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PENTAGON 2000 SOFTWARE

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## Accounting Module Setup

Pentagon 2000 Software  
15 West 34<sup>th</sup> Street 5<sup>th</sup> Floor  
New York, NY 10001  
Phone 212.629.7521 • Fax 212.629.7513

<b>TITLE:</b>	Accounting Module Setup		
<b>PART:</b>	Accounting and Financials		
<b>MODULE:</b>	Accounting Module	<b>BUILD</b>	9.0.1.36
<b>RESPONSIBILITY:</b>	Procedures Specialist, Pentagon 2000	<b>REVISION:</b>	00
<b>APPROVED BY:</b>	Vice President, Operations, Pentagon 2000	<b>EFFECTIVE DATE:</b>	09/23/2014

## Purpose

This module includes all basic accounting functions and provides a complete accounting package that is fully integrated with all other modules from which accounting transactions may be created (i.e. purchasing, sales, work order, flights).

## Overview

This procedure outlines the steps for setup of the Accounting Modules.

## Required Modules/Features

- Pentagon 2000 Core
- Accounting Module

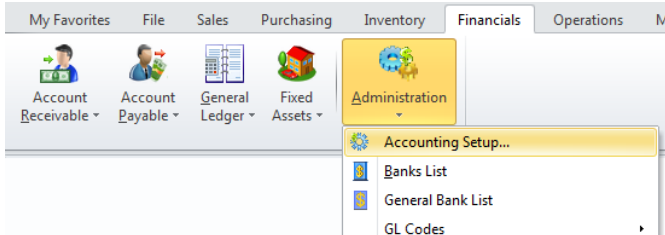
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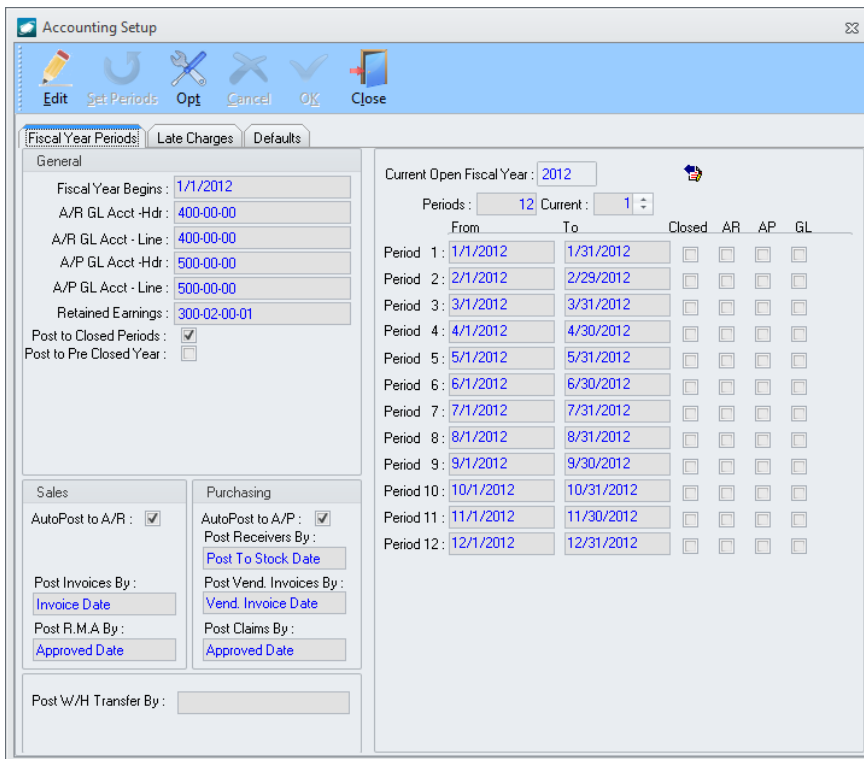
## Procedure

### 1. Accounting Setup

- a. From the ribbon, left-click **Financials**, left-click **Administration** and left-click **Accounting Setup...**



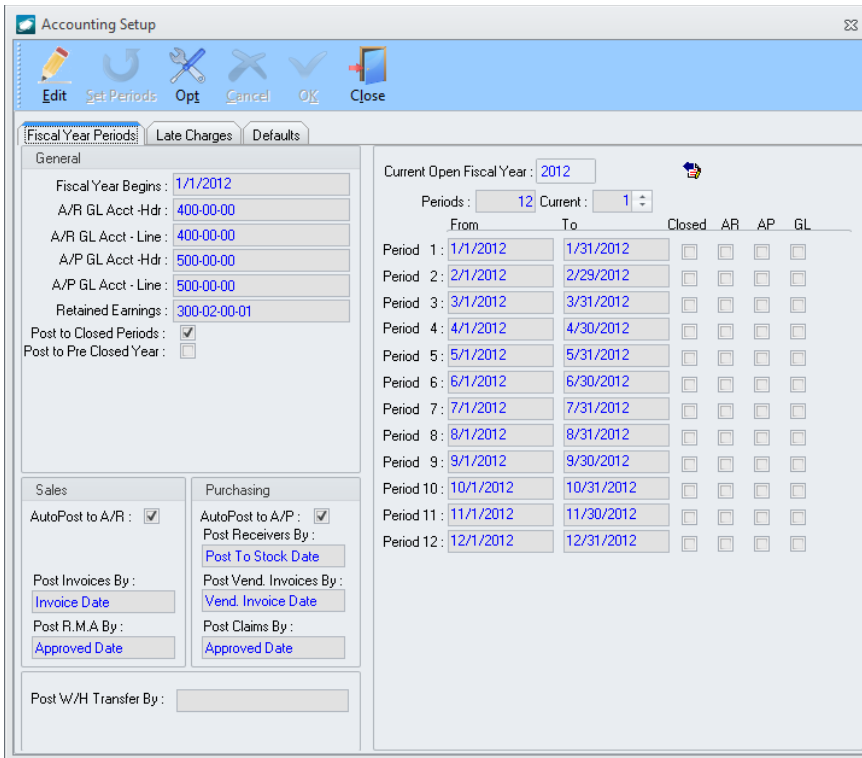
- b. The **Accounting Setup** window will appear.



i. **Accounting Setup** window toolbar

1. **Edit** button – Left-click to enter “edit” mode.
2. **Set Periods** button (active only in “edit” mode) – Left-click to set the periods for the current fiscal year based upon the number of periods selected in the **Periods** field on the **Fiscal Year Periods** tab.
3. **Opt** (Options) button (active only when NOT in “edit” mode)

- a. **1. Previous Closed Years** option – Left click to view and edit previously closed years and their periods.
  4. **Cancel** button (active only when in “edit” mode) – Left-click to cancel the changes in the **Accounting Setup** window.
  5. **OK** button (active only when in “edit” mode) – Left-click to accept and save the changes in the **Accounting Setup** window.
  6. **Close** button (active only when NOT in “edit” mode) – Left-click to close the **Accounting Setup** window.
- ii. **Fiscal Year Periods** tab



The screenshot shows the 'Accounting Setup' window with the 'Fiscal Year Periods' tab selected. The 'General' group box contains the following fields:

- Fiscal Year Begins: 1/1/2012
- A/R GL Acct - Hdr: 400-00-00
- A/R GL Acct - Line: 400-00-00
- A/P GL Acct - Hdr: 500-00-00
- A/P GL Acct - Line: 500-00-00
- Retained Earnings: 300-02-00-01
- Post to Closed Periods:
- Post to Pre Closed Year:

The 'Sales' and 'Purchasing' group boxes contain the following fields:

- Sales: AutoPost to A/R: ; Post Invoices By: Invoice Date; Post R.M.A By: Approved Date
- Purchasing: AutoPost to A/P: ; Post Receivers By: Post To Stock Date; Post Vend. Invoices By: Vend. Invoice Date; Post Claims By: Approved Date

The 'Fiscal Year Periods' table is as follows:

Period	From	To	Closed	AR	AP	GL
Period 1:	1/1/2012	1/31/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 2:	2/1/2012	2/29/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 3:	3/1/2012	3/31/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 4:	4/1/2012	4/30/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 5:	5/1/2012	5/31/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 6:	6/1/2012	6/30/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 7:	7/1/2012	7/31/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 8:	8/1/2012	8/31/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 9:	9/1/2012	9/30/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 10:	10/1/2012	10/31/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 11:	11/1/2012	11/30/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 12:	12/1/2012	12/31/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. **General** group box
  - a. **Fiscal Year Begins** field – Select the start date of the fiscal year.
  - b. **A/R GL Acct - Hdr** field – Select the general ledger account that should be used on sales transactions by default when posted by document.
  - c. **A/R GL Acct - Line** field – Select the general ledger account that should be used on sales transactions by default when posted by line.

- d. **A/P GL Acct - Hdr** field – Select the general ledger account that should be used on purchase transactions by default when posted by document.
- e. **A/P GL Acct - Line** field – Select the general ledger account that should be used on purchase transactions by default when posted by line.
- f. **Retained Earnings** field – Select the general ledger code to which retained earnings should be posted upon year end closing.
- g. **Post to Closed Periods** flag – Mark this flag as “checked” to allow posting transactions to closed periods in the current fiscal year.
- h. **Post to Pre Closed Year** flag – Mark this flag as “checked” to allow posting transactions to periods in previously closed fiscal years.

2. **Sales** group box

- a. **AutoPost to A/R** flag – Mark this flag as “checked” to automatically post sales documents to accounts receivable when they are approved and/or printed.

**NOTE:** *If this flag is not marked as “checked”, documents will need to be manually posted to accounts receivable.*

- b. **Post Invoices By** field – Select the date that the system should use to determine the period to which sales invoices will post.
  - i. *Invoice Date* – The date the sales invoice was created.
  - ii. *Approved/Printed Date* – The date the sales invoice was approved and printed.
- c. **Post R.M.A. By** field - Select the date that the system should use to determine the period to which RMAs will post.
  - i. *Received Date* – The date parts are received back from the customer and the RMA is created.
  - ii. *Approved Date* – The date the RMA was approved as a credit.

3. **Purchasing** group box

- a. **AutoPost to A/P** flag – Mark this flag as “checked” to automatically post purchase documents to accounts payable when they are approved and/or printed.

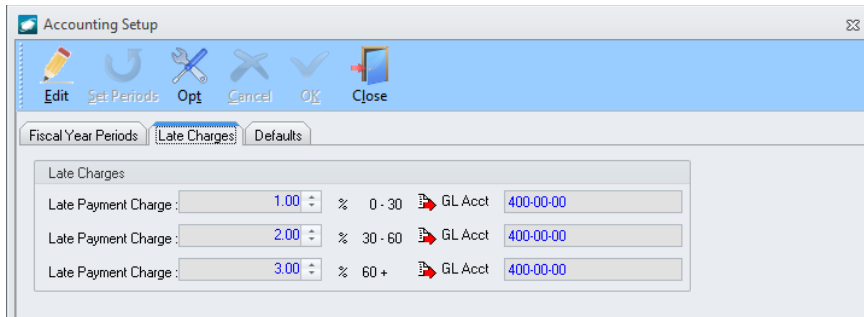
**NOTE:** *If this flag is not marked as “checked”, documents will need to be manually posted to accounts receivable.*

- b. **Post Receivers By** field – Select the date that the system should use to determine the period to which purchase receivers *that are not matched against vendor invoices* will post.
  - i. *No Posting* – Receivers will not be posted to the general ledger.
  - ii. *Receive Date* – The date the purchase receiver is created.
  - iii. *Post To Stock Date* – The date inventory was updated from the purchase receiver.
  - iv. *Approve Date* – The date the purchase receiver was approved and closed.
- c. **Post Vend. Invoices By** field – Select the date that the system should use to determine the period to which vendor invoices will post.
  - i. *Our Invoice Date* – The date the invoice was created.
  - ii. *Vend. Invoice Date* – The date of the vendor invoice.
- d. **Post Claims By** field – Select the date that the system should use to determine the period to which claims will post.
  - i. *Shipping Date* – The date the claim was shipped to the vendor.
  - ii. *Approve Date* – The date the claim was approved as a debit.
- 4. **Post W/H Transfer By** field – Select the date that the system should use to determine the period to which warehouse transfers will post.
  - a. *Creation Date* – The date the warehouse transfer was created.
  - b. *Received Date* – The date the warehouse transfer was received and closed.
- 5. Fiscal Periods group box
  - a. **Current Open Fiscal Year** field – Displays the current open fiscal year.
  - b. **Periods** field – Select the number of periods that your organization recognizes during the fiscal year.

**NOTE:** The system currently only supports values of 1, 2, 4, 6, 12 and 13
  - c. **Current** field – Displays the current open period.
  - d. **From** column values – Select the start date for each period.
  - e. **To** column values – Select the end date for each period.

- f. **Closed** column flags – This flag is marked as “checked” when the corresponding period is closed.
- g. **AR** column flags – Mark the flag that corresponds to the current open month as “checked” to close accounts receivable for that month.
- h. **AP** column flags – Mark the flag that corresponds to the current open month as “checked” to close accounts payable for that month.
- i. **GL** column flags – Mark the flag that corresponds to the current open month as “checked” to close the general ledger for that month.

### iii. Late Charges tab



Late Charges				
Late Payment Charge :	1.00	%	0 - 30	GL Acct 400-00-00
Late Payment Charge :	2.00	%	30 - 60	GL Acct 400-00-00
Late Payment Charge :	3.00	%	60 +	GL Acct 400-00-00

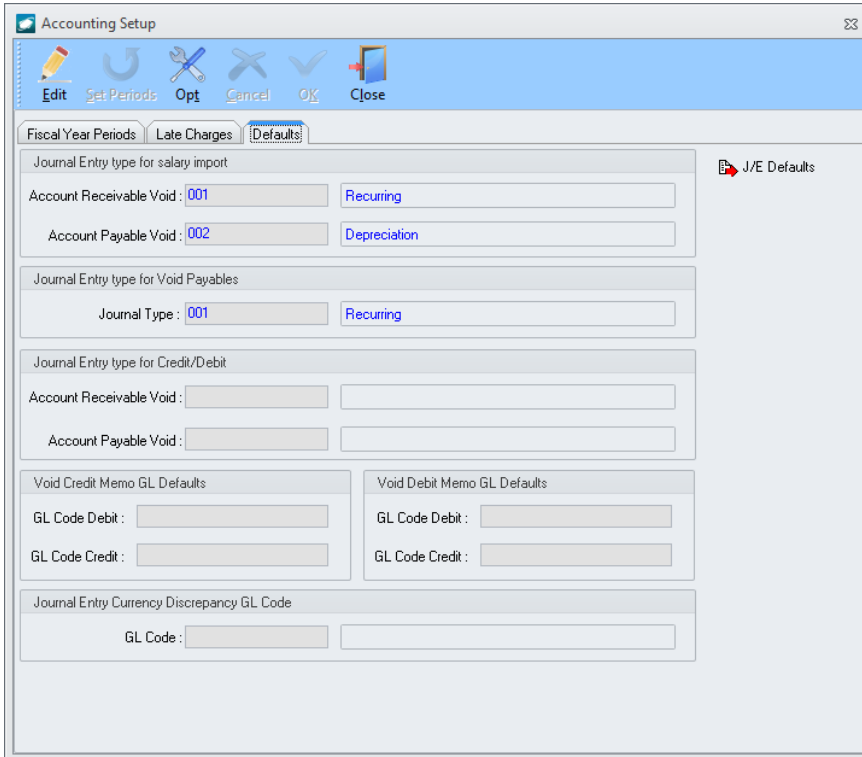
#### 1. Late Charges group box

- a. **Late Payment Charge** field (for 0-30 days) – Enter the late payment charge percentage when customer payments are 0-30 days overdue.
- b. **Late Payment Charge** field (for 30-60 days) – Enter the late payment charge percentage when customer payments are 30-60 days overdue.
- c. **Late Payment Charge** field (for 60+ days) – Enter the late payment charge percentage when customer payments are 60 days or more overdue.
- d. **GL Acct** fields – Select the general ledger account(s) that should be associated with assessed late payment fees.

*CONTINUE TO NEXT PAGE*



iv. Defaults tab



The screenshot shows the 'Accounting Setup' window with the 'Defaults' tab selected. The window title is 'Accounting Setup' and it has a standard toolbar with 'Edit', 'Get Periods', 'Opt', 'Cancel', 'OK', and 'Close' buttons. The 'Defaults' tab contains several sections for configuring journal entry types and GL codes:

- Journal Entry type for salary import:** Includes fields for 'Account Receivable Void' (set to 001) and 'Recurring', and 'Account Payable Void' (set to 002) and 'Depreciation'.
- Journal Entry type for Void Payables:** Includes a 'Journal Type' field set to 001 and 'Recurring'.
- Journal Entry type for Credit/Debit:** Includes fields for 'Account Receivable Void' and 'Account Payable Void'.
- Void Credit Memo GL Defaults:** Includes fields for 'GL Code Debit' and 'GL Code Credit'.
- Void Debit Memo GL Defaults:** Includes fields for 'GL Code Debit' and 'GL Code Credit'.
- Journal Entry Currency Discrepancy GL Code:** Includes a 'GL Code' field.

1. Journal Entry type for Void Payables group box

- a. **Account Receivable Void** field – Identify the default journal entry type assigned to accounts receivable void entries. **NOTE:** See the section titled “Journal Entry Type Codes Table Setup” in this procedure manual for instruction for managing journal entry types.
- b. **Account Payable Void** field – Identify the default journal entry type assigned to accounts payable void entries. **NOTE:** See the section titled “Journal Entry Type Codes Table Setup” in this procedure manual for instruction for managing journal entry types.

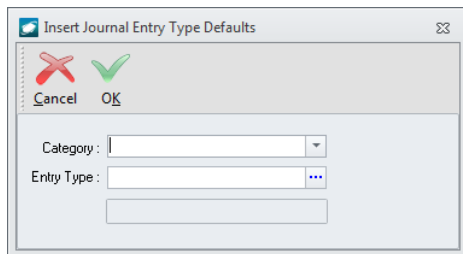
2. Journal Entry type for salary import group box

- a. **Journal Type** field – Identify the default journal entry type assigned to accounts payable void entries. **NOTE:** See the section titled “Journal Entry Type Codes Table Setup” in this procedure manual for instruction for managing journal entry types.

3. Journal Entry type for Credit/Debit group box

- a. **Account Receivable Void (Credit)** field – Identify the default journal entry type assigned to credit void entries. **NOTE:** See the section titled “Journal Entry Type Codes Table Setup” in this procedure manual for instruction for managing journal entry types.

- b. **Account Payable Void** (Debit) field – Identify the default journal entry type assigned to debit void entries. **NOTE:** See the section titled “Journal Entry Type Codes Table Setup” in this procedure manual for instruction for managing journal entry types.
- 4. **Void Credit Memo GL Defaults** group box
  - a. **GL Code Debit** field – Identify the GL code to be used by default for debit entries when credit memos are voided.
  - b. **GL Code Credit** field – Identify the GL code to be used by default for credit entries when credit memos are voided.
- 5. **Void Debit Memo GL Defaults** group box
  - a. **GL Code Debit** field – Identify the GL code to be used by default for debit entries when debit memos are voided.
  - b. **GL Code Credit** field – Identify the GL code to be used by default for credit entries when debit memos are voided.
- 6. **Journal Entry Currency Discrepancy GL Code** group box
  - a. **GL Code** field – Identify the GL code to be used by default when an entry is created due to a currency discrepancy.
- 7. **J/E Defaults** button – Left-click to setup default journal entry type codes by document transaction category. The **Insert Journal Entry Type Defaults** window will appear.



- v. **Category** field – Select the document for which a journal entry type should be associated.
- vi. **Entry Type** field – Select the journal entry type that should be associated with the document.

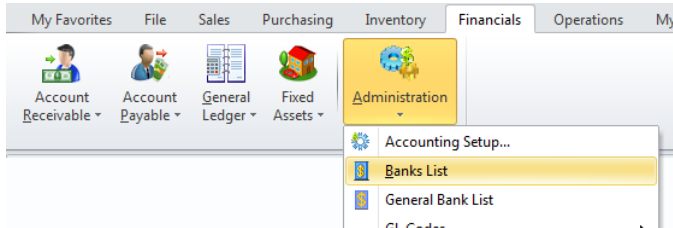
*END OF SECTION*

## 2. Bank Setup

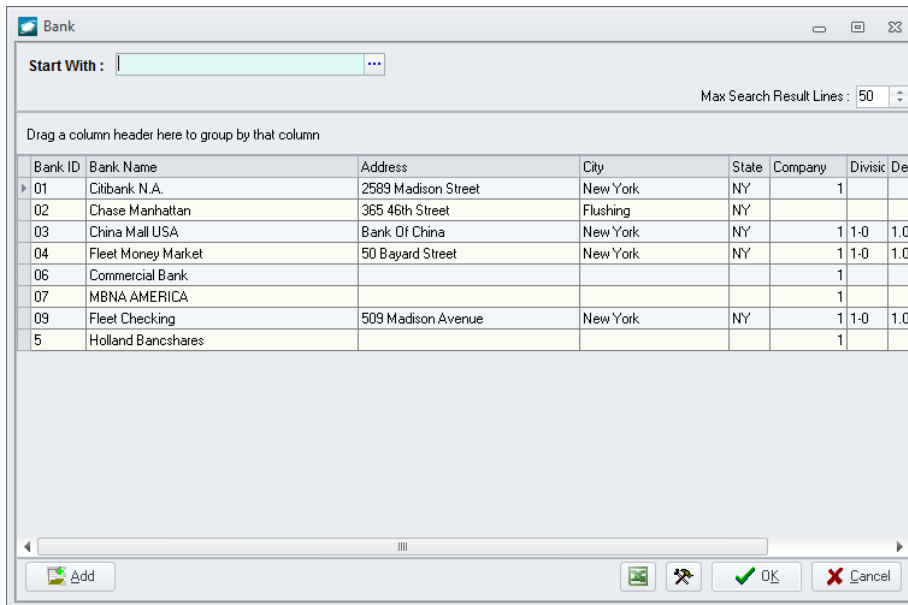
The system requires a bank to be set up in order to write checks and make deposits. Multiple accounts may be created for each bank; multiple checkbooks may be created for each account.

### a. Banks

- i. From the ribbon, left-click **Financials**, left-click **Administration** and left-click **Banks List**.

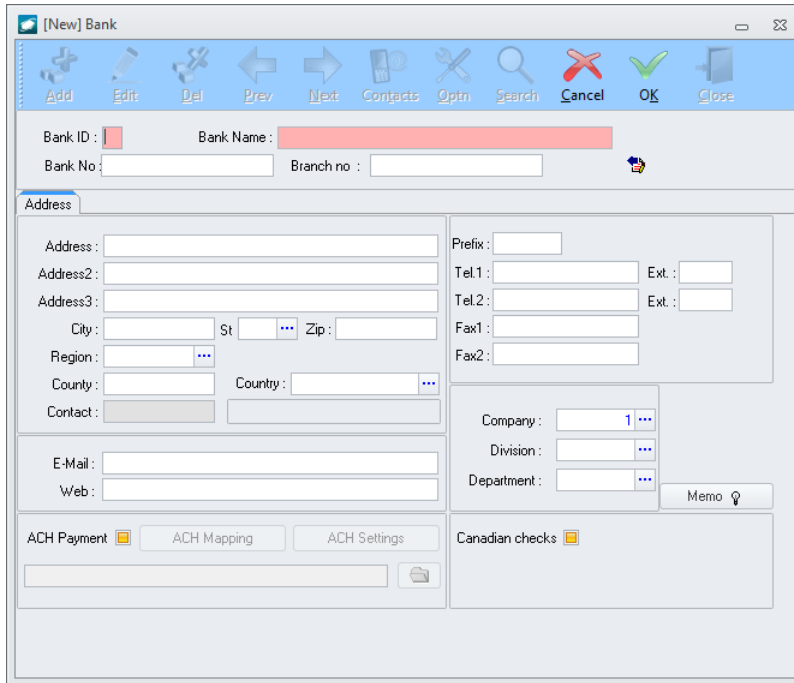


- ii. The **Bank** search window will appear. Left-click the **New** button.



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iii. The **Bank** window will appear.



1. Header

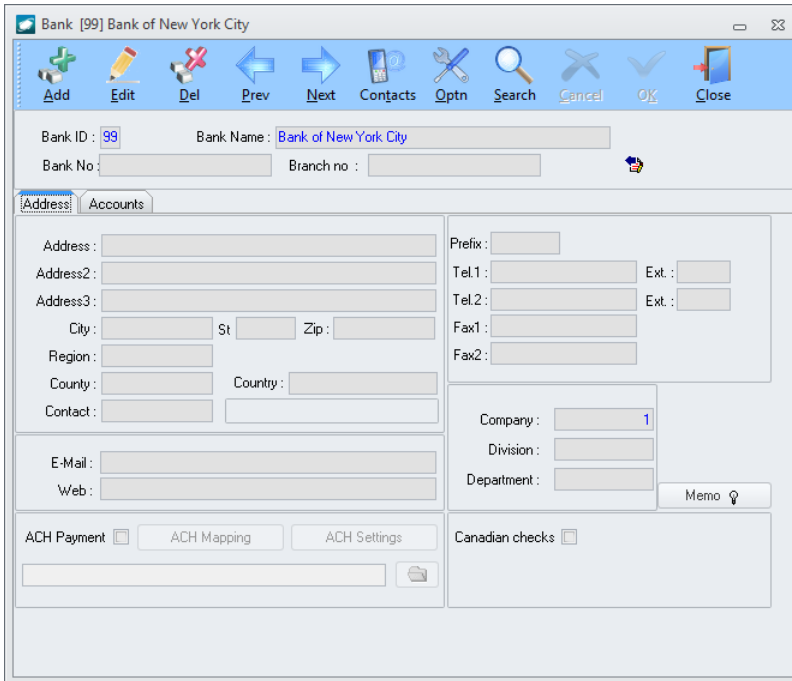
- a. **Bank ID** field (mandatory) – Enter a code [2-character limit/numbers only], this code is for indexing purposes only.
- b. **Bank Name** field (mandatory) – Enter the bank's name.
- c. **Bank No** field – Enter the bank number.
- d. **Branch No** field – Enter the branch number of the bank.

2. **Address** tab

- a. Address group box
  - i. **Address** fields – Enter the bank's address (including street, PO Box, suite number, apartment number, etc.). [40-character limit per line]
  - ii. **City** field – Enter the bank's address city. [30-character limit]
  - iii. **St** (State) field – Select the bank's address state.
  - iv. **ZIP** field – Enter the bank's address ZIP Code. [12-character limit]
  - v. **Region** field – Select the region in which the bank's address is located (optional).

- vi. **County** field – Enter the county in which the banks address is located. [20-character limit]
  - vii. **Country** field – Select the country in which the bank’s address is located.
  - viii. **Contact** field – Select the primary contact for the bank.
- b. Internet group box
- i. **E-mail** field – Enter the primary e-mail for the bank.
  - ii. **Web** field – Enter the URL of the bank’s website.
- c. ACH Settings group box – These fields are related to the separately licensed ACH Payments Module. Instructions for the completion of these fields are contained within the manual for that module.
- d. Telephone group box
- i. **Prefix** field – Enter any sort of prefix required for contacting the customer via phone or fax. These prefixes may include country codes, long distance codes, and/or area codes [8-character limit]
- NOTE:** Only use this field if the prefix applies to all phone and fax numbers in the phone/fax group box.
- ii. **Tel** and **Ext** fields – Enter primary telephone numbers and their corresponding extension numbers for the bank.
  - iii. **Fax** fields – Enter primary fax numbers for the bank.
- e. Comp/Div/Dept group box
- i. **Company** field – Select the company with which the bank is associated.
  - ii. **Division** field – If the bank is associated with only one division, select the division with which the bank is associated.
  - iii. **Department** field – If the bank is associated with only one department, select the department with which the bank is associated.
- f. **Memo** button – Left-click to open the Memo Editor window to save information related to the bank.
- g. **Canadian Checks** flag – Mark the flag as “checked” to identify that this checks from this bank should be printed in Canadian format.

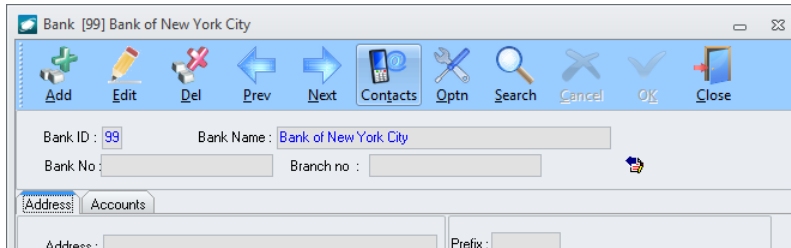
- iv. Left-click the **OK** button on the **Bank** window toolbar to save the bank record. The bank record will be created and an **Accounts** tab will appear.



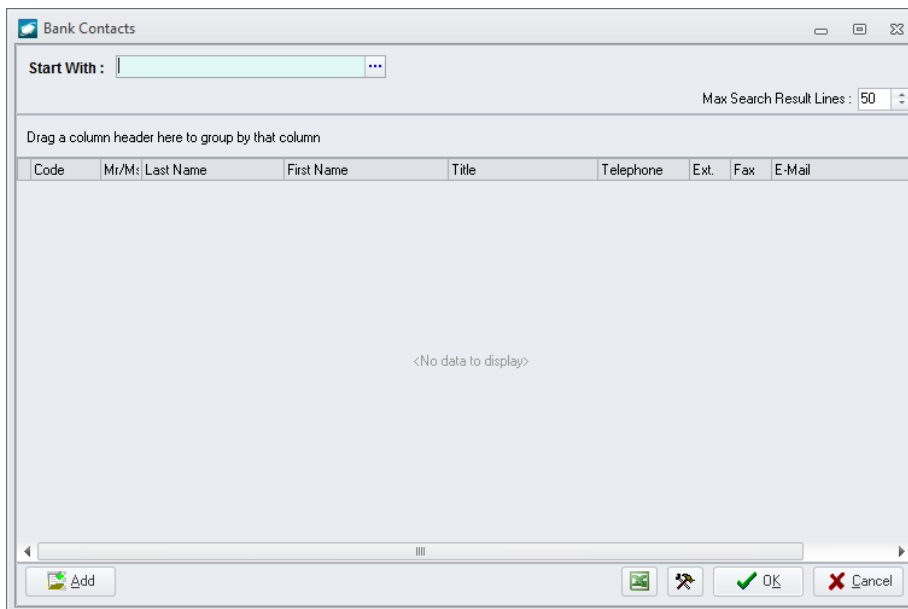
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b. Contacts

i. From the **Banks** window toolbar, left-click the **Contacts** button.

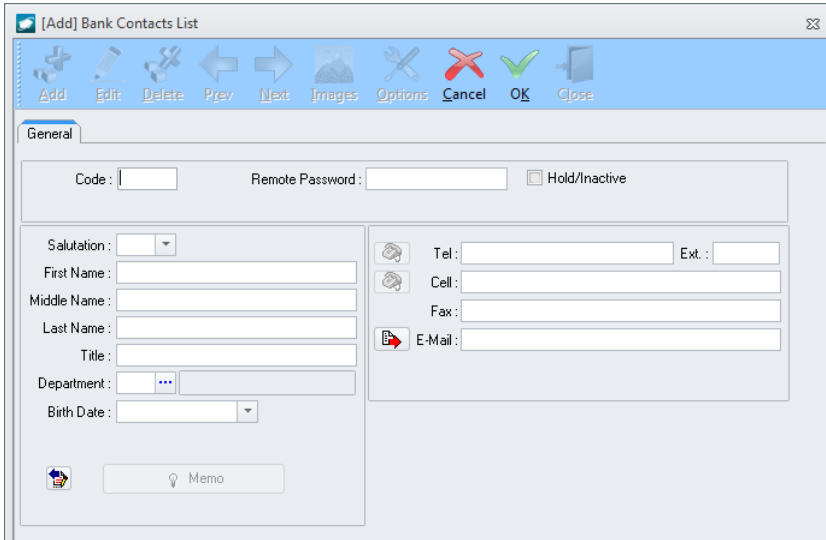


ii. The **Bank Contact** search window will appear. Left-click the **Add** button.



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iii. The **Bank Contacts List** window will appear.



#### 1. **General** tab

- a. **Code** field (mandatory) – Enter a code that is used internally to your organization. [4-character limit]

**NOTE:** The most common values used for the **Code** field are consecutive whole numbers (with or without leading zeros).

- b. **Remote Password** field - Used to give the contact access to the SilverHawk E- Commerce module.
- c. **Hold/Inactive** flag – Mark the flag as “checked” to identify that the contact is on hold or inactive.

**NOTE:** This field will also affect SilverHawk E-Commerce module. If the **Hold/Inactive** flag is marked as "checked", then the contact account will be locked.

- d. **Note** field – If the **Hold/Inactive** flag is marked as "checked", the **Note** field will appear. Identify the reason why the contact is on hold or inactive (optional). [30-character limit]
- e. **Salutation** field – Select the salutation of the contact.
- f. **First Name** field (mandatory) – Enter the first name of the contact. [25-character limit]
- g. **Middle Name** field – Enter the middle name or initial of the contact. [10-character limit]
- h. **Last Name** field – Enter the last name (or surname) of the contact. [25-character limit]



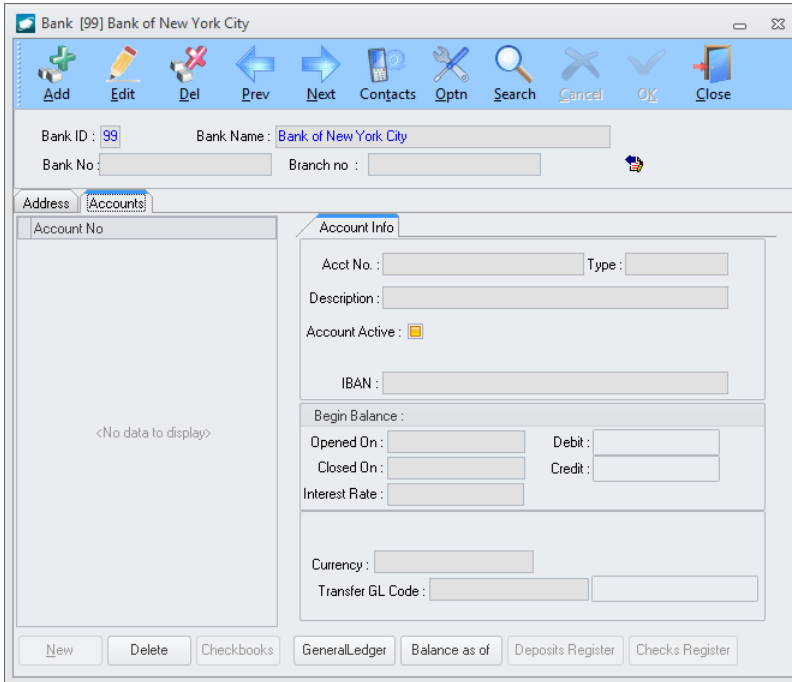
- i. **Title** field – Enter the title of the contact. [30-character limit]
  - j. **Department** field – Select the department that the contact works in for the bank.
  - k. **Birth Date** field – Select the birth date of the contact.
  - l. **Memo** button – Left-click to open the Memo Editor window to save information related to the contact.
  - m. **Tel** and **Ext** fields – Enter the telephone number and the corresponding extension number for the contact.
  - n. **Cell** field – Enter the cellular telephone number for the contact.
  - o. **Fax** field – Enter the fax number for the contact.
  - p. **E-Mail** – Enter the e-mail address for the contact
- iv. Left-click the **OK** button on the **Bank Contacts List** window toolbar to save the contact record.
  - v. Left-click the **Close** button on the **Bank Contacts List** window toolbar to close the window.

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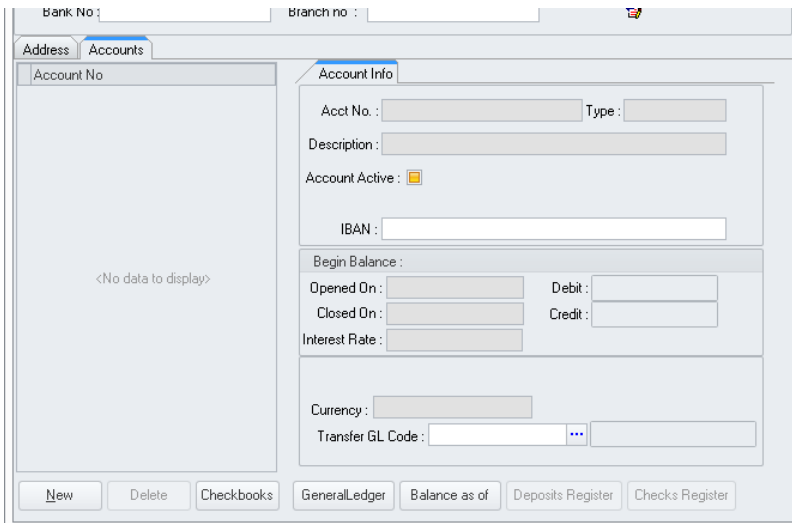
c. Accounts

Multiple bank accounts may be created for each bank.

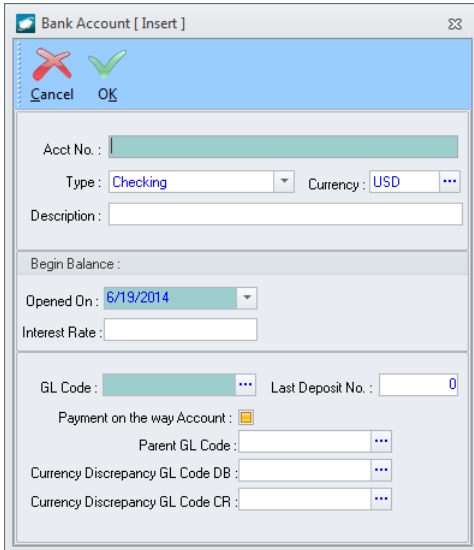
- i. From the **Bank** window, left-click the **Accounts** tab.



- ii. Left-click the **Edit** button on the **Bank** window toolbar to enter edit mode. Left-click the **New** button.



iii. The **Bank Account** window will appear.



1. Header

- a. **Acct No** field – Enter the bank account number.
- b. **Type** field – Select the type of bank account.
  - i. Checking
  - ii. Savings
  - iii. Line of Credit
  - iv. Investment Fund
- c. **Currency** field – Select the currency in which funds are recorded in the bank account.
- d. **Description** field – Enter a description for the bank account

2. **Begin Balance** group box

- a. **Opened On** field – Select the date the bank account was opened.
- b. **Interest Rate** field – Enter the interest rate earned on the bank account.

3. General Ledger group box

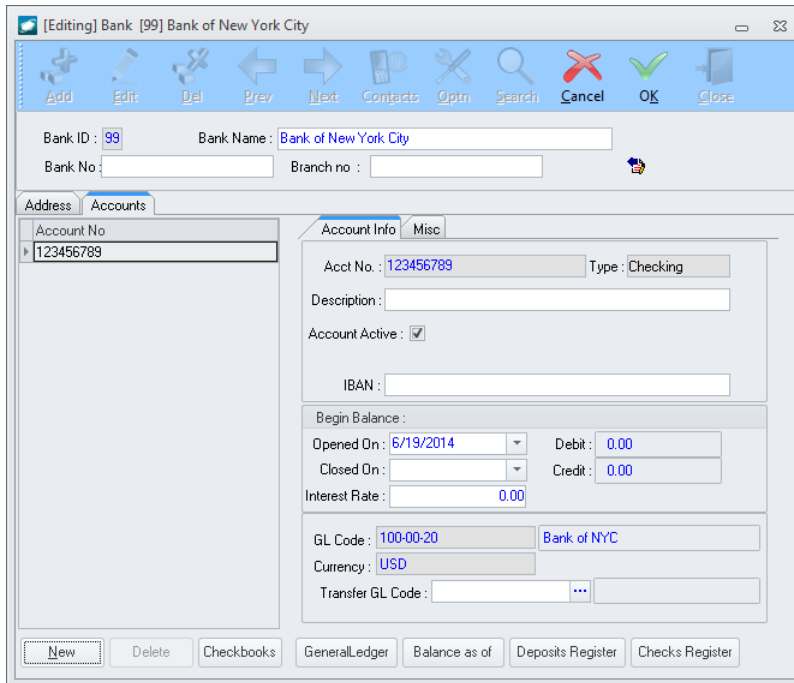
- a. **GL Code** field – Select the GL Code corresponding to the bank account.
- b. **Last Deposit Number** field – Enter the number associated with the last deposit. This field will set the counter for deposits associated with this bank account to the value entered + 1.

The following fields are used in the separately licensed Nederland Wire Payment Module. Instructions for the completion of these fields are contained within the manual for that module. These fields may be ignored if that module is not licensed to your organization:

- c. **Payment on the way Account** flag –
- d. **Parent GL Code** field –
- e. **Currency Discrepancy GL Code DB** field –
- f. **Currency Discrepancy GL Code CR** field –

4. Left-click the **OK** button on the **Bank Account** window toolbar to save the account record and close the window.

iv. The bank account information will appear on the **Account** tab.

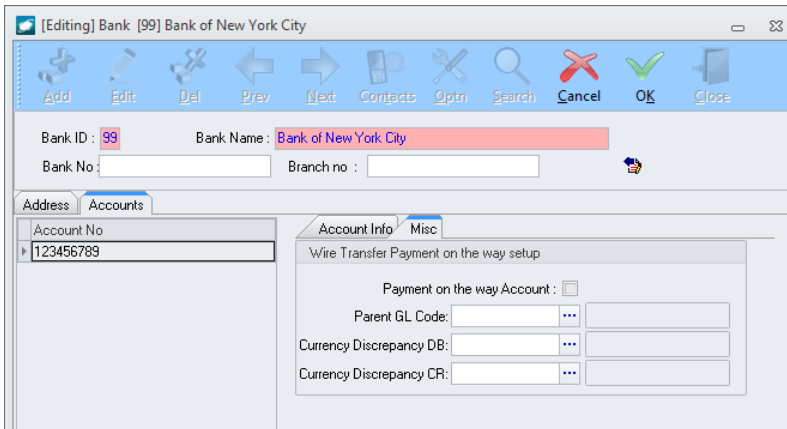


1. **Account Info** tab

a. **Header** group box

- i. **Acct No** field – Displays the bank account number.
- ii. **Type** field – Displays the type of bank account.
- iii. **Description** field – Displays the description of the bank account.

- iv. **Account Active** flag – Mark the flag as “checked” if the account is active.
  - v. **IBAN** field – Enter the International Bank Account Number (if applicable)
- b. **Begin Balance** group box
- i. **Opened On** field – Select the date on which the bank account was opened.
  - ii. **Closed On** field – If the bank account has been closed, select the date on which the bank account was closed.
  - iii. **Interest Rate** field – Enter the interest rate earned on the bank account.
  - iv. **Debit** field – Displays the debit balance of the bank account.
  - v. **Credit** field – Displays the credit balance of the bank account.
- c. **General Ledger** group box
- i. **GL Code** field – Displays the GL Code corresponding to the bank account.
  - ii. **Currency** field – Displays the currency in which funds are recorded in the bank account.
  - iii. **Transfer GL Code** field – Select the GL Code to post transfer transactions.
- v. **Misc** tab



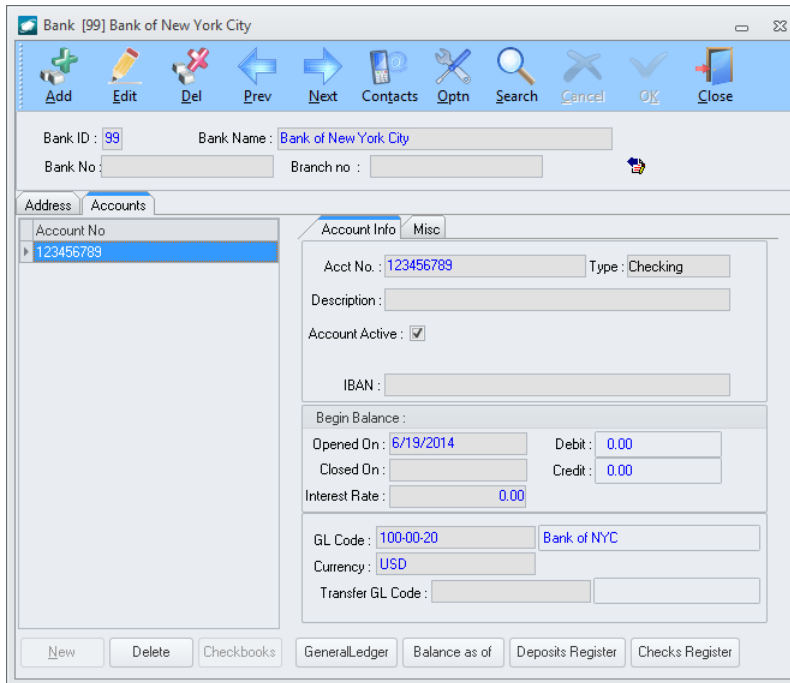
1. **Wire Transfer Payment on the way setup** group box - The fields within this group box are used in the separately licensed Nederland Wire Payment Module. Instructions for the completion of these fields are contained within the manual for that module.
  - a. **Payment on the way Account** flag –
  - b. **Parent GL Code** field –

- c. **Currency Discrepancy GL Code DB** field –
- d. **Currency Discrepancy GL Code CR** field –
- vi. Left-click the **OK** button on the **Bank** window toolbar to save the account record and exit “edit” mode.
- vii. **Accounts** tab buttons
  - 1. **GeneralLedger** button – Left-click to view a list (all or filtered) of general ledger transactions associated with the bank account.
  - 2. **Balance as of** button – Left-click to view the balance details of the bank account on a selected date.
  - 3. **Deposits Register** button – Left-click to view a list of deposits associated with the bank account. Deposits document may be viewed from the list.
  - 4. **Checks Register** button – Left-click to view a list of checks associated with the bank account. Checks may be viewed from the list.

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d. Checkbooks

- i. From the **Bank** window, left-click the **Accounts** tab and left-click the account for which a checkbook needs to be created.

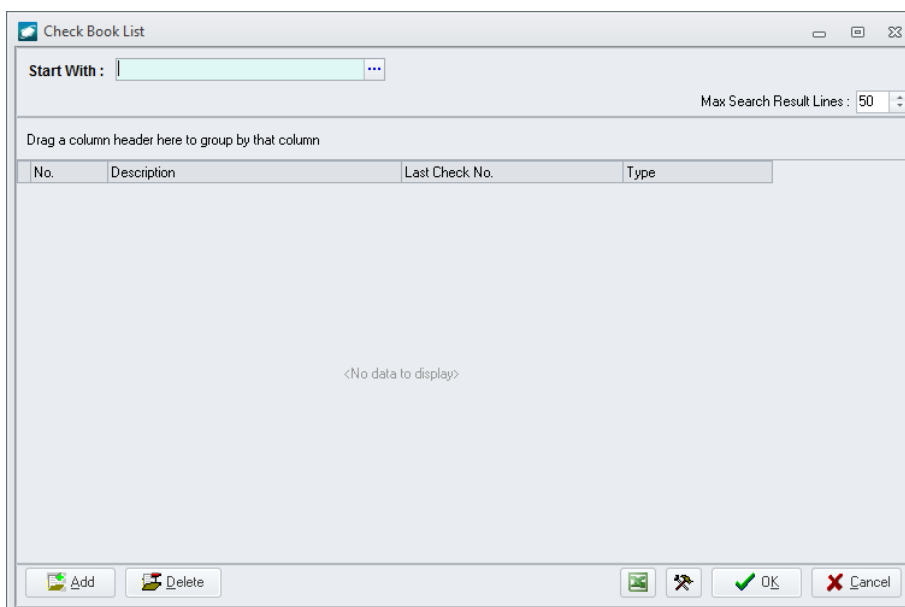


The screenshot shows the 'Bank [99] Bank of New York City' window. The 'Accounts' tab is selected, and the account '123456789' is highlighted in the list. The account details are as follows:

- Bank ID: 99, Bank Name: Bank of New York City
- Bank No.: , Branch no.:
- Account No.: 123456789, Type: Checking
- Description:
- Account Active:
- IBAN:
- Begin Balance:
  - Opened On: 6/19/2014, Debit: 0.00
  - Closed On: , Credit: 0.00
  - Interest Rate: 0.00
- GL Code: 100-00-20, Bank of NYC
- Currency: USD
- Transfer GL Code: ,

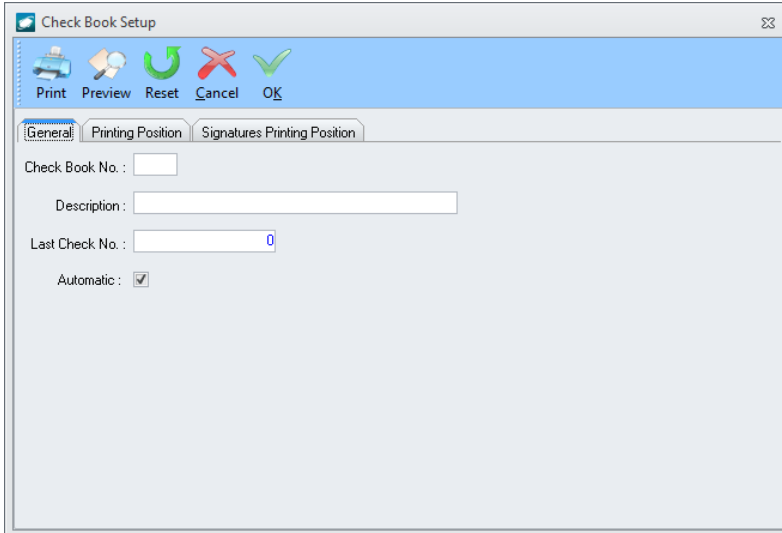
Buttons at the bottom include: New, Delete, Checkbooks, General Ledger, Balance as of, Deposits Register, Checks Register.

- ii. Left-click the **Edit** button on the **Bank** window toolbar to enter edit mode. Left-click the **Checkbooks** button.
- iii. The **Check Book List** search window will appear. Left-click the **Add** button.



The screenshot shows the 'Check Book List' search window. It features a search criteria field labeled 'Start With' and a 'Max Search Result Lines' dropdown set to 50. Below the search area is a table with the following columns: No., Description, Last Check No., and Type. The table is currently empty, displaying '<No data to display>'. At the bottom, there are buttons for Add, Delete, OK, and Cancel.

iv. The **Check Books Setup** window will appear.



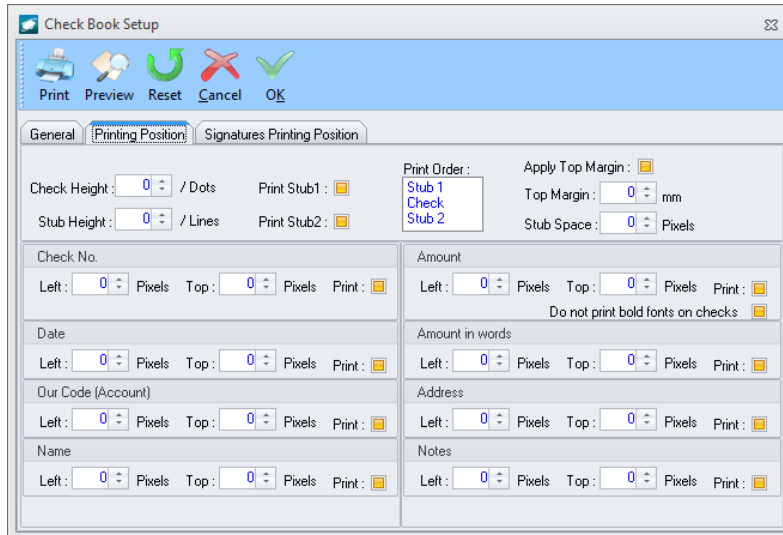
1. **General** tab

- a. **Check Book No** field (mandatory) – Enter a check book number [2-character limit/numbers only], this code is for indexing purposes only.
- b. **Description** field – Enter a description for the check book.
- c. **Last Check No** field – Enter the number associated with the last check. This field will set the counter for checks associated with this check book to the value entered + 1.
- d. **Automatic** flag – If the check book is computerized (checks print from the system) mark the flag as “checked”.

*CONTINUE TO NEXT PAGE*



## 2. Printing Position tab



**NOTE:** Prior to completing the fields on this tab, left-click the **Reset** button on the **Check Book Setup** window toolbar. This action will load industry standard position values into each field.

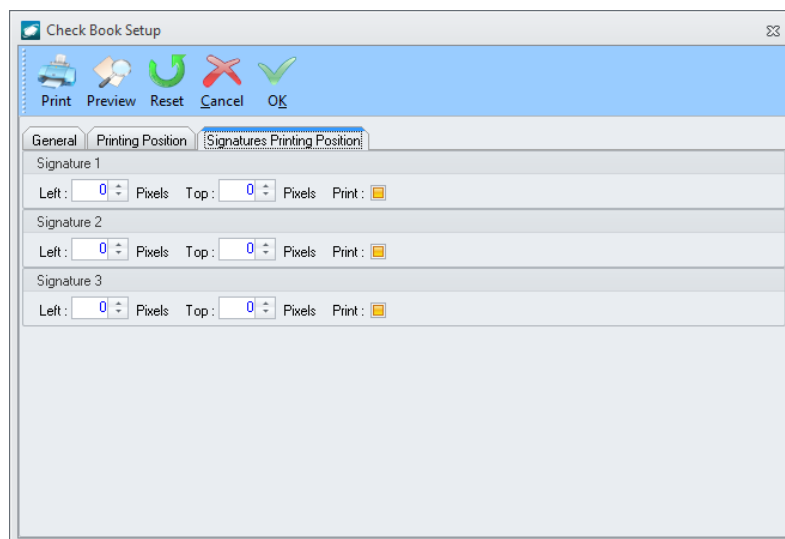
### a. Header

- i. **Check Height** field – Enter the check height in terms of dots.
- ii. **Stub Height** field – Enter the number of lines that the stubs should display.
- iii. **Print Stub1** flag – Mark the flag as “checked” to print the first copy of the stub.
- iv. **Print Stub2** flag – Mark the flag as “checked” to print the second copy of the stub.
- v. **Print Order** field – In general, checks printed from an electronic system will have 3 similar sized sections printed on normal letter sized (US) paper; one of those sections is the check and the other two are identical stubs (one for the payee and one for the payer). Identify the order (from top to bottom) that these sections should print.
- vi. **Apply Top Margin** flag – Mark the flag as “checked” to activate a margin at the top of the page equal to the value in the **Top Margin** field.
- vii. **Top Margin** field – Enter the margin that should be allowed at the top of the page in terms of millimeters.
- viii. **Stub Space** field – Enter the space that is allowed between each of the three sections in terms of pixels.

- b. **Check No** group box
  - i. **Left** field – Identify the distance from the left margin that the check number should print.
  - ii. **Top** field – Identify the distance from the top margin that the check number should print.
  - iii. **Print** flag – Mark the flag as “checked” if the check number should print.
- c. **Date** group box
  - i. **Left** field – Identify the distance from the left margin that the date should print.
  - ii. **Top** field – Identify the distance from the top margin that the date should print.
  - iii. **Print** flag – Mark the flag as “checked” if the date should print.
- d. **Our Code (Account)** group box
  - i. **Left** field – Identify the distance from the left margin that your company information should print.
  - ii. **Top** field – Identify the distance from the top margin that your company information should print.
  - iii. **Print** flag – Mark the flag as “checked” if the company information should print.
- e. **Name** group box
  - i. **Left** field – Identify the distance from the left margin that the payee name should print.
  - ii. **Top** field – Identify the distance from the top margin that the payee name should print.
  - iii. **Print** flag – Mark the flag as “checked” if the payee name should print.
- f. **Amount** group box
  - i. **Left** field – Identify the distance from the left margin that the amount in numbers should print.
  - ii. **Top** field – Identify the distance from the top margin that the amount in numbers should print.
  - iii. **Print** flag – Mark the flag as “checked” if the amount in numbers should print.
- g. **Amount in words** group box
  - i. **Left** field – Identify the distance from the left margin that the amount in words should print.

- ii. **Top** field – Identify the distance from the top margin that the amount in words should print.
  - iii. **Print** flag – Mark the flag as “checked” if the amount in words should print.
- h. **Address** group box
- i. **Left** field – Identify the distance from the left margin that the payee address should print.
  - ii. **Top** field – Identify the distance from the top margin that the payee address should print.
  - iii. **Print** flag – Mark the flag as “checked” if the payee Address should print.
- i. **Notes** group box
- i. **Left** field – Identify the distance from the left margin that check notes should print.
  - ii. **Top** field – Identify the distance from the top margin that the check notes should print.
  - iii. **Print** flag – Mark the flag as “checked” if the check notes should print.

### 3. Signatures Printing Position tab



- a. **Signature 1** group box
- i. **Left** field – Identify the distance from the left margin that an image of the first signature should print.
  - ii. **Top** field – Identify the distance from the top margin that an image of the first signature should print.
  - iii. **Print** flag – Mark the flag as “checked” if an image of the first signature should print.

b. **Signature 2** group box

- i. **Left** field – Identify the distance from the left margin that an image of the second signature should print.
- ii. **Top** field – Identify the distance from the top margin that an image of the second signature should print.
- iii. **Print** flag – Mark the flag as “checked” if an image of the second signature should print.

c. **Signature 3** group box

- i. **Left** field – Identify the distance from the left margin that an image of the third signature should print.
- ii. **Top** field – Identify the distance from the top margin that an image of the third signature should print.
- iii. **Print** flag – Mark the flag as “checked” if an image of the third signature should print.

4. **Check Book Setup** window toolbar



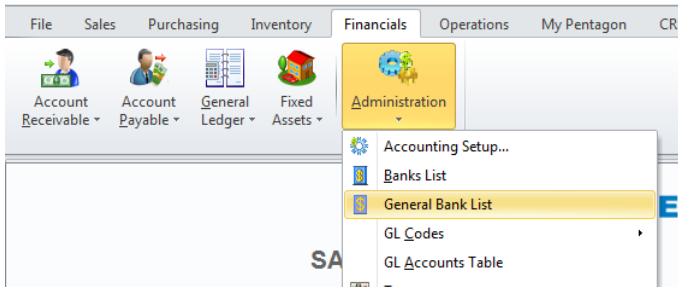
- a. **Print** button – Left-click to print a preview of a check using the settings on the **Printing Position** and **Signatures Printing Position** tabs.
- b. **Review** button – Left-click to preview on the screen a check using the settings on the **Printing Position** and **Signatures Printing Position** tabs.
- c. **Reset** button – Left-click to overwrite all existing values on the **Printing Position** and **Signatures Printing Position** tabs with the industry standard values.
- d. **Cancel** button – Left-click to discard the changes made and close the **Check Book Setup** window.
- e. **OK** button – Left-click to accept the changes made and close the **Check Book Setup** window.

*END OF SECTION*

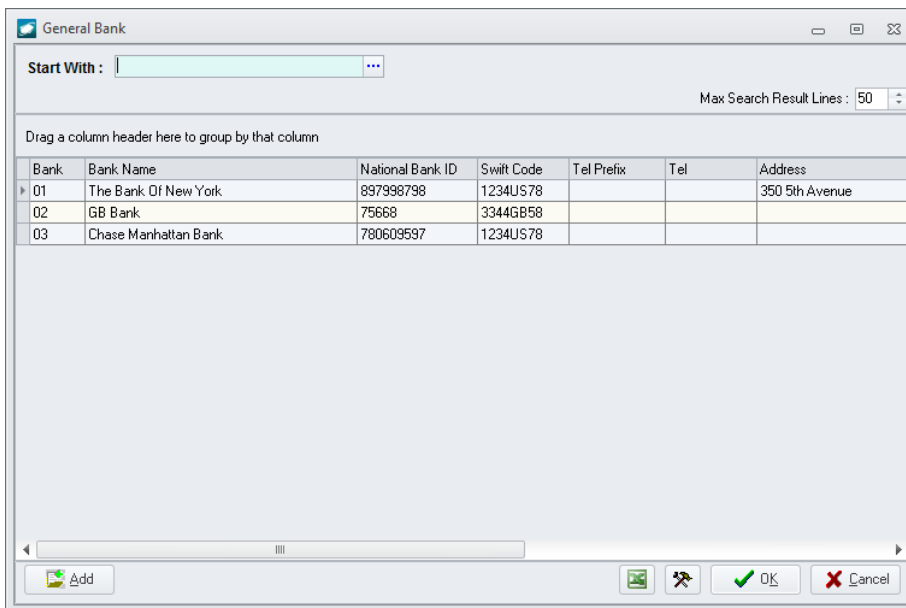
### 3. General Bank Setup

This section identifies how to set up a bank to wire money to. The module for which this section applies was developed for Dutch companies only.

- a. From the ribbon, left-click **Financials**, left-click **Administration** and left-click **General Bank List**.

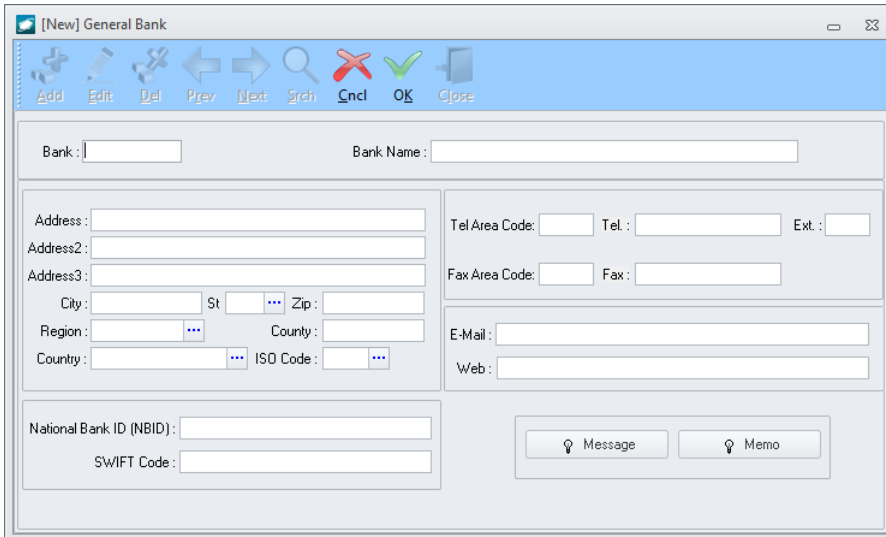


- b. The **General Bank** search window will appear. Left-click the **Add** button.



CONTINUE TO NEXT PAGE

- c. The **General Bank** window will appear.



i. Header

1. **Bank** field – Enter a code that will be used to identify the general bank.
2. **Bank Name** field – Enter the bank name.

ii. Address group box

1. **Address** fields – Enter the bank’s address (including street, PO Box, suite number, apartment number, etc.). [40-character limit per line]
2. **City** field – Enter the bank’s address city. [30-character limit]
3. **St** (State) field – Select the bank’s address state.
4. **ZIP** field – Enter the bank’s address ZIP Code. [12-character limit]
5. **Region** field – Select the region in which the bank’s address is located (optional).
6. **County** field – Enter the county in which the banks address is located. [20-character limit]
7. **Country** field – Select the country in which the bank’s address is located.
8. **ISO Code** field – Select the two-letter country code that is associated with the bank in accordance with ISO 3166-1.

iii. Telephone group box

1. **Tel Area Code** field – Enter any sort of prefix required for contacting the bank via phone. These prefixes may include country codes, long distance codes, and/or area codes [8-character limit]
2. **Tel** and **Ext** fields – Enter primary telephone numbers and their corresponding extension numbers for the bank.
3. **Fax Area Code** field – Enter any sort of prefix required for contacting the bank via fax. These prefixes may include country codes, long distance codes, and/or area codes [8-character limit]
4. **Fax** fields – Enter primary fax numbers for the bank.

iv. Internet group box

1. **E-mail** field – Enter the primary e-mail for the bank.
2. **Web** field – Enter the URL of the bank’s website.

v. Wire settings group box

1. **National Bank ID (NBID)** field – Enter the bank’s National Bank ID.
2. **SWIFT Code** field – Enter the 8 or 11 character SWIFT code applicable to the bank in accordance with ISO 9362.

vi. **Message** button – Left-click to open the Memo Editor window to save information related to the bank.

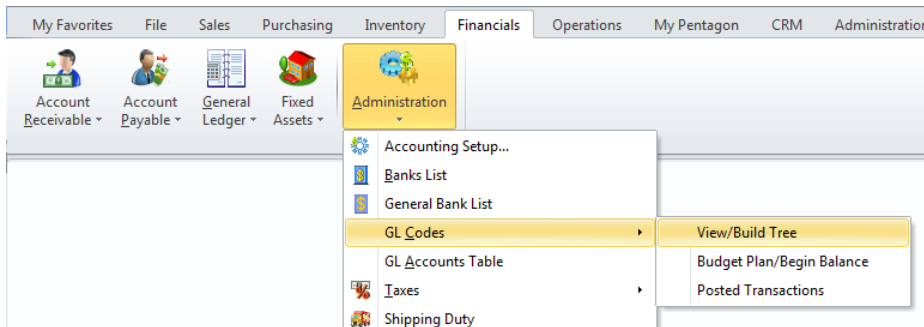
vii. **Memo** button – Left-click to open the Memo Editor window to save information related to the bank.

*END OF SECTION*

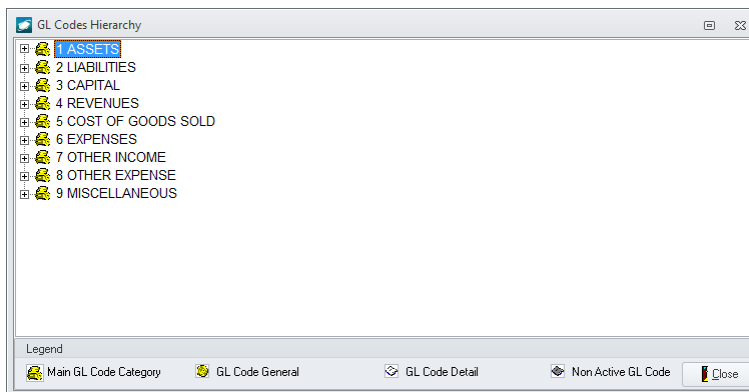
#### 4. General Ledger Codes Setup

##### a. General Ledger Chart of Accounts

- i. From the ribbon, left-click **Financials**, left-click **Administration**, select **GL Codes** and left-click **View/Build Tree**.



- ii. The **GL Codes Hierarchy** window will appear and a default chart of accounts will appear.



- iii. Within the GL Codes Hierarchy window, there exists a Legend that identifies the various icons that exist for each like of the chart of accounts.



1. **Main GL Code Category** – There are 9 GL code categories which are somewhat flexible to meet the needs of your organization, with the following conditions:
  - a. Categories 1, 2, and 3 should remain as Assets, Liabilities, and Capital (respectively). These GL code categories do not reset their ending balances at the beginning of the following fiscal year.
  - b. Category 4 should remain as Revenues. This GL category will reset the ending balance to ZERO at the beginning of each fiscal year.



- c. Categories 5 thru 9 also reset their ending balances to ZERO at the beginning of each fiscal year, however, these GL categories may be adjusted as necessary, provided that retained earnings may be properly calculated.
  - d. Retained earnings will be calculated as follows:
    - i. Last Year's Retained Earnings
    - ii. PLUS Year End Balance for Category 4 (Revenues)
    - iii. MINUS Sum of Year End Balances for Categories 5 thru 9
2. **GL Code General** – This type of GL code allows GL codes to be grouped and categorized. Amounts are not credited or debited to general GL codes, only to the detail GL codes within the general GL code.
- NOTE:** Detail GL codes within a general GL code will always begin with the general GL code as a prefix.
3. **GL Code Detail** – This type of GL code is the lowest level code and amounts are debited and credited to these codes.
4. **Non Active GL Code** – This type of GL code is also categorized as GL Code Detail but has been marked as inactive within the GL code settings.
- iv. When a GL code category is expanded, the list of GL codes within that category will appear.

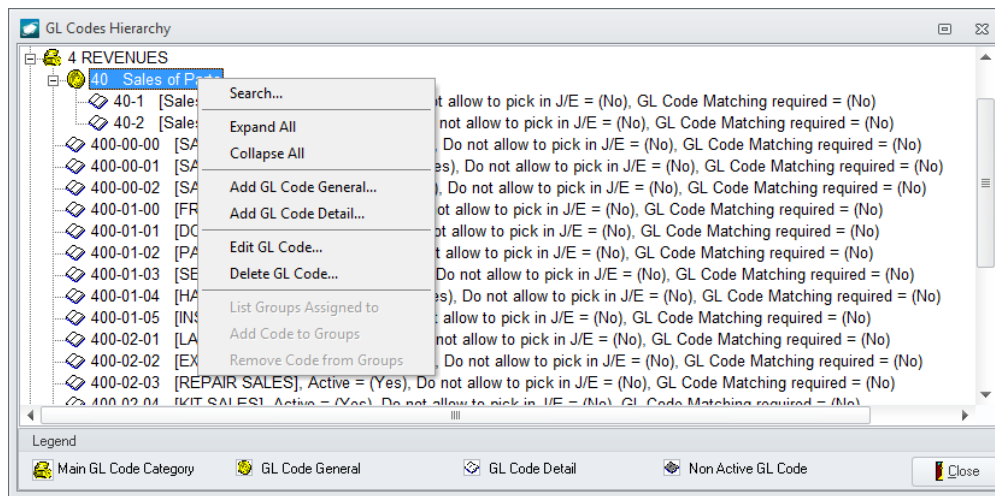


1. General GL codes will appear with the GL code and name
2. Detail GL codes will appear with more information (in the following order):
  - a. GL code – This number will be used in creating journal entries and setting up GL accounts.

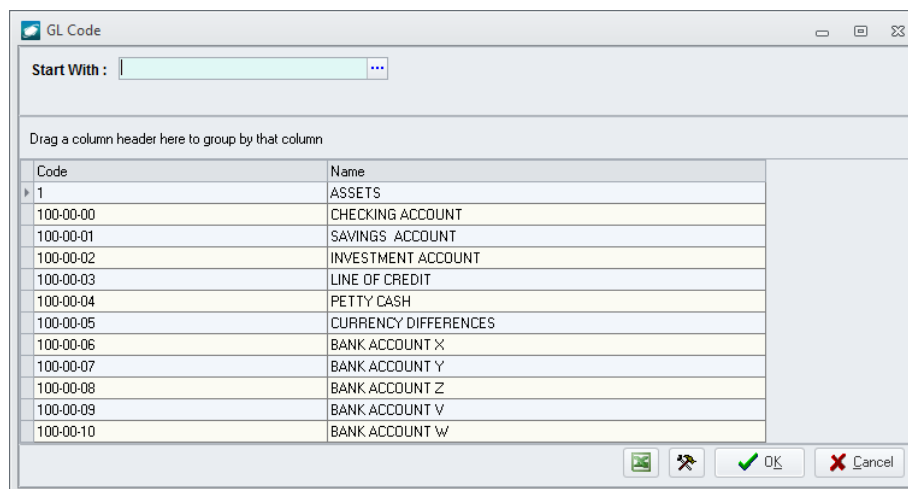
- b. GL name – Will appear in brackets.
- c. Active = (Yes/No) – Identifies whether the code is active or not.
- d. Do not allow to pick in J/E = (Yes/No) – Identifies whether the code is restricted from being used in manual journal entries.
- e. GL Code Matching required = (Yes/No) – Identifies whether transaction matching is performed on the code.

**NOTE:** The GL Code Transaction Matching process is covered in a separate procedure manual.

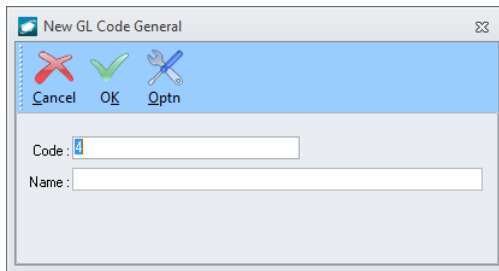
- v. When a line of the chart of accounts is selected, right-click on the GL code or code category to open a menu.



1. **Search...** option – Left-click to open the GL Code search window.



2. **Expand All** option – Left-click to expand the entire hierarchy.
3. **Collapse All** option – Left-click to collapse the entire hierarchy.
4. **Add GL Code General...** option (Inactive when a detail GL code is selected) – Left-click to add a new general GL code.
  - a. The **New GL Code General** window will appear.



- i. **Code** field – Enter the GL code that will identify the grouping or classification of detail GL codes within this general GL code.

**NOTE:** All detail GL codes within the general GL code must begin with the general GL code as a prefix.

- ii. **Name** field – Enter the GL code name that will identify the grouping or classification of detail GL codes within this general GL code.

- b. Left-click the **OK** button on the **New GL Code General** window toolbar to save the record and close the window.
5. **Add GL Code Detail...** option (Inactive when a detail GL code is selected) – Left-click to add a new detail GL code.
    - a. The **New GL Code Detail** window will appear.

- i. **Code** field – Enter the GL code.

**NOTE:** GL codes must inherit the prefix of its parent GL code.

- ii. **Name** field – Enter the GL code name
- iii. **Active** flag – Mark this flag as “checked” if the GL code is active.
- iv. **Do not allow picking in Journal Entry and anywhere else in the system** flag – Mark as “checked” if the GL code should not be allowed to be picked from a list of GL codes when creating journal entries, setting defaults or setting up GL accounts.

- v. **GL Code Matching Required** flag – Mark as “checked” if transaction matching must be performed on the GL code.

**NOTE:** The GL Code Transaction Matching process is covered in a separate procedure manual.

- b. Left-click the **OK** button on the **New GL Code Detail** window toolbar to save the record and close the window.

6. **Edit GL Code...** option – Left-click to modify the details of the GL Code

**NOTE:** GL code numbers cannot be modified once they have been saved.

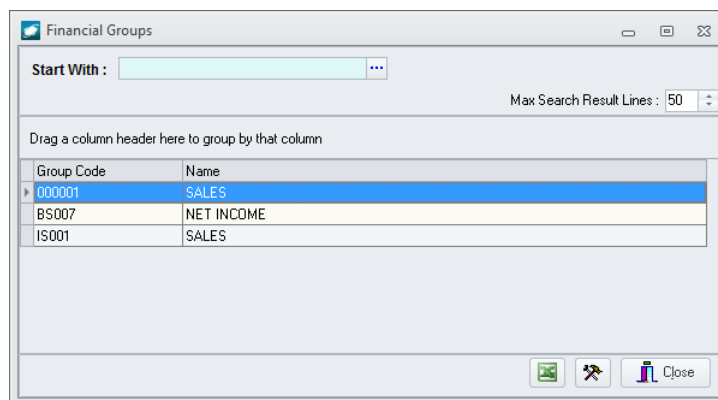
7. **Delete GL Code...** option (Inactive when a GL code category is selected) – Left-click to delete the GL code.

**NOTE:** GL codes cannot be deleted if any of the following is true:

- A general GL code has detail GL codes.
- A detail GL code has been used in any transaction within the system.

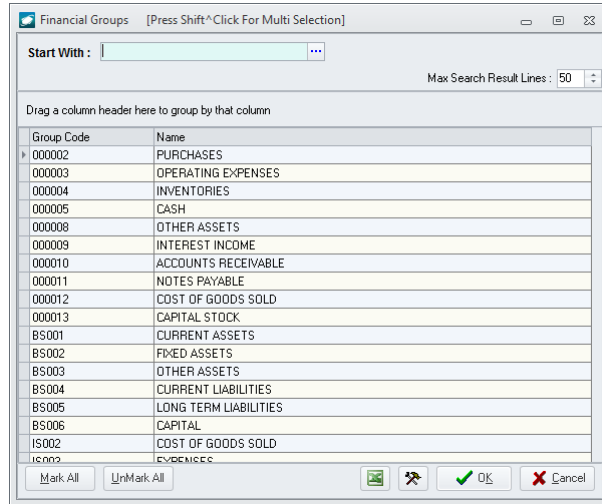
8. **List Groups Assigned to** option (active only when a detail GL code is selected) – Left-click to view the financial groups to which the GL code is assigned.

**NOTE:** Financial groups are used in financial reporting and are discussed in a separate procedure manual.



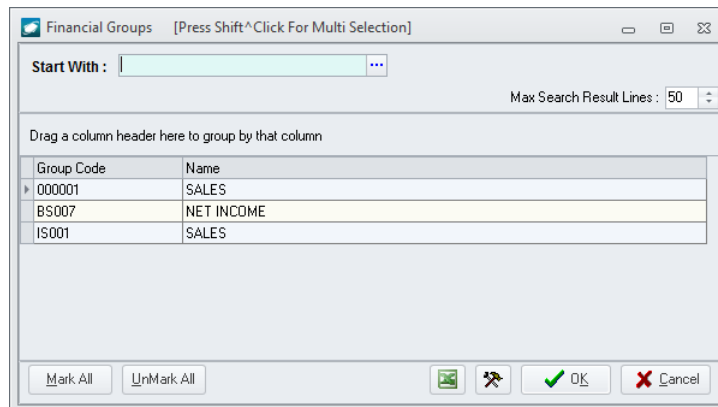
9. **Add Code to Groups** option (active only when a detail GL code is selected) – Left-click to add the GL code to existing financial groups.

**NOTE:** Financial groups are used in financial reporting and are discussed in a separate procedure manual.



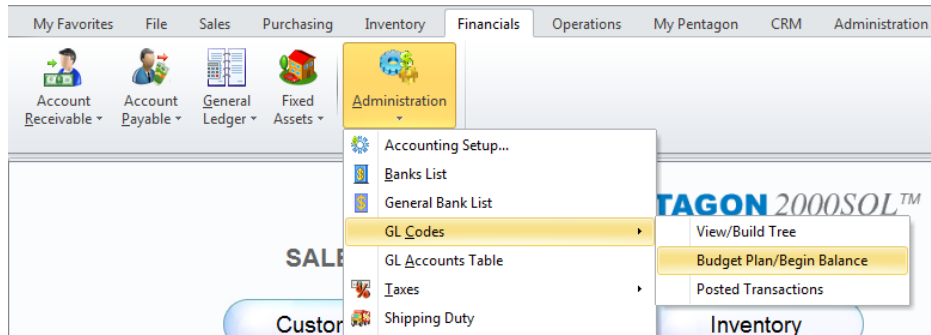
10. **Remove Code from Groups** option (active only when a detail GL code is selected) – Left-click to remove the GL code from existing financial groups.

**NOTE:** Financial groups are used in financial reporting and are discussed in a separate procedure manual.

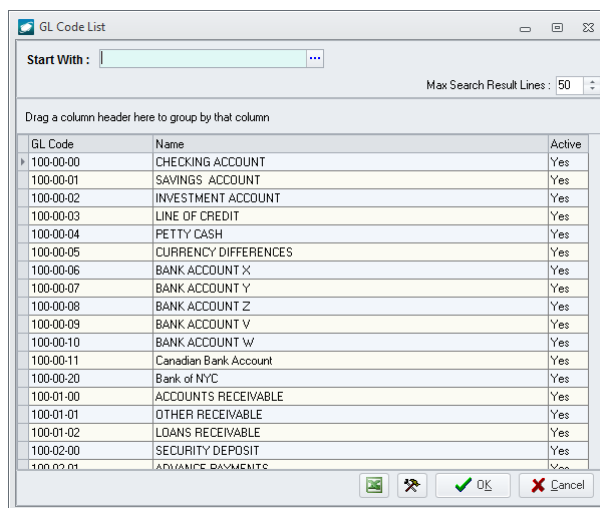


b. Budget Plan/Beginning Balance

- i. From the ribbon, left-click **Financials**, left-click **Administration**, select **GL Codes** and left-click **Budget Plan/Begin Balance**.



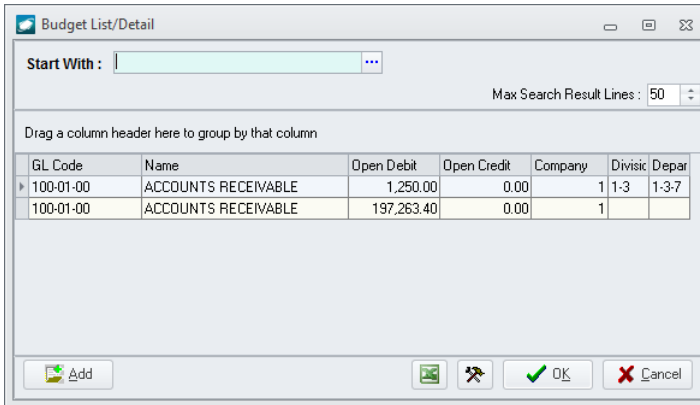
- ii. The **GL Code List** search window will appear.



- iii. Select the GL code that you would like to set budgets/beginning balance (left-click the line within the search screen and left-click **OK**; or double-click the line within the search screen).

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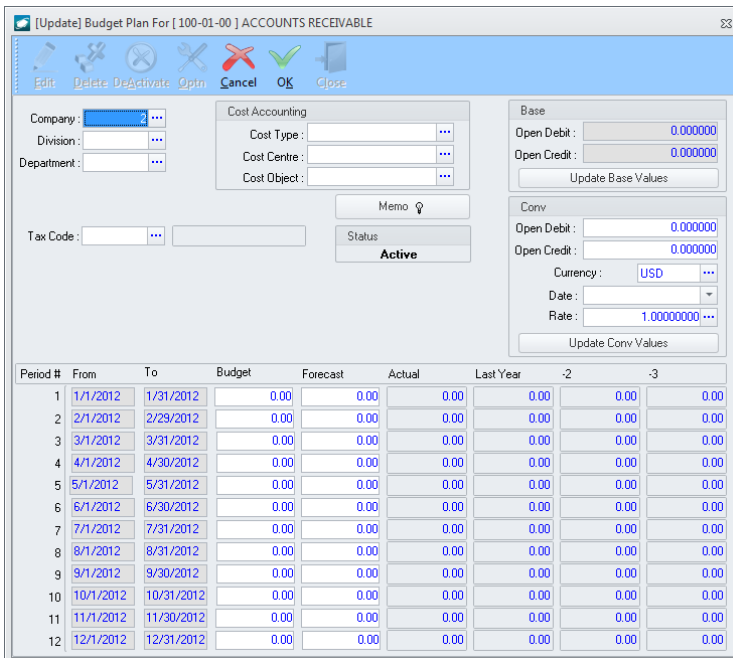
iv. The **Budget List/Detail** search window will appear.



GL Code	Name	Open Debit	Open Credit	Company	Divisic	Depar
100-01-00	ACCOUNTS RECEIVABLE	1,250.00	0.00	1	1-3	1-3-7
100-01-00	ACCOUNTS RECEIVABLE	197,263.40	0.00	1		

1. If a budget exists for the correct company, division and department, select the budget (left-click the line within the search screen and left-click **OK**; or double-click the line within the search screen).
2. If a budget does not exist for the correct company, division and department, left-click the **Add** button.

v. The **Budget Plan** window will appear.



Period #	From	To	Budget	Forecast	Actual	Last Year	-2	-3
1	1/1/2012	1/31/2012	0.00	0.00	0.00	0.00	0.00	0.00
2	2/1/2012	2/29/2012	0.00	0.00	0.00	0.00	0.00	0.00
3	3/1/2012	3/31/2012	0.00	0.00	0.00	0.00	0.00	0.00
4	4/1/2012	4/30/2012	0.00	0.00	0.00	0.00	0.00	0.00
5	5/1/2012	5/31/2012	0.00	0.00	0.00	0.00	0.00	0.00
6	6/1/2012	6/30/2012	0.00	0.00	0.00	0.00	0.00	0.00
7	7/1/2012	7/31/2012	0.00	0.00	0.00	0.00	0.00	0.00
8	8/1/2012	8/31/2012	0.00	0.00	0.00	0.00	0.00	0.00
9	9/1/2012	9/30/2012	0.00	0.00	0.00	0.00	0.00	0.00
10	10/1/2012	10/31/2012	0.00	0.00	0.00	0.00	0.00	0.00
11	11/1/2012	11/30/2012	0.00	0.00	0.00	0.00	0.00	0.00
12	12/1/2012	12/31/2012	0.00	0.00	0.00	0.00	0.00	0.00

1. **Company** field – Identify the company for which the budget applies.
2. **Division** field – Identify the division for which the budget applies.
3. **Department** field – Identify the department for which the budget applies.

4. **Cost Accounting** group box – The fields within this group module enables the collection of data in order to evaluate efficiency and capability and they are applicable only if the Cost Accounting Module is licensed.
5. **Tax Code** field – [Ignore] This field is applicable only to the Cost Accounting Module.
6. **Memo** field – Enter any information relevant to the GL code in the memo editor.
7. **Status** field – Displays either “Active” or “Not Active”
8. **Base** group box – The value displayed in this group box will appear on financial statements as the beginning balance if the effective date (in the **Date** field) is within the date range of the financial statement.
  - a. **Open Debit** field – Displays the beginning debit balance of the GL code in terms of the system base currency.
  - b. **Open Credit** field – Displays the beginning credit balance of the GL code in terms of the system base currency.
  - c. **Update Base Values** button – Left-click to convert the beginning balance from the **Conv** group box into the system base currency value (using the exchange rate identified in the **Rate** field)
9. **Conv** group box
  - a. **Open Debit** field – Displays the beginning debit balance of the GL code in terms of the currency in which the GL code is tracked.
  - b. **Open Credit** field – Displays the beginning credit balance of the GL code in terms of the currency in which the GL code is tracked.
  - c. **Currency** field – Select the currency in which the GL code is tracked.
  - d. **Date** field – Identify the date related to the beginning balance.
  - e. **Rate** field – Identify the exchange rate related to the converted currency (in terms of the base currency) for the date of the beginning balance.
10. Budget grid
  - a. **Period** column – Displays the period numbers (as setup in the **Accounting Setup** window).
  - b. **From** column – Displays the start date of the period (as setup in the Accounting Setup window).
  - c. **To** column – Displays the end date of the period (as setup in the Accounting Setup window).
  - d. **Budget** column – Enter the period budget values for the GL code.



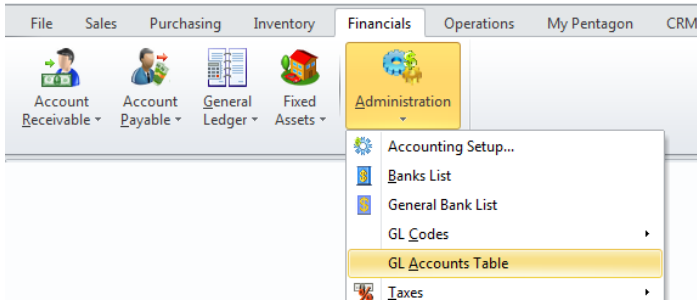
- e. **Forecast** column – Enter the period forecast values for the GL code.
- f. **Actual** column – Displays the period actual values for the current fiscal year.
- g. **Last Year** column – Displays the period actual values for the previous year.
- h. **-2** column – Displays the period actual values for two fiscal years ago.
- i. **-3** column – Displays the period actual values for three fiscal years ago.

*END OF SECTION*

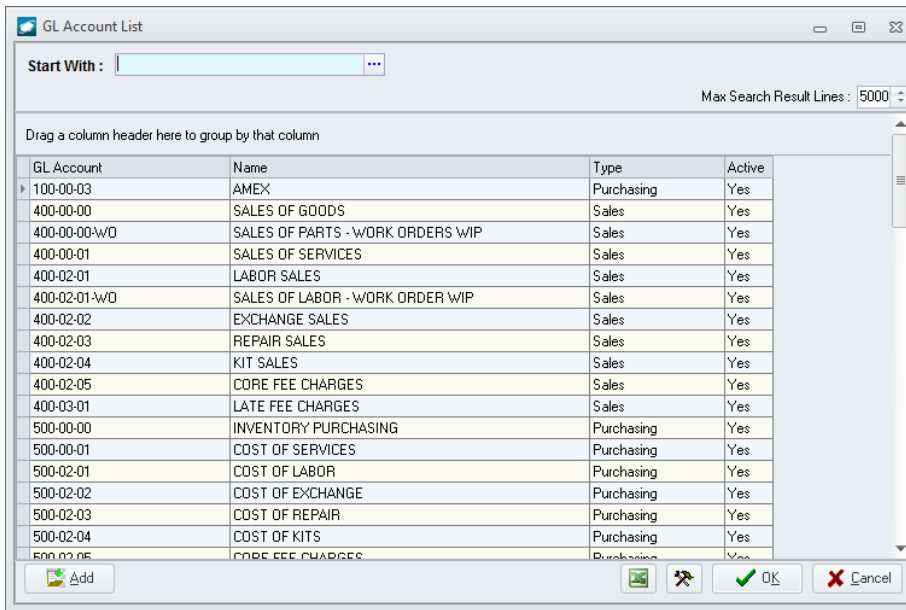
## 5. General Ledger Accounts Tables Setup

GL Account Tables must be created for linking GL codes to all documents within the system.

- a. From the ribbon, left-click **Financials**, left-click **Administration**, and left-click **GL Account Tables**.

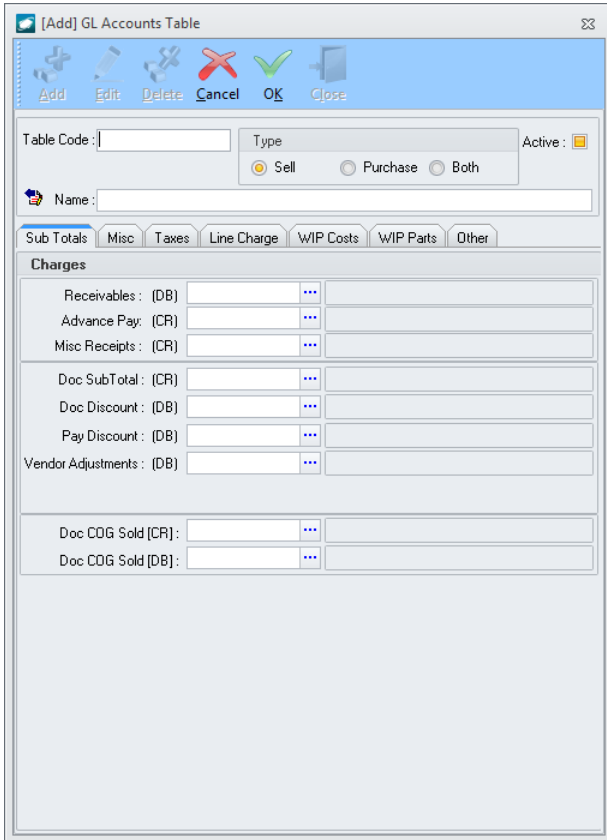


- b. The **GL Account List** search window will appear. Left-click the **Add** button.



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- c. The **GL Accounts Table** window will appear.



i. Header

1. **Table Code** field – Enter the GL account code for the general ledger account. GL accounts may have the same naming conventions as GL codes, but are not required to.
2. **Type** group box
  - a. **Sell** radio button – Select to allow entry of the sub-ledger GL codes that are related to sales transactions.
  - b. **Purchase** radio button – Select to allow entry of the sub-ledger GL codes that are related to purchase transactions.
  - c. **Both** radio button – Select to allow entry of the sub-ledger GL codes that are related to both sales and purchase transactions.
3. **Active** flag – Mark flag as “checked” to identify the GL account as active.
4. **Name** field – Enter the name of the GL account.

ii. For “Sell” Type GL Accounts

1. **Sub Totals** tab



Field Label	Account Type	GL Code
Receivables	(DB)	
Advance Pay	(CR)	
Misc Receipts	(CR)	
Doc SubTotal	(CR)	
Doc Discount	(DB)	
Pay Discount	(DB)	
Vendor Adjustments	(DB)	
Doc COG Sold	(CR)	
Doc COG Sold	(DB)	

- a. **Receivables** field – Identify the GL code where the debit entry will affect the general ledger.
- b. **Advance Pay** field – Identify the GL code where the credit entry for applied advanced payments will affect the general ledger.
- c. **Misc Receipts** field – Identify the GL code where the credit entry for miscellaneous receipts will affect the general ledger.
- d. **Doc SubTotal** field – Identify the GL code where the credit entry for the document subtotal will affect the general ledger.
- e. **Doc Discount** field – Identify the GL code where the debit entry for document discounts will affect the general ledger.
- f. **Pay Discount** field – Identify the GL code where the debit entry for pay discounts will affect the general ledger.
- g. **Vendor Adjustments** field – Identify the GL code where the debit entry for vendor adjustments will affect the general ledger.
- h. **Doc COG Sold [CR]** field – Identify the GL code where the credit entry for cost of goods sold will affect the general ledger.
- i. **Doc COG Sold [DB]** field – Identify the GL code where the debit entry for cost of goods sold will affect the general ledger.

## 2. Misc tab



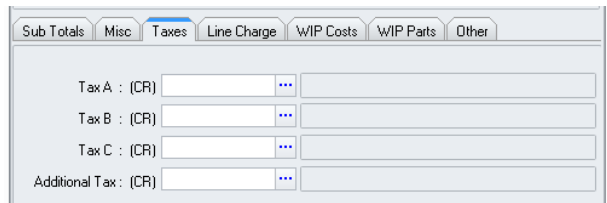
The screenshot shows a software window with several tabs: Sub Totals, Misc, Taxes, Line Charge, WIP Costs, WIP Parts, and Other. The 'Misc' tab is active. Below the tabs, there are six rows of input fields. Each row is labeled 'MiscX Charge : (CR)' where X is 1 through 6. Each label is followed by a dropdown menu with three dots and a text input field.

**NOTE:** The labels for all fields present on the **Misc** tab are managed on the **Charges** tab of the **General Settings** window in **Administration**

- a. **Misc1 Charge** field – Identify the GL code where the credit entry for Misc1 Charges will affect the general ledger.
- b. **Misc2 Charge** field – Identify the GL code where the credit entry for Misc2 Charges will affect the general ledger.
- c. **Misc3 Charge** field – Identify the GL code where the credit entry for Misc3 Charges will affect the general ledger.
- d. **Misc4 Charge** field – Identify the GL code where the credit entry for Misc4 Charges will affect the general ledger.
- e. **Misc5 Charge** field – Identify the GL code where the credit entry for Misc5 Charges will affect the general ledger.
- f. **Misc6 Charge** field – Identify the GL code where the credit entry for Misc6 Charges will affect the general ledger.

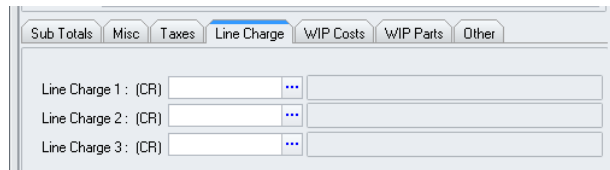
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### 3. Taxes tab



- a. **Tax A** field – Identify the GL code where the credit entry for Tax A will affect the general ledger.
- b. **Tax B** field – Identify the GL code where the credit entry for Tax B will affect the general ledger.
- c. **Tax C** field – Identify the GL code where the credit entry for Tax C will affect the general ledger.
- d. **Additional Tax** field – Identify the GL code where the credit entry for Additional Tax will affect the general ledger.

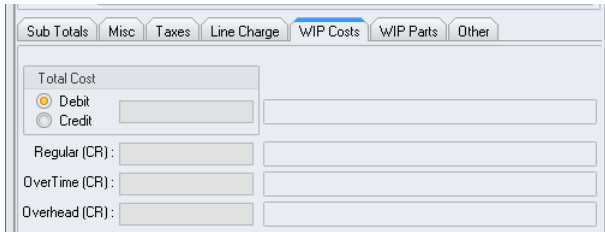
### 4. Line Charge tab



**NOTE:** The labels for all fields present on the **Line Charge** tab are managed on the **Charges** tab of the **General Settings** window in **Administration**

- a. **Line Charge 1** field – Identify the GL code where the credit entry for Line Charge 1 will affect the general ledger.
- b. **Line Charge 2** field – Identify the GL code where the credit entry for Line Charge 2 will affect the general ledger.
- c. **Line Charge 3** field – Identify the GL code where the credit entry for Line Charge 3 will affect the general ledger.

## 5. WIP Costs tab

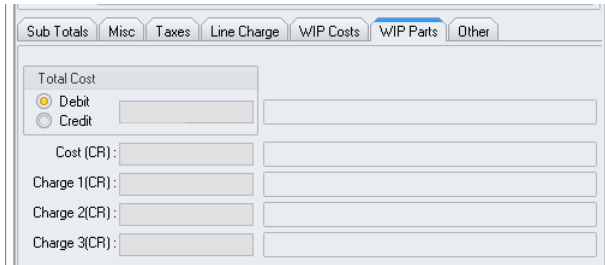


### a. Total Cost group box

- i. **Debit** radio button – Select to create a debit entry for the identified GL code when WIP costs are posted. This will cause labor and overhead entries to be created as credits when the general ledger account is selected.
  - ii. **Credit** radio button – Select to create a credit entry for the identified GL code when WIP costs are posted. This will cause labor and overhead entries to be created as debits when the general ledger account is selected.
  - iii. **Total Cost** field – Identify the GL code where the entry for total work in progress cost will affect the general ledger.
- b. **Regular** field – Identify the GL code where the entry for regular time labor will affect the general ledger.
  - c. **OverTime** field – Identify the GL code where the entry for overtime labor will affect the general ledger.
  - d. **Overhead** field – Identify the GL code where the entry for overhead charges will affect the general ledger.

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## 6. WIP Parts tab



**NOTE:** The labels for the three lowest fields present on the **WIP Parts** tab are managed on the **Charges** tab of the **General Settings** window in **Administration**

- a. **Total Cost** group box
  - i. **Debit** radio button – Select to create a debit entry for the identified GL code when WIP parts are posted. This will cause parts costs and additional charges entries to be created as credits when the general ledger account is selected.
  - ii. **Credit** radio button – Select to create a credit entry for the identified GL code when WIP parts are posted. This will cause parts costs and additional charges entries to be created as debits when the general ledger account is selected.
  - iii. **Total Cost** field – Identify the GL code where the entry for total work in progress parts will affect the general ledger.
- b. **Cost** field – Identify the GL code where the entry for parts cost will affect the general ledger.
- c. **Line Charge 1** field – Identify the GL code where the entry for parts Line Charge 1 will affect the general ledger.
- d. **Line Charge 2** field – Identify the GL code where the entry for parts Line Charge 2 will affect the general ledger.
- e. **Line Charge 3** field – Identify the GL code where the entry for parts Line Charge 3 will affect the general ledger.

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## 7. Other tab

Sub Totals	Misc	Taxes	Line Charge	WIP Costs	WIP Parts	Other
Purchase Receiver Posting (In lieu of account payable)						
Credit : (CR)		<input type="text"/>				
Stock Updates - in case of increase in value (decrease will reverse automatically)						
Debit : (DB)		<input type="text"/>				
Credit : (CR)		<input type="text"/>				
W/H Transfers						
Debit : (DB)		<input type="text"/>				
Credit : (CR)		<input type="text"/>				
Currency Diff - A/R						
Net Amount : (DB)		<input type="text"/>				
Discount : (CR)		<input type="text"/>				
Discount : (DB)		<input type="text"/>				
Currency Diff - A/P						
Net Amount : (CR)		<input type="text"/>				
Discount : (DB)		<input type="text"/>				
Discount : (CR)		<input type="text"/>				
A/P Price Adjustment - in case of increase in value (decrease will reverse automatically)						
Debit : (DB)		<input type="text"/>				
Credit : (CR)		<input type="text"/>				


- a. **Purchase Receiver Posting (In lieu of account payable)** group box:
  - i. **Credit** field – Identify the GL code where the credit entry for posting a purchase receiver will affect the general ledger.
- b. **Stock Updates** group box
  - i. **Debit** field – Identify the GL code where the debit entry for a stock update will affect the general ledger.
  - ii. **Credit** field – Identify the GL code where the credit entry for a stock update will affect the general ledger.
- c. **W/H Transfer** group box
  - i. **Debit** field – Identify the GL code where the debit entry for a warehouse transfer will affect the general ledger.
  - ii. **Credit** field – Identify the GL code where the credit entry for a warehouse transfer will affect the general ledger.
- d. **Currency Diff - A/R** group box
  - i. **Net Amount** field – Identify the GL code where the debit entry for the net amount resulting from a change in exchange rates on accounts receivable transactions will affect the general ledger.

- ii. **Discount [CR]** field – Identify the GL code where the credit entry for a discount resulting from a change in exchange rates on accounts receivable transactions will affect the general ledger.
  - iii. **Discount [DB]** field – Identify the GL code where the debit entry for a discount resulting from a change in exchange rates on accounts receivable transactions will affect the general ledger.
- e. **Currency Diff - A/P** group box
- i. **Net Amount** field – Identify the GL code where the debit entry for the net amount resulting from a change in exchange rates on accounts payable transactions will affect the general ledger.
  - ii. **Discount [DB]** field – Identify the GL code where the debit entry for a discount resulting from a change in exchange rates on accounts payable transactions will affect the general ledger.
  - iii. **Discount [CR]** field – Identify the GL code where the credit entry for a discount resulting from a change in exchange rates on accounts payable transactions will affect the general ledger.
- f. **A/P Price Adjustment** group box
- i. **Debit** field – Identify the GL code where the debit entry for an A/P price adjustment will affect the general ledger.
  - ii. **Credit** field – Identify the GL code where the credit entry for an A/P price adjustment will affect the general ledger.

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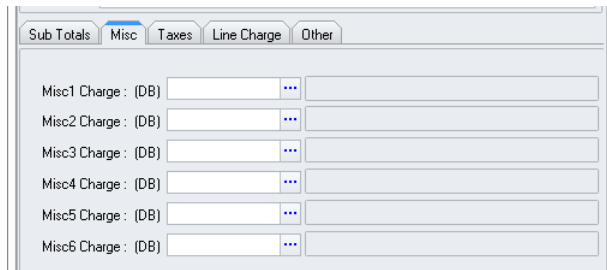
iii. For “Purchase” Type GL Accounts

1. **Sub Totals** tab



- a. **Doc SubTotal** field – Identify the GL code where the debit entry for the document subtotal will affect the general ledger.
- b. **Doc Discount** field – Identify the GL code where the credit entry for document discounts will affect the general ledger.
- c. **Pay Discount** field – Identify the GL code where the credit entry for pay discounts will affect the general ledger.
- d. **Vendor Adjustments** field – Identify the GL code where the credit entry for vendor adjustments will affect the general ledger.
- e. **Payables** field – Identify the GL code where the credit entry will affect the general ledger.
- f. **Advance** field – Identify the GL code where the debit entry for applied advances will affect the general ledger.
- g. **Misc Payments** field – Identify the GL code where the debit entry for miscellaneous payments will affect the general ledger.
- h. **Doc COG Core Claim [CR]** field – Identify the GL code where the credit entry for cost of goods sold on a claim will affect the general ledger.
- i. **Doc COG Core Claim [DB]** field – Identify the GL code where the debit entry for cost of goods sold on a claim will affect the general ledger.

## 2. Misc tab



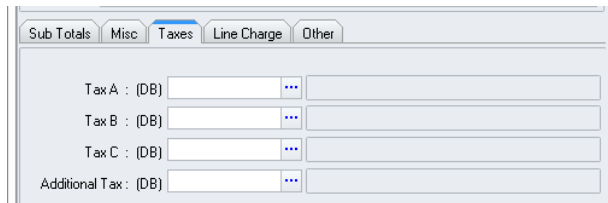
Sub Totals	Misc	Taxes	Line Charge	Other
Misc1 Charge : (DB)	<input type="text"/>	...		
Misc2 Charge : (DB)	<input type="text"/>	...		
Misc3 Charge : (DB)	<input type="text"/>	...		
Misc4 Charge : (DB)	<input type="text"/>	...		
Misc5 Charge : (DB)	<input type="text"/>	...		
Misc6 Charge : (DB)	<input type="text"/>	...		

**NOTE:** The labels for all fields present on the **Misc** tab are managed on the **Charges** tab of the **General Settings** window in **Administration**

- Misc1 Charge** field – Identify the GL code where the debit entry for Misc1 Charges will affect the general ledger.
- Misc2 Charge** field – Identify the GL code where the debit entry for Misc2 Charges will affect the general ledger.
- Misc3 Charge** field – Identify the GL code where the debit entry for Misc3 Charges will affect the general ledger.
- Misc4 Charge** field – Identify the GL code where the debit entry for Misc4 Charges will affect the general ledger.
- Misc5 Charge** field – Identify the GL code where the debit entry for Misc5 Charges will affect the general ledger.
- Misc6 Charge** field – Identify the GL code where the debit entry for Misc6 Charges will affect the general ledger.

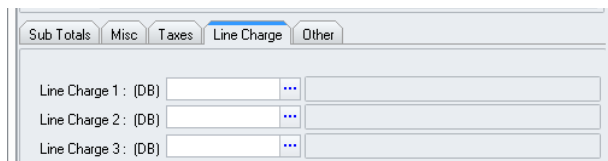
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### 3. Taxes tab



- Tax A** field – Identify the GL code where the debit entry for Tax A will affect the general ledger.
- Tax B** field – Identify the GL code where the debit entry for Tax B will affect the general ledger.
- Tax C** field – Identify the GL code where the debit entry for Tax C will affect the general ledger.
- Additional Tax** field – Identify the GL code where the debit entry for Additional Tax will affect the general ledger.

### 4. Line Charge tab

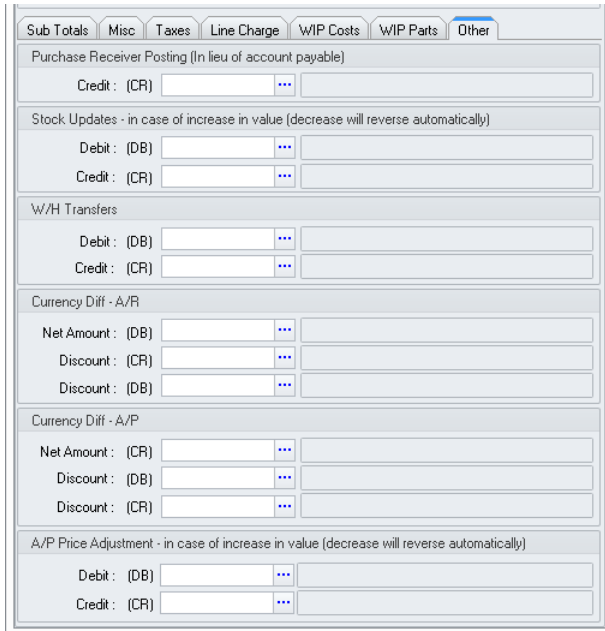


**NOTE:** The labels for all fields present on the **Line Charge** tab are managed on the **Charges** tab of the **General Settings** window in **Administration**

- Line Charge 1** field – Identify the GL code where the debit entry for Line Charge 1 will affect the general ledger.
- Line Charge 2** field – Identify the GL code where the debit entry for Line Charge 2 will affect the general ledger.
- Line Charge 3** field – Identify the GL code where the debit entry for Line Charge 3 will affect the general ledger.

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## 5. Other tab



a. **Purchase Receiver Posting (In lieu of account payable)** group box:

- i. **Credit** field – Identify the GL code where the credit entry for posting a purchase receiver will affect the general ledger.

b. **Stock Updates** group box

- i. **Debit** field – Identify the GL code where the debit entry for a stock update will affect the general ledger.
- ii. **Credit** field – Identify the GL code where the credit entry for a stock update will affect the general ledger.

c. **W/H Transfer** group box

- i. **Debit** field – Identify the GL code where the debit entry for a warehouse transfer will affect the general ledger.
- ii. **Credit** field – Identify the GL code where the credit entry for a warehouse transfer will affect the general ledger.

d. **Currency Diff - A/R** group box

- i. **Net Amount** field – Identify the GL code where the debit entry for the net amount resulting from a change in exchange rates on accounts receivable transactions will affect the general ledger.

- ii. **Discount [CR]** field – Identify the GL code where the credit entry for a discount resulting from a change in exchange rates on accounts receivable transactions will affect the general ledger.
  - iii. **Discount [DB]** field – Identify the GL code where the debit entry for a discount resulting from a change in exchange rates on accounts receivable transactions will affect the general ledger.
- e. **Currency Diff - A/P** group box
- i. **Net Amount** field – Identify the GL code where the debit entry for the net amount resulting from a change in exchange rates on accounts payable transactions will affect the general ledger.
  - ii. **Discount [DB]** field – Identify the GL code where the debit entry for a discount resulting from a change in exchange rates on accounts payable transactions will affect the general ledger.
  - iii. **Discount [CR]** field – Identify the GL code where the credit entry for a discount resulting from a change in exchange rates on accounts payable transactions will affect the general ledger.
- f. **A/P Price Adjustment** group box
- i. **Debit** field – Identify the GL code where the debit entry for an A/P price adjustment will affect the general ledger.
  - ii. **Credit** field – Identify the GL code where the credit entry for an A/P price adjustment will affect the general ledger.

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iv. For “Both” Type GL Accounts

1. **Sub Totals** tab

Sub Totals	Misc	Taxes	Line Charge	WIP Costs	WIP Parts	Other
<b>Charges</b>						
Receivables : (DB)	<input type="text"/>	...				
Advance Pay: (CR)	<input type="text"/>	...				
Misc Receipts : (CR)	<input type="text"/>	...				
Payables : (CR)	<input type="text"/>	...				
Advance : (DB)	<input type="text"/>	...				
Misc Payment : (DB)	<input type="text"/>	...				
Doc SubTotal :	<input type="text"/>	...				
Doc Discount :	<input type="text"/>	...				
Pay Discount :	<input type="text"/>	...				
Vendor Adjustments :	<input type="text"/>	...				
Doc COG Sold (CR) :	<input type="text"/>	...				
Doc COG Sold (DB) :	<input type="text"/>	...				

- a. **Receivables** field – Identify the GL code where the debit entry will affect the general ledger.
- b. **Advance Pay** field – Identify the GL code where the credit entry for applied advanced payments will affect the general ledger.
- c. **Misc Receipts** field – Identify the GL code where the credit entry for miscellaneous receipts will affect the general ledger.
- d. **Payables** field – Identify the GL code where the credit entry will affect the general ledger.
- e. **Advance** field – Identify the GL code where the debit entry for applied advances will affect the general ledger.
- f. **Misc Payments** field – Identify the GL code where the debit entry for miscellaneous payments will affect the general ledger.
- g. **Doc SubTotal** field – Identify the GL code where the entry for the document subtotal will affect the general ledger.
- h. **Doc Discount** field – Identify the GL code where the entry for document discounts will affect the general ledger.
- i. **Pay Discount** field – Identify the GL code where the entry for pay discounts will affect the general ledger.
- j. **Vendor Adjustments** field – Identify the GL code where the entry for vendor adjustments will affect the general ledger.



- k. **Doc COG Sold [CR]** field – Identify the GL code where the credit entry for cost of goods sold will affect the general ledger.
- l. **Doc COG Sold [DB]** field – Identify the GL code where the debit entry for cost of goods sold will affect the general ledger.

2. **Misc tab**

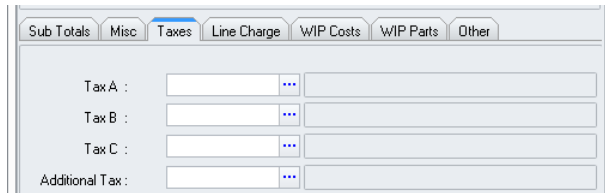


**NOTE:** The labels for all fields present on the **Misc** tab are managed on the **Charges** tab of the **General Settings** window in **Administration**

- a. **Misc1 Charge** field – Identify the GL code where the entry for Misc1 Charges will affect the general ledger.
- b. **Misc2 Charge** field – Identify the GL code where the entry for Misc2 Charges will affect the general ledger.
- c. **Misc3 Charge** field – Identify the GL code where the entry for Misc3 Charges will affect the general ledger.
- d. **Misc4 Charge** field – Identify the GL code where the entry for Misc4 Charges will affect the general ledger.
- e. **Misc5 Charge** field – Identify the GL code where the entry for Misc5 Charges will affect the general ledger.
- f. **Misc6 Charge** field – Identify the GL code where the entry for Misc6 Charges will affect the general ledger.

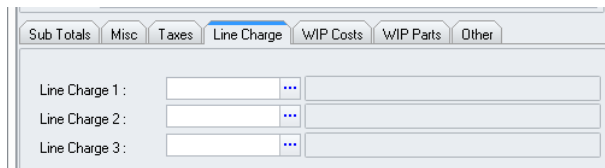
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### 3. Taxes tab



- a. **Tax A** field – Identify the GL code where the entry for Tax A will affect the general ledger.
- b. **Tax B** field – Identify the GL code where the entry for Tax B will affect the general ledger.
- c. **Tax C** field – Identify the GL code where the entry for Tax C will affect the general ledger.
- d. **Additional Tax** field – Identify the GL code where the entry for Additional Tax will affect the general ledger.

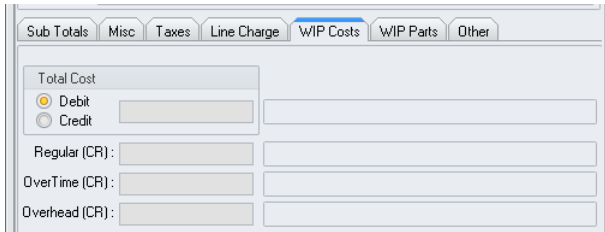
### 4. Line Charge tab



**NOTE:** The labels for all fields present on the **Line Charge** tab are managed on the **Charges** tab of the **General Settings** window in **Administration**

- a. **Line Charge 1** field – Identify the GL code where the entry for Line Charge 1 will affect the general ledger.
- b. **Line Charge 2** field – Identify the GL code where the entry for Line Charge 2 will affect the general ledger.
- c. **Line Charge 3** field – Identify the GL code where the entry for Line Charge 3 will affect the general ledger.

## 5. WIP Costs tab



### a. Total Cost group box

- i. **Debit** radio button – Select to create a debit entry for the identified GL code when WIP costs are posted. This will cause labor and overhead entries to be created as credits when the general ledger account is selected.
  - ii. **Credit** radio button – Select to create a credit entry for the identified GL code when WIP costs are posted. This will cause labor and overhead entries to be created as debits when the general ledger account is selected.
  - iii. **Total Cost** field – Identify the GL code where the entry for total work in progress cost will affect the general ledger.
- b. **Regular** field – Identify the GL code where the entry for regular time labor will affect the general ledger.
  - c. **OverTime** field – Identify the GL code where the entry for overtime labor will affect the general ledger.
  - d. **Overhead** field – Identify the GL code where the entry for overhead charges will affect the general ledger.

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## 6. WIP Parts tab



**NOTE:** The labels for the three lowest fields present on the **WIP Parts** tab are managed on the **Charges** tab of the **General Settings** window in **Administration**

- a. **Total Cost** group box
  - i. **Debit** radio button – Select to create a debit entry for the identified GL code when WIP parts are posted. This will cause parts costs and additional charges entries to be created as credits when the general ledger account is selected.
  - ii. **Credit** radio button – Select to create a credit entry for the identified GL code when WIP parts are posted. This will cause parts costs and additional charges entries to be created as debits when the general ledger account is selected.
  - iii. **Total Cost** field – Identify the GL code where the entry for total work in progress parts will affect the general ledger.
- b. **Cost** field – Identify the GL code where the entry for parts cost will affect the general ledger.
- c. **Line Charge 1** field – Identify the GL code where the entry for parts Line Charge 1 will affect the general ledger.
- d. **Line Charge 2** field – Identify the GL code where the entry for parts Line Charge 2 will affect the general ledger.
- e. **Line Charge 3** field – Identify the GL code where the entry for parts Line Charge 3 will affect the general ledger.

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## 7. Other tab

Sub Totals	Misc	Taxes	Line Charge	WIP Costs	WIP Parts	Other
Purchase Receiver Posting (In lieu of account payable)						
Credit : (CR)		<input type="text"/>				
Stock Updates - in case of increase in value (decrease will reverse automatically)						
Debit : (DB)		<input type="text"/>				
Credit : (CR)		<input type="text"/>				
W/H Transfers						
Debit : (DB)		<input type="text"/>				
Credit : (CR)		<input type="text"/>				
Currency Diff - A/R						
Net Amount : (DB)		<input type="text"/>				
Discount : (CR)		<input type="text"/>				
Discount : (DB)		<input type="text"/>				
Currency Diff - A/P						
Net Amount : (CR)		<input type="text"/>				
Discount : (DB)		<input type="text"/>				
Discount : (CR)		<input type="text"/>				
A/P Price Adjustment - in case of increase in value (decrease will reverse automatically)						
Debit : (DB)		<input type="text"/>				
Credit : (CR)		<input type="text"/>				

- a. **Purchase Receiver Posting (In lieu of account payable)** group box:
  - i. **Credit** field – Identify the GL code where the credit entry for posting a purchase receiver will affect the general ledger.
- b. **Stock Updates** group box
  - i. **Debit** field – Identify the GL code where the debit entry for a stock update will affect the general ledger.
  - ii. **Credit** field – Identify the GL code where the credit entry for a stock update will affect the general ledger.
- c. **W/H Transfer** group box
  - i. **Debit** field – Identify the GL code where the debit entry for a warehouse transfer will affect the general ledger.
  - ii. **Credit** field – Identify the GL code where the credit entry for a warehouse transfer will affect the general ledger.
- d. **Currency Diff - A/R** group box
  - i. **Net Amount** field – Identify the GL code where the debit entry for the net amount resulting from a change in exchange rates on accounts receivable transactions will affect the general ledger.

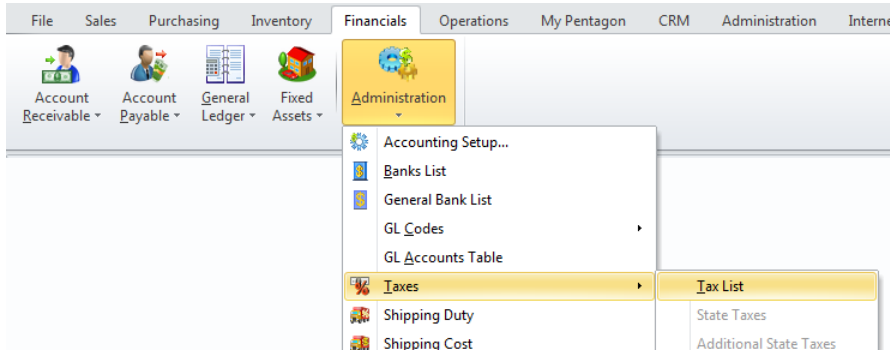
- ii. **Discount [CR]** field – Identify the GL code where the credit entry for a discount resulting from a change in exchange rates on accounts receivable transactions will affect the general ledger.
  - iii. **Discount [DB]** field – Identify the GL code where the debit entry for a discount resulting from a change in exchange rates on accounts receivable transactions will affect the general ledger.
- e. **Currency Diff - A/P** group box
- i. **Net Amount** field – Identify the GL code where the debit entry for the net amount resulting from a change in exchange rates on accounts payable transactions will affect the general ledger.
  - ii. **Discount [DB]** field – Identify the GL code where the debit entry for a discount resulting from a change in exchange rates on accounts payable transactions will affect the general ledger.
  - iii. **Discount [CR]** field – Identify the GL code where the credit entry for a discount resulting from a change in exchange rates on accounts payable transactions will affect the general ledger.
- f. **A/P Price Adjustment** group box
- i. **Debit** field – Identify the GL code where the debit entry for an A/P price adjustment will affect the general ledger.
  - ii. **Credit** field – Identify the GL code where the credit entry for an A/P price adjustment will affect the general ledger.

*END OF SECTION*

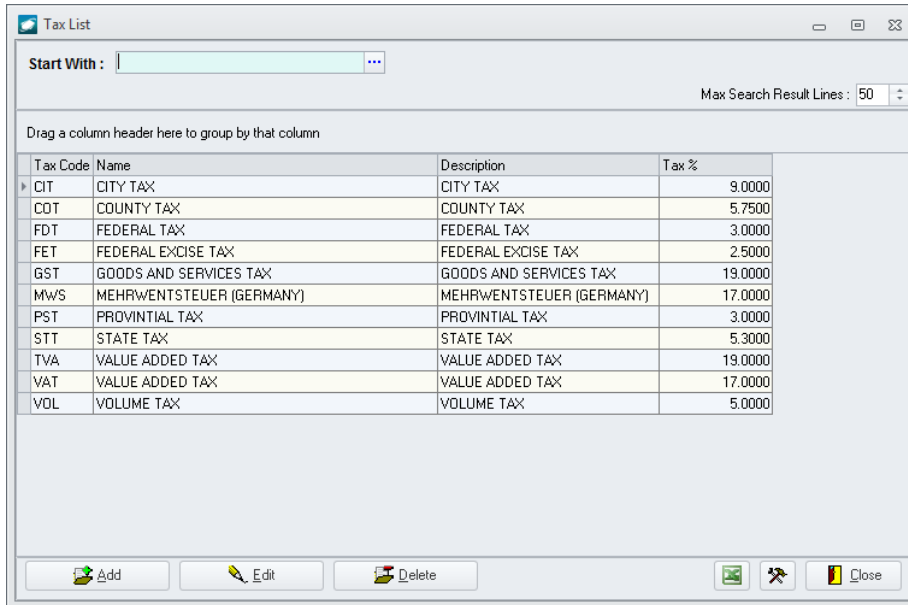
## 6. Taxes Setup

### a. Tax List

- i. From the ribbon, left-click **Financials**, left-click **Administration**, select **Taxes** and left-click **Tax List**.

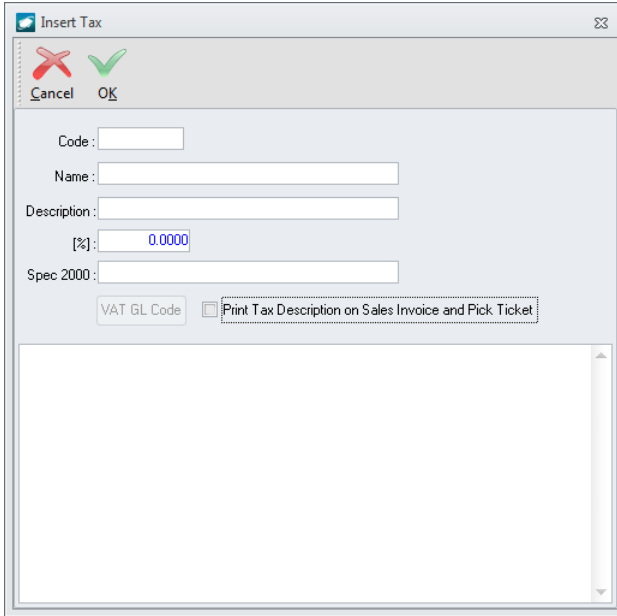


- ii. The **Tax List** search window will appear. Left-click the **Add** button.



*CONTINUE TO NEXT PAGE*

iii. The **Insert Tax** window will appear.



The screenshot shows a dialog box titled "Insert Tax" with a close button (X) in the top right corner. The dialog has a toolbar with a red "X" icon and a green checkmark icon, with the labels "Cancel" and "OK" respectively. Below the toolbar are several input fields: "Code:" (empty), "Name:" (empty), "Description:" (empty), "[%]" (containing "0.0000"), and "Spec 2000:" (empty). At the bottom, there is a "VAT GL Code" button and a checkbox labeled "Print Tax Description on Sales Invoice and Pick Ticket" which is currently unchecked. A large empty text area is located at the bottom of the dialog.

1. **Code** field – Enter the code by which the tax is identified [5-character maximum].
  2. **Name** field – Enter the name of the tax.
  3. **Description** field – Enter the description of the tax.
  4. **[%]** field – Enter the tax rate in terms of percentage.
  5. **Spec2000** field – Enter the Spec2000 name for the task.
  6. **VAT GL Code** – Left-click to identify the GL code that will be affected when this tax is used in VAT applications.
  7. **Print Tax Description on Sales Invoice and Pick Ticket** flag – Mark the flag as “checked” to print the contents of the **Description** field on sales invoices and pick tickets.
- iv. Left-click the **OK** button on the **Insert Tax** window toolbar.

*CONTINUE TO NEXT PAGE*



b. State Taxes

Enables the creation of state taxes within the taxes list.

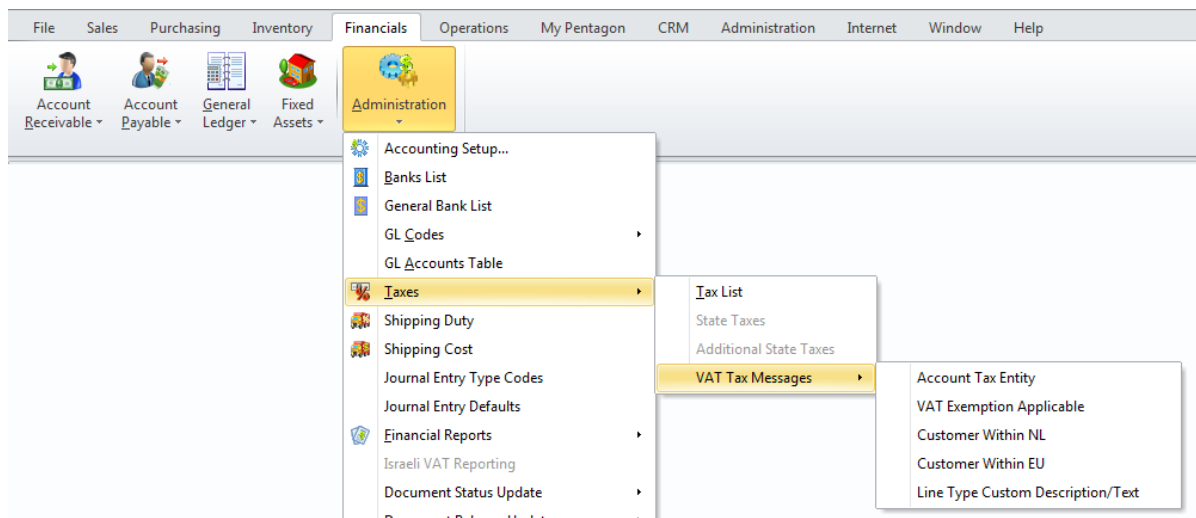
c. Additional State Taxes

Enables the creation of additional taxes by line item based upon the ship from and ship to addresses.

d. VAT Tax Messages

VAT Messages can be set up to appear on documents on which European VAT are applicable.

- i. From the ribbon, left-click **Financials**, left-click **Administration**, select **Taxes** and left-click **VAT Tax Messages**. The list of VAT Tax Messages will appear.



1. *Account Tax Entity*

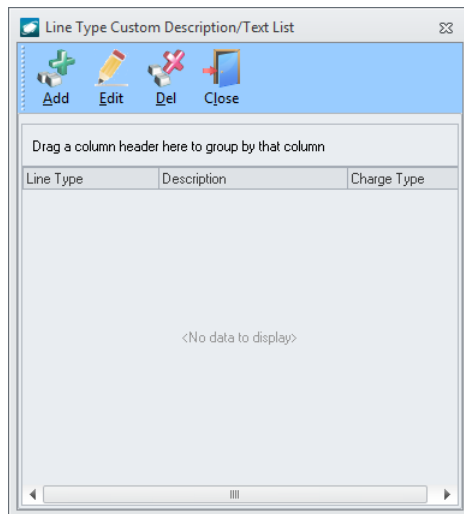
- a. Left-click **Account Tax Entity**.
- b. The **Memo Editor** will appear to save a message that will be printed when appropriate.

2. *VAT Exemption Applicable* – Will be printed when an exemption to VAT is applicable to the document.

- a. Left-click **VAT Exemption Applicable**.
- b. The **Memo Editor** will appear to save a message that will be printed when an exemption to VAT is applicable to the document.

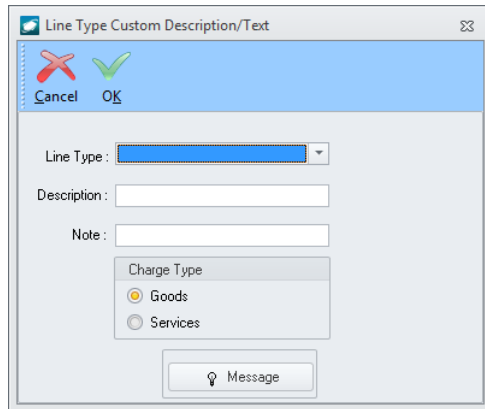
3. *Customer Within NL* – Will be printed on documents associated with customers within the Netherlands when VAT is applicable.

- a. Left-click **Customer Within NL**.
  - b. The **Memo Editor** will appear to save a message that will be printed on documents associated with customers within the Netherlands when VAT is applicable.
4. *Customer Within EU* – Will be printed on documents associated with customers within the European Union when VAT is applicable.
- a. Left-click **Customer Within EU**.
  - b. The **Memo Editor** will appear to save a message that will be printed on documents associated with customers within the European Union when VAT is applicable.
5. *Line Type Custom Description/Text* – Will outline special text that will be printed by line type on documents when VAT is applicable.
- a. Left-click **Line Type Custom Description/Text**.
  - b. The **Line Type Custom Description/Text List** window will appear. Left-click the **Add** button on the window toolbar.



CONTINUE TO NEXT PAGE

- c. The **Line Type Custom Description/Text** window will appear.



- i. **Line Type** field – Select the line type from the drop down menu.
  - ii. **Description** field – Enter the description of the line type that you would like to appear on documents when VAT is applicable.
  - iii. **Note** field – Enter any note that you would like to be added to each line of the document with the line type when VAT is applicable.
  - iv. **Charge Type** radio button – Identify whether the line type is applicable to goods or services.
  - v. **Message** button – Enter any message related to the line type when VAT is applicable.
- d. Left-click the **OK** button on the **Line Type Custom Description/Text** window toolbar.
- e. Left-click the **Close** button on the **Line Type Custom Description/Text List** window toolbar.

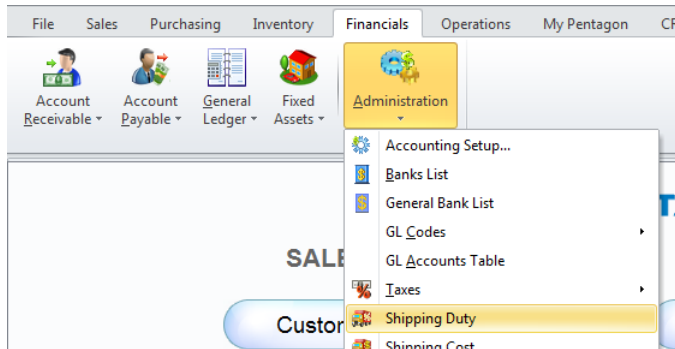
*END OF SECTION*

## 7. Shipping Duty Setup

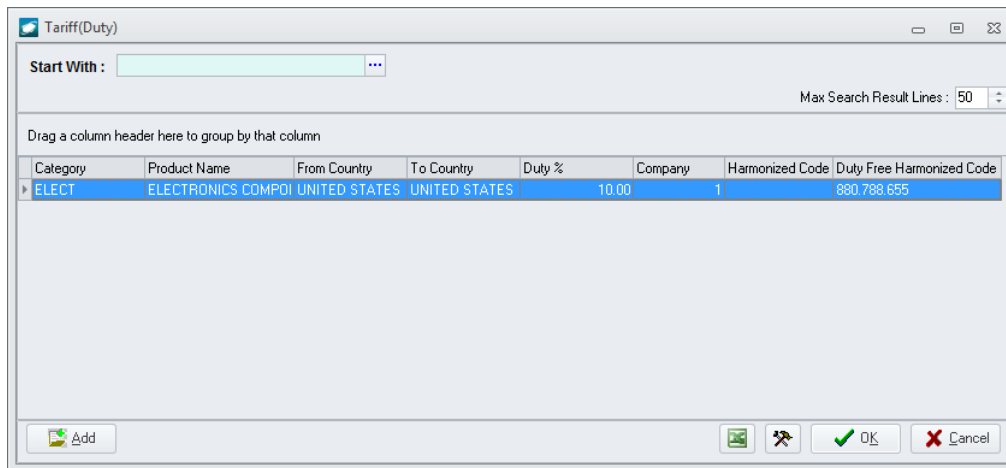
A shipping duty (or tariff) will be added to documents for categories of products when setup within the Shipping Duty table and the category of product is shipped as stated within the table record.

**NOTE:** The shipping duty amount will be added to the **Misc1** field on applicable documents.

- a. From the ribbon, left-click **Financials**, left-click **Administration** and left-click **Shipping Duty**.

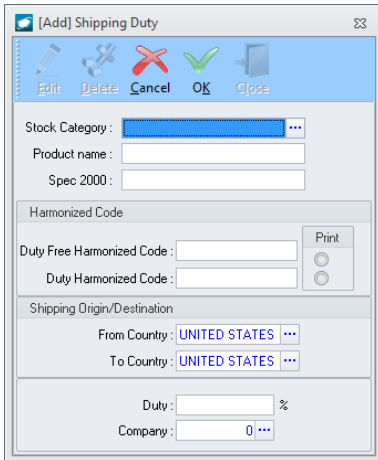


- b. The **Tariff (Duty)** search window will appear. Left-click the **Add** button.



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c. The **Shipping Duty** window will appear.



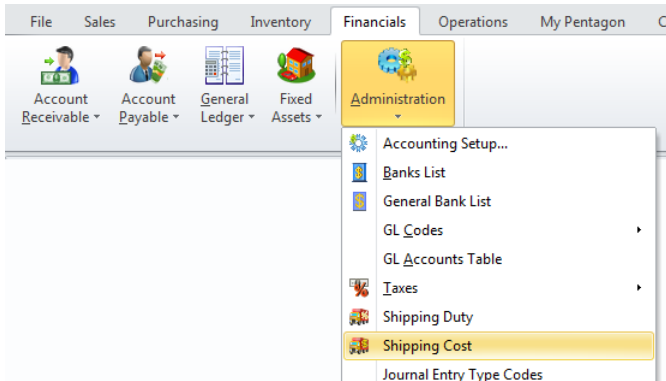
- i. **Stock Category** field – Identify the stock category for which the duty/tariff is applicable.
  - ii. **Product Name** field – Enter the name of the product category for which the duty/tariff is applicable.
  - iii. **Spec 2000** field – Enter the Spec2000 data for the duty/tariff.
  - iv. **Harmonized Code** group box
    1. **Duty Free Harmonized Code** field – Enter the appropriate code from the Harmonized Tariff Schedule (HTS) applicable to the stock category if it is duty free.
    2. **Duty Harmonized Code** field – Enter the appropriate code from the Harmonized Tariff Schedule (HTS) applicable to the stock category if a duty/tariff is applicable.
    3. **Print** group box – Select the radio button related to the HTS code that should print on documents on which the duty/tariff is applicable.
  - v. **Shipping Origin/Destination** group box
    1. **From Country** field – Select the origin country for which the duty/tariff is applicable.
    2. **To Country** field – Select the destination country for which the duty/tariff is applicable.
  - vi. **Duty** field – Enter the duty/tariff applicable to the stock category in terms of percent.
  - vii. **Company** field – Select the company for which the duty/tariff is applicable.
- d. Left-click the **OK** button on the **Shipping Duty** window toolbar to save the record.
- e. Left-click the **Close** button on the **Shipping Duty** window toolbar to close the window.

*END OF SECTION*

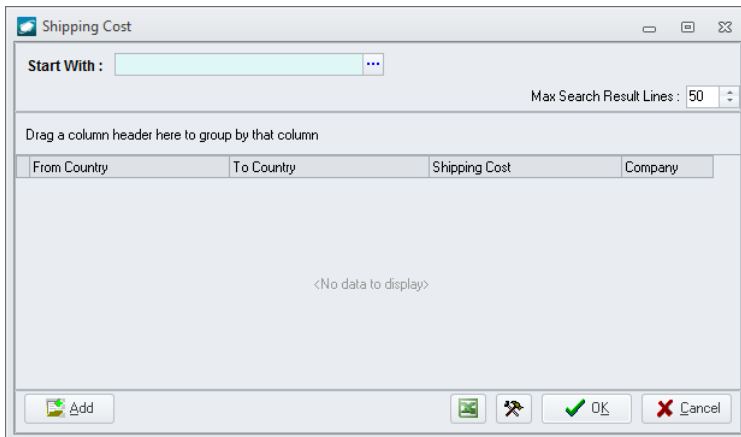
## 8. Shipping Cost Setup

A flat rate shipping cost will be added to documents when setup within the Shipping Cost table and product is shipped as stated within the table record.

- a. From the ribbon, left-click **Financials**, left-click **Administration** and left-click **Shipping Cost**.

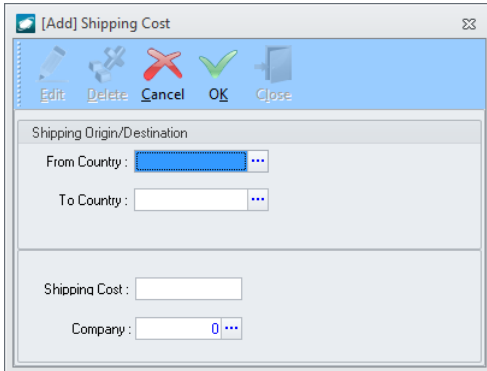


- b. The **Shipping Cost** search window will appear. Left-click the **Add** button.



*CONTINUE TO NEXT PAGE*

- c. The **Shipping Cost** window will appear.



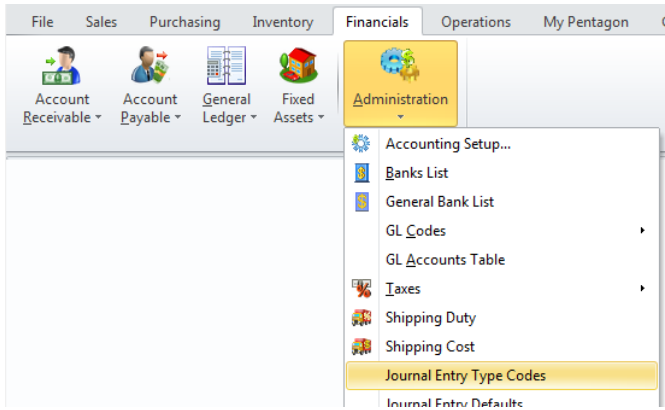
- i. **Shipping Origin/Destination** group box
1. **From Country** field – Select the origin country for which the shipping cost is applicable.
  2. **To Country** field – Select the destination country for which the shipping cost is applicable.
- ii. **Shipping Cost** field – Enter the shipping cost in terms of the primary system currency.
- iii. **Company** field – Select the company for which the cost is applicable.
- d. Left-click the **OK** button on the **Shipping Cost** window toolbar to save the record.
- e. Left-click the **Close** button on the **Shipping Cost** window toolbar to close the window.

*END OF SECTION*

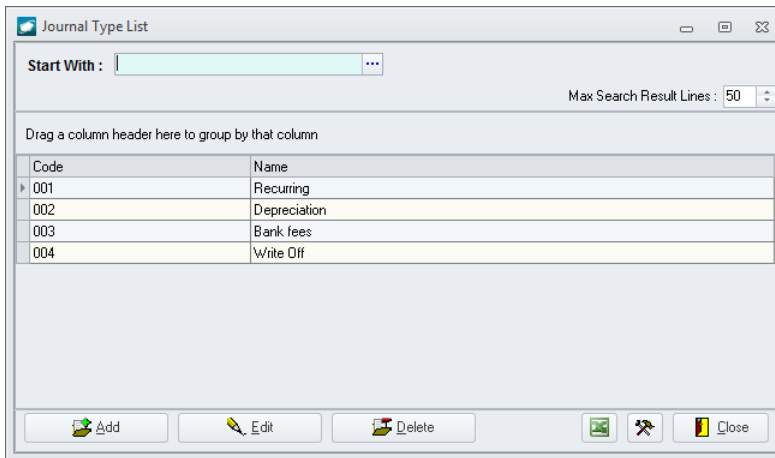
## 9. Journal Entry Type Codes Table Setup

The **Journal Type** table is used in the accounting and financial setup in multiple locations to classify journal entries.

- a. From the ribbon, left-click **Financials**, left-click **Administration** and left-click **Journal Entry Type Codes**.



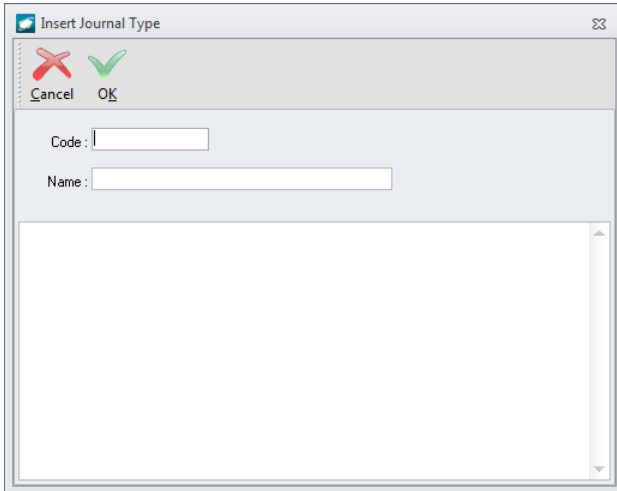
- b. The **Journal List** search window will appear. Left-click the **Add** button.



*CONTINUE TO NEXT PAGE*



- c. The **Insert Journal Type** window will appear.



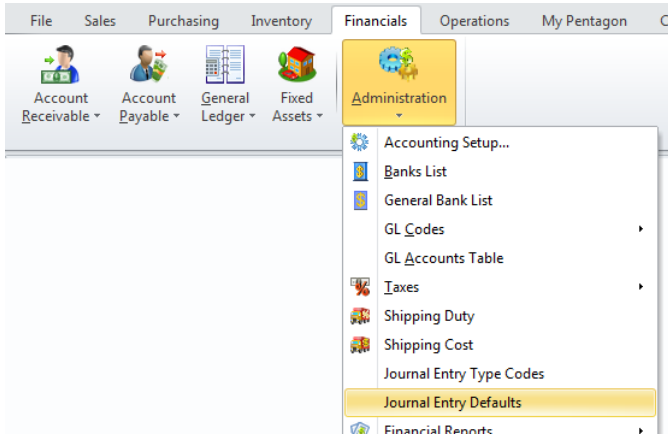
- i. **Code** field – Enter a code for the journal entry type.
  - ii. **Description** field – Enter a description for the journal entry type.
  - iii. Memo field – Enter any relevant information about the journal entry type.
- d. Left-click the **OK** button on the **Insert Journal Type** window toolbar to save the record and close the window.

*END OF SECTION*

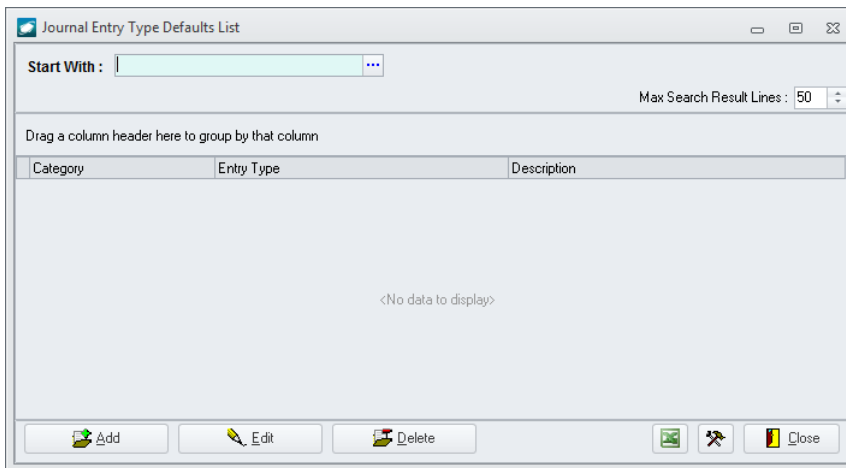
## 10. Journal Entry Defaults Setup

There are several document transaction categories for which a journal entry type may be associated.

- a. From the ribbon, left-click **Financials**, left-click **Administration** and left-click **Journal Entry Defaults**.

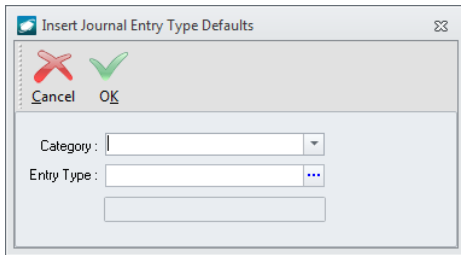


- b. The **Journal Entry Type Defaults** list search window will appear. Left-click the **Add** button.



*CONTINUE TO NEXT PAGE*

- c. The **Insert Journal Entry Type Defaults** window will appear.



- i. **Category** field – Select the document for which a journal entry type should be associated.
  - ii. **Entry Type** field – Select the journal entry type that should be associated with the document.
- d. Left-click the **OK** button on the **Insert Journal Entry Type Defaults** window toolbar to save the record and close the window.

*END OF SECTION*

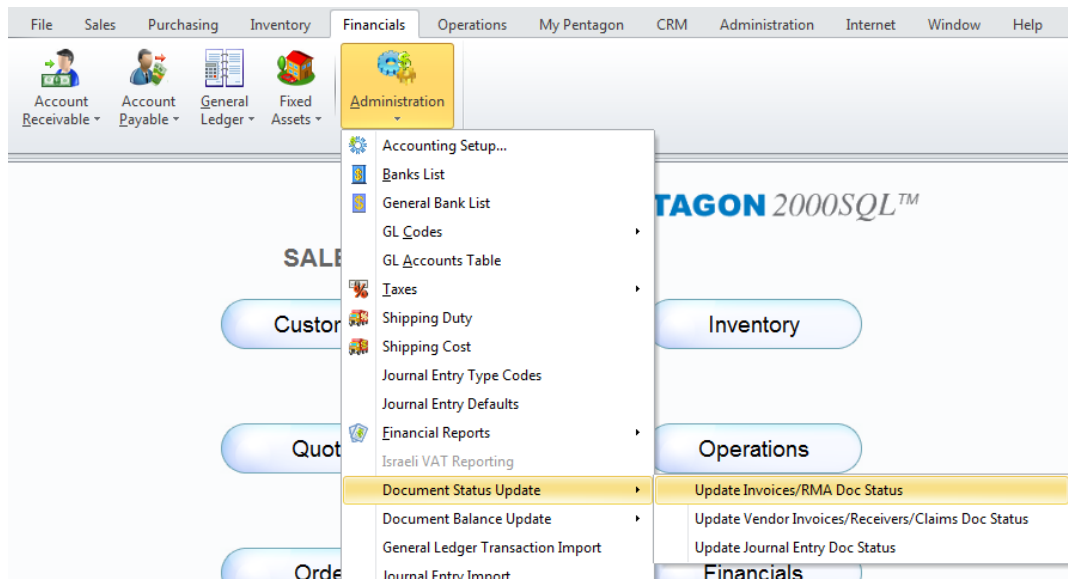
### 11. Financial Reports – PENDING

### 12. Israeli VAT Reporting – PENDING

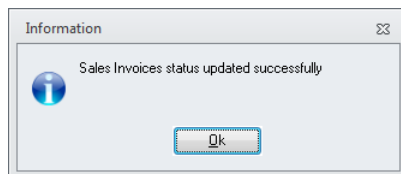
### 13. Document Status Update

This feature is used to ensure document statuses are correct in the event that there is an error in the database that affects document status.

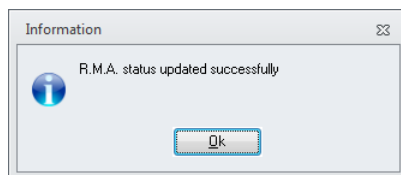
- a. Update Invoice/RMA Doc Status – This option is used to update the status of all sales invoices and RMAs.
  - i. From the ribbon, left-click **Financials**, left-click **Administration**, select **Document Status Update** and left-click **Update Invoices/RMA Doc Status**.



- ii. Once the process has run, an **Information** window will appear with the following message:



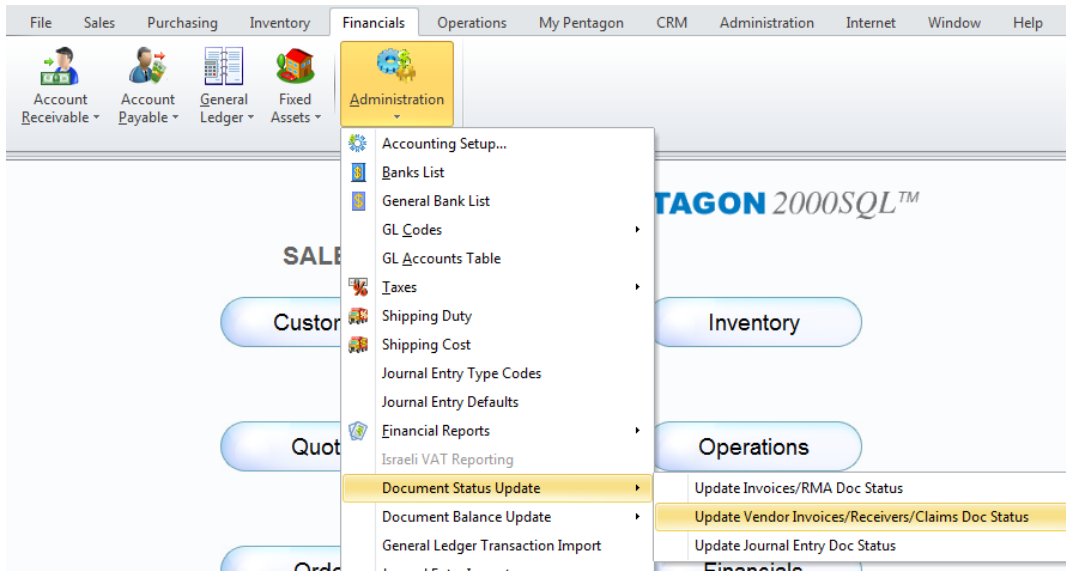
- iii. Left-click the **OK** button. A second **Information** window will appear with the following message:



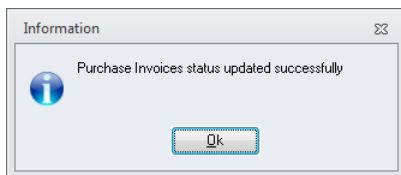
- iv. Left-click the **OK** button.

b. Update Vendor Invoices/Receivers/Claims Doc Status – This option is used to update the status of all vendor invoices, receivers and claims.

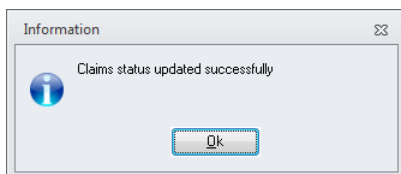
i. From the ribbon, left-click **Financials**, left-click **Administration**, select **Document Status Update** and left-click **Update Vendor Invoices/Receivers/Claims Doc Status**.



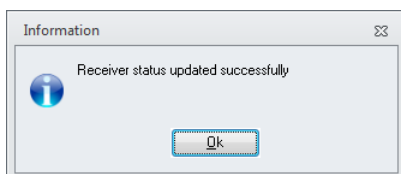
ii. Once the process has run, an **Information** window will appear with the following message:



iii. Left-click the **OK** button. A second **Information** window will appear with the following message:



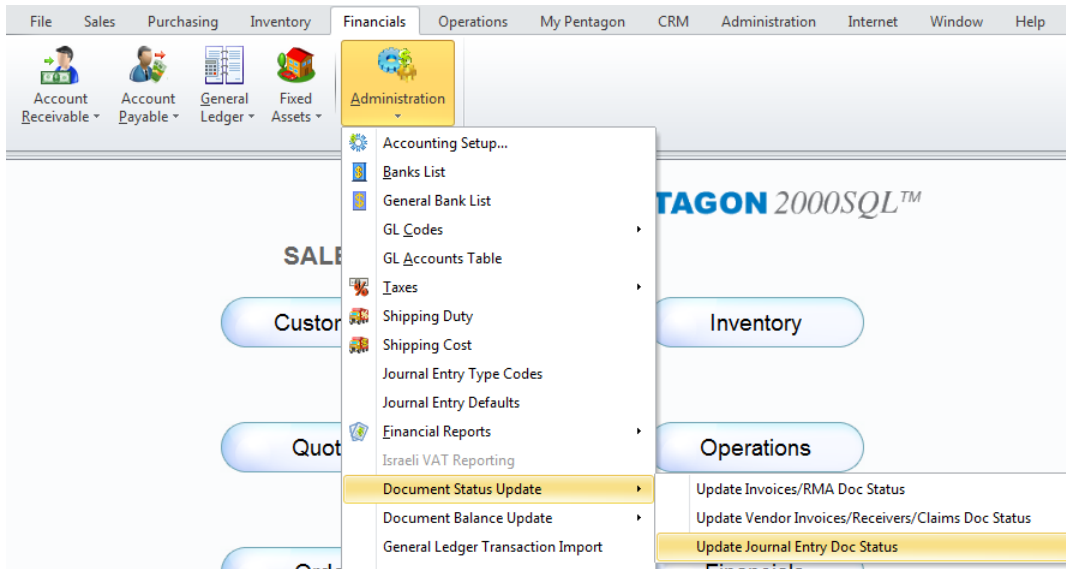
iv. Left-click the **OK** button. A third **Information** window will appear with the following message:



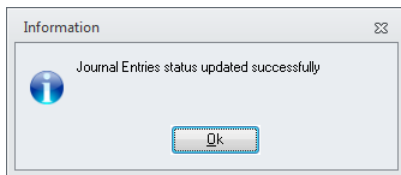
v. Left-click the **OK** button.

c. Update Journal Entry Doc Status – This option is used to update the status of all journal entries.

- i. From the ribbon, left-click **Financials**, left-click **Administration**, select **Document Status Update** and left-click **Update Journal Entry Doc Status**.



- ii. Once the process has run, an **Information** window will appear with the following message:



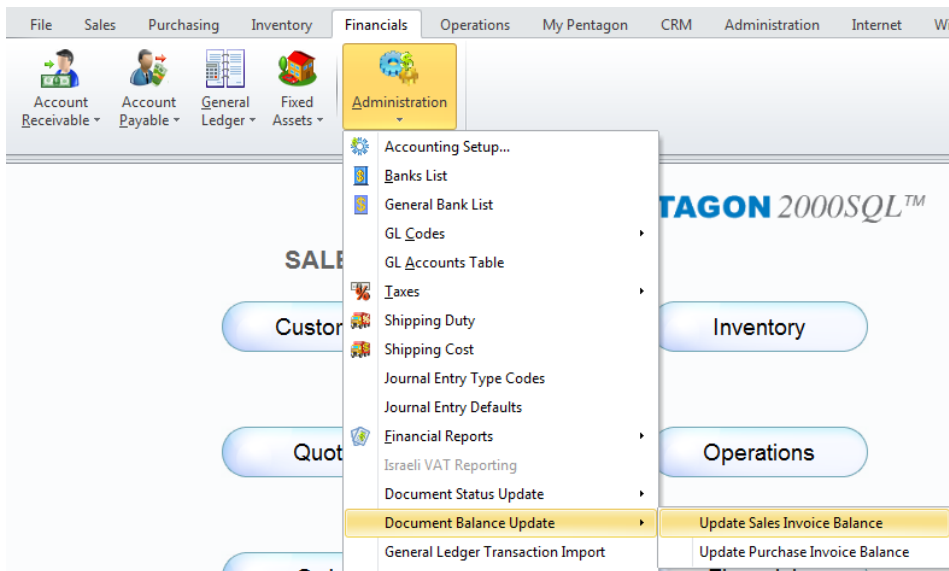
- iii. Left-click the **OK** button.

*END OF SECTION*

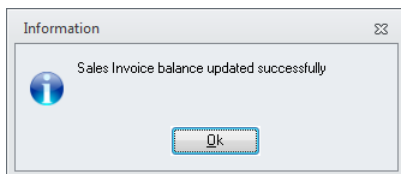
## 14. Document Balance Update

This feature is used to ensure document balances are correct in the event that there is an error in the database that affects document balance.

- a. Update Sales Invoice Balance – This option is used to update the balance of all sales invoices.
  - i. From the ribbon, left-click **Financials**, left-click **Administration**, select **Document Balance Update** and left-click **Update Sales Invoice Balance**.



- ii. Once the process has run, an **Information** window will appear with the following message:

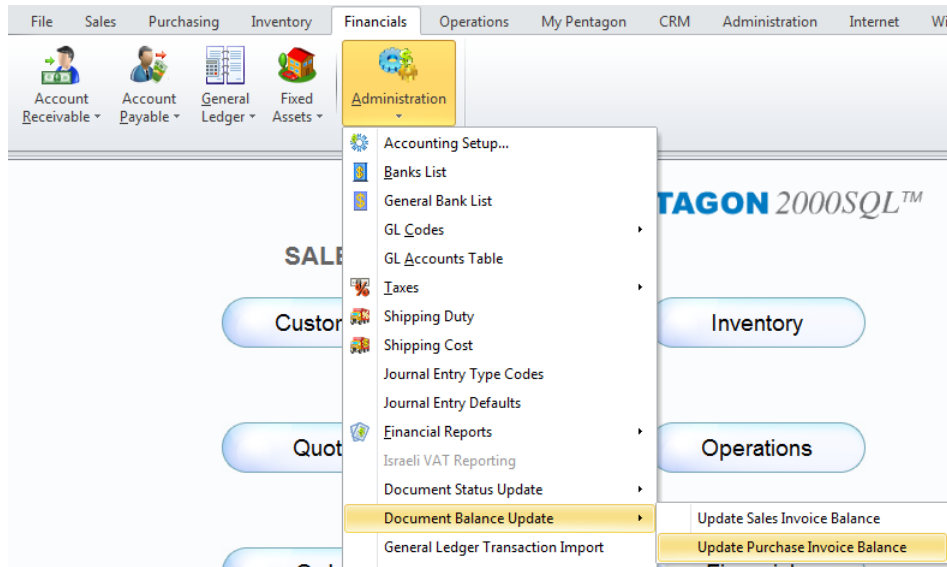


- iii. Left-click the **OK** button.

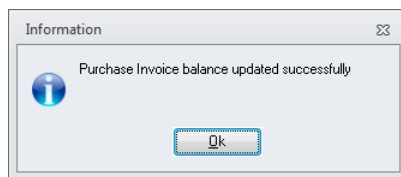
*CONTINUE TO NEXT PAGE*

b. Update Purchase Invoice Balance – This option is used to update the balance of all vendor invoices.

- i. From the ribbon, left-click **Financials**, left-click **Administration**, select **Document Balance Update** and left-click **Update Purchase Invoice Balance**.



- ii. Once the process has run, an **Information** window will appear with the following message:



- iii. Left-click the **OK** button.

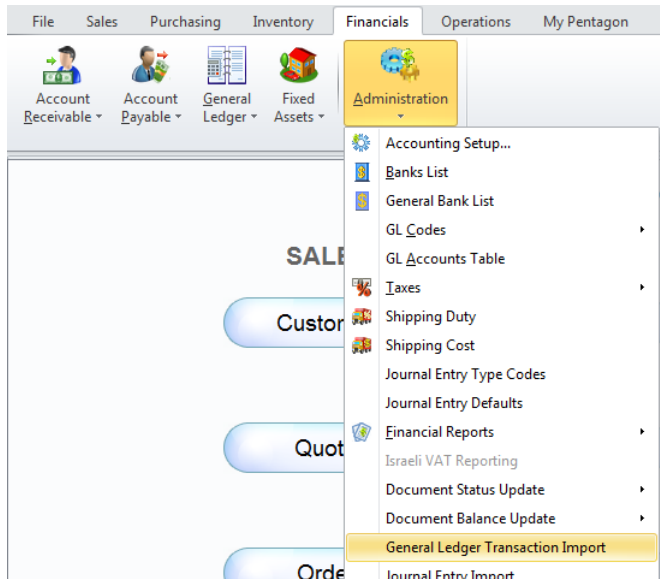
*END OF SECTION*



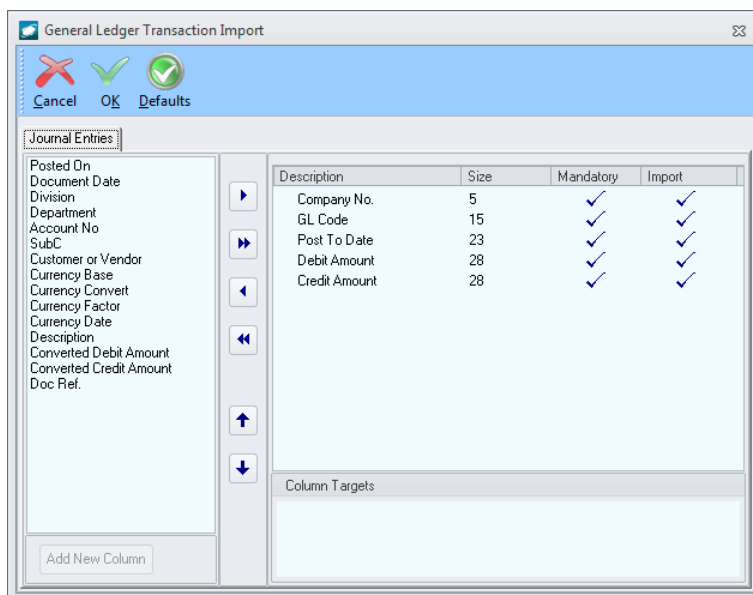
## 15. General Ledger Transaction Import

The General Ledger Transaction Import is included in the separately licensed Journal Entry Import feature and allows general ledger transactions to be imported from a properly formatted .csv or .txt file.

- a. From the ribbon, left-click **Financials**, left-click **Administration** and left-click **General Ledger Transaction Import**.



- b. The **General Ledger Transaction Import** window will appear.

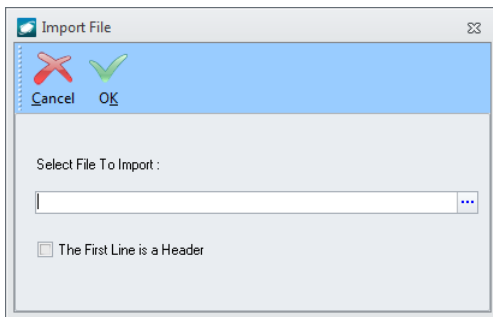


- c. Configure the grid on the right side of the window to match the file being imported. Mandatory fields will be present in the grid on the right side of the window.

- d. Fields listed in the grid on the left side of the window are additional available fields for import.
- e. Available fields may be added and removed from the import list as well as the order of the fields adjusted using the blue arrows between the left and right grids.
- f. After the setup is completed (applicable fields have been added and they are in the correct order), left-click the **OK** button on the **General Ledger Transaction Import** window toolbar.

**NOTE:** The configuration of the import file will be saved each time the feature is utilized so that it does not have to be configured each time the utility is used.

- g. The **Import File** window will appear.



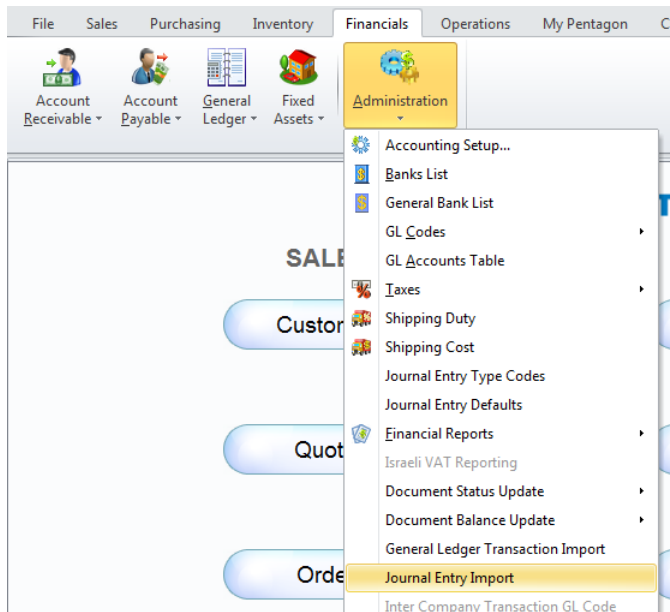
- i. **Select File To Import** field – Select the file to be imported.
  - ii. **The First Line is a Header** flag – Left-click to mark this flag as “checked” if the first line of the file being imported is a header.
- h. Left-click the **OK** button to complete the import process.

*END OF SECTION*

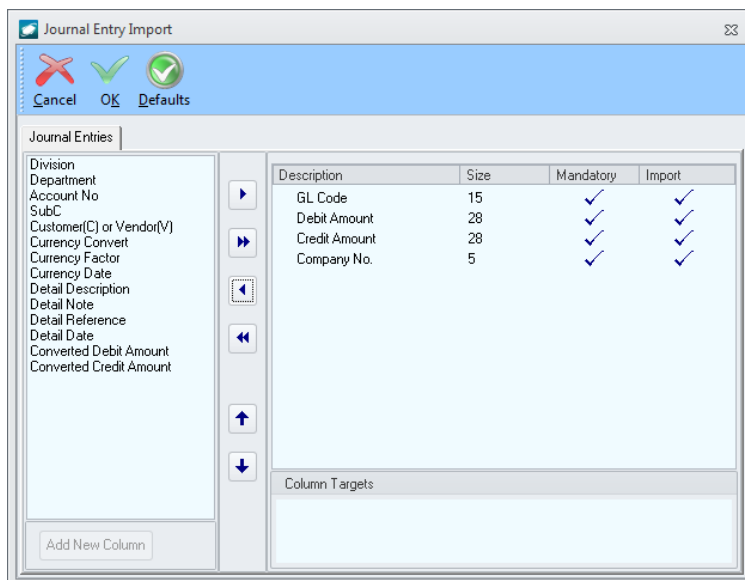
## 16. Journal Entry Import

The Journal Entry Import is a separately licensed feature that allows journal entries to be imported from a properly formatted .csv or .txt file.

- a. From the ribbon, left-click **Financials**, left-click **Administration** and left-click **Journal Entry Import**.



- b. The **Journal Entry Import** window will appear.

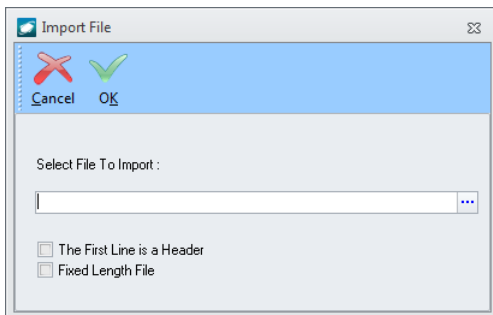


- c. Configure the grid on the right side of the window to match the file being imported. Mandatory fields will be present in the grid on the right side of the window.

- d. Fields listed in the grid on the left side of the window are additional available fields for import.
- e. Available fields may be added and removed from the import list as well as the order of the fields adjusted using the blue arrows between the left and right grids.
- f. After the setup is completed (applicable fields have been added and they are in the correct order), left-click the **OK** button on the **Journal Entry Import** window toolbar.

**NOTE:** The configuration of the import file will be saved each time the feature is utilized so that it does not have to be configured each time the utility is used.

- g. The **Import File** window will appear.



- i. **Select File To Import** field – Select the file to be imported.
  - ii. **The First Line is a Header** flag – Left-click to mark this flag as “checked” if the first line of the file being imported is a header.
  - iii. **Fixed Length File** flag – Left-click to mark this flag as “checked” if the file is formatted as fixed length.
- h. Left-click the **OK** button to complete the import process.

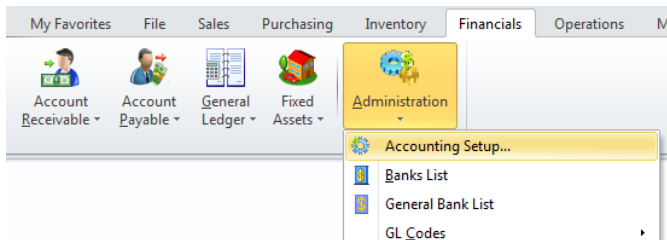
*END OF SECTION*

## 17. Inter Company Transaction GL Code

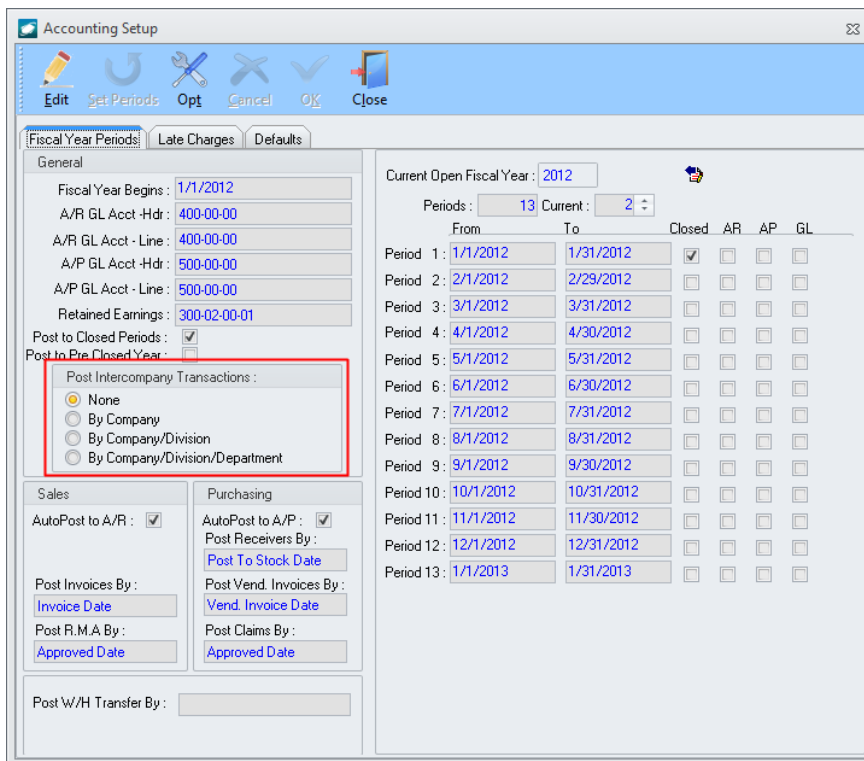
When your license includes the Advanced Multi-Company feature, the system enables automated intercompany accounting transactions to reconcile the GL.

### a. Accounting Setup Settings

- i. From the ribbon, left-click **Financials**, left-click **Administration** and left-click **Accounting Setup...**



- ii. The **Accounting Setup** window will appear.



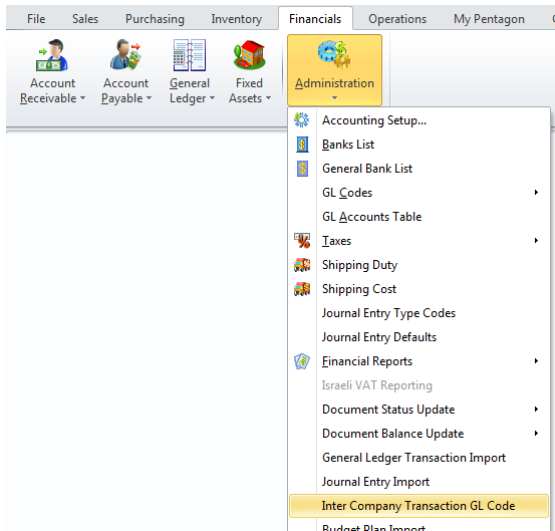
- iii. The **Post Intercompany Transactions** group box will be visible only when the Advanced Multi-Company feature is enabled. Select the radio button that is applicable to your situation.

1. **None** radio button – Effectively turns off the system’s ability to post intercompany transactions.

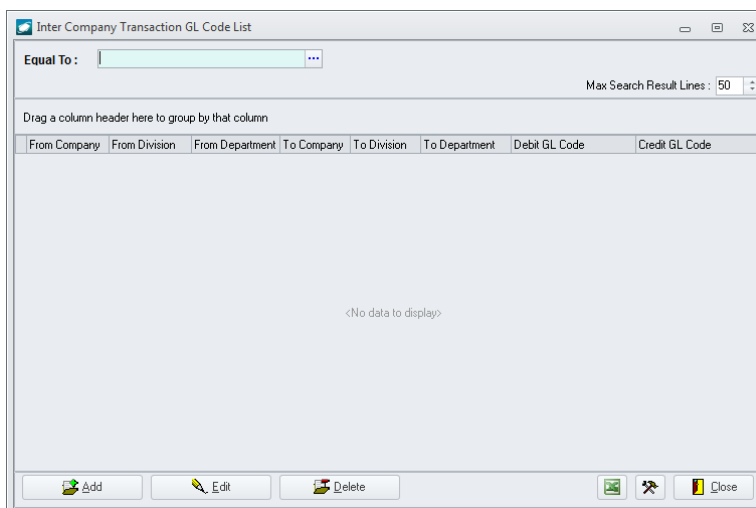
2. **By Company** radio button – Will post intercompany transaction entries to the Company general ledger.
3. **By Company/Division** radio button – Will post intercompany transaction entries to the division general ledger, if applicable.
4. **By Company/Division/Department** radio button – Will post intercompany transaction entries to the department general ledger, if applicable.

b. Intercompany Transaction GL Code List

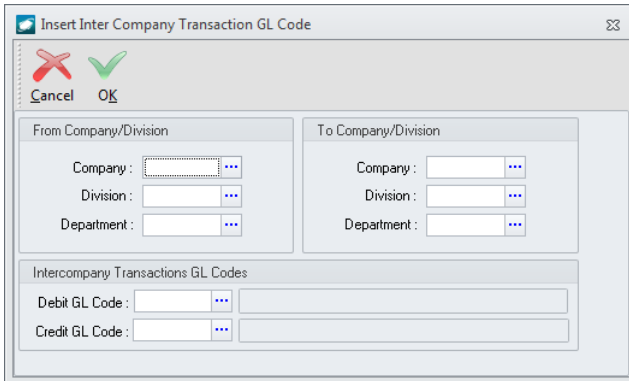
- i. From the ribbon, left-click **Financials**, left-click **Administration** and left-click **Inter Company Transaction GL Code**.



- ii. The **Inter Company Transaction GL Code List** search window will appear. Left-click the **Add** button.



iii. The **Insert Inter Company Transaction GL Code** window will appear.



1. **From Company/Division** group box
    - a. **Company** field – Identify the company for which a balancing receivable will be created.
    - b. **Division** field – Identify the division for which a balancing receivable will be created
    - c. **Department** field – Identify the department for which a balancing receivable will be created.
  2. **To Company/Division** group box
    - a. **Company** field – Identify the company for which a balancing payable will be created.
    - b. **Division** field – Identify the division for which a balancing payable will be created
    - c. **Department** field – Identify the department for which a balancing payable will be created.
  3. **Intercompany Transactions GL Code** group box
    - a. **Debit GL Code** field – Identify the GL code to be used for debit entries when intercompany transactions occur between the entities identified above.
    - b. **Credit GL Code** field – Identify the GL code to be used for credit entries when intercompany transactions occur between the entities identified above.
- iv. Left-click the **OK** button on the **Insert Inter Company Transaction GL Code** window toolbar to save the record and close the window.

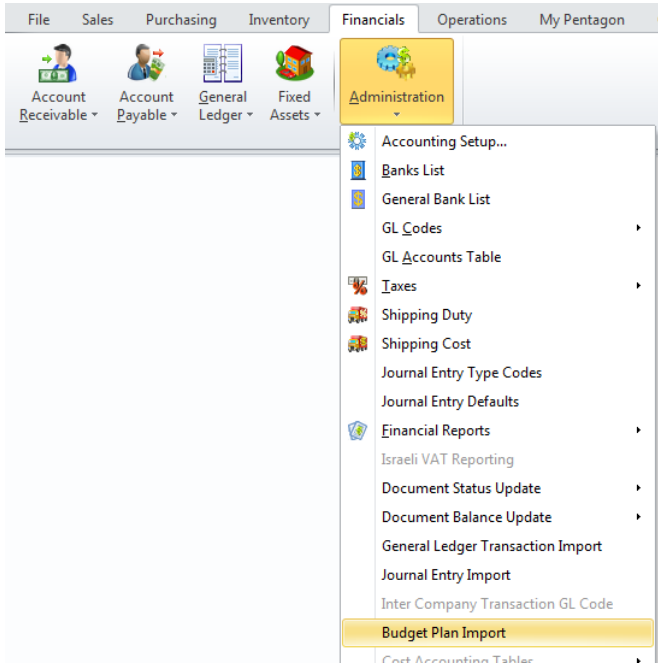
**NOTE:** *If intercompany transactions occur in both directions, then two definitions must be created identifying each as the “From” entity in one definition.*

*END OF SECTION*

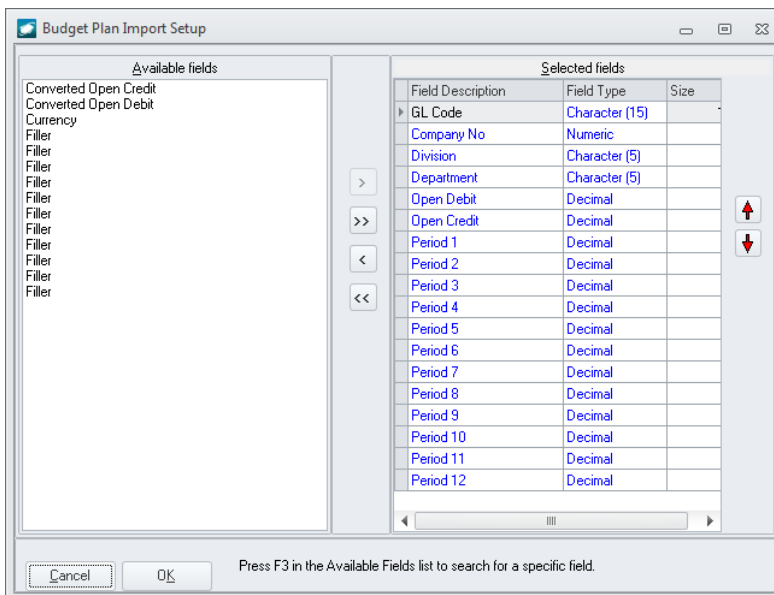
## 18. Budget Plan Import

The Budget Plan Import feature allows your budget plans to be imported from a properly formatted .csv or .txt file.

- a. From the ribbon, left-click **Financials**, left-click **Administration** and left-click **Budget Plan Import**.



- b. The **Budget Plan Import Setup** window will appear.



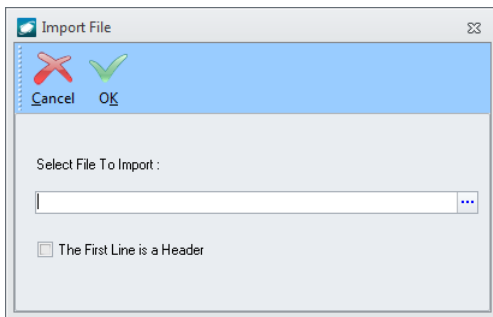
- c. Configure the grid on the right side of the window to match the file being imported. Mandatory fields will be present in the grid on the right side of the window.



- d. Fields listed in the grid on the left side of the window are additional available fields for import.
- e. Available fields may be added and removed from the import list as well as the order of the fields adjusted using the blue arrows between the left and right grids.
- f. After the setup is completed (applicable fields have been added and they are in the correct order), left-click the **OK** button on the **Budget Plan Import Setup** window.

**NOTE:** *The configuration of the import file will be saved each time the feature is utilized so that it does not have to be configured each time the utility is used.*

- g. The **Import File** window will appear.



- i. **Select File To Import** field – Select the file to be imported.
  - ii. **The First Line is a Header** flag – Left-click to mark this flag as “checked” if the first line of the file being imported is a header.
- h. Left-click the **OK** button to complete the import process.

*END OF SECTION*

## 19. Cost Accounting Tables - PENDING

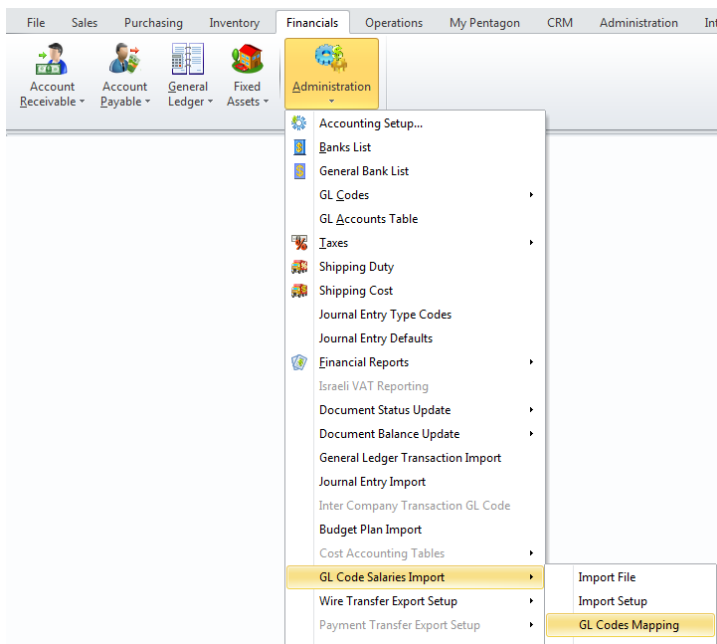
## 20. GL Code Salaries Import

The Salary Import is a separately licensed feature that allows salary to be imported from a properly formatted .csv or .txt file.

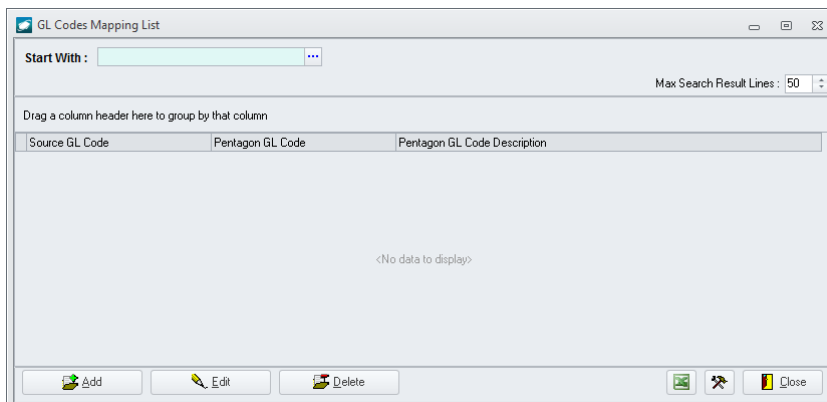
### a. GL Code Conversion Table Setup

This table facilitates the conversion of the general ledger codes from your source document to the general ledger codes setup within the Pentagon 2000 system.

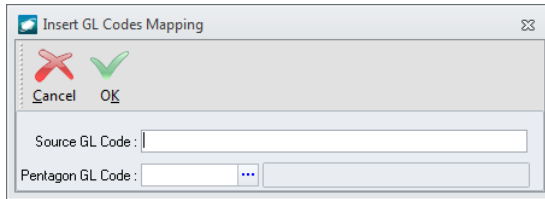
- i. From the ribbon, left-click **Financials**, left-click **Administration**, select **GL Code Salaries Import** and left-click **GL Codes Mapping**.



- ii. The **GL Codes Mapping List** search window will appear. Left-click the **Add** button.



iii. The **Insert GL Codes Mapping** window will appear.



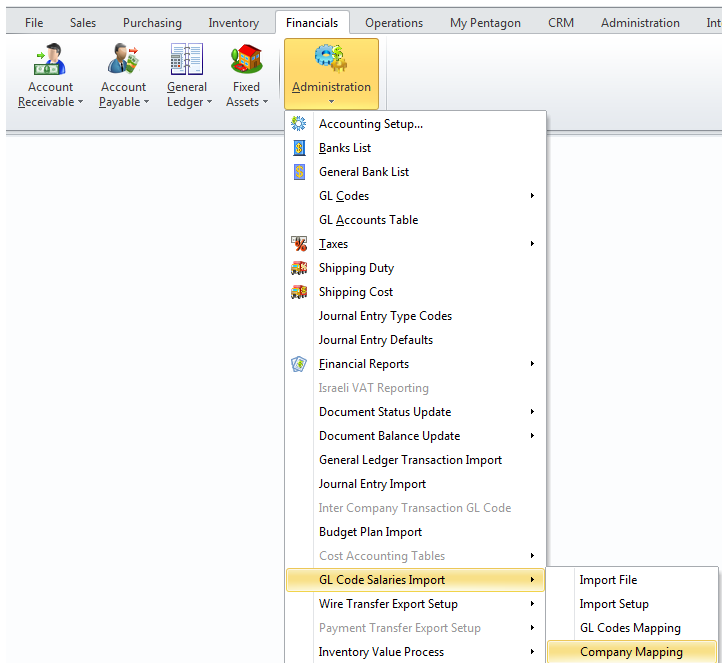
1. **Source GL Code** field – Enter the source general ledger code as it appears in plain text (be sure to include dashes, periods and spaces as necessary).
2. **Pentagon GL Code** field – Select the Pentagon general ledger code.

iv. Left-click the **OK** button on the **Insert GL Codes Mapping** window toolbar to save the record.

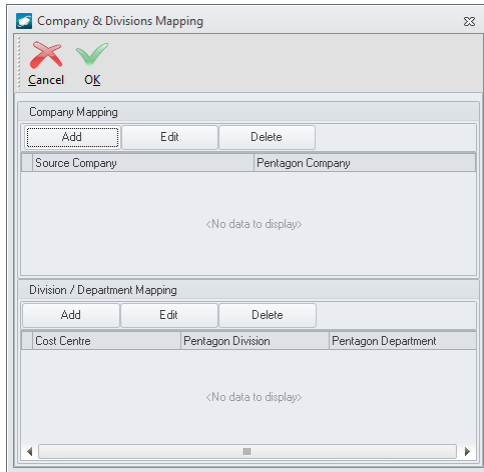
b. Company/Division/Department Conversion Table Setup

This table facilitates the conversion of the companies and cost centers from your source document to the company/division/department designations setup within the Pentagon 2000 system.

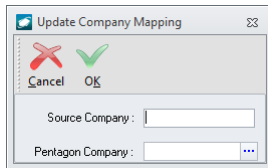
- i. From the ribbon, left-click **Financials**, left-click **Administration**, select **GL Code Salaries Import** and left-click **Company Mapping**.



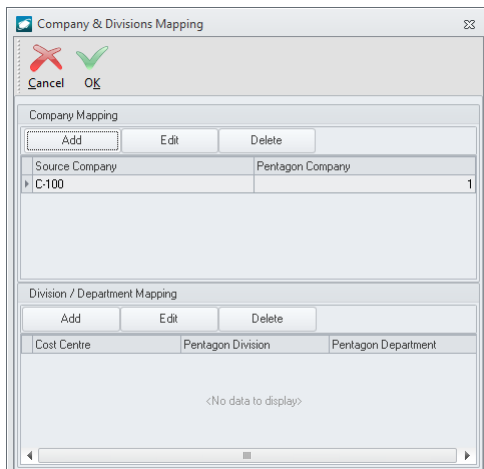
- ii. The **Company & Divisions Mapping** window will appear. Left-click the **Add** button in the **Company Mapping** group box.



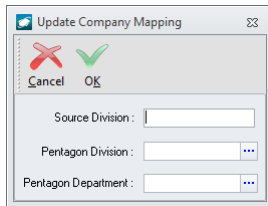
- iii. The **Update Company Mapping** window will appear.



1. **Source Company** field – Enter the source company designation as it appears in plain text (be sure to include dashes, periods and spaces as necessary).
  2. **Pentagon Company** field – Select the Pentagon company to which transactions from the source company should be assigned..
- iv. Left-click the **OK** button on the **Update Company Mapping** window toolbar to save the record. The record will appear in the **Company Mapping** group box grid.



- v. If the salary information is identified in your source system by division/department/cost center (not mandatory), left-click to select the company in which the division/department/cost center exists (it will be highlighted in blue) and left-click the **Add** button in the **Division / Department Mapping** group box.
- vi. The **Update Company Mapping** window will appear.

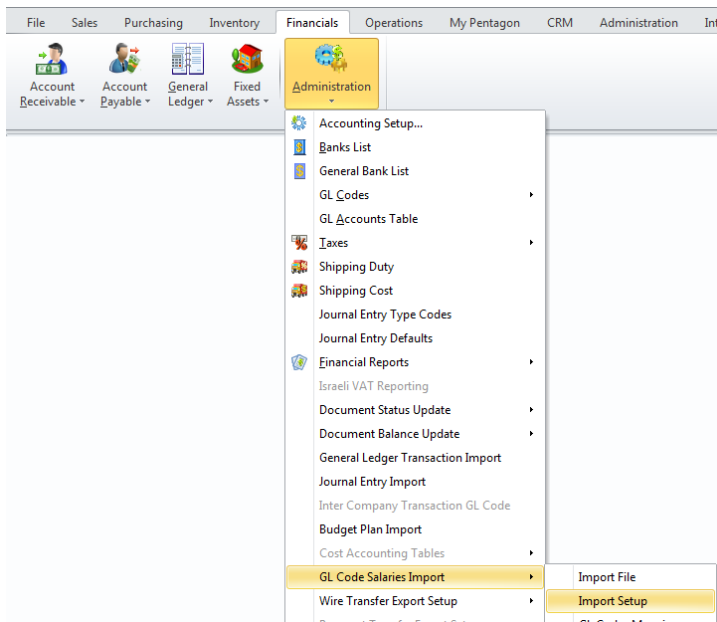


1. **Source Division** field – Enter the source division/department/cost center designation as it appears in plain text (be sure to include dashes, periods and spaces as necessary).
2. **Pentagon Division** field – Select the Pentagon division to which transactions from the source division/department/cost center should be assigned.
3. **Pentagon Department** field – Select the Pentagon department to which transactions from the source division/department/cost center should be assigned (if applicable)

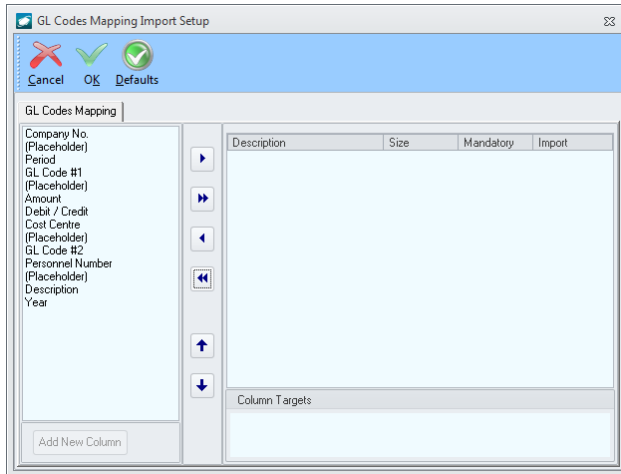
- vii. Left-click the **OK** button on the **Update Company Mapping** window toolbar.

c. Salary Import Setup

- i. From the ribbon, left-click **Financials**, left-click **Administration**, select **GL Code Salaries Import** and left-click **Import Setup**.



- ii. The **GL Codes Mapping Import Setup** window will appear.



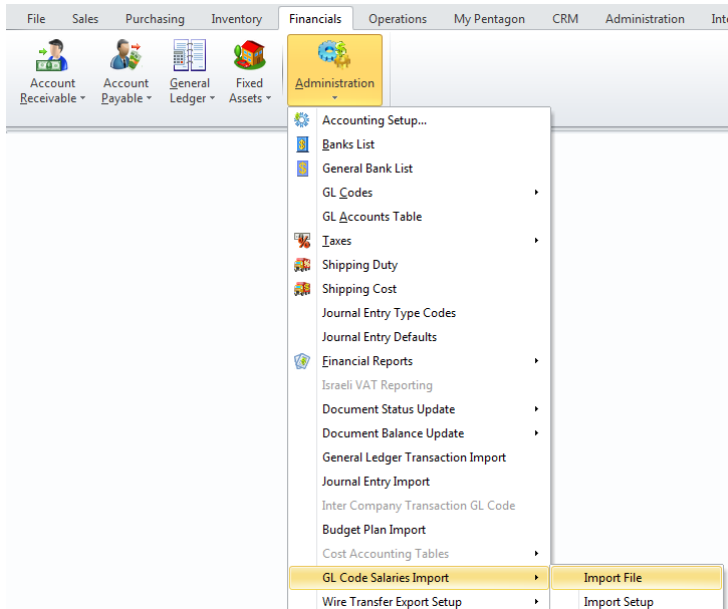
- iii. Configure the grid on the right side of the window to match the file being imported.
- iv. Fields listed in the grid on the left side of the window are additional available fields for import.
- v. Available fields may be added and removed from the import list as well as the order of the fields adjusted using the blue arrows between the left and right grids.
- vi. After the setup is completed (applicable fields have been added and they are in the correct order), left-click the **OK** button on the **GL Codes Mapping Import Setup** window to save the setup and close the window.

**NOTE:** The configuration of the import file will be saved each time the feature is utilized so that it does not have to be configured each time the utility is used.

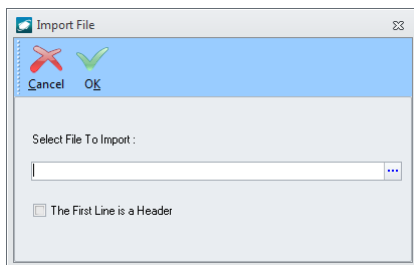
CONTINUE TO NEXT PAGE

d. Salary Import

- i. From the ribbon, left-click **Financials**, left-click **Administration** and left-click **Journal Entry Import**.



- ii. The **Import File** window will appear



1. **Select File To Import** field – Select the file to be imported.
  2. **The First Line is a Header** flag – Left-click to mark this flag as “checked” if the first line of the file being imported is a header.
- iii. Left-click the **OK** button to complete the import process.

*END OF SECTION*

**21. Wire Transfer Export Setup – PENDING**

Used for Nederland wire transfers only

**22. Payment Transfer Export Setup – IGNORE**

Client customized export module

**23. Inventory Value Process - PENDING**

**24. ACH Payment Setup**

This option is used exclusively in the Automatic ACH Payments Module. Please refer to the *Automatic ACH Payments Module* comprehensive detailed procedure manual for more information.

*END OF DOCUMENT*