



## Accounting Manual

### **PROPRIETARY RIGHTS NOTICE**

This material contains the valuable properties and trade secrets of High Touch, Inc., embodying substantial creative efforts and confidential information, ideas, and expressions. No part of this material may be reproduced or transmitted in any form or by any means (electronic, mechanical, or otherwise, including photo copying and recording or in connection with any information storage or retrieval system) without permission in writing from High Touch, Inc.

This is an unpublished work by High Touch, Inc. All rights reserved.

# Table of Contents

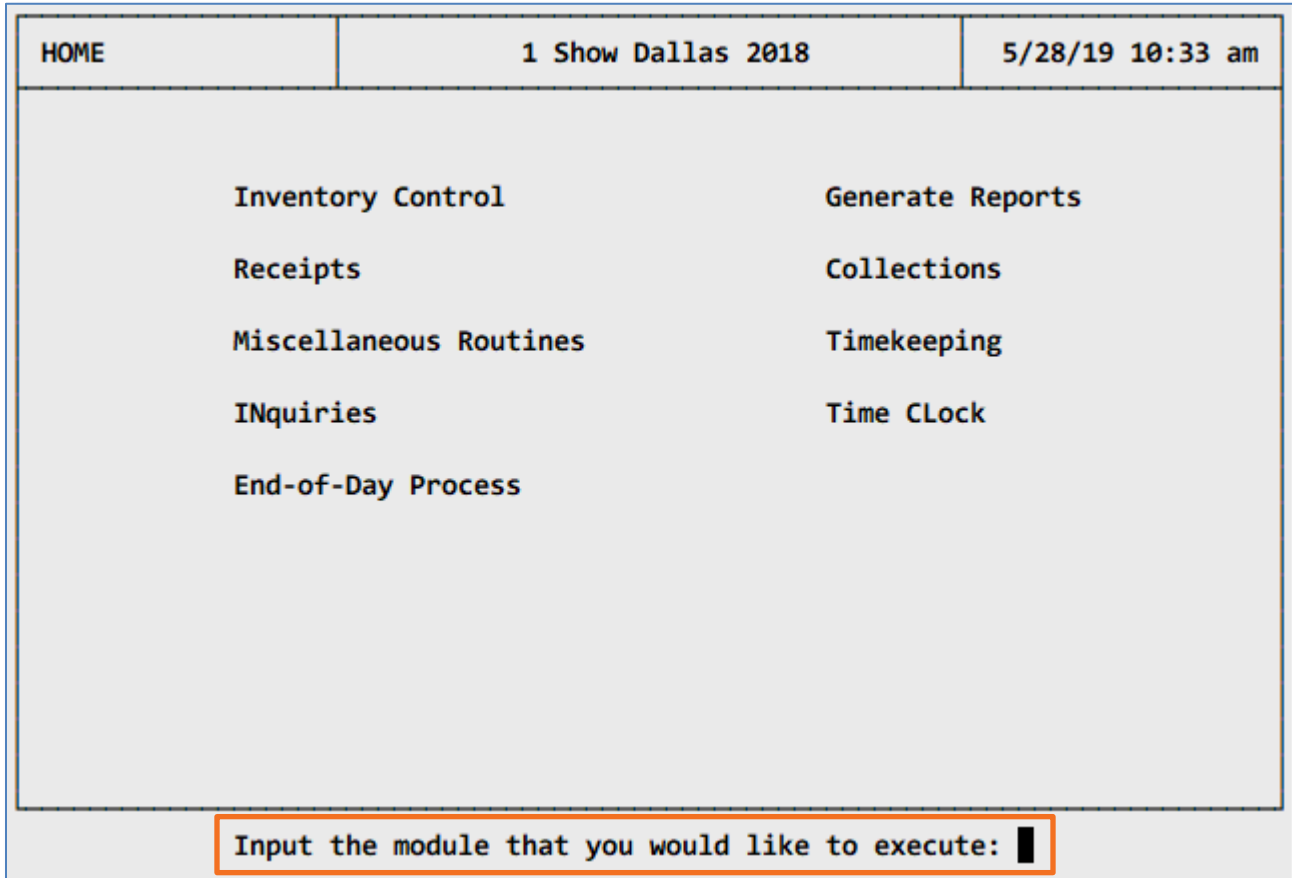
|   |           |
|---|-----------|
| <b>Chapter 1: Control Files</b> .....                               | <b>5</b>  |
| <b>Company Maintenance (COMPANY)</b> .....                          | <b>6</b>  |
| Adding a Company (ADDCOMP) .....                                    | 7         |
| Changing a Company (CHGCOMP).....                                   | 8         |
| Deleting a Company (DELCOMP).....                                   | 9         |
| Listing Company Records (LSTCOMP) .....                             | 11        |
| Printing a Company Report (PRTCMP).....                             | 12        |
| Showing a Company Report (SHOCOMP).....                             | 13        |
| <b>General Ledger Account Maintenance (Chart of Accounts)</b> ..... | <b>15</b> |
| Searching for a General Ledger Account.....                         | 16        |
| Adding a General Ledger Account.....                                | 16        |
| Changing a General Ledger Account .....                             | 18        |
| ???Deleting a General Ledger Account???                             | 19        |
| Printing an Accounts Report.....                                    | 19        |
| <b>Account Payable Control</b> .....                                | <b>21</b> |
| <b>Purchase Order Control</b> .....                                 | <b>22</b> |
| <b>General Ledger Control</b> .....                                 | <b>24</b> |
| <b>Set Operating Dates (DATES)</b> .....                            | <b>25</b> |
| <b>General Ledger Parameters (GLPARAMS)</b> .....                   | <b>26</b> |
| <b>Bank Maintenance</b> .....                                       | <b>27</b> |
| Adding a Bank .....   | 28        |
| Changing a Bank .....   | 29        |
| ???Deleting a Bank???   | 30        |
| Printing a Bank Report.....   | 32        |
| <b>Terms Code Maintenance (GETVTERM)</b> .....                      | <b>33</b> |
| <b>Ship Via Maintenance</b> .....                                   | <b>37</b> |
| Adding a Ship Via Code .....  | 37        |
| Changing a Ship Via Code .....                                      | 38        |
| Deleting a Ship Via Code .....                                      | 39        |
| Printing a Ship Via Report .....                                    | 40        |
| <b>Vendor Group Maintenance</b> .....                               | <b>41</b> |
| Adding a Vendor Group .....   | 41        |
| Changing a Vendor Group.....  | 42        |
| Printing a Vendor Group Report .....                                | 43        |
| <b>Vendor Maintenance (VENDOR)</b> .....                            | <b>44</b> |
| Adding a Vendor (ADDVEND).....                                      | 45        |

---

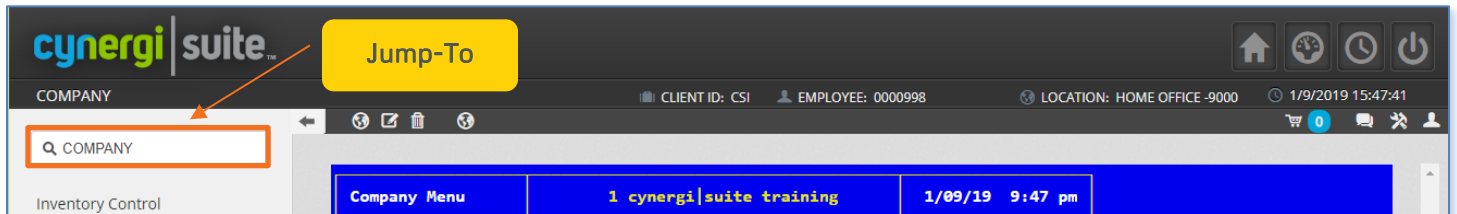
|  |           |
|--|-----------|
| Changing a Vendor (CHGVEND) .....                  | 48        |
| Deleting a Vendor (DELVEND).....                   | 49        |
| Listing Vendors (LSTVEND) .....                    | 50        |
| Printing Vendor Labels (VENDLBL) .....             | 51        |
| Printing Vendors (PRTVEND) .....                   | 53        |
| Entering a Default Vendor (DEFVEND) .....          | 55        |
| Showing a Vendor (SHOVEND) .....                   | 56        |
| <b>General Ledger Source Code Maintenance.....</b> | <b>57</b> |
| Adding a GL Source Code .....                      | 58        |
| Changing a GL Source Code .....                    | 59        |
| Deleting a GL Source Code .....                    | 60        |
| Printing a GL Source Code Report .....             | 62        |
| <b>Rebate Codes (GETRBTEC).....</b>                | <b>63</b> |

## Chapter 1: Control Files

*Please Note: When you see bold capital letters in parentheses, this indicates the name of a module. You can access it by pressing **F10** and typing in the module name. This will be consistent throughout this documentation.*

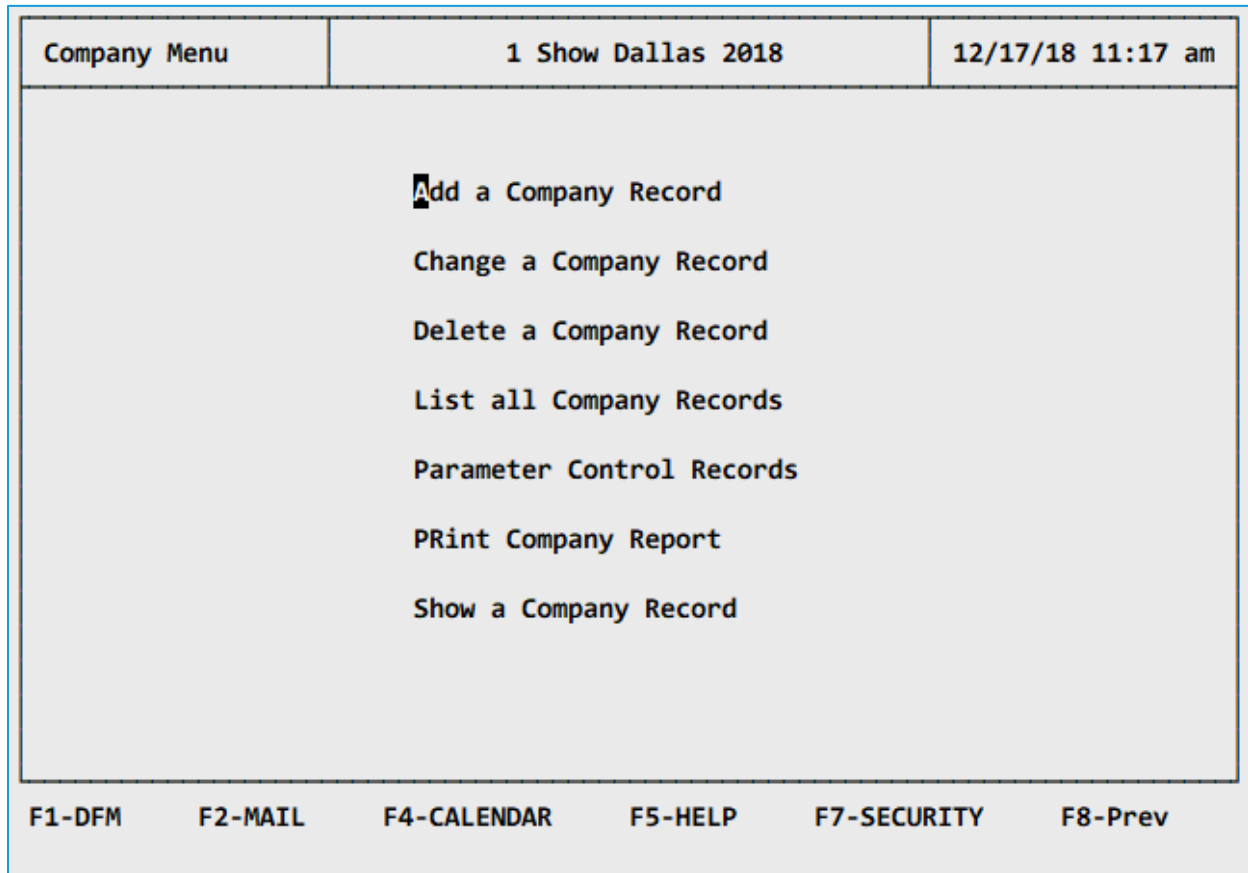


*There is also a shortcut for the individual module names that have been updated to work in HTML. You may type the module name in the **Jump-To** box, as shown below.*



## Company Maintenance (COMPANY)

Cynergi|suite™ applications refer to a financial entity as a Company. This entity can be segregated into multiple subordinate entities referred to as profit centers (stores). It is necessary to have at least one company defined. This Company must have at least one subordinate profit center in order to utilize the Accounting software.



**Adding a Company (ADDCOMP)**

| Add Company                             | 1 Show Dallas 2018 | 12/17/18 11:18 am |
|---|--------------------|-------------------|
| Company: 200                            | PRD                | START END         |
|   | 1                  | 1/01/18 1/31/18   |
| Site name: COMPANY XYZ                  | 2                  | 2/01/18 2/28/18   |
| Address: 123 XYZ LANE                   | 3                  | 3/01/18 3/31/18   |
| DALLAS, TX                              | 4                  | 4/01/18 4/30/18   |
|   | 5                  | 5/01/18 5/31/18   |
| Phone number: (555)555-5555             | 6                  | 6/01/18 6/30/18   |
| Fax number: (555)555-5555               | 7                  | 7/01/18 7/31/18   |
| FIN: 123456789                          | 8                  | 8/01/18 8/31/18   |
|   | 9                  | 9/01/18 9/30/18   |
| Current: █ to                           | 10                 | 10/01/18 10/31/18 |
|   | 11                 | 11/01/18 11/30/18 |
| ----- MODULES -----                     | 12                 | 12/01/18 12/31/18 |
| A/R -R: N A/P: N RTO: N P/O: N G/L: N   | 13                 |                   |
| SUM: N T/A: N STRIP: N Z: N S/A: Y      |                    |                   |
| F/M: Y T/M: N A/R -S: N PAWN: N UPS: N  |                    |                   |
| B/R: N SERV: N MOVIE: N SALES: N RTO: N |                    |                   |
| COMMON: N LOAN: N O/E: N H/R: N : N     |                    |                   |

**Input the current starting date for validation purposes**

**Company**

The company number is used when referencing the company and selected by the user. It plays a critical role in the operation of the software. It is found embedded in all master records and transactions.

**Site name**

The name of the company that you are adding should be entered here. This will also be the display at the top of all menus.

**Address**

The address information found on the company control record is strictly for descriptive purposes. It should be entered in situations where there will be a large number of companies available for selection. The address may contain two lines for the street address. You have the option of entering a U.S. zip code with extension or an international zip code of up to ten characters. Don't worry about two companies with the same name, since all pop-up windows allow the address to be optionally displayed to eliminate confusion.

**Phone number/Fax number**

The phone and fax numbers should be entered. If the numbers are not available at the time of creation, they may be added later utilizing the "Change Company" option located in file maintenance.

**FIN**

Enter the company's FIN number.

**Current**

The current date range is entered for validation purposes in modules other than General Ledger and Accounts Payable. If the General Ledger and Accounts Payable modules are the only applicable modules, the information entered here does not matter, otherwise, the date range entered will be utilized by the other modules in determining the current operating range.

**Modules**

The module section tells what modules are turned on for this company.

**PRD/START/END**

The financial calendar is where your current fiscal year periods should be set up. These need to be accurate with NO overlapping dates. These periods are used in the calculations of year end closes, as well as account analysis screen period summaries. It will also determine what dates you can use when running financial statements.

**Changing a Company (CHGCOMP)**

The information on a company may be updated at any time.

| Change Company                                      |                        | 1 cynergi suite training |          |          | 1/18/19 4:31 pm |        |   |      |   |    |
|---|------------------------|--------------------------|----------|----------|-----------------|--------|---|------|---|----|
| Company:  | 1                      | PRD                      | START    | END      |                 |        |   |      |   |    |
|   |                        | 1                        | 1/01/18  | 1/31/18  |                 |        |   |      |   |    |
| Site name:  | cynergi suite training | 2                        | 2/01/18  | 2/28/18  |                 |        |   |      |   |    |
| Address:  | 601 N MAIN ST          | 3                        | 3/01/18  | 3/31/18  |                 |        |   |      |   |    |
|   | ANYTOWN TX 55555       | 4                        | 4/01/18  | 4/30/18  |                 |        |   |      |   |    |
|   |                        | 5                        | 5/01/18  | 5/31/18  |                 |        |   |      |   |    |
|   |                        | 6                        | 6/01/18  | 6/30/18  |                 |        |   |      |   |    |
| Phone number:                                       |                        | 7                        | 7/01/18  | 7/31/18  |                 |        |   |      |   |    |
| Fax number:   |                        | 8                        | 8/01/18  | 8/31/18  |                 |        |   |      |   |    |
| FIN:  |                        | 9                        | 9/01/18  | 9/30/18  |                 |        |   |      |   |    |
|   |                        | 10                       | 10/01/18 | 10/31/18 |                 |        |   |      |   |    |
| Current:  | 5/01/18 to 6/30/18     | 11                       | 11/01/18 | 11/30/18 |                 |        |   |      |   |    |
|   |                        | 12                       | 12/01/18 | 12/31/18 |                 |        |   |      |   |    |
| ----- MODULES -----                                 |                        |                          |          |          |                 |        |   |      |   |    |
| A/R -R:   | N                      | A/P:                     | Y        | RTO:     | N               | P/O:   | Y | G/L: | Y | 13 |
| SUM:  | Y                      | T/A:                     | Y        | STRIP:   | N               | Z:     | Y | S/A: | Y |    |
| F/M:  | Y                      | T/M:                     | N        | A/R -S:  | Y               | PAWN:  | N | UPS: | N |    |
| B/R:  | Y                      | SERV:                    | N        | MOVIE:   | N               | SALES: | Y | RTO: | Y |    |
| COMMON:   | Y                      | LOAN:                    | N        | O/E:     | N               | H/R:   | N | :    | N |    |
| Input the starting and ending dates for each period |                        |                          |          |          |                 |        |   |      |   |    |

### Deleting a Company (DELCOMP)

When a company is no longer necessary it may be deleted. You should use caution when deleting companies since the system wide parameters are tied to the company. When selecting the company, don't worry if two companies have the same name. The fold/unfold option allows you to reveal the complete address to assist in selecting the proper company.

| Delete Company  | 1 Show Dallas 2018 | 12/17/18 11:26 am |
|---|--------------------|-------------------|
| Company: 200  | PRD                | START END         |
|   | 1                  | 1/01/18 1/31/18   |
| Site name: COMPANY XYZ                                      | 2                  | 2/01/18 2/28/18   |
| Address: 123 XYZ LANE                                       | 3                  | 3/01/18 3/31/18   |
| DALLAS, TX  | 4                  | 4/01/18 4/30/18   |
|   | 5                  | 5/01/18 5/31/18   |
|   | 6                  | 6/01/18 6/30/18   |
| Phone number: (555)555-5555                                 | 7                  | 7/01/18 7/31/18   |
| Fax number: (555)555-5555                                   | 8                  | 8/01/18 8/31/18   |
| FIN: 123456789  | 9                  | 9/01/18 9/30/18   |
|   | 10                 | 10/01/18 10/31/18 |
| Current: 1/01/18 to 12/31/18                                | 11                 | 11/01/18 11/30/18 |
| ----- MODULES -----   | 12                 | 12/01/18 12/31/18 |
| A/R -R: N A/P: N RTO: N P/O: N G/L: N                       | 13                 |                   |
| SUM: N T/A: N STRIP: N Z: N S/A: Y                          |                    |                   |
| F/M: Y T/M: N A/R -S: N PAWN: N UPS: N                      |                    |                   |
| B/R: N SERV: N MOVIE: N SALES: N RTO: N                     |                    |                   |
| COMMON: N LOAN: N O/E: N H/R: N : N                         |                    |                   |
| Is this the company to be deleted? <input type="checkbox"/> |                    |                   |

After you have made your selection, you will be prompted to verify your choice before deleting the company.

Once the company has been deleted, the cursor will return to the company field allowing you to delete another company. Press **F8** to return to the main menu.

*Please Note: If the company has a profit center on file, the company may not be deleted.*

| Delete Company                             | 1 Show Dallas 2018 | 12/17/18 11:26 am |
|--|--------------------|-------------------|
| Company: █ 1                               | PRD                | START END         |
| Site name: Show Dallas 2018                | 1                  | 7/01/17 7/31/17   |
| Address:                                   | 2                  | 8/01/17 8/31/17   |
|  | 3                  | 9/01/17 9/30/17   |
|  | 4                  | 10/01/17 10/31/17 |
|  | 5                  | 11/01/17 11/30/17 |
|  | 6                  | 12/01/17 12/31/17 |
| Phone number:                              | 7                  | 1/01/18 1/31/18   |
| Fax number:                                | 8                  | 2/01/18 2/28/18   |
| FIN:                                       | 9                  | 3/01/18 3/31/18   |
|  | 10                 | 4/01/18 4/30/18   |
| Current: 1/01/18 to 6/30/18                | 11                 | 5/01/18 5/31/18   |
| ----- MODULES -----                        | 12                 | 6/01/18 6/30/18   |
| A/R -R: N A/P: Y RTO: N P/O: Y G/L: Y      | 13                 |                   |
| SUM: Y T/A: Y STRIP: N Z: Y S/A: Y         |                    |                   |
| F/M: Y T/M: N A/R -S: Y PAWN: N UPS: N     |                    |                   |
| B/R: Y SERV: N MOVIE: N SALES: Y RTO: Y    |                    |                   |
| COMMON: Y LOAN: N O/E: N H/R: N : N        |                    |                   |
| <b>Company number 1 cannot be deleted!</b> |                    |                   |

### Listing Company Records (LSTCOMP)

You may list all of the defined company records.

| List Companies |                  | 1 Show Dallas 2018    | 12/17/18 11:45 am |
|----------------|------------------|-----------------------|-------------------|
| <b>COMPANY</b> | <b>NAME</b>      | <b>CURRENT PERIOD</b> |                   |
|                |                  | -                     |                   |
| 1              | Show Dallas 2018 | 1/01/18- 6/30/18      |                   |
| 200            | COMPANY XYZ      | 1/01/18-12/31/18      |                   |
| 224            |                  | 32/32/32-32/32/32     |                   |

F1-Next Page
F2-Prev Page
F10-Exit █

The listing appears in ascending company number order. It displays the company name as well as the current operating period for each.

## Printing a Company Report (PRTCOMP)

The parameters of all companies within the database may be printed.

|  |                    |                   |
|--|--------------------|-------------------|
| Print Company  | 1 Show Dallas 2018 | 12/17/18 11:46 am |
| Sort Option: <b>N</b> ame<br>Printer ID: LP01<br>Control? No |                    |                   |
| Press F9 when finished<br>entering all parameters            |                    |                   |
| Input the sort option: (C)ompany Number or (N)ame            |                    |                   |

### Sort Option

Two sort options are available for the company report. You may sort the report by the Company Number or Name.

### Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

### Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process. The following is an example of the company report.

|               |                        |         |         |         |                  |         |         |         |          |          |          |        |
|---------------|------------------------|---------|---------|---------|------------------|---------|---------|---------|----------|----------|----------|--------|
| Date: 3/20/19 | Company Report         |         |         |         |                  |         |         |         |          |          | Page: 1  |        |
| -----         |                        |         |         |         |                  |         |         |         |          |          |          |        |
| 1             | cynergi suite training |         | Phone:  |         | CURRENT PERIOD   |         |         |         |          |          |          |        |
|               | 601 N MAIN ST          |         | Fax:    |         | 5/01/18- 6/30/18 |         |         |         |          |          |          |        |
|               | ANYTOWN TX 55555       |         |         |         |                  |         |         |         |          |          |          |        |
| PRD 1         | PRD 2                  | PRD 3   | PRD 4   | PRD 5   | PRD 6            | PRD 7   | PRD 8   | PRD 9   | PRD 10   | PRD 11   | PRD 12   | PRD 13 |
| 1/01/18       | 2/01/18                | 3/01/18 | 4/01/18 | 5/01/18 | 6/01/18          | 7/01/18 | 8/01/18 | 9/01/18 | 10/01/18 | 11/01/18 | 12/01/18 |        |
| 1/31/18       | 2/28/18                | 3/31/18 | 4/30/18 | 5/31/18 | 6/30/18          | 7/31/18 | 8/31/18 | 9/30/18 | 10/31/18 | 11/30/18 | 12/31/18 |        |

### Showing a Company Report (SHOCOMP)

You may view the parameters associated with a particular company by using the show option.

|                                  |                          |                 |
|----------------------------------|--------------------------|-----------------|
| Show Company                     | 1 cynergi suite training | 2/01/19 3:06 pm |
| Company: █ 1                     |                          |                 |
| Input the number for the company |                          |                 |

Press **ENTER** after the company record or enter your company number and press **ENTER**.

| Show Company                            | 1 cynergi suite training | 2/01/19  | 3:06 pm  |
|---|--------------------------|----------|----------|
| Company: █ 1                            | PRD                      | START    | END      |
| Site name: cynergi suite training       | 1                        | 1/01/18  | 1/31/18  |
| Address: 601 N MAIN ST                  | 2                        | 2/01/18  | 2/28/18  |
| ANYTOWN TX 55555                        | 3                        | 3/01/18  | 3/31/18  |
|   | 4                        | 4/01/18  | 4/30/18  |
|   | 5                        | 5/01/18  | 5/31/18  |
|   | 6                        | 6/01/18  | 6/30/18  |
| Phone number:                           | 7                        | 7/01/18  | 7/31/18  |
| Fax number:                             | 8                        | 8/01/18  | 8/31/18  |
| FIN:                                    | 9                        | 9/01/18  | 9/30/18  |
|   | 10                       | 10/01/18 | 10/31/18 |
| Current: 5/01/18 to 6/30/18             | 11                       | 11/01/18 | 11/30/18 |
| ----- MODULES -----                     | 12                       | 12/01/18 | 12/31/18 |
| A/R -R: N A/P: Y RTO: N P/O: Y G/L: Y   | 13                       |          |          |
| SUM: Y T/A: Y STRIP: N Z: Y S/A: Y      |                          |          |          |
| F/M: Y T/M: N A/R -S: Y PAWN: N UPS: N  |                          |          |          |
| B/R: Y SERV: N MOVIE: N SALES: Y RTO: Y |                          |          |          |
| COMMON: Y LOAN: N O/E: N H/R: N : N     |                          |          |          |
| Input the number for the company        |                          |          |          |

When viewing a particular company, you have no editing functions.

Press **F8** to return to the menu.

## General Ledger Account Maintenance (Chart of Accounts)

All transactions in the General Ledger software revolve around the Chart of Accounts. Other modules, such as Accounts Payable, also require that the Chart of Accounts be entered.

To access the **GENERAL LEDGER ACCOUNT MAINTENANCE** screen, navigate to *Master Control Files* → *Home Office* → *Chart of Account* in the menu. On this screen, you will see a list of the current accounts.

| GENERAL LEDGER ACCOUNT MAINTENANCE |                 |               |              |        |      |                                     | Enter 3 characters to search... |  |
|------------------------------------|-----------------|---------------|--------------|--------|------|-------------------------------------|---------------------------------|--|
| Account #                          | Name            | Type          | Balance Type | Status | 1099 | Corporate Ind                       |                                 |  |
| 1000                               | REGIONS BANK -  | Asset Account | Debit        | Active |      | <input checked="" type="checkbox"/> |                                 |  |
| 1001                               | REGIONS BANK -  | Asset Account | Debit        | Active |      | <input checked="" type="checkbox"/> |                                 |  |
| 1002                               | REGIONS BANK -  | Asset Account | Debit        | Active |      | <input type="checkbox"/>            |                                 |  |
| 1003                               | REGIONS BANK -  | Asset Account | Debit        | Active |      | <input checked="" type="checkbox"/> |                                 |  |
| 1004                               | CUSTOMER        | Asset Account | Debit        | Active |      | <input type="checkbox"/>            |                                 |  |
| 1005                               | UCBI - PAYABLES | Asset Account | Debit        | Active |      | <input checked="" type="checkbox"/> |                                 |  |
| 1006                               | SPIRIT OF       | Asset Account | Debit        | Active |      | <input checked="" type="checkbox"/> |                                 |  |
| 1050                               | CASH CLEARING   | Asset Account | Debit        | Active |      | <input checked="" type="checkbox"/> |                                 |  |
| 1055                               | BANK CARD       | Asset Account | Debit        | Active |      | <input checked="" type="checkbox"/> |                                 |  |
| 1060                               | PMT FOR/FROM    | Asset Account | Debit        | Active |      | <input type="checkbox"/>            |                                 |  |

Showing 1 to 10 of 227 entries      Show 10 results per page      [First](#) [Previous](#) [Next](#) [Last](#)

[+ CREATE](#)    [ACCOUNTS REPORT](#)    [← BACK](#)    [MAIN MENU](#)

Some effort should be expended in determining a meaningful pattern to the account numbers being used. One approach is to group certain types of accounts together by starting each group with a different number. See the example below:

| Account Numbers | Description        |
|-----------------|--------------------|
| 1000-1999       | Assets             |
| 2000-2999       | Liabilities        |
| 3000-3999       | Capital/Earnings   |
| 4000-4999       | Revenues           |
| 5000-5999       | Cost of Goods      |
| 6000-9999       | All other expenses |

Regardless of the account numbering approach utilized, you must enter each account that appears on your Chart of Accounts. Don't feel that you have to remember the account numbers. Every time that you are prompted for an account number, you can optionally enter a few characters of the account name. Therefore, you should keep this in mind when you decide on the format for the account names. The first characters of the account name will decide the order in which the records are presented in the pop-up window. You might consider formatting your account names with this in mind. A little planning at this point in time could yield tremendous benefit over the course of actually using the software.

### General Ledger Account Maintenance Fields

- **Account #** - The account number is a numeric field of up to eight digits. The account numbers should follow your predefined numbering scheme.
- **Name** - This is the name of the account. Remember all account names appear alphabetically in the pop-up windows.
- **Type** - These are the difference account types and the financial statement that is affected.
  - Asset (balance sheet is affected)
  - Liability (balance sheet is affected)
  - Capital/Earnings (balance sheet is affected)
  - Revenue (income statement is affected)
  - Expense (income statement is affected)
- **Balance Type** - The account balance is either Credit or Debit.
- **Status** - The status of the account is either Inactive or Active. An account marked as inactive will show in all reports but no transactions may be made against this account.
- **1099** - This shows the account’s number for the 1099 form, if applicable. To use the 1099 program, the 1099 flag on individual vendors must be set to a “Y.”
- **Corporate Ind** - This indicates whether the account is a Corporate account or not.

### Searching for a General Ledger Account

To easily find a specific account, you may enter part or all of an account name in the search box at the top of the page.

GENERAL LEDGER ACCOUNT MAINTENANCE 🔍 Enter 3 characters to search...

---

| Account # | Name     | Type              | Balance Type | Status | 1099 | Corporate Ind            |  |
|-----------|----------|-------------------|--------------|--------|------|--------------------------|--|
| 1004      | CUSTOMER | Asset Account     | Debit        | Active |      | <input type="checkbox"/> |  |
| 2120      | CUSTOMER | Liability Account | Debit        | Active |      | <input type="checkbox"/> |  |

Showing 1 to 2 of 2 entries Show 10 results per page [First](#) [Previous](#) [Next](#) [Last](#)

+ CREATE
ACCOUNTS REPORT
← BACK
🏠 MAIN MENU

### Adding a General Ledger Account

To add an account, click the green **CREATE** button below *GENERAL LEDGER ACCOUNT MAINTENANCE* and the *ACCOUNT - NEW* screen will display beneath it.

ACCOUNT - NEW

Name for Account

Number for Account

Account Type for Account

Account is a Corporate Account?

1099 for Account

Balance Type for Account

Status of Account

SAVE   
    
    
    

- **Name for Account** - Each account must be defined using up to thirty-character account names.
- **Number for Account** - Each account must be defined using up to eight-digit account numbers. The account numbers should follow your predefined numbering scheme.
- **Account Type for Account** - These are the difference account types and the financial statement that is affected.
  - Asset (balance sheet is affected)
  - Liability (balance sheet is affected)
  - Capital/Earnings (balance sheet is affected)
  - Revenue (income statement is affected)
  - Expense (income statement is affected)
- **Account is a Corporate Account?** - Check the box if the account is a Corporate account.
- **1099 for Account** - Enter the field number on the 1099 form that you want this account to print. To use the 1099 program, you must fill in this field to the appropriate box number on the 1099 and set the 1099 flag on the individual vendors to a "Y."
- **Balance Type for Account** - Select either Credit or Debit for the account's balance.
- **Status of Account** - The status of the account may be set to Inactive or Active. An account marked as inactive will show in all reports but no transactions may be made against this account.

ACCOUNT - NEW

Name for Account

Number for Account

Account Type for Account

Account is a Corporate Account?

1099 for Account

Balance Type for Account

Status of Account

SAVE   
    
    
    

After filling out the fields, click the **SAVE** button and the account will be added to the list under **GENERAL LEDGER ACCOUNT MAINTENANCE**.

## Changing a General Ledger Account

To change an account’s information, click the **Edit** (pencil) icon in the rightmost column. The **EDIT** screen will display below.

GENERAL LEDGER ACCOUNT MAINTENANCE

🔍 Enter 3 characters to search...

| Account # ▲ | Name            | Type          | Balance Type | Status | 1099 | Corporate Ind                       | ✎ |
|-------------|-----------------|---------------|--------------|--------|------|-------------------------------------|---|
| 1000        | REGIONS BANK -  | Asset Account | Debit        | Active |      | <input checked="" type="checkbox"/> | ✎ |
| 1001        | REGIONS BANK -  | Asset Account | Debit        | Active |      | <input checked="" type="checkbox"/> | ✎ |
| 1002        | REGIONS BANK -  | Asset Account | Debit        | Active |      | <input type="checkbox"/>            | ✎ |
| 1003        | REGIONS BANK -  | Asset Account | Debit        | Active |      | <input checked="" type="checkbox"/> | ✎ |
| 1004        | CUSTOMER        | Asset Account | Debit        | Active |      | <input type="checkbox"/>            | ✎ |
| 1005        | UCBI - PAYABLES | Asset Account | Debit        | Active |      | <input checked="" type="checkbox"/> | ✎ |
| 1006        | SPIRIT OF       | Asset Account | Debit        | Active |      | <input checked="" type="checkbox"/> | ✎ |
| 1017        | EMPLOYEE        | Asset Account | Debit        | Active |      | <input checked="" type="checkbox"/> | ✎ |
| 1050        | CASH CLEARING   | Asset Account | Debit        | Active |      | <input checked="" type="checkbox"/> | ✎ |
| 1055        | BANK CARD       | Asset Account | Debit        | Active |      | <input checked="" type="checkbox"/> | ✎ |

Showing 1 to 10 of 228 entries
Show 10 results per page
[First](#) [Previous](#) [Next](#) [Last](#)

EDIT - 1017 - EMPLOYEE

Name for Account

EMPLOYEE

Number for Account

1007

Account Type for Account

A - Asset Account

Account is a Corporate Account?

1099 for Account

Balance Type for Account

D - Debit

Status of Account

A - Active

✔ SAVE

✖ CANCEL

📄 ACCOUNTS REPORT

← BACK

🏠 MAIN MENU

Once you are done making changes, click the **SAVE** button to return to **GENERAL LEDGER ACCOUNT MAINTENANCE**. If you don’t want to change the selected account, click the **CANCEL** button.

## Deleting a General Ledger Account

When an account is no longer needed you may delete it from your Chart of Accounts. The account number may be entered exactly, or the account number may be selected from the pop-up window.

If you are wanting to delete an account number, you would enter this account number. If there are posted transactions posted to this account, a message will display that the account number may not be deleted.

## Printing an Accounts Report

You may print a list of all the accounts that you have defined by clicking the **ACCOUNTS REPORT** button below the *GENERAL LEDGER ACCOUNT MAINTENANCE* screen.




| GENERAL LEDGER ACCOUNT MAINTENANCE |                 |               |              |        |                                     |                                     | Enter 3 characters to search... |
|------------------------------------|-----------------|---------------|--------------|--------|-------------------------------------|-------------------------------------|---------------------------------|
| Account #                          | Name            | Type          | Balance Type | Status | 1099                                | Corporate Ind                       |                                 |
| 1000                               | REGIONS BANK -  | Asset Account | Debit        | Active | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                 |
| 1001                               | REGIONS BANK -  | Asset Account | Debit        | Active | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                 |
| 1002                               | REGIONS BANK -  | Asset Account | Debit        | Active | <input type="checkbox"/>            | <input type="checkbox"/>            |                                 |
| 1003                               | REGIONS BANK -  | Asset Account | Debit        | Active | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                 |
| 1004                               | CUSTOMER        | Asset Account | Debit        | Active | <input type="checkbox"/>            | <input type="checkbox"/>            |                                 |
| 1005                               | UCBI - PAYABLES | Asset Account | Debit        | Active | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                 |
| 1006                               | SPIRIT OF       | Asset Account | Debit        | Active | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                 |
| 1050                               | CASH CLEARING   | Asset Account | Debit        | Active | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                 |
| 1055                               | BANK CARD       | Asset Account | Debit        | Active | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                 |
| 1060                               | PMT FOR/FROM    | Asset Account | Debit        | Active | <input type="checkbox"/>            | <input type="checkbox"/>            |                                 |

Showing 1 to 10 of 227 entries      Show  results per page      [First](#) [Previous](#) [Next](#) [Last](#)

[+ CREATE](#)    [ACCOUNTS REPORT](#)    [← BACK](#)    [MAIN MENU](#)




A PDF will display on the screen, which can be downloaded or printed. Click **BACK** when you are finished.


ACCOUNTS REPORT AS OF 1/11/2021, 11:48 AM


**c53dbd3d-6857-428b-9533-caa6a336df04** 1 / 5 




DATE: 1/11/2021 CYNERGI TRAINING PAGE: 1 of 5  
 TIME: 11:48:26 Accounts Report

| Account # | Name                           | Type            | Balance Type | Status | 1099 | Corporate Ind |
|-----------|--------------------------------|-----------------|--------------|--------|------|---------------|
| 1000      | REGIONS BANK - PAYABLES        | A-Asset Account | D-Debit      | Active |      | Yes           |
| 1001      | REGIONS BANK - PAYROLL         | A-Asset Account | D-Debit      | Active |      | Yes           |
| 1002      | REGIONS BANK - MAIN ACCOUNT    | A-Asset Account | D-Debit      | Active |      | No            |
| 1003      | REGIONS BANK - CLASS ACTION    | A-Asset Account | D-Debit      | Active |      | Yes           |
| 1004      | CUSTOMER REFFERALS REGIONS     | A-Asset Account | D-Debit      | Active |      | No            |
| 1005      | UCBI - PAYABLES                | A-Asset Account | D-Debit      | Active |      | Yes           |
| 1006      | SPIRIT OF TEXAS BANK           | A-Asset Account | D-Debit      | Active |      | Yes           |
| 1007      | EMPLOYEE                       | A-Asset Account | D-Debit      | Active |      | Yes           |
| 1050      | CASH CLEARING (TRANSFERS)      | A-Asset Account | D-Debit      | Active |      | Yes           |
| 1055      | BANK CARD CLEARING             | A-Asset Account | D-Debit      | Active |      | Yes           |
| 1060      | PMT FOR/FROM OTH STRS CLEARING | A-Asset Account | D-Debit      | Active |      | No            |
| 1065      | WEB PAYMENT CLEARING           | A-Asset Account | D-Debit      | Active |      | Yes           |
| 1100      | STORE DEPOSITORY ACCOUNTS      | A-Asset Account | D-Debit      | Active |      | No            |

 MAIN MENU

 BACK

## Account Payable Control

To access *ACCOUNT PAYABLE CONTROL*, navigate to *Master Control Files* → *Restricted Master Control File* → *AP Control* in the menu.

| ACCOUNT PAYABLE CONTROL   |   | AS OF 1/12/2021, 1:55 PM |
|---|---|--------------------------|
| Check Form Type   | <input type="text" value="Laser 2"/>                          | ▼                        |
| Pay invoices after the discount date for checks                   | <input checked="" type="checkbox"/>                           |                          |
| Force a reset of expense date when date changes                   | <input checked="" type="checkbox"/>                           |                          |
| Use Inventory Rebates   | <input checked="" type="checkbox"/>                           |                          |
| Print Bank or Vendor currency code on check                       | <input type="text" value="Bank"/>                             | ▼                        |
| Lock the cost after inventory piece has been marked as billed     | <input checked="" type="checkbox"/>                           |                          |
| Purchase Order number Validation                                  | <input type="text" value="Sometimes Validate"/>               | ▼                        |
| GL Account for Inventory  | <input type="text" value="2160 - UNBILLED INVENTORY"/>        | ▼                        |
| GL Clearing Account to use for clearing multiple payment invoices | <input type="text" value="1050 - CASH CLEARING (TRANSFERS)"/> | ▼                        |

SAVE
← BACK
 MAIN MENU

- **Check Form Type** - Select the check form type that you plan to use from the drop-down list: Laser 2, Laser 3, or Laser.
- **Pay invoices after the discount date for checks** - Check the box to pay invoices after the discount date for checks.
- **Force a reset of expense date when date changes** - Check the box to change the expense date to the current date when changing an invoice in “Change Vendor Invoice.” Otherwise, the expense date will stay as it was originally.
- **Use Inventory Rebates** - Check the box if you will be creating rebate codes to use for inventory rebates.
- **Print Bank or Vendor currency code on check** - Select Bank or Vendor to print the currency code or select No to not print the currency code.
- **Lock the cost after inventory piece has been marked as billed** - If the box is checked, this will allow the inventory to stay at the cost set by the invoice and set the invoice expense date. Otherwise, this allows the cost to be changed by anyone.
- **Purchase Order number Validation** - To validate whether the Purchase Order physically exists, select Sometimes Validate, Never Validate, or Validate from the drop-down list.
- **GL Account for Inventory** - Enter the GL account number used by the primary company.
- **GL Clearing Account to use for clearing multiple payment invoices** - Enter the GL code that will be used as a wash account when entering multiple term/due date invoices. This will allow the first invoice to have all of the GL distributions and use this wash account to create the remaining invoices.

## Purchase Order Control

To access **PURCHASE ORDER CONTROL MAINTENANCE**, navigate to *Master Control Files* → *Restricted Master Control File* → *PO Control* in the menu.

PURCHASE ORDER CONTROL MAINTENANCE
AS OF 1/12/2021, 2:26 PM

|  |   |
|--|---|
| Drop First Five Characters on Model Number                   | <input checked="" type="checkbox"/>       |
| Automatically Update Accounts Payable from PO update process | <input checked="" type="checkbox"/>       |
| Print Second Description on PO                               | <input checked="" type="checkbox"/>       |
| Default Account Payable Status Type created from PO*         | Hold <span style="float: right;">▼</span> |
| Move Vendor Comments to PO Comments when adding a PO         | <input type="checkbox"/>                  |
| Add Freight Cost into the cost of the inventory              | <input type="checkbox"/>                  |
| Update Cost on Model number when inventory is received       | <input type="checkbox"/>                  |
| Default Vendor to auto-populate requisition/PO when created* | <input type="text"/> ▼                    |
| Default Purchase Order Type*                                 | Purchase Order ▼                          |
| Update Item Cost to Purchase Order Cost*                     | No Update ▼                               |
| Sort by Ship To location when printing PO                    | <input checked="" type="checkbox"/>       |
| Create separate Invoice for each Location                    | <input checked="" type="checkbox"/>       |
| Default Approver to auto-populate PO's when submitted*       | <input type="text"/> ▼                    |

\* indicates a required field

SAVE

← BACK

↑ MAIN MENU

- **Drop First Five Characters on Model Number** - Check the box if the prefix to the model number should be dropped.
- **Automatically Update Accounts Payable from PO update process** - Check the box to automatically update AP from the PO update process.
- **Print Second Description on PO** - Check the box to print the second description on the PO.
- **Default Account Payable Status Type created from PO** - Select Hold or Open from the drop-down list to choose the default AP invoice status created from PO (required).
- **Move Vendor Comments to PO Comments when adding a PO** - Check the box to move the vendor comments to the PO comments when adding a PO.
- **Add Freight Cost into the cost of the inventory** - Check the box to add freight cost into the cost of the inventory.
- **Update Cost on Model number when inventory is received** - Check the box to update the cost on the model number when inventory is received.
- **Default Vendor to auto-populate requisition/PO when created** - Select a default vendor from the drop-down list to auto-populate requisitions/POs when they are created (required).
- **Default Purchase Order Type** - Select Purchase Order or Requisition from the drop-down list to choose the default PO type (required).
- **Update Item Cost to Purchase Order Cost** - Select Both Purchase Order and Requisition, No Update, Purchase Order Only, or Requisition Only from the drop-down list (required).

- 
- **Sort by Ship To location when printing PO** - Check the box to sort by ship to location when printing the PO.
  - **Create separate Invoice for each Location** - Check the box to create a separate invoice for each location.
  - **Default Approver to auto-populate PO's when submitted** - Select a default approver from the drop-down list to auto-populate POs when they are submitted (required).

## General Ledger Control

Certain default company parameters must be set to provide a successful interface to General Ledger from Account Payable. These company maintenance parameters are found in the Restricted Master Control File.

To access the **GENERAL LEDGER CONTROL MAINTENANCE** screen, navigate to *Master Control Files* → *Restricted Master Control File* → *GL Control* in the menu.

| GENERAL LEDGER CONTROL MAINTENANCE             |  | AS OF 1/12/2021, 1:28 PM |
|--|--|--------------------------|
| Account number for Accounts Payable            | <input type="text" value="2100 - ACCOUNTS PAYABLE TRADE"/> | ⏪                        |
| Account number for Account Receivable          | <input type="text"/>                                       | ⏪                        |
| Default/Main Location:                         | <input type="text" value="9000 - CORP OFFICE"/>            | ⏴                        |
| Account number for Account Payable Discount    | <input type="text"/>                                       | ⏪                        |
| Account number for Account Receivable Discount | <input type="text"/>                                       | ⏪                        |
| Account number for Misc. Inventory             | <input type="text"/>                                       | ⏪                        |
| Account number for Serialized Inventory        | <input type="text"/>                                       | ⏪                        |
| Account number for Unbilled Inventory          | <input type="text" value="2160 - UNBILLED INVENTORY"/>     | ⏪                        |
| Account number for Freight In                  | <input type="text"/>                                       | ⏪                        |

✓ SAVE
← BACK
🏠 MAIN MENU

- **Account number for Accounts Payable** - Enter the Account Payable account number.
- **Account number for Account Receivable** - Enter the Account Receivable account number.
- **Default/Main Location** - The main location is the profit center to be used for system-generated entries, normally your home office location.
- **Account number for Account Payable Discount** - Enter the Discounts Taken account number.
- **Account number for Account Receivable Discount** - Enter the Discounts Given account number.
- **Account number for Misc. Inventory** - Enter the Default Misc. Inventory account number.
- **Account number for Serialized Inventory** - Enter the Serialized Inventory account number.
- **Account number for Unbilled Inventory** - Enter the Unbilled Inventory account number. For inventory invoices, the cynergi|suite system requires that there is a debit to unbilled inventory for the same amount as the cost of the inventory.
- **Account number for Freight In** - Enter the Freight In account number.

## Set Operating Dates (DATES)

The Set Operating Dates program dates the system what periods you are working in. This is where the system goes to validate the General Ledger date that you have entered. If it falls outside of these dates, you will receive a message and will not be allowed to continue your transaction until the dates have been updated.

| Set Dates  | 1 Show Dallas 2018 | 12/17/18 12:05 pm |
|--|--------------------|-------------------|
| <p><b>== General Ledger Dates ==</b>      The General Ledger dates are for the period in which you are still doing Journal Entries. This is normally one month behind the date range used everywhere else!</p> <p>Starting date: 1/01/17<br/>Ending date: 6/30/18</p>                |                    |                   |
| <p><b>== Everywhere Else Dates ==</b>      Everywhere else includes the validation for Accounts Payable, Inventory Management and Purchasing/Receiving. This is normally at one month ahead of the General Ledger period.</p> <p>Starting date: 1/01/18<br/>Ending date: 6/30/18</p> |                    |                   |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>Press F9 when finished entering all parameters</p> </div>   |                    |                   |
| <p><b>Input the starting date for the current G/L period</b></p>   |                    |                   |

### General Ledger Dates

Enter the beginning and ending dates that you are currently working in the General Ledger. It is strongly suggested that once Financial Statements and Trial Balance reports have been printed and finalized, you go into this program and update your beginning date to be the new month. In essence, this is closing your month in the General Ledger. You can open the months back up just by putting the beginning dates back to the month you need to make changes.

*Please Note: Updating the “beginning date” to the next month will also trigger any reversing entries that were posted in the prior month to post into the new month.*

### Everywhere Else Dates

Enter the beginning and ending dates that you are currently working in the Accounts Payable. It is strongly suggested that once you have interfaced the Accounts Payable to the General Ledger, you go into this program and update your beginning date to be the new month. In essence, this is closing your month in the Accounts Payable. You can open the months back up just by putting the beginning dates back to the month you need to make changes.

## General Ledger Parameters (GLPARAMS)

The General Ledger Parameters are representing the values in the Dates program for General Ledger.

| G/L Parameters   | 1 Show Dallas 2018 | 12/17/18 12:05 pm |
|--|--------------------|-------------------|
| <p>Starting date: 1/01/17<br/>                     Ending date: 6/30/18</p> <p>Edit character: &lt;</p> <p>Def Location:</p>   |                    |                   |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;">                         Press F9 when finished<br/>                         entering all parameters                     </div> |                    |                   |
| <p><b>Input the starting date for the current G/L period</b></p>   |                    |                   |

### Starting date/Ending date

This date is the same as the G/L Dates in “Set Operating Dates.” If you have already setup your dates there, these should be correct.

### Edit character











The edit character is used on financial statements and may be specified as either “[” or “<.” The defined character combination will be used on the statement layouts. This character is used to put in front and back of credit amounts (e.g., <202.30>).

After entering all parameters, press **F9**.

## Bank Maintenance

The Accounts Payable module requires at least one bank account to be created.

To access the **BANK MAINTENANCE** screen, navigate to *Master Control Files* → *Home Office* → *Bank* in the menu. On this screen, you will see a list of the current banks.

| BANK MAINTENANCE |                           |                    |                            | AS OF 1/11/2021, 1:25 PM  |
|------------------|---------------------------|--------------------|----------------------------|---|
| Number           | Name                      | G/L Profit Center  | G/L Account                |   |
| 10               | REGIONS - CREDIT CARD     | 9000 - CORP OFFICE | 1002 - REGIONS BANK -      |  |
| 11               | REGIONS BANK - PAYROLL    | 9000 - CORP OFFICE | 1001 - REGIONS BANK -      |  |
| 14               | REGIONS PAYABLES - 6725   | 9000 - CORP OFFICE | 1000 - REGIONS BANK -      |  |
| 18               | UCBI -PAYABLES-0392       | 9000 - CORP OFFICE | 1005 - UCBI - PAYABLES     |  |
| 19               | UCB-LOAN                  | 9000 - CORP OFFICE | 2331 - UCBI - CREDIT LINE  |  |
| 20               | SPIRIT OF TEXAS BANK      | 9000 - CORP OFFICE | 1006 - SPIRIT OF TEXAS     |  |
| 21               | SBA(PPP): SPIRIT OF TEXAS | 9000 - CORP OFFICE | 2334 - SBA(PPP): SPIRIT OF |  |
| 24               | CHASE - STOCKBRIDGE       | 4 - Store 4        | 1224 - CHASE-              |  |
| 25               | SUNTRUST - RIVERDALE      | 5 - Store 5        | 1225 - SUNTRUST-           |  |
| 26               | REGIONS-GAINESVILLE       | 6 - Store 6        | 1226 - REGIONS-            |  |

Showing 1 to 10 of 18 entries      Show  results per page      [First](#) [Previous](#) [Next](#) [Last](#)

+ CREATE
BANK REPORT
← BACK
🏠 MAIN MENU

## Adding a Bank

You must set up at least one bank account. Support is provided for up to 9,999 banks per company. To add a bank, click the green **CREATE** button below **BANK MAINTENANCE** and the **BANK - NEW** screen will display beneath it.

**BANK - NEW**

Number

Name   
required {1 - 50} characters

G/L Profit Center

G/L Account

**SAVE**

- **Number** - You must assign a number for each bank account that will be used by the software. You will access the bank either by this number or by a pop-up window.
- **Name** - Enter the name of the bank (up to 50 characters).
- **G/L Profit Center** - Select a General Ledger profit center from the drop-down list.
- **G/L Account** - Select the General Ledger account number that correlates with this bank account from the drop-down list. This account number is used by the software to determine the account number to be updated by system-generated journal entries when doing the interface from Accounts Payable to General Ledger.

**BANK - NEW**

Number

Name

G/L Profit Center

G/L Account

**SAVE**

After filling out all fields, click **SAVE** to add the new bank to the **BANK MAINTENANCE** list.

## Changing a Bank

The information pertaining to a bank may be updated at any time. To change a bank’s information, click the **Edit** (pencil) icon in the rightmost column. The **BANK** screen will display below.

BANK MAINTENANCE
AS OF 1/12/2021, 8:47 AM

| Number | Name                    | G/L Profit Center  | G/L Account            | ✎ |
|--------|-------------------------|--------------------|------------------------|---|
| 27     | REGIONS-COMMERCE        | 7 - Store 7        | 1227 - REGIONS-        | ✎ |
| 28     | REGIONS-ATHENS          | 8 - Store 8        | 1228 - REGIONS-ATHENS  | ✎ |
| 29     | CADENCE BANK-MACON      | 29 - Store 29      | 1229 - CADENCE BANK-   | ✎ |
| 31     | CADENCE BANK-WARNER     | 31 - Store 31      | 1231 - CADENCE BANK-   | ✎ |
| 34     | BANK OF DUDLEY-DUBLIN   | 34 - Store 34      | 1234 - BANK OF DUDLEY- | ✎ |
| 92     | REGIONS BANK            | 9000 - CORP OFFICE | 1004 - CUSTOMER        | ✎ |
| 93     | REGIONS BANK - 6407 OLD | 9000 - CORP OFFICE | 1293 - REGIONS BANK -  | ✎ |
| 94     | WACHOVIA-STOCKBRIDGE    | 9000 - CORP OFFICE | 1294 - WACHOVIA-       | ✎ |
| 23     | FIRST BANK              | 7 - Store 7        | 1227 - REGIONS-        | ✎ |

Showing 11 to 19 of 19 entries
Show  results per page
First Previous Next Last

**BANK - 23 - FIRST BANK**

|                   |  |
|-------------------|--|
| Number            | <input type="text" value="23"/>                        |
| Name              | <input type="text" value="FIRST BANK"/>                |
| G/L Profit Center | <input type="text" value="9000 - CORP OFFICE"/> ▼      |
| G/L Account       | <input type="text" value="1227 - REGIONS-COMMERCE"/> ▼ |

**SAVE**

Once you have finished making your changes, click the **SAVE** button to return to **BANK MAINTENANCE**. If you do not wish to make any changes, click the **CANCEL** button.

## Deleting a Bank

When a bank is no longer needed, it may be removed using the delete option.

| Delete Bank  | 1 Show Dallas 2018 | 12/17/18 12:13 pm |
|--|--------------------|-------------------|
| <p><b>Bank:</b> 2</p> <p><b>Bank name:</b> BANK EXAMPLE</p> <p><b>Address:</b></p><br><p><b>Phone number:</b></p> <p><b>Fax number:</b></p><br><p><b>Next check:</b> 1000</p><br><p><b>G/L Account:</b> 1007</p> <p><b>Location:</b> 100</p> <p><b>Acct Balance:</b></p> <p><b>Acct Number:</b></p> <p><b>Currency Code:</b></p> |                    |                   |
| <p>Is this the bank to be deleted? <input type="checkbox"/></p>  |                    |                   |

When selecting the bank from a pop-up window, if two banks have the same name the fold/unfold option will reveal the entire address making your selection easier.

Once you have selected the bank, you will be prompted to verify your selection before deleting the bank. After deletion, the cursor will return to the bank field allowing you to delete another bank.

You may not delete a bank account that has checks associated with it. You will get a message telling you that the bank account is currently being used; there are on checks on file.

|   |                           |                          |
|---|---------------------------|--------------------------|
| <b>Delete Bank</b>  | <b>1 Show Dallas 2018</b> | <b>12/21/18 12:09 pm</b> |
| <p><b>Bank: █ 10</b></p> <p><b>Bank name: Example Bank</b><br/> <b>Address: 1234 Bank St</b></p> <p><b>Phone number: (555)555-5555</b><br/> <b>Fax number: (555)555-5555</b></p> <p><b>Next check: 4566</b></p> <p><b>G/L Account: 2212</b><br/> <b>Location: 0</b></p> <p><b>Acct Balance: 1486445.48</b><br/> <b>Acct Number: 453462775568</b><br/> <b>Currency Code: 498</b></p> |                           |                          |
| <p><b>This bank account is used on checks on file!</b></p>  |                           |                          |

Press **F8** to return to the menu.

### Printing a Bank Report

You may print a list of banks and their corresponding information by clicking the **BANK REPORT** button below the **BANK MAINTENANCE** screen.

BANK MAINTENANCEAS OF 1/12/2021, 8:53 AM

| Number | Name                      | G/L Profit Center  | G/L Account                |  |
|--------|---------------------------|--------------------|----------------------------|--|
| 10     | REGIONS - CREDIT CARD     | 9000 - CORP OFFICE | 1002 - REGIONS BANK -      |  |
| 11     | REGIONS BANK - PAYROLL    | 9000 - CORP OFFICE | 1001 - REGIONS BANK -      |  |
| 14     | REGIONS PAYABLES - 6725   | 9000 - CORP OFFICE | 1000 - REGIONS BANK -      |  |
| 18     | UCBI -PAYABLES-0392       | 9000 - CORP OFFICE | 1005 - UCBI - PAYABLES     |  |
| 19     | UCB-LOAN                  | 9000 - CORP OFFICE | 2331 - UCBI - CREDIT LINE  |  |
| 20     | SPIRIT OF TEXAS BANK      | 9000 - CORP OFFICE | 1006 - SPIRIT OF TEXAS     |  |
| 21     | SBA(PPP): SPIRIT OF TEXAS | 9000 - CORP OFFICE | 2334 - SBA(PPP): SPIRIT OF |  |
| 24     | CHASE - STOCKBRIDGE       | 4 - Store 4        | 1224 - CHASE-              |  |
| 25     | SUNTRUST - RIVERDALE      | 5 - Store 5        | 1225 - SUNTRUST-           |  |
| 26     | REGIONS-GAINESVILLE       | 6 - Store 6        | 1226 - REGIONS-            |  |

Showing 1 to 10 of 19 entries
Show  results per page
[First](#) [Previous](#) [Next](#) [Last](#)

[+ CREATE](#)
[BANK REPORT](#)
[← BACK](#)
[🏠 MAIN MENU](#)

A PDF will display on the screen, which can be downloaded or printed. Click **BACK** when you are finished.

BANKAS OF 1/12/2021, 9:00 AM

5cd0097b-65b1-4594-82fc-e52d0cfc0e0f
1 / 1

DATE: 1/12/2021  
TIME: 09:00:14
CYNERGI TRAINING  
Bank Report
PAGE: 1 of 1

| Number | Name                          | G/L Profit Center  | G/L Account                        |  |
|--------|-------------------------------|--------------------|------------------------------------|--|
| 10     | REGIONS - CREDIT CARD         | 9000 - CORP OFFICE | 1002 - REGIONS BANK - MAIN ACCOUNT |  |
| 11     | REGIONS BANK - PAYROLL        | 9000 - CORP OFFICE | 1001 - REGIONS BANK - PAYROLL      |  |
| 14     | REGIONS PAYABLES - 6725 (NEW) | 9000 - CORP OFFICE | 1000 - REGIONS BANK - PAYABLES     |  |
| 18     | UCBI -PAYABLES-0392           | 9000 - CORP OFFICE | 1005 - UCBI - PAYABLES             |  |
| 19     | UCB-LOAN                      | 9000 - CORP OFFICE | 2331 - UCBI - CREDIT LINE          |  |
| 20     | SPIRIT OF TEXAS BANK          | 9000 - CORP OFFICE | 1006 - SPIRIT OF TEXAS BANK        |  |
| 21     | SBA(PPP): SPIRIT OF TEXAS     | 9000 - CORP OFFICE | 2334 - SBA(PPP): SPIRIT OF TEXAS   |  |
| 24     | CHASE - STOCKBRIDGE           | 4 - Store 4        | 1224 - CHASE-STOCKBRIDGE           |  |
| 25     | SUNTRUST - RIVERDALE          | 5 - Store 5        | 1225 - SUNTRUST-RIVERDALE          |  |
| 26     | REGIONS-GAINESVILLE           | 6 - Store 6        | 1226 - REGIONS-GAINESVILLE         |  |
| 27     | REGIONS-COMMERCE              | 7 - Store 7        | 1227 - REGIONS-COMMERCE            |  |
| 28     | REGIONS-ATHENS                | 8 - Store 8        | 1228 - REGIONS-ATHENS              |  |
| 29     | CADENCE BANK-MACON            | 29 - Store 29      | 1229 - CADENCE BANK-MACON          |  |

[← BACK](#)
[🏠 MAIN MENU](#)

## Terms Code Maintenance (GETVTERM)

The Vendor Terms program (GETVTERM) has been designed to allow multiple due dates along with standard net invoices with discounts. When a multiple due date term is setup and assigned to an invoice, the system will automatically add multiple invoices based on however many due dates have been selected. The # amounts of each invoice will be based on the %'s assigned within the specific vendor master file. This program can be accessed by pressing **F10** and typing in **GETVTERM** or by going to the Accounts Payable Menu (**AP**) and selecting Control File Records, then Terms Code. Term codes may also be added when adding a Purchase Order or an AP invoice.

The first Vendor Terms File Maintenance screen appears below:

**VENDOR TERMS FILE MAINTENANCE**

**Description:**

Enter the vendor terms description and/or press return

**F7-Report** **F10-Exit**

### Description

Enter vendor item description or press **ENTER** for all.

### F7-Report

Press the **F7** key to print a listing of all vendor terms to a selected printer or file name.

| RUN DATE: 03/18/19 |     | cynergi suite training |         |          |     |         |     |     |         | PAGE: 1 |     |         |         |      |
|--------------------|-----|------------------------|---------|----------|-----|---------|-----|-----|---------|---------|-----|---------|---------|------|
| TIME: 16:36:39     |     | PRINT OF VENDOR TERMS  |         |          |     |         |     |     |         |         |     |         |         |      |
| DESCRIPTION        | NBR | PMTS                   | DUE DUE |          | DUE | DUE DUE |     | DUE | DUE DUE |         | DUE | DISC    |         | DISC |
|                    |     |                        | MON     | DAY      |     | MON     | DAY |     | MON     | DAY     |     | PERCENT | PERCENT |      |
| 30 DAY             | 1   | 1                      | 30      | 100.0000 |     |         |     |     |         |         |     |         |         |      |
| COD                | 1   |                        |         | 100.0000 |     |         |     |     |         |         |     |         |         |      |
| NET                | 1   | 1                      | 20      | 100.0000 |     |         |     |     |         |         |     |         |         |      |
| NOCTOVA            | 1   | 1                      | 1       | 100.0000 |     |         |     |     |         |         |     |         |         |      |

TIME FINISHED: 16:36:39

The second Vendor Terms File Maintenance screen is shown below:

| VENDOR TERMS FILE MAINTENANCE |             |            |            |                |             |             |                 |  |
|-------------------------------|-------------|------------|------------|----------------|-------------|-------------|-----------------|--|
| Description                   | Nbr<br>Pmts | Due<br>Mon | Due<br>Day | Due<br>Percent | Disc<br>Mon | Disc<br>Day | Disc<br>Percent |  |
| <b>30 DAY</b>                 | 1           | 1          | 30         | 100.0000       |             |             |                 |  |
| 30-60-90                      | 3           | 1          | 7          | 33.3334        |             |             |                 |  |
| 30/60/90                      | 3           |            | 30         | 33.3334        |             |             |                 |  |
| COD                           | 1           |            |            | 100.0000       |             |             |                 |  |

**F1-Forward    F2-Back    F3-Delete    F4-Change    F6-Add    F8-Prev**

Using your up and down arrow keys will allow you to move to different vendor term codes within the same page. The function key selections are at the bottom of the screen, press **F1** to page forward, **F2** to page back, **F4** to change the vendor term code you have highlighted, **F6** to add a vendor term code and **F8** to get back to the first screen.

Below is the screen you will get when you select the **F4** key to change:

```

VENDOR TERMS FILE UPDATE

Description: 30 DAY

Number of Payments: 1 (1-6)

      Due      Due      Due
      Month    Day(s)   Percent
1st Payment      1       30    100.0000
2nd Payment
3rd Payment
4th Payment
5th Payment
6th Payment

                        Total: 100.0000

Discount Percentage:
Discount Expiration Month:
Discount Expiration Day:
Any More Changes: N

                        This is the Description of Vendor Terms

F8-BackOut                                           F9-Update
    
```

**Description**

This is a freeform field that can be used to describe the vendor term code, 30 characters available.

**Number of Payments**

Enter the number of payments to make to pay off the invoice.

**1st Payment:** Under the “Due Month” column, enter the number of months before the first payment is due, if it is due after x amount of days, leave the “Due Month” blank. Under the “Due Day(s),” if the “Due Month” is blank, enter the net days before the first payment is due, if there is a number in the “Due Month” enter the day of the month the first payment is due. For example, if the invoice is due on the 10th day of every month, enter a 1 in the Due Month and a 10 in the Due Day(s) column. If the first payment is due in 30 days, leave the Due Month blank and enter 30 in the Due Day(s). “Due Percentage,” the system will default to an even breakout based on what is in the “Number of Payments” field, change this % if necessary, keeping in mind the grand total % must be 100%.

**2nd Payment-6th Payment:** Use the same philosophy as used in 1st Payment.

**Discount Percentage:** If this vendor term allows for a % off based paying by a certain date, enter that % here. *Please Note: Because of the Rebate codes, this field would only be used for “non-inventory” invoices.*

**Discount Expiration Month:** Enter the number of months when the discount will expire.

**Discount Expiration Days:** Enter the number of days when the discount will expire.

Below is the screen you will get when you select the **F6** key to add:

```

VENDOR TERMS FILE ADD

Description: █

Number of Payments: 0 (1-6)

          Due      Due      Due
          Month    Day(s)   Percent

1st Payment
2nd Payment
3rd Payment
4th Payment
5th Payment
6th Payment

                          Total:  0.0000

Discount Percentage:
Discount Expiration Month:
Discount Expiration Day:
Any More Changes: N

This is the Description of Vendor Terms

F8-Prev                                     F10-Exit
    
```

**Description**

This is a freeform field that can be used to describe the vendor term code, 30 characters available.

**Number of Payments**

Enter the number of payments to make to pay off the invoice.

**1<sup>st</sup> Payment:** Under the “Due Month” column, enter the number of months before the first payment is due, if it is due after x amount of days, leave the “Due Month” blank. Under the “Due Day(s),” if the “Due Month” is blank, enter the net days before the first payment is due, if there is a number in the “Due Month” enter the day of the month the first payment is due. For example, if the invoice is due on the 10th day of every month, enter a 1 in the Due Month and a 10 in the Due Day(s) column. If the first payment is due in 30 days, leave the Due Month blank and enter 30 in the Due Day(s). “Due Percentage,” the system will default to an even breakout based on what is in the “Number of Payments” field, change this % if necessary, keeping in mind the grand total % must be 100%.

**2<sup>nd</sup> Payment-6<sup>th</sup> Payment:** Use the same philosophy as used in 1<sup>st</sup> Payment.

**Discount Percentage:** If this vendor term allows for a % off based paying by a certain date, enter that % here. *Please Note: Because of the Rebate codes, this field would only be used for “non-inventory” invoices.*

**Discount Expiration Month:** Enter the number of months when the discount will expire.

**Discount Expiration Days:** Enter the number of days when the discount will expire.

## Ship Via Maintenance

Shipment methods are predefined in order to provide a means of analyzing the different shipment methods. As many “ship via” codes can be assigned as required. The shipment codes are defined once. Each time you need to enter a code in an application, you are provided a pop-up window. If you enter the code exactly as it is defined, the pop-up window will be bypassed. The window appears only if the entry is not on file.

To access the **SHIP VIA MAINTENANCE** screen, navigate to *Master Control Files* → *Home Office* → *Ship Via* in the menu. On this screen, you will see a list of the current ship via codes.

The screenshot shows the 'SHIP VIA MAINTENANCE' screen with a table of entries. The table has two rows: 'THEIR TRUCK' and 'N/A'. Each row has an edit icon (pencil) to its right. Below the table, it says 'Showing 1 to 2 of 2 entries' and 'Show 10 results per page'. At the bottom, there are buttons for '+ CREATE', 'SHIP VIA REPORT', '← BACK', and 'MAIN MENU'.

### Adding a Ship Via Code

Predefined ship via codes eliminate the task of having to remember the various shipment methods used by your company. To add a ship via code, click the green **CREATE** button below **SHIP VIA MAINTENANCE** and the **NEW SHIP VIA** screen will display beneath it.

The screenshot shows the 'NEW SHIP VIA' screen. It has a text input field labeled 'Description' with a red error message below it: 'required {3 - 30} characters'. At the bottom, there are buttons for 'SAVE' (with a checkmark icon), 'CANCEL', 'SHIP VIA REPORT', '← BACK', and 'MAIN MENU'.








- **Description** - The description can be up to 30 characters and should be as explicative as possible.

The screenshot shows the 'NEW SHIP VIA' screen with 'UPS' entered in the 'Description' field. The 'SAVE' button at the bottom is now highlighted with a red border, indicating it is the next step to click.

This text description for the shipment method will help you remember why you set up the Ship Via code. This description does not appear anywhere else in the system. When you have finished entering the description, click **SAVE** to complete the code definition. Your ship via code will be added to the list under **SHIP VIA MAINTENANCE**.

### Changing a Ship Via Code

Ship via codes may be modified by clicking the **Edit** (pencil) icon to the right of the description. The **EDIT** screen will display below.

| SHIP VIA MAINTENANCE  |  |
|---|--|
| <b>Description</b>  |  |
| THEIR TRUCK   |                   |
| N/A   |                   |
| UPS   |                   |
| Showing 1 to 3 of 3 entries   |  |
| Show <input type="text" value="10"/> results per page   | <a href="#">First</a> <a href="#">Previous</a> <a href="#">Next</a> <a href="#">Last</a>             |
| EDIT - 4 - USPS   |  |
| <input type="text" value="USPS"/>   |  |
|  <b>SAVE</b>   |  <b>DELETE</b>      |
| <b>CANCEL</b>   | <b>SHIP VIA REPORT</b>   |
|  <b>BACK</b> |  <b>MAIN MENU</b> |

You may edit the description in the text box. Save your changes by clicking the **SAVE** button, or return to **SHIP VIA MAINTENANCE** without making any changes by clicking **CANCEL**.



## Printing a Ship Via Report

You may print a ship via report detailing the defined shipment codes by clicking the **SHIP VIA REPORT** button below the *SHIP VIA MAINTENANCE* screen.

SHIP VIA MAINTENANCE

| Description |  |
|-------------|--|
| THEIR TRUCK |  |
| N/A         |  |

Showing 1 to 2 of 2 entries      Show  results per page      [First](#) [Previous](#) [Next](#) [Last](#)

[+ CREATE](#)   [SHIP VIA REPORT](#)   [← BACK](#)   [MAIN MENU](#)

A PDF will display on the screen, which can be downloaded or printed. Click **BACK** to return to *SHIP VIA MAINTENANCE*.

SHIP VIA REPORT      AS OF 1/8/2021, 9:53 AM

c387c182-1bdf-4fba-b590-88a2028d87a9      1 / 1     

DATE: 1/8/2021      CYNERGI TRAINING      PAGE: 1 of 1  
 TIME: 09:53:22      Ship Via List

| ID | Description |
|----|-------------|
| 1  | THEIR TRUCK |
| 2  | N/A         |

[← BACK](#)   [MAIN MENU](#)

## Vendor Group Maintenance

Vendor groups are used when creating a vendor.

To access the **VENDOR GROUP MAINTENANCE** screen, navigate to *Master Control Files* → *Home Office* → *Vendor Group* in the menu. On this screen, you will see a list of the current vendor groups.

| VENDOR GROUP MAINTENANCE |          |  |
|--------------------------|----------|--|
| Description              | Value    |  |
| 1099                     | 1099     |  |
| INSURANC                 | INSURANC |  |
| RENT                     | RENT     |  |
| STORES                   | STORES   |  |
| UTILITY                  | UTILITY  |  |

Showing 1 to 5 of 5 entries      Show  results per page      [First](#) [Previous](#) [Next](#) [Last](#)

### Adding a Vendor Group

To add a vendor group, click the green **CREATE** button below **VENDOR GROUP MAINTENANCE** and the **CREATE - VENDOR GROUP** screen will display beneath it.

| CREATE - VENDOR GROUP |   |
|-----------------------|---|
| Description:          | <input type="text"/> required {2 - 50} characters |
| Value:                | <input type="text"/> required {2 - 10} characters |

- **Description** - Enter up to 50 characters for the description of the new vendor group.
- **Value** - Enter up to ten characters for the value of the new vendor group.

| CREATE - VENDOR GROUP |  |
|-----------------------|--|
| Description:          | <input type="text" value="FURNITURE"/> |
| Value:                | <input type="text" value="FURN"/>      |

After entering the description and value, click the **SAVE** button to add the new vendor group to the **VENDOR GROUP MAINTENANCE** list.

## Changing a Vendor Group

To change a vendor group, click the **Edit** (pencil) icon to the right of the value. The *EDIT - VENDOR GROUP* screen will display below.

| VENDOR GROUP MAINTENANCE |          |
|--------------------------|----------|
| Description              | Value    |
| 1099                     | 1099     |
| INSURANC                 | INSURANC |
| RENT                     | RENT     |
| STORES                   | STORES   |
| UTILITY                  | UTILITY  |
| FURNITURE                | FURN     |

Showing 1 to 6 of 6 entries      Show  results per page      [First](#) [Previous](#) [Next](#) [Last](#)

---

EDIT - VENDOR GROUP - INSURANCE

Description:

Value:

When you are finished editing the vendor group, click the **SAVE** button to save your changes, or return to *VENDOR GROUP MAINTENANCE* without making any changes by clicking **CANCEL**.

### Printing a Vendor Group Report

You may print a list of vendor groups by clicking the **VENDOR GROUP REPORT** button below the **VENDOR GROUP MAINTENANCE** screen.

**VENDOR GROUP MAINTENANCE**

| Description | Value    |  |
|-------------|----------|--|
| 1099        | 1099     |  |
| INSURANCE   | INSURANC |  |
| RENT        | RENT     |  |
| STORES      | STORES   |  |
| UTILITY     | UTILITY  |  |
| FURNITURE   | FURN     |  |

Showing 1 to 6 of 6 entries      Show  results per page      [First](#) [Previous](#) [Next](#) [Last](#)

+ CREATE
VENDOR GROUP REPORT
[← BACK](#)
🏠 MAIN MENU

A PDF will display on the screen, which can be downloaded or printed. Click **BACK** when you are finished.

**VENDOR GROUP REPORT** AS OF 1/12/2021, 9:34 AM

4379669f-7c0e-4357-9a3d-697700ca5bf9      1 / 1     

DATE: 1/12/2021      **CYNERGI TRAINING**      PAGE: 1 of 1  
 TIME: 09:34:52      Vendor Group List

| ID | Description | Value    |
|----|-------------|----------|
| 1  | 1099        | 1099     |
| 2  | INSURANCE   | INSURANC |
| 3  | RENT        | RENT     |
| 4  | STORES      | STORES   |
| 5  | UTILITY     | UTILITY  |
| 6  | FURNITURE   | FURN     |

← BACK
🏠 MAIN MENU

## Vendor Maintenance (VENDOR)

The vendor master file is used extensively in the Accounts Payable, Inventory Management, Purchasing, and Receiving Modules.

| Vendor Menu   | 1 Show Dallas 2018 | 12/17/18 12:38 pm |         |             |         |
|---|--------------------|-------------------|---------|-------------|---------|
| <p><b>A</b>dd a new Vendor</p> <p>Change a Vendor</p> <p>Delete a Vendor</p> <p>List all Vendors</p> <p>Print Vendor Labels</p> <p>PRint Vendor Report</p> <p>Set Default Vendor Profile</p> <p>SHow a Vendor</p> |                    |                   |         |             |         |
| F1-DFM  | F2-MAIL            | F4-CALENDAR       | F5-HELP | F7-SECURITY | F8-Prev |

### Adding a Vendor (ADDVEND)

The vendor record must be set up prior to entering purchase orders and vendor invoices. You do, however, have access to the “Add Vendor” program from the “Add a Purchase Order” and “Add a Vendor Invoice” by pressing **F4** (ADD) while in the pop-up window.

| Add Vendor                     | 1 Show Dallas 2018 | 12/17/18 12:45 pm      |
|--------------------------------|--------------------|------------------------|
| Vendor: 77                     |                    | FOB Point: Destination |
| Name: █                        |                    | Buyer:                 |
| Address:                       |                    | Vendor Group:          |
|                                |                    | Country: USA           |
| City:                          |                    | Delivery days: 0       |
| SalesRep/Fax: Kent Clark       | (214)707-7697      | Returns? No            |
| Phone #:                       | Fax #:             | 1099 Required? No      |
| FIN:                           | Remit to: 0        | Separate Chck? No      |
| Our account:                   |                    | Shutdown From:         |
| Freight Calc: N Fr Amt:        | Fr %:              | Thru:                  |
| Exchg/Bump %:                  | Vendor Rebates: Y  | Chg Inv Taxes: N/N/N/N |
| Terms: COD                     |                    | Minimum Qty:           |
| Ship Via: N/A                  |                    | Minimum Amt:           |
| Lookup name:                   |                    | Free Ship Qty:         |
|                                |                    | Free Ship Amt:         |
| Input the name for this vendor |                    |                        |

#### Vendor

Each vendor is identified by up to a six-digit vendor number. You can either define your own numbers or let the system generate sequential numbers for you.

#### Name

Enter the name of the vendor. This is what prints on the Purchase Orders and A/P checks.

#### Address

The vendor address information should be entered if you intend on printing either purchase orders or checks, since both of these documents require an address. You have two address lines to utilize. The third line is reserved for city, a two-digit state code and zip code or postal code.

#### Phone/Fax Number

Enter the telephone and fax numbers for this vendor.

#### FIN

Enter the vendor’s FIN number. If this is a 1099 vendor, you will enter their social security number. This is only applicable in the U.S.

#### Verified?

Enter “Y” if the vendor’s Federal ID Nbr has been verified.

#### Our account

Input the vendor's customer number for our company.

**Remit to**

You can specify that a particular vendor will have his checks remitted to another vendor account. This information is required in Accounts Payable and used when the checks are printed. Only valid vendor account numbers can be entered so the remit to vendor must be set up first.

**Freight Calc**

Identify the freight calculation methods:

- N - None
- I - Item
- W - Weight
- S - Size
- P - Percent

**Fr Amt**

Input the freight cost amount per item/weight/cube (calc method - I, W, or S).

**Fr %**

Input the freight cost percent (calc method - P).

**Exchg/Bump %**

Input the international exchange (bump) percent.

**Vendor Rebates**

Input a Y for yes to view/add/update Vendor Rebates or an N for no to not be able to view/add/update Vendor Rebates. You can have up to 5 Vendor Rebates entered here. A special pop-up window will display to select from

**Terms**

The payment terms code is entered to describe the terms under which the vendor expects to be paid for any invoices that are submitted. A pop-up window is provided if the exact terms code is not readily available. If the terms code that you need for this vendor is not in the pop-up window, you may hit **F4** to add a new code or **F6** to change a code. The code entered here will be carried over into all purchase orders and vendor invoices as the default terms for each document, it can be overridden at the time of entering the purchase order or vendor invoice. If you do not want to select a term, you need to have a Terms code of N/A.

**Ship Via**

The ship via code is entered to describe the shipment method the vendor prefers. If the ship via code that you need for this vendor is not in the pop-up window, you may hit **F4** to add a new code or **F6** to change a code. The code entered here will be carried over into all purchase orders and vendor invoices as the default shipment method for each document.

**Pop-up name**

The pop-up name is the translated version of the vendor name to be used in the "pop-up window." It will default to what you put in the Vendor name but can be changed if it is easier for you to pop-up.

**FOB Point**

The FOB point describes the location to which the merchandise will be delivered before shipping charges are incurred. The two options are Destination and Shipping. If goods will be delivered to your destination free of charge, then Destination should be entered. Otherwise, the code should be Shipping point.

**Buyer**

The buyer responsible for purchases from this vendor is noted for informational purposes.

**Vendor Group**

The vendor group is to identify the vendor when printing checks. It is especially useful when multiple people are responsible for vendors. For example, RENT for all rent vendors so you could do a check run for only rent checks.

**Country**

Enter the vendor country code. For example, USA.

**Delivery days**

The number of delivery days includes the time it usually takes from when an order is placed until the order is received. It is factored into inventory requirements analysis.

**Returns**

The vendor's return policy is retained for informational purposes only. You should note whether or not the vendor allows returns.

**1099 Required**

Enter a "Y" if you need to produce a 1099 for this vendor. This works in conjunction with the G/L account maintenance. Both need to be setup for the 1099 program to work successfully.

**Separate Chck**

Enter a "Yes" if a separate check needs to be cut for each invoice entered for this vendor.

**Shutdown From/Thru**

The shutdown from and thru dates are retained for informational purposes only. Some manufacturers have scheduled periods during which they do not operate. This information is helpful when scheduling purchases.

**Charge INV Taxes**

There are 4 flags. Input "Y" if the vendor charges Inventory Tax or leave the 4 flags as "N."

**Minimum Qty**

The minimum quantity is the smallest quantity that may be ordered from the vendor.

**Minimum Amt**

The minimum amount is the smallest dollar amount that may be ordered from the vendor.

**Free Ship Qty**

The free ship quantity is the quantity required on an order to receive free shipping.

**Free Ship Amt**

The free ship amount is the amount required on an order to receive free shipping.

The bottom portion of the screen is reserved for freeform comments. Up to fifty lines of text may be entered in the scrolling window detailing any comments about the vendor. The editing functions of insert, delete, and word wrap are available. You may scroll through the text by pressing **F1** to page up and **F2** to page down. When you have finished entering all the comments, press **F9** to complete the process.

### Changing a Vendor (CHGVEND)

You may update vendor information using the change vendor module.

| Change Vendor                  | 1 Show Dallas 2018   | 12/17/18 12:49 pm       |
|--------------------------------|----------------------|-------------------------|
| Vendor: 88                     |                      | FOB Point: Destination  |
| Name: ABC CORP                 |                      | Buyer: CRUZ             |
| Address: 123 ABC LANE          |                      | Vendor Group: 01        |
| City: ANYTOWN, TX              |                      | Country: USA            |
| SalesRep/Fax: Kent Clark       | (214)707-7697        | Delivery days: 70       |
| Phone #: (555)555-5555         | Fax #: (555)555-5555 | Returns? Yes            |
| FIN: 123456789                 | Remit to: 0          | 1099 Required? Yes      |
| Our account: 12                |                      | Separate Chck? Yes      |
| Freight Calc: I                | Fr Amt: Fr %:        | Shutdown From: 11/01/18 |
| Exchg/Bump %: 1.0000           | Vendor Rebates: Y    | Thru:                   |
| Terms: COD                     |                      | Chg Inv Taxes: N/N/N/N  |
| Ship Via: UPS OVERNIGHT        |                      | Minimum Qty: 5          |
| Lookup name: ABC CORP          |                      | Minimum Amt: 100.00     |
|                                |                      | Free Ship Qty: 5        |
|                                |                      | Free Ship Amt: 100.00   |
| Input the name for this vendor |                      |                         |

You may enter the vendor number exactly or make your selection from a pop-up window. Once your selection is made, all current vendor information will be displayed.

After making all changes, press **F9**. The cursor will return to the vendor field so that you may select another vendor to change. You may return to the vendor menu by pressing **F8**.

### Deleting a Vendor (DELVEND)

You may remove a vendor by using the delete vendor module.

| Delete Vendor  |                      | 1 Show Dallas 2018      |  | 12/17/18 12:52 pm |  |
|--|----------------------|-------------------------|--|-------------------|--|
| Vendor: 88   |                      | FOB Point: Destination  |  |                   |  |
| Name: ABC CORP   |                      | Buyer: CRUZ             |  |                   |  |
| Address: 123 ABC LANE                                      |                      | Vendor Group: 01        |  |                   |  |
| City: ANYTOWN, TX  |                      | Country: USA            |  |                   |  |
| SalesRep/Fax: Kent Clark                                   | (214)707-7697        | Delivery days: 70       |  |                   |  |
| Phone #: (555)555-5555                                     | Fax #: (555)555-5555 | Returns? Yes            |  |                   |  |
| FIN: 123456789   | Remit to: 0          | 1099 Required? Yes      |  |                   |  |
| Our account: 12  |                      | Separate Chck? Yes      |  |                   |  |
| Freight Calc: I  | Fr Amt: Fr %:        | Shutdown From: 11/01/18 |  |                   |  |
| Exchg/Bump %: 1.0000                                       | Vendor Rebates: Y    | Thru:                   |  |                   |  |
| Terms: COD   |                      | Chg Inv Taxes: N/N/N/N  |  |                   |  |
| Ship Via: UPS OVERNIGHT                                    |                      | Minimum Qty: 5          |  |                   |  |
| Lookup name: ABC CORP                                      |                      | Minimum Amt: 100.00     |  |                   |  |
|  |                      | Free Ship Qty: 5        |  |                   |  |
|  |                      | Free Ship Amt: 100.00   |  |                   |  |
| Is this the vendor to be deleted? <input type="checkbox"/> |                      |                         |  |                   |  |

You may enter the vendor number or select it from a pop-up window. Once you have made your selection, you will be prompted to verify your choice.

If there are Accounts Payable invoices on file for the vendor, it may not be deleted.

Answering yes will delete the vendor. After deleting the vendor, the cursor will return to the vendor field allowing you to make another selection. You may return to the vendor menu by pressing **F8**.

### Listing Vendors (LSTVEND)

You may view all vendors on the screen using the list function.

| List Vendors                                     | 1 Show Dallas 2018   | 12/17/18 12:52 pm            |
|--|----------------------|------------------------------|
| Sequence: Name                      Beginning: A |                      |                              |
| NUMBER NAME                                      | ADDRESS              | CITY                      ST |
| 1324 A & J Bushhogging                           | 372 Nelson Road      | DeFuniak Spring FL           |
| 1592 A1 Airconditioning & Heat                   | PO Box 1325          | Bay Minette AL               |
| 88 ABC CORP                                      | 123 ABC LANE         | ANYTOWN, TX                  |
| 1525 AL/MS Rental Dealers Asso                   | 1504 Robin Hood Trai | Austin TX                    |
| 1605 ALMO Distributing                           | 2709 Commerce Way    | Philadephia PA               |
| 1221 AMCOR                                       | 685-A Gotham Parkway | Carlstadt NJ                 |
| 1150 Action Auto                                 | 1240 Rucker Blvd.    | Enterprise AL                |
| 1287 Action Fire & Safety Equi                   | 605 East 6th Street  | Panama City FL               |
| 1574 Advance Auto Parts                          | AAP Financial Servic | Atlanta GA                   |
| 1608 Advanced Auto Diagnostic                    | 9114 Highway 2301    | Youngstown FL                |
| 68 Airgas USA, LLC                               | P.O. Box 532609      | ATLANTA GA                   |
| 1036 Alabama Department of Rev                   | Business Privilege T | Montgomery AL                |
| 1311 Alabama Dept. of Revenue                    | Corporate Tax Divisi | Montgomery AL                |
| 1597 Alabama Power                               | 306 East Church Stre | Atmore AL                    |
| 1528 Alabama State Banking Dep                   | P.O. Box 4600        | Montgomery AL                |
| F1-Next Page                                     | F2-Prev Page         | F10-Exit                     |

Two sequence options are available when listing the vendors. You may list them by name or vendor number.

| List Vendors                                     | 1 Show Dallas 2018   | 12/17/18 12:52 pm            |
|--|----------------------|------------------------------|
| Sequence: Name                      Beginning: A |                      |                              |
| NUMBER NAME                                      | ADDRESS              | CITY                      ST |
| 1324 A & J Bushhogging                           | 372 Nelson Road      | DeFuniak Spring FL           |
| 1592 A1 Airconditioning & Heat                   | PO Box 1325          | Bay Minette AL               |
| 88 ABC CORP                                      | 123 ABC LANE         | ANYTOWN, TX                  |
| 1525 AL/MS Rental Dealers Asso                   | 1504 Robin Hood Trai | Austin TX                    |
| 1605 ALMO Distributing                           | 2709 Commerce Way    | Philadephia PA               |
| 1221 AMCOR                                       | 685-A Gotham Parkway | Carlstadt NJ                 |
| 1150 Action Auto                                 | 1240 Rucker Blvd.    | Enterprise AL                |
| 1287 Action Fire & Safety Equi                   | 605 East 6th Street  | Panama City FL               |
| 1574 Advance Auto Parts                          | AAP Financial Servic | Atlanta GA                   |
| 1608 Advanced Auto Diagnostic                    | 9114 Highway 2301    | Youngstown FL                |
| 68 Airgas USA, LLC                               | P.O. Box 532609      | ATLANTA GA                   |
| 1036 Alabama Department of Rev                   | Business Privilege T | Montgomery AL                |
| 1311 Alabama Dept. of Revenue                    | Corporate Tax Divisi | Montgomery AL                |
| 1597 Alabama Power                               | 306 East Church Stre | Atmore AL                    |
| 1528 Alabama State Banking Dep                   | P.O. Box 4600        | Montgomery AL                |
| F1-Next Page                                     | F2-Prev Page         | F10-Exit                     |

You may also specify a beginning point to start the list. If you leave this field blank, the list will default to the beginning of the vendor list.

You may scroll through the vendors by pressing **F1** to page up and **F2** to page down.

### Printing Vendor Labels (VENDLBL)

This module allows you to print vendor information on labels. For example, this could be used to print just the names of the vendors for file folders.

| Vendor Labels  | 1 Show Dallas 2018 | 12/17/18 12:55 pm |
|--|--------------------|-------------------|
| Beginning Vendor: █ 0  | \$NAME             |                   |
| Ending Vendor: 0   | \$ADDRESS1         |                   |
|  | \$ADDRESS2         |                   |
| Sort Option: Name  | \$CITY-STATE-ZIP   |                   |
| Lines to Skip: 5   |                    |                   |
| Printer ID: LP01   |                    |                   |
| Control? No  |                    |                   |
| <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">                     Press F9 when finished<br/>entering all parameters                 </div> |                    |                   |
| Input the beginning vendor number to be included   |                    |                   |

#### Beginning Vendor/Ending Vendor

You select a subset of all vendors by entering beginning and ending vendor numbers. Leaving these fields blank will select all vendors.

#### Sort Option

Enter your sort option. You may sort by (N)ame, (V)endor Number, (S)tate, or (Z)ip Code.

#### Lines to Skip

Enter the number of lines you would like skipped between vendors.

#### Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

#### Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Tab to these special fields to define what you print on the labels.

**\$NAME**

Input the code or literal to print on the first line of the label. The \$NAME is already filled in for you. This will print the vendor name. If you want the full address, as well any other information, you will need to enter those codes or literals on the lines below the \$NAME.

**\$ADDRESS1**

Input the first address line you want printed on the label. If you want the full address, as well any other information, you will need to enter those codes or literals on the lines below the \$NAME.

**\$ADDRESS2**

Input the second address line to print on the third line of the label.

**\$CITY-STATE-ZIP**

Input the city, state, and zip literals to print on the fourth line of the label.

Once all parameters are entered, press **F9** to begin the printing process.

The following is an example of the Vendor Label Report.

```

12TH STREET PAWN & LOAN INC
124789 EIGHTH STREET
MADISON, KS 67209

ABBINGTON HOME
1278 NO EDGEMOOR
WICHITA, KS 67212

AFFORDABLE FURNITURE & APPLIAN
1276 E WOODLAWN
WICHITA, KS 67214
    
```

## Printing Vendors (PRTVEND)

The Vendor Report provides a detailed listing of current vendors.

|  |                    |                   |
|--|--------------------|-------------------|
| Vendor Report  | 1 Show Dallas 2018 | 12/17/18 12:57 pm |
| <p>Beginning Vendor: █ 0<br/>                 Ending Vendor: 0</p> <p>Beginning Name:<br/>                 Ending Name:</p> <p>Sort Option: Name<br/>                 Address Only? Yes                      Include More Info? No<br/>                 Include Rebates? No<br/>                 Include Notes? Yes<br/>                 Include Payments? Yes</p> <p>Beginning Date:<br/>                 Ending Date:</p> <p>Printer ID: LP01<br/>                 Compress? No</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;">                     Press F9 when finished<br/>                     entering all parameters                 </div> |                    |                   |
| Input the beginning vendor number to be included   |                    |                   |

### Beginning Vendor/Ending Vendor and Beginning Name/Ending Name

You select a subset of all vendors by entering beginning and ending vendor numbers and names.

### Sort Options

Two sort options are available. You may sort the report by vendor name or number.

### Address Only

You may choose to include the address information only when printing the report.

### Include More Info

You may choose to include more vendor information that is specified for the vendor.

### Include Rebates

You may choose to include any rebates that have been set up for any of the vendors, when selecting to print this report.

### Include Payments

You can include the total payments for the vendors you choose to print on this report.

### Beginning/Ending Dates

You can enter beginning and/or ending dates for vendor payments.

### Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

### Compress

Enter Yes to automatically control printer setting. In most cases you will be fine with a No.

Once all parameters are entered, press **F9** to print.

The following is an example of the Vendor Report.

| Date: 3/20/19          |   | Vendor Report |     | Page: 1         |           |         |
|------------------------|---|---------------|-----|-----------------|-----------|---------|
| For Vendors: 294 - 317 |   | -             |     | For Payments: - |           |         |
| -----                  |   |               |     |                 |           |         |
| VENDOR                 | NAME & ADDRESS                                    |               |     |                 |           |         |
| 312                    | ABBINGTON HOME<br>1278 NO EDGEWOOD                |               |     |                 | Payments: | 0.00    |
|                        | WICHITA   | KS 67212      | USA |                 |           |         |
|                        | Discount From Invoice Date                        |               |     |                 |           |         |
| 294                    | AFFORDABLE FURNITURE & APPLIAN<br>1276 E WOODLAWN |               |     |                 | Payments: | 2195.00 |
|                        | WICHITA   | KS 67214      | USA |                 |           |         |
|                        | Discount From Invoice Date                        |               |     |                 |           |         |
| 297                    | AVEZION<br>9874 E. KELLOG                         |               |     |                 | Payments: | 0.00    |
|                        | WICHITA, KANSAS                                   | 67203         | USA |                 |           |         |
|                        | Discount From Invoice Date                        |               |     |                 |           |         |

### Entering a Default Vendor (DEFVEND)

The software allows you to setup a default vendor record. This eliminates the need to enter repetitive information for every field of a vendor.

| Set Default Vdr   | 1 Show Dallas 2018 | 12/17/18 1:33 pm       |
|---|--------------------|------------------------|
| Vendor: 358   |                    | FOB Point: Destination |
| Name: Ashley Furniture Industries In                                  |                    | Buyer:                 |
| Address: One Ashley Way   |                    | Vendor Group:          |
| City: Arcadia WI 54612  |                    | Country: USA           |
| SalesRep/Fax: Kent Clark (214)707-7697                                |                    | Delivery days: 21      |
| Phone #: (608)323-3377 Fax #:   |                    | Returns? No            |
| FIN: Remit to: 358  |                    | 1099 Required? No      |
| Our account:  |                    | Separate Chck? No      |
| Freight Calc: N Fr Amt: Fr %:   |                    | Shutdown From:         |
| Exchg/Bump %: Vendor Rebates: Y                                       |                    | Thru:                  |
| Terms: COD  |                    | Chg Inv Taxes: N/N/N/N |
| Ship Via: N/A   |                    | Minimum Qty:           |
| Lookup name: Ashley Furniture Industries                              |                    | Minimum Amt:           |
|   |                    | Free Ship Qty:         |
|   |                    | Free Ship Amt:         |
| <hr/> Is this the default vendor to be used? <input type="checkbox"/> |                    |                        |

When selecting the vendor to use as the default, you may enter the vendor number or make your selection from a pop-up window.

The fields that are retained include buyer, terms, ship via, FOB point, and the returns allowed policy.

For an explanation of each field, refer to the section on [Adding a Vendor \(ADDVEND\)](#).

### Showing a Vendor (SHOVEND)

You may view on the screen a specific vendor configuration by using the show function.

| Show Vendor   | 1 Show Dallas 2018   | 12/17/18 1:34 pm        |
|---|----------------------|-------------------------|
| Vendor: █ 88  |                      | FOB Point: Destination  |
| Name: ABC CORP  |                      | Buyer: CRUZ             |
| Address: 123 ABC LANE   |                      | Vendor Group: 01        |
| City: ANYTOWN, TX   |                      | Country: USA            |
| SalesRep/Fax: Kent Clark                                      | (214)707-7697        | Delivery days: 70       |
| Phone #: (555)555-5555  | Fax #: (555)555-5555 | Returns? Yes            |
| FIN: 123456789  | Remit to: 0          | 1099 Required? Yes      |
| Our account: 12   |                      | Separate Chck? Yes      |
| Freight Calc: I Fr Amt:                                       | Fr %:                | Shutdown From: 11/01/18 |
| Exchg/Bump %: 1.0000  | Vendor Rebates: Y    | Thru:                   |
| Terms: COD  |                      | Chg Inv Taxes: N/N/N/N  |
| Ship Via: UPS OVERNIGHT                                       |                      | Minimum Qty: 5          |
| Lookup name: ABC CORP   |                      | Minimum Amt: 100.00     |
|   |                      | Free Ship Qty: 5        |
|   |                      | Free Ship Amt: 100.00   |
| <hr/> Input the vendor number or a few characters of the name |                      |                         |

The option is always presented to allow you to enter a few characters of the vendor name and select the vendor from a pop-up window.

You may only view the vendor. You do not have any editing functions available from the show function. You may return to the vendor menu by pressing **F8**.

## General Ledger Source Code Maintenance

Source codes are used in General Ledger to specify broad categorization for journal entries. You should set up codes for general areas in which entries will be made. The system itself has already designated three codes for automated entries: **AP** for Accounts Payable, **SUM** for Summary Interface, and **MEC** for Month End Disposals (see list below).

- **MED** - Month End Depreciation
- **MEF** - Month End Transfers
- **MEG** - Month End Cost Changes
- **MER** - Month End Recoveries
- **MET** - Month End Transitions

To access the **GENERAL LEDGER SOURCE CODE MAINTENANCE** screen, navigate to *Master Control Files* → *Home Office* → *GL Source Code* in the menu. On this screen, you will see a list of the current source codes.

GENERAL LEDGER SOURCE CODE MAINTENANCE
AS OF 1/8/2021, 12:40 PM

| Value | Description            |   |
|-------|------------------------|---|
| AJE   | ADJUSTED JOURNAL ENTRY | ✎ |
| AP    | ACCOUNTS PAYABLE       | ✎ |
| BAL   | BEGINNING BALANCE      | ✎ |
| MEC   | MONTH END DISPOSALS    | ✎ |
| MED   | MONTH END DEPRECIATION | ✎ |
| MEF   | MONTH END TRANSFERS    | ✎ |
| MEG   | MONTH END COST CHANGES | ✎ |
| MER   | MONTH END RECOVERIES   | ✎ |
| MET   | MONTH END TRANSITIONS  | ✎ |
| REC   | RECLASSIFICATION       | ✎ |
| SUM   | SUMMARY INTERFACE      | ✎ |
| V15   | V15 GL DETAIL          | ✎ |

Showing 1 to 12 of 12 entries
Show  results per page
[First](#) [Previous](#) [Next](#) [Last](#)

+ CREATE
GL SOURCE CODE REPORT

← BACK
🏠 MAIN MENU

### Adding a GL Source Code

The source codes are used for journal entries. You can predefine them or set them up as needed from within the journal entry process. To add a source code, click the green **CREATE** button below **GENERAL LEDGER SOURCE CODE MAINTENANCE** and the **GENERAL LEDGER SOURCE CODE MAINTENANCE - NEW** screen will display beneath it.

**GENERAL LEDGER SOURCE CODE MAINTENANCE - NEW**

**Value** (Maximum of 3 characters)

**Description** (Maximum of 30 characters)

**SAVE**

- **Value** - Enter up to three characters for the desired acronym for the source code.
- **Description** - Enter up to 30 characters for the description that will further define the source code.

**GENERAL LEDGER SOURCE CODE MAINTENANCE - NEW - EOY**

**Value** (Maximum of 3 characters)

**Description** (Maximum of 30 characters)

**SAVE**

After entering the value and description, click the **SAVE** button to add the new source code to the list under **GENERAL LEDGER SOURCE CODE MAINTENANCE**.

### Changing a GL Source Code

To change a source code, click the **Edit** (pencil) icon to the right of the description. The *GENERAL LEDGER SOURCE CODE MAINTENANCE - EDIT* screen will display below.

GENERAL LEDGER SOURCE CODE MAINTENANCE
AS OF 1/8/2021, 12:40 PM

| Value | Description            |  |
|-------|------------------------|--|
| AJE   | ADJUSTED JOURNAL ENTRY |  |
| AP    | ACCOUNTS PAYABLE       |  |
| BAL   | BEGINNING BALANCE      |  |
| EOY   | END OF YEAR            |  |
| MEC   | MONTH END DISPOSALS    |  |
| MED   | MONTH END DEPRECIATION |  |
| MEF   | MONTH END TRANSFERS    |  |
| MEG   | MONTH END COST CHANGES |  |
| MER   | MONTH END RECOVERIES   |  |
| MET   | MONTH END TRANSITIONS  |  |
| REC   | RECLASSIFICATION       |  |
| SUM   | SUMMARY INTERFACE      |  |
| V15   | V15 GL DETAIL          |  |

Showing 1 to 13 of 13 entries Show  results per page First Previous Next Last

GENERAL LEDGER SOURCE CODE MAINTENANCE - EDIT - 13 - EOY

**Value** (Maximum of 3 characters)

**Description** (Maximum of 30 characters)

SAVE
DELETE
CANCEL
GL SOURCE CODE REPORT

← BACK
MAIN MENU

You may edit the value or the description in the respective text boxes. Save your changes by clicking the **SAVE** button, or return to *GENERAL LEDGER SOURCE CODE MAINTENANCE* without making any changes by clicking **CANCEL**.

### Deleting a GL Source Code

Once a source code is no longer needed, you may delete it by clicking the **Edit** (pencil) icon and then clicking the red **DELETE** button.

GENERAL LEDGER SOURCE CODE MAINTENANCE AS OF 1/8/2021, 12:40 PM

| Value | Description            | Edit |
|-------|------------------------|------|
| AJE   | ADJUSTED JOURNAL ENTRY | ✎    |
| AP    | ACCOUNTS PAYABLE       | ✎    |
| BAL   | BEGINNING BALANCE      | ✎    |
| EOY   | END-OF-YEAR            | ✎    |
| MEC   | MONTH END DISPOSALS    | ✎    |
| MED   | MONTH END DEPRECIATION | ✎    |
| MEF   | MONTH END TRANSFERS    | ✎    |
| MEG   | MONTH END COST CHANGES | ✎    |
| MER   | MONTH END RECOVERIES   | ✎    |
| MET   | MONTH END TRANSITIONS  | ✎    |
| REC   | RECLASSIFICATION       | ✎    |
| SUM   | SUMMARY INTERFACE      | ✎    |
| V15   | V15 GL DETAIL          | ✎    |

Showing 1 to 13 of 13 entries Show  results per page First Previous Next Last

---

GENERAL LEDGER SOURCE CODE MAINTENANCE - EDIT - 13 - EOY

Value (Maximum of 3 characters)

Description (Maximum of 30 characters)

✓ SAVE
— DELETE
CANCEL
GL SOURCE CODE REPORT
← BACK
🏠 MAIN MENU

A pop-up window will ask for confirmation to delete the selected source code. Click **CONFIRM** to delete it or click **CANCEL** to go back to the *GENERAL LEDGER SOURCE CODE MAINTENANCE - EDIT* screen.

**Delete GL Source Code**

Are you sure you want to remove this GL SourceCode? This action cannot be undone.

Value: EOY

Description: END-OF-YEAR

CANCEL



CONFIRM

### Printing a GL Source Code Report

You may print a GL source code report detailing the defined source codes by clicking the **GL SOURCE CODE** report button below the *GENERAL LEDGER SOURCE CODE MAINTENANCE* screen.

GENERAL LEDGER SOURCE CODE MAINTENANCEAS OF 1/8/2021, 1:21 PM

| Value | Description            | ✎ |
|-------|------------------------|---|
| AJE   | ADJUSTED JOURNAL ENTRY | ✎ |
| AP    | ACCOUNTS PAYABLE       | ✎ |
| BAL   | BEGINNING BALANCE      | ✎ |
| MEC   | MONTH END DISPOSALS    | ✎ |
| MED   | MONTH END DEPRECIATION | ✎ |
| MEF   | MONTH END TRANSFERS    | ✎ |
| MEG   | MONTH END COST CHANGES | ✎ |
| MER   | MONTH END RECOVERIES   | ✎ |
| MET   | MONTH END TRANSITIONS  | ✎ |
| REC   | RECLASSIFICATION       | ✎ |
| SUM   | SUMMARY INTERFACE      | ✎ |
| V15   | V15 GL DETAIL          | ✎ |

Showing 1 to 12 of 12 entries
Show  results per page
[First](#) [Previous](#) [Next](#) [Last](#)

[+ CREATE](#)
[GL SOURCE CODE REPORT](#)
[← BACK](#)
[🏠 MAIN MENU](#)

A PDF will display on the screen, which can be downloaded or printed. Click **BACK** when you are finished.

GL SOURCE CODE REPORTAS OF 1/8/2021, 1:21 PM

4b4eaaaf-5048-4763-8684-382739f37683
1 / 1

🔄
📄
🖨️

DATE: 1/8/2021  
TIME: 13:21:01
CYNERGI TRAINING  
GL Source Code Report
PAGE: 1 of 1

| Value | Description            | ⏏ |
|-------|------------------------|---|
| AJE   | ADJUSTED JOURNAL ENTRY | ⏏ |
| AP    | ACCOUNTS PAYABLE       | ⏏ |
| BAL   | BEGINNING BALANCE      | ⏏ |
| MEC   | MONTH END DISPOSALS    | ⏏ |
| MED   | MONTH END DEPRECIATION | ⏏ |
| MEF   | MONTH END TRANSFERS    | ⏏ |
| MEG   | MONTH END COST CHANGES | ⏏ |
| MER   | MONTH END RECOVERIES   | ⏏ |
| MET   | MONTH END TRANSITIONS  | ⏏ |
| REC   | RECLASSIFICATION       | ⏏ |
| SUM   | SUMMARY INTERFACE      | ⏏ |
| V15   | V15 GL DETAIL          | ⏏ |

[← BACK](#)
[🏠 MAIN MENU](#)



Press the **F7** key to print a listing of all Rebate Codes to a selected printer or file name.

```

RUN DATE: 03/18/19          cynergi|suite training          PAGE: 1
TIME: 17:18:10           PRINT OF REBATES
    
```

| STATUS | DESCRIPTION | REBATE |      |         | PER UNIT |         | DEBIT ACCT | CREDIT ACCT |
|--------|-------------|--------|------|---------|----------|---------|------------|-------------|
|        |             | CODE   | TYPE | PERCENT | AMOUNT   | ACCURAL |            |             |
| A      | CODE 12     | 2      | P    | 1.00    |          | N       | 2270       |             |
| A      | CODE 13     | 14     | P    | 1.20    |          | N       | 2270       |             |
| A      | CODE 15     | 16     | P    | 1.60    |          | N       | 2270       |             |
| A      | CODE 16     | 17     | P    | 6.00    |          | N       | 2270       |             |
| A      | CODE 17     | 18     | P    | 1.50    |          | N       | 2270       |             |

TIME FINISHED: 17:18:10

Below is the **GETRBTEC** second screen:

**REBATE FILE MAINTENANCE**

| Code | Description | St | % | Perc | Amount | Accr | Debit | Credit |
|------|-------------|----|---|------|--------|------|-------|--------|
| 2    | CODE 12     | A  | P | 1.00 |        | N    |       | 2270   |
| 14   | CODE 13     | A  | P | 1.20 |        | N    |       | 2270   |
| 15   | CODE 14     | A  | P | 3.00 |        | N    |       | 2270   |
| 16   | CODE 15     | A  | P | 1.60 |        | N    |       | 2270   |
| 17   | CODE 16     | A  | P | 6.00 |        | N    |       | 2270   |
| 18   | CODE 17     | A  | P | 1.50 |        | N    |       | 2270   |

**F1-Forward      F2-Back      F4-Change      F6-Add      F8-Prev**

Using your up and down arrow keys will allow you to move to different rebate codes within the same page. The function key selections are at the bottom of the screen. Press **F1** to page forward, **F2** to page back, **F4** to change the rebate code you have highlighted, **F6** to add a rebate code and **F8** to get back to the first screen.

When you select **F4** to change a Rebate Code, the screen shows the Rebate File Update:

```

REBATE FILE UPDATE

      Code:      15
      Status:    A
      Description: CODE 14

Percent or Per Unit: P
      Rebate Percent:  3.00
      Rebate Per Unit:
      Accrual:      N
Receivable Debit Acct:
Expense Credit Acct:  2270

      Any More Changes: N

This is the Rebate Status: "A" (active) or "I" (inactive)
F8-BackOut                                     F9-Update
    
```

**Code**

This code number is auto assigned by the system when you add a rebate code. When you are adding a new rebate code, **Code:** doesn't appear on the screen at all; the system assigns the next available code number.

**Status**

A for Active, I for Inactive

**Description**

This is a freeform field that can be used to describe the rebate code, 30 characters available.

**Percent or Per Unit**

"P" to calculate a percent off of the invoice, "U" to allow a rebate based on the number of Units.

**Rebate Percent**

If "P" was selected on the "Percent or Per Unit" field, enter the percentage.

**Rebate Per Unit**

If "U" was selected on the "Percent or Per Unit" field, enter the \$ amount per unit.

**Accrual**

Enter a "Y" if the rebate is accrued; enter an "N" if it is deferred from Invoice.

**Receivable Debit Acct**

Enter the G/L account number for the accrual.

**Expense Credit Acct**

Enter the G/L account number for the revenue account.