# Accounts Payable User Guide Addendum

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Modifiable Financial & Distribution Software
 Fourth Generation Software Solutions Corp.
 700 Galleria Parkway, Suite 480, Atlanta, Georgia 30339, USA Voice: (770) 432-7623 / Toll Free: 1-(800) 374-6157
 Fax: (770) 432-3448 / Email: info@fourthgeneration.com
 Web: www.fourthgeneration.com

# 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: <u>www.fourthgeneration.com</u> and also on the Fourth Generation FTP site: <u>ftp.fourthgeneration.com</u>. 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, <u>support@fourthgeneration.com</u>

# **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

### 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.

Country Codes	
File Edit View Navigation Tools Actions H	lelp
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Country Code: AD     Description: ANDORBA	e
1 of 207	
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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.

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.

9 Pr	int Che	ck Form	s - continu	ous					
File N	lavigate He	elp							
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	CHAMI	PION INC							
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	Acct:	704000000	Dept: 000 Dept: 100	596.87 250.00					
		67	100						
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### 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.



## 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

🕐 Update (	Checking Accounts	×
File Edit View	Navigation Tools Actions Help	
🤏 🎯 😌 Find Prev Ne:	xt Add Update Delete Browse	
Ouit Print OK	K Cancel Cut Copy Paste Zoom Notes U Fields To Do Technical status H	) elp
Bank Code:	BOA	
Bank Name:	BANK OF AMERICA	
Branch:	0001	
Branch Name:	CUMBERLAND	
Account Name:	ABC DISTRIBUTION	
Bank Address:	100 CUNBERLAND BLVD ATLANTA GA 30339	
Bank Account No:	011524023657	
GL Account No:	100000001 CASH ACCOUNT	
Department Code:	000 K ADMIN. OFFICE	
	5 of 5	
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#### **Update Receivable Defaults:**

A new field has been added to this screen program for Bank Deposit ID:

🕈 Update Receivable Default	5		
File Edit View Navigation Tools Actions	Options Help		
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Tax Rate: 7.900	Terms Code: 🔺 🔍	NET 30	
Take Discount on -	Misc: N Multilevel Tax	Freight: N Tax: N	
Miscellaneous Tax Group: NOTA	¥X 🔍	Invoice Default Tax Group:	NOTAX
Freight Tax Group: NOTA	4X 🔍	Enter Goods Amounts as Gross:	N
Finance Charge Tax Group: NOTA	4X (9.)	Calculate Tax on Cash Discounts:	N
	Account Numbers		- 10 M
A/R: 110000000 💽 Sales :	40000000 🗨 Misc.	: 40000000 🗨 Tax:	20000000
F.C.: 48000000 R Freight:	400000000 Cash	: 10000000 💽 Disct:	420000000
Write Off:	60000000		
	Aging Information	n —	
Age Un:	14 <sup>1</sup>	(D - Due Date, I - Invoice Date)	
Is A/R Setur Complete?	Miscellaneous Batch - I	nunices? N Bar	peinte2:
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Bank Deposit ID:	11		
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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:



Update Bank Deposits	5	
File Edit View Navigation Tools	Actions Help	
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Rind Prev Next Add Update De	) 🙀 Jete Browse	
Deposit Date:	Deposit ID:	
Bank Code:	Description:	
Branch:	Description:	
Account Name:		
Account Number:		
GL Account No:	Department Code:	
Deposit Amount:	Posted:	
Include Post No. Amount		<u>^</u>
		~
	(New Document)(Deleted)	
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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.

🔮 Update	Bank Dep	osits			
File Edit View	/ Navigation	Tools Actions	s Help		1
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Find Prev N	ext Add Upc	) 🕝   late Delete Br	💐 owse		
Deposit Date:	11/03/2008	1123	Deposit ID:		
Bank Code:	BOA	R D	escription;	BANK OF AMERICA	
Branch:	0001	<u> </u>	escription:	CUMBERLAND	
Account Name:	ABC DISTRIBL	ITION			
Account Number:	011524023657		222 Q 1		
GL Account No:	1000	00001 Departn	nent Code:	000	
Deposit Amount:		38838.78	Posted:	N	
Include P	Post No.	Amount			~
Y N	143	313	30.00		
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Enter [Y] if you	u want to inclu	ide this line.			OVR 🧮

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.

e - 10/31/2008	Post Fault Dano	eite -		
e: 11:43:30	ABC DISTRIBUT	ION	Page: 1	
Bank Code: BOA	Branc	n Code: 0001		
ound wame: ABC DISIRIBUTIU	Account	Jumper. 011524023557		
eposit ID: 12 D	Deposit Date: 11/03/2008	Deposit Amount: 38838.78		
Post No.	Charle No Cust Code	An event		
143 3	Heck No Cust Code -	4308 78		
143 3	375677 1	3000.00		
143 7	789789 2	24000.00		
144 5	557656 2	7530.00		

#### **Reconciling the Checking Accounts:**

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

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File View Execute Settings	Help	
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Fitrix 5.20 1 Geners 3 Account 2 Accour 1 Payab 3 Accour 2 Check 4 Order 3 Vendo 5 Invente 4 Setup 6 Purchs 7 Multice 7 Multice 8 Admin 8 Payroll 9 Setup 9 Fixed 3 Exit a Replenishment 2 Exit	ts Payable 2 Check Processing 4 Update Accountis 5 Create b Print Reconciliation Report 5 Update c Post Check Reconciliation 6 Update c Post Check Reconciliation 7 Update Checks 6 Print Checks 7 Update Batch Maintenance 7 Exit	
Status Idle		C

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:

Reconcile	e Chec	king Ac	counts		
File Edit View	Navigation	n Tools A	ctions Help		
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R G D Find Prev Nex	t Add U	🕑 3 pdate Delet	e Browse		
Bank Code:	BOA	3	BANK OF AMERICA		
Branch:	0001	9	CUMBERLAND		
Account Name:	ABC DISTR	RIBUTION			
Account Number:	011524023	3657			
GL Account No:	64	00000001	Department Code: 000		
Statement Date:	11/15/200	18 🛄			
GL Balance:		139858.6	3		
Not Reconciled:		37829.7	8		
Adjustments:		0.0	1		
Statement Balance:		102028.8	5 Reconciled: N		
Act Date	OJ	Chk/Dep II	) Document Description	Amount	···· ·
N 10/09/200	8 CD	12331	FRT		-222.00
N 10/31/200	8 CD	2342342 CENTEN	DV CHCC		-777.00
N 11/03/200	8 CR	12	CASH DEPOSIT		38838.78
					1000
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🕑 ок	Cancel	T De	tail		
	(				
Enter adjustmen	ts.				OVR

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.

🔮 Reconci	e Cheo	king Ac	counts			
File Edit View	Navigatio	n Tools Ac	tions Help		-	
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Rind Prev Ne	xt Add L	O S Ipdate Delete	Browse			
Bank Code	: BOA	9	BANK OF AMERICA			
Branch	r: 0001	<u>s</u>	CUMBERLAND			
Account Name	ABC DIST	RIBUTION	0			
Account Numbe	r: 01152402	3657				
GL Account No	p: 100000001 Department Code: 000					
Statement Date	: 11/15/20	08 🔝				
GL Balance	lance: 139858.63					
Not Reconciled	t:	0.00	]			
Adjustment:		-50.00	5			
Statement Balance	:	139808.63	B Reconciled: N			
Act Date	OJ	Chk/Dep ID	Document Description	Amount	~	
Y 10/09/20	08 CD	12331	FRT	-222.00		
Y 10/31/20	08 CD	2342342		-777.00		
Y 10/31/20 Y 11/03/20	08 GJ	I2	CASH DEPOSIT	-10.00		
1 11/03/20	00 01	14	CASH DEFOSIT			
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(A OK	Canan		tail 1			
<b>V</b>						
Enter the bank	code				OVR	

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.

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File Edit View N	lavigation	Tools	Actions Options Help				
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<ul> <li></li></ul>							
Date: 11/05/2008							
Description:	BANK CHAR	IGES					
EOP Reverse(Y/N):	V						
Source:	GENJRN	2	GENERAL JOURNAL				
Account Group:		3					
User:							
Account	Dept	Descrip	otion	Amount	Debit/Credit	-	
71000000	000	BANK (	CHARGES	50.00	DB		
10000001	000	CASH A	ACCOUNT	50.00	CR	-	
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Totals-Debits	50.00	Credits	50.00 Difference	0.00			
			(New Document)		Batch ID:	174	
View Detail							
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11							

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.

File Edit View Navigation Tools Actions Help   Image: Second Sec	-
Image: Section of the sec	
Find Prev Next Add Update Delete Browse     Bank Code: BANK OF AMERICA   Branch: 0001 CUMBERLAND   Account Name: ABC DISTRIBUTION   Account Number: 011524023657   GL Account No: 100000001 Department Code:   Statement Date: 11715/2008   GL Balance: 139808.63   Not Reconciled: -50.00   Adjustments: -50.00   Statement Balance: 139808.63   Reconciled: -50.00   Statement Balance: 139808.63   Reconciled: N	
Bank Code: BDA   Branch: 0001   CUMBERLAND   Account Name: ABC DISTRIBUTION   Account Number: 011524023657   GL Account No: 100000001   Department Code: 000   Statement Date: 11/15/2008   GL Balance: 139808.63   Not Reconciled: -50.00   Adjustments: -50.00   Statement Balance: 139808.63   Reconciled: Not Reconciled:   Act Date   OJ Chk/Dep ID   Document Description Amount	
Branch: 0001   Account Name: ABC DISTRIBUTION   Account Number: 011524023657   GL Account No: 100000001   Department Code: 000   Statement Date: 11715/2008   GL Balance: 139808.63   Not Reconciled: -50.00   Adjustments: -50.00   Statement Balance: 139808.63   Reconciled: Not   Act Date   OJ Chk/Dep ID   Document Description Amount	
Account Name:       ABC DISTRIBUTION         Account Number:       011524023657         GL Account No:       100000001       Department Code:         Statement Date:       11/15/2008         GL Balance:       139808.63         Not Reconciled:       -50.00         Adjustments:       -50.00         Statement Balance:       139808.63         Reconciled:       Not         Act       Date       0J         Cht/Dep ID       Document Description       Amount         Act       Date       0J         Cht/Dep ID       Document Description       Amount	
Account Number:       011524023657         GL Account No:       100000001       Department Code:       000         Statement Date:       11/15/2008       000         GL Balance:       139808.63         Not Reconciled:       -50.00         Adjustments:       -50.00         Statement Balance:       139808.63         Reconciled:       -50.00         Statement Balance:       139808.63         Reconciled:       N	
GL Account No:       100000001       Department Code:       000         Statement Date:       11/15/2008       139808.63         GL Balance:       139808.63         Not Reconciled:       -50.00         Adjustments:       -50.00         Statement Balance:       139808.63         Reconciled:       Not         Act       Date       0J         Chk/Dep ID       Document Description       Amount         Act       Date       0J       Chk/Dep ID	
Statement Date:     11/15/2008       GL Balance:     139808.63       Not Reconciled:     -50.00       Adjustments:     -50.00       Statement Balance:     139808.63       Reconciled:     N       Act     Date     0J       Chk/Dep ID     Document Description     Amount	
GL Balance:     139808.63       Not Reconciled:     -50.00       Adjustments:     -50.00       Statement Balance:     139808.63       Reconciled:     N	
Not Reconciled:     -50.00       Adjustments:     -50.00       Statement Balance:     139808.63       Act     Date       OJ     Chk/Dep ID       Document Description     Amount	
Adjustments:     -50.00       Statement Balance:     139808.63       Act     Date       OJ     Chk/Dep ID       Document Description     Amount	
Adjustments:     -50.00       Statement Balance:     139808.63       Act     Date       OJ     Chk/Dep ID       Document Description     Amount       Y     10.002/2000	
Statement Balance:         139808.63         Heconciled:         N           Act         Date         OJ         Chk/Dep ID         Document Description         Amount           V         10/09/2000         CD         10/2010         CD         200.001	
Act Date OJ Chk/Dep ID Document Description Amount	_
V 10/00/2000 CD 12021 EDT 222.00	~
1 10/03/2000 CD 12331 PR1	
Y 10/31/2008 CD 2342342 -777.00	
T         TU/31/2008         GJ         GENJRIV         BK LHGS         -10.00           Y         11/02/2000         CP         12         CACH DEDICIT         20020 70	
N 11/05/2008 GJ GENJEN BANK CHARGES -50.00	
Contraction of 110 Contraction (CONTRACTION)	
	42
5 of 5	
OK Kancel Kancel	
Enter the bank code	

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).

ا نی مر Find	G O Prev Nex	t Add L	IPdate Delete	Browse		
	Bank Code:	BOA	BA	NK OF AMERICA		
Branch: Account Name: Account Number: GL Account No: Statement Date:		0001	CU			
		ABCIDIST				
		01152402	0057			
		01102402	100000001	D 1 1000		
			10000001	Department Lode: UUU		
		11/15/200	08 124			
	GL Balance:		139808.63			
No	t Reconciled:		0.00			
	Adjustments:		0.00			
tatem	nent Balance:		139808.63	Reconciled: N		
Act	Date	OJ	Chk/Dep ID	Document Description	Amount	Į,
1	10/09/200	B CD	12331	FBT	-222.00	
Y	10/31/200	B CD	2342342	0	-777.00	
7	10/31/200	8 GJ	GENJRN	BK CHGS	-10.00	
1	11/03/200	B CR	12	CASH DEPOSIT	38838.78	
·	11/05/200	B GJ	GENJRN	BANK CHARGES	-50.00	
ł						1
, Y						
Y						
				5 of 5		

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.

j	Check Reconciliation Programs
	a Reconcile Checking Accounts
B	b Print Reconciliation Report
8	c Post Check Reconciliation
<b>)</b>	Exit

Here is the first prompt you will receive:

m	×
ted Reconciliation	Report?
No	Quit
	ted Reconciliation

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.

File Edit Help	
🙂 🛇 🕅	
	Selection Criteria
Bank Code:	BOA
Branch:	0001
Statement Date:	111508
🕑 ОК	Cancel
Statement Date:	111508

: 10/31/2008	Check Reconciliation Rep	ort		
12:28:20	ABC DISTRIBUTION		Page: 1	
ank Code: BOA	Branch Code: 0001	Statement Date: .	11/15/2008	
	Bal	ance Per Bank Statement:	139,808.63	
	Deduct: Outstandin	g Checks /other credits:	0.00	
	Add: Deposits in	n transit /other debits:	0.00	
	Deduct: Outstandin	g 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.