



**Accounts  
Receivable**  
*User Guide*  
Version 5.20

Fitrix™

***Accounts Receivable◆ User Guide***

*Version 5.20*

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# Table of Contents

## Chapter 1: Introduction

- Accounts Receivable Features ..... 2
  - Features ..... 2
  - Reporting ..... 3
- General Information ..... 4
  - Reference Files ..... 4
  - Setup Procedure ..... 5
  - Different Databases..... 6

## Chapter 2: A/R Accounting Cycle

- Accounts Receivable Setup..... 2
  - Customer Terms..... 2
    - Update Customer Terms ..... 2
    - Print Customer Terms ..... 3
  - Receivable Defaults ..... 3
    - Update Receivable Defaults ..... 3
    - Print Receivable Defaults ..... 3
  - Account Groups ..... 3
    - Update Account Groups ..... 3
    - Print Account Groups ..... 3
  - Customer Information..... 3
    - Update Customer Information ..... 3
    - Update Customer Ship-To's ..... 3
    - Print Customer Information..... 3
  - Customer Open Items ..... 4
    - Update Customer Open Items..... 4
    - Print Customer Open Items ..... 4
  - Setup Complete..... 4
- Accounts Receivable Transaction Processing..... 5
  - Receivable Documents ..... 5
    - Update Receivable Documents..... 5
    - Print Receivable Listing ..... 5
    - Print Invoices..... 6
    - Post Receivable Documents ..... 6
  - Cash Receipts..... 6
    - Update A/R Cash Receipts ..... 6
    - Update Non-A/R Cash Receipts ..... 6
    - Print Cash Receipts Listing ..... 6
    - Post Cash Receipts..... 6
- Accounts Receivable End of Period..... 7
  - Ledger Reports..... 7

Print Receivables Journal .....	7
Print Cash Receipts Journal .....	7
Print G/L Activity .....	7
Invoices and Documents .....	7
Create Finance Charge Invoices .....	7
Create Recurring Documents .....	8
Customer Reports .....	8
Print Customer Statements .....	8
Print Customer Aging .....	8
Print Customer Ledger .....	8

### **Chapter 3: Menus Overview**

Fitrix Accounting System Menu .....	2
Accounts Receivable Main Menu .....	4
Receivable Ledger Menu .....	6
Customer Information Menu .....	8
Setup Receivables Menu .....	10
Multilevel Tax Menu .....	12
Setup Company Menu .....	13

### **Chapter 4: Company Setup Menu**

Order of Setup Steps .....	2
Reference Information Options .....	2
Information Checklist for Reference File Setup .....	3
Company Information .....	4
Update Company Information .....	4
Additional Company Information .....	5
Print Company Information .....	7
Account Number Ranges .....	8
Types of Ledger Accounts .....	8
Print Account Number Ranges .....	10
Ledger Accounts .....	11
Printing Ledger Accounts .....	12
Checking Accounts .....	13

### **Chapter 5: Multilevel Tax Menu**

Multilevel Tax Menu .....	2
Update Multilevel Tax Codes .....	3
Update Multilevel Tax Periods .....	6
Update Multilevel Tax Groups .....	7
Print Multilevel Tax Codes .....	9
Print Multilevel Tax Groups .....	9
Print Multilevel Tax Analysis .....	9

Print Analysis Summary ..... 9  
Print Analysis Detail ..... 9

**Chapter 6: Setup Receivables**

Setup Receivables Menu ..... 2  
Update Receivable Defaults ..... 3  
    Invoicing ..... 3  
    Multilevel Tax ..... 4  
    Account Numbers ..... 5  
    Aging Information ..... 6  
        Aging Periods Setup ..... 6  
    Accounts Receivable Setup ..... 7  
    Batch Processing ..... 7  
Print Receivable Defaults ..... 9  
Update Account Groups ..... 10  
    Account Groups Screen—Header Section ..... 10  
    Account Groups Screen—Detail Section ..... 10  
Print Account Groups ..... 12  
Update Customer Information ..... 13  
Update Customer Ship-To's ..... 14  
Print Customer Information ..... 15  
Update Customer Open Items ..... 16  
Print Customer Open Items ..... 19

**Chapter 7: Customer Information**

Customer Information Menu ..... 2  
Update Customer Information ..... 3  
    Customer Ship-Tos ..... 5  
    Customer Activity ..... 8  
Zooming Customer Activity ..... 10  
    Zooming To Additional Customer Information ..... 11  
Print Customer Information ..... 18  
Print Customer Labels ..... 20  
Update Customer Terms ..... 21  
Print Customer Terms ..... 22  
Print Customer Statements ..... 23  
Print Customer Aging ..... 24  
Print Customer Ledger ..... 26  
Print Customer Open Items ..... 27  
    Print Customer Activity Detail ..... 27  
    Credit Letters ..... 27

## Chapter 8: Receivable Ledger

Receivable Ledger Menu .....	2
Update Receivable Documents .....	3
Receivable Documents Screen—Header Section .....	3
Receivable Documents Screen—Detail Section .....	6
Receivable Documents Screen—Totals Section.....	7
Receivable Documents Screen—Accounting Info Area.....	8
Receivable Documents Screen—Information Window.....	9
Print Receivable Listing.....	11
Print Invoices .....	12
Post Receivable Documents.....	13
Updating Non-A/R Cash Receipts .....	14
Non-A/R Cash Receipts Screen—Header Section .....	14
Non-A/R Cash Receipts Screen—Detail Section .....	15
Non-A/R Cash Receipts—Totals Section .....	15
Updating A/R Cash Receipts .....	16
A/R Cash Receipts Screen—Header Section.....	16
A/R Cash Receipts Screen—Detail Section .....	18
A/R Cash Receipts Screen—Totals Section .....	20
Print Cash Receipts Listing.....	21
Post Cash Receipts .....	22
Print Receivables Journal.....	23
Print Cash Receipts Journal .....	24
Print G/L Activity .....	25
Create Finance Charge Invoices .....	26
Create Recurring Documents .....	28

## Chapter 9: Administration Menu

Administration .....	2
Check Database Status .....	2
Check Database Connections.....	3
Export Databases .....	3
Update Database .....	3
Purge Activity .....	3
Shutdown Database.....	5
Startup Database .....	5
Update Batch Information .....	5

## Chapter 10: SQL Queries

Using SQL.....	2
SELECT Command .....	3
Using SELECT and FROM .....	3

Selecting All Columns .....	3
Selecting Specific Columns .....	4
Using Math in the SELECT Statement .....	4
Selecting Specific Rows: WHERE .....	5
Matching Character Patterns .....	5
MATCH Wildcards .....	6
Using AND and OR in the Where Clause .....	6
Using Multiple ANDs and ORs .....	7
Improper Use of AND or OR .....	7
WHERE Using LIKE .....	8
WHERE Using BETWEEN .....	8
WHERE Using IN .....	9
Matching NULL Values .....	9
Using NOT .....	9
Selecting From Multiple Tables .....	10
Joining More Than Two Tables .....	11
ORDER BY Command .....	12
Sorting By Multiple Columns .....	12
Using Aggregate Functions .....	12
GROUP BY Command .....	14

## **Chapter 11: Sample Reports**

1: The Receivable Listing Report .....	2
2: The Default Invoice Form .....	3
3: Receivable Posting Report .....	4
4: Cash Receipts Listing .....	5
5: Cash Receipts Posting Report .....	6
6: Receivables Journal .....	7
7: Cash Receipts Journal .....	8
8: G/L Activity Summary Report .....	9
9: G/L Activity Detail Report .....	10
10: Finance Charge Report .....	11
11: Recurring Document Report .....	12
12: Customer Information Summary Report .....	13
13: Customer Information Detail Report .....	14
14: Customer Labels .....	15
15: Customer Terms .....	16
16: Default Statement Form .....	17
17: Customer Aging Summary Report .....	18
18: Customer Aging Detail Report .....	19
19: Receivable Defaults .....	20
20: Account Groups Report .....	21

21: Customer Open Items Report.....	22
22: Customer Ledger Report.....	23
23: Customer Activity Detail .....	24
24: Dunning Letter .....	25
25: Company Setup Report .....	26
26: Account Number Ranges .....	27
27: Chart of Accounts .....	28
28: Multilevel Tax Codes.....	29
29: Multilevel Tax Groups.....	30

## **Glossary**

## **Appendix A:**

Forms .....	1
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## **Index**

# 1

## Introduction

# Accounts Receivable Features

Managing cash flow is strategic to the success of every business. A streamlined process to create customer invoices and capture payments in a timely manner is integral to this. Also of great importance is knowing the credit worthiness of your customers real time. A good software solution must be able to give your staff the information they need to make decisions regarding extension of credit while keeping overdue and overextended credit to a minimum.

The Fitrix Accounts Receivable module provides an effective and organized system for maintaining customer information that in turn leads to effective cash flow management, improved customer service, and profitability. You can access customer credit and sales history information on line, create invoices and statements on demand, and apply payments easily.

## Features

- **Modular Integration** – Direct integration with the Order Entry and General Ledger modules
- **Multiple Ship-To's** – allows for multiple ship-to addresses per customer
- **Online Access To Customer Activity and History** – the customer activity program provides a listing of all invoices entered in the database for the customer with flexible sort and query logic plus drilldown to payment history or source document capabilities
- **Customer Hold** – ability to flag a customer as “On Credit Hold” so that orders can not be processed
- **Credit Department Notes** – ability to enter notes regarding collection activity. These notes will be attached to the customer record and stored with the user name that entered the note and the date it was entered
- **Finance Charges** – automatic creation of finance charges on past due invoices
- **Dunning Letters** – ability to create and print dunning letters. The type of letter and date it was sent to the customer is stored with the customer record so your Credit Department will have access to this information. The standard letters that come with Fitrix include:
  - Notification that customer has been placed on credit hold
  - Customer has invoices 30 days past due
  - Customer has invoices 60 days past due
  - Customer has invoices 90 days past due
  - Final Demand For Payment (invoices over 120 days past due)
- **Payment Processing** – flexible cash receipt processing that allows you to automatically pay invoices in oldest date order, select specific invoices for payment, partially pay invoices, or place On Account if it is a pre-payment
- **Chargebacks and Write-offs** – option to create customer chargebacks and write-offs while in cash receipts if a partial payment on an invoice is made
- **Invoicing** – easy freeform data entry complete with zoom lookups to customer and ship-to information, tax codes, and payment terms. (Note: freeform because invoicing tied to inventory items you stock is handled by the Fitrix Order Entry module)
- **Recurring Invoice Capabilities** – Automatically creates recurring invoices such as a monthly professional services fee without repetitive data entry.

- **Sales Tax** – multilevel taxing capabilities for multiple localities such as state, county, and city
- **Account Groups** – the ability to set up a group of general ledger accounts by an account group code that is stored with the customer code. This code is then used in when entering customer invoices so that you do not have to remember the GL distribution for the invoice thereby streamlining data entry
- **Transfer of Data** – ability to transfer all open items, ship-to codes, sales history, and payment history from one customer code to another in the event of a business name change or consolidation

## **Reporting**

Reports available include:

- **Aging Reports**- these can be run by customer code or business name, by invoice date or due date, in summary or detail, with an “As Of” date you specify. You can predefine the number of aging periods you want to print (up to seven) and the number of days in each
- **Customer Ledger**
- **Customer Open Item Report**
- **Customer Activity Detail**
- **Customer Statements**
- **GL Activity By Account Number** (for AR Transactions Only)
- **Customer Labels**

# General Information

## Reference Files

This section covers the various files that may be mentioned throughout the documentation. The discussion includes the file name, the menu and menu option used to maintain the file, and the purpose served by the file.

**Account Groups Program:** Use the Update Account Groups option found on the Setup Receivables Menu. This table holds group codes and descriptions along with the account names and numbers associated with each unique code. The information in this file can be used to relieve the user from having to memorize account names and numbers for various transactions.

**Account Number Ranges Program:** Use the Update Account Number Ranges option on the Setup Company Menu. This table stores the range of account numbers associated with each type of account: Asset, Liability, etc.

**Accounts Receivable Defaults Program:** Use the Update Receivable Defaults option on the Setup Receivables Menu. This table holds default information used in programs throughout the Accounts Receivable system. By maintaining this information, you can speed up data-entry and cut down on errors. Information pertaining to invoicing, account numbers, and aging is stored here.

**Accounts Receivable Activity Program:** Use the Post Receivable Documents option on the Receivable Ledger Menu. This posting program collects previously unposted invoices and credit/debit memos. Information posted to this table cannot be changed; if a mistake is discovered at this stage, you must create a separate document reversing the transaction.

**Cash Receipts Program:** Choose the Update A/R Cash Receipts option or Update Non-A/R Cash Receipts option on the Receivable Ledger Menu. These tables hold data relating to cash receipts that have not yet been posted. Information for each document includes the date and amount of payment, the name of the customer, and the invoice(s) against which the payment is to be applied.

**Checking Account Program:** Use the Update Checking Accounts option on the Setup Company Menu. This table stores the number and description for each asset account designated to serve as a checking account.

**Company Information Program:** Use the Update Company Information option on the Setup Company Menu. This table includes the name and address of your company. If you are assigning income and expenses to departments within your company, this table will also contain the code and description for each department.

**Customer Information Program:** Use the Update Customer Information option found on both the Customer Information Menu and the Setup Receivables Menu. The information in this table helps you to more quickly enter or update transactions by allowing you to select data rather than enter it. Information in this table includes customer names, addresses, shipping instructions, and other data related to customer accounts.

**Customer Terms Program:** Use the Update Customer Terms option on the Customer Information Menu. This table holds information corresponding to each terms code you have setup for billing purposes. Each code is accompanied by its description, the number of due and discount days in addition to the discount percent.

**General Ledger Activity Program:** This table contains detailed information on all original, recurring, and reversing transactions posted during the current accounting period. The table stores the source journal and a description of the transaction along with the accounts and amounts involved.

**Ledger Accounts Program:** If you have the General Ledger module installed, you may make use of the information in this table. Each document in this table represents one of your general ledger accounts. Information stored in this table includes account numbers, respective descriptions, and optional subtotal groups. The table also includes information on whether the each account is increased with a credit or a debit.

**Receivable Documents Program:** Use the Update Receivable Documents option on the Receivable Ledger Menu. This table holds information on newly created receivable documents that have yet to be posted to the Accounts Receivable and General Ledger Activity tables. The information in this table may be modified until the Post Receivable Documents option is executed.

**Ship-To Program:** You can access the Update Customer Ship-To's option from the Customer Information Menu or the Setup Receivables Menu. This table holds default shipping information for customers whose invoices have not otherwise been given specific shipping instructions. The shipping address and instructions are stored along with reference information concerning the billing address.

## Setup Procedure

Setup is the process by which you enter all the information needed before you can start recording transactions into the Accounts Receivable, system. Setup includes entering basic control information that the program needs to run, entering your Chart of Accounts, and entering other reference information.

The setup process is summarized below:

**Table 1:**

SETUP OPTIONS - ORDER OF EXECUTION		
Step	Description	Menu
1	Enter Company Information	Setup Company
2	Modify Account Number Ranges	Setup Company
3	Enter Ledger Accounts	Setup Company
4	Enter Customer Terms	Customer Information
5	Enter Receivable Defaults	Setup Receivable
6	Enter Account Groups	Setup Receivable
7	Enter Customers Setup	Receivable
8	Enter Customers Ship-to Addresses	Setup Receivable
9	Enter Customers' Open Items	Setup Receivable
10	Record that setup is complete	Setup Receivable

The last step in the setup procedure is to record that setup is complete. Documents can not be posted until you have indicated that setup is complete. Record that setup is complete by entering a **Y** in the Accounts Receivable Setup Complete? field in the Receivable Defaults program. The Receivable Defaults information is changed with the Update Receivable Defaults option of the Setup Receivable Menu.

Once you have indicated that setup is complete, you can no longer enter customer balances (hereafter called open items). In addition, you can no longer delete customers that have open items. After setup is complete, customer open items can be changed only by posting invoices, payments, credit memos, or debit memos.

If you do reset this flag to N and documents have been posted, General Ledger orphan transaction records can and most likely will occur.

## Different Databases

Fitrix *Business* products come with two distinct sets of data. The standard company set contains the real data for your company; the sample company set contains data that is used for tutorials and other training purposes. The sample database is used so that anyone who is new to the system can see examples and run options without risk of damage to the real accounting data of your company.

In addition to the standard and sample data sets, different companies may be set up for your system by your authorized Fitrix reseller so that you can run multiple companies.

The name of the current company/database is displayed at the top of the main menu. To select a different company/database:

Step	Action
1	Click Settings.
2	Click Change Database Access.
3	Enter the name of the desired database.
4	Click OK. The desired database is active.

# 2

## A/R Accounting Cycle

The accounting cycle for Accounts Receivable follows the basic Fitrix Accounting Cycle. After the general company setup procedure, there are A/R-specific setup, transaction processing, and end of period activities.

The A/R-specific Processing Cycle:

- Accounts Receivable Defaults
- Customer Terms
- Cash Receipts
- Default Ledger Reports

# Accounts Receivable Setup

Basic setup for Accounts Receivable involves entering A/R defaults, customers and ship-to addresses, and any existing open items.



## Customer Terms

### Update Customer Terms

(mandatory) Before you enter receivable defaults, all ledger accounts and term codes that will be receivable defaults must exist. (Ledger accounts are set up as part of Company Setup.) The Update Customer Terms option is available for entering customer term codes and term criteria.

## **Print Customer Terms**

*(optional)* This option prints out a listing of customer terms and term criteria.

## **Receivable Defaults**

### **Update Receivable Defaults**

*(mandatory)* This option allows you to define default values for tax rate, term codes, discount parameters, ledger account numbers, and aging reference. During transaction processing, if any of the above are not explicitly specified, the system will look to these defaults for the appropriate entry.

### **Print Receivable Defaults**

*(optional)* This option prints out a hardcopy of data input from Update Receivable Defaults.

## **Account Groups**

### **Update Account Groups**

*(optional)* This option allows you to enter and maintain account groups.

### **Print Account Groups**

*(optional)* This option prints out a listing of account groups with code, description, and ledger accounts.

## **Customer Information**

### **Update Customer Information**

*(mandatory)* The next order of business is to set up customers and enter customer address and detail information. This information can also be added to or changed after the initial setup is complete.

### **Update Customer Ship-To's**

*(optional)* Customer ship-to's may be updated at this time, as well.

### **Print Customer Information**

*(optional)* This option prints out a listing of customer and ship-to information.

## Customer Open Items

### Update Customer Open Items

*(mandatory, one time only)* This option is used DURING SETUP ONLY for entering, modifying and deleting outstanding invoices. Once the system is told that A/R setup is complete, no more open items can be entered, although it is still possible to view all items previously entered.

### Print Customer Open Items

*(optional)* This option prints a balance report for each customer, listing open items entered during setup. It is advisable, but not required by the system, to produce an “edit list” with the Print Customer Open Items option so that all entries can be checked for accuracy before the final “Setup Complete” step causes them to be posted.

## Setup Complete

Telling the system that setup is complete is the last step before transaction processing can begin. The procedure is as follows:

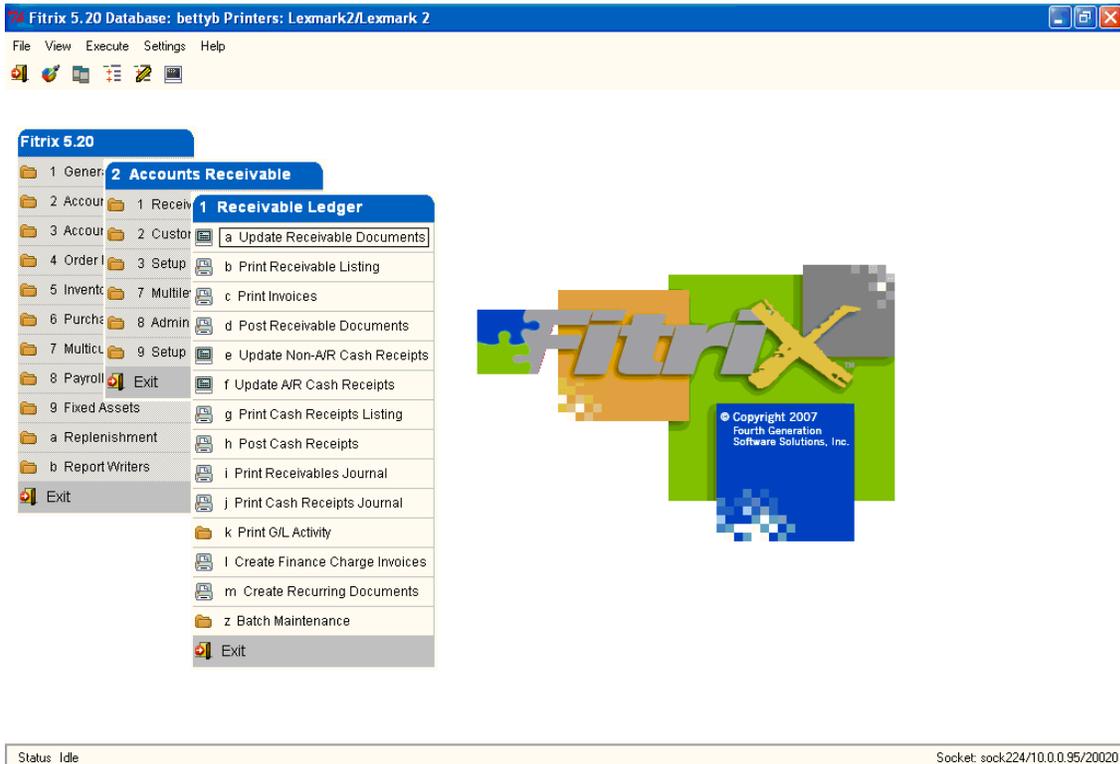
At the very bottom of the Update Receivable Defaults screen there is a “Y/N” field for indicating that setup is complete. When this field is set to “Y”, the system totals existing open item A/R transactions, displays the total amount, and prompts you to verify that no additional setup entries are required. By entering another “Y” at this prompt, you tell the system the A/R setup phase is now closed; all existing open items are posted at this time.

If A/R setup is complete and additional pre-setup open items are found and need to be entered, this field may be reset to “N”. Doing this will pull up a warning and prompt you to continue. Entering “Y” to continue will “unpost” all transactions from the A/R posting tables. If transaction processing has not been started, no harm is done since only pre-setup open items have been posted. Now only the additional open items may be entered and setting “Complete?” to “Y” can be done again. The additional open items plus the original open items post at this time.

If transaction processing has been started (e.g., invoices are entered and posted, receipts are entered and posted, etc.) and the setup complete field is reset to “N”, ALL posted transactions, i.e., posted receivable documents and pre-setup open items, are deleted from the A/R posting tables. This is generally not a good idea, since not only will all A/R postings be deleted, but there will be no effect on the General Ledger posting tables, leaving orphan A/R transactions in the G/L posting tables. The ability to reset “Complete?” back to “N” is primarily for entering additional pre-setup open items before transaction processing has started.

# Accounts Receivable Transaction Processing

Transaction processing for Accounts Receivable involves updating and posting receivable documents, then updating and posting Non-A/R and A/R cash receipts.



## Receivable Documents

### Update Receivable Documents

A document starts its life cycle as an entry in the Update Receivable Documents menu option. In A/R, Update Receivable Documents is the place for entering, modifying, and deleting invoices, credit memos, or debit memos. Account groups can also be used with this screen to aid data entry. Documents that are copied periodically from pre-established documents are made available in the Update Receivable Documents screen through the Create Recurring Documents option.

### Print Receivable Listing

Before receivable documents are posted, an edit list must be run using the Print Receivable Listing menu option. Data entry errors found on the list can be corrected through the Update Receivable Documents menu option.

## **Print Invoices**

Once a satisfactory edit list is produced, invoices may be printed. Invoices are printed on pre-printed forms and can use either prenumbered forms or system-assigned invoice numbers.

## **Post Receivable Documents**

This option posts all unposted invoices, credit memos, and debit memos to the A/R and G/L posting tables. This option also generates a Receivable Document Posting Report. This report looks like the edit listing, except that receivable document numbers have been assigned to each posted document.

The posting of documents also updates or creates open item balances. For a new invoice, an open item is created for that customer. For a receipt, credit memo or debit memo, an existing open item is updated to reflect a new balance.

## **Cash Receipts**

### **Update A/R Cash Receipts**

Update A/R Cash Receipts is for entering a receipt associated with a particular customer and that customer's outstanding balance.

### **Update Non-A/R Cash Receipts**

Update Non-A/R Cash Receipts is for receipts not associated with a particular customer.

### **Print Cash Receipts Listing**

All cash receipts are verified by printing an edit listing of ALL unposted documents entered through Update Cash Receipts. This listing is used to validate data entry and must be printed prior to posting.

### **Post Cash Receipts**

This option posts all unposted cash receipts to the A/R and G/L posting tables and generates a posting report. Cash receipts are also applied to open items when posted.

# Accounts Receivable End of Period

Reporting of transaction processing activity normally occurs at the end of a period. Various types of G/L and A/R reports are available.

1 Receivable Ledger		2 Customer Information	
	i Print Receivables Journal		h Print Customer Aging
	j Print Cash Receipts Journal		i Print Customer Ledger
	k Print G/L Activity		j Print Customer Open Items
	l Create Finance Charge Invoices		
	m Create Recurring Documents		

## Ledger Reports

### Print Receivables Journal

This option prints out a listing sorted by unique document numbers, so that each document's effect on the various ledger accounts can be traced. The report lists each ledger account posted to, debits and credits, and document numbers for receivable documents. The system prompts you to input the period starting and ending dates. Note that both the Start Date and End Date fields default to the current system date.

### Print Cash Receipts Journal

This option prints a listing of cash receipt information with document numbers for auditing purposes. The system prompts you to input the period starting and ending dates. Note that both the Start Date and End Date fields default to the current system date.

### Print G/L Activity

This option prints either a summary or detail report listing all debits and credits posted to each ledger account. The system prompts you to input the period starting and ending dates. Note that both the Start Date and End Date fields default to the current system date.

## Invoices and Documents

### Create Finance Charge Invoices

This option automatically creates invoices with finance charges based solely on user input aging criteria. Invoices can then be modified or deleted through the Update Receivable Documents option. The Finance Charge report is also generated.

## **Create Recurring Documents**

This option creates receivable documents automatically by copying in specified receivable documents. Documents can then be modified or deleted through the Update Receivable Documents option.

## **Customer Reports**

### **Print Customer Statements**

This option generates customer statements which summarize activity in a customer's account.

### **Print Customer Aging**

This option reports amounts due in age groups by customer. You can select from either summary or detail format.

### **Print Customer Ledger**

This option prints a report organized by customer listing all posted activity for each customer.

# 3

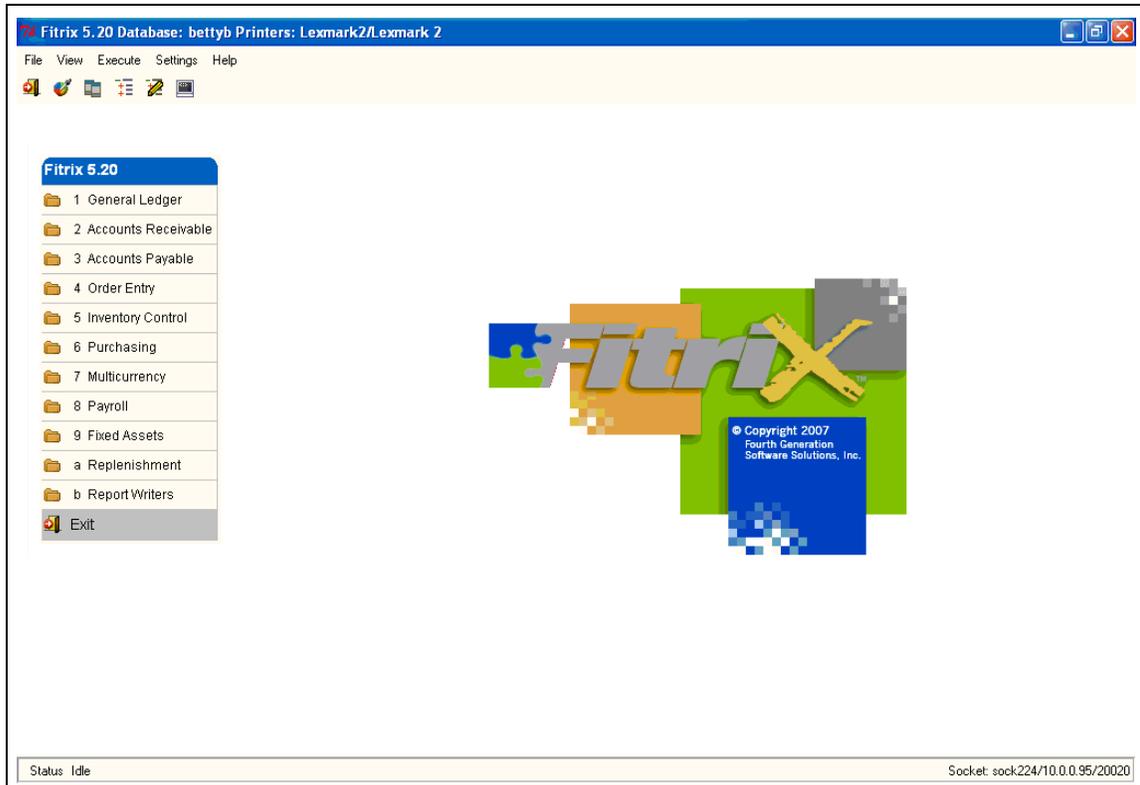
## Menus Overview

This Chapter briefly describes the options available on the the main menus. More detailed descriptions of the options on each menu are given in the Chapters that follow. This Chapter overviews the following menus:

- Fitrix Accounting System Menu
- Accounts Receivable Main Menu
- Receivable Ledger Menu
- Customer Information Menu
- Setup Receivables Menu
- Multilevel Tax Menu
- Administration Menu
- Setup Company Menu

# Fitrix Accounting System Menu

The Fitrix Accounting System Menu:



Depending on the modules that you have installed, your Fitrix Accounting System Menu may contain the following menu options:

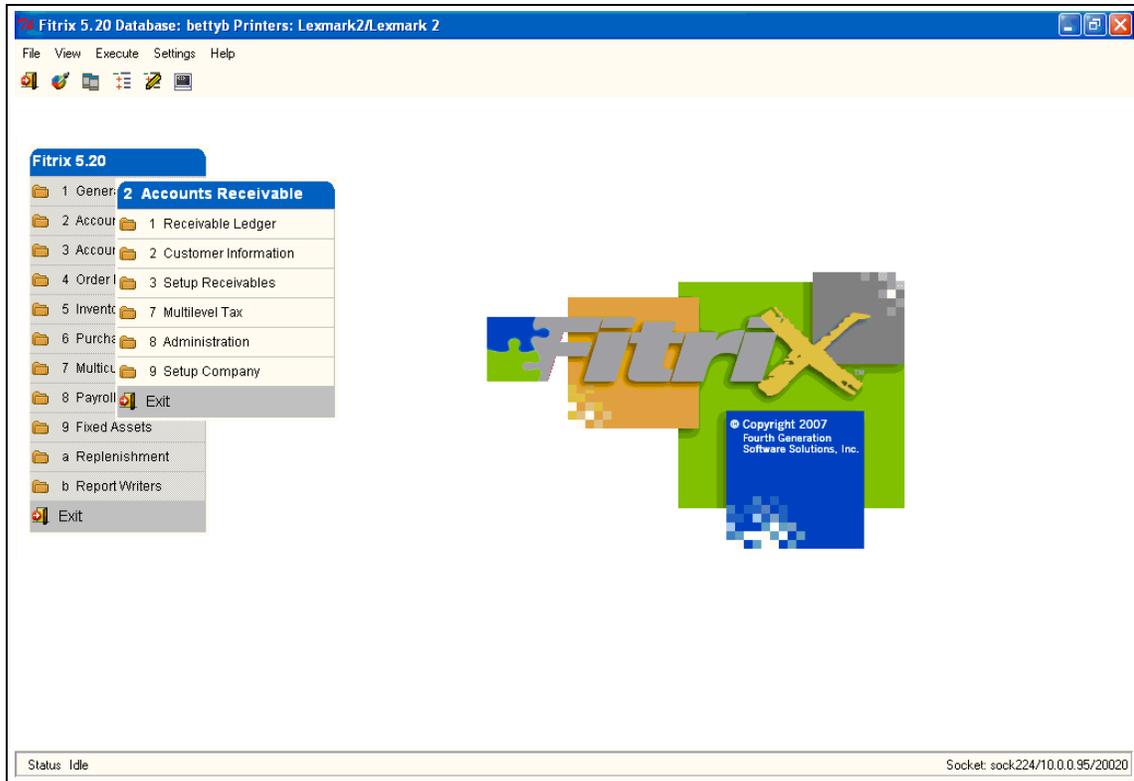
- **General Ledger:** Manages your general ledger. G/L is an information center for all other Fitrix Accounting modules and for your own custom applications. G/L allows you to define ledger accounts and account groups, create recurring documents (to eliminate entering the same basic transactions repeatedly), and post to the appropriate accounting periods. G/L provides immediate, on-line G/L information.
- **Accounts Receivable:** Automates your company's unique billing procedures. A/R produces standard customer invoices, statements, ledgers, and gangs, in addition to providing on-line access to this customer information.
- **Accounts Payable:** Automates your bill-paying procedures. Ensures that discounts are taken when available, vendor payment information is tracked, and expenses are posted to the appropriate accounts. A/P provides immediate, on-line payables information.
- **Order Entry:** Automates the complete ordering process, which includes: standard orders, credit/debit memos, and back orders. Order Entry provides immediate on-line access to order information.
- **Inventory Control:** Automates the process of receiving, shipping, transferring, and adjusting inventory. As with all Fitrix Accounting modules, real-time access to your data is provided.
- **Purchasing:** Automates the purchasing of inventory.

- **Multicurrency:** Automates the tracking of transactions that use multiple currencies. Multicurrency calculates differences in the value of your home currency caused by changes in exchange rates over the payment cycle and posts them to a special ledger account.
- **Payroll:** Automates the payroll system, while providing the user complete flexibility in defining the logic for calculating employee deductions, employer obligations, and earnings categories.
- **Fixed Assets:** Keeps track of fixed assets and automatically updates in-house and Federal Tax books.
- **Replenishment:** Automates the creation of vendor purchase orders based on usage numbers and the formulas used to determine your appropriate reorder quantity.

## Accounts Receivable Main Menu

The Accounts Receivable module allows you to enter and track your receivables: money that is owed you by your customers. Through A/R you enter receivable documents, print invoices, enter cash receipts, update customer records, and print a variety of reports that analyze your Accounts Receivable. Selecting Accounts Receivable from the Accounting System Menu displays the Accounts Receivable Main Menu.

The Accounts Receivable Main Menu:



All Fitrix main menus are organized with the most commonly used menus listed first. This menu contains the following options:

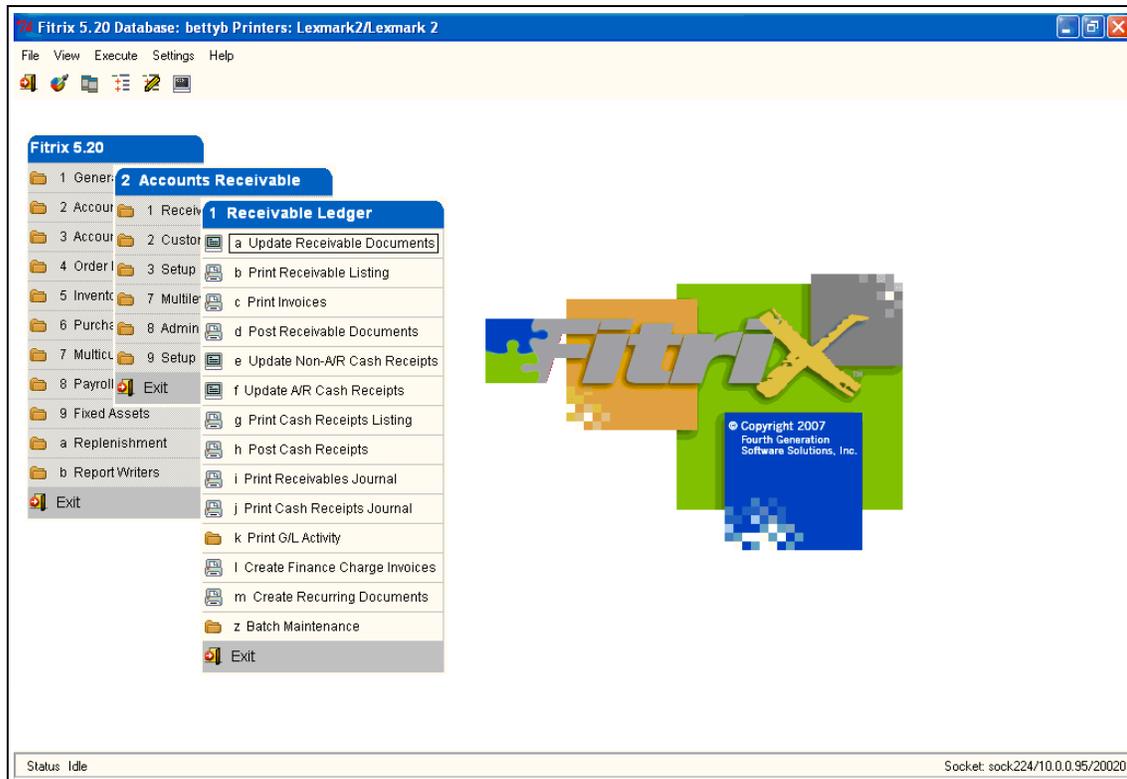
- **Receivable Ledger:** This menu provides options for entering receivable documents, printing those documents, printing and posting invoices, processing cash received from customers, printing reports, processing finance charges and recurring documents.
- **Customer Information:** This menu consists of options allowing you to manage your customer files and prints several reports analyzing customer activity.
- **Setup Receivables:** This menu provides options allowing you to maintain all the reference files that are used throughout the Accounts Receivable system. Some programs store information that pertains strictly to A/R; other programs hold information relevant to your entire system (e.g., the Ledger Accounts programs). Options that pertain to your entire system may be duplicated for your convenience in the other Fitrix Accounting modules.

- **Multilevel Tax:** This menu provides options for tracking and reporting multiple levels of taxes. For example, you might track state, county and city levels of sales tax. Tax Group capability allows you to allocate up to four taxes to any one line item. In addition, you can choose methods of handling discounts, finance charges, and reporting periods for multilevel tax purposes.
- **Administration:** All Fitrix Accounting modules incorporate this menu, which stores options that provide greater control over transaction logging and other system administrative functions.
- **Setup Company:** This menu is used extensively when you are first setting up your Accounts Receivable system. Company and account information is entered through this menu. Setup information for account number ranges and checking accounts is entered here as well.

## Receivable Ledger Menu

The Receivable Ledger Menu is the most frequently used menu of the Accounts Receivable system. Using this menu, receivable documents are entered. Invoices are printed and posted. Cash receipts are processed and journals are printed. Finance charges and recurring documents are also processed.

The Receivable Ledger Menu:



This menu contains the following options:

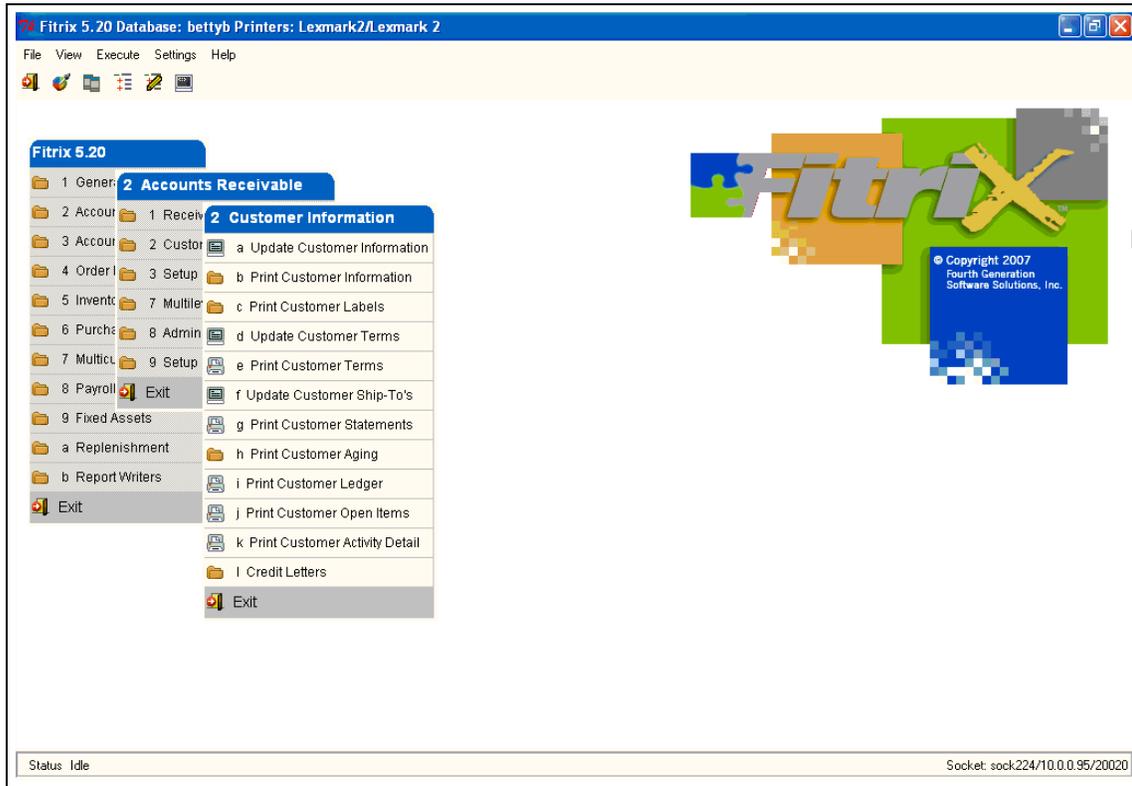
- **Update Receivable Documents:** Allows you to enter and modify receivable documents. Through this option you enter information about an order and the general categories of items sold (e.g., SALES OF INVENTORY).
- **Print Receivable Listing:** Prints a report listing the documents entered and modified under Update Receivable Documents, organized by document number. Only unposted receivable documents are listed.
- **Print Invoices:** Prints invoices on invoice forms.
- **Post Receivable Documents:** Selects all unposted invoices, credit and debit memos and posts them to the Accounts Receivable and General Ledger Activity files. Prints a report identical in format to the report generated by the Print Receivable Listing option.
- **Update Non-A/R Cash Receipts:** Allows you to enter and modify cash receipts that do not apply to outstanding invoices or that do not apply to customers' accounts. Each document records general information about a cash receipt in addition to the specific amounts paid.

- **Update A/R Cash Receipts:** Allows you to enter and modify payments that apply to outstanding invoices or that are to be applied to customers' accounts. Each document records general information about a cash receipt in addition to the specific invoices and amounts paid.
- **Print Cash Receipts Listing:** Prints a report listing each unposted cash receipt document entered through Update Non-A/R Cash Receipts or Update A/R Cash Receipts. The report is organized by document number.
- **Post Cash Receipts:** Selects unposted cash receipts documents and posts them to the Accounts Receivable and General Ledger Activity files. The Cash Receipts Posting report is generated, identical in format to the Cash Receipts Listing report.
- **Print Receivables Journal:** Prints a listing of debit and credit postings to general ledger accounts for posted receivable documents and cash receipts. This report is organized by document number.
- **Print Cash Receipts Journal:** Prints a report listing the debit and credit posting to the different general ledger accounts for cash receipts. This report covers only cash receipts, but is otherwise identical to the report generated by the Print Receivables Journal option.
- **Print G/L Activity:** Prints a listing of debit and credit postings, organized by general ledger account. Selecting this option displays a submenu giving you the choice of printing a summary or detail listing. If the detail report is selected, under each ledger account listed, each receivable document and cash receipt line that posted to the account is printed.
- **Create Finance Charge Invoices:** Prompts you for selection criteria for designating open item invoices for which to apply finance charges. After specifying this criteria, the system automatically creates finance charge documents in the Receivable Documents program. These documents can then be modified and posted similar to documents entered directly through the Update Receivable Documents option.
- **Create Recurring Documents:** Copies the specified posted recurring documents and creates new receivable document in the Receivable Documents file. Recurring documents are transactions that are entered frequently or periodically.
- **Batch Maintenance:** If batching is turned on, this program is used to approve invoice and cash receipts batches. Read the *Getting Started with Fitrix Guide* for more information on Batch Processing.

## Customer Information Menu

The Customer Information Menu contains options for maintaining a variety of customer information. Customer statements, aging reports, ledger, and open items can also be printed from this menu.

The Customer Information Menu:



This menu provides the following options:

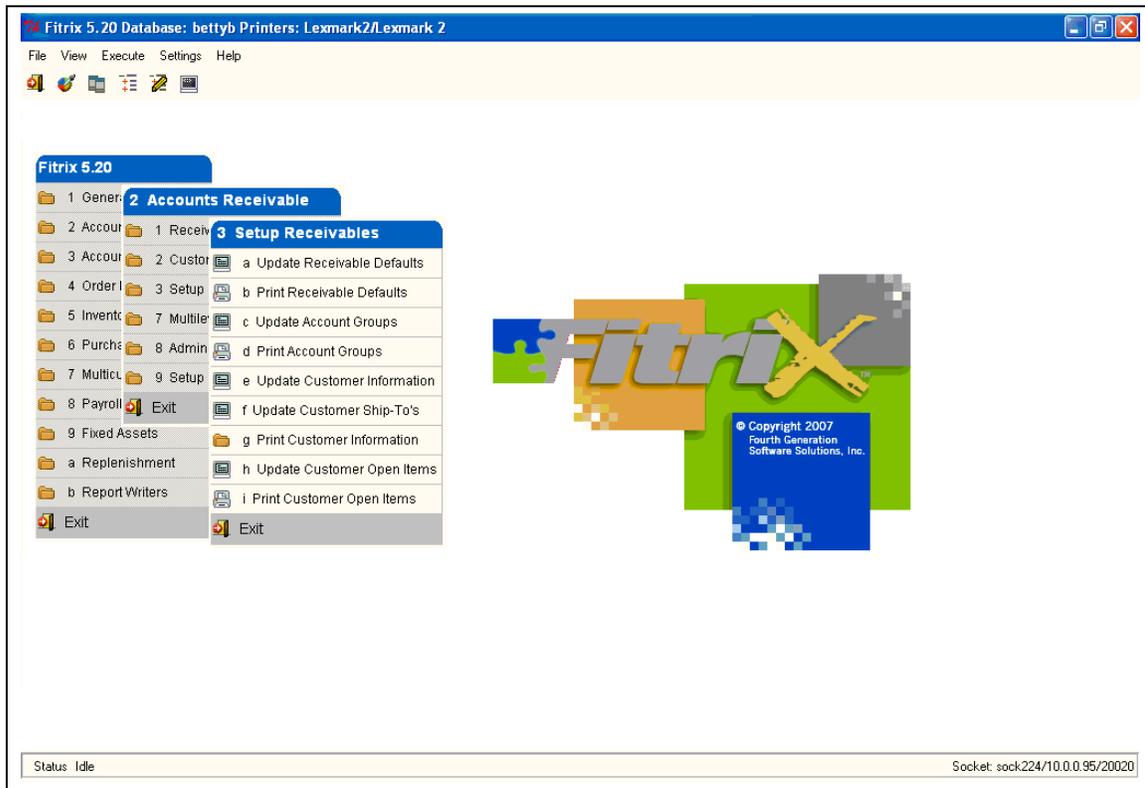
- **Update Customer Information:** Allows you to enter new customers or update existing customers. Customer name, address, shipping instructions are examples of the information that is stored through this option.
- **Print Customer Information:** Displays a submenu allowing you print reports listing the customer information added under Update Customer Information in summary or detail format, organized by customer name or by customer code.
- **Print Customer Labels:** Displays a submenu allowing you to print customer name and address labels sorted by customer name, code, and zip code.
- **Update Customer Terms:** Allows you to maintain the Customer Terms file. Each document in the Customer Terms file records a different type of payment terms. For example: Code A could identify "2% 10 net 30."
- **Print Customer Terms:** Prints a report listing each document stored in the Customer Terms file.
- **Update Customer Ship-To's:** Allows you to maintain the Shipping information. This program stores any number of shipping addresses for a particular customer. Each document stores the customer code and shipping information pertaining to a specific ship-to location.

- **Print Customer Statements:** Prints statements listing customer activity during a period of time.
- **Print Customer Aging:** Prints a summary or detail report listing outstanding amounts owed your company. These amounts owed are aged over categories of time ranging from “current” to “over 60 days” (by default). Both reports are organized by customer code. The detail report lists all outstanding invoices for a customer; the summary reports lists outstanding total amounts by customer.
- **Print Customer Ledger:** Prints a report listing customers’ account activity chronologically. Information provided includes the type of transaction (invoice, credit memo, etc.), description, amount, and balance.
- **Print Customer Open Items:** Prints a customer balance report, organized by customer code, listing open items entered and modified under Update Customer Open Items from the Setup Receivables Menu. The report lists customers who have a balance greater than zero.
- **Print Customer Activity Detail:** This report lists all invoices, debit memos, and credit memos, and the payment activity associated with each.
- **Credit Letters:** Displays a submenu where you can enter text for credit letters to be sent to your customers, the special characters defined to pull the information from the database, and print credit letters.

# Setup Receivables Menu

The Setup Receivables Menu allows you to maintain a variety of reference information that is used throughout the Accounts Receivable system.

The Setup Receivables Menu:



This menu contains the following options:

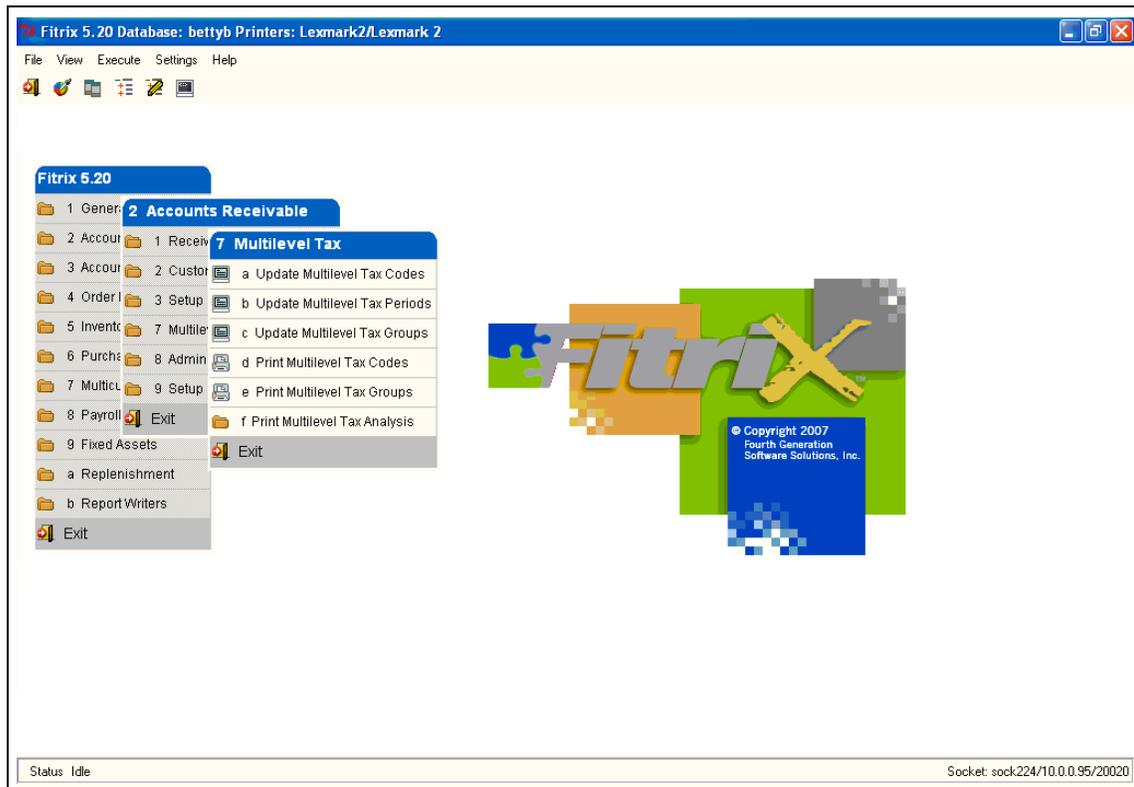
- **Update Receivable Defaults:** Maintains default information that is used throughout the Accounts Receivable system. This information includes, length of aging periods, default payment terms, default tax codes, and so forth.
- **Print Receivable Defaults:** Prints a report listing the information entered under Update Receivable Defaults.
- **Update Account Groups:** Allows you to maintain the Account Groups information: you can add new account groups or modify and delete existing groups. Account groups are an optional feature that can be used throughout the Accounting system to call up a subset of the chart of accounts. The user may then choose desired accounts from this subset. These groups are designed to expedite data-entry.
- **Print Account Groups:** Prints a listing of account group codes and the accounts associated with each code.
- **Update Customer Information:** Allows you to maintain your Customer Information program. This program stores customer name, address, shipping instructions, and information about a customer's account.
- **Update Customer Ship-To's:** Allows you to maintain the Shipping information. This program stores any number of shipping addresses for a particular customer. Each record stores the customer code and shipping information pertaining to a specific ship-to location.

- **Print Customer Information:** Prints a report listing all information entered under the Update Customer Information and Update Customer Ship-to's options.
- **Update Customer Open Items:** During setup (prior to the time when you begin using the A/R system for entering transactions), this option is used to enter customer open items.
- **Print Customer Open Items:** Prints a listing of customer balances, open invoices, and memos.

# Multilevel Tax Menu

This menu contains options that are used only with multilevel tax.

The Multilevel Tax Menu:



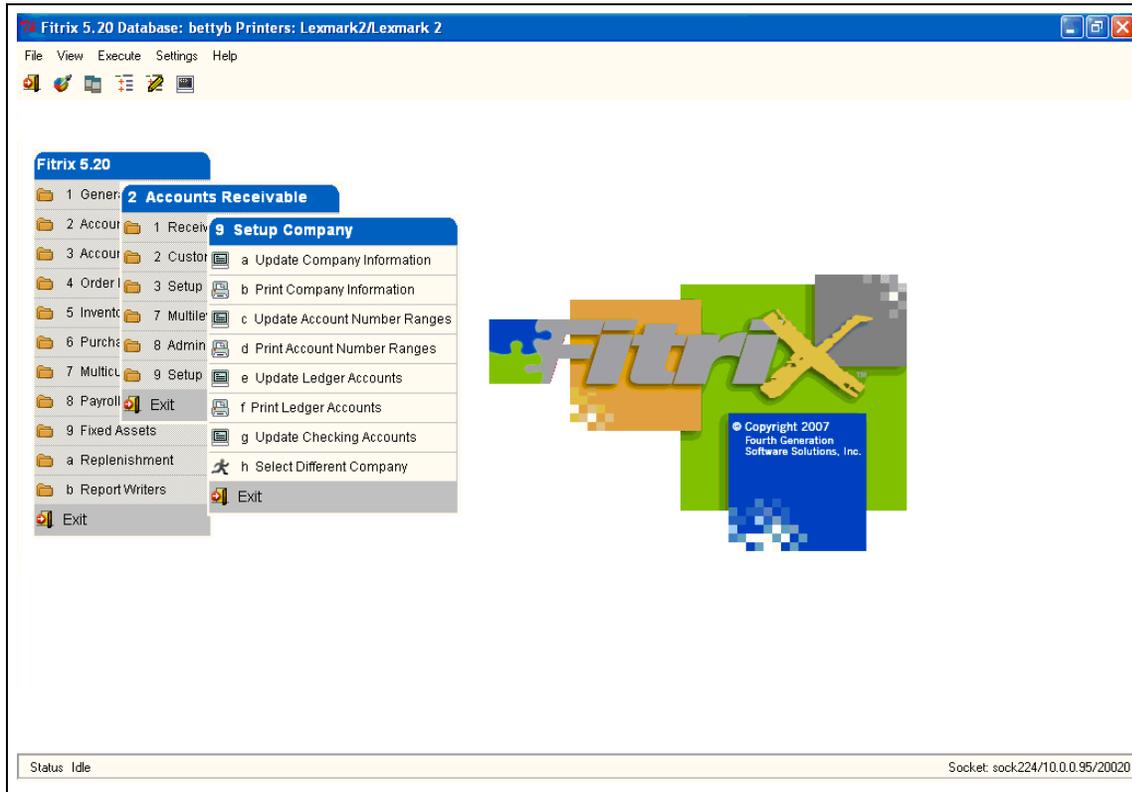
This menu provides the following options:

- **Update Multilevel Tax Codes:** Use this option to enter the multilevel tax code, rate, and ledger account for the tax code.
- **Update Multilevel Tax Periods:** Maintains the tax periods for companies that use multilevel taxes.
- **Update Multilevel Tax Groups:** Maintains multilevel tax groups. Tax groups are used when there are two or more taxes for a single line item. Multilevel tax groups are only valid when the Use Multilevel Tax Groups field of the Company Information form is set to Y.
- **Print Multilevel Tax Codes:** This option prints the information entered through Update Multilevel Tax Codes.
- **Print Multilevel Tax Groups:** This option prints the information entered through Update Multilevel Tax Groups.
- **Print Multilevel Tax Analysis:** This option prints a detail report or a summary report of the multilevel tax information posted to the Multilevel Tax activity file.

# Setup Company Menu

Under the Setup Company Menu you set up a variety of parameters that apply to all Accounting modules. You maintain company name and address, ledger accounts, and account number ranges with this menu.

The Setup Company Menu:



The Setup Company Menu provides the following options:

- **Update Company Information:** Allows you set up the business name and address, department codes, and department descriptions.
- **Print Company Information:** Prints a hardcopy record of what has been set up under Update Company Information.
- **Update Account Number Ranges:** Allows you to establish the account number ranges for each category of account. In other words, you can specify what range of account numbers are to be treated as Current Assets, Fixed Assets, Current Liabilities, and so forth.
- **Print Account Number Ranges:** Prints a hardcopy record of the account number ranges that have been set up with the Update Account Number Ranges option.
- **Update Ledger Accounts:** Allows you to establish ledger account numbers and their descriptions, assign account to a subtotal group (for reporting purposes), and to set up a default for the Increase with a Credit field.
- **Print Ledger Accounts:** Prints the ledger account information set up under Update Ledger Accounts.

- **Update Checking Accounts:** Allows you to specify any asset checking account as a checking account for a given department within the company, or for the company as a whole. You may find it useful to specify more than one checking account per department or company, so that similar expenses can be controlled through the same account.
- **Select Different Company:** This menu option is not currently functional.

# 4

## Company Setup Menu

The Setup Company Menu contains the following topics:

- Setting up Company Information
- Account Number Ranges
- Ledger Account Numbers and Descriptions
- Designating Checking Accounts

## Order of Setup Steps

When you set up reference files, the order of steps is designed so that earlier steps add information that can then be accessed automatically in the course of later steps. For instance, once you have set up account number ranges, any time an account number is entered the system can automatically tell you what type of account it is (for example, whether it is an asset or liability account). Conversely, if you try to perform setup steps out of order (for example, setting up account numbers before defining account ranges) you may defeat the system's capacity to provide useful data-entry information through automatic lookups.

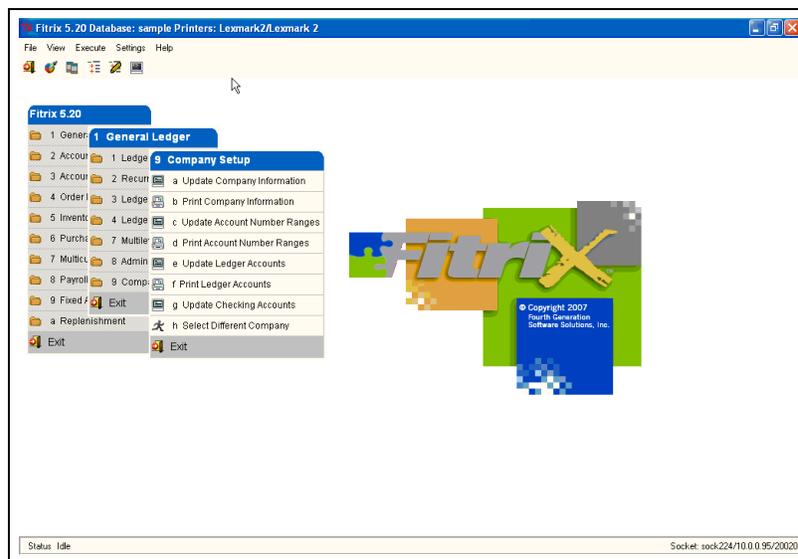
The setup steps that apply to all Fitrix modules (performed through options on menu 9, Company Setup menu) are covered in detail in *Learning Fitrix*. They are discussed here because the information they include forms the basis for later, G/L-specific setup steps.

For example, ledger accounts are typically set up for company-wide use through the Company Setup menu (menu 9), available in any Fitrix module. Account Groups, which assign a code to a certain selection of those ledger accounts for data-entry purposes, are set up through the Ledger Setup menu (menu 4) of G/L.

## Reference Information Options

Options on the **Company Setup menu** are used to create the basic structures of the G/L—the Chart of Accounts and any sub-departments you choose to set up within your company.

The Setup Company Menu:



Menu options for reference file setup:

- **Update Account Number Ranges (9-c)** allows you to define the number of digits that will be the standard for your ledger accounts, and to define the limits of the numeric ranges that correspond to different account types.
- **Update Ledger Accounts (9-e)** is used to create or modify your Chart of Accounts. It is also used to specify contra accounts and to set up optional subtotal groups of accounts for reporting purposes.

- **Update Checking Accounts (9-g)** (optional) is used to designate certain cash accounts as checking accounts. This allows you to use the check reconciliation feature in Accounts Payable.

### **Information Checklist for Reference File Setup**

- Decide on company divisions that will be assigned department codes for reporting purposes (or use the default of a single department “000”).
- If using departments, create department codes of up to three characters.
- Decide number of digits to be used in account numbers.
- Modify Account Number Ranges to correspond to account numbering.
- Create a list of account numbers and account descriptions to be added.
- Define subtotal groups (if any) to be assigned within account ranges.

# Company Information

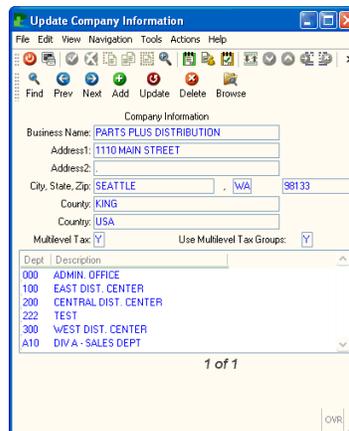
Use this program to store basic company information—your business name and address, department codes, and whether or not you will use the Multilevel Tax feature.

Multilevel Tax features are used in conjunction with Fitrix Accounts Payable and Accounts Receivable modules to track costs and prices that are subject to more than one type of tax. For information about the use of Multilevel Tax features, see *Getting Started with Fitrix*.

## Update Company Information

This option is used to set up and maintain the Company file. This file stores data regarding the name and address of your company, which is used on reports. In addition, department codes—used if you intend to assign income and expenses to departments—are stored here. Refer to the definitions for departments and profit centers in Appendix B: Glossary for further information.

The Company Information screen:



When you first use the system, the company information fields have default data provided in both the sample and standard company data sets. This data is included merely as a sample, and should be modified to represent your company.

The data in the Company table is unique to each database (i.e. company). The table contains one and only one record; therefore, the commands on the command prompt, with the exception of Update and have been disabled. The name and address entered in the Company Information section appear on all reports generated by the system.

The Company Information screen contains the following fields:

### 1. Business Name:

This alphanumeric field may be up to 30 characters in length, and contains your company's name. The entry in this field will be displayed on reports generated by the system.

### 2. Address1:

This is the contact address of the company. Up to 30 alphanumeric characters may be entered.

**3. Address2:**

This field provides an additional 30-character address line for suite number or other address information.

**4. City, State, Zip:**

Enter the city, state, and zip code for your company.

**5. County:**

Up to 30 alphanumeric characters may be entered.

**6. Country:**

This field may contain up to 30 alphanumeric characters.

**7. Multilevel Tax:**

Set to Y only if using Fitrix modules that have multilevel tax capabilities (AP, AR, OE, PU). See the chapter on multilevel tax for more information.

**8. Use Multilevel Tax Groups:**

Unless you enter a “Y” in the Multilevel Tax field, this field is skipped. See Chapter 7 - Multilevel Tax for more information.

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

**1. Department Codes:**

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

**2. Description:**

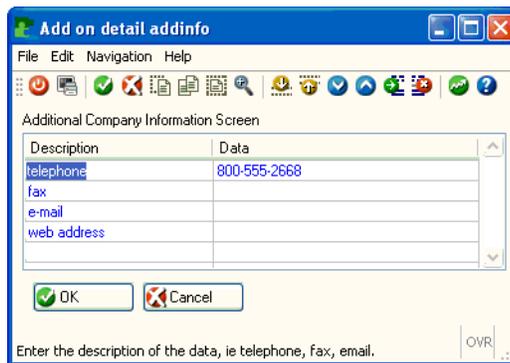
In this column, you specify the department name associated with the department code in the same row. Your alphanumeric department name may be up to 30 characters in length. This Company Information Form is used to specify the name and address to put on your reports and the “profit centers” or “company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

## **Additional Company Information**

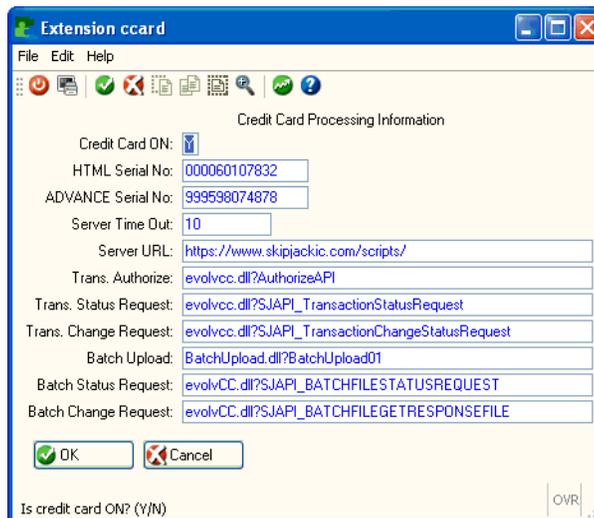
If you click on Zoom , the following screen displays:



Additional Company Information – this screen is used to store additional information such as telephone number, fax number, etc.



Credit Card Processing Information- if you are using credit card processing in Order Entry, it is in this screen that you enter the interface information. See the *Order Entry User Guide* for more information.



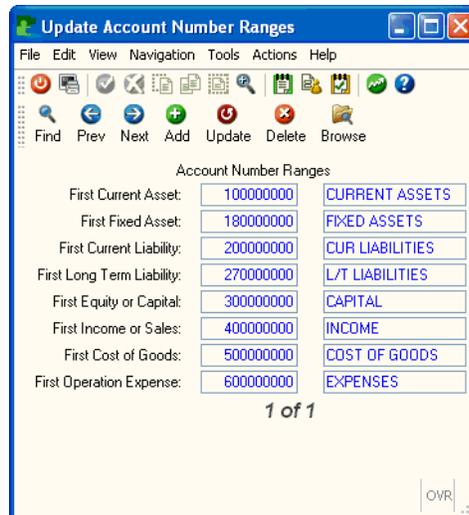
## **Print Company Information**

This program prints a hardcopy of information entered under the Update Company Information option.

## Account Number Ranges

The way that all these different types of accounts are identified to the computer system is by account numbers. After deciding upon a list of accounts, you need to assign a unique account number or “account code” to each account. In the Fitrix system, this “code” is a number that consists of up to nine digits. You assign these numbers so that the numbers of similar accounts all fall within the same numeric range. Fitrix lets you assign these ranges.

The Account Number Ranges screen:



These ranges can be changed by the user, but types of accounts always fall in this order. For example, Fixed Assets accounts always start on the number after the last Current Assets account. You do not, of course, have to actually use this number, but the posting program recognizes it as that type. Fitrix comes with a default Chart of Accounts, which you can use as a guide for assigning your own account numbers. Once you have chosen the account numbers you want to use, you can change that default list by changing, adding, or deleting the accounts used.

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### Warning!

There is a direct connection between account number ranges and individual account numbers. The account number ranges should be set up prior to setting up individual accounts. When an account is set up, the program accesses the Account Range file to determine the type of account (more specifically, whether the account balance should be increased with a credit or debit). If you change the account ranges, you must update or delete the affected accounts in your Chart of Accounts, because the account type is determined when the account is created or updated.

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## Types of Ledger Accounts

The Fitrix *Business* system recognizes eight different types of ledger accounts. Five of these account types appear on the company’s balance sheet and describe its net worth.

- **Current Assets** are liquid assets such as cash or Accounts Payable.
- **Fixed Assets** are property such as furniture and real estate.

- **Current Liabilities** are debts that must be paid in the short term such as payroll or accounts payable.
- **Long Term Liabilities** are debts that must be paid over a long period of time, such as mortgages or business loans.
- **Capital accounts** are those accounts that contain the value of your business, such as stock and retained earnings.

The next three types of accounts are those that appear on the income statement (or profit and loss statement) and describe how your company performed for a given period.

- **Income accounts** show the sources of your income.
- **Cost of Goods accounts** are expense accounts that show what you paid for your merchandise. They are also called “selling expenses” because they are directly tied to making sales.
- **Expense accounts** categorize all of your other expenses such as rent, salaries, utilities, etc.

## **Print Account Number Ranges**

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

# Ledger Accounts

The previous step created the ranges of account numbers that correspond to account types. At this point the individual ledger accounts comprising the Chart of Accounts must be entered into the **Ledger Accounts** table, using numbers defined by these ranges.

To view examples of ledger accounts, see the sample Chart of Accounts provided with the sample database (“sample company”).

The Ledger Accounts screen:



## Account Number:

Enter an account number of up to nine digits. The Type and Increase with Credit field are filled in by the system according to your predefined account number ranges.

## Description:

Enter up to 30 characters.

## Subtotal Group (optional):

Subtotal groups (optional) are assigned for a certain range of contiguous accounts for the purpose of creating a subtotal on reports. The description prints on the report along with the subtotal for the accounts.

## Increase with Credit:

The **Increase with Credit?** field displays a default of “Y” or “N” according to the standard method for increasing the balance of this type of account. For example, if the account number range for Income is 400000000 - 499999999, and the account number you type in is 410000000, when you press [ENTER] the default of “Y” for Income accounts—balance increases with a credit—displays in the Increase with Credit? field.

If you are adding an account whose purpose is to offset other entries that fall within the same Type, change the default here to indicate that this account’s balance will be increased with the opposite of the normal entry. For example, an account with a number of 420000000 for Returns and Allowances falls within the Income range of account numbers. However, the Increase with Credit? field for this account is set to “N” to define its balance as increasing with a debit.

**Allow Use in Manual Journal Entries:**

If this value is set to N the user will not be allowed to use this account number in the Update Journal Entries program. There are some account numbers that have their GL balance maintained by the system (Example-Trade Accounts Receivable and Trade Accounts Payable) and therefore manual journal entries to these accounts should not be allowed.

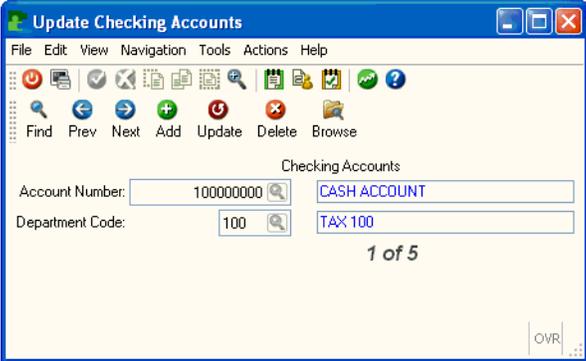
## **Printing Ledger Accounts**

This program prints a hardcopy of information entered under the Update Ledger Accounts menu option. This report should be checked to verify data-entry accuracy.

# Checking Accounts

If Fitrix Accounts Payable is installed on your system, cash accounts from which you issue checks can be set up as checking accounts. This will allow you to use the A/P check reconciliation feature. See Chapter 5 in the *Accounts Payable User Guide*.

The Checking Accounts form:





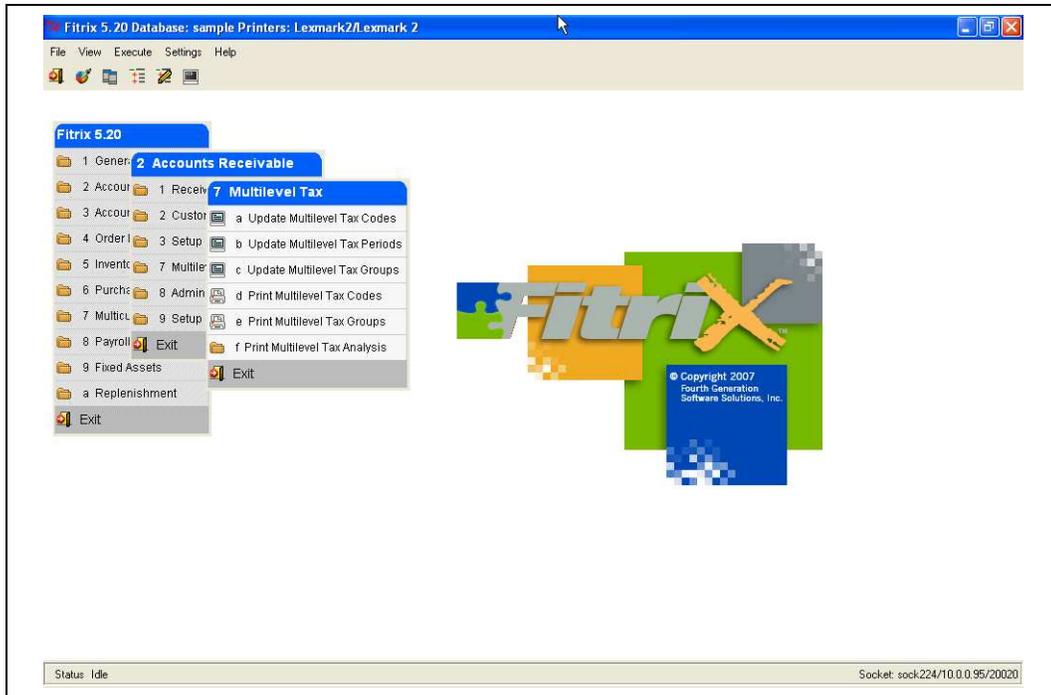
# 5

## Multilevel Tax Menu

This menu contains options that are used only with multilevel tax. Multilevel taxes are used to assign up to four tax codes to a single line item.

# Multilevel Tax Menu

The Multilevel Tax Menu:



# Update Multilevel Tax Codes

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

When you plan to switch to multilevel taxes, you need to set up your multilevel tax codes. You should perform this step *after* you set up your ledger accounts, and *before* you set up your default files.

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## Note

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Update Multilevel Tax Codes has an “intelligent” delete function that does not allow you to delete multilevel tax codes that have activity posted to the Multilevel Tax activity file. This is similar to the intelligent delete function of Update Ledger Accounts.

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The Multilevel Tax Code menu:

### 1. Multilevel Tax Code:

This six-character field is required. It stores the code assigned to a particular tax category and rate.

### 2. Multilevel Tax Rate:

Enter the tax rate for this multilevel tax code. Enter the tax rate in whole numbers. Example: 15% as 15 (not .15). This field is required.

### 3. Description:

Enter the description for this tax code. This description appears when you use the Zoom feature.

### 4. Country:

Enter the Country for this tax code. This field is not required, nor is it used by any other options.

**5. Province / State:**

Enter the province or state for this tax code. This field is not required, nor is it used by any other options.

**6. Department:**

This field affects the behavior of the Order Entry and Purchasing modules. You may leave it blank. Any entry must be a valid department code. If left blank, the system uses the Department Code specified for the document.

For example, if you have a department code of 100 defined for an Order Entry invoice and you leave the Department field blank here, the tax posts to department 100. If you always want to use the same department when posting tax, enter that department in this field.

**7. Include Tax with Asset/Expense:**

Y/N field-entry optional. This field affects the way transaction amounts from the Purchasing module post to asset or expense accounts in the General Ledger (GL). Entering Y causes tax to be included in the amount posted to the expense or asset account in the GL.

This allows you to post the fully landed cost of inventory or assets, which is useful for US (not value added tax) and Canadian (partial value added tax) situations.

For example, suppose your company purchases an expense item and is obligated to pay state sales tax on it. How do you want your accounting system to handle this situation? Do you want the full amount of the purchase (item plus tax) to post to the GL expense account, or just the amount of the item (purchase amount less tax)? Entering Y in this field causes the amount (item+tax) to post to the expense account in the GL.

**8. A/R Tax Account:**

Entry Required-Zoom available. This field governs the posting of tax amounts when you are processing receivable documents (A/R invoices, credit memos, etc.) or cash receipts. Enter the ledger account to which you want to post tax amounts for these types of transactions in A/R.

**9. A/R Discount Tax Account:**

Entry Required-Zoom available. This is the ledger account where you want to post any tax amount included in discounts allowed on customer invoices. Not all businesses track tax in this way. The setting (Y or N) of the "Calculate Tax on Cash Discounts" field (A/R Defaults form) governs the use, during the posting process, of the account number you specify in this field. If set to N, the system calculates no tax on cash discounts. In this case, the account number you enter here doesn't matter.

However, you must enter an account here even if the "Calculate Tax on Cash Discounts" field is set to N. In this case, you should probably enter the same ledger account you used in #7 above. (Use Zoom.)

If you set the "Calculate Tax on Cash Discounts" field (A/R Defaults form) to Y, then any discount allowed on an A/R invoice contains some tax. Keep in mind that you are defining the characteristics of a Multilevel Tax code. Suppose that, when you use this code in the future, you want to calculate tax on A/R cash discounts and account for that tax in a ledger account. In that case, you should have defined an A/R Discount Tax Account when you set up your Chart of Accounts, and you should set up the A/R Default as just described. You now enter the ledger account number for the A/R Discount Tax Account in this field.

**10. A/P Tax Account:**

Entry Required-Zoom available. This field governs the posting of tax amounts when you are processing payable documents (A/P invoices, credit memos, etc.) or Non-A/P Checks. Enter the ledger account where you want to post tax amounts for these types of transactions in A/P.

**11. A/P Discount Tax Account:**

Entry Required-Zoom available. This is the ledger account where you want to post any tax amount included in discounts taken on vendor invoices. Not all businesses track tax in this way.

The setting (Y or N) of the "Calculate Tax on Cash Discounts" field (A/P Defaults form) governs the use, during the posting process, of the account number you specify in this field. If set to N, the system calculates no tax on cash discounts. In this case, the account number you enter here doesn't matter.

However, you must enter an account here even if the "Calculate Tax on Cash Discounts" field is set to N. In this case, you should probably enter the same ledger account you used in the A/P Tax Account field.

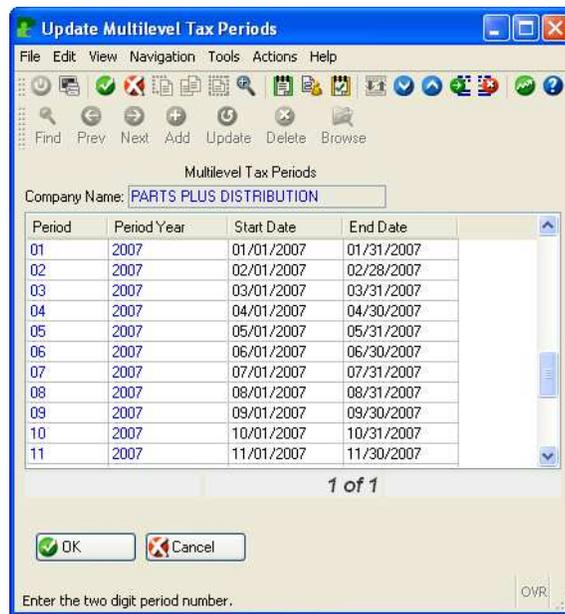
If you set the "Calculate Tax on Cash Discounts" field (A/P Defaults form) to Y, then any discount allowed on an A/P invoice contains some tax. Keep in mind that you are defining the characteristics of a Multilevel Tax code. Suppose that, when you use this code in the future, you want to calculate tax on A/P cash discounts and account for that tax in a ledger account. In that case, you should have defined an A/P discount tax account when you set up your Chart of Accounts, and you should set up the A/P Default as described above. You now enter the ledger account number for the A/P discount tax account in this field.

## Update Multilevel Tax Periods

The periods entered with this option are used only for Multilevel Tax reports. The periods are used in the selection criteria screen displayed before the report is run. All ring menu commands have been disabled except the Update command.

**Note:** If you use monthly and not quarterly periods, you need to enter only the first period and the rest default correctly. If you use quarterly periods, do not accept these defaults.

The Multilevel Tax Periods menu:



**1. Company Name:**

This is a system-maintained field. It is the business name of the company as entered via Update Company Defaults.

**2. Period:**

This is the period number for this reporting period. This field is required. Once you enter a period the next period is increased to the last period plus one.

**3. Period Year:**

This is the year of the reporting period. The default is the last period year entered.

**4. Start Date:**

Enter the start date of this reporting period. It defaults to the day after the last end date entered.

**5. End Date:**

Enter the end date of this reporting period. It defaults to the end of the month entered for the start date.

# Update Multilevel Tax Groups

This menu option is used to enter multilevel tax groups. Tax groups handle the special cases where there are two or more taxes for a single line item. You can use up to four different tax codes and the rates associated with them in a given tax group.

Multilevel tax groups are only valid when the Use Multilevel Tax Groups field on the Company Information screen is set to Y.

Note

If there is a "Y" in the Use Multilevel Tax Groups field on the Company Information screen, you must enter a multilevel tax group code rather than a multilevel tax code for the following options:

Accounts Receivable:

- Update Receivable Documents
- Update Receivable Defaults
- Update Customer Information

Accounts Payable:

- Update Payable Documents
- Update Non-A/P Checks
- Update Payable Defaults
- Update Vendor Information

The Multilevel Tax Groups form:



**1. Multilevel Tax Group Code:**

This is a six-character field and is required.

**2. Description:**

Enter a 20 character description for this tax group code. This description appears when using the Zoom feature.

**3. Tax Code:**

Enter a six-character multilevel tax code. The multilevel tax code must already be set up through the Update Multilevel Tax Codes program. The Zoom feature is available. When you enter the tax code, the description and rate appear for this multilevel tax code. NOTE: up to four different tax codes and the rates associated with them can be implemented within a given tax group.

**4. Description:**

This display only field contains the description for the multilevel tax code. The description was entered in the Update Multilevel Tax Codes option.

**5. Rate:**

This display only field contains the rate for the multilevel tax code. The rate was entered in the Update Multilevel Tax Codes option.

**6. Cumulative:**

Enter N if the tax should be calculated on the net amount (without tax) only. Enter Y if the tax should be calculated on the total of the goods amount plus the amount of tax on those goods for a tax that appears on a previous line.

For example, PST, Canada's Provincial Sales Tax, is often calculated on the price of the goods plus the amount of the federal GST (Goods and Services Tax). The tax groups are used in the following way:

**Table 1: Multilevel Tax Group Code: A**

Tax Code	Description	Rate	Cumulative
R	GST	.07	N
P	PST	.06	Y

The G and P tax codes must be set up in Update Multilevel Tax Codes with the appropriate rates and account numbers. For a net goods amount of \$300, the following tax is calculated in invoice entry when the A tax group is used.

In this example, GST is 7% and PST is 6%:

$$\begin{array}{rcl}
 300.00 & = & \text{Net goods amount (without tax)} \\
 300.00 \times .07 & = & 21.00 = \text{GST} \\
 321.00 \times .06 & = & 19.26 = \text{PST} \\
 \hline
 340.26 & = & \text{Gross goods amount (with tax)}
 \end{array}$$

## Print Multilevel Tax Codes

This program prints the information entered through Update Multilevel Tax Codes. .

## Print Multilevel Tax Groups

This program prints the information entered through Update Multilevel Tax Groups.

## Print Multilevel Tax Analysis

This menu option allows you to print a summary or a detail report.

The following Selection screen appears:



## Print Analysis Summary

This report prints a summary of the multilevel tax information posted to the Multilevel Tax activity file. It prints the total debits and credits for each tax code within the ledger account, a description of the tax code, and a total of debits and credits for each account.

## Print Analysis Detail

This option prints a detail report of the multilevel tax information posted to the Multilevel Tax activity file. It prints the ledger account number and description, invoice number, date, tax code, goods amount, and tax amount by account number and tax code.

The goods amount is the amount of goods sold at this tax rate. This does not include the tax. The following formula may be helpful for remembering the terminology:

Gross amount = Net amount (goods amount) + Tax amount.



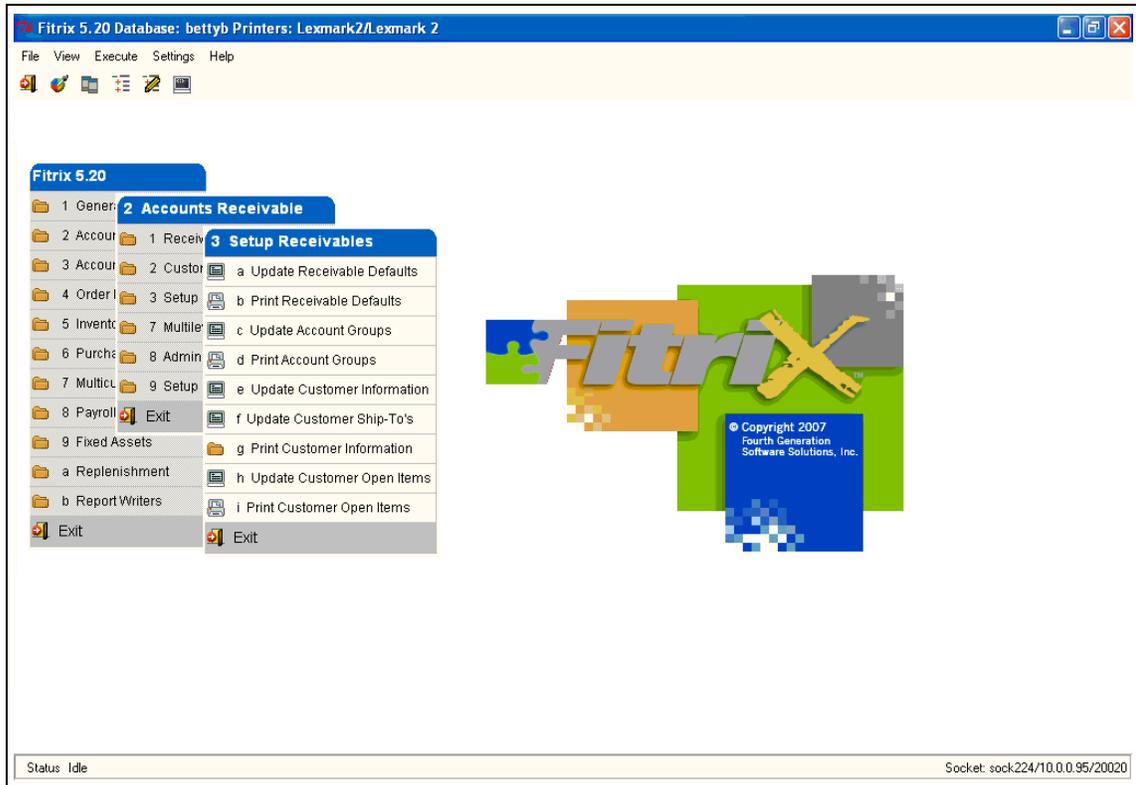
# 6

## Setup Receivables

Setup is a procedure that is performed once prior to entering transactions into the Accounts Receivable system. Selecting the Accounts Receivable Menu options is the first step in preparing the system for use after installation.

# Setup Receivables Menu

The Setup Receivables Menu:



## Update Receivable Defaults

This option allows you to maintain the Receivable Defaults information. Use this option to establish defaults that are utilized throughout the Accounts Receivable system. These defaults specify what ledger accounts, terms, tax rate, and aging periods to use throughout Accounts Receivable. Many of these defaults can be overridden on various screens; others—such as the aging periods—can only be changed on this screen.

The Accounts Receivable Defaults screen:

The Accounts Receivable Defaults screen contains the following fields:

## Invoicing

### 1. Tax Rate

This field is no longer used. All tax functionality has been replaced with multi-level tax codes/groups.

### 2. Terms Code

When setting up customers under Update Customer Information this field provides a default for the Terms Code field. These codes must have previously been setup in the Customer Terms table. The Customer Terms table is maintained with the Update Customer Terms option of the Customer Information Menu. If no terms code is found in the customer record, this default terms code will be used.

### 3. Terms Description

After entering a valid code in the Terms Code field, its description is displayed adjacent to the code. This description is retrieved automatically from the Customer Terms table.

### 4. Take Discount on

This row contains three fields, Misc., Freight, and Tax, that determine whether terms discount will be calculated on miscellaneous charges, freight, and tax. Each field accepts an entry of "Y" (yes) or "N" (no). Each field defaults to "N".

## Multilevel Tax

The following fields appear on the Accounts Receivable Defaults screen, but you can only access them if the Multilevel Tax module is installed on your system.

### 1. Miscellaneous Tax Code

This is the multilevel tax code to use for miscellaneous charges that you enter through the Update Receivable Documents option. It determines the rate at which these miscellaneous charges are taxed. Required when using Multilevel Tax. Zoom is available. (6 characters, alphanumeric)

### 2. Invoice Default Tax Code

This is the default multilevel tax code used in Update Receivable Documents and Update Non-A/R Cash Receipts in cases where a multilevel tax code cannot be obtained from the Customer Ship-To or Customer record files. Required when using Multilevel Tax. Zoom is available. (6 characters, alphanumeric)

### 3. Freight Tax Code

This is the multilevel tax code to use for freight charges that you enter through the Update Receivable Documents option. Required when using Multilevel Tax. Zoom is available. (6 characters, alphanumeric)

### 4. Enter Goods Amount as Gross

This field determines the default for the Gross Amt Entry field for both Update Receivable Documents.

Gross Amounts are amounts *with tax included*. When gross amounts are entered, the net amount is calculated by backing out the amount of tax. This net amount is posted to the ledger account which you specify using Update Multilevel Tax Codes (Multilevel Tax Menu).

### 5. Finance Charge Tax Code

This is the multilevel tax code to use for finance charges that you enter through the Update Receivable Documents option. Required when using Multilevel Tax. Zoom is available. (6 characters, alphanumeric)

### 6. Calculate Tax on Cash Discounts

This field determines the behavior of the Update A/R Cash Receipts option. If a Y is entered, a multilevel tax entry is generated to automatically back out tax when cash discounts are taken on an A/R invoice.

When an A/R invoice is posted, an entry is posted to the Multilevel Tax activity table for the full amount of the tax charged. When a discount is taken on an invoice, the full amount of tax has not been collected from the customer. An entry must be posted to the Multilevel Tax table to adjust the tax collected on the discounted invoice.

The adjustments are posted to the ledger account designated as the A/R Discount Account using the menu option Update Multilevel Tax Codes.

If this field contains the value N, no adjustment is generated when cash discounts are taken.

## **Account Numbers**

This section provides the default account numbers to use when creating invoices or entering cash receipts. All fields are numeric. The default should be changed to your actual General Ledger account numbers.

### **1. A/R**

This field stores your most commonly used Accounts Receivable (asset) account. This field defaults to 110000000.

### **5. Sales**

This field stores your most commonly used Sales (income) account. This field defaults to 400000000.

### **6. Misc**

This field stores your used Miscellaneous (income) account. This field defaults to 410000000.

### **7. Tax**

This field stores your Accrued Sales Tax (liability) account. This field defaults to 210000000.

### **8. F.C.**

This field stores your Finance Charge Income (income) account. This field defaults to 480000000.

### **9. Freight**

This field stores your Freight Income (income) account. This field defaults to 422000000.

### **10. Cash**

This field stores your most commonly used Cash (asset) account. This field defaults to 100000000.

### **11. Disc**

This field stores your Discounts Allowed (income contra) account. Discounts allowed to customers represent a reduction to income, and therefore, are considered to be a contra account. This field defaults to 421000000.

### **12. Write off**

If write off memos are created in cash receipts, it is this account number that will be debited.

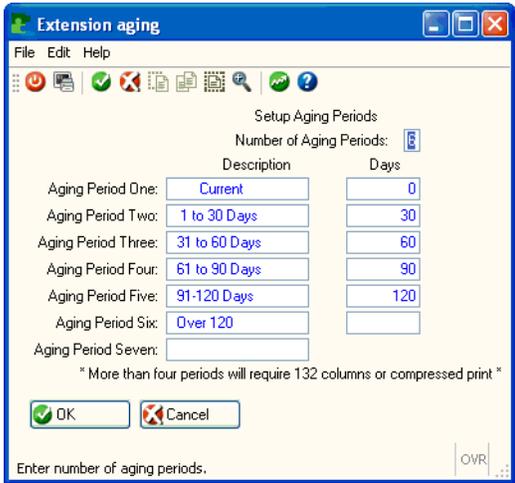
# Aging Information

This section of the screen determines how your Aging report is processed.

## 1. Age On

This single-character alphanumeric field accepts an entry of **D** for “due date” or **I** for “invoice date.” This field defaults to D. The date specified is used to determine the status of an invoice; that is, “current,” “1- 30” days past due, etc.

## Aging Periods Setup

Step	Action
1	<p>Click Zoom from the Aging Periods Field, the following screen displays.</p> 
2	<p>Enter the number of aging buckets to print on the report.</p> <p><i>Note:</i> If more than 4 aging periods are setup, the report will need to be printed in compressed print mode, or printed on 132 column paper.</p>
3	<p>Set the Age On value in accordance with your company policy:</p> <ul style="list-style-type: none"> <li>• Set the Age On value to "D" to age on due date. Then set the Days to 0 for the current period. This allows all invoices within their due date to show as current.</li> <li>• Set the Age On value to "I" to age on the invoice date. Then set the Days to &gt;0 for the current period. For example, if all invoices with invoice date 30 days &gt; aging date are considered past due, days should be set to 30.</li> </ul>
4	<p>Click OK.</p>

# Accounts Receivable Setup

## 1. Complete?

This single-character alphanumeric field stores a "Y" (yes) or "N" (no) entry. During the setup procedures (after first installing your Accounts Receivable system) this flag is set to "N". While this field is set to N, you may enter customer open items and even delete customers that have a non-zero balance.

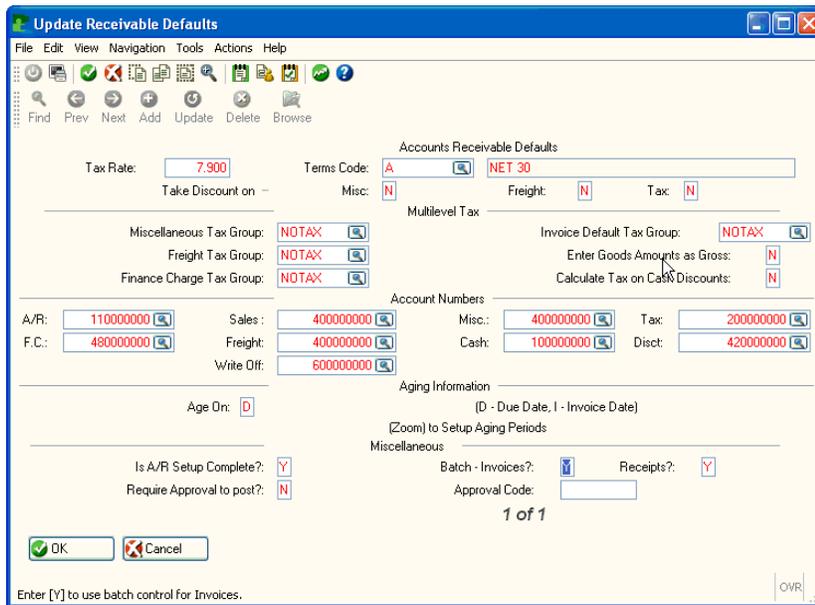
After completing the setup of your company's information (setup using the Setup Receivables Menu options) and when you are ready to begin entering transactions, you need to set change the entry in this field to "Y". You must indicate that setup is complete before you are able to post transactions. After entering "Y" in this field the the system will display the grand total of all open items entered. If the total is incorrect, enter a "N" to the "Continue?" prompt and correct your data.

It is possible, though not recommended, to change the setting of this field from "N" to "Y". If no Accounts Receivable transactions have been entered, there is no harm in switching the setting from "Y" to "N". If you change the setting from "Y" to "N", all AR transactions will be deleted. The open items will remain.

If you do reset this flag to "N" and documents have been posted, General Ledger orphan transaction records can and most likely will occur.

## Batch Processing

The Update Receivable Defaults screen:



To set up batch processing follow these steps::

Step	Action
1	Enter "Y" in the Batch Invoices? field if AR invoices should be processed in batch by User ID.

<b>2</b>	Enter "Y" in the Receipts? field if AR cash receipts should be processed in batch by User ID.
<b>3</b>	Enter "Y" in the Require Approval to Post? field if AR batches require management approval to post.
<b>4</b>	If approval is required, then enter an approval code.  <i>Note:</i> This value will not be visible. This is the approval code the manager will need to enter.
<b>5</b>	Press OK to Submit

See the Chapter on "Batch Control" in the *Getting Started with Fitrix* manual for more information on batch processing.

## **Print Receivable Defaults**

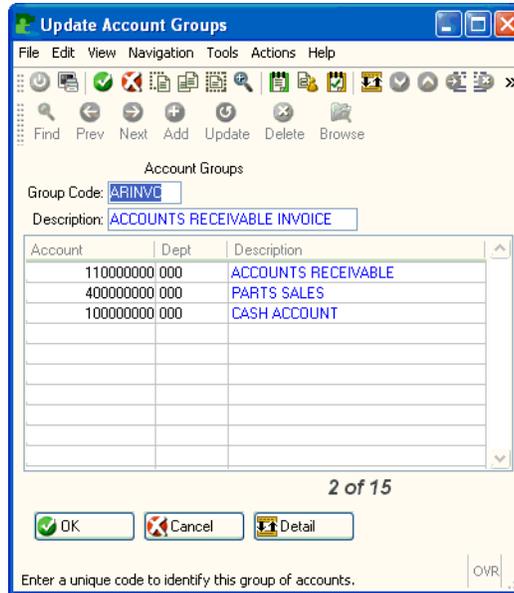
This option prints a hard copy of information entered with the Update Receivable Defaults option of the Setup Receivables Menu.

For an example of this report, see "19: Receivable Defaults" on page 11-20 in the section titled "Sample Reports."

# Update Account Groups

This option allows you to create and maintain the Account Groups information. An account group consists of an account group code and up to one hundred ledger accounts associated with that code. Using these account groups simplifies the entry of transactions into the general ledger. By knowing the names of different account groups, the user need not know the actual account numbers.

The Account Groups screen program:



The Account Groups form contains the following fields:

## Account Groups Screen—Header Section

This section of the form stores general information about the account group.

### 1. Group Code

This six-character alphanumeric field stores the unique code that is associated with up to one hundred ledger account numbers. This is a required field.

### 2. Description

This is a thirty-character alphanumeric field. It stores the name of the account group.

## Account Groups Screen—Detail Section

The detail section stores the ledger account numbers associated with an account group.

**1. Account**

This is a numeric column. Each row stores one of the ledger account numbers that is associated with the account group code specified in the Group Code field of the header. All account numbers must have been previously setup in Account. Zoom available.

**2. Dept**

This three-character alphanumeric column stores an optional department code. If left blank, the field defaults to 000. Department codes must have previously been setup in the Company Information program. The company information is maintained with the Update Company Information program on the Setup Receivables Menu. Zoom available.

**3. Description**

After entering a valid account number in the Account column, its description is displayed in this column. The description is automatically retrieved from the Ledger Accounts table. This is a display-only field.

## **Print Account Groups**

This option produces a hard copy listing of account groups: the account group code, its description, and the ledger accounts associated with a particular account group code.

For an example of this report, see report number "20: Account Groups Report" on page 11-21 in the section titled, "Sample Reports."

## **Update Customer Information**

This option is duplicated on the Customer Information Menu. Please refer to the "Update Customer Information" on page 6-13 of the Customer Information Menu section.

## **Update Customer Ship-To's**

This option is duplicated by accessing Ship-to information from Options in Update Customer Information program. Please refer to the "Update Customer Ship-To's" on page 6-14.

## **Print Customer Information**

This option is duplicated on the Customer Information Menu. Please refer to “Print Customer Information” in the section titled Customer Information Menu.

## Update Customer Open Items

This option allows you to enter, modify, and delete Accounts Receivable open items. An open item is an outstanding invoice. During the setup phase this option provides a means to enter all outstanding invoices for your customers into the database. After setup has been completed, new transactions for customers are entered using the Update Receivable Documents option.

The Customer Open Items screen:

The Customer Open Items form contains the following fields:

### 1. Currency

This field displays a 3-character alphanumeric code for the default currency. This will be U.S. dollars unless set up differently using the multicurrency feature.

### 2. Customer Code

This is a twenty-character alphanumeric field which stores a unique customer code. This is a required field. Zoom is available.

### 3. Customer Name

This unlabeled field displays the name of the customer identified by the entry in the Customer Code field. This name is retrieved automatically from the Customer Information table. This is a display-only field.

### 4. On Account

During setup (prior to setting the Accounts Receivable Setup to complete on the Accounts Receivable Defaults form) you can enter a value in this numeric field. A positive value represents an amount that the customer owes you. A negative amount represents a credit that the customer can apply to outstanding invoices (or memos).

A similar On Account field appears on the Customer Information screen. During setup, you may enter an on account amount for a customer in either place. If you enter a value on the Customer Information screen, then enter a different value on the Customer Open Item screen, the on account amount becomes the value last entered for that customer.

**5. Balance**

This is a system-maintained field. It is updated as an open item is being created.

**6. Invoice**

This ten-character alphanumeric field stores the invoice number.

**7. Doc No.**

The system automatically assigns a document number to each open item.

**8. Description**

This thirty-character alphanumeric field is available to record a description of an invoice or memo.

**9. Date**

This date field records the original date of an invoice or memo. This is a required field.

**10. Original Amount**

This numeric field stores the original amount of the invoice or memo. This is a required field.

**11. Original Discount**

This numeric field stores the original discount available to the customer.

**12. Invoice Balance**

This numeric field records the amount still owed on an invoice or memo. This field defaults to the value entered in the Original Amount field.

**13. Discount Balance**

This numeric field stores the amount of the Original Discount still available to a customer. This field defaults to the value entered in the Original Discount field.

**14. Due Date**

This is the date that an invoice is to be paid in full. This is a required field.

**15. Discount Date**

A discount is available to a customer up to, and including, the entry in the Discount Date field.

**16. A/R Account Number**

This numeric field stores the Accounts Receivable ledger account number to be used when posting the open item. This field defaults first to the Customer record; if no entry is found, it defaults to the Accounts Receivable Defaults record. Refer to the "Update Receivable Defaults" on page 6-3 in this manual.

**17. Department Code**

This three-character alphanumeric field stores a department code that identifies a profit center, a division of the company, etc. Note that it is not labeled on the screen. Throughout the Fitrix modules, you have the option of posting sales and expenses to specific departments. The use of department codes is optional. This field defaults first to the Customer record, if no entry found, it defaults to the Accounts Receivable Defaults record. If left blank, the field defaults to 000. Zoom is available.

**18. Customer P.O.**

A ten-character alphanumeric field is provided for storing the customer purchase order number.

**19. Purchase Order Date**

This date field records the date of the customer purchase order.

**20. Currency Exch. Rate**

This is a 16-character numeric field which holds the rate of currency exchange between the transaction currency and the home currency. This can be set up using the multicurrency feature.

**21. Home Currency Amount**

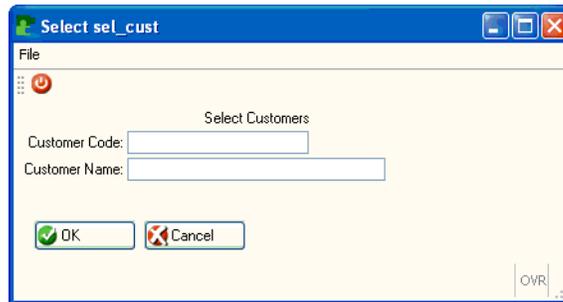
This numeric field holds the value of a transaction converted to the home currency, when the transaction takes place in a different currency.

## Print Customer Open Items

This option prints a customer balance report, organized by customer code, listing open items entered and modified under Update Customer Open Items on the Setup Receivables Menu. You can access this same option from the Customer Information Menu. The report lists customers having a non-zero balance.

When you select this option, you will see a Selection Criteria Form which you can use to limit the report to specific customers or groups of customers.

The Customer Open Items Selection Criteria screen:



As you enter data into this screen, you have the option to specify a range of values for each field, or use wildcards. If you click OK without entering any data, you will get a report of all customers with a non-zero balance in the database.

For an example of this report, refer to "21: Customer Open Items Report" on page 11-22 in the section titled "Sample Reports."



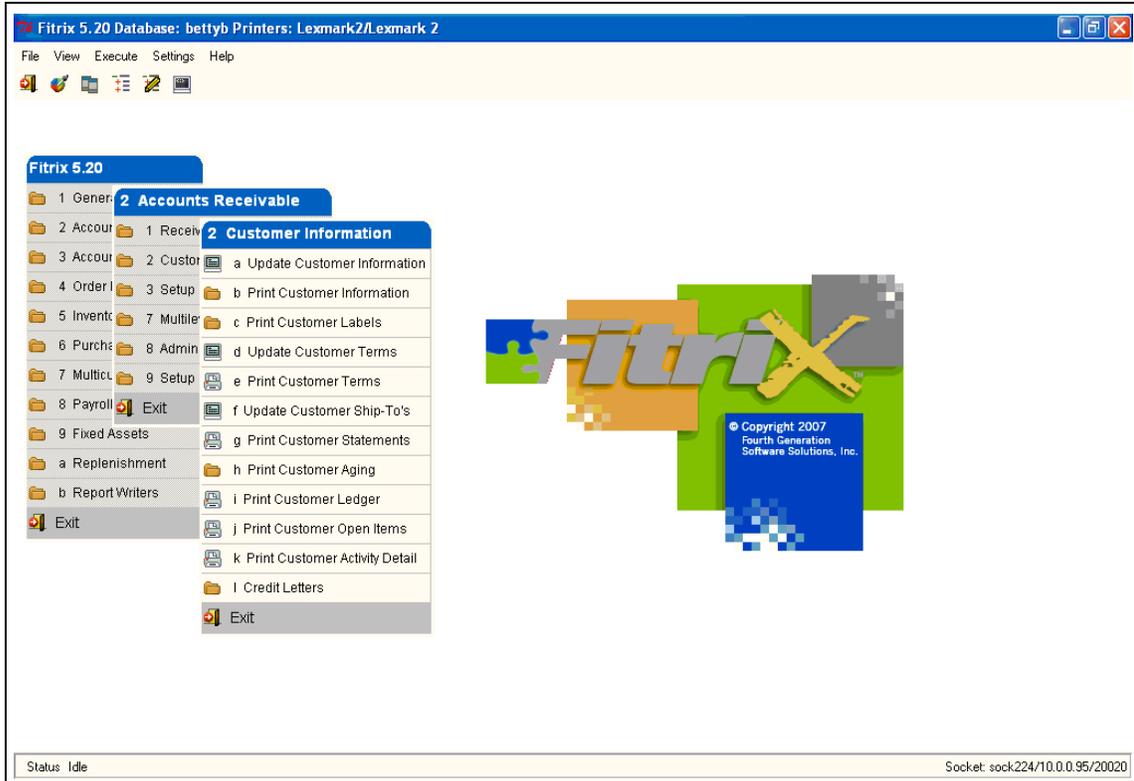
# 7

## Customer Information

The Customer Information Menu contains options for maintaining a variety of customer files. You can also print a variety of customer-related documents, including customer statements, aging reports, ledgers and open items.

# Customer Information Menu

The Customer Information Menu:



# Update Customer Information

With this option, you maintain the Customer Information. For your convenience, this option may also be accessed from the Setup Receivables Menu. In addition, the Ship-To records can also be maintained with this menu option. There are three programs accessible with the Update Customer Information option. These programs are the Customer Information program, the Ship-To Address program, and the Customer Activity program. Each one of these programs is discussed in this section.

The Customer Information screen (OE module installed):

The Customer Information screen contains the following fields:

## 1. Code

This is a twenty-character alphanumeric field that stores the code that uniquely identifies a customer. The system verifies that the entered code is unique.

## 2. Company

This thirty-character alphanumeric field stores the customer's business name. This name appears on reports that list customer information, on invoices, and so on. This is a required field.

## 3. Contact

This twenty-character alphanumeric field stores the name of the person who you normally contact when communicating with a customer.

**4. Phone**

This is a twenty-character alphanumeric field used to record the phone number of your contact at a customer's site.

**5. Cell**

The mobile contact number for the customer.

**6. Fax**

The facsimile telephone number for the customer's AP department.

**7. Address**

This thirty-character alphanumeric field stores the first line of a customer's billing street address. There is an additional twenty-character address field beside the labeled field that can be used for a suite number, an attention line, and so on.

**8. C/S/Z**

This row stores the billing city (twenty-character alphanumeric), state (two-character alphanumeric), and zip code (ten-character alphanumeric).

**9. Country**

This field records the billing country (twenty-character alphanumeric).

**10. Email**

This is email address for the customer contact.

**11. Web Address**

This is the Internet URL for the customer.

**12. Sales Person**

This is the salesperson code used for establishing sales types. Zoom is available for this option.

**13. Terms**

This is the AR terms code. Zoom is available for this option.

**14. Balance**

This system-maintained field displays the customer's current balance as of the last posting of receivable documents and cash receipts.

**15. Credit**

This numeric field stores the customer's credit limit; that is, it stores the maximum amount of credit charges you wish to allow the customer.

## 16. Credit Hold

Entering "Y" will prohibit users from entering any AR or OE documents.

## 17. Credit Hold Date

The date that the customer was placed in Hold status.

# Customer Ship-Tos

By selecting the Options command, you can access both the Ship-To Address screens and the Customer Activity screen. With the Ship-To Address screen program, you maintain the Ship-To records. Ship-To records can also be maintained with the Update Customer Ship-To's program on the Setup Receivable Menu. The Ship-To screen program stores one or more shipping records for some or all of your customers.

The Ship-To Address screen:

The screenshot shows a software window titled "Add-On ship\_oe" with a menu bar (File, Edit, Navigation, Help) and a toolbar. The main area is titled "OE Ship-To Address" and contains the following fields:

- Customer Code: 1 (with a dropdown arrow) and ACTION AUTOPARTS (with a dropdown arrow)
- Ship-To: CALIF (with a dropdown arrow)
- Ship-To Name: ACTION AUTOPARTS WEST
- Contact: STAN WAVERLY
- Address 1: 4389 APPLE WAY
- City/State/Zip: VENTURA, CA, 93003
- Country: USA
- Phone: 805 885 5487
- Residential:
- Cell:
- Fax:
- Email:
- Web Address:
- Ship Terms:
- Tax Codes:
  - Default: NOTAX
  - Freight:
  - Miscellaneous:
  - Salesperson: JC (with a dropdown arrow) and JIM CARSON (with a dropdown arrow)
  - Commission Code: STD (with a dropdown arrow) and STANDARD COMMISSION RATE (with a dropdown arrow)
  - Discount: CASH (with a dropdown arrow) and CASH DISCOUNT (with a dropdown arrow)

At the bottom, there are "OK" and "Cancel" buttons. A status bar at the bottom right says "OVR" and "Enter ship-to code for this shipping location."

The Ship-To Address screen contains one shipping address. Should there be more than one shipping address, the other shipping addresses are accessed by using the scroll bar, the up and down arrow icons, or keyboard arrow keys.

The following fields appear on the Ship-To Address form:

### 1. Customer Code

This field displays the Customer Code and Business Name of the customer. This is a display only field.

## **2. Ship-To**

This is a six-character alphanumeric field used to record a customer's ship-to code. This code identifies a specific ship-to address for a customer; for a given customer each code must be unique. However, different customers can have identical Ship-To codes. If you enter the code **SHIPTO**, this shipping location is used as the default shipping location on the Receivable Invoice form of the Update Receivable Documents option of the Receivable Ledger Menu.

## **3. Ship-To Name**

This thirty-character alphanumeric field records the business name of the particular shipping location.

## **4. Taxable**

Each ship-to location can be designated as taxable or non-taxable. This single-character alphanumeric field accepts a "Y" (yes) or "N" (no) value, or a valid multilevel tax code if using multilevel tax.

## **5. Contact**

This twenty-character alphanumeric field is provided for the name of the person to contact at a ship-to location.

## **6. Phone**

This is a twenty-character field used to record a phone number at the ship-to location.

## **7. Cell**

This is a twenty-character field used to record the mobile telephone number for the customer contact.

## **8. Fax**

This is a twenty-character field facsimile telephone number at the ship-to location.

## **9. Address1**

A thirty-character alphanumeric field is provided to store the street address for a ship-to location.

## **10. Address2**

This is a thirty-character alphanumeric field which can be used for suite information or any additional address information. This line is displayed directly beneath the Address1 line on an invoice.

## **11. City, State, Zip**

This row stores the ship-to city (twenty-character alphanumeric), state (two-character alphanumeric), and zip code (ten-character alphanumeric).

## **12. Country**

This twenty-character alphanumeric field records the country for a customer's ship-to address. If the shipping location is in the same country, it is recommended that you leave this field blank. This strategy avoids confusion by the postal service.

### **13. Email**

This is email address for the customer contact.

### **14. Web Address**

This is the Internet URL for the customer.

### **15. Ship Terms**

These are the shipping terms that will print on the invoice. They must be previously setup using the Update Shipping Terms program found on the Update Order Definitions Menu in the Order Entry Module. Zoom is available.

### **16. Tax Codes**

Used only when Multilevel Tax is active. The codes are as follows:

- Default - default tax code for merchandise
- Freight - default tax code to be charged on freight.
- Miscellaneous - default tax code to be used on any miscellaneous charges.

Note that if these tax code fields are left blank, the tax code at the customer level will be used. If the tax code at the customer level is blank also, the default tax code found in the Update Receivable Defaults screen program will be used.

### **17. Salesperson**

This six-character alphanumeric field records the salesperson code identifying the primary salesperson for this customer. The Zoom function is available in this field. The system fills in a salesperson description to the right of this code (assuming a valid code has been entered).

### **18. Commission Code**

This is an optional field that allows you to record a commission code associated with this customer. The Zoom function can be used to select a commission field. After the commission code is validated, its description appears next to it.

### **19. Discount**

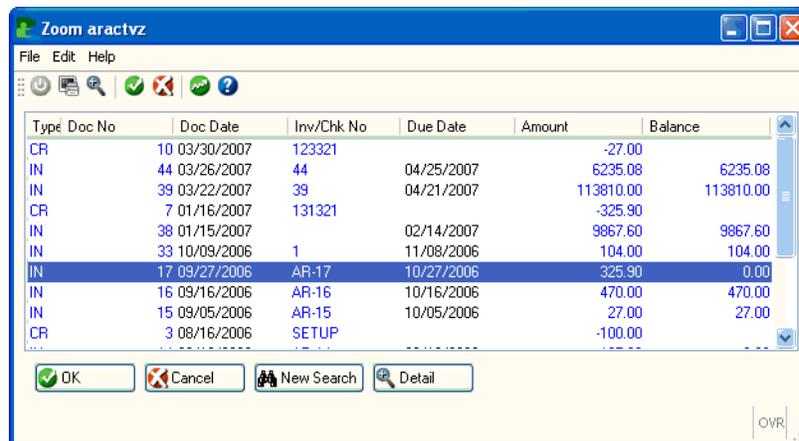
A six-character alphanumeric field stores a discount code if the customer is entitled to trade discounts. The Zoom function is available for this field to select a discount code. The system enters a description in the adjacent field after the code is validated.

### **20. Residential**

If the UPS interface is in use and this is a residential Ship-To location, set this value to "Y". This information will be passed to the UPS World Ship software.

## Customer Activity

The Customer Activity screen:



Type	Doc No	Doc Date	Inv/Chk No	Due Date	Amount	Balance
CR	10	03/30/2007	123321		-27.00	
IN	44	03/26/2007	44	04/25/2007	6235.08	6235.08
IN	39	03/22/2007	39	04/21/2007	113810.00	113810.00
CR	7	01/16/2007	131321		-325.90	
IN	38	01/15/2007		02/14/2007	9867.60	9867.60
IN	33	10/09/2006	1	11/08/2006	104.00	104.00
IN	17	09/27/2006	AR-17	10/27/2006	325.90	0.00
IN	16	09/16/2006	AR-16	10/16/2006	470.00	470.00
IN	15	09/05/2006	AR-15	10/05/2006	27.00	27.00
CR	3	08/16/2006	SETUP		-100.00	

The Customer Activity screen shows any recent payments and outstanding invoices. They are sorted so that the most recent open item appear on the top of the form. You can change the sort order by clicking the column headings. For example, if you wanted the activity to sort by oldest date instead of most recent click the Doc Date heading.

You can also use the scroll bar and the function keys to move down through this list if there are more outstanding invoices than appear on the screen. In addition, you can view the details about an invoice by clicking the Detail button when the cursor is on an invoice line. The fields on the Customer Activity screen are display only.

The following is a description of the columns on this form:

### 1. Type

This column displays the type of item that is displayed on the line. IN means that this line is an invoice. CD means that the information on this line pertains to a cash disbursement. CM means that the line pertains to a credit memo. DM means that the line pertains to a debit memo. CR means that this line is a cash receipt. FC means that the line pertains to a finance charge.

### 2. Doc.No.

This column displays the document number of the item. Document numbers are assigned during posting and are used to track the document. The document number for a cash receipt, credit memo, and debit memo is the document number of the invoice to which the transaction applies.

### 3. Doc.Date

This column displays the date that the document was entered.

### 4. Inv/Chk No.

This ten character column stores the invoice number or check number associated with the document. If the activity is an invoice, the column displays a invoice number; if the activity is a cash receipt, the column displays a check number. You can use the Zoom feature to view all of the transactions associated with a particular record.

**5. Due Date**

This is the date that an invoice is due. It is calculated from the billing terms for the customer and the Invoice Date.

**6. Amount**

This is the original amount of the invoice, payment, credit memo, or debit memo.

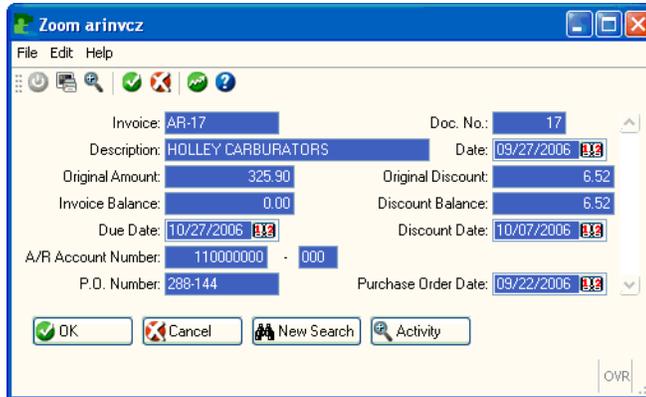
**7. Balance**

This is the balance still due on an invoice.

## Zooming Customer Activity

The Zoom feature is a powerful tool for querying the customer information you have on file. From the Customer Activity screen you can view the details about an invoice or a cash receipt by clicking the Detail button when the cursor is on an invoice (IN) or cash receipt (CR) line. A series of different windows is displayed depending on which type of transaction you select to zoom.

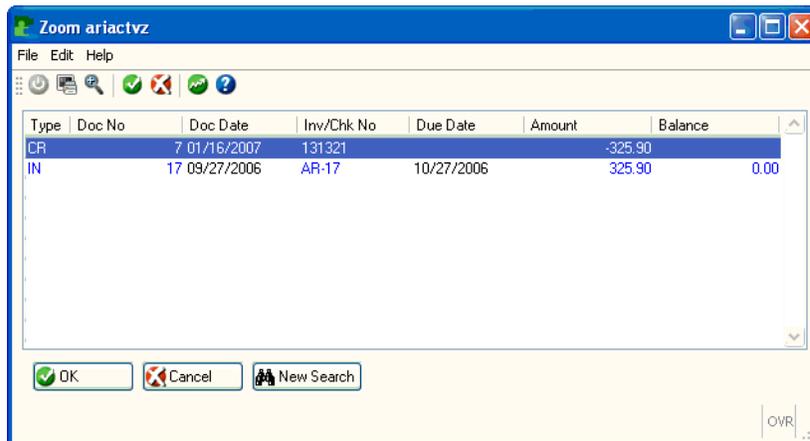
Clicking Zoom when the cursor is on an invoice line opens a zoom screen to display header information for that invoice.



The new screen contains the invoice numbers assigned at the time of printing, the document numbers used to reference the transactions, the audit trail descriptions of the invoices, the original amounts, the current balances, the A/R accounts posted to, and any purchase order information.

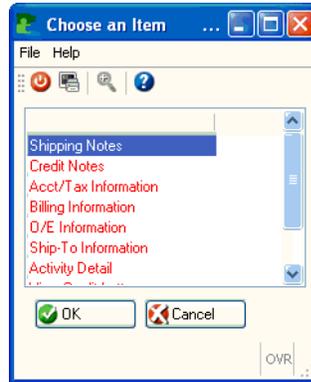
This Zoom has one more step. Clicking the Activity button displays all activity that has affected the balance of this particular invoice. The screen is the same as the initial Activity Zoom screen. Using the Zoom feature while the cursor is on a cash receipt line in the Customer Activity Zoom screen displays all invoices (one line per invoice) that the cash receipt has been applied to.

The Customer Activity Zoom screen:



## Zooming To Additional Customer Information

Clicking Zoom while update mode the following window displays:

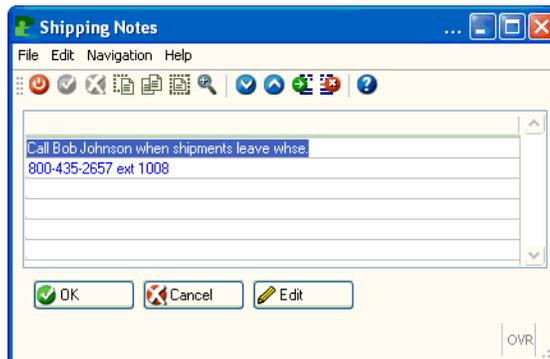


The following options are available.

- **Shipping Notes:**

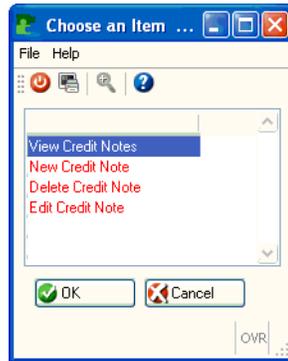
The notes entered here are for special shipping instructions that relate to this specific customer.

The notes entered here will display when entering orders. When these notes display the user has the option of changing the notes and will then be prompted "Store These Shipping Notes (Y/N). The default is Y and these notes will then print on the picking ticket and packing list. Any changes made to the notes in order entry will not change the default notes stored with the customer record.



- **Credit Notes:**

These notes are used to store information pertaining to credit/collection activities.

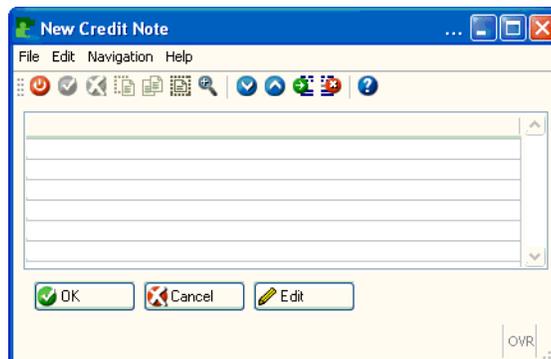


- **View Credit Notes:**

This option allows user to view all credit notes.

- **New Credit Note:**

This option allows user to enter a new credit note. The note, date entered, and the login ID of the user that entered the note will be stored.



- **Delete Credit Notes:**

This option will display a list of user ids and dates of all existing credit notes and user has option of deleting any item on the list by double clicking on the item and then answering Y to the prompt "Would You Like To Delete?".

- **Edit Credit Notes**

This option will display a list of user ids and dates of all existing credit notes and user has option of editing any item on the list by double clicking on the item.

- **Acct/Tax Information:**

The screenshot shows a window titled "Extension addinfo" with a menu bar (File, Edit, Help) and a toolbar. The main area is titled "Acct/Tax Information" and contains the following fields and controls:

- Acct. Group:** A text field containing "ARINVC" with a magnifying glass icon to its right.
- Acct/Tax Information:** A text field containing "ACCOUNTS RECEIVABLE INVOICE".
- A/R Account:** A text field containing "110000000" with a magnifying glass icon to its right.
- Currency Code:** A text field containing "000" with a magnifying glass icon to its right.
- Credit Manager:** A text field containing "toms" with a magnifying glass icon to its right.
- Send Credit Letters:** A checkbox that is checked, with the letter "Y" next to it.
- Default:** A text field containing "NOTAX" with a magnifying glass icon to its right.
- Freight:** A text field containing "NOTAX" with a magnifying glass icon to its right.
- Miscellaneous:** A text field containing "NOTAX" with a magnifying glass icon to its right.

At the bottom left are "OK" and "Cancel" buttons. At the bottom right is a small "OVR" label. A status bar at the very bottom contains the text "Enter the ledger account group for this customer."

- **Acct Grp.:**

This six-character alphanumeric field stores a default account group for a customer. This entry may be overridden on the Receivable Documents screen displayed under the Update Receivable Documents option. Account groups expedite data entry by displaying a list of accounts that the user can choose from when entering transactions. The user can enter an account group and therefore, does not have to remember specific ledger account numbers. Account groups entered must have been previously using the Update Account Groups program. You can use the Zoom function to select an account group. After you have entered a valid account group, its description appears next to it. The description is automatically retrieved from the Account Groups file.

- **A/R Account:**

This integer field specifies an Accounts Receivable account number to use for transactions involving this customer. Enter a value here if the account number differs from your default Accounts Receivable account setup on the Accounts Receivable Defaults screen. If the field is left blank, the default setup on the Accounts Receivable Defaults screen is used for transactions involving this customer. This field allows you to set different receivable categories for customers.

- **Currency Code:**

This 3-character alphanumeric field is the default currency code for the current customer record. It only applies if the Fitrix Multicurrency module is installed and you have specified a value for currency code when doing multicurrency setup.

- **Credit Manager:**

The value entered here is the credit manager responsible for this customer and must be a valid login ID. This user id must also be set up in the security table for users (table name is stxsecur) so that the program can find the name associated with the id ( See chapter on Security in the Getting Started With Fitrix manual).It is this name that prints on the collection letters sent to the customer.

- **Send Credit Letters:**

This value defaults to "Y" which means a credit letter will be printed for this customer. If you do not wish to create creditletters for specific customer you must change this value to "N".

- **Default:**

This is the default multilevel tax code for good sold in Update Receivable Documents and Update Customer Orders. If this field is left blank, the Invoice Default Tax Group found in Update Receivable Defaults will be used.

- **Freight:**

This is the default multilevel tax code for freight charged in Update Receivable Documents and Update Customer Orders. If this field is left blank, the Freight Tax Group found in Update Receivable Defaults will be used.

- **Miscellaneous:**

This is the default multilevel tax code for miscellaneous charges in Update Receivable Documents and Update Customer Orders. If this field is left blank, the Miscellaneous Tax Group found in Update Receivable Defaults will be used.

- **Billing Information:**

- **Statement Date:**

This is a system-maintained field. It displays the date that a statement was most recently generated for a customer in the format “mm/dd/yyyy.” The field is updated at the time a statement is generated. During setup, an entry may be made in this field.

- **Statement Amount:**

Again, this is a system-maintained field. It displays the total amount outstanding for a customer as of the last time a statement was generated for the customer. Information cannot be entered in this field after setup is complete.

- **Last Pay Date:**

This system-maintained field displays the most recent date that a cash receipt was received from a customer. It is updated by the system during the posting of cash receipt documents. The date is displayed in the format “mm/dd/yyyy.” During setup, an entry may be made in this field.

- **Balance:**

This system-maintained field displays the customer's current balance as of the last posting of receivable documents and cash receipts.

- **On Account:**

During setup (prior to setting the Accounts Receivable Setup to complete on the Accounts Receivable Defaults screen) you can enter a value in this numeric field. A positive value represents an amount that the customer owes you. A negative amount represents a credit that you can apply to outstanding invoices (or memos).

A similar On Account field appears on the Customer Open Items screen. During setup, you may enter an on account amount for a customer in either place. If you enter a value on the Customer Information screen, then enter a different value on the Customer Open Item screen, the on account amount becomes the value last entered for that customer.

- **Credit Limit:**

This numeric field stores the customer's credit limit; that is, it stores the maximum amount of credit charges you wish to allow the customer.

- **Statement Cycle:**

This optional field stores a number that is referred to as the "statement cycle number." When you generate customer statements, the program prompts for one or more statement cycle numbers. This allows you to generate statements for a particular class of customers. Setting up these statement cycle numbers and deciding on which categories to setup for customers is done at your discretion.

- **Open Item/Bal Fwd:**

This single-character alphanumeric field accepts an entry of **O** (open item) or **B** (balance forward). This code determines the type of statement to be generated for the customer. If left blank, this field defaults to **O**.

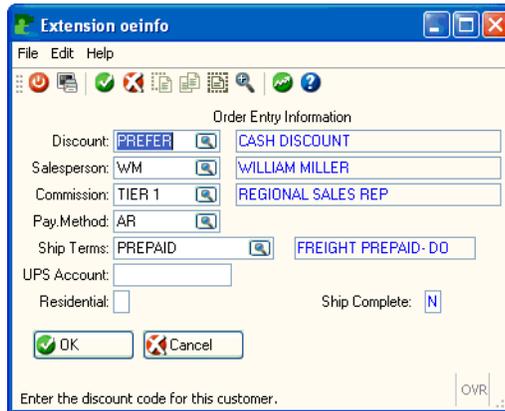
- **Finance Charges:**

This single-character field records whether or not finance charges should be applied to this customer. Valid entries are "Y" (yes, calculate a finance charge) or "N" (no, do not calculate a finance charge). If left blank, the field defaults to "Y".

- **Fin. Chrg. Tax Code:**

A six character alphanumeric field which defines how tax is applied to finance charges. Values for the field come from the Chart of Accounts. You can select any existing finance charge tax account using Zoom (Ctrl-Z).

- **O/E Information:**



- **Discount:**

This six-character alphanumeric field stores a discount code if the customer is entitled to trade discounts. The Zoom function is available for this field to select a discount code. After the code is validated, the system displays a description in the unlabeled field next to the code.

- **Salesperson:**

This six-character alphanumeric field is used to record the salesperson code identifying the primary salesperson for this customer. You can use the Zoom feature to select a code for this field. After the code is validated, the system displays a salesperson description in the unlabeled field to the right.

- **Commission:**

This is an optional six-character alphanumeric field that allows you to record a commission code associated with this customer. You can use the Zoom function to select a commission code for this field. Adjacent to the Commission field is an unlabeled field that displays the description of the commission code.

- **Pay Method:**

This six-character alphanumeric field can be used to store the payment method code for this customer. The payment method code must have been previously setup through the Setup Order Entry Menu in Fitrix Order Entry. You can use Zoom (Ctrl-Z) to select a payment method code for this field.

- **Ship Terms:**

This 15-character alphanumeric field stores the shipping terms used in order entry. Zoom is available and this value must have been previously set up in order entry using the Update Shipping terms program. See the Order Entry User Guide for more information on Shipping Terms. If there is a shipping term found in the ship-to record, this value will be used. If the shipping terms at both the customer and ship-to level are null, the shipping terms found in Update Receivable Default will be used in order entry.

- **UPS Account:**

If the UPS interface is in use it is this UPS account number that is passed to the UPS World Ship software.

- **Residential:**

If the UPS interface is in use and this is a residential customer, set this value to "Y". This information will be passed to the UPS World Ship software.

- **Ship Complete:**

If this value is set to "Y", the picking ticket in order entry will not print if the order has any items that have a back order status.

- **Ship-To Information:**

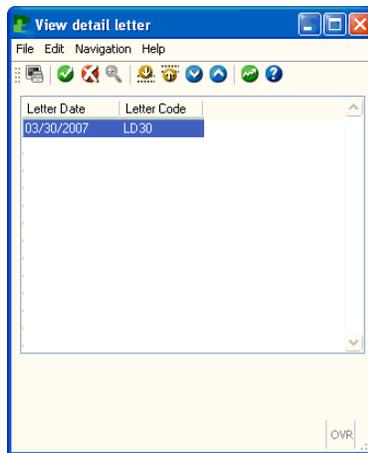
This is the same screen that is accessed from Options, Ship To Information.

- **Activity Detail:**

This is the same screen that is accessed from Options, Activity.

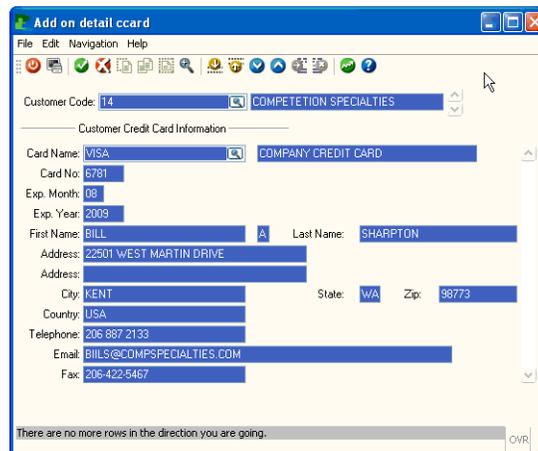
- **View Credit Letters:**

This option lets the user view the code of the credit letters sent to the customer and the date they were created



- **View Credit Cards:**

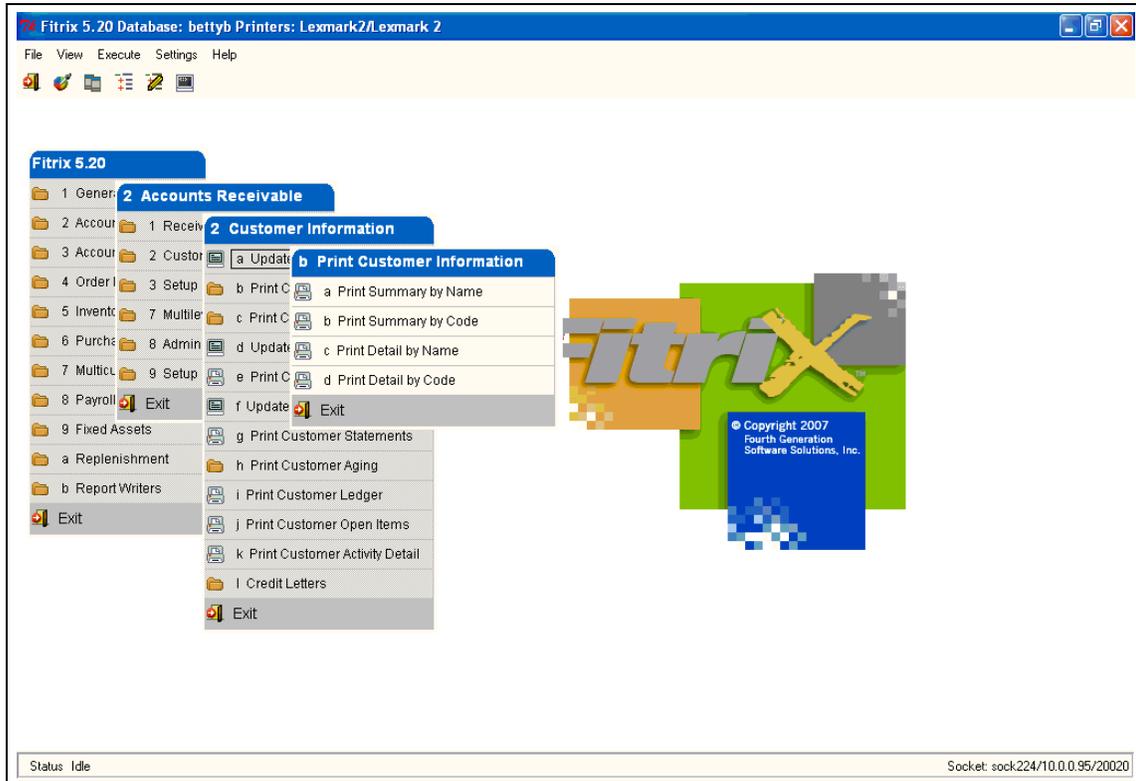
This option lets the user view any credit card information that is on file with the customer. See Chapter 6, "Credit Card Processing", in the Order Entry User Guide for more information.



# Print Customer Information

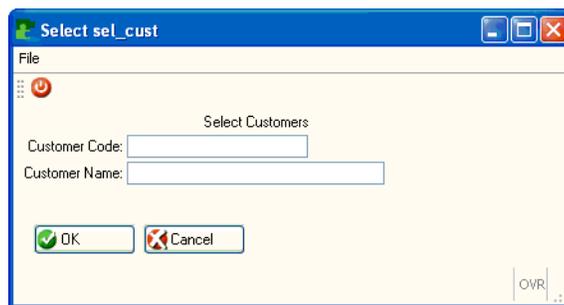
This option provides you with a choice of several reports listing customer information. You can print either a summary or detail customer report. In addition, you can sort your report either by customer code or by customer name. After selecting Print Customer Information a submenu is displayed providing you with these choices.

The Print Customer Information submenu:



After choosing an option from the submenu and selecting a print destination, a Selection Criteria form is displayed, allowing you to narrow the number of customers selected for the report.

The Customer Selection Criteria form:



Clicking OK selects all customers for the report. When filling the Selection Criteria form you can enter ranges, wildcards, etc. For examples of these reports, refer to the following reports in the section titled “Sample Reports.” Only one sample of each report is shown there, since the sole difference is the order of appearance (customer sorted by Code or by Name).

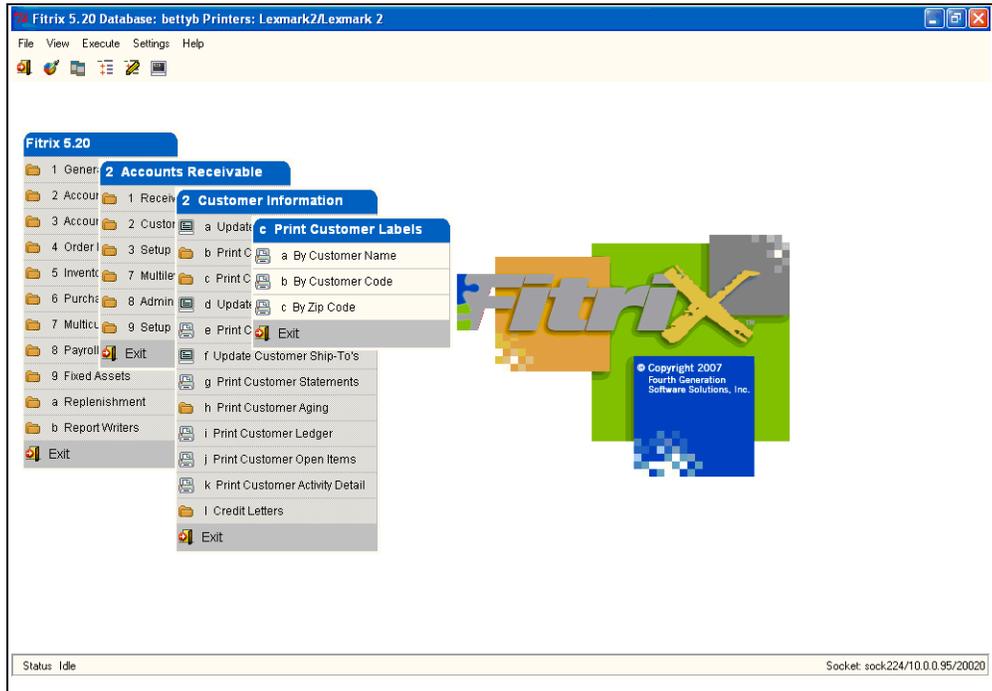
“Customer Information Summary by Code Report”

“Customer Information Detail by Code Report”

# Print Customer Labels

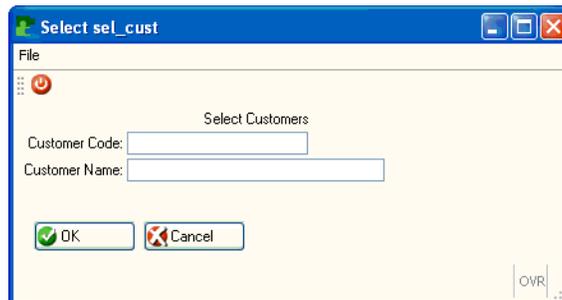
This option prints customer mailing labels. After selecting Print Customer Labels on the Customer Information Menu, a submenu is displayed. You have the choice of sorting the labels by customer name, customer code, or zip code.

The Print Customer Labels submenu:



After selecting from the submenu a Selection Criteria form appears allowing you to limit the number of customers selected by the label program.

The Customer Labels Selection Criteria screen:



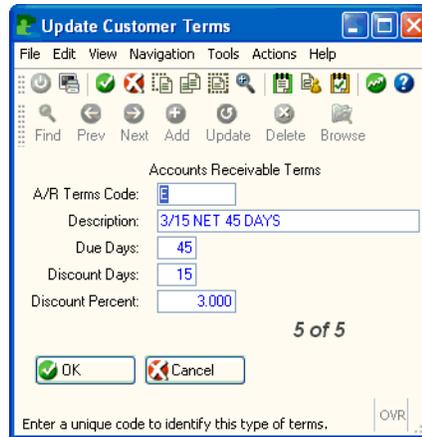
Clicking OK selects all customers. When filling the Selection Criteria screen you can enter ranges, wildcards, etc. For an explanation of Selection Criteria refer to “Selecting Documents With Search Criteria” in the Getting Started with Fitrix manual.

Default labels are one wide (not side-by-side) and have the following dimensions: 3 1/2” wide by 15/16” long. For an example of this report, refer to “Default Customer Labels by Name” in the section titled “Sample Reports.”

# Update Customer Terms

This program is used to maintain the Customer Terms information. Each document in the Terms program represents a single type of customer terms. Customer terms determine when payment for an invoice is due and what (if any) discount the customer may take if the customer pays by a certain date.

The Accounts Receivable Terms screen program:



The Accounts Receivable Terms screen contains the following fields:

## 1. A/R Terms Code

This twenty-character alphanumeric field stores the unique code that identifies a type of terms. This is a required field.

## 2. Description

A thirty-character alphanumeric field is provided for a description of the terms. This description appears on invoices and reports. This is a required field.

## 3. Due Days

Often a customer is offered a discount if they pay an outstanding invoice (in full) before a certain date. Due Days is a numeric field that records the number of days that are added to an invoice date to determine when an invoice is due (when payment in full is required).

## 4. Discount Days

This numeric field stores the number of days that are added to an invoice date to determine the “discount date,” i.e., the date after which the discount is not valid.

## 5. Discount Percent

This numeric (decimal) field stores the percent that is multiplied times the gross amount of an invoice, resulting in the discount offered a customer. Remember, two percent would be entered as 2.0, not 0.02.

## **Print Customer Terms**

This option prints a report listing all terms information entered under the Update Customer Terms option on the Customer Information Menu. The report is organized by terms code.

For an example of this report refer to "15: Customer Terms" on page 11-16 in the section titled "Sample Reports."

## **Print Customer Statements**

This option generates customer statements. Statements summarize (usually on a periodic basis) activity in a customer's account. This statement lists all invoices that have a balance due. If you enter "Y" at the Print Detail prompt, the report will list the original invoice amount and the any payments applied to it instead of just the balance due.

The format for the customer statement will usually be customized by your consultant or programmer. The default format is designed for Harland form number 4GEN2. Samples of these (and other) forms are available from Harland, (1-800-346-5316). For information on other forms used by Fitrix modules, refer to Appendix A, "Forms."

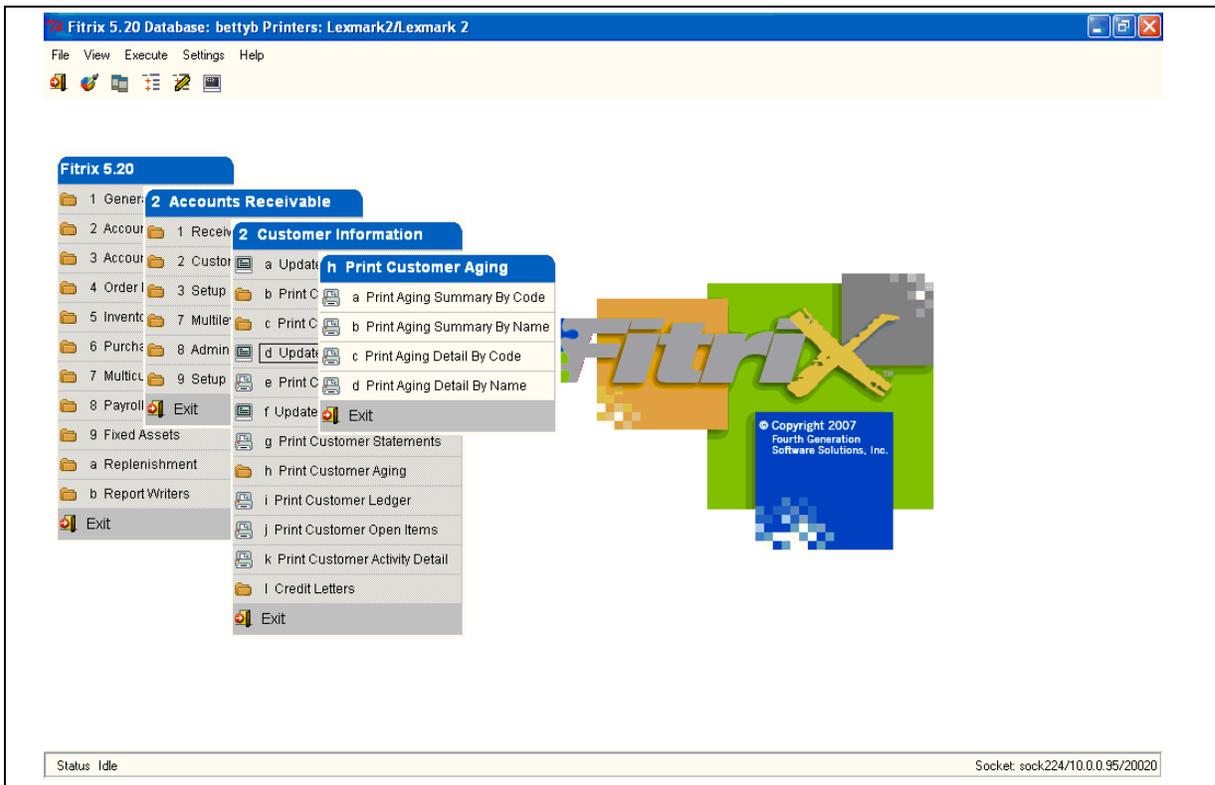
For an example of a customer statement, refer to "16: Default Statement Form" on page 11-17 in the section titled "Sample Reports."

# Print Customer Aging

Customer Aging reports can be printed in either summary or detail format as well as sorted by customer name or code. All reports show the total amount outstanding for a customer, the amount that is current, and amount past due. In addition to listing these total amounts, the detail reports provide a breakdown by outstanding invoice and memo.

The aging periods typically are 1-30, 31-60, and "over 60 days." These periods can be altered on the Accounts Receivable Defaults program. Refer to "Update Receivable Defaults" on page 6-3 in the "Setup Receivables" chapter of this manual.

After selecting Print Customer Aging option on the Customer Information Menu the following submenu is displayed:



This prompt displays:



The wording of this prompt depends on your entry in the Age On field on the Accounts Receivable Defaults screen program. This screen can be viewed or modified using the Update Receivable Defaults program. Your entry in the Age On field determines the date on the customer invoice to use as a default for aging purposes. If you enter **D** in the Age On field the prompt above appears.

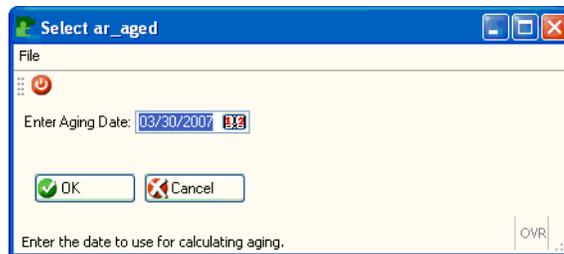
If you enter an **I** the following prompt displays:



Both of the previous prompts provide the capability of overriding the default method of aging. If you choose to use the due date for aging, an outstanding invoice is aged by the due date of the customer invoice. If you choose to use the invoice date for aging, an outstanding invoice is aged by the invoice date of the invoice.

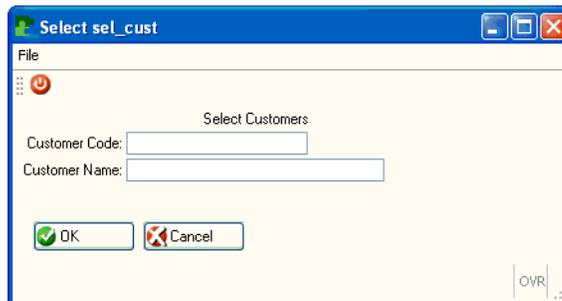
After responding to the aging method prompt, a Selection Criteria screen appears allowing you to designate the “aging date.” All outstanding invoices are *aged* in relation to this date. This date defaults to the current system date.

The Customer Aging Date Selection Criteria screen:



Once the Aging Date has been stored, a second screen appears. This Selection Criteria form allows the user to narrow the scope of the report to specific customers through specifying names or codes.

The Customer Aging Selection Criteria screen:



Click OK without filling in either field results in the selection of all customers with non-zero balances.

For examples of these reports, refer to the following reports in the section titled “Sample Reports.” Only one sample of each report is shown in there, since the sole difference is the order of appearance (customer sorted by Code or by Name).

“Customer Aging Summary By Code”

“Customer Aging Detail By Code”

## **Print Customer Ledger**

This option prints the Customer Ledger report for selected customers. This report is organized by customer and lists all posted activity for each selected customer— each invoice, memo, and payment is listed sequentially, from oldest to most recent.

Executing this option first displays a Selection Criteria screen which allows you to specify which customers you want to display on the ledger.

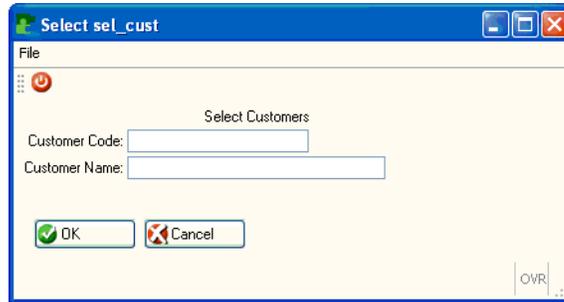
For an example of this report, refer to “The Customer Ledger Report” in the section titled “Sample Reports.”

## Print Customer Open Items

This option prints a listing of customer open items. The report lists customers having a non-zero balance.

When you select this option, you will see a Selection Criteria Form which you can use to limit the report to specific customers or groups of customers.

The Customer Open Items Selection Criteria form:



As you enter data into this screen, you have the option to specify a range of values for each field, or use wildcards. If you click **OK** without entering any data, you will get a report of all customers with a non-zero balance in the database.

For an example of this report, refer to "21: Customer Open Items Report" on page 11-22 in the section titled "Sample Reports".

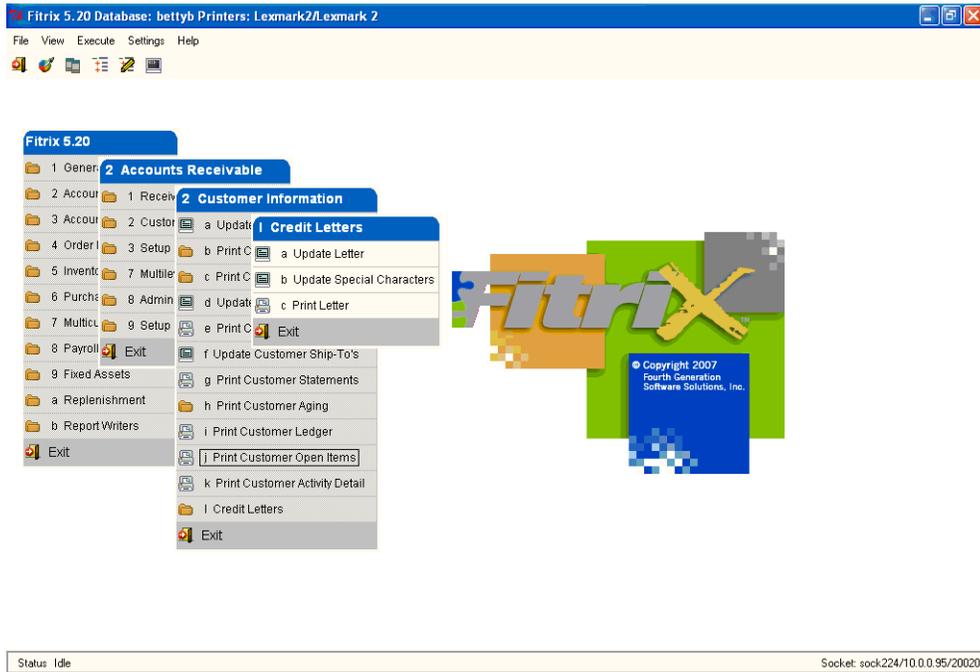
## Print Customer Activity Detail

This option prints a listing of all invoices and memos and the payment applied to them along with a running total of year to date sales for a date range specified by the user.

For an example of this report, refer to the "23: Customer Activity Detail" on page 11-24 in the section titled "Sample Reports"

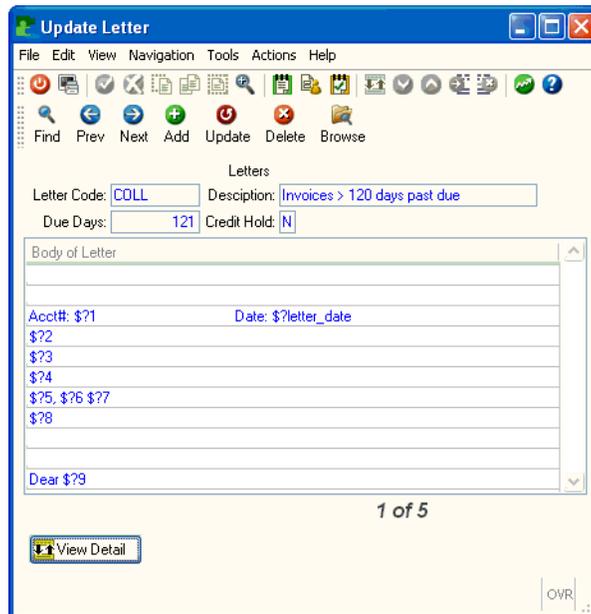
## Credit Letters

These programs allow the user to enter and print credit/collection letters to be sent to their customers.



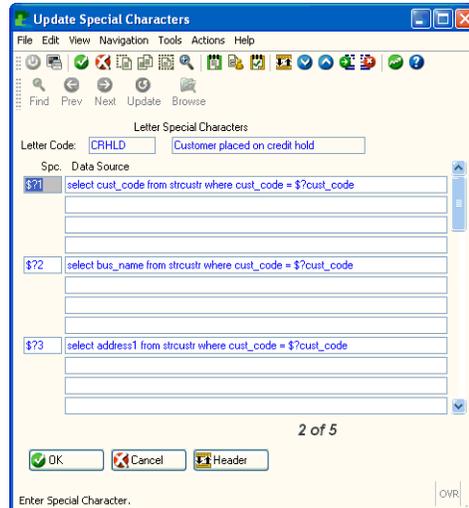
- **Update Letter:**

This is where the user defines the letter code and the text of the letter. This feature is delivered with standard text for each letter but you can change the wording as needed to fit your business needs. You can also use the F1 and F2 function keys to delete and insert lines to fit the address information to your mailing envelope if a window envelope is being used.



- **Due Days:** - Determines what invoice detail will print on the letter. In the example above this letter will print for any customer that has invoices that are 121 days or more past the due date.
- **Credit Hold:** - This should be set to "N" for all letters except the letter that is sent when the customer is placed on credit hold.
- **Update Special Characters:**

This is where the user creates the definition for the special characters used within the letters defined in Update Letter.

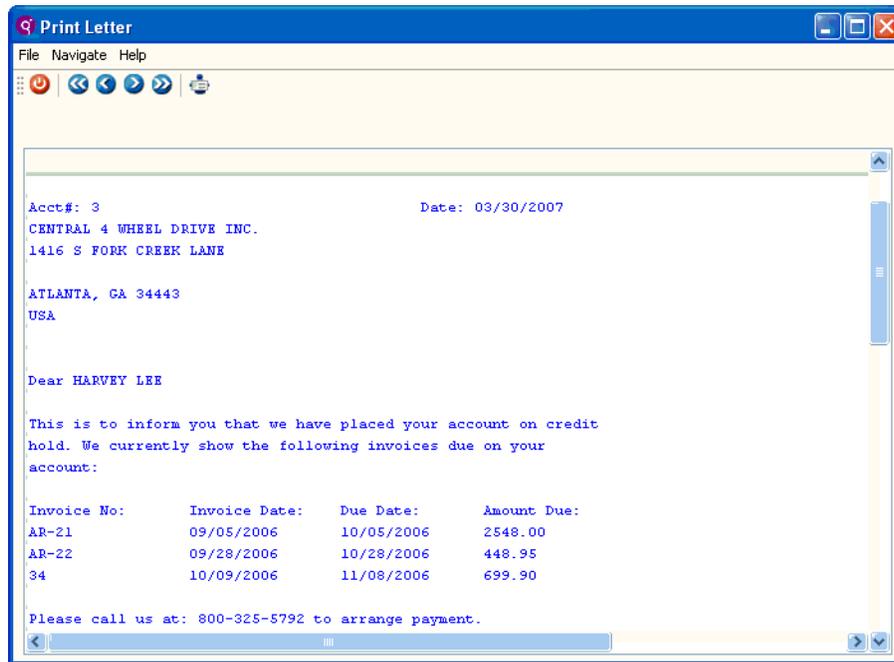


Each special character represents an SQL query that retrieves information from the database that will print on the letter. These special characters are inserted into the text of your letter in the appropriate places. For example, in the screen shot above the special characters defined will print the following information on the letter that is printed when the customer is placed on credit hold:

- \$?1 - Customer Code
- \$?2 - Business name
- \$?3-\$?8 - Address information
- \$?9 - Contact name found in customer record
- \$?10? - Your company's telephone number as found in the Update Company Information program
- \$?11? - First name of credit manager
- \$?12? - Last name of credit manager

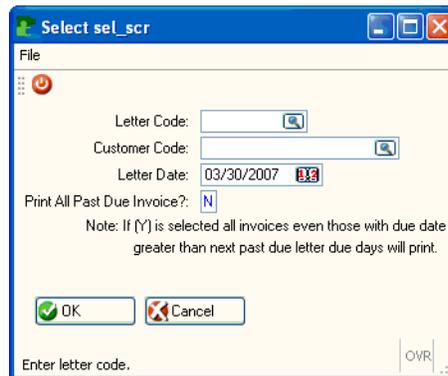
It will also print a list of all invoices that have a balance.

Below is a sample of the printed credit hold letter:



- **Print Letters:**

When user runs this program they will be prompted for the following information:



A zoom is available from both the letter code and customer code fields. The date is the date that will print on the letter. For example if your are printing the LD30 letter (selects all invoices that are between 30-59 days past the due date) and you enter a date of March 31st , the program will select all invoices that match this criteria as of March 31st.

If you enter a "Y" in Print All Past Due Invoices all invoices > 30 days past due will print, even those with a due date > than the next past due letter ( Past Due 60 Days).

This program will only print letters for customers that have credit letter of "Y" in their customer record. If this is set to "N", no letters will print for the customer.

The letters delivered with Fitrix include:

- **Credit hold letter (letter code CRHLD)** - selects all customers where credit hold flag in customer record = Y and credit hold date = letter date entered. It is recommended that this be set up to run via CRON every night.
- **Past Due 30 (letter code LD30)** - customer has invoices that are 30-59 days past due.
- **Past Due 60 (letter code LD60)** - customer has invoices that are 60-89 days past due.
- **Past Due 90 (letter code LD90)** - customer has invoices that are 90-120 days past due.
- **Collection Letter (letter code COLL)** - customer has invoices that are > 120 days past due and the customer will be turned over to a collection agency .



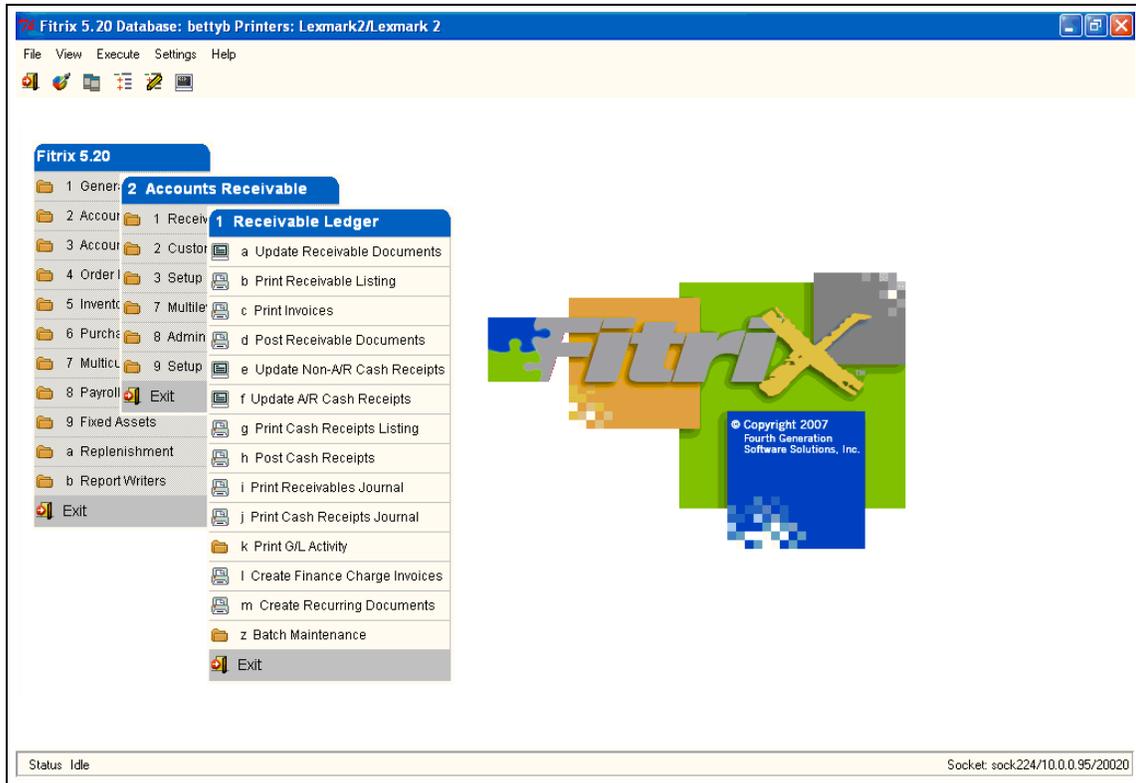
# 8

## Receivable Ledger

The Receivable Ledger Menu is the most frequently used menu of the Accounts Receivable system. Using this menu, receivable documents are entered. Invoices are printed and posted. Cash receipts are processed and journals are printed. Finance charges and recurring documents are processed.

# Receivable Ledger Menu

The Receivable Ledger Menu:



# Update Receivable Documents

This option is used to enter, modify, and delete receivable invoices. The Receivable Documents table stores all unposted documents, as well as posted recurring documents. There is an additional screen accessible from the Update Receivable Documents option. This “pop-up” information window allows you to enter additional information for the header section of the document. When you execute the Update Receivable Documents program, the Receivable Documents screen displays.

The Receivable Documents screen:

## Receivable Documents Screen—Header Section

The Receivable Documents screen (see illustration at the beginning of this section) contains the following fields:

### 1. Doc Date:

The date to which receivables are to post to general ledger.

### 2. Inv Date

This date field stores the invoice date. If left blank, it defaults to the system date. When entering dates, use the following format: mm/dd/yy. After leaving this field, terms are calculated based on the date entered or the default system date. A default terms code, based on the A/R Defaults program, is used to calculate a discount amount and discount dates, which are initially displayed on the screen as zero amounts. Changing the date causes the date in the Disc. Date and Due Date fields to be recalculated.

### **3. Dept. No.**

This three-character alphanumeric field stores a department code that identifies a profit center, a division of the company, etc. Throughout the Fitrix modules, you have the option of posting sales and expenses to specific departments. The use of department codes is optional. The field defaults to 000. This field provides the default values for the Dept. field in the “accounting window” at the bottom of the screen. The Zoom feature is available in this field to select a department code.

### **4. Gross Amt Entry**

This field determines the nature of the amount entered. The default for it comes from the field “Enter Goods Amounts as Gross” on the Accounts Receivable Defaults screen (Setup Receivables Menu, option a- Update Receivable Defaults).

Gross Amounts are amounts with tax included. To enter Gross Amounts, enter Y in this field. To enter Net Amounts, use N.

If you enter Gross Amounts, the tax is automatically backed out and the Net Amount displays in the “accounting window” at the bottom of the screen. Only the Net Amounts are posted to the ledger account specified. The tax is posted to the to the ledger account designated as the A/R Account using the menu option Update Multilevel Tax Codes.

Once a "Y" or "N" has been entered in this field, you can't change it. To do that, you must delete and reenter the document.

### **5. Posted**

This system-maintained field displays a value of either "Y" (yes) or "N" (no) depending on whether or not the document displayed is a posted or unposted document, respectively. The system updates this field at the time of posting.

### **6. Customer**

This twenty-character alphanumeric field stores the customer code for the customer being billed. This code must have been previously set up in the Customer Information file. The Customer file is maintained from the Customer Information Menu or the Setup Receivables Menu (Update Customer Information option found on both). This is a required field. You can use the Zoom function to select the customer code you want to use in this field.

### **7. Customer Name**

This is an unlabeled display-only field which displays to the right of the customer code, once a valid customer code has been entered in the Customer field. The customer name is automatically retrieved from the Customer file.

### **8. Ship-To**

This alphanumeric field stores the shipping destination code for this invoice. If left blank, this field always defaults to SHIPTO. If you enter a ship-to code in this field, that code must have previously been set up for a customer in the Ship-To program. You can use Zoom to select a Ship-to code. The Ship-To code is maintained from the Setup Receivables Menu (Update Customer Information or Update Customer Ship-To's).

### **9. Doc. Type**

This is a one-character field which accepts a value of:

Iinvoice

Ccredit memo

Ddebit memo

Ffinance charge invoice

This entry determines how the system treats the document. Each of these document types has a unique impact on the Customer's account and on your ledger accounts. If left blank, the field defaults to I (invoice).

## 10. Invoice, Credit, or Debit Number

After entering a document type or accepting the default value, the word *Invoice*, *Credit*, or *Debit* is displayed to the right of the Doc. Type field. This word now becomes the name of this field. This field is the number for the invoice, credit memo, or debit memo. In this numeric field, you can enter a value or leave the field blank. If you leave this field blank, a number identifying the document is assigned when you print the document with the Print Invoices option of the Receivable Ledger Menu.

## 11. Recur

This one-character alphanumeric field can be used to store a character representing a category of recurring documents. Recurring documents represent transactions that are repeated, usually periodically. Setting up categories (using a different code to identify each category) of recurring documents provides you with greater control when you run Create Recurring Documents. You could set up a unique category for those documents that recur monthly, another code for those that recur quarterly, and so forth.

## 12. Ref. No.

This numeric field allows you to associate a debit or credit memo with an open item number. For example, if you are creating a credit memo, it probably applies to an existing invoice. If that invoice is still open, (i.e. it has not been paid in full), you can enter its document number in this field. If the memo is associated with an open item, the system does not create a new open item when posting occurs. Instead, the existing open item is updated. Rather than listing a separate open item, your reports will list the modified open item. If the current document is an invoice rather than a debit or credit memo, this field is skipped. The Zoom feature is provided.

## 13. Tax

This six-character field stores a valid tax code if you are using multilevel tax. The entry determines whether tax is to be calculated on the document. This field defaults to the tax setting established in the Ship-To record or if null, the customer reocrd.

The tax default is displayed as soon as you enter a valid code in the Ship-To field. If there is no default specified in the Ship-To file, the Customer Information record is searched for a default value. If there is no default specified in the Customer record, then the default is taken from the Accounts Receivable Defaults record. Refer to "Update Receivable Defaults" under "The Setup Receivables Menu," in this manual.

## 14. Descript

This thirty-character alphanumeric field stores a brief description of the document. This description is used for reporting purposes.

## 15. Acct. Group

This six-character field stores a default account group. Account groups expedite data entry by displaying a list of accounts that you can use when entering transactions. You can enter an account group, and therefore, do not have to remember specific ledger account numbers. Account groups entered must have been previously entered in the Account Group program. When you enter an account group, the ledger accounts that are part of the group will over-

write any existing detail lines. After you leave the detail section of the screen, rows with incomplete information are eliminated and the Acct. Group field is again set to null. You can use the Zoom function to select an account group for this field.

#### **16. Terms**

This six-character alphanumeric field records a terms code. The terms code determines what, if any, discount the customer is offered for payment within a certain period of time. All codes entered must have been previously set up with the Customer Terms program. You can use the Zoom feature to select a terms code for this field.

#### **17. Terms Description**

To the right of Terms is an unlabeled display-only field which displays the description of the terms code entered in Terms. This description is automatically retrieved from the Customer Terms file upon entry of a valid code under Terms.

#### **18. P.O.**

This is a nine-character alphanumeric field which stores an optional purchase order number. This number may be useful in tracking the order, communicating with the customer about an order, and so forth.

## **Receivable Documents Screen—Detail Section**

This section of the form initially displays four lines; however, when adding or viewing lines, this section of the form scrolls.

#### **1. Item No.**

This is an eight-character alphanumeric field that stores a free form item number.

#### **2. Quantity**

This numeric (decimal) column stores the quantity ordered (invoice), debited (debit memo), or credited (credit memo). You may enter a decimal point and fraction if desired; integer values are also accepted.

#### **3. Unit**

This six-character alphanumeric column records the unit of measure used for this inventory item such as DZ. (dozen), EA. (each), CS. (case), and so on.

#### **4. Description**

This twenty-character alphanumeric column stores a description of the inventory item.

#### **5. Cd**

This field is the multilevel tax code to use for the current line item. The tax code used determines the tax rate for the line item.

Keep in mind that the tax rate for freight or miscellaneous lines is determined by the multilevel tax codes entered in the fields Freight Tax Code and Miscellaneous Tax Code in either the ship-to record, the customer record, or the AR Defaults record.

**6. Price**

This numeric (decimal) column stores the unit price of the inventory item entered in the Item No. column.

**7. Amount**

This is a system-maintained field. The entry in Quantity is multiplied times Price to calculate Amount.

## **Receivable Documents Screen—Totals Section**

**1. Currency**

This 3-character alphanumeric field is the default currency code for the current customer record. It only applies if the Fitrix Multicurrency module is installed and you have specified a value for currency code when doing multicurrency setup.

**2. Sub-Total**

This system-maintained field totals all charges on the document, except tax.

**3. Misc.**

This numeric field records any miscellaneous charges to be added to the invoice or memo. If the customer is offered a terms discount, whether or not this discount applies to miscellaneous charges depends on your setting in the Accounts Receivable Defaults program. Refer to "Update Receivable Defaults" under "The Setup Receivables Menu" in this manual.

**4. Freight**

This is a numeric field, used to record freight charges that are added to the total amount charged to a customer. If the customer is offered a terms discount, whether or not this discount applies to freight depends on your setting in the Accounts Receivable Defaults program. Refer to "Update Receivable Defaults" under "The Setup Receivables Menu" in this manual.

**5. Net**

This field holds the value that is basically Gross Amount minus Tax. when Gross Amounts (i.e. tax included) are entered, the net amount is calculated by backing out the tax amount. This net amount is posted to the ledger account specified through the program Update Multilevel Tax Codes.

**6. Tax**

This is a system-maintained field, representing the amount of tax charged the customer for the entire invoice/memo. Whether or not tax is charged on miscellaneous and freight charges depends on the setting in the Accounts Receivable Defaults program. Refer to "Update Receivable Defaults" on page 6-3 under " Setup Receivables Menu" in this manual.

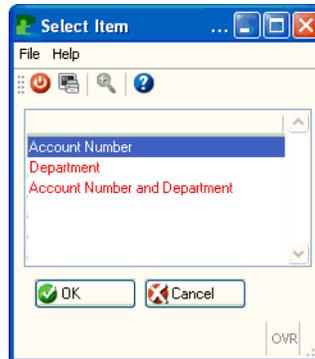
**7. Total**

This system-maintained field totals all charges on the invoice/memo including tax.

## Receivable Documents Screen—Accounting Info Area

When the cursor enters the Misc., Freight, Tax, or Total fields, or any detail lines, the “Accounting Info” at the bottom of the screen will display the accounting information associated with that field or item. Accounting information consists of an account number, department number, an amount, and whether the amount is to be posted as a debit or credit.

The Accounting Info area:



As the cursor moves from field to field, the information in the Accounting Window changes. When the cursor is in the Misc., Freight, Tax or Total fields, you can enter a different account number or department code, if desired. To do so, Zoom to a pop-up menu and choose to change account numbers, department numbers, or account numbers and department numbers together. You can also click the Acctg Info icon to access this pop-up menu.

### 1. Acct.

This field stores the account number for the ledger account to which amounts will be posted.

### 2. Dept.

This field stores the department code. The default value for this code is provided by the Dept.No. field at the top of the form.

### 3. Description

After the Acct. column entry is validated, a description of the account number is displayed in this field.

### 4. Amount

This field reflects the amount that will be posted to the ledger account that is displayed in the Acct. field. This field is system maintained.

### 5. DB/CR

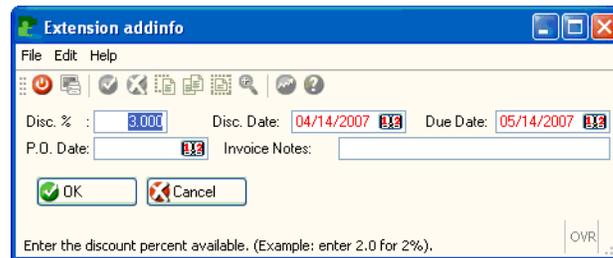
This system maintained field indicates whether the amount in the Amount field will be posted as a debit or a credit.

## Receivable Documents Screen—Information Window

While in the header or totals section of the screen, you can click the Add-info icon in top left corner of the screen to access the additional information screen.

This screen allows you to enter additional information about the header and totals sections of the form. Values in the fields in this window (except for the P.O. Date) will be recalculated if the Customer, Date, or Terms fields on the Receivable Documents form are modified.

The Information screen:



The fields of the Information screen are as follows.

### 1. Disc. %

This numeric field is the percent of the invoice or memo that a customer may subtract from the total if paid on or before the discount date. This field defaults to the appropriate percentage based on the Terms code in the Customer Information record for the customer. The Customer Information record is maintained from the Customer Information Menu and the Setup Receivables Menu (Update Customer Information option found on both). If the Customer Information record does not contain a default terms code for the customer, the terms code from the Receivable Defaults record is used. The Accounts Receivable Defaults record is maintained from the Setup Receivables Menu (Update Receivable Defaults). The Discount Percentage is used to calculate the amount of discount that a customer may subtract from the total if paid on or before the discount date. Remember, a percentage such as 5 percent would be entered as **5.0**, not 0.05.

### 2. Disc. Date

This date field is the last date that a customer may pay an invoice or memo and still receive a discount for early payment. This field defaults to the appropriate date based on the Terms code in the Customer Information record for the customer. The Customer Information record is maintained from the Customer Information Menu and the Setup Receivables Menu (Update Customer Information option found on both). If the Customer Information record does not contain a default terms code for the customer, the Terms code from the Receivable Defaults record is used. The Accounts Receivable Defaults record is maintained from the Setup Receivables Menu (Update Receivable Defaults).

### 3. Due Date

This date field stores the date that the document is due. This field defaults to the appropriate date based on the Terms Code in the Customer Information record for the customer. Changing the date in the Date field causes the date in the Due Date field to be recalculated. The Customer Information record is maintained from the Customer Information Menu and the Setup Receivables Menu (Update Customer Information option found on both.) If the Customer Information record does not contain a default terms code for the customer, the Terms Code from the Receivable Defaults

program is used. The Accounts Receivable Defaults record is maintained from the Setup Receivables Menu (Update Receivable Defaults). The Due Date is printed on invoices. It may also be used to determine the age of the invoice for the aging reports.

**4. P.O. Date**

This date field may be used to record the date of a customer's purchase order.

**5. Invoice Notes**

This thirty-character alphanumeric field stores an optional note that is displayed on the invoice.

## **Print Receivable Listing**

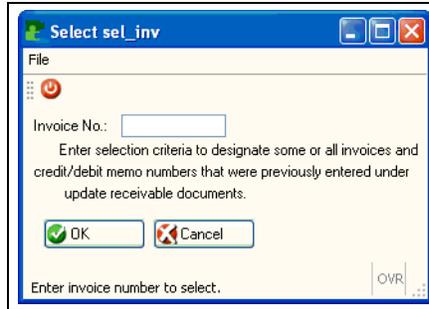
This option generates the Receivable Listing Report. This report is organized sequentially by document number and lists unposted transactions entered under the Update Receivable Ledger option. General information about each invoice/memo and each line making up the transaction are printed. This report must be run prior to posting. It should be reviewed to verify data-entry accuracy.

For an example of the report produced by this option, refer to "1: The Receivable Listing Report" on page 11-2 in the section titled "Sample Reports."

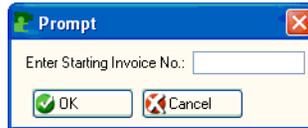
## Print Invoices

This option prints invoices on printed forms. It is likely that your forms have been modified by your consultant. If not, invoices are designed to print on Harland form number 4GEN1. Samples of these (and other) forms are available from Harland (1-800-346-5316). See Appendix A, "Forms," for more information on other Harland forms used by Fitrix modules.

Selecting the Print Invoices option displays the following:



The A/R Invoices Selection Criteria form #2:



If no invoice number is entered, the system will assign the next sequential invoice number found in the Receivable Defaults table.

## **Post Receivable Documents**

This option selects all unposted invoices, credit memos, and debit memos and posts these documents to the Accounts Receivable and General Ledger Activity tables. The Receivable Document Posting report is generated by this process. It is identical in format to the Receivable Listing report generated by the Print Receivable Listing option, except that the posting report lists the document number.

For an example similar to the report produced by this option, refer to “The Receivable Posting Report”, found in the section titled, “Sample Reports.”

## Updating Non-A/R Cash Receipts

The Non-A/R Cash Receipts program is used to record the receipts of cash that do not apply to outstanding invoices or that do not apply to customers' accounts. Documents entered under this option may be modified until such time as you select Post Cash Receipts.

The purpose of the Non-A/R Cash Receipts program is to review, enter, update, and delete documents that represent a cash receipt that does not apply to a customer's account.

The Non-A/R Cash Receipts screen:

Account	Dept	Account Description	Received	Amount	Credit/Debit
730000000	000	FREIGHT (NOT IN C.O.G)	500.00	500.00	CR

## Non-A/R Cash Receipts Screen—Header Section

The header section of the screen provides general information about the document.

### 1. Date

This date field records the date that your company received the payment. It defaults to today's system date.

### 2. Check Number

This ten-character alphanumeric field stores the check number of the payment.

### 3. Description

Thirty characters (alphanumeric) are available for entering a brief description of the payment.

### 4. Posted:

A "Y" designates the receipt as posted.

**5. Receipt Amount**

This numeric (decimal) field stores the total received.

**6. Cash Account**

This numeric (integer) field stores the ledger account number for your cash account that will be increased by this transaction. It defaults to the account set up for Cash in the Accounts Receivable Defaults program.

## **Non-A/R Cash Receipts Screen—Detail Section**

This section of the screen provides a line for each ledger account affected by a transaction.

**1. Account**

This numeric column stores the ledger account numbers that are affected by a cash receipt (other than the Cash Account listed in the header; the Cash account specified in the header is automatically debited by the amount entered for each line in the detail section). The Zoom feature is provided.

**2. Dept.**

This three-character alphanumeric field stores a department code that identifies a profit center, a division of the company, etc. Throughout the Fitrix modules, you have the option of posting sales and expenses to specific departments. The use of department codes is optional. If left blank, the field defaults to 000. The Zoom feature is provided.

**3. Account Description**

This system-maintained field displays the name of the ledger account once a valid ledger account number is entered in the Account field.

**4. Received**

This numeric field stores the amount that is posted to an account.

**5. Credit/Debit**

This numeric column shows the amount that is either debited or credited to an account.

## **Non-A/R Cash Receipts—Totals Section**

The totals section of the screen is system-maintained.

**1. Total Received**

This numeric field displays the amount of the figure in the Receipt Amount field (in the header) that has been accounted for in the detail section.

**2. Balance Remaining**

This numeric field displays the amount of the Receipt Amount field for which some accounting must be made.

## Updating A/R Cash Receipts

The A/R Cash Receipts program is used to record payments that apply to outstanding invoices or that are to be applied to customers' accounts.

Multiple cash receipts can be created per customer per posting run. This allows you to create receipts for multiple invoices per customer.

However, you may not create more than one cash receipt per invoice per posting run. This means that receipts for more than one partial payment to a single invoice cannot be created during one posting.

The A/R Cash Receipts screen:

Cmd?	Invoice	Due Date	Disc. Date	Disc. Bal	Balance	Discount	Applied
	CB011607	09/29/2006	09/29/2006	0.00	0.00	0.00	49.70
	36	01/31/2007	01/11/2007	32.00	1600.00	0.00	0.00
	41	04/21/2007	04/01/2007	32.00	1600.00	0.00	0.00
	43	04/25/2007	04/05/2007	32.00	1600.00	0.00	0.00

Documents entered under Update A/R Cash Receipts may be modified until such time as you select Post Cash Receipts. Posting is the process that permanently updates a customer's account balance. When entering a cash receipt in the A/R Cash Receipts program you have a choice of applying the payment to specific invoices (or memos), or applying the receipt "automatically" to the oldest outstanding invoices, memos, and charges.

## A/R Cash Receipts Screen—Header Section

The header section of the form provides general information about the document.

### 1. Date

This date field records the date that your company received payment from a customer. It defaults to today's system date.

## **2. Currency Code**

This 3-character alphanumeric field is the default currency code for the current customer record. It only applies if the Fitrix Multicurrency module is installed and you have specified a value for currency code when doing multicurrency setup.

## **3. Customer**

This twenty-character alphanumeric field stores the customer code. Customer codes must have been previously set up in the Customer Information program. The Customer Information record is maintained from the Customer Information Menu or the Setup Receivables Menu (Update Customer Information option found on both).

Zoom is available for this field. On the query screen that displays, users can also query based upon Invoice Number in the event they do not recognize the name of the company that sent the check (ex., Third Party payment).

## **4. Customer Name**

This unlabeled system-maintained field displays a customer's name, once a valid customer code is entered in the Customer field. The customer name is retrieved automatically from the Customer Information record.

## **5. Check Number**

This ten-character alphanumeric field stores the check number for the customer's payment.

## **6. Description**

Thirty characters (alphanumeric) are available for entering a brief description of the payment.

## **7. Receipt Amount**

This numeric (decimal) field stores the total received from a customer.

## **8. On Account**

When initially displaying a document, this column represents an amount that a customer owes (a positive figure) that is not associated with an invoice or memo number or an amount that a customer has available to apply to outstanding invoices and memos (a negative figure). This is a system-maintained field. This field is updated when the document is stored (i.e., it is not updated immediately as you are processing a cash receipt).

## **9. Automatic Pay**

This "command" field accepts an entry of **Y** (yes) or **N** (no) or nothing. An entry of **Y** (yes) causes the program to apply the entry in the Receipt Amount field to the oldest outstanding charges on a customer's account. Leaving the field blank, or entering **N** (no) prevents the automatic payment of charges. This will also apply the on-account amount for the customer by default.

## **10. Cash Account**

This numeric (integer) field stores the ledger account number for your cash account that will be increased by this transaction. It defaults to the account set up for Cash in the Accounts Receivable Defaults program. Refer to "Update Receivable Defaults" under "The Setup Receivables Menu" later in this manual section.

## 11. Department

This three-character alphanumeric field (unlabeled) stores a department code that identifies a profit center, a division of the company, etc. Throughout the Fitrix modules, you have the option of posting sales and expenses to specific departments. The use of department codes is optional. If left blank, the field defaults to 000.

## 12. Non-Attached

This is a single-character alpha numeric field. It may contain a value of Y or N. The default value is N. You would change it to Y only if the current document represents a transaction (receipt of cash) that is not attached to or associated with a customer invoice or other open item.

## 13. Posted:

A "Y" designates that this record has been posted.

# A/R Cash Receipts Screen—Detail Section

The detail section records the individual charges to which a payment is applied. Pressing [**TAB**] places the cursor in this section of the screen.

## 1. Cmd?

This column accepts an entry of **1**, **2**, **3**, **4**, **I**, **C**, or **P**. These choices are listed at the bottom of the form and operate as follows:

- 1** Automatic: typing **1** [**TAB**] means an invoice listed on the same line is paid and any discount is allowed as long as the payment date (as entered in the Date field at the top of the form) is within the allotted time allowed (specified in the terms set up for the customer).
- 2** Discount: typing **2** [**TAB**] applies available cash to an invoice or memo and allows a discount regardless of the receipt of payment date.
- 3** No Discount: typing **3** [**TAB**] applies available cash to the invoice or memo. However, this command prevents a discount from being allowed, even if payment was received within the allotted discount time (as specified in the terms offered the customer).
- 4** Manual: typing **4** [**TAB**] allows you to specify the amount of cash to apply to an invoice or memo and the amount of discount to allow. You cannot apply the on-account amount until no other amount is left.
- I** Invoice Detail: typing **I** [**TAB**] opens a window providing information about the invoice. From this window you can view even more detailed information about the invoice by selecting the Activity command from the command prompt.
- C** Customer Info: typing **C** [**TAB**] opens the customer information record. From here, you can view customer activity and also the detail of what makes up the on account amount.
- P** Paid Inv: typing **P** [**TAB**] displays a query screen. From here you can find previously paid invoices. This feature is used when a customer makes a duplicate payment. Do a (F)ind to find the paid invoice and then use options 4 to apply cash to it. When the record is stored and posted, a new open item with a negative amount is created.

With all the commands described above, if the amount available to be applied to an invoice or memo is greater than the invoice:

- Any excess amount is available to apply to other outstanding invoices or memos;

- If the total amount applied is less than the total received, the user is prompted "Amount Received exceeds amount Applied." Do you want to apply this remaining cash to another customer?" If N is entered, the record will be stored and the excess cash will be put on account. If a Y is entered, another cash receipts screen displays with the excess cash as the receipt amount - available to be applied to another customer account.

If the amount applied to an invoice is less than the invoice amount, user will be prompted "Create a Memo Y/N". If a "Y" is entered, the following screen displays:

Cmd?	Invoice	Due Date	Disc. Date	Disc. Bal	Balance	Discount	Applied
	CB011607	09/29/2006	09/29/2006	0.00	0.00	0.00	49.70
	36	01/31/2007	01/11/2007	32.00	1600.00	0.00	0.00
	41	04/21/2007	04/01/2007	32.00	1600.00	0.00	0.00
	43	04/25/2007	04/05/2007	32.00	1600.00	0.00	0.00

**Typ:** This field defaults to "C" for chargeback. This is used when a customer makes a deduction on their check and you want to identify this deduction with a chargeback number that is more intuitive than just leaving a balance associated with the existing invoice number.

If you want to write off the deduction amount change Typ to "W". When the record is stored and posted a credit memo will be automatically created that will clear the invoice balance.

**Date:** Defaults to the invoice date.

**Description:** free form field for entering a description for the chargeback / write-off.

**Amount:** Defaults to the difference between invoice amount and cash applied. You can change this amount if you need to create multiple chargebacks per invoice. However, the total of all amounts must equal the difference between the invoice amount and cash applied.

## 2. Invoice:

This ten-character alphanumeric column stores the invoice or memo number of outstanding invoices or memos.

## 3. Due Date

This date field records the date that payment in full is required. It is determined by the invoice date in conjunction with the terms code set up for the customer.

**4. Dsc. Date**

This date column records the last date that a customer may pay an invoice or memo and still receive a discount for early payment. The payment must be received and entered into the system by this date.

**5. Dsc. Bal.**

This column displays the amount of remaining discount available to the customer. This reflects the real time amount remaining; that is, when you are processing a line, prior to allowing a discount amount for the invoice, this column shows how much discount is available. After specifying the amount of discount to allow, this column is immediately reduced.

**6. Balance**

The Balance column displays the balance of the invoice: the total amount of the invoice yet to be paid. If a figure appears in the Applied column, the amount in the Balance column has been reduced by this figure. Like the Dsc. Bal column, this column is updated immediately as an invoice is being processed.

**7. Discount**

This column records the amount of discount allowed during the current payment processing of the invoice line.

**8. Applied**

This column is the total amount by which the invoice balance is decreased during the entry of this check. This includes both the cash applied and the discount allowed.

## **A/R Cash Receipts Screen—Totals Section**

This section of the form is system-maintained.

**1. Available**

The value displayed in this field is updated as you process the cash receipt document. This value is the amount of a cash receipt still available that can be applied to additional charges on the customer's account.

**2. Total Discount Allowed**

This field displays (on-line) the amount of discount allowed a customer during the processing of a cash receipt.

**3. Total Applied**

The figure displayed in this field represents the (on-line) sum of cash applied plus discount allowed during the processing of a cash receipt.

**4. Total Chargebacks / write-offs:**

The figure displayed in this field represents the sum of chargebacks / write-offs created.

## **Print Cash Receipts Listing**

This option prints a report listing all unposted documents entered and modified under Update A/R Cash Receipts and Update Non-A/R Cash Receipts. This report should be run to verify data-entry accuracy. It must be printed prior to selecting Post Cash Receipts. The report is organized sequentially by document number: it lists general information about a cash receipt, as well as each account that is affected by a transaction.

For an example of the report produced by this option, refer to "4: Cash Receipts Listing" on page 11-5 in the section titled "Sample Reports."

## **Post Cash Receipts**

This process posts all unposted cash receipts documents to the Accounts Receivable and General Ledger Activity tables. The cash receipts documents that are posted cannot be modified or deleted once they have been posted. To correct an error after posting has occurred, you must enter a new (adjusting) transaction under Update Receivable Documents.

The format of this report is very similar to the report generated by the Print Cash Receipts Listing option. For an example, refer to "5: Cash Receipts Posting Report" on page 11-6 found in the section titled: "Sample Reports."

# Print Receivables Journal

The Receivables Journal is organized by document number; it lists each account posted to by a receivable document or a cash receipt document, as well as the debit or credit amount of the posting. The report includes the invoice number for each transaction. After selecting Print Receivables Journal, a Selection Criteria screen is displayed allowing you to specify the starting and ending date for transactions listed on the report.

The Receivables Journal Selection Criteria screen:



Both the Start Date and End Date default to today’s system date, but the can be changed. Clicking **OK** begins processing.

For an example of the report generated by this option, refer to “The Receivables Journal” in the section titled “Sample Reports.”

## Print Cash Receipts Journal

The Cash Receipts Journal is identical to the Receivables Journal except that the Cash Receipts Journal lists only cash receipts information. The Cash Receipts Journal is organized by document number; it lists each account posted to by a cash receipt document, as well as the debit or credit amount of the posting. The report also identifies the check number for each transaction where the check number was entered. After selecting Print Cash Receipts Journal a Selection Criteria screen is displayed allowing you to specify the starting and ending date for transactions listed on the report.

The Cash Receipts Journal Selection Criteria screen:

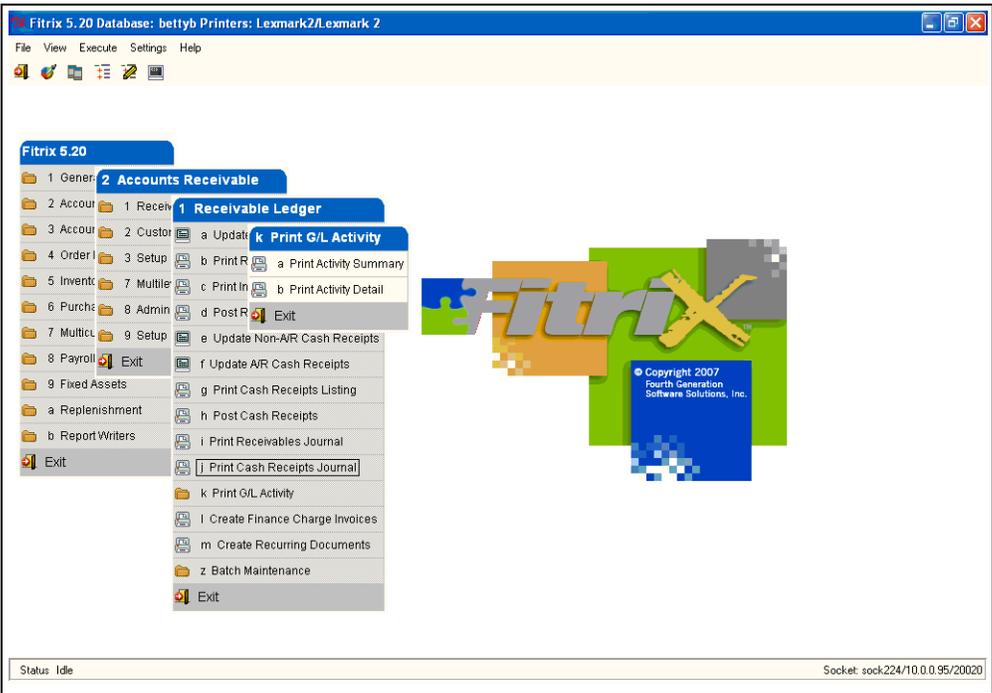


Both the Start Date and End Date default to today's system date, but they can be changed. Clicking **OK** begins processing.

For an example of the report generated by this option, refer to "7: Cash Receipts Journal" on page 11-8 in the section titled "Sample Reports."

# Print G/L Activity

This option produces reports that prints Accounts Receivable accounting data by ledger account. After selecting Print G/L Activity a submenu is displayed providing you a choice of a summary or a detail report:



The summary report lists a ledger account and the total debit or credit amount posted to that account during a specified period of time. The detail report also lists a ledger account; under each account is a list of all documents that posted to the account, as well as the debit or credit amount of those postings.

After selecting either the summary or the detail report a Selection Criteria screen displays allowing you to designate the starting and ending date for the report.

The General Ledger Activity Selection Criteria screen:



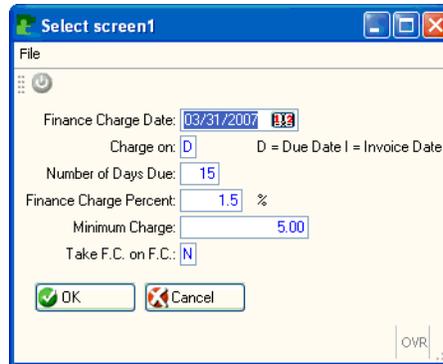
Both the Start Date and End Date default to today's system date, but they can be changed. Clicking **OK** begins processing.

For an example of the reports generated by this option, refer to reports for General Ledger Activity, reports 8 and 9, in the section titled "Sample Reports."

## Create Finance Charge Invoices

The Create Finance Charge Invoices option creates Finance Charge documents. These documents can subsequently be modified or deleted through the Update Receivable Documents option. This report also generates the Finance Charge report. After selecting this option, a Selection Criteria screen is displayed allowing you to specify which documents should have finance charges applied.

The Finance Charge Selection Criteria screen:



The screenshot shows a dialog box titled "Select screen1" with a "File" menu. The fields are: Finance Charge Date: 03/31/2007; Charge on: D (with a note "D = Due Date I = Invoice Date"); Number of Days Due: 15; Finance Charge Percent: 1.5 %; Minimum Charge: 5.00; Take F.C. on F.C.: N. There are OK and Cancel buttons at the bottom.

The Finance Charge Selection screen contains the following fields:

### 1. Finance Charge Date

This is the date that will be assigned to the newly created finance charge documents. This field defaults to today's system date.

### 2. Charge on

This one-character required field accepts an entry of **D** for "Due Date" or **I** for "Invoice Date." This code controls whether the selection of invoices (for applying finance charges) is determined by the due date or invoice date of the original document.

### 3. Number of Days Due

Charges are created for documents with either due dates or invoice dates older than the Number of Days Due.

### 4. Finance Charge Percent

The amount of the charge is determined by the Finance Charge Percent. EXAMPLE: enter **1.5**, not .015. for one and one-half percent.

### 5. Minimum Charge

Any finance charge amount less than the figure entered into the Minimum Charge field is converted to the minimum amount.

**6. Take F.C. on F.C.**

If you type "Y" into this field the process creates a finance charge on any previously posted finance charges within the entered date range. If you type an "N" the system does not create finance charge invoices for previously posted finance charges. This is a required field.

For an example of the report produced by the Create Finance Charges option, refer to "The Finance Charge Report" in the section titled "Sample Reports."

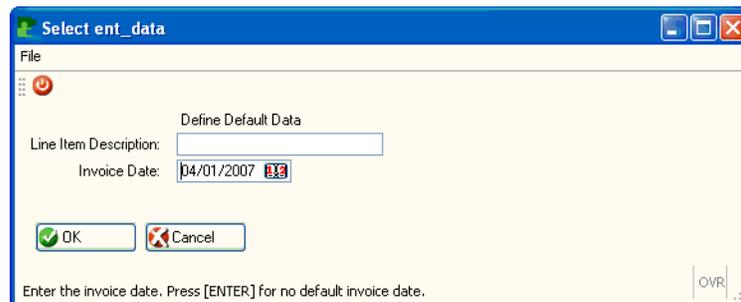
# Create Recurring Documents

This option automatically creates a new receivable document from “recurring documents”—transactions that are entered frequently or periodically. Refer to the discussion of recurring documents under “Update Receivable Documents”.

Newly created documents are placed in the Receivable Documents table and may be modified or deleted through the Update Receivable Documents option.

The Recurring Documents screens are displayed after selecting the Create Recurring Documents program. These screens contain the line description, invoice date, and Recurring code. In the recurring code field you can store any single-character alphanumeric code. This code should designate a particular category of recurring documents. For example, one code might represent those documents that recur on a monthly basis. When you post receivable documents by selecting Post Receivable Documents those documents with an entry in the Recur field are posted and saved for future use in the Receivable Documents table (their Posted status is "Y" (yes).

After selecting Create Recurring Documents a Selection Criteria screen displays, allowing you to enter the following information.



## 1. Line Item Description

Enter the new line item description that will print on the invoices this program creates. For example, if you are creating invoices for the January Maintenance Fees you would type "January Maint Fees".

## 2. Invoice Date

Enter the invoice date that should be assigned to the recurring invoices when they are created.

Next, the prompt for the recurring code displays:



You can enter a single code, several codes, or a range of codes. After clicking **OK** the recurring documents are created and stored in the Receivable Documents table.

This process generates the Recurring Invoice report. This report lists each recurring document created and the ledger accounts affected by the recurring transaction. A new document number is assigned to the recurring document, which can be cross referenced with the edit list. For an example of this report refer to “The Recurring Document Report” found in the section titled “Sample Reports.”



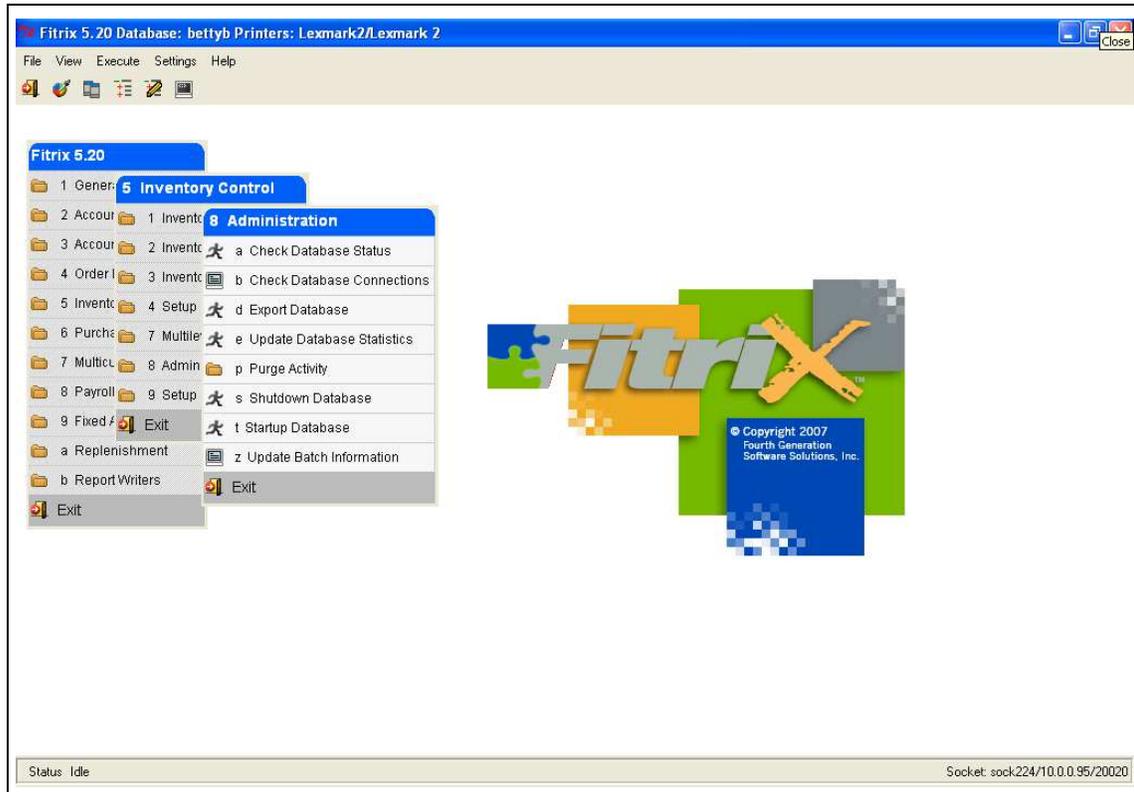
# 9

## Administration Menu

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

# Administration

The Administration Menu:



The following Options are available:

## Check Database Status

### Note

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

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

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

## Check Database Connections

---

### Note

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

---

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

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

## Export Databases

---

### Note

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

---

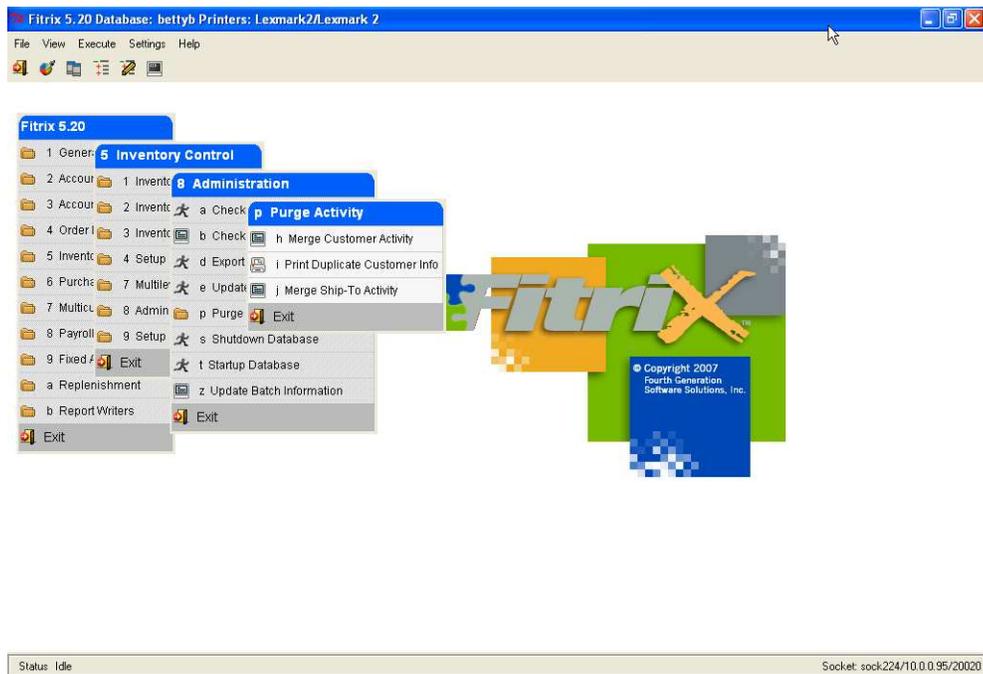
Export Databases (option d). Exports the database and schema structure into delimited text files. This is used for Backup or Migration purposes. The user must have DBA permission, and there must be no other users connected to the database in order to use this utility. The data is saved into the \$fg/data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

## Update Database

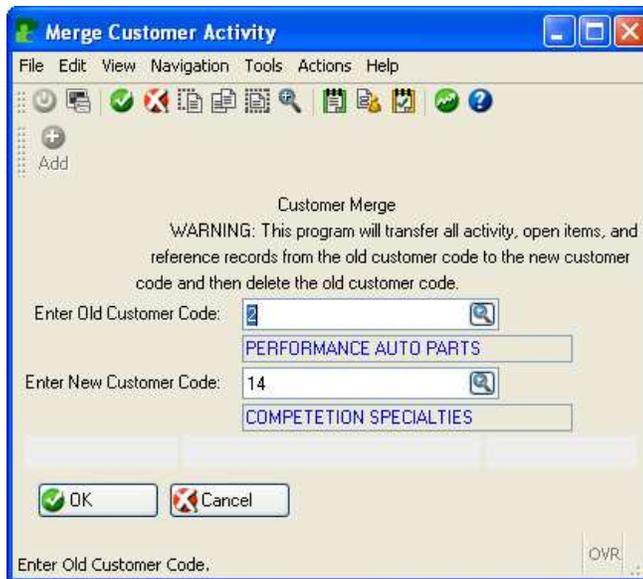
Update Database Statistics (option e). Updates the internal statistics of the database. This is done to improve performance. This should be performed on a regular basis, especially after numerous rows of data have been added to, or deleted from the database. The user must have DBA permission.

## Purge Activity

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



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



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

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



## Shutdown Database

---

### Note

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

---

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

## Startup Database

---

### Note

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

---

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

## Update Batch Information

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



# 10

## SQL Queries

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

## Using SQL

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

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

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

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

## SELECT Command

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

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

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

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

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

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

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

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

## Using SELECT and FROM

The format for the most basic SQL query is:

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

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

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

## Selecting All Columns

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

```
SELECT * FROM stxcntrc
```

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

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

## Selecting Specific Columns

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

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

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

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

## Using Math in the SELECT Statement

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

- + Addition
- Subtraction
- \* Multiplication
- / Division

Here is an example of addition:

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

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

Here is an example of multiplication:

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

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

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

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

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

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

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

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

## Selecting Specific Rows: WHERE

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

The format for the WHERE clause is:

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

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

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

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

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

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

Relational operators consist of the following:

Symbol Meaning

= Equal To

<> Not Equal To

> Greater Than

< Less Than

>= Greater Than or Equal To

<= Less Than or Equal To

## Matching Character Patterns

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

The format is as follows:

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

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

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

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

## MATCH Wildcards

There are three wildcards:

- \* This matches any set of characters or no characters
- ? This matches any single character.
- [ X-Y ] This matches the range of characters indicated.

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

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

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

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

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

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

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

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

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

## Using AND and OR in the Where Clause

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

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

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

or

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

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

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

```
AND doc_no > 100
```

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

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

---

Note

---

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

---

## Using Multiple ANDs and ORs

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

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

---

Note

---

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

---

You can also use parentheses to group ANDs and ORs.

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

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

## Improper Use of AND or OR

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

*Correct:*

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

*Incorrect:*

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

*Correct:*

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

```
OR department MATCHES "*1"
```

*Incorrect:*

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

## WHERE Using LIKE

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

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

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

## WHERE Using BETWEEN

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

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

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

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

*Correct:*

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

*Incorrect:*

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

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

*Correct:*

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

*Incorrect:*

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

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

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

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

## WHERE Using IN

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

The syntax:

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

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

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

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

It is the same as the following SELECT statement:

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

You can see the advantage of using the IN keyword.

## Matching NULL Values

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

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

The syntax:

```
WHERE column_name IS NULL
```

For example:

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

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

## Using NOT

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

- MATCHES
- LIKE
- BETWEEN
- IN

- NULL

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

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

finds all the rows with values in the department column

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

selects all rows that have orig\_journal codes that are not equal to AR, AP, or GJ

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

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

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

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

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

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

## Selecting From Multiple Tables

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

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

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

The syntax for joining multiple tables is:

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

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

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

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

```
SELECT stxtranr.doc_no, doc_date, doc_desc, amount  
FROM stxtranr, stgactvd
```

```
WHERE stxtranr.orig_journal=stgactvd.orig_journal
AND stxtranr.doc_no = stgactvd.doc_no
```

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

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

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

## Joining More Than Two Tables

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

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

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

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

## ORDER BY Command

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

The syntax:

```
ORDER BY column-name
```

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

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

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

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

## Sorting By Multiple Columns

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

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

## Using Aggregate Functions

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

The aggregate keywords and their functions are:

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

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

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

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

**SUM** (column\_name) Adds the column specified and totals it for the rows selected.

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

*Correct:*

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

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

*Incorrect:*

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

This produces an error requesting a GROUP BY phrase.

## GROUP BY Command

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

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

For example:

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

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

---

Note

---

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

---

*Correct:*

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

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

*Incorrect:*

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

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

# 11

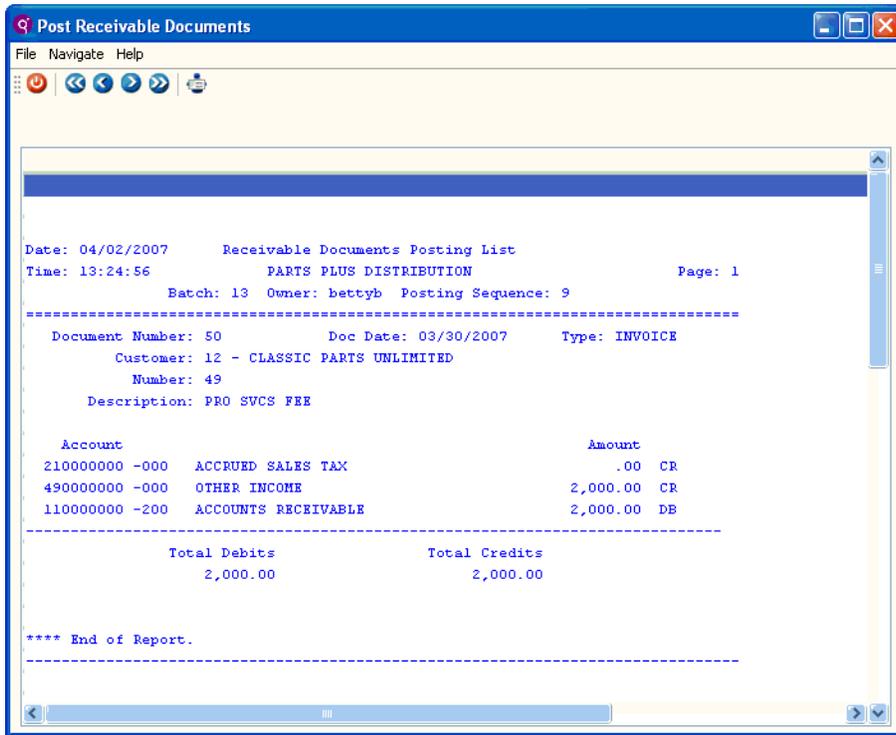
## Sample Reports

The following pages show examples of the reports generated by Fitrix Accounts Receivable.

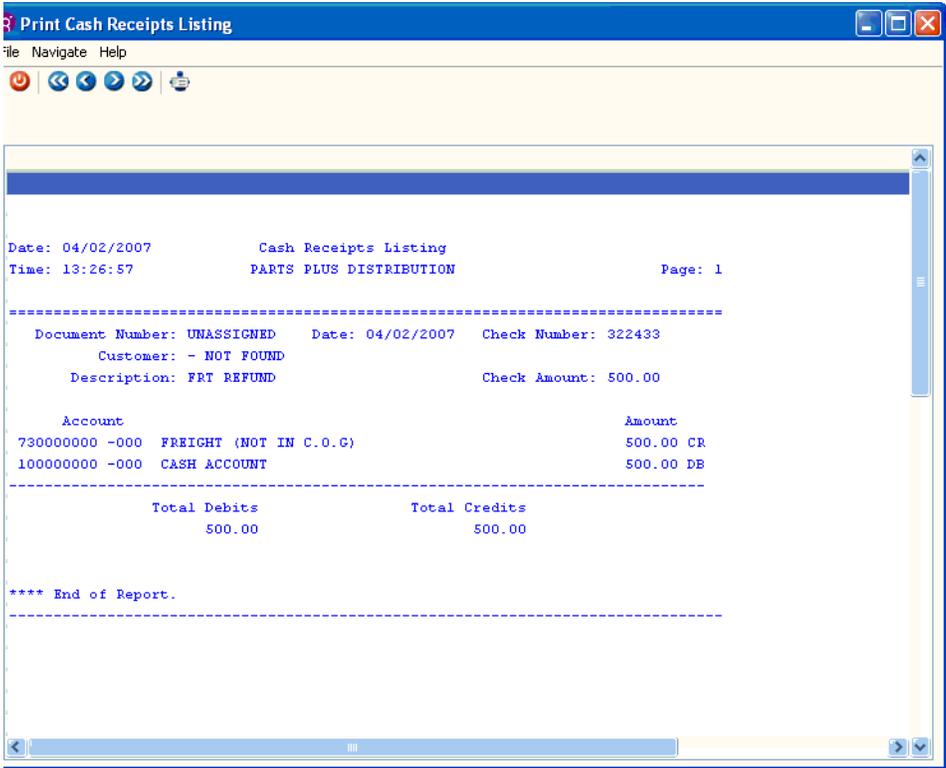




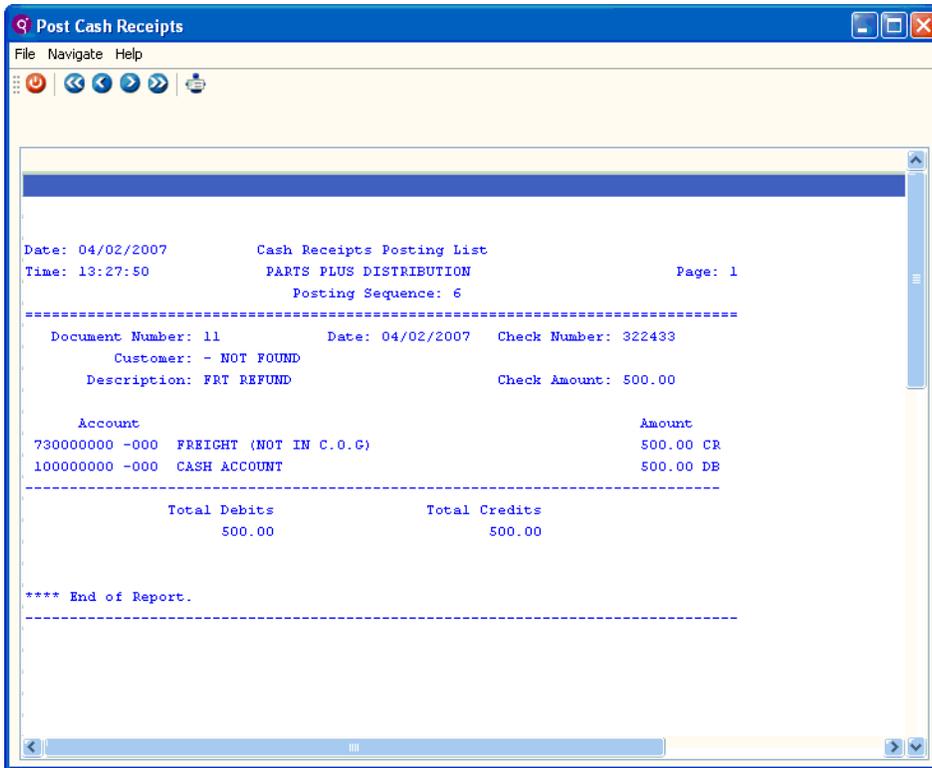
# 3: Receivable Posting Report



# 4: Cash Receipts Listing



## 5: Cash Receipts Posting Report



# 6: Receivables Journal

The screenshot shows a window titled "Print Receivables Journal" with a menu bar (File, Navigate, Help) and navigation icons. The main content area displays the following text:

Date: 04/02/2007      Accounts Receivable Journal  
Time: 13:28:44      PARTS PLUS DISTRIBUTION      Page: 1  
Between 03/01/2007 and 03/31/2007

Document Date	Invoice No	Customer Code - Customer Business Name			
40	03/22/2007 40	12 - CLASSIC PARTS UNLIMITED			
		110000000-200 ACCOUNTS RECEIVABLE	1800.00	DB	
		210000000-000 ACCRUED SALES TAX	.00	CR	
		450000000-000 RENTAL INCOME	1800.00	CR	
41	03/22/2007 41	2 - PERFORMANCE AUTO PARTS			
		110000000-200 ACCOUNTS RECEIVABLE	1600.00	DB	
		210000000-000 ACCRUED SALES TAX	.00	CR	
		450000000-000 RENTAL INCOME	1600.00	CR	
42	03/26/2007 42	12 - CLASSIC PARTS UNLIMITED			
		110000000-200 ACCOUNTS RECEIVABLE	1800.00	DB	
		210000000-000 ACCRUED SALES TAX	.00	CR	
		450000000-000 RENTAL INCOME	1800.00	CR	
43	03/26/2007 43	2 - PERFORMANCE AUTO PARTS			
		110000000-200 ACCOUNTS RECEIVABLE	1600.00	DB	
		210000000-000 ACCRUED SALES TAX	.00	CR	

## 7: Cash Receipts Journal

Date: 04/02/2007      Cash Receipts Journal  
Time: 13:29:49      PARTS PLUS DISTRIBUTION      Page: 1  
Between 03/01/2007 and 03/31/2007

Document	Date	Check No	Reference	
9	03/26/2007	32131		
Customer: 10 - FISHERS SUPPLY				
		100000000-000	CASH ACCOUNT	19544.08DB
		110000000-000	ACCOUNTS RECEIVABLE	3877.39CR
		110000000-000	ACCOUNTS RECEIVABLE	121.69CR
		110000000-000	ACCOUNTS RECEIVABLE	15545.00CR
10	03/30/2007	123321		
Customer: 1 - ACTION AUTOPARTS				
		100000000-000	CASH ACCOUNT	27.00DB
		110000000-000	ACCOUNTS RECEIVABLE	27.00CR
		Total Debits	Total Credits	
		19,571.08	19,571.08	

# 8: G/L Activity Summary Report

**Print Activity Summary**

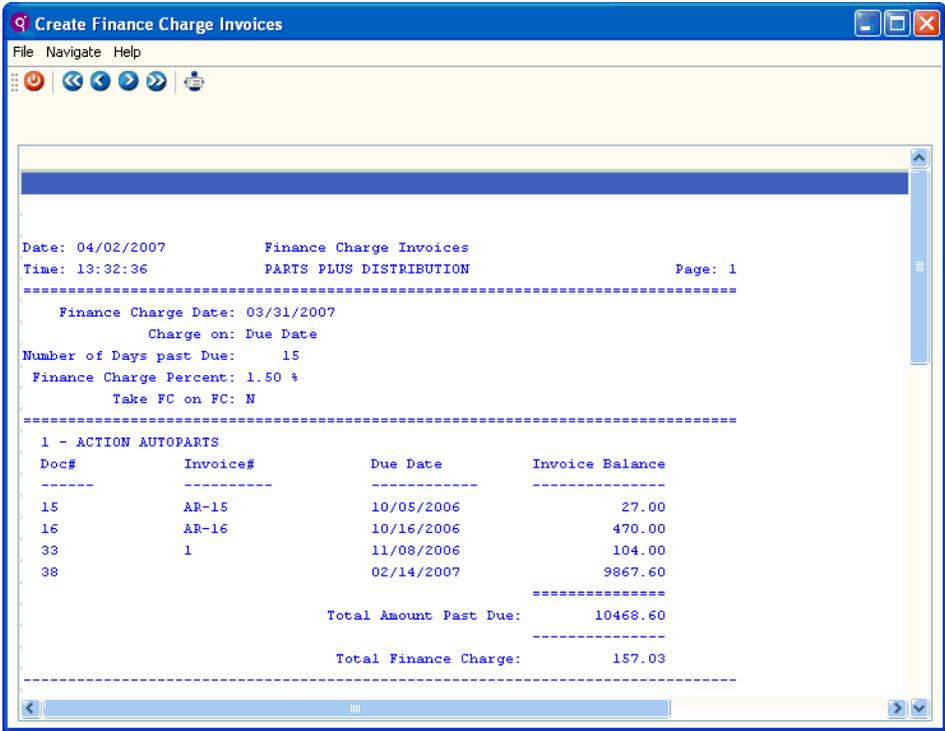
File Navigate Help

Date: 04/02/2007      G/L Activity Summary      Accounts Receivable  
Time: 13:30:39      PARTS PLUS DISTRIBUTION      Page: 1  
Between 03/01/2007 and 04/02/2007

Acct.	Dpt.	Description	Debits	Credits	Net Activity
100000000-000		CASH ACCOUNT	20,071.08	.00	20,071.08
110000000-000		ACCOUNTS RECEIVABLE	.00	19,571.08	(19,571.08)
110000000-200		ACCOUNTS RECEIVABLE	8,800.00	.00	8,800.00
210000000-000		ACCRUED SALES TAX	.00	.00	.00
450000000-000		RENTAL INCOME	.00	6,800.00	(6,800.00)
490000000-000		OTHER INCOME	.00	2,000.00	(2,000.00)
730000000-000		FREIGHT (NOT IN C.O.G)	.00	500.00	(500.00)
----- Total -----					
			Debits	Credits	Net Activity
			28,871.08	28,871.08	0.00



# 10: Finance Charge Report



# 11: Recurring Document Report

The screenshot shows a software window titled "Create Recurring Documents" with a menu bar (File, Navigate, Help) and navigation buttons. The main content area displays two recurring invoice entries. The first entry is for Document Number 42, dated 03/26/2007, for Customer 12 - CLASSIC PARTS UNLIMITED, with a description of MONTHLY RENTAL. The second entry is for Document Number 43, dated 03/26/2007, for Customer 2 - PERFORMANCE AUTO PARTS, with a description of MONTHLY RENTAL FEE. Each entry includes a table of accounts and amounts, and a summary of total debits and credits at the bottom.

Date: 04/02/2007                      Recurring Invoice  
Time: 13:34:01                      PARTS PLUS DISTRIBUTION                      Page: 1

-----

Document Number: 42                      Date: 03/26/2007  
Customer: 12 - CLASSIC PARTS UNLIMITED  
Description: MONTHLY RENTAL

Account		Amount
210000000 - 000	ACCRUED SALES TAX	.00 CR
450000000 - 000	MONTHLY RENTAL FEE	1,800.00 CR
110000000 - 200	ACCOUNTS RECEIVABLE	1,800.00 DB

-----

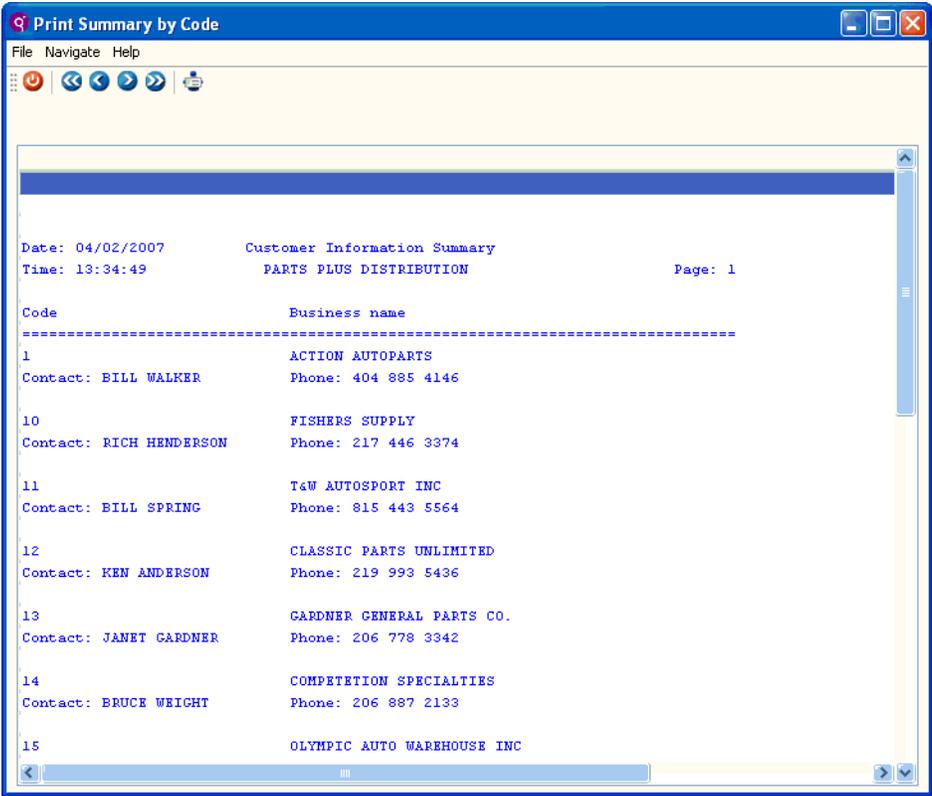
Document Number: 43                      Date: 03/26/2007  
Customer: 2 - PERFORMANCE AUTO PARTS  
Description: MONTHLY RENTAL FEE

Account		Amount
210000000 - 000	ACCRUED SALES TAX	.00 CR
450000000 - 000	MONTHLY RENTAL FEE	1,600.00 CR
110000000 - 200	ACCOUNTS RECEIVABLE	1,600.00 DB

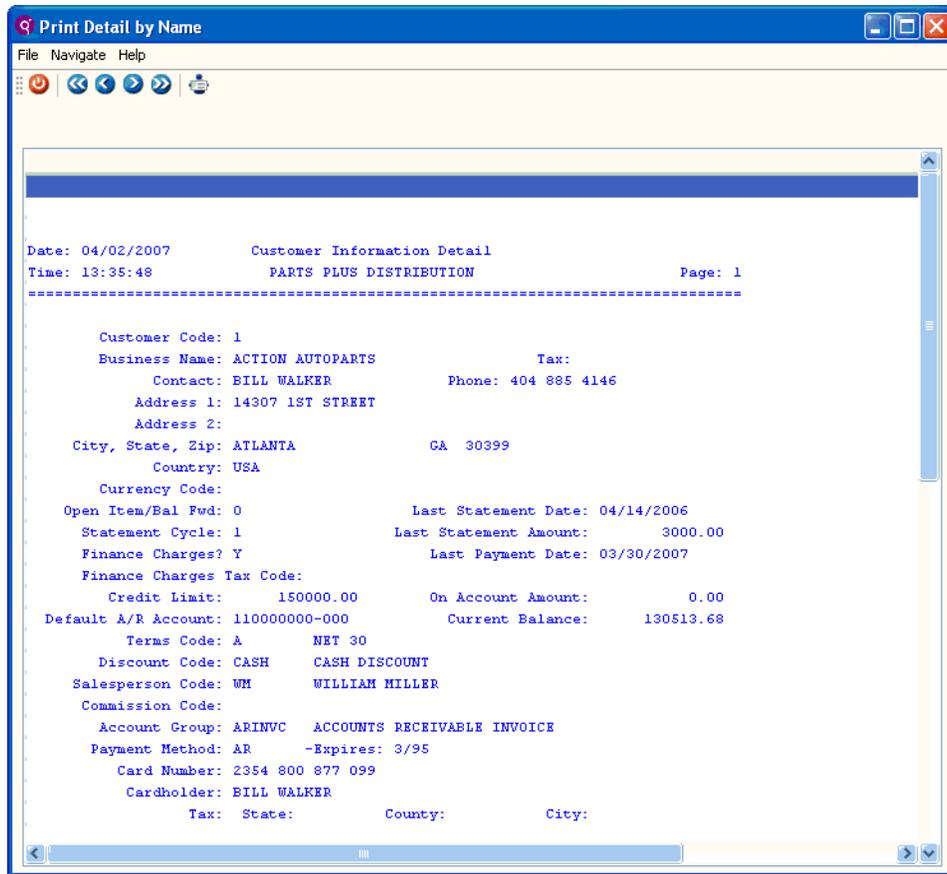
-----

Total Debits	Total Credits
3,400.00	3,400.00

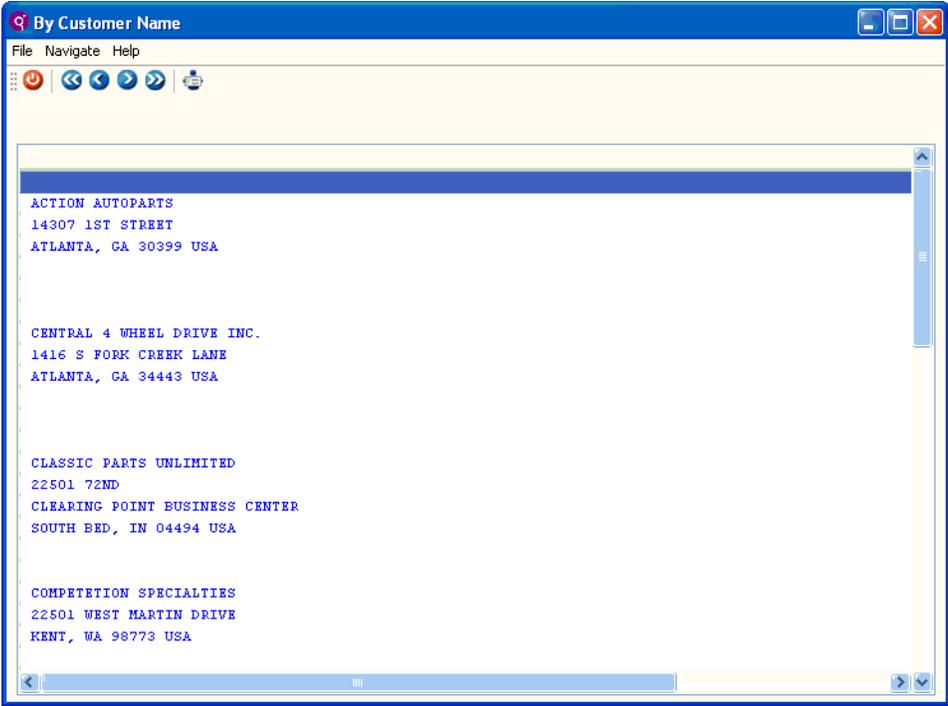
# 12: Customer Information Summary Report



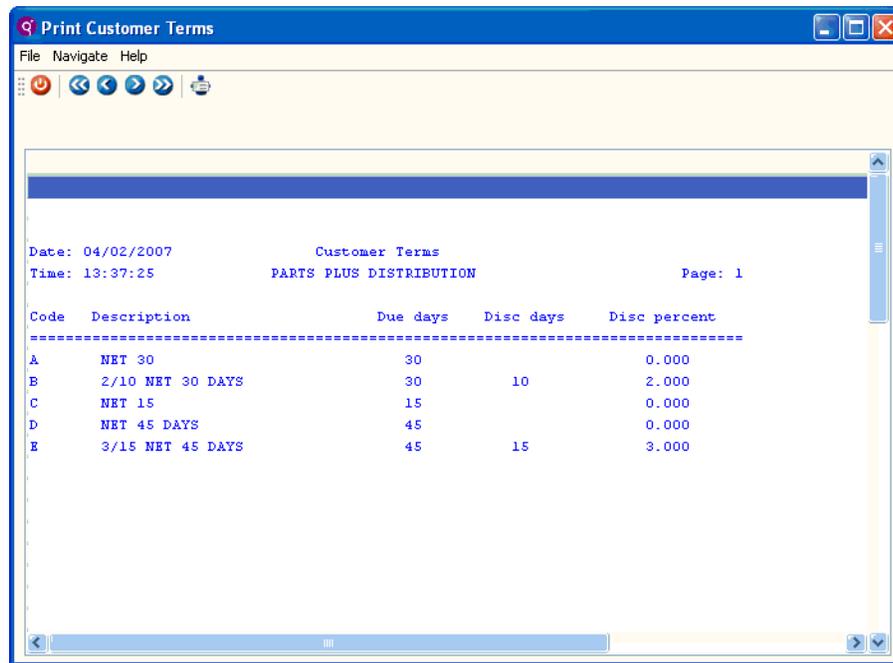
## 13: Customer Information Detail Report



# 14: Customer Labels



## 15: Customer Terms



The screenshot shows a window titled "Print Customer Terms" with a menu bar (File, Navigate, Help) and navigation buttons. The main content area displays a report for "PARTS PLUS DISTRIBUTION" dated 04/02/2007 at 13:37:25. The report includes a table with columns for Code, Description, Due days, Disc days, and Disc percent. The table lists five terms: A (NET 30), B (2/10 NET 30 DAYS), C (NET 15), D (NET 45 DAYS), and E (3/15 NET 45 DAYS).

Code	Description	Due days	Disc days	Disc percent
A	NET 30	30		0.000
B	2/10 NET 30 DAYS	30	10	2.000
C	NET 15	15		0.000
D	NET 45 DAYS	45		0.000
E	3/15 NET 45 DAYS	45	15	3.000

# 16: Default Statement Form

<b>STATEMENT OF ACCOUNT</b>					<b>REMITTANCE ADVICE</b> RETURN THIS PORTION WITH YOUR PAYMENT				
ACCOUNT NO.			ACCOUNT NAME						
STATEMENT DATE		STATEMENT DATE		ACCOUNT NO.					
CHECK ITEMS BEING PAID →									
DATE	CODE	REFERENCES	CHARGES	CREDITS	BALANCE	REFERENCE	CODE	AMOUNT	4
CURRENT		PAST DUE			PLEASE PAY →		TOTAL →		

# 17: Customer Aging Summary Report

Print Aging Summary By Name

File Navigate Help

Date: 04/02/2007  
Time: 13:39:09  
Age by: Due Date

Customer Aging Summary By Name  
PARTS PLUS DISTRIBUTION  
Aging Date: 03/31/2007

	Current	1 to 30 Days	31 to 60 Days	61 to 90 Days	91-120 Days	Over 120
=====						
1 - ACTION AUTOPARTS						
Phone: 404 885 4146	Last Pay Date: 03/30/2007		Last Amt. Paid:		27.00	
-----						
Total:	130,513.68	120,045.08	.00	9,867.60	.00	601.00
3 - CENTRAL 4 WHEEL DRIVE INC.						
Phone: 404 962 3764	Last Pay Date:		Last Amt. Paid:		0.00	
-----						
Total:	3,696.85	.00	.00	.00	.00	3,696.85
12 - CLASSIC PARTS UNLIMITED						
Phone: 219 993 5436	Last Pay Date:		Last Amt. Paid:		0.00	
-----						
Total:	36,836.55	34,887.40	.00	1,800.00	.00	149.15

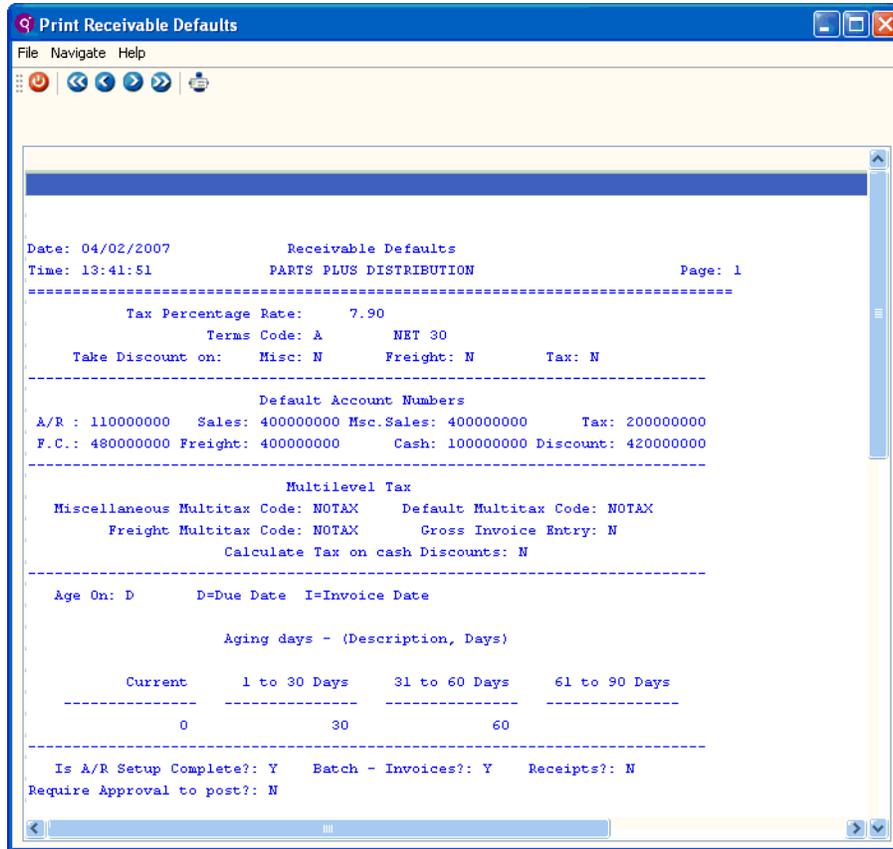
# 18: Customer Aging Detail Report

Date: 04/02/2007  
Time: 13:40:00  
Age by: Due Date

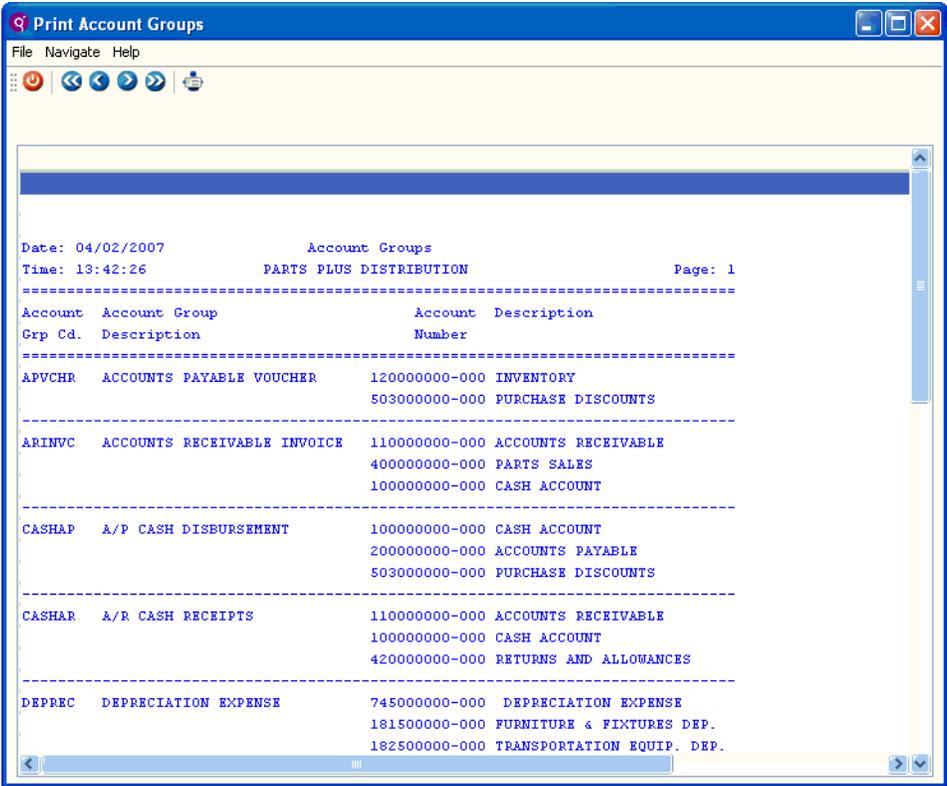
Customer Aging Detail By Name  
PARTS PLUS DISTRIBUTION  
Aging Date: 03/31/2007

Invoice	Due Date	Current	1 to 30 Days	31 to 60 Days	61 to 90 Days	91-120 Days	Over 120
<b>1 - ACTION AUTOPARTS</b>							
Phone:404 885 4146		Last Pay Date: 03/30/2007		Last Amt.Paid:		27.00	
AR-15	10/05/2006						27.00
AR-16	10/16/2006						470.00
1	11/08/2006						104.00
	02/14/2007			9,867.60			
39	04/21/2007	113,810.00					
44	04/25/2007	6,235.08					
<b>Total</b>	<b>130,513.68</b>	<b>120,045.08</b>	<b>.00</b>	<b>9,867.60</b>	<b>.00</b>	<b>.00</b>	<b>601.00</b>
<b>3 - CENTRAL 4 WHEEL DRIVE INC.</b>							
Phone:404 962 3764		Last Pay Date:		Last Amt.Paid:		0.00	
AR-21	10/05/2006						2,548.00
AR-22	10/28/2006						448.95
34	11/08/2006						699.90
<b>Total</b>	<b>3,696.85</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>3,696.85</b>

# 19: Receivable Defaults



# 20: Account Groups Report



Date: 04/02/2007 Account Groups  
Time: 13:42:26 PARTS PLUS DISTRIBUTION Page: 1

Account Grp Cd.	Account Group Description	Account Number	Description
APVCHR	ACCOUNTS PAYABLE VOUCHER	120000000-000	INVENTORY
		503000000-000	PURCHASE DISCOUNTS
ARINVC	ACCOUNTS RECEIVABLE INVOICE	110000000-000	ACCOUNTS RECEIVABLE
		400000000-000	PARTS SALES
		100000000-000	CASH ACCOUNT
CASHAP	A/P CASH DISBURSEMENT	100000000-000	CASH ACCOUNT
		200000000-000	ACCOUNTS PAYABLE
		503000000-000	PURCHASE DISCOUNTS
CASHAR	A/R CASH RECEIPTS	110000000-000	ACCOUNTS RECEIVABLE
		100000000-000	CASH ACCOUNT
		420000000-000	RETURNS AND ALLOWANCES
DEPREC	DEPRECIATION EXPENSE	745000000-000	DEPRECIATION EXPENSE
		181500000-000	FURNITURE & FIXTURES DEP.
		182500000-000	TRANSPORTATION EQUIP. DEP.

## 21: Customer Open Items Report

The screenshot shows a window titled "Print Customer Open Items" with a menu bar (File, Navigate, Help) and a toolbar. The report content is as follows:

Date: 04/02/2007      Customer Open Items  
Time: 13:43:46      PARTS PLUS DISTRIBUTION      Page: 1

Doc No.	Invoice	Date	Description	Balance
-----				
1 - ACTION AUTOPARTS				
15	AR-15	09/05/2006	REPAIR ORDER (SUBCONTRACTED)	27.00
16	AR-16	09/16/2006	AC/DELCO AND CHAMPION ASSORTMT	470.00
33	1	10/09/2006	REPAIRS: REF: 123463 RP-89664	104.00
38		01/15/2007		9,867.60
39	39	03/22/2007		113,810.00
44	44	03/26/2007		6,235.08
				-----
Customer Balance				130,513.68
				=====
Total Customer Balance				130,513.68
				-----



## 23: Customer Activity Detail

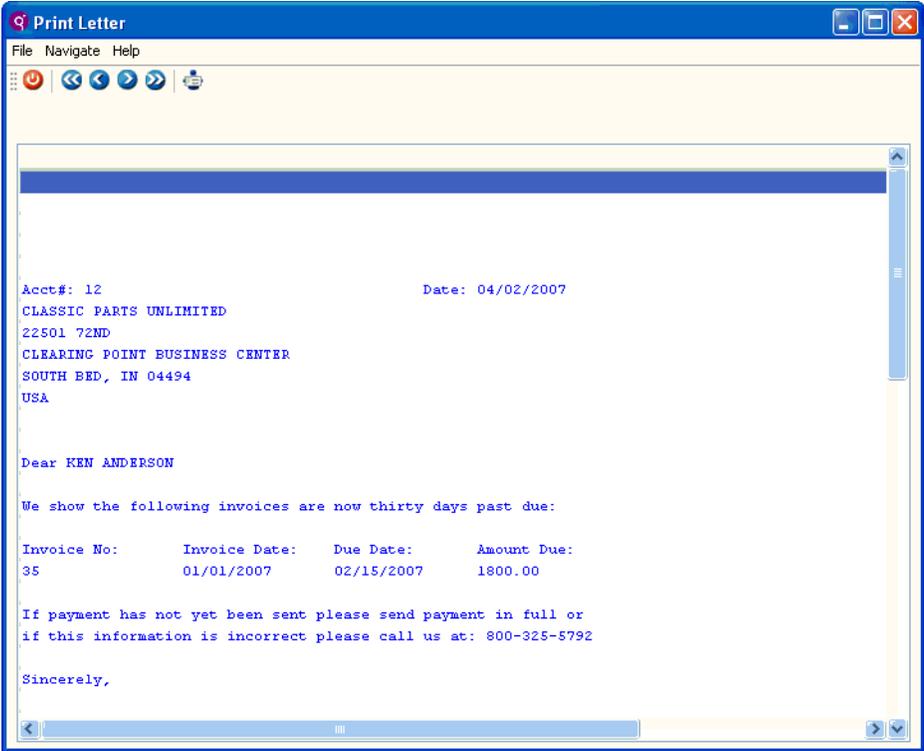
The screenshot shows a window titled "Print Customer Activity Detail" with a menu bar (File, Navigate, Help) and navigation icons. The report content is as follows:

Date: 04/02/2007      Customer Activity Detail Report  
 Time: 13:46:49      PARTS PLUS DISTRIBUTION      Page: 1  
 Sales Documents 01/01/2006 thru 12/31/2006

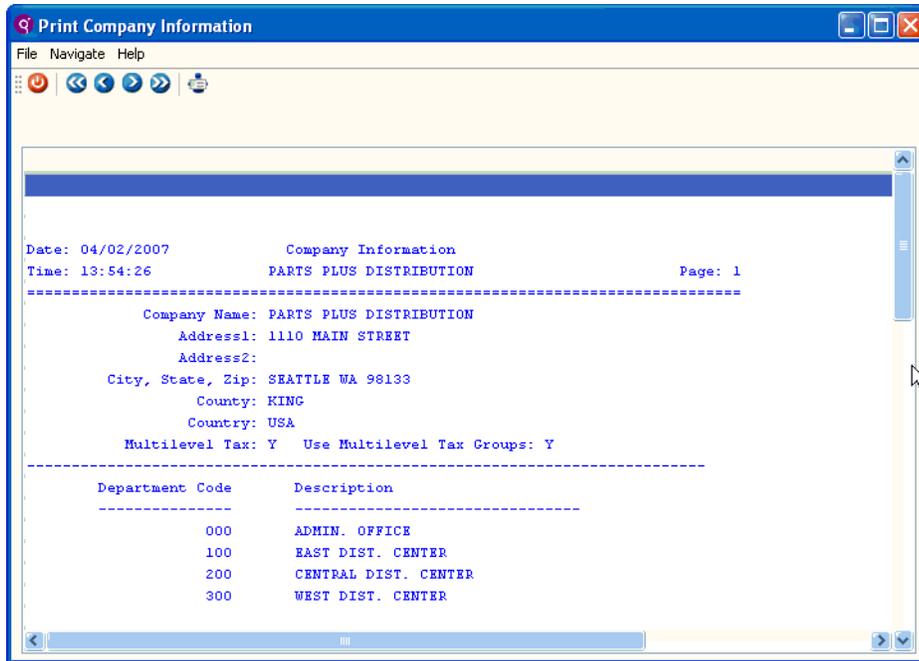
A/R Activity for 1 - ACTION AUTOPARTS

Date	Inv No	Trans Type	Amount	Ck No	Balance	YTD Sales
-----						
		Beginning Balance			.00	.00
07/05/2006	AR-12	INVOICE	1,243.00			1,243.00
07/05/2006	AR-12	PAYMENT	-1,243.00	SETUP		1,243.00
07/13/2006	AR-13	INVOICE	358.00			1,601.00
07/13/2006	AR-13	PAYMENT	-358.00	SETUP		1,601.00
08/16/2006	AR-14	INVOICE	127.00			1,728.00
08/16/2006	AR-14	PAYMENT	-100.00	SETUP		1,728.00
03/30/2007	AR-14	PAYMENT	-27.00	123321		1,728.00
09/05/2006	AR-15	INVOICE	27.00		27.00	1,755.00
09/16/2006	AR-16	INVOICE	470.00		470.00	2,225.00
09/27/2006	AR-17	INVOICE	325.90			2,550.90
01/16/2007	AR-17	PAYMENT	-325.90	131321		2,550.90
10/09/2006	1	INVOICE	104.00		104.00	2,654.90
-----						
Total Due:					601.00	

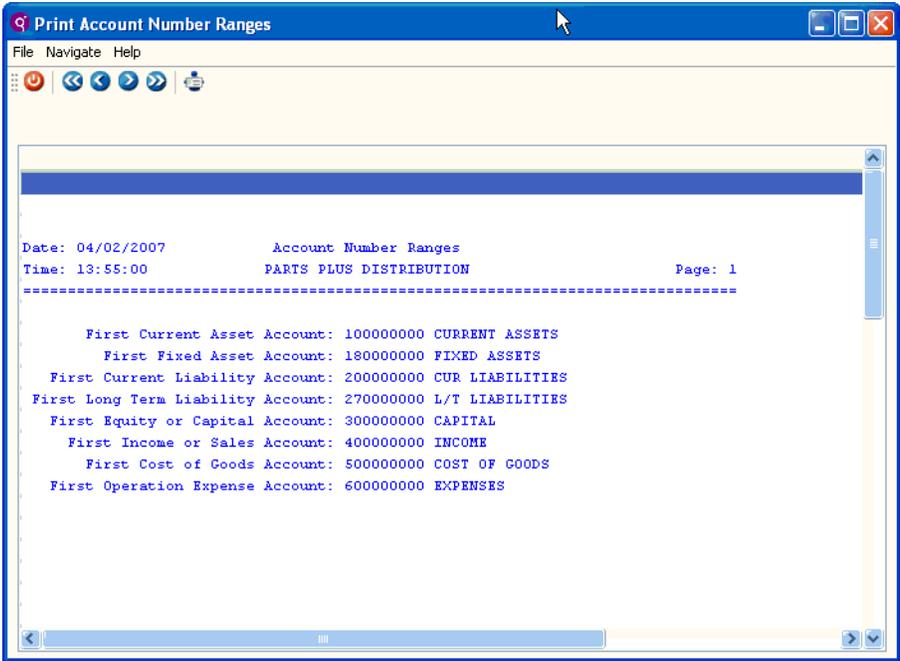
# 24: Dunning Letter



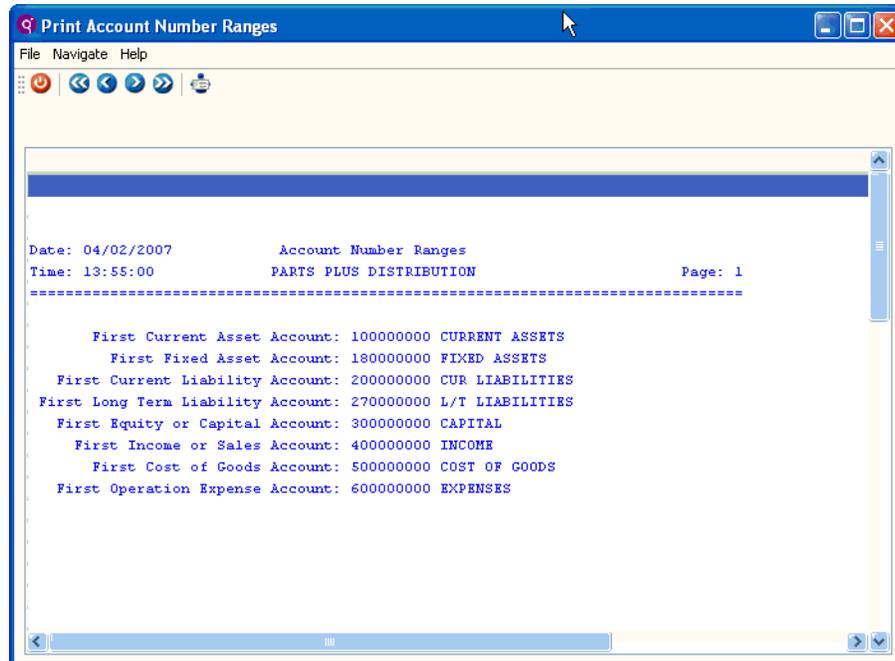
## 25:Company Setup Report



# 26: Account Number Ranges



## 27: Chart of Accounts





## 29: Multilevel Tax Groups

The screenshot shows a window titled "Print Multilevel Tax Groups" with a menu bar (File, Navigate, Help) and navigation buttons. The report content is as follows:

Date: 04/02/2007                      Multilevel Tax Groups  
Time: 15:35:55                      PARTS PLUS DISTRIBUTION                      Page: 1

-----

Multilevel Tax Group Code: NOTAX  
Tax Group Description: NO TAX

Tax Code	Description	Rate	Cumulative
NOTAX	NO TAX	0.00	Y

-----

Multilevel Tax Group Code: SEATX  
Tax Group Description: SEATTLE SALES TAX

Tax Code	Description	Rate	Cumulative
KINGCO	COUNTY OF KING TAX	1.30	N
SEACTY	CITY OF SEATTLE TAX	8.10	N

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# Glossary

**Account:** An account is a classifying or summarizing device. It represents a category of transactions that a business entity has decided to track. All transactions recorded in a journal are subsequently posted to two or more accounts. A transaction is posted as a debit or credit entry to an account. The difference between the total of all debit entries and the total of all credit entries posted to a single account is referred to as the account's "balance." Depending on the type of account, an account's balance is either increased or decreased by a debit or credit entry (see Debits and Credits).

**Account Number:** Each account in the Chart of Accounts is identified by a unique number, up to nine digits long. Accounts of a given type usually are grouped by account number. For example, all asset accounts might begin with a "1" followed by up to eight numbers.

**Table 1: A Basic Chart of Accounts**

Number	Account Description	Type
100000000	CASH ACCOUNT	Asset
200000000	ACCOUNTS PAYABLE	Liability
300000000	EQUITY	Capital
400000000	PRODUCT SALES	Income
500000000	COST OF GOODS	Expense
600000000	GENERAL EXPENSE	Expense

**Account Types:** There are three basic types of accounts: asset, liability, and capital. Capital is also referred to as owners' equity. Income and expense accounts are a subset of retained earnings, which is a capital account.

**Accounting Periods or General Ledger Periods:** Each business transaction is time-sensitive. In this system, a new accounting period is created every time you close out the existing period. You are not limited to any given number of periods during the course of a year. A transaction that takes place in the current year falls into one of these possible periods.

**Accrual Method:** A method of accounting which records revenues and expenses in the period in which they are earned or incurred and not in the period in which they are received or paid. Compared to the cash method of accounting, the accrual method of accounting is more accurate, but tends to be more complex.

**Adding a Row:** Adding a row means creating a new row and adding it to the table. For example, when you add a new account to the account table, you are adding a row to that table.

**Adjusting Entries:** Entries that adjust the balances of ledger accounts. Adjusting entries are usually made for one of two reasons. One reason is to record unrecorded events such as revenue earned but not received. The other reason is to correct accounting errors.

**Age:** The number of days between the date on a particular document and the "aging date." When processing an aging report, the system prompts for the aging date; the user determines which date to use as an aging date. (See Customer Aging. See also Vendor Aging.)

**Alphanumeric field:** An alphanumeric field is a field whose entries can consist of any combination of letters and numbers.

**Asset Account:** Assets are things of value possessed by a business. Cash in a bank account is an asset, as is accounts receivable (the money owed a business by its customers). Assets need not be paid for to be considered assets. Asset accounts are increased by a debit and decreased by a credit.

**Audit Trail:** The ability to verify and track accounting transactions or ledger balances.

**Automatic Reorder:** The process of generating purchase orders for inventory items whose quantity falls below the reorder point.

**Average Cost:** Average cost is a method of calculating the cost of inventory items by averaging the per unit cost of all items currently in stock.

**Backorder:** If items are out of stock, these items can be put on back order. When the item comes in, it is usually shipped. The backorder document is a modified version of the original sales order and represents an agreement to ship the item as soon as the item becomes available.

**Backup:** In computer terms, backup refers to the process of copying computer files. These copies are usually made to diskette or tape. File backups are insurance against system failure.

**Balance:** The balance of an account is equal to the sum of the debit and credit postings to the account. Accounts are in balance if the total debits are equal to the total credits.

**Balance Forward Customers:** Statements for “balance forward” customers show only the transactions that affect the current period. For balance forward customers, payments are applied to the oldest invoices first. In contrast, “open item” statements show each outstanding invoice, and payments may be applied to a particular invoice.

**Balance Sheet:** The balance sheet shows the current financial condition of a company. The balance sheet lists assets, liabilities, and capital. It is usually totaled in two main sections. The first section totals assets. The second totals liabilities and capital. Assets must always equal liabilities plus capital.

**Blanket Order:** This is a large order that is split into more than one shipment, possibly to different locations.

**Blanket Release:** A blanket release is a document that is a subset of a larger blanket order. It represents a single shipment for an order that comprises multiple shipments.

**Capital Accounts:** (Also called owners’ equity accounts.) These accounts record the difference between what is owned (assets) and what is owed (liabilities). They are also called proprietorship or net worth. Capital accounts are increased by a credit and decreased by a debit.

**Cash Method:** A method of accounting which records revenues and expenses in the period in which they are received or paid and not in the period in which they are earned or incurred. Compared to the accrual method of accounting, the cash method is less complex and often used by smaller businesses.

**Cash Receipt:** Money received as payment for goods or services. An A/R cash receipt is a payment that applies to an outstanding invoice. A non-A/R cash receipt is a payment that does not apply to an outstanding invoice. A non-A/R receipt may not even apply to a customer’s account.

**Cash Receipts Journal:** The cash receipts journal is the journal into which all cash receipts activity is recorded, thus affecting the balances of accounts in the receivable ledger.

**Chart of Accounts:** A “chart” is a list of accounts. A chart of accounts includes all the different accounts used in summarizing the transactions and current condition of a business.

**Check Journal/Cash Disbursement Journal:** This is the journal into which all cash disbursements activity is recorded, thus affecting the balances of accounts in the payable ledger.

**Column:** A column is a category slot into which you enter information in a table. For example, if the computer puts “Enter Company:” on the form, the space following the colon is the “column” into which information is entered. This is the “Company” column.

**Cost of Goods (COG) Accounts:** These are expense accounts; they track the cost of the same products whose revenues are recorded in sales accounts. In other words, these accounts record the cost of those products which the company sells. This cost is recorded at the time of sale. The balance of these accounts is increased with a debit and decreased with a credit.

**Count Adjustment Account:** This is a balancing account that is posted to when the inventory quantity-on-hand is adjusted—in this case there is no corresponding sale or purchase of inventory.

**Count Sheet:** This is a list of items and their physical locations in a warehouse(s) to be used by personnel counting inventory.

**Credit:** The term credit can refer to two different things depending on its usage. If used in reference to ledger accounts, credit refers to an entry that increases or decreases a ledger account. Some accounts are increased by a credit while others are decreased by a credit. How a credit or debit affects the balance of an account depends on the type of account involved. If used in reference to customer accounts, a credit refers to an acknowledgment of payment. When a customer pays you, you credit that customer’s account. When you pay a vendor, that vendor credits your account.

**Credit Memo:** If referring to customer accounts, a credit memo refers to a document notifying a customer that his account has been credited (reduced). When dealing with vendor accounts you enter a credit memo to increase the amount you owe the vendor.

**Creditor:** A person or company to whom you owe money. Your vendors are creditors when you owe them money.

**Current Accounting Period or General Ledger Period:** This is the accounting period for which you are currently posting transactions.

**Current Assets:** Current assets are assets that are normally used up during the operating cycle of a business (usually one year). Cash and inventory are typical examples of current assets.

**Customer Accounts:** Though not an account in the general ledger sense, a customer account is used to summarize what a given customer owes or is owed at a particular point in time. A customer’s account is summarized by a statement.

**Customer Activity:** Activity refers to any transaction that affects the balance of a customer or ledger account. A summary of activity shows all transactions affecting those balances in the current period.

**Customer Aging:** The customer aging shows how long any open items have been on the books and how much of a customer’s debt falls into various aging categories. Those aging categories reflect progressively more serious levels of overdue payment.

**Customer Balance:** The customer balance is the amount owed by or owed to a customer. If the customer owes you money, he is said to have a debit balance. If you owe him money, he is said to have a credit balance. A customer balance is the total of his current open items.

**Customer Terms:** Customer terms are the conditions under which you expect payment from the customer. Customer terms typically include the period of time within which you expect to be paid, any discounts allowed for early payment, and the time frame within which such discounts are allowed.

**Database:** A database is all the related information within a computer system to which you have access in one form or another.

**Debit:** The term debit can refer to two different things depending on its usage. If used in reference to ledger accounts, a debit refers to an entry that increases or decreases a ledger account. Some accounts are increased by debits while others are decreased by debits. How a credit or debit affects the balance of an account depends on the type of account involved. If used in reference to customer accounts, when a customer purchases goods from you, you debit that customer's account. When you purchase goods from a vendor, the vendor debits your account.

**Debit Memo:** If used in reference to a customer account, a debit memo refers to a document notifying the customer that his account has been debited (increased).

**Debits and Credits:** Each transaction entered into a journal, and eventually posted to the subsidiary and general ledgers, consists of debit and credit entries to two or more accounts. A ledger account balance is the difference between all debit postings to that account and all credit postings. Whether a debit or credit posting to an account increases or decreases the account balance depends on the type of account.

The basic accounting equation is: **assets = liabilities + capital**. Accounts (assets) on the left side of the accounting equation are increased with a debit. Those on the right side (liabilities and capital) are increased with a credit. Retained earnings is a type of capital account; revenue and expense accounts are a subset of retained earnings. Revenues increase retained earnings, and because capital accounts are increased with a credit, revenue accounts are increased with a credit. Similarly, expense accounts decrease retained earnings and capital accounts are decreased with a debit. Therefore, expense accounts are increased with a debit.

**Deleting a Row:** Deleting a row is the process of removing it from the computer database after it has been added or updated.

**Department Code:** A three-character department code identifies which "profit center" an account belongs to. If you are not using profit centers, the default department code is "000." Refer to the entry for Profit Centers for an example of the use of department codes to set up profit centers within a company.

**Document:** Transactions entered in the Fitrix *Business* system are referred to as "documents." Different journals (accounts receivable, accounts payable, for example) may be used to record different types of documents. Documents consist of debit and credit entries to two or more ledger accounts. In order to save a document, that document must be in balance; that is, the total of all debit entries must equal the total of all credit entries.

**Drop Ship Order:** This is an order that is shipped directly to your customer. The items ordered never enter your warehouse. The items go directly from your vendor to your customer.

**Employee Code:** Each employee in the Payroll system is identified by a unique six-character code. Although an employee's name and social security number can be used to sort and view data on an employee, the employee code is the key used throughout the Payroll system to uniquely identify an employee.

**Employee Type:** Each employee in the Payroll system can be associated with an employee type which is identified by a unique six-character code. The employee type provides access to default setup values for the employee, and provides a means for grouping employees.

**Expense Accounts:** Expense accounts are used to track the cost of doing business. They are a subset of retained earnings (a capital account). At the end of a period of time (usually a year) the difference between the total of all income account balances and the total of all expense account balances is calculated and that balance is transferred to retained earnings. After transferring this figure to retained earnings, the balance of each income and expense account is set to zero. Capital accounts are decreased with a debit. Because expenses decrease capital, expense accounts are increased with a debit.

**Field:** A field is a data-entry or display area on a form. A field may or may not correspond to what is actually stored in a table in the database.

**FIFO:** “First-In First-Out”—One of several methods of determining the value of inventory and calculating the cost of goods sold. Using the FIFO method, it is assumed that the “first inventory items in” (the oldest inventory items) are the “first inventory items out” (the first items to be shipped).

**Finance Charges:** Finance charges are charges made by a vendor against you, or made by you against a customer, for non-payment of an amount due. Finance charges are new charges made against the account because the payment was not made according to the established terms.

**Flat Rate:** A value applied on a per-payment basis. Unlike a percentage rate, which calculates a specified proportion of an amount, a flat rate ignores the exact value of the amount, treating it as a single payment to which a single unit of the “rate” value is applied. Thus the “calculated” value due to a flat rate is the same each time it is applied.

**FOB:** FOB stands for “free on board” or “freight on board.” The FOB point determines when the title to a product changes hands; that is, it determines at what point the buyer assumes ownership of a product. FOB sometimes—but does not necessarily—affects who pays the freight charges for shipping a product. In some businesses the seller pays freight up to the FOB point and the buyer pays from the FOB point. Similarly, in some businesses the FOB point determines who pays insurance on the shipment.

**Form:** A form is the template into which information is entered. A form may combine information from several different tables, usually lines of information from a “header” table at the top of the form and several rows from a “detail” table at the bottom.

**General Journal:** The most basic type of journal in an accounting system is the general journal. It may be the only journal. Transactions which consist of a debit to at least one account and a credit to at least one (different) account are entered in such a journal. Ultimately each transaction is posted from the general journal to a general ledger account.

**General Ledger:** The general ledger includes each account listed in the chart of accounts, along with debit and credit transaction entries that add up to the account balance.

**Income Accounts:** These accounts are used to track revenues. Sales accounts, for example, are a type of income account. They are a subset of retained earnings (a capital account). At the end of a period of time (usually a year) the difference between the total of all income account balances and the total of all expense account balances is calculated and that balance is transferred to retained earnings. After transferring this figure to retained earnings, the balance of each income and expense account is set to zero. Capital accounts are increased with a credit and decreased with a debit. Because revenue increases capital, income accounts are increased with a credit.

**Income/Deduction/Obligation Codes:** Each type of income, deduction, and incurred employer obligation is identified by a unique six-character code. When the income, deduction, or obligation is used in a payroll entry it is referred to by this code. The code provides access to default values and basic information required to calculate the income, deduction, or obligation amount.

**Income Statement:** The income statement (also referred to as a “profit and loss” statement) records the changes in equity associated with business operations for a specified period of time. This statement lists the revenues and expenses and the difference between them for a period of time. The difference between revenues and expenses is referred to as a net profit or a net loss.

**Inventory Account:** This is the current assets account that represents the value of the goods in stock.

**Inventory Adjustment Account:** This is the ledger account that balances changes made to the inventory account balance that do not result from sales, returns, or purchases.

**Inventory Control (I/C):** This is the system for tracking goods stored for sale to customers, including calculation of costs and prices.

**Inventory Item:** This is a single unit of merchandise from inventory.

**Item Code:** An item code is a unique alphanumeric string identifying a type of inventory item.

**Journal:** Journals are used to sequentially record business transactions. Each transaction consists of a debit to at least one account and a credit to at least one (different) account. Journal entries are posted to ledger accounts; therefore, every entry made in a journal ultimately has an effect on the balance of two or more ledger accounts. An accounting system may include multiple journals, each used to record a specific type of transaction. The most basic type of journal is the general journal. In addition there may be an accounts receivable journal, an accounts payable journal, and so on.

**Ledger:** A ledger consists of a group of accounts and debit and credit entries representing transactions that affect the account balance. A group of accounts is called a ledger. The general ledger includes all accounts listed in the chart of accounts. Subsidiary ledgers comprise subsets of the chart of accounts. The accounts receivable ledger, for example, comprises all customer accounts. The total of all customer account balances equals the balance in the accounts receivable ledger account.

**Liability Accounts:** Liabilities are debts or anything that is owed. Liability accounts are increased by a credit and decreased by a debit.

**LIFO:** “Last-In First-Out” is one of several methods of calculating the cost of inventory items. With the LIFO method those inventory items “last in” (most recently purchased) are considered the “first out” (first to be sold).

**Open Item Customers:** Statements for open item customers show each outstanding invoice. For open item customers, payments are applied to a specific invoice. In contrast, balance forward statements show only the transactions that affect the current period. For balance forward customers, payments are applied to the oldest invoices first.

**Open Items:** Open items are the invoices that have been posted and contain outstanding balances. These balances represent an amount owed by the customer or due to a vendor. The document is considered an open item until that balance is paid or otherwise adjusted to zero.

**Order Acknowledgment:** An order acknowledgment is a hardcopy version of a sales order. Order acknowledgments may be sent to customers so that they have a record of the sales transaction.

**Payable Document:** There are four common types of payable documents: a vendor invoice, a cash disbursement, a vendor credit, and a vendor debit.

**Payable Ledger:** A payable ledger is the ledger that includes all the accounts affected by accounts payable transactions—invoices, cash disbursements, and vendor credits and debits.

**Payroll Deduction:** A payroll deduction is any amount withheld from an employee’s check. For every deduction there is typically an employer liability incurred.

**Payroll Document:** A payroll document is the complete record of a payroll disbursement. This document includes an employee’s gross income, deductions, net income, and employer obligations, as well as the related accounting data for the document.

**Payroll Income:** Payroll income comprises wages, reimbursements, and cash outlays recorded as part of a payroll entry. Payroll income normally is an operating expense.

**Payroll Journal:** The payroll journal is the journal into which all payroll activity—paychecks, income, deductions, and employer obligations—is recorded. When posted, this activity affects the balance of accounts in the payroll ledger.

**Payroll Ledger:** A payroll ledger is the ledger that includes all the accounts affected by posted payroll transactions—paychecks, income, withholding, and incurred obligations.

**Payroll Obligation:** A payroll obligation is an employer liability resulting from a payroll transaction. For example, when an employer withholds federal taxes from an employee’s paycheck, the employer incurs a liability (an obligation) to pay the amount withheld to the federal government.

**Posting:** Posting is the process of transferring transactions (documents) from the journal to the ledger.

**Posting Sequence Numbers:** All processes which “post” entered data into a storage area for completed documents have reports that feature a posting sequence number. These numbers are used to keep track of reports that should be permanently stored in your records. Each of these reports has its own sequence of posting numbers.

**Prepaid Asset:** This is an asset that you have paid for, but not yet received.

**Profit Center:** A “profit center” identifies a part of a company for which profits can be calculated separately. Sales and expenses for that division are designated with a Department Code.

**Table 2:**

Account Number	Department Code	Account Description	Type
100000000		CASH IN BANK	Asset
200000000		ACCOUNTS PAYABLE	Liability
300000000		EQUITY	Capital
400000000	100	PRODUCT SALES	Income
400000000	200	PRODUCT SALES	Income
450000000	100	SERVICE SALES	Income
450000000	200	SERVICE SALES	Income
500000000	100	COST OF GOODS	Expense
600000000	100	GENERAL EXPENSE	
500000000	200	COST OF GOODS	Expense
600000000	200	GENERAL EXPENSE	

**Purchase Order:** A purchase order represents the purchase of merchandise from a vendor.

**Purchasing:** The purchasing system is one of several Fitrix *Business* modules. It provides an automated method for tracking purchases, tracking receiving, and projecting cash requirements.

**Receivable Documents:** There are four common types of receivable documents: a customer invoice, a customer cash receipt, a customer credit, and a customer debit.

**Receivable Journal:** The receivable journal is the journal into which all accounts receivable transactions—invoicing, credits, and debits—are recorded. When posted, these transactions affect the balance of accounts in the receivable ledger.

**Receivable Ledger:** A receivable ledger is the ledger that includes all the accounts affected by accounts receivable transactions—invoices, cash receipts, and customer credits and debits.

**Retained Earnings:** Retained earnings is the increase in equity that has resulted from profitable operations; net income to date minus dividends to date.

**Row:** A row is one set of specific information within a table. For example, an account table contains all the information about a single account in an account row. An account table contains as many rows as there are different accounts.

**Statement:** The customer statement shows the current activity for a given customer. The statement shows outstanding invoices, recent payments, credits, and debits to the customer's account.

**Store or Record:** Recording or storing a row is the process of saving it in the computer database after it has been added or updated.

**Table:** A table is where information is stored in a computer. A given table contains only a specific type of information. For example, an account table contains the different sales and expense accounts used by the system.

**Transaction:** A transaction is an event that is recorded in the accounting records. Typically, such an event involves the transfer of money, product, or services. Each transaction entered in the Fitrix *Business* system is referred to as a "document."

**Trial Balance:** This is a work sheet used as a preliminary step to generating a Balance Sheet. The trial balance is a listing of every ledger account, along with its debit and credit balance. The total of all debit balances should equal the total of all credit balances.

**Update:** Updating a table is the process of changing rows within it. Whenever you change a description in the account table, for example, you are updating a row within that table.

**Vendor Accounts:** Though not an "account" in the general ledger sense, a vendor account is used to summarize what a vendor is owed at a particular point in time. A vendor's account is summarized by an aging statement.

**Vendor Activity:** Activity refers to any transaction involving a vendor that affects the balance of a vendor or ledger account. A summary of activity shows all transactions affecting those balances over a specified period of time.

**Vendor Aging:** A vendor aging report lists outstanding vendor invoices categorized by number of days from the vendor invoice date or due date.

Vendor aging reports can be setup to "age" in two different ways. In the first, an aging report can put outstanding vendor invoices into categories, ranging from those currently due to those past due. With this method, the aging categories reflect ever more serious levels of overdue payment.

In the second, an aging report can arrange outstanding vendor invoices into categories, ranging from those currently due to those that will be due in the future. This report is a projection of cash requirements. In this case, the aging categories reflect amounts due farther in the future.

**Vendor Balance:** The vendor balance is the amount owed to or owed by a vendor. If you owe a vendor money, the vendor's account has a credit balance. If the vendor owes you money, the vendor's account has a debit balance. A vendor's balance is the sum of all open items pertaining to that vendor.

**Vendor Terms:** Vendor "terms" are the conditions under which the vendor expects payment from you. Vendor terms typically include the period of time within which you expect to pay that vendor's invoices, any discounts allowed for early payment, and the time frame within which such discounts are allowed.



# Standard Forms

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

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

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

**Table 1:**

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



# Index

## A

A/P Discount Tax Account  
5-5

A/P Tax Account  
5-4

A/R 6-5

A/R Account Number 6-18

A/R Accounting Cycle 2-1

A/R Cash Receipts Form—Detail Section

- Applied 8-20
- Balance 8-20
- Cmd? 8-18
- Discount 8-20
- Dsc. Bal. 8-20
- Dsc. Date 8-20
- Due Date 8-19
- Invoice 8-19

A/R Cash Receipts Form—Header Section

- Automatic Pay 8-17
- Cash Account 8-17
- Check Number 8-17
- Currency Code 8-17
- Customer 8-17
- Customer Name 8-17
- Date 8-16
- Department 8-18
- Description 8-17
- Non-Attached 8-18
- On Account 8-17
- Receipt Amount 8-17

A/R Cash Receipts Form—Totals Section

- Available 8-20
- Total Applied 8-20
- Total Discount Allowed 8-20

A/R Discount Tax Account  
5-4

A/R Tax Account  
5-4

A/R Terms 7-4

A/R Terms Code 7-21

Account 6-11, *Gloss-1*

Account Description 8-15

Account Groups 2-3

Account Groups file 1-4

Account Groups form—Detail Section

- Account 6-11
- Dept 6-11
- Description 6-11

Account Groups form—Header Section

- Description 6-10
- Group Code 6-10

Account Number *Gloss-1*

Account Number Ranges 4-10

account number ranges

- individual account numbers 4-8

Account Number Ranges file 1-4

Account Numbers 6-5

Account Types *Gloss-1*

Accounting Periods or General Ledger  
Periods *Gloss-1*

Accounting System Menu 3-2

- Accounts Payable 3-2
- Accounts Receivable 3-2
- Fixed Assets 3-3
- General Ledger 3-2
- Inventory Control 3-2
- Multicurrency 3-3
- Order Entry 3-2
- Payroll 3-3
- Purchasing 3-2
- Replenishment 3-3

Accounts Payable 3-2

Accounts Receivable 3-2

Accounts Receivable Activity file 1-4

Accounts Receivable Default form

- Cash 6-5
- Freight Tax Code 6-4

Accounts Receivable Defaults file 1-4

Accounts Receivable Defaults form

- A/R 6-5
- Age On 6-6
- Calculate Tax on Cash Discounts 6-4
- Complete? 6-7
- Disc 6-5
- Enter Goods Amount as Gross 6-4
- F.C. 6-5
- Finance Charge Tax Code 6-4
- Freight 6-5
- Invoice Default Tax Code 6-4
- Misc 6-5
- Miscellaneous Tax Code 6-4
- Sales 6-5
- Take Discount on 6-4
- Tax 6-5
- Tax Rate 6-3
- Terms Code 6-3
- Terms Description 6-4

Accounts Receivable End of Period 2-7

Accounts Receivable Main Menu

- Administration 3-5
- Customer Information 3-4
- Multilevel Tax 3-5
- Receivable Ledger 3-4
- Setup Company 3-5
- Setup Receivables 3-4

Accounts Receivable Setup 2-2, 6-7

Accounts Receivable Terms form

- A/R Terms Code 7-21
- Description 7-21
- Discount Days 7-21
- Discount Percent 7-21
- Due Days 7-21

Accounts Receivable Transaction Processing 2-5

Accounts Receivable—

- Features and Capacities 1-2

Accrual Method *Gloss-1*

Acct. 8-8

Acct. Group 8-5

Adding a Row *Gloss-1*

Address 7-4

Address1 7-6

- Update Company Information form 4-4

Address2 7-6

- Update Company Information form 4-5

Adjusting Entries *Gloss-1*

Administration 3-5

Administration Menu 9-1

Age On 6-6

Aging Information 6-6

Amount 7-9, 8-7, & 8

AND 10-6

Applied 8-20

Automatic Pay 8-17

Available 8-20

Average Cost *Gloss-2*

AVG 10-12

## B

Backorder *Gloss-2*

Backup *Gloss-2*

Balance 6-17, 7-4, 7-9, 8-20, *Gloss-2*

Balance Forward Customers *Gloss-2*

Balance Remaining 8-15

Balance Sheet *Gloss-2*

Blanket Order *Gloss-2*

Blanket Release *Gloss-2*

Business Name 7-3

- Update Company Information form 4-4

## C

C/S/Z 7-4

Calculate Tax on Cash Discounts 6-4

Capital Accounts *Gloss-2*

Capital accounts 4-9

Cash 6-5

Cash Account 8-15, & 17

Cash Method *Gloss-2*

Cash Receipt *Gloss-2*

Cash Receipts 2-6

Cash Receipts file 1-4

Cash Receipts Journal *Gloss-2*

Cd 8-6

Charge on 8-26

Chart of Accounts *Gloss-2*

Check Journal/Cash Disbursement Journal  
*Gloss-3*

Check Number 8-14, 8-17

Checking Account file 1-4

City 4-5

City, State, Zip 7-6

Cmd? 8-18

Code 7-3

Column *Gloss-3*

Commission Code 7-7

Company Information file 1-4

Company Name 5-6

Complete? 6-7

Contact 7-3, 7-6  
Cost of Goods (COG) Accounts *Gloss-3*  
Cost of Goods accounts 4-9  
COUNT 10-12  
Count Adjustment Account *Gloss-3*  
Count Sheet *Gloss-3*  
Country 4-5, 5-3, 7-4, 7-6  
County 4-5  
Create Finance Charge Invoices 2-7, 8-26  
Create Recurring Documents 2-8, 3-7, 8-28  
Credit *Gloss-3*  
Credit Memo *Gloss-3*  
Credit/Debit 8-15  
Creditor *Gloss-3*  
Cumulative 5-8  
Currency 6-16, 8-7  
Currency Code 8-17  
Currency Exch. Rate 6-18  
Current Accounting Period or General Ledger  
    Period *Gloss-3*  
Current Assets 4-8, *Gloss-3*  
Current Liabilities 4-9  
Customer 8-4, 8-17  
Customer Accounts *Gloss-3*  
Customer Activity *Gloss-3*  
Customer Activity Form  
    Amount 7-9  
    Balance 7-9  
    Doc.Date 7-8  
    Doc.No. 7-8  
    Due Date 7-9  
    Inv/Chk No. 7-8  
    Type 7-8  
Customer Aging *Gloss-3*  
Customer Balance *Gloss-3*  
Customer Code 6-16, 7-5  
Customer Information 2-3, 3-4  
Customer Information file 1-4  
Customer Information Form  
    Address 7-4  
    Business Name 7-3  
    C/S/Z 7-4  
    Code 7-3  
    Contact 7-3  
    Country 7-4  
    Phone 7-4  
    St. Date 7-4, 7-7  
    Tax 7-4, 7-7  
Customer Information Menu 3-8, 8-1  
    Print Customer Aging 3-9  
    Print Customer Information 3-8  
    Print Customer Labels 3-8  
    Print Customer Ledger 3-9  
    Print Customer Open Items 3-9  
    Print Customer Statements 3-9  
    Print Customer Terms 3-8  
    Update Customer Information 3-8  
    Update Customer Ship-To's 3-8  
    Update Customer Terms 3-8  
Customer Name 6-16, 8-4, 8-17  
Customer Open Items 2-4  
Customer Open Items form

A/R Account Number 6-18  
Balance 6-17  
Currency 6-16  
Currency Exch. Rate 6-18  
Customer Code 6-16  
Customer Name 6-16  
Customer P.O. 6-18  
Date 6-17  
Department Code 6-18  
Description 6-17  
Discount Balance 6-17  
Discount Date 6-17  
Doc No. 6-17  
Due Date 6-17  
Home Currency Amount 6-18  
Invoice 6-17  
Invoice Balance 6-17  
On Account 6-16  
Original Amount 6-17  
Original Discount 6-17  
Purchase Order Date 6-18  
Customer P.O. 6-18  
Customer Reports 6-8  
Customer Terms 2-2, *Gloss-3*  
Customer Terms file 1-4

**D**

Database *Gloss-3*  
Date 6-17, 8-3, 8-14, 8-16  
DB/CR 8-8  
Debit Memo *Gloss-4*  
Debits and Credits *Gloss-4*  
Delete Old A/R Activity 3-7  
Deleting a Row *Gloss-4*  
Department 5-4, 8-18  
Department Code 6-18, *Gloss-4*  
Department Codes  
    Company Information form 4-5  
Dept 6-11  
Dept. 8-8, 8-15  
Dept. No. 8-4  
Descript 8-5  
Description 5-3, 5-8, 6-10, 11, & 17,  
    7-21, 8-6, 8-8, 8-14, 8-17  
    Company Information form 4-5  
Different Databases 1-6  
Disc 6-5  
Disc. % 8-9  
Disc. Date 8-9  
Discount 7-7, 8-20  
Discount Balance 6-17  
Discount Date 6-17  
Discount Days 7-21  
Discount Percent 7-21  
Doc No. 6-17  
Doc. Type 8-4  
Doc.Date 7-8  
Doc.No. 7-8  
Document *Gloss-4*  
Drop Ship Order *Gloss-4*

Dsc. Bal. 8-20  
Dsc. Date 8-20  
Due Date 6-17, 7-9, 8-19  
Due Days 7-21

## E

Employee Code *Gloss-4*  
Employee Type *Gloss-4*  
End Date 5-6  
Enter Goods Amount as Gross 6-4  
Expense Accounts *Gloss-4*  
Expense accounts 4-9

## F

F.C. 6-5  
Field *Gloss-4*  
FIFO *Gloss-5*  
Finance Charge Date 8-26  
Finance Charge Form  
    Charge on 8-26  
    Finance Charge Date 8-26  
    Finance Charge Percent 8-26  
    Minimum Charge 8-26  
    Number of Days Due 8-26  
    Take F.C on F.C 8-27  
Finance Charge Percent 8-26  
Finance Charge Tax Code 6-4  
Finance Charges *Gloss-5*  
Fixed Assets 3-3, 4-8  
Flat Rate *Gloss-5*  
FOB *Gloss-5*  
Form *Gloss-5*  
Freight 6-5, 8-7  
Freight Tax Code 6-4  
FROM 10-3

## G

General Information 1-4  
General Journal *Gloss-5*  
General Ledger *Gloss-5*  
General Ledger Activity file 1-4  
Gross Amt Entry 8-4  
GROUP BY 10-3  
GROUP BY Command 10-14  
Group Code 6-10

## H

HAVING 10-3  
Home Currency Amount 6-18

## I

Improper Use of AND or OR 10-7  
Include Tax with Asset/Expense 5-4  
Income Accounts *Gloss-5*

Income accounts 4-9  
 Income Statement *Gloss-5*  
 Income/Deduction/Obligation Codes *Gloss-5*  
 Introduction 1-1  
 Inv/Chk No. 7-8  
 Inventory Account *Gloss-5*  
 Inventory Adjustment Account *Gloss-5*  
 Inventory Control 3-2  
 Inventory Control (I/C) *Gloss-5*  
 Inventory Item *Gloss-5*  
 Invoice 6-17, 8-19  
 Invoice Balance 6-17  
 Invoice Default Tax Code 6-4  
 Invoice Notes 8-10  
 Invoice, Credit, or Debit Number 8-5  
 Invoices and Documents 2-7  
 Item Code *Gloss-6*  
 Item No. 8-6

## J

Joining More Than Two Tables 10-11  
 Journal *Gloss-6*

## L

Last Pay 7-4  
 Ledger *Gloss-6*  
 Ledger Accounts file 1-4  
 Ledger Reports 2-7  
 Liability Accounts *Gloss-6*  
 LIFO *Gloss-6*  
 Limit 7-4  
 Long Term Liabilities 4-9

## M

MATCH Wildcards 10-6  
 Matching Character Patterns 10-5  
 Matching NULL Values 10-9  
 MAX 10-12  
 Menus Overview 3-1  
 MIN 10-12  
 Minimum Charge 8-26  
 Misc 6-5  
 Misc. 8-7  
 Miscellaneous Tax Code 6-4  
 Multicurrency 3-3  
 Multilevel Tax 3-5, 6-4  
 Multilevel Tax Code 5-3  
 Multilevel Tax Group Code 5-8  
 Multilevel Tax Menu 3-12, 5-1  
   Print Multilevel Tax Analysis 3-12  
   Print Multilevel Tax Codes 3-12  
   Print Multilevel Tax Groups 3-12  
   Update Multilevel Tax Codes 3-12  
   Update Multilevel Tax Groups 3-12  
   Update Multilevel Tax Periods 3-12  
 Multilevel Tax Rate 5-3

## N

Net 8-7  
 Non-A/R Cash Receipts Form—Header Section  
   Cash Account 8-15  
   Check Number 8-14  
   Date 8-14  
   Description 8-14  
   Receipt Amount 8-14  
 Non-A/R Cash Receipts—Detail Section  
   Account Description 8-15  
   Credit/Debit 8-15  
   Dept. 8-15  
   Non-A/R Receipts 8-15  
   Received 8-15  
 Non-A/R Cash Receipts—Totals Section  
   Balance Remaining 8-15  
   Total Received 8-15  
 Non-A/R Rece 8-15  
 Non-Attached 8-18  
 Number of Days Due 8-26

## O

On Account 6-16, 8-17  
 Open Item Customers *Gloss-6*  
 Open Items *Gloss-6*  
 Open Itm/Bal Fwd 7-5  
 OR 10-6  
 Order Acknowledgment *Gloss-6*  
 ORDER BY 10-3  
 ORDER BY Command 10-12  
 Order Entry 3-2  
 Original Amount 6-17  
 Original Discount 6-17

## P

P.O. 8-6  
 P.O. Date 8-10  
 Payable Document *Gloss-6*  
 Payable Ledger *Gloss-6*  
 Payroll 3-3  
 Payroll Deduction *Gloss-6*  
 Payroll Document *Gloss-6*  
 Payroll Income *Gloss-6*  
 Payroll Journal *Gloss-6*  
 Payroll Ledger *Gloss-6*  
 Payroll Obligation *Gloss-6*  
 Period 5-6  
 Period Year 5-6  
 Phone 7-4, 7-6  
 Post Cash Receipts 2-6, 3-7, 8-22  
 Post Receivable Documents 2-6, 8-13  
 Posted 8-4  
 Posting *Gloss-7*  
 Posting Sequence Numbers *Gloss-7*  
 Prepaid Asset *Gloss-7*  
 Price 8-7  
 Print Account Groups 2-3, 3-10, 6-12

Print Account Number Ranges 3-13, 4-10  
 Print Analysis Detail 5-9  
 Print Analysis Summary 5-9  
 Print Cash Receipts Journal 4-7, 8-24  
 Print Cash Receipts Listing 2-6, 3-7, 8-21  
 Print Company Information 3-13, 4-7  
 Print Customer Aging 2-8, 3-9, 7-24  
 Print Customer Information 2-3, 3-8, 3-11, 7-18  
 Print Customer Labels 3-8, 7-20  
 Print Customer Ledger 2-8, 3-9, 7-26  
 Print Customer Open Items 2-4, 3-9, 3-11, 6-19, 7-27  
 Print Customer Statements 2-8, 3-9, 7-23  
 Print Customer Terms 2-3, 3-8, 7-22  
 Print G/L Activity 4-7, 8-25  
 Print Invoices 2-6, 8-12  
 Print Ledger Accounts 3-13  
 Print Multilevel Tax Analysis 3-12, 5-9  
 Print Multilevel Tax Codes 3-12, 5-9  
 Print Multilevel Tax Groups 3-12, 5-9  
 Print Receivable Defaults 2-3, 3-10, 6-9  
 Print Receivable Listing 2-5, 3-6, 8-11  
 Print Receivables Journal 2-7, 8-23  
 Profit Center *Gloss-7*  
 Province / State 4  
 Purchase Order 7  
 Purchase Order Date 18  
 Purchasing 2, 7

## Q

Quantity 6

## R

Rate 8  
 Receipt Amount 8-14, 8-17  
 Receivable Defaults 2-3  
 Receivable Documents Form—  
   Accounting Info Area Amount 8-8  
 Receivable Documents 2-5, *Gloss-7*  
 Receivable Documents file 1-5  
 Receivable Documents Form—  
   Accounting Info Area Acct. 8-8  
   DB/CR 8-8  
   Dept. 8-8  
   Description 8-8  
 Receivable Documents Form—Detail Section  
   Amount 8-7  
   Cd 8-6  
   Description 8-6  
   Item No. 8-6  
   Price 8-7  
   Quantity 8-6  
   Unit 8-6  
 Receivable Documents Form—Header Section  
   Date 8-3  
   Dept. No. 8-4  
   Descript 8-5  
   Description 8-6

P.O. 8-6  
 Terms 8-6  
 Receivable Documents Form—Information Area  
   Disc. % 8-9  
   Disc. Date 8-9  
   Due Date 8-9  
   Invoice Notes 8-10  
   P.O. Date 8-10  
 Receivable Documents Form—Totals Section  
   Currency 8-7  
   Sub-Total 8-7  
   Total 8-7  
 Receivable Journal *Gloss-7*  
 Receivable Ledger 3-4, *Gloss-7*  
 Receivable Ledger Menu 3-6, 8-1  
   Create Finance Charge Invoices 3-7  
   Create Recurring Documents 3-7  
   Delete Old A/R Activity 3-7  
   Post Cash Receipts 3-7  
   Post Receivable Documents 3-6  
   Print Cash Receipts Journal 3-7  
   Print Cash Receipts Listing 3-7  
   Print G/L Activity 3-7  
   Print Invoices 3-6  
   Print Receivable Listing 3-6  
   Print Receivables Journal 3-7  
   Update A/R Cash Receipts 3-7  
   Update Non-A/R Cash Receipts 3-6  
   Update Receivable Documents 3-6  
 Receivables Documents Form—Totals Section  
   Freight 8-7  
   Misc. 8-7  
   Net 8-7  
   Tax 8-7  
 Received 8-15  
 Recur 8-5  
 Recurring Documents 8-3  
 Ref. No. 8-5  
 Reference Files 1-4  
 Replenishment 3-3  
 Retained Earnings *Gloss-7*  
 Row *Gloss-7*

## S

Sales 6-5  
 Salesperson 7-7  
 SELECT 10-3  
 SELECT Command 10-2  
 Select Different Company 3-14  
 Selecting All Columns 10-3  
 Selecting From Multiple Tables 10-10  
 Selecting Specific Columns 10-4  
 Selecting Specific Rows  
   WHERE 10-5  
 Setup Company 3-5  
 Setup Company Information  
   Print Account Number Ranges 3-13  
   Print Company Information 3-13  
   Print Ledger Accounts 3-13  
   Select Different Company 3-14

Update Account Number Ranges 3-13  
 Update Checking Accounts 3-14  
 Update Company Information 3-13  
 Update Ledger Accounts 3-13  
 Setup Company Menu 3-13, 4-1  
 Setup Complete 2-4  
 Setup Procedure 1-5  
 Setup Receivables 3-4  
 Setup Receivables Menu 3-10, 6-1  
   Print Customer Information 3-11  
   Print Customer Open Items 3-11  
   Print Receivable Defaults 3-10  
   Update Account Groups 3-10  
   Update Customer Information 3-10  
   Update Customer Open Items 3-11  
   Update Customer Ship-To's 3-10  
   Update Receivable Defaults 3-10  
 Setup Recievables Menu  
   Print Account Groups 3-10  
 Ship-To 7-6, 8-4  
 Ship-To Address form  
   Address 7-6  
   City, State, Zip 7-6  
   Commission Code 7-7  
   Contact 7-6  
   Country 7-6  
   Customer Code 7-5  
   Discount 7-7  
   Phone 7-6  
   Salesperson 7-7  
   Ship-To 7-6  
   Ship-To Name 7-6  
   State Tax 7-7  
   Taxable 7-6  
 Ship-To file 1-5  
 Ship-To Name 7-6  
 Sorting By Multiple Columns 10-12  
 SQL Queries 10-1  
 St. Date 7-4, 7-7  
 Start Date 5-6  
 State 4-5  
 State Tax 7-7  
 Statement *Gloss-8*  
 Statement Cycle 7-5  
 Store or Record *Gloss-8*  
 Sub-Total 8-7  
 SUM 10-12

## T

Table *Gloss-8*  
 Take Discount on 6-4  
 Take F.C on F.C 8-27  
 Tax 6-5, 7-4, 9-7, 8-5, 8-7  
 Tax Code 5-8  
 Tax Rate 6-3  
 Taxable 7-6  
 Terms 8-6  
 Terms Code 6-3  
 Terms Description 6-4, 8-6  
 The Multilevel Tax Menu 5-1

Total 8-7  
 Total Applied 8-20  
 Total Discount Allowed 8-20  
 Total Received 8-15  
 Transaction *Gloss-8*  
 Trial Balance *Gloss-8*  
 Type 7-8  
 Types of Ledger Accounts 4-8

## U

Unit 8-6  
 Update *Gloss-8*  
 Update A/R Cash Receipts 2-6, 3-7  
 Update Account Groups 2-3, 3-10  
 Update Account Number Ranges 3-13  
 Update Checking Accounts 3-14, 4-13  
 Update Company Information 3-13  
 Update Customer Information 2-3, 3-8, 3-10,  
   6-13, 7-3  
   A/R Terms 7-4  
   Balance 7-4  
   Last Pay 7-4  
   Limit 7-4  
   Open Itm/Bal Fwd 7-5  
   Statement Cycle 7-5  
 Update Customer Open Items 2-4, 3-11, 6-16  
 Update Customer Ship-To's 2-3, 3-8, 3-10,  
   6-14  
 Update Customer Terms 2-2, 3-8, 7-21  
 Update Ledger Accounts 3-13, 4-11  
 Update Multilevel Tax Codes 3-12, 5-3  
 Update Multilevel Tax Groups 3-12, 5-7  
 Update Multilevel Tax Periods 3-12, 5-6  
 Update Non-A/R Cash Receipts 2-6  
 Update Receivable Defaults 2-3, 3-10, 6-3  
 Update Receivable Documents 2-5, 3-6, 8-3  
 Update Receivable Documents—Header Section  
   Customer 8-4  
   Customer Name 8-4  
   Doc. Type 8-4  
   Gross Amt Entry 8-4  
   Invoice, Credit, or Debit Number 8-5  
   Posted 8-4  
   Recur 8-5  
   Ref. No. 8-5  
   Ship-To 8-4  
   Tax 8-5  
 Update Receivable Form—Header Section  
   Acct. Group 8-5  
 Updating A/R Cash Receipts 8-16  
 Updating Non-A/R Cash Receipts 8-14  
 Using Aggregate Functions 10-12  
 Using AND and OR in the Where Clause 10-6  
 Using Math in the SELECT Statement 10-4  
 Using Menus 3-1  
 Using Multiple ANDs and ORs 10-7  
 Using NOT 10-9  
 Using SELECT and FROM 10-3  
 Using SQL Statements With Uniplex  
   Spreadsheets 10-14

## **V**

Vendor Accounts *Gloss-8*  
Vendor Activity *Gloss-8*  
Vendor Aging *Gloss-8*  
Vendor Balance *Gloss-8*  
Vendor Terms *Gloss-8*

## **W**

WHERE 10-3  
WHERE Using BETWEEN 10-8  
WHERE Using IN 10-9  
WHERE Using LIKE 10-8

## **Z**

Zip 4-5  
Zooming Customer Activity 7-10

