Accounts Payable
User Guide Addendum

Version 5.30
Last Update: December 2009

FOURTH GENERATION
Modifiable Financial & Distribution Software
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About this Fourth Generation Documentation Addendum:

This Fourth Generation Documentation Addendum is provided to bring the associated 'base' document up to date with the very latest changes and additions to the software product. The 'base' document is listed on the title page of this addendum.

Addendum Date:
All software patches and supplements that have an impact on the base document are also covered by this addendum. Software patches and supplements are posted on the Fourth Generation web site in the customer area and on the Fourth Generation ftp site (see web/ftp access below). Patches and feature supplements are listed by the date posted. All patches and supplements posted by the Addendum Date are covered by this addendum. Each time a new patch or supplemental feature is released, this addendum will be updated if a documentation change is required. At that time, the Addendum date will be updated to the latest patch or supplement date.

Information not covered by this addendum:
This addendum covers only the subject area of the base document. For additional information and technical details on the new features or patches, please consult the product release notes and patch/supplements indexes found in the customer area of the Fourth Generation Web site or FTP site. (see web/ftp access below)

Web/FTP Access:
All new features and patches are maintained on the Fourth Generation web site, in the customer area: www.fourthgeneration.com and also on the Fourth Generation FTP site: ftp.fourthgeneration.com. Updated versions of this Addendum will be posted there as well. Most of the files and information in these areas is restricted to customers with current software maintenance contracts. To receive a current password to access these areas, please contact the Fourth Generation help desk: 770-432-7623, 1-800-374-6157, support@fourthgeneration.com

Feature Listing

Feature Number	Description
1251	New Navigation Events
1303	Country Validation for Vendors
1310	Print GL Distribution on AP Checks
1311	New Field for Check Mailed Date
1517	Bank Reconciliation Process
1728	Print Payable Journal by Vendor
1770	Print 1099s by Vendor

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Feature 1251   New Navigation Events

The following programs have new navigation events:

Update Payable Documents - access to:

>   Update vendor information
>   Update pay-to information
>   Update account balances

Update Vendor Information - access to:

>   AP aging reports
>   Update vendor terms

Feature 1303   Country Validation for Vendors

The screen program that displays valid country codes is option (i) on the
Company Setup menu. The table that stores this data comes preloaded with
207 valid country codes.
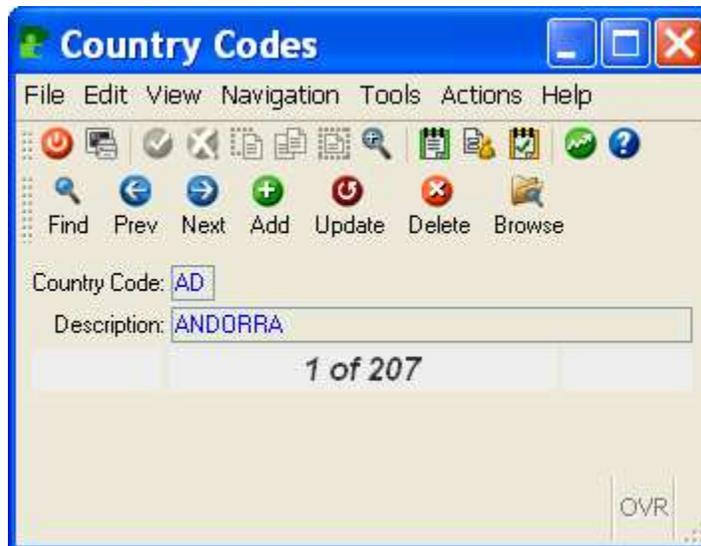
When entering vendors and there pay-to location codes the country you enter in the
country field must be a valid country code. Zoom is available
so that you can select from the list.

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Note to Current Users: The country code field in the Update Vendor Information and Update Vendor Pay-To programs has been decreased to two characters. Therefore you will need to update these records with a valid two character country code when you install this feature.

Feature 1310   Print GL Distribution on AP Checks

Note: This was done for checks that are paying invoices previously entered through the accounts payable module. It will not include GL print for records entered through non AP checks as these are typically manual checks that are not printed.

When you run the Print Checks program you will be prompted as follows:
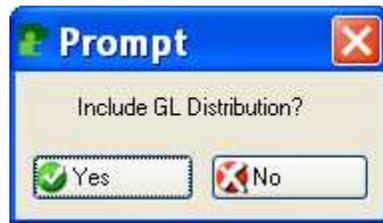
If you select yes, the GL account distribution for each invoice will print on the check stub/remittance advice.

Feature 1311   New Field for Check Mailed Date

A new field has been added to the Update A/P Checks screen program for
"Mailed Date". This is an optional field where you can enter the date you mailed the
check to the vendor if it is different from the date the check was printed.

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Feature 1517   Bank Reconciliation Process

Menu Changes:

The AR menus have been revised to include programs that are used to process bank deposits.
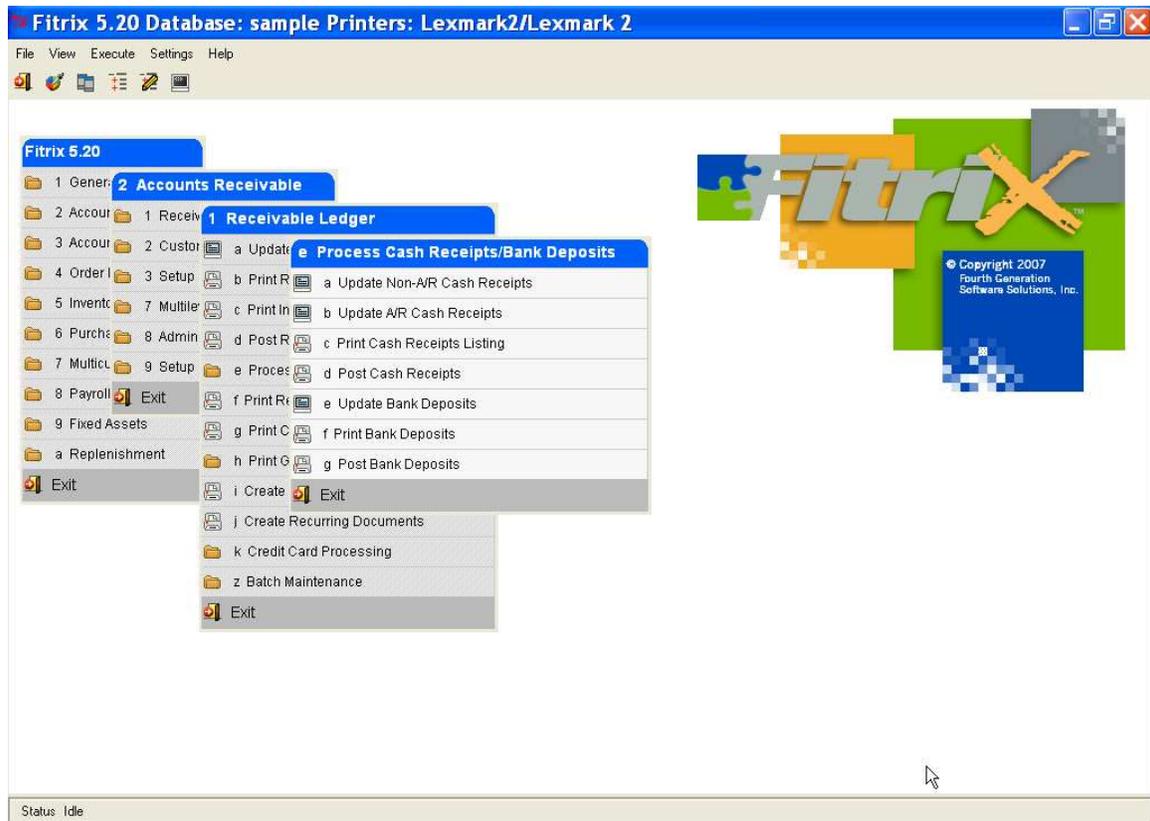
The AP menus have been revised to include new bank reconciliation programs:
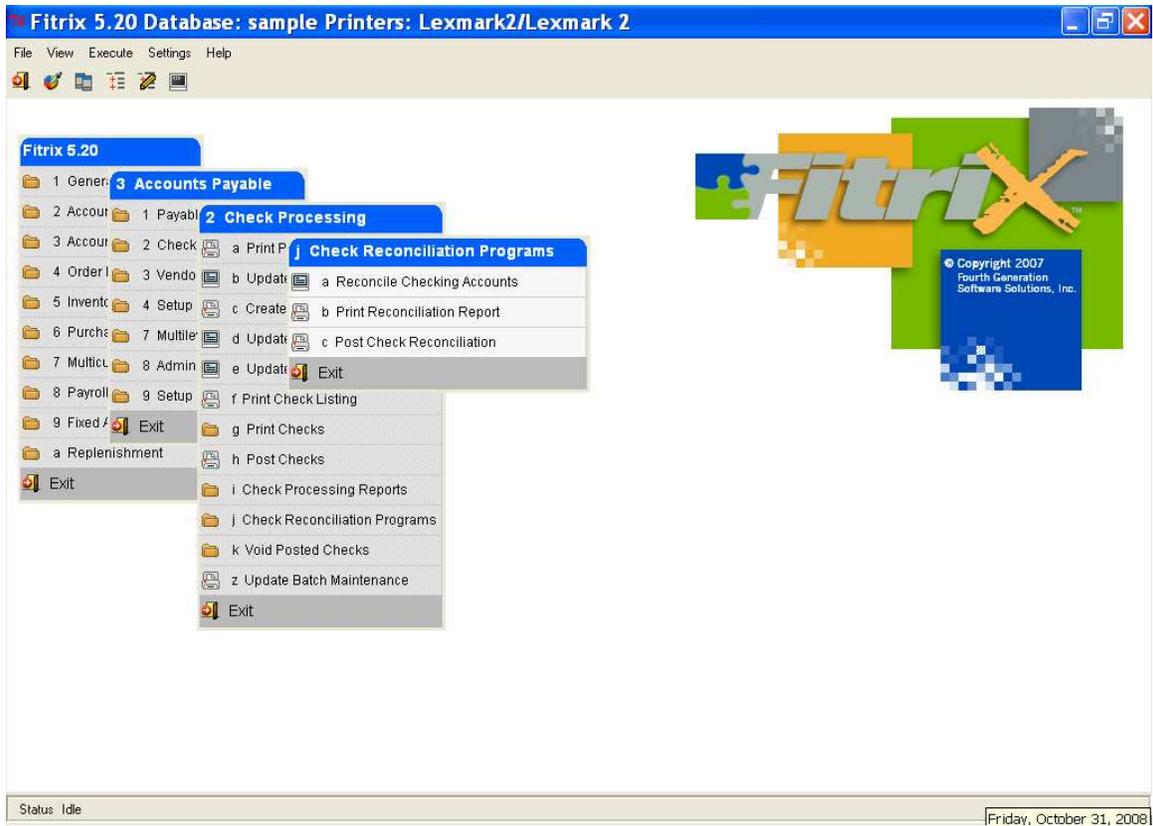
Update Checking Accounts:

This screen program has been changed to include new fields for:

>Bank Code
>Bank Name
>Branch
>Branch Name
>Account Name
>Bank Address
>Bank Account Number

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Update Receivable Defaults:

A new field has been added to this screen program for Bank Deposit ID:
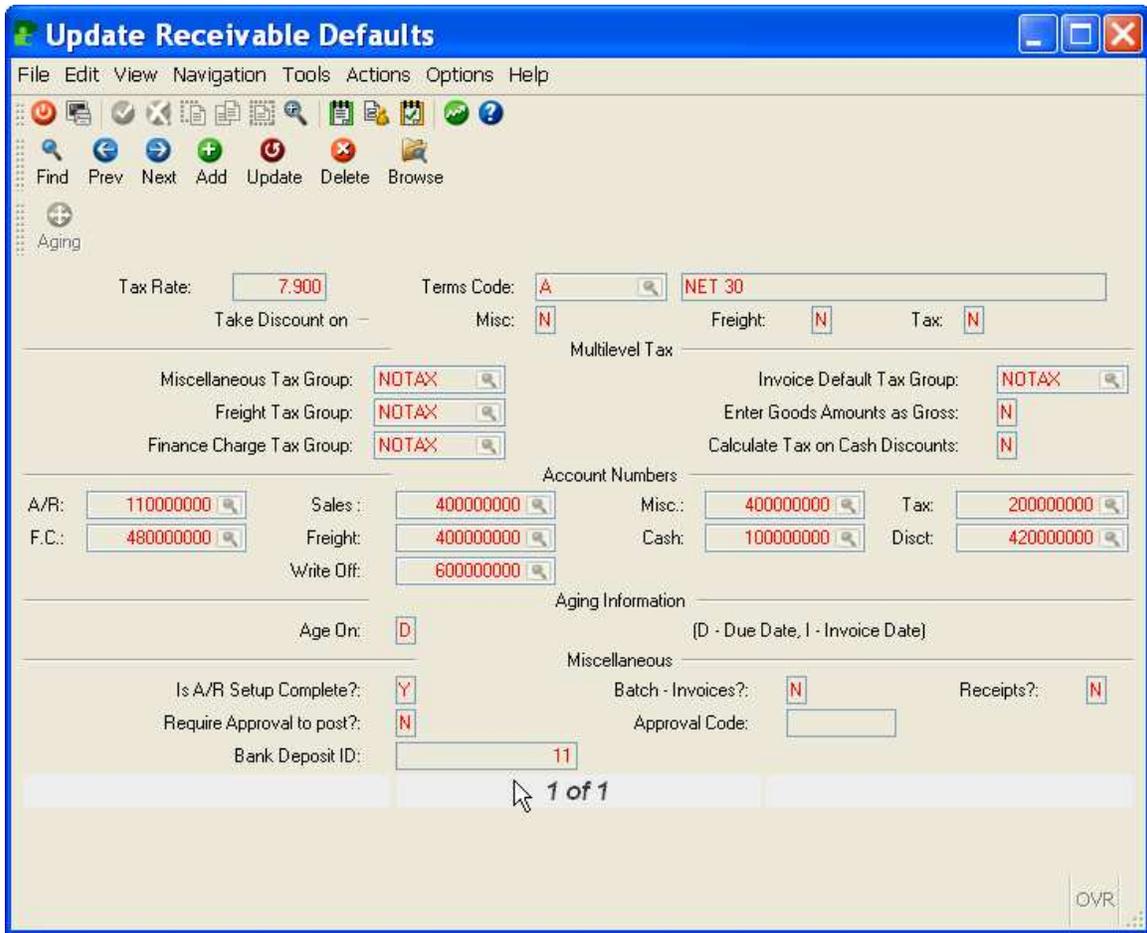
This value is initially set to 1 and then incremented as bank deposits are created.

Update Bank Deposits:

In prior versions of Fitrix every cash receipt posted for each customer made a separate entry into the check reconciliation table. Now you can group cash receipts by deposit ID so that a single entry is made into the check reconciliation table for multiple cash receipts.

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

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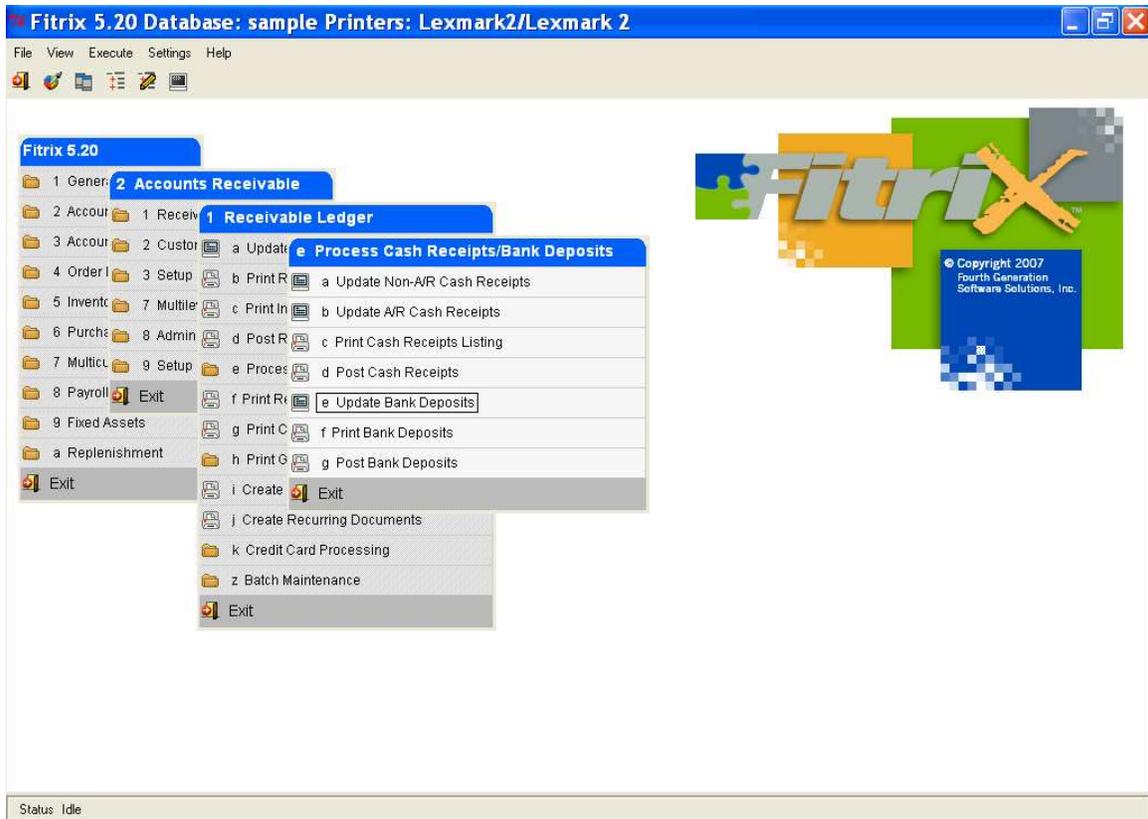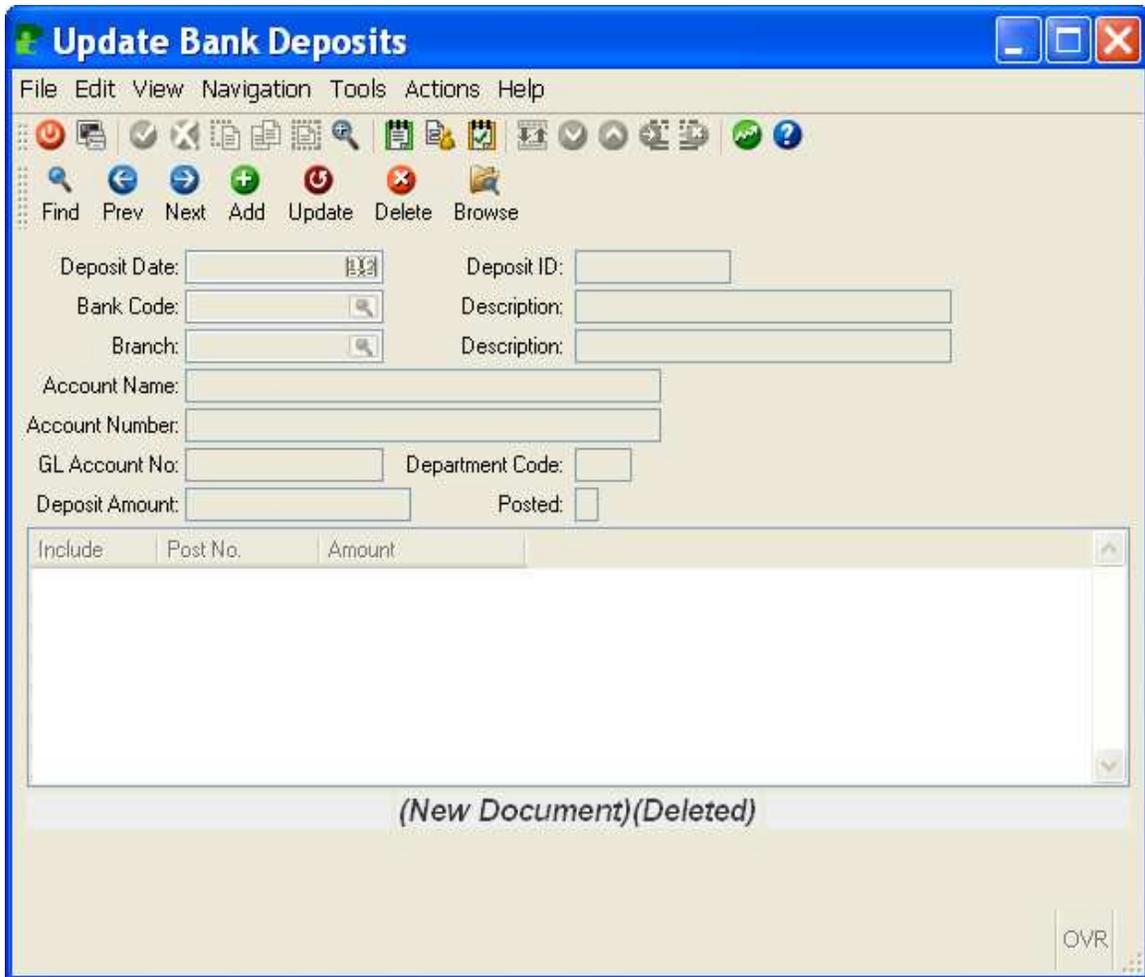
Go into Add mode and enter:

Deposit Date

Bank Code

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

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

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

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

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

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```
q Post Bank Deposits                                                    _ □ X
File  Navigate  Help

   ●  « ‹ › »  ┴


   Date: 10/31/2008                    Post Bank Deposits
   Time: 11:43:30                       ABC DISTRIBUTION                    Page: 1
   ====================================================================================
      Bank Code: BOA                          Branch Code: 0001
   Account Name: ABC DISTRIBUTION             Account Number: 011524023657

    Deposit ID: 12          Deposit Date: 11/03/2008    Deposit Amount:      38838.78

   ------------ Post No. ---- Check No. --- Cust Code ------------------------ Amount -----------
                143          34342         12                              4308.78
                143          375677        1                               3000.00
                143          789789        2                              24000.00
                144          557656        2                               7530.00
```

Reconciling the Checking Accounts:

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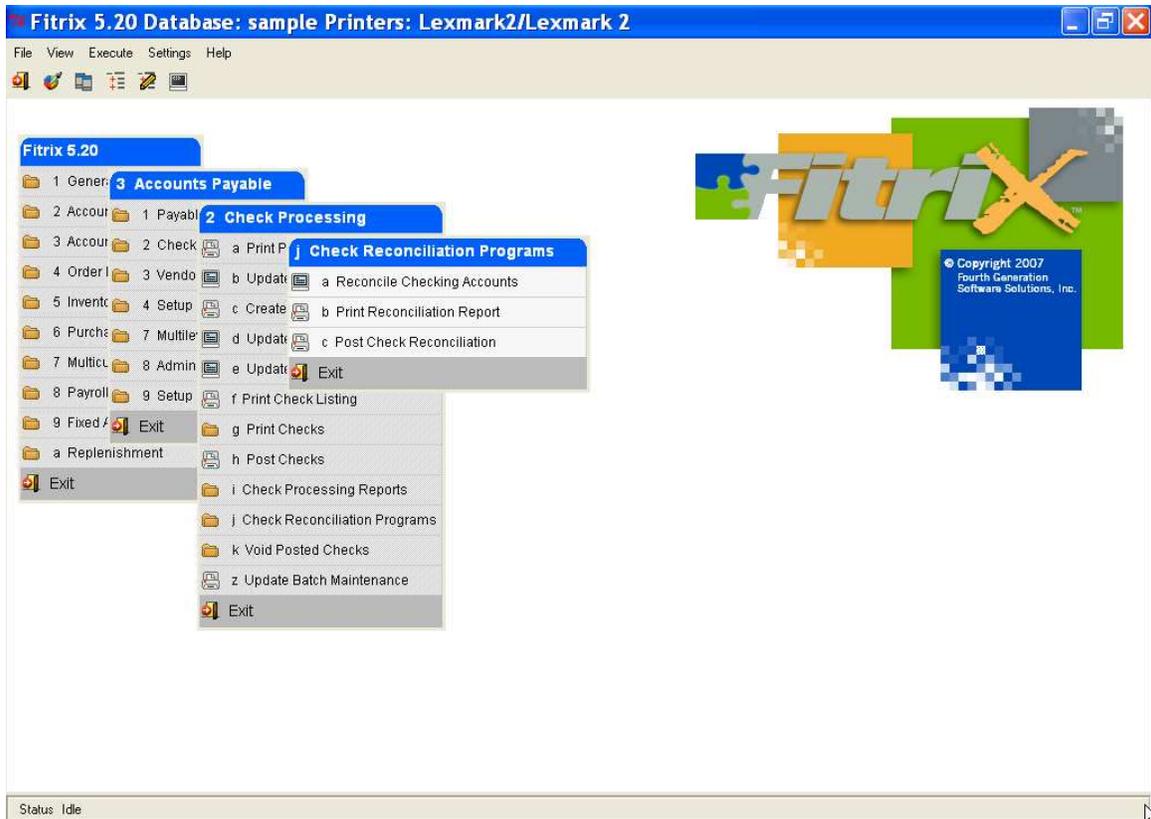
Go into Add mode and enter bank name and branch code. The rest of the information will be retrieved from the Update Checking Accounts table. Next enter the bank statement date. Once this date is entered all transactions that have posted to your General Ledger through this date but have not yet been reconciled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

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

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

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

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

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

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

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

Entering Adjustments:

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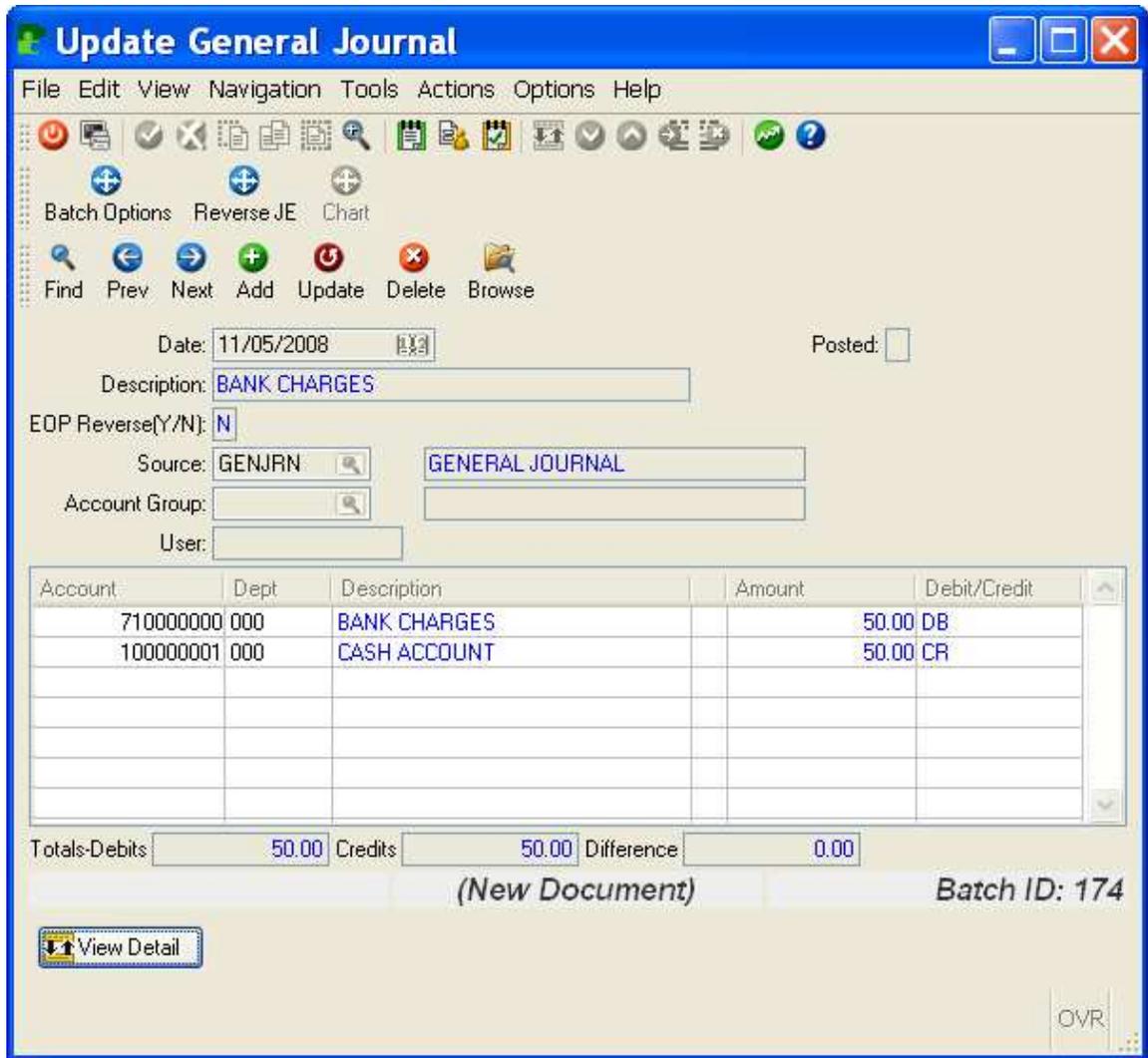
2. Go back to the Bank Reconciliation program, do a Find to find your reconciliation, and then go into Update mode. The journal entry will now display in the detail section of the screen as an item not yet reconciled.

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

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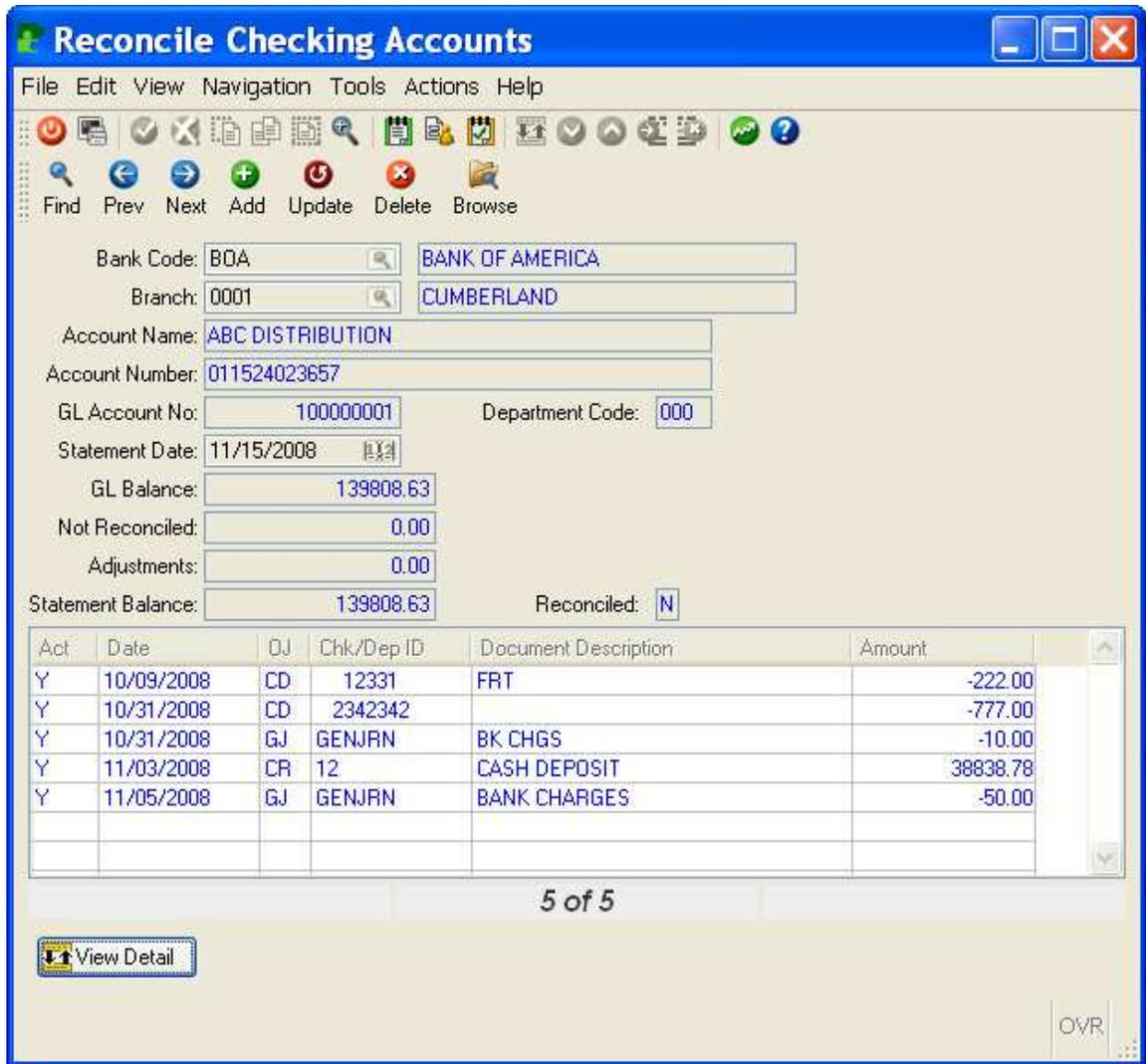
4. Save the reconciliation by either clicking OK or pressing enter.

Posting Your Reconciliation:

Now that the adjustments have been reconciled, you may post your reconciliation by running option (a) and then (b) on the menu below.
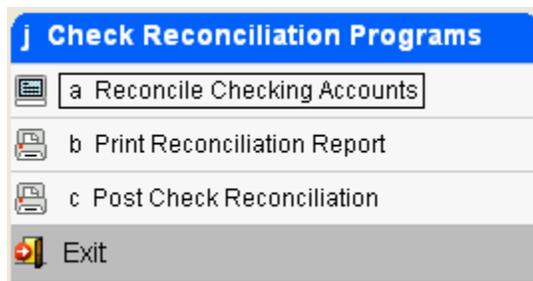
Here is the first prompt you will receive:

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

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

```
Print Reconciliation Report
File  Navigate  Help

Date: 10/31/2008              Check Reconciliation Report
Time: 12:28:20                     ABC DISTRIBUTION                          Page: 1
=====================================================================================

  Bank Code: BOA            Branch Code: 0001            Statement Date: 11/15/2008

                                    Balance Per Bank Statement:      139,808.63

                    Deduct: Outstanding Checks /other credits:           0.00

                        Add: Deposits in transit /other debits:          0.00

                    Deduct: Outstanding Checks /other credits:           0.00

                                                              ----------------
                                         Revised Bank Balance:     139,808.63


                                                  GL Balance:      139,808.63

                                                 Adjustments:           0.00

                                                              ----------------
                                           Revised GL Balance:     139,808.63
```

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

Feature 1728   Print Payable Journal by Vendor

You can now print this report by vendor instead of printing for all vendors.

Feature 1770   Print 1099s by Vendor

You can now print 1099s by vendor instead of printing for all vendors.