

Accounts Payable

User Guide Addendum

Version 5.20

Last Update: November 2008



Modifiable Financial & Distribution Software

Fourth Generation Software Solutions Corp.

700 Galleria Parkway, Suite 480, Atlanta, Georgia 30339, USA

Voice: (770) 432-7623 / Toll Free: 1-(800) 374-6157

Fax: (770) 432-3448 / Email: info@fourthgeneration.com

Web: www.fourthgeneration.com

About this Fourth Generation Documentation Addendum:

This Fourth Generation Documentation Addendum is provided to bring the associated 'base' document up to date with the very latest changes and additions to the software product. The 'base' document is listed on the title page of this addendum.

Addendum Date:

All software patches and supplements that have an impact on the base document are also covered by this addendum. Software patches and supplements are posted on the Fourth Generation web site in the customer area and on the Fourth Generation ftp site (see web/ftp access below). Patches and feature supplements are listed by the date posted. All patches and supplements posted by the Addendum Date are covered by this addendum. Each time a new patch or supplemental feature is released, this addendum will be updated if a documentation change is required. At that time, the Addendum date will be updated to the latest patch or supplement date.

Information not covered by this addendum:

This addendum covers only the subject area of the base document. For additional information and technical details on the new features or patches, please consult the product release notes and patch/supplements indexes found in the customer area of the Fourth Generation Web site or FTP site. (see web/ftp access below)

Web/FTP Access:

All new features and patches are maintained on the Fourth Generation web site, in the customer area: www.fourthgeneration.com and also on the Fourth Generation FTP site: [ftp.fourthgeneration.com](ftp://ftp.fourthgeneration.com). Updated versions of this Addendum will be posted there as well. Most of the files and information in these areas is restricted to customers with current software maintenance contracts. To receive a current password to access these areas, please contact the Fourth Generation help desk: 770-432-7623, 1-800-374-6157, support@fourthgeneration.com

Feature Listing

Feature Number	Description
1251	New Navigation Events
1303	Country Validation for Vendors
1310	Print GL Distribution on AP Checks
1311	New Field for Check Mailed Date
1517	Bank Reconciliation Process

Feature 1251 New Navigation Events

The following programs have new navigation events:

Update Payable Documents - access to:

- Update vendor information
- Update pay-to information
- Update account balances

Update Vendor Information - access to:

- AP aging reports
- Update vendor terms

Feature 1303 Country Validation for Vendors

The screen program that displays valid country codes is option (i) on the Company Setup menu. The table that stores this data comes preloaded with 207 valid country codes.



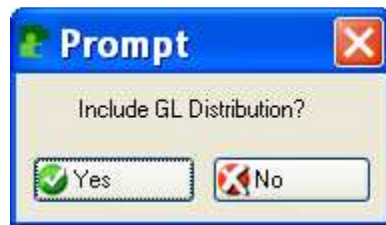
When entering vendors and there pay-to location codes the country you enter in the country field must be a valid country code. Zoom is available so that you can select from the list.

Note to Current Users: The country code field in the Update Vendor Information and Update Vendor Pay-To programs has been decreased to two characters. Therefore you will need to update these records with a valid two character country code when you install this feature.

Feature 1310 Print GL Distribution on AP Checks

Note: This was done for checks that are paying invoices previously entered through the accounts payable module. It will not include GL print for records entered through non AP checks as these are typically manual checks that are not printed.

When you run the Print Checks program you will be prompted as follows:



If you select yes, the GL account distribution for each invoice will print on the check stub/remittance advice.



Feature 1311 New Field for Check Mailed Date

A new field has been added to the Update A/P Checks screen program for “Mailed Date”. This is an optional field where you can enter the date you mailed the check to the vendor if it is different from the date the check was printed.

The screenshot shows the 'Update A/P Checks' window with the following fields and values:

- Date: 01/17/2008
- Mailed Date: 02/15/2008
- Print Check: N
- Vendor: 123456
- Pay-To: PAYTO
- Cash Account: 100000000
- Check Number: 2311231
- Automatic Pay: ☐
- Pay On Account: 0.00
- Currency: USD
- Description: (empty)
- Take Disc.: Y
- On Account: 0.00

Cmd	Invoice	Due Date	Disc Dt	Disc Bal	Balance	Disc	Applied
	312312	03/02/2008	02/01/2008	20.00	34.00	0.00	233.00

Check Amount: 233.00 Total Discount Allowed: 0.00
Total Applied: 233.00

3 of 11

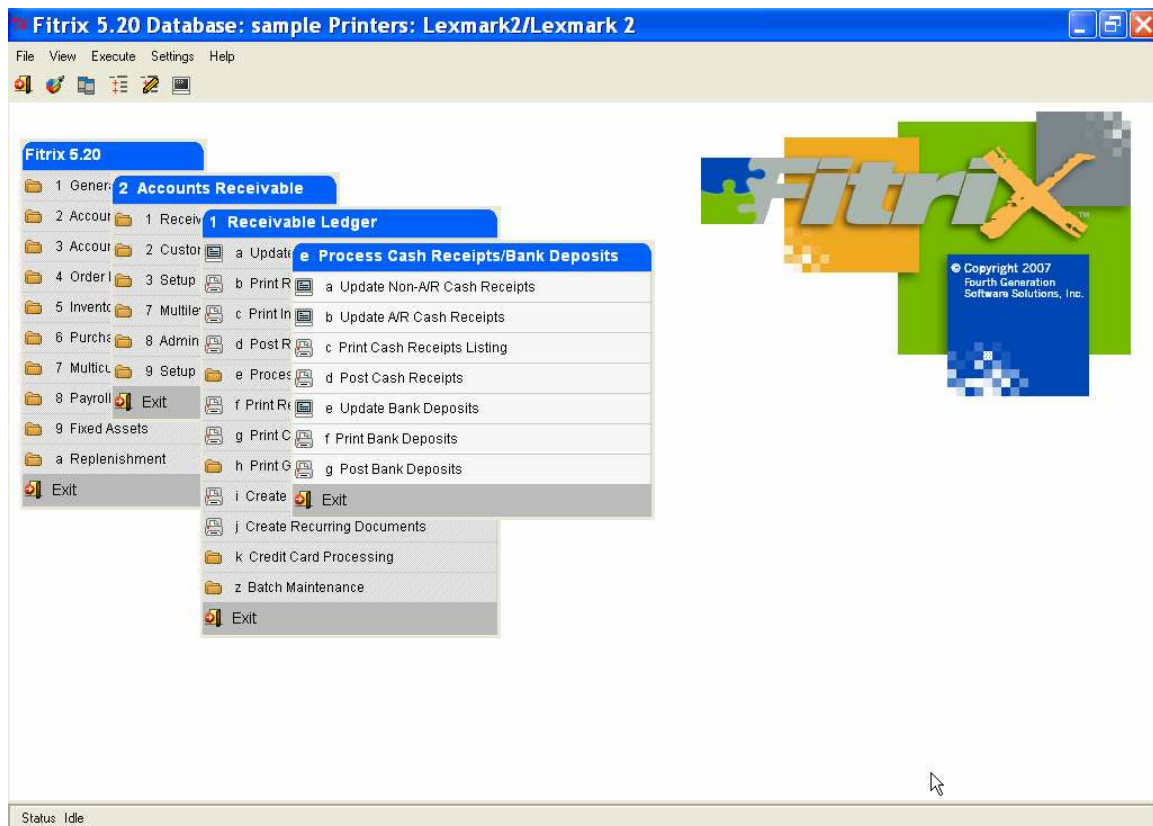
View Detail

OVR

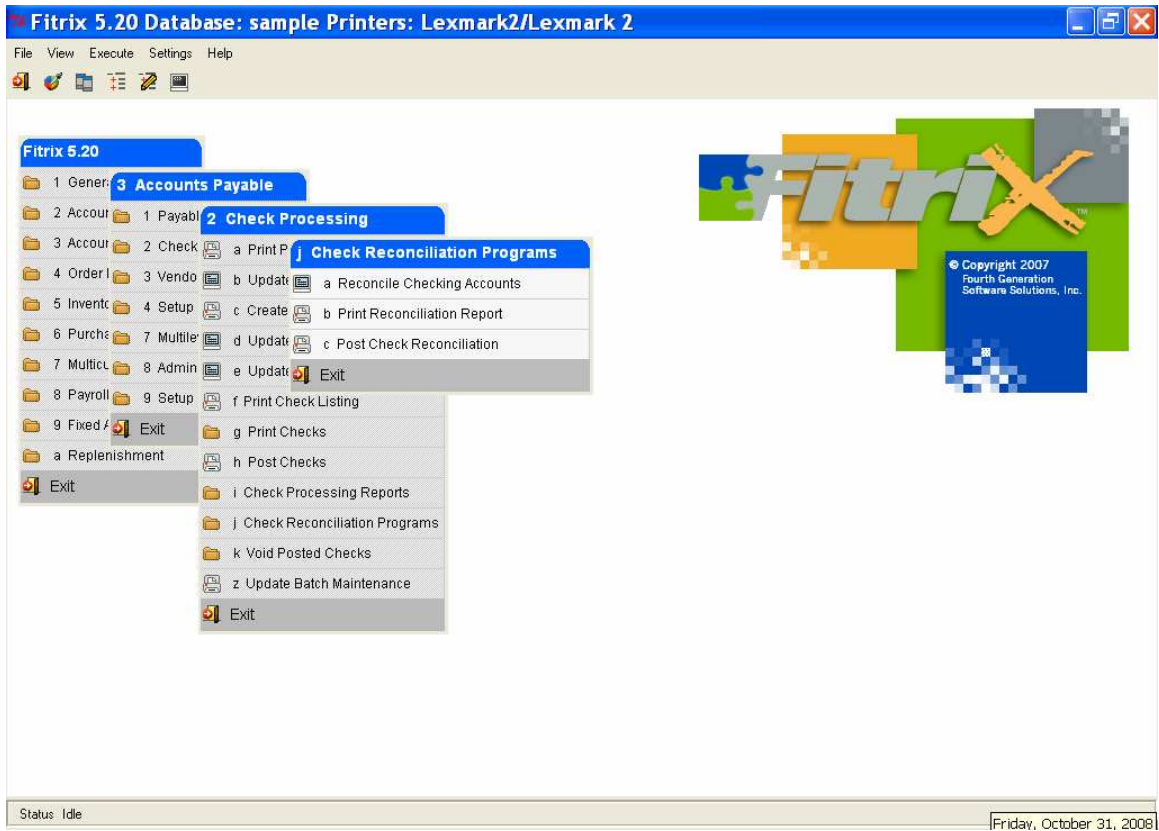
Feature 1517 Bank Reconciliation Process

Menu Changes:

The AR menus have been revised to include programs that are used to process bank deposits.



The AP menus have been revised to include new bank reconciliation programs:



Update Checking Accounts:

This screen program has been changed to include new fields for:

- Bank Code
- Bank Name
- Branch
- Branch Name
- Account Name
- Bank Address
- Bank Account Number

Update Checking Accounts

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Quit Print OK Cancel Cut Copy Paste Zoom Notes U Fields To Do Technical status Help

Bank Code: BOA

Bank Name: BANK OF AMERICA

Branch: 0001

Branch Name: CUMBERLAND

Account Name: ABC DISTRIBUTION

Bank Address: 100 CUNBERLAND BLVD ATLANTA GA 30339

Bank Account No: 011524023657

GL Account No: 100000001

Department Code: 000

CASH ACCOUNT

ADMIN. OFFICE

5 of 5

OVR

Update Receivable Defaults:

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

Update Receivable Defaults

File Edit View Navigation Tools Actions Options Help

Find Prev Next Add Update Delete Browse

Aging

Tax Rate: 7.900 Terms Code: A NET 30

Take Discount on: Misc: N Freight: N Tax: N

Multilevel Tax

Miscellaneous Tax Group: NOTAX Invoice Default Tax Group: NOTAX

Freight Tax Group: NOTAX Enter Goods Amounts as Gross: N

Finance Charge Tax Group: NOTAX Calculate Tax on Cash Discounts: N

Account Numbers

A/R: 110000000 Sales: 400000000 Misc.: 400000000 Tax: 200000000

F.C.: 480000000 Freight: 400000000 Cash: 100000000 Disc: 420000000

Write Off: 600000000

Aging Information

Age On: D (D - Due Date, I - Invoice Date)

Miscellaneous

Is A/R Setup Complete?: Y Batch - Invoices?: N Receipts?: N

Require Approval to post?: N Approval Code:

Bank Deposit ID: 11

1 of 1

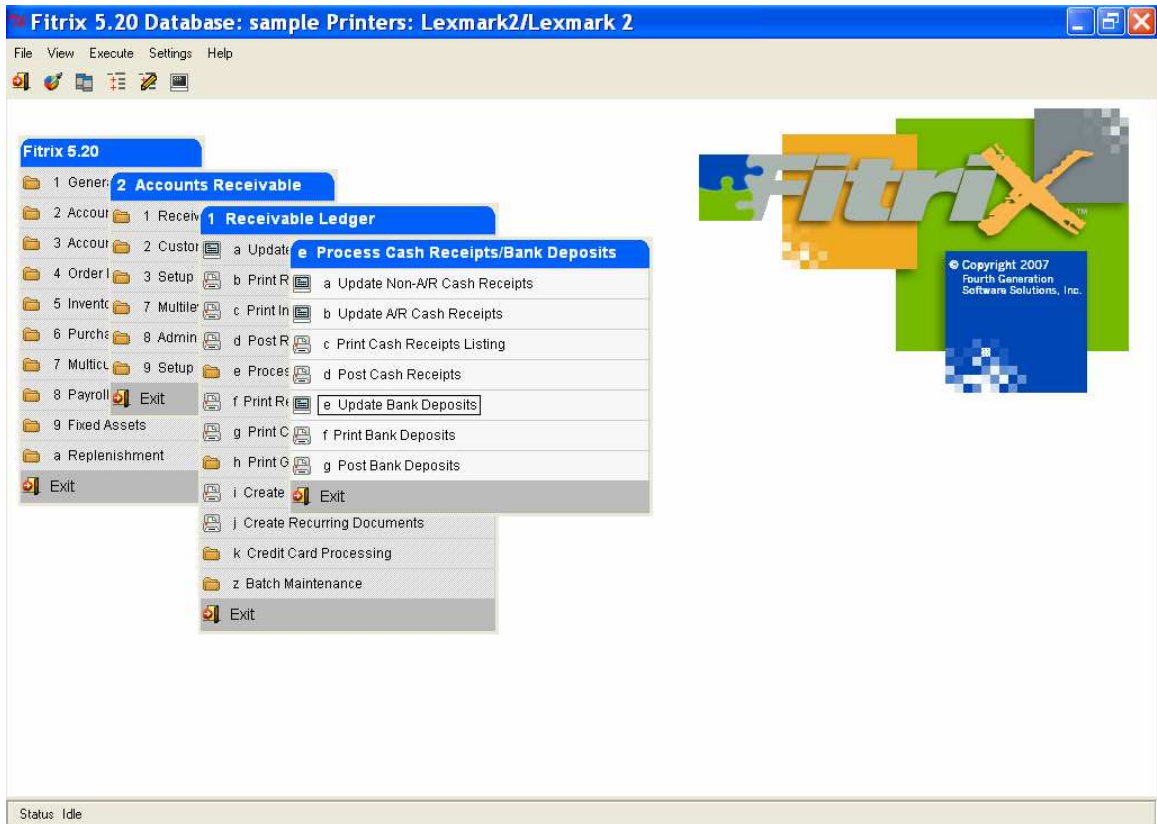
OVR

This value is initially set to 1 and then incremented as bank deposits are created.

Update Bank Deposits:

In prior versions of Fitrix every cash receipt posted for each customer made a separate entry into the check reconciliation table. Now you can group cash receipts by deposit ID so that a single entry is made into the check reconciliation table for multiple cash receipts.

To create a bank deposit, select option (e) from the menu below:



Go into Add mode and enter:

Deposit Date

Bank Code

Branch- if there is just one branch the branch code will auto fill this field. If there are multiple branches, you will need to enter a branch code.

Once the bank name and branch are filled in, the rest of the information associated with them will display.

A list of all cash receipts posted that have not been assigned a deposit ID will display in the detail section of the screen. To add receipts to a deposit go to this detail section and change the Include flag from N to Y. The deposit total in the header section of the screen will display as cumulative total as receipts are selected.

Update Bank Deposits

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Deposit Date: 11/03/2008 Deposit ID:

Bank Code: BOA Description: BANK OF AMERICA

Branch: 0001 Description: CUMBERLAND

Account Name: ABC DISTRIBUTION

Account Number: 011524023657

GL Account No: 100000001 Department Code: 000

Deposit Amount: 38838.78 Posted: N

Include	Post No.	Amount
Y	143	31308.78
Y	144	7530.00

OK Cancel Header

Enter [Y] if you want to include this line.

OVR

Once you are done selecting your receipts, click OK or press enter to store the record. A deposit ID will be assigned automatically.

Run the edit and post program next to record the deposit in the check reconciliation table. The customer checks that make up the deposit will list on these reports.

Post Bank Deposits

File Navigate Help

Date: 10/31/2008 Post Bank Deposits Page: 1
Time: 11:43:30 ABC DISTRIBUTION

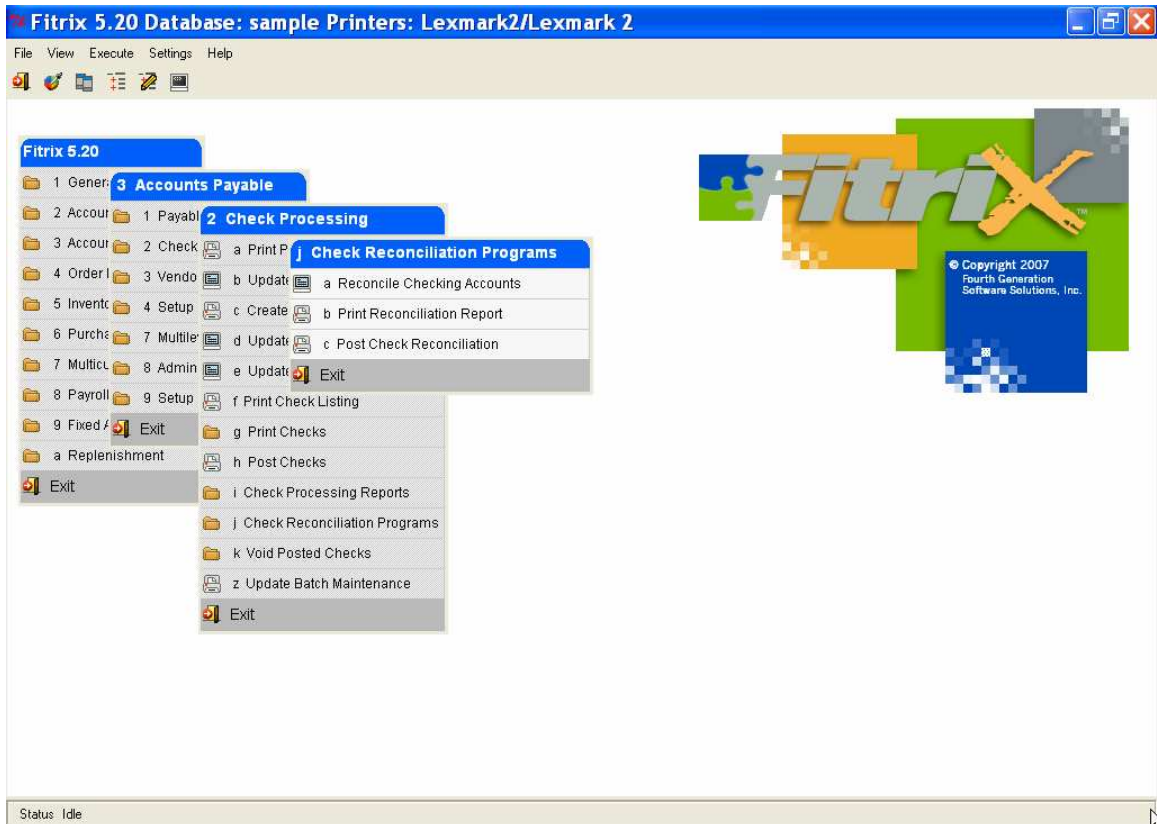
Bank Code: B0A Branch Code: 0001
Account Name: ABC DISTRIBUTION Account Number: 011524023657

Deposit ID: 12 Deposit Date: 11/03/2008 Deposit Amount: 38838.78

Post No.	Check No.	Cust Code	Amount
143	34342	12	4308.78
143	375677	1	3000.00
143	789789	2	24000.00
144	557656	2	7530.00

Reconciling the Checking Accounts:

To reconcile the checking accounts select option (a0 form the menu below:



Go into Add mode and enter bank name and branch code. The rest of the information will be retrieved from the Update Checking Accounts table. Next enter the bank statement date. Once this date is entered all transactions that have posted to your General Ledger through this date but have not yet been reconciled (cleared your account) will list in the detail section of the screen:

Reconcile Checking Accounts

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Bank Code: BQA BANK OF AMERICA

Branch: 0001 CUMBERLAND

Account Name: ABC DISTRIBUTION

Account Number: 011524023657

GL Account No: 100000001 Department Code: 000

Statement Date: 11/15/2008

GL Balance: 139858.63

Not Reconciled: 37829.78

Adjustments: 0.00

Statement Balance: 102028.85 Reconciled: N

Act	Date	DJ	Chk/Dep ID	Document Description	Amount
N	10/09/2008	CD	12331	FRT	-222.00
N	10/31/2008	CD	2342342		-777.00
N	10/31/2008	GJ	GENJRN	BK CHGS	-10.00
N	11/03/2008	CR	12	CASH DEPOSIT	38838.78

OK Cancel Detail

Enter adjustments. OVR

GL Balance- GL balance as of the statement date entered.

Not reconciled – total of items in the detail section of the screen.

Adjustments – enter any adjusting amounts that need to be made (ie- bank charges, etc.)

Statement Balance – GL Balance +/- Not Reconciled +/- Adjustments.

To mark the items in the detail section as cleared, click on Detail or Ctrl TAB to enter the detail section of the screen and change the Act flag from N to Y.

Reconcile Checking Accounts

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Bank Code: BANK OF AMERICA

Branch: CUMBERLAND

Account Name:

Account Number:

GL Account No: Department Code:

Statement Date:

GL Balance:

Not Reconciled:

Adjustments:

Statement Balance: Reconciled:

Act	Date	DJ	Chk/Dep ID	Document Description	Amount
Y	10/09/2008	CD	12331	FRT	-222.00
Y	10/31/2008	CD	2342342		-777.00
Y	10/31/2008	GJ	GENJRN	BK CHGS	-10.00
Y	11/03/2008	CR	12	CASH DEPOSIT	38838.78

Enter the bank code OVR

Note in the example above the bank statement amount does not equal the GL balance due to an adjusting entry of \$50.00 for bank charges. The reconciliation will not post until an entry has been made for the Adjustments amount.

Store the reconciliation as is by clicking OK or pressing enter.

Entering Adjustments:

1. Enter a journal entry for bank charges and post this entry to your General Ledger.

Update General Journal

File Edit View Navigation Tools Actions Options Help

Batch Options Reverse JE Chart

Find Prev Next Add Update Delete Browse

Date: 11/05/2008 Posted: ☐

Description: BANK CHARGES

EOP Reverse(Y/N): N

Source: GENJRN GENERAL JOURNAL

Account Group: User:

Account	Dept	Description	Amount	Debit/Credit
710000000	000	BANK CHARGES	50.00	DB
100000001	000	CASH ACCOUNT	50.00	CR

Totals-Debits 50.00 Credits 50.00 Difference 0.00

(New Document) Batch ID: 174

View Detail

OVR

- Go back to the Bank Reconciliation program, do a Find to find your reconciliation, and then go into Update mode. The journal entry will now display in the detail section of the screen as an item not yet reconciled.

Reconcile Checking Accounts

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Bank Code:

Branch:

Account Name:

Account Number:

GL Account No: Department Code:

Statement Date:

GL Balance:

Not Reconciled:

Adjustments:

Statement Balance: Reconciled:

Act	Date	OJ	Chk/Dep ID	Document Description	Amount
Y	10/09/2008	CD	12331	FRT	-222.00
Y	10/31/2008	CD	2342342		-777.00
Y	10/31/2008	GJ	GENJRN	BK CHGS	-10.00
Y	11/03/2008	CR	12	CASH DEPOSIT	38838.78
N	11/05/2008	GJ	GENJRN	BANK CHARGES	-50.00

5 of 5

Enter the bank code OVR

- To reconcile the bank charges set the Adjustment amount to 0 and mark the journal entry for bank charges as reconciled (change Act value from N to Y).

Reconcile Checking Accounts

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Bank Code: BQA BANK OF AMERICA

Branch: 0001 CUMBERLAND

Account Name: ABC DISTRIBUTION

Account Number: 011524023657

GL Account No: 100000001 Department Code: 000

Statement Date: 11/15/2008

GL Balance: 139808.63

Not Reconciled: 0.00

Adjustments: 0.00

Statement Balance: 139808.63 Reconciled: N

Act	Date	OJ	Chk/Dep ID	Document Description	Amount
Y	10/09/2008	CD	12331	FRT	-222.00
Y	10/31/2008	CD	2342342		-777.00
Y	10/31/2008	GJ	GENJRN	BK CHGS	-10.00
Y	11/03/2008	CR	12	CASH DEPOSIT	38838.78
Y	11/05/2008	GJ	GENJRN	BANK CHARGES	-50.00

5 of 5

View Detail

OVR

4. Save the reconciliation by either clicking OK or pressing enter.

Posting Your Reconciliation:

Now that the adjustments have been reconciled, you may post your reconciliation by running option (a) and then (b) on the menu below.

Check Reconciliation Programs

a Reconcile Checking Accounts

b Print Reconciliation Report

c Post Check Reconciliation

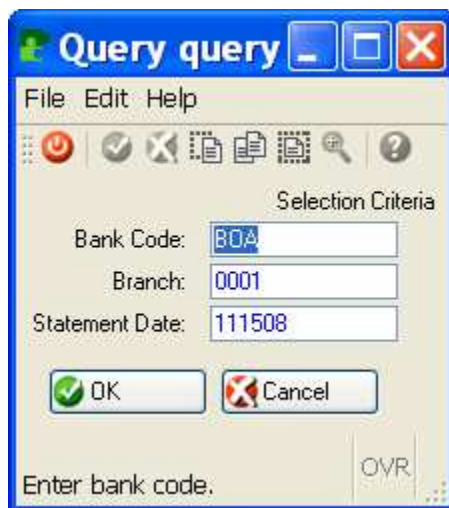
Exit

Here is the first prompt you will receive:



If you want to reprint a reconciliation report for a reconciliation that has already been posted, select Yes. If you are printing a reconciliation report for a reconciliation that has not yet been posted select No.

Next enter the bank code, branch, and statement date for the reconciliation report you want to print.



Print Reconciliation Report

File Navigate Help

Date: 10/31/2008 Check Reconciliation Report Page: 1
Time: 12:29:20 ABC DISTRIBUTION

Bank Code: B0A Branch Code: 0001 Statement Date: 11/15/2008

Balance Per Bank Statement: 139,808.63

Deduct: Outstanding Checks /other credits: 0.00

Add: Deposits in transit /other debits: 0.00

Deduct: Outstanding Checks /other credits: 0.00

Revised Bank Balance: 139,808.63

GL Balance: 139,808.63

Adjustments: 0.00

Revised GL Balance: 139,808.63

Once you have printed the reconciliation report and verified the information is correct, you may now run the posting program. This will mark the reconciliation as posted.