



Affordable, Adaptable ERP Software



*Accounting Training Guide*  
Version 5.40

**Fitrix**  
**Accounting**  
***Course Workbook***

**Version 5.40**  
**Revised 11/01/2014**

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## **CHAPTER 1 - *General Ledger***

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### **Fitrix Accounting Course Workbook**



## **Learning Objectives**

- To become familiar with the process by which Fitrix Accounting maintains and updates General Ledger Account Balances.
- To learn the steps for setting up the General Ledger Accounting Module.
- To learn how to record General Ledger documents.
- To complete the steps of Period End transaction processing.
- To print Period End reports and financial statements.

## **General Ledger Overview**

### **What type of Information is maintained in General Ledger?**

The General Ledger will handle all the transactions made by the Fitrix accounting system and organize the data into meaningful information. General Ledger documents can be posted for all accounting activities that are not processed in other source journals.

### **What Tasks or Activities are performed in General Ledger?**

- General Ledger Transactions are recorded for accounting transactions that are not recorded in other source journals.
- Posting General Ledger Activity that updates the ledger account balances.
- Period End Transactions
- Period End Reporting and Financial Statement Analysis

### **How does Fitrix manage changes to General Ledger entries?**

There are 5 different processes that need to be run before an account balance is changed.

#### **Phase 1:**

1. A Transaction must be entered as a journal entry.
2. The General Journal Edit List must be printed.
3. The General Journal documents must be posted. They can occur at any time and frequently throughout the accounting period.

#### **Phase 2:**

4. The period's activity can now be printed (optional). This shows how each transaction line item has affected the system.
5. Post General Ledger Activity. This posts the data from the activity files into the chart of account balances files.

### **What Relation does the General Ledger module have to Other Fitrix Modules?**

All source journals or other modules post to the General Ledger Activity Tables. When General Ledger Activity is posted, the ledger account balances will be changed. Once the General Ledger Activity is posted, account balance inquiries can be made and end of period financial statements can be printed.

## **Set Up General Ledger**

To view this screen, select **Financial Management > General Ledger > Ledger Setup > Update Ledger Defaults**.

Primary activities for setting up General Ledger include entering G/L defaults, creating batch controls, entering ledger accounts and their beginning balances, and updating source document codes.

### ***Update Ledger Defaults***

This is the primary screen for setting up the General Ledger system defaults. Through this screen all period information is specified for the accounting system. General Ledger is the only module with defined accounting periods. During G/L setup period start and end dates are defined.

**Update Ledger Defaults**

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Current Accounting Period: **10** Last Purge Date:

Current Fiscal Year: **2012**

Retained Earnings Account No: **310000000**

Recalculate Balances From:

Direct DB\_CR Entry: **Y**

Ledger Setup Complete Date: **10/01/2006**

Ledger Setup Complete?: **Y** Batch Journal?: **N**

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

Periods Back: **1** Periods Forward: **2**

Period Control Password:

Period	Year	Start	End	Balanced
12	2012	12/01/2012	12/31/2012	N
11	2012	11/01/2012	11/30/2012	N
10	2012	10/01/2012	10/31/2012	Y
09	2012	09/01/2012	09/30/2012	Y
08	2012	08/01/2012	08/31/2012	Y
07	2012	07/01/2012	07/31/2012	Y
06	2012	06/01/2012	06/30/2012	Y
05	2012	05/01/2012	05/31/2012	Y
04	2012	04/01/2012	04/30/2012	Y
03	2012	03/01/2012	03/31/2012	Y
02	2012	02/01/2012	02/29/2012	Y
01	2012	01/01/2012	01/31/2012	Y

**1 of 1**

Enter an account number for the retained earnings account.

OVR

## HEADER

Field	Description
<b>Current Accounting Period:</b>	Represents current accounting period. It is the first period coming under G/L control. Transactions can only be posted to periods prior to and subsequent to this period. If there is no period under G/L control that corresponds to this period, then posting to the Ledger will post to the earliest period under G/L control. Transactions in later periods will post only when they become the current period.
<b>Last Purge Date:</b>	This field is not yet functional.
<b>Current Fiscal</b>	The current fiscal year.

Field	Description
<b>Year:</b>	
<b>Retained Earnings Account Numbers:</b>	The default retained earnings account number used by the system to post year end retained earnings.
<b>Recalculate Balances From:</b>	Every time the Post to GL program is run, the program goes back to the GL Set Up Complete date and does a recalculation to verify there have been no postings to prior periods. Set this date if you want the date it goes back to to be more current and therefore not take so long to process.
<b>Direct DB/CR Entry:</b>	If you enter Y here you are allowed access to the DB/CR field when entering journal entries and can change it as needed. If you enter a N here you are not allowed access and have to put a negative sign in front of the number to change a DB to CR and vice versa.
<b>Ledger Setup Complete Date Field:</b>	Date user wants to begin having their documents posted. Needs to be setup prior to processing. Can accept transactions posted prior to the calendar date if the prior period and year are setup and under G/L control.
<b>Ledger Setup Complete:</b>	A "Y" implies that the G/L is in balance. The system will not allow this field to be set to "Y" until all accounts are balanced. Once set to "Y", it cannot be changed. Should be set after the initial balance is correct. All transactions residing in the G/L activity files with a document date prior to the Ledger Setup complete date will not be posted to the Ledger Accounts. They are marked as posted.
<b>Batch Journal?:</b>	A "Y" or "N" field which determines whether all GL entries are batch processed.
<b>Require Approval to Post?:</b>	A "Y" or "N" field which determines whether batches need approval before being processed.
<b>Approval Code:</b>	The approval code which allows a batch to be processed.
<b>Periods Back:</b>	Number of periods previous to the current period that you will allow users to enter transaction in.
<b>Forward:</b>	Number of periods future to the current period that you will allow user to enter transaction in.
<b>Control Password:</b>	Password which allows posting outside of the current period.  <i>Note:</i> Once you have entered the password you will be prompted for the existing password any time you need to change the password to another value.

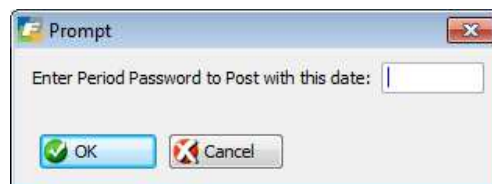
**DETAIL - Period Maintenance**

Field	Description
Period	The period month and year.
Start Date:	Date the accounting period starts on.
End Date:	Is the date the accounting period ends. There should be no gaps between the Starting and Ending Dates. Defaults to Calendar Periods.
G/L Controlled Field:	System maintained. Indicates whether a given period is under the control of the G/L system or not. Automatically set when the Ledger Setup Complete is set to "Y" and the correct accounting period becomes current.

## ***Backdate Control***

Here is an illustration of how the back date control works. The current period is April 2014 (04/01/2014-04/30/2014) and the default has been set up to allow transaction dates one period back and two periods forward. Therefore only transactions with dates of 03/01/2014 through 06/30/2014 can be entered without a password.

In Update General Journal if a date of 02/15/2014 is entered this prompt displays:



The following programs are affected by the back date control functionality.

### **Accounts Receivable:**

- Update Receivable Documents (ar:i\_invce)
- Update Non-A/R Cash Receipts (ar:i\_cashe)
- Update A/R Cash Receipts (ar:i\_arcshe)
- Create Finance Charges (ar:p\_fichgr)
- Create Recurring Documents (ar:p\_recurr)

### **Accounts Payable:**

- Update Payable Documents (ap:i\_invce)
- Create Automatic Checks ( ap:p\_paydue check run date)
- Update Non-A/P Checks (ap:i\_cashe)
- Update AP Checks (ap:i\_apcshe)
- Update Void Checks (ap:l\_voidck)
- Create Recurring Documents (ar:p\_recurr)

**Order Entry:**

Update Invoices (oe:i\_invce)

**Inventory Control:**

Update Inventory Received (ic:i\_purche)  
Update Inventory Shipped (ic:i\_selle)  
Update Inventory Transfers (ic:i\_trane)  
Adjust Inventory (ic:i\_adjust)

**Purchasing:**

Update Receipts (pu:i\_recver)  
Update AP Invoices (pu:i\_cost)

**General Ledger:**

Update General Journal  
Copy recurring journal entries

**Production Management**

Component Issue  
Production Receipt  
**SC 211? Emailed RJ**

**Labor Processing**

Enter Labor Transactions

## ***Batch Control Setup***

Batch control is an optional feature which allows different users to independently enter separate batches in the same application at the same time. For example, before entering transactions in General Ledger, user #1 will create a journal entry and a batch ID# will be generated. All data entry, edit list, and posting for user #1 will be done within this batch. When user #2 enters journal entries in General Ledger, all of these transactions will be entered in a batch created by user #2. These transactions will post separately from those entered by user #1.

### **Activate GL Batch Control**

Step	Action
1	Select <b>Update Ledger Defaults</b> from the <b>Ledger Setup</b> menu.
2	In the <b>Batch Journal?:</b> field enter a <b>Y</b> .



Step	Action
3	<p>In the <b>Require Approval to Post?:</b> field, enter a Y (optional).</p> <p><b>Note: Require Approval To Post</b> - If flag is set to Y, user will be allowed to enter documents and perform any other procedures but will not be allowed to post until batch has been approved for posting. Once a batch has been approved for posting, the user can make no further changes to the batch. If approval is not necessary, the flag should be set to N.</p>
4	<p>In the <b>Approval Code:</b> field, enter an alphanumeric approval code. (used only if Required Approval to Post is set to "Y").</p> <p><b>Note: Approval Code</b> - Enter approval code needed to approve batches for posting. Code entered will not be visible on screen. This code will be unique to the GL application. If at a later date this code needs to be changed, original code will be needed to access this field. This same code is used in other batch operations such as accessing someone else's batch or selecting all batches.</p>

### **Update Account Balances**

To view this screen, select GL, Ledger Setup, Update Account Balances.

Allows user to set up and maintain the Ledger Accounts Table. Balances can be added to or changed ONLY before the SETUP complete is set to "Y". Accounts may be added and the description changed AFTER the Setup Complete is "Y". Budget numbers can be entered at any time.

Update Account Balances

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Account Number: 704000000 Type: EXPENSES

Description: OFFICE SUPPLIES

Subtotal Code (optional):

Increase with Credit?: N

Allow Use in Manual Journal Entries?: Y

Ledger Account Balances

Dept	Mo	Year	Activity	Balance	Postings	Budgeted
300	10	2012		458.78		100.00
000	10	2012		1219.97		200.00
300	09	2012		458.78	458.78	150.00
000	09	2012		459.45	1219.97	300.00
300	08	2012			0.00	250.00
000	08	2012		100.00	760.52	250.00
300	07	2012			0.00	100.00
000	07	2012		222.52	660.52	100.00
300	06	2012			0.00	200.00
000	06	2012		250.00	438.00	300.00
300	05	2012			0.00	150.00
000	05	2012		188.00	188.00	200.00

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View Detail

OVR

## HEADER

Field	Description
Account Number	Nine-digit field that must be unique.
Type	Type of account from Account Number Ranges file, previously set up.
Description	Thirty character alphanumeric field.
Subtotal Code	Is an optional alphanumeric field that identifies the ledger account for postings to be subtotaled and displayed together on Income Statement and Balance Sheet reports.
Increase with Credit	Entry indicates what effect this account has during the posting process. A "Y" indicates this account is increased with a credit, i.e. A/P. An "N" indicates that this account is increased with a debit, i.e. A/R.
Allow Use in Manual Journal Entries?	If this value is set to "N" the user will not be allowed to use this account number in the Update Journal Entries program. <i>Note:</i> There are some account numbers that have their GL

Field	Description
	balance maintained by the system (Example- Trade Accounts Receivable and Trade Accounts Payable) and therefore manual journal entries to these accounts should not be allowed.

**DETAIL**

Field	Description
<b>Department</b>	Optional three digit alphanumeric code. The Default is 000. Must have previously been entered on Company Information File in Set Up Company.
<b>Period</b>	Displays the accounting period corresponding to the Activity and Balance in the same row. Sorted in descending order.
<b>Year</b>	Displays the accounting year.
<b>Activity</b>	Total Debit or Credit amount posted to the account during a specified period. After setup is complete this field is system maintained.
<b>Balance</b>	Accepts balance for given period. System maintained after setup is completed.
<b>This Period Postings</b>	Represents the amount posted thus far in the current period. This amount is maintained by the system. When period is closed out this amount transfers to activity column.
<b>Amount Budgeted</b>	Represents the amount budgeted for this period. Budgeted numbers can be entered at any time.

Click the Quit button to return to sub menu.

***Update Source Document Types (Optional)***

To view the Update Source Document Types screen, select (e) for Update Source Document Types.

Update Source Document Types

File Edit View Navigation Tools Actions Options Help

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

CommRed

Find Prev Next Add Update Delete Browse

Source Code: OEIMP

Description: IMPORT SALES ORDERS

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This file stores source document type codes and their descriptions. These codes are only used when entering journal entries and are informational only. All Fitrix modules will automatically print a source code on GL activity reports (i.e., AP for Accounts Payable Transactions) so codes could be set up for transactions processed outside the Fitrix modules that are being recorded in the Fitrix GL.

Press Quit to return to sub-menu.

## Update Account Groups (Optional)

To view this screen, select (g) for **Update Account Groups**. This screen allows users to maintain groups of related accounts under a central group code. This simplifies data entry allowing you to simply enter the code rather than entering the same set of multiple account numbers for transactions when entering journal entries.

### HEADER

Field	Description
Group Code	Stores unique six character code identifying the account group.
Description	Describes above code.

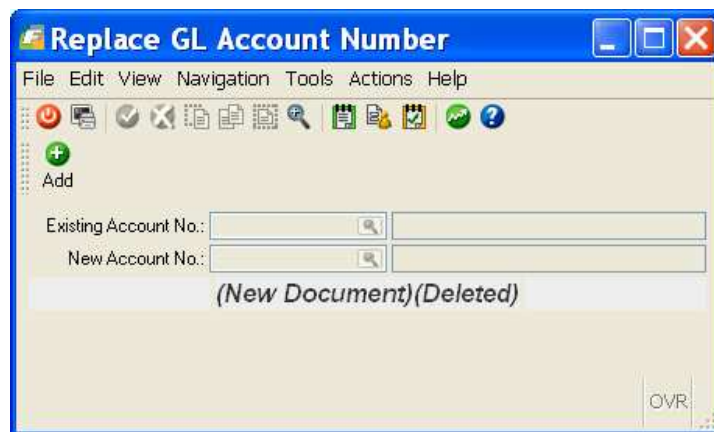
### DETAIL

Field	Description
Account	Stores previously setup ledger account numbers that will be associated with the account group.
Dept.	Stores previously setup Department Code. Zoom is available.
Description	Displays the description of the ledger account.

## ***Replace GL Account Number***

To view this screen,, select (i) for **Replace GL Account Number**. This screen allows users to replace an existing account number with a new account number. The new account number must have been previously set up.

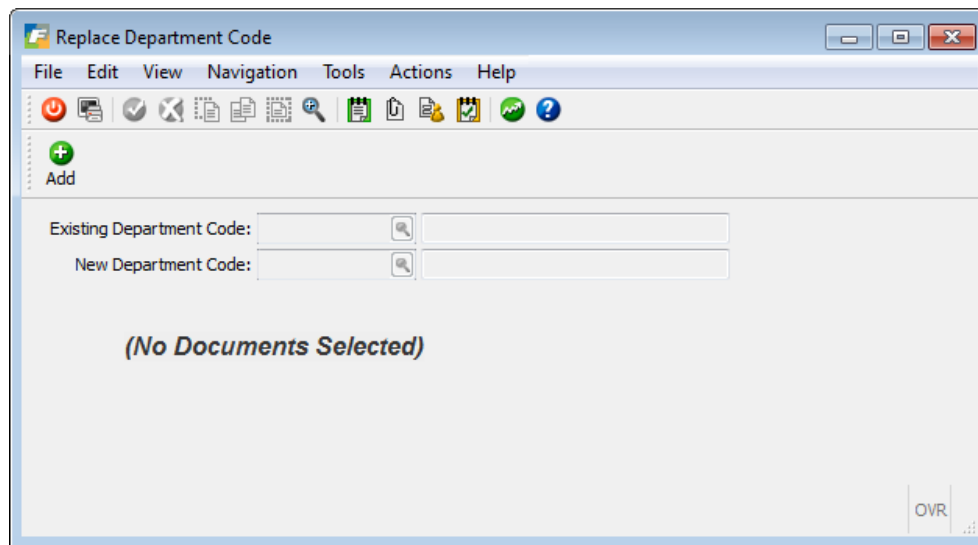
Every table that has the old account number will be updated to the new one and then user is prompted as to whether the old account number should be deleted.



## ***Replace Department Code***

To view this screen,, select (j) for **Replace Department Codes**. This screen allows users to replace an existing department code with a new department code. The new department code have been previously set up.

Every table that has the old department code will be updated to the new one and then user is prompted as to whether the old department code should be deleted.



## **Transaction Processing**

In General Ledger a General Ledger Document goes through the following primary steps:

1. Creation of a Document by either
  - adding new document, or
  - copying a recurring document.
2. Print the Edit List to check for errors.
3. Post the General Journal to the G/L Activity.

A General Ledger document begins as an entry made through the Update General Journal or by Copying Recurring documents. If an entry is to be made every month, it may be added through the Updating Recurring Documents menu option and then copied into the Update General Journal input screen automatically. Loading recurring documents is usually done at the end of the period with the Copy Selected Documents option.



## Update General Journal

To view this screen, select General Ledger, Ledger Journal, Update General Journal.

General Ledger transactions begin as entries made through the Update General Journal or by Copying Recurring documents.

### HEADER

Field	Description
<b>Date</b>	Defaults to system date. Warning given if date is outside of current period. You can enter prior or future dates.
<b>Posted</b>	Displays "Y" or "N". Indicates whether the document has been posted. DISPLAY only.
<b>Description</b>	This is the description of document.
<b>EOP Reverse (Y/N):</b>	"Y" will cause this document to be reversed when a New Period is created. "N" means no reversing entry will be created.

---

Field	Description
<b>Source:</b>	Source document code. From Source document file. Defaults to GENJRN. (Zoom available). Source document codes are defined in General Ledger Setup.
<b>Source Description:</b>	Display only when Source is entered.
<b>Account Group:</b>	When used, this calls a set of accounts to be used by the system. These must have been previously setup.
<b>Account Group Description:</b>	Displays only when Account Group is entered.
<b>User</b>	User ID of person that entered journal entry will print on General Journal Listing.

**DETAIL**

Field	Description
<b>Account</b>	Stores Ledger accounts affected by the transaction. ZOOM is available.
<b>Dept.</b>	Department code which is associated with this entry. System defaults to "000".
<b>Description</b>	Displays the description upon entering a valid account number.
<b>Amount</b>	Stores the amount of the transaction to be posted.
<b>Credit/Debit</b>	Stores the amount of the transaction being credited or debited. Also stores whether the line item is DB or CR. If your default flag in GL defaults for Direct DB/CR entry is set to "N", you will have to precede the amount with a "-" sign if you want to credit an account that is usually debited and vice versa.

**TOTALS**

Field	Description
<b>Debits</b>	Total amount of Debit posting for document.
<b>Credits</b>	Total amount of Credit posting for document.
<b>Difference</b>	Displays difference between credit and debit amounts. Difference must be 0 for documents to post.

Click Exit or press (Q) and then the ESC key until you are returned to the main menu.

To view this screen, select **General Ledger > Recurring Documents > Update Recurring Documents**.

\_\_\_\_\_

## HEADER

Field	Description
<b>Select for copying</b>	<p>Flag with 3 possibilities (user can change this flag as needed).</p> <ul style="list-style-type: none"> <li>A "Y" indicates that this document will be copied to the general journal during the next recurring document copy. The "Y" will then be changed back to an "N" once the copy is complete.</li> <li>An "N" means that this document will not be copied on the next recurring document copy.</li> <li>An "A" means that this document will be copied every time the "Copy Recurring Document" is run. This means copying can happen more than once.</li> </ul>
<b>Description</b>	Stores description of the document.
<b>EOP Reverse (Y/N)</b>	Flag type field. "Y" or "N". Setting this flag to "Y" means that this document will be REVERSED automatically in the next period's first posting.
<b>Source</b>	Stores the code representing the originating journal of a document, i.e. GenJrn, AccPay, Payroll, etc. This field is optional.
<b>Source Description</b>	Description of the source. Display only.
<b>Account Group</b>	Group of G/L numbers that are used for a particular type of transaction.
<b>Account Group Description</b>	Description of the account group. Display only.

## DETAIL

Field	Description
<b>Account</b>	Stores numbers corresponding to the ledger accounts
<b>Department</b>	Number of department if used. Defaults to "000".
<b>Description</b>	Display only.
<b>Amount</b>	Amount of the transaction to be copied to the account on the current line.
<b>Credit/Debit</b>	Numeric field stores the amount to be Debited or Credited.

## TOTALS

Field	Description
Debits	Total amount of Debits for posting.
Credits	Total amount of Credits for posting.
Difference	Displays difference between credit and debit amounts. Difference must be 0 for documents to post.

Click Exit or press (Q) and then the ESC key until you are returned to the main menu.

## OTHER OPTIONS on SUBMENU:

There are other options on the General Ledger transactions sub-menu worth noting.

**Print all recurring documents** - Prints a listing of all recurring documents.

**Copy all recurring documents** - Creates a journal entry for all documents regardless of what copy flag is set to. Once copied a GL edit and posting list must be run for these to post to GL activity.

**Print selected documents** - prints only those documents selected for copying.

**Copy selected documents** - creates a journal for all documents marked for copying.

**Print all document detail** - prints document detail including GL distribution for all recurring documents.

**Print selected documents detail** – print for selected documents

Press Quit to return to main menu.

## Posting General Ledger Documents

Not all documents entered during the current accounting period have to be posted during the same period.

You can enter documents with future dates. A warning displays indicating that the date is outside the current period, but the document can still be entered. Such a document will not post in the current period, but will remain in the system until the appropriate period. When the General Ledger reaches that future period, the document will post.

Before posting documents to the General Ledger Activity, an Edit List must be run. Data Entry mistakes found on the listing must be corrected through the Update General Journal Documents.

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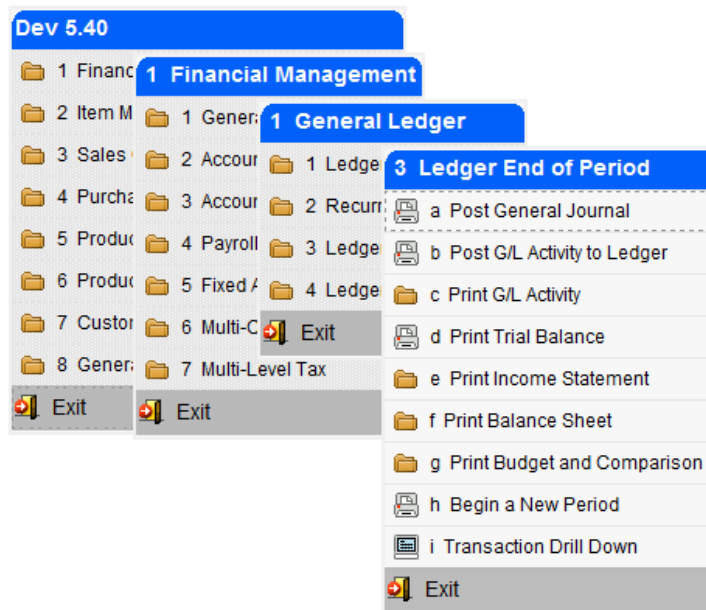
Finally, General Journal documents are posted to the General Ledger Activity tables. A report is printed at the time documents are posted. This report looks exactly like the edit listing, except that General Journal document numbers have been assigned to each posted document.

## **Reversing Entries**

The Begin New Period program runs a sub program that finds all journal entries that are designated EOP = Y and reverses them. However this can create a timing issue. For example, let's say you've opened up the period 01 but you have not yet closed out period 12 and you need to enter accrual journal entries in period 12 that should automatically reverse in period 01. Because you have already opened period 01 these entries will not reverse until you open period 02. By having the Create Reversing Journal Entries programs as a separate menu option, you can reverse entries without opening yet another period. The program looks at all EOP = Y journal entries that have not yet been reversed and reverses them if the current period is after the period the original journal entry was posted to. Using our example above it would reverse all period 12 reversing journal entries into period 01 when run.

## End of Period Activities

To view this menu, select **Financial Management > General Ledger > Ledger End of Period**.



The End of Period Activities includes the following steps:

Step	Action
1	Post the General Journals and all other Journals with activity to be accounted for in the current period.
2	Post General Journal posts, and General Journal Documents to the activity tables.
3	Print the G/L Activity Report. (optional)  <i>Note:</i> The G/L activity report will report all activity in the Fitrix Accounting system. This activity includes all documents posted from other Fitrix accounting modules installed. The report can be printed in summary or detail.
4	Post the G/L Activity.  <i>Note:</i> This posting program posts all documents in the activity table for the current period and updates the ledger account balances so you can then run your financial statements.

## ***Period End Reports***

Once the General Ledger Activity is posted and the account balances are updated the following Financial Reports and Financial Statements can be printed:

- Trial Balance Sheet
- Income Statement
- Balance Sheet
- Budget and Balance Comparison

## ***Beginning a New Period***

To close out the existing period and begin a new period the following steps must be completed:

Step	Action
1	Select Begin a New Period.  <i>Note:</i> If the next period is already defined, it is created automatically. If it has not been defined, then you will be prompted for a period number and period end date before the new period is created.  <i>Note:</i> If the next period is a new year, the new year is begun by creating the year end journal for zeroing out revenue and expense accounts. The difference is posted to retained earnings.
2	Reversing documents are created for the new period.

## ***Transaction Drill Down:***

This program enables the user to drill down from an account number to the source documents that make up the account number's balance.

Do a (F)ind and enter your selection criteria and press ENTER.



Transaction Drill Down

File Edit View Navigation Tools Actions Help

Find Prev Next Browse

Original Journal: GJ  
 Document Number: 56  
 Description: DEPRECIATION  
 Post Date: 12/04/2012  
 GL Date: 10/31/2012

Account	Dept	Description	Amount	CR/DB
745000000	000	DEPRECIATION EXPENSE	1235.00	D
181500000	000	FURNITURE & FIXTURES DEP.	250.00	C
182500000	000	TRANSPORTATION EQUIP. DEP.	500.00	C
183500000	000	MACHINERY & OTHER EQUIP. DEP.	485.00	C

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View Detail

OVR

To drill down to the source document, simply press Ctrl Z or click on the magnifying glass icon on the standard toolbar.

Transaction Drill Down

File Edit View Navigation Tools Actions Options Help

Quit Print OK Cancel Cut Copy Paste Zoom Notes Attachments U Fields To Do View Detail Next Page Previous Page

Batch Options Reverse JE Chart

Date: 10/31/2012 Posted: Y  
 Description: DEPRECIATION  
 EOP Reverse(Y/N): N  
 Source: GENJRN GENERAL JOURNAL  
 Account Group:  
 User: bettyb

Account	Dept	Description	Amount	Debit/Credit
745000000	000	DEPRECIATION EXPENSE	1235.00	DB
181500000	000	FURNITURE & FIXTURES DEP.	250.00	CR
182500000	000	TRANSPORTATION EQUIP. DEP.	500.00	CR
183500000	000	MACHINERY & OTHER EQUIP. ...	485.00	CR

Totals-Debits 1235.00 Credits 1235.00 Difference 0.00

1 of 1

OVR

## **General Ledger Review**

- All activity in the Fitrix Accounting system is posted to the General Ledger Activity tables. To update ledger account balances, General Ledger Activity is posted to the General Ledger under the Ledger End of Period menu.
- To update a general ledger account balance you must complete the following steps:
  1. A Transaction must be entered in the General Journal.
  2. The General Journal must be printed. (Edit List).
  3. The General Journal documents must be posted.
  4. The period's activity should then be printed. (Optional).
  5. Post General Ledger Activity.
- The steps to entering a General Ledger Document are:
  1. Create Document
  2. Print Edit List
  3. Post Edit List
- General Ledger Documents can be added through the Update General Ledger Document or by Copying Recurring Documents.
- End of Period Processing includes the following three activities:
  1. Posting General Ledger Activity to update ledger account balances.
  2. Printing the Period End Reports and Financial Statements.
  3. Beginning the New Period.

## Lab Exercise a: Setup General Ledger

### Update Ledger Defaults

The General Ledger Module Defaults have already been defined for the ABC Company and set to complete.

1. Define two more consecutive accounting periods.

### Update Account Balances (GL - Ledger Setup - Update Account Balances)

Beginning Account Balances were entered from this screen at the time the General Ledger Module was implemented and prior to the General Ledger Setup Complete Flag being set to "Y". You will not be able to update any field on the detail portion of the screen except Amount Budgeted once the Ledger Setup is complete.

1. Enter budgeted amounts for the following accounts:

EXPENSES – for whatever the most current accounting period and year is.

700100000-000	Administrative Wages	120,000.00
702000000-000	Utilities	14,000.00
702500000-000	Telephone	8,000.00

2. Add the following General Ledger Accounts:

406000000 Finish Sales	Increase with Credit = Y
507000000 Finish COGS	Increase with Credit = N

### Update Source Document Types (GL - Ledger Setup - Update Source Document Types)

1. Add PURCHS as a Source Document Type for the Purchasing Journal.

### Update Account Groups (GL - Ledger Setup - Update Account Groups)

1. Update EXINV to include the Accounts Payable account as one of the accounts in this account grouping.
2. Update the INPROD account group to include Parts, Electrical, Phone, and Accessory Sales.

## Lab Exercise b: G/L Transactions

### General Ledger Document Transaction Processing

1. Make the following General Journal entries using today's date: (GL - Ledger Journal - Update General Journal)
  - Received \$100.00 for Employee and Other Receivables to be deposited into the Cash Account. Source is the Cash Receipts Journal. Both accounts are asset accounts and increase with a debit. When entering the credit to the Other Receivable account change Debit/Credit flag from DB to CR.
  - Purchased \$5,000.00 worth of inventory on account. Select ACTPAY for the source journal for this document. Debit inventory and credit Accounts Payable.
  - Paid \$500.00 cash for Accounts Payable Invoice 386. Select ACTPAY for the source journal and use CASHAP as the account group. Debit accounts payable and credit cash.
  - Purchased office furnishings in the amount of \$2,000.00 on account. Debit furniture and fixtures asset account and credit accounts payable.
  - Enter a transaction from the Cash Sales Journal for the month's cash sales: Debit cash \$61,126.13 and credit sales accounts listed below:

Parts	24,531.34
Stereos	13,856.99
Engines	8,567.80
Electrical	7,600.00
Phones	4,230.00
Accessories	2,340.00

2. Print the General Journal Edit List. (GL - Ledger Journal - Print General Journal Listing) Redirect to screen.
3. Post Documents to the General Journal. (GL - Ledger Journal - Post General Journal) Redirect to screen

## **Lab Exercise c: Recurring Ledger Transactions**

### **Selected Recurring Documents (General Ledger Recurring Documents)**

1. Create Recurring Documents. (Option a)
  - Add a recurring document for a bank interest payment that is incurred on a quarterly basis in the amount of \$1,200.00. Debit interest expense and credit cash.
2. Update copy flag using Update Recurring Documents program.
  - Flag the quarterly bank interest payment for copying by entering a “Y” in Select for Copying field in header of document just entered.
3. Print Selected Documents. (Redirect to screen.)
4. Copy the Selected Recurring Document. (Option e).
  - Once the selected documents have been copied into the General Ledger the Select for Copying flag returns to N.
5. Find the copied document in update General Journal. (GL- Ledger Journal - Update General Journal.)
6. Update Document.
  - Update the interest payment amount to include a \$25.00 late charge and code this to bank charges. This update should be made only to the document that will post for this month. The recurring document should not include the \$25.00 late charge in the amount.
7. Print Edit List. (Redirect to screen.)
8. Post Documents. (Redirect to screen.)

### **All Recurring Documents**

1. Print ALL Recurring Documents. (Redirect to screen.)
2. Copy ALL Recurring Documents.
3. Print General Journal Listing. (Redirect to screen.)
4. Post General Journal. (Redirect to screen.)

## **Lab Exercise d: End of Period Processing**

### **End of Period (General Ledger - Ledger End of Period)**

NOTE: REDIRECT ALL PRINT ROUTINES TO THE SCREEN.

1. Post GL Activity to Ledger.
2. Print G/L Activity detail for most recent GL period.
3. Print Trial Balance for all departments for most recent period
4. Print Income Statement detail for all departments for most recent period
5. Print Balance Sheet consolidated for all departments for most recent period.
6. Print Budget and Comparison detail for accounting period 01 through for most recent period.

We will not do this as part of this exercise but once you have entered all transactions and are ready to open a new period you will run option (h) on the Ledger End of Period menu, Begin New Period.

## **General Ledger Learning Activity**

The following points of training were covered in this Chapter. If you feel that you have not mastered all objectives, go back and review those sections.

- How to maintain and balance General Ledger Account Balances.
- Setting up the General Ledger Accounting Modules.
- Record General Ledger documents.
- Period End transaction processing.
- Print Period End reports and financial statements.

## **CHAPTER 2 - Accounts Receivable**

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### **Fitrix Accounting Course Workbook**



## **Learning Objectives**

- To become familiar with the type of information maintained in Accounts Receivable.
- To learn about the tasks performed in the Accounts Receivable Module.
- To learn how to setup the Accounts Receivable Module.
- To learn how to add and update Customer Information.
- To learn how to process Accounts Receivable Invoices not related to inventory purchases.
- To learn how to process A/R and Non A/R receipts.
- To learn about the various reports available in this module.

## Overview of Accounts Receivable

### What Type of Information is maintained in Accounts Receivable?

The Accounts Receivable system tracks two types of information:

- Ledger Information (sales, payments, etc.)
- Customer Information (A/R Aging, etc.)

**Ledger Information** refers to information relating to the company profit and loss. Customer Information pertains to the specific condition of a customer's account. Entering documents into the system generates both types of information.

### What Tasks or Activities are performed in Accounts Receivable?

The major tasks involved with Accounts Receivable document processing include:

- Setting up the Accounts Receivable Module
- Adding and Updating Customer Information Records
- Entering Customers Invoices, Credits, and Debits
- Entering Customer Payments, Non A/R Cash Receipts, and Bank Deposits
- Performing the End of Period Processing and Transactions

### **What Relation does Accounts Receivable have to other Fitrix Modules?**

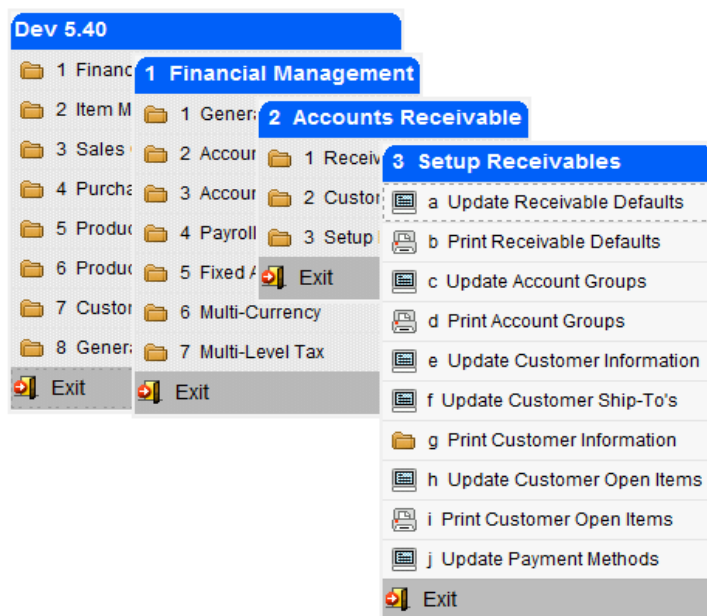
The two modules Accounts Receivable is related to in the overall system are General Ledger and Order Entry. Information flows between these three modules and several programs and data files are shared.

Ledger Information posts to the General Ledger to update general ledger account balances for cash, accounts receivable, sales, etc.

Customer Information and programs are shared with Order Entry. Order Entry posts customer orders to update customer accounts receivable balances.

## Accounts Receivable Setup

To view this menu, select **Financial Management > Accounts Receivable > Setup Receivables** (option 3).



The following menu items are used to help you setup Accounts Receivable for your company:

Field	Description
<b>Update Receivables Defaults</b>	Define the Accounts Receivable module defaults.
<b>Update Account Groups</b>	Predefine A/R related general ledger account groups to speed data entry (optional).
<b>Update Customer Information</b>	Add customer information.
<b>Update Customer Ship-To</b>	Adds ship-to information.
<b>Update Customer Open Items</b>	Set up outstanding account balances prior to going live on the Accounts Receivable module.
<b>Update Payment Methods</b>	Set up payment methods such as open account, cash, credit or debit card.

## Update Receivables Defaults

To view this screen select Setup Receivables, Update Receivable Defaults (option a).

This entry screen contains the Accounts Receivable Module Default definitions and these are the values used for transactions unless overridden at either the customer or transaction level.

The screenshot shows the 'Update Receivable Defaults' window with the following sections and fields:

- Terms Code:** A (NET 30)
- Take Discount on Misc:** ☐
- Freight:** ☐
- Tax:** ☐
- Credit Checking Rules Apply:** ☒
- Credit Manager:** bettyb
- Over Credit Limit Allowed:** 10.00
- Hold Code:** HOLD
- Multilevel Tax:**
  - Miscellaneous Tax Group:** NOTAX
  - Invoice Default Tax Group:** NOTAX
  - Freight Tax Group:** NOTAX
  - Enter Goods Amounts as Gross:** ☐
  - Finance Charge Tax Group:** NOTAX
  - Calculate Tax on Cash Discounts:** ☐
- Account Numbers:**
  - A/R:** 110000000
  - Sales:** -400000000
  - Misc.:** -400000000
  - Tax:** 200000000
  - F.C.:** -480000000
  - Freight:** -400000000
  - Cash:** 100000000
  - Disc:** -420000000
  - Write Off:** 600000000
- Aging Information:**
  - Age On:** ☒ (Check - Due Date, Uncheck - Invoice Date)
- Miscellaneous:**
  - Is A/R Setup Complete?:** ☒
  - Batch - Invoices?:** ☐
  - Receipts?:** ☐
  - Finance Charges:** ☒
  - Require Approval to post?:** ☐
  - Approval Code:**
  - Bank Deposit ID:** 3
  - Auto Assign Customer:** ☐
  - Next Customer Number:**
  - Auto-Assign Ship-To:** ☐
  - Next Ship-To Number:** 1

## Invoicing and Credit Management Section

Field	Description
<b>Terms Code</b>	Defines the default payment terms code.
<b>Take Discount on</b>	Enter "Y" or "N" here if discount applies to freight charges, sales tax, and miscellaneous charges.
<b>Credit Checking Rules Apply</b>	Check this box to turn on real time credit checking in sales order entry. This can be overridden at the customer level.
<b>Credit Manager</b>	Enter default credit manager here. This can be updated at the customer level. Must be valid user Set up in the security user and group table.
<b>Over Credit Limit Allowed</b>	Enter percent over credit limit allowed. This can be overridden at the customer level.
<b>Hold Code</b>	Enter valid default credit hold code. This can be updated at the customer level.

## Multilevel Tax Section

Field	Description
<b>Tax Groups</b>	<p>These fields contain the default multilevel tax code used if no multilevel tax code defined at customer or transaction level.</p> <ul style="list-style-type: none"> <li>• Miscellaneous Tax Group:</li> <li>• Freight Tax Group:</li> <li>• Finance Charge Tax Group:</li> <li>• Invoice Default Tax Group:</li> </ul>
<b>Enter Goods Amounts as Gross</b>	An entry of "Y" means the price entered on A/R documents includes tax and the program will calculate a net amount and post tax to appropriate ledger account. An entry of "N" means price entered on A/R documents excludes tax and program will calculate tax for you.
<b>Calculate Tax on Cash Discounts</b>	If an entry of "Y" is entered when paying an invoice, the program will automatically create an entry in the multilevel tax file to adjust the original tax amount down to the actual tax paid by customer. If a "N" is entered, no adjustment is generated when cash discounts are taken.

## Account Numbers Section

Specific General Ledger account numbers to be posted to as a transaction progresses through the system.


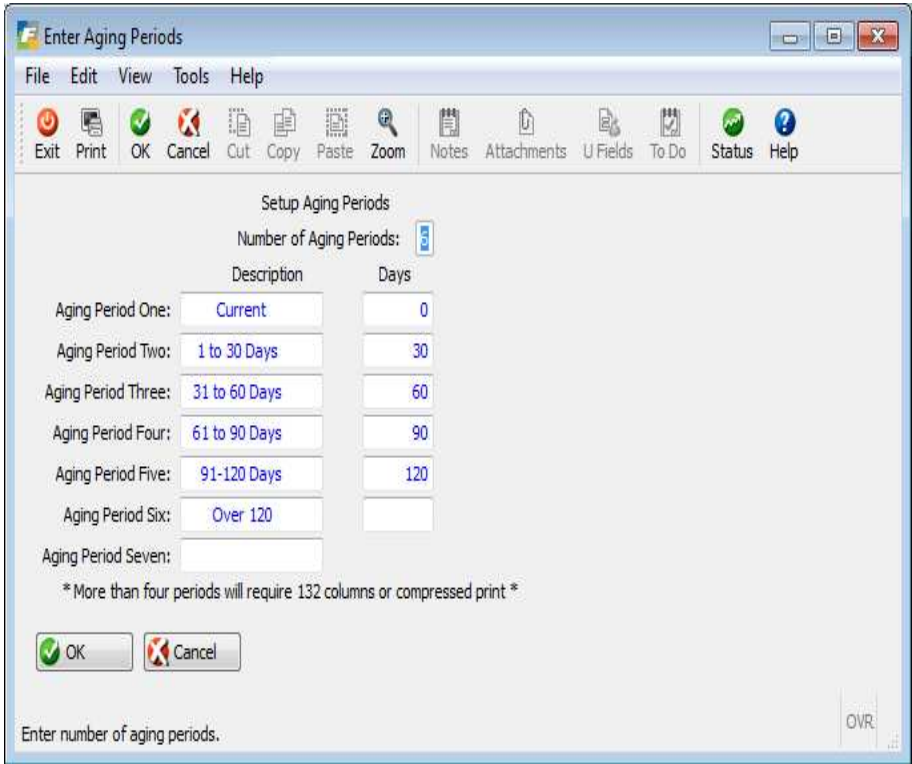
## Aging Information Section

Defines how the system reports on customer aging.

Field	Description
Age On	Due Date or Invoice Date. This determines if the customer invoices will be aged based on the invoice date or the due date of the invoice.

The set up required to establish aging periods for AR Aging Reports is as follows:

Step	Action
1	From <b>Update Receivable Defaults</b> screen place the screen in Update mode.

Step	Action
	<p>From the Age On field, click on the  icon. The Setup Aging Periods screen displays.</p> 
3	Enter the number of aging periods in the Number of Aging Periods field.
4	Define the duration of each aging period in the Description and Days fields for each Period.
5	Click the OK button or press ENTER when complete.

## Miscellaneous

Field	Description
<b>Is AR Set Up Complete?:</b>	<p>Before setting this flag to yes, all customer open items should be entered and balanced to General Ledger. Once this is set to yes, customer open items will not be accessible to update.</p> <ul style="list-style-type: none"> <li>"Y" indicates open items are balanced.</li> <li>"N" indicates open items are not balanced and no transactions can occur.</li> </ul>
<b>Batch – Invoices?:</b>	A "Y" or "N" field which determines whether all AR invoices are batch processed.



Field	Description
<b>Receipts?:</b>	A "Y" or "N" field which determines whether all AR cash receipts are batch processed.
<b>Require Approval to Post?:</b>	A "Y" or "N" field which determines whether batches need approval before being processed.
<b>Approval Code:</b>	The approval code which allows a batch to be processed.
<b>Bank Deposit ID</b>	System maintained value. Incremented each time a bank deposit is created in the Cash Receipts process.
<b>Finance Charge</b>	If this box is checked the Finance Charge flag in the customer master will be set to Y when setting up new customers.
<b>Auto Assign Customer</b>	Check this box if you want the Update Customer Information program to automatically assign the next sequential customer code when adding a new customer.
<b>Next Customer Number</b>	Enter your next sequential customer code when setting up your AR Default values.
<b>Auto Assign Ship To</b>	Check this box if you want the Update Ship To Information program to automatically assign the next sequential ship to code when adding a new ship to.
<b>Next Ship-To Number</b>	Enter your next sequential ship to code when setting up your AR Default values.

### ***Update Account Groups (Optional)***

To view this screen press Quit and select (c) Update Account Groups

Allows user to define and maintain 'groups' of G/L numbers.

- An account group is a particular set of ledger accounts used together for a particular type of transaction.
- Each account group can reference up to 100 different account numbers.

Update Account Groups

File Edit View Navigation Tools Actions Help

Quit Print OK Cancel Cut Copy Paste Zoom Notes Attachments U Fields

Find Prev Next Add Update Delete Browse

Group Code:

Description:

Account	Dept	Description
110000000	000	ACCOUNTS RECEIVABLE
400000000	000	PARTS SALES
100000000	000	BANK OF AMERICA

Notes 1 of 14

OVR

**NOTE:** The Account Groups shown here are similar to the ones covered in Chapter 2 (General Ledger). Account Groups are carried over into all relevant modules in the Fitrix System therefore, they only need to be set up once.

## Update Customer Information

To view this screen, press Quit and select Update Customer Information (option e).

This data entry screen allows you to add new Customer Information or maintain existing Customer Information. This data entry screen is located and accessible from the Accounts Receivable Customer Information Menu and in Order Entry from Setup Order Entry Menu.

**Update Customer Information**

File Edit View Navigation Tools Actions Options Help

Ship-To Activity Add Info Billg Info OE Info Ship Notes Credit Notes Upd Aging Credit Ltr Credit Card Order Price Sales Aging Terms Document Delivery Comm Calc

Find Prev Next Add Update Delete Browse Options

**Customer Information**

Code: ROX Contact: SAM WHITE Phone:   
 Company: ROX DISTRIBUTION Cell:   
 Address: 100 SPRING WAY Email: samw@roxdist.com E-Mail   
 City: ATLANTA Web Address:   
 State: GA Zip: 30339 Salesperson: JC JIM CARSON   
 Country: US UNITED STATES Account Type: DISTRIBUTOR Source: REFERRAL   
 Resale No: Resale Expiry:

**Additional Information**

Active: ☒ Date Established: 01/30/2014 Inactive Date:   
 Terms: A NET 30   
 Pay Method: AR ACCOUNTS RECEIVABLE   
 Avg Days to Pay: 0   
 Last Pmt Amount: 850.01 Last Pmt Date: 01/31/2014

**Account Balances**

Credit Limit:	2500.00	Current:	1049.99
Balance:	1049.99	Over 30:	0.00
Open Orders:	2048.37	Over 60:	0.00
Avail. Credit:	-598.36	Over 90:	0.00
YTD Sales:	8,045	Lifetime Sales:	8,045

**Credit Information**

Credit Check: ☒ Send Letters: ☒ Credit Hold: ☐ Credit Hold Date:   
 Credit Manager: maryj Credit Limit: 2500.00 Limit Approved: bettyb Approved Date: 02/12/2014   
 % Over Limit Allowed: 0.00 Hold Code: HOLD   
 Collection Contact: SAM WHITE Contact Telephone: 404-567-9287 DUNS No: 092876128

1 of 1

OK Cancel

Enter the payment method for this customer. OVR

Press Find and click the OK button (or press ENTER). Click the Next and Prev buttons to navigate to the desired customer record (or press P or N).

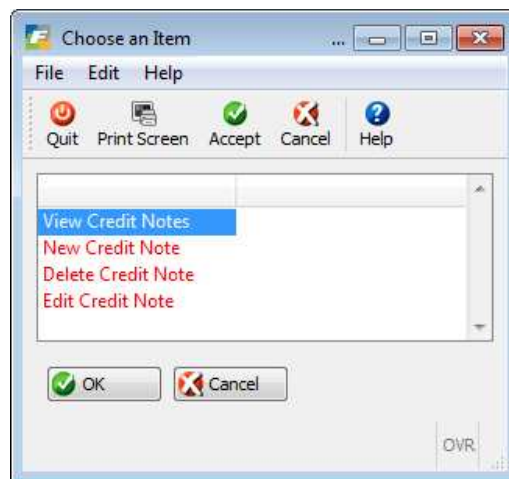
## Using the Other Tool bar Icons to Access Additional Programs

Additional information is accessed and stored by using the toolbar icons.

### Credit Notes

These notes display in the Update Customer Orders program once the customer code is entered.

Credit notes are accessible from the Update Customer Information program. When in update mode, click on the Credit Notes icon to bring up the picker menu.



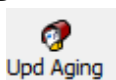
**View Credit Notes-** allows you to view all credit notes.

**New Credit Note-** allows you to add a new credit note and this note will be stored with your user id and date entered.

**Delete Credit Note** – brings up a list of note information (number, user id, and date) and you can delete a specific note by double clicking on the item.

**Edit Credit Note** - brings up a list of note information (number, user id, and date) and you can edit a specific note by double clicking on the item.

### Upd Aging



Clicking on the **Upd Aging** icon updates the current, over 30, over 60 and over 90 day values to current values.

## Acct/Tax Information

To view, click on the Addinfo icon.

Enter Additional Information

File Edit View Tools Help

Acct/Tax Information

Acct. Group: ARINVC ACCOUNTS RECEIVABLE INVOICE

A/R Account: 110000000 - 000

Currency Code:

Credit Manager: toms

Send Credit Letters: Y

Dflt. Tax: NOTAX Frt. Tax: NOTAX Misc. Tax: NOTAX

OK Cancel

Enter the ledger account group for this customer.

OVR

This screen allows you to define customer specific default general ledger account numbers for A/R posting and Tax reporting.

Field	Description
<b>Account Group:</b>	A default account group can be setup per customer. Optional.
<b>A/R Account:</b>	An Accounts Receivable account number can be defined for an individual customer. The customer default A/R account number is used if this account number differs from the A/R Module default. This entry is optional. If nothing is entered, the A/R default account number will be used.
<b>Currency Code:</b>	This code is the default currency code for the current customer record and only applies if the Multi currency module is activated.
<b>Default:</b>	This field provides the default tax setting when adding customer documents. This default can be overridden at the time of document entry.
<b>Credit Manager</b>	The value entered here is the credit manager responsible for this customer and must be a valid login ID. This user id must also be set up in the security table for users (table name is stxsecr) so that the program can find the name associated with the id ( See chapter on Security in the Getting Started With Fitrix manual).It is this name that prints on the collection letters sent to the customer.
<b>Send Credit Letters</b>	This value defaults to Y which means a credit letter will be printed for

Field	Description
	this customer. If you do not wish to create credit letters for a specific customer you must change this value to N.

Press ENTER key to return to Customer Information screen.

## ***Billing Information***

To view, click on the Billing icon.

When setting up the customer billing information before setup is complete, previous account activity can be carried forward and entered in these fields. Once the A/R defaults are set to complete and transactions have been posted, the following fields are system maintained.

- Statement Date
- Statement Amount
- Last Pay Date
- Balance
- On Account
- Deposits for Sales Orders

The following fields are maintained by the end user:

Field	Description
<b>Credit Limit:</b>	This is the dollar amount of outstanding debt allowed on this account.
<b>Statement Cycle:</b>	This optional field stores a number that is referred to as the "statement cycle number". When you generate customer statements, the program prompts for one or more cycle numbers thereby allowing you to generate statements for a particular class of customers or different time cycles.
<b>Open Item / Bal Forward:</b>	This field accepts an entry of O (open item) or B (balance forward). This code determines the type of statement to be generated for the customer. If left blank, it defaults to O.
<b>Finance Charges:</b>	Determines whether customer is charged a finance charge. If left blank, the field defaults to "Y".
<b>Finance Charge Tax Code:</b>	Enter tax code to be used when finance charge is created.

Press the ENTER key to return to Customer Information screen.

## O/E Information

To view, click on the Oeinfo icon.

This screen maintains customer default information that is referenced in the Order Entry Module. This information can be overridden in Order Entry at the time an individual order is placed.

**Note #1:** The Discount/Customer Class and Discount Level fields are used for customer pricing in Order Entry and is discussed in the Distribution training class.

Press the ENTER key to return to the Customer Information screen.



## Ship-To Information

To view, click on the Ship-To icon.

**Ship-To**

File Edit View Navigation Tools Actions Help

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

Find Prev Next Add Update Delete Browse

Customer Code: 1 ACTION AUTOPARTS

Ship-To: CALIF

Ship-To Name: ACTION AUTOPARTS WEST Route Code: WEST

Residential: N Tax Code: NOTAX

Freight Tax Code: NOTAX Misc Tax Code: NOTAX

Contact: STAN WAVERLY Phone: 805 885 5487

Address 1: 4389 APPLE WAY WEST

Address 2: APT 10A

City, State, Zip: VENTURA CA 93003

Country: US UNITED STATES

Salesperson: JC JIM CARSON

Discount:

Ship Terms: PREPAID FREIGHT PREPAID - DO NOT INVOICE

Cell:

Fax:

Email:

Web Address:

Warehouse Code:

**Notes 1 of 3**

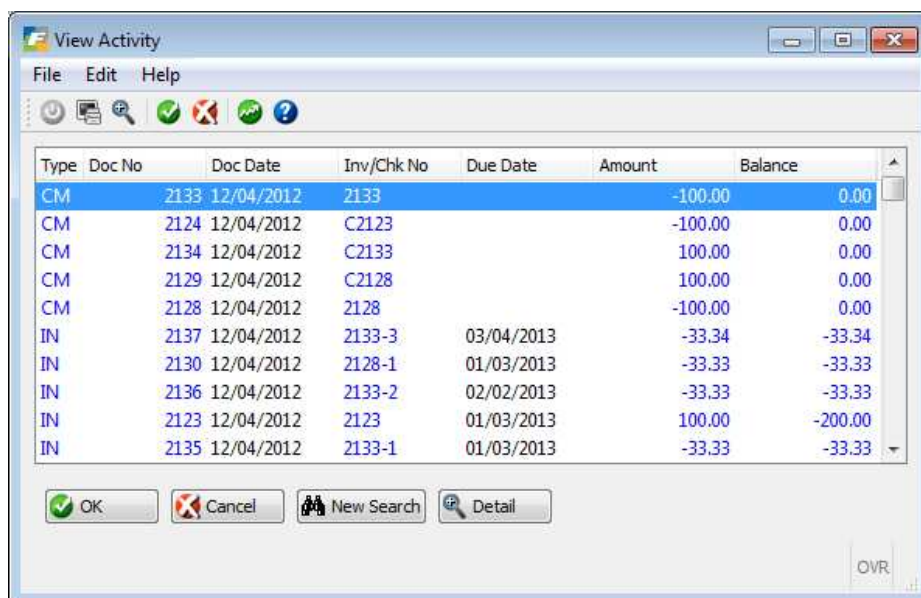
OVR

This screen maintains customer ship-to information. If you assign a ship-to during invoice processing, the bill-to and ship-to will print on shipping documents and invoice forms.

Press the ENTER key to return to Customer Information screen.

## Activity Detail

To view, click on the Activity icon.



Type	Doc No	Doc Date	Inv/Chk No	Due Date	Amount	Balance
CM	2133	12/04/2012	2133		-100.00	0.00
CM	2124	12/04/2012	C2123		-100.00	0.00
CM	2134	12/04/2012	C2133		100.00	0.00
CM	2129	12/04/2012	C2128		100.00	0.00
CM	2128	12/04/2012	2128		-100.00	0.00
IN	2137	12/04/2012	2133-3	03/04/2013	-33.34	-33.34
IN	2130	12/04/2012	2128-1	01/03/2013	-33.33	-33.33
IN	2136	12/04/2012	2133-2	02/02/2013	-33.33	-33.33
IN	2123	12/04/2012	2123	01/03/2013	100.00	-200.00
IN	2135	12/04/2012	2133-1	01/03/2013	-33.33	-33.33

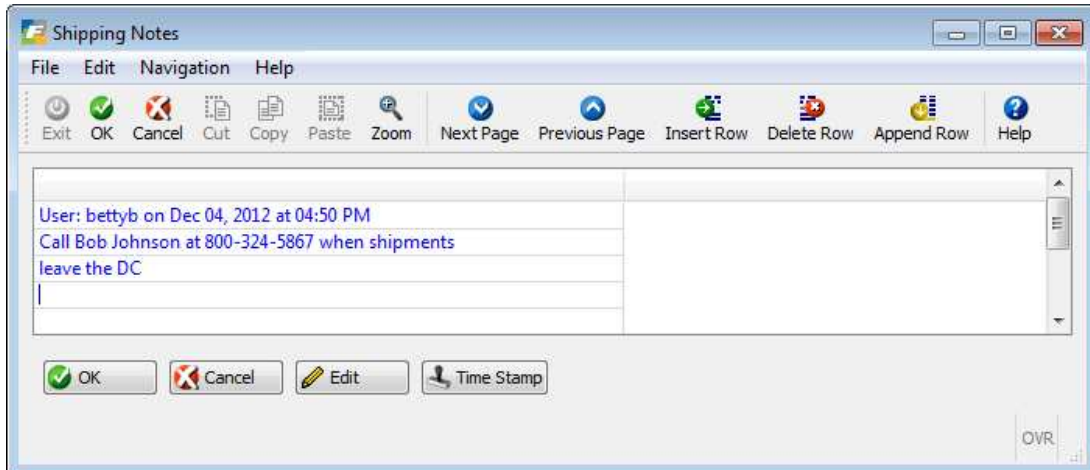
This screen allows you to view customer activity sorted by most current dates first. You can also change the sort order by clicking on the column heading.

You can zoom further into the activity by placing cursor on item you wish to research and clicking on the detail button. If the type of document is IN (Invoice) and you click on detail, the first screen to display is the invoice header information. When you click on activity to zoom further, the screen displays any payments that have been applied to the invoice. If the type of document is CR (Cash Receipt) and you click on detail the screen displays the invoice the payment was applied to.

If you would like to look for a specific document, click on New Search and press the TAB key until the cursor is located in the Inv/Chk No. field, enter document reference number, and press ENTER.

## Shipping Notes

To view, click on the shipping notes icon.

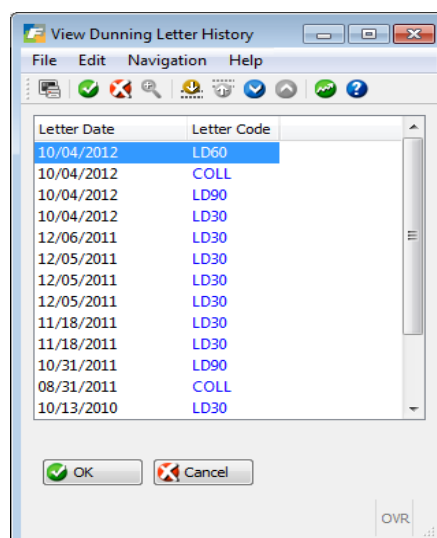


The Shipping Notes dialog box has a menu bar with File, Edit, Navigation, and Help. The toolbar includes Exit, OK, Cancel, Cut, Copy, Paste, Zoom, Next Page, Previous Page, Insert Row, Delete Row, Append Row, and Help. The main text area contains the following text: User: bettyb on Dec 04, 2012 at 04:50 PM, Call Bob Johnson at 800-324-5867 when shipments leave the DC. At the bottom are buttons for OK, Cancel, Edit, and Time Stamp. An OVR indicator is in the bottom right corner.

The notes entered here are for special shipping instructions that relate to this specific customer. These notes will display when entering sales orders. When these notes display you have the option of changing the notes and will then be prompted "Store These Shipping Notes (Y/N)". The default is Y and these notes will then print on the picking ticket and packing list. Any changes made to the notes in order entry will not change the default notes stored with the customer record.

## Credit Letters

To view, click on the Credit letter icon.



The View Dunning Letter History dialog box has a menu bar with File, Edit, Navigation, and Help. The toolbar includes icons for Print, OK, Cancel, Find, and other navigation functions. The main area is a table with two columns: Letter Date and Letter Code.

Letter Date	Letter Code
10/04/2012	LD60
10/04/2012	COLL
10/04/2012	LD90
10/04/2012	LD30
12/06/2011	LD30
12/05/2011	LD30
12/05/2011	LD30
12/05/2011	LD30
11/18/2011	LD30
11/18/2011	LD30
10/31/2011	LD90
08/31/2011	COLL
10/13/2010	LD30

At the bottom are buttons for OK and Cancel. An OVR indicator is in the bottom right corner.

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

## **Credit Card**

To view, click Credit Card icon.

Update Customer Credit Card

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Customer Code: 8 LAKE CITY AUTO PARTS

Payment Method: CCARD CREDIT CARD

Card Name: VISA Primary Card: Y

Card No: 6781 Security Code:

Trans Ref No:

Account No:

Route No:

Social Security:

Driver License: License State:

Exp. Month: 10 Exp. Year: 2012

First Name: BROWN A Last Name: JOHN

Address: 8320 SPRING RD

City: ATLANTA State: GA Zip: 30339

Country: US UNITED STATES

Telephone: 770 123 4555

Fax:

Email: johnb@gmail.com

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OVR

This option lets you view any credit card information that is on file with the customer. This information is set up in the Accounts Receivable module. Credit card is a method of payment used in Accounts Receivable and Order Entry.

Click the OK button (or press ENTER) until you are returned to Customer Information screen, then Quit to return to Setup Receivables screen.

## Update Customer Commission Rates



Clicking on the **Comm Calc** icon displays this screen. Use this screen to enter variable commission rates that your salesperson will be paid that are based on the customer code and the item's price rather than the global commission rates stored with the item master record.

The 'Update Customer Commission Rates' window features a menu bar (File, Edit, Navigation, Help) and a toolbar with various icons. It contains a table with the following data:

Item Code	Begin Price	End Price	Commission
12104	2.0000	3.0000	2.00
12104	3.0001	5.0000	3.00

At the bottom, there are 'OK' and 'Cancel' buttons, a text input field labeled 'Enter in item code', and an 'OVR' button.

## Add Contacts



Clicking on the **Add Contacts** icon displays this screen used to store additional contact information.

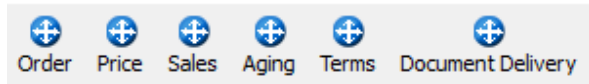
The 'Enter Additional Contacts' window has a menu bar (File, Edit, View, Tools, Help) and a toolbar. It displays a table for contact information:

Contact	Telephone Number
DOUG	404-546-0389

The window includes 'OK' and 'Cancel' buttons at the bottom, a text input field labeled 'Enter label two', and an 'OVR' button.

### ***Additional Icons on Toolbar***

There are additional icons found on the toolbar in the Customer Master record:



**Order** – launches the Update Customer Orders program.

**Price** – launches the Update Special Price Defaults program.

**Aging**- launches the AR Aging report program.

**Terms** – launches the Update Payment Terms program.

**Document Delivery** – used to set up how documents are to be delivered to your customer. See the section on Flexible Document Delivery in the *Getting Started with Fitrix User Guide*.

### ***Update Customer Ship To***

To view this screen, select option (f) from Setup Receivable menu, choose “Find”, and click the OK button (or press ENTER key) to Find All.

**Ship-To**

File Edit View Navigation Tools Actions Help

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

Find Prev Next Add Update Delete Browse

Customer Code: 1 ACTION AUTOPARTS

Ship-To: CALIF

Ship-To Name: ACTION AUTOPARTS WEST Route Code: WEST

Residential: N Tax Code: NOTAX

Freight Tax Code: NOTAX Misc Tax Code: NOTAX

Contact: STAN WAVERLY Phone: 805 885 5487

Address 1: 4389 APPLE WAY WEST

Address 2: APT 10A

City, State, Zip: VENTURA CA 93003

Country: US UNITED STATES

Salesperson: JC JIM CARSON

Discount:

Ship Terms: PREPAID FREIGHT PREPAID - DO NOT INVOICE

Cell:

Fax:

Email:

Web Address:

Warehouse Code:

**Notes** 1 of 3

OVR

This screen allows you to maintain and add multiple customer ship to locations. When entering invoices and you define a ship-to code, this is the ship-to address that prints on the invoice. If you do not define a ship-to, the ship-to address defaults to bill-to address.

Press (Quit) to return to Setup Receivable menu.

## Update Customer Open Items

To view this screen, select option (h) from Setup Receivable menu, choose "Find", and click the OK button (or press ENTER key) to Find All.

Update Customer Open Items

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse Options

Customer Code: 1 ACTION AUTOPARTS

On Account: 0.00 Balance: 632847.11 Currency:

Invoice Information

Invoice: AR-12 Doc No.: 12

Description: VARIETY NOVELTY PACKS

Date: 07/05/2006

Original Amount: 1243.00

Original Discount: 24.86

Invoice Balance: 0.00

Discount Balance: 0.00

Due Date: 08/05/2006

Discount Date: 07/15/2006

A/R Account Number: 110000000 - 000

Customer P. O.: 987-322 P. O. Date: 07/10/2006

Currency Exch. Rate:

Home Currency Amount:

1 of 880

OVR

Before the Accounts Receivable Default set up flag is set to complete, all unpaid customer invoices must be entered into the system as "open items". Customer Open Items are entered one time only during the Accounts Receivable module setup.

An open item is entered for each outstanding invoice for a customer.

The customer code, ship-to code, invoice number, invoice date, and invoice amount information is required for each open item. Once the A/R setup is complete these items cannot be updated.

Press Quit and then ESC to return to main menu.



## Update Payment Methods

This program is used to set up various payment methods. Valid payment types are:

- Cash
- Credit Card
- Debit Card
- On Account (ie- open terms)

The screenshot shows the 'Update Payment Methods' window. The title bar reads 'Update Payment Methods'. The menu bar includes 'File', 'Edit', 'View', 'Navigation', 'Tools', 'Actions', 'Options', and 'Help'. Below the menu bar is a toolbar with various icons. A secondary toolbar below that contains icons for 'Find', 'Prev', 'Next', 'Add', 'Update', 'Delete', and 'Browse'. The main area of the window contains the following fields:

- 'Payment Code:' with the value 'AR'.
- 'Payment Description:' with the value 'ACCOUNTS RECEIVABLE'.
- 'Payment Type:' with the value 'A'.

Below these fields are several empty text boxes for additional information. At the bottom left of the main area, it says '2 of 7'. At the bottom right, there is a small box labeled 'OVR'.

## Customer Information

To view this menu, select **Financial Management > Accounts Receivable > Customer Information** (option 2).

The Customer Information Menu contains options for maintaining, inquiring, and reporting customer information.



Field	Description
<b>Update Customer Information</b>	Is the same data entry screen that is located on the Setup Receivables Menu.
<b>Print Customer Information</b>	Prints customer summary or detail information sorted by name or code.
<b>Print Customer Labels</b>	Prints labels with customer's name and address. Can print by name or zip code.
<b>Update Customer Terms</b>	A data entry screen for entering customer payment terms.
<b>Print Customer Terms</b>	Prints the customer terms.
<b>Update Customer Ship-To</b>	Is the same data entry screen that is located on the Setup Receivables menu. Allows for the maintenance and addition of multiple customer ship-to locations.
<b>Print Customer</b>	Generates customer statements. Statements summarize

---

Field	Description
<b>Statements</b>	activity on a customer account and reflect all activity.
<b>Print Customer Aging</b>	Prints summary or detail format showing the total amount owed by the customer broken down into the aging periods setup in the Receivables Defaults record.
<b>Print Customer Ledger</b>	Prints a report of all customer activity, both invoices and payments in chronological order.
<b>Print Customer Open Items</b>	Prints a report that lists all outstanding invoice balances by customer in chronological order.
<b>Print Customer Activity Detail</b>	Prints a report of all transactions for the date range specified. It lists all invoices that still have a balance and any payments that have been applied to them.
<b>Customer Credit Management</b>	This submenu contains the programs used to manage sales orders on hold and to enter, update, and send credit letters (aka dunning letters) to your customers.
<b>Customer Deposit Report</b>	This report lists deposits your customers have paid you for pending sales orders entered through Order Entry.
<b>Credit Card Information</b>	Used to enter and print customer credit card information.

### ***Update Credit Hold Codes***

If you have the Credit Checking Rules Apply turned on in the Update Receivable Default program use this program to set up the hold codes that are then assigned to customers that have Credit Check turned on in the Update Customer Information program. These codes control what can and can't be done to a sales order that is placed on hold because the total due from the customer exceeds their credit limit.

There are two hold code delivered with the product. These can be revised as needed and new codes can be set up if needed.

The screenshot shows the 'Update Credit Hold Codes' window. The 'Hold Code' field is set to 'HOLD' and the 'Description' is 'HOLD ORDER. NO PROCESSING ALLOWED.'. The 'Functions Allowed' section contains the following settings:

Function	Value
Hold Production Work Order	Yes
Hold Vendor PO for DIR Orders /Lines	Yes
Print Pick Ticket	No
Update Picked Quantities	No
Update Shipped Quantities	No
Print Packing Slip	No
Create Invoice	No
Print Invoice	No

At the bottom, it indicates '1 of 1' records and an 'OVR.' button.

The screenshot shows the 'Update Credit Hold Codes' window. The 'Hold Code' field is set to 'BLD/PO' and the 'Description' is 'HOLD ORDER BUT CAN BUILD AND/OR PROCESS PO.'. The 'Functions Allowed' section contains the following settings:

Function	Value
Hold Production Work Order	No
Hold Vendor PO for DIR Orders /Lines	No
Print Pick Ticket	No
Update Picked Quantities	No
Update Shipped Quantities	No
Print Packing Slip	No
Create Invoice	No
Print Invoice	No

At the bottom, it indicates '1 of 1' records and an 'OVR.' button.

## Print Orders on Credit Hold

Run this report to see what customers have sales orders on hold. Contact the customer for payment if needed and release the orders so product can be shipped to them. See Chapter 9 for a sample of the report.

## Release Orders on Hold

Use this program to release orders from hold. Go into add mode, navigate to the detail section of the screen and check the check box next to each order you want to release.

Release	Order Number	Order Date	Amount	Hold Code
<input checked="" type="checkbox"/>	915-1	01/31/2014	2000.00	HOLD

If the email alert is activated in the Update Email Templates program both the user that entered the order and the customer's sales representative will receive an email notifying them that the order has been released.

Update E-Mail Templates

File Edit View Navigation Tools Actions Options Help

Reply-To Reports Recipients Cc Recipients Bcc Recipients

Find Prev Next Add Update Delete Browse

Event Code: CREDIT\_APPROVED

Description: SALES ORDER RELEASED FROM CREDIT HOLD

Active: Y

Type: EMAIL Priority: 1

Message Subject: Sales Order &order\_no has been released from credit hold

Seq	Text
1	Sales Order &order_no for &bus_name has been released from credit hold.

2 of 16

[View Detail](#)

OVR

If the sales order is attached to a purchase order (i.e. - a drop ship order or it has DRS or DRN line types on it) and the hold code dictates that the purchase order also be placed on hold, it will be released from hold and an email alert sent to the buyer attached to the purchase order or the default buyer code set up in the Update Purchasing Defaults program

Update E-Mail Templates

File Edit View Navigation Tools Actions Options Help

Reply-To Reports Recipients Cc Recipients Bcc Recipients

Find Prev Next Add Update Delete Browse

Event Code: PO\_RELEASED

Description: PO RELEASED FROM CREDIT HOLD

Active: Y

Type: EMAIL Priority: 1

Message Subject: PO# &po\_no created by &user for SO# &order\_no has been released from credit hold

Seq	Text
1	The sales order that requires this product has been released from credit hold.
2	Please send this PO to the vendor so that the product can be shipped.

14 of 16

[View Detail](#)

OVR

If the sales order is attached to a production work order (i.e. it has MTO or MTN line types on it) and the hold code dictates that the work order also be placed on hold, it will be released from hold

and an email alert sent to the responsible party assigned to the purchase order or the default responsible party set up in the Responsible Party program.

The screenshot shows the 'Update E-Mail Templates' window. The menu bar includes File, Edit, View, Navigation, Tools, Actions, Options, and Help. The toolbar contains icons for Reply-To, Reports, Recipients, Cc Recipients, Bcc Recipients, Find, Prev, Next, Add, Update, Delete, and Browse. The form fields are as follows:

- Event Code:
- Description:
- Active:
- Type:
- Priority:
- Message Subject:

The message body is displayed in a table with two columns: Seq and Text.

Seq	Text
1	The sales order that requires this product has been released from credit hold.
2	Please process this work order and build the product/job.

At the bottom, it shows '16 of 16' and a 'View Detail' button. The status bar on the right indicates 'OVR'.

## ***Credit Letters***

### **Update Letter**

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

Update Letter

File Edit View Navigation Tools Actions Help

Quit Print OK Cancel Cut Copy Paste Zoom Notes Attachments U Fields To Do View Detail

Find Prev Next Add Update Delete Browse

Letter Code: LD30 Description: 30-59 days past due

Due Days: 30 Credit Hold: N

Minimum Due:

Body of Letter

Acct#: \$?1 Date: \$?letter\_date

\$?2

\$?3

\$?4

\$?5, \$?6 \$?7

\$?8

Dear \$?9

We show the following invoices are now thirty days past due:

1 of 1

View Detail

OVR

**Due Days** -determines what invoice detail will print on the letter. In the example above this letter will print for any customer that has invoices that are 121 days or more past the due date.

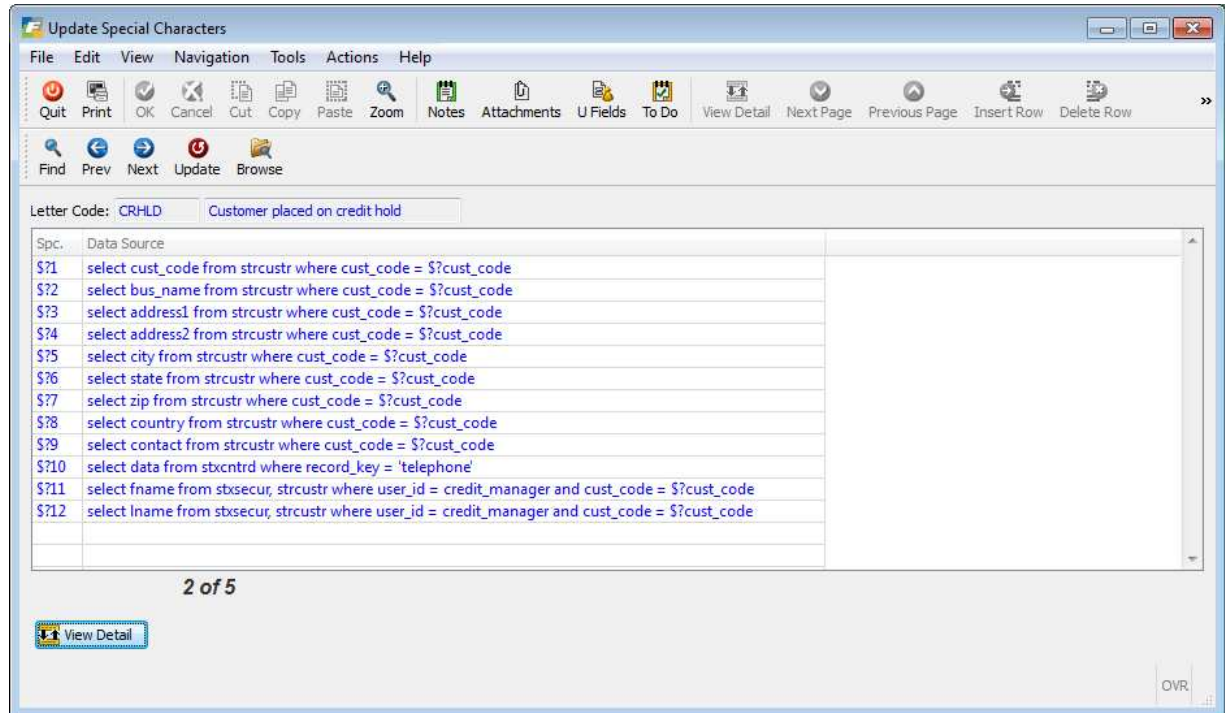
**Credit Hold** – this should be set to N for all letters except the letter that is sent when the customer is placed on credit hold.

**Minimum Due** - If the amount due from the customer is less than this amount, the letter will not print.



## Update Special Characters

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



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

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

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

Here is a sample of the invoices over 30 days past due letter:



1110 Sample Street  
Seattle, WA 98133  
(800) 555-1212

Acct#: 1  
ACTION AUTOPARTS  
14307 1ST STREET

Date: 12/04/2012

ATLANTA, GA 30399  
US

Dear BILL WALKER

We show the following invoices are now thirty days past due:

Invoice No:	Invoice Date:	Due Date:	Amount Due:
1842	09/11/2012	10/11/2012	2.37
1842-1	09/11/2012	10/11/2012	5.00
1832	09/11/2012	10/11/2012	8.58
1837-1	09/11/2012	10/11/2012	5.00
1832-1	09/11/2012	10/11/2012	18.16
1837	09/11/2012	10/11/2012	2.37
1847-1	09/13/2012	10/13/2012	22.91
1847	09/13/2012	10/13/2012	10.83
1885-1	09/24/2012	10/24/2012	208312.50
MEI-1	09/25/2012	10/25/2012	1991.00

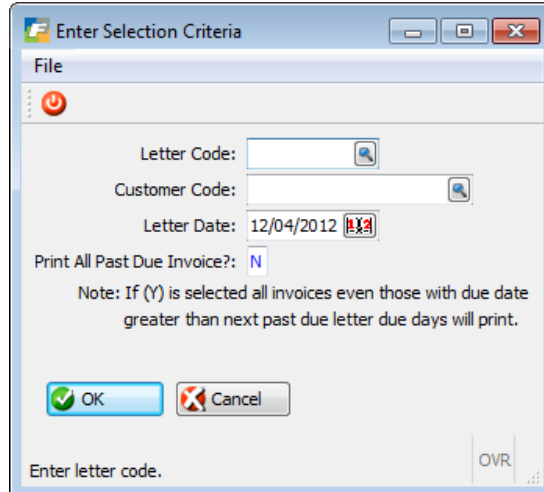
If payment has not yet been sent please send payment in full or  
if this information is incorrect please call us at: 573-876-5350

Sincerely,

TOM SMITH

## Print Letters

When you run this program you will be prompted for the following information:



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

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

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

### The letters delivered with Fitrix include:

**Credit hold letter (letter code CRHLD)** – selects all customers where credit hold flag in customer record = Y and credit hold date = letter date entered. It is recommended that this be set up to run via CRON every night

**Past Due 30 (letter code LD30)** – customer has invoices that are 30-59 days past due.

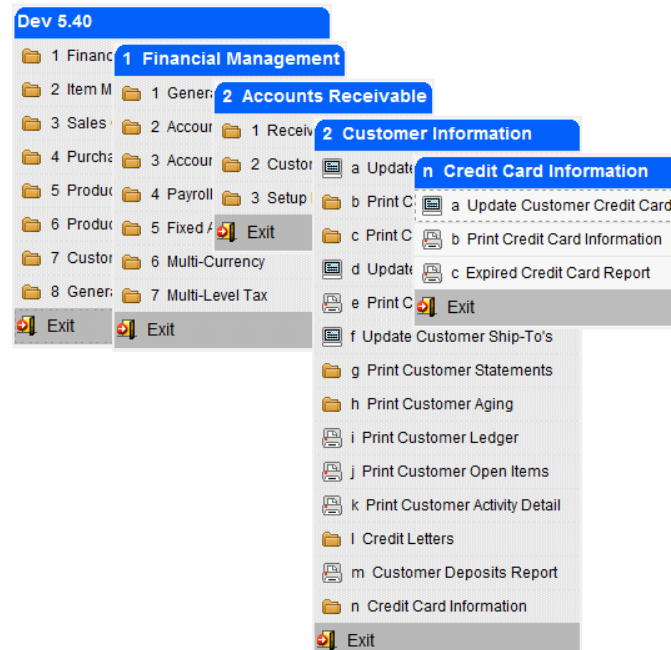
**Past Due 60 (letter code LD60)** – customer has invoices that are 60-89 days past due.

**Past Due 90 (letter code LD90)** – customer has invoices that are 90-120 days past due.

**Collection Letter (letter code COLL)-** customer has invoices that are > 120 days past due and the customer will be turned over to a collection agency .

## Credit Card Information

To view this submenu select option n from the customer information menu.



The Accounts Receivable module interfaces with a payment transaction network for automated credit card processing. Credit card information is stored at the customer level. When invoices are entered the invoice information is automatically sent for real time authorization or you can send in batch mode if processing many invoices. The following day you then run the settlement program to settle the transactions.

The documentation herein is for the Fitrix credit card processing functionality through an interface with Skipjack Financial Services. Other interfaces may be supported in the future. Please check with your Fourth Generation sales representative.

### Enter Credit Card Information For Customer:

This program is used to store credit card information for the customer. Each customer can have multiple credit cards.

Please note that this program can also be accessed from within the Update Customer Information program.

Update Customer Credit Card

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Customer Code: 8 LAKE CITY AUTO PARTS

Payment Method: CCARD CREDIT CARD

Card Name: VISA Primary Card: Y

Card No: 6781 Security Code:

Trans Ref No:

Account No:

Route No:

Social Security:

Driver License: License State:

Exp. Month: 10 Exp. Year: 2012

First Name: BROWN A Last Name: JOHN

Address: 8320 SPRING RD

City: ATLANTA State: GA Zip: 30339

Country: US UNITED STATES

Telephone: 770 123 4555

Fax:

Email: johnb@gmail.com

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OVR

The following information is required for credit cards and therefore must be filled in:

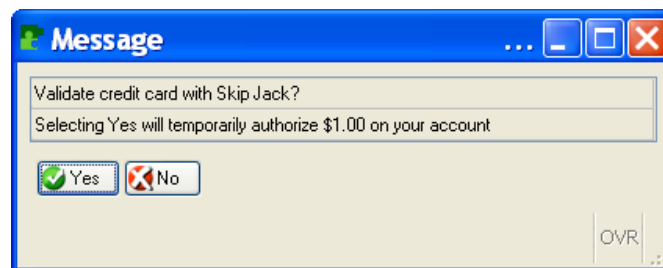
Customer code  
Card Name  
Card Number  
Security Code  
Exp Month  
Exp Year  
First Name  
Last Name  
Address1  
City  
State  
Zip  
Phone  
Email

The following information is required for debit cards and therefore must be filled in:

Customer code  
Account No.  
Route No.  
Either Social Security Number OR Drivers License and License State  
Exp Month  
Exp Year  
First\_Name  
Last Name  
Address1  
City  
State  
Zip  
Phone  
Email

If the customer has multiple cards at least one must be marked as primary. It is this primary card number that is used if you run invoice authorization in batch since you are not prompted to select the credit card to be charged.

When you store the credit card information you will receive this prompt:



Click on Yes to validate the card with Skip Jack. This will temporarily put a \$1.00 charge on your customer's card that will then be reversed by Skip Jack. This validation is needed to make sure the credit card is a valid card. This also returns a Transaction Reference Number that Skip Jack will use to authorize and settle transactions so that the entire credit card number does not need to be stored in the Fitrix database. Note that when you validate the card, the Trans Ref No is filled in and now only the last four digits of the card number you entered display.

Print Credit Card Information (option b):

This report will list in either summary or detail the credit cards you have on file for your customers. Here is a sample of the detail report:

The screenshot shows a window titled "Print Credit Card Information" with a menu bar (File, Navigate, Help) and a toolbar. The main content area displays the following information:

Date: 09/29/2008      Credit Card Information      Page: 1  
Time: 14:24:36      ABC DISTRIBUTION

Customer Code	First/Last Name	Card Name	Number
1	TOM	VISA	2225

ACTION SUPPLY      SMITH

Exp. Month: 08  
Exp. Year: 2009  
Address: 8320 TEST WAY  
City: ATLANTA      State: GA      Zip: 85284  
Country: US  
Telephone: 678 123 4567  
Email: test@hotmail.com

The status bar at the bottom indicates the file path: FR 1261- credit card in AR.doc - Microsoft Word

### **Expired Credit Card Report (option c) -**

This report will list all credit cards that are about to expire so that the user can contact the customer and get updated information. User is prompted to enter a date and all credit cards with an expiration date prior to this will print.

## **Update Customer Terms**

To view this screen, select **Update Customer Terms** (option d).

Update Customer Terms is the data entry screen that allows you to add and maintain customer terms. These are reference files used by both Accounts Receivable and Order Entry.

Update Customer Terms

File Edit View Navigation Tools Actions Help

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

Find Prev Next Add Update Delete Browse

A/R Terms Code:

Description:

Due Days:

Discount Days:

Discount Percent:

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Field	Description
<b>A/R Terms Code</b>	Six-digit alpha/numeric code identifying the type of terms.
<b>Description</b>	Thirty character field for describing the terms.
<b>Due Days</b>	Numeric field that records the number of days that are added to the invoice due date to determine when an invoice should be paid in full.
<b>Discount Days</b>	Numeric field storing the number of days that are added to the invoice date to determine if a discount from the total payment is valid.
<b>Discount Percent</b>	Numeric field stores the percentage that is used in calculating the discount. Entered as whole numbers, (i.e. - 2% entered as 2.0).

Press Quit and ESC key to return to the main menu.



## **Receivables Transactions**

The major tasks involved with Accounts Receivables document processing include:

- Receivable Document: Customer Invoices, Credits and Debits
- Receipts Document: Customer Payments, Non A/R Cash Receipts, Bank Deposits
- Receivables Journal Processing: End of period Processing and Transactions

### **Receivable Document Transaction Processing Flow**

1. Enter Transactions as A/R documents
2. Process credit card transactions.
3. Print Edit Lists and Check for Errors
4. Print Customer Invoices
5. Post A/R Documents

### **Receipts Document Transaction Processing Flow**

1. Update A/R Receipts or Non A/R Receipts. Create Bank Deposits
2. Print Cash Receipts Edit List and Check for Errors
3. Post Cash Receipts

### **Receivables End of Period Processing**

1. Print the Receivables Journal (GL Distribution of all A/R documents.)
2. Print Cash Receipts Journal (GL Distribution of all A/R receipts.)
3. Print G/L Activity (All GL activity generated by A/R transactions.)
4. Create Finance Charge Invoices
5. Create Recurring Documents
6. Print Customer Statements
7. Print Customer Aging

## The Receivable Ledger

To view this menu, select Financial Management, Accounts Receivable and then select Receivable Ledger (Option 1).

This menu contains the options related to the processing of Receivable Transactions.



### Document Transactions Processing Flow

Field	Description
<b>Update Receivables Documents</b>	The data entry screen for Customer Receivable documents. Used for non-inventory invoice transactions like a monthly service fee.
<b>Print Receivables Listing</b>	Prints an edit list of all receivables documents which are not posted.
<b>Print Invoices</b>	Prints A/R invoices.
<b>Credit Card Processing</b>	Authorize in batch and Settle credit card transactions.
<b>Post Receivable Documents</b>	Selects all un-posted documents and posts ledger information to the G/L Activity Files and Accounts Receivable information to the customer activity files.

<b>Field</b>	<b>Description</b>
<b>Process Cash Receipts/Deposits</b>	The data entry screens for Cash Receipts and bank deposits.
<b>Print Cash Receipts Listing</b>	Prints an edit list of receipts prior to posting.
<b>Post Cash Receipts</b>	Posts A/R and Non A/R Cash Receipts to the Accounts Receivable and General Ledger activity files.

Accounts Receivable Ledger Processing Activities

<b>Field</b>	<b>Description</b>
<b>Print Receivables Journal</b>	Prints the Accounts Receivable Journal for selected dates.
<b>Print Cash Receipts Journal</b>	Prints the Cash Receipts Journal for selected dates.
<b>Print G/L Activity</b>	Prints a summary or detail report of the G/L Transactions originating from A/R unlike the GL activity report that prints from the GL module. This report includes transactions from all Fitrix modules.
<b>Create Finance Charge Invoices</b>	Selects past due invoices to apply finance charges to and creates finance charge documents in the receivable documents file.
<b>Create Recurring Documents</b>	Creates recurring accounts receivable documents.
<b>Batch Maintenance</b>	Used for approving batches if batch control is turned on and batches require approval.

## Update Receivables Documents

To view this screen select Update Receivable Documents (Option a).

The Update Receivables Documents is the data entry screen for Customer Receivables documents and is used to enter, modify or delete receivable documents. This screen has three sections.

Header Portion of the Data Entry Screen contains the following document information:

Field	Description
Doc Date	Defaults to system date format mm/dd/yyyy. This is the General Ledger posting date
Inv Date	Defaults to system date format mm/dd/yyyy. This is the customer invoice date and is the date used to age the invoice on the AR Aging report.
Dept. No.	Three character alpha/numeric.
Gross Amount	Default is value set up in Setup Receivable Defaults. If gross amounts are entered, the tax is automatically backed out and the net amount displays in the accounting window at the bottom of the screen.

Field	Description
<b>Posted</b>	"Y" or "N" system maintained.
<b>Customer</b>	Customer code ( up to twenty characters).
<b>Customer Name</b>	Display only, name is looked up from the customer code.
<b>Ship-To</b>	Customer default shipping destination, if more than one ship-to, Zoom to select.
<b>Doc Type</b>	(I)nvoice, (C)redit Memo, (D)ebit Memo, (F)inance Charge Invoice.
<b>Invoice</b>	You can assign an invoice number by entering it here. If you do not assign an invoice number it will be assigned by the system when the transaction is saved.
<b>Description</b>	After selecting a document type, the word Invoice, Credit, or Debit displays here. Next to this is a field to enter a document number. If left blank, it will be assigned a number when you print the document.
<b>Recur</b>	If there is a code entered in this field (user-defined code such as M for monthly or Q for quarterly, the program treats this document as a recurring document. Recurring documents are explained in greater detail in Create Recurring Documents section.
<b>Ref. No.</b>	If document type is (C) or (D) enter original invoice document number it applies to and the program will automatically apply the debit or credit to this invoice. If left blank this will create an open item on the customer's account. The invoice document number may be different than the invoice number if you manually entered the invoice number. To find the invoice document number go to the Update Customer Information program and view the activity screen that can be accessed from the toolbar.
<b>Tax</b>	Stores a 6 char field for multilevel tax as defined in customer record or AR defaults.
<b>Description</b>	Description of document.
<b>Acct. Group</b>	Default Account Group entry is optional.
<b>Pay Method</b>	Displays pay method retrieved from the customer master record.
<b>Terms</b>	Stores payment terms code as defined in the customer record, or AR defaults.
<b>Terms Description</b>	Description of Terms Code.
<b>P.O.</b>	Nine character user defined entry which stores an optional P.O. number for tracking the order.
<b>Misc</b>	For any applicable miscellaneous charges to be added to invoice.
<b>Freight</b>	For any applicable freight charges to be added to invoice.
<b>All Other Fields</b>	Maintained by system.

Field	Description
<b>Addl Info icon on toolbar</b>	You can click on this icon to enter invoice notes, a PO date, and to change the discount given if any

Detail Portion of Data Entry Screen:

Field	Description
<b>Item No</b>	Eight-character alpha-numeric. Since A/R documents don't relate to inventory, anything can be entered here.
<b>Qty</b>	Quantity of item sold.
<b>Unit</b>	Unit of measure.
<b>Description</b>	User defined entry.
<b>Tax Cd</b>	Multilevel tax code defined in header.
<b>Price</b>	Unit price.
<b>Amount</b>	System maintained (Price x quantity).

Account Number Section:

The account number and department code will automatically default to the values set up in AR defaults. If you need to change:

Step	Action
<b>1</b>	Place cursor in the Item Code field, and then Click the <b>Zoom</b> button (or press CTRL-Z) or click on the Acctg Info icon on the toolbar. The picker window displays.
<b>2</b>	Place the cursor on the item you wish to change, and then click the OK button (or press ENTER).
<b>3</b>	<b>Enter</b> the new value.
<b>4</b>	Press the <b>ENTER</b> key to save the change.

After documents are entered, run the edit list, print the invoices, and post. Printing of the invoices is optional as it is not needed for the post to run.

Press Quit to return to the Receivable Ledger menu.

## Update Non A/R Cash Receipts

To view this screen, select update Non-A/R cash receipts (option a) on the Process Cash Receipts/Bank Deposits submenu.

Update Non-A/R Cash Receipts

File Edit View Navigation Tools Actions Options Help

Batch Options

Find Prev Next Add Update Delete Browse

Check Information

Date: 12/07/2012

Check Number: 23442343

Description: FREIGHT REFUND

Receipt Amount: 567.50

Cash Account

Posted:

Cash Account: 100000000 - 000

Account	Dept	Account Description	Received	Amount	Credit/Debit
502000000	000	FREIGHT OUT	567.50	567.50	CR

Totals

Total Paid: 567.50

Balance Remaining: 0.00

(New Document) Batch ID: 152

View Detail

OVR

Update Non A/R Cash Receipts is the data entry screen which maintains cash receipts that are not related to a customer account (i.e. - don't affect the balance a customer owes you).

Field	Description
Date	This date field records the date that your company received payment from the customer. It defaults to the data entry date.
Check Number	The check number received.
Description	The purpose or amount of payment described.
Posted	A "Y" or "N" field indicating if the cash receipt was posted to the General Ledger.
Receipt Amount	The amount of the check received.

---

Field	Description
<b>Cash Account</b>	This numeric field stores the ledger account number for your cash account that will be increased by this transaction. It defaults to the account set up for Cash in the Accounts Receivable Defaults program. Refer to "Update Receivable Defaults" under "Setup Receivables Menu" in this manual.
<b>Account</b>	This column stores the ledger account numbers that are affected by a cash receipt (other than the Cash Account listed in the header; the Cash account specified in the header is automatically debited by the account entered for each line in the detail section). The Zoom feature is provided.
<b>Dept.</b>	This three character field stores a department code that identifies a profit center, or a division of the company, etc. Throughout the Fitrix <i>Business</i> modules, you have the option of posting sales and expenses to specific departments. The use of department codes is optional. If left blank, the field defaults to 000. The Zoom feature is provided.
<b>Account Description</b>	This system-maintained field displays the name of the ledger account once a valid ledger account number is entered in the Account field.
<b>Received</b>	This numeric field stores the amount that is posted to an account.
<b>Credit/Debit</b>	The amount that is either debited or credited to the account.
<b>Total Received</b>	This field displays the amount of the figure in the Receipt Amount field that has been accounted for in the detail section.
<b>Balance Remaining</b>	This field displays the difference between the Receipt Amount and the Total Amount..

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

To view this screen, select Update A/R Cash Receipts (option b) on the Process Cash Receipts/Bank Deposits submenu.

This is the data entry screen that maintains and updates receipts from customers for payments on their accounts. When updating a customer receipt once the Customer Code is entered, all customer open items appear in the detail portion of the screen.



**Update A/R Cash Receipts**

File Edit View Navigation Tools Actions Options Help

Batch Options

Find Prev Next Add Update Delete Browse

**Customer**  
 Date: 12/07/2012 Currency Code:  
 Customer: 18 Name: GIDEON ALL AROUND AUTO SUPPLY  
 Check Number: 31212231 Description:

**Receipt Amount**  
 Receipt Amount: 270.56  
 On Account: -510.00  
 Deposits: 0.00  
 Automatic Pay: ☐

**Account**  
 Posted:  
 Cash Account: 1000000000 - 000  
 Non-Attached:

Cmd?	Invoice No.	Inv. Date	Orig. Amount	Due Date	Disc. Date	Disc. Bal	Balance Due	Discount	Applied
	766	02/14/2012	265.25	03/30/2012	02/14/2012	0.00	265.25	0.00	0.00
	1777	07/10/2012	5.31	07/10/2012	07/10/2012	0.00	5.31	0.00	0.00
	7	09/30/2012	5.00	09/30/2012	09/30/2012	0.00	5.00	0.00	0.00
	24	09/30/2012	4.06	09/30/2012	09/30/2012	0.00	4.06	0.00	0.00

**Totals**  
 Available: 780.56 Total Discount Allowed: 0.00  
 Total Applied: 0.00 Total Charge Backs/Write-offs: 0.00

OK Cancel Detail

Enter [Y] to automatically pay the oldest invoices.

**Header Portion**

Field	Description
<b>Date</b>	This date field records the date that your company received payment from the customer. It defaults to the data entry date.
<b>Currency Code</b>	The type of currency accepted on this account, normally US dollars.
<b>Customer</b>	The first field is the customer code, the second is the Accounts Receivable name.
<b>Check Number</b>	The check number received.
<b>Description</b>	The purpose or amount of payment described. This description will print on the GL activity report.
<b>Receipt Amount</b>	The amount of the check received.
<b>On Account</b>	System maintained field for payments received from customer but not applied (ie- prepayments). If this amount is positive (customer owes you money) and user selects Automatic Pay they will be prompted "Apply Payment to OA Y/N?"

Field	Description
<b>Deposit</b>	System maintained field for payments received from a customer for an OE sales order that have not been applied. See section below on entering customer deposits.
<b>Automatic Pay</b>	If a "Y" is entered in this field, payment will be applied to oldest invoices first until total receipt amount is applied. If you want to apply payment to specific invoices manually, press Ctrl TAB to enter detail section of screen.
<b>Cash Account</b>	This numeric field stores the ledger account number for your cash account that will be increased by this transaction. It defaults to the account set up for Cash in the Accounts Receivable Defaults file. Refer to "Update Receivable Defaults" under "Setup Receivables Menu" in this manual.
<b>Non-Attached</b>	System defaults to "N" but if you receive a payment you do not want to apply, (i.e., payment in advance and therefore not invoiced), change to a "Y". Once transaction is posted, this amount will be included in the On Account total.

Detail Portion (Ctrl TAB to access) of the screen allows you to update receipts based on line detail information by entering one of the following six characters under the Cmd? column.

Option	Field	Description
(1)	<b>Auto payment</b>	Is credited to current invoice allowing for any discounts if applicable.
(2)	<b>Disc payment</b>	Is credited to current invoice with discounts allowed regardless of date.
(3)	<b>No Disc. Payment</b>	Is credited to current invoice with no discounts allowed.
(4)	<b>Man. payment</b>	Amount to pay on the invoice is manually entered and applied.
(I)	<b>Invoice Detail</b>	Pulls up the details of the line item selected.
(C)	<b>Customer Information</b>	Pulls up a screen with detailed customer information.
(P)	<b>Paid Invoice</b>	Allows you to search for a paid invoice to apply the payment to (duplicate payment). Using this option will reopen the invoice on the customer account with a negative balance.
Ctrl Z	<b>Zoom to browse</b>	If the customer has many open invoices, you can use Ctrl Z to find a specific invoice instead of scrolling through the entire list

Press Quit to return to the submenu.

After Cash Receipts transactions are entered, the next step is to print cash receipts listing (option c) to verify information is correct and then run Post Cash Receipts (option d).

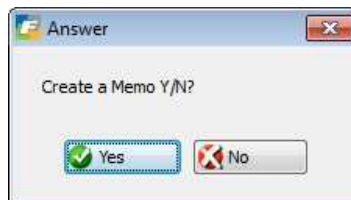
## **Creating Charge backs and write-offs in cash receipts.**

This feature allows you to create customer charge backs and write offs while in the cash receipts program.

For example, a customer pays \$300 of a \$500 invoice, taking a \$200 deduction. You have three options:

1. Create a chargeback debit memo- instead of short paying the invoice and leaving a balance due on it, pay off the entire \$500 invoice and create a new open item for \$200 until the research can be done to determine whether a credit is due to the customer.
2. Create a write off credit memo to clear the balance.
3. Short pay the invoice leaving a balance due.

If customer short pays an invoice, you are prompted as follows:



If N is entered, a balance will be left on the invoice. If a Y is entered a memo screen displays:

Enter Memo Information

File Edit Navigation Help

Memo Entry

Invoice Balance: 11.99 Memo Amount: 11.99

Ln	Typ	Date	Memo No.	Description	Amount
	C	09/21/2011	CB5001	FRT CHARGE DISPUTE	11.99

OK Cancel

Enter the amount for the memo. OVR

**Memo Type**- defaults to C for chargeback and this type will leave a balance on the customer's account. The other valid entry is W for write off. If W is used when the receipt is posted a credit memo will automatically be created to clear the balance not paid on the invoice.

**Memo Number** – you must enter and it must be a unique value.

**Memo Date** – this will default to the date of the invoice the memo is being generated from so that it will age the same as the invoice on the AR Aging report. You do have the option though of changing this to another date.

**Description** – free form text entered by you.

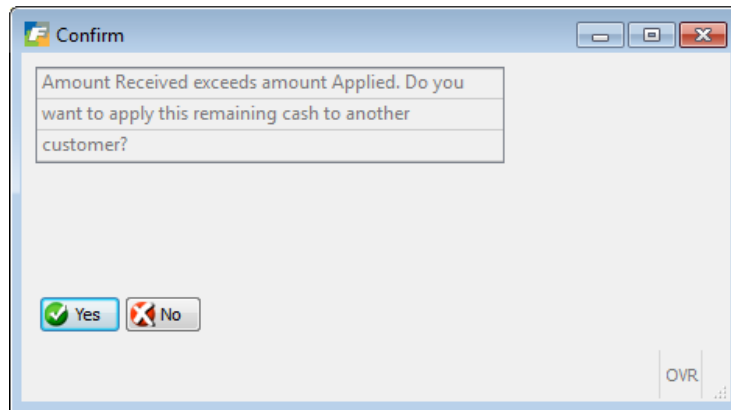
**Memo Amount** – the difference between the invoice amount and the amount applied to it. You can change this amount though and enter another memo or store the transaction and leave a balance due on the invoice.

When the cash receipt is posted the post program automatically creates the chargeback debit memo or the write off credit memo. At the end of the report will be a listing of any memos created.

## Applying Cash to Multiple Customer Codes:

On occasion you may need to apply a single cash receipt to multiple customer codes. An example of this is when a corporate office is paying for multiple divisions and you have each division set up as an individual customer code. If this is the case you will want to carry over unapplied cash to another customer code.

In Update A/R Cash Receipts program if the amount received is greater than the amount applied you will receive the following prompt when you try to store the transaction:



If you enter N, the excess amount will be applied On Account. If you enter Y, a new cash application screen displays with the carry over information (cash amount remaining, check number, etc.) Enter Add mode to enter the new customer code and apply the cash. This process continues until all cash received is applied.

Press Quit to return to Receivable Ledger menu.

### ***Entering and Applying Customer Deposits:***

This all assumes there is a sales order in the system prior to the deposit being entered in Update AR Cash Receipts program and only one deposit per order can be entered at a time unless it is a contract. If it is a contract then the deposit entered will be split amongst all orders on the contract.

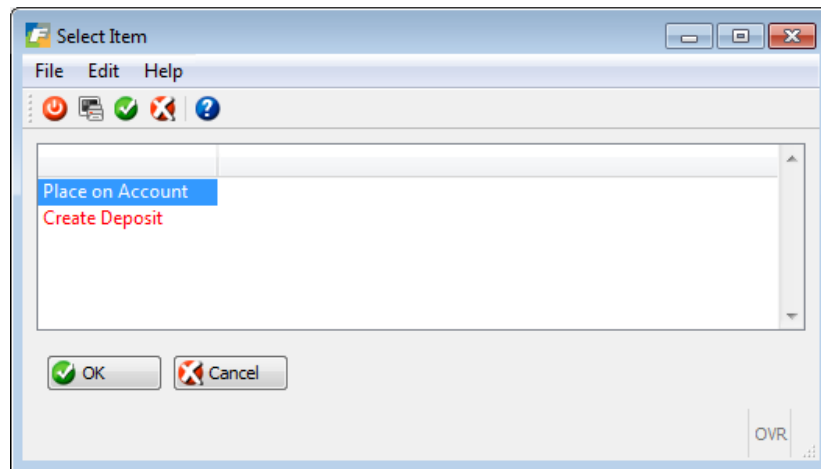
#### **Entering a Customer Deposit (option f on the Receivable Ledger menu):**

**Note:** If you receive a deposit from a customer prior to entering the order it will need to be handled as follows:

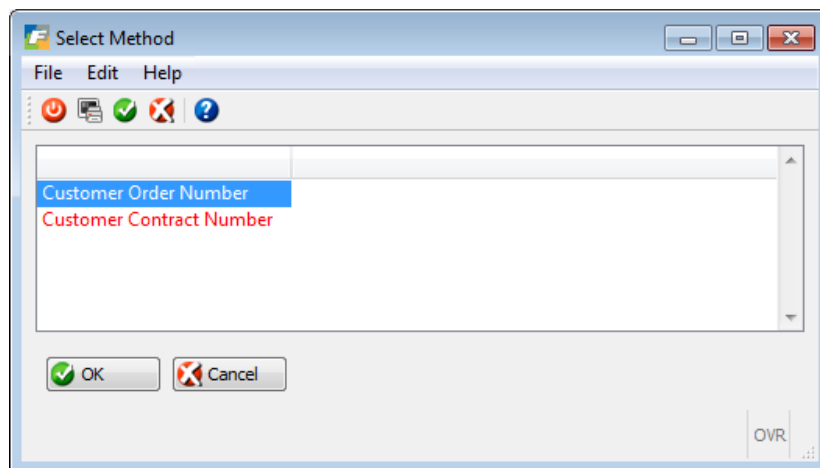
1. Enter the deposit as a Non Attached payment using the Update AR Cash Receipts program and post the transaction. This will post the deposit amount to the customer's On Account balance (unapplied cash).
2. When you do have the order in the system, reverse the On Account amount by entering a negative Non Attached payment and post the transaction. This will clear the existing On Account.
3. Enter deposit, select the order(s) it is to be applied to, and post the transaction.

To apply a deposit to an order or several orders on a contract, the orders must first be entered in the system. Once entered, go to the Update Cash Receipts program and enter the payment amount as a Non Attached payment.

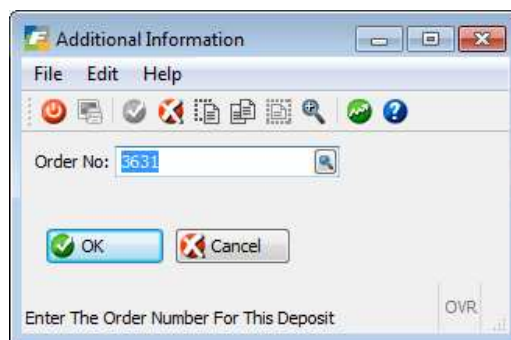
Once you enter a Y in the Non Attached field, the following screen will display:



Select Create Deposit and this screen will display:



If you are applying the deposit to a single order, select Customer Order Number and this screen will display so you can enter the customer order number:



When you press Enter or click on OK this screen displays:

Additional Information

File Edit Navigation Help

Deposit Entry

Deposit Amount: 4000.00 Deposit Balance: 0.00

Order No.	Order Amount	Deposit Amount
3631	12000.00	4000.00

OK Cancel

Enter the amount for the deposit. OVR

Click on OK and then click on OK from the main cash receipts screen to save the transaction.

If you want to apply the deposit to multiple orders on a contract, select Customer Contract Number on the Select Method screen above rather than Customer Order Number. When selected, this screen will display:

Order No.	Order Amount	Deposit Amount
1316	3750.00	2500.00
1317	3750.00	2500.00
1318	3750.00	2500.00
1319	3750.00	2500.00

The amount of the deposit will be evenly distributed amongst all orders on the contract but the amounts can be changed if needed. Any changes made must equal the amount of the total deposit.

When the transaction is posted it creates this General Ledger entry:

Debit Cash  
Credit AR

**Display of Deposit Information:**

The deposits entered display in several programs:

Update Customer Information- a field has been added to the Billing Information screen for Deposits:



The 'Extension ...' dialog box contains the following fields and values:

- Statement Date: 01/04/2008
- Statement Amount: 49.95
- Last Pay Date: 02/25/2008
- Balance: -49950.05
- On Account: 0.00
- Deposits: -50000.00
- Credit Limit: 43000.00
- Statement Cycle: ☐
- Open Item/Bal Fwd: B
- Finance Charges: Y
- Fin. Chrg. Tax Code:

Buttons: OK, Cancel

Footer: Enter this customer's credit lin OVR

Customer Deposits Report – this report program is Option (m) on the Customer Information menu.

Customer Deposits Report  
ABC DISTRIBUTION  
Page: 1

Date: 12/07/2012  
Time: 14:09:32

Customer Code	Customer Name	Order No	Order Amount	Deposit	Check No
14 - COMPETITION SPECIALTIES					
3607			28,451.30	10,000.00	4234224
Customer Total:			28,451.30	10,000.00	
CWI1 - CWI TEST WRITE OFF					
3722			500.00	100.00	23121
Customer Total:			500.00	100.00	
Report Total:			28,951.30	10,100.00	

The following reports combine the deposit amount and the on account amount:

Customer AR Aging reports  
Print Customer Open Items  
Print Customer Statements

**Invoicing the Order:**

When you invoice an order that has a deposit applied to it, the deposit amount will print on the invoice and the invoice total that prints will be net of the deposit amount. The amount of the deposit applied to the invoice also displays on the Update Invoices screen:

**Update Invoices/Memos**

File Edit View Navigation Tools Actions Options Help

Batch Options Lot/Location Freight

Find Prev Next Add Update Delete Browse

Sales Order: 3631 CLASSIC PARTS UNLIMITED Ship-To: EAST  
Pay Method: AR ACCOUNTS RECEIVABLE Terms: NET30 Split Terms:  
Bill-To: 12 Deposit Applied: 4000.00  
Invoice Date: 10/02/2012 Order Type: REG Inv.Stage: PST Invoice: 1905  
Ship Terms: PREPAID FREIGHT PREPAID- DO NOT INVOICE BUYE Inv.Frght?: N  
Auto Approve? Discount: 0.000 % Tax: NOTAX Currency:  
A Ln Stg Item Code UM Quantity Price Net Amount  
Y 1 PST GM504100 EA 4,000 3000.0000 12000.00

Discountable?: Taxable?: Line Tax Code: Ship Weight: Pic Ticket No.:  
Sub-Total: 12000.00  
Discount: 0.00  
Freight Amount: 0.00  
Freight Tax Code: NOTAX  
Total Tax: 0.00  
Restock Fee: 0.00  
Special Handling Fee: 0.00  
Total Invoice: 12000.00

1 of 1  
View Detail

OVR

**Partial shipments:**

If you are unable to ship and invoice the entire shipment due to the merchandise not being available, it could happen that the deposit amount exceeds the invoice amount of the first shipment. For example, the order amount is \$100,000, you have applied a deposit of \$50,000 to it, and the first shipment is for \$30,000. When this happens \$30,000 of the \$50,000 deposit will be applied to the invoice (net invoice amount that prints will be zero), and the remaining deposit amount of \$20,000 will be applied to future shipments for this order.

## Applying Deposits When Applying Cash Receipts:

Go into the Update AR Cash Receipts program. Select the invoice that your customer is paying.

Update A/R Cash Receipts

File Edit View Navigation Tools Actions Options Help

Batch Options

Find Prev Next Add Update Delete Browse

Customer

Date: 10/02/2012 Currency Code:

Customer: 12 Name: CLASSIC PARTS UNLIMITED

Check Number: Description:

Receipt Amount

Receipt Amount: 8,000.00

On Account: -53,736.37

Deposits: -4000.00

Automatic Pay: N

Account

Posted:

Cash Account: 100000000 - 000

Non-Attached:

Cmd?	Invoice No.	Inv. Date	Orig. Amount	Due Date	Dsc. Date	Dsc. Bal	Balance Due	Discount	Applied
	1898	10/01/2012	40.46	10/31/2012	10/01/2012	0.00	40.46	0.00	0.00
	1899	10/02/2012	50.00	11/01/2012	10/02/2012	0.00	50.00	0.00	0.00
	1902	10/02/2012	5.00	11/01/2012	10/02/2012	0.00	-5.00	0.00	0.00
1	1905	10/02/2012	12,000.00	11/01/2012	10/02/2012	0.00	12,000.00	0.00	0.00

Totals

Available: 65,736.37 Total Discount Allowed: 0.00

Total Applied: 0.00 Total Charge Backs/Write-offs: 0.00

Batch ID: 141

OK Cancel Header

Enter [1] Auto [2] Disc [3] No Disc [4] Man [I]nv Detail [C]ust Info [P]aid Inv

When you press TAB the following prompt displays the amount of the deposit applied to the order when the order was invoiced. Click on OK or press Enter to apply the deposit.

Answer

Apply Deposit Amount of 4,000.00 to invoice 1905 ?

Yes No

When the transaction is posted the invoice will be paid in full and the deposit amount will be set to 0.

Post Cash Receipts

File Navigate Help

Date: 10/02/2012 Cash Receipts Posting List Page: 1  
Time: 17:42:50 ABC DISTRIBUTION  
Batch: 141 Owner: bettyb Posting Sequence: 97

Document Number: 159 Date: 10/02/2012 Check Number:  
Customer: 12 - CLASSIC PARTS UNLIMITED  
Description: Check Amount: 8000.00

Account	Amount
110000000 -000 INVOICE: 1905 DOC: 1905	12,000.00 CR
110000000 -200 DEPOSITS	4,000.00 DB
100000000 -000 BANK OF AMERICA	8,000.00 DB

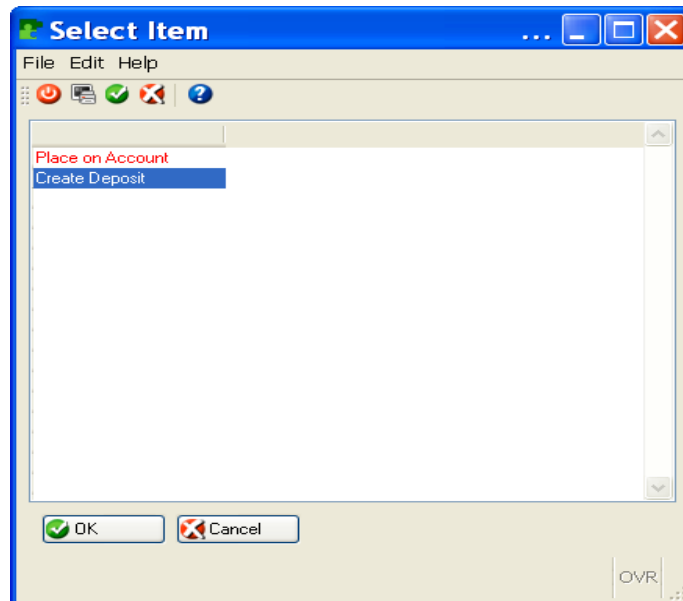
Total Debits 12,000.00 Total Credits 12,000.00

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

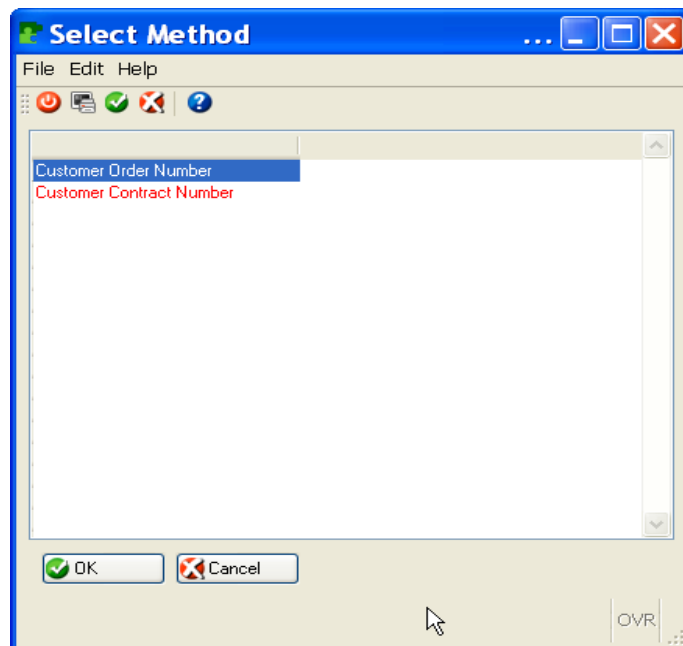
### Refunding Deposits:

In the event that you received a deposit from your customer and then they cancel their order with you, follow these steps to clear the deposit from their account.

1. Go into Add mode in the Update AR Cash Receipts program.
2. For the receipt amount enter a negative dollar amount equal to the deposit amount.
3. Enter a Y in the Non Attached field.
4. When you press TAB this screen displays:



5. Press Enter or click on Tab this screen displays:



6. Selecting Customer order will display this screen:



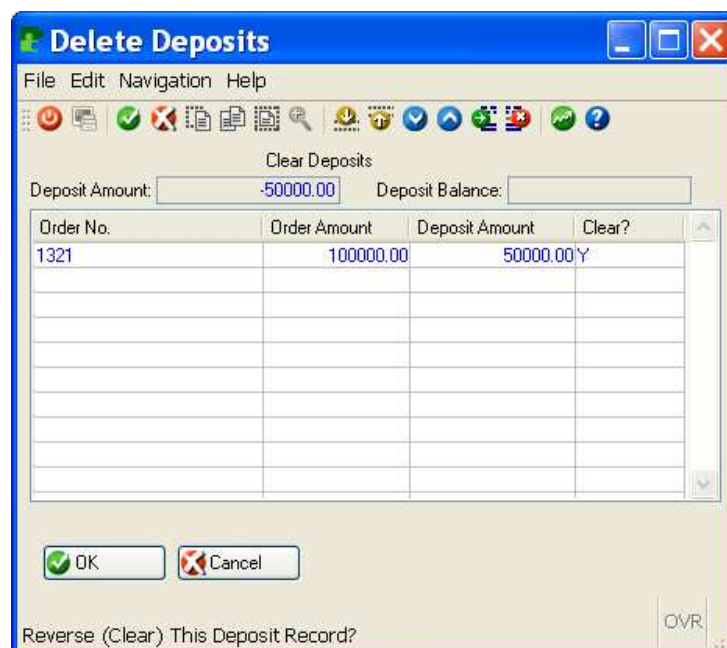
The 'Deposit Order Input' dialog box has a title bar with a green icon and standard window controls. The menu bar includes 'File', 'Edit', and 'Help'. The toolbar contains icons for file operations and help. The main area features an 'Order No:' label followed by a text input field containing '1321'. Below this are 'OK' and 'Cancel' buttons. At the bottom, it says 'Enter The Order Number For This Deposit' and has an 'OVR' label.

When you press Enter or click on OK you will receive this prompt:



The 'Answer' dialog box has a title bar with a green icon and a close button. The main area contains the text 'Clear Deposit For This Record?' and two buttons: 'Yes' and 'No'.

Press Enter or click on Yes to accept and then enter a Y on this screen:



The 'Delete Deposits' dialog box has a title bar with a green icon and standard window controls. The menu bar includes 'File', 'Edit', 'Navigation', and 'Help'. The toolbar contains icons for file operations, navigation, and help. The main area has a 'Clear Deposits' section with 'Deposit Amount:' and 'Deposit Balance:' labels. Below this is a table with four columns: 'Order No.', 'Order Amount', 'Deposit Amount', and 'Clear?'. The first row contains the values '1321', '100000.00', '50000.00', and 'Y'. Below the table are 'OK' and 'Cancel' buttons. At the bottom, it says 'Reverse (Clear) This Deposit Record?' and has an 'OVR' label.

Order No.	Order Amount	Deposit Amount	Clear?
1321	100000.00	50000.00	Y

7. Save the transaction and run the edit and posting reports. The GL entry created is:

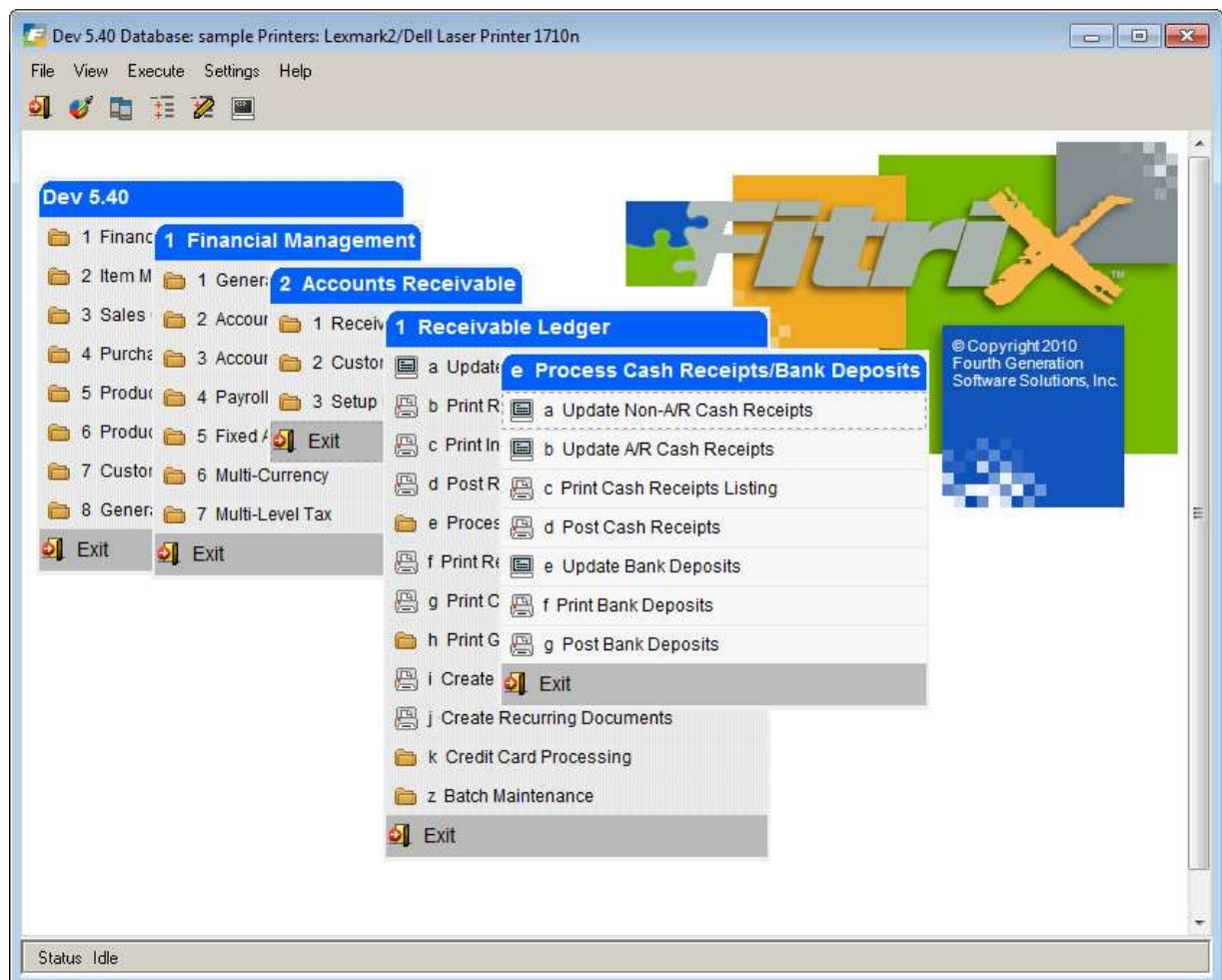
Debit AR  
Credit Cash

When you write a check to your customer to refund the deposit, the GL account you debit should be the same Cash account credited by the posting report.

## **Create Bank Deposits**

You can group cash receipts by deposit ID so that a single entry is made into the check reconciliation table for multiple cash receipts.

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



Go into Add mode and enter:

---



Deposit Date

Bank Code

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

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

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

Update Bank Deposits

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Deposit Date: 10/02/2012 Deposit ID:

Bank Code: BOA Description: BANK OF AMERICA

Branch: BRANCH #1 Description: CUMBERLAND

Account Name: ABC DISTRIBUTION

Account Number: 0291038109

GL Account No: 100000000 Department Code: 000

Deposit Amount: 90287.88 Posted: N

Include	Post No.	Amount
Y	73	200.00
Y	74	10.00
Y	75	75000.00
Y	76	2.00
Y	77	8.67
Y	78	3948.86
Y	79	499.06
N	80	24.95
N	81	5.00
Y	82	700.00
	83	0.00

OK Cancel Header

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

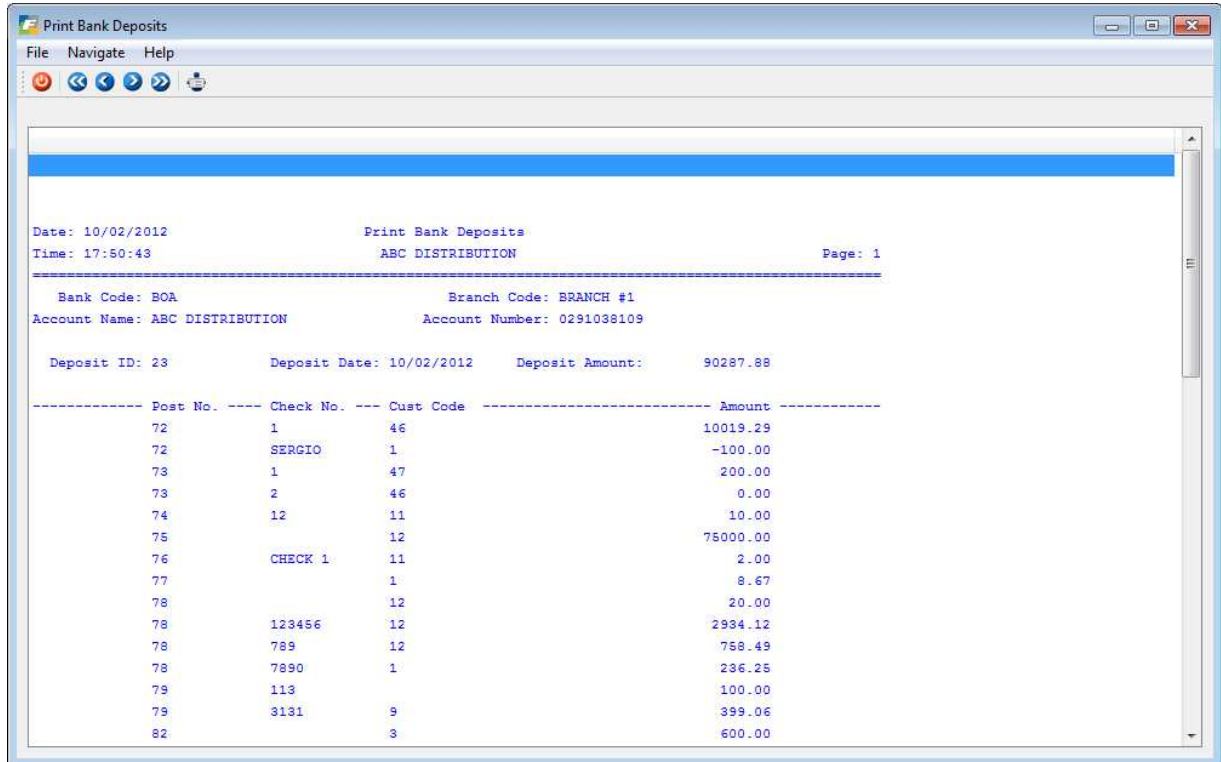
OVR



## Fitrix Accounting Course Workbook

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

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



The screenshot shows a window titled "Print Bank Deposits" with a menu bar (File, Navigate, Help) and a toolbar. The main area displays the following information:

Date: 10/02/2012  
Time: 17:50:43  
Print Bank Deposits  
ABC DISTRIBUTION  
Page: 1

Bank Code: BOA  
Branch Code: BRANCH #1  
Account Name: ABC DISTRIBUTION  
Account Number: 0291038109

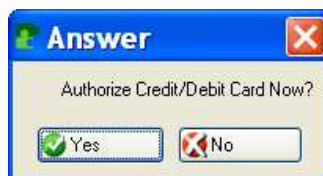
Deposit ID: 23  
Deposit Date: 10/02/2012  
Deposit Amount: 90287.88

Post No.	Check No.	Cust Code	Amount
72	1	46	10019.29
72	SERGIO	1	-100.00
73	1	47	200.00
73	2	46	0.00
74	12	11	10.00
75		12	75000.00
76	CHECK 1	11	2.00
77		1	8.67
78		12	20.00
78	123456	12	2934.12
78	789	12	758.49
78	7890	1	236.25
79	113		100.00
79	3131	9	399.06
82		3	600.00

## Processing Credit Card Transactions:

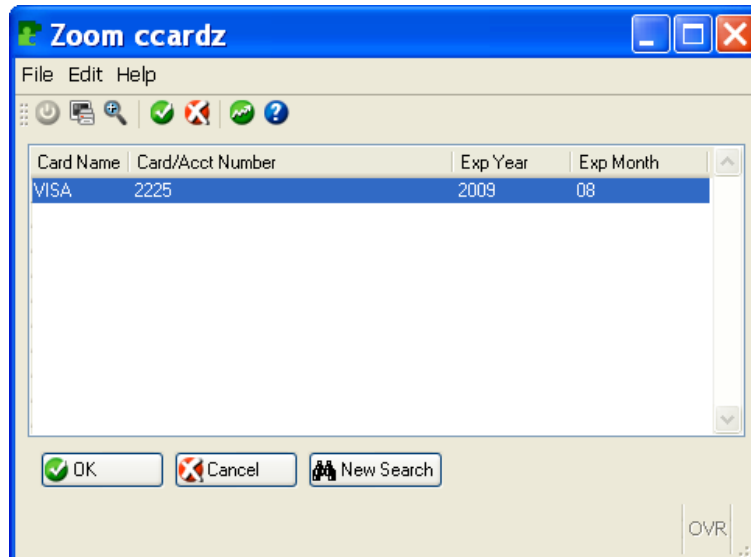
### REAL TIME INVOICE AUTHORIZATION:

If an invoice is entered for a customer that pays via credit card or debit card, user will be prompted "Authorize Credit Card Now Y/N?" when the invoice is stored.



If an N is entered the invoice will be stored without credit card authorization. Each time an invoice that is paid via credit card is updated and stored and no authorization code is found, the user will receive this prompt.

A list of valid credit cards for the customer will display when the user stores the invoice. From this list, select the credit card the customer is using based on the type of credit card and the last four digits of the card the customer is using.

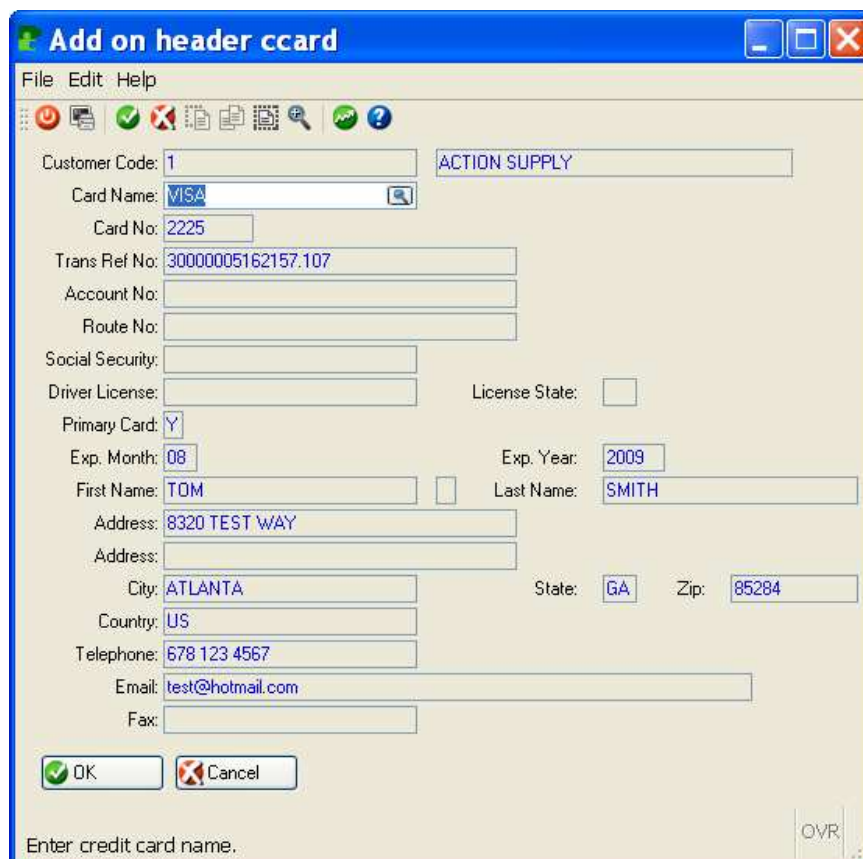


The 'Zoom ccardz' window displays a table with the following data:

Card Name	Card/Acct Number	Exp Year	Exp Month
VISA	2225	2009	08

At the bottom of the window, there are buttons for 'OK', 'Cancel', and 'New Search'. An 'OVR' button is also visible in the bottom right corner.

Select the credit card and click on OK. The next screen displays additional information to confirm you are using the correct credit card. To authorize the invoice, click on OK.



The 'Add on header ccard' window contains the following fields and values:

- Customer Code: 1
- Card Name: VISA
- Card No: 2225
- Trans Ref No: 30000005162157.107
- Account No: (empty)
- Route No: (empty)
- Social Security: (empty)
- Driver License: (empty)
- License State: (empty)
- Primary Card: Y
- Exp. Month: 08
- Exp. Year: 2009
- First Name: TOM
- Last Name: SMITH
- Address: 8320 TEST WAY
- City: ATLANTA
- State: GA
- Zip: 85284
- Country: US
- Telephone: 678 123 4567
- Email: test@hotmail.com
- Fax: (empty)

At the bottom, there are 'OK' and 'Cancel' buttons. An 'OVR' button is also visible in the bottom right corner. A note at the bottom left says 'Enter credit card name.'

1. If the credit card is approved the invoice will be stored with the following information (to view this information click on the Credit/Debit card icon on the toolbar):

Credit Card No. – last four digits of the credit card number

Auth Code – authorization code returned by Skipjack

Auth Date – authorization date returned by Skipjack

Auth Amt- amount authorized

The screenshot shows a Windows-style dialog box titled "Extension ccard". It has a menu bar with "File", "Edit", and "Help". Below the menu bar is a toolbar with various icons. The main area is titled "Credit/Debit Card Information" and contains the following fields:

- Pymnt Method: CCARD
- Card Name: VISA
- Credit/Debit Number: 2225
- Authorization Amount: 150.00
- Authorization Code: TAS737
- Authorization Date: 09/29/2008
- Auth. Decline Code: (empty)
- Auth. Decline Message: (empty)
- Settle Decline Code: (empty)
- Settle Decline Message: (empty)
- Trans Ref No: 20000003205177.106
- Settled: (checkbox, unchecked)
- Batch ID: (empty)

At the bottom left are "OK" and "Cancel" buttons. At the bottom right is a "OVR" button. The status bar at the very bottom says "Enter Card Name."

If the invoice number was left blank, one is automatically assigned since the invoice number is required by Skip Jack to authorize the invoice.

If email is turned on with Skipjack, an email is sent from SkipJack to the email address stored with the credit card used.

2. If the credit card is declined the following screen displays and user has the following options:

**Retry** –check this box if you would like to try to authorize again using the same information.

**Enter New Credit Card**- check this box if you would like to return to the list of credit cards for this customer and select another card to use.

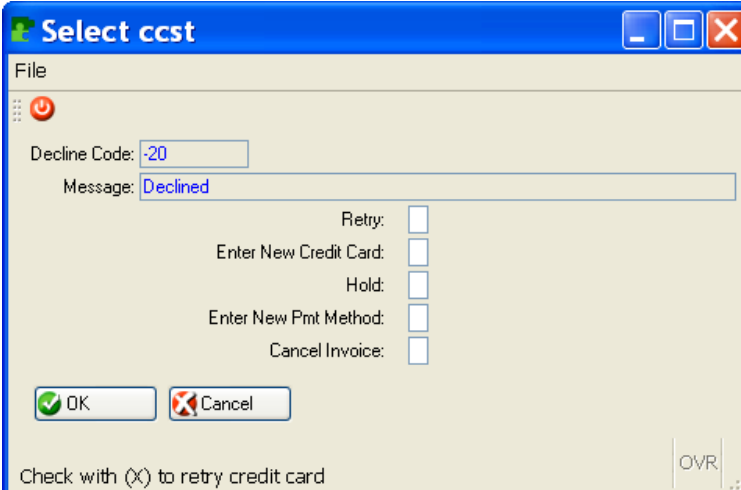
**Hold** – check this box if you do not want to try to authorize again at this time. The invoice will be stored with the decline code.

**Enter New Pmt Method**- check this box if you want to change the payment terms to a term other than credit/debit card. You will be returned to the Invoice screen to enter a new payment method.

**Enter Authorization Code Manually** – check this box if you want to enter the authorization code manually and you will be returned to the Invoice screen. This will require a telephone call to SkipJack to get the authorization code.

**Cancel Invoice**- check this box if you want to cancel the invoice.

**Update Card Information**- check this box if you want to update the card information for the card being used (ex-update expiration date, etc.) and resubmit for authorization.



If the card is declined and email is turned on with Skipjack, an email is sent from SkipJack to the email address stored with the credit card used.

**Note:** If the credit card is declined you will receive a decline code of 20. There is no reason given by Skipjack and this is to prevent fraudulent activity. You must call Skipjack to find out why the card was declined.

3. If you increase the invoice amount after it has been authorized, you will be prompted "Authorize Additional Amount Y/N?" If you decrease the invoice amount you will be prompted "Reduce Authorized Amount Y/N?"
4. You also have the option of changing the customer's payment method to Credit card for a specific invoice by entering the payment method on the

invoice screen. If there is credit card information in the system for the customer a list of these credit cards will display. If there is not, a screen will display so that you may add the credit card information.

#### **BATCH INVOICE AUTHORIZATION:**

This program is used when you want authorize a batch of invoices rather than each individual invoice. An example of this would be if you import a batch of invoices into the Fitrix database and want to authorize them all at once in batch mode.

From the Receivable Ledger menu select option K, Credit Card Processing. Then select option A, Authorize Credit Card Invoices. This program will find all invoices that have a pay method of either CCARD or DDEBIT that have not yet been authorized and sends the invoice information to Skip Jack.

Once you have run the authorization program you must now run Option B, Receive Authorization Status. This program returns the authorization code, date, and amount and stores them with the invoice.

#### **SETTLEMENT PROCESS**

##### **Send for settlement:**

Once you have run the edit listing and printed your invoices, the next step is to run the Settle Credit Card Invoices program. This program sends the batch of invoices to Skipjack for settlement and marks the invoice settlement flag to S for "sent". This is option E on the Credit Card Processing submenu.

Date: 09/29/2008      Credit Card Settlement Process      Page: 1  
Time: 14:01:52      ABC DISTRIBUTION  
Settlement Batch ID:

Invoice No.	Doc No.	Invoice Amount	Settlement Amount	Status
980	382	20.00	0.00	Sent to SkipJack
983	385	10.00	0.00	Sent to SkipJack
984	386	5.00	0.00	Sent to SkipJack
986	388	50.00	0.00	Sent to SkipJack
987	389	50.00	0.00	Sent to SkipJack
Grand Totals:		135.00	0.00	

### Receive Settlement Invoices:

Due to the time it takes to settle invoices with the credit card processor, you post invoices after the send process is run and then run this receive program the following morning after adequate time has lapsed. This is option F on the Credit Card Processing submenu. This program sets the invoice settle flag to Y for those that settled successfully, to D for those that were declined, and prints out the settlement report.

Any invoices that did not settle will have a null settlement amount. This report can be used to reconcile to the amount wired from your bank and to also apply cash receipts.

If email is turned on with Skipjack, the customer will receive an email confirming that their payment was settled.

Any invoice that does not settle will print on the invoices not settled report (option G on the Credit Card Processing submenu). The customer should be contacted to make alternative payment arrangements.

If email is turned on with Skipjack, the customer will also receive an email notification that payment was declined.

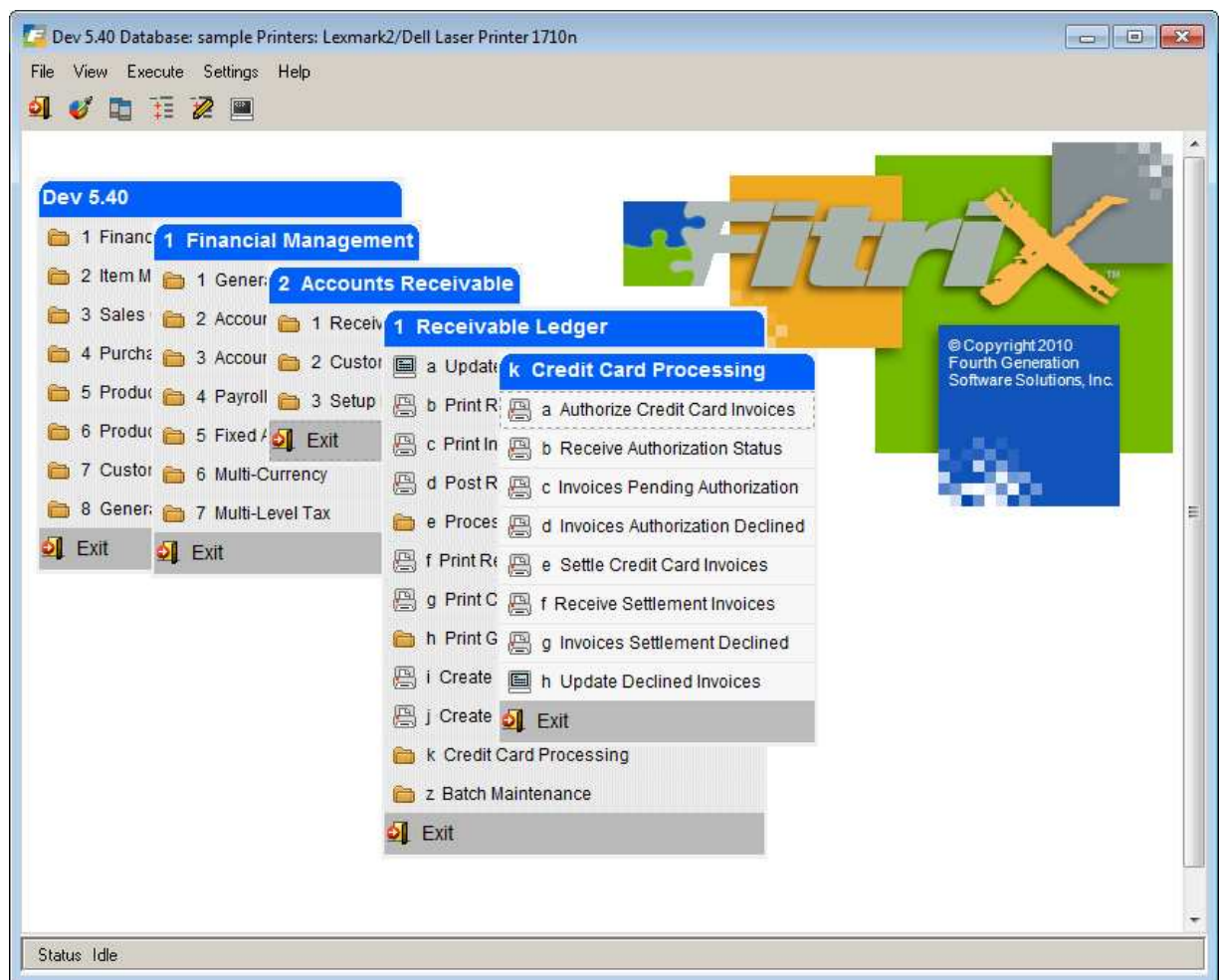
**Update Declined Invoices:**

As previously mentioned, invoices declined will have their settlement flag set to D and because of this they will print on the Invoices Not Settled report indefinitely. Use the Update Declined Invoices program (Option H on the Credit Card Processing menu) to reset this flag as follows:

Null- set to null if you wish to resend to Skipjack.

C – set to C if you wish to cancel and arrange alternate payment terms with the customer.

**Invoices Pending Authorization- option (c) on menu below.**



This report lists all open invoices that have not yet been authorized through Skipjack.

**Invoices Pending Authorization**

File Navigate Help

Date: 09/29/2008 Invoices Pending Authorization Page: 1  
Time: 14:26:59 ABC DISTRIBUTION

Invoice No	Customer Code	Inv Date	Inv Amount	Credit Card	No.
990	1	09/29/2008	800.00	VISA	2225

ACTION SUPPLY

Inbox - Microsoft Outlook

**Credit Card Orders Declined- option (d) on menu above.**

This report lists all invoices where authorization has been declined and alternative payment arrangements should therefore be made with the customer.



The screenshot shows a window titled "Invoices Authorization Declined" with a menu bar (File, Navigate, Help) and a toolbar. The main area displays the following information:

Date: 09/29/2008      Invoices Authorization Declined      Page: 1  
Time: 14:28:20      ABC DISTRIBUTION

Invoice No	Customer Code	Inv Date	Inv Amount	Credit Card	No.
989	1	09/29/2008	155.00	VISA	2225
ACTION SUPPLY					
Declined					

## Create Finance Charges

To view this screen, select **Create Finance Charge** invoices (option i) and redirect to the screen.

Finance Charges are created prior to running customer statements and will be created for all customers that have Finance Charges flag set to "Y" in their Customer Information file.

The screenshot shows a dialog box titled "ar.p\_fichgr.screen1" with a "File" menu. The fields are as follows:

Finance Charge Date: 09/30/2012  
Charge on: D      D = Due Date I = Invoice Date  
Number of Days Due: 15  
Finance Charge Percent: 1.800 %  
Minimum Charge: 5.00  
Take F.C. on F.C.: N

Buttons: OK, Cancel

Footer: OVR

<b>Field</b>	<b>Description</b>
<b>Date</b>	Date you want assigned to the finance charge, typically same date as the statement date.
<b>Charge On</b>	Due date or invoice date.
<b>Number of Days Due</b>	Number of days beyond due date or invoice date allowed before finance charge will be calculated (i.e., - if 30 is entered, finance charge will only be calculated on those invoices 30 days past either invoice date or due date.).
<b>Finance Charge Percent</b>	If 18% per annum, enter 1.5. <b>Minimum Charge</b> - Any calculated finance charge that falls below this minimum charge will be converted to this minimum charge.
<b>Minimum Charge</b>	Any finance charge calculated that is less than the minimum charge amount entered here will be converted to this minimum amount.
<b>Take FC on FC</b>	Enter "Y" if you want finance charges to calculate on previously charged finance charges.

This program creates open documents that must then be posted just like AR invoices.  
Press ESC key to return to the Receivable Ledger Menu.

## **Create Recurring Documents**

This option is Option J on Receivable Ledger Menu.

Recurring documents are documents that occur frequently or periodically (i.e., monthly maintenance fee). These documents are initially entered in Update Receivable Documents (option a on Receivable Ledger Menu) and assigned a recur code.

When this copy program is run, the post flag is set back to "N" thereby creating new documents to be posted. You will now be prompted for the following in Create Recurring Documents:

- a) Invoice date – you select a date for recurring documents instead of the date defaulting to the date that this program is run.
- b) Line Item Description – you enter a line item description that will globally apply to all documents for the recur code selected. For instance if you created recurring documents for monthly dues and the description used was "June Dues", the next month you create these documents you will type in a Line Item Description of "July Dues". All recurring documents generated will have the description "July Dues" so that you do not have to go into each document and manually update from "June Dues" to "July Dues".

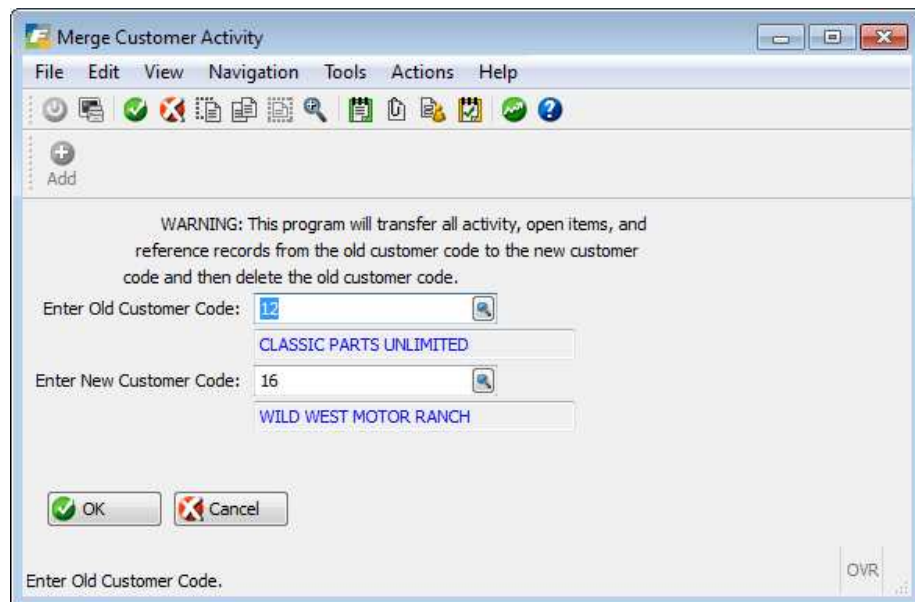
The program will automatically assign the next sequential invoice number. To continue processing these invoices through to the applicable AR and GL tables, run the print receivable listing, print invoices (optional), and post receivable documents programs.

## Customer and Ship-To Code Maintenance

### *Transfer of Customer Codes and Activity/History*

To view this program from the main menu, select General/Administration, System Administration, and then select P (Purge Activity) and then H (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.



To return to the previous menu, press Quit.

### *Print Duplicate Customer Information*

After running the merge program above, the next step is to run this report program. 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 not be merged. What you will need to do in this case is set up a new ship-to code under customer B for this shipping address.

## Merge Ship-To Activity

To view this screen select option J form the Purge Activity menu.

This program transfers all sales history/activity to the new code and then deletes the old code.

The screenshot shows a software window titled "Merge Ship-To Activity". It has a menu bar with "File", "Edit", "View", "Navigation", "Tools", "Actions", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window contains a warning message: "Warning: This program transfers all activity and reference records from the old ship-to code to the new ship-to code and then deletes the old ship-to code." Below the warning, there are three input fields with labels: "Enter Customer Code:" with the value "1", "Enter Old Ship-to Code:" with the value "CALIF", and "Enter New Ship-to Code:" with the value "WASH". To the right of each input field is a search icon and a list of suggestions. For the Customer Code, the suggestion is "ACTION AUTOPARTS". For the Old Ship-to Code, the suggestion is "ACTION AUTOPARTS WEST". For the New Ship-to Code, there is an empty suggestion box. At the bottom left, there are "OK" and "Cancel" buttons. At the bottom right, there is a label "Enter the target ship-to code merge with." followed by a field containing "OVR".

Press Quit, and then ESC key until you are returned to the main menu.

## End of Month Reports

- **Print Receivable Journal (optional)** - Lists AR documents by document number and details GL Distribution.
- **Print Cash Receipts Journal (optional)** - Lists cash receipts by document number and details GL Distribution.
- **Print GL Activity (optional)** - Lists all AR activity by ledger account number.
- **Print Customer Aging (optional).**
- **Print Customer Statements (optional)** – if you enter a value in the days past due field on the print selection screen a statement will print only for those customers that have invoices this number of days past due or greater.

Enter Selection Criteria

File

Statement Cycle:

Statement Date: 11/30/2012

Print Details?: Y

Days Past Due: 30

OK Cancel

Enter Statement Cycle (Blank for ALL) OVR

## **Accounts Receivable Review**

- Accounts Receivable stores Ledger Information and Customer Information.
- Accounts Receivable tasks include:
  - Setting up the Accounts Receivable Module
  - Adding and Updating Customer Information Records
  - Entering Customer Invoices, Credits and Debits
  - Entering Customer Payments and Non A/R Cash Receipts
  - Processing Credit Card Transactions
  - Performing the End of Period Processing and Transactions
- Setting up Accounts Receivable includes defining reference files or codes, defining the Accounts Receivable defaults, adding customer information and multiple ship-to's, adding Customer Open Items or beginning balances and changing the Setup Complete to Y.
- Adding Customer Information includes entering data for the customer record. In addition to the main data entry screen there are several screen programs launched from the toolbar that store customer data including billing information, multiple ship-to addresses, accounting and multilevel tax defaults.
- Accounts Receivable Documents go through the following three steps to become Customer Open Items:
  - A document is entered in Update Accounts Receivable Documents.
  - An Edit List is printed prior to posting to check for data entry errors.
  - Documents are posted and become A/R open items.
- Two types of receipts are processed through the system A/R and Non A/R receipts. A/R receipts are cash receipts on customer accounts. Non A/R receipts are any cash receipts that are not applied towards customer accounts.
- Accounts Receivable Ledger end of period processing includes the following steps:
  - Print the Receivables Journal
  - Print Cash Receipts Journal
  - Print G/L Activity
  - Create Finance Charge Invoices
  - Create Recurring Documents
  - Print Customer Statements
  - Print Customer Aging

## Lab Exercise a: A/R Setup Activities

### Update Account Groups (AR-3-c)

1. Add an Account Group for Rental Income:

Group Code = RENTIN    Description = Rental Income

110000000 000 Accounts Receivable

450000000 000 Rental Income

Press Enter or click on OK to store.

### Update Customer Information (AR-2-a)

1. Add a new customer

Customer Code: 22

Billing info:

Disposal Control Service, Inc.

Credit Limit: \$5,000.00

888 W. Illini Street, Austin, TX 899997561

Finance Chg: Y

Contact: Bobbi Good

Tax Code: SEATX

P: 512-268-1356 F: 512-268-9954

Salesperson: Bill Johnson (CTRL-Z to find code)

Credit Terms: Net 30 (CTRL-Z to find code)

Press Enter or click on OK to store.

### Update Customer Ship-To (AR-2-f)

1. Add a ship-to address for this customer.

Customer Code: 22

Ship-to: SEA

Disposal Control Service, Inc.

Tax = SEATX

Ralph Grath 206-545-8892

3467 Industrial Way



Tukwila, WA 98008

Sales Person: Tom Mack (CTRL-Z to find code)

## Lab Exercise b: A/R Documents Processing

### Enter Transactions as A/R documents

(NOTE: Press Enter to store after each transaction is entered or click OK.)

1. Create a monthly recurring A/R invoice for rent for office space using the RENTIN Group. (AR-1-a)

Customer 18  
Recurring code "M"  
Monthly amount \$2,500.00 with Net due 30

2. Create a receivables invoice for services rendered. (AR-1-a)

Customer 14  
Amount \$180.00  
Credit the Non-classified Sales Account for services rendered using department code 000.

3. Create a receivables invoice. (AR-1-a)

Sale to Classic Parts Unltd. for car stereo parts (Zoom to look up the Cust Code)  
Sony Car Stereo \$677.00 (Zoom on Acct. No. to look up the Stereo Sales Acct.#)  
Stereo Accessories \$23.00 (Zoom on Acct. No. to look up the Accessories Sales Acct.#) Tax = SEATX

Sale to Customer #21 (Discount 10% Auto) for engine parts (Zoom on Acct. No. to look up the Engine Sales Account)  
2 Ford engines  
Tax = SEATX  
\$1,200 each

Sale to Action AutoParts for auto parts (Zoom on Acct. No. to look up the Parts Sales Account)  
100 ft. radiator hose  
\$1.23 per foot

Sale to Mecca New and Used Auto Parts for phone sales (Zoom on Acct. No. to look up the Phone Sales Account).  
Cellular Phone and battery \$325.00

4. Add a receivables document for a debit memo. (AR-1-a)

DM-1 for Ravenna Motors for correction of doc number 26 for engine sales in the amount of \$53.56 (Zoom for correct account number)

5. Add a receivables document for a credit memo. (AR-1-a)

CM-I for Sherry Auto Supply for return of merchandise for doc number 24 in the amount of \$113.86 (Zoom for Returns and Allowances account number)

**Print Edit List (AR-1-b) (Redirect to screen)**

1. Print the Posting Edit List. (redirect to the screen).
2. Review the Accounts Receivable Documents for errors. If there are any errors, a message will print at the end of the report. Any transactions containing errors will not post until corrected and a new edit list printed.

**Print Customer Invoices (AR-1-c). Redirect to screen.**

1. Print all customer invoices.

**Post A/R Documents (AR-1-d). Redirect to screen.**

1. Post the Accounts Receivable documents.

## Lab Exercise c: Receipts Processing

### Update Non A/R Receipts (AR-1-e-a)

NOTE: Press Enter after each transaction is entered to store.

1. Add a Non A/R Receipt Document for \$500 received from Frank Aldorf for Employees Receivable. (Zoom to find account number for Employee Receivables).
2. Add a Non A/R Receipt Document for the following weekly cash sales:

The total receipt amount is \$30,300.00. You will need to Zoom to find each sales account number.

Parts Sales	\$5,800.00
Stereo Sales	\$3,500.00
Engine Sales	\$5,500.00
Electrical Sales	\$9,500.00
Phone Sales	\$2,500.00
Accessory Sales	\$3,500.00

### Update A/R Receipts (AR-1-e-b)

NOTE: Click OK after each transaction is entered to store.

1. Receive a customer payment and automatically apply it towards the open invoice from the header portion of the screen.
  - Action Autoparts received \$104.00 for Invoice 1
2. Receive a payment that is not attached to specific invoices.
  - Fisher Supply received \$10,000.00 on account
3. Receive a payment for invoices.
  - Wild West Motor Ranch Invoice 9 payment amount \$1995.00
4. Receive a partial payment and create a chargeback.
  - Classic Parts Limited – pay \$ 1750.00 on invoice number 84 and the \$50.00 short payment is for a freight dispute.

Run the edit and post programs

5. Carry Over Cash.

- Run a detail aging report, find two different customers and write down an invoice number and the amount for each one. Receive a payment for the total of the two invoices using one of the customer codes and do an auto apply to the invoice number you selected. Then apply the remaining payment to the other customer code/invoice number.

6. Apply a Duplicate Payment.

- Go to the Update Customer information screen and find customer code 10. Look in the activity screen and write down the invoice number and amount of any invoice that shows a zero balance. Receive a payment for amount of this invoice and reopen the invoice with a negative amount.

7. Print Cash Receipts Edit List and check for errors (AR-1-e-c). Redirect to screen.

8. Post Cash Receipts. (AR-1-e-d). Redirect to screen.

9. Credit Hold Letter.

- Customer code 8 has exceeded their credit limit. Place them on credit hold and send them a letter to notify them that they are on credit hold.

## **Lab Exercise d: Finance Charge Invoices**

### **Create Finance Charge Invoices (AR-1-i)**

1. Create finance charge invoices with:

Date = today's date  
Charged on invoice due date plus 20 days  
Finance Charge 1.5% with a minimum charge of \$2.00  
Do not take finance charge on finance charges

2. Review the Finance Charge Invoices in Update Receivables Documents. Go to Update Receivable Documents, select Find, enter today's date, and press Enter to view all documents.
3. Print the Receivables Documents Edit List. (AR-1-b) Redirect to screen.
4. Post the Receivable Documents. (AR-1-d). Redirect to screen.

## **Lab Exercise e: A/R End of Period**

### **Accounts Receivable End of Period**

NOTE: Redirect all reports to screen.

Complete the Accounts Receivable End of Period activities.

1. Print the Receivables Journal from the beginning of the year through today (AR-1-f).
2. Print Cash Receipts Journal from the beginning of the year through today (AR-1-g).
3. Print G/L Activity from the beginning of the year through the most current GL period (AR-1-h).
4. Print Customer Statements. (AR-2-g) Press enter when prompted for cycle number, enter today for the statement date, and press Enter to select all customers.
5. Print Customer Aging Summary (AR-2-h-a) Use today for aging date, base it on due date, and press Enter to select all customers.

## **Accounts Receivable Summary**

The following points of training were covered in this Chapter. If you feel that you have not mastered all objectives, go back and review those sections.

- Accounts Receivable maintenance and overview.
- Accounts Receivable Module tasks and processes.
- Setup the Accounts Receivable Module.
- Add and update Customer Information.
- Process Accounts Receivable Documents.
- Process A/R and Non A/R receipts.



## **CHAPTER 3 - *Accounts Payable***

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# **Fitrix Accounting Course Workbook**

## **Learning Objectives**

- To learn the major tasks performed in Accounts Payable
- To learn the steps to setup the Accounts Payable Module
- To learn how to process Accounts Payable Documents
- To learn the steps in Processing Checks
- To learn the procedures for completing Accounts Payable Month End

## **Overview of Accounts Payable**

### **What type of Information is maintained in A/P?**

The Accounts Payable module tracks two kinds of information:

1. Ledger - refers to information relating to company's P/L Statement and Balance Sheet.
2. Vendor - pertains to the specific conditions of a vendor account.

Both types of information are maintained by entering documents into the system. There are four types of documents:

- Vendor Invoice
- Vendor Credit
- Vendor Debit
- Checks to Vendors

Another type of document that affects only the ledger account information is the "Non A/P check" or cash disbursement. This document records the payment of money, but the payment has no effect on any vendor.

### **What Tasks or Activities are performed in Accounts Payable?**

The major tasks in Accounts Payable include:

Entering Vendor Invoices, Credit memos and Debit memos  
Processing Automatic Checks for Vendor Payments  
Maintaining Vendor Information  
Performing the End of Period Accounting Activities

### **What Relation does Accounts Payable have to Other Fitrix Modules?**

The two modules that Accounts Payable is most closely related to in the Fitrix accounting system are General Ledger and Purchasing. Ledger information posts to the General Ledger activity to update ledger account balances for cash, accounts, payable, inventory purchases, etc. Vendor Information and programs are shared with Purchasing. Purchasing processes vendor invoices for purchase orders to create accounts payable open items.

## Accounts Payable Setup

To view this menu, select **Financial Management > Accounts Payable > Setup Payables** (option 4).

The Accounts Payable Setup Menu contains the options for setting up the Accounts Payable System.



Basic setup for Accounts Payable includes entries of A/P default, vendors and pay-to address and entry and verification of existing open items. Default tax rates, the ledger account number for cash and discounts for A/P are Setup through the Company Setup programs.

Before entering payable defaults, all ledger accounts and vendor terms codes that will be payable defaults must be defined. The Update Ledger Accounts and Update Vendor Terms options are available for entering ledger accounts and term codes.

Vendor Information and vendor pay-to addresses are usually entered during setup. Existing open items for these vendors may also be entered at this time. Existing open items can be added only during the setup phase or prior to setting the Accounts Payable default setup to complete. Once the system is set to complete, open items can no longer be entered through the Update Vendor Items. Open Items must be created by posting an accounts payable document. Setup is also an appropriate time to designate certain cash ledger accounts and 1099 reporting. This is an optional setup activity that can be done either before or after setup is complete.

The final step to completing the Accounts Payable setup is to set the Setup Complete flag, in Accounts Payable defaults to "Y". Completion of the setup is accomplished through a field at the very bottom of the Update Payable Defaults screen. This Y/N field, when set to Y, automatically totals existing items, displays this amount and prompts the user to verify that no additional A/P

setup entries will be needed. Entering Y tells the system to proceed with posting of all A/P open items.

If A/P setup is complete and additional setup open items are found and need to be entered, this field may be reset to "N". Doing this will pull up a warning and prompt the user to continue. Entering "Y" to continue will un-post all transactions from the Accounts Payable posting tables. If transaction processing has not been started, no harm is done since only setup open items have been posted. Now the additional open items may be entered and setting Setup Complete to Y can be done again. These additional open items plus the original open items will post at this time.

If transaction processing has been started and the setup complete field is reset to N, all posted transactions are deleted from the A/P posting tables. It is generally not a good idea to change the setup complete flag back to "N" once you have started using the system.

## **Update Payable Defaults**

To view this screen, select option (a). This entry screen contains the Accounts Payable Module Defaults definitions.

The screenshot shows the 'Update Payable Defaults' window with the following sections and values:

- 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
- Miscellaneous:**
  - Is A/P Setup Complete?: Y
  - Batch - Invoices?: N
  - Payments?: N
  - Require Approval to post?: N
  - Approval Code: (empty)

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

## Invoicing Section

Field	Description
Terms Code	The system default payment terms code which must be set up in the Terms Code reference files. This will be used unless a terms code is found at the vendor level.
Description	Description of the Terms Code.

## Multilevel Tax Section

Field	Description
Default Tax Code	This is the default tax code used for the Update Payable Documents if a tax code cannot be found in the Vendor Pay-To file or the Vendor Information file.
Gross Invoice Entry	<p>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 screen programs.</p> <p>If set to "Y", amounts entered include the tax. The net amount is computed and this is the amount posted to the GL activity for the line item.</p> <p>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 Code.</p>
Tax Entry on Detail	Entering a "Y" in this field allows you to assign a Multilevel Tax code to each detail line of the documents entered through Update Payable Documents.
Calculate Tax on Cash Discounts	<p>This field determines the behavior of the Update A/P Checks option. If a "Y" is entered, a Multilevel Tax transaction is generated to automatically back out the tax discounted when discounts are taken on A/P invoice.</p> <p>This is necessary because when an A/P invoice is posted, an entry is posted to the Multilevel Tax activity file for the full amount of tax charged, regardless of any discount available for the timely payment. When a discount is taken on an invoice, the full amount of tax for the invoice is posted and a separate entry to the Multilevel Tax activity file is required to show the effect of the discount. If the Calculate Tax on Cash Discounts field is set to "Y" a transaction is automatically generated to adjust the Multilevel Tax information.</p> <p>The ledger account that these adjustments are posted to is the ledger account entered as the A/P Discount Account in Update Multilevel</p>

Field	Description
	Tax Codes. If this field contains an "N", no such adjustment is generated when cash discounts are taken.

## **Account Numbers Section**

Field	Description
<b>A/P</b>	The default general ledger account A/P documents and checks will post to. This can be overridden at the vendor level.
<b>Cash</b>	The default general ledger account A/P check processing will post to. This can be overridden at the vendor level.
<b>Discount</b>	The default general ledger account A/P documents and checks will post to.

## **Aging Information** (Determines how outstanding invoices are aged)

Field	Description
<b>Age On</b>	Determines how outstanding invoices are aged. The only two valid entries are; "D" for Due Date and "I" for Invoice Date.
<b>Description</b>	The description fields are used to define the descriptions for four aging periods. Each description that you enter here appears as a heading on the Vendor Aging reports.
<b>Days</b>	The actual number of days the aging will break on and be distributed within.

## **Tax Reporting Section**

Field	Description
<b>Federal Tax ID Number</b>	The tax ID number required by the Federal Government for your company.
<b>Vendor Default for 1099 Reporting?</b>	(Y)es or (N)o. A "Y" in this field means the 1099 Required field on the Vendor Information form will default to "Y" if not filled in.

### Miscellaneous

Field	Description
<b>Is A/P Setup Complete?</b>	When setup is complete and the open items have been entered and balanced. After changing to "Y" the system will prompt you for responses to messages.
<b>Batch – Invoices?</b>	This field is asking, "Should A/P invoices be grouped into batches, "Y" or "N"?"
<b>Payments?</b>	This field is asking, "Should A/P payments be grouped into batches, "Y" or "N"?"
<b>Require Approval to Post?</b>	If <b>Batch – Invoices?</b> or <b>Payments?:</b> is set to "Y", then the options here are "Y" or "N" if you wish to require approval to post.
<b>Approval Code</b>	Enter an approval code for Accounts Payable batches. The <b>Require Approval to Post?:</b> field must be set to "Y".

Click on Quit to return to Setup Payables Menu



## Update Vendor Open Items

To view this screen, select **Update Vendor Open Items** (option h).

Enter all invoices with outstanding invoice balances that will be loaded on the system at the time of setup. Prior to setting the Control Table to "Y" you will be able to enter all information on the screen. After setting the control table to "Y" you will only be able to enter "To Pay Information".

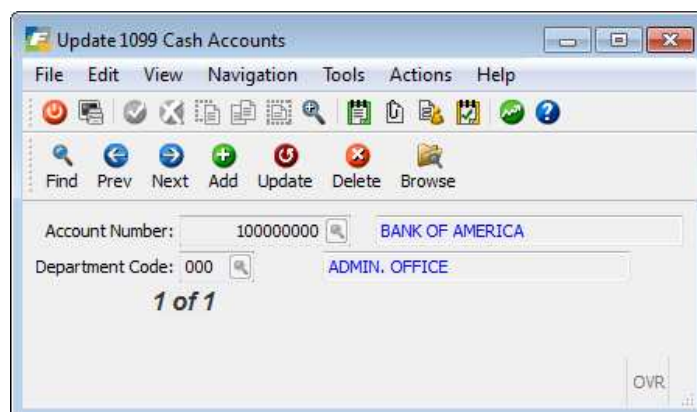
Field	Description
<b>Vendor Code</b>	Twenty-character alphanumeric field. This code must have been previously set up using the Update Vendor Information option.
<b>Pay-To-Code</b>	Six-character alphanumeric field. This code must have been previously set up using the Update Vendor Pay-To's option. This pay-to code is used if the vendor address that prints on the check (pay-to code) is different than the vendor code's address.
<b>On Account</b>	This is the amount that you owe a vendor that is not associated with a

Field	Description
	particular invoice (i.e.; you've made a payment on account). During setup, you can enter the amount here or in the on account field in the Vendor Information form.
Balance	Amount due vendor. System updates this field as open items are entered.
Invoice	Twenty-character alphanumeric field stores vendor invoice number.
Description	Optional
Date	Date vendor issued invoice.
Original Amount	Original amount of vendor's invoice before any payments are made.
Original Discount	Amount of discount available if paid by due date.
Invoice Balance	Amount currently due on the invoice.
Discount Balance	Amount of discount still available.
Due Date	Calculated by system based on invoice date and vendor payment terms.
Discount Date	Last date you are able to receive a discount. When this date is filled in, the Date to Pay field defaults to this date.
To Pay Information	System fills these fields in based on information previously entered.

Click on Quit to return to the Accounts Payable menu.

## **Update 1099 Cash Accounts**

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



**Account Number:**

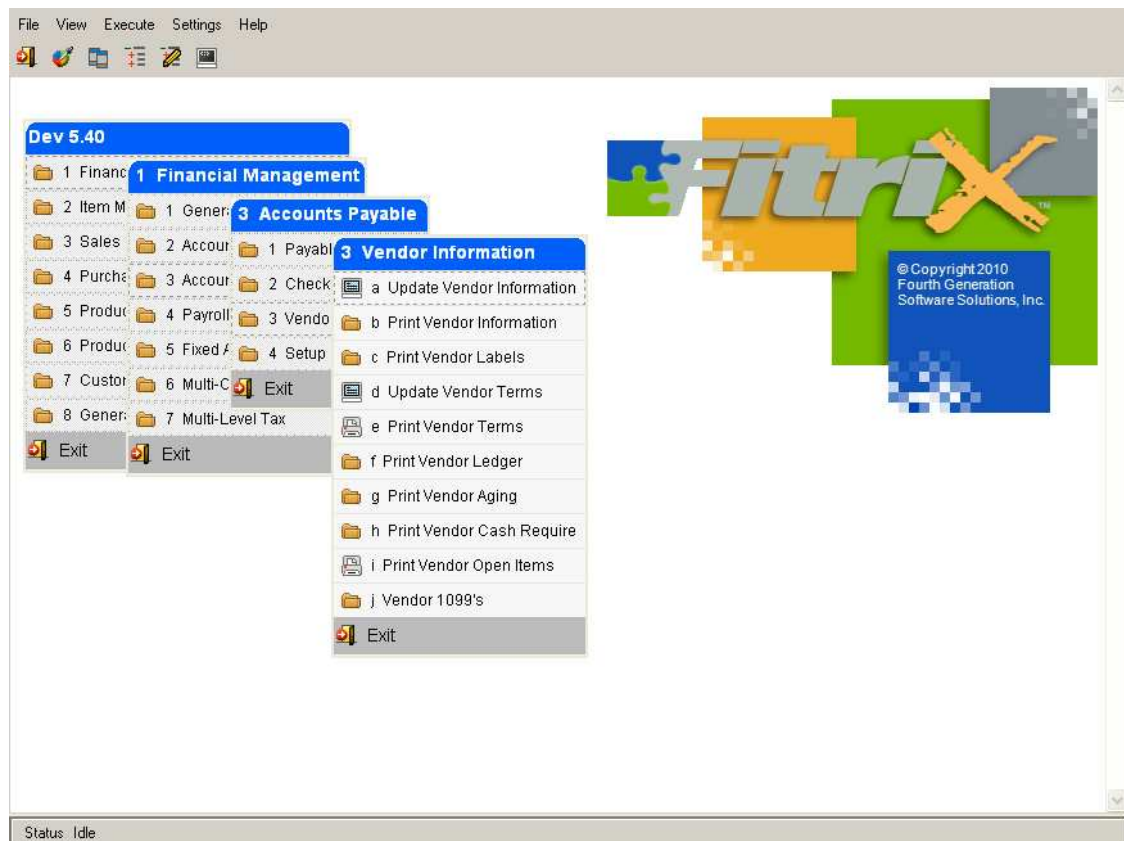
Contains the number of the ledger account affected by 1099 reporting. Zoom is available.

**Department Code:**

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

## Vendor Information

To view this menu, select Financial Management > Accounts Payable > Vendor Information.



There are menu options for:

- Maintaining Vendor Information and printing Vendor Information and Vendor Labels.
- Maintaining Vendor Payment Terms.
- Printing Ledger Information including Vendor Ledger, Vendor Aging and Cash Requirements.
- Other vendor reports including Open Items and Vendor 1099's.

## Update Vendor Information

To view this screen, select Update Vendor Information (**option e**).

The screenshot shows the 'Update Vendor Information' window with the following data:

- Vendor:** 123457
- Account No.:** CHMP1038
- Cell:** 404-234-9173
- Address:** 320 SW 160TH COMPLEX 2GF
- C/S/Z:** ATLANTA
- Country:** US
- Email:** jpelin@abcdist.com
- Web:** www.abcdist.com
- Buyer:** CATHY SELIN
- A/P Terms:** B
- Acct.Grp:** ACCOUNTS PAYABLE
- Pay Mthd:** AP
- FedTax ID:** 53-1876534
- Name:** CHAMPION INC
- Contact:** JIM M PELIN
- Phone:** 404 265 8364
- Fax:** 404 265 8300
- GA:** 42231
- Currency:** STD
- Tax Code:** DEKALB
- Last Pay:** 09/06/2012
- Balance:** 132455.99
- On Account:** 0.00
- Limit:** 50000.00
- ETA Days:** 30
- Take Disc:** No
- 1099 Required:** ☐
- YTD Purchases:** 67,166
- Lifetime Purchases:** 220,362
- Rebate:** 120000000
- Credit Card Template:**

The Update Vendor Information option is used to add and maintain information about vendors.

The fields on the Vendor Information screen are described below:

Field	Description
Vendor:	This field holds 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 field holds up to twenty alphanumeric characters, and utilizes the Zoom function.
Business Name:	This field stores the business name of the vendor. If you do not enter a Pay-To address for the vendor, the information in this field appears on checks, and also on many reports and forms. This field holds up to 30 alphanumeric characters.
Account No	This is your account number with the vendor (entry optional). This account prints on both the Vendor PO and the Vendor AP Check.
Contact:	This field stores the name of the person that you most frequently telephone concerning payments to this vendor. This field holds up to 20 alphanumeric characters.
Phone/Cell/Fax	This field stores the telephone, cellular, and facsimile numbers of the contact person. This field holds up to 20 alphanumeric characters.

Field	Description
Currency:	If you are using multicurrency, the Currency Code defaults to the home currency as defined in Update Multicurrency Defaults. If you are not using Multicurrency, the Currency Code field defaults to null. You cannot change the currency code of a vendor that has posted any activity. This is to ensure that the balance and activity for the vendor remain in a single currency. This is a required field.
Address:	This field stores the first line of the main address for the vendor. If you do not enter Pay-To Addresses, the main vendor address appears on checks. Up to 30 characters.
C/S/Z/C	This row stores the vendor City (up to 20 alphanumeric characters), State (2 characters), Zip Code (Up to 10 alphanumeric), and Country (up to 20 alphanumeric).
Email/Web:	These fields contain the email address for the contact person, and the web address for the company.
Tax Code:	This field is the multilevel tax group code for the vendor. It is the default multilevel tax group code for the Update Payable Documents and Update Non-AP Checks options. This field holds up to six alphanumeric characters, and utilizes the Zoom function.
Bill Ins.:	The Billing Instructions field can be used to record any special payment instructions from this vendor. This field holds up to 50 alphanumeric characters.
Last Pay:	This is a system-maintained, Last Payment Date field (mm/dd/yyyy). It displays the date on which a payment was most recently made to this vendor. The field is updated when a check is posted to the vendor's account via Accounts Payable.
Hold:	The Hold Payment field accepts an entry of Y or N or it can be left blank. When set to Y, it prevents the creation of automatic checks for a vendor.
Take Disc.:	This single-character Take Discount 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. The discount taken may be changed manually before checks are printed.
Discount:	This field is currently not functional.
Balance:	This numeric field displays the total amount owed to the vendor. This amount does include the On Account amount. This is a system-maintained field.
On Account:	This numeric field shows you the amount that you have paid the vendor on account; in other words, the amount that you have paid the vendor that is not associated with a particular invoice.
A/P Terms:	This field stores the Accounts Payable 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 previously have been set up in the Terms file using the Update Vendor Terms option of the Vendor Information Menu in A/P. This field utilizes the Zoom function.
Limit:	This numeric field contains the maximum amount, if there is one, which this vendor allows you to owe.
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. Account Groups entered must have previously been set up in the Account Groups file in G/L.
FedTax ID:	This nine-digit numeric field stores the Federal Tax Identification Number used for 1099 reporting purposes. The proper format for this field is xx-xxxxxxx and xxx-xx-xxxx .
1099 Required:	This Y/N field determines if you want to report 1099 information for this vendor. If

Field	Description
	this field is set to Y then transactions with this vendor will be printed on the 1099 report.
On PO	Display only field of total \$ amount of open purchase orders for this vendor.
YTD Purchases	System maintained field that stores YTD \$ purchases. It is reset every fiscal year.
Lifetime Purchases	System maintained field that stores Lifetime \$ purchases
A/P:	The first section of the A/P Account field is a numeric field that stores the default account payable vendor code. This is the account that appears in the Update A/P Checks, Update Non-A/P Checks, and the Payable Documents. If you do not make an entry in this field, the A/P account number from the Accounts Payable Defaults table is used. The number that you enter must be a valid account number in the Ledger Accounts field. The Ledger Accounts are maintained with the Update Ledger Accounts option on the Setup Company Menu. The second part of the A/P Account field is the default department code for this vendor. If you are using department codes, this field allows you to link the activity of a vendor with a department. This column defaults to the 000 department code. In order to use the department code feature, department codes must have previously been set up using the Update Company Information option of the Setup Company Menu. This field utilizes the Zoom function.
Cash:	This field stores the ledger Cash account used to pay this vendor. Any 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 Defaults table will be used for this vendor. A department code can be entered in the unlabeled field to the right of the Cash account field. This field holds up to nine alphanumeric characters, and utilizes the Zoom function.
EXP-COG:	This field stores the Expense Account/Cost of Goods Account used for purchases from this vendor. An unlabeled field next to the Expense field stores a department code associated with this Expense/Cost of Goods Account. This field holds up to nine alphanumeric characters, and utilizes the Zoom function.
Rebate	This is the account debited when Month End Rebate processing is run. If left blank the default Rebate Recv account number will be used. See the section of this training guide that discusses manufacturer's rebates.
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.

To determine how purchase orders are to be sent to your vendors, click on the




Icon on the toolbar and this screen displays:

Document	Title	Print	Subject	E-Mail	Address	FAX Number
pu_o_order	Purchase Order	<input checked="" type="checkbox"/>	Purchase Order	<input type="checkbox"/>		

When setting up new vendors the delivery method will default to Print and the PO will be mailed.



To view what makes up the detail of the On PO dollar amount click on the  icon on the toolbar and this screen will display:

PO Number	Date	Item Code	Description	Stg	Open Quantity	UM	Cost	Total
114	04/06/2007	CHAMPCJ14	CHAMPION (R) CJ-14 SPARK PLUG	POG	15.00	EA	0.37	5.55
131	08/31/2010	GM3970699	GM L-88 SHORT BLOCK	POG	1.00	EA	1320.00	1320.00
147	09/29/2010	ALP6203	ALPINE 6X9 THREE WAY SPEAKER	POG	1.00	EA	62.00	62.00
148	09/30/2010	ALP7292	ALPINE 7292 REM. AM/FM/CAS	POG	-1.00	EA	295.00	-295.00
149	10/05/2010	ALP6203	ALPINE 6X9 THREE WAY SPEAKER	POG	1.00	EA	62.00	62.00
149	10/05/2010	ALP7292	ALPINE 7292 REM. AM/FM/CAS	POG	1.00	EA	295.00	295.00
151	10/05/2010	C-MON	24" MONITOR	POG	10.00	EA	75.00	750.00
153	10/12/2010	C-USB	USB FLASH DRIVE	POG	100.00	EA	20.00	2000.00

## Update Pay – To Information

To view this screen, select Update Pay-To Information (**option f**).

In addition to the information on the Vendor Information screen, you may enter one or more separate Pay-To Addresses for a vendor. This feature is often used when you want to keep one vendor account for a number of different vendor locations. The Pay-To address is where you will send the purchase orders and payments.



Payto

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Vendor Code: 123457 CHAMPION INC

Pay-To: EAST

Pay-To Name: EAST COAST OFFICE

Contact: BOB JONES Phone: 800-458-7800

Address1: 100 SPRING WAY Cell:

Address2: Fax:

City/State/Zip: NEW YORK NY

Country: US UNITED STATES

Email:

Web Address:

Bill Ins.:

Bckord: Tax: NOTAX

Take Disc.: N ETA Days: 30

Buyer: CATHY CATHY SELIN

Discount:

Pay Method: AP ACCOUNTS PAYABLE

1 of 2

OVR

Field	Description
Vendor Code	This field holds 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 field utilizes the Zoom function.
Pay-To Code	This field stores the unique code that identifies this Pay-To Address for this vendor.
Contact	This field stores the name of the person that you most frequently telephone concerning payments to this vendor. This field holds up to 20 alphanumeric characters.
Phone	This field stores the telephone number of the contact person. This field holds up to 20 alphanumeric characters.
Address Fields	This field stores the first street address line of the Pay-To address. This is the first line of the address that will appear on checks for this Pay-To location. The entire address consists of the fields Address 1, Address 2, City, State, Zip, and Country.
Email and Web	The email address of the Vendor contact and the Web Address of the company.
Bill Ins.	This Bill Instructions field stores any special payment instructions that this vendor may have.
Bckord.	In this Backorder field, enter a Y if you will allow backorders from this vendor.
Tax	This tax field accepts the multilevel tax group code for this vendor pay to location.

Field	Description
	This field holds up to 7 alphanumeric characters.
Take Disc.	This single-character Take Discount 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. The discount taken may be changed manually before checks are printed.
ETA Days	This field holds the Time of Arrival in days in terms of how long it takes you to receive items from this vendor.
Buyer	Enter the Buyer code for the person who ordered from this vendor.
Discount	This field is currently not functional.
Pay Method	This field holds the Payment Method code for this vendor.

Press Quit to return to the Accounts Payable submenu.

### ***Print Vendor Information (option b on submenu)***

Prints Vendor Information.

- Summary by Name
- Summary by Code
- Detail by Name
- Detail by Code

Summary information is different in that it lists consolidated Vendor information without details.

## **Update Vendor Terms**

To view this screen, select **Update Vendor Terms** (option d).

Used to (A)dd or (M)odify payment terms.

Update Vendor Terms

File Edit View Navigation Tools Actions Help

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

Find Prev Next Add Update Delete Browse

A/P Terms Code: N30

Description: NET 30 DAYS

Due Days: 30

Discount Days: 0

Discount Percent: 0.000

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OVR

Field	Description
<b>A/P Terms Code:</b>	This is a 6 character field, identifying types of Terms.
<b>Description:</b>	The description of terms defined by the A/P Terms Code.
<b>Due Days</b>	The number of days added to the invoice date to determine the date payment is due.
<b>Discount Days</b>	Identifies the number of days added to the invoice date to determine the discount date.
<b>Discount Percentage</b>	Numeric field that is the percentage of the discount. Two percent should be entered as 2.00 not .02.

Press Quit to return to submenu.

### ***Print Vendor Terms (option e).***

Allows you to print out entered information n Vendor Terms. Sorts by Terms Code.

### ***Print Vendor Ledger (option f).***

Prints Vendor Activity (all posted transactions). Sorts by Date, Transaction Number within Date. Begins with the Beginning Balance. Adds or Subtracts each transaction. Ends with ending balance.

### ***Print Vendor Aging (option g).***

Produces an aging report of vendor open items. Lists current and past due invoices and memos. The report can age on either (D)ue or (I)nvoice date. If the default (control record) is set up as "D" for due date aging, this will be the default for the report. This can be overridden with a "Y" for Invoice Date aging. Next, the system prompts user for the aging date. This field is the cutoff date, beyond which no invoices will be on the report. (If the aging date is greater than either the Due Date or Invoice Date, whichever is chosen, then any invoice that is dated after this date will not be on the report.)

### ***Print Vendor Cash Requirements (option h).***

Prints a report showing when Vendor Open Items are due to be paid. Can be printed in a SUMMARY or DETAIL format by VENDOR NAME or VENDOR CODE. Because it shows future aging, the selection criteria is same as for the aging report.

### ***Print Vendor Open Items (option i).***

Prints a list of open items for selected vendors.

### ***Create Vendor 1099's (option j).***

This option totals the cash amount paid to selected Vendors who require 1099 reporting. The report prints a summary of the amounts. Cash accounts affected must first be setup through the Update 1099 Cash Accounts option on Setup Payables menu.

- **Update Vendor 1099's.**
- Allows user to modify the 1099 report that was created with the create program.
- **Print Vendor 1099 Report.**
- Allows user to print all information relating to the Vendor and the 1099 accounts.
- **Print 1099 Forms - continuous or sheet (laser printer).**

Click on Exit twice until back to the main menu.

## **Accounts Payable Transactions**

Accounts Payable Document processing is broken into three categories, Vendor Ledger, Check Processing, and End of Period Processing.

### **Payable Ledger**

#### **Accounts Payable Documents**

1. Enter Accounts Payable Documents
2. Print Payable Edit List
3. Post Payable Documents (Creates Vendor Open Items)
4. Credit Card Import and post

### **Check Processing**

#### **Creating Automatic Checks**

1. Print Payments Due Report (optional)
2. Update To-Pay Information (optional)
3. Create Automatic Checks
4. Update Non A/P Checks
5. Update A/P Checks
6. Print Check Listing
7. Print Checks
8. Post Checks

#### **Reconciling Bank Statements**

1. Update Reconciled Checks against Bank Statements
2. Print and Post Check Reconciliation
3. Print Check Register

#### **Voiding Checks**

1. Void Posted Checks
2. Print Void Check Edit List
3. Post Voided Checks

### **End of Period Processing**

1. Print the Payables Journal (GL Distribution of all A/P documents by document number).
2. Print G/L Activity (GL Distribution of all A/P documents by account number).
3. Create Recurring documents.
4. Print Vendor aging.

## Update Payable Documents

To view this screen, select Financial Management, Accounts Payable, Payable Ledger, Update Payable Documents.

This is the data entry screen used to enter vendor invoices, debit memos, and credit memos.

**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 Gross Amt Entry: N Dept.: 000  
 Vendor: 123457 CHAMPION INC Posted: Y  
 Pay-To: PAYTO Recurrent Code: Recurrent Times:  
 Doc.Type: I 4531 Ref.No: Fix Date:  
 Descript: Invoice Date: 02/15/2013 Default Tax: NOTAX  
 Terms: B 2% 10 NET PAYMENT 30 DAYS Disc%: 2.000  
 Pay On: 02/25/2013 Due: 03/17/2013 Disc.: 02/25/2013  
 P.O. No.: P.O. Date:  
 Acct.Grp.: Cash: 100000000 - 000

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

Currency: Multilevel-Tax: 0.00 0.00 DB  
 TTL: 200000000 - 000 ACCOUNTS PAYABLE 50.00 50.00 CR  
 1 of 1  
 View Detail  
 OVR

## HEADER

Field	Description
<b>Date:</b>	Defaults to the system date format mm/dd/yyyy.
<b>Gross Amt Entry:</b>	Defaults to the value set up in Setup Payable Defaults. Y means the gross amount is entered and the tax is backed out by program. "N" means the net amount is entered and the program calculates tax for you.
<b>Dept:</b>	Three character alphanumeric. Defaults to department set up in Set Up Payable Defaults.
<b>Posted:</b>	System maintained. "Y" if posted, "N" if not posted.
<b>Vendor:</b>	The Vendor Number is an alphanumeric code, and the Company Name is the proper name to which remittance is made.
<b>Pay – To: (optional)</b>	If left blank Pay-To field defaults to PAYTO and the associated address information. This is normally the Vendor code address. If the remittance address that prints on check is different than the Vendor code address, the Pay To code associated with this address would be entered.
<b>Doc. Type:</b>	One character field. When you enter the code, its description displays beside it. Note the list of valid codes at the bottom of the screen.
<b>Invoice:</b>	Vendor Invoice Number.
<b>F. Date:</b>	Used for recurring documents. If a Y is entered, the date will be fixed when the recurring document is copied. For example, if a bill is always due on the 15 <sup>th</sup> of the month, set this field to Y, enter a code in the Recur field, and set the due date to the 15 <sup>th</sup> . When this recurring document is copied next month, due date will be the 15 <sup>th</sup> regardless of the processing date.
<b>Recurrent Code:</b>	See section on Create Recurring Documents.
<b>Recurrent Times:</b>	If this a recurring document (i.e.-monthly lease payment) and it is only to automatically recur a set number of times (i.e.- 36 months), enter that value here. Each time the recurring document is created this value will be decremented by one. When this value equals zero the document will no longer be created by the Create Recurring Documents program.
<b>Ref No.:</b>	Only used for debit memos and credit memos. If the document number of the invoice the memo is related to is entered here, it will automatically be applied to this invoice. If left blank, an open credit or debit memo will be created on the vendor's account.
<b>Description: (optional)</b>	Thirty character alphanumeric. This description will print on the GL activity report.
<b>Invoice Date:</b>	Date of vendor's invoice.
<b>Terms:</b>	Defaults to terms code set up for this vendor but can be changed.
<b>Default Tax;</b>	Defaults to tax code set up for this vendor or if none found, defaults to



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Field	Description
	tax code in Setup Payable Defaults.
<b>Pay – On:</b>	System calculates based on invoice date and terms.
<b>Due:</b>	System calculates based on invoice date and terms.
<b>Disc;.</b>	System calculates based on invoice date and terms.
<b>PO No.: (optional)</b>	Your PO number if applicable.
<b>Acct Grp:</b>	Defaults to code set up for this vendor.
<b>Cash:</b>	Defaults to cash account number set up for this vendor.

**DETAIL (press Ctrl TAB key to access Detail Section)**

Field	Description
<b>Account:</b>	This is the ledger account number this transaction should affect.
<b>Dept:</b>	Defaults to department code set up in Set Up Payable Defaults.
<b>Description:</b>	System displays ledger account number description.
<b>Code:</b>	Multilevel tax code. Defaults to tax code in Header Section.
<b>Amount:</b>	Enter amount to be distributed to ledger account number for this line item.
<b>Order</b>	If this invoice is a miscellaneous cost to be added to a production work order, enter or search for the production work order number.
<b>Rel</b>	Enter the release number of the production work order.
<b>Element</b>	Enter or search for the miscellaneous cost element that this cost is for.

Press Quit to return to submenu.

***Print Payable Listing (option b)***

Prints an edit list of all the Payable Documents to check the accuracy of the documents. Must be printed prior to posting. Document numbers are unassigned.

***Post Payables Documents (option c)***

Selects all un-posted invoices, debit and credit memos and posts them to the vendor's account and the GL activity file. Requires edit list to be printed first. Once posted, the document can no

longer be changed. After posting is completed a report is printed. This report is similar to the edit list with two major exceptions:

- Has documents assigned
- Has posting sequence assigned

## ***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.

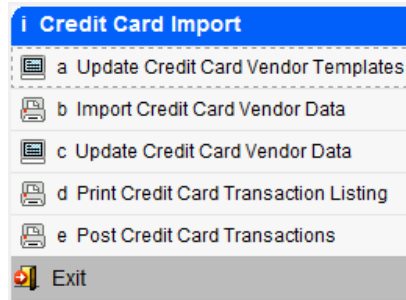
Once recurring documents have been created, they may be printed and posted with the Print Payable Listing and Post Payable Documents options of the Payable Ledger menu, like non-recurring payable documents. If you wish to keep recurring documents separate from other payable documents, you should post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

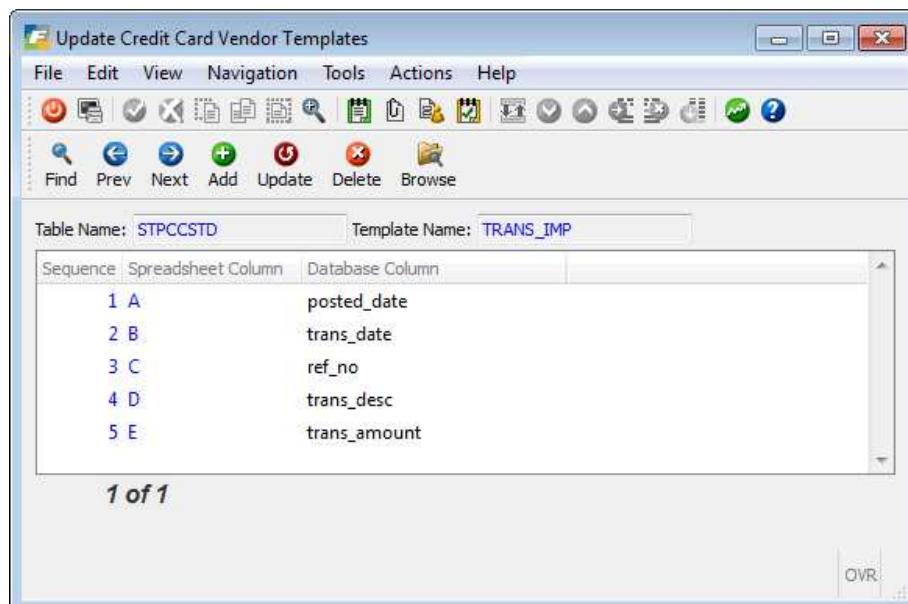
## Credit Card Import

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.



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

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**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: 24559302145400000690043	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.

 may2012visa1

	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

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

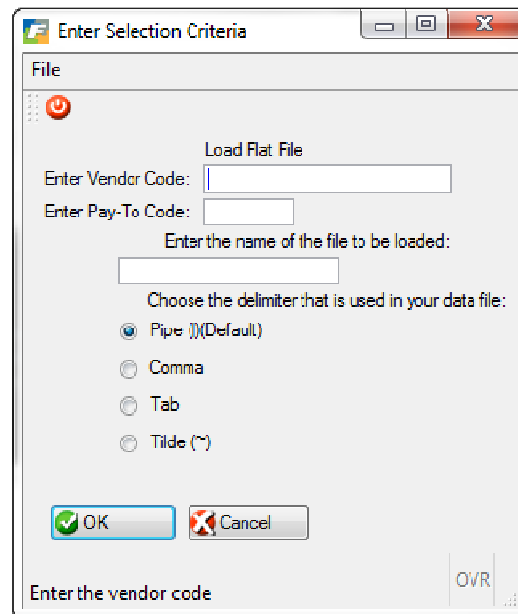
When you have created Credit Card Vendor Templates, entered a Credit Card Template code for your Credit Card Vendors, and entered any data required for the Credit Card Vendor Pay-To's, you are ready to process Credit Card Vendor Data. The steps to processing Credit Card Vendor Data are:

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.

## ***Update Credit Card Vendor Data***

When you import credit card statement data, it is imported into intermediate tables. You import each credit card statement separately. 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: 24490132144900007012504	CI LUCKOLSON CILVIOLETT 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.

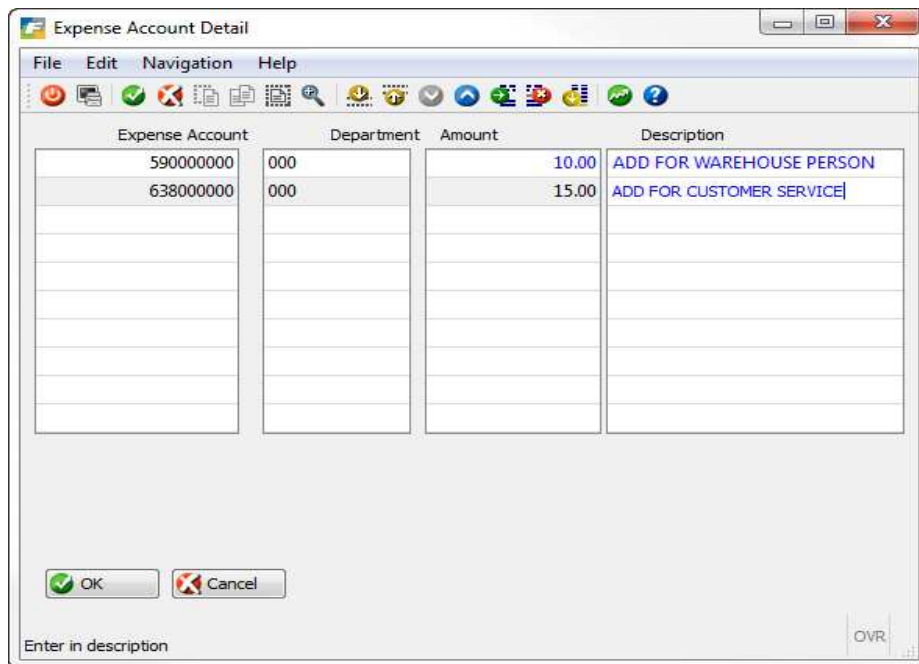
**Transaction Vendor:** Enter the transaction vendor code. You can use the Zoom feature.

**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 Expense Account Detail window displays a table with four columns: Expense Account, Department, Amount, and Description. The table contains two rows of data. The first row shows an expense account of 590000000, department 000, an amount of 10.00, and a description 'ADD FOR WAREHOUSE PERSON'. The second row shows an expense account of 638000000, department 000, an amount of 15.00, and a description 'ADD FOR CUSTOMER SERVICE'. The window includes a menu bar (File, Edit, Navigation, Help), a toolbar with various icons, and buttons for OK and Cancel at the bottom. A status bar at the bottom right shows 'OVR'.

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.

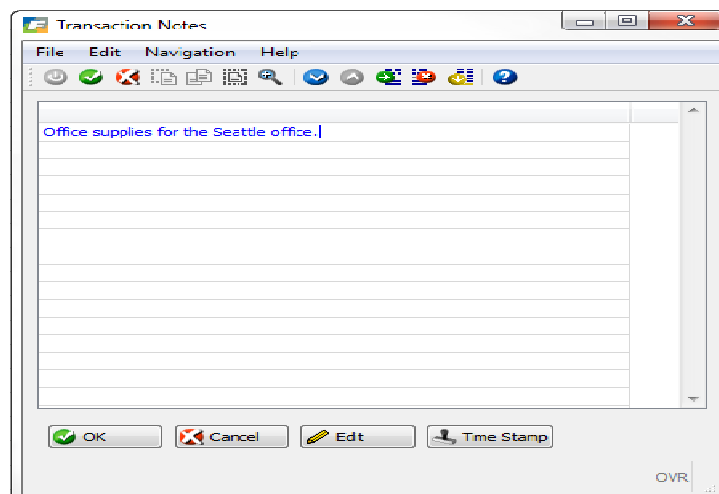
**Expense Account:** Enter the expense account for the Amount. The zoom feature is available.

**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.



The Transaction Notes window displays a text area for entering notes. The text area contains the text 'Office supplies for the Seattle office.' The window includes a menu bar (File, Edit, Navigation, Help), a toolbar with various icons, and buttons for OK, Cancel, Edit, and Time Stamp at the bottom. A status bar at the bottom right shows 'OVR'.

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



## Check Processing

To view this menu, select Check Processing (option 2)



Follow these steps to process checks:

- **Print Payments Due Report (optional)**
- **Update To-Pay Information (optional)**
- **Create Automatic Checks**
- **Update Non A/P Checks**
- **Update A/P Checks**
- **Print Check Listing (Edit List)**
- **Print Checks**
- **Print Remittance Advices if applicable**
- **Post Checks**

Other items that relate to Check Processing are:

- **Reconcile Checking Accounts**
- **Print and Post Reconciliation reports**
- **Print Check Register**
- **Void Posted Checks**

### **Print Payments Due Report (option a)**

This report is run to give you a list of invoices due by a certain date.

To print this report you must enter a Check Run Date and the Next Check Run Date. These dates are used to select the current invoices for payment and to determine whether or not discounts are valid. If the Check Run Date is past the Discount Date, the discount is shown on the report as lost and the discount is only taken if vendor record is set to Take Discount "A" for Always.

The next prompt is for Vendor Code. You can Click the OK Button (or press ENTER) to select all vendors or use wildcards to select certain vendors.

The last prompt is for Cash Account. You can Click the OK Button (or press ENTER) to select all Cash Accounts or enter a specific cash account. The cash account is the cash account the documents were previously posted to which is the same account set up in each Vendor's information file.

### **Update to Pay Information (option b)**

To view this screen, select option b, choose "Find" and Click the OK button (or press ENTER) to find all records.

This option allows you to change only the following fields using the Update command:

1. **Amount to Apply**
2. **Discount To Take**
3. **Date To Pay**

Press Quit to return to menu.

### **Create Automatic Checks (option e)**

This option creates checks and stores them in the check file for printing. It also prints the Automatic Checks Report that has the same format as the Payments Due Report and will reflect any changes you made in the Update To-Pay Information program.

It is important to use the same parameters for this report (i.e.; check date, etc.) as you did when you printed the Payments Due Report.

After automatically creating checks, you can still modify these checks using the Update A/P Checks option.

## Update Non-A/P checks (option d)

To view this screen, select option d.

Update Non-A/P Checks

File Edit View Navigation Tools Actions Options Help

Batch Options

Find Prev Next Add Update Delete Browse

Vendor

Date: 09/05/2012

Vendor: 123462 SONY OF AMERICA

Pay-To: PAYTO

Print Check: N

Posted: Y

Check Information

Check Number: Description:

Send to Positive Pay: ☒

Cash Account: 100000000 Department: 000

Tax Code: NOTAX

Gross Amt Entry: N Tax Department: 000

Account	Dept	Account Description	Cd	Paid	Credit/Debit
704000000	000	OFFICE SUPPLIES	NOTAX	459.45	459.45 DB

Totals

Tax Amount: 0.00 Check Amount: 459.45

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View Detail

OVR

This program allows you to enter checks for items not entered into the AP System through Update Payable Documents.



**HEADER:**

Field	Description
<b>Date</b>	Date of Check
<b>Print Check</b>	This field defaults to "N" because many users enter payment information here to record payments for checks already written. If a check needs to be printed, change the default to Y.
<b>Vendor</b>	Vendor Code, and Vendor Name
<b>Posted</b>	Indicates whether the payment has been posted to the General Ledger.
<b>Pay-To Code</b>	This code determines the address that will print on the check and is therefore used if this address is different than the Vendor Code Address.
<b>Check Number</b>	Enter check number for handwritten checks or leave blank if this check will be printed because check number will be assigned at time of printing.
<b>Send to Positive Pay</b>	Check this box if the check should be included on the file that is sent to your bank if you are using Positive Pay.
<b>Description</b>	Optional reference field. Information entered here will print on the GL activity report.
<b>Cash Account</b>	Enter the G/L account number you wish to decrease when check is posted.
<b>Tax Code</b>	Defaults to the value set up in the Vendor Information file.
<b>Gross Amt Entry</b>	Defaults to the value set up in the Setup Payable Defaults. Y means the gross amount is entered and the tax is backed out by program. "N" means the net amount is entered and the program calculates tax for you.
<b>Tax Department</b>	Defaults to 000. This is the department code used when posting the Multilevel Tax amounts.

**DETAIL (press Ctrl TAB key to access):**

Field	Description
<b>Account</b>	Ledger account number that is increased by this transaction.
<b>Dept.</b>	Defaults to 000. Zoom feature is available if you need to change.
<b>Account Description</b>	Displays ledger account description.
<b>Cd</b>	Tax code. Defaults to the value in the header section of screen.

<b>Field</b>	<b>Description</b>
<b>Paid</b>	Amount to be disbursed to this ledger account number.
<b>Credit / Debit</b>	Display only based on ledger account number. Can be modified by user.

Press Quit to return to menu.

## Update A/P Checks (option e)

To view this screen, select option e.

**Update A/P Checks**

File Edit View Navigation Tools Actions Options Help

Batch Options

Find Prev Next Add Update Delete Browse

**Vendor & Dates**

Date: 10/09/2012 Mailed Date:   
 Vendor: CAPONE Vendor Name: CAPITAL ONE VISA   
 Pay-To: VISA1 Pay-To Name:   
 Print Check: Y   
 Posted: ☐

**Check Information**

Cash Account: 102000000 - 000 Currency:   
 Check Number: Description: AUTOMATIC CHECK   
 Send to Positive Pay: ☒   
 Automatic Pay: ☐ Pay On Account: 0.00   
 Take Disc.: Y On Account: 0.00

Cmd	Invoice	Due Date	Disc Dt	Disc Bal	Balance	Disc	Applied
	05/31/2012	05/25/2012	05/25/2012	0.00	0.00	0.00	1444.88
	05/31/2012	05/28/2012	05/28/2012	0.00	0.00	0.00	79.45
	05/31/2012	05/28/2012	05/28/2012	0.00	0.00	0.00	182.87

**Totals**

Check Amount: 1707.20 Total Discount Allowed: 0.00   
 Total Applied: 1707.20

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View Detail

OVR

This option allows you to change and delete automatic checks (select Find to find and revise or delete) or manually enter AP checks (select (A)dd to add).

**HEADER:**

Field	Description
<b>Date</b>	Date of Check
<b>Mailed Date</b>	This will default to the check date but can be changed if you want to track the fact that you mailed the check to the vendor at a later date (check was held for some reason).
<b>Print Check</b>	Enter Y if check will be printed, or "N" if check has already been written.
<b>Vendor</b>	This is a twenty character code associated with the vendor record, followed by a description field for the vendor name.
<b>Pay-To Code</b>	Code for remittance address that will print on check. If this address is same as vendor code address, no Pay-To code needed and system defaults to "PAYTO"
<b>Cash Account</b>	Enter G/L account number you wish to decrease when check is posted.
<b>Currency</b>	Defaults to currency code set up in Vendor Information file if Multicurrency module is installed or defaults to STD.
<b>Check Number</b>	Enter check number for handwritten checks or leave blank if this check will be printed because check number will be assigned at time of printing.
<b>Send to Positive Pay</b>	Check this box if the check should be included on the file that is sent to your bank if you are using Positive Pay.
<b>Description</b>	Optional reference field.
<b>Automatic Pay</b>	When vendor code and Pay-To code are entered, all open A/P items display in detail section of the screen. If a Y is entered here, the system will pay all invoices (beginning with oldest) and take all available discounts. An entry of N, or no entry means you intend to specify specific invoices.
<b>Take Discount</b>	Display only field that defaults to the value set up in Vendor Information file.
<b>Pay On Account</b>	Enter amount in this field if you do not want to apply payment to any invoices. The amount will be placed On Account and can be applied at a later date. An example would be a deposit.
<b>On Account</b>	This display only field shows how much the vendor owes you or you owe the vendor in addition to outstanding open items.

**DETAIL (press Ctrl TAB to access):**

**Cmd?** - The command entered here determines how to pay the invoice. 1,2,3,4 and 1 are the only valid entries for 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 manually enter the amount of discount to take (can also un-apply payments made in error by selecting 4 and entering Ø for the payment amount.)

**I** = Displays information about this invoice.

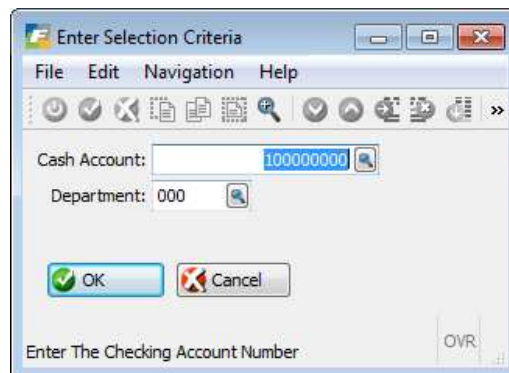
Press Quit to return to the menu.

### **Print Check Listing (option f):**

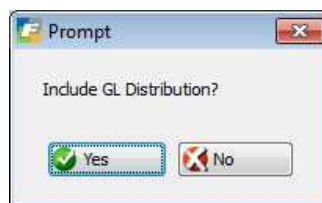
This listing is an edit list of all current check entries and must be printed before you print or post checks. This is a required edit list. If you change any documents after this listing is run, you must rerun this listing or the modified documents will not post.

### **Print Checks (option g and then (a) for continuous forms or (b) for laser forms):**

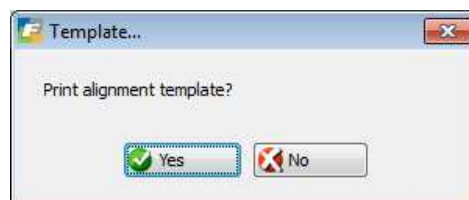
This option is used to print checks. You will be prompted for the following information:



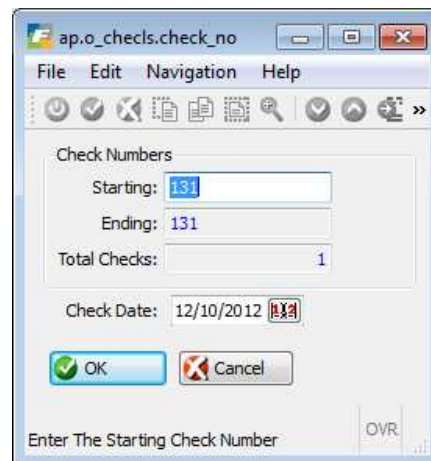
The 'Enter Selection Criteria' dialog box has a menu bar with 'File', 'Edit', 'Navigation', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains two input fields: 'Cash Account:' with the value '100000000' and 'Department:' with the value '000'. At the bottom are 'OK' and 'Cancel' buttons. A status bar at the very bottom says 'Enter The Checking Account Number' and 'OVR'.



The 'Prompt' dialog box asks 'Include GL Distribution?'. It has two buttons: 'Yes' (with a green checkmark icon) and 'No' (with a red X icon).



The 'Template...' dialog box asks 'Print alignment template?'. It has two buttons: 'Yes' (with a green checkmark icon) and 'No' (with a red X icon).



There is a remittance advice created if the number of invoices being paid is greater than the number of lines that will fit on the remittance portion of the checks. The words "See Attached Remittance Advice " prints on the remittance portion of the check. When checks are done printing, you will be prompted if there are any remittance advices pending. If there are, you can change paper in the printer and press enter to continue.

**Print Remittance Advice (option g and the (c)):**

The remittance advice prints immediately after the checks are printed. However if for some reason you need to reprint them before the checks are posted, use this program to do so.

**Post Checks (option h):**

The post checks option stores the accounting information, adjusts the balances of the paid open items, and updates the Last Payment Date and Balance fields in the Vendor Information file.

**Check Processing Reports (option i):**

The following menu options are available when requesting reconciliation reports.

**Print Check Register (option a):**

This report lists all posted checks and the amount by check number. You define cash ledger account and date range.

**Print Cash Disbursement Journal (option b):**

This report lists all posted checks for a user defined date range and the GL distributions associated with them.

## Print Outstanding Checks(option c):

This report lists all checks that have not cleared your bank and have therefore not been reconciled using the reconciliation program discussed below.

## Print Positive Pay File(option d):

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/>.

The use of Positive Pay in Fitrix is optional and works as follows.

1. If you use the automated check creation program all checks created will be checked that they will be sent to Positive Pay (if you don't use Positive Pay no harm is done).
2. If you select what you are paying manually these checks to will be checked that they will be sent to Positive Pay but can be unchecked as needed (An example of a transaction that may be unchecked would be an automated debit from your account (ie- a payroll service, etc.) as those would not need to be sent to your bank for validation prior to payment.

To create the .txt file that you will send to your bank select option (d) on the Check Processing Reports submenu.

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

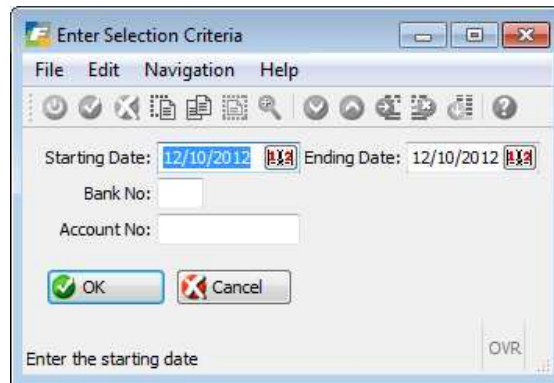
**IMPORTANT**  
This file must be a .txt file to be accepted by your Bank.  
Please redirect this report to Word Pad by checking the Editor radio button before clicking on Create/Direct report.  
Failure to do so will result in a file format that is unacceptable.

☐ Screen pager  
☐ PDF viewer  
☐ Export (i.e. Excel)  
☒ Editor

☐ Host Printer Lexmark2  Copies: 1

☐ Client Printer

Next you will be prompted for this information:

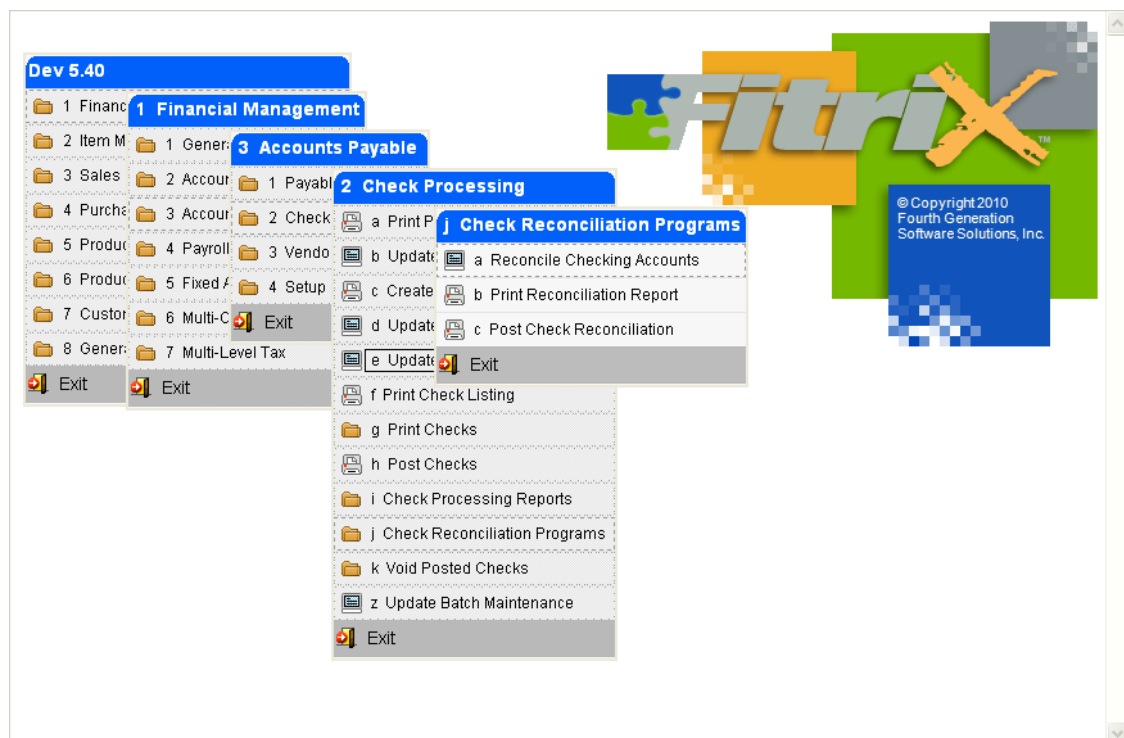


Be sure to save the .txt file created on your work station/server so that you can then log onto your bank's website and import your file.

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

### ***Reconcile Checking Accounts (option j):***

To reconcile the checking accounts select option (a) from the menu below:





## 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.

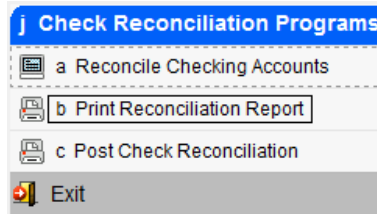
Store the reconciliation as is by clicking OK or pressing enter.

### **Entering Adjustments:**

1. Enter a journal entry for bank charges 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.

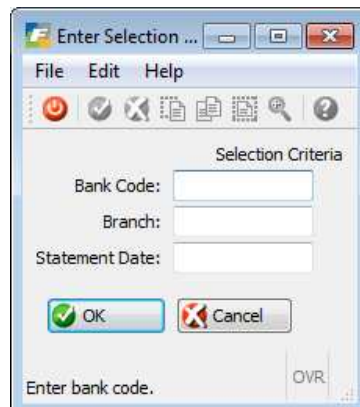


Here is the first prompt you will receive:



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 (option K):

Submenu contains following options:

- a. Update Void Checks
- b. Print Void Check Listing
- c. Post Void Checks

**Update Void Checks** - To View this screen select **Update Void Checks** (option a).

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

Step	Action
1	Click Zoom (or Ctrl-Z), and then select the document number of the check to be voided.
2	Once a transaction has been selected, the screen populates with detailed information about that check.
3	In the <b>Void Document Date</b> field, enter the date on which the check is to be voided. <i>Note:</i> This date is the date this transaction will post to GL activity.
4	Click the OK button or press enter to store the transaction.

Press Quit to return to menu.

---

When all checks to be voided have been entered, the next step is to print the Void Check Listing (option b) and then Post Void Checks (option c). The post program adds the AP invoices paid by the check back as an open item.

Press Quit and then the ESC key to return to the main menu.

## End of Period Processing

### End of Month Reports

- **Print GL Activity (option E on the Payable Ledger menu. Optional)** - Lists all AP activity by ledger account number.
- **Print Payables Journal (option D on the Payable Ledger menu. Optional)** - Lists AP documents by document number and details GL distribution.
- **Print Cash Disbursements Journal (option B on the Check Processing Reports menu. Optional).** –Lists AP and Non AR checks by document number and details distribution.
- **Print Vendor Aging (option G on the Vendor Information menu. Optional)**

## **Accounts Payable Review:**

- The Accounts Payable Module maintains and processes two types of data: Vendor Information and Ledger Activity Information.
- The major tasks performed in Accounts Payable are:
  - Setting up the A/P system.
  - Maintaining Vendor Information.
  - Processing Vendor Invoices or Accounts Payable Documents.
  - Processing checks for Vendor or Non Vendor Payments.
  - Completing month end procedures.
- Setting up Accounts Payable Module includes:
  - Defining A/P related reference files like Vendor Payment Terms and Account Groups.
  - Entering Vendor Information and Vendor Pay-To Addresses.
  - Entering Vendor Open Items.
  - Setting the A/P setup to complete.
- Processing Accounts Payable Documents includes:
  - Receiving vendor invoices and entering them as Accounts Payable Documents.
  - Printing the Edit List to review documents for accuracy.
  - Posting A/P documents to create Vendor Open Items
  - Importing credit card payment information.
  - Creating recurring invoices.
- Processing Accounts Payable Checks includes the following steps:
  - Print a list of payments due for a specified period of time.
  - Update the payment due information per invoice prior to creating checks through the Update Pay-To Information menu option.
  - Create automatic checks.
  - Review all invoices to be paid by this check run and update or delete any checks prior to printing.
  - Print check listing
  - Print checks
  - Post checks to update Vendor Balance and General Ledger Activity
- End of Period Processing includes the following steps:
  - Print GL Activity (optional).
  - Print Payable Journal (optional).
  - Print Vendor Aging (optional).
  - Reconcile Checking Accounts

## **Lab Exercise a: Setup Accounts Payable**

### **Update Account Groups**

Objective: The purpose is to teach the end-user what information needs to be setup prior to processing transactions through Accounts Payables. Add an account group called PHONE that credits Accounts Payable and debits two Telephone expense accounts.

1. Chose #3 (Accounts Payable) from main accounting menu.
2. Choose #4 (Setup Payable).
3. Choose #c (Update Account Groups).
4. (A)dd and Account Group called PHONE for Phone Expenses  
    Account # = "702500000" Department # = "000"  
    Account # = "702500000" Department # = "300"  
    Note: You do not have to setup AP account in this account group. When used in  
    Updating AP Documents, the default AP account will automatically be used to  
    offset the above accounts.  
    Press ENTER to store
5. Press Quit to go back to menu.
6. If desired Choose 'd' to print out the Account Groups listing. (Redirect to screen).

### **Setup Vendor Information**

The ABC Distribution database has several vendors already setup. From the Update Vendor Information find all existing vendors.

Objective: the Purpose of Exercise II is to acquaint the user with what vendor information needs are necessary for transactions to be processed.

1. Add a new vendor: (option e on the Set Up Payables menu):

Vendor Code: 123477  
MEGUIAR'S INC.  
2465 ARLINGTON WAY  
IRVINE, CA 92714 USA  
COLLIN ROBERTS  
Phone: 813-567-8989  
Tax Code: NOTAX  
Limit: 5000.00  
Pay Method: AP ACCOUNTS PAYABLE  
A/P: 200000000-000  
Cash: 100000000-000  
COG: 500000000-000

Press ENTER to store

2. Setup a Vendor for AT &T Telephone for monthly phone bills, using the account group PHONE as the vendor default.

Press ENTER to store, and Q key to return to Accounts Payable menu.



### **Update Accounts Payable Defaults**

Select Accounts Payable - Setup Payables.

Objective: To setup the defaults that will be used by the A/P system as transactions are processed.

1. Select option 4 and then option 'a' to Update Payables Defaults. Make any changes to categories that you would like.
2. Press ENTER to store and then click Quit and Exit to return to the main menu.

## **Lab Exercise b: Processing A/P Transactions**

### **Update Payable Document**

Objective: The purpose of the following exercise is to show how documents entered in the A/P system are processed through the posting phase.

1. From the main menu select Financial Management, 3,1,a.
2. Choose (A)dd to add a new document and enter the following:

Add an invoice for Vendor AT &T  
Invoice 100 for Phone Services for April  
Invoice Date: today's date  
Acct Grp: PHONE  
Press Ctrl TAB or click on detail to move to the section for detail lines  
Enter: \$100.00 for each line item.

5. Press "ENTER" to save document.
6. Add the following Accounts Payable Transactions:  
  
Invoice #101 - Purchased from Alpine Radio 2000.00 in car stereo parts...  
Invoice #102 - Purchased 200.00 worth of furniture from Cobra Corp.
7. Print the Edit List. (Option b. Redirect to screen).
8. Post the transactions. (Option c. Redirect to screen).

## **Creating Recurring Documents**

Objective: To create and store a recurring type document for later use by the system.

1. Choose "a" for Update Payable Documents
2. Create a "Recurring Document" by entering a document with the following:
  - For current month setup an invoice for "ALLIED SIGNAL" in the amount of 150.00
  - Fill in the "Recur" field when entering the document. Use "M" for the code.
  - Code to GL account # 704000000.
3. Save the document as you would when entering a non-recurring document, edit, and post.
4. Go back to Update Payables Document and search on the Recur field for a code of "M"  
Notice that the item is posted.
5. Choose "h" for Create Recurring Documents  
This step creates a new document. Use recur code = M and today's date.
6. Repeat step 4 above.  
Notice that the newly created recurring document has new dates and is not posted.  
Changes can be made to this new document.
7. Run the edit and post.

Click Exit to return to the main menu.

## **Lab Exercise c: Processing Checks**

Objective: To create checks from posted invoice documents and process checks through the posting process.

### **Print Payment Due**

1. Choose (3) Accounts Payable, (2) Check Processing, (a) to 'Print Payments Due Report'.
2. Redirect output to the screen. This report is optional; it allows the user to batch all checks with certain criteria.
3. There are two dates that this report needs.

Check Run Date - This date prints out on the Payments Due report and determines whether or not the discounts are taken.  
INPUT date of today

Next Check Run Date - This date is used to select invoices for payment. This is used as the upper, range of invoice dates to be used for the printing of checks.  
INPUT date of 30 days from today.

5. The "Select Vendor" screen allows the user to print out this report for select vendors or for all Vendors. Press "ENTER" to select all Vendors.
7. Press "ENTER" to select all cash accounts/departments. This allows a selection for specific cash accounts/department(s) if a selection is desired.

### **Update Payment Information**

1. Choose "b" to 'Update To Pay Information'. This is optional and is chosen only if the user wants to change the 'to pay' information at the bottom right of the screen. No other information on this screen can be changed.
2. Press Quit to return to the menu.

### **Create Automatic Checks**

1. Choose "c" to 'Create Automatic Checks'. This option creates the check record and stores them in the check file. It also prints the Automatic Check Report. The 'Create Automatic Checks' option will ask for the same two dates you entered on the 'Payments Due Report'.
2. Redirect to screen.
3. Enter the same two dates.

Enter the Vendor selection criteria and press ENTER to select all Vendors and then ENTER for all cash departments.

### **Update Checks**

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1. Choose "e" to 'Update A/P checks'. This will allow the user to modify a check that was not created with the automatic option.
2. Do a find on vendor code 123457. Change the amount to pay on invoice # 7572361 to \$900 because the remaining balance is under dispute by your company.
3. Press "ENTER" to save document.
4. Press "(Q)uit" to Quit menu.

### **Print Check Edit List**

1. Choose "f" to print the check edit listing.
2. Redirect to the screen. The Check Number will be unassigned at this point. Based on this report you can update the Checks if needed and reprint this report. NOTE: If a change is made to the checks through 'Update A/P Checks' this report MUST be reprinted.

### **Print Checks**

1. Choose 'g' and then b to print the checks and redirect to screen.
2. Press "ENTER" for all cash accounts.
3. Press "n" to 'Print alignment template'.  
NOTE: Printing the alignment template may cause the check numbering to be off.
4. Enter 'starting check number' of 10.
5. Enter date of today for the 'Check Date' .

### **Post Checks**

1. Choose "h" to 'Post Checks'.
2. Redirect to screen. There are no selection criteria on this option.



## **Lab Exercise d: Voiding Checks**

### **Void Posted Checks (option K)**

1. Void the following check:  
Note: Use the Add Mode

  - Void a check you did today

### **Print Void Check Listing (Redirect to screen)**

1. Print the Void Check Edit List.

### **Post Void Checks (Redirect to screen)**

1. Post the Voided Checks.

## **Exercise e: Period End Activities**

### **NOTE: Redirect all output to Screen**

1. Print Payable Journal. (option d on Payable Ledger menu) Use date range of 01/01/2012 through today.
2. Print G/L Activity. (option e on Payable Ledger menu) Use date range of 01/01/2012 through today.



## **Accounts Payable Summary**

The following points of training were covered in this Chapter. If you feel that you have not mastered all objectives, go back and review those sections.

- Accounts Payable Modules overview.
- Operational tasks performed in Accounts Payable
- Setup the Accounts Payable Module
- Process Accounts Payable Documents
- Procedure for Processing Checks
- Procedures for completing Accounts Payable Month End