



AutoPoint[®] Evolution – Department Code
Accounting

Last Updated January 16, 2012

Legal Notice

Amador Business Computers (ABC) has prepared this documentation for use by ABC personnel, customers, and prospective customers. The information contained herein shall not be reproduced in whole or in part without ABC's prior written approval.

ABC reserves the right to make changes in information contained in this documentation without prior notice, and the reader should in all cases consult ABC to determine whether any such changes have been made.

The terms and conditions governing the sales of the **AutoPoint**[®] Software product and/or other products and the licensing of said software consist solely of those set forth in the written contracts between ABC and its customers. No representation or other affirmation of fact contained in this documentation including but not limited to statements regarding suitability for use or performance of the functions described herein shall be deemed to be a warranty by ABC for any purpose, or give rise to any liability of ABC whatsoever.

In no event shall ABC be liable for any incidental, indirect, special or consequential damages whatsoever (including but not limited to lost profits) arising out of or related to this documentation or the information contained in it, even if ABC has been advised, knew or should have known of the possibility of such damages.

AutoPoint[®] is a Registered Trademark of Amador Business Computers.

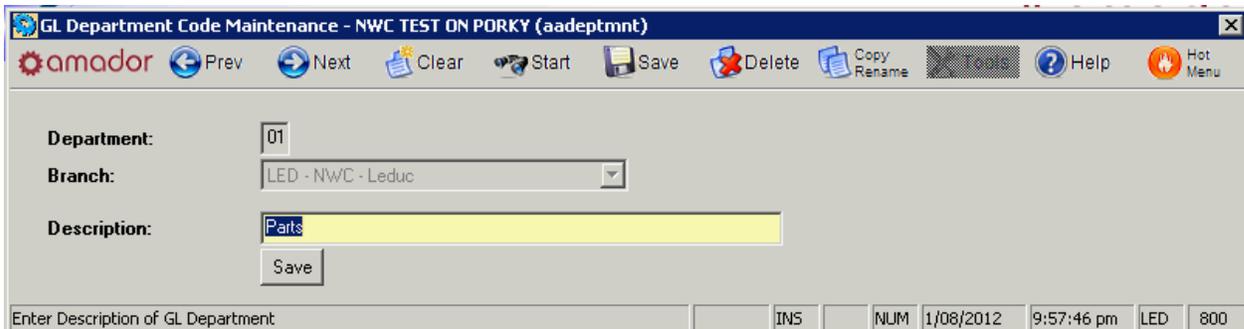
© Copyright Amador Business Computers, 2012

Overview

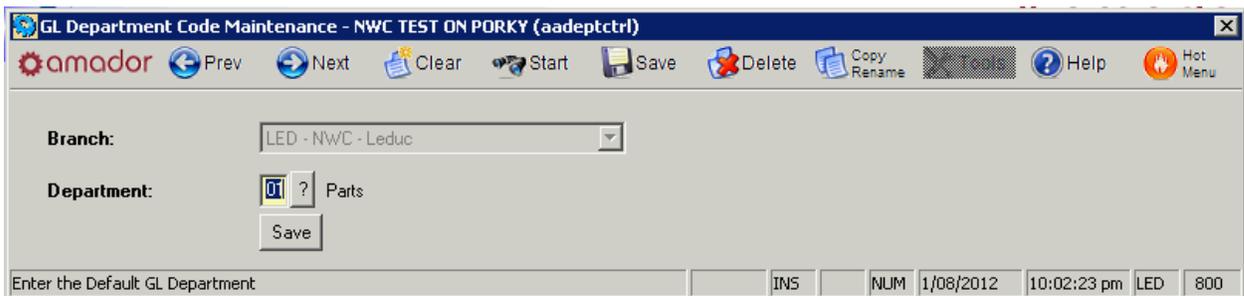
In **AutoPoint**[®]'s multi-branch accounting, it is already possible to record the Sales and Cost-of-Goods Sold by profit centre, or the G/L account suffix as specified in the A/R Branch Control Record. It is now possible to record the Sales and COGS for a POS invoice or Work Order with a Department Code in the G/L, as defined in the POS and WO header. This document explains how to set up Department Code Accounting, and how to use it to record sales and COGS by department.

Set Up and Configuration

The default department code used in POS and Work Orders is set up by branch. It can be changed by the user in the POS or WO order header to use a different department code set up for that branch. The two-digit department codes are set up in AADEPTMNT, where it is assigned to a branch ID and given a description:



The department code default for each branch is set up in AADEPTCTRL:



After the department codes have been set up, and we are ready for the switchover, the following steps must be followed (Amador will do these steps for you, though it is advisable for you to do step 2 (posting or deleting all un-posted transactions and transferring all distributions and posting to permanent ledger) yourself beforehand):

1. If you are doing the switchover before anyone else logs in to the system, confirm that there was a good backup the previous night and log in to **AutoPoint**[®] and then confirm no one else is logged in using WATCH on a text **AutoPoint**[®] session (if anyone else has already logged in, you must re-schedule the switchover, as the overnight backup is not necessarily current) and then

lock the database so no one else can log on until you are finished. If you are doing the switchover after the end of business for the day, use Watch to log everyone else off and then lock the database and then back up all **AutoPoint**[®] data from the command prompt.

2. Post or delete all un-posted A/R Cash Receipts, A/R Sales Entry/Adjustments, A/R Finance Charges, Cylinder Control Transactions, A/P Transaction Processing and A/P Payment Processing. Then transfer all un-transferred A/R and A/P G/L distributions. Then post all un-posted Journal Entries to the Permanent Ledger.
3. Change the G/L account breaks in the Company Record to include the two digit department code (e.g.: 4-2-2.)
4. Run GLNUMCHG2/x, where "x" is the number 1 to 5, to represent the number of zeros to insert after the account number (and before the profit centre suffix). Print a Chart of Accounts Listing to confirm the accounts all ended up moved to the desired account numbers (including the department slot in the middle of each account number). Check the A/R Branch Control, A/R Control Record, A/P Control Record, Product Line Maintenance, A/P Vendor Record, G/L Account Inquiry, G/L Chart of Accounts Maintenance, G/L Control Record, Taxing Authority, GST Registration Maintenance screens to confirm the reformatting of G/L account numbers has been successful and to get any missing G/L account numbers.
5. Add any missing G/L accounts by department, setting up both the zero-department accounts as well as each branch/department account combination according to the setups in AADEPTMNT and AADEPTCTRL. Note that the only G/L accounts you need to create with the actual department codes (in addition to the zero-department accounts) are the Sales and COGS accounts. If the user wishes, they may create additional accounts with actual department codes in them for use in the G/L doing journal entries.
6. Change the System Option 16, "POS End Use Code" to "G".
7. Unlock the database.

Using the Department Code

You may set up additional G/L accounts, over and above the Sales and COGS accounts, with actual department numbers in them, for use in the G/L doing journal entries. This may be of interest, for example, with some expense accounts. However, only the Sales and COGS accounts will use department codes in POS and WO.

In POS, the department code will default in the order header to what was set up in AADEPTCTRL:

