FitriX™

Purchasing

User Guide

Version 5.20

Fitrix™

Purchasing ♦ *User Guide*

Version 5.20

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1

Introduction to Purchasing

This chapter contains the following information designed to introduce you to Fitrix Purchasing:

- Highlights of Fitrix Purchasing
- Purchasing features/ function highlights
- Introduction to purchasing
- Overview of the Purchasing module

Purchasing—Highlights

An efficient and robust Purchasing module is key for all distributors. If you don't track who you buy from, what you buy from them, the cost items are purchased for, and how long it will take get to you, it will be impossible to keep your shelves stocked and service your customers. Not having this information leads to procedural inefficiencies, inferior customer service, and reduced profitability.

When Fitrix Purchasing is integrated with Fitrix Inventory Control, Replenishment, Order Entry, Accounts Payable, and General Ledger you have a comprehensive purchasing system that will track your purchases from the moment they are ordered to the moment your vendor invoices you. The open order report lets you know what is coming in and when; the receipt of merchandise updates your quantity on hand, fills customer back orders, and accrues the liability to your vendor in the GL; the receipt flows through to Accounts Payable when the vendor invoice is received so you are assured you will always only pay for what you received.

Purchasing Features/Functions

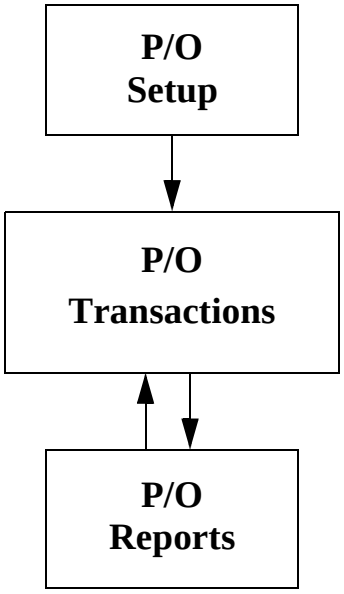
- **Modular Integration** – Direct integration with Fitrix Inventory, Replenishment, Order Entry, Accounts Payable, and General Ledger.
- **Item Catalogs** – the ability to store multiple vendors, vendor item code, and vendor cost per item. This makes data entry more efficient and ensures that the costs used on your purchase orders are accurate.
- **Non Stock Items** – purchase orders can be processed for items not stocked in inventory such as supplies, capital expenditures, and services.
- **Requisitions** – automatic creation of requisitions for customer back orders that in turn create purchase orders to your vendors.
- **Drop Shipments** – by specifying in order entry via order type, a drop ship customer order automatically creates a vendor purchase order to your preferred vendor at your contract cost.
- **Automatic Reordering** – if the Replenishment module is also in use, purchase orders will be created automatically for items that fall below user specified reorder levels.
- **Ship Dates** – when you enter a purchase order you can enter who it was confirmed with, the date is was confirmed, and the required ship date. You also have the ability to enter varying required ship dates by line item. When the purchase order ships you can enter the exact ship date. All this information helps your customer service department keep your customers informed as to arrival status of any items they may have on back order with your company.
- **Automatic Release of Customer Back Order** – when purchase orders are received, in addition to updating your quantity on hand and General Ledger, any items on back order will be released in oldest order date order.
- **Interface with Accounts Payable** - when you receive the vendor inovice there is no need to enter the purchase information again to record the liability. Simply bring up the PO, enter the invoice number and date, and post to Accounts Payable thereby creating an open payable item to the vendor. If there are any variances in cost between the purchase order cost and invoice cost, these will be listed on the Price Change report for your review.

Reporting

- Open Purchase Order Summary By PO Number, Buyer, or Vendor
- Open Purchase Order Detail By PO Number, Buyer, or Vendor
- Goods Received By GL Code
- Price Change Report (PO vs. Vendor Invoice)
- Expected Receipts Report
- Direct/Drop Ship Status Report
- Requisitions Created From Order Entry
- GL Activity by Account Number for Purchase Transactions Only

Introduction

The cycle of activity within Fitrix Purchasing has the following pattern:



1. **Setup** must be complete before you do any transaction processing.
2. **Transaction Processing** requires that you enter all transactions, check them against an edit list, and then post to ledger accounts.
3. **Reports** are used to track purchasing transactions so you can recognize trends and make decisions based on these trends.

Purchase Order Setup

Purchase Order setup has several steps, and the number of steps depends on if you already have your company set up to use Fitrix Accounting or if this is a brand new setup. For information on basic Company Setup, see

Module-specific setup activities vary from module to module. A module setup may include the following: designating default ledger accounts for the module and entering open items, entering account groups, entering customers or vendors, entering Ship-To and Pay-To addresses, etc.

Transaction Processing

Transaction processing is the day-to-day handling of documents. It consists of three separate processes: entering and updating documents, checking edit lists, and posting documents.

A transaction is initiated by entering a document. Each screen for entering documents shows the ledger accounts that will be affected by the document and provides fields for entering other relevant information about the document (e.g., for Accounts Receivable invoices, a Ship-To address, terms, miscellaneous charges, sales taxes, etc.). Once a document has been entered into the system, it may be updated at any time prior to posting.

Checking the Edit List

After a certain period in which documents have been entered, the next step is to print and check an edit list of these transactions. This list simply shows all documents currently in the system waiting to be posted (e.g., POs, invoices, receipts). The edit list shows which ledger accounts will be adjusted and what effect each document will have on them, along with other information about each document. If you find mistakes in the transactions on this edit list, you can make corrections through the document entry form, and then run the edit list again. Any errors that will prevent the posting of a document are stated on the edit list, e.g., "Document does not balance," "Setup not complete," "Account not found," etc.

You can print and check an edit list as many times as necessary, and you must print at least one per document before posting can take place. Also, if a document on an edit list is corrected via the entry form, an edit list must be run again before posting.

Posting Documents

Posting puts documents into activity tables for the General Ledger and for each separate module. You can post documents at any time after printing an edit list, and you can post as many times within a period as necessary.

Note

Once a document has been posted, it cannot be changed directly.

If an incorrect document is posted, the only way to undo the error is to enter and post a reversing entry. Once documents are posted, they can no longer be updated through the document input screen.

Besides the posting of documents, the posting operation may also include adding or updating balances in open item tables. After one or more postings, you can generate reports to show the activity for a given period. Such reports are usually run at the end of the period.

Purchasing Terms

- **A/P**: Accounts Payable
- **Approval**: Each requested item must be approved before it can be converted to a purchase order. This is accomplished by entering an approver code for each requisition. In order for the approval to be valid the approval level of the approver must be higher than the approval level of the requestor.
- **Approver**: Each requestor in the system is assigned an approval level. This level is designated by a number from 0–9. An approver is a person who has an approval level higher than that of the requestor.
- **Buyer:** Buyers, or Purchasing Agents, are the users of the system authorized to assign vendors, create purchase orders, and maintain the vendor-item catalog.
- **General Ledger account:** There are a number of G/L accounts used by the Purchasing system:

  Difference—Differences between ordered and invoiced amounts

Capital—Capital purchase

Cash—Cash account

Freight—Freight charges

Inventory—Inventory asset value

Inventory Holding—Inventory received but not invoiced

Miscellaneous—Miscellaneous amounts for purchases

Nonstock—Other expenses

Supplies—Supplies expense

Services—Services expense

Trade Discount—Discount amounts

- **Inventory**: Items entered into the Fitrix Inventory Control module are recognized by the Fitrix Purchasing module as stockkeeping items. When goods are received, the inventory on-hand quantities are adjusted accordingly.
- **Invoice:** Vendors will provide an invoice for the goods purchased. Matching of these invoices with outstanding purchase orders affords control over payables. The posting of vendor invoices incurs Accounts Payable liabilities.
- **Item:** Items to be purchased are referenced by an assigned item code. It is also possible to purchase items that are not pre-assigned, but when this option is exercised, considerable control over the purchasing function may be lost.
- **Line Type:** Each item being purchased falls into one of the following categories:

  CAP—Capital purchases

  NON—Nonstock or non-inventory items

  SER—Services

  STK—Stock or Inventory items

  STN—Stock treated as nonstock

  SUP—Supplies
- **Order Type:** There are two types of purchase orders which can be entered:

  REG—Regular purchase orders

  DIR—Direct Shipment (with Order Entry)
- **DRN: Direct shipment non-stock (with Order Entry)**
- **DRS**: Direct shipment stock (with Order Entry)
- **Purchase Order:** To provide control over the purchasing function, and to allow accurate communication with your company's suppliers, it is necessary to create purchase orders. These are detailed requests for the shipment of goods to be purchased by your company from the vendor.
- **Receipt:** When items ordered are received, they must be validated against outstanding purchase orders. At this point in the purchasing process, an outstanding liability is incurred and your asset or expense accounts are adjusted to reflect the goods purchased.

- **Receiving Report:** In order to notify your receiving locations of goods expected to be delivered, a receiving report is created for each location. This report details the items, quantities, expected dates, and vendors involved in the expected receipt of goods.
- **Requestor:** Anyone in your organization authorized to request items for purchase needs to be assigned a requestor code and approval level.
- **Requisition:** A request for items to be purchased for your organization.
- **Ship-To Warehouse:** Each requestor is assigned a default Ship-To warehouse location. This is the address to which vendors will ship merchandise.

Purchasing Overview

Once the purchasing module is set up, you can create requisitions and purchase orders, receive goods, create invoices, and produce reports. Below is a brief overview of these aspects, which we will expound on in later chapters.

Setup

Setup involves two processes. First is Company Setup, which is common to all Fitrix Accounting modules and is covered in the beginning manual, *Getting Started with Fitrix*. Company setup (basefiles) is done only once for your entire system. If you are adding Fitrix Purchasing to any existing Fitrix Accounting modules, you don't have to do company setup. If this is a new install, consult your Fitrix Partner or your system administrator.

The second process is Purchasing setup, which involves entering reference information using the options on the Purchasing Setup menu. You enter the reference information in the order shown below.

Purchasing Reference File Setup

1. Update Order Type Definitions (4-c-a)
2. Update Line Type Definitions (4-c-b)
3. Update Buyer Definitions (4-c-c)
4. Update Warehouse Definitions (4-c-d)
5. Update Requestor Definitions (4-c-e)
6. Update Vendor Information (4-e)
7. Update PayTo Information (4-f)
8. Update Non-Inventory Items (4-g-a)
9. Update Item Catalog (4-g-b)
10. Update Vendor Catalog (4-g-c)
11. Update Purchasing Defaults (4-a)

Requisitions

With the Requisitions menu, personnel throughout your organization can create requisitions for goods and services they need. These requisitions are in the system, which can make printed requisitions unnecessary; however, a requisitions print option is available.

If you have Fitrix Order Entry installed, Purchasing is linked to it and backorders created as a result of sales can be transferred to requisitions.

Within the Purchasing module you set up an authorization hierarchy to allow certain individuals to authorize requisitions. Designated buyers then assign vendors to each line item on requisitions and create purchase orders from the authorized requisitions.

You can assign vendors and authorize requisition line items using the Assign Vendor feature, which allows you to call up the requisition and deal with the line items individually.

Requisition Processing Options

- Update Requisitions (1-a)
- Print Requisitions (1-b)
- Assign Vendors (1-c)
- Create PO from Requisitions (1-d)
- Print O/E Item Requests (1-e)
- Create O/E Requisitions (1-f)

Purchase Orders

An authorized buyer can create a purchase order directly or can generate purchase orders from all of the authorized requisition line items that have a vendor assigned to them. The Create PO from Requisitions option takes all authorized requisitions that have a vendor assigned and creates POs based on vendors.

You use the PO Maintenance menu to create POs directly and to update existing POs. In addition, it contains options for printing out the list of items you expect to receive, options for receiving those items, and options for invoicing those items to your Accounts Payable.

In general, a pattern for transaction processing is Update→Print→Post. For PO processing, you update and print purchase orders, but you don’t post. For receipts and A/P invoices, you update the receipts or invoices, print edit lists, and then post the receipts or invoices. You use the options below to perform these transactions.

PO Processing Options

- Update Purchase Orders (2-a)
- Print Purchase Orders (2-b)
- Print Expected Receipts (2-c)
- Update Receipts (2-d)
- Print Receipts Edit List (2-e)
- Post Receipts (2-f)
- Update A/P Invoice (2-g)
- Print Invoices Edit List (2-h)
- Post Invoices (2-i)

Reports

Fitrix Purchasing comes with a standard set of reports that allow you to track your purchasing activity with summary and detail reports. These reports can be sorted by number, buyer, or vendor, and purchasing detail reports can be sorted by item code or G/L code. You will also find reports for goods received, price changes, and direct ship order status.

Report Printing Options

- Order Summary by PO Number (3-a-a)
- Order Summary by Buyer (3-a-b)
- Order Summary by Vendor (3-a-c)
- Order Detail by PO Num (3-b-a)
- Order Detail by Buyer (3-b-b)
- Order Detail by Vendor (3-b-c)
- Order Detail by Item Code (3-b-d)
- Order Detail by G/L Code (3-b-e)
- Goods Recvd by G/L Code (3-c)
- Price Change Report (3-d)
- Direct Ship Status (3-e)
- Purchase Journal (3-f)

You can run the reports on this menu anytime after setup is complete and you have transaction data that bears reporting.

2

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.

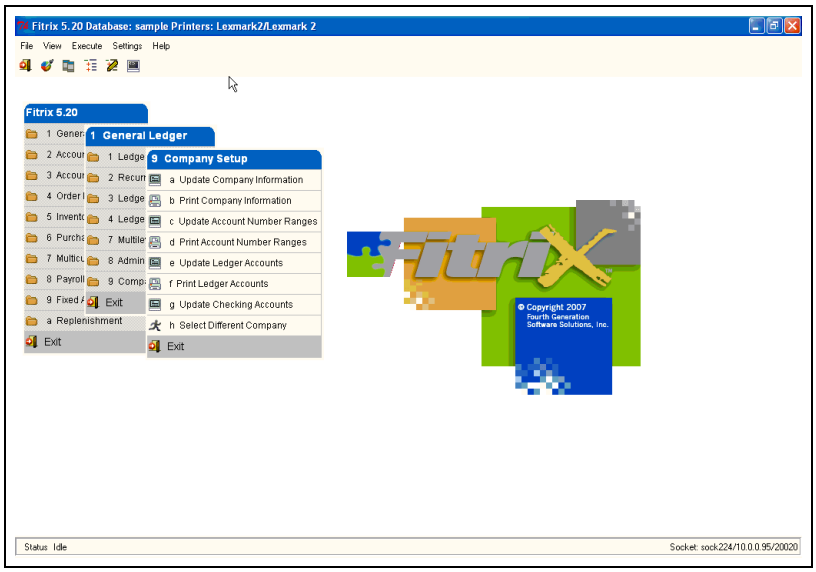
The setup steps that apply to all Fitrix modules (performed through options on menu 9, Company Setup menu) are covered in detail in *Learning Fitrix*. They are discussed here because the information they include forms the basis for later, G/L-specific setup steps.

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

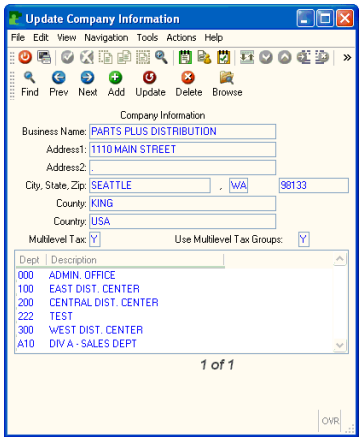
Use this program to store basic company information—your business name and address, department codes, and whether or not you will use the Multilevel Tax feature.

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:**

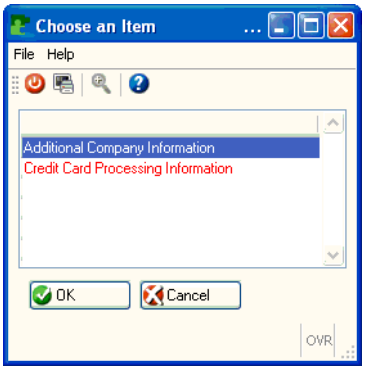
   In this column, you enter a department code that identifies a profit center, a division of the company, etc. Throughout the Fitrix *Business* modules, you have the option of posting sales and expenses to specific departments. This is a three-character field.

2. **Description:**

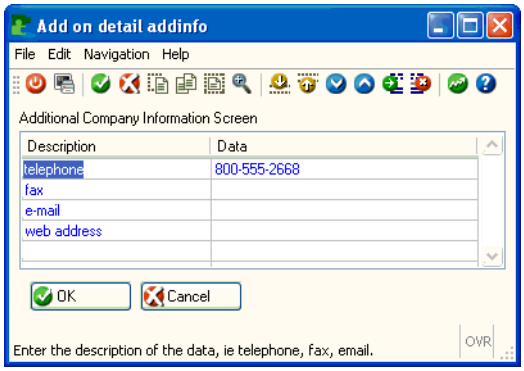
   In this column, you specify the department name associated with the department code in the same row. Your alphanumeric department name may be up to 30 characters in length. This Company Information Form is used to specify the name and address to put on your reports and the “profit centers” or “company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

Additional Company Information

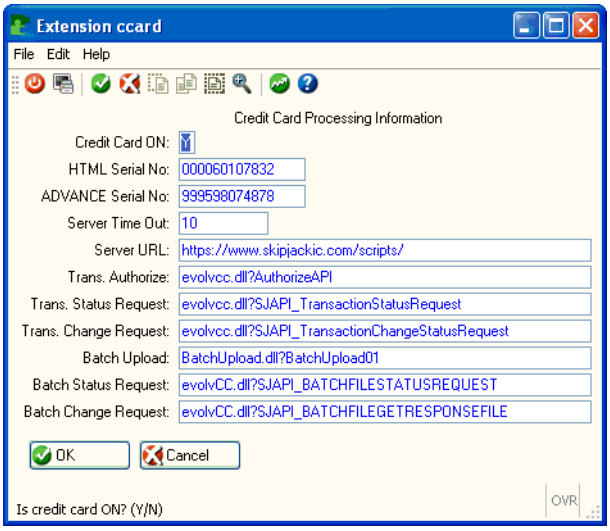
If you click on Zoom , the following screen displays:



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.



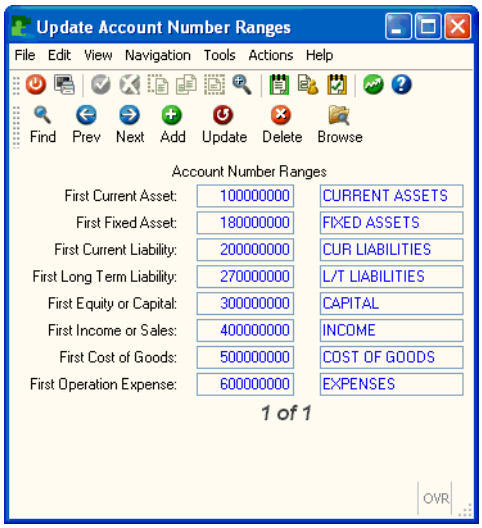
Print Company Information

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

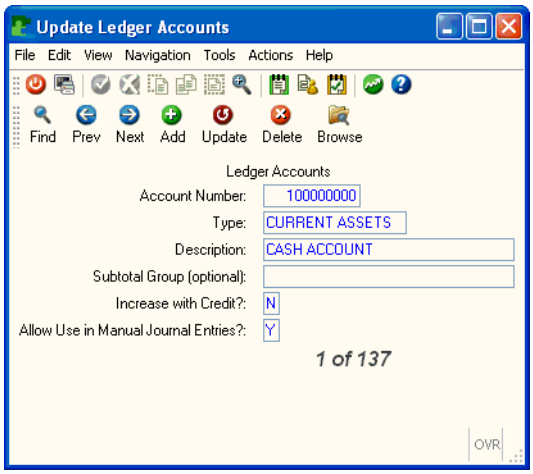
This program prints a hardcopy of information entered under the Update Account Number Ranges menu option.

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.

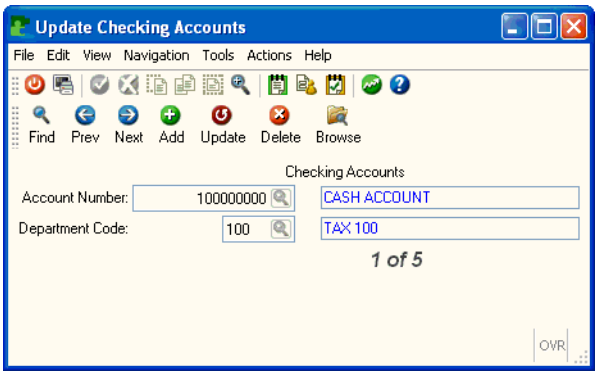
Printing Ledger Accounts

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:

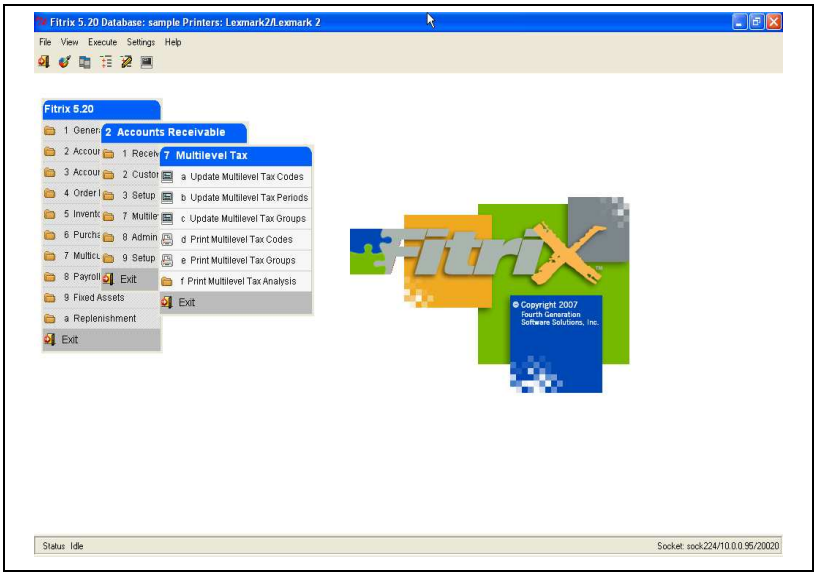


3

Multilevel Tax

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.

The Multilevel Tax Menu



Update Multilevel Tax Codes

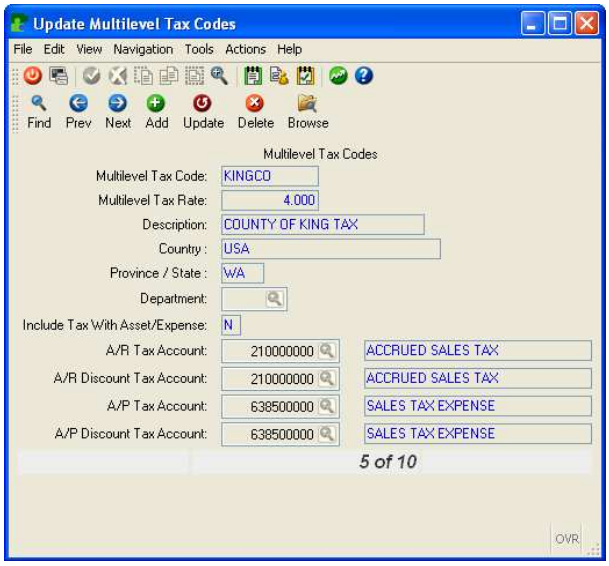
The tax codes entered here are used with the multilevel taxes feature. The multilevel tax feature is used in the Accounts Payable, Accounts Receivable, and Order Entry modules.

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 #8 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.

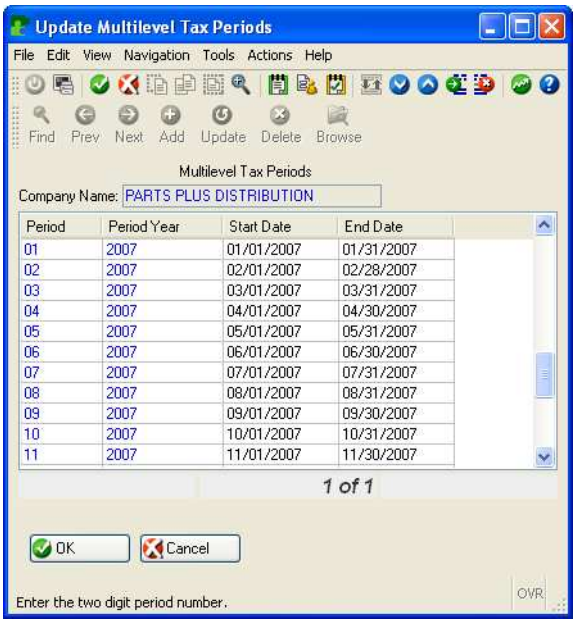
Update Multilevel Tax Periods

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:

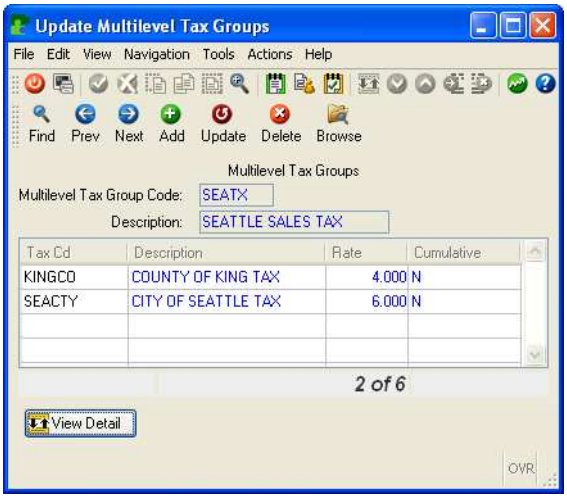
Accounts Receivable:

- 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

4

Set Up Purchasing

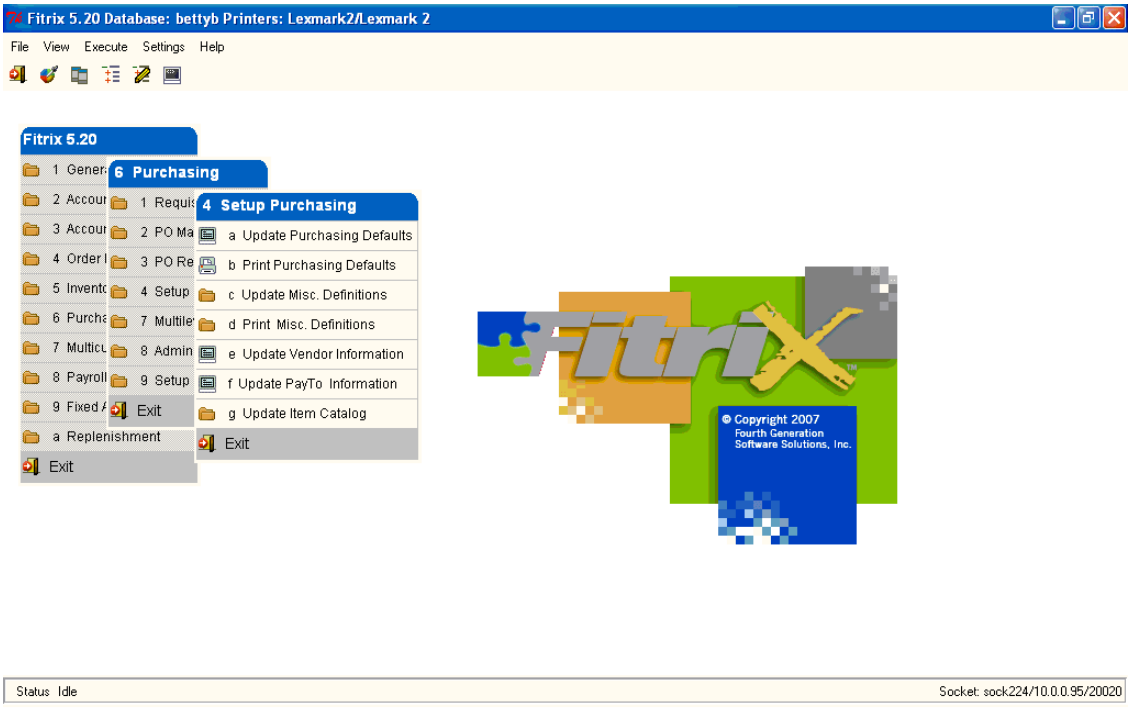
This chapter describes the menu options, forms and fields used to set up the Purchasing module. Purchasing setup must be done after Company setup and before actual Purchasing transaction processing.

Company setup is covered in this manual and the beginning manual, *Getting Started with Fitrix*, and may already be done if you are currently using Fitrix products. Company setup establishes "basefiles" such as, company information, chart of accounts, account numbers, etc., which can be set up from any module.

You need to set up reference files for the Purchasing module. These reference files contain information the system uses to process purchasing transactions. You set up reference files with the options on the Setup Purchasing menu.

Setup Purchasing menu

The options on the Setup Purchasing menu allow you to do the initial set up of your purchasing system, as well as to update and maintain information you will use throughout the purchasing process (purchasing defaults).

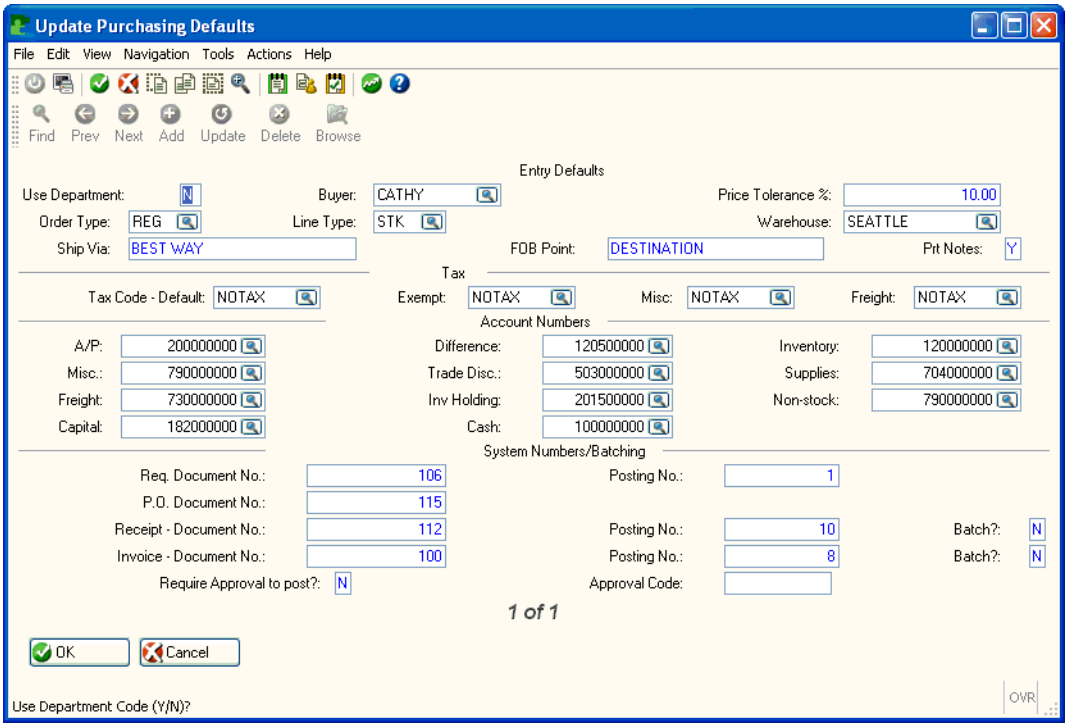


When you enter requisitions, purchase orders, receipts, or invoices, the system automatically assigns default values to some of the information fields. The default values may come from a number of different places, depending on the type of data. By automatically filling fields with default data, the system saves the user from having to retype the information for each transaction. You can overwrite many default values that appear when the transaction is entered.

We will go through each menu option as it appears on the menu; however, if you were actually setting up the purchasing reference files, you would go through and set up miscellaneous definitions first, and then fill in purchasing defaults once you have defined your different codes.

Update Purchasing Defaults

This screen allows you to create company-wide defaults for the Purchasing system. Your entries are stored in the Purchasing Control table.



The data in the first section of this form, Entry Defaults, is unique to each company's database. Notice that the Purchasing Defaults file contains only one document (1 of 1 displayed at the bottom of the form). Therefore, the only commands on the command prompts that are available are Update and Quit.

Default values that are used throughout the Purchasing system are entered into this form, as opposed to those associated with a particular vendor, warehouse, or other specific reference information. Before setting up defaults on this form, you must set up reference files using the other Update options on this menu and those on the Update Miscellaneous Definitions submenu. For example, before you can enter a default warehouse code, it must be defined through Update Warehouse Definitions option.

Most of the entries made in this form will be validated against the values entered in the appropriate Update Definitions forms described starting on page 4-9. Whenever this type of validation is appropriate, you can Zoom to select valid entries for that field.

Entry Defaults section

The Entry Defaults section contains the following fields:

1. **Use Department**

   Use Department Codes allows you to enter a Y into this field if you want to use department codes when posting amounts to General Ledger accounts.

2. **Buyer**

   This field stores the default Buyer Code. All purchase orders will have a buyer assigned at the time of creation. Zoom is available.

3. **Price Tolerance %**

   Price Tolerance is the percentage you enter to determine the maximum allowable difference that will be accepted when an invoice price is modified. During the invoicing phase of the purchasing cycle, the invoiced price for a particular item may be different from the original P.O. price. Setting this tolerance allows for some editing control to eliminate data entry errors. This tolerance can be overridden during invoice entry.

4. **Order Type**

   Default Order Type for new purchase orders. It will almost always be a regular purchase order (REG). If your particular operation requires an order type other then the default, you would enter it here. Zoom is available.

5. **Line Type**

   Here you choose the default type of item to purchase if no line type is specified during requisition or order entry. If most of your purchases are of inventory items, you would enter STK here for stocked items. Zoom is available.

6. **Warehouse**

   This field holds the default ship-to warehouse location. If a particular requestor or buyer does not have a ship-to assigned, the program will use the value in this field as the default. Zoom is available.

7. **Ship Via**

   This field holds the default freight carrier.

8. **FOB Point**

   This field holds the default designated point at which responsibility for the shipped items changes from the vendor to your company.

9. **Prt Notes**

   This field accepts Y or N as whether or not you want to have notes entered when entering a purchase order print on the purchase order.

Tax section

You choose the values entered in the three fields of this section from the valid Tax Group codes set up in the Multilevel Tax menu.

1. **Default Tax Code**

   This field holds the default multilevel tax group code. You must have set up multilevel tax and created tax group codes. See the Chapter on *Multilevel Tax* for details.

2. **Exempt Tax Code**

   This will be a tax group code for multilevel tax that will correspond to tax exempt purchases. (Not implemented with this release.)

3. **Misc. Tax Code**

   The Miscellaneous Tax Code will be the default tax group for taxation of miscellaneous amounts entered on invoices.

4. **Freight Tax Code**

   This tax group code will be used as a default for all taxable freight charges.

Account Numbers Section

The Account Numbers section of the form allows you to set up default General Ledger account numbers for the following types of accounts:

1. **A/P**

   This holds the Accounts Payable account number default used on orders from vendors that do not have a specific A/P account in the vendor file.

2. **Difference**

   The Difference account is used to track differences between the original purchase order amounts and the final invoiced amounts.

3. **Inventory**

   This field stores the default Inventory (asset) account that is affected when you receive goods into inventory. It will be overridden with the STK Line Type default account number if one has been specified.

4. **Misc.**

   The Miscellaneous account default is for tracking miscellaneous amounts entered when invoicing.

5. **Trade Disc.**

   This is the Trade Discount account default. It is used for posting discounts allowed by vendors.

6. **Supplies**

   This is the default account for Supplies (expense purchases). If a default account is specified for the SUP Line Type, that account number will be used instead of the account number entered here.

7. **Freight**

This is the default Freight expense account number.

8. Inv Holding

The Inventory Holding account number entered here is a liability account to balance the increased inventory asset value upon the receipt of inventory items. The Inventory Holding account is then reduced when invoices are posted.

9. Non-Stock

This is the default account number for Non-Stock purchases. Note that each Line Type also has a default account number, and that the Line Type account number will be used as a default if it exists. In general, it is better to specify the Line Type account defaults with the Line Types rather than specify them here.

10. Capital

This is the default account number for Capital asset purchases. It will only be used if the CAP Line Type does not have a default account number assigned to it.

11. Cash

This field records your company's default Cash account.

System Numbers/Batching section

The System Numbers section of the form contains values that are used by the system to automatically number documents and postings. Although the system maintains the numbers, incrementing by 1 whenever used, you may modify the values to change the starting numbers. This section contains the following fields:

1. Requisition Document No.

This field stores the last "document number" assigned to a requisition. Document numbers are used by the system as a unique key to identify transactions.

If you intend to use the automatically assigned document numbers, you should change this value to the number directly preceding the first number to use; for example, if you wish the first requisition to be numbered 2000, enter a value of 1999.

2. Requisition Posting No.

The creation of purchase orders from requisitions is a posting process. In order to provide a complete audit trail each time this process is run, the Requisition Posting Number is automatically assigned and stored with the requisition. In all other respects this number is identical in function to the Document No. described above.

3. Purchase Order Document No.

This field stores the last document number assigned to a P.O. See Requisition Document Number above. The number is assigned when you enter a purchase order and may not be changed. The document number should not be confused with the P.O. Number, which is the number assigned by you to identify the order. If you do not assign a P.O. number at the time you enter a purchase order, the system uses the document number.

4. Receipt Document No.

This field stores the last document number assigned to a receipt.

Note

The P.O. Number used to reference a purchase order when entering receipts is the number in the P.O. No. field from a specific purchase order, which is not necessarily the same as the number in the Document No. field on the PO. In the case where no number has been manually assigned to the purchase order via the P.O. No. field, these fields will contain the same number.

5. **Receipt Posting No.**

   The receiving of goods and creation of receipts from purchase orders is a posting process. In order to provide a complete audit trail each time this process is run, the Receipt Posting Number is automatically assigned and stored with the receipt. In all other respects this number is identical in function to the Document No. described above.

6. **Invoice Document No.**

   This field stores the last document number assigned to an invoice. See Requisition Document Number above.

7. **Invoice Posting No.**

   The creation of invoices from receipts of purchase orders is a posting process. In order to provide a complete audit trail each time this process is run, the Invoice Posting Number is automatically assigned and stored with the requisition. In all other respects, this number is identical in function to the Document No. described above.

Batching

1. **Receipt Batch**

   Set the value to Y if you want receipts to post in batch by user id.

2. **Invoice Batch**

   Set this value to Y if you want AP invoices to post in btch by suer id.

3. **Require Approval to Post**

   Set this value to Y if management approval is reuqired to post batches.

   Approval Code:

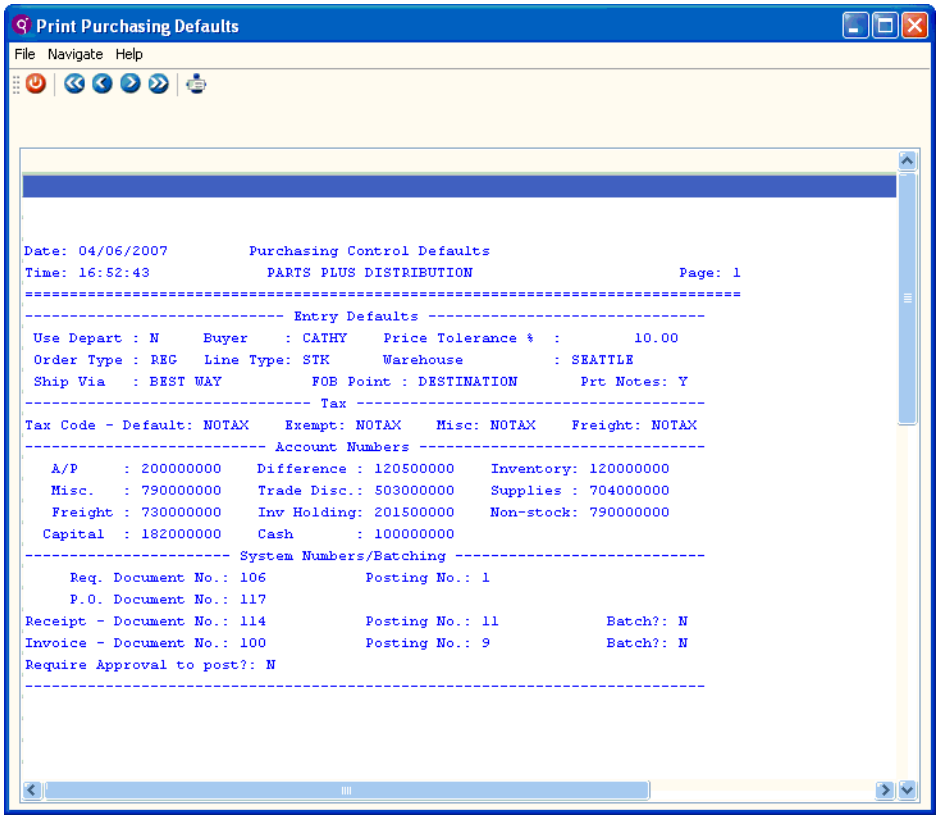
   Enter management approval code that must be entered to approve a batch for posting.

Note

See the Batch Processing chapter in the *Getting Started with Fitrix* manual for more information or batch processing.

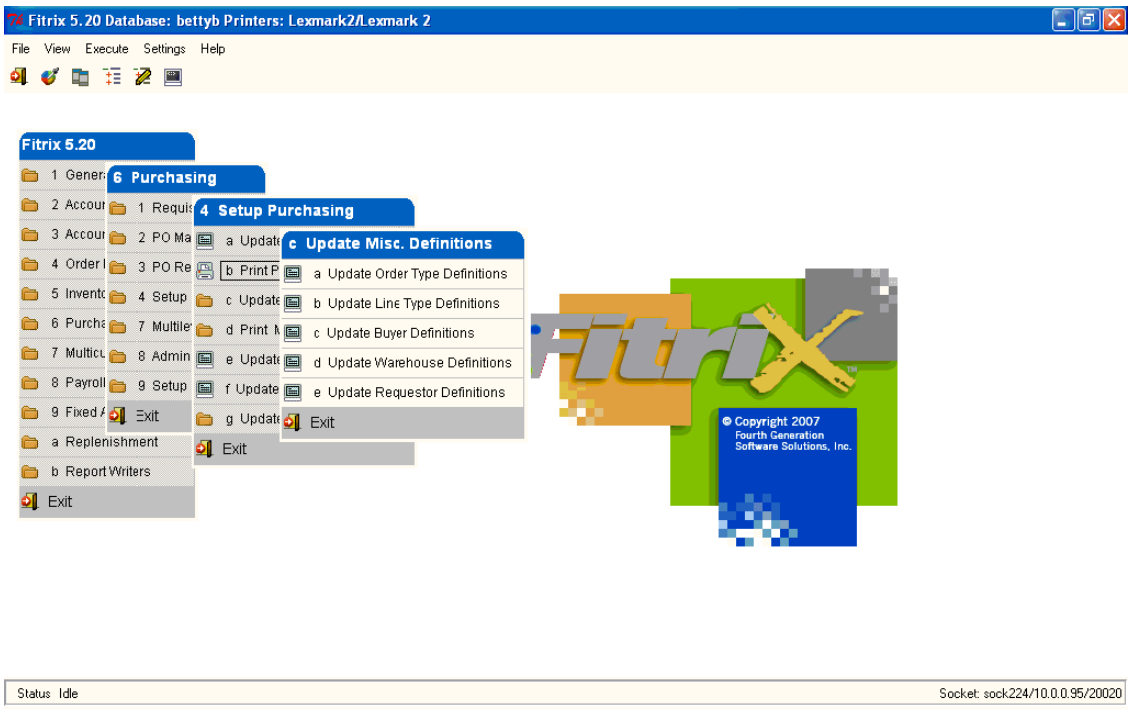
Print Purchasing Defaults

Use this command to print out the defaults information and check your default information for accuracy. The report will resemble the following:



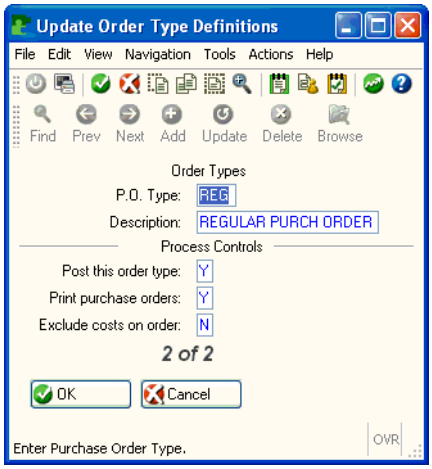
Update Miscellaneous Definitions

When you select this option, the following submenu comes up:



Use these options to update and maintain information used throughout the purchasing cycle.

Update Order Type Definitions



Use this screen to view and modify the specific types of purchase orders. Order types tell the system how to process the PO's. You can modify the process controls based on your specific needs.

1. **P.O. Type**

   The Purchase Order Type field holds the three letter code that denotes the type of purchase order. There is currently two pre-defined order types:

   DIR—direct ship

   REG—regular

2. **Description**

   Use this Description field to describe the type of order.

   - Up to 21 characters

3. **Post this order type**

   Enter Y or N depending on whether you want this order type to post to General Ledger and Inventory Control.

4. **Print purchase orders**

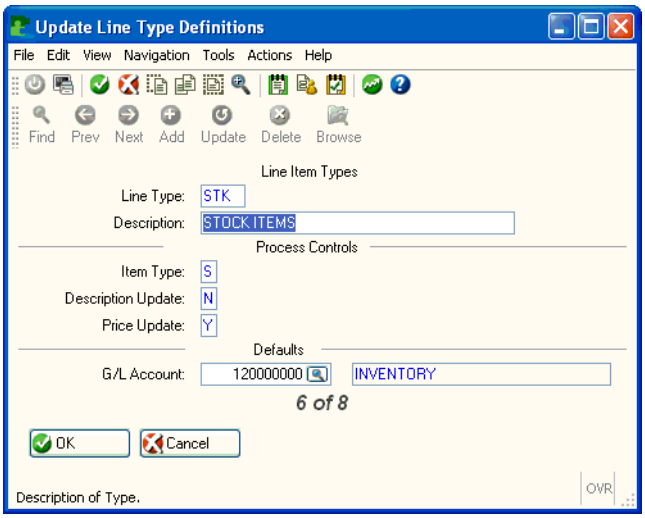
   Enter Y or N depending on whether you want to print this purchase order type.

5. **Exclude costs on order**

   Enter Y or N depending on whether you want cost and value details to print on this purchase order.

Update Line Type Definitions

This option allows you to view and update existing line type definitions. Line types are used to control system actions of each line item entered into a requisition or purchase order.



The Line Type form contains the following fields:

1. Line Type

This field stores the identifying code for the line type. There are a number of system line types:

CAP—Capital expenditures

NON—Non-inventory items

SER—Services

STK—Stock items (inventory)

STN—Stock Treated as Nonstock

SUP—Supplies

DRN - Direct ship non-stock items (see OE manual for further explanation)

DRS - Direct ship stock items (see OE manual for further explanation)

2. Description

Description of the line type can be entered in this field (up to 30 characters).

3. Item Type

The default item type designation in this field corresponds directly to the pre-defined line types.

C—Capital Expenditures

E—Services

N—Non-inventory items

S—Stock items

T—Stock Treated as Nonstock

U—Supplies

4. Description Update

Entering Y in this field allows the user to modify the description of the item being purchased during entry. If this field is N or left blank, the user will not be allowed to modify item descriptions.

5. Price Update

Use this field to indicate whether or not the user should be allowed to override the unit cost defaulted from the vendor-item catalog for a particular item. An entry of Y will allow this change to be made. An entry of N will force the user to accept the existing catalog cost for the item for this particular vendor.

6. GL Account

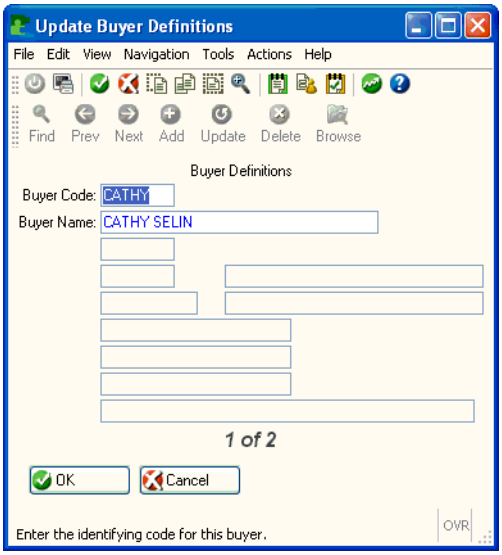
In this field you will enter the default General Ledger account number for this type of purchase. This will be one of the fields you will probably change when creating a new line type. Zoom is available.

Update Buyer Definitions

This screen is used to maintain information regarding your company's buyers or purchasing agents.

Note

If you are using the Replenishment module and a buyer code is inserted in to the AP Vendor record, it is this buyer code that will be assigned to any purchase orders generated with Replenishment for the vendor.



Currently, the Update Buyer Definitions screen contains the following fields:

1. **Buyer Code**

   Buyer code is used to uniquely identify each buyer. One of these buyer codes will also be entered in the default Buyer field of the Purchasing Defaults form.

   - Up to six characters

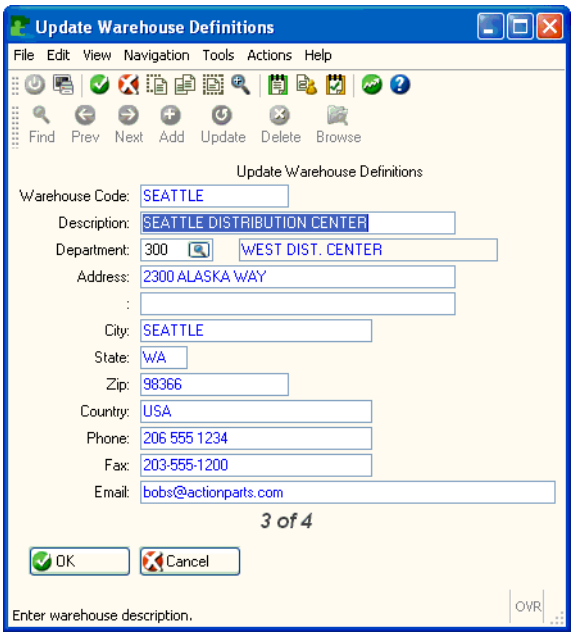
2. **Buyer Name**

   This field holds the Buyer’s name, which will be used for reporting purposes.

   - Up to 30 characters

Update Warehouse Definitions

Use this option to set up the Ship-To warehouse entries. These locations will print on your purchase orders as the Ship-To addresses for shipment of goods from the vendor. At least one warehouse must be entered in order to provide a default ship-to address. You may have as many warehouses as necessary and each requestor may have a default warehouse assigned.



This screen contains the following fields:

1. **Warehouse Code**

   The Warehouse code uniquely identifies each individual ship-to location.

   - Up to 10 characters

2. **Description**

   This is a description or name for the warehouse.

   - Up to 30 characters

3. **Department**

   This field contains an optional department number associated with this location. If you enter Y in the Use Department field on the Purchasing Defaults form, this department code will be used as the default for all purchases associated with this Ship-To address.

4. **Address**

   There are two address lines available for each warehouse location. The following four fields store specific portions of the warehouse address:

   - City

- State
- Zip
- Country

5. **Phone**

   This field holds the phone number for this warehouse contact.

6. **Fax**

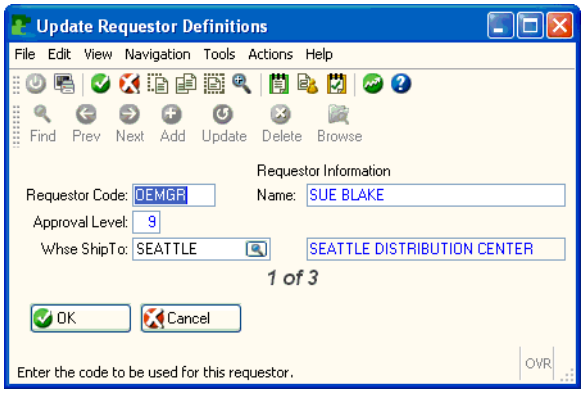
   This field holds the fax number for this warehouse contact.

7. **Email**

   this field holds the email address for this warehouse contact.

Update Requestor Definitions

This screen allows you to specify to the purchasing system the various requestors authorized to create requisitions for items to be purchased.



This screen contains the following fields:

1. **Requestor Code**

   The Requestor code uniquely identifies each requestor known to the system. You must have at least one requestor identified in order to create requisitions.

   - Up to six characters

2. **Name**

   This field contains the full name of the requestor and is used for reporting purposes.

   - Up to 30 characters

3. **Approval Level**

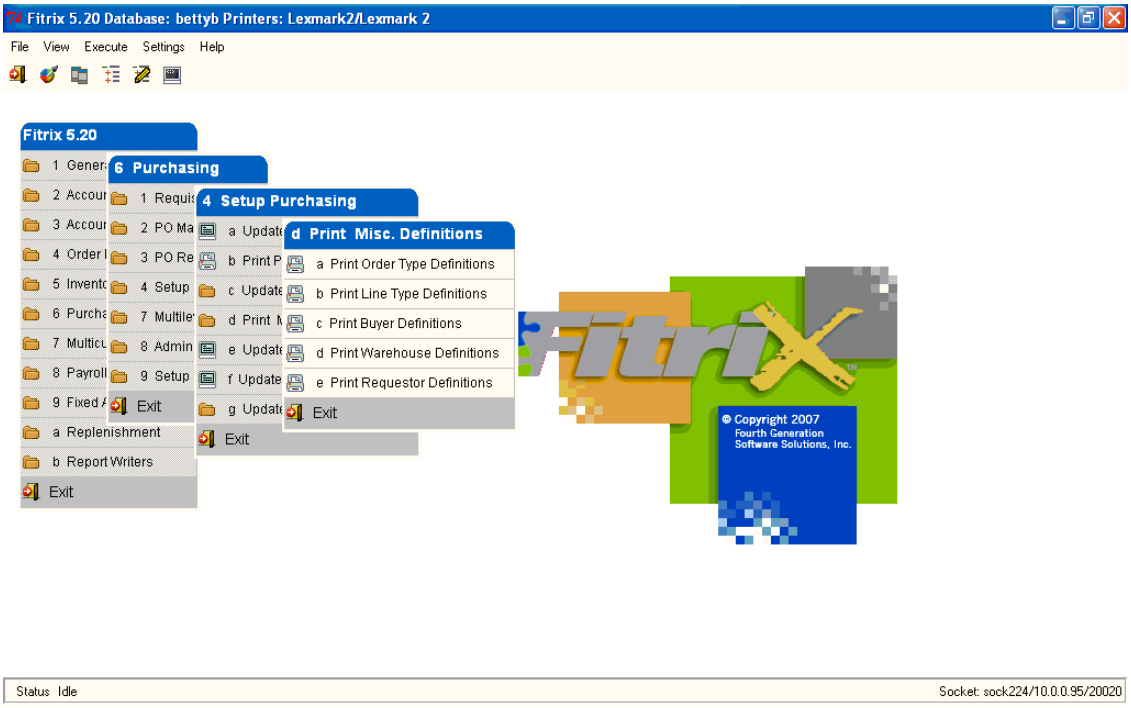
Each requestor will be assigned an approval level from 0–9. If a requestor has an approval level of 9, they may approve their own requisitions in addition to any requisitions made by someone with a lower approval level. Any requestor is automatically a valid approver for all requestors with lower approval levels. The default approval level for new requestors is 0.

4. Whse ShipTo

This field allows each requestor to be assigned to the correct Warehouse Ship-To location. Zoom is available.

Print Miscellaneous Definitions

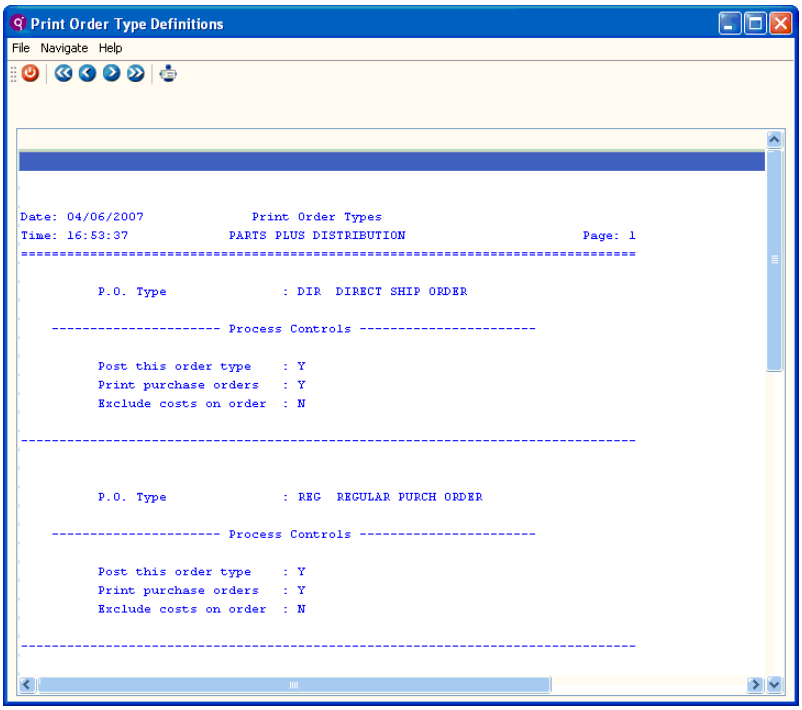
This option brings up a submenu with options to print the definitions updated with the Update Misc. Definitions options.



Whenever you choose a print or post option, you must direct the output. See *Gtting Started with Fitrix*, for more information on report printing.

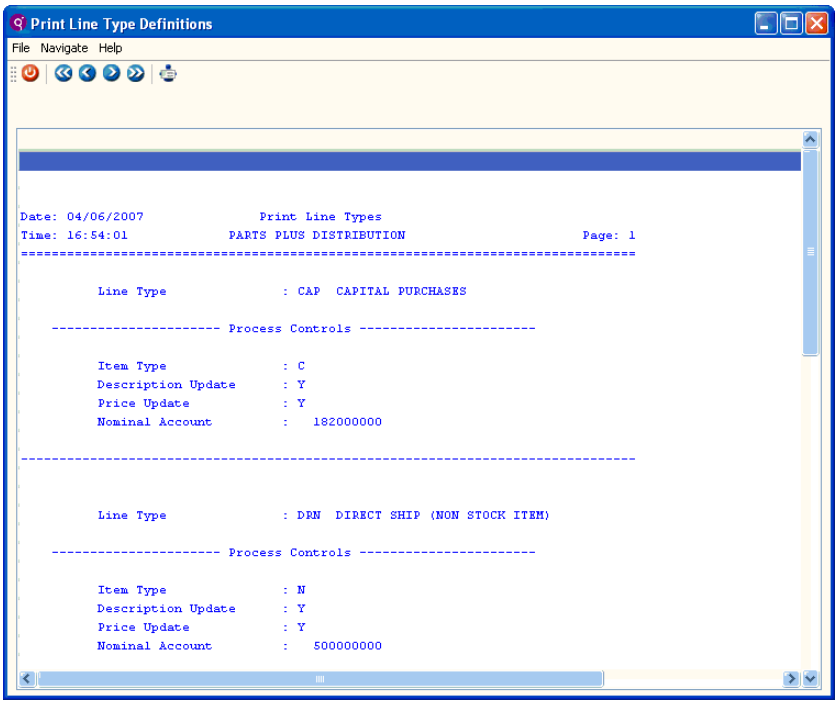
Print Order Type Definitions

Use this option to print an edit list of the types of purchase order definitions you have set up. Your report will resemble the example below.



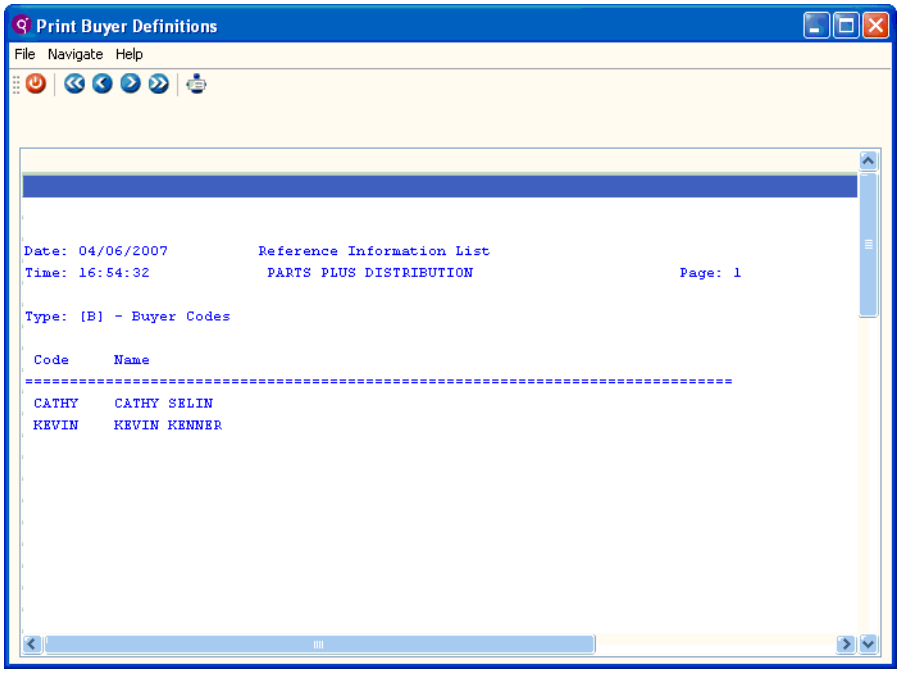
Print Line Type Definitions

Use this option to print an edit list of the types of purchase order line definitions you have set up. Your report will resemble the example below.



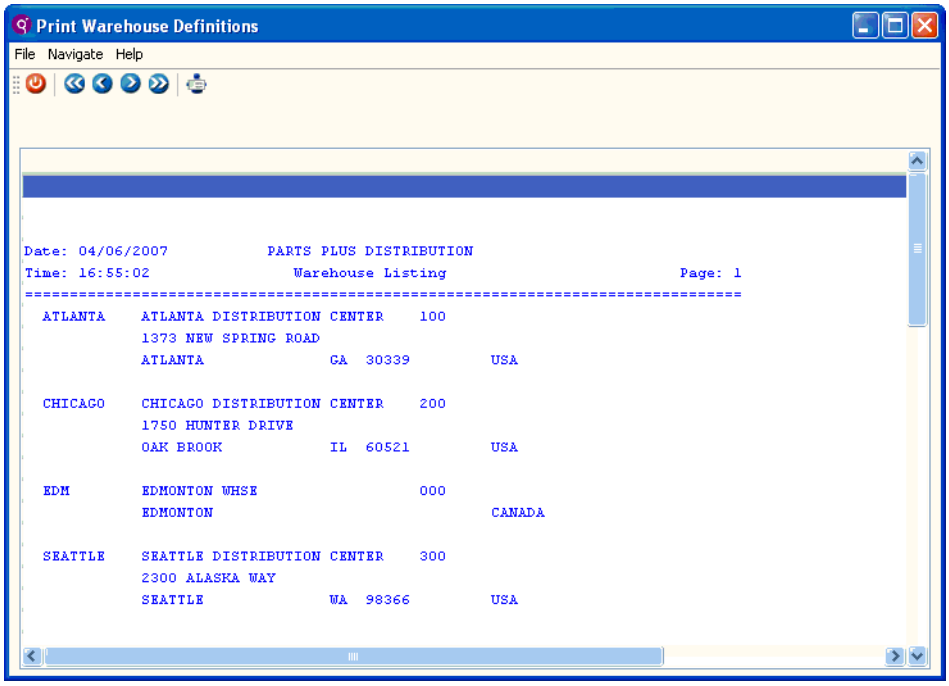
Print Buyer Definitions

Use this option to print an edit list of the buyers/purchasing agents you have set up. Your report will resemble the example below.



Print Warehouse Definitions

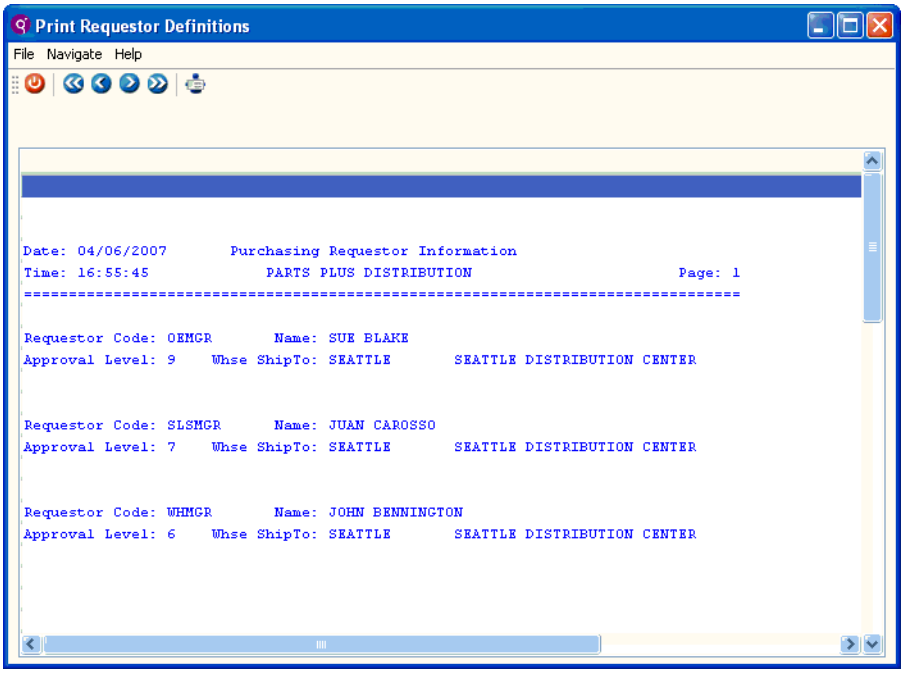
Use this option to print an edit list of the Ship-To warehouses you have set up. Your report will resemble the example below.



Notice that the department code associated with warehouse appears to the right of the warehouse code and description.

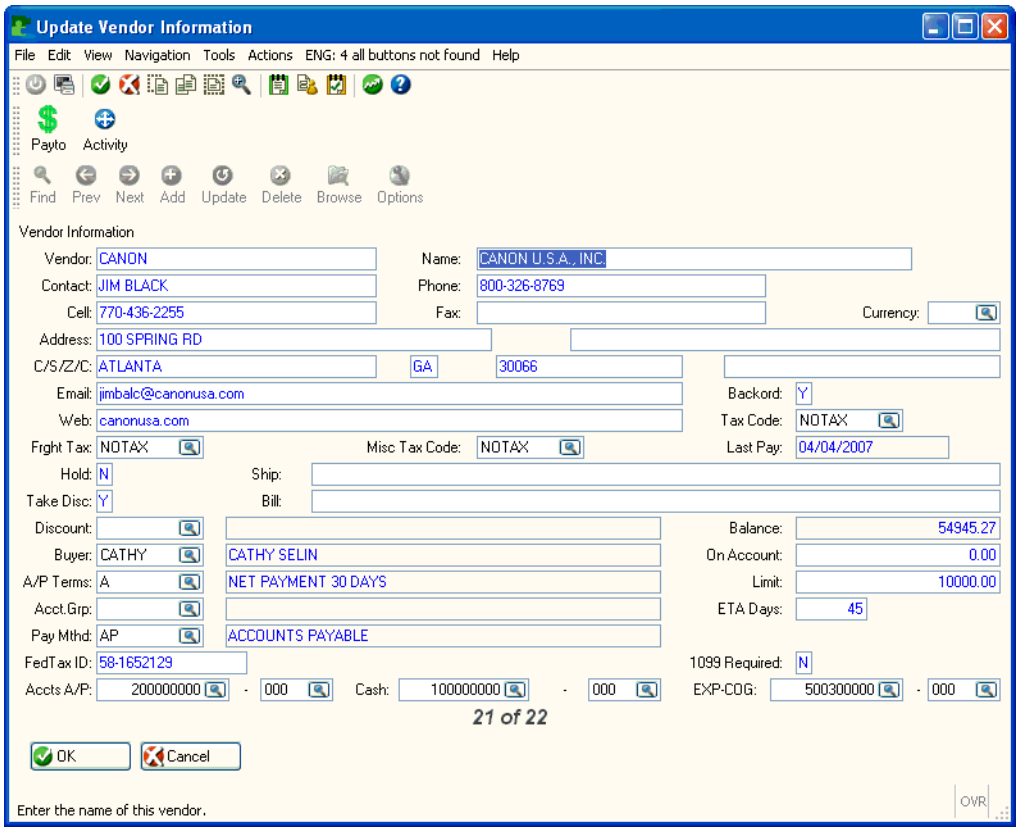
Print Requestor Definitions

Use this option to print out the Requestor codes you defined earlier via Update Requestor Definitions.



Update Vendor Information

The Update Vendor Information option is used to add and maintain information about vendors.



The fields on the Vendor Information screen are described below:

1. **Vendor**

   This field holds the code that identifies the vendor. Once a vendor has transactions in the system, you cannot change that vendor's code, nor delete the vendor record. This field has the following attributes:

   - Up to twenty alphanumeric characters
   - Zoom

2. **Business Name**

   This field stores the business name of the vendor. If you do not enter a Pay-To address for the vendor, the information in this field appears on checks, and also on many reports and forms. This is the name that appears next to the vendor code on some forms. This field has the following attributes:

   - Required
   - Up to 30 alphanumeric characters

3. **Contact**

   This field stores the name of the person that you most frequently telephone concerning payments to this vendor.

   - Up to 20 alphanumeric characters

4. **Phone**

   This field stores the telephone number of the contact person.

   - 20 alphanumeric characters

5. **Cell**

   This field stores the cell phone number of the contact person.

   - 20 alphanumeric characters

6. **Fax**

   This field stores the fax of the contact person.

   - 20 alphanumeric characters

7. **Address**

   This field stores the first line of the main address for the vendor. If you do not enter Pay-To Addresses, the main vendor address appears on checks. Up to 30 characters.

8. **Currency**

   If you are using multicurrency, the Currency Code defaults to the home currency as defined in Update Multicurrency Defaults. If you are not using Multicurrency, the Currency Code field defaults to null. You cannot change the currency code of a vendor that has posted any activity. This is to ensure that the balance and activity for the vendor remain in a single currency.

9. **C/S/Z/C**

   This row stores the vendor City (up to 20 alphanumeric characters), State (2 characters), Zip Code (Up to 10 alphanumeric), and Country (Up to 20 alphanumeric).

10. **Email**

    This field stores the email address of the contact person.

    - 50 alphanumeric characters

11. **Web Address**

    This field stores the web address of this company.

    - 50 alphanumeric characters

12. **Backorder**

    This field is not currently functional.

13. Tax Code

This field is the multilevel tax group code for the vendor. It is the default multilevel tax group code for the Update Payable Documents and Update Non-AP Checks options.

- Six characters
- Zoom

14. Freight Tax

This field stores a multilevel tax group if tax is charged on freight.

- Six characters
- Zoom

15. Misc Tax Code

This field stores a multilevel tax group if tax is charged on miscellaneous charges.

- Six characters
- Zoom

16. Bill Ins.

The Billing Instructions field can be used to record any special payment instructions from this vendor.

- Up to 50 alphanumeric characters

17. Last Pay

This is a system-maintained, Last Payment Date field (mm/dd/yy). It displays the date on which a payment was most recently made to this vendor. The field is updated when a check is posted to the vendor’s account via Accounts Payable.

18. Hold

The Hold Payment field accepts an entry of "Y" or "N" or it can be left blank. When set to "Y", it prevents the creation of automatic checks for a vendor.

19. Take Disc.

This single-character Take Discount field accepts an entry of "A", "Y", or "N" to control how discounts are taken when Automatic Checks are created. If this field contains an "A", discounts are taken even if the payment is after the discount date. If this field contains a "Y", discounts are taken only if the payment is made on or before the discount date. If this field contains an "N", discounts are not taken. The discount taken may be changed manually before checks are printed.

20. Discount

Trade discount code. This field is currently non-functional.

21. Buyer

The buyer code entered here must have been previously set up using the Update Buyer definition program. If the Replenishment module is being used, this buyer code will be assigned to any purchase orders created for this vendor.

22. Balance

This numeric field displays the total amount owed to the vendor. This amount does include the On Account amount. This is a system-maintained field.

23. On Account

This numeric field shows you the amount that you owe the vendor on account; in other words, the amount that you owe the vendor that is not associated with a particular invoice.

24. A/P Terms

This field stores the Accounts Payable Terms code for the vendor. The vendor's terms are used to calculate when invoices are due, what discounts are allowed, and when those discounts are lost. The terms code must previously have been set up in the Terms file using the Update Vendor Terms option of the Vendor Information Menu in A/P.

- Zoom

25. Limit

This numeric field contains the maximum amount, if there is one, that this vendor allows you to owe.

26. Acct.Grp.

This field stores the default Account Group to use for this vendor. Account Groups, the groups of related ledger accounts that can be used automatically in invoice entry, are generally used to specify different categories of purchase. Account Groups entered must have previously been set up in the Account Groups program.

- Zoom

27. ETA Days

This field stores the average number of days it takes to receive merchandise from this vendor. It is for reference only.

28. Pay Method

This is the pay method used for this vendor. Valid payment types are on account, credit card, or cash.

29. FedTax ID

This nine-digit numeric field stores the Federal Tax Identification Number used for 1099 reporting purposes. The proper format for this field is `xx-xxxxxxx` although `xxx-xx-xxxx` is accepted.

30. 1099 Required

This Y/N field determines if you want to report 1099 information for this vendor. If this field is set to `Y` then transactions with this vendor will be printed on the 1099 report.

31. Accts A/P

The first section of the A/P Account field is a numeric field that stores the default account payable account you want to use for the vendor. This is the account that appears in the A/P Check form of Update A/P Checks or Update Non-A/P Checks and the Payable Documents form of Update Payable Documents. If you do not make an entry in this field, the A/P account number from the Accounts payable Defaults form is used. The number that you enter must be a valid account number in the Ledger Accounts table. The Ledger Accounts table is maintained with the Update Ledger Accounts option on the Setup Company Menu.

The second part of the A/P Account field is the default department code for this vendor. If you are using department codes, this field allows you to link the activity of a vendor with a department. This column defaults to the 000 department code. In order to use the department code feature, department codes must have previously been setup using the Update Company Information option of the Setup Company Menu.

- Zoom (both parts)

32. Cash

This field stores the ledger Cash account used to pay this vendor. Any entry must correspond to an established cash account. If you do not enter a special account number in this field, the default Cash account from the Accounts Payable Default table will be used for this vendor. A department code can be entered in the unlabeled field to the right of the Cash account field. This field has the following attributes:

- Up to nine digits
- Zoom (both parts)

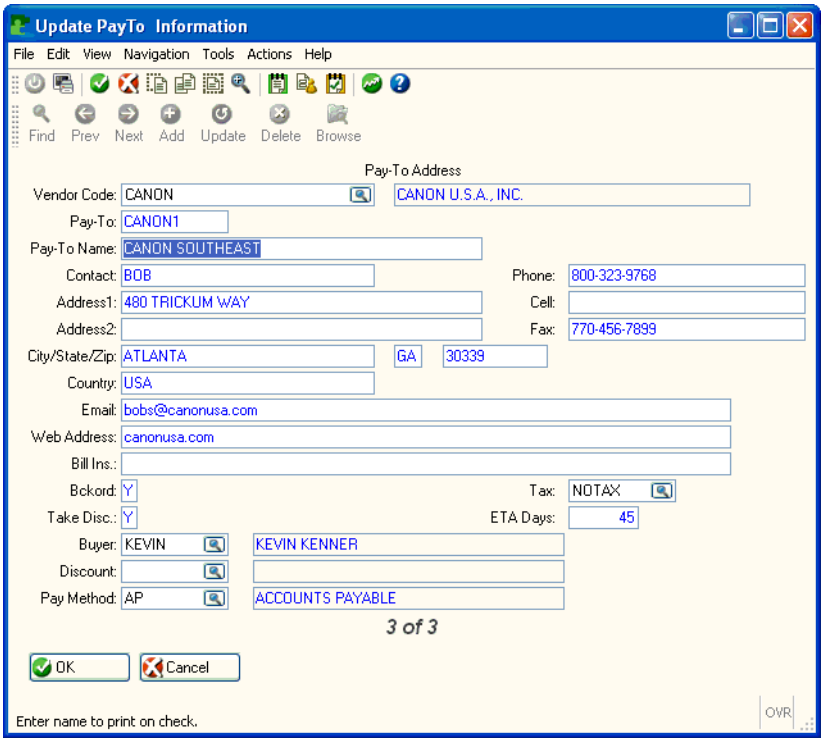
33. EXP-COG

This field stores the Expense Account/Cost of Goods Account used for purchases from this vendor. An unlabeled field next to the Expense field stores a department code associated with this Expense/Cost of Goods Account.

- Up to nine digits
- Zoom

Update Pay-To Information

In addition to the information on the Vendor Information screen, you may enter one or more separate Pay-To Addresses for a vendor. This feature is often used when you want to keep one vendor account for a number of different vendor warehouses. The Pay-To address is where you will send the purchase orders and payments.



The following section describes the fields on this screen:

1. **Vendor Code**

   This field holds the code that identifies the vendor. Once a vendor has transactions in the system, you cannot change that vendor's code, nor delete the vendor record. This field has the following attributes:

   - Zoom

2. **Pay-To Code**

   This field stores the unique code that identifies this Pay-To Address for this vendor. Vendors may have only one (HOME) Pay-To Code. PAYTO is a special Pay-To Code that is used as the default Pay-To Code on the Update Purchase Order form.

   - Required

3. **Contact**

   This field stores the name of the person that you most frequently telephone concerning payments to this vendor.

   - Up to 20 alphanumeric characters

4. **Phone**

   This field stores the telephone number of the contact person.

   - 20 alphanumeric characters

5. **Cell**

   This field stores the cell phone number of the contact person.

   - 20 alphanumeric characters

6. **Fax**

   This field stores the fax of the contact person.

   - 20 alphanumeric characters

7. **Address 1**

   This field stores the first street address line of the Pay-To address. This is the first line of the address that will appear on checks for this Pay-To location. The entire address consists of the fields Address 1, Address 2, City, State, Zip, and Country.

   - Up to 30 characters

8. **Address 2**

   This field stores the second address line of the Pay-To Address. Use this field if the Pay-To location's street address will not fit on one line.

   - Up to 30 characters

9. **City**

   This field stores the City for the Pay-To Address.

   - Up to 20 alphanumeric characters

10. **State**

    This two-character alphanumeric field stores the state for the Pay-To Address.

11. **Zip**

    This ten-character alphanumeric field stores the zip code for the Pay-To Address.

12. **Country**

    This twenty-character alphanumeric field stores the country for the Pay-To Address. If this address is in the same country, leave the country field blank. This avoids confusion by the postal service.

13. **Email**

    This field stores the email address of the contact person.

- 50 alphanumeric characters

14. Web Address

This field stores the web address of the Pay-To company.

- 50 alphanumeric characters

15. Bill Ins.

This Bill Instructions field stores any special payment instructions that this vendor may have.

16. Bckord.

This field is not functional.

17. Tax

This tax field accepts the multilevel tax group code for this vendor payto location.

- Up to seven characters
- Zoom

18. Take Disc.

This single-character Take Discount field accepts an entry of A, Y, or N to control how discounts are taken when Automatic Checks are created. If this field contains an A, discounts are taken even if the payment is after the discount date. If this field contains a Y, discounts are taken only if the payment is made on or before the discount date. If this field contains an N, discounts are not taken. The discount taken may be changed manually before checks are printed.

19. ETA Days

This field holds the Estimated Time of Arrival in days in terms of how long it takes you to receive items from this vendor. This is for reference only.

20. Buyer

Enter the Buyer code for the person who ordered from this vendor.

- Zoom

21. Discount

This field is not functional.

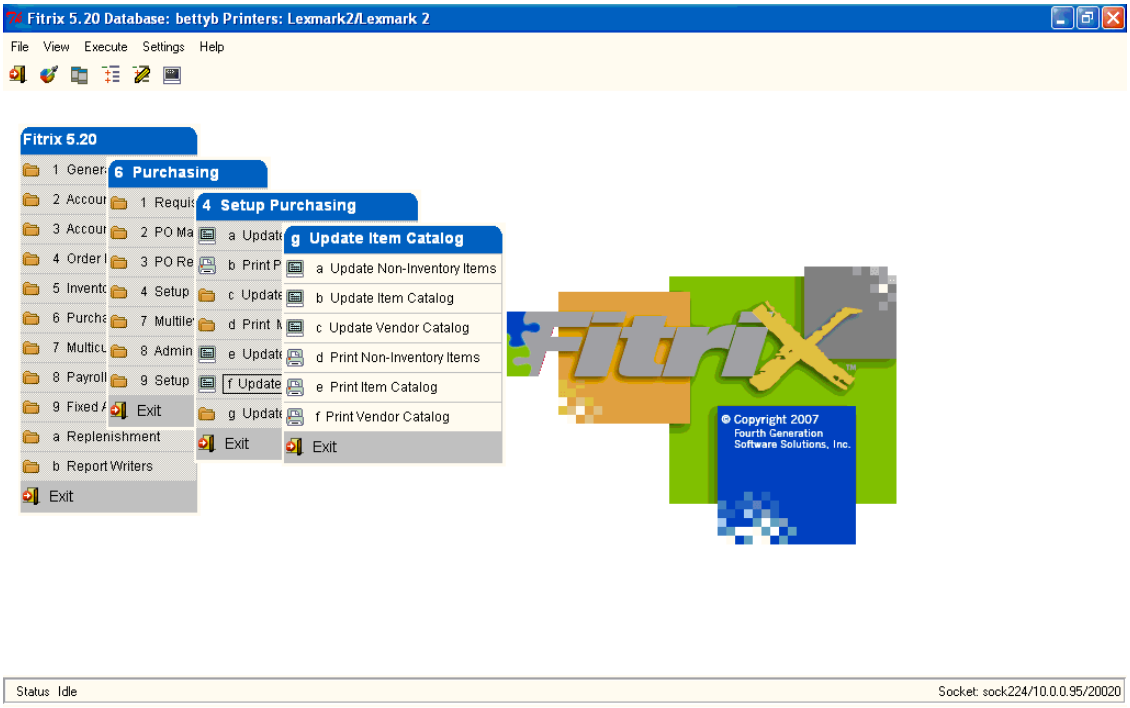
22. Pay Method

- This field holds the Payment Method code for this vendor.
- Zoom

This concludes the setup of Vendor and PayTo information, and you can go on and define vendor-item relationships via the Item Catalog.

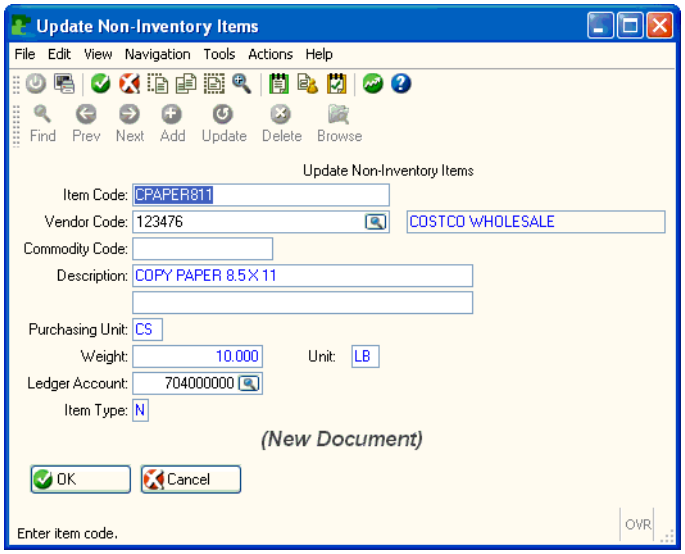
Update Item Catalog

The Catalog Information options allows you to maintain your company catalog of items approved for purchase from specific vendors. When you choose this option, the following submenu appears:



Update Non-Inventory Items

This option allows the addition and maintenance of non-inventory items approved for purchase. These items will be available for selection any time a line type other than STK or STN is entered for a requisition or purchase order line item. All STK items are maintained through the Fitrix Inventory Control module. This form contains the following fields used to enter and update non-inventory items



1. **Item Code**

   This code uniquely identifies each approved non-inventory item to the system.

   - Up to 20 characters

2. **Vendor Code**

   This field holds the vendor code from which this item is usually purchased.

   - Up to 20 characters

3. **Commodity Code**

   This field holds the unique commodity code for this item. Certain industries use standard commodity codes to identify items they buy and sell. Entry in this field is optional.

4. **Description**

   There are two description lines available for each item entered.

5. **Purchasing Unit**

   This two character field is required and specifies the default unit of purchase for this item.

6. **Weight**

   The weight of each unit can optionally be entered in this field.

7. **Unit**

   This field contains the unit of measure for the weight entered in the previous field.

8. **LedgerAccount**

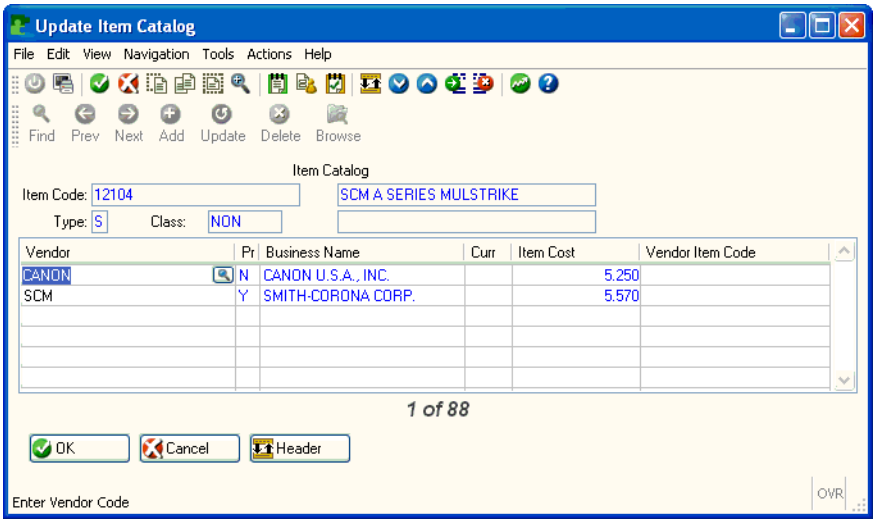
This field will contain the default GL account number for this item. This field only needs to be filled in if the account number for this item differs from the default account number specified with the appropriate line type entry. If there is an entry in this field, it will be used as the default account number, overriding any other accounts specified.

9. Item Type

This is a non-entry field. It will contain an N, for a Nonstock item, an S for Stock items.

Update Item Catalog

This header-detail screen gives one of two views of the Vendor-Item Catalog used in catalog maintenance. All approved items should have at least one entry in the detail portion of this screen where vendors are assigned from whom you purchase a specific item.



The header portion of the field is used only for the purpose of selecting items to assign vendor(s) to via Update; No data entry is allowed in the header section.

1. Item Code

This holds the item code for the item you are updating.

2. Item Description

This holds the description of the item you are updating.

3. Type

Item type can either be S, signifying a stock or inventory item, or N, signifying a non-stock item as described above. Fitrix Purchase catalog maintenance for both types of items is done in the Purchasing module.

4. Class

This field holds the product class to which this item belongs. Product classes are set up in Inventory Control and allows you to further group your inventory for reporting purposes.

The detail portion of this form contains the following fields:

1. **Vendor**

   As many as 100 vendors can be assigned from whom you can purchase the specified item. This field contains the vendor codes of each approved vendor. Zoom available.

2. **Primary Vendor**

   In this unmarked field, enter a Y for the vendor that is your main or primary vendor for this item, and N for all other secondary vendors that you can purchase this item from. One primary vendor must be assigned for each item.

3. **Business Name**

   This is a display-only field where the name of the vendor returns for the vendor code you entered.

4. **Currency**

   This unmarked column holds the currency code for the vendor if you have Fitrix Multicurrency installed.

5. **Item Cost**

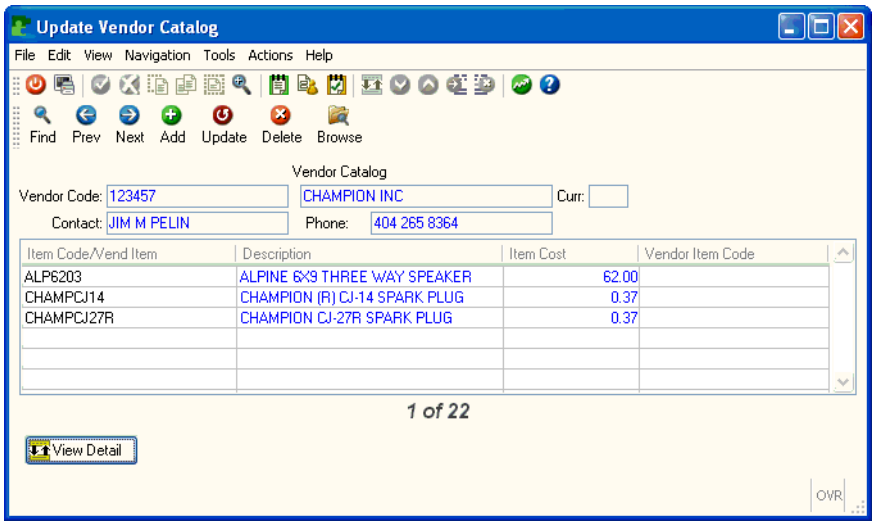
   This field allows you to enter the currently quoted cost for this item from this vendor.

6. **Vendor Item Code**

   This field allows the optional entry of the vendor's unique item code for this item. This information allows the entry of vendor item codes during the entry of purchase orders or requisitions. In addition, this vendor code will be printed on the purchase order to allow the vendor to more easily and quickly fill your order.

Update Vendor Catalog

This is another view of the vendor-item catalog by vendor, which shows all the items you can order from a specified vendor. This option allows maintenance and review of the catalog based on the items a particular vendor carries.



It is a header-detail screen in which the header portion is used only for selection of vendors and display of vendor information. No data entry is allowed in the header portion of this form. It contains the following fields:

1. Vendor Code

The vendor code represents the vendor whose item catalog you are updating. A non-labeled field next to the vendor code holds the vendor's business name that comes up when you enter the vendor code. You can update vendor information via Update Vendor Information (option 4-e). This information is actually stored in A/P and you can also update it there.

2. Currency

If Fitrix Multicurrency is installed, this field holds the currency code for the home currency of this vendor.

3. Contact

This field holds the name of the main contact or representative from this vendor.

4. Phone

This is the telephone number associated with the main contact.

The detail portion of this screen allows the maintenance of the list of items approved for purchase from each vendor. The fields provided are the following:

1. Item Code/Vend Item

This is your code for a particular approved item. It is an item that is defined as an inventory item in I/C, or defined as a Nonstock item via Update Non-Inventory Items (option 4-g-a). See below for description of Vend Item, which you can enter once you have entered an item cost.

2. Description

This non-entry field displays the description of this item.

3. Item Cost

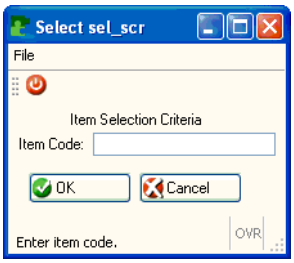
The vendor-quoted cost for this item is entered in this field.

4. Vend Item

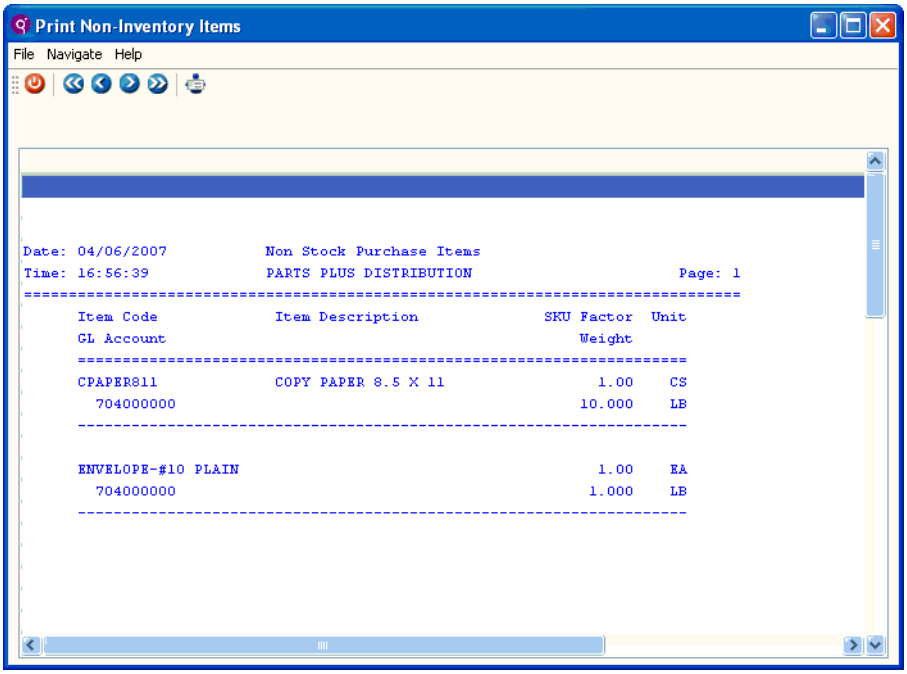
This field, below your item code field, is for the vendor's item code for this particular item if it is different then yours.

Print Non-Inventory Items

Use this print option (4-g-c) to generate a printout of non-inventory items define in your system. When you execute this option, the following selection criteria screen is returned.

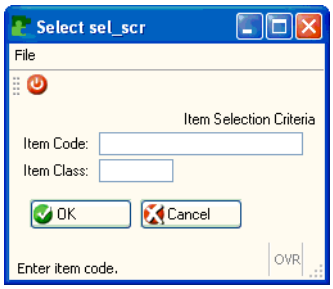


Press OK to print all the non-inventory items defined in your system, or enter selection criteria to print only specific non-inventory items. See the next page for an example of the type of printout this option produces.

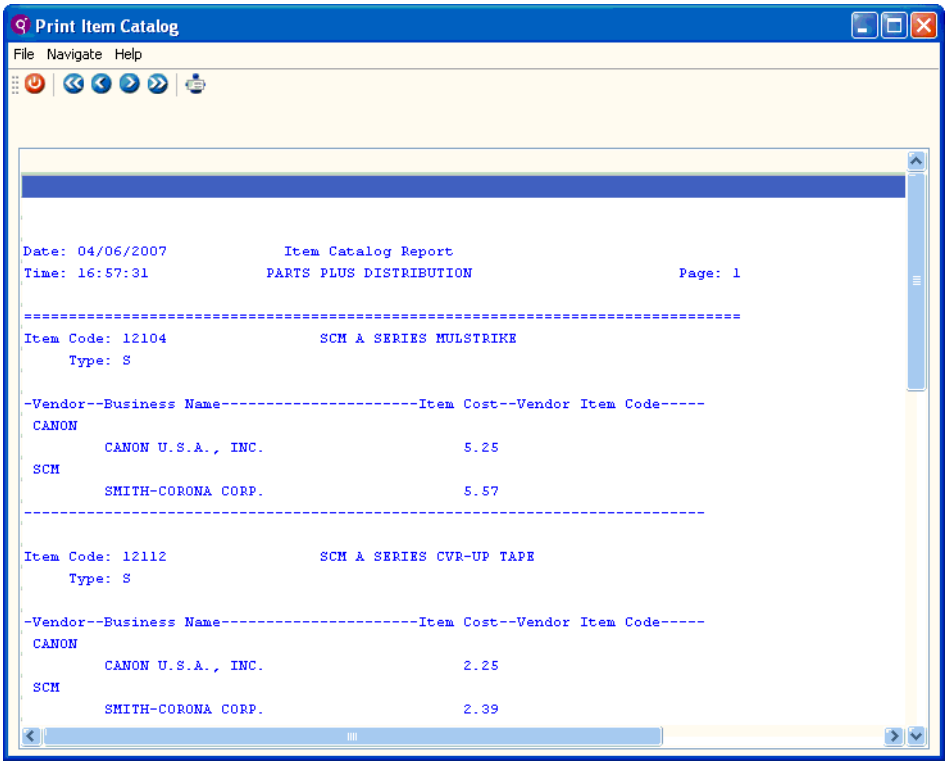


Print Item Catalog

Use this print option to get a printout to all the vendors that are assigned to specific items. When you execute this option, the following selection criteria form is returned.



You can select specific items for whom you want a list of vendors, or you press OK to select all items and their related vendors. See the next page of an example of the report.



Print Vendor Catalog

Use this print option to generate a printout of all the items specific vendors carry. (No sample report shown. Similar to Item Catalog Report above, except with items listed for each vendor.)

5

PO Maintenance

In this chapter, we will discuss the options on PO Maintenance menu. You use the options on this menu to enter and update purchase orders, receive goods you have purchased, transfer purchase orders to accounts payable for payment on those goods received, and print various reports associated with these PO's, receipts, and invoices.

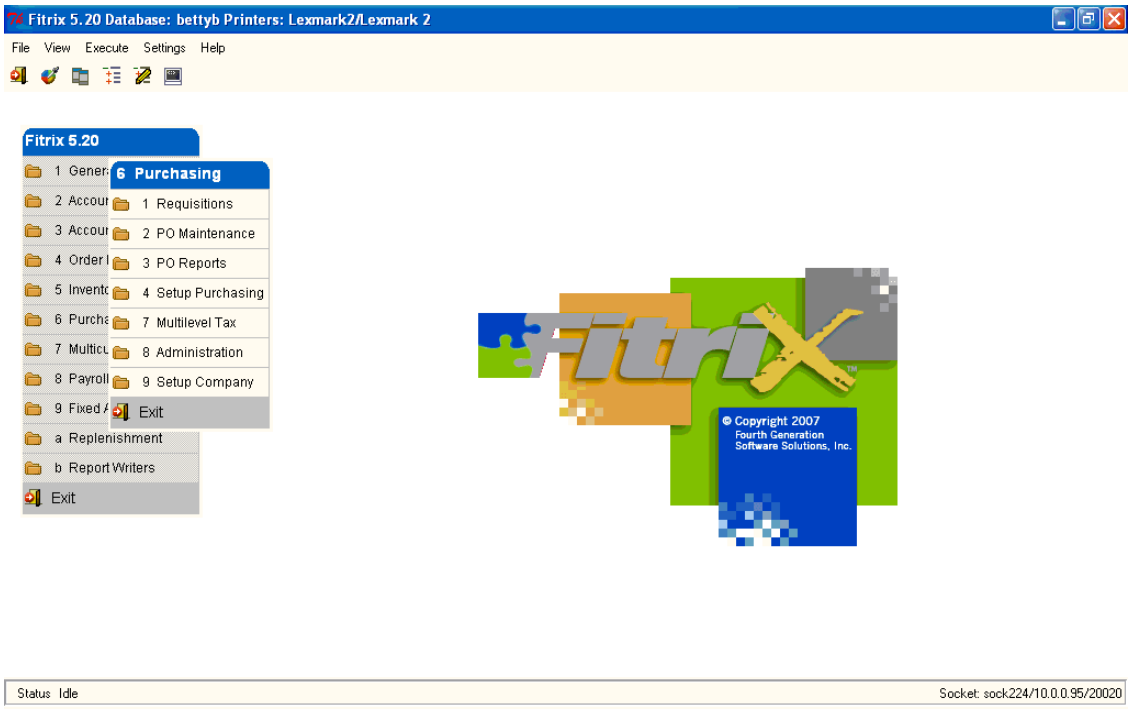
The format of this reference information for each menu option is a follows:

- Brief description of what the menu option does
- Show the screen or report associated with the menu option
- Describe each field on the input screens

PO Maintenance menu

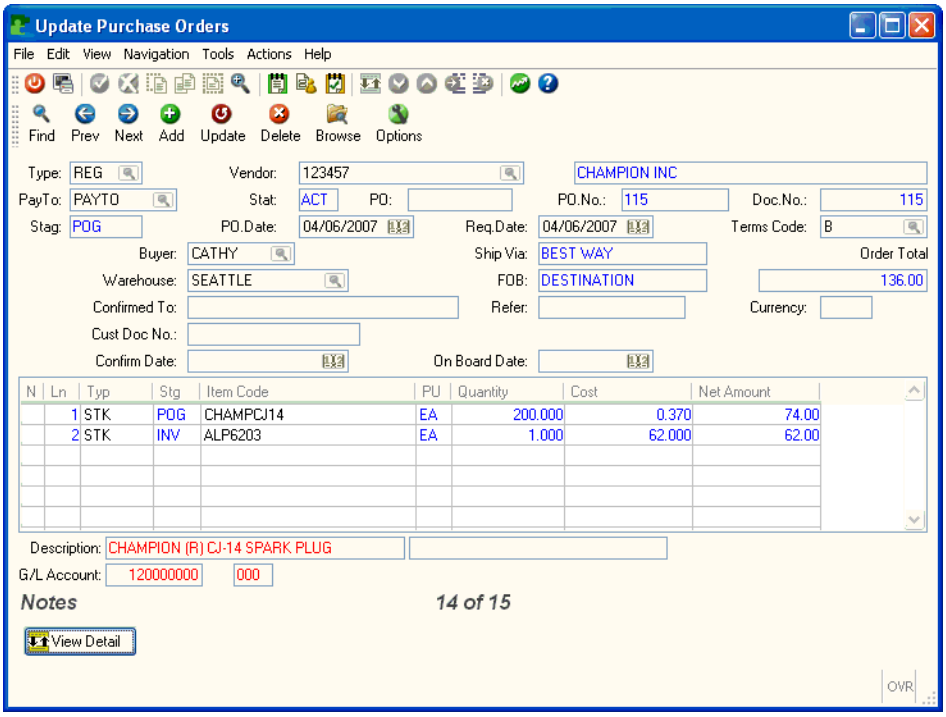
The PO Maintenance menu is the second option on the Purchasing main menu. The options on the PO Maintenance menu come into play after the creation, authorization, and transfer of requisition line items to purchase orders; although an authorized buyer can also create purchase orders directly.

When you select option 2 from the Purchasing Main menu, the PO Maintenance is returned.



Update Purchase Orders

Use this option to enter and update PO's. When you choose this option from the PO Maintenance menu, the Update PO screen displays.



Update PO screen—header section

This section holds the basic information in the following fields:

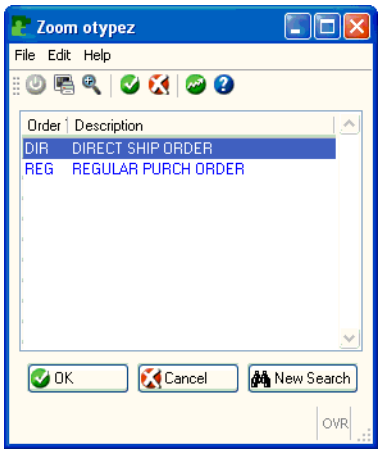
1. **Type**

   This field stores the code for the Order Type of this purchase order. You set up order types with Update Order Type Definitions (option 4-c-a). You enter a defined code or press [ENTER] to select the default. The following specifications apply:

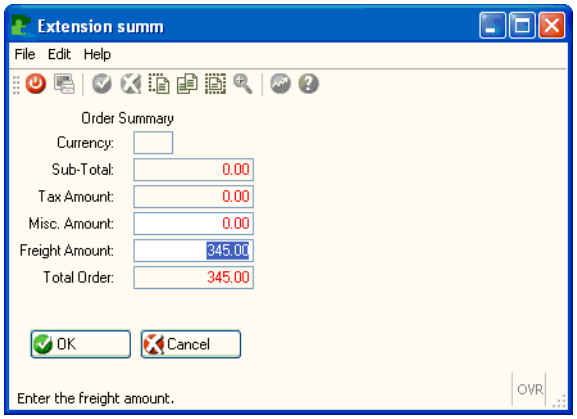
   - Required, Zoom available

   Zoom returns a picker window with the following options:

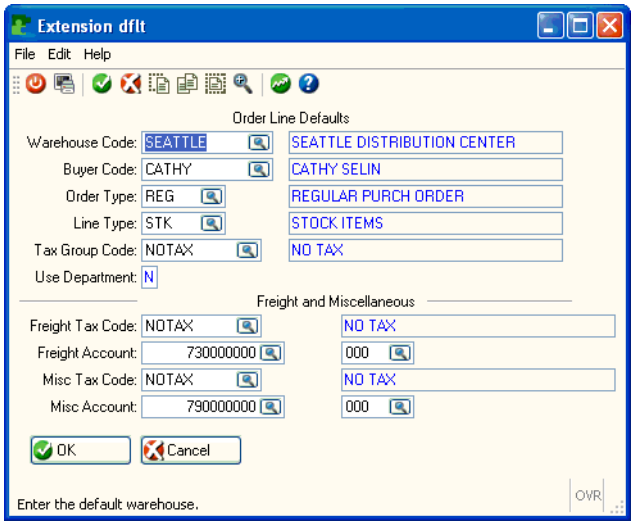
   Order Types—brings up a window for you to find, view, and select an order type code with its description. Regular type purchase order (REG) is the default.



Order Summary—brings up a window that displays a summary of the current purchase order in terms of costs and allows you to add any miscellaneous or freight amounts.



Order Defaults—brings up a window that displays the current settings for warehouse code, buyer code, order type, line type, tax codes, and whether to use departments or not, and allows you to update these.



2. Vendor

This field stores the vendor code corresponding to whom you want to purchase the line items from. Update vendor codes under Setup Purchasing menu with the Update Vendor Information option. This field has the following specifications:

- Required, Zoom to picker window

Note

A vendor (supplier) may have multiple Pay-To addresses. If this is the case, when you select a vendor, a window will automatically open that lists all that vendor's Pay-To addresses.

3. PayTo

Vendor Pay-To code. This code designates where to send the payment. You update Pay-To codes with Update PayTo Information (option 4-f). This field has the following specifications:

- Required, Lookup default tied to Vendor code

4. Stat

The Status of the order is updated by the system. As the purchase order is processed, the status changes:

ACT—Active is the initial status for a new purchase order.

COM —Complete means all lines have been invoiced and posted.

CAN—Cancelled if any line in the purchase order is cancelled.

5. P.O.

Enter a vendor order number if one is available. Optional.

6. P.O.No.

You can enter your own Purchase Order Number in this field, or it will default to Doc. No. upon saving if nothing is entered. This field has the following attributes:

- Optional, up to 10 alphanumeric characters

7. Doc.No.

Document Number is a unique number assigned by the system for tracking purposes. It is a no entry field.

8. Stag.

The Stage field holds the code that represents the LOWEST stage of any of the purchase order line items. See the PO line stages under the detail section below for possibilities.

9. P.O.Date

For the Purchase Order Date (mm/dd/yy), the system defaults to the current date when you create the original PO. You can update this date if needed.

10. Req.Dte.

The Required Date (mm/dd/yy) is the date you need to receive the items on the PO.

11. Terms Code

This field displays the terms code for the vendor and this can be changed if needed.

- Zoom available
- Required field.

12. Order Total

This is a non-entry field. The Total is the sum of all the line items on the purchase order. The system calculates this amount based on the Net Amounts from each line in the purchase order detail.

13. Buyer

This field holds the Buyer code. Buyer codes and related information are set up with the Update Buyer Information (option 4-c-c). This field has the following attributes:

- Required, Zoom available

14. Whse.

Holds code for the warehouse where you want items on a PO shipped.

- Required, Zoom available

15. Ship Via

This field holds a Sip Via code/description for the freight carrier you want to use. It is optional and can have up to 15 characters.

16. FOB

This field holds the code/description for the Freight On Board point. It is optional and holds up to 15 characters.

17. Confirmed To

Holds a name or number of the vendor representative that confirmed the order. This reference field is optional.

18. Refer

This field holds an Order Reference, which can be anything pertinent to the PO.

- Optional, up to 10 characters

19. Cust Doc No

This display only field displays the customer doc/order number if this is a direct ship purchase order (type=DIR) and was automatically created through order entry.

20. Confirm Date

Date that the vendor confirmed receipt of PO (optional).

21. On Board Date

Date that the merchandise was loaded for shipment (optional).

Update PO screen—detail section

1. Ln

The Line number is the system assigned, incremented number for each line item on the purchase order.

2. Typ

Type holds the type of item belonging to one of the following categories:

CAP—Capital purchases

NON—Non Stock keeping items

SER—Services

STK—Stock/inventory items

STN—Stock Treated as Nonstock

SUP—Supplies

DRN- Direct ship non-stock

DRS- Direct ship stock

- Zoom to select from current list of line types

3. Stg

This non-entry field holds the Stage of the line items. The different stages are as follows:

ORD—Order is the initial stages for an ordered line item

POG—PO Generated, item has been printed on a purchase order

REC—Received that line item

INV—Item has been invoiced and posted through to AP

CAN—Cancelled that line item

4. Item Code

The Item Code represents the item you want to order.

- Zoom to picker window

Note

At this point there are several options for entering and updating line items depending on the type of item you are ordering. See "Entering and Updating Line Items" on page 5-9.

5. UM

Unit of Measure is the unit in which the line item is purchased, e.g., each (EA), boxes (BX), cartons (CT), etc. found in the item record.

6. Quantity

Quantity represents the number of purchasing units (UM) you would like to order for the particular line item. If an item must be purchased in a certain number of incremental units (i.e. by the case) defined in the item record, the quantitiy entered here must be multiples of that increment. For example, if the incremental purchase unit is 2, then you can order 2,4,6, or even 120, but you cannot place an order for 3, 5, 7, or 121.

7. Cost

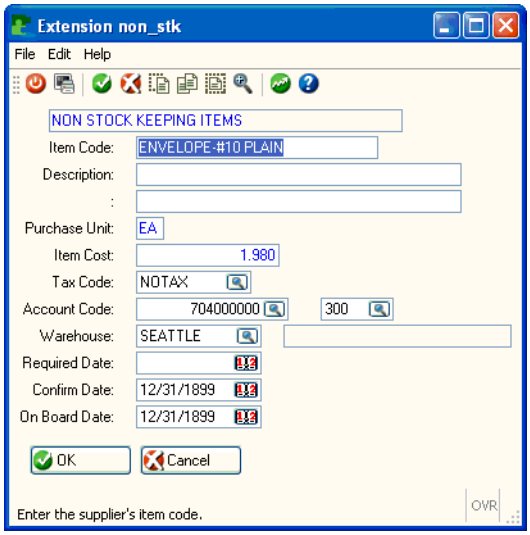
This represents the cost of an individual purchasing unit. You can enter the cost in this column directly to apply current cost, or set up a default cost with Update Item Catalog program (option 4-g).

8. Net Amount

Net Amount represents the Cost multiplied by the Quantity for the line.

Line Detail

Two fields at the bottom of the Update PO screen display information about the current line item. You access these fields via Zoom, and select the Line Detail option.



1. **Desc.**

   Description for the current line item (two part description, up to 25 characters each).

2. **G/L Acc.**

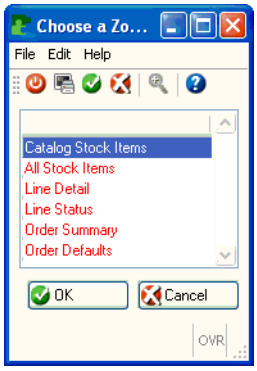
   General Ledger Account (Account Code in the Line Detail Zoom) is the inventory or expense account number where the PO for this item posts.

Entering and Updating Line Items

When you create a PO, you click *Detail* to go to the detail section to enter items you want to order from the specified vendor. You can use a Zoom picker window to select items and update your item catalog: the options in the picker window are different for different line types (item types), i.e., stock or non-stock.

Zoom for Stock Items

When you Zoom to select a stock (STK) item, the following picker returns:



Catalog Stock Items—shows you all your stock items offered by the particular vendor for this PO.

All Stock Items—shows you all your inventory items for you to select from, regardless of vendor. If you choose a stock item other than one the vendor carries, then a window comes up that allows you to enter additional information about the item and asks if you would like to enter this item into the catalog.

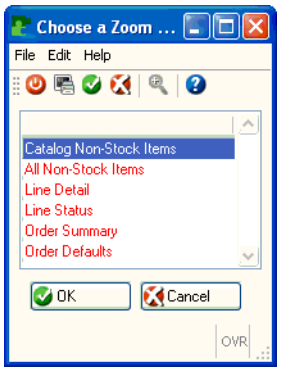
Line Detail— allows you to add your own description for the item and assign a G/L account number in the lower portion of the screen.

Order Summary—brings up a window that displays a summary of the current purchase order in terms of costs and allows you to add any miscellaneous amount.

Order Defaults—brings up a window that displays the current settings for warehouse code, buyer code, order type, line type, and whether to use departments or not, and allows you to update these.

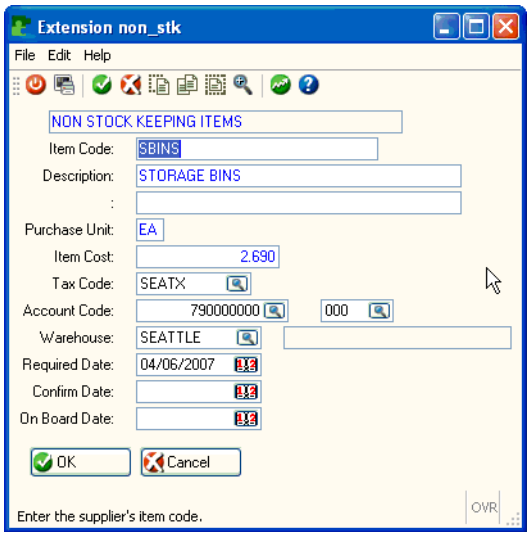
Zoom for Non-Stock Items

If you select a line type of NON, and Zoom to select a non-stock item, the following window displays:



Catalog Non-Stock Items—shows you all your non-stock items offered by the particular vendor for this PO.

All Non-Stock Items—shows you all the non-stock items for you to select from, regardless of vendor. If you choose a non-stock item that the specified vendor does not carry, the following window is returned:



Enter Y if you want to assign this item to the specified vendor, which will update the Vendor/Item Catalog.

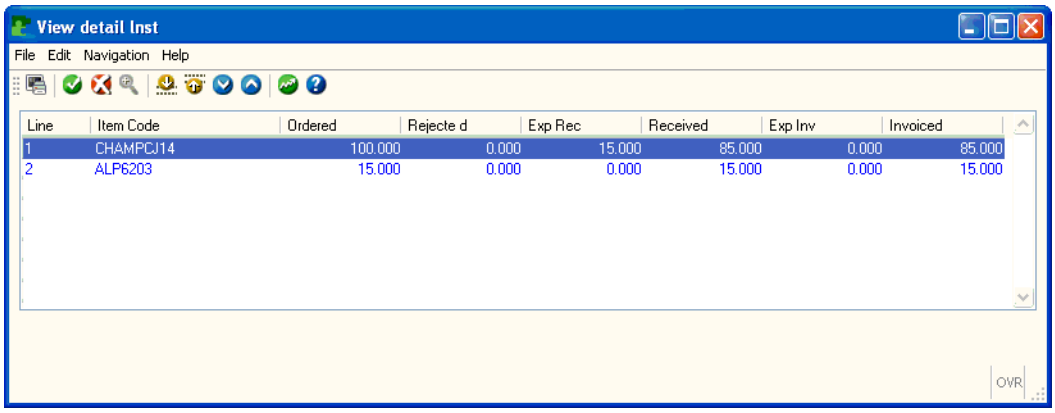
Line Detail—this brings up the same window as on the bottom of page 5-9 that allows you to enter information about the item.

Order Summary—brings up a window that displays a summary of the current purchase order in terms of costs, and allows you to add any miscellaneous amount.

Order Defaults—brings up a window that displays the current settings for warehouse code, buyer code, order type, line type, and whether to use departments. It also allows you to update these.

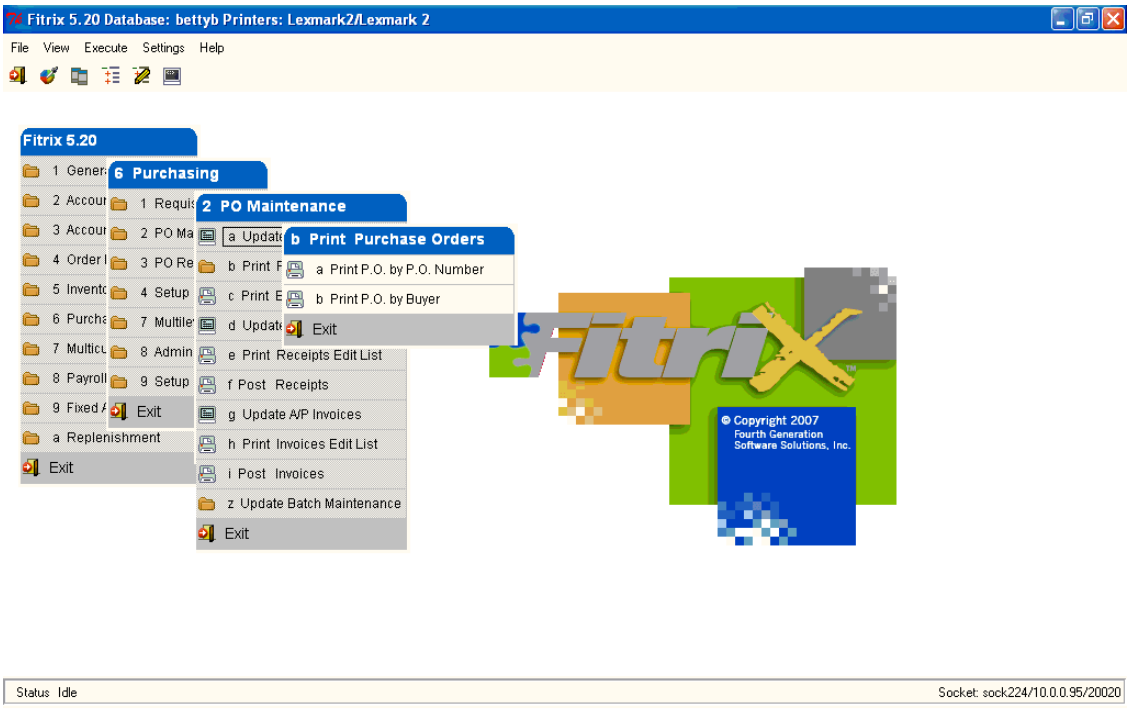
PO Status Screen

While in Update Purchase Orders, you can view the status of each line item by selecting Options from the ring menu and then Status.



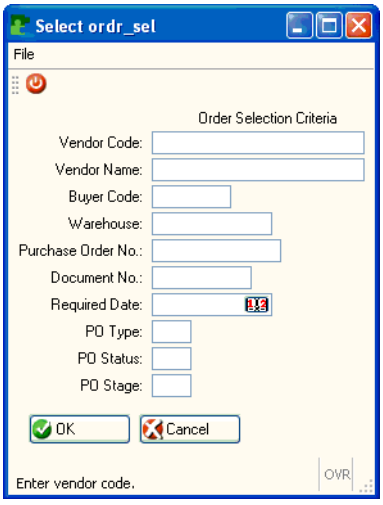
Print Purchase Orders

This menu option allows you to print all the new purchase orders or reprint old ones. When you select this option, the following submenu appears.



You can either print the purchase orders by PO Number or by Buyer. A prompt asks if you would also like to reprint selected PO's. If you enter Y, it will reprint any PO's that have already been printed. "This document is reprinted" will appear on the bottom of the report. You will be prompted "Print only items not yet received? (Y/N). If you enter Y, only those items that have not been received in full will print their remaining quantity.

A Selection Criteria screen displays:

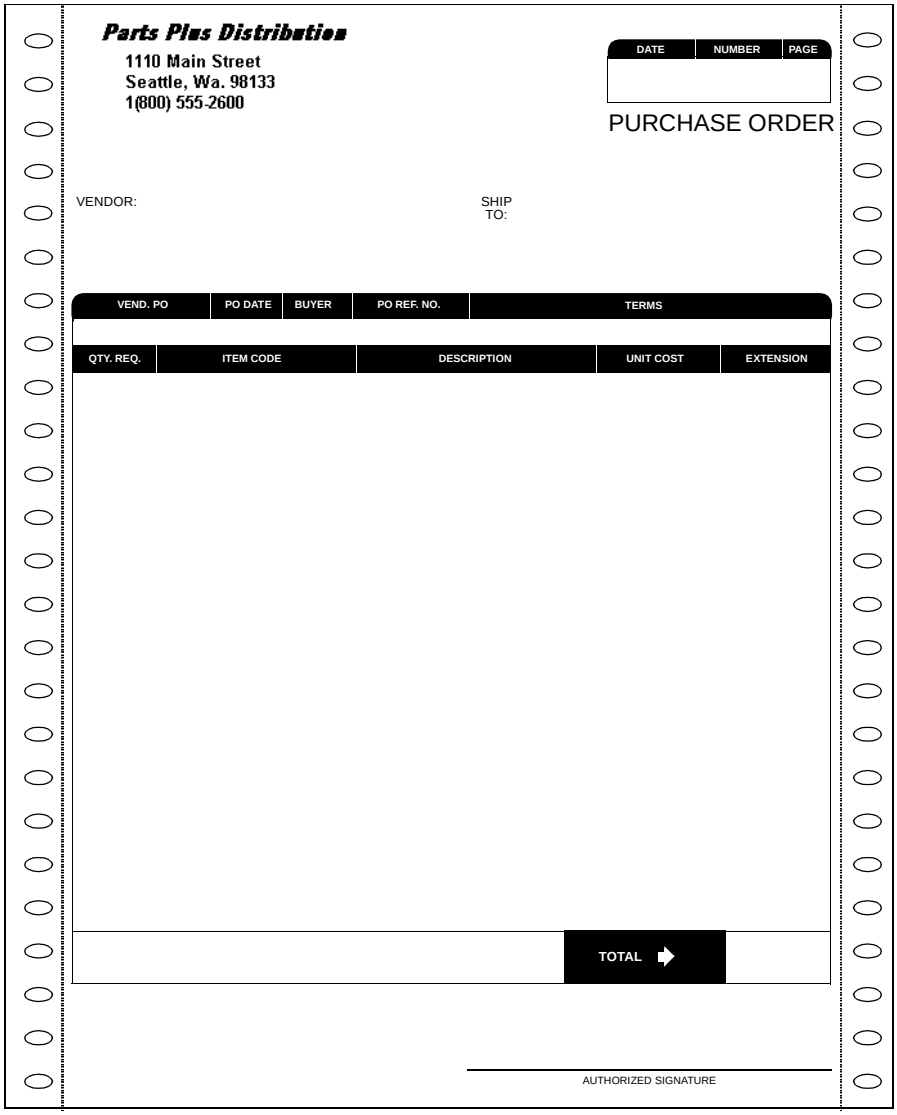


Note

The sample report on the next page is simply a graphical representation and not an actual PO, see "Forms" on page A-1.

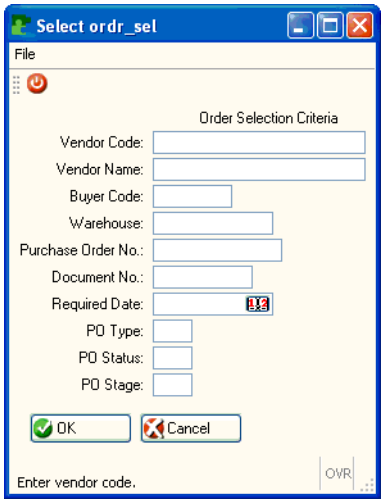
The example below shows what a PO will look like. The information and format are the same for the PO's created by either print option; the difference is how they sort multiple PO's by number or buyer.

,



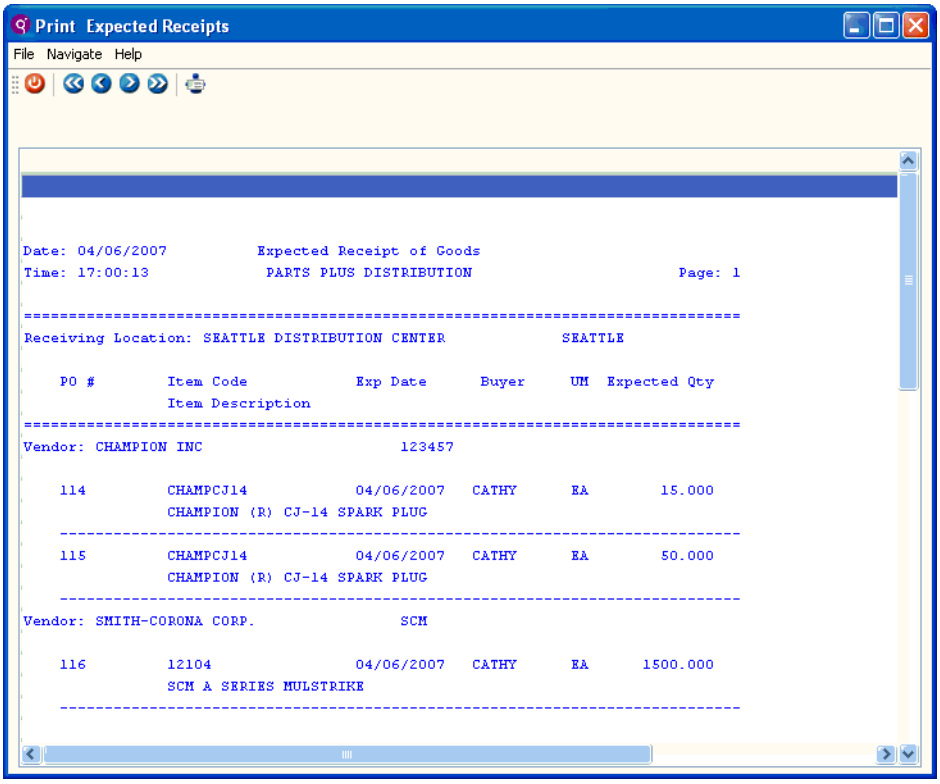
Print Expected Receipts

This menu option allows you to print all the items you expect to receive based on new purchase orders. When you execute Print Expected Receipts (option 2-c), the following selection criteria form is returned.



Use selection criteria to narrow down the number of entries in the report. See the next page of an example of the expected receipts report.

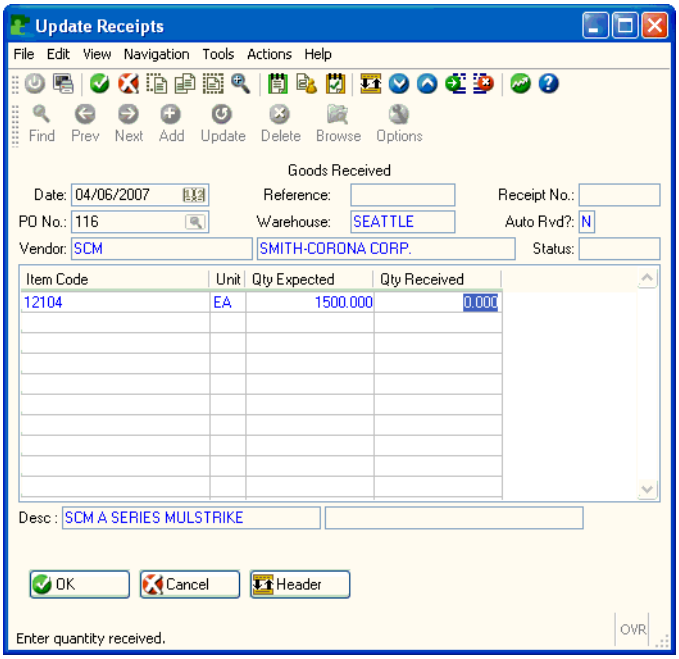
Print Expected Receipts



In this example, we selected specific receipts by entering a PO number. We could have selected all the receipts expected from a certain vendor, buyer, warehouse, etc., as seen on the selection criteria form.

Update Receipts

You have entered a PO, printed it, and sent it off the vendor. You use this option to receive the goods you ordered.



Goods Received screen—header section

This header section contains the information in the following fields for referencing the items you are receiving based on purchase orders.

1. **Date Received**

   Date Received (mm/dd/yy) corresponds to the date you receive items. The default is the current date.

2. **Reference**

   Any manually assigned reference to this receipt.

   - Optional
   - Up to 10 alphanumeric characters

3. **Receipt No.**

   Receipt Number is a system assigned number that defaults to the PO Number.

4. **P.O. No.**

   Purchase Order Number is used to reference the original PO's with items that remain to be received. When you enter a PO number and press [ENTER], the remaining information, including detail lines, will be displayed. This field has the following attributes:

- Required
- Zoom available to select from current PO's.

5. Warehouse

Warehouse assignment is the receiving warehouse, which is tied to the original PO Ship-To and Vendor designation and requires no entry.

6. Auto Rvd?

Enter Y if all quantities received match the original order quantities. Enter N to change the quantities by entering the detail section of the screen.

7. Vendor

Vendor holds the vendor code and vendor description from the original PO

8. Status

The Status of a receipt is a non-entry field and can have the following values:

ACT—the items from the PO are in the process of being received.

PST—all the items from the PO have been received and posted to appropriate inventory and ledger accounts.

CAN—the receipt of items on the PO has been cancelled.

Goods Received screen—detail section

Once you find the correct PO by entering the information in the header section, the line item information appears. The following columns make up the detail section:

1. Item Code

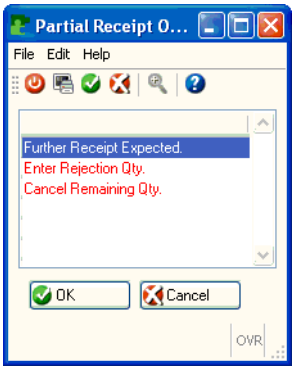
Non-entry field that shows the Item Code of the item you are receiving.

2. Unit

Non-entry field showing the Unit of measure for the item.

3. Qty. Received

If the quantity received is different than the quantity ordered, enter that quantity here. The following picker window will then display:



Further Receipt Expected - select this option if the vendor is going to make additionaly shipments.

Enter Rejection Qty - select this option if you are rejecting the remaining quantity due to damage or other reasons. You will then be prompted to enter a rejection code which is free form.

Cancel Remaining Qty - select this option if no further receipt is expected. This will set the line stage of this quantity to CAN for cancelled.

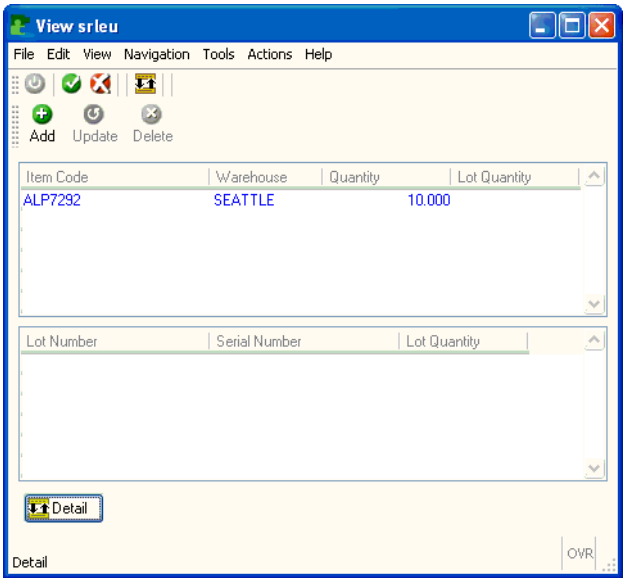
There is one field at the bottom of this screen:

1. **Desc**

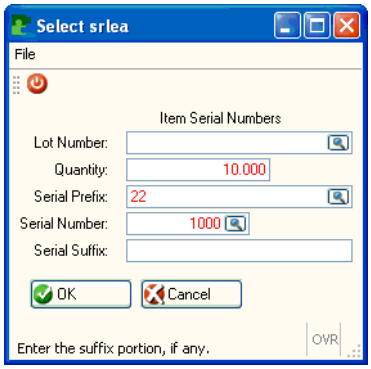
   Description is a non-entry field that holds the description of the current line item.

Receiving Serialized Items

If the item is under serial or lot number control (serialized field in item record is set to S,L, or B), the following screen displays:



When you go to Add the items you are receiving, the following window opens:



Fill in the appropriate information in the following fields:

1. **Lot Number:**
    - Optional
    - Up to 20 alphanumeric characters
2. **Quantity:**

    This field holds the number of items you are receiving and assigning serial numbers.

    - Up to 12 numeric characters
3. **Serial Prefix:**

    This field holds the actual serial number for a single item, or can make up the prefix part of the serial number for multiple items. As a prefix, this field is optional; if included, the prefix would be the same for each subsequent item serial number. If you use this field to type in the unique serial number for individual items, then the subsequent fields are optional.

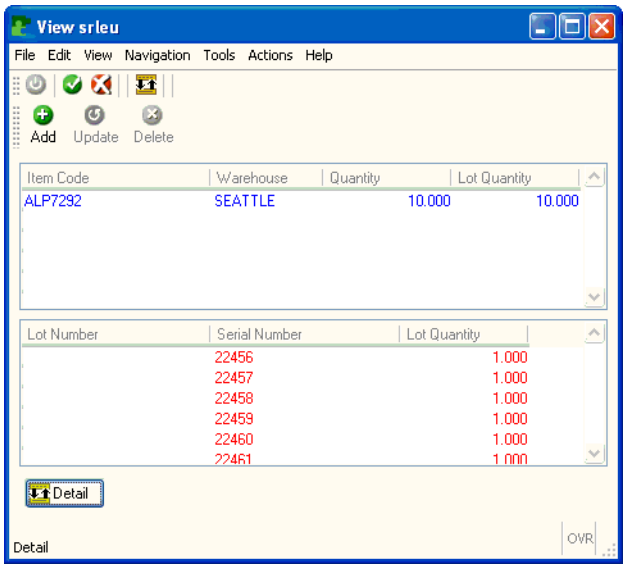
    - Up to 20 alphanumeric characters
4. **Serial Number:**
    - Up to 10 numeric characters

    This field holds the numeric portion of a serial number. You would use this number field to assign serial numbers to multiple items automatically. For example, if you have a quantity of five items, by simply typing in the number 100 for the number portion of the serial number, the program automatically assigns the numbers in sequence to all five items, 100-104. This is a time saving feature if you happen to receive the items you want to serialize all at the same time. If you only have a single item to serialize or if you receive items randomly, you must assign subsequent serial numbers manually, either in the Serial Prefix field or, if you are utilizing a common prefix for all items, enter remaining part of the numbers in the Serial Number field. Remember that serial numbers that have been assigned to this item are stored on the previous screen for reference.
5. **Serial Suffix:**

- Up to 20 alphanumeric characters

This field holds the suffix portion of a serial number if you choose to have one. Like the prefix, the suffix would be the same for subsequent serial numbers for the same items.

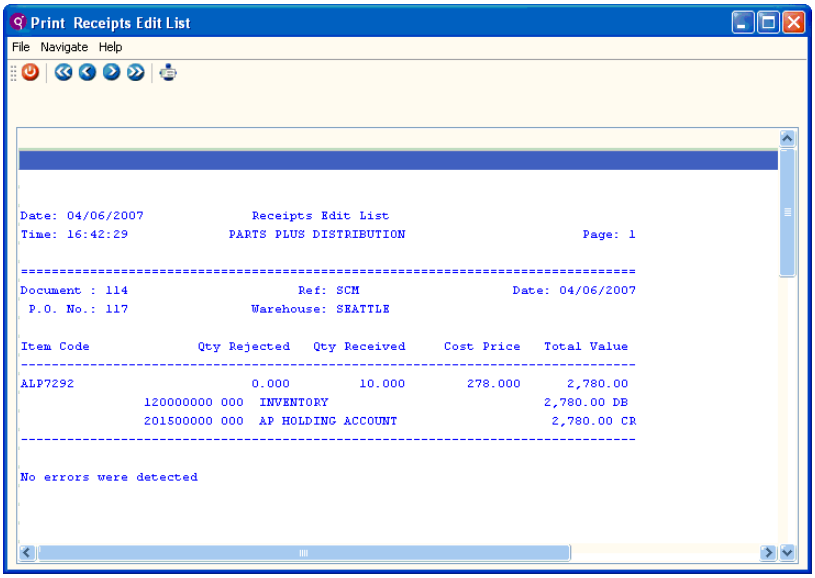
Once all of the information is entered on the screen, click OK. The following screen displays when the PO quantity equals the lot/serial number quantity.



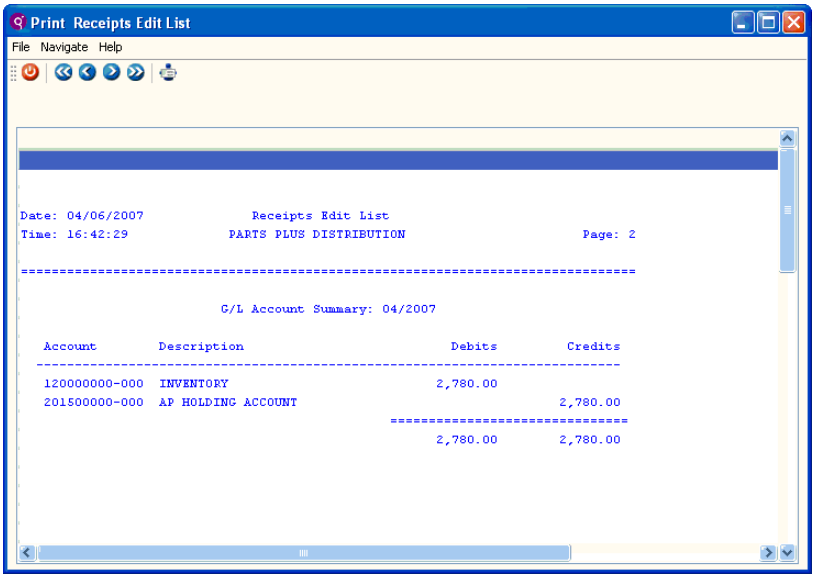
Click OK to return to the Update Receipts screen.

Print Receipts Edit List

Use this option to print a list of the items you received and details about them. The details include total costs, and accounts affected via a General Ledger summary. Below is a sample receipts edit list.



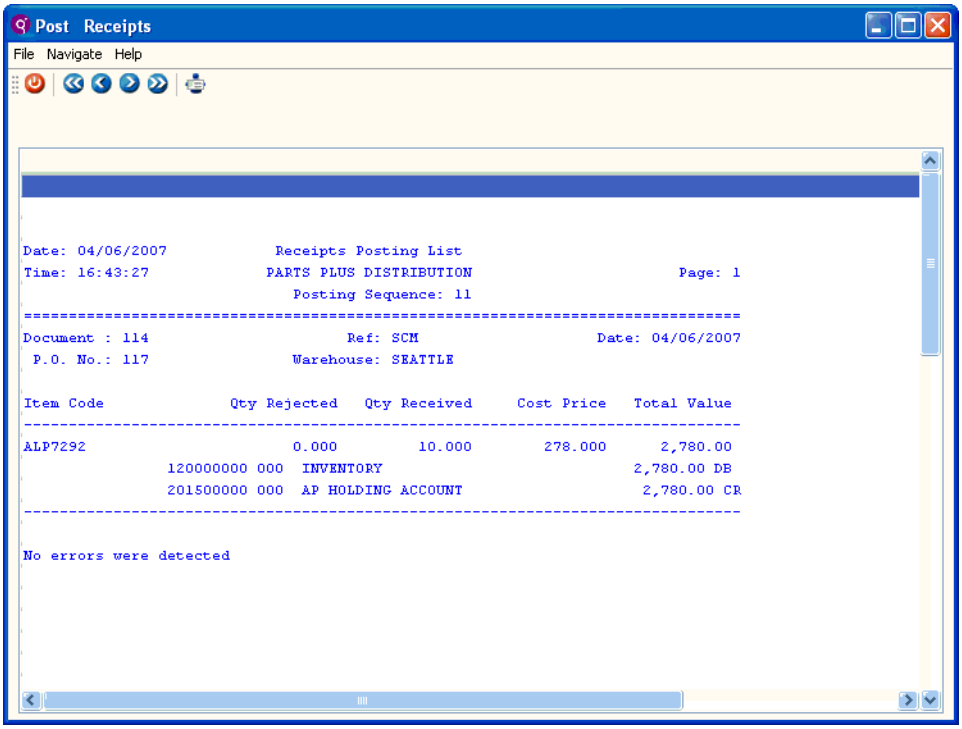
The second page of the Receipts Edit list has the G/L Summary as shown below.



Notice that next to the page title, it says "*FUTURE*." This tells you that this transaction is being held until the next (future) accounting period. This happens because the previous accounting period is not closed out yet, and the date of this transaction falls in the next period.

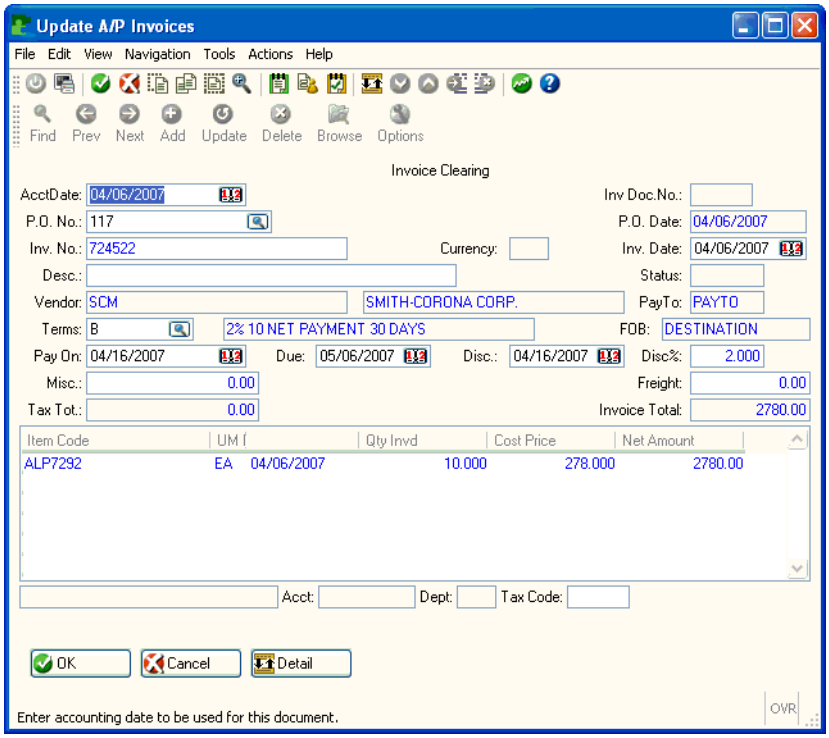
Post Receipts

Use this option to post the receipt of goods to Inventory Control and General Ledger, and to release backorders from Order Entry. This option also prints details of goods received and information about posting problems. The G/L summary is the same as the edit list.



Update A/P Invoices

Use this option to match a vendor invoice to a PO Only items that have been received can be invoiced. From this the program can calculate what you owe, differences, etc. to send to Accounts Payable.



Invoice Clearing screen—header section

The following fields allow you to enter an invoice number and reference a PO:

1. **Acct'g Date**

   Date of posting (mm/dd/yy) is referenced to decide the period in the General Ledger. It defaults to the current date.

2. **Invoice Doc. No.**

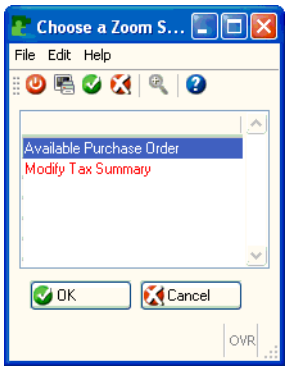
   Invoice Document Number is a non-entry field. Each invoice is assigned a unique, sequential number when to record is posted.

3. **P.O. No.**

   Purchase Order Number field is where you enter the valid number of the PO pertaining to the invoice you are creating. When you enter a PO number and press [ENTER], the remaining information, including detail lines, will be displayed.This field has the following attributes:

   - Up to 10 alphanumeric characters

- Zoom to picker window:



Available Purchase Orders—This brings up a window that allows you to choose from current purchase orders in which all items have been received.

Modify Tax Summary—This option is available whenever you Zoom in this screen. See discussion in "Invoice Tax Adjustments" on page 5-27.

4. P.O. Date

Purchase Order Date (mm/dd/yy) is a non-entry field that displays the date on the current PO for items you are receiving.

5. Invoice No.

Invoice Number is where you enter the vendor's invoice number.

- Optional
- Up to 20 alphanumeric characters

6. Currency

Holds the currency code for the vendor if the system has Fitrix Multicurrency installed. (USD = U.S. Dollar.)

7. Invoice Date

Invoice Date (mm/dd/yy) is the date of invoice and defaults to the current date. It is this date that will be used by the AP aging report when determining how to age invoices.

8. Description

A general description of the invoice, up to 20 alphanumeric characters.

9. Status

Status is a non-entry field. It holds a code that indicates the status of the invoice:

ACTIVE—the invoice is active.

CANCEL—the invoice has been cancelled.

POSTED—the invoice has been posted to Accounts Payable.

10. Vendor

This non-entry field holds the vendor code pertaining to the PO.

11. Pay-To

The Pay-to code relates the vendor pay-to address, or where you will send payment for purchased goods.

12. Terms

Terms code indicates the terms of payment. Terms codes are set up in Accounts Payable, and Zoom is available to select from valid codes.

13. FOB

Freight On Board contains the designation for the point where responsibility of shipment items changes hands between you and vendor.

14. Pay On

Pay On date (mm/dd/yy) is the date the balance will be paid. May be overridden.

15. Due

Due Date (mm/dd/yy) is the date payments are due. May be overridden.

16. Disc.

Discount Date (mm/dd/yy). May be overridden.

17. Disc%

Discount Percentage, may be overridden.

18. Miscellaneous

Miscellaneous Total is where you enter the total amount for any miscellaneous costs. In the Update mode, you can change miscellaneous costs that may have been entered in the original PO.

19. Freight

Freight Total is where you enter the total amount for any freight costs. In the Update mode, you can change freight charges that may have been entered in the original PO.

20. Tax Total

This non-entry field displays the total amount of tax due for the PO.

21. Invoiced Total

This non-entry field holds the total for the invoice.

Invoice Clearing screen—detail section

When you enter the PO number or other information in the header section, the detail lines for items received, printed, and posted on the PO appear with the following columns:

1. **Item Code**

   Item code is a non-entry field that holds the code for the item being invoiced.

2. **UM**

   Unit of Measure is a non-entry field that holds the purchasing unit for this item.

3. **Date Rcvd**

   Date Received (mm/dd/yy) is non-entry field for the date the item was received.

4. **Qty Invd**

   Quantity Invoiced will default to the quantity received, but can be overridden for partial receipts and partial invoices.

5. **Cost Price**

   Cost Price will default to the price on the PO, but you can override it. If the price exceeds what was on the PO in relation to the price tolerance % set up in the Update Purchasing Defaults program, a warning is given.

6. **Net Amount**

   Net Amount is a non-entry field and the amount in this field is calculated from price and quantity invoiced.

7. **Acct**

   This field holds the invoice account number for this line item. This is the G/L account to which this invoice line item will post depending on the type of item (STK, NON, STN, CAP, SUP, SER).

8. **Dept**

   This field holds the department code for this line item.

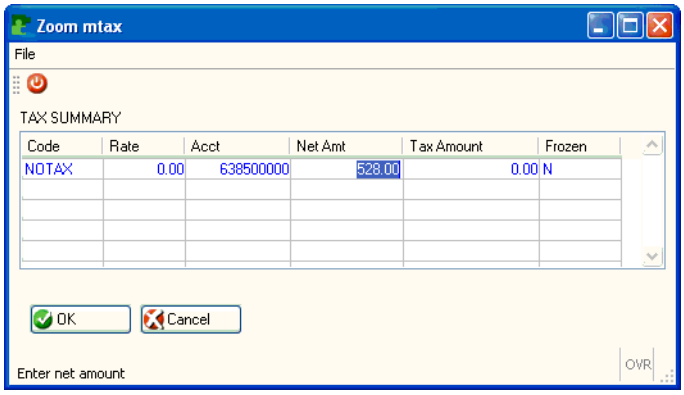
9. **Tax Code**

   This field displays the tax group assigned to the specific line item. To modify the tax code, select Enter Tax Code option from the Zoom picker window.

   - Zoom

Invoice Tax Adjustments

When you choose the Modify Tax Summary from the Zoom picker window, the following screen comes up:



Use the Tax Summary screen to adjust tax amounts to handle discrepancies between automatically calculated tax amounts and actual invoiced tax amounts. Additionally, you can use this screen to modify the distribution of taxes to different tax group codes. It contains the following fields:

1. **Code**

   This field holds the tax group codes that pertain to this invoice. You cannot change the codes here, but you can add new tax group codes that you want to assign to this invoice.

   - Up to six characters
   - Zoom for adding new lines

2. **Rate**

   Display only field shows the total tax rate for this tax group code.

3. **Acct**

   This display-only field holds the G/L account number this tax affects.

4. **Net Amt**

   The net amount is the amount of the invoice being taxed at this rate. You can modify this amount as needed.

5. **Tax Amount**

   Tax amount is automatically calculated based on the net amount and the tax rate. You can override the calculated tax amount, and you must set the Frozen field to Y in order to keep this amount from being recalculated.

6. **Frozen**

   As stated above for the Tax Amount field, if you set this field to Y for the particular tax code, the Tax Amount will not be recalculated; if it is set to N, the system will recalculate the Tax Amount.

Print Invoice Edit List and Post Invoices

Use these options to print an edit list to check against actual invoices and then post the checked invoices to Accounts Payable (A/P).

Note

You must print an invoice edit list before you can post invoices to Accounts Payable.

When you post invoices, the program will first look in the vendor information file in A/P to find the A/P account number and A/P department, and cash account number and cash departments.

If the A/P account number and cash account number are not found in the vendor information, they will be assigned values from purchasing defaults.

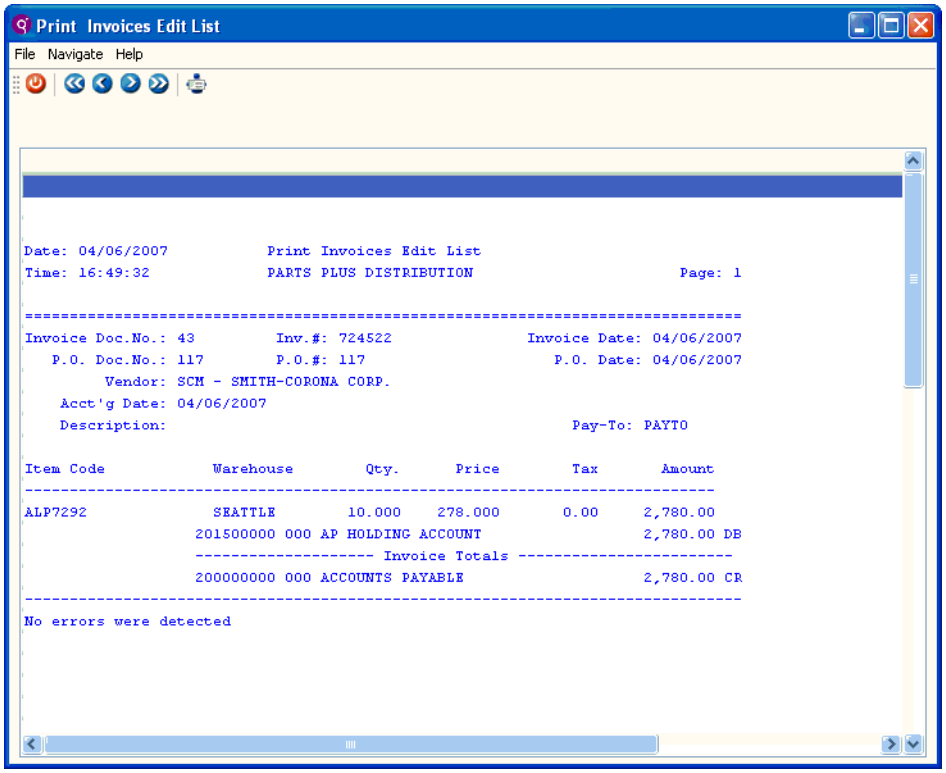
If the A/P department or the cash account departments are not found, then they will be assigned the department associated with the purchase order.

Here is how the different departments are used:

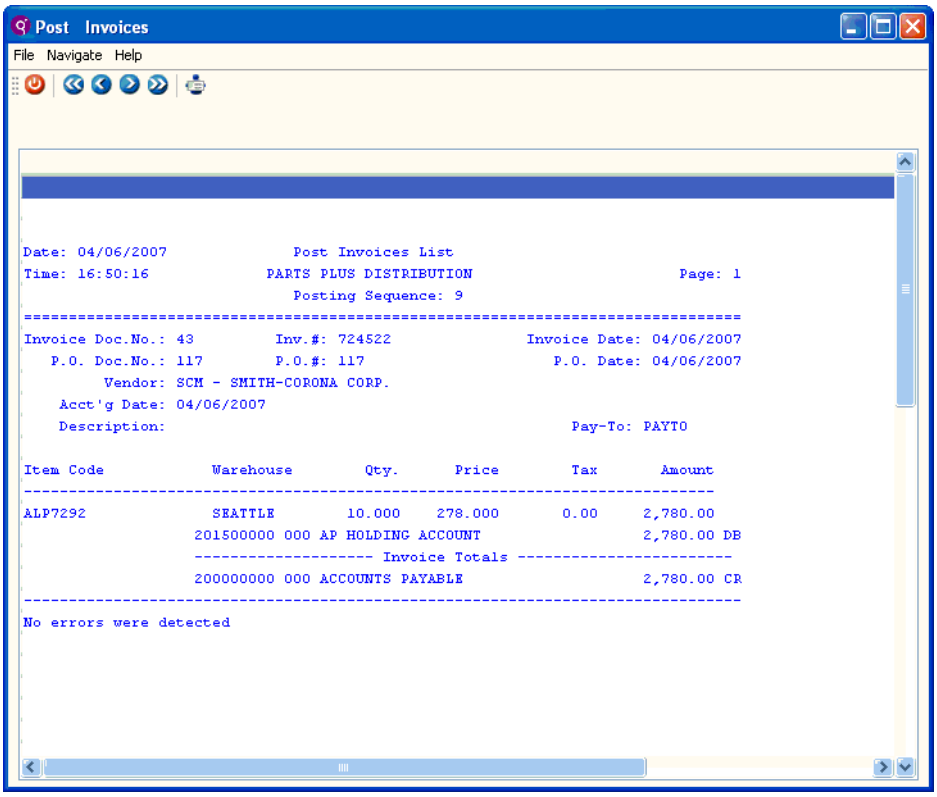
- Freight and miscellaneous charges are posted to the department associated with the purchase order.
- Expenses are posted to the department for the detail line that the expense is associated with.
- Inventory is posted to the department for the detail line the item is associated with.
- Cash is posted to the department of the vendor for the cash account.
- Accounts Payable is posted to the department of the vendor for the accounts payable account.

See the following pages for examples of the reports generated with these two options.

Print Invoices Edit List



Post Invoice



When you run this option, the posting report gives a General Ledger summary. Posting invoices is the last step in the purchasing process.

Update Batch Maintenance

See the Batch Processing chapter in *Getting Started with Fitrix* for information on these menu options.

6

Requisitions

This chapter contains reference information about the options you use to create requisitions and generate purchase orders from those requisitions. We also describe the screens and fields you actually enter data into to create requisitions and generate purchase orders.

For reference purposes, we will take each option in order and describe the following:

- General description of what the option is used for
- Show the input screen or report for the option
- For input screens, describe each field on the screen

This is meant to give you information about what the options on the Requisition menu do and what each field is used for.

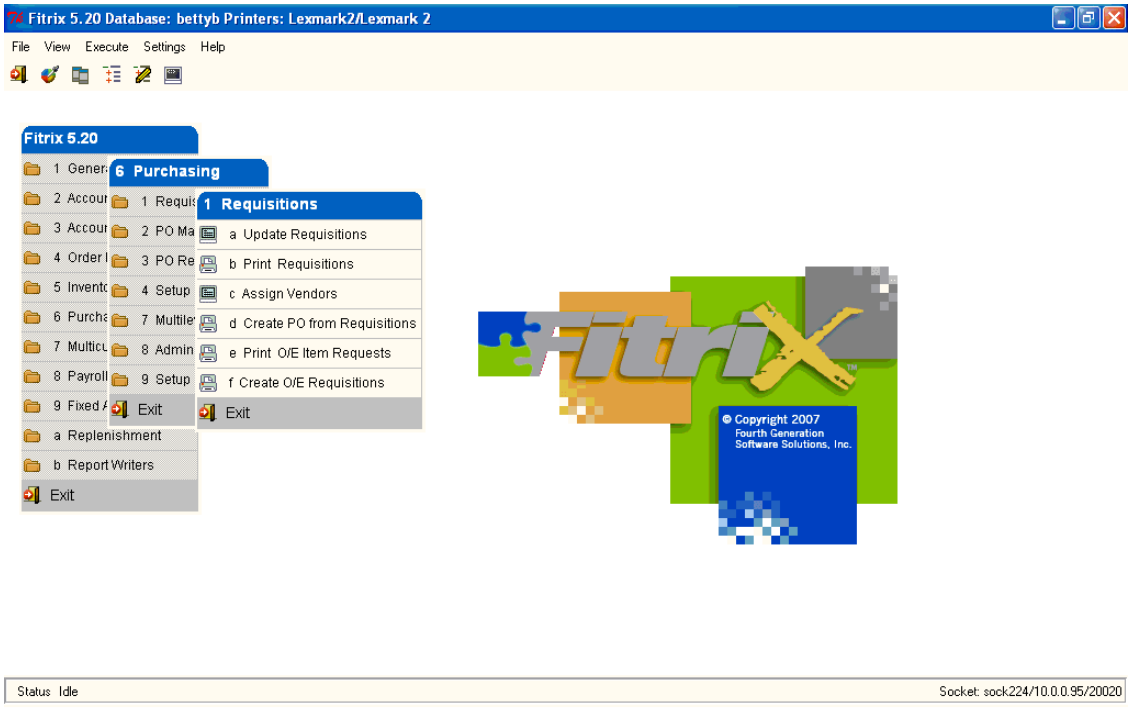
Requisitions menu

The Requisitions menu option is the first option on the Purchasing main menu. As a buyer for your company or just an employee wanting to acquire some goods, you use the options under the Requisitions menu to create, update, and print requisitions.

You use options on this menu to approve requisition items and assign vendors. Then an authorized purchasing agent can create a purchase order from the approved requisitions.

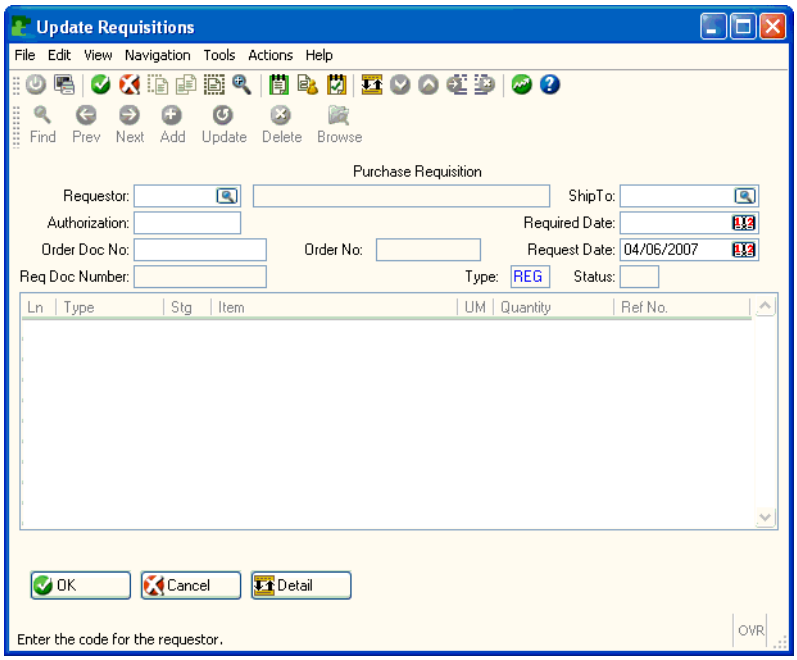
You can also create requisitions for items that are on backorder for sales orders generated in Order Entry.

When you enter 1 for Requisitions on the Purchasing Main menu, the Requisitions menu comes up.



Update Requisitions

You use this screen program to enter and update requisitions. The header section contains general information about the requisition and the detail section is for you to enter the items you are requesting.



Purchase Requisition screen—header

This portion of the Purchase Requisition form contains the following fields where you enter and update information pertaining to a requisition:

1. **Requestor**

   This field takes the requestor code of the person requesting a purchase of item(s). Requestor codes are set up with Update Requestor Definitions (option 4-c-e). The following properties apply to this field:

   - Required field
   - Zoom to select from current list of requestors

2. **ShipTo**

   This field contains the ShipTo Warehouse code indicating where you want to ship the items you are ordering. You set up ShipTo Warehouse codes with Update Warehouse Definitions (option 4-c-d). You can also enter a warehouse code when defining a requestor so this field is automatically filled when you enter your requestor code. The following properties apply to this field:

   - Required

- Zoom to select form current list of warehouse codes

3. **Authorization**

   This field holds the code for an authorized approver. Once authorized or approved, the requisition is locked and an operator can transfer the requisition to a purchase order. No update of the requisition is allowed once authorized.

4. **Required Date**

   Enter the date (mm/dd/yy) that you require the item(s).

5. **Order Doc No.**

   If the rquisition was automatically created by the Create O/E requisitions program, the document number of the order will display here. The order document number may be different than the order number if you manually assign order numbers.

6. **Order No**

   If the requisition was automatically created by the Create O/E Requisitions program, the order number will display here.

7. **Request Date**

   The system automatically puts in the current date when you create a requisition, but you can change the date by entering in the new date in the format mm/dd/yy.

8. **Req Doc No.**

   The unique document number is assigned by the system.

9. **Type**

   This is a system assigned field that defaults to the order type entered in Update Purchasing Defaults (option 4-a)

10. **Status**

    Requisition status field holds system assigned status code that reflects the lowest line item stage (see Stg. in the detail section). The system updates the requisition status when you save a document.

Purchase Requisition screen—detail

Once you enter or update the information in the header section, click *Detail* to go to the detail section to enter line items. The detail section has the following columns for each line:

1. **Ln**

   This is the line number assigned by the system. These line numbers are used for an audit trail (e.g., tracking line items on a P.O. to a requisition).

2. Type

This is the type of item you are requesting. If you don't enter a line type, it will default to the type you entered in the Update Purchasing Defaults. The following types are predefined:

CAN—Cancels that line of the requisition.

CAP—Capital purchases.

NON—Non-stock keeping items, items you sell but do not stock.

STK—Stock items, merchandise that you purchase and stock for resale.

STN—Stock treated as non-stock.

SUP—Supplies.

- Zoom available to select from current line types.

3. Stg

The stage of line item is updated by the system as it proceeds through the requisition process. The following are the requisition stages:

REQ—Active requisition waiting for authorization. At this point, the requestor can still modify the requisition.

AUT—Authorized requisition awaiting vendor assignment and transfer to purchase order. Only an authorized approver can modify at this stage.

LCK—Locked requisition, approved and assigned a vendor, only an authorized approver can modify at this stage.

ORD—Ordered, requisition has been transferred to purchase order.

CAN—Line item has been cancelled.

4. Item

Enter the item code of item you are requesting.

- Zoom to select from current list of stock or non-stock items.

5. UM

Unit of measure or purchasing unit for this item, e.g., box (BX), carton (CT), pallet (PL), etc.

6. Quantity

This is the number of items in purchasing units that you want to order.

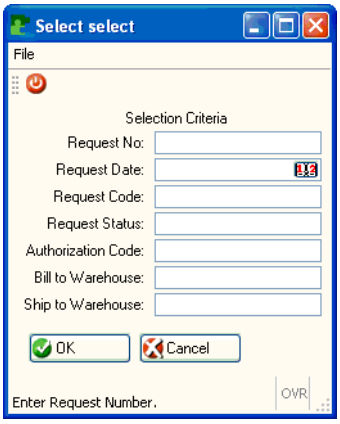
7. Ref No.

This reference number field is "free form," meaning you can enter any kind of reference you feel appropriate. If this requisition item was from an order entered with Fitrix Order Entry, the sales order number is the reference.

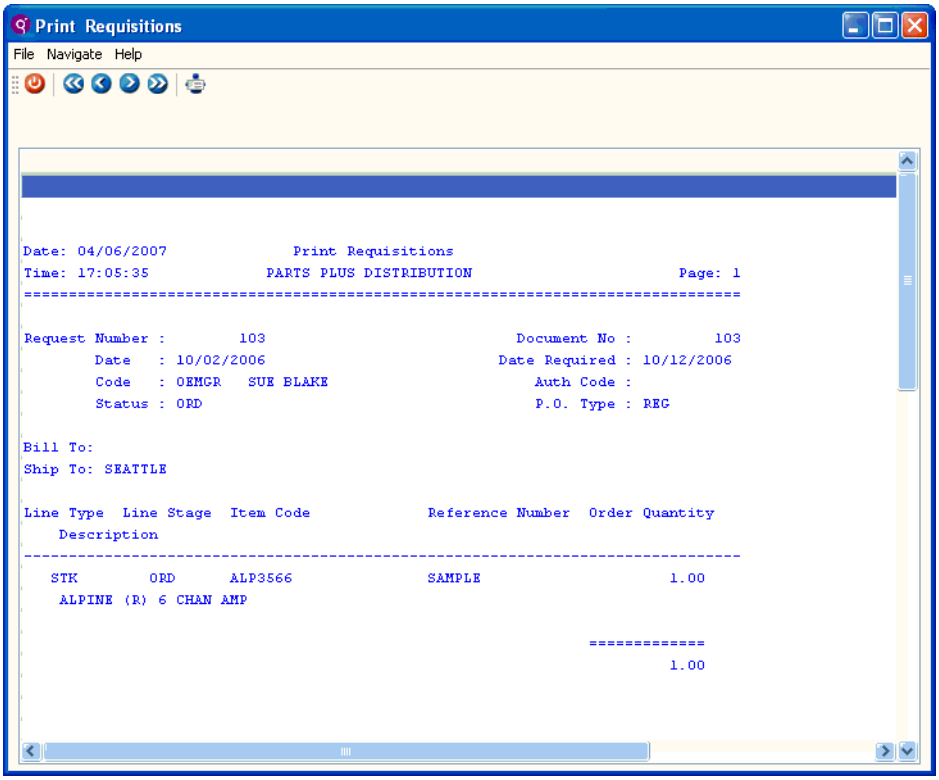
Print Requisitions

This menu option prints out all new requisitions. You would use this option if you are required to submit a copy of your requisition or if you want a file copy.

This option displays a prompt to see if you would like to print specific requisitions. If you enter Y for Yes, the system will return the following selection criteria screen:



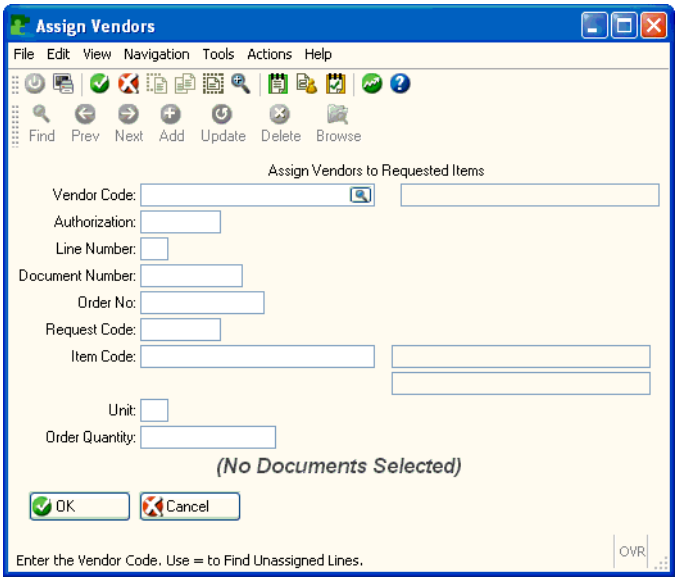
This screen allows you to select specific requisitions to be printed. Below is a sample of the report:



Assign Vendors

You can use this option to authorize individual requisition line items and assign vendors. You must assign a vendor before a requisition line item can be transferred to a P.O.

This option returns the Assign Vendor to Requested Items screen.



Use the Find command to select the requisition document number. Assign a vendor and authorize the requisition for each line item. Enter information in the following fields:

1. **Vendor Code (required, Zoom available)**

   This field accepts a vendor code which assigns that vendor to the line item in the lower portion of the screen.

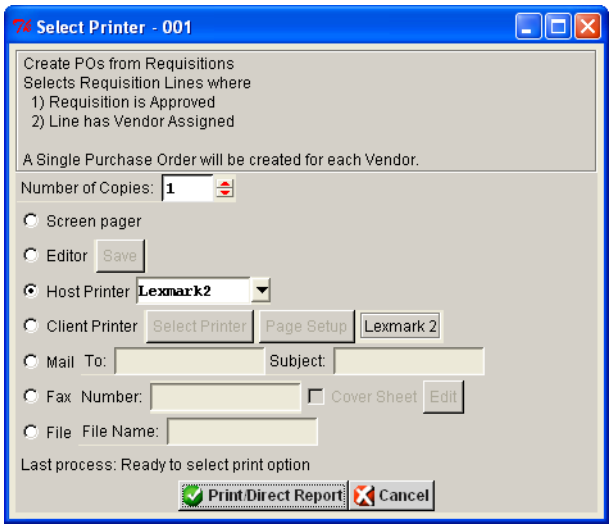
   Zoom from this field will display all vendors that have the item in their vendor catalog. If the item is not in a vendor catalog, all vendor codes will display. When one is selected, you will be prompted to enter the item cost that will be used on the purchase order. There will also be a record inserted into the vendor catalog for this item and cost.

2. **Authorization**

   This field accepts the code for an authorized approver. The authorizer must have an approval level higher than that of the original requestor. Once authorized, the requisition line item is locked and an operator can transfer it to a PO. No update of the requisition is allowed after authorization.

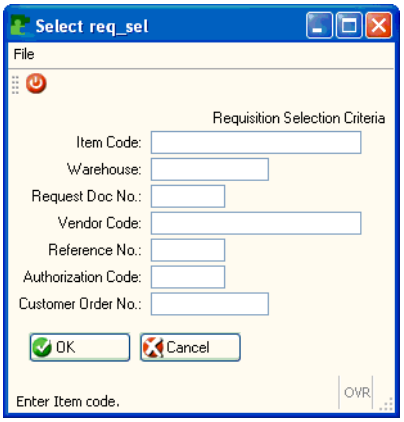
Create PO from Requisitions

When you choose this option, the following screen displays.

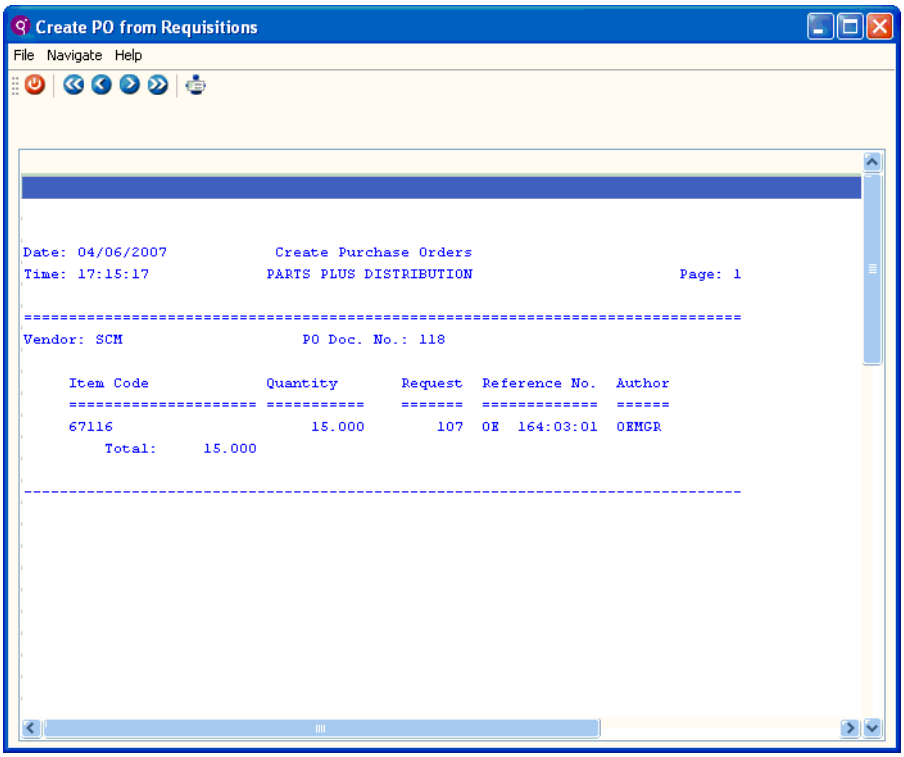


As stated in the screen above, this option looks at all current requisition lines that are approved and have been assigned a vendor. The program creates purchase orders by assigning these requisition line items to PO's base on the vendor.

You can narrow down wich requisitions create purchase orders by entering values into the selection criteria screen.



This option allows you to print a report showing all the purchase orders created.

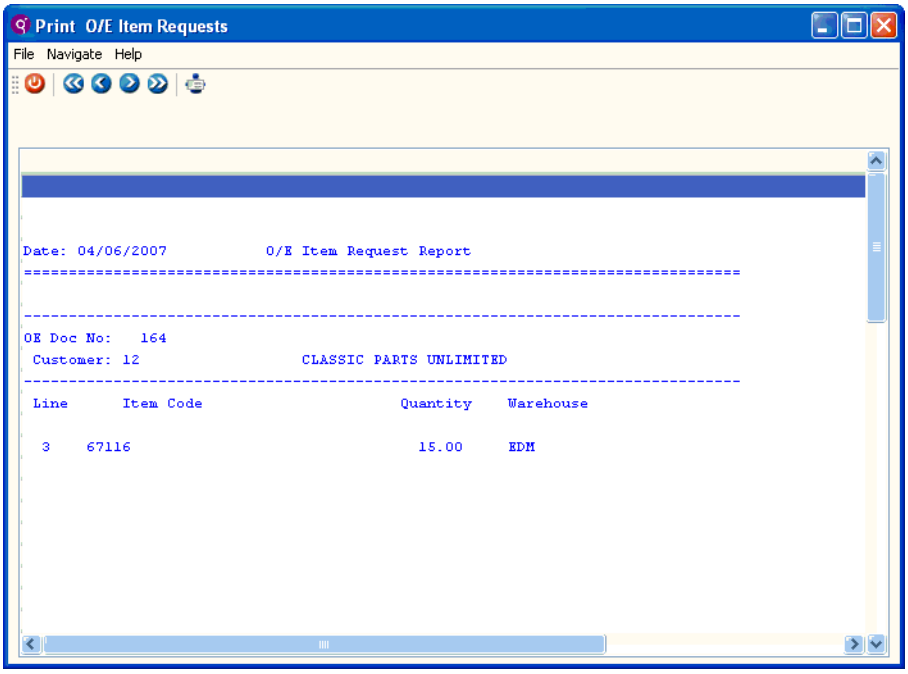


The next two menu options (1-e and 1-f) relate to items that need to be purchased due to backorders created from Order Entry.

Print O/E Item Requests

Use this option to print an edit list of all the backordered line items from sales orders entered via Order Entry. If you want to create a requisition for one specific customer order, enter this order number in the selection criteria screen shown here:

You can put these items on requisition with the next menu option, Create O/E Requisitions. The example below shows the format of this edit list.



Create O/E Requisitions

Use this program to create requisitions for all of the Order Entry line items that are currently on backorder. You do not have to use this option; You may prefer to manually create requisitions for these backordered items.

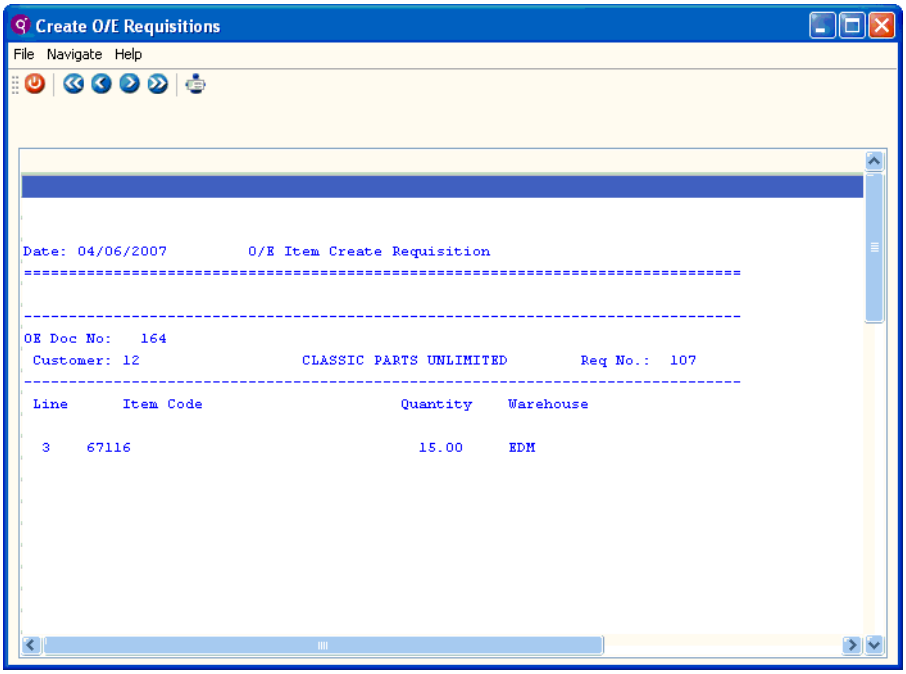
After you create the requisition, the requisition document number is recorded in the Backorder Ref. field, which is on the Customer Orders screen. This relates the backordered item to its requisition.

Note

In Order Entry, you get to the Customer Order screen by selecting Update Customer Orders (option 1-a) on the Order Maintenance menu.

The following page shows an example of the report generated by this option.

Create O/E Requisitions

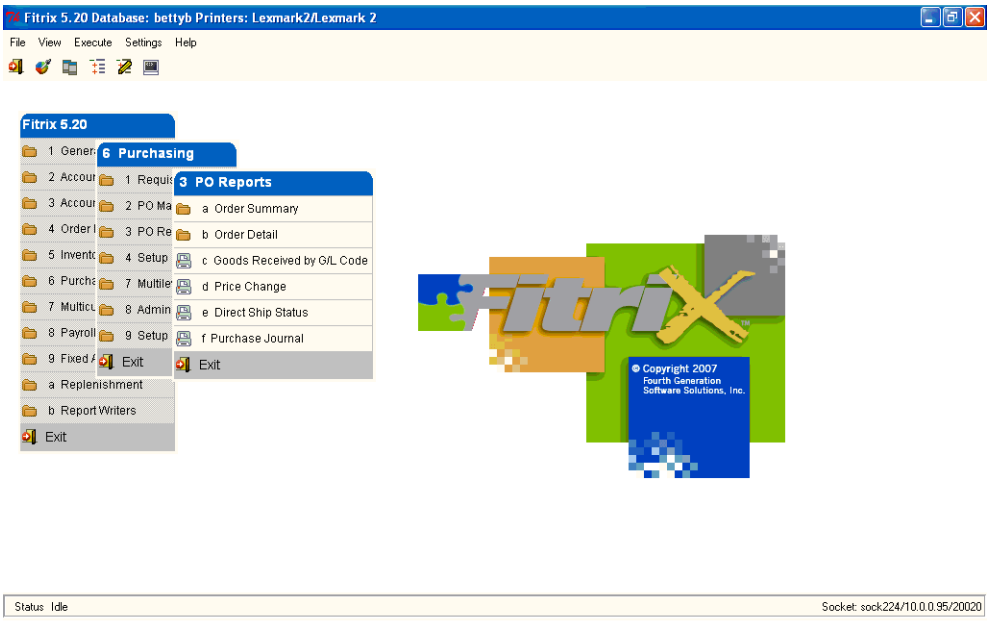


This concludes the options on the Requisitions menu. The next chapter covers the Purchasing Maintenance menu. You use the options on this menu to create PO's and process PO's.

7

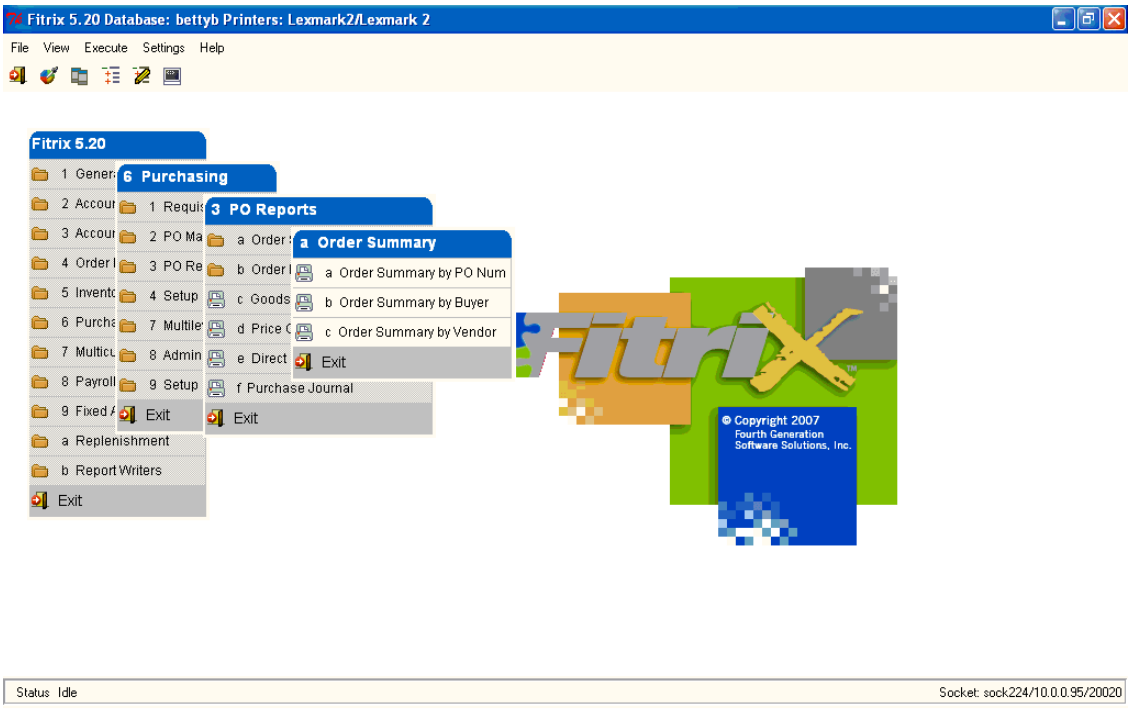
PO Reports

The PO Reports option is the third option on the Purchasing main menu. The options on this menu are used to generate reports pertaining to your purchasing system. This chapter contains descriptions of the reports and examples of what they look like.

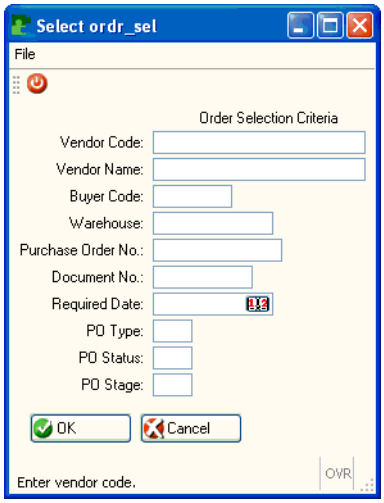


PO Reports—Order Summary

The first three report options are under Order Summry (option 3-a).

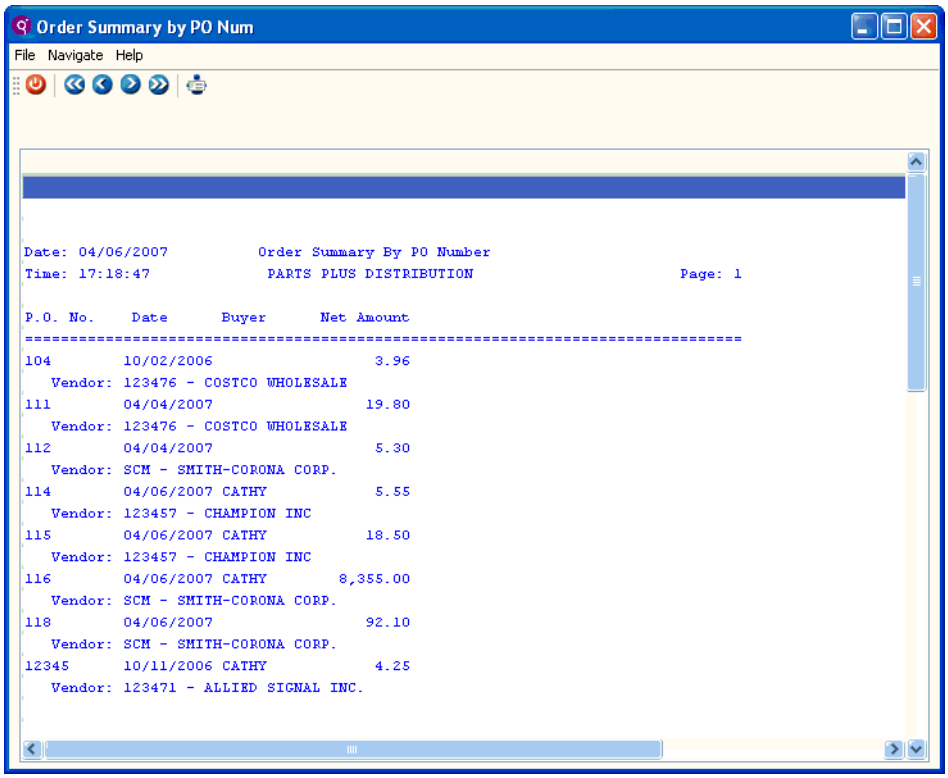


When you execute these options, a selection criteria screen displays, similar to the one below, after you select any of these three options and direct the output. You can use this screen to specify the PO's you want to print.

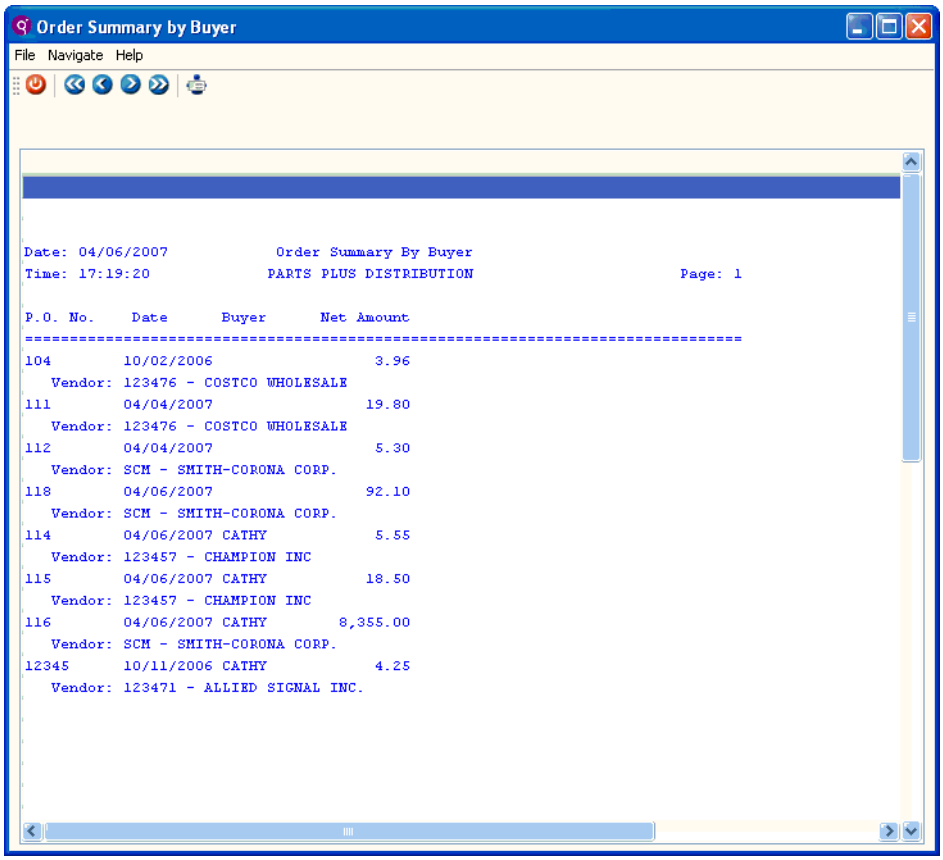


The programs that generate these summary reports find all of the open purchase orders and compiles them into a list. The reports show the PO number, PO date, vendor code and name, buyer code, and the remaining value, which is amount you owe the vendor from that PO Examples of these reports are shown on the next few pages.

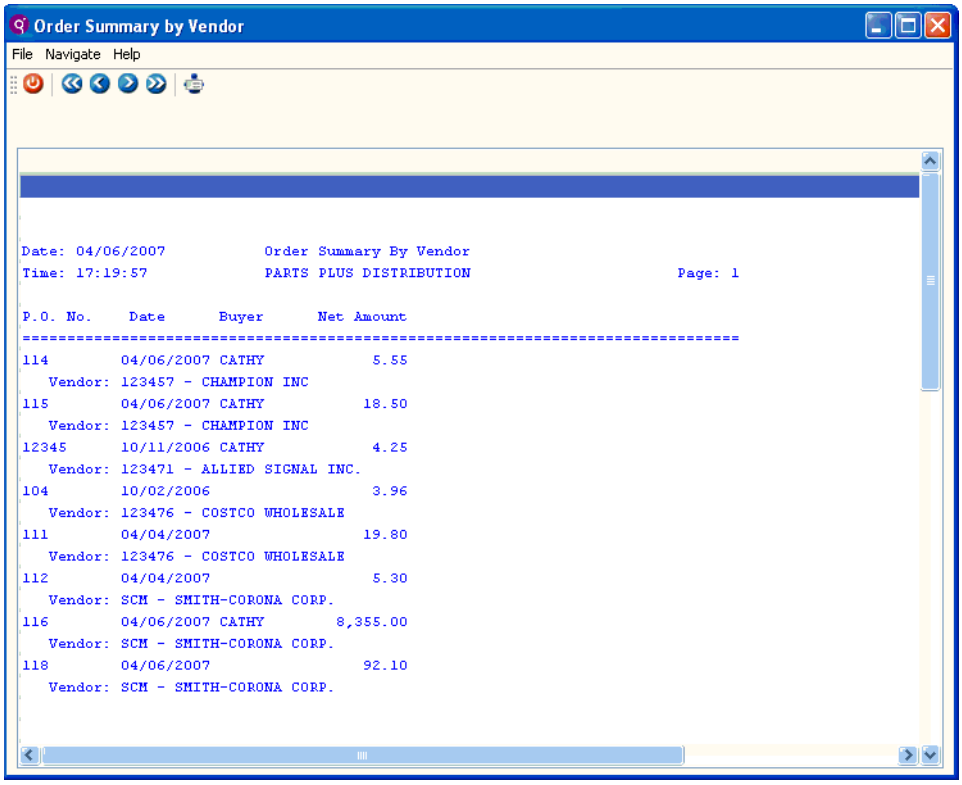
Order Summary by PO Number



Order Summary by Buyer

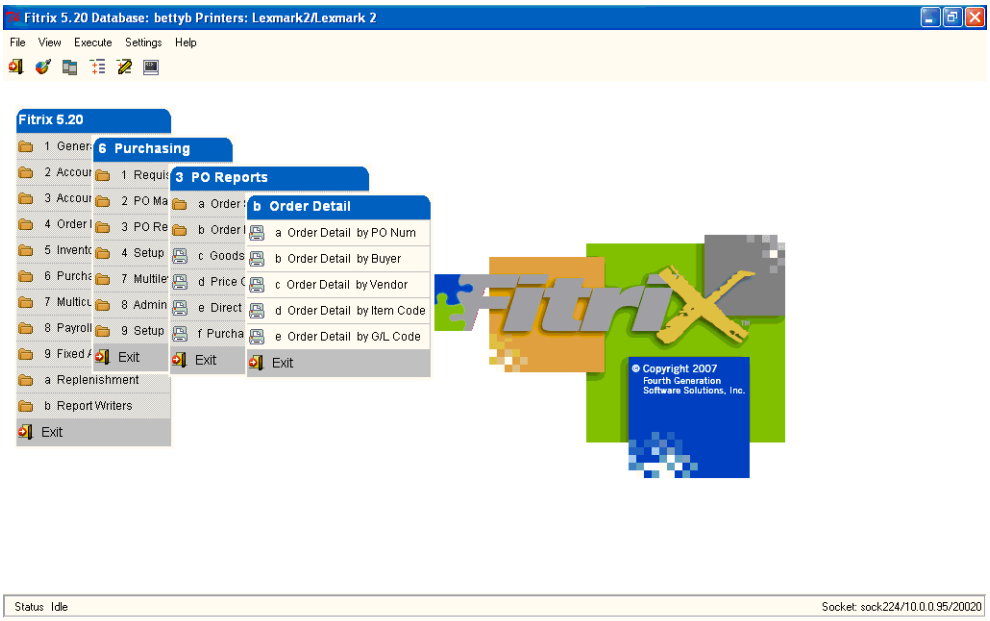


Order Summary by Vendor



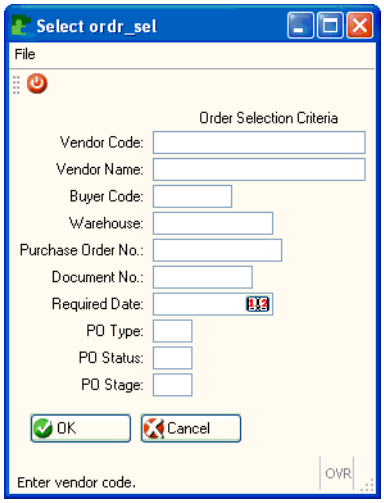
PO Reports—Order Detail

This is the second menu option, Order Detail (option 3-b), also gives a submenu.



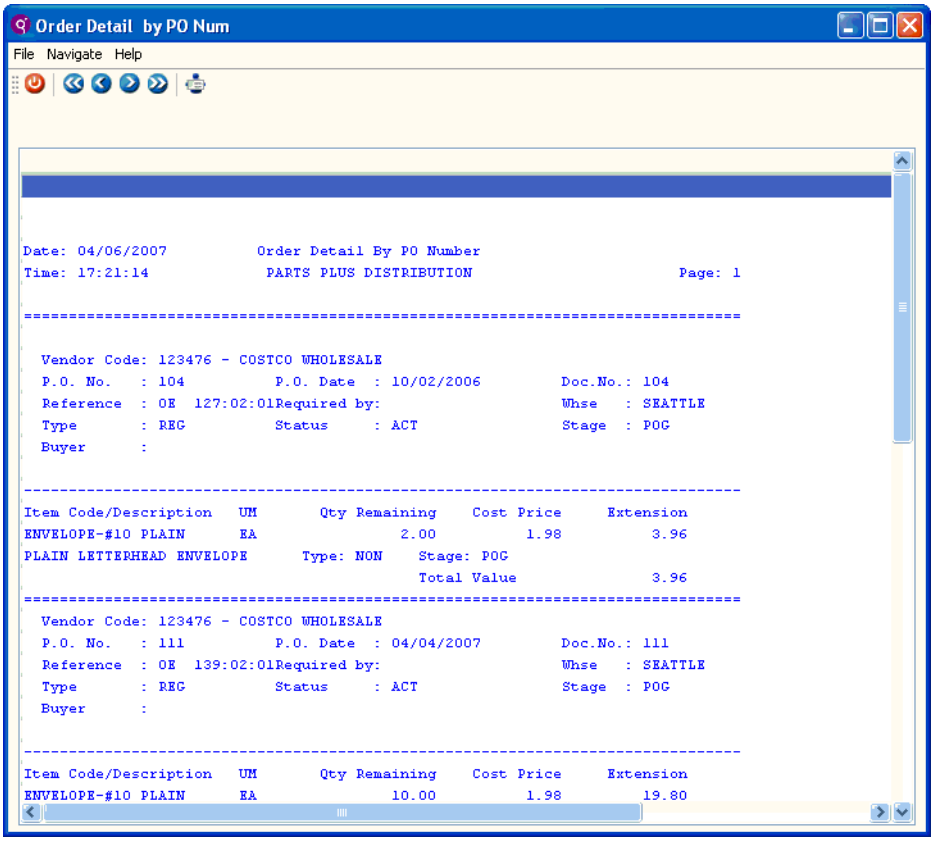
These options print more detailed reports sorted by PO number, by buyer code, by vendor code, by item code, and by G/L code.

When you execute any of these print option, a selection criteria form displays:

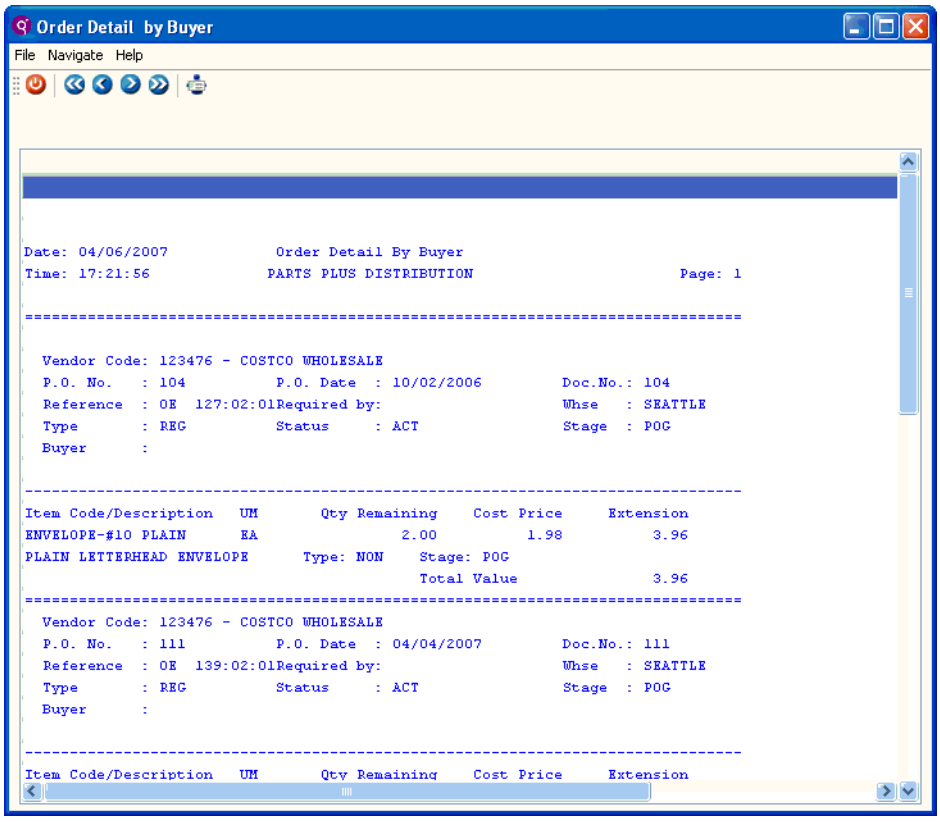


When you choose from these order detail report options, the program gathers all the open purchase orders that meet the criteria you select and displays the details about each PO In addition to the details you get with the Order Summary options, you also get the document number, reference number, required date for the items, ship-to warehouse, and details of items ordered. Examples of these reports are on the following pages.

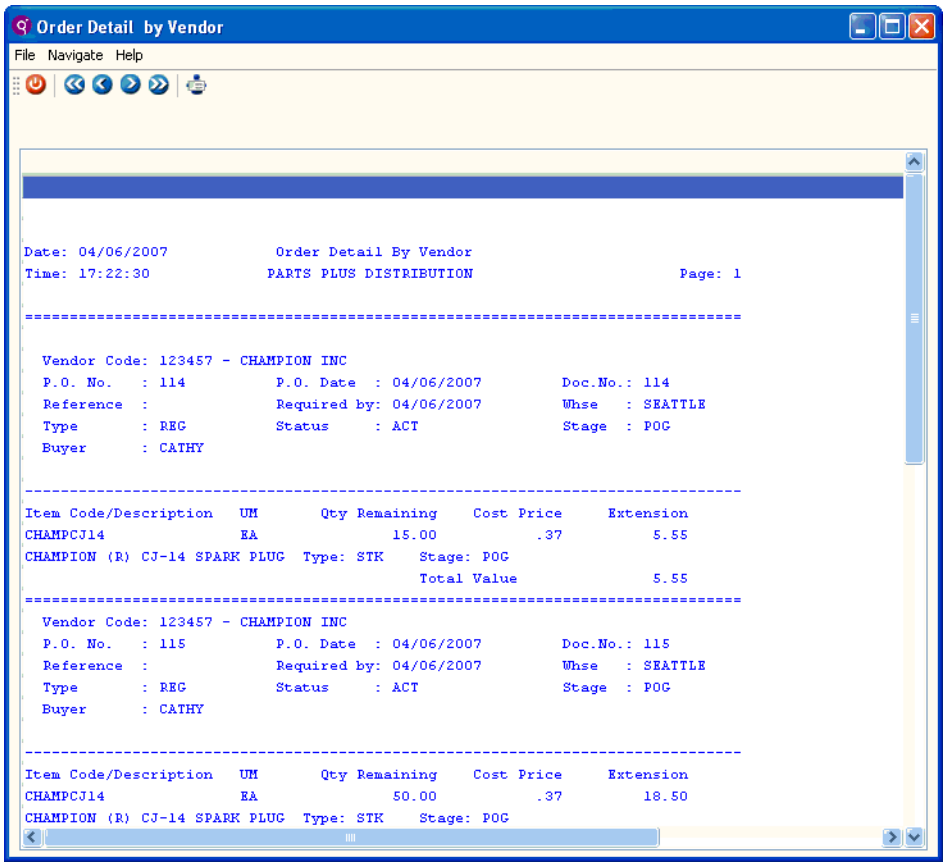
Order Detail by PO Number



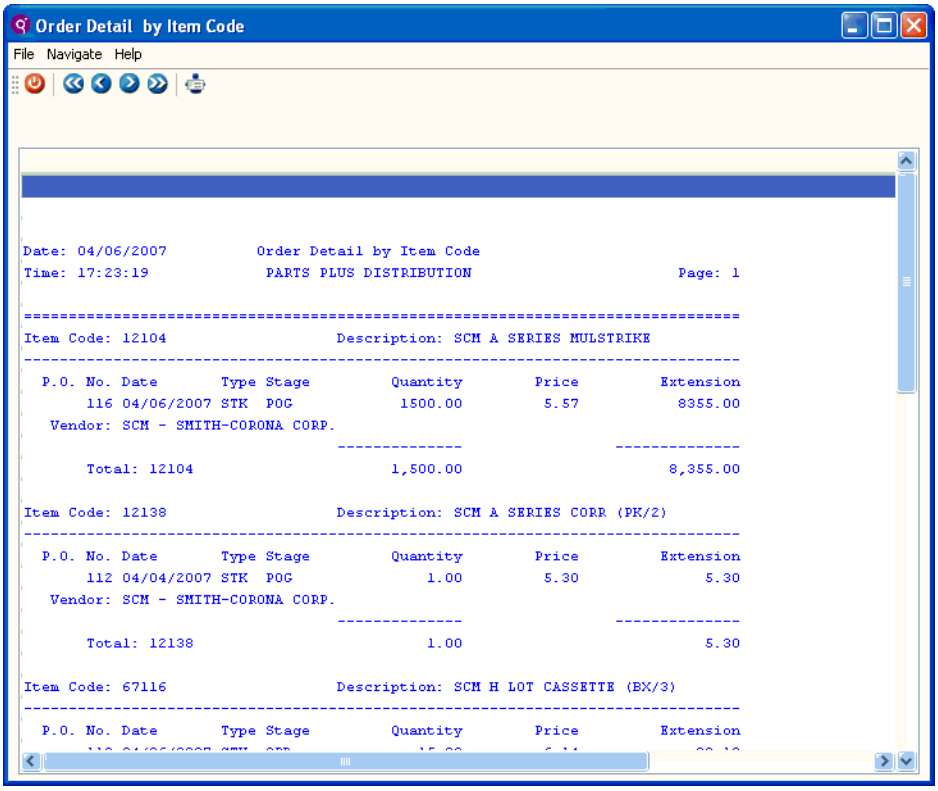
Order Detail by Buyer



Order Detail by Vendor

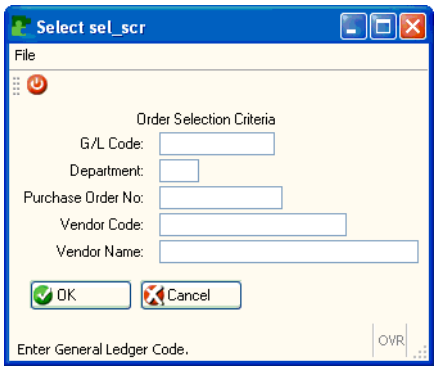


Order Detail by Item Code



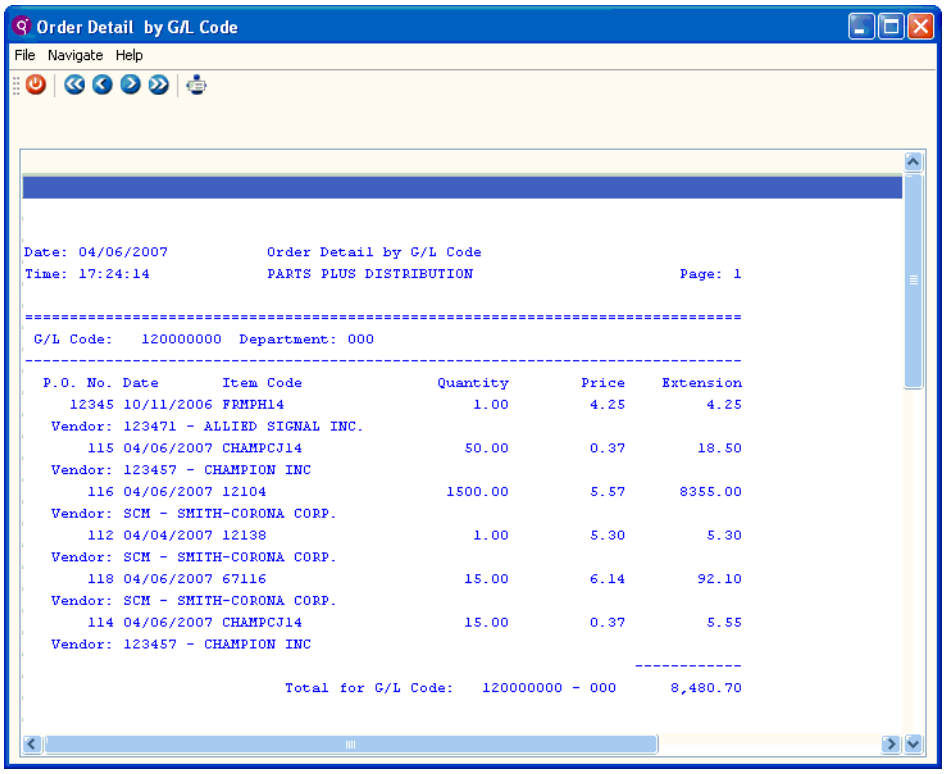
Order Detail by G/L Code

When you select this report option, the following selection criteria screen is returned.



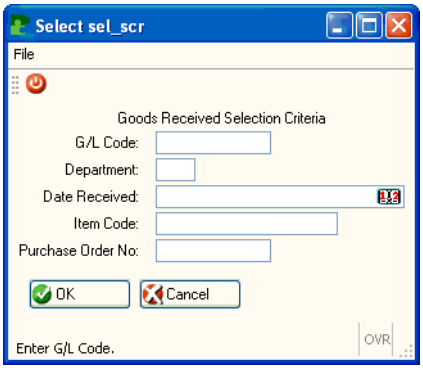
Enter selection criteria to narrow down the number of entries on the report or to select specific groups of entries.

See the sample report:

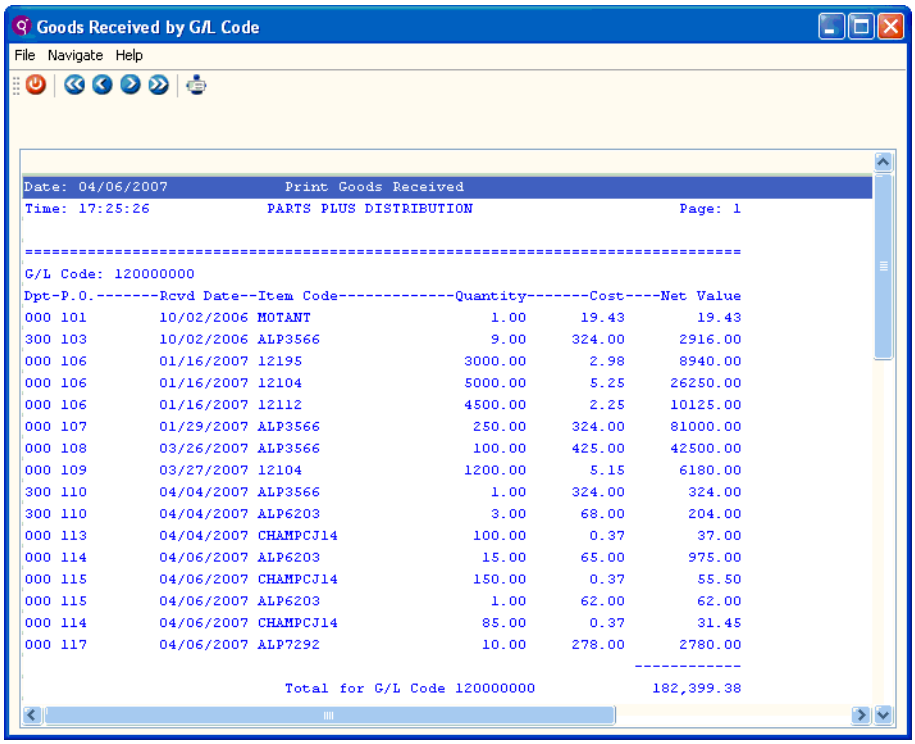


Goods Received by G/L Code

When you run this report option, the following selection criteria screen is returned:

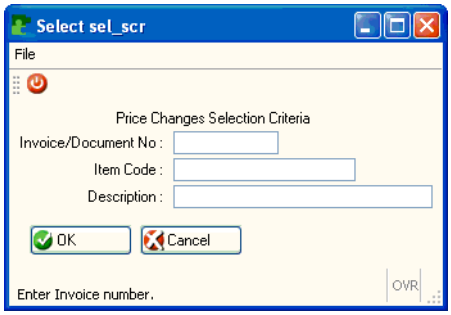


Enter selection criteria to print the amounts owed for items received, sorted by the G/L account that the receipts and amount owed affects. See an example of this report on the next page.

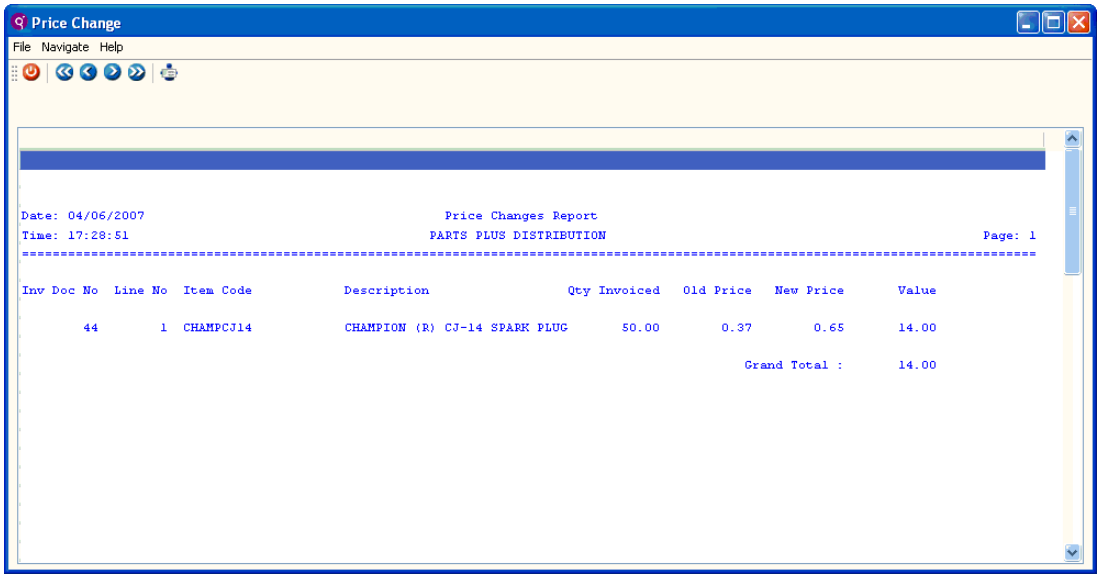


Price Change

Use this report (option 3d) to see the price changes that may have taken place from purchase order to A/P invoice. When you execute this option, the following selection criteria screen returns.

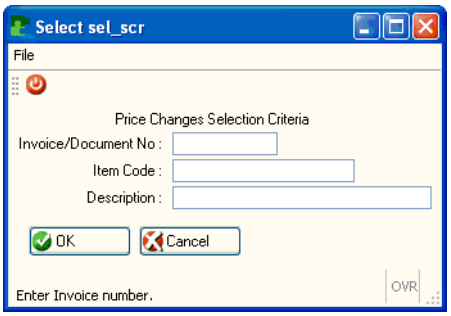


You can select for specific invoices, item codes, and invoice descriptions, or click OK to select all line items where the price changed. See the following page for an example of this report.

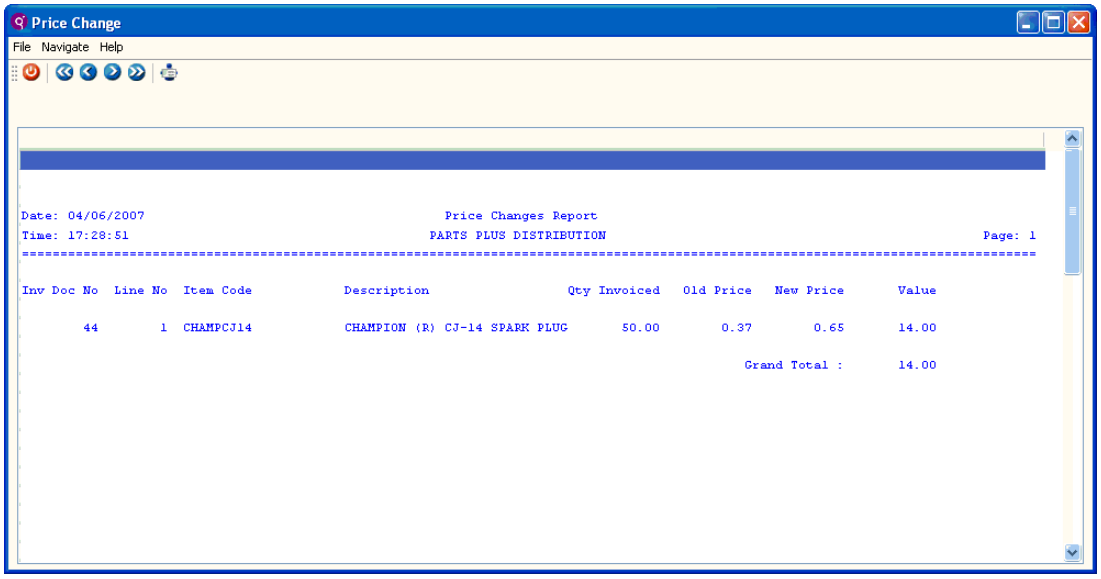


Price Change

Use this report (option 3d) to see the price changes that may have taken place from purchase order to A/P invoice. When you execute this option, the following selection criteria screen returns.



You can select for specific invoices, item codes, and invoice descriptions, or click OK to select all line items where the price changed. See the following page for an example of this report.



Direct Ship Status

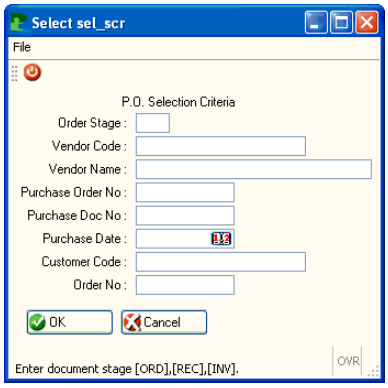
This report option lists the current orders that are direct ship orders (order type = DIR). You can use it to see where these orders are in the direct ship process via the order stage shown on this report.

POG—purchase order generated and sent to vendor.

REC—the merchandise has been shipped to the customer.

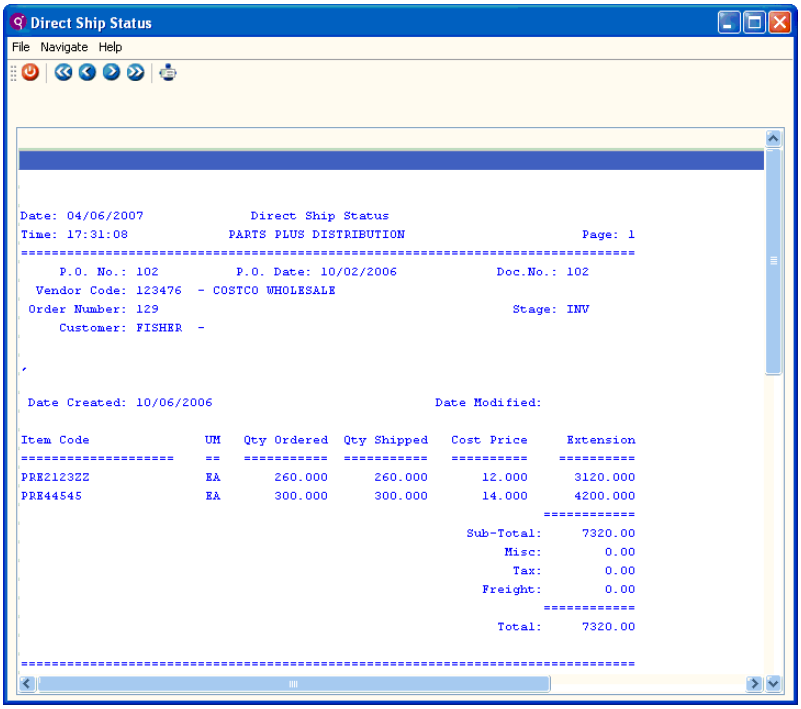
INV—the DIR order has been invoiced and posted to accounts payable.

When you execute this option, the following selection criteria screen is returned.



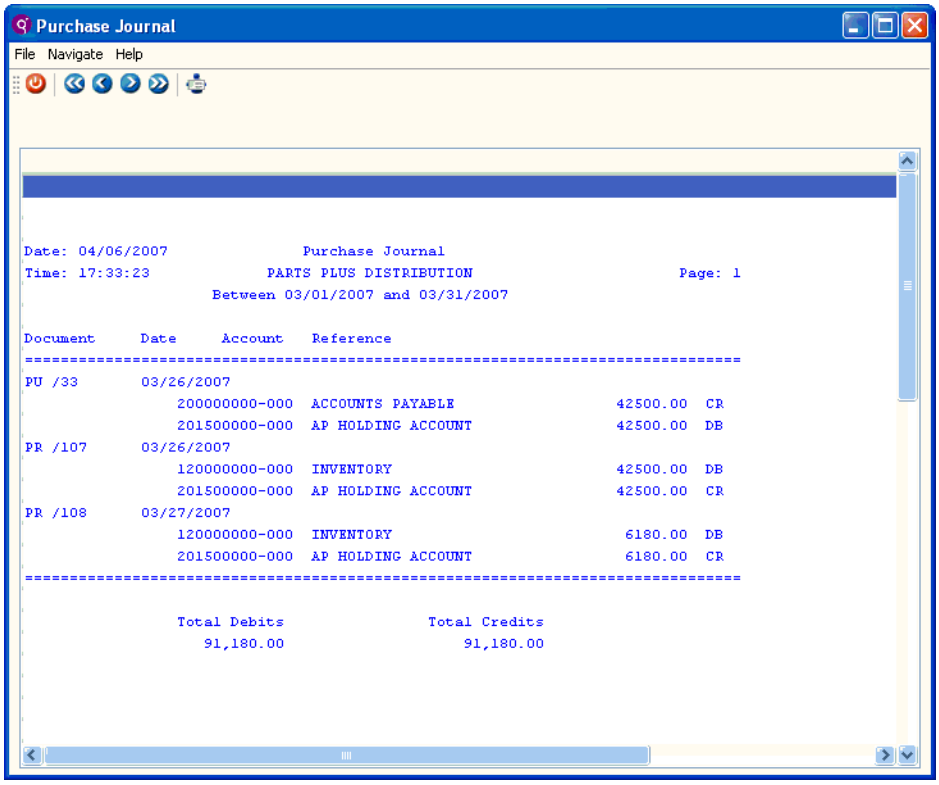
Enter information to specify the direct ship orders you want to review.

The Order No. field in the selection criteria form is used to specify sales order numbers from which direct ship PO's were generated. You can find order numbers at the bottom of the PO entry screen (option 2-a).



Purchase Journal

This option allows you to print a ledger report showing the account activity generated from transations in Purchasing. This report shows all the ledger debits and credits sorted by the document number assigned to each transaction. You select a date range for which you want to print transactions.



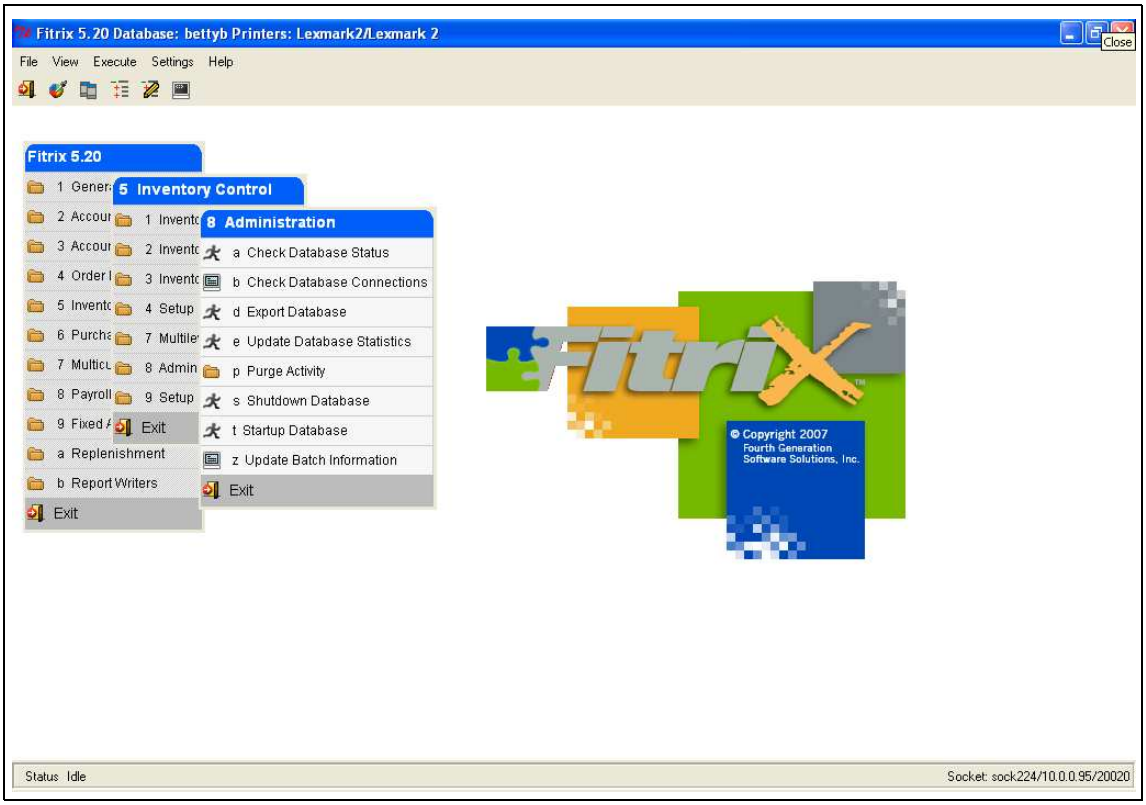
8

Administration Menu

- Check Database Status
- Check Database Connections
- Export Database
- Update Database Statistics
- Purge Activity
- Shutdown Database
- Startup Database
- Update Batch Information

Administration

The Administration Menu:



The following Options are available:

Check Database Status

Note

This function should be performed by the System Administrator. Please contact your Fitrix Representative for further information.

Check Database Status (option a). Use this option to see if the database is up and running. If the status is "Online" then the database is up and ready for connections. Shows the current status of the database such as:

- Database version
- Status- Online/Quiescent/Offline
- Number of days the database has been up
- Size of memory allocated.

Check Database Connections

Note

This function should be performed by the System Administrator. Please contact your Fitrix Representative for further information.

Check Database Connections (option b). Shows information about the current users connected to the database. There will be one line of information for each user that is currently connected to the database in the following format:

- Session ID
- SQL Statement type - Select/Insert/Update/Delete
- Database name
- Isolation Level
- Error info if any.

Export Databases

Note

This function should be performed by the System Administrator. Please contact your Fitrix Representative for further information.

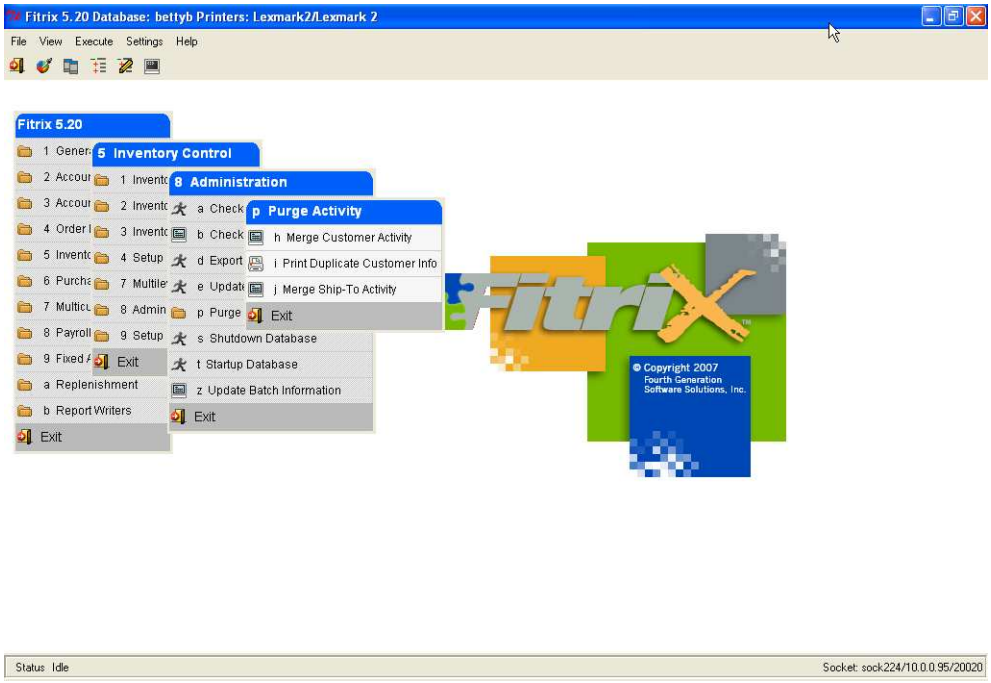
Export Databases (option d). Exports the database and schema structure into delimited text files. This is used for Backup or Migration purposes. The user must have DBA permission, and there must be no other users connected to the database in order to use this utility. The data is saved into the $fg/data folder.

Update Database

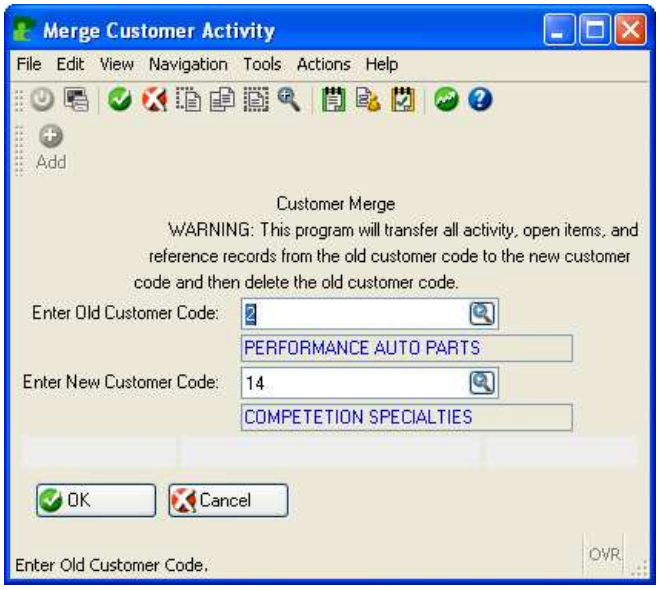
Update Database Statistics (option e). Updates the internal statistics of the database. This is done to improve performance. This should be performed on a regular basis, especially after numerous rows of data have been added to, or deleted from the database. The user must have DBA permission.

Purge Activity

Purge Activity (option p). This menu option has the following submenu:

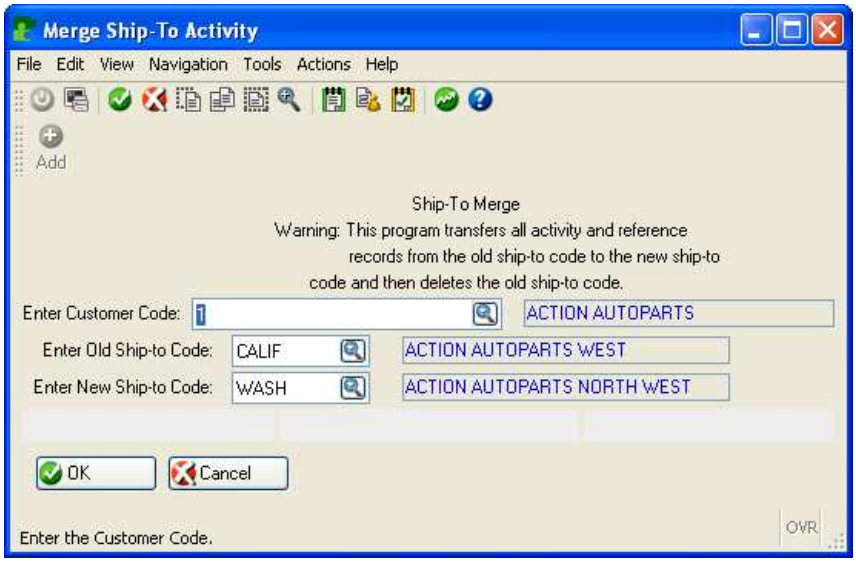


Merge Customer Activity - this program is useful when a company changes names and you want to set up a new customer code that reflects the new company name and then transfer all sales history/activity to the new code.



Print Duplicate Customer Information - this report program will list any information that could not be merged into the new customer code because it is a duplicate. For example, if old customer A has a ship-to code 01 and new customer B also has a ship-to code 01, ship-to 01 can not be merged. What you will need to do in this case is set up a new ship-to code under customer B for this shipping address.

Merge Ship To Activity - This program transfers all sales history/activity to the new code and then deletes the old code.



Shutdown Database

Note

This function should be performed by the System Administrator. Please contact your Fitrix Representative for further information.

Shutdown Database (option s). Shuts down the database engine. This will disconnect all users and stop all database processes. Once stopped, the database will be inaccessible until restarted (option t). The database engine should always be stopped before shutting down or rebooting the server hardware. The user must have DBA permission.

Startup Database

Note

This function should be performed by the System Administrator. Please contact your Fitrix Representative for further information.

Startup Database (option t). Starts the database engine. This must be done any time the database has been stopped due to option "s"above, or because of a hardware shutdown.

Update Batch Information

Update Batch Information (option z). See the chapter entitled Batch Control Maintenance in the *Getting Started With Fitrix* guide for information on this program.

9

SQL Queries

- Why SQL Queries are run
- SQL Commands - Select, Order By, Group By

Using SQL

SQL stands for Structured Query Language. It is a standard method for accessing a SQL-compatible database. This section of the manual discusses how to use SQL to gather information from the database.

SQL is used primarily to generate ad hoc reports. SQL front end tools, such as Informix ISQL, allow you to enter and run standard SQL queries with a simple set of commands. Other productivity tools allow you to link data in the SQL database to spreadsheets, word-processing documents, charts, and graphs. As the information in the database changes, the spreadsheet changes automatically.

Before you use SQL report generators or productivity tools, you must know how SQL itself works. Though a particular SQL front-end tool may differ, the basic instruction sets should work in a similar manner. This section introduces you to the basic use of these statements and gives you examples of how they are used in a variety of ways

The examples use General Ledger tables and columns. Since all accounting transactions eventually end up in the General Ledger, it is a common application for SQL queries. The point of this section, however, is to cover the basics of SQL, not to teach you how to create specific queries in individual applications.

SELECT Command

The SELECT statement gets information from the database. There are only six different clauses that control which information this SELECT retrieves. They are called clauses since they describe a part of the overall SELECT command. Only two of these clauses are required for any SQL database query. These commands or clauses are listed and described below.

SELECT: The SELECT clause is the start of all SQL queries. It is required for all information retrieval. It is used to tell the system which information categories or fields—in SQL they are called columns—you want to access.

FROM: The FROM clause is also required for all SQL Selects. It is used to tell the system from which file or table to take the data.

WHERE: The WHERE clause is optional. It lists the selection criteria for the Select statement. It allows you to describe which records you want to see.

ORDER BY: The ORDER BY clause is also optional. It allows you to tell the system in what order to put retrieved records.

GROUP BY: The GROUP BY clause is also optional. It allows you to tell the system how to group records for totals and subtotals.

HAVING: The HAVING clause is also optional. It allows you to tell the system which groups to select.

You can retrieve any type of information from a SQL database with these six clauses. In the next several sections we will cover these commands in more detail.

Using SELECT and FROM

The format for the most basic SQL query is:

```
SELECT column-names FROM table-names
```

In this statement, SQL commands are printed in all capital letters; however, most SQL tools are not case sensitive.

Column-names refers to the names of the actual columns or information categories created in the table. Table-names refers to the database tables that contain the data.

Selecting All Columns

When you don’t want to specify specific column names, you can use the asterisk (*) to indicate that you want the values in all columns. For example, suppose you want to see all information from a control table. Enter:

```
SELECT * FROM stxcntrc
```

“Stxcntrc is the name of the control table. Typically, there is only one record in this control table and, in this example, the columns in it are company name, address #1, address #2, city, state, zip, county, country, the first current asset account, the first fixed asset account, first current liability account, the first long term liability account, first capital account, the first income account, first cost of goods account, and the first expense account.

In response to this query, the system displays the values associated with each of these columns. The exact format in which this information is displayed differs from system to system.

Selecting Specific Columns

If you just want to see specific columns from a table, enter the names of the columns. For example, if you want just the name and address information from the database, enter:

```
SELECT co_name, addr1, addr2, city, state, zip, county, country
FROM stxcntrc
```

The names used are those that are part of the data dictionary. In order to select specific columns, you must know what they are named in the database. Some SQL query systems provide a display of these column and table names. Typically, however, you must work from printed table definitions. There are SQL queries that allow you to retrieve information about the names of the columns and tables in the database, but they are not covered here.

Notice that the different column names are separated by commas. This is usually required. The last column name does not have a comma after it.

Using Math in the SELECT Statement

You can also include mathematical operations within your SELECT statement. The mathematical operators recognized are:

`+` Addition

`-` Subtraction

`*` Multiplication

`/` Division

Here is an example of addition:

```
SELECT doc_no, amount, amount + 1 FROM stgactvd
```

The result of this query shows the document number, the amount of the transaction, and that amount + 1.

Here is an example of multiplication:

```
SELECT doc_no, amount, amount * .077 FROM stgactvd
```

You do not need to use literal amounts as part of your math. You can use other column names.

```
SELECT doc_no, amount, amount / doc_no FROM stgactvd
```

You can combine multiple mathematical operations (for example, you can multiply, divide, add, and subtract all in the same SELECT statement), and you may combine column names and literals in calculations.

```
SELECT doc_no, amount, doc_no + amount, amount / 2
FROM stgactvd
```

You can also use parentheses to show the order of precedence of mathematical operations.

```
SELECT doc_no, amount / (1 + 2)
FROM stgactvd
```

This expression adds 1 + 2 before dividing this sum into amount.

Selecting Specific Rows: WHERE

The simplest selection statements show all the information in a file or table. However, you may only want to see specific rows (records) that meet a given selection criteria. To make such a selection, use the WHERE clause.

The format for the WHERE clause is:

```
WHERE column-name relational-operator value
```

This may seem a little complicated, but an example should clarify how it is used. For example, Fitrix *Business* uses a table to store all of the accounting detail from the General Ledger system. If you want to see the entries for a particular original journal, use the following statement:

```
SELECT * FROM stgactvd WHERE orig_journal = "AP"
```

The asterisk causes the system to display all columns in this table. The table named stgactvd is the activity data table for the General Ledger system.

In the WHERE clause, you see the name of a column orig_journal, followed by a relational operator = and finished by a value, AP. What this statement means is: list all the columns in the table stgactvd where the column orig_journal contains AP.

In composing this query, you can use any column name in the table.

Relational operators consist of the following:

SymbolMeaning

= Equal To

<> Not Equal To

> Greater Than

< Less Than

>= Greater Than or Equal To

<= Less Than or Equal To

Matching Character Patterns

The keyword MATCHES can be used within the WHERE clause to select rows that contain certain string patterns.

The format is as follows:

```
WHERE column-name MATCHES value
```

In this case, the column name must be a character type column. This means that it must contain characters, not numbers. The value is a pattern of characters and must be enclosed in quotation marks. For example, our previous query of the general ledger activity table could have been stated using the MATCHES keyword like this:

```
SELECT * FROM stgactvd WHERE orig_journal MATCHES "AP"
```

In this example, we require an exact match, which is exactly the same as an = command. The real power of MATCHES comes into play when you use wildcards to find a meaningful character string within a longer character column.

MATCH Wildcards

There are three wildcards:

`*` This matches any set of characters or no characters

`?` This matches any single character.

`[X-Y]` This matches the range of characters indicated.

You can use these wildcards in a variety of ways to select the proper rows from a table. For example, in the General Ledger detail table, there is a column that contains the department code. Note that even though department codes typically consist of digits, it is still a character field, not a numeric field. These codes can be any character string up to three characters long. Use these codes to select line item detail in the variety of ways detailed below:

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
```

This finds any rows where the department code begins with the character 1.

```
SELECT * FROM stgactvd WHERE department MATCHES "*10*"
```

This finds any rows where the department code contains the character string 10 anywhere within it.

```
SELECT * FROM stgactvd WHERE department MATCHES "?10"
```

This finds any line item where the department contains the characters 10 preceded by any other single character. It does not find a department beginning with 10, but it finds 110, 210 and so on.

```
SELECT * FROM stgactvd WHERE department MATCHES "1[1-5]*"
```

This finds all rows containing department codes that begin with the digit 1, followed by the digits 1 through 5, and then followed by any other characters. This does not find rows where the digits 1 through 5 do not immediately follow the beginning digit 1.

Using AND and OR in the Where Clause

You can make your WHERE clause more complicated by using AND and OR as follows:

- **AND:** Makes the clause more restrictive. In order to be selected, the data must pass all tests joined by the AND clauses.
- **OR:** Makes the clause less restrictive. To be selected, the data only need pass one test or the other. The syntax for the use of AND and OR is:

  ```
  WHERE column_name relational-operator value
  AND column_name relational-operator value
  ```

  or

  ```
  WHERE column_name relational-operator value
  OR column_name relational-operator value
  ```

In the next example, the WHERE clause selects only rows in which the department code begins with the digit 1 and whose document number is greater than one hundred. Rows in which the department code begins with 1 and whose document number is less than or equal to 100 are not selected. Rows in which the document number is greater than one hundred, but in which the department code does not begin with 1 are also *not* selected.

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
AND doc_no > 100
```

In the following example, even more documents are selected. All documents in which the department code begins with 1 are selected because they pass the first test. In addition, all documents with numbers greater than one hundred are selected because they pass the second test.

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
OR doc_no > 100
```

Note

Even though some documents may pass both tests, they are only selected *once*.

Using Multiple ANDs and ORs

You can use AND and OR to join any number of phrases.

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
AND doc_no > 100
AND orig_journal = "AR"
AND amount > 1000
```

Note

Remember: adding multiple AND statements makes the test more and more restrictive; in order to be selected, the row must meet *all* of these criteria.

You can also use parentheses to group ANDs and ORs.

```
SELECT * FROM stgactvd WHERE (department MATCHES "1*"
AND doc_no > 100) OR (orig_journal = "AR"
AND amount > 1000)
```

In this test, selected records or rows must either have a department code that begins with 1* and a document number greater than 100 or they must have an original journal code of AR and an amount greater than 1000.

Improper Use of AND or OR

Remember the AND and the OR are used to join complete column_name relational-operator value phrases within the WHERE clause. It is *not* used to join separate WHERE clauses or to join values to a single column_name.

Correct:

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
OR doc_no > 100
```

Incorrect:

```
SELECT...
OR WHERE doc_no > 100
```

Correct:

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
OR department MATCHES "*1"
```

Incorrect:

```
SELECT...
OR MATCHES "*1"
```

WHERE Using LIKE

LIKE is a keyword that works almost identically to MATCHES. The major difference is that it has different wild cards. Instead of using an asterisk to match characters, a percent sign (%) is used. Instead of question marks to match a single character, an underscore is used.

```
SELECT * FROM stgactvd WHERE department LIKE "1%"
```

This finds all departments that begin with 1 and are followed by any combination of other characters. LIKE can only be used for character columns (letters or digits). The values used must be enclosed with quotation marks.

WHERE Using BETWEEN

You can use the keyword BETWEEN to indicate that you want to select a value between two other values.

```
SELECT * FROM stgactvd WHERE amount BETWEEN 10 AND 40
```

This selects all rows in which the amount column has a value from 10 and 40, inclusive.

When you use BETWEEN, you must use AND, as shown below, to indicate the second set of values.

Correct:

```
SELECT * FROM stgactvd WHERE amount BETWEEN 10 AND 40
```

Incorrect:

```
SELECT... BETWEEN 10 40
```

You also must show the values in the proper order with the smallest value first. The wrong example does not produce an error message, but no rows are selected.

Correct:

```
SELECT * FROM stgactvd WHERE amount BETWEEN 10 AND 40
```

Incorrect:

```
SELECT... BETWEEN 40 AND 10
```

You can also use BETWEEN to specify a range of dates or alphanumeric characters.

```
SELECT * FROM stgactvd WHERE orig_journal
BETWEEN "A" AND "Z"
```

This query selects all documents with an original journal code beginning with a capital letter.

WHERE Using IN

Use the keyword IN to compare the value in a column with a list of possible values. You could do the same thing using a series of ORs, but IN makes this somewhat more straight-forward.

The syntax:

```
WHERE column-name IN (list of values)
```

Here is an example of selection from a list of possible values.

```
SELECT * FROM stgactvd
WHERE orig_journal IN ("AR","AP","GJ")
```

This select statement finds any rows which contain AR, AP, or GJ in the original journal code column.

It is the same as the following SELECT statement:

```
SELECT * FROM stgactvd WHERE orig_journal = "AR"
OR orig_journal="AP"
OR orig_journal="GJ"
```

You can see the advantage of using the IN keyword.

Matching NULL Values

SQL discriminates between a column filled with spaces or zero and one filled with a NULL value. A column with a NULL value has never had any values entered into it or has had those values removed. Spaces or the value zero are not considered NULL.

You may wish to identify the values that are NULL when selecting records. For this purpose, you have IS NULL keywords for use with the WHERE clause.

The syntax:

```
WHERE column_name IS NULL
```

For example:

```
SELECT * FROM stgactvd WHERE department IS NULL.
```

This finds all records in the activity table which have no department code associated with them.

Using NOT

With many WHERE statement keywords, you can use the keyword NOT to select records that are *not* matched by your selection criteria. NOT can be used with the following keywords:

- MATCHES
- LIKE
- BETWEEN
- IN
- NULL

For example, if you wanted to find all records with a value NOT NULL in the department column, use the following:

```
SELECT * FROM stgactvd WHERE department IS NOT NULL.
```

finds all the rows with values in the department column

```
SELECT * FROM stgactvd WHERE orig_journal
NOT IN ("AR","AP","GJ")
```

selects all rows that have orig_journal codes that are not equal to AR, AP, or GJ

```
SELECT * FROM stgactvd WHERE department
NOT BETWEEN "A" AND "Z"
```

selects rows whose department codes do not begin with a capital letter

```
SELECT * FROM stgactvd WHERE department NOT MATCHES "1*"
```

selects all rows where the department code does not begin with 1

```
SELECT * FROM stgactvd WHERE department NOT LIKE "1%"
```

selects all rows where the department code does not begin with 1.

Selecting From Multiple Tables

So far, we have shown only SQL queries that take data from one table. Using the WHERE command you can also join two tables together and get related information from them.

For example, in Fitrix General Ledger, the activity table, stgactvd, contains the information about each line item that is posted to the system. It does not contain the basic information about the document, such as when it was created and a general description of the document. This information is in a general reference table for all transactions on the system. This table is called stxtranr.

To see the document date as well as the information about specific line items, select columns from both of these tables and join them together using a WHERE clause so that only the related records are selected.

The syntax for joining multiple tables is:

```
SELECT [table-name].column-name,[table-name.]column-name,...
FROM table1, table2,...
WHERE table1.column-name=table2.column-name
```

The WHERE clause causes the SELECT statement to return only those rows where the specified columns in each table are identical. The table name after the SELECT statement only needs to be used when the column name appears in both tables.

In Fitrix *Business*, the table name must always be used because when two columns carry matching data used for joins, they are named identically. You can see which columns need to be joined in the WHERE clause, by noting which columns in the two tables have the same name.

Here is an example of a query that returns a list of amounts for the individual lines that make up a transaction, selected from the general ledger activity table, along with the corresponding document date and description of the transaction from the general transaction table.

```
SELECT stxtranr.doc_no, doc_date, doc_desc, amount
FROM stxtranr, stgactvd
WHERE stxtranr.orig_journal=stgactvd.orig_journal
AND stxtranr.doc_no = stgactvd.doc_no
```

This selection produces one row for each line that was entered under the Update General Journal option. Each line contains the document number, the document date, the description of the transaction, and the amount posted for that line.

Notice that doc_no after the SELECT is preceded by the table name, stxtranr. This table name is required because doc_no is used as a column in both tables. Their contents are identical, but you need to specify in SQL which table you want to use.

Also notice that we did not have to use the table names for doc_date, doc_desc, and amount. This is because these columns only appear in one table or the other.

Joining More Than Two Tables

You can use any number of tables in a SELECT statement. If more tables are used, you simply extend the WHERE clause to equate columns within each table.

For example, in Fitrix, there is another table that holds information about a transaction. This table is stgtranr and it contains information such as the accounting period and year for the transaction. If you want to see this information for each of your activity lines, extend your query to include this third table.

```
SELECT stxtranr.doc_no, doc_date, doc_desc, acct_period, acct_year, amount
FROM stxtranr, stgactvd, stgtranr
WHERE stxtranr.orig_journal=stgactvd.orig_journal
AND stxtranr.orig_journal=stgtranr.orig_journal
AND stxtranr.doc_no = stgactvd.doc_no
AND stxtranr.doc_no = stgtranr.doc_no
```

Notice that two new columns have been added: acct_period and acct_year. No tables need to be specified for these columns because they occur only in the table stgtranr. Stgtranr has been added to the FROM clause. The AND clauses have also been duplicated to join the columns from stxtranr to the matching ones in stgtranr. The choice of stxtranr for the join in this case was arbitrary since all tables involved contain the same keys. Stgactvd could have just as easily been used. However, this may not always be the case; many joins may take place on columns that are unique to a particular table.

ORDER BY Command

Use the ORDER BY clause to sort the output. It is optional and can be used in conjunction with any other optional clauses.

The syntax:

```
ORDER BY column-name
```

Column-name must be an element in the SELECT list of columns; that is, you cannot ORDER BY a column that has not been selected. For example, to see all of the rows in the General Ledger activity table sorted by document number, use the following command:

```
SELECT * FROM stgactvd ORDER BY doc_no
```

If you want to do the same thing but select only a specific original journal, use the following command:

```
SELECT * FROM stgactvd
WHERE orig_journal = "AR" ORDER BY doc_no
```

Sorting By Multiple Columns

You can create sorts within sorts. For example, if you want to see all order lines organized by original journal, and within each original journal, organized by department number, use the following command:

```
SELECT * FROM stgactvd
ORDER BY orig_journal, doc_no
```

Using Aggregate Functions

There are a number of special functions that perform calculations among the rows selected. These are called aggregate functions because they work on a group of rows. When they are used, you do not see the individual rows themselves, but the results of the operation on all rows or groups of rows.

The aggregate keywords and their functions are:

AVG (column-name) Calculates the average of the column specified for the rows selected.

COUNT (*) Counts the number of rows retrieved by the WHERE clause.

MAX (column-name) Finds the maximum value in the column specified for the rows selected.

MIN (column-name) Finds the minimum value in the column specified for the rows selected.

SUM (column_name) Adds the column specified and totals it for the rows selected.

These aggregate functions are used like column names after the SELECT keyword. They do not subtotal unless you use the GROUP BY clause (explained in the next section).

Correct:

```
SELECT sum(amount) FROM stgactvd WHERE doc_no = 4
```

This query produces the total amount for document 4. It does not, however, show the document number itself.

Incorrect:

```
SELECT doc_no, sum(amount) FROM stgactvd
```

This produces an error requesting a GROUP BY phrase.

GROUP BY Command

This clause gives you subtotals for different groups of rows using aggregate functions. The syntax:

```
SELECT column-list, aggregate-functions FROM table-name
GROUP BY column-list
```

For example:

```
SELECT doc_no, sum(amount) FROM stgactvd
GROUP BY doc_no
```

This produces a list showing each document number and the total for that document next to it.

Note

You must have a GROUP BY clause for each column selected.

Correct:

```
SELECT doc_no, acct_no, sum(amount) FROM stgactvd
GROUP BY doc_no, acct_no
```

This produces a line for each unique combination of a document number and an account number. In other words, you get the sum for document number one, for the first account number, then the sum for document number one, for the second account number, and so on. You do *not* get the sum for a given document number alone.

Incorrect:

```
SELECT...
GROUP BY doc_no
```

This produces a GROUP BY error because you referenced acct_no in the column selection but did not repeat it in the GROUP BY column list.

A

Standard Forms

The standard Fitrix products have been designed to work with forms manufactured by the Harland company. These forms can be ordered through the Harland company, at 1-800-346-5316. Sample forms are also available.

It is likely that your programs have been modified by your data processing department. If this is the case, Harland can design custom forms to your specifications.

The forms, form numbers, and form types are listed below.

Table 1:

Form Number	Form	Type
4GEN1	Invoice	Continuous Form
4GEN2	Statement	Continuous Form
4GEN3	Picking Ticket	Continuous Form
4GEN4	A/P Check	Continuous Form
4GEN5	Payroll Check	Continuous Form
4GEN6	Invoice	Laser Form
4GEN7	Statement	Laser Form
4GEN8	Picking Ticket	Laser Form
4GEN9	A/P check	Laser Check
4GEN10	Payroll Check	Laser Check
4GEN11	Purchase Order	Continuous Form
4GEN12	Purchase Order	Laser Form
DW2	Double Window	Envelopes
DW83	Double Window	Envelopes

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.

Example: 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 GOODSEXPENSE

600000000 GENERAL EXPENSEEXPENSE

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 Accounting 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 "sub-account" number.

Example: A Simple Chart of Accounts with Two Profit Centers

Number Sub Account DescriptionType

100000000 CASH IN BANK ASSET

200000000 ACCOUNTS PAYABLELIABILITY

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

400000000 200 PRODUCT SALES INCOME

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 Accounting 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 Accounting 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.

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