Fitrix

Affordable, Adaptable ERP Software

Payroll
Training Guide
Version 5.40

Fitrix
Payroll
Course Workbook

Version 5.40
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Fitrix Payroll Course Workbook

Learning Objectives

To become familiar with the Fitrix Accounting System

To become familiar with Fitrix Menus and Data Entry Commands

To become familiar with Fitrix User Control Libraries

To become familiar with the Set Up Company menu and options

To become familiar with the Set up Multilevel Tax codes menu and options

To become familiar with Batch Processing

To become familiar with Flexible Document Delivery (FDD) options

To become familiar with the document attachment capabilities

To become familiar with the email alerts functionality

Fitrix Accounting System

```
┌──────────────┐      ┌──────────────┐      ┌──────────────┐
│ Transactions │  →   │   Database   │  ←   │   Reporting  │
└──────────────┘      └──────────────┘      └──────────────┘
```

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

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

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

Fitrix Modules

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

Financial

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

Distribution

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

Manufacturing

- **Production Order Processing (sc)**
- **Bill of Materials(bm)**
- **Material Resource Planning (rp)**
- **Standard Routing (rt)**
- **Labor Processing (lp)**
- **Production Scheduling (ps)**
- **Standard Product Costing (pc)**
- **Actual Costing (ac)**

Phases of the Accounting Process

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

Setup	→	Transaction Processing	→	End of Period

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

Set Up Accounting

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

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

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

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

Transaction Processing

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

- **Entry**. A transaction is initiated by entering a document. Documents entered may be updated at any time before posting.

- **Edit**. An edit list is printed after documents are entered and before they are posted. This list shows all documents waiting to be posted. If mistakes are found on this report, corrections can be made and another edit list must be printed prior to posting.

- **Post**. Posting is the process that posts the document to the General Ledger Activity table. Once a document is posted it cannot be updated. Changes must be made by posting correcting entries.

End of Period

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

Fitrix Menus

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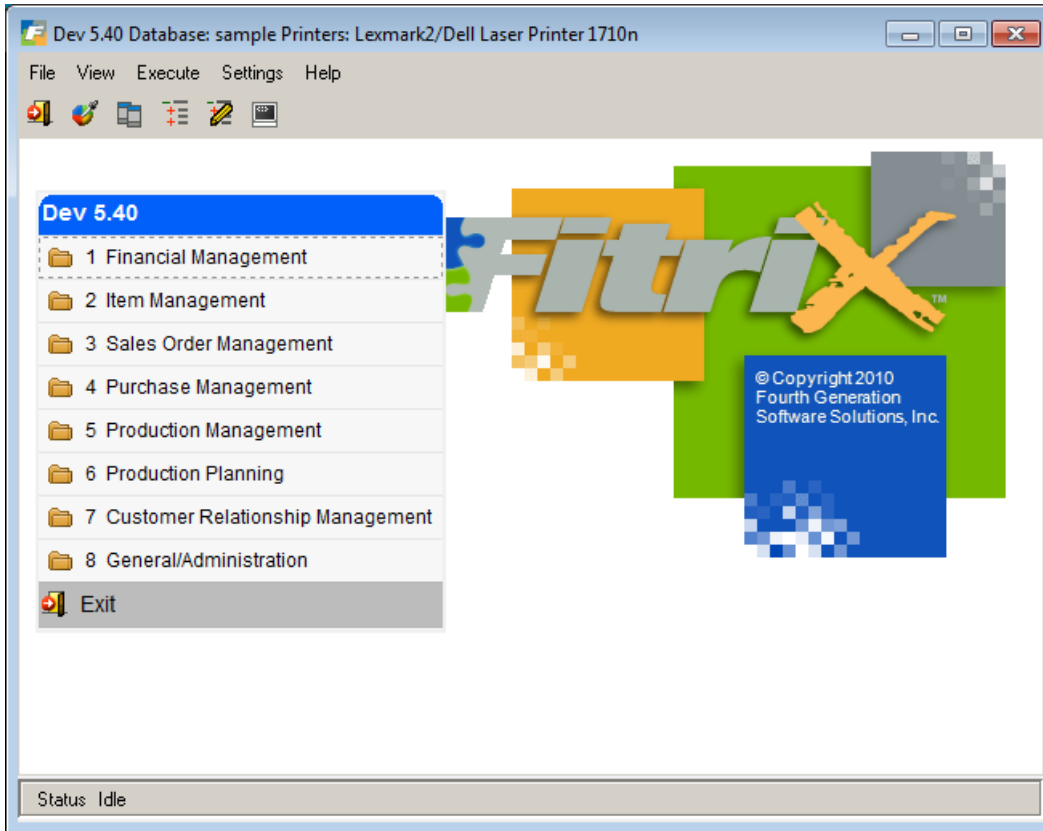
The Menu options available on the Ring menu are as follows:

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

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

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

Fitrix Data Entry Screen

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

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

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

Number	Field	Description
1	**Menu Toolbar**	These options perform routine functions, and are often referred to as the User Control Library functions. The Menu Toolbar is available on every screen.
2	**Standard Toolbar**	The icons on the standard toolbar perform many of the same functions as the options found on the menu toolbar.
3	**Other Tool Bar**	The Custom Tool Bar area has buttons that are specific to your company and the current module. Some screens may not have any buttons on the Custom Tool Bar.
4	**Action Toolbar**	This toolbar contains icons that represent actions such as add, update, and delete.
5	**Header Section**	This section is just below the Action toolbar and contains basic or general information about a document.
6	**Detail Section**	This section contains labeled columns that correspond to information in lines or rows.
7	**Totals**	This section is a reference section displaying debit and credit totals information.

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

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

Action Menu Commands

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

1. Click the command.

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

To view this screen, select **Financial Management>Accounts Receivable > Receivable Ledger** > **Update Receivable Document**.
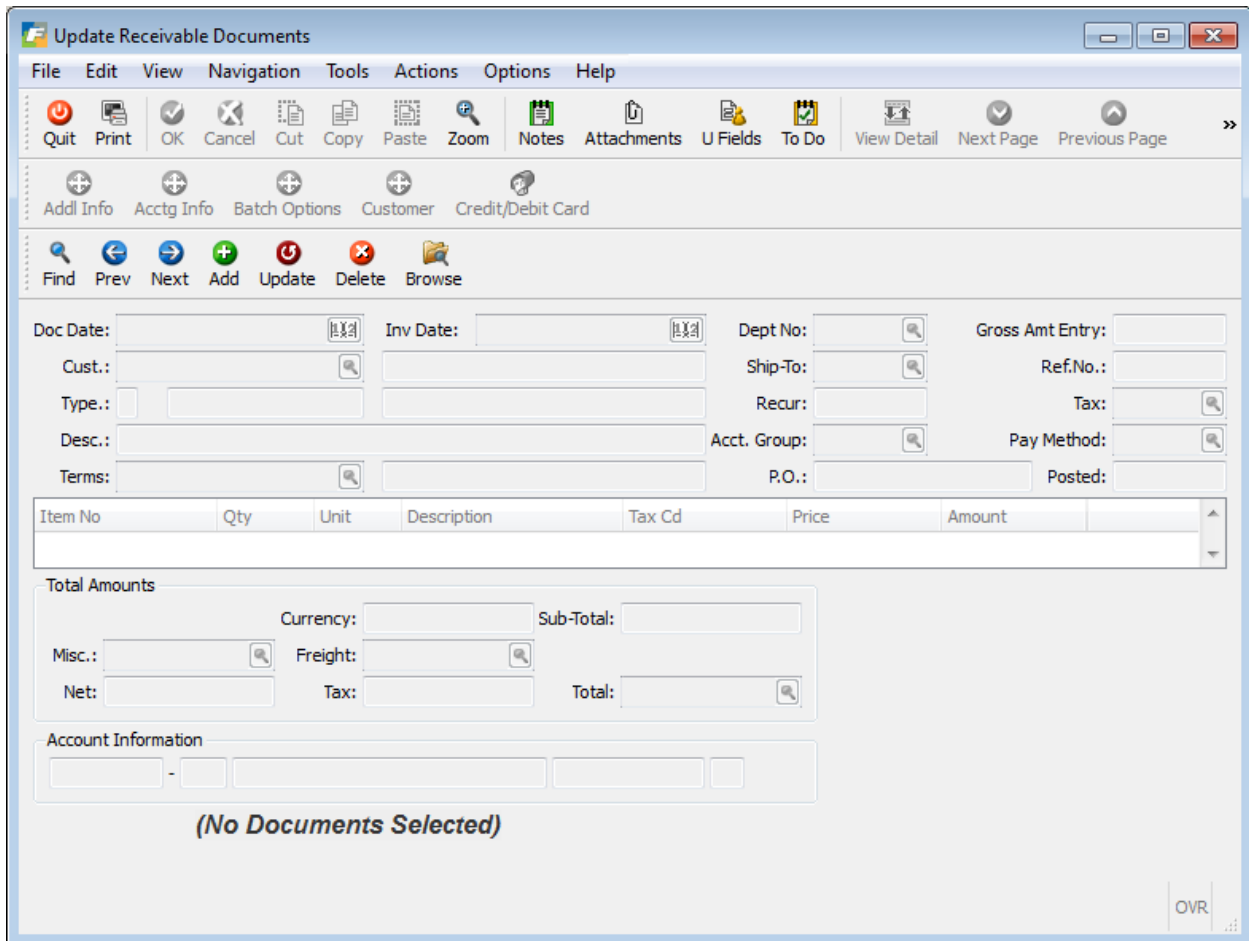
Below are the fields and descriptions for data entry commands:

Field	Description
Add	Allows you to add any new document.
Update	Allows you to modify an existing document once it has been selected or found.
Delete	Allows you to delete a document if it is not posted.
Find	Use the find command to retrieve one or more records. There are three ways to use the Find command. 1. **To find all records** stored for a program, click the OK button (or press ENTER key) without entering any data in the screen. 2. **To find a particular record,** enter a piece of information that is unique to

Field	Description
	that record (i.e.; customer code, invoice number), and then click OK or press ENTER.
	3. **To find a group of records** enter search criteria using wild cards or relational operators (for more information, review chapter 7 in the Getting Started With Fitrix User Guide.).
Browse	Arranges all found documents into a list displayed to the screen. You can scroll through the documents using the scroll bar or using the various movement icons on the toolbar.
Next	Allows you to view the next document by paging down through the found documents.
Prev	Allows you to view the previous document by paging up through the found documents.

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

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

Print and Flexible Document Delivery (FDD)

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

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

Order Entry:

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

> **Note:** the picking ticket and packing list report programs are also background print enabled but since these are internal forms they are not FDD enabled.

Purchasing:
Vendor Purchase Order

Accounts Receivable:
Invoice
Customer Statement
Dunning Letters

Payroll:
Direct deposit pay stubs

A new icon has been added to the Update Customer Information, Update Vendor Information and Update Employee Information toolbar and is only accessible when in Update mode.

When you click on this icon in the Update Customer Information program the following screen displays listing all report programs that currently support FDD.
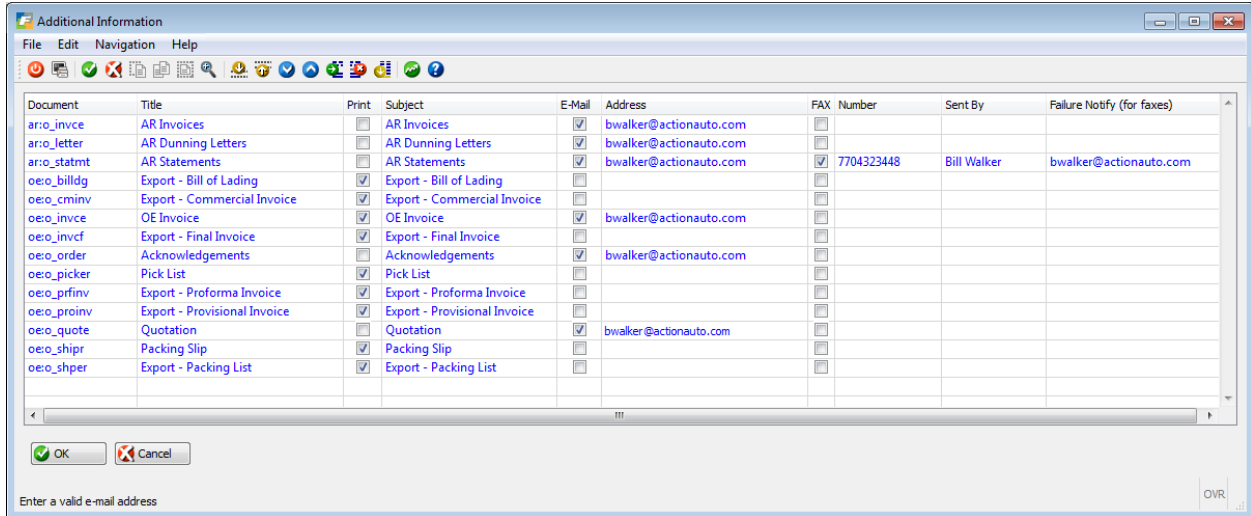
After FDD is installed the default setting will be set to Print for all reports. You can then update for each customer as needed. More than one delivery method per report can be selected.

Field Definitions:

Document – Fitrix program name.

Title- title of the program.

Print- check this check box if the delivery method is to send the report to a printer.

Subject – subject line for your fax cover sheet.

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

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

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

Number- the fax number you wish to send the report to. Enter with no dashes and also precede the fax number with any number needed to make an outside call.

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

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

FDD PRINTER DIALOG BOX:

Report programs that do not support FDD will have this standard printer dialog box:
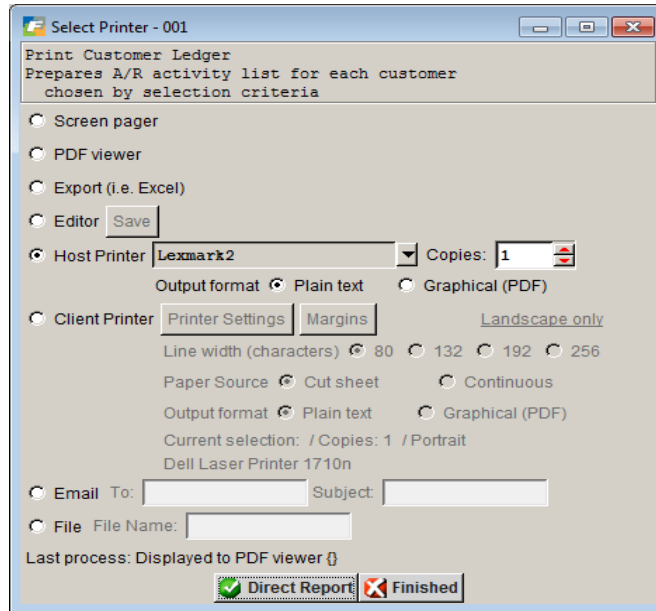
Here is the FDD printer dialog box:
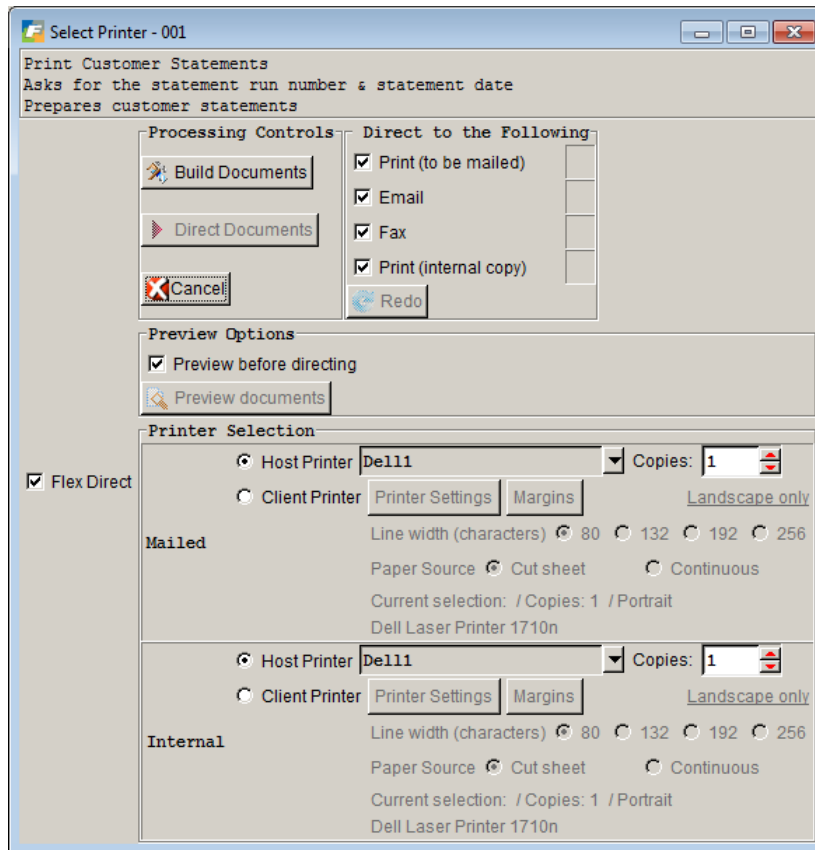
If you do not wish to use the flex direct options simply uncheck the flex direct box and the printer dialog box will disable the FDD options and display all options that are on the non FDD printer dialog box.

The FDD printer dialog box is divided into three sections:

Processing controls:

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

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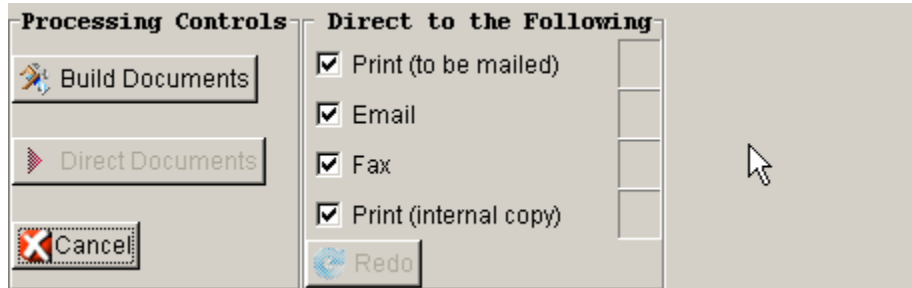
The next step is to click the Direct Documents button. This will send/print the documents. See discussion on Printer Selection section below for directing the documents to your various printers.

If all Direction method check boxes were checked, the printer dialog box will look like this after the documents were printed/sent:
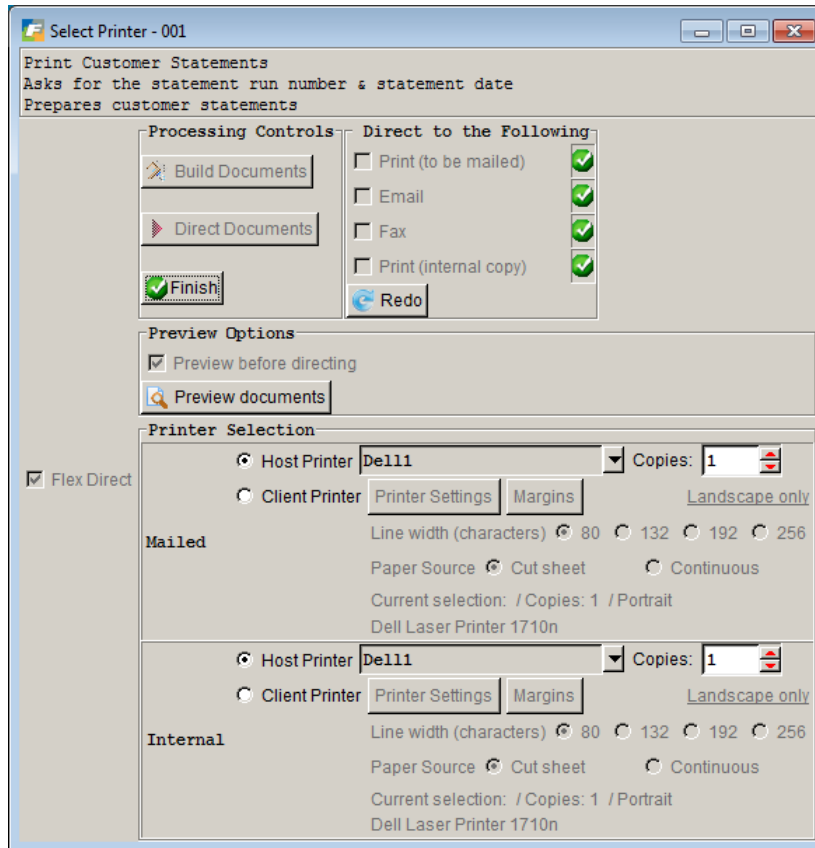
The green check marks indicate the direction methods that were processed. To return to the menu, click the Finish button.

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

If you uncheck some of the selection methods (ie- only check email check box) and then process the documents the printer dialog box will have a Cancel button instead of a Finished button
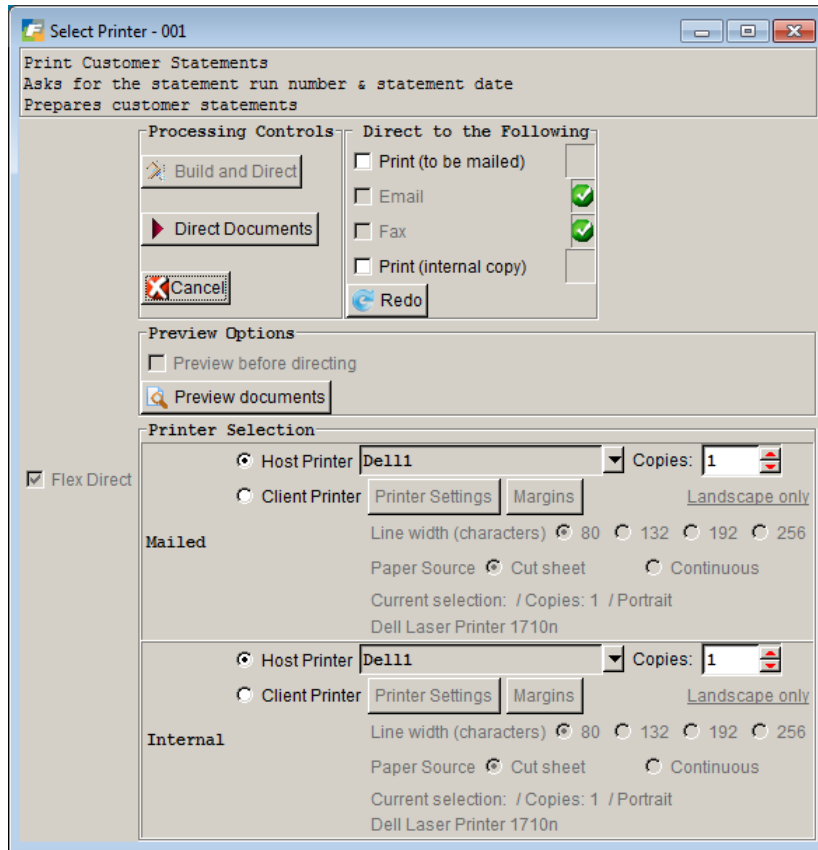
To return to the menu click the Cancel button and you will receive this warning:
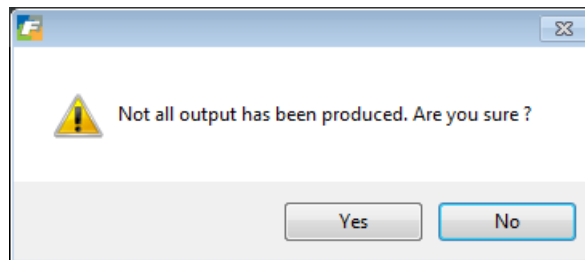
This warning is just to let you know that all delivery methods were not selected. Click Yes if this is correct. Click No if you wish to display the printer dialog box again.

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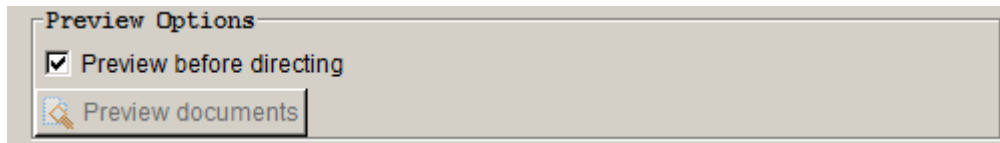
If this check box is checked (and that is the default setting), you will be able to preview a PDF of the documents by clicking the Build Documents button prior to Directing/Processing them. If you do not wish to preview, uncheck this box.

Printer Selection:
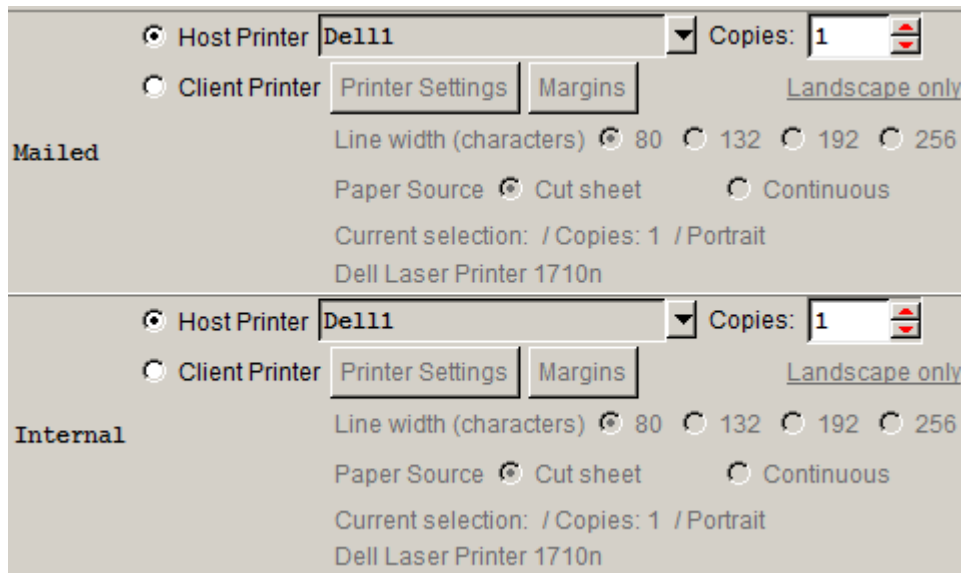
This section of the screen controls printer selection.

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

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

Note about Client Printers:

If you change your printer selection to a client printer the printer settings, paper source, and line width radios buttons become active so you can set your setting accordingly.
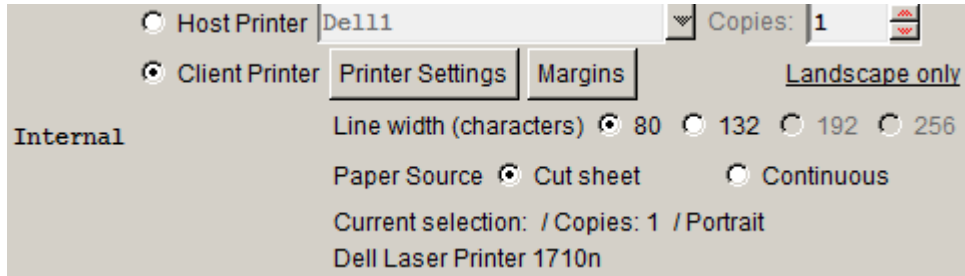
To proceed click the Build Documents button. Since a client printer was selected, Adobe Acrobat will direct copy(s) to the printer.

The user will see Adobe Acrobat Reader Launch and appear briefly:
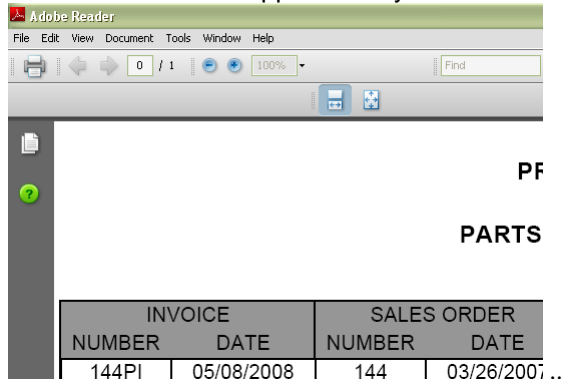
You may see a message like:
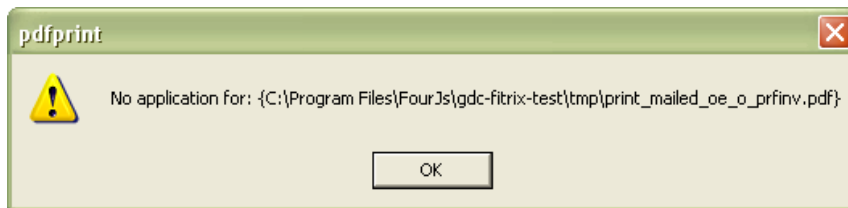
This means that Adobe Acrobat Reader is not installed. This is a free product and may be downloaded and

installed from: http://www.adobe.com by clicking on: .

Document Attachment

With the attachment functionality you can attach any type of file to any record in the database. Examples are pictures or schematics of your inventory items, store a PDF of the customer PO with the sales order, recorded phone conversations or emails sent to your customers when dealing with collection issues, attach performance reviews and resumes to your employee records.

Adding a Document Attachment

In this example we will attach a picture of an inventory item to the item master record.

Find the inventory item you wish to work with:

In update mode click on the ⬚ Attachments icon on the toolbar. This screen displays:
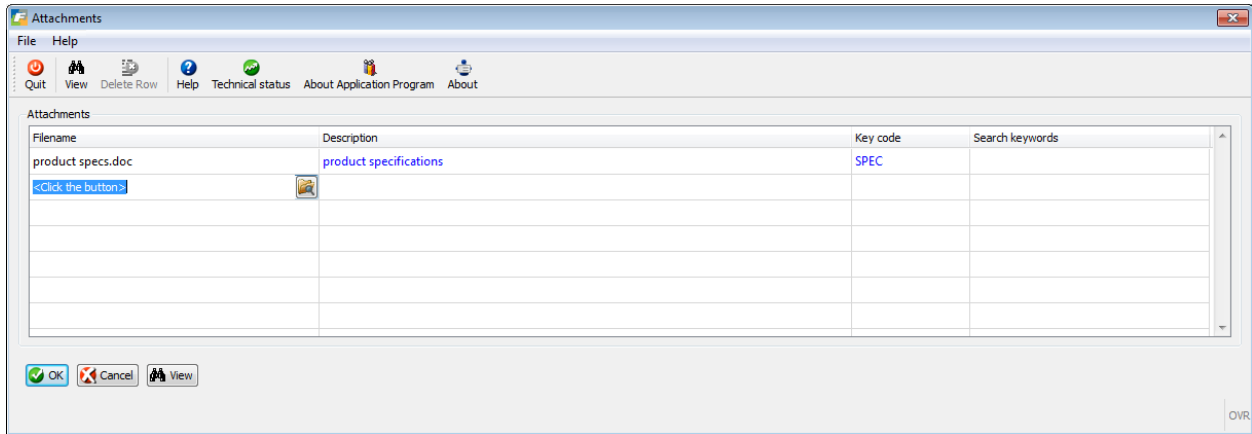
Click on the ⬚ and find your file.
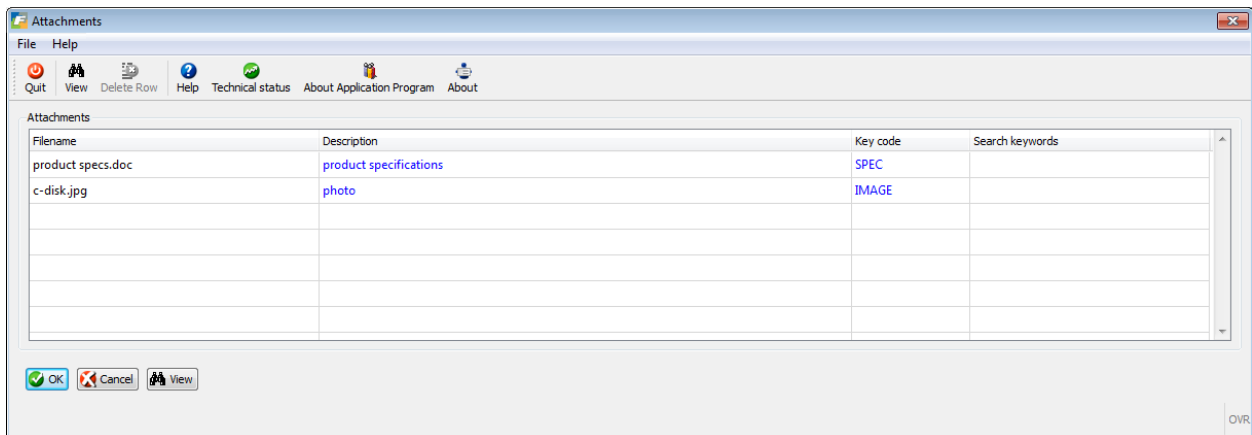
Description- optional.

Key code – optional unless it is an image you want to display on a screen then enter IMAGE (case sensitive).

Search keywords – optional.

Click OK and save the change and the image will display.
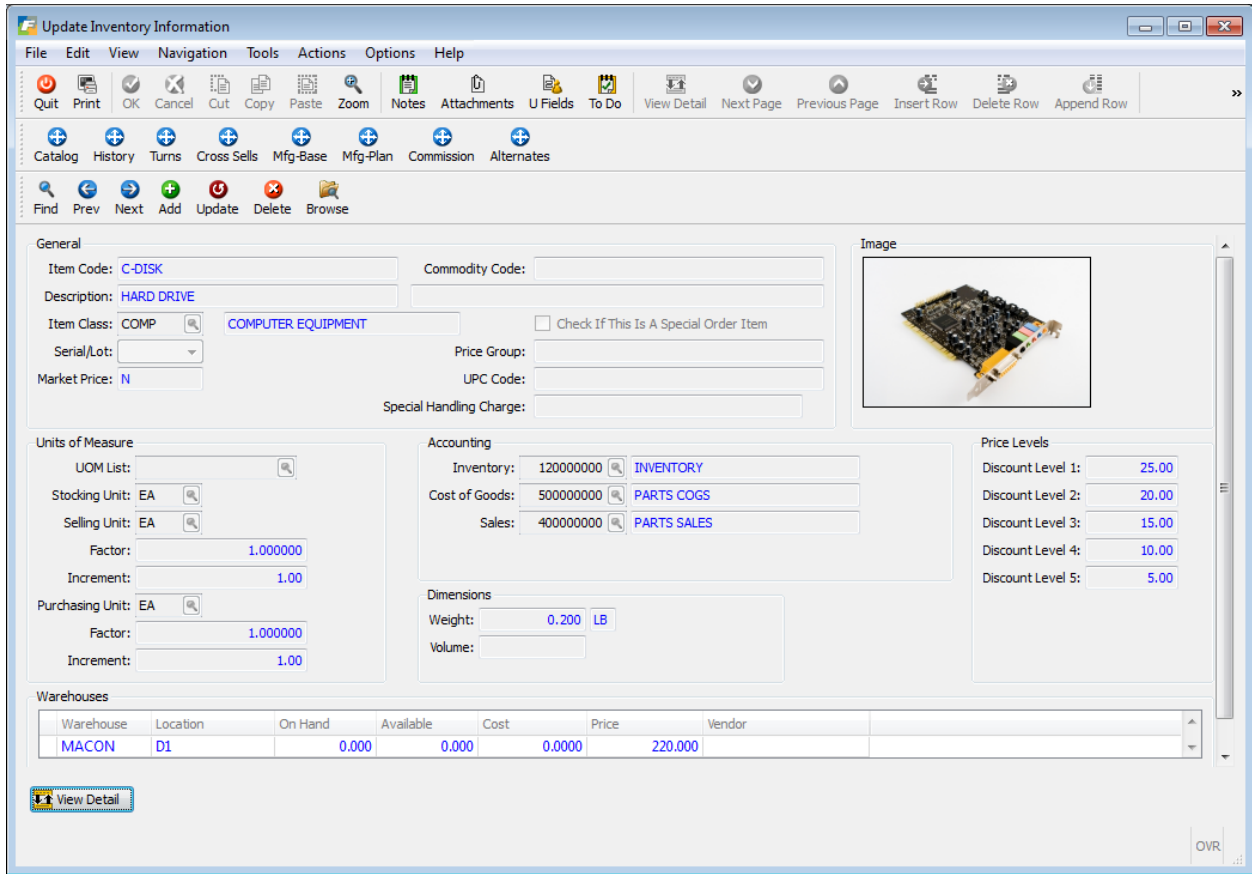
Viewing a Document Attachment

To view attachments that are not images:
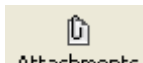
1. Go into update mode, click on the **Attachments** icon on the toolbar.
2. Place cursor on the row that contains the file of the attachment you want to view and click in the view button on the bottom of the screen shown here.
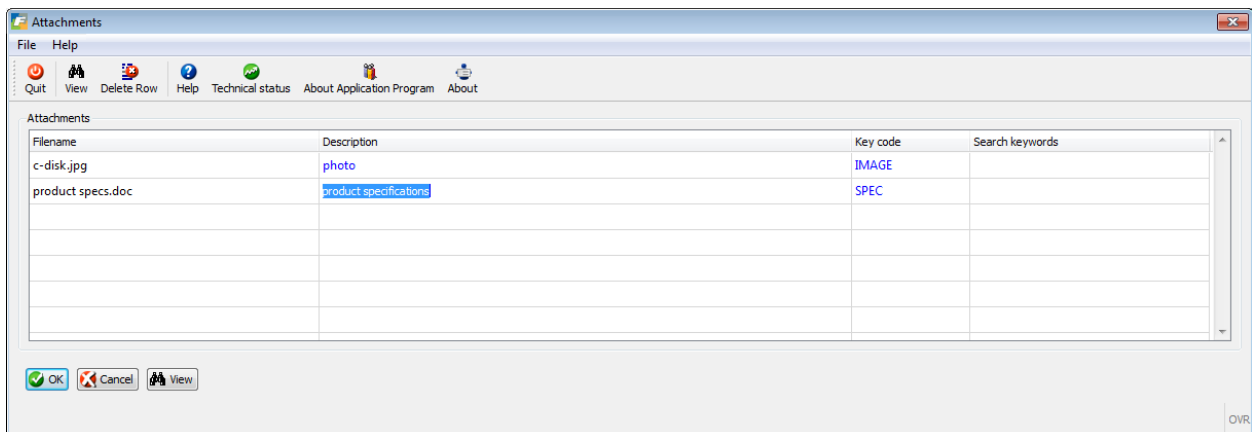
Deleting a Document Attachment

To delete attachments:

1. Go into update mode, click on the [Attachments] icon on the toolbar.
2. Place cursor on the row that contains the file of the attachment you want to delete and click on the [Delete Row] icon on the toolbar.

User Control Libraries

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

- User Defined Field   User Defined button (or Ctrl-F)

- Freeform Notes (Sticky Notes)   Notes button (or Ctrl-N)

- Personal "To Do" Notes   To Do button (or Ctrl-T)

- User Defined Help   Help button (or Ctrl-W)

- User Defined Error Messaging   Help button (or Ctrl-W)

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

User - Defined Fields

User Defined Fields Icon

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

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

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

Click the **U Fields** button (or press **Ctrl F**) to display the User defined fields screen:
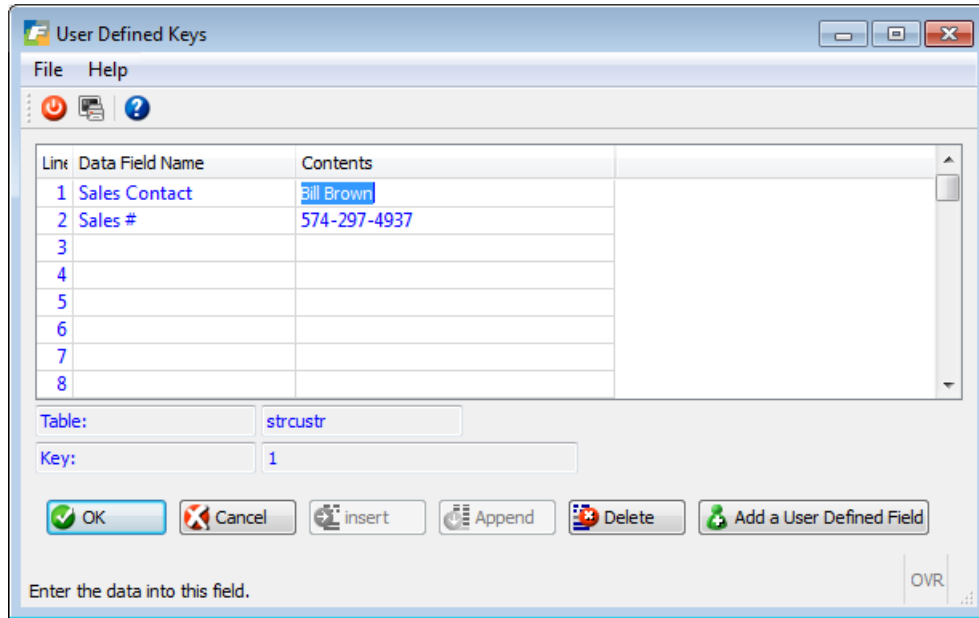
Line, Data Field Name, and Contents are the three columns that appear in the window:

> **Line** indicates the number of the field.

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

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

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

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

Feature Request

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

To launch this screen, click on the word Tools on the Menus toolbar (top toolbar).
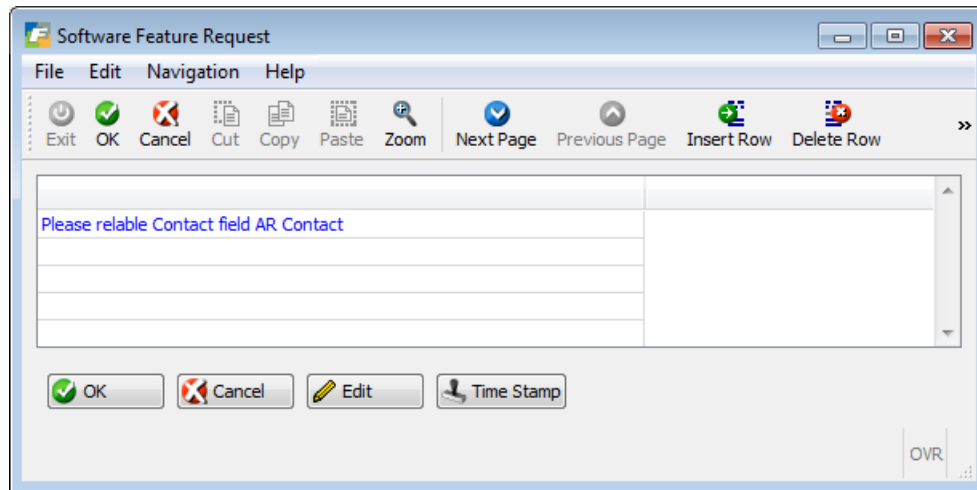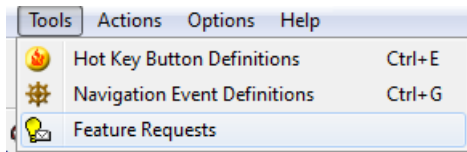
Freeform Notes

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

Click the 📋 **Notes** button (or press Ctrl-N) to display notes window.
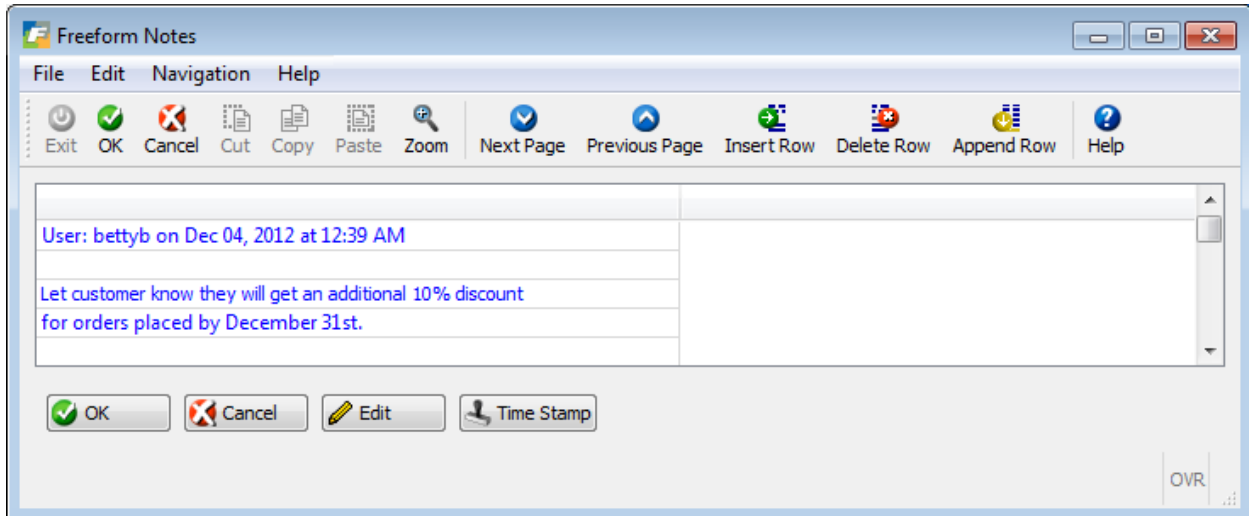
By clicking on the Time Stamp button you can also insert the user id, date, and time entered into the note. There is a tool setting available so that notes can be automatically time stamped. Have your system's administrator update this setting:

```
cd $home
vi .bash_profile
Hit I to enter insert
include the following line at the end of the file        export fx_auto_timestamp=1
Esc to exit insert mode and then :x to save and exit
```

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

Personal "To Do" Notes

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

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

User Defined Help

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

Click the 🔵 **Help** button (or press Ctrl-W), (U)pdate, and click the OK button (or ENTER) to store when done.
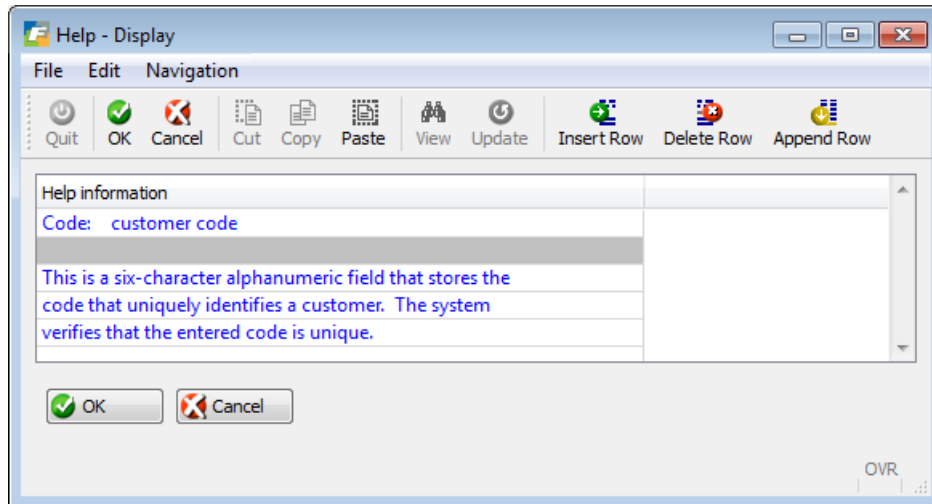
Click on Exit button or press (Q)uit to return to the Customer Information screen.

User Defined Error Messaging

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

To update an error message an error must first occur. To create an error, enter AAA in customer code field, ENTER to store, and "Y" to view error information.
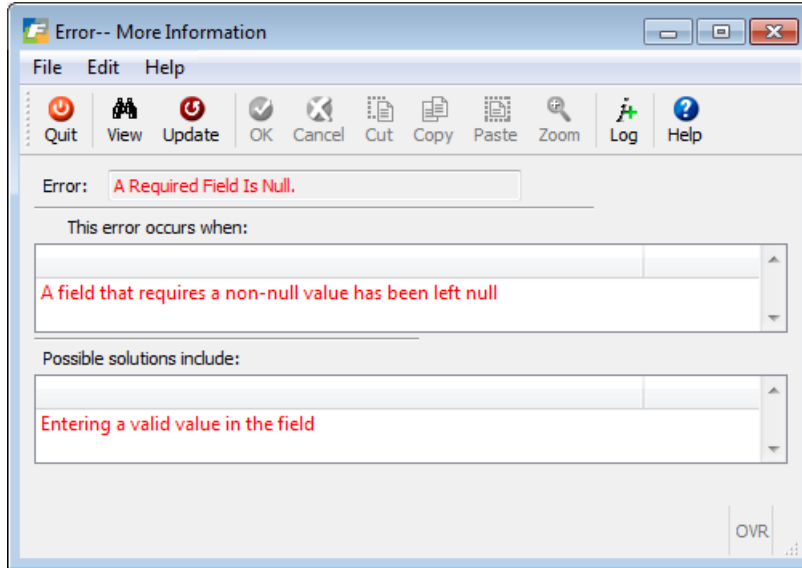
Field	Description
Edit- View	Allows you to scroll through text with arrow keys.
Edit - Update	Used to update error messages.
Help - Technical Status	Displays information about the program where the error is occurring. If you are reporting an error to your technical support, you may be asked for this information.
Log	Allows you to automatically log system information and add comments to the error log. This is also useful information for your technical support.
Quit	Closes the User Defined Error Messages window.

Query by Example

Wildcards

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

Wildcard Symbol Definition:

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

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

Relational Operators

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

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

Relational Operator Definition:

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

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

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

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

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

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

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

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

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

Search Criteria Examples

GO TO UPDATE CUSTOMER INFORMATION SCREEN:

1. Search for all customers that salesperson code TM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Company Set Up & Multilevel Tax

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

Set Up Company

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

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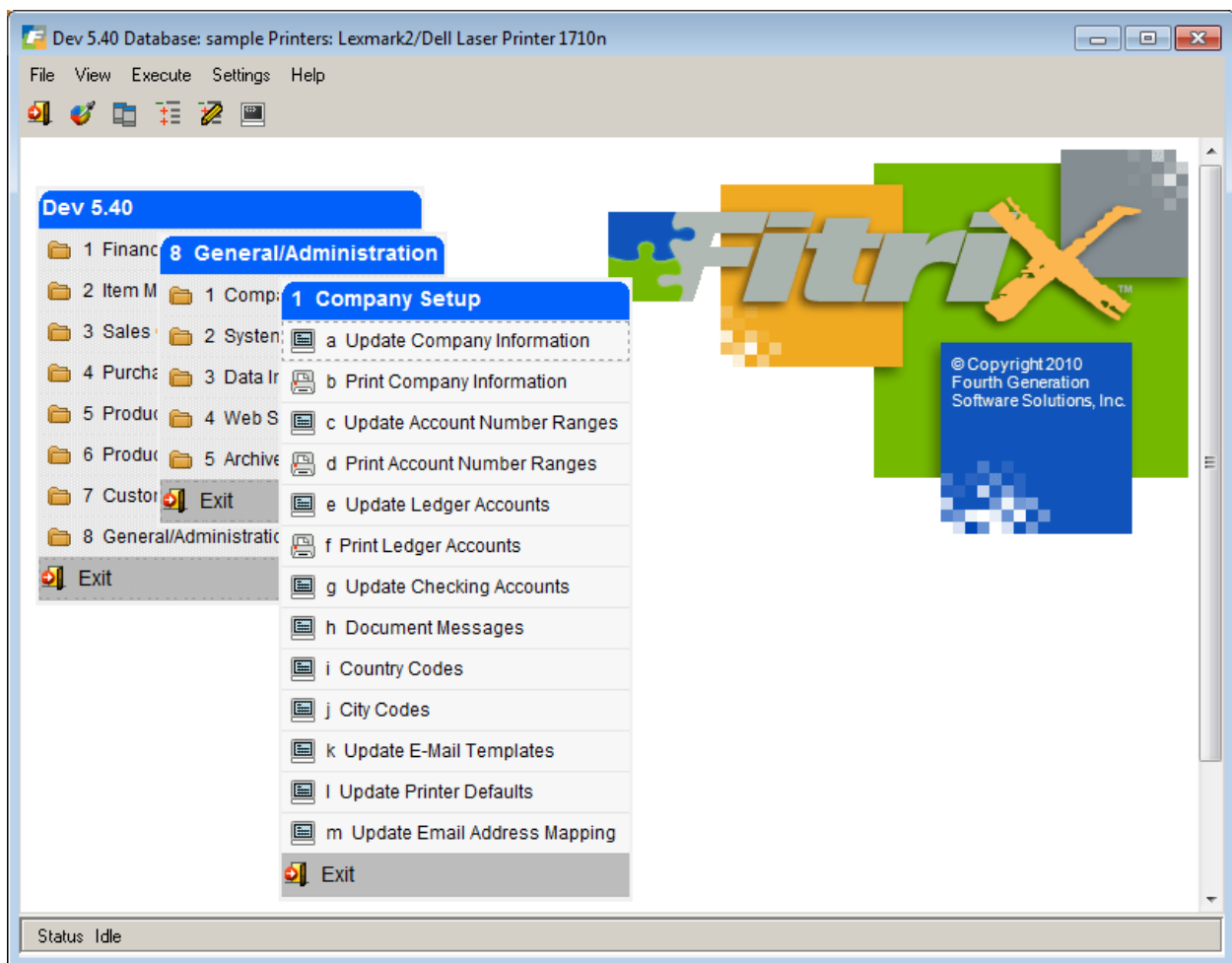
The menu selections are:

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

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

products.

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

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

Note: By clicking on Web Services, a screen will display for you to turn on Web Services. Web Services need to be turned on if you are using Federal Express/UPS in Order Entry and want a real time connection to their database to retrieve freight rates and tracking numbers. See the Order Entry User Guide for more information on this interface.

Note: By clicking on Credit Card icon, a screen containing information needed to use Credit Card processing displays.
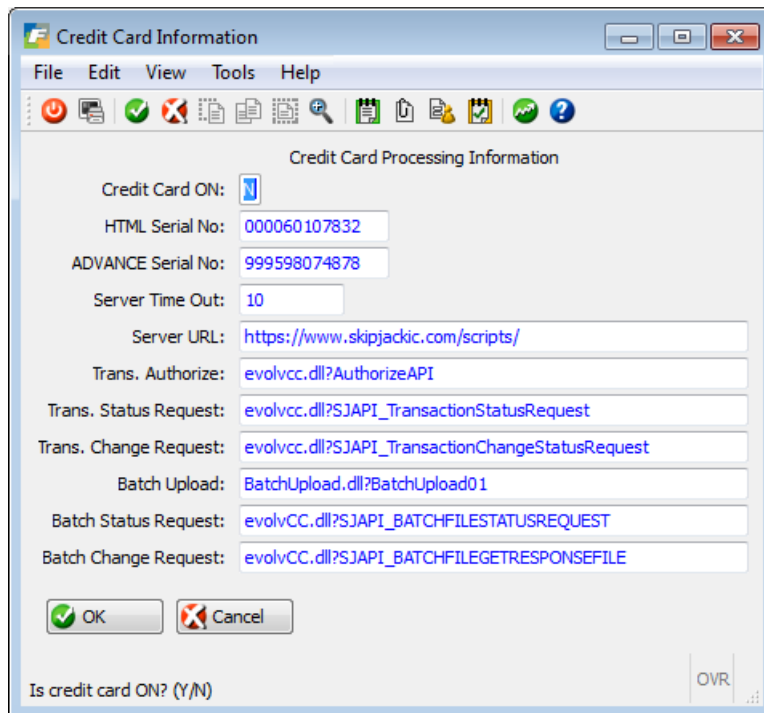
HTML Serial No.- assigned by Skipjack. The initial serial number assigned by Skipjack is for testing purposes only and will therefore need to be changed when you are ready to go live.

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

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

Server URL- assigned by Skipjack

Trans Authorize- assigned by Skipjack for authorization

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

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

Batch Upload – assigned by Skipjack to upload batches for settlement

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

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

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

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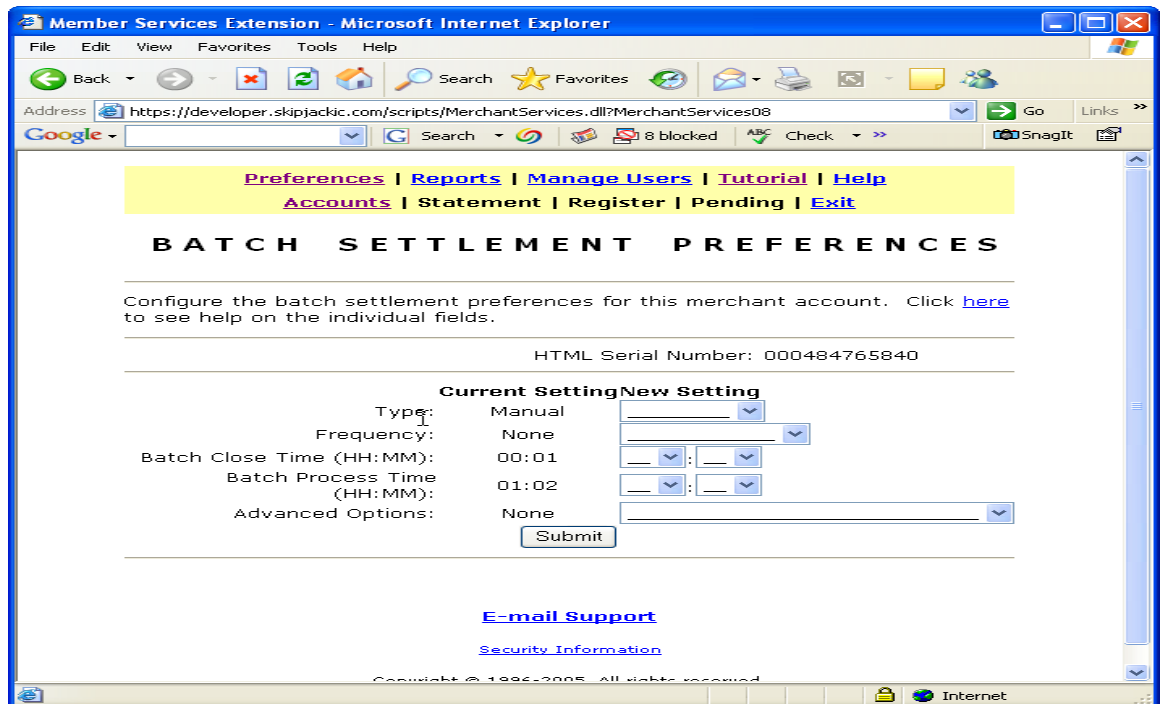
You will also need to:

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

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

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

Note: By clicking on Web Services icon, you can turn on web services if you are using the Federal Express/UPS interfaces in order entry.

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

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

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

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

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

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

Document Messages - This program enables you to enter messages on various forms.
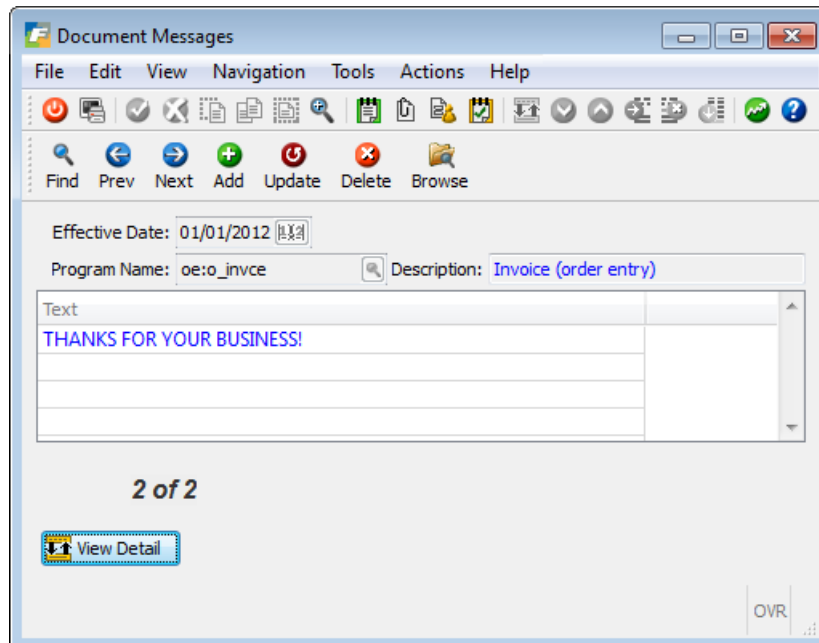
1. Go into Add mode.
2. Enter the effective beginning date for the message.

3. Enter the program name. Zoom is available and the following programs have been modified so that the message entered here will print:

Name	Description
oe:o_order	Order Acknowledgement
oe:o_picker	Picking Ticket
oe:o_shipr	Packing Slip
oe:o_invce	Invoice (order entry)
oe:o_prfinv	Proforma Invoice (export)
oe:o_shper	Packing List (export)
oe:o_billdg	Bill Of Lading (export)
oe:o_cminv	Commercial Invoice (export)
oe:o_proinv	Provisional Invoice (export)
oe:o_incf	Final Invoice (export)
pu:o_order	Purchase Order
ar:o_invce	Invoice(accounts receivable)
ar:o_stmt	Statement of account

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

Country Codes - this program comes preloaded with countries around. When setting up customer, ship-tos, vendors, and pay-tos the country code is validated against the countries found here.
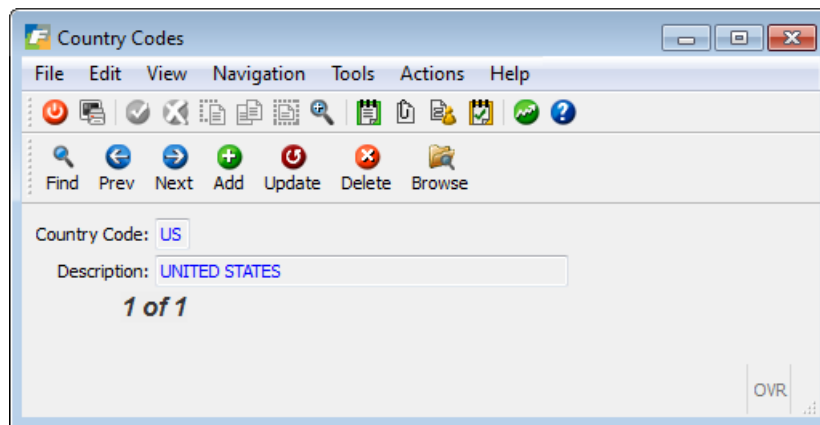
City Codes – this program comes preloaded with cities around the world. The data stored in the city code table is used to validate the shipment destination entered on the Order Entry summary screen.

Update Printer Defaults – this program is used to set up default printers for outbound customer and vendor forms if not defined at the program level.
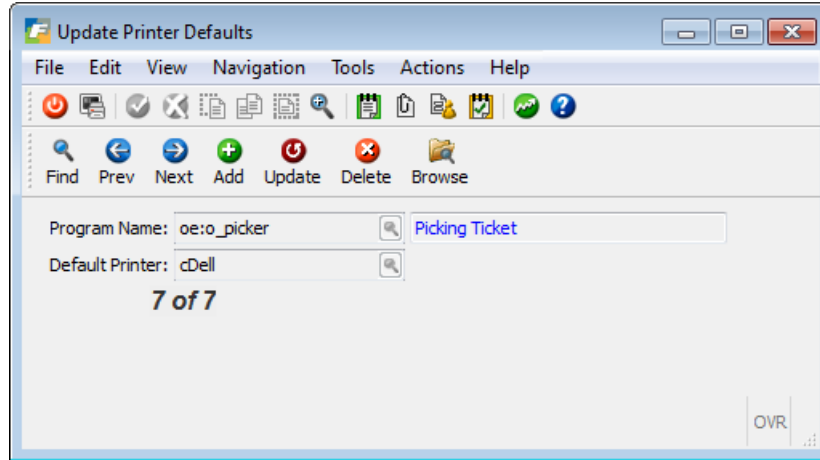
Click **Exit** to close the **Setup Company** menu.

Email Templates and Alerts

Update Email Address Mapping (menu path 8-1-m):

There are 2 default values necessary to ensure proper email routing:

Errors- this email address will receive rejection and error notifications.
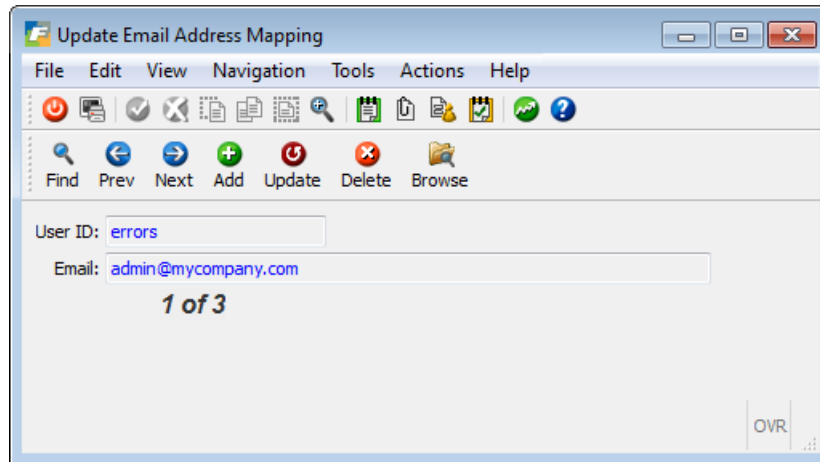
Default - this is used when the users email addresses (without the @domain) are the same as the Linux login ID. It will be appended to the user ID to form the email address (myuserid@mycompany.com), and used as the reply-to address in outbound email.
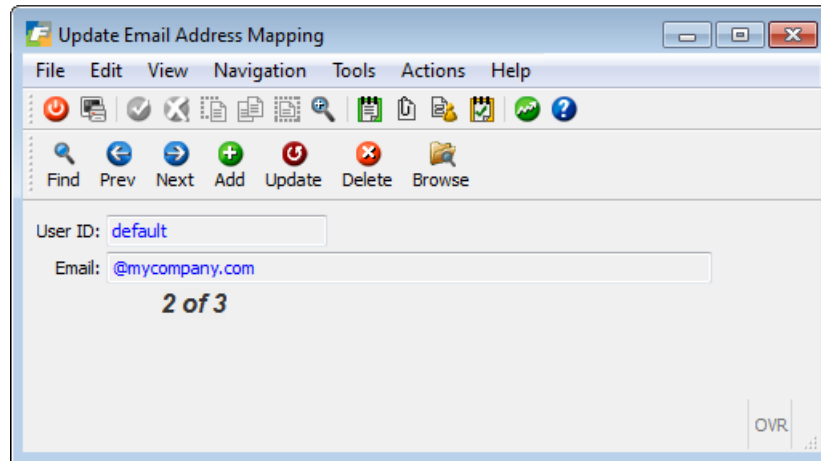
This screen is also used for mapping the actual email address to the user's Linux login ID. This is needed when the Linux ID does not match the user's email address name. This email address is used as the "Reply-to" address in outbound email.
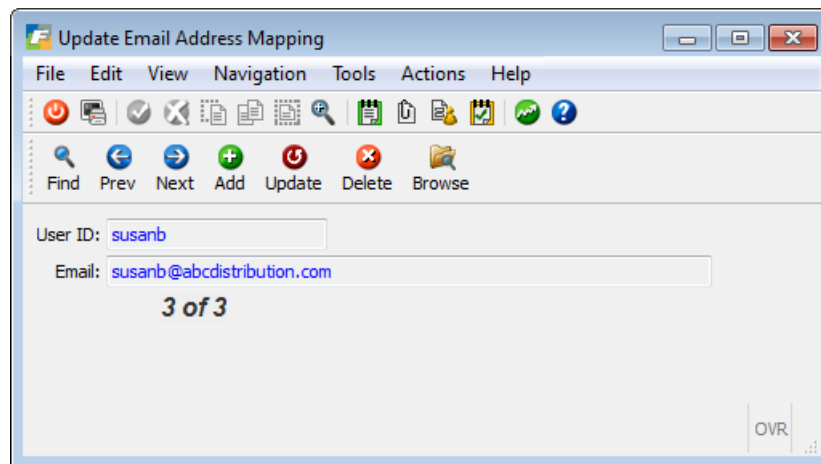
Update Email Templates (menu path 8-1-k):

Any templates that may be needed will need to be coordinated with a programmer as there is some programming involved to modify the program to call the alert function, to select who the recipient is if the alert is sent outside of your organization (i.e.-the email address in the customer master table) and to then extract the specific data needed using the special wildcard characters (ie- &) below.
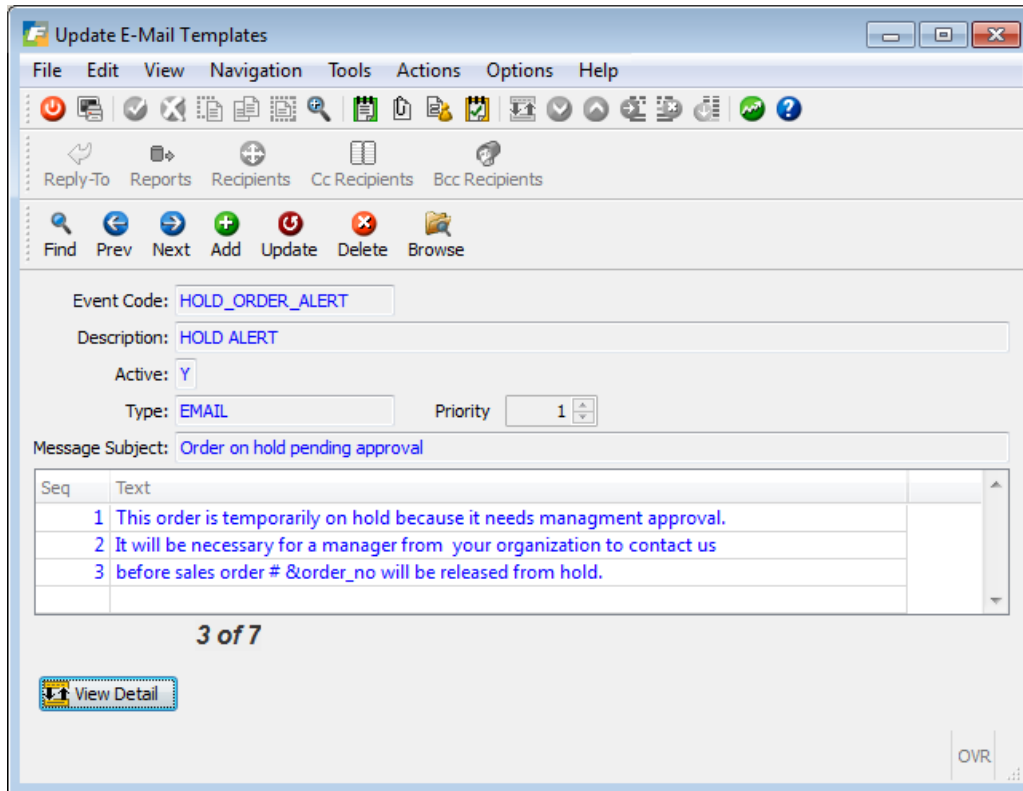
Event Code – a unique identifier for this email alert. The event code is used within the program code to trigger the email alert.

Description - a freeform description of the email alert.

Active - set to Y if this event is Active, set to N if it is not used.

Type - currently, EMAIL is the only valid type.

Priority - This is used to set the priority level of the email. 1 is the highest and 5 is the lowest. Priority 1 is used for Urgent emails. In most email systems it causes the email to be highlighted in some way, such as an exclamation point ! ✉. Priority 3 is standard email priority. Priority 5 is low priority. In most email systems it causes the email to be denoted with a low priority mark ⬇✉ . Message Subject- this will be inserted into the subject of the email. Wildcards may be used to place dynamic values into the subject. These must be coordinated with a programmer.

Text - This is the body of the email. Wildcards may be used here also, and must be coordinated with a programmer.

After creating and saving the email alert record, choose "Update" and use these toolbar buttons
to set additional parameters:
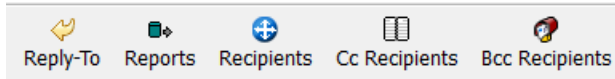
 Reply To - If a default email address is to be used when the recipient clicks "Reply", enter the email
address here. It can be left blank. Conditional Expression is reserved for future use.
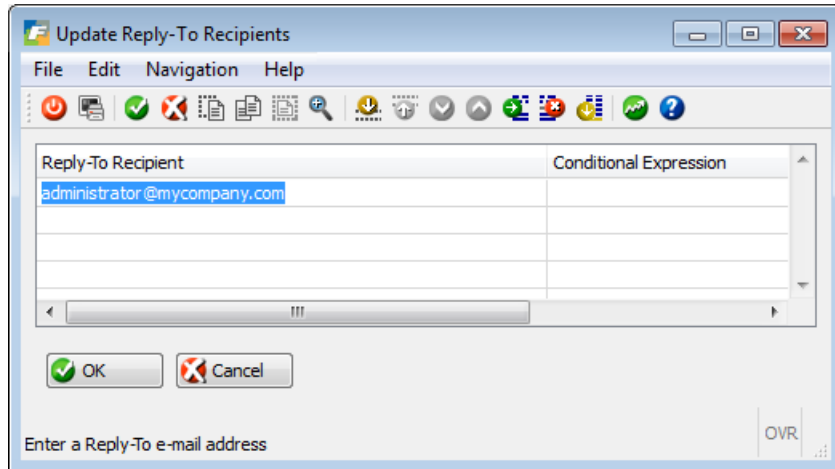
Reports – You can run a system report and attach it to the email as a PDF. Enter the module, program
name, and version.   The parameters must be coordinated with a programmer. These enable you to
retrieve specific records in the report. The PDF may be password protected by checking the PW box and
entering a password. A file name must be assigned to the report.
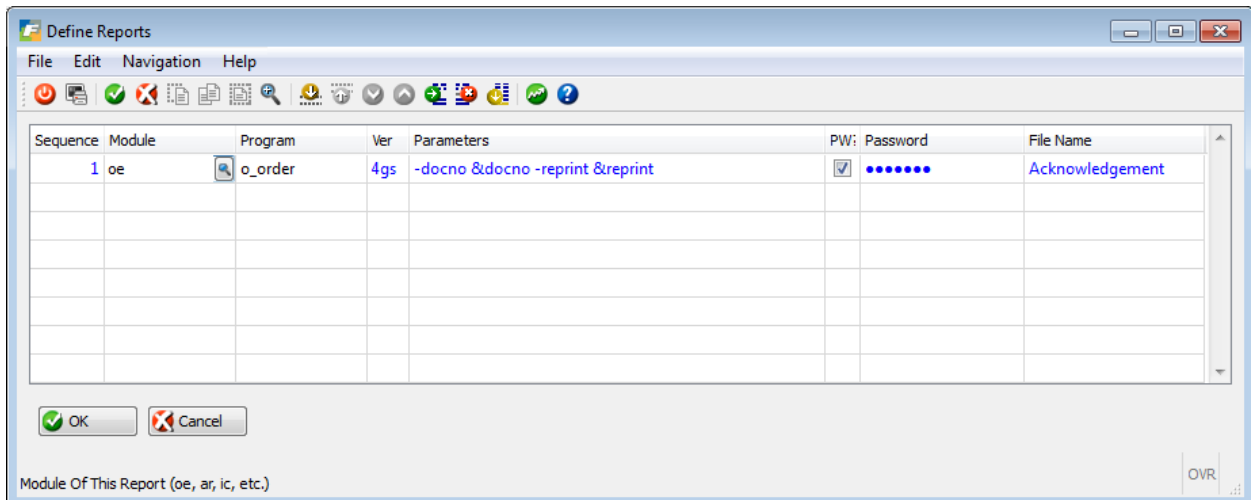
Recipients, Cc Recipients, and Bcc Recipients – Enter the email address of recipients, Cc Recipients and
Bcc Recipients that will receive this email each time the alert is triggered. Additional dynamically

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determined recipients may be added within the program code with the help of a programmer. The conditional expression field is reserved for future use and can therefore be left blank for now.
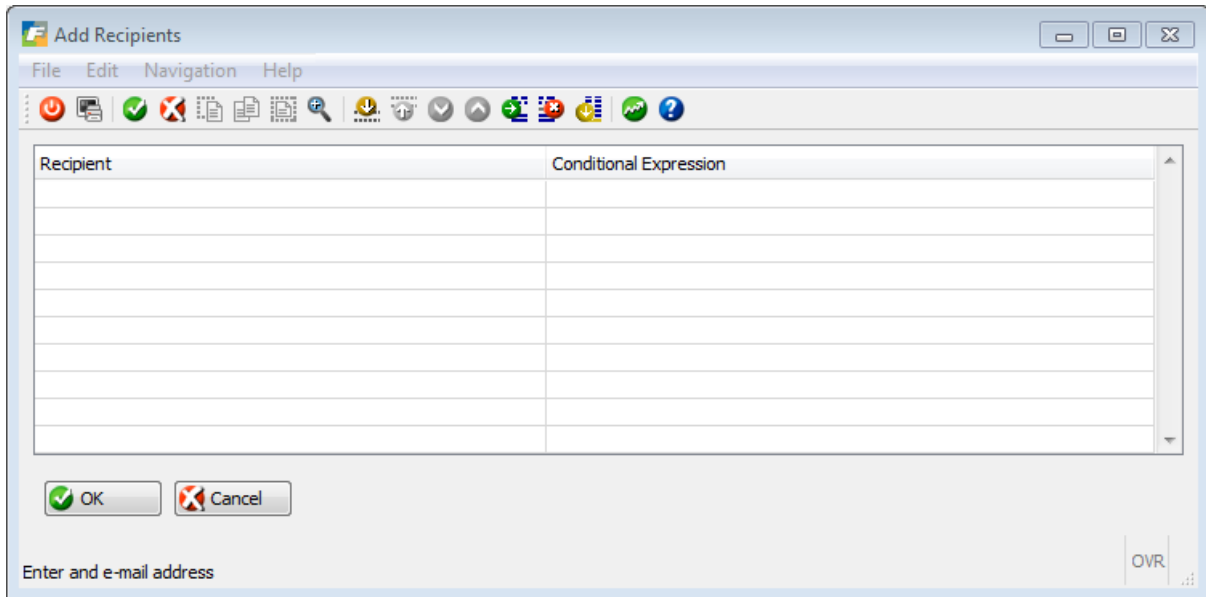
Setting up Role Based Menus

This utility allows you to specify what menu options employees need to have access to thereby reducing the amount of menu navigation they need to do on a daily basis.

The example below will show you how to set up a custom role based menu for a salesperson and it assumes the only programs they need access to be as follows:
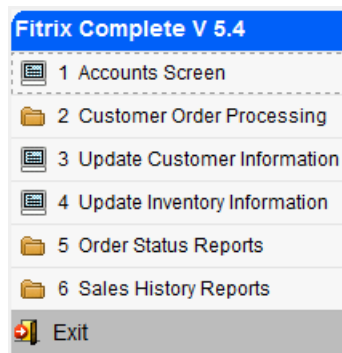
The utility programs are located on the System Administration submenu.
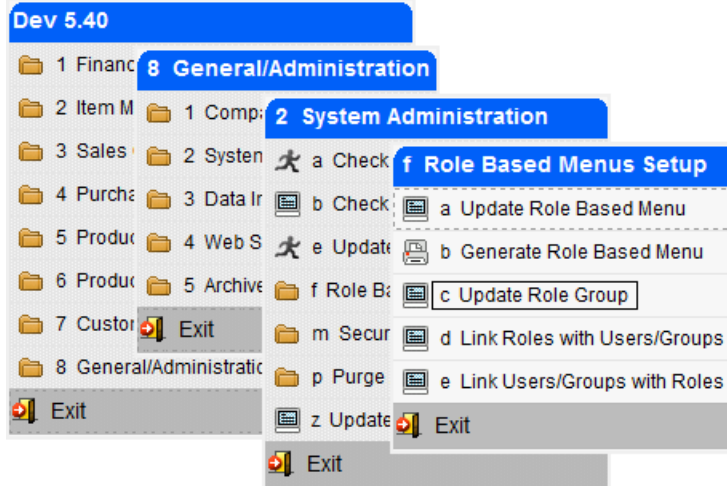
Technical Settings required before you get started (contact Fourth Generation for assistance if needed)

If you are using multiple databases because you have multiple business entities and the roles for each database needs to be unique you will need to comment out the mn_menu_company= standard database value. To do this:

a. Shell out

b. cd /fitrix/bin

c. su root and enter the root password

d. Vi env_xtra.sh

e. Insert a # symbol before mn_menu_company as shown here in red:

```
# Visual Menus ---------------------------------------------------- #
mn_analyze=2                 ;export mn_analyze
mn_applications=8             ;export mn_applications
mn_buttonbar=2               ;export mn_buttonbar
mn_editor=wordpad.exe          ;export mn_editor
mn_hide_deny_options=0         ;export mn_hide_deny_options
# mn_menu_company=standard        ;export mn_menu_company
```

By doing this you can set up unique role based menus in each database/business entity. If this is not a requirement skip this step but be sure to switch to the "standard" database when you set up your role based menus so the roles defined will be accessible in all databases (live, sample, etc.).

Update Role Based Menu

Note: See Technical settings required step #2. If you do not have multiple databases switch from your live database to the "standard" database to set up your roles.
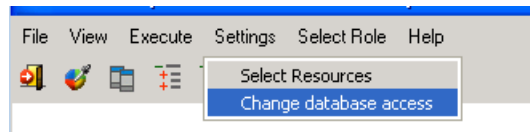
Use this program to create or update role based menus.
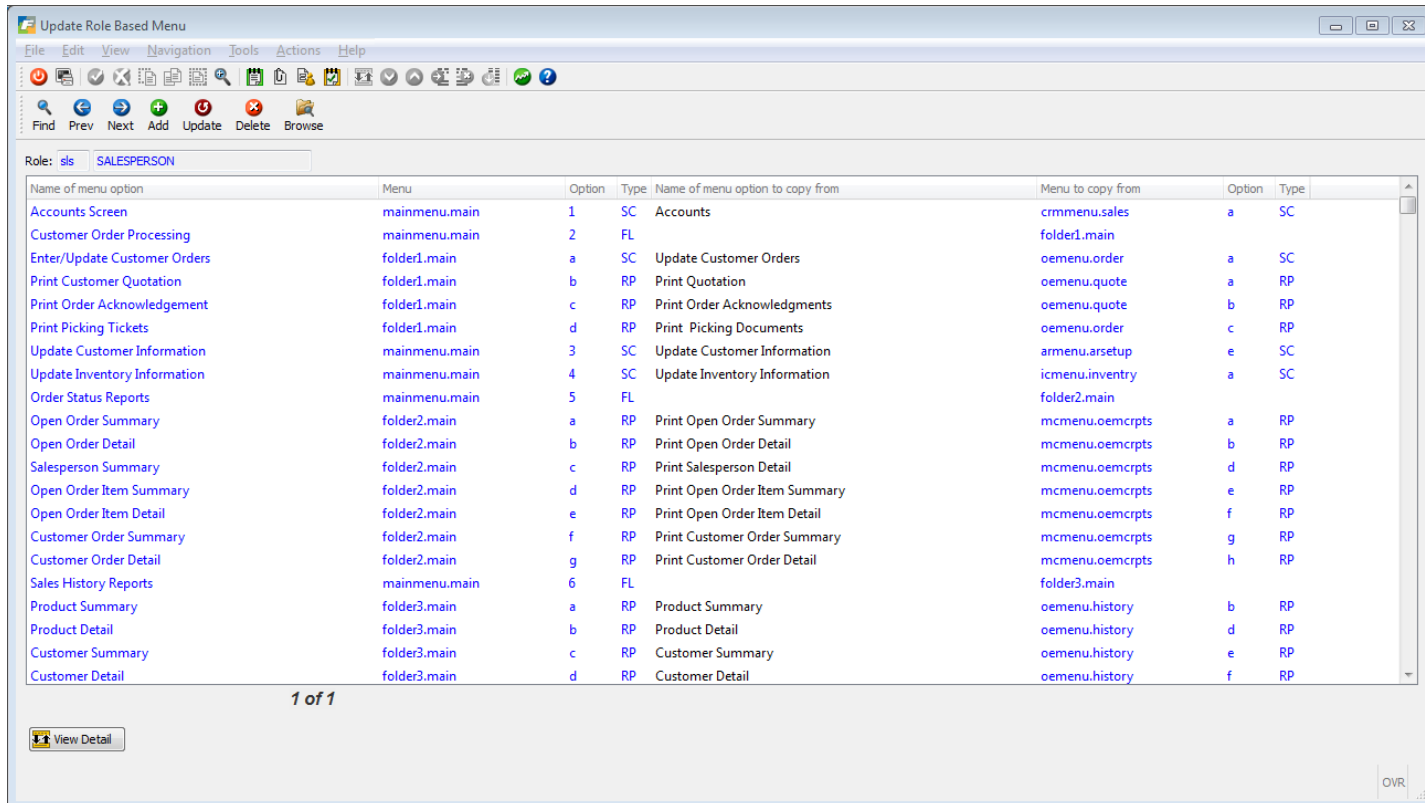
Header:

    Role – enter a three character code for the role and a description.

Detail:

    Name of menu option – enter the name as you would like it to appear on the menu.

    Menu – freeform name for this menu option. For example, if the menu option will launch a program "mainmenu.main" was used since it is being launched from the main menu. If the menu option launches a subfolder containing several programs, use the word "folder1.main" since it will launch a folder from the main menu. Once you have entered a name the next line will default to the same name but it can be changed as needed.

    To set up subfolder options from the main menu enter "mainmenu.main" as the Menu, FL as the type, skip the Name of menu to copy field, and then enter "folder" followed by a number in the

Menu to copy from field. All programs that should be in that subfolder should have their menu set to folder1.main as shown here with the Order Status Reports

Order Status Reports	mainmenu.main	7	FL		folder1.main		
Open Order Summary	folder1.main	a	RP	Print Open Order Summary	mcmenu.oemcrpts	a	RP
Open Order Detail	folder1.main	b	RP	Print Open Order Detail	mcmenu.oemcrpts	b	RP
Salesperson Summary	folder1.main	c	RP	Print Salesperson Detail	mcmenu.oemcrpts	d	RP
Open Order Item Summary	folder1.main	d	RP	Print Open Order Item Summary	mcmenu.oemcrpts	e	RP
Open Order Item Detail	folder1.main	e	RP	Print Open Order Item Detail	mcmenu.oemcrpts	f	RP
Customer Order Summary	folder1.main	f	RP	Print Customer Order Summary	mcmenu.oemcrpts	g	RP
Customer Order Detail	folder1.main	g	RP	Print Customer Order Detail	mcmenu.oemcrpts	h	RP

If you create a second menu option that is a subfolder it should be named folder2 not folder1 as shown here with the Sales History reports.

Sales History Reports	mainmenu.main	8	FL		folder2.main		
Product Summary	folder2.main	a	RP	Product Summary	oemenu.history	b	RP
Product Detail	folder2.main	b	RP	Product Detail	oemenu.history	d	RP
Customer Summary	folder2.main	c	RP	Customer Summary	oemenu.history	e	RP
Customer Detail	folder2.main	d	RP	Customer Detail	oemenu.history	f	RP
Salesperson Summary	folder2.main	e	RP	Salesperson Summary	oemenu.history	g	RP
Salesperson Detail	folder2.main	f	RP	Salesperson Detail	oemenu.history	h	RP

Option – enter the number or letter that represents where the option should display on the menu (i.e. - the number 1 or letter (a) means it will be the first option on the menu). Please note that the maximum number that can be used on the main menu is 9. If you have more options after that you will need to use alpha as shown here:
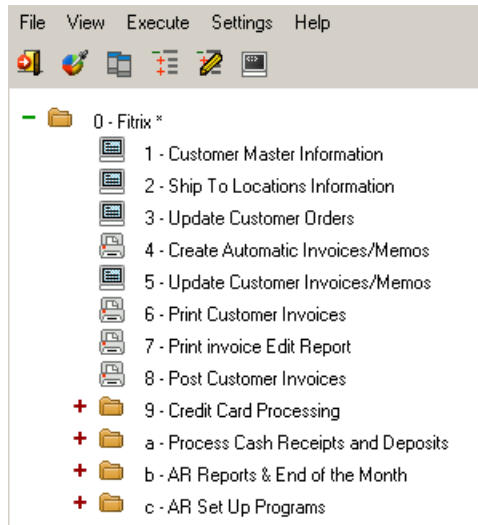
The menu option number or letter must also be unique or you will receive this error when you try to save the role:
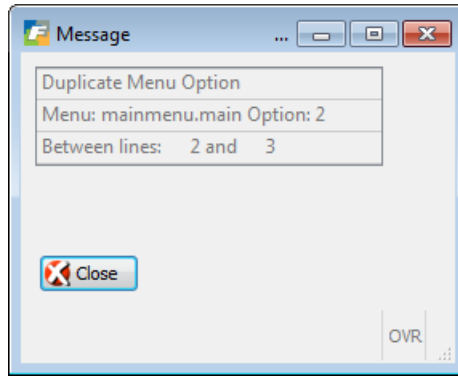
Type – valid types include FL (subfolder), SC (screen), and RP (report).

Name of menu option to copy from (fill in only if Type is SC for screen or RP for report) – enter the menu option exactly as it appears on the default menu structure (case sensitive) or zoom to find the program you want to place on your custom menu. The search screen is case sensitive in that you have to enter your criteria as it displays on the existing menu structure. If you want to find all programs with the word customer you need to type in *Customer* with a capital C. In the example below I am searching for the program used to enter Update Customer Orders.
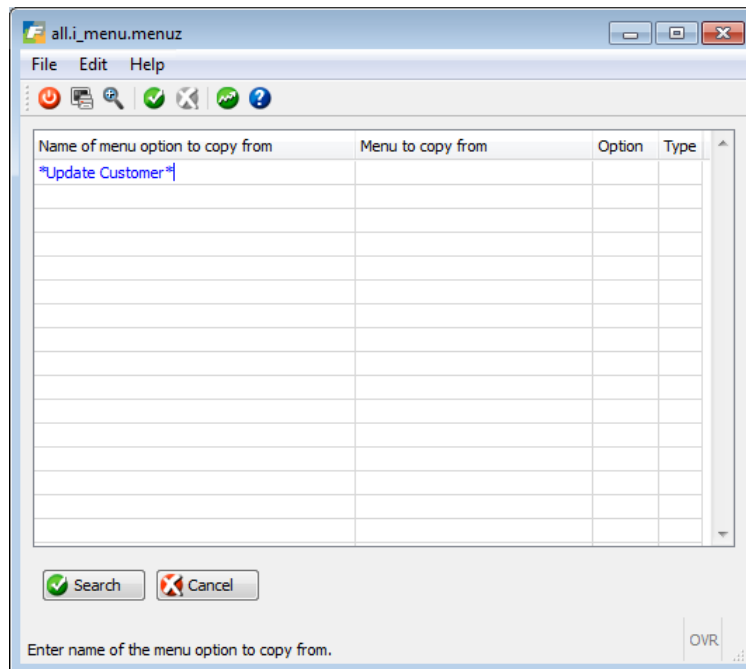
The search criteria entered brings back these results:
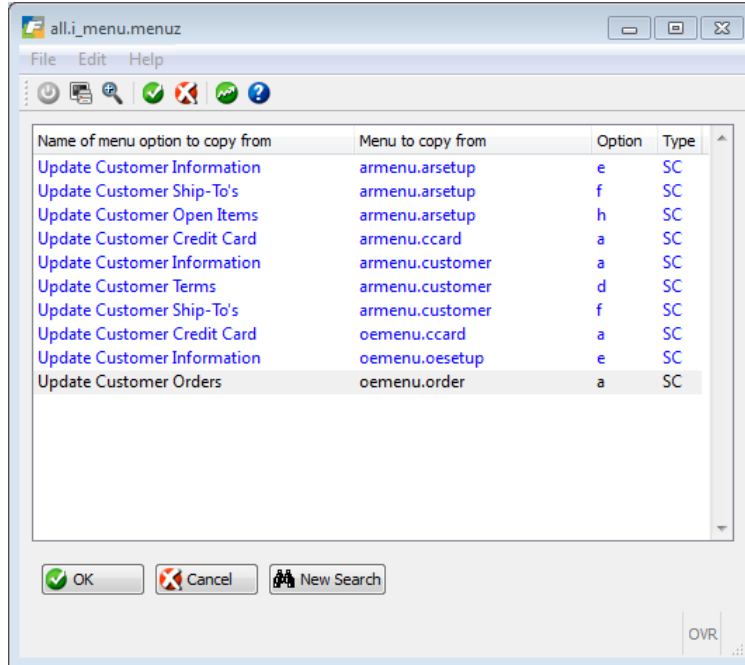
If the Option Type is FL for folder you will not enter any program in this field.

Menu to Copy From – auto fills once you select the program from list above unless the Option Type is FL for folder. If the option type is FL for folder you must enter folderXX.main where XX is the folder #. For example if the line you are on is the first folder you have defined enter folder1.main, if it is the second folder enter folder2.main.

Option –auto fills once you select the program from list above.

Type – auto fills once you select the program from list above.

Please note that you can also insert and delete rows as needed by using the insert and delete buttons on the toolbar.

Role Based Menus Delivered with this Feature

Here are the roles delivered with the base product. You can edit these as needed and regenerate.

All – gives user access to the full menu structure. This role cannot be edited by the user. If they try to edit it they will receive this message:
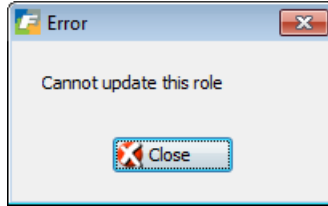
AP – Accounts Payable

AR – Accounts Receivable

Fitrix Complete V 5.4
1 Update Vendor Information
2 Update Vendor Pay-To's
3 Process Vendor Invoices
4 Process Checks
5 Check Reconciliation and Reports
6 Reports and End of Month Processing
7 AP Setup Programs
Exit

Fitrix Complete V 5.4
1 Customer Master Information
2 Ship To Locations Information
3 Customer Credit Management
4 Sales Order Processing/Invoicing
5 AR Invoice Processing
6 Credit Card Processing
7 Process Cash Receipts and Deposits
8 AR Reports & End of the Month
9 AR Set Up Programs
Exit

POM - Production Operations Manager

PUM- Purchasing Manager

Fitrix Complete V 5.4
1 Process Work Orders
2 Production Inquiries
3 Production Reports
4 Update Vendor POs
5 Update Customer Orders
6 Item Master Information
7 Enter Bills of Material
8 Enter Routing Steps
Exit

Fitrix Complete V 5.4
1 Item Maintenance
2 Item Transactions
3 Vendors
4 Purchase Order Processing
5 Inventory Replenishment
6 Manufacturer Rebates
7 Reports and Analysis
8 Inventory Setup Programs
9 Replenishment Setup Programs
Exit

SLS – Salesperson

WSM – Warehouse and Shipping Manager

Fitrix Complete V 5.4
- 1 Accounts Screen
- 2 Customer Order Processing
- 3 Update Customer Information
- 4 Update Inventory Information
- 5 Order Status Reports
- 6 Sales History Reports
- Exit

Fitrix Complete V 5.4
- 1 Receiving
- 2 Shipping
- 3 Maintenance Programs
- Exit
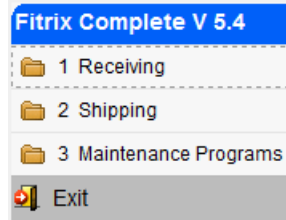
CSR – Customer Service Representative

Fitrix Complete V 5.4
- 1 Update Customer Orders
- 2 Print Quotation
- 3 Print Order Acknowledgments
- 4 Print Picking Documents
- 5 Item Master Information
- 6 Customer Master Information
- 7 Ship To Location Information
- 8 Customer Price Inquiry
- Exit
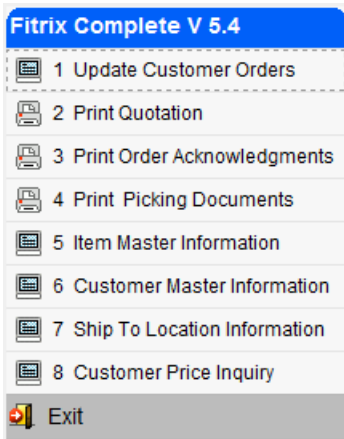
Generate Role Based Menu

Once you have set up your role based menu or any time you change an existing one you must run this program to create the new menu structure or update the existing menu structure.
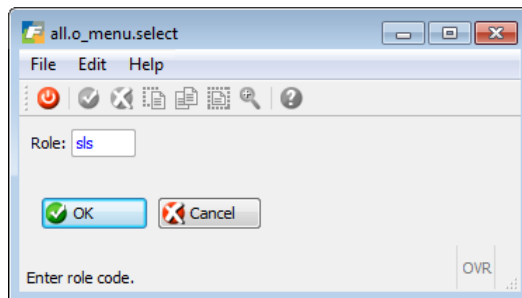
```
Date: 05/03/2013                    Generate Role Based Menus
Time: 15:12:09                      ABC DISTRIBUTION                              Page: 1


Role    Name of menu option           Menu                              Option  Type
============================================================================================
sls     Enter/Update Customer Orders  mainmenu.main                       1      SC
sls     Print Customer Quotation      mainmenu.main                       2      RP
sls     Print Order Acknowledgement   mainmenu.main                       3      RP
sls     Print Picking Tickets         mainmenu.main                       4      RP
sls     Update Customer Information    mainmenu.main                       5      SC
sls     Update Inventory Information   mainmenu.main                       6      SC
sls     Order Status Reports          mainmenu.main                       7      FL
sls     Open Order Summary            folder1.main                        a      RP
sls     Open Order Detail             folder1.main                        b      RP
sls     Salesperson Summary           folder1.main                        c      RP
sls     Open Order Item Summary       folder1.main                        d      RP
sls     Open Order Item Detail        folder1.main                        e      RP
sls     Customer Order Summary        folder1.main                        f      RP
sls     Customer Order Detail         folder1.main                        g      RP
sls     Sales History Reports         mainmenu.main                       8      FL
sls     Product Summary               folder2.main                        a      RP
sls     Product Detail                folder2.main                        b      RP
sls     Customer Summary              folder2.main                        c      RP
sls     Customer Detail               folder2.main                        d      RP
sls     Salesperson Summary           folder2.main                        e      RP
sls     Salesperson Detail            folder2.main                        f      RP
```
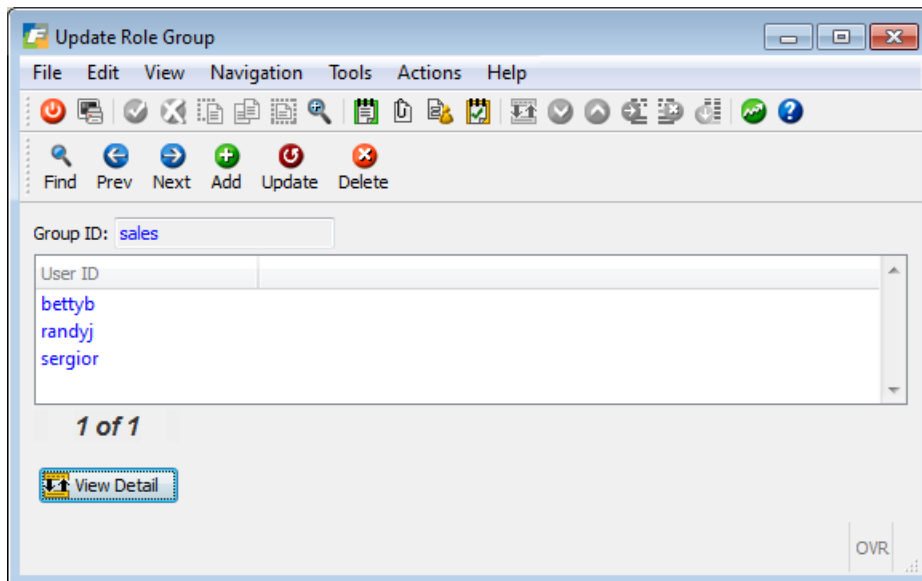
Note: if you add new programs you will need to run the Generation program to update your menus.

Update Role Group (optional)

Use this program to create a group code and then assign users to the group. Once the group is created you can assign roles to this group code and all users in the group will have access to these roles.

A user can be part of more than one group.

Link Roles with Users/Groups

Use this program to assign roles to users or groups. Do a Find to find your role and then enter the user id or group directly (you can zoom in to find groups only, not user ids since they are not in a table but instead in the Linux /etc/passwd file).
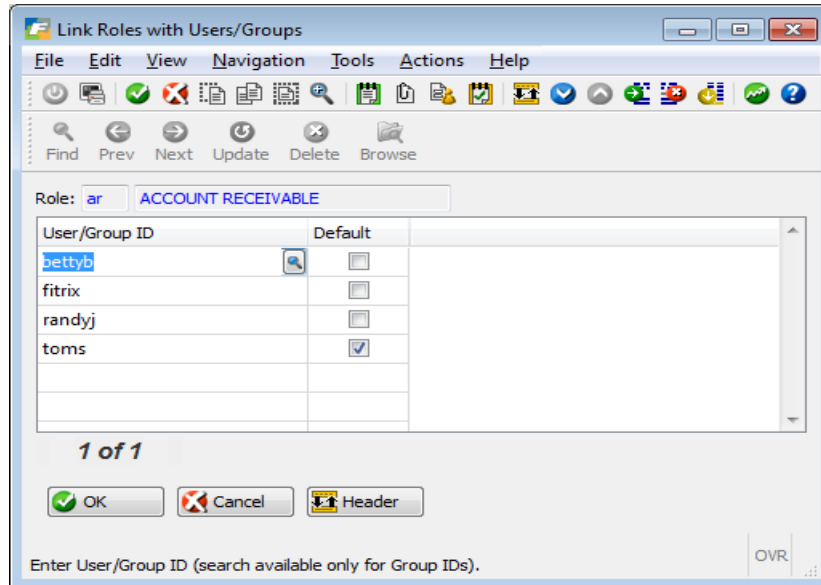
If the Default box is checked this will be the role based menu that will be launched when the user logs in.

If you try and assign more than one default role to a user you will receive this message:
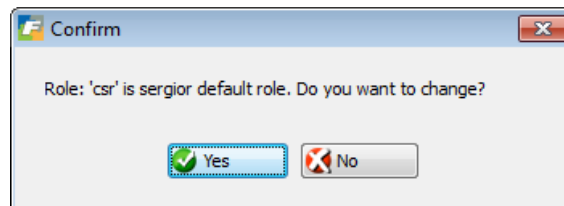
If a user logs in and has not been assigned a default role as either an individual user or part of a group code their default will be the full menu.

Link Users/Groups with Roles

You can use this program instead of the Link Roles with Users/Groups to assign users or groups of users to a role. Do an Add and zoom to find the predefined role. Then you can enter the user id or group directly in the detail section of the screen (you can zoom in to find groups only, not user ids since they are not in a table but instead in the Linux /etc/passwd file). If the default box is checked this will be the role based menu that will be launched when the user logs in.

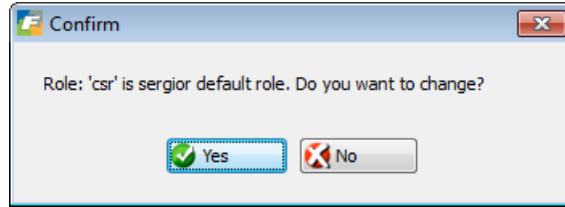If you try to assign more than one default role to a user you will receive this message:

If a user logs in and has not been assigned a default role as either an individual user or part of a group code their default will be the entire "all" menu.

Accessing Your Role Based Menu

Note: If you give a user access to a new role they must first log out of Fitrix and log back in to gain access to it from the toolbar.

When each user logs into Fitrix and the menu is launched the program will look up the user in the roles/users table to determine their default role and set the menu to that role as their starting point. The role selected will display here after the name of the database (in this example my default role is the CSR or Customer Service Rep role).
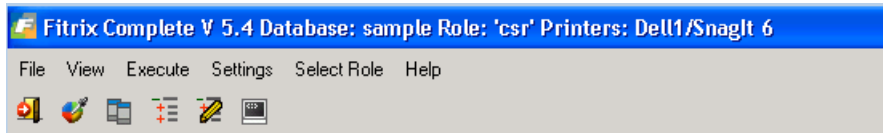
To select a new role click on 'Select Roles' on the menu bar. Only roles the user has access to will display.
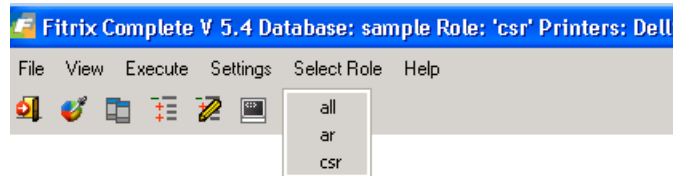
If you select a different role you then receive this prompt:
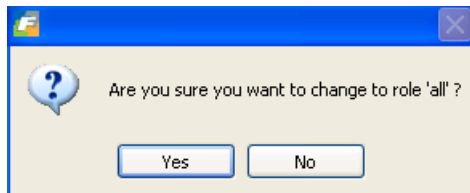
Please note that the existing 'select menu set' option shown below that is accessed by selecting view and then edit on the menu bar is still active. If you are an admin user (part of group root and assigned

administrative privileges) you can run that and can continue to access any menu set regardless of allowed roles.
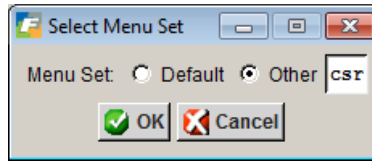
Menu Security

If you have any menu security set up, it will be used by this utility. For example, if one of the salespeople did not have security clearance to access the sales history reports this menu option will be disabled on their role based menu just as it is on the Default menu and this error will display:
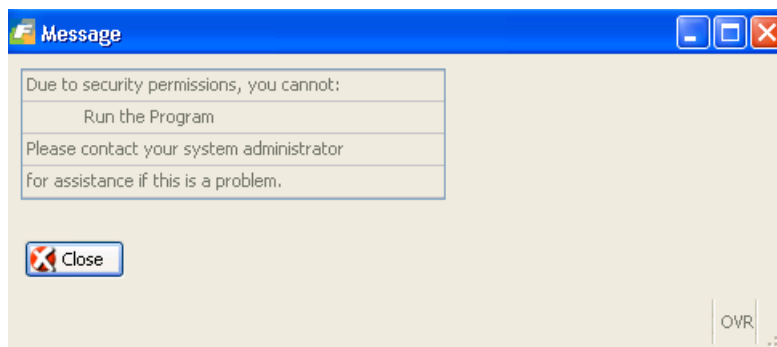
This also applies to users within a group. If a user does not access to a specific program but is included in a group of users that does have access, they will still not have access.

Multilevel Tax

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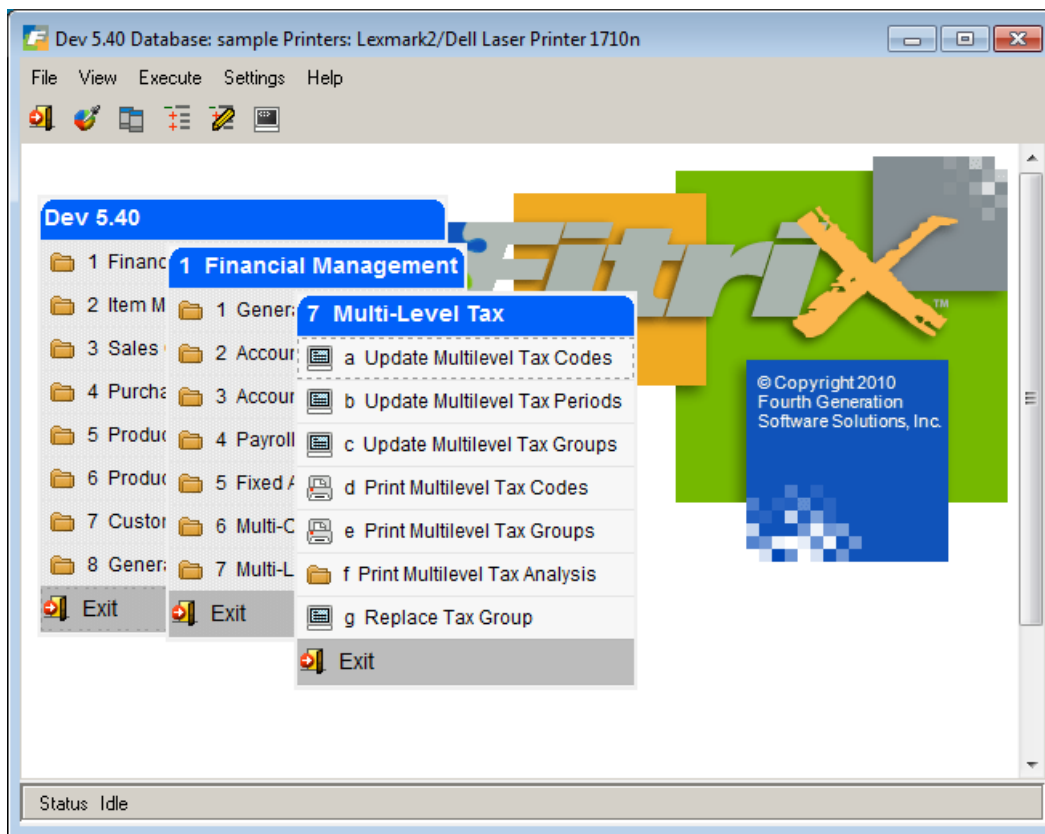
The menu selections are:

- **Update Multilevel Tax Code -** A specific code that identifies a percentage for taxation.

- **Update Multilevel Tax Group -** A grouping of one or more tax codes that comprise a specific tax situation. For example, if a sales tax is comprised of a county and city tax, you would first set up a tax code for county tax, a tax code for city tax, and then set up a tax group that will be comprised of both tax codes. The cumulative should be set to (N) if tax is to be calculated on goods amount only and set to (Y) if tax is to be calculated on goods amount plus any tax amount for a tax that displays on a previous line.

- **Update Multilevel Tax Period -** A calendar period defined for calculating tax amounts for reporting purposes.
- **Print Multilevel Tax Codes -** Provides output options for the information defined for a tax code.
- **Print Multilevel Tax Group -** Prints with a breakdown of the Tax Codes the group is comprised of.

- **Print Multilevel Tax Analysis -** Prints a summary or Detail Analysis of tax amounts for Accounts Payable or Accounts Receivable for a specified time period.

- **Replace Tax Group -** Use this program to in the event that a more than one tax group was set up for the same tax jurisdiction in error. The program will transfer all historical information from the Existing Tax code to the New tax code (the real one you want to retain) and delete the code entered in error.

Tax Codes

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

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

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

The field descriptions for this screen are:

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

Tax Periods

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

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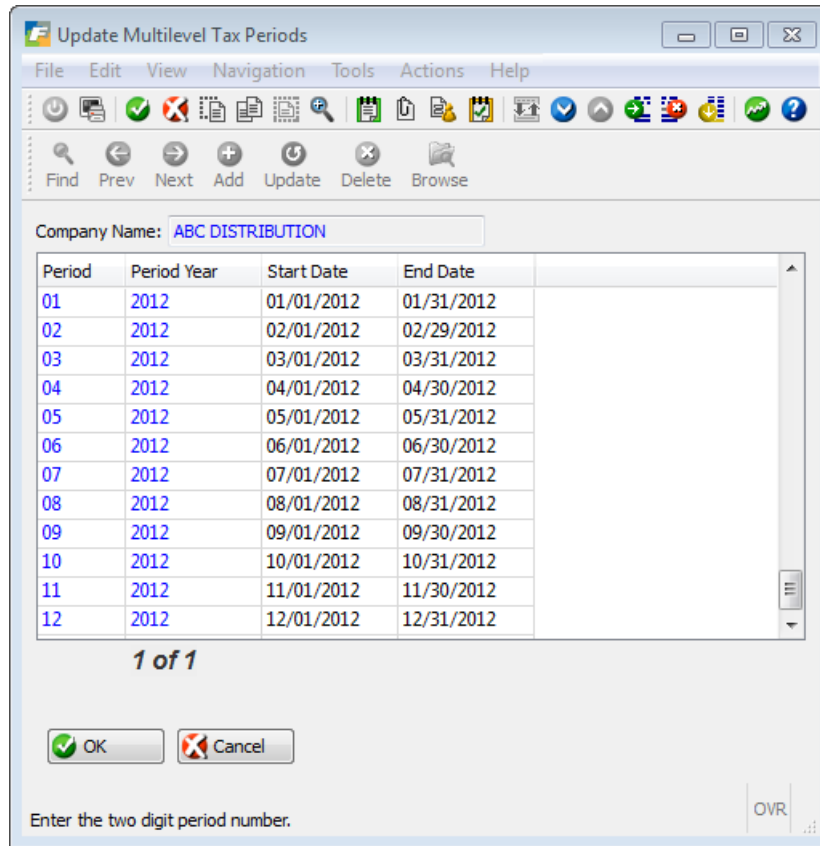
Tax Group

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

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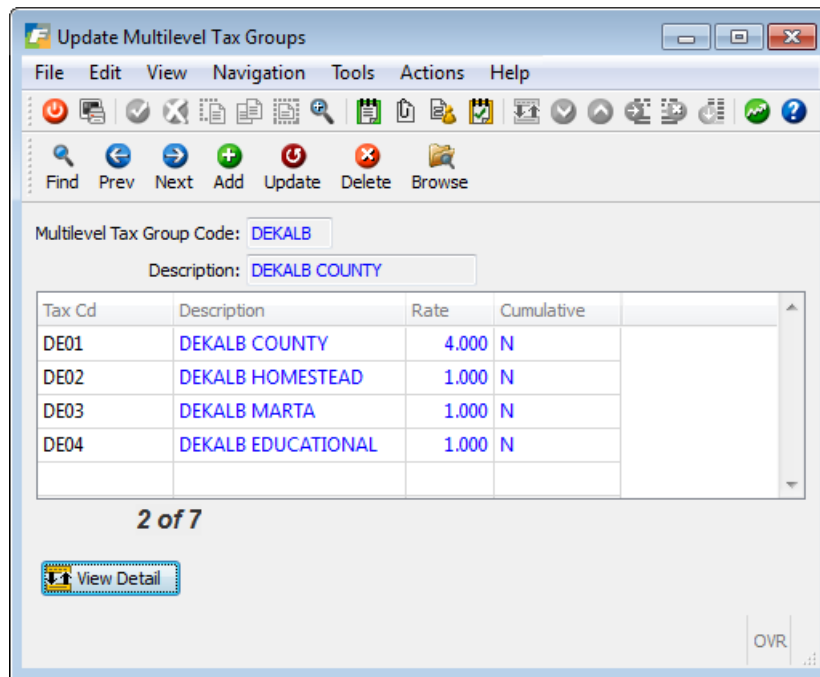
Field	Description

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

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

Replace Tax Group

This program is used to replace the tax group code in all tables with a new tax group code.
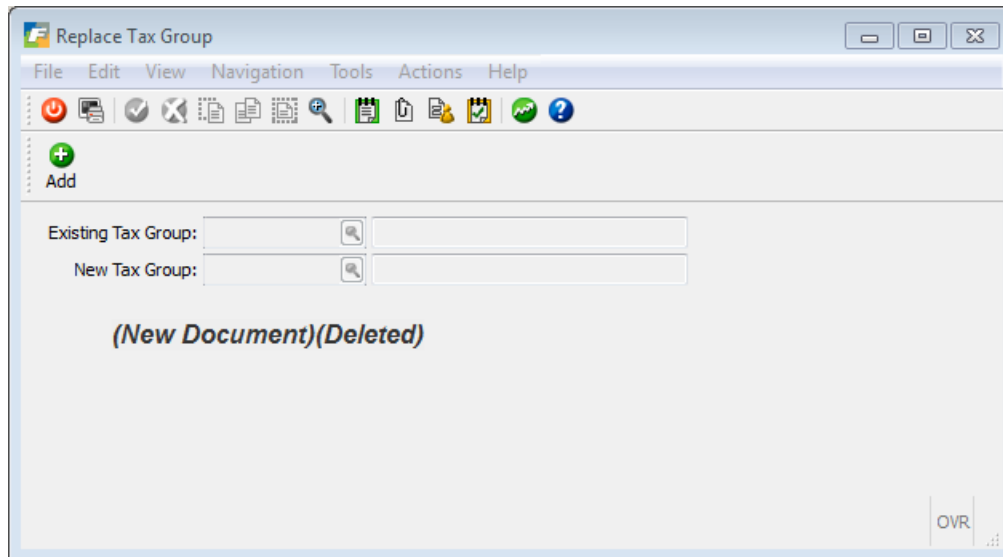
Helpful Hints

Hiding or reordering fields on screen programs

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

If you would like to hide a field in the detail section of the screen, right click on any detail header and a drop down list of all field names displays. Uncheck the field or fields you do not want to display. By right clicking on a column heading in the timecard detail screen above you will get this:
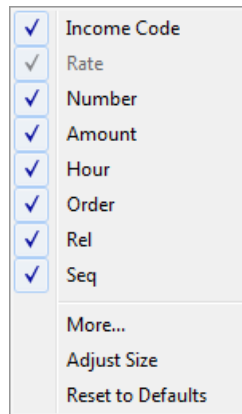
Saving your changes to screens

If you do make changes to your screens like hiding fields or rearranging the order of fields as previously explained
you will need to update the Genero Desktop Client (GDC) setting so that these changes are not lost. To do this:

1. Double click the client and this screen will display:
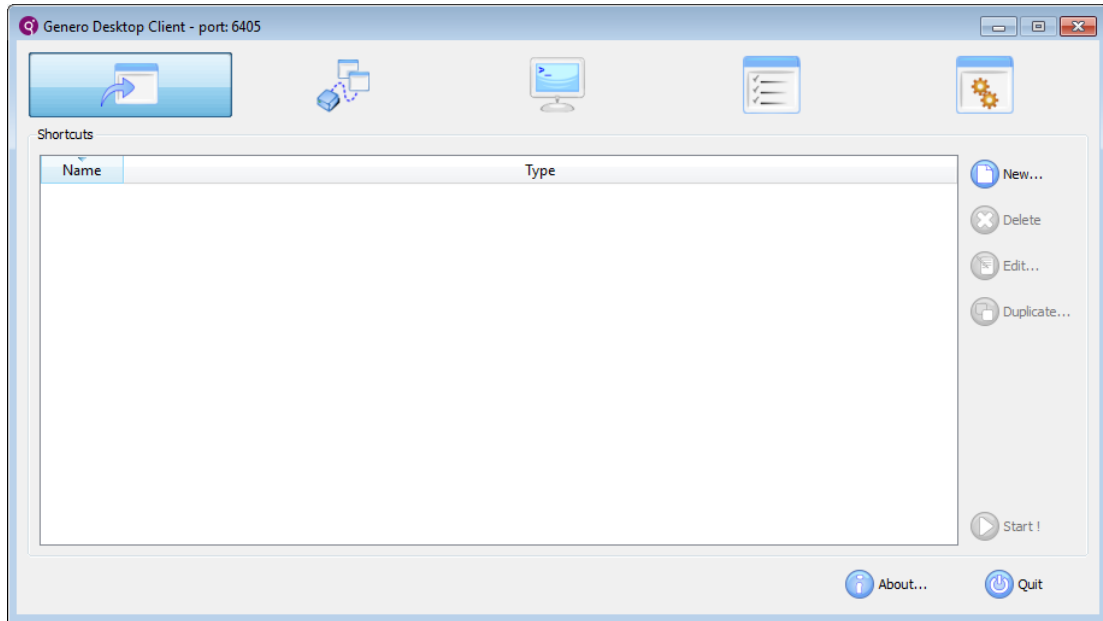
2. Click on the icon.

3. Click on the folder tab labeled Advanced.

4. Uncheck the Disable Stored Setting check box:
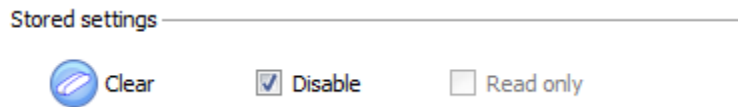
5. Click on the "x" in top rght corner to exit the GDC program.

Displaying Text for the Toolbar Icons

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

🔥	Hot keys	Ctrl+E
❓	Help	Ctrl+W
🎁	About Application Program	
🖶	About	
🖳	Print Screen	
✓	Enable Text	
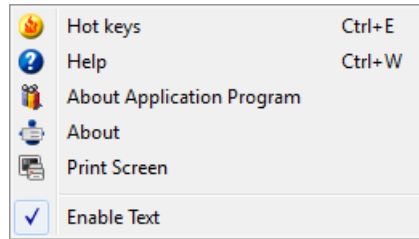
Moving Toolbars

To move the toolbar from the top of a screen to the side of a screen place the cursor at the beginning of the toolbar, left click the mouse to grab it, and slide it to its new position.
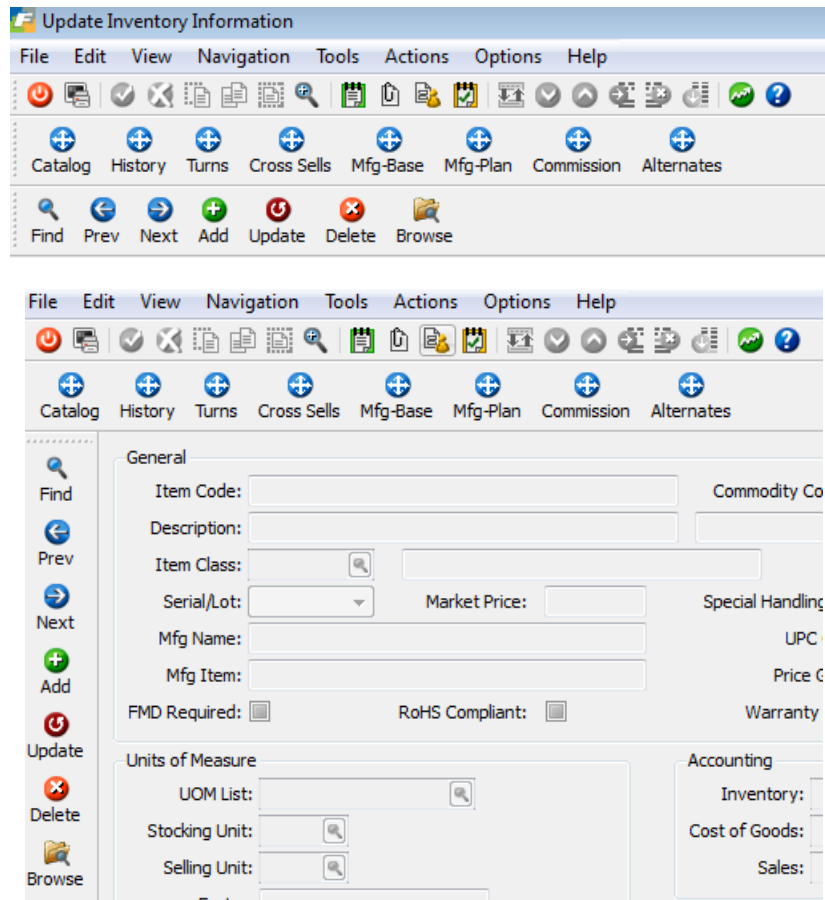
Resorting the order of data

To resort the order the data displays in simply click on the column heading. For example on this customer activity screen I want to sort by document type:

When I left click on "Type" the sort will change:

Batch Control

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

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

Batch control has been added to the following Fitrix modules:

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

The mechanics of batch control are identical in each application.

Activating Batch Controls

TO ACTIVATE BATCH CONTROL (INITIAL SET UP):

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

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

Transaction Processing (using batches)

From a data entry screen that supports batches, click on the batch icon. The following picker window displays:
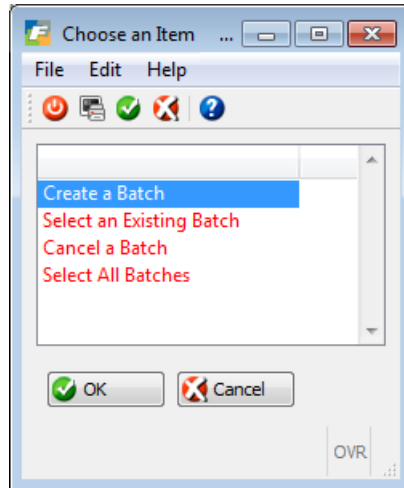
Create a Batch- This option will create a new batch. A batch must be created prior to entry of transactions. All transactions a user enters will go into this batch until the batch is posted or the user creates another new batch.

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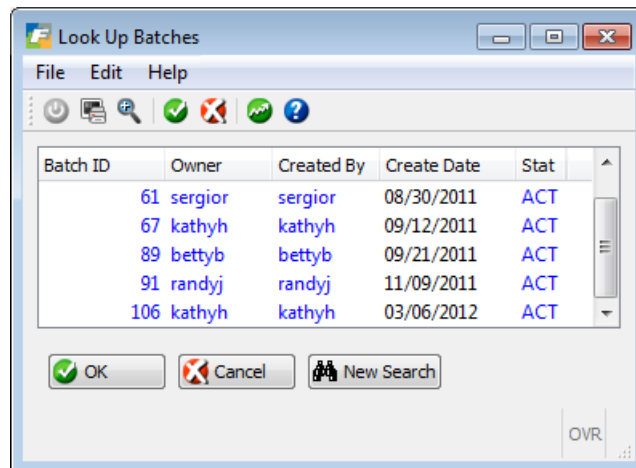
The various batch stages are:

ACT	Active batch
APR	Approved
CAN	Canceled batch
PST	Posted batch

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

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

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

Batch Approval

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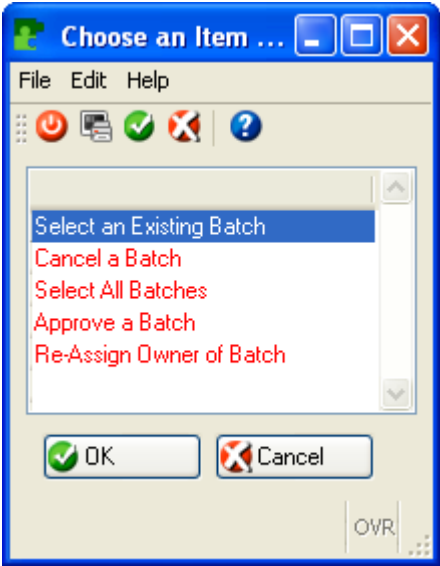
Administration Menu:

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

Batch Maintenance (within Module):

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

Step	Action
1	Choose option **Batch Maintenance**. From AR, AP, GL, or CD menus. The Batch Maintenance data entry screen displays.
2	Click the **Find** button
3	Press the **Esc** key. All batch control records are retrieved.
4	Click the **Nxt** or **Prv** buttons to navigate to the record you wish to view.
5	Select **Options** from the Action Menu, and then select batch from the action sub-menu.
6	The following picker window displays: *Note:* If batch displayed on screen is approved (status = APR), picker window will not have an Approve option. It will have an Unapprove option instead.

Step	Action
7	Click the **Approve a Batch** option, and then click **OK.** *Note:* You can also unapprove or re-assign ownership of a batch using this procedure: • **Approve Current Batch** - Batch is now approved for posting and no changes can be made to the batch. • **Unapprove Current Batch** - this option is used to "unapprove" a batch previously approved in error. When a batch is unapproved, it can once again be accessed. (This option displays on the picker window in place of Approve Current Batch option if the batch has been previously approved) • **Re- Assign Owner Of Current Batch** - This function is used to re-assign an active batch to a different user.
8	The **Status** updates to **APR**. Click **Exit** or press **Quit** to return to the menu.

Learning Fitrix Review

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

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

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

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

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

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

Lab Exercise a: Commands

Data Entry Commands

Objective: To become familiar with the screen action commands.

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

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

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

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

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

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

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

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

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

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

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

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

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

12. (D)elete allows you to delete the document that is currently being displayed. There are exceptions to this. For example posted document cannot be deleted.

ZOOM Command

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

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

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

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

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

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

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

8. Select Update Payable Documents again.

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

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

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

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

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

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

14. Return to the main menu.

Lab Exercise b: Company Set Up

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

Company Information

1. Choose General/Administrative from the main menu and then select Company Setup.

3. Choose (a) from Setup Company menu.

4. Choose Update from action toolbar.

5. Change 'Address1' to "1234 Main Street", press TAB. Press Shift TAB or click on the Detail button to move to the detail part of the screen. Position your cursor below the last department/description entry.

6. Add in department 400 with a description of 'Southern Distribution Center'.

7. Click the OK (or press ENTER) to save.

8. Click Exit or press (Q) to return to the Setup Company menu.

Print Company Information

1. Choose (b) Print Company Information.

2. Redirect to the screen. The company control record now prints to the screen.

3. Press (Q) and click Finished button to return to the menu.

Update Account Number Ranges

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

2. Click Exit or press (Q) to go back to the menu.

Print Account Number Ranges

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

Update Ledger Accounts

1. Choose (e) to 'Update Ledger Accounts'. The account number is user defined.

2. Choose Find and press (ENTER) to find all account numbers. The 'Account Number' must fall within the range of Account Number ranges.

3. The 'type' is system-generated based on the account number and its placement relative to the 'Account Number Ranges'. The 'description' is user generated and is the NAME for that account. The 'subtotal group' provides a heading, under which the account will print, for financial reporting.

4. Press (Q) to return to menu.

Print Ledger Account

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

Update Checking Account

1. Choose (g) to 'Update Checking Accounts'.

2. Do Find and ENTER to find all checking accounts on file. These records need to be set up so that checks can be printed from A/P. If the checking account does not exist, then no checks can be printed out.

3. Click Exit or press (Q) and then the ESC key twice to go back to the main menu.

Document Messages

1. Choose (h) to select 'Document Messages".

2. Do Find to view the various document messages.

3. Enter a new one.

Lab Exercise c: Setup Multilevel Tax

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

Tax Codes

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

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

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

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

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

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

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

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

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

Tax Periods

1. Select Update Multilevel Tax Periods.

2. Go into update and make sure periods for the current year are set up.

3. Press (ENTER) to store.

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

Tax Groups

1. Select Update Multilevel Tax Groups from the Multilevel Tax Menu.

2. Choose Find and ESC to find all the existing Tax Groups defined.

3. Add the following Tax Group:

   TRVCO for Travis County Tax Reports

   Tax Codes:
   TRVCO (non-cumulative tax rates)

   ASTCTY (non-cumulative tax rates)

4. Click OK button (or press ENTER) to store tax code entered and (Q) to return to the menu.

5. Select Print Multilevel Tax Groups and redirect to the screen.

6. Press (Q), click Finished button, and then ESC key until you are back at the main menu.

Learning Fitrix Summary

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

> ➢ Fitrix Accounting System Overview
>
> ➢ Fitrix Menus and Data Entry Commands Overview
>
> ➢ User Control Libraries access buttons and keyboard shortcuts
>
> ➢ Set Up Company menu and options
>
> ➢ Flexible Document Delivery
>
> ➢ Document Attachments
>
> ➢ Email Alerts
>
> ➢ Set up Multilevel Tax codes
>
> ➢ Introduction to Batch Processing

CHAPTER 2 - *Payroll*

Fitrix Payroll Course
Workbook

Learning Objectives

➢   Become familiar with the Payroll Menus.

➢   Learn how to set up Payroll Defaults and Codes.

➢   Learn how to set up Employees.

➢   Learn how to process Payroll Transactions.

➢   Become familiar with the various Reports and End of Year Activity.

Payroll Overview

This module was designed to accommodate almost any payroll requirement while remaining simple to use. Most of the details such income, deduction, and obligation amounts are managed during set up rather than in your day to day operations. With the flexibility of this module, you can have daily, weekly, biweekly, semimonthly, or monthly pay periods for both salaried and hourly employees. At the end of each quarter and year, payroll reports and W-2s required by the various taxing authorities can be printed from the data stored within the database.

Features/Function Highlights

- Integrated with Fitrix General Ledger

- Create payroll from time cards, manually, or automatically based on last pay date

- Ability to create bonus checks at any time

- Multiple user-defined benefits and deductions per employee

- Ability to categorize employees by employee type for easier maintenance and for reporting purposes

- On line historical notes on employee information for each employee

- Supports overtime, holiday pay, advances, base pay, garnishments and miscellaneous charges

- Tracks vacation time and sick time accruals and payment of these hours

- Benefits and deductions can be fixed amounts, percentage of gross, or variable amounts

- Customizable pay periods and pay methods

- Supports all standard deductions as well as user-defined deductions

- Ability to pay employees via Direct Deposit

- Provides detailed reporting on history, wages, benefits, deductions and obligations

- Flexibility to run reports by department, employee type, job code, or individual employee
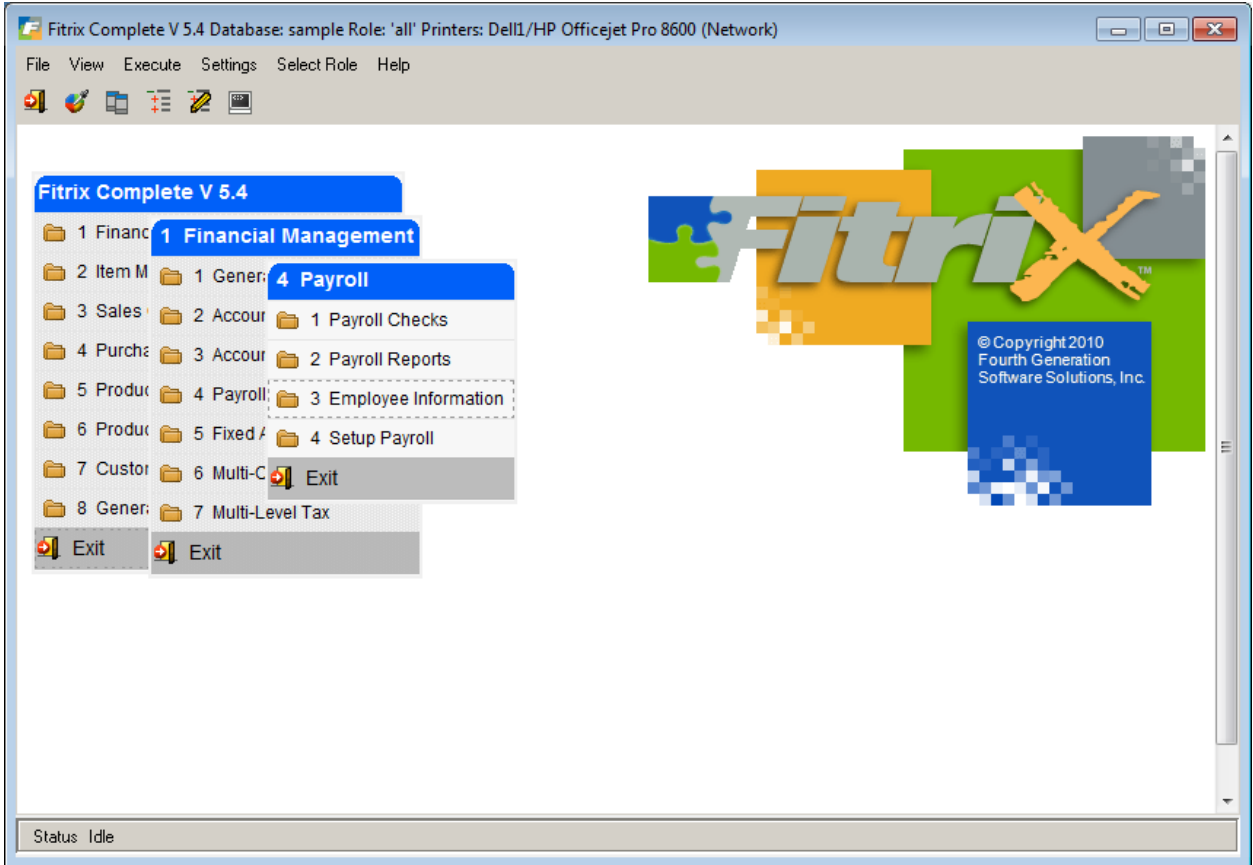
Reporting

Reports available include:

- W-2 forms

- Employer Quarterly 941

- Quarterly and Annual FUTA Report

- Payroll Check Register

- Employee Earnings Report

- Employee History Report

- Employee Master Report

- Wage History Report

- Payroll Recap Report by Code

Set Up Payroll

To view this screen, select **Financial Management** > **Payroll** > **Setup Payroll.**

Primary activities for setting up Payroll include entering Payroll defaults, creating income, deduction, obligation, and accrual codes, creating employee types, and updating the tax tables.

Update Payroll Defaults

This is the primary screen for setting up the Payroll system defaults.

Field	Description
IRS Identification Number:	This is your Federal Employer Identification Number and this prints on various forms and reports
State Identification Number:	This is your State Employer Identification Number and this prints on various forms and reports
Post to General Ledger:	If General Ledger is installed and set up on your system, an entry of Y causes payroll activity to post to the General Ledger. Enter N if you do not want payroll activity to post to General Ledger
Federal Tax Deduction:	Enter the default code for an employee's Federal Tax deduction. This code will be used unless overridden at the employee level.
F.I.C.A Deduction:	Enter the default code for an employee's F.I.C.A deduction. This code will be used unless overridden at the employee level.
Medicare Deduction:	Enter the default code for an employee's Medicare deduction. This code will be used unless overridden at the employee level.
State Tax Deduction:	Enter the default code for an employees State Tax deduction. This code will be used unless overridden at the employee level.
Local Tax Deduction:	Enter the default code for an employees Local Tax deduction. This code will be used unless overridden at the employee level.
F.U.T.A Obligation:	Enter the default code for an employees FUTA obligation. This code will be used unless overridden at the employee level.
F.I.C.A Obligation:	Enter the default code for an employees FICA obligation. This code will be used unless overridden at the employee level.
Medicare Obligation:	Enter the default code for an employees Medicare obligation. This code will be used unless overridden at the employee level.
E.I.C. Income:	Enter the default code for an employees Earned Income Credit. This code will be used unless overridden at the employee level.
Payroll Expense:	This is the expense account that will be debited unless overridden at the employee level.
Payroll Liability:	This is the liability account that will be credited unless overridden at the employee level.
Cash:	This is the cash account that will be credited.
Company DFI:	Enter your company's bank account routing number (needed for Direct Deposit).
Company Check Digit:	Enter your company's check digit (needed for Direct Deposit).

Field	Description
Offset Debit:	Enter a Y if you want the direct deposit amount to be offset with a debit automatically (needed for Direct Deposit).
Company Bank:	Enter Bank Name (needed for Direct Deposit).
Bank Acct:	Enter Bank Account number (needed for Direct Deposit).
Holding File Name:	For Direct Deposit. Enter the name of the temporary file in which the information should be stored before it is copied to media.
Media Creation Command:	For Direct Deposit. Enter the operating system command used to transfer the information from the holding file to the media.
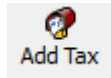
Click on the **Add Tax** button on the toolbar to access this screen:

Additional Federal Withholding:

IRS Form W4 allows for the employee to enter a dollar amount to be withheld from each paycheck in addition to the Federal Taxes calculated from earnings. In addition to the flat amount on Form W4, a percentage of gross earnings will also be accommodated that would allow employees the flexibility to choose how the additional amount would be calculated. Some employees may choose to use a combination of both methods.

Please note that even though you may have two codes in the employee record, one for federal tax withholding and one for additional withholding all taxes withheld will display under the federal tax withholding code not both. This is so the tax amount on the W2s is correct.

Field	Description
Amount Code	Default deduction code to store a flat amount to be added to the federal tax calculated. This code is going to indicate to "Create Automatic Payroll" process which code will add the result to FEDTAX deduction code.
Percent Code	Default deduction code to store a percentage to be multiplied by gross tax wages and added to the federal tax calculated. Create Automatic Payroll program will add the result of this deduction code to FEDTAX deduction code.

Bonus Only Tax:

IRS Tax law requires employers to withhold a minimum of 25% of gross wages for bonus amounts not paid at the same time as a standard payroll. Some employees may wish to withhold at a higher percentage. For system flexibility, a flat amount has been provided for in addition to the percentage.

Field	Description
Tax Percent	Default tax percentage for bonus payroll. If Tax Percent Code below does not have a percentage assigned to it then Create Automatic Payroll will use this value.
Tax Percent Code	Default deduction code to store tax percentage for bonus payroll. Create Automatic Payroll program will add the result of this deduction code to FEDTAX deduction code.
Additional Tax Amount Code	Default deduction code to store additional amount to add to tax calculated with bonus percentage. Create Automatic Payroll program will add the result of this deduction code to FEDTAX deduction code.

Garnishments:

Child Support Garnishments are payroll deductions that are mandated by state and county governments. These deductions take precedence over voluntary deductions and require vendor payments to the Attorney General or other like entities. This deduction is generally a court mandated flat amount, however, the amount of the deduction may not exceed a certain percentage (generally 50%) of the employee's disposable income. Disposable income defined for child support is gross wages minus any applicable taxes. For garnishment deduction codes, there is also a field for the vendor code that is to be paid this deduction. This allows for reporting by the vendor code and also allows for the accounts payable entries to be made automatically by payroll.

Field	Description
Amount Code	Indicates the deduction code that will trigger the calculation of garnishments in "Create Automatic Payroll" process.
Post to Accounts Payable	When this value is set to Y then an accounts payable entry will be generated automatically by payroll for the garnishment deduction.

Update Accrual Codes

Fitrix Payroll gives you a flexible system for automating the accrual of vacation and sick time. These accrual codes are then entered in the Employee record.

To view this screen, select PY, Setup Payroll, Update Accrual Codes.

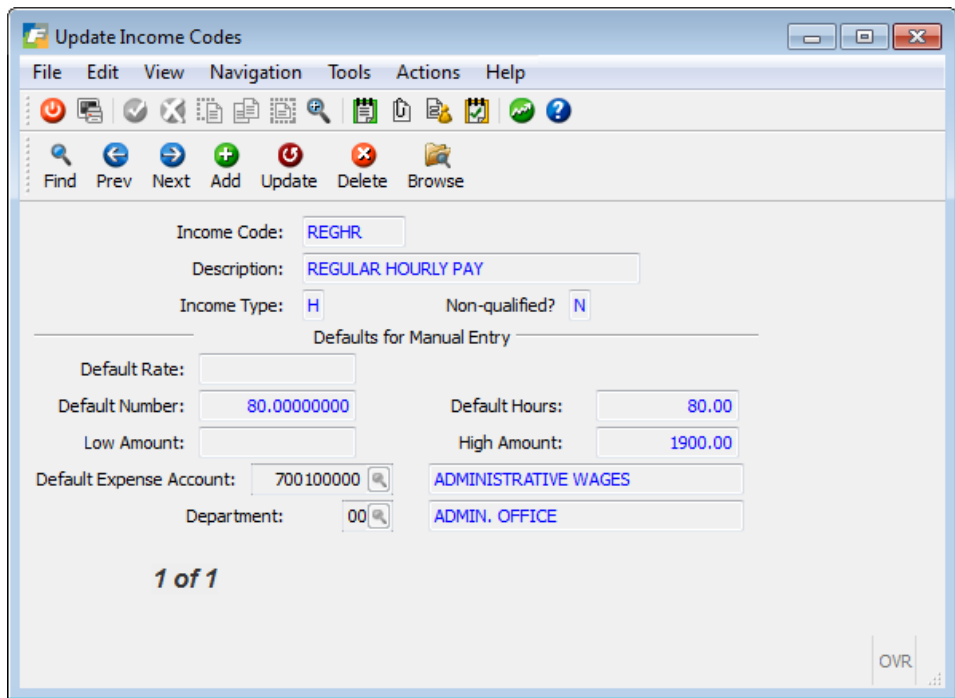| Field	Description
Accrual Code:	Six character field that must be unique.
Description:	Thirty alphanumeric character description.
Method:	Enter a H (hour) or P (period). For example, you might want to accrue sick leave at the rate of one hour for every 40 hours. In this case, the method will be H, the rate will be 1, and the frequency will be 40.
Rate:	Enter the rate at which leave should accrue. This value represents the number of leave hours that will accrue for every hour that the employee works (if method is H) or for every period the employee works (if method = P).
Frequency:	Enter the frequency with which leave should accrue. For example, if the employee accrues 1 hour of sick time for every 40 hours worked, the frequency will be 40.
Lapse:	Enter the number of pay periods or hours that have to elapse before the leave will begin to accrue. In the example above, the employee must work 480 hours or approximately 12

Field	Description
	weeks before they are eligible for sick leave

Click the Quit button to return to Payroll Setup menu.

Update Income Codes

Income codes represent all the various rates of pay used throughout the Payroll system. These income codes are then entered in the Employee record.

To view the Update Income Codes, select (d) from the Payroll Setup menu

Field	Description
Income Code:	Stores unique six character code identifying the income code.
Description:	Describes above code.
Income Type:	H- Hourly N- Non Hourly E- Expense (used to indicate any income for which no deductions apply).

Field	Description
	A- Advance
	F- exempt from FICA
	U- exempt from FUTA
	B- exempt from both FICA and FUTA
Non-qualified?:	Enter Y if this income source represents a distribution from a non-qualified plan. Used in the creation of W-2s.
Default Rate:	This figure represents the rate to be used whenever this income code is applied unless a different rate is indicated specifically in the employee record.
Default Number:	For salary income codes set this value to 1. For hourly set this to the default number of hours per pay period.
Default Hours:	Enter the default number of hours usually worked for this income code.
Low Amount and High Amount (optional):	Enter the optional Low and High amounts for this income code. These optional fields are used to flag amounts that fall above or below a certain level. They will be flagged on the Payroll entries Exception Report.
Default Expense Account:	Enter the account number to be debited. If no entry is made here the Payroll Expense Account in the Payroll Defaults program will be used.
Department:	Enter the department code if departmental reporting is being used. If not, enter 000.

Press Quit to return to Payroll Setup menu.

Update Deduction Codes

Deduction codes are used to identify deductions for all payroll entries, to provide default data to facilitate data entry, and to indicate the wage base to use to calculate and apply the deduction.

To view the Update Deduction Codes, select (e) from the Payroll Setup menu.

Field	Description
Deduction Code	Stores unique six character code identifying the deduction code
Description	Describes above code.
Tax Jurisdiction	Enter the tax jurisdiction if this is s state tax. This prints on the W2
EIN Number	Enter the State EIN number if the deduction is a state tax
Deduction Type	Dictates the basis for the deduction. Gross Wages Taxable Income Hours Worked Gross Wages- Taxes- Garnishments Flat Rate FICA Wages FUTA Wages Not Used- deduction code is inactive
Tax Status	Enter the wage base to reduce by the deduction. FICA wages. The deduction reduces the FICA amount by the amount of the deduction. Taxable wages. The deduction reduces the taxable wage base. FUTA wages. The deduction reduces the FUTA amount by the amount of the deduction. All. The deduction reduces the standard income tax, FUTA, and FICA. None; The deduction does not reduce wage amounts subject to tax. FICA and taxable wages. The deduction reduces only FICA and taxable wages FUTA and taxable wages. The deduction reduces only FUTA and taxable wages. FICA and FUTA. The deduction reduces only the FICA and FUTA wages. Not Used
Frequency	Enter the code that represents how often the deduction should be taken. A- Always. M- Monthly.

Field	Description
	Q- Quarterly.
	Y- Yearly.
	N- Never automatically apply this deduction. This deduction is entered manually.
Deduction Class	Used to classify the type of deduction so the payroll programs now how to calculate disposable income. Valid classes are Taxes, Garnishments, Levy and Liens. Other, and Not Used (inactive).
Rate	Enter the rate for the deduction code. If the amount of the deduction is to be determined by a tax table, leave this field blank.
Limit	Enter the limit for this deduction (maximum amount to deduct). The automatic payroll creation program will apply the deduction only until that limit is reached.
Frequency	Enter the code that represents how often the deduction should be taken. B- Always. O- Monthly. Q- Quarterly. Y- Yearly. N- Never automatically apply this deduction. This deduction is entered manually.
Low and High Amount (optional)	Enter the optional Low and High amounts for this deduction code. These optional fields are used to flag amounts that fall above or below a certain level. They will be flagged on the Payroll entries Exception Report.
Threshold Amount	Enter threshold amount for additional Medicare
Garnishment Fee	If you do not enter a dollar amount in the employee record for the fee the employee owes you to process the garnishment, this default value will be used.
Garnishment Code	If you do not enter a code in the employee record for the fee the employee owes you to process the garnishment, this default code will be used.
Liability Account	Enter the GL account number.
Department	Enter the GL department or 000 if departments are not used.

Update Obligation Codes

Obligation codes are used to identify employer obligations for all payroll entries processed by the payroll system, provide default data to facilitate data entry, and indicate the wages base to which the obligation should be applied.

To view the Update Deduction Codes, select (f) from the Payroll Setup menu.

Field	Description
Obligation Code:	Stores unique six character code identifying the obligation code
Description:	Describes above code.
Obligation Type:	Enter the wage base to reduce by the obligation. F- FICA wages. The obligation reduces the FICA amount by the amount of the deduction. T- Taxable wages. The obligation reduces the taxable wage base. U- FUTA wages. The obligation reduces the FUTA amount by

Field	Description
	the amount of the deduction.
	A- All. The obligation reduces the standard income tax, FUTA, and FICA.
	N- None; The obligation does not reduce wage amounts subject to tax.
	B- FICA and taxable wages. The obligation reduces only FICA and taxable wages
	C- FUTA and taxable wages. The obligation reduces only FUTA and taxable wages.
	D – FICA and FUTA. The obligation reduces only the FICA and FUTA wages.
Default Rate:	Enter the rate to be used, either a % or a flat dollar amount.
Default Limit:	Enter the limit for this obligation (maximum amount of the obligation). The automatic payroll creation program will calculate an obligation amount only until that limit is reached.
Default Expense Account:	Enter the GL expense account.
Department:	Enter the GL department or 000.
Default Liability Account:	Enter the GL liability account.
Department:	Enter the GL department or 000.

Update Tax Tables

Tax tables are records that contain the various rates and withholding amounts for each type of tax. The withholding procedures for most states will require you to add tax tables on an annual basis. These tables contain one record for each tax code/year with a tax rate for each income level, length of pay period, and marital status.

To view the Update Tax Tables, select (i) from the Payroll Setup menu.
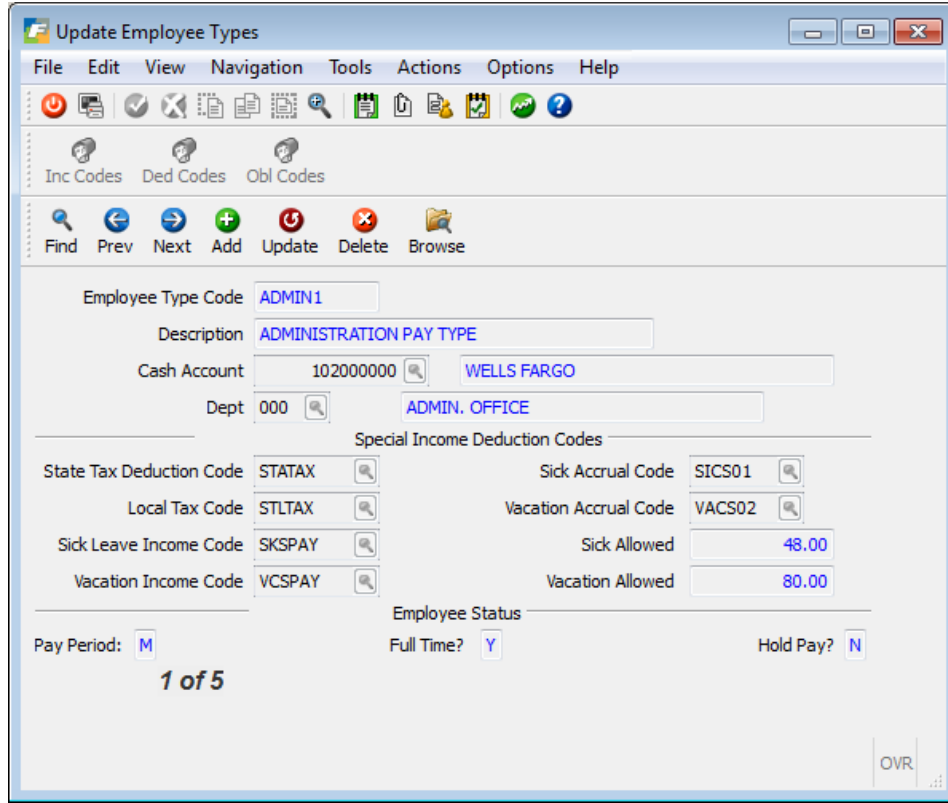
Field	Description
Tax Year:	Enter the tax year.
Tax Table Code:	Enter the tax code. This must have been previously set up using the Update Deduction Codes program.
Withholding Allowance Amounts:	This section of the screen stores the amount of one withholding allowance for each type of pay period. The Payroll creation program multiples the number of withholding allowances found in the employee record and this withholding amount. It then subtracts this amount from the gross income to calculate taxable income.
Pay Period:	Enter: W- Weekly. Paid once a week. B- Biweekly. Paid once every two weeks. S- Semi Monthly. Paid twice a month.

Field	Description
	M- Monthly. Paid once a month.
	Q- Quarterly. Paid once every quarter.
	A- Annually. Paid once a year.
	H- Semi annually. Paid twice a year.
	D- Daily. Paid every day.
Martial:	Enter:
	S- Single.
	M- Married.
	H- Head of household.
Over Amount:	The over amount column contains the minimum amount of taxable income needed to apply to a given rate.
Base Amount:	This field stores the flat amount of the tax for this tax table entry. To this figure the system will add the product of the tax rate times the taxable amount in excess of the over amount.
Tax Rate:	This field stores the tax rate which will be applied to the taxable amount in excess of the over amount. This amount is then added to the Base Amount to get the total tax deduction.

Update Employee Types

Employee types provides a means of grouping employees together with similar income, deduction, and obligation information. The template stores all the necessary for employees such as federal and state allowances, sick and vacation accrual codes, income, deduction, and obligation codes. The employee type code is then entered in the employee record.

To view the Update Employee Types, select (k) from the Payroll Setup menu.

To enter income, deduction, and obligation information, click on the icons on the toolbar in this program when in Update mode.
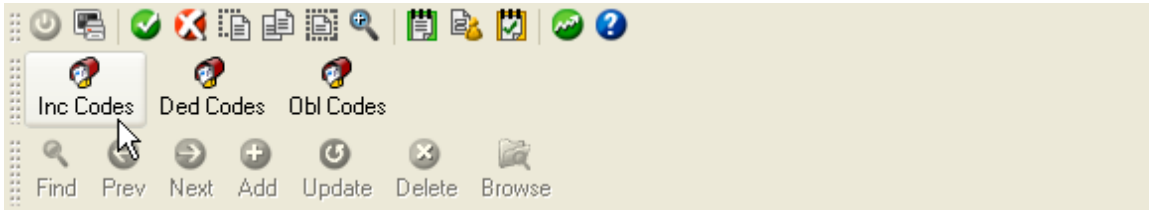
Field	Description
Employee Type Code	Enter a unique code (up to six characters) to identify this Employee Type
Description	Enter a description (up to 30 characters) for this Employee Type
Cash Account	Enter the cash account to which payroll will post
Dept	Enter the department code and if not using departmental reporting enter 000

Field	Description
State Tax Deduction Code	Enter state tax code
Local Tax Code	Enter local tax deduction code
Sick Leave Income Code	Enter income code for sick leave paid
Vacation Income Code	Enter income code for sick leave paid
Sick Accrual Code	Enter the accrual code for accumulating sick time
Vacation Accrual Code	Enter the accrual code for accumulation vacation time
Sick Allowed	Enter then number of sick hours allowed per year
Vacation Allowed	Enter then number of vacation hours allowed per year
Pay Period	Select [W]week, [B]bi-week,[S]semimonthly,[M]month,[Q]quarter,.[A]annual, [D]daily.

Maintaining Employee Information

Adding Employees

If you are setting up your payroll system in the middle of your fiscal year, see the Midyear Setup section of this training guide.

Each employee record is actually made up of a main screen and four detail screens. The main screen shows basic employee information such as name, position, address, etc.. The detail screens are accessed by clicking on the icons on the toolbar and contain information such as income, deduction, and obligation codes.

To view Adding Employees, select Employee Information from the Payroll menu and the Update Employee Information.

MAIN SCREEN:

Field	Description
Employee Code:	Enter unique six character code.
Social Security #:	Enter the social security number.
Employee Type:	Enter employee type if you have set up types to group employees. Upon entry of a type the program will fill in many of the fields for you. These can e overridden.
Job Code:	Job codes can be used as a classification category to help sort employees during payroll processing and on various reports.
Title:	Enter the employee's title.
Payroll Account:	Enter the GL account number for the cash account you want to use for payroll checks. If left blank, the cash account in the Update Payroll Defaults program will be used.
Dept:	Enter a GL department or if departments are not used, enter 000.
Name and Address Fields:	Enter name and address information.
Birthdate:	Enter the employee's birth date.

EXTENDED INFORMATION SCREEN Extd Info :

Field	Description
Fed Allwncs:	Enter the number of federal allowances.
Pay Period:	Enter: W- weekly B- Biweekly S- Semi-Monthly M- Monthly Q- Quarterly A- Annually H- Semi-Annually D- Daily.
Full Time:	Enter Y or N

Field	Description
Hired:	Enter hired date.
State Allwncs:	Enter the number of state allowances.
Marital;	Enter employee's martial status.
Hold Pay:	Enter a Y to hold pay and no payroll entry will be made by the Create Automatic Payroll program.
Term:	Enter termination date.
State Tax Code:	Enter state tax deduction code or leave blank to use the tax code in the defaults table.
Local Tax Code:	Enter local tax deduction code or leave blank to use the tax code in the defaults table.
Last Pay:	Last pay date. This date is maintained by the system.
Sick Leave Income Code:	Enter income code for sick leave. When payroll is processed and this income code is used the "Used" hours are updated.
Sick Accrued:	Accrued sick leave hours maintained by the system.
Used:	Sick leave time used maintained by the system.
Vacation Income Code:	Enter income code for vacation leave. When payroll is processed and this income code is used the "Used" hours are updated.
Vac Accrued:	Accrued vacation leave hours maintained by the system.
Used:	Vacation leave time used maintained by the system.
Sick Accrual:	Enter the accrual code for sick leave.
Cntr:	If the accrual method specifies a lapse period before the accrual begins, this counter field accumulates the posted pay periods or hours until the number specified for the lapse is reached.
Vac Accrual:	Enter the accrual code for vacation leave.
Cntr:	If the accrual method specifies a lapse period before the accrual begins, this counter field accumulates the posted pay periods or hours until the number specified for the lapse is reached.
Direct Deposit:	Enter Y if the employee is paid via direct deposit.
DFI:	Enter the routing number for the employee's checking account.
Check Digit:	This field stores their bank's check digit, another identification number for direct deposits.

Field	Description
Bank Account Number:	Enter the employee's bank account number.

INCOME CODES SCREEN Inc Codes :

Field	Description
Code:	Enter the income code.
Rate:	Enter either a salaried rate or hourly rate.
Number:	For salaried employees enter 1. For hourly employees enter the number of hours typically worked.
Amount:	Calculation (rate x number).
Hours:	Enter the number of hours in the employee's pay period (ie – 40 for weekly) for non hourly employees.

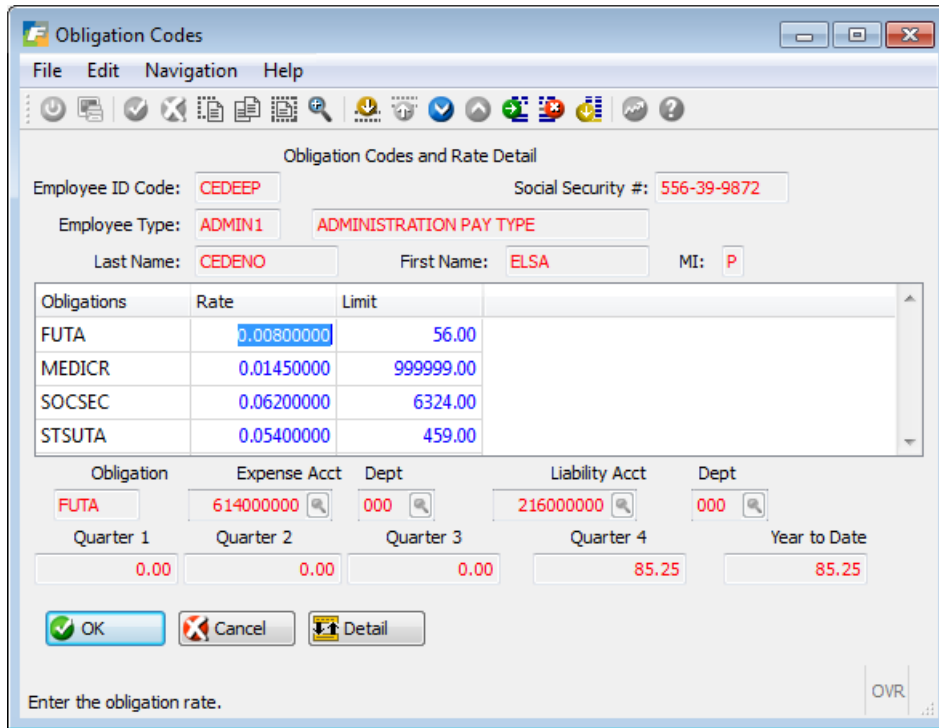The bottom of this screen will display the quarterly totals for each income code and the account number and department code.

DEDUCTION CODES SCREEN Ded Codes :

Field	Description
Deduction Code	Enter the deduction code.
Rate	Enter the rate for this deduction code. If the deduction code is based on a tax table, leave this field blank as the rate will be retrieved from the tax table.
Limit	Enter the limit for this deduction. For example , the social security deduction for 2008 is limited to $6324.00 per employee. Once this limit is reached the deduction will no longer be taken.
Applied	System maintained date filed of the last time the deduction was taken.
Frequency	Frequency to take this deduction. Enter: M- Monthly Q- Quarterly

Field	Description
	Y-Yearly
	A- Always
	N- Never automatically apply.
Fee	If the deduction is a garnishment, enter the amount of the fee the employee must pay the employer to process this garnishment.
Code	Enter the garnishment fee code this fee goes to. If left blank it will use the garnishment fee code found with the deduction code.
Garnishment	If this box is checked the garnishment data screen discussed next will display.

The bottom of this screen will display the quarterly totals for each deduction code and the account number and department code.

Garnishment Data screen
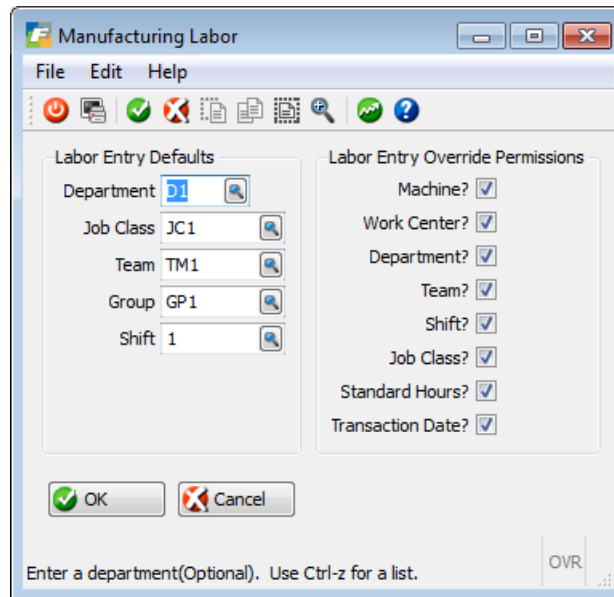

Field	Description
Effective Date	Date garnishment goes into effect.
Received Date	Date your company received notification of the garnishment.
Garnishment Active	Check this box of this is an active garnishment.
Garnishment Category	A freeform two character code that is used to sort and print garnishment information. Uses might be FT for federal tax lien, CS for child support, etc.
Document Data	Optionally enter data about where this garnishment originated.
Payee Data	Enter the vendor code the garnishment check should be sent to. When payroll is posted and if the Post to AP check box in

Field	Description
	the deduction codes program is checked, an open AP item will automatically be created in AP for this vendor.

OBLIGATION CODES SCREEN Obl Codes :

Field	Description
Code:	Enter the obligation code.
Rate:	Enter the rate for this obligation code.
Limit:	Enter the limit for this obligation. For example, the social security obligation for 2008 is limited to $6324.00 per employee. Once this limit is reached the deduction will no longer be accrued.

The bottom of this screen will display the quarterly totals for each obligation code and the account number and department code.

Document Delivery

Click on the **Document Delivery** button to set it up so that direct deposit employees will receive their non-negotiable check via email

Document	Title	Print	Subject	E-Mail	Address	FAX	Number	Sent By	Failure Notify (for faxes)
py:o_checks	Direct deposit check stubs	☐	Direct deposit check stubs	☑	elsac@yahoo.com	☐			

Check document delivery method
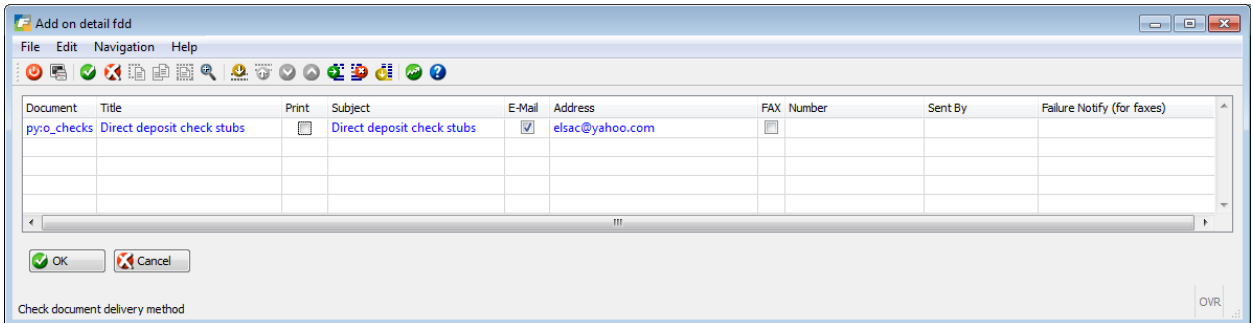
Mfg Labor

Click on the **Mfg Labor** icon on the toolbar to launch the Manufacturing Labor program.

Department

The department the employee works in (not to be confused with the department codes used when recoding accounting transactions). These departments are set up using the Department program located on the Standard Routing File Maintenance menu. To view a list of departments press [CTRL]-[z] or click on magnifying glass.

Job Class

The job class to which this employee is assigned. To view a list of job classes press [CTRL]-[z] or click on magnifying glass

Team

The team to which this employee is assigned. A team is a resource that is used for planning and scheduling activities. To view a list of teams press [CTRL]-[z] or click on magnifying glass.

Group

The group to which this employee is assigned. Employees may be assigned to a group so that a transaction for the group will be propagated to each employee in the group. This reduces the number of transactions required. A group is different from a team in that a group is used only in this application for transaction processing. A team is a resource that is used for planning and scheduling activities. To view a list of groups press [CTRL]-[z] or click on the magnifying glass.

Shift

The shift this employee usually works. To view a list of shifts press [CTRL]-[z] or click on the magnifying glass.

Allow Transaction Overrides forLabor Entry Override Permissions

The default value is Yes (checked). A checked box = Y, not checked = N.

Machine

Machines are set up using the Machine program located on the Standard Routing File Maintenance menu.

Y   indicates the machine that this employee is assigned to in the employee
table   can be changed when entering the labor transactions. This is the default.

N   indicates the machine that this employee is assigned to in the employee
table   cannot be changed when entering labor transactions.

Work Center

Work Centers are set up using the Work Center program located on the Standard Routing File Maintenance menu.

Y   indicates the cost center that this employee is assigned to in the
         employee table can be changed when entering the labor transactions.
         This is the default.

N   indicates the cost center that this employee is assigned to in the
         employee table cannot be changed when entering labor transaction.

Department

Y   indicates the department that this employee is assigned to in the
         employee table can be changed when entering the labor transactions.

N   indicates the department that this employee is assigned to in the
         employee table cannot be changed when entering labor transaction.

Team

Y   indicates the team that this employee is assigned to in the employee table can be changed when entering the labor transactions.

N   indicates the team that this employee is assigned to in the employee table cannot be changed when entering labor transaction.

Shift

Y   indicates the shift that this employee is assigned to in the employee table can be changed when entering the labor transactions.

N   indicates the shift that this employee is assigned to in the employee table cannot be changed when entering labor transaction.

Job Class

Y   indicates the job class that this employee is assigned to in the employee table can be changed when entering the labor transactions.

N   indicates the change the job class that this employee is assigned to in the employee table cannot be changed when entering labor transaction.

Standard Hours

Y   indicates the standard hours that this employee is assigned to in the employee table can be changed when entering the labor transactions.

N   indicates the standard hours that this employee is assigned to in the employee table cannot be changed when entering labor transaction.

Transaction Date

Y   indicates the date that this employee worked can be changed when entering the labor transaction.

N   indicates the date that this employee worked cannot be changed when entering the labor transaction.

If you are not using payroll to process your payroll and are just adding employees to use Labor Processing when you save the employee record the Extended Employee Information screen displays. Enter these required values:

Fed Allwncs = 0
Marital = M or S
Direct Deposit = N

Midyear Setup

If you are setting up your system in the middle of the year, you will need to take some additional steps while entering data into the Employee Information tables. These additional steps will accurately transfer all of your payroll information from your old system and ensure that your reports as well as the accrued totals in the quarterly and year-to-date buckets are correct.

Briefly, the steps are as follows:

1. Set the Post to GL flag = N in the Update Payroll Defaults program.
2. Get the aggregate quarterly totals from your old system.
3. For every employee, create a manual payroll entry using the Update Payroll Entries program. Use the end of quarter date for the payroll date.
4. Set print check = N and enter a fictitious check number like 00000.
5. Run post payroll entries to update the employee buckets.
6. Repeat these steps for each quarter.
7. Set Post to GL flag = Y in the Update Payroll Defaults program.

Terminating Employees

1. Choose the Update Employee Information program from the Employees Information menu.
2. Use the Find command to locate the employee record.
3. Choose Update from the action toolbar.

4. Access the Extended Employee Information program by clicking on the ![Extd Info] icon.
5. In the term field enter the last day the employee will work. An automatic payroll entry will still be generated for this employee if the date of termination is after the end of the next pay period. If you do not want an automatic payroll entry to be generated, set the Hold Pay field on this screen to Y.

Relocating to a New State

If an employee relocates to a different state, you must follow the steps for terminating an employee and set up a new employee code.

Deducting an Additional Flat Rate for Federal/State Income Tax

Occasionally employees will ask you to have an additional amount of Federal/State income tax withheld. You may easily accommodate this request by adding a second Federal and State Tax deduction code in the employee's deduction code screen program. In the first Federal and State tax codes, leave the rate field blank as this will cause the program to use the rate in the tax table to calculate the tax deduction. For the second tax codes, enter an additional amount to be withheld in the rate field.

Changing Compensation for Employees

Changing Rates

You can change the rate of pay directly in the employee record or you can change globally by using the Change Employee rates program on the menu below:
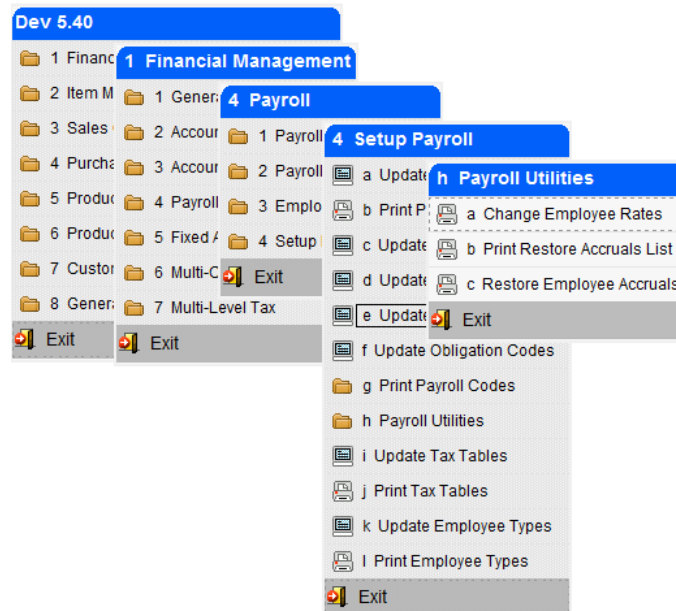
1. Choose print option.
2. A prompt will appear asking whether you want to change an income rate, deduction rate, or obligation rate.
3. Enter the code for the rate you want to change.
4. Another prompt will appear asking you to enter the rate of change. You may enter a negative amount if the rate is to decrease.

5. Another prompt will appear asking if this amount is a percentage or a flat rate.
6. Finally, a selection criteria screen will appear. Enter the selection criteria information for the employees whose rates you want to change. The rates will be changed and a report generated.

Changing Employee Types:

You can also change rates for an employee by changing the employee's Employee Type. To change an employee's type, choose Update Employee Information from the Employee Information menu.

1. Use the Find command to locate the employee.
2. Choose Update from the action toolbar.
3. Move to the employee type field and change the type.

Employee History

The Update Employee History program enables you to store information for individual employees. Use this program to store notes such as performance reviews, a summary of the employee's experience, recognition for outstanding contributions and so on.

To view this screen, select Update Employee History from the Employee Information menu.
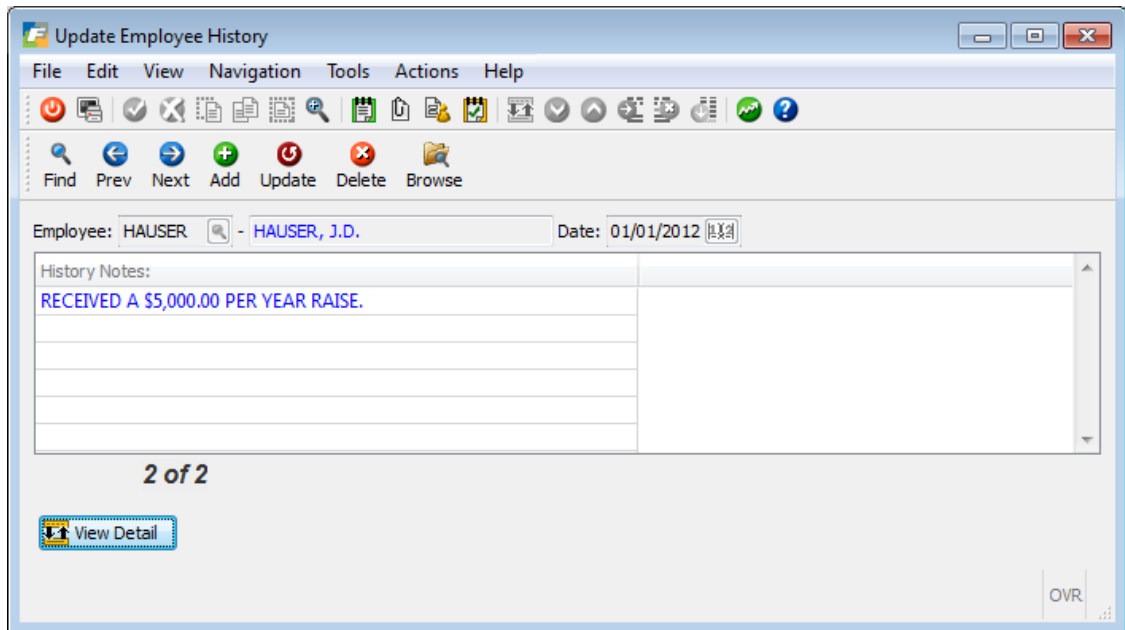
Verifying Employee Information (restoring employee buckets)

Form time to time you may want to verify that the values in the employee's quarterly and year-to-date accruals are accurate. To verify these values use the Print Restore Accruals List and Restore Employees Accruals on this menu below.
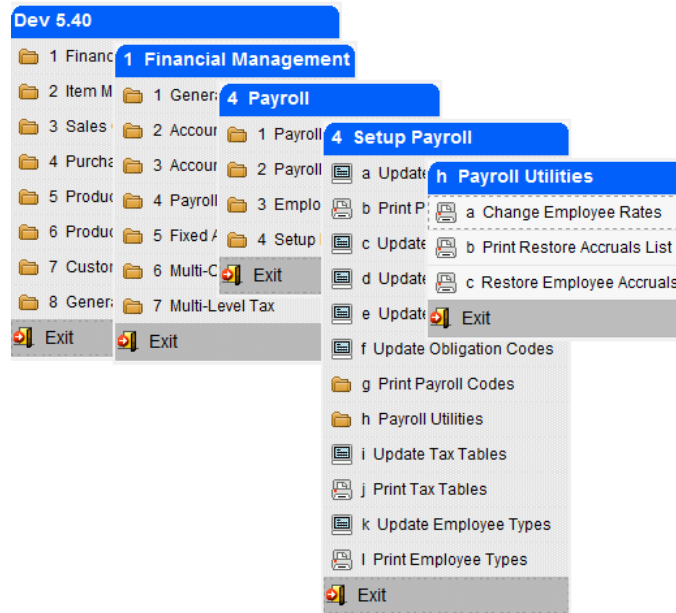
The Accrual List program gathers all the activity for the year and compares these values to the quarter-to-date accrual totals found in the employee record. If there are any differences they will print on this report. To actually update the quarter-to-date buckets, run the Restore Employee Accruals program.

Processing Payroll Transactions

Summary of the Payroll Process

Fitrix Payroll provides the capability of automatically generating online payroll entries. After creating these entries, you print an edit list to verify the information is correct, print the checks and then post the transactions.

The use of timecards is optional. Using the Update Timecards option, you can enter timecards for some or all of your employees. Setting up a timecard for an employee makes sense in certain circumstances: when the employee is paid on an hourly basis; when an employee's hourly wages vary with each pay period; or when you want to track hours worked on different jobs. You can set up as many timecards per pay period as you need.

You can limit Automatic Payroll to generate entries for employees that have timecards only, or for both timecard and non-timecard employees. When you create the payroll, the system first looks to see if there is an unused timecard set up for the employee. If there is, the information on the timecard is used. After a timecard is used, that timecard is flagged as having been used and will not be used again by the programs.

If no timecard exists, the employee record is used to determine income, deduction, and obligation amounts.

After creating the payroll entries, verify the information is accurate by running the Print Detailed Edit list report program. Make any changes necessary using the Update Payroll Entries program. If you make any changes you must run another edit list prior to printing checks.

After you have verified the payroll entries are correct, print the payroll checks on your check forms.

If you are using direct deposit, print out the non-negotiable check forms, run Create Direct Deposit Entries program, and then run Create Direct Deposit Media to transfer this information to media that will then be sent to your bank.

The last step is to post the payroll entries. The posting process updates the employee record and, if General Ledger is installed, also updates the GL balances.

Timecards

If you use timecards these must be created prior to running the Create Automatic Payroll program.

The use of timecards is optional. When you Create Automatic Payroll, the program looks for timecards for each employee. If a timecard is found, the income information for the timecard is used along with the deduction and employer obligation information found in the employee record to create the payroll entry.

The system will consolidate multiple unused timecards for an employee if you need to use multiple timecards. For example, your company is a temporary agency and one of your employees worked for two different companies in one pay period. In this case you would create two timecards, one for each job.

Once a time card is used it is flagged by the system and cannot be used again.

To add a timecard, select Update Timecards from this menu.

Adding a timecard

1. Execute the add command.
2. Enter the employee code.
3. Enter the starting date.
4. Enter the ending date.
5. Enter the number of hours worked for each income code.

The income information can be modified as needed. If you happen to change the rate you will receive this message as an added precaution:
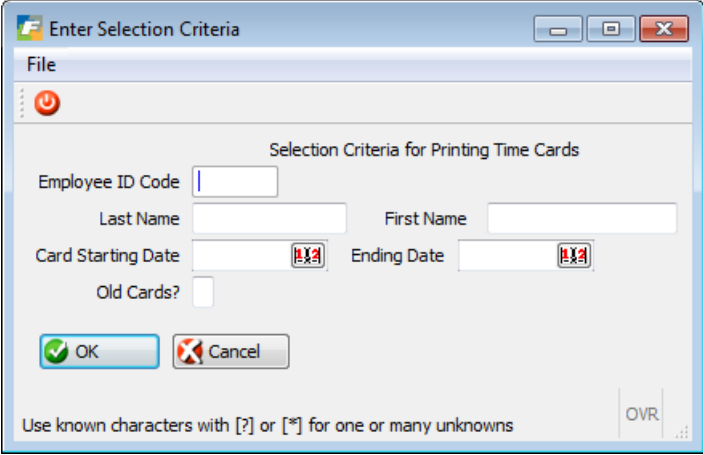
Print Timecard Report

The timecard report allows you to print all timecards.

Enter your selection criteria in the screen above. In the Old Cards field enter N if you want to print only timecards that have not yet been used.

Creating Automatic Payroll

To create payroll automatically, chose Create Automatic Payroll from this menu.
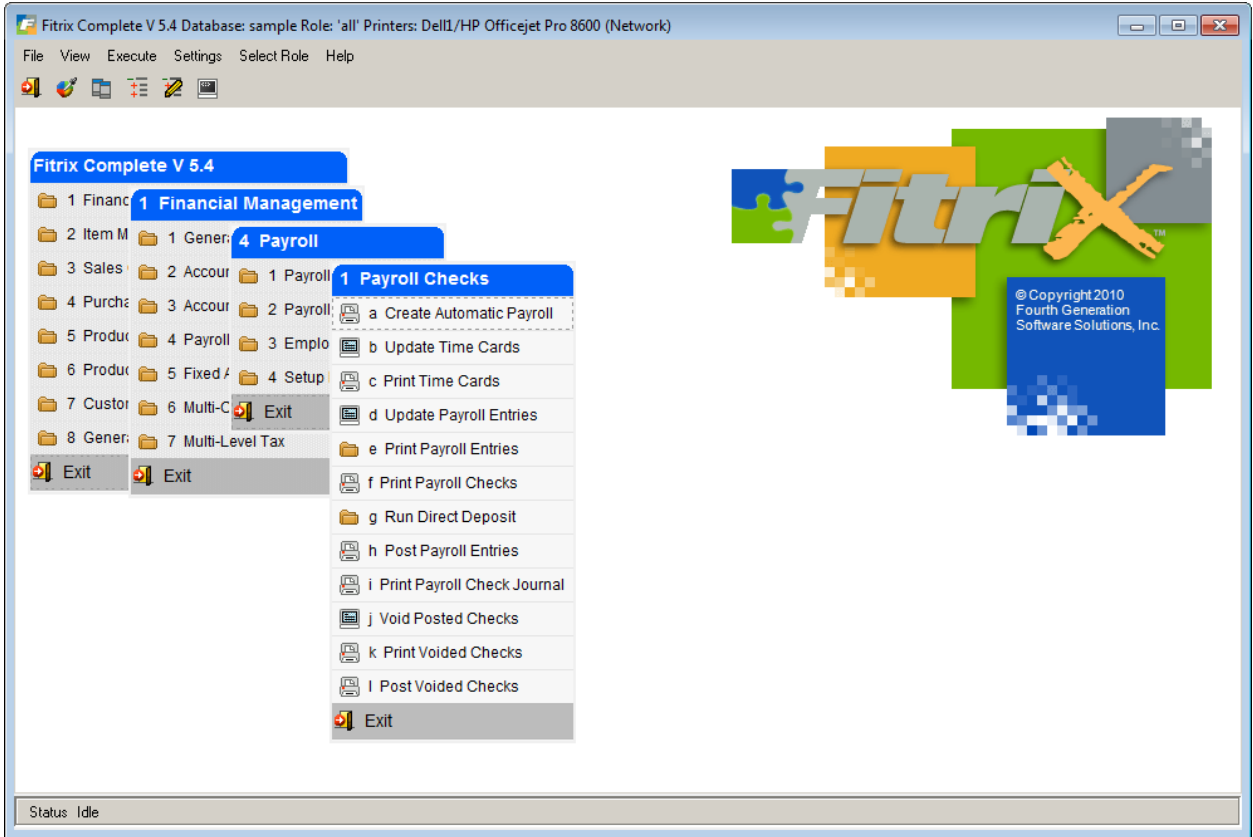
1. Choose your print option (printer or screen).

2. This screen will display. Enter information:
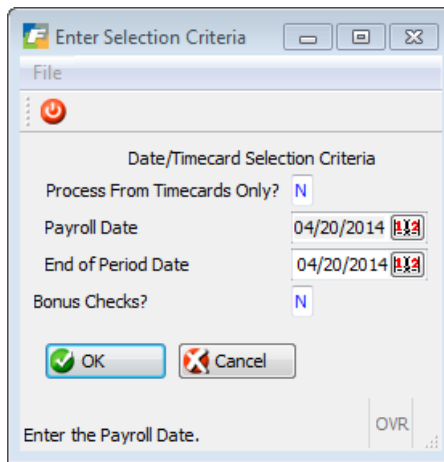
Note: Designating Y for Bonus Checks prevents the Last Pay Date field on the employee record from incrementing.

If the dates you enter are not today's date you will receive this message alerting you of this so you can confirm the dates you entered are correct before proceeding.
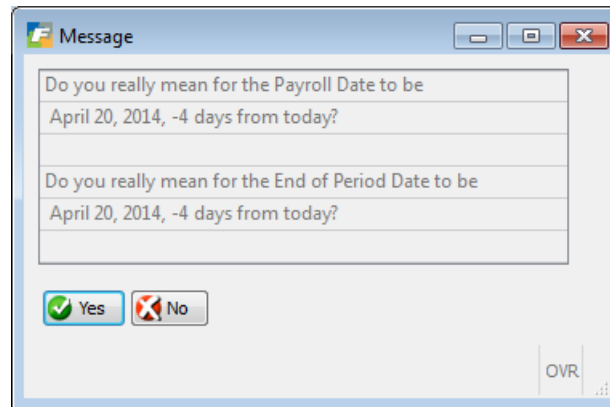
3. Payroll entries are created and a report is printed/displayed. The report lists gross and net wages along with deductions and employer obligations.

Updating Automatic Payroll Created

After you have created payroll entries automatically, you may need to make adjustments to some of the entries for vacation time, sick leave, hours worked, etc.. To update your entries use the Update Payroll Entries program on this menu.
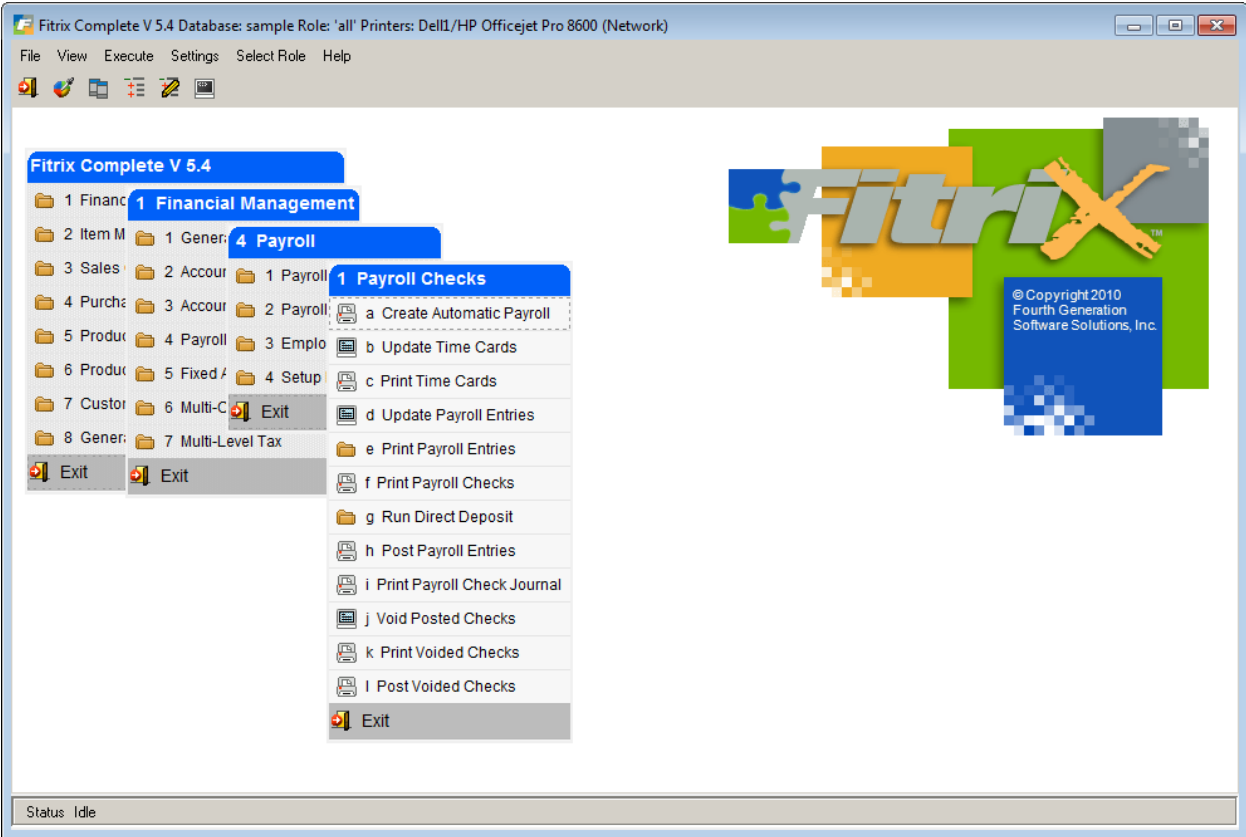
1. Use the Find command to locate the payroll entry that needs to be updated.

2. Choose update to modify the data.

3. Click on the icon to revise this information:
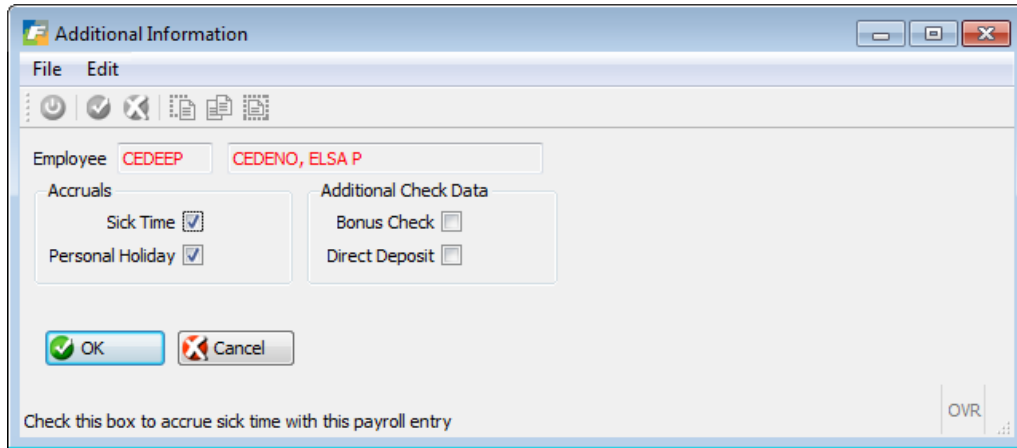
4. Click on Inc Codes icon to revise income information.
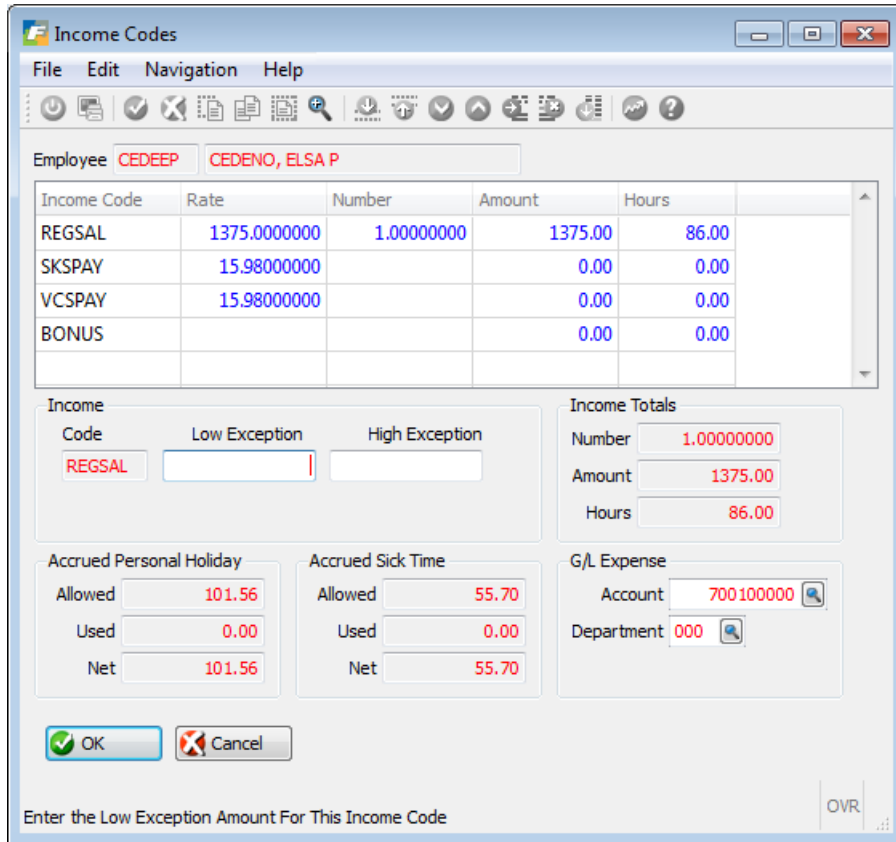
5. Click on Ded Codes icon to revise deduction information.

6. Click on icon to revise obligation information.
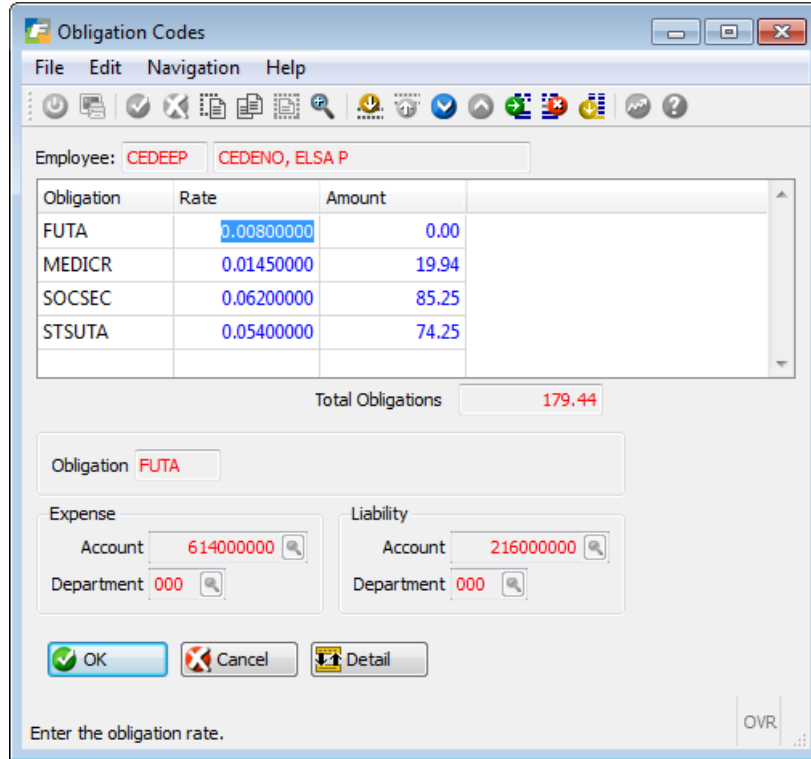
Creating Manual Payroll Entries

You will want to bypass the Create Automatic Payroll entry under certain circumstances (terminations, bonus checks, etc.). To create a manual entry, use the Update Payroll entries program.

1. Choose Add mode.
2. Enter payroll date- this date will determine which quarter in the employee record will be updated by the income, deductions, and obligations. This date is also used as the check date and all accounting postings to the GL ledger accounts.
3. In the ending date, enter the ending date of the current pay period.
4. Enter employee code.
5. In the print check field, enter a Y or N.
6. Use the icons on the toolbar to update accruals, income, deductions, and obligations.
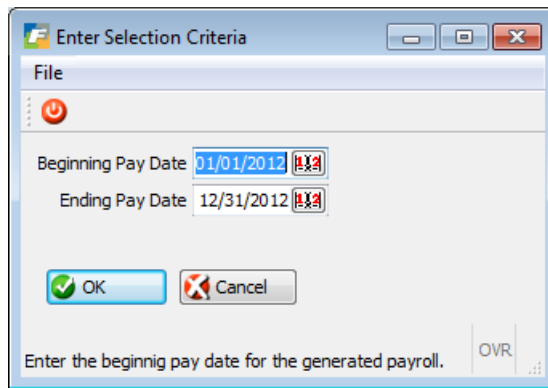
Print Payroll Entries Edit List
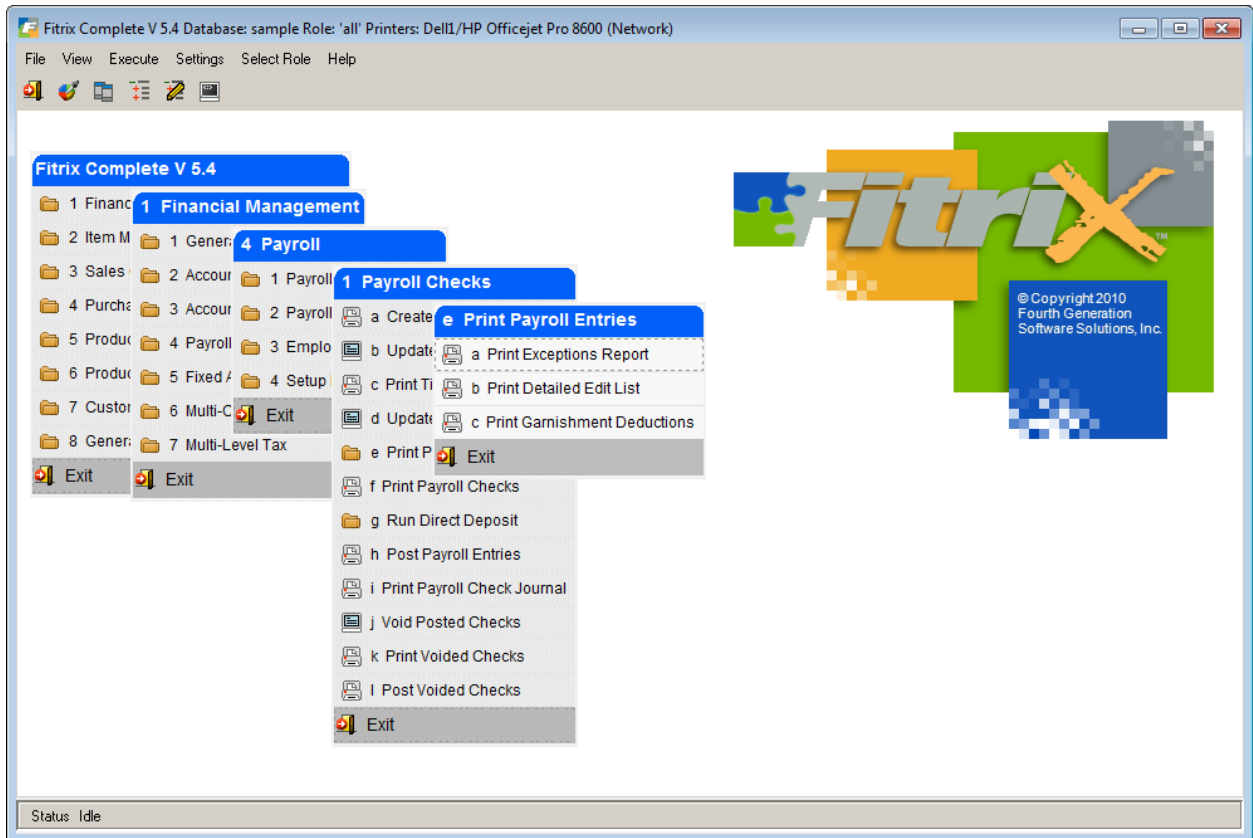
Before you can print your payroll checks you must first print the Payroll Entries Edit list. Use this listing to verify the accuracy of the information that will print on your payroll checks.

You have a choice between two different edit lists: an Exceptions Report and a Detailed Edit list. The Exceptions report shows only each employee's name, date of pay, and the amount of the check. It also shows any income, deductions, or obligation amounts that exceed predefined high or low exception values which have been set up either with the various codes or in the employee information record. The detailed list shows all of the data in the Payroll Entry.

If necessary, make changes using the Update Payroll Entries program. You must then run the Edit list again before printing checks.

Print Garnishment Deductions

This report will print a listing of any garnishments deducted from your employees' checks for the date range you specify.

Print Payroll Checks

Note: You must run the Print Payroll Entries List before you can print checks.

1. Choose Print Payroll Checks from the Payroll Checks menu.

2. A prompt will ask you if you want to print an alignment. Enter Y or N

3. The Payroll Checks selection criteria screen will display.
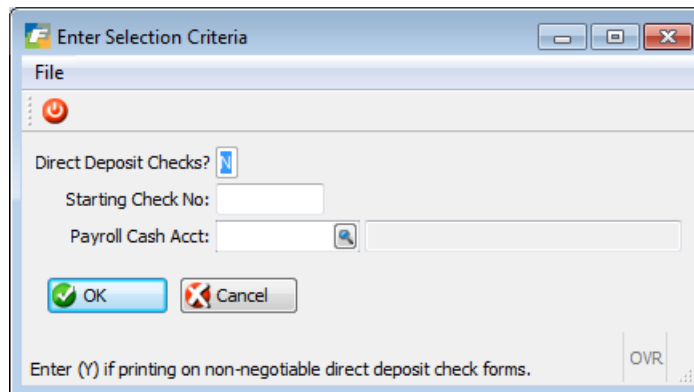
Direct Deposit – enter Y or N

Starting Check No.- enter your starting check number.

Payroll Cash Acct- enter you payroll GL cash account number.

If the number of income and/or deduction codes for any employee exceed the number that will print on the check stub, a print dialog box will display after the checks print for you to redirect print to wherever you want the overflow advice to print. You should give this overflow advice to the employee with their check.

Reprinting Checks

Occasionally you may need to reprint checks that have not yet been posted (ie- printer jammed). To do this:

1. Choose Update Payroll Entries.
2. Use the Find command to find the check you would like to reprint.
3. Reset Print Check field to from N to Y.

4. Set check number to null.
5. Run edit listing.
6. Print the new check.

Using Direct Deposit

Before you can have a live direct deposit transaction, your system must be set up to process direct deposits and you must have successfully completed a pre-notification. For information on setup and pre-notification see the Payroll User Guide.

You can create your payroll entries and run and review the edit list along with your traditional (non direct deposit) payroll but you must print out your non-negotiable direct deposit check forms separately from your traditional checks. You may need to create your direct deposit several days in advance of your traditional paychecks to allow sufficient time to deliver the file to your financial institution.
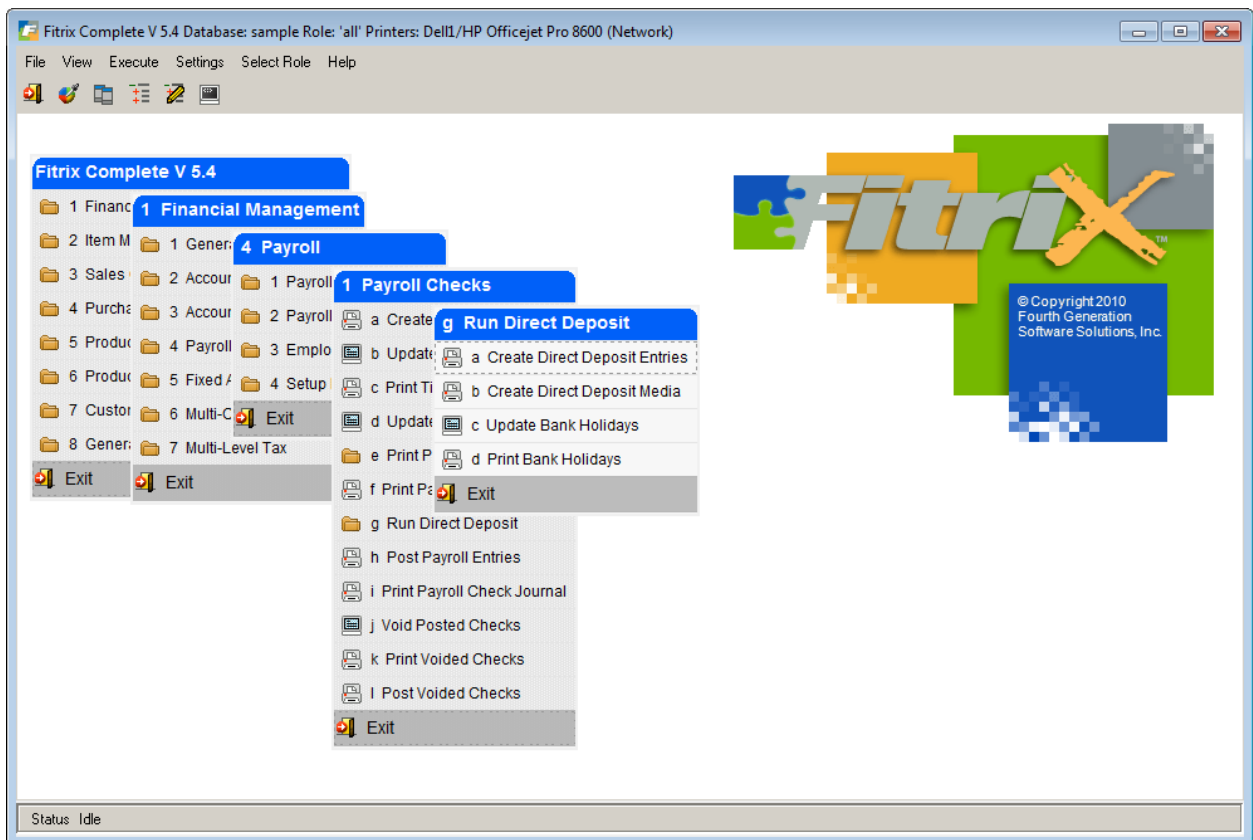
Create Direct Deposit Entries

This option takes the information from the payroll entries you created and creates entries that the bank will use to transfer funds from your company account to your employees bank accounts. This option also generates a report which shows the direct deposit entries that were created.

Create Direct Deposit Media

This option creates a file with the name specified in the Holding File name in the Payroll Defaults table and transfers the information created by the Create Direct Deposit Entries program to this file. The information is then transferred to media disk that you will deliver to the bank for processing. This option also generates a report.

Update Bank Holidays

This program allows you to store a list of bank holidays for any year. You should have a list for the current year to ensure that your direct deposit transactions will be settled on the correct date.

Post Payroll Entries

The Post Payroll Entries is option (h) on the Payroll Checks menu.

Before you run this program you must first run an edit list with one of the options on the Print Payroll Entries submenu. In order to be posted each entry must have a check number and the entry in the Print Check fields must be N meaning checks have been printed.

When the entry is posted, all of the individual income, deduction, and obligation accruals for the employee is updated along with the Last Paid Date.

Print Payroll Check Journal

The Print Payroll Check journal prints a report of payroll checks that have been posted within the date range you specify. Run this report to get the check total to record in your check register.

Correcting Errors after Posting

If you should discover an error in one or more payroll checks after posting has been completed, you can correct the mistake in one of two ways; void the payroll check, or correct the error in the next payroll run.

Void Payroll Checks

This is option (j) on the Payroll Checks menu.

1. Choose the Add command.
2. Enter the document number of the check. This can be found by running the Payroll Check Journal report.
3. Change the values in the reset Accruals fields as necessary.
4. In the Void Document Date field, enter the date on which you want to void the check (GL date affected).
5. Save the transaction and then run the edit and post programs.

Correcting Prior Errors on Subsequent Payroll Checks

In those instances where the error affects a large number of checks, there is an alternative to voiding which may save you time. Simply adjust the amount on the next check. For example, say your company deducts $45.00 per pay period for medical insurance and you accidentally entered $50.00. On the next payroll you can adjust the medical insurance deduction to $40.00.

End of Quarter Reports

The following end of quarter reports are available on the Payroll Reports menu:

Quarterly FUTA Report

Quarterly 941 Report

Quarterly Hour and Wage Report

The following report is available on the Employee Information menu:

Print Wage History

Note: Please note that are currently no State reports available. To get the quarterly/annual totals for deductions/obligations you can run the Payroll Check Journal for the date range needed.

Reports and End of Year Activity

Reports after Each Payroll

Payroll Analysis (optional)

The Payroll Analysis Report program (option 2-a on the Reports menu) prints analyses of any type of payroll activity. The summary version of the report prompts for a single date within a quarter you wish to report on. The detail report prompts for a range of dates. Each version then gives a selection criteria screen into which you enter additional parameters for the analysis.

Employee Recap (optional)

The Employee Recap program (option (e) on the Employee Information menu) prints activity based upon employee activity. It can be print in summary or detail by payroll check number for the date range you specify.

Post Payroll Entries

The Post Payroll Entries (option (h) on the Payroll Checks menu) must be run after payroll checks have been printed. It is this program that updates the employee record and also the GL balances if the GL module is installed.

GL Activity (optional)

The GL Activity Report (option (b) on the Payroll Reports menu) prints the payroll activity that has been posted to the General Ledger for the date range you specify.

End of Year Reports

Create Annual W-2 forms

The program to Create Annual W2 forms is option (f) on the Payroll Reports menu. This program is used to collect the W2 data for the previous year. When you receive this prompt enter a date that falls in the year of the W2s you want to create.
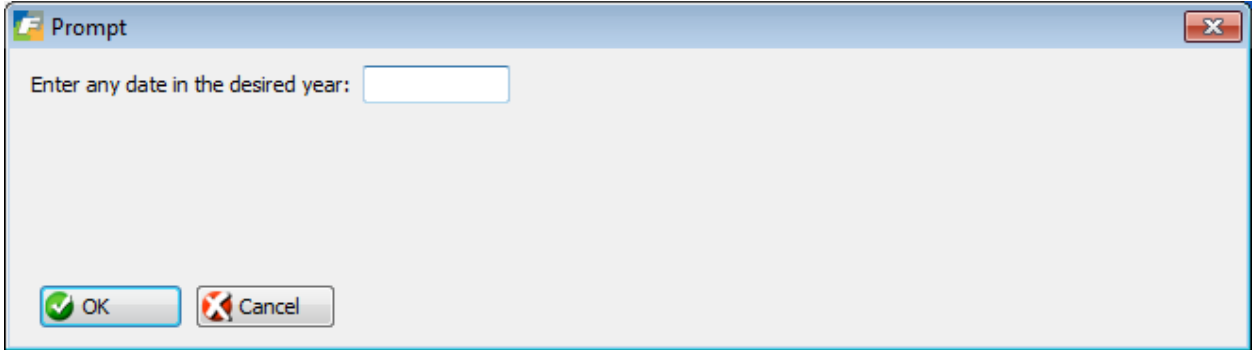
Update W2 Forms:

The program to Update W2 forms is option (g) on the Payroll Reports menu.

Go into Update mode and click on the Addl Info to view the additional fields.

Print W2 Forms

Once you have updated your W2 information you use either option (h) or option (m) to print the actual forms.

Print Magnetic Media Report
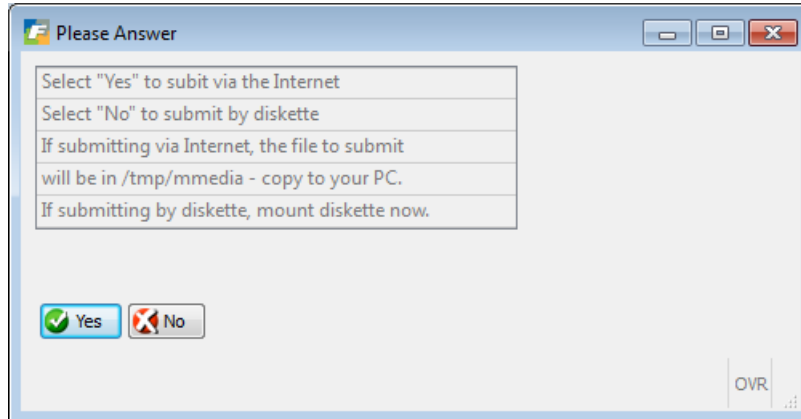
This is option (i) on the Payroll Reports menu. Use this option if you are reporting to the IRS via magnetic media. To use this option you must have already entered the name of the Holding file and the media creation command in the Payroll Defaults table.

We strongly advise users to make a permanent backup of the holding file after creating magnetic media because this file will be overwritten the next time you chooses an option that uses this file (Direct Deposit also uses this file).

After you choose the Print Magnetic Media Report option be sure to insert a formatted disk into your disk drive before you continue.

Beginning a New Year

NOTE: YOU MUST RUN THE QUARTERLY AND ANNUAL REPORTS BEFORE RUNNING THIS OPTION.

At the beginning of the New Year, you must reset the employee income, deduction, and obligation accruals to zero. To do this, run the Begin New Year program (option (j) on the Payroll Reports menu prior to running the first payroll of the new year. You May run the New Year program before creating your W2 forms.

Begin a New Year does not automatically reset the sick and vacation leave accruals to zero. These will be carried over to the new year. If your company policy is to have these amounts reset to zero when you begin a new year, you must reset these values manually.