Fitrix
Getting Started
Course Workbook

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Getting Started with Fitrix

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 ERP Software

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

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

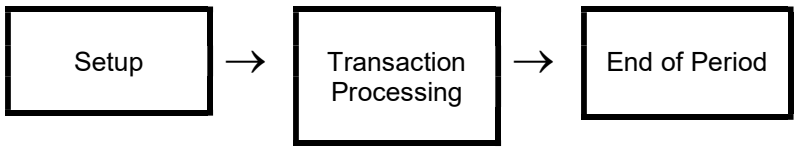
Order Entry (OE)
Inventory Control (IC)
Purchasing (PU)
Replenishment (RL)

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:



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.

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.

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.

You can also set up Role Based menus so that the menu contains only the programs you need to run. See the section on role based menus on how to set them up.

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.

Field	Description
Execute	Manage configuration and security settings
Settings	Allows you to change the color scheme or database
Help	Displays Fitrix information

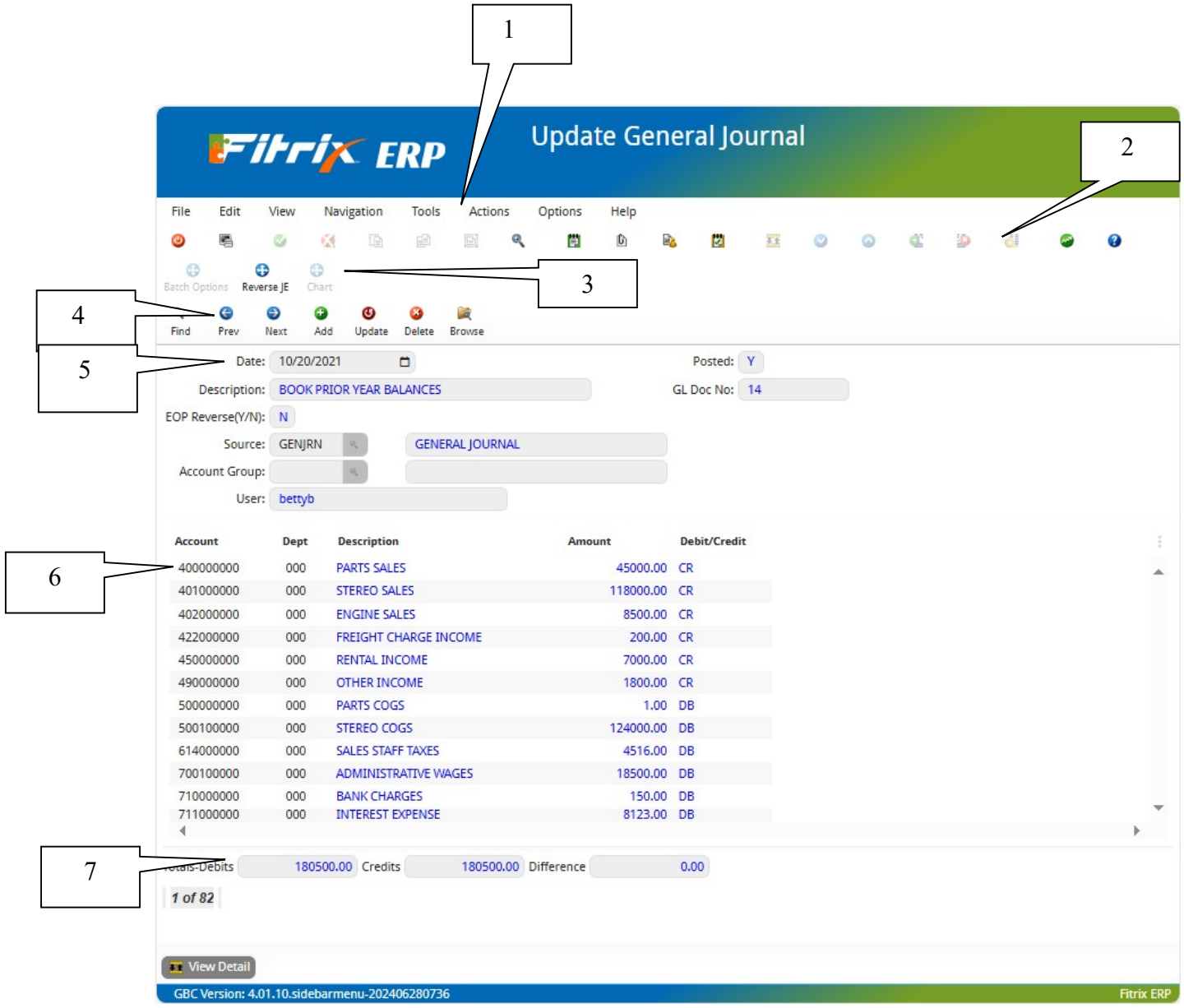
To select an option from a menu, use the mouse to highlight the option, and then left-click to select. You can also use the keyboard to select a menu option by pressing the number or letter associated with the menu option or use the up and down arrow and press enter to select.
.

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.



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.

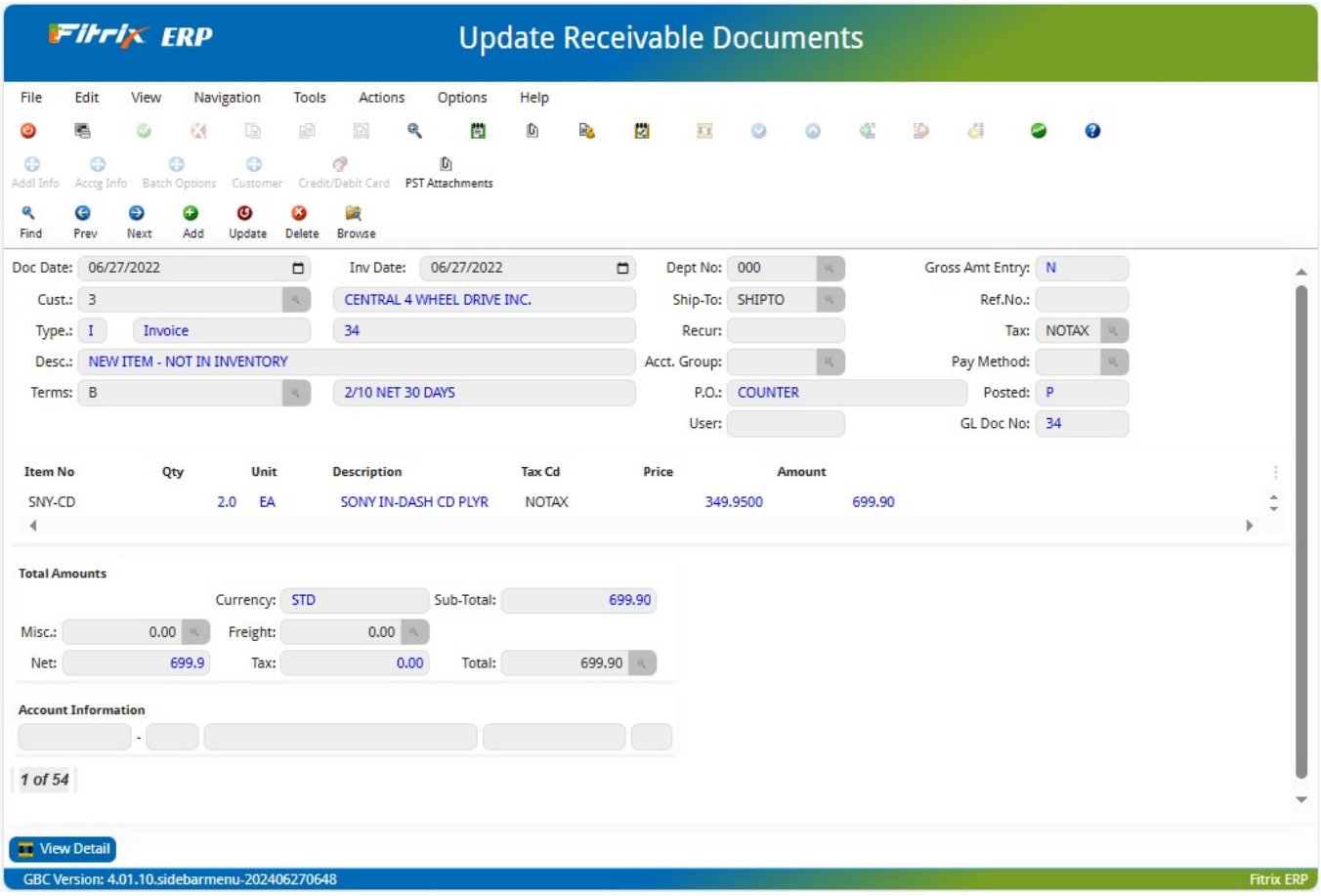
Action Toolbar Commands

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 (i.e.- a for Add).

To view this screen, select **Financial Management>Accounts Receivable > Receivable Ledger** > **Update Receivable Document**.



Here 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 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.).

Field	Description
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 Quit or press Q and then ESC key three times to return to the main menu.

Printing 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 customers that are running Fitrix version 5.2 or greater.

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
Customer Invoice
All Export forms (Proforma Invoice, 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

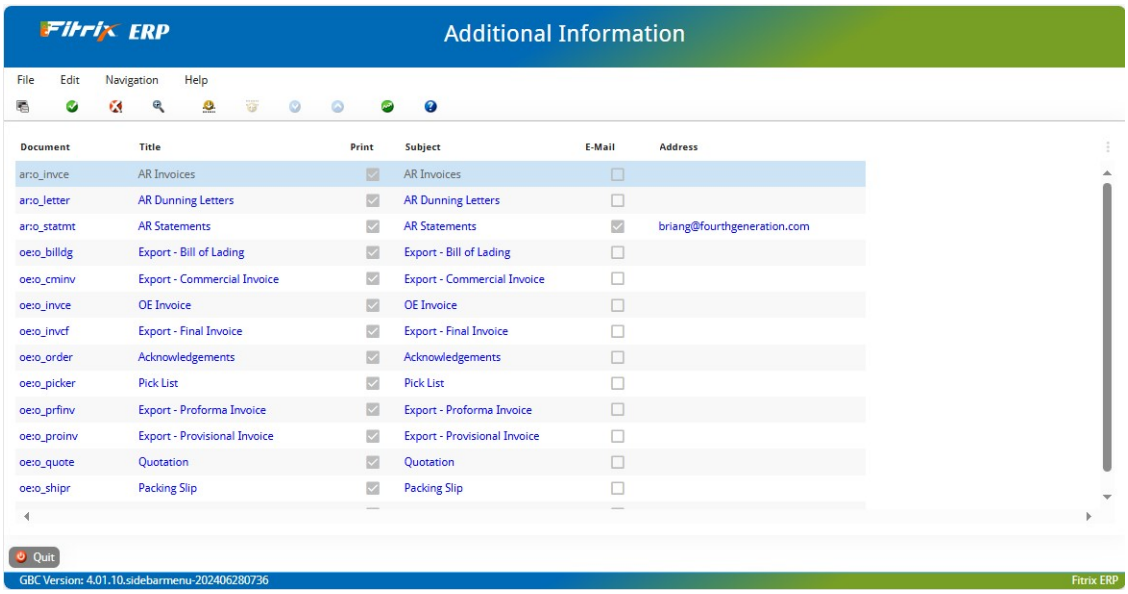
Accounts Receivable:
Customer Invoice
Customer Statement
Dunning Letters

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.

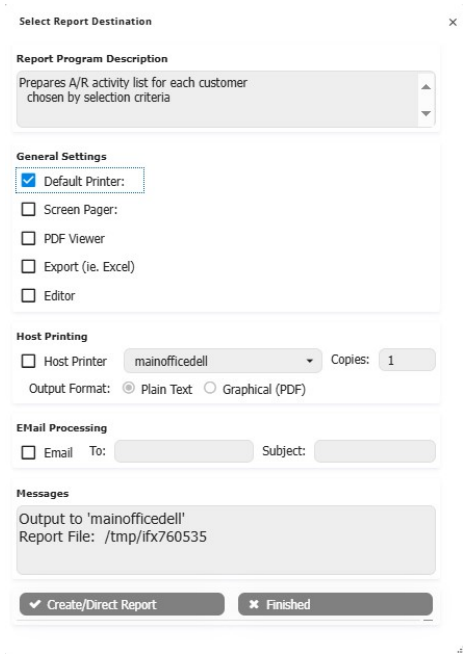
Number- the fax number you wish to send the report to. Enter with no dashes and also precede the fax number with any number needed to make an outside call.

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

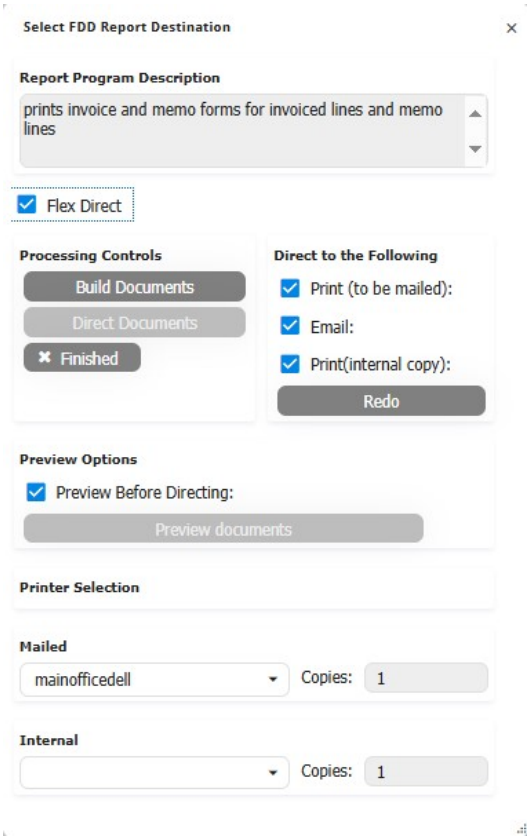
Failure notify – the email address of the employee that should be notified in the event the fax was not sent.

FDD PRINTER DIALOG BOX:

Report programs that do not support FDD will have this standard printer dialog box:



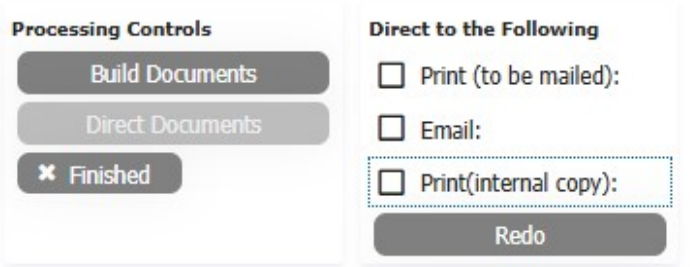
Here is the FDD printer dialog box:



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:

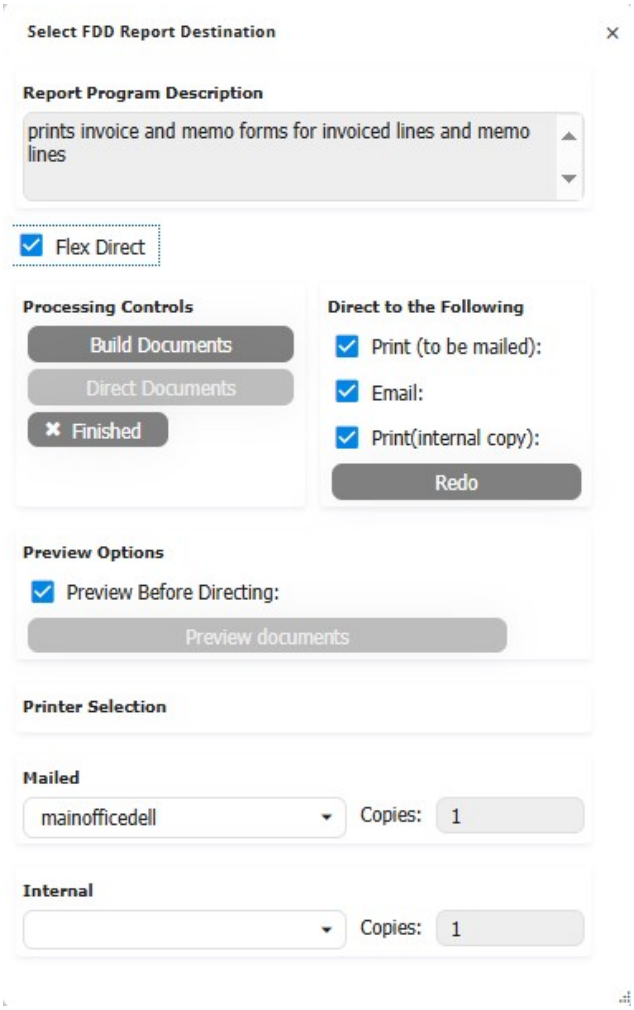


The example above shows that the documents will be processed via print to be mailed, email, fax, and internal print to be filed. These boxes can be unchecked as needed.

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.

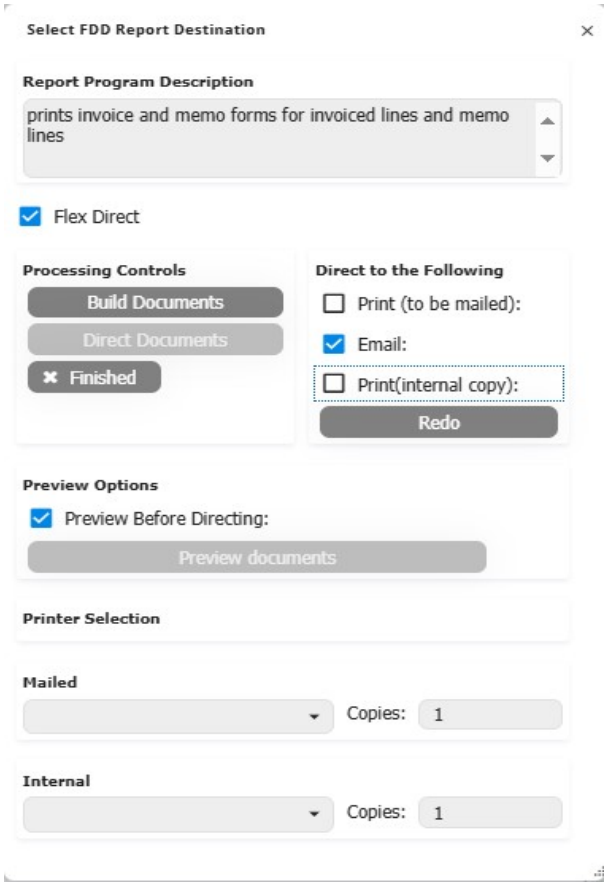
If all Direction method check boxes were checked, the printer dialog box will look like this after the documents were printed/sent:



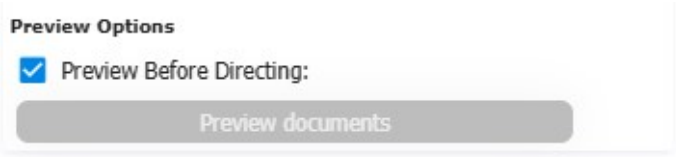
The blue check marks indicate the direction methods that were processed. To return to the menu, click the Finish button.

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 (i.e.- only check email check box) and then process the documents the printer dialog box will have a Cancel button instead of a Finished button

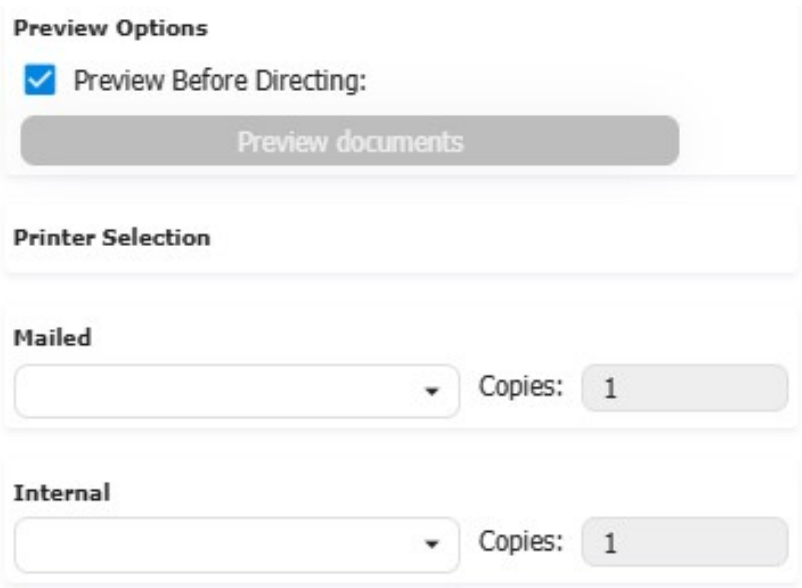

Select FDD Report Destination
Report Program Description
prints invoice and memo forms for invoiced lines and memo lines
Flex Direct
Processing Controls
Build Documents
Direct Documents
Finished
Direct to the Following
Print (to be mailed):
Email:
Print(internal copy):
Redo
Preview Options
Preview Before Directing:
Preview documents
Printer Selection
Mailed
Copies: 1
Internal
Copies: 1

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.

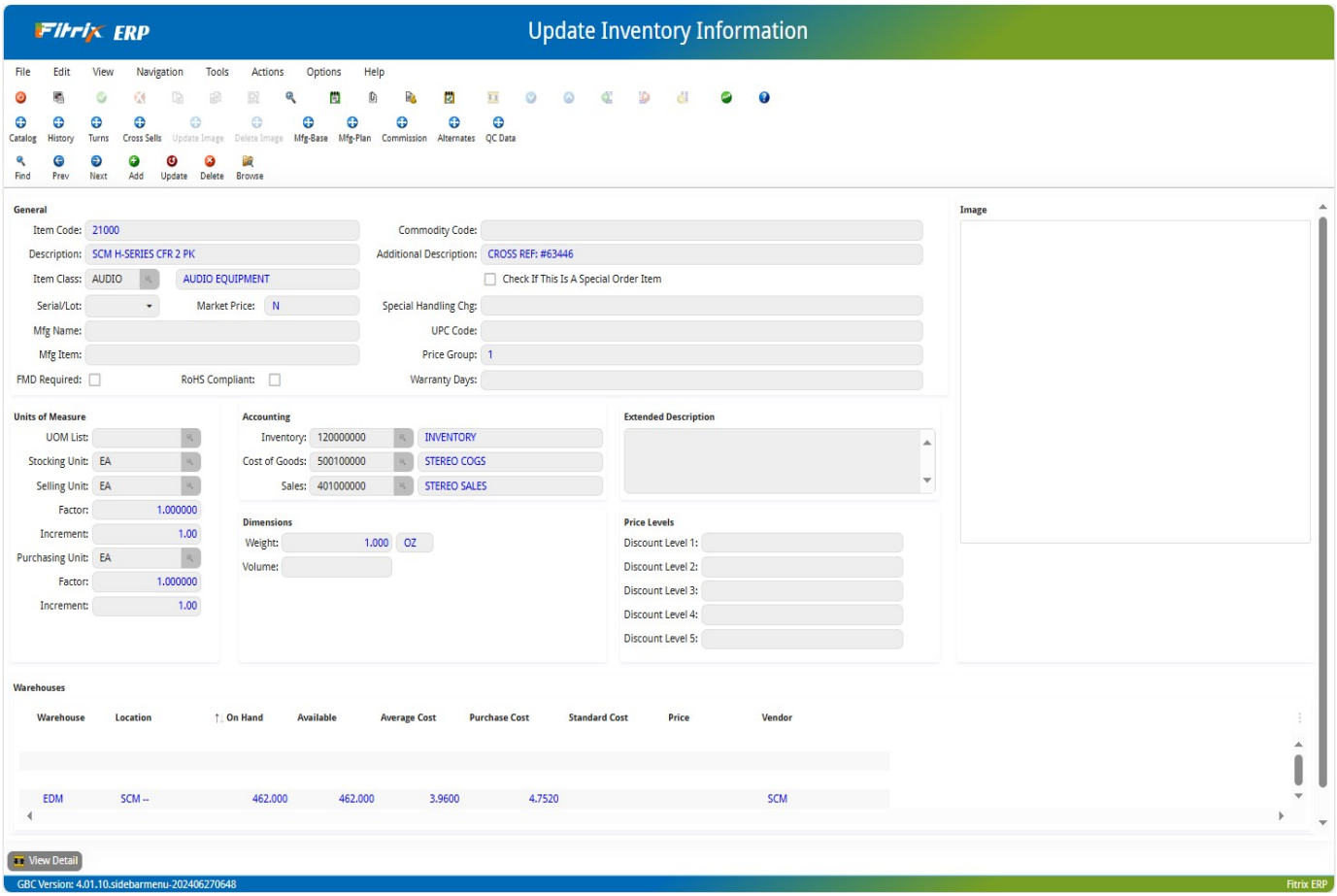
Document Attachment

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 and attach performance reviews and resumes to your employee records.

Adding a Document Attachment

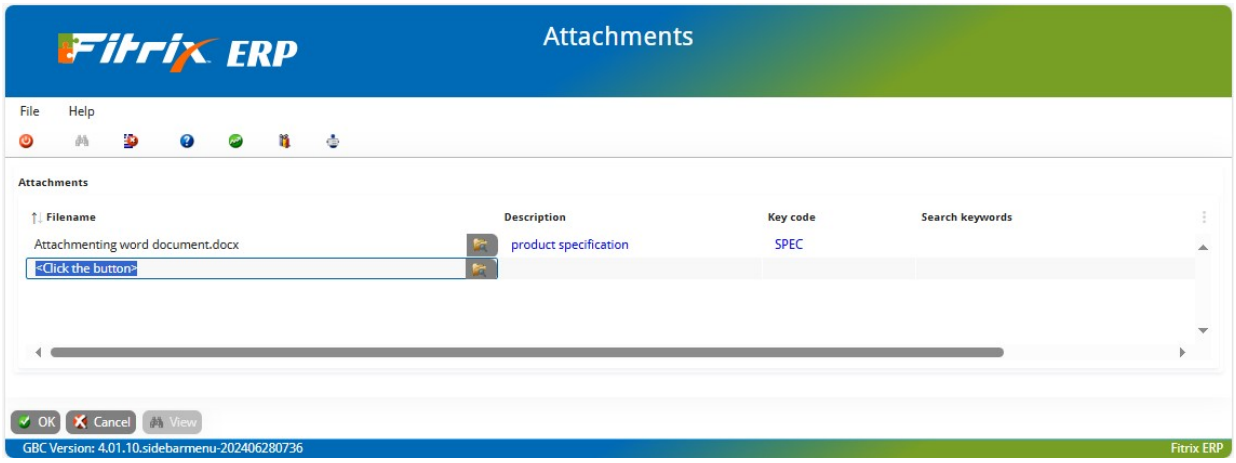
In this example we will attach a picture of an inventory item to the item master record.

Find the inventory item you wish to work with:

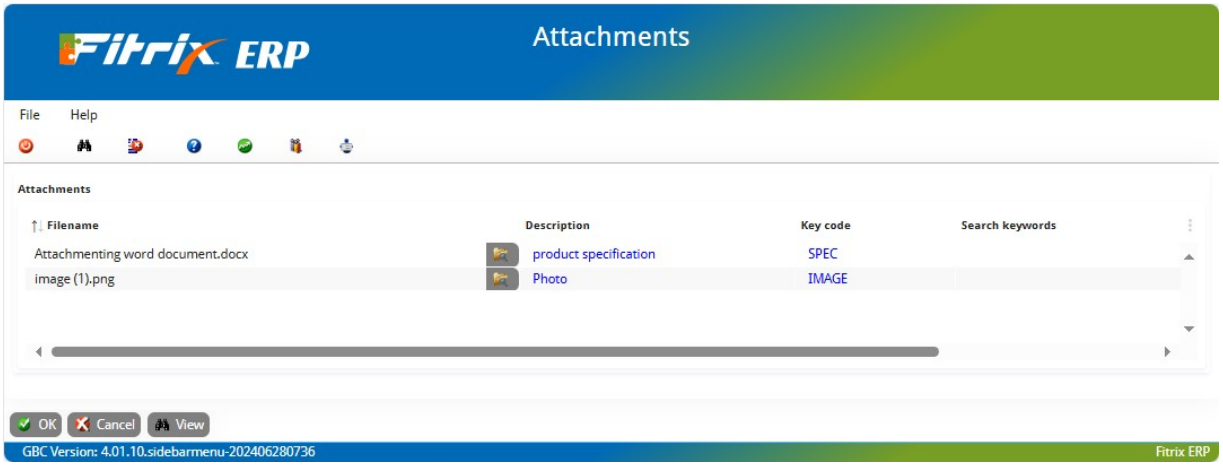


In update mode click on the

icon on the toolbar. This screen displays:



Click on the and find your file.

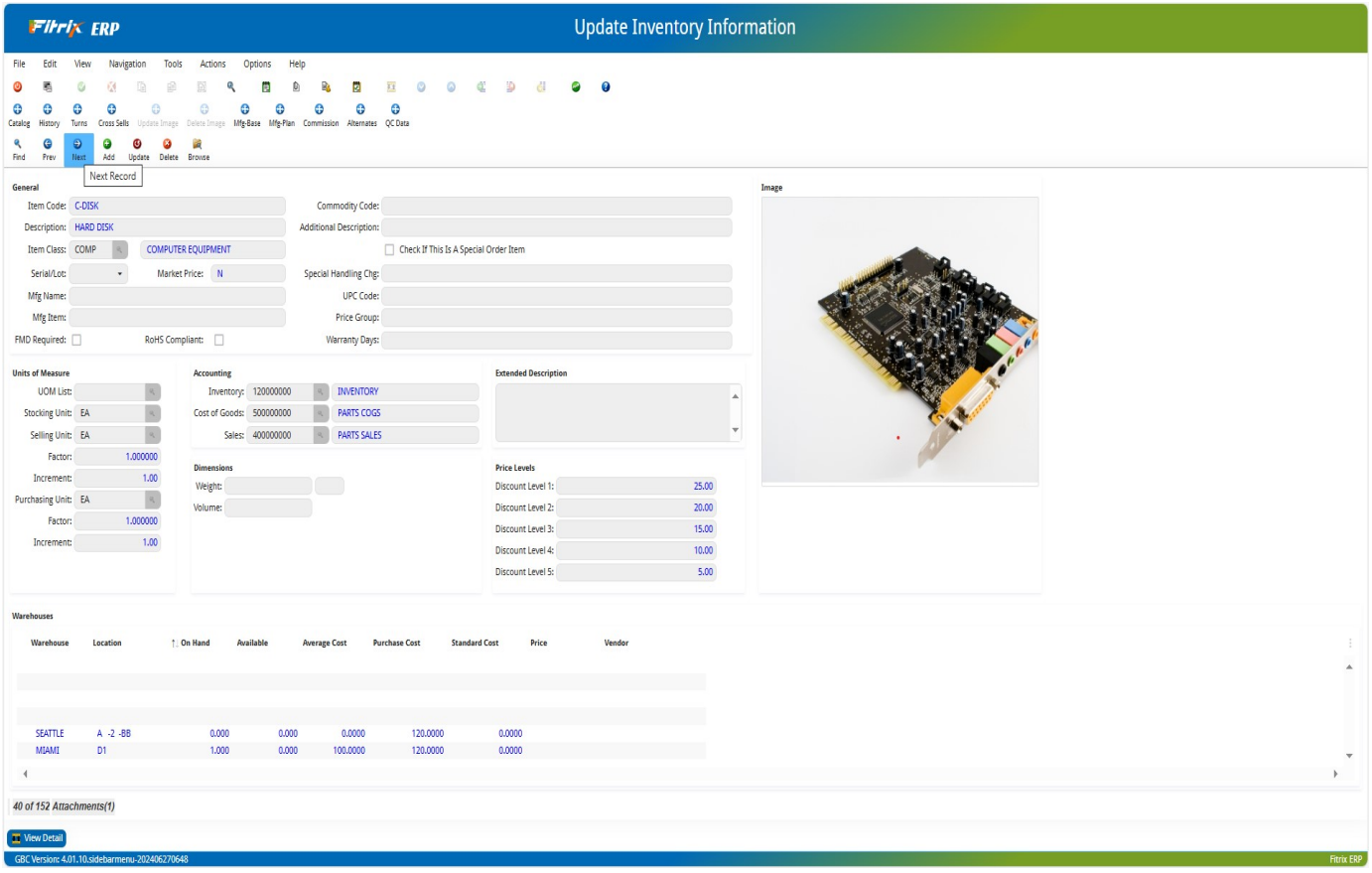


Description- optional.

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.

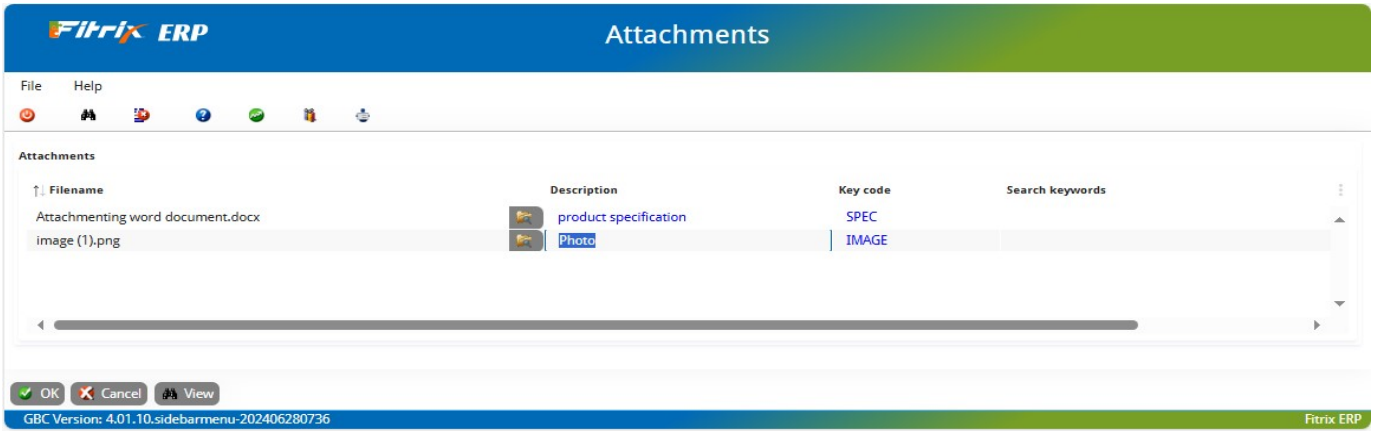


Viewing a Document Attachment

To view attachments that are not images:

1. Go into update mode, click on the

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

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

icon on the toolbar.

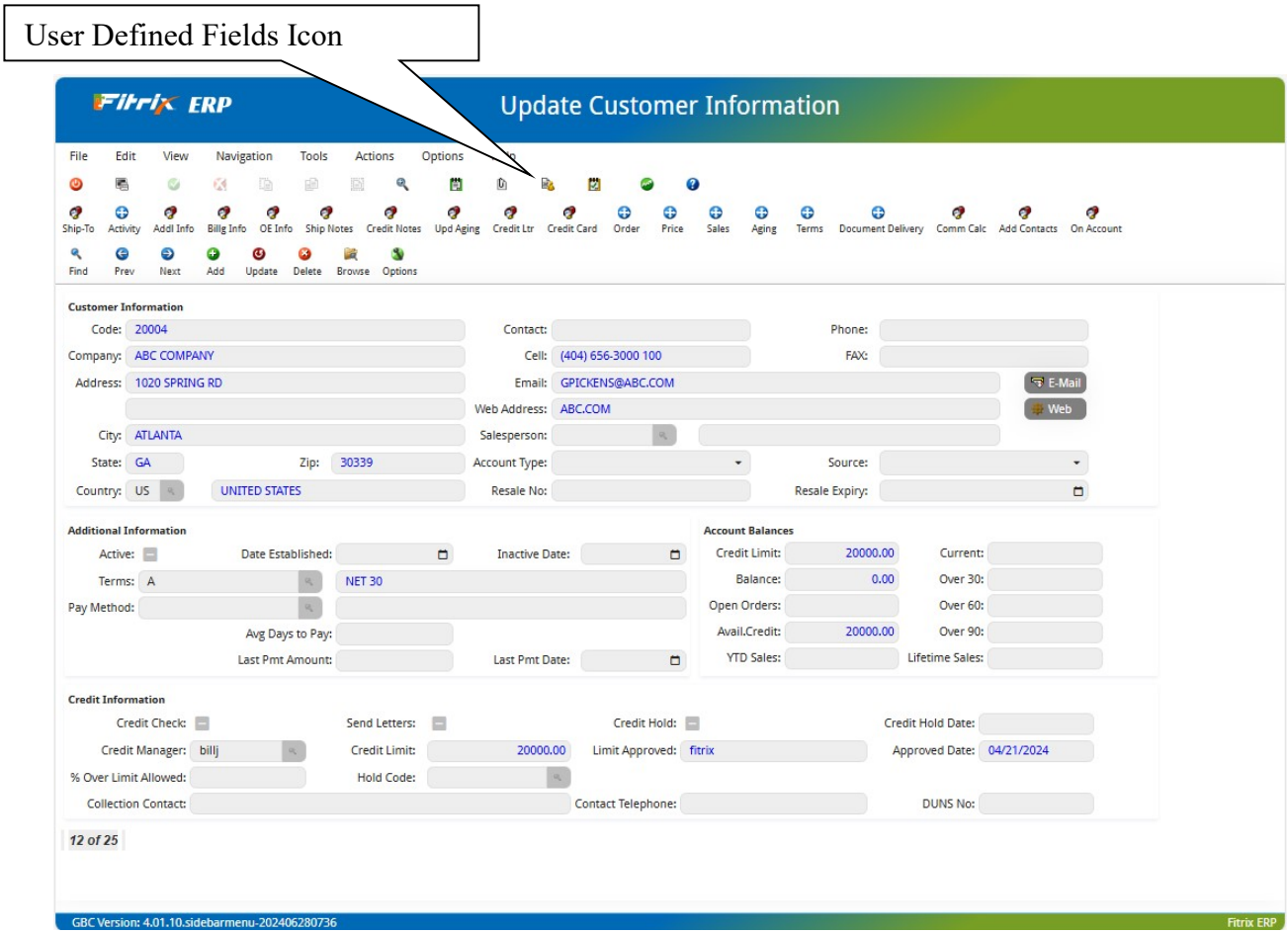
User Control Libraries

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)

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

User - Defined Fields

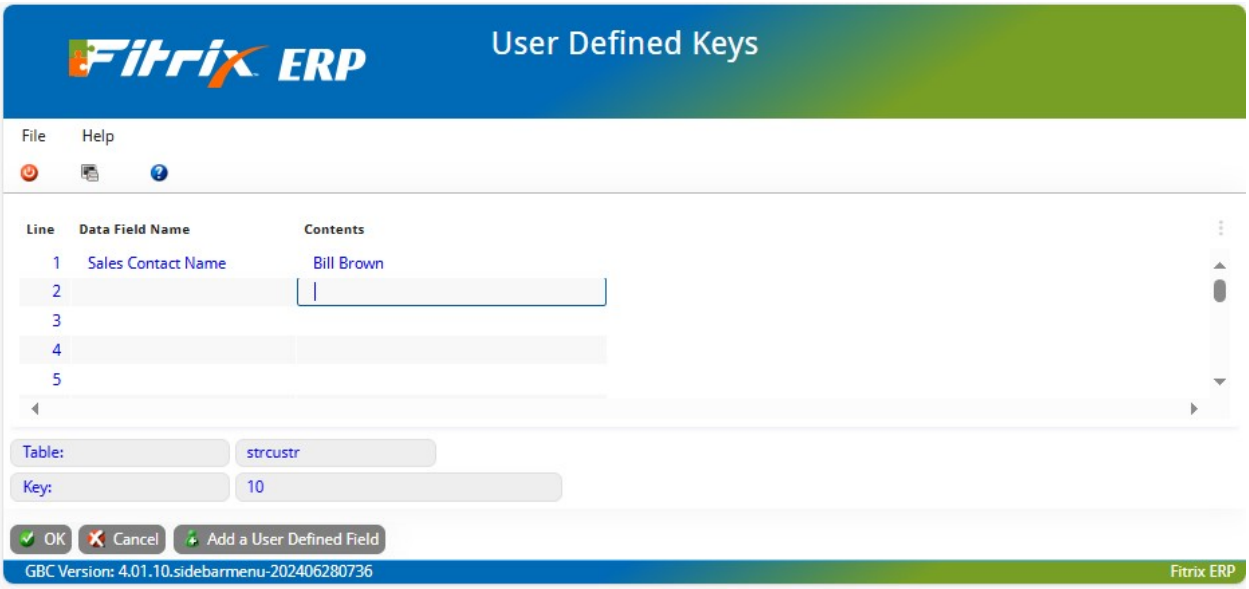


User defined fields allow you to store additional information within a given program without modifying the programs. These fields are only used in data entry screens and are specific to the data entry screen. Up to fifty User-Defined Fields can be defined for every data screen.

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.

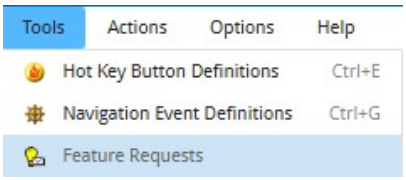
Click on the Add a User Defined Field button to move between field name and contents. Press TAB or use the arrow keys or to move from one line to another. Click the OK button (or press ENTER) to store entry. Click the Cancel button (or press ESC) to cancel.

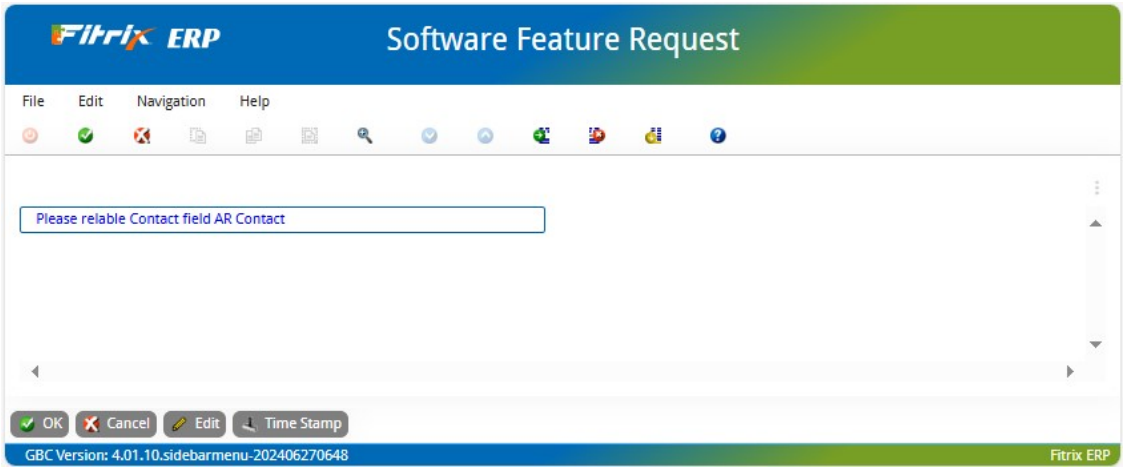
Once a User Defined Field has been created, all users will be prompted to make an optional entry in this field the next time a new record is entered and stored or an existing record is updated.

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).

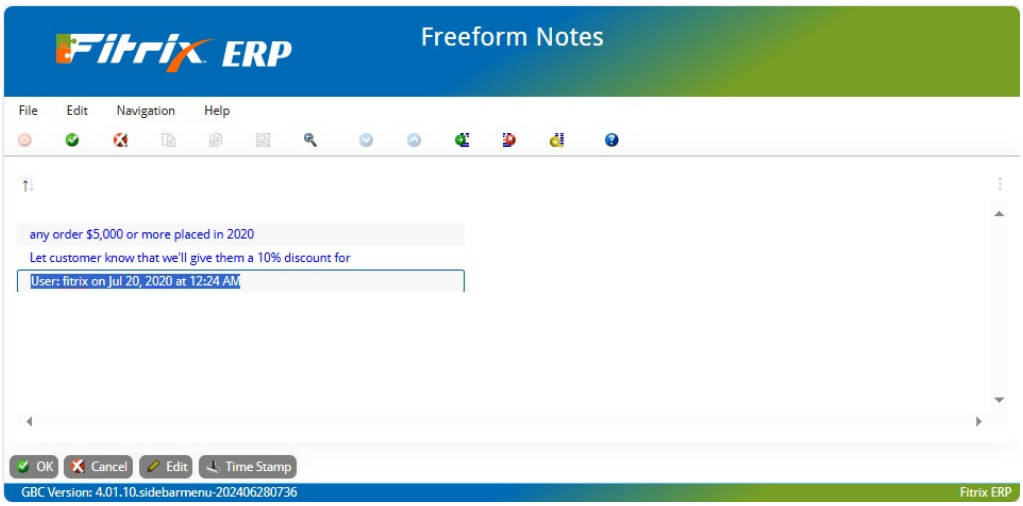




Freeform Notes

Freeform Notes allow the entry of text to be applied to any document. Up to 99 lines of freeform 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.



For any records that have notes attached to them, the word “Notes” will display in the bottom left hand corner of the screen.

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

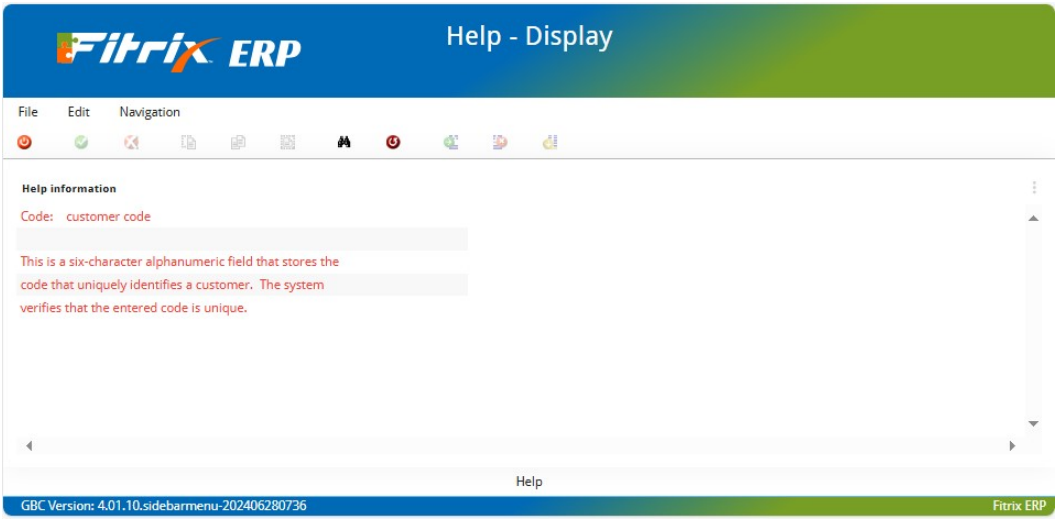
These notes function just like freeform notes except they are user specific and notes entered can be accessed from any program in Fitrix.

Click on **To Do** button (or press Ctrl T) at any time you are 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.

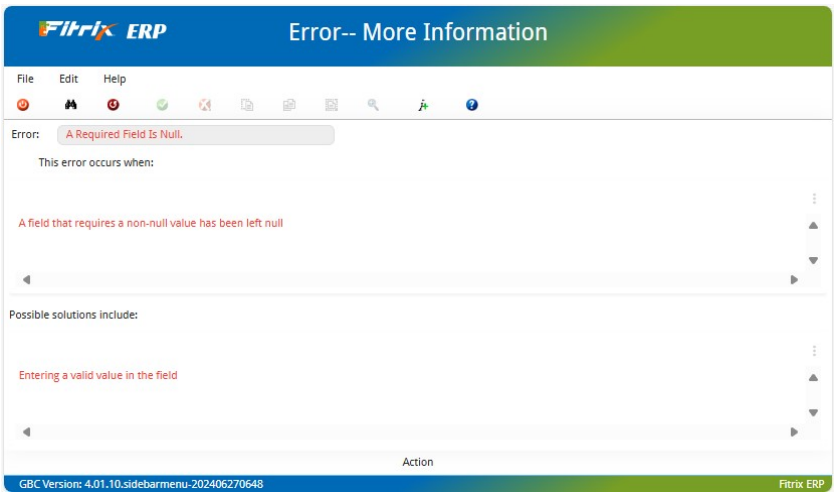


Click on Exit button or press (Q)uit to return to the Customer Information screen.

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 find data. This data 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 (Financial Management-2-2-a):

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 > $5,000

In the balance field enter >5000 and press enter or click OK to accept.

3. Search for all customers that have a credit limit greater than or equal to $10,000.

In the credit limit field enter >=10000 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 one or any number of characters.

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

In the Company field, enter ?C* and press enter or click on OK to accept. This selects all customers where C 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 (pipe symbol between codes) 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.

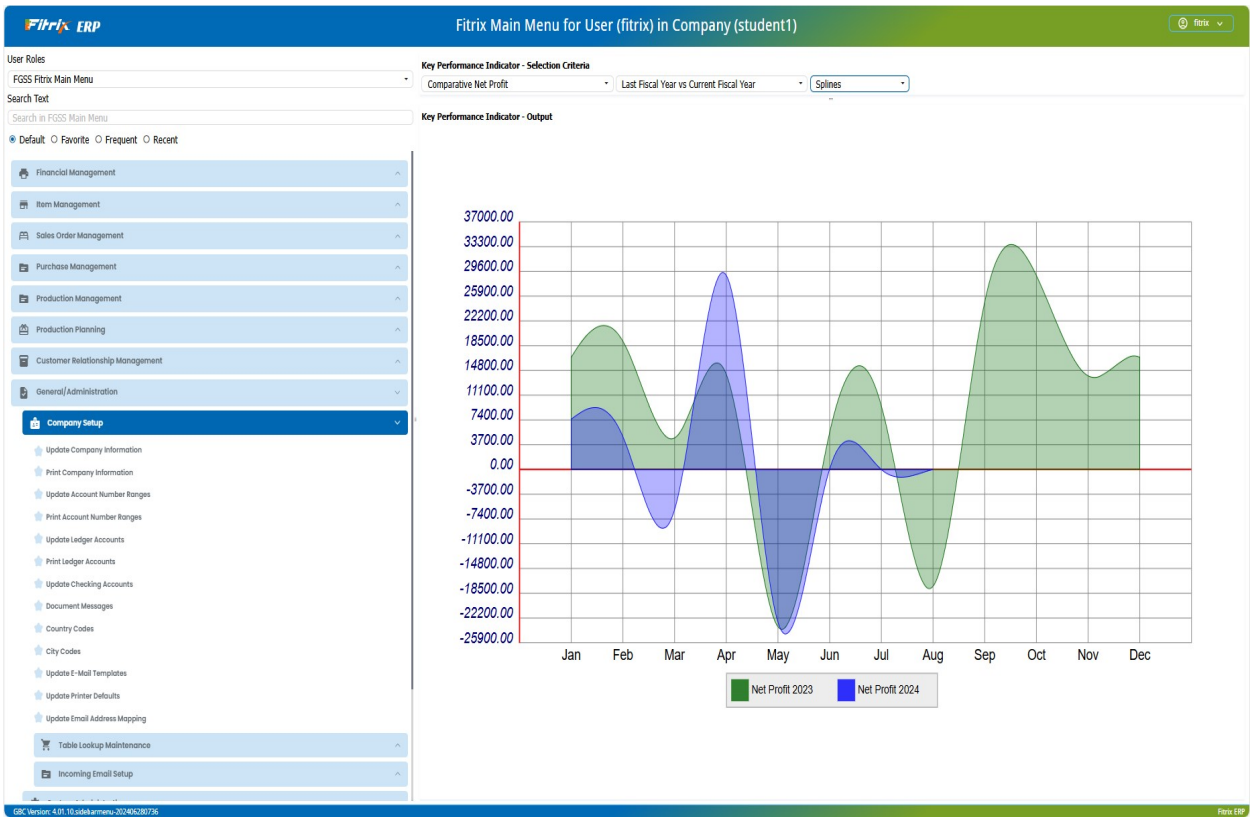
Company Set Up & Multilevel Tax

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

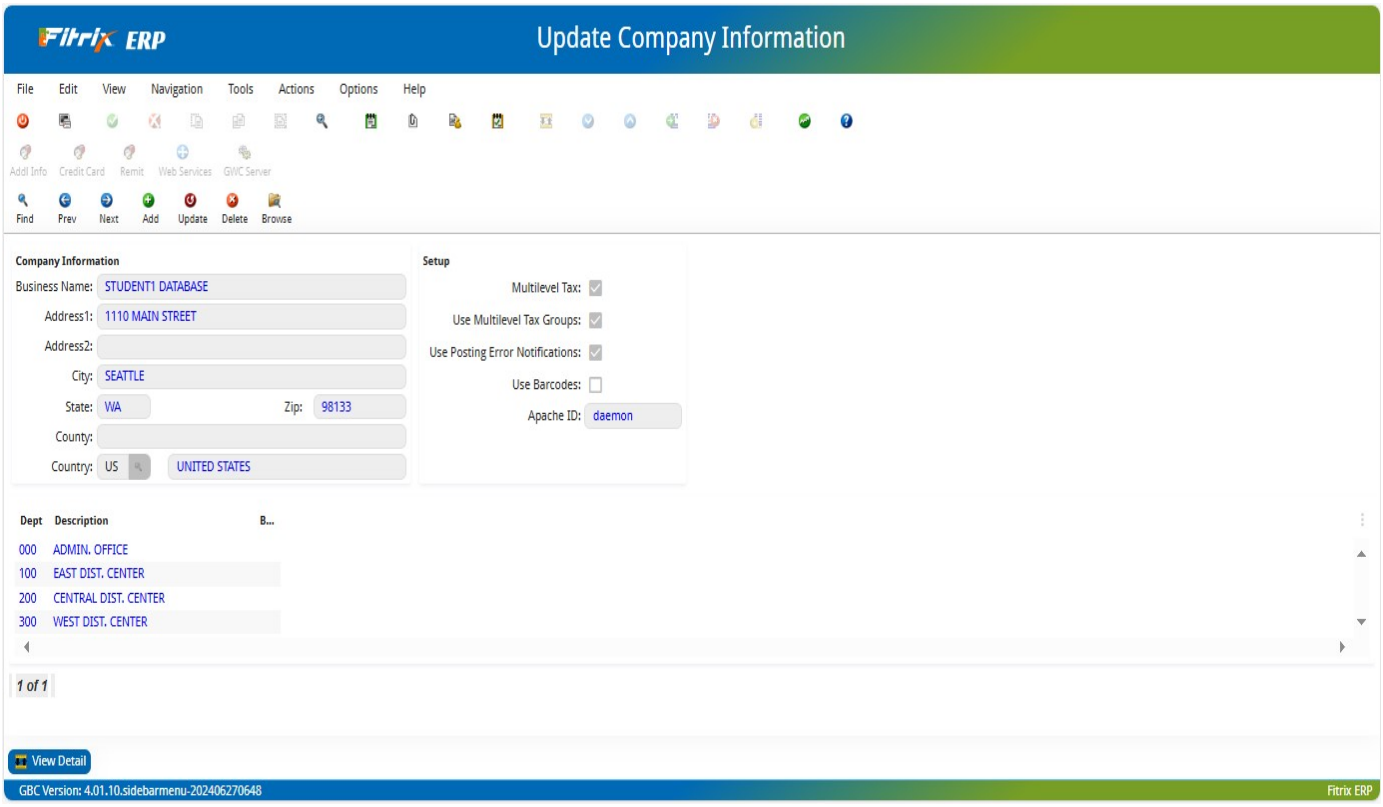
Set Up Company

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

To view this screen, select General/Administration from the main menu, and then select Company Setup.



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



Setup Values

Multilevel Tax – check this box if you if using Fitrix modules that have multilevel tax capabilities (AP, AR, OE, PU). See the section on multilevel sales tax for more information.

Use Multilevel Tax Groups – check this box if grouping several tax codes. See the section on multilevel sales tax for more information

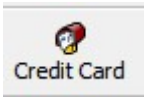
Use Posting Error Notifications - If this box is checked you will receive a notification on your screen if a record is locked during a posting routine. For example, if you are posting sales orders and one of the customers affected is open in update mode by another user you will receive a message on your screen notifying you what table is locked and what user is locking it so you can ask them to close it so you can run the post routine again.

Use Barcodes – if you are using barcode scanners check this box so that barcodes print on the various reports that are barcode enabled (pick ticket, purchase order, etc.). Refer to the Barcode User Guide for the complete list of reports

Apache ID - If using the HTML version of the barcode programs you will also need to insert your company's Apache ID here. This is usually a system ID that runs the httpd daemon. Consult with your System Administrator.

Toolbar Icons

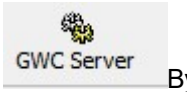
By clicking on the Addl Info, a screen containing additional information, such as telephone number, displays.



By clicking on Credit Card icon, a screen containing information needed to use Credit Card processing displays. See the Order Entry User Guide for information on how to set up these values

By clicking on Remit, a screen will display for user to enter the company's remittance address if different than the physical address (i.e. PO Box). This remittance address prints on both the Order Entry Invoice and Accounts Receivable invoice.

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



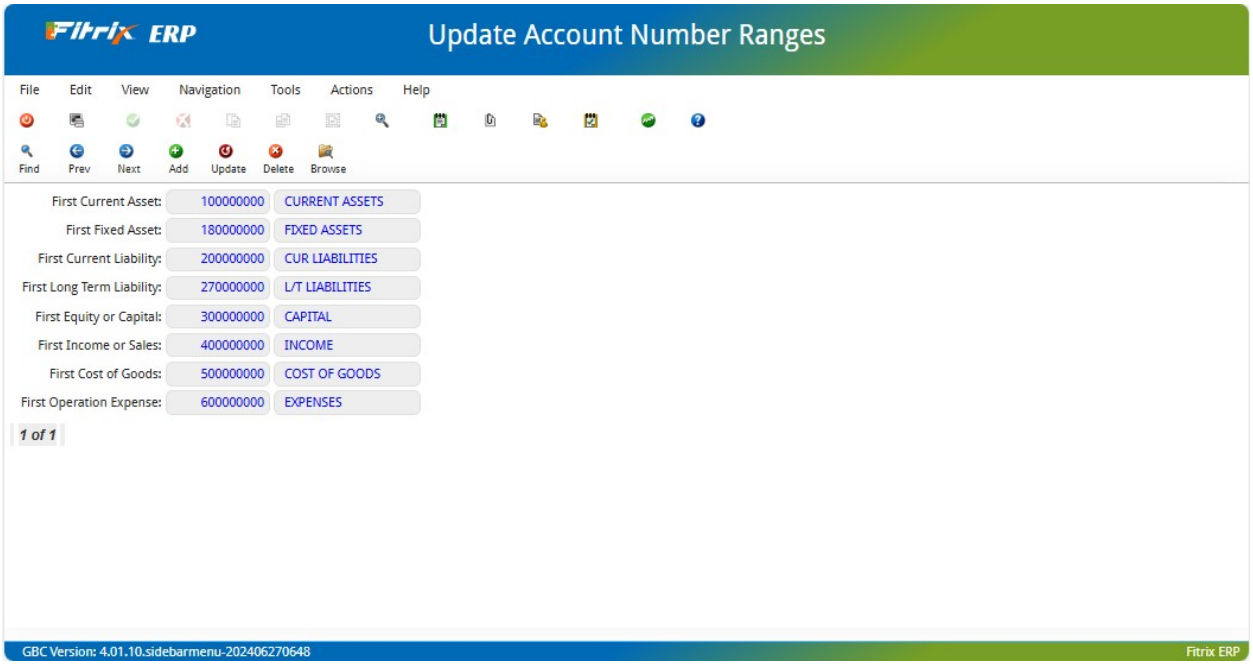
By clicking on GWC Server, a screen will display where user can enter the IP Address used by the Genero Web Client to access programs from the browser (i.e. barcode programs).

Department Detail Section

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

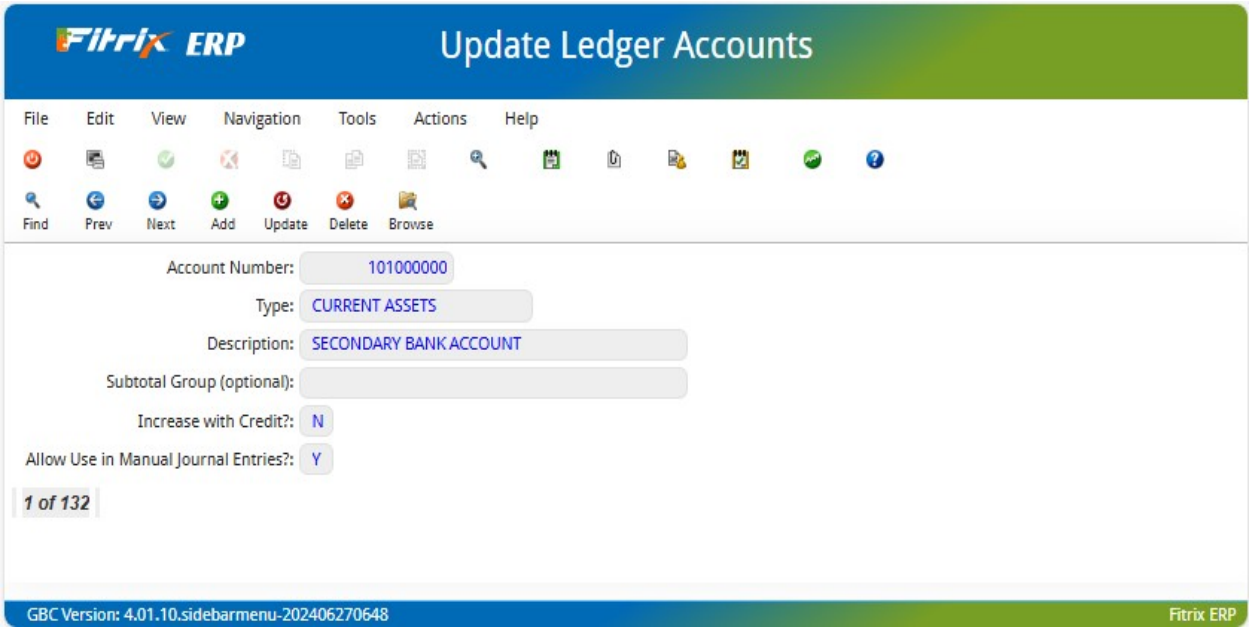
Print Company Information - Provides output options to the screen or printer.

Update Account Number Ranges - This data entry screen allows the user to define the starting account number for a type of account. These ranges then group GL accounts on the financial reports (i.e. – all accounts from 100000000 to 179999999 will be grouped as Current Assets on the balance sheet) You must define your ranges before creating your chart of accounts.



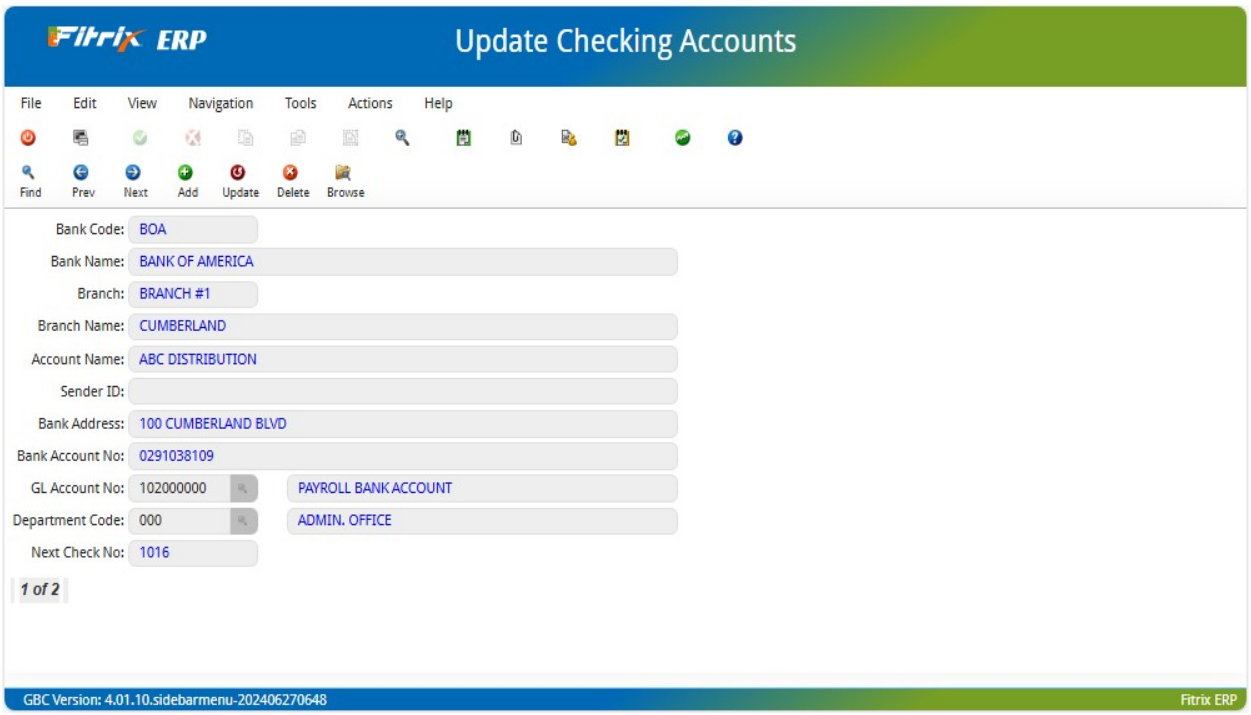
Print Account Number Ranges - Provides output options for the Account Number Ranges.

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



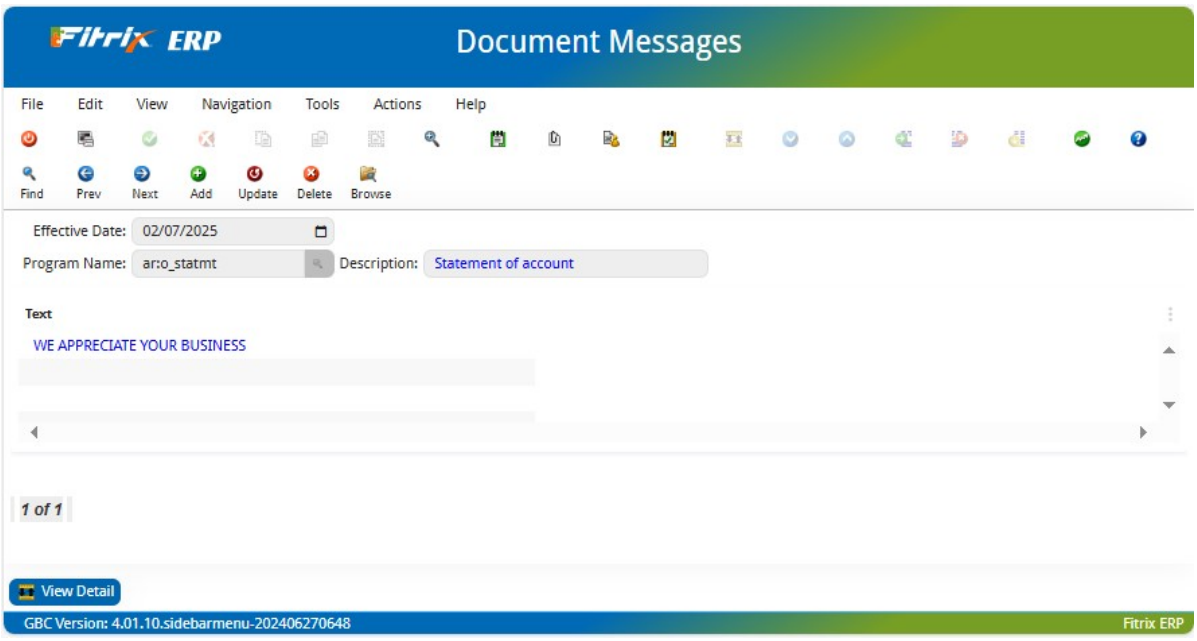
Print Ledger Accounts - Provides output options for the Chart of Accounts.

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.



When setting up your checking accounts for the first time be sure to enter the next check number that will be used on your check run. The system will then update this number each time a check run is done.

Document Messages - This program enables you to enter messages on various forms.

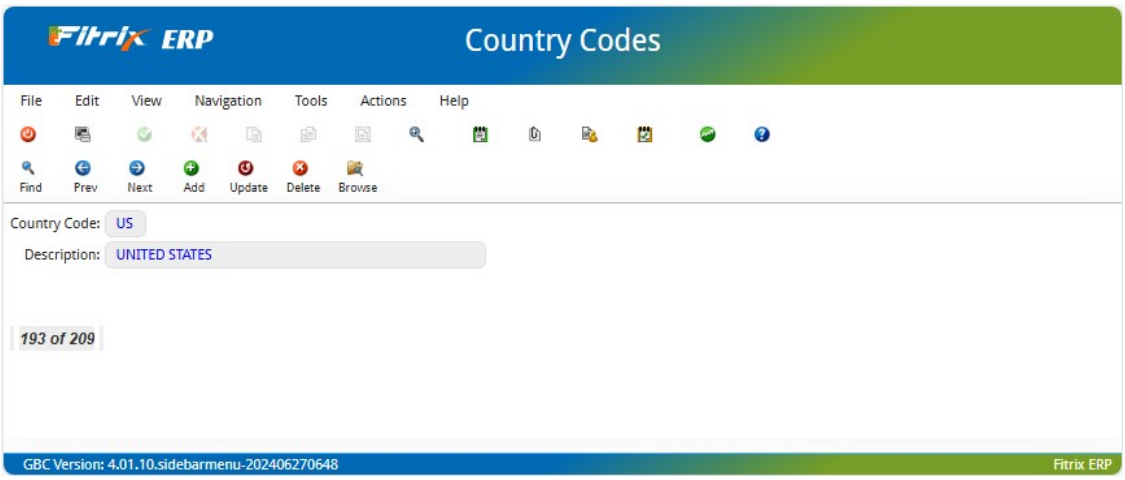


1. Go into Add mode.
2. Enter the effective beginning date for the message.
3. Enter the program name. Zoom is available and the following programs have been modified so that the message entered here will print:

Name	Description
oe:o_order	Order Acknowledgement
oe: o_picker	Picking Ticket
oe:o_shipr	Packing Slip
oe:i_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.



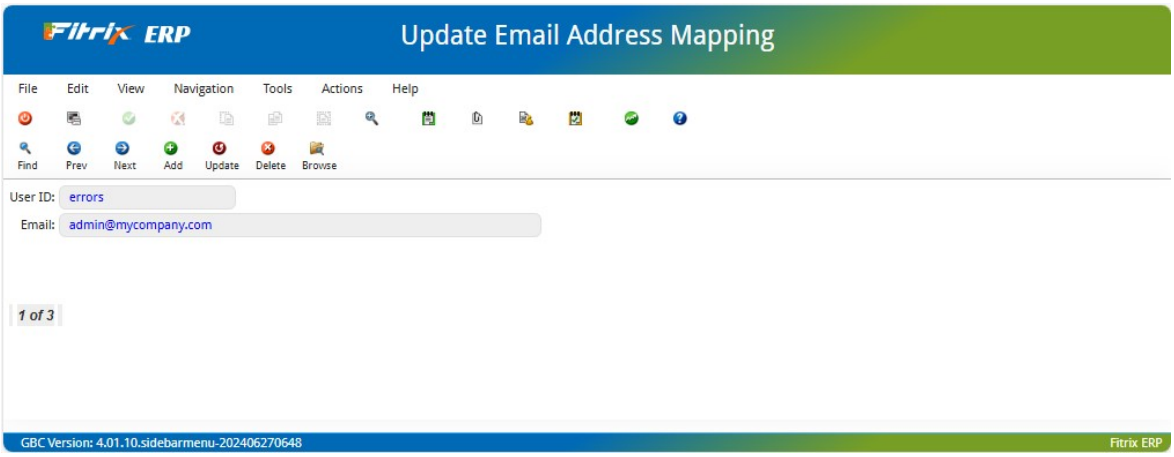
City Codes – this program comes preloaded with cities around the world. The data stored in the city code table is used to validate the shipment destination entered on the Order Entry summary screen.

Email Templates, Mapping and Alerts

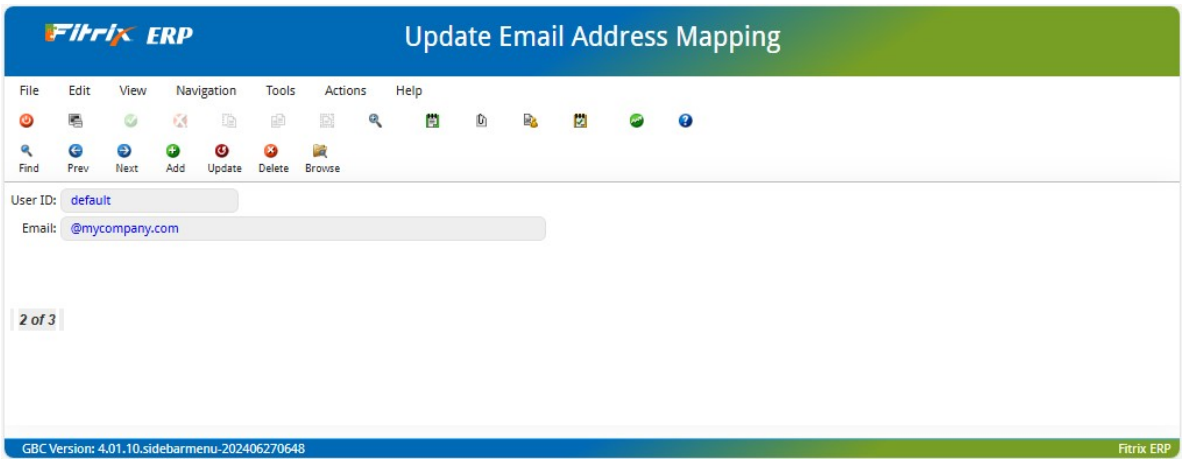
Update Email Address Mapping (menu path 8-1-m):

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

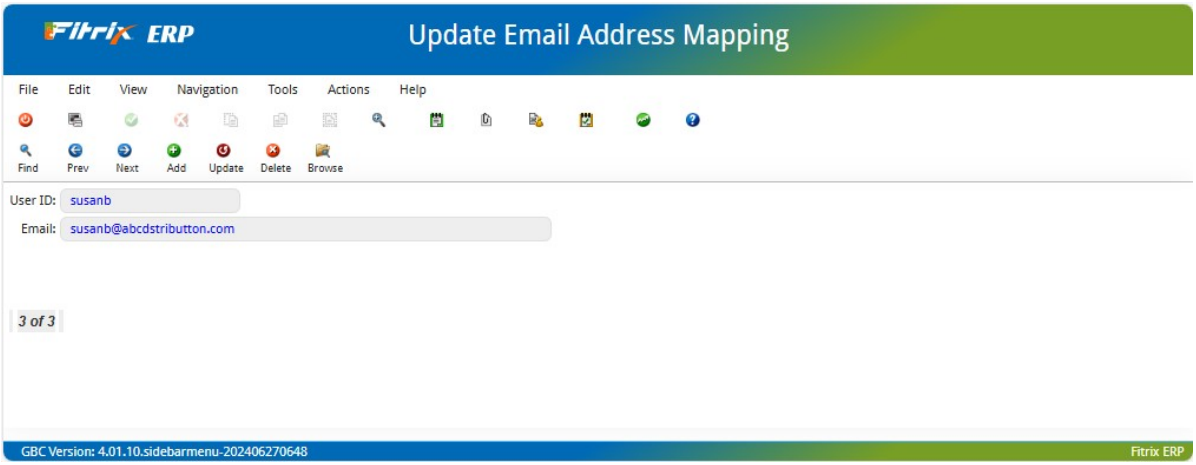
Errors- this email address will receive rejection and error notifications.



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.

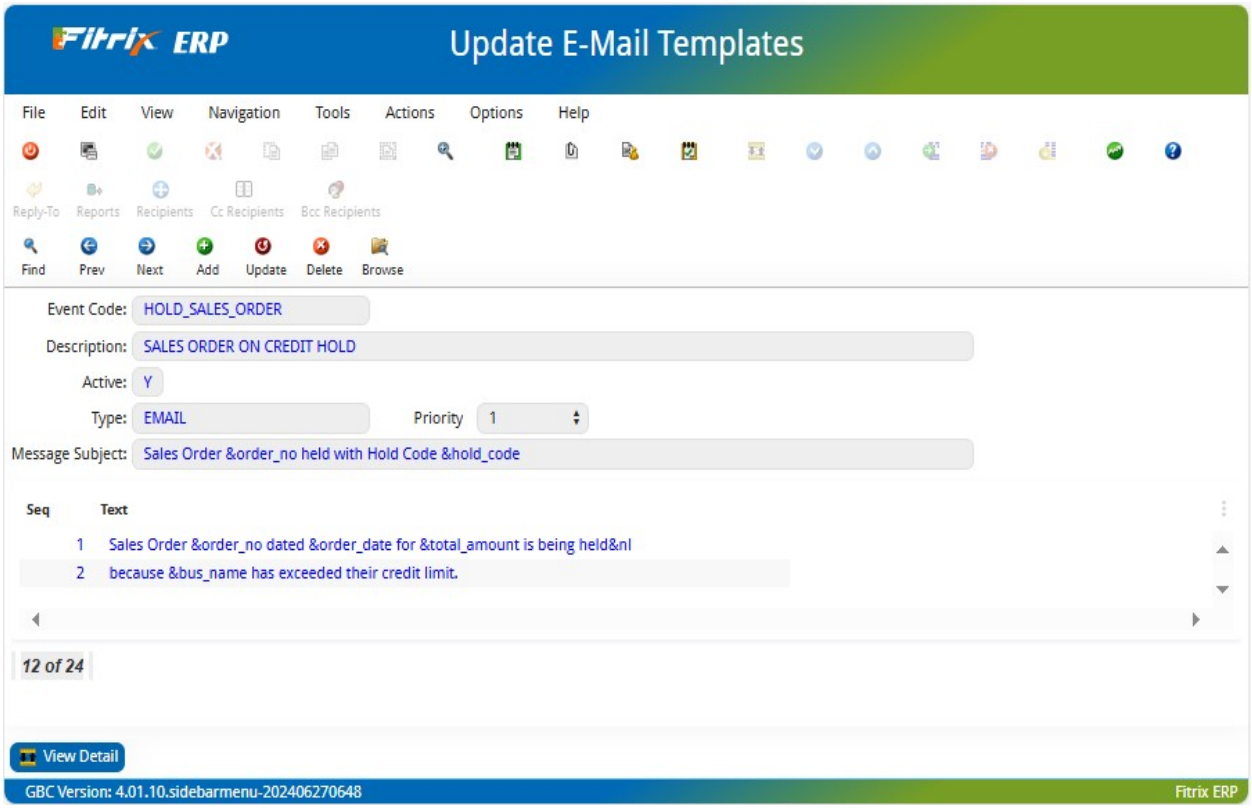


This screen is also used for mapping the actual email address to the user's Linux login ID. This is needed when the Linux ID does not match the user's email address name. This email address is used as the "Reply-to" address in outbound email.



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.

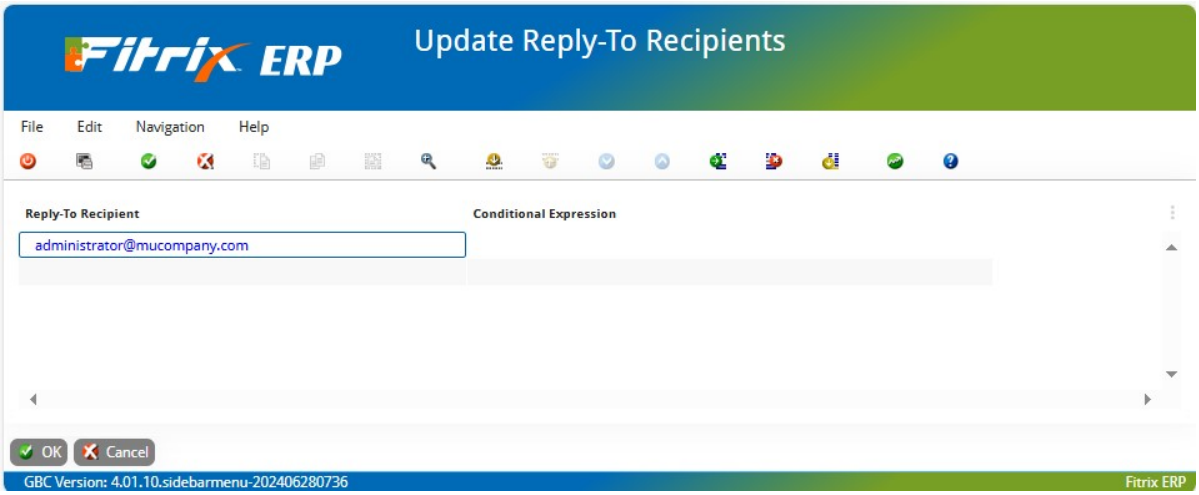
Priority - This is used to set the priority level of the email. 1 is the highest and 5 is the lowest. Priority 1 is used for Urgent emails. In most email systems it causes the email to be highlighted in some way, such as an exclamation point. Priority 3 is standard email priority. Priority 5 is low priority. 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.

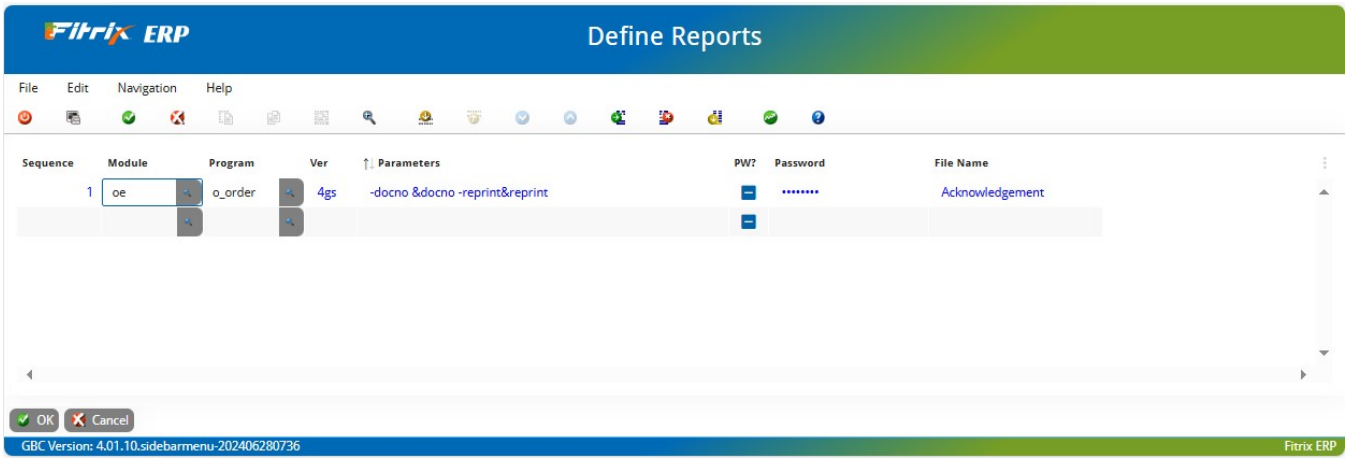
Text - This is the body of the email. Wildcards may be used here also, and must be coordinated with a programmer. **Please note that you need to enter &nl (stands for new line) at the end of each line so the program knows where to end the line of text and start the next line in the body of the email.**

After creating and saving the email alert record, choose “Update” and use these toolbar buttons to set additional parameters:

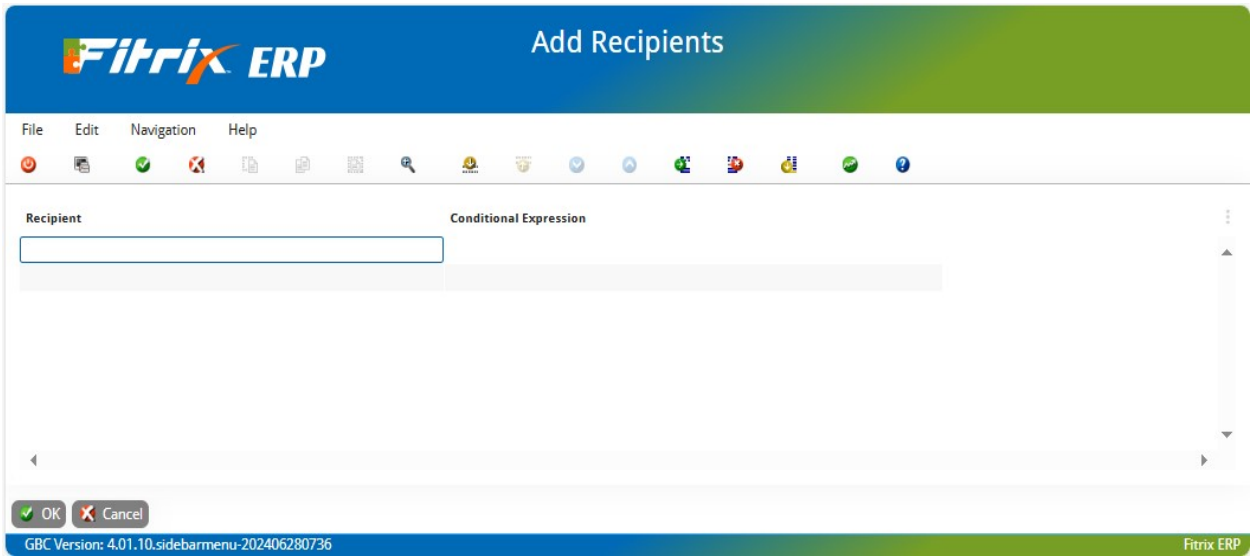
Reply To - If a default email address is to be used when the recipient clicks “Reply”, enter the email address here. It can be left blank. Conditional Expression is reserved for future use.



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.

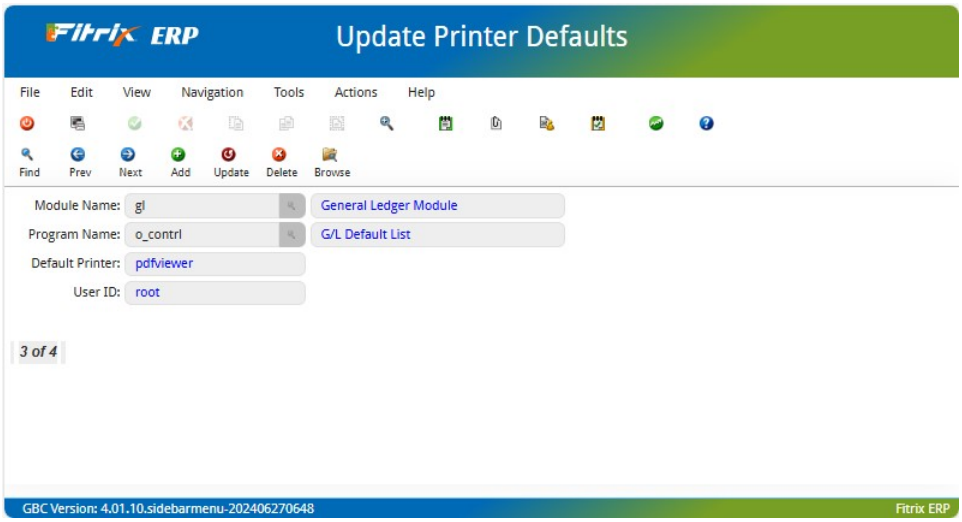


Recipients, Cc Recipients, and Bcc Recipients – Enter the email address of recipients, Cc Recipients and Bcc Recipients that will receive this email each time the alert is triggered. Additional dynamically determined recipients may be added within the program code with the help of a programmer. The conditional expression field is reserved for future use and can therefore be left blank for now.



Update Printer Defaults

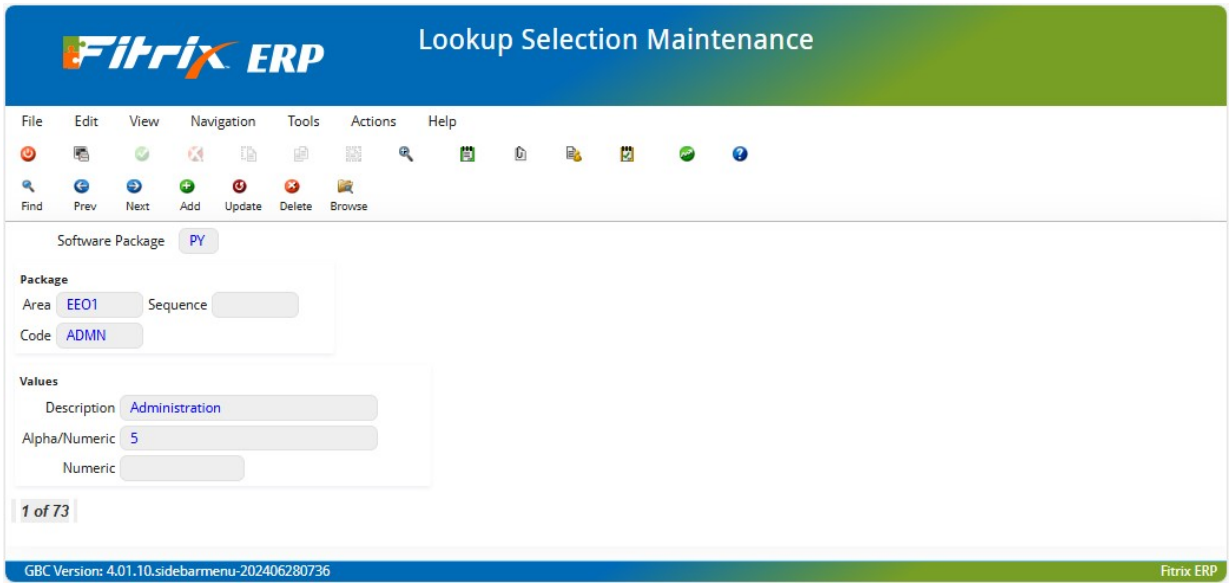
This program is option (I) on the Company Setup submenu. It is used to set up default printer IDs for specific programs. If the user ID is also filled in this sets the default printer to use for the program and the user.



Click **Exit** to close the **Setup Company** menu.

Table Lookup Maintenance

This program populates a universal lookup table to be used to populate combo boxes and miscellaneous lookups much the same as the stxinfor table. This program will be used primarily by a programmer when creating new fields on screen programs..



Incoming Email Setup

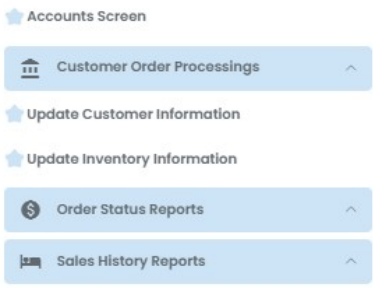
These program will primarily be used by a programmer. They allow you to import emails and attachments received into the Fitrix database so programs can then be written to print the attachments. For example if you are receiving invoices from your vendors via email you can use this utility to import all the emails from a specific address all at one time and then print the invoices to a designated printer. Much more efficient than printing one at a time. For more information on how to use this utility please email support@fitrix.com with the subject line Email Capture Utility.

Setting up Role Based Menus

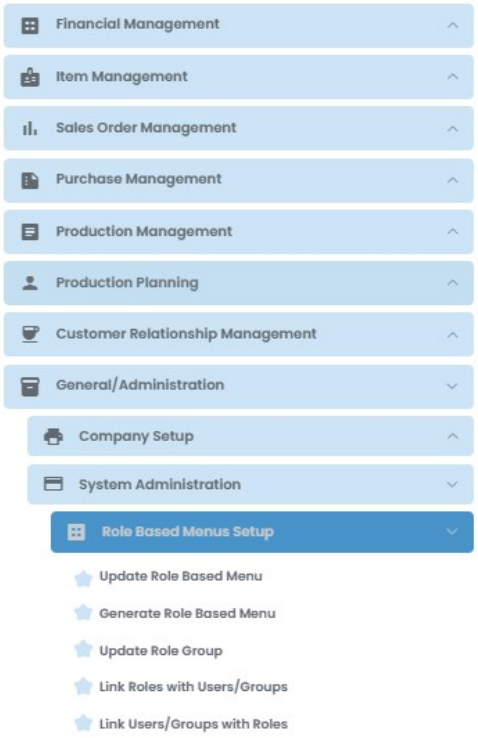
Go to General/Administrative > System Administration > Financial Management > Role Based Menus Setup

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:

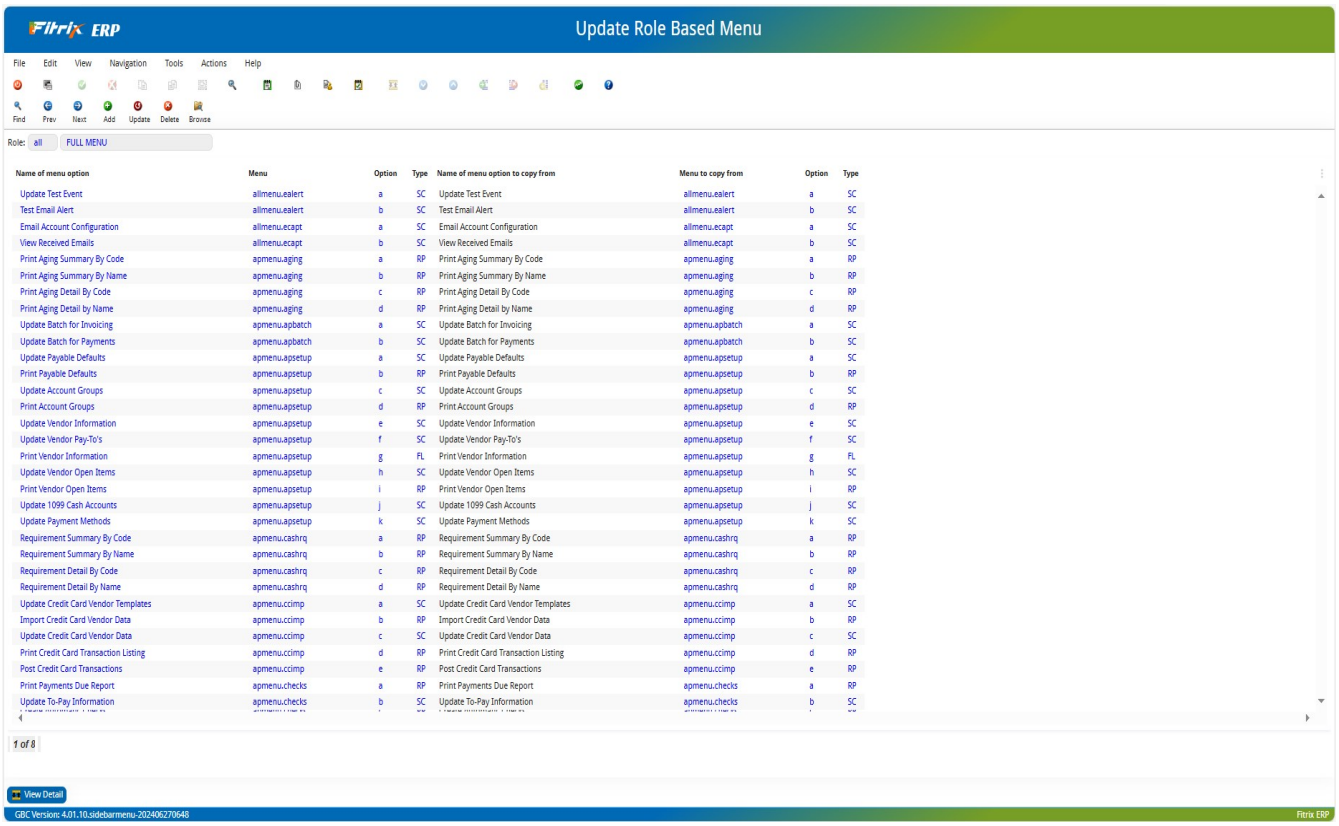
```
# Visual Menus ---------------------------------------------------- #
mn_analyze=2                ;export mn_analyze
mn_applications=8           ;export mn_applications
mn_buttonbar=2              ;export mn_buttonbar
mn_editor=wordpad.exe       ;export mn_editor
mn_hide_deny_options=0      ;export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

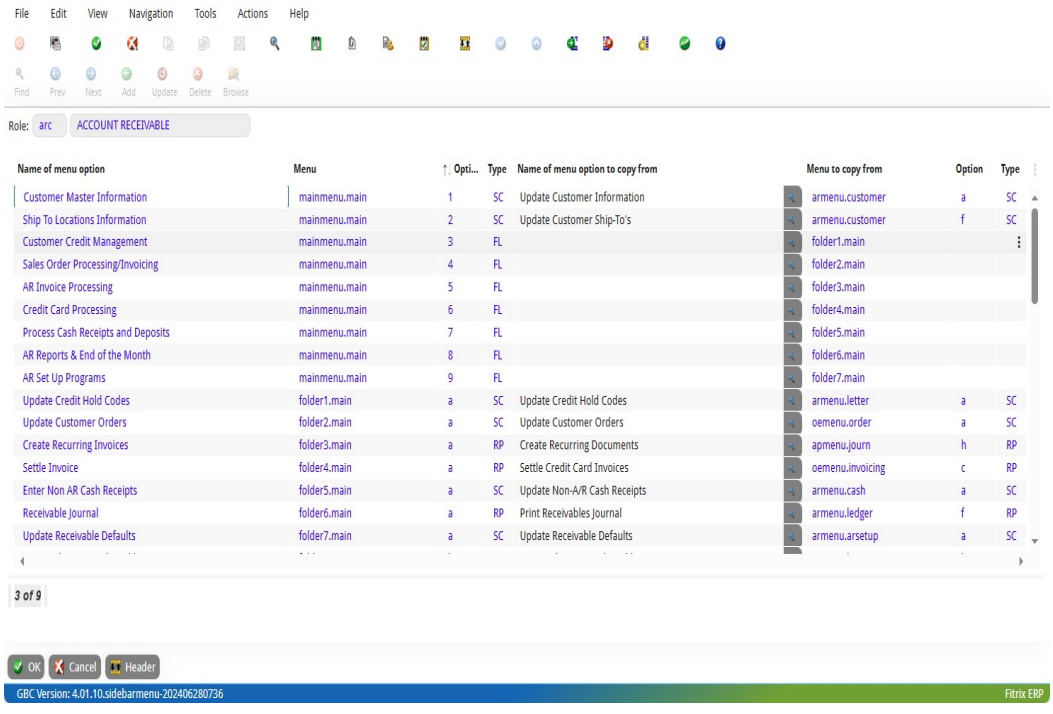
To set up subfolder options from the main menu enter “mainmenu.main” as the Menu, FL as the type, skip the Name of menu to copy field, and then enter “folder” followed by a number in the Menu to copy from field. All programs that should be in that subfolder should have their menu set to folder1.main 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

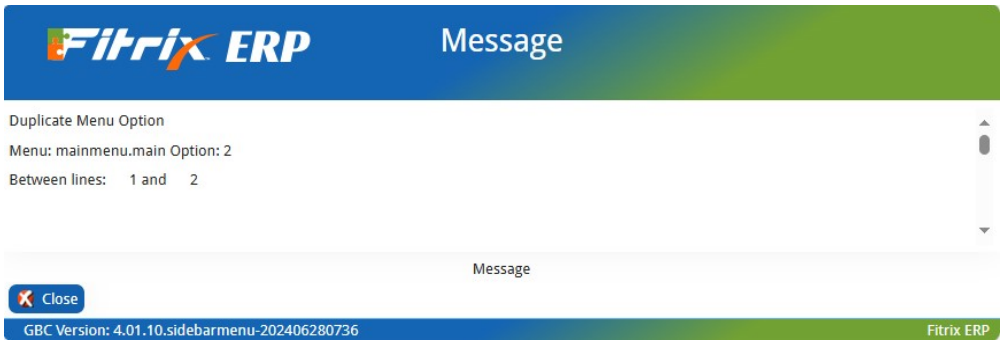
If you create a second menu option that is a subfolder it should be named folder2 not folder1 as shown here with the Sales History reports.

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:

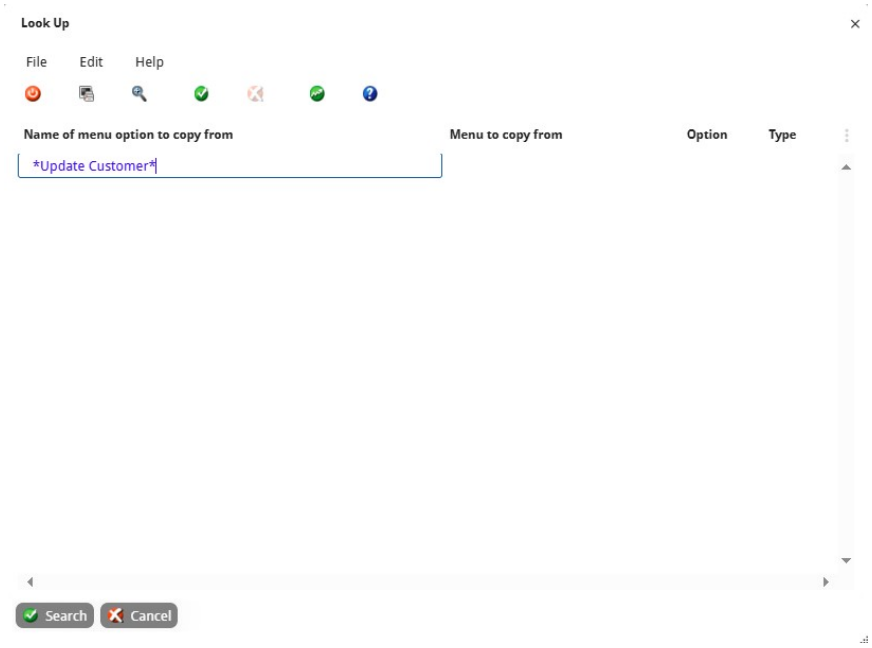


The menu option number or letter must also be unique or you will receive this error when you try to save the role:

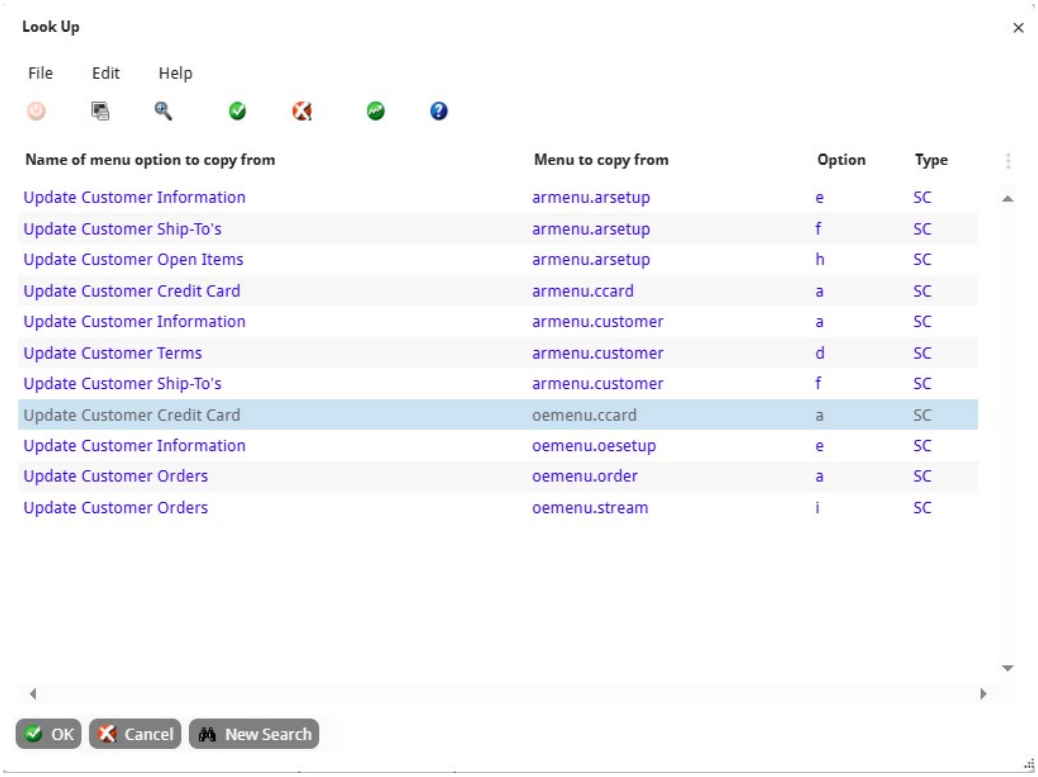


Type – valid types include FL (subfolder), SC (screen), and RP (report).

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:



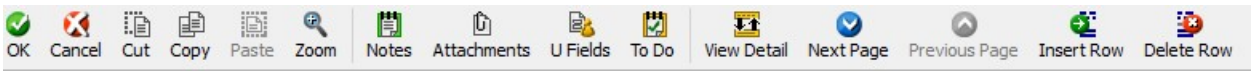
If the Option Type is FL for folder you will not enter any program in this field.

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.

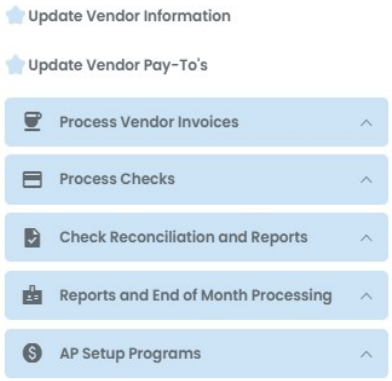


Role Based Menus Delivered with this Feature

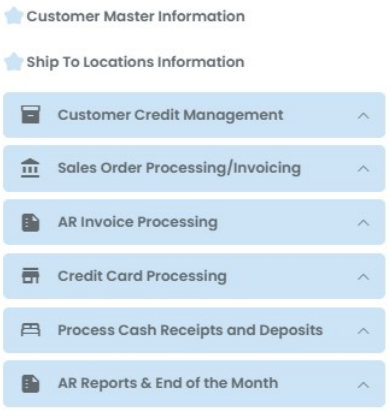
Here are the roles delivered with the base product. You can edit these as needed and regenerate.

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

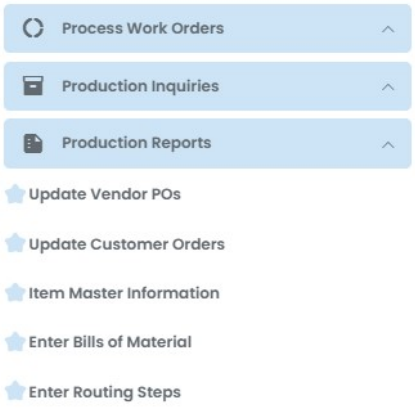


AR – Accounts Receivable

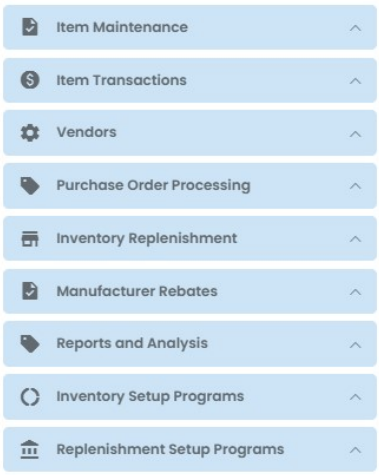


POM - Production Operations Manager

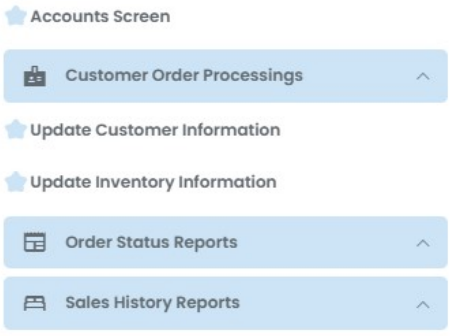
PUM- Purchasing Manager



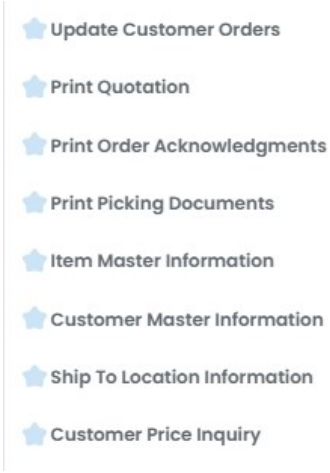
SLS – Salesperson



WSM – Warehouse and Shipping Manager

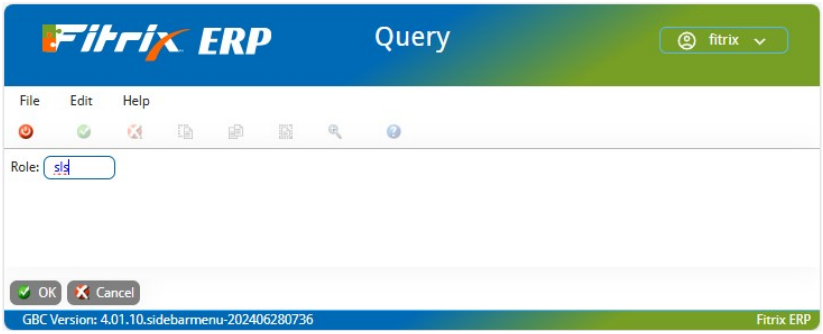


CSR – Customer Service Representative



Generate Role Based Menu

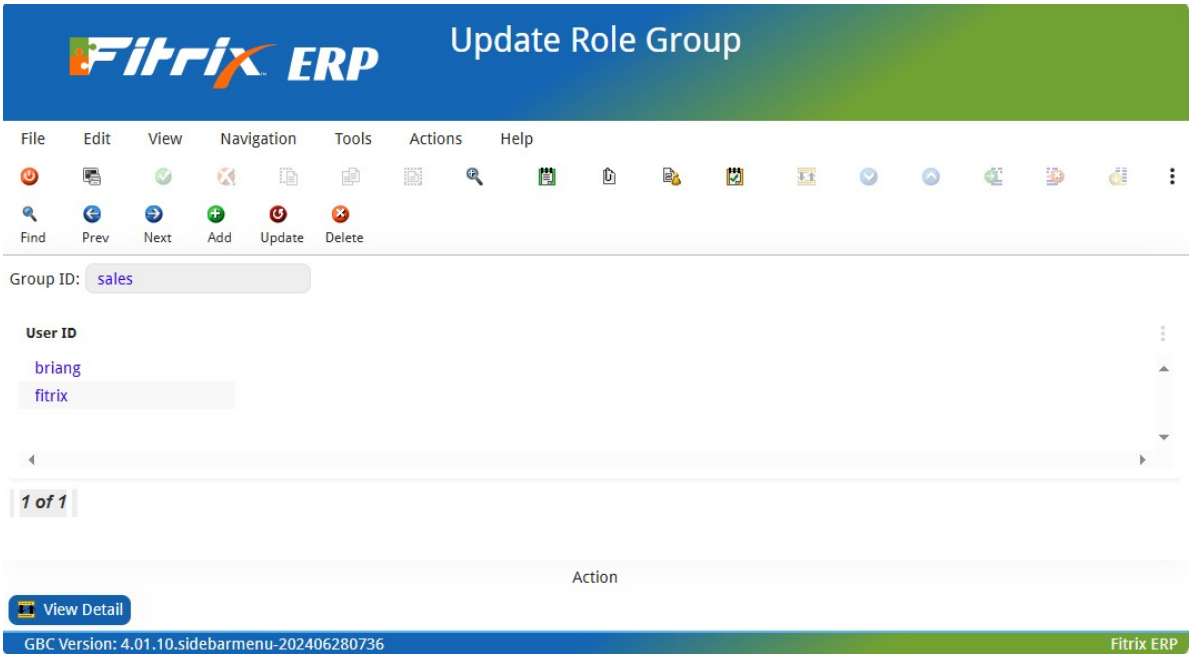
Once you have set up your role based menu or any time you change an existing one you must run this program to create the new menu structure or update the existing menu structure.



Note: if you add new programs you will need to run the Generation program to update your menus.

Update Role Group (optional)

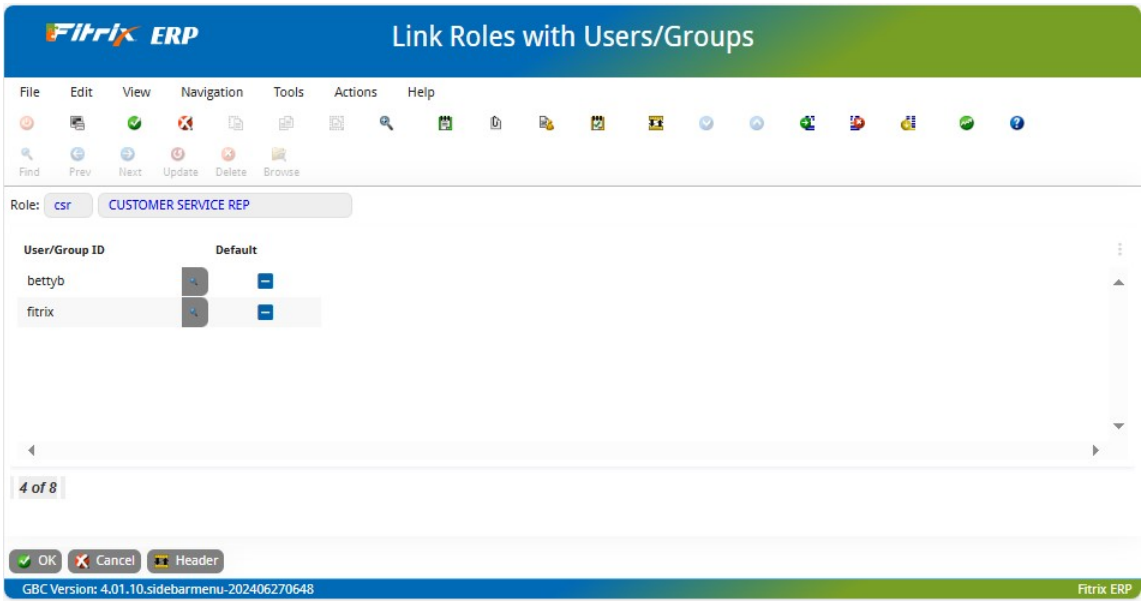
Use this program to create a group code and then assign users to the group. Once the group is created you can assign roles to this group code and all users in the group will have access to these roles.



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.

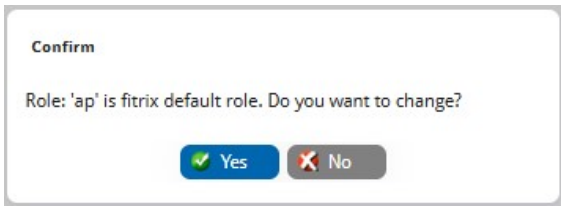
If you try and assign more than one default role to a user you will receive this message:

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.

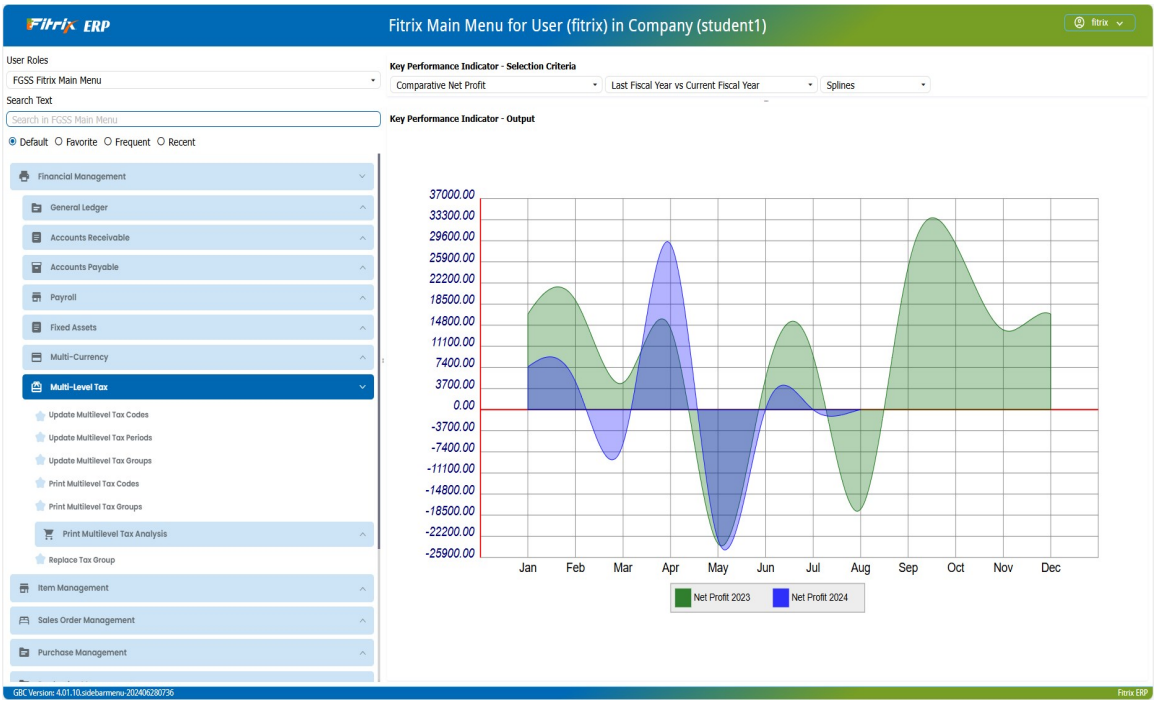
If you try to assign more than one default role to a user you will receive this message:



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.

Multilevel Sales Tax

For multilevel tax recording and reporting purposes, there are three entry screens and three reporting options. 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.

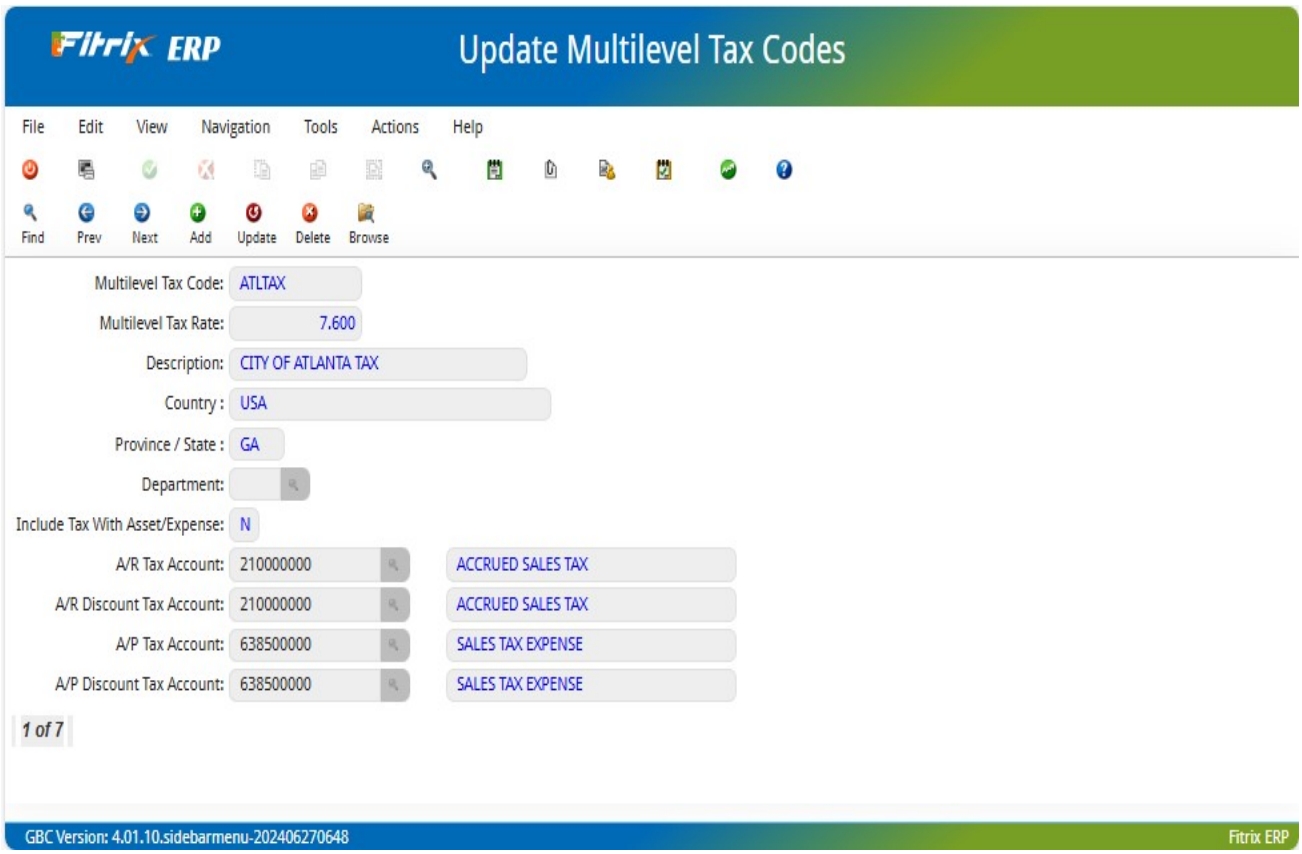
- **Print Multilevel Tax Group -** Prints with a breakdown of the Tax Codes the group is comprised of.
- **Print Multilevel Tax Analysis -** Prints a summary or Detail Analysis of tax amounts for Accounts Payable or Accounts Receivable for a specified time period.
- **Replace Tax Group -** Use this program 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:



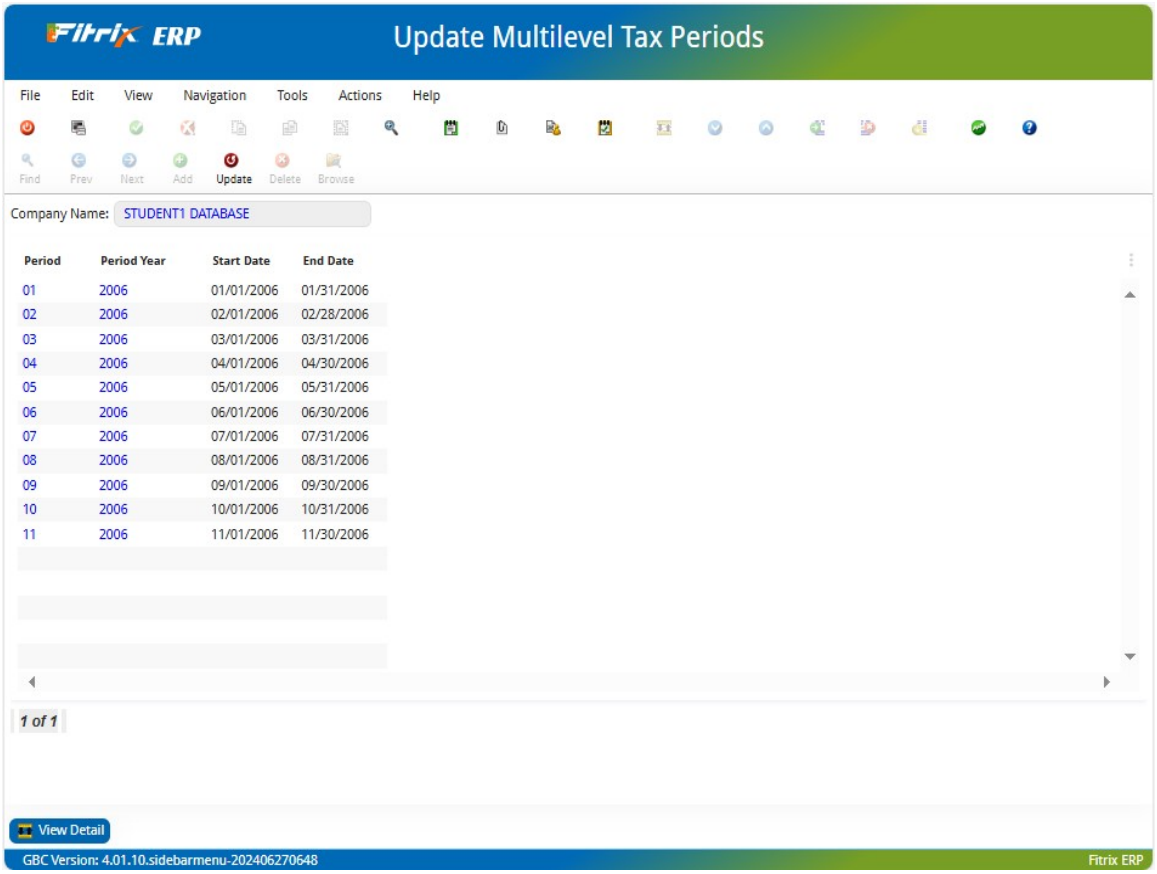
Field	Description
Multilevel Tax Code:	User defined code unique for a specific tax rate.
Multilevel Tax Rate:	Tax rate entered as a percentage.
Description:	User defined description for tax code and rate.
Department:	Allows you to identify a specific department code for this tax to be posted to. If a 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).

Field	Description
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.

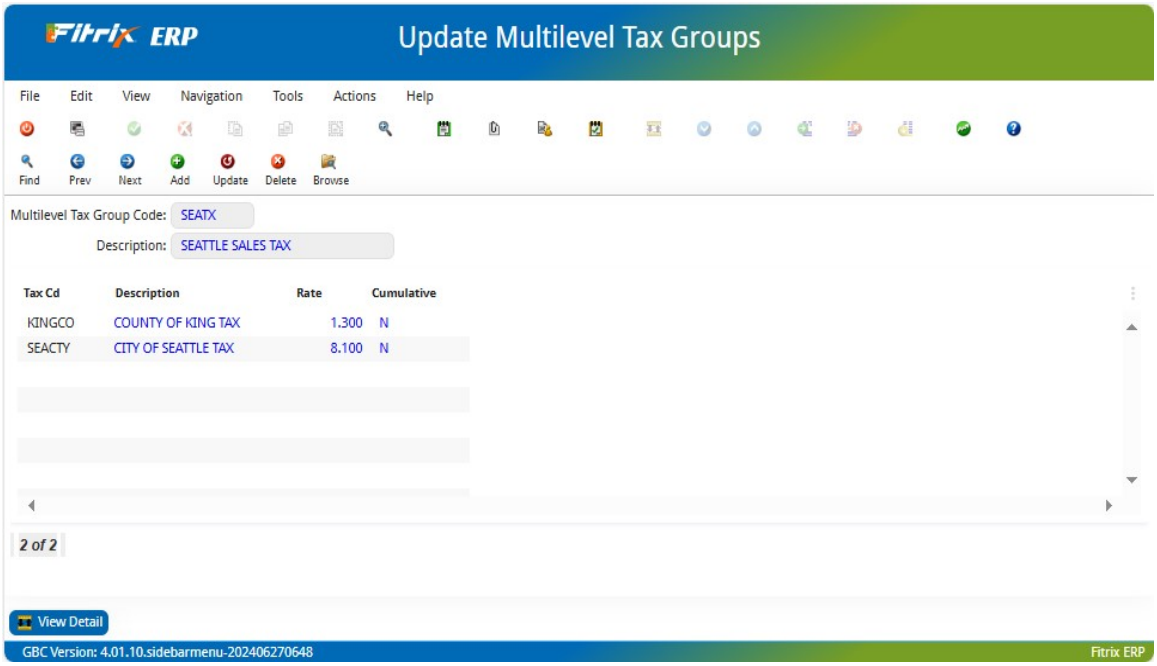
Step	Action
1	Choose option **(b) Update Multilevel Tax Periods.** The Multilevel Tax Code data entry screen displays
2	Click the **Update** button. *Note:* Since there can only be one record in this file, only the update option on the menu can be used. The Add, Delete, Find, and Browse commands have 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.

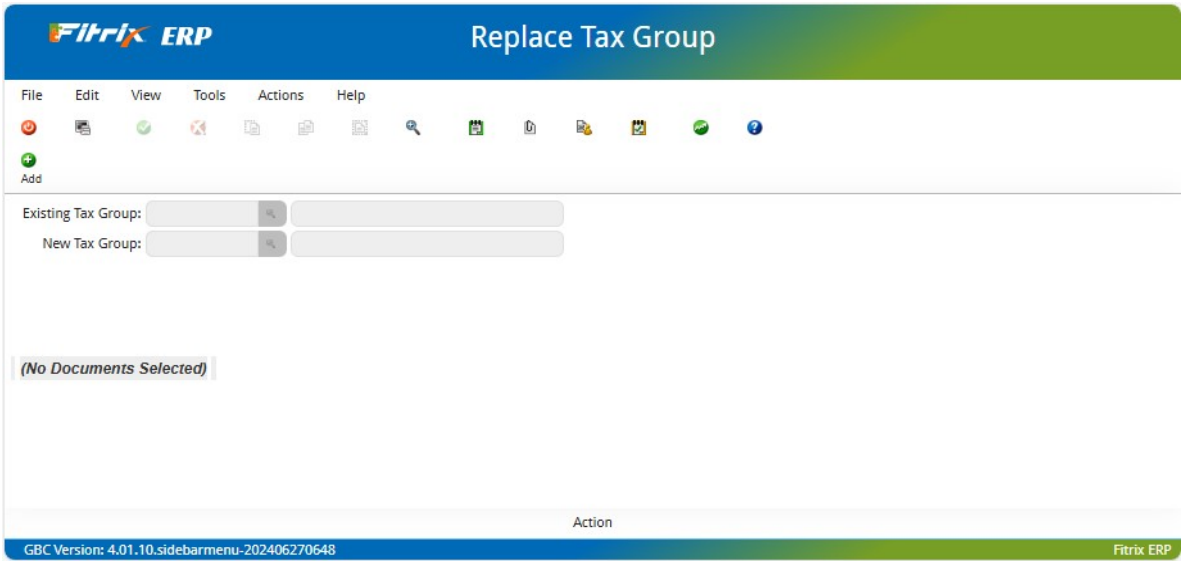


Field	Description
Multilevel Tax Group Code:	A unique User defined code identifying a tax group
Description:	Tax Group Description.
Tax Code:	Allows you to define at least one code for a Tax Group. You can have up to four tax codes.
Description:	System generated, based upon the tax code defined.
Rate:	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.

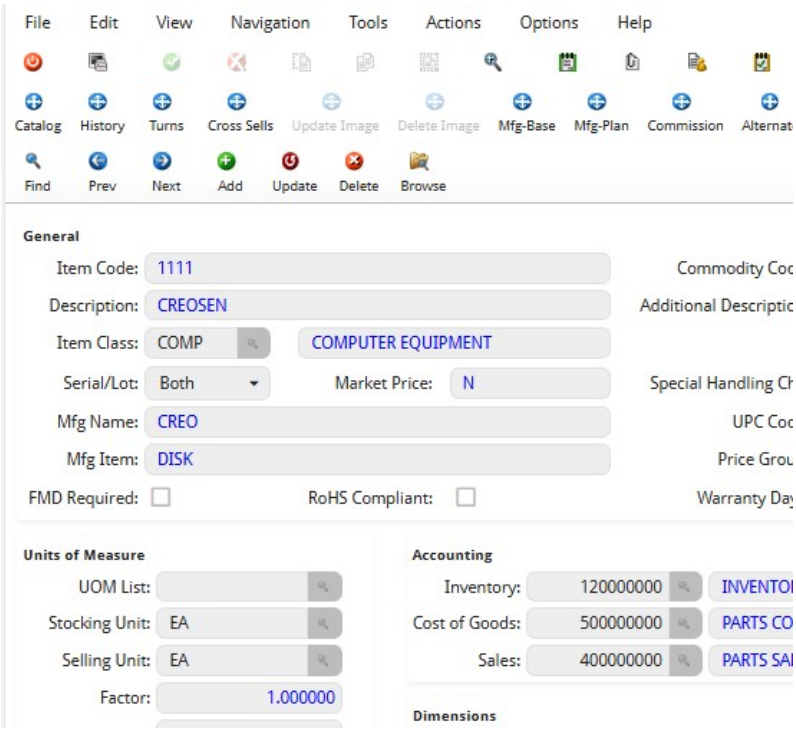
Replace Tax Group

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



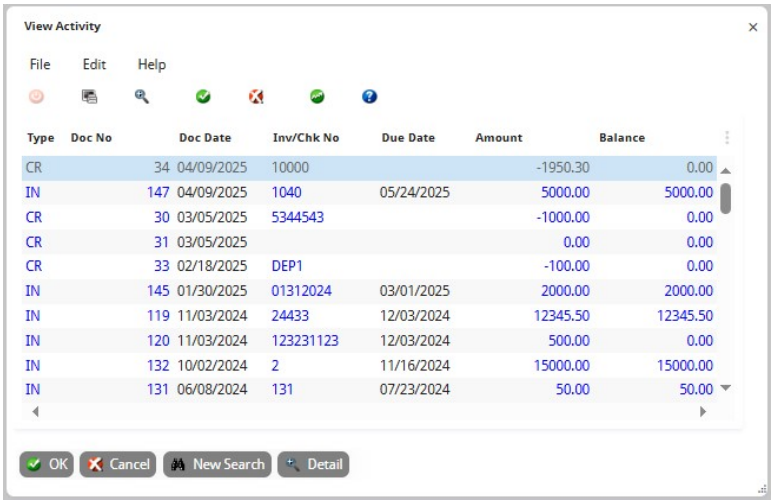
Moving Toolbars

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.

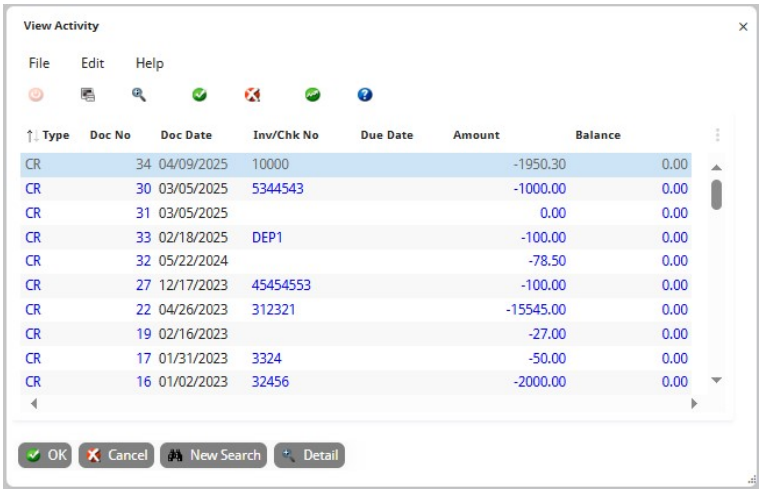


Resorting the order of data

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 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 #I 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:

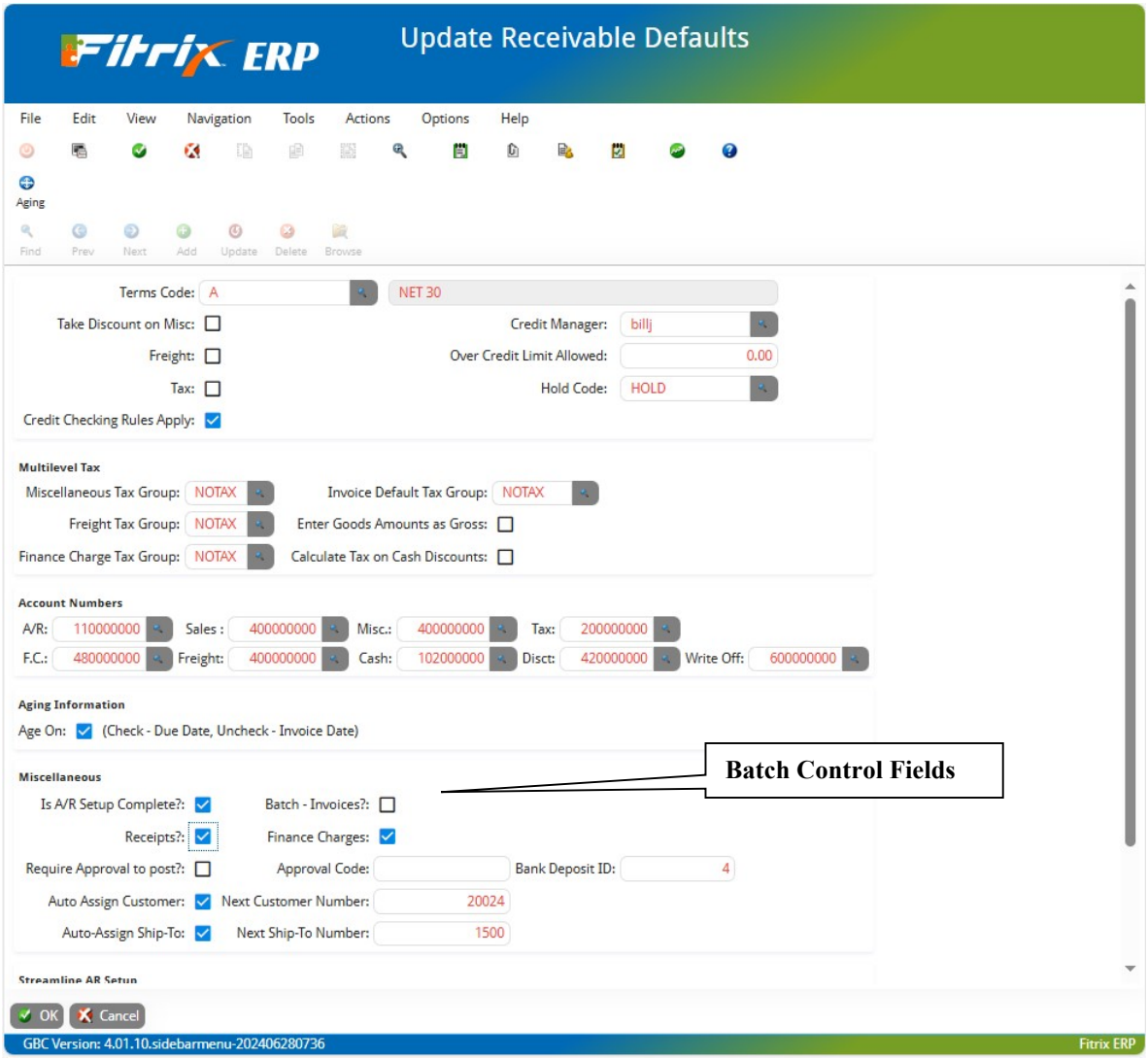
Module	Application	Batch Type
Accounts Receivable	Update Receivable Documents	AR
	Update Cash Receipts	CR
Accounts Payable	Update Payable Documents	AP
	Update Checks	CD
General Ledger	Update General Journal	GJ
Order Entry	Update Invoices	OE
Purchasing	Update Receipts	PR
	Update A/P Invoices	PU
Inventory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

The mechanics of batch control are identical in each application.

Activating Batch Controls

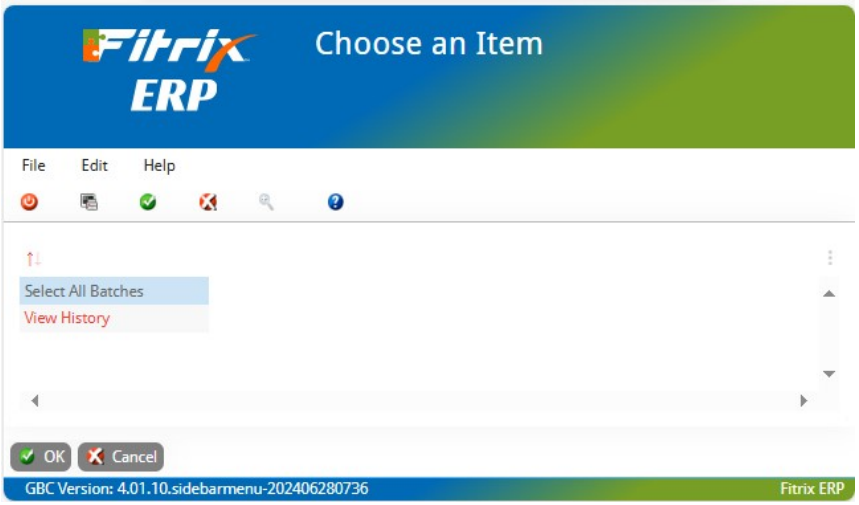
TO ACTIVATE BATCH CONTROL (INITIAL SET UP):

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.
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.



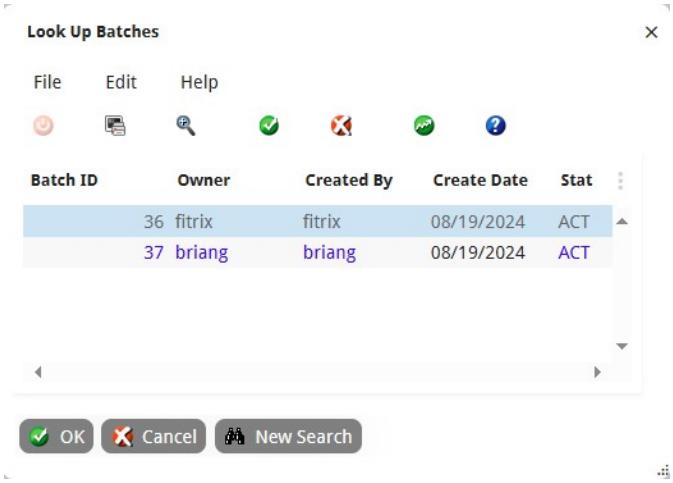
Transaction Processing (using batches)

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

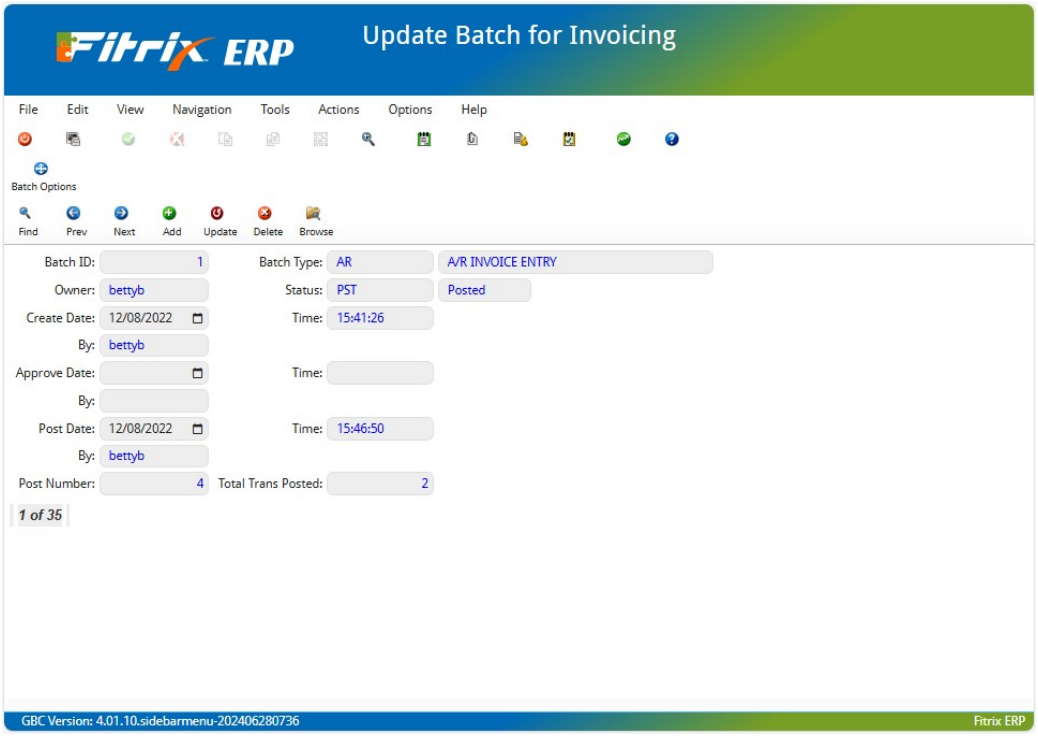
A Batch can be approved from the Administration menu or from within the application using the Batch Maintenance screen.

Administration Menu:

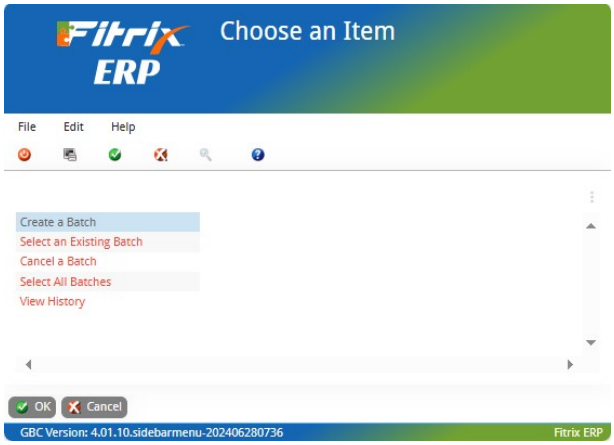
There is a menu option at the end of each Administration menu within each module. All batches regardless of module type can be reviewed and approved from the Administration menu.

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.

Step	Action
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 Unapproved option instead.
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 "unapproved" 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

- The Company Setup submenu allows you to set up information that is shared and used consistently throughout the Fitrix Accounting System such as Company Information, Chart of Accounts, and Checking Account Numbers.

- Update Ledger Accounts is where the Chart of Accounts is entered that is used by all Fitrix Modules.

- Role Based Menus allows the user to set up menus that contain just the programs they need to access to perform their job duties.

- 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: Getting Around Fitrix

Data Entry Commands

Objective: To become familiar with moving around the screens and doing queries to find data.

1. Open the Accounts Payable main menu. From the Main Menu, the menu path is 1-3-3 You may type in the numbers 1 and 3 or click on the menu option with your mouse to select.

2. From the Accounts Payable main menu choose #3, Vendor Information.

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 five sections.
    - The Menu Standard Toolbar at the top of the screen (File, Edit, etc).
    - The Standard Toolbar is below it menu toolbar (Quit, OK, Cancel, etc).
    - The Other toolbar is below the Standard toolbar (Payto, Activity, Aging, etc).
    - The Action toolbar is below the Other toolbar (Find, Previous, Next, etc).
    - The body of the document itself, which is where you enter data.

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 for all the records that were found. This allows you to view the items in a list and quickly allows you to select the record you want.

    Click on a vendor of your choice to highlight the row and then click on OK or press enter to select it.

10. Choose (F) and click the “Contact” field or press the TAB key three times 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. 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 begins with "J".

11. Return to the main menu and then go Update Customer Information. From the main menu the menu path is 1-2-2-a. Other operators that can be used to narrow down the data you're looking for:

? question mark; stands for any single character

Do a Find and place cursor in Company field. Enter ?A* and press Enter. This finds all customers that have A as the second letter of their business name.

> greater than; all values greater than the value entered

Do a Find and place cursor in the Balance field. Enter > 50000 and press Enter. This will find all customers that have a balance due of over $50,000.

< less than; all values less than the value entered

Do a Find and place the cursor in the Open Orders field. Enter <10000 and press Enter. This will find all customers that have less than $10,000 in open sales orders.

>= greater than or equal to; all values greater than or equal to the value entered

Do a Find and place the cursor in the Lifetime Sales field. Enter >= 50000 and press Enter. This will find all customers that have lifetime sales equal or greater than $50,000.

<= less than or equal to; all values less than or equal to the value entered

Do a Find and place the cursor in the Lifetime Sales field. Enter >= 20000 and press Enter. This will find all customers that have lifetime sales equal or less than $20,000.

= finds a null (empty) value

Do a Find and place cursor in the Collection Contact field. Enter = and press Enter. This finds all customer that do not have a collection contact.

!= means not equal to null

Do a Find and place cursor in the Account Type field. Enter != and press Enter. This finds all customer that have their account type defined.

| means "or" (the pipe sign is right above the \ on the keyboard

Do a find and place cursor in the Salesperson field. Enter TM|WM and press Enter. This finds all customer that have either Tom Mack OR William Miller as their salesperson.

ZOOM Command

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

1. Return to the main menu and then go to Update Payables Documents. From the main menu the menu path is 1-3-1-a.

2. Choose (A)dd and TAB to 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) and the vendor displays on the screen. This is using the Zoom command.

10. Click Cancel and go into Add mode again. TAB to the vendor field and enter 1*.Press TAB. The screen displays all the vendors whose code begins with 1. This is using the Auto Zoom command.

11. While still on the Lookup Vendor Codes screen, click on the New Search button and TAB to the Contact field. Enter JIM* and press ENTER. This finds all vendors with a contact named Jim.

12. Click Cancel twice, exit program and go back to the main menu.

User Control Libraries

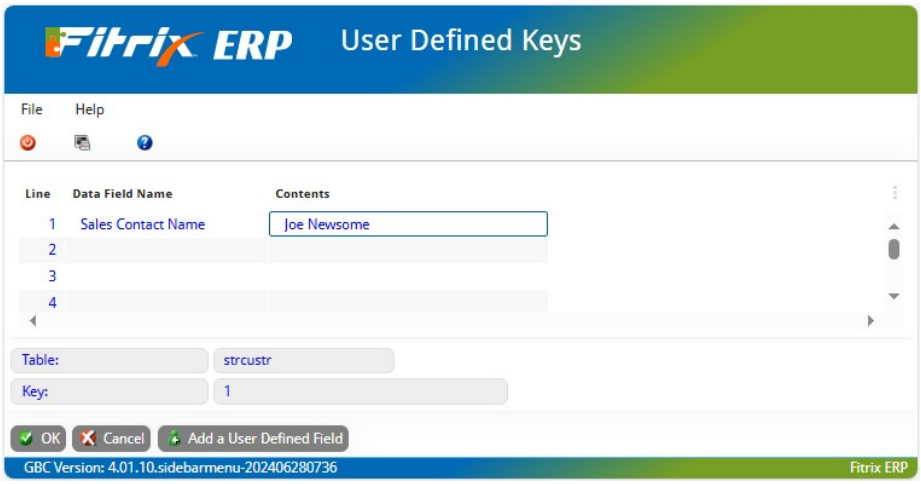
We'll just review the ones used most often. For a complete list of UCLs , please review the section above that covers them.

User Defined Fields

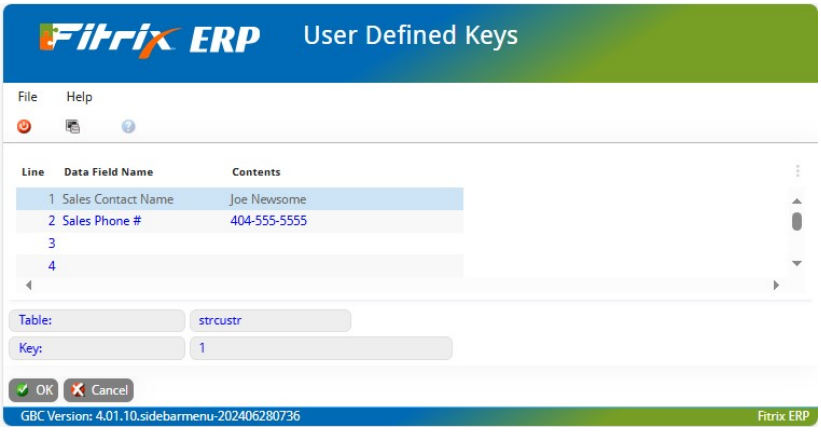
User Defined Fields allow you to create additional fields for any screen program. From the main menu go to Update Customer Information. The menu the menu path is 1-2-2-a.

1. Do a Find and Click OK or press ENTER to find all customers.

2. Click on Update and then OK. There is already a User Defined field added for sales contact name and but another filed is needed for their phone number.



To add a field for phone number. place cursor on the line underneath Bill Martin and click on the Add A User Defile Field button. Enter the Filed Name " Sales Phone #", press TAB and enter the phone number. Click OK to save.

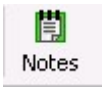


Now whenever a user goes into update mode in this program and saves the record, this screen will display so they can enter Sales contact information. There is no way query on these values so if that is something that is needed have your IT staff add fields to the main Customer Information screen.

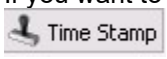
Freeform Notes

From the main menu go to Update Customer Information. The menu the menu path is 1-2-2-a.

1. Do a Find and Click OK or press ENTER to find all customers.

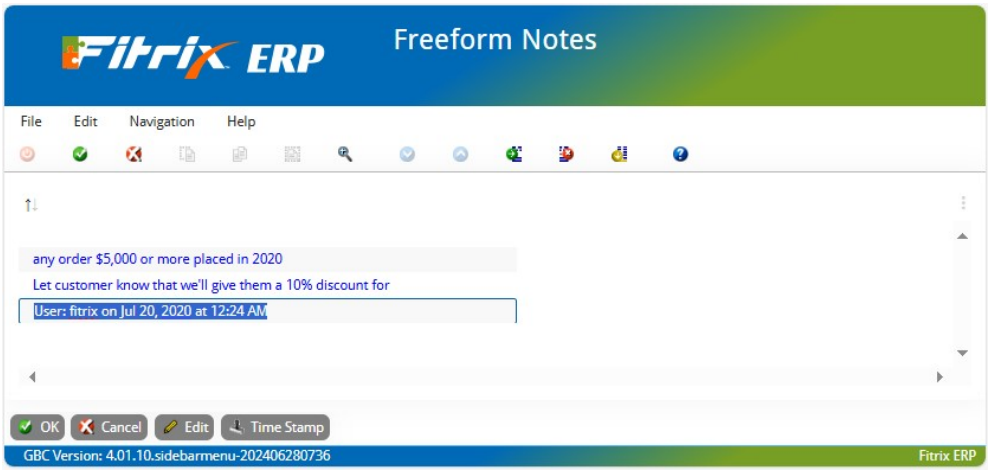
2. Go into Update mode for Customer #1. On the toolbar click on the 

icon.

3. If you want to timestamp the note with user name, date and time click on the 

icon.

4. Enter these notes and click OK to save.



Return back to the main menu

Lab Exercise b: Email Alerts, Flexible Document Delivery, Document Attachments, Role Based Menus and Batch Control

Email Alerts

In addition to the salesperson receiving notification when a customer has been placed on credit hold you too would like to receive an email.

1. Go to the Update Email Templates program. From the main menu the menu path is 8-1-k.

2. Do a Find and find event code CUST_HOLD_ALERT.

3. Go into Update and click on the

icon.

4. Enter your email address in the Recipient field , leave Conditional Express blank (it is not yet a functional field) and press OK twice to save.

5. Return to the main menu and then go to Update Customer Information. From the main menu the menu path is 1-2-2-a.

6. Find Customer Code CUST-100, go into update and check the Credit Hold box in the Credit Information section of the screen.

7. Click OK to save and you will receive the email alert. Return to the main menu.

Flexible Document Delivery

In this exercise you will send a copy of a customer's statement of account to your email address

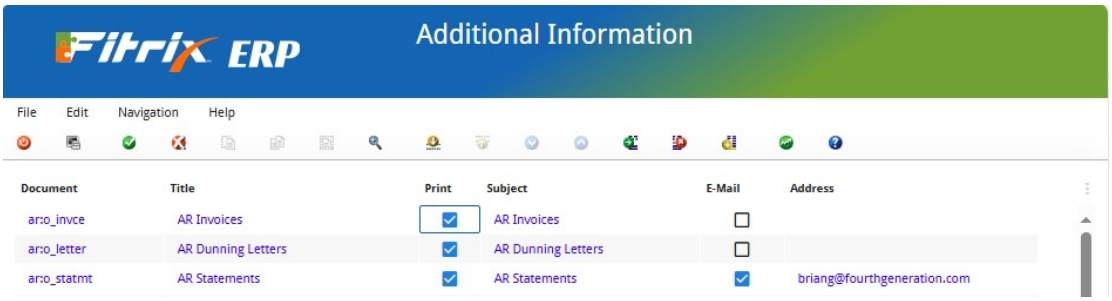
1. Go to Update Customer Information. From the main menu the menu path is 1-2-2-a.

2. Do a Find and find customer code 1.

3. Go into update mode and click on the

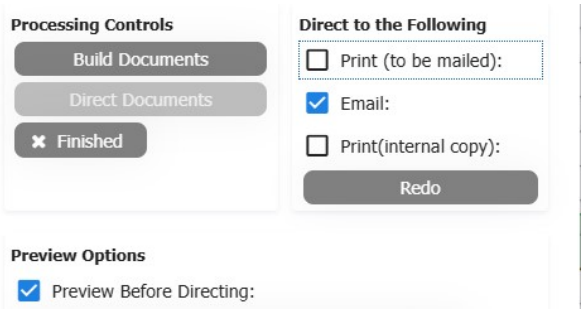
icon on the toolbar.

4. Uncheck the Print box, check the E-Mail box and enter your email address in the address field.



5. Click on OK three time to save. Exit program and stay on the Customer Information submenu/ Select Print Customer Statements (option a) and then print Statements by Customer (option a).

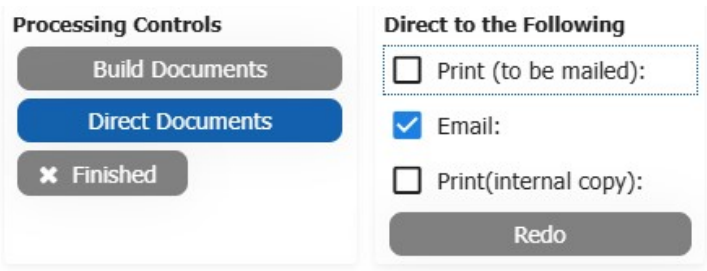
6. On the Select Printer screen we want to just select customers that have their statements emailed to them so uncheck boxes (including preview options) except Email.



7. Next Click on Build and Direct and enter this selection criteria ;

Statement Date – defaults to today's date
Customer Code - 1
Print Details – Y
Print if negative balance due – Y
Print alignment template – N

8. Next click on the Direct Documents button



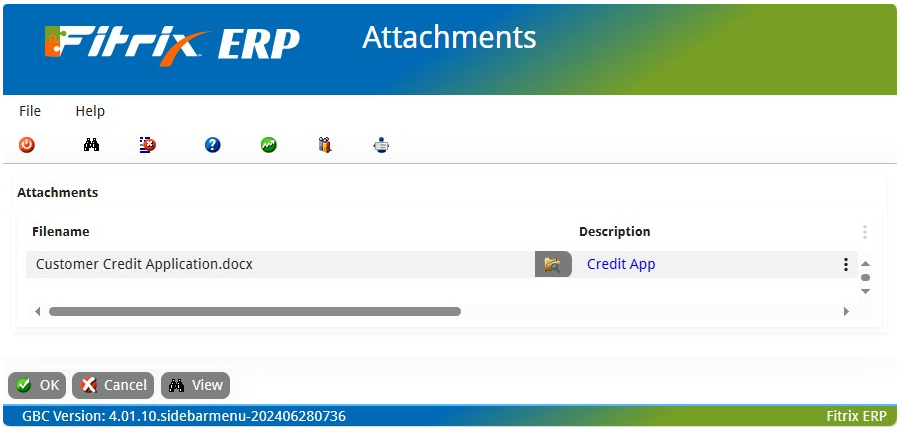
You will receive an email with a PDF of the statement attached. Click on the Cancel button to exit the print dialog box.

Document Attachment

In this exercise you will attach a credit application to a customer record.

1. Create a Word doc named Customer Credit Application and save it to your desktop.
2. Launch the Update Customer Information program. Menu path from main menu is 1-2-2-a.
3. Do a Find and click OK to find all customers. The first customer to display is customer #1.
4. Go into Update mode and click on the

icon on the toolbar to launch the Attachments screen.
5. Click on the in the Filename field.
6. Go to your Desktop and Find and select your Customer Credit Application to attach the document to Customer #1. In the description field type “Credit App”.



7. Click OK to attach document. Click OK from Customer screen to save.

8. To view the attachment click on the

icon on the toolbar and click on the view button on the attachment screen.

Role Based Menus

In this exercise you are going to add your login ID to a role based menu you do not belong to.

1. Launch the Link Roles with Users/Groups program. Menu path from the main menu is 8-2-f-d.
2. Do a Find and click OK to find all 8 role based menus that are delivered with the Fitrix product.
3. Click Next until the role “ar” is on the screen.
4. Go into Update mode and add your User ID on a new detail line. Click OK to save
5. Exit back to main screen. Select

from toolbar and then select ar from the list of roles that display. The role based for Accounts Receivable is displayed.
6. Select

from the toolbar and change your role back to all so yoi have access to all programs again.

Batch Control

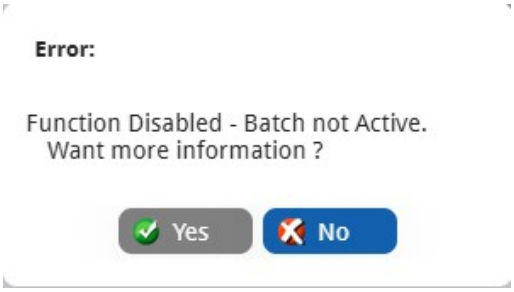
NOTE: Batch control is covered in greater detail in the *Getting Started with Fitrix* User Guide.

Batch control is an optional feature that allows different users to independently enter separate batches in the same application at the same time so that only the transactions they enter will post when a posting program is run.

In this exercise you are going to turn on batch control for AP invoice entry.

1. Launch the Update Payable Defaults program. Menu path from the main menu is 1-3-4-a.
2. Go into Update mode and set Batch-Invoices value to Y. Click OK to save this change.
3. Exit the program and exit back to the Accounts Payable submenu.
4. Select Payable Ledger (option 1).
5. Select Update Payable Documents (option a).

6. Go into Add mode and this message displays because a batch ID must first be created before invoices can be entered. Click No.



7. To create a batch ID click on the

icon on the toolbar, select Create a Batch and click OK. Your batch ID will display at the bottom of the screen. Any invoices you enter will be assigned this ID and when the post invoices program is run only your invoices will post. Any invoices entered by other users will be assigned their own unique batch ID.

Batch Control should be turned off for the Accounting training so follow these steps:

1. Click on the

icon on the toolbar.

2. Select cancel batch and click OK.

3. Exit the program and go back to the Accounts Payable submenu. Select Setup Payables (option 4).

4. Select Update Payable Defaults (option a).

5. Set Batch-Invoices to N and click OK to save this change.

6. Exit the program and return to the main menu.

Lab Exercise b: Company Set Up

Objective: The purpose of these exercises is to show the user how to set up the company and other information that is going to be used by the accounting, distribution and manufacturing modules.

Company Information

1. Choose General/Administrative from Main Menu.
2. Choose Company Setup
3. Choose (a) on the submenu, Update Company Information.
4. Choose Update from action toolbar.
5. Change 'Address1' to "1234 Main Street", press TAB. Press Ctrl 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 (Q)uit to return to the Setup Company menu.

Print Company Information

1. Choose (b) Print Company Information.
2. Redirect 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 account numbers can be up to 9 digits and their descriptions up to 15 characters. You can use any numbers you desire, but the categories must be in ascending order and these cannot be changed once processing data starts.
2. Click (Q)uit 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) or click OK to find all account numbers.

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

4. Click (Q)uit to return to menu.

Print Ledger Account

1. Choose (f) to 'Print 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 define in the database. 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.

3. Click (Q)uit to exit.

Document Messages

1. Choose (h) to select ‘Document Messages”.

2. Do Find to view the various document messages.

3. Go into Add mode and enter a new one.

   Effective Date- today’s date

   Program- select ar:o_invce (AR Customer Invoices)

   Click on detail or Ctrl TAB and enter text that will print on the AR invoice

   Click OK to save

4. Click (Q)uit to return to the submenu and exit back to main menu.

Lab Exercise c: Setup Multilevel Tax

Objective: To set up the Multilevel Tax codes used for calculating sales tax on items that are sold.

Tax Codes

1. From the Main menu select Financial Management.

2. Form the submenu select Multilevel Tax and then select option (a) Update Multilevel Tax Codes.

2. Find all the existing tax codes supplied with database. Notice the "NOTAX" Code that is set up. The "NOTAX" code must be defined for customers 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. Press enter or click OK to store after each one is entered.

5. Click (Q)uit to return to the menu.

Tax Periods

1. Select option (b), Update Multilevel Tax Periods.

2. Go into update and make sure periods for the current year are set up. If not enter periods until you are up to the current period and year.

3. Press (ENTER) or click OK to save.

4. Click (Q)uit to return to the Multilevel Tax menu.

Tax Groups

1. Select Update Multilevel Tax Groups from the Multilevel Tax Menu.
2. Choose Find and click OK to find all the existing Tax Groups defined.
3. Add the following Tax Group:

   TRVCO for Travis County Tax Reports

   Tax Codes:

   TRVCO – set cumulative to N

   ASTCTY – set cumulative to N
4. Click OK button (or press ENTER) to save tax group entered and (Q)uit to return to the menu.
5. Select Print Multilevel Tax Groups (option e) 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 was covered in this Training Guide. 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