



***AutoPoint<sup>®</sup>*** Evolution  
Main Menu & Navigation Quick Start Guide

*Updated October 24, 2011*



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## Conventions Used in this Manual

The following are explanations of the notations used in this manual to describe an action:

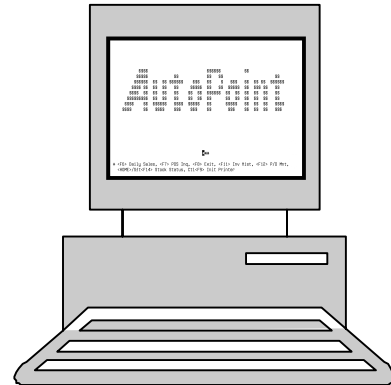
- A keystroke on the keyboard is described using the "<" and ">" characters. For example, the TAB key is displayed as "<TAB>". The function keys along the top of the keyboard are described as "<F5>" for FUNCTION key 5. Combinations of keys using the CTRL, SHIFT or ALT keys are described using prefixes to the key that must be pressed at the same time. For example, pressing the SHIFT and FUNCTION 5 keys is displayed as "SHIFT-<F5>".
- For instructions that describe following a menu structure, the "→" character separates the menu selections. For example, to get to the Stock Status Inquiry screen from the top "AM" menu, go to "6. Inquiries" → "1. Stock Status Inquiry". You can also jump to a particular program or menu from the "SELECT:" prompt by entering the menu entry numbers. In the Stock Status Inquiry screen example, you can enter "AM0601".
- Program names are described in all upper case. For example, the Stock Status Inquiry Screen is displayed as "AMSTOCKINQ". To bypass the menus and go into this program directly, enter the program name in upper-case at the "SELECT:" prompt in any menu, and press the <ENTER> key.
- Screen prints are included with the instructions to demonstrate what you can expect to see on the screen at a particular step in a procedure. Please note that your screen will not be exactly the same, and will be slightly different.



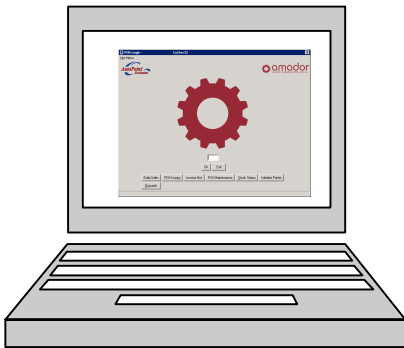
*Hi! I'm Amadorian, and you'll see me here and there throughout this document giving you important additional information.*

## Introduction

Remember the first word processing software packages that came out for the personal computers of the late 1980s? These programs revolutionized how documents were produced, which until then were typed out on a typewriter. These early word processors were a huge productivity improvement over having to use typewriters, but they weren't the easiest to use. They were text only, and what you saw on the screen bore little resemblance to what appeared on the printed page. You had to memorize dozens of keyboard commands, and most software packages included a keyboard overlay to help the user find all the commands needed to produce a document. It was still cumbersome, and was limited by the technology of the PC's operating system.



With the advent of operating systems with a graphical user interface (GUI) and the mouse to navigate the screen, programs had toolbars with icons and drop-down menus to select options and functions. Changing a font was as simple as point-and-click, and what you saw on the screen approximated what printed out. The GUI is now so entrenched in most people's experience of word-processing software, that going back to a text-only display and keyboard commands is unthinkable.



In much the same way as the evolution of word processing software, **AutoPoint®** has evolved over the years as a character-based interface to the latest (and last) version 4.5. The text-based version was highly optimized for text-only terminals and low network speeds. Today, GUI is the norm, and high-speed Internet is available just about everywhere. **AutoPoint®** has made the leap from a text-only user interface to a graphical one, and this newest version is appropriately named "**AutoPoint®** Evolution".

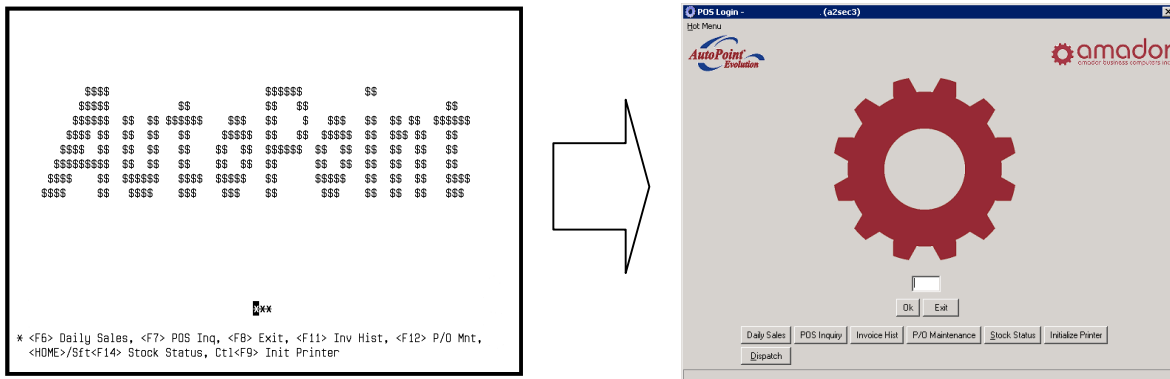
This *Quick Start Guide to **AutoPoint®** Evolution* was created to introduce the GUI interface to new and experienced users of **AutoPoint®**, focusing on navigation. For detailed information on how to use **AutoPoint®**, please refer to the **AutoPoint®** *Evolution User Manual*.



*The <TAB>, <ENTER> and <ARROW KEYS> are your best friends in Evolution! Although the interface is point-and-click, the mouse does not have to be used to move between fields and press buttons. Try using the keyboard shortcuts listed in this Guide to navigate through Evolution efficiently.*

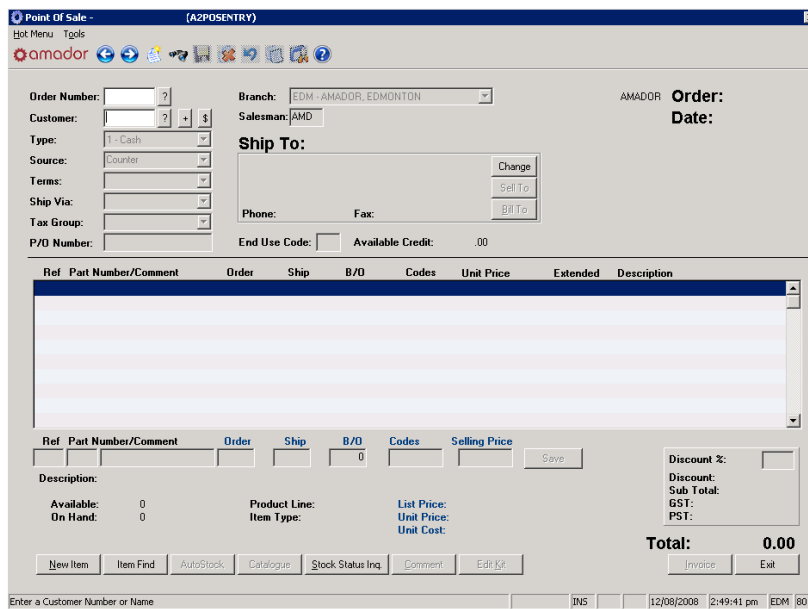
## A Note to Users of the Character-Based Version of AutoPoint®

In many respects, the GUI version of **AutoPoint®** is identical to the character-based version. The character screens and the graphical windows display information the same way, but more information and additional functions appear in the graphical version. Below is a side-by-side comparison of the Point-of-Sale security screens:



The layouts of the screens are very similar, except that the descriptions of function keys at the bottom of the text-based version are replaced by buttons on the GUI version.

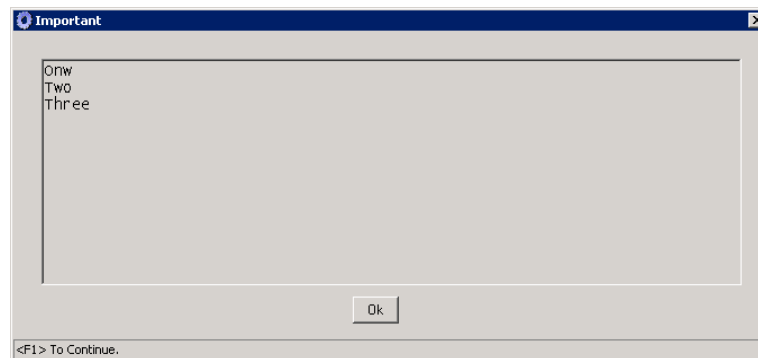
Most of the functions within **AutoPoint®** Evolution can be performed with the keyboard just the same as the character version of **AutoPoint®**. A good example of this is entering an order in Point-of-Sale. After entering your initials at the security screen, the POS entry screen will appear:



The cursor appears in the customer number field, where the number can be entered (if known), followed by pressing the <ENTER> key to go to the next field. The other fields in the header can

be changed or accepted from the keyboard by pressing the <ENTER> key. You can move back up or down through the fields by pressing <TAB> and ALT-<TAB>. Pressing <F4> will toggle the cursor between the header and the item details.

If the customer or part number has a note, a pop-up will appear:



Instead of clicking on the "OK" button to close the window, you can press the <F1> key.



*In many program or pop-up windows, you can see a tip in the bottom left corner of the window that explains what function keys are available.*

### **Point-of-Sale and Quotes**

Some other function keys that work the same in GUI as in the text version are as follows:

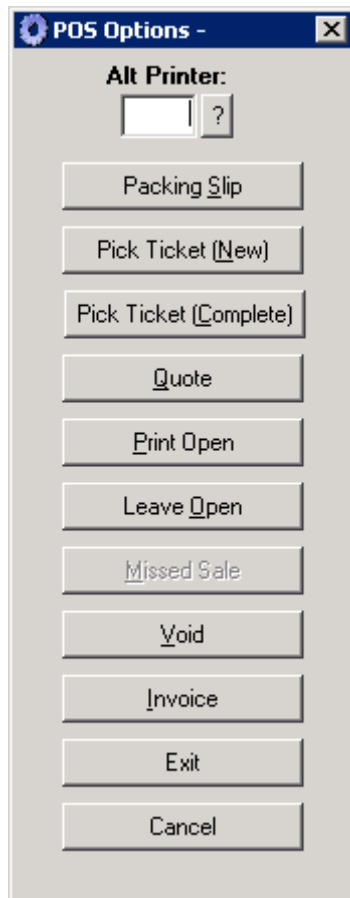
- In POS, <F7> can be used to access open orders, <F6> to bring up the cash customer, and CTRL-<F6> to add a new customer.
- When entering a comment, <F5> will bring up the Vendor Lookup and SHIFT-<F5> will bring up canned comments.
- Re-calculating the total on an invoice is done by pressing ALT-<T>.
- Special Orders are brought up by pressing ALT-<A>.
- Web Links are brought up by pressing ALT-<W>
- A Branch Transfer is entered by pressing CTRL-<F3> and Branch Transfer Inquiries are brought up by pressing SHIFT-<F3>.
- A buy-out or backorder is selected by pressing SHIFT-<F11>.
- The pop-up to display the Codes pop-up for a line item is brought up by pressing CTRL-<F11>.
- The Item Discount is entered by pressing CTRL-<F12>.
- In Stock Status Inquiry, <F9> can be used to view kit details.

When the order is complete and ready for invoicing, you can click on the "Invoice" button or press ALT-<I>.



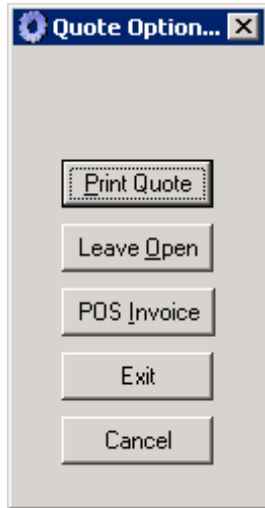
The <END> or <F14> key is not available in the GUI version to close an invoice. Some keys used in the text-version of **AutoPoint®** are reserved by the operating system, so the GUI version will use different keys. Please see the following section on GUI keyboard shortcuts for a complete listing.

When invoicing the order, the following pop-up window will appear:



- If you enter an **Alt-Printer**, then the invoice will print on that printer instead of the default Invoice Printer set up the CRT record. Click on the "?" button to look up the alternate printer number.
- **Packing Slip** will print a packing slip on the packing slip printer, with items that have been added to an order.
- **Pick Ticket (New)** will print a pick ticket with items added to the order.
- **Pick Ticket (Complete)** will print a pick ticket with all items on the order.
- **Quote** is only available on a new order. It's used to convert the open order into a quote.
- **Print Open** will allow you to print the invoice without closing (invoicing) it.
- **Leave Open** allows you exit the invoice without printing or invoicing it.
- **Missed Sale**, if available, will record the order as a missed sale.
- **Void** will void the invoice.
- **Invoice** closes the invoice and sells the items to the customer, prompting for payment if required.
- **Exit** will leave an open order uninvoiced or exit a closed/voided invoice.
- **Cancel** will close this window and return you back to the order in the POS entry screen.

The Quotes program has a similar counterpart:

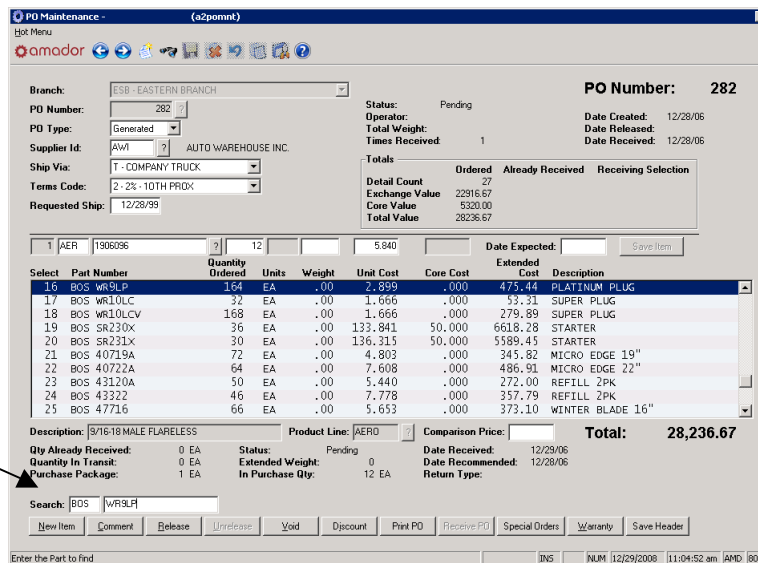


- **Print Quote** will allow you to print the quote without closing/invoicing it.
- **Leave Open** allows you to not invoice the customer yet and exit the quote program.
- **POS Invoice** will create an invoice in Point of Sale from the Quote program.
- **Exit** will exit the quote program. If the quote is open, then it will be left open.
- **Cancel** closes the Quote Options window and takes you back to the active invoice.

### Purchase Order Maintenance

The Purchase Order Maintenance program has a slight enhancement over the older text version: it will not assign a new PO number until you enter and save a Part Number or Comment Line on the PO. This helps to prevent PO numbers being assigned with no details, which would be possible in the text-version.

To search the PO details for a part number, enter a part number in the Search Entry fields in the bottom-left corner of the window, and press <ENTER>. This will start the search and highlight the first line with the part on it. Only exact matches are permitted.

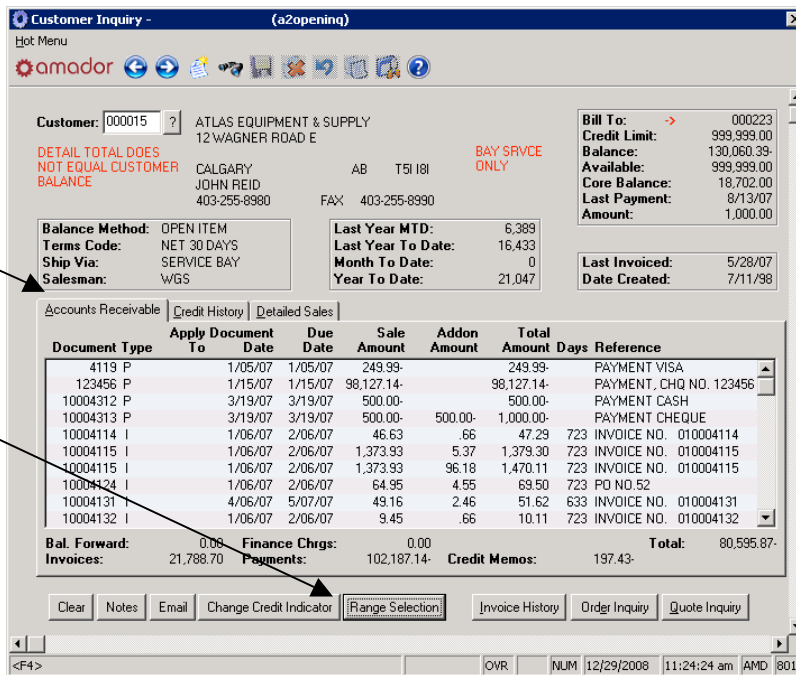




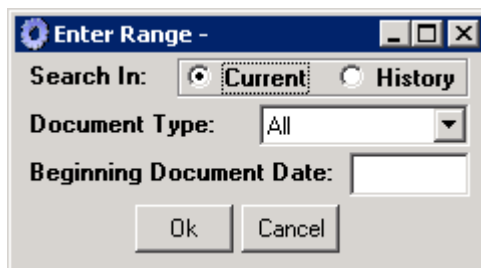
The shortcuts for entering a comment are similar to POS: enter a comma “,” in the Part Number field, or click on the “Comment” button (ALT-<C>).

**Customer Inquiry**

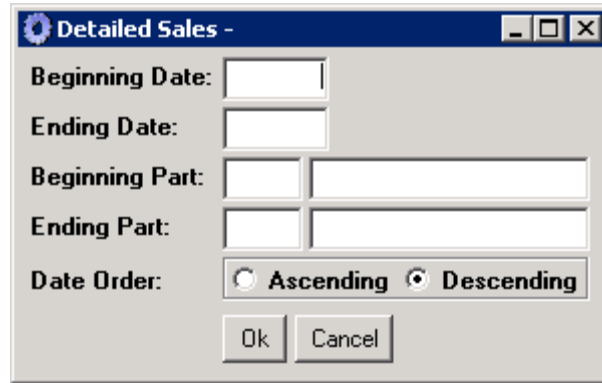
The Customer Inquiry “Range Selection” button can bring up one of two different windows. The range window that appears depends on which tab is selected:



If you are on the “Accounts Receivable” tab, you will see the range with “Current” and “History” on it:

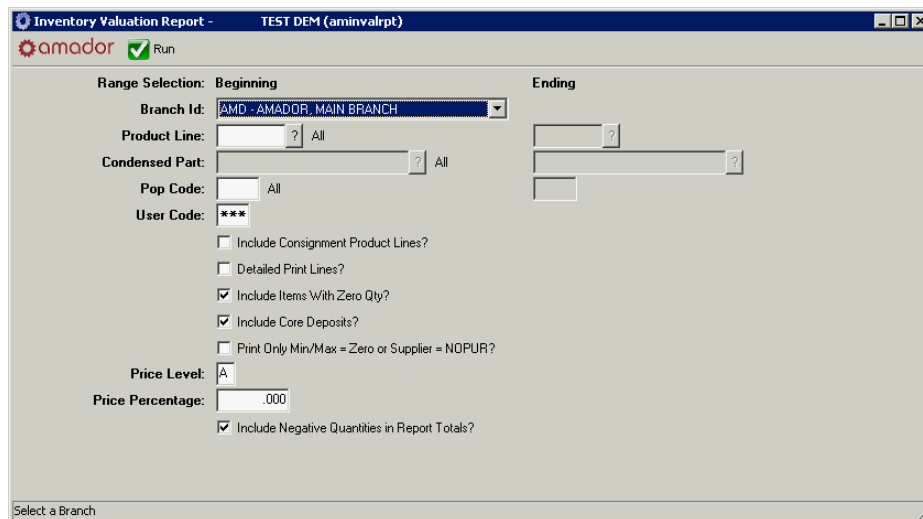


The "Detailed Sales" tab only displays details from history, so it permits you view the details in ascending or descending order:



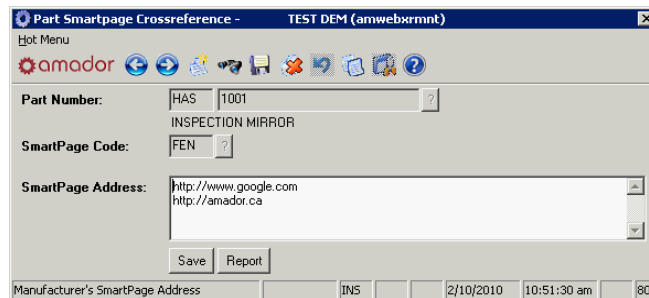
### **One-Click Execution of Reports**

When running a report, it can be run wide open with a single click by accepting the default ranges and options and clicking on the green "Run" button in the toolbar (or pressing the <F12> key.) The report ranges and options can be changed by clicking on them individually, without having to visit each field. The image below shows the default options and ranges for the Inventory Valuation report:



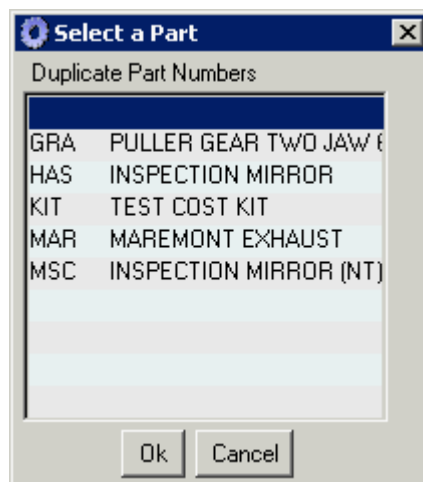
**Enhanced Web Links**

Multiple links can be set up for a part number, and when the web link is selected, a web browser will automatically launch with the first address set up for that part number.



**Item Abbreviation Not Required for Part Number Entry**

For any program with a part number double-field (abbreviation and condensed part number,) the cursor defaults to the condensed part number field. The abbreviation field can be accessed by pressing SHIFT-<TAB> or clicking on it, but it is not necessary to enter the abbreviation in this field. Either the condensed part number can be entered alone or the 3-character abbreviation can be entered together with the condensed part number, and the system will automatically move the 3-character abbreviation over to the abbreviation field after pressing <ENTER>. If the condensed part number has multiple abbreviations, and only the part number is entered, a pop-up will appear asking the user to select an abbreviation/product line:



### **HotMenu**



In the text version of **AutoPoint<sup>®</sup>**, you could jump out to other programs without backing out of the current programs by pressing the <TAB> key and bringing up the HotMenu. Evolution has the HotMenu as well, but instead of pressing the <TAB> key, the user clicks on the orange Hotmenu icon or presses ALT-<H>. This will bring up a drop-down menu similar to the one that appears in the text version, and other programs can be started without exiting the current window. As with the text version, only the top window is active, and to return to other windows, you will have to close out of the top window.

### **Other Programs**

Other **AutoPoint<sup>®</sup>** programs have been translated as close as possible from the text version, but in many cases the GUI version has modifications that take advantage of the graphical interface (for example, more information can be displayed on the screen.) The Main Menu, described further in this manual, has several enhancements that make it easier to get to the menus and programs you need to run. The "Select:" prompt works the same way as in the character version, so you can use the same menu shortcuts (listed at the end of this guide.)

## GUI Keyboard Shortcuts

- There are a number of Windows-standard short cut keys that function the same in **AutoPoint<sup>®</sup>** Evolution as they do in other Windows applications:

CTRL-<X> - Cut selected text.  
CTRL-<C> - Copy selected text.  
CTRL-<V> - Paste selected text.

SHIFT-<HOME>/<END>/<ARROW> keys – Allows you to select range of text.  
CTRL-<RIGHT ARROW> - Move the cursor to the beginning of the next word.  
CTRL-<LEFT ARROW>- Move the cursor to the beginning of the previous word.  
<TAB> – Move forward through input fields and buttons.  
SHIFT-<TAB> – Move back words through input fields and buttons.  
<HOME> - Puts the cursor at the beginning of the line of text.  
<END> - Puts the cursor at the end of the line of text.  
CTRL-<HOME> - Puts the cursor at the beginning of the first line of the paragraph.  
CTRL-<END> - Puts the cursor at the end of the last line of the paragraph.

- Global keystrokes that will work from any window and are Windows standard short cuts:

ALT-<F4> – Close current window.  
ALT-<TAB> – Cycle forwards through open windows.  
ALT-SHIFT-<TAB> – Cycle backwards through open windows.  
ALT-<Underline Letter in Menu Name> - Display the corresponding menu.  
<ESC> - Cancel the current task.  
<ENTER> - Accept the default value and move the cursor to the next field.

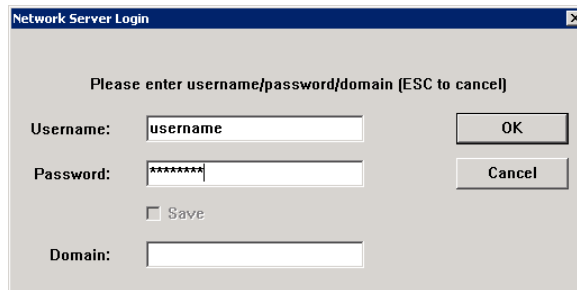
- Function keys along the top of the keyboard can be used to perform actions similar to how they worked in the character version:

<F1> - Bring up the first record in a program or close a note pop-up window.  
<F2> - Bring up the next record.  
<F3> - Bring up the previous record.  
<F5> - When pressed in a field with a "?" button, will bring up the look-up.  
<F8> - Cancel or back out of a program.  
<F12> - Run a program selected in a menu, works the same as clicking on "Run". In file maintenance windows, <F12> will save the current record.

## The Main Menu

### Logging into AutoPoint<sup>®</sup>

When you first log into **AutoPoint<sup>®</sup>** by double-clicking on the icon for **AutoPoint<sup>®</sup> Evolution** to launch the program, you will see the following prompt:



Network Server Login

Please enter username/password/domain (ESC to cancel)

Username:  OK

Password:  Cancel

Save

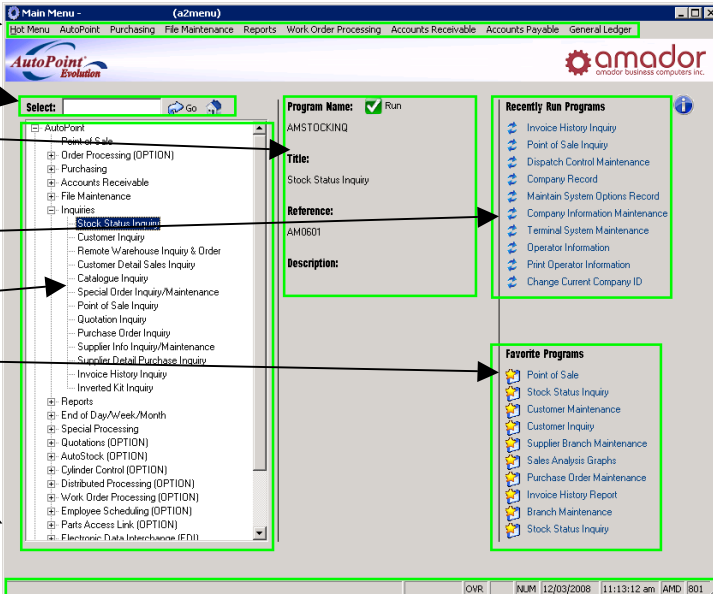
Domain:

Enter your username and password and press <ENTER> or click on the "OK" button. The main menu screen will then appear.

### Parts of the Main Menu

The main menu window is pictured below, along with descriptions of the different parts:

- Menu Bar
- "Select:" Prompt
- Current Program Name, Title & Menu Reference
- Recently Used Programs
- Menu Tree
- Favourite Programs
- Status Bar

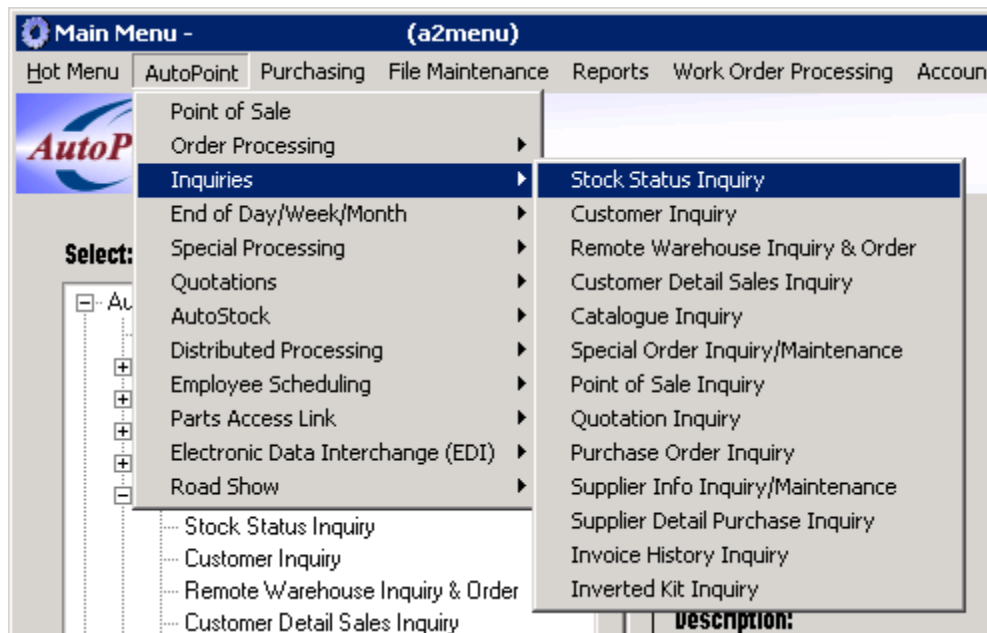


The screenshot shows the 'Main Menu - (a2menu)' window. The menu bar includes: Hot Menu, AutoPoint, Purchasing, File Maintenance, Reports, Work Order Processing, Accounts Receivable, Accounts Payable, General Ledger. The 'Select:' prompt is at the top left. The menu tree on the left lists categories like Point of Sale, Order Processing (OPTION), Purchasing, Accounts Receivable, File Maintenance, Inquiries, Reports, and Electronic Data Interchange (EDI). The 'Program Name' field shows 'AMSTOCKING' with a 'Run' checkbox. The 'Title' is 'Stock Status Inquiry', 'Reference' is 'AMD601', and 'Description' is empty. The 'Recently Run Programs' list includes Invoice History Inquiry, Point of Sale Inquiry, Dispatch Control Maintenance, Company Record, Maintain System Options Record, Company Information Maintenance, Terminal System Maintenance, Operator Information, Print Operator Information, and Change Current Company ID. The 'Favourite Programs' list includes Point of Sale, Stock Status Inquiry, Customer Maintenance, Customer Inquiry, Supplier Branch Maintenance, Sales Analysis Graphs, Purchase Order Maintenance, Invoice History Report, Branch Maintenance, and Stock Status Inquiry. The status bar at the bottom shows: OVR, NUM 12/03/2008, 11:13:12 am, AMD 801.

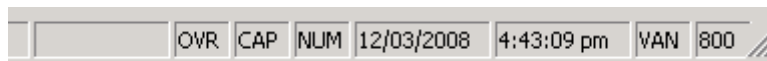
**Main Menu Navigation**

On the Main Menu screen there are numerous sections and short cuts to navigating within **AutoPoint®**.

- **Menu Bar:** Drop-down menus along the top of the main menu window. Click on the menu name to display a drop-down list of sub-menu items. These menus can also be brought up using the keyboard by typing ALT-<H>, then using the arrow keys to navigate the menus and pressing <ENTER> to select the menu item . Press <ESC> to cancel the drop-down menus.



- **Status Bar:** The bar along the bottom of the window that displays the following information:



- INS or OVR – text is entered in insert or overwrite mode. To toggle the mode, press the "INSERT" key.
- CAP or blank – text is entered in all upper case when "CAP" is displayed, otherwise it is all in lower case if this field is blank. To toggle the case, press the "CAPS LOCK" key.
- NUM or blank – enters numbers or cursor movement on the keypad. Press the <NUM LOCK> key to toggle between modes.
- Date – showing in the MM/DD/YYYY format.
- Time – showing in the HH:MM:SS, 12 hour format.
- Branch ID – The 3-letter code for the current branch.
- CRT Number – The terminal number assigned this session of **AutoPoint®**.

- **Recently Run Programs:** Lists the last 10 used programs in reverse chronological order. Click on the program name in blue to launch it.

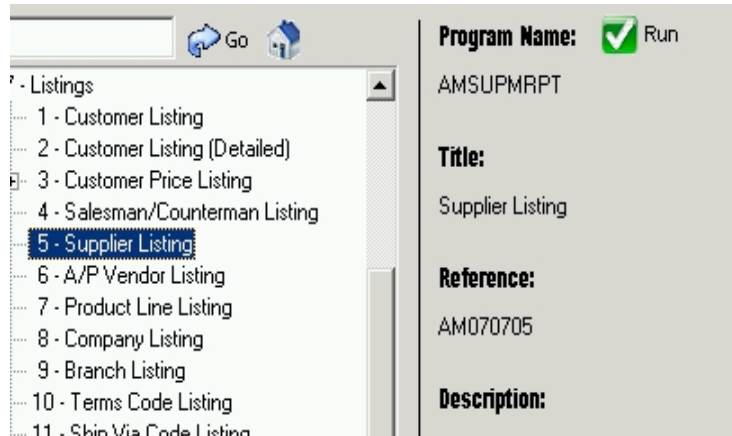


- **Favorite Programs:** List of frequently used programs that you can customize. To change the program in a slot, drag the program name from the Menu Tree into the slot (the cursor will change to a "↑".)





- **Current Program Information:** Section which lists the program name, title, a quick reference to it's location in the menu, and description.



The example above lists the program name (AMSUPMRPT) the program title (Supplier Listing) and it's menu location (AM070705).

- **"Select:" Prompt:** From the "Select" prompt, type in the program name or the shortcut (see list of shortcuts at the end of this guide) and press the <ENTER> key or click on "Go". *NOTE: security field 50 must be 1 or higher to run programs by name.*



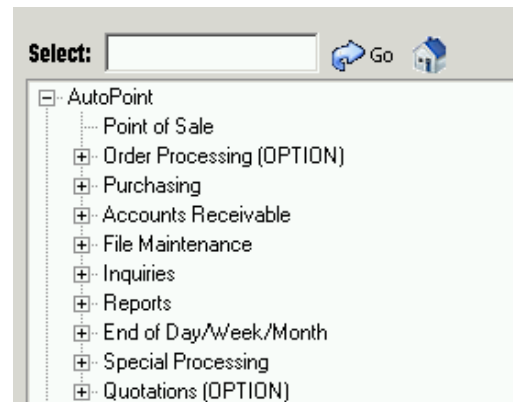
If the Menu Tree is displaying only a sub-menu, then click on the "Home" icon to change the menu tree back to displaying the main menu.

- **Menu Tree:** This section displays the menu tree, which can be expanded or collapsed by clicking on the "+" sign. Double-clicking on the menu item will expand a sub-menu or launch a program. The keyboard can be used to navigate the menu tree by using the up and down arrow keys to select a menu item, and the left/right keys to expand/collapse a submenu. Pressing <ENTER> will launch the program selected.

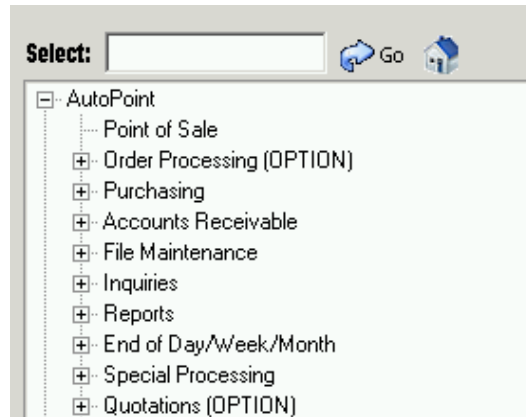
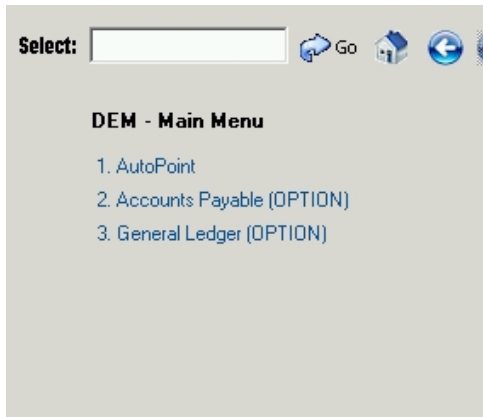
**Menu Types**

There are currently two GUI Menu Types for **AutoPoint<sup>®</sup>** Evolution which are defined by the user login record. Toggling between the two chosen types can be performed with the <F6> key at the Main Menu.

- **Numbered/Tree** – Numbered menu options and standard tree type menu structure:



- **Classic/Alpha** – Classic text version of **AutoPoint<sup>®</sup>** menu and Alpha Tree menu structure:



The Classic version is the recommended version to be used as it is more familiar to text version of **AutoPoint<sup>®</sup>**.

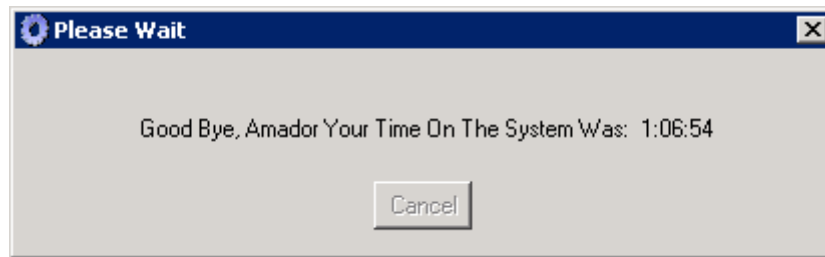
Menu items with a "+" beside them can be expanded to show the tree structure clicking the plus sign with the mouse, double clicking on the menu item or having the item selected and pressing the "+" on the numeric keypad.

**Logging out of AutoPoint®**

You can log out of **AutoPoint®** by typing in "EXIT" or "BYE" at the "SELECT:" prompt and pressing <ENTER>.

You can also log out of **AutoPoint®** by clicking on the "X" in the top right corner of the window.

When you log out, you will see the following:



**Tool Bar Icons**


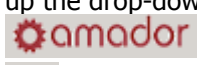




At the top of most program windows is a menu bar with icons for different functions (pictured below.)









*If you hover your pointer over the button, a tool tip box will appear with the description and keyboard shortcut.*

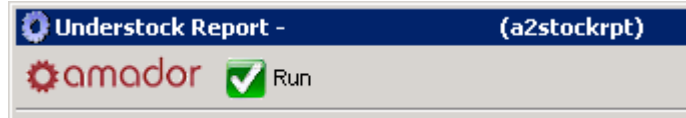




Clicking on these icons performs a different function:

-  Brings up the Hot Menu to jump to another program or menu (click on it to bring up the drop-down menu or press ALT-<H>).
-  Links to Amador's web site (Internet connection required.)
-  Brings up the previous record (functions like <F3>.)
-  Brings up the next record (functions like <F2>.)
-  Create new record.
-  Search or Start. Find the first record (functions like <F1>.)

-  Saves record (function key <F12>).
-  Deletes the record (shortcut key ALT-<D>).
-  Undo - Not used at this time.
-  Copy/Rename the record (shortcut key ALT-<R>).
-  Not used at this time.
-  Bring up Help document for this function.

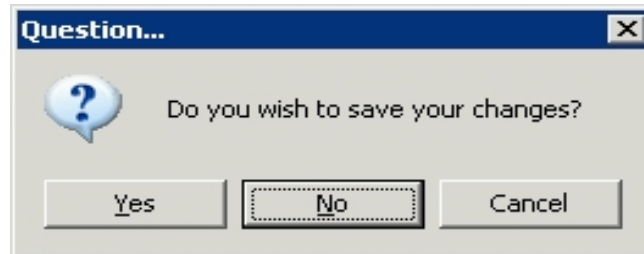
At the top of report windows, the toolbar appears as below:



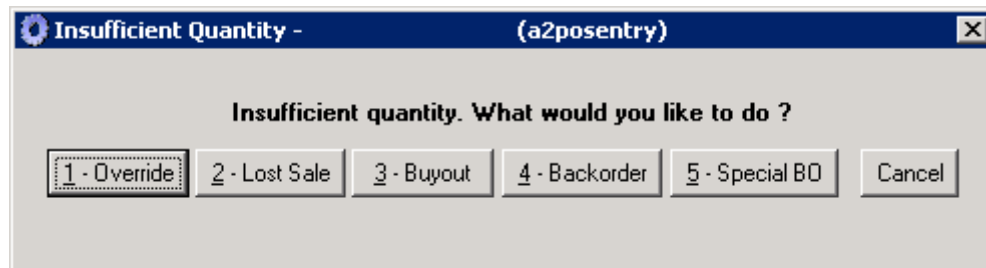
-  Links to Amador's web site (Internet connection required.)
-  Runs the report (function key <F12>.)

### **Pop-Up Dialog Boxes**

In pop up dialog boxes, the default action button (Ok, Cancel, etc.) is highlighted with a dotted box around the button selection:



The default action can be taken by pressing either the space bar or the <ENTER> key. Alternatively, pressing the <TAB> key or the left/right arrow keys will allow you to change to a new selection button within that window, which can also be "pressed" with space bar or <ENTER> key.



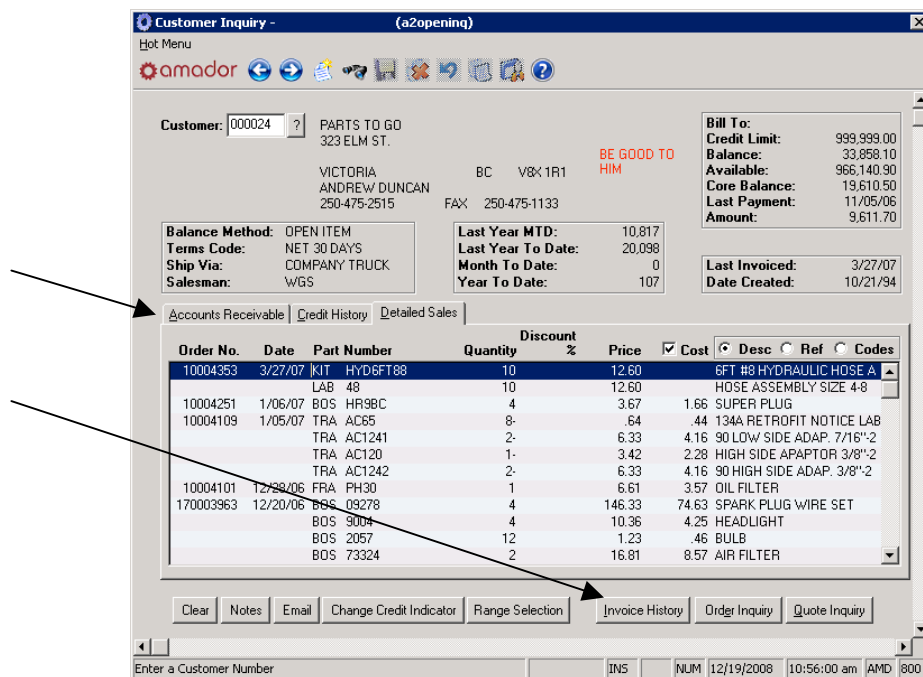
In most pop-ups, a button can be selected by typing the underlined letter/number on the button's title. In the above example, you can select "Override" by typing a "1".

## New Features in GUI not Available in the Text Version

The graphical interface allows for new ways to display and link information in **AutoPoint®**, and the following describes some new features that take advantage of the GUI.

### Enhanced Customer Inquiry Screen

The customer inquiry screen (AM0406) organizes the Accounts Receivable, Credit History and Detailed Sales as separate tabs:

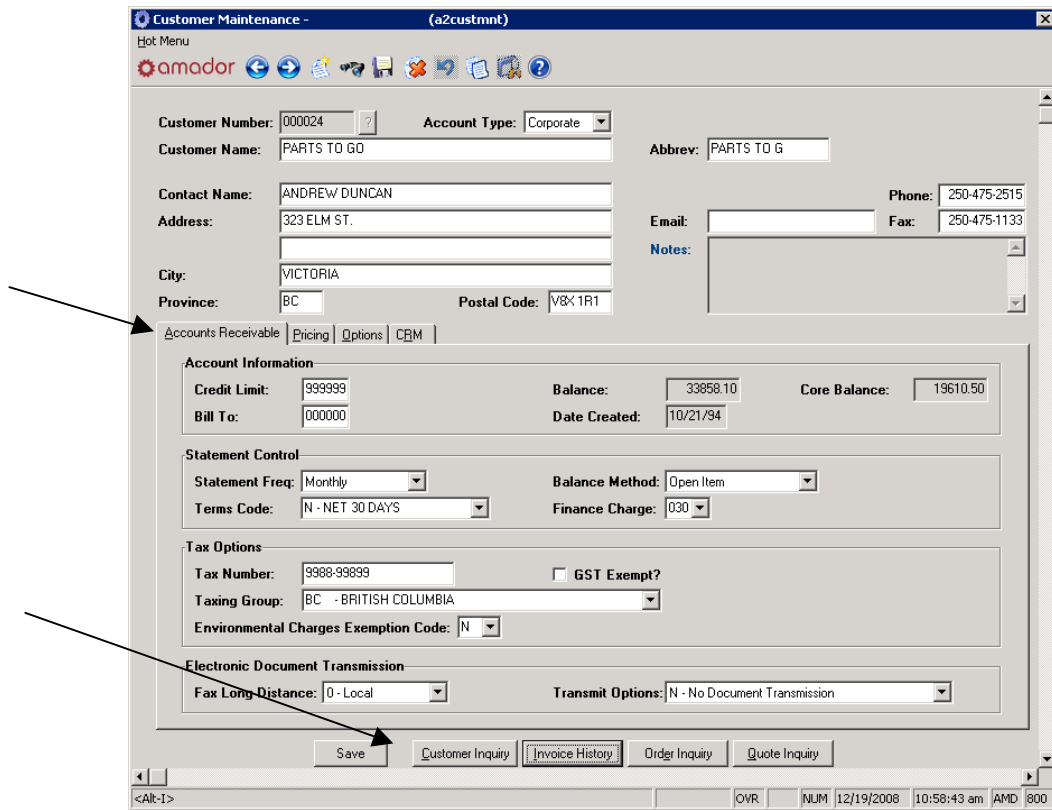


As well, one-click access to Invoice History, Order Inquiry and Quote Inquiry for this customer are available as buttons at the bottom-right of the window.

To view the invoice details directly from Customer Inquiry, simply double-click on the document number in the "Order No." column (this works the same way from the Detail Sales Inquiry screen, as well.)

**Enhanced Customer Maintenance Screen**

The Customer Maintenance (AM0408) screen has organized the Accounts Receivable, Pricing, Options and CRM fields on separate tabs:



One-click access to Customer Inquiry, Invoice History, Order Inquiry and Quote Inquiry are available as buttons on the bottom of the window.

**Drill-down Access to other Inquiry Screens from Stock Status Inquiry**

When viewing the list in the History tab, it is possible to view more information from a line from the list by selecting it and then selecting the appropriate inquiry screen from the Hot Menu drop-down menu.

For example, to view the details on an invoice number that appears in History, click on the line in the list to select it, and then click on the Hot Menu drop down menu and select "Invoice History" from the Inquiries menu. The Invoice History Inquiry screen will appear with the invoice number from the line selected. Double-clicking on the invoice number will have the same effect.

Similarly, if receiving history is displayed from the History tab in Stock Status inquiry, you can view the details of the purchase order by double-clicking on the PO number or selecting the detail line and then selecting Purchase Order Inquiry from the Hot Menu.

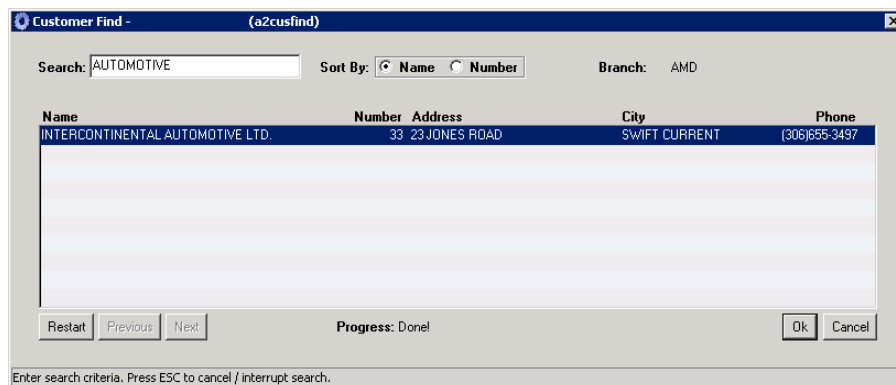
**Consistent Part and Customer Lookups Throughout all Programs**

The part number and customer lookups (clicking on the “?” button next to the part number of customer number fields) brings up the same search window from all programs. That is, the search window is the same whether it is called from programs like POS Entry, Quotes Entry, Stock Status Inquiry, Purchase Order Maintenance and Reports.

The default behaviour of the searches is to do a Google-like search on all of the record. That is, if you are performing a search for a partial phone number in the Customer Find window, any number that matches in any record will be found and listed. For example, if you searched for “12345”, the results would include the customer number 12345, addresses that were on 12345 - 99 St., and the phone number (555)551-2345.

**Customer Number Find**

You can use the “Sort by Name/Number” radio buttons to change the search type. If you choose to “Sort by Name”, then the search looks for matching values. If you choose “Sort by Number” then it is actually only a listing of customers starting with the number you entered (if you entered text, then it starts at the beginning.)



**Item (Part Number) Find**

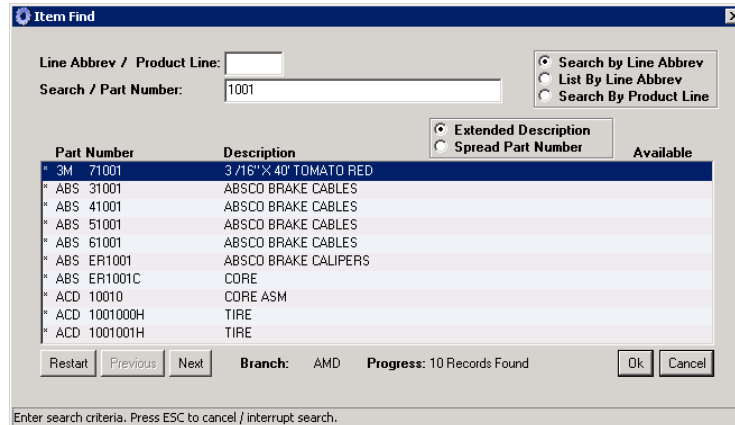
When doing an item search, you can improve the speed of the search by limiting it to the “Line Abbrev” that you are interested in. To do this, enter a product line abbreviation in the calling program and then performing the lookup, or enter a “Line Abbrev” in the search window, and select the “Search By Line Abbrev” radio button.

If you select the “List by Line Abbrev” radio button, it will start a list of part numbers starting with the value you entered and list any part numbers that follow in alphabetical order.

If you select “Search By Product Line”, it will limit the search to the product line you entered (similar to “Search By Line Abbrev”), but the results are in Pick Sequence order.



The "Extended Description/Spread Part Number" radio buttons will change the data in that column to the selected value.



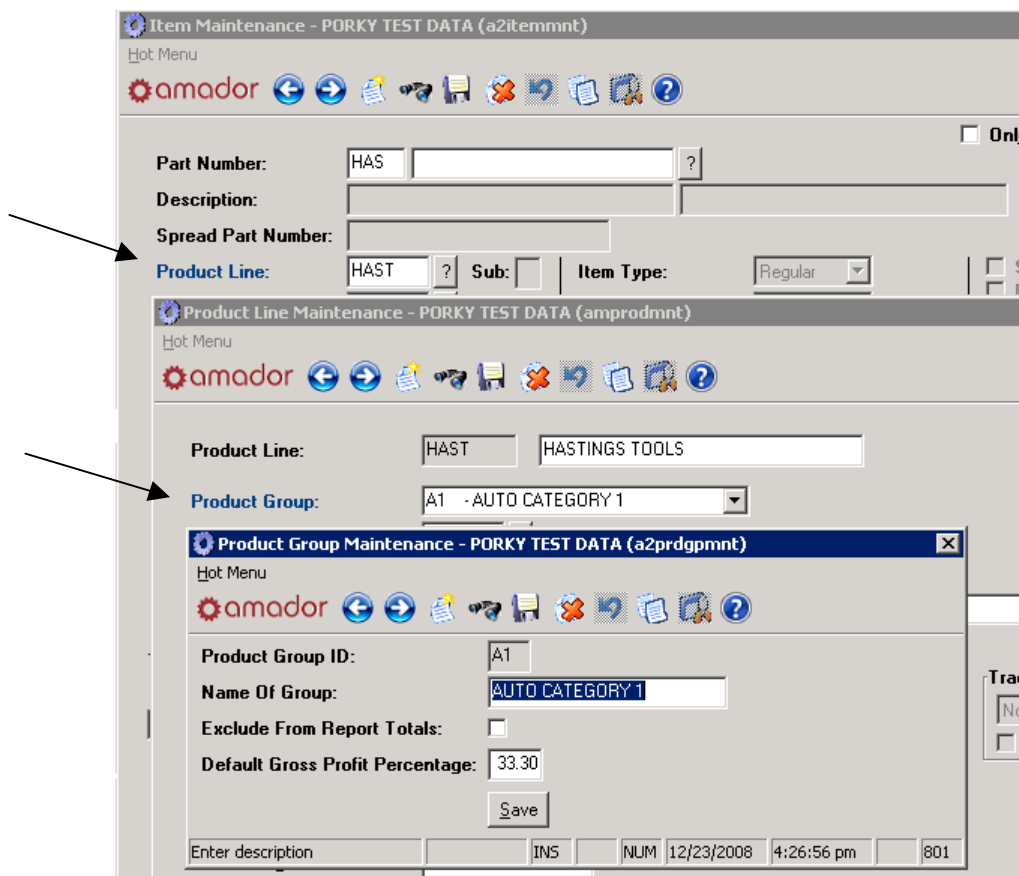
*In POS and Quote entry, the Item Find window is called up by pressing <F11>, in addition to the usual <F5> lookup key.*

### General Tips for Searching

- Do not use dashes "-" or parenthesis "(" )" in phone numbers.
- To do a leading character search (i.e. you know how it starts but not how it ends), end the search string with an asterisk "\*" – e.g. "ANDREWS\*"
- To do a trailing character search (i.e. you know how it ends but not how it starts), start the search string with an asterisk "\*" – e.g. "\*ANDREWS"
- To search for multiple search terms, separate the search terms by a space " ". This will perform an exclusive "AND" search on all of the items entered. The order of the items does not matter – e.g. "123 45 ANDREWS SMITH" can find "45123 Smith Andrews Contracting".

**Clickable Field Names and Column Titles Link to other Programs**

Some of the field labels and table column titles are blue-coloured, indicating that they are clickable links to other programs, usually file maintenance programs. The keyboard shortcut is SHIFT-<F5> when the cursor is in the field with a blue label. Pictured below is the Item Maintenance screen. Clicking on the "Product Line" field label will bring up the Product Line Maintenance program. After entering the product line you are interested in, you can click on the blue label, "Product Group". This brings up the Product Group Maintenance screen. To return to the Item Maintenance screen, you can click on the "X" in the top right corner or press <F8>.



The blue-label links are also used in POS and Quote Entry, but the keyboard shortcuts are not always SHIFT-<F5>. To see what the keyboard shortcuts are in these programs, look under the "Tools" menu at the top of the window.

***Create a Quote or POS Order from Stock Status Inquiry***

After bringing up a part number in Stock Status Inquiry, the part number can be brought over to a new Quote or POS order by going to the Hot Menu → Point of Sale or Hot Menu → Quotations. After entering your initials and selecting a customer, the first part number will be filled in automatically with the part number entered in Stock Status Inquiry. The part number can also be added to an existing quote or POS order by selecting the open quote/order for that customer.

***Pass a Part Number from Item Maintenance or Stock Status Inquiry to P.O. Maintenance***

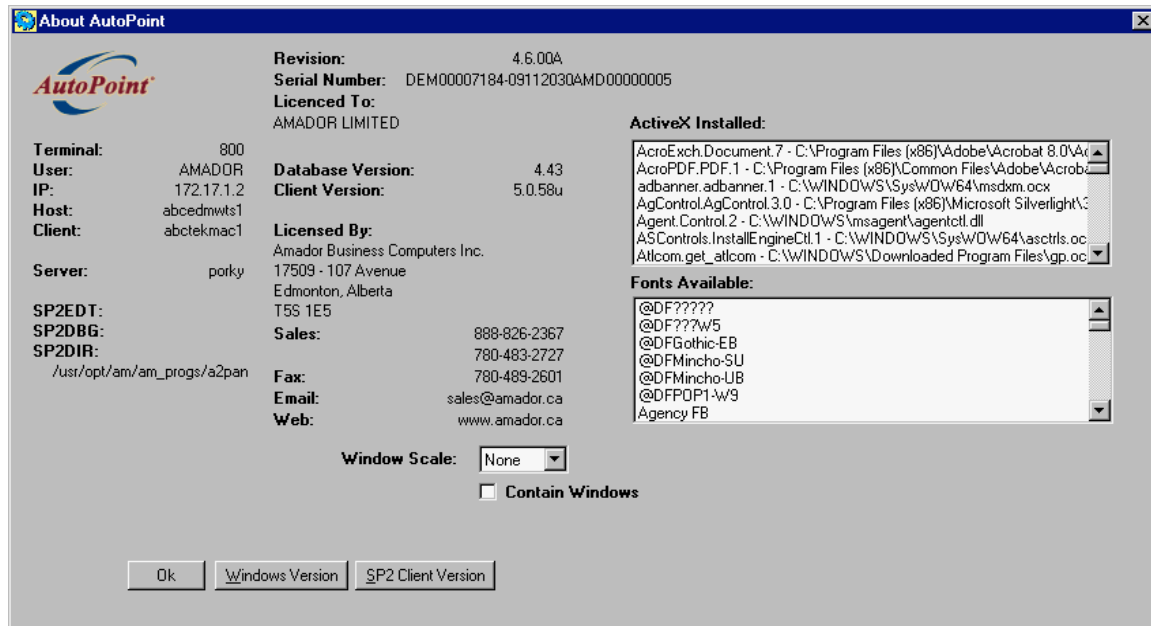
With the cursor in a blank part number field in Purchase Order Maintenance, go to Hot Menu → File Maintenance → Item Maintenance or Hot Menu → Stock Status Inquiry and bring up the desired part number. Exit from the Item Maintenance or Stock Status Inquiry screen with the part number desired, and the it will be passed to the part number field back in Purchase Order Maintenance.

***Look up Customer Part Numbers in Stock Status Inquiry from a Quote or POS Order***

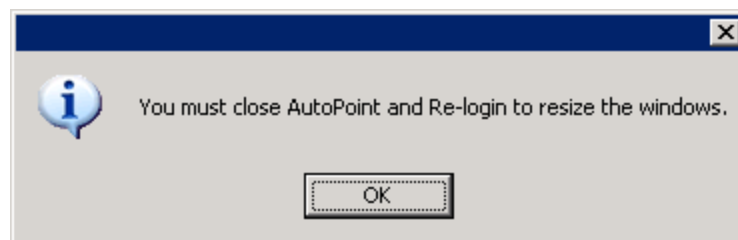
If a customer part number is entered in the part number field in Quotes or POS, clicking on the Stock Status Inquiry button will display the cross-referenced part number.

### Changing Window and Font Size

It is possible to change the window and font size of the Evolution program to better fit your display. To do this, press the <F1> key at the Main Menu or click on the "I" in the upper-right corner. The following window will display:



Click on the down arrow next to "Window Scale" to enable or disable it. To lock the windows and font size to the standard 1024X768 resolution, leave the Window Scale at "None". To allow windows size and font scaling depending on your PC's display resolution, change the Window Scale to "Yes". When you change the window scale, you will be prompted:



Click on "OK", close out of Evolution and log in again. If you don't like the new scaling, repeat the steps above to change the Window Scale field back to "None".



You can maximize the Main Menu screen in Evolution, and check the box next to "Contain Windows" to keep all program windows and pop-ups within the screen.



## Menu and Program Shortcuts

There are numerous short cuts that work in both Evolution and text version of **AutoPoint®**. This is not an exhaustive list but does contain the often used short cuts to menus and programs. Type the shortcut into the field next to "Select:" and press <ENTER>.

Menu Item	Menu Shortcut
<i>Accounting/Financial</i>	
Accounts Receivable Menu	AR
Cash Drawer Report	CASH
End of Day	EOD
End of Month	EOM
General Ledger Menu	GL
Accounts Payable Menu	AP
<i>Inquiries</i>	
Catalogue Inquiry	CAT
Customer Backorder Menu	BO
Inquiry Menu	INQ
Stock Status Inquiry	IQ
<i>Maintenance</i>	
Customer Maintenance	CM
File Maintenance	FM or FILE
Item Branch Maintenance	IB
Item Master Maintenance	IM
Multi-Branch Maintenance	MINMAX
Purchase Order Maintenance	PUR or POM
<i>Reports</i>	
Reports Menu	REP or RPT
Physical Inventory Menu	INV
Listing Menu	LIST
<i>Purchasing/Inventory</i>	
Inventory Adjustments	ADJ
PO Recommendations	POR
Order Processing	POS or OE
Purchasing Menu	PO, BUY or PURCH
Merchandise Receiving	REC
<i>Miscellaneous</i>	
Labels Menu	LAB or LABELS
Change Branch	CB
Change Company	CC
Price Updates	PRICE
Queue Operations	QUE
Special Processing	SP
Quotes	QUOTE
Work Orders	WO



AMADOR SOLUTIONS  
*AutoPoint*<sup>®</sup> Evolution  
Work Order Defaults



*AutoPoint*<sup>®</sup> Evolution – Work Order Defaults



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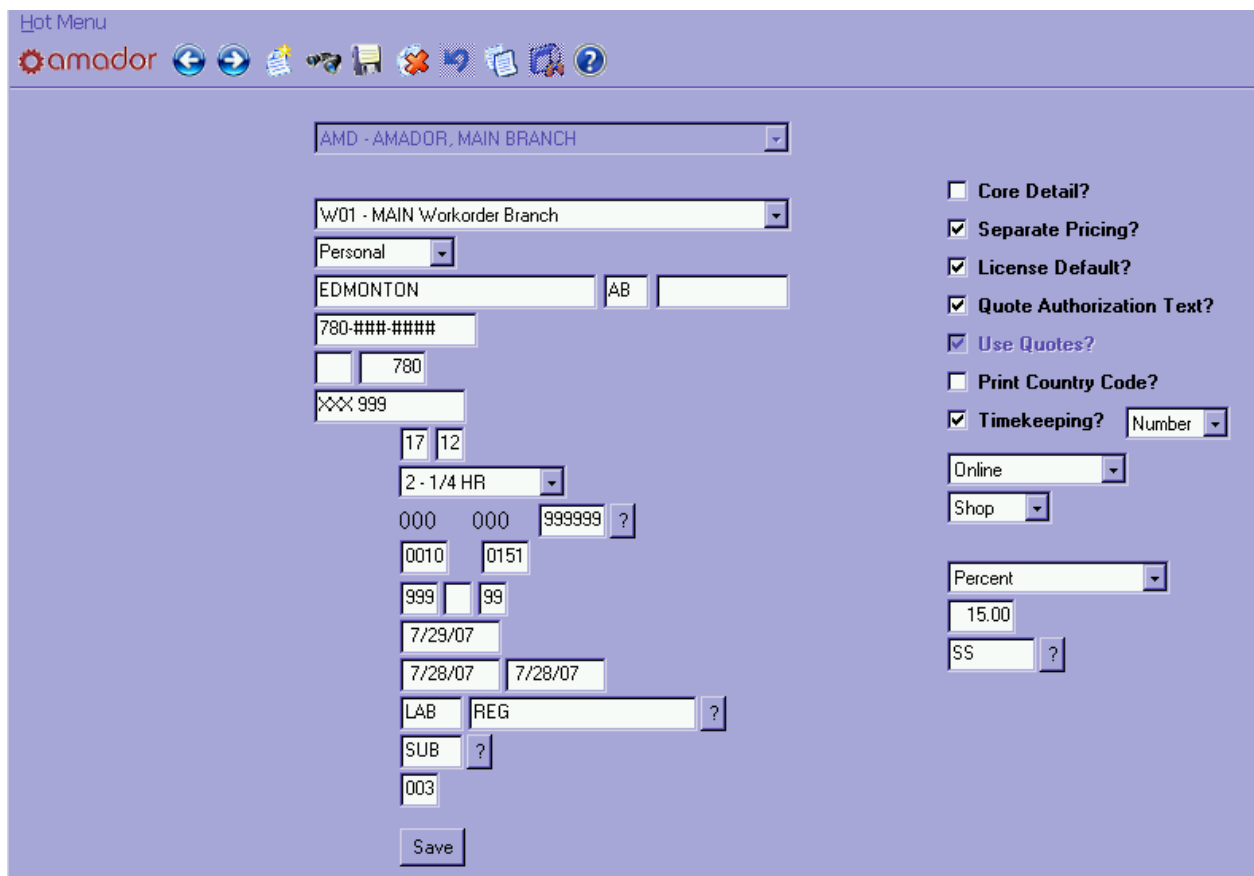
## WORK ORDER DEFAULTS MAINTENANCE

**Purpose:** To allow you to maintain the Work Order Defaults Record. The Defaults Record contains a variety of items that are used to define how the system functions, how data is displayed, or provide a default value if none is provided. For multi-branch systems, it is also possible to enter branch specific data.

Select menu options:

- Work Order Processing
- File Maintenance
- Work Order Defaults Maintenance

A sample of the Work Order Defaults Maintenance screen is shown below.



The screenshot shows the 'Work Order Defaults Maintenance' screen. At the top, there is a 'Hot Menu' bar with the Amador logo and several navigation icons. Below this, the main form area is divided into several sections:

- Branch Selection:** A dropdown menu showing 'AMD - AMADOR, MAIN BRANCH'.
- Work Order Defaults:** A dropdown menu showing 'W01 - MAIN Workorder Branch'.
- Personal:** A dropdown menu showing 'Personal'.
- Location:** Text boxes for 'EDMONTON' and 'AB'.
- Phone Number:** Text boxes for '780-###-####', '780', and '999'.
- Time:** Text boxes for '17', '12', and a dropdown for '2 - 1/4 HR'.
- Accounting:** Text boxes for '000', '000', '999999', '?', '0010', '0151', '999', and '99'.
- Dates:** Text boxes for '7/29/07', '7/28/07', and '7/28/07'.
- Category:** Text boxes for 'LAB', 'REG', and '?'.
- Subcategory:** Text boxes for 'SUB' and '?'.
- Code:** Text boxes for '003' and a 'Save' button.

On the right side of the form, there is a list of checkboxes and dropdown menus:

- Core Detail?
- Separate Pricing?
- License Default?
- Quote Authorization Text?
- Use Quotes?
- Print Country Code?
- Timekeeping? Number
- Online
- Shop
- Percent
- 15.00
- SS



### **BRANCH ID**

Enter the 3 character Branch ID that you wish to establish in the Work Order System. Your current branch status is shown at the bottom of the screen as DEFAULT. If you wish to select this branch, press [NEWLINE] and the system will enter this Branch ID for you.

### **WO BRANCH ID**

Enter the 3 character Branch ID previously created in Branch Maintenance that will be used to link the Work Order System to End of Day procedures in *AutoPoint*<sup>®</sup>. If this Branch is a valid branch in Branch Maintenance, the Branch Name will then be displayed beside the Branch ID, otherwise the statement \*\*\* NOT ON FILE \*\*\* will be displayed. The WO Branch Id is used to obtain a unique invoice prefix.

### **ACCOUNT TYPE**

This is the default type to be assigned when creating a new customer account. This indicates whether the account is Corporate or Personal. This distinction is important when you are entering customer information and is discussed in more detail in that section. If you are a retail shop, in most instances, you would enter <P> for Personal Accounts. If you are a heavy truck or machine shop, in most instances you would enter <C> for Corporate Accounts.

### **CITY**

If all, or a vast majority, of your customers are from the same city, you may enter the city here. Any time the city is required in the Work Order System, if you press [NEWLINE], the system will automatically enter this default city.

### **PROVINCE**

If all, or a vast majority, of your customers area from the same province or state, you may enter the 2 character province or state code here. Any time the province or state is required in the Work Order system, if you press [NEWLINE], the system will automatically enter this default code.

### **POSTAL CODE**

This section is not applicable at this time, but when available will supply the default postal code or ZIP code.

### **PHONE NUMBER FORMAT**

This is where you enter the formatting for display purposes (e.g.: (780)###-####). Characters such as brackets and dashes are displayed/printed in that position. Numbers are used to supply defaults if no value is provided. The # sign is used to indicate that a number should be placed in that position. Using the sample above, if you enter 4211111 as a phone number, you would have displayed (780)421-1111.

### **COUNTRY CODE**

If all, or a vast majority, of your customers are from the same country code in the telephone system, you may enter the country code here. The country codes are normally listed in the information section of your telephone book. The country code for Canada and the US is “1”. This code will only be printed on invoices and quotes if the “Print Country Code?” option is set to <Y>es. Maximum 3 characters.

### **AREA CODE**

If all, or a vast majority, of your customers are from the same area code, you may enter the area code here. Any time the telephone number is required in the Work Order System, if you do not enter the area code it will be added from this default.

### **PRINT COUNTRY CODE?**

<Y>es if you want the country code to print on the invoice.

<N>o if you do not. The telephone number including the area code but not the country code will print.

### **LICENSE NUMBER FORMAT**

Indicates the formatting style of basic license plates in your jurisdiction. For example, if your license plates are usually 3 letters followed by a space followed by 3 digits (e.g. ABC 123) you would enter <XXX 999> with ‘X’ representing letters and ‘9’ representing digits. This is for formatting license number fields only. If the license number entered is 3 letters followed by 3 digits (no spaces), the formatting above will apply. However, if a vanity plate or a plate which does not follow that pattern (ex. a commercial plate) is entered no default formatting will be done to the field. Maximum of 10 characters.

### **VIN SIZE**

This is a numeric field to identify the maximum number of characters in the VIN (Vehicle Identifier Number). Value must be between 17 and 25.

### **COMPONENT SERIAL NUMBER SIZE**

This is a numeric field to identify the maximum number of characters in the serial number for components. Value must be between 12 and 20.

### **TIME RECORD**

The Work Order System will use this to determine the rounding of labour entered. Enter <1> for 10<sup>th</sup> of an hour or <2> for 1/4 of an hour rounding. All labour entered in the Work Order System will then round based on this default. Note that this is not the same as the time format in the Time Control record.

### **TIMEKEEPING**

Indicates if you are using the timekeeping system in Work Orders. The default for this is <N>0.

### **LINK**

Indicates how the time records are to be linked – to the request code or the request number. Enter <C>ode or <N>umber. Enter [NEWLINE] to accept the default value of “N”.

### **CUSTOMER NUMBER RANGE**

The Customer Number is a unique 6 digit number to represent the retail customers. A range of numbers is assigned here which can be used to distinguish shop customers from regular *AutoPoint*<sup>®</sup> customers. Enter the first 3 digits of the beginning and ending of the customer number range. For example, if you enter 800 to 899, the customer number range will be 800000 to 899999. If you enter 000 in each field, no separation of customers will occur.

### **CASH CUSTOMER NUMBER**

This is the account number you use for retail customers who are not assigned credit status. Each branch within the Work Order System must have its own Cash Customer Number. This may be the same number that is assigned to the cash customer in the *AutoPoint*<sup>®</sup> branch record.

### **NEXT QUOTE NUMBER**

This is the next available Work Order Quote number.

### **NEXT REPAIR ORDER NUMBER**

This is the next available repair order number for the Work Order System. This number is also used as the invoice number for the repair order.

### **QUOTE EXPIRY**

The number of days to quote expiry. Set this field to the number of days before a quote expires. Setting this to 999 will allow no expiry for the quote.

### **\*PROCESSING STAGE**

This information is never entered by the user unless directed by a support representative. It is the stage end-of-day processing has reached.

<0> indicates the processing completed.



**WARNING:** Any other number indicates the stage at which it stopped. If there is anything other than a zero here, call your product support center.

<1> indicates that the Next Business Day has been updated as the Current Business Day in Branch Maintenance. If for some reason End-of-Day does not finish and it must be restarted, the system does not ask for the Next Business Day again. It continues from where it stopped and prints the reports again.

<2> indicates that for a remote site “Yes” was entered to “**Create a Log File?**” If for some reason End-of-Day does not finish and it must be restarted, the system continues from where it stopped and reprints the reports. For on-line sites, “Yes” was entered to “**Update Files?**” The system begins updating AR Open, AR Distribution, Sales History, Purchase Order Recommendations, and Backorders. If End-of-Day is restarted, the date is not asked for, the reports do not reprint but the system asks to Update Files again.

<3> indicates “Yes” was entered to “**Update Files?**” The information entered for the current business day is added to the permanent files and the working files for that day are being deleted. If End-of-Day does not finish and it must be restarted, the system does not reprint reports, it continues processing from where it stopped.

**\*EOD**

This field automatically displays the terminal number of whoever is currently running EOD processing. If the number is **99**, it means that EOD is not currently being run. If it is any other value, EOD is currently being run.

**\*CURRENT BUSINESS DAY (MMDDYY)**

The only time a date is entered is the day you begin using your Work Order System. After that time, the system automatically updates this date when end-of-day is processed.

**\*DATE LAST PROCESSED (MMDDYY)**

This is the last business day for which the End-of-Day process was run. This is automatically updated by the system.

**\*DATE LAST COMPLETED (MMDDYY)**

This is the last business day for which the End-of-Day process was completed properly. This is automatically updated by the system.



**WARNING: NEVER CHANGE THE DATA IN THE FIELDS WITH A “\*”**

**ABOVE!!** If the information in any of these fields is incorrect for any reason, please call your product support center immediately.

**LABOUR ABBREVIATION/PART NUMBER**

This labour part will become the default labour part when entering labour in the Work Order System. It can be overridden either by the labour part number assigned to a request code or by selecting a different labour part upon entering the information.

**SUBLET PRODUCT LINE**

This indicates the product line to be associated with all sublets in the Work Order System. All sublet “parts” **must** use this product line.

### **INVOICE PREFIX**

This prefix prints before the actual invoice number. It is especially useful to distinguish invoices from one store with those of other stores in a multi-branch environment. It is recommended that the invoice prefix for the Work Order System be different from the invoice prefix assigned for the same Branch ID in the Branch Maintenance file.

### **PRINT WARRANTY INVOICES**

This indicates whether you want warranty invoices to be printed “On-line” at the time its associated customer invoice is printed, or “Batch” during End-of-Day procedures.

### **CORE DETAIL**

When a part that has an associated core is entered on a work order, this indicates whether you wish to have details of the core printed on the invoice.

### **SEPARATE PRICING**

This indicates whether you will be making use of the customer’s retail pricing as set up in *AutoPoint*<sup>®</sup>. If you enter “Yes” then the customer pricing *AutoPoint*<sup>®</sup> is used (e.g. flyers). If you enter “No” then only the price field in the Work Order Customer Extension record is used.

### **LICENSE DEFAULT**

This indicates whether you want the VIN to default to the license number if no license number is entered. This is currently set to <Y>es in all cases.

### **QUOTE AUTH TEXT**

This indicates whether you want the authorization text to be printed on quotes.

### **USE QUOTES**

This indicates whether quotes are allowed. This is currently set to <Y>es in all cases.

### **INDUSTRY FOCUS**

This indicates what type of business you have. Options are <R>etail, Heavy <T>ruck or <M>achine Shop. If <T>ruck is chosen, the 'In Service' field is displayed and printed.

### **S/S BY PERCENT OR AMOUNT**

This indicates whether you want shop supplies, by default, to be calculated as a percent of the labour charge, or a fixed amount. In most cases percentage will be chosen. You may change this as each labour item is entered.

### **DEFAULT PERCENT**

If shop supplies are defaulting to being calculated by percent, this indicates the default percentage to be used in the calculations. This will also be used in automatically calculating the shop supplies amounts for any labour charges in predefined requests. If shop supplies are defaulting to a fixed amount, this will be zero.

### **DEFAULT PRODUCT LINE**

This is the default product line to be used to distribute the shop supplies charges .

Should you have any questions, concerns or need clarification on any of the above please contact Customer Care at 780-483-2727 or 1-800-661-2727.

## A/R Statement Messages Based on Aging

### *Introduction*

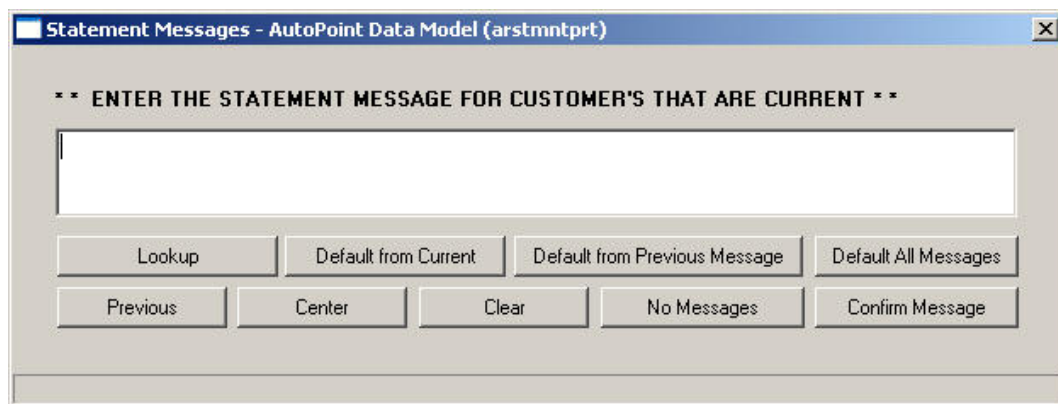
The message that prints at the bottom of statements can be determined by the aging of the invoices on the particular customer's statement. That is, if a customer has invoices that are 30 days past due, the message that prints at the bottom of the statement can be different from the messages that print on the statement for a customer that are current.

This document explains the following:

- How to set up messages by branch and by aging (current, past 30, past 60, past 90).
- How to create or select messages when printing statements.
- How to modify messages when printing statements.

### *Selecting and Entering Statement Messages when Printing Statements*

When you are ready to print your statements, from the A/R Statement Printing program (through the A/R menu item) or through the EPO A/R Statement Printing program (through the Imaging menu item), select the ranges to print your statements. Once the range information is entered and the run button is clicked, a new window will come up.



A 3 line message can be entered that will print on statements for customers who fall into the aging bucket at the top of the window.

The “**Default from Current**” button will set the message you are on to the message entered for customers who are current so that you do not need to retype the entire message if there are not many changes that need to be made.



The “**Default from Previous Message**” button will let you modify the previous message to use for the message you are on.

The “**Default All Messages**” button will set all messages to the message you are currently editing.

The “**Previous**” button will allow you to return to the previous bucket if you need to make a change. Pressing the button when you are on the “Current” message will allow you to change the range you are generating statements for.

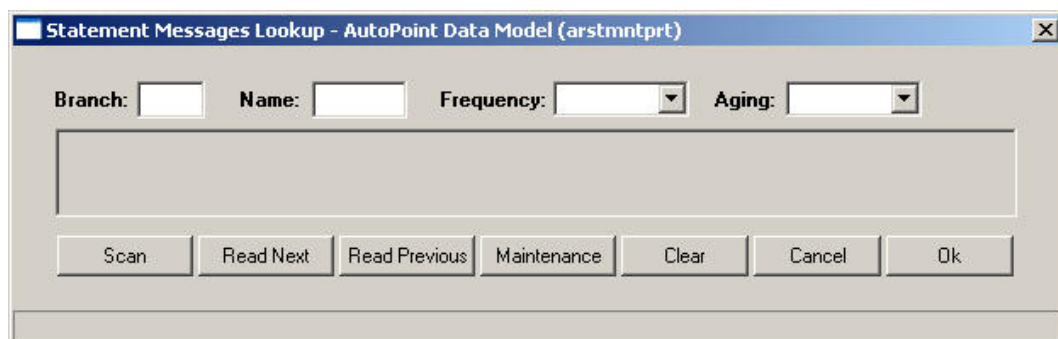
The “**Center**” button will position all 3 lines of the message so that there are an equal number of spaces to either side of each line.

The “**Clear**” button will clear the message you are on if you need to restart the message.

The “**No Messages**” button will ask the question “Do NOT Print Statement Messages?” and if you answer “Yes” will leave all the messages blank and print the statements.

The “**Confirm Message**” button will finish editing the message you are on and let you continue on to edit the message for the next bucket. When you click this button and you were editing the message for customers who are 90 days overdue, the statements will print.

The “**Lookup**” button will allow you to choose a message that has been previously saved. When it is clicked, a new window will be brought up so you can find the message you want to use.



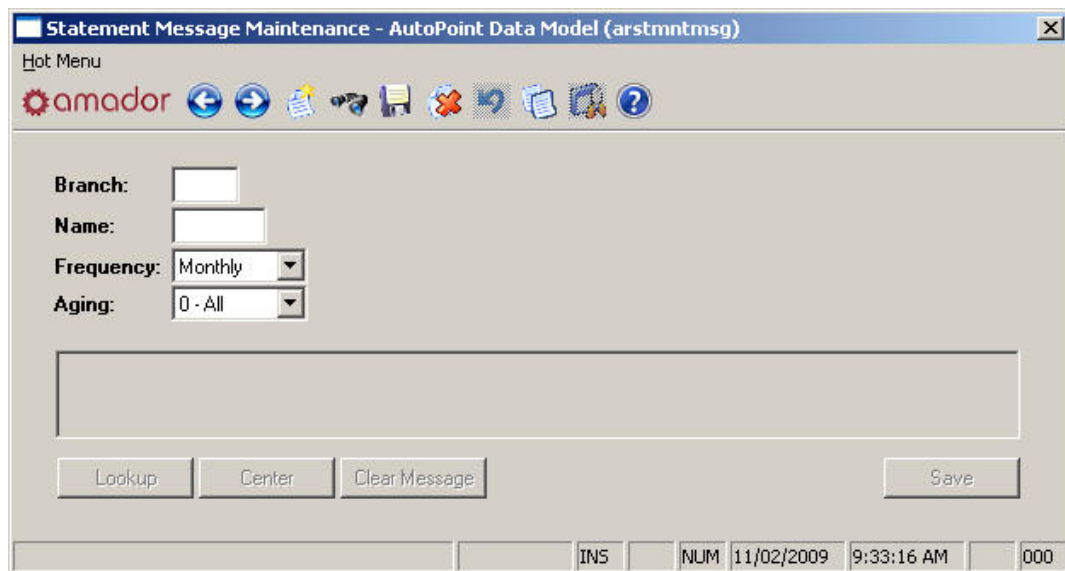
If you know the branch, name, frequency and aging type for the message you want to use, you can enter them to bring up that message. Otherwise, the “**Scan**”, “**Read Next**” and “**Read Previous**” buttons will allow you to look through the saved messages to find the one you want.

The “**Clear**” button will let you enter a different branch, name, frequency and aging type without having to delete what has already been entered yourself.

The “**Cancel**” button will close the lookup window and any message that you entered before clicking the “**Lookup**” button will be untouched.

The “**Ok**” button will close the lookup window and default the message you are on to the message you had selected in the lookup window.

The “**Maintenance**” button will allow you to enter standard messages for future statement runs.



Enter the branch this message is for and a name to identify this message. Select the statement frequency you plan to use this message for. Select the aging type you plan to use the message for. You will now be able to enter the message you want to use.

The “**Center**” button will position all 3 lines of the message so that there are an equal number of spaces to either side of each line.

The “**Clear Message**” button will allow you to restart your current message without having to reenter your key information.

Once you have entered the message the way that you want it to print on your statements, click the “**Save**” button.



***AutoPoint***<sup>®</sup>  
***Evolution***

Electronic Post Office (*Without DOCFOCUS*)

*Updated November 23, 2009*

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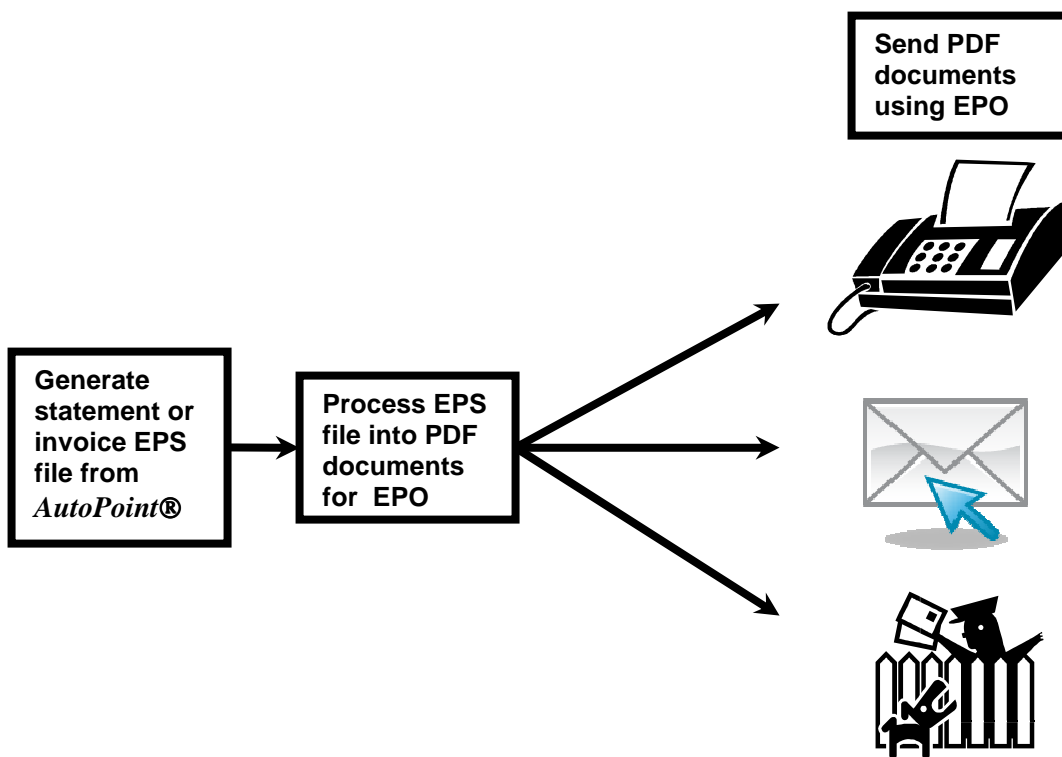
## 1.0.0 Chapter 1 – Introduction

### 1.1.0 Overview of EPO

*AutoPoint®*'s Electronic Post Office system (a.k.a. EPO) allows you to fax or e-mail statements and invoices to your customers. Paper statements and invoices can be printed for those customers who still prefer to receive them by ground mail, as a part of the same process. Flyers or other documents can be included as attachments when sending statements.

This document explains the following:

- Setting up customers to receive their statements or invoices by fax and/or e-mail, or by ground mail.
- Doing a statement run from *AutoPoint®*, and transmitting them from EPO.
- Exporting invoices after your End-of-Day, and transmitting them from EPO.
- Including flyers or other documents with statements.
- Checking the transmission logs after doing an EPO run to confirm that the documents were transmitted successfully.



## 1.2.0 Conventions Used in this Manual

The following are explanations of the notations used in this manual to describe an action:

- A keystroke on the keyboard is described using the “<” and “>” characters. For example, the TAB key is displayed as “<TAB>”. The function keys along the top of the keyboard are described as “<F5>” for FUNCTION key 5. Combinations of keys using the CTRL, SHIFT or ALT keys are described using prefixes to the key that must be pressed at the same time. For example, pressing the SHIFT and FUNCTION 5 keys is displayed as “SHIFT-<F5>”.
- For instructions that describe following a menu structure, the “→” character separates the menu selections. For example, to get to the Stock Status Inquiry screen from the top “AM” menu, go to “6. Inquiries” → “1. Stock Status Inquiry”. You can also jump to a particular program or menu from the “SELECT:” prompt by entering the menu entry numbers. In the Stock Status Inquiry screen example, you can enter “AM0601”.
- Program names are described in all upper case. For example, the Stock Status Inquiry Screen is displayed as “AMSTOCKINQ”. To bypass the menus and go into this program directly, enter the program name in upper-case at the “SELECT:” prompt in any menu, and press the <ENTER> key.
- Instructions that must be followed in a particular sequence have steps that are numbered, and all steps must be followed to complete the action described. Some steps may have a condition that will require you to skip steps, and in these cases, the instruction “**go to page xx**” will be in bold characters.
- Extra information that further explains a step or procedure is in italic characters, preceded by a “*NOTE:*”.
- Screen prints are included with the instructions to demonstrate what you can expect to see on the screen at a particular step in a procedure. Please note that your screen will not be exactly the same, and will be slightly different.

## 1.3.0 Legal Notice

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## 2.0.0 Chapter 2 – Set-up and Configuration for EPO

### 2.1.0 Surveying customers for delivery method preference

About a month before transmitting documents via EPO for the first time, it is a good idea to send out a survey form to all your customers asking for their delivery method preference. The survey should inform customers when you intend to start sending statements/invoices electronically and provide space for them to send back their fax number and/or e-mail address. As the surveys come back, you will need to update their customer records as per the instructions below.

*NOTE: It is only necessary to change those customer records that will not use ground mail delivery. Please contact Amador Support to run a utility that will automatically change all records that are not marked for e-mail and/or faxing to “ground” for regular mail delivery.*

#### 2.1.1 Sample letter to survey customers for delivery method preference

Dear Valued Customer,

In our ongoing efforts to increase efficiencies and ensure that we are doing our part to be environmentally friendly, Amador will be sending out our invoices and statements electronically as of October 1st, 2007.

Please provide an email address or fax number where you would prefer to have these documents sent. Your response can be emailed to [ar@amador.ca](mailto:ar@amador.ca) or faxed to 780-489-2601. Please reply back with your preference by September 17th, 2007.

Select ONE of the following options and provide a corresponding e-mail and/or fax:

Email address \_\_\_\_\_

Fax number \_\_\_\_\_

Both \_\_\_\_\_

Please do not hesitate to contact us with any questions or concerns.

Regards,

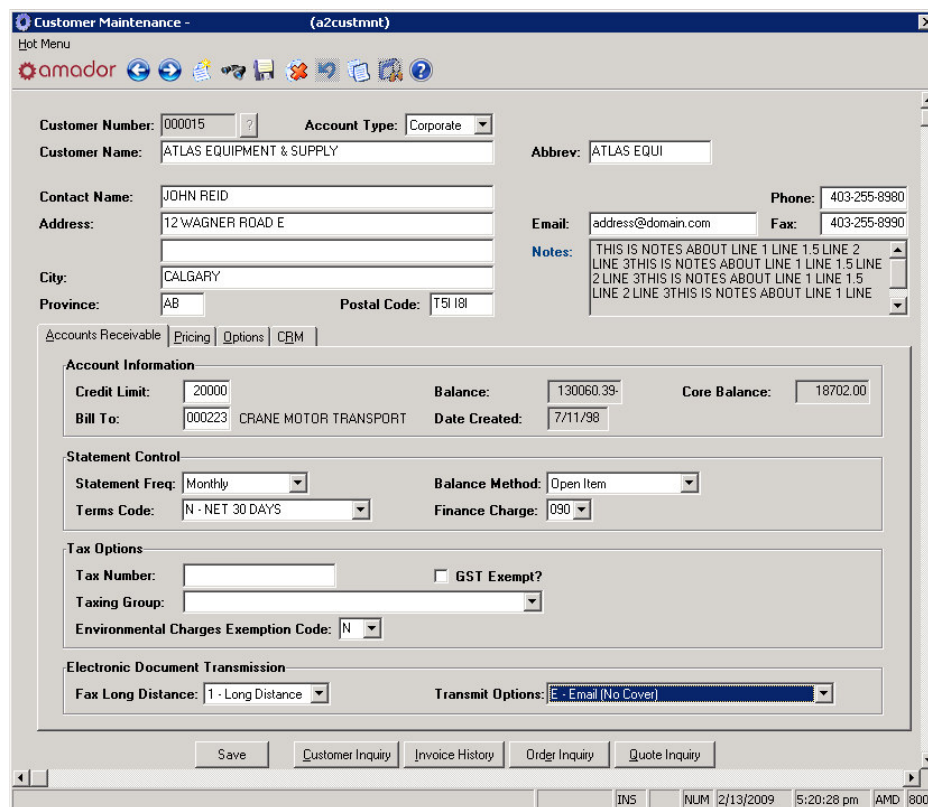
Amador Accounts Receivable

## 2.2.0 Specifying preferred delivery method by customer

### 2.2.1 Assigning the send option in Customer Maintenance

Before being able to send statements or invoices electronically to your customers via EPO, you must first specify which customers will receive their statements/invoices via fax, e-mail, both fax & e-mail, or regular mail (ground.) This preference is set up in Customer Maintenance, under the Accounts Receivable tab.

To get to the Customer Maintenance screen, enter “CM” at the **AutoPoint®** “SELECT:” prompt, or follow the menus “5. File Maintenance” → “3. Customer Maintenance”. Enter the customer number and on the Accounts Receivable tab, look at the Electronic Document Transmission section for the Transmit Options:



The screenshot shows the 'Customer Maintenance' window for customer 'ATLAS EQUIPMENT & SUPPLY'. The 'Accounts Receivable' tab is active, and the 'Electronic Document Transmission' section is expanded. The 'Transmit Options' dropdown is set to 'E - Email (No Cover)'. Other visible fields include Customer Number (000015), Contact Name (JOHN REID), Address (12 WAGNER ROAD E, CALGARY, AB), and various account details like Credit Limit (20000) and Balance (130060.39).

Enter the fax number for this customer or (555) 555-5555 if they have none, and press <ENTER>. If you must dial long distance, select “1” in the square brackets, otherwise select “0” if it is a local call. Remember to always enter the area code, even for local fax numbers, as 10-digit dialing for local calls is now required.

*NOTE: whether the number is local or long distance depends on where the fax modem connected to the **AutoPoint®** server is located.*

For the Transmit Options, specify the method of sending invoices and statements for this customer, as follows:

- E – e-mail only.
- Y – Fax only, with a cover page.
- C – Fax only, without a cover page.
- G – Ground only.
- B – e-mail and fax, with a cover page.
- D – e-mail and fax, without a cover page.





### 2.2.3 Exporting the customer list to a mail-merge or contacts program

It is possible to export the customer contact information set up in Customer Maintenance into a “.tsv” (or “tab separated values”) file, and then import this file into mail-merge or contacts software. For example, you could import the “.tsv” file into a word processing program to create mailing labels or import the file into your e-mail program’s contacts folder. Please see your software’s documentation for instructions on importing “.tsv” files.

To generate the “.tsv” file from **AutoPoint®**, enter “IMG” at the “SELECT:” prompt and then select “2. File Maintenance”. From the File Maintenance menu, select “3. Export Customer Imaging Setups”. Enter the ranges as follows to generate a complete listing of all customers:

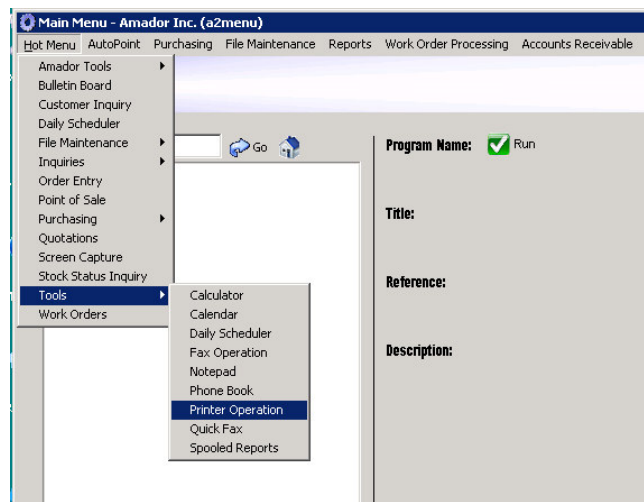
This program will generate the file “customersync.tsv” in the /usr1/imgproc folder on the **AutoPoint®** server, which can be transferred to your PC using SmartTerm’s FTP Drag ‘n Drop. It will also generate the following report, displaying the same information:

File: 04389		Page 7 of 14			
"Your Company Name"		CUSTOMER LISTING		DATE- 1/16/98 11:27:06 TSNED PAGE 0007	
BRANCH ID: ALL		CUSTOMERS: ALL			
CUSTOMER	CUSTOMER NAME ADDRESS 1 ADDRESS 2 CITY / PROV / POSTAL	CONTRACT PHONE NUMBER FAX NUMBER EMAIL ADDRESS	STATEMENT FREQ	DATE CREATED	
221850	DAVE ROSS TRUCKING PO BOX 39  SHERWOOD PARK, AB T0H 1G0	DAVE ROSS (797)792-9760 (780)489-2601 Y	Monthly	7/26/96	
255750	NORTHWESTERN CONTRACTING LTD. BOX 1400  STRATHCOOR, AB T1Y 7N3	(797)792-9760 (555)555-5555 G	Monthly	7/26/96	

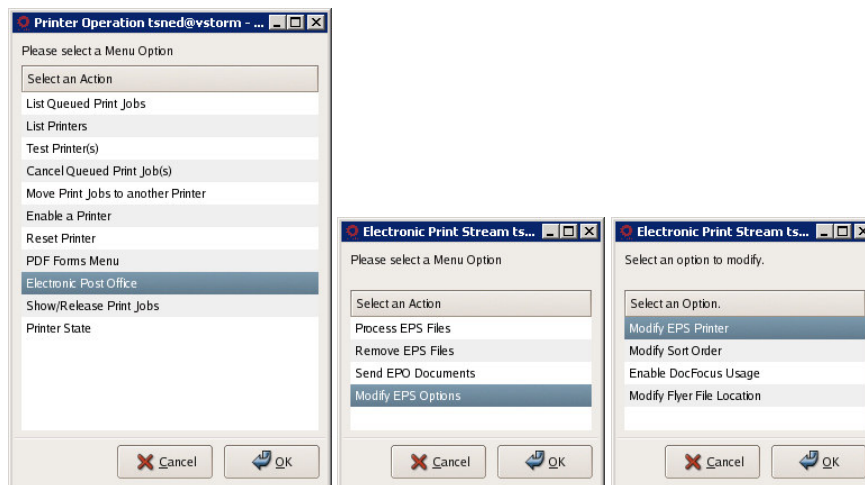
## 2.3.0 Setting EPO options

### 2.3.1 Specifying a default printer for printing documents for ground mail

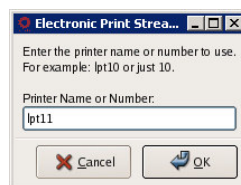
To print documents for those customers set up for ground mail delivery through the EPO process, you will need to specify a printer to print the statements and invoices. Please contact Amador Support to confirm whether the physical printer you wish to use will be able to handle this. To specify the EPO printer, go to the Hot Menu from the menu bar in the main menu. Select Tools → Printer Operation.



Select the option “Electronic Post Office” from the Printer Menu, and then select “Modify EPS Options” from the EPS Menu.



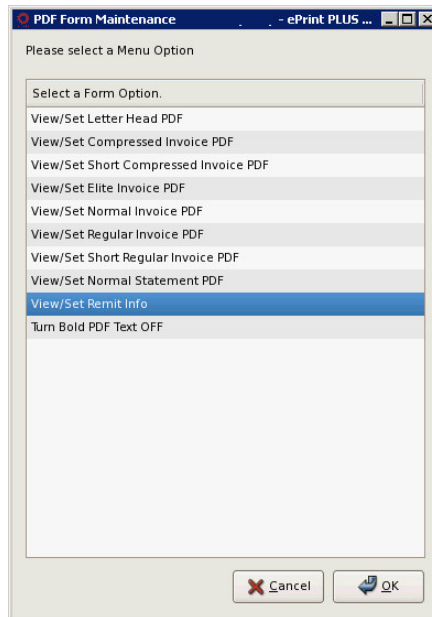
From the EPS Options Menu, select “Modify EPS Printer”:



Enter the printer number set up in *AutoPoint*® and press click on the “OK” button.

### 2.3.2 Creating “REMIT TO:” information on statements

If you wish, it is possible to create a line at the bottom of statements that shows “remit to” information. To do this, go to the Hot Menu from the Main Menu. Select Tools → Printer Operation. Select the option “PDF Forms Menu” from the Printer Menu, and then select “View/Set Remit Info” from the PDF Forms Menu:



Enter the remittance information, preceded with “REMIT TO:”, and click on the “OK” button. The maximum number of characters is 90.

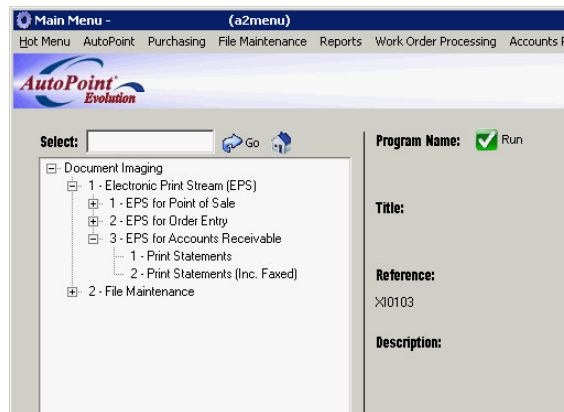
*NOTE: If the Ampersand character (“&”) appears anywhere in the “REMIT TO:” information, please call Amador Support to make edits to your “REMIT TO:”. Otherwise, this information will not appear correctly on statements.*

### 3.0.0 Chapter 3 – Transmitting Documents via EPO

#### 3.1.0 Transmitting Statements via EPO

##### 3.1.1 Creating the Monthly Statement EPS file from AutoPoint®

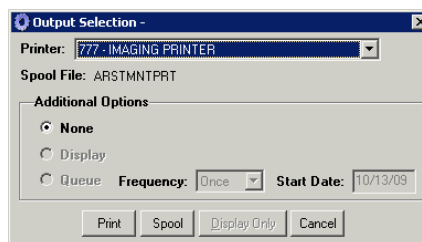
1. When you are ready to send out your statements, go to the Imaging menu to generate the statement EPS file. At the “SELECT:” prompt, enter “IMG” to bring up the Document Imaging menu. Expand “1” to select the EPS menu:



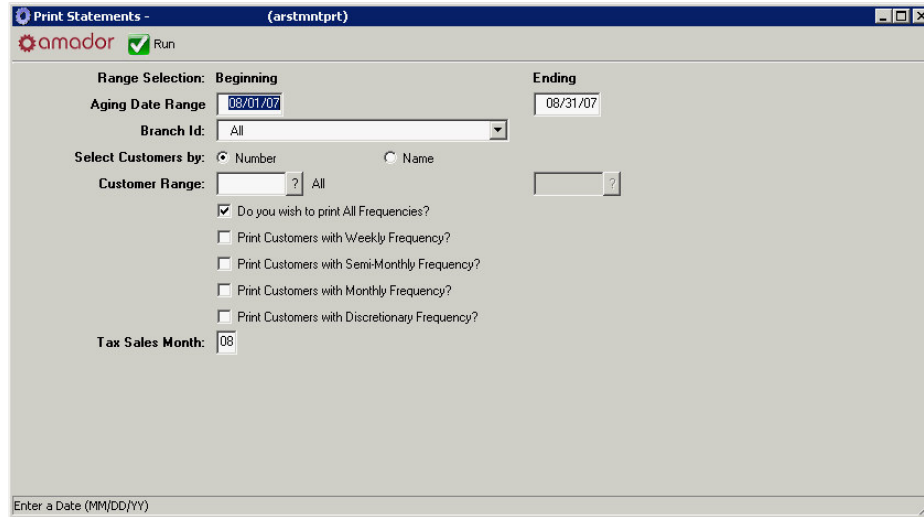
2. On the EPS menu, expand “3” to process statements:

3. Expand “1” to select the “Print Statements” program:

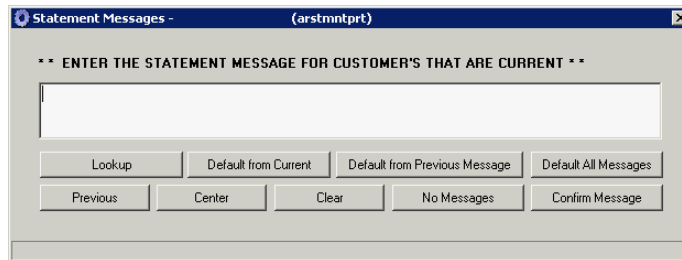
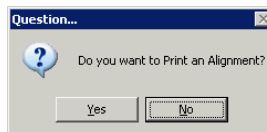
4. At the Output Selection screen, select the Imaging Printer, “777” from the drop-down menu and click on the “Print” button:



5. On the Print Statements screen, enter the ranges for the statements, paying special attention to Date, Branch and Customer:

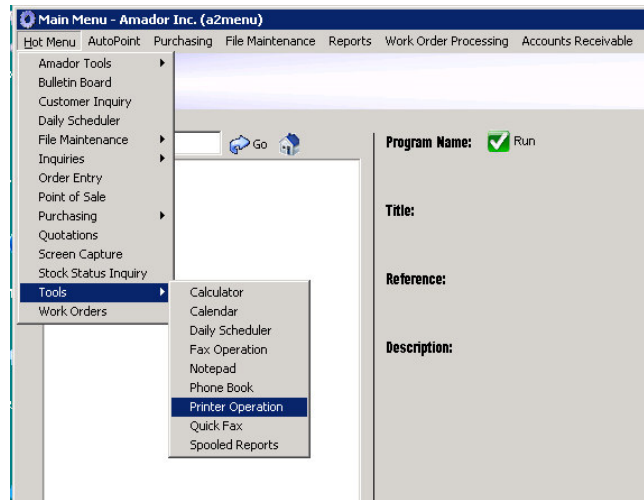


6. After entering the Print Statement ranges and clicking on “Run”, enter a comment (optional) to appear at the end of the statements. Answer “N” to “Do you want to Print an Alignment?”:

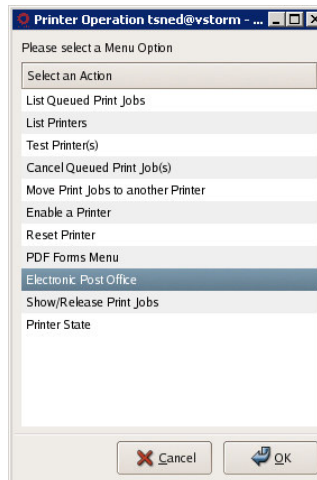



### 3.1.2 Processing the statement EPS file generated from *AutoPoint*®

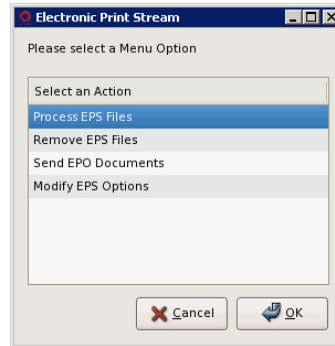
7. After sending the statements to the Imaging Printer, bring up the Hot Menu clicking on it from the Main Menu. Select “Tools”, and from the sub-menu, select “Printer Operation”:



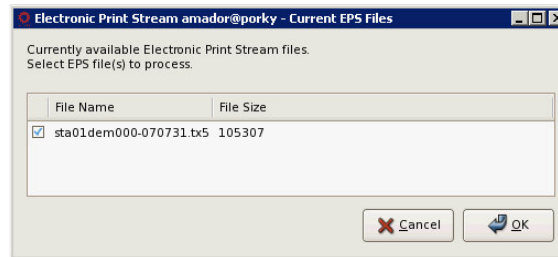
8. From the Printer Menu, use the arrow keys or enter the 9 for “Electronic Post Office”. Click on the “OK” button:



9. On the “EPS Processing” menu, select “Process EPS Files” to prepare statements for sending via EPO. Click on the “OK” button to continue:



10. Find your statement run(s) (created in steps 4 to 6.) The file name is made up with the following parts, “sta01CCCnnn-YYMMDD.tx5”, where “CCC” is the company code, “nnn” is the branch invoice prefix (“000” is used when all branches were selected during Print Statements) and “YYMMDD” is the last date in the date range entered during Print Statements. Check the box next to the file you wish to process. You can select more than one statement EPS file if you wish. Click on the “OK” button to continue:



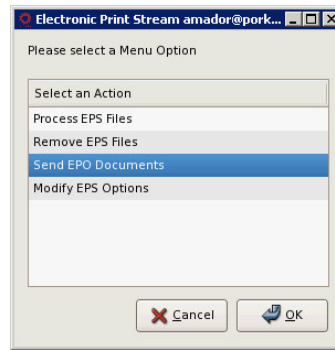
*NOTE: If you do more than one statement run for the same company, branch(es) and ending date range, an “-02” will appear at the end of the file name. The newest statement run is always the file name without anything after “.tx5”.*

11. The “EPS File Processing Summary” screen will appear once the EPS file is processed. Click on the “OK” button to continue.

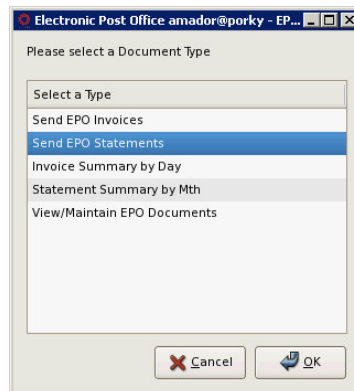


### 3.1.3 Sending EPO statement files

12. After processing the EPS file, the “EPS Processing” menu will re-appear. Click on the item, “Send EPO Documents” to select it and then click on “OK”:



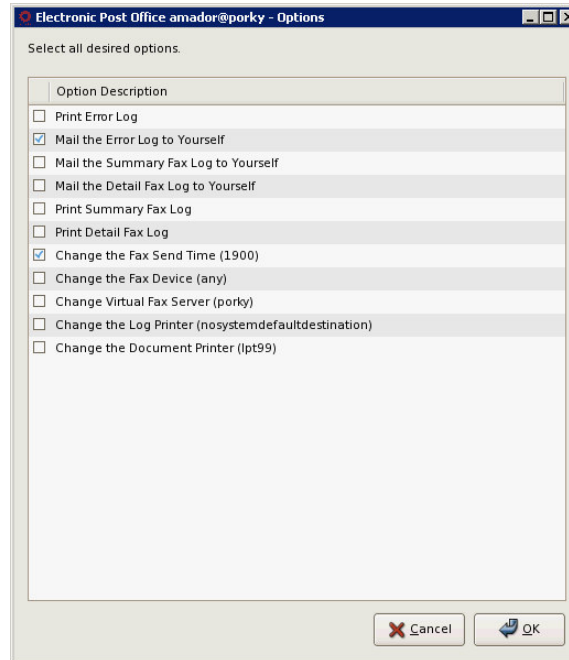
13. Click to select “Send EPO Statements”. Click the “OK” button to continue:



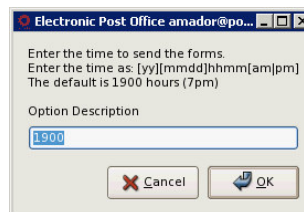
14. In the EPO Processing screen, a list of EPO Documents will appear, by branch. Select the EPO documents to transmit by checking the box next to it. You can select more than one statement file if you wish. Click on the “OK” button to continue:

If you get any EPO Processing errors, please contact Amador support for help with troubleshooting and resolving the error(s):

15. The next step is selecting the EPO Transmit Options. Click to check the box next to select the desired options. Usually only options 2, 4 and 7 are needed. This screen will only appear once in the sending process, so be sure to select all the options you wish to change. Click on the “OK” button to continue:



- Print Error Log – Select this option to send the error log to the log printer.
- Mail the Error Log to Yourself – Select this option to send the error log to your **AutoPoint®** mailbox.
- Mail the Summary Fax Log to Yourself – Select this option to send the summary fax log to your **AutoPoint®** mailbox.
- Mail the Detail Fax Log to Yourself – Select this option to send the detailed fax log to your **AutoPoint®** mailbox.
- Print Summary Fax Log – Select this option to send the summary fax log to the log printer.
- Print Detail Fax Log – Select this option to send the detailed fax log to the log printer.
- Change the Fax Send Time – The time in parenthesis is the default send time. Select this option to change the send time (24 hour format.)



- Change the Fax Device – Do not change this option.
- Change Virtual Fax Server – Do not change this option.
- Change the Log Printer – Do not change this option.
- Change the Document Printer – Do not change this option.

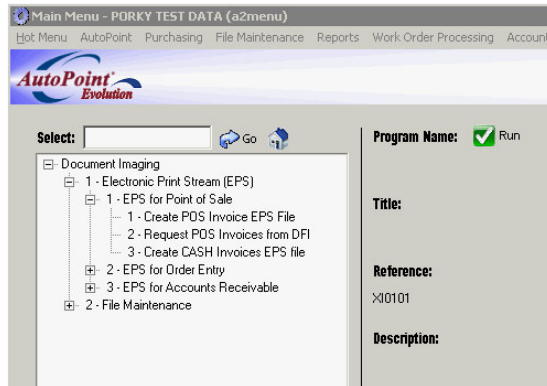
16. Once the options have been set, a results screen will appear showing which customers have been sent which documents and by which methods (e-mail, fax, print):

Be careful to not click the “OK” button before the transactions are all sent and deleted, and the window closes, otherwise the sending of the EPO Documents will be interrupted, and you will have to re-send the remaining ones.

## 3.2.0 Transmitting Invoices via EPO

### 3.2.1 Creating invoices EPS file from AutoPoint®

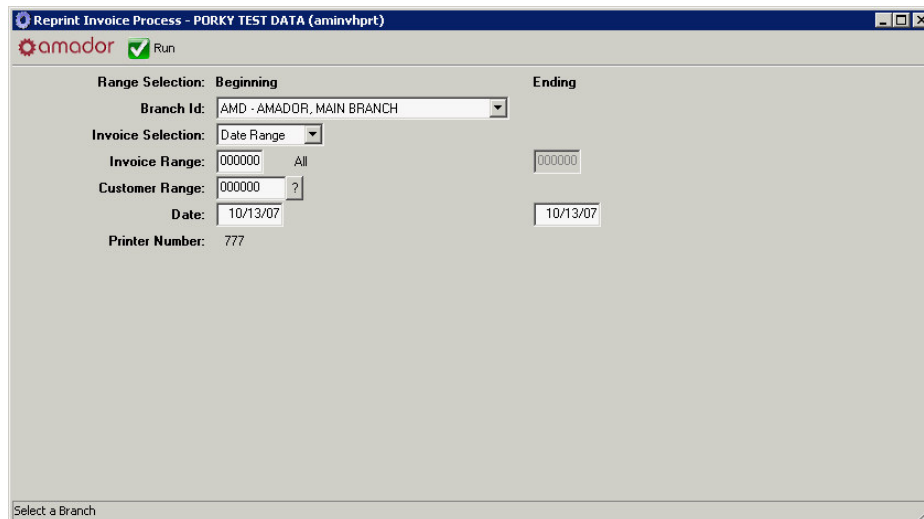
1. When you are ready to send out invoices, go to the Imaging menu to generate the invoice EPS file. At the “SELECT:” prompt, enter “IMG” to bring up the Document Imaging menu. Expand “1” to select the EPS menu:

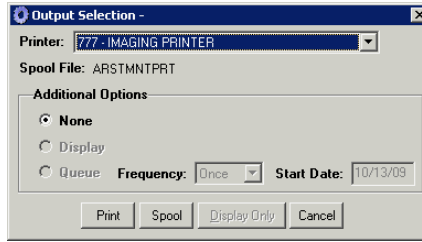


2. On the EPS menu, expand “1” to process POS invoices (**go to step 3**), or expand “2” to process OE invoices (**go to step 5**):

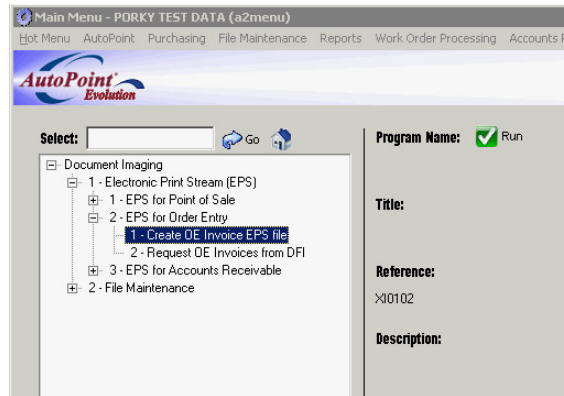
3. Expand “1” to select “Create POS Invoice EPS file”:

4. On the “Reprint Invoice Process” screen, enter the branch and date(s) (you can include any range of business days on which end-of-day has been completed – try to run this process frequently enough not to include enough days to cause an overly lengthy process), specify the printer number 777, and then **go to step 7**:

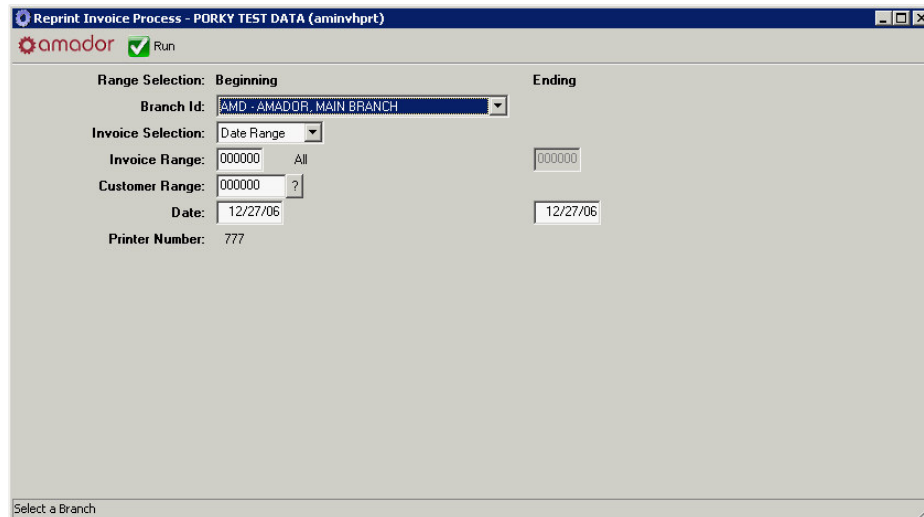




5. Expand “1” to select the “Create OE Invoice EPS file”:

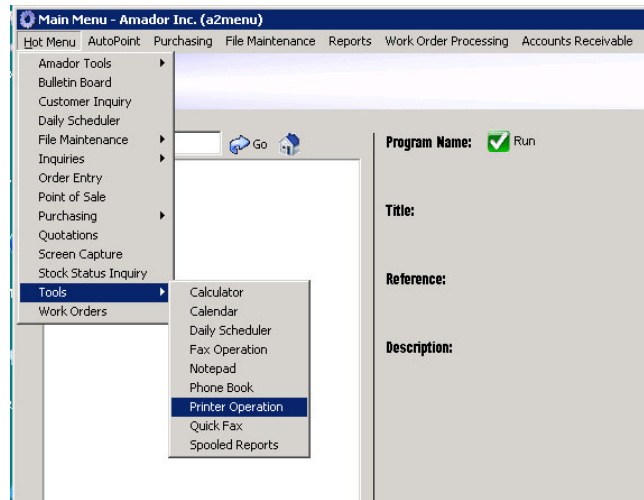


6. On the “Reprint Invoice Process” screen, enter the Order Entry branch and date(s) (you can include any range of business days on which end-of-day has been completed – try to run this process frequently enough not to include enough days to cause an overly lengthy process), specify printer number 777, and then **go to step 7**:

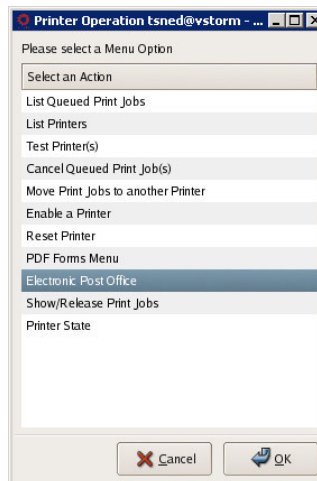


### 3.2.2 Processing the invoice EPS file generated from AutoPoint®

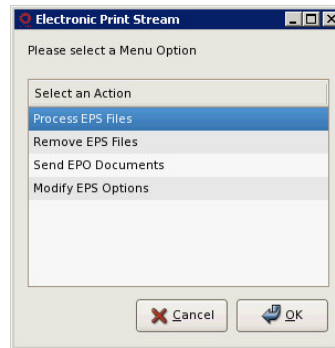
7. After sending the invoices to the Imaging Printer, bring up the Hot Menu by clicking on it from the Main Menu menu bar. Select “Tools”, and from the sub-menu, select “Printer Operation”:



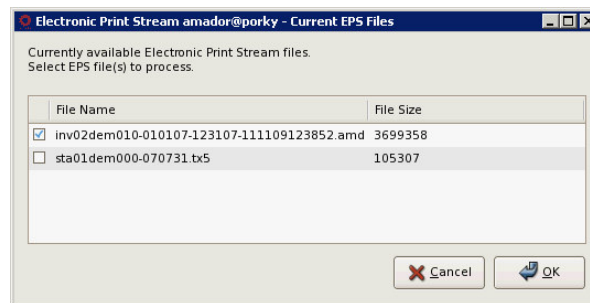
8. From the Printer Menu, click on “Electronic Post Office”. Click on the “OK” button to continue:



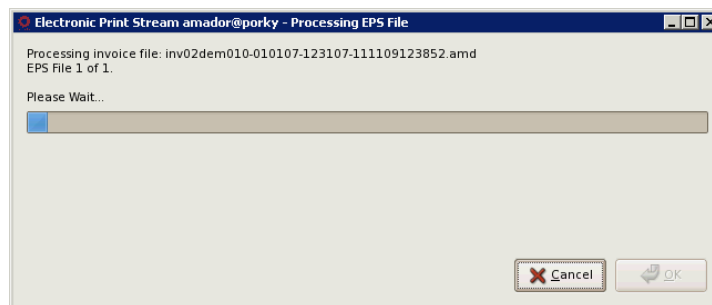
9. On the “EPS Processing” menu, select “Process EPS Files” to prepare the invoices for sending via EPO. Click on the “OK” menu to continue:



10. Find your invoice run(s) (created in steps 4 to 6.) The file name is made up with the following parts, “inv02CCCnnn-MMDDYY-mmddyy-MMDDYYHHMM.bbb”, where “CCC” is the company code, “nnn” is the branch invoice prefix, “MMDDYY” is the first date in the date range selected during the Reprint Invoice Process, “mmddyy” is the last date in the date range selected during the Reprint Invoice Process, “MMDDYYHHMM” is the date and time (24-hour format) on which the Reprint Invoice Process was run and “bbb” is the branch code. Check the box next to the file you wish to process to check it. You can select more than one invoice EPS file if you wish. Click on the “OK” button to continue:

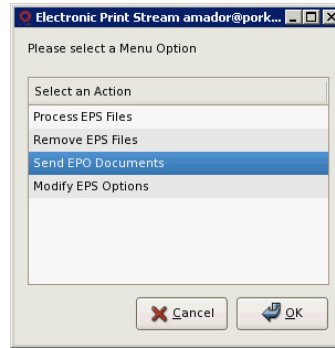


11. The “EPS File Processing Summary” screen will appear once the EPS file is processed. Click on the “OK” button to continue:

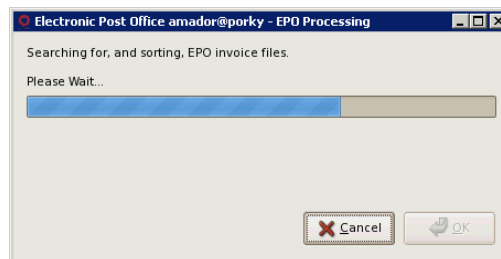
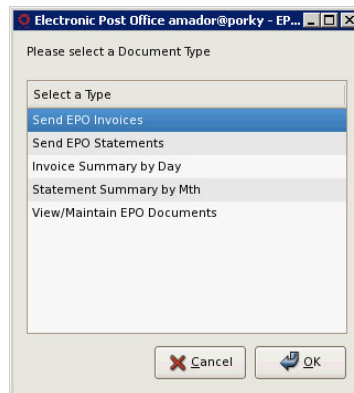


### 3.2.3 Sending EPO invoice files

12. After processing the EPS file, the “EPS Processing” menu will re-appear. Click to highlight the item, “Send EPO Documents”, and then click on the “OK” button to continue:

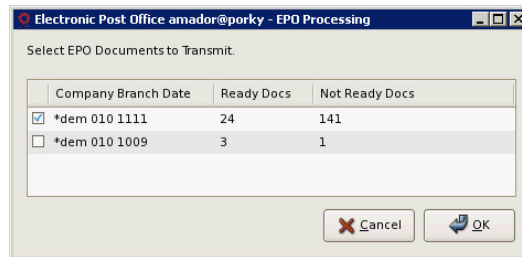


13. Click to select “Send EPO Invoices”. Click on the “OK” button to continue:

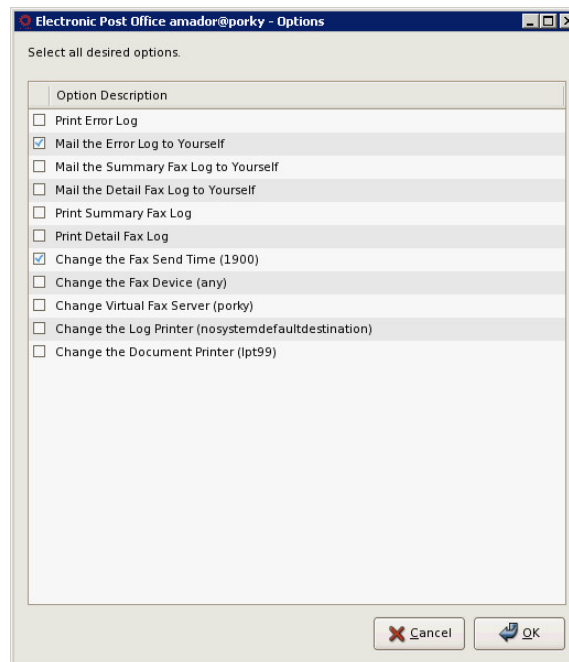




14. The next step is selecting the EPO Documents to Transmit. Click on the box next to your EPO batch to select it. Click on the “OK” button to continue:



15. A second screen with EPO Transmit Options will appear. Check the box(es) next to the option(s) you wish to change. Usually only options 2, 4 and 7 are needed. This screen will only appear once in the sending process, so be sure to select all the options you wish to change. Click on the “OK” button to continue:



- Print Error Log – Select this option to send the error log to the log printer.
- Mail the Error Log to Yourself – Select this option to send the error log to your **AutoPoint®** mailbox.
- Mail the Summary Fax Log to Yourself – Select this option to send the summary fax log to your **AutoPoint®** mailbox.
- Mail the Detail Fax Log to Yourself – Select this option to send the detailed fax log to your **AutoPoint®** mailbox.
- Print Summary Fax Log – Select this option to send the summary fax log to the log printer.
- Print Detail Fax Log – Select this option to send the detailed fax log to the log printer.
- Change the Fax Send Time – The time in parenthesis is the default send time. Select this option to change the send time (24 hour format.)
- Change the Fax Device – Do not change this option.
- Change Virtual Fax Server – Do not change this option.

- Change the Log Printer – Do not change this option.
- Change the Document Printer – Do not change this option.

16. Once the options have been set, a results screen will appear showing which customers have been sent which documents and by which methods (e-mail, fax, print):

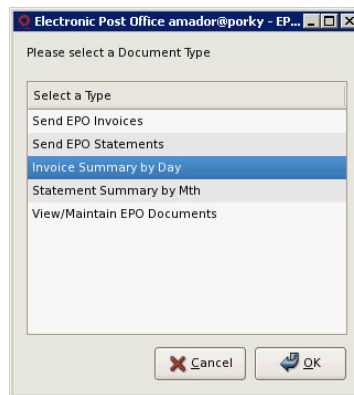
### 3.3.0 Confirming Transmission of Documents via EPO

#### 3.3.1 Checking e-mail/faxed submissions using the EPO menu.

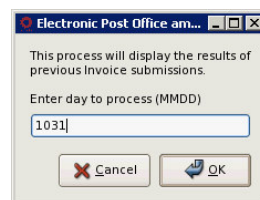
You can check whether an invoice or statement was successfully e-mailed or faxed from the EPO processing menu.

To get to this menu from *AutoPoint*®,

- Click on the Hot Menu from the menu bar in the Main Menu.
- Select Tools → Printer Operation.
- Select “Electronic Post Office”, then “Send EPO Documents”.

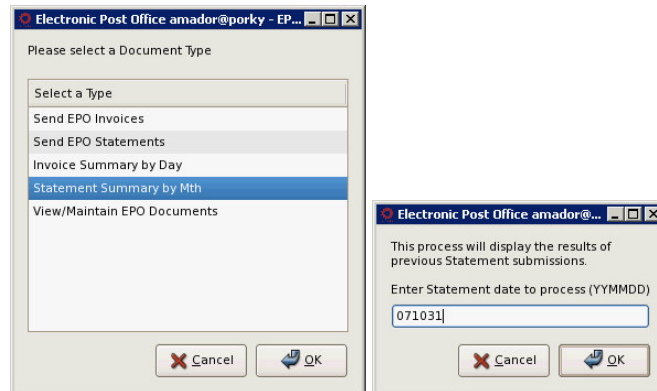


To see what invoices were sent on a particular day, select the option “Invoice Summary by Day”. Enter the date the invoice EPS file was created (not necessarily the same date the invoices were sent) in the MMDD format:



A second pop-up will ask whether you wish to show failures only (Y) or all submissions (N). This will display the invoices that were faxed or e-mailed, and whether the submission was successful. Use the arrow keys to scroll through the list.

To see what statements were sent for a particular month, select the option “Statement Summary by Mth”. Enter the last date in the date range of the Print Statements run, which is the month-end date of the statements (in the YYMMDD format):



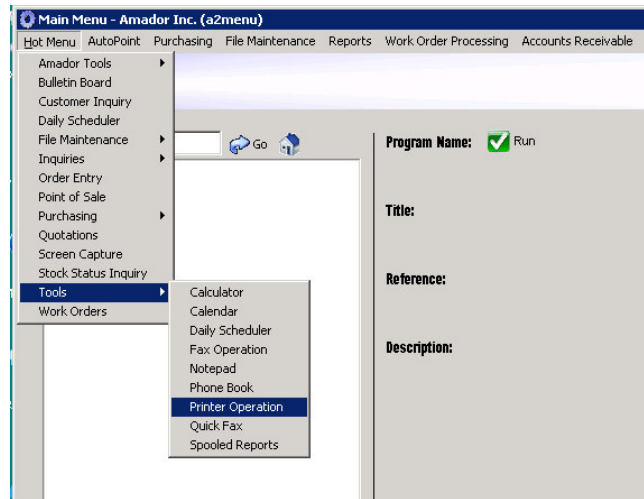
A second pop-up will ask whether you wish to show failures only (Y) or all submissions (N). This will display the statements that were faxed or e-mailed, and whether the submission was successful. Use the arrow keys to scroll through the list:

*NOTE: The entries for e-mail submissions do not show whether the document was received or not. They only show that the e-mail was generated and sent, and a submission error will mean there was a problem with generating the document or there was something wrong with the syntax of the e-mail address.*

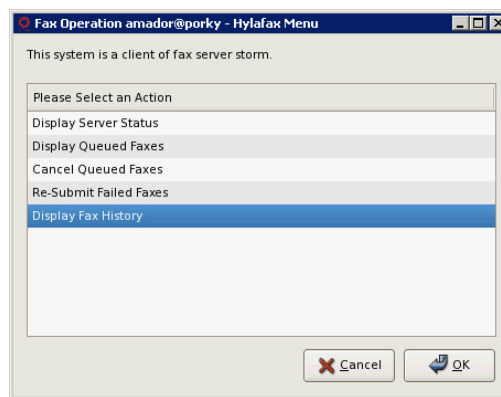
### 3.3.2 Checking faxed submissions using the Fax Operations menu

You can check whether an invoice or statement was successfully faxed from the “Fax Operations” menu for Hylafax users.

To get to this menu from *AutoPoint*®, click on the Hot Menu drop-down menu in the Main Menu window. Select Tools → Fax Operation:



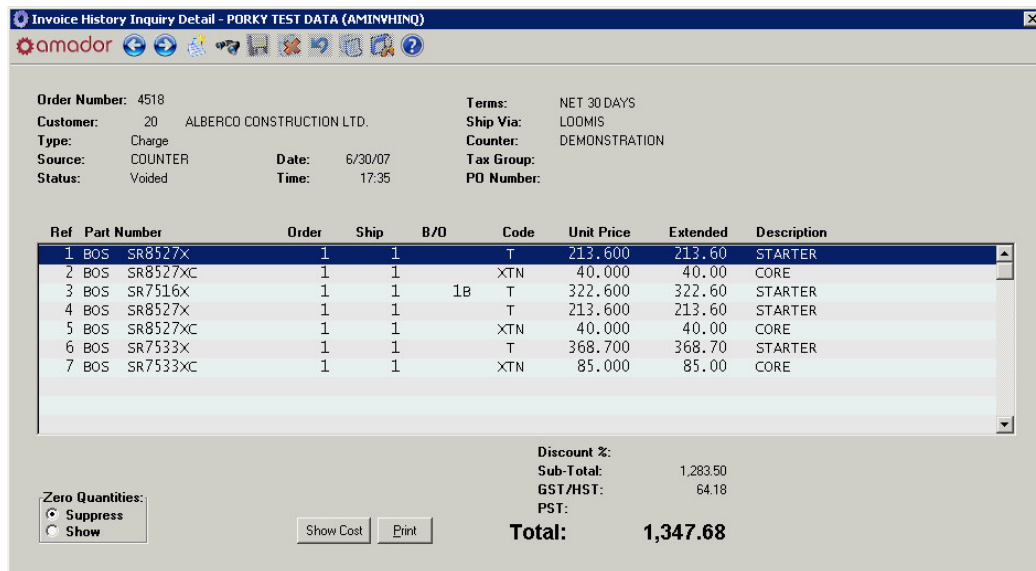
The menu “Hylafax Menu” will appear, giving the options to view the server status, display queued faxes, cancel queued faxes, resubmit failed faxes and display fax history. Select the option for the action you wish to perform, or select “Cancel” to return to *AutoPoint*®.



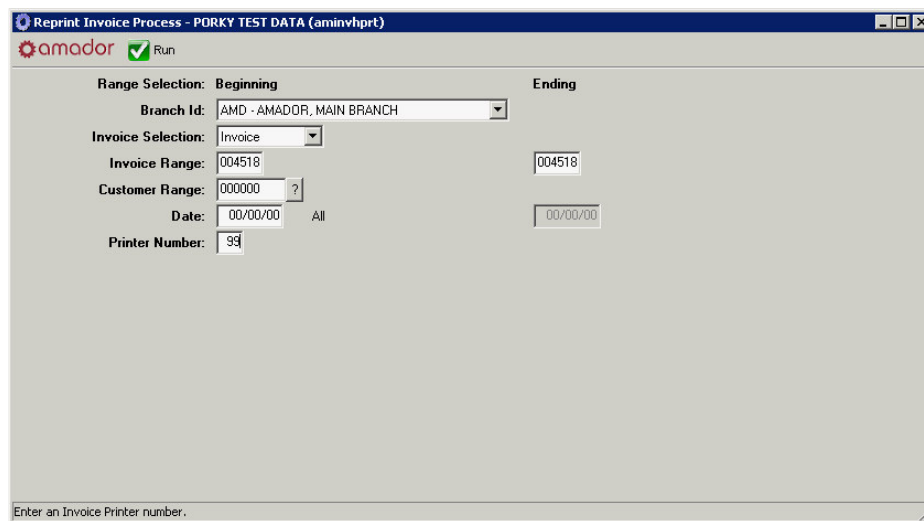
### 3.3.3 Re-sending invoices and statements

If an invoice or statement was missed, failed to send or is requested by the customer, it can be re-sent outside of the regular EPO batch run.

For re-faxing an invoice, look up the invoice from history using Invoice History Inquiry. On finding the invoice, click on the “Print” button. Select the fax’s printer number, and from the QuickFax screen, enter the recipient’s name and fax number.

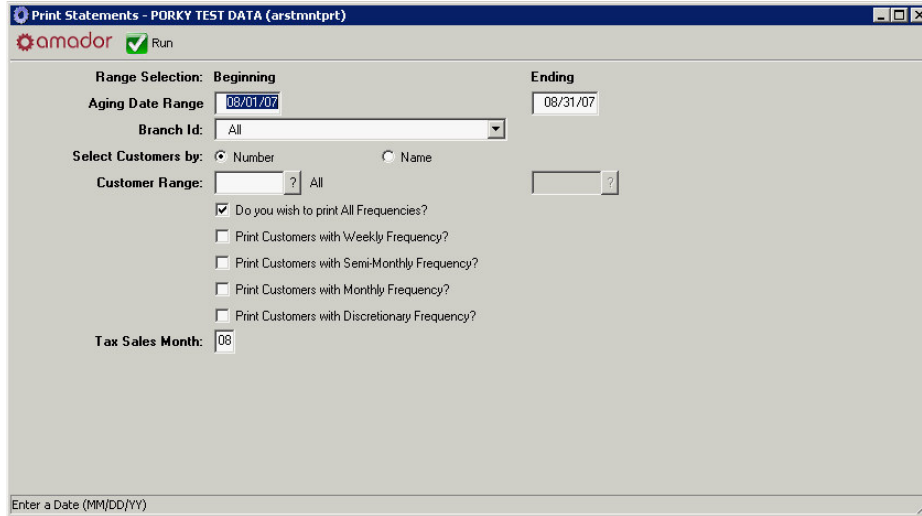


For e-mailing one or more invoices, go to the program AMINVHPRT from the “Select:” prompt, and enter the customer number and range of invoices to re-send. For the printer number, enter the PDF printer number that creates PDFs to your DOS folder:



For re-faxing or re-emailing a statement, you must use the statement print program from the A/R menu AM040407. No EPS file is generated, so rather than using printer 777, you would use the PDF printer number (and then attach

the PDF to an e-mail message manually) or fax printer number. Also, instead of selecting all customers in ARSTMNTPRT, you would only select the one customer you wish to re-send the statement to.



Print Statements - PORKY TEST DATA (arstmntprt)

amador  Run

Range Selection: **Beginning** **Ending**

Aging Date Range: 08/01/07 08/31/07

Branch Id: All

Select Customers by:  Number  Name

Customer Range: All

Do you wish to print All Frequencies?

Print Customers with Weekly Frequency?

Print Customers with Semi-Monthly Frequency?

Print Customers with Monthly Frequency?

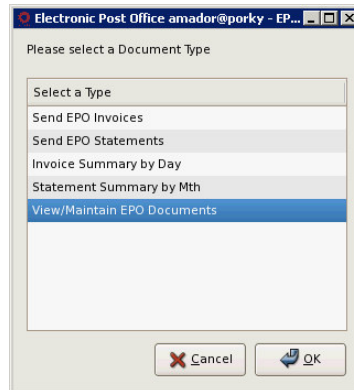
Print Customers with Discretionary Frequency?

Tax Sales Month: 08

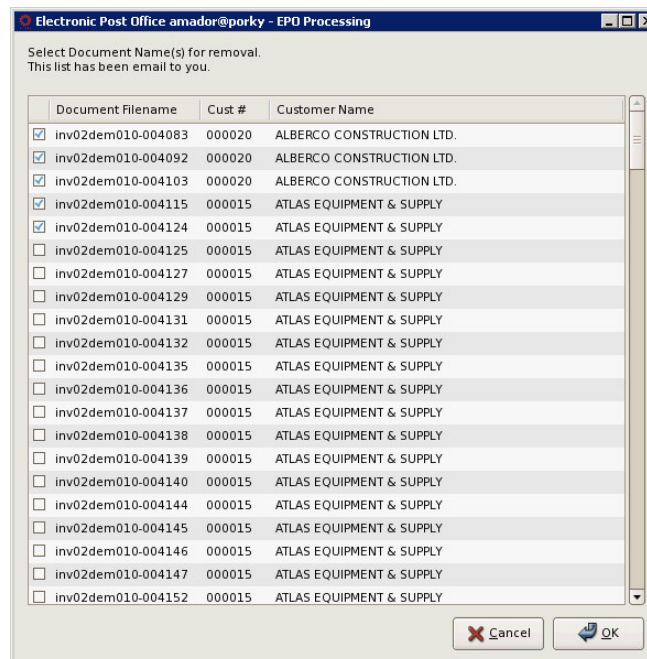
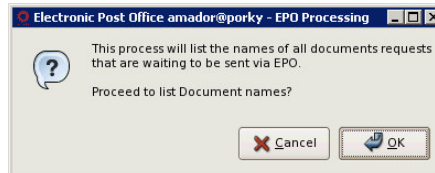
Enter a Date (MM/DD/YY)

### 3.3.4 View/Maintain EPO Documents

At least once a month, you will want to clear out old EPO processing files. To do this, go to the Hot Menu from *AutoPoint®* by clicking on it from the menu bar on the Main Menu. Select Tools → Printer Operation. Select the option “Electronic Post Office” from the Printer Menu, and then select “Send EPO Documents”. On the “EPO Processing” menu, select “Request Queue Cleanup” and then click on the “OK” button:

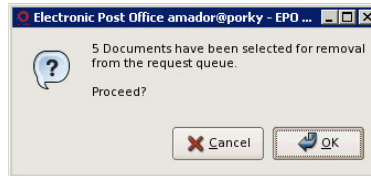


Click on “OK” to continue (otherwise click on “Cancel” to cancel.) A list of documents will appear. Select the documents to delete by checking the boxes next to them:





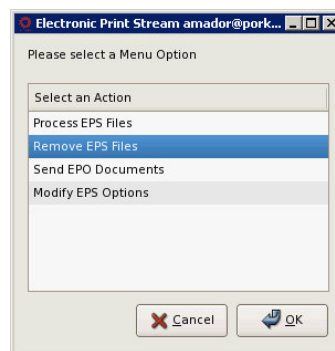
Click on “OK” to continue to the following summary and confirmation screen:



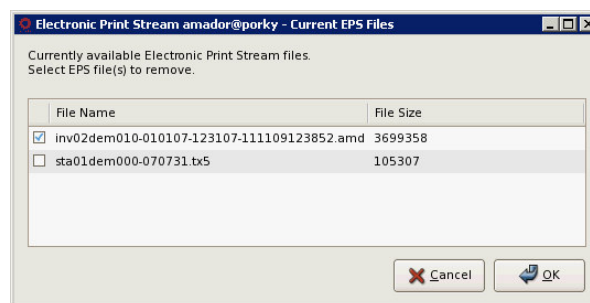
Click on “OK” to continue, otherwise click on “Cancel” to exit without deleting any documents.

### 3.3.5 Removing EPS files

To prevent old or failed EPS files from being reprocessed, use the following steps to remove them. Go to the Hot Menu from *AutoPoint*® by clicking on it in the menu bar on the Main Menu. Select Tools → Printer Operation. Select the option “Electronic Post Office” from the Printer Menu, and then select “Remove EPS Files”:



A list of EPS files for invoices and statements will appear. Select the files you wish to delete checking the boxes next to them (invoice files begin with “inv” and statement files begin with “sta”.) Click on the “OK” button to continue or click on “Cancel” to cancel:



### 3.4.0 Including Flyers with the EPO Send

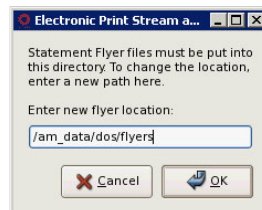
Attaching flyers as an e-mail attachment or sending them via fax (or any other document in the PDF or TIFF file formats) along with the statements sent via EPO is as simple as dropping the files in the default flyer file location. Statements printed with the EPO send will not have the flyers printed as well; the flyers for ground mail customers will have to be printed separately.

By default, statement flyers are sent via fax and e-mail. Including flyers with statements will significantly increase the time to send, and faxing flyers will use the recipient’s toner and paper. Faxing of flyers can be disabled by contacting Amador.

*NOTE: When creating the PDF or TIFF file, the flyer should be in the 8 ½” X 11 “ page format and high contrast B/W for faxing. For e-mailing, the page format and colour scheme are not restricted, but the file size should be kept as small as possible (i.e. <1 MB.)*

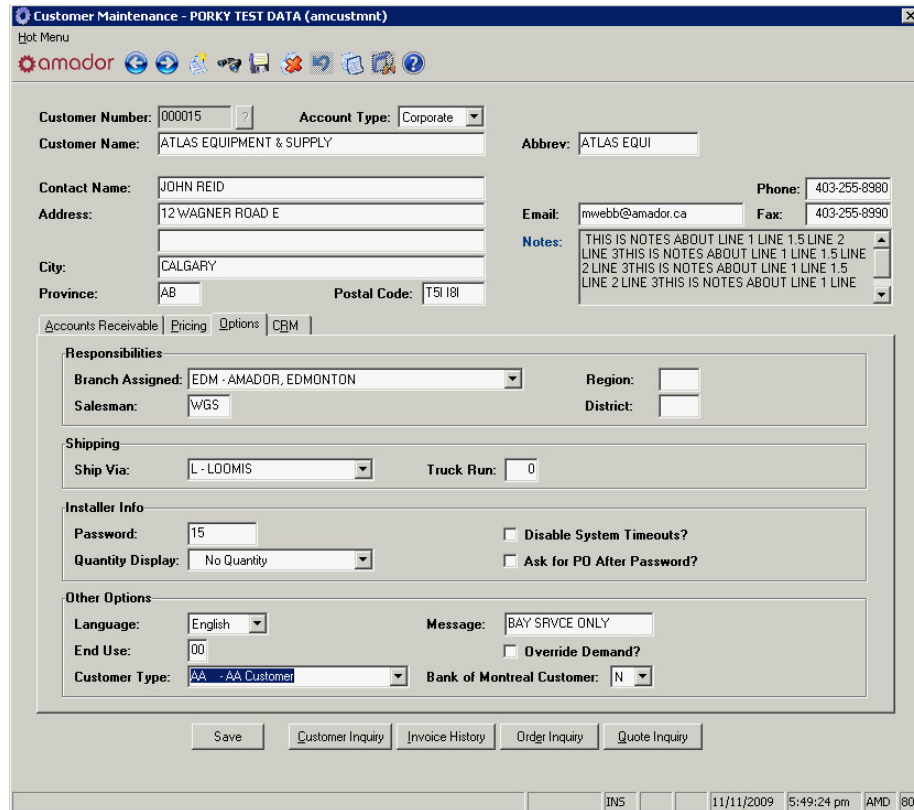
#### 3.4.1 Setting the default folder for flyers

To send flyers (or any PDF or TIFF document) as attachments with statements sent via EPO, you will need to specify the default folder where these attachments can be found. To do this, go to the Hot Menu from **AutoPoint®** by clicking on it in the menu bar from the Main Menu. Select Tools → Printer Operation. Select the option “Electronic Post Office” from the Printer Menu, and then select “Modify EPS Options”. From the EPS Options menu, select “Modify Flyer File Location”. The default location should be “/am\_data/dos/flyers”:



### 3.4.2 Creating and saving flyers by customer type

The first step in setting flyers is to confirm the location on the **AutoPoint®** server where the default flyer file is location (see previous page.) This folder will be accessible from a Windows PC by the mapped “DOS” drive (if you do not have the mapped drive set up on your PC, please contact Amador Support.) On the mapped drive you will find a folder called “flyers”, and this is the location to save the flyers in the PDF or TIFF file formats for customers that are not set up with a customer type.



**Customer Maintenance - PORKY TEST DATA (amcustmnt)**

Hot Menu

Customer Number: 000015 Account Type: Corporate

Customer Name: ATLAS EQUIPMENT & SUPPLY Abbrev: ATLAS EQUI

Contact Name: JOHN REID Phone: 403-255-8980

Address: 12 WAGNER ROAD E Email: mwebb@amador.ca Fax: 403-255-8990

City: CALGARY

Province: AB Postal Code: T5J 1B1

Notes: THIS IS NOTES ABOUT LINE 1 LINE 1.5 LINE 2  
LINE 3 THIS IS NOTES ABOUT LINE 1 LINE 1.5 LINE  
2 LINE 3 THIS IS NOTES ABOUT LINE 1 LINE 1.5  
LINE 2 LINE 3 THIS IS NOTES ABOUT LINE 1 LINE

Accounts Receivable Pricing Options CBM

**Responsibilities**

Branch Assigned: EDM - AMADOR, EDMONTON Region:

Salesman: WGS District:

**Shipping**

Ship Via: L - LOOMIS Truck Run: 0

**Installer Info**

Password: 15 Disable System Timeouts?

Quantity Display: No Quantity Ask for PO After Password?

**Other Options**

Language: English Message: BAY SRVCE ONLY

End Use: 00 Override Demand?

Customer Type: AA - AA Customer Bank of Montreal Customer: N

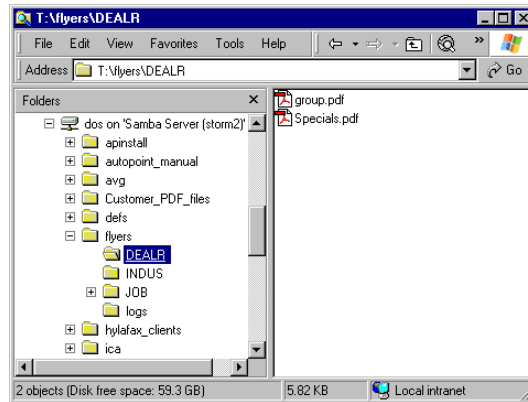
Save Customer Inquiry Invoice History Order Inquiry Quote Inquiry

INS 11/11/2009 5:49:24 pm AMD 802

**NOTE:** Customer Types are assigned in customer maintenance (AACUSTMNT) in the “Options” tab. The type can be any five or fewer characters, except for HOUSE, TEST, XFER, EMP or PAID, and must first be set up in AMCUSTYMNT.

If you wish to send flyers to a particular group of customers, it is possible to send different sets of flyers by customer type. To do this, you must create subfolders under the “flyers” folder that are named exactly the same as the customer types assigned in customer maintenance. This feature can be used to prevent certain customers from receiving flyers by assigning them to a customer type and leaving the corresponding folder empty.

**NOTE:** The name of the flyer folder and the customer type must match exactly, and this includes their case: if the customer type is in upper case (EG: “JOBBER”), the folder name must also be in upper case; if the customer type is in upper-lower case (EG: “Jobber”), the folder name must also be in upper-lower case.



Once these subfolders are created, you can save PDF and TIFF files to them, and these will be sent to those customers of that type, exclusively. For example, you have a flyer that you want to send to all customers without a type assigned to them, and a different flyer to all customers assigned to the JOB type. The no-customer-type flyer will be saved in the “flyers” folder, and the JOB-type flyer will be saved in the “flyers/JOB” subfolder. The appropriate flyer will then be sent when you do your EPO statement run.

### 3.4.3 Sending flyers with the EPO statement send

Including flyers with the EPO statement run is as simple as saving the PDF or TIFF files in the appropriate folders when you are ready to send out the statements.

*NOTE: Avoid using spaces or special characters in the PDF or TIFF file name, as these will cause the e-mail generation to fail.*

The EPO send process will check these folders and include anything found there. Be sure to delete or move these files if you do not wish to include them with the next statement run.



**AutoPoint**<sup>®</sup> Evolution – Department Code  
Accounting

*Last Updated January 16, 2012*

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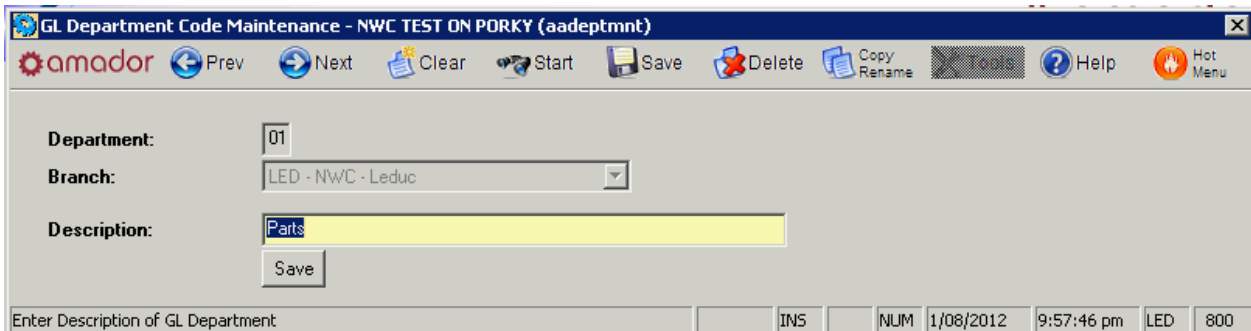
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## Overview

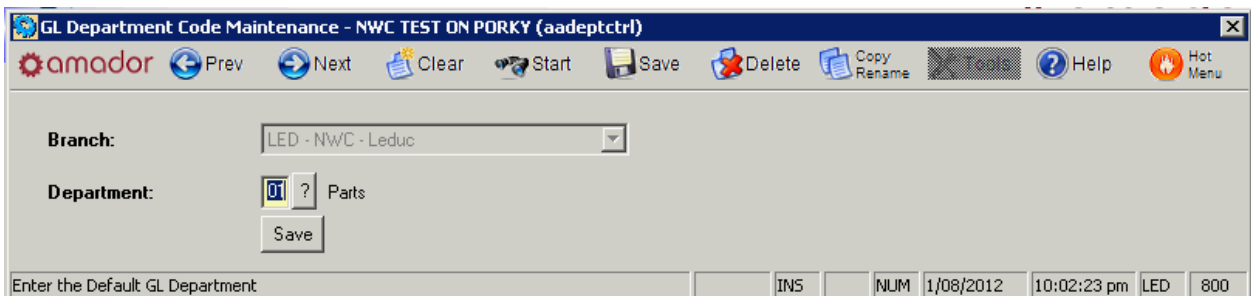
In **AutoPoint**<sup>®</sup>'s multi-branch accounting, it is already possible to record the Sales and Cost-of-Goods Sold by profit centre, or the G/L account suffix as specified in the A/R Branch Control Record. It is now possible to record the Sales and COGS for a POS invoice or Work Order with a Department Code in the G/L, as defined the in 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**<sup>®</sup> and then confirm no one else is logged in using WATCH on a text **AutoPoint**<sup>®</sup> 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**<sup>®</sup> data from the command prompt.

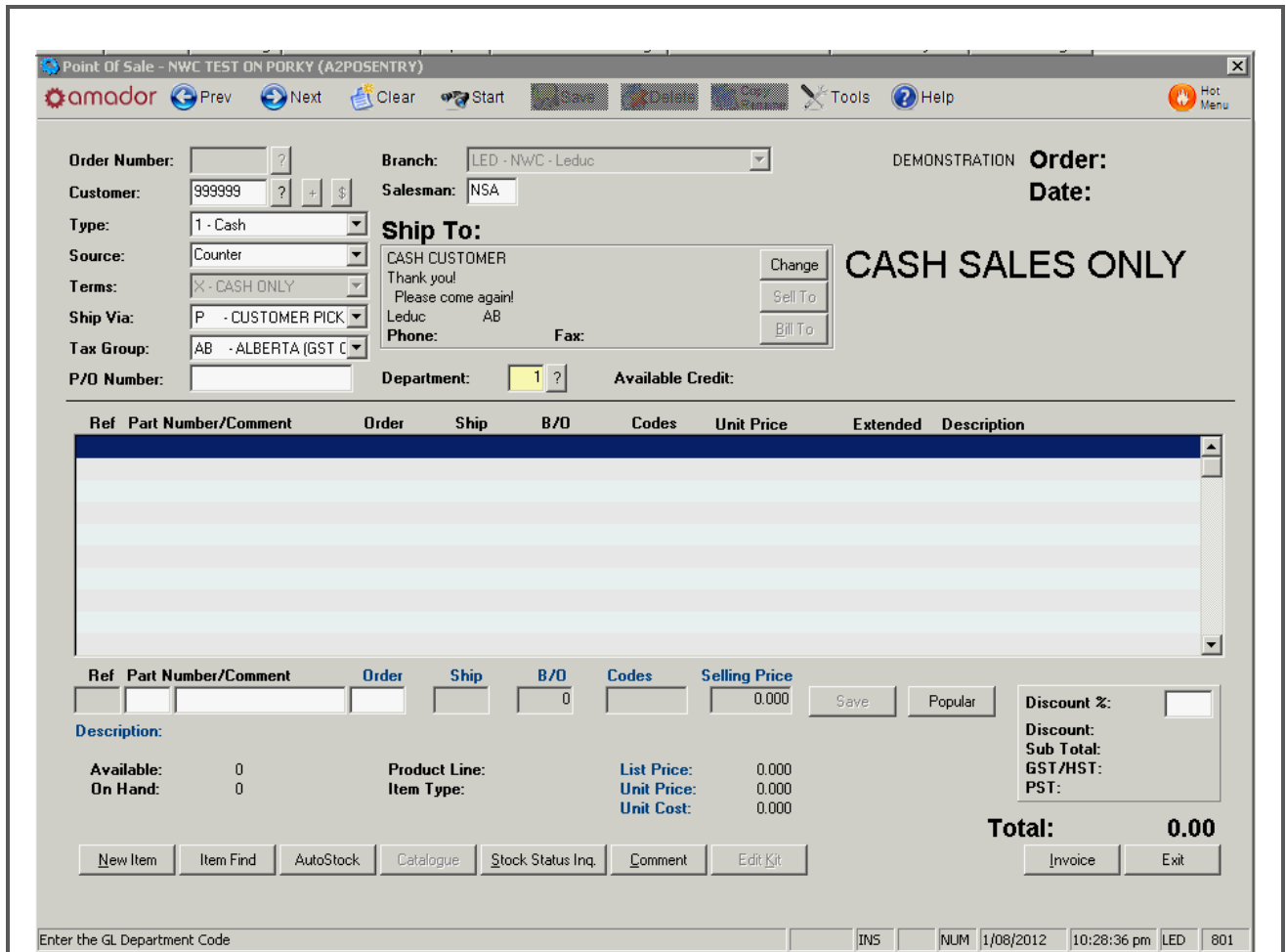
2. Post or delete all un-posted A/R Cash Receipts, A/R Sales Entry/Adjustments, A/R Finance Charges, Cylinder Control Transactions, A/P Transaction Processing and A/P Payment Processing. Then transfer all un-transferred A/R and A/P G/L distributions. Then post all un-posted Journal Entries to the Permanent 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:





The department code can be changed by the user by entering the two digit code in the "Department" field, or by clicking on the "?" lookup and selecting one of the departments set up in AADEPTMNT for that branch.

Similarly, the department code in the Work Order header defaults to what was set up for the Work Order branch, and can be changed by the user:

Work Order Header - NWC TEST ON PORKY (woheadr)

amador Prev Next Clear Start [Buttons] [Buttons] [Buttons] Help Hot Menu

Repair Order #: 4696 Status: **Open** Source: Internal  
 Customer: 050450 Bill To: 50450 Priority: N - Normal  
 TAG CORPORATION  
 6407 - 37TH AVENUE  
 Change SAME  
 EDMONTON AB T6L 1H7

Crane Serial No.:	45906982011	Phone:	780-270-1275	Alt Phone:	
License No.:	982011	In:		Out:	
Customer Contact:	TIM	Date In:	11/08/11	Time In:	22:33
Crane Make:	TEREX STINGER	Date Due:		Time Due:	0:00
Crane Model:	TC2863	Warranty Bill To:	Change	Order Type:	3 - Charge
Truck Make:	INTERNATIONAL	Terms:	C - CASH	PD Number:	
Truck Model:	4700	Service Writer:	AMD	Tax Group:	AB
Truck Serial No.:	1HTSCABN8XH609995	Discount %:	0.00	Department:	02 ?
Truck Hours:					
Unit No.:					
Crane Hours:					
Mileage:					

Warranty		Customer Totals	
Discount:	0.00	Discount:	0.00
Sub Total:	0.00	Sub Total:	0.00
GST/HST:	0.00	GST/HST:	0.00
PST:	0.00	PST:	0.00
<b>Totals:</b>	<b>0.00</b>	<b>Totals:</b>	<b>0.00</b>

Vehicle Maint. Requests Notes Recalculate  
 Quote / RO WO Inquiry Void Exit  
 Barcode Invoice

Enter GL Department code [Field] INS NUM 1/08/2012 10:33:51 pm LED 801

When POS End-of-Day Processing and WO End-of-Day Processing are run, the Sales and Cost-of-Goods Sold will post by the department code used in the POS or WO header.

For example, if the Sales account is 4000 and the COGS account is 5000 for the LED branch (profit centre 01) and a POS order was invoiced with the department code of 01, then End-of-Day Processing would post the sales amount of the invoice to 4000-01-01, and the COGS to 5000-01-01. For a Work Order in the same branch that defaults to the department code 02 where the department code is left at the default, Work Order End-of-Day Processing would post the amounts to 4000-02-01 and 5000-02-01.



***AutoPoint***<sup>®</sup> Evolution – Customer Cost Centre

*Last Updated January 6, 2012*

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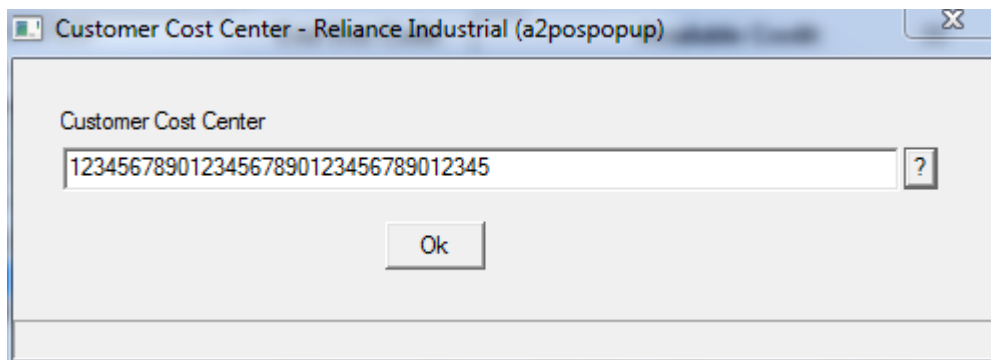
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## What's New

- The Customer Cost Centre field is expanded from 20 characters to 35 characters.
- Hitting <F5> in the existing customer cost centre popup will pop up a list of pre-defined cost centres for a customer. If the user enters a customer cost centre manually it is added to the list, if it does not exist.
- If a user has a security 9 in security option 39, the user can edit/delete pre-defined customer cost centres by hitting <F4> in the popup.
- Invoice/invoice history summary by cost centre now includes the GST for the cost centre.

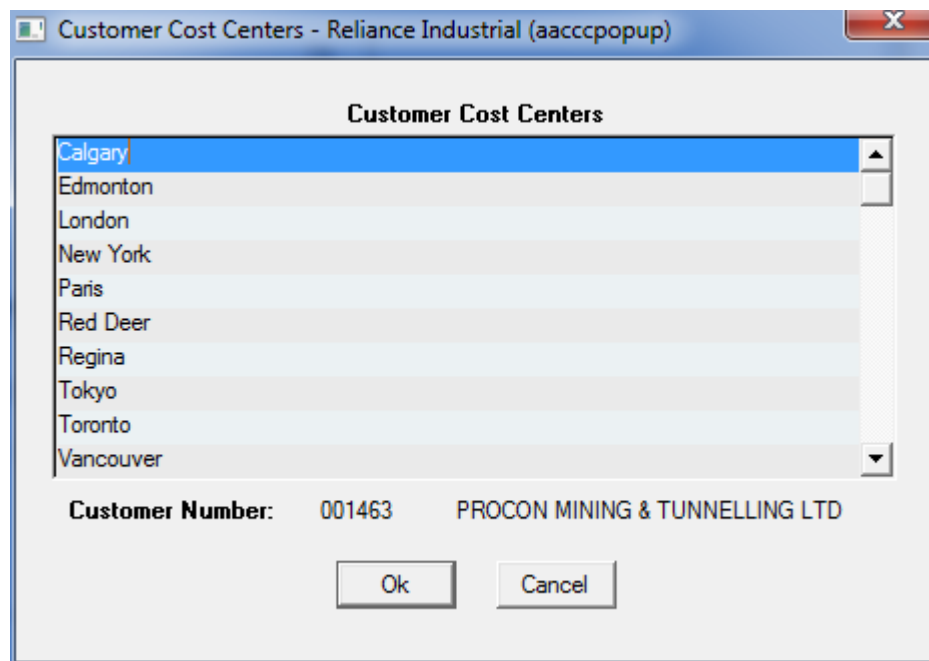
## Description

- The existing Customer Cost Centre popup input field has been expanded to 35 characters from 20 characters. A "?" lookup button is displayed to the right of the input box for lookup.

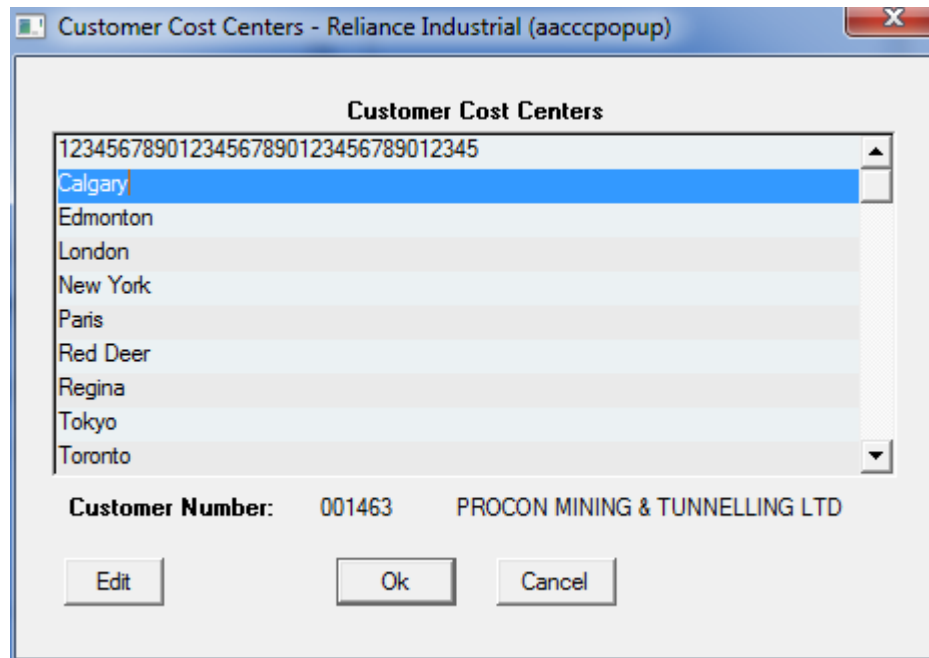


- If the user manually enters a customer cost centre that is not in the pre-defined list, it will be added to the list for that bill-to customer. The pre-defined list is always sorted alphabetically.

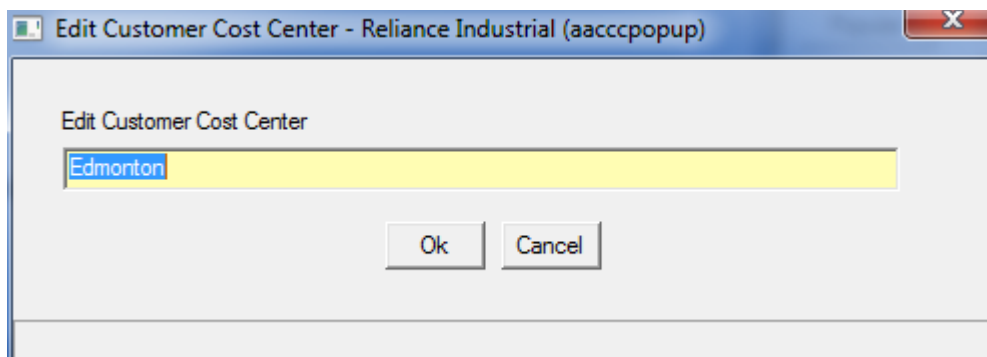
- If the user hits <F5> or clicks the "?" button, a list of pre-defined customer cost centre is displayed. The user can highlight one of the existing cost centres and click "OK" to select it. Or the user can hit "Cancel" to close the popup without selecting a cost centre.



- For a user with a security level 9 in security option 39, an "Edit" button will be displayed in the selection popup. The user can highlight the customer cost centre to be changed, and a popup will appear for user to edit the customer cost centre. The user may blank out the field to delete that cost centre.



- To delete a cost centre, replace it with spaces and then save.



- The program to print out a list of customer cost centres is names AACCLST. A range selection screen is displayed to ask the user to select a customer range.

Customer Cost Center Listing - Reliance Industrial (aacclst)

amador  Run

Range Selection: Beginning Ending

Customer Range:  All

Enter a Customer

- The report lists the customer cost centres by each customer:

Customer Cost Center Listing

Reliance Industrial DATE-12/16/11 13:24:57 PCHEU PAGE 0001

CUSTOMER: 000000 THRU 999999

Customer Number: 000300 AKITA DRILLING LTD.

-----

Customer Number: 000300 AKITA DRILLING LTD.

Apple

Google

Microsoft

Monday

Test Cost Center 1

Test Cost Center 3

Test Cost Center 4

Test Cost Center 5

Test Cost Center 50

Test Cost Center 7

Tuesday

Customer Number: 001463 PROCON MINING & TUNNELLING LTD

Calgary

Edmonton

London

New York

Paris

Red Deer

Regina

Tokyo

Toronto

Vancouver

Victoria

\*\*\*\*\*[ End of Page ]\*\*\*\*\*

< Previous Page Next Page > Home End Go To Find Print File: N/A Page: 1 of 1 Help Exit





***AutoPoint*<sup>®</sup> Evolution – Average Costing  
Implementation Guide**

*Last Updated January 12, 2012*

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## AVERAGE COSTING IMPLEMENTATION GUIDE

### Definition of Average Costing:

Average Costing is a method of cost accounting that measures inventory value and COGS in terms of the actual cost of the currently possessed instances of inventory items. Rather than estimate a usual or probable Replacement Cost for each item and use this cost to initially set COGS, GP amount and inventory value, with the intent of adjusting these amounts in the Financial Statements to reflect what turned out to be the actual costs, Average Costing tries to track the actual costs on an item-by-item basis as it happens. This brings about some specific procedural requirements of Average Costing and also highlights some limitations on its use and/or accuracy.

### Procedural Requirements and Limitations to Average Costing:

1. Once Average Costing is implemented in AutoPoint<sup>®</sup>, all goods must be received in Merchandise Receiving on the computer before they can be put onto an invoice (open or closed) in Point-of-Sale, unless the PO Unit Cost at which they are received is always the same and the Quantity On Hand of the item never gets as low as zero. This is because of item # 4 below as well as the fact that the system gets the item's cost from the Item Branch record at the moment the item is put onto an invoice. Each time an item not yet received gets put onto an invoice (after which its receiving will take place), the average cost and/or COGS of that item is skewed, creating both COGS and inventory inaccuracies.
2. Any buyouts which are done must have the cost for this particular order of this item entered at Point-of-Sale. If this is not possible, buyouts must be phased out and all items received into stock before being sold as per item # 1 above. Each time a buyout is sold with a make-up cost or no cost at all, COGS is skewed.
3. PO Unit costs must be accurate at receiving time, whether they are keyed in at receiving time or were set before the PO was released. If, for example, you are ordering from a supplier other than the usual supplier or if a price change has not yet been done on this product line, you will need to key in the current unit costs on the PO or at receiving time. This is necessary because it is the PO Unit Cost figures that are used at receiving time to calculate the new average costs of the items received. Each time a discrepancy between PO Unit Cost (or the cost entered at receiving time) and the actual cost of the item this time is left in place, Average Cost is skewed on these items.

4. When there is no quantity on hand, Replacement Cost is used instead of Average Cost, as the average cost of zero units is zero. Each time an item is sold in POS with no quantity on hand, COGS is skewed by this order's use of Replacement Cost (unless the cost of this item does not vary and is equal to the Replacement Cost currently on the item). This can occur when items are sold before being received, as well as when an item's inventory quantity is not accurate (item is present but shows as zero on hand on the system).

**Process:**

- a. Average Cost is stored for each item, separately for each branch in which the item is set to Stocking. The Average Cost field is updated each time the item is received, whether the costing field in Company Maintenance is set to Average or not. This way, Average Costing in Point-of-Sale can be enabled without loss of accuracy for the most part.
- b. The following formula is used to update average cost of each item when it is received:  $[(\text{Current QOH times current AVG cost}) + (\text{PO quantity Received times PO cost})] \text{ divided by } [\text{Current QOH} + \text{PO quantity Received}] \text{ equals New Average Cost.}$  In other words, the total value at Average Cost of items on hand and items being received (at PO cost) is divided by the total quantity of both the items on hand and the items being received.
- c. The above calculation occurs when you key in your initials to confirm that you want the items to be received, in Merchandise Receiving.

**Results:**

1. If the Procedural Requirements above are followed, the above calculation results in the actual cost of the specific instances of an item currently on the shelf being shown in the Average Cost field in the Item Branch record (visible on the Inventory Adjustments and Stock Status Inquiry screens). Thus, when the items are sold, costing reflects actual dollars paid to purchase these particular units of this part and creates Gross Profit reporting figures which can be accurate to the penny, provided all the procedural requirements and limitations to average costing above have been satisfied and no other errors were made.
2. In cases where costing may vary, the AutoPoint<sup>®</sup> Purchase Order may be used to generate accurate average costs. The Purchase Order Discount feature (<Shift>-<F10> on a Pending PO) can be useful here if the source of supply being used charges a uniform percentage different from the usual replacement cost. Once the correct cost is on the PO, provided all the procedural

requirements and limitations to average costing above have been satisfied, the accuracy can be perfect.

**Implementation Steps:**

1. Spool an inventory valuation report using Replacement cost (usually price 0) and another using Average cost, across all product lines in Summary format.
2. Inspect the above reports for product lines with significant differences and resolve these before switching to the use of Average cost in Point-of-Sale. If there is enough discrepancy, you may need to replace average cost with replacement cost in some product lines or system-wide. In this case, please call Support for help running this process automatically.
3. When the differences between average and replacement costs have been addressed, you are ready to do the cutover to average cost. Close or void any open POS orders or Work Orders, as these will be using Replacement Cost. After closing the open orders, you should also run end-of-day in all branches, so you know on which business day average cost accounting started. Then spool the same two reports as in step 1 above. You should also spool these in detail format and print all four reports and keep them on hand, as serious accounting issues can arise from discrepancies which have been overlooked. You will want to run the detail versions of these reports showing only items with non-zero quantity on hand (IE: negative quantity or one or more units on hand).
4. Immediately after completing step 3, call Support for help turning on the Average Costing flag in the AutoPoint<sup>®</sup> Company Maintenance, as well as setting System Option # 42 (Transfer Using Average Cost) to Yes. No selling or receiving activity (other than closing/voiding open orders and work orders in step 3) can occur in your AutoPoint<sup>®</sup> system while steps 3 and 4 are in process.
5. Proceed with normal activity, following the procedural requirements and limitations to average costing outlined above. Inventory valuation reports will now be run using Average cost.

### YEAR END CLOSE-OUT PROCEDURES FOR ACCOUNTS RECEIVABLE

Enter AM0404 at the “Select” prompt to get to *Finance Charge & Statement Processing*:

1. Perform a normal A/R month end close.
2. In the *Purge Monthly Detail* menu, AM040408, you will be asked if you wish to purge history at this time. If you have **MORE** than one year of history you may want to run the purge history program. We recommend that a minimum of one year of AR history be kept on the system. For example, if you have been on the system from May 2005 - June 2009, you may want to purge from May 2005 - June 2008. This would leave one year of history on the system (July 2008 - June 2009). **Call your Support Center for assistance if you are unsure about purging A/R history.**

**NOTE:** With the low cost of storage on modern hard drives, purging history is not a necessity unless the data is decades old.

3. The A/R calendar must be changed to reflect the new fiscal year. You have until your next month end to perform this procedure AM051501. **This is only manually changed at year end!**

**NOTE:** An inventory valuation and an A/R Aging report should be run at every A/R month end.



**TIP:** Transferring to the GL is not permitted from AR until the GL is in the current year.

### YEAR END CLOSE-OUT PROCEDURES FOR ACCOUNTS PAYABLE

Enter AP05 at the “Select” prompt to get to *Periodic and Year-End Processing*:

1. Perform a normal A/P Month end close.
2. Run *Clear Year End Vendor Totals* AP0507. This will give you the option to purge paid items and to clear the year-to-date vendor totals.

**NOTE:** Be careful to not run *Clear Year End Vendor Totals* twice! Running this utility twice will overwrite the LYTD value with the \$0 value from YTD, and the LYTD will have to be re-entered manually for each vendor in *A/P Vendor Maintenance*.



**TIP:** It is not recommended to transfer from AP to the GL until the GL is in the current year.

**YEAR END CLOSE-OUT PROCEDURES FOR GENERAL LEDGER**

The GL may be left open until all adjustments are completed by the accountant, but most times this may be several months after your year end. If this is the case, the GL may be closed and any year end adjustments can be entered in the first period of the new year. **If you choose to close the year, the GL must remain in period one until year end adjustments are made to retained earnings.**

Enter GL06 at the “Select” prompt to get to *Year End Processing*:

1. *Process Any Year-End Adjustments* GL0601.
2. *Print Final Financial Statements* GL0602.
3. *Close Out Your Last Fiscal Period* GL0603.
4. Before the year-end program is run, check that backup ran successfully the day before. If not, a daily backup should be performed before continuing.
5. *Run The Year-End Program* GL0604. **NOTE:** Before running the Year-End Program, look at your Chart of Accounts or the G/L Control Record to determine what your Retained Earnings G/L accounts are, and if you need to distribute the Retained Earnings by profit centre. It is important to know this information when you run the G/L Year End program, as you will be prompted for these accounts and you cannot back out of the prompt.



**TIP:** You may still process period two through twelve with the GL in period one.



***AutoPoint***<sup>®</sup> Evolution - Renaming Procedures

*Last Updated April 22, 2009*



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## Overview

This procedure guide applies to both Renames and Recodes, as Recodes are merely Renames executed on more than one item in a single run. Therefore, the steps explained below need to be done for all items in a Recode, just as they need to be done for a single item before it is Renamed.

## Housekeeping Steps before Performing a Rename/Recode

*Note A: Steps 2 through 8 below are only necessary if you are not keeping the original part number on the system. If you do keep the original items, steps 2 through 8 will be altered to reflect this. For example, you might need to zero out old-item open orders and re-enter them under the new numbers if you intend to fill these orders under the new numbers.*

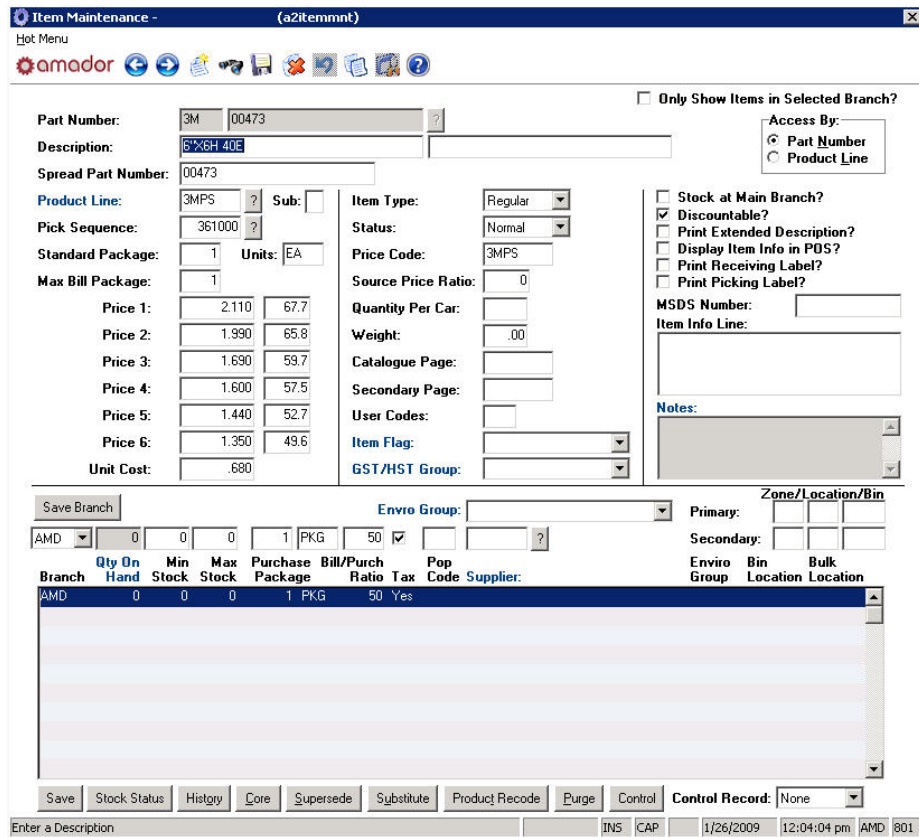
*Note B: If you are Renaming items in a Serial Tracked product line (field # 28, “TRACEABLE TRACKING” in Product Line Maintenance, is set to “R” or “F”), you should always keep original items on the system. Otherwise, you will defeat the purpose of Serial Tracking that product line.*

1. **Check Branches and Companies** - Before you begin preparing items for renaming, you need to define the scope of the rename so you do not leave out any branches or companies in the checks that follow. Unless you share the Item Master among multiple companies, renames will need to be done once for all branches, from the main branch of the company in which items need to be renamed. If you share the item master among multiple companies, then you must first rename in each non-main company, selecting each active branch one at a time. After the non-main companies’ renames are all completed, the last rename is done in the main company, selecting all branches at once. **If you do not proceed this way when sharing the Item Master among multiple companies, you will permanently lose the Detail Sales data from the non-main companies.**
2. **Check Open Orders** - Confirm that there are no Open Orders for the item that is to be renamed. Stock Status screens tabs “Quantity” and “Current Branch” should show 0 under the “Reserved” column and should not list any open orders under the “On Reserve Details” window for this item for all branches. If this is not the case, you must zero the order quantity of this item on each open order on which it appears and be prepared to re-enter it under its new part number on an open order for the same customer. Otherwise, the rename must wait until open orders containing this item are closed or voided and End-of-Day has been run. If the item you wish to rename shows with TYPE = KIT in Stock Status, you should close or void this open order and have End-of-Day run before doing the rename.
3. **Check Outstanding Purchase Orders** - Confirm that there are no outstanding supplier side P.O. line items, which have not been completely received, for the item that is to be renamed. Stock Status tab “Quantity”, should show no P.O. details for “On Order” quantities. If it shows P.O. details, you must zero the order quantity of this item on each P.O. on which it appears and be prepared to re-enter it under its new part number on a P.O. to the same supplier. This could require Unreceiving and/or Unreleasing the P.O.’s on which the item appears. Otherwise, the rename must wait until P.O. line items for this item are Completely Received or Voided.
4. **Check Customer Backorders** - Confirm that there are no outstanding Customer Backorders for the item that is to be renamed. Stock Status tab “Quantities”, should have no customer backorders listed. If it lists customer backorders, you must delete these and be prepared to re-enter them for the same customer under the new part number. Otherwise, the rename must wait until all customer backorders for this item have been converted to open orders and then invoiced or voided.

5. **Check PO Recommendations** - Confirm with Purchasing that no P.O. Recommendations or new P.O.'s for the item to be renamed are currently being worked on in any branch.
6. **Check Physical Inventory File** - Confirm that the item to be renamed, as well as the item to which it will be renamed, do not currently exist in any Physical Inventory File at any branch. If the product line(s) involved in the rename are actually having Physical Inventory done on them and the Physical Inventory File cannot therefore be deleted, it is better to count the item under the part number it is already in and address the need to rename it after the Physical Inventory is completed and the Physical Inventory File has been deleted.
7. **Check Non-Expired Quotes** - The ability to check for an item on non-expired quotations is likely to arrive in a future revision of *AutoPoint*<sup>®</sup>. In the meantime, proceed with the rest of the renaming procedure. However, at the time a quote is converted into an open invoice, it is important to check the stocking status and on-hand availability of each line item on this open invoice before printing the customer's packing slip. At that time, <F11> Item Find should be used to search by description for items that come up as "not on file", as they have most likely been renamed.
8. **Check Special Cross-References** - Gather any Interchange (AM051306), UPC (AM051307), Part Web Cross Reference (AM05130802) and Secondary Catalogue Page Maintenance (AM0532) information that may exist for the item to be renamed. These types of cross-references do not follow the rename and will need to be re-entered under the new part number after the rename.
9. **Check Stock Status Inquiry** - Confirm whether the destination item (to which you are renaming) already exists, using Stock Status Inquiry. This will determine how you will answer the rename questions. It may also cause you to re-think the rename.
10. **Check Normal Cross-References** - If the destination item already exists, check it for Cores (AM051301), Supersedes (AM051302), Substitutes (AM051303), Related Items (AM051305), Customer Part Numbers (AM0525), Extended Item Description (AM0526) and Item Information Maintenance (AM0527). Any of these types of cross-references that already exist for the destination item will not be overwritten by would-be replacements coming from the item being renamed. You will need to edit them as required after the rename.
11. **Check Customer Pricing** - Confirm that the Price Code you will have on the new item is already set up in Customer Price Maintenance anywhere that the Price Code of the old item is set up. Doing this before the rename helps ensure that customer pricing will remain accurate while the rename is being prepared and executed.

## Performing the Rename/Recode

- Using Item Maintenance, display the item to be renamed and click on the “Rename” icon in the menu bar (for a recode, click on the “Product Recode” button at the bottom of the window) to start the rename process.



**Item Maintenance - (a2itemmnt)**

Hot Menu

Part Number: 3M 00473

Description: 6"X8H 40E

Spread Part Number: 00473

Product Line: 3MPS ? Sub: ?

Pick Sequence: 361000 ?

Standard Package: 1 Units: EA

Max Bill Package: 1

Price 1: 2.110 67.7

Price 2: 1.990 65.8

Price 3: 1.690 59.7

Price 4: 1.600 57.5

Price 5: 1.440 52.7

Price 6: 1.350 49.6

Unit Cost: .680

Item Type: Regular

Status: Normal

Price Code: 3MPS

Source Price Ratio: 0

Quantity Per Car: ?

Weight: .00

Catalogue Page: ?

Secondary Page: ?

User Codes: ?

Item Flag: ?

GST/HST Group: ?

Access By: Part Number

Stock at Main Branch?

Discountable?

Print Extended Description?

Display Item Info in PDS?

Print Receiving Label?

Print Picking Label?

MSDS Number: ?

Item Info Line: ?

Notes: ?

Save Branch

Envro Group: ?

Zone/Location/Bin

Primary: ? ? ?

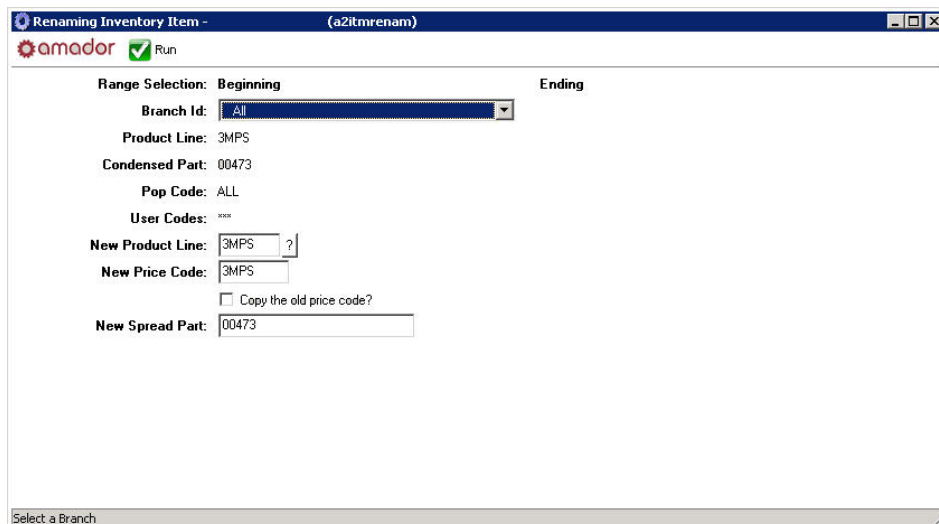
Secondary: ? ? ?

Branch	Qty On Hand	Min Stock	Max Stock	Purchase Package	Bill/Purch Ratio	Tax	Pop Code	Supplier
AMD	0	0	0	1 PKG	50	Yes		

Save Stock Status History Core Supersede Substitute Product Recode Purge Control Control Record: None

Enter a Description

INS CAP 1/26/2009 12:04:04 pm AMD 801



**Renaming Inventory Item - (a2itmrenam)**

Run

Range Selection: Beginning Ending

Branch Id: All

Product Line: 3MPS

Condensed Part: 00473

Pop Code: ALL

User Codes: \*\*\*

New Product Line: 3MPS ?

New Price Code: 3MPS

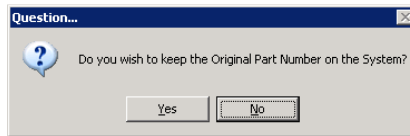
Copy the old price code?

New Spread Part: 00473

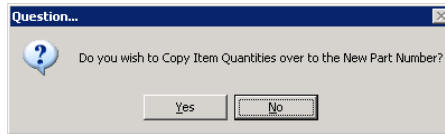
Select a Branch

Select all branches and enter the product line and part number to which you are moving this item. Enter the Price Code you will use on this item under its new part number (most often, this will be the destination product line code). To copy the old price code to the new one, check the box next to “Copy the old price code?”. Click on the “Run” button when you are ready to run the rename.

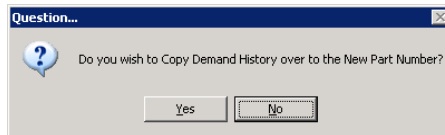
13. A series of questions will follow. If you are moving an item to a new part number and do not need to keep the old part number, answer them as follows:
  - A. Do you wish to keep the original part number on the system?: Click on “No”.



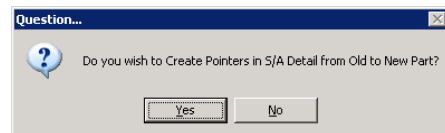
- B. Do you wish to copy item quantities over to the new part number?: Click on “Yes”.



- C. Do you wish to copy demand history over to the new part number?: Click on “Yes”.



- D. Do you wish to create pointers in detail sales analysis history?: Click on “Yes”.



**\*\*\* Please see the “Detail Sales Analysis History Pointers Note” below. \*\*\***

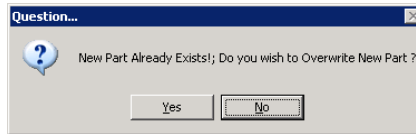
14. If the destination item is not already on the system, the rename will proceed and display a summary of what it did. Click on “OK” to return to the Item Maintenance screen.

	Read	Deleted	Copied	Created
Inventory Items:	1	1	0	1
Branch Records:	22			
Branch Items:	1	1	0	1
Demand History Items:		0	0	0
Sale History Items:	0	0		2
Misc Cross Refs:	0	0	0	
Cross References:		0	0	0

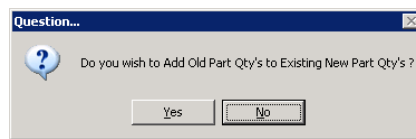
[Ok]

15. If the destination item is already on the system, two more questions will follow. Normally, you would answer them as follows:

A. New part already exists!; Do you wish to overwrite new part?: Click on “No”.



B. Do you wish to add old part qty's to existing new part qty's?: Click on “Yes”.



16. This will merge quantity and demand history from both items.
17. Whether the new part was already on the system or not, verify that the new or merged item is now correctly priced before using it. If the new item did not already exist on the system, the pricing from the old item will be on it. If the new item did exist on the system before the rename, the prices of the new item will be on it and not those of the old item (if you answered “No” to the “New part already exists!; Do you wish to overwrite new part?” question).

## Housekeeping Steps after Performing Rename/Recode

18. Whether the new part was already on the system or not, verify any of the cross-references checked above which may be needed for the item and add/edit/delete these cross-references for this item as needed. It is best to do this right away to ensure valuable information about the item is not lost.
19. Resume normal use of the item.
20. If the Price Code of the old item will no longer be in use, remove it from wherever it may appear in Customer Price Maintenance.

## Detail Sales Analysis History Pointers Note

When recoding/rename items in and out of product lines, do not answer “Y” to the “Do you wish to create pointers in detail sales analysis history?” question if you are moving the item(s) to a product line whose item abbreviation it/they has/have already used. For example, if you have recoded a product line ABCD (when it had item abbrev ABC) out to a product line XXX (using item abbrev XXX), you would answer “Y” to the “create pointers” question, because the item abbrev of the destination product line is different from that of the origin product line.

Suppose you then changed the item abbrev on the empty ABCD product line to ABB and then recoded the XXX product line back into it: then also you would answer “Y” to the “create pointers” question, because the item abbrev on the destination line is different **and mainly because the ABB item abbrev has never before been used by the items being moved.**

If you then decided to recode the ABCD product line (now using item abbrev ABB) to another product line called AAAA, **which used item abbrev ABC, you would want to answer “N” to the “create pointers” question, as the ABC item abbrev was previously used by these items. If you answered “Y”, it would make all the detail sales history invisible on these items once they were moved, because these items have already existed under item abbrev ABC.**

You can use screen 10 in Stock Status Inquiry before the rename/recode to try and determine which item abbrevs have previously been used by the item(s) to be moved. **If the item abbrev of the product line to which you are going to move it/them has already been used by it/them, answer “N” to the “create pointers” question. If it has not, answer “Y”.**



***AutoPoint***<sup>®</sup>  
***Evolution***

***AutoPoint***<sup>®</sup> Evolution – Physical Inventory Outline

*Last Updated October 7, 2009*



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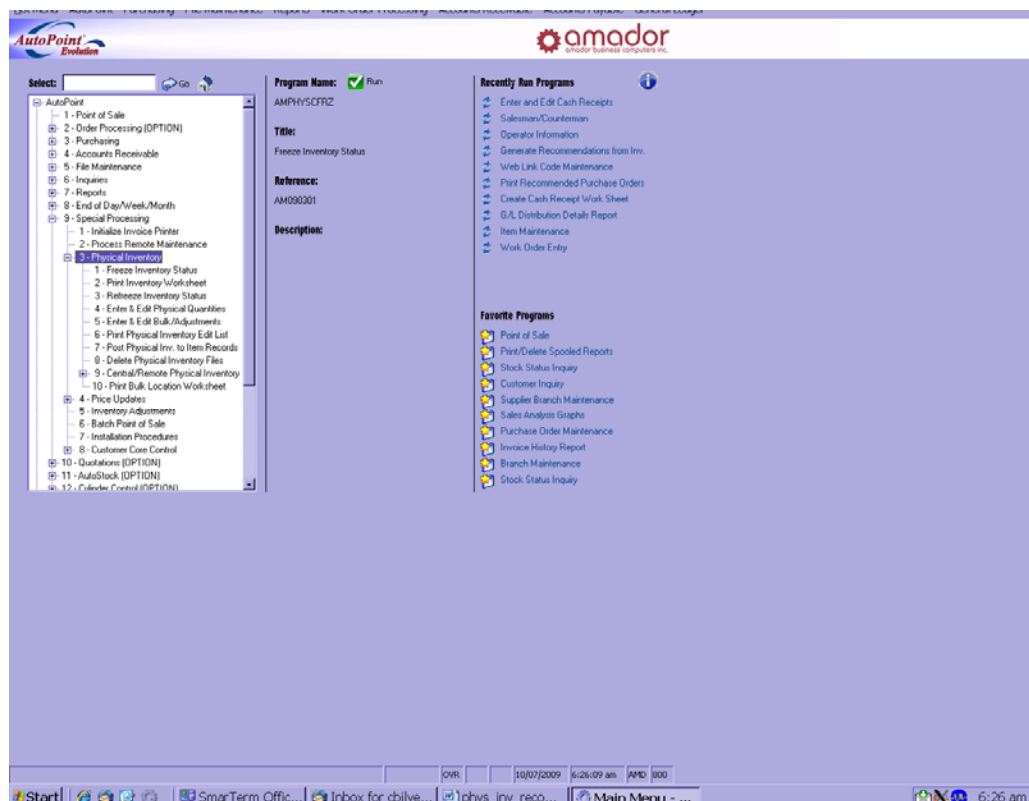
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When running the Physical Inventory Process there are a number of aspects to keep in mind, these are outlined below along with the processes used.

The Physical Inventory File contains the following fields that are of interest:

- a. Item Abbreviation & Condensed Part Number.
- b. Quantity on hand before inventory check (Quantity On Hand): the QOH last “frozen” or “re-frozen”.
- c. Item count as of inventory check (Item Count): physically counted quantity that will be keyed in under “Enter & Edit Physical Quantities”.
- d. Bulk count in another location of the same item (Bulk Count): physically counted quantity that can be keyed in under “Enter & Edit Bulk/Adjustments”.
- e. Warranty on Hand before inventory check (Warranty On Hand): the Warranty QOH last “frozen” or “re-frozen”.
- f. Warranty count as of inventory check (Warranty Count): physically counted Warranty quantity that can be keyed in under “Enter & Edit Physical Quantities”.
- g. Flag fields: several fields used to track the status of each item in the Physical Inventory File, with respect to whether the item has been printed to a worksheet, whether its counts (inventory & warranty) have been entered and whether it has been posted.



**Freeze Inventory Status:**

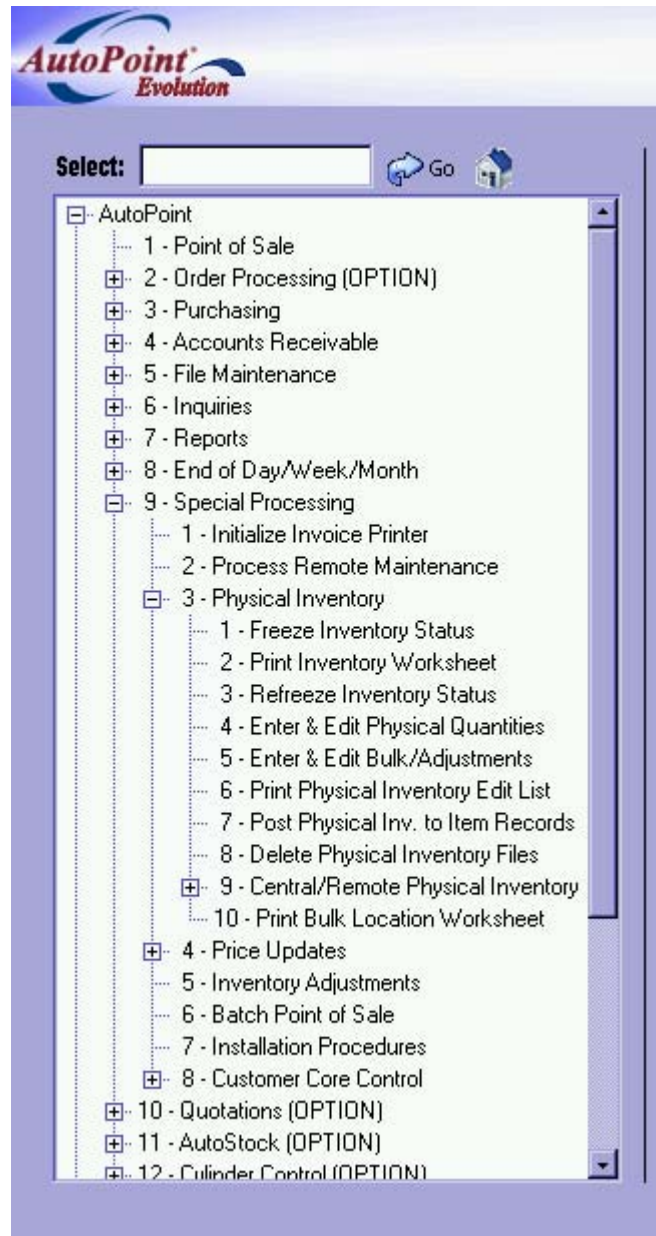
The “freeze” does not actually freeze or stop anything. It merely creates the Physical Inventory File if it does not already exist. The freeze then adds to the file copies of each item’s information, Item Abbreviation, Condensed Part Number, current QOH and current Warranty OH, for the range of product lines selected when running the “freeze”. It thus amounts to a snapshot of the present quantities. Any time the Physical Inventory system uses the term “freeze”, it really means “copy”.

**Print Inventory Worksheet:**

Printing of the Inventory Worksheet provides a list of the items in the physical inventory file for handwriting physical counts.

**Print Bulk Location Worksheet:**

Printing of the Inventory Worksheet provides a list of the items in the physical inventory file for handwriting physical counts. This second list would be used to count separate bulk zones so the manual task of adding different locations’ quantities together on one worksheet can be reduced or eliminated.



**Refreeze Inventory Status:**

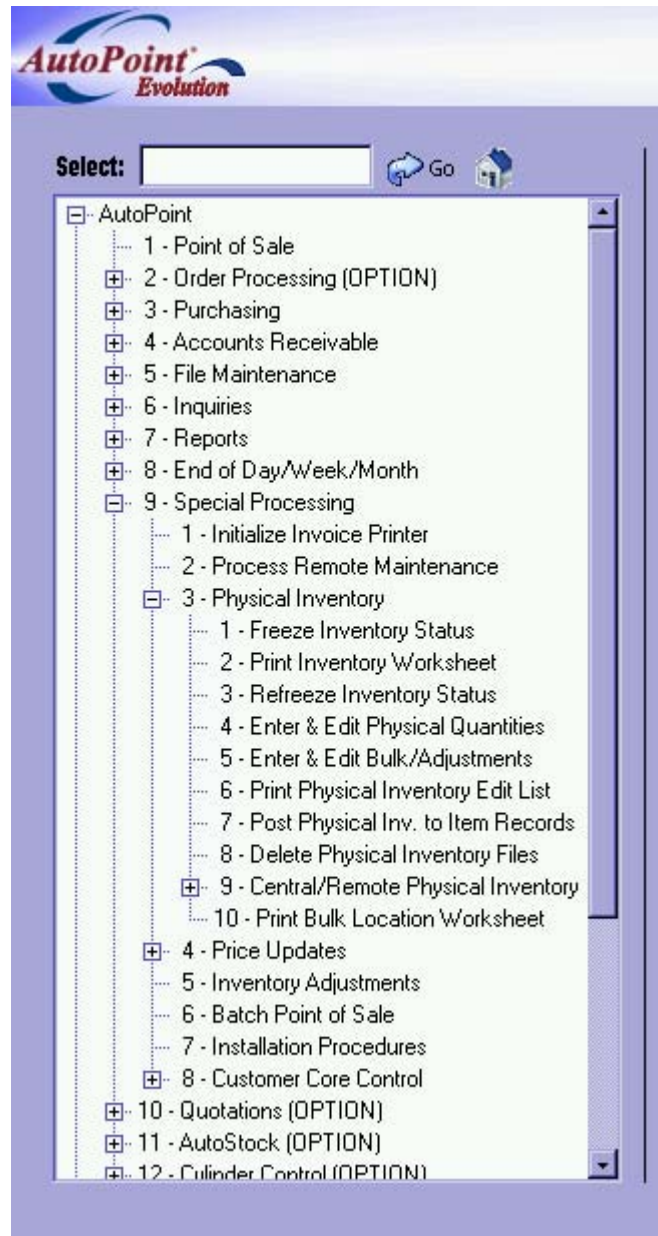
The “re-freeze” does not actually freeze or stop anything. Except for the fact that it acts only on an existing Physical Inventory File and the items already in it (as opposed to creating the file if it does not exist and adding items to it), the “re-freeze” does the same thing as the “freeze”, copying current On-Hand and Warranty quantities from the items to the copies of these items in the Physical Inventory File.

**Enter & Edit Physical Quantities and Enter & Edit Bulk/Adjustments:**

The Enter & Edit Physical Quantities step is best done as the first pass through entering counted quantities, as it jumps to the next item in the sequence of the worksheets. Enter & Edit Bulk/Adjustments is then done to include physically counted quantities in alternate locations as well as any corrections being made to the physical counts. Enter & Edit Physical Quantities changes the quantities in the Physical Inventory File’s Item Count and Warranty Count fields, while Enter & Edit Bulk/Adjustments changes the quantities in the Physical Inventory File’s Bulk Count field only. When “Print Physical Inventory Edit List” or “Post Physical Inv. to Item Records” are run, the Item Count and Bulk Count quantities are added together as there is only one QOH field that they relate to.

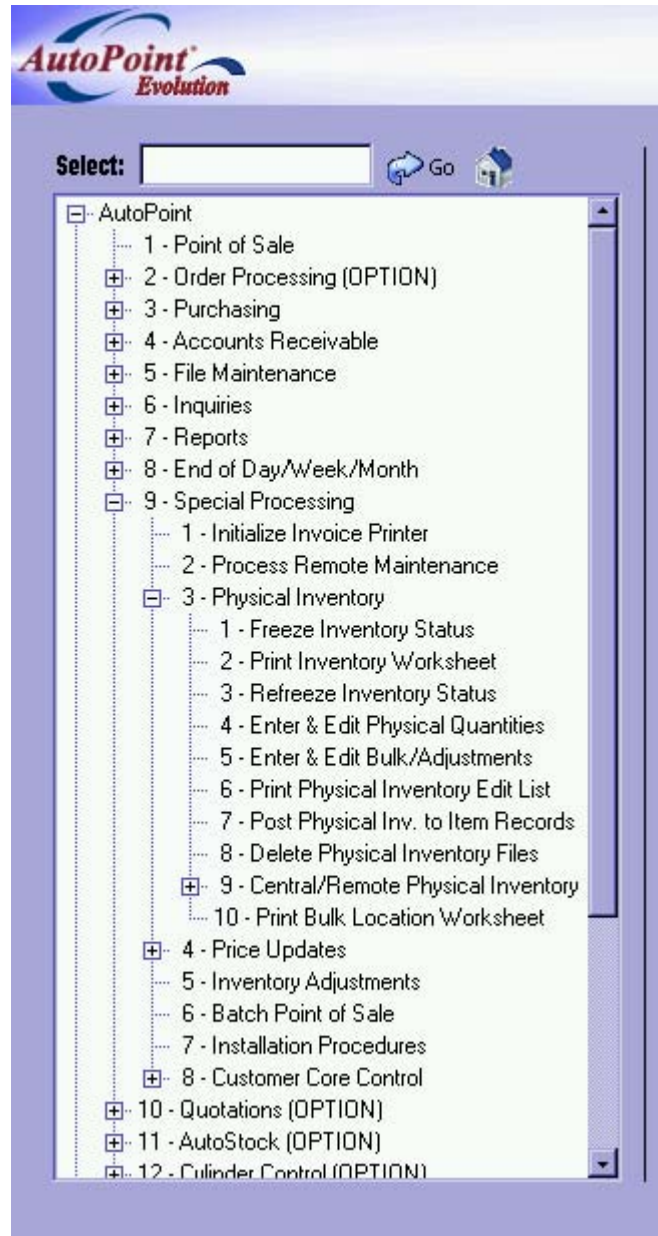
**Print Physical Inventory Edit List:**

The Edit List provides a comparison of the sum of the Item Count and the Bulk Count to the “Quantity on Hand before inventory check” in order to provide variance information. A comparison of the Warranty Count to the “Warranty on Hand before inventory check” is used to provide variance information with respect to Warranty information as well.



**Post Physical Inv. to Item Records:**

Compares the sum of the Item Count and the Bulk Count to the “Quantity on hand before inventory check” and posts the difference between these two as an Inventory Adjustment of type “P” to the item’s Quantity On Hand, which can be seen as part of the detail history of an item in Stock Status Inquiry. Also compares the Warranty Count to the “Warranty on Hand before inventory check” and posts the difference between these two as an Inventory Adjustment to the item’s Warranty Quantity On Hand, but this Inventory Adjustment is not visible in Stock Status Inquiry because it was not a change to the item’s QOH field. Once an item in the Physical Inventory File has been posted, it will not post again, even if changes are made to its Item Count after it has already been posted. If an item in the Physical Inventory File has not yet had its Item Count entered, it will not post. These two rules are controlled by the flag fields mentioned earlier, as these fields track which stage each item is at in the Physical Inventory process. The key to understanding the Post is that it does not replace any quantities but rather adjusts them by the differences between the last “frozen” (or copied) quantities and the physically counted quantities.



**SUGGESTED CYCLE COUNTING PROCEDURE:**

1. Run a “Negative Quantity On Hand Report” and use it in combination with staff feedback on which product lines appear to have skewed quantities but whose receiving and order picking are basically caught up. This will determine which product lines need to be counted the most urgently.
2. Keep a spreadsheet list of all your product lines, where you log the date when each of them gets included in a cycle count. You can alternate sorting of this spreadsheet between product line (for ease of reading) and last count date (to find product lines that have not been counted in a long time). This will permit you to enforce any policy you may have as to the minimum frequency of Physical Inventory on any product line, even those whose quantity problems do not show up on any “Negative Quantity On Hand Report” or in discussions with staff about which product lines need to be counted.
3. Appoint staff to do the cycle counts during business hours or on odd-hours shifts as you prefer. This procedure allows for the cycle counts to proceed during business hours if desired. The appointed staff should be able to complete a cycle count within a single business day in order to keep this procedure practical. The more preparation they are able to do before doing the “Freeze Inventory Status”, the better (eg: pre-counting, tidying shelves/displays, moving misplaced product back to its correct location and placing same-numbered items together) to speed up the counting process.
4. Finish any receiving and order picking related to the product lines to be included in the cycle count. If the order picking and closing cannot be finished first, some of the steps later in this procedure will allow for this. However, the more of the order picking and closing that is done, the easier this procedure will be on the staff. For receiving, any received Purchase Orders’ goods must be put away on the shelves before counting can begin and any non-received Purchase Orders’ goods must be kept in an area that is known to be “not yet in stock”, such as being left on the Receiving dock, and these non-received purchase orders must not be received until after the cycle count is finished.
5. Ensure that any existing Physical Inventory File has been finished with and run “Delete Physical Inventory Files” to remove it if not already done.
6. Run “Freeze Inventory Status” on the selected product lines.
7. Run “Print Inventory Worksheet” on all product lines in the Physical Inventory File. It is recommended to not print Quantity On Hand on the worksheets, as counters are more accurate when they work from the shelf to the worksheet and not vice versa.
8. For any open orders that contain items from today’s counting product lines, where these items have already been shipped to the customer, close the open order if possible. If this is not possible, then list these items and quantities for later addition to the item counts and do not allow this open order to be closed until after the “Refreeze Inventory Status” has been run.
9. For any open orders that contain items from today’s counting product lines, where these items have NOT already been shipped to the customer, their status depends on whether or not they have been picked. If they have been picked, close them if possible and put the goods in an area that will not be counted, such as the Shipping dock or the pick-up shelf. If it is not possible to close them, list them with their quantities for later addition to the item counts, put them in an area that will not be counted, such as the Shipping dock or the pick-up shelf and do not allow this open order to be closed until after the “Refreeze Inventory Status” has been run. If they have not been picked, you need only delay their picking until the “Refreeze Inventory Status” has been run.

10. Mark off the areas to be counted and place a clipboard at each area. Staff will add to this clipboard any items they sell before this area (and specifically this item) has been counted. Plan the method of marking “areas to be counted” as well as the method of marking “areas already counted” so that sales and order picking staff can tell when an item is part of the current cycle count and can also tell whether the item has been counted. This can be simply hanging the clipboard in a place that makes it apparent that this shelf or display is being counted today and then removing the clipboard when the area has been counted. This way, the sales and order picking staff can add the picked quantities to the clipboard based only on whether the clipboard is still there. This of course assumes that the counter(s) will stay at this area once started counting it, until they are done counting the area and are ready to remove the clipboard. This is critical to preventing items being added to the clipboard when they should not or being left off it when they should be added. Keeping the areas small and the counters focused on their task is the heart and soul of successful cycle counting, along with pickers keeping the discipline to add to the clipboards any items they pick which have not yet been counted.
11. At the same time as the clipboards are placed at today’s counting areas, run “Refreeze Inventory Status”. It is critical that these two events happen at the same time, as it is based on these newly copied quantities that the picking staff are now adding items not yet counted to the clipboards.
12. Proceed to count each marked area and remove its clipboard when the area is finished being counted.
13. Order pickers add to the clipboard any items and quantities they pick.
14. Once you have begun counting, do not again Re-Freeze any of the product lines in the cycle count.
15. When all areas have been counted, add to the count sheets the quantities from the open-order lists you created in steps 8 and 9 above. Then add to the count sheets the quantities from the clipboards. Counts should be marked on the count sheets just below the line so there is room to add quantity from more than one source. This way, the total quantity field on the count sheet ends up with only one number written in it and this reduces time and errors on keying in the counts. For example, if an item had a clipboard entry of 2, a shelf count of 9 and open order counts of 4 and 2, then the line below it on the count sheet would look like: 9 + 4 + 2 + 2. We assume the count sheets will be printed double spaced as prompted so there is room for this.
16. Add up the quantities for each item on the count sheet and write them in the total count field. For the above item, we would write 17 in the total count field.
17. Key in the counts using “Enter & Edit Physical Quantities”. Note that this program moves through the items in the same order as they appear on the count sheets, so you do not have to key in any part numbers and can get through this step very quickly and accurately.
18. If you have other quantities to add, use “Enter & Edit Bulk/Adjustments”. You could use “Enter & Edit Bulk/Adjustments” for the clipboard and open order quantities instead of doing the adding process in steps 15 and 16, if you prefer entering part numbers to adding up counts on one sheet. “Enter & Edit Bulk/Adjustments” is also used for entering count corrections after counts have been audited.
19. Run “Print Physical Inventory Edit List” and audit counts as required, using “Enter & Edit Bulk/Adjustments” to make any corrections arising from the audits.
20. Run “Post Physical Inv. to Item Records” to post any differences between the last copied (“frozen”) counts and the counted quantities to the items themselves.



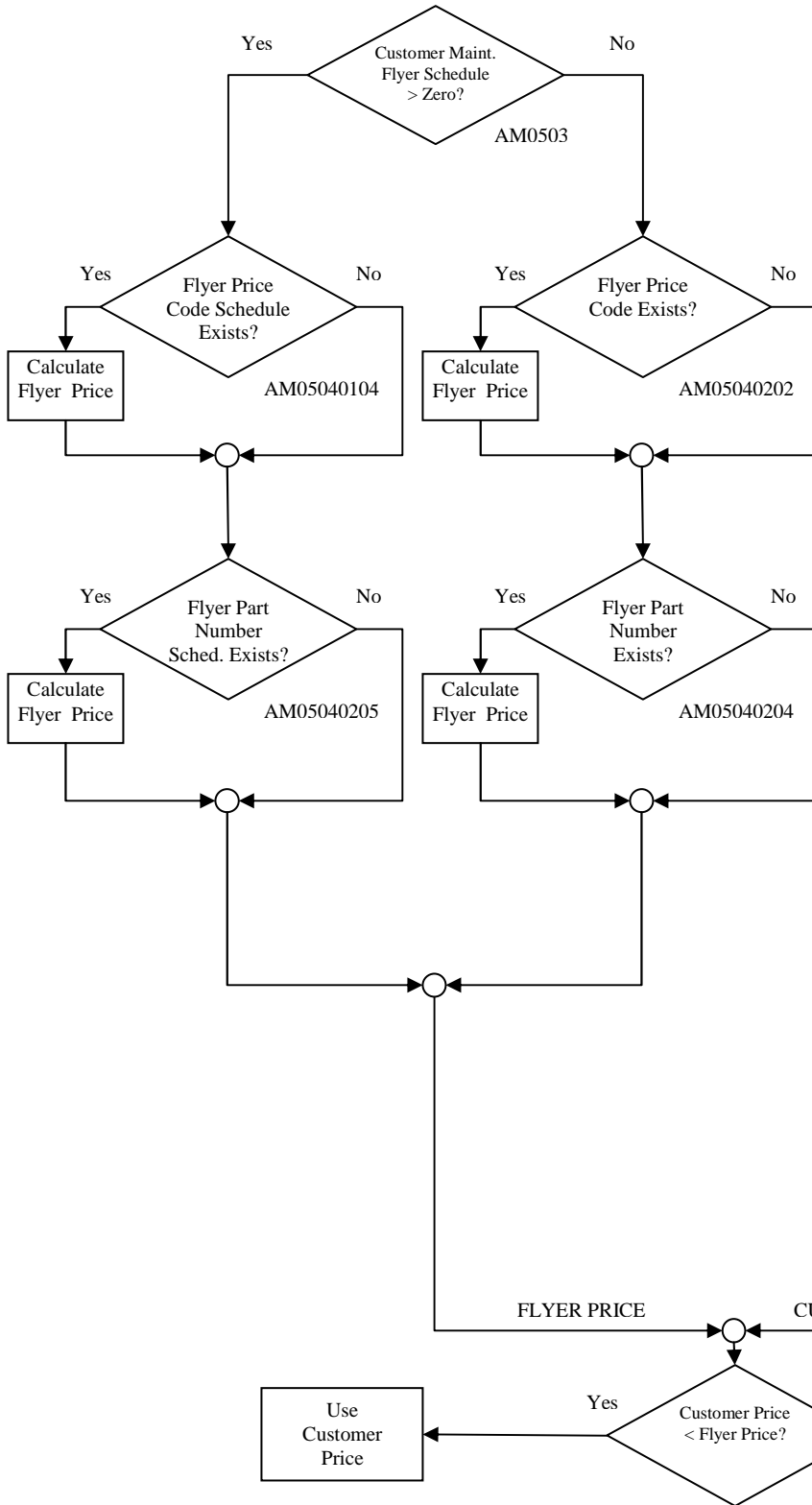
21. If you do not have a Physical Inventory Clearing Account set up in A/R Control, use the grand total Variance Dollars from the Posting List to do a journal entry that implements the change in inventory value that resulted from this cycle count. If you do have a Physical Inventory Clearing Account set up in A/R Control, the system will do this for you when the next end-of-day is run, using this clearing account and the inventory account.
22. When you have finished with this cycle count and before beginning the next cycle count, run “Delete Physical Inventory Files”.

Should you have any questions, concerns or need clarification on any of the above please contact Customer Care at 780-483-2727 or 1-800-661-2727.

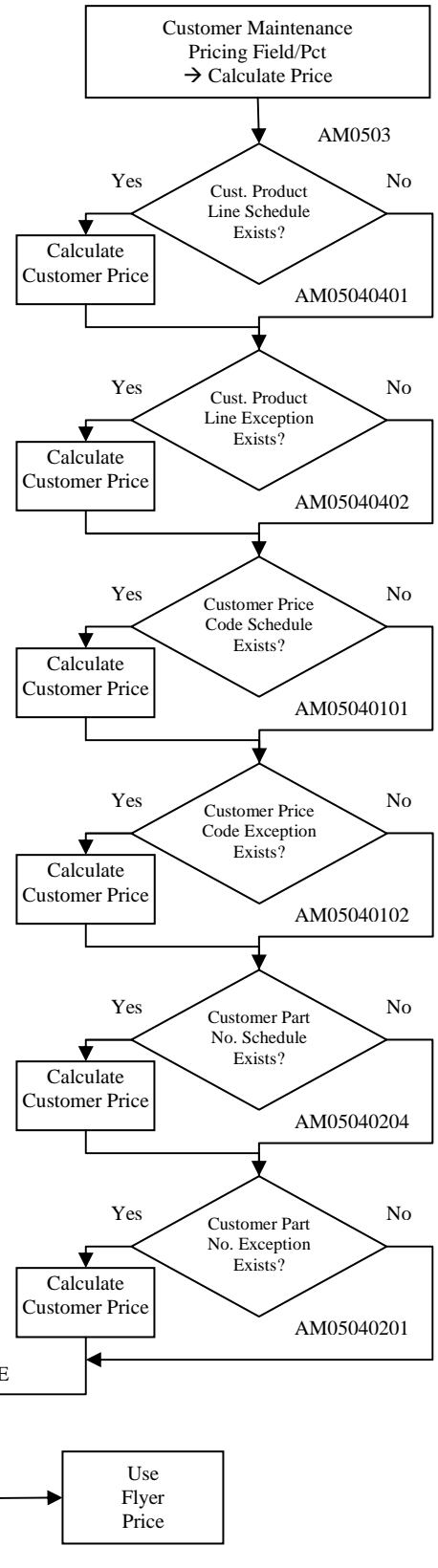


# AutoPoint® Evolution – Customer Price Hierarchy Flowchart

## FLYER



## CUSTOMER





*AUTOPOINT*<sup>®</sup> EVOLUTION  
System Security Guide



*AutoPoint*<sup>®</sup> Evolution – System Security Guide

*Updated April 22, 2009*





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## Conventions Used in this Manual

The following are explanations of the notations used in this manual to describe an action:

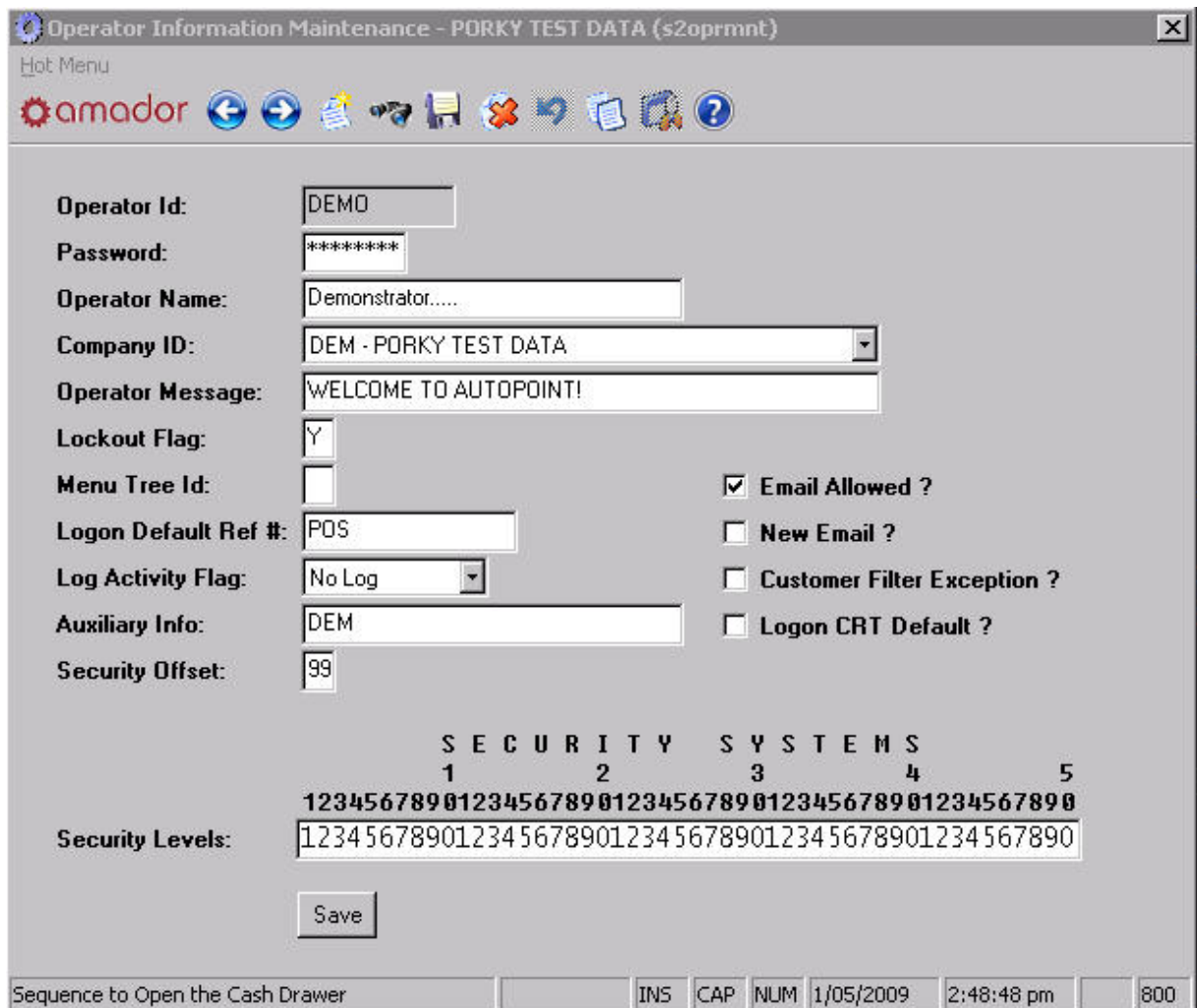
- A keystroke on the keyboard is described using the “<” and “>” characters. For example, the TAB key is displayed as “<TAB>”. The function keys along the top of the keyboard are described as “<F5>” for FUNCTION key 5. Combinations of keys using the CTRL, SHIFT or ALT keys are described using prefixes to the key that must be pressed at the same time. For example, pressing the SHIFT and FUNCTION 5 keys is displayed as “SHIFT-<F5>”.
- For instructions that describe following a menu structure, the “→” character separates the menu selections. For example, to get to the Stock Status Inquiry screen from the top “AM” menu, go to “6. Inquiries” → “1. Stock Status Inquiry”. You can also jump to a particular program or menu from the “SELECT:” prompt by entering the menu entry numbers. In the Stock Status Inquiry screen example, you can enter “AM0601”.
- Program names are described in all upper case. For example, the Stock Status Inquiry Screen is displayed as “AMSTOCKINQ”. To bypass the menus and go into this program directly, enter the program name in upper-case at the “SELECT:” prompt in any menu, and press the <ENTER> key.
- Extra information that further explains a step or procedure is in italic characters, preceded by a “TIP:”. A “NOTE:” will precede an exception or warning.
- Screen prints are included with the instructions to demonstrate what you can expect to see on the screen at a particular step in a procedure. Please note that your screen will not be exactly the same, and will be slightly different.

## Operator Information Maintenance

Set up an OPERATOR ID for every *AutoPoint*® user who will be using your system.

For counter staff, you can set up a generic OPERATOR ID that can be used by multiple users. This generic OPERATOR ID should have minimal security (see SECURITY LEVELS below).

The following screenshot shows an example of an Operator Information record:



Operator Information Maintenance - PORKY TEST DATA (s2oprmt)

Hot Menu

amador

Operator Id: DEMO

Password: \*\*\*\*\*

Operator Name: Demonstrator.....

Company ID: DEM - PORKY TEST DATA

Operator Message: WELCOME TO AUTOPOINT!

Lockout Flag: Y

Menu Tree Id:   Email Allowed ?

Logon Default Ref #: POS  New Email ?

Log Activity Flag: No Log  Customer Filter Exception ?

Auxiliary Info: DEM  Logon CRT Default ?

Security Offset: 99

SECURITY SYSTEMS

1	2	3	4	5
1234567890	1234567890	1234567890	1234567890	1234567890

Security Levels: 1234567890123456789012345678901234567890

Save

Sequence to Open the Cash Drawer      INS   CAP   NUM   1/05/2009   2:48:48 pm   800

An Operator Information record is comprised of the following fields:

**OPERATOR ID** – The user (or login) name the operator uses to log into *AutoPoint®*.

If the user's UNIX (or Linux) login name is the same as her *AutoPoint®* OPERATOR ID, she will not have to log in to *AutoPoint®* after logging in to UNIX.

**PASSWORD** – The users' password. Asterisks are displayed instead of the actual password as you enter it. Whenever you create an operator or change a password, you must enter the password twice to confirm it.

**OPERATOR NAME** – The user's full name.

**COMPANY ID** – The three-letter COMPANY ID of the default company in which the user works. *AutoPoint®* displays the corresponding COMPANY NAME on the next line.

**OPERATOR MESSAGE** – A message that is displayed as the user logs into the system. On newer computers, this flashes by so fast there is no point in entering anything.

**LOCKOUT FLAG** – Enter Y[es] to lock the user out of *AutoPoint®*. Leaving this field blank allows the user to log into the *AutoPoint®* system.

**MENU TREE ID** – (for future use)

**LOGON DEFAULT REF #** – If you want a user to log in directly to a specific program or menu location (instead of the main *AutoPoint®* menu), enter the reference number of the menu location or program.

If you want the user to log into main menu to appear when the operator signs on, press **Enter** to leave this field blank.

**LOG ACTIVITY FLAG** – (for future use)

**AUXILIARY OPER INFO** – If the user will be using Order Entry, enter their Salesman/Counterman ID. This determines under which Salesman/Counterman ID *AutoPoint®* accumulates sales analysis data.

**E-MAIL ALLOWED** – Enter Y[es] to enable the user to use *AutoPoint®* email.

**NEW E-MAIL** – Press **Enter** to bypass this field when creating a new user. When the user receives email, *AutoPoint®* will automatically update this field.

**SECURITY LEVELS** – Setting security levels for a user determines what *AutoPoint®* programs users can access and what functions they can perform in each program.

The following chart shows what functions each position controls. If the position is not included in the chart, *AutoPoint®* does not currently use it. Security levels for each position vary from 0 (no access) to 9 (full access).

To restrict countermen to Point of Sale and Stock Status Inquiry only, enter **1** in position 38 and **1** in position 39. If you want the counterman to see cost in Stock Status Inquiry, enter **5** in position 39.

**CUST FILTER EXCEPTION** – Sets the global customer filter exceptions for this user. The lower this number, the fewer exceptions to Customer Filtering rules this user has, provided such rules have been set up. Customer Filtering controls which users can access customers in which branches and regions. If you may want to restrict some users' access to certain branches' and regions' customers, please contact Amador Customer Care for assistance.

**SECURITY OFFSET** – If this field is set to “00”, then this user has no security offset. Otherwise, this field accepts the numbers “01” to “26” for the security offset assigned to it. If you want to scramble an individual user's Salesman/Counterman Code (overrides any company or branch security offset, for this user only), assign a security offset in Operator Maintenance. To see what the scrambled code is, with sufficient File Maintenance security you can call up the Salesman/Counterman Code that this user intends to use, in Salesman/Counterman Maintenance, and press F7 to see the 26 possible scrambled codes. The Nth code is the one for this user, where N is the security offset. For example, for security offset 05, use the 5<sup>th</sup> scrambled code that displays with F7. If the user whose code is being scrambled does not have sufficient security to view the scrambled codes, then an administrator should display the scrambled codes as explained above, in order to inform the other user of their own new code. Note that, when changing the security offset for a user in Operator Information Maintenance, you need to log that user off and back on in order for the security offset to take effect and determine their new scrambled Salesman/Counterman code.

**Logon CRT Default** – If set to “Y” then the user's CRT record will use the Operator CRT defaults, otherwise, if set to “N”, the user's CRT record will use the CRT record assigned at login.



## Security Systems Levels

Position	Function	Run/Inquire	Change	Add	Delete
2	<b><i>Accounts Receivable</i></b>				
2	Create Cash Receipts Worksheet (AM040101)	5			
2	Enter & Edit Cash Receipts (AM040102)	2	5	4	7
2	Print Cash Receipts Edit List (AM040102)	5			
2	Post Cash Receipts (AM040102)	5			
2	Print Open Payment Report	3			
2	Run Monthly Close Out Process (AM0402)	5			
2	Enter & Edit Sales Transactions (AM040301)	2	5	4	7
2	Print Sales Transaction Edit List (AM040302)	2			
2	Post Sales Transactions (AM040303)	5			
2	Calculate Finance Charges (AM040401)	5			
2	Adjust Calculated Finance Charges (AM040402)	2	5	4	7
2	Print Finance Charges Edit List (AM040403)	4			
2	Post Finance Charges (AM040404)	5			
2	Print GL Distribution Report (AM040405)	8			
2	Print AR Aging Report (AM040406)	5			





Position	Function	Run/Inquire	Change	Add	Delete
2	Print Statements (AM040407)	5			
2	Update AR Credit File (AM040408)	5			
2	Purge Monthly Detail (AM040409)	5			
2	Print AR Trial Balance and most other AR Reports (AM0405)	3			
2	Customer Open Item Inquiry (AM0406)	1			
<b>10</b>	<b><i>System Maintenance</i></b>				
10	Operator Information Maintenance (SM0101)	3	9	9	
10	Print Operator Information (SM0102)	3			
10	Terminal System Maintenance (SM0103)	3	9	9	9
10	Current Terminal & Operator Status (SM0104)	3			
10	Company Information Maintenance (SM0105)	5			
10	Change Branch (CB at SELECT prompt)	3			
10	Change Company ID (SM0106)	4			
10	License Registration (SM0109)	9			
10	File Analyze (SM02)	0	0	0	0
10	Queue Operation (SM03)				
10	<ul style="list-style-type: none"> <li>• 7 is required to execute, stop or delete items</li> </ul>				



Position	Function	Run/Inquire	Change	Add	Delete
	from the queue.				
10	CRT Records (SM04)	1	3	8	8
10	Printer Records (SM05)	1	3	8	8
10	Print/Delete saved reports (AM070605)	1			
10	Access Archived Spool Files [F11] from Print Spooled Reports (AM0706)	9			
<b>22</b>	<b><i>Quotations</i></b>				
22	Quotation Entry (AM1001)	1			
22	<ul style="list-style-type: none"> <li>For additional security see Salesman/Counterpart Maintenance</li> </ul>				
22	Open Quotation Report (AM1002)	1			
22	Quotation Purge (AM1003)	7			
22	Quotation Terms Maintenance (AM1004)	3	5	7	9
22	Quotation Control Record (AM1005)	3	7	8	9
22	Terms & Conditions Set Maintenance (AM1006)	3	7	8	9
22	Terms & Conditions Listing (AM1007)	0			
<b>29</b>	<b><i>Hot Menu</i></b>				
29	<ul style="list-style-type: none"> <li>Access the Hot Menu (press TAB in <b>AutoPoint®</b>)</li> </ul>	1			

Position	Function	Run/Inquire	Change	Add	Delete
29	<ul style="list-style-type: none"> <li>Access to programs within <i>AutoPoint</i>® through the Hot Menu is limited by the security requirements for particular programs.</li> </ul>				
29	Access Office Tools in the Hot Menu	2			
<b>30</b>	<b><i>Mail Groups (from within AutoPoint® email)</i></b>				
30	Look up mail groups	1			
30	Create and edit mail groups	5			
<b>35</b>	<b><i>Price Updates</i></b>				
35	Enter and Edit Price Updates (AM090403)	2	4	3	5
35	Print Price Update Edit List (AM090404)	5			
35	Post Updates to Item Records (AM090405)	8			
<b>36</b>	<b><i>Purchasing</i></b>				
36	Generate Recommendations from Sales (AM030101)	3			
36	Generate Recommendations from Inventory (AM030102)	3			
36	Maintain Recommended Purchase Orders (AM030103)	7	7	7	7
36	Print Recommended Purchase Orders (AM030104)	3			



Position	Function	Run/Inquire	Change	Add	Delete
36	Delete Recommended Purchase Orders (AM030105)	3			
36	Generate Pos from Recommendations (AM0302)	7			
36	Purchase Order Maintenance (AM0303)	5	7	7	9
36	<ul style="list-style-type: none"> <li>7 is required to release a PO; 9 is required to void a PO.</li> </ul>				
36	Print Purchase Orders (AM0304)	3			
36	Merchandise Receiving (AM0305)	3	4	4	7
36	<ul style="list-style-type: none"> <li>7 is required to unreceive a Purchase Order</li> </ul>				
36	Send Purchase Orders	7			
36	Purchase Order Status Report (AM030801)	3			
36	<ul style="list-style-type: none"> <li>If the user has 5 or less in position 36 <i>AutoPoint®</i> will check the field 20 “PO Receiving Flag” in Branch Maintenance. If this field contains a 0, PO totals will not print on this report.</li> </ul>				
36	Purchase Order Backorder Report (AM030802)	3			
36	Purge Completed Pos (AM080202)	8			
<b>37</b>	<b><i>Physical Inventory</i></b>				
37	Freeze Inventory Status (AM090301)	2			
37	Print Inventory Worksheet	2			



Position	Function	Run/Inquire	Change	Add	Delete
37	<ul style="list-style-type: none"> <li>8 is required to print quantity on hand.</li> </ul>				
37	Enter & Edit Physical Quantities (AM090304)	2	4	3	5
37	Print Physical Inventory Edit List (AM090306)	7			
37	Post Physical Inventory to Item Records (AM090307)	6			
37	Delete Physical Inventory Files (AM090308)	7			
37	Inventory Adjustments (AM0905)	8			
37	Change Average Cost in Inventory Adjustments (AM0905)	9			
<b>38</b>	<b><i>Point of Sale</i></b>				
38	Point of Sale Entry (AM01)	1			
38	<ul style="list-style-type: none"> <li>For additional security see Salesman/Counterperson Maintenance</li> </ul>				
38	Batch Point of Sale (AM0906)	3			
38	Run End of Day Process (AM080101)	8			
38	Maintenance Audit Report (AM080107)	8			
38	Run End of Month Process (AM080302)	8			
38	Print GL Distribution Report (AM080304)	8			
38	Sales Summary Report (AM080306)	8			



Position	Function	Run/Inquire	Change	Add	Delete
38	Initialize Invoice Printer (AM0901)	1			
<b>39</b>	<b><i>Item Maintenance</i></b>				
39	Item Maintenance including Item Branch Maintenance and Item History Maintenance (AM0501)	5	7	7	9
39	<ul style="list-style-type: none"> <li>8 is required to rename items or recode a product line</li> </ul>				
39	<ul style="list-style-type: none"> <li>9 is required to purge items.</li> </ul>				
39	Customer Maintenance (AM0503)	3	6	7	9
39	<ul style="list-style-type: none"> <li>9 is required to change a customer's core balance</li> </ul>				
39	Customer Price Maintenance (AM0504)	3	6	7	9
39	Company Maintenance (AM0505)	3	5	7	9
39	<ul style="list-style-type: none"> <li>Several fields can only be changed by Amador staff.</li> </ul>				
39	Branch Maintenance (AM0506)	3	5	7	9
39	<ul style="list-style-type: none"> <li>Several fields can only be changed by Amador staff.</li> </ul>				
39	Supplier Master Record (AM050701)	3	6	7	9
39	Supplier Branch Record (AM050702)	3	6	7	9
39	AP Vendor Record (AM050703)	3	6	7	9



Position	Function	Run/Inquire	Change	Add	Delete
39	Product Line Maintenance (AM050802)	3	6	7	9
39	Salesman/Counterpart Maintenance (AM0309)	3	6	7	9
39	<ul style="list-style-type: none"> <li>If you are encrypting salesman initials, 9 is required to see the encrypted initials</li> </ul>				
39	Terms Code Maintenance (AM0510)	3	6	7	9
39	Ship Via Maintenance (AM0511)	3	6	7	9
39	Tax Authority Maintenance (AM051201)	3	6	7	9
39	Tax Group Maintenance (AM051202)	3	6	7	9
39	Core/Item Assignment (AM051301)	3	6	7	9
39	Superseded Items (AM051302)	3	6	7	9
39	Substitute Items (AM051303)	3	6	7	9
39	Kits & Assemblies (AM051304)	3	6	7	9
39	Related Items (AM051305)	3	6	7	9
39	Priority Code Maintenance (AM0521)	3	6	7	9
39	Accounting Period Maintenance (AM051501)	3	6	7	9
39	Account Number Maintenance (AM051502)	3	6	7	9
39	AR Control Record Maintenance (AM051503)	3	7	7	9
39	Inventory Resequencing Process (AM0516)	9			



Position	Function	Run/Inquire	Change	Add	Delete
39	Item Branch Creation Process (AM051801)	8			
39	Item Branch Change Process (AM051802)	8			
39	iCatRack® Manufacturer Cross Reference (AM052401)	8			
39	Stock Status Inquiry (AM0601)	1			
39	<ul style="list-style-type: none"> <li>5 is required to be able to see item costs; to control what other prices are visible to users, set field 19 “Top Price” in Company Maintenance accordingly.</li> </ul>				
39	Customer Inquiry (AM0602)	2			
39	<ul style="list-style-type: none"> <li>1 is required in position 2 as well.</li> </ul>				
39	<b>REPORTS:</b>				
39	Sales Analysis reports by Salesman, Product Line, Counterman, Tax Authority, Customer, Customer Type (AM0701)	7			
39	Listings, including Customer, Salesman/Counterman, Supplier, Product Line, Terms Code, etc. (AM0707)	3			
39	Stock Status Report (AM070201)	5			
39	Most inventory reports, including the Inventory Valuation Report, Lost Sales/Buyouts Report, On Order Report, Warranty on Hand Report, etc. (AM0702)	5			
39	Inventory Purchasing Report (AM070316)	3			





Position	Function	Run/Inquire	Change	Add	Delete
39	Full Price Report (AM070301)	5			
39	Counter Price Report (AM070302)	3			
39	Min/Max Calculation Report	5			
39	<ul style="list-style-type: none"> <li>8 is required to update min/max levels.</li> </ul>				
39	Demand Ranking/Pop Code Reclassification (AM0705)	5			
39	<ul style="list-style-type: none"> <li>8 is required to update pop codes.</li> </ul>				
<b>43</b>	<b><i>Order Processing</i></b>				
43	Order Entry (AM0201)	3			
43	Credit Entry (AM0202)	5			
43	Shipping Entry (AM0203)	7			
43	Print Invoices (AM0204)	8			
<b>50</b>	<b><i>Miscellaneous</i></b>				
50	Access command line by pressing F6 at SELECT prompt	5			
50	Run program by entering program name at SELECT prompt	1			

***Add on Packages:***

<b>Position</b>	<b>Function</b>	<b>Security Requirements</b>
<b>3</b>	<b><i>Accounts Payable</i></b>	
3	A/P Transaction Processing (AP01)	3
3	Enter & Edit A/P Transactions	4
3	Print a Transaction Edit List	3
3	Post Transactions to Open Item File	5
3	Payment Processing	6
3	Record Voided Cheques	7
3	Vendor Inquiry	6
3	Reports and Listings	6
3	Periodic and Year-End Processing	7
3	File Maintenance	7
3	Maintain A/P Transaction Dates	8
3	Vendor EDI X12 Maintenance	9
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<b>Position</b>	<b>Function</b>	<b>Security Requirements</b>
<b>4</b>	<b><i>General Ledger</i></b>	
4	Account Inquiry	3
4	Journal Entry Processing	5
4	Posting to Permanent Ledger	7
4	Financial Statements	5
4	Standard Reports and Listings	5
4	End of Period Processing	5
4	Year-End Processing	5
4	File Maintenance	5
4	Maintain Transaction Types	7
4	Deletion	9

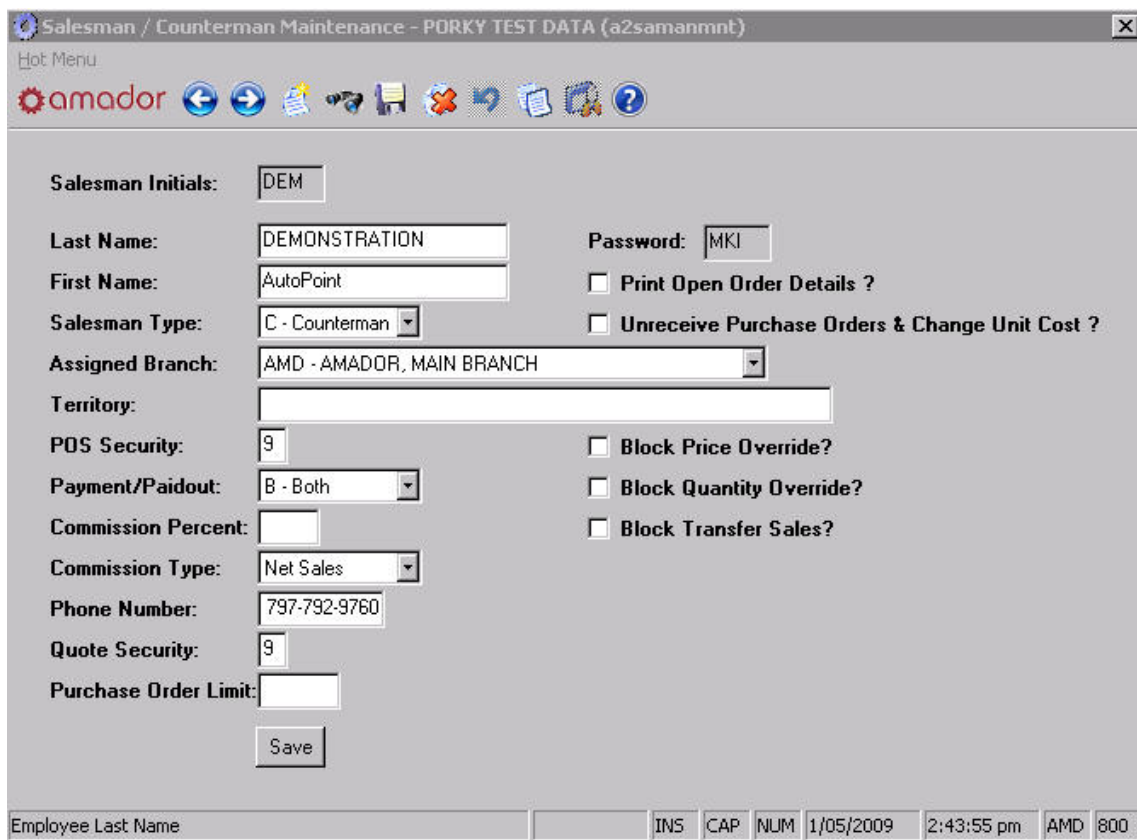
## Salesman/Counterman Maintenance

You must set up every *AutoPoint®* user who uses *Point of Sale (AM01)*, *Order Entry (AM02 - option)*, or *Quotations (AM10 - option)* in *Salesman/Counterman Maintenance (AM0509)*. *AutoPoint®* uses this information to track who creates orders and quotations, which provides for accountability and for measuring performance.

In *Salesman/Counterman Maintenance*, you also set up the security access each user has in *Point of Sale* and *Quotations*.

If you assign a salesman to customers in *Customer Maintenance (AM050)*, you can track sales by salesman. (There are several sales analysis reports that report sales by salesman.)

The following screenshot shows an example of the *Salesman/Counterman Maintenance* screen.



The screenshot shows a software window titled "Salesman / Counterman Maintenance - PORKY TEST DATA (a2samanmnt)". The window contains a "Hot Menu" bar with the Amador logo and several navigation icons. Below this, the main form area includes the following fields and options:

- Salesman Initials:** DEM
- Last Name:** DEMONSTRATION
- First Name:** AutoPoint
- Salesman Type:** C - Counterman
- Assigned Branch:** AMD - AMADOR, MAIN BRANCH
- Territory:** (empty field)
- POS Security:** 9
- Payment/Paidout:** B - Both
- Commission Percent:** (empty field)
- Commission Type:** Net Sales
- Phone Number:** 797-792-9760
- Quote Security:** 9
- Purchase Order Limit:** (empty field)
- Password:** MKI
- Print Open Order Details ?
- Unreceive Purchase Orders & Change Unit Cost ?
- Block Price Override?
- Block Quantity Override?
- Block Transfer Sales?

At the bottom of the window, there is a "Save" button and a status bar displaying "Employee Last Name", "INS", "CAP", "NUM", "1/05/2009", "2:43:55 pm", "AMD", and "800".

A *Salesman/Counterman Maintenance* record consists of the following fields:

**SALESMAN INITIALS** – Three initials or any other three letters used to identify an *AutoPoint®* user. A user must enter his/her initials to enter *Point of Sale* or *Order Entry* transactions. You can also enter salesman initials on customer records in *Customer Maintenance* if wish to assign customers to particular salesman.

This is commonly referred to as the "Salesman ID".

For security purposes, **AutoPoint®** can scramble SALESMAN INITIALS once you have entered them. Enter a value from 1 to 26 in field 20 "SECURITY OFFSET" in Company Maintenance. To scramble the initials again, enter a different value in this field.

**LAST NAME** – The last name of the user.

**FIRST NAME** – The first name of the user.

**TYPE OF SALESMAN** – Identify the user as being one of the following types:

- S[alesman]
- C[ounterman]
- A[dministratve]
- [cas]H[ier]

This field is for your information only and the value you enter does not affect how **AutoPoint®** functions, except that when a cashier exits *Point of Sale*, her **AutoPoint®** session ends.

**ASSIGNED BRANCH ID** – The default branch for the user. Unless the user changes to a different branch after logging in, this is the branch this user works in under *Point of Sale*, *Order Entry*, or *Quotation Entry*.

**TERRITORY** – A salesman's territory (for information only).

**POS SECURITY** – Determines the user's access to privileged functions in *Point of Sale*:

- **9** – Allows the user to void an invoice that has already been printed and authorize a charge invoice if the sale puts the customer over their credit limit.
- **8** – Allows the user to void invoices and to override returns when you cannot find the original purchase invoice.
- **7** – Allows the user to override returns only.
- **0** – Prevents the user from performing the above functions

NOTE: If *System Option 38 "DISPLAY COST IN POS"* is set to **Y[es]**, all users with a security of **6** or higher will be able to see the item costs in *Point of Sale*.

**ALLOW PAYMENT/PAIDOUT** – Determines whether the user is able to accept payments from customer or make payments from the till:

- **P[ayments]** allows the user to accept payments from customers.

- [paid] **O**[uts] allows the user to issue payments from the cash drawer.
- **B**[oth] allows the user to perform both functions.
- Leaving the field blank prevents the user from performing either function.

**COMMISSION PERCENT** – The percentage to use when calculating commissions for this salesman. (For information only.)

**COMMISSION TYPE** – Indicates whether to calculate the salesman's commission on **N**[et sales] or **G**[ross profit]. (For information only.)

**TELEPHONE NUMBER** – A telephone number for the salesman that prints on any quotations done under this salesman ID.

**QUOTE SECURITY** – Determines the user's access to privileged functions in *Quotations*:

- **6** – Allows the user to modify enter and change item costs in *Quotation Entry* and to edit *Terms and Conditions*.
- **1** – Allows the user to enter and edit quotes.

**OPEN ORDER PRINTING** – Determines whether the user can print Open Order Details. If set to “N” then the user will be prompted for a 3 letter code to print the Open Order.

**UNRCV PO/CHNG UNIT COST** – Determines whether the user is required to input a three-letter code in order to unreceive a PO. If System Option 80, “Enable PO Unit Cost Security”, is enabled the user will also be required to enter a 3 letter code to change the unit cost of PO line items.

If you wish to allow the user to Unreceive and/or change Unit Cost on PO line items without being prompted for initials then enter a “Y” in this field. If you wish to limit which users are permitted to Unreceive and/or change Unit Cost then enter a “N” in this field.

**PURCHASE ORDER LIMIT** – Allows you to limit the value of the PO a user is authorized to Release. The limit identified in this field, once System Option 82 is enabled, will require the user to enter a three letter code to Release a Purchase Order valued higher than this value.

**BLOCK PRICE OVERRIDE** – Determines whether this user is allowed to override prices specified for items for customers in Point-Of-Sale.

**BLOCK QTY OVERRIDE** – Determines whether this user is allowed to override quantities in Point-Of-Sale should insufficient quantity be available at the time the order is created.

**BLOCK XFER SALES** – Determined whether this user is allowed to perform Transfer Type Sales.



***AutoPoint***<sup>®</sup>  
***Evolution***

AutoPoint Evolution – General Ledger

*Updated December 18, 2009*

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## Conventions Used in this Manual

The following are explanations of the notations used in this manual to describe an action:

- A keystroke on the keyboard is described using the "<" and ">" characters. For example, the TAB key is displayed as "<TAB>". The function keys along the top of the keyboard are described as "<F5>" for FUNCTION key 5. Combinations of keys using the CTRL, SHIFT or ALT keys are described using prefixes to the key that must be pressed at the same time. For example, pressing the SHIFT and FUNCTION 5 keys is displayed as "SHIFT-<F5>".
- For instructions that describe following a menu structure, the "→" character separates the menu selections. For example, to get to the Stock Status Inquiry screen from the top "AM" menu, go to "6. Inquiries" → "1. Stock Status Inquiry". You can also jump to a particular program or menu from the "SELECT:" prompt by entering the menu entry numbers. In the Stock Status Inquiry screen example, you can enter "AM0601".
- Program names are described in all upper case. For example, the Stock Status Inquiry Screen is displayed as "AMSTOCKINQ". To bypass the menus and go into this program directly, enter the program name in upper-case at the "SELECT:" prompt in any menu, and press the <ENTER> key.
- Extra information that further explains a step or procedure is in italic characters, preceded by a "TIP:". A "NOTE:" will precede an exception or warning.
- Screen prints are included with the instructions to demonstrate what you can expect to see on the screen at a particular step in a procedure. Please note that your screen will not be exactly the same, and will be slightly different.

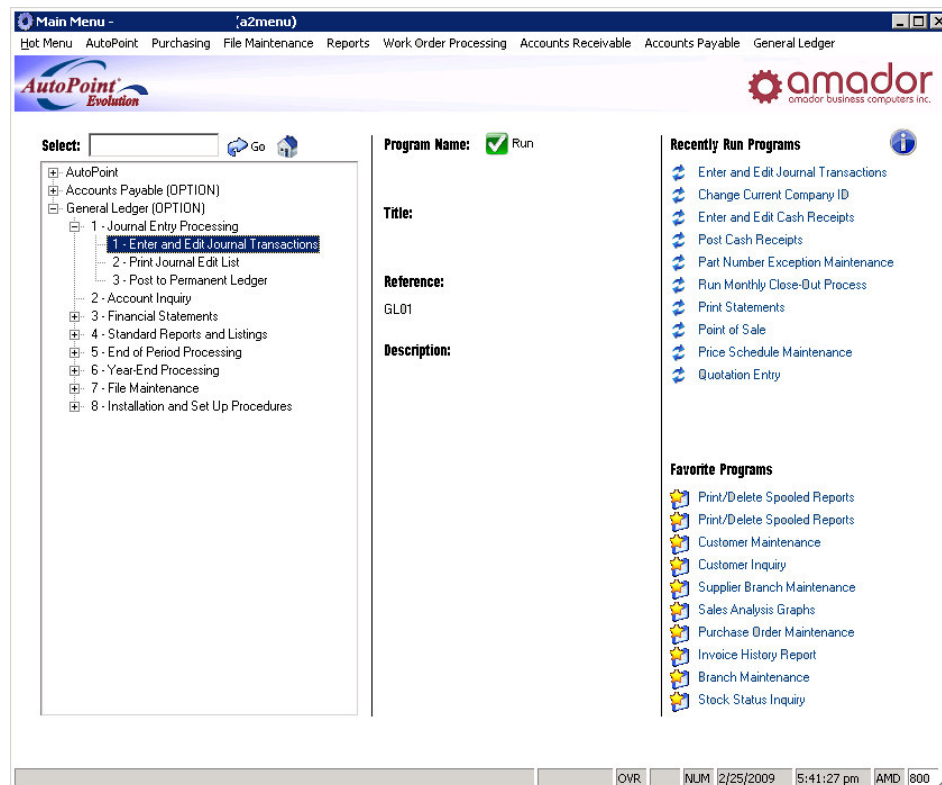
## OVERVIEW

The General Ledger system allows you to efficiently handle the collection, management, and reporting of accounting information. The system is menu-driven, with each processing menu serving as a checklist of the proper procedures to be followed. Information may be directly passed from other systems into General Ledger to eliminate repetitive data entry.

This easy-to-use package will help monitor account activity, prepare balance and income statements quickly and accurately, generate useful reports whose content and format you define yourself, and retrieve information that can help make your business run more efficiently. General Ledger also provides the validity checks, audit trails, and the adherence to generally accepted accounting principles needed to verify and maintain the integrity of your accounting records.

## GENERAL LEDGER MENU

You are now ready to begin work in the General Ledger system. Its menu is pictured below. To begin, simply double-click your selection or enter a reference number and press <ENTER>.



## JOURNAL ENTRY PROCESSING

### **OVERVIEW**

The options in this section are used to enter, list, and post the journal entries you use to reflect activity in your accounts. The journal entries you will be working with come from *Autopoint* transactions that have been automatically transferred to the General Ledger. When selecting this option you will see the following menu:

As indicated on the menu, the normal steps to process journal entries are as follows:

**1. Enter and Edit Journal Transactions**

Enter journal transactions

**2. Print Journal Edit List**

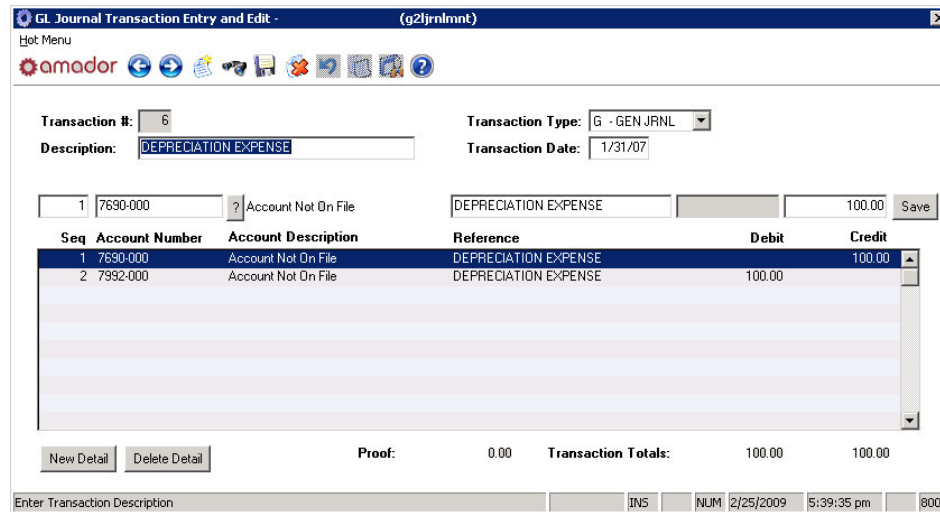
Print a listing of the entries you just made and, if necessary, go back to step 1 to make any corrections.

**3. Post to Permanent Ledger**

Post the entries to your permanent ledger. Once in the permanent ledger the entries cannot be changed, but their effect may be adjusted with another journal entry.

## ENTER AND EDIT JOURNAL TRANSACTIONS

This program is used to enter new journal transactions into the system, change any non-posted transactions, or delete any non-posted transactions. When selecting "**Enter and Edit Journal Transactions**", the following screen is displayed:



Seq	Account Number	Account Description	Reference	Debit	Credit
1	7690-000	Account Not On File	DEPRECIATION EXPENSE		100.00
2	7992-000	Account Not On File	DEPRECIATION EXPENSE	100.00	

You notice that the screen is split into a top and a bottom section. The top portion of the screen displays the identifying information for each transaction and is the working area where information will be entered. The bottom portion of the screen is a "window" of the lines you have entered for the transaction.

This allows you to see your entire transaction entry develop much as you would if you were writing it on paper. This makes it easy to locate and correct a problem when your entry does not balance at the end.

To exit out of this program, you must first clear any displayed record off the screen by pressing <ESC> (see below). You may then press <F8> to return to the menu.

We will briefly discuss the meanings of the fields shown on the screen and then, in separate sections, discuss how to add, how to change, and how to delete a transaction:

### TRANSACTION #

This is the unique record "key" for each transaction (see "**File Maintenance**" for a discussion of "keys"). The system assigns this four-digit number when you add the transaction by using the "**Next Journal Transaction**" number kept in the Control Record.

**TRANSACTION TYPE**

This is the two character code used to define the type of journal entry as set in your "Transaction Type" file. By assigning this type to each transaction you may account for each journal type as a subsidiary journal if you desire.

**TRANSACTION DATE**

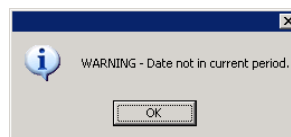
This is the date of the transaction. It should be entered in **MMDDYY** format with no separators.

**DESCRIPTION**

This is the description you enter to explain the purpose of the transaction. It may contain up to 30 characters. The top of the screen shows the column headers for the detail information you will enter for each account number and its amount.

**TO ADD A TRANSACTION**

To begin adding a new transaction press **<ENTER>** at the transaction number field and the system will enter the next number from the Control Record. You may then select from the drop-down list one of the two-character type codes set up in your "Transaction Type" file. Then enter the date of this transaction in a **MMDDYY** format without slashes or dashes, or you may press **<ENTER>** to use the current date. If you enter a date that is not within the current period, the system will warn you that the date is outside the current period:



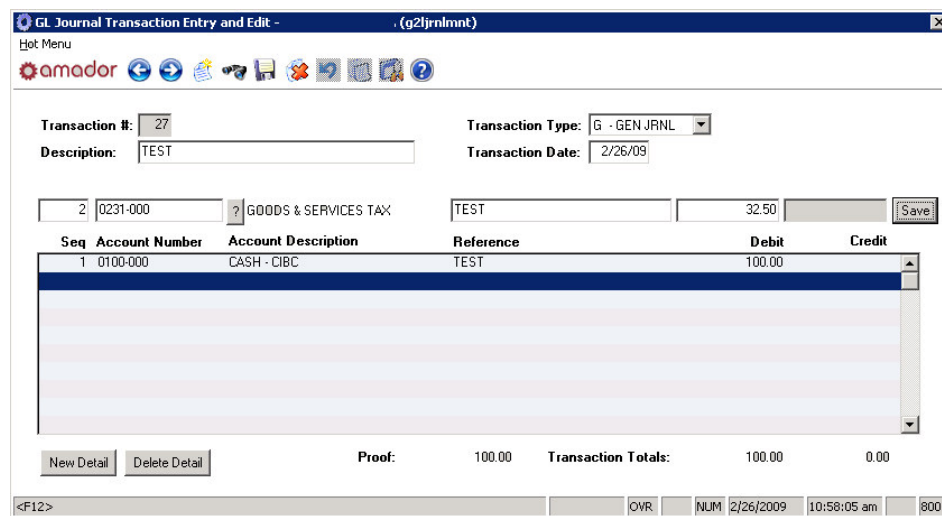
When you press **<ENTER>** to enter the date the system will insert slashes to make it easier to read. Now you may enter the description of the purpose for this entry.

After you have entered the description, the cursor will stop at the detail sequence number field. If you need to change any of the four fields entered, click on the field and the cursor will position at that field and allow you to re-enter it.

When the four fields are correct press **<ENTER>** at the cursor will stop at sequence number to enter the first detail line for the transaction. Enter the account number (first four digits, then three digits, **<ENTER>**) for the first distribution of the transaction. The system will check and make sure that the account number has been set up in your Chart of Accounts and will display its description. The description will default to what was entered earlier, but can be changed at this point. You may then enter the amount for this account in the Debit column or **<ENTER>** to move to the Credit column. If you want to back up to a previous field in this detail line you may press **SHIFT-<TAB>**. To move between the parts of the account number use the left or right arrow keys.

After entering the amount for a detail line, click on the “Save” button or press <F12>. If you made a mistake in the line, press <ESC> to cancel the line, or click on the field to change, before clicking on the “Save” button. If the line is correct, click on the “Save” button, and the line will be moved to the window at the bottom of the screen. The detail entry line in the middle will then show the next line number to be added. Continue adding detail lines until the journal entry is complete. If you add more than ten distributions, then the scroll-bar in the window can be used to view them all.

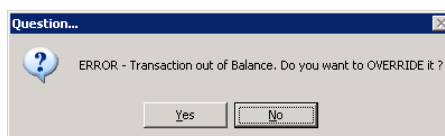
The following is a screen showing a sample transaction:



When you have added the last detail line for a transaction the "**PROOF**" total shown at the bottom of the window should show ".00" to indicate that your debits and credits are in balance. Press <F8> when the cursor is positioned at the sequence number field to indicate that all distributions have been entered.

If the transaction is not in balance you should scan the detail lines to find the error and then correct it as explained in the section below. If you have more than ten distributions and need to scan for an error, then scroll through the details by using the scroll-bar to the right of the window.

When the transaction is complete and in balance you may press the <F8> key to finish the entry. This will enter the transaction in the transaction file and clear the screen in preparation for another transaction. If the transaction is not in balance you will not be allowed to finish the transaction. The message "**ERROR - Transaction out of balance - OVERRIDE?**" will display:



Normally you should answer "**No**" for No and edit the entry until it is in balance.



If an abnormal situation causes the file corruption and an out-of-balance entry is necessary to correct the ledger, the system manager with a security level greater than 7 may override an out-of-balance condition. If your security level for this system is 7 or less then you will not be able to override and must change the transaction to put it in balance before you can exit.

## TO CHANGE EXISTING TRANSACTIONS

To change a transaction you have already entered but not posted, display it on the screen by entering its **Transaction Number** or use the function key options described in the prompt on the screen (these are discussed under "**File Maintenance**"). You will then be able to view the details of the transaction and make changes to it.

To change the identifying information in the first fields you may click on the field to change them. You may not change the **Transaction Number**. When you are done editing a field, press <ENTER> to apply the change. To edit a distribution, select it from the list in the bottom of the window, and then made changes to the fields in the middle of the window. Click on the "Save" button to apply the changes. The edit detail options are discussed below:

**"New Detail"** – Click on this button to add a new detail line to the transaction. You will see the same entry line as when you add a transaction. The system will assign the next line number.

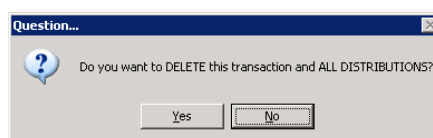
**"Delete Detail"** – Click on this button to delete the selected detail line from the transaction.

Press <F8> when you are through making changes to this transaction. This will clear the transaction from the screen. If your changes caused an out of balance condition in the transaction you will receive an error message. See the discussion under "**To Add A New Transaction**" concerning how to handle out of balance conditions.

When you have more than ten distributions in a transaction, you may scroll through all the distributions using the scroll bar to the right of the window and clicking on the detail to select it.

## TO DELETE AN EXISTING TRANSACTION

To delete an entire transaction you have already entered but not posted, display it on the screen by entering its **Transaction Number** or use the function key options described in the prompt (these are discussed under "**File Maintenance**"). Click on the delete record icon from the menu bar at the top of the window, and the following prompt will appear:



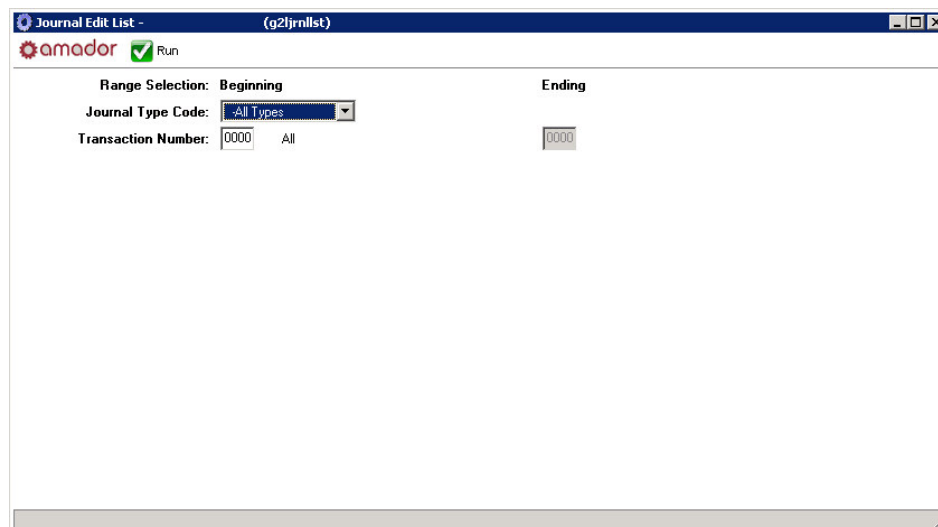
Click on "**Yes**" to delete the transaction and its distributions, otherwise click on "**No**" to cancel the deletion.

## **PRINT JOURNAL EDIT LIST**

**Purpose:** This option will produce an edit list of all transaction information you have entered since you last posted to the Permanent Ledger. This listing should be used to verify data before posting to the Permanent Ledger.

You may select to print all transaction types on one listing, or you may print a listing for each **Journal Type Code**. This allows you to balance your journals separately if desired. You may also select a range of transaction numbers to print on each listing.

To print the list, select it from the menu and choose an output (see "**Standard Reports and Listings**" for a discussion of output options).



You will then be asked to select a **Journal Type Code** or **<ENTER>** to print all codes. If you want to balance each type as a separate subsidiary journal you may print this listing once for each for each type. You must then enter the range of transaction numbers you want to print. Normally you will **<ENTER>** for all transaction records, because you want to verify all of your data entry work. Click on "Run" or press **<F12>** to run the report with the options you have selected.

If you are interfacing other Accounting software packages into the General Ledger, this listing will show any distributions that have been posted from these systems since your last posting to the permanent Ledger.

These distributions are assigned a transaction number when posted into the Journal, and may be edited if necessary before posting to the Permanent Ledger.

If the system manager entered an out-of-balance journal entry to correct a corrupt file, that entry and the report would show a "**BALANCE ERROR**" message. Entries with dates outside the current period will show an "**OUTSIDE CURRENT PERIOD**" message. Proofs for each entry and for the report are shown, and a recap of the net change to each affected account is printed at the end of the report.

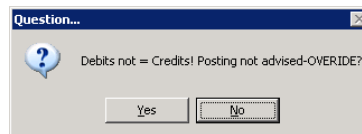
## **POST TO PERMANENT LEDGER**

**Purpose:** This selection takes the journal entries you have entered and posts them to your permanent accounting records.

Once a journal entry has been posted it cannot be changed. This posting should only be done after a **Journal Entry Edit List** has been printed and checked. If any errors are found on the Edit List these should be corrected through the "**Enter and Edit Journal Transactions**" option before posting. A list of the transactions to be posted will be printed before posting to ensure that you have checked your data entry.

To post to your Permanent Ledger, select this option from the "**Journal Entry Processing**" menu and choose an output option for the edit listing (see "**Standard Reports and Listings**"). The listing should be kept for a hard copy of your work.

If there are transactions out of balance, the following prompt will appear:



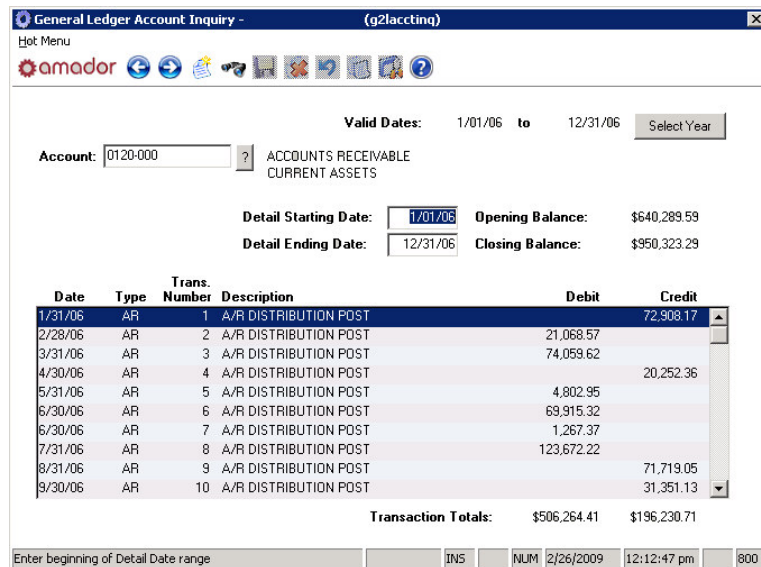
Click on "**Yes**" to override the warning, otherwise click on "**No**" to abort the posting and make the necessary changes in "**Enter and Edit Journal Transactions**".

## ACCOUNT INQUIRY

**Purpose:** The Account inquiry option allows you to quickly call up an account on the CRT, calculate its current balance, and if desired show posted transactions for any available range of dates.

This selection may be used for an on-line review of the history of an account.

To run the Account Inquiry select it from the menu and the following screen will appear:



General Ledger Account Inquiry - (g2laccting)

Valid Dates: 1/01/06 to 12/31/06

Account: 0120-000 ? ACCOUNTS RECEIVABLE  
CURRENT ASSETS

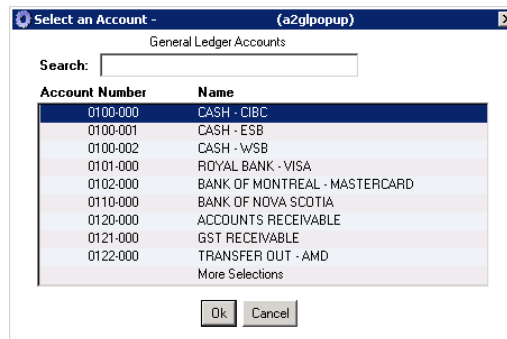
Detail Starting Date: 1/01/06 Opening Balance: \$640,289.59  
Detail Ending Date: 12/31/06 Closing Balance: \$950,323.29

Date	Type	Trans. Number	Description	Debit	Credit
1/31/06	AR	1	A/R DISTRIBUTION POST		72,908.17
2/28/06	AR	2	A/R DISTRIBUTION POST	21,068.57	
3/31/06	AR	3	A/R DISTRIBUTION POST	74,059.62	
4/30/06	AR	4	A/R DISTRIBUTION POST		20,252.36
5/31/06	AR	5	A/R DISTRIBUTION POST	4,802.95	
6/30/06	AR	6	A/R DISTRIBUTION POST	69,915.32	
6/30/06	AR	7	A/R DISTRIBUTION POST	1,267.37	
7/31/06	AR	8	A/R DISTRIBUTION POST	123,672.22	
8/31/06	AR	9	A/R DISTRIBUTION POST		71,719.05
9/30/06	AR	10	A/R DISTRIBUTION POST		31,351.13
<b>Transaction Totals:</b>				<b>\$506,264.41</b>	<b>\$196,230.71</b>

Enter beginning of Detail Date range   2/26/2009 12:12:47 pm 800

## TO VIEW AN ACCOUNT

Display the account you want to review by entering its account number, or search for the account with the <F1>, <F2>, and <F3> keys (described in "File Maintenance"). You can also perform a lookup by clicking on the "?" button to the right of the account field, and the following prompt will appear:



Select an Account - (a2glpopup)

General Ledger Accounts

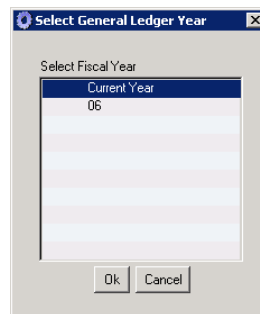
Search:

Account Number	Name
0100-000	CASH - CIBC
0100-001	CASH - ESB
0100-002	CASH - WSB
0101-000	ROYAL BANK - VISA
0102-000	BANK OF MONTREAL - MASTERCARD
0110-000	BANK OF NOVA SCOTIA
0120-000	ACCOUNTS RECEIVABLE
0121-000	GST RECEIVABLE
0122-000	TRANSFER OUT - AMD
More Selections	

Enter the search term to look through the account names and press <ENTER> to bring up a list of matches. Double-click on the account in the list to select it, or click on it once to highlight it and click on the “Ok” button.

Press <ENTER> to accept the account number, and the cursor moves to the “**Detail Starting Date**”. The default values (the dates the system suggests) for this range include all dates since the last closed period, but you may use any dates in your current period. If you are keeping **Detail History** (as specified in your **Control Record**) you may also inquire for any range of dates in your fiscal year. Use the scrollbar to the right of the window to view all the transactions for the date range selected.

To select a different fiscal year, click on the “**Select Year**” button to get the following pop-up:



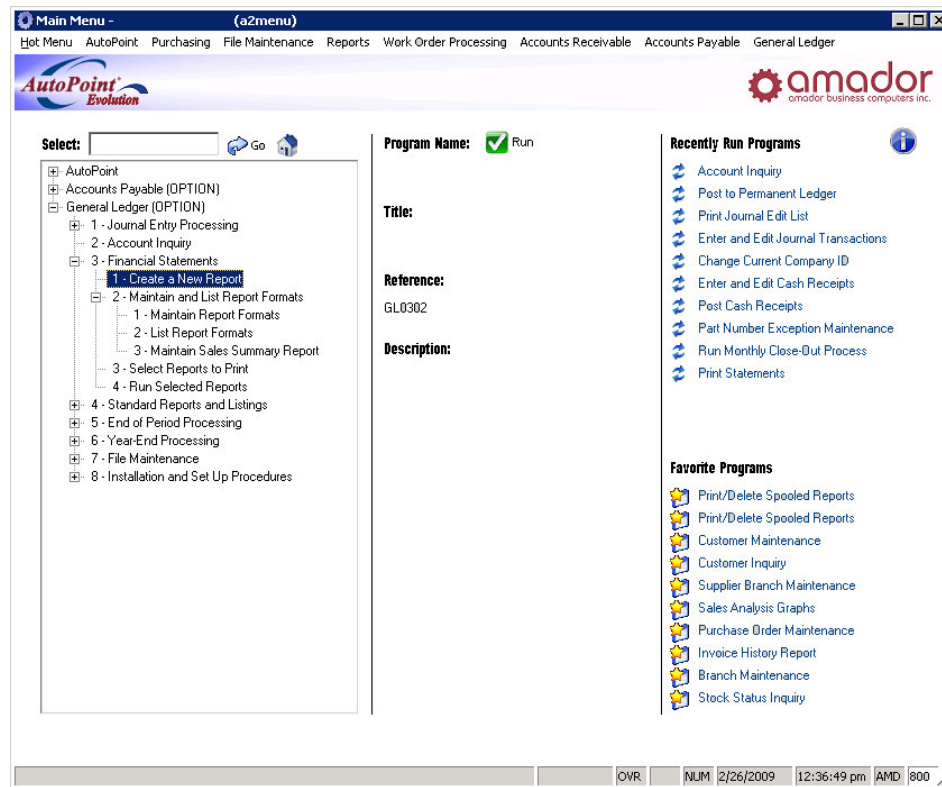
Double-click on the fiscal year to select it, or click on it once to highlight it and then click on the “Ok” button. Enter an account number, as described above, and then enter a date range within the fiscal year selected.

The <F8> key ends the inquiry program and returns you to the main menu.

## FINANCIAL STATEMENTS

**Purpose:** This section allows you to create standard financial statements and custom supporting schedules, to edit both types of reports, and to process and print these reports.

When selecting this section you will see the following menu:

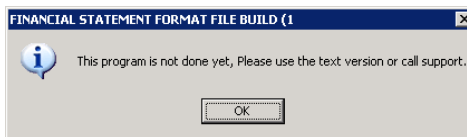


To be able to actually print statements you must first create them and **"maintain"** or edit them. Then you create **"Selections"** or combinations of reports to process. The last step is to **"run"** the reports or tell the system to process and print the reports you have selected.

## CREATE A NEW REPORT

**Purpose:** This option is used to initially create standard financial statements and special supporting schedules. You must create your financial statements through this option before you can print them.

Standard formats for financial statements are provided by the system, and may be used to easily create standard statements that can then be edited to suit your needs. If you want to create a completely custom report you may select and sort ranges of accounts and then "dress up" the report as desired.



```

FINANCIAL STATEMENT FORMAT FILE BUILD (1)                                TIME 12:56 TERM 96
-----
SCREEN #1  ***HEADER INFORMATION ***                                     REPORT NUMBER
           1. STATEMENT TYPE      █
           2. REPORT TITLE

<I>ncome Stmt, <B>alance Sheet, <S>uppt Sched, <F>=Source/App1 of Funds
    
```

## DESCRIBING THE REPORT

The first screen you see after selecting this option contains descriptive ("**header**") information about the report. Specify the **Statement Type** you want to create by entering "**I**" for an income statement, "**B**" for a balance sheet, "**S**" for a supporting schedule, or "**F**" for a source and application of funds (modified cash flow) statement. Then enter a descriptive title of the report



you are about to create. This title will not appear on the report, but is used to help identify the report you want to select it to run. You may change these fields through the "**Enter Change Number**" function, or press <ENTER> to proceed to screen # 2. Make a note of the "**Report Number**" assigned by the system for future reference. See the following "**Hints and Guidelines**" section for a further discussion of report numbers.

## SELECTING ACCOUNTS AND STANDARD STATEMENTS

```

FINANCIAL STATEMENT FORMAT FILE BUILD (1)                                TIME 12:56 TERM 96
-----
SCREEN #2  ***ACCOUNT SELECTION  ***                                REPORT NUMBER   4
           Please specify values of accounts to include:
                BEGIN                                END

           1. ACCOUNT      |_____
           2. PROFIT CENTER |_____

<F1> FOR ALL  <F8> END
    
```

Screen # 2 allows you to select ranges of accounts and profit centres to include in the report. This process is designed to gather all the needed accounts to help speed statement building. First enter the range of account codes you want selected (or <F1> for "All" account codes). Then enter the range of profit centres you want selected (or <F1> for "All"). The system will then look through the **Chart of Accounts** file and select all the appropriate account numbers. A message at the bottom will tell you how many accounts fit in the ranges you specified. You will then be asked to select another set of ranges - you may select several ranges on one report if necessary. When you have selected all the ranges needed, <F8> to end the selection process.

If you selected "I", "B", or "F" Statement Types you will be asked; "**Do you want to generate a standard report?**" After you have selected the accounts in Screen # 2. The system can use the account ranges you specified in your **Control Record** to create an acceptable standard report. If you answer "Y" for Yes, a standard report of the type selected will be created, which may then be edited (see "**Hints and Guidelines**"). If you answer "N" for No you will be allowed to sort the accounts you selected in a third screen and then edit them to create a completely custom report.

If you choose to create a supporting schedule ("**S**" **Statement Type**) you will not be asked about standard reports. You may still select ranges of accounts in Screen # 2 and sort them in Screen # 3, then you may edit the format as discussed below. If you want to create a special or small report without selecting any ranges you may <F8> at Screen # 2 and <F8> at Screen # 3 without making an entry and then use the **Scrolling Maintenance** screen to enter a report a line at a time. (A "**Dummy Record for End of File**" line will be displayed in **Scrolling Maintenance**. The system uses this line to identify the end of the report and will require you to enter any lines above it.)

### SORTING THE SELECTED ACCOUNTS

```
FINANCIAL STATEMENT FORMAT FILE BUILD (1)                TIME 13:17 TERM 96
-----
SCREEN #3  ***REPORT SEQUENCING  ***                REPORT NUMBER    4
           Please enter the number of the appropriate field:
           (Enter most important fields first)
SORT SEQ  FIELD#  FLD DESC
  1.      █
  2.      -

ENTER <2> TO SORT REPORT BY PROFIT CENTER, OTHERWISE <F8>
FIELD MEANINGS:  1 = ACCOUNT, 2 = PROFIT-CENTER
```

Screen # 3 allows you to sequence the accounts you have selected. It asks you to select whether you want the accounts selected to be sorted by account number within profit centre, or strictly by account number. Press <F8> to sort by account number only, or enter "2" and then <F8> to sort by profit centre.

## EDITING THE CREATED REPORT

After you have selected and sorted your accounts (or generated a standard report), and editing screen (**Scrolling Maintenance**) is displayed which allows you to "Dress up" your report as needed.

FINANCIAL STATEMENT FORMAT FILE BUILD (2)			TIME 13:09 TERM 96	
REPORT NO:	4 TEST		PRINT NORMAL	
LINE#	FRAMEWORK/ACCOUNT	DESCRIPTION/HEADING	DETAIL BAL	
1.	PAGE FEED			
2.	HEADING POS:CENT	INCOME STATEMENT		
3.	LINEFEED NO:2			
4.	HEADING POS:LEFT	SALES		
5.	0300-000	SALES - AMD	Y	C
6.	0300-001	SALES - ESB	Y	C
7.	0300-002	SALES - WSB	Y	C
8.	0301-000	SALES - LABOR-BRAKES & ROTOR	Y	C
9.	0301-002	SALES - LABOR-BRAKES & ROTORS	Y	C
10.	0302-000	SALES - LABOR-CYL BLOCK BORING	Y	C
11.	0302-002	SALES - LABOR-CYL BLOCK BORING	Y	C
12.	0303-000	SALES - TRANSFERS	Y	C
13.	0303-001	SALES - TRANSFERS ESB	Y	C
14.	0303-002	SALES - TRANSFERS WSB	Y	C
15.	0304-000	SALES - LABOR-ROD RESIZING	Y	C
<A>dd Account <C>hange line <D>elete line <P>age feed <L>ine feed <H>eading <U>nderscore <T>otal <R>atio basis <F1>=Restart <F2>=Scroll fwd <F3>=Scroll bkwd <F4>=Next page <F8>=End Enter maint function █ What line ? _ (Enter # of next line to ADD)				

The headers across the top and the line numbers down the side are fixed displays. Displayed are the first fifteen accounts of the report you have created. A **PAGE FEED** is automatically inserted at the top of the report so it will begin on a new page. To scroll through the selected and sorted accounts you may <F2> to scroll forward one line, <F3> to scroll backward one line, and <F1> to redisplay the beginning of the report. You may also use <F4> to scroll through the report that the line numbers remain as fixed references while the lines themselves change.

To edit the report, enter the appropriate letter (discussed below) in the blank "**Enter maint function** \_". After you enter the letter for one of the maintenance functions, you are asked to specify a line number. If you are <C>hanging or <D>eleting, enter the exact line number. For the other functions you are adding lines to the screen, so you should enter the line number of the entry that will be immediately below the line you are adding. Space will automatically be made for the new entry.

The available maintenance functions are:

<A>**dd Account** - to be used when you want to enter an account not already in the report. First enter the account number. You then must answer a "**Print Detail**" question with a "Y" if you

want to print this account on the report or an "N" if you want this accounts balance summarized in a Level 5 total (as discussed following in "**Totals**"). In the last column enter a "D" or "C" to indicate whether this account balance is normally a debit or a credit.

**<C>hange Line** - to be used when you want to change an existing line on the report. After selecting the line number to be changed you will be allowed to re-enter the line.

**<D>elete Line** - to be used when you want to delete an existing line on the report. Select the line to be deleted and the system will ask "**Sure you want to delete this record?**" Answer "Y" to delete the line.

**<P>age Feed** - to be used when you want the next line of the report to start a new page. A page feed will be inserted after you specify the line number.

**<L>ine Feed** - to be used when you want to leave a blank line(s) on the report. You may specify 1 to 9 lines with each line feed.

**<H>eading** - to be used when you want to put a centred or left justified heading in your report. After you select the line you must enter an "L" if you want this heading to be positioned at the left margin or a "C" if you want it centred. You may enter a 30 character description for each heading used.

**NOTE - any centred headings on a report that come directly after the page feed on the first page and before any other lines will automatically appear at the top of all the pages on the report.**

**<U>nderscore** - to be used to underline headings, columns of numbers, and totals. You may specify either a single or double underscore, and it may be placed in either columns 1, 2, or 3 of the report.

**<T>otal** - to be used when a total is desired. You may specify a total as being one of four levels, and a fifth level of totals serves as an Account Summary. A Level 1 total is the most inclusive total, a level 4 total is the least inclusive total. For example on an income statement, a level 4 total could total sales accounts and cost of sales accounts, a Level 3 total could calculate gross profit, and a Level 1 total could calculate net income. Each total may be placed in column 1, 2, or 3 of the report, a thirty character description to appear on the report may be entered, and the normal type of balance should be specified.

The following is a pictorial example of the way the Total levels work:

<b>Account 1</b>	<b>10</b>
<b>Account 2</b>	<b><u>10</u></b>
<b>Level 4 Total</b>	<b>20</b>
<b>Account 3</b>	<b>10</b>

Account 4     10  
Level 4 Total 20  
Level 3 Total 40

Account 5     10  
Account 6     10  
Level 3 Total 20  
Level 1 Total 60

As you can see, each level of total will total the accounts above until a Total equally or more inclusive is encountered.

A Level 5 Total or **Account Summary** is used when you do not want to print all accounts on the report, but rather want to summarize several sub-accounts into one group lump sum. To prevent an account from printing on the report, put an "N" for No in the column headed **PRINT DETAIL**. Below any group of accounts to be summarized insert a Level 5 Total. Its description will print on the report beside the total of the sub-accounts above it.

<R>**atio Basis** - used to define the beginning and end of a range of accounts whose total is to be used as the denominator in calculating ratios on the report. For example, if total sales are to be used as the basis for ratios, you should insert a **Start Ratio Basis** just before the first sales account and an **End Ratio Basis** just after the last sales account.

When you have finished editing the report, an <F8> will rebuild the report with changes and then return you to the menu.

## **HINTS AND GUIDELINES**

### **REPORT NUMBERING**

When you create a report, the system assigns a unique number to identify that report. It assigns these numbers in sequence, with a different numeric sequence for each type (**I, B, S, F**).

Therefore there will be a Report # 1 that is an **Income Statement**, a Report # 1 that is a **Balance Sheet**, etc. Because of this feature it is easy to associate all related reports if you build them in the following sequence:

- 1. Create all reports that are consolidated statements for all profit centres.**
- 2. Create all reports for your first profit centre.**
- 3. Create all reports for your second profit centre.**
- 4. Continue to create all reports one profit centre at a time for any remaining profit centres.**

The results of this sequence is that all the consolidated reports will be Reports # 1's, all the reports for the first profit centre will be Report # 2's, all the reports for the second profit centre will be Report # 3's, and so on. This makes it easy to ensure that the reports you set up in a Selection are the proper related reports.

### **USING THE SYSTEM-CREATED STANDARD REPORTS**

The standard balance sheet and income statement that the system can create from your **Chart of Accounts** and from your **Control Record** are complete reports that can be used without change by many businesses.

To generate one of these standard statements you should do the following:

- 1. Enter the type and description in Screen # 1.**
- 2. Select the accounts in Screen # 2 - <F1> for All accounts and select a profit centre or <F1> for "All" profit centres if this is a consolidated report. <F8> out of Screen # 2.**
- 3. Answer the standard report question with a "Y" for Yes.**
- 4. When you see the Scrolling Maintenance screen you may make changes or <F8>.**
- 5. You are done!**

A common change you might make would be in the **Print Detail** column. The standard format assumes you want to print every account on the report. If you want to summarize some of your information (such as on a report to be given to the bank), you could change the "Y"'s to "N"'s for some of the accounts and use a Level 5 total to describe the summary amount.

You should consider the use of centred headings to appear on all pages of the report (as described in "<H>eading" above). If you enter any centred heading(s) after the initial page feed

and before any other type of line, the system will automatically put the heading(s) on every page of the report.

If the page numbers on your report are not correct, make sure that you have inserted page feeds where needed in the report. Even though the system may automatically skip to a new page when it prints the maximum number of lines on a page, it only increments the page number when a page feed is used.

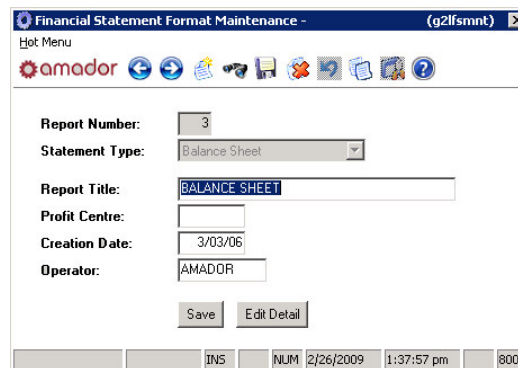
The standard **Source and Applications of Funds Statement** generated by the system is both an **SAF** report and a cash flow report. You **MUST** make one change to the report when you initially create it or the results will not be accurate. The system cannot tell which of your accounts are "**contra-asset**" type accounts (such as Accumulated Depreciation), which should be left off the statement. You must manually delete the lines on the **SAF** statement that contain such contra-asset accounts. If you do not delete these lines the report will treat such non-cash items as description expense as sources of funds, while at the same time also treating the change in accumulated depreciation as a source of funds.

A manual adjustment must be made to the **Source and Application of Funds Statement** if you sell an asset during the current period and claim current period non-cash expense (depreciation or amortization) for that asset. The manual adjustment consists of the amount you debited from accumulated non-cash expense because of the sale, which is a use of funds. For example, if you sold a piece of machinery that had \$1000 in accumulated depreciation at the time of the sale, your adjustment is the \$1000 that you had to remove from accumulated depreciation at the same time you removed the asset from your books. A line to enter this adjustment is provided on the bottom of the **SAF** statement.

## MAINTAIN AND LIST REPORT FORMATS

**Purpose:** This section allows you to make changes to reports you have already created and to list the reports and the detailed formats they use.

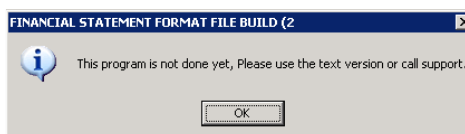
When choosing this section you receive the following screen:



## MAINTAIN REPORT FORMATS

Select this option to edit the report formats you have created. You may make changes by using the **Scrolling Maintenance** method described in the previous section, or use an optional method for quick changes. Enter the report number and statement type of the statement you want to change, or <F1> until the one you want is displayed.

To make changes to, click on the field in the window that you want to change. If you want to change the detail items in the report itself, click on the **“Edit Detail”** button:



A question **“Maintain Detail Records For This report?”** will be asked. You may <ENTER> to answer **“Y”** for Yes, or answer **“N”** for No to select another report.

If you choose to maintain detail records you will be given a choice of the type of Maintenance editing you want to do. Select either 1 or 2, make your changes, and press <F8> when you are ready to record the changes and return to the menu.

The first option is **Scrolling Maintenance**, which is the same full screen editing procedure as described in the preceding section **“Create a New Report”**. This option should be used for all major changes, and may be used for all changes. Its advantage is that you can actually view several lines of the report at a time and better picture the changes to be made. A characteristic of



this method that you may prove inconvenient for minor changes so that the system must resort and renumber the entire report when you are through making changes.

The second option is a special editing method that lets you manually enter the "**key**" of individual lines on the report you want to edit. This option does not use the full screen editor or require a re-sequencing of the report. This method does require a greater understanding of how the system handles reports, and you may choose to ignore or defer the use of this option. See the following "**Optional Discussion**" for a description of the use of this feature.

### **OPTIONAL DISCUSSION**

The General Ledger system sequences or arranges the lines on a report by assigning sequence numbers to each line during the report creation process. These sequence numbers are used as "**keys**" (as discussed in "**File Maintenance**") to the lines on the report. The sequence numbers are invisible during the full screen **Scrolling Maintenance** process, but the system is assigning them and keeping track of lines added and deleted. When you exit out of the **Scrolling Maintenance** process, the system must resort and reassign numbers to all lines of the report.

The second maintenance option we have included in the system is a method for accessing the report lines to be changed through the use of their sequence number "**keys**". When accessed this way there is no need for the system to reassign numbers to the lines.

To use this method first obtain a listing of the detail record lines for the report through use of the "**List Report Formats**" option discussed in the next section. This report will show you the sequence number assigned to each line of the report, as well as the other information you see on the **Scrolling Maintenance** screen. Now select the "**Manual Key Entry**" option under "**Maintain Report Formats**" and you will see the following screen:

MAINTAIN FINANCIAL STMT FORMATS		TIME 13:47 TERM 96
REPORT NO:	1 BALANCE SHEET	LAST SEQ# REFERENCED:
1. SEQUENCE NO	█	
2. TYPE OF ENTRY	-	
3. CLARIFICATION	-	
4. COLUMN NUMBER	-	
5. ACCOUNT NUMBER	_____	
6. DESCRIPTION	_____	
7. OVERRIDE DESC ?	-	
8. TYPICAL BALANCE	-	
* YOU SHOULD LEAVE GAPS BETWEEN SEQ#'S		
ENTER FILE KEY, USE <F1> FOR APPROXIMATE SEARCH OR <F8> TO END PROGRAM		

### 1. Sequence No:

This is the four-digit sequence key to each line.

### 2. Type of Entry:

This is the one character code that defines what type of entry is on this line. The valid codes (as prompted at the bottom) are:

- A - for an account
- H - for a header
- U - for an underscore
- P - for a pagefeed to skip a page
- L - for a linefeed to skip a line
- T - for a total
- R - for a ratio
- I - for a net income account

See the previous "Create a New Report" discussion for further explanation of the types.

### 3. Clarification:

This is the one character code that further explains the type code. The valid codes for each type will be prompted at the bottom when you enter the type. For example, if you specify an underscore the valid clarification codes are "S" for a single line and "D" for a double line.

**4. Column Number:**

This is the column number on the report where this entry will appear.

**5. Account Number:**

This is the account number for "A" type codes. Other types have zeroes here.

**6. Description:**

This is a description of the type code or, for an account, the description of the account.

**7. Override Desc?:**

This is a Yes or No question that allows you to use a custom description for an account on this report or to use the normal description in the Chart of Accounts. If this field contains "Y" for Yes, the report will use the description in field 6, which may be changed for this report. If this field contains "N" for No, the report will use the description contained in the **Chart of Accounts**. This feature allows you to change an account description for this report without changing it elsewhere.

**8. Typical Balance:**

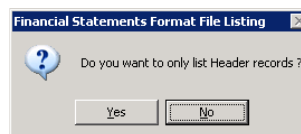
This should contain a "D" for accounts that normally have a debit balance and a "C" for accounts that normally have a credit balance.

Enter the sequence number of the line you wish to change, or <F1> through the records until you find it. You may then <C>hange, <D>elete, or <R>ename the line. If you wish to enter a new line in the report, enter a new sequence number that falls between the two records where the new line should appear.

**LIST REPORT FORMATS**

This option allows you to print or display the report formats that you have created. This should be used only to print the report formats - this is not the option for printing reports with dollar amounts (see "**Run Selected Reports**") You may list only the header information for each report to obtain a list of all reports you have created, or you may list the detail lines of your reports much as you see them on the edit screen.

Select this option from the menu and answer "Y" for Yes or "N" for No to the question whether you want to print header information only:



If you answer Yes, the report will show the report number, statement type, profit centre, creation date, operator, and title for all the reports you have created. If you say No, you will be allowed to

enter a range of report numbers and a range of statement types to process. The report will contain both the header and the detail line formats for each report selected.

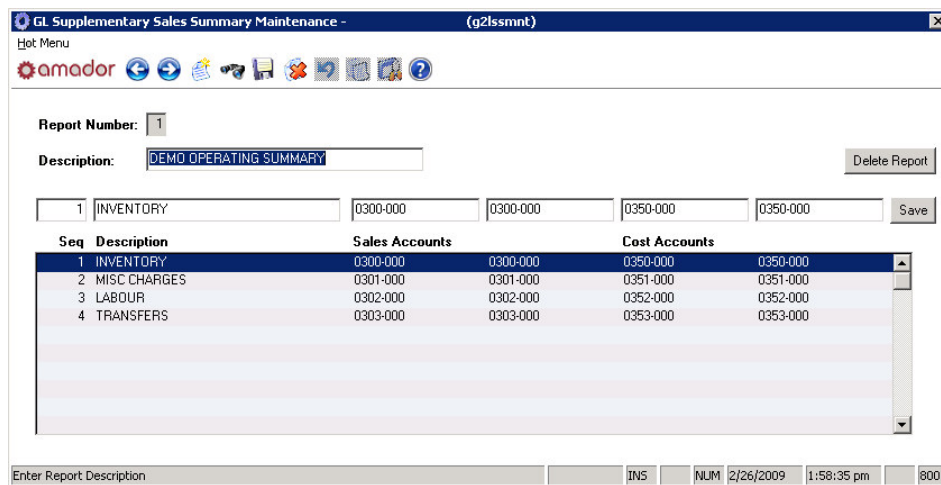
After specifying the report(s) to process you will be asked to choose an output option. Select an option (as discussed in "**Standard Reports and Listings**") and the report will run. When finished, the menu will be redisplayed.

## MAINTAIN SALES SUMMARY REPORT

All file searches using <F1>, <F2> and <F3> are standard in this maintenance program. Refer to the training manual for instructions on how to use these keys.

### STEP 1 Select Menu Options:

- General Ledger
- Financial Statements
- Maintain and List Report Formats
- Maintain Sales Summary Report



Seq	Description	Sales Accounts		Cost Accounts	
1	INVENTORY	0300-000	0300-000	0350-000	0350-000
2	MISC CHARGES	0301-000	0301-000	0351-000	0351-000
3	LABOUR	0302-000	0302-000	0352-000	0352-000
4	TRANSFERS	0303-000	0303-000	0353-000	0353-000

**STEP 2** The top part of the screen you see after selecting this option contains the report number and a description of the report. The description does not print on the report; it is there to help you identify the report. Enter a report number and take note of this number because you will need it to select this report in your financial statements run.



**TIP:** Use report number 1 for your first report, 2 for your second, etc.

**STEP 3** Enter a description that will help you identify this report (e.g. "Peter's Operating Statement".)

**STEP 4** The next screen that appears contains the sales and cost accounts to be included on the report. Each detail line of the report must be assigned a unique sequence number.

We suggest you assign sequence numbers in increments of 10 in case you want to add a detail line between two existing detail lines.

**STEP 5** You may now enter a description that will appear on the detail line of your report. Eg. Industrial Sales.

**STEP 6** Enter the beginning General Ledger sales account for this detail line.

**STEP 7** Enter the ending General Ledger sales account for this detail line.

Each line on the report may contain a range of sales accounts or a single account. If you want only one sales account on this line press <ENTER> when entering the ending account number and the system will automatically enter the ending account.

**STEP 8** Enter the beginning General Ledger cost account to be analysed in conjunction with the sales account(s) on this detail line.

**STEP 9** Entering the ending cost account or <ENTER> if it is the same as the beginning cost account. Click on the “Save” button to add the line to the report.

**STEP 10** When you are done entering accounts for this report, press the <ESC>. This will return you to the first screen where you may setup another report or press <F8> again to return to the menu.

## EXECUTING THE SALES SUMMARY REPORT

**STEP 1** **Select Menu Options**

- **General Ledger**
- **Financial Statements**
- **Select Reports to Print**

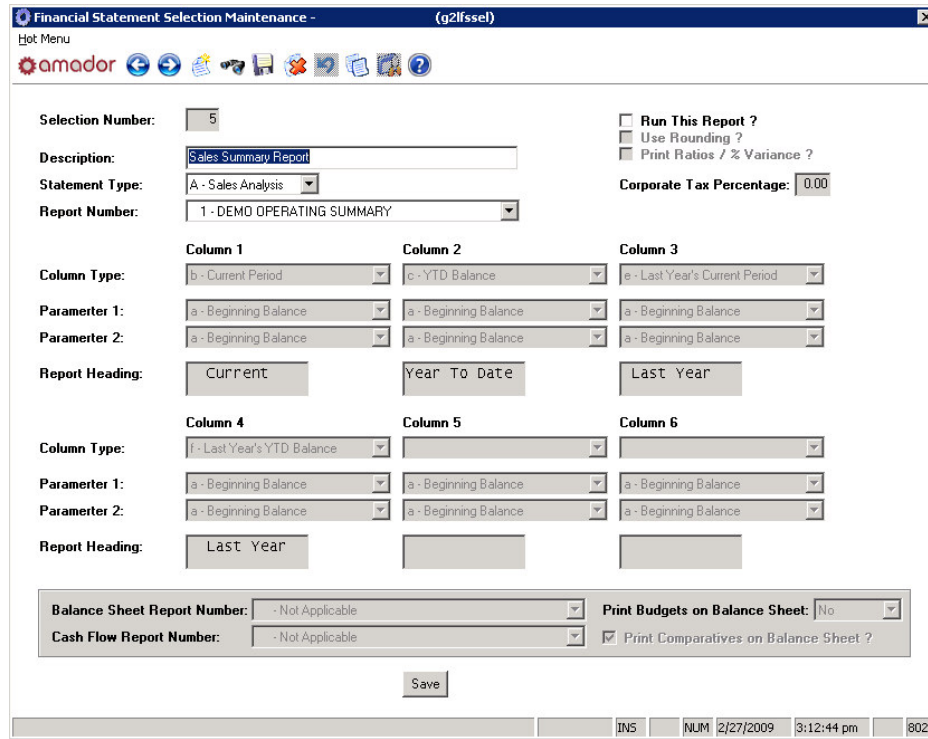
**STEP 2** Use the <F1> approximate search key to determine the next available selection number (i.e. if the last selection in the file is number 4, use 5 to create a new selection.)

**STEP 3** Enter a description of the report. This description is only used to help you identify the report and does not appear on the report.

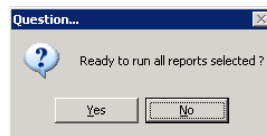
**STEP 4** Check the box next to “Run this Report?” depending on whether or not you want to include this report in your run of financial statements.

**STEP 5** Select from the drop-down list “**A - Sales Analysis Report**”.

**STEP 6** Select from the drop down list the report number that you setup in the **Maintain Sales Summary Report** program.



**STEP 7** Exit the program by pressing <F8> at selection number. The system will then ask you "Ready to run all reports selected?" enter "Y" or "N".



## SETTING UP YOUR SYSTEM TO INCLUDE ESTIMATED INCOME TAX ON YOUR FINANCIAL STATEMENTS

### STEP 1 Select Menu Options:

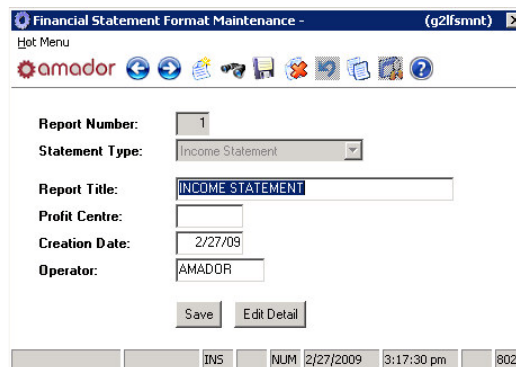
- General Ledger
- Financial Statements
- Maintain and List Report Formats
- List Report Formats

Print a listing of your income statement and balance sheet formats.

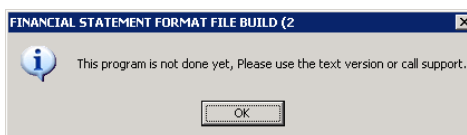
### STEP 2 Select Menu Options:

- General Ledger
- Financial Statements
- Maintain and List Report Formats
- Maintain Report Formats

Use the <F1> approximate search key to locate your income statement.



**STEP 3** Click on the “**Edit Detail**” button to change this report and when asked if you want to “**Maintain detail records for this report?**” enter “**Y**” and select maintenance type “**2**” for “**Manual Key Entry**”.



**STEP 4** Use your <F1> search key or manually scan the listing created in step 1 to locate the sequence number of your total level 1 (should be the net income line near the end of the report).

**STEP 5** Calculate and enter a sequence number that will fall between the total level 1 sequence number and the next entry in the file.



**TIP: 2 records must be entered between the total level 1 and the next record, so we suggest you increment the total level 1 sequence number by 2 for each new record.**

**STEP 6** Enter an "X" for the type of entry.

**STEP 7** Press <ENTER> to take the default column number.

**STEP 8** Enter a description which will appear on the report (e.g. "Estimated Income Tax".)

**STEP 9** Enter "D" for typical balance because income tax is considered an expense on the income statement.

**STEP 10** Calculate and enter the next sequence number by adding 2 to the last sequence number referenced as shown on the screen.

**STEP 11** Enter a "T" for the type of entry.

**STEP 12** Enter a "6" for clarification of the total level.

**STEP 13** Press <ENTER> to take the default column number.

**STEP 14** Enter a description that will appear in the report (e.g. Net Income After Estimated Tax.)

**STEP 15** Enter "C" for typical balance because net income is normally a credit balance.

**STEP 16** Press <F8> to return to the first screen and use the <F1> search key to locate your balance sheet report.

**STEP 17** Enter a "C" to change this report and when asked if you want to "**Maintain detail records for this report?**" enter "Y" and select maintenance type "2" for "**Manual Key Entry**".

**STEP 18** Use your <F1> search key or manually scan the listing created in step 1 to find your current liabilities on the balance sheet. Enter a sequence number to create a new record after the last current liabilities account.

**STEP 19** Enter an "X" for the type of entry.

**STEP 20** Press <New Line> to take the default column.



**STEP 21** Enter a description that will appear on the balance sheet report (e.g. “Estimated Tax Payable”).

**STEP 22** Enter "C" for typical balance because income tax is a liability on the balance sheet.

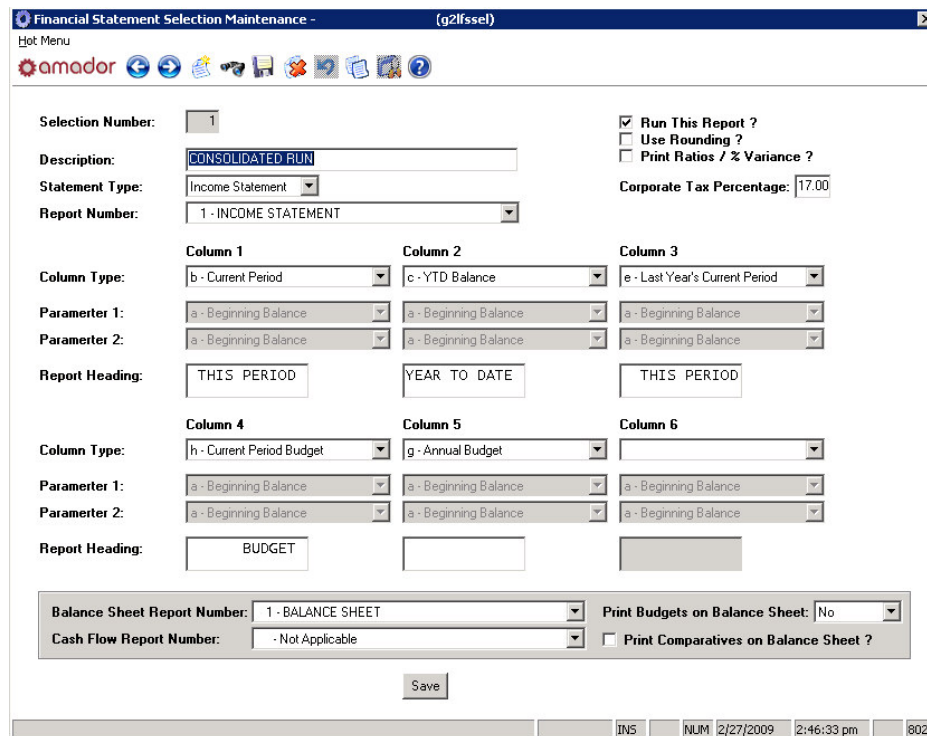
**STEP 23** Enter <F8> when positioned at sequence number to return to the first screen and press <F8> again to return to the menu.

**STEP 24 Select Menu Options:**

- **General Ledger**
- **Financial Statements**
- **Select Reports to Print**

**STEP 25** Using your <F1> search key to locate your income statement.

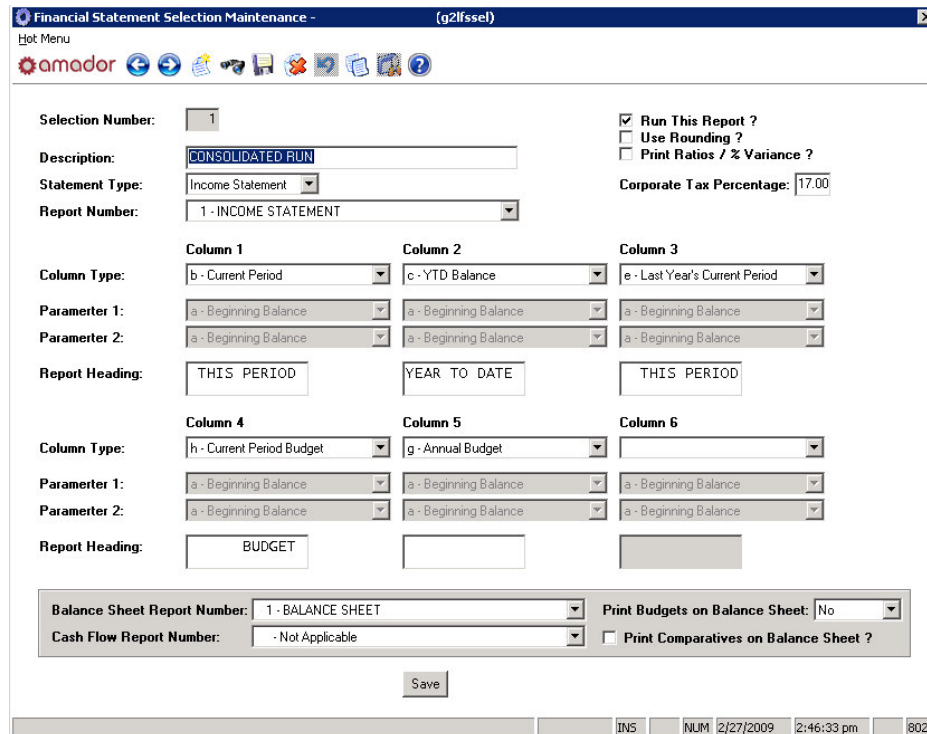
**STEP 26** Change the “Corporate Tax Percentage” field and enter the corporate tax rate you expect to be paying, as a percentage (e.g. 17.00).




**TIP:** If you are not calculating estimated income tax on your financial statements, enter a zero for the corporate tax rate because this field may contain unknown values.

## SELECT REPORTS TO PRINT

This option is the process of choosing which of the created reports you want to run and specifying what information you want to see on the report. When selected from the menu you will see the following window:



The screenshot shows the 'Financial Statement Selection Maintenance' window. It contains the following fields and options:

- Selection Number:** 1
- Description:** CONSOLIDATED RUN
- Statement Type:** Income Statement
- Report Number:** 1 - INCOME STATEMENT
- Run This Report?:**  (checked)
- Use Rounding?:**  (unchecked)
- Print Ratios / % Variance?:**  (unchecked)
- Corporate Tax Percentage:** 17.00
- Column 1:** Column Type: b - Current Period; Parameter 1: a - Beginning Balance; Parameter 2: a - Beginning Balance; Report Heading: THIS PERIOD
- Column 2:** Column Type: c - YTD Balance; Parameter 1: a - Beginning Balance; Parameter 2: a - Beginning Balance; Report Heading: YEAR TO DATE
- Column 3:** Column Type: e - Last Year's Current Period; Parameter 1: a - Beginning Balance; Parameter 2: a - Beginning Balance; Report Heading: THIS PERIOD
- Column 4:** Column Type: h - Current Period Budget; Parameter 1: a - Beginning Balance; Parameter 2: a - Beginning Balance; Report Heading: BUDGET
- Column 5:** Column Type: g - Annual Budget; Parameter 1: a - Beginning Balance; Parameter 2: a - Beginning Balance; Report Heading: (empty)
- Column 6:** Column Type: (empty); Parameter 1: a - Beginning Balance; Parameter 2: a - Beginning Balance; Report Heading: (empty)
- Balance Sheet Report Number:** 1 - BALANCE SHEET
- Print Budgets on Balance Sheet:** No
- Cash Flow Report Number:** - Not Applicable
- Print Comparatives on Balance Sheet?:**  (unchecked)

The purpose of this screen is to set up one or more "**Selections**", each of which is a combination of one or more reports. The fields "Selection Number", "Description" and "Run this Report?" pertain to the Selections as a whole, while the remaining fields define the reports associated with this Selection, you may access an existing Selection by entering its number or by using the normal file search function keys <F1>, <F2>, and <F3> as described in "**File Maintenance**".

### SELECTION NUMBER

Enter a number of up to two digits for this selection. This number will serve as the key for the selection.

### DESCRIPTION

Enter a description (up to 30 characters that identifies the general purpose for this Selection. For example, a Selection containing combined statements for all profit centres could be named "**All Consolidated Statements**" or "**All Profit Centres**".

**RUN THIS REPORT?**

Check this box if you want this Selection processed when the "Run Selected Reports" option is run. When you actually choose to "Run Selected Reports" the system looks at each Selection to see if this field has been checked. If it does, the reports described in the Selection are processed. If you leave the box unchecked, no reports in this Selection will not be processed.

**INCOME STATEMENT or SUPPORTING SCHEDULE**

Select "Income Statement" if this Selection is to include an Income Statement. Select "Supporting Schedule" if this Selection is to include a Supporting Schedule. You may not have both types in the same selection.

**REPORT NUMBER**

Select the report number for the type you selected above. The system will confirm that such a report number exists and will display its name.

**PRINT RATIOS / % VARIANCE?**

Check this box if you want to calculate ratios on the income statement. You must have entered Start and End Ratio lines on the report for this feature to work. If you define a variance (the difference between two numbers) a percent will be calculated instead of a ratio (i. e.  $A \text{ minus } B = \text{Variance}$ ,  $\text{Variance divided by } B = \text{percent}$ ). Leave this box is unchecked if you do not want ratios or variance percents on the report.

**COLUMNS OF INFORMATION**

These fields are used to define what information is to be shown for the accounts and totals included on the report. If you checked the box next to "Print Ratios / % Variance", you will be able to specify up to four columns of information to be shown on the report, which allows for room to print the ratios. If you left this box unchecked, you will be able to specify up to six columns of information. The fields for each column displays the following column types:

**a = BEGINNING BALANCE** (beginning balance for the period)

**b = CURRENT BALANCE** (activity for the period)

**c = YTD BALANCE** (balance for the year-to-date)

**d = LAST YEAR'S BEGINNING BALANCE** (beginning balance for the period for same period last year)

**e = LAST YEAR'S CURRENT PERIOD** (period balance for the same period last year)

**f = LAST YEAR'S YTD BALANCE** (year-to-date balance for the same period last year)

**g = ANNUAL BUDGET** (total annual budget)

**h = CURRENT PERIOD BUDGET** (budget for the current period)

**i = YTD BUDGET** (budget for the year-to-date)

**j = VARIANCE** (difference between two of the previous options)

**k = PERCENTAGE** (one option amount divided by another option amount)

Select from the drop-down list the letter of the option you want in each column. Two lines of default header information will be displayed, and you may press <ENTER> at each line to

accept the default header or you may enter your own header (maximum of 13 characters per line).

If you enter "j" for a **VARIANCE**, you must specify which two amounts are to be compared through the format "a - b" where A and B are any two option letters. You may use option letters not printed on the report so that you can show a variance without showing the columns being compared.

If you enter "K" for a **PERCENTAGE**, you must specify the divisor and the dividend for the calculation through the format "a / b" where A and B are any two option letters. You may use option letters not printed on the report so that you can show a percentage without showing the amounts used in the calculation.

#### **BALANCE SHEET REPORT NUMBER**

If you specified an Income Statement report type above, you may enter the number of a corresponding balance sheet in this field. If you did not specify to run an income statement you may not process a balance sheet since it must have the appropriate net income figure. You may select "Not Applicable" in this field if you do not want a balance sheet.

#### **PRINT COMPARATIVES ON BALANCE SHEET?**

If you specified a balance sheet report number above you must check this box if you want comparatives on the balance sheet or leave it unchecked if you do not want comparatives.

#### **CASH FLOW REPORT NUMBER**

Enter the number of the appropriate Cash Flow statement if you want to print one. You must have specified an "**Income Statement**" type report above, since the Cash Flow report requires a net income figure. You may select "Not Applicable" if you do not want a Cash Flow statement.

#### **PRINT BUDGETS ON BALANCE SHEET?**

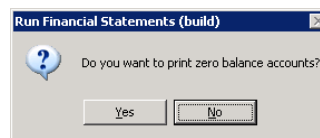
Select "Yes" if you wish to include this year's budget numbers on the balance sheet. Select "Last Year" if you wish to use last year's budget numbers. Select "No" if you do not wish to include budget numbers.

After the information in these fields is correct, click on the "**Save**" button at the bottom. If you have specified reports in this selection with different profit centres, the system will beep and give you an explanatory error message. You must enter report numbers that correspond to the same profit centres, the system will beep and give you an explanatory error message. You must enter report numbers that correspond to the same profit centre before you will be allowed to exit from the Selection.

## **RUN SELECTED REPORTS**

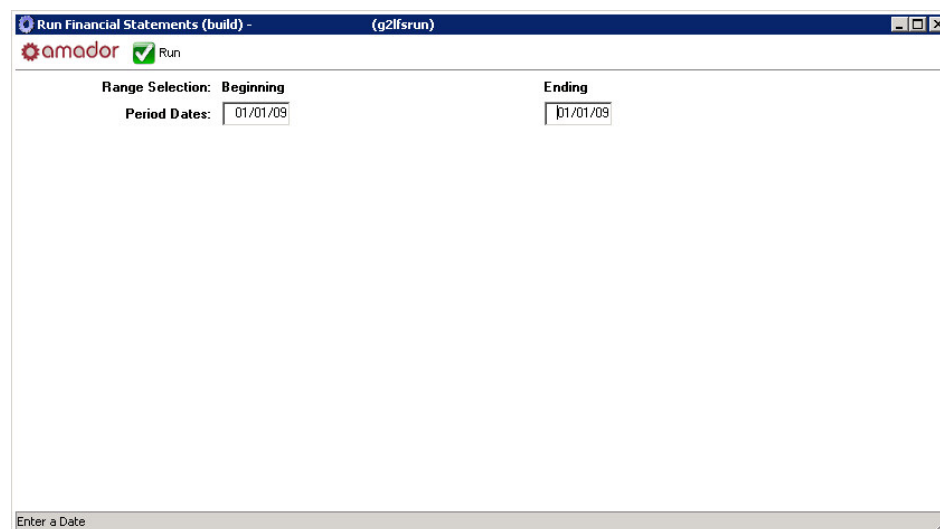
This selection simply takes the reports selected above and processes them for a specified period. After choosing "**Run Selected Reports**" you must specify one of three output options (discussed in "**Standard Reports and Listings**").

You will then be asked if you want accounts printed that have zero balances as of the period processed.



This allows you to suppress meaningless accounts if desired by clicking on "No". However, clicking on "Yes" to this question allows you to print a created report to see how it looks even if you don't have balances for all the accounts you want on the report.

After answering this question you will be asked to enter the range of dates to process. These dates would normally be a standard accounting period as set up in your Accounting Periods file (such as 1/01/09 to 1/31/09), but you can use other ranges of dates (such as 3/01/09 to 3/15/09). You can press <ENTER> without making an entry to default to the period dates for the last closed out period. Enter the beginning date and the ending date for the period to be shown on the reports. The dates entered here must be within the current fiscal year, and if you are not keeping history the dates must be standard beginning or ending period dates for any closed out periods.



The period of dates entered will be shown as the current period of the report. If you entered a range of dates that is not a standard accounting period, any budgets or comparatives shown will be estimated and prorated based on a 30-day month.

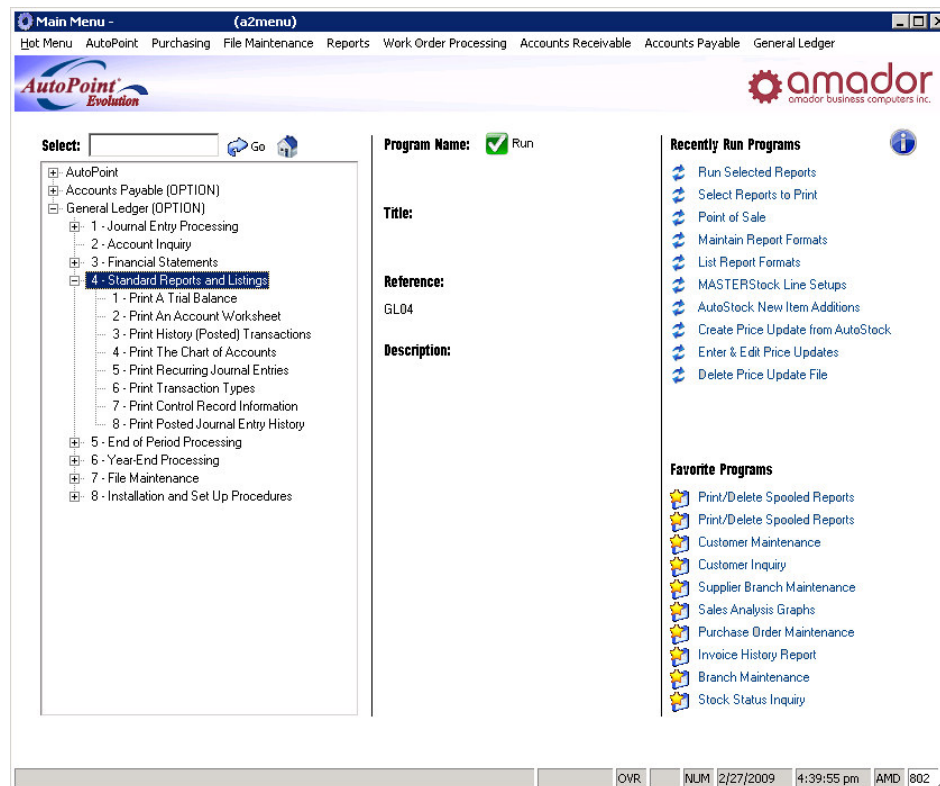


After you confirm that the dates entered are correct, click on the “Run” icon or press <F12>, and the statements will process. After printing is complete the display will return to the menu.

## STANDARD REPORTS AND LISTINGS

**Purpose:** The options in this section are the standard reports and file listings available from General Ledger.

When selecting this option you will see the following menu:



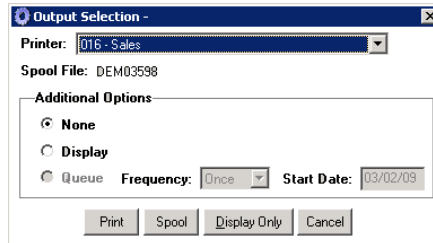
### ABOUT REPORTS AND LISTINGS

The first three selections are reports that are designed to provide useful management information. The remaining selections are listings of the records contained in the core of permanent files of the system. Some of these reports are also accessible through other sections in the General Ledger menu structure.

All report and listing programs are designed to operate consistently for all Software. This means that once you learn the process of running one report you can know that every other report you might run will function in a similar manner. This allows you to concentrate on the information the system can give you rather than on the operation of the system itself.

When selecting a report or listing option by double-clicking on it's menu entry, the first screen will ask you to select the output option you want. The Software allows you to specify whether

you want to print to your main system printer, to "spool" or print to a file on your disk, to print to an alternate printer, to display the report on your screen, or to choose some combination of display and print.



If you want to exit out of a report selection without running it, simply press the <F8> or click on the "Cancel" button to return to the menu.

For a few reports and registers where a printed copy is essential, only the first three options will be displayed.

### **PRINT**

Select this option to have the report printed on your printer. Unless you have more than one printer attached to your computer this will be the normal and most direct way for you to print a report. Select the printer from the drop-down list and then click on the "Print" button.

### **SPOOL**

This option allows you to store an image of the report on your disk so that it can be printed later on paper. You should use this option when you cannot use your printer but want to save a report or when you want to print multiple copies of a report. Click on the "Spool" button and a file will be created with the displayed Spool File name.

### **DISPLAY ONLY**

This option allows you to display the report directly on your screen rather than printing it. You would normally use this option when you want to review a report for a certain piece of information, but do not need a printed copy. When you select this option you will see the following screen:



Display Mode

T R I A L   B A L A N C E                      DATE- 3/02/09 17:20:52 AMADOR      PAGE 0001

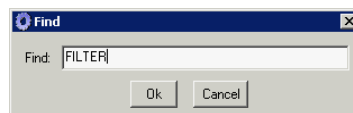
FOR PERIOD: 1/01/07 TO 1/31/07

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
DATE	TYPE NO. DESCRIPTION				
0100-000	CASH - CIBC	3,333,139.96			3,333,139.96
0100-001	CASH - ESB	250,975.95			250,975.95
0100-002	CASH - WSB	101,361.87			101,361.87
0101-000	ROYAL BANK - VISA	.00			.00
0102-000	BANK OF MONTREAL - MASTERCARD	.00			.00
0110-000	BANK OF NOVA SCOTIA	34,045.00			34,045.00
0120-000	ACCOUNTS RECEIVABLE	950,323.29			950,323.29
0121-000	GST RECEIVABLE	7,755.14			7,755.14
0122-000	TRANSFER OUT - AMD	.00			.00
0122-001	TRANSFER OUT - ESB	.00			.00
0122-002	TRANSFER OUT - WSB	.00			.00

< Previous Page   Next Page >   Home   End   Go To   Find   Print   File: N/A   Page: 000001 of 1?   Help   Exit

Click on the “Previous Page” and “Next Page” buttons to change the page of the report displayed. Used the scroll bar on the right to view the entire page. Click on “Home” to return to the top of the first page and click on “End” to go to the bottom of the last page. Click on “Go To” to jump to a particular page number.

Click on the “Find” button to enter a search term and click on “OK”:



The display will jump to the page where the text of the report matches the search term, otherwise the display will stay on the current page if there are no matches.

### ADDITIONAL OPTIONS

To print the report to the selected printer and display it on your screen, select “Display” under “Additional Options”. To schedule the report to run unattended after backup, select “Queued” (NOTE: queuing reports is not available for all reports, and so may not be available to select.)

Once you have specified the output option you want, most reports allow you to indicate more specifically what information you want on the report. For example, when printing a **Chart of Accounts Listing** you will be asked to specify a range of accounts that you want on the report.

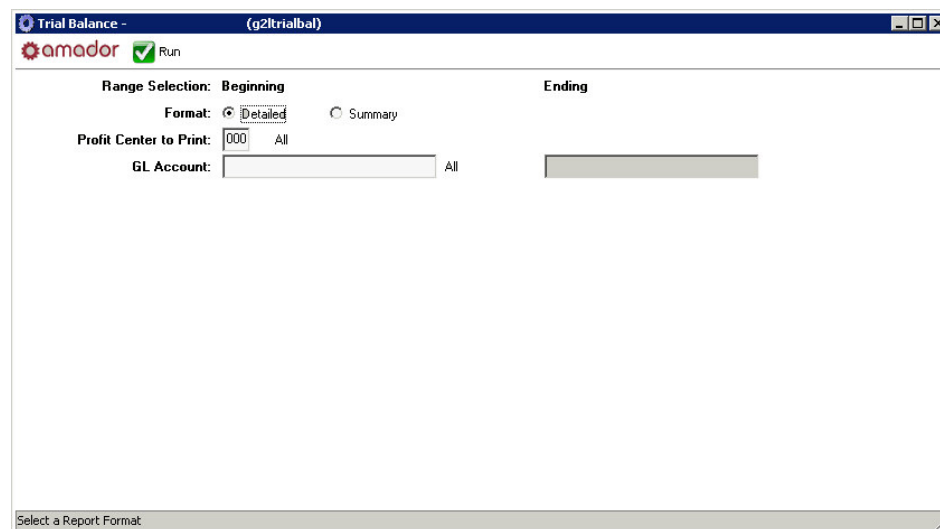
Whenever you are asked for a range of records to include you may press <ENTER> when the cursor is positioned at the starting or beginning field to select "**ALL**" the records in question. Otherwise you should enter the beginning and ending records for the range you want included on the report.

When you have entered all the specifications for a report you can press <F12> or click on the "Run" icon to run the report. When the report finishes processing it will automatically return you to the main menu screen.

## PRINT A TRIAL BALANCE

**Purpose:** The trial balance is the report normally used to review and check the activity for ranges of accounts during the current period. It shows the beginning balance, debits, credits, and ending balance for each account on the report. The debits and credits may be shown in detail or totalled for the period.

When selecting this report from the menu, the standard output options will be displayed. After selecting an option, you will see the following screen:



### FORMAT

Select “Detailed” if you want to show each individual debit or credit posted to each account. Select “Summary” if you want to show only the total of the debits and credits to each account.

### PROFIT CENTER TO PRINT

Enter the number of the profit centre you want to include on the report, or press <ENTER> to include ALL profit centres in the report.

### GL ACCOUNT

Enter the range of account numbers you want to include on the report, or press <ENTER> to include all the accounts for the profit centre(s) you selected in 2 above. If you selected one profit centre, you will enter the 4 digit account number in the range fields and the profit centre will automatically be inserted. If you selected ALL (with a <ENTER>) profit centres are not selecting ALL accounts, it is a good practice to use a 000 profit centre for the beginning account in the range and a 999 profit centre for the ending account in the range.

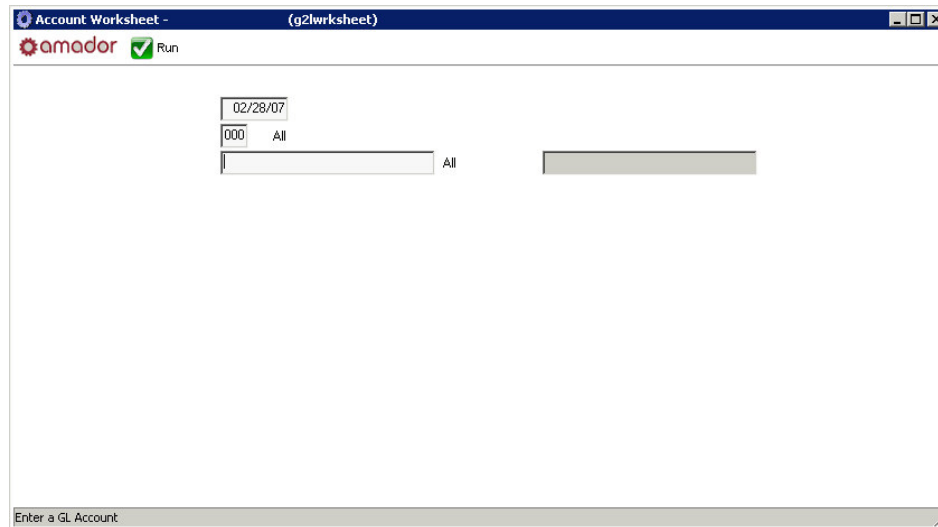
**NOTE - As explained in the "End of Period Processing" section the trial balance for a period must be run before you run the "Update Summary File" selection at the end of the period.**

## ***PRINT AN ACCOUNT WORKSHEET***

**Purpose:** The Account Worksheet is designed for use as a worksheet to help you make closing period adjusting entries.

It shows you the **Ending Balances** for a range of accounts for a specified period ending date, and provides blanks to enter adjustments may then be entered through "**Journal Entry Processing**".

To print the Account Worksheet select it from the menu, enter the period ending date, enter a profit centre number (or <ENTER> for **ALL**) and enter the range of accounts (or <ENTER> for all accounts).

A screenshot of the "Account Worksheet" software window. The title bar reads "Account Worksheet - (g2lwrksheet)". The window contains a form with the following fields: a date field with "02/28/07", a profit center field with "000" and "All", and an account range field with a vertical bar and "All". A "Run" button with a green checkmark is visible in the top left. At the bottom, there is a prompt "Enter a GL Account".

Click on the "Run" icon or press <F12>, and select the desired output option.

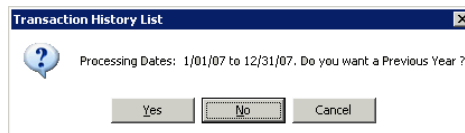
A grand total of the **Ending Balances** for the accounts selected will be printed at the end of the report.

## PRINT HISTORY OR POSTED TRANSACTIONS

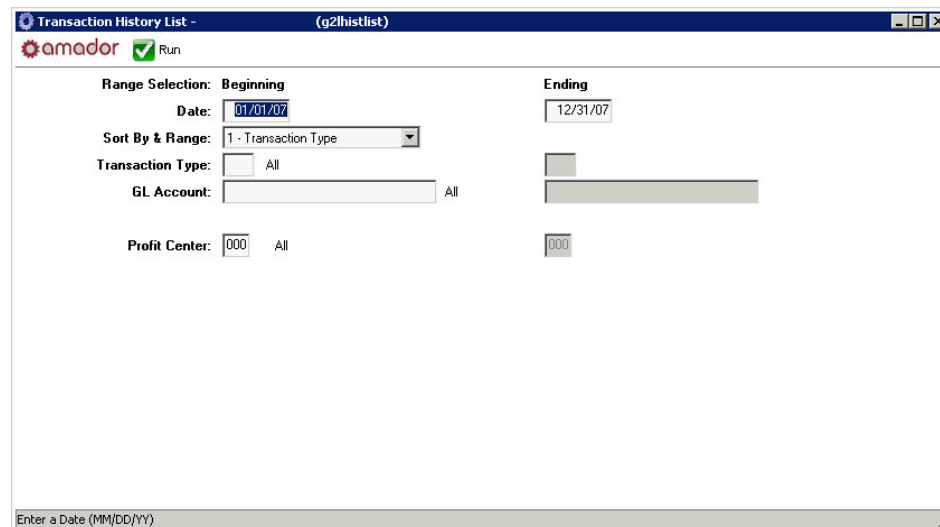
**Purpose:** This report allows you to analyse detail information about the transactions that have been posted to your **Permanent Ledger**. If you are not maintaining detail history (as specified in your **Control Record**) you will only be able to retrieve information about transactions entered since the last closed out period.

If you are maintaining detail history, you will be able to access any transactions entered since the beginning of your fiscal year. The report can run a variety of ways and includes beginning and ending balances for the date ranges selected.

To run the report, select it from the menu. You are then prompted to use the current or previous fiscal year(s).



Click on “No” to use the current year or click on “Yes” to select a previous year on file. After selecting the year, the following report ranges window displays:



The "Transaction History List" report ranges window (g2lhistlist) displays the following fields:

- Range Selection:** Beginning
- Ending:** 12/31/07
- Date:** 01/01/07
- Sort By & Range:** 1 - Transaction Type
- Transaction Type:** All
- GL Account:** All
- Profit Center:** 000 All

At the bottom, there is a prompt: "Enter a Date (MM/DD/YY)".

### DATE

Enter a date range to list transactions dated within that range. The dates default to the fiscal year beginning and ending dates.

## **SORT BY & RANGE**

You will then be able to select one of three sequences for the report:

- 1. Report by Transaction Type**
- 2. Report by Account Number**
- 3. Report by Profit Centre**

**The Report by Transaction Type** will let you to specify a range of types. The report will print all transactions during the date range for each type selected and will be sequenced by type.

**The Report by Account Number** will let you to specify a range of account numbers. The report will print all transactions during the date range for each account selected and will be sequenced by account number.

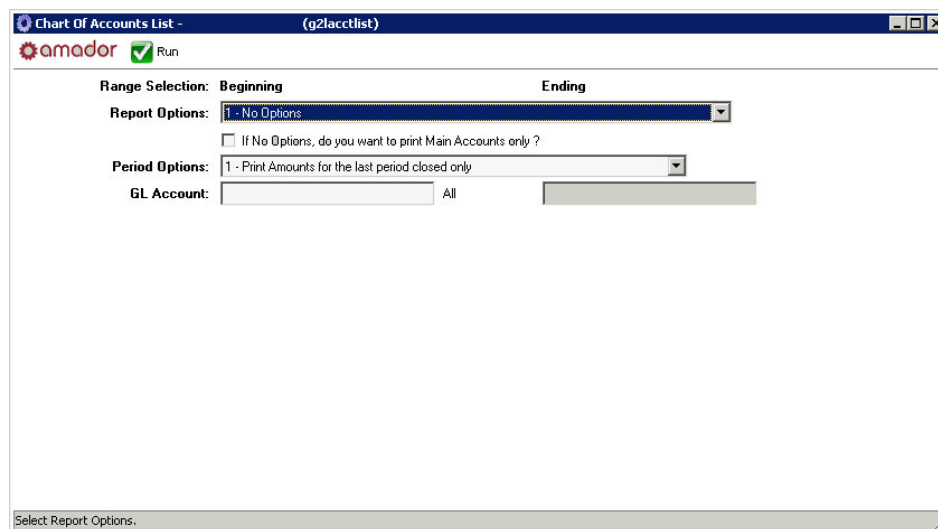
**The Report by Profit Centre** will let you to specify will ask you to specify a range of profit centres, and a range of account numbers. The report will print all transactions during the date range for each account selected and will be sequenced by account number within each profit centre.

Click on the “Run” icon or press <F12>, and select the desired output option.

## PRINT THE CHART OF ACCOUNTS

**Purpose:** This listing is actually four different reports that allow you to print out various levels of detail for the information maintained in the account file. It may be used at set-up time as an edit listing for building the chart of accounts and entering budgets and comparatives (if used). It also may be printed at any time for an up-to-date listing of your **Chart of Accounts**.

To run the listing, select it from the menu:



### REPORT OPTIONS

You will then have the option of printing one of the following four reports; choose the report with the information you need.

1. **No Options** - Print Account Number, Description, and Type.
2. **Print Account Balances** - Print Account Number, Description, Type, and Balance.
3. **Print Account Balances and Budgets** - Print Account Number, Description, Type, Balance, and Budgets.
4. **Print Account Balances, Budgets and Comparatives** – Print Account Number, Description, Type, Balance, Budgets, and Comparatives.

Check the box next to “If No Options, do you want to print Main Accounts only?” if you do not wish to list sub-accounts on the first report.

### **PERIOD OPTIONS**

Select the period option to print account balances for closed/open periods:

- 1. Print Amounts for the last period closed only.**
- 2. Print Amounts for all closed periods.**
- 3. Print Amounts to all periods.**

After selecting your report and period options above, you will then be allowed to enter a range of accounts to list, or you may <ENTER> through the beginning account number field to list all accounts in your file.

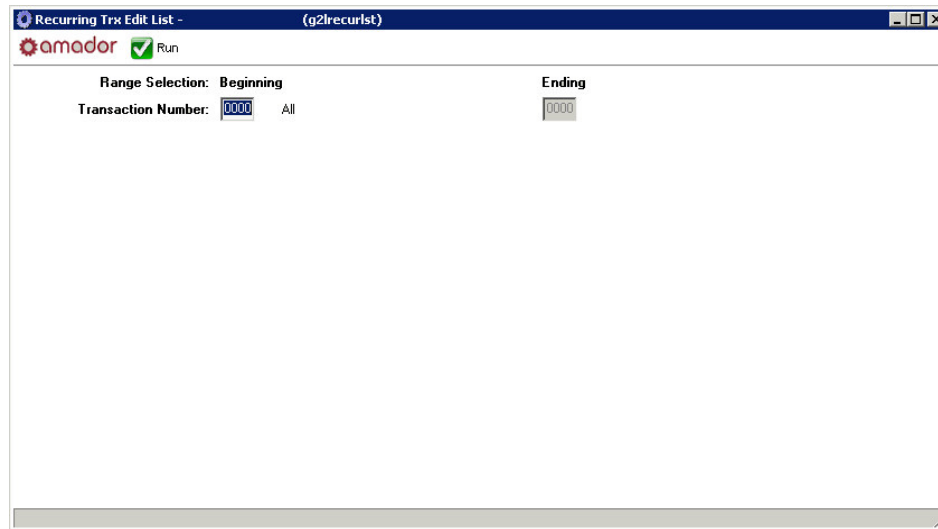
Click on the “Run” icon or press <F12>, and select the desired output option.



## **PRINT RECURRING JOURNAL ENTRIES**

**Purpose:** The listing prints out the repetitive journal entries you have entered in your Recurring Transaction File.

Select the listing from the menu, and you will see the following window:



### **TRANSACTION NUMBER**

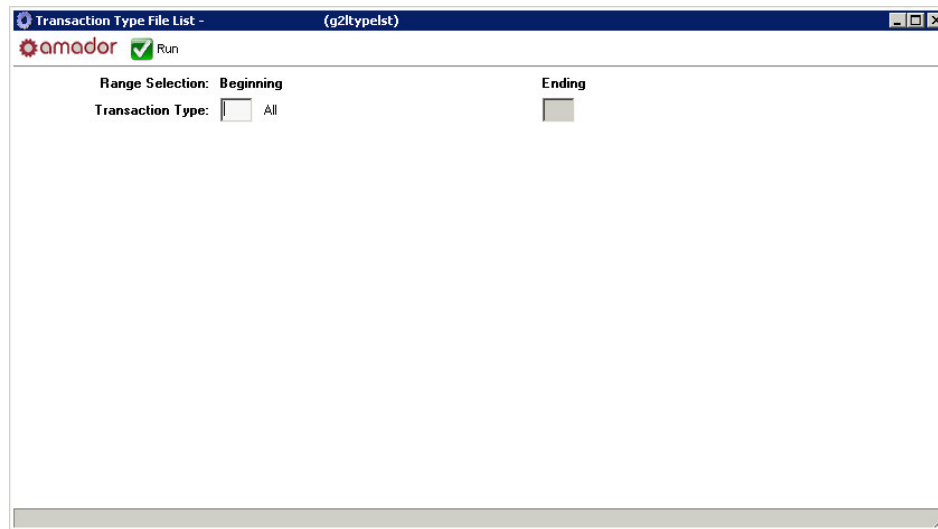
Enter the range of **Transaction Numbers** to print (or press <ENTER> for **ALL**).

Click on the “Run” icon or press <F12>, and select the desired output option.

## **PRINT TRANSACTION TYPES**

**Purpose:** The listing is a simple report of the types of journal transactions set up in your Transaction Type File. The report will list a range of types or all types and their descriptions.

To run the listing select it from the menu, and the following window will display:



### **TRANSACTION TYPE**

Enter the range of types to print (or <ENTER> for ALL).

Click on the “Run” icon or press <F12>, and select the desired output option.

### ***PRINT CONTROL RECORD INFORMATION***

**Purpose:** This report prints out the information contained in the **Control Record**, including the accounting periods.

For an explanation of this information see the section "**Set Up the Control Record**" under "**Installation and Set Up Procedures**".

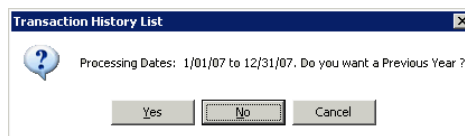
To print the listing, select it from the menu and then select an output option.

## PRINT POSTED JOURNAL ENTRY HISTORY

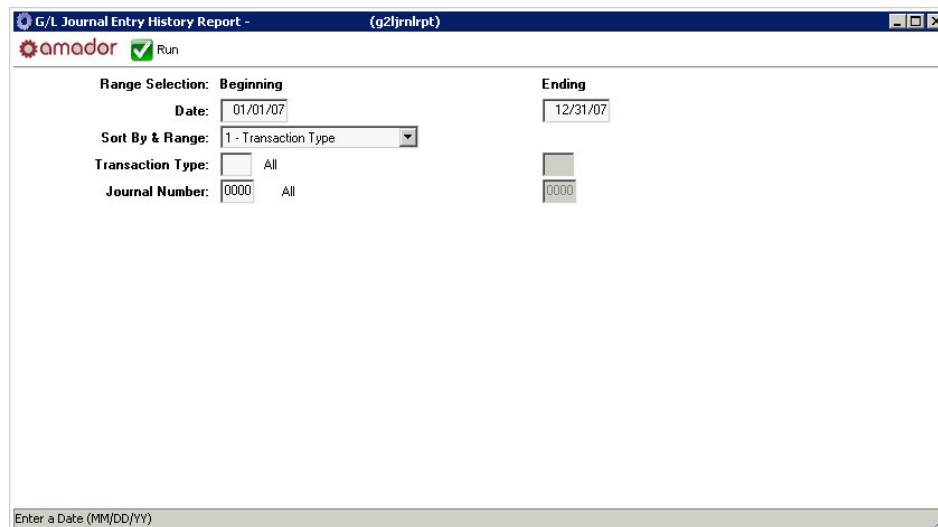
**Purpose:** This report allows you to analyse detail information about the journal entries that have been posted to your **Permanent Ledger**. If you are not maintaining detail history (as specified in your **Control Record**) you will only be able to retrieve information about transactions entered since the last closed out period.

If you are maintaining detail history, you will be able to access any transactions entered since the beginning of your fiscal year. The report can run a variety of ways and includes the distribution details for the posted journal entries.

To run the report, select it from the menu. You are then prompted to use the current or previous fiscal year(s).



Click on “No” to use the current year or click on “Yes” to select a previous year on file. After selecting the year, the following report ranges window displays:



A screenshot of the "G/L Journal Entry History Report - (g2ljrnprt)" window. The window has a title bar with the Amador logo and a "Run" button. The main area contains the following fields:

- Range Selection:** Beginning
- Ending:** 12/31/07
- Date:** 01/01/07
- Sort By & Range:** 1 - Transaction Type
- Transaction Type:** All
- Journal Number:** 0000 All

At the bottom of the window, there is a status bar that says "Enter a Date (MM/DD/YY)".

### DATE

Enter a beginning and ending date to select journal entries dated within that range.

### SORT BY & RANGE

Select “1. Transaction Type” to sort the report results by the journal entries’ transaction type or select “2. Journal Number” to sort the results by the journal entries’ transaction number.

**TRANSACTION TYPE**

Enter a range of transaction types or press <ENTER> to accept all transaction types.

**JOURNAL NUMBER**

Enter a range of journal numbers or press <ENTER> to accept all journal numbers.

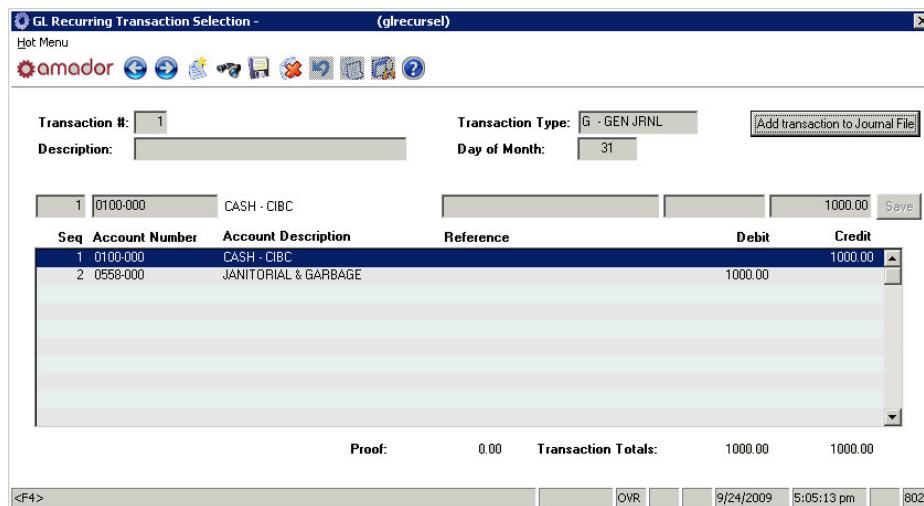
Click on the “Run” icon or press <F12>, and select the desired output option.

## END OF PERIOD PROCESSING

**Purpose:** The options in this section pertain to the steps you should go through in the normal closing out of a period. An example sequence of the steps in a period close-out would be as follows:

1. **Select Recurring Journal Entries that should be processed this period.**
2. **Edit and post all journal entries into the Permanent Ledger.**
3. **Print a detailed Trial Balance and, if necessary, an Account Worksheet. Check for accuracy and enter, edit, and post any adjusting entries necessary. If additional entries are made, reprint your detailed Trial Balance.**
4. **Once you are sure all transactions for the month are posted, run the Update Summary File process.**
5. **Run your Financial Statements.**
6. **Change your Current Period.**

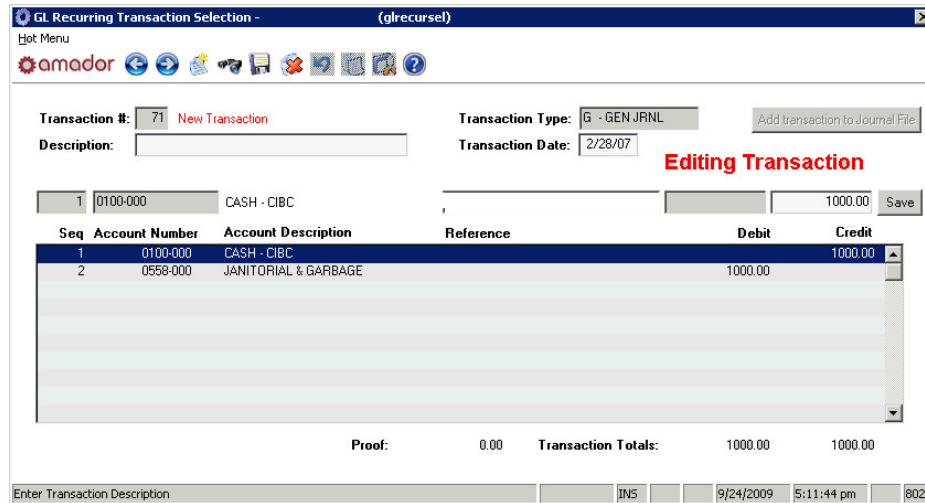
This is the process of reviewing the Recurring Entries you set up in the "**Maintain Recurring Transactions**" section, selecting them for entry in the Journal, and making any changes to them for this particular occurrence. This process is an efficient solution to the problem of repetitive journal entries.



Seq	Account Number	Account Description	Reference	Debit	Credit
1	0100-000	CASH - CIBC			1000.00
2	0558-000	JANITORIAL & GARBAGE		1000.00	

Proof: 0.00      Transaction Totals: 1000.00      1000.00

After selecting this process from the menu you will see a screen similar to the **Recurring Transactions Maintenance** screen. The quickest way to review these transactions is to **<F1>** through the file, or you may enter the **Transaction Number** you assigned to a particular entry. When you see a transaction that you want to process this period, click on the button "Add transaction to Journal File".



You will then be asked if you want to change anything about the entry for this occurrence. If you don't have any changes, press <F8> or exit the window, and you will then be prompted, "Do you wish to save your changes?", to which you click on "Yes" save the transaction, or "No" to return to the previous window and make any other changes. If you need to enter amounts or make another change, you may select each line of the transaction you want to edit and click on the "Save" button. After all lines have been edited, press <F8> or exit the window, and answer "Yes" to save changes.

When you try to select a **Recurring Journal Entry** to go into the Journal, the system will check and make sure that the entry is in balance and that the date of the transaction falls within the current period. If you have specified that a **Recurring Journal Entry** should be made as of a date outside the current period range (such as specifying the 31st day and then selecting in a month that has less than 31 days) the system will use the last day of the period.

After selecting all the **Recurring Journal Entries** that you want to go to the Journal this period, <F8> to return to the menu. You will be given the opportunity to print an edit listing of the entries you selected. Remember that you will need to post these entries from the Journal to the Permanent Ledger before they will be reflected in your financial reports.

### **LIST ALL UNPOSTED TRANSACTIONS**

This option is simply the same journal edit list you get when select "**Print Journal Edit List**" under "**Journal Entry Processing**". It is placed on this menu so you will remember to list all unposted transactions (including any **Recurring Journal Entries**) so they may be posted before closing out the period.

Run this listing as described in "**Print Journal Edit List**" to print the unposted entries.

### ***POST ALL UNPOSTED TRANSACTIONS***

This option is the same process described in "**Post to Permanent Ledger**" under "**Journal Entry Processing**". You must post all entries for the period you are closing out or they will not be reflected in your financial statements.

### ***PRINT A TRIAL BALANCE***

Print a final copy of a trial balance (as described under "**Standard Reports and Listings**") for the period you are closing out. Make sure that you reprint the trial balance if any adjustments are made. Be sure you choose to print "**Detail**" on the trial balance, since once you run the "**Update Summary File**" option you will not be able to print a trial balance for this period.

### ***IF NEEDED, ENTER ANY ADJUSTMENTS***

This is a reminder to check your trial balance and make sure all transactions for the period are properly reflected before proceeding. If you need to make any adjusting entries select this option and you will see the regular "**Journal Entry Processing**" menu. Enter, list, and post the adjusting entries, then return to the "**End of Period Processing**" menu and rerun your trial balance.

### ***RUN FINANCIAL STATEMENTS***

This option takes you to the same "**Financial Statements**" menu previously discussed under the "**Financial Statements**" section. Select and run the appropriate statements for this period.

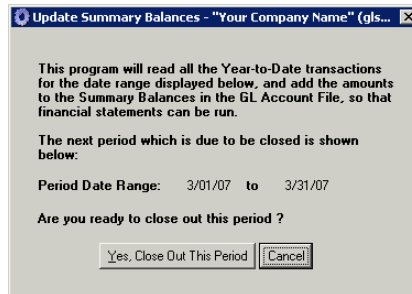
### ***UPDATE SUMMARY FILE***

This process summarizes all the entries made to each account during the period being closed and calculates a period ending balance for each account.

**CAUTION!** This process clears out all detail for the period being closed unless you are maintaining Detail History, and should only be run after you have printed a detailed Trial Balance and ensured that all entries for the period are correct.

When you select this option you will see an explanatory message of what the program is about to do. The dates of the period about to be closed will also be displayed. Make sure the proper period is being displayed.





Then answer **"Yes, Close Out This Period"** to the question **"Are you ready to close out this period?"** If you decide you are not ready to run this option yet, click on **"No"** and the program will not be run.

## **YEAR-END PROCESSING**

**Purpose:** The options in this selection are used to close out the current accounting year and prepare the records for a new year. These options should be processed in the order they appear or serious problems could result.

When selecting this section the following menu will appear:

### ***PROCESS ANY YEAR-END ADJUSTMENTS***

This is a reminder to enter any year-end accruals or other adjustments that should be made before closing out the year. If you need to make such entries this selection will take you to the "**Journal Entry Processing**" day of the last period before closing. Enter, list, and post the year-end entries.

### ***PRINT FINANCIAL STATEMENTS***

Although you should already have printed statements as of the end of your last accounting period, this option is a reminder that you **MUST** run these final statements before running your year-end program. If you select this option you will be taken to the menu discussed under "**Financial Statements**".

### ***CLOSE OUT YOUR LAST FISCAL PERIOD***

This option is a reminder to close out your last accounting period before closing out the year. If you entered any year-end entries these must be fully processed in the last period. This selection takes you to the "**End of Period Processing**" menu discussed earlier.

### ***RUN THE YEAR-END PROGRAM***

This process should be run after you have closed out the last period of your fiscal year and run your year-end Financial Statements. This **Year-End** program performs the following functions:

- 1. Zeroes out the balances in all income statement accounts.**
- 2. Carries all Summary File records forward as comparatives, moves the ending balance for all balance sheet accounts forward as beginning balances, and clears out the Summary File.**
- 3. Increments the periods in the Accounting Period Field by one year.**
- 4. Zeroes out the budget fields.**

## FILE MAINTENANCE

**Purpose:** You should use the options in this section to maintain the **Chart of Accounts**, **Transaction Type**, and **Recurring Transaction** information kept in your General Ledger.

The files in this section contain the relatively stable information that serves as the core of the system. These files are initially set up under the "**Installation and Set Up Procedures**" section, and should only be accessed here to change or delete existing records or set up new ones.

### **ABOUT FILE MAINTENANCE**

The File Maintenance options in all Software Packages are designed to operate and function consistently. Once you understand how to enter and maintain records in one file you can operate any File Maintenance option. This allows you to concentrate on the information to be entered rather than the operation of the program.

After selecting one of the File Maintenance options you will see a display of the fields of information kept for each record in that file. The fields will be blank, where data is entered or displayed.

When you wish to exit any file maintenance program you need to clear off any record displayed and press the <F8> or exit the window. This will return you to the File Maintenance menu.

The records in any file are "**Keyed**" or identified by the entries made in the key fields. The key field(s) for any record are marked by asterisks to the side (for example, the Account Number is the key to each record in the Chart of Accounts File). The key is the unique reference for each record that allows the system to tell records apart.

### **TO ADD A RECORD**

To enter a new record into the file you should enter a "**key**" for that record that has not been used before. A prompt will tell you that there is not an existing record with that key and that a new record will be created. (If you enter a key that already exists, the corresponding record will display and the prompt at the bottom will ask you what you want to do with that record. To clear the record off the screen, just press <ENTER>.)

You will then enter the information for the new record. After entering the data in a field press <ENTER>. The cursor will automatically position at the next field. If you enter an invalid response in one of the fields, you will hear a beep and an error message will display at the bottom. If the error message is not self-explanatory, see Appendix - for an explanation of the

error. After filling in all the fields you will receive a message asking if you wish to change any of the fields you entered. To make changes, click on the field to be changed. After making the change, press <ENTER>. When you have no further changes to make, click on the "Save" button to enter the record in the file and return to the original blank display you saw when you entered the option.

Two other keyboard keys may come in handy when you are adding a record. If you recognize that you made a mistake in a previous field and want to back up to it, click on it or press the **SHIFT-<TAB>** keys to back up one field at a time.

**Note - to change key fields you must enter the "Rename" function described below. If you do not want to enter data see the next paragraph for a discussion of the <F8> key.**

The second key that may come in handy is the <F8> key. As described elsewhere the <F8> key is the "End" key used to exit out of menus and programs. When no record is displayed on the screen the <F8> key will end the program and return you to the menu. However, when a record is displayed the <F8> key serves as an "Abandon Modifications" key. What this means is that if you cannot properly finish entering a record or if you just want to start over you may press <F8> and the record will not be processed - it essentially will be thrown away.

## **TO ACCESS EXISTING RECORDS**

You may access existing records in several ways. If you enter the "Key" (the identifying code) for an existing record, the record will be displayed (i. e. - enter the Account Number for an existing account in the Chart of Accounts File, press <ENTER>, and the record will be displayed). If you do not know the key you may use the <F1>, <F2>, and <F3> keyboard keys to scan through the file of existing records.

<F1> This key allows you to make an approximate search through the file. If you press <F1> without making any entry the first record in the file will be displayed, and each time you press <F1> you will see the next record, sequenced by the key field(s). If you enter a key field or part of a key field and press <F1>, the record with a key that most nearly matches the key field entry will be displayed. This approximate search allows you to quickly "flip through" your file of records to find the one you want. <F2> This key is the "Next Record" key, which performs the same "Flip through" function as <F1> with one difference. If you have a record on the screen, pressing <F2> displays the next record just like <F1> does. However, if you have pressed <ENTER> and cleared a record off the screen, <F2> remembers that record and will display the next one while <F1> does not remember and will start at the beginning of the file.

<F3> This key is the "Previous Record" key which allows you to "flip through" the file in reverse. Pressing <F3> will display the previous record (by "key" sequence) to the one currently displayed or to the one just cleared by pressing <ENTER>.

## **TO CHANGE AN EXISTING RECORD**

To make changes to a record already on file, use the access methods described above to display the desired record. To change any field in the record (except for the "key" field, which must be "**Renamed**"), click on the field, and the cursor will position at the field. You may then enter the new data and press <ENTER>. If you enter an invalid response in one of the fields you will hear a beep and an error message will display. If the error message is not self-explanatory, see Appendix for an explanation of the error. When you have made all the needed changes to the record, click on the "Save" button and the system will assume that you have no further changes to make and will enter the changed record into the file.

One nice feature of the change mode is that the system remembers what the original record contained until you tell it to save the record. This is very useful if you inadvertently start to change the wrong record or if you really mess up when changing a record and want to start over. By pressing the <F8> key when the record is displayed you can "**undo**" the modifications you just made. A prompt will ask you to save changes. If you click on "No", you may then access the record again and you will see it in its original form.

**REMEMBER - you may only "undo" your changes if you have not already entered the changed record in the file: once it is entered the original record is gone.**

## **TO DELETE AN EXISTING RECORD**

To delete or remove a record from a file, access the record as described above and click on the "Delete Record" icon in the menu bar.

**NOTE - the system will not allow you to delete records that contain financial information needed for reporting purposes.**

As a safeguard the system requires confirmation before deleting by asking the question "**Do you want to DELETE the record?**" Recheck to make sure this is the correct record, and then click on "Yes".

## **TO RENAME AN EXISTING RECORD**

Renaming a record is the process of changing the contents of its key field(s). Since the system uses the "key" as a name for each record, it cannot allow changes to a record's name without losing track of the data for that record. The only way to change key fields is to delete the existing record and re-enter the data with the new "key". The "**Rename**" function is essentially a shortcut for the delete - add back process. It is also a method for duplicating the data in one record into a new second record. When you rename a record the system remembers the data associated with the original record and allows you to "**add back**" the data in the new record without actually having to enter it.

To rename a record, access the record as described above and click on the “Rename” icon in the menu bar. A question will appear: **"Do you want to DELETE this record?"** Since you are about to create a new record, the system wants to know if you also want to keep the old one. In most cases you will answer **"Yes"**, delete the record. If you happen to want to create a new record with the same data and also want to keep the existing record, answer **"No"**.

## ***MAINTAIN THE CHART OF ACCOUNTS***

The Chart of Accounts file is the nucleus of the General Ledger system. All of the information entered into and reported from the system is dependent on and organized by the account numbers. In this option you are maintaining the accounts you need for your business.

Each "account" you use in your company's set of books (such as **"Cash"**, **"Accounts Payable"**, of **"Sales"**) is treated as a separate account record. The account number is the **"key"** or identifier of each account record used (see the introduction to **"File Maintenance"** for a further explanation of record **"keys"**). You must assign a seven-digit account number to each record in a manner that is consistent both with the 4 - 3 split format used by the system and with ranges you entered in the Control Record. Throughout the system the seven-digit account number is viewed as being made up of two parts - a four-digit account code and a three - digit profit centre (or department) code. Pictorially it looks like this:

-----

### **Account Code Profit Centre**

The four-digit account codes given to your "accounts" should be assigned so that they fit into the structure outlined in your Control Record and so that when arranged in ascending order they should appear on financial statements. This is very important because the system performs many functions based on the sequencing of account numbers.

For example, suppose you had set up these asset ranges in your Control Record:

**Current Assets 0000-000 999-999**

**Fixed Assets 1000-000 1999-999**

Now suppose you had these accounts to assign to:

**Cash Accounts Receivable Inventory**

**Equipment Buildings Land**

One acceptable way to code these accounts would be:

**Account Code Account**

**100 Cash**

**200 Accounts Receivable**  
**300 Inventory**  
**1100 Equipment**  
**1200 Buildings**  
**1300 Land**

Notice that the account codes sequenced the accounts in the order they should appear on financial statements and that both Current Asset and Fixed Asset accounts have codes within the proper ranges.

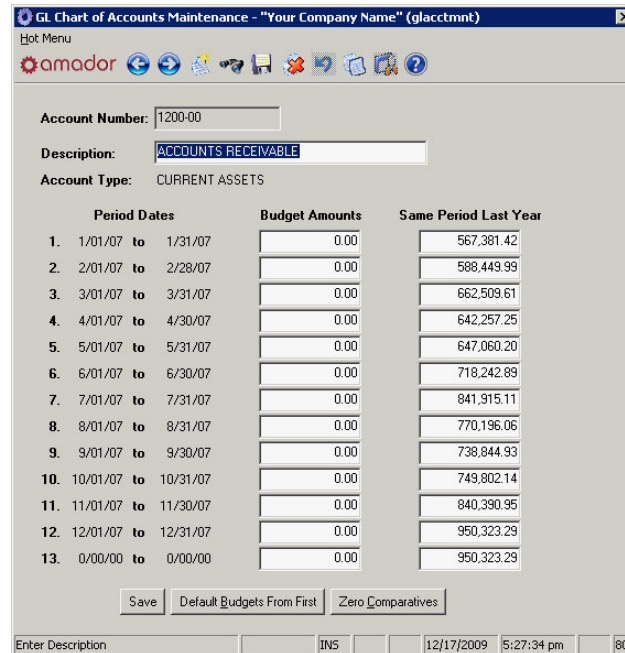
The three-digit profit centre code is used by the system to allow you to keep separate sets of books for profit centres within one company. For example, if your company has two stores for which you want to keep separate books, you should call Store #1 profit centre 100 and Store # 2 profit centre 200. Continuing with our example above you would then set up asset account numbers as follows:

	<b>Store # 1</b>	<b>Store # 2</b>
<b>Cash</b>	<b>100-100</b>	<b>100-200</b>
<b>Accounts Receivable</b>	<b>200-100</b>	<b>200-200</b>
<b>Inventory</b>	<b>300-100</b>	<b>300-200</b>
<b>Equipment</b>	<b>1100-100</b>	<b>1100-200</b>
<b>Buildings</b>	<b>1200-100</b>	<b>1200-200</b>
<b>Land</b>	<b>1300-100</b>	<b>1300-200</b>

You will then be able to use the same general ledger to record and report separately for each store. The advantage is using profit centres with consistent account codes is that you can generate consolidated statements that will combine the account codes for all profit centres.

You do not need to use the profit centre code if you do not want to keep track of multiple profit centres. You may press <ENTER> to enter zeroes as the profit centre whenever it is called for in the system.

When selecting this option from the menu you will see the following screen:



	Period Dates	Budget Amounts	Same Period Last Year
1.	1/01/07 to 1/31/07	0.00	567,381.42
2.	2/01/07 to 2/28/07	0.00	588,449.99
3.	3/01/07 to 3/31/07	0.00	662,509.61
4.	4/01/07 to 4/30/07	0.00	642,257.25
5.	5/01/07 to 5/31/07	0.00	647,060.20
6.	6/01/07 to 6/30/07	0.00	718,242.89
7.	7/01/07 to 7/31/07	0.00	841,915.11
8.	8/01/07 to 8/31/07	0.00	770,196.06
9.	9/01/07 to 9/30/07	0.00	738,844.93
10.	10/01/07 to 10/31/07	0.00	749,802.14
11.	11/01/07 to 11/30/07	0.00	840,390.95
12.	12/01/07 to 12/31/07	0.00	950,323.29
13.	0/00/00 to 0/00/00	0.00	950,323.29

To add a new account, enter the information as described below. To change or delete an existing account, display the record by entering its Account Number or use the function keys described previously in this section. Then you may use the Access Mode Functions to make the desired changes.

**1. Account Number:**

Enter the account number (as discussed above) that you have assigned to each record.

**2. Account Description:**

Enter the description of the account being entered using up to 30 characters. This description is used instead of the number on several reports. After entry the name of the account group for this account (as specified in the Control Record) will display.

**3 - 15. Budgets:**

(These fields will not be displayed on your screen unless you answered, "Yes" to Budgets in the Control Record.) Enter the dollar estimate of the activity for each period. You will be able to print financial statements comparing these budget amounts with the actual amounts. If you are entering the same figure in each period you may enter the first period and click on the button labelled, "Default Budgets From First", to have the system fill in the remaining budgets.

These Budgets are reset to zero during year-end processing.

**16 - 28. Same Period Last Year:**

(These fields will not be displayed on your screen unless you answered, "Yes" to Comparatives in the Control Record.) Enter the dollar amounts of activity for each period of the previous year. These comparatives may be printed on financial statements. If you do not want to set these up but would like to keep comparatives in the future, you may leave these blank now and the year-

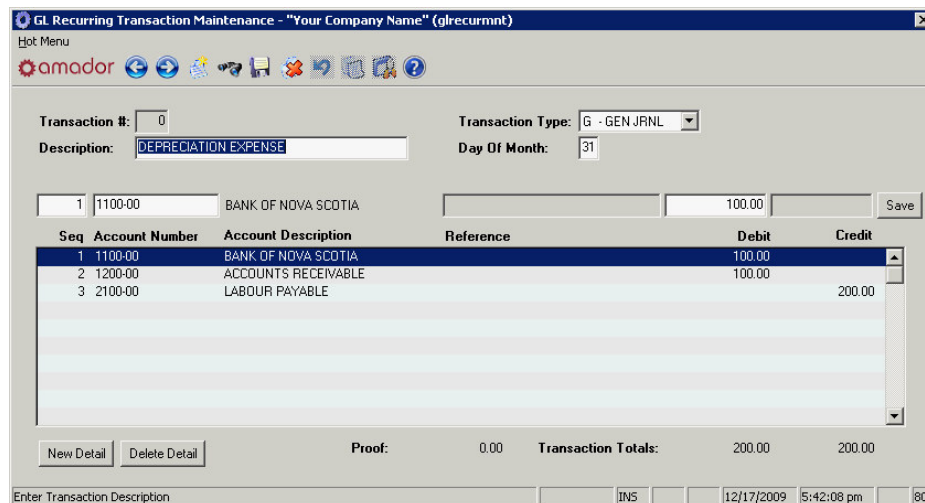


end processing will automatically create comparatives from this year's activity. You can click on the button labelled, "Zero Comparatives" to zero them out.

## MAINTAIN RECURRING TRANSACTIONS

This option allows you to change or delete existing Recurring Transaction records or add new ones. Recurring Transactions are journal entries that recur periodically, such as the end of the month depreciation entries. You may review and select any of these entries to go into the journal without having amounts if desired and amounts may be entered each time the transaction is selected. This capability is particularly useful for end of the period adjusting entries because it reminds you of the usual entries necessary and allows quick processing of them, but still leaves you in complete control of your transactions.

When selecting this option you will see the following screen:



Seq	Account Number	Account Description	Reference	Debit	Credit
1	1100-00	BANK OF NOVA SCOTIA		100.00	
2	1200-00	ACCOUNTS RECEIVABLE		100.00	
3	2100-00	LABOUR PAYABLE			200.00

This screen is nearly identical to the one described under "**Enter and Edit Journal Transactions**". This is logical since all you are doing here is setting up a journal entry that you want the system to remember and process when you tell it to.

### 1. Transaction No:

Enter a one to four digit number that you want to use to reference this Recurring Transaction. The number you assign will be a permanent "name" associated with this record. Every time you select this record as part of "**End of Period Processing**", the system takes the data associated with the Recurring record, assigns it the "**Next Transaction Number**" from the Control Record, and thus creates a real journal entry.

### 2. Trans Type:

Enter one of the valid codes set up in the "**Transaction Type**" file or press <ENTER> to default to the General Journal code.

**3. Day of Month:**

Enter the day of the month that you want given to this transaction when it is selected. You normally would use an end of the month day for adjusting entries and a first of the month day for reversals.

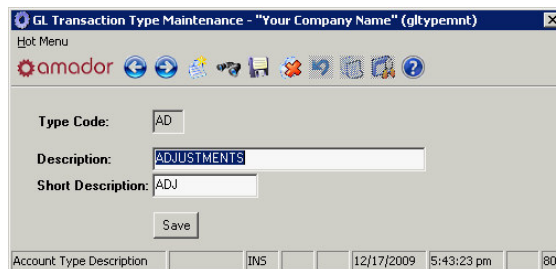
**4. Description:**

Enter up to a 30-character description of the purpose of this entry (e.g. - Monthly Depreciation"). For an explanation of how to enter the accounts and amounts of the record see the section "**Enter and Edit Journal Transactions**". You may enter account numbers without amounts (to be filled in later) in Recurring Transactions, while this is not allowed in actual journal entries.

**MAINTAIN TRANSACTION TYPES**

This option is used to add, change, or delete the types of journal entries that you want the system to track separately. There are six reserved codes you must have set up for use by the system, and you may specify any number of other types. These codes allow you to enter an assorted batch of journal entries and then print an edit list for each type that may be used as a subsidiary journal. There is also a history listing that allows you to sort by Transaction Type. For example, if you wanted to balance your Cash Receipts as a separate journal you could set up a "CR" Transaction Type and be able to identify all Cash Receipts transactions.

When selecting this option you will see the following screen:



The following six reserved codes were set up in the "**Set Up and Installation Procedures**" for the system to use:

Type Code	Description	Short Description
AP	From Accounts	Payable Accts Pay
AR	From Accounts	Receivable Accts Rec
BB	Beginning Balance	Entry Beg Bal
G	General Journal Entry	Gen Jrnl
OE	From Order Entry Inventory	OE Inv
PR	From Payroll	Payroll

You may set up any other codes you desire.

**1. Type Code:**

Enter a two-character code assigned to this Transaction Type as discussed above.

**2. Description:**

Enter up to a 30-character description of this type.

**3. Short Description:**

Enter an abbreviated (ten characters or less) description of the type. This will be used on reports and display when there is not room for the full description.

## INSTALLATION AND SET UP PROCEDURES

### OVERVIEW

The options in this section are the steps you need to take to prepare the General Ledger for use with your company's data. The items that appear on the menu are organized to function as a step-by-step checklist for you to follow. It is important that you perform these steps in the order they appear, since some steps depend on previous ones. If this is your first experience working with a computer, you should be pleasantly surprised how quickly you become comfortable working with a keyboard instead of a pencil. If you are an experienced user you will appreciate the menu flexibility and consistency of operation in this system. Before continuing you should review Chapter 0 describing how to use the menus and how to access the on-line documentation.

Here is a quick overview of what you are about to do. First you will define in your Control Record whether you want to use budgets and comparatives, and how you will arrange the numbers for your different types of accounts. Then you will build your Chart of Accounts File by entering each of the accounts that you will be using to record your financial information. Two other smaller files will then need to be set up - one with all the transaction types that you would like to use in the system and the other with any common recurring journal entries. Then you may load the beginning balances for each of your accounts, print a list to check your work, and then "post" or permanently record these balance in the system. The last step in preparing your system is to set up the financial statement formats or layouts you desire.

To help make the Set up process as efficient as possible we have included "**LOAD**" sheets for the files where you will normally be entering multiple records. You may copy and use these to manually format the required information, as it must be entered in the system. The Chart of Accounts file requires you to have a seven digit account number assigned to each account you will use (see "**Set Up The Chart of Accounts**") as well as a description and budgets and comparatives (if used). The Transaction Type file requires you to set up six system reserved codes and their descriptions as well as any other codes you want. The Recurring Transactions file allows you to outline common entries (particularly period-ending) that you can specify for processing when desired. The Beginning Balance Load is simply one special journal entry you make to set up your initial balances in the system.

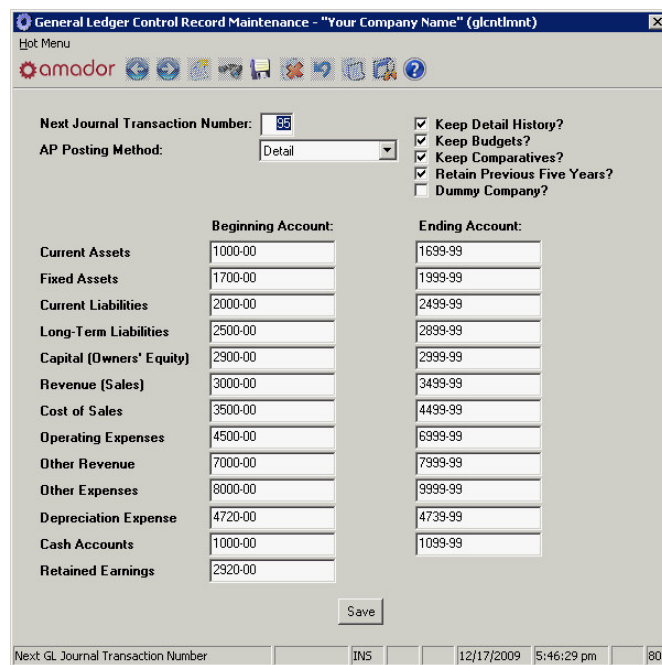
We suggest that you read the entire "**Installation and Set Up Procedures**" section and fill out your "**LOAD**" sheets before actually starting your entry work. Once you have completed these steps the General Ledger will be set up and ready for you to start processing your daily work. Since you probably are converting your General Ledger record keeping from some other existing system, it is important that the changeover be tested before dropping your existing system simultaneously for at least one full accounting period to determine that they are yielding equivalent results.

This double workload is cumbersome but necessary to ensure that an accurate transition to the General Ledger system is made. Once you are sure that the data has been accurately transferred and that you are comfortable with the new procedures you may drop your old system.

## SET UP THE CONTROL RECORD

The Control Record requires you to answer some questions about the way you want the system to operate. The answers you give here will be used by the system to determine what information you want to keep, and they help the system only ask you questions that are appropriate. For example, if you specify that you do not want to keep budgets the system will not even display blanks for you to put budgets in. Since this Control Record does control some of the functionality of your system, it is very important that you set it up carefully and properly. Under normal circumstances you will only set up this record once and never need to change it. If you do decide later on to change any of your responses you may access the record from the same menu selection and make the desired changes (see "**File Maintenance**" for more information).

A sample Control Record is displayed:



General Ledger Control Record Maintenance - "Your Company Name" (glcrlmnt)

Hot Menu

amador

Next Journal Transaction Number:

AP Posting Method:

Keep Detail History?  
 Keep Budgets?  
 Keep Comparatives?  
 Retain Previous Five Years?  
 Dummy Company?

	Beginning Account:	Ending Account:
Current Assets	1000.00	1699.99
Fixed Assets	1700.00	1999.99
Current Liabilities	2000.00	2499.99
Long-Term Liabilities	2500.00	2899.99
Capital (Owners' Equity)	2900.00	2999.99
Revenue (Sales)	3000.00	3499.99
Cost of Sales	3500.00	4499.99
Operating Expenses	4500.00	6999.99
Other Revenue	7000.00	7999.99
Other Expenses	8000.00	9999.99
Depreciation Expense	4720.00	4739.99
Cash Accounts	1000.00	1099.99
Retained Earnings	2320.00	

Save

Next: GL Journal Transaction Number      JN5      12/17/2009      5:46:29 pm      801

### 1. Next Jrnl Trans No:

This field is used by the system to keep track of the unique number it will assign to the next journal entry made. This transaction number is the "**key**" for each journal entry (see the introduction to the "**File Maintenance**" section for an explanation of "**keys**"). When setting up your system you should press <ENTER> at this field and the system will start numbering your journal entries with "**1**".

## 2. Keep Detail History?

If you want the system to store the detail of all transactions entered during your accounting year, check the box next to it. If you leave the box unchecked, the system will keep only one summary amount for each account per accounting period. If you keep detail history you may inquire into the history of an account and print a report recreating account balances as of any time during the year.

**NOTE - the detail history file becomes quite large as the year progresses, and if disk storage space is a problem you probably should not keep history.**

## 3. Keep Budgets?:

If you want the system to allow you to keep budget information for each account, you must check this box. You will then be able to enter a budget amount for each period for each account. If you leave it unchecked, the system will not display blanks when you add your Chart of Accounts.

## 3. Keep Comparatives?:

If you want the system to allow you to keep comparative (last year) information for each account, you must check this box. You will then be able to enter a comparative amount for each period for each account, and after you close out your first year on the system the ending balances for each account will automatically be carried forward as comparatives. If you leave it unchecked, the system will not allow you to enter comparatives when set up accounts will not automatically create comparatives at year end.

The remaining fields on the Control Record screen require the entry of account numbers. For a full explanation of account numbers see the discussion in "**Maintain the Chart of Accounts**" under "**File Maintenance**". Briefly, each seven-digit account number is made up of two sections. The first four digits are the account code that identifies the purpose for the account (i.e. - 100 might be the code for a Cash account). The last three digits are designed to specify which profit centre or department the account code applies to if multiple profit centres or departments are used. What you are asked to specify in the Control Record is the range of account codes (first four digits) that define each type of account (such as Current Assets). When you enter the four-digit account code in a beginning field, the system will automatically insert "000" in the profit centre section. In an ending field the system will insert "999" in the profit centre section.

The purpose in defining these account types ranges is so that the system will always know what type of account you are working with when you enter in an account number. The system can then do very helpful functions for you like creating standard financial statements with titles and descriptions already filled in. The account numbers in each range through "**Other Expense**" must be less than the account numbers in the following ranges. For example, the "**Current Liabilities**" number must be greater than the "**Fixed Assets**" numbers and less than the "**Long-Term Liabilities**" numbers.

**5 - 6. Current Assets:**

Enter the range of account codes you will assign to your Current Asset accounts. Current Assets can include Cash, Accounts Receivable, and Inventory Accounts.

**7 - 8. Fixed Assets:**

Enter the range of account codes you will assign to your Fixed Asset accounts. Fixed Assets include Land, Buildings, and Equipment.

**9 - 10. Current Liabilities:**

Enter the range of account codes you will assign to your Current Liability accounts. Current Liabilities include Accounts Payable and Salaries Payable.

**11 - 12. Long - Term Liabilities:**

Enter the range of account codes you will assign to your Long-Term Liability accounts. Long-Term Liabilities include Notes and Mortgages Payable.

**13 - 14. Capital (Owner's Equity):**

Enter the range of account codes you will assign to your Capital accounts. These accounts would include Stock and Retained Earnings accounts.

**15 - 16. Revenue:**

Enter the range of account codes you will assign to your Revenue or Sales accounts.

**17 -18. Cost of Sales:**

Enter the range of account codes you will assign to your Cost of Sales accounts.

**NOTE - If you are in a service business and do not use Cost of Sales, press <ENTER> to enter zeroes in these fields. This lets the system know that it should generate the standard financial statements without a Cost of Goods Sold section.**

**19 - 20. Operating Expenses:**

Enter the range of account codes you will assign to your Operating Expense accounts. These accounts would include Salaries, Rent, and Utilities.

**21 - 22. Other Revenue:**

Enter the range of account codes you will assign to your Other Revenue accounts. These accounts would include such non-operating accounts as Gain on Sale of Assets.

**23 - 24. Other Expenses:**

Enter the range of any non-operating expense accounts. These would include Casualty Losses and Loss on Sale of Assets.

**25 - 26. Description:**

Enter the range of non-cash operating expense accounts. This would include all depreciation expense and amortization expense accounts. The system needs to know these accounts in order to be able to generate a standard Cash Flow Statement

**27 - 28. Cash:**

Enter the range of account codes that you will assign to Cash accounts. These are needed for the Cash Flow Statement.

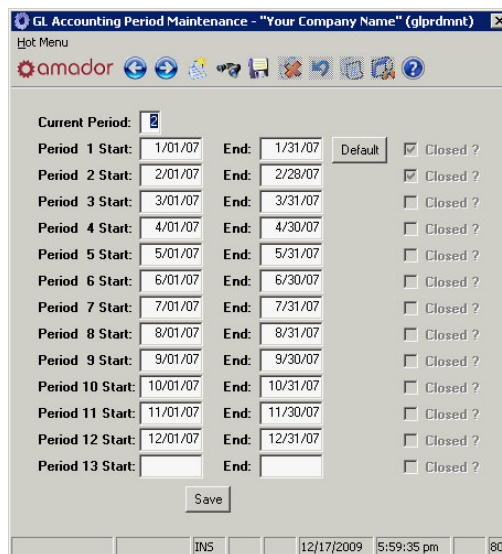
**29. Retained Earnings:**

Enter the account code assigned to your Retained Earnings account(s).

After filling in the fields, click on the “Save” button and you may then set up your Accounting Periods. If you need to make a change see the "**File Maintenance**" section for an explanation of how to change fields.

**SET UP ACCOUNTING PERIODS**

This option allows you to access your Accounting Period record and change the dates. When you <F8> after initially setting up your Control Record you will automatically be asked to set up these periods. After you have done that initial set up you will use this option to access the record and make corrections. By defining your Accounting Periods you make it possible for the system to keep up with current period you are working in and to summarize data by period for financial statement purposes. When setting up or changing Accounting Periods the following screen is displayed:





**1. Current Period No:**

Enter the number of the period (as defined below) that you will begin processing with. For example, if period 3 below is March and you will begin your processing as of March, enter "3" in this field. This information is used throughout the system when processing reports and posting. This current period number may be changed by the "**Change the Current Period**" selection under "**End of Period Processing**".

**2 - 27. Start/End Period Dates:**

Enter the beginning and ending dates of the periods you use in your record keeping. If you use months for your accounting periods you will enter the first and last day of each month by appropriate period number.

For example, if you have a calendar fiscal year, period one would have January dates. If your fiscal year starts in July, period one would have July dates. You need only make entries for the fields you will use (unless you use four week accounting periods you may <ENTER> through period 13).

You can allow the system to fill in the dates automatically by entering the first date and last date of period 1 and then clicking on the "Default" button.

When entering dates here and in any part of the program, you should enter them in a **MMDDYY** (month, day, year) format without any separators. For example, December 1, 2007 should be entered as "120107". You do not need to enter a zero in front of the month number for January through September. After entering a date in this format the system will display it with slashes (**MM/DD/YY**) to make it easier to read. If you need to change any of the dates after initially entering them, see "**File Maintenance**" for a discussion of how to change fields.

**SET UP THE CHART OF ACCOUNTS**

The Chart of Accounts file is the nucleus of the General Ledger system. All of the information entered into and reported from the system is dependent on and organized by the account numbers. In this option you are maintaining the accounts you need for your business. Each "**account**" you use in your company's set of books (such as "**Cash**", "**Accounts Payable**", of "**Sales**") is treated as a separate account record. The account number is the "**key**" or identifier of each account record used (see the introduction to "**File Maintenance**" for a further explanation of record "**keys**"). You must assign a seven-digit account number to each record in a manner that is consistent both with the 4 - 3 split format used by the system and with ranges you entered in the Control Record.

Throughout the system the seven-digit account number is viewed as being made up of two parts - a four-digit account code and a three - digit profit centre (or department) code. Pictorially it looks like this:

-----

#### **Account Code Profit Centre**

The four-digit account codes give to your "**accounts**" should be assigned so that they fit into the structure outlined in your Control Record and so that when arranged in ascending order they should appear on financial statements. This is very important because the system performs many functions based on the sequencing of account numbers. Please refer to the discussion under "**Maintain The Chart of Accounts**" in the "**File Maintenance**" section for an explanation of how to set up your accounts.

### **SET UP THE TRANSACTION TYPES CODES**

This option is used to SET UP the types of journal entries that you want the system to track separately. There are six reserved codes you must have set up for use by the system, and you may specify any number of other types. These codes allow you to enter an assorted batch of journal entries and then print an edit list for each type that may be used as a subsidiary journal. There is also a history listing that allows you to sort by Transaction Type. For example, if you wanted to balance your Cash Receipts as a separate journal you could set up a "**CR**" Transaction Type and be able to identify all Cash Receipts transactions.

The six codes you **MUST** set up are:

<b>Type</b>	<b>Code Description</b>	<b>Short Description</b>
<b>AP</b>	<b>From Accounts Payable</b>	<b>Accts Pay</b>
<b>AR</b>	<b>From Accounts Receivable</b>	<b>Accts Rec</b>
<b>BB</b>	<b>Beginning Balance Entry</b>	<b>Beg Bal</b>
<b>G</b>	<b>General Journal Entry</b>	<b>Gen Jrnl</b>
<b>OE</b>	<b>From Order Entry Inventory</b>	<b>OE Inv</b>
<b>PR</b>	<b>From Payroll</b>	<b>Payroll</b>

After setting these up you may set up any other codes you desire. Please refer to "**Maintain Transaction Types**" under "**File Maintenance**" for an explanation of how to set up Transaction Types.

### **SET UP ANY RECURRING TRANSACTIONS**

This option allows you to set up journal entries that recur periodically, such as the end of the month depreciation entries. You may then review and select any of these entries to go into the journal without having amounts if desired and amounts may be entered each time the transaction

is selected. This capability is particularly useful for end of the period adjusting entries because it reminds you of the usual entries necessary and allows quick processing of them, but still leaves you in complete control of your transactions.

Please refer to "**Maintain Recurring Transactions**" under "**File Maintenance**" for an explanation of how to set up Recurring Transactions. It is not necessary to use any Recurring Transactions, and if you do not want to set up any at first you may go ahead and complete the other steps in "**Installation and Set Up Procedures**". You can always come back and enter these later.

### **LOAD BEGINNING BALANCES**

This option is used to set the initial balances of your accounts. This is done by entering a special type of journal entry, with the balance of each account in your Chart of Accounts as of the first day of the period you begin using General Ledger. When selecting this option you get the following menu:

Please perform the steps on this menu in the order they appear.

### **ENTER AND EDIT BEGINNING BALANCES**

This option is used to enter the special Beginning Balance type journal entry. The screen you see when choosing this option is identical to the normal journal entry screen in "**Enter and Edit Journal Transactions**".

#### **1. Transaction Number:**

Press <ENTER> to obtain the next transaction number from the Control Record. If you set up your Control Record as recommended you should obtain the number "1".

#### **2 & 3. Trans Type and Trans Date:**

These fields will be automatically filled in by the system. The Transaction Type is necessarily "BB". The Transaction Date is the Period Starting date for the Current Period you specified in your Accounting Period record.

#### **4. Description:**

Press <ENTER> to fill in the description with "**Beginning Balance**", or enter your own description (maximum 30 characters). At this point you may enter the account numbers and beginning balances for all the accounts in your Chart of Accounts. If you have questions about how to enter these please refer to the "**Enter and Edit Journal Transactions**" section. As explained there, you may not <F8> to complete the transaction until the debits and credits are equal.

## **LIST BEGINNING BALANCE TRANSACTIONS**

This option is simply an edit listing of the **Beginning Balance** entry you just made. Please refer to the "**Standard Reports and Listings**" section for a discussion of how to print a listing. When you print out the listing look over it and make sure that the entire entry is correct. If you spot any errors you may go back into the "**Enter and Edit Beginning Balances**" selection and change the entry. After the next step "**Post Beginning Balance to Accounts**" you cannot change the entry and would have to correct an error with an adjusting entry.

Since this is the first edit listing you have examined from this system, take special note of the information on the report. It is important that you form the habit of carefully examining your edit listing before you post your data entry work into a file where it can not be changed. It is worth the few extra minutes it takes to examine an edit listing because it is always more difficult to correct errors after posting.

## **POST BEGINNING BALANCE TO ACCOUNTS**

This option takes the special **Beginning Balance** journal entry and posts it to the **Permanent Ledger** as the starting balance for each account. Before choosing this option make sure that you have printed a list of the entry you made by choosing "**List Beginning Balance Transactions**". Check the entry over carefully before posting.

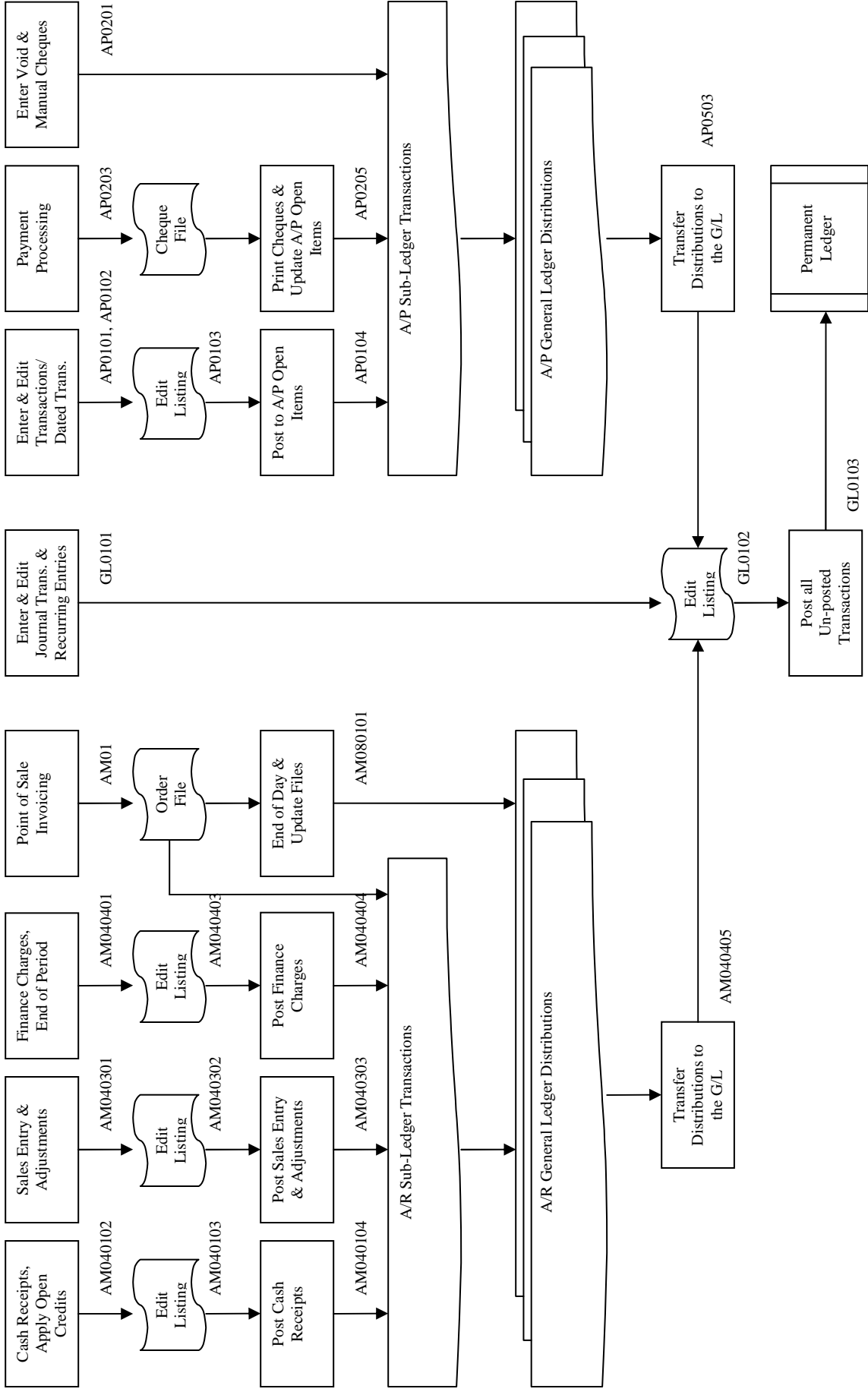
This posting selection is different than the normal posting "**Post to Permanent Ledger**". The entry posted here is not posted into the current period, but is set up as the beginning balance for the current period. Make sure that this posting is only used during the initial loading of beginning balances. If you use this posting selection for normal journal entries your records will be in error and you will need to restore your files from backup.

## **CREATE FINANCIAL STATEMENT FORMATS**

This option is merely a reminder that you need to set up the formats for your financial statements. They do not have to be set up before you start processing on the system, but they must be created before you can obtain financial statements. You may let the system generate standard formats for you, you may create completely custom formats, or you may generate standard formats and then customize them.

When you select this option the menu system will shortcut you directly to the options discussed in the "**Financial Statements**" section. Again, you do not need to set up formats right away, but you should at least read through the discussion of the process so that you understand what needs to be done.

# AutoPoint® Evolution - Accounting Interaction Flowchart





**AUTOPOINT<sup>®</sup>**  
EVOLUTION  
A/R Quick Start Guide



***AutoPoint<sup>®</sup>*** Evolution  
Accounts Receivable Quick Start Guide

*Updated October 17, 2011*





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## Conventions Used in this Manual

The following are explanations of the notations used in this manual to describe an action:

- A keystroke on the keyboard is described using the "<" and ">" characters. For example, the TAB key is displayed as "<TAB>". The function keys along the top of the keyboard are described as "<F5>" for FUNCTION key 5. Combinations of keys using the CTRL, SHIFT or ALT keys are described using prefixes to the key that must be pressed at the same time. For example, pressing the SHIFT and FUNCTION 5 keys is displayed as "SHIFT-<F5>".
- For instructions that describe following a menu structure, the "→" character separates the menu selections. For example, to get to the Stock Status Inquiry screen from the top "AM" menu, go to "6. Inquiries" → "1. Stock Status Inquiry". You can also jump to a particular program or menu from the "SELECT:" prompt by entering the menu entry numbers. In the Stock Status Inquiry screen example, you can enter "AM0601".
- Program names are described in all upper case. For example, the Stock Status Inquiry Screen is displayed as "AMSTOCKINQ". To bypass the menus and go into this program directly, enter the program name in upper-case at the "SELECT:" prompt in any menu, and press the <ENTER> key.
- Screen prints are included with the instructions to demonstrate what you can expect to see on the screen at a particular step in a procedure. Please note that your screen will not be exactly the same, and will be slightly different.



*Hi! I'm Amadorian, and you'll see me here and there throughout this document giving you important additional information.*



## A Note to Users of the Text Version of *AutoPoint*<sup>®</sup>

In many respects, the graphical version of **AutoPoint**<sup>®</sup> is identical to the character-based version. The text screens and the graphical windows display information the same way, but more information and additional functions appear in the graphical version. Functions that were only available via a keystroke combination in the text version are now a blue link or a button. However, many keyboard shortcuts are still available in the graphical version as described below:

- There are a number of Windows-standard shortcut keys that function the same in **AutoPoint**<sup>®</sup> Evolution as they do in other Windows applications:

CTRL-<X> - Cut selected text.

CTRL-<C> - Copy selected text.

CTRL-<V> - Paste selected text.

<TAB> – Move forward through input fields and buttons.

SHIFT-<TAB> – Move back words through input fields and buttons.

- Global keystrokes that will work from any window and are Windows standard shortcuts:

ALT-<F4> – Close current window.

ALT-<TAB> – Cycle forwards through open windows.

ALT-SHIFT-<TAB> – Cycle backwards through open windows.

ALT-<Underline Letter in Menu Name> - Display the corresponding menu.

<ESC> - Cancel the current task.

<ENTER> - Accept the default value and move the cursor to the next field.

- Function keys along the top of the keyboard can be used to perform actions similar to how they worked in the character version:

<F1> - Bring up the first record in a program or close a note pop-up window.

<F2> - Bring up the next record.

<F3> - Bring up the previous record.

<F5> - When pressed in a field with a "?" button, will bring up the look-up.

<F8> - Cancel or back out of a program.

<F12> - Run a program selected in a menu, works the same as clicking on "Run". In File Maintenance windows, <F12> will save the current record.



*The <TAB>, <ENTER> and <ARROW KEYS> are your best friends in Evolution! Although the interface is point-and-click, the mouse does not have to be used to move between fields and press buttons. Try using the keyboard shortcuts listed in this Guide to navigate through Evolution efficiently.*

## Accounts Receivable Overview

The Accounts Receivable module in **AutoPoint®** is where you track the balances of your charge customers, and view the invoices, credits, and payments posted to their accounts. The A/R module also tracks the aging of these charge invoices, to identify those that are past due on an account, and to calculate the finance charge on the outstanding amount. You can generate a statement of the account to send to your customer, to show the activity on their account and any past due amounts owing.

When you set up a charge customer in **AutoPoint®**, you'll need to specify the Balance Method for the new account: Open Item or Balance Forward. Simply put, an Open Item account is one where payments are applied to specific invoices. A Balance Forward account is one where payments are posted to account's balance only, and at month end, the outstanding balance for the month is rolled into a Balance Forward amount.

Throughout the month, invoices, credits and payments are posted to the charge customer's account, updating the customer's balance and generating Accounts Receivable. At the end of the month, month-end processing is run to close the A/R period, so that new A/R can be posted in the new period. Soon after month-end processing is run, you will need to go through the steps for the Month-End Procedures to calculate finance charges and print statements.

This Quick Start Guide will outline the steps to perform the following activities in Evolution:

1. Enter and Post a Cash Receipt and save it as an Open Payment.
2. Enter and Post a Cash Receipt and apply it to outstanding invoices.
3. Apply an Open Payment to outstanding invoices.
4. Make a Credit-Only Application to outstanding invoices.
5. Enter and Post a Sales Entry type Invoice.
6. Enter and Post a Sales Entry type Credit Memo.
7. Check a customer's balance and view A/R activity in Customer Inquiry.
8. Create a Customer Record and modify its A/R Options in Customer Maintenance.
9. Run an A/R Aging report to identify customers with past due balances.
10. Run Month-End Processing and Print Statements.

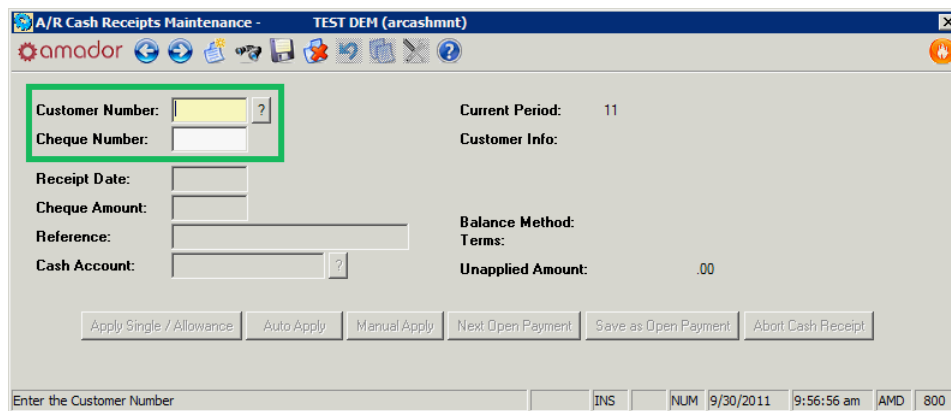


*For more detailed information on the processes described in this Quick Start Guide, please refer to the "AutoPoint® Evolution Users Manual."*

## Enter a Cash Receipt and Save it as an Open Payment

When you receive a payment (cheque, cash, direct deposit, etc.) from a charge customer, and you wish to apply it to a customer's balance only, then you would enter and post a Cash Receipt and save it as an Open Payment. The steps to do this are as follows:

1. Go to Accounts Receivable → Cash Receipt Processing → Enter & Edit Cash Receipts (AM040102):



2. Enter the customer number or the customer's abbreviation to do a lookup and press the <ENTER> key. If you don't know the number or abbreviation for the customer, press <F5> to do a search on the customer's abbreviation. Once the customer is selected, enter the cheque number of the customer's payment and press the <ENTER> key.

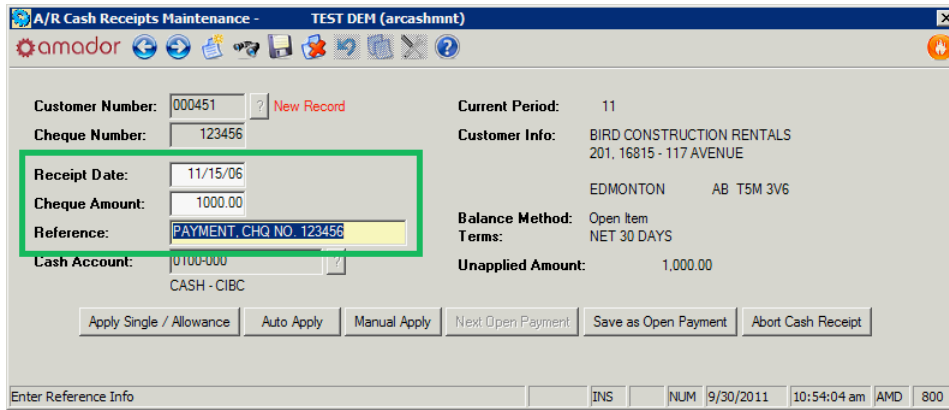


*If you are receiving a cash or credit card payment, or you are recording a direct deposit, then for the cheque number you can enter something meaningful to you to identify the payment type. For example, "111111" could be used for a VISA payment.*

3. By default, the "Receipt Date" will fill in with the system date. If you wish to use a different date, change the date in this field. Enter the amount of the payment and press the <ENTER> key. The reference field will fill in with the cheque number, but you can change it to something else; accept the default or change the reference and press the <ENTER> key:



*When you change the receipt date, be aware that the G/L distributions generated for the transaction will be posted to the accounting period that the date falls within. This makes it possible to backdate cash receipts, if necessary.*

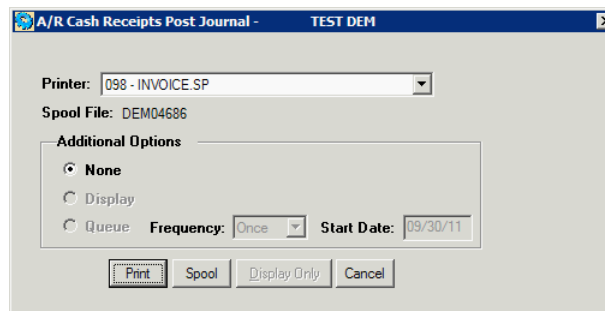


- To save the payment without applying it, click on the "Save as Open Payment" button. The fields will clear, and you can enter another Cash Receipt. If you have finished entering your cash receipts, press the <F8> key to exit. To the prompt, "Do you wish to print an Edit Listing?", click on "Yes". To the Output Selection prompt, click on "Print", "Spool" or "Display Only" to review the cash receipts that have been entered but not posted yet.

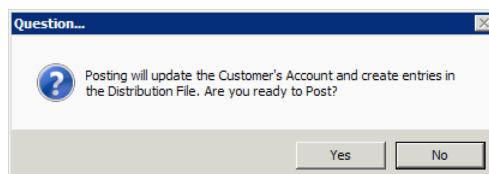


*Do not skip the step to review the Edit Listing! The Edit Listing is your last opportunity before posting to identify errors or omissions. On the Cash Receipts Edit Listing, check that the payment amounts and applications are correct, and that there are no proof errors in the G/L Distributions.*

- To post the Open Payment, go to Accounts Receivable → Cash Receipt Processing → Post Cash Receipts (AM040104) and print or spool the posting report:



- Click on "Yes" to the prompt to post the cash receipts to the customers accounts:



- Another Output Selection prompt appears for the Cash Receipts Cash Journal, which will list out all the cheques that were entered in this cash receipt posting, and should be included with the daily deposit to the bank. This report will only print once and cannot be regenerated, so do not cancel this report! Be sure to select "Spool" and reprint the report from the Spooled Reports Viewer.

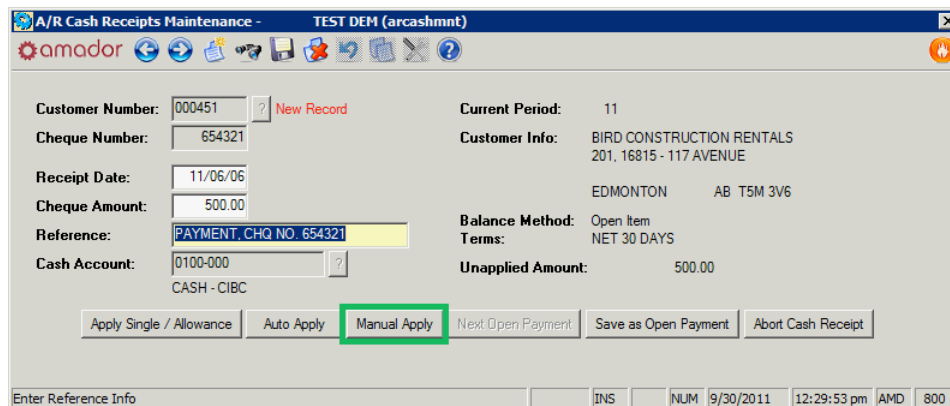


*When running any kind of report in **AutoPoint®**, it's a good idea to spool the report instead of printing it, so that you can view it in the spooled reports viewer to see if the report is giving the results you are looking for, without using up a lot of printer paper.*

## Enter a Cash Receipt and Apply it to Outstanding Invoices

When you receive a payment (cheque, cash, direct deposit, etc.) from a charge customer, and you wish to apply it to specific invoices outstanding on the customer's account, then you would enter and post a Cash Receipt with application to invoices that you select:

- Go to Accounts Receivable → Cash Receipt Processing → Enter & Edit Cash Receipts (AM040102), and follow steps 1, 2 and 3 (above) as if you were to post an Open Payment. Instead of clicking on "Save as Open Payment", click on the button, "Manual Apply":

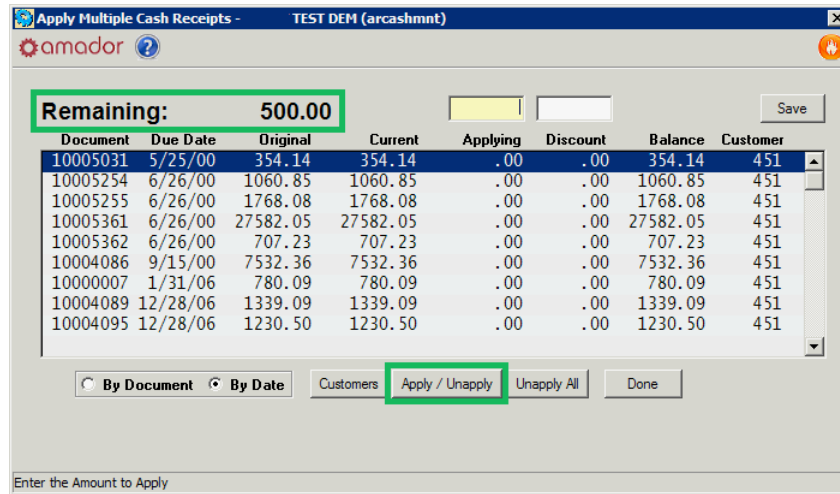


The screenshot shows the 'A/R Cash Receipts Maintenance' window. The 'Manual Apply' button is highlighted with a green box. The window contains the following data:

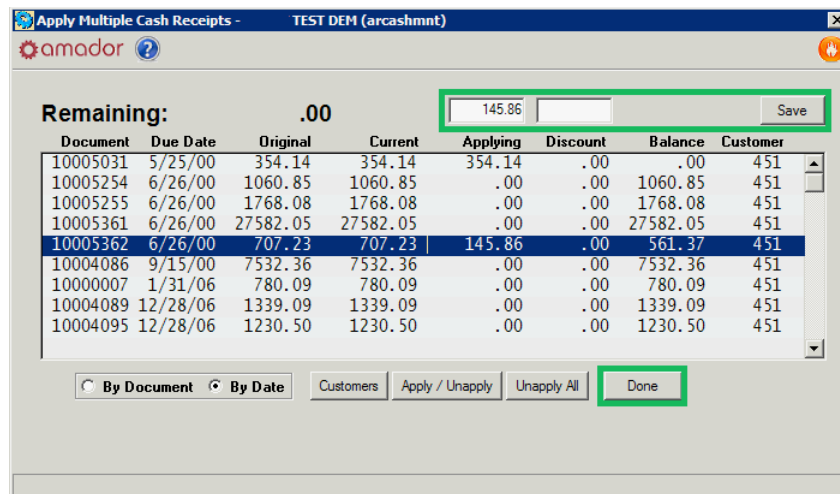
Customer Number:	000451	Current Period:	11
Cheque Number:	654321	Customer Info:	BIRD CONSTRUCTION RENTALS 201, 16815 - 117 AVENUE EDMONTON AB T5M 3V6
Receipt Date:	11/06/06	Balance Method:	Open Item
Cheque Amount:	500.00	Terms:	NET 30 DAYS
Reference:	PAYMENT, CHQ NO: 654321	Unapplied Amount:	500.00
Cash Account:	0100-000 CASH - CIBC		

Buttons at the bottom: Apply Single / Allowance, Auto Apply, **Manual Apply**, Next Open Payment, Save as Open Payment, Abort Cash Receipt.

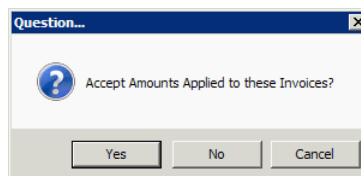
- A window will appear listing all the outstanding invoices and credits on the account, and the unapplied amount remaining. Select each invoice to apply the payment to (as per the cheque's remittance advice, if available,) and click on the "Apply / Unapply" button to apply a portion of the payment to each invoice:



- Partial application of a payment can be done by selecting the invoice, entering the "Applying" amount, and clicking on the "Save" button. Once the amount remaining is zero, click on the "Done" button:



- To the prompt to confirm the payment applications, click on "Yes":



- You will then return to the A/R Cash Receipts Maintenance window. If you wish to cancel the transaction and restart it from the beginning, click on "Abort Cash Receipt". Otherwise, to save this cash receipt, press the <F8> key. This will clear the window and allow you to enter more cash receipts. Once you have entered all the cash receipts, press <F8> again to exit the window. To the prompt, "Do you wish to print an Edit Listing?", click on "Yes".

- To the Output Selection prompt, click on "Print", "Spool" or "Display Only" to review the cash receipts that have been entered but not posted yet.
6. Follow the same steps as posting an Open Payment (steps 5,6 and 7) to post the cash receipt and application to invoices.

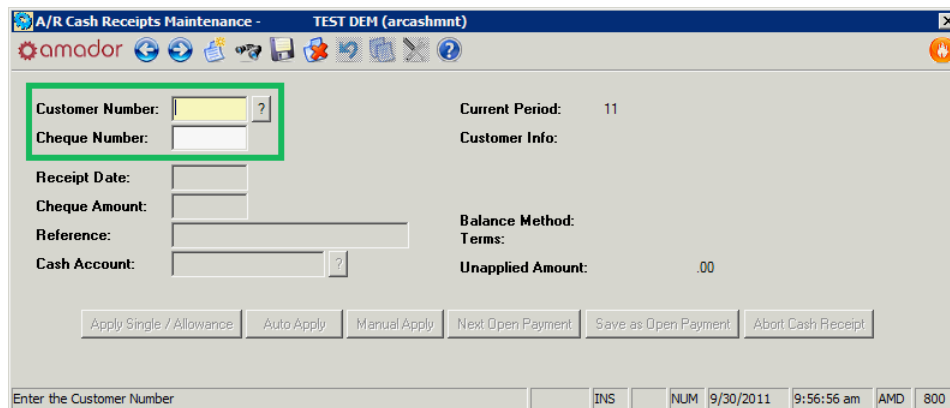


*An invoice with a payment applied to it cannot be un-applied, once the application has been posted! Be sure to review the Edit Listing to identify any errors or omissions, and edit the cash receipt before posting.*

## Apply an Open Payment to Outstanding Invoices

If a payment on Account was received through Point of Sale, or an Open Payment was posted to a customer's account, you can apply the Open Payment to outstanding invoices as follows:

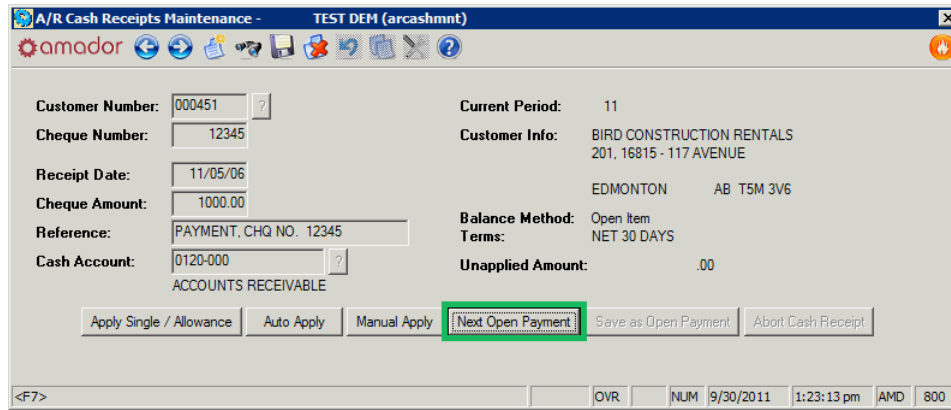
1. Go to Accounts Receivable → Cash Receipt Processing → Enter & Edit Cash Receipts (AM040102):



2. Enter the customer number or the customer's abbreviation to do a lookup and press the <ENTER> key. If you don't know the number or abbreviation for the customer, press <F5> to do a search on the customer's abbreviation. For the cheque number, press the <ENTER> key on the blank field. This will bring up the first available Open Payment on the account; to select the one you want to apply, click on the "Next Open Payment" button until the one you want displays:



*Open payments posted from Point-of-Sale can only be applied after End of Day has been run for the day the payment was invoiced.*



3. With the open payment you wish to apply displayed, click on the button "Manual Apply" and select the invoices to apply the payment to, as described above in steps 2 through 5 to enter a Cash Receipt and Applying it to Outstanding Invoices.
4. Follow the steps 5, 6 and 7 of posting an Open Payment to post the cash receipt and application to invoices, to post the application to the customer's account.



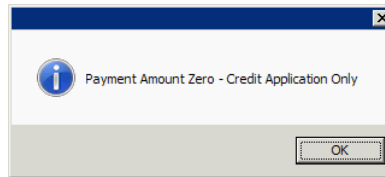
*Only one Open Payment can be applied per cash receipt application. That is, to apply multiple open payments, you will have to apply one open payment at a time. However, a partial payment to an invoice can be made with the first open payment application, and the remainder applied by the second payment.*

## Make a Credit-Only Application to Outstanding Invoices

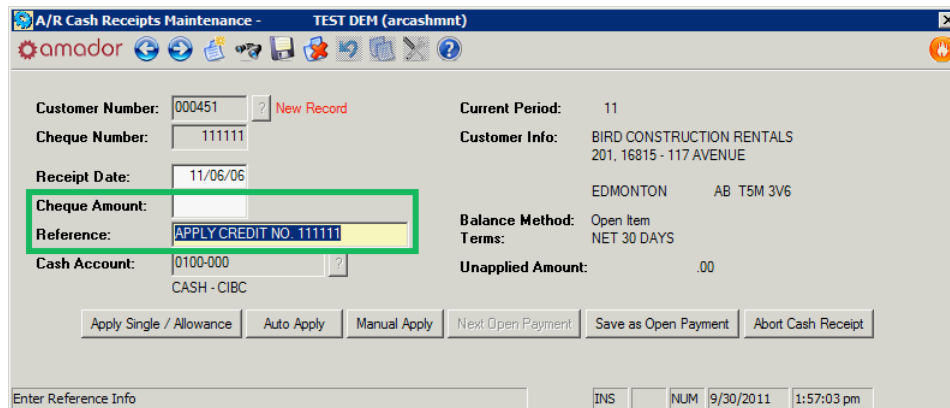
When a return or refund is invoiced in Point-of-Sale, a credit invoice is posted to the customer's account. A credit memo may also be posted to the account through Sales Entry & Adjustments, adjusting the customer's balance accordingly. These credits are not applied automatically on Open-Item charge accounts, so these need to be applied through Enter & Edit Cash Receipts:

1. Go to Accounts Receivable → Cash Receipt Processing → Enter & Edit Cash Receipts (AM040102).
2. Enter the customer number or the customer's abbreviation to do a lookup and press the <ENTER> key. If you don't know the number or abbreviation for the customer, press <F5> to do a search on the customer's abbreviation. For the cheque number, enter something that is meaningful to you (e.g. use "11111" for credit-only applications or the date, "103111".) Press the <ENTER> key after selecting a cheque number.
3. By default, the "Receipt Date" will fill in with the system date or the date of the previous cash receipt. If you wish to use a different date, change the date in this field. Press the <ENTER> key after selecting a date, and then for the payment amount, press the <ENTER> key on the blank field. Click on "OK" to the following prompt that appears:

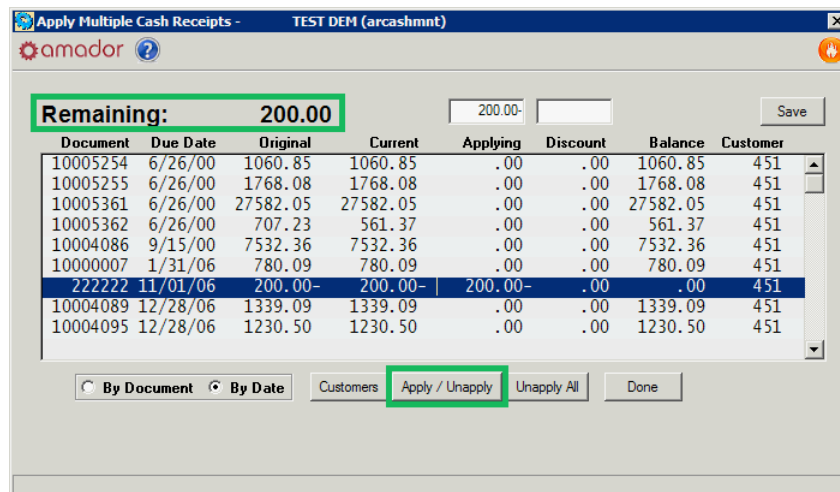




- The reference field will fill in automatically with the cheque number entered previously; accept or change the reference and press the <ENTER> key:

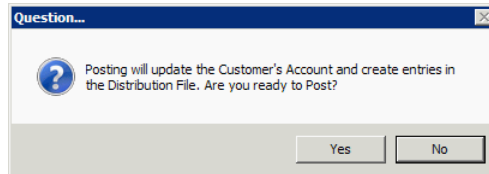


- Click on the "Manual Apply" button to bring up the cash receipt application window. Select the credit invoice and then click on the "Apply / Unapply" button. The amount remaining for the cash application will increase by the amount of the credit selected. Additional credits on the customer's account can be selected this way, and added to the amount to apply:



- Apply the amount remaining the same way as described in steps 2 to 5 of Enter a Cash Receipt and Apply it to Outstanding Invoices.

- To post the Credit-Only Application, go to Accounts Receivable → Cash Receipt Processing → Post Cash Receipts (AM040104) and spool the posting report. Click on “Yes” to the prompt to post the credit-only application to the customers accounts:

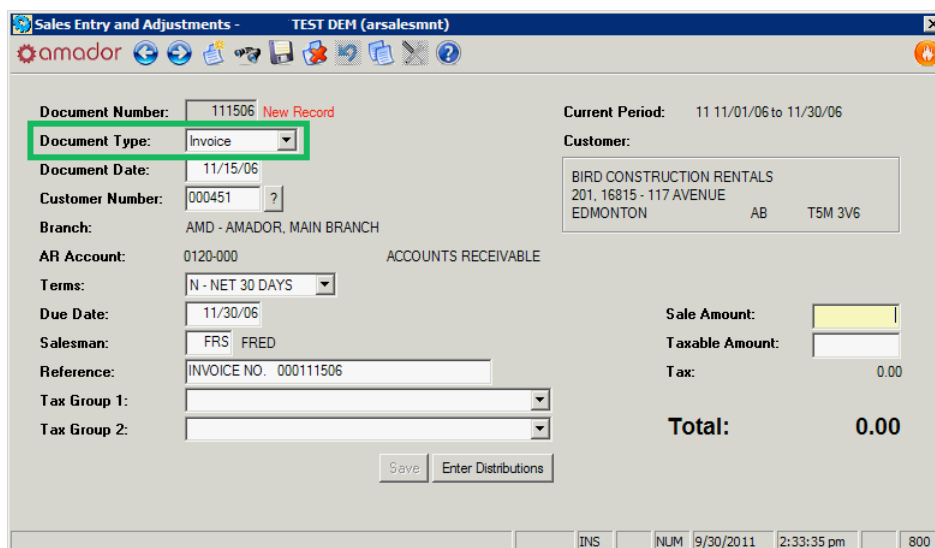


*Credits can be applied along with a regular Cash Receipt or an Open Payment application. Simply select the credit invoice in the "Apply Multiple Cash Receipts" window to add it to the amount remaining for application. In Customer Inquiry, the application will appear as the payment applied to the credit.*

## Enter and Post an Invoice-Type Sales Entry

If you need to post a debit to a charge customer’s account (to reverse a credit or payment, for example,) then you can post an invoice-type Sales Entry. The steps to do this are as follows:

- Go to Accounts Receivable → Sales Entry & Adjustments → Enter and Edit Sales Transactions (AM040301):



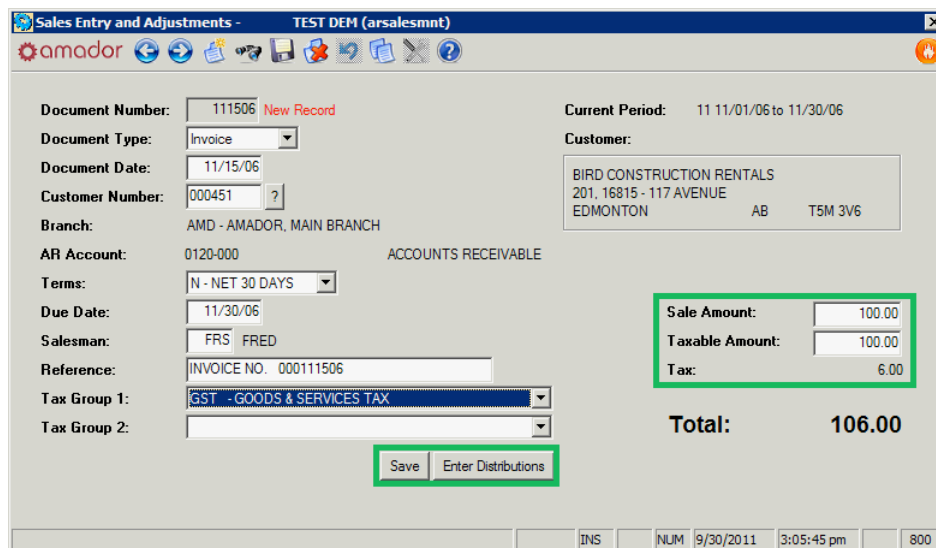
- Enter a document number that is meaningful to you (eg. the date) and press the <ENTER> key. Select the document type “Invoice” from the drop-down list, and enter or accept the default document date. Like Cash Receipts, the document date does not have to be in the current period, and the G/L distributions will be posted to the accounting period that the

date falls within. Enter the customer number (or do an <F5> lookup if you do not know it) and press the <ENTER> key.



*When selecting the document number for a Sales Entry, any 9-digit number can be used. However, the number you select needs to be unique for that customer and that posting. If you post multiple Sales Entries to the same customer and/or other customers, each of them needs to have a different document number. Using the date & time for each Sales Entry neatly takes care of this requirement.*

3. Once the customer number has been selected, the Terms, Salesman and Tax Group fields will fill in with the information set up in Customer Maintenance for this customer. The Due Date is calculated from the Terms, although this can be overridden. The reference field fills in with a default description, but this can be overridden, as well.
4. The cursor will stop at the "Sales Amount"; enter the amount of the sales entry to be posted to the customer's account, excluding the taxes. Press the <ENTER> key and enter the taxable amount of the sales amount. The calculated tax using the "Tax Group" fields will appear next the "Tax" amount and be added to the total:



**Sales Entry and Adjustments - TEST DEM (arsalesmnt)**

Document Number: 111506 New Record

Document Type: Invoice

Document Date: 11/15/06

Customer Number: 000451 ?

Branch: AMD - AMADOR, MAIN BRANCH

AR Account: 0120-000 ACCOUNTS RECEIVABLE

Terms: N - NET 30 DAYS

Due Date: 11/30/06

Salesman: FRS FRED

Reference: INVOICE NO. 000111506

Tax Group 1: GST - GOODS & SERVICES TAX

Tax Group 2:

Current Period: 11/11/06 to 11/30/06

Customer: BIRD CONSTRUCTION RENTALS  
 201, 16815 - 117 AVENUE  
 EDMONTON AB T5M 3V6

Sale Amount: 100.00

Taxable Amount: 100.00

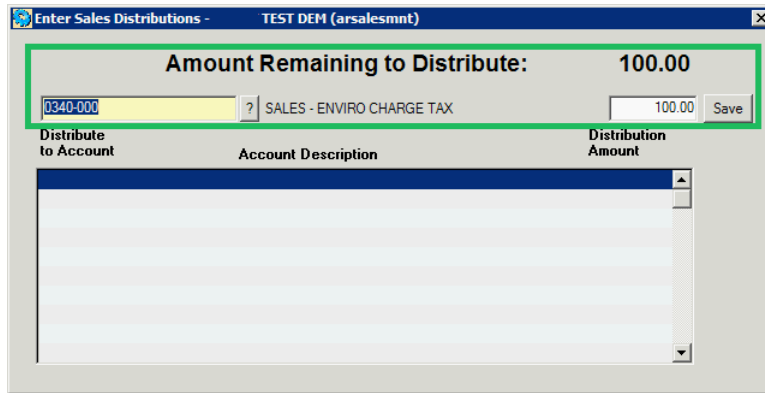
Tax: 6.00

**Total: 106.00**

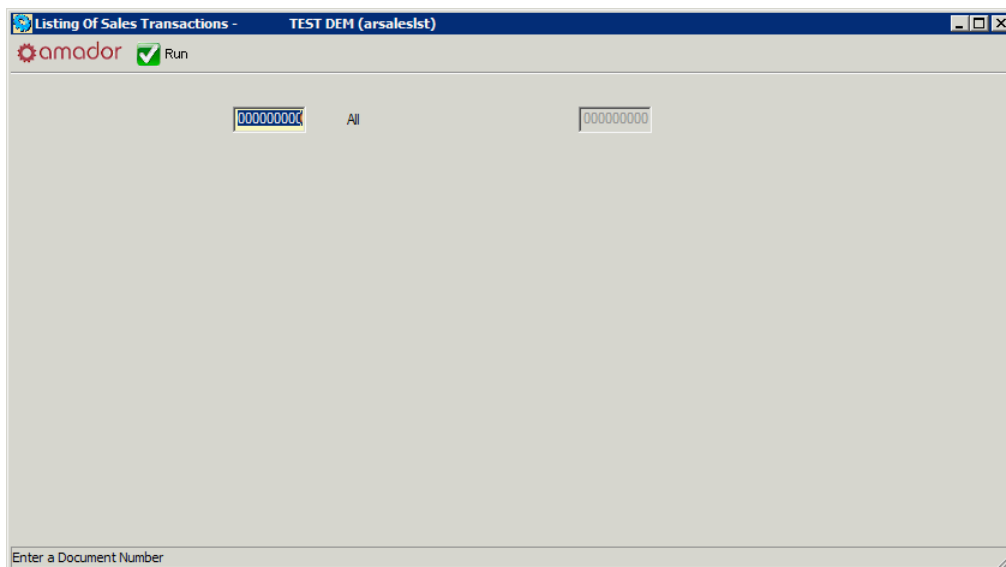
Save Enter Distributions

INS NUM 9/30/2011 3:05:45 pm 800

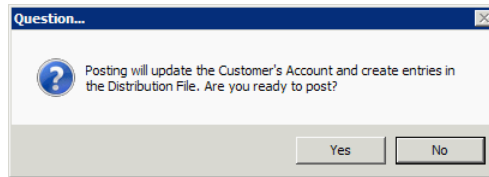
5. Click on "Save" if this Sales Entry is to post to the default Sales and Tax G/L accounts. If this is case, go to step 9 below to post the Sales Entry.
6. To use G/L accounts other than the default Sales and Tax G/L accounts, click on the button, "Enter Distributions":



7. Enter the G/L account(s) to post the sales amount, or do a <F5> lookup to search for the G/L account number. Accept or enter the amount to distribute, and click on the "Save" button.
8. Once the "Amount Remaining to Distribute" is zero, press the <F8> key to return to the Sales Entry and Adjustments window. Click on the "Save" button to save the Sales Entry.
9. Enter any additional Sales Entries, or press <F8> when complete. To the prompt, "Do you want to print an Edit List?", click on the "Yes" button and the following window will appear:



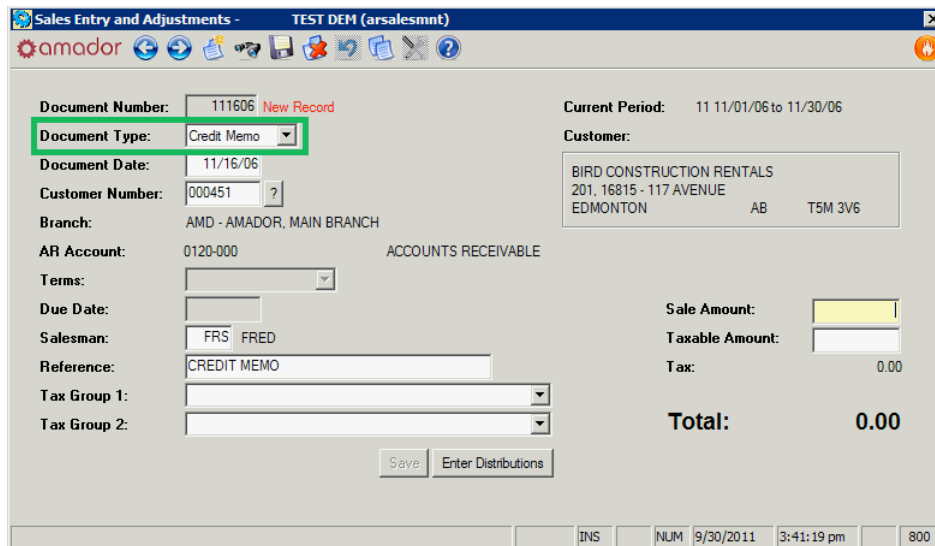
10. Click on the green "Run" icon, and click Print, Spool or Display Only on the "Output Selection" window. Review the Sales Transaction Edit List to check for any errors or omissions, and that there are not proof errors in the G/L distributions.
11. After reviewing the Edit List, post the Sales Entry by going to Accounts Receivable → Sales Entry and Adjustments → Post Sales Transactions (AM040303.) Click on "Spool" to the Output Selection window, and then click on "Yes" of the following prompt to post the Sales Entry to the customer's account:



## Enter and Post an Credit Memo-Type Sales Entry

If you need to post a credit to a charge customer's account (to write off a finance charge, for example,) then you can post a Credit Memo-type Sales Entry. The steps to do this are pretty well identical to those to post an Invoice-type Sales Entry, except that the document type "Credit Memo" is selected instead of "Invoice", and the amounts are credits rather than debits:

1. Go to Accounts Receivable → Sales Entry & Adjustments → Enter and Edit Sales Transactions (AM040301):

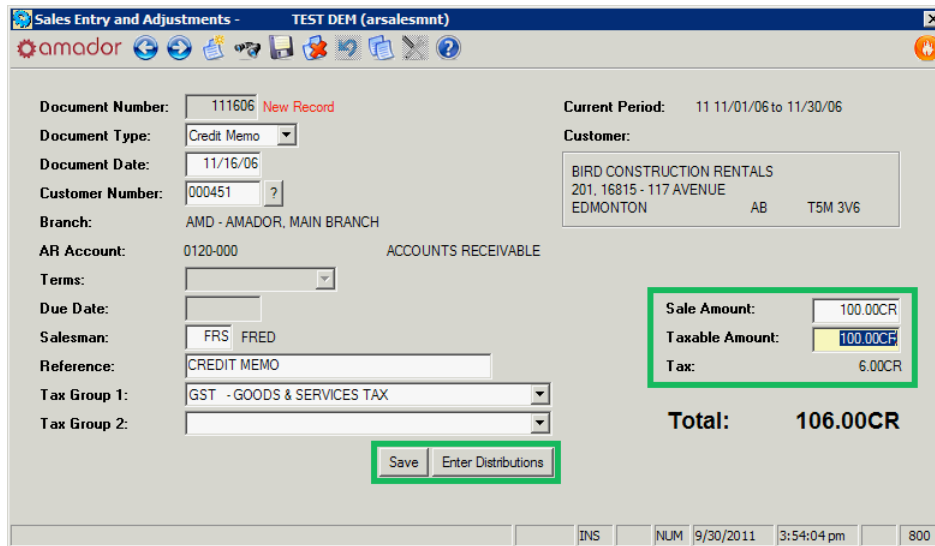


The screenshot shows the 'Sales Entry and Adjustments' window with the following fields:

- Document Number: 111606 (New Record)
- Document Type: Credit Memo
- Document Date: 11/16/06
- Customer Number: 000451
- Branch: AMD - AMADOR, MAIN BRANCH
- AR Account: 0120-000 ACCOUNTS RECEIVABLE
- Terms: (blank)
- Due Date: (blank)
- Salesman: FRS FRED
- Reference: CREDIT MEMO
- Tax Group 1: (blank)
- Tax Group 2: (blank)
- Current Period: 11/11/06 to 11/30/06
- Customer: BIRD CONSTRUCTION RENTALS, 201, 16815 - 117 AVENUE, EDMONTON AB T5M 3V6
- Sale Amount: (blank)
- Taxable Amount: (blank)
- Tax: 0.00
- Total: 0.00

2. Enter a document number that is meaningful to you (eg. the date) and press the <ENTER> key. Select the document type "Credit Memo" from the drop-down list, and enter or accept the default document date. Like Cash Receipts, the document date does not have to be in the current period, and the G/L distributions will be posted to the accounting period that the date falls within. Enter the customer number (or do an <F5> lookup if you do not know it) and press the <ENTER> key.
3. Once the customer number has been selected, the Salesman and Tax Group fields will fill in with the information set up in Customer Maintenance for this customer. The Due Date and Terms are blanked out, as credits are not aged. The reference field fills in with a default description "CREDIT MEMO", but this can be changed to something else.
4. The cursor will stop at the "Sales Amount"; enter the amount of the sales entry to be posted to the customer's account; the negative sign does not have to be entered along

with the amount. Press the <ENTER> key and enter the taxable portion of the sales amount, and so the taxes are calculated using the Tax Groups specified:



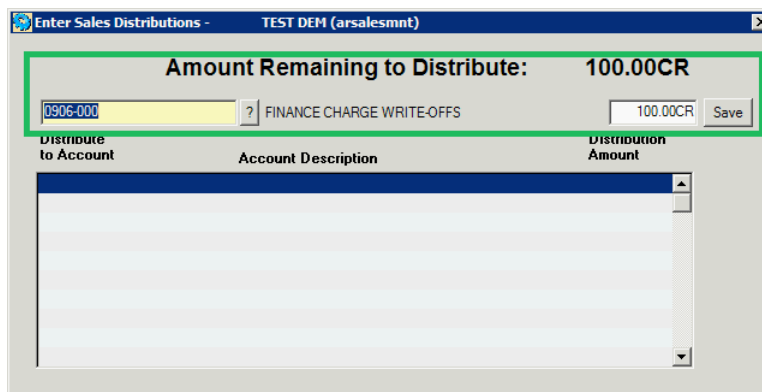
Document Number: 111606 New Record  
 Document Type: Credit Memo  
 Document Date: 11/16/06  
 Customer Number: 000451 ?  
 Branch: AMD - AMADOR, MAIN BRANCH  
 AR Account: 0120-000 ACCOUNTS RECEIVABLE  
 Terms: [Dropdown]  
 Due Date: [Dropdown]  
 Salesman: FRS FRED  
 Reference: CREDIT MEMO  
 Tax Group 1: GST - GOODS & SERVICES TAX  
 Tax Group 2: [Dropdown]

Current Period: 11/01/06 to 11/30/06  
 Customer: BIRD CONSTRUCTION RENTALS  
 201, 16815 - 117 AVENUE  
 EDMONTON AB T5M 3V6

Sale Amount: 100.00CR  
 Taxable Amount: 100.00CR  
 Tax: 6.00CR  
 Total: 106.00CR

Save Enter Distributions

5. Click on "Save" if this Sales Entry is to post to the default Sales and Tax G/L accounts. If this is case, go to step 14 below to post the Sales Entry.
6. To use G/L accounts other than the default Sales and Tax G/L accounts, click on the button labelled, "Enter Distributions":



Amount Remaining to Distribute: 100.00CR

0906-000 ? FINANCE CHARGE WRITE-OFFS 100.00CR Save

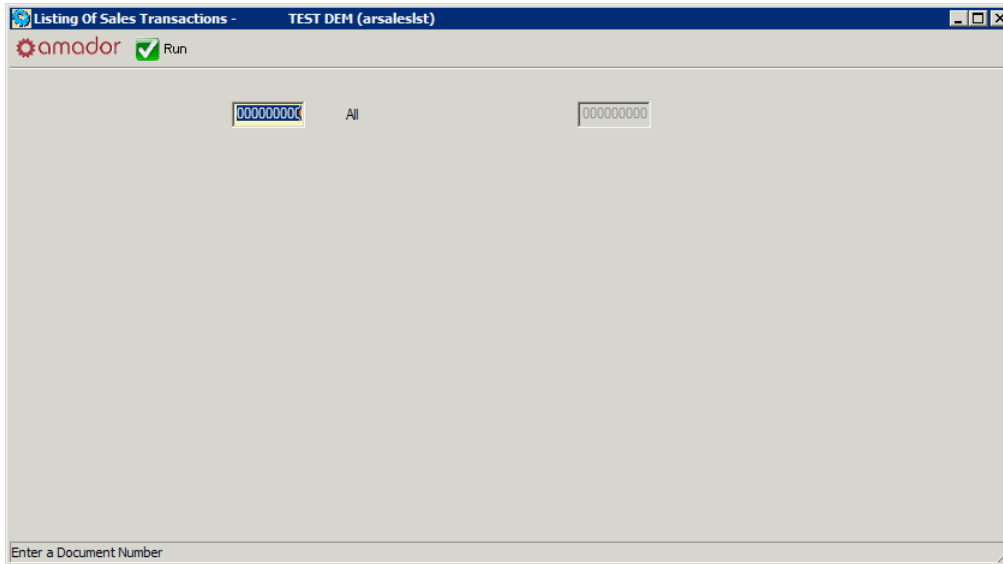
Distribute to Account	Account Description	Distribution Amount

12. Enter the G/L account(s) to post the sales amount, or do a <F5> lookup to search for the G/L account number. Accept or enter the amount to distribute, and click on the "Save" button.

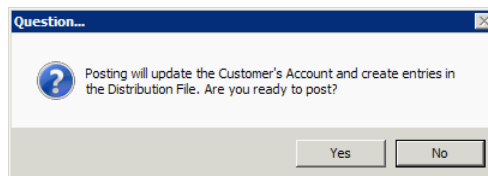


*Although the amount to be distributed is a credit (CR) amount, the G/L distributions are actually debit amounts. The Edit Listing will show the actual debit and credit amounts.*

13. Once the "Amount Remaining to Distribute" is zero, press the <F8> key to return to the Sales Entry and Adjustments window. Click on the "Save" button to save the Sales Entry.
14. Enter any additional Sales Entries, or press <F8> when complete. To the prompt, "Do you want to print an Edit List?", click on the "Yes" button and the following window will appear:



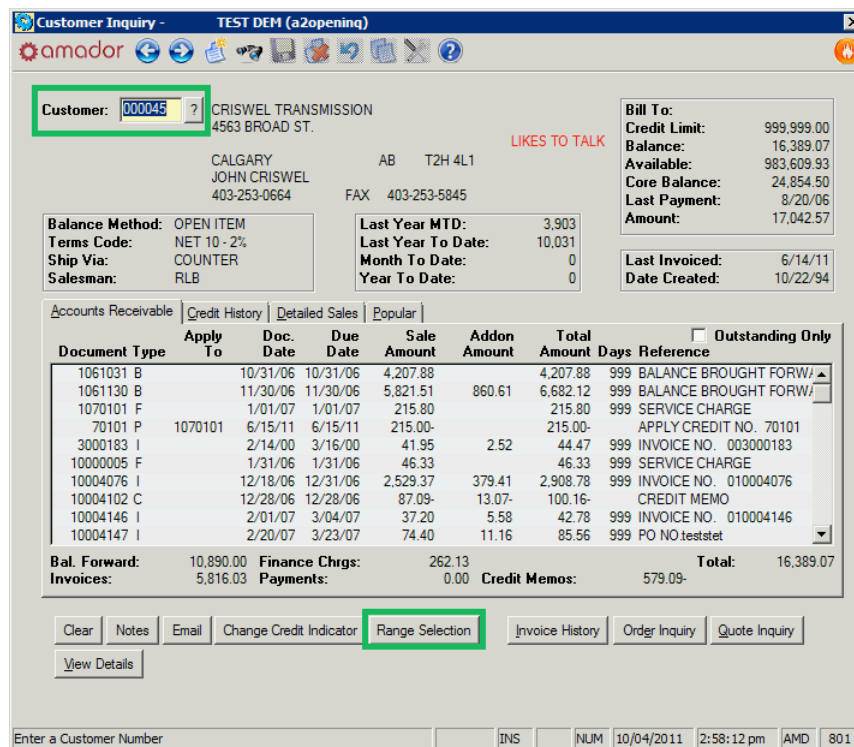
15. Click on the green "Run" icon, and then click Print, Spool or Display Only on the "Output Selection" window. Review the Sales Transaction Edit List to check for any errors or omissions, and check that there are no proof errors in the G/L distributions.
16. After reviewing the Edit List, post the Sales Entry by going to Accounts Receivable → Sales Entry and Adjustments → Post Sales Transactions. Click on "Spool" to the Output Selection window, and then click on "Yes" of the following prompt to post the Sales Entry to the customer's account:



## Check a Customer's Balance and A/R Activity

You can quickly check at a glance a charge customer's balance and credit limit, any recent invoices or payments posted to their account, and their Accounts Receivable history by using Customer Inquiry:

1. Go to Accounts Receivable → Customer Inquiry (AM0406).
2. Enter the customer number, or do a lookup on the customer's abbreviation (press the <F5> key or click on the "?" button.) After selecting the customer record, the A/R information for the customer will display:



**Customer Inquiry - TEST DEM (a2opening)**

Customer: 000045 ? CRISWEL TRANSMISSION  
4563 BROAD ST. LIKES TO TALK

CALGARY AB T2H 4L1  
JOHN CRISWEL  
403-253-0664 FAX 403-253-5845

**Balance Method:** OPEN ITEM **Last Year MTD:** 3,903  
**Terms Code:** NET 10 - 2% **Last Year To Date:** 10,031  
**Ship Via:** COUNTER **Month To Date:** 0  
**Salesman:** RLB **Year To Date:** 0

**Bill To:**  
**Credit Limit:** 999,999.00  
**Balance:** 16,389.07  
**Available:** 983,609.93  
**Core Balance:** 24,854.50  
**Last Payment:** 8/20/06  
**Amount:** 17,042.57

**Last Invoiced:** 6/14/11  
**Date Created:** 10/22/94

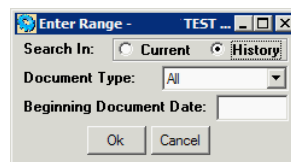
Document Type	Apply To	Doc. Date	Due Date	Sale Amount	Addon Amount	Total Amount	Days	Reference
1061031 B		10/31/06	10/31/06	4,207.88		4,207.88	999	BALANCE BROUGHT FORW/
1061130 B		11/30/06	11/30/06	5,821.51	860.61	6,682.12	999	BALANCE BROUGHT FORW/
1070101 F		1/01/07	1/01/07	215.80		215.80	999	SERVICE CHARGE
70101 P	1070101	6/15/11	6/15/11	215.00		215.00		APPLY CREDIT NO. 70101
3000183 I		2/14/00	3/16/00	41.95	2.52	44.47	999	INVOICE NO. 003000183
10000005 F		1/31/06	1/31/06	46.33		46.33	999	SERVICE CHARGE
10004076 I		12/18/06	12/31/06	2,529.37	379.41	2,908.78	999	INVOICE NO. 010004076
10004102 C		12/28/06	12/28/06	87.09	13.07	100.16		CREDIT MEMO
10004146 I		2/01/07	3/04/07	37.20	5.58	42.78	999	INVOICE NO. 010004146
10004147 I		2/20/07	3/23/07	74.40	11.16	85.56	999	PO NO.teststet

**Bal. Forward:** 10,890.00 **Finance Chrgs:** 262.13 **Total:** 16,389.07  
**Invoices:** 5,816.03 **Payments:** 0.00 **Credit Memos:** 579.09

Buttons: Clear, Notes, Email, Change Credit Indicator, **Range Selection**, Invoice History, Order Inquiry, Quote Inquiry, View Details

Enter a Customer Number: \_\_\_\_\_ INS NUM 10/04/2011 2:58:12 pm AMD 801

3. By default, the current A/R activity will display on the "Accounts Receivable" tab. To view the historical A/R activity, you will need to click on the "Range Selection" button. A pop-up will display to select the History file, the A/R record types, and a cutoff date (leaving it blank will display all history.) Click on "OK" to display the A/R history for this customer.



**Enter Range - TEST ...**

Search In:  Current  History

Document Type: All

Beginning Document Date: \_\_\_\_\_

Ok Cancel

4. To change back to displaying current A/R, click on "Range Selection" again and select the "Current" radio button, and click on "OK".



- To view the details of the "Invoice" or "Credit Invoice" records, you can either select the A/R record and click on "View Details", or double-click on the A/R record's Document Number.

A/R Record Type	Description
<b>B</b>	Balance Forward Amount
<b>C</b>	Credit Invoice or Credit Memo
<b>F</b>	Finance Charge
<b>I</b>	Invoice
<b>P</b>	Payment



*Feel free to select any of the tabs or options, or click on any of the buttons in Customer Inquiry to see what type of information is displayed! Like any inquiry screen, the data cannot be changed, only viewed.*

## Create/Modify a Customer in Customer Maintenance

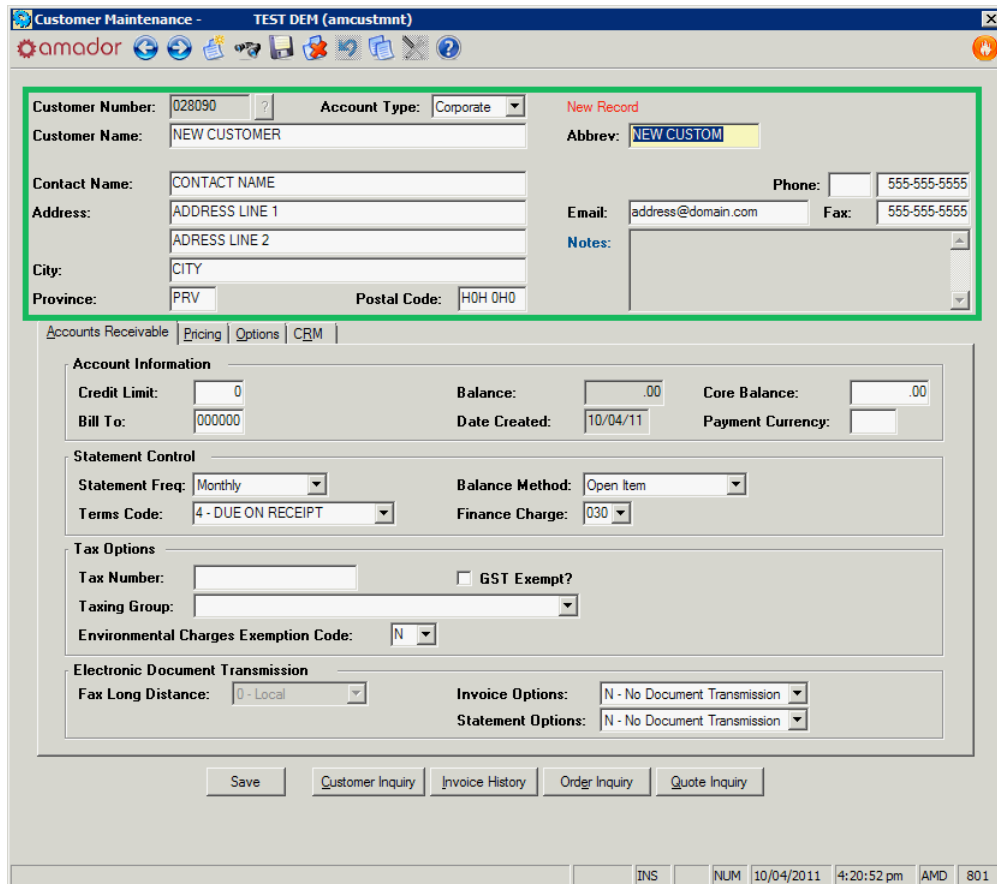
Customer Maintenance is used to create a new customer record, or to modify the options of an existing customer. You can create Personal accounts for individuals or Corporate accounts for companies, and specify whether they are cash accounts or charge accounts. As charge accounts, they can be set to be Balance Forward or Open Item. The instructions below assume that you are going to create a new customer with the minimal amount of information:



*When do you set a customer to use the balance method Open Item or Balance Forward? Use "Open Item" if the customer pays by invoice number and "Balance Forward" if the customer applies payment to the balance only. When the month-end Archive Monthly Detail is run, the paid invoices for "Open Item" customers will move from Current to History, and for "Balance Forward" customers, the invoices and payments for the month will be totaled together into a balance forward amount, and the invoice/payment records archived to history.*

- Go to File Maintenance → Customer Maintenance (AM0503). The default customer number is the next available one, so if you are creating a new customer record, press the <ENTER> key to accept the new customer number. To bring up an existing customer, enter the customer number (if known) or do an <F5> lookup to search for the customer by abbreviation.
- Select the "Account Type" (*Personal* for individuals, *Corporate* for companies) and enter the person's first name and last name, or the company's name. The Abbreviation field will fill automatically with the first 10 letters of the customer's last name or company name, but this can be changed to control where the customer appears in the lookup. Enter a Contact

Name (for a Company) and the customer's address. Add the phone, fax and e-mail address, if these are known:

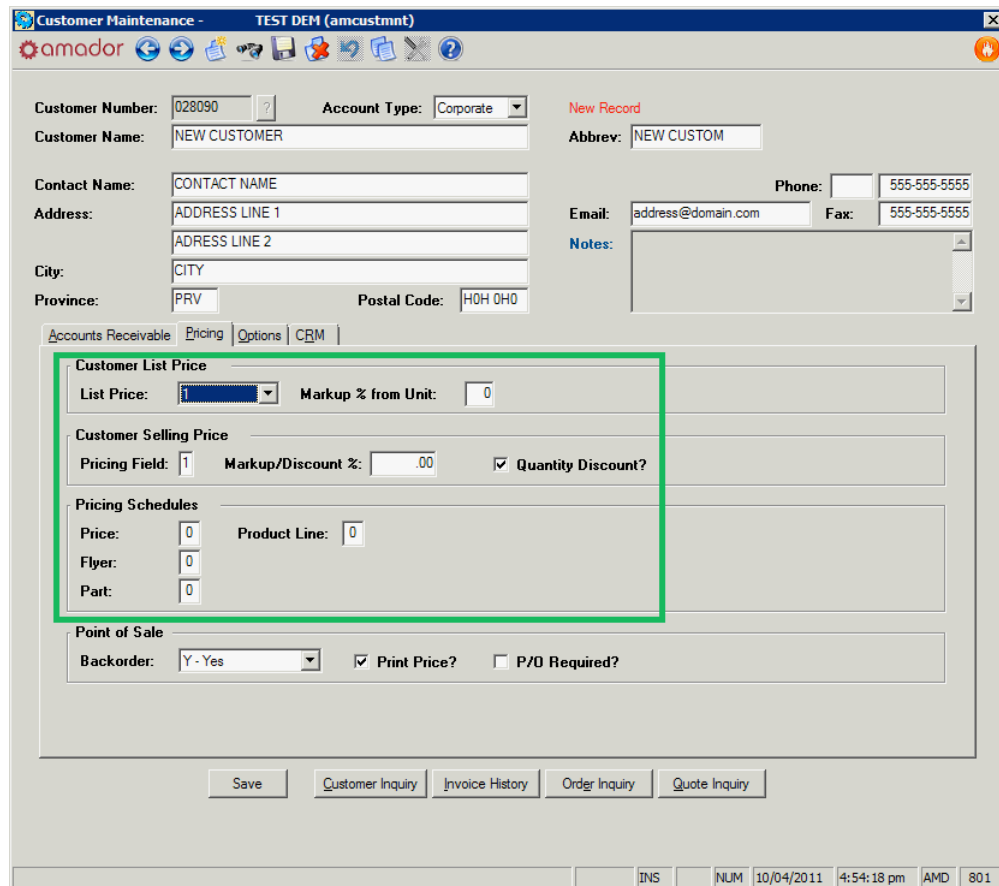


The screenshot shows the 'Customer Maintenance' window for 'TEST DEM (amcustmnt)'. The form is divided into several sections:

- Customer Information:** Customer Number (028090), Account Type (Corporate), Customer Name (NEW CUSTOMER), Abbrev (NEW CUSTOM), Contact Name (CONTACT NAME), Address (ADDRESS LINE 1, ADDRESS LINE 2), City (CITY), Province (PRV), and Postal Code (H0H 0H0).
- Account Information:** Credit Limit (0), Bill To (000000), Balance (.00), Date Created (10/04/11), Core Balance (.00), and Payment Currency.
- Statement Control:** Statement Freq (Monthly), Terms Code (4 - DUE ON RECEIPT), Balance Method (Open Item), and Finance Charge (030).
- Tax Options:** Tax Number, Taxing Group, and Environmental Charges Exemption Code (N).
- Electronic Document Transmission:** Fax Long Distance (0 - Local), Invoice Options (N - No Document Transmission), and Statement Options (N - No Document Transmission).

Buttons at the bottom include Save, Customer Inquiry, Invoice History, Order Inquiry, and Quote Inquiry. The status bar at the bottom shows 'INS NUM 10/04/2011 4:20:52 pm AMD 801'.

- Under the "Accounts Receivable" tab, enter a Credit Limit if this is to be a charge account. If this is a ship-to account, where the A/R is posted to a bill-to account, enter the bill-to's account number in the "Bill To" field.
- For a charge account, set the Statement Frequency to "Monthly" and the Terms Code to a charge payment terms (i.e. Net 30 Days). Select a Balance Method (see above for the difference between "Open Item" and "Balance Forward") and the days past due to calculate a Finance Charge (set it to "999" to make the account exempt from Finance Charges.) For a cash account, you only have to set the Terms Code to "X – Cash Only".
- In the "Tax Options" section, select the provincial Taxing Group; this must be selected even for provinces that have HST for the taxes to be calculated correctly. If the customer is PST exempt, enter their Tax Number. If the customer is GST/HST exempt, check the box next to "GST Exempt?".
- Select the "Pricing" tab to assign the customer's pricing. Select the price level to use for the List price that prints on the invoice (if any.) Enter in Price Field the price level to one of the 6 set up in Item Maintenance that the customer will receive. If there are any price exceptions as set up in Customer Price Maintenance, assign these in the "Pricing Schedules":



Customer Maintenance - TEST DEM (amcustmnt)

Customer Number: 028090 Account Type: Corporate New Record

Customer Name: NEW CUSTOMER Abbrev: NEW CUSTOM

Contact Name: CONTACT NAME Phone: 555-555-5555

Address: ADDRESS LINE 1 Email: address@domain.com Fax: 555-555-5555

ADDRESS LINE 2

City: CITY Notes:

Province: PRV Postal Code: H0H 0H0

Accounts Receivable Pricing Options CRM

**Customer List Price**

List Price: [dropdown] Markup % from Unit: 0

**Customer Selling Price**

Pricing Field: 1 Markup/Discount %: .00  Quantity Discount?

**Pricing Schedules**

Price: 0 Product Line: 0

Flyer: 0

Part: 0

**Point of Sale**

Backorder: Y-Yes  Print Price?  P/O Required?

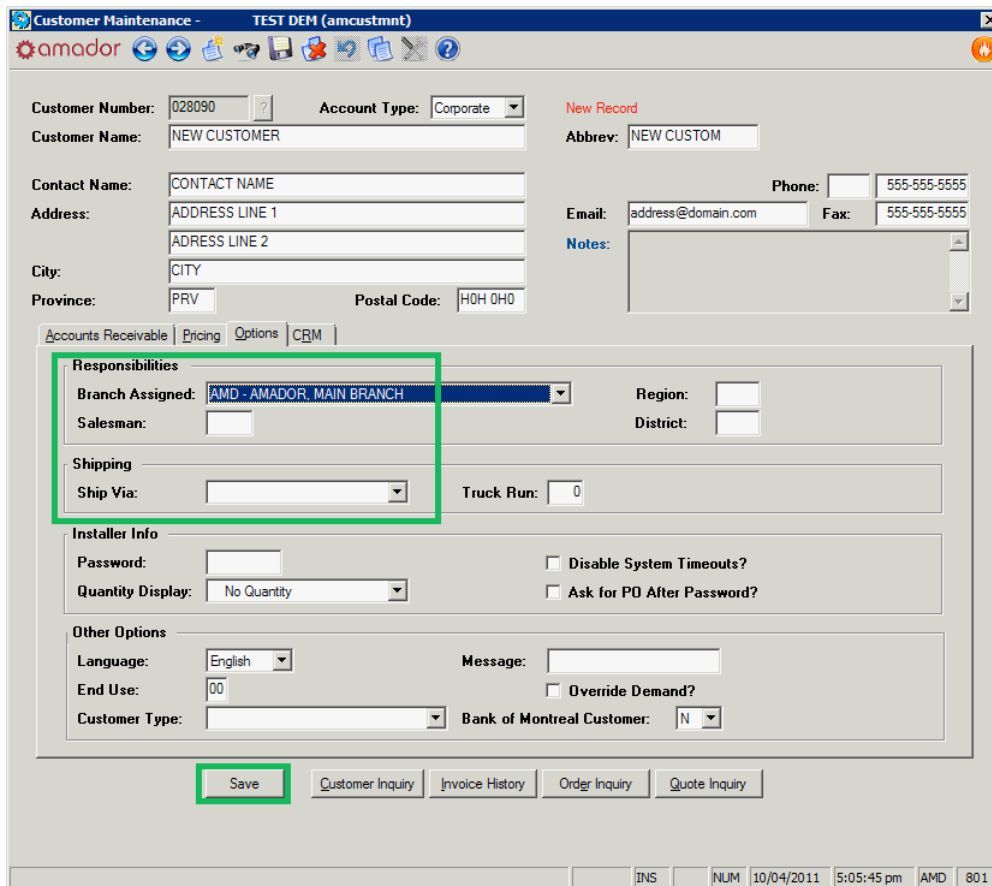
Save Customer Inquiry Invoice History Order Inquiry Quote Inquiry

INS NUM 10/04/2011 4:54:18 pm AMD 801

7. Select the "Options" tab next. Change the Branch Assigned, if necessary, and fill in the Salesman initials to track sales by salesman territory. Select a Ship Via, which will be the default used whenever an order is created in POS for this customer. Finally, click on the "Save" button or press <F12> to add the new customer to the customer master.



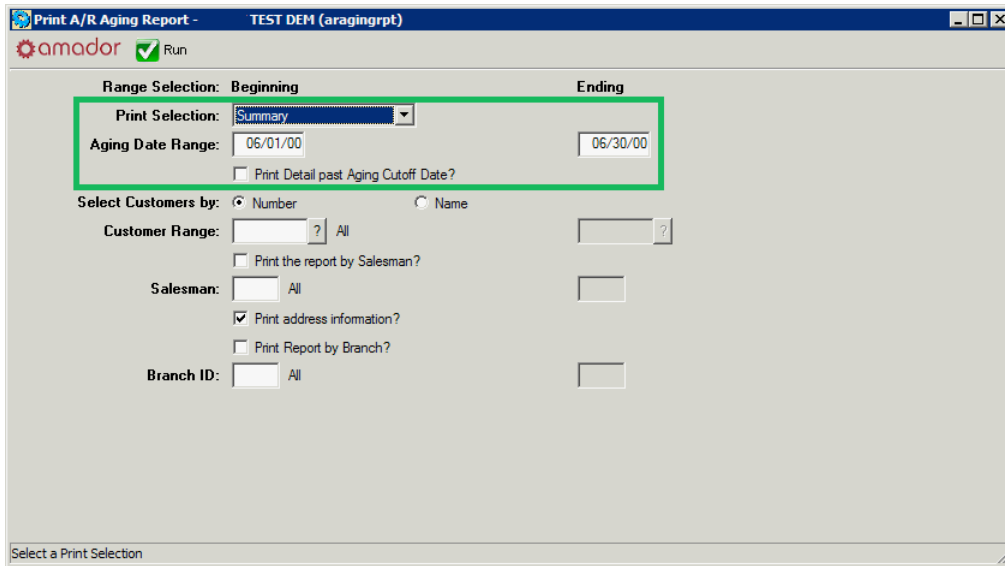
*If you make changes to an existing customer record, be sure to click on "Save" or press <F12> to save the changes! You can abort any changes by pressing <F8> and answering "No" to the "Save Changes?" prompt.*



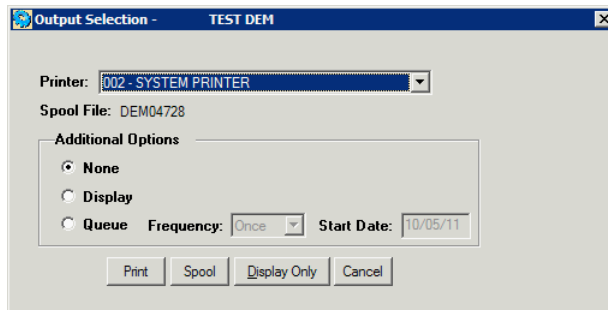
## Run an A/R Aging Report

To see the total of your Accounts Receivable and/or to identify the aging of past due amounts on your charge customers' accounts, you would run the A/R Aging Report:

1. Go to Accounts Receivable → Reports → A/R Aging Report (AM040501). Select from the drop-down list one of the three Print Selections:
  - a. Detail – List by customer all the outstanding invoices/payments/credits by customer, and show totals for the aged amounts for each (Current/Over 30 Days/Over 60 Days/Over 90 Days/Future Dated).
  - b. Summary – List only the aged amounts by customer, without the details.
  - c. Collections Report – List the aged amounts by customer and include contact information, to aid the person assigned to contact the customer for payment.
2. Enter the Aging Date Range (usually the beginning of the month and the end of the month, if most of your customers have payment terms of Net 30 proximate days.)
3. Check the box next to "Print Detail past Aging Cutoff Date?" to include Future Dated items that are due after the ending date of the Aging Date Range.



4. Change the additional options and ranges to control what customers are included in the report (otherwise leave them at the default for "All") and click on the "Run" icon or press <F12>. The output selection window will appear:



5. For a hardcopy of the report, select the printer from the drop down list and click on the "Print" button. To print the report to the spooler and to view or print it from the Spooled Reports Viewer, click on "Spool". To display the report on your screen, click on "Display Only":



## Run Month-End Processing and Print Statements

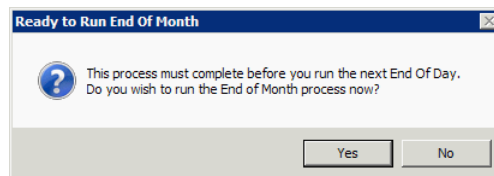
When End of Day is run for a branch on the last day of the month, and the new Business Day is set to a date in the new month, the prompt to run End-of-Month Processing will appear. This will move the branch’s current demand period forward, and will move the current A/R period forward into the new month if it is run for the main branch.



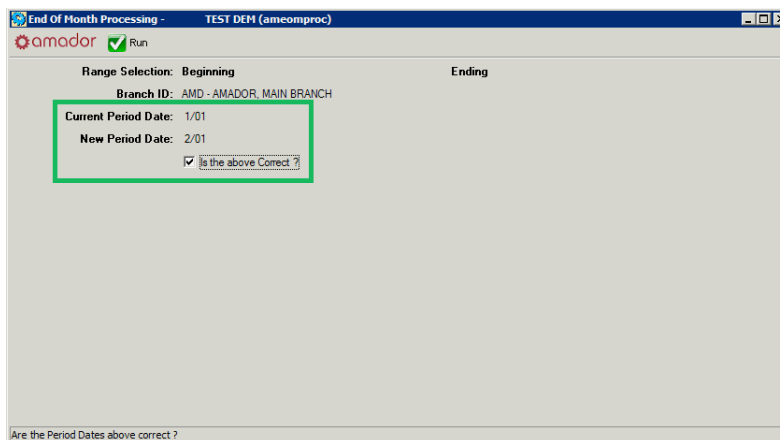
Month-End Processing should not be confused with Month-End Procedures! Month-End Procedures are the calculation and posting of Finance Charges, transferring the A/R G/L distributions to the General Ledger, and printing customers' Statements. These steps are done after End-of-Month Processing has been completed.

A standard method for running End-of-Month Processing and Month-End Procedures are outlined below:

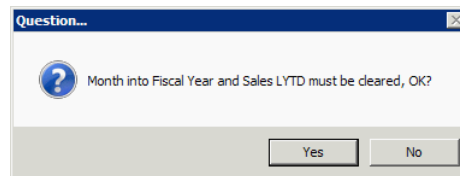
1. On the last business day of the month, run End-of-Day Processing for the branch and move the Current Business Day to the date of the first business day in the new month (see the Quick Start Guide for Point-of-Sale on the steps to do this.) After the “Update Files?” prompt, you will get the prompt to run End-of-Month Processing:



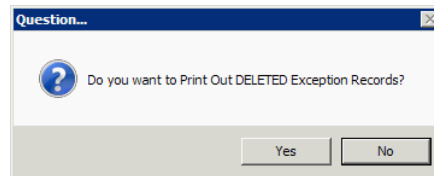
2. Click on the “Yes” button, and then the following window confirming the period dates will appear:



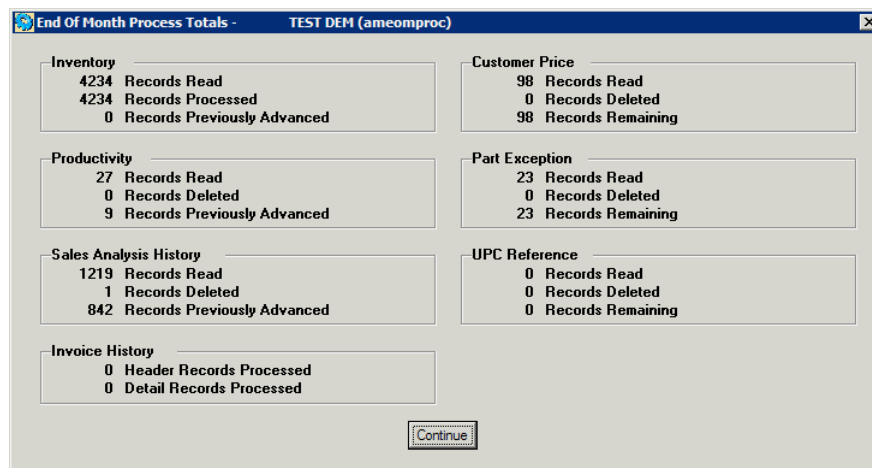
- If the New Period Date is correct (that is, you are checking to make sure EOM hasn't been run already) then check the box next to "Is the above Correct?" and click on the "Run" icon. If month end is being run on the first month of the new fiscal year, then you will get the following prompt, otherwise, go on to the next step. If you get the following prompt, you MUST click on "Yes", or the Sales Analysis LYTD totals will not be correct:



- If you have any Customer Price Exceptions set up that have expired that month, then you will get the following prompt to print out the deleted exception records that had expired. Click on "Yes" to print them out, or "No" to continue onto the next step:



- Once month-end processing has been completed for the branch, the following summary will display. Click on "Continue" to complete EOM for the branch:



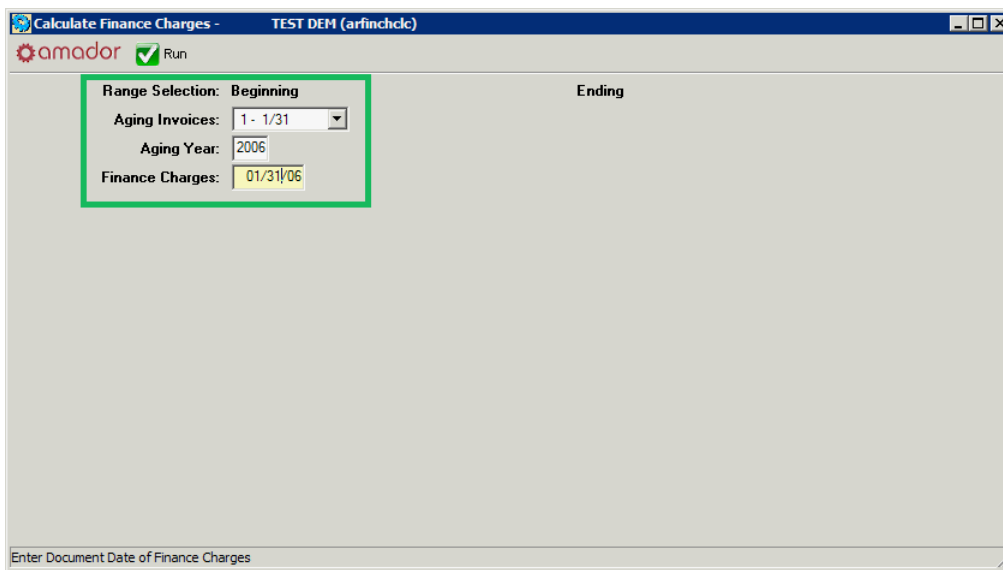
- The End of Month report will be included with the End of Day reports, and will show the Inventory Valuation totals with other month-end statistics. This report cannot be re-generated, so be sure to save it or print it out and file it for future reference.
- If you are a multi-branch site, then run End-of-Day/End-of-Month for all the remaining non-main branches using the above steps 1 through 6. Once all the non-main branches are in the new month, run End-of-Day/End-of-Month in the main branch. On completing End-of-Month in the main branch, the A/R period will move forward to the new month. You are now ready to run the A/R Month-End Procedures!



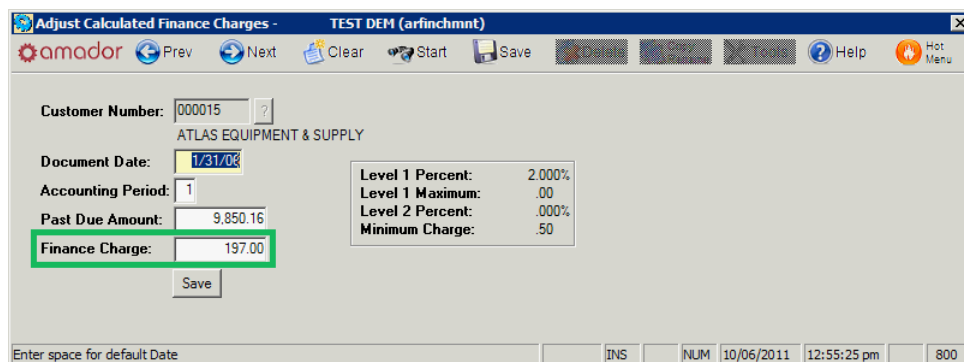


*End-of-Month Procedures should be run as soon as possible after Month-End Processing has completed, so that any new A/R transactions generated in the new month are not included in the reporting of the month that was just closed, and there is a clear cut-off between months.*

- Go to Accounts Receivable → Finance Charge and Statement Processing → Calculate Finance Charges (AM040401). Select the period that was just closed for the Aging Invoices, confirm that the Aging Year is correct, and enter a date for the Finance Charges A/R records (usually the last day of the period):

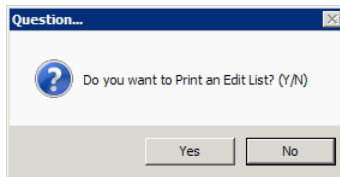


- Click on the "Run" icon to calculate the finance charges for customers with outstanding balances. Next, review the finance charges that were calculated by going to Adjust the Calculated Finance Charges (AM040402). Press <F1> to bring up the first record review the charge that was calculated:

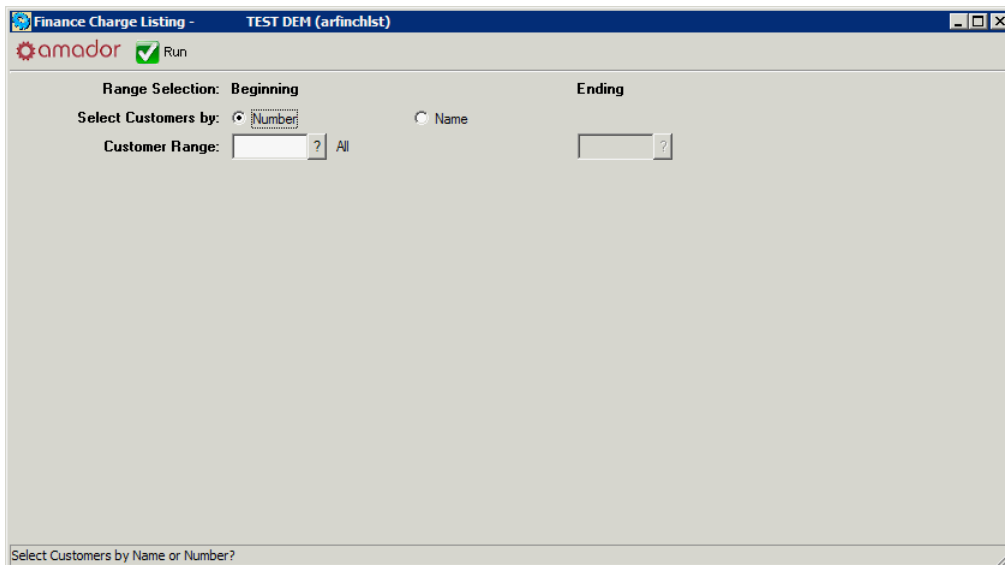


- Adjust the calculated finance charge (if necessary) and click on the "Save" button. Go on to the next finance charge record by pressing <F2>, and make any additional changes. Once

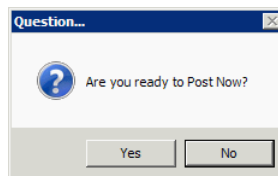
all the finance charges have been reviewed, press <F8> to exit and get the following prompt to print the edit listing:



- Click on "Yes" to print or display the edit listing, and then click on "Run" to generate the report. Review all the finance charges to confirm that they are correct. If any still need to be changed, go back to step 9 and make the adjustment.

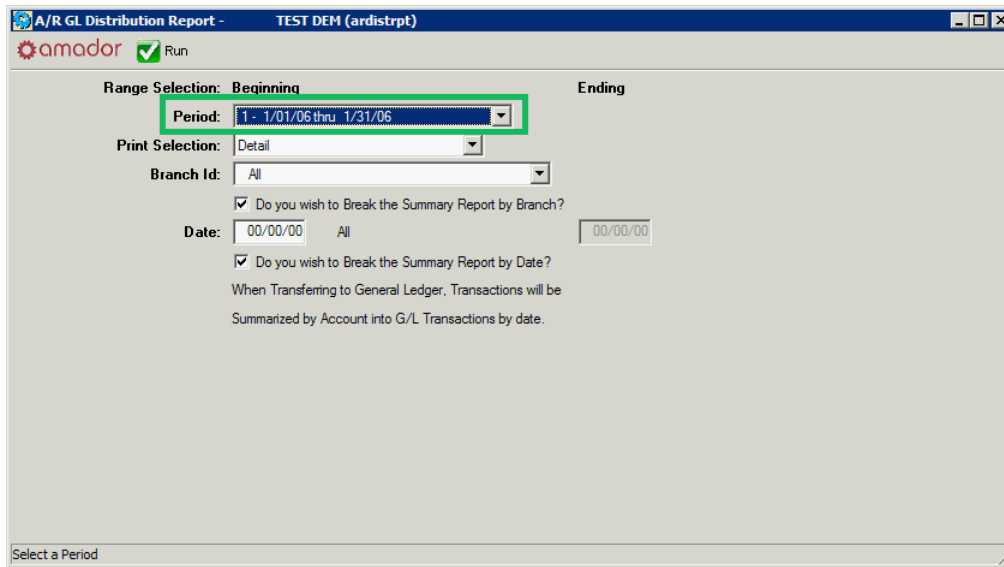


- Once all the finance charges have been reviewed, you can now post them to the customers' accounts. Go to Post Finance Charges (AM040404) and click on the "Run" icon. Select your printer or spool the posting report, and then click on "Yes" to the confirmation prompt:

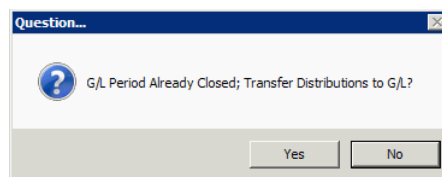


*In AutoPoint®, reviewing the Edit Listing is usually your last chance to make changes before posting transactions. However, Finance Charges are unique such that it is possible to re-post the charges and over-write what was posted previously for that period.*

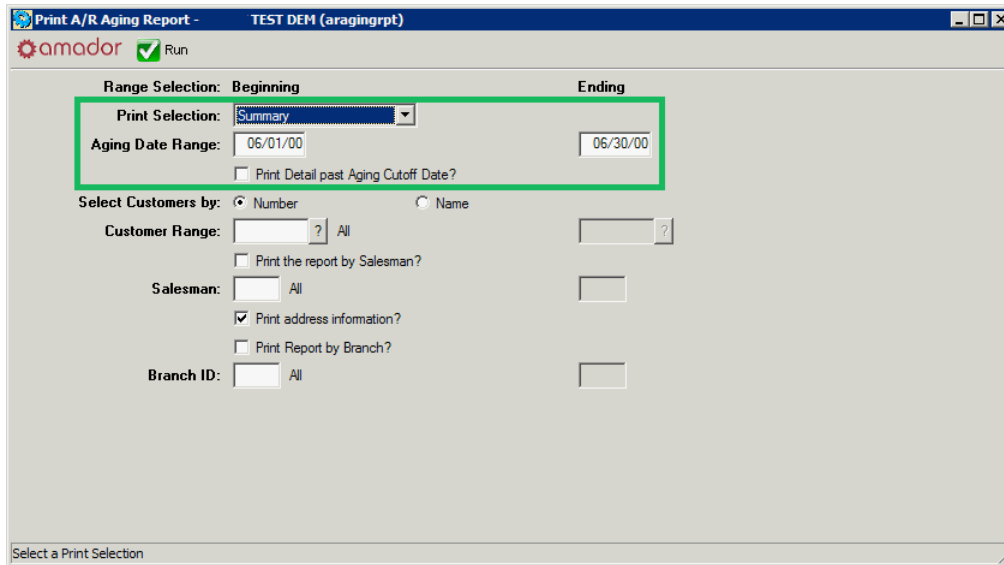
13. Since the Finance Charges are the last A/R transactions posted at month-end, the next step is to run the A/R G/L Distribution Report (AM040405). Select the accounting period that was just closed, and leave the defaults for the remaining fields:



14. Click on the "Run" icon and select the output option to spool or print the report. Depending on how your install of AutoPoint has been configured, you will get different prompts:
  - a. If you are using the AutoPoint G/L module, you will be prompted to transfer the A/R G/L distributions to the General Ledger for a specific date (in the screenshot below, the G/L period was closed, but the transfer still can occur.)



- b. If you are NOT using the AutoPoint G/L module, then you will be prompted to purge the G/L distributions for the month. You can keep these on file, if you like, but they must be purged before Year End. Also, your End-of-Day reports will remind you that they haven't been purged yet. Be sure to print or spool your A/R G/L distribution report and file it for easy retrieval.
15. Run the A/R Aging Report (AM040406) for the period just closed and spool or print the report for later reference. This A/R Aging Report will include all transactions up to Month-End, including the Finance Charges, and will correlate with the statements you will be printing in the next step.

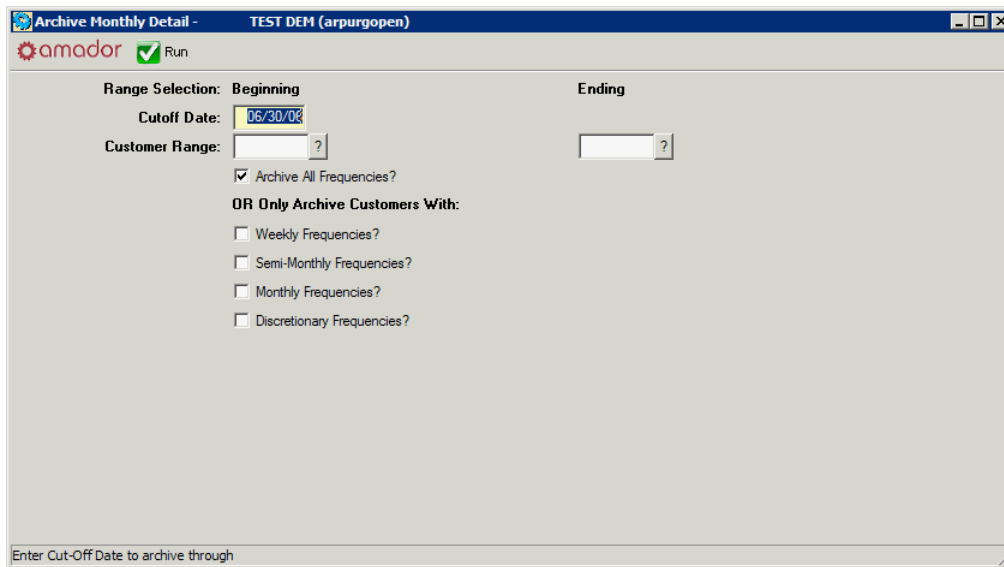


The screenshot shows the 'Print A/R Aging Report' window. The title bar reads 'Print A/R Aging Report - TEST DEM (aragingrpt)'. The Amador logo and a 'Run' button with a green checkmark are visible. The form includes the following fields and options:

- Range Selection: Beginning (dropdown), Ending (text field)
- Print Selection: Summary (dropdown)
- Aging Date Range: 06/01/00 (text field), 06/30/00 (text field)
- Print Detail past Aging Cutoff Date?
- Select Customers by:  Number,  Name
- Customer Range: [ ] ? All, [ ] ?
- Print the report by Salesman?
- Salesman: [ ] All, [ ]
- Print address information?
- Print Report by Branch?
- Branch ID: [ ] All, [ ]

At the bottom, there is a prompt: 'Select a Print Selection'.

- Before you print your statements, you should run the A/R Monthly Archive first, to move paid items from Current to History, and so these details do not print on the statement. Make sure all users are not in a Point-of-Sale screen, and then go to Accounts Receivable → Finance Charge and Statement Processing → Archive Monthly Detail (AM040409):



The screenshot shows the 'Archive Monthly Detail' window. The title bar reads 'Archive Monthly Detail - TEST DEM (arpurgopen)'. The Amador logo and a 'Run' button with a green checkmark are visible. The form includes the following fields and options:

- Range Selection: Beginning (dropdown), Ending (text field)
- Cutoff Date: 06/30/00 (text field)
- Customer Range: [ ] ?
- Archive All Frequencies?
- OR Only Archive Customers With:**
  - Weekly Frequencies?
  - Semi-Monthly Frequencies?
  - Monthly Frequencies?
  - Discretionary Frequencies?

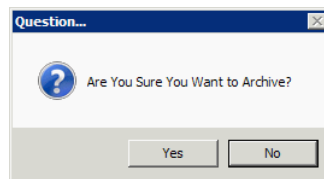
At the bottom, there is a prompt: 'Enter Cut-Off Date to archive through'.

- Enter the cutoff date to archive the A/R detail; put in the last day of the period just closed to archive all payments received and applied in the previous period(s), or enter the last day of two periods ago to include this information. For example, if you are running your June statements, as per the screenshot above, you would enter June 30<sup>th</sup> as the cutoff date so as to only print outstanding invoices on the customers' statements.

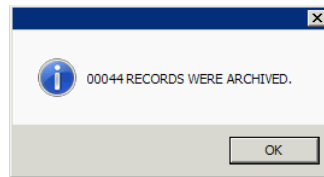


*The Archive Monthly Detail behaves differently depending on whether the customer is Open Item or Balance Forward. For Open Item customers, running this program will move paid invoices to the customer's history file. For Balance Forward customers, the archive program will roll the charges and credits for the period into a balance forward amount, and move the details into history.*

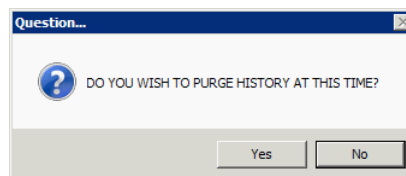
18. Click on the "Run" icon, and then click on "Yes" of the following confirmation prompt:



19. You are then prompted for an output selection for the generated report; click on "Spool". The archive program will then run, and when completed, the number of archived records will display. Click on the "OK" button to continue:

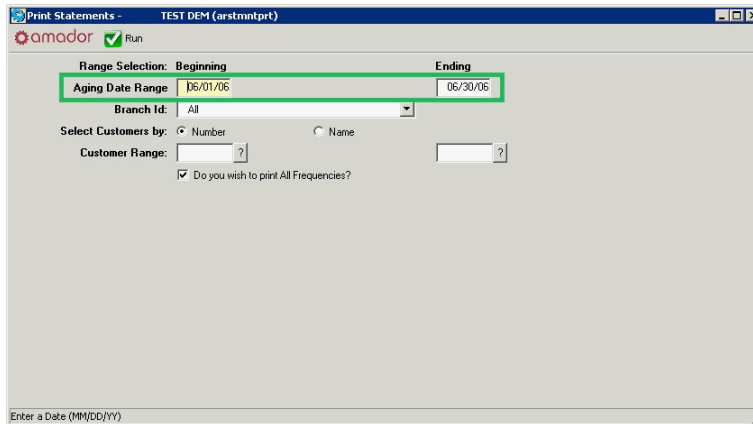


20. You will then be prompted to purge (delete) A/R history. Click on "No" to exit the program:



*Purging A/R history will irreversibly delete the A/R records in history! Do not run the A/R History Purge without calling Amador Support for further guidance.*

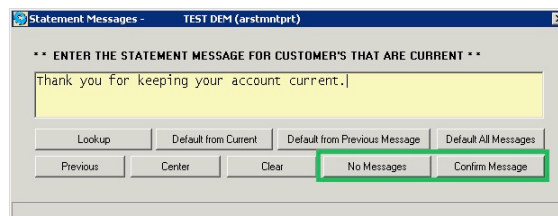
21. You are now ready to print your customers' statements. To begin the process, go to Print Statements (AM040407) and select the printer to print the statements on, and click on "Print". Enter the Aging Date Range (the beginning and ending dates for the period just closed):



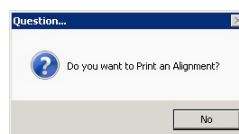
22. Click on the "Run" icon, and to the prompt that appears to select the Tax Sales Month, confirm that the calendar month matches that of the Aging Date Range (e.g. for June aging dates, the Tax Sales Month is "06".) Click on "OK" to accept the correct Tax Sales Month:



23. The next prompt is for the Statement Aging Messages. Enter a message appropriate for the customers that are Current, Over 30, Over 60 and Over 90 Days past due and click on the "Confirm Message", or click on "No Messages" to not include a statement message:



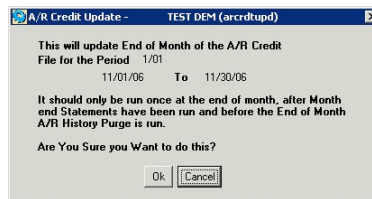
24. Once you've entered or skipped your statement messages, you will be prompted to print an alignment form. If you are printing on pre-printed forms on a dot-matrix printer, click on "Yes" to confirm that the forms are lined up properly, otherwise click on "No" to begin printing your statements:





*You should print two sets of statements, with one copy that you send to your customer and one that you keep on file. Filing a copy becomes important if you need to re-send the statement at a later time; a re-printed statement will not look exactly the same. If you are using Electronic Post Office to send your statements from the Imaging menu, you should still print a copy (ideally to a PDF printer) from the A/R menu for your files.*

25. Once you've printed all your customers' statements, the final step is to update the A/R Credit File. Go to Update A/R Credit File (AM040408), and confirm that the period is the one just closed. Click on "OK" to run the update:



26. Congratulations, you've completed your Month-End Procedures for another month!



***AutoPoint***<sup>®</sup> Evolution – Core Reference

*Last Updated August 9, 2011*



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## Conventions Used in this Manual

The following are explanations of the notations used in this manual to describe an action:

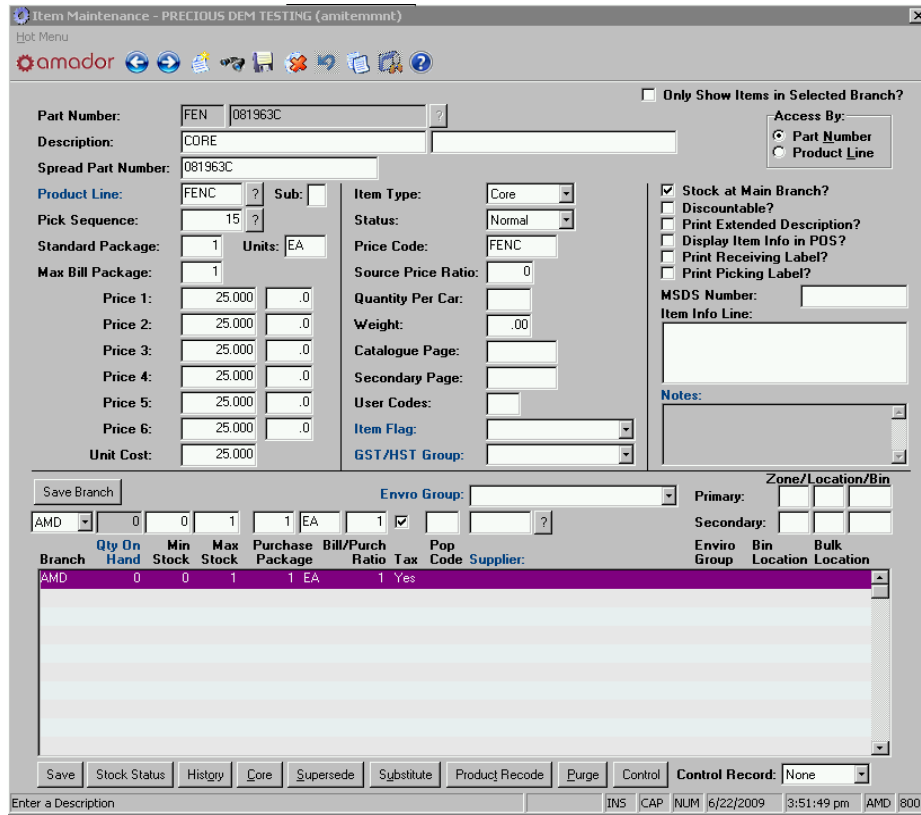
- A keystroke on the keyboard is described using the "<" and ">" characters. For example, the TAB key is displayed as "<TAB>". The function keys along the top of the keyboard are described as "<F5>" for FUNCTION key 5. Combinations of keys using the CTRL, SHIFT or ALT keys are described using prefixes to the key that must be pressed at the same time. For example, pressing the SHIFT and FUNCTION 5 keys is displayed as "SHIFT-<F5>".
- For instructions that describe following a menu structure, the "→" character separates the menu selections. For example, to get to the Stock Status Inquiry screen from the top "AM" menu, go to "6. Inquiries" → "1. Stock Status Inquiry". You can also jump to a particular program or menu from the "SELECT:" prompt by entering the menu entry numbers. In the Stock Status Inquiry screen example, you can enter "AM0601".
- Program names are described in all upper case. For example, the Stock Status Inquiry Screen is displayed as "AMSTOCKINQ". To bypass the menus and go into this program directly, enter the program name in upper-case at the "SELECT:" prompt in any menu, and press the <ENTER> key.
- Screen prints are included with the instructions to demonstrate what you can expect to see on the screen at a particular step in a procedure. Please note that your screen will not be exactly the same, and will be slightly different.



*Hi! I'm Amadorian, and you'll see me here and there throughout this document giving you important additional information.*



A Sample Item Master Display is shown below for a Core Type item:



The screenshot shows the 'Item Maintenance - PRECIOUS DEM TESTING (amitemmnt)' window. The 'Part Number' field contains 'FEN 081963C' and the 'Description' is 'CORE'. The 'Spread Part Number' is '081963C'. The 'Product Line' is 'FENC' and 'Item Type' is 'Core'. The 'Status' is 'Normal'. The 'Price Code' is 'FENC'. The 'Source Price Ratio' is '0'. The 'Quantity Per Car' is '00'. The 'Weight' is '00'. The 'Catalogue Page' and 'Secondary Page' are blank. The 'User Codes' and 'Item Flag' are blank. The 'GST/HST Group' is blank. The 'Access By' is 'Part Number'. The 'Stock at Main Branch?' checkbox is checked. The 'Discountable?' checkbox is unchecked. The 'Print Extended Description?' checkbox is unchecked. The 'Display Item Info in POS?' checkbox is unchecked. The 'Print Receiving Label?' checkbox is unchecked. The 'Print Picking Label?' checkbox is unchecked. The 'MSDS Number' and 'Item Info Line' are blank. The 'Notes' field is empty. The 'Save Branch' button is visible. The 'Envro Group' is blank. The 'Primary' and 'Secondary' checkboxes are unchecked. The 'Enviro Group', 'Bin', and 'Bulk Location' are blank. The 'Branch' table has one row with 'AMD' in the 'Branch' column, '0' in 'Qty On Hand', '0' in 'Min Stock', '1' in 'Max Stock', '1' in 'Purchase Package', 'EA' in 'Bill/Purch Ratio', '1' in 'Tax', and 'Yes' in 'Pop Code Supplier'. The 'Control Record' is 'None'. The status bar at the bottom shows 'Enter a Description', 'INS', 'CAP', 'NUM', '6/22/2009', '3:51:49 pm', 'AMD', and '800'.

**STEP 2** Enter the information necessary to set up an item. The information below has been summarized for this reference, for full details please refer to the complete AutoPoint manual.

**ABBREV/PART NUMBER**

The abbreviation and condensed part number of the item.

**Example:** FEN CA5472H where FEN is the abbreviation and CA5472H is the condensed part number.

**DESCRIPTION**

The description should be an application of the item.

**SPREAD PART NUMBER**

The part number as it actually appears on invoices and on reports with all spaces, hyphens, extensions, etc... included.



The system enters the spread part number for you according to how you entered it at the Part Number field.

**Example:** For the condensed part number FEN CA5472H, the part number that appears on the invoice reads FEN CA-5472-H.

### **PRODUCT LINE/SUB**

The product line and sub-division to which the part belongs. Items can be grouped into subdivisions for reporting purposes, price updating, and easy access to like items.

### **PICK SEQUENCE**

A number used for reporting purposes and for printing pick tickets if applicable. When you print reports or labels, the part numbers print out according to their pick sequence number. Every item must have a pick sequence number. You may manually enter the pick sequence number if you know the correct one to assign or press [F2] and enter the part number that the item should fall after in pick sequence. You may also press [F3] and enter the part number that this item precedes in pick sequence order. You may also choose [F1] to place the item at the Beginning of the Product Line or [F4] to add the item to the end of the current Product Line.



Be careful not to assign the same pick sequence number to more than one item. No item should have a pick sequence of zero. If you are unsure as to what pick sequence number should be assigned to the item, you may, at the second prompt, use [F2] and [F3] to look through the part numbers in the product line. If you want the item to be the first item in pick sequence order: Press [F1]. If you want the item to be the last item in the product line: Press [F4].

### **STD. PKG/UNITS/MAX**

The standard package is the normal quantity of the item that you sell. Units are the way in which the item is sold whether individually, in pairs or by box. Your options here are Each, Box, Roll, Feet, etc...

### **PRICE 1-6**

The six different selling prices for the item. You should always make sure that the prices entered here are for the standard packaging unit.



If you do not enter prices for a Core type item, the system uses cost during Point-of-Sale.

### **UNIT COST**

The amount paid for each Std. Pkg/Unit. You must enter the cost of each item. If you purchase the item in a unit different from the unit in which it is sold, you can calculate the cost by dividing the cost of one purchase unit by the billing/purchase ratio.



You should always enter the cost when setting up an item because in Point-of-Sale, if the cost of an item is not entered, the counterperson is forced to enter a cost through Point-of-Sale before invoicing may continue.

**ITEM TYPE**

Items have a type of <R>egular, <E>xchange, <C>ore, <S>pecial, <L>abor, or <K>it. For Items that have a Core you will create 1 Part as an <E>xchange Type and 1 Part as a <C>ore Type. You must set up the core like any other item. Assign an appropriate pick sequence number. Once you have set up both Items you can then select the "Core" tab to create the required cross reference which will then bill out both the Exchange and Core Item(s) when the Exchange Item is entered on an invoice. (Cross References can also be set up through File Maintenance, see the Core Cross Reference section below.)

**STATUS**

<N>ormal, a regular stocked item which you want recommended for purchasing.

<D>iscontinued, an item which is not carried by the supplier any longer. These items usually have a superseded cross reference in order to avoid lost sales. They are not recommended for purchasing.

<C>ancelled, an item which you no longer stock. These items usually have a superseded cross reference to avoid lost sales. They are not recommended for purchasing.

**PRICE CODE**

In most cases, the product line is used as a price code and is automatically entered when you set up items.

**QUANTITY PER CAR**

The quantity of Std. Pkg/Unit usually sold per vehicle.

**WEIGHT**

The weight of each Std. Pkg/Unit (usually expressed in pounds).

**CATALOGUE PAGE**

If you have a catalogue, you can use this field to enter the page number where the item is located in the catalogue.

**USER CODES**

A code assigned to items to provide a means of grouping like items for reporting, price updating and purchasing. You may create any number of user codes however you may only assign up to three characters per item. Each consists of letters, numbers, hyphens, and/or spaces.

**ITEM FLAG/DISCOUNT**

A code used to label an item.



You must set up the Item Flag before assigning it to an item. Refer to the section Item Flag Maintenance in the complete AutoPoint Manual for more information.

**Example:** An item containing Hazardous Material should be flagged with an **H** so that Hazardous Material prints on the invoice.

The **Discount** field is used to set an item to <D>iscountable or <N>on-discountable.

**COMMISSION**

It is used to keep certain non-inventory type items, promotional items, or specially priced items from being included when calculating commissions. Enter <Y>es if the item is to be included or enter <N>o if the item is exempt.

**FED. EXCISE TAX**

To be implemented at a future date. Press <ENTER>.

**MAIN BRANCH STOCK**

Enter <Y>es if the main branch stocks the item or enter <N>o if it does not. Single store operations always set this to <Y>es. If the main branch or a branch that does not stock the item tries to enter the item, the system prompts: **Not on File** It then allows information for the item to be entered on the Point-of-Sale display.

**ITEM BRANCH MAINTENANCE**

**Purpose:** To set up information about the item that is specific to the individual branch.

**QTY ON HAND**

The quantity of the item currently in stock. You may only enter this information when initially setting up the item



Enter the quantity on hand for the Exchange Item, however you should not enter quantity on hand when setting up a core item. The only time a quantity on hand should appear on a core type item is when a core has been returned by the customer.

**MIN / MAX TO STOCK**

The minimum and maximum quantities to have on hand at any one time.

**SUPPLIER ID**

The ID of the supplier that you purchase this item from ONLY if the supplier for the item is different from the supplier set up for this product line in Product Line Maintenance.



If for some reason you do not want to purchase an item for your branch, you may enter **NOPUR** in this field and the system will skip over this item when recommending items for purchase.

**POP CODE**

The popularity code for this item (usually suggested by the manufacturer).

**ZONE/LOCATOR**

Used in order entry to tell the system where to print the picking tickets. Enter the zone where the item is located on the shelf.

**PURCH. PKG/UNITS**

The number of purchase units you must order from your supplier and the units in which the item is purchased.

**BILL/PURCH RATIO**

The number of Std. Pkg/Units for every ONE purchase unit.

**TAXABLE**

Indicates whether the item is taxable. Press <ENTER> if the item should have sales tax charged to it or enter <N> if the item is non-taxable.

**ENV CHRGS GROUP**

Here's where you assign environmental charges group to individual part numbers. These environmental groups are set up in Environment Charges Group Maintenance file.

**EXCHANGE + CORE** (if an Exchange item) = **TOTAL PRICE**

## Core Cross Reference Setup through File Maintenance

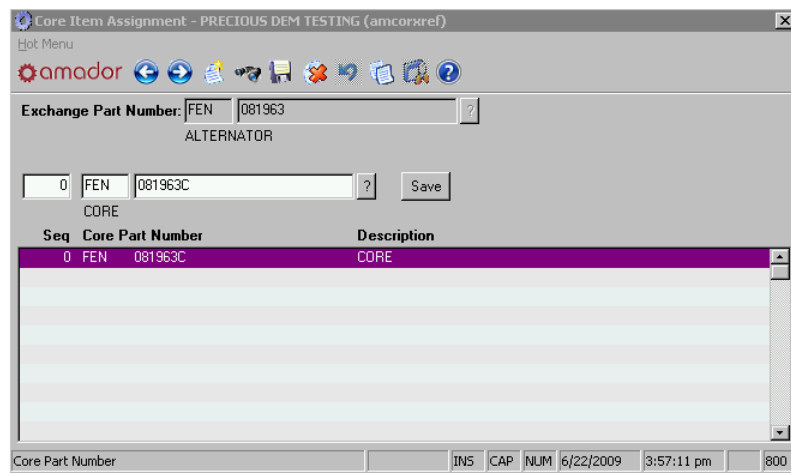
### CORE/ITEM ASSIGNMENT

**Purpose:** This maintenance screen is to cross reference a part number to its core. Then in Point-of-Sale, when a part with a core is purchased, the core will automatically be added to the invoice. (This cross reference can also be set up in Item Maintenance, see above.)

Select Menu Options:

- File Maintenance
- Cross Reference Maintenance
- Core/Item Assignment

A sample Core/Item Assignment display is shown below. (*NOTE:* The exchange item and the core item must already exist in the Item Master in order to create this assignment.)



**ABBREV/PART NUMBER** -- Enter the product line abbreviation and the part number.

**DESCRIPTION** -- The description of the part is filled automatically by the system.

**SEQUENCE NUMBER** -- This field is not used in Core/Item Assignment. Press **<ENTER>**].

**CORE ABBREV/PART NO** -- Enter the product line abbreviation and the part number for the core.



## Processing a Sale

### ENTERING A SALE AND A RETURN ON THE SAME INVOICE

**Purpose:** To create an invoice for a customer who is purchasing an exchange item. You can enter a credit and the sale on the same invoice.



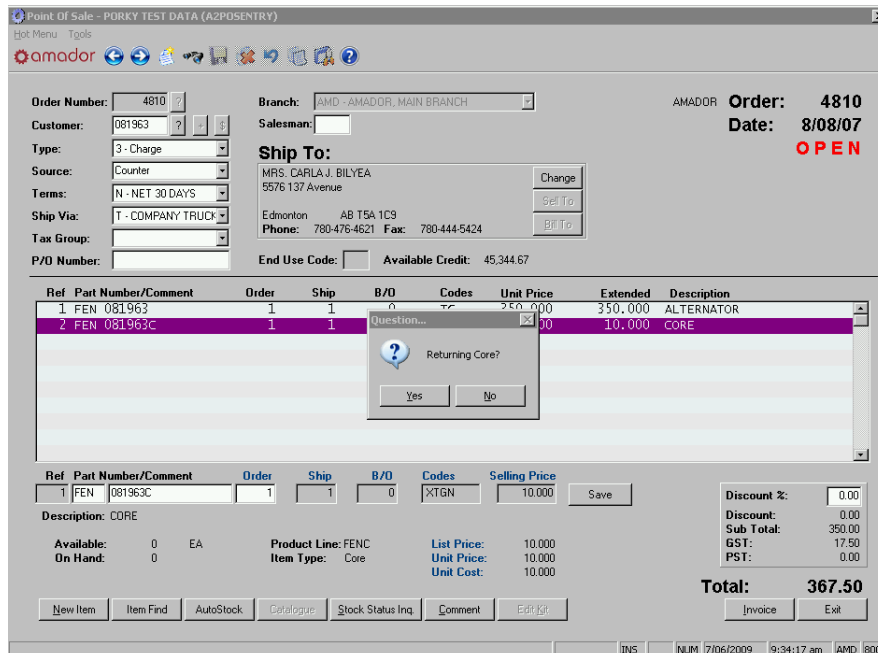
Be sure to always enter a returned item through Point-of-Sale so that quantity on hand is updated, sales analysis is adjusted, and the type of return is noted such as *Core*, *Defective*, *Merchandise*, or *Warranty*. Do not just physically exchange an item that is being returned because of damage. Point-of-Sale tracks return types so you may return items back to the warehouse/supplier if necessary.

**STEP 1** Enter the correct Customer Number, or search and select the Customer you are invoicing.

**STEP 2** Enter the Type of invoice. The Source, Terms, Ship Via and Tax Group have already been set up for the customer therefore this information is displayed automatically.

**STEP 3** If the invoice header information is correct, move to the detail section to begin entering item information.

**STEP 4** Enter item information for each item sold. Item Abbreviation, Part Number, Quantity Ordered, Confirm or correct the information. If this is an exchange item then you will notice that the system automatically bills out the core for this item at the same time and asks if the customer is returning a dirty core to you.



Point Of Sale - PORKY TEST DATA (AZPOENTRY)

Order Number: 4810 Branch: AMD - AMADOR, MAIN BRANCH AMADOR Order: 4810  
 Customer: 081963 Salesman: Date: 8/08/07  
 Type: 3 - Charge Ship To: OPEN  
 Source: Counter MRS. CARLA J. BILYEA  
 Terms: N - NET 30 DAYS Edmonton AB T5A 1C9  
 Ship Via: T - COMPANY TRUCK Phone: 780-476-4621 Fax: 780-444-5424  
 Tax Group: End Use Code: Available Credit: 45,344.67  
 P/O Number:

Ref	Part Number/Comment	Order	Ship	B/O	Codes	Unit Price	Extended	Description
1	FEN 081963	1	1	0		350.000	350.000	ALTERNATOR
2	FEN 081963C	1	1	0		10.000	10.000	CORE

Question... Returning Core?  
 Yes No

Ref	Part Number/Comment	Order	Ship	B/O	Codes	Selling Price
1	FEN 081963C	1	1	0	XTGN	10.000

Description: CORE  
 Available: 0 EA Product Line: FENC List Price: 10.000  
 On Hand: 0 Item Type: Core Unit Price: 10.000  
 Unit Cost: 10.000

Discount %: 0.00  
 Discount: 0.00  
 Sub Total: 350.00  
 GST: 17.50  
 PST: 0.00  
**Total: 367.50**

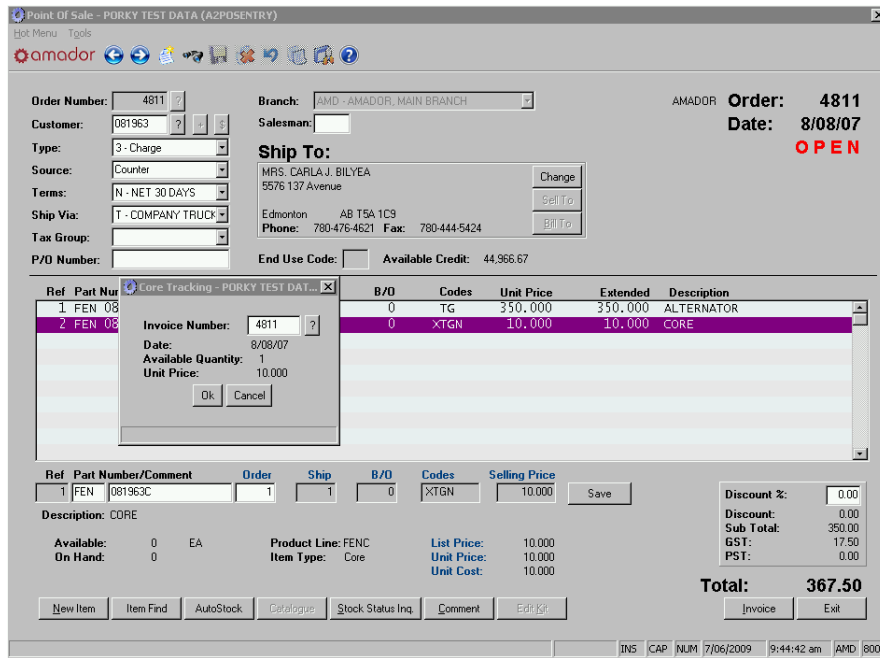
New Item Item Find AutoStock Catalogue Stock Status Inq Comment Edit

NUM 7/06/2009 9:34:17 am AMD 800

You will answer "Yes" if the customer is returning their dirty core to you at this time, or "No" if they will be returning it to you at another time. If they are not returning a core then you would continue or close this invoice as any other.

If the customer is returning their dirty core to you at the same time as they are purchasing the new item you will answer "Yes" and proceed as follows:

**STEP 5** AutoPoint will generate a pop-up that will show the current invoice as the match for this core return.



The screenshot shows the 'Point of Sale - PORRY TEST DATA (A2POSENTRY)' window. The main invoice details include:

- Order Number: 4811
- Customer: 081963
- Branch: AMD - AMADOR, MAIN BRANCH
- Order: 4811
- Date: 8/08/07
- Status: OPEN
- Ship To: MRS. CARLA J. BILYEA, 5576 137 Avenue, Edmonton AB T5A 1C9
- Phone: 780-476-4621, Fax: 780-444-5424
- Available Credit: 44,966.67

The main table lists items:

Ref	Part Num	B/D	Codes	Unit Price	Extended	Description
1	FEN 08	0	TG	350.000	350.000	ALTERNATOR
2	FEN 08	0	XTGN	10.000	10.000	CORE

A pop-up window titled 'Core Tracking - PORRY TEST DAT...' is open, showing:

- Invoice Number: 4811
- Date: 8/08/07
- Available Quantity: 1
- Unit Price: 10.000

At the bottom, the 'Total' is 367.50. The status bar at the bottom right shows 'INS CAP NUM 7/06/2009 9:44:42 am AMD 800'.

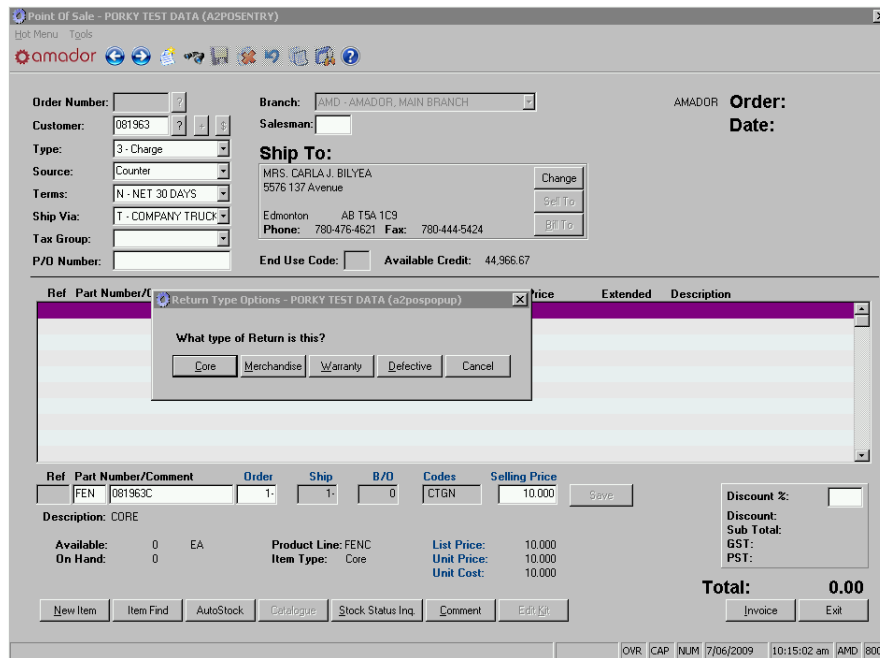
Once you select OK to accept that this is the invoice you want to match with this core return AutoPoint will put the return on the invoice automatically.

## ENTERING A CORE RETURN SEPARATE FROM ORIGINAL PURCHASE

**Purpose:** If the customer has returned at a later date and/or time with the dirty core and you are then going to credit them for the dirty core this can be done on a separate invoice and would appear as follows:

**STEP 1** You would create an invoice as normal, the difference will come in when you are entering the dirty core item.

**STEP 2** Enter item information for each item core being returned using a negative in the quantity field to indicate a return. Item Abbreviation, Part Number, Quantity Ordered, Confirm or correct the information.



The screenshot shows the Amador software interface. At the top, there's a menu bar with 'Hot Menu' and 'Tools'. Below it, the 'amador' logo is visible. The main window is titled 'Point Of Sale - PORKY TEST DATA (A2POSENTRY)'. It contains several input fields: Order Number, Customer (081963), Type (3 - Charge), Source (Counter), Terms (N - NET 30 DAYS), Ship Via (T - COMPANY TRUCK), Tax Group, and P/O Number. There are also dropdown menus for Branch (AMD - AMADOR, MAIN BRANCH) and Salesman. A 'Ship To' section is visible with address and contact information for MRS. CARLA J. BILYEA. A dialog box titled 'Return Type Options - PORKY TEST DATA (a2pospopup)' is open in the center, asking 'What type of Return is this?' with buttons for 'Core', 'Merchandise', 'Warranty', 'Defective', and 'Cancel'. Below the dialog, there's a table with columns: Ref, Part Number/Comment, Order, Ship, B/O, Codes, Selling Price. The table contains one row: FEN 081963C, 1, 1, 0, CTGN, 10.000. To the right of the table, there are fields for Discount %, Discount, Sub Total, GST, and PST. At the bottom right, the 'Total' is 0.00. There are buttons for 'New Item', 'Item Find', 'AutoStock', 'Catalogue', 'Stock Status Inq.', 'Comment', 'Edit Gr.', 'Invoice', and 'Exit'.

**STEP 3** For the return enter the Return Code, in this case because we are focusing on Cores you would choose <C>ore for the Return Code. **Core:** Used to code all raw cores that are returned. These are put into the "dirty" core bank.

**STEP 4** Confirm or correct the return information.

End/Invoice your sales as you normally would.



The invoice total reflects the balance between the sale and credit items.

## Core Reports

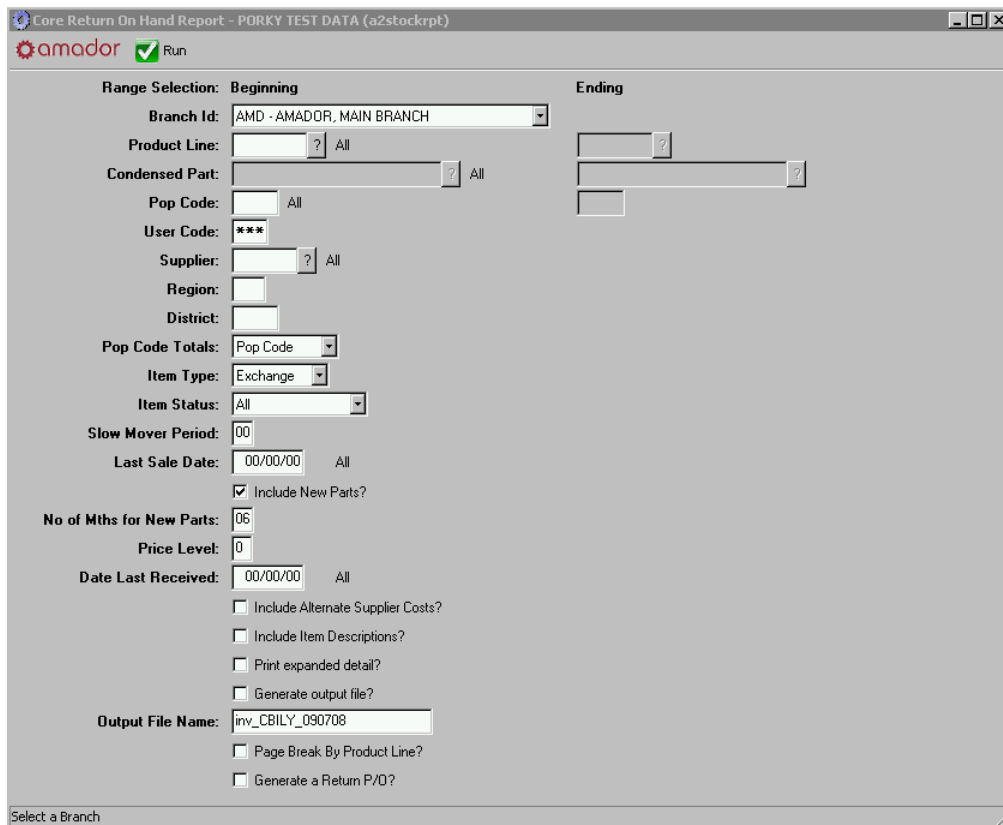
### CORE RETURN ON HAND REPORT

**Purpose:** To identify dirty cores that have been accepted from customers but have not yet been sent back to the manufacturer. Included in this report is a history which tracks the number of core returns from the current period back to the same period for the last year. As well, the system calculates the on hand, extended quantity, and the total value of the core returns for year to date. It is important to remember that this report deals only with core returns and not sales, therefore certain columns do not apply. You will also have the option to generate a return purchase order based on the report totals.

**STEP 1** Select Menu Options:

- Reports
- Inventory Reports
- Core Return On Hand Report

**STEP 2** Enter Range Selection:



**STEP 3** Select Printing Option.

The following information appears on the report.

**MONTHS/YEAR** -- Shows the monthly core returns for each core from the current month of this year back to the same month of the last year.

**SPREAD PART NUMBER** -- The part number for this core as it actually appears on the invoice with all spaces, hyphens, etc. included.

**ON HAND** -- The quantity waiting to be returned to the manufacturer for credit.

**WRNTY QTY** -- The warranty quantity waiting to be returned to the manufacturer for credit.

**ON BO** -- The quantity on backorder.

**MIN STK** -- The minimum stocking level for this part number.

**MAX STK** -- The maximum stocking quantity for this part number.

**UNIT COST** -- The unit cost based on what price level was selected for the report.

**BILL UNIT** -- The unit in which this item is sold.

**POP CODE** -- The popularity code for this item.

**USER CODE** -- The user code for this item.

**LS BO** -- The number of lost sales and buyouts for the item since the last time the lost sale/buyout statistics were cleared from the system. At the bottom of the report, statistics by pop code are given. The information under each of these headings is explained below.

**POP CODE** -- Each pop code that appears in the body of the report is listed here in order to summarize information by pop code.

**TOTAL ITEMS** -- Reflects the items on the report that make up the different pop code classifications. The last line is a total of the items included on the report.

**% OF ITEMS** -- Shows a percentage of the items in this report that make up each of the pop code classifications and then total to one hundred percent.

**AMOUNT VALUE ON HAND** -- The dollar value for the total quantity on hand for this popularity code.

**% VALUE ON HAND** -- The percentage of value on hand compared to the total value on hand. It is calculated as follows:  $(\text{Value on Hand} / \text{Total Value on Hand}) * 100$

**AMOUNT VALUE MIN STOCK** -- The dollar amount for the total minimum stock for a particular pop code.

**AMOUNT VALUE MAX STOCK --** The dollar amount for the total maximum stock for a particular pop code.

**CURRENT MONTH SALES AT COST --** The sales at cost for the current month for a particular pop code.

**YEAR TO DATE SALES AT COST --** The year to date sales at cost for a particular pop code.

**REPORT TOTALS --** The totals for all pop codes.

An example of the report is shown below:

```

BRANCH ID:   AMD   AMADOR, MAIN BRANCH
PRODUCT LINE: DIDL  DIXIE ALTERNATORS (DIX)  SUPPLIER: ALL           LAST PRICE UPDATE: 2/27/08
-----
PRODUCT LINE: ALL -      PART RANGE: -
REGION/DISTRICT: /      CONSOLIDATION: P    ITEM TYPE: E  ITEM STATUS: *  POP CODES: ALL -  USER CODES: ***
-----
AUG JUL JUN MAY APR MAR FEB JAN DEC NOV OCT SEP AUG  SPREAD PART NUMBER  ON WENTY ON MIN MAX UNIT BILL POP  USER  LS
07  07  07  07  07  07  07  07  06  06  06  06  06  06  * SUPPLX = NOPUR ITM  HAND QTY  BO  STK  STK  COST UNIT CODE CODE  BO
-----
                                3                                A-1292C                                3                                28.0000 EA
-----
POP  TOTAL  % OF  AMOUNT VALUE  % VALUE  AMOUNT VALUE  AMOUNT VALUE  CURRENT MONTH  YEAR TO DATE
CODE ITEMS  ITEMS  ON HAND      ON HAND  MIN STOCK    MAX STOCK    SALES AT COST  SALES AT COST
-----
                                1 100.0      84.00    100.0
ALL  1 100.0      84.00    100.0
-----
PRODUCT LINE: DIXS  DIXIE STARTERS (DIX)  SUPPLIER: ALL           LAST PRICE UPDATE: 2/27/08
-----
                                2      4  2  2  S-1396C                                22-                                35.0000 EA
-----
POP  TOTAL  % OF  AMOUNT VALUE  % VALUE  AMOUNT VALUE  AMOUNT VALUE  CURRENT MONTH  YEAR TO DATE
CODE ITEMS  ITEMS  ON HAND      ON HAND  MIN STOCK    MAX STOCK    SALES AT COST  SALES AT COST
-----
                                1 100.0
ALL  1 100.0
-----
PRODUCT LINE: FENC  FENCO CALIPERS (FEN)  SUPPLIER: ALL           LAST PRICE UPDATE: 0/00/00
-----
                                1                                CA5472HC                                32                                2  7  25.0000 EA  E
                                7                                CP3271C                                1                                2  7  8.5000 EA  E
                                7                                C110C                                7                                2  4  5.0000 EA  C  E
  
```

## Core Special Processing

### **PRINTING A CUSTOMER CORE REPORT BY PART NUMBER**

**Purpose:** To print a summary list, by part number, of outstanding cores. Included on the report are customer number and name, invoice number, invoice date, unit price, selling price, quantity sold, quantity returned, quantity being inspected and quantity outstanding. The detailed report also includes a detail line for each core returned showing the invoice it was returned on, date returned, credit price, and quantity returned.

**BRANCH** -- Indicates the branch location where the core was sold or returned.

**ABBREV** -- The range of abbreviations selected.

**PART** -- The range of part numbers selected.

**CUSTOMERS** -- The range of customers selected.

**CUTOFF** -- Include invoices up to this cutoff date.

**PART NUMBER** -- The abbreviation and part number of the core item.

**DESCRIPTION** -- A description of the core item.

**CUSTOMER** -- The number and name of the customer who paid the core deposit.

**INVOICE NO** -- The invoice number the core was purchased or returned on.

**DATE** -- The invoice date.

**UNIT PRICE** -- The customer's regular unit price.

**SOLD/RETRN** -- The selling or credit price.

**QUANTITY SOLD** -- The number of cores sold.

**QUANTITY RETURN** -- The number of cores returned for credit.

**QUANTITY INSPECT** -- The number of returned cores, on open Point-of-Sale orders, which are being inspected.

**QUANTITY O/S** -- The number of cores sold on the invoice which have not been returned for credit.

**TY** -- The status of the invoice.

<O>pen order.

<I>invoiced order.

<V>oid order.

A sample of the report is shown below:

REB CORE1	ALTERNATOR CORE								
15	ATLAS EQUIPMENT & SUPPLY	1386	4/07/97	6.000	6.000		0	I	
15	ATLAS EQUIPMENT & SUPPLY	1397	4/19/97	6.000	6.000	4	4	*0	
21	BARNES BRAKE SPECIALISTS	1380	3/14/97	6.000	6.000	2	2	I	
21	BARNES BRAKE SPECIALISTS	1380	3/14/97	6.000	6.000	4	4	I	
22	EASTSIDE TUNEUP TO GO	1381	3/14/97	6.000	6.000	1	1	I	
22	EASTSIDE TUNEUP TO GO	1381	3/14/97	6.000	6.000	1	1	I	
23	CRANE CARRIER COMPANY	1382	3/14/97	6.000	6.000	2	2	I	
24	PARTS TO GO	1385	3/27/97	6.000	6.000	9	9	I	
24	PARTS TO GO	1398	4/19/97	6.000	6.000	6	6	*0	
1010	MR JOHN B. JONES	1350	1/20/97	6.000	6.000	1	1	0 I	
999015	SOLUTIONS INC.	1389	4/19/97	6.000	6.000	1	1	*0	
						<b>Part Totals:</b>	31	1 30	
-----									
REB CORE11	STARTER CORE								
2020	JOHN DOE INDUSTRIES LTD.	1376	3/07/97	10.000	10.000	1	1	I	
						<b>Part Totals:</b>	1	1	
-----									
REB CORE2	ALTERNATOR CORE								
23	CRANE CARRIER COMPANY	4024	2/20/02	2.000	2.000		0	V	
24	PARTS TO GO	4021	2/20/02	2.000	2.000		0	V	
24	PARTS TO GO	4027	2/20/02	2.000	2.000		0	V	
						<b>Part Totals:</b>	0	0	
-----									
REB CORE3	ALTERNATOR CORE								
24	PARTS TO GO	1363	2/13/97	12.000	12.000	2	2	I	
24	PARTS TO GO	1363	2/13/97	12.000	12.000	1	1	I	
						<b>Part Totals:</b>	3	3	

### To print the Customer Core Report by Part Number.

**STEP 1** Select Menu Options:

- Special Processing
- Customer Core Control
- Customer Core Report by Part Number

**STEP 2** Enter the following range information.

**BRANCH ID** -- Press <ENTER> to accept the assigned Branch or enter another Branch Id.

**LINE ABBREV** -- Press <ENTER> for all abbreviations or enter a specific abbreviation.

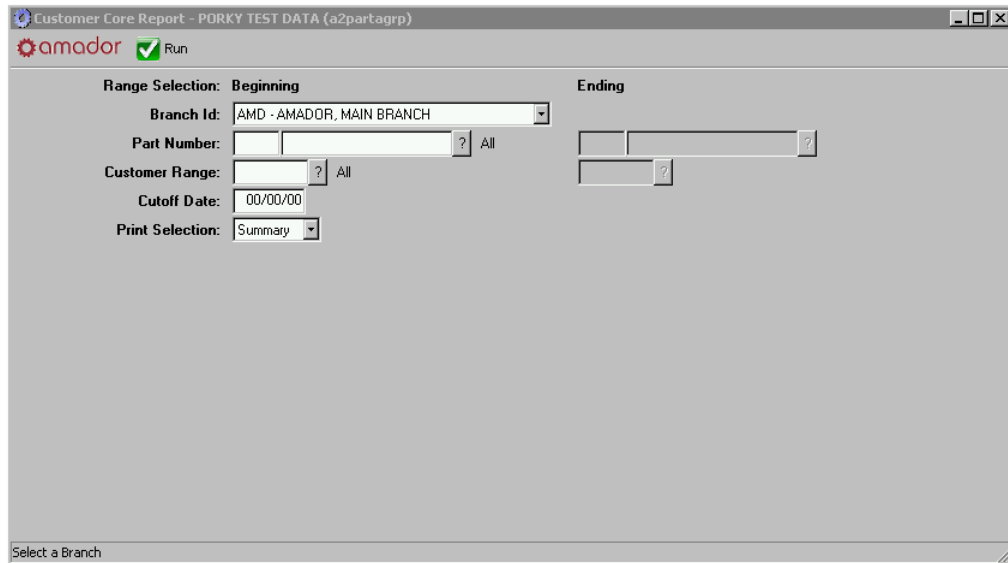
**CONDENSED PART** -- Press <ENTER> for all part numbers or enter a specific part number.

**CUSTOMER RANGE** -- Press <ENTER> for all customers, enter a range of customers or enter one customer.

**CUTOFF DATE** -- Press <ENTER> for all dates or enter a cutoff date.

**REPORT SELECTION** -- Select either a Summary of Detailed report. The detailed report includes a detail line for each core returned for credit.





**STEP 3** Confirm or correct the information.

**STEP 4** Enter the output selection.

**STEP 5** Execute or queue the report.

### ***Printing A Customer Core Report By Customer Number***

**Purpose:** To print a summary list, by customer number, of outstanding cores. Included on the report are part number and description, invoice number, invoice date, unit price, selling price, quantity sold, quantity returned, quantity being inspected and quantity outstanding. The detailed report also includes a detail line for each core returned showing the invoice it was returned on, date returned, credit price, and quantity returned.

**BRANCH ID** -- Indicates the branch location where the core was sold or returned.

**CUSTOMERS** -- The range of customers selected.

**ABBREV** -- The range of abbreviations selected.

**PART** -- The range of part numbers selected.

**CUTOFF** -- Include invoices up to this cutoff date.

**CUSTOMER** -- The number and name of the customer who paid the core deposit.

**PART NUMBER** -- The abbreviation and part number of the core item.

**DESCRIPTION** -- A description of the core item.

**INVOICE NO** -- The invoice number the core was purchased or returned on.

**DATE** -- The invoice date.

**UNIT PRICE** -- The customer's regular unit price.

**SOLD/RETRN** -- The selling or credit price.

**QUANTITY SOLD** -- The number of cores sold.

**QUANTITY RETURN** -- The number of cores returned for credit.

**QUANTITY INSPECT** -- The number of returned cores, on open Point-of-Sale orders, which are being inspected.

**QUANTITY O/S** -- The number of cores sold on the invoice which have not been returned for credit.

**TY** -- The status of the invoice.

<O>pen order.

<I>invoiced order.

<V>oid order.

An example of the report is shown below:

Amador Demo Company		CUSTOMER CORE REPORT		DATE- 7/08/09 10:16:36 CBLLY		PAGE 0043				
BRANCH ID: AMD CUSTOMERS: ALL		ABBREV: ALL		PART: ALL		CUTOFF: ALL				
CUSTOMER	-----QUANTITY-----									
PART NUMBER	DESCRIPTION	INVOICE NO	DATE	UNIT PRICE	SOLD/RETRN	SOLD	RETURN	INSPECT	O/S	TY
999011 CASH CUSTOMER		(403)483-2727								
DIX A-8404C	CORE	4104	1/04/07	85.000	85.000	1			1	*0
DIX A-8404C	CORE	4104	1/04/07	85.000	85.000	1			1	*0
					Customer Totals:	2			2	
999015 SOLUTIONS INC.		(403)483-2727								
REB CORE1	ALTERNATOR CORE	1389	4/19/97	6.000	6.000	1			1	*0
					Customer Totals:	1			1	
999999 Cash Sale		(797)792-9760								
BOS SR8620XC	CORE	4760	8/07/07	50.000	50.000	88			88	I
FEN C110C	CALIPER	4118	1/05/07	5.000	5.000	2			2	I
FEN C110C	CALIPER	4218	1/06/07	5.000	5.000	1			1	I
FEN C110C	CALIPER	4224	1/06/07	5.000	5.000	1			1	I
					Customer Totals:	92			92	
					Grand Totals:	4,299	9	9	4,281	

Follow the instructions below to print the Customer Core Report by Customer Number.

**STEP 1** Select Menu Options:

- Special Processing
- Customer Core Control
- Customer Core Report by Customer Number

**STEP 2** Enter the following range information.

**BRANCH ID** -- Press <ENTER> to accept the assigned Branch or enter another Branch Id.

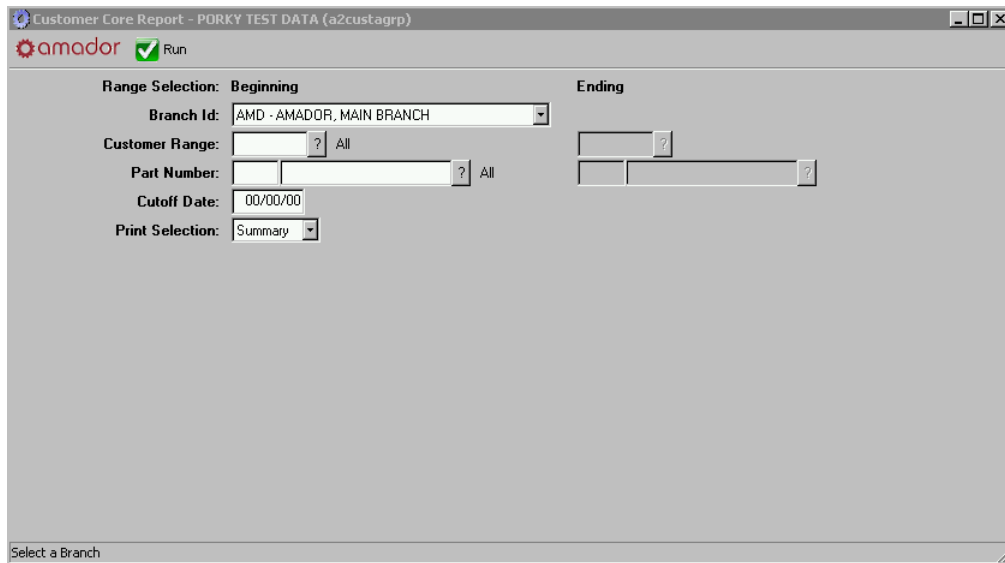
**CUSTOMER RANGE** -- Press <ENTER> for all customers, enter a range of customers or enter one customer.

**LINE ABBREV** -- Press <ENTER> for all abbreviations or enter a specific abbreviation.

**CONDENSED PART** -- Press <ENTER> for all part numbers or enter a specific part number.

**CUTOFF DATE** -- Press <ENTER> for all dates or enter a cutoff date.

**REPORT SELECTION** -- Select Summary or Detailed report. The detailed report includes a detail line for each core returned for credit.



**STEP 3** Confirm or correct the information.

**STEP 4** Enter the output selection.

**STEP 5** Execute or queue the report.



***AutoPoint<sup>®</sup>***  
***Evolution***

***AutoPoint<sup>®</sup>*** Evolution  
Purchasing Quick Start Guide

*Updated July 18, 2011*

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## Conventions Used in this Manual

The following are explanations of the notations used in this manual to describe an action:

- A keystroke on the keyboard is described using the "<" and ">" characters. For example, the TAB key is displayed as "<TAB>". The function keys along the top of the keyboard are described as "<F5>" for FUNCTION key 5. Combinations of keys using the CTRL, SHIFT or ALT keys are described using prefixes to the key that must be pressed at the same time. For example, pressing the SHIFT and FUNCTION 5 keys is displayed as "SHIFT-<F5>".
- For instructions that describe following a menu structure, the "→" character separates the menu selections. For example, to get to the Stock Status Inquiry screen from the top "AM" menu, go to "6. Inquiries" → "1. Stock Status Inquiry". You can also jump to a particular program or menu from the "SELECT:" prompt by entering the menu entry numbers. In the Stock Status Inquiry screen example, you can enter "AM0601".
- Program names are described in all upper case. For example, the Stock Status Inquiry Screen is displayed as "AMSTOCKINQ". To bypass the menus and go into this program directly, enter the program name in upper-case at the "SELECT:" prompt in any menu, and press the <ENTER> key.
- Screen prints are included with the instructions to demonstrate what you can expect to see on the screen at a particular step in a procedure. Please note that your screen will not be exactly the same, and will be slightly different.



*Hi! I'm Amadorian, and you'll see me here and there throughout this document giving you important additional information.*

## A Note to Users of the Text Version of *AutoPoint*®

In many respects, the graphical version of *AutoPoint*® is identical to the character-based version. The text screens and the graphical windows display information the same way, but more information and additional functions appear in the graphical version. Functions that were only available via a keystroke combination in the text version are now a blue link or a button. However, many keyboard shortcuts are still available in the graphical version as described below:

- There are a number of Windows-standard shortcut keys that function the same in *AutoPoint*® Evolution as they do in other Windows applications:

CTRL-<X> - Cut selected text.

CTRL-<C> - Copy selected text.

CTRL-<V> - Paste selected text.

<TAB> – Move forward through input fields and buttons.

SHIFT-<TAB> – Move back words through input fields and buttons.

- Global keystrokes that will work from any window and are Windows standard shortcuts:

ALT-<F4> – Close current window.

ALT-<TAB> – Cycle forwards through open windows.

ALT-SHIFT-<TAB> – Cycle backwards through open windows.

ALT-<Underline Letter in Menu Name> - Display the corresponding menu.

<ESC> - Cancel the current task.

<ENTER> - Accept the default value and move the cursor to the next field.

- Function keys along the top of the keyboard can be used to perform actions similar to how they worked in the character version:

<F1> - Bring up the first record in a program or close a note pop-up window.

<F2> - Bring up the next record.

<F3> - Bring up the previous record.

<F5> - When pressed in a field with a "?" button, will bring up the look-up.

<F8> - Cancel or back out of a program.

<F12> - Run a program selected in a menu, works the same as clicking on "Run". In File Maintenance windows, <F12> will save the current record.

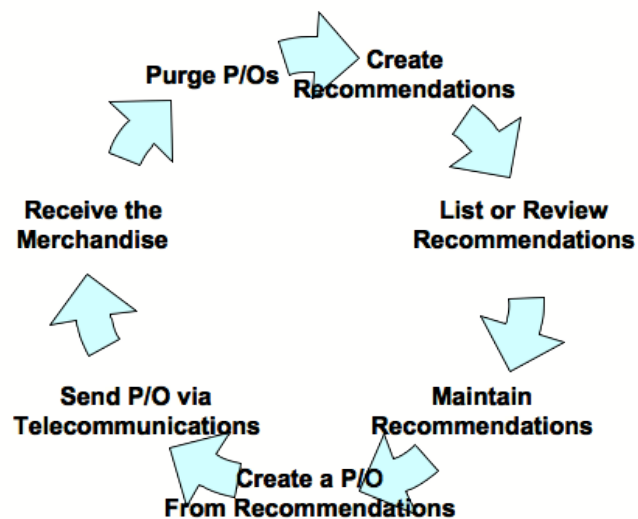


*The <TAB>, <ENTER> and <ARROW KEYS> are your best friends in Evolution! Although the interface is point-and-click, the mouse does not have to be used to move between fields and press buttons. Try using the keyboard shortcuts listed in this Guide to navigate through Evolution efficiently.*

## Purchasing Overview

The purchasing module in **AutoPoint®** is found under the Purchasing menu (AM03), where you can order inventory from your suppliers by cutting a PO and sending it to the supplier. Once the supplier fills your order and ships it to you, you can then receive the inventory into stock, updating the items' quantities for sale. The supplier might send the material on the order in multiple shipments, which you can track by running various purchasing reports to see what the status of your purchase orders are with your suppliers, and to see what items are still on backorder. If you set up minimum and maximum stocking levels on your part numbers, you can have the system generate purchase orders automatically to replenish your stock by creating purchase order recommendations.

Below is a diagram that describes the purchasing cycle in **AutoPoint®**:



This Quick Start Guide explains the steps to perform the following purchasing processes:

- Creating a purchase order to place an order with a supplier.
- Looking up an existing purchase order.
- Receiving inventory on a purchase order into stock.
- Running reports to track the status of purchase orders and supplier backorders.
- Generating a purchase order from system recommendations based on Min/Max.

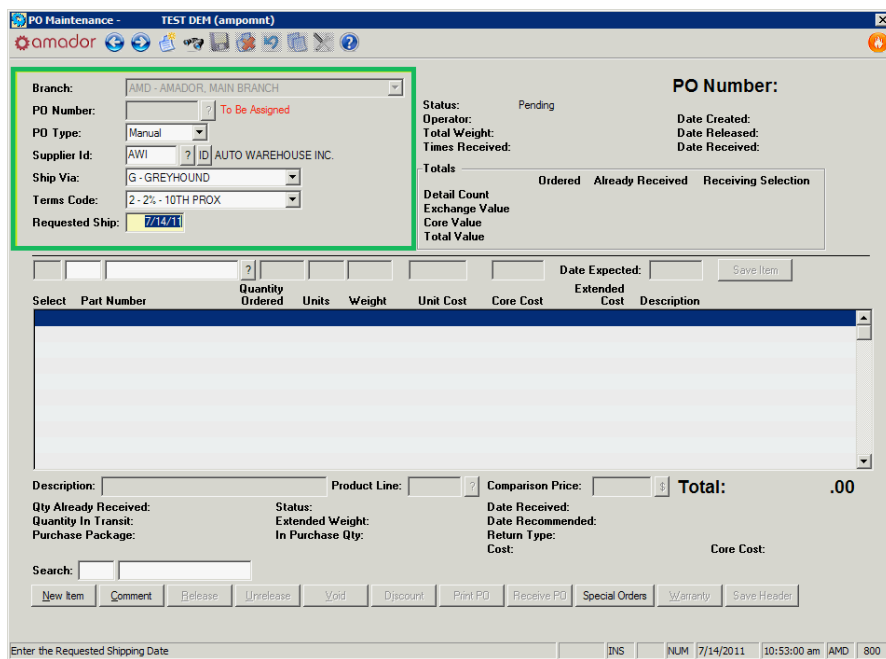


*For more detailed information on the processes described in this Quick Start Guide, please refer to the "AutoPoint® Evolution Users Manual."*



## Creating a Purchase Order

To create a purchase order in **AutoPoint®**, in order to place a new order with a supplier, type "POM" at the "Select:" prompt from the Evolution Main Menu or follow the **AutoPoint®** menu, Purchasing → Purchase Order Maintenance (AM0303) to bring up the Purchase Order Maintenance window:



1. Press the <ENTER> key at the "PO Number" field to have the system assign the next available purchase order number.
2. Press <ENTER> at the "PO Type" field to accept the "Manual" purchase order type.



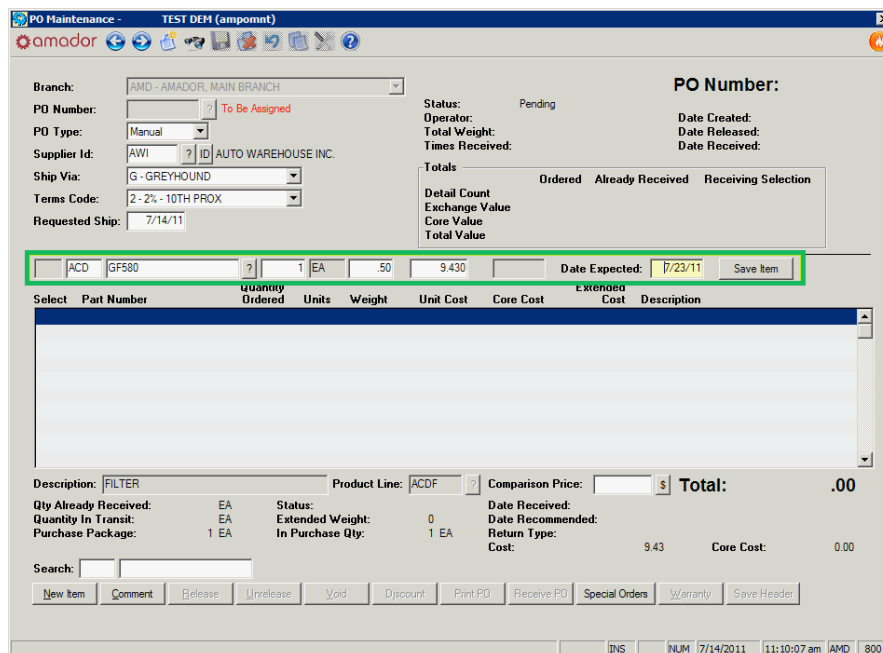
*Any time you create a PO to place an order with a supplier, you are creating a "Manual" type PO. Other types of purchase orders are "Return" for sending items back to a supplier, "Generated" for P.O.s created from PO Recommendations, "Transfer" for branch transfers, and "Booking" for a manual type PO that does not record on-order quantities.*

3. Enter the 3 to 5 letter supplier ID to select the supplier you wish to place the order with. You can also enter the first few letters of the supplier's name and press <F5> to do a lookup if you don't know what exactly the supplier ID is.
4. Press the <ENTER> key to accept the default Ship Via (as set up in Supplier Maintenance for this supplier) or click on the down arrow to select from the drop-down list all the Ship Vias set up in the system.

5. Press <ENTER> to accept the supplier's default Terms Code, otherwise select a Terms Code from the drop-down list.
6. Press <ENTER> to accept the Requested Ship date, which defaults to the system date, or change it to reflect the actual requested ship date. This will drop the cursor down to the order details, where you can enter the part numbers you are going to order.



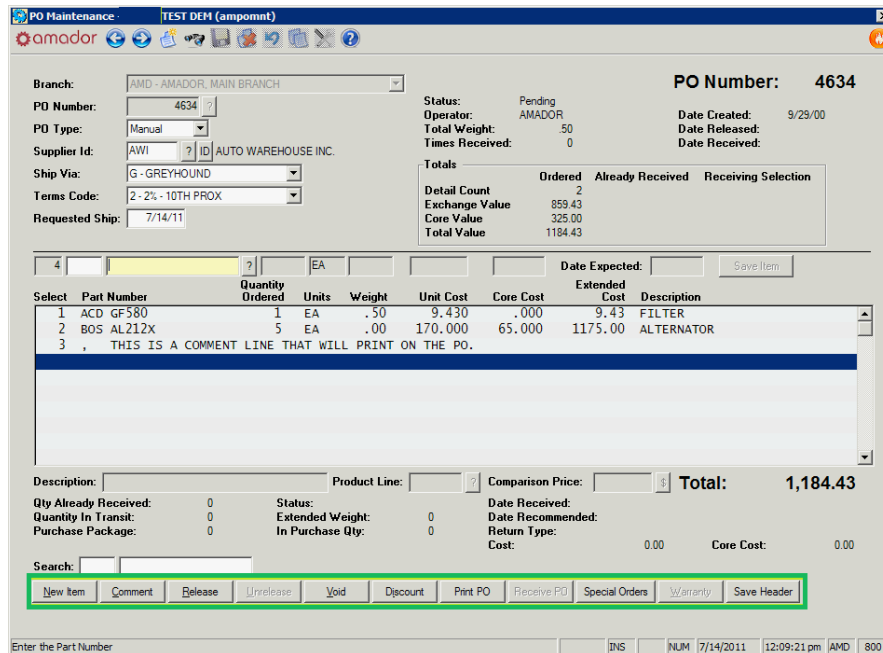
*At this point, the PO number hasn't been assigned yet. The PO number is not assigned by the system until the first part number is saved.*



7. Type in or scan the barcode for the item's abbreviation and part number and press the <ENTER> key (or press <F5> to do an item lookup to select the part number.)
8. Enter the order quantity and press <ENTER>.
9. Enter the item's weight, if it is not filled in by the default from the Item Branch record, and press <ENTER>.
10. Enter the unit cost (the price your supplier charges you) if it is different than the default, as set up in the Item Branch Record, and press <ENTER>.
11. If the part is an Exchange item, then the field for the Core Cost will open up. Enter the core cost here, if it is different than what is set up for the core, and press <ENTER>.
12. Enter the Date Expected, if there is one, and press <ENTER>. If you enter an expected receive date, then you will be prompted to use this date for all items on the PO.
13. Click on the "Save" button to add the part to the PO's line items. You can then enter the next part number from this point, or click on the "New Item" button.
14. To enter a comment line, enter a "," (comma) for the part number or click on the "Comment" button. A pop-up will appear to enter the comment, click on "OK" to save it to the PO.



To delete a line item on a Purchase Order, select the line in the list and change the order quantity to "0" and save the line. The line will not be deleted, but it will not appear on the printed PO.



Select	Part Number	Quantity Ordered	Units	Weight	Unit Cost	Core Cost	Extended Cost	Description
1	ACD GF580	1	EA	.50	9.430	.000	9.43	FILTER
2	BOS AL212X	5	EA	.00	170.000	65.000	1175.00	ALTERNATOR
3	THIS IS A COMMENT LINE THAT WILL PRINT ON THE PO.							

**Total: 1,184.43**

15. To print the purchase order before releasing it to the supplier, click on the "Print PO" button and select the output option.
16. If you wish to cancel the PO at this point, while the PO is still has the status of "Pending", click on the "Void" button.
17. If you are ready to send the purchase order to the supplier, click on the "Release" button. A series of prompts will appear, prompting you to confirm you wish to release this PO, even though it is below order weight and/or value (as set up in the Supplier Master record.) Click on "Yes" to these prompts to release the purchase order. The last prompt will be to print the PO and the output option. The status of the PO will change to "Released" if you don't choose to print, and to "Printed" if you do. The PO is now ready to be received.



Once a purchase order has the status "Released" or "Printed", the header information and line item detail cannot be changed on the PO without un-releasing the purchase order first and changing the status back to "Pending."

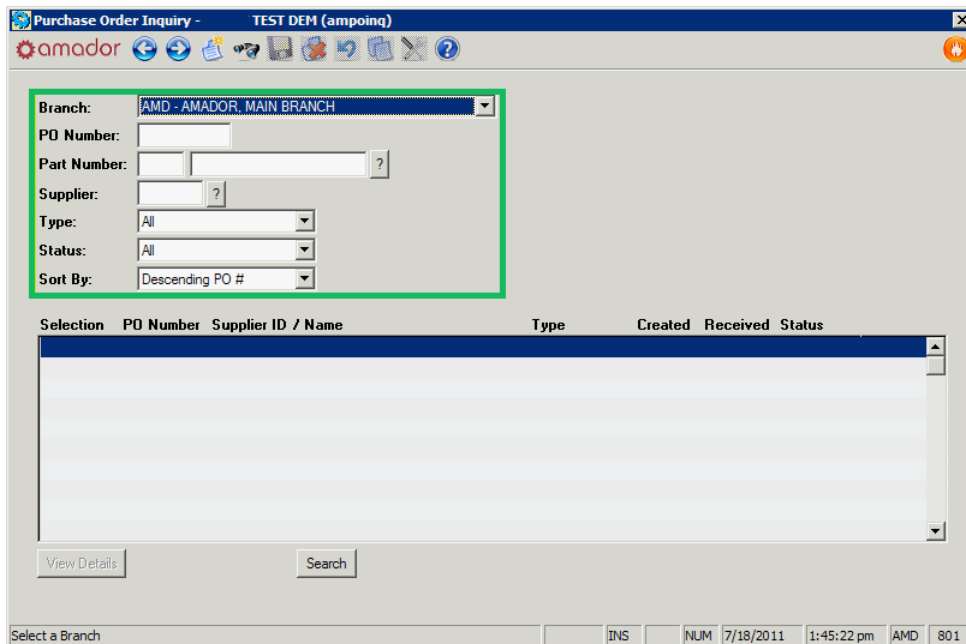
## Looking up an Existing Purchase Order

There are a number of ways to look up a purchase order to modify it or view its details:

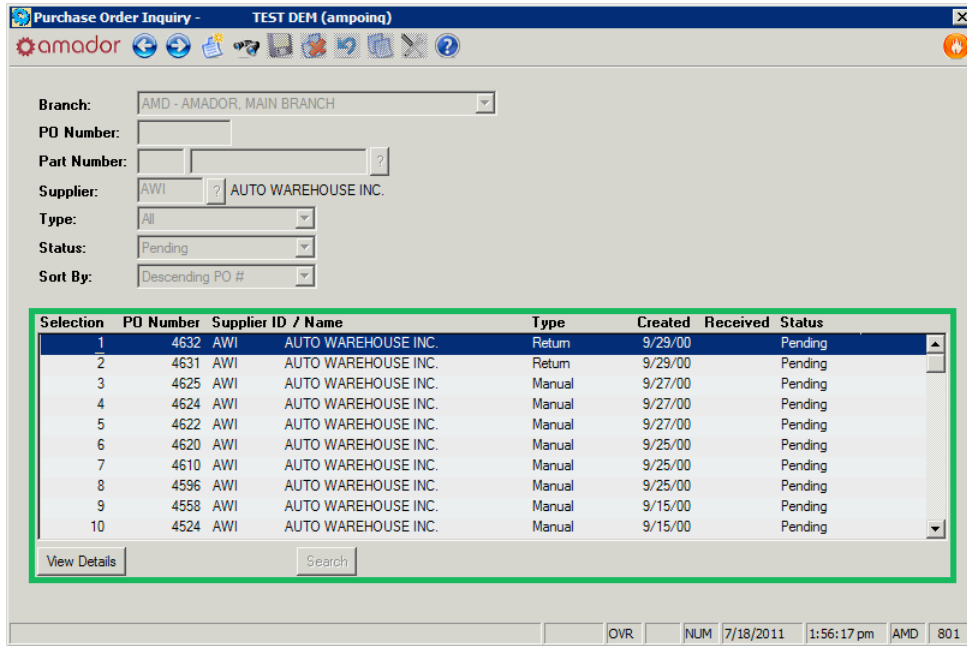
- From the Hot Menu, select Inquiries → Purchase Order.
- From the Main Menu, go to Inquiries → Purchase Order Inquiry (AM0607).
- From Purchase Order Maintenance, press the <F5> key in the PO Number field.

A number of different search criteria can be used to find the PO you are looking for:

- PO Number – to find a specific purchase order.
- Part Number – to find purchase orders that have a specific part number on it.
- Supplier – look up purchase orders for a specific supplier.
- Type – search for purchase orders by type (Generated, Manual, Return, Transfer, Booking.)
- Status – to limit the search results to purchase orders of a specific status (Pending, Released, Printed, Partially Received, Completely Received, Voided.)



1. To look up a purchase order, enter the search criteria and the sort method, and then click on the "Search" button. In this example, all status "Pending" purchase orders for the supplier "AWI" were selected.

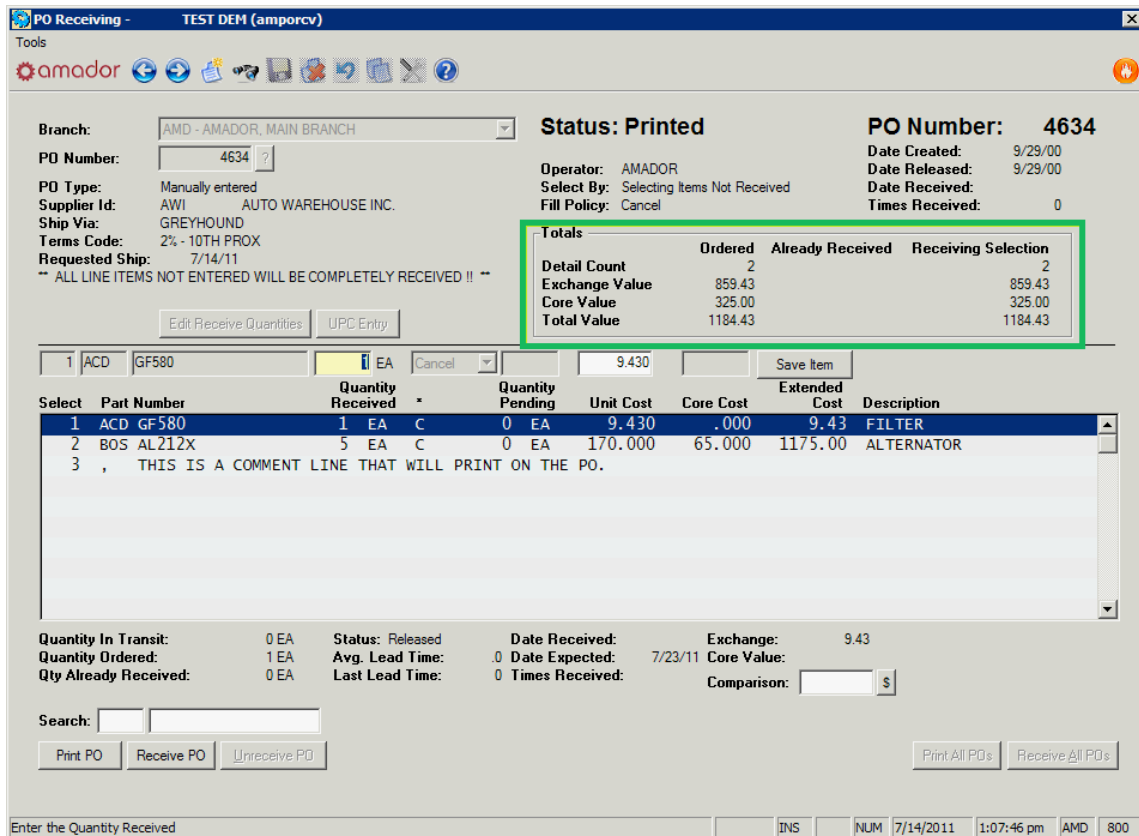


- To view the details of one of the purchase orders in the search results, double click on the line or select it and click on the "View Details" button. If the inquiry was invoked from Purchase Order Maintenance, the PO will come up in that program. Otherwise, a window will display with the line item details:





3. Select the receiving option based on the type of receiving you are going to do:
  - a. Receive all items on a PO with the quantities ordered (i.e. the PO was shipped exactly as ordered) in a single receiving → **USE "Not Received" AND "Cancel or Supplier Default":**



Branch: AMD - AMADOR, MAIN BRANCH      Status: Printed      PO Number: 4634  
 PO Number: 4634      Operator: AMADOR      Date Created: 9/29/00  
 PO Type: Manually entered      Select By: Selecting Items Not Received      Date Released: 9/29/00  
 Supplier Id: AWI AUTO WAREHOUSE INC.      Fill Policy: Cancel      Date Received:      Times Received: 0  
 Ship Via: GREYHOUND  
 Terms Code: 2% - 10TH PROX  
 Requested Ship: 7/14/11  
 \*\* ALL LINE ITEMS NOT ENTERED WILL BE COMPLETELY RECEIVED !! \*\*

Totals			
	Ordered	Already Received	Receiving Selection
Detail Count	2		2
Exchange Value	859.43		859.43
Core Value	325.00		325.00
Total Value	1184.43		1184.43

Select	Part Number	Quantity Received	Quantity Pending	Unit Cost	Core Cost	Extended Cost	Description
1	ACD GF580	1 EA C	0 EA	9.430	.000	9.43	FILTER
2	BOS AL212X	5 EA C	0 EA	170.000	65.000	1175.00	ALTERNATOR
3	, THIS IS A COMMENT LINE THAT WILL PRINT ON THE PO.						

Quantity In Transit: 0 EA      Status: Released      Date Received:      Exchange: 9.43  
 Quantity Ordered: 1 EA      Avg. Lead Time: 0      Date Expected: 7/23/11      Core Value:  
 Qty Already Received: 0 EA      Last Lead Time: 0      Times Received:      Comparison: \$

Search:      Print PO      Receive PO      Unreceive PO      Print All POs      Receive All POs

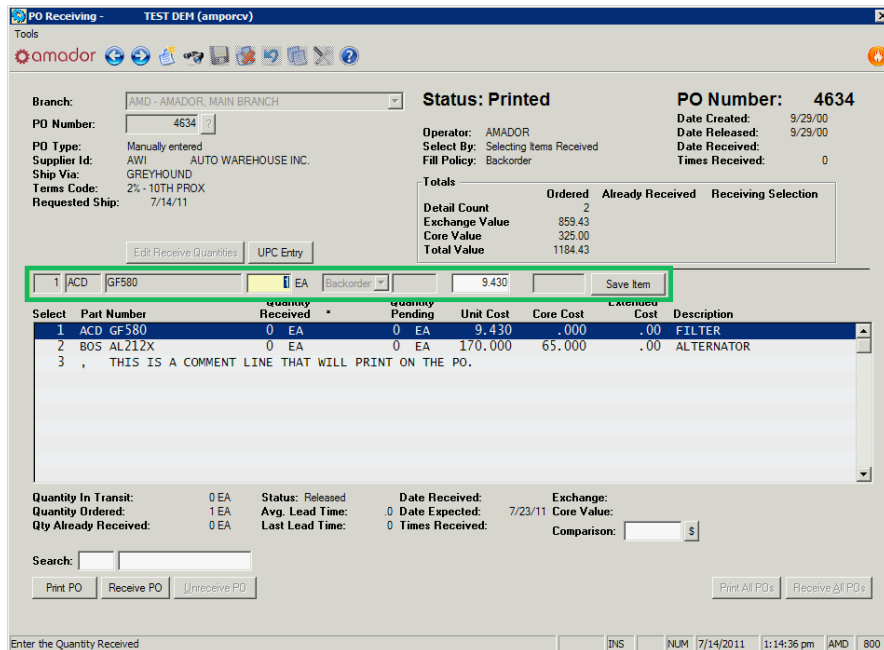
Enter the Quantity Received      INS      NUM 7/14/2011 1:07:46 pm AMD 800

Click on "Receive PO" to update the purchase order and change the PO's status to "Completely Received."



*You can still change receive quantities and pricing on the PO's line items when the receiving selection is "Not Received." Simply select the lines that need to be changed and make the changes before clicking on "Receive PO". The assumption is that by selecting by items not already received that you are making only a few changes to the receiving on entire the PO.*

- b. Receive a partial shipment of items and quantities in multiple receivings → **USE "Received" AND "Backorder"**:



PO Receiving - TEST DEM (amporcov)

Branch: AMD - AMADOR, MAIN BRANCH      Status: Printed      PO Number: 4634

PO Number: 4634      Operator: AMADOR      Date Created: 9/29/00

Supplier Id: AWI AUTO WAREHOUSE INC.      Select By: Selecting Items Received      Date Released: 9/29/00

Ship Via: GREYHOUND      Fill Policy: Backorder      Date Received: 0

Terms Code: 2% - 10TH PROX      Requested Ship: 7/14/11

Totals	Ordered	Already Received	Receiving Selection
Detail Count	2		
Exchange Value	859.43		
Core Value	325.00		
Total Value	1184.43		

Select	Part Number	Quantity Received	Quantity Pending	Unit Cost	Core Cost	Cost	Description
1	ACD GF580	0 EA	9,430 EA	9,430	.000	.00	FILTER
2	BOS AL212X	0 EA	170,000 EA	170,000	65,000	.00	ALTERNATOR
3	THIS IS A COMMENT LINE THAT WILL PRINT ON THE PO.						

Quantity In Transit: 0 EA      Status: Released      Date Received:      Exchange:      Core Value:      Comparison: \$

Quantity Ordered: 1 EA      Avg. Lead Time: 0      Date Expected: 7/23/11

Qty Already Received: 0 EA      Last Lead Time: 0      Times Received:      Comparison: \$

Search: [ ]      Print PO      Receive PO      Unreceive PO      Print All POs      Receive All POs

Enter the Quantity Received      JMS      NUM      7/14/2011      1:14:36 pm      AMD      800

Select the line items of the parts that were actually shipped and enter the received quantity. If the quantity is less than the ordered quantity, select "Backorder" if the remainder is still expected to come in. Otherwise select "Cancel" if the remainder will not be shipped. If the price had changed between when the PO was released and shipped, you can still change the price at this point, as well. Click on "Save Item" to save the changes.



*As you update the quantities and pricing for each line item, the "Receiving Selection" totals will change, as well. Before you receive the PO, be sure to confirm these totals are what you expect.*

After entering all the items that were on the shipment, click on the "Receive PO" button to update the purchase order, and change its status to "Partially Received."



*A purchase is not marked as "Completely Received" until all the line items on the PO are also marked as "Completely Received". If a line item has a backordered quantity, it is marked as "Partially Received" until the backordered quantity is received or cancelled.*



4. After clicking on "Receive PO", you will be prompted with a series of questions,
  - a. Your three letter Counterman Initials. These are the initials that will appear on the Receiving Slip Extension report as the receiver.
  - b. Printing a Put-away Report (optional.)
  - c. Scan for Special Backorders. Answering "Yes" to this option will notify you if any of the items received are on a Special Backorder and release the quantities to these special backorders.
  - d. Output selection for the Receiving Slip Extension report.



*The Receiving Slip Extension report is very important, because it shows all the details on the receiving that cannot be easily reproduced elsewhere in **AutoPoint®**. It only prints once at the time the PO received, so I recommend you print these to the spooled reports!*

## Tracking the Status of POs and Supplier Backorders

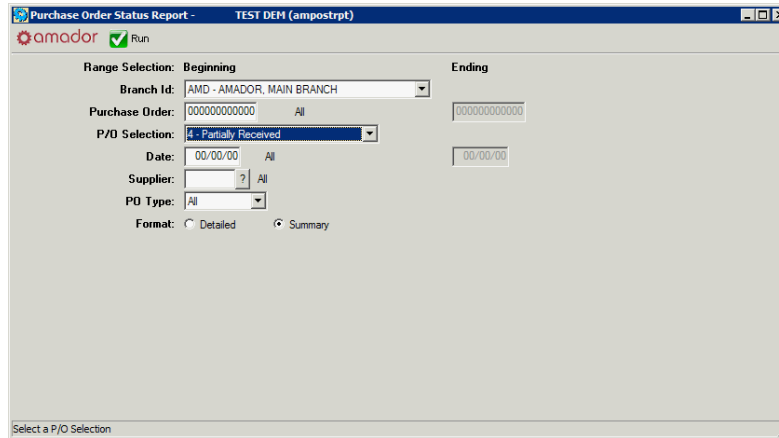
In an ideal world, purchase orders would be shipped complete and they would only have to be received once, without any errors. In reality however, the items on a PO are sent in multiple shipments, the wrong item or quantities are shipped or received, and suppliers' prices change after releasing the PO. In order to track the status of outstanding purchase orders and any line items that you are awaiting shipment on (ie. supplier backorders,) there are a number of reports that you can run in **AutoPoint®** to identify these un-received or partially received purchase orders.

These purchasing reports are found, rather appropriately, under the **AutoPoint®** menu, Purchasing → Purchase Order Reports (AM0308). The reports of most interest are the Purchase Order Status Report, the Purchase Order Backorder reports and the PO Past Due Report.



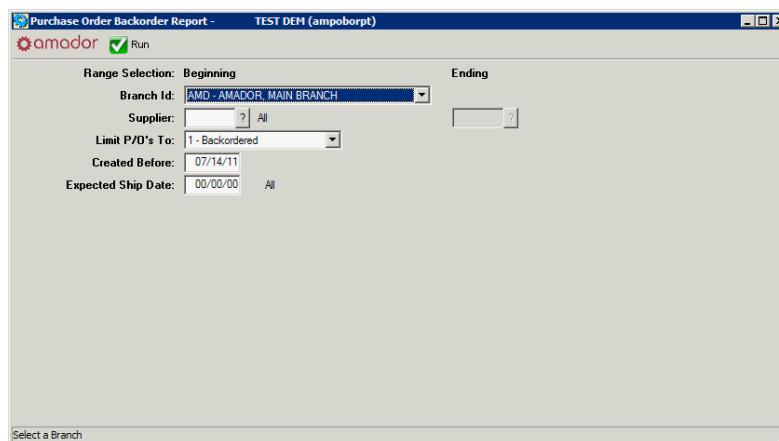
*When running any kind of report in **AutoPoint®**, it's a good idea to spool the report instead of printing it, so that you can view it in the spooled reports viewer to see if the report is giving the results you are looking for, without using up a lot of printer paper.*

To identify the purchase orders that haven't been released or completely received yet, use the **Purchase Order Status Report (AM030801)**:



1. Change the "PO Selection" drop-down list to "4 – Partially Received"
2. Change the "Date" range and "Supplier" fields to limit the results printed in the report, to show only partially received purchase orders created within a certain date range for a certain supplier.
3. Select the "Format" radio button labeled "Detailed" to list the partially received line items on the purchase order, or "Summary" to only list the PO numbers without the line item details.
4. Click on the "Run" button or press the <F12> key to run the report, and select your output option.

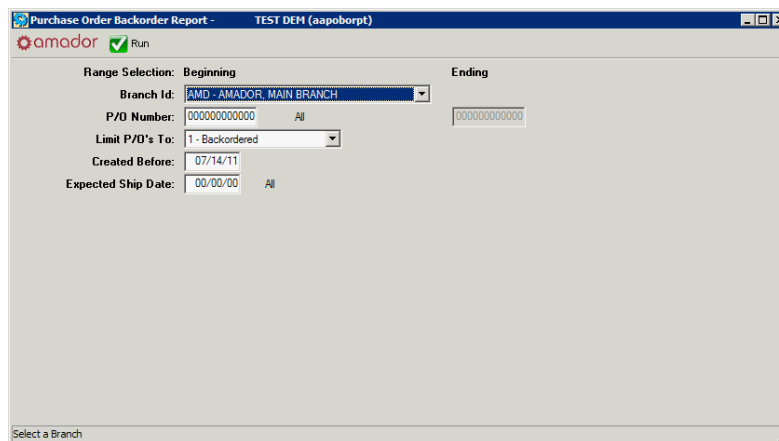
The **Purchase Order Backorder Report** can be used to identify purchase orders with line items that have been completely received, by supplier (AM030802):



1. To restrict the report to list backordered items on purchase orders to a certain supplier, enter the supplier ID in the "Supplier" range.

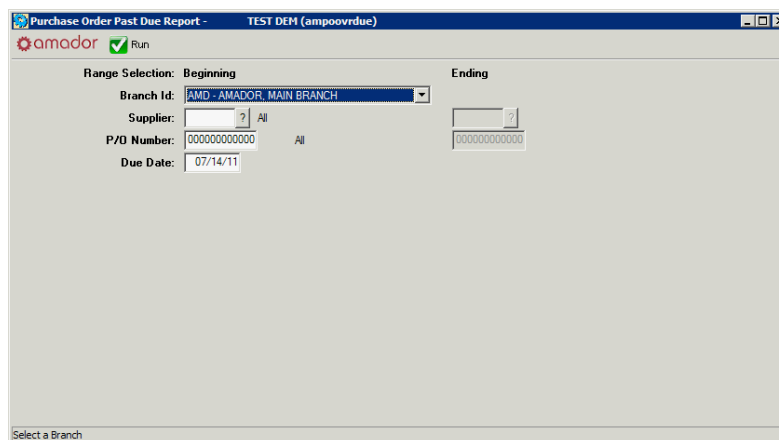
2. The report can be limited even further to only list backordered items on purchase orders created before a specified date and/or before a specified "Expected Ship Date".
3. After selecting the options and ranges, click on the "Run" button or press the <F12> key to run the report, and select your output option.

The **Purchase Order Backorders by PO No.** report (AM030803) is very similar to the previous backorder report, but allows you to limit the results to a certain PO or a range of purchase orders, rather than by supplier. This report is useful to run if you have a PO with a large number of line items, and you need to identify the backorder lines:



1. To restrict the report to list backordered items on purchase orders to a certain purchase order or a range of purchase order numbers, enter the PO number(s) in the range.
2. The report can be limited even further to only list backordered items on purchase orders created before a specified date and/or before a specified "Expected Ship Date".
3. After selecting the options and ranges, click on the "Run" button or press the <F12> key to run the report, and select your output option.

Run the **PO Past Due Report** (AM030808) to see what un-received or partially received purchase orders have items that are past their expected receive date (as assigned in Purchase Order Maintenance, before releasing the PO):



1. Limit the report to run for a specified supplier by entering the ID in the "Supplier" field, press <ENTER> to accept all suppliers.
2. Enter a PO number or a range of PO numbers to list out only the lines that are past due (this is useful to identify un-received items on a large PO.) Press <ENTER> to accept all PO numbers.
3. The "Due Date" defaults to the current system date, but you can change this to another date to see what was overdue in the past or what is coming due.
4. After selecting the options and ranges, click on the "Run" button or press the <F12> key to run the report, and select your output option.

## System Generated Purchase Orders Based on Inventory

You can have **AutoPoint®** generate the purchase orders to your suppliers based on the minimum and maximum stocking levels you have set up in Item Branch Maintenance. If the quantity on hand for a part number drops down to or below the minimum stocking level, a PO recommendation will be generated that can be used to generate a purchase order to the primary supplier for the part number (as determined in Product Line Maintenance) or to the alternate supplier (as determined in Item Branch Maintenance.)



*It is possible for **AutoPoint®** to calculate the minimum and maximum stocking levels automatically, using the "Min/Max Calculation Report." This report will use the sales demand history, among many other factors, to determine what the appropriate stocking levels should be. Please see the "**AutoPoint®** Evolution Users Manual" for more detailed information.*

PO recommendations are generated by the system from a number of sources, using the following calculation:

IF: (QTY Available + QTY On Order + QTY On Order Pending) <= Minimum Stock

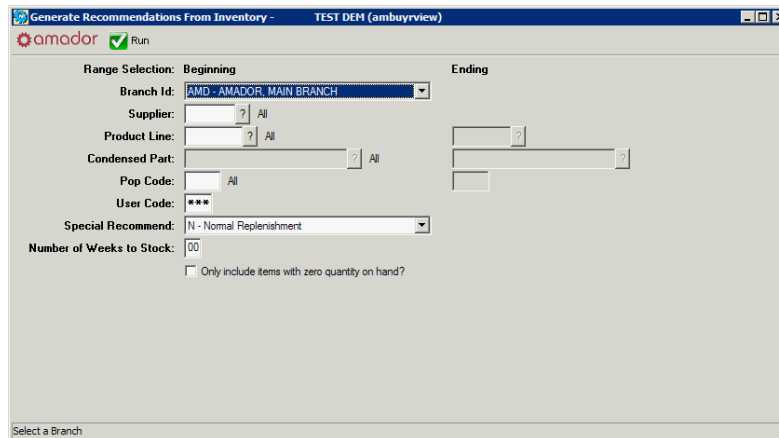
THEN: Maximum Stock – (Available + On Order + On Order Pending) + QTY On Backorder  
= QTY Recommended

That is, if the part's available quantity plus the quantities on released and pending POs is the same or less than its minimum stocking level, then the quantity recommended will be the maximum quantity minus the sum of the available, on-order, on-order pending and backordered quantities.

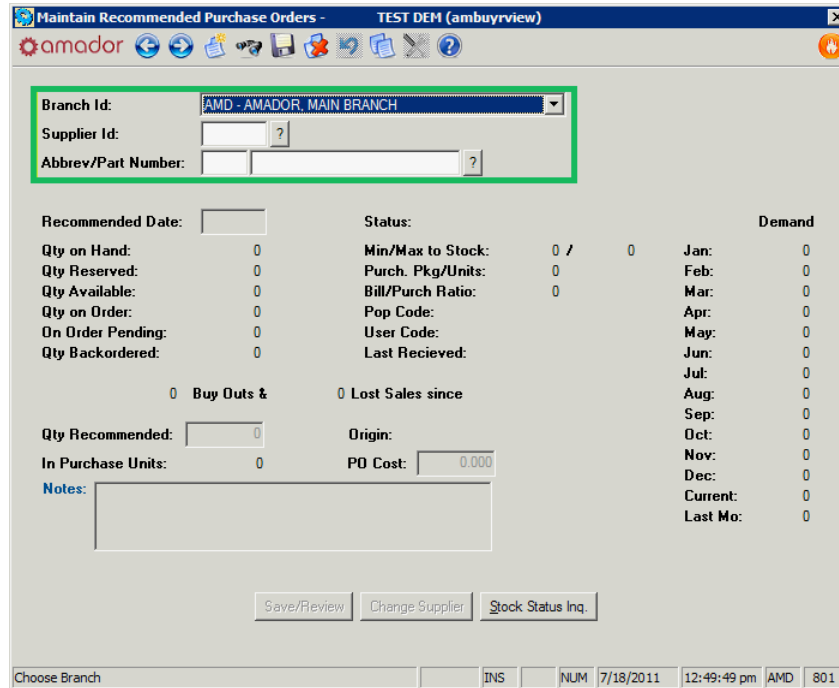


*The quantity recommended is dependent on the part number's Purchase/Package Unit, as set up in Item Branch Maintenance. For example, if you purchase a part in boxes of 10 each, the minimum and maximum quantities have to be in multiples of 10, and the recommended quantity will be in multiples of 10 as well.*

In addition to these system generated PO recommendations, you can run the PO recommendations manually, by going to Purchasing → Purchase Order Recommendations → Generate Recommendations from Inventory (AM030102):



1. You can create PO recommendations for particular supplier, and/or for a particular product line or a range of product lines, by specifying the Supplier ID and Product Line code(s) in each range.
2. Specify a replenishment method from the drop-down list next to "Special Recommend":
  - a. N – Normal Replenishment – If the quantity available drops below the minimum, the recommended quantity is the amount that will bring the quantity back up to the maximum. (Recommended)
  - b. Y – Maximum Stock Replenishment – Regardless of the quantity available, the recommended quantity is the amount that will bring the quantity up to maximum.
  - c. F – Forecast Replenishment – Selecting this option will ignore the minimum and maximum values, and rather forecast the amount to order, based on demand history (see the "AutoPoint® Evolution Users Manual" for more detailed information on how to use this option.)
3. After selecting the options and ranges, click on the "Run" button or press the <F12> key to run the report. A summary window will appear, displaying the number of PO recommendations generated. Click on the "OK" button to continue.
4. To list out the PO recommendations generated, run AM030104. This step is only optional, but it's useful to review what items are recommended for purchase, and the report can be run by supplier and/or product line.
5. At this point, the PO recommendations are only that: recommendations. They still need to be reviewed, so that the purchase order can be generated from them. To review and modify the recommendations, run AM030103, "Maintain Recommended Purchase Orders":



Branch Id: AMD - AMADOR, MAIN BRANCH

Supplier Id: [?]

Abbrev/Part Number: [?]

Recommended Date: [?]

Status: Pending Review

Demand

Jan:	0
Feb:	0
Mar:	0
Apr:	0
May:	0
Jun:	0
Jul:	0
Aug:	0
Sep:	0
Oct:	0
Nov:	0
Dec:	0
Current:	0
Last Mo:	0

Qty Recommended: 0

In Purchase Units: 0

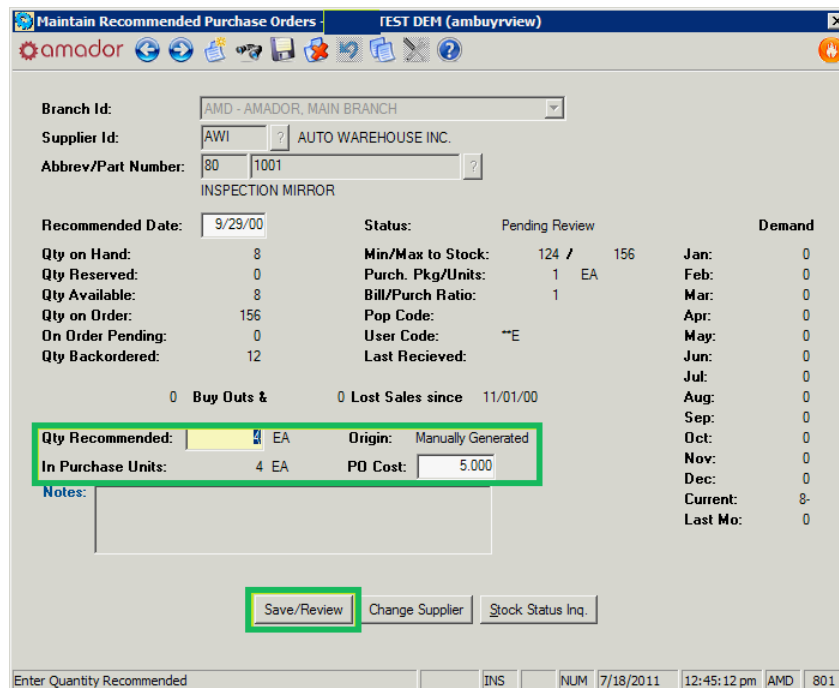
PO Cost: 0.000

Notes:

Buttons: Save/Review, Change Supplier, Stock Status Inq.

Footer: Choose Branch, INS, NUM, 7/18/2011, 12:49:49 pm, AMD, 801

6. Enter the Supplier ID and press <ENTER> (or enter the first few letters of the supplier name press the <F5> button to do a lookup.)
7. Enter the part number or press <F1> to bring up the first part number with a recommendation for this supplier. Press the <ENTER> key to bring up the PO recommendation record for this part:



Branch Id: AMD - AMADOR, MAIN BRANCH

Supplier Id: AWI AUTO WAREHOUSE INC.

Abbrev/Part Number: 80 1001 INSPECTION MIRROR

Recommended Date: 9/29/00

Status: Pending Review

Demand

Jan:	0
Feb:	0
Mar:	0
Apr:	0
May:	0
Jun:	0
Jul:	0
Aug:	0
Sep:	0
Oct:	0
Nov:	0
Dec:	0
Current:	8-
Last Mo:	0

Qty Recommended: 4 EA

In Purchase Units: 4 EA

PO Cost: 5.000

Origin: Manually Generated

Notes:

Buttons: Save/Review, Change Supplier, Stock Status Inq.

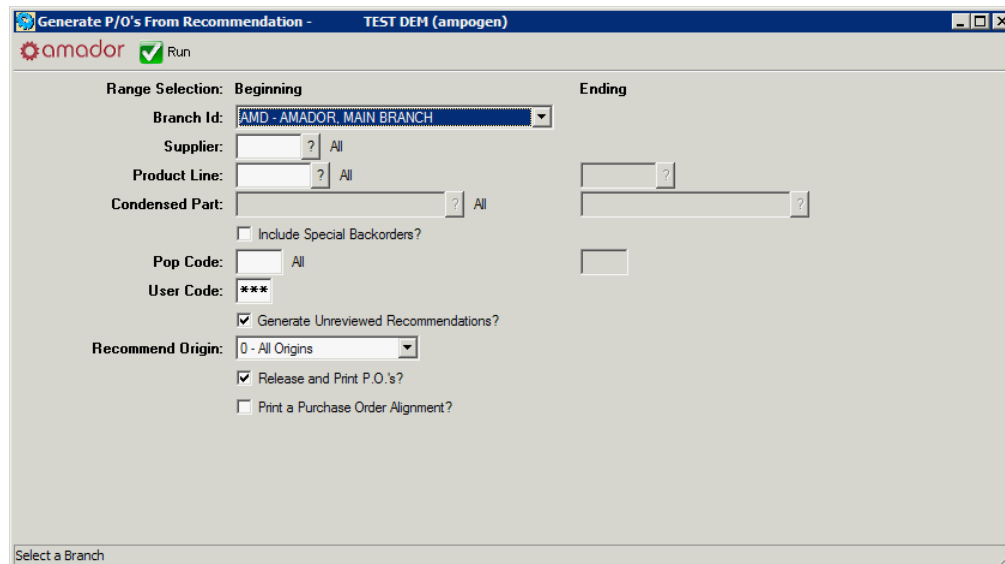
Footer: Enter Quantity Recommended, INS, NUM, 7/18/2011, 12:45:12 pm, AMD, 801

8. The quantity recommended is now highlighted. Accept this quantity or change it, and press the <ENTER> key to move to PO cost. Accept the cost or change it, and press the <ENTER> key to move the highlight to the "Save/Review" button.
9. Press the <ENTER> key or press <F12> to change the recommendation's status from "Pending Review" to "Reviewed". The next part number for this supplier will then appear, and you can go to the previous step to change its recommendation status.



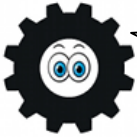
*To delete a PO recommendation, press CTRL-<D> or click on the "Delete Record" icon in the menu bar, and then answer, "Yes" to the confirmation prompt.*

10. When you are finished reviewing recommendations, press the <F8> key twice or exit the PO Recommendation window to return to the Main Menu.
11. Once the PO recommendations have been reviewed, you are now ready to generate a purchase order to the supplier. To do this, go to "Generate P/O's from Recommendations" (AM0302):



12. Enter the Supplier ID, to only generate a purchase order to the one supplier, and press <ENTER>.
13. Enter a product line or range of product lines to add to the generated PO, or leave the field blank for all product lines (ditto for part numbers within a product line.)
14. Uncheck the box next to "Generate Unreviewed Recommendations", to only generated a PO from the part numbers you had marked as "Reviewed", or leave it checked to generate purchase orders from all recommendations, including those with status "Pending Review".
15. Uncheck the box next to "Release and Print P.O.'s?" if you wish to generate a PO with status "Pending", otherwise leave this box checked to release and print the generated PO(s).
16. Click on "Run" or press the <F12> key to run the program, and then select an output option. The report generated will list the purchase orders that were created from the

recommendations selected in the ranges, along with any exceptions. If the option to release and print the purchase orders was selected, then the generated purchase orders will print along with the report.



*Any existing purchase orders with the status of "Pending" for the supplier selected when generating P.O.s from recommendations will have the part numbers appended onto these existing purchase orders! If you wish to generate a new PO, be sure to release or void any pending purchase orders for the supplier.*

## Glossary of Terms used in Purchasing

### **Abbreviation/Part Number:**

The three letter vendor code and number without dashes etc. assigned to the item.

### **Available Quantity:**

The quantity On Hand less the quantity On Reserve equals the Available Quantity.

### **Core:**

The basic component of exchange items. It can best be understood by comparing it to a bottled soft drink-you drink the contents and return the bottle for credit. The Core is the part of the item that is returned for credit. For example, alternators and brake shoes include a core which can be returned for credit.

### **Core Deposit:**

The deposit that the customer pays for the core portion of the exchange item. The system automatically brings up the core deposit when an exchange item is entered.

### **Cost:**

The amount paid to the supplier for each item. Countermeasures rarely see cost. In the case of a buyout, you must enter the cost of the item.

### **Cross Reference:**

A feature unique to the **AutoPoint®** system that links related items together. An exchange item will have a core cross reference, a discontinued item will be cross referenced to show the item that supersedes it, and an item with insufficient quantity can be substituted with a related item if a cross reference is established.

### **Default Value:**

A setting that is automatically used by the system when no other explicit information is entered into a field.

### **Exchange Item:**

Any item that includes a core.



**Exit/Cancel:**

When you need to exit from an invoice, menu, or even the system, press <F8> until you reach your desired destination.

**Field:**

The area on the display terminal where you enter specific information. For example, the header portion of the purchase order contains seven fields, one of which is the SHIP VIA field.

**Function Key:**

The top row of keys on the keyboard that allow you to take shortcuts when using the system. For more information, refer to the section on the keyboard.

**List Price:**

The highest price paid for an item, usually described under Pricing Field 1.

**Maximum Stocking Quantity:**

The most of a given item that you should have on hand at one time. The system uses this information for generating Purchase Orders.

**Menu:**

The list of choices presented by the program. For example, Point-of-Sale is the first choice on the **AutoPoint®** Menu.

**Message:**

The statement or question that the system presents in order to solicit valid information from the user.

**Minimum Stocking Quantity:**

The smallest quantity of any given item that you would have on hand at one time. The system uses this information to generate Purchase Orders.

**Pop Code:**

The popularity code assigned to an item.

**Pricing Field:**

Items usually have six price fields. Each field reflects a different price for the item. Each customer is assigned a specific price field.

**Purchase Order Number:**

In Purchasing, the Purchase Order Number is the number assigned to each purchase order generated by the system.

**Reserve Items:**

Those items entered on a hold invoice. The inventory decreases but history is not updated until the invoice is closed. You can see the quantity On Reserve from the Stock Status display.

**Ship Via:**

This field, found in the header, determines how the items on the purchase order will be shipped. For example, the items may be shipped by DHL or by company truck or by the supplier itself.

**Supplier ID:**

An identification code assigned to the supplier. When creating a purchase order, you must enter the Supplier Number to access the desired information.

**System Security:**

A means of restricting the availability of the systems features by certain personnel. Security is set up by your manager to allow you to perform particular functions and to monitor those tasks you do perform.

**Terms:**

The way in which charge customers will pay on their account. Your manager will extend a certain type of payment terms to each supplier and this information will appear in the Terms field in the header portion of the Purchase Order Maintenance display.

**Transfer:**

An option used for invoicing with Insuff. Qty. You may choose to transfer items from another company store.

**Unit Cost:**

The cost of the standard selling unit whether it is by each or box. In most cases, you will not see the cost displayed.

**Unit Price:**

This is the price of the item that the system automatically supplies based on information set up in various records. Press <ENTER> if the price is right or you may change the price if necessary.

**Void:**

A message which appears on the display when you recall a purchase order that has been voided. It also prints on the purchase order when the order is voided.



**AUTOPOINT<sup>®</sup>**  
**EVOLUTION**  
Point-of-Sale Quick Start Guide



***AutoPoint<sup>®</sup>*** Evolution  
Point-of-Sale Quick Start Guide

*Updated August 3, 2011*





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## Conventions Used in this Manual

The following are explanations of the notations used in this manual to describe an action:

- A keystroke on the keyboard is described using the "<" and ">" characters. For example, the TAB key is displayed as "<TAB>". The function keys along the top of the keyboard are described as "<F5>" for FUNCTION key 5. Combinations of keys using the CTRL, SHIFT or ALT keys are described using prefixes to the key that must be pressed at the same time. For example, pressing the SHIFT and FUNCTION 5 keys is displayed as "SHIFT-<F5>".
- For instructions that describe following a menu structure, the "→" character separates the menu selections. For example, to get to the Stock Status Inquiry screen from the top "AM" menu, go to "6. Inquiries" → "1. Stock Status Inquiry". You can also jump to a particular program or menu from the "SELECT:" prompt by entering the menu entry numbers. In the Stock Status Inquiry screen example, you can enter "AM0601".
- Program names are described in all upper case. For example, the Stock Status Inquiry Screen is displayed as "AMSTOCKINQ". To bypass the menus and go into this program directly, enter the program name in upper-case at the "SELECT:" prompt in any menu, and press the <ENTER> key.
- Screen prints are included with the instructions to demonstrate what you can expect to see on the screen at a particular step in a procedure. Please note that your screen will not be exactly the same, and will be slightly different.



*Hi! I'm Amadorian, and you'll see me here and there throughout this document giving you important additional information.*

## A Note to Users of the Text Version of **AutoPoint®**

In many respects, the graphical version of **AutoPoint®** is identical to the character-based version. The text screens and the graphical windows display information the same way, but more information and additional functions appear in the graphical version. Functions that were only available via a keystroke combination in the text version are now a blue link or a button. However, many keyboard shortcuts are still available in the graphical version as described below:

- There are a number of Windows-standard shortcut keys that function the same in **AutoPoint®** Evolution as they do in other Windows applications:

CTRL-<X> - Cut selected text.

CTRL-<C> - Copy selected text.

CTRL-<V> - Paste selected text.

<TAB> – Move forward through input fields and buttons.

SHIFT-<TAB> – Move back words through input fields and buttons.

- Global keystrokes that will work from any window and are Windows standard shortcuts:

ALT-<F4> – Close current window.

ALT-<TAB> – Cycle forwards through open windows.

ALT-SHIFT-<TAB> – Cycle backwards through open windows.

ALT-<Underline Letter in Menu Name> - Display the corresponding menu.

<ESC> - Cancel the current task.

<ENTER> - Accept the default value and move the cursor to the next field.

- Function keys along the top of the keyboard can be used to perform actions similar to how they worked in the character version:

<F1> - Bring up the first record in a program or close a note pop-up window.

<F2> - Bring up the next record.

<F3> - Bring up the previous record.

<F5> - When pressed in a field with a "?" button, will bring up the look-up.

<F8> - Cancel or back out of a program.

<F12> - Run a program selected in a menu, works the same as clicking on "Run". In File Maintenance windows, <F12> will save the current record.



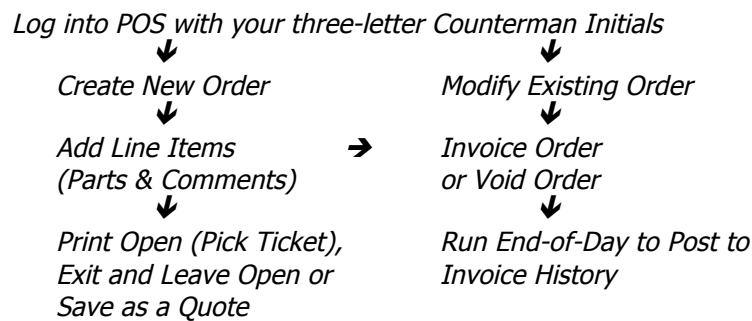
*The <TAB>, <ENTER> and <ARROW KEYS> are your best friends in Evolution! Although the interface is point-and-click, the mouse does not have to be used to move between fields and press buttons. Try using the keyboard shortcuts listed in this Guide to navigate through Evolution efficiently.*

## Point-of-Sale Overview

It goes without saying that Point-of-Sale (a.k.a. POS) is the core module of **AutoPoint®**. All other modules revolve around what happens in POS, and it is indeed the engine of **AutoPoint®**. POS is the hub of the software in the sense that it is where the transactions for your customers at the counter are recorded: items are sold from inventory, items are returned for credit, and payments on account are made.

The transactions recorded with the current business day in Point-of-Sale are posted at End-of-Day (a.k.a. EOD.) Inventory and Accounts Receivable are posted to from POS through-out the day as orders are closed, but once End-of-Day is run, no new orders can be opened or closed for that business day. EOD also generates the Sales Analysis records used by the various Sales Analysis reports, and writes to the Detailed Sales History file on the parts. The G/L Distributions are generated for the day and posted to the A/R sub-ledger at End-of-Day, and various reports print to help with the daily cash-out and bank deposit.

The following flowchart outlines what basically happens in Point-of-Sale:



This Quick Start Guide explains the steps to perform the following Point-of-Sale processes:

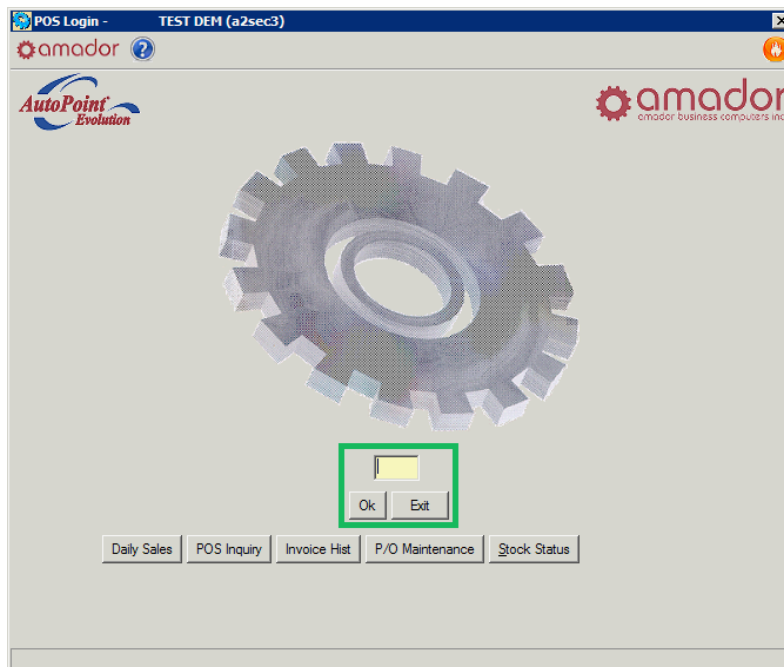
- The Point-of-Sale Security window and logging into POS.
- Create and invoice a new POS Cash Sale Order.
- Create and invoice a new POS Charge Sale Order.
- Create and invoice a POS Cash/Charge Credit Order.
- Accept a Payment on Account.
- Leave an Order Open, Print Open, or Save as a Quote.
- Look up and modify an existing order.
- Void an Open or Invoiced Order.
- Run End-of-Day and perform a Cash-Out/Bank Deposit.



*For more detailed information on the processes described in this Quick Start Guide, please refer to the "AutoPoint® Evolution Users Manual."*

## Log into Point-of-Sale

To use Point-of-Sale in **AutoPoint®**, you require a 3-letter code called "counterman initials" that is separate from the user name you use to log into **AutoPoint®**. With your 3-letter counterman initials, you can enter and invoice an order in POS from any terminal. You enter your initials in the Point-of-Sale security screen, which is accessed by typing "POS" at the "Select:" prompt, or selecting the menu option AM01:



Enter your 3-letter counterman initials (all upper-case), without pressing the <ENTER> key after the last letter. If your initials are incorrect, then the cursor will go back to the first character for re-entry.

The POS Security window has a number of buttons that launch other programs without exiting. Daily Sales <F6> displays a mini End-of-Day report, POS Inquiry <F7> will search open orders and invoiced/voided orders that haven't gone through EOD yet, Invoice History <F11> will search orders posted by EOD, P/O Maintenance <F12> is used to look up and create purchase orders, and Stock Status Inquiry ALT-<S> will display part number information and inventory quantities.



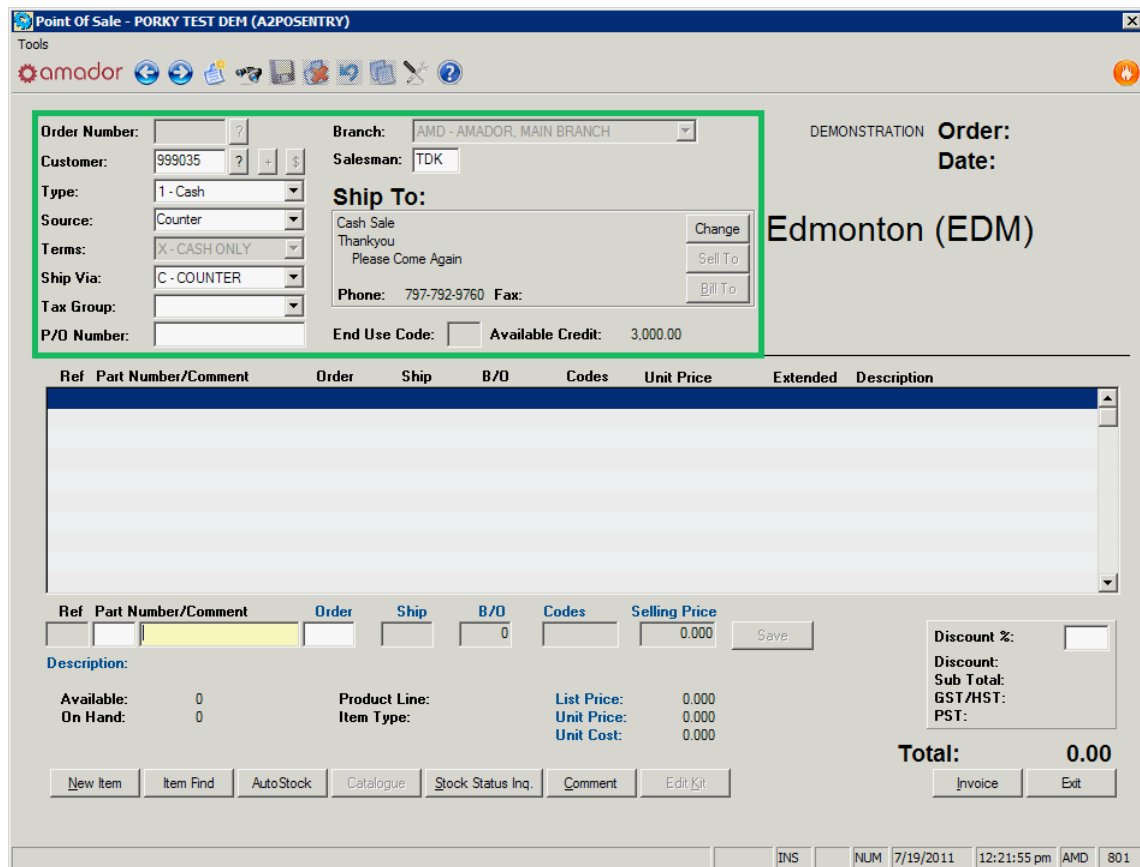
*If your counterman initials are set up to be type "Cashier", then your terminal will be locked into POS, and exiting the POS Security window will exit your session and initiate a cash drawer cash-out report.*



## Create and Invoice a New POS Cash Sale Order

Entering a cash sale order is as easy as selecting the branch's cash customer, adding the parts, invoicing the order and selecting the payment method. The individual steps are as follows:

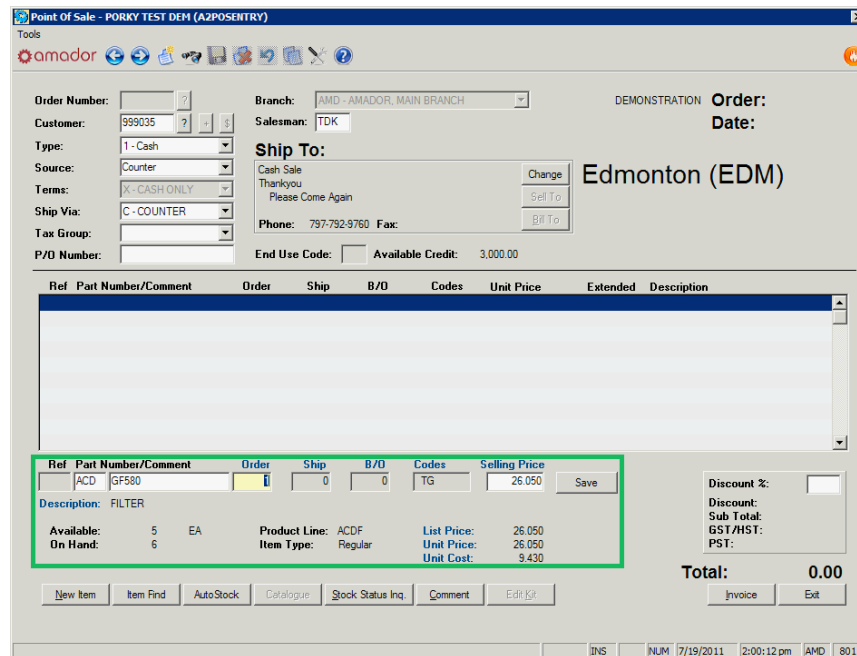
1. After entering your counterman initials in the POS Security window, you will get the POS entry window, with the cursor defaulting at the customer number. Press the <F6> key to bring up the branch's default cash customer, or click on the "\$" button. If you know the cash customer's account number, you can also enter it and press the <ENTER> key:



2. Once the cash customer is selected in the order header, the cursor will stop at the part number, allowing you to begin entering line items onto the order. At this point or any other point before invoicing the order, you can enter a Customer P/O number or change the Ship To address by clicking on the "Change" button.
3. Enter the stocking part number or press <F11> to do a part number lookup to add the part number onto the line. Press the <ENTER> key to accept the part number. Underneath the part entry line, some information for the part number will display.



*If you know the 2- or 3-letter abbreviation for an item, you can enter it along with the condensed part number in the part number field. After you press <ENTER>, the abbreviation portion will slide left to the abbreviation field. For example, you can enter "ACDGF580" in the part number field, and "ACD" will move to the abbreviation field and "GF580" will stay in the part number field.*



Ref	Part Number/Comment	Order	Ship	B/O	Codes	Unit Price	Extended	Description
	ACD GF580	1	0	0	TG	26,050		

- In the "Order" quantity field, enter the number of the item to be sold, and press <ENTER>. If the quantity ordered is less than the quantity available, the cursor will move to the "Selling Price" field. If the quantity ordered is more than the quantity available, then a pop-up will appear asking how to resolve the insufficient quantity (please refer to the **"AutoPoint® Evolution Users Manual"** to learn more on the different ways to resolve insufficient quantities.)



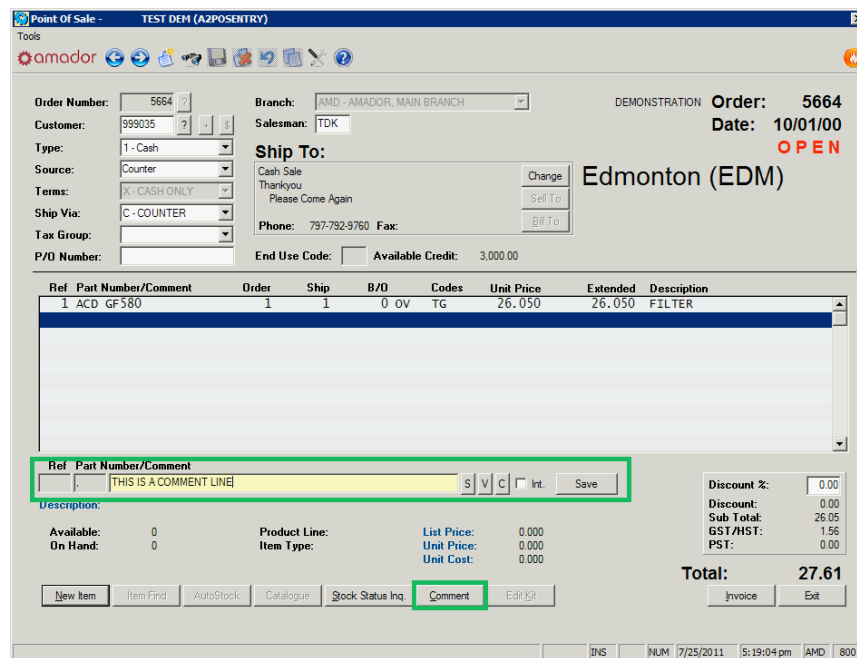
*The order number is not assigned until the first line item is saved. If the line item is aborted by pressing <ESC> or <F8> before saving it, then the line is aborted, and so aborting the order as well.*

- In the "Selling Price" field, accept the price that appears by default for the cash customer, or change the price to something else (if your security permits it.) Click on the "Save" button to add the line to the order.



*Depending on the security set up on the initials you used to log into Point-of-Sale, you might not be able to override the sell price, and will be prompted for the initials of someone who does.*

- The cursor will return to the part number field, and additional line items can be added onto the order. With each addition, the sub-total, cumulative taxes and the order total will increment. To go back and make changes to a line item, click on it in the list of items, which will bring up the data in the part entry fields, and can be modified and saved to the order.



The screenshot shows the 'Point of Sale' application window. At the top, it displays 'TEST DEM (A2POSENTRY)'. The interface includes fields for Order Number (5664), Customer (999035), Branch (AMD - AMADOR, MAIN BRANCH), and Order Date (10/01/00). The status is 'OPEN'. Below these are fields for Ship To (Edmonton (EDM)), Ship Via (C-COUNTER), and Tax Group. A table lists the order items:

Ref	Part Number/Comment	Order	Ship	B/D	Codes	Unit Price	Extended	Description
1	ACD GF580	1	1	0 OV	TG	26.050	26.050	FILTER

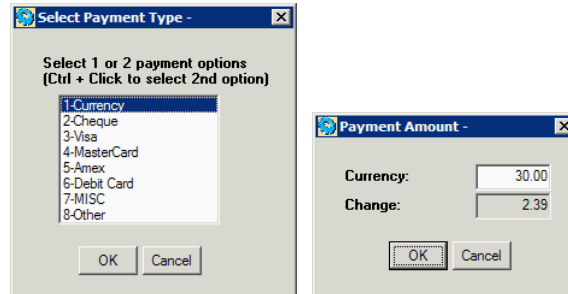
Below the table, there is a 'Ref Part Number/Comment' field containing 'THIS IS A COMMENT LINE'. To the right of this field are buttons for '\$', 'V', 'C', 'Int.', and 'Save'. At the bottom of the window, there are buttons for 'New Item', 'Item Find', 'AutoStock', 'Catalogue', 'Stock Status Inq', 'Comment', and 'Edit K/P'. The 'Comment' button is highlighted with a green box.

- To add a comment onto the order, enter a comma "," for the part number, or click on the "Comment" button. The part entry line will change to enter the single line comment as you would like it to appear on the order. Click on the "Save" button to add the comment to the line items and print it on the order.



*It is not possible to delete line items on an order, although you can change the order quantity to "0" or clear the comment text, and so prevent the line from printing. You can move line items by selecting it and pressing ALT- $\langle F11 \rangle$  to reposition it to a different line on the order.*

8. When you are ready to close the order, invoice it and receive payment, then click on the "Invoice" button on the bottom right of the POS window. A pop-up will appear, prompting for payment:

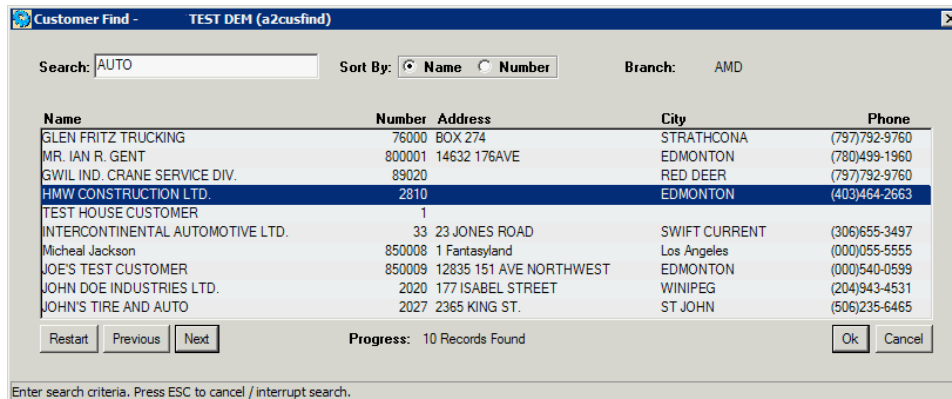


9. Select the appropriate payment option (or hold down the CTRL key and select two payment options) and click on the "OK" button. The payment amount pop-up will then appear, where you can enter the cash tendered (if it is different than the order total) and so calculate the change. If you selected a split payment in the previous screen, then you will have to enter the amount of each payment type (ie. \$10 currency and \$17.61 bank card.) Click on the "OK" button to finalize the payment and print the invoice on the default cash receipts printer.

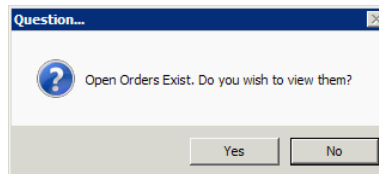
## Create and Invoice a New Charge Sale POS Order

Generating a charge sale invoice follows pretty much the same steps and creating a cash sale one, the differences being that the invoice type is "Charge" and invoicing the order does not result in a prompt for payment. The invoice will post to the customer's account, and payment is received at a later time.

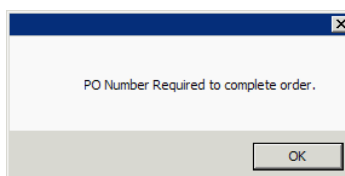
1. After entering your counterman initials in the POS Security window, you will get the POS entry window, with the cursor defaulting at the customer number. Enter the charge customer's number (if you know it) or enter the first few letters of the customer's name and press the <ENTER> key to do a lookup:

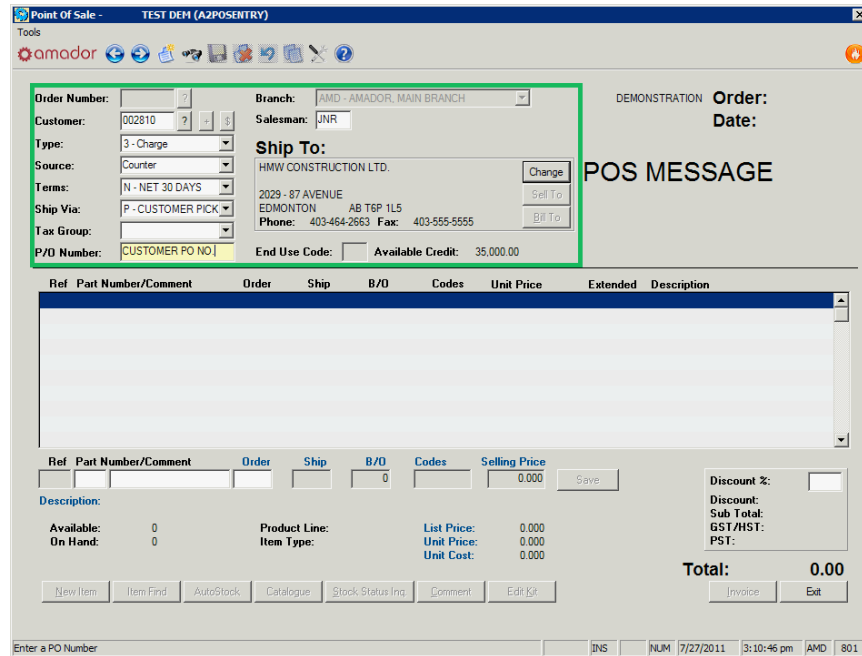


2. Select the customer, press <ENTER>, and answer "No" to the prompt to view any open orders, if there are any:



3. The invoice Type, Terms, Ship Via and Tax Group will default to what is set up in Customer maintenance. If a customer PO is required (as set up in Customer Maintenance) then another prompt will come up; click on "OK" and the cursor will stop in the Customer PO field. Otherwise the cursor will drop down to the part entry field.





The screenshot shows the 'Point of Sale' software interface. The main form contains the following fields:

- Order Number: [?]
- Customer: 002810
- Type: 3 - Charge
- Source: Counter
- Terms: N - NET 30 DAYS
- Ship Via: P - CUSTOMER PICK
- Tax Group: [?]
- P/O Number: CUSTOMER PO NO1
- Branch: AMD - AMADOR, MAIN BRANCH
- Salesman: JNR
- Ship To: HMW CONSTRUCTION LTD. (2029 - 87 AVENUE, EDMONTON AB T6P 1L5, Phone: 403-464-2663, Fax: 403-555-5555)
- Available Credit: 35,000.00

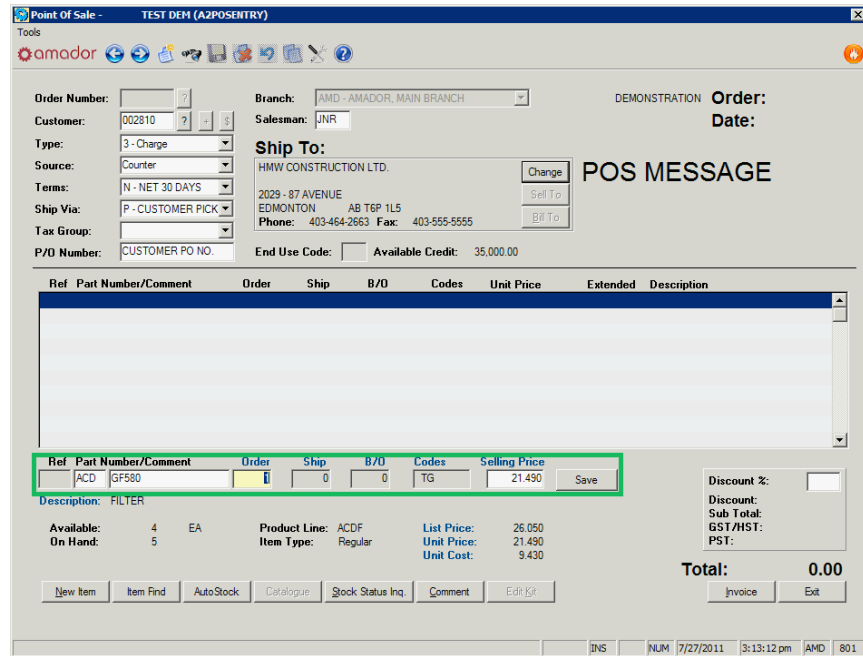
Below the form is a table with columns: Ref, Part Number/Comment, Order, Ship, B/O, Codes, Unit Price, Extended, Description. The table is currently empty.

At the bottom of the form, there are buttons for 'New Item', 'Item Find', 'AutoStock', 'Catalogue', 'Stock Status Inq', 'Comment', and 'Edit Kt'. A 'Total' field shows 0.00.

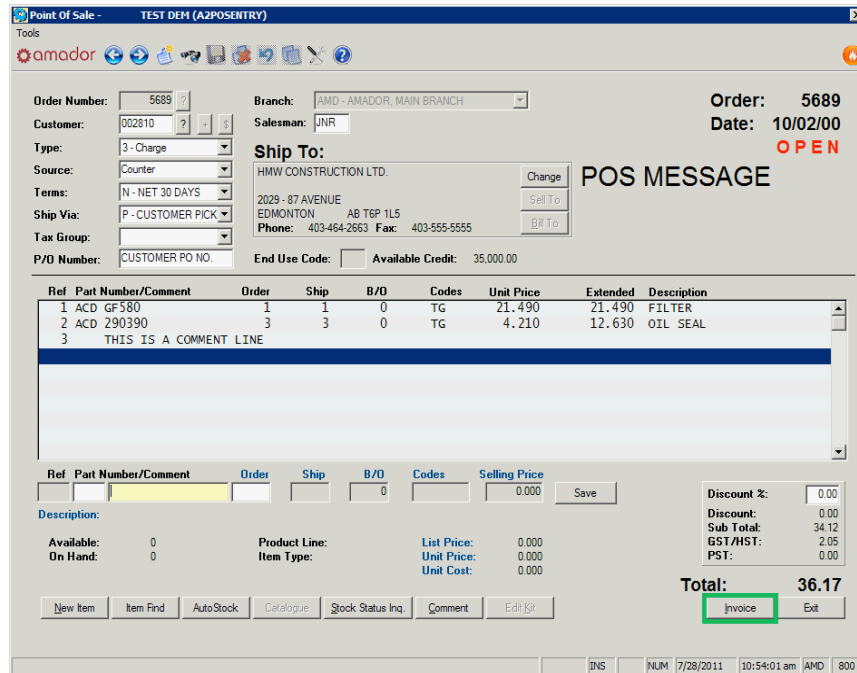


*If a customer PO number is required, and you don't have one, you must enter something in this field to leave the POS header. You can enter "N/A" or just a comma "," to get past this prompt and enter the actual PO number later.*

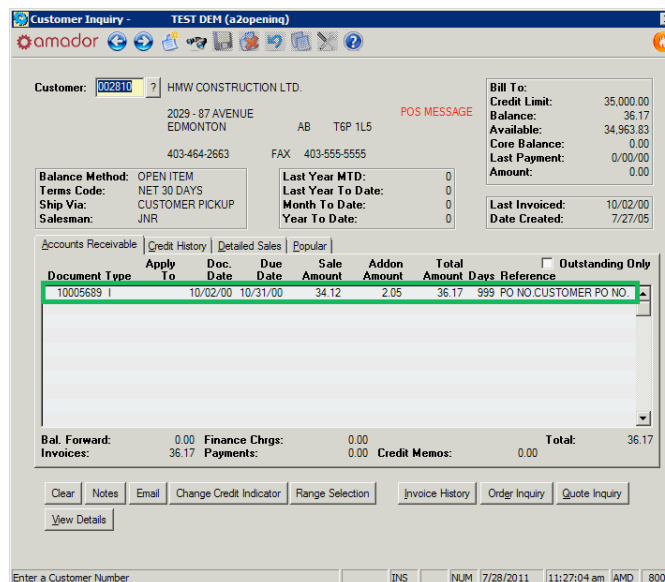
4. Enter the stocking part number or press <F11> to do a part number lookup to add the part number onto the line. Press the <ENTER> key to accept the part number. Underneath the part entry line, some information for the part number will display:



5. In the "Order" quantity field, enter the number of the item to be sold, and press <ENTER>. If the quantity ordered is less than the quantity available, the cursor will move to the "Selling Price" field. If the quantity ordered is more than the quantity available, then a pop-up will appear asking how to resolve the insufficient quantity (please refer to the **"AutoPoint® Evolution Users Manual"** to learn more on the different ways to resolve insufficient quantities.)
6. In the "Selling Price" field, accept the price that appears by default for the charge customer, or change the price to something else (if your security permits it.) Click on the "Save" button to add the line to the order.
7. The cursor will return to the part number field, and additional line items can be added onto the order. With each addition, the sub-total, cumulative taxes and the order total will increment. To go back and make changes to a line item, click on it in the list of items, which will bring up the data in the part entry fields, and can be modified and saved to the order.
8. To add a comment onto the order, enter a comma "," for the part number, or click on the "Comment" button. The part entry line will change to enter the single line comment as you would like it to appear on the order. Click on the "Save" button to add the comment to the line items and print it on the order.



- When the order is ready to be invoiced, click on the "Invoice" button on the bottom-right corner of the window. The invoice will print to the default invoice printer set up for the user, and the POS security window will appear again. As this is a charge invoice, there is no prompt for payment, and the amount due is posted to the customer's account (as viewed in Customer Inquiry):





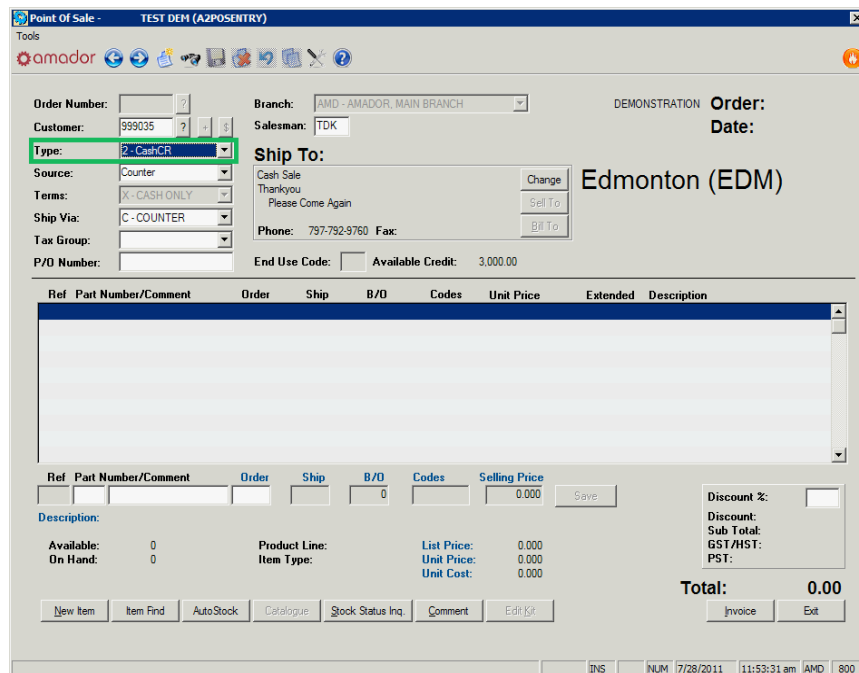
## Create and Invoice a POS Cash/Charge Credit Order

In the event that you need to refund a customer for a returned item, you will need to create a credit type order in Point-of-Sale. Depending on whether the return is for a cash or charge customer, you can select the invoice type "Cash Credit" or "Charge Credit". If the order type is "Cash Credit", the refund will be taken out of the cash drawer at the time the order is invoiced. If the order type is "Charge Credit", the amount refunded is posted to the customer's account, reducing their outstanding balance.



*It is possible to process a return on a regular cash or charge invoice, where instead of entering a positive order quantity, you enter a negative quantity for the part number that is being returned. This is useful if you are processing an exchange, where the refund of the returned item and the sale of the new item appear on the same invoice.*

1. After entering your counterman initials in the POS Security window, you will get the POS entry window, with the cursor defaulting at the customer number. Use the Cash customer or enter the charge customer's number (if you know it) or enter the first few letters of the customer's name and press the <ENTER> key to do a lookup.
2. Change the Invoice Type from the drop-down list to "2 - CashCR" for a cash refund, or "3 - ChargeCR" to post a credit to the customer's account:

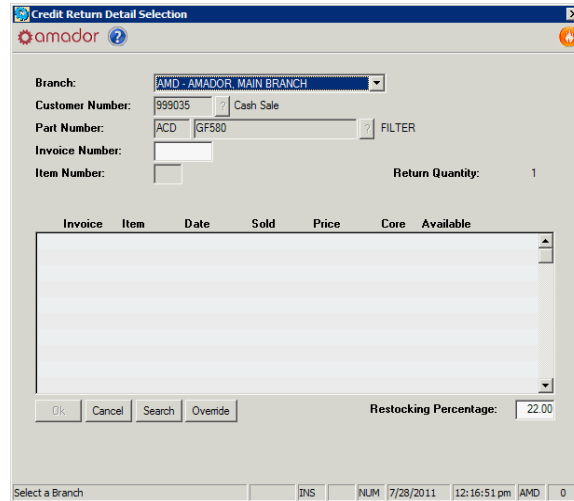


The screenshot shows the 'Point of Sale' window with the following details:

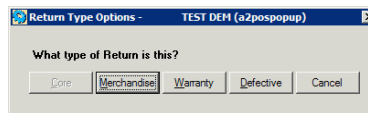
- Order Number: [Empty]
- Customer: 999035
- Type: 2 - CashCR (highlighted in green)
- Source: Counter
- Terms: X - CASH ONLY
- Ship Via: C - COUNTER
- Tax Group: [Empty]
- P/O Number: [Empty]
- Branch: AMD - AMADOR, MAIN BRANCH
- Salesman: TDK
- Ship To: Edmonton (EDM)
- Phone: 797-752-9760
- Available Credit: 3,000.00
- Total: 0.00

3. Press the <ENTER> key through the fields in the order's header until the cursor is in the part number entry field.

4. Enter the stocking part number or press <F11> to do a part number lookup to add the part number onto the line. Press the <ENTER> key to accept the part number.
5. In the "Order" quantity field, enter the number of the item to be returned, and press <ENTER>. A pop-up will appear to select the invoice that the part was originally sold on:



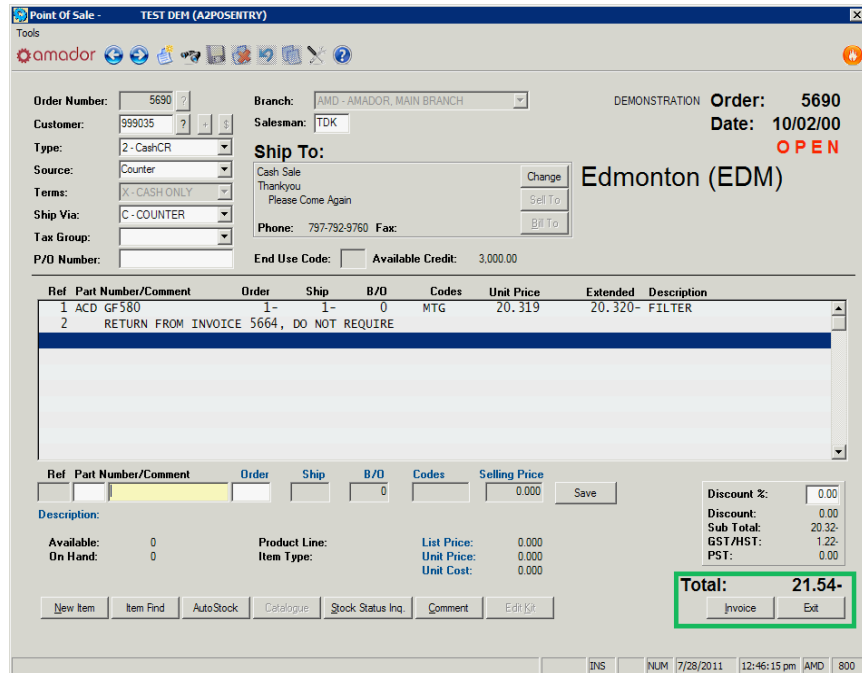
6. Enter the Invoice Number, if you know it, otherwise click on the "Search" button to lookup the invoices that this part was sold on. Select the invoice and click on "OK" to return to the previous screen. If the invoice cannot be found and your initials' security level permits it, you can still process the return by clicking on the "Override" button. Note that there is a default re-stocking charge, which can be changed from this screen.
7. Once selecting or overriding the credit return invoice selection, you are then prompted for the return type: "Merchandise" if the part is to be returned to inventory, "Warranty" if the item is to be returned to the supplier, and "Defective" if the part is to be written-off. For this example, click on "Merchandise".



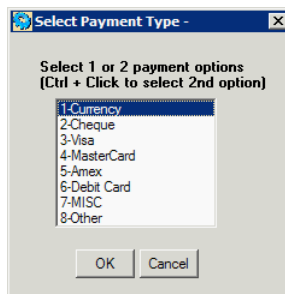
8. The cursor now stops at the "Selling Price" field, where the price it was originally sold at (minus the restocking charge) appears. You can accept this price or change it, and click on the "Save" button. The line item will then display in the order detail section, and you can enter more items for return or line comments. The order quantities will appear as negatives, and the order total shows as a negative amount.



*The return type selected will appear under the "Codes" of the line item. A Merchandise return shows as an "M", a Warranty return as a "W" and a Defective return as a "D". A Merchandise return will update the part's quantity on hand, a Warranty return will update the part's warranty on hand and a Defective return will not affect any quantities.*



- To complete the refund, click on the "Invoice" button. If the invoice type is "ChargeCR", the credit invoice will print and the credit will be posted to the customer's account. If the invoice type is a "CashCR", then the payment type selection prompt will appear:

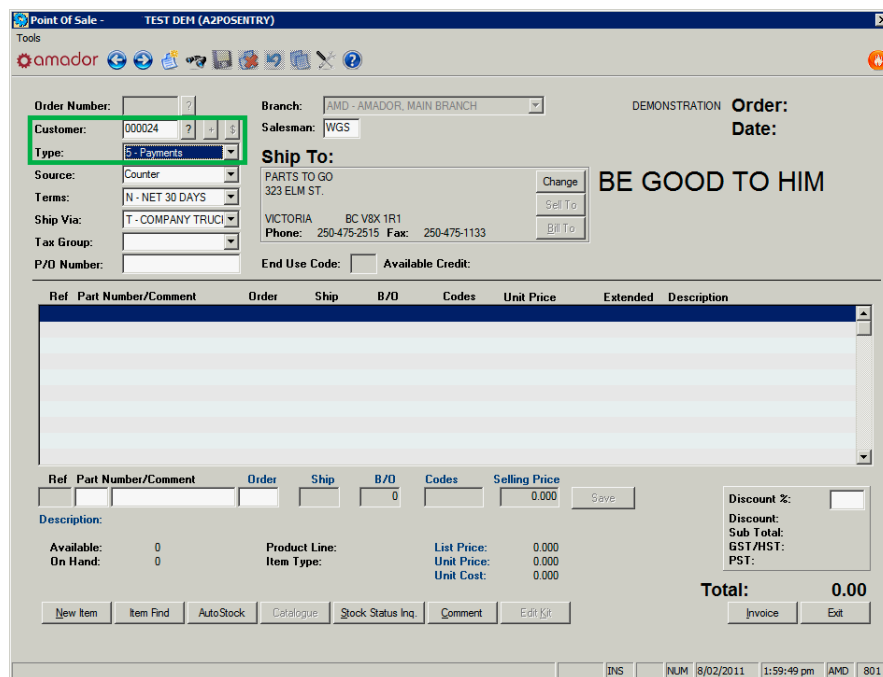


- Select the payment type (only one can be selected) and click on "OK" to print the credit invoice and refund the customer from the order total.

## Accept a Payment on Account

You can accept a payment from a charge customer through Point-of-Sale by creating a "Payment" type order and invoicing it. Upon invoicing a payment-type order, the amount of the payment is posted to the charge customer's account, adjusting the balance, accordingly.

1. Go to POS and log in using your Counterman Initials in the POS Security Screen. Enter the customer number in the order header, and press <ENTER>. Select the Invoice Type, "5 – Payments" from the drop-down list, and press the <ENTER> key.



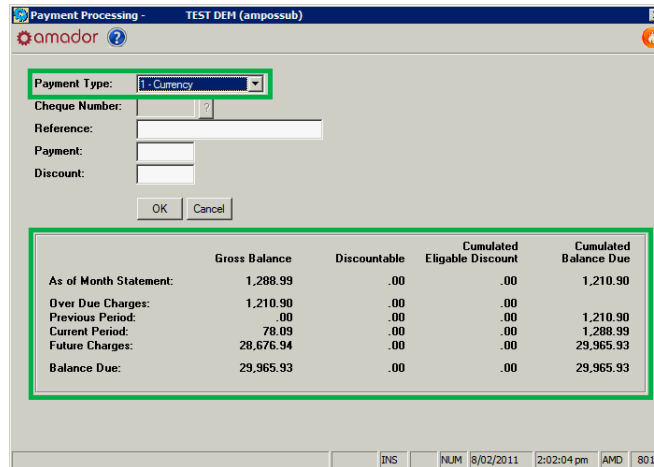
The screenshot shows the 'Point of Sale' software interface. The window title is 'Point of Sale - TEST DEM (A2POSENTRY)'. The interface includes a toolbar with the Amador logo and various icons. The main form contains the following fields and sections:

- Order Number:** [Empty]
- Branch:** AMD - AMADOR, MAIN BRANCH
- Order:** DEMONSTRATION
- Customer:** 000024
- Salesman:** WGS
- Date:** [Empty]
- Type:** 5 - Payments
- Source:** Counter
- Terms:** N - NET 30 DAYS
- Ship Via:** T - COMPANY TRUCK
- Tax Group:** [Empty]
- P/O Number:** [Empty]
- Ship To:** PARTS TO GO, 323 ELM ST., VICTORIA BC V8X 1R1, Phone: 250-475-2515 Fax: 250-475-1133
- BE GOOD TO HIM**
- End Use Code:** [Empty] **Available Credit:** [Empty]

Below the form is a table with columns: Ref, Part Number/Comment, Order, Ship, B/O, Codes, Unit Price, Extended, Description. The table is currently empty.

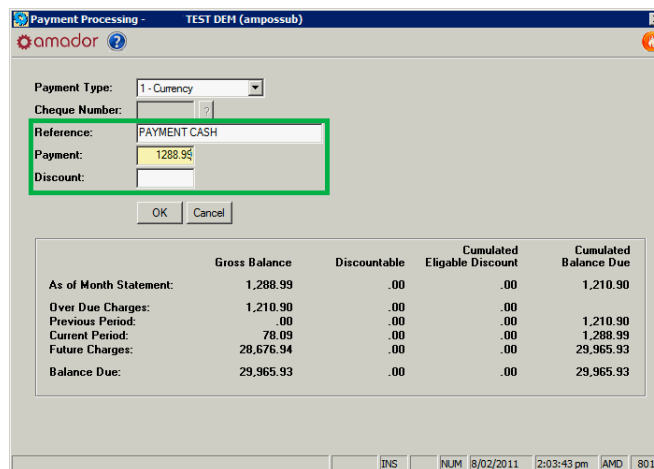
At the bottom of the form, there are buttons for 'New Item', 'Item Find', 'Auto Stock', 'Catalogue', 'Stock Status Inq.', 'Comment', and 'Edit Key'. On the right side, there are fields for 'Discount %', 'Discount', 'Sub Total', 'GST/HST', and 'PST', with a 'Total: 0.00' displayed. At the very bottom, there are buttons for 'Invoice' and 'Exit', and a status bar showing 'INS', 'NUM', '8/02/2011', '1:59:49 pm', 'AMD', and '801'.

2. A pop-up will appear asking for the payment type an amount, along with a summary of what is outstanding on the account, and what discounts the customer is eligible for. The types of payments that can be processed through POS are Currency (cash), Cheque, the Credit Cards Visa/MasterCard/American Express, Bank Card (debit), Miscellaneous & Other (gift cards, traveller's cheques, etc.). After selecting a Payment Type, press the <ENTER> key.



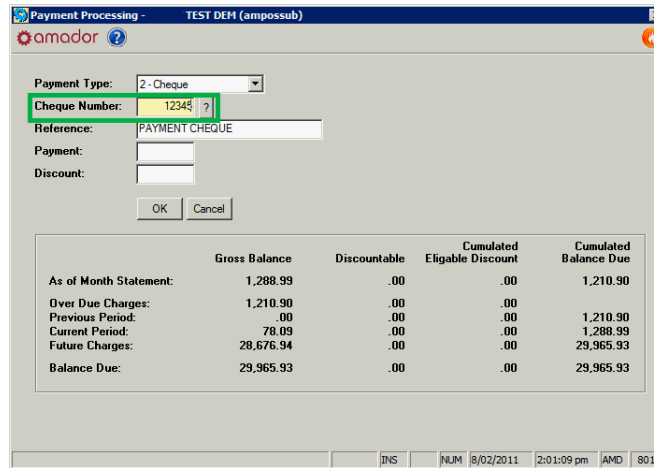
	Gross Balance	Discountable	Cumulated Eligible Discount	Cumulated Balance Due
As of Month Statement:	1,288.99	.00	.00	1,210.90
Over Due Charges:	1,210.90	.00	.00	1,210.90
Previous Period:	.00	.00	.00	1,288.99
Current Period:	78.09	.00	.00	29,965.93
Future Charges:	28,676.94	.00	.00	
Balance Due:	29,965.93	.00	.00	

- For all types except "Cheque", the cursor will move down to the Reference Field, which will fill in with the payment type selected. This can be modified, if needed, or accepted as the default by pressing the <ENTER> key. Enter the payment amount, accept or change the calculated eligible discount, and click on "OK". A payment-type invoice will print out, and the amount entered will be posted to the customer's account.



	Gross Balance	Discountable	Cumulated Eligible Discount	Cumulated Balance Due
As of Month Statement:	1,288.99	.00	.00	1,210.90
Over Due Charges:	1,210.90	.00	.00	1,210.90
Previous Period:	.00	.00	.00	1,288.99
Current Period:	78.09	.00	.00	29,965.93
Future Charges:	28,676.94	.00	.00	
Balance Due:	29,965.93	.00	.00	

- For the payment type "Cheque", the cursor will drop down to the Cheque Number field, where you can enter the cheque number up to 6 digits. Press <ENTER> and the reference field will fill in with the cheque number just entered. Modify the reference and press <ENTER> to accept the default reference. Enter the payment amount, accept or change the calculated eligible discount, and click on "OK". A payment-type invoice will print out, and the amount entered will be posted to the customer's account.



	Gross Balance	Discountable	Cumulated Eligible Discount	Cumulated Balance Due
As of Month Statement:	1,288.99	.00	.00	1,210.90
Over Due Charges:	1,210.90	.00	.00	
Previous Period:	.00	.00	.00	1,210.90
Current Period:	78.09	.00	.00	1,288.99
Future Charges:	28,676.94	.00	.00	29,965.93
Balance Due:	29,965.93	.00	.00	29,965.93

Payments received through Point-of-Sale will appear on the End of Day report, and will be included on the Cash Summary report. Payments can be voided, using the same steps as voiding an open or invoiced order, as long as the void is done before End of Day is completed. Otherwise, a payment can only be reversed with an invoice-type sales entry, through Sales Entry and Adjustments.



*Although the payment will post as an open payment to the charge customer's account and update their balance when the payment is invoiced, the payment cannot be applied to outstanding invoices before you run End of Day. Please see the "AutoPoint® Evolution Users Manual" for more information on applying open payments, and on reversing payments using a Sales Entry and Adjustment.*

## Leave an Order Open, Print Open or Save as a Quote

If an order in Point-of-Sale is not invoiced or voided, it will have the status of *Open, Printed, Picked* or *Quote*:

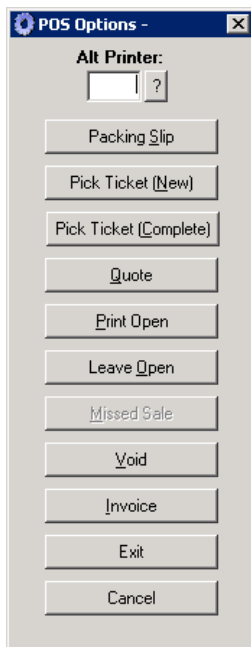
- An *Open* order was exited without being printed.
- A *Printed* order was printed as an open order.
- A *Picked* order was printed as a pick-ticket or a packing slip.
- A *Quote* is an order that is saved and can be later converted to an open order.



*An Open Order saved as a Quote in Point-of-Sale should not be confused with a Quote that was created in the Quotations module (see the Quotations Quick Start Guide for more information.) A POS Quote can only be accessed from within POS. However both types of Quotes will not reserve quantities on the parts contained on the Quote.*

To exit an order without invoicing it, or saving it as a Quote, do the following:

Create an order in Point-of-Sale, as described previously in this Guide, but instead of clicking on the "Invoice" button to close the order, click on the "Exit" button or press <F8>. A pop-up will appear with several options:

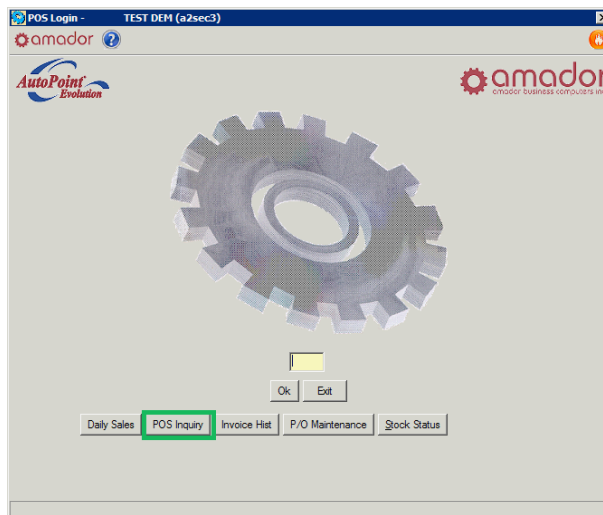


- If you enter an **Alt-Printer**, then the invoice will print on that printer instead of the default Invoice Printer set up in the CRT record.
- **Packing Slip** will print a packing slip on the packing slip printer, with items that have been added to an order.
- **Pick Ticket (New)** will print a pick ticket with items added to the order.
- **Pick Ticket (Complete)** will print a pick ticket with all items on the order.
- **Quote** is only available on a new order. It's used to convert the open order into a quote.
- **Print Open** will allow you to print the invoice without closing (invoicing) it.
- **Leave Open** allows you exit the invoice without printing or invoicing it.
- **Missed Sale**, if available, will record the order as a missed sale.
- **Void** will void the invoice.
- **Invoice** closes the invoice and sells the items to the customer, prompting for payment if required.
- **Exit** will leave an open order un-invoiced or exit a closed/voided invoice.
- **Cancel** will close this window and return you back to the order in the POS entry screen.

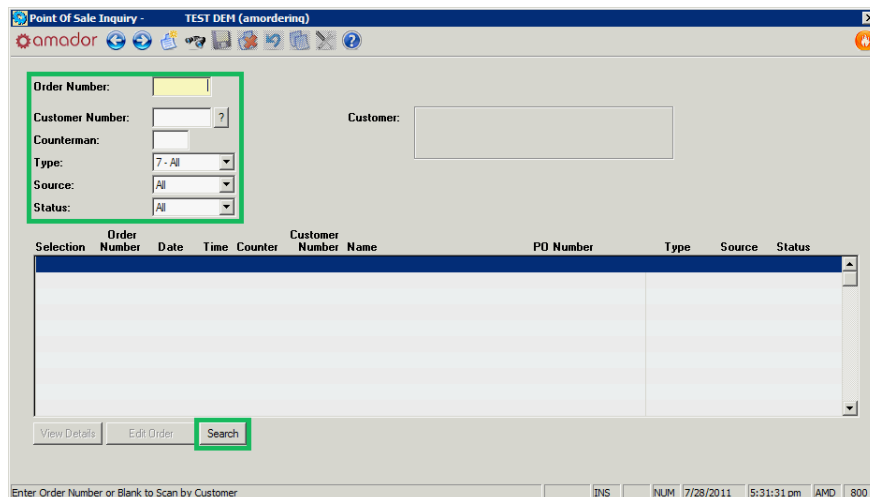
## Look Up and Modify an Existing Order

If an order was exited with a status other than "Invoiced" or "Void", you can look it up the in Point-of-Sale Inquiry and make modifications to the order. The types of changes that might be made to an existing order would be changing the quantities on line items, adding line items and/or comments, changing the Ship Via, or even changing the customer.

There a number of ways to bring up POS Inquiry to find the open order; you can find it under the Inquiries menu at AM0607, from the Hot Menu under Inquiries → Point of Sale, or click on the "POS Inquiry" button on the POS Security window, shown below:

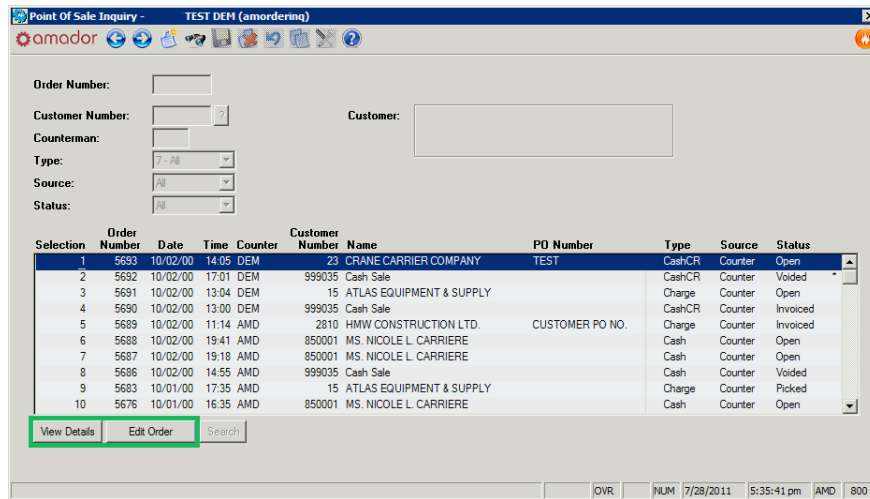


1. In the Point-of-Sale Inquiry screen, enter or select the data in the ranges to limit the results display, or click on the "Search" button without any changes to list all orders, sorted by date:

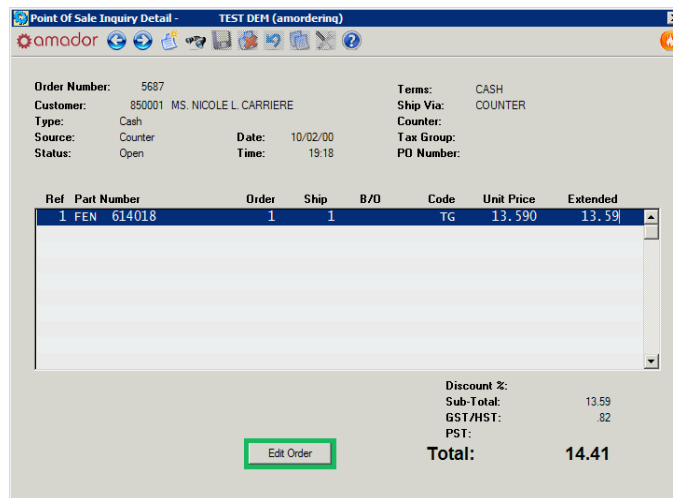




- After entering the search options and clicking on the “Search” button, the search results will display in the detail window. You can view the order details by double-clicking on the highlighted line, or selecting the line and clicking on the “View Details” button:



- Click on the “Edit Order” button after selecting or viewing the order, to pass it to Point-of-Sale Entry (after entering your counterman initials first):



- In Point-of-Sale Entry, you can make modifications to the order header and the order details (if your security permits it,) or add lines to the order and recalculate the order totals. Line items cannot be deleted, only the order quantities zero'd out or the comment line blanked out. It is possible to move line items by selecting the line and pressing ALT-<F11>. Once you've made all the modifications to the order, you can then leave it open or invoice it, as per the POS options described in the previous section.

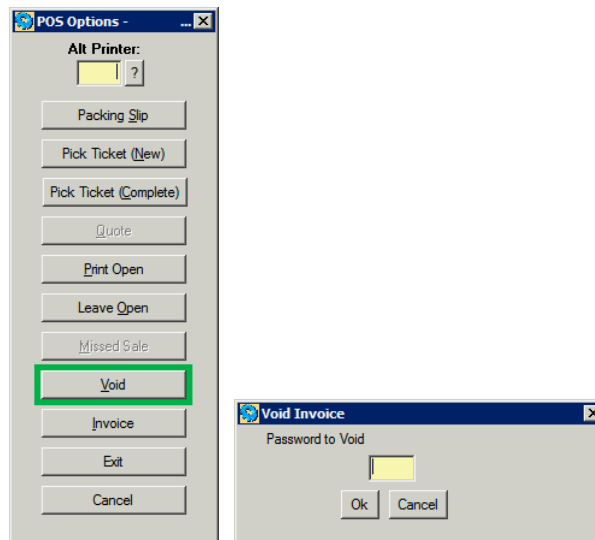
## Void an Open or Invoiced Order

If an order was created or invoiced in error, you can void the order to reverse the sale or return for credit transaction. Voiding an open order will take the items off reserve, and voiding an invoice will return the on-hand item quantities. If the voided order was a cash sale, the payment will be refunded, and if it was a charge sale, the amount posted to the balance on the customer's account will be reversed.



*You can only void an invoiced order if it hasn't gone through End of Day, yet! That is, the order has not been posted to Invoice History. If the invoice has gone through End of Day, your only option to reverse the order is generate a credit/charge invoice for the same items at the same prices.*

1. To void an open or invoiced order, go to POS and log in using your counterman initials. If you know the order number, enter it in the Order Number field. If you don't know the order number, click on the "?" button next to the Order Number field to go into POS Inquiry, and search for the order you'd like void.
2. Once you've brought up the order in POS, click on the "Exit" button in the bottom-right corner of the screen, or press the <F8> key to bring up the "POS Options" pop-up.
3. From the "POS Options" pop-up, click on the "Void" button, which is followed by the pop-up to enter the Counterman Initials of the user that has high enough security to void orders:

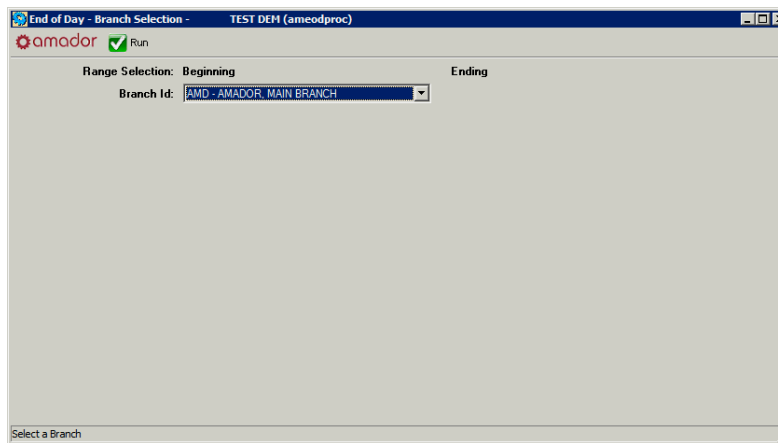


4. After entering the appropriate Counterman Initials, a copy of the voided order will print out on the terminal's default invoice printer. The status of the Open or Invoiced order will then be changed to "Void". A voided order cannot be un-voided, so the status cannot be returned to "Open" or "Invoiced".

## Run End-of-Day Processing

The current business date is not always the same as the system date in **AutoPoint®**, and the two dates are independent of each other. The current business date, as stored in the Branch Maintenance record, determines the date that is used for various transactions in **AutoPoint®**, and you can only move it forward by running End of Day Processing. The End of Day Process will go through all the Point-of-Sale transactions for the day, calculate the change in sales, inventory and A/R for the day, and post the transaction details and totals to Invoice History, Detail Sales, Sales Analysis and the A/R sub-ledger. The End of Day Process generates reports that list out and summarize all the transactions for the business day, and from these reports you can determine the bank deposit for the day.

Before running End of Day Processing in the branch, all users must be at a Main Menu screen so as to not lock any essential files or records. To initiate the End of Day process, go to the menu option End of Day/Week/Month → End of Day → Run End of Day Process (AM080101):



1. Select the branch to run the End of Day Process on (it will default to your terminal record's default branch.) Click on the "Run" icon or press the <F12> key. The Output Selection pop-up will then appear, prompting you for the printer to send the End of Day reports to. Click on "Spool" to save the reports before printing them.



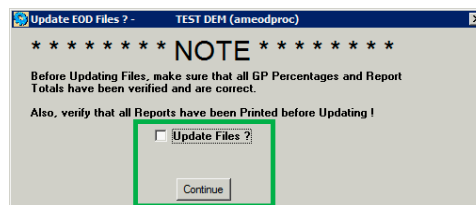
*When running any kind of report in **AutoPoint®**, it's a good idea to spool the report instead of printing it, so that you can view it in the spooled reports viewer to see if the report is giving the results you are looking for, without using up a lot of printer paper.*

- The next screen in End of Day Processing will prompt you for the next business day, along with other EOD options to print selected reports. The next business day will default to the next calendar day that the branch will be open for business (the Company record determines whether the next business day will fall on a Saturday or Sunday.) Accept the default next business day, or change the date to the next day the store will be open, and click on the "Run" button, or press the <F12> key:



*The next business date can be up to five days after the current business date. If the store is closed for an extended period of time, you may have to run the End of Day Process more than once to move the current business day past the five-day limit.*

- The End of Day reports will then be generated and saved to spooled reports, and once they are complete you will get the prompt to update files. If there are no gross profit errors, check the box next to "Update files?" and click on the "OK" button:



*If there are GP errors, then do not check the box to update files, and click on "Continue". End of Day will then abort, giving you the opportunity to check the orders with GP errors and void them, if necessary. You can then re-run End of Day Processing, and update files to complete EOD.*

- The remaining End of Day reports will be spooled, and the appropriate data files updated. If the system option to print the A/R G/L Distribution report is enabled, the program window for this report will then appear to complete the End of Day process.

## Glossary of Terms

**Abbreviation/Part Number:**

The three letter vendor code and number without dashes etc. assigned to the item.

**Abort Order:**

The message appearing on the display when the <F8> is pressed while invoicing. To abort or cancel an the order, press <F8> and answer "Yes" to the question.

**Available Quantity:**

The quantity On Hand less the quantity On Reserve equals the Available Quantity.

**Backorder:**

When an item has an insufficient quantity you may choose to backorder it for the customer which means that when purchase orders are sent, the quantity on backorder will be added to the total quantity ordered. The backorder quantity appears in the B.ORD field on the invoice and no amount will display in the EXTENDED field. If the item is only partially backordered, then the customer will be charged only for the amount he receives.

**Buyout:**

An option for Insufficient Quantity on hand when you buy the item from a competitor and then sell it to your customer. Should you choose this option, you would see BYO both on the display and the invoice indicating that you bought the item out.

**Cash Credit:**

Giving a customer cash for merchandise he returns. On the Point-of-Sale display, you select "2 – CashCR" in the type field.

**Cash Customer:**

A customer that does not have a pre-established customer number or account, also known as a walk-in customer. <F6> tells the system to bring up the generic cash customer number and charge him accordingly.

**Cash Sale:**

Any transaction where the customer pays with <1> Currency, <2> Chq, <3> Visa, <4> MCard, or <5> Amex <6> B-Card <7> Misc <8> Other (Money Order, Gift Certificate, Traveller's Cheque, etc...) <9> Split

**Cash Tendered:**

The amount of cash given to you by the customer. You must enter the cash tendered amount so that the system can calculate the change you owe the customer.

**Charge Customer:**

Any customer who has an account already established in the system with a terms code extending credit. Charge Customers are NOT those customers using Visa or MasterCard.



**Charge Credit:**

Giving a customer credit towards his account for merchandise he returns. On the Point-of-Sale display, select "4 – ChargeCR" in the type field.

**Closing Out the Invoice:**

When you have finished entering information on the invoice, click on "Invoice" to end the order. For charge customers, the invoice will print immediately unless the customer is over his credit limit at which time a high security person must authorize the override. For cash customers, you must enter the payment type when closing out the order, then for currency or check, you must enter the amount tendered. The invoice will then print and the order is closed.

**Code:**

Indicates if an item is <T>axable, <G>oods and Service tax exempt or not depending on the invoice designation, a <N>on-discountable item or if it is one of the following return types: <C>ore, <M>erchandise, <W>arranty, or <D>efective. These codes automatically appear on the display as you enter taxable or return items and they also print on the invoice.

**Comments:**

Messages entered anywhere on the invoice and of any number of lines. Enter a comma <,> in the abbreviation field and press <ENTER> and a space will be provided for your message.

**Core:**

The basic component of exchange items. It can best be understood by comparing it to a bottled soft drink-you drink the contents and return the bottle for credit. The Core is the part of the item that is returned for credit. For example, alternators and brake shoes include a core which can be returned for credit.

**Core Balance:**

The system automatically updates each customer's core balance each time an exchange item is sold. In Point-of-Sale, when a customer returns cores, he is only entitled to his core balance.

**Core Deposit:**

The deposit that the customer pays for the core portion of the exchange item. The system automatically brings up the core deposit when an exchange item is entered.

**Core Return:**

After the Core Deposit has been entered, the system asks if the customer is Returning Core? Click on "Yes" if the customer is returning a dirty core for credit or click on "No" if he is not. Remember to enter the negative sign after the number of cores being returned.

**Core Sale:**

Occurs when a customer purchases an exchange item, is charged a deposit and returns a raw core, leaves, and then comes back to return the exchange item. When you accept the item as a <M>erchandise return (because the item was unused), the system automatically brings up the Core Deposit to be credited and then asks Returning Core?. The question refers to you returning the dirty core back to the customer and if you answer <Y>es then you have made a Core Sale.



**Cost:**

The amount paid to the supplier for each item. Counter men rarely see cost. In the case of a buyout, you must enter the cost of the item.

**Counter man Security:**

A code assigned by your manager that allows you to access Point-of-Sale and also controls what transactions you are able to complete.

**Counter Invoice:**

Any invoice that is completed over the counter as opposed to in the shop.

**Credit:**

- (1) A credit line amount extended to the customer that allows him to charge to an account.
- (2) Accepting return items for which the customer receives cash or a reduction of the amount he owes on his account.

**Credit Limit Override:**

The process by which a customer can have additional credit extended to him should he exceed his established credit limit. A high security person must authorize such a transaction.

**Cross Reference:**

A feature unique to the **AutoPoint®** system that links related items together. An exchange item will have a core cross reference, a discontinued item will be cross referenced to show the item that supersedes it, and an item with insufficient quantity can be substituted with a related item if a cross reference is established.

**Data:**

Information entered into the computer for processing. For example, information entered on an invoice is data.

**Default Value:**

A setting that is automatically used by the system when no other explicit information is entered into a field.

**Defective Return:**

Returned item(s) that do not operate properly and are not warranty items. They cannot be put back on the shelf.

**Deleting Items from an Invoice:**

Items can be deleted from the invoice in two ways. If you are entering the item and decide that you do not want it on the invoice, press <F8> twice and the entire line item will be abort the line item. If however, you have saved the line, you must change the quantity ORDERED to zero. As a result, the customer will not be billed for the item and your inventory will not be affected.



**Demand Override:**

Occurs when you do not want a sale included in your sales history. Click on the blue "Codes" field title, and in the pop-up, check the box next to "Demand Override". If you decide to include the sale, check this box and history will be updated.

**Detail:**

The bottom portion of the invoice which contains the line items and the amount of the sale.

**Discount:**

The percent of the total invoice amount to be deducted from the invoice. To enter a discount, click on the order discount field above the sub-totals and enter the percentage to apply to the discountable items.

**End of Day Process:**

A process run every day, which produces daily sales reports, closes out the current business day.

**Exchange Item:**

Any item that includes a core.

**Excluding Sales from Demand History:**

See Demand Override.

**Exit/Cancel:**

When you need to exit from an invoice, menu, or even the system, press <F8> until you reach your desired destination.

**Extended Price:**

The last column in the detail portion of the invoice. The figure is derived from multiplying the quantity SHIPPED by the Unit Price.

**Field:**

The area on program window where you enter specific information. For example, the header portion of the invoice contains eight fields, one of which is the SHIP VIA field.

**Function Key:**

The top row of keys on the keyboard that allow you to take short cuts when using the system. For more information, refer to the section on the keyboard.

**Header:**

The top portion of the invoice containing pertinent information about the customer.

**History:**

A record of sales transactions that is usually used for sales analysis and tracking item demand.

**Holding Invoices:**

After entering items on the invoice, you may need to leave the order open so that the customer can add more items later.





**House Account:**

Your company account is charged for merchandise removed from the shelf to form another type of inventory, for example mixing paint or making kits. A "HOUSE"-type account will NOT update any accounting figures.

**Invoice:**

- (1) The form on which the system prints data entered from Point-of-Sale.
- (2) A receipt for your customer.

**Invoicing Cores:**

Enter the exchange item and the system automatically brings up the core. If there is no change to the deposit for the core, press <ENTER> and the system asks if the customer is Returning Core? If yes, press <ENTER> again and the core deposit is credited from the invoice. If the customer does not return a core, select "No" and he is charged the deposit.

**Invoicing Non-Inventory Items:**

If you are selling an item that is not an inventory item, you must use a valid abbreviation. (If a miscellaneous Product Line has been established, you may use that abbreviation.) At the bottom of the display, you will see Not on File. Press <ENTER> to continue and a space is provided for you to enter the item's Description and Cost. Enter the quantity being sold and select the option that applies: <2> Lost Sale, <3> Buyout, <4> Backorder, or <5> Transfer. Option <1> Override is not a valid option since the item does not exist within the system.

**Invoicing with an Insufficient Quantity Available:**

If you enter an item on the invoice and there is not enough stock on hand, the following message appears:

Insuff. Qty. You must then enter the sale as one of the following: <1> Override, <2> Lost Sale, <3> Buyout, <4> Backorder, or <5> Transfer. Notice the system calculates the quantity that must be obtained in order to complete the invoice. If the item has a Substitute or Supersede cross reference, a message to that effect appears on the display.

**List Price:**

The highest price paid for an item, usually described under Pricing Field 1.

**Maximum Stocking Quantity:**

The most of a given item that you should have on hand at one time. The system uses this information for generating Purchase Orders.

**Menu:**

The list of choices presented by the program. For example, Point-of-Sale is the first choice on the **AutoPoint®** Menu.

**Merchandise Return:**

When a customer brings an item(s) back that can be returned to your current inventory. At the point when you enter Return Type, select "Merchandise."



**Minimum Stocking Quantity:**

The smallest quantity of any given item that you would have on hand at one time. The system uses this information to generate Purchase Orders.

**Open Invoice:**

An invoice is open if you have put it on hold. In other words, you did not click on "Invoice" to end the order and you had clicked on "Leave Open" in the POS Options.

**Order Number:**

The top field in the header section of an invoice that records the invoice number assigned by the system. Press <ENTER> to back up to the order number.

**Override:**

The procedure for disregarding normal system processes.

**Payment:**

The amount a customer chooses to apply towards his account. To accept a payment, select "5 – Payments" in the Type field on the Point-of-Sale window. Enter the amount and the cheque number; the system applies the payment when the End-of-Day Process is run.

**Point-of-Sale:**

The menu option you choose to perform normal invoicing.

**Pricing Field:**

Items usually have six price fields. Each field reflects a different price for the item. Each customer is assigned a specific price field.

**Program:**

A set of instructions describing actions for the computer to perform.

**Purchase Order Number:**

In Point-of-Sale, the customer's purchase order number is the bottom field of the header. If the customer gives you a purchase order, you should record the number in this field. In Purchasing, the Purchase Order Number is the number assigned to each purchase order generated by the system.

**Recalling Open Invoices:**

A process that allows you to call up open invoices to view on the display. Press <ENTER> at the Customer Number field on the Point-of-Sale display to move to the Order Number field. <F1> will bring up the first held invoice. Press the <F2>Next and <F3>Previous key to bring up each additional held invoice.

**Reference Number:**

A number assigned by the system to mark each separate line item on an invoice. For example, if you had five items on an invoice, the reference numbers would be 1-5 modifying each line item.



**Reserve Items:**

Those items entered on a hold invoice. The inventory decreases but history is not updated until the invoice is closed. You can see the quantity On Reserve from the Stock Status display.

**Return:**

A type of transaction that occurs when a customer brings an item back for exchange or credit. A return is invoiced like a sale. You can enter a return in Point-of-Sale by choosing "2 – CashCR", "4 – ChargeCR" or you can enter it on an invoice with sale items as long as you enter it as a negative quantity.

**Returning Core:**

A question asked by the system when you invoice an exchange item. The system automatically charges the customer for the core deposit and asks if the customer is "Returning Core?". If he is, then the system automatically credits him for the core deposit. It can also refer to returning an exchange item in which case, you should refer to Core Sale.

**Ship:**

The Ship column is located in the detail portion of the invoice display. It represents the number of items the customer is actually receiving as opposed to what was actually ordered.

**Ship Via:**

This field, found in the header, determines how the items on the invoice will be shipped. For example, the items may be shipped by Loomis or by company truck or by the customer himself. The Ship Via determines whether the tax group assigned to the customer will be the one assigned to the branch or to the customer.

**Shop Invoice:**

An invoice transacted in a shop as opposed to over the counter. Shop invoices are more likely to have labour charges on them, and could be used as a basic type of Work Order.

**Source:**

This field, located within the header, determines the origin of the invoice, either "Shop" or "Counter" invoice.

**Stock Status Inquiry:**

While entering an invoice, you can access the Stock Status Inquiry by clicking on the button at the bottom of the POS window. This inquiry may also be accessed from the Point-of-Sale security window. After completing the inquiry, you must close the Inquiry window to return to the invoice.

**Substitute:**

Any item can be cross-referenced to a compatible substitute item. That is an item that can be used in place of the original item should it be out of stock. If set up correctly by your manager, a substitute cross reference will appear on the Point-of-Sale display when there is not enough on hand to fill an order.

**Sub-Total:**

The amount of the invoice before tax is added and before discount is subtracted.



**Supersede:**

When an item is discontinued or cancelled, another item with a new part number may be assigned to the old item by creating a superseded cross-reference. When the old item is entered, a superseded part number will appear on the display if the old item does not have available stock.

**System:**

A system is composed of hardware and software. It includes devices operating off of the computer and programs run on the computer.

**System Security:**

A means of restricting the availability of the systems features by certain personnel. Security is set up by your manager to allow you to perform particular functions and to monitor those tasks you do perform.

**Tax:**

The PST and GST/HST amount charged to the customer based on government specifications for that customer's tax group.

**Taxable and Non-Taxable Items on the Same Ticket:**

If you need to change a taxed item to a non-taxed item and vice versa, click on the blue "Codes" link and the system automatically alters the tax status of the item just entered.

**Tax Group:**

A field in the header that tells you what type of tax the customer is being charged based on all valid taxing authorities.

**Tax/No Tax:**

A function key that allows you to change the tax status of an item. To perform this task, click on the blue "Codes" link.

**Terms:**

The way in which charge customers will pay on their account. Your manager will extend a certain type of payment terms to each customer and this information will appear in the Terms field in the header portion of the Invoicing display.

**Total:**

The final invoice amount including tax, labour, discount, etc... It is the actual amount the customer pays.

**Transfer:**

An option used for invoicing with Insuff. Qty. You may choose to transfer items from another company store.

**Transfer Account:**

The account used to make transfer sales. A transfer sale is a sale of merchandise between stores. Each store should have its own transfer account. Transfer sales do not update demand history.



**Type:**

This field is found in the header portion of the invoice and refers to the type of payment the customer will make for this order. You must enter a valid Type in order to invoice. They include <1> Cash, <2> Cash CR, <3> Charge, <4> Charge CR, or <5> Payment.

**Unit Cost:**

The cost of the standard selling unit whether it is by each or box. In most cases, you will not see the cost displayed.

**Unit Price:**

This is the price of the item that the system automatically supplies based on information set up in various records. Press <ENTER> if the price is right or you may change the price if necessary. Note however that the system logs this as a price override and prints out a report to that effect as part of the End-of-Day Process.

**Void:**

A message which appears on the display when you recall an invoice that has been voided. It also prints on the invoice when the order is voided.

**Voiding an Invoice:**

If you have already completed the order by clicking on "Invoice" and printing the invoice, then you would need someone with high security to recall the invoice and void it.

**Warranty:**

A conditional guarantee that entitles customers to return an item for credit. A warranty item can be flagged in Point-of-Sale by selecting "Warranty" when prompted for the return type. The system records the item as a warranty item but it does not print on the invoice.

**Warranty Return:**

When an item under warranty is returned, you must enter that information into the system. Enter the return item and when the system asks you for the return type, click on "Warranty."