Type and Increase with Credit field are filled in by the system accourding to your predefined account number ranges.

Description:

Enter up to 30 characters.

Subtotoal Group (optional):

Subtotal groups (optional) are assigned for a certain range of contiguous accounts for the purpose of creating a subtotal on reports. The description prints on the report along with the subtotal for the accounts.

Increase with Credit:

The **Increase with Credit?** field displays a default of “Y” or “N” according to the standard method for increasing the balance of this type of account. For example, if the account number range for Income is 400000000 - 499999999, and the account number you type in is 410000000, when you press [ENTER] the default of “Y” for Income accounts—balance increases with a credit—displays in the Increase with Credit? field.

If you are adding an account whose purpose is to offset other entries that fall within the same Type, change the default here to indicate that this account’s balance will be increased with the opposite of the normal entry. For example, an account with a number of 420000000 for Returns and Allowances falls within the Income range of account numbers. However, the Increase with Credit? field for this account is set to “N” to define its balance as increasing with a debit.

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. 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.

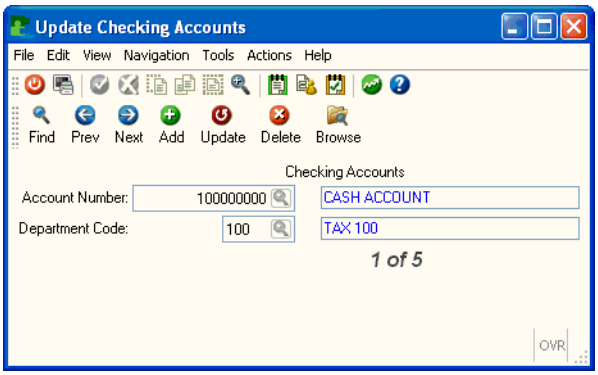
Printing Ledger Accounts

This program prints a hardcopy of information entered under the Update Ledger Accounts menu option. This report should be checked to verify data-entry accuracy.

Checking Accounts

If Fitrix Accounts Payable is installed on your system, cash accounts from which you issue checks can be set up as checking accounts. This will allow you to use the A/P check reconciliation feature. See Chapter 5 in the *Accounts Payable User Guide.*

The Checking Accounts form:



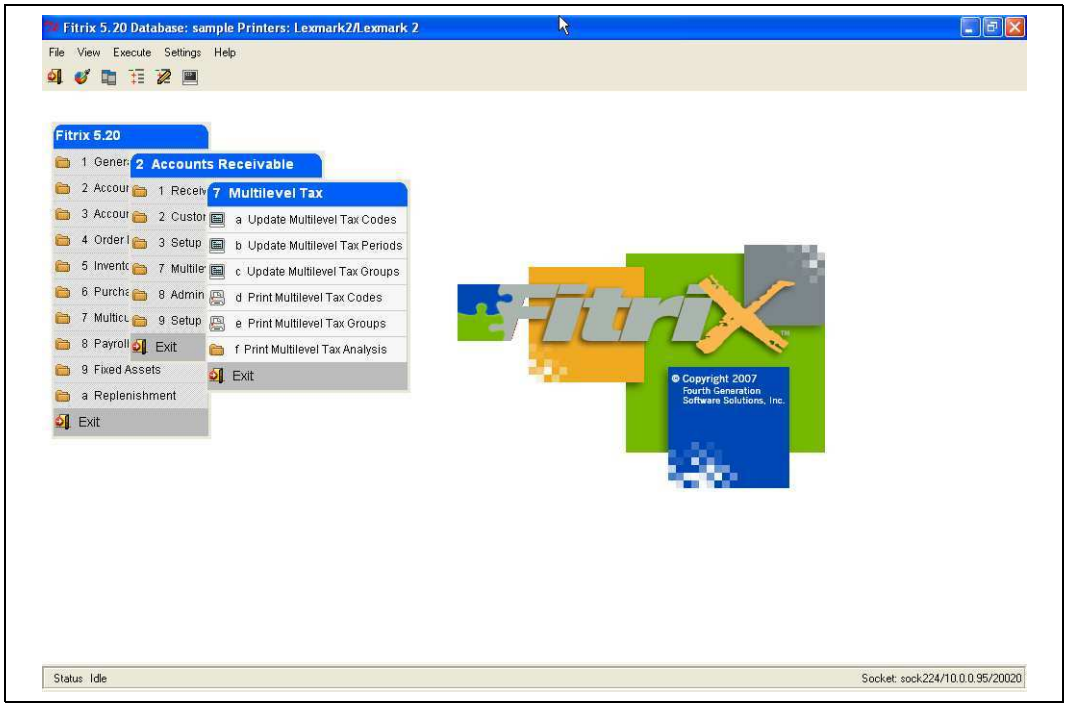
10

Multilevel Tax Menu

This menu contains options that are used only with multilevel tax. Multilevel taxes are used to assign up to four tax codes to a single line item.

Multilevel Tax Menu

The Multilevel Tax Menu:



Update Multilevel Tax Codes

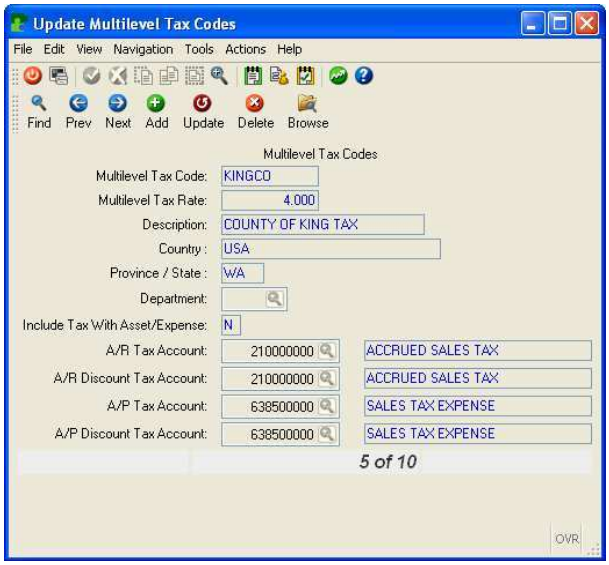
The tax codes entered here are used with the multilevel taxes feature. The multilevel tax feature is used in the Accounts Payable, Accounts Receivable, and Order Entry modules.

When you plan to switch to multilevel taxes, you need to set up your multilevel tax codes. You should perform this step *after* you set up your ledger accounts, and *before* you set up your default files.

Note

Update Multilevel Tax Codes has an "intelligent" delete function that does not allow you to delete multilevel tax codes that have activity posted to the Multilevel Tax activity file. This is similar to the intelligent delete function of Update Ledger Accounts.

The Multilevel Tax Code menu:



1. **Multilevel Tax Code:**

   This six-character field is required. It stores the code assigned to a particular tax category and rate.

2. **Multilevel Tax Rate:**

   Enter the tax rate for this multilevel tax code. Enter the tax rate in whole numbers. Example: 15% as 15 (not .15). This field is required.

3. **Description:**

   Enter the description for this tax code. This description appears when you use the Zoom feature.

4. **Country:**

   Enter the Country for this tax code. This field is not required, nor is it used by any other options.

5. Province / State:

Enter the province or state for this tax code. This field is not required, nor is it used by any other options.

6. Department:

This field affects the behavior of the Order Entry and Purchasing modules. You may leave it blank. Any entry must be a valid department code. If left blank, the system uses the Department Code specified for the document.

For example, if you have a department code of 100 defined for an Order Entry invoice and you leave the Department field blank here, the tax posts to department 100. If you always want to use the same department when posting tax, enter that department in this field.

7. Include Tax with Asset/Expense:

Y/N field-entry optional. This field affects the way transaction amounts from the Purchasing module post to asset or expense accounts in the General Ledger (GL). Entering Y causes tax to be included in the amount posted to the expense or asset account in the GL.

This allows you to post the fully landed cost of inventory or assets, which is useful for US (not value added tax) and Canadian (partial value added tax) situations.

For example, suppose your company purchases an expense item and is obligated to pay state sales tax on it. How do you want your accounting system to handle this situation? Do you want the full amount of the purchase (item plus tax) to post to the GL expense account, or just the amount of the item (purchase amount less tax)? Entering Y in this field causes the amount (item+tax) to post to the expense account in the GL.

8. A/R Tax Account:

Entry Required-Zoom available. This field governs the posting of tax amounts when you are processing receivable documents (A/R invoices, credit memos, etc.) or cash receipts. Enter the ledger account to which you want to post tax amounts for these types of transactions in A/R.

9. A/R Discount Tax Account:

Entry Required-Zoom available. This is the ledger account where you want to post any tax amount included in discounts allowed on customer invoices. Not all businesses track tax in this way. The setting (Y or N) of the "Calculate Tax on Cash Discounts" field (A/R Defaults form) governs the use, during the posting process, of the account number you specify in this field. If set to N, the system calculates no tax on cash discounts. In this case, the account number you enter here doesn't matter.

However, you must enter an account here even if the "Calculate Tax on Cash Discounts" field is set to N. In this case, you should probably enter the same ledger account you used in #7 above. (Use Zoom.)

If you set the "Calculate Tax on Cash Discounts" field (A/R Defaults form) to Y, then any discount allowed on an A/R invoice contains some tax. Keep in mind that you are defining the characteristics of a Multilevel Tax code. Suppose that, when you use this code in the future, you want to calculate tax on A/R cash discounts and account for that tax in a ledger account. In that case, you should have defined an A/R Discount Tax Account when you set up your Chart of Accounts, and you should set up the A/R Default as just described. You now enter the ledger account number for the A/R Discount Tax Account in this field.

10. A/P Tax Account:

Entry Required-Zoom available. This field governs the posting of tax amounts when you are processing payable documents (A/P invoices, credit memos, etc.) or Non-A/P Checks. Enter the ledger account where you want to post tax amounts for these types of transactions in A/P.

11. A/P Discount Tax Account:

Entry Required-Zoom available. This is the ledger account where you want to post any tax amount included in discounts taken on vendor invoices. Not all businesses track tax in this way.

The setting (Y or N) of the "Calculate Tax on Cash Discounts" field (A/P Defaults form) governs the use, during the posting process, of the account number you specify in this field. If set to N, the system calculates no tax on cash discounts. In this case, the account number you enter here doesn't matter.

However, you must enter an account here even if the "Calculate Tax on Cash Discounts" field is set to N. In this case, you should probably enter the same ledger account you used in the A/P Tax Account field.

If you set the "Calculate Tax on Cash Discounts" field (A/P Defaults form) to Y, then any discount allowed on an A/P invoice contains some tax. Keep in mind that you are defining the characteristics of a Multilevel Tax code. Suppose that, when you use this code in the future, you want to calculate tax on A/P cash discounts and account for that tax in a ledger account. In that case, you should have defined an A/P discount tax account when you set up your Chart of Accounts, and you should set up the A/P Default as described above. You now enter the ledger account number for the A/P discount tax account in this field.

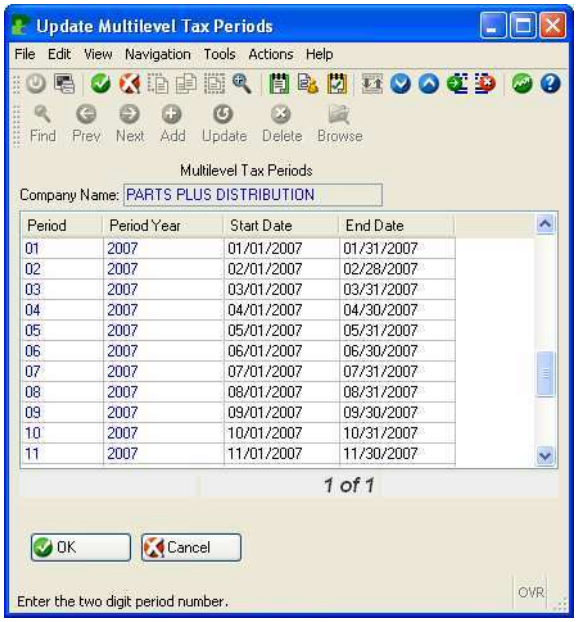
Update Multilevel Tax Periods

The periods entered with this option are used only for Multilevel Tax reports. The periods are used in the selection criteria screen displayed before the report is run. All ring menu commands have been disabled except the Update command.

Note: If you use monthly and not quarterly periods, you need to enter only the first period and the rest default correctly. If you use quarterly periods, do not accept these defaults.

The Multilevel Tax Periods menu:

.



1. **Company Name:**

   This is a system-maintained field. It is the business name of the company as entered via Update Company Defaults.

2. **Period:**

   This is the period number for this reporting period. This field is required. Once you enter a period the next period is increased to the last period plus one.

3. **Period Year:**

   This is the year of the reporting period. The default is the last period year entered.

4. **Start Date:**

   Enter the start date of this reporting period. It defaults to the day after the last end date entered.

5. **End Date:**

   Enter the end date of this reporting period. It defaults to the end of the month entered for the start date.

Update Multilevel Tax Groups

This menu option is used to enter multilevel tax groups. Tax groups handle the special cases where there are two or more taxes for a single line item. You can use up to four different tax codes and the rates associated with them in a given tax group.

Multilevel tax groups are only valid when the Use Multilevel Tax Groups field on the Company Information screen is set to Y.

Note

If there is a "Y" in the Use Multilevel Tax Groups field om the Company Information screen, you must enter a multi-level tax group code rather than a multilevel tax code for the following options:

Accounts Receivable:

- Update Receivable Documents
- Update Receivable Defaults
- Update Customer Information

Accounts Payable:

- Update Payable Documents
- Update Non-A/P Checks
- Update Payable Defaults
- Update Vendor Information

The Multilevel Tax Groups form:

1. Multilevel Tax Group Code:

This is a six-character field and is required.

2. Description:

Enter a 20 character description for this tax group code. This description appears when using the Zoom feature.

3. Tax Code:

Enter a six-character multilevel tax code. The multilevel tax code must already be set up through the Update Multilevel Tax Codes program. The Zoom feature is available. When you enter the tax code, the description and rate appear for this multilevel tax code. NOTE: up to four different tax codes and the rates associated with them can be implemented within a given tax group.

4. Description:

This display only field contains the description for the multilevel tax code. The description was entered in the Update Multilevel Tax Codes option.

5. Rate:

This display only field contains the rate for the multilevel tax code. The rate was entered in the Update Multilevel Tax Codes option.

6. Cumulative:

Enter N if the tax should be calculated on the net amount (without tax) only. Enter Y if the tax should be calculated on the total of the goods amount plus the amount of tax on those goods for a tax that appears on a previous line.

For example, PST, Canada's Provincial Sales Tax, is often calculated on the price of the goods plus the amount of the federal GST (Goods and Services Tax). The tax groups are used in the following way:

Table 1: Multilevel Tax Group Code: A

Tax Code	Description	Rate	Cumulative
R	GST	.07	N
P	PST	.06	Y

The G and P tax codes must be set up in Update Multilevel Tax Codes with the appropriate rates and account numbers. For a net goods amount of $300, the following tax is calculated in invoice entry when the A tax group is used.

In this example, GST is 7% and PST is 6%:

				300.00	=	Net goods amount (without tax)
300.00	×	.07	=	21.00	=	GST
321.00	×	.06	=	19.26	=	PST
				340.26	=	Gross goods amount (with tax)

Print Multilevel Tax Codes

This program prints the information entered through Update Multilevel Tax Codes. .

Print Multilevel Tax Groups

This program prints the information entered through Update Multilevel Tax Groups.

Print Multilevel Tax Analysis

This menu option allows you to print a summary or a detail report.

The following Selection screen appears:

Print Analysis Summary

This report prints a summary of the multilevel tax information posted to the Multilevel Tax activity file. It prints the total debits and credits for each tax code within the ledger account, a description of the tax code, and a total of debits and credits for each account.

Print Analysis Detail

This option prints a detail report of the multilevel tax information posted to the Multilevel Tax activity file. It prints the ledger account number and description, invoice number, date, tax code, goods amount, and tax amount by account number and tax code.

The goods amount is the amount of goods sold at this tax rate. This does not include the tax. The following formula may be helpful for remembering the terminology:

Gross amount = Net amount (goods amount) + Tax amount.

11

Batch Control

This chapter shows you how to:

- Create a Batch ID
- Reassign a batch ID
- Approve a batch ID

Batch Control Feature

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 invoices in Accounts Payable, user #1 will create a batch and a batch ID number will be generated. All data entry, edit lists, invoice prints, and postings for user #l will be done within this batch. When user #2 enters invoices in Accounts Payable, 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 is found in the following Fitrix modules:

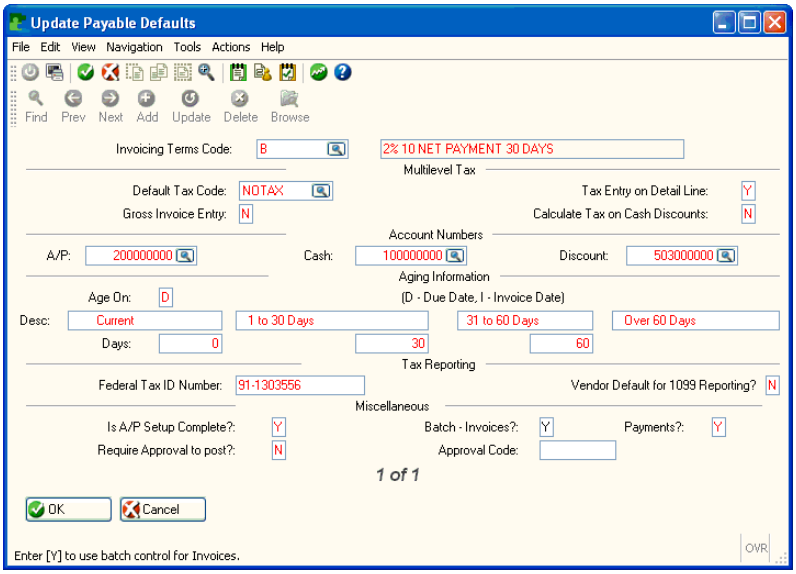
Module	Application	Batch Type
Accounts Receivable	Update Receivable Documents	AR
	Update Cash Receipts	CR
Accounts Payable	Update Payable Documents	AP
	Update Checks	CD
General Ledger	Update General Journal	GJ
Order Entry	Update Invoices	OE
Purchasing	Update Receipts	PR
	Update A/P Invoices	PU

The mechanics of batch control is identical in each application.

Activating Batch Control (Initial Set Up)

- Select the set up menu for each module and then select the update defaults program.
- Click update on the action toolbar and move cursor to the batch field.

Here is the Update Payables Defaults screen program.



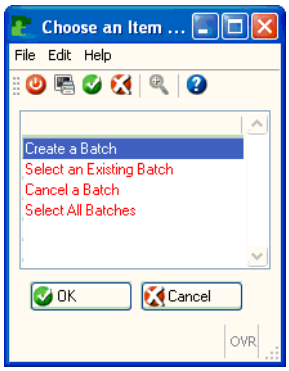
Batch - set to "Y" to activate batch control.

Require Approval To Post - If this is set to "Y", you will be allowed to enter documents and perform any other procedures but you will not be allowed to post until the batch has been approved for posting. Once a batch has been approved for posting, you can make no further changes to the batch. If approval is not necessary, this should bet set to "N".

Approval Code - Enter the approval code needed to approve batches for posting. The code entered will not be visible on the screen. This code can be different for each application. If at a later date this code needs to be changed, the original code will be needed to access this field. This same code is used in other batch operations within the module such as accessing someone else's batch or selecting all batches.

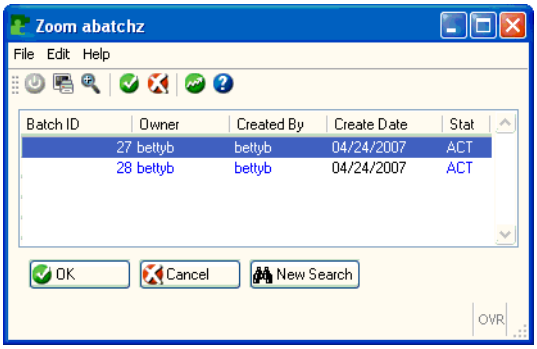
Transaction Processing (using batches)

From a data entry screen that supports batch control, select options from the action toolbar and then select batch. The following picker window will display:



Create Batch - This option will create a new batch. A batch must be created prior to entry of transactions. All transactions you enter will go into this batch until the batch is posted or you create 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" for AR invoices, "CD" for AP cash disbursements, "GJ" for GL journal entries, etc.).



The various batch stages are:

ACT - Active batch

APR - Approved

CAN - Cancelled batch

PST - Posted batch

First a prompt displays, "Select From Your Batches OnlyY/N?". If "Y" is entered, only batches owned by you will display and you can select any batch from the list. If "N" is entered, you will be asked for the approval code. All batches will be displayed regardless of the owner and you can select any batch from the list.

Cancel A Batch - This option will cancel the current batch the you are working in. Only batches that don't contain transactions can be canceled (the 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 the 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.

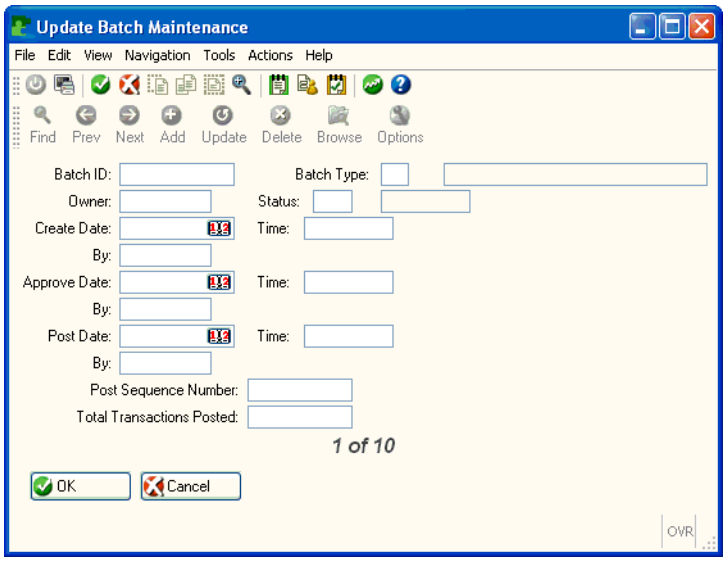
Batch Approval

Batch approval by management can be done from two separate menus and all maintenance functions require the approval code.

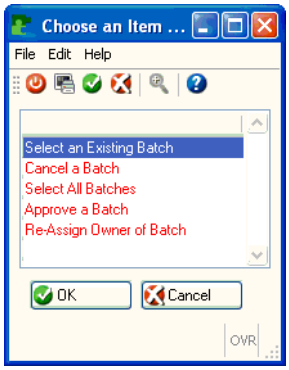
1. Approval Within Application:

There is a menu option at the bottom of each application menu where batching is used named Update Batch Maintenance. User can only access those batches that have the batch type of the module they are in (i.e.- AR,CD,GJ,etc.).

When Update Batch Maintenance is selected, the following screen will display.



The add, update, and delete options on the action toolbar are disabled. Use the find command on the action toolbar to locate a batch. Once found, select options from the action toolbar and then select batch. The following picker window will display:



If the batch displayed on the screen is approved (status = APR), the picker window will not have an Approve option on it . It will have an Un-approve option instead.

Note

The first three options on this window have been previously discussed in the Transaction Processing section.

Approve Current Batch - The batch is now approved for posting and no changes can be made to the batch.

Unapprove Current Batch - this option is used to "un-approve" a batch previously approved in error. When a batch is unapproved, it can once again be accessed. Re- Assign Owner Of Current Batch- This function is used to re-assign an active batch to a different user.

2. Approval From Administration Menu:

There is a menu option at the end of each Administration menu within each module. The only difference between approving a batch here versus within the module where batch control is active is that the manager can access all batches regardless of batch type.

12

Security

This chapter shows you how to:

- How to set up individual users
- How to set up a group of users that should have the same security privledges.
- How to set up security at the module level, program level, and event level

Overview

You can think of security in terms of levels. Fitrix Security defines three levels for both system users and our applications. By using a hierarchical structure, Fitrix Security establishes a permissions precedence. Once you understand the hierarchy and the logic behind Fitrix Security, you can design a security plan appropriate for your users.

This chapter covers the following topics:

- How Security Works
- The Security Programs

How Security Works

As mentioned before, Security is based on a hierarchy. You design your security system around three levels of users. The key to setting up a quality security system depends on your understanding of these levels and how they relate to each other.

User Level Description

Individual User - this level defines system users on a unique or individual basis. All system users, in other words anyone able to log in to the system, are considered individual users. You can grant individual users explicit allow or deny permission settings.

User Group - this level is made up of a subset of system users. You define and determine the types of groups and the members of each group on your system. When you set permissions for a group, all members of the group are given that permission.

Defaults - this level is made up of all system users. It uses defaults as a keyword that signifies a user group containing every individual user. When you set permissions for defaults, you are setting permissions for all users who do not receive more specific group or individual permissions.

Application Level Description

Module - a collection of input and output programs that compose an application product, such as General Ledger.

Program - a single program within a module. For instance, General Ledger Setup is an input program within the General Ledger module.

Event - an activity or command within a program. For example, many input programs let you update current information. The update command is considered an event.

Determining Precedence

Security determines precedence in an inverted or "bottom up" manner. In other words, the most specific settings (the individual user settings and the event settings) take precedence over the more general settings. In terms of user levels, Fitrix Security searches for an allow or deny permission first on the individual level, then on the group level, and finally on the global or defaults group level. In terms of application levels, Security looks first at the event level, then the program level, and finally the module level.

User Level Search Order

Individual >> Group >> Defaults

Application Level Search Order

Event >> Program >> Module

Overlapping Group Permissions

Security is designed to meet as many custom security setups as possible. For this reason, you can place individual users into more than one user group. Sometimes, however, users belong to groups that contain conflicting permission settings otherwise known as overlapping user groups. Users that belong to overlapping groups are given allow permission. For instance a customer service representative might belong to a group named Customer Service and a group named Sales. At times, customer service reps and sales reps might have conflicting permission settings. For instance, customer Service might allow the Update event and Sales might deny it. In this situation, the customer service rep that belongs to both groups is able to use the Update event.

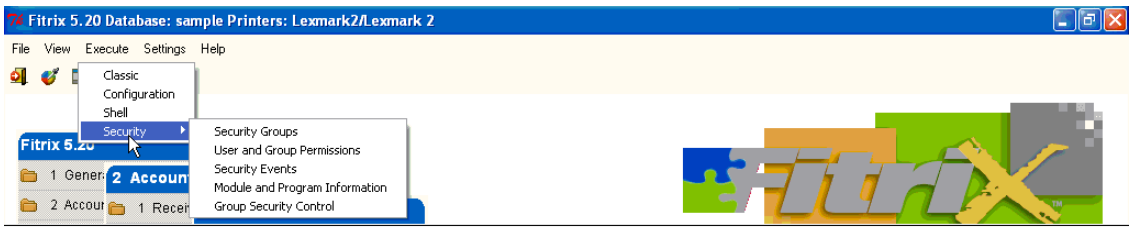
Security Programs

Note

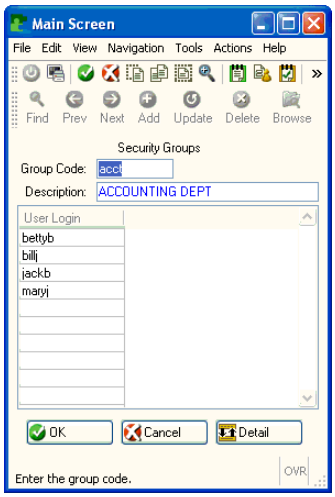
You must have root permission to run these programs. Contact your system administrator, or your authorized Fitrix reseller for more information.

Fitrix Security is a collection of programs that let you define security permissions for each level of user and application. Security consists of five input programs. These programs work interactively. In other words, information defined in one program is used to provide information for another program. Even an activity or command within a program. For example, many input programs let you Update current information. The Update command, then, is considered an event.

To access these program from the main menu, click on execute and then click on security. This drop down list displays:



Security Groups - this program lets you define which individual users belong to which user group. By creating groups of users that require similar system access, you can simplify your security configuration. For example, you might want to assign accounting department to a group named acct.



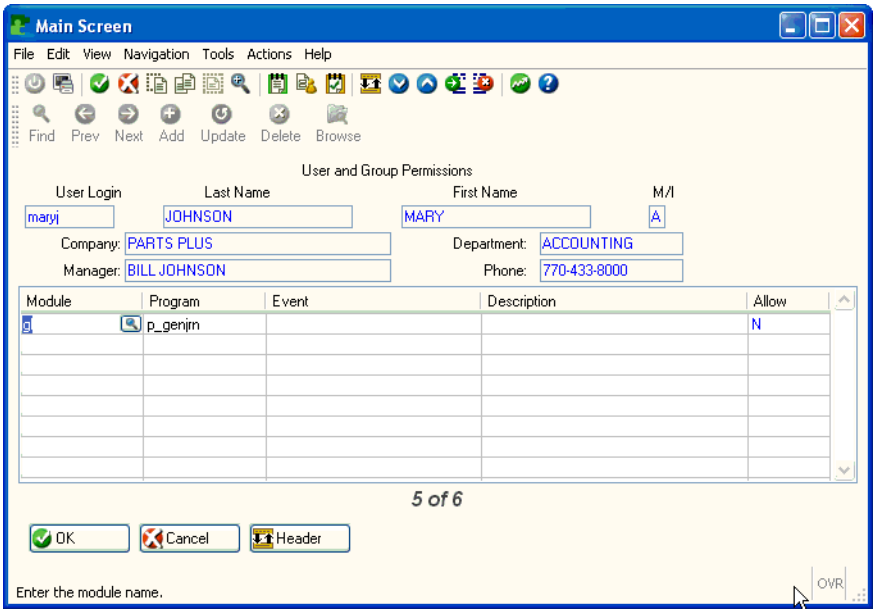
Once you define a security group, you can set permissions for that group in the User and Group Permissions program or the Group Security Control program.

User & Group Permissions - this program provides a complete method for identifying the users and groups on your system. In addition, it links information in the Module, and Event programs with user and group definitions, and it allows you to set explicit user and group permissions. Most of the work you do with Security is done in this program.

Setting Individual User Permissions

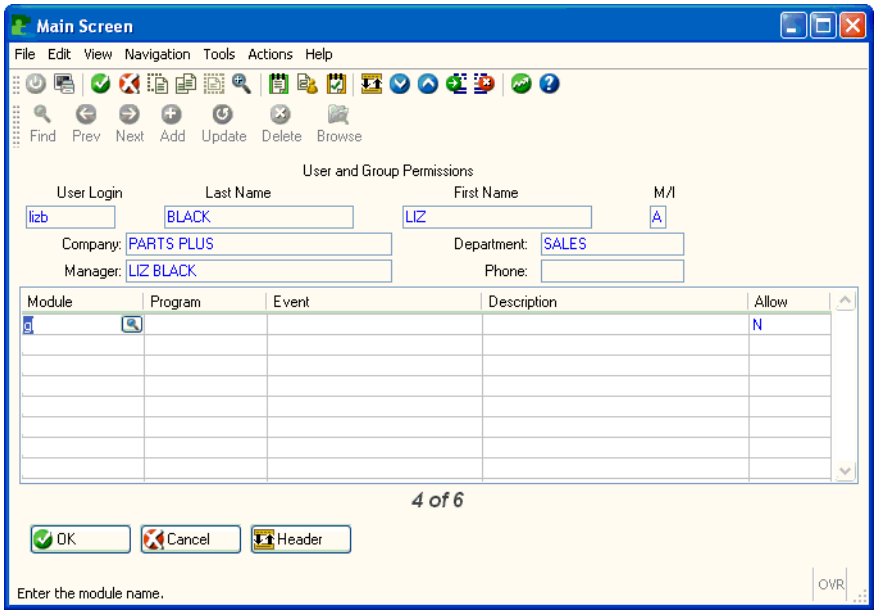
The most basic task of the User and Group Permissions program is setting permissions for an individual user. To set permission for an individual user:

Step	Action
1	Select Add from the action toolbar..
2	Enter values for the User Login and Name fields. For example, if you are setting permissions for maryj, enter maryj in the User Login field and Mary Johnson in the name fields. The User Login and Last Name fields are the only required fields. The other fields in the header section are optional, such as the Department and Phone fields.

3	Click detail or press Ctrl- [TAB] to move to the detail section of the program. In the detail section you can enter the module, program, and event you want to set permissions on. You can also click on the magnifying glass in each field or press Ctrl-[z] to pick from a list of defined modules, programs, and events. For example, suppose you want to deny maryj the ability to post journal entries because they should be reviewed and posted by the Accounting manager. Below is the entry that would be made: 
4	Once you finish entering permission data, press [ENTER] or click OK to store your entry.

Setting Permission for an Entire Module

To set permissions for an entire module, only specify the module name in the detail portion of User and Group Permissions. For example, to deny lizb access to all programs in the General Ledger module, make the following entry:



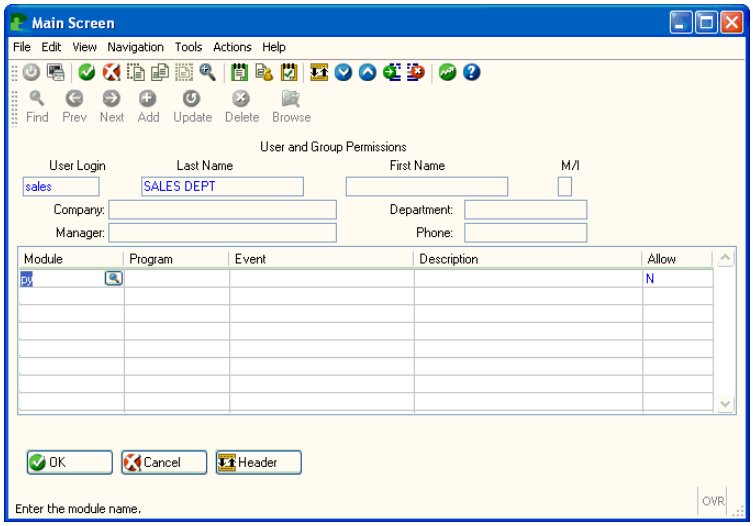
In a similar sense, you can set permissions for all events in a program: specify both the module and program and fill in the Event field.

Setting Group Permissions

You can also set permissions for groups that you have defined in the Security Group program. In the same way you set permissions for individual users, you also set permissions for groups.

To set permissions for a group:

Step	Action
1	Select Add from the action toolbar..
2	Enter the group code (i.e., group name) in the User Login field and enter a description of the group in the Last Name field.

3	Click Details, or press Ctrl [TAB] to move to the detail section of the program. In the detail section, enter the module, program, and event you want to set permissions on. You can also click the magnifying glass in each field or press Ctrl-[z] to pick from a list of defined modules, programs, and events. For example, to deny access to the Payroll module to the sales department you would have this entry: 
4	Once you finish entering permission data, click on OK or press [ENTER] to store your entry.

Setting Defaults Permission

The Defaults permission is a reserved permission setting. The values set for Defaults are passed to all users and groups not otherwise defined. For instance, if the user bettyb does not belong to any groups and does not have an individual user entry, she receives the permissions set in defaults.

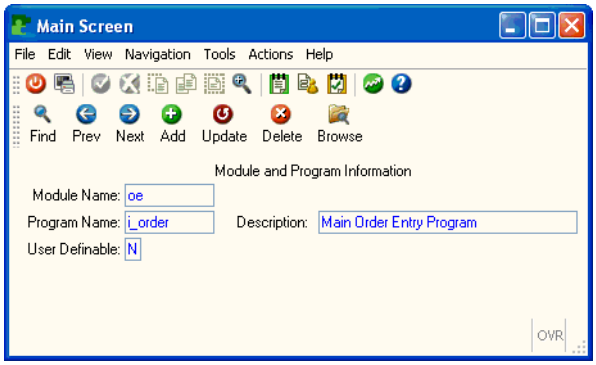
To set Defaults permission:

Step	Action
1	Select Add from the action toolbar..
2	Enter defaults in the User Login field and DEFAULTS in the Last Name field.
3	Click Details, or press Ctrl [TAB] to move to the detail section of the screen. In the detail section, enter the module, program, and event you want to set permissions on. You can also click on the magnifying glass in each field or press Ctrl-[z] to pick from a list of defined modules, programs, and events.
4	Once you complete setting defaults permissions, click on OK or press [ENTER] to store your settings.

Warning!

The Defaults permission affects all users on the system. You should set Defaults permissions during a period of light system use.

Module and Program Information - this program lets you enter the modules and programs eligible to secure. All Fitrix modules and programs come pre-loaded. You only need to use Module and Program Information when you create custom programs or modules.



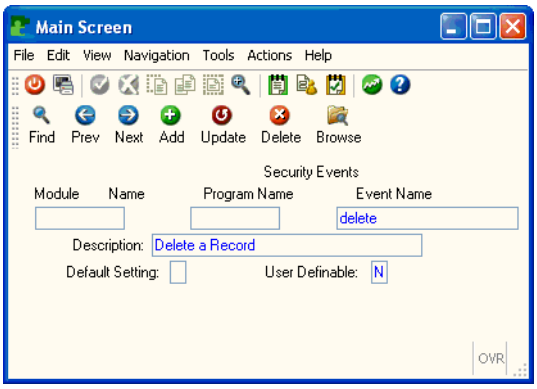
Adding Custom Programs to Module and Program Information

When you create a custom application, the Report Code Generator automatically builds logic that Security recognizes.

To add a custom report to Module and Program Information:

Step	Action
1	Select Add from the action toolbar..
2	In the Module Name field, enter the module directory of the custom program. For example, if your custom report is in sales.4gm, enter sales in the Module Name field.
3	In the Program Name field, enter the program directory that contains your custom report. For example, if your custom report is in q1_sales.4gs, enter q1_sales in the Program Name field.
4	Enter a description for your custom report in the Description field. The User Definable field is a non-entry field. At this time, you can leave this field blank.
5	Click on OK or press [ENTER] to store your entry.

Security Events - This input program is similar to Module and Program Information. It too comes pre-loaded with events used in our programs, such as add, delete, and update. Similar to Module and Program Information, Security Events just lets you define events that are eligible to secure.



Adding Custom Events to Security Events

If your application contains custom events, you can add these events to the Security Events program. Once added, you can use the User and Group Permissions program to place individual and group permissions on your custom event. Unlike custom programs, where Security logic gets generated automatically, you must add a few lines of code at the start of your custom events for Security to be able to recognize it. For example, suppose you create a q1_sales program. In q1_sales, you create a custom event that allows users to fax report output to company headquarters. At the start of your custom fax event, add the following lines of code:

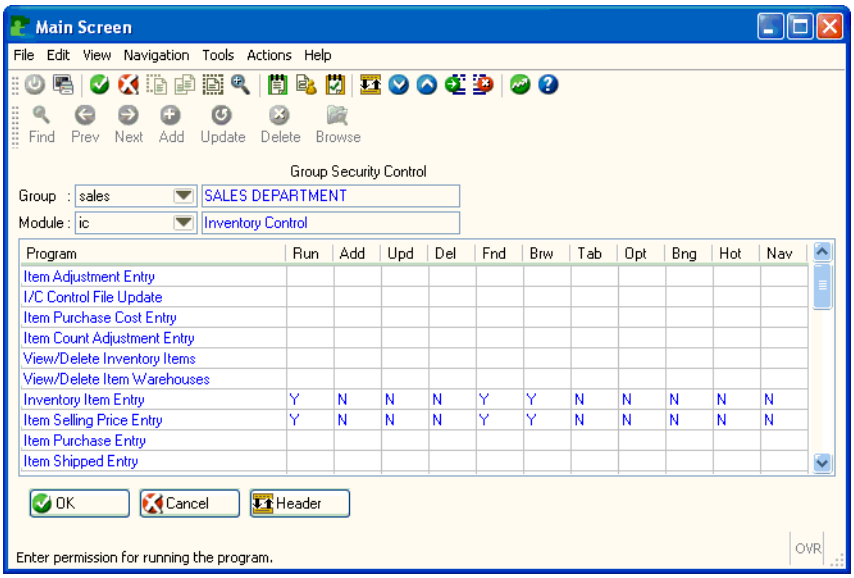
```
# Inserted for program level security.

# Check for permission

if not security_chk("fax")

then

call security_msg("fax")

exit program(100)

end if
```

After you add this code to your custom event, making that event eligible to secure requires the following steps:

Step	Action
1	Select Add from the action toolbar..
2	In the Module Name field, enter the module directory of your custom program. For example, if the module directory is sales.4gm, enter sales.
3	In the Program Name field, enter the program directory of your custom program. For example, if the program directory is q1_sales.4gs, enter q1_sales. ***Note:*** If you want to set permissions for your event in all the programs in a module, leave the Program Name field blank.
4	In the Event Name field, enter the name of your custom event. For example, if the event name is fax, enter fax.

5	In the Description field, enter a description of your event.
6	In the Default Setting field, enter the default permission for the event. The User Definable field is a non-entry field.
7	Click on OK or press [ENTER] to store your entry.

Group Security Control - Group Security Control is a simplified version of the User and Group Permissions program. With Group Security Control, the most common program events are already listed. Group Security Control gives you a graphical matrix with which to assign permission settings for a defined group on a defined module. In the example below the sales group can view inventory items and pricing but cannot add, update, or delete.



A

Quick Reference: Editing and Movement Commands

The table on the following pages shows the standard data-entry, editing, and movement keystrokes used throughout Fitrix screens:

Key or Key Combination	Effect
Data-Entry Commands	
[Enter]	Store Exit and save the information on the screen to the database.
[ESC]	Cancel Exit and do not save the information on the screen.
[BACKSPACE]	Backspace Delete one character to the left of the cursor.
[CTRL]-[z]	Picker Window Bring up the picker window so you can move to a different window within the program. OR Zoom Use the Zoom function to find the appropriate value for a field.
Editing Commands	
[F1]	Insert Row Insert a row (in the detail portion of a screen).
[F2]	Delete Row Delete a row (in the detail portion of the screen).
Insert Key	Activates overtype mode.

Key or Key Combination	Effect
Delete Key	Deletes one character to the left of the cursor.
Home Key	Moves cursor to beginning of the data field.
[CTRL-[c]	Copies highlighted text.
[CTRL-[x]	Cuts highlighted text.
[CTRL-[v]	Pastes text.
[CTRL-[a]	Highlights all text in the data field.
[CTRL-[d]	Deletes one character to the right of the cursor.
[CTRL-[h]	Deletes one character to the left of the cursor.
[CTRL-[k]	Deletes all text to the right of hte cursor.
Movement Commands	
[F3]	Page Down Move down one page (window-full) in the detail portion of the screen.
[F4]	Page Up Move up one page (window-full) in the detail portion of the screen.
[CTRL]-[TAB]	Next Window Move to the next window or section of the screen. Usually toggles between header and detail section.
[CTRL]-[l]	Move Right Substitute for right arrow if there is no right arrow on your keyboard
[CTRL]-[h]	Move Left Substitute for left arrow if there is no left arrow on your keyboard
[CTRL]-[j]	Move Down Substitute for down arrow if there is no down arrow on your keyboard
[CTRL]-[k]	Move Up Substitute for up arrow if there is no up arrow on your keyboard.

B

Quick Reference: Implementation Guide

The following pages describe the steps needed to get your system up and running. For a more detailed explanation of each step, refer to the User Guide for that module.

Fitrix Implementation Checklist

I. Company Set Up and Multilevel Tax

1. Update Company Information (GL-9-a):

   - Enter Company Name and Address
   - Set multilevel tax flags to applicable setting
   - Enter department codes
   - Enter credit card interface information if you are using credit card processing in order entry

2. Update Account Number Ranges (GL-9-c)

   These ranges identify the type of account (asset, liability, income, expense, etc.)

   These ranges group the totals on the financial statements. Account numbers can also be subtotaled within these groups when the account numbers are set up. See section "Update Beginning Balances" under General Ledger Implementation.

3. Update Ledger Accounts (GL-9-e)

   This is where you set up the chart of accounts. The accounts can be set up now or set up concurrently with the beginning balances. See section "Updating Beginning Balances" under the General Ledger Implementation.

4. Update Checking Accounts (GL-9-g)

   Set up all checking accounts General Ledger account numbers that must interface with the Accounts Payable Checking Account Reconciliation program. The ledger numbers must be set up prior to doing this.

5. Multilevel Tax (skip if sales tax does not apply to your organization)

   - "Update Tax Codes (GL7-a)
   - "Update Tax Periods (GL-7-b)
   - "Update Tax Groups (GL-7-c) This is where you define groups of one or more tax codes.

II. General Ledger

1. Update Defaults (GL-4-a)

   - Define current period and year. This is the user's start date. Transactions dated prior to this date will not post to the general ledger.
   - Define retained earnings account numbers that must have already been setup.
   - Direct DB/CR entry - if this value is set to N, user will have to enter a (-) sign in front of dollar amounts when entering journal entries in order to credit account numbers that are normally debited and vice-versa.
   - Ledger Complete Set Up Date - This should be day 1 of period defined in (a) above. All transactions with a date equal to or greater than this date will post to the general ledger.
   - Ledger Setup Complete - Do not change this flag to "Y" until you have entered beginning balances (see #2 below). Once this flag is set to "Y", balances can not be changed except through transaction processing.

- Set the number of periods back and periods forward user should be allowed to post to.
- Period Maintenance (Ctrl TAB to get to this section of screen) - Enter the date range for your beginning period. For example, if current period and year set up in Defaults is 01 2000, user will enter the following:

Period	Start Date	End Date	GL Controlled
01 2000	01/01/2000	01/31/2000	(system maintained)

You can define future periods at this time or you can be prompted each time you use the "Begin a New Period" function.

- Update Beginning Balances (GL-4-c)
- Enter account number. Field "Type" will automatically be display based on account number in ranges previous setup.
- Enter account description.
- Enter "Subtotal Group" (optional) - This code will group like accounts together and subtotal them on financial statements (ie, a subtotal code for all travel and entertainment accounts could be T & E Expenses.
- Increase with Credit? This will default to "Y" or "N" based on account number ranges previous set up. For example, if this account number falls within the range of current assets, this value will default to "N". User must change this field for contra accounts (ie, accumulated depreciation will default to "N", so user must change to "Y").
- Detail section (Ctrl TAB to get to this section of the screen)

  1. Enter department code if applicable, System will default to 000.
  2. Enter beginning period and year (ie, if current period and year set up in general ledger defaults (GL-4-a) is 01 2007, you would enter the following on this screen:

Dept	Period	Activity	Balance	This Period Postings	Budgeted
000	01 2007	skip this	500.00	(system maintained)	200.00

  Enter the beginning balance for the current period (which is equal to the ending balance of the period immediately proceeding your current period) in the balance column. Do not enter anything in the activity column for the current period.

  Balances for periods prior to the GL Setup Complete Date can also be entered here but they will be strictly for historical/comparative reporting. You can not post transactions to periods prior to the GL Setup Complete Date. If entering info for prior periods, enter values in both activity and balance columns.

  For accounts with no initial balance you must enter a balance of zero in the balance column if you wish to see these accounts listed on financial reports before any activity is posted to them.

- Run Trial Balance-Verify that balances are correct and in balance (GL-3-d).
- Go to Update General Ledger Defaults (GL-4-a) and change ledger setup flag to "Y". Once set to "Y", account balances can only be changed through transaction processing.

- Optional Features The following features are optional :

  1. Source Document Type (GL-4-e) See General Ledger User Guide.

  2. Account Groups (GL-4-g) See General Ledger User Guide.

     The Account Groups can assist you in entering recurring transactions that involve the same set of general ledger account numbers each time. The Account Groups can be used in GL, AP and AR. Each time you use an Account Group in a transaction, the general ledger account numbers in that group will automatically populate the fields and you enter the amounts.

     Recurring Documents (GL-2-a) Recurring documents are predefined documents stored in a file for occasional or periodic use in transaction processing.

III. ACCOUNTS PAYABLE

1. Update Vendor Payment Terms (AP-3-d)
2. Update Accounts Payable Defaults (AP-4-I) Leave Accounts Payable Complete flag set to N until you have entered all open items and verified total of items is correct.
3. Add Vendors (AP-3-a) Enter the vendor address and detail information.
4. Update Account Groups (AP-4-c) The account group gathers a set of pre-determined general ledger account numbers. A useful way to use this function in AP is to attach an account group to the Vendor's file so that when you enter an invoice for that vendor, the general ledger account numbers normally used for this vendor are automatically entered into the invoice detail area. Then you only have to fill in the dollar amounts.
5. Add Vendor Pay-To's (AP-4-f) If a vendor has more than one remittance address, use will enter a pay-to for each address. Documents will be entered in accounts payable using the pay-to code so that the remittance address on the check will be correct. If no pay-to address is used, the address on the check will be the address set up in Update Vendor Information.
6. Enter Vendor Open Items (AP-4-h)
7. Print Vendor Open Items (AP-4-j) Print this report to verify open items and total of items are correct.
8. Update 1099 Accounts (AP-4-j) Enter cash account numbers through which disbursements will be tracked or those vendors that have the 1099 required field in vendor master set to "Y".
9. Change set up complete flag in Accounts Payable Defaults (AP-4-a) to "Y".

IV. ACCOUNTS RECEIVABLE

1. Update Customer Payment Terms (AR-2-d)
2. Update AR Defaults (AR-3-a) Leave AR Setup Complete flat set to N until you have entered all open items and verified total of items is correct.
3. Add Customers (AR-2-a)
4. Add Customer Ship-to's if customer has more than one shipping location (AR-2-f).
5. Enter Customer Open Items (AR-3-h)
6. Print Customer Open Items (AR-3-I) Verify total on this report is correct.

7. Change Set Up Complete Flag in Accounts Receivable Defaults to "Y" (AR-3-a)

V. Inventory Control

1. Enter Warehouse Definitions (IC-4-b) Set up a Warehouse record for each warehouse.
2. Enter Commission Definitions (IC-4-c) This allows you to associate a commission code with specific inventory items.
3. Enter Item Classifications (IC-4-d) This optional feature allows you to group inventory items for various functions and reports.
4. Enter Inventory Defaults (IC-4-a) Leave Inventory Setup Complete to N until the inventory items, quantities on hand and average costs are entered. Then come back and change Setup Complete to "Y".

   If set to "N", you can enter the quantity on hand, average costs, history and cost stack information during individual inventory item setup.

   If set to "Y" before items, quantity and average costs are entered, you will have to enter all existing inventory quantities by receiving, shipping or transferring inventory items to affect the inventory, and the system automatically calculates average costs.

   The Usage History screen and the LIFO/FIFO cost screens become "view only".

5. Enter Inventory Items (IC-1-a)

   a.Enter Inventory Item Header Information

   b.Enter Inventory Item Warehouse Detail. Press Ctrl TAB to access this area. Zoom to display picker window and select "Modify Warehouse Detail".

   > "When you record the quantity on hand for items with a costing type of LIFO/FIFO, a screen will appear so that you can enter the LIFO/FIFO cost stack.
   >
   > "When you record the quantity on hand for items that are serialized, lot or both, a screen will appear so that the serial and lot information can be entered.

   c.Copy the inventory item to additional warehouses if necessary. Press Ctrl Z while in the inventory detail screen and then select "Copy Warehouse to Another".

   d.Modify the Warehouse information for inventory items placed in additional warehouses.

   e.Enter Reorder Detail. This is an optional item. Zoom while in the inventory item detail section to display picker window and select "Modify Reorder Detail"

6. Print the Valuation Report (IC-3-F-a) Run this report after all inventory items and quantities are setup. Enter the Grand Total value into the Inventory account in general ledger.
7. Set the Inventory Defaults Setup Complete Flag to "Y". (IC-4-a)

VI. Order Entry

1. Add or Modify Order Definitions (OE-4-c-a)
2. Add or Modify Line Type Definitions (OE-4-c-b)

3. Add Alias Definitions (OE-4-c-c)
4. Add Kit Definitions (OE-4-c-d)
5. Add Discount Definitions (OE-4-c-e)
6. Add Special Price Defaults (OE-4-c-f)
7. Add Debit/Credit Reasons (OE-4-c-g)
8. Add Tax Definitions (OE-4-c-h) If they were not setup in other module setups.
9. Add Commission Definitions (OE-4-c-i) If they have not been setup during Inventory Control Setup.
10. Add Salesperson Definitions (OE-4-c-j)
11. Add Warehouse Definitions (OE-4-c-k) If they have not been setup during Inventory Control Setup.
12. Update shipping terms (OE-4-c-m)
13. Update Ship Codes/UPS Services (OE-4-c-n)
14. Add or Modify Payment Methods (OE-4-c-l)
15. Add Order Entry Defaults (OE-4-c-a)
16. Add Order Entry Customer Information (OE-4-e) Most of the customer information will be entered if the customers are already entered during Accounts Receivable setup.
17. Add Customer Ship-to Addresses (OE-4-f) Enter customer ship-to information if the customer has multiple ship-to address or the address differs from the address in the customer file. If no ship-to address is entered, the system will use the customer address.

VII. Purchasing

1. Add or Modify Order Type Definitions (PU-4-c-a)
2. Add or Modify Order Line Type Definitions (PU-4-c-b)
3. Add Buyer Definitions (PU-4-c-c)
4. Add Warehouse Definitions (PU-4-c-d) If it has not been setup in Inventory Control Setup.
5. Add Requestor Definitions (PU-4-c-e)
6. Add Purchasing Defaults (PU-4-c-a)

VIII. Payroll

1. Add Accrual Codes (PY-4-c)

   The accrual codes are used for sick leave and vacation accruals.
2. Add Income Codes (PY-4-d)
3. Add Deduction Codes (PY-4-e)

4. Add Obligation Codes (PY-4-f)

   These codes are used to record employer obligations such as FUTA and FICA.

5. Add Tax Tables (PY-4-i)

   You will have a tax table for each type of tax such as Federal Income Tax, State Income Tax, etc.

6. Add Employee Types (PY-4-k) (optional)

   This creates a template for employees with similar income, deduction and obligation information. This will speed data entry when entering new employees.

7. Add Payroll Defaults (PY-4-a)

   If you are setting up your payroll module at the beginning of a year, set the Post to GL flag to "Y".

   If you have already issued payroll during the current year, see the instructions below for "Midyear Setup".

8. Set up Direct Deposit (optional)

9. Setup Employees (PY-3-a)

Midyear Setup

These additional steps will accurately transfer all of your payroll information from your old system, and ensure that your reports, as well as the accrued information in the employee's quarterly and year -to-date buckets, will be correct.

1. Set the Post to GL flag in the Payroll Defaults (PY-4-a) file to N.

   This will allow you to run the Post option without actually affecting your Chart of Accounts so that you don't duplicate any information already in your Chart of Accounts.

2. Get the aggregate quarterly figures from your old system.

   Make sure you have the information for each quarter of the current fiscal year. If you are presently in the middle of a quarter, get the quarter-to-date information for that quarter too.

3. For every employee, create a manual payroll entry for each quarter using the Update Payroll Entries (PY-1-d) option. Use the end-of-quarter date for the payroll date.

   Repeat steps 3-6 for each quarter of the current year.

4. Set Print Check to N. Enter a fictitious check number like 0000. For the Payroll Date and Ending Date fields, enter the ending date of the quarter you are working on.

   Ignore any error message, saying this date is outside the normal range. Simply press [ENTER] to continue.

5. Print Detailed Edit List (PY-1-e-b). Verify that the entries and totals are correct.

6. Run Post Payroll Entries (PY-1-h). This updates the Employee Information files.

7. Repeat these steps until payroll information for each quarter has been entered.

8. Set the Payroll Defaults File (PY-4-a) Post to GL to "Y".

IX. Fixed Assets

1. Add Asset Classes (FA-3-c)

   The IRS maintains a list of asset classes. The most commonly used categories are already stored in the Fixed Assets module for you.

2. Add Book Definitions (FA-3-e)

   There are a minimum of four types of depreciation books, Main Accounting Book, Federal Taxes Book, Alternative Minimum Tax Book and Adjusted Current Earnings Books. You may define additional books as needed.

3. Add or Modify Depreciation Codes (FA-3-g)

   The system comes with 19 pre-defined depreciation codes that can be modified. You may add additional depreciation method codes as needed.

4. 4.Add Limit Tables (FA-3-h)

   A limit code allows you to specify limits of depreciation for different assets.

5. Add Fixed Assets Defaults (FA-3-j)

6. Add Fixed Asset Information (FA-3-a or FA-1-a)

   Be sure to read the Fixed Assets Manual for information on "cloning" similar fixed assets

X. Replenishment

1. Update System Default Screen (RL-1-a)

2. Update Product Line (RL-1-b-a)

   Assign a code, description and vendor to a product line.

3. Update Vendor Catalog (RL-1-b-b)

   Access the vendor/item catalogs defined in Fourth Generations Purchasing module, allowing you to assign product line to items.

4. Create Product Line History (RL-1-b-d)

   This stores the information in a temporary table, which is accessed to populate the fields in the following option, Update Product Line History.

5. Update Product Line History (RL-1-b-e)

   Allows you to set the minimum and target purchases. It also calculates the review cycle based on the entry of the target amount.

6. Usage - Update Inventory Control Tracking Defaults (RL-1-c-a)

7. Usage - Update Order Entry Tracking Defaults (RL-1-c-b)

8. Usage - Period Definitions (RL-1-c-c)

9. Calculations - Update Lookup Definitions (RL-1-d-a)

10. Calculations - Update Pre-set Formulas(RL-1-d-b)

11. Calculations - Update Calculations (RL-1-d-c)

12. Scripts - Update Script Definitions Screen (RL-1-e-a)

XI. Multicurrency

1. Add Currencies (MC-5-c)

   Define the home currency and currencies for your vendors and/or customers.

2. Add Daily Exchange Rate (MC-5-e)

   This is optional, you may choose to use the Period Exchange Rate described below.

   Define a code with unique currency code and date combination. This daily exchange rate is valid for the single day specified.

3. Add Period Exchange Rate (MC-5-g)

   This is optional, you may choose to use the Daily Exchange Rate described above.

   Define a code with unique currency code and period/year combination. This period exchange rate is valid for the single period/year specified.

4. Add Multicurrency Defaults (MC-5-a)

   Use Multicurrency in AR and OE? Y/N

   If you use Multicurrency in Order Entry, you must also use Multicurrency in Accounts Receivable.

   Use Multicurrency in AP and PU? Y/N

   If you use Multicurrency in Purchasing, you must also use Multicurrency in Accounts Payable.

   If you choose not to use Multicurrency in the AR/OE or AP/PU modules, the currency data fields in those modules are skipped and remain null.

Warning!

If you choose to activate Multicurrency in AR/OE or AP/PU modules you must never change the Use Multicurrency in AR/OE (AP/PU) flag back to N.

Saving the Multicurrency Defaults File.

When you press ESC to exit and save the Multicurrency Default file, if you have changed the Use Multicurrency in AR/OE (AP/PU) from N to "Y", you will see the following prompt:

> *You have activated Multicurrency for AR/OE (AP/PU). Enter "Y" to set all currency codes in the customer (or vendor) and activity files to the home currency value shown above. Press 'N' to cancel.*

If you answer "Y" to this prompt, the home currency is inserted into every record for:

Table 5:

AR/OE	AP/PU
existing customers	existing vendors
outstanding AR invoices	outstanding AP invoices
AR Cash Receipts	AP Cash Disbursements
AR ActivityRecords	AP Activity Records
all existing orders	all existing purchase orders

If you are installing Multicurrency on a new system and have no existing records in AP,PU,AR or OE, there will be nothing to change.

If you are installing Multicurrency on an existing system running AP, PU, AR or OE, this feature will save you from manually updating each record with the currency code. See next section for additional notes on converting existing accounting databases to Multicurrency.

Converting Existing Accounting Databases to Multicurrency

1. Follow Multicurrency Implementation Steps 1-3.
2. In Step 4, answer "Y" to Use Multicurrency in AP/PU (or AR/OE).
3. Press ESC to save and exit the Multicurrency Defaults file.
4. Answer "Y" to the following:
5. You have activated Multicurrency for AR/OE (or AP/PU). Enter "Y" to set all currency codes in the customer (or vendor) and activity files to the home currency value shown above. Press 'N' to cancel.

The home currency code will be inserted into:

Table 6:

AR/OE	AP/PU
existing customers	existing vendors
outstanding AR invoices	outstanding AP invoices
AR Cash Receipts	AP Cash Disbursements
AR ActivityRecords	AP Activity Records
all existing orders	all existing purchase orders

Warning!

IT IS IMPORTANT THAT YOU DO NOT CHANGE THE CURRENCY CODE OF CUSTOMERS OR VENDORS THAT HAVE EXISTING ITEMS OR BALANCES.

If you used the system previously without Multicurrency, the system assumed that all transactions were in the home currency.

For customers or vendors *with no activity***:**

For customers with no activity, who have a currency other than the home currency, use Update Customer or Update Vendor Information to specify their currency.

For customers or vendors *with existing activity***:**

You must NOT change the currency code of vendors, customers or their activity if they have open items or balances. Therefore, you must create a new customer or vendor code with the foreign currency. Use the new vendor or customer code for all new activity.

Index

Glossary

Account: An account is a classifying or summarizing device. It represents a category of transactions that a business entity has decided to track. All transactions recorded in a journal are subsequently posted to two or more accounts. A transaction is posted as a debit or credit entry to an account. The difference between the total of all debit entries and the total of all credit entries posted to a single account is referred to as the account's "balance." Depending on the type of account, an account's balance is either increased or decreased by a debit or credit entry (see Debits and Credits).

Account Number: Each account in the Chart of Accounts is identified by a unique number, up to nine digits long. Accounts of a given type usually are grouped by account number. For example, all asset accounts might begin with a "1" followed by up to eight numbers.

Table 1: A Basic Chart of Accounts

Number	Account Description	Type
100000000	CASH ACCOUNT	Asset
200000000	ACCOUNTS PAYABLE	Liability
300000000	EQUITY	Capital
400000000	PRODUCT SALES	Income
500000000	COST OF GOODS	Expense
600000000	GENERAL EXPENSE	Expense

Account Types: There are three basic types of accounts: asset, liability, and capital. Capital is also referred to as owners' equity. Income and expense accounts are a subset of retained earnings, which is a capital account.

Accounting Periods or General Ledger Periods: Each business transaction is time-sensitive. In this system, a new accounting period is created every time you close out the existing period. You are not limited to any given number of periods during the course of a year. A transaction that takes place in the current year falls into one of these possible periods.

Accrual Method: A method of accounting which records revenues and expenses in the period in which they are earned or incurred and not in the period in which they are received or paid. Compared to the cash method of accounting, the accrual method of accounting is more accurate, but tends to be more complex.

Adding a Row: Adding a row means creating a new row and adding it to the table. For example, when you add a new account to the account table, you are adding a row to that table.

Adjusting Entries: Entries that adjust the balances of ledger accounts. Adjusting entries are usually made for one of two reasons. One reason is to record unrecorded events such as revenue earned but not received. The other reason is to correct accounting errors.

Age: The number of days between the date on a particular document and the "aging date." When processing an aging report, the system prompts for the aging date; the user determines which date to use as an aging date. (See Customer Aging. See also Vendor Aging.)

Alphanumeric field: An alphanumeric field is a field whose entries can consist of any combination of letters and numbers.

Asset Account: Assets are things of value possessed by a business. Cash in a bank account is an asset, as is accounts receivable (the money owed a business by its customers). Assets need not be paid for to be considered assets. Asset accounts are increased by a debit and decreased by a credit.

Audit Trail: The ability to verify and track accounting transactions or ledger balances.

Automatic Reorder: The process of generating purchase orders for inventory items whose quantity falls below the reorder point.

Average Cost: Average cost is a method of calculating the cost of inventory items by averaging the per unit cost of all items currently in stock.

Backorder: If items are out of stock, these items can be put on back order. When the item comes in, it is usually shipped. The backorder document is a modified version of the original sales order and represents an agreement to ship the item as soon as the item becomes available.

Backup: In computer terms, backup refers to the process of copying computer files. These copies are usually made to diskette or tape. File backups are insurance against system failure.

Balance: The balance of an account is equal to the sum of the debit and credit postings to the account. Accounts are in balance if the total debits are equal to the total credits.

Balance Forward Customers: Statements for "balance forward" customers show only the transactions that affect the current period. For balance forward customers, payments are applied to the oldest invoices first. In contrast, "open item" statements show each outstanding invoice, and payments may be applied to a particular invoice.

Balance Sheet: The balance sheet shows the current financial condition of a company. The balance sheet lists assets, liabilities, and capital. It is usually totaled in two main sections. The first section totals assets. The second totals liabilities and capital. Assets must always equal liabilities plus capital.

Blanket Order: This is a large order that is split into more than one shipment, possibly to different locations.

Blanket Release: A blanket release is a document that is a subset of a larger blanket order. It represents a single shipment for an order that comprises multiple shipments.

Capital Accounts: (Also called owners' equity accounts.) These accounts record the difference between what is owned (assets) and what is owed (liabilities). They are also called proprietorship or net worth. Capital accounts are increased by a credit and decreased by a debit.

Cash Method: A method of accounting which records revenues and expenses in the period in which they are received or paid and not in the period in which they are earned or incurred. Compared to the accrual method of accounting, the cash method is less complex and often used by smaller businesses.

Cash Receipt: Money received as payment for goods or services. An A/R cash receipt is a payment that applies to an outstanding invoice. A non-A/R cash receipt is a payment that does not apply to an outstanding invoice. A non-A/R receipt may not even apply to a customer's account.

Cash Receipts Journal: The cash receipts journal is the journal into which all cash receipts activity is recorded, thus affecting the balances of accounts in the receivable ledger.

Chart of Accounts: A "chart" is a list of accounts. A chart of accounts includes all the different accounts used in summarizing the transactions and current condition of a business.

Check Journal/Cash Disbursement Journal: This is the journal into which all cash disbursements activity is recorded, thus affecting the balances of accounts in the payable ledger.

Column: A column is a category slot into which you enter information in a table. For example, if the computer puts "Enter Company:" on the form, the space following the colon is the "column" into which information is entered. This is the "Company" column.

Cost of Goods (COG) Accounts: These are expense accounts; they track the cost of the same products whose revenues are recorded in sales accounts. In other words, these accounts record the cost of those products which the company sells. This cost is recorded at the time of sale. The balance of these accounts is increased with a debit and decreased with a credit.

Count Adjustment Account: This is a balancing account that is posted to when the inventory quantity-on-hand is adjusted—in this case there is no corresponding sale or purchase of inventory.

Count Sheet: This is a list of items and their physical locations in a warehouse(s) to be used by personnel counting inventory.

Credit: The term credit can refer to two different things depending on its usage. If used in reference to ledger accounts, credit refers to an entry that increases or decreases a ledger account. Some accounts are increased by a credit while others are decreased by a credit. How a credit or debit affects the balance of an account depends on the type of account involved. If used in reference to customer accounts, a credit refers to an acknowledgment of payment. When a customer pays you, you credit that customer's account. When you pay a vendor, that vendor credits your account.

Credit Memo: If referring to customer accounts, a credit memo refers to a document notifying a customer that his account has been credited (reduced). When dealing with vendor accounts you enter a credit memo to increase the amount you owe the vendor.

Creditor: A person or company to whom you owe money. Your vendors are creditors when you owe them money.

Current Accounting Period or General Ledger Period: This is the accounting period for which you are currently posting transactions.

Current Assets: Current assets are assets that are normally used up during the operating cycle of a business (usually one year). Cash and inventory are typical examples of current assets.

Customer Accounts: Though not an account in the general ledger sense, a customer account is used to summarize what a given customer owes or is owed at a particular point in time. A customer's account is summarized by a statement.

Customer Activity: Activity refers to any transaction that affects the balance of a customer or ledger account. A summary of activity shows all transactions affecting those balances in the current period.

Customer Aging: The customer aging shows how long any open items have been on the books and how much of a customer's debt falls into various aging categories. Those aging categories reflect progressively more serious levels of overdue payment.

Customer Balance: The customer balance is the amount owed by or owed to a customer. If the customer owes you money, he is said to have a debit balance. If you owe him money, he is said to have a credit balance. A customer balance is the total of his current open items.

Customer Terms: Customer terms are the conditions under which you expect payment from the customer. Customer terms typically include the period of time within which you expect to be paid, any discounts allowed for early payment, and the time frame within which such discounts are allowed.

Database: A database is all the related information within a computer system to which you have access in one form or another.

Debit: The term debit can refer to two different things depending on its usage. If used in reference to ledger accounts, a debit refers to an entry that increases or decreases a ledger account. Some accounts are increased by debits while others are decreased by debits. How a credit or debit affects the balance of an account depends on the type of account involved. If used in reference to customer accounts, when a customer purchases goods from you, you debit that customer's account. When you purchase goods from a vendor, the vendor debits your account.

Debit Memo: If used in reference to a customer account, a debit memo refers to a document notifying the customer that his account has been debited (increased).

Debits and Credits: Each transaction entered into a journal, and eventually posted to the subsidiary and general ledgers, consists of debit and credit entries to two or more accounts. A ledger account balance is the difference between all debit postings to that account and all credit postings. Whether a debit or credit posting to an account increases or decreases the account balance depends on the type of account.

The basic accounting equation is: **assets = liabilities + capital**. Accounts (assets) on the left side of the accounting equation are increased with a debit. Those on the right side (liabilities and capital) are increased with a credit. Retained earnings is a type of capital account; revenue and expense accounts are a subset of retained earnings. Revenues increase retained earnings, and because capital accounts are increased with a credit, revenue accounts are increased with a credit. Similarly, expense accounts decrease retained earnings and capital accounts are decreased with a debit. Therefore, expense accounts are increased with a debit.

Deleting a Row: Deleting a row is the process of removing it from the computer database after it has been added or updated.

Department Code: A three-character department code identifies which "profit center" an account belongs to. If you are not using profit centers, the default department code is "000." Refer to the entry for Profit Centers for an example of the use of department codes to set up profit centers within a company.

Document: Transactions entered in the Fitrix *Business* system are referred to as "documents." Different journals (accounts receivable, accounts payable, for example) may be used to record different types of documents. Documents consist of debit and credit entries to two or more ledger accounts. In order to save a document, that document must be in balance; that is, the total of all debit entries must equal the total of all credit entries.

Drop Ship Order: This is an order that is shipped directly to your customer. The items ordered never enter your warehouse. The items go directly from your vendor to your customer.

Employee Code: Each employee in the Payroll system is identified by a unique six-character code. Although an employee's name and social security number can be used to sort and view data on an employee, the employee code is the key used throughout the Payroll system to uniquely identify an employee.

Employee Type: Each employee in the Payroll system can be associated with an employee type which is identified by a unique six-character code. The employee type provides access to default setup values for the employee, and provides a means for grouping employees.

Expense Accounts: Expense accounts are used to track the cost of doing business. They are a subset of retained earnings (a capital account). At the end of a period of time (usually a year) the difference between the total of all income account balances and the total of all expense account balances is calculated and that balance is transferred to retained earnings. After transferring this figure to retained earnings, the balance of each income and expense account is set to zero. Capital accounts are decreased with a debit. Because expenses decrease capital, expense accounts are increased with a debit.

Field: A field is a data-entry or display area on a form. A field may or may not correspond to what is actually stored in a table in the database.

FIFO: "First-In First-Out"—One of several methods of determining the value of inventory and calculating the cost of goods sold. Using the FIFO method, it is assumed that the "first inventory items in" (the oldest inventory items) are the "first inventory items out" (the first items to be shipped).

Finance Charges: Finance charges are charges made by a vendor against you, or made by you against a customer, for non-payment of an amount due. Finance charges are new charges made against the account because the payment was not made according to the established terms.

Flat Rate: A value applied on a per-payment basis. Unlike a percentage rate, which calculates a specified proportion of an amount, a flat rate ignores the exact value of the amount, treating it as a single payment to which a single unit of the "rate" value is applied. Thus the "calculated" value due to a flat rate is the same each time it is applied.

FOB: FOB stands for "free on board" or "freight on board." The FOB point determines when the title to a product changes hands; that is, it determines at what point the buyer assumes ownership of a product. FOB sometimes—but does not necessarily—affects who pays the freight charges for shipping a product. In some businesses the seller pays freight up to the FOB point and the buyer pays from the FOB point. Similarly, in some businesses the FOB point determines who pays insurance on the shipment.

Form: A form is the template into which information is entered. A form may combine information from several different tables, usually lines of information from a "header" table at the top of the form and several rows from a "detail" table at the bottom.

General Journal: The most basic type of journal in an accounting system is the general journal. It may be the only journal. Transactions which consist of a debit to at least one account and a credit to at least one (different) account are entered in such a journal. Ultimately each transaction is posted from the general journal to a general ledger account.

General Ledger: The general ledger includes each account listed in the chart of accounts, along with debit and credit transaction entries that add up to the account balance.

Income Accounts: These accounts are used to track revenues. Sales accounts, for example, are a type of income account. They are a subset of retained earnings (a capital account). At the end of a period of time (usually a year) the difference between the total of all income account balances and the total of all expense account balances is calculated and that balance is transferred to retained earnings. After transferring this figure to retained earnings, the balance of each income and expense account is set to zero. Capital accounts are increased with a credit and decreased with a debit. Because revenue increases capital, income accounts are increased with a credit.

Income/Deduction/Obligation Codes: Each type of income, deduction, and incurred employer obligation is identified by a unique six-character code. When the income, deduction, or obligation is used in a payroll entry it is referred to by this code. The code provides access to default values and basic information required to calculate the income, deduction, or obligation amount.

Income Statement: The income statement (also referred to as a "profit and loss" statement) records the changes in equity associated with business operations for a specified period of time. This statement lists the revenues and expenses and the difference between them for a period of time. The difference between revenues and expenses is referred to as a net profit or a net loss.

Inventory Account: This is the current assets account that represents the value of the goods in stock.

Inventory Adjustment Account: This is the ledger account that balances changes made to the inventory account balance that do not result from sales, returns, or purchases.

Inventory Control (I/C): This is the system for tracking goods stored for sale to customers, including calculation of costs and prices.

Inventory Item: This is a single unit of merchandise from inventory.

Item Code: An item code is a unique alphanumeric string identifying a type of inventory item.

Journal: Journals are used to sequentially record business transactions. Each transaction consists of a debit to at least one account and a credit to at least one (different) account. Journal entries are posted to ledger accounts; therefore, every entry made in a journal ultimately has an effect on the balance of two or more ledger accounts. An accounting system may include multiple journals, each used to record a specific type of transaction. The most basic type of journal is the general journal. In addition there may be an accounts receivable journal, an accounts payable journal, and so on.

Ledger: A ledger consists of a group of accounts and debit and credit entries representing transactions that affect the account balance. A group of accounts is called a ledger. The general ledger includes all accounts listed in the chart of accounts. Subsidiary ledgers comprise subsets of the chart of accounts. The accounts receivable ledger, for example, comprises all customer accounts. The total of all customer account balances equals the balance in the accounts receivable ledger account.

Liability Accounts: Liabilities are debts or anything that is owed. Liability accounts are increased by a credit and decreased by a debit.

LIFO: "Last-In First-Out" is one of several methods of calculating the cost of inventory items. With the LIFO method those inventory items "last in" (most recently purchased) are considered the "first out" (first to be sold).

Open Item Customers: Statements for open item customers show each outstanding invoice. For open item customers, payments are applied to a specific invoice. In contrast, balance forward statements show only the transactions that affect the current period. For balance forward customers, payments are applied to the oldest invoices first.

Open Items: Open items are the invoices that have been posted and contain outstanding balances. These balances represent an amount owed by the customer or due to a vendor. The document is considered an open item until that balance is paid or otherwise adjusted to zero.

Order Acknowledgment: An order acknowledgment is a hardcopy version of a sales order. Order acknowledgments may be sent to customers so that they have a record of the sales transaction.

Payable Document: There are four common types of payable documents: a vendor invoice, a cash disbursement, a vendor credit, and a vendor debit.

Payable Ledger: A payable ledger is the ledger that includes all the accounts affected by accounts payable transactions—invoices, cash disbursements, and vendor credits and debits.

Payroll Deduction: A payroll deduction is any amount withheld from an employee's check. For every deduction there is typically an employer liability incurred.

Payroll Document: A payroll document is the complete record of a payroll disbursement. This document includes an employee's gross income, deductions, net income, and employer obligations, as well as the related accounting data for the document.

Payroll Income: Payroll income comprises wages, reimbursements, and cash outlays recorded as part of a payroll entry. Payroll income normally is an operating expense.

Payroll Journal: The payroll journal is the journal into which all payroll activity—paychecks, income, deductions, and employer obligations—is recorded. When posted, this activity affects the balance of accounts in the payroll ledger.

Payroll Ledger: A payroll ledger is the ledger that includes all the accounts affected by posted payroll transactions—paychecks, income, withholding, and incurred obligations.

Payroll Obligation: A payroll obligation is an employer liability resulting from a payroll transaction. For example, when an employer withholds federal taxes from an employee's paycheck, the employer incurs a liability (an obligation) to pay the amount withheld to the federal government.

Posting: Posting is the process of transferring transactions (documents) from the journal to the ledger.

Posting Sequence Numbers: All processes which "post" entered data into a storage area for completed documents have reports that feature a posting sequence number. These numbers are used to keep track of reports that should be permanently stored in your records. Each of these reports has its own sequence of posting numbers.

Prepaid Asset: This is an asset that you have paid for, but not yet received.

Profit Center: A "profit center" identifies a part of a company for which profits can be calculated separately. Sales and expenses for that division are designated with a Department Code.

Table 2:

Account Number	Department Code	Account Description	Type
100000000		CASH IN BANK	Asset
200000000		ACCOUNTS PAYABLE	Liability
300000000		EQUITY	Capital
400000000	100	PRODUCT SALES	Income
400000000	200	PRODUCT SALES	Income
450000000	100	SERVICE SALES	Income
450000000	200	SERVICE SALES	Income
500000000	100	COST OF GOODS	Expense
600000000	100	GENERAL EXPENSE	
500000000	200	COST OF GOODS	Expense
600000000	200	GENERAL EXPENSE	

Purchase Order: A purchase order represents the purchase of merchandise from a vendor.

Purchasing: The purchasing system is one of several Fitrix *Business* modules. It provides an automated method for tracking purchases, tracking receiving, and projecting cash requirements.

Receivable Documents: There are four common types of receivable documents: a customer invoice, a customer cash receipt, a customer credit, and a customer debit.

Receivable Journal: The receivable journal is the journal into which all accounts receivable transactions—invoicing, credits, and debits—are recorded. When posted, these transactions affect the balance of accounts in the receivable ledger.

Receivable Ledger: A receivable ledger is the ledger that includes all the accounts affected by accounts receivable transactions—invoices, cash receipts, and customer credits and debits.

Retained Earnings: Retained earnings is the increase in equity that has resulted from profitable operations; net income to date minus dividends to date.

Row: A row is one set of specific information within a table. For example, an account table contains all the information about a single account in an account row. An account table contains as many rows as there are different accounts.

Statement: The customer statement shows the current activity for a given customer. The statement shows outstanding invoices, recent payments, credits, and debits to the customer's account.

Store or Record: Recording or storing a row is the process of saving it in the computer database after it has been added or updated.

Table: A table is where information is stored in a computer. A given table contains only a specific type of information. For example, an account table contains the different sales and expense accounts used by the system.

Transaction: A transaction is an event that is recorded in the accounting records. Typically, such an event involves the transfer of money, product, or services. Each transaction entered in the Fitrix *Business* system is referred to as a "document."

Trial Balance: This is a work sheet used as a preliminary step to generating a Balance Sheet. The trial balance is a listing of every ledger account, along with its debit and credit balance. The total of all debit balances should equal the total of all credit balances.

Update: Updating a table is the process of changing rows within it. Whenever you change a description in the account table, for example, you are updating a row within that table.

Vendor Accounts: Though not an "account" in the general ledger sense, a vendor account is used to summarize what a vendor is owed at a particular point in time. A vendor's account is summarized by an aging statement.

Vendor Activity: Activity refers to any transaction involving a vendor that affects the balance of a vendor or ledger account. A summary of activity shows all transactions affecting those balances over a specified period of time.

Vendor Aging: A vendor aging report lists outstanding vendor invoices categorized by number of days from the vendor invoice date or due date.

Vendor aging reports can be setup to "age" in two different ways. In the first, an aging report can put outstanding vendor invoices into categories, ranging from those currently due to those past due. With this method, the aging categories reflect ever more serious levels of overdue payment.

In the second, an aging report can arrange outstanding vendor invoices into categories, ranging from those currently due to those that will be due in the future. This report is a projection of cash requirements. In this case, the aging categories reflect amounts due farther in the future.

Vendor Balance: The vendor balance is the amount owed to or owed by a vendor. If you owe a vendor money, the vendor's account has a credit balance. If the vendor owes you money, the vendor's account has a debit balance. A vendor's balance is the sum of all open items pertaining to that vendor.

Vendor Terms: Vendor "terms" are the conditions under which the vendor expects payment from you. Vendor terms typically include the period of time within which you expect to pay that vendor's invoices, any discounts allowed for early payment, and the time frame within which such discounts are allowed.