



**Accounts
Payable**

User Guide

Version 5.20

Fitrix™

Accounts Payable◆ User Guide

Version 5.20

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Introduction

- General description of Accounts Payable
- Features and capacities of Fitrix Accounts Payable
- Types of information tracked by Accounts Payable
- Effect of transactions on ledger and vendor information
- Reference files
- Using different data sets

Accounts Payable Introduction

Your Accounts Payable personnel do more than just pay the bills. They are involved in building a relationship with your vendor by making sure all payments and contractual conditions are fulfilled. They also add to the bottom line when taking advantage of vendor discounts offered by paying invoices in a timely manner. Managing your suppliers needs while managing your cash flow requires a flexible and adaptable Accounts Payable system.

The Fitrix Accounts Payable module provides a comprehensive solution for managing your cash expenditures. It records transactions and obligations to vendors, offers flexible cash disbursement capabilities, and takes advantage of discounts offered for invoices paid by the discount due date. The financial reports available include a payables aging report and a future cash requirements report which provide valuable business insight for cash management decisions.

Accounts Payable - Features/Functions Highlights

Features:

Modular Integration – Direct integration with the Purchasing and General Ledger modules.

Online Access To Vendor Activity and History – the vendor activity program provides a listing of all invoices entered in the database for the vendor with flexible sort and query logic plus drilldown to payment history capabilities.

Automatic Payment Selection – Select invoices for automatic payment based upon the due date, discount due date or vendor. Select individual invoices for full or partial payment.

Vendor Hold – ability to flag a vendor as “On Hold” so that automatic payment selection will not pay the vendor.

Remittance Address – supports multiple Pay-To addresses.

1099 Form – automatic creation of year end 1099 forms.

Recurring invoice capabilities – Automatically creates recurring invoices such as a monthly lease payment without repetitive data entry.

Remittance Advice Report – prompted after each check run to print a remittance advices for all checks where the number of invoices paid do not fit on the standard check stub.

Check Reconciliation Program – multiple checking account capabilities with a program to reconcile General Ledger balances to your various bank statements.

Use Tax – multilevel taxing capabilities for multiple localities such as state, county, and city. Canadian tax handling (GST/PST) is also supported.

Account Groups - the ability to set up a group of general ledger accounts by an account group code that is stored with the vendor code. This code is then used when entering vendor invoices so that you do not have to remember the GL distribution for the invoice thereby streamlining data entry.

Reports

Reports available include:

- Vendor Aging
- Vendor Ledger
- Vendor Open Item Report
- Cash Requirements Report
- Check Register
- Outstanding Checks Report
- Check Reconciliation Report
- GL Activity By Account Number for AP Transactions Only
- Vendor Labels
- Vendor 1099s

Information Tracked by Accounts Payable

The Accounts Payable system tracks two kinds of information: **ledger information** and **vendor information**. The system uses both types of data to produce reports describing the current condition of your accounts payable.

Ledger information relates to your company's profit and loss statement and balance sheet. It resides in various ledger accounts, and comprises debit and credit postings to the accounts. This activity results from business transactions. Transactions affect the amount of cash in the bank, the amount of sales or money owed in different categories, and so forth. Once entered, a transaction generates ledger accounting information. This is distinct from vendor information.

Vendor information pertains to the specific condition of an individual vendor's account. The system saves vendor transactions in an **Open Items** file. Open items are transactions on which you still owe money. Future transactions, such as checks paid to a vendor, affect open items.

Entering **documents** into the system generates both types of information. We use the term "documents" to reflect the fact that these entries are normally the computerized record of actual physical documents.

There are four basic document (transaction) types in A/P:

- vendor invoices
- vendor credits
- vendor debits
- checks to vendors

These affect both ledger and vendor information. There is another document that only affects ledger information—the **non-A/P check** (sometimes known as a "cash disbursement"). It records the payment of money which does not affect any debt to a vendor.

Basic Transaction Steps, Posting, and Audit Trails

When you enter and process an A/P document, it changes ledger and vendor information in a series of steps. During the process, the system provides opportunities for you to catch and correct errors. It also creates an audit trail so you can later track the origin of changes to your system balances.

1. Enter the transaction into the system.

This records the physical document that represents the transaction and gives it a unique identifying number in the system. The five types of documents are entered manually, and two special types—the automatic check and the recurring invoice—can be created by running a special process. Several of these documents (A/P checks, vendor credits, and vendor debits) can be associated with a previous document (called a reference document). The reference document is the one whose balance is changed by such entries.

2. Print an edit list.

An edit list (sometimes called a "listing") is a report listing the documents you have entered. This step allows you to check and correct any mistakes you made in entering the documents.

For vendor checks, you can make sure all data is accurate before printing the actual check forms.

3. Post accounts payable documents.

You can post documents at any time—daily, weekly, or monthly. *You cannot directly change a posted document.* Posting updates the vendor accounts, the open item balances, and creates ledger entries.

Activity File/Audit Trail

The posting process also updates an **activity file**. The activity file is your audit trail. It shows every transaction that affects any of the balances in the system. In Accounts Payable, the activity file contains two separate entries for each transaction—one for ledger information and another for vendor information.

Ledger activity is in the form of credits and debits affecting the ledger accounts. If you use Fitrix General Ledger, activity posts automatically to your General Ledger accounts and changes the account balances. If you use another General Ledger, you can still print a summary of your A/P ledger activity for your accountant.

Vendor activity in the activity file either increases or decreases amounts in documents in the Open Item file. If the activity is a new A/P invoice, the system creates a new open item. If the activity is an A/P check, vendor credit, or vendor debit, the system changes the balance of the existing open item referenced by that transaction.

A/P Reports

The A/P system can capture information generated by transactions and produce a variety of reports in two basic categories:

1. Reports about ledger information.

You can print the accounts payable ledger or the general ledger activity file.

2. Reports about vendor information.

You can print vendor ledgers and aging as well as payment due information.

End-of-Period Processing in A/P

Accounts Payable has no end-of-period processing that corresponds directly to general ledger tasks at end-of-period. You can perform most of the A/P functions and processes at any time.

Reference Files

The system references this information when processing transactions or compiling reports. *Reference information must be set up prior to entering and posting transactions.* This speeds up processing and is usually the source of information in Zoom screens.

Here, we will list reference files and explain which menu and menu option to use to set up each one.

Account Groups:

Use "Update Account Groups" (Payable Ledger menu or Setup Payables menu). This program stores the group code and description for groups of ledger accounts. These groups of ledger accounts then can be easily retrieved.

Account Number Range:

Use "Update Account Number Ranges" (Setup Company menu). This program stores the range of account numbers associated with each type of account: Asset, Liability, etc.

Checks:

Use "Update A/P Checks" and "Update Non-A/P Checks" (Check Processing menu). This program stores all unposted check documents.

Checking Accounts:

Use "Update Checking Accounts" (Setup Company menu). This program stores the number and description for each asset account designated to serve as a checking account.

Company Information:

Use "Update Company Information" (Setup Company menu). This program stores the name and address of your company for reports. It also stores department codes and department descriptions. The use of these codes is optional.

Ledger Accounts:

Use "Update Ledger Accounts" (Setup Company menu) or "Update Ledger Accounts" (Payable Ledger menu). Each document in this program is one of your general ledger accounts. The program stores the account number, its description, an optional subtotal group, and whether or not the account is increased with a credit or debit.

Multilevel Tax Codes:

Use "Update Multilevel Tax Codes" (Multilevel Tax menu) to enter tax codes. This program stores the tax codes that are then used in "Update Payable Documents" (Payable Ledger menu) and "Update Vendor Information" (Vendor Information menu and Setup Payables menu).

Open Items:

Use "Update Vendor Open Items" (Setup Payables menu) to enter beginning balances. You may change the to-pay information in this program with "Update To-Pay Information" (Check Processing menu). The Vendor Open Item program stores information about posted invoices, credit memos, and debit memos.

Payable Defaults:

Use "Update Payable Defaults" (Setup Payables menu). This program stores default account numbers and vendor terms. It also stores information on the four aging periods for the Vendor Aging report. There is also a field that indicates that Accounts Payable setup is complete.

Payables:

Use "Update Payable Documents" (Payable Ledger menu). This program stores unposted invoices, credit memos, and debit memos.

Terms:

Use "Update Vendor Terms" (Vendor Information menu). This program stores information that pertains to the payment terms. Each record stores a terms code and its description, due days, discount days, and discount percentage.

Vendors:

Use "Update Vendor Information" (Vendor Information menu) or "Update Vendor Information" (Setup Payables menu). This program stores the vendor code, business name, pay-to addresses, and many default values for an individual vendor.

Void Checks:

Use "Void Posted Checks" (Check Processing menu). This program stores the document numbers of checks to void.

Different Databases & Data Sets

Fitrix *Business* products come with two distinct sets of data. The "standard" data set contains only the data required to run the software (such as standard messages), and is otherwise an empty database ready for you to add your live data: the "sample" data set contains data that is used for tutorials and other training purposes. While your Fitrix installation may include several different databases used for different purposes with database names such as 'live', 'sample', 'standard', or 'training', each database will be installed with either the 'standard' or 'sample' data set. Databases using the 'sample' data set are 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 company databases 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 is displayed on the top left portion of the menu.

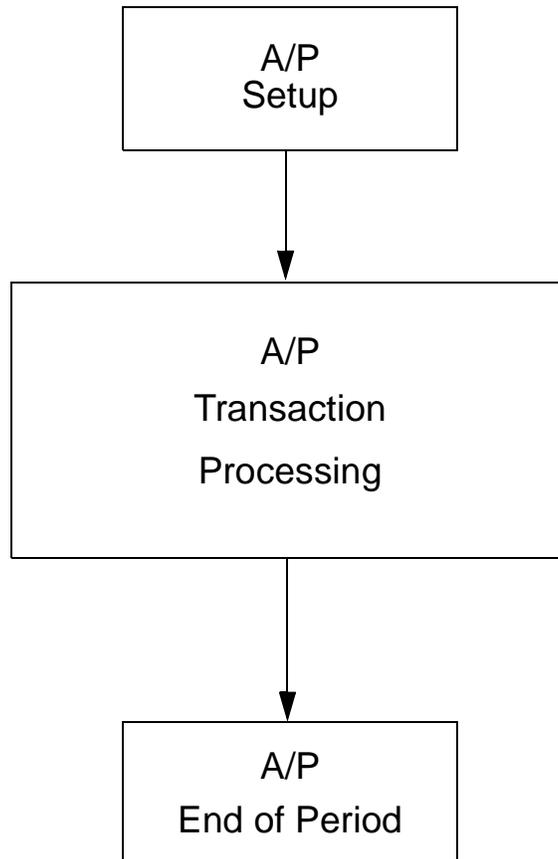
2

A/P Accounting Cycle

- The basic processes that make up the A/P Accounting Cycle
- Menus and menu options involved in A/P Setup
- Menus and menu options involved in processing A/P transactions
- Activities and associated menus and menu options involved in A/P end-o-f period activities
- Activities and associated menus and menu options involved in A/P year-end activities
- How data flows through the A/P system

Accounts Payable Cycle

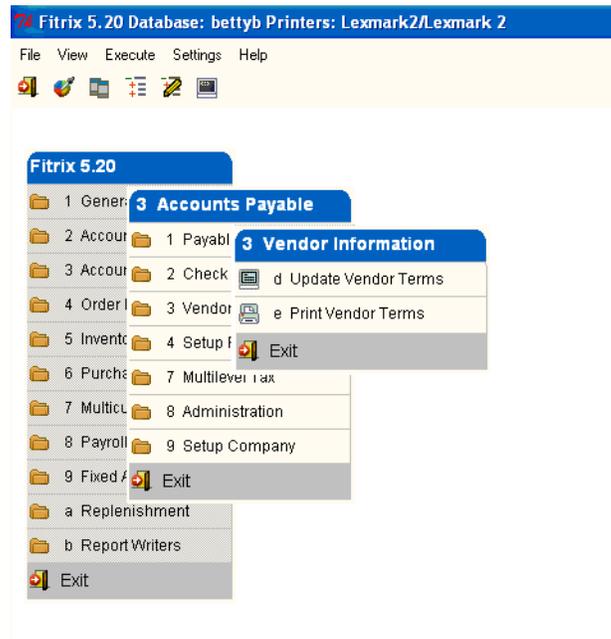
The accounting cycle for Accounts Payable follows the basic Fitrix Cycle. After the general company setup procedure, there are A/P specific setup, transaction processing, and end of period activities.



Accounts Payable Setup

Setup for the Accounts Payable module involves defining default values for various accounts and processes, entering vendor information, and recording and verifying existing open items.

Vendor Information



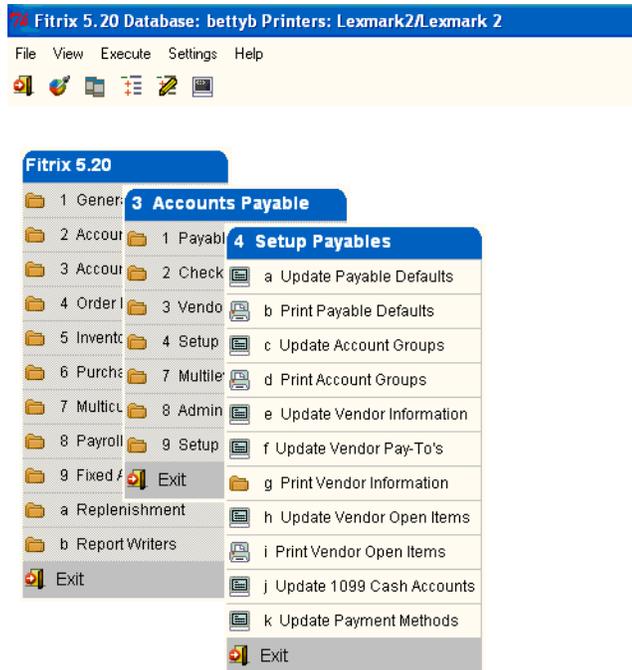
- **Update Vendor Terms (required)**

This option is used to enter vendor terms and term criteria.

- **Print Vendor Terms (optional)**

This option prints out a listing of vendor terms and term criteria.

Setup Payables



Payable Defaults

- **Update Payable Defaults (required)**

Default values for payment terms and the ledger account numbers for cash and discount for A/P are set up through this option. Aging criteria are also established here for A/P. During transaction processing, if any of the above are not explicitly specified, the system looks to these defaults for the appropriate entry. Setting the value in the Accounts Payable Setup Complete? field to "Y" is the last step of the setup procedure. While you can reverse this by setting the Accounts Payable Setup Complete? back to "N", we do not recommend it.

- **Print Payable Defaults (optional)**

This option prints out a listing of data entered through "Update Payable Defaults" (Setup Payables menu).

Account Groups

- **Update Account Groups (optional)**

This option is used 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.

Vendor Information

- **Update Vendor Information (required)**
This option is used to enter and maintain vendor address and detail information.
- **Update Vendor Pay-To's (optional)**
This option is used to maintain additional vendor address information.
- **Print Vendor Information (optional)**
This option prints out a listing of vendor information sorted by vendor code.

Vendor Open Items

- **Update Vendor Open Items (required, one time only)**
This option is used to enter, modify, and delete outstanding vendor invoices. You can only update open items before setup is complete.
- **Print Vendor Open Items (optional)**
This option prints a report, sorted by vendor, listing open items entered during setup.

1099 Cash Accounts

- **Update 1099 Cash Accounts (optional)**
This option designates certain cash ledger accounts for 1099 cash purposes. This step is optional and can be done before or after setup is complete.

Update Payment Methods

This option is used to set up the payment method that is then used when setting up your vendors. For Accounts Payable, the payment code will be "AP" and the payment type will be "A" meaning you have terms with your vendors.

Setup Complete

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

Find the Accounts Payable Setup Complete? field at the bottom of the Update Payable Defaults screen. This Y/N field, when set to "Y", automatically totals existing open item A/P transactions, displays this amount, and prompts you to verify that no additional A/P setup entries will be needed. Enter "Y" to proceed with posting of all A/P open items.

If A/P setup is complete and additional pre-setup open items are found and need to be entered, you may reset this field to "N". This warns you that all A/P transactions will be deleted and that the open items will remain. It then prompts you to continue. If you enter "Y" to continue, all transactions are backed out from the A/P posting tables. If transaction process-

ing has not been started, no harm is done since only pre-setup open items have been posted. Now you need to enter only the additional open items and set Accounts Payable Setup Complete? to "Y" again. The additional open items plus the original open items will post at this time.

If you have started processing transactions (e.g., invoices are entered and posted, checks are entered and posted, etc.) and the Accounts Payable Setup Complete? field is reset to "N", ALL posted transactions, i.e., posted payable documents and pre- setup open items, are deleted from the A/P posting tables. This is generally not a good idea, since not only will all A/P postings be deleted, but there will be no effect on the General Ledger posting tables, leaving orphan A/P transactions in the G/L posting tables. The ability to reset Accounts Payable Setup Complete? back to "N" is primarily for entering additional pre-setup open items before transaction processing has started. If you need to change the Setup Complete flag from "Y" back to "N", please consult your reseller.

Accounts Payable Transaction Processing

Transaction processing for Accounts Payable involves creating and posting **payable documents** in the system (which correspond to vendor invoices or other bills), and then processing checks to pay these bills. .

Payable Ledger



- **Update Payable Documents**

Documents are initiated through the Update Payable Documents menu option, including entry of vendor invoices, credit memos, and debit memos, and loading of any recurring-type A/P documents set up on the system. Accounting groups can also be used with this screen for data entry.

- **Print Payable Listing**

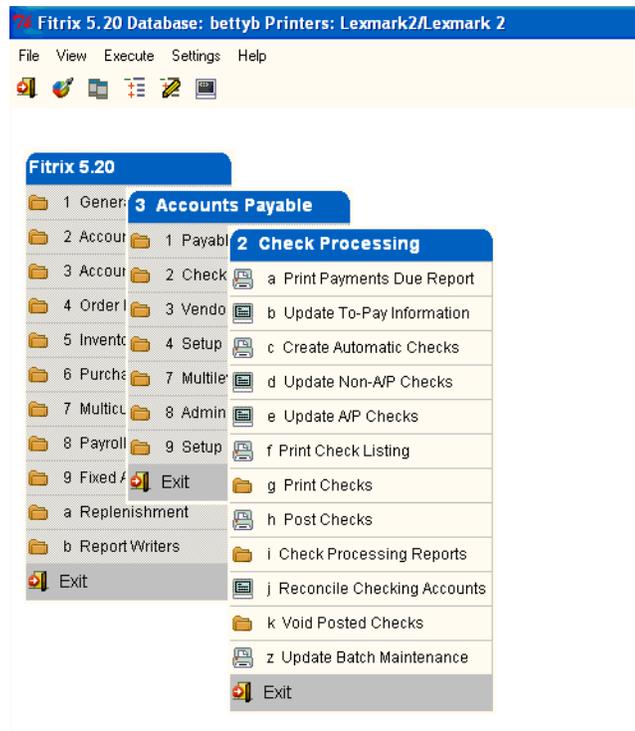
Before posting payable documents, you must print the edit listing, using the "Print Payable Listing" option, to check for erroneous entries.

- **Post Payable Documents**

Once the edit list is approved, the Post Payable Documents option can be selected. All documents are posted to the A/P posting tables and also to the G/L posting tables, and a posting report is printed listing all documents that posted and assigning a unique document number to each.

Posting documents also updates or creates open item balances. For new invoices, an open item is created for that vendor. For a credit or debit memo, existing open items are updated to reflect new balances. In addition, Credit and Debit memos can be their own unique open item if no reference is made to an existing invoice.

Check Processing



- **Print Payments Due Report**

This option prints a list showing the invoices for each vendor and the amounts and to-pay dates of those invoices. This report can also be printed for a single vendor or cash account. This option will prompt you to enter the current and next check run dates, vendors, and cash ledger account numbers.

- **Update To-Pay Information**

To make payments that differ from those listed on the report, the Update To-Pay Information menu option is used. It allows you to pull up all open items and to change the amount to pay, date to pay, discount amount, or discount date.

- **Create Automatic Checks**

When all information is satisfactory, check processing can begin. The "Create Automatic Checks" option will automatically generate checks based on the payments due that display on the Payments Due Report and on updates to those payments made by the user through the Update To-Pay Information option. Checks generated with Create Automatic Checks can be accessed through the "Update A/P Checks" option.

Checks are not actually printed out at this point, but are loaded into the Update A/P Checks input screen, where the user can make any necessary changes or deletions. A report prints out a listing of the checks loaded into this screen.

- **Update Non-A/P Checks**

Use "Update Non-A/P Checks" to enter checks for non-Accounts Payable purchases. Non-A/P Checks are used mostly for cash purchases that do not affect an existing debt to a vendor. *You must set up a Non-A/P vendor in the Vendor Information file before you can process a check, even if you will have only one transaction for that vendor.* The Vendor field on the data entry form is for the payee of the non-A/P check. You can use Zoom to select a vendor from the Vendor Information file.

Non-A/P checks post along with A/P checks, but are tracked separately in the A/P system.

- **Update A/P Checks**

This option is used to change and delete automatic checks created by the Create Automatic Checks program.

- **Print Check Listing**

Before printing and posting checks, the Print Checks Listing program is run to allow you to verify all checks entries made (both A/P and Non- A/P). This program must be run prior to printing and posting checks.

- **Print Checks**

Checks may then be printed with the Print Checks option. You are prompted for the beginning check number. Checks must be printed before they can be posted.

- **Post Checks**

Finally, with the Post Checks option, A/P checks are posted to the A/P posting tables and all checks (both A/P and Non-A/P) are posted to the G/L posting tables. A posting report prints a list showing all checks that were posted. The posting of checks updates open item balances for each vendor.

- **Void Posted Checks**

Once posted, checks cannot be changed. Posted checks may, however, be voided if they are incorrect by using the Void Posted Checks option. You are prompted for the check number. When a check is voided all invoices paid on the check are again open AP invoices.

- **Print Void Check Listing**

After a check is voided, you must print out a listing of void check documents with vendor and ledger account detail. This list is used to validate data entry from the Void Posted Checks screen.

- **Post Void Checks**

Once the void check listing is printed, the voided check can be posted. The Post Void Checks option stores the account information and updates the A/P open item balances. It also prints a Post Void Checks report.

End of Period

End of Period activities for Accounts Payable consist of printing various ledgers and reports.

Reports and Journals

Payable Ledger



- **Print G/L Activity**

A G/L Activity report from A/R is available which lists debits and credits posted to each ledger account for the period. Only the adjustments initiated by A/P are shown. This report is generated from the Print G/L Activity option and can be printed in detail or in summary form. You are required to input the period starting and ending dates.

- **Print Payables Journal**

This report prints a listing of debit and credit information for posted payable documents and checks. The report is sorted by system-assigned document number. You are required to input the period starting and ending dates.

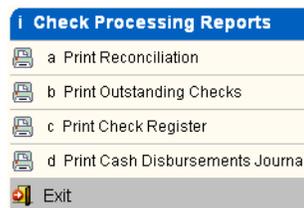
Check Processing



- **Print Check Journal**

This report prints debit and credit information for posted checks only. You are required to enter the period starting and ending dates.

Check Processing Reports



- **Print Reconciliation -**
This report lists the beginning balance, each transaction that affected the checking account, and a running balance sub-totaled by original journal and date.
- **Print Outstanding Checks**
This report lists, by check number, all posted checks for the cash account and date range specified.
- **Print Check Register**
This report lists by check number all posted checks for the cash account and date range specified.
- **Print Cash Disbursements Journal**
This report lists debit and credit information for posted checks.

End of Current Period



- **Create Recurring Documents**
When performing end of period activities, documents marked as recurring in Update Payable Documents may be copied in for the next period's transaction processing. The code specified in the Recur field is prompted for and then all recurring documents tagged with that code are copied into the Update Payable Documents screen. These documents can then be modified or deleted just like regular payable documents.



- **Reconcile Checking Accounts**
The Reconcile Checking Accounts option provides a way to reconcile cash ledger accounts from which payments are made with the corresponding bank checking accounts. All postings affecting the checking account are placed into the Reconcile Checking Accounts input screen. They display on this list until marked as cleared (with an X), and are then deleted. Cash ledger accounts available on this input screen are those which were designated as checking accounts through the Update Checking Accounts option during company setup.

Vendor Information

3 Vendor Information	
f	Print Vendor Ledger
g	Print Vendor Aging
h	Print Vendor Cash Require.

- **Print Vendor Ledger**

This report prints a listing sorted by vendor of all posted activity for each vendor. You are required to input the period starting and ending dates.

- **Print Vendor Aging**

This report prints an aging report of vendor open items in either summary or detail form. You must specify aging date, aging method, and vendors to be included.

- **Print Vendor Cash Requirement**

This report prints a future aging of vendor open items in either summary or detail form. You must specify aging date, aging method, and vendors to be included.

Accounts Payable End of Year

A/P has a special phase in which some year-end processing is done. At year- end, process 1099's within A/P



- Create Vendor 1099's
- Update Vendor 1099's
- Print Vendor 1099's

3

Menus Overview

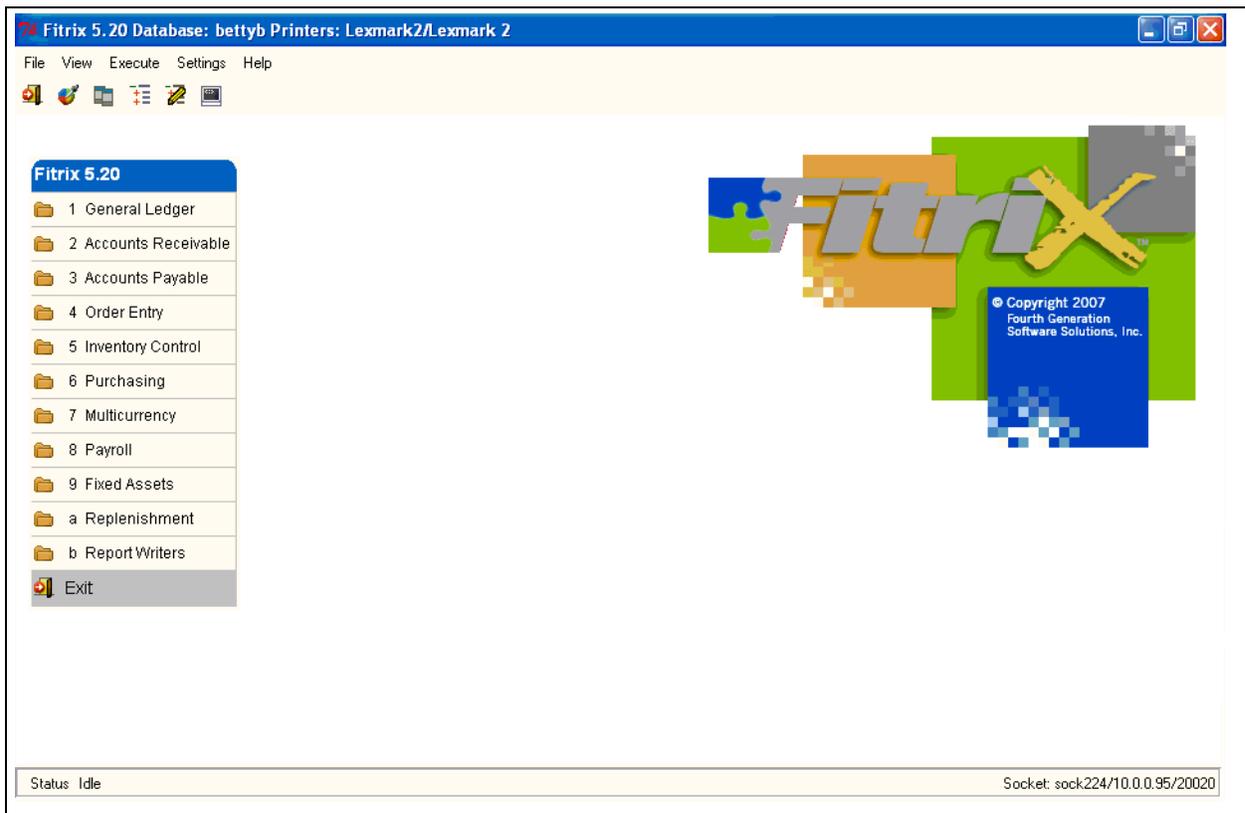
- How to load the Fitrix System
- How to load and access the Accounts Payable main menu
- Principle Accounts Payable menu options

Loading and Accessing Fitrix

This section will show you how to enter the Fitrix Accounting System menu, and the Accounts Payable main menu. It will also briefly cover the various A/P menu options and their functions.

How to Load the Accounting System Menu

The Fitrix Accounting System menu lists all modules currently installed on your system. Therefore, your system menu will resemble, but may not be identical to, the System menu illustrated here.



What the System Menu May Contain

Depending on the modules that you have installed, your Fitrix Accounting System menu may contain any or all of the following modules as menu options:

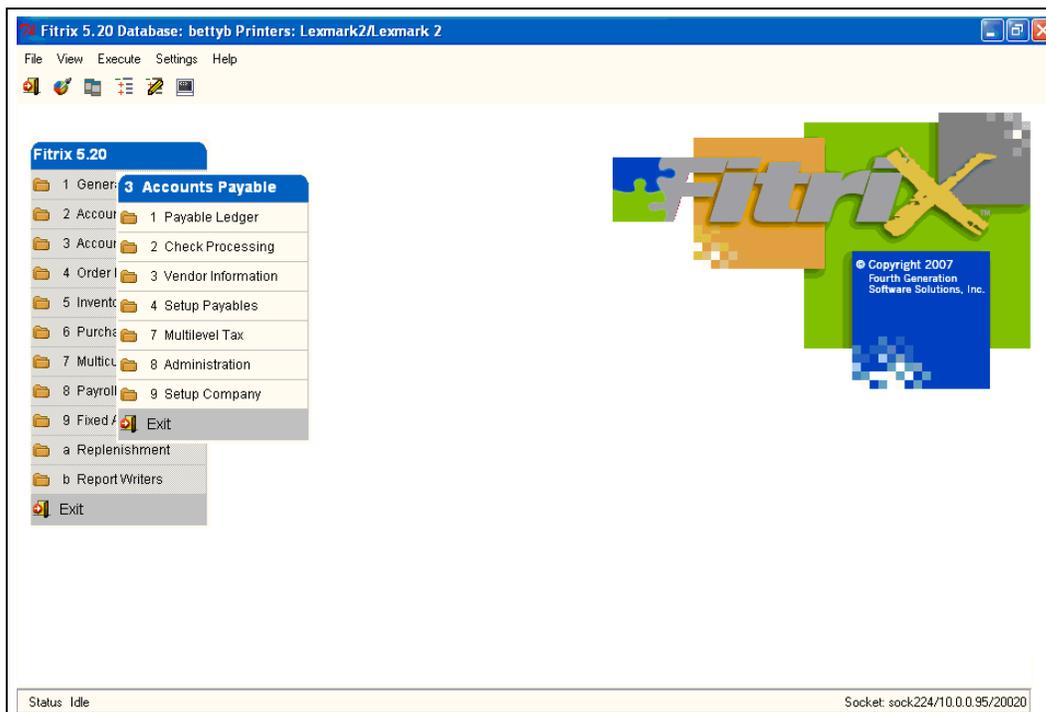
- **General Ledger:** Manages your general ledger. General Ledger (G/L) is an information center for all other Fitrix modules. G/L allows you to define ledger accounts and account groups, create recurring documents (to eliminate entering the same basic transactions repeatedly), and post to the appropriate accounting periods. G/L provides immediate, online G/L information.
- **Accounts Receivable:** Automates your company's billing procedures. Accounts Receivable produces standard customer invoices, statements, ledgers, and aging reports. It also provides online access to this 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. Accounts Payable provides immediate, online 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 *Business* modules, real-time access to your data is provided.
- **Purchasing:** Automates the purchasing of inventory.
- **Payroll:** Automates the payroll system, while providing the user complete flexibility in defining the logic for calculating employee deductions, employer obligations, and earnings categories.
- **Multicurrency:** Used to setup foreign currencies, exchange rates, and to run customer and vendor reports in their home currency.
- **Fixed Assets:** Tracks fixed asset, and related depreciation and depreciation schedules.
- **Replenishment:** Used to automatically create vendor purchase orders based on item usage and/or sales.

How to Load the Accounts Payable Main Menu

Fitrix Accounts Payable handles the processing of A/P transactions, including invoices, credit memos, debit memos, and payments. Accounts Payable also produces a variety of reports. Select Accounts Payable from the Fitrix Accounting System menu to display the Accounts Payable main menu.

The Accounts Payable main menu



All modules are organized with the most frequently used functions displaying first on the menu.

The A/P main menu contains the following options:

- **Payable Ledger:** Used to update, print, and post payable documents. It provides options for updating ledger accounts and account groups. Recurring documents can be maintained. You can print the payables journal and G/L activity.
- **Check Processing:** Provides functions that pertain to check processing. Automatic checks can be created. Checks can be voided. Checks and several reports can be printed.
- **Vendor Information:** Provides functions that allow you to setup and maintain vendor records. Payment terms can be updated. A variety of vendor reports can be printed.
- **Setup Payables:** Used to setup the Accounts Payable system. Many of the options on this menu are options that maintain reference files that are used throughout the Accounts Payable system. These files include the options for maintaining the Payable Defaults file, the Vendor file, the Account Groups file, and updating 1099 cash accounts.
- **Multilevel Tax:** Used to update and print tax codes and tax groups. You can also print Multilevel Tax analysis reports which show the information in the Multilevel Tax activity file.
- **Administration:** All Fitrix modules incorporate this menu, which has programs that relate to system administration activities.
- **Setup Company:** This menu is used extensively when you are first setting up your Accounts Payable system. Company and account information is entered through this menu. Setup information for account number ranges and checking accounts is entered here as well. In addition, you can specify the database you want to work in through the Select Different Company option.

Accounts Payable Task Menu Options

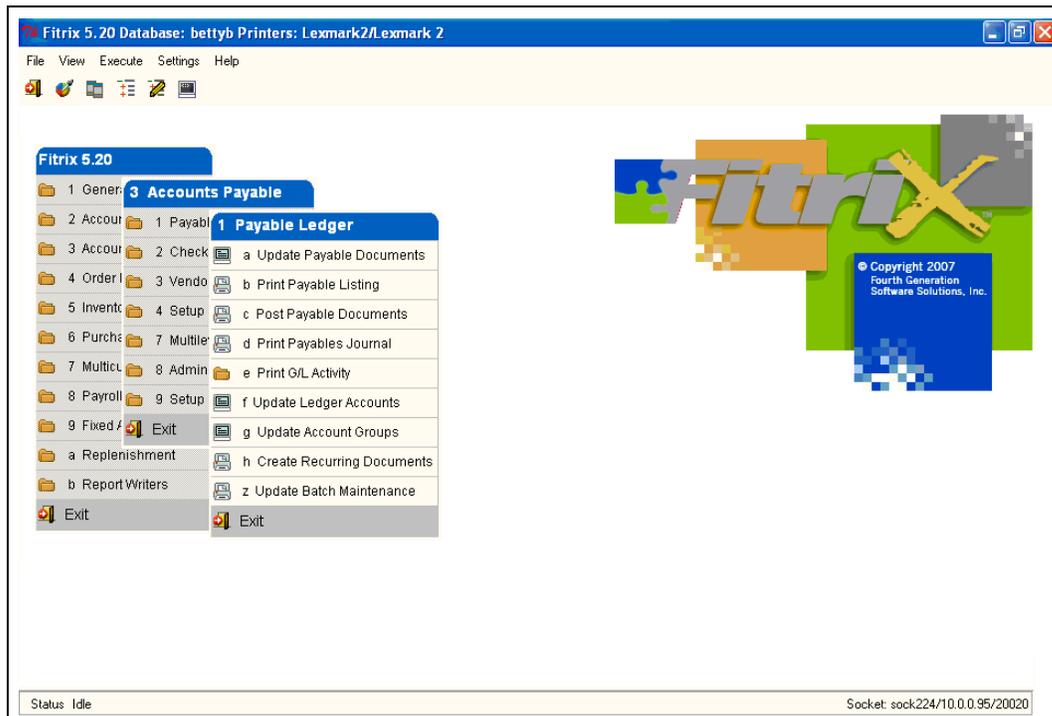
In this section we will present a brief look at the various **task menus** called from the A/P main menu, and examine briefly the various menu items and the functions they perform.

We use the term "task menu" for the submenus displayed after you select an option from the A/P main menu.

Payable Ledger Menu

The Payable Ledger menu is the most frequently used menu of the Accounts Payable System. Use this menu to enter, print, and post invoices, credit memos, and debit memos. This menu also contains options for maintaining the Ledger Accounts file and the Account Groups file. **Recurring documents**, representing transactions that recur periodically, can also be created.

The Payable Ledger menu:



This menu contains the following options:

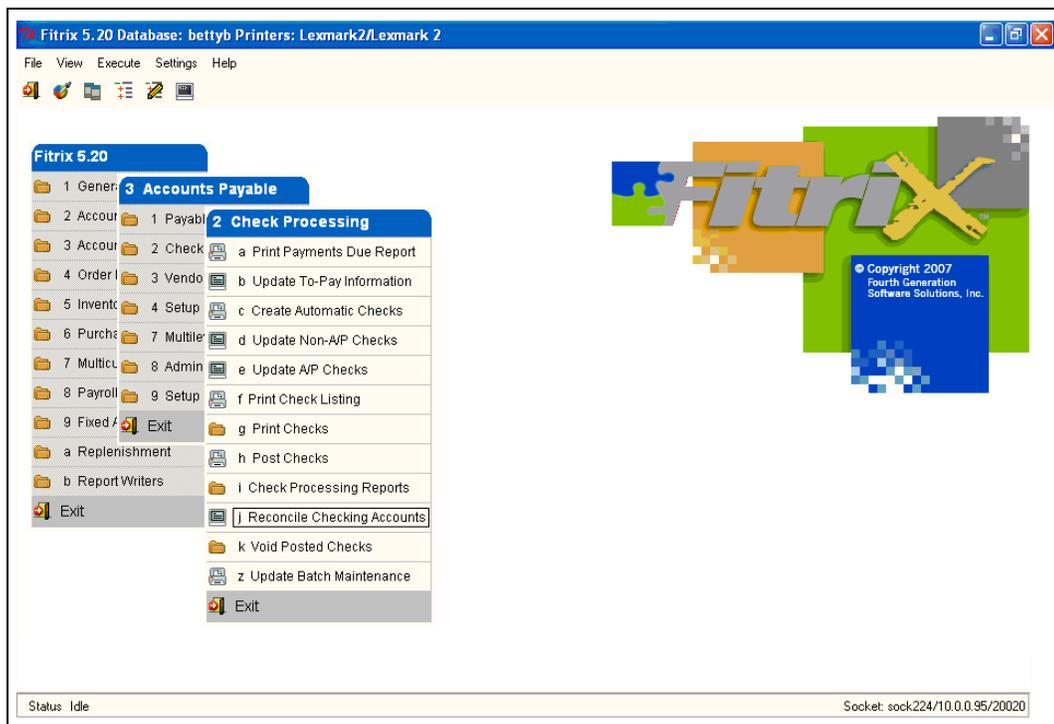
- **Update Payable Documents:** Use this option to enter and modify vendor invoices, credit memos, and debit memos.
- **Print Payable Listing:** Prints a listing of all vendor invoices, credit memos, and debit memos not yet posted. This report must be printed prior to posting and used to verify data-entry accuracy.
- **Post Payable Documents:** Posts payable documents to the Vendor Open Item file and the Ledger Activity file. This process creates open items and produces a report.

- **Print Payables Journal:** Prints a report of posted A/P documents and the credit and debit amounts the documents created.
- **Print G/L Activity:** Prints a report of the credit and debit amounts created by posted A/P documents sorted by ledger account number and department order.
- **Update Ledger Accounts:** Use this option to maintain the Account file.
- **Update Account Groups:** Use this option to maintain the Account Groups file.
- **Create Recurring Documents:** Creates new unposted versions of recurring documents.
- **Update Batch Maintenance:** If batch control is turned on in Update Payable Defaults and approval is required prior to posting transactions, use this program to approve batches. See the *Getting Started with Fitrix* manual for more information on Batch Control.

Check Processing Menu

The Check Processing menu contains options that allow you to write and record checks to pay vendor invoices or other bills. These include options that allow you to create automatic checks, and to print, post, and void checks.

The Check Processing menu:



This menu contains the following options:

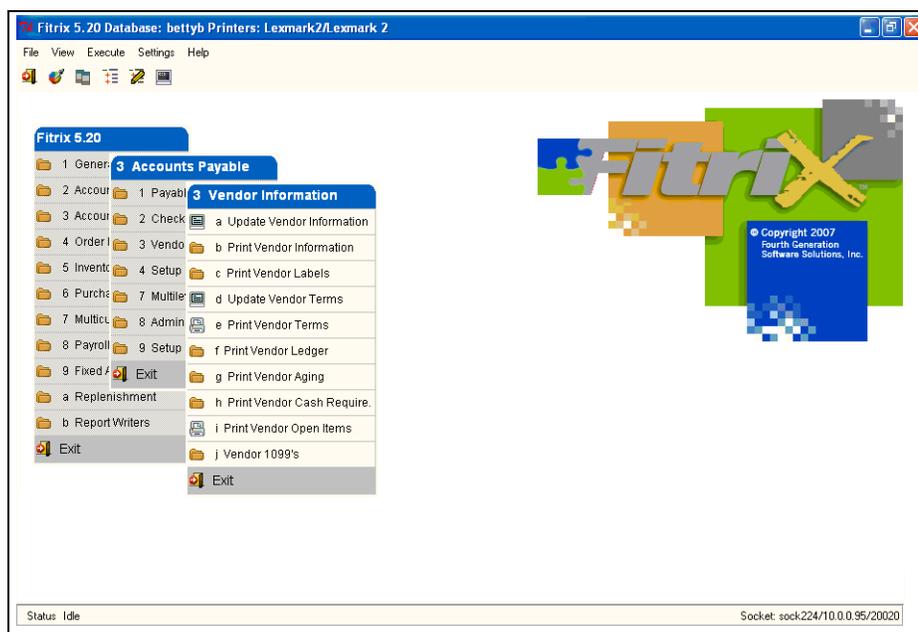
- **Print Payments Due Report:** Prints a report showing the payments due by the date that you enter. This report shows the checks that will be created by the Create Automatic Checks process.
- **Update To-Pay Information:** Use this option to change the date to pay, the amount to pay, or the discount to take for any one payment.

- **Create Automatic Checks:** This option creates checks for payment that display on the Payments Due report.
- **Update Non-A/P Checks:** Use this option to enter checks for non-A/P items and to record any cash expenditures and post those expenditures to the appropriate accounts.
- **Update A/P Checks:** Use this option to add or modify checks before they are printed and posted.
- **Print Check Listing:** Prints a listing of checks. Examine the check listing for accuracy before you print and post checks.
- **Print Checks:** Prints the checks after you examine the check listing for accuracy.
- **Post Checks:** Post checks to the Open Item and Ledger Activity files. This option prints a Check Posting report.
- **Check Reconciliation Reports:** Contains the following options: Print Reconciliation, Print Outstanding Checks, Print Check Register, Print Cash Disbursements Journal
- **Reconcile Checking Accounts:** Use this option to reconcile your checking accounts.
- **Void Posted Checks:** Use this option to mark checks to void. This is the first step in the check voiding process.
- **Print Void Check Listing:** Prints a listing of the checks to be voided. Examine this listing for accuracy before you post voided checks.
- **Post Void Checks:** Post voided check information to the Vendor Open Item and Ledger Activity files.

Vendor Information Menu

This menu contains options that pertain to vendor information. With this menu, you can maintain the Vendor and Terms files. You can print labels and vendor terms, vendor ledgers, and vendor aging reports.

The Vendor Information menu:



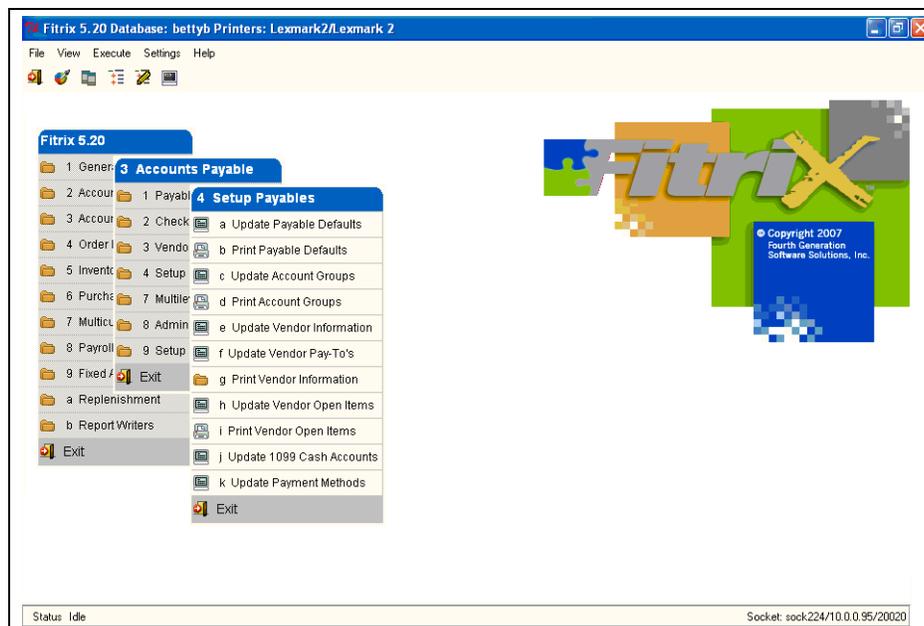
This menu provides the following options:

- **Update Vendor Information:** Use this option to maintain the Vendor file. With this option you may also view open items, payment activity, and pay-to addresss information.
- **Print Vendor Information:** Displays a submenu with options for printing information from the Vendor file. The reports can be sorted by vendor name and code.
- **Print Vendor Labels:** Displays a submenu providing options for printing vendor labels. The labels may be sorted by vendor name, vendor code, or zip code.
- **Update Vendor Terms:** Use this option to modify or add billing terms.
- **Print Vendor Terms:** Prints a listing of the vendor terms.
- **Print Vendor Ledger:** Prints a listing of posted transactions sorted by vendor code. Each vendor's transactions are printed on a separate page.
- **Print Vendor Aging:** Prints an accounts payable aging report. Print the Vendor Aging report in summary or detail format.
- **Print Vendor Cash Requirement:** Prints a cash requirement report. Print the Vendor Cash Requirement report in summary or detail format.
- **Print Vendor Open Items:** Prints a listing of vendor open items.
- **Vendor 1099's:** Use this option to create, update, or print vendor 1099's.

Setup Payables Menu

Through the Setup Payables menu, enter basic information required by the Fitrix Accounts Payable system.

The Setup Payables menu:



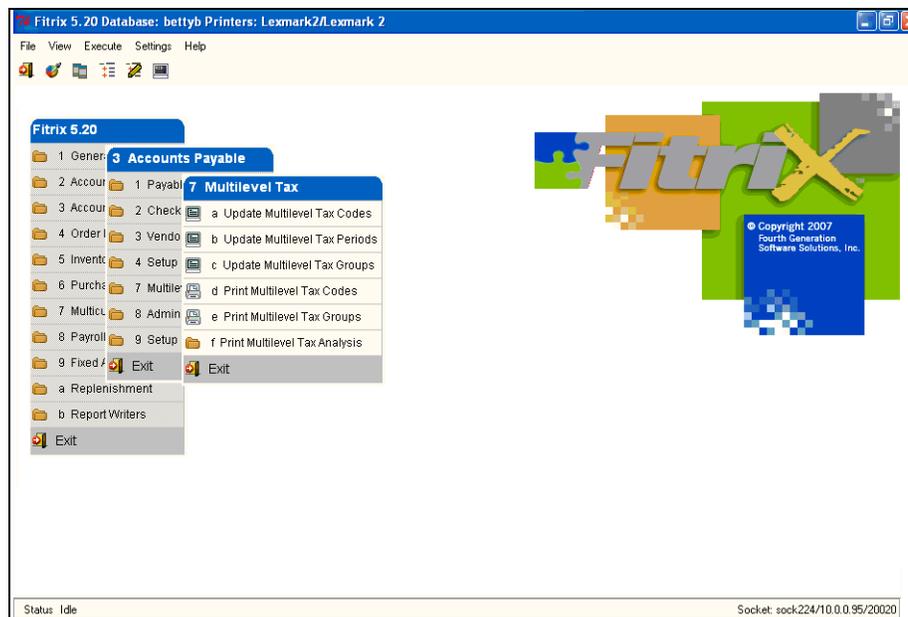
This menu provides the following options:

- **Update Payable Defaults:** Use this option to enter defaults used throughout the Accounts Payable system.
- **Print Payable Defaults:** Prints a listing of information entered using the Update Payable Defaults option.
- **Update Account Groups:** Maintains the Account Groups file.
- **Print Account Groups:** Prints a listing of account groups set up with the Update Account Groups option.
- **Update Vendor Information:** Maintains the Vendor file. With this option you also view open items, payment activity, and pay-to addresses.
- **Update Vendor Pay-To's:** Maintains vendor payment Addresses. In addition to a main address a vendor can have multiple payment addresses. This file stores these additional payment addresses.
- **Print Vendor Information:** Prints a complete listing of vendor records. Vendors may be selected for printing by vendor name or vendor code.
- **Update Vendor Open Items:** Use this option to enter vendor beginning balances during the setup phase.
- **Print Vendor Open Items:** Prints a listing of vendor open items.
- **Update 1099 Cash Accounts:** Designates and maintains which cash accounts need 1099 reporting.
- **Update Payment Methods:** This option is used to set up the payment method that is then used when setting up your vendors. For Accounts Payable, the payment code will be “AP”, and the payment type will be “A” meaning you have terms with your vendors.

Multilevel Tax Menu

This menu contains options that set up the interface between A/P and the Multilevel Tax features.

The Multilevel Tax menu:



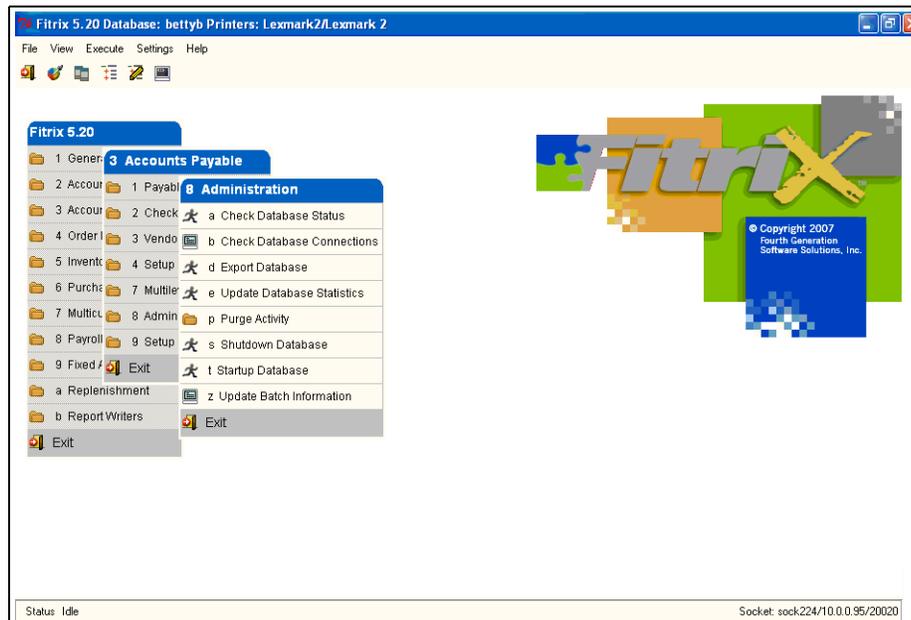
This menu provides the following options:

- **Update Multilevel Tax Codes:** Use this option to enter the Multilevel Tax code, rate, and ledger accounts for the tax code.
- **Update Multilevel Tax Periods:** Maintains the tax periods for companies that use multiple-level 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 valid only when the Use Multilevel Tax Groups field in the Update Company Information screen program is set to "Y".
- **Print Multilevel Tax Codes:** This report prints the information entered through Update Multilevel Tax Codes.
- **Print Multilevel Tax Groups:** This report prints the information entered through Update Multilevel Tax Groups.
- **Print Multilevel Tax Analysis:** This report prints a detail report or a summary report of the Multilevel Tax information posted to the Multi-level Tax activity file.

Administration Menu

See Chapter 10, *Administration*, for more information on these programs.

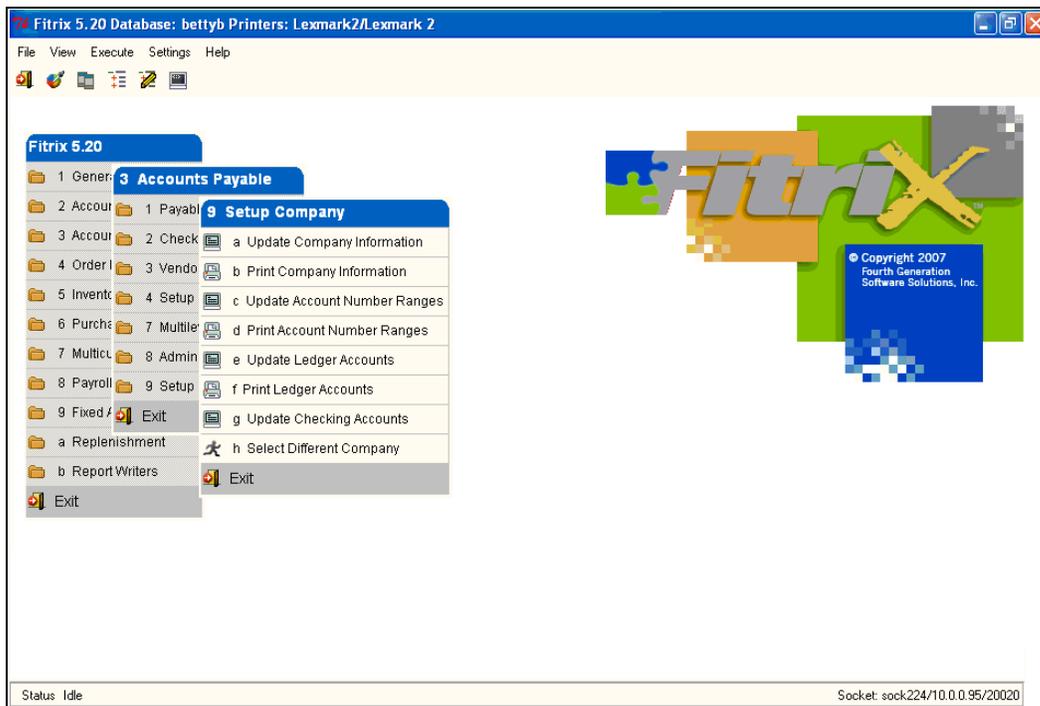
The Administration menu:



Setup Company Menu

Under the Setup Company menu you setup a variety of parameters that apply to all Fitrix *Business* modules. Company name and address, ledger accounts, and account number ranges are maintained using this menu.

The Setup Company menu:



The Setup Company menu provides the following options:

- **Update Company Information:** Allows you to 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 the Update Company Information option.
- **Update Account Number Ranges:** Allows you to establish the account number ranges for each category of account. In other words, you are able to 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 an account to a subtotal group (for reporting purposes), setup a default for the Increase with Credit? field, and establish whether the account number can be used when entering journal entries.
- **Print Ledger Accounts:** Prints the ledger account information set up under the Update Ledger Accounts option.
- **Update Checking Accounts:** Allows you to specify any asset 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:** Allows you to specify which database you want to work with. For example, when you are first learning how to use this module or are training new operators, you may choose to use the sample database, rather than the standard (your company's) database.

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.

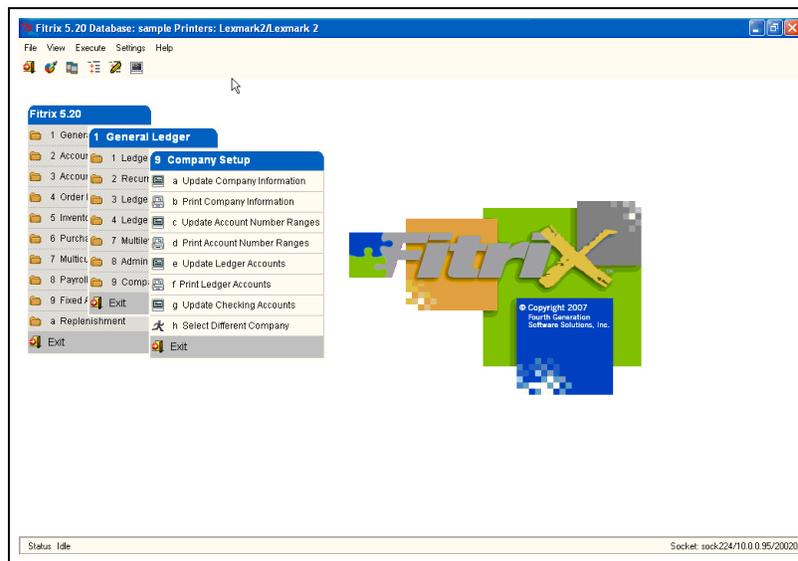
The setup steps that apply to all Fitrix modules (performed through options on menu 9, Company Setup menu) are covered in detail in *Learning Fitrix*. They are discussed here because the information they include forms the basis for later, G/L-specific setup steps.

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

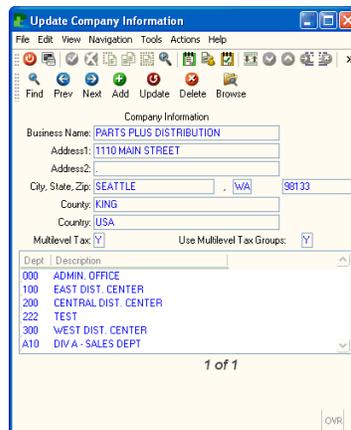
Use this program to store basic company information—your business name and address, department codes, and whether or not you will use the Multilevel Tax feature.

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 "Multilevel Tax Menu" on page 6-1 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:

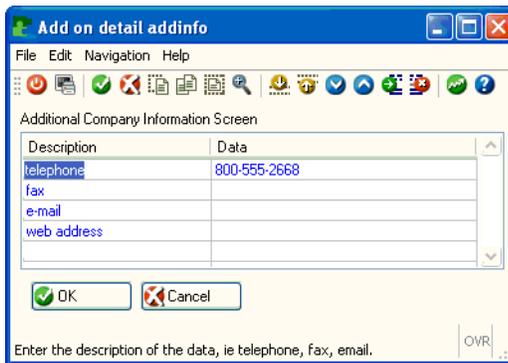
In this column, you specify the department name associated with the department code in the same row. Your alphanumeric department name may be up to 30 characters in length. This Company Information Form is used to specify the name and address to put on your reports and the "profit centers" or "company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

Additional Company Information

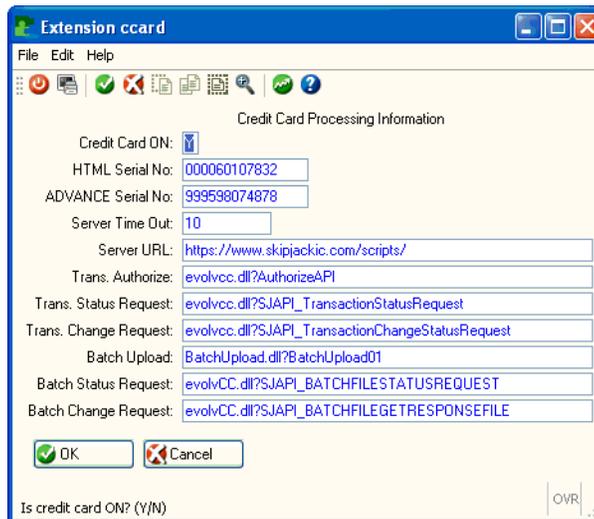
If you click on Zoom , the following screen displays:



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.



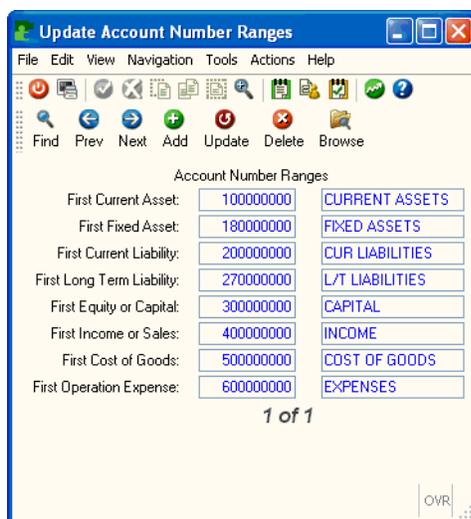
Print Company Information

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.

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.

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

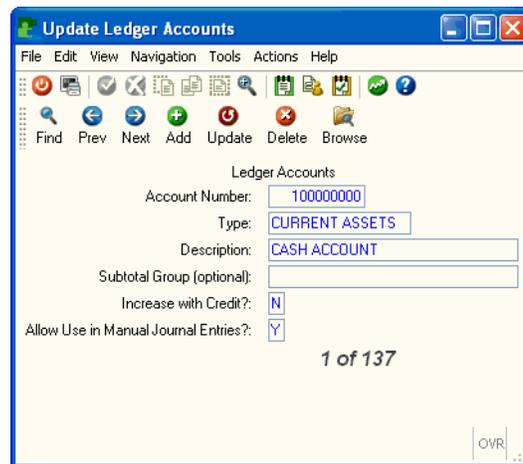
This program prints a hardcopy of information entered under the Update Account Number Ranges menu option.

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.

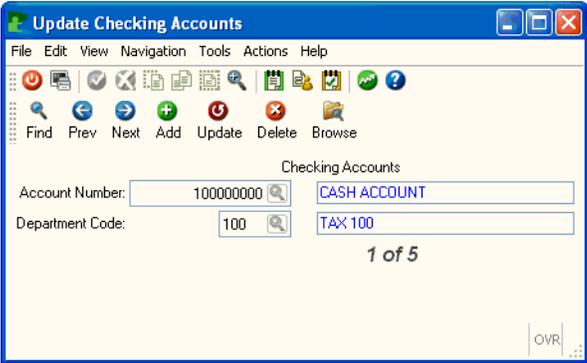
Printing Ledger Accounts

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

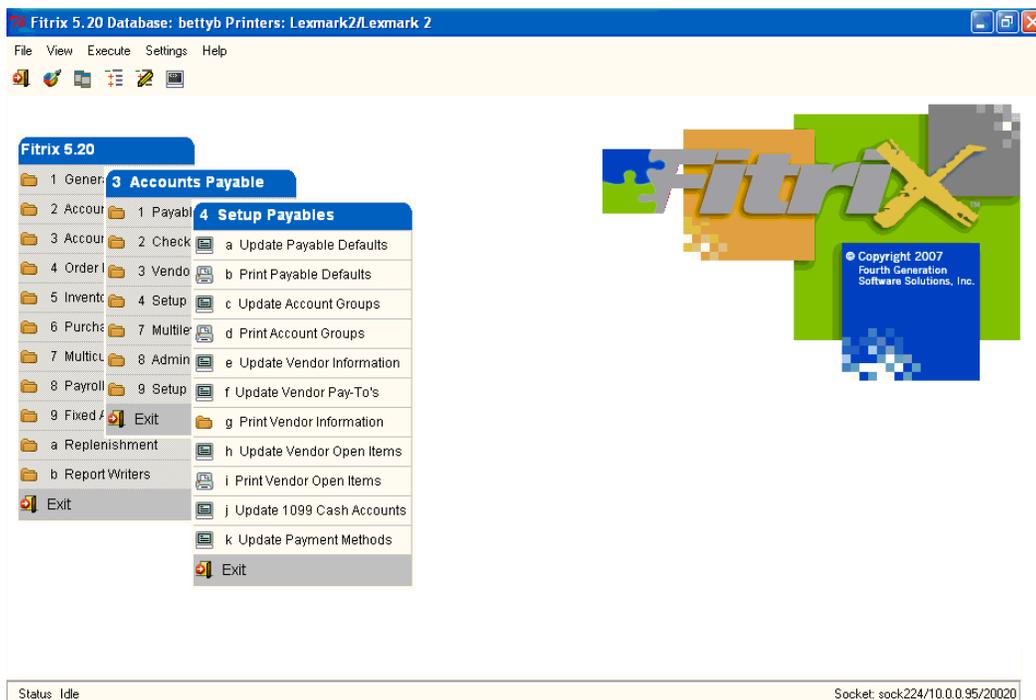
Setup Payables Menu

- Menu options for maintaining information about vendors
- Adding/updating vendor information
- Menu options for setting up the Accounts Payable module
- Designating cash accounts for Accounts Payable
- Setting up defaults for Accounts Payable
- Setting up Account Groups
- Entering/updating information on vendors
- Maintaining multiple vendor addresses (pay-to addresses)
- Entering your outstanding vendor invoices (open items)

Menu Options & Field Descriptions

The Setup Payables menu contains options for maintaining reference files that are used only by the Accounts Payable module.

The Setup Payables menu:



Update Payable Defaults

The Update Payable Defaults menu is used to add and maintain defaults, such as the default ledger accounts and the default vendor terms, and other values used throughout the Accounts Payable system.

Payable Defaults information is set up and maintained with this menu. The Accounts Payable Defaults table is a control file with only one record. Only the Update and Quit commands are active.

The Accounts Payable Defaults form:

This form is divided into six sections.

1. **Invoicing**—defaults that control certain automatic aspects of A/P invoice entry.
2. **Multilevel Tax**—defaults for multiple-level taxes.
3. **Account Numbers**—default account numbers used by Fitrix Accounts Payable.
4. **Aging Information**—default values for aging periods.
5. **Tax Reporting**—default information for vendor 1099 reporting.
6. **Miscellaneous**— see "Miscellaneous Section—Field Description" on page 5-6

Warning!

The default value for the "Setup Complete?" field is "N". Changing the field to "Y" (indicating that A/P setup is complete) should be the last action you take in the entire setup process. Be certain you have completed all company, vendor, tax, and ledger account setup tasks.

Invoice Section—Field Description

1. Terms Code:

This six-character field stores the default terms code to use during invoice entry. If you do not specify a default terms code for the vendor, this is the code that displays during invoice entry. The terms code must have been previously set up using the Update Vendor Terms option of the Vendor Information menu. The Zoom feature is provided.

Multilevel Tax Section—Field Descriptions

1. Default Tax Code:

This is the default tax code used for the Update Payable Documents and Update Non-A/P Checks options if a tax code cannot be found in the Vendor Pay-To file or the Vendor Information file.

2. Gross Invoice Entry:

This field determines the default mode for entering amounts for the Update Payable Documents and Update Non-A/P Checks options. It is the default for the Gross Amt Entry field found on the Payable Documents and Non-A/P Checks forms.

If set to "Y", amounts entered include the tax. The net amount is computed and this is the amount posted to the chart of accounts for the line item.

The tax is posted to a different account, as determined by the Accounts Payable account specified for the Multilevel Tax code with Update Multilevel Tax Codes.

3. Tax Entry on Detail Line:

Entering a "Y" in this field allows you to assign a Multilevel Tax code to each detail line of documents entered through Update Payable Documents and Update Non-A/P Checks.

4. Calculate Tax on Cash Discounts:

This field determines the behavior of the Update A/P Checks option. If a "Y" is entered into this field, a Multilevel Tax transaction is generated to automatically back out the tax discounted when discounts are taken on A/P invoice.

This is necessary because when an A/P invoice is posted, an entry is posted to the Multilevel Tax activity file for the full amount of tax charged, regardless of any discount available for timely payment.

When a discount is taken on an invoice, the full amount of tax for the invoice is posted and a separate entry to the Multilevel Tax activity file is required to show the effect of the discount. If the Calculate Tax on Cash Discounts field is set to "Y" a transaction is automatically generated to adjust the Multilevel Tax information.

The ledger account that these adjustments are posted to is the ledger account entered as the A/P Discount Account in Update Multilevel Tax Codes. If this field contains an "N", no such adjustment is generated when cash discounts are taken. \$\$

Account Numbers Section—Field Descriptions

1. A/P:

This field stores the default Accounts Payable account number. If you do not specify a default Accounts Payable account for the vendor, this is the account that displays on the Payable Documents form. The account number used must have been previously set up as a liability account using the Update Ledger Accounts option of the Setup Payables menu or the Payable Ledger menu. The Zoom feature is available.

2. Cash:

This field stores the default cash account. This is the account that displays as the default for the Cash Account on the A/P Checks form and the Non-A/P Checks form. The account number used must have been previously set up as a cash account using the Update Ledger Accounts option of the Setup Payables menu or the Payable Ledger menu and the Update Checking Accounts option of the Setup Company menu. The Zoom feature is available.

3. Discount:

This field stores the account number used for posting discounts. The account number used must have been previously set up using the Update Ledger Accounts option of the Setup Payables menu or the Payable Ledger menu. The Zoom feature is available.

Aging Information Section—Field Descriptions

1. Age On:

This field determines how outstanding invoices are aged. If this field contains a D, the invoices are aged by the Due Date. If this field contains an I, the invoices are aged by the Invoice Date. D and I are the only valid entries for this field.

2. Descriptions:

The description fields are used to define the descriptions for four aging periods. Each description that you enter here displays as a heading on the Vendor Aging reports.

3. Days:

Defines the number of days in each aging period.

Each field pertains to the aging period directly above it. The number entered in the days field is the upper limit to the number of days defined in any one period. Invoice amounts are distributed to an aging period based on the days field for the aging periods and the age of the invoice.

The age of an invoice is determined using the date you enter, when prompted, while printing the Vendor Aging report. The start of the current aging period is the value in the days field for the previous aging period plus one. The end of an aging period is the number of days in the days field under the period description.

For example, the Days fields are filled left to right with the values 0, 30, 60, and blank. The first period is 0 days or today. The second period starts at 0 + 1 or 1 day of age and ends at day 30. The third defined period starts at 31 days and ends at day 60. The fourth period begins at 61 day and has no upper limit. There are, therefore, four defined periods. For example, an invoice has an age of 45 days (it was entered 45 days ago) and thus falls between the periods defined as 30 and 60 days for period boundaries, respectively. The age is greater than or equal to the Days field of aging period two but less than the Days field of aging period three, so the transaction is distributed to aging period two.

Notice, there is no Days field for aging period four. This is because all invoices with an age greater than or equal to the number of days in the days field of aging period three will be distributed to this aging period.

Tax Reporting Section—Field Descriptions

1. Federal Tax Identification Number:

This field contains your company's nine-character tax ID number. This field requires that this number be in the standard format xx-xxxxxxx or the social security format xxx-xx-xxxx.

2. Vendor Default for 1099 Reporting?:

The value (Y or N) entered into this field is the default that will display in the 1099 Required field on the Vendor Information form if that field is left blank. A "Y" in this field means that the 1099 Required field on the Vendor Information form will default to "Y" if it is left blank, indicating that you want to use 1099 reporting for that vendor.

Miscellaneous Section—Field Description

1. Accounts Payable Setup Complete?:

This field shows whether or not all vendor beginning balances have been entered. If this field contains an "N", you may enter vendor beginning balances and On Account amounts using "Update Vendor Open Items" (Setup Payables menu). Enter a "Y" when you have set up all vendor balances and your Account Payables is in balance. The Accounts Payable is in balance when balances in Accounts Payable are equal to your accounting records.

After you have entered a "Y" and saved the record, two prompts display. The first prompt tells you that the accounts payable will be totaled and displayed, and asks you if you want to continue. The second prompt displays the sum of all open items, tells you that transactions will be created for open items and amounts on account for vendors, and again asks you if you want to continue.

Use the amount displayed as a check that open items have been correctly entered. Before you load your open items into the standard company database, you should calculate manually the sum of all open items. Then, after you enter your open items into the system, compare the manually calculated number to the sum displayed by the system. This comparison helps to catch data entry errors in open items before you tell the system you have completed set up.

Once you respond with a Yes (Y or y) answer to this prompt, you can no longer enter open items. This prevents anyone from changing payable balances without entering a transaction through the system. Transactions may not be posted until this field contains Y.

Warning!

It is possible to change the Setup Complete field from "Y" to "N", but this is not recommended. Doing so deletes all A/P transactions except open items. It may leave unattached entries and cause problems with your account system.

2. Batch Invoices

Indicates whether or not batch control is used when entering AP invoices.

3. Payment

Indicates whether or not batch control is used when entering / created AP checks.

4. Require Approval to Post

Indicates whether management approval is required before batch can be posted.

5. Approval Code

Batch approval code.

Print Payable Defaults

This option prints a hard copy of information entered with the Update Payable Defaults option of the Setup Payables menu. For an example of this report, see report "25: Vendor Open Items Report" on page 11-26 in the chapter titled *Sample Reports*.

Update Account Groups

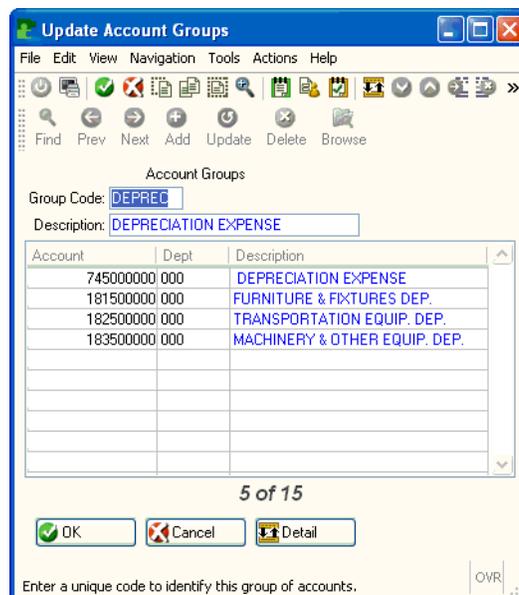
An account group is a set of different account numbers that are used together. The Account Groups file is set up and maintained with this menu option. Accounts Payable lets you define groups of Ledger Account numbers. An account group may be used for a certain type of transaction, but more typically, they are associated with a specific vendor and represent the expense and asset categories in which you typically purchase from that vendor. Using these account groups and the codes used to identify them simplifies the entry of invoices for a specific vendor. By knowing the names of different account groups, you need not know the actual account numbers themselves.

A typical Chart of Accounts might consist of dozens, perhaps hundreds of different accounts. When you enter payable documents, you can specify different expense and asset accounts to identify different types of purchases. To remember all of these different account numbers when you are entering transactions is close to impossible. Even searching through the table (using the Zoom command) is time-consuming.

A better method is to group accounts in logical ways and then name these groups so they are easy to remember (or at least easier to remember than account numbers). An account group can then be associated with a given vendor on the Vendor Information form using the Update Vendor Information option of the Setup Payables menu or the Update Vendor Information option of the Vendor Information menu. An account group may also be entered when entering the vendor invoice.

Since the same Account Group file is used for all Fitrix products, all groups in this file may not apply to Accounts Payable.

The Account Groups screen:



Account Group Screen—Header Section

1. Group Code:

This six-character alphanumeric field is the unique code that identifies the account group.

2. Description:

This 30-character alphanumeric field is the description that displays after you enter the group code on the Vendor Invoice form and the Vendor Information form. Enter a meaningful description of the account group.

Account Group Screen—Detail Section

There may be up to 100 detail lines in this section. To access the detail lines, click the detail button.

1. Account:

This field is the account number. The account number must have been previously set up using the Update Ledger Accounts option of the Setup Company menu or the Payable Ledger menu. The Zoom feature is provided.

2. Dept.:

This is the department code. This column defaults to the 000 department code. In order to use the department code feature, department codes must have been previously set up using the Update Company Information option of the Setup Company menu. The Zoom feature is provided.

3. Description:

The description that displays in this column is the description of the Ledger Account. This is a display-only field.

Print Account Groups

The Print Account Groups option prints a list of the account groups in the account Groups file. The account groups are added and updated with the Update Account Groups option of the Setup Payables menu or the Payable Ledger menu.

When you first execute the Print Account Groups option, you must confirm the destination for the report. For an example of this report, see report "24: Account Groups Report" on page 11-25.

This is the same as the Update Vendor Information option of the Vendor Information menu. See "Update Vendor Information" on page 7-2 for further information.

Update Vendor Pay-To's

This menu option allows you to store multiple pay-to addresses for multiple vendors. Use this feature when you want to keep several addresses for one vendor. The pay-to addresses are used in the A/P Checks program and the Payable Invoices program.

The vendor's primary address is entered in the Vendor file by using Update Vendor Information. That screen provides an option to enter pay-to addresses for a single vendor.

The Update Vendor Pay-To's program is useful if you are entering a batch of pay-to addresses for several vendors.

The Pay-To Address form:

Pay-To Address Form—Field Descriptions

1. Vendor Code:

This is the vendor code that uniquely identifies the vendor. The vendor code must have been previously set up using the Update Vendor Information option of the Vendor Information menu or the Update Vendor Information option of the Setup Payables menu. After the vendor code is entered, a description displays in the unlabeled field adjacent to the code. The Zoom feature is provided.

2. Pay-To:

This six-character alphanumeric required field stores the code that uniquely identifies a single pay-to address for a vendor. A pay-to address is the address which prints on checks and mailing labels. For a single vendor, you can set up multiple pay-to addresses, each of which must have a code that is unique to that vendor.

(Example: You can give both Aardvark Computer Supply and Buffalo Office Products a pay-to code called "HOME", but you cannot use that pay-to code for both Aardvark's Honolulu office and Aardvark's Des Moines office.) The A/P system comes with one pre-set pay-to code called "PAYTO", which defaults to the vendor's main address (see page 7-7). You can change it to another address. However you define "PAYTO", it is the default pay-to code on the Payables Documents form and the A/P Checks form.

3. Pay-To Name:

This 30-character alphanumeric field stores the business name of the vendor at the pay-to location defined by the pay-to code. *This name prints on checks for this pay-to address*, and displays next to the pay-to code on the A/P Checks form.

4. Contact:

This 20-character alphanumeric field stores the name of your contact at this pay-to location.

5. Address 1:

This 30-character field stores the first street address line of the pay-to address. This is the first line of the address that will display on checks for this pay-to location. The entire address that will display on checks for the pay-to location consists of the fields Address 1, Address 2, City, State, Zip, and Country.

6. Address 2:

This 30-character field stores the second address line of the pay-to address. Use this field if the pay-to location's street address will not fit on one line.

7. City:

This 20-character alphanumeric field stores the city for the pay-to address.

8. State:

This two-character alphanumeric field stores the state for the pay-to address.

9. Zip:

This ten-character alphanumeric field stores the zip code for the pay-to address.

10. Country:

This 20-character alphanumeric field stores the country for the pay-to address. If this address is in the same country as you, leave the country field blank. This avoids confusion by the postal service.

11. Tax:

This six-character alphanumeric field serves as the default Multilevel Tax code for the Update Payable Documents and Update Non-A/P Checks options. This field is not required and the Zoom feature is available.

12. Cell:

The cellular number of the Principle accepting payment.

13. Fax:

The facsimile number of the Account Receivable department for that Vendor.

14. Email:

The email address of the Principle accepting payment.

15. Web Address:

The website address of the company.

16. Take Disc.:

This one-character field controls how discounts are taken when automatic checks are created for this pay-to address.

A = discounts are taken even if the payment is made after the discount date.

Y = discounts are taken only if the payment is made before the discount date.

N = a discount is not taken.

In any case, the discount taken may be changed manually before checks are printed. If this field is blank on the Pay-To Addresses form, the value for the discount field on the Vendor Information form is used.

17. Bckord:

This single-character field records an entry of "Y" (yes) or "N" (no) to indicate whether or not backorders are allowed for this vendor.

18. ETA Days:

This four-character field is used to store the estimated number of days that it takes for items to be received from this vendor.

19. Buyer:

This six-character alphanumeric field is used to store the code for the buyer of inventory items from this vendor. When a valid code has been entered, a description of the code will display next to it. Zoom is available.

20. Discount:

This field is not currently functional.

21. Pay Method:

This is a six-character alphanumeric field that can be used to enter a payment method code for this vendor. When a valid code has been entered, a description will display in the adjacent field. The Zoom function is available in this field.

Print Vendor Information

This menu option is the same as the Print Vendor Information option of the Vendor Information menu. See "Print Vendor Information" on page 7-10.

Update Vendor Open Items

This option allows you to enter the vendor beginning balances. The Open Item field is set up with this menu option. An Open Item is a vendor invoice with an outstanding balance. After you have set up Fitrix Accounts Payable, you can change only the fields in the To-Pay Information section. Use this option to enter vendor balances before changing the Accounts Payable Setup Complete? field of the Accounts Payable Defaults form to Y.

The Vendor Open Item form that displays before setup is complete is explained below. It is the form that you will encounter when you first use this option. The Vendor Open Item form that displays after setup is complete will follow.

The Vendor Open Item form:

1. Vendor Code:

This twenty-character alphanumeric field is the code that identifies the vendor. The vendor code must have been previously set up using the Update Vendor Information option (Setup Payables menu or Vendor Information menu). Zoom is available.

2. Pay-To Code:

This field is the six-character alphanumeric field that is the pay-to code for the document. This pay-to code determines what pay-to address to print on the check. This may be a pay-to address coded "PAYTO" or, if there is no special pay-to address in the Vendor file, the main vendor address is printed on the check. The pay-to code must have been previously set up using the Update Vendor Information option (Setup Payables menu), the Update Vendor Information (Vendor Information menu), or the Update Vendor Pay-To's option (Vendor Information menu). Zoom is available.

3. On Account:

This numeric field is the amount that you owe the vendor on account. In other words, the amount that you owe the vendor that is not associated with a particular invoice. This field is similar to the On Account field of the Vendor Information form. The difference is that the field displayed on the Vendor Open Items form is a window to the vendor record. During setup you can enter the vendor's On Account amount in either place. During setup, entering a new figure into the On Account amount on the Vendor Open Items form overrides any amount you previously entered in an On Account field.

4. Balance:

This numeric field is the balance that you owe this vendor. This field is equal to the on account amount plus any open items for the vendor and is automatically calculated for you. It is the same as the Balance field of the Vendor Information form. This is a system-maintained, display-only field.

5. Currency:

This three character display-only field is the currency code that was set up when the Multicurrency module was installed. If your system doesn't use Multicurrency, this field is blank.

6. Invoice:

This ten-character alphanumeric field stores the number of the vendor's invoice. This field is the same as the Invoice field of the Payable Documents form.

7. Description:

This 30-character alphanumeric field is the description for the open item document. This description is used as an audit trail to help you identify the source of activity. This is the same as the Description field on the Update Payable Documents screen.

8. Date:

This date field is the date that the vendor issued the invoice. This is the same as the Invoice Date field on the Payable Documents form.

9. Original Amount:

This numeric field is the original amount from the vendor's invoice. This amount is the same as the total amount on the Totals section of the Payable Documents form.

10. Original Discount:

This numeric field is the original discount offered by the vendor. This amount is calculated by multiplying the discount rate by the original amount.

11. Invoice Balance:

This numeric field is the balance due on this open item. This will be less than the original amount if you have made payments on or posted credits to this invoice.

12. Discount Balance:

This numeric field is the amount left of the discount. This will be less than the original discount if you have made payments on or posted credits to this invoice.

13. Due Date:

This date field is the date by which you have to pay this invoice without the invoice becoming past due. This is calculated from the Invoice Date and the Terms. This is the same date as entered in the Due field on the Payable Documents form.

14. Discount Date:

This is the last date you are able to receive a discount. When this date is filled in, the Date to Pay field defaults to this date.

15. Cash Account:

This field is the cash account for this document. This field is the same as the cash account field entered on the Payable Documents form. The second part of the Cash Account Number field is the cash department code for this document. This field defaults to the Default Cash Account entered for the vendor. If you have not entered a default cash account for the vendor, this field defaults to the Cash account entered on the Accounts Payable Defaults form. The account number must have been previously set up using the Update Ledger Accounts option of the Setup Company menu or the Payable Ledger menu. Zoom is available.

16. P.O. Number:

This ten-character alphanumeric field is the purchase order number for this invoice. Use this field as an audit trail for purchase orders.

17. Purchase Order Date:

This date field is the date of the purchase order.

18. Document Number:

This is the system assigned number that uniquely identifies the document. This is a protected field. This system-maintained field is assigned during posting.

19. Currency Exchange Rate:

This 16-digit field is the current rate of exchange for this currency if multicurrency is being used. It is used to calculate the home currency amount of foreign currency transactions. The Current Rate of Exchange field is maintained in the Update Currency Codes option of the Setup Multicurrency menu.

20. Home Currency Amount:

This 12-digit field is used in foreign currency transactions. The foreign currency is calculated into the home currency using the Current Rate of Exchange field.

21. Amount to Apply:

This numeric field determines the amount that displays on the automatic check. This field defaults to the invoice balance. If you do not want to pay the invoice balance, you may change this field to the amount you do want to pay.

22. Discount to Take:

The value in this field is the discount that is applied to the invoice when the check is created. This field defaults to the discount balance. You may change this value to take more or less of a discount on the invoice.

23. Date to Pay:

This date field determines when the automatic check creation process creates a check for this invoice. If this date falls before the Next Check Run Date that you enter when you create automatic checks, the automatic check creation process creates an automatic check. This field defaults to the discount date when the discount date is entered. It can be overwritten.

24. A/P Account:

This field is the accounts payable ledger account for this document. This is the same as the A/P Account entered on the Payable Documents form. The second part of the A/P Account number field is the A/P department code for this document. This field defaults to the Default A/P Account entered for the vendor. If you have not entered a default A/P account for the vendor this field defaults to the A/P account entered on the Accounts Payable Defaults form. The account number must have been previously set up using the Update Ledger Accounts option of the Setup Company menu or the Payable Ledger menu. The Zoom feature is provided.

After the Accounts Payable Setup Complete? flag is set to "Y", you may only change the information in the To Pay Information section of the screen.

Print Vendor Open Items

This option prints a listing of open items. Use this listing as a permanent record of the beginning balances entered.

When you first execute the Print Vendor Open Items menu option, you must confirm the destination for the report. You may then select the vendors to be printed with the Select Vendors Selection Criteria form. The same form is used by many reports of Fitrix Accounts Payable.

The Vendor Open Item report lists open items for each selected vendor and prints the total balance of the items. For each open item, the report lists the automatically assigned document number (Doc No.), the Invoice Number, Invoice Date, the Description, and the Invoice Balance.

For an example of this report, see report number 25: Vendor Open Items Report in the chapter titled "Sample Reports."

Update 1099 Cash Accounts

This option allows you to identify any cash accounts whose cash disbursements must be reported to the IRS, and any other ledger accounts which track information related to 1099 reporting (expense accounts, for example.)

The 1099 Cash Accounts screen:

The fields are on this form are:

1. Account Number:

Contains the number of the ledger account affected by 1099 reporting. Zoom is available.

2. Department Code:

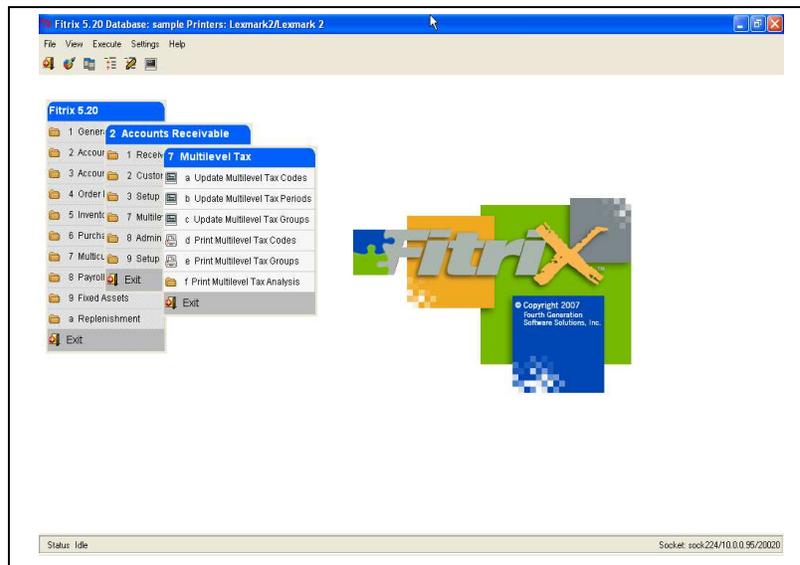
Contains the department code associated with the ledger account. Zoom is available.

6

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.

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.

Note

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.

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 #8 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.

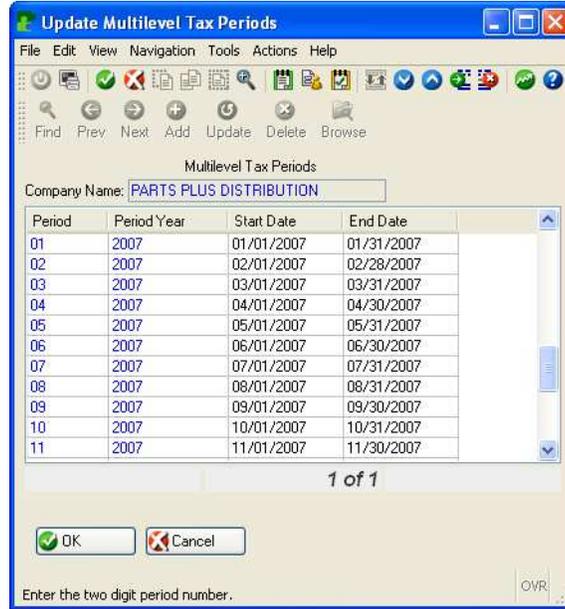
If you set the "Calculate Tax on Cash Discounts" field (A/P Defaults form) to "Y", then any discount allowed on an A/P invoice contains some tax. Keep in mind that you are defining the characteristics of a Multilevel Tax code. Suppose that, when you use this code in the future, you want to calculate 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:

Tax Cd	Description	Rate	Cumulative
KINGCO	COUNTY OF KING TAX	4.000 N	
SEACTY	CITY OF SEATTLE TAX	6.000 N	

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%:

300.00 = Net goods amount (without tax)

300.00 × .07 = 21.00 = GST

321.00 × .06 = 19.26 = PST

340.26 = Gross goods amount (with tax)

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

7

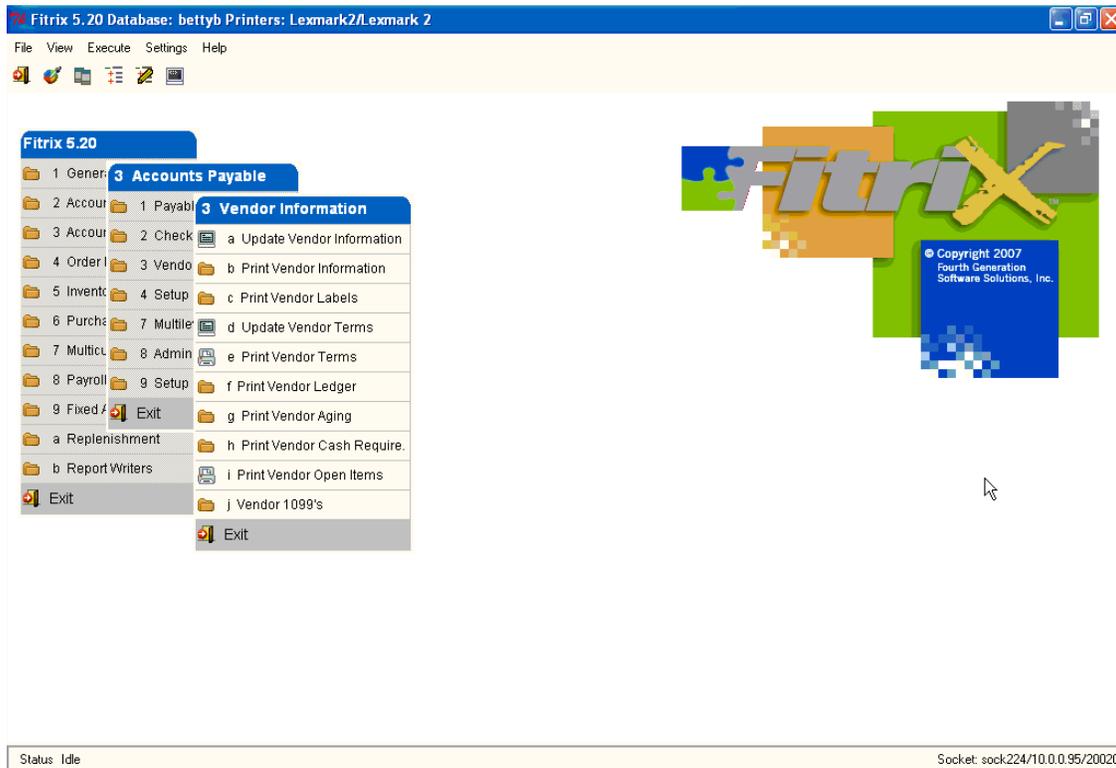
Vendor Information

- Menu options for maintaining information about vendors
- Adding/Updating vendor information
- Vendor information interface with Purchase Order module
- Maintaining different pay-to addresses for a vendor
- Viewing activity for specific vendor(s)
- Printing vendor information reports and labels
- Maintaining information about vendor terms and aging
- Reporting vendor open items
- Tracking & maintaining vendor 1099's

Menu Options & Field Descriptions

The Vendor Information menu contains options for entering and printing data for vendors, including the printing of mailing labels, aging reports and vendor ledgers.

The Vendor Information menu:



Update Vendor Information

The Update Vendor Information option is used to add and maintain information about vendors. The Vendor file contains many of the defaults associated with vendors. There are three forms accessible with the Update Vendor Information option. These forms are the Vendor Information form, the Pay-To Information form, and the Vendor Activity form. Each one of these forms is discussed in this section.

The Vendor Information screen:

Note

The field descriptions with an asterisks (*) are only available if you have Fitrix Purchasing installed. Contact your Fitrix Representative for more information.

1. Vendor:

This twenty-character alphanumeric field is the code that identifies the vendor. Once a vendor has transactions in the system, you cannot change that vendor's code, nor delete the vendor record. This is a required field.

2. Business Name:

This 30-character alphanumeric field stores the business name of the vendor. If you do not enter a pay-to address for the vendor, this Business Name displays on checks. This field also displays on many reports and screen.

3. Contact:

This 20-character alphanumeric field stores the name of the person that you most frequently telephone concerning payments to this vendor.

4. Phone/Cell/Fax:

These 20-character alphanumeric fields store the telephone, cellular, and facsimile numbers of the contact person.

5. Currency:

If you are using Multicurrency, Currency Code is a required field and defaults to the home currency as defined in Update Multicurrency Defaults. If you are not using Multicurrency, The Currency Code field is skipped and remains null. You cannot change the currency code of a vendor with any activity. This is to ensure that the balance and activity for the vendor remain in a single currency.

6. Address:

This 30-character field stores the first address line of the main or common address of the vendor. The main vendor address consists of the two Address fields, City, State, Zip, and Country fields. If you do not enter pay-to addresses, this address prints on checks.

There is an additional 30-character address field beside the labeled address field that can be used for a suite number or other address information.

7. C/S/Z/C:

This row stores four separate fields:

- C/ —the vendor city (20-character alphanumeric)
- S/ —the state abbreviation (two-character alphanumeric)
- Z/ —zip and Zip+4 code if applicable (ten-character alphanumeric)
- /C —country (20-character alphanumeric)

8. Email:

This field stores the contact's email address.

9. Bckord: *

This single-character alphanumeric field accepts an entry of "Y" (yes) or "N" (no) to indicate whether or not this vendor is allowed to backorder.

10. Web:

This field stores the company URL for the contact.

11. Tax Code:

This six-character alphanumeric field is the Multilevel Tax code for the vendor. It is the default Multilevel Tax code for the Update Payable Documents and Update Non-A\P Checks option. Entry is optional. Zoom is available.

12. Freight Tax Misc Tax Code:

This six-character alphanumeric field is the Multilevel Tax code for the vendor. It is the default Multilevel Tax code for the Update Payable Documents and Update Non-A\P Checks option. Entry is optional. Zoom is available.

13. Bill:

This 50-character alphanumeric field can be used to record any special payment instructions from this vendor.

14. Last Pay:

This is a system-maintained field. It displays the date that a payment was most recently made to this vendor in the format MM/DD/YYYY. The field is updated when you post a check to the vendor's account with the Post Checks option (Check Processing menu.)

15. Hold:

This single-character field accepts an entry of "Y" (yes) or "N" (no) or it can be left blank. It is used to stop the creation of automatic checks for a vendor. If the field is set to "Y" and the Payments Due report is run from the Check Processing menu, the customer will display as **** ON HOLD **** and the Totals field will show .00 even if there are outstanding invoices listed. When you run Create Automatic Checks, no check will be generated for this vendor. However, the system will allow you to enter a manual check for this vendor. If this field contains an "N" or is blank, automatic checks will be created for the vendor.

16. Ship: *

This 50-character alphanumeric field records any special shipping instructions from this vendor.

17. Take Disc.:

This single-character field accepts an entry of "A", "Y", or "N" to control how discounts are taken when Automatic Checks are created. If this field contains an "A", discounts are taken even if the payment is after the discount date. If this field contains a "Y", discounts are taken only if the payment is made on or before the discount date. If this field contains an "N", discounts are not taken. In any case, the discount taken may be changed manually before checks are printed.

18. Discount: *

This field is not currently functional.

19. Buyer: *

This six-character field is used to record the buyer code identifying the primary buyer of inventory items from this vendor. You can use the Zoom feature to select a code for this field. After the code is validated, the system fills in a buyer description in the unlabeled field to the right.

20. Balance:

This numeric field displays the total amount owed to the vendor. This amount includes the On Account amount. This is a system-maintained field.

21. On Account:

This numeric field shows you the amount that this vendor holds unapplied to any particular invoice. It can be positive or negative. This field is similar to the On Account field of the Vendor Open Items form. The difference is that the field displayed on the Vendor Open Items form is a window to the vendor record. During setup you can enter the vendor's On Account amount in either place. During setup, entering a new figure into the On Account amount on the Vendor Open Items form overrides any amount you previously entered in an On Account field. After you have balanced your accounts payable and entered a "Y" in the Account Payable Setup Complete? field of the Accounts Payable Defaults form, you are no longer able to change this field. After that point, this field is entirely system maintained.

22. A/P Terms:

This field stores the terms code for the vendor. The vendor's terms are used to calculate when invoices are due, what discounts are allowed, and when those discounts are lost. The terms code must have been previously set up in the Terms file using the Update Vendor Terms option of the Vendor Information menu. After you enter a terms code, the description for that terms code displays next to the A/P Terms field. The Zoom feature is available.

23. Limit:

This numeric field contains the maximum amount, if there is one, that this vendor allows you to owe. You are not required to make an entry in this field.

24. Acct. Grp:

This field stores the default account group to use for this vendor. Account groups, the groups of related ledger accounts that can be used automatically in invoice entry, are generally used to specify different categories of purchase. This default account group displays on the Payable Documents form. The account group must previously have been set up in the Account Groups file using the Update Account Groups option of the Setup Payables menu or the Payable Ledger menu. The Zoom feature is available.

25. FedTax ID:

This nine-digit numeric field stores the Federal Tax Identification Number. The number is used for 1099 reports. The proper data entry format is:

xx-xxxxxxx (also acceptable: xxx-xx-xxxx).

26. ETA Days: *

This four-character field is used to store the estimated number of days that it takes for items to be received from this vendor.

27. Pay Mthd: *

This six-character field records the method of payment for this vendor. After the payment method code is entered, a description displays in the unlabeled field to the right of the code. You can use Zoom to select a payment method code.

28. 1099 Required:

This Y/N field determines if you want to report 1099 information for this vendor. If this field is set to "Y" then transactions with this vendor will be printed on the 1099 report. If this field is left blank, the default value that you entered in the Select Vendor Default for 1099 Reporting field on the Accounts Payable Defaults form is used.

29. Accts A/P:

The first section of the A/P account field is a numeric field that stores the default accounts payable account you want to use for the vendor. This is the account that displays in the A/P Check form of Update A/P Checks or Update Non-A/P Checks and the Payable Documents form of Update Payable Documents.

If you do not make an entry in this field, the A/P account number from the Accounts Payable Defaults form is used. The number that you enter must be a valid account number in the Ledger Accounts file.

Note

The Ledger Accounts file is maintained with the Update Ledger Accounts option on the Setup Company menu.

The unlabeled second part of the A/P account field contains the default department code (000), or the default for this vendor. This field allows you to link the activity of a vendor with a department. In order to use the department code feature, department codes must have previously been set up using the Update Company Information option of the Setup Company menu. The Zoom feature can be used for both parts of the A/P field.

30. Cash:

This nine-digit field stores the ledger cash account used to pay this vendor.

An entry must correspond to an established cash account. If you do not enter a special account number in this field, the default Cash Account from the Accounts Payable Default file will be used for this vendor. Like the A/P field, a department code can be entered in the unlabeled field to the right of the Cash account field. You can use the Zoom feature to select codes for both parts of this field.

31. EXP-COG:

This nine-digit Zoom field records the Account number used for purchases from this vendor. This field is not required. An unlabeled Zoom field next to the Account field stores a department code, if any, associated with this account.

32. Bckord:

This single-character alphanumeric field accepts an entry of "Y" (yes) or "N" (no) to indicate whether or not this vendor is allowed to backorder.

33. Ship:

This 50-character alphanumeric field records any special shipping instructions from this vendor.

34. Buyer:

This six-character field is used to record the buyer code identifying the primary buyer of inventory items from this vendor. You can use the Zoom feature to select a code for this field. After the code is validated, the system fills in a buyer description in the unlabeled field to the right.

35. ETA Days:

This four-character field is used to store the estimated number of days that it takes for items to be received from this vendor.

36. Pay Mthd:

This six-character field records the method of payment for this vendor. After the payment method code is entered, a description displays in the unlabeled field to the right of the code. You can use Zoom to select a payment method code.

Vendor Pay-To Option

In addition to the information on the Vendor Information form, you may enter one or more pay-to addresses for a vendor. To view this screen click the Pay-To icon or select options and then Pay-To.

The screenshot shows a software window titled "Zoom popay" with a menu bar (File, Edit, View, Navigation, Tools, Actions, Help) and a toolbar. The main area displays vendor information for "CANON U.S.A., INC." under the "Pay To Address" section. The form includes the following fields and values:

- Pay-To: CANON
- Pay-To Name: CANON SOUTHEAST
- Contact: BOB
- Phone: 800-323-9768
- Address1: 480 TRICKUM WAY
- Cell: (empty)
- Address2: (empty)
- Fax: 770-456-7899
- City/State/Zip: ATLANTA GA 30339
- Country: USA
- Email: bobs@canonusa.com
- Web Address: canonusa.com
- Bill Ins.: (empty)
- Bckord: Y
- Tax: NOTAX
- Take Disc.: Y
- ETA Days: 45
- Buyer: KEVIN
- Discount: (empty)
- Pay Method: AP
- ACCOUNTS PAYABLE

Buttons for "OK" and "Cancel" are at the bottom. A note at the bottom left says "Enter unique code to identify this vendor's mailing address." and a small "OVR" field is at the bottom right.

Vendor Activity Option

The Vendor Activity screen shows any recent payments and outstanding invoices. They are sorted so that the most recent display on the top of the screen. To rearrange the sort, click on the column header (for example, if you want to see the documents in oldest date order, click Doc Date). You can use the arrow keys and the scroll bar to move down through this list if there are more outstanding invoices than display on the screen. The fields on the Vendor Activity screen are display only.

To view this screen, click the Activity icon or select options, and then activity.

The Vendor Activity Option form:

Type	Doc No	Doc Date	Inv/Chk No	Due Date	Amount	Balance
IN	10	09/20/2006	330901	10/20/2006	170.00	170.00
IN	9	09/05/2006	328621	10/05/2006	450.00	450.00
CD	5	08/20/2006	SETUP		-110.00	
IN	8	08/20/2006	325771	09/20/2006	210.00	100.00
CD	4	08/05/2006	SETUP		-450.00	
IN	7	08/05/2006	323876	09/05/2006	450.00	0.00
CD	3	07/20/2006	SETUP		-245.00	
IN	6	07/20/2006	322127	08/20/2006	245.00	0.00
CD	2	07/05/2006	SETUP		-450.00	
IN	5	07/05/2006	321654	08/05/2006	450.00	0.00

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

1. Type

This field indicates the type of item displayed on the detail line.

- IN = invoice.
- CD = cash disbursement.
- CM = credit memo.
- DM = debit memo.

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 disbursement, 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.:

If this line type (shown in the Type field) is an invoice activity, the Inv/Chk No. is the same as the original invoice number of the document. This column corresponds to the Invoice field on the Payable Documents form. It is the vendor's invoice number. If the line is a cash receipt, this number is the invoice document number of the cash receipt. \$\$

5. Due Date:

This is the date that an invoice is due. It is calculated from the billing terms for the vendor and the invoice date as entered on the Payable Documents form.

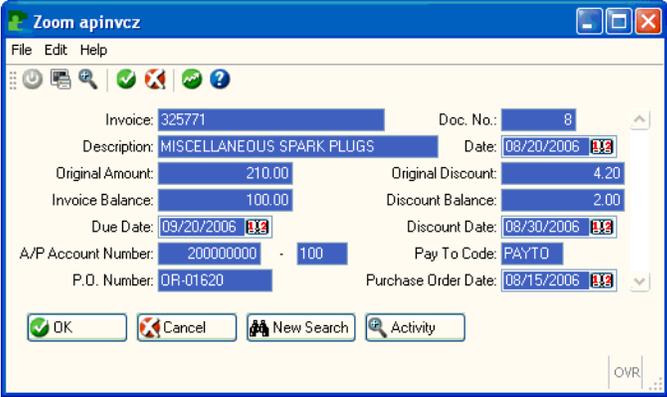
6. Amount:

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

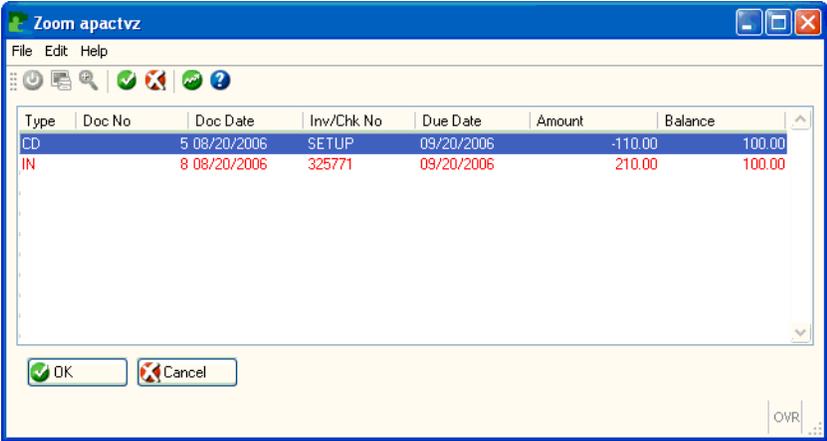
7. Balance:

This is the balance still due on an invoice.

To view payment detail associated with an invoice click Detail. The first screen displays general information about the invoice:



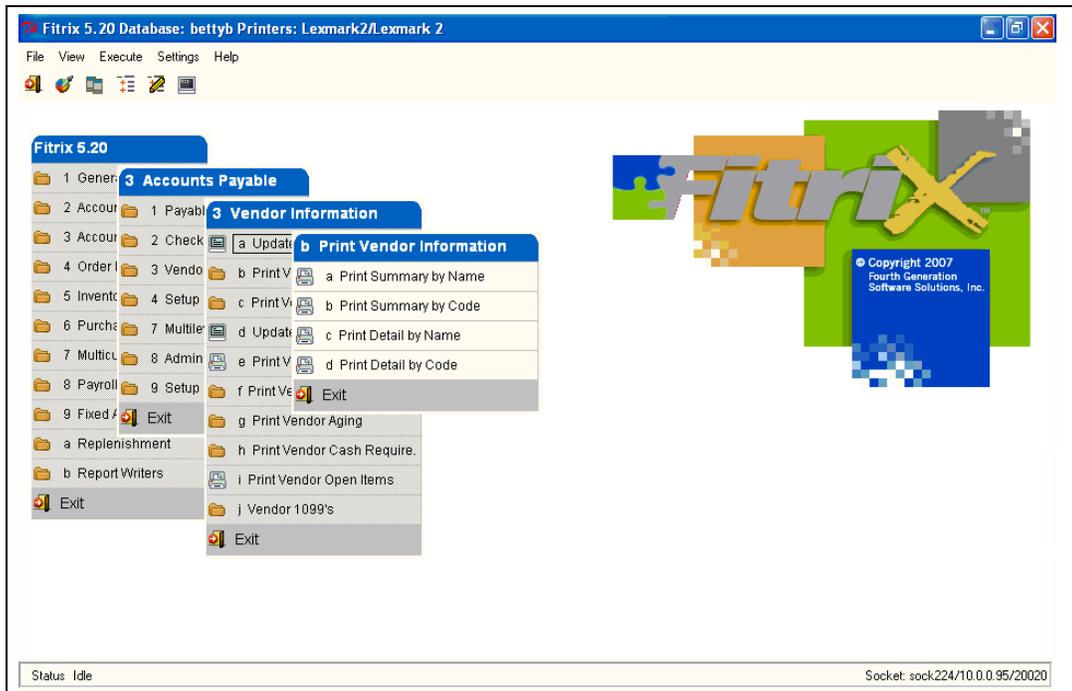
To view payment information, click Activity.



Print Vendor Information

The Print Vendor Information option allows you to print vendor data in several different formats. You can print vendor information in summary or detail form, sorted by vendor name or by code. After you execute the Print Vendor Information option, The Print Vendor Information submenu displays.

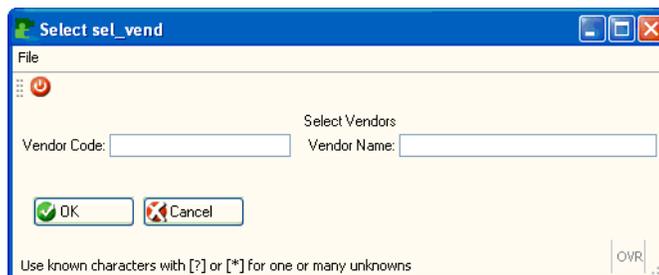
The Print Vendor Information submenu:



The summary format prints the vendor code, business name, contact, and telephone number. The detail format prints all vendor information including pay-to addresses.

This screen allows you to define the group of vendors to include on the report by entering vendor codes and vendor names. You may also use wildcards. If you do not enter a value into the selection fields, all values are selected.

The Vendors Selection Criteria screen:



Print Summary by Name

This report prints a summary of vendor information sorted by the business name. The vendor code, business name, contact, and telephone number display on the Vendor Summary by Name report. For an example of this report, see report number "14: Vendor Information Summary" on page 11-15.

Print Summary by Code

This report prints a summary of vendor information sorted by vendor code. It is the same format as the Vendor Information Summary Report above.

Print Detail by Name

This report prints a detailed report of vendor information sorted by vendor code. All vendor information including pay-to addresses displays on the Vendor Detail by Name report.

For an example of this report, see report number "15: Vendor Information Detail Report" on page 11-15.

Print Detail by Code

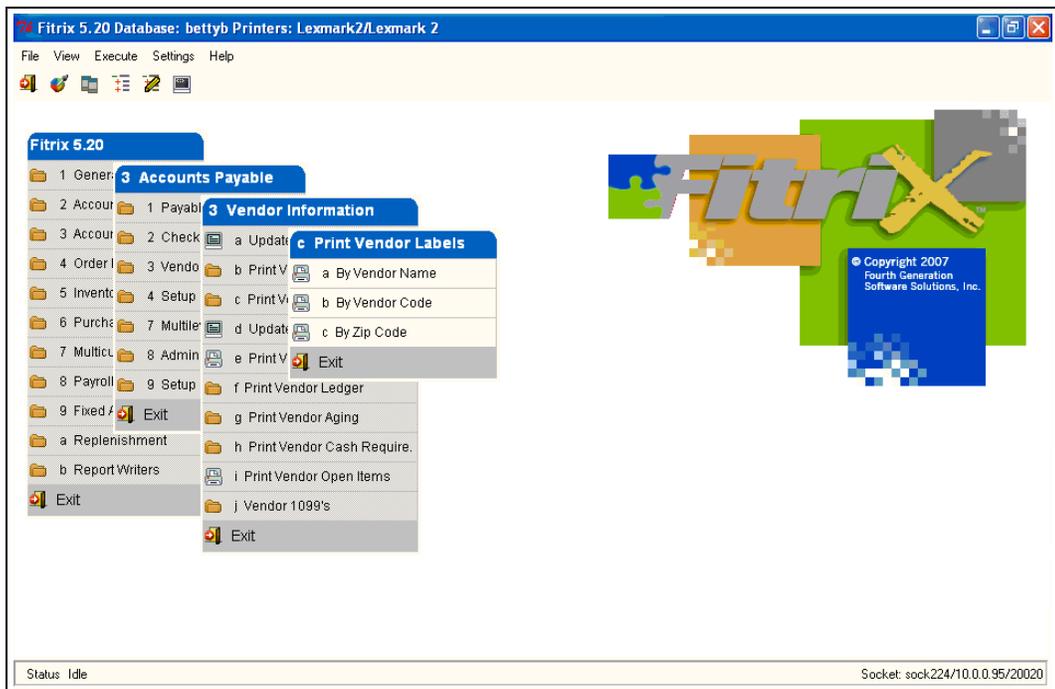
This report prints a detailed report of vendor information sorted by vendor code. It is the same format as the Vendor Information Detail Report above.

Print Vendor Labels

The Vendor Information menu allows you to print vendor labels in several different sorting orders. You may print vendor labels by name, by code, and by zip code.

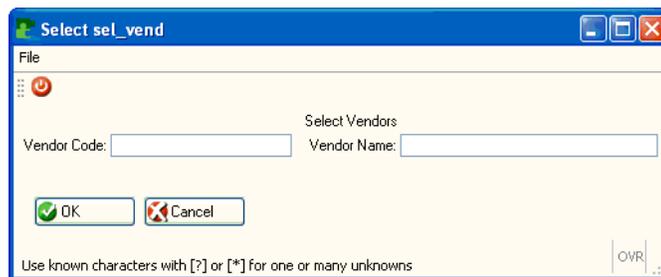
After you execute the Print Vendor Labels option, The Print Vendor Labels submenu displays.

The Print Vendor Labels submenu:



All three options of this menu print the same labels, but sorted by vendor code, vendor name, or zip code. This program prints on labels 3 1/2 inch x 15/16 inch and one across the page.

The Vendors Selection Criteria screen:



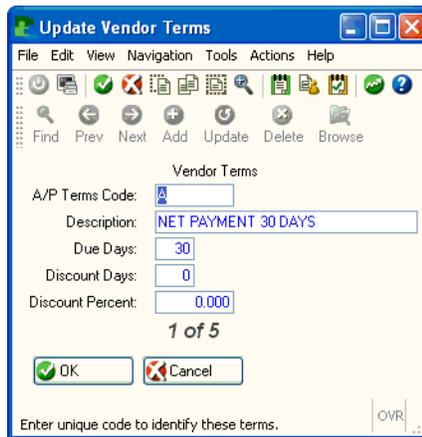
This screen allows you to define the group of vendors to print labels for by entering the Vendor Code and Vendor Name. You may also use the asterisk and question mark wildcards. If you do not enter a value into the selection fields, all vendors are selected.

For an example of this report, see "18: Vendor Ledger Report" on page 11-19.

Update Vendor Terms

The Update Vendor Terms option of the Vendor Information menu is used to modify or add billing terms. The Terms are set up and maintained with this menu option.

The Vendor Terms screen:



The following describes the fields on the Vendor Terms screen:

1. A/P Terms Code:

This six-character alphanumeric field is the code used to identify a particular definition of payment terms (e.g., "2NET30" might identify the definition "2% Cash Discount, Net due in 30 days").

Enter this code in the Vendor Information screen to associate payment terms with the vendor.

2. Description:

This 30-character alphanumeric field is the description that displays when the A/P Terms code is entered on the Vendor Information form and the Payable Documents form. Enter a description that adequately describes the terms.

3. Due Days:

This numeric field is the number of days that are added to an invoice date to determine the due date.

4. Discount Days:

This numeric field is the number of days that are added to the invoice date to determine the discount date, i.e. the date after which the discount is no longer valid.

5. Discount Percent:

This numeric field is the percentage of the discount. This field is multiplied by the invoice total to determine the amount of discount allowed if the invoice is paid on or before the discount date. Enter percentages in the format XX.XXX where 2.000 means 2%.

Print Vendor Terms

This report prints a list of vendor terms entered with the Update Vendor program on the Vendor Information menu. The information printed on the Terms List is information from the Vendor Terms table.

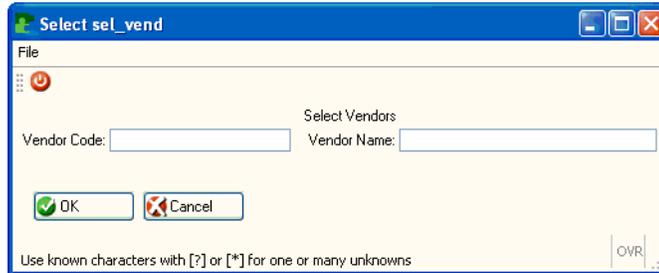
The report lists the A/P Terms code, description, due days, discount days and discount percentage.

For an example of this report, see "17: Vendor Terms List" on page 11-18.

Print Vendor Ledger

The Print Vendor Ledger report prints information pertaining to vendor open items. Vendor Ledgers contain all posted transactions (open items) for each vendor.

After you direct the output of the report, the Vendors Selection Criteria screen displays:



Use this screen to designate which vendors will display on the report. You can select vendors by vendor code or vendor name. You can also use wildcards.

The Print Vendor Ledger report prints one page for each vendor. The page contains each posted transaction.

The columns of the Vendor Ledger report are:

1. Date:

The date of the original document.

2. Tran Type:

The type of document (invoice, credit memo, debit memo or payment).

3. Tran #:

The invoice number, credit memo number, debit memo number, or cash receipt number of the original document.

4. Description:

The description entered into the original document.

5. Amount:

The original amount (not current balance) of the document.

6. Balance:

A running balance owed to (or by) the vendor.

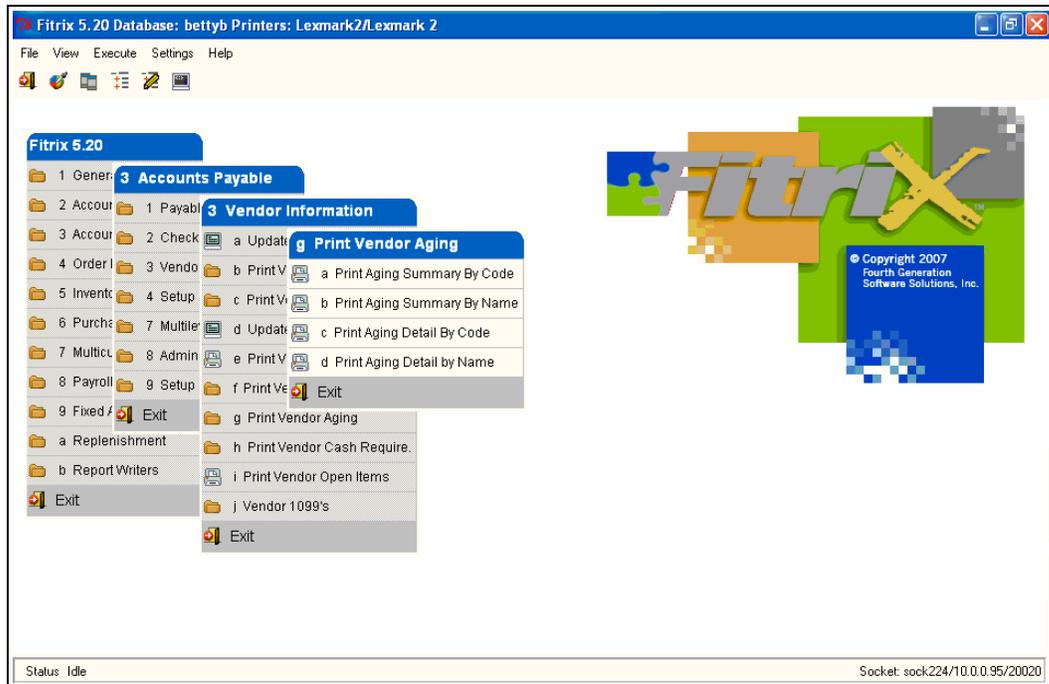
For an example of this report, see "20: Vendor Aging Detail Report" on page 11-21.

Print Vendor Aging

The Vendor Aging report prints an aging report of vendor open items. It is a listing of current and past due invoices and memos. The four aging periods displayed on the report are defined using the Update Payable Defaults program on the Setup Payables menu.

The Vendor Aging report can be printed in either a summary or detailed format as well as sorted by vendor code or name. After you select the Print Vendor Aging menu option, the Print Vendor Aging submenu displays.

The Print Vendor Aging submenu:

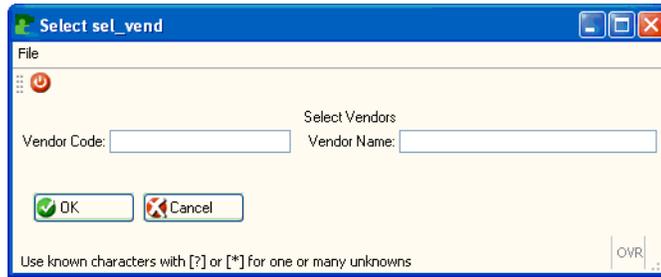


After you select the report, two screens display. The first screen prompts you if you want to use the invoice date or the due date for aging. The second screen prompts you to enter the aging date. The aging date defaults to the current system date.

The aging of the vendor transactions is based upon the aging categories set up on the Accounts Payable Default screen program (1-30 days, 31-60 days, etc.), the vendor invoice date (or vendor invoice due date), and your entry in the Aging Date field on this screen. This field defaults to the current computer system date. The Aging Date field is the cut-off date. Invoices that are aged by the invoice date will not show up on the report if the invoice date is greater than or equal to the aging date. Similarly, invoices that are aged by the due date will not show up on the aging report if the due date is greater than or equal to the aging date.

The Accounts Payable Default screen can be viewed or modified using the Update Payable Defaults option. After selecting an aging date and pressing [ESC], a second Selection Criteria screen displays.

The Vendors Selection Criteria form:



Use this screen to designate which vendors will display on the report. You can select vendors by vendor code or vendor name.

Print Aging Summary

The Aging Summary report contains the total activity for each vendor (with a non-zero balance) in each aging period.

The current column contains the On Account amount. The On Account amount does not have an invoice date or due date. It is maintained with the Update Vendor Information program on the Vendor Information menu.

The number of days for each aging period and the headings for each period (e.g., Over 60 Days) are defined with the Update Payable Defaults program on the Setup Payables menu.

An example is shown in the Vendor Aging Summary Report By Code in the chapter titled "Sample Reports." Only one sample of this report is shown, since the sole difference is the order of display (vendor sorted by code or by name).

Print Aging Detail

The Aging Detail report contains activity as well as a total for each vendor (with a non-zero balance) for each aging period.

The current column contains the On Account amount. The On Account amount does not have an invoice date or due date. It is maintained with the Update Vendor Information program on the Vendor Information menu.

The number of days for each aging period and the headings for each period (e.g., Over 60 Days) are defined with the Update Payable Defaults program on the Setup Payables menu.

An example is shown in the Vendor Aging Detail By Code Report in the chapter titled "Sample Reports." Only one sample is shown, since the sole difference is the order of display (vendor sorted by Code or by Name).

Print Vendor Cash Requirement

The Vendor Cash Requirement report prints a future aging of vendor open items. The report is a projection of future payments due. The four aging periods displayed on the report are defined using the Update Payable Defaults program on the Setup Payables menu.

The Vendor Cash Requirement report can be printed in either a summary or detailed format as well as sorted by vendor code or name. After you select the Print Vendor Cash Requirement menu option, the Print Vendor Cash Requirement sub-menu displays. Select the report that you want to print, aging by due date or invoice date, the aging date, and the vendors. See "Print Vendor Aging" on page 7-15 for examples of the Selection Criteria forms and descriptions of the reports.

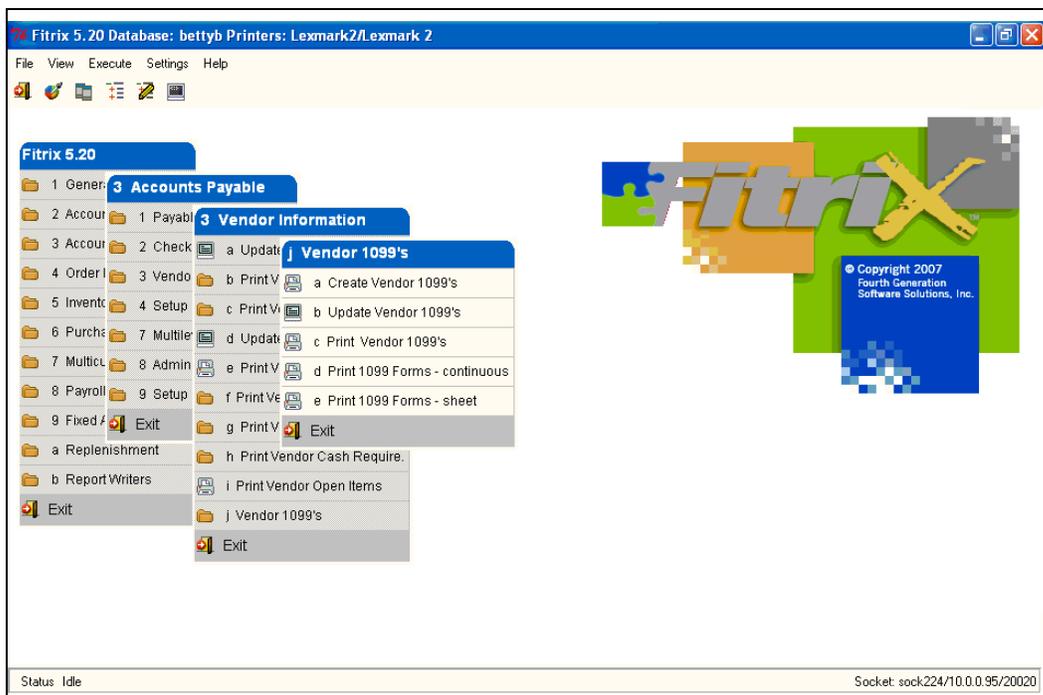
Print Vendor Open Items

The Print Vendor Open Items option prints a list of open items for selected vendors. Use the vendor Selection Criteria screen to select the vendors by code or by name.

See "Print Vendor Ledger" on page 7-14 for an example of the Selection Criteria form. See also "25: Vendor Open Items Report" on page 11-26.

Vendor 1099's

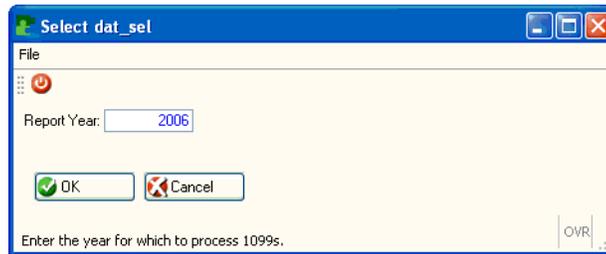
The Vendor 1099's option allows you to create, update, or print 1099's. Select the option from the following Vendor 1099 submenu:



Create Vendor 1099's

The Create Vendor 1099's program totals the cash amounts paid vendors requiring 1099 reporting and prints a summary of the amounts. You must first have set up the cash amounts with the Update Vendor 1099's program (Setup Payables menu).

When you select this option, you see the following Selection Criteria screen:



Use this screen to specify the year for which you want to process 1099 forms. Click OK to begin the process.

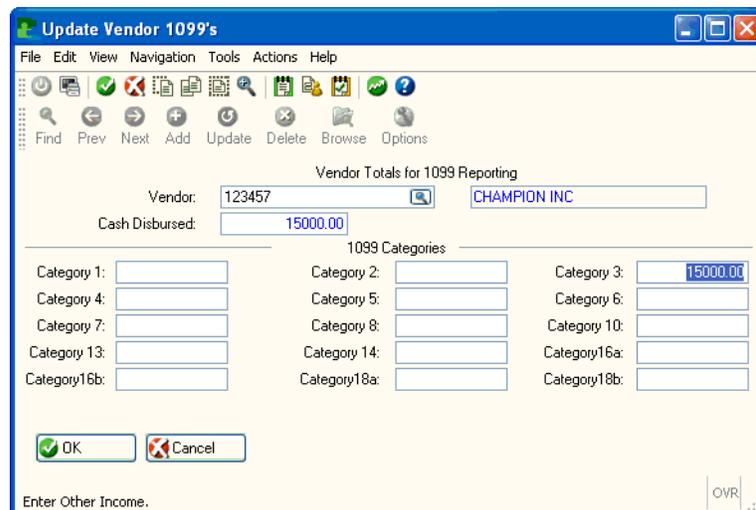
Update Vendor 1099's

This option allows you to modify the 1099 report that was created with the Create Vendor 1099's option.

Note

All records are removed each time the Create Vendor 1099's option is executed. That is, the information maintained through this option is overwritten when you create new vendor 1099's.

Selecting this option displays the following screen:



The upper half of the form contains three fields—two are labeled, one is not.

1. Vendor:

This field contains the vendor code. Use Zoom to select a vendor.

2. Vendor Name (unlabeled):

This display-only field shows the associated vendor name when you enter a valid vendor code.

3. Cash Disbursed:

This field contains the total amount of cash that must be reported to the IRS for the currently-selected vendor.

The lower half of the form contains 1099 Categories.

Print Vendor 1099's

This option allows you to print a 1099 report containing all pertinent information relating to the vendor and the 1099 accounts.

Print Federal 1099 Forms

This option permits printing of Vendor 1099 information on preprinted Federal 1099 forms. You can obtain these from many office or computer supply vendors.

8

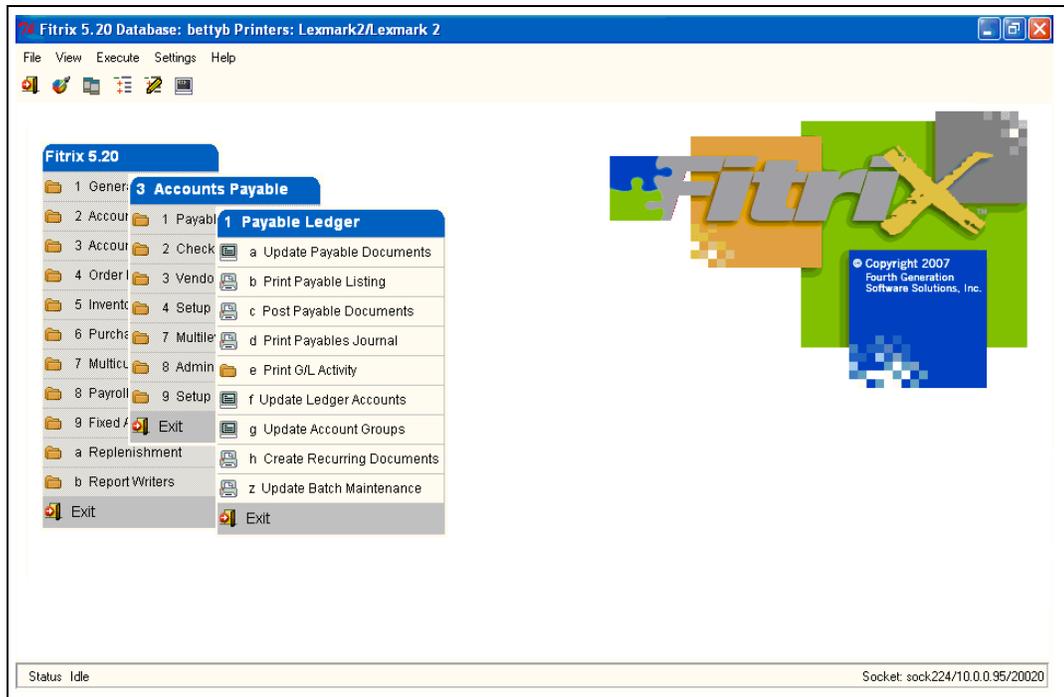
Payable Ledger Menu

- General purpose of the Payable Ledger menu
- The Payable Documents screen—Illustration and description of all fields
- The Payables Listing—General information and printing
- Posting payable documents
- The Payables Journal—General information and printing
- G/L Activity—Information and printing reports
- Updating ledger accounts and account groups
- Recurring documents—Creating

Payable Ledger

The Payable Ledger menu is the most frequently used menu of the Accounts Payable system. Use it to create, modify, and post payable documents (invoices, credit memos, debit memos), print journal and activity reports, maintain ledger accounts and account groups, create recurring documents, and approve batches.

The Payable Ledger menu:



The following pages will describe each program from this menu, each program's basic function, and will provide information about the data entry screens and each data field on the screens.

Update Payable Documents

The Update Payable Documents program is used to enter and maintain payable documents. Payable documents are vendor invoices, vendor credits, and vendor debits.

The Payable Documents screen:

The following section describes each field on the Payable Documents form:

Payable Documents Screen—Header Section

1. Date:

This date field is significant for ledger accounting. This date is used to determine the accounting period into which this transaction falls and therefore which period's income statement and balance sheet this document affects. If you leave this field blank, it will default to the current system date.

2. Gross Amt Entry:

This field determines the character of the amounts entered. The default comes from the Gross Invoice Entry on the Accounts Payable Defaults screen program. To enter gross amounts, enter a "Y" in this field. To enter net amounts, enter an "N" in this field.

If gross amounts are entered, the tax is automatically backed out and the net amount appears to the right of the amount entered. Only the net amounts are posted to the ledger account entered as the Accounts Payable Account through the Update Multilevel Tax Codes screen program.

Once a "Y" or "N" has been entered in the Gross Amt Entry field, the field may not be changed. If you need to change it, the document must be deleted and then reentered.

3. Dept.:

This is a three-character alphanumeric field that stores the department code for this document. This field tells Fitrix Account Payable into which department—if you are using departmental accounting—to put this document's ledger accounting information. If left blank, the department will default to the department code for this vendor. If a vendor has no department code, the 000 department is used. The department code must have been previously set up with the Update Company Information program on the Setup Company menu. The Zoom feature is available for this field.

4. Posted:

This display-only field shows whether or not the document has been posted to the Open Items table. This field cannot be changed manually, but is updated automatically by the system after the posting process occurs. "Y" means that the document has been posted. "N" means that the document has not been posted.

5. Vendor:

This twenty-character alphanumeric field is the code that identifies the vendor involved in the transaction. The vendor code must already have been entered in the Vendor table. The Vendor table is maintained with the Update Vendor Information program on the Vendor Information menu. All payable documents must have a vendor code associated with them. The Zoom feature is available.

6. Pay-To:

This field is the six-character alphanumeric field that stores the pay-to code for this document. This pay-to code specifies the pay-to address to print on the check. Each vendor may have any number of pay-to addresses. Any of those pay-to addresses can be recalled by entering the appropriate code into this field. If you leave the pay-to code blank, it defaults to the pay-to code for this vendor. If there is no pay-to code, the main vendor address is used. The Zoom feature is available for this field.

7. Recurrent Code:

This one character code identifies the document as a recurring one (for example, "M" for month). The document is entered and posted once, and then the Create Recurring Documents program is used to recreate it thereafter.

8. Recurrent Times:

If this recurring document should be recreated a specific number of times, enter that value here. For example, if the document is for a 36 month automobile lease, enter 36 here. Each time the Create Recurring Documents program is run, this value will decrease by 1. When the value reaches 0, the document will be deleted so it will not be created again by the Create Recurring Documents program.

9. Doc.Type:

The Doc.Type field stores a code representing one of three document types. .

Table 1:

I	Vendor invoice
C	Credit memo
D	Debit memo
	defaults to "I"

10. Invoice/Credit/Debit:

This field label changes to match your entry in the Doc.Type field. This twenty-character alphanumeric field stores the number of the vendor's invoice. It may be used to help you identify the invoice if questions arise about it or its payment.

11. Ref.No:

This six-character alphanumeric field is used only for credit or debit memos. This field is skipped for invoice documents. It stores the document number of the open item associated with debit or credit. An entry in this field causes the debit or credit memo to update the balance of the open item, rather than resulting in a new open item being created. The Zoom feature is available for this field.

12. Date:

This is the fixed date flag. It is a Y/N field. It allows you to lock the due date, discount date, and pay on date entered for recurring documents. For example, if a bill is always due on the 15th of the month, set this flag to "Y", enter a code in the recur field, set the due date to the 15th of the next month, and set the discount and pay on dates accordingly. If you enter "N" in the F.Date field, the dates are changed based on when the invoice is processed.

13. Description:

This thirty-character alphanumeric field stores the description for this document. This description is useful in helping you identify this document at a future time.

14. Invoice Date:

This date field is used to store the date that the vendor issued the invoice. This is different than the Date field at the top of the form which represents the day the document is entered into your A/P system. This date is used to determine when the invoice becomes due and overdue for payment.

15. Terms:

This field identifies the payment terms for this invoice. The terms determine a number of things about an invoice: when it becomes due, if there is a discount for early payment, the amount of the discount, and when the invoice must be paid for that discount to be taken. All entries in this field must have been previously set up in the Terms file. The Terms file is maintained with the Update Vendor Terms option (Vendor Information menu). The description for the type of terms represented by this code is taken from the Terms file and displayed to the right of the code. The information in the Terms file is also used to calculate the defaults for the Pay On date, the Due date, the Disc. (discount) date, and the Disc% (discount percentage). Use the Update Vendor Terms option of the Vendor Information menu to add, delete or modify the terms file. The Zoom feature is provided.

16. Default Tax:

This field determines the default Multilevel Tax code used in the detail lines. The default for this field comes first from the pay-to information for the vendor. If a tax code is not found there, the vendor record is checked. If a tax code is not found in the vendor record, the Multilevel Tax code is taken from the Default Tax Code field of the Accounts Payable Defaults table.

17. Pay On:

The Pay On date is the date that you would like to pay this bill. This date is calculated from the Invoice Date and the Terms field. This default can be overwritten at any time.

18. Due:

This date field determines the maximum amount of time you have to pay this invoice without it becoming past due. This date is calculated from the Invoice Date and the Terms field. This field may be overwritten as needed.

19. Disc.:

This date field stores the date after which the discount for early payment is no longer valid. This date field can be overwritten as needed.

20. Disc%:

This numeric field stores the percentage of discount you can claim if you pay the invoice by the discount date. Enter percentages in the format of XX.XXX where 2.000 means 2%. The default for this field is taken from the vendor's terms.

21. P.O. No.:

This ten-character alphanumeric field stores the purchase order number for items on this vendor invoice. Use this field as an audit trail for purchase orders.

22. P.O. Date:

This is a date field used to store the date of the purchase order.

23. Acct. Group:

This is the account group code to use for this document. The account group code is used for selecting a certain set of general ledger numbers. It simplifies data entry by allowing you to remember a group code instead of having to remember the ledger codes themselves. When you have finished entering information into the document, the code itself disappears. The account group code must have already been set up in the Account Groups table. The Account Groups table is modified using the Update Account Groups program on the Setup Payables menu or the Payable Ledger menu. This field defaults to the account group set up for the vendor. The Zoom feature is provided.

24. Cash:

This field stores the cash account to use for this document. This field defaults to the default cash account set up for the vendor in Vendor table. The Vendor table is maintained with the Update Vendor Information program on the Vendor Information menu. If there is not a default cash account for the vendor, the Cash account in the Accounts Payable Defaults table is used. This field may be overwritten. The account entered must have been previously set up as a checking account with the Update Checking Accounts program on the Setup Company menu. The Zoom feature is provided.

25. A/P Department:

This unlabeled field records the department code of the cash account. This field defaults to the default cash account department code set up for the vendor. If there is not a default cash account department number for the vendor, the 000 department code is used. This field may be overwritten. The department code entered must have been previously set up in the Ledger Account table. The Ledger Account table is maintained with the Update Ledger Accounts program on the Setup Company menu. The Zoom feature is provided.

Payable Documents Screen—Detail Section

In the detail section of the screen (the lower half of the screen), you see the accounting information relating to the purchase. The data appears in columns. A single row is provided for each account affected by this transaction. This part of the screen scrolls to display up to 100 rows.

1. Account:

This nine-digit field gives the ledger account number to which this purchase is distributed. The account number determines what general ledger account the purchase falls into. The account number must have been previously set up in the Ledger Accounts table. It can be set to default values using the Acct Group field. The Zoom feature is provided.

2. Dpt:

This field stores the department code to use for this disbursement. Using this column, you can assign a different department code to each line of the invoice. If you do not make an entry in this column, the 000 department code is used. The department code must have been previously set up in the Company Information table. Department codes may be set up using the Update Company Information program on the Setup Company menu. The Zoom feature is available for this field.

3. Description:

This column displays the ledger account description. This description is retrieved automatically from the Ledger Account table. This is a display- only column.

4. Code:

This field shows the Multilevel Tax code to use for this line item. The tax code determines the rate at which this line is taxed. Use Zoom to select a valid tax code.

5. Amount:

This numeric field stores the amount to be disbursed to the ledger account that appears on this row.

6. Disbursed Amount:

This unlabeled column stores the amount disbursed to the ledger account. This is a display-only field.

7. Debit or Credit:

This is an unlabeled column that shows the type of ledger transaction. DB stands for debit transaction. CR means a credit transaction. These are automatically entered based on information in the ledger accounts file. In using *Fitrix Business*, you need not know how credits and debits work in a traditional accounting system. All you need to know is that when entering a value into the Amount column of an invoice or vendor credit, a positive value increases an account balance and a negative amount decreases an account balance. The program determines whether the entry is a credit or a debit. This is a display-only field.

Payable Documents Form—Totals Section

The totals section of the Payable Document displays amounts posted to the Accounts Payable account. The amounts on the bottom of the form are always equal to the sum of the amounts in the detail section of the form.

1. Currency:

This display-only field shows the currency code retrieved from the Vendor information file.

2. Multilevel Tax:

This field contains the amount of tax on this document. The multilevel tax is calculated only if the Multilevel Tax field of the Update Company Information option is set to Y. It is updated for each entry.

3. A/P Account:

This unlabeled field stores the Accounts Payable ledger account to use for this document. This field defaults to the default A/P account set up for the vendor in Vendor table. The Vendor table is maintained with the Update Vendor Information program on the Vendor Information menu. If there is not a default A/P account for the vendor, the A/P account in the Accounts Payable Defaults table is used. This field may be overwritten. The account entered must previously have been set up in the Ledger Account table. The Ledger Accounts table is maintained with the Update Ledger Accounts program on the Setup Company menu. The Zoom feature is provided.

4. A/P Department:

This unlabeled field records the department code to use for this document. This field defaults to the default A/P account department code set up for the vendor. If there is not a default A/P account department number for the vendor, the 000 department code is used. This field may be overwritten. The department code entered must have been previously set up in the Ledger Account table. The Ledger Accounts table is maintained with the Update Ledger Accounts program on the Setup Company menu.

5. A/P Amount:

This unlabeled field records the total of the Amount column of the detail section. This is a display-only field. You can use this field to verify the accuracy of your entries in the detail section.

6. Total Disbursed Amount:

This unlabeled field records the total amount disbursed to the A/P Account. This value is equal the total of the Disbursed Amount column of the detail section. It represents a balancing entry. For example, if the total of the Disbursed Amount column is a \$40.00 debit, the Total Disbursed Amount is the opposite, or a \$40.00 credit. This is a display-only field.

7. A/P Credit or Debit:

This unlabeled field shows the type of transaction for the A/P side of this transaction. CR represents a credit to the A/P Account. DB represents a debit to the A/P Account.

8. Acct:

The Accounts Payable ledger account for this tax code. The account must have been previously set up using the Update Multilevel Tax Codes program.

9. Net Amt:

This is the net goods amount for this tax code. The net goods amount is without tax. After you click OK to store the information, sums are calculated for the net goods amounts entered into this screen and for the net goods amounts entered into the detail portion of the payable document. If these two sums are not equal, an error message is displayed and the cursor is positioned in the detail portion of the payable documents form. The document cannot be stored until these two amounts are equal.

Print Payable Listing

The Print Payable Listing program is used to print an edit list of payable documents. Use this report to check the accuracy of payable documents before using the Post Payable Documents option. When payable documents are posted, a report in the same basic format is printed. The Payable Listing is usually discarded and the posting report is kept as a permanent record of the payable document transaction.

Because the document numbers are assigned when the documents are posted, the document numbers of the payable documents show as unassigned on the Payable Listing.

For an example of this report, see report "1: Payable Listing Report" on page 11-2 in the chapter titled *Sample Reports*.

Post Payable Documents

The Post Payable Documents program selects all previously unposted invoices, credit memos, and debit memos and posts them to the vendor activity file and to the appropriate ledger accounts. Tax amounts from payable documents post to the general ledger activity file and to the Multilevel Tax activity file.

Payable documents can only be posted after you have determined that all payable documents entered are accurate by printing the Payable Listing. Once a payable document is posted, it can no longer be changed. Errors in posted documents must be corrected with a credit memo or debit memo.

When payable documents have been posted to **open items** (see below), the Payable Documents Posting report is printed. This report is in the same format as the Payable Listing report.

Print Payables Journal

The Payables Journal report shows the debit and credit information for posted Payable Documents and Checks.

When you first execute the Print Payables Journal menu option, you must confirm the destination for the report.

To print this report, you must enter dates into a Selection Criteria screen. This screen allows you to select the range of dates for documents to include on the report.

You can include the data for all transactions by entering a starting date that you are sure precedes the earliest date of any document, and an ending date that you are sure is the same as or past the date of the most recently posted documents. Enter dates in the format mm/dd/yy.

The A/P Journal Selection Criteria form:

The following describes the fields on this form:

1. Start Date:

This is the earliest date of transactions to include in the report. Transactions with dates earlier than this date will not appear on the Payables Journal report. This date field defaults to the current date (the computer system date).

2. End Date:

This is the latest date of transactions to include on the report. Transactions with dates later than this date will not appear on the Payables Journal report. This date field defaults to the current date (the computer system date).

For an example of this report, see report "3: Accounts Payable Journal" on page 11-4 in the chapter titled *Sample Reports*.

Print G/L Activity

General Ledger Activity reports organize accounting data by ledger account rather than by document number. The General Ledger Activity report may be printed in summary or detail format.

For both the detail and summary reports enter dates into the Selection Criteria screen. This screen is identical to the A/P Journal Selection criteria screen. See "Print Payables Journal" on page 8-11 for more information.

Both G/L Activity reports are sorted first by ledger account number then, within each ledger account number, by department code. The total debits and credits posted to an account during the selected date range are displayed at the right of each account. The total debits and total credits are shown at the bottom of the report.

For an example of the G/L Activity Summary report, see report "4: G/L Activity Summary Report" on page 11-2 in the chapter titled *Sample Reports*.

For an example of the G/L Activity Detail report, see report "5: G/L Activity Detail Report" on page 11-6 in the chapter titled *Sample Reports*.

Update Ledger Accounts

This menu option is duplicated on the Setup Company menu. See "Update Ledger Accounts" in Chapter 4, Company Setup.

Update Account Groups

This menu option is duplicated on the Setup Payables menu. See "Update Account Groups" on page 5-7.

Create Recurring Documents

The Create Recurring Documents option automatically creates payable documents based upon the contents of the Recur field of the Payable Documents form. This field is modified using the Update Payable Documents option on the Payable Ledger menu.

When the Create Recurring Documents option is run, it creates a new payable document from the original document specified by its Recur code.

Once recurring documents have been created, they may be printed and posted with the Print Payable Listing and Post Payable Documents options of the Payable Ledger menu, like non-recurring payable documents. If you wish to keep recurring documents separate from other payable documents, you should post one type before creating the other type.

After selecting Create, a Selection Criteria form displays allowing you to specify one or more recurring codes.

The Recurring Documents Selection Criteria form:



After you enter a recurring code, the program searches for all documents with that character in the Recur field. After selecting OK the program creates new non-posted versions of the documents and prints a listing of the payable documents created. Clicking OK without entering a recurring code results in the new payable documents being generated for each posted recurring document stored in the payable document table.

For an example of this report, see report "6: Recurring Invoice Report" on page 11-7 in the chapter titled *Sample Reports*.

9

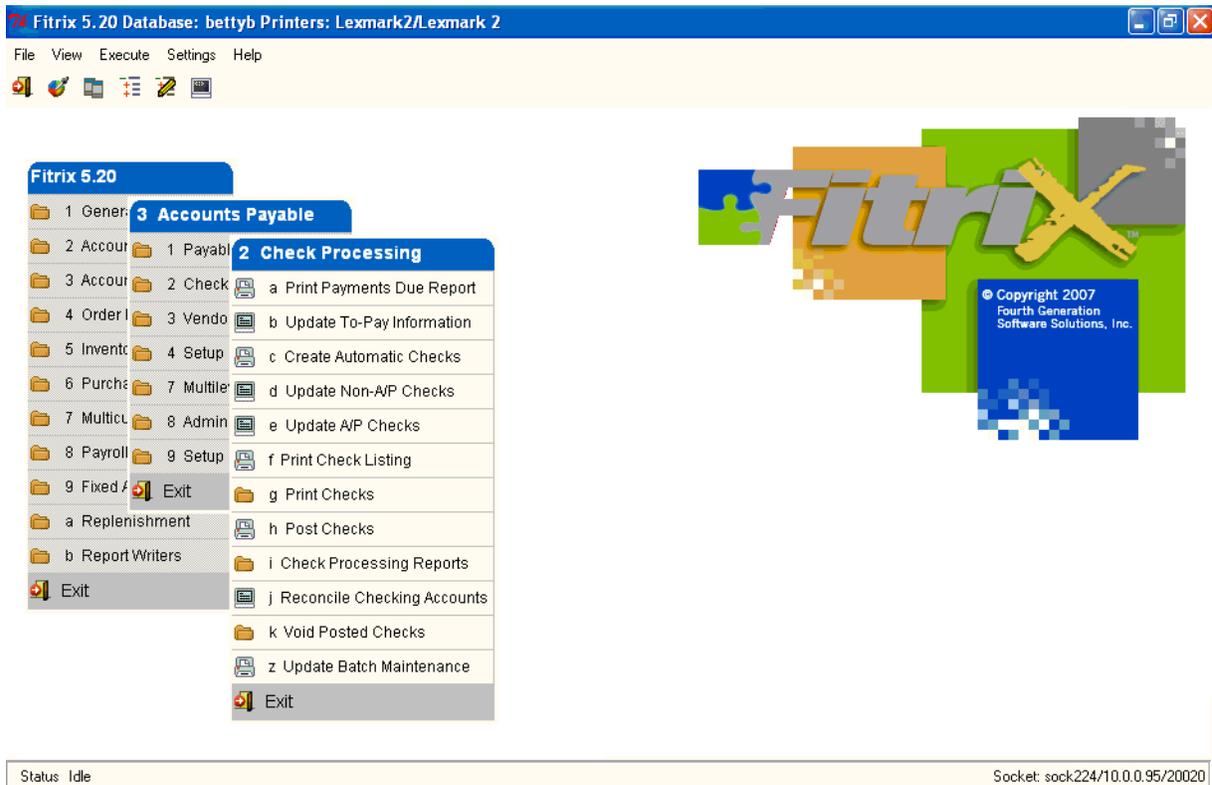
Check Processing Menu

- Menu options for processing checks
- Determining what payments are due
- Setting payment dates, amounts, etc.
- Creating check records
- Printing an edit list for checks
- Printing and posting checks
- Check processing reports
- Reconciling checking accounts
- Entering, listing, and posting Void Checks

Menu Options & Field Descriptions

The Check Processing menu provides options for processing checks. These include options to update, print, post, and void checks.

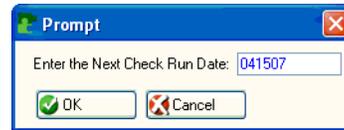
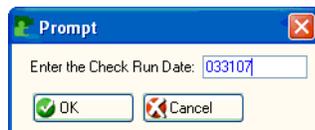
The Check Processing menu:



Print Payments Due Report

The first step in automatically generating checks is producing a Payments Due report. This report is run to give you a list of invoices due by a certain date. This report uses the same selection logic as the automated check creation process. Running it allows you to preview the checks that you will create using the Create Automatic Checks options.

When you run this program, the following prompts display:



To print this report you must enter a Check Run Date and the Next Check Run Date. The Check Run Date and the Next Check Run Date are used to select the correct invoices for payment and to determine whether or not their discounts are valid.

The Check Run Date is the date that actually prints on the report and on the checks. It also determines if a discount for early payment is valid. The Discount Date is compared with the Check Run Date to determine if a given discount is still valid. If the Check Run Date is on or before the Discount Date, the discount is considered valid and the discount will be taken when you create checks. If the Check Run Date is past the Discount Date, the discount is shown on the report as lost and the discount is not taken automatically on the check. The exception to this is if the Take Discount field in the vendor's record or pay-to record is set to A for Always, take discount. If it is set to A, the discount is considered valid regardless of the date the invoice is being paid.

The next date entered is the Next Check Run Date. Since you usually want to pay invoices before they become overdue, Accounts Payable needs to know the next time you plan to pay invoices.

The program will then select all the invoices that would become overdue before your next check run. The Next Check Run Date is compared with the Pay On date on an invoice. If the Invoice Pay On Date falls before the next check run, the invoice is selected for payment.

After responding to the Next Check Run Date prompt, the Select Vendors Selection Criteria screen displays:

Next, the Select Cash Account Selection Criteria screen displays

The Payments Due report is sorted by vendor code. The documents for each vendor are sorted by document number and the total due is totaled at the bottom of these lines. The amount that is to be paid and the discount amount to take for each payable document is shown in the two columns on the right side of the report. Discount amounts that are no longer valid as of the check run date are marked with an asterisk (*). For an example of this report, see Report number "7: Payments Due Report" in the chapter titled "Sample Reports."

Update To-Pay Information

The Update To-Pay Information option allows you to change the date to pay, amount to apply, or discount to take for any vendor invoice (open item).

After reviewing the Payments Due report, you may want to change invoices listed for payments. You may want to delay their payment, partially pay them, change the discount amount or the discount date, or include payments for invoices not displaying on this list. These kinds of changes are done with the Update To-Pay Information option. This menu option is the same as the update Vendor Open Items option of the Setup Payables menu.

The Update To-Pay screen:

After you have set up Fitrix Accounts Payable, you can change only the To-Pay Information section. The other fields are for reference only and allow you to find the invoices you want to change.

The Vendor Open Items section shows information about the vendor to whom the payment is to be made. The Invoice Information section shows details about this particular invoice of open item. The To-Pay Information section contains the fields that you change to delay payment, partially pay an invoice, force a discount to be taken, or change the discount.

The fields in the To-Pay Information section are described below. See "Update Vendor Pay-To's" on page 5-8 for more information on the other fields and options.

1. **Discount Date:**

This date field records the date after which the discount for early payment is no longer valid. This date comes from the Disc. field on the Payable Documents form. This date may be overwritten with a later date so that the discount is taken.

2. **Amount to Apply:**

This numeric field determines the amount that displays on the automatic check. If you do not want to pay the invoice balance, you may change this field to the amount you do want to pay.

3. Discount to Take:

This field is the discount that is applied to the invoice when the check is created. You may change this value to take more or less of a discount on the invoice.

4. Date to Pay:

This date determines when the automatic check creation process creates a check for this invoice. If this date falls before the Next Check Run Date that you enter when you create automatic checks, the automatic check process creates a check record. This field defaults to the Discount Date (if one exists in the system.) You may increase this date to the invoice's Due Date, or even past the Next Check Run Date. This will delay payment on the invoice to a subsequent check run.

5. Cash Account:

This field stores the default cash account number used for transactions involving this vendor. While this field is not required, and entry must correspond to an established cash account. It defaults to the cash account entered with the Update Payable Defaults program on of the Setup Payables menu. The Zoom feature can be used to select an eligible account.

Create Automatic Checks

The Create Automatic Checks option creates checks and stores them in the Check table. It also prints the Automatic Checks report. The Automatic Checks report has the same format as the Payments Due report. For an example, see report "7: Payments Due Report " on page 11-8 in the chapter titled *Sample Reports*.

Prior to selecting this option you should select the print Payments Due report to preview the checks that will be created. Enter the same selection criteria that you used to print the Payments Due report; the selection criteria forms are identical. After automatically creating checks, you can modify these checks using the Update A/P Checks program.

Update Non-A/P Checks

The Update Non-A/P Checks option allows you to enter checks for non-A/P payments (those payments which do not affect any debt owed to a vendor). You may record any expenditures and post those expenditures to the appropriate accounts.

The Non-A/P Checks screen:

Non-A/P Checks Screen—Header Section

The following paragraphs describe the fields on the Non-A/P Checks form.

1. Date:

This field records the date on which the check was entered. It is the date used for all ledger and vendor update information.

2. Print Check:

The Print Check field specifies whether or not to print this check. If this field is set to "Y", the check will be printed. If this field is set to "N", the check will not print, *but it will post*. When the system automatically creates a check (through Create Automatic Checks), it assumes that you are going to print it, so the system sets the Print Check field to Y. However, many users enter check records manually to record payment information in the A/P system after the actual check has been written. During manual entry of an A/P or non-A/P check, this field defaults to "N".

3. Vendor:

This is the code for the vendor. It is compared with a list of vendors for correct entry. The name of the vendor displays next to it. The Zoom is available.

4. Pay-To:

This is the code of the pay-to address to use for this vendor. This code must previously have been set up in the Vendor screen program. The Vendor information is maintained with the Update Vendor Information program on the Vendor Information menu. If left blank, this code will default to the pay-to code "PAYTO". If there is no "PAYTO" pay-to code, the main vendor address is used. The pay-to code determines the address printed on the check. Zoom is available.

5. Check Number:

This ten-digit numeric field is the number that displays as a reference for this check. For checks you are printing on check forms, you control the assignment of check numbers at printing time. For an entry that records a hand-written check, it you should enter the checknumber in this field.

6. Description:

This thirty-character alphanumeric field stores the description for the check. Use this field for reference.

7. Cash Account:

This nine-digit field stores the number of the cash account that will be decreased when you post this check. The field defaults to the cash account entered on the Accounts Payable Defaults screen program with the Update Payable Defaults program on the Setup Payables menu. Zoom is available.

8. Tax Code:

The entry in this field is the default tax code for the detail lines. This is a required field. Zoom is available. The defaulting sequence for tax codes:

- If a vendor code is not entered, or if the vendor is not valid, this field defaults to the entry in the Default Tax Code field of Accounts Payable Defaults.
- If a vendor code is entered, the default for the Tax Code field comes first from the pay-to information for the vendor.
- If a tax code is not found in pay-to information, the vendor information is checked.
- If a tax code is not found in pay-to information or vendor information, the Multilevel Tax code is taken from the Default Tax Code field of Accounts Payable Defaults.

9. Gross Amt Entry:

This field determines the character of the amounts entered. The default comes from the Gross Invoice Entry field on the Accounts Payable Defaults screen program.

To enter gross amounts, enter a "Y" in this field. To enter net amounts, enter an "N" in this field. If you enter gross amounts, the system automatically backs out the tax and displays the net amount in the credit/debit column of the detail lines. Only the net amounts post to the specified ledger account. The tax amount posts to the ledger account entered as the Accounts Payable Account in Update Multilevel Tax codes.

Once a "Y" or "N" has been entered in this field, the field may not be changed. If you need to change it, the document must be deleted and then re-entered.

10. Tax Department

This is the department code used when posting the Multilevel Tax amounts. This field is required and defaults to 000. Zoom is available.

Non-A/P Checks Form—Detail Section

The detail section contains accounts and amounts to disburse to those accounts.

1. Account:

This nine-digit field is the account number of the account that is increased by the transaction. The account number must previously have been set up using the Update Ledger Accounts program on the Setup Company menu or the Payable Ledger menu. The Zoom feature is provided.

2. Dept.:

This is the department code. This column defaults to the 000 department code. Department codes must have previously been set up using the Update Company Information program on the Setup Company menu. The Zoom feature is provided.

3. Account Description

This column displays the description of the ledger account that displays after you have entered an account number. This is a display-only field.

4. Cd:

This field is the multilevel tax code to use for this line item. The tax code determines the rate at which this line is taxed.

5. Paid:

Enter the amount of the payment.

6. Credit/Debit:

This column shows the amount and kind of ledger transaction. DR stands for a debit transaction. CR means a credit transaction. These are automatically entered based on information in the Ledger Accounts file. When using Fitrix, you need not know how credits and debits work in a traditional accounting system. All you need to know is that when entering a value into the Paid column, a positive value increases the total amount paid and a negative amount decreases the total amount paid. The program figures whether the entry is a credit or debit. This is a display-only field.

Non-A/P Checks Form—Totals Section

1. Tax Amount:

This display-only field is the total tax amount.

2. Check Amount:

This field is the total amount of the cash disbursement. This is the amount by which the cash account will be credited. It is a display only field.

Update A/P Checks

The Update A/P Checks option allows you to change and delete automatic checks. It also allows you to manually enter accounts payable checks.

The A/P Checks screen:

Cmd	Invoice	Due Date	Disc Dt	Disc Bal	Balance	Disc	Applied
	312312	03/17/07	02/25	1.00	0.00	0.00	55.00
	3131312313	04/13/07	03/24	8.25	0.00	0.00	400.50
	455664	04/15/07	03/26	1.40	0.00	0.00	77.00
	31312	04/18/07	03/29	-1.30	0.00	0.00	-71.49
	455664	04/18/07	03/29	1.40	0.00	0.00	77.00

Do not be misled by the term "manual." The manual entry of accounts payable checks is actually a highly automated process. Using this option you specify which invoices you want to pay. The system then displays all outstanding invoices for that vendor. You can then opt to pay all due invoices automatically, creating a check very much like the one created through the automatic process but just for that single vendor. Or, in a more selective approach, you can choose which invoices you want to pay and specify how much to pay and what discount to take on an invoice-by-invoice basis. For many types of businesses, this flexible manual payment entry is preferred to the regular automatic check creation process.

Use the Update A/P Checks option to enter and modify A/P checks and to modify and delete automatic checks. Use the Update Non-A/P Checks option to enter non-A/P checks.

The following paragraphs describe the fields on the A/P Checks form.

Update A/P Checks Screen—Header Section

1. Date:

This field stores the date the check was created. It is the date used for all ledger and vendor update information.

2. Print Check:

The Print Check field specifies whether or not to print this check. If this field is set to "Y", the check will be printed. If this field is set to "N", the check will not print, *but it will post*. When the system automatically creates a check (through Create Automatic Checks), it assumes that you are going to print it, so the system sets the Print Check field to Y.

However, many users enter check records manually to record payment information in the A/P system after the actual check has been written. During manual entry of an A/P or non-A/P check, this field defaults to "N".

3. Vendor:

This is the code for the vendor. When adding a record, use Zoom to select a valid vendor code. The name of the vendor displays next to it. This is one of the four key fields that make a check unique. Changing this field will cause the form to display the invoices associated with that vendor, pay-to, cash account, and department. Therefore, you should not change the vendor for currently selected invoices.

4. Posted

This field is maintained by the system and is set to "Y" when the check is posted.

5. Pay-To:

This is the code of the pay-to address to use for this vendor. This code must have been previously set up with the Update Vendor Information program on the Vendor Information menu. If left blank, this code will default to the "PAYTO" pay-to code. If there is no "PAYTO" pay-to code, the main vendor address is used. The Zoom feature is provided.

6. Cash Account:

This numeric field stores the ledger account and department number of the cash account. You can use any asset account as a cash account. It defaults to the cash account entered with the Update Payables Defaults program on the Setup Payables menu. The Zoom feature is provided.

7. Currency:

This display-only field displays the currency code for the vendor. The currency code is automatically retrieved from the Vendor Information table.

8. Check Number:

This numeric field is the number you want to display as a reference for this check. For checks which you are printing onto check forms, this number is assigned at the time of printing. For documents that record a check that was written by hand, it is the number of that check.

9. Description:

This thirty-character field stores the description for this check. This description is helpful in identifying a check at a future time. Since a check number is good identification, you need only use this field when you want to record something out of the ordinary about a check that you might not remember otherwise. Checks created by the automatic check process are given a description of AUTOMATIC CHECK. Any check description may be changed at any time before posting. This description does not display on the actual checks.

10. Automatic Pay:

Enter "Y" or N. Entering "Y" causes the system to pay all invoices presently due (beginning with the oldest), take all available discounts, and apply any "On Account" balance to the oldest open items.

Entering nothing or an "N", indicates that you intend to specify which invoices to pay and how much to apply to each invoice. The system will not apply any "On Account" balance to open items.

11. Always Take Discount:

This field tells the system how you want to handle discounts for this check. If this field is set to "Y", the system always takes the discount amount, whether or not it is valid (i.e., it falls on or before the discount date). When adding a check, if you leave this field empty, it defaults to "N" and the discount will not be taken if the payment is made after the discount date. If you enter "Y" in the Automatic Pay field, the Always Take Discount field is skipped. This field defaults to the value of the Always Take Discount field for the vendor's pay-to address. If there is no entry for the pay-to address, this field defaults to the value of the Always Take Discount field in the vendor file.

12. Pay On Account:

This numeric field allows you to enter an amount that the system can simply apply to the vendor's account (ex., a prepayment). This amount is not applied to a specific open item, though it can be applied to specific invoices at a later time.

13. On Account:

This display-only field shows how much the vendor owes you or you owe the vendor in addition to the balance of outstanding open items.

Update A/P Checks Screen—Detail Section

The middle section of the Check form shows detail lines of information on open items and cash disbursements. Move between this section and header by clicking Detail.

The words "CTRL-V Multilevel Tax" display at the upper right of the screen when you are in the detail lines and using multiple-level taxes. This is to alert you to the fact that you can use the [CTRL]-[v] key sequence to see the Multilevel Tax analysis (transactions). Taking a cash discount on an invoice automatically generates a Multilevel Tax transaction if the Calculate Tax on the Cash Discounts field of Accounts Payable Defaults is set to Y. The transactions that display in the window are for the currently selected invoice.

1. Cmd?:

The Cmd? column is a control column. The commands you enter determine how to pay the invoice. 1, 2, 3, 4, and I are the only valid entries in this field.

1 = pay the invoice, taking the discount if the date of the check is on or before the discount date.

2 = pay the invoice, taking the discount even if the check date is after the discount date.

3 = pay the invoice and do not take the discount.

4 = manually enter the amount of cash to apply to the invoice and the amount of discount to take.

I = display detail information for a particular invoice.

2. Invoice:

This column shows the number of the vendor's invoice. This is the main method by which you identify different invoices. It is the number you entered into the Payable Documents screen program. This is a display-only field.

3. Due Date:

This is the date on which the invoice is due for payment. This is a display-only field.

4. Dsc. Date:

This is the date after which discounts should not be taken. This is a display-only field.

5. Dsc. Bal:

This column displays the amount of the discount remaining. When entering checks, this is the maximum the vendor allows you to take on this invoice. This is a display-only field.

6. Balance:

This column displays the balance of the invoice. This balance is the total due on the invoice after the payment is made. If a value displays in the Applied column, the balance of the invoice on this line has been decreased by this check entry. This is a display-only field.

7. Discount:

This column records the discount taken on this invoice during the entry of the check.

8. Applied:

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

Update A/P Checks Screen—Totals Section

The bottom section of the A/P Checks form shows the totals for the check. All fields in this section are system maintained (display-only).

1. Check Amount:

This is the total amount of the check. This is a display-only field. This amount equals the Total Applied less the Total Discount Allowed.

2. Total Discount Allowed:

This is the total amount of discount taken on invoices paid by this check. This is the total of the Discount column of the detail section. This is a display-only field.

3. Total Applied:

This amount is the total applied to invoices. This is the total of the Applied column of the detail section.

Print Check Listing

Print Check Listing is used to print an edit list of all of the current check entries. You must print this report before you print and post checks.

Warning!

This is a required edit list. If you change any amounts or accounts, you must re-run this edit list. If you do not, the modified documents will not post.

Note that the document number of the check is UNASSIGNED. Document numbers are assigned during posting. The Vendor and Pay-To fields are blank for Non-A/P checks. Generally, checks that are to be printed do not have check numbers, since check numbers are usually assigned when the checks are printed.

If, in the Update Payables Defaults, the Calculate Tax on Cash Discounts field is set to "Y", the Multilevel Tax lines generated by Update Checks and Update Non-A/P Checks are printed.

For an example of this report, see report number 8: Check Listing Report in the chapter titled "Sample Reports."

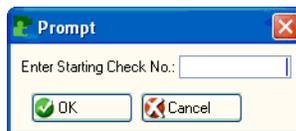
Print Checks

Use this option to print checks. Once the Check Listing has been printed and reviewed, you are ready to print the actual checks. The check forms used by your company may be customized if necessary.

Warning!

Contact your Fitrix Representative if assistance is required. The default check forms that come with the Fitrix Accounts Payable package are designed for a continuous feed check form, or laser printer checks. These forms are available from Harland. The form number for laser checks is 4GEN9. The form number for continuous feed checks is 4GEN4.

The Starting Check Number prompt:



The number you enter in response to the system prompt should be the preprinted number on the first check in the printer. Subsequent checks are automatically numbered in increasing numeric order.

After specifying the check number, another window will display prompting for the check date.

The Check Date prompt:



If you are sending checks to a printer, you should make sure that the check forms are correctly loaded into the printer before entering the check date. Checks will be printed for all check entries except those which meet the following criteria:

- The check entry has been marked to prevent printing of the check (the Print Check field has an "N" value).
- The cash amount of the check is negative. For an example of a check, refer to the Default Check Format in the chapter titled "Sample Reports."

For any checks where the number of invoices being paid exceeds the number that will fit on the check, the words "See Attached Remittance Advice" will print on the check stub. After all checks have printed, change the paper in the printer or redirect remittances to a printer that has the appropriate paper, and print the remittance advices.

Post Checks

The Post Checks option of the Check Processing menu stores the accounting information and adjusts the balances of the paid open items. This process updates the Last Payment Date field in the Vendor file. The Vendor file is maintained with the Update Vendor Information option on the Vendor Information menu. The Post Checks option then prints the Cash

Disbursements Journal Posting List.

If, in the Update Payable Defaults, the Calculated Tax on Cash Discounts field is set to "Y", the Multilevel Tax lines generated by Update Checks and Update Non-A/P Checks are printed and posted to the general ledger activity file and the multilevel tax activity file.

The Post Checks option should be used only after you have created checks, printed a check listing and printed checks. When checks have been printed correctly, they should be posted to store the accounting information and adjust the balances of the paid open items and vendor accounts.

When you first execute the Post Checks menu option, you must confirm the destination for the report. All posting reports in Fitrix products feature a posting sequence number. The number is incremented each time the posting process is run. The posting sequence number allows you to quickly determine if there is a posting report missing.

Two other features of the posting report are the document number and the check number. While the former was UNASIGNED and the latter blank on the Check Listing, the posting report now shows the documentation numbers assigned by posting and the check numbers assigned when the checks were printed. For an example of this report, see report number 9: Check Posting Report in the chapter titled "Sample Reports."

Check Processing Reports

Print Reconciliation - this report lists the beginning balance, each transaction that affected the checking account, and a running balance sub-totaled by original journal and date.

Print Outstanding Checks – this report lists, by check number, all posted checks for the cash account and date range specified.

Print Check Register – this report lists by check number all posted checks for the cash account and date range specified.

Print Cash Disbursements Journal – this report lists debit and credit information for posted checks.

Reconcile Checking Accounts

This option provides an easy method of tracking and managing payments made through designated company checking accounts.

The Checkbook Reconciliation screen:

Reconcile Checking Accounts

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Checkbook Reconciliation

Checking Account: 100000000 000 CASH ACCOUNT

Account Balance: 76263.06

Not Reconciled: -25487.63

Adjustments: 0.00

Statement Balance: 101750.69

Act	Date	QJ	Chk/Inv No	Document Description	Amount
	03/19/2007	CD	444	AUTOMATIC CHECK	-4974.23
	03/19/2007	CD	445	AUTOMATIC CHECK	-5000.00
	03/19/2007	CD	23131	TEST	-123.45
	03/19/2007	CD	2332313	Void Chk. Doc. No.: 65	1000.00
	03/19/2007	CR			50.00
	03/19/2007	CR	42424		50.00
	03/19/2007	CR	2 2		15.00
	03/19/2007	GJ	CASHSL	TWEST	100.00

1 of 5

OK Cancel Header

Enter an [X] to mark as reconciled. OVR

Any asset account can be a checking account. In fact, a number of different asset accounts may serve as checking accounts simultaneously. For instance, a company may have one checking account for payroll expenses while another is used to purchase supplies and inventory. As long as all checking accounts in use have been defined through the Update Checking Accounts program, found on the Setup Company menu, posting will create an entry in a form which can later be reconciled against the bank statement. In other words, after posting has been performed, all transactions involving a designated checking account will create individual entries in the Checkbook Reconciliation table. All entries in this table display in the detail section of the Checkbook Reconciliation screen. As these entries display, they can be reconciled against corresponding transactions listed on the bank statement. Once reconciled, the system automatically removes entries from this screen, leaving only those entries yet to clear.

In order to preserve the integrity of the Checkbook Reconciliation file, the system will lock the file while reconciliation is being performed, or while other asset accounts are being defined as checking accounts. That is, as long as one user is running this program or the Update Checking Accounts program, posting will be delayed until individual access to the checkbook reconciliation can be obtained.

After selecting this program, the Find command must be used to make information current. The Find command can be used to focus the reconciliation on certain departments or checking accounts.

Warning!

Up to 1000 items can be reconciled at any given time. If more than 1000 items are outstanding, the checkbook cannot be reconciled. Make sure that you run this option often enough to prevent your reconciliation file from growing larger than 1000 items. If you have any problems trying to run this option, contact your system administrator, or you authorized Fitrix reseller. He or she may need to manually reconcile the checks with a utility such as INFORMIX-ISQL.

Checkbook Reconciliation Screen—Header Section

1. Checking Account:

This nine-digit, display-only field stores the account number of the current checking account.

2. Account Description:

This is also an unlabeled field, located to the right of the Department Code field. It displays the description of the account whose number displays in the Checking Account field. The description is automatically retrieved from the Ledger Accounts file. This field is display-only.

3. Account Balance:

If the General Ledger module is installed, this field will display the current balance of the checking account. This field is also display-only.

4. Not Reconciled:

This field displays the sum of the items that have not been reconciled. This field is display-only.

5. Adjustments:

This field can be manually modified, and serves as a method of entering transactions that display on the bank statement, but have yet to be entered into the system. For instance, there may be bank charges that have not been entered into the system. The effect of the charges can be balanced by entering the sum of the charges into this field when reconciling.

6. Statement Balance:

If the Fitrix General Ledger is installed, the Statement Balance field reflects the balance of the account as figured by the following formula:

Statement Balance = Current Balance – Not Reconciled + Adjustments.

These fields will be blank if you do not have the General Ledger module installed.

Checkbook Reconciliation Screen—Detail Section

The detail section of the form contains a list of transactions waiting to be reconciled. The items display in oldest date order.

1. Act:

This column accepts a one-character entry of X to indicate that the item has been reconciled against the statement. It is left blank otherwise. All items with an entry of X will, after the record is stored, be removed from the Checkbook Reconciliation table.

2. Date:

Date represents the date used when storing the transaction. The items are listed on the form in chronological order, starting with the oldest.

3. OJ:

The OJ column shows the original journal of the document. An entry of GJ indicates that the document was posted from the general journal. An AP entry indicates that the item is a payable document.

4. Chk/Inv No:

This column contains the check or invoice number for the order.

5. Document Description:

This column displays the contents of the Description field on the screen where the item was originally entered. For a payable document, this entry would reflect the entry made in the same field on the Payable Documents form.

6. Amount:

This column displays the amount of the item.

Void Posted Checks

Prior to running this option, setup must be complete and the checks must have been created and posted. The Void Checks program is the first step in voiding checks that you have already posted. The three steps in voiding a check are:

1. Enter the check document number into the Void Checks table, using the Print Void Posted Checks program.
2. Print the Void Check Listing report to check for errors, using the Print Void Check Listing program.
3. Post the Void Check information to the accounting system, using the Post Void Checks program.

The voiding is not final until step 3 is completed. You may change or delete any of the entries in the Void Checks file before they are posted. The Void Checks table is maintained with the Void Checks program on the Check Processing menu.

The Void Posted Checks screen:

The following paragraphs describe the fields on this screen:

1. Check Document No.:

This numeric field is the document number assigned to the check document during the check posting process. To void a check you must know its document number. If you do not know the check document number, you should refer to the Check Posting report. The check document number cannot be modified.

2. Check Date:

This is the check date. It is a display-only field.

3. Check Number:

This is the check number. It is a display-only field.

4. Description:

This is the check description. It is a display-only field.

5. Vendor:

The Vendor line contains the vendor code and business name. This is a display-only field.

6. Posting No.:

This is the posting sequence number of the Check Posting report (printed when Post Checks was selected) on which the check is printed. This is a display-only field.

7. Posting Date:

This is the date that the check was posted. It is a display-only field.

8. Check Amount:

The Check Amount field contains the total check amount. This is a display-only field.

Print Void Check Listing

When you first execute the Void Check Listing menu option, you must confirm the destination for the report.

Before posting void checks, you must always print a Void Check Listing and examine it to make certain that you have entered the correct check document numbers.

For each void check document, the void Checks Listing contains reference information for the check, a list of the payable items that were affected by the check, and the amounts disbursed to ledger account numbers for the check. The reference information at the top of the form contains the document number of the voiding document (this is **unassigned** until the document is posted), the check date and check number, the vendor code and description, and the check description.

The AP section of the void information includes a line for each payable document affected by the posted check, (and the void check document). The data of this section is in three columns. The first column contains a description of the type of transaction. The second column contains the document number of the invoice or, in the case of debit memos and credit memos, the document number of the invoice affected. The third column contains the amount paid toward the document by the check to be voided. The total cash amount of the invoices is summed at the bottom of this section. The GL section shows the amounts that are to be credited or debited to the ledger accounts. These are simply the reverse of the ledger disbursements created by the original check, i.e. the cash account is increased (with debit), the accounts payable account is increased (with a credit), and so on. The Total Debits and Total Credits, are printed on the last line of the GL section.

For an example of this report, see report number 12: Void Check Edit List in the chapter titled "Sample Reports."

Post Void Checks

The Post Void Checks option should run only after you have printed a Void Check Listing. The void check process is not complete until you post void checks. The Post Void Checks option stores the accounting information and adjusts the balances of the open items.

The Post Void Checks report is in the same basic format as the Void Check Listing report. One difference is the posting sequence number. All posting reports in Fitrix Accounting products feature a posting sequence number. The number is incremented each time the posting process is run.

For an example of this report, see report "13: Void Checks Posting List" on page 11-14 in the chapter titled *Sample Reports*.

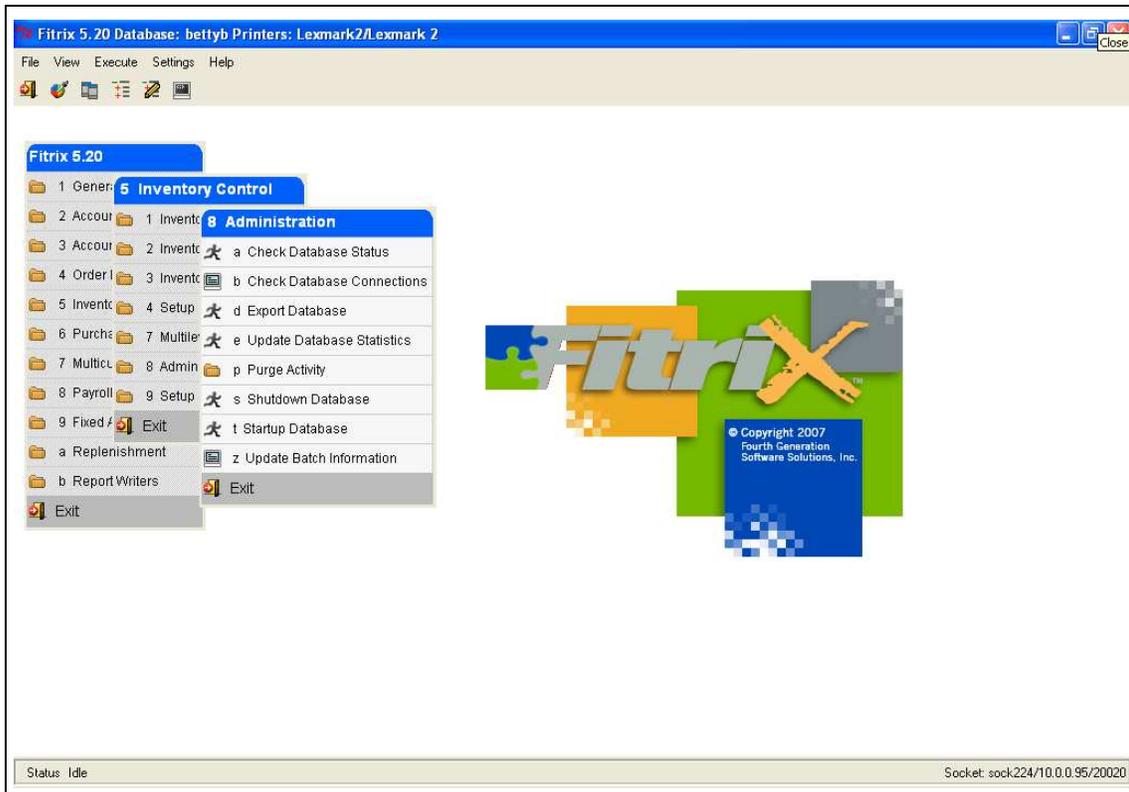
10

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.

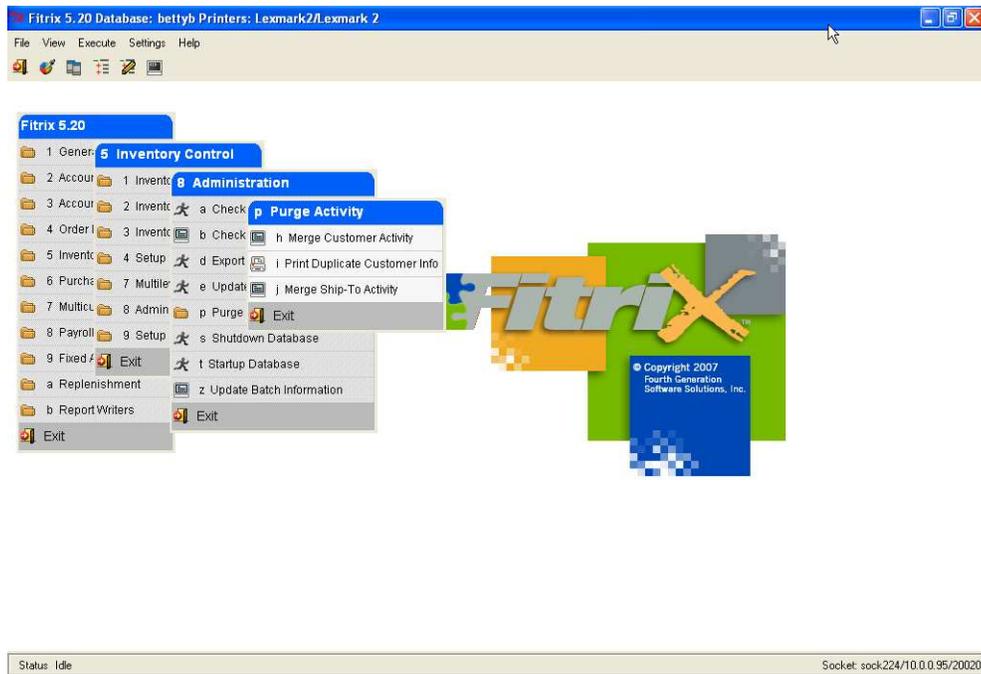
Export Databases (option d). Exports the database and schema structure into delimited text files. This is used for Backup or Migration purposes. The user must have DBA permission, and there must be no other users connected to the database in order to use this utility. The data is saved into the \$fg/data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

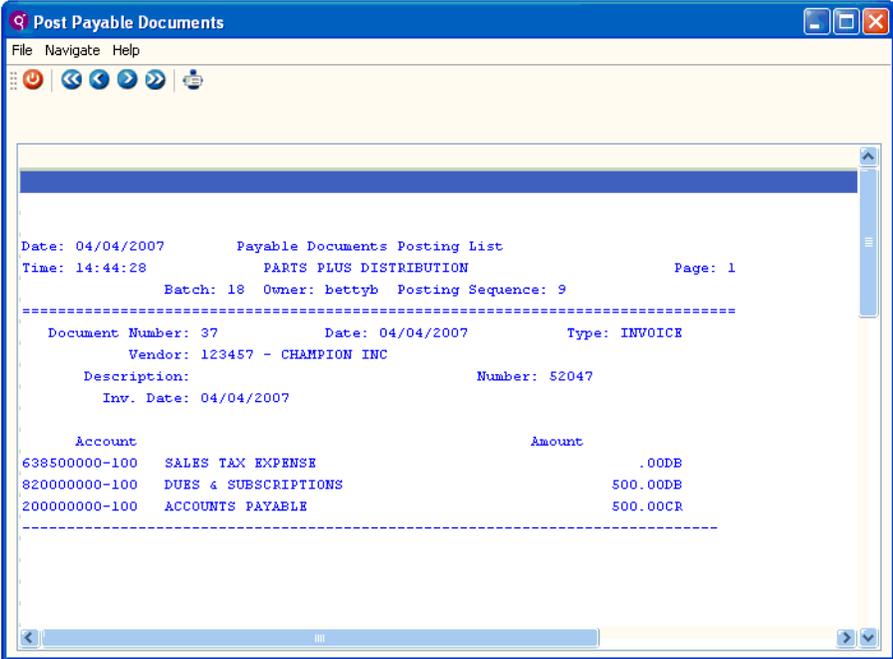
Update Batch Information

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

11

Sample Reports

2: Payable Documents Posting List



3: Accounts Payable Journal

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

Date: 04/04/2007 Accounts Payable Journal
Time: 14:45:17 PARTS PLUS DISTRIBUTION Page: 1
Between 04/04/2007 and 04/04/2007

Document	Date	Invoice No	Vendor Code - Vendor Business Name	
36	04/04/2007		123457 - CHAMPION INC	
		120000000-000	INVENTORY	500.00DB
		200000000-100	ACCOUNTS PAYABLE	550.00CR
		503000000-000	PURCHASE DISCOUNTS	50.00DB
		638500000-100	SALES TAX EXPENSE	.00DB
37	04/04/2007	52047	123457 - CHAMPION INC	
		200000000-100	ACCOUNTS PAYABLE	500.00CR
		638500000-100	SALES TAX EXPENSE	.00DB
		820000000-100	DUES & SUBSCRIPTIONS	500.00DB

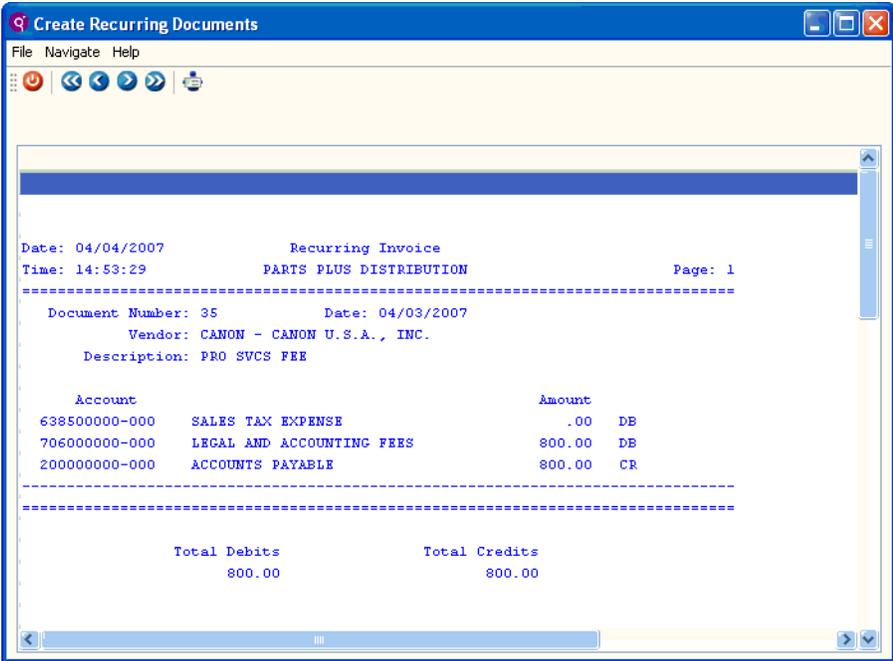
4: G/L Activity Summary Report

Print Activity Summary
File Navigate Help

Date: 04/04/2007 G/L Activity Summary Accounts Payable
Time: 14:51:50 PARTS PLUS DISTRIBUTION Page: 1
Between 03/01/2007 and 03/31/2007

Acct.	Dpt.	Description	Debits	Credits	Net Activity
200000000-000		ACCOUNTS PAYABLE			
			.00	2,794.45	(2,794.45)
638500000-000		SALES TAX EXPENSE	.00	.00	.00
703000000-000		POSTAGE	300.00	.00	300.00
704000000-000		OFFICE SUPPLIES			
			894.45	.00	894.45
706000000-000		LEGAL AND ACCOUNTING FEES			
			1,600.00	.00	1,600.00
----- Total -----					
			Debits	Credits	Net Activity

6: Recurring Invoice Report



8: Check Listing Report

Create Automatic Checks

File Navigate Help

Date: 04/04/2007 Automatic Checks Page: 1
Time: 14:56:14 PARTS PLUS DISTRIBUTION
Through To-Pay Date of: 04/14/2007

Doc No	Date	Invoice	Balance	To-Pay Date	Applied Amount	Discount
=====						
123457 - CHAMPION INC						
PAYTO - CHAMPION INC						
-- 1000000000-100 CASH ACCOUNT						
10	09/20/06	330901	170.00	10/20/06	170.00	3.40*
8	08/20/06	325771	100.00	10/20/06	100.00	.00
37	04/04/07	52047	500.00	04/14/07	500.00	10.00*
9	09/05/06	328621	450.00	10/15/06	450.00	9.00*
36	04/04/07		550.00	04/14/07	550.00	11.00*
Sub Totals:			1,770.00		1,770.00	.00

10: Check Register

Date: 04/04/2007
Time: 14:59:18

Check Register
PARTS PLUS DISTRIBUTION
Between 01/01/2007 and 04/04/2007

Page: 1

Check No.	Chk Date	Doc.No	Payee	Net Amount
Account Number: 100000000				
1001	01/31/2007	10	CASTROL OIL CO	280.00
1002	01/31/2007	11	KENWOOD INDUSTRIES INC	587.00
1003	01/31/2007	12	GENERAL MOTORS CORP	988.00
1004	01/31/2007	13	TRW BEARING CORP	690.00
1005	01/31/2007	14	FLOWMASTER MUFFLER INC.	63.00
1006	01/31/2007	15	COSTCO WHOLESALE	7437.42
6005	03/31/2007	16	CANON U.S.A., INC.	800.00
Total Checks Written:				10845.42

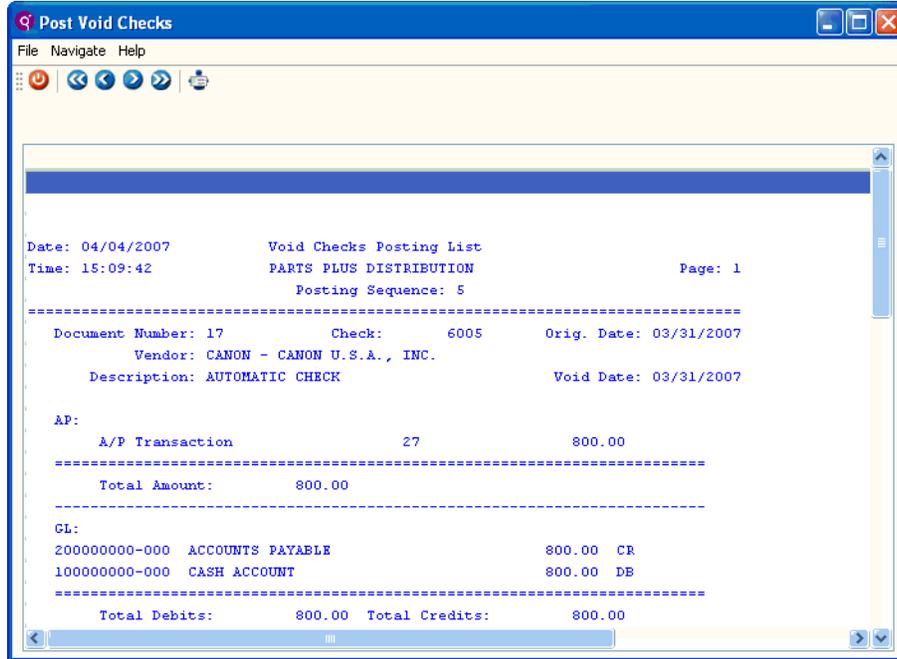
11: Cash Disbursement Journal

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

Date: 04/04/2007 Cash Disbursement Journal
Time: 15:00:12 PARTS PLUS DISTRIBUTION Page: 1
Between 01/01/2007 and 04/04/2007

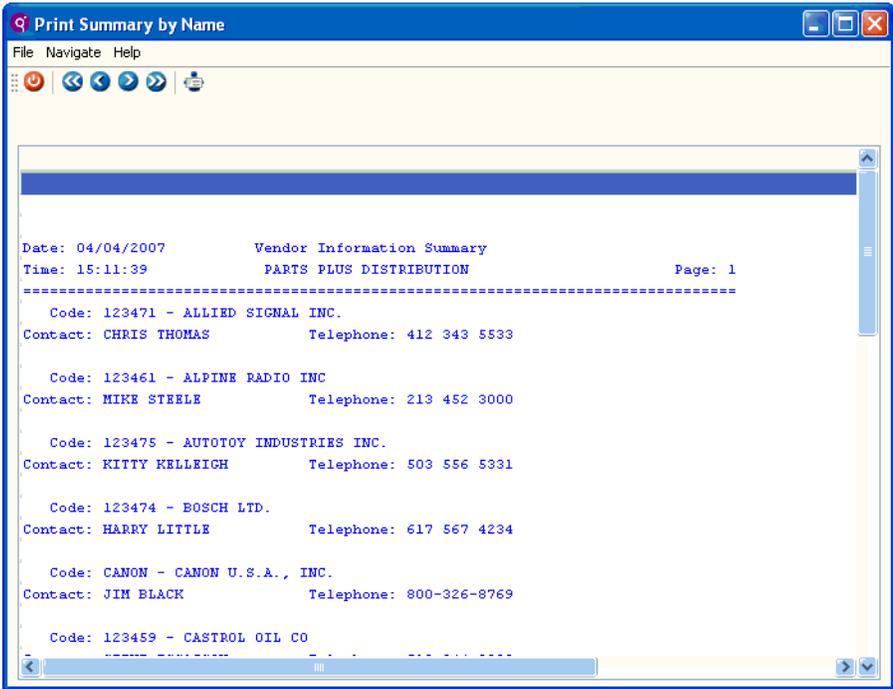
Document	Date	Check No	Reference	
10	01/31/2007	1001	AUTOMATIC CHECK	
		100000000-000	CASH ACCOUNT	280.00CR
		200000000-000	ACCOUNTS PAYABLE	280.00DB
11	01/31/2007	1002	AUTOMATIC CHECK	
		100000000-000	CASH ACCOUNT	587.00CR
		200000000-000	ACCOUNTS PAYABLE	498.00DB
		200000000-000	ACCOUNTS PAYABLE	89.00DB
12	01/31/2007	1003	AUTOMATIC CHECK	
		100000000-000	CASH ACCOUNT	988.00CR
		200000000-000	ACCOUNTS PAYABLE	988.00DB
13	01/31/2007	1004	AUTOMATIC CHECK	
		100000000-000	CASH ACCOUNT	690.00CR
		200000000-000	ACCOUNTS PAYABLE	690.00DB
14	01/31/2007	1005	AUTOMATIC CHECK	
		100000000-000	CASH ACCOUNT	63.00CR
		200000000-000	ACCOUNTS PAYABLE	63.00DB
15	01/31/2007	1006	AUTOMATIC CHECK	
		100000000-000	CASH ACCOUNT	7437.42CR

13: Void Checks Posting List



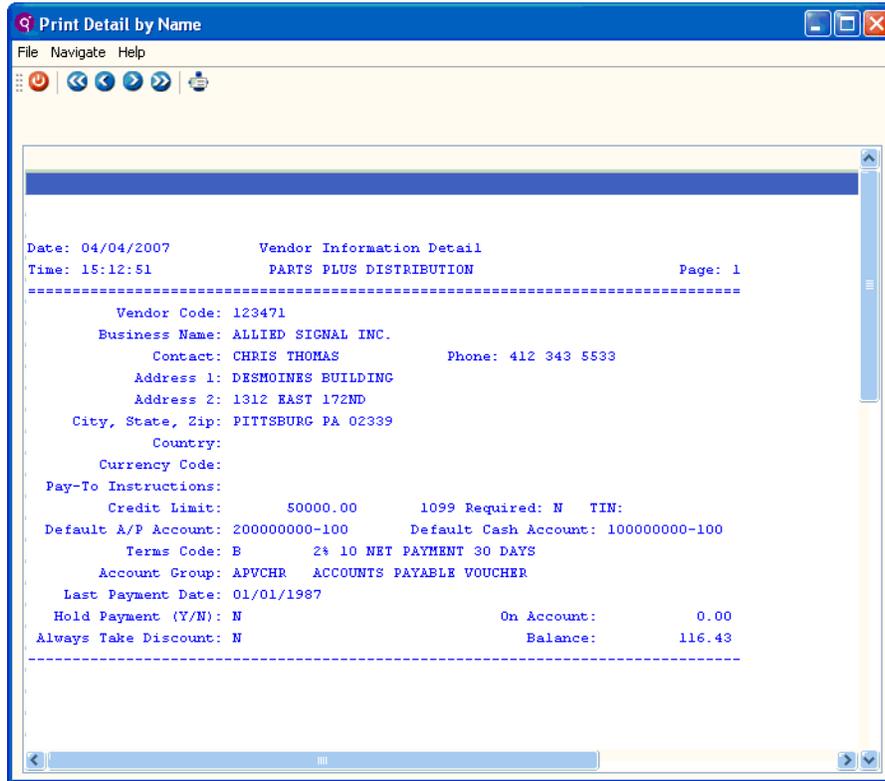
14: Vendor Information Summary

(sorted by Vendor Name)

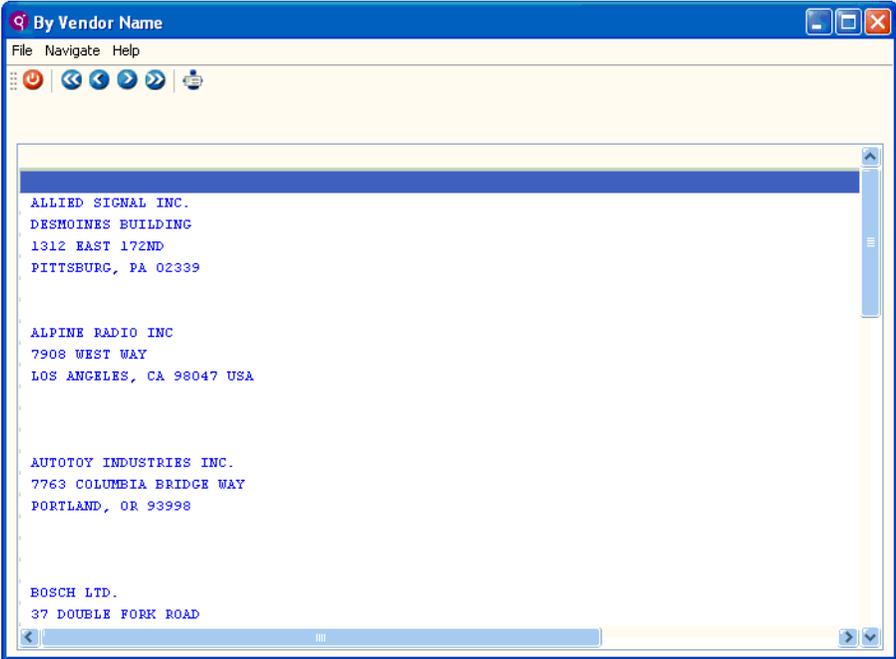


15: Vendor Information Detail Report

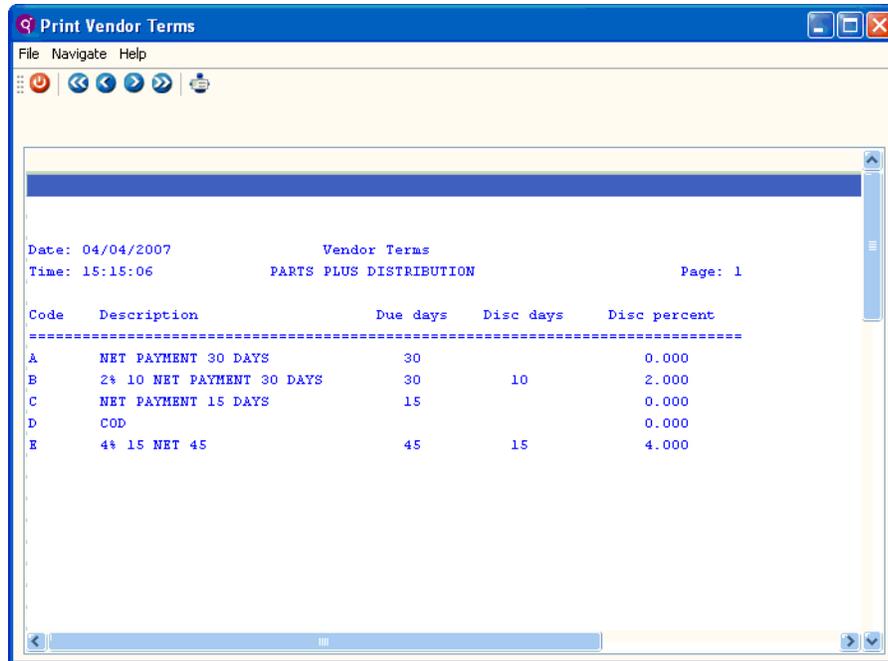
(sorted by name)



16: Vendor Labels



17: Vendor Terms List



The screenshot shows a window titled "Print Vendor Terms" with a menu bar (File, Navigate, Help) and navigation buttons. The main content area displays a report for "PARTS PLUS DISTRIBUTION" dated 04/04/2007 at 15:15:06, Page 1. The report contains a table with the following data:

Code	Description	Due days	Disc days	Disc percent
A	NET PAYMENT 30 DAYS	30		0.000
B	2% 10 NET PAYMENT 30 DAYS	30	10	2.000
C	NET PAYMENT 15 DAYS	15		0.000
D	COD			0.000
E	4% 15 NET 45	45	15	4.000

18: Vendor Ledger Report

The screenshot shows a software window titled "By Document Date" with a menu bar (File, Navigate, Help) and a toolbar with navigation icons. The main content area displays a report for "PARTS PLUS DISTRIBUTION" as of 04/04/2007. The report title is "Vendor Ledger by Document Date" and it is page 1 of 1. The report is for vendor "123457 - CHAMPION INC". The data is presented in a table with columns for Date, Tran Type, Tran #, Description, Amount, and Balance. The table shows a beginning balance of .00 and several transactions including payments and invoices for various items like "STANDING SPARK PLUG" and "OFFICE SUPPLIES".

Date	Tran Type	Tran #	Description	Amount	Balance
=====					
			Beginning Balance		.00
07/05/2006	PAYMENT	SETUP	SETUP ON PAYMENT AM	-450.00	-450.00
07/05/2006	INVOICE	321654	STANDING SPARK PLUG	450.00	.00
07/20/2006	PAYMENT	SETUP	SETUP ON PAYMENT AM	-245.00	-245.00
07/20/2006	INVOICE	322127	MISCELLANEOUS SPARK	245.00	.00
08/05/2006	PAYMENT	SETUP	SETUP ON PAYMENT AM	-450.00	-450.00
08/05/2006	INVOICE	323876	STANDING SPARK PLUG	450.00	.00
08/20/2006	PAYMENT	SETUP	SETUP ON PAYMENT AM	-110.00	-110.00
08/20/2006	INVOICE	325771	MISCELLANEOUS SPARK	210.00	100.00
09/05/2006	INVOICE	328621	STANDING SPARK PLUG	450.00	550.00
09/20/2006	INVOICE	330901	MISCELLANEOUS SPARK	170.00	720.00
04/03/2007	INVOICE	313131	OFFICE SUPPLIES	578.99	1,298.99
04/04/2007	INVOICE			550.00	1,848.99
04/04/2007	INVOICE	52047		500.00	2,348.99

19: Vendor Aging Summary Report

(sorted by vendor name)

Print Aging Summary By Name

File Navigate Help

Date: 04/04/2007 Vendor Aging Summary By Name Page: 1
Time: 15:15:58 PARS PLUS DISTRIBUTION Aging Date: 03/31/2007
Age by: Due Date

	Current	1 to 30 Days	31 to 60 Days	Over 60 Days	Total
=====					
123471 - ALLIED SIGNAL INC.					
Total	116.43	.00	.00	.00	116.43

123461 - ALPINE RADIO INC					
Total	85,203.00	.00	82,200.00	.00	3,003.00

CANON - CANON U.S.A., INC.					
Total	47,715.00	1,600.00	.00	46,115.00	.00

123457 - CHAMPION INC					
Total	720.00	.00	.00	.00	720.00

20: Vendor Aging Detail Report

(sorted by vendor name)

Date: 04/04/2007 Vendor Aging Detail By Name Page: 1
Time: 15:16:40 PARTS PLUS DISTRIBUTION
Age by: Due Date Aging Date: 03/31/2007

Invoice	Due Date	31 to 60 Days		
		Current	1 to 30 Days	Over 60 Days
=====				
123471 - ALLIED SIGNAL INC.				
C84-B9001	10/24/06			97.00
1	11/01/06			19.43

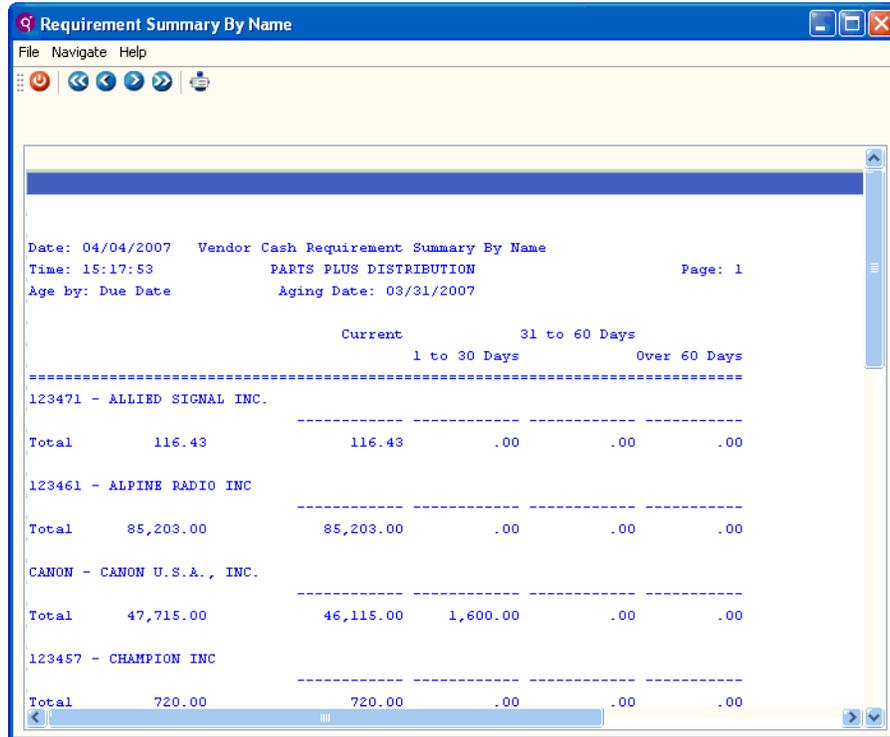
Total	116.43	.00	.00	.00
123461 - ALPINE RADIO INC				
871666	10/10/06			87.00
3	11/01/06			2,916.00
4323554	03/02/07		82,200.00	

Total	85,203.00	.00	82,200.00	.00
CANON - CANON U.S.A., INC.				
MONTHSVC	02/11/07			800.00
28	02/14/07			45,315.00
MONTHSVC	04/21/07	800.00		
MONTHSVC	04/25/07	800.00		

Total	47,715.00	1,600.00	.00	46,115.00

21: Vendor Cash Requirement Summary

(sorted by vendor name)



The screenshot shows a software window titled "Requirement Summary By Name" with a menu bar (File, Navigate, Help) and a toolbar. The report content is as follows:

Date: 04/04/2007 Vendor Cash Requirement Summary By Name
Time: 15:17:53 PARTS PLUS DISTRIBUTION Page: 1
Age by: Due Date Aging Date: 03/31/2007

	Current	1 to 30 Days	31 to 60 Days	Over 60 Days
=====				
123471 - ALLIED SIGNAL INC.				
Total	116.43	116.43	.00	.00

123461 - ALPINE RADIO INC				
Total	85,203.00	85,203.00	.00	.00

CANON - CANON U.S.A., INC.				
Total	47,715.00	46,115.00	1,600.00	.00

123457 - CHAMPION INC				
Total	720.00	720.00	.00	.00

22: Vendor Cash Requirement Detail

(sorted by vendor name)

The screenshot shows a window titled "Requirement Detail By Name" with a menu bar (File, Navigate, Help) and navigation buttons. The main content area displays a report with the following details:

Date: 04/04/2007 Vendor Cash Requirement Detail By Name Page: 1
Time: 15:18:33 PARTS PLUS DISTRIBUTION
Age by: Due Date Aging Date: 03/31/2007

Invoice	Due Date	Current	31 to 60 Days	1 to 30 Days	Over 60 Days

123471 - ALLIED SIGNAL INC.					
C84-B9001	10/24/06	97.00			
1	11/01/06	19.43			

Total	116.43	116.43	.00	.00	.00
123461 - ALPINE RADIO INC					
871666	10/10/06	87.00			
3	11/01/06	2,916.00			
4323554	03/02/07	82,200.00			

Total	85,203.00	85,203.00	.00	.00	.00
CANON - CANON U.S.A., INC.					
MONTHSVC	02/11/07	800.00			
28	02/14/07	45,315.00			
MONTHSVC	04/21/07		800.00		
MONTHSVC	04/25/07		800.00		

24: Account Groups Report

Date: 04/04/2007 Account Groups
Time: 15:19:57 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

25: Vendor Open Items Report

Date: 04/04/2007
Time: 15:21:06
Page: 1

Vendor Open Items
PARTS PLUS DISTRIBUTION

Doc No.	Invoice	Date	Description	Balance

123457 - CHAMPION INC				
8	325771	08/20/06	MISCELLANEOUS SPARK PLUGS	100.00
9	328621	09/05/06	STANDING SPARK PLUG ORDER	450.00
10	330901	09/20/06	MISCELLANEOUS SPARK PLUGS	170.00
34	313131	04/03/07	OFFICE SUPPLIES	578.99
36		04/04/07		550.00
37	52047	04/04/07		500.00

Vendor Balance				2,348.99

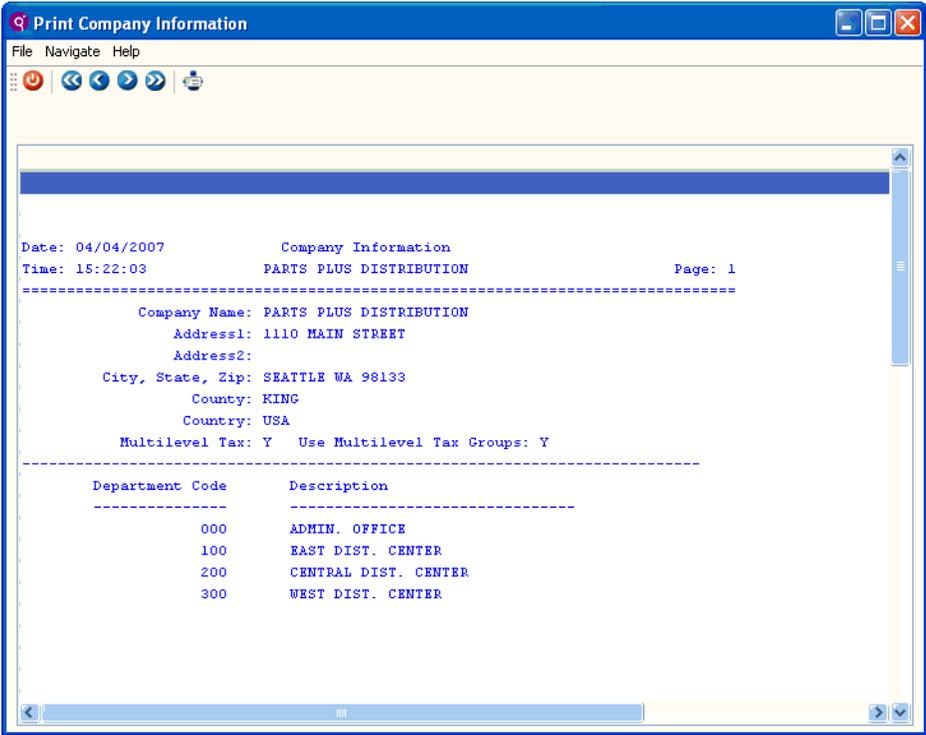
123458 - DELCO/REMY INC				
12	8187-180	08/01/06	STANDING BATTERY ORDER	500.00
13	8187-201	08/25/06	MISCELLANEOUS BATTERY ORDER	327.00
14	8187-280	09/01/06	STANDING BATTERY ORDER	1,579.00

Vendor Balance				2,406.00

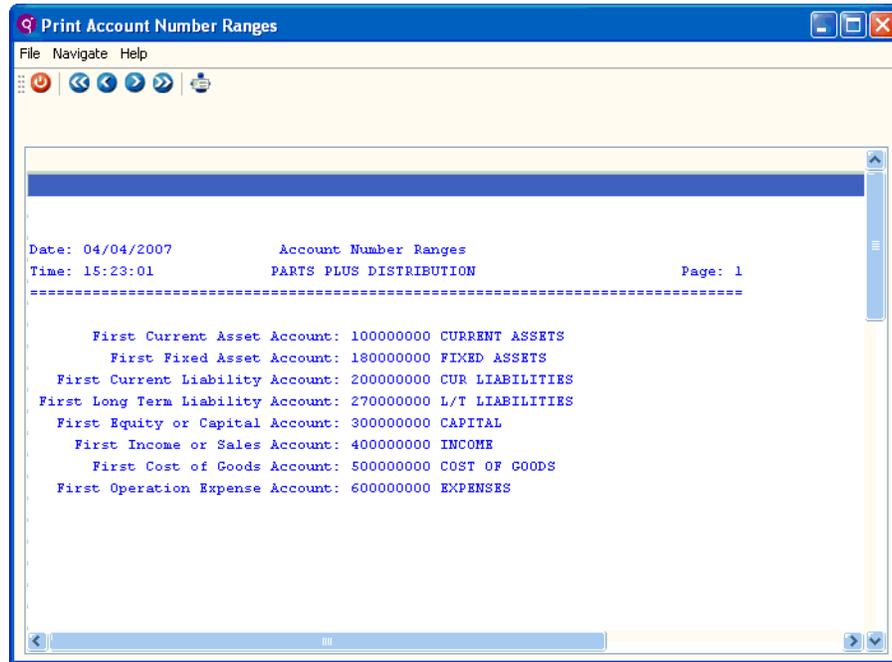
123461 - ALPINE RADIO INC				
3	3	10/02/06		2,916.00

26: Company Information Report

(Company Main Address & Department Codes)



27: Account Number Ranges



28: Chart of Accounts

Date: 04/04/2007 Ledger Account Listing
Time: 15:23:23 PARTS PLUS DISTRIBUTION Page: 1

Account #	Description	Increase with Credit?
CURRENT ASSETS		
100000000	CASH ACCOUNT	N
101000000	SECONDARY BANK ACCOUNT	N
102000000	PAYROLL BANK ACCOUNT	N
103000000	MONEY MARKET ACCOUNT	N
110000000	ACCOUNTS RECEIVABLE	N
115000000	EMPLOYEE & OTHER RECEIVABLES	N
119000000	ALLOWANCE FOR DOUBTFUL A/R'S	Y
120000000	INVENTORY	N
120500000	PURCHASE VARIANCE	N
130000000	PREPAID RENT	N
131000000	PREPAID INSURANCE	N
132000000	PREPAID ADVERTISING	N
135000000	LOANS TO OWNERS	N
140000000	INVESTMENTS	N
160000000	INTANGIBLE ASSETS	N

29: Outstanding Checks Report

The screenshot shows a window titled "Print Outstanding Checks" with a menu bar (File, Navigate, Help) and a toolbar. The report content is as follows:

Date: 04/04/2007 Outstanding Checks Report
Time: 15:27:20 PARTS PLUS DISTRIBUTION Page: 1

Checking Account: 100000000-000 CASH ACCOUNT

	Check No.	Date	Amount
Ref Code: 123459 - CASTROL OIL CO	1001	01/31/2007	280.00
Ref Code: 123463 - KENWOOD INDUSTRIES INC	1002	01/31/2007	587.00
Ref Code: 123467 - GENERAL MOTORS CORP	1003	01/31/2007	988.00
Ref Code: 123469 - TRW BEARING CORP	1004	01/31/2007	690.00
Ref Code: 123473 - FLOWMASTER MUFFLER INC.	1005	01/31/2007	63.00
Ref Code: 123476 - COSTCO WHOLESALE	1006	01/31/2007	7,437.42
		Sub Total:	10,045.42

12

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 "1*"
```

selects all rows where the department code does not begin with 1

```
SELECT * FROM stgactvd WHERE department NOT LIKE "1%"
```

selects all rows where the department code does not begin with 1.

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.

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.

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.

Chart of Accounts with Profit Centers

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 *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.

A

Appendix: Standard Forms

The standard Fitrix Accounting products have been designed to work with forms manufactured by the DataPRINT company. These forms can be ordered through the DataPRINT company, at 1-800-346-5316. Sample forms are also available.

Fitrix Accounts Payable User Reference

It is likely that your programs have been modified by your data processing department. If this is the case, DataPRINT can design custom forms to your specifications.

The forms, form numbers, and form types are listed below.

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

Fitrix Accounts Payable User Reference

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