



Affordable, Adaptable ERP Software



## *Accounts Payable User Guide*

Version 5.40

Fitrix™

***Accounts Payable ♦ User Guide***

***Version 5.40***

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# Chapter 1

## 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 programs

## **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 Screen** – automatic creation of year end 1099 screens.

**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** program. 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 checks.

### 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 Program/Audit Trail

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

Ledger activity is in the screen 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 program either increases or decreases amounts of the documents in the Open Item table. 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 program.

### 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 run most of the A/P functions and processes at any time.

## Reference Programs

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 programs 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 un-posted and posted checks.

### **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 un-posted and posted 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 you 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.





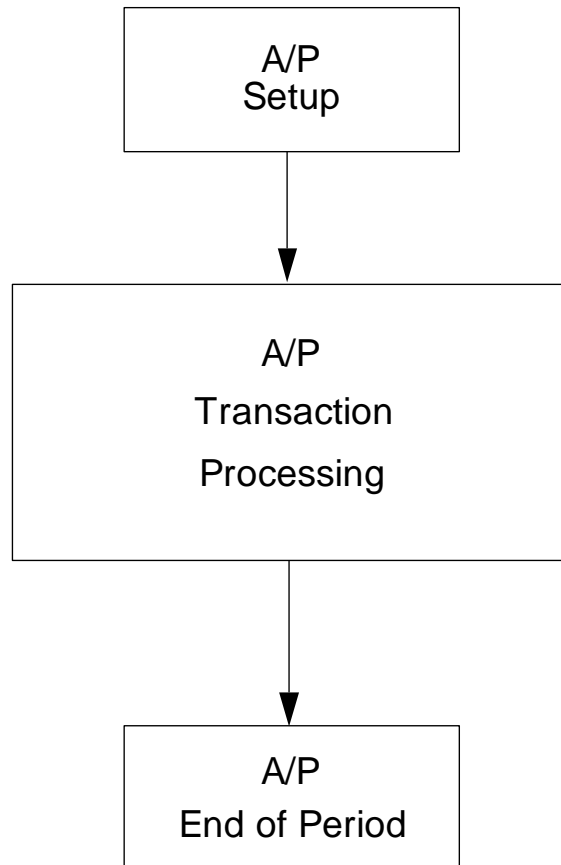
# Chapter 2

## 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

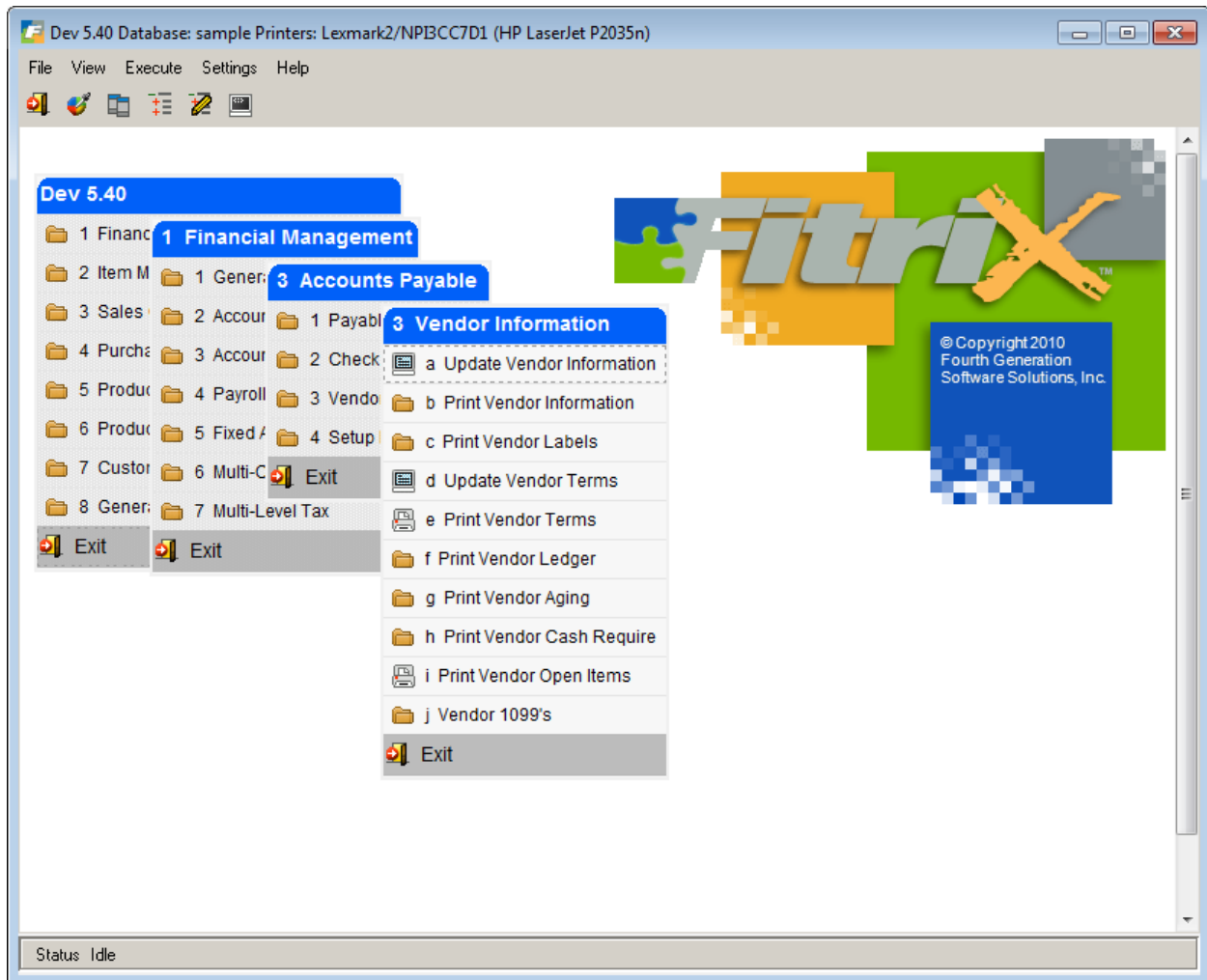
The accounting cycle for Accounts Payable follows the basic Fitrix Cycle. After the general company setup procedure, there are A/P specific setup, transaction processing, and end of period activities.



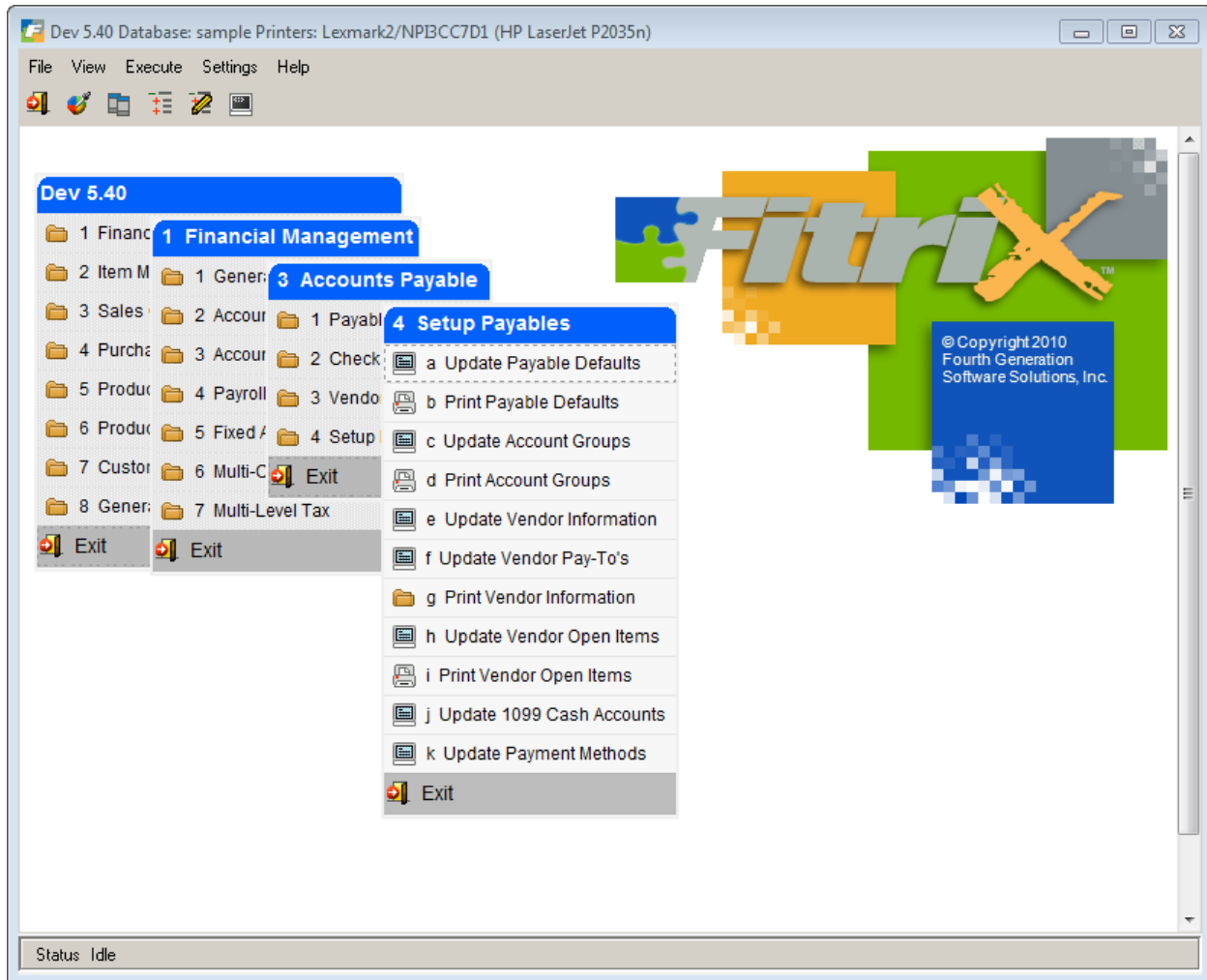
# Accounts Payable Setup

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 Menu



## Setup Payables Menu



## 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 when a vendor has multiple remit to addresses.

- **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 complete is set to Y.

- **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.

## Update Checking Accounts

This option is found on the Company Setup submenu. 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 7.

## Setup Complete

Setting the Set Up Complete value to Y 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.

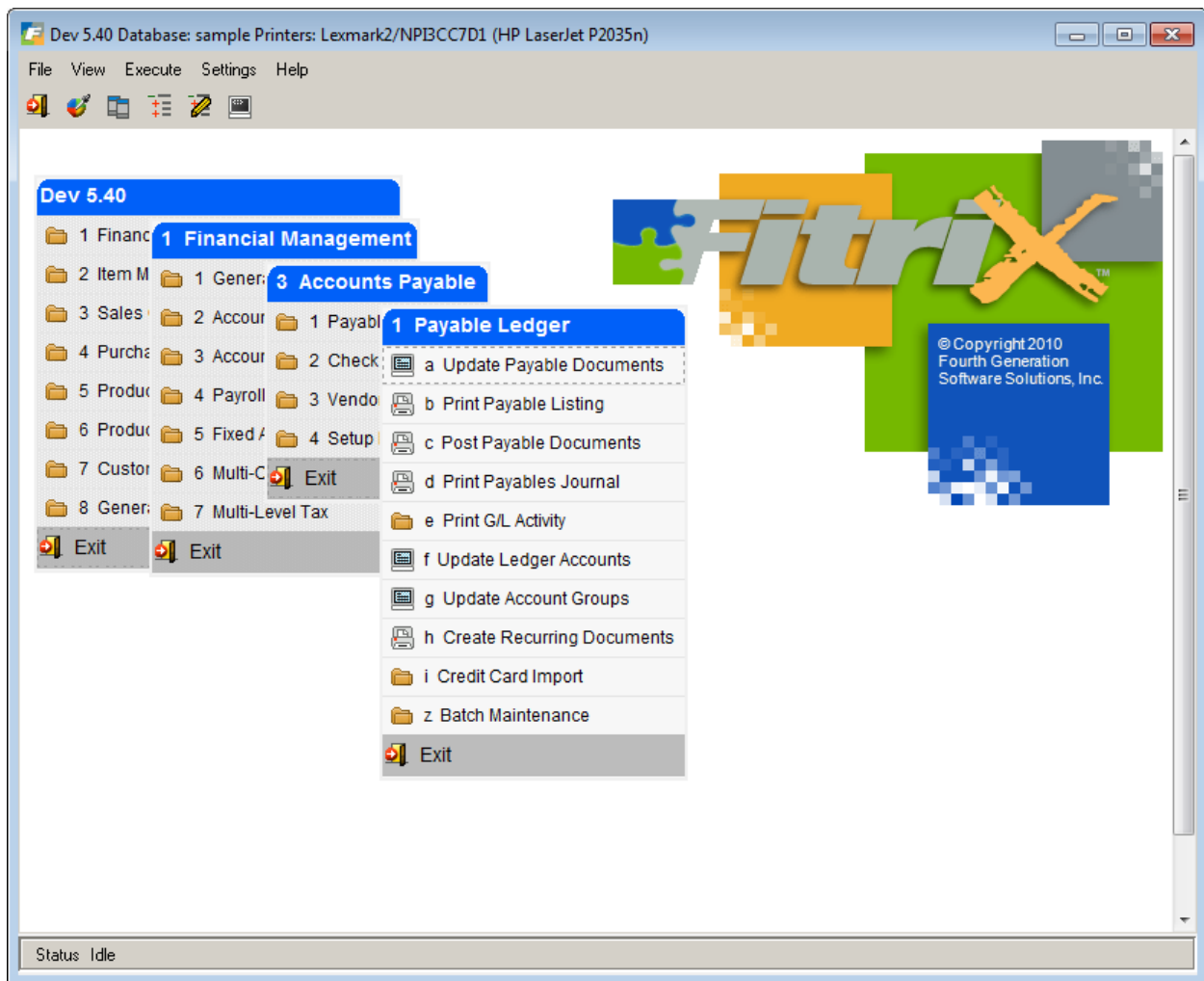
If A/P setup is complete and additional pre-setup open items are found and need to be entered, you may reset this field to "N". This warns you that all A/P transactions will be deleted and that the open items will remain. It then prompts you to continue. If you enter "Y" to continue, all transactions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

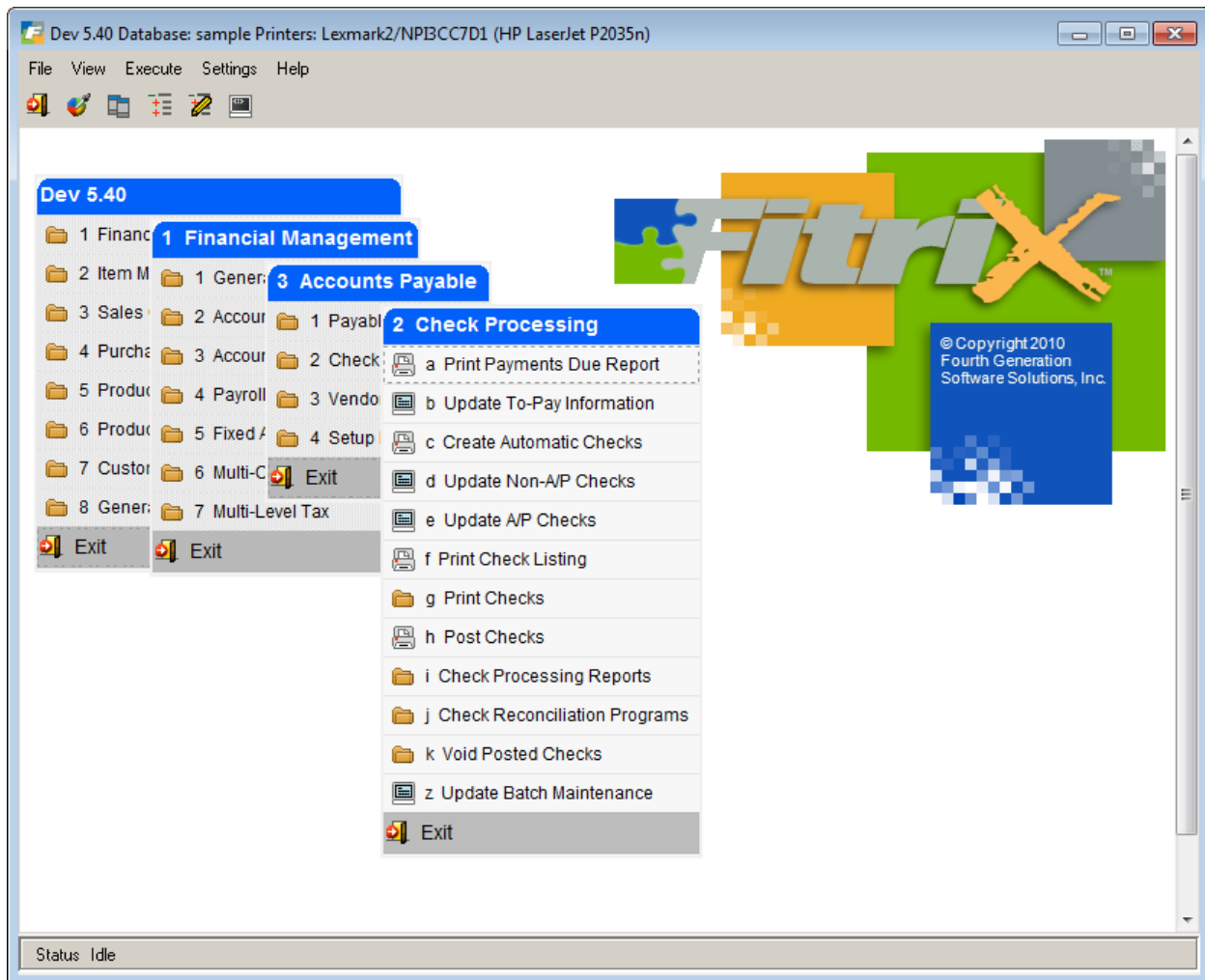


- **Post Payable Documents**

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

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 (optional)**

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 change the amount to pay, date to pay, discount amount, or discount date.

- **Create Automatic Checks**

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 open check tables so they can be viewed and revised if needed using the Update A/P Checks input screen. A report prints out a listing of the checks loaded into the tables.

- **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 program before you can process a check, even if you will have only one transaction for that vendor.* The Vendor field on the data entry screen is for the payee of the non-A/P check. You can use Zoom to select a vendor from the Vendor Information program.

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. You can also use this program to add additional payments you would like to make.

- **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 voice 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.

### **Print G/L Activity**

A G/L Activity report from A/P 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. 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. The report is sorted by system-assigned document number. You are required to input the period starting and ending dates.

### **Print Cash Disbursements Journal**

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

## Check Processing and Reconciliation Reports

### **Reconcile Checking Accounts**

This program is used to reconcile differences between your General Ledger and your bank account.

### **Print Reconciliation Report**

This report lists the bank balance, all outstanding deposits and checks, and your general ledger balance.

### **Post Reconciliation**

This program removes all reconciled items from the items to be reconciled table.

### **Print Check Register**

This report lists by check number all posted checks for the cash account and date range specified.

## End of Current Period

### **Create Recurring Documents**

When running 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.

## **Vendor Information**

### **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 screen. 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 a summary or detail report. You must specify aging date, aging method, and vendors to be included.

## **Accounts Payable End of Year**

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

Create Vendor 1099's

Update Vendor 1099's

Print Vendor 1099's



# Chapter 3

## Menus Overview

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

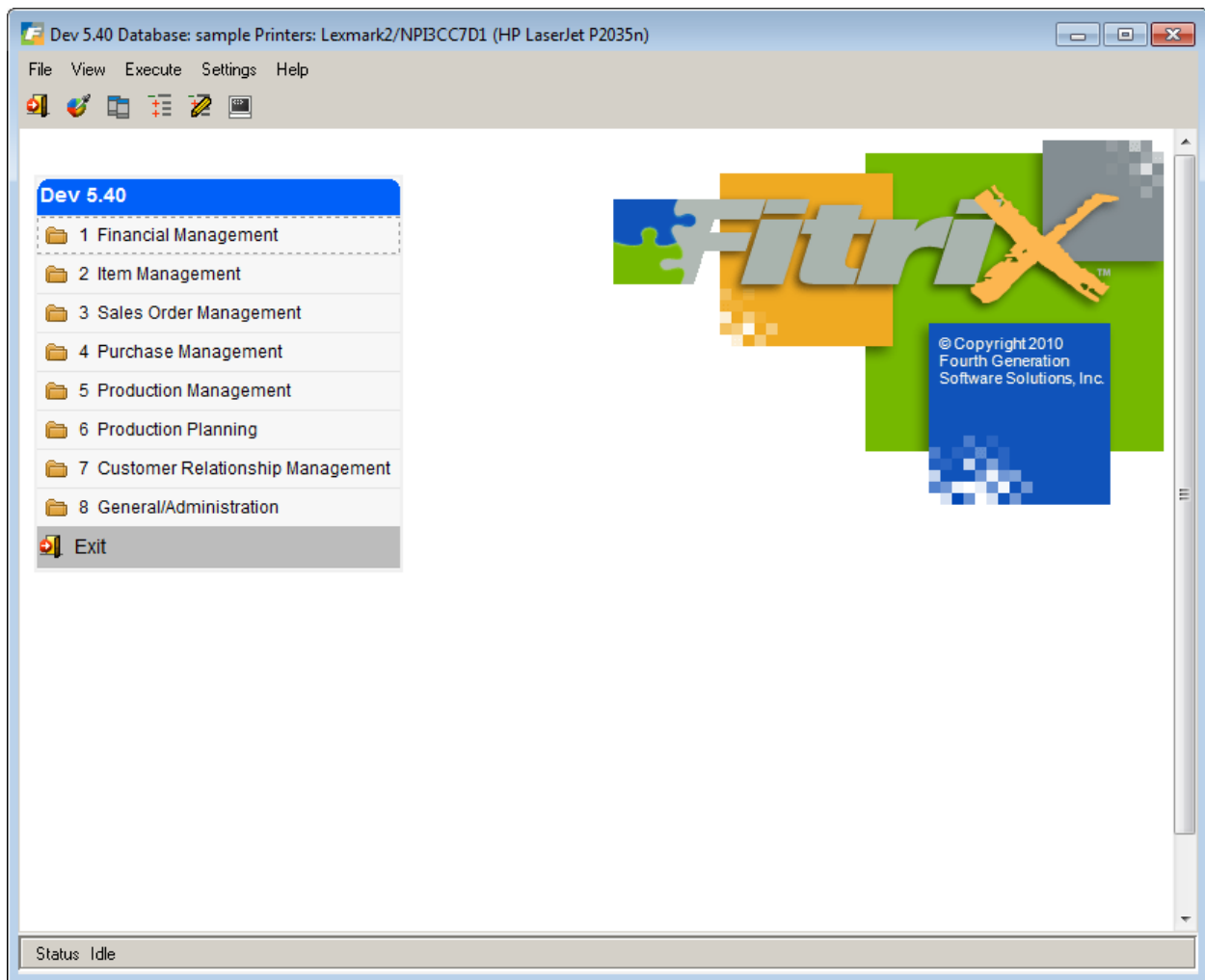


## Accessing Fitrix

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.

## 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

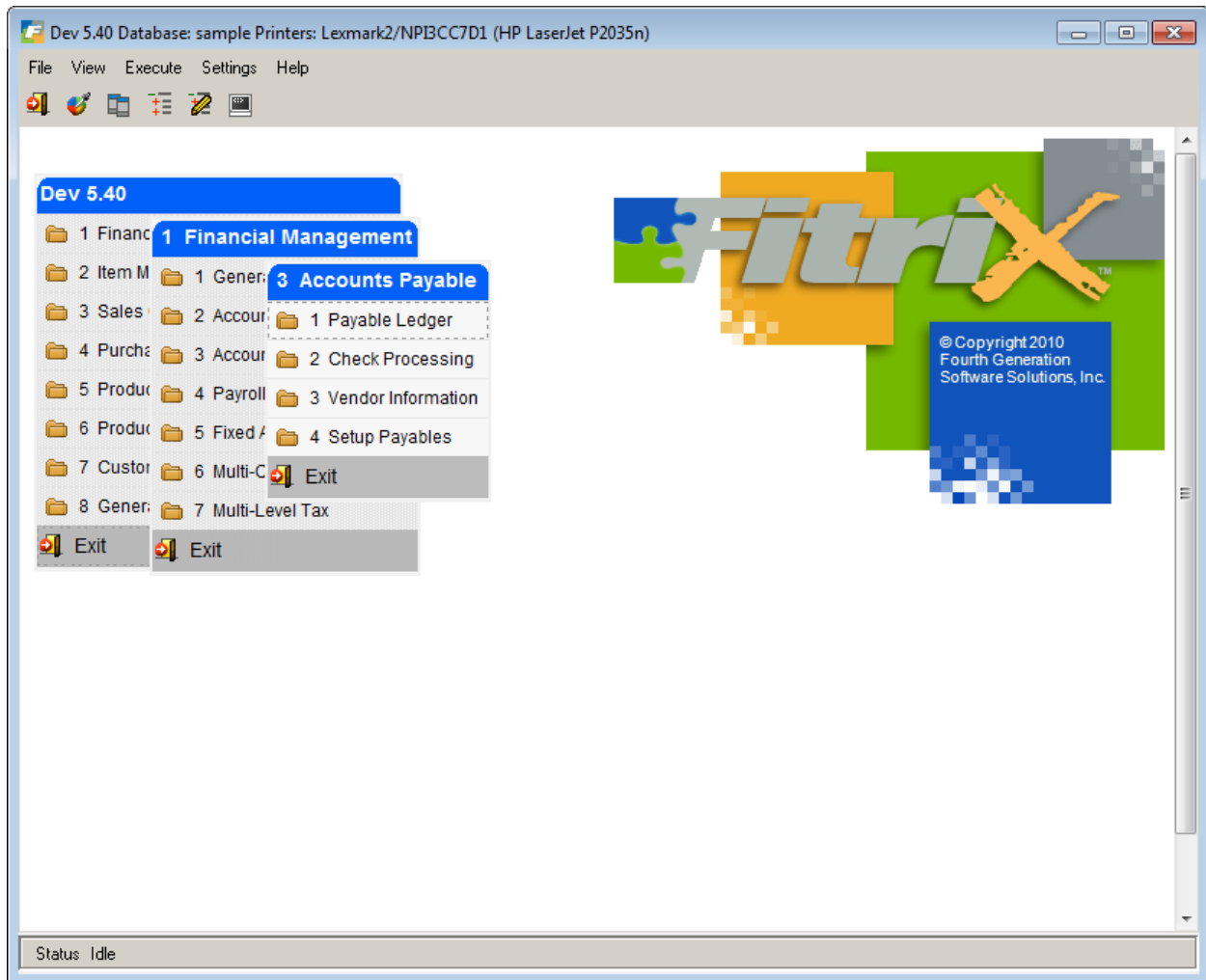
eliminate entering the same basic transactions repeatedly), and post to the appropriate accounting periods. G/L provides immediate, online G/L information.

- **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. It is here that you can also set up your bills of material and standard routing if your business does light manufacturing.
- **Production Management:** Used for entering and processing Production Work Orders.
- **Production Planning:** Used for Materials Resource Planning.
- **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.
- **Multilevel Tax:** Used for tracking sales tax.
- **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.
- **Customer Relationship Management** – used for tracking sales leads, marketing campaigns, and support cases.

## 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 programs that are used throughout the Accounts Payable system. These programs include the options for maintaining the Payable Defaults program, the Vendor program, the Account Groups program, and updating 1099 cash accounts.

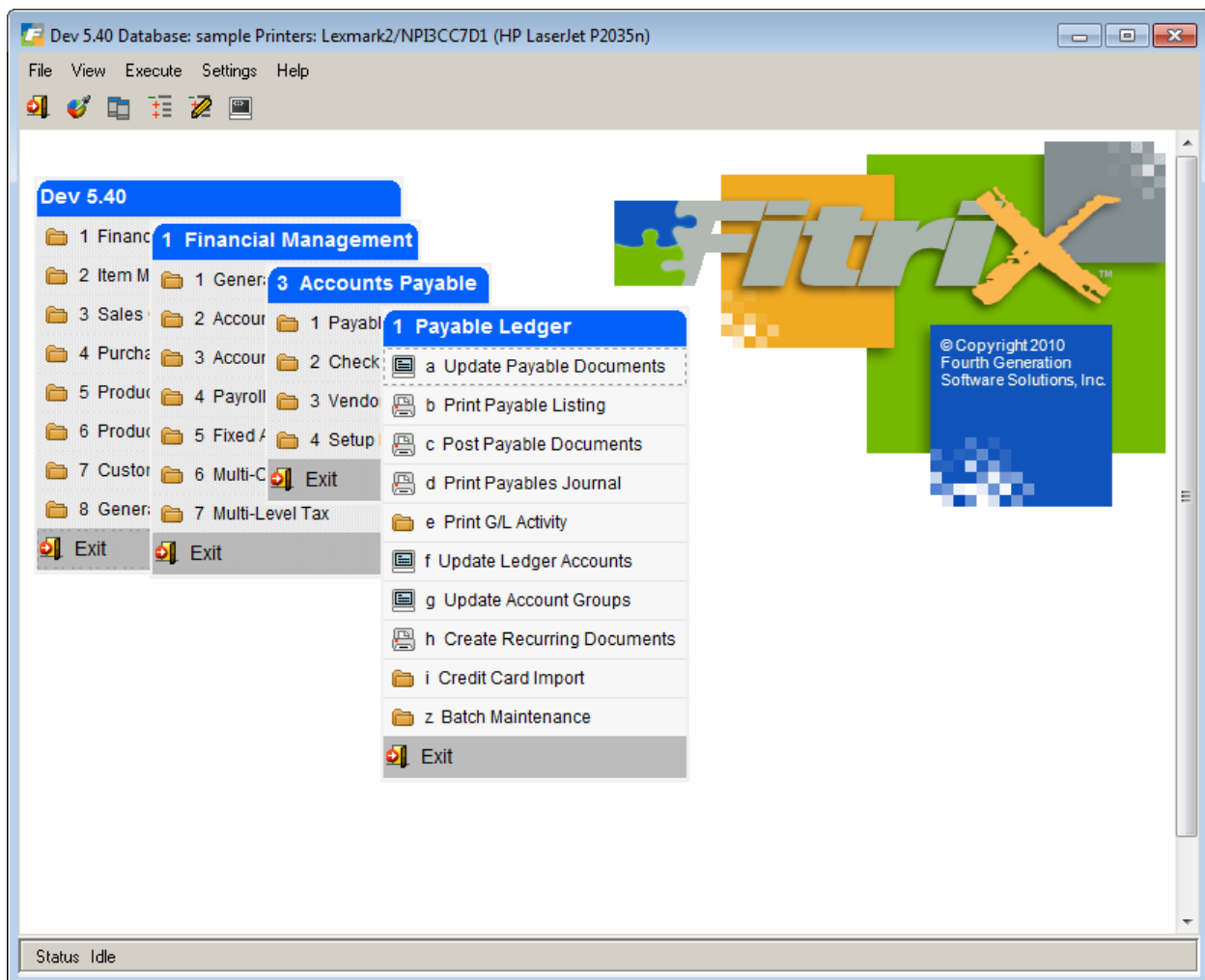
# Accounts Payable Task Menu Options

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

## 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. **Recurring documents**, representing transactions that recur periodically, can also be created.

The Payable Ledger menu:



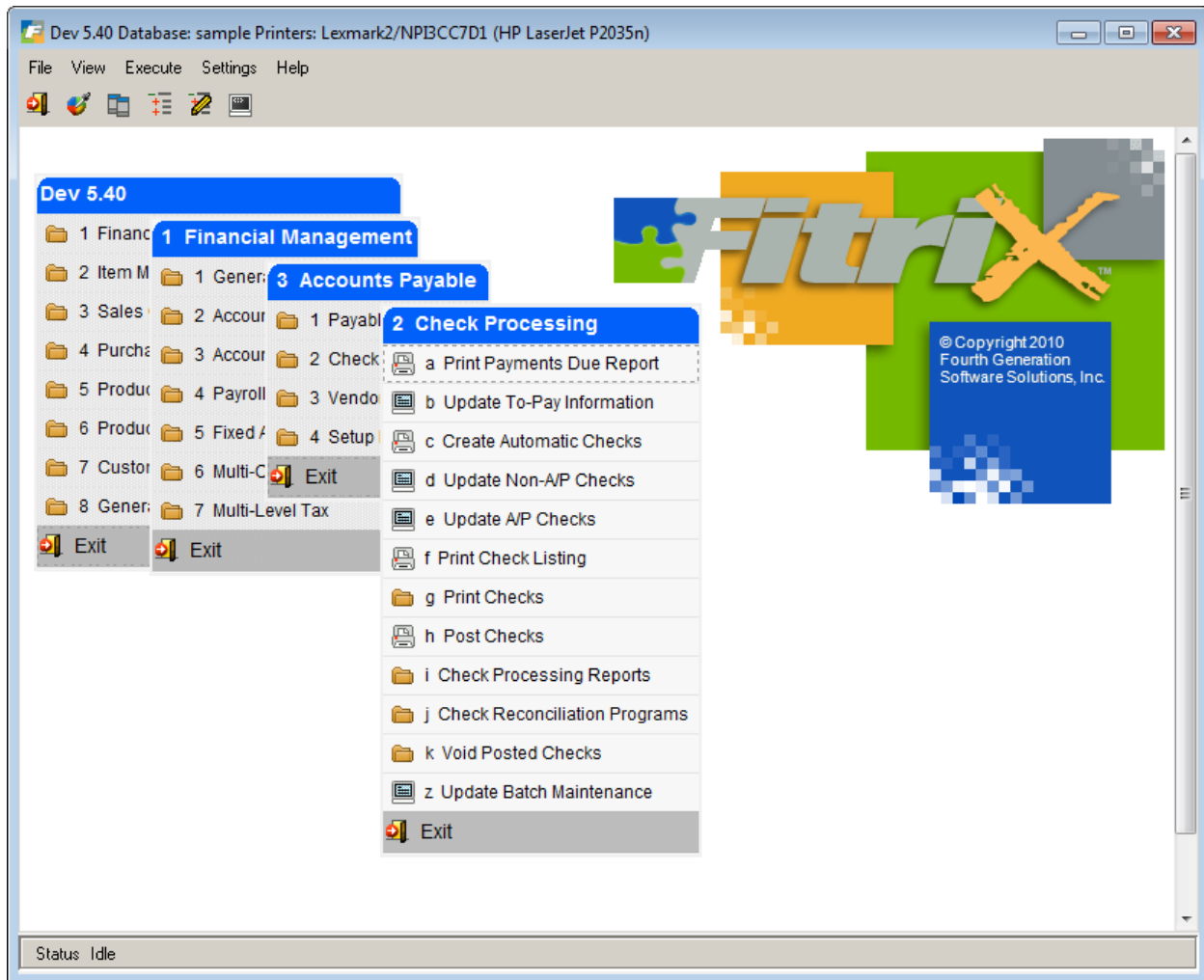
This menu contains the following options:

- **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 program and the Ledger Activity program. 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 enter and maintain general ledger accounts.
- **Update Account Groups:** Use this option to maintain Account Groups.
- **Create Recurring Documents:** Creates new un-posted versions of recurring documents.
- **Credit Card Import-** use these programs import your credit card statement and post the paid invoices to your non credit card vendors (expense vendors) activity.
- **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:

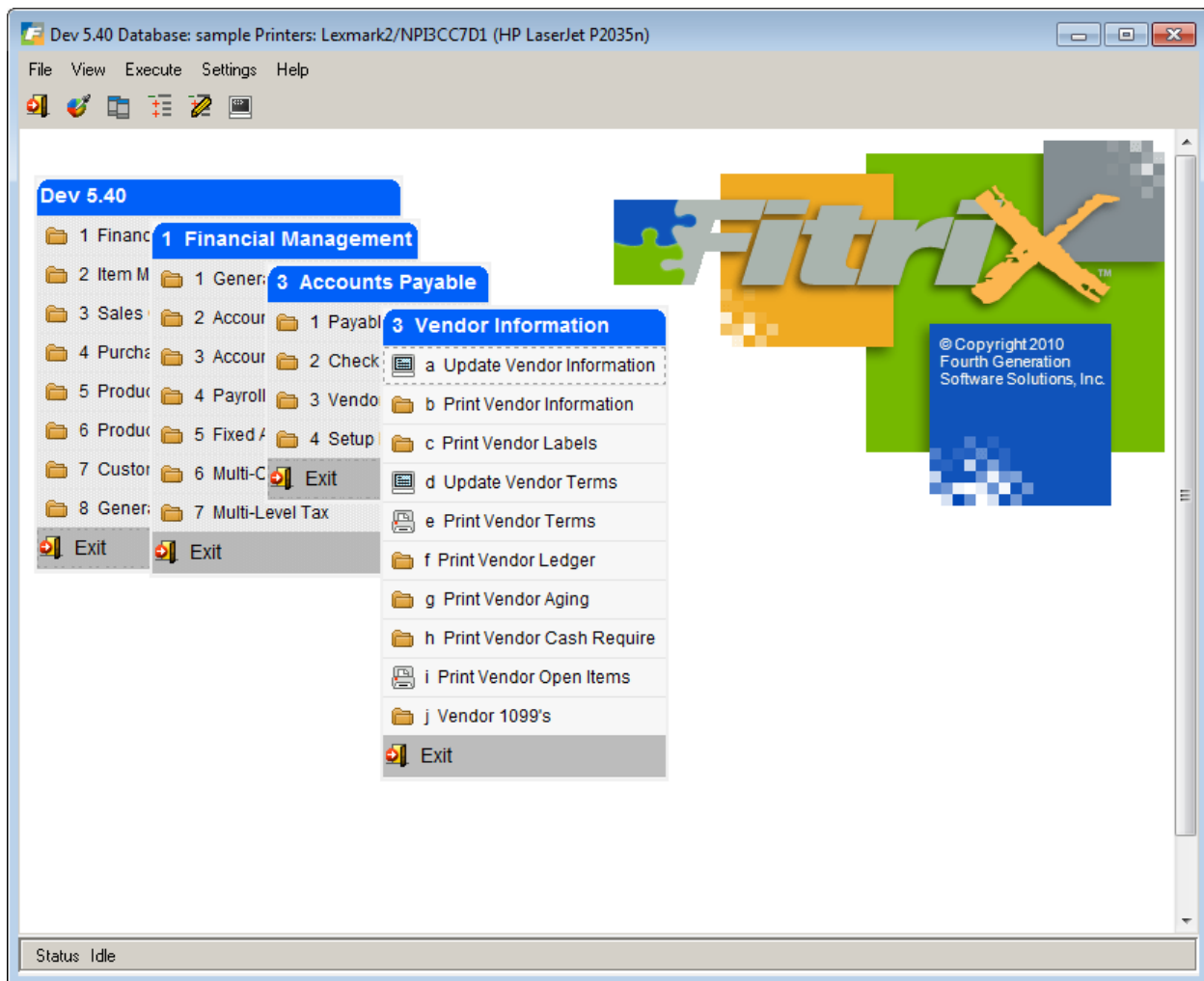
- **Print Payments Due Report:** Prints a report showing the payments due by the date that you enter. This report shows the checks that will be created by the Create Automatic Checks process.
- **Update To-Pay Information:** Use this option to change the date to pay, the amount to pay, or the discount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

- **Check Processing Reports:** Contains the following options: Print Check Register, Print Cash Disbursements Journal, Print Outstanding Checks, and Print Positive Pay File.
- **Check Reconciliation Programs:** Use this option to reconcile your checking accounts.
- **Void Posted Checks:** Use these options to void checks.

## Vendor Information Menu

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

The Vendor Information menu:



This menu provides the following options:

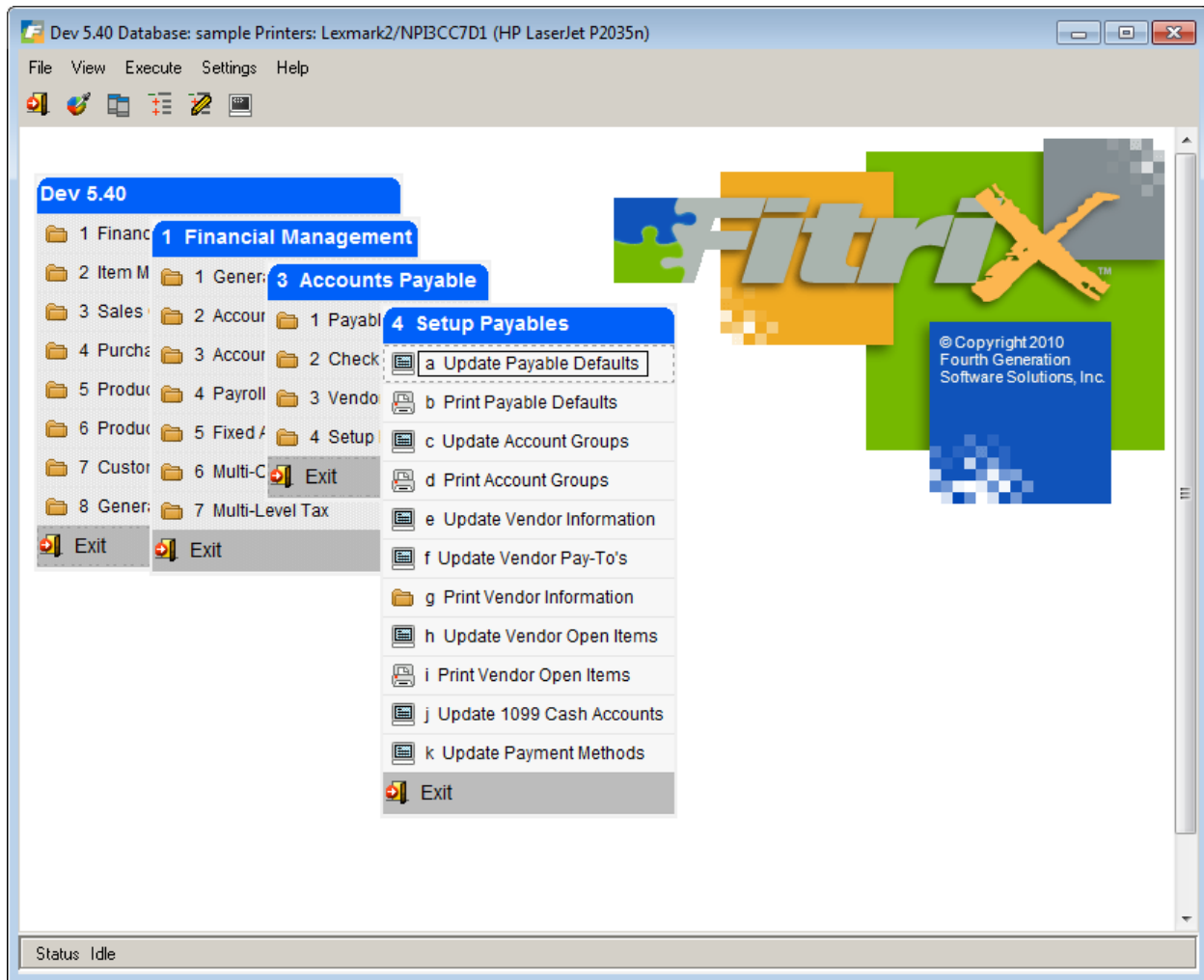
- **Update Vendor Information:** Use this option to maintain your vendors. With this option you may also view open items, payment activity, and pay-to addresses information.
- **Print Vendor Information:** Displays a submenu with options for printing information from the Vendor table. The reports can 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 payment 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 report.
- **Print Vendor Cash Requirement:** Prints a cash requirement report. Print the Vendor Cash Requirement report in summary or detail report.
- **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 program.
- **Print Account Groups:** Prints a listing of account groups set up with the Update Account Groups option.
- **Update Vendor Information:** Maintains the Vendor program. 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 program 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.



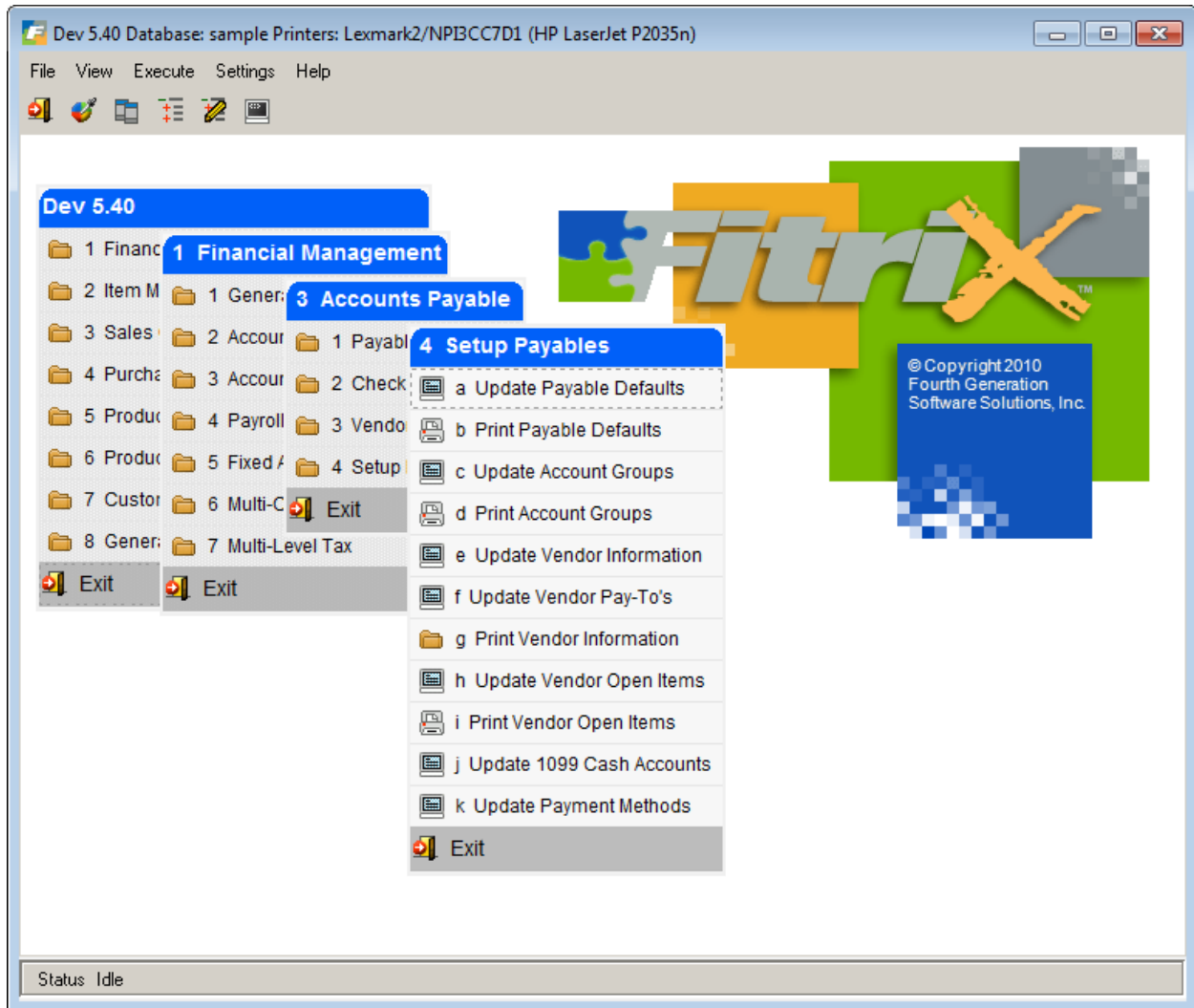
# Chapter 4

## 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)

The Setup Payables menu contains options for maintaining reference programs 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 program with only one record. Only the Update and Quit commands are active.

The Accounts Payable Defaults screen:

**Update Payable Defaults**

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Invoicing Terms Code: **B** **2% 10 NET PAYMENT 30 DAYS**

**Multilevel Tax**

Default Tax Code: **NOTAX** Tax Entry on Detail Line: **Y**

Gross Invoice Entry: **N** Calculate Tax on Cash Discounts: **N**

**Account Numbers**

A/P: **200000000** Cash: **100000000** Discount: **503000000**

**Aging Information**

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

Desc: **Current** **1 to 30 Days** **31 to 60 Days** **Over 60 Days**

Days: **0** **30** **60**

**Tax Reporting**

Federal Tax ID Number: **91-1303556** Vendor Default for 1099 Reporting? **N**

**Streamline AP Setup**

Print Payable List: Post AP Invoices: ☒ Print Post Report: ☐

Print AP Checks: Post AP Checks: ☒ Print Post Report: ☐

Void Posted Checks: Post Void Checks: ☒ Print Edit/Post Report: ☐

**Miscellaneous**

Is A/P Setup Complete?: **Y** Batch - Invoices?: **N** Payments?: **N**

Require Approval to post?: **N** Approval Code:

**1 of 1**

OVR

This screen is divided into seven sections.

**Invoicing**—defaults that control certain automatic aspects of A/P invoice entry.

**Multilevel Tax**—defaults for multiple-level taxes.

**Account Numbers**—default account numbers used by Fitrix Accounts Payable.

**Aging Information**—default values for aging periods.

**Tax Reporting**—default information for vendor 1099 reporting.

**Streamline AP Setup** – controls when posting functions are called and reports optionally printed

**Miscellaneous**— set up complete setting and batch control fields.

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## 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

### 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

### 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 program or the Vendor Information program.

### 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 screens. 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.

### 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. If set to N then the tax code in the header section will populate all detail lines.

**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 program 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 program 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

**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 screen. 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.

**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 screen, the Update Vendor Information screen, and the Non-A/P Checks screen. 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.

**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

**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.

**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.

**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 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

**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 report xx-xxxxxxx and prints on the 1099 screens.

**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 screen if that field is left blank. A "Y" in this field means that the 1099 Required field on the Vendor Information screen will default to "Y" if it is left blank, indicating that you want to use 1099 reporting for that vendor.

## Streamline AP Setup

- Check the Post AP Invoices box if you want to automatically post invoices after the edit report is run
- Check the Print Post Report if you want a hard copy of the posting report
- Check the Post AP Checks box if you want to automatically post checks after they print
- Check the Print Post Report if you want a hard copy of the posting report
- Check the Post Void Checks box if you want to automatically post after entry
- Check the Print Post Report if you want a hard copy of the posting report

## Miscellaneous Section—Field Description

### **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 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.

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 accounting system.

### **Batch Invoices**

Indicates whether or not batch control is used when entering AP invoices. See *Getting Started with Fitrix* for more information on Batch Control.

### **Payment**

Indicates whether or not batch control is used when entering / created AP checks. See *Getting Started with Fitrix* for more information on Batch Control.

### **Require Approval to Post**

Indicates whether management approval is required before batch can be posted. See *Getting Started with Fitrix* for more information on Batch Control.

### **Approval Code**

Batch approval code. See *Getting Started with Fitrix* for more information on Batch Control.

## **Print Payable Defaults**

This option prints a hard copy of information entered with the Update Payable Defaults option of the Setup Payables menu.

## **Update Account Groups**

An account group is a set of different account numbers that are used together. The Account Groups are 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.

A typical Chart of Accounts might consist of dozens, perhaps hundreds of different accounts. When you enter payable documents, you can specify different 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 screen 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 Groups are used for all Fitrix modules, all groups in this program may not apply to Accounts Payable.

The Account Groups screen:

Account	Dept	Description
745000000	000	DEPRECIATION EXPENSE
181500000	000	FURNITURE & FIXTURES DEP.
182500000	000	TRANSPORTATION EQUIP. DEP.
183500000	000	MACHINERY & OTHER EQUIP. DEP.

## Account Group Screen—Header Section

### Group Code:

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

### Description:

This 30-character alphanumeric field is the description that displays after you enter the group code on the Vendor Invoice screen and the Vendor Information screen. 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.

### 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.

### 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.

### 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 program. The account groups are added and updated with the Update Account Groups option of the Setup Payables menu or the Payable Ledger menu.

## **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 codes are used in the Payable Invoices program.

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

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

The Pay-To Address screen:

The screenshot shows a software window titled "Update Vendor Pay-To's". It contains a menu bar (File, Edit, View, Navigation, Tools, Actions, Help) and a toolbar with icons for Find, Prev, Next, Add, Update, Delete, and Browse. Below the toolbar, the form is populated with the following data:

- Vendor Code: CANON (with a search icon) and CANON U.S.A., INC. (in a separate field)
- Pay-To: CANON1
- 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: US (with a search icon) and UNITED STATES
- Email: bobs@canonusa.com
- Web Address: canonusa.com
- Bill Ins.: (empty)
- Bckord: Y
- Tax: NOTAX (with a search icon)
- Take Disc.: Y
- ETA Days: 45
- Buyer: KEVIN (with a search icon) and KEVIN KENNER
- Discount: (empty)
- Pay Method: AP (with a search icon) and ACCOUNTS PAYABLE
- Credit Card AP Acct: (empty)

At the bottom left, it says "1 of 1". At the bottom right, there is an "OVR" button.

## Pay-To Address Screen- Field Descriptions

### 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, the business name displays in the unlabeled field adjacent to the code. The Zoom feature is provided.

### 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. 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.)

### 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.

**Contact:**

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

**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 print on checks for this pay-to location. The entire address that will print on checks for the pay-to location consists of the fields Address 1, Address 2, City, State, Zip, and Country.

**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.

**City:**

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

**State:**

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

**Zip:**

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

**Country:**

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

**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.

**Cell:**

The cellular number of the Principle accepting payment.

**Fax:**

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

**Email:**

The email address of the Principle accepting payment.

**Web Address:**

The website address of the company.

**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 screen, the value for the discount field on the Vendor Information screen is used.

**Bckord:**

This field is not currently functional.

**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.

**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.

**Discount:**

This field is not currently functional.

**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.

**Credit Card AP Acct and Department:**

Not required. Fill in AP account number and department to be used when creating credit card statement invoices if different than the AP account number and department stored with the vendor. See the section on the Credit Card Import programs in Chapter Six for more information.

## Print Vendor Information

This menu option is the same as the Print Vendor Information option of the Vendor Information menu.

## Update Vendor Open Items

This option allows you to enter the vendor beginning balances. 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 on the Accounts Payable Defaults screen to Y.



The Vendor Open Item screen:

The screenshot shows the 'Update Vendor Open Items' window with the following fields and values:

- Vendor Code:** 123457 (CHAMPION INC)
- Pay-To Code:** EAST
- On Account:** 0.00
- Balance:** 86302.70
- Currency:** STD
- Invoice Information:**
  - Invoice:** 254
  - Document Number:** 254
  - Description:**
  - Date:** 06/26/2012
  - Original Amount:** 15.00
  - Original Discount:** 0.30
  - Invoice Balance:** 15.00
  - Discount Balance:** 0.30
  - Due Date:** 07/26/2012
  - A/P Account:** 200000000 - 000
  - P. O. Number:** 725
  - Purchase Order Date:** 06/26/2012
- To Pay Information:**
  - Home Currency Amt:**
  - Currency Exchange Rate:**
  - Discount Date:** 07/06/2012
  - Amount to Apply:** 15.00
  - Discount to Take:** 0.30
  - Date to Pay:** 07/06/2012
  - Cash Account:** 100000000 - 000

At the bottom, it shows '11 of 24' and an 'OVR' button.

#### 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.

#### 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 program, 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.

**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 screen. The difference is that the field displayed on the Vendor Open Items screen 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 screen overrides any amount you previously entered in an On Account field.

**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 screen. This is a system-maintained, display only field.

**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.

**Invoice:**

This twenty character alphanumeric field stores the number of the vendor's invoice. This field is the same as the Invoice field of the Payable Documents screen.

**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.

**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 screen.

**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 screen.

**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.

**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.

**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.

**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 screen.

**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.

**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 screen. 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 screen. 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.

**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.

**Purchase Order Date:**

This date field is the date of the purchase order.

**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.

**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.

**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.

**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.

**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.

**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.

**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 screen. 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 screen. 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.

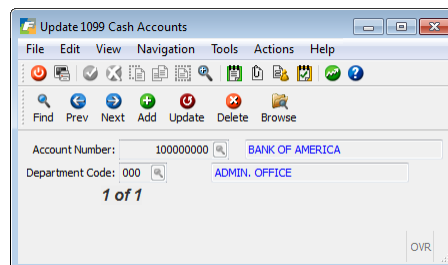
When you first execute the Print Vendor Open Items menu option, you must confirm the destination for the report. You may then select the vendors to be printed with the Select Vendors Selection Criteria screen..

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.

## Update 1099 Cash Accounts

This option allows you to identify any cash accounts whose cash disbursements must be reported to the IRS.

The 1099 Cash Accounts screen:



The fields are on this screen are:

**Account Number:**

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

**Department Code:**

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

# Chapter 5

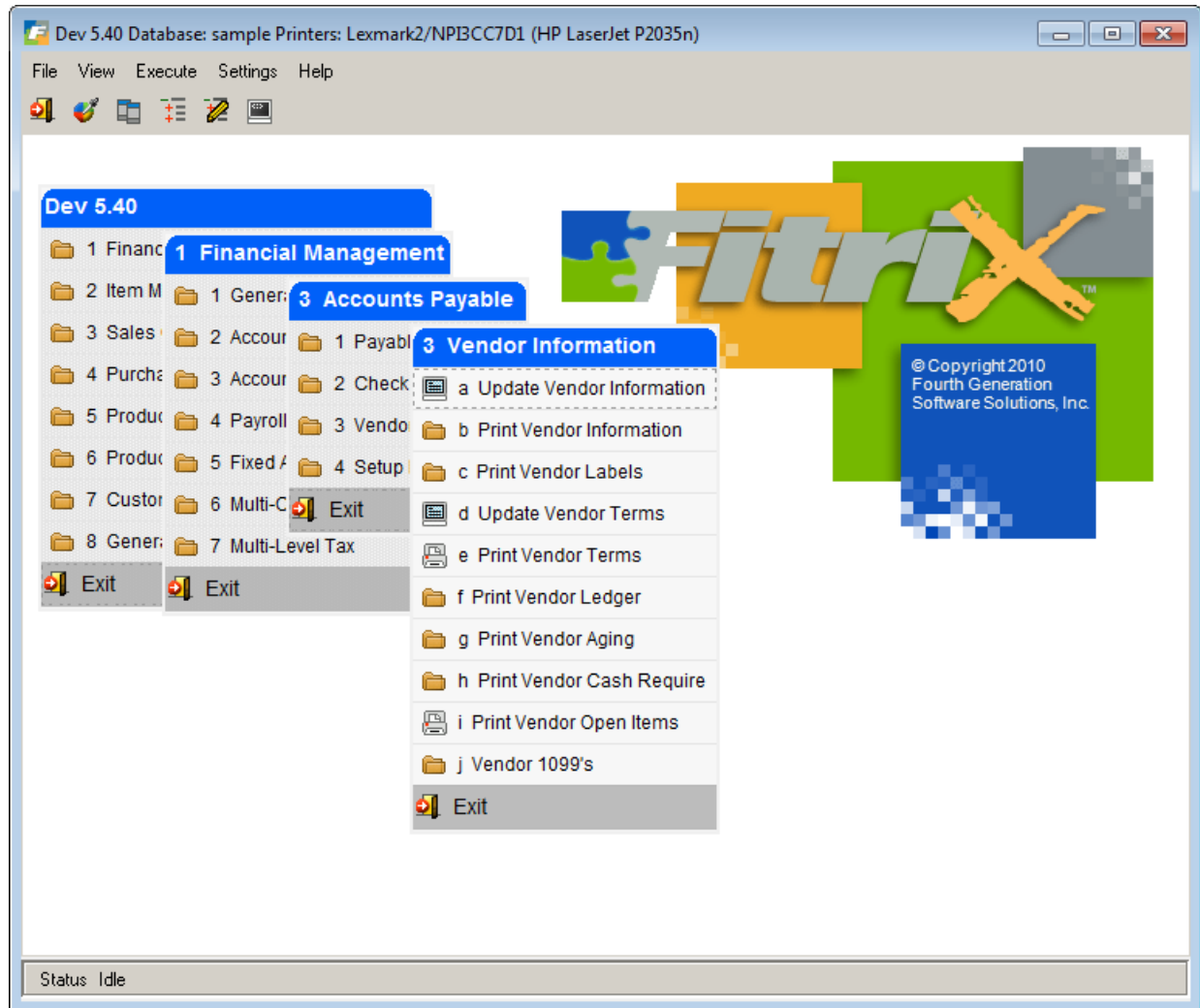
## Vendor Information

- 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

## Vendor Information Menu

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 table contains many of the defaults associated with vendors. There are six additional screen programs accessible from the Update Vendor Information program. These programs are the Pay-To Information, Vendor Activity, Vendor Aging and Terms, On PO, and Document Delivery. Each one of these programs 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.

### 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.

### 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.

### Account No:

Enter the account number the vendor has assigned to you. This account number prints on the AP check so that the vendor can easily identify which account to apply the payment to.

### Contact:

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



**Phone/Cell/Fax:**

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

**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.

**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.

**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)

**Email:**

This field stores the contact's email address.

**Backorder: \***

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.

**Web:**

This field stores the company URL for the contact.

**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.

**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.

**Bill:**

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

**Last Pay:**

This is a system-maintained field. It displays the date that a payment was most recently made to this vendor in the report 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.)

**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.

**Ship: \***

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

**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.

**Discount: \***

This field is not currently functional.

**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.

**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.

**On Account:**

This numeric field shows you the amount that you have sent to this vendor that was not applied to any specific invoice ( a prepayment). It can be positive or negative. This field is similar to the On Account field of the Vendor Open Items screen. The difference is that the field displayed on the Vendor Open Items screen 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 screen overrides any amount you previously entered in the On Account field here. After you have balanced your accounts payable and entered a

"Y" in the Account Payable Setup Complete field of the Accounts Payable Defaults screen, you are no longer able to change this value. After that point, this value is entirely system maintained.

**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 program 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.

**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.

**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 screen. The account group must previously have been set up in the Account Groups table using the Update Account Groups option of the Setup Payables menu or the Payable Ledger menu. The Zoom feature is available.

**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.

**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.

**Take Discount:**

Set to A to always take terms discount, N to never take terms discount, or Y to only take terms discount if the invoices are paid within terms.

**FedTax ID:**

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

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

**1099 Required:**

Check this box if you need to report 1099 information for this vendor. If this box is checked 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 screen is used.

**On PO:**

Display only field that displays the total dollar amount on open purchase orders for this vendor.

**YTD Purchases:**

Total year to date purchases you have made with this vendor. This value is reset by the system at the beginning of each fiscal year.

**Lifetime Purchases:**

Total purchases you have made with this vendor.

**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 screen of Update A/P Checks or Update Non-A/P Checks and the Payable Documents screen of Update Payable Documents.

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

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 screen program on the Setup Company menu. The Zoom feature can be used for both parts of the A/P field.

**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 an account number in this field, the default Cash Account from the Accounts Payable Default program 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.

**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.

**Rebate:**

Enter the rebate receivable account number if it is different than the default account number. See the Purchasing User Guide for more information on Vendor Rebate processing.

### Credit Card Template:

If the vendor has a credit card template code then the vendor can be used in the credit card statement importing process. See Chapter Six for more information on the Credit Card Import programs.

## Vendor Pay-To Option

In addition to the Vendor Information screen, 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 the 'Payto' window with the following fields and values:

- Vendor Code: CANON
- Pay-To: CANON1
- Pay-To Name: CANON SOUTHEAST
- Contact: BOB
- Phone: 800-323-9768
- Address1: 480 TRICKUM WAY
- Address2:
- Fax: 770-456-7899
- City/State/Zip: ATLANTA GA 30339
- Country: US UNITED STATES
- Email: bobs@canonusa.com
- Web Address: canonusa.com
- Bill Ins.:
- Bckord: Y
- Tax: NOTAX
- Take Disc.: Y
- ETA Days: 45
- Buyer: KEVIN KEVIN KENNER
- Discount:
- Pay Method: AP ACCOUNTS PAYABLE

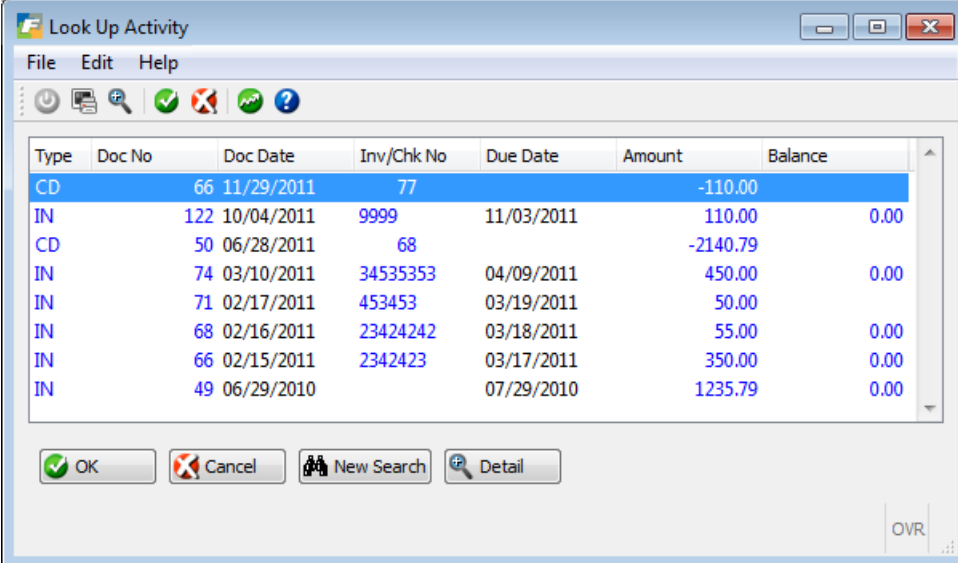
At the bottom, it says '1 of 1' and 'OVR'.

## 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 screen:



Type	Doc No	Doc Date	Inv/Chk No	Due Date	Amount	Balance
CD	66	11/29/2011	77		-110.00	
IN	122	10/04/2011	9999	11/03/2011	110.00	0.00
CD	50	06/28/2011	68		-2140.79	
IN	74	03/10/2011	34535353	04/09/2011	450.00	0.00
IN	71	02/17/2011	453453	03/19/2011	50.00	
IN	68	02/16/2011	23424242	03/18/2011	55.00	0.00
IN	66	02/15/2011	2342423	03/17/2011	350.00	0.00
IN	49	06/29/2010		07/29/2010	1235.79	0.00

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

### Type

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

IN = invoice.  
 CD = cash disbursement.  
 CM = credit memo.  
 DM = debit memo.  
 VC = void check

### 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.

### Doc.Date:

This column displays the date that the document was entered.

### 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. If the line is a cash disbursement it is the check number.

**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 screen.

**Amount:**

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

**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:

The screenshot shows a software window titled "Invoice Summary Information". It has a menu bar with "File", "Edit", and "Help". Below the menu bar is a toolbar with icons for power, print, search, checkmark, error, refresh, and help. The main area contains the following fields:


Invoice:	34535353	Doc. No.:	74
Description:			
Original Amount:	450.00	Original Discount:	9.00
Invoice Balance:	0.00	Discount Balance:	9.00
Due Date:	04/09/2011	Discount Date:	03/20/2011
A/P Account Number:	200000000 - 000	Pay To Code:	PAYTO
P.O. Number:	297	Purchase Order Date:	03/10/2011

At the bottom, there are three buttons: "OK" (with a green checkmark icon), "Cancel" (with a red X icon), and "Activity" (with a magnifying glass icon). In the bottom right corner, there is a label "OVR" and a small icon.

To view payment information, click Activity.

Doc No	Doc Date	Invoice No	Disc Amt	Net Applied	Inv Balance
122	10/04/2011	9999	0.00	-110.00	0.00

## Aging Option

To print an AP Aging report from within the Vendor Maintenance program click on the  icon.

## Terms Option

To add additional payment terms codes from within the Vendor Maintenance program click on the  icon.

## On PO Option

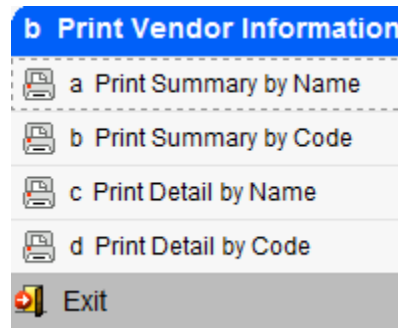
To view open PO detail from within the Vendor Maintenance program click on the  icon.



 Document Delivery

## Print Vendor Information

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



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

### 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.

### Print Summary by Code

This report prints a summary of vendor information sorted by vendor code. It is the same report 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.

### Print Detail by Code

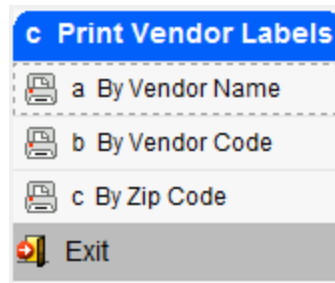
This report prints a detailed report of vendor information sorted by vendor code. It is the same report as the Vendor Information Detail Report above.

## 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:

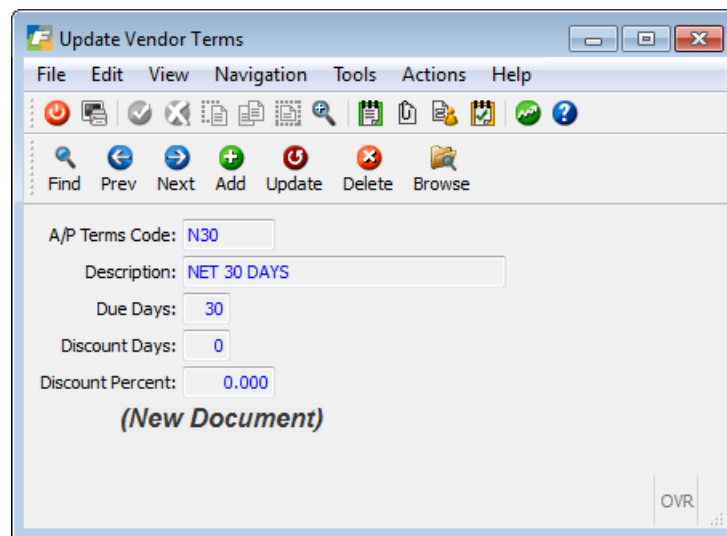


All three options of this menu print the same labels, but sorted by vendor code, vendor name, or zip code. This program prints on labels 3 1/2 inch x 15/16 inch and one across the page.

## Update Vendor Terms

The Update Vendor Terms option of the Vendor Information menu is used to modify or add payment terms.

The Vendor Terms screen:



**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.

**Description:**

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

**Due Days:**

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

**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.

**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. 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.

## 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.

The columns of the Vendor Ledger report are:

**Date:**

The date of the original document.

**Tran Type:**

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

**Tran #:**

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

**Description:**

The description entered into the original document.

**Amount:**

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

**Balance:**

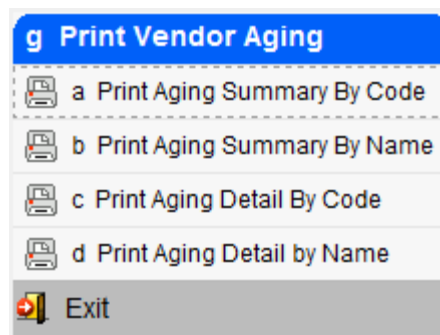
A running balance owed to (or by) the vendor.

## 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:

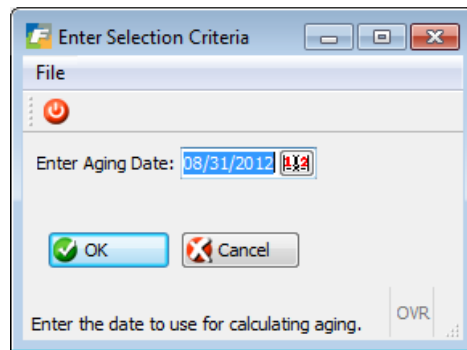


After you select the report, two screens display. The first screen prompts you if you want to use the invoice date or the due date for aging. The second screen prompts you to enter the aging date. The aging date defaults to the current system date.

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 [ENTER], a second Selection Criteria screen displays.

The Vendors Selection Criteria screen:



Use this screen to designate which vendors will print 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.

## 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.

## 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.

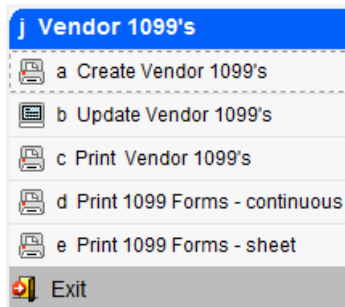
The Vendor Cash Requirement report can be printed in either a summary or detailed report as well as sorted by vendor code or name. After you select the Print Vendor Cash Requirement menu option, the Print Vendor Cash Requirement submenu displays. Select the report that you want to print, aging by due date or invoice date, the aging date, and the vendors.

## 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.

## Vendor 1099's

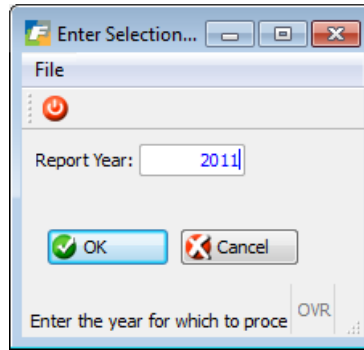
The Vendor 1099's option allows you to create, update, or print 1099's. Select the option from the following Vendor 1099 submenu:



## 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 screens. 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 screen contains three fields—two are labeled, one is not.

**Vendor:**

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

**Vendor Name (unlabeled):**

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

**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 screen 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 screens. You can obtain these from many office or computer supply vendors.

# Chapter 6

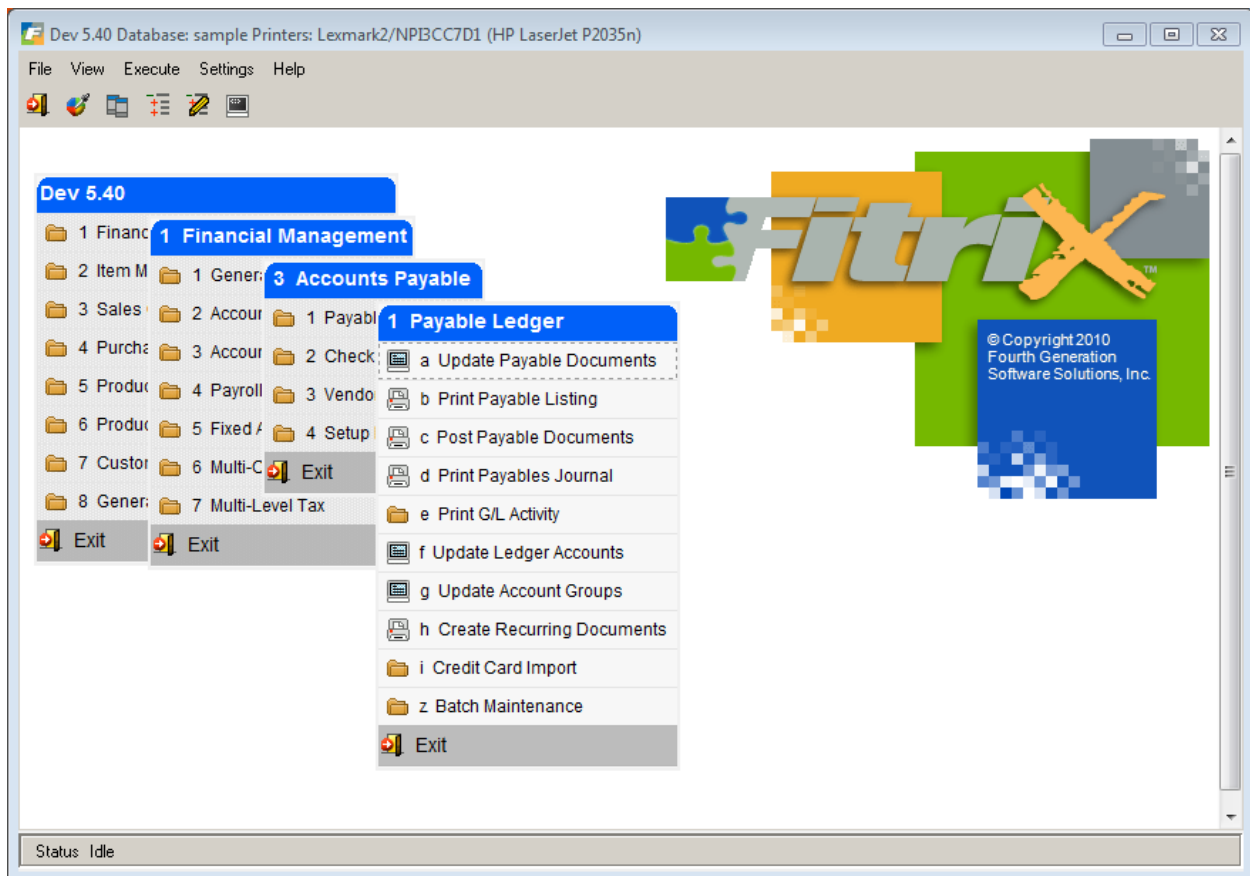
## Payable Ledger Menu

- 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
- Credit Card Import of expenses

## 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:



# 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:

Update Payable Documents

File Edit View Navigation Tools Actions Options Help

Batch Options Vendor Payto Chart

Find Prev Next Add Update Delete Browse

Date: 02/15/2013

Vendor: 123457

Pay-To: PAYTO

Doc.Type: I 4531

Describe:

Terms: B

Pay On: 02/25/2013

P.O. No.:

Acct.Grp:

Gross Amt Entry: N

CHAMPION INC

Recurrent Code:

Ref.No:

Invoice Date: 02/15/2013

2% 10 NET PAYMENT 30 DAYS

Disc.: 02/25/2013

P.O. Date:

Cash: 100000000 - 000

Dept.: 000

Posted: Y

Recurrent Times:

Fix Date:

Default Tax: NOTAX

Disc%: 2.000

Account	Dpt	Description	Code	Amount		Order	Rel	Element
121000000	000	WORK IN PROCESS	NOTAX	50.00	50.00	DB 220	000	PACKAGING

Currency:

TTL: 200000000 - 000

ACCOUNTS PAYABLE

50.00

50.00

CR

1 of 1

View Detail

OVR

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

## Payable Documents Screen—Header Section

**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.

**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.

**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.

**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.

**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.

**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.

**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. See the section on Create Recurring Documents in this chapter for more information.

**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.

**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"

**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.

**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.

**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.

**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 screen 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.

**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 program. The Terms program 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 program and displayed to the right of the code. The information in the Terms program 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 program. The Zoom feature is provided.

**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.

**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.

**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.

**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.

**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 report of XX.XXX where 2.000 means 2%. The default for this field is taken from the vendor's terms.

**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.

**P.O. Date:**

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

**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.

**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.

**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 Accounts 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.

**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.

**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.

**Description:**

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

**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.

**Amount:**

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

**Disbursed Amount:**

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



**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 program. 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.

**Order-** used with Job Shop functionality. If this invoice is a miscellaneous cost to be added to a production work order, enter or search for the production work order number.

**Rel** – used with Job Shop functionality. Enter the release number of the production work order.

**Element-** used with Job Shop functionality. Enter or search for the miscellaneous cost element that this cost is for.

## Payable Documents Screen—Totals Section

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

**Currency:**

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

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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 screen. 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 report 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.

## Post Payable Documents

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

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 report as the Payable Listing report.

## **Print Payables Journal**

The Payables Journal report shows the debit and credit information for posted payable documents .

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.

## **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 report.

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.

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.

## **Update Ledger Accounts**

This menu option is duplicated on the Setup Company menu. See "Update Ledger Accounts" in Chapter 9, Company Setup.

## **Update Account Groups**

This menu option is duplicated on the Setup Payables menu. See "Update Account Groups" in Chapter 4.



## Create Recurring Documents

The Create Recurring Documents option automatically creates payable documents based upon the contents of the Recur field of the Payable Documents screen. This field is used in 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.

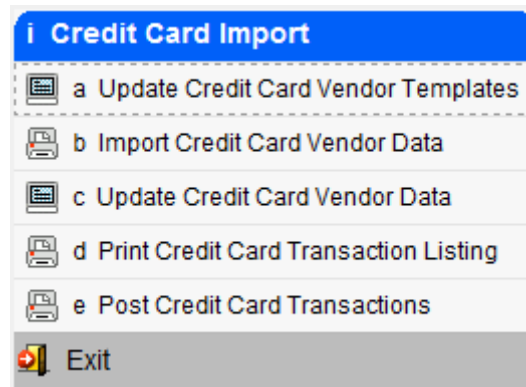
Once recurring documents have been created, they may be printed and posted with the Print Payable Listing and Post Payable Documents options of the Payable Ledger menu, like non-recurring payable documents. If you wish to keep recurring documents separate from other payable documents, you should post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

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

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.

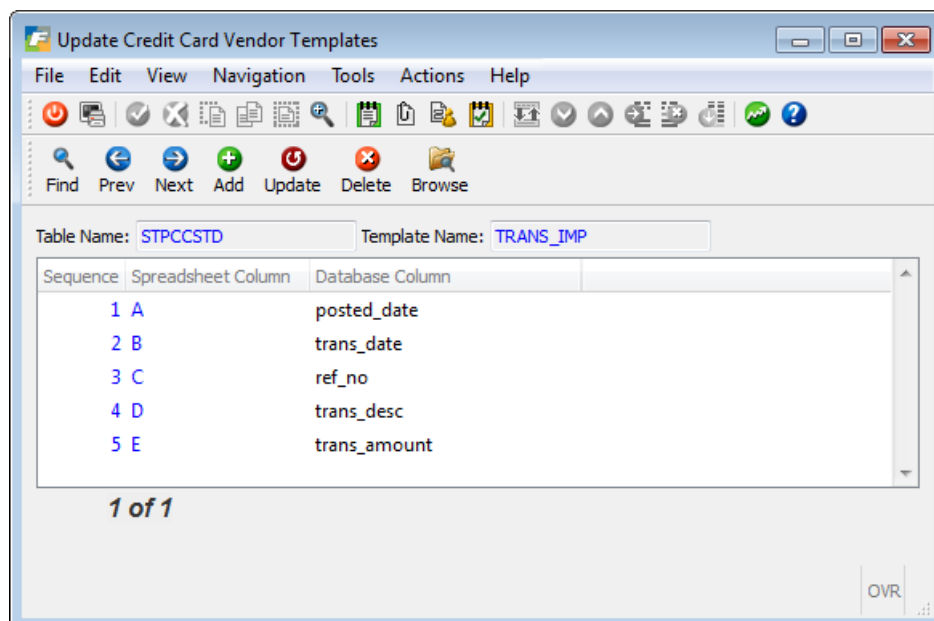
## Credit Card Import

These programs allow you to import data from your credit card vendor for payment and place the activity with the specific vendors paid. For example, if you use a company credit card to pay for airline tickets for your sales people, this data can be imported so that you pay the credit card company but the expense put on the card will be listed under the vendor code for Delta Airlines.



## Update Credit Card Vendor Templates

Use the Update Credit Card Vendor Templates program to map the columns in your vendor's credit card data download to database columns in Fitrix. Entering Credit Card Vendor Templates is the first step.



When you import credit card data you create a .csv (comma separated values) file. The Credit Card Vendor Template determines where the data is added in the Fitrix database..

**Table Name** – enter STPCCSTD for credit card statement detail.

**Template Name** – enter a value unique to this template.

**Spreadsheet** – Enter the column from the spreadsheet or text file

**Database Column** – Enter the column from table stpcstd that is to receive the data

**NOTE 1:** All columns in the spreadsheet or test file must be defined on this screen. If any columns containing data are not included, it is possible that incorrect data will be loaded into the database columns.

**NOTE 2:** It is not necessary that the spreadsheet/text columns be defined in the order by column. The program will rearrange the columns after maintenance is completed, by assigning a unique sequence number to each column.

When you import credit card data you create a .csv (comma separated values) file. You can create this file by loading your credit card data download into a spreadsheet program. Below is an example of a credit card data download.

	A	B	C	D	E	F
1	Description		Summary Amt.			
2	Total credits		-409.9			
3	Total debits		3776.89			
4						
5	Posting Date	Trans. Date	Reference ID	Description	Amount	Balance
6	5/28/2012	5/25/2012	Ref: 24445002147100176651900	OFFICE MAX	79.45	3366.99
7	5/28/2012	5/24/2012	Ref: 24610432146010183336545	THE HOME DEPOT 4706	592.77	3287.54
8	5/28/2012	5/24/2012	Ref: 74610432146010183337043	THE HOME DEPOT 4706	-409.9	2694.77
9	5/28/2012	5/24/2012	Ref: 24445002146100164216600	OFFICE MAX	59.08	3104.67
10	5/25/2012	5/24/2012	Ref: 24755422145261454568301	SPARKLE CLEANERS	270	3045.59
11	5/25/2012	5/23/2012	Ref: 24610432145010182639973	THE HOME DEPOT 4706	409.9	2775.59
12	5/25/2012	5/23/2012	Ref: 24445002145100158620214	FRED-MEYER #0608	32.84	2365.69
13	5/25/2012	5/23/2012	Ref: 2455930214540000690043	COURTESY TIRE INC	1412.04	2332.85
14	5/24/2012	5/23/2012	Ref: 24493982144026982767928	CRAIGSLIST.ORG	25	920.81
15	5/24/2012	5/22/2012	Ref: 24498132144980007012594	CHUCK OLSON CHEVROLET INC	107.15	895.81
16	5/23/2012	5/22/2012	Ref: 24765012143206000750696	COMPASS COURSES	700	788.66
17	5/23/2012	5/21/2012	Ref: 24445002143100145730748	OFFICE MAX	79.92	88.66
18	5/23/2012	5/21/2012	Ref: 24445002143100145730664	FRED-MEYER #0608	8.74	8.74
19						

You must remove any heading data and any unused columns (see Balance column above). The modified example from above is below. The columns in the Update Import Templates window must match your .csv columns. The columns in the Update Import Templates window above match the spreadsheet below.

may2012visal

	A	B	C	D	E
1	5/28/2012	5/25/2012	Ref: 24445002147100176651	OFFICE MAX	79.45
2	5/28/2012	5/24/2012	Ref: 24610432146010183336	THE HOME DEPOT	592.77
3	5/28/2012	5/24/2012	Ref: 74610432146010183337	THE HOME DEPOT	-409.9
4	5/28/2012	5/24/2012	Ref: 24445002146100164216	OFFICE MAX	59.08
5	5/25/2012	5/24/2012	Ref: 24755422145261454568	SPARKLE CLEANER	270
6	5/25/2012	5/23/2012	Ref: 24610432145010182639	THE HOME DEPOT	409.9
7	5/25/2012	5/23/2012	Ref: 24445002145100158620	FRED-MEYER #060	32.84
8	5/25/2012	5/23/2012	Ref: 24559302145400000690	COURTESY TIRE IN	1412.04
9	5/24/2012	5/23/2012	Ref: 24493982144026982767	CRAIGSLIST.ORG	25
10	5/24/2012	5/22/2012	Ref: 24498132144980007012	CHUCK OLSON CH	107.15
11	5/23/2012	5/22/2012	Ref: 24765012143206000750	COMPASS COURS	700
12	5/23/2012	5/21/2012	Ref: 24445002143100145730	OFFICE MAX	79.92
13	5/23/2012	5/21/2012	Ref: 24445002143100145730	FRED-MEYER #060	8.74
14					

## Update Vendor Information

For your credit card vendors, enter the Credit card Template code into the Credit Card Template field. You may use the zoom feature. Any code you enter in the Credit Card Template field must have been previously setup using Update Credit Card Vendor Templates.

Accts A/P: 200000000 - 000 Cash: 102000000 - 000 EXP-COG: 503000000 - 000 Rebate: 102000000 Credit Card Template: TRANS\_IMP

1 of 1

## Update Vendor Pay-To's

Update Vendor Pay-To's

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Vendor Code: CAPONE CAPITAL ONE VISA

Pay-To: VISA1

Pay-To Name: CAPITAL ONE

Contact: FRANK SPUNK Phone: 343-345-7000

Address1: 1234 4TH ST Cell:

Address2: Fax:

City/State/Zip: FARGO ND 345545

Country:

Email:

Web Address:

Bill Ins.:

Bckord: Tax: NOTAX

Take Disc.: Y ETA Days:

Buyer:

Discount:

Pay Method:

Credit Card AP Acct: -

1 of 4

OVR

Two fields are for credit card imports. These fields are:

**Credit Card AP Account:** This field is optional. If you want to use a different AP account than the account defined in Update Vendor Information, enter that account here. You can use the Zoom feature.

**Department Field after Credit Card AP Account:** This field is optional. If you want to use a different AP account department than that defined in Update Vendor Information, enter that department here. You can use the Zoom feature.

## Processing Credit Card Vendor Data

When you have created Credit Card Vendor Templates, entered Credit Card Templates for your Credit Card Vendors, and entered any data required for the Credit Card Vendor Pay-To's, you are ready to process Credit Card Vendor Data. The steps to processing Credit Card Vendor Data are:

1. Import Credit Card Vendor Data.
2. Update Credit Card Vendor Data. You must enter a valid vendor and vendor pay-to for each item.
3. Print Credit Card Transaction Listing. When you do this step, you see any items you missed in step 2.

## 4. Post Credit Card Transactions.

## Import Credit Card Vendor Data

You must fill out the following selection criteria form.

Notice the Pay-To code. You must define a separate Pay-To code for each individual credit card and import the credit card data separately for each card. This is so a separate AP and/or department can be assigned correctly.

When you import the credit card statement data, past vendors are looked up based on the description. In this manner, as many vendor and vendor Pay-To codes as possible are assigned from prior imported data. In addition, credit card entries are checked for duplication using the reference number. Duplicate entries are not reimported.

The fields on the selection criteria form are as follows.

**Enter vendor code:** Vendor Code to be used. The Credit Card Vendor Template used is determined by the vendor.

**Enter Pay-To code:** Vendor Pay-To Code to be used.

**Enter the name of the file to be loaded:** The file containing the spreadsheet or text data must be placed in a specific directory on the server's system. Work with your system administrator to place the file in the correct directory (\$fg/data/load). Once you verified the proper location, enter the name of the file, including the extension assigned to the

**Choose the delimiter that is used in your data file:** Select one of the choices, based on the character you used to separate the columns in your spreadsheet or text file. For Microsoft Excel spreadsheets, the most common separators are: comma (save as a 'Comma-separated' file) or tab (save as a 'Tab-delimited' file).

Click OK to process the file.

The Import Credit Card Vendor Data report:

```
Date: 05/31/2012      Import Credit Card Vendor Data
Time: 18:09:59      ABC DISTRIBUTION                      Page: 1
=====
Table      Row      S/S      - - - E R R O R   D E T A I L S - - -
          Database Column   Value / Error
-----
          Rows Loaded      13
          Rows with Errors    0
```

## Update Credit Card Vendor Data

Access Update Credit Card Vendor Data from the 1 – Financial Management, 3 – Accounts Payable, 1 – Payable Ledger, I – Credit Card Import menu.

When you import credit card statement data, it is imported into intermediate tables. You import each credit card statement separately. By this I mean if you have a single credit card account with a separate card for each employee, you import each employee's credit card statement data separately. Each employee's credit card must be setup with a vendor pay-to code. This is so a separate AP and/or department can be assigned correctly.

Before you can post the items on a credit card, you can update the intermediate tables to:

- Assign vendor and vendor pay-to codes. You must assign vendor codes and pay-to codes to each credit card data line before it can be posted. Posting means that invoices are created for the vendors and the credit card vendor.
- Add notes to lines that are posted to the respective invoices. This is useful to record those attending meals for meals and entertainment expenses.
- If the line item is expensed to more than the default expense account for the vendor/pay-to, then you can split the expense out to one or more GL accounts.
- Determine which line items to post. In cases where the period ending date does not coincide with the date the last statement items were imported, you can flag items to not post that are past the statement ending date. This way the outstanding open items for the credit card correspond exactly to the statement ending balance. The Post (P) checkbox to checked. You can uncheck items that you do not want to post. Later on, you can check the post (P) checkbox.

Posted Date	Trans Date	Ref No.	Description	Amount	P	Post Date	Trans Vendor	Trans Payto	Acct No.
05/28/2012	05/25/2012	Ref: 24445002147100176651900	OFFICE MAX	79.45	✓				
05/28/2012	05/24/2012	Ref: 24610432146010183336545	THE HOME DEPOT 4706	592.77	✓				
05/28/2012	05/24/2012	Ref: 74610432146010183337043	THE HOME DEPOT 4706	-409.90	✓				
05/28/2012	05/24/2012	Ref: 24445002146100164216600	OFFICE MAX	59.08	✓				
05/25/2012	05/24/2012	Ref: 24755422145261454568301	SPARKLE CLEANERS	270.00	✓				
05/25/2012	05/23/2012	Ref: 24610432145010182639973	THE HOME DEPOT 4706	409.90	✓				
05/25/2012	05/23/2012	Ref: 24445002145100158620214	FRED-MEYER #0608	32.84	✓				
05/25/2012	05/23/2012	Ref: 24559302145400000690043	COURTESY TIRE INC	1412.04	✓				
05/24/2012	05/23/2012	Ref: 24493982144026982767928	CRAIGSLIST.ORG	25.00	✓				
05/24/2012	05/22/2012	Ref: 24498132144980007012594	CHUCK OLSON CHEVROLET INC	107.15	✓				
05/23/2012	05/22/2012	Ref: 24765012143206000750696	COMPASS COURSES	700.00	✓				
05/23/2012	05/21/2012	Ref: 24445002143100145730748	OFFICE MAX	79.92	✓				
05/23/2012	05/21/2012	Ref: 24445002143100145730664	FRED-MEYER #0608	8.74	✓				

The fields in the header portion of the Update Credit Card Vendor Data window are all no entry fields and are as follows.

**Credit Card Vendor:** Vendor Code you entered when you imported the data . The field following Credit Card Vendor displays the vendor's business name.

**Credit Card Vendor Pay-To:** Vendor Pay-To code you entered when you imported the data. The field following Credit Card Pay-to displays the Pay-To name.

**Import Doc No:** The import Doc No is automatically assigned when you import the credit card data.

**Import Date:** The Import Date is automatically assigned when you import the credit card data.

**Import User ID:** The user id of the user who imported the credit card data.

When you update credit card vendor data you are taken to the detail portion of the window. This is because all of the fields in the header portion of the window are not enterable. The fields in the detail portion of the window are as follows.

**Posted Date:** Date the transaction was posted by the credit card company. Display only field.

**Transaction Date:** Date of the transaction. Display only field.

**Reference Number:** Reference number of the transaction. Display only field.

**Description:** Description from the credit card company. Display only field.

**Amount:** Amount of the transactions. Display only field.



**Post:** If the Post field is checked, the transaction will be selected for printing and posting. Transactions are imported with the post field checked. If you wish to hold a transaction for posting later, uncheck the Post field. You might want to not post a transaction if you are importing transactions after the statement date and you want the credit card vendor invoice to exactly match the credit card statement.

**Post Date:** Post date is the date the transaction was posted to Accounts Payable. Post Date is display only field.

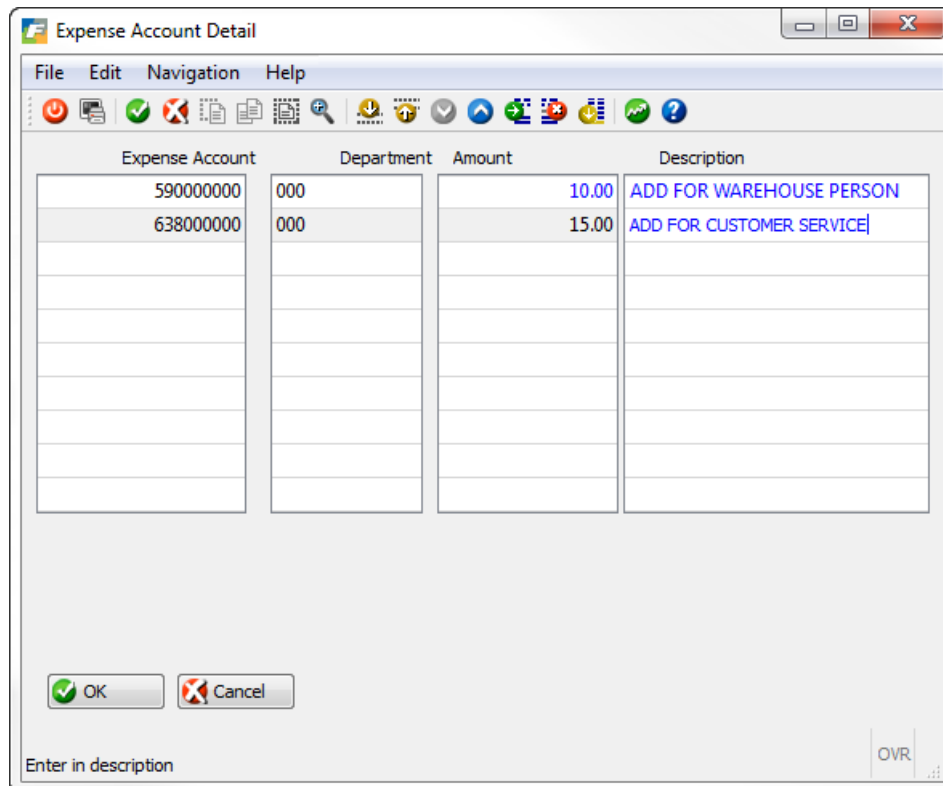
**Transaction Vendor:** Enter the transaction vendor code. You can use the Zoom feature.

**Transaction Pay-To:** Enter the transaction vendor's pay-to code to use. You can use the Zoom feature.

**Account No:** If there is only one expense account number, then the expense account number is displayed. If there are multiple expense accounts, "Multiple" is displayed. Display only field. To enter expense account detail, click the Expense Detail button.

**Dept:** If there is only one expense account number, then the expense account department is displayed. If there are multiple expense accounts, "Mul" is displayed. Display only field. To enter expense account detail, click the Expense Detail button.

To enter expense account details, click the Expense Detail button. The Expense Account Detail window appears. Use the Expense Account Detail to enter one or more expense account and departments. The total of the amounts in the Expense Account Detail window must match the transactions Amount field.



The screenshot shows the 'Expense Account Detail' window. It has a menu bar with 'File', 'Edit', 'Navigation', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a table with four columns: 'Expense Account', 'Department', 'Amount', and 'Description'. The table has two rows of data: one with '590000000', '000', '10.00', and 'ADD FOR WAREHOUSE PERSON'; the other with '638000000', '000', '15.00', and 'ADD FOR CUSTOMER SERVICE'. At the bottom left are 'OK' and 'Cancel' buttons. At the bottom right is a label 'Enter in description' and a small 'OVR' indicator.

Expense Account	Department	Amount	Description
590000000	000	10.00	ADD FOR WAREHOUSE PERSON
638000000	000	15.00	ADD FOR CUSTOMER SERVICE

The fields on the Expense Account Detail window are as follows.

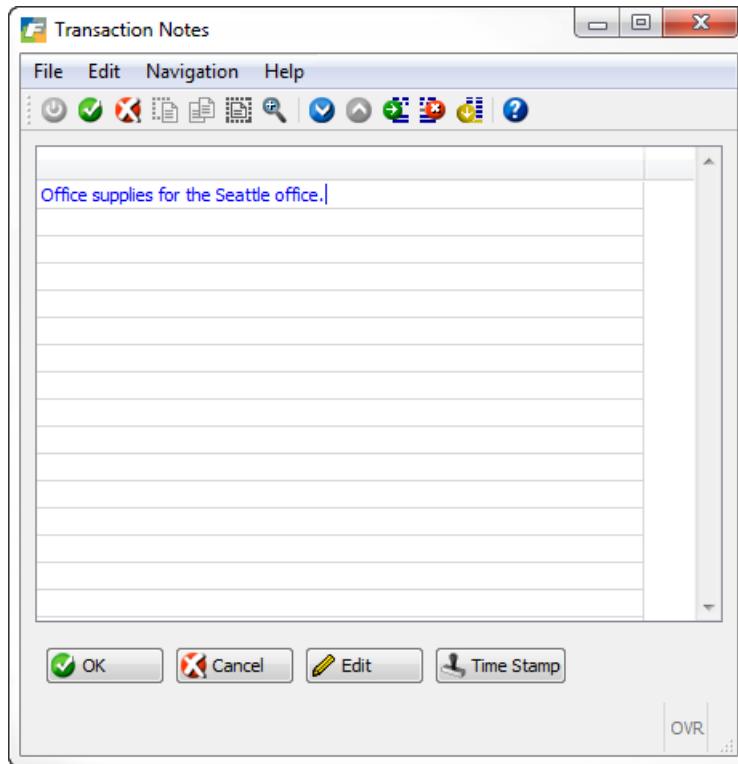
**Expense Account:** Enter the expense account for the Amount. The zoom feature is available.

**Department:** Enter the expense department for the Amount. The zoom feature is available.

**Amount:** Enter the amount to post to the Expense Account and Department.

**Description:** Description is a free form description for the expense amount.

You may enter additional notes for the transaction using the Notes Button. These notes are freeform notes attached to the transaction line item.



## Print Credit Card Transaction Listing

Use Print Credit Card Transaction Listing to print all the credit card transactions marked for posting. Use Print Credit Card Transactions to see any errors that need to be corrected before the credit card transactions are posted. Possible errors that would need to be corrected are:

- No Transaction Vendor Code.
- No Transaction Vendor Pay-To Code.
- GL Amounts Do Not Equal Transaction Amount.

This report has the same format as Post Credit Card Transactions that follows.

## Post Credit Card Transactions

When credit card transactions are posted, the following occurs.

1. For each credit card transaction an invoice is posted to transaction vendor/payto for the credit card statement line item. The expense account and department data are used for this invoice.
2. An attached debit memo is posted to the invoice posted in step 1. This attached debit memo completely offsets the invoice posted in step 1. The reason for posting the invoice in step 1 and the attached debit memo is so you can track the payments to these vendors in addition to the regular AP invoices.
3. An invoice is posted to the credit card vendor for all transactions.

The result is history of the credit card transactions on the vendors paid with the credit card and an open item for the credit card vendor for the posted amount. In this manner the correct expense accounts are recorded and the open item is payable to the credit card vendor.

The Post Credit Card Transactions report:

Date: 06/17/2012		Post Credit Card Transactions						Page: 1	
Time: 20:11:59		ABC DISTRIBUTION							
		Posting Sequence: 106							
=====									
CC Vendor:CAPONE		CAPITAL ONE VISA							
CC Pay To:VISA1		CAPITAL ONE							
Import Date:05/31/2012		User ID:kittyk		Import Doc No:		50			
		Reference No./							
Posted Date		Trans Date		Description		Amount		Transaction Vendor	
								Trans. Payto	
-----									
05/28/2012		05/24/2012		Ref: 24445002146100164216600		59.08		OFFICE MAX	
				OFFICE MAX				SEA	
		Account No		Department		Description		Amount	
		790000000		000		OFFICE SUPPLIES FOR FRANK HARDO		59.08	
05/25/2012		05/24/2012		Ref: 24755422145261454568301		270.00		123458	
				SPARKLE CLEANERS				PAYTO	
		Account No		Department		Description		Amount	
		500500000		000		CLEAN DRAPES IN CONFERENCE ROOMS		270.00	
05/25/2012		05/23/2012		Ref: 24610432145010182639973		409.90		HOME DEPOT	
				THE HOME DEPOT 4706				PAYTO	
		Account No		Department		Description		Amount	
		500600000		000		REPAIRS TO CONFERENCE ROOMS		409.90	

# Chapter 7

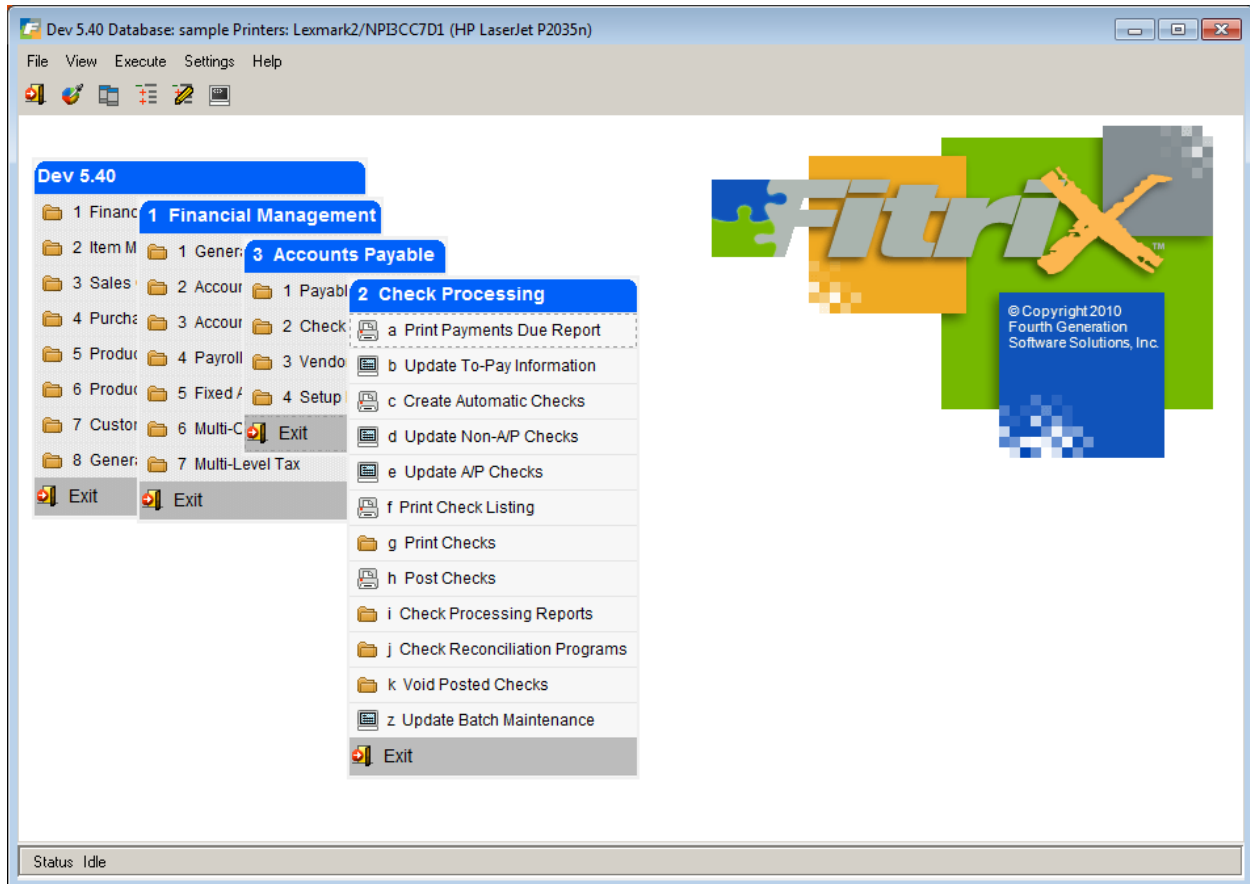
## Check Processing Menu

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

**Note:** Running this report is optional. You can skip this and run the Create Automatic Checks program first.

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 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.

**Note:** Running this program is not needed if you did not run the Print Payments Due program.

The Update To-Pay screen:

The screenshot shows the 'Update To-Pay Information' window with the following data:

Vendor Information		Invoice Information		To Pay Information	
Vendor Code:	CAPONE	Invoice:	05/31/2012	Discount Date:	05/25/2012
Pay-To Code:	VISA1	Document Number:	245	Amount to Apply:	738.98
On Account:	0.00	Description:	05/31/2012	Discount to Take:	0.00
Balance:	2446.18	Date:	05/23/2012	Date to Pay:	05/25/2012
Currency:		Original Amount:	738.98	Cash Account:	102000000 - 000
		Original Discount:	0.00		
		Invoice Balance:	738.98		
		Discount Balance:	0.00		
		Due Date:	05/25/2012		
		A/P Account:	200000000 - 000		
		P. O. Number:			
		Purchase Order Date:			

At the bottom of the window, it indicates '28 of 29' and 'OVR'.

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.

**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 screen. This date may be overwritten with a later date so that the discount is taken.

**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.

**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.

**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.

**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 information as the Payments Due report.

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 screens are identical. After automatically creating checks, you can modify these checks using the Update A/P Checks program.



**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".

**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.

**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.

**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 screens, you control the assignment of check numbers at printing time. For an entry that records a hand-written check, it you should enter the check number in this field.

**Description:**

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

**Send to Positive Pay** – if this box is checked this check will be included in the report sent to your bank for payment verification. For more information on the Positive Pay interface see the section of this chapter where the Print Positive Pay File report is discussed.

**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.

**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.

**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.

**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 Screen—Detail Section

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

**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.

**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.

**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.

**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.

**Paid:**

Enter the amount of the payment.

**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 program. 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 Screen—Totals Section**

### **Tax Amount:**

This display-only field is the total tax amount.

### **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:

**Update A/P Checks**

File Edit View Navigation Tools Actions Options Help

Batch Options

Find Prev Next Add Update Delete Browse

**Vendor & Dates**

Date: 08/25/2012 Mailed Date:   
 Vendor: 123457 Vendor Name: CHAMPION INC   
 Pay-To: PAYTO Pay-To Name: CHAMPION INC   
 Print Check: Y   
 Posted: N

**Check Information**

Cash Account: 100000000 - 000 Currency: STD   
 Check Number: 126 Description: AUTOMATIC CHECK   
 Send to Positive Pay: ☒   
 Automatic Pay: ☐ Pay On Account: 0.00   
 Take Disc.: N On Account: 0.00

Cmd	Invoice	Due Date	Disc Dt	Disc Bal	Balance	Disc	Applied
	108	08/10/2011	07/21/2011	2.14	-107.00	0.00	107.00
	125-1	08/24/2011	08/02/2011	0.00	-590.00	0.00	590.00

**Totals**

Check Amount: 2240.43 Total Discount Allowed: 0.00   
 Total Applied: 2240.43

56 of 57

View Detail

OVR

*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 vendors 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.

## Update A/P Checks Screen—Header Section

### Date:

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

**Mailed Date:**

If you need to track the date the check was actually mailed to the vendor you can enter that date here after checks have been processed.

**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".

**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 screen 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.

**Posted**

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

**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.

**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.

**Currency:**

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

**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 screens, 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.

**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.

**Send to Positive Pay** – if this box is checked this check will be included in the report sent to your bank for payment verification. For more information on the Positive Pay interface see the section of this chapter where the Print Positive Pay File report is discussed.

**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.

**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 program.

**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.

**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 screen shows detail lines of information on open items and cash disbursements. Move between this section and header by clicking Detail.

**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 or remove a specific invoice from the check.

I = display detail information for a particular invoice.



**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.

**Due Date:**

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

**Dsc. Date:**

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

**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.

**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.

**Discount:**

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

**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 screen shows the totals for the check. All fields in this section are system maintained (display-only).

**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.

**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.

**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 checks will not print or 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.

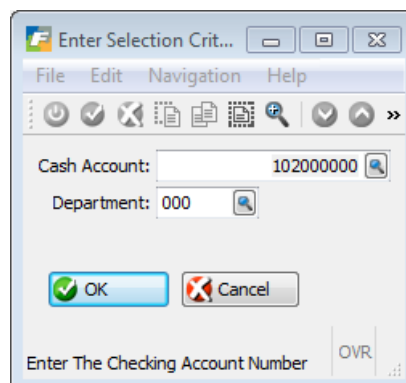
## Print Checks

Use this option to print checks. Once the Check Listing has been printed and reviewed, you are ready to print the actual checks.

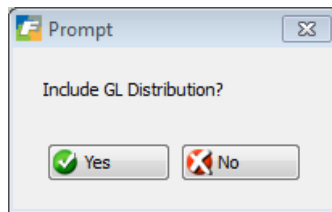
### Warning!

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 screen, or laser printer checks. These screens are available from Harland. The screen number for laser checks is 4GEN19. The screen number for continuous feed checks is 4GEN14.

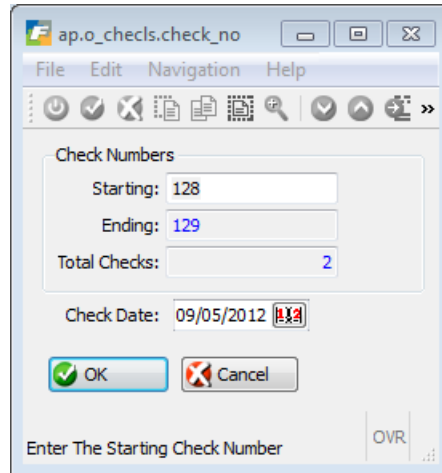
The Cash Account prompt:



Include GL Distribution prompt - Select Yes if you want the GL distribution to print on the check stub



The Check Number and date prompt:



The program will get the Starting check number from the Update Checking Accounts program (but you can change this starting number if you need to ) and calculate the Ending number based on the number of checks being processed. When the checks are posted the program will insert a new starting check number into the checking account table and it will be retrieved for the next check run.

If you are sending checks to a printer, you should make sure that the check forms are correctly loaded into the printer before printing. 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 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 advice.

## Post Checks

The Post Checks option of the Check Processing menu stores the accounting information and adjusts the balances of the paid open items.

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.

## Check Processing Reports

- **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 by document number
- **Print Outstanding Checks** – this reports lists all checks that have not been reconciled (cleared your bank) using the Check Reconciliation program

**Print Positive Pay File** - Positive Pay is an automated fraud detection tool offered by the Cash Management Department of most banks. When a check is presented to your bank and they do not have a “match” in the file received from you, you must first authorize payment before the bank will honor the check.

For more information go to <http://www.positivepay.net/>.

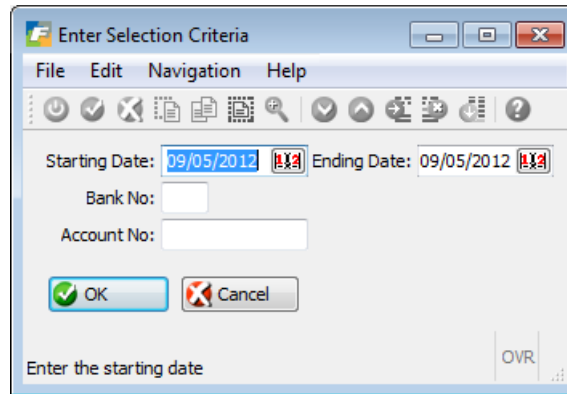
To create the .txt file you will send to the bank use the report program. Please note this important message on the Printer Dialog box. It’s imperative that you check the editor radio button before creating the report or the output will not be a .txt file.

Print positive pay file

**IMPORTANT**  
This file must be a .txt file to be accepted by your Bank.  
Please redirect this report to Word Pad by checking the Editor radio button before clicking on Create/Direct report.  
Failure to do so will result in a file format that is unacceptable.

☐ Screen pager  
☐ PDF viewer  
☐ Export (i.e. Excel)  
☒ Editor   
☐ Host Printer   Copies:   
☐ Client Printer

Next you will be prompted for this information:



Your bank will be able to provide you with the bank number to use.

In the account number field enter the last 10 digits of your bank account number

Be sure to save the .txt file created on your work station/server so that you can then log onto your bank's website and import your file.

Once you have run this program any checks that were dated within the starting and ending dates you entered and are all numeric in value will be marked as sent to positive pay to avoid duplicate transmissions.

## Reconcile Checking Accounts

The Checkbook Reconciliation screen:

Bank Code: BOA BANK OF AMERICA

Branch: BRANCH #1 CUMBERLAND

Account Name: ABC DISTRIBUTION

Account Number: 0291038109

GL Account No: 100000000 Department Code: 000

Statement Date: 08/31/2012

GL Balance: 258778.16

Not Reconciled: 153752.74

Adjustments: 50.00

Statement Balance: 105075.42 Reconciled: N

Act	Date	OJ	Chk/Dep ID	Document Description	Amount
N	02/01/2012	CR 17		CASH DEPOSIT	-100.00
N	02/02/2012	CR 18		CASH DEPOSIT	100.00
N	02/02/2012	CR 19		CASH DEPOSIT	1995.00
N	02/02/2012	CR 20		CASH DEPOSIT	-27.05
N	02/24/2012	CD 107		AUTOMATIC CHECK	-142500.00
N	02/24/2012	CD 108		AUTOMATIC CHECK	-264.00
N	02/24/2012	CD 109		AUTOMATIC CHECK	1000.00
N	02/24/2012	CD 110		AUTOMATIC CHECK	-2500.00

(New Document)

OK Cancel Detail

Enter the bank code OVR

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.

---

## **Warning!**

Up to 10,000 items can be reconciled at any given time. If more than 10,000 items are outstanding, the checkbook cannot be reconciled. Make sure that you run this option often enough to prevent your reconciliation program from growing larger than 10,000 items. If you have any problems trying to run this option, contact your system administrator, or your authorized Fitrix reseller.

---

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.

Note in the example above there is an adjusting entry of \$50.00 for bank charges. The reconciliation will not post until an entry has been made for the Adjustments amount.

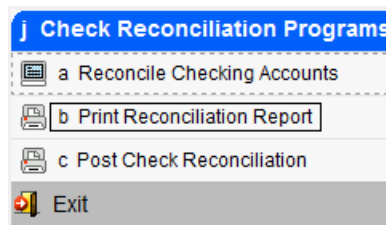
Store the reconciliation as is by clicking OK or pressing enter.

### **Entering Adjustments:**

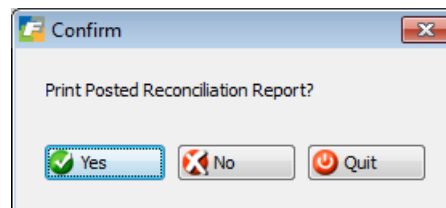
1. Enter a journal entry for bank charges using a date that falls within your reconciliation period and post this entry to your General Ledger.
2. Go back to the Bank Reconciliation program, do a Find to find your reconciliation, and then go into Update mode. The journal entry will now display in the detail section of the screen as an item not yet reconciled.
3. 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).
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 (b) and then cb) on the menu below.

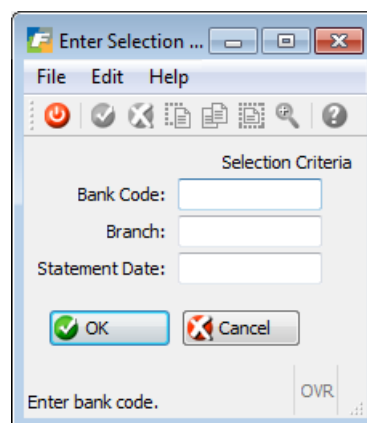


Here is the first prompt you will receive:



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.



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.



## 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 program before they are posted.

The Void Posted Checks screen:

Update Void Checks

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Check Document No: 83

Void Document Date: 09/06/2012

Check Information

Check Date: 07/12/2012

Check Number: 124

Description:

Vendor: 123457 CHAMPION INC

Posting No: 30

Posting Date: 07/12/2012

Check Amount: 7500.00

OK Cancel

Enter the document number created when the check was posted to the system

OVR

The following paragraphs describe the fields on this screen:

### 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 can zoom to find it.

**Check Date:**

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

**Check Number:**

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

**Description:**

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

**Vendor:**

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

**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.

**Posting Date:**

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

**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 screen 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.

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

## **Post Void Checks**

The Post Void Checks option will 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 voids the check, updates the Vendor balance, and places the AP invoices that were paid on the check back into Accounts Payable as open items.

The Post Void Checks report is in the same basic report 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.

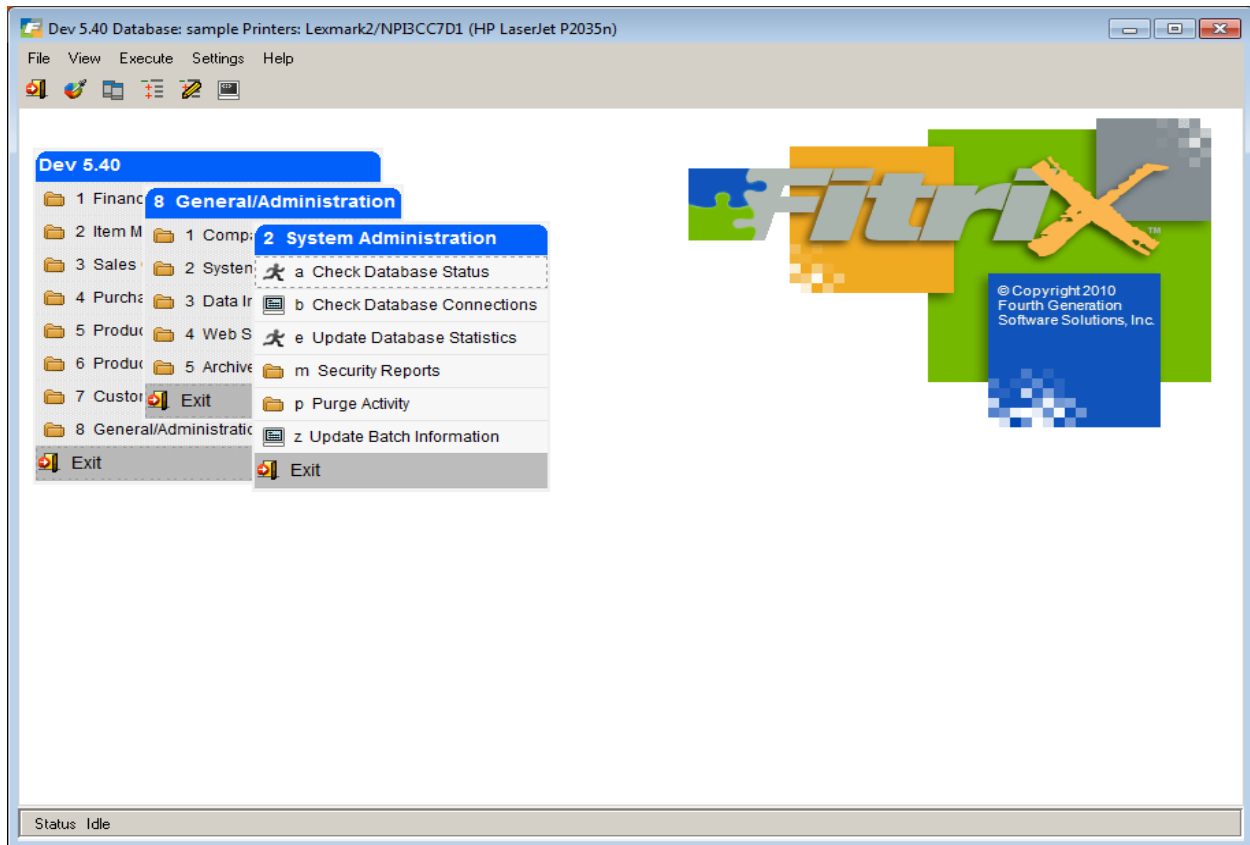
# Chapter 8

## Administration Menu

- Check Database Status
- Check Database Connections
- Update Database Statistics
- Security Reports
- Purge Activity
- Update Batch Information

# Administration

The Administration Menu:



The following Options are available:

## Check Database Status

---

### Note

This function should only be used by your 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 only be used by your 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 report:

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

## Role Based Menus Setup

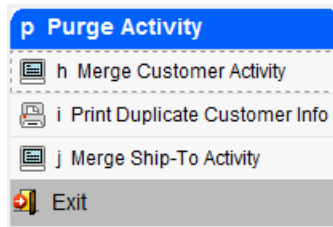
Use these programs to set up custom menu structures for each role/user. See the *Getting Started with Fitrix* User Guide for instructions on how to do this.

## Security Reports

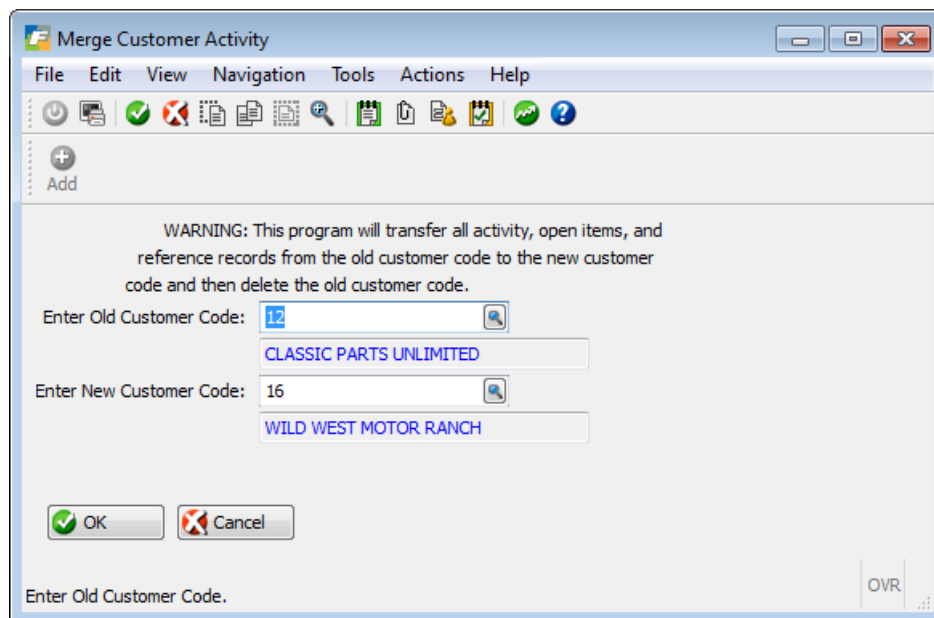
This menu option (option m) allows you to print a report of current security settings (ie- who is allowed to do what with the Fitrix software).

## Purge Activity

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



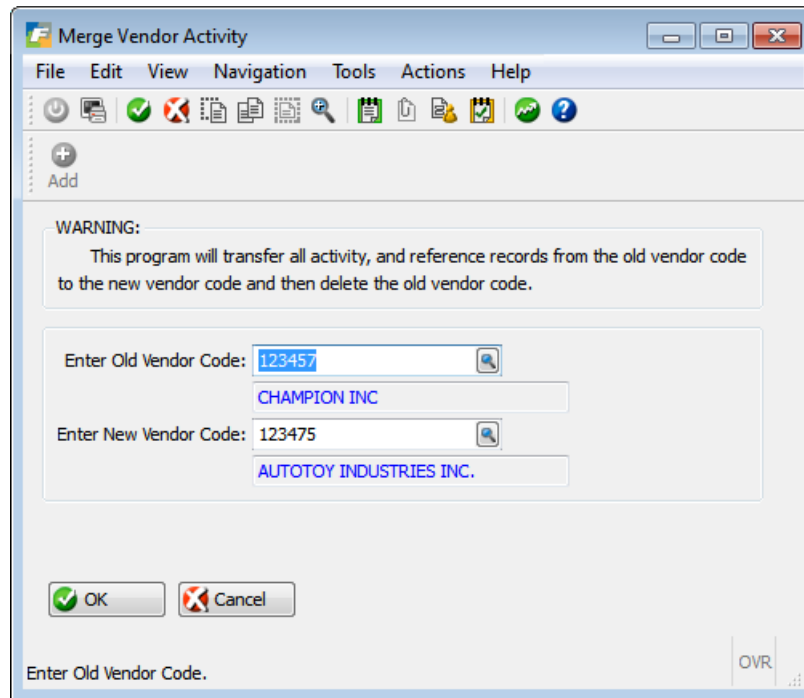
**Merge Customer Activity** - this program is useful when a company changes names and you want to set up a new customer code that reflects the new company name and then transfer all sales history/activity to the new code.



**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 2 has a ship-to code 01 and new customer 12 also has a ship-to code 01, ship-to 01 can't be merged. What you will need to do in this case is set up a new ship-to code under customer 12 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.

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



## 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.





# Chapter 9

## Sample Reports

# Payable Listing Report

Print Payable Listing

File Navigate Help

Date: 09/06/2012 Payable Listing Page: 1  
Time: 13:37:46 ABC DISTRIBUTION

---

Document Number: UNASSIGNED Date: 09/05/2012 Type: INVOICE  
Vendor: 123457 - CHAMPION INC  
Description: Number: 95243950  
Inv. Date: 09/05/2012  
Currency: STD Rate:

Account	STD	Amount
638500000-300 SALES TAX EXPENSE		.00 DB
704000000-300 OFFICE SUPPLIES		458.78 DB
200000000-000 ACCOUNTS PAYABLE		458.78 CR

---

# Payable Documents Posting List

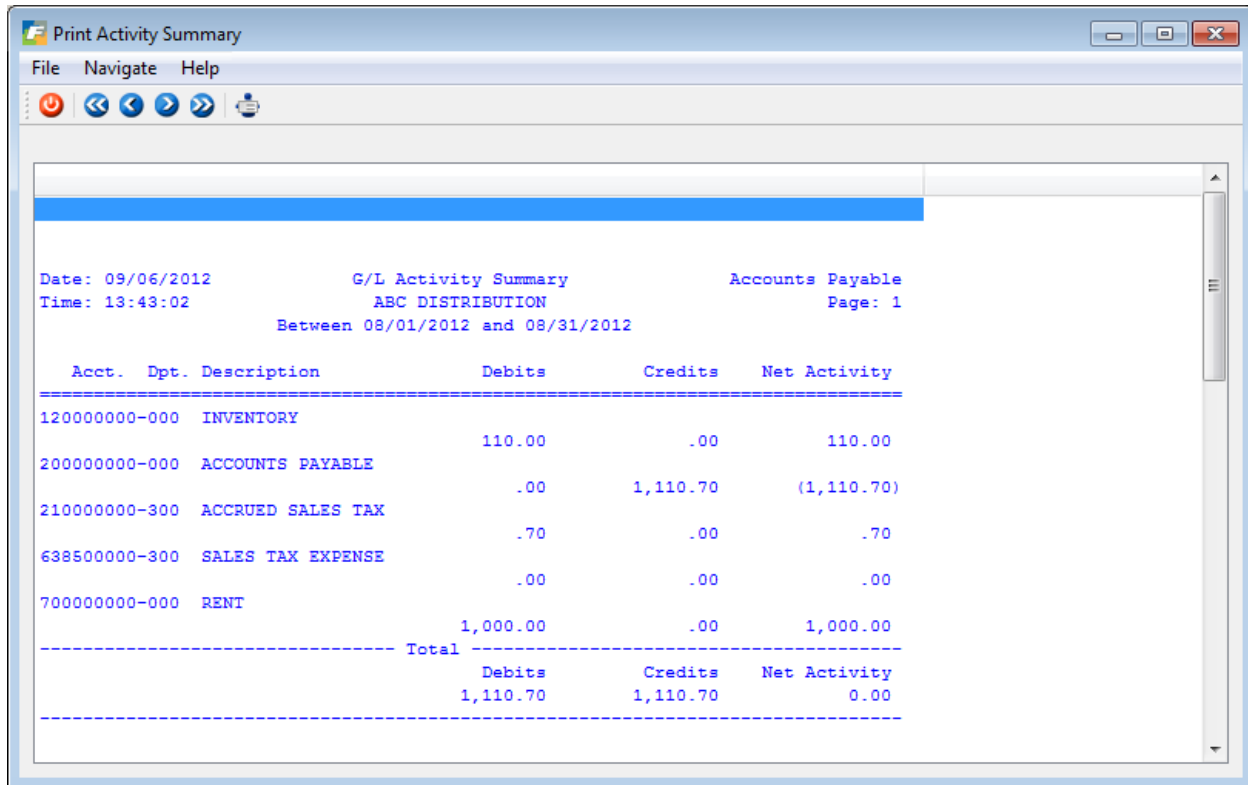
Post Payable Documents

FileNavigateHelp

# Accounts Payable Journal

Print Payables Journal				
File    Navigate    Help				
<div> </div>				
<div> <div>Date: 09/06/2012      Accounts Payable Journal</div> <div>Time: 13:41:51      ABC DISTRIBUTION      Page: 1</div> <div>Between 08/01/2012 and 08/31/2012</div> </div>				
Document	Date	Invoice No	Vendor Code - Vendor Business Name	
265	08/22/2012		123457 - CHAMPION INC	
		120000000-000	INVENTORY	100.00DB
		200000000-000	ACCOUNTS PAYABLE	100.00CR
		638500000-300	SALES TAX EXPENSE	.00DB
268	08/22/2012		123457 - CHAMPION INC	
		120000000-000	INVENTORY	10.00DB
		200000000-000	ACCOUNTS PAYABLE	10.70CR
		210000000-300	ACCRUED SALES TAX	.10DB
		210000000-300	ACCRUED SALES TAX	.10DB
		210000000-300	ACCRUED SALES TAX	.40DB
		210000000-300	ACCRUED SALES TAX	.10DB
269	08/22/2012		123457 - CHAMPION INC	
		200000000-000	ACCOUNTS PAYABLE	1000.00CR
		638500000-300	SALES TAX EXPENSE	.00DB
		700000000-000	RENT	1000.00DB

# G/L Activity Summary Report



Print Activity Summary

File Navigate Help

Date: 09/06/2012      G/L Activity Summary      Accounts Payable  
 Time: 13:43:02      ABC DISTRIBUTION      Page: 1  
 Between 08/01/2012 and 08/31/2012

Acct.	Dpt.	Description	Debits	Credits	Net Activity
120000000-000		INVENTORY			
			110.00	.00	110.00
200000000-000		ACCOUNTS PAYABLE			
			.00	1,110.70	(1,110.70)
210000000-300		ACCRUED SALES TAX			
			.70	.00	.70
638500000-300		SALES TAX EXPENSE			
			.00	.00	.00
700000000-000		RENT			
			1,000.00	.00	1,000.00
----- Total -----					
			Debits	Credits	Net Activity
			1,110.70	1,110.70	0.00

# G/L Activity Detail Report

Print Activity Detail							
File    Navigate    Help							
<div> <div>Date: 09/06/2012</div> <div>G/L Activity Detail</div> <div>Accounts Payable</div> </div> <div> <div>Time: 13:44:18</div> <div>ABC DISTRIBUTION</div> <div>Page: 1</div> </div> <div>Between 08/01/2012 and 08/31/2012</div>							
Src Doc #	Inv/Chk #	Date	Ref	Description	Debits	Credits	
Begin Balance:					.00		
1200000000-000	INVENTORY						
AP 265		08/22/2012	123457	CHAMPION INC	100.00		
AP 268		08/22/2012	123457	CHAMPION INC	10.00		
Total Activity for Account: 1200000000-000					110.00		
End Balance:					110.00		
Begin Balance:					.00		
2000000000-000	ACCOUNTS PAYABLE						
AP 265		08/22/2012	123457	CHAMPION INC		100.00	
AP 268		08/22/2012	123457	CHAMPION INC		10.70	
AP 269		08/22/2012	123457	CHAMPION INC		1,000.00	
Total Activity for Account: 2000000000-000						1,110.70	
End Balance:						1,110.70	

## Recurring Invoice Report

The screenshot shows a software window titled "Create Recurring Documents" with a menu bar (File, Navigate, Help) and a toolbar. The main content area displays a recurring invoice report for "ABC DISTRIBUTION" dated 09/06/2012. The report includes document details, a table of accounts with debits and credits, and a summary of total debits and credits.

Date: 09/06/2012      Recurring Invoice      Page: 1  
Time: 14:08:44      ABC DISTRIBUTION

---

Document Number: 271      Date: 09/06/2012  
Vendor: 123457 - CHAMPION INC  
Description: MONTHLY PMT-LOAN # AIB-293871

---

Account		Amount	
638500000-300	SALES TAX EXPENSE	.00	DB
707000000-300	LEASE PAYMENTS	525.00	DB
200000000-000	ACCOUNTS PAYABLE	525.00	CR

---







Total Debits	Total Credits
525.00	525.00



# Payments Due Report

Print Payments Due Report

File Navigate Help



Date: 09/06/2012  
Time: 14:12:09

Payments Due Report  
ABC DISTRIBUTION  
Through To-Pay Date of: 09/25/2012

Page: 1

Doc No	Date	Invoice	Balance	To-Pay Date	Applied Amount	Discount
CAPONE - CAPITAL ONE VISA						
VISA1 - CAPITAL ONE						
-- 102000000-000 WELLS FARGO						
245	05/23/12	05/31/2012	738.98	05/25/12	738.98	.00
233	05/25/12	05/31/2012	79.45	05/28/12	79.45	.00
250	05/23/12	05/31/2012	1444.88	05/25/12	1444.88	.00
Sub Totals:			2,263.31		2,263.31	.00
Net Check Total:						2,263.31
					=====	=====
Totals:					2,263.31	.00
-----						
Totals:						
-----						
CAPONE - CAPITAL ONE VISA						
VISA1 - CAPITAL ONE						
-- 102000000-000 WELLS FARGO						
238	05/24/12	05/31/2012	182.87	05/28/12	182.87	.00
Sub Totals:			182.87		2,446.18	.00
Net Check Total:						2,446.18
					=====	=====
Totals:					2,446.18	.00
-----						

## Create Automatic Checks Report

Create Automatic Checks

File

Navigate

Help

Date: 09/06/2012

Time: 14:13:09

Automatic Checks

ABC DISTRIBUTION

Through To-Pay Date of: 09/25/2012

Page: 1

Doc No	Date	Invoice	Balance	To-Pay Date	Applied Amount	Discount
CAPONE - CAPITAL ONE VISA						
VISA1 - CAPITAL ONE						
-- 102000000-000 WELLS FARGO						
245	05/23/12	05/31/2012	738.98	05/25/12	738.98	.00
233	05/25/12	05/31/2012	79.45	05/28/12	79.45	.00
250	05/23/12	05/31/2012	1444.88	05/25/12	1444.88	.00
Sub Totals:			2,263.31		2,263.31	.00
			Net Check Total:		2,263.31	
					Totals:	2,263.31 .00
					Totals:	
CAPONE - CAPITAL ONE VISA						
VISA1 - CAPITAL ONE						
-- 102000000-000 WELLS FARGO						
238	05/24/12	05/31/2012	182.87	05/28/12	182.87	.00
Sub Totals:			182.87		2,446.18	.00
			Net Check Total:		2,446.18	
					Totals:	2,446.18 .00

## Check Posting Report

The screenshot shows a software window titled "Post Checks" with a menu bar (File, Navigate, Help) and a toolbar with navigation icons. The main content area displays a "Check Posting Register" report for the date 09/06/2012, time 14:16:17, and page 1. The report lists two checks: Check 84 (dated 09/05/2012, amount 459.45) and Check 85 (dated 09/06/2012, amount 50.00). Each check entry includes a table of accounts and amounts.

Date: 09/06/2012      Check Posting Register  
Time: 14:16:17      ABC DISTRIBUTION      Page: 1  
Posting Sequence: 31

---

Check Number:      Date: 09/05/2012      Document Number: 84  
Vendor: 123462 - SONY OF AMERICA  
Check Amount: 459.45  
Description:

Account	Description	Amount
704000000-000	OFFICE SUPPLIES	459.45 DB
100000000-000	BANK OF AMERICA	459.45 CR

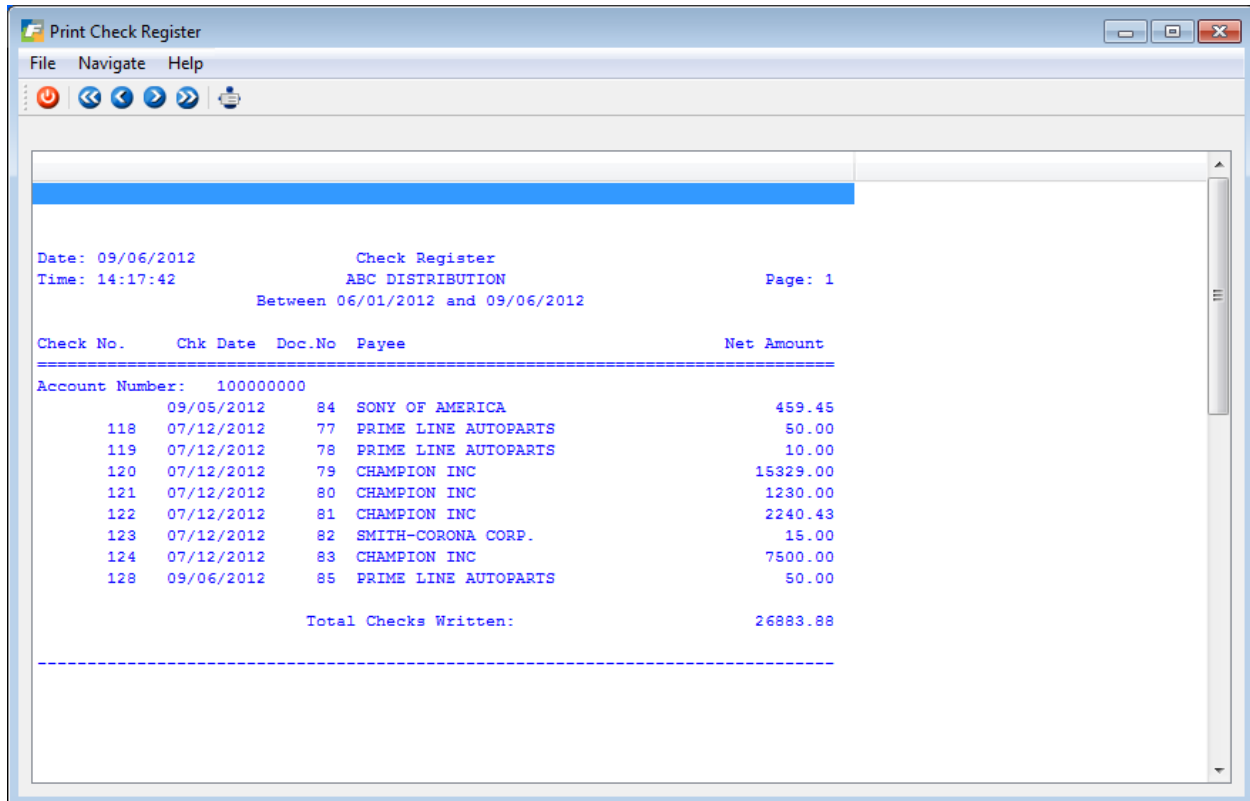
---

Check Number:      128      Date: 09/06/2012      Document Number: 85  
Vendor: 104588 - PRIME LINE AUTOPARTS  
Check Amount: 50.00  
Description: AUTOMATIC CHECK

Account	Description	Amount
200000000-000	INVOICE: 234234242	50.00 DB
100000000-000	BANK OF AMERICA	50.00 CR

---

# Check Register



The screenshot shows a window titled "Print Check Register" with a menu bar (File, Navigate, Help) and a toolbar. The main content area displays a check register for the period from 06/01/2012 to 09/06/2012. The register includes a header with the date, time, and page number. Below this is a table with columns for Check No., Chk Date, Doc.No, Payee, and Net Amount. The table lists several checks, including one for SONY OF AMERICA and several for PRIME LINE AUTOPARTS and CHAMPION INC. The total checks written and the total net amount are also displayed.

Check No.	Chk Date	Doc.No	Payee	Net Amount
Account Number: 100000000				
	09/05/2012	84	SONY OF AMERICA	459.45
118	07/12/2012	77	PRIME LINE AUTOPARTS	50.00
119	07/12/2012	78	PRIME LINE AUTOPARTS	10.00
120	07/12/2012	79	CHAMPION INC	15329.00
121	07/12/2012	80	CHAMPION INC	1230.00
122	07/12/2012	81	CHAMPION INC	2240.43
123	07/12/2012	82	SMITH-CORONA CORP.	15.00
124	07/12/2012	83	CHAMPION INC	7500.00
128	09/06/2012	85	PRIME LINE AUTOPARTS	50.00
Total Checks Written:				26883.88

# Cash Disbursement Journal

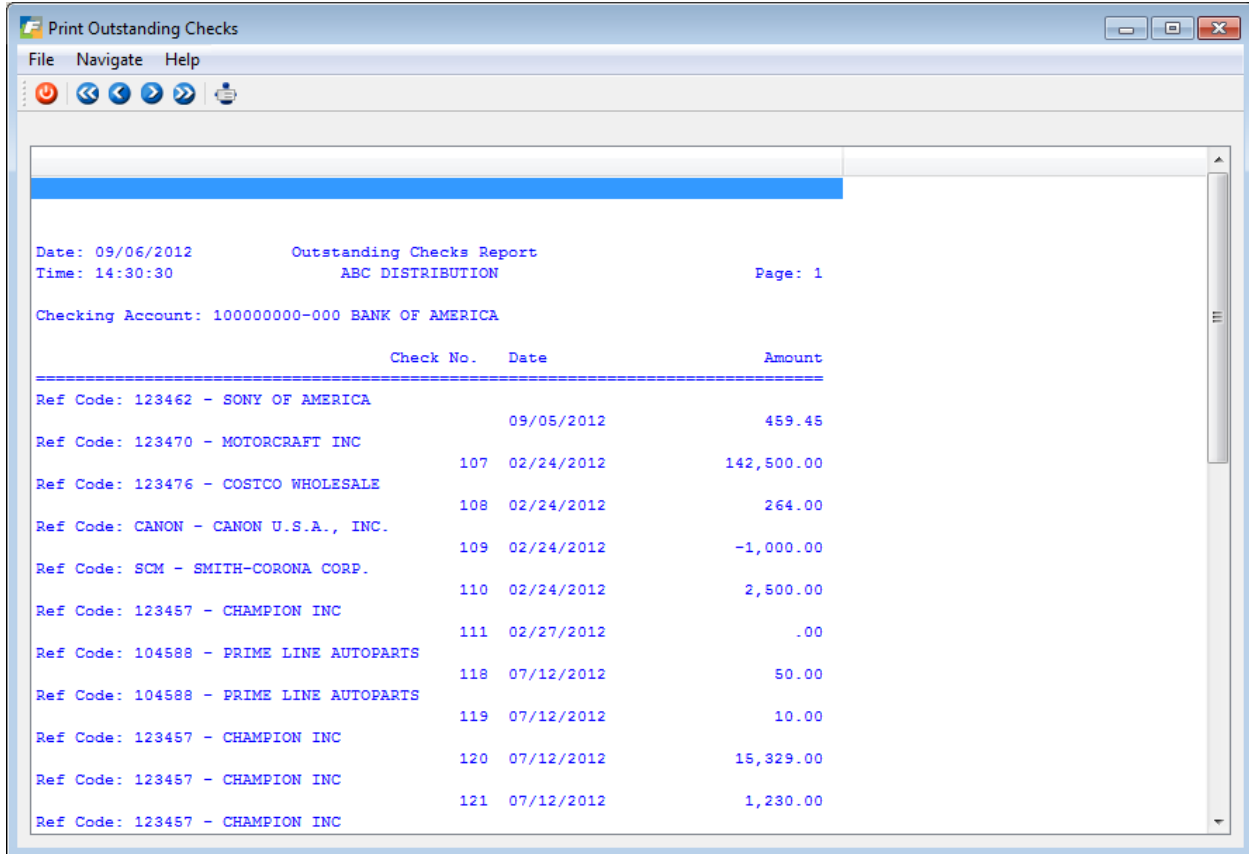
Print Cash Disbursements Journal

File Navigate Help

Date: 09/06/2012 Cash Disbursement Journal  
Time: 14:18:46 ABC DISTRIBUTION Page: 1  
Between 06/01/2012 and 09/06/2012

Document	Date	Check No	Reference	
77	07/12/2012	118		
		100000000-000	BANK OF AMERICA	50.00CR
		200000000-000	ACCOUNTS PAYABLE	30.00DB
		200000000-000	ACCOUNTS PAYABLE	20.00DB
78	07/12/2012	119	AUTOMATIC CHECK	
		100000000-000	BANK OF AMERICA	10.00CR
		200000000-000	ACCOUNTS PAYABLE	10.00DB
79	07/12/2012	120	AUTOMATIC CHECK	
		100000000-000	BANK OF AMERICA	15329.00CR
		200000000-000	ACCOUNTS PAYABLE	15.00DB
		200000000-000	ACCOUNTS PAYABLE	12800.00DB
		200000000-000	ACCOUNTS PAYABLE	1500.00DB
		200000000-000	ACCOUNTS PAYABLE	100.00DB
		200000000-000	ACCOUNTS PAYABLE	15.00DB
		200000000-000	ACCOUNTS PAYABLE	150.00DB
		200000000-000	ACCOUNTS PAYABLE	535.00DB
		200000000-000	ACCOUNTS PAYABLE	214.00DB
80	07/12/2012	121	AUTOMATIC CHECK	
		100000000-000	BANK OF AMERICA	1230.00CR
		200000000-000	ACCOUNTS PAYABLE	1200.00DB
		200000000-000	ACCOUNTS PAYABLE	15.00DB
		200000000-000	ACCOUNTS PAYABLE	15.00DB

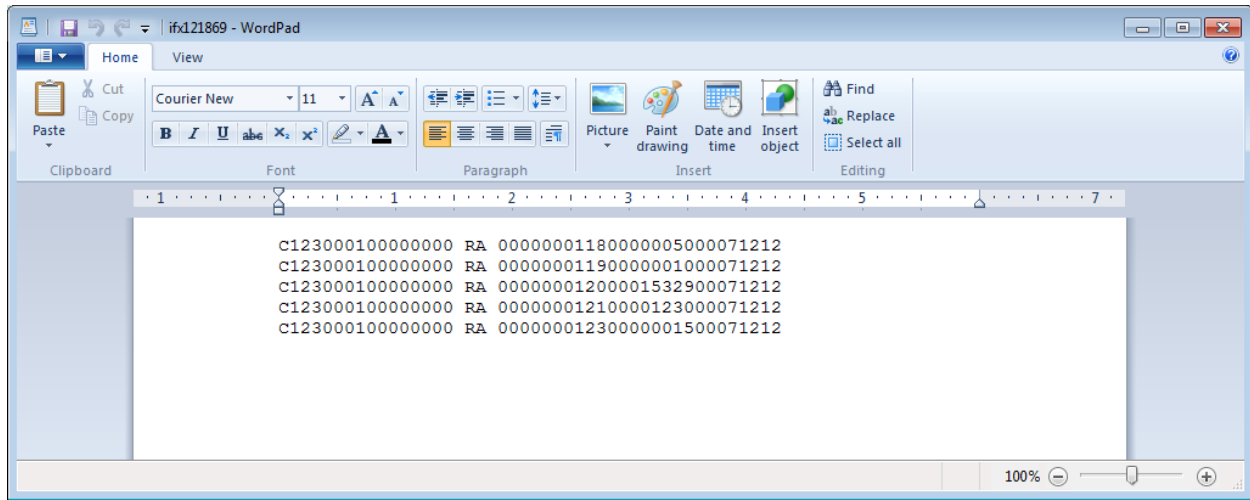
# Print Outstanding Checks



The screenshot shows a window titled "Print Outstanding Checks" with a menu bar (File, Navigate, Help) and a toolbar. The main content area displays a report titled "Outstanding Checks Report" for "ABC DISTRIBUTION" on "Page: 1". The report includes the date "09/06/2012", time "14:30:30", and checking account "100000000-000 BANK OF AMERICA". Below this is a table of outstanding checks.

Ref Code	Check No.	Date	Amount
123462 - SONY OF AMERICA		09/05/2012	459.45
123470 - MOTORCRAFT INC	107	02/24/2012	142,500.00
123476 - COSTCO WHOLESALE	108	02/24/2012	264.00
CANON - CANON U.S.A., INC.	109	02/24/2012	-1,000.00
SCM - SMITH-CORONA CORP.	110	02/24/2012	2,500.00
123457 - CHAMPION INC	111	02/27/2012	.00
104588 - PRIME LINE AUTOPARTS	118	07/12/2012	50.00
104588 - PRIME LINE AUTOPARTS	119	07/12/2012	10.00
123457 - CHAMPION INC	120	07/12/2012	15,329.00
123457 - CHAMPION INC	121	07/12/2012	1,230.00
123457 - CHAMPION INC			

## Positive Pay File







# Cash Account Register

Print Cash Account Register

File Navigate Help

Date: 09/26/2013 Time: 17:21:58

Cash Account Register  
ABC MANUFACTURING  
For the Period From 09/01/2013 to 09/26/2013  
100000000 - 000 CASH ACCOUNT

Page: 1

Date	Reference	Type	Payee/Paid By	Memo	Payment Amt	Receipt Amt	Balance
			BEGIN BALANCE				331,820.00
09/06/13	29	GENERAL JOURNAL	GENJRN	TEST		100.00	331,920.00
09/09/13	31	GENERAL JOURNAL	GENJRN	TEST	1.00		331,919.00
09/09/13	31	GENERAL JOURNAL	GENJRN	TEST		1.00	331,920.00
09/18/13	13	CASH DISBURSEMENT	EMS-1		120.00		331,800.00
09/26/13	3245	CASH DISBURSEMENT	123457		214.00		331,586.00
09/26/13	31212321	CASH RECEIPTS	18			15,895.84	347,481.84
			END BALANCE				347,481.84

# Check Reconciliation Report

Print Reconciliation Report

File Navigate Help

Date: 09/06/2012      Check Reconciliation Report      Page: 1  
Time: 14:41:10      ABC DISTRIBUTION

---

Bank Code: BOA      Branch Code: BRANCH #1      Statement Date: 08/31/2012

Balance Per Bank Statement: 105,025.42

Deduct: Outstanding Checks /other credits: 0.00

Add: Deposits in transit /other debits: 325,151.69

Date	OJ	Chk/Dep ID	Document Description	Amount
02/01/2012	CR	17	CASH DEPOSIT	-100.00
02/02/2012	CR	18	CASH DEPOSIT	100.00
02/02/2012	CR	19	CASH DEPOSIT	1,995.00
02/02/2012	CR	20	CASH DEPOSIT	-27.05
06/26/2012	GJ	GENJRN	TSE FROM MM ACCT	100,000.00
07/12/2012	CR	22	CASH DEPOSIT	223,183.74

Deduct: Outstanding Checks /other credits: -171,398.95

Date	OJ	Chk/Dep ID	Document Description	Amount
02/24/2012	CD	107	AUTOMATIC CHECK	-142,500.00
02/24/2012	CD	108	AUTOMATIC CHECK	-264.00
02/24/2012	CD	109	AUTOMATIC CHECK	1,000.00
02/24/2012	CD	110	AUTOMATIC CHECK	-2,500.00
02/27/2012	CD	111		0.00
05/31/2012	GJ	GENJRN		-188.00
06/15/2012	GJ	GENJRN	OFFICE SUPPLIES	-250.00
07/12/2012	CD	118		-50.00
07/12/2012	CD	119	AUTOMATIC CHECK	-10.00
07/12/2012	CD	120	AUTOMATIC CHECK	-15,829.00
07/12/2012	CD	121	AUTOMATIC CHECK	-1,230.00
07/12/2012	CD	122	AUTOMATIC CHECK	-2,240.43
07/12/2012	CD	123	AUTOMATIC CHECK	-15.00
07/12/2012	CD	124		-7,500.00
07/31/2012	GJ	GENJRN	OFFICE SUPPLIES	-322.52

Revised Bank Balance: 258,778.16

## Void Checks Edit List

Print Void Check Listing

File Navigate Help

Date: 09/06/2012 Void Checks Edit List Page: 1  
Time: 14:57:24 ABC DISTRIBUTION

---

Document Number: UNASSIGNED Check: 124 Orig. Date: 07/12/2012  
Vendor: 123457 - CHAMPION INC  
Description: Void Date: 09/06/2012

AP:

A/P Transaction	261	7500.00
-----------------	-----	---------

---

Total Amount: 7500.00

---

GL:

2000000000-000	ACCOUNTS PAYABLE	7500.00	CR
1000000000-000	BANK OF AMERICA	7500.00	DB

---

Total Debits: 7500.00 Total Credits: 7500.00

---

\*\*\*\* End of Report.

# Void Checks Posting List

Post Void Checks

File Navigate Help

Date: 09/06/2012 Void Checks Posting List Page: 1  
Time: 14:58:45 ABC DISTRIBUTION  
Posting Sequence: 32

---

Document Number: 86 Check: 124 Orig. Date: 07/12/2012  
Vendor: 123457 - CHAMPION INC  
Description: Void Date: 09/06/2012

AP:

A/P Transaction	261	7500.00
-----------------	-----	---------

---

Total Amount: 7500.00

---

GL:

2000000000-000	ACCOUNTS PAYABLE	7500.00	CR
1000000000-000	BANK OF AMERICA	7500.00	DB

---

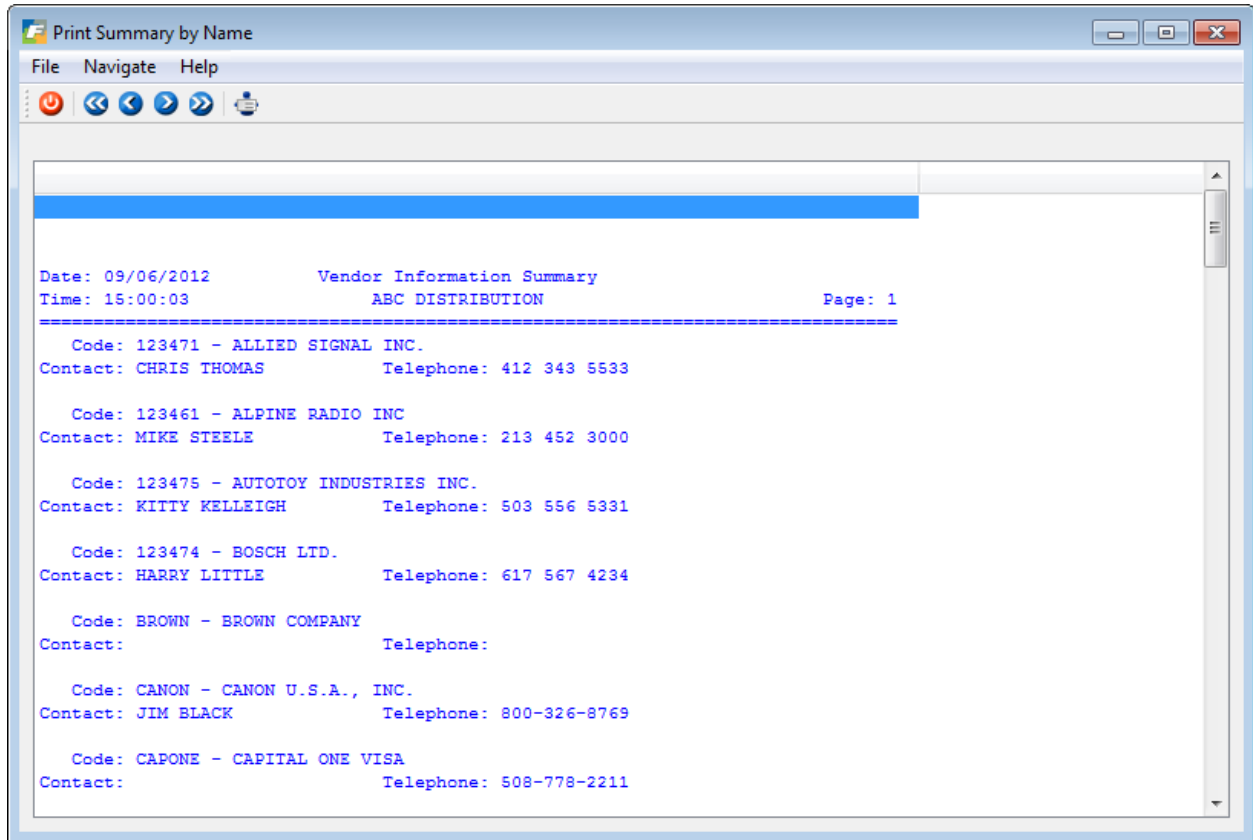
Total Debits: 7500.00 Total Credits: 7500.00

---

\*\*\*\* End of Report.

# Vendor Information Summary

(Sorted by Vendor Name)



# Vendor Information Detail Report

(Sorted by name)

Print Detail by Name

File Navigate Help

Date: 09/06/2012 Vendor Information Detail Page: 1  
Time: 15:09:55 ABC DISTRIBUTION

---

Vendor Code: 123457  
Business Name: CHAMPION INC  
Contact: JIM M PELIN Phone: 404 265 8364  
Address 1: 320 SW 160TH  
Address 2: COMPLEX 2GF  
City, State, Zip: ATLANTA GA 42231  
Country: US  
Currency Code: STD

Pay-To Instructions:  
Credit Limit: 50000.00 1099 Required: N TIN: 53-1876534  
Default A/P Account: 200000000-000 Default Cash Account: 100000000-000  
Terms Code: B 2% 10 NET PAYMENT 30 DAYS  
Account Group:

Last Payment Date: 09/06/2012  
Hold Payment (Y/N): N On Account: 0.00  
Always Take Discount: N Balance: 96004.18

---

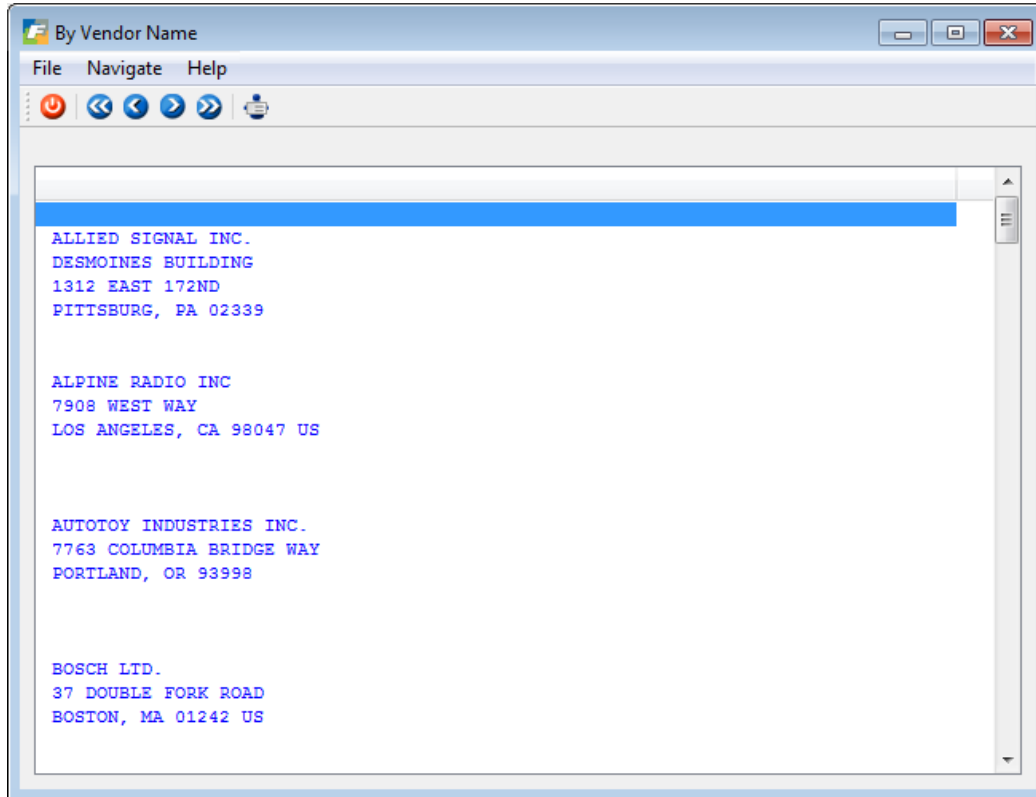
Pay-To Address

Pay-To Code: EAST  
Pay-To Name: EAST COAST OFFICE  
Always Take Discount: N

---

Pay-To Code: NEWPAY  
Pay-To Name: NEW YORK OFFICE  
Address 1: 100 BLVD WAY  
City, State, Zip: NEW YORK NY 09271  
Country: US  
Always Take Discount: N

## Vendor Labels



# Vendor Terms List

Print Vendor Terms

File    Navigate    Help

Date: 09/06/2012

Time: 15:37:57

Vendor Terms  
ABC DISTRIBUTION

Page: 1

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
N30	NET 30 DAYS	30		0.000



# Vendor Ledger Report

By Document Date

File Navigate Help

Date: 09/26/2013  
Time: 17:16:58

Vendor Ledger by Document Date  
ABC MANUFACTURING  
Between 01/01/2013 and 09/26/2013  
Page: 1

A/P Activity for 123457 - CHAMPION INC

Date	OJ	DocNo	TType	Tran #	Description	Amount	Balance	----- Applied Against -----		
								DocNo	InvNo	Inv. Balance
					Beginning Balance		.00			
08/01/2013	FU 56	IN	313123231			2,000.00	2,000.00			2,000.00
08/06/2013	FU 57	IN	2312312			10.00	2,010.00			.00
08/07/2013	FU 59	IN	86768			100.00	2,110.00			100.00
08/08/2013	FU 58	IN	1231212			10.00	2,120.00			.00
09/16/2013	FU 60	IN	213131			80.00	2,200.00			.00
09/16/2013	FU 61	IN	61			8.00	2,208.00			.00
09/16/2013	FU 62	IN	62			8.00	2,216.00			.00
09/16/2013	FU 63	IN	63			8.00	2,224.00			.00
09/17/2013	FU 65	IN	231312			80.00	2,304.00			.00
09/18/2013	FU 68	IN	SRB2			10.00	2,314.00			.00
09/18/2013	FU 85	IN	7777			120.00	2,434.00			120.00
09/18/2013	FU 86	IN	8888			80.00	2,514.00			80.00
09/18/2013	FU 87	IN	342424234			45.99	2,559.99			45.99
09/23/2013	FU 88	IN	11312312			1,300.00	3,859.99			1,300.00
09/23/2013	FU 89	IN	4533453			900.00	4,759.99			900.00
09/26/2013	CD 23	CD	3245			-10.00	4,749.99	57	2312312	.00
09/26/2013	CD 23	CD	3245			-10.00	4,739.99	58	1231212	.00
09/26/2013	CD 23	CD	3245			-80.00	4,659.99	60	213131	.00

# Vendor Aging Summary Report

(Sorted by vendor name)

Print Aging Summary By Name

File Navigate Help

Date: 09/06/2012 Vendor Aging Summary By Name Page: 1  
 Time: 15:41:56 ABC DISTRIBUTION  
 Age by: Due Date Aging Date: 08/31/2012

	Current	1 to 30 Days	31 to 60 Days	Over 60 Days	
STD					
CANON - CANON U.S.A., INC.					
Total	-614.00	-500.00	.00	.00	-114.00
STD					
CAPONE - CAPITAL ONE VISA					
Total	2,446.18	.00	.00	.00	2,446.18
123457 - CHAMPION INC					
Total	87,520.40	1,110.70	-165.00	222.00	86,352.70

# Vendor Aging Detail Report

(Sorted by vendor name)

Print Aging Detail by Name

File Navigate Help

Date: 09/06/2012 Vendor Aging Detail By Name Page: 1  
 Time: 15:45:23 ABC DISTRIBUTION  
 Age by: Due Date Aging Date: 08/31/2012

Invoice	Due Date	Current	1 to 30 Days	31 to 60 Days	Over 60 Days
STD					
CAPONE - CAPITAL ONE VISA					
05/31/2012	05/25/12				738.98
05/31/2012	05/25/12				1,444.88
05/31/2012	05/28/12				79.45
05/31/2012	05/28/12				182.87
Total	2,446.18	.00	.00	.00	2,446.18
Aging Totals:					
Total	Current	1 to 30 Days	31 to 60 Days	Over 60 Days	
2,446.18	.00	.00	.00	2,446.18	

# Vendor Cash Requirement Summary

(Sorted by vendor name)

Requirement Summary By Name					
File    Navigate    Help					
<p> Date: 09/06/2012    Vendor Cash Requirement Summary By Name  Time: 15:46:29    ABC DISTRIBUTION    Page: 1  Age by: Due Date    Aging Date: 08/31/2012 </p>					
	Current	1 to 30 Days	31 to 60 Days	Over 60 Days	
=====					
STD					
CANON - CANON U.S.A., INC.					
Total	-614.00	-614.00	.00	.00	.00
-----					
STD					
CAPONE - CAPITAL ONE VISA					
Total	2,446.18	2,446.18	.00	.00	.00
-----					
123457 - CHAMPION INC					
Total	87,520.40	86,409.70	1,110.70	.00	.00
-----					
CWI1 - NAME					
Total	-18.00	-18.00	.00	.00	.00
-----					
104588 - PRIME LINE AUTOPARTS					
Total	.00	.00	.00	.00	.00
-----					
Aging Totals:					
Total	Current	1 to 30 Days	31 to 60 Days	Over 60 Days	
-----	-----	-----	-----	-----	
89,334.58	88,223.88	1,110.70	.00	.00	

## Vendor Cash Requirement Detail

Requirement Detail By Name					
File    Navigate    Help					
<div> </div>					
<div> <div>Date: 09/06/2012    Vendor Cash Requirement Detail By Name</div> <div>Time: 15:48:00    ABC DISTRIBUTION    Page: 1</div> <div>Age by: Due Date    Aging Date: 08/31/2012</div> </div>					
Invoice	Due Date	Current	31 to 60 Days	1 to 30 Days	Over 60 Days
=====					
STD					
CANON - CANON U.S.A., INC.					
On Account		-500.00			
106	08/05/11	-114.00			
-----					
Total	-614.00	-614.00	.00	.00	.00
STD					
CAPONE - CAPITAL ONE VISA					
05/31/2012	05/25/12	738.98			
05/31/2012	05/25/12	1,444.88			
05/31/2012	05/28/12	79.45			
05/31/2012	05/28/12	182.87			
-----					
Total	2,446.18	2,446.18	.00	.00	.00
123457 - CHAMPION INC					
BABTEST	04/12/12	4,500.00			
325771	09/20/06	100.00			
328621	10/05/06	450.00			
330901	10/20/06	170.00			
	05/04/07	550.00			
52047	05/04/07	500.00			
8573617	05/04/07	37.00			
	07/29/10	80,000.00			
109	08/10/11	10.70			
312131	08/18/11	15.00			
113	08/24/11	20.00			
CLEAR HOLD ACCT	07/26/12	100.00			
254	07/26/12	15.00			

# Payable Defaults Report

Print Payable Defaults

File Navigate Help

Date: 09/06/2012 Accounts Payable Defaults Page: 1  
Time: 15:49:51 ABC DISTRIBUTION

Accounts Payable Defaults  
Invoicing

Terms Code: B 2% 10 NET PAYMENT 30 DAYS

Multilevel Tax

Default Tax Code: NOTAX Tax Entry on Detail Line: Y  
Gross Invoice Entry: N Calculate Tax on Cash Discounts: N

Account Numbers

A/P: 200000000 Cash: 100000000 Discount: 503000000

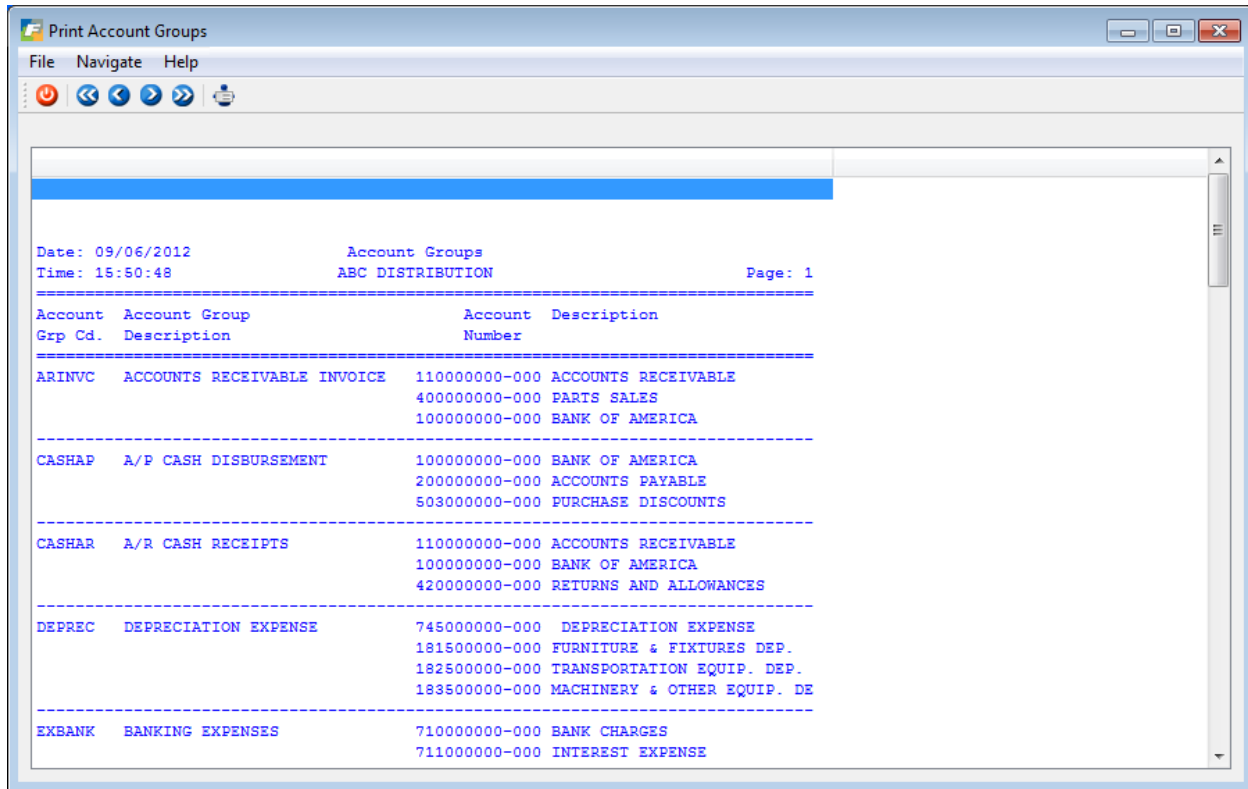
Aging Information

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

Current	1 to 30 Days	31 to 60 Days	Over 60 Days
Days: 0	30	60	

Is A/P Setup Complete?: Y Batch - Invoices?: N Payments?: N  
Require Approval to post?: N

# Account Groups Report



Print Account Groups

File Navigate Help

Date: 09/06/2012 Account Groups  
Time: 15:50:48 ABC DISTRIBUTION Page: 1

Account Grp Cd.	Account Group Description	Account Number	Description
ARINVC	ACCOUNTS RECEIVABLE INVOICE	110000000-000	ACCOUNTS RECEIVABLE
		400000000-000	PARTS SALES
		100000000-000	BANK OF AMERICA
CASHAP	A/P CASH DISBURSEMENT	100000000-000	BANK OF AMERICA
		200000000-000	ACCOUNTS PAYABLE
		503000000-000	PURCHASE DISCOUNTS
CASHAR	A/R CASH RECEIPTS	110000000-000	ACCOUNTS RECEIVABLE
		100000000-000	BANK OF AMERICA
		420000000-000	RETURNS AND ALLOWANCES
DEPREC	DEPRECIATION EXPENSE	745000000-000	DEPRECIATION EXPENSE
		181500000-000	FURNITURE & FIXTURES DEP.
		182500000-000	TRANSPORTATION EQUIP. DEP.
		183500000-000	MACHINERY & OTHER EQUIP. DE
EXBANK	BANKING EXPENSES	710000000-000	BANK CHARGES
		711000000-000	INTEREST EXPENSE

# Vendor Open Items Report

Print Vendor Open Items

File Navigate Help

Date: 09/06/2012 Vendor Open Items Page: 1  
Time: 15:53:03 ABC DISTRIBUTION

Doc No.	Invoice	Date	Description	Balance
CAPONE - CAPITAL ONE VISA				
233	05/31/2012	05/25/12	05/31/2012	79.45
238	05/31/2012	05/24/12	05/31/2012	182.87
245	05/31/2012	05/23/12	05/31/2012	738.98
250	05/31/2012	05/23/12	05/31/2012	1,444.88
Vendor Balance				2,446.18
Total Vendor Balance				2,446.18





# Chapter 10

## SQL Queries

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

## Using SQL

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

SQL is used primarily to generate ad hoc reports. SQL front end tools, such as Inscreenix 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 program 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 report 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 report 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 program 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 report 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 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 report 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 "[1-5]10"
```

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 run 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.



# Appendix A

## Forms

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

Note: Those forms that have 530 in their number are for Fitrix version 530 and higher.

Screen Number	Screen	Type
4GEN1	Invoice	Continuous
4GEN1-530	Invoice	Continuous
4GEN6	Invoice	Laser
4GEN6-530	Invoice	Laser
4GEN2	Statement	Continuous
4GEN7	Statement	Laser
4GEN3	Pick Ticket	Continuous
4GEN3-530	Pick Ticket	Continuous
4GEN8	Pick Ticket	Laser
4GEN8-530	Pick Ticket	Laser



4GEN5	Payroll Check	Continuous
4GEN10	Payroll Check	Laser
4GEN14	AP Check	Continuous
4GEN19	AP Check	Laser
4GEN11	Purchase Order	Continuous
4GEN12	Purchase Order	Laser
4GEN14	Order Acknowledgement	Continuous
4GEN20	Packing List	Continuous
4GEN21	Packing List	Laser
DW2	Double Window	Envelopes
DW73	Double Window	Envelopes

# Appendix B

## 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.

Example: a basic Chart of Accounts

**Table 1: A Basic Chart of Accounts**

Number	Account Description	Type
100000000	CASH ACCOUNT	ASSET
200000000	ACCOUNTS PAYABLE	LIABILITY
300000000	EQUITY	CAPITAL
400000000	PRODUCT SALES	INCOME
500000000	COST OF GOODS	EXPENSE
600000000	GENERAL EXPENSE	EXPENSE

**Account Types**—There are three basic types of accounts: asset, liability, and capital. Capital is also referred to as owners’ equity. Income and expense accounts are a subset of retained earnings, which is a capital account.

**Accounting Periods (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 programs. These copies are usually made to diskette or tape. Program 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 screen, 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 screen 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:  $\text{assets} = \text{liabilities} + \text{capital}$ . 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 Fourth Generation *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 screen. 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.

**Screen**—A screen is the template into which information is entered. A screen may combine information from several different tables, usually lines of information from a "header" table at the top of the screen 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 and 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 posted invoices that contain outstanding balances representing amounts owed by customers or due to vendors. A document is considered an open item until that balance is 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**—An employer liability resulting from a payroll transaction, such as withholding federal taxes from an employee’s paycheck.

**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” number.

**Table 2: Simple Account Chart with Two Profit Centers**

Number	Dept	Account Description	Type
100000000		CASH IN BANK	ASET
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



500000000	200	COST OF GOODS	EXPENSE
600000000	100	GENERAL EXPENSE	EXPENSE
600000000	200	GENERAL EXPENSE	EXPENSE

**Purchase Order**—A purchase order represents the purchase of merchandise from a vendor.

**Purchasing**—The purchasing system is one of several *Fitrix* 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 *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.

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