FLEXX®

Procedures Guide

Financial Modules

Version 7.0L0

Databyte

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FLEXX® 7.0L0 Procedures Guide - Financial Modules

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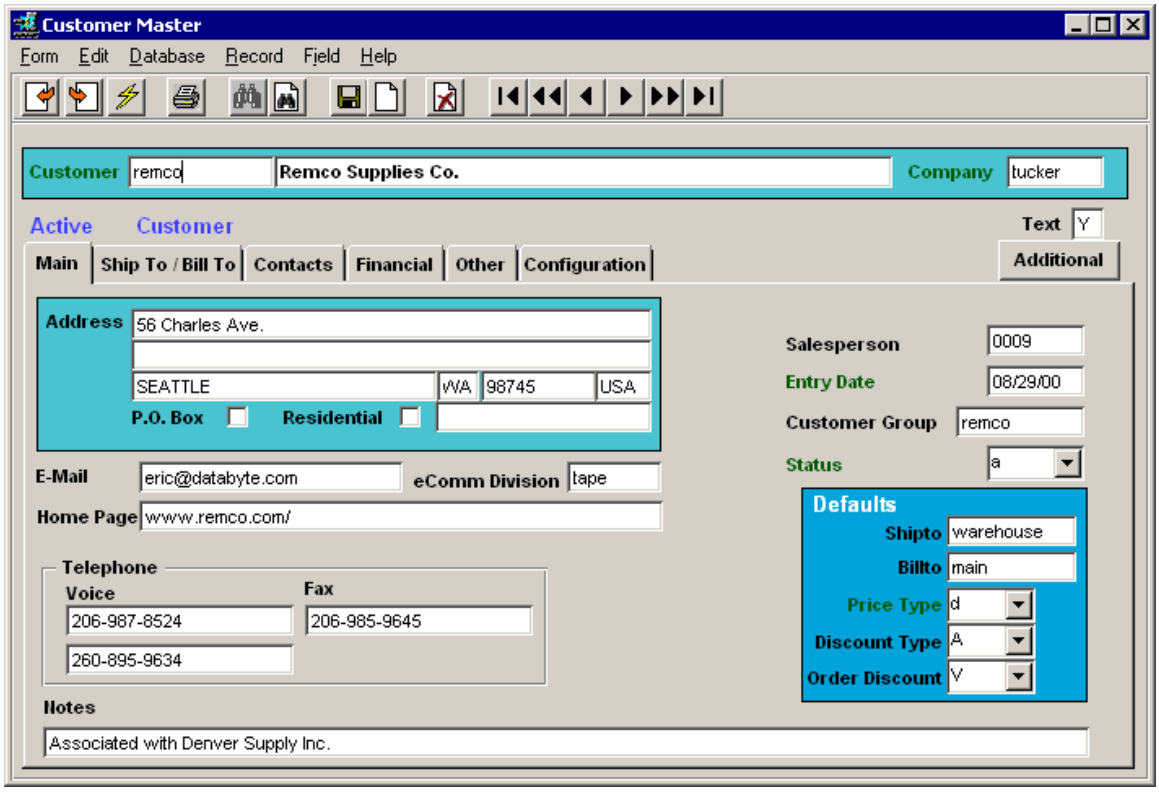
1 Customer Master Definitions

1.1 Customer Main Records



P.O. Box flag - implies the number defined in the address field is a PO Box (e.g. PO Box 5674). If the PO Box flag is used, the PO box value needs to be defined as follows:

- specify the number only, not preceded by the words PO Box or any other data;
- in the proper location of each Customer form:
    - Main header form: first address line
    - Ship To form: second address line (first line is location name)

Residential flag - implies the address is a residence as opposed to a business address.

These flags are meant for Courier delivery information to select the carrier that will deliver to a PO Box, and residential deliveries may need additional delivery confirmation handling.

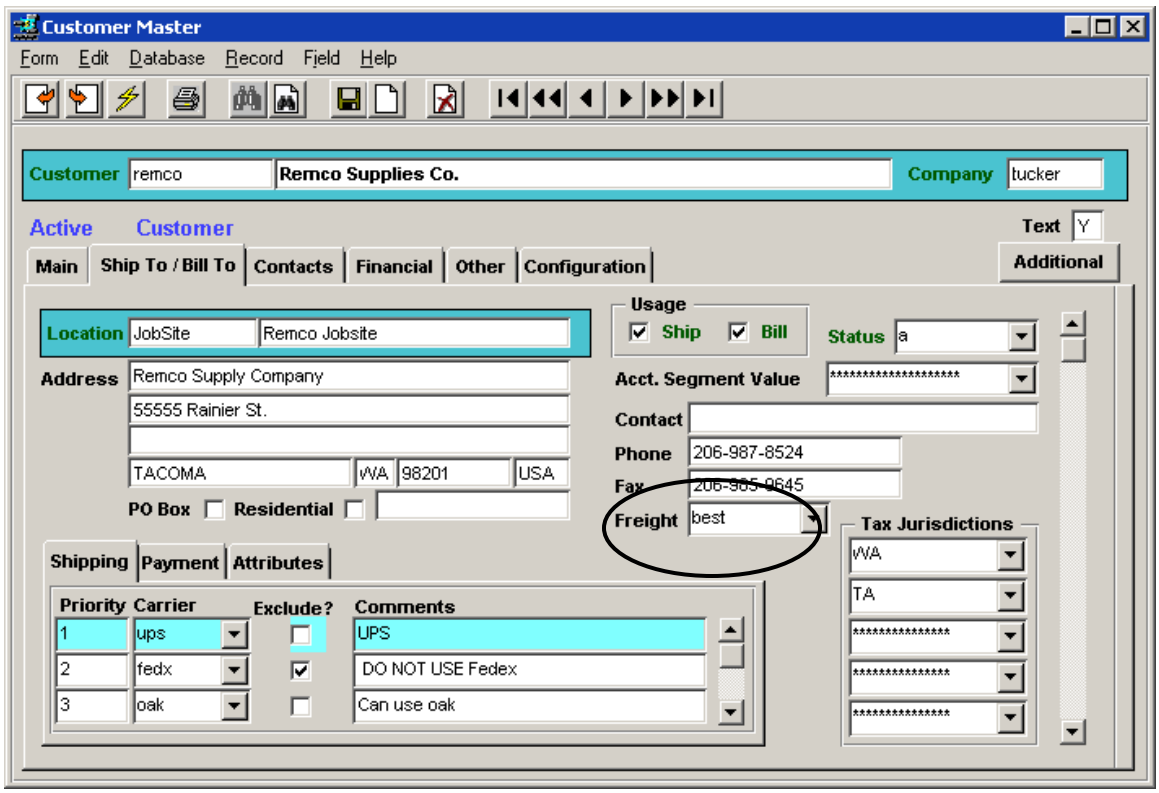
Also, FLEXX can be set up using the Application Control variable 'zipcode' to validate the Zip/Postal code. The Zip/Postal Code will then need to be pre-defined in the Zip Code Table and validity checking will be performed against those values.

E-Mail and ***Home Page*** are user definable as desired to identify the customer's Web access. Note that the E-Mail entry is used by the E-Mail Order Confirmation function *(Please refer to the Distribution Modules Procedures Guide, Order Processing for more detail)*.

eComm Division is only used with FLEXX eCommerce, and is used to specify the default Division and ultimately the default Warehouse that is used for web ordering, The warehouse used will be the warehouse defined as the default for this division on the Company Division table.

Customer Group is used in the AR Group Customer function described in detail in Chapter 3.

1.2 Shipping Functions



A Freight code of ***'best'*** can be specified and if the Carrier Rate table is defined, will result in FLEXX selecting the shipping method with the lowest cost as defined in the Carrier Rate Table. *Please refer to the FLEXX Distribution Modules Procedures Guide, Topic **" Zip Zone Carrier Tables"** for more detail.*

Any defined Carrier can be flagged ***'exclude'*** so as to exclude that carrier's use for any of this customer's shipments. Each carrier needs to first be defined in the Carrier Code Master Type table, which can also be used to define additional operating parameters (see next page).

Notes:

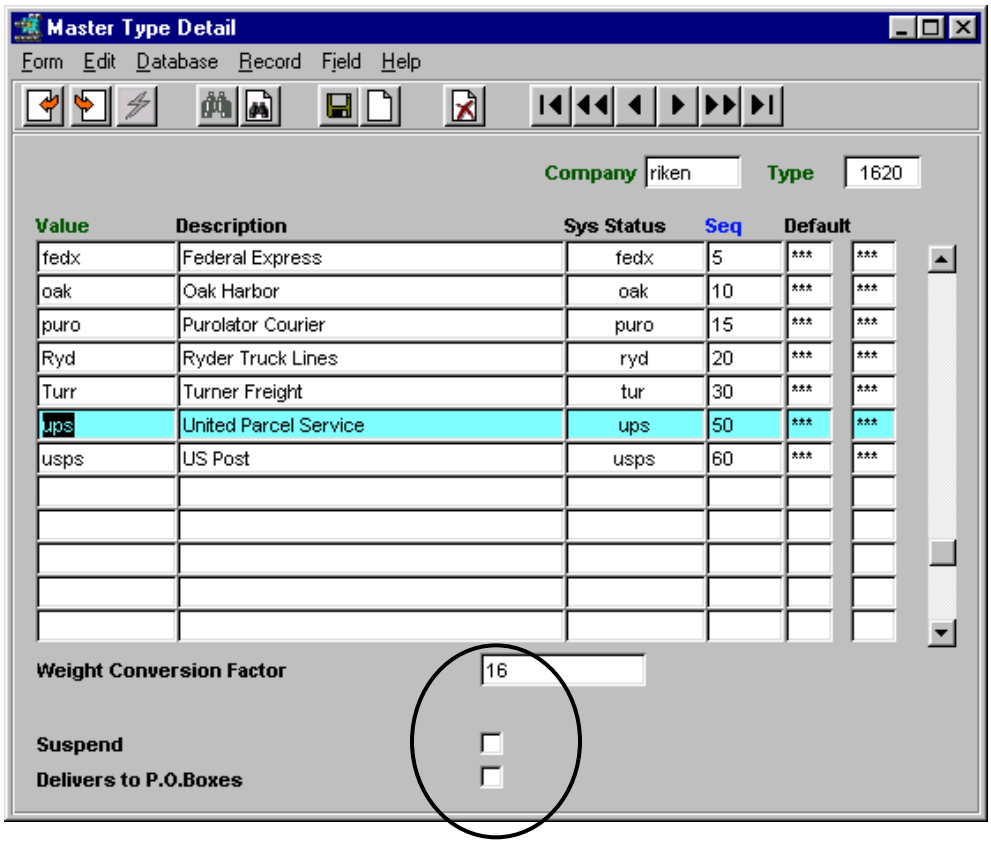
Please refer to the *Specialty Procedures Guide, T*opic ***Tax Functionality*** for details on defining the **Tax Jurisdictions** fields.

For a detailed description of the **Tax Jurisdiction** definitions with Order Processing, please refer to the *FLEXX Distribution Modules Procedures Guide, Topic **Sales Orders and Tax Calculations***.

1.2.1 Carrier Code Definition

All carriers need to be defined on the Carrier Code Master Type table.

Select: <<zoom>> on Carrier code => <<Next Form>> to Master Type Detail form.

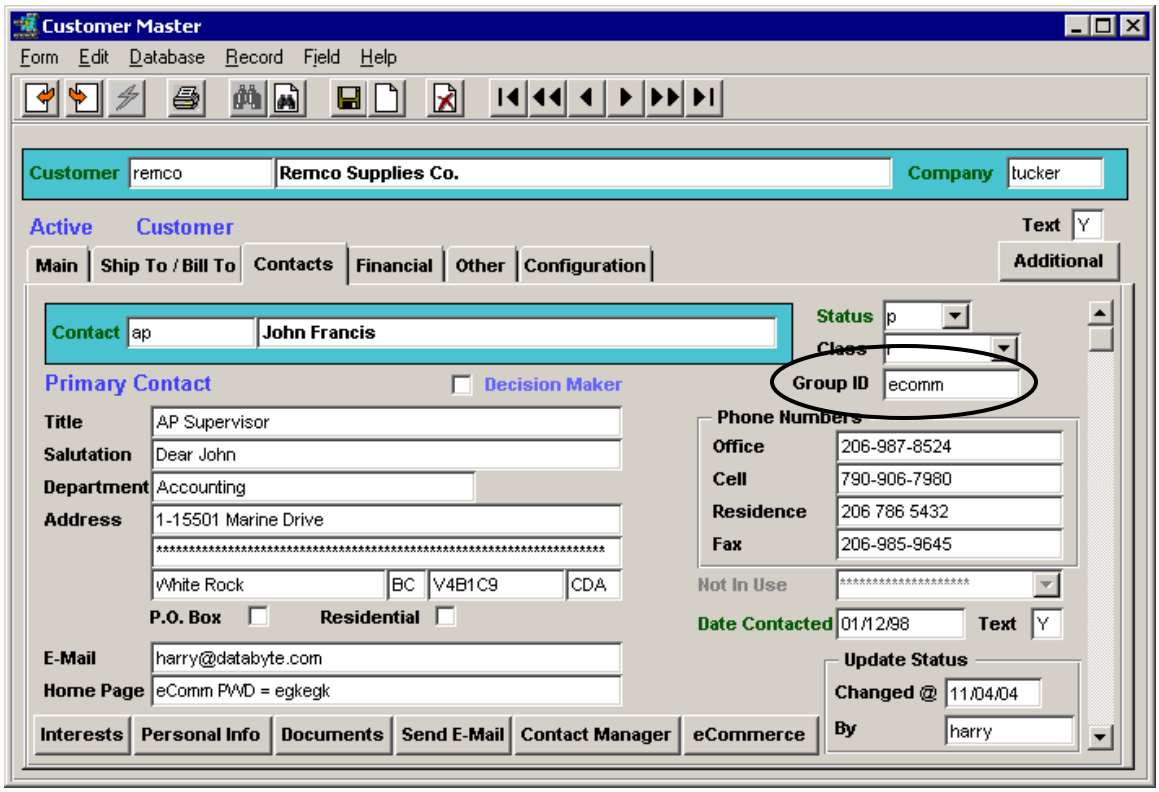


Each carrier can be defined with additional operating parameters:

- **Weight Conversion Factor** – used to define a factor to convert the stocking/selling weight unit to the Carrier's shipping weight pricing unit; i.e. items stocked in ounces, and shipped in lbs., factor would be 16 (16 oz./lb.). It is recommended that a value be entered for each carrier. Carriers that then deliver in the same weight units as the items are sold would require a value of 1.
- **Suspend** - used to suspend the carrier from any shipping selection for all customers.
- **Delivers to P.O.Boxes** – identifies carriers that will deliver to PO Boxes as defined on the order Ship To address; normally only the Postal Service will do this.

1.3 Contacts Form

The Contacts form is used to define as many customer contact persons as desired. This information is also used by the FLEXX Contact Management module.

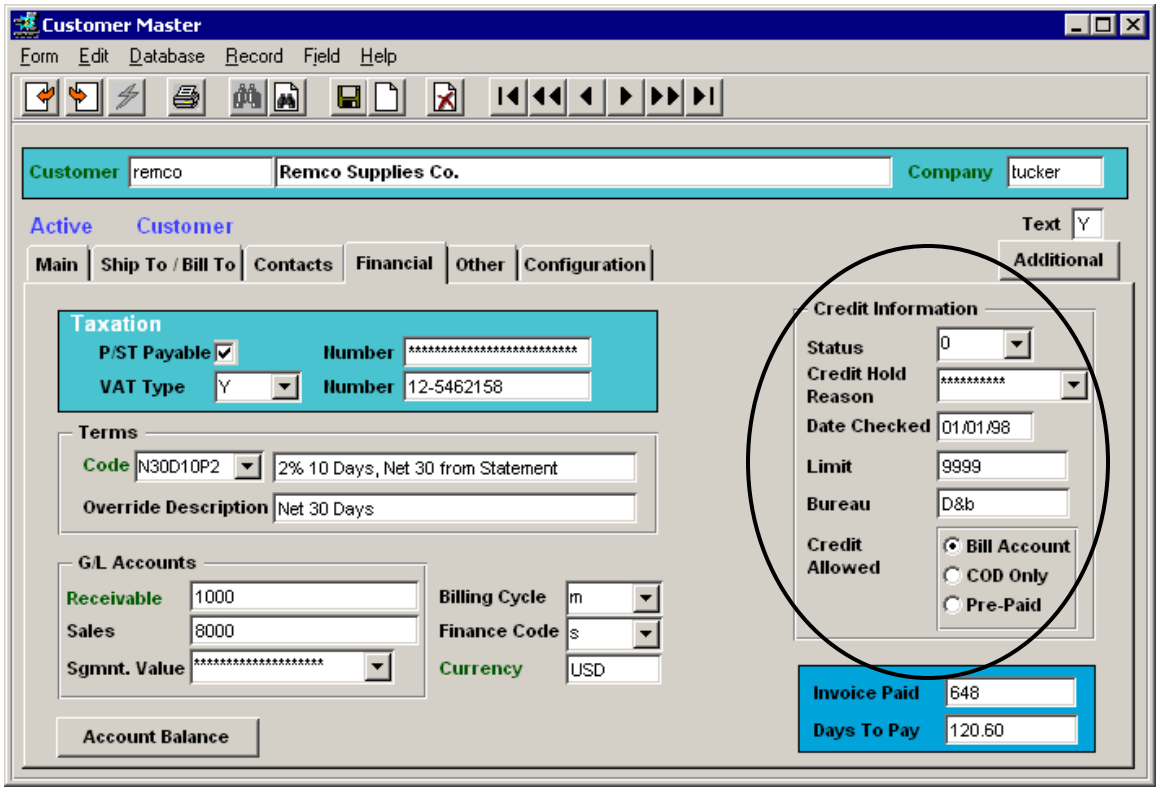


Enter as much data as desired. The only required fields are the Contact code (e.g. ap) and the Status code.

Additional functions are available through the use of the processing buttons:

- **Interests** – will display the Contact's Interests form where interests specific to the contact can be recorded (e.g. Dining, Hobbies, Religion, etc.)
- **Personal Info** – will display the Contact Personal Information form where personal information can be recorded (e.g. Spouse name, Manager name, etc.)
- **Documents** – pressing this button will create a new MS Word document addressed to the contact.
- **Send E-Mail** – pressing this button will create a new Email session in the user's default browser, addressed to the email address defined for the Contact.
- **Contact Manager** – pressing this button will redirect the user to the FLEXX Contact Manger function.
- **eCommerce** – pressing this button will display the Change Password screen. This is used to define an eCommerce logon password for the selected customer contact person.
  This password, together with the **Groupid** field is used to authorize this contact for the 'Company's' eCommerce web ordering facility. *Please refer to the FLEXX eCommerce Manual for more information.*

1.4 Financial Form



Terms – All customers need to be defined with a Terms code even if no terms are assigned. The customer terms settings are defined in the Terms Maintenance Table described in more detail in Topic 1.7 below.

Credit Information

***Status* code** – can be:

0 – normal credit checking

1 – credit hold with no override

2 – credit hold with override

3 - no credit checking to be performed for this customer

Credit Hold Reason – any user-defined values predefined in the Master Type table for the code (e.g. NSF).

Credit Allowed: Customer can be predefined as a Bill Account, COD, or Pre-Paid customer. This has the following effect on the sales order entered for this customer:

- Bill Account – can place an Invoiced, COD, or Pre-Paid order; setting can be changed at the order level.
- COD – can only order COD or Pre-Paid; cannot be upgraded to On Account.
- Pre-Paid – can **only** place prepaid orders.

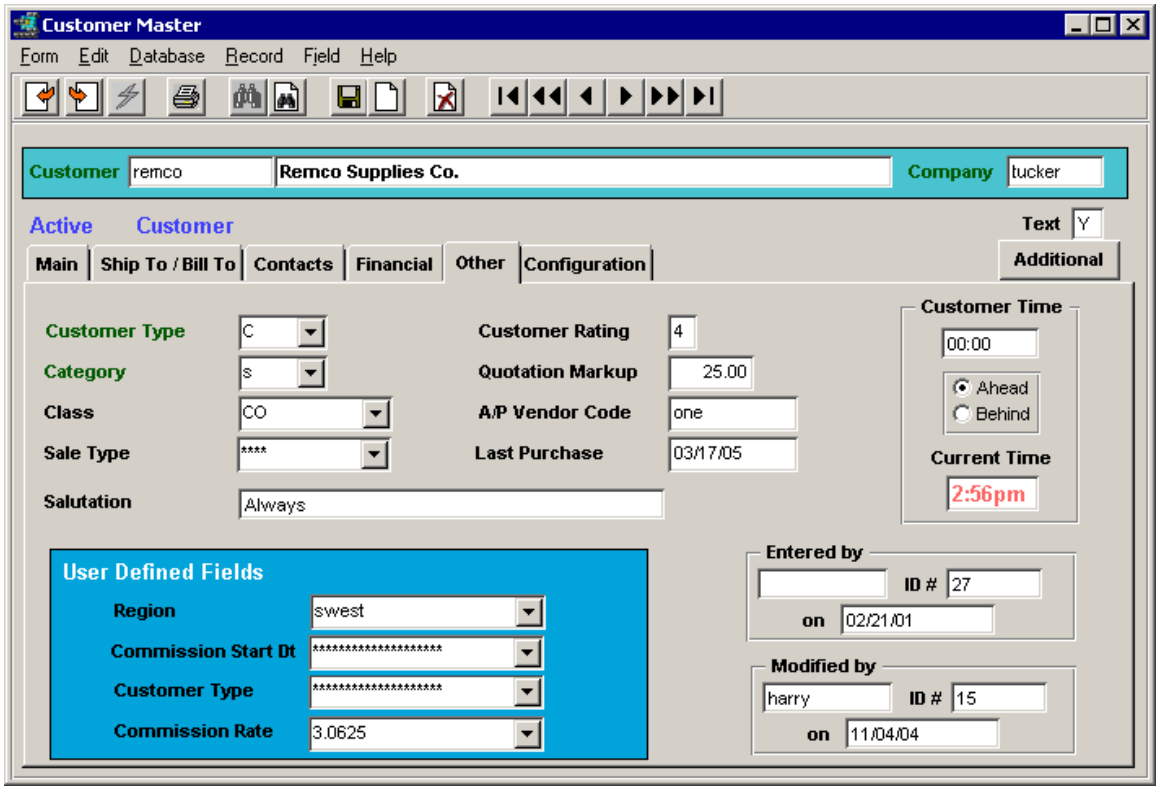
Invoice Paid is the total number of invoices this customer has previously paid.

Days to Pay is the Average number of days taken to pay these invoices. This value is recalculated at every receipt application for this customer. However, this value may become corrupted as the result of making manual adjustments to the receipts application process and so will need to be 'resynced' using the AR Days to Pay Resynchronization routine (from the AR Menu).

Account Balance Button

Pressing the Account Balance button automatically displays the AR Invoice Aging Inquiry screen showing all of the customer's outstanding invoices, credit memos, and on accounts as well as the current balances. If the customer is part of a Customer Group, this can then also be used to display the group balance.

1.5 Other Form



Customer Type – can be P (Prospect), C (Client) or D (Default). If ***'D'*** - code is used to define a 'Default' Customer Master definition. The default Financial and Other parameters will be used when defining new customers. This 'default' customer is then also specified on the Application Control variable *'default'* for the *customer* application, as follows:

Application	Type	Description	Value	Company	Parameter
customer	default	Customer to use as default customer	(no default)	default	User Login Name or 'default'

Note that the default customer definition cannot be used for any other purposes (AR, OP, etc.).

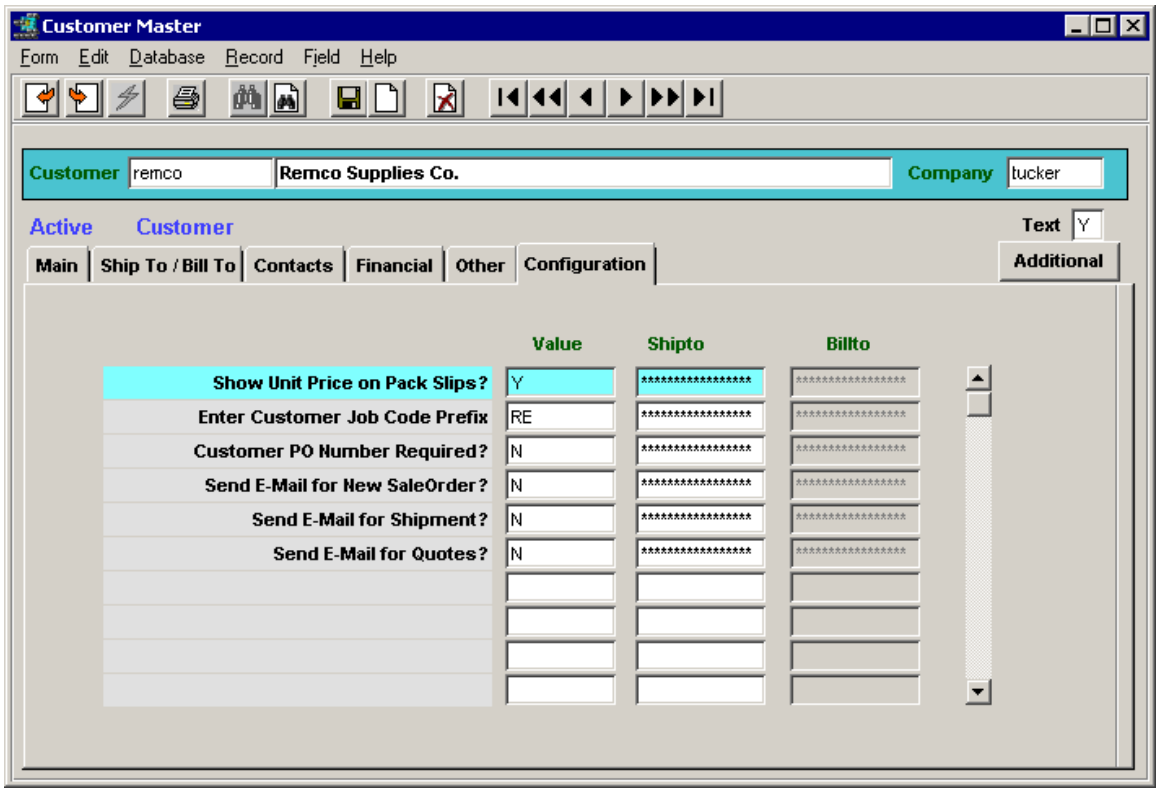
Sale Type – used to define the SKU GL accounts by **customer** sale type as opposed to SKU sale type as defined on the SKU Master Miscellaneous form. If specified on the Customer master, this value will have priority over the SKU defined value.

A/P Vendor Code – if this customer is also defined as a vendor on the Vendor Master, this field will contain the vendor code. The value cannot be set or changed here. It will be automatically set by FLEXX when the A/R Customer Code value is set on the Vendor Main form.

User Defined Fields – additional customer classification fields as desired; need to be predefined in the Master Type Tables. The labels as well as their values can be predefined in the corresponding Master Types table. If undefined, the label will be stippled and say "Not In Use".

1.6 Customer Configuration Table

The Configuration Form is used to define various unique customer settings, as follows.



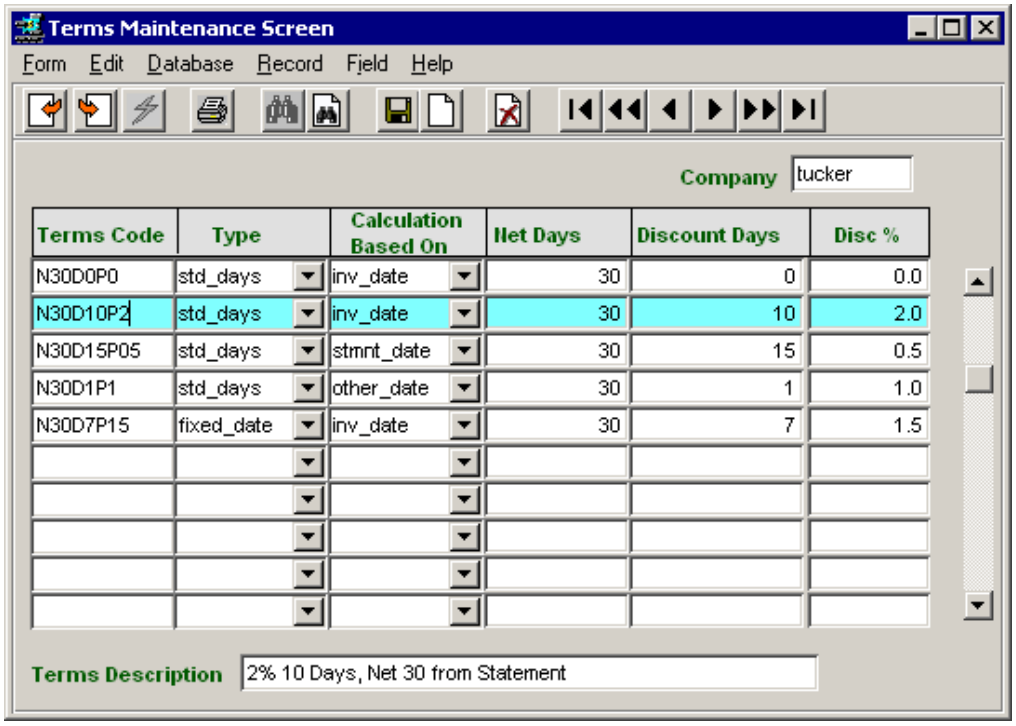
- **Show Unit Price on Pack Slips?** – this is a Y or N setting, and is used to specify whether or not SKU Unit Prices are to be printed on sales order (OP) packing slips.
    - N by default
    - If Y, print SKU Unit Prices on all packing slips for this customer.
    - Y setting can be further controlled by Ship To location code by entering a valid shipto code in the Shipto field. Multiple Y entries can be defined if more than one shipto location is to have this setting.
- **Enter Customer Job Code Prefix** – this setting is only used if FLEXX Project Management is being used. The value entered will be prefixed to the Job number when a new Job is created.
- **Customer PO Number Required?** – this is a Y or N setting. Set this to Y if customer PO numbers are required for placing sales orders.
  Be aware that if the Application Control parameter *pomandat* is defined "Y", it will override any Customer PO Required setting. Also note that the *pomandat* setting is company-wide and will affect all customers regardless of their **PO Required** setting.
- **Send E-Mail for New SaleOrder?** – this is a Y or N setting. Set this to Y if Order Confirmation in OP is required.
- **Send E-Mail for Shipment?** – this is a Y or N setting. Set this to Y if Order Shipment Confirmation in OP is required.
- **Send E-Mail for Quotes?** – this is a Y or N setting. Set this to Y if Quote Confirmation is required.

1.7 Customer Terms Function

The Customer Terms function in FLEXX allows for multiple terms definitions using different methods of determining invoice due dates as well as early payment discounts. Along with the standard terms setting as being the number of days from the invoice date, two additional methods are available: number of days from Statement Date, and Fixed Date (fixed day of month). This requires that all terms to be used in FLEXX are defined in the **Terms Maintenance Table**, and entries are made on the **Terms Maintenance Screen**. The feature and function is described below.

1.7.1 Terms Maintenance Screen

The Terms Maintenance Screen is used to define all the terms to be used in FLEXX. Whenever a new customer is defined, a Terms code (or definition) defined in this table will need to be specified on the Customer Master Financial tab. Therefore, at least one terms definition is required even if all customer terms will be the same.

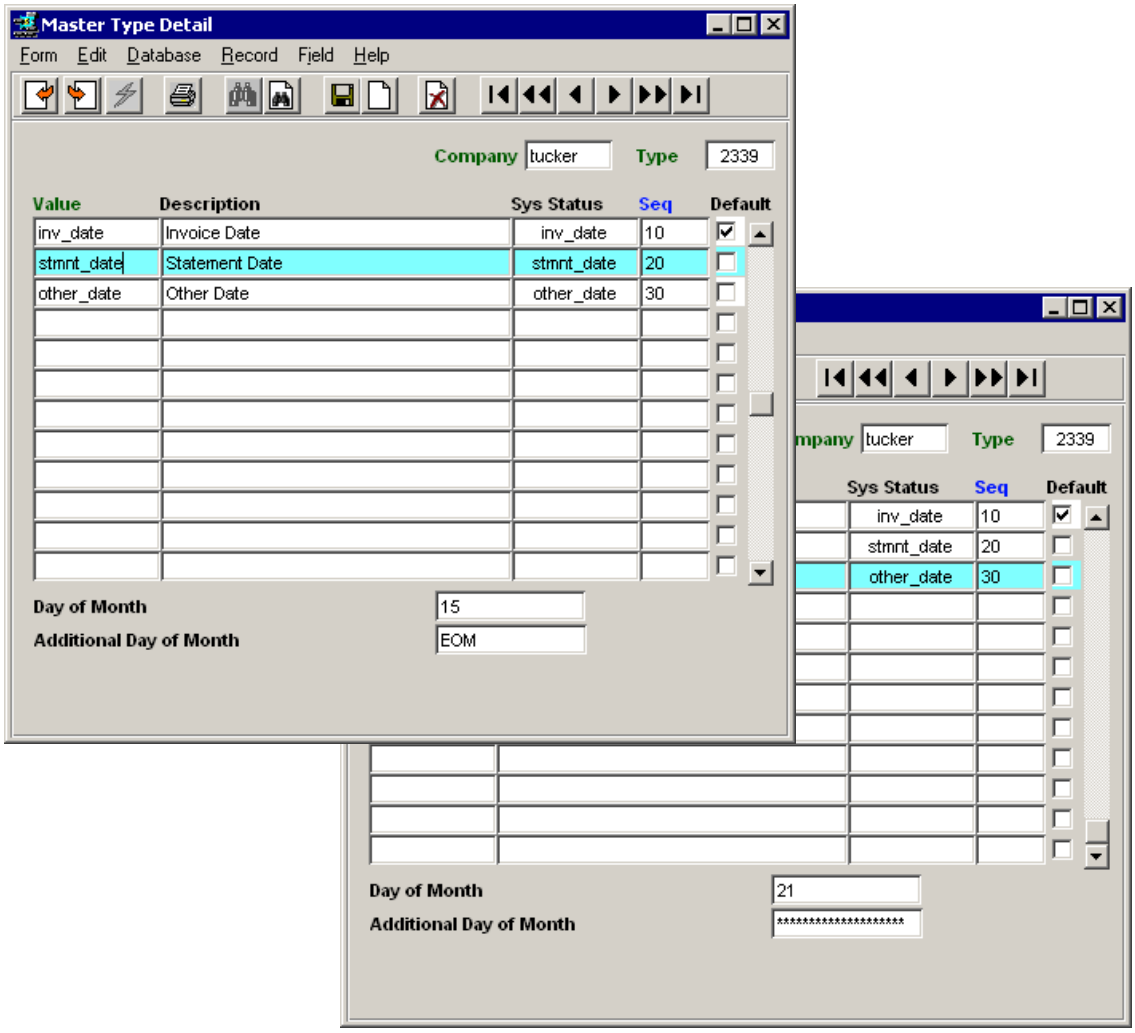


- **Terms Code** – any user defined code representing the terms values to be used,
- **Type** – the type of terms to be determined; selection can be:
  - **std_days** – Standard Days – number of days from either Invoice or Statement date,
  - **fixed_date** – Fixed Date – fixed day of the month
- **Calculation Based On** – select the method of calculating the terms; can be:
  - **inv_date** – terms are based on the Invoice Date
  - **stmnt_date** – terms are based on the Statement Date
  - **other_date** – terms are based on any other date setting; works identical to the **stmnt_date** setting, but allows for an additional date setting.
- **Net Days** – the Net Terms days
- **Discount Days** – the number of days for discount eligibility
- **Disc%** - the early payment percent discount (e.g. 2.0 % would be 2.0), calculated on the invoice Pre-tax total.

- **Terms Description** – the desired description of the terms. This will be entered on the Customer definition and can be overridden with any other description as desired. This description or the Override description will be printed on the customer's invoice.

The **Type** and **Calculation Based On** fields are predefined values on the corresponding Master Type tables and cannot be modified or deleted. However, additional system required values need to be entered in the **Calculation Based On** table if **stmnt_date** or **other_date** are to be used.

Calculation Based On Master Type Table



If **stmnt_date** or **other_date** are specified, **Day of Month** is also required. If more than one date is to be used to determine the due dates, **Additional Day of Month** would be defined with the second date. For **inv_date**, these fields are not required and will not be used by FLEXX.

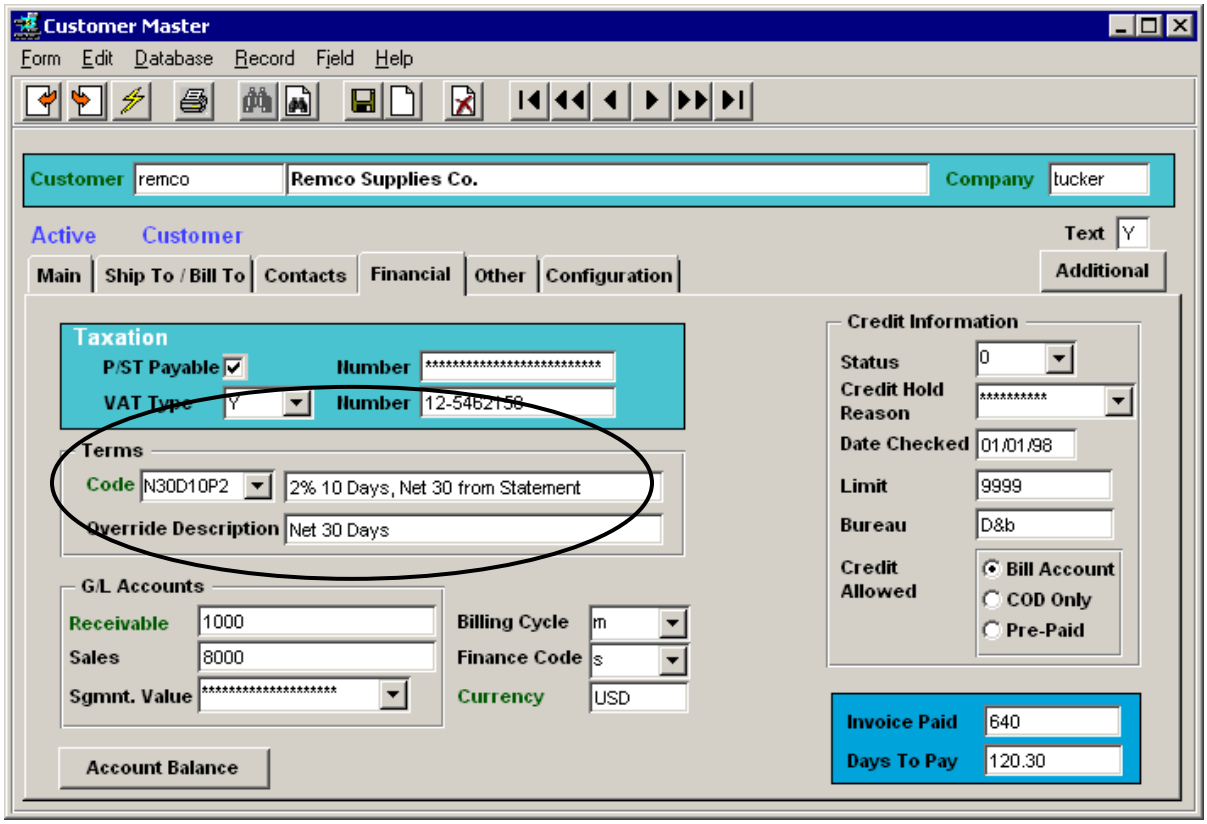
- **Day of Month** – specifies the day of the month to be used for the Date determination; e.g. 15 means the Statement or Other date is the 15th of every month when the terms will start.

- **Additional Day of Month** – is used to specify a second day of the month to also be used for a second Date determination; e.g. 31 or EOM means the last day of every month. If only one terms date is to be used, leave this field blank (null).

With these tables and values defined, the Customer Master form with the Terms definitions is as shown below.

1.7.2 Customer Master Terms Definition

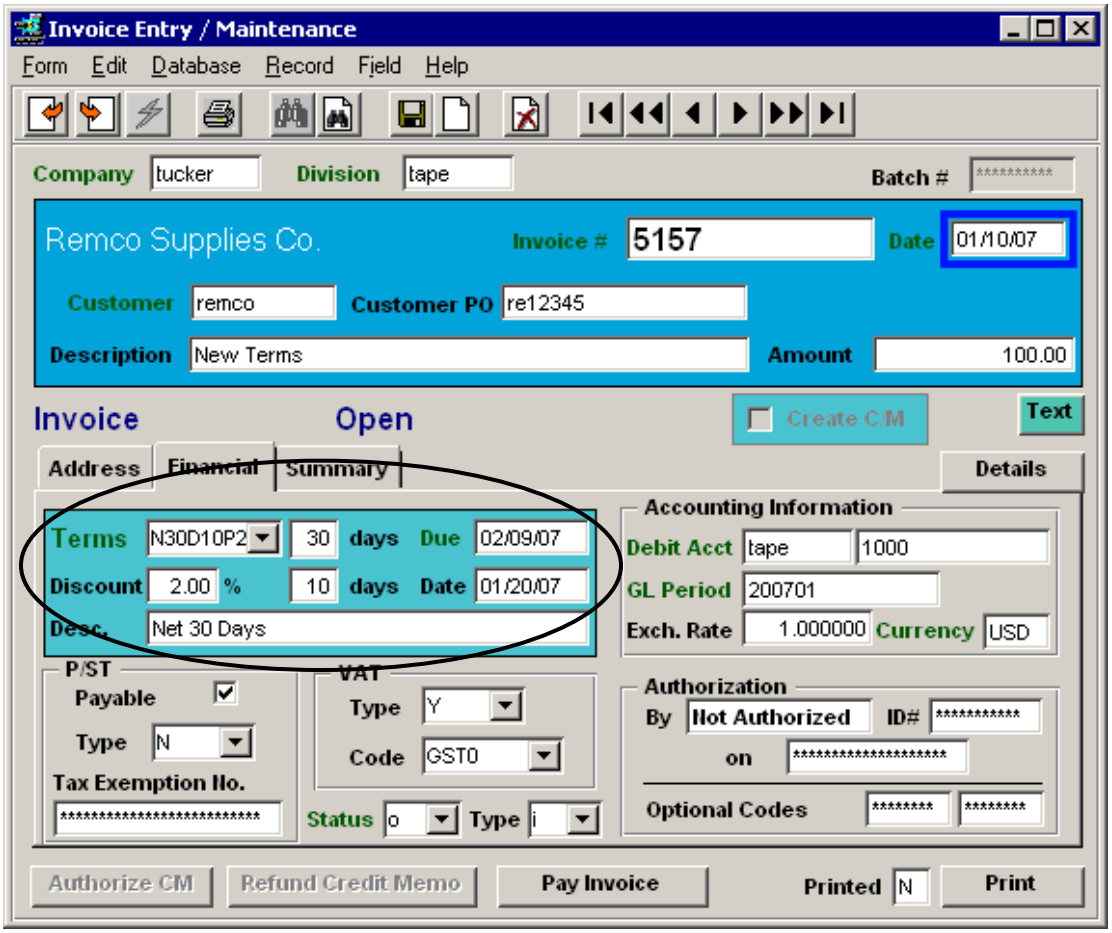
When a customer is defined in the Customer Master, the Terms values need to be specified and selected from the values predefined in the Terms Table. All customers need to have terms specified.



- **Terms Code** – select the code from the drop-down list; needs to be predefined in the Terms Table. The corresponding description will be taken from the Description value entered on the Terms Table for the specific code.
- **Override Description** – enter the Description value to be used to override the default description. This will be the Terms description shown on the Invoice as well as the Customer Statement. If no override is defined, FLEXX will use the default or Terms Table defined value.

When an invoice is created for the customer, the defined terms will be copied to the invoice and the invoice Due and Discount dates will be automatically calculated using the Terms Table settings. An example of an invoice is shown below.

Invoice Example



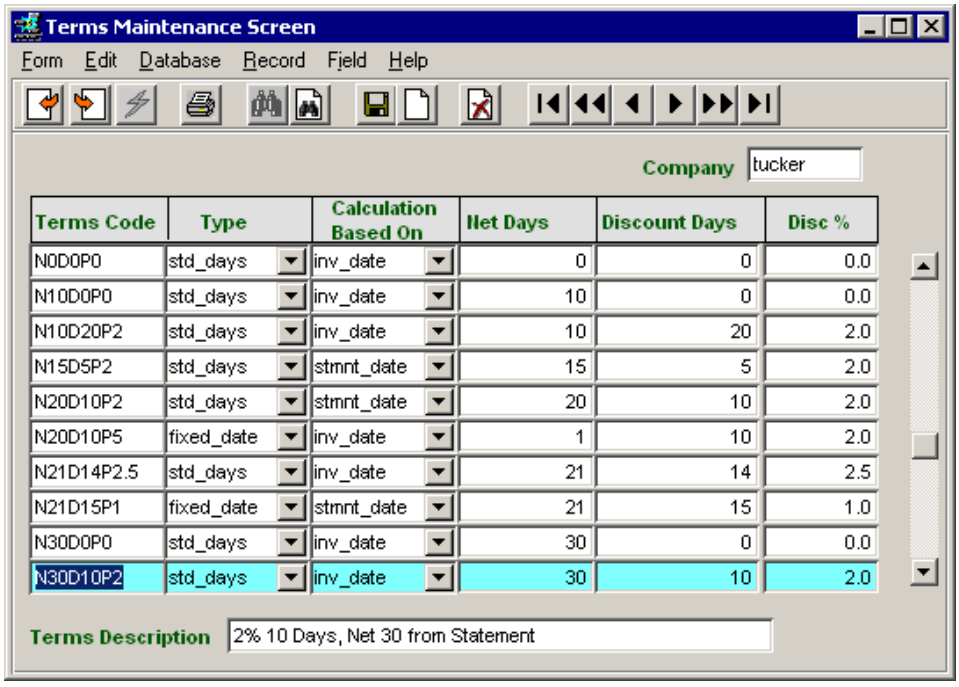
Referring back to the Terms Table definitions, terms code *N30D10P2* represents terms of 30 days, and a 2.0% discount if paid within 10 days. The Due and Discount dates are calculated using these settings. Also, the available Discount will be calculated on the invoice total excluding all taxes.

Following are several more examples of the different terms settings and their function.

1.7.3 Terms Definition Examples

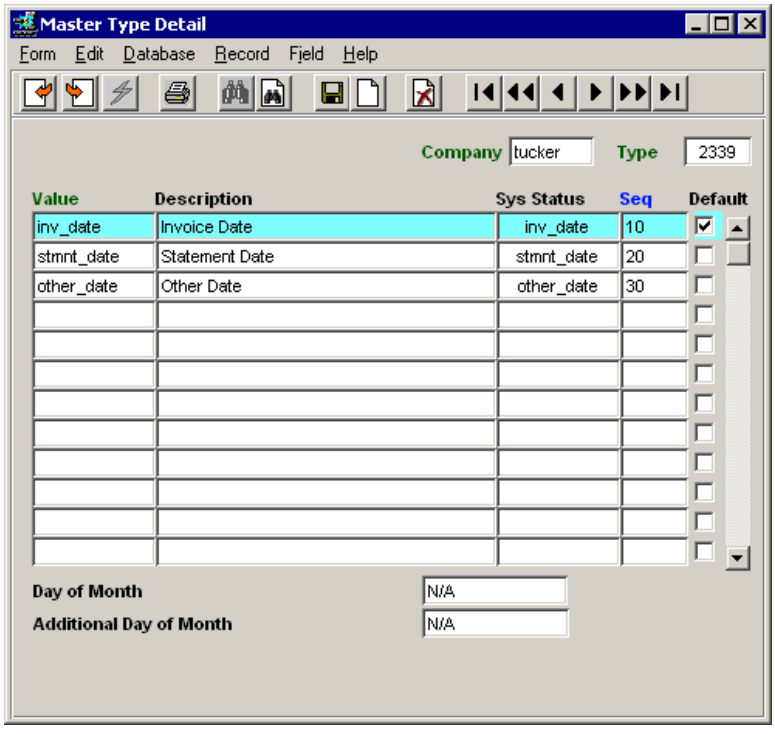
1. Using Settings inv_date and std_days:

This is the standard, basic structure of customer terms where the terms are based on the number of days from invoice date..



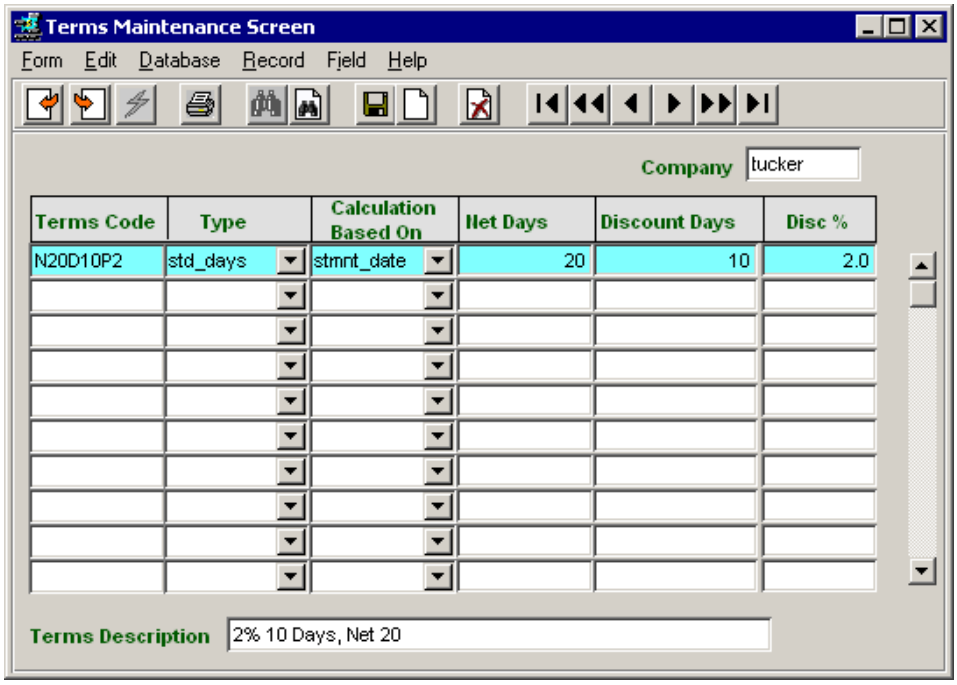
Code *N30D10P2* defined as:

- Due date will be 30 days from date of invoice;
- Discount will be 2% 10 days from date of invoice.



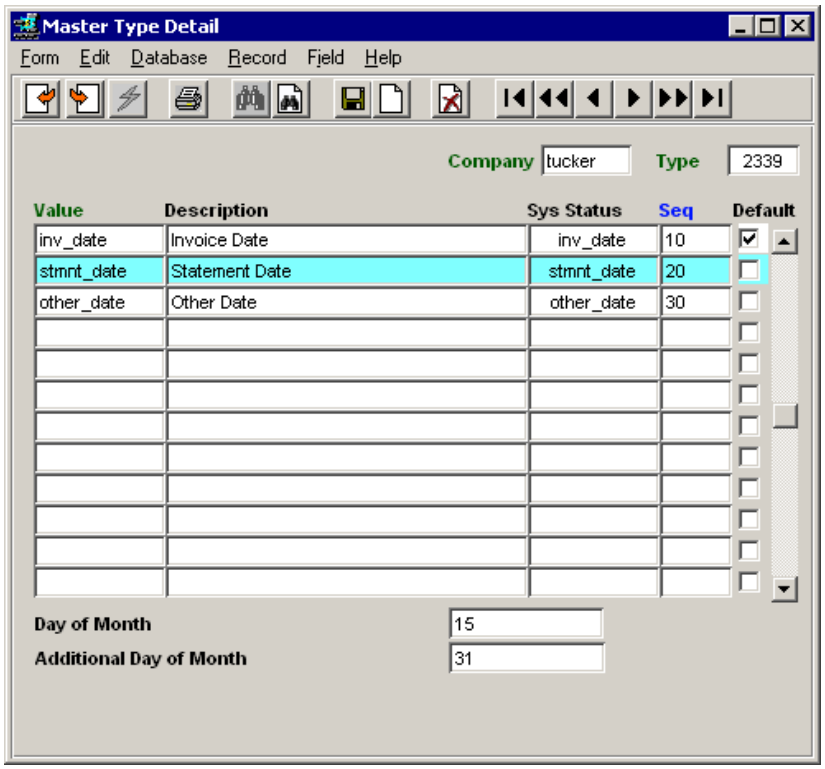
With **inv**_date, there are no day of the month dependencies. Day of Month fields can be left blank (null) or set to any other value, but will not be used for inv_date.

2. Using stmnt_date and std_days:



Code *N20D10P2* is defined as:

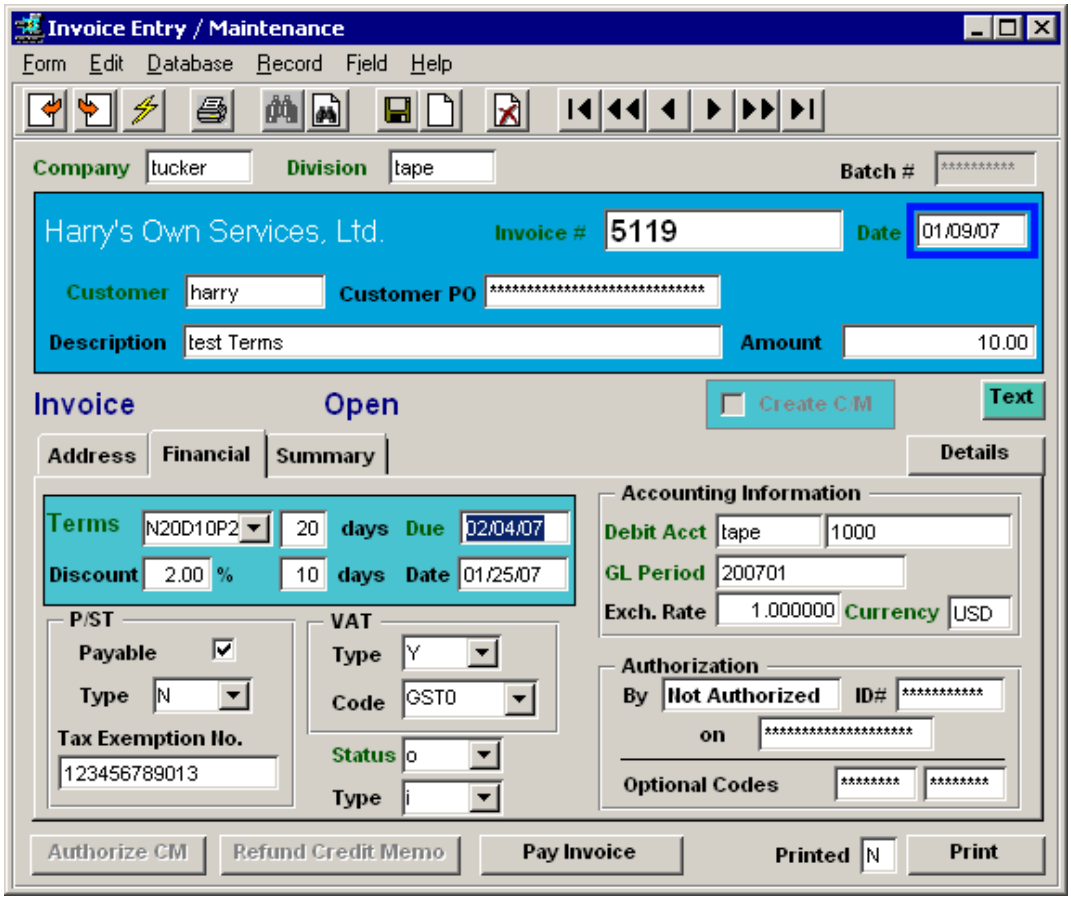
- Due date will be 20 days after the statement date setting, as specified on Calculated table:



Two Statement dates are specified; 15 for the 15th day, and 31 for the 31st or last day of each month. A value of 31 will always represent the last day of any month. "EOM" can also be entered for the last day of

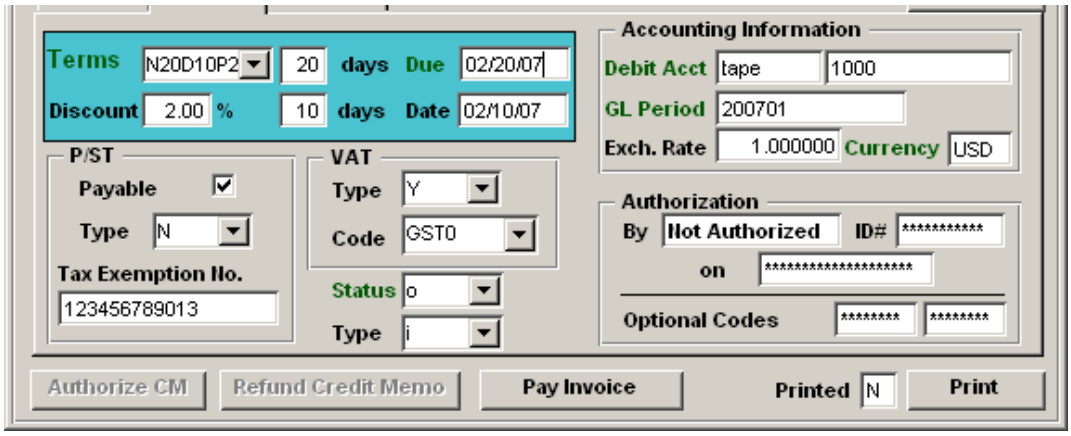
the month , but MUST be uppercase. If only one date is used, enter it in the Day of Month field and leave the Additional Day field blank (null).

With the Invoice shown below entered on the 9th of January, the Due date will be 20 days (Net Days setting) from the next statement date, or 20 days after the 15th or Feb. 4.

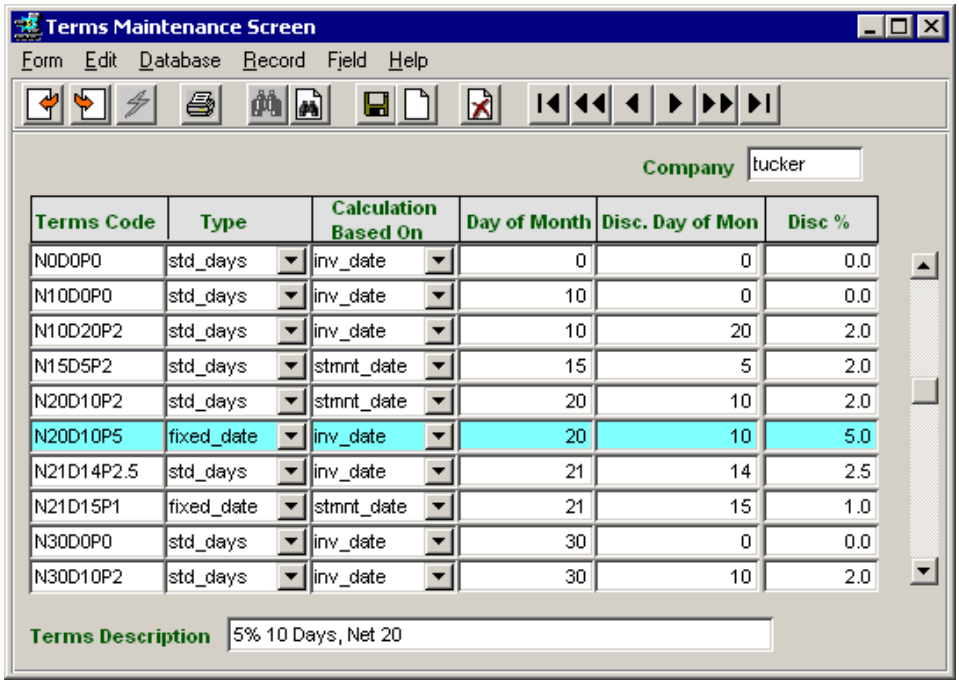


The Discount date is also determined by the statement date setting and will be 2% if paid on or before 10 days (Discount Days setting) from the Statement date. With the Jan. 9 invoice, and statement date is the 15th, if the invoice is paid by the 25th (10 days from the 15th) it will be eligible for a 2% discount.

If the invoice was created on Jan 16 or any day up to and including the 31st, 31 (Additional Day setting) would be used as the Statement date. This would result in the Due date being 20 days from the 31st or Feb. 20, and Discount date would be 10 days from the 31st or Feb.10 (as shown).

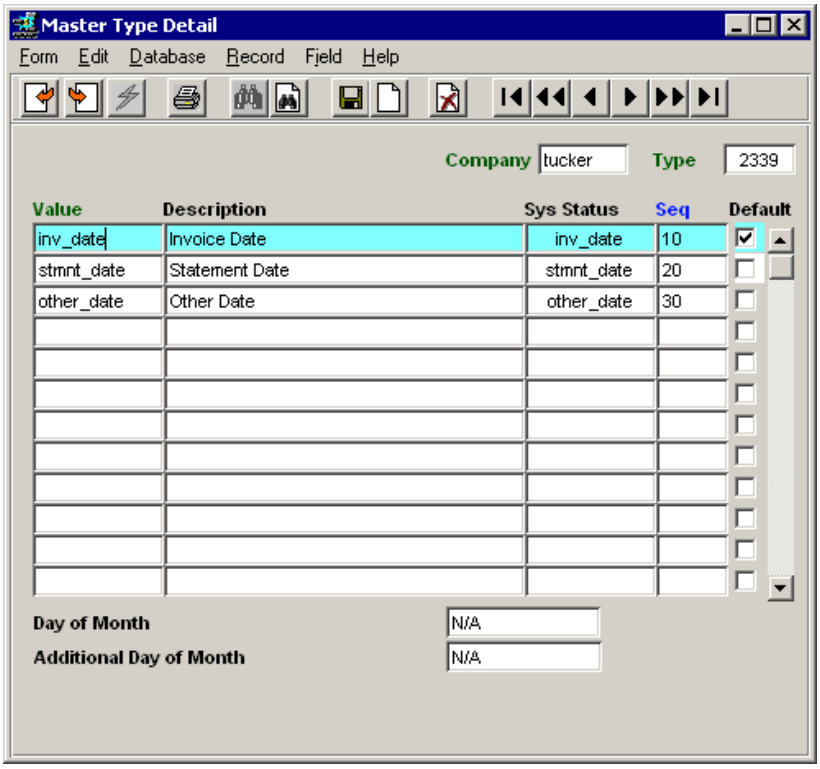


3. Using inv_date and fixed_date:



Since **inv_date** is used, Code *N20D10P5* is defined as:

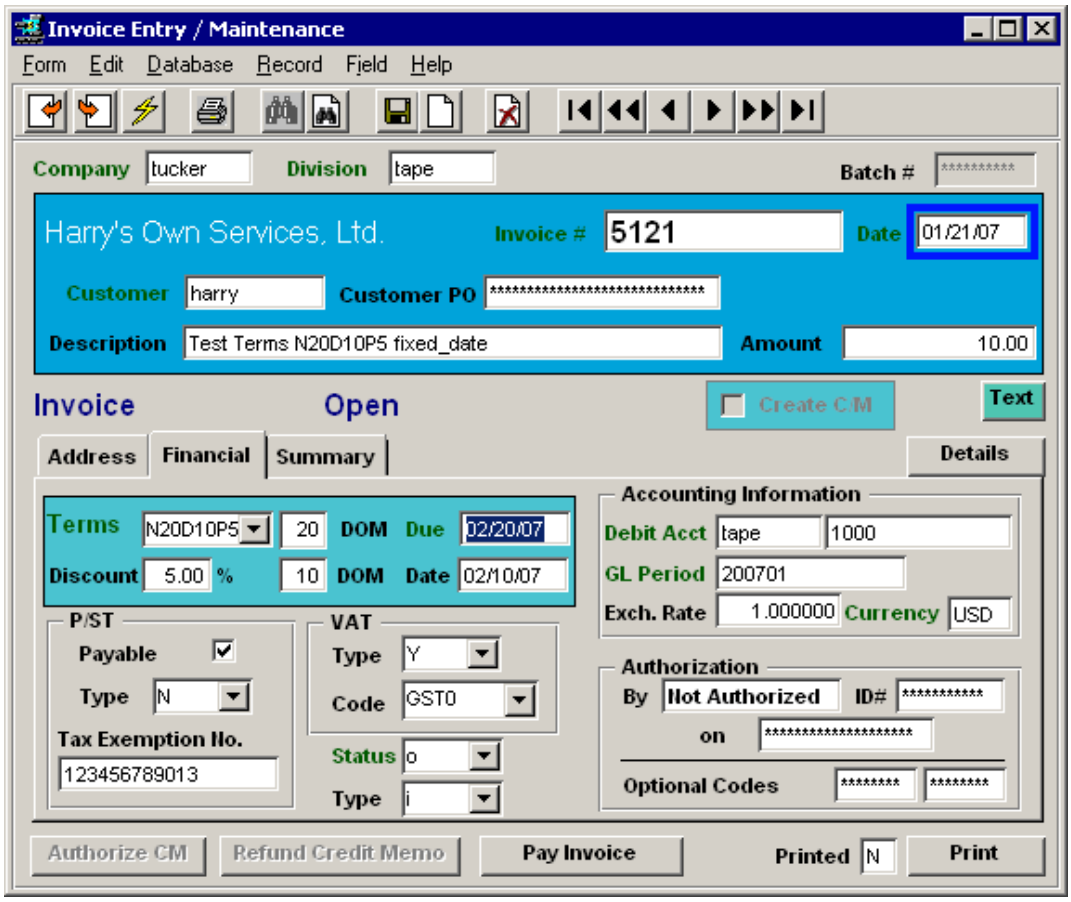
- Due date will be the 20th day of the month if the invoice was dated before the 20th day; or
- If the invoice date is after the 20th, Due date will be the 20th of the next month.
- Discount Date will be the 10th of the month, either the month of the invoice or if the invoice was dated after the 10th, would be the 10th day of the next month.



The inv_date setting requires no additional Day of Month settings; Due and Discount dates are determined by only the Invoice date. (See invoice example below)

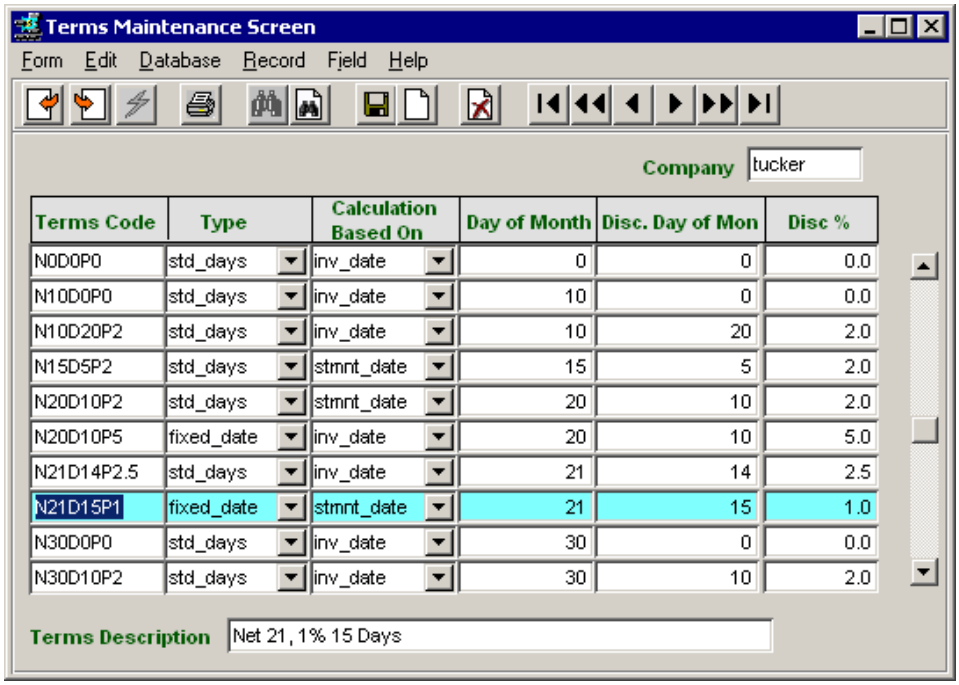
.

Invoice date is 1/21/07, the Due date is 20th of next month, or 2/20/07, and Discount Date is the 10th of next month or 2/10/07.



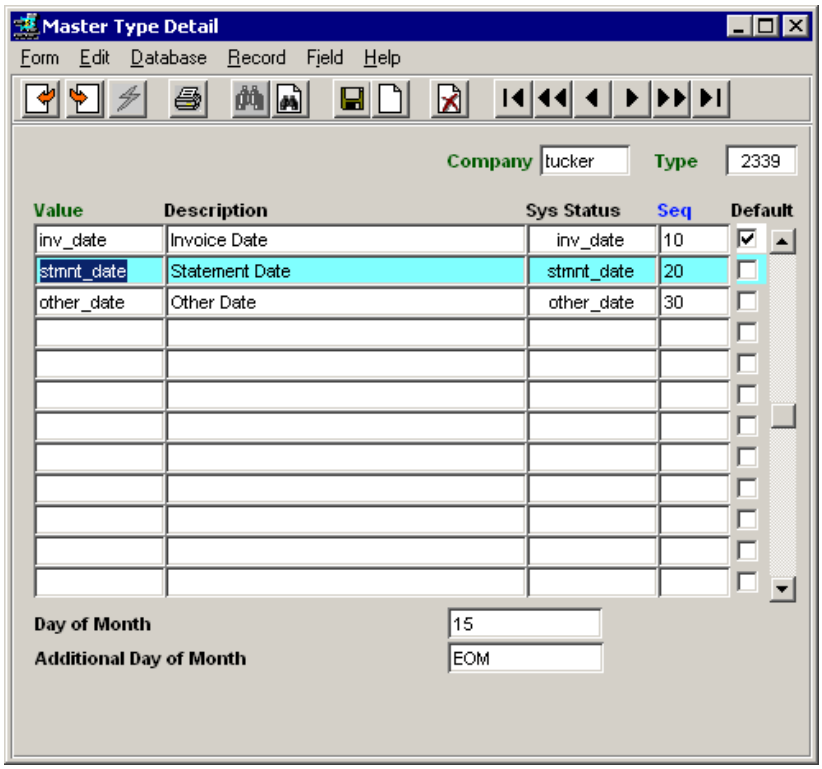
Similarly, using stmnt_date and fixed_date the Day of Month setting for the Statement date will be used for determining both the Due and Discount dates, as follows.

4. Using stmnt_date and fixed_date:

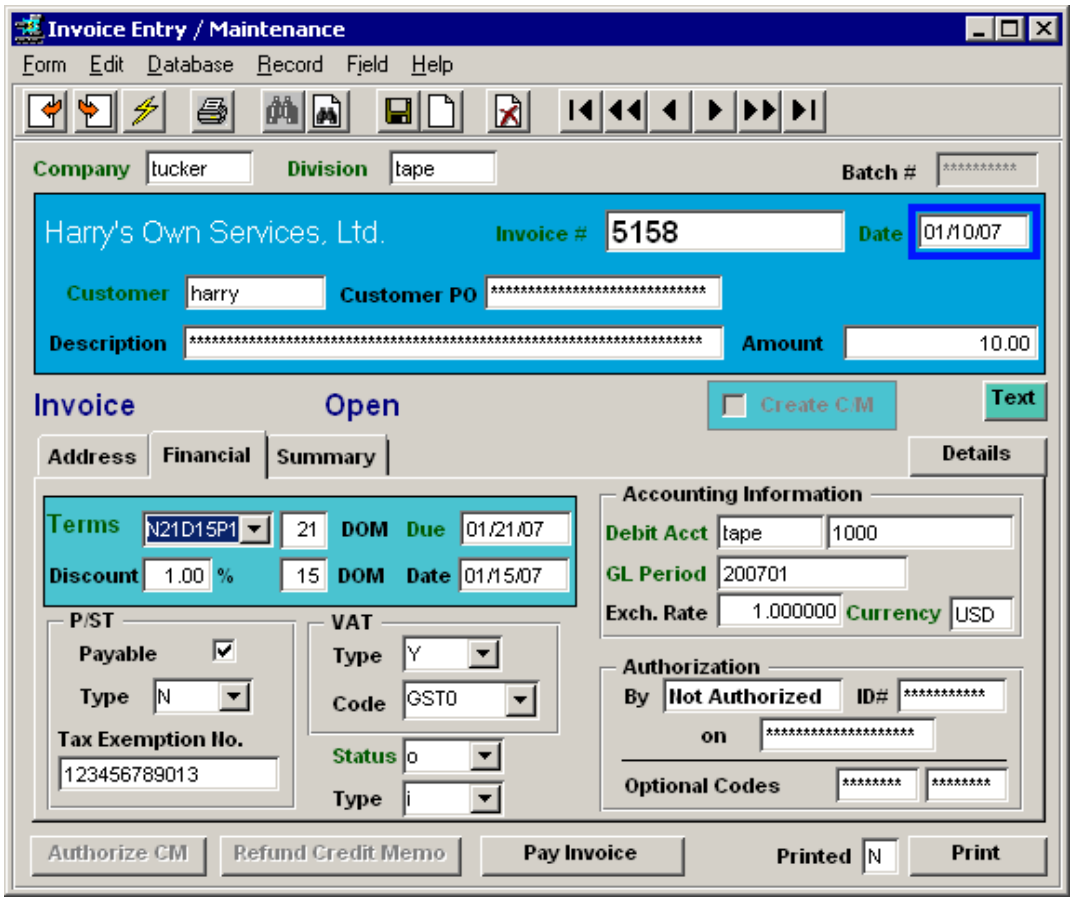


Since **stmnt_date** is used, Code *N21D15P1* is defined as:

- Due date will be the 21st day of the month, either the month of the statement, or if the statement date is after the 21st, will be the 21st of the next month.
- Discount Date will be the 15th of the month of the statement.



This will function almost identically to the inv_date, except that if the statement month is different from the invoice month, the dates will be set according to the statement month.



Invoice date is 1/10/07, Due date is the 21st of the month, or 1/21/07, and Discount Date is 15th of the month or 1/15/07.

If the invoice had been dated 1/22/07, the Due date would have been 2/21/07 (or the 21st day of the month following the statement date).

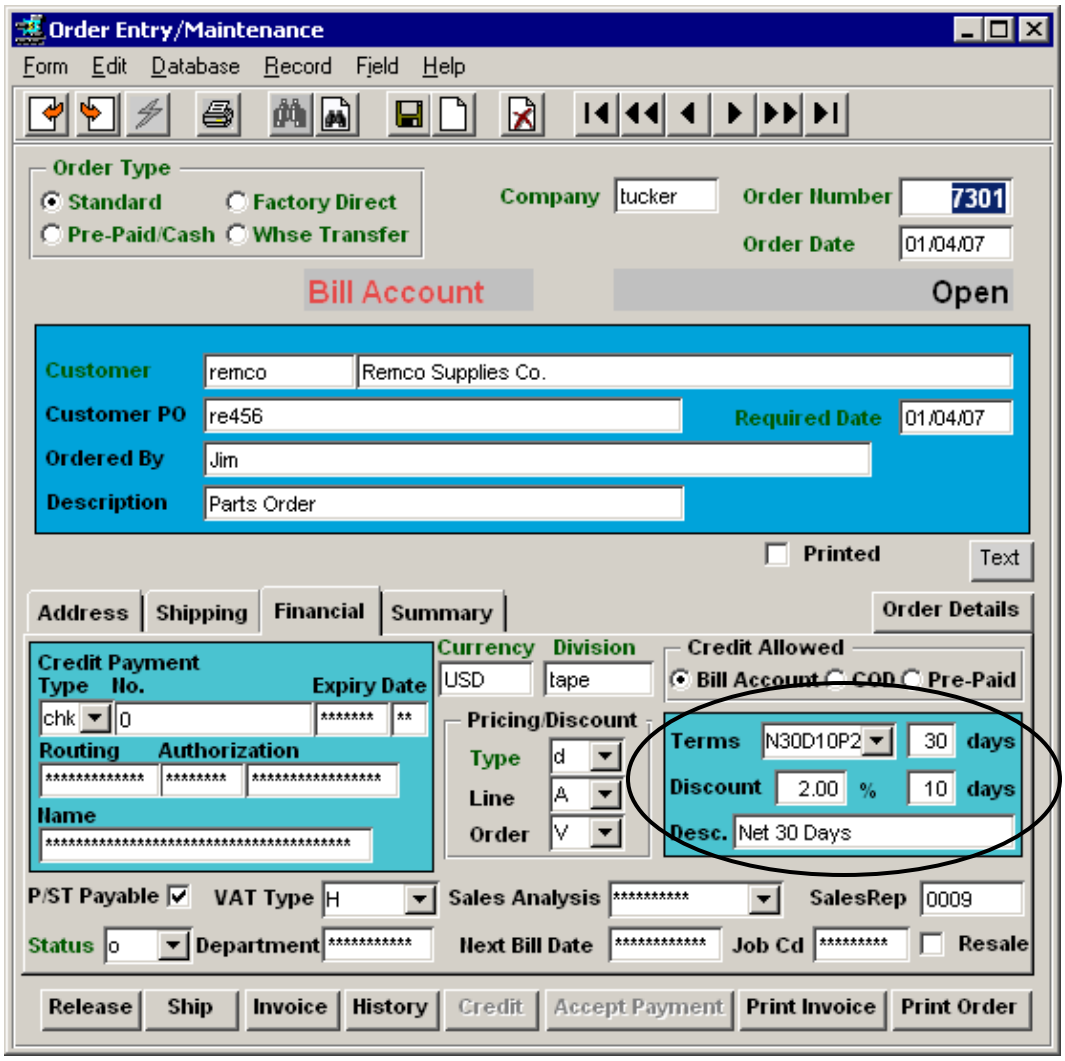
5. Using other_date with either std_days or fixed_date:

The **other_date** setting will function the same as the **stmnt_date** function. It has been provided to allow for an additional date-dependant due date process. All examples above using stmnt_date will be the same for other_date definitions.

1.7.4 Order and Quote Entry Terms Definitions

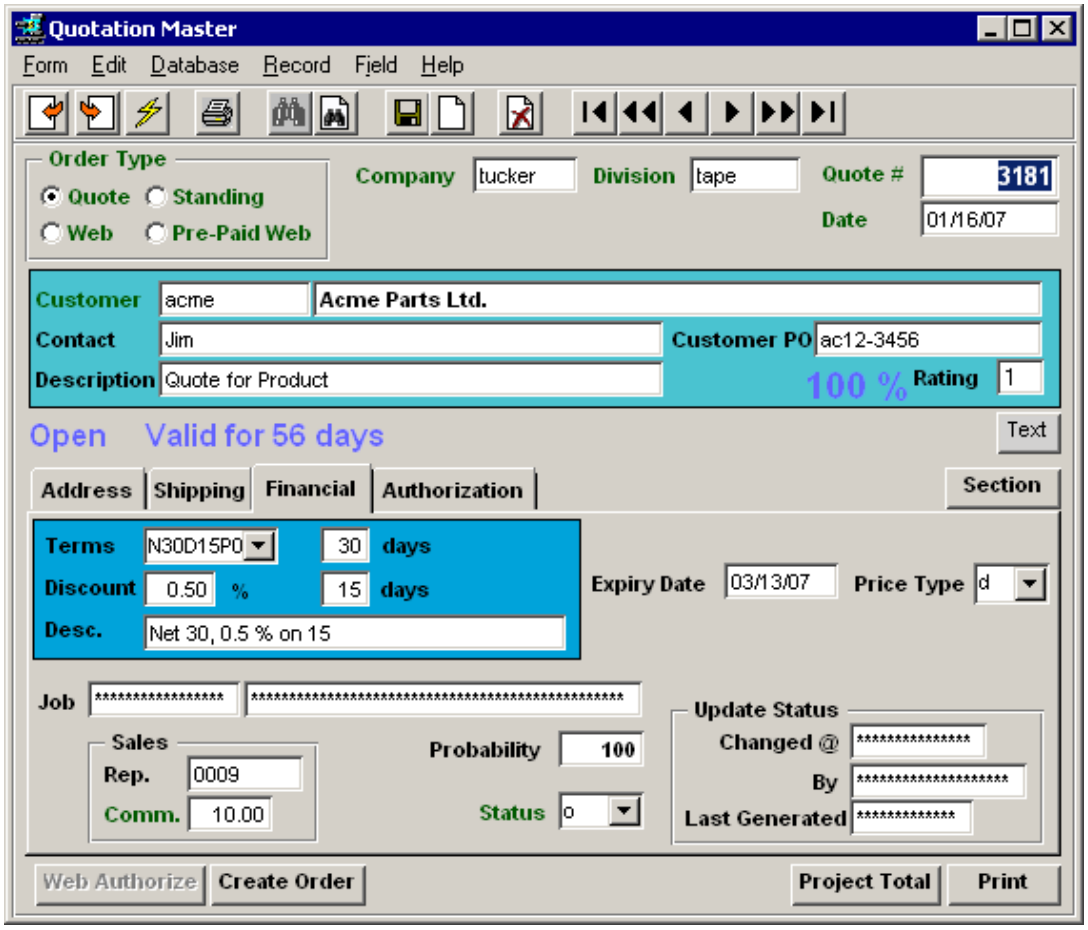
Along with the settings defined on the Customer Master and used on the invoice, the Order Entry and Quote Entry form can also be used to specify the terms to be used for the specific customer.

Order Entry



The Terms values are copied from the Customer Master Financial definitions, and can be changed if required but only by an authorized user. Terms modification authorization is defined on the User Authorization table. At invoice generation, these terms will be copied to the invoice.

Quote Entry



The Terms values are copied from the Customer Master Financial definitions, and can be changed if required but only by an authorized user. Terms modification authorization is defined on the User Authorization table.

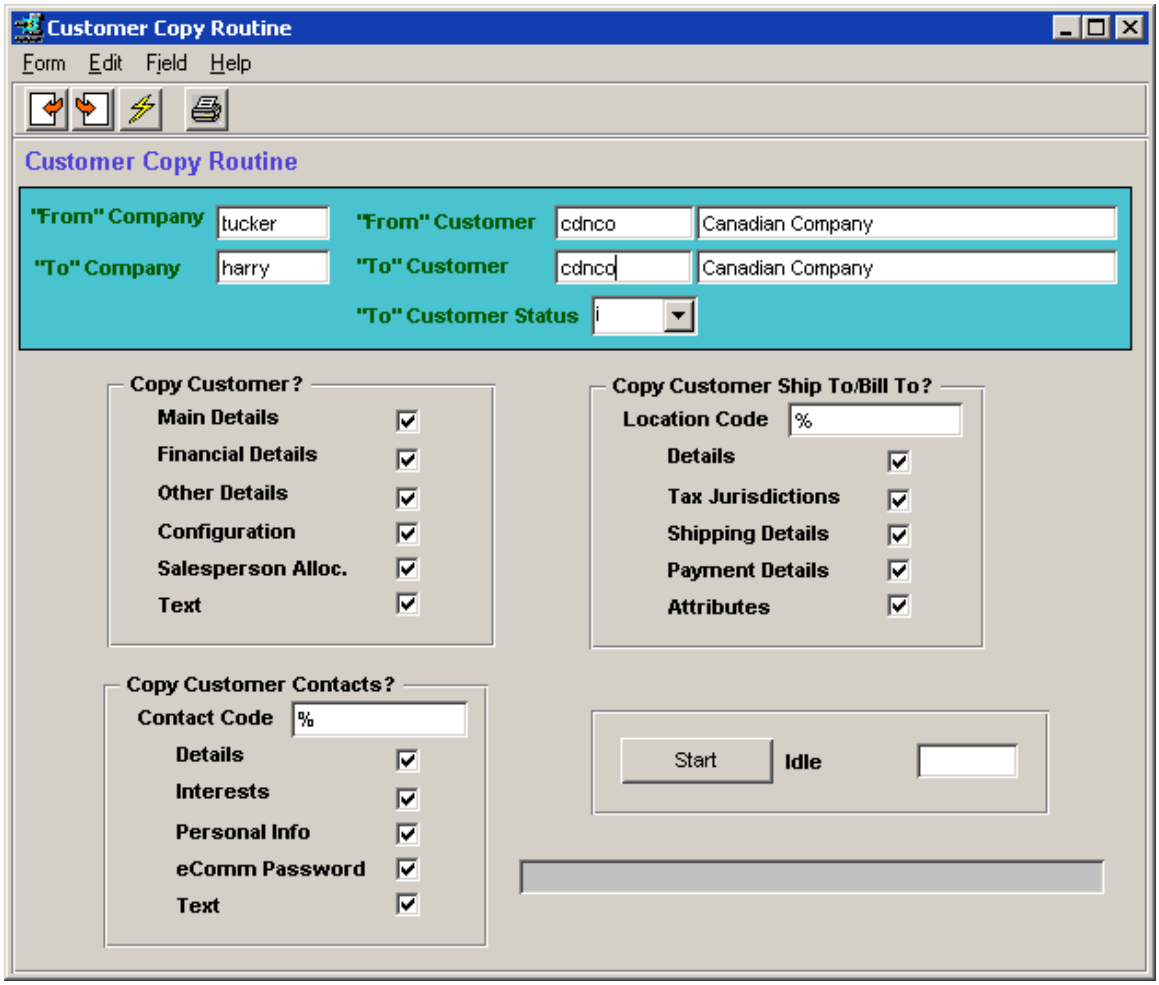
At order creation, these terms settings will be copied to the Order Header, and at order invoice generation, will be copied to the invoice.

2 Customer Copy Routine

The Customer Copy Routine can be used to copy customer definitions both within the current company as well as to another company defined to FLEXX. It can also be used to copy various specified definitions to an existing (already defined) customer in the "To" company. It will perform the following functions:

- Copy an existing customer to a new customer;
- Copy various details of an existing customer to another existing (already defined) customer;
- Copy Contacts to another existing customer;
- Copy Ship To/Bill To details to another existing customer.

Each of these processes allows further selections to enable more specific data to be copied. All functions can be run within the same company as well as across company. Be aware that when running cross-company, certain Master Type Table definitions will first need to be defined in the "To" company before the copy will be successful. FLEXX will display a prompt if the definition can't be found, and the copy will not be performed.



"To" Customer Status – can be a (Active) or i(Inactive). When creating a new customer, the status will default to "i" but can be set to "a" if desired.

Copy Customer?

- Main Details – copy all the settings of the Main form to the new customer.

- Financial Details – copy all the settings of the Financials form to the new customer.
- Other Details – copy all the settings of the Other form to the new customer.
- Configuration – copy all the settings of the Configuration form to the new customer.
- Salesperson Alloc. – copy the Salesperson Allocation Table to the new customer. This table is only used if the Application Control parameter *salesman* is set to "4" implying the Multiple Salespersons per Customer function is being used. (Refer to the Distribution Procedures Guide for more details on this function.)
- Text – copy all Text data to the new customer.

Customer Contacts?

- Contact Code – either enter a valid Contact code to copy contact-specific data or leave % to copy all contact data.
- Details – copy the details of the specified contact (except those in the following selections).
- Interests – copy the Contact's Interests table.
- Personal Info – copy the Contact's Personal Info table.
- eComm Password – copy the Contact's eCommerce Password definitions.
- Text – copy all Contact's Text data to the new customer.

Copy Customer Ship To/Bill To?

- Location Code - either enter a valid Ship To/Bill To code to copy specific data or leave % to copy all Ship To/Bill To data.
- Details – copy the details of the specified Location (except those in the following selections).
- Tax Jurisdictions – copy all Tax Jurisdictions for the specified location. Note that the Tax Jurisdiction codes first need to be defined in the "To" company before this will be performed.
- Shipping Details – copy the details of the Shipping tab for the specified Location. The Carrier codes first need to be defined in the "To" company before this will be performed.
- Payment Details - copy the details of the Payment tab for the specified Location. The Payment Type codes first need to be defined in the "To" company before this will be performed.
- Attributes - copy the details of the Attributes tab for the specified Location.

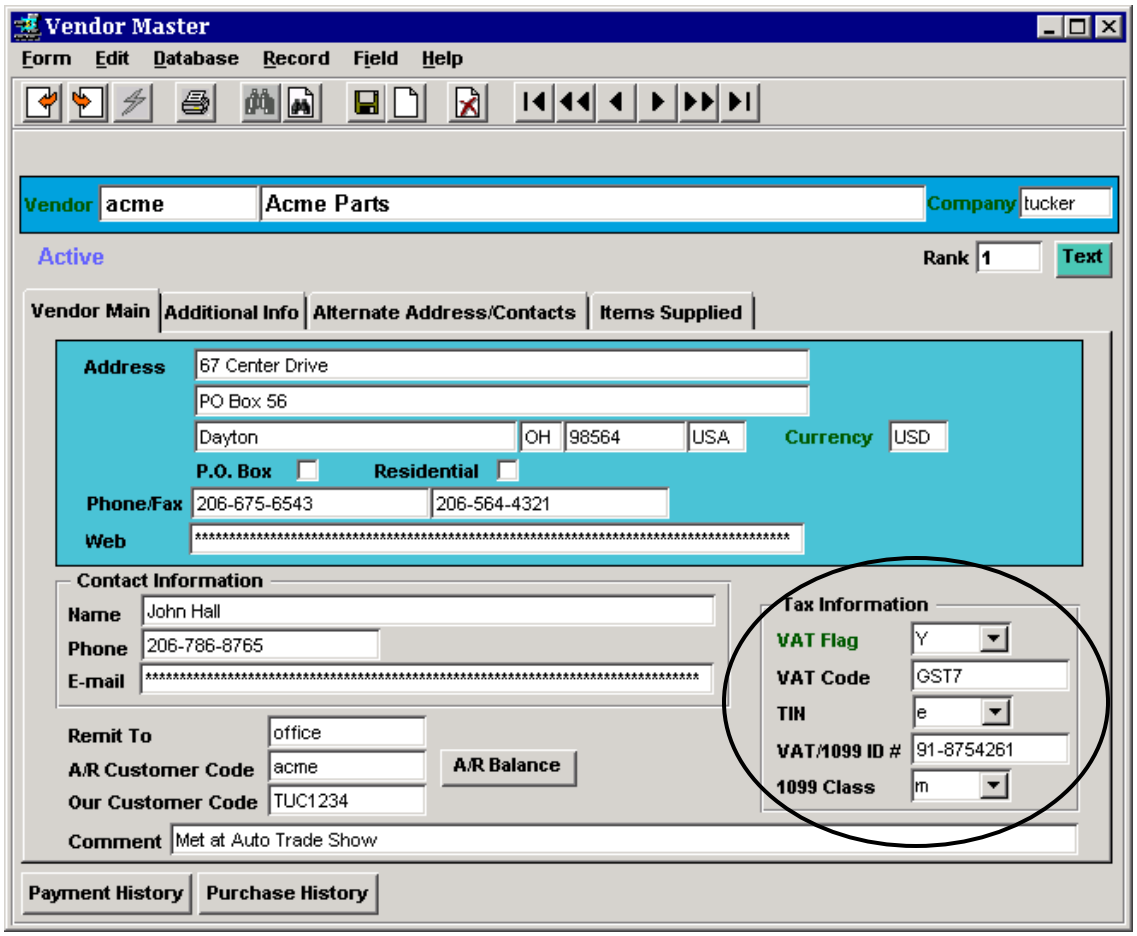
Note that the "To" customer cannot be the same as the "From" customer if the "From" and "To" company are the same. The "From" and "To" customer can only be the same when doing a cross-company copy.

Warning: ***If copying to an* existing *customer record, FLEXX will* overwrite *existing data fields of that customer definition. However, FLEXX will first display a warning prompt allowing the operator to make a final decision on whether to proceed with the copy.***

3 Vendor Master Definitions

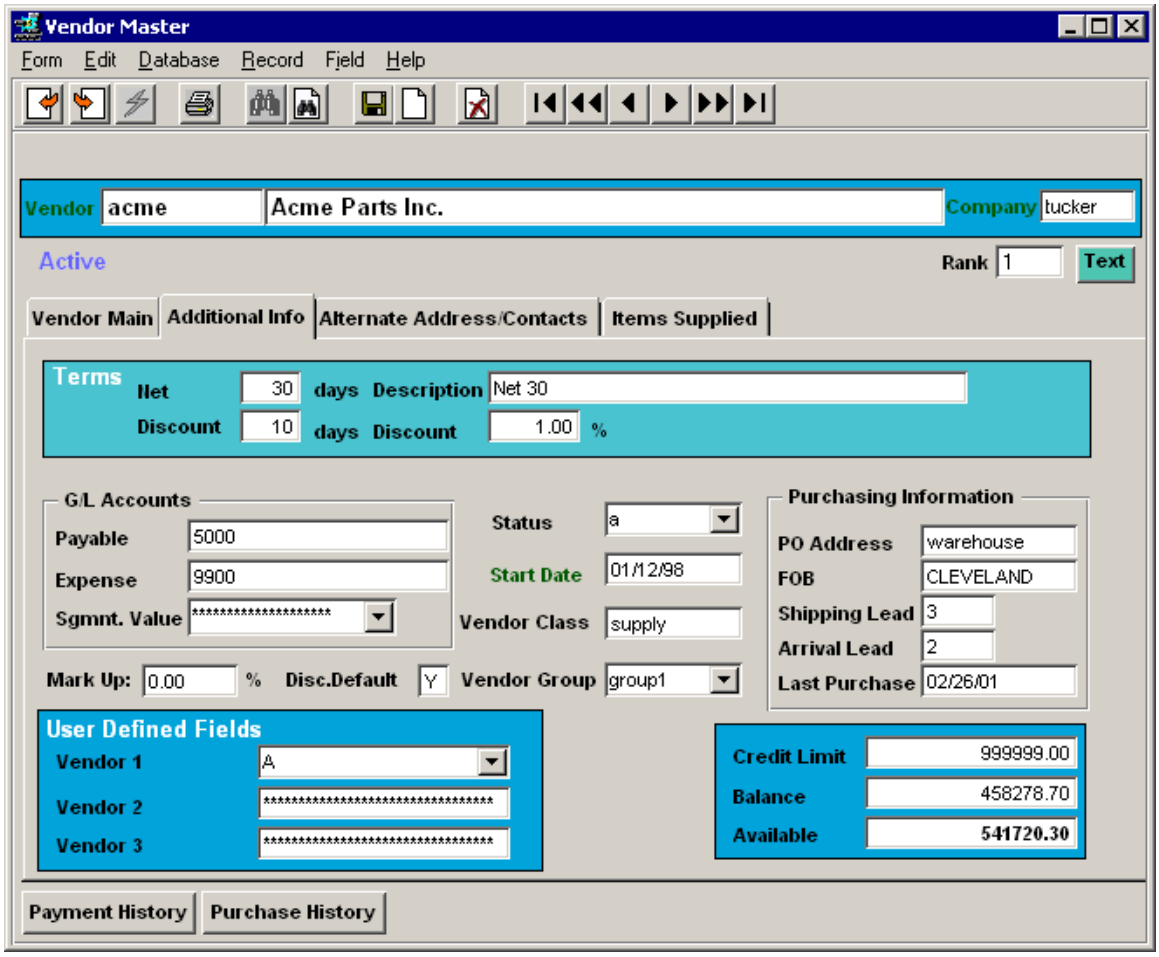
The Vendor Master form has been reformatted. An **Items Supplied** tab has also been added.

3.1 Vendor Main Tab



- **Web** and **E-mail** information is for user reference only.
- **Remit To –** if a value is entered, that value needs to be defined on the Alternate Address form. This defined address will then be used by the AP Payment Generation as the address to be printed on the check.
- The **Tax Information** fields have been consolidated on the Main form.
- If the vendor is also a customer and defined in the A/R Customer Code field, this value will also be copied into the A/P Vendor Code field on the corresponding Customer Master form. Additionally, the **A/R Balance** button will be active and pressing it will display the AR Invoice Aging Inquiry screen for this customer showing the customer's current outstanding balance.
- The **Payment History** button will display the Payment Summary screen listing the complete history of payments made to this vendor.
- The **Purchase History** button will display the Purchase Order Review screen listing the complete history of all purchases made from this vendor.

3.2 Additional Info Tab

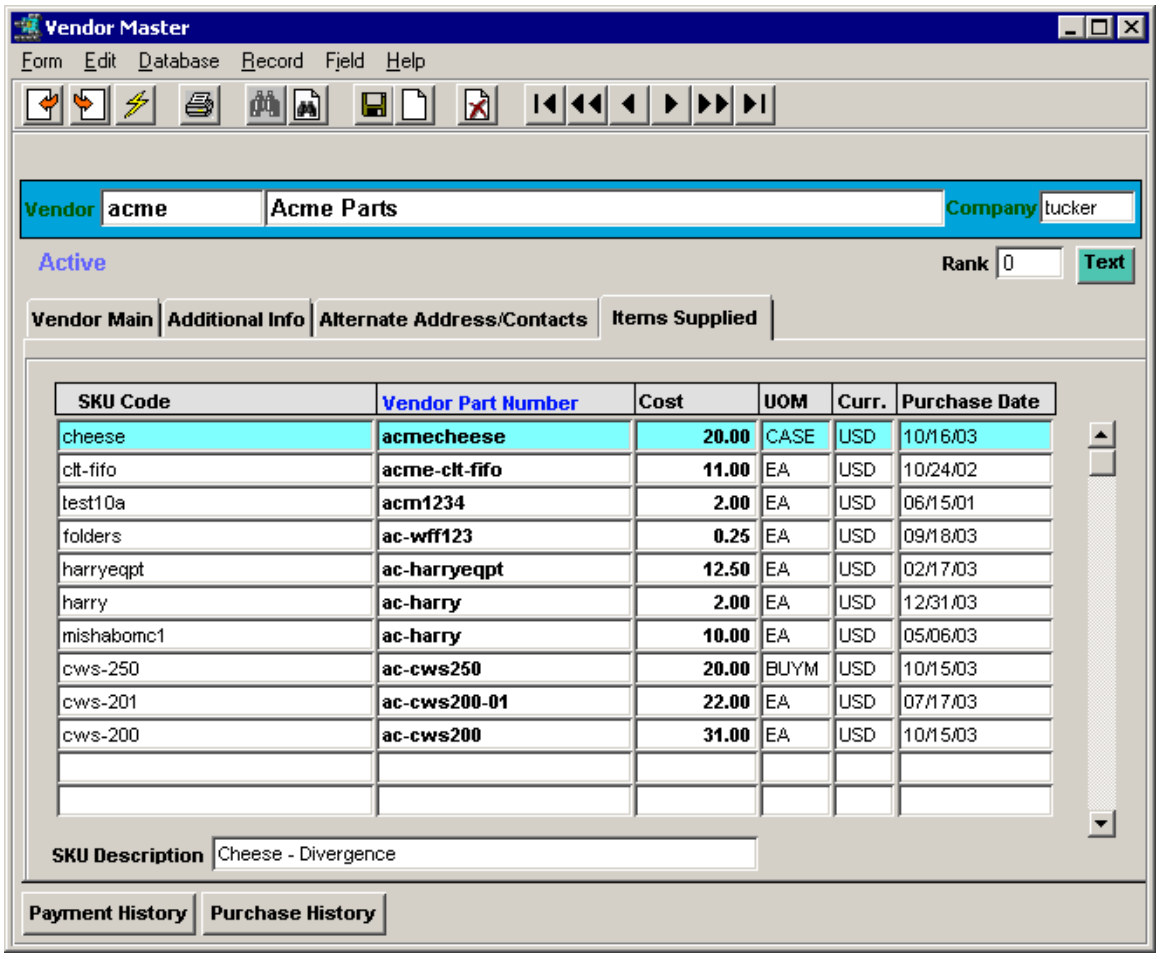


- **GL Accounts**
  - Payable – the default AP account to be used on vouchers
  - Expense – the default expense GL account to be used on vouchers
  - Segmnt. Value – not currently used; future enhancement.
- **Discount Default** – define whether or not this vendor gives discounts for early payment. If voucher Payment falls within Due Date, FLEXX will automatically calculate the eligible discount and deduct it from the amount due, and generate a payment for the discounted value.
- **Purchasing Information**
  - PO Address is the code of the address the PO will be sent to.
  - FOB – the Freight on Board location
  - Shipping Lead – the number of days from PO receipt until order is shipped
  - Arrival Lead – the number of days until order arrival after being shipped.
- **Vendor Group -** allows vouchers to be selected for marking and paying by vendor groups.
- **Credit Limit** – manually entered credit limit available from this vendor;
  - Balance – the current outstanding balance;
  - Available – the amount of available credit.

  These Credit Limit values are for user reference only and FLEXX will do no processing with them.

3.3 Items Supplied Tab

The Items Supplied tab has been provided to list all SKU's that this vendor has been defined as being a supplier for.



The table shows:

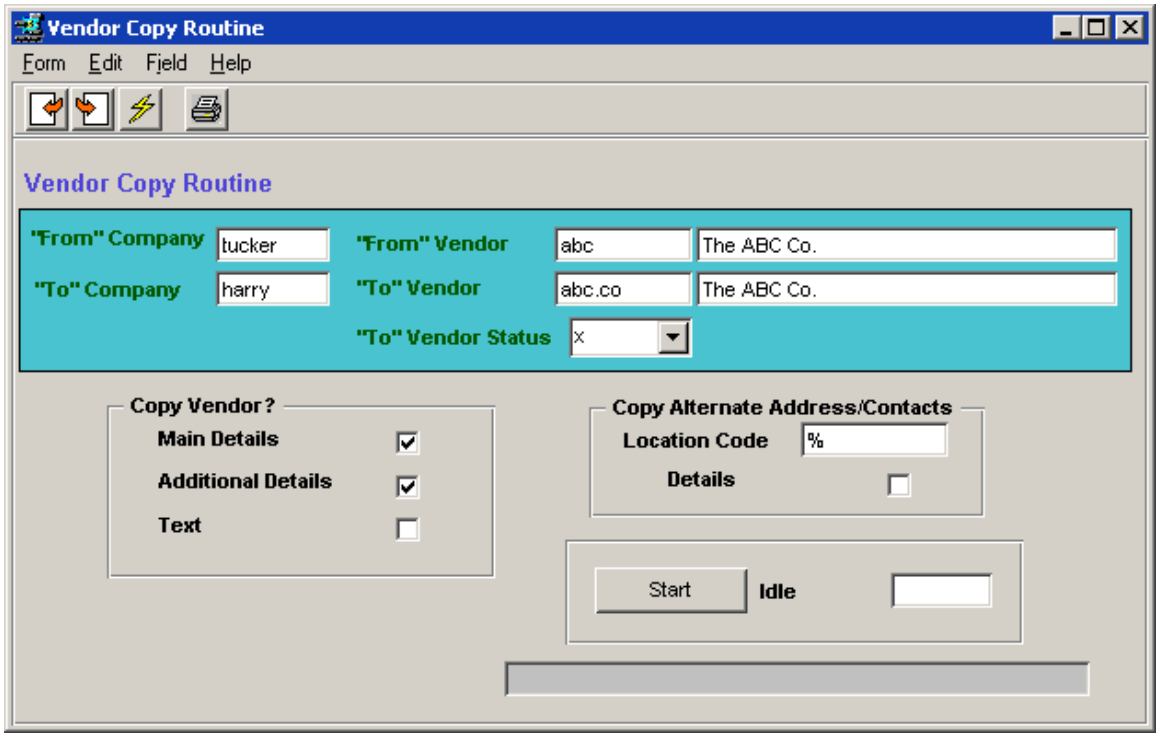
- SKU Code
- Vendor's part number
- Defined vendor cost
- Specified Buying Unit of Measure for this vendor
- Purchase currency
- The latest Purchase date - If the item has not yet been purchased from this vendor, this value will be the date of the initial SKU Vendor definition entry.
- SKU Description

4 Vendor Copy Routine

The Vendor Copy Routine can be used to copy vendor definitions both within the current company as well as to another company defined to FLEXX. It can also be used to copy various specified definitions to an existing (already defined) vendor in the "To" company. It will perform the following functions:

- Copy an existing vendor to a new vendor;
- Copy various details of existing vendor to another existing vendor;
- Copy Alternate Address or Contacts details of existing vendor to another existing vendor.

Each of these processes allows further selections to enable more specific data to be copied. All functions can be run within the same company as well as across company. Be aware that when running cross-company, certain Master Type Table definitions will first need to be defined in the "To" company before the copy will be successful. FLEXX will display a prompt if the definition can't be found, and the copy will not be performed.



"To" Vendor Status – When creating a new customer, the status will default to "x" but can be set to "a" if desired Status can be:

- a (Active)
- x (Inactive)
- p (Pre-Hold)
- h (Hold)

Copy Vendor?

- Main Details – copy all the settings of the Main form to the new vendor.
- Additional Details – copy all the settings of the Additional form to the new vendor.
- Text – copy all Text data to the new vendor.

Copy Alternate Address/Contacts

- Location Code - either enter a valid Alternate Address code to copy specific data or leave % to copy all Alternate Address/Contacts data.
- Details – copy the details of the specified location.

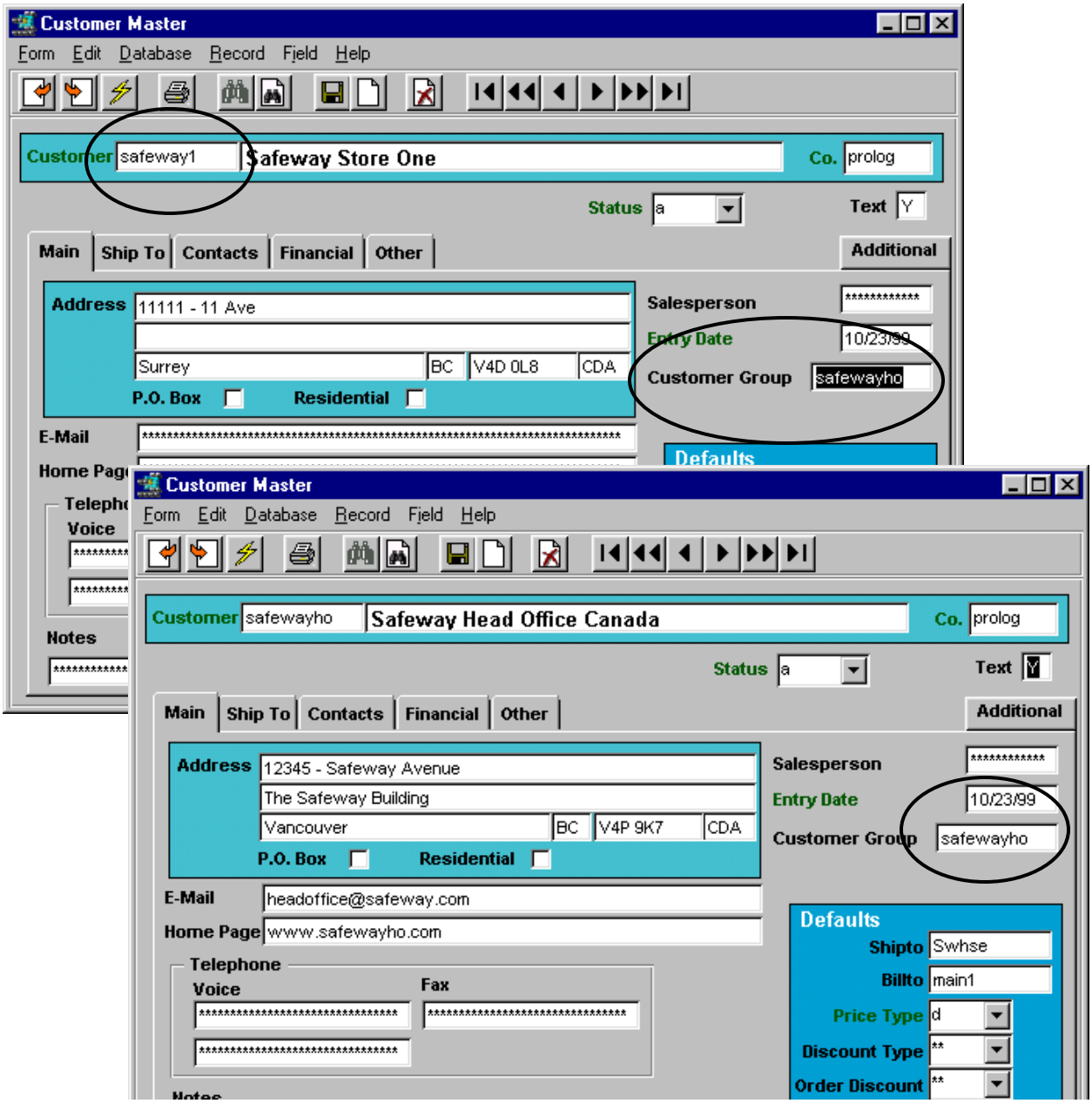
Note that the "To" vendor cannot be the same as the "From" vendor if the "From" and "To" company are the same. The "From" and "To" vendor can only be the same when doing a cross-company copy.

Warning: ***If copying to an* existing *vendor record, FLEXX will* overwrite *existing data fields of that vendor definition. However, FLEXX will first display a warning prompt allowing the operator to make a final decision on whether to proceed with the copy.***

5 Group Customer Function

FLEXX allows Customers to be defined by Groups, where each customer definition is assigned the Group name it is part of. This provides the capability of FLEXX to then allow payments (receipts) to be received from one customer and applied to invoices of another within the same defined group.

5.1 Group Customer Definition



Note in this example where Customer 'safeway1' is defined as belonging to Customer Group 'safewayho'. Any number of customer definitions can be defined to belong to a particular Group. However, the 'Group' (or parent) customer (e.g. safewayho) also needs to be defined to FLEXX as an active customer, and assigned to the same Group code.

5.2 Group Payment Receipt Process

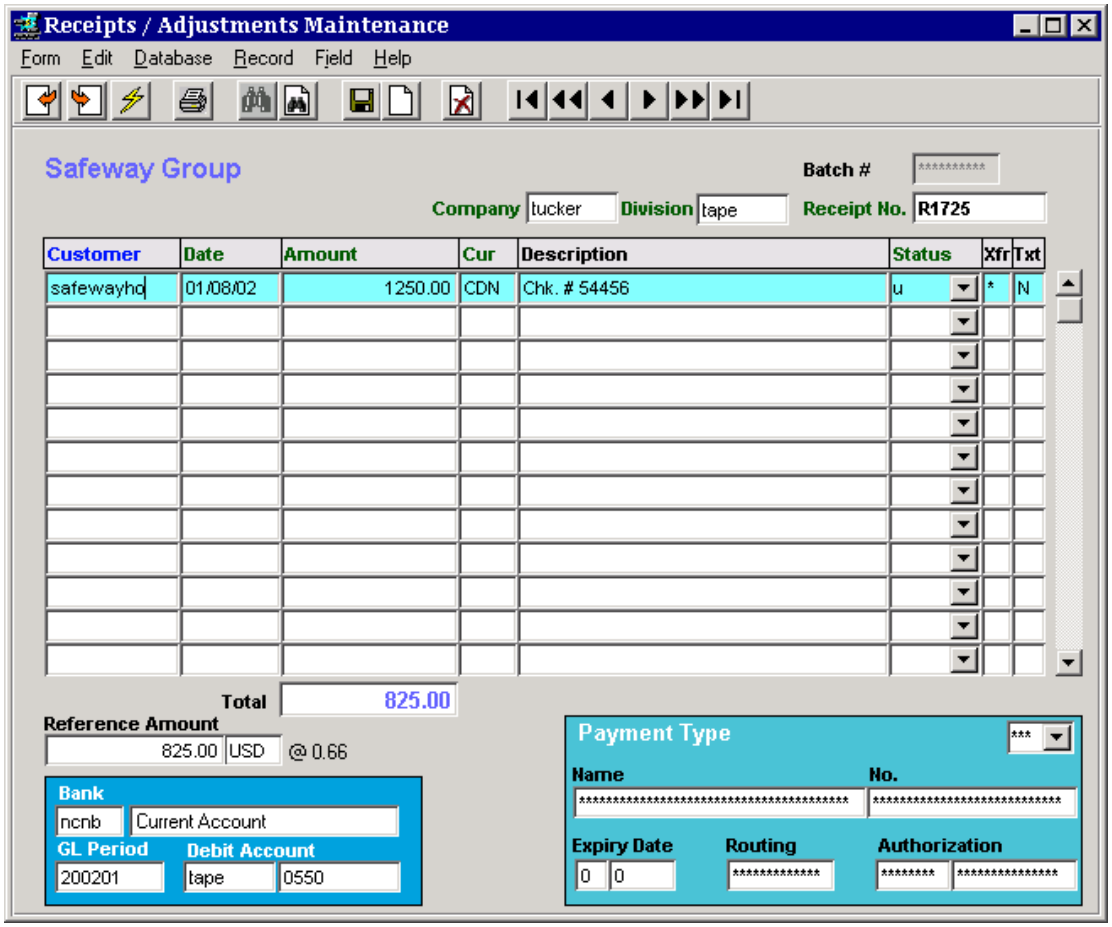
FLEXX allows for a customer other than the 'invoice' customer to make a payment for an outstanding invoice, as long as that 'invoice' customer is part of the 'group' customer making the payment.

Using the above customer example:

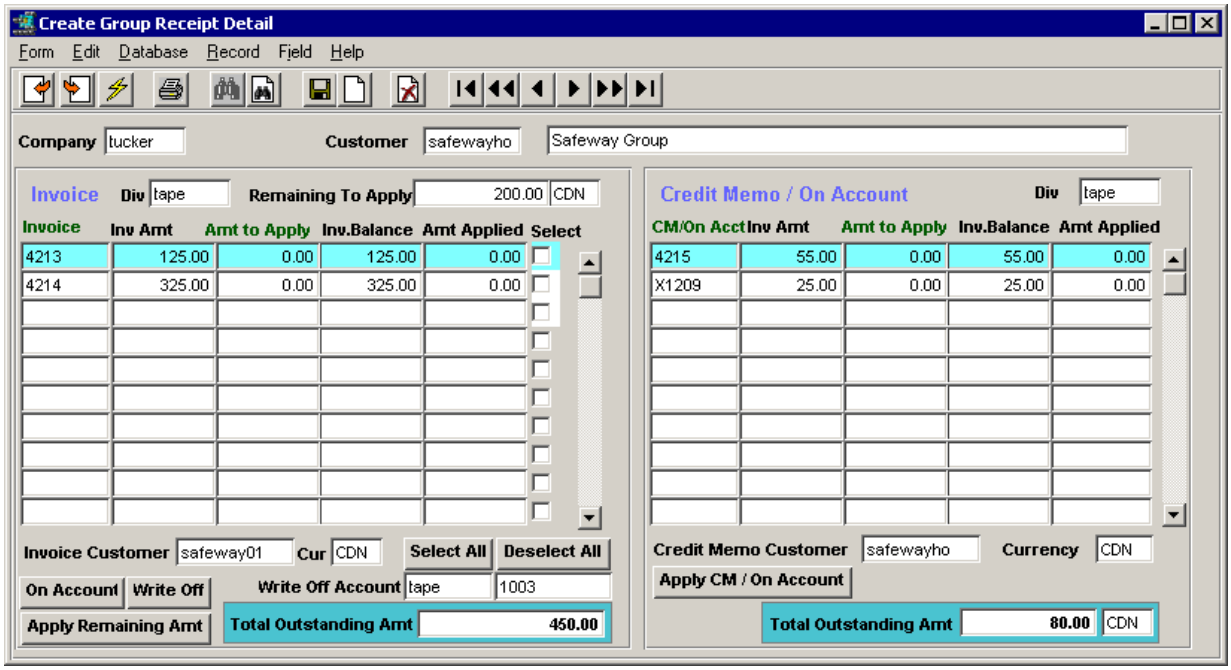
- Customer 'safeway1' has an outstanding invoice;
- Customer 'safewayho' makes a payment on that invoice;
- Customer 'safeway1's invoice is paid and 'safewayho's receipt is applied.

This process is accomplished through the **Group Receipt** function in the AR module, as follows:

Select Receipts/Adjustments Maintenance and enter a new receipt.



Customer 'safewayho' has submitted a $1250.00 payment, and receipt # R1725 is generated. Upon saving this entry, the **Create Group Receipt Detail** form is displayed *(shown below)*.



This form will display all outstanding Invoices as well as unapplied Credit Memos and On Account payments recorded for the customer **Group** (e.g. safewayho). Notice Invoice 4213 is for customer 'safeway01'. Each of the listed invoices will be for one of the customers assigned to the 'safewayho' group, and can be paid by 'safewayho'.

Alternately, if a payment (receipt) is received from a specific 'invoice' customer (e.g. safeway01), only that customer's transactions will be displayed, and the receipt can only be applied to that customer's invoices.

There are several procedures now available to apply both the payment receipt as well as the CM/On Account amounts.

5.2.1 Receipt Application only

Once the Receipt amount has been entered on the header, its value will be copied into the **Remaining to Apply** field (e.g. $200.00). Each desired invoice to be paid can be selected by clicking the **Select** box for that invoice entry, or if all invoices are to be paid as they are listed, by pressing the **Select All** button. Then pressing the **Apply Remaining Amt** button will apply the receipt to all selected invoices in the order they are displayed, top down, with the Amt Applied field showing the amount of the invoice that has been paid. Alternately, if only a portion of the invoice is to be paid with this receipt, that amount can be entered into the detail line Amt to Apply field, and the unpaid balance will be left outstanding. Any remaining receipt amount, displayed in the **Remaining to Apply** field can be either applied to additional invoices, or if no more are outstanding, applied on account by pressing the **On Account** button. This will automatically generate an On Account (or 'X') invoice that can be used to pay future invoices.

5.2.2 FLEXX Group Receipt Application Process

Following is a brief description of the actual process within FLEXX to accomplish this function. This is provided so as to be able to better understand the requirements and results in other processes.

To be able to accommodate payments received from other than 'invoice' customers, FLEXX needs to generate an invoice for the 'payment' (receipt) customer (e.g. safewayho). This is a completely transparent process; however, several considerations need to be made.

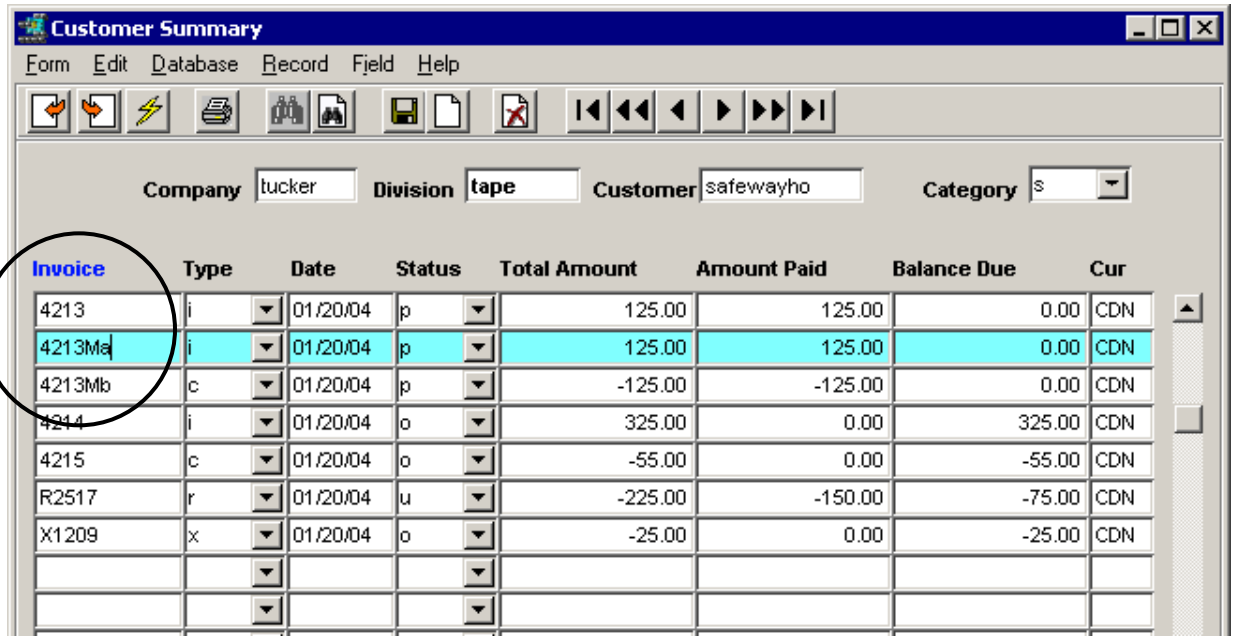
- A *clearing* GL Account number needs to be defined in the Company/Division's Chart of Accounts. This is the Credit account that FLEXX will use when automatically generating the 'migration' invoice. Be aware that this account should never have a balance since FLEXX will 'clear' that account as soon as the receipt process is completed.
- The Application Control table needs to have a definition for this 'clearing' account as follows:

Application	Type	Description	Value	Company
ar	clearing	Clearing Account for Migration	(no default)	default

As a result of applying the receipt from customer 'safewayho' to invoice # 4213 for customer 'safeway01', an additional invoice with autogen number 4213Ma will be generated for customer 'safewayho' and a CM with autogen number 4213Mb will be generated for 'safeway01. Any additional invoices paid with this receipt will have similar 'migration' invoices and CMs generated (e.g. 4213Mc, 4213Md, etc.). This numbering scheme is to identify the transactions as 'migration' invoices. These invoices will always be in 'p' – Paid status, and should never have any unpaid balances.

When displaying the **Customer Summary**, these 'migration' Invoices and Credit Memos will also be shown, and can be identified by their 'M' suffixes, as shown below.

5.2.3 Customer Summary for 'safewayho'



Note invoice 4213 and "migration" invoice 4213Ma (for customer 'safewayho'), and "migration" CM 4213Mb (for customer 'safeway01').

5.2.4 Credit Memo / On Account Application

Several methods of application are possible:

- Drag and Drop

It is possible to apply a specific CM/OA by dragging and dropping the CM/OA to the desired invoice, and the CM/OA amount will be applied. Any remaining amount can be further applied (via drag/drop) to additional invoices until the entire amount has been applied. Note that you need to place the cursor **directly** on the CM/OA number and drag it directly over the desired invoice number to complete the application.

- Select and Apply

Each CM/OA entry can be applied to a selected list of invoices. All invoices to be applied need to be selected by clicking the **Select** box for each one, or pressing the **Select All** button to select all invoices. Then, each CM/OA to be applied is selected by highlighting it and pressing the **Apply CM / On Account** button. This process is repeated until either all CM/OA's are applied or all invoices are paid.

Note that it is possible to apply Credit Memos and On Accounts to outstanding invoices without the need of an accompanying payment receipt. On the Receipt header form, <<Find>> the particular customer desired, click <<Next Form>> and select 'Create Group Receipt Detail' from the menu which will display all outstanding transactions for that customer or customer group. The listed CM/OA entries can now be used to pay any listed invoices.

5.2.5 Generate On Account Transaction

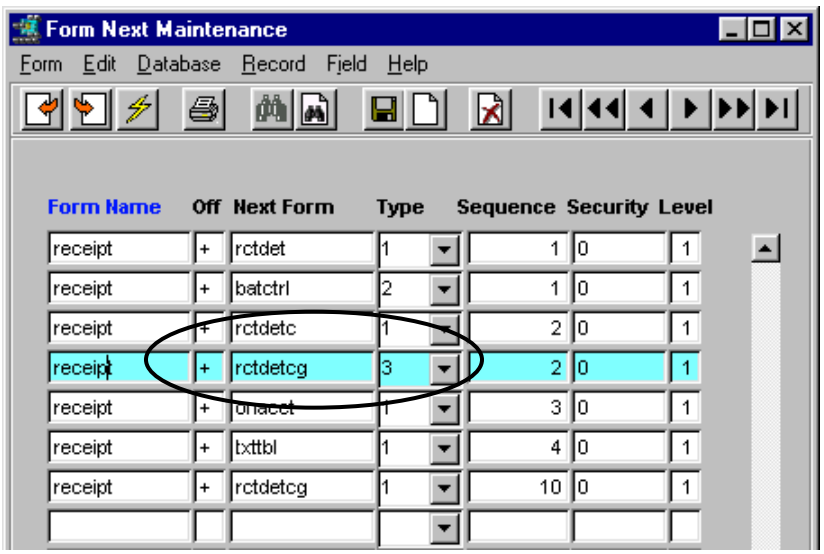
When the payment receipt amount is greater than the total of all outstanding invoices, or the amount to be applied is more than the invoiced amounts, the remainder can be applied to the On Account GL account using the **On Account** button, and an On Account transaction ('X' invoice) will be generated. This can be used to pay a future invoice or can be directly refunded.

5.3 Setting Default Receipt Form

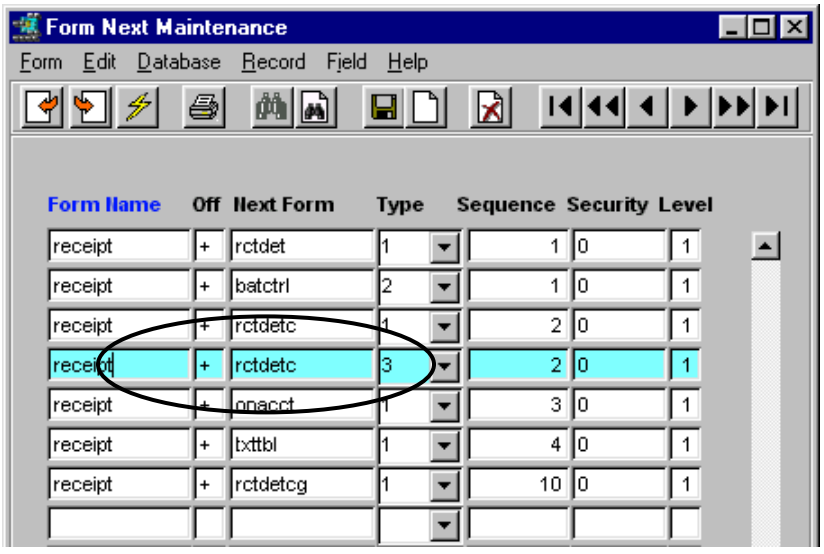
As initially mentioned, it is possible to define FLEXX to use one of the two Receipt forms as the default to appear after Saving the header form. Initially, the new **Group** receipt detail form 'rctdetcg' will be used as the default form. To change this so the original (pre-6.3L2) Receipt Detail 'rctdetc' again becomes the default can be accomplished as follows:

1) access the Form Next table (from the Administration menu – see Administration Guide manual for more detail);

2) do a FIND on Form Name *'receipt'* - should display the following data:



3) change the 'rctdetcg' Type 3 entry value to 'rctdetc' (leave the previous *rctdetc* Type 1 as is)



4) Save.

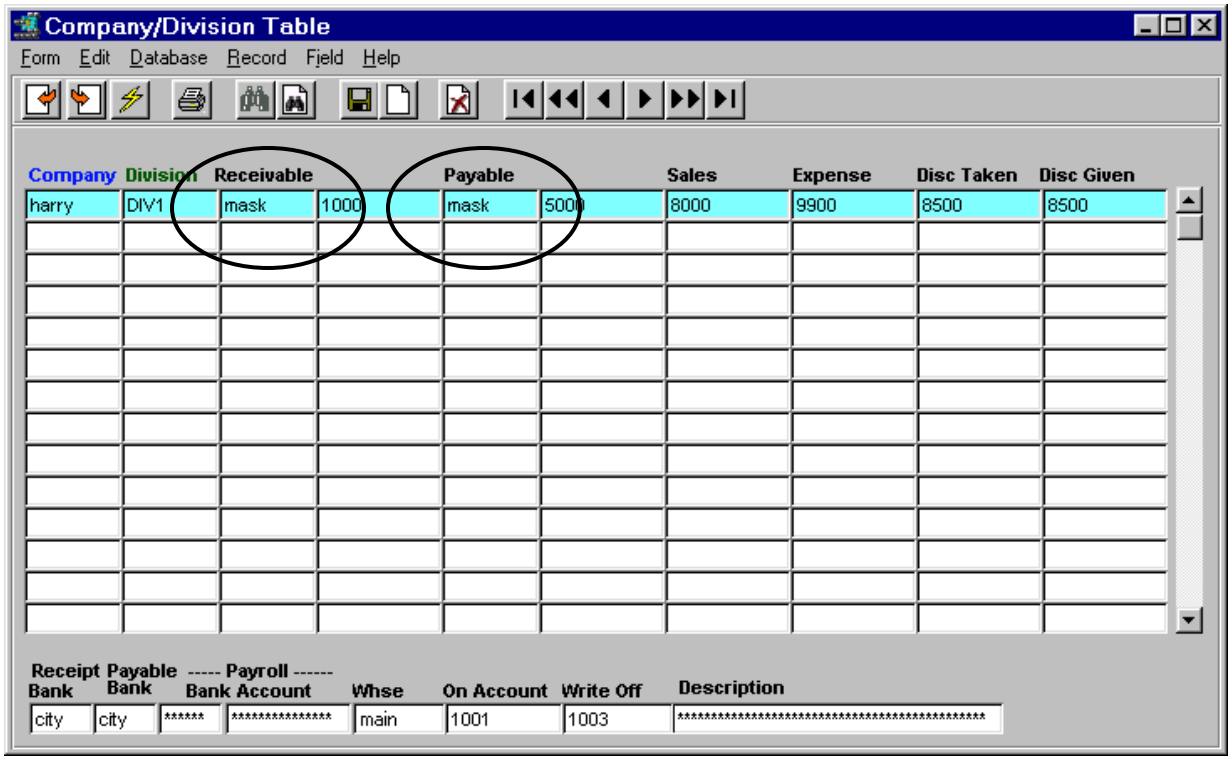
5) Restart FLEXX.

6 AR and AP Accounts Default Divisions

FLEXX allows defining a default Division for the AR and AP accounts defined on the Company/Division ("codiv") Table. This is designed to enable the user to specify the division that all AR and AP transactions are to be posted to. With the Division code not defined, FLEXX will use the default division (the division the user is logged onto on the Control Panel) to record the AR and AP account entries.

6.1 Company/Division Table Definition

The Division codes are defined in the **Receivable** and **Payable** fields.



Either one or both can be defined as required. If they are left null, FLEXX will use the default division of the session (Division code on Control Panel) to access the corresponding GL account.

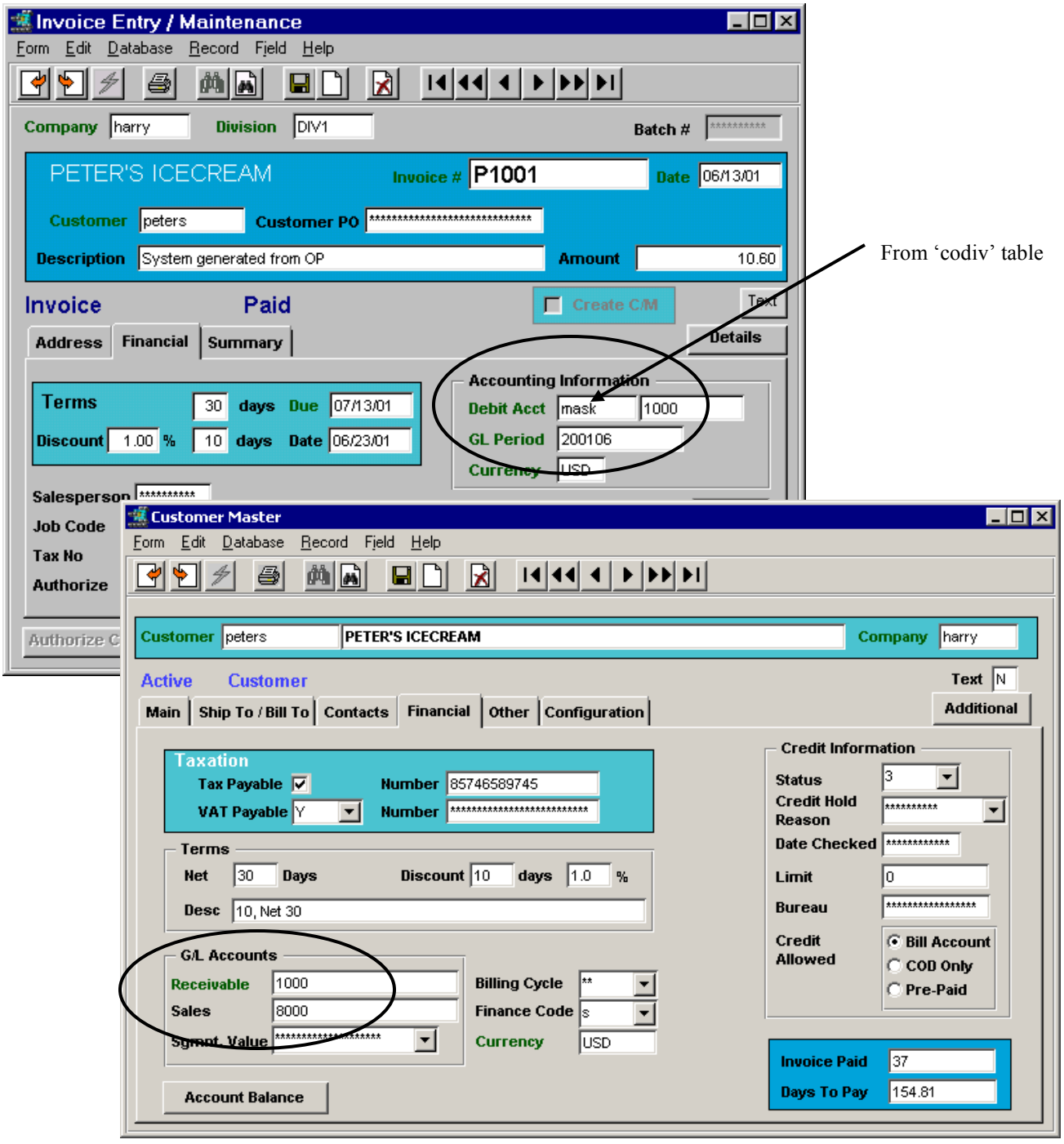
These definitions will affect both FLEXX receivables and payables, as described following.

Note:

This definition MUST NOT be used if the Group Customer function of FLEXX is also used (resulting GL postings will be incorrect). Group Customer is described as the function where customers are defined into customer Groups, and the group customer is able to make payments on outstanding invoices of other customers in the same group. *Please refer to Topic 2 for more details.*

6.2 Receivables Operation

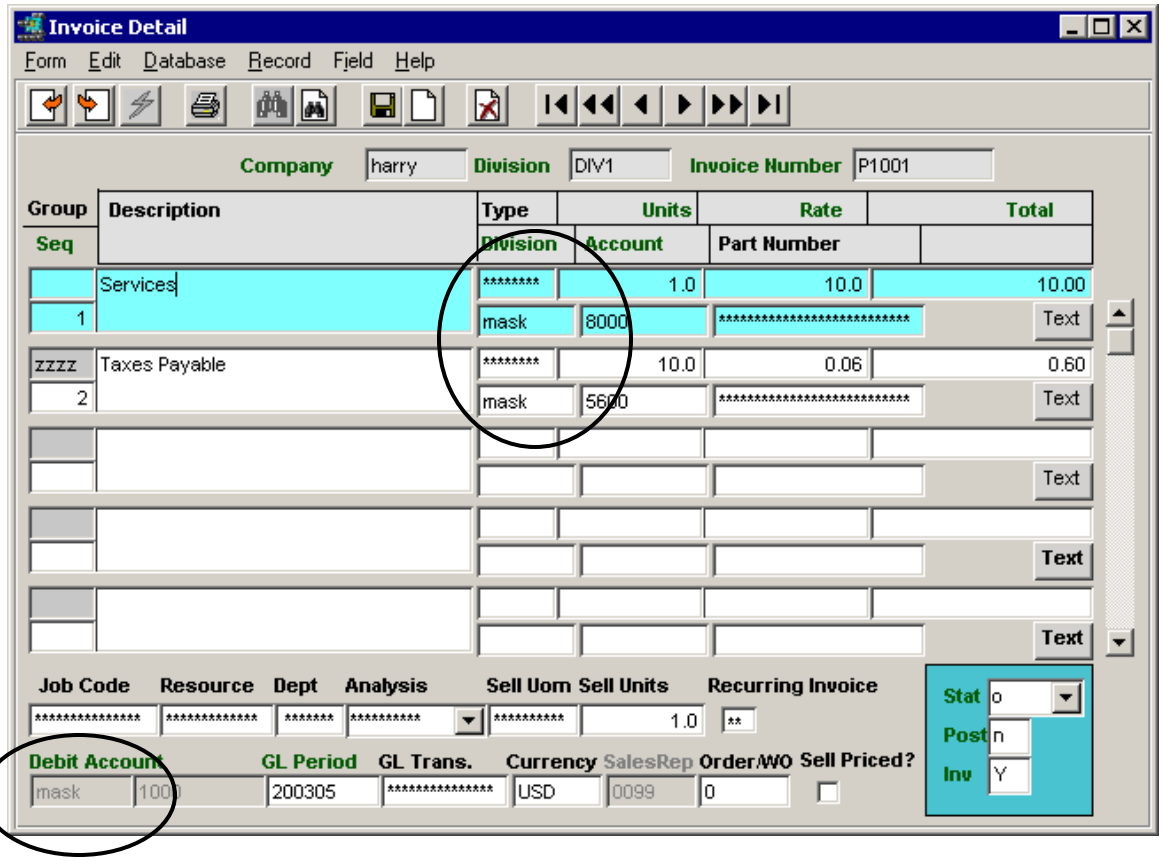
When an invoice is created, either manually or from invoice generation, FLEXX will assign the Debit Acct **Division** field to the 'codiv' defined value (e.g. mask). The account Number will be the AR Account value defined for this customer on the Customer Master form.



6.2.1 Invoice – Manually Entered

When an invoice is created manually (not generated from another module), FLEXX will assign the defined division to both the **Debit and Credit Accounts** of the transaction, both on the header and the detail records. However, on detail entry, the Credit division can be changed when the credit account number is entered (see example below).

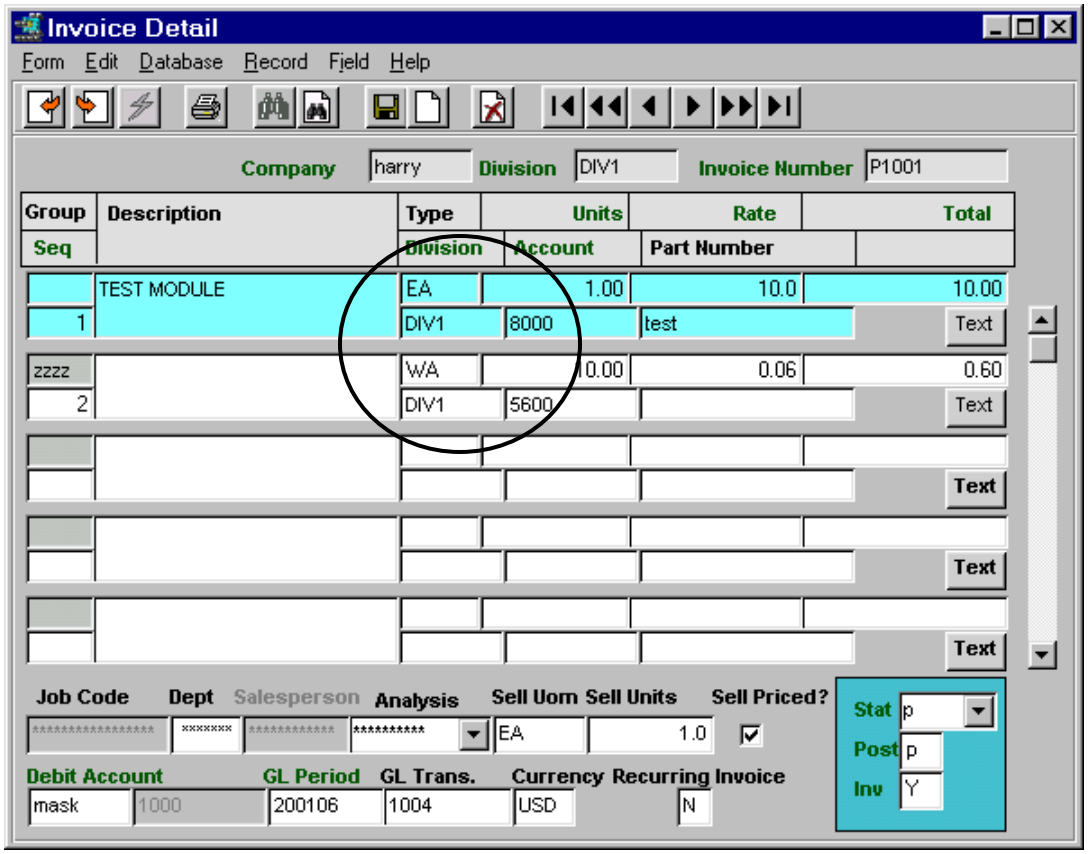
The Debit account number will default to the AR Account value defined on the Customer Master for this customer, and the Credit account numbers for the specific entries will default to the Sales Account value defined for this customer. This has not changed with this enhancement.



Notice the default division is "DIV1" (top of invoice form). However, as a result of the Company/Division definition, the Credit and Debit divisions are "mask". These can still be changed as desired, but only before the invoice is either paid or posted.

This is only true for a manually entered invoice. If the invoice is generated from one of the other FLEXX modules (e.g. OP, WO, etc.), the Credit accounts including their division codes will be carried forward from the source record; e.g. for OP, the credit divisions will be the divisions taken from the SKU GL Code Table definitions.

6.2.2 Invoice – Generated from OP



Notice the Credit division is now "DIV1". This was the default division on the order entry. The Debit division will however still be the 'codiv' defined division "mask".

6.2.3 Credit Memos

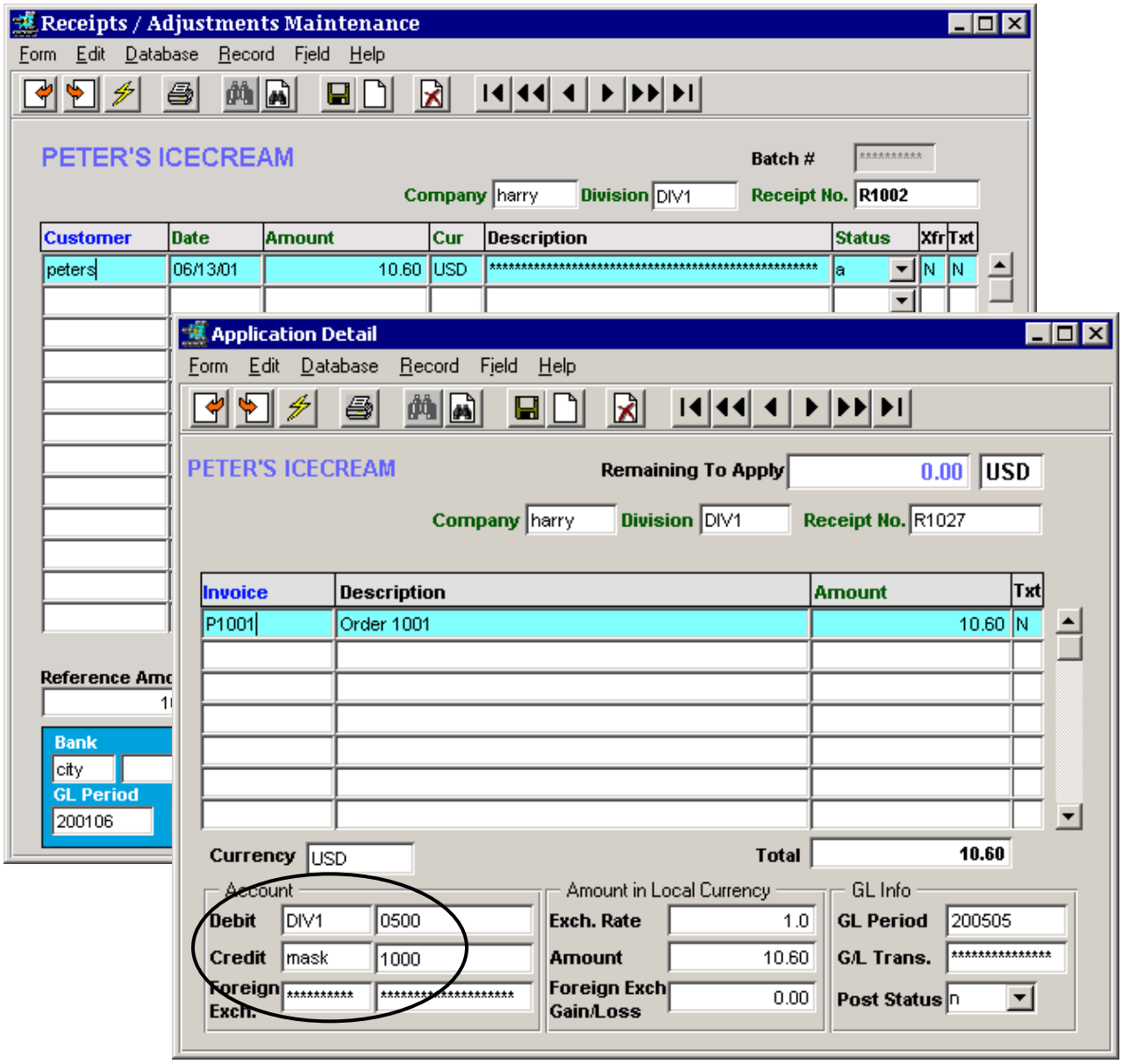
Credit Memos will be handled in the same way, only that the accounts will be reversed. The **Credit** division will be as has been defined on the 'codiv' table.

I.e. Where an invoice will have the AR Division/Account as the Debit Account (e.g. mask/1000), a CM will show that as the Credit Account.

6.2.4 Receipts

FLEXX will now also assign the defined AR division to all receipts being entered. This will result in the proper GL posting of the received payment to the AR account in the division recorded on the invoice.

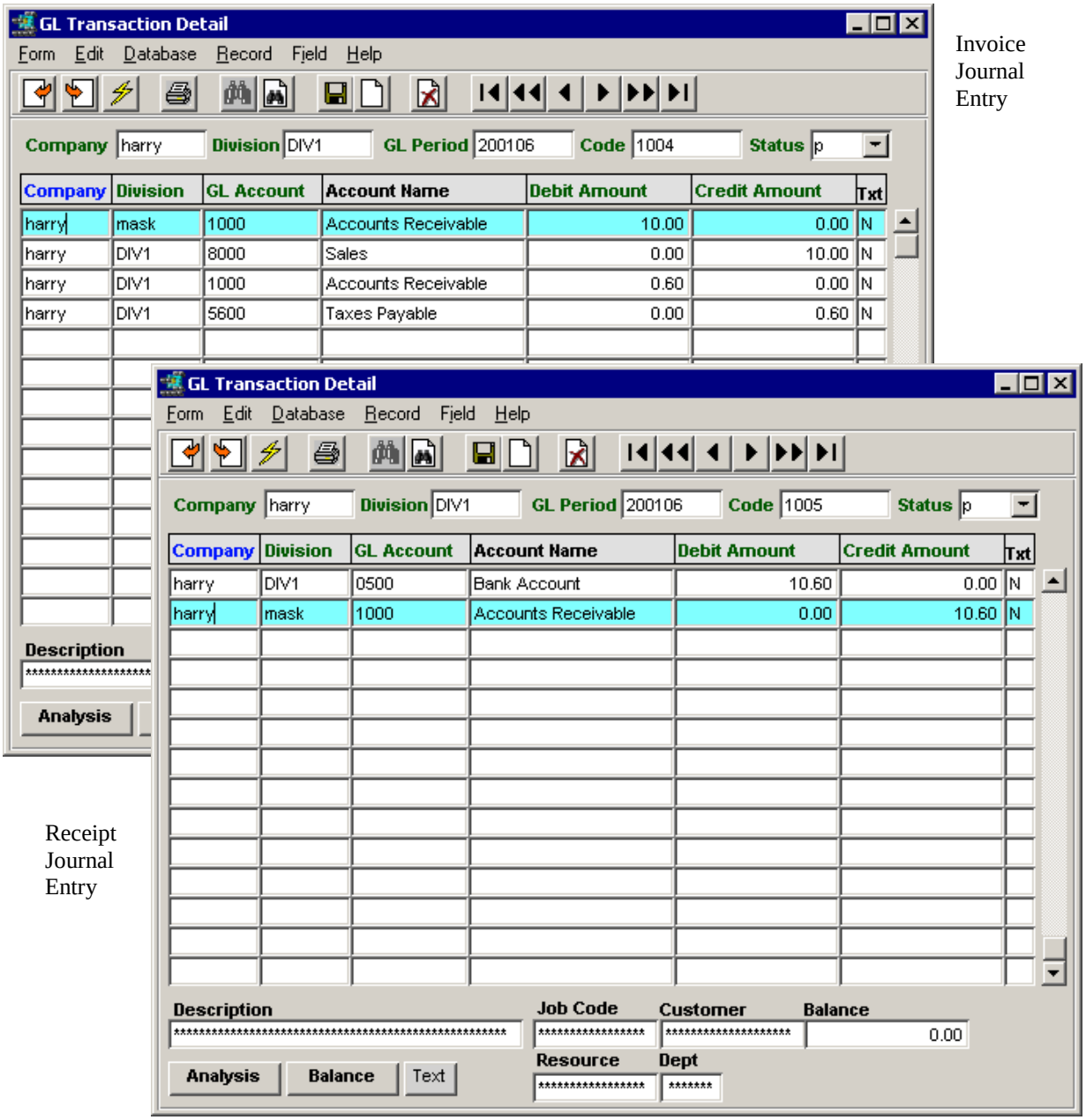
Receipt for invoice P1001



Notice the default division of the entry is "DIV1". The **Debit** division of the receipt is still "DIV1" since this is the Cash GL account, and the receipt **Credit** division is "mask", the 'codiv' defined AR division.

The resulting GL posting of the receipt will offset the AR debit and credit values, leaving the Invoice credit in the division and GL account as specified and the Receipt debit (cash) in the default division GL Cash account (see posting example below).

6.2.5 GL Posting – Invoice and Receipt



Invoice Journal Entry

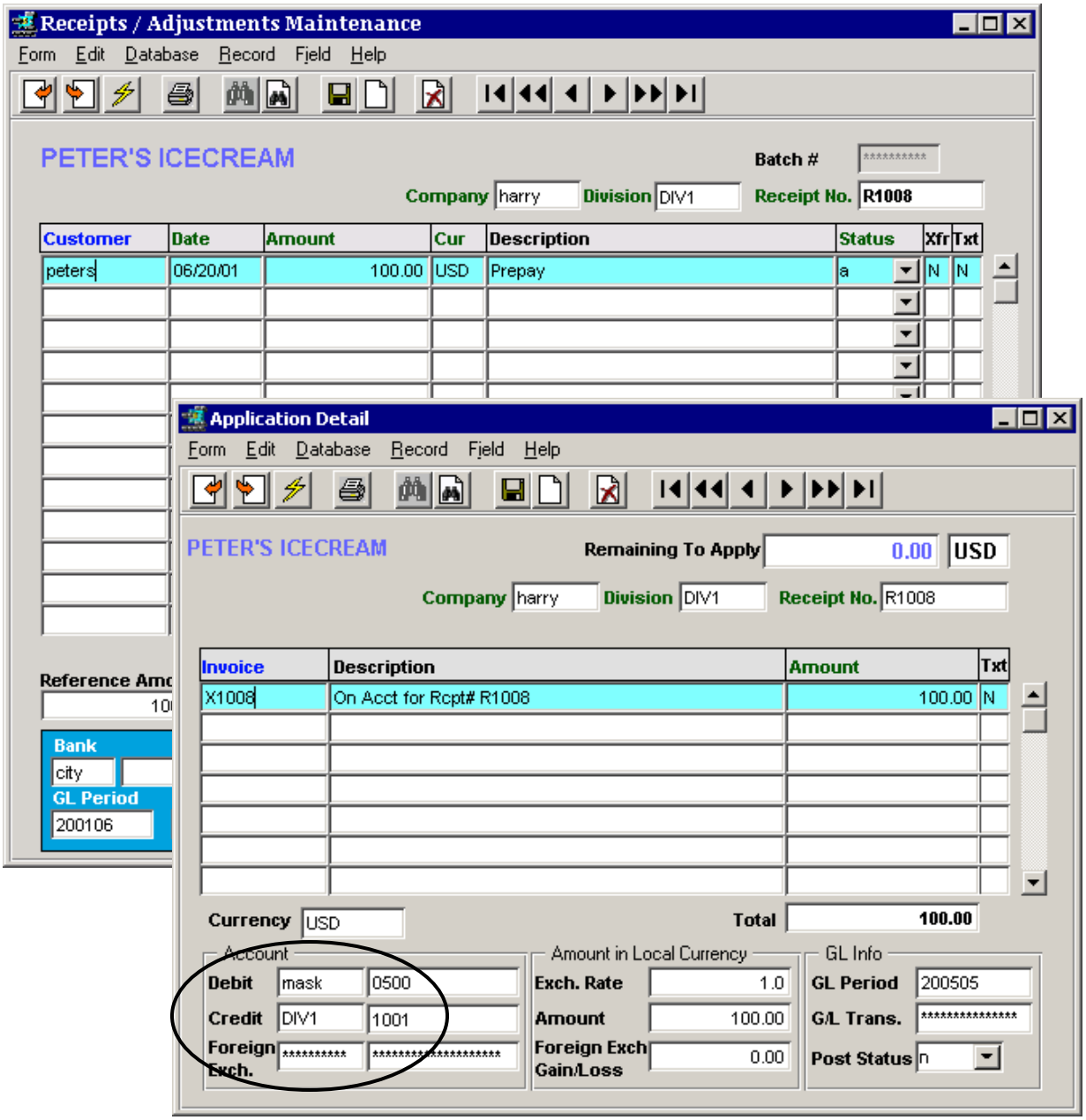
Receipt Journal Entry

Result of both postings:

Account		Debit	Credit
DIV1/0500	Cash	10.60	0.0
mask/1000	AR	0.0	0.0
DIV1/8000	Sales	0.0	10.00
DIV1/5600	Taxes	0.0	0.60

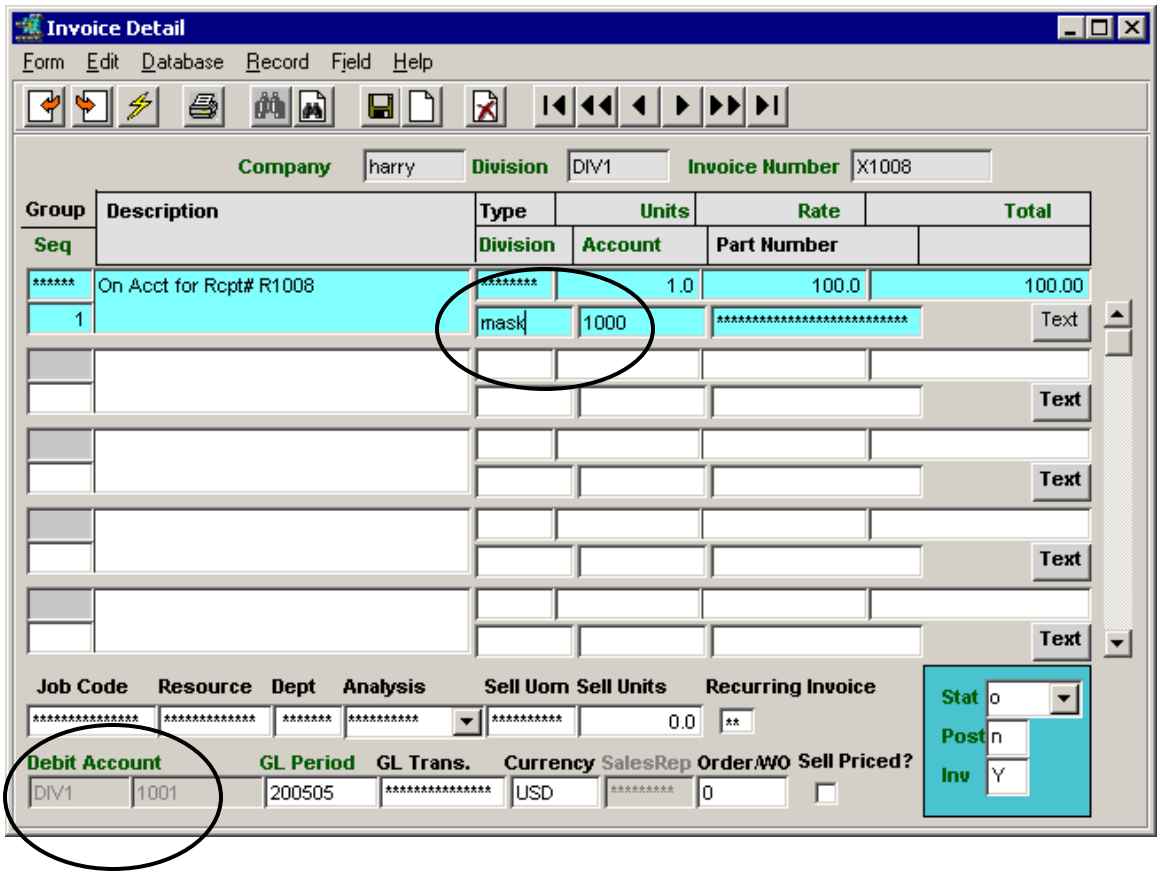
6.2.6 Receipts Applied On Account

This function will also affect the way On Account applications are handled. A payment (receipt) is received and either the whole or a partial amount is applied to On Account. FLEXX will use the account defined on the Company/Division table as the On Account with the default division (Control Panel value) to post the **Credit** amount. The Cash account with the default division will post the **Debit** amount.



This is unchanged from previous FLEXX operation.

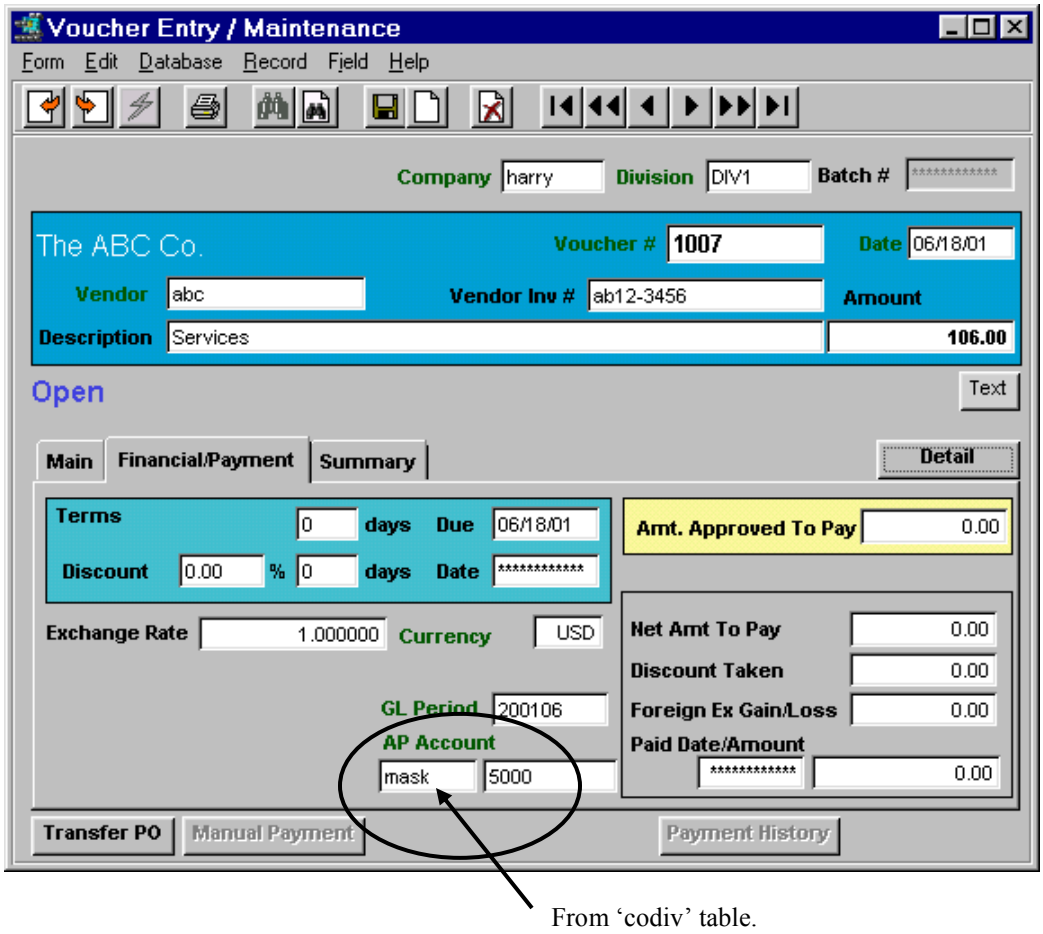
However, the automatically generated On Account transaction ("x" invoice – e.g. X1008) will use the 'codiv' defined division to record the Credit account (see example below).



Notice the **Debit** account is still DIV1/1001 (1001 is the defined On Account GL account), but the **Credit** account is now defined with division 'mask'. This is to ensure that when this On Account transaction is subsequently applied to an invoice, the resulting posting will apply the corresponding amounts to the correct AR account so as to be offset.

6.3 Payables Operation

On Voucher entry, FLEXX will assign the 'codiv' defined **Payable** division to the AP Account on the header form. The account number will be the value defined on the Vendor Master for this vendor, or if not defined, will be the Payable value on the 'codiv' table.

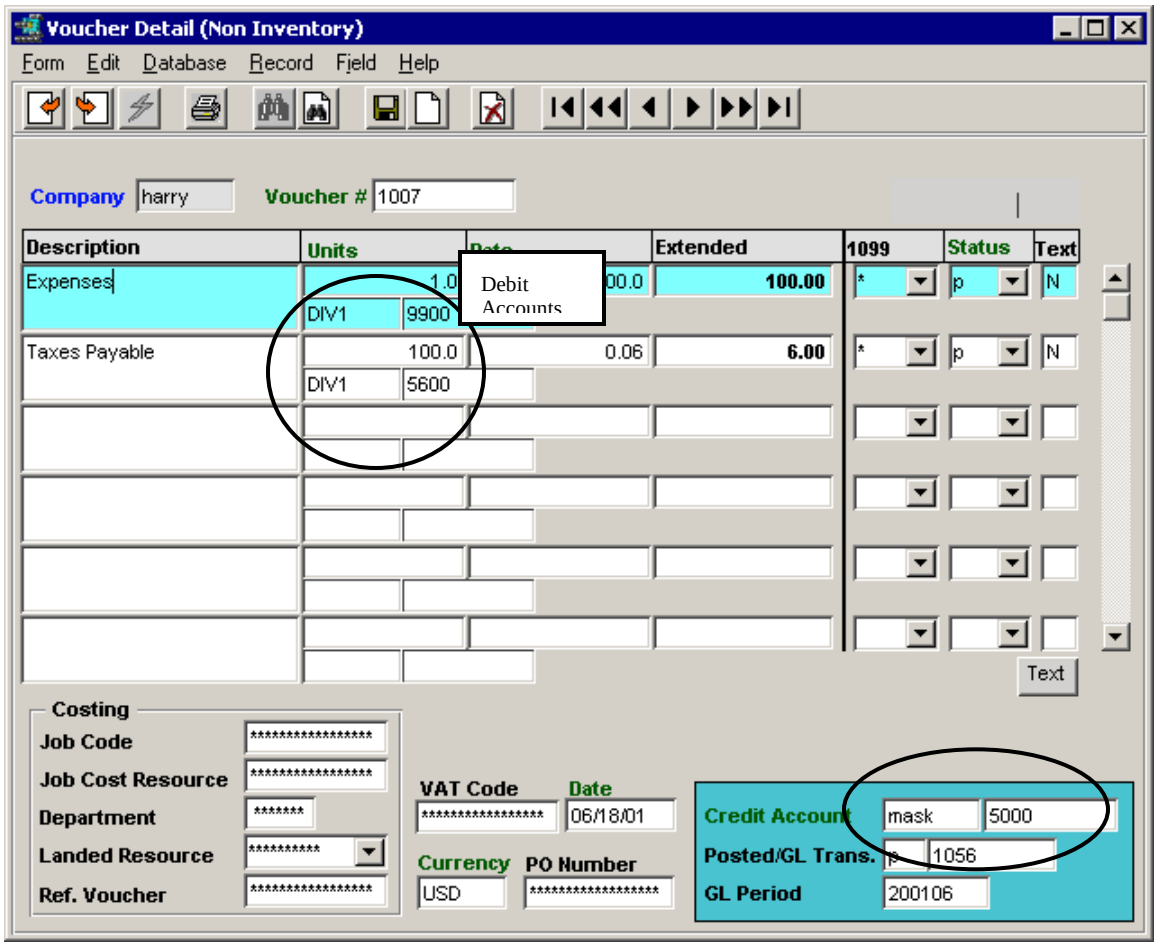


From 'codiv' table.

The Voucher detail entries will be dependant on how they were generated, either manually entered or transferred from PO.

6.3.1 Voucher – Manually Entered

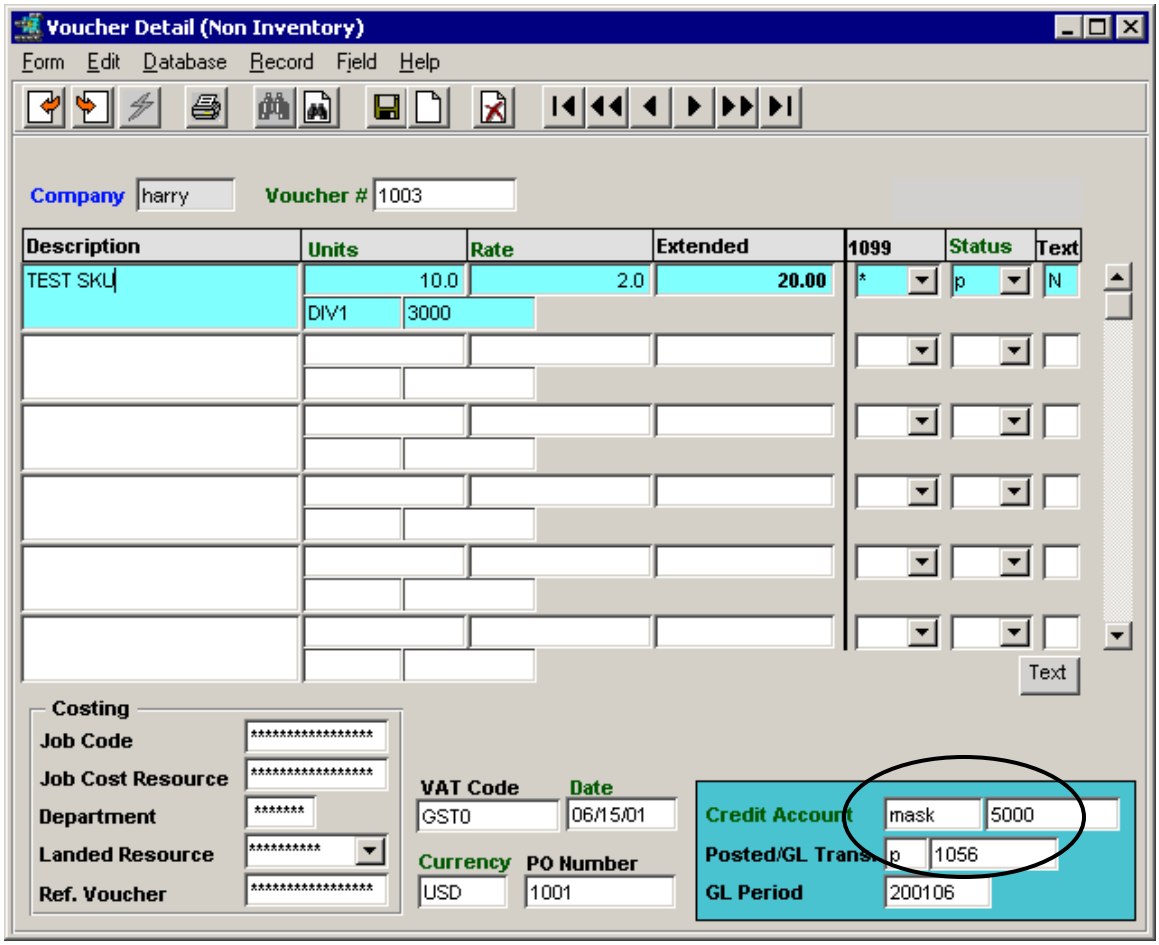
On a manually entered voucher, the detail entries will default the **Credit Account** to the 'codiv' defined **Payables** division code and the account number from the value entered on the header (e.g. mask/5000). The Debit Account division will default to the session division (from the Control Panel) and the number to the Expense Account value defined on the Vendor Master (see example below).



Notice the **Debit Account** values use division code "DIV1" and the **Credit Account** has been assigned division "mask" as was defined on the 'codiv' table. As described earlier in the invoice topic, the Debit Account values can be changed as desired to any valid GL account code (division/number value).

6.3.2 Voucher – PO Transfer

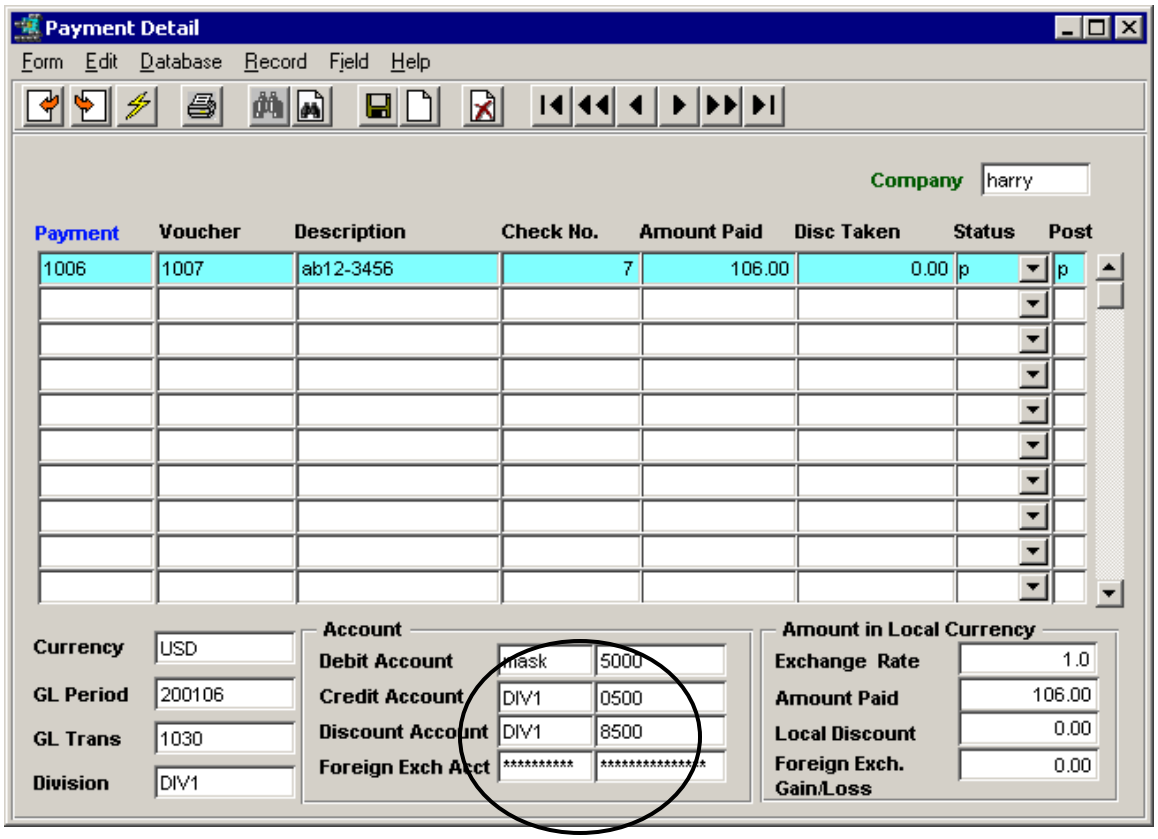
When a Voucher is created as a result of a Purchase Order Transfer process, the transferred detail entry will assign the **Credit Account** from the header value (as did the manual voucher entry). However, the detail **Debit Account** will use the GL account values (both division and account code) as defined on the SKU GL Code Table; the Inventory GL account for inventory items, and the Expense GL account for non-inventory items.



Notice the **Credit Account** has been assigned division "mask" as was defined on the 'codiv' table and the number (5000) as was entered on the header . Further, the Debit Account values can be changed as desired to any valid GL account code (division/number value).

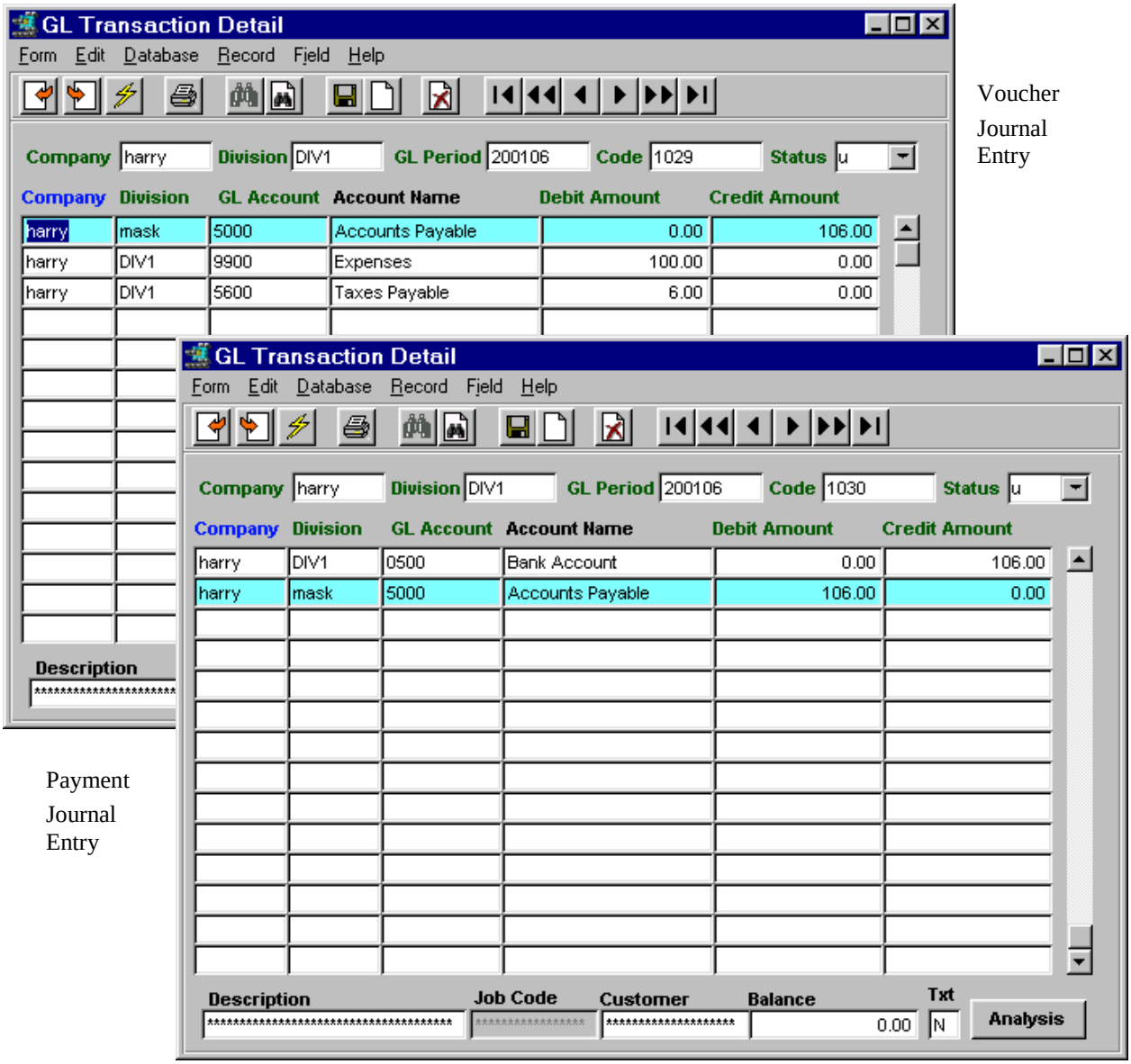
6.3.3 Payments

AP payments use the 'codiv' defined **Payables** definitions to correspond with the voucher definitions to ensure correct GL posting of AP account values.



The **Debit Account** for the payment is assigned the 'codiv' defined division code ("mask") with the corresponding account number, and the **Credit Account** division will be the session default value.

6.3.4 GL Posting – Voucher and Payment



Voucher Journal Entry

Payment Journal Entry

Result of both postings:

Account		Debit	Credit
DIV1/0500	Cash	0.0	106.00
mask/5000	AP	0.0	0.0
DIV1/9900	Expense	100.00	0.0
DIV1/5600	Taxes	6.00	0.0

7 General Ledger

7.1 GL Account Balance Resyncing Function

The GL Account Balance Resyncing Function is used to resynchronize the GL account balances when it becomes evident that they are wrong. Balances are out of sync when the account Ending balance for a period is different from the Beginning balance of the next period. The resyncing function will then use the beginning balances for the **Last Period** specified and add the Activity for each period re-establishing a new Ending balance.

To use the Account Balance Resyncing Function in GL requires the following Application Control definition:

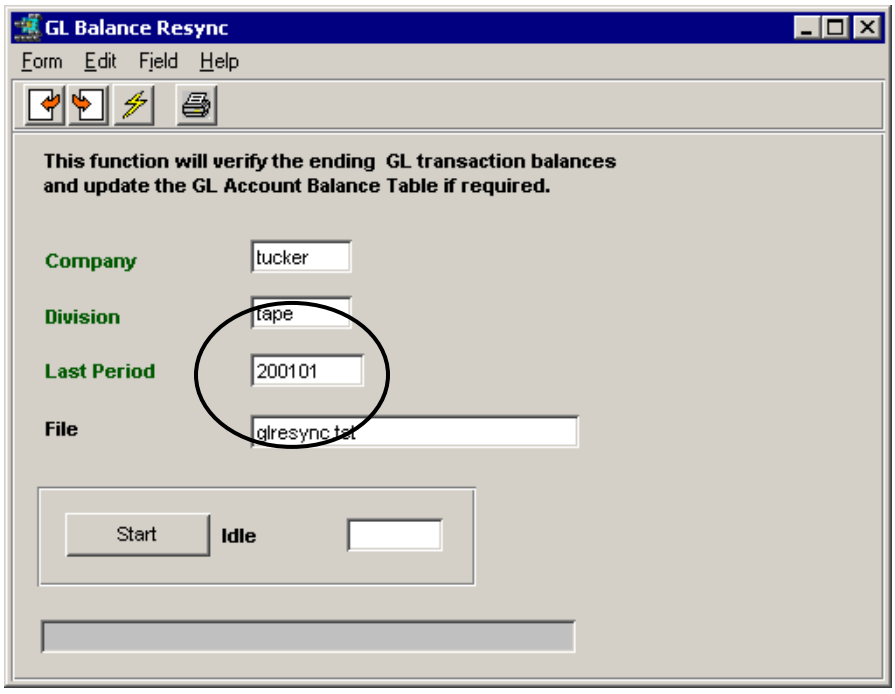
Application	Type	Description	Value	Company	Parameter
gl	*startpd*	Period FLEXX First Used	(no default) e.g 200101	default	division code (e.g. DIV1)

Where:

Value – the GL Period to be used as the earliest FLEXX operating period. This can be the first period defined in the Period table or any later period.

Parameter – the Division Code that applies to the period . You will likely need to create an entry for each division that is being used in the GL.

Then, when initiating the Resyncing routine, the **Last Period** value cannot be earlier than that defined for *startpd*.



This is provided to prevent the user from resyncing the GL balances from an earlier GL Period than is being used as the FLEXX starting period.

7.2 Year End Processing

Year End processing in FLEXX is very similar to the normal Period (Month) End processing with one basic exception; Year End Clearing. The Year End Clearing process in FLEXX uses the **Clear To Account Procedure** in GL. The following description can be used as a guide to be followed at Year End processing. *Please refer to the FLEXX General Ledger manual for details on all functions and processes mentioned.*

7.2.1 Year End Closing

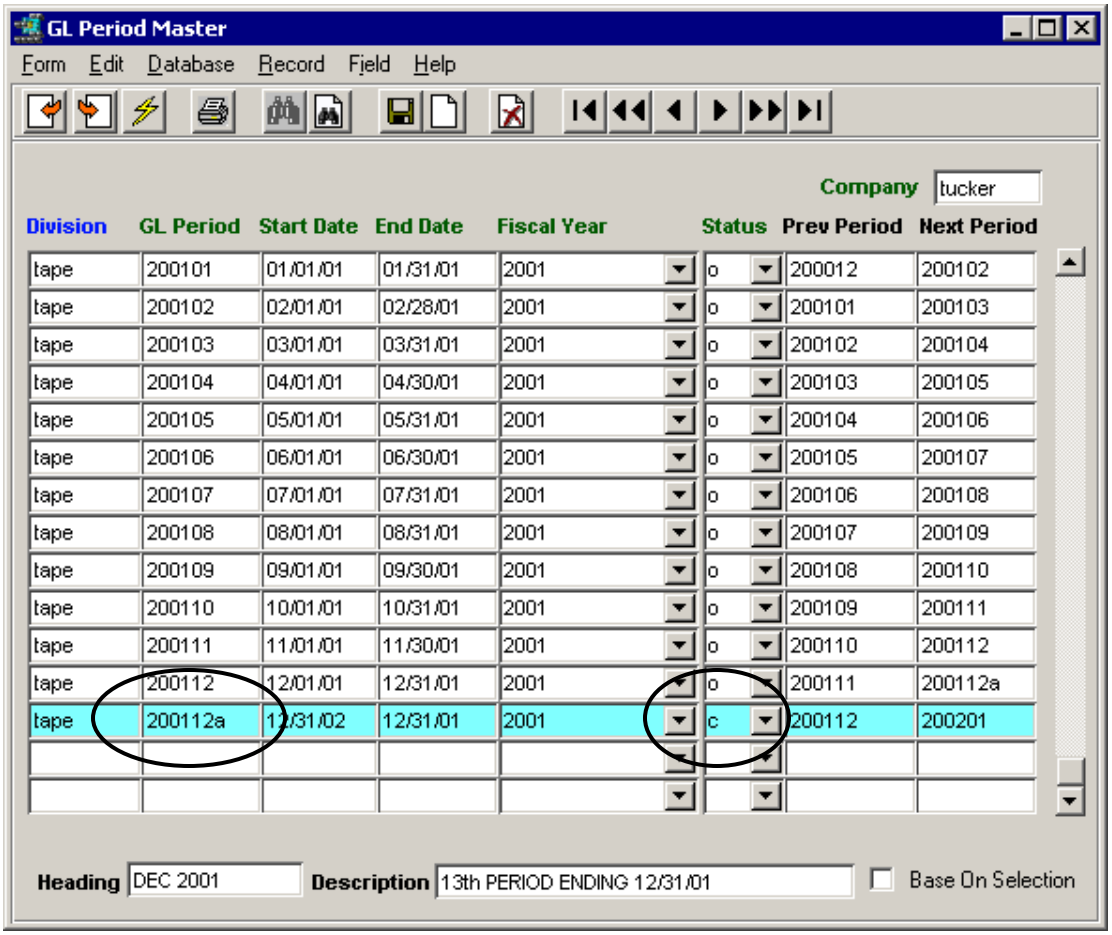
As with normal Period End processing, the following steps should be completed at Year End:

1) Ensure all subledger transactions are entered for the year-ending period:
   - Run the Generate GL Transactions routines for all subledgers used.
   - Make additional manual journal entries to the GL Transactions table as required.
   - Complete any Reversing Transactions as required for Year End.
2) Run the GL Posting Procedure to post all journal entries for the period.
3) Create new GL Periods for all GL Divisions for the next year:
   - Manually enter the new periods for one division;
     - It is recommended that a 13-Period fiscal year be defined. This greatly simplifies the Year End Clearing process as described later. *See Topic 7.2.2 for details on defining the 13th Period.*
   - If more than one division is defined to the Company, the Period Table for the other divisions can be automatically generated from the already entered periods using the **Period Generation** procedure in GL;
   - Open the new periods as required;
   - Pre-close or Close the old periods as required;
     - Change the Status field of each Period to "p" or "c".
     - Note that closed periods can be re-opened at any time by changing the status to "o".
4) If NOT using a 13-Period year (where the GL Period Table is defined with 13 periods for each fiscal year), print the Financial Statements using the FLEXX GL Custom Statements reports. This needs to be done before Year End Clearing.
5) Make any additional journal adjustments as required;
   - Will require that period to be either Open (status "o") or at least Pre-closed ("p").
   - Ensure all adjustment transactions are Posted.
6) Run the Year End Clearing Procedure as described in Topic 7.2.3.
7) Print the Financial Statements using the FLEXX GL Custom Statements reports.
   - This can be performed at any time before or after YE Clearing since the year end balances will be cleared on the 13th period, and therefore maintained for the 12th period.
8) Repeat Steps 5 through 7 as required.

7.2.2 13 Period Fiscal Year

It is recommended that the GL Period Table be defined with 13 periods for each fiscal year. It can be defined to have more if that is desired, but one more than the 12 monthly periods is adequate. This is to ensure the Year End balances are maintained after the YE Clearing has been performed and posted. The importance of this is that the Financial Statements can be run at any time after year end and still report the actual YE balances.

GL Period Table Definitions



In the above example, the 13th period has been defined as Period *200112a*. The Period Code can be any alphanumerical value that is in the same sequence as the previous values but must be greater. So, either a suffix can be added to the 12th period code or it can be assigned a larger number (e.g. 200113).

This period will only be used for YE Clearing, so can be set to status "c" or "p" to prevent its inadvertent use on other transactions. Then at year end, the status should be changed to "o" (Open) to allow for the clearing transactions.

Be aware that a new period definition cannot be inserted between existing periods on the table. So it is important that this period be entered before the following year's first period is entered (e.g. 200301).

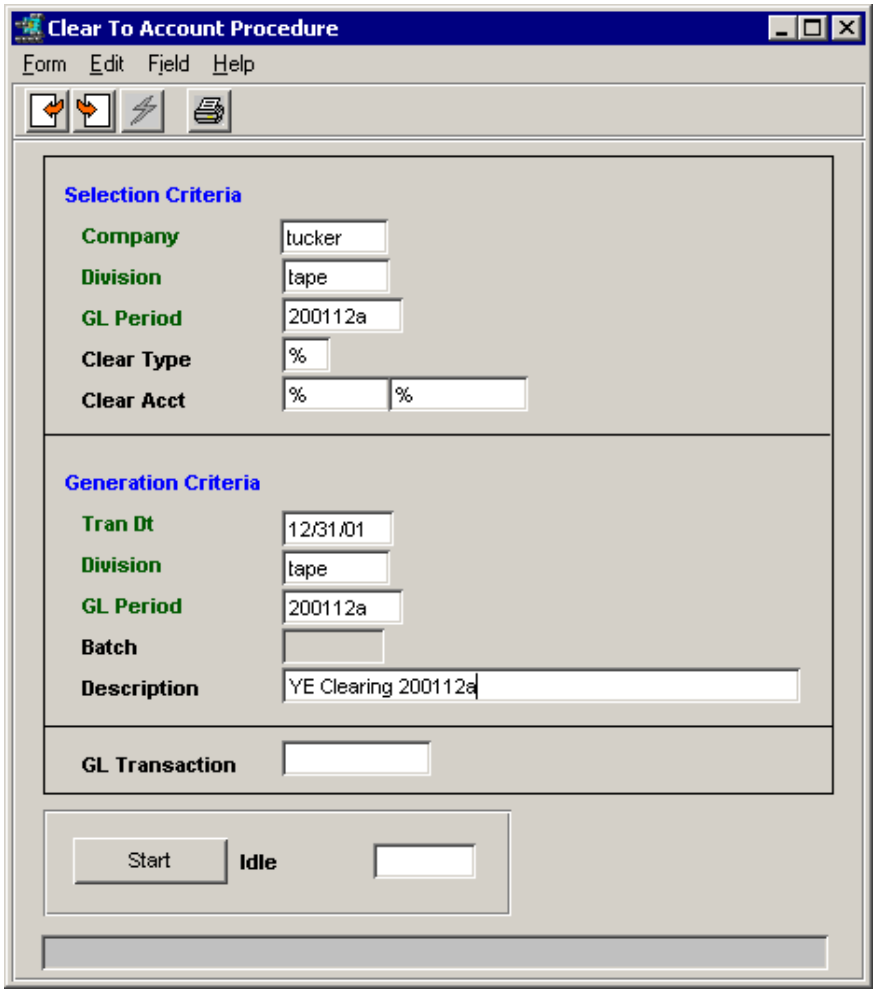
Please refer to the FLEXX General Ledger manual for more details on the GL Period Master table.

7.2.3 Year End Clearing

FLEXX Year End Clearing is performed by running the GL **Clear To Account Procedure**. This procedure generates a GL Transaction with detail entries for each of the accounts to be cleared (e.g. income and expense) that have balances. This transaction clears the account balances into the specified **Clear To Account** as defined on the Chart of Accounts (FLEXX GL Account Master).

Multiple Clear To Accounts can be defined. This can be useful in grouping the Income/Expense Summary balances if desired.

Clear To Account Procedure



Selection Criteria

Company – the Company Code to be used in selecting GL balances.

Division – the Division Code to be used in selecting GL balances. Only one division can be cleared at a time.

GL Period – the GL Period to be used to select balances. This can be either the 12th or 13th periods. But, depending on whether you may want to do more 'clearings' than just the one, you should use the 13th period. If you use the 12th period, any subsequent clearing will re-generate the Period 12 balances and thus duplicating the clearing GL transaction already generated.

Clear Type – if the Clear To Account definitions on the Chart of Accounts have been defined with different Type codes, the clearing procedure can be selected to be run by individual Type code value. This is useful in grouping the clearing transactions into smaller groups (e.g. revenue, expense, etc.).

Generation Criteria

Tran Dt – the date the generated transaction is to show (e.g. 12/31/01).

Division – the Division Code to be used when generating the clearing transaction. This should be the same as the Selection Division.

GL Period – the GL Period the clearing transaction is to be generated for. This will be the period on which the GL account balances are cleared (zeroed), normally the last or 13th period of the year (e.g. 200112a).

Batch – only used if running in Batch Mode.

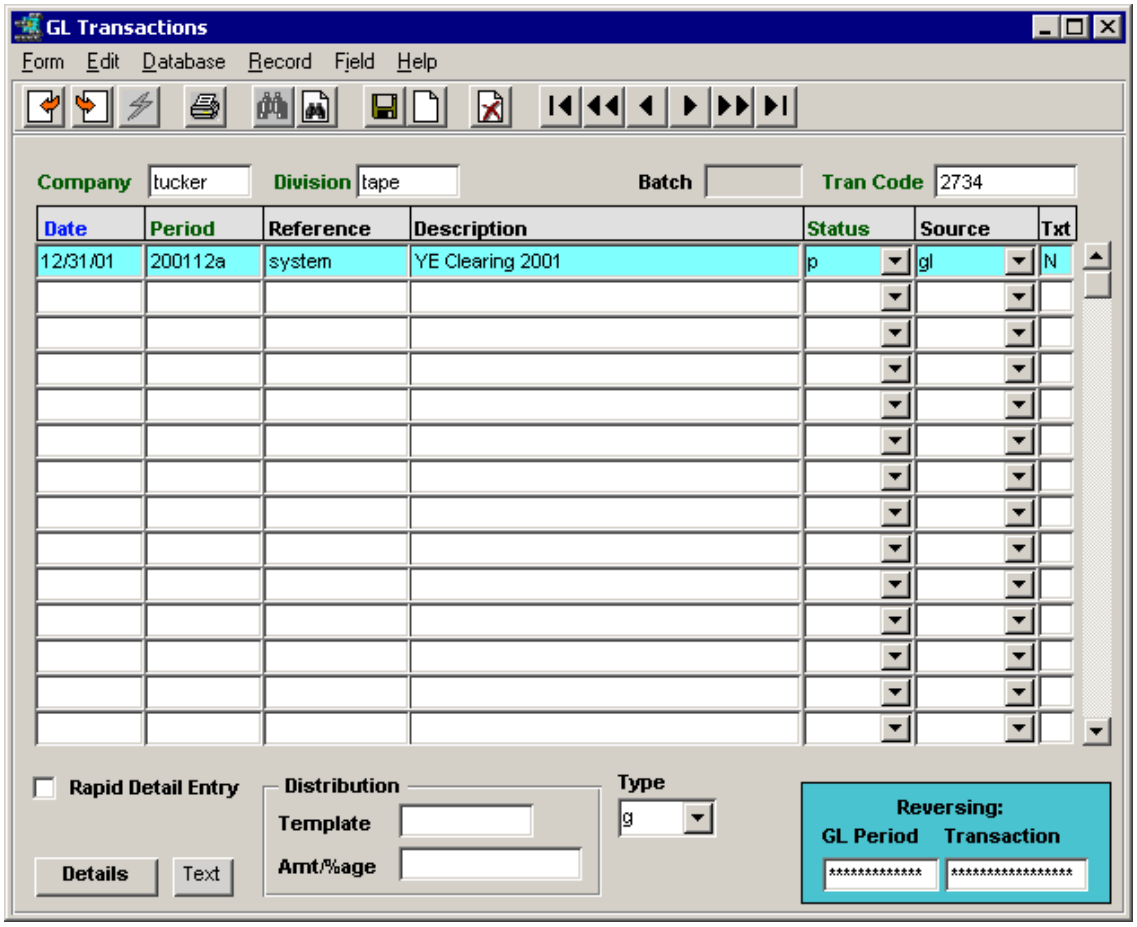
Description – any user-defined description (e.g. Year End Clearing 2001).

GL Transaction – the number of the generated GL transaction. You can <<zoom>> on this field to access the transaction.

Press Start to perform the process.

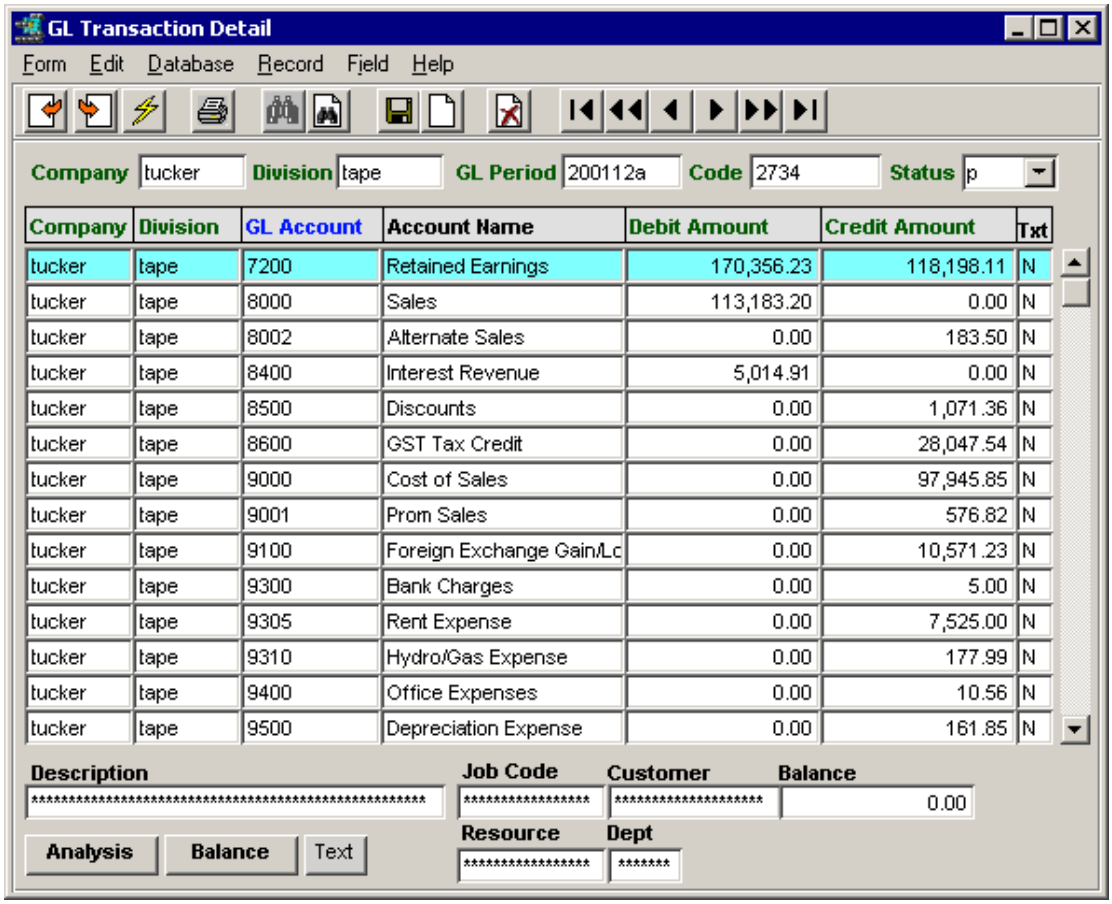
Clearing GL Transaction

A Clearing GL Transaction will be automatically generated by FLEXX on successful completion of the procedure.



The corresponding GL Transaction Detail form will list all the GL accounts cleared as well the Clearing (Income Summary) account.

Clearing Transaction Detail



In the above example, account 7200 is the Clearing account. It contains the balances of all the 'cleared' accounts.

The generated entries should be reviewed for accuracy. Any of the generated entries can be modified or deleted as required. However, the totals must be kept in-balance.

If it is found that the clearing is not correct (i.e. accounts missing, incomplete balances, etc.), the entire transaction can be deleted, but ONLY if it has not yet been Posted (still status "u"). To delete the transaction, each individual detail entry must first be deleted and then the the header entry can be deleted.

Corrections and adjustments can then be made as required and the Clearing procedure can be re-run. This can be done as often as necessary until the correct results are achieved.

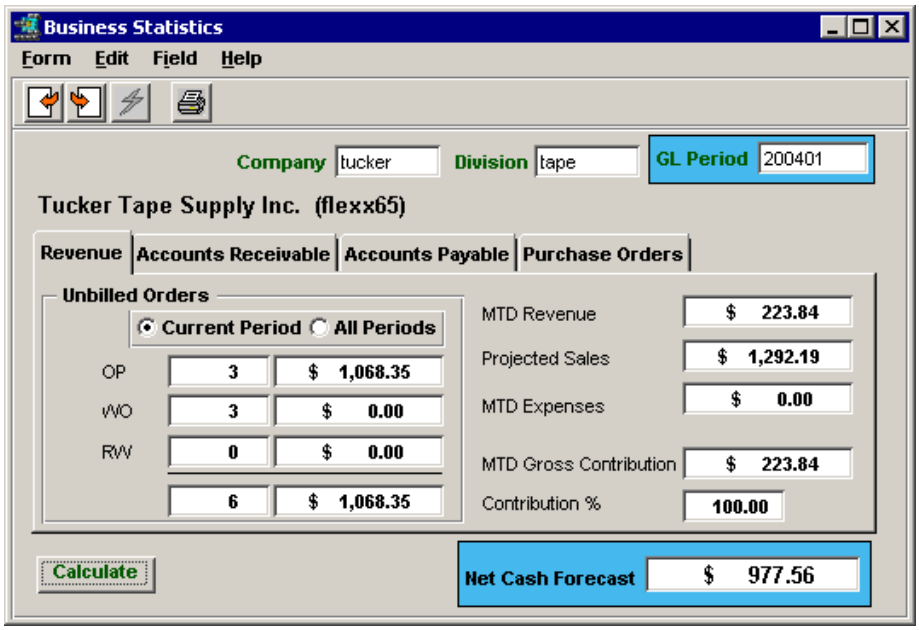
Once the Clearing transaction is correct and as desired, run the GL Posting Procedure to post the transaction to the GL. This posting process is the function that actually clears (zeroes) the accounts and creates balance in the Clearing account the (Income Summary or Retained Earnings).

Separate Income Summary and Retained Earnings Accounts

If your Chart of Accounts is set up where the Income Summary (Clearing) account is separate from the Retained Earnings account, you would then transfer the Income Summary balance to the Retained Earnings account on the first period of the next year. This is to carry forward the earnings to the next year. This would be done by manually entering an adjustment transaction on that period, debiting the Clearing account and crediting the Retained Earnings account.

7.3 GL Business Statistics

The Business Statistics Form is used to display the Company's current financial status. It will display the values on separate tabs.

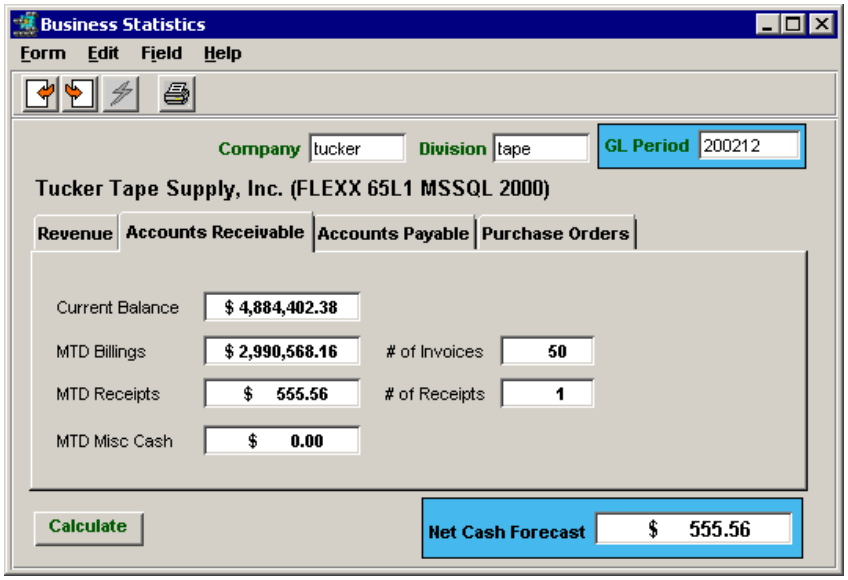


7.3.1 Revenue tab

- **Unbilled Orders** - displays the revenue expected from unbilled orders in Order Processing, Time Billing (WO), and Repair & Warranty (RW). This can be selected for the **Current Period** only or for **All Periods**.
- **MTD Revenue** – displays the invoiced (billed) revenue outstanding in AR. This value will be the same as the **MTD Billings** value on the AR tab.
- **Projected Sales** – the total of Unbilled Orders plus MTD Revenue
- **MTD Expenses** – the value of COGS posted for the period. If Job Costing is being used, this value will be the "exp" (expense) values from the Job Cost Review form for the specific GL Period.
- **MTD Gross Contribution** – the total of MTD Revenue minus MTD Costs
- **Contribution %** - Gross Contribution as a percent of MTD Revenue
- **Net Cash Forecast** – total of MTD AR Receipts plus MTD Miscellaneous Cash minus MTD AP Payments

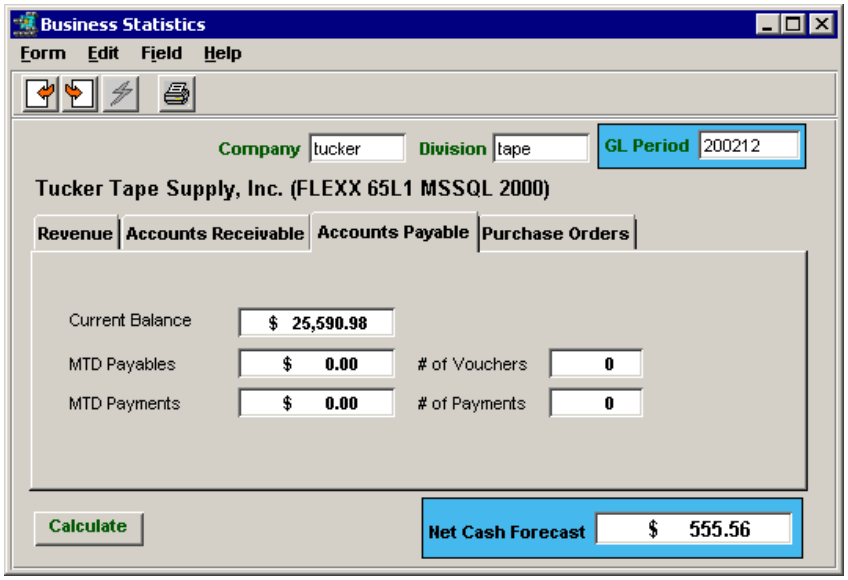
The **Calculate** button is used to perform the screen data calculation. If the function is to be performed for another division, change the Division code and press Calculate. It can also be run for a different GL Period by changing the default value, but ONLY the Revenue data will be shown. All other tabs will be inactive. If the complete process is to be run for another GL Period, first change the Period on the FLEXX Control Panel, then re-select this form and press Calculate.

7.3.2 Accounts Receivable tab



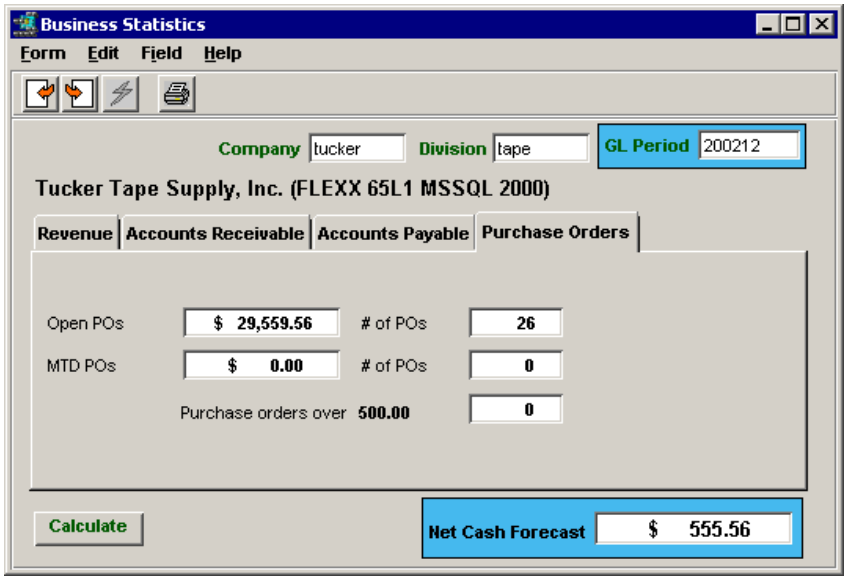
- **Current Balance** – the current outstanding AR balance; includes all open invoices, credit memos and on accounts.
- **MTD Billings** – total of all invoices (paid and unpaid) less credit memos. (On Accounts are not included)
- **MTD Receipts** – total of all payment receipts (applied and unapplied).
- **MTD Misc Cash** – the value of the AR Miscellaneous Cash received.

7.3.3 Accounts Payable tab



- **Current Balance** – the current outstanding AP balance; consists of all unpaid vouchers and debit memos.
- **MTD Payables** – the total of all open, marled, and paid vouchers for the period.
- **MTD Payments** - the total of all payments made in the period.

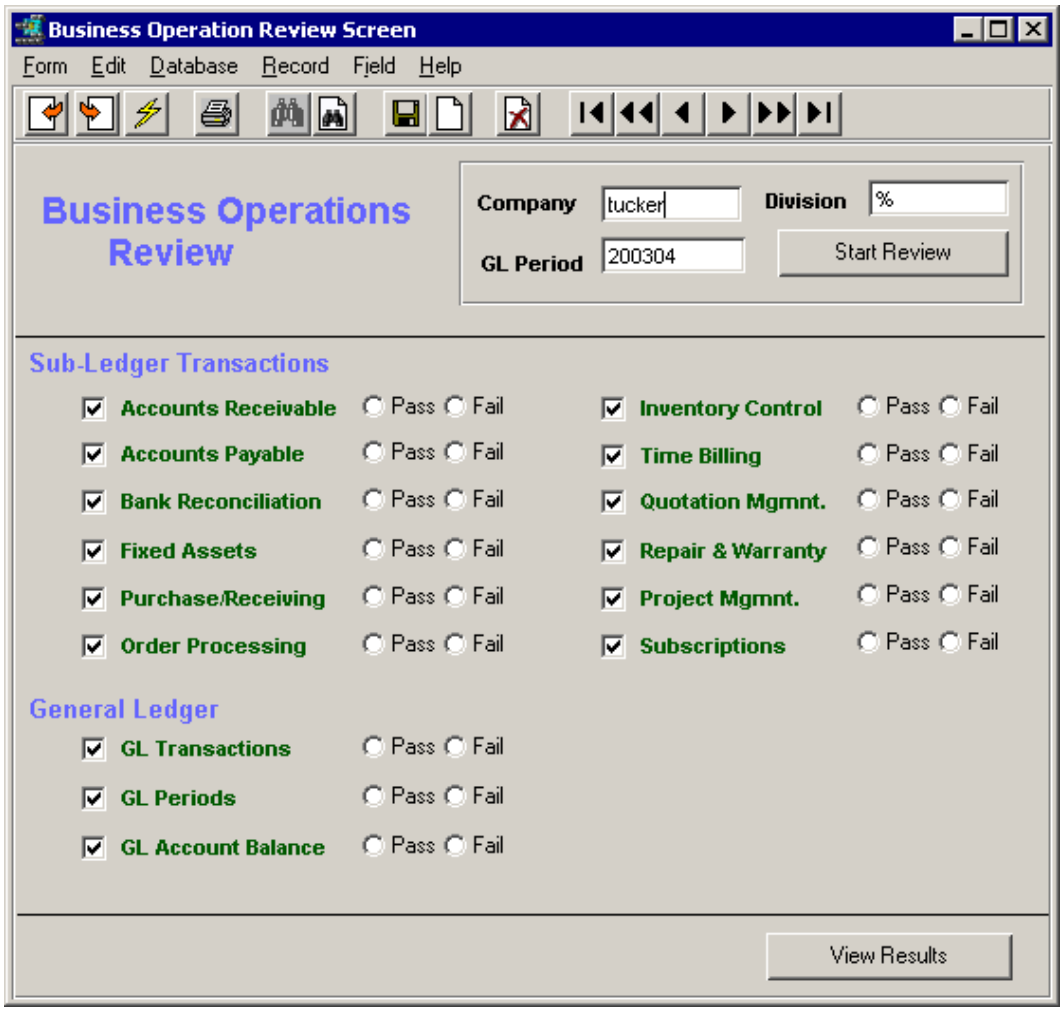
7.3.4 Purchase Orders tab



- **Open POs** – the total of all currently open Purchase Orders.
- **MTD POs** – the total of all open PO's for the specified period.
- **Purchase Orders over 500.00** – the number of open PO's exceeding the specified value (e.g. $500.00). This threshold value can be specified on the Application Control Table using the *bstats* variable (see Chapter 2 above).

7.4 Business Operations Review Screen

The Business Operations Review Screen is a GL administration function used to review all functions of FLEXX as to whether or not they have been completed. It is an Inquiry-only process that will allow the operator to verify if certain transactions from previous GL periods are still open or incomplete (e.g. unposted invoices/Receipts, open OP orders, unvouchered PO's, etc.).

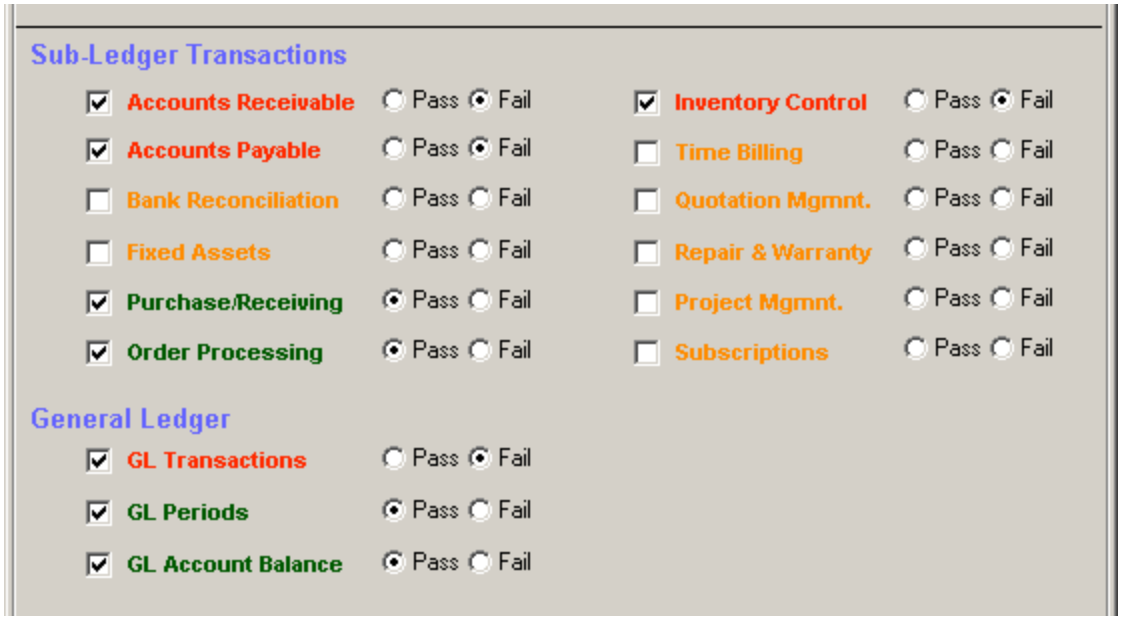


The screen will, by default, test all FLEXX modules for transaction completion using the current GL Period and all defined divisions. A specific Division code can be entered as well as an earlier GL Period. If certain modules are not installed or not to be tested, un-check their select box and FLEXX will bypass testing those functions.

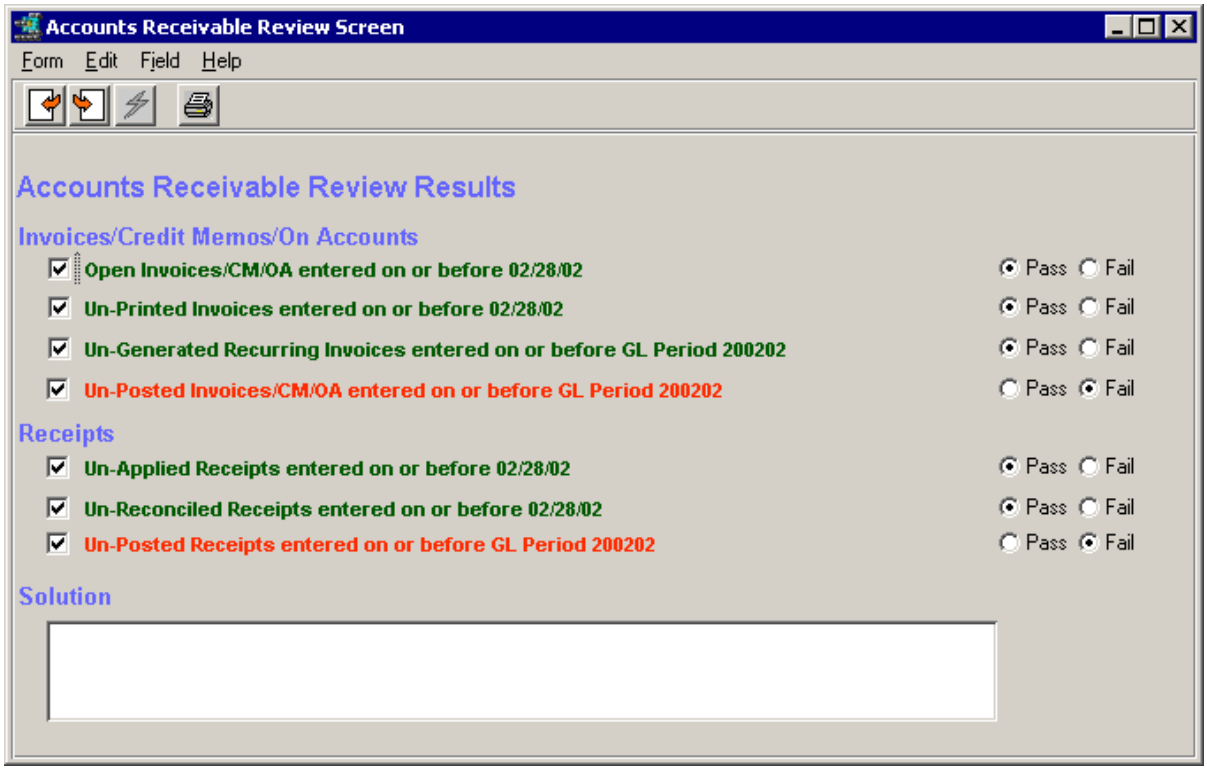
Pressing the **Start Review** button will initiate the test. If any incomplete transactions are found, the associated module label will be shown in red. Notice those deselected are shown in yellow.

Once the review has completed, the **View Results** function can be used to display a complete list of all incomplete processes. Note that the individual transactions will not be identified; only the processes that involve the transactions (e.g. Invoices Un-Posted will not identify the unposted records).

This example shows modules AR, AP, GL and Inventory Control have incomplete transactions.

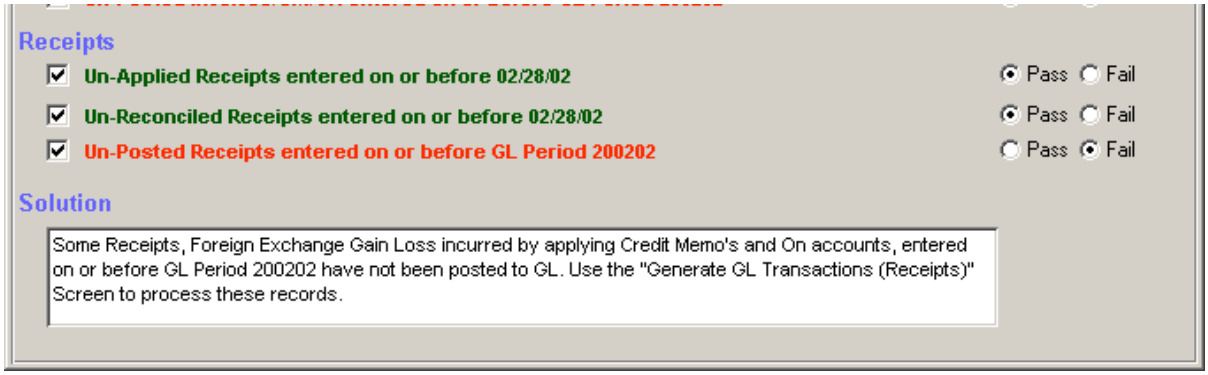


For more details on each of the modules, click the module label (i.e. click on the "Accounts Receivable" label). This will display a unique module detail review screen listing the various functions tested and their status.



This screen will also show the incomplete functions in red. To get a further explanation of possible incomplete processes and suggested corrections, click the specific function line and the Solution text box will show the explanation.

E.g. Clicking the "Un-Posted Receipts …" line results in the following Solution text:



It is then the responsibility of the operator to determine the failing transaction(s) and perform the FLEXX function to complete it. Otherwise, the GL reports may produce inaccurate values.

As with the Review header screen, each Review detail screen entry can be selected/deselected as to which functions to test or bypass. Before performing the review, access each desired Detail screen by clicking on the function label (still green). When the detail screen is displayed, un-check the function to be bypassed and return to the header screen. Do this for each of the modules to be tested before the Start Review button is pressed. Then, when the review is performed, only those modules and functions selected will be tested.

Also be aware that this Review process will vary in process time depending on the number of modules and functions selected. Progress messages will be displayed on the FLEXX Information Bar during processing.

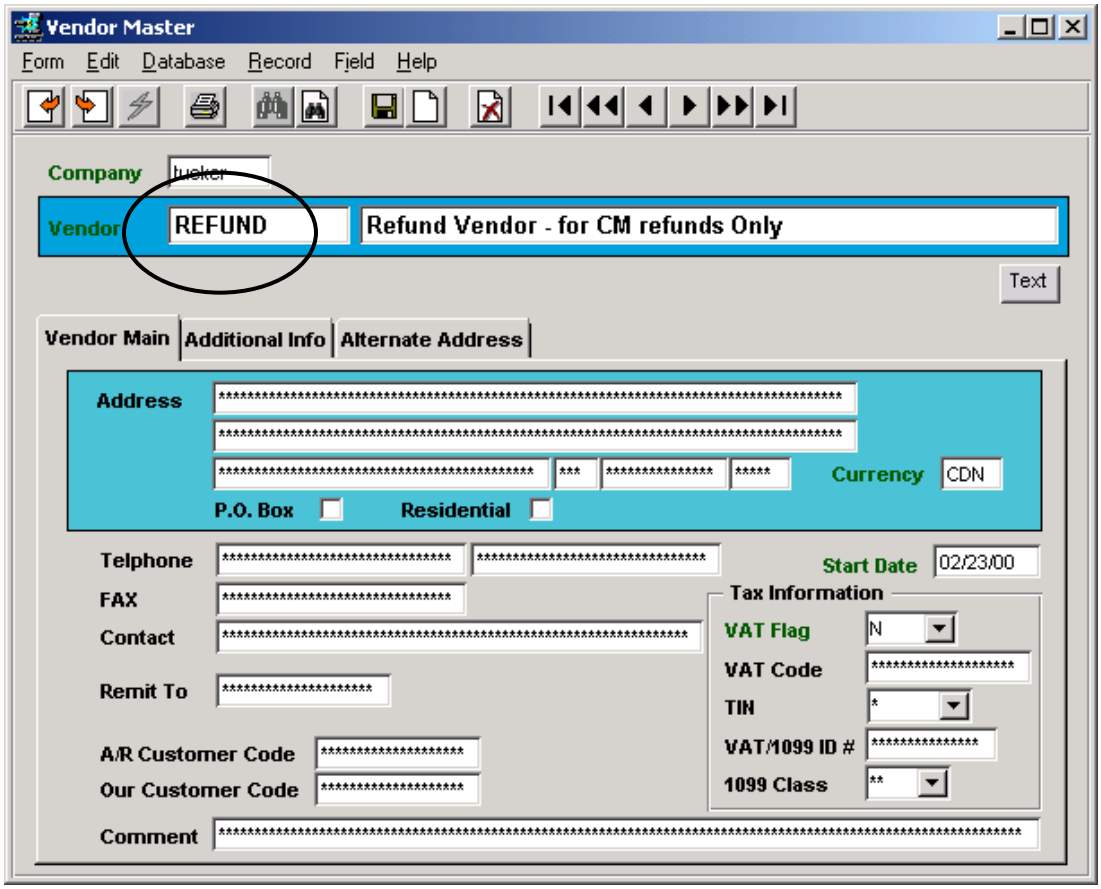
8 Accounts Receivable

8.1 Refunding Credit Memos

8.1.1 Defining Refund Vendor

The FLEXX Credit Memo Refund Process requires that a **refund** vendor first be defined. This is so that FLEXX is able to generate a refund voucher and payment for the CM that is to be refunded (as opposed to being applied to an unpaid invoice).

The 'refund' vendor is defined on the Vendor Master, but without any vendor-specific data (i.e. address, remit to, financial, etc.) since this data will be generated from the refund Credit Memo. A suggestion is to define this vendor with the code 'refund' so as to be easily identifiable as such.



Then, for FLEXX to know which vendor to use as the 'refund' vendor, this vendor code needs to be defined in the Application Control Table as follows:

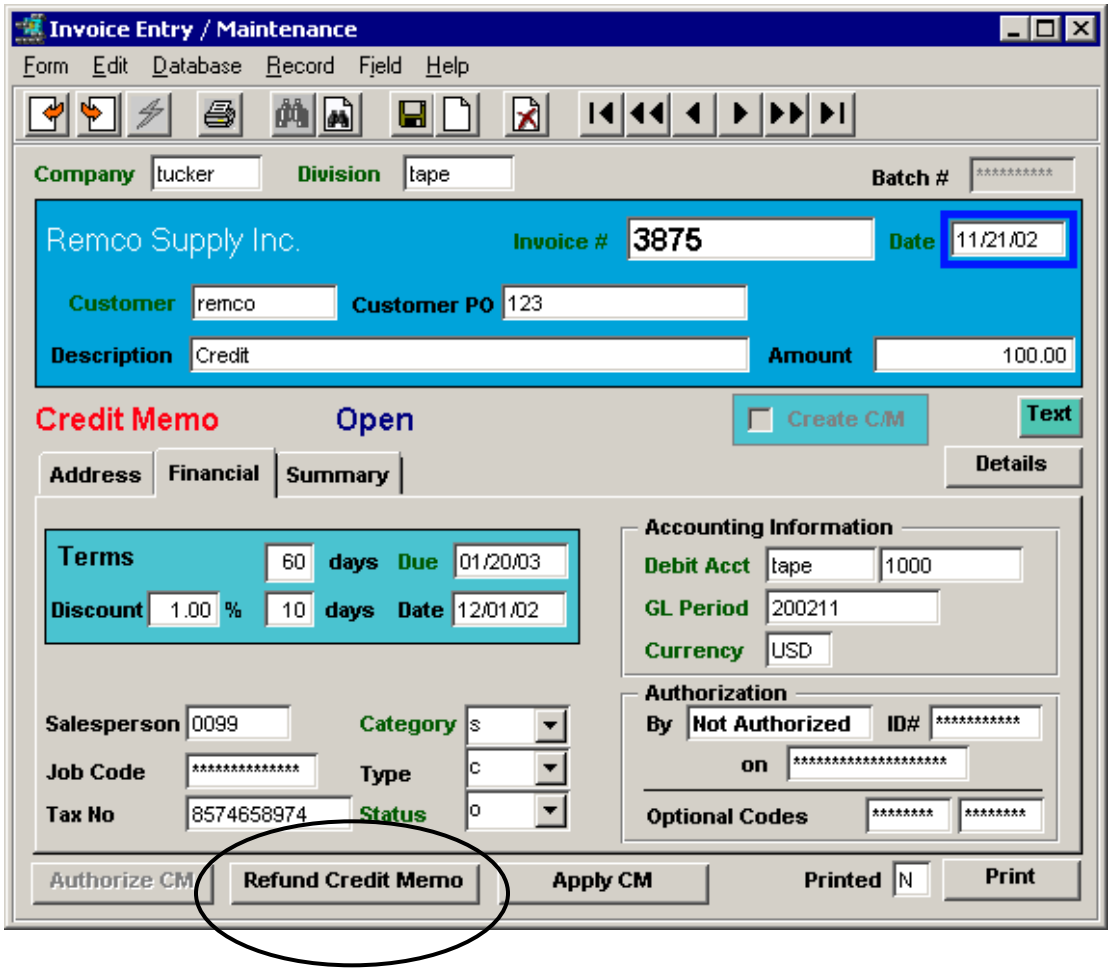
Application	Type	Description	Value	Company
ar	*refund*	Default AR Refund Vendor Code	(no default) e.g REFUND	default

This will now enable the user to use the **Refund Credit Memo** function on unpaid (open) credit memos.

8.1.2 Refund Credit Memo Process

Once a Credit Memo has been created, either manually or as a result of an order return *(see Order Return Process description for detail)*, it will need to be processed, either applied to an invoice or refunded.

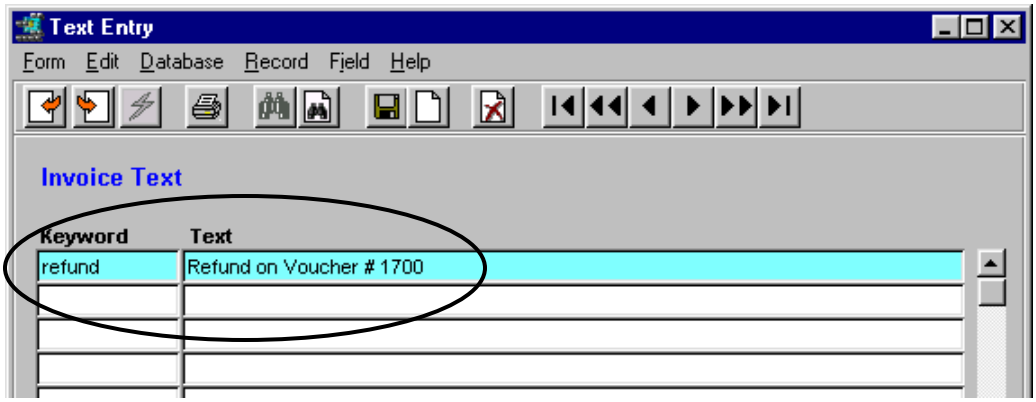
The refund can be either cash or check; the process is the same for both.



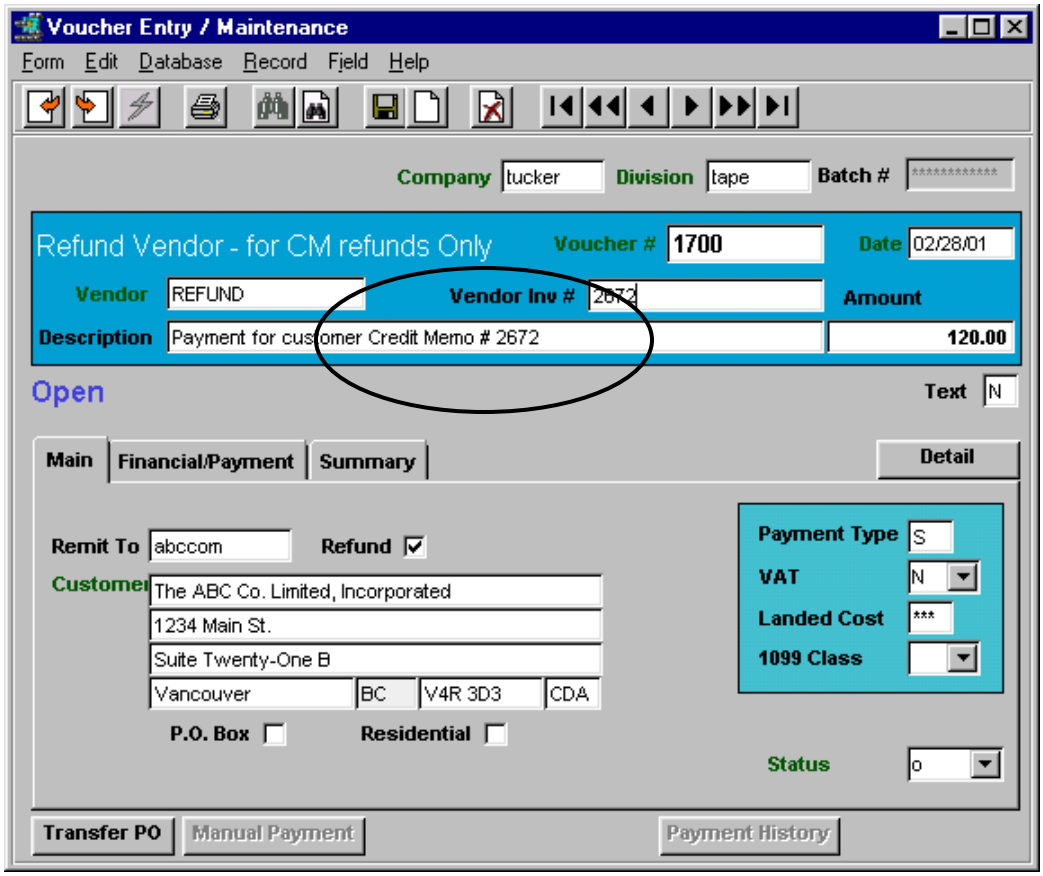
To refund the CM, press **Refund Credit Memo** button on the CM. This results in an AP Voucher to be automatically generated, using the 'refund' vendor code as defined in Application Control Table.

Additionally, FLEXX will record an entry in the Text table to identify this voucher (see below).

The CM **Text** form will contain a field with keyword '**refund'** that identifies the generated voucher number. To access the CM Text data, press the **Text** button.



The generated voucher is also identified by the invoice (Credit Memo) number used to create this voucher in the Description and Vendor Invoice # fields, as per example:



The voucher then needs to be processed as per normal voucher processing (i.e. Mark for payment, Payment generation, Check printing), as described in the Accounts Payable manual. Be aware that all payment forms (cash, check, credit card) require a voucher to be first created, Marked for payment, and then a Payment to be generated. If no printed check is required, the Manual Payment routine can be used by pressing the **Manual Payment** button. This will generate a payment which will automatically be marked Printed so that another check would not be inadvertently printed.

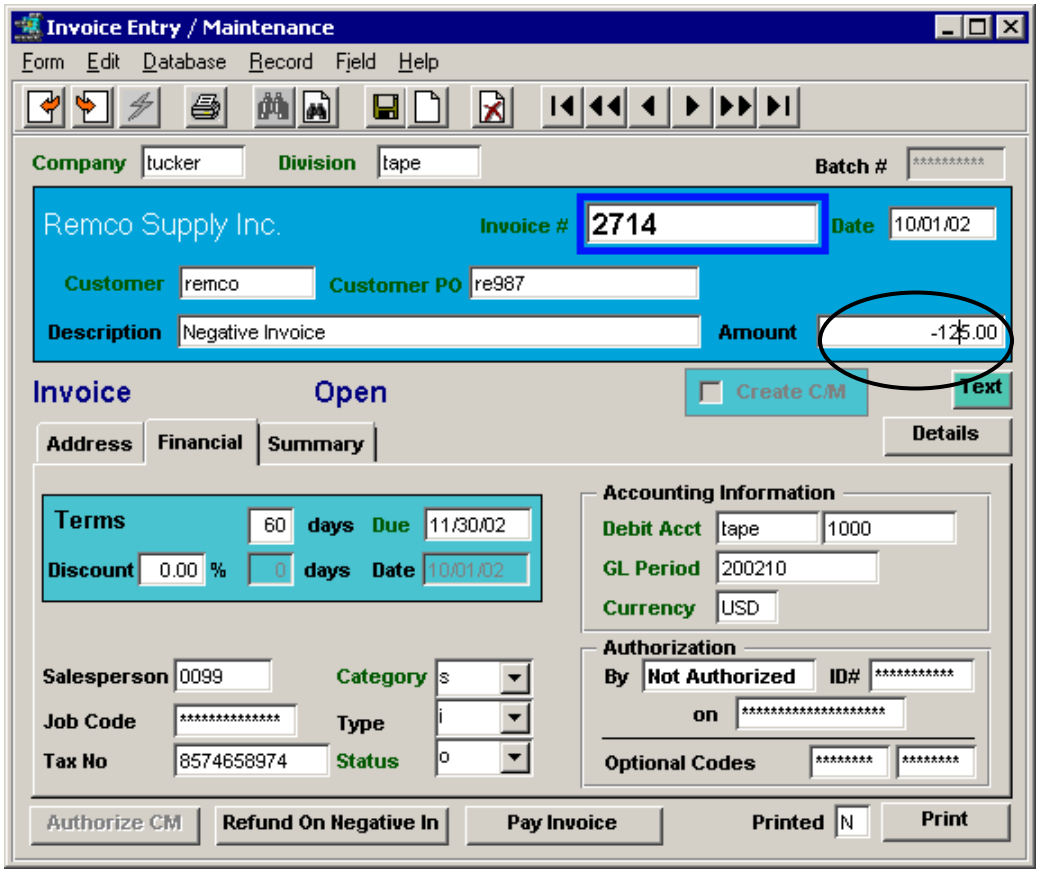
8.1.3 Cancelling the Refund

If for any reason it is necessary to cancel the refund, it needs to be performed by way of cancelling the Refund Voucher. The CM application record on the Application Detail form cannot be deleted as with normal CM to invoice application records. If you try to delete the Refund record, FLEXX will prompt with the message "Use Cancel Voucher Routine to reverse Refund of Credit Memo/On Account/-ve Invoice.

To cancel the Refund and delete the refund record, go to the Cancel Voucher Routine on the Accounts Payable menu and enter the refund Voucher number to be cancelled. On completion, the voucher will be cancelled as well as the CM will be re-set to Open status. The CM can then be used for another application or refund.

8.2 Negative Invoices Procedure

FLEXX allows for the entry of negative value Invoices, rather than requiring negative values to be entered as Credit Memos. Normally, a negative invoice would be considered to be a Credit Memo transaction and would be entered as such. However, other transactions can result in the invoice totaling a negative amount; i.e. OP with a return and reorder, etc. FLEXX will now allow for this invoice to be applied to other invoices as a payment. Following is a description of the process.



There are now two procedures available to process the negative invoice;

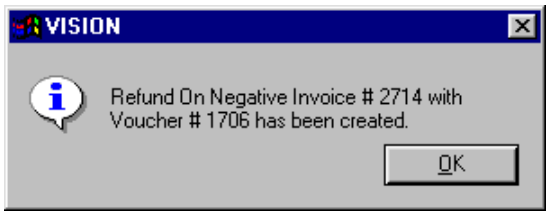
- apply it to the customer's outstanding balance, or
- provide a cash refund

Upon entry of the negative amount, FLEXX will prompt with the message "A negative amount has been entered as a total. Is this correct?", and a decision can be made on how to proceed.

8.2.1 Cash Refund

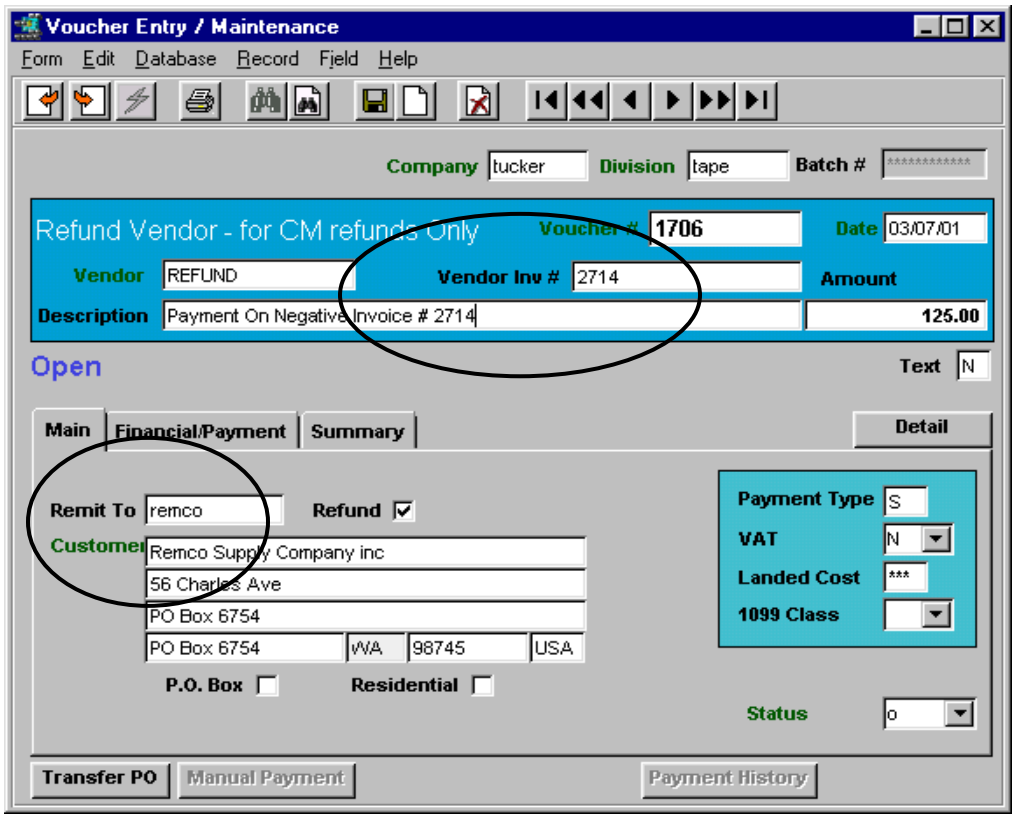
This procedure requires that a 'refund' vendor first be defined. See Topic 8.1 *Defining Refund Vendor* for a detailed description of this.

To refund the value of the invoice, press the **Refund on Negative Invoice** button, and the following message will be displayed:



The resulting voucher (e.g.1706) can now be processed as per normal AP voucher payment procedures:

- Marked for payment
- Payment Generation
- check printed



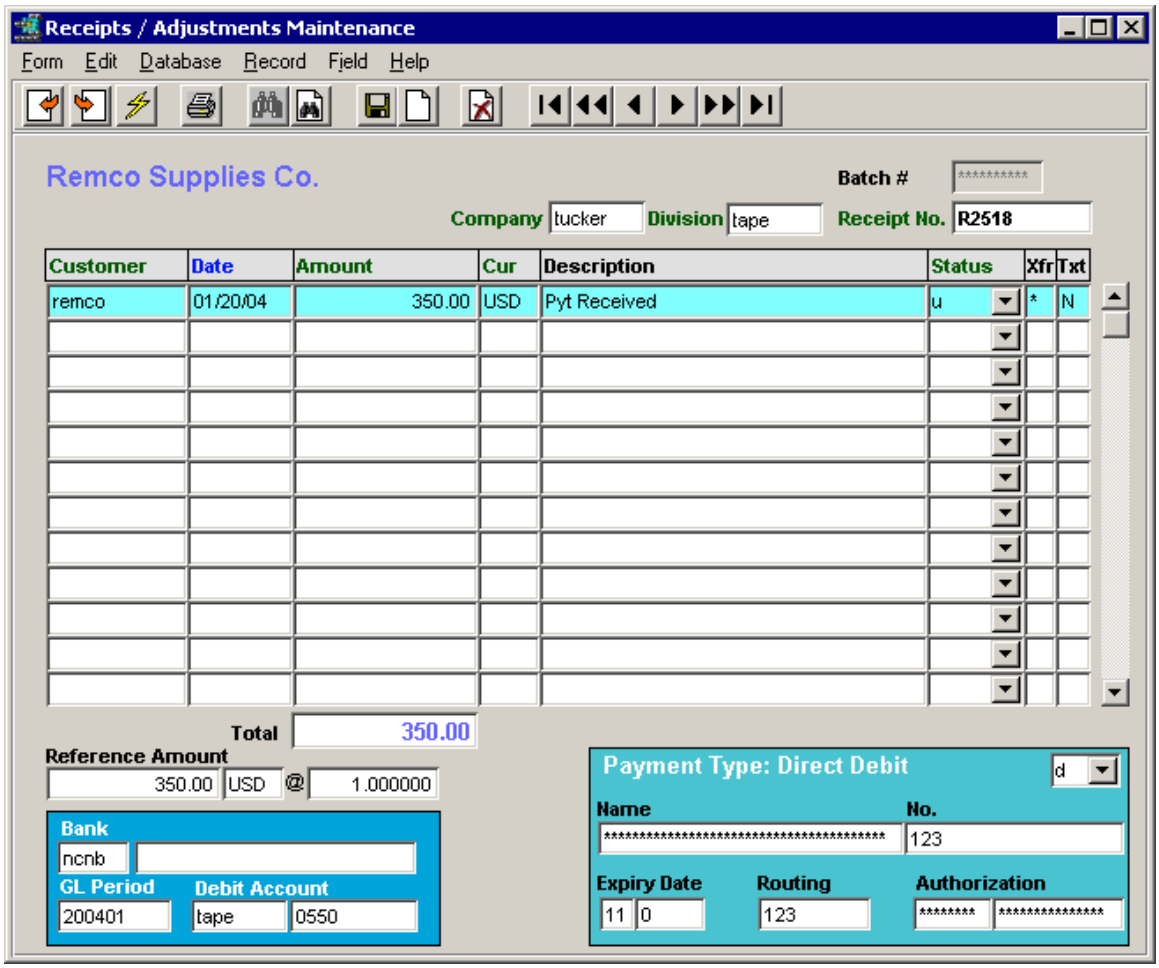
Notice the voucher is made out to vendor 'REFUND' which is the defined *refund* vendor, and will be remitted to the customer as specified on the original negative invoice (i.e. remco). The voucher Description field also identifies the invoice for which this voucher has been created.

Cancelling the refund is identical to the process for cancelling a CM refund described above in Topic 8.1.3. The refund Voucher needs to be cancelled, and then the negative invoice will again be in Open status and usable for future processing.

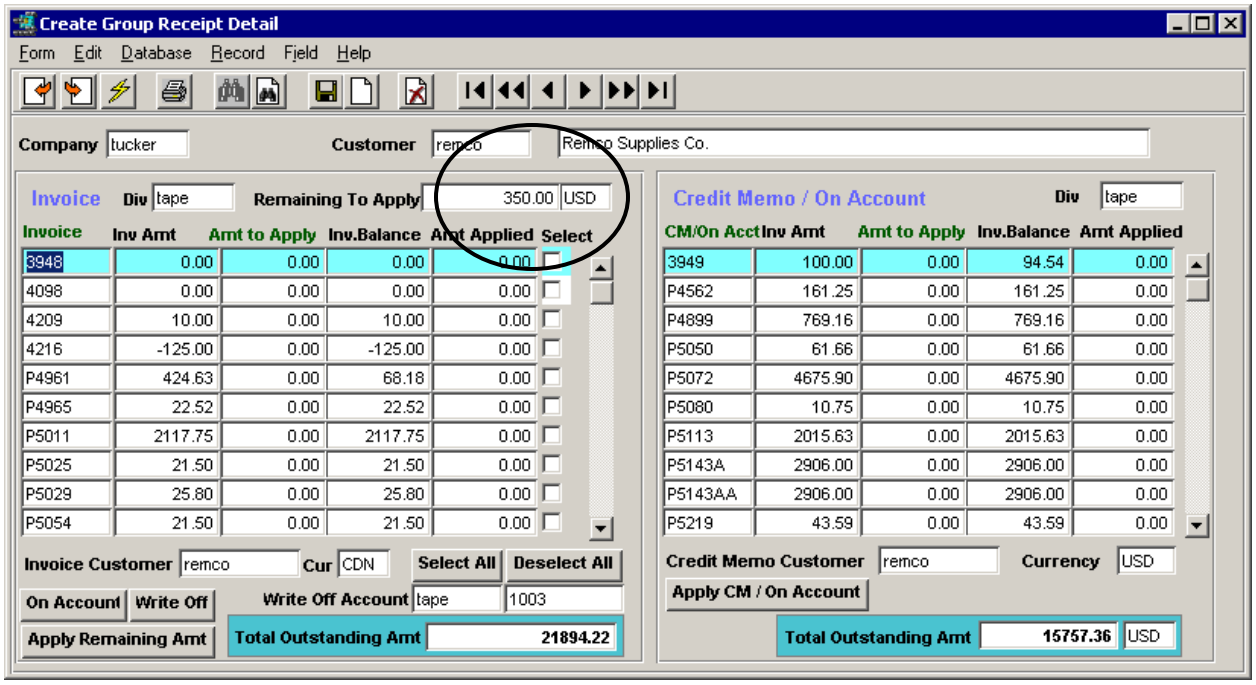
8.2.2 Apply to Invoices

The negative invoice can also be used to 'pay down' outstanding invoices. This process is different from that used to apply a Credit Memo to unpaid invoices.

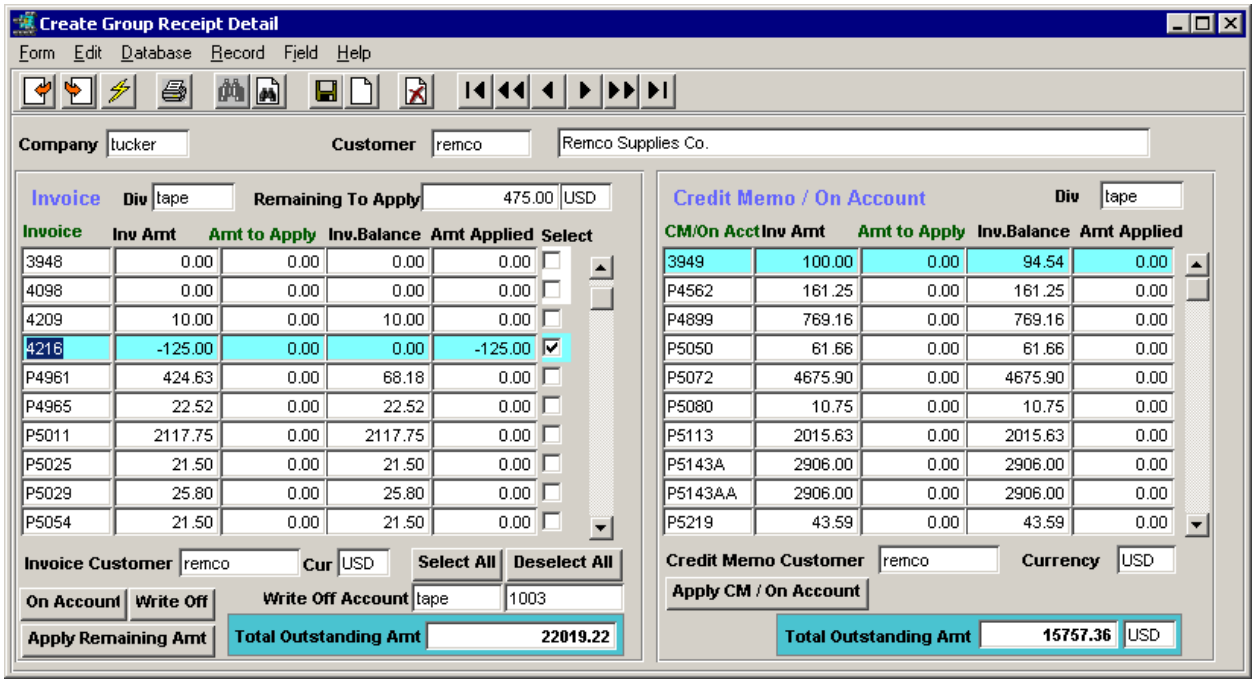
Negative invoice application can only be processed when a payment receipt is processed for the same customer. The payment is entered into the Receipts/Adjustments Maintenance form as per normal receipt handling (e.g. receipt # R1488).



On saving this entry will, FLEXX will automatically present the Group Receipt Detail form. At the Create Group Receipt Detail step, all open invoices including negative invoices for this customer are displayed.



Notice the initial amount to apply is 350.00 which is the amount entered into receipt R2518. The desired negative invoice is now selected (check Select box), and on pressing Apply Remaining Amount, that amount will be added to the Receipt amount to be applied to any other outstanding invoice(s).



Notice Remaining to Apply is now 475 (receipt of 350.00 plus negative invoice 125.00).

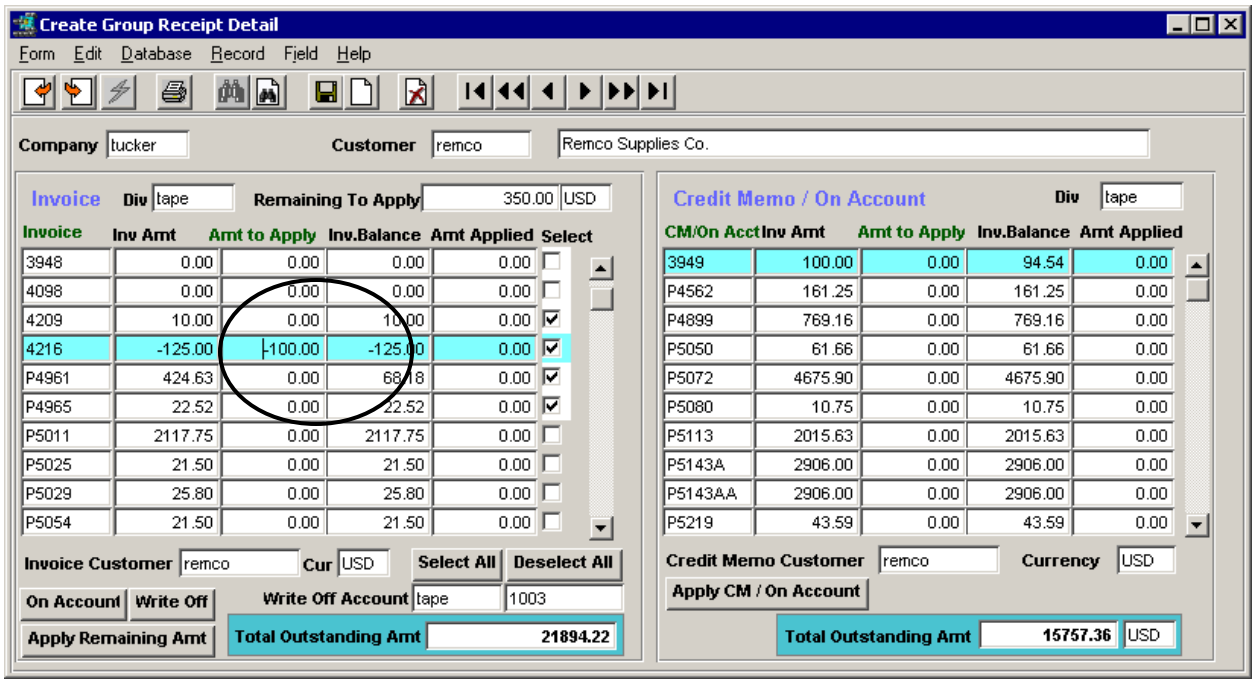
The negative invoice (e.g. 4216) will then be set to 'p' (Paid) status, with the Paid Amount field showing the full amount having been paid (e.g. –125.00).

8.2.3 Full Application

To apply the full amount, select the desired invoices along with the negative invoice from the displayed list (either select individually or press **Select All**) and press **Apply Remaining Amount** and FLEXX will perform the application in the order that the selected invoices are listed. If the full amount is not to be applied, and there is an amount left to apply (Remaining to Apply has a value), that amount can be put into the defined On Account account by pressing the **On Account** button, or it can be written off using the **Write Off** button *(See Topic 6.5 for details on Write Offs).*

8.2.4 Partial Application

It is also possible to apply only part of the outstanding negative invoice amount, the same as for any normal receipt application. On the Create Group Receipt Detail form, a specific value can be entered into the **Amt to Apply** field of the negative invoice, and only that amount will be applied. The remainder will remain unapplied (unpaid) for that invoice, and can be used in subsequent receipt applications. Be aware that the amount entered must be a negative amount (e.g. –100.00).

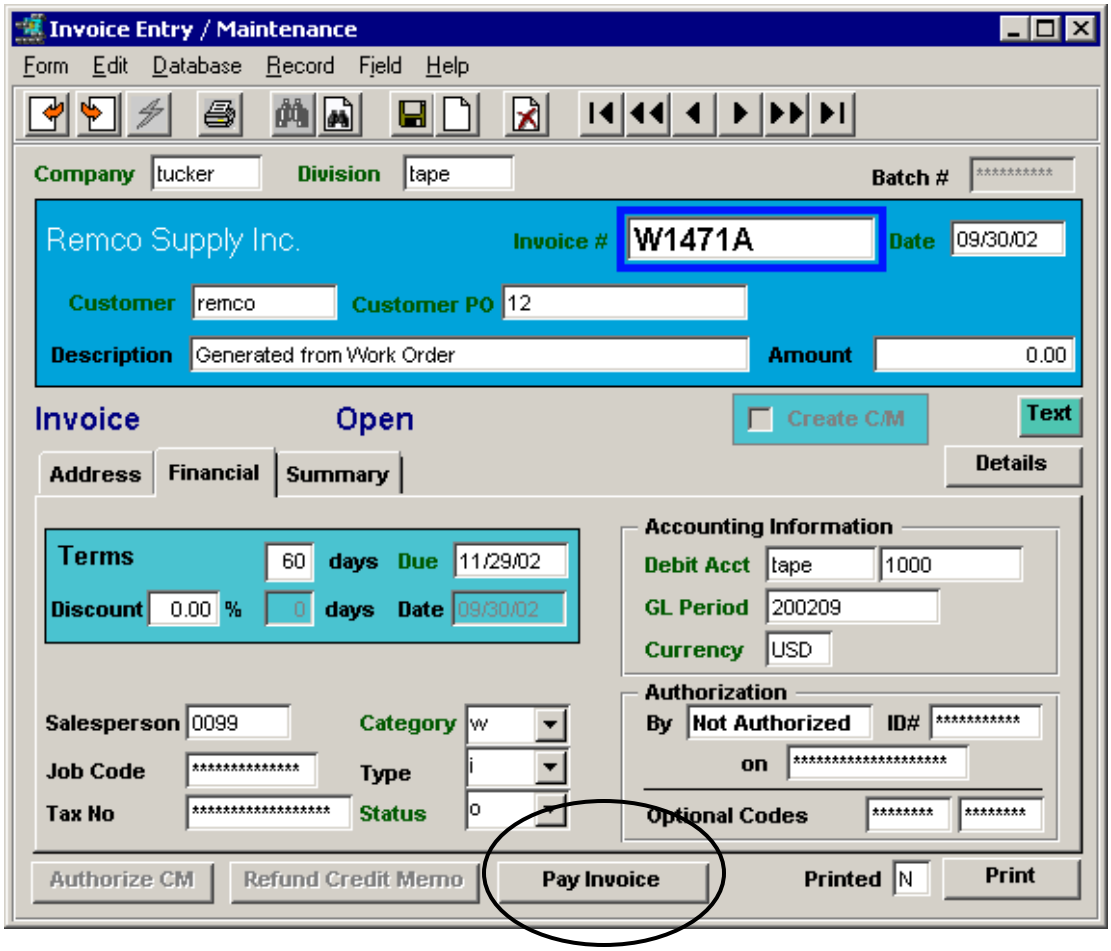


8.3 Zero Value Invoice Payment Receipt Process

FLEXX will on occasion generate a zero value invoice. This can be the result of a sales order (OP or WO) where the total is zero, likely due to a return combined with an order. It is possible to 'pay' this invoice in one of two methods:

1. At normal Receipt application using the Receipts/Adjustments Maintenance form, include the zero value invoice in the selection of invoices to be paid; or
2. Paid directly from the Invoice Header form. This would be necessary if there are no other invoices to be paid where this invoice could not be combined, and the invoice needs to be 'paid'.

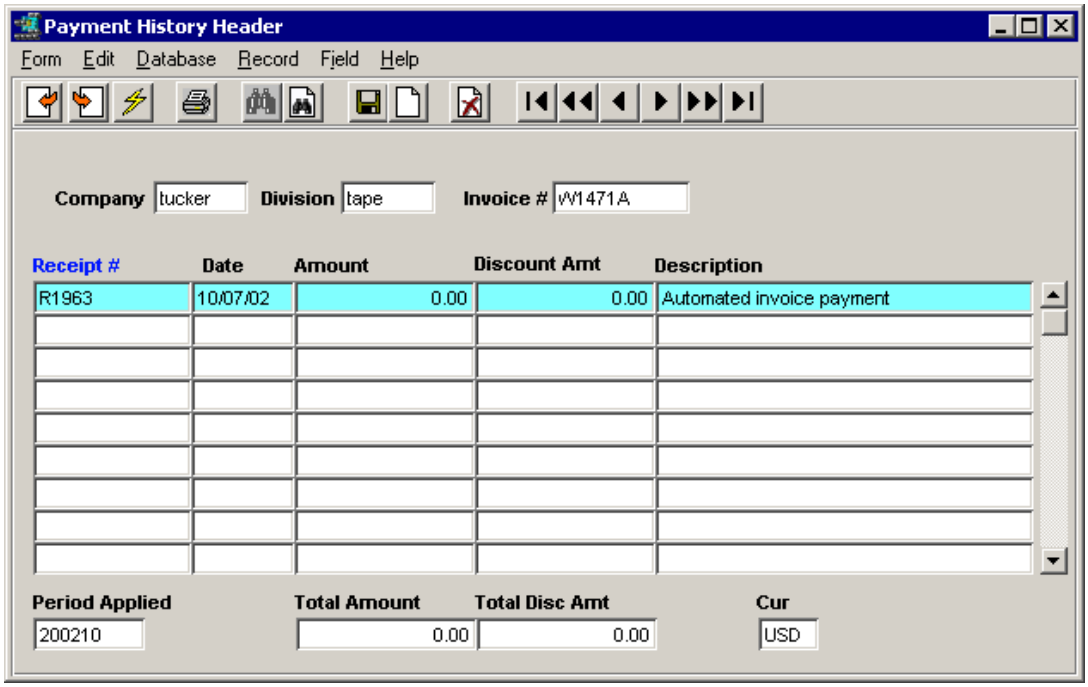
The Invoice form provides a **Pay Invoice** button.



Press this button and the zero value invoice will be automatically 'paid' and marked Paid.

The process FLEXX uses is to automatically generate a zero value receipt and apply it to the invoice.

Zero Value Receipt



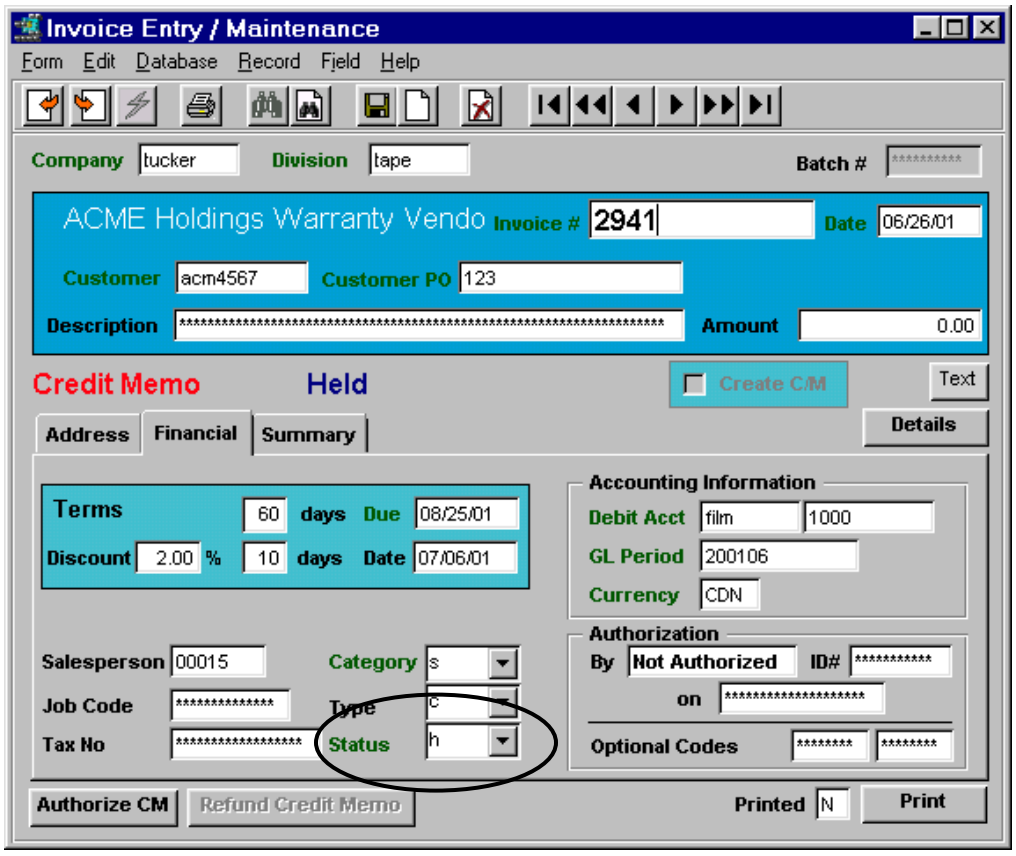
Both records (Invoice and Receipt) will be listed on the Customer Summary and will also print on the standard Customer Statement report.

8.4 Credit Memo Authorization

FLEXX can be defined, using the Application Control Table, to require Authorization for Credit Memos to be processed. The following Application Control setting is used:

Application	Type	Description	Value	Company
ar	CMAuth	Credit Memo Authorization	Y	default

With this setting (which is a company-wide setting), any Credit Memo being created will be initially put into "h" (Hold) status.



Before this CM can be processed, either applied or refunded, it will need to be approved/released. This is done by pressing the **Authorize CM** button. Only a user that is defined with the proper authority level will be able to authorize the CM. The authority required is *Credit Hold Release* with a dollar value for the amount the user is authorized to approve *(See the Administration Guide manual, User Authorization description).*

The following conditions will exist with CM's that are in "h" status:

- they will not be included in balances on the Customer Balance Table;
- they will be shown on the Customer Summary screen but not included in the Balance total;
- they will be shown on the Invoice Aging Inquiry screen but not included in the Balance totals;
- they will not be included on the Customer Aging report or the Customer Statement report;
- they cannot be applied or refunded;
- the Authorize CM button will be activated (lit);
- they will need to be authorized before they can be processed;
- once authorized/approved, they can be applied to invoice(s) or refunded.

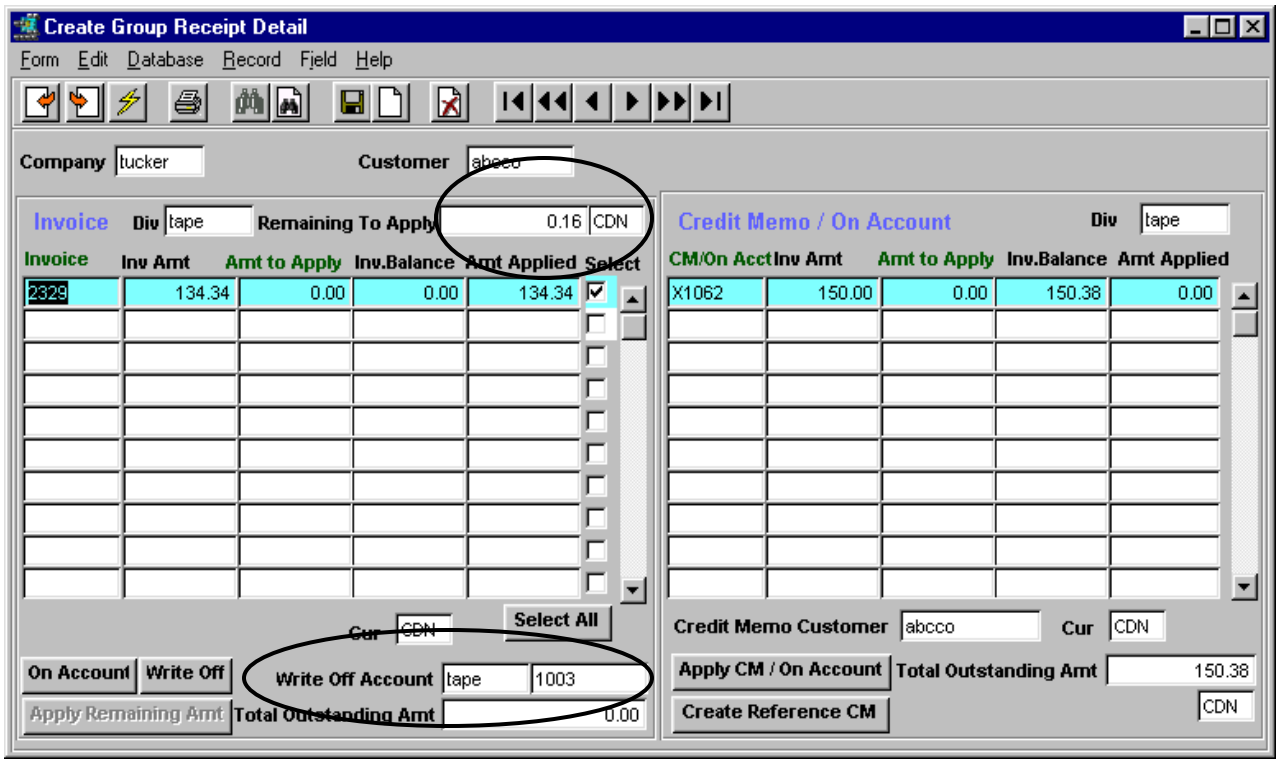
8.5 Invoice/Receipt Write Offs

FLEXX has been enhanced to allow writing off a certain amount of either a receipt or invoice when there is a small amount remaining after applying a payment to an invoice. A receipt is processed as normal, and applied to selected invoices.

The Write Off GL account needs to be predefined on the Company/Division Table for this function to work successfully.

Additionally, the Application Control Table needs to be set up to determine a write off limit, as follows:

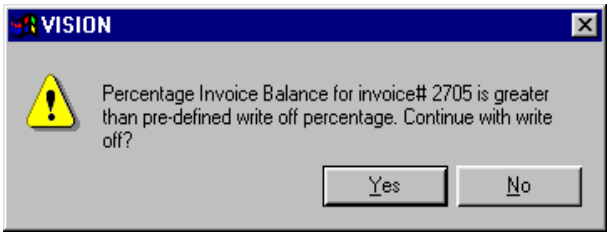
Application	Type	Description	Value	Company
ar	writeoff	Max % of Balance to Write Off	10	default



After the receipt has been applied, and there is an amount remaining unapplied or the invoice has a small amount remaining to apply, press the **Write Off** button to "write off" the remaining amount. The write off amount will be recorded in the Write Off GL account. To write off the receipt amount, deselect (uncheck the Select box) the invoice(s), and press the Write Off button. And to write off an invoice amount, select only that invoice, and press the Write Off button.

Using the above example, pressing Write Off will result in the remaining 0.16 amount to be "written off" to the specified Write Off GL account as a credit. If the invoice had a small unpaid amount, it could be written off to the same account as a debit. This would clear the customer balance of that amount and post it in the GL as either a credit or debit.

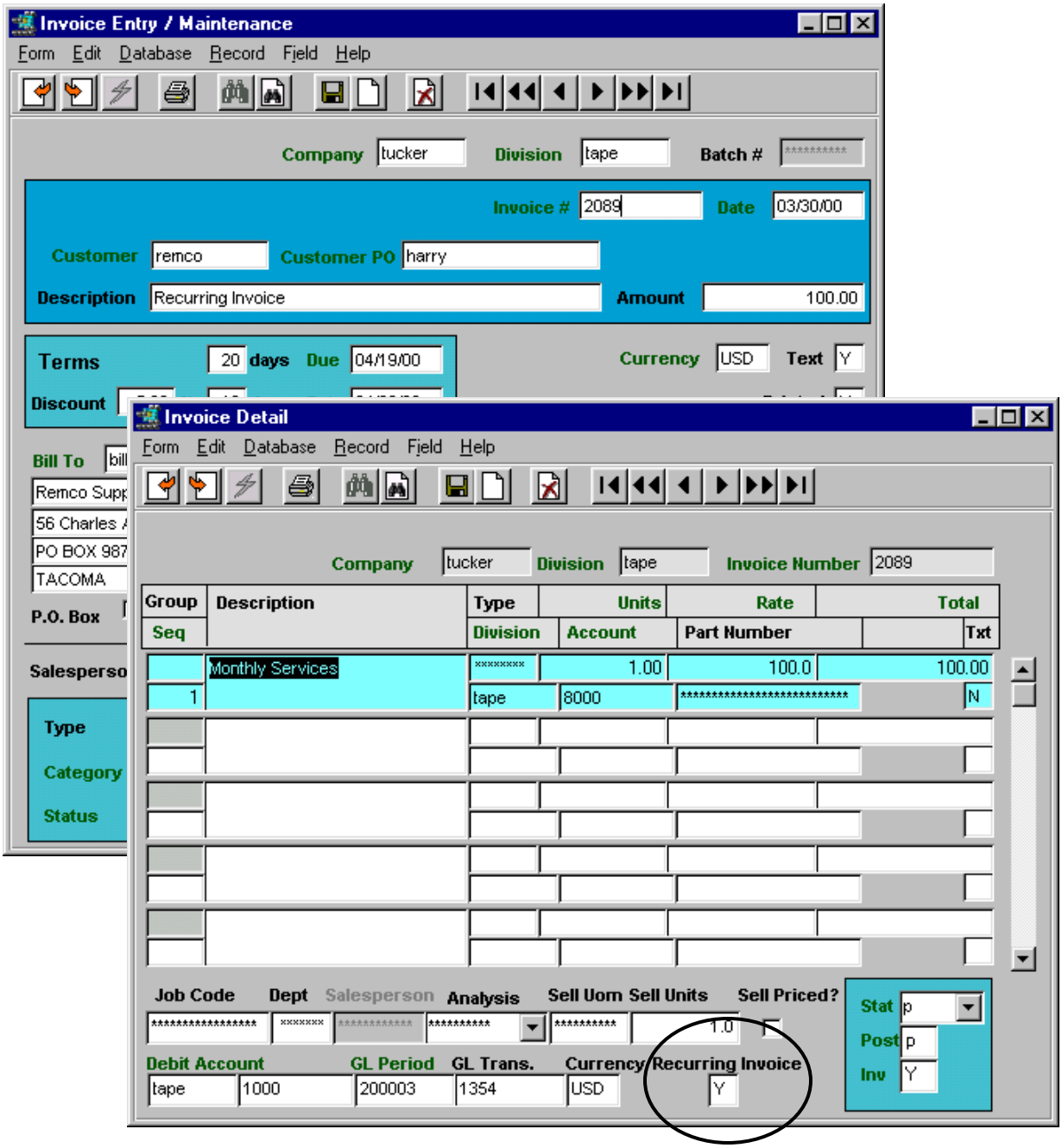
If the write off is larger than the maximum defined, FLEXX will display the following message prompt. This is a warning only and the write off can still be performed if desired. *In fact, if desired, it is possible to write off the entire amount of an invoice or receipt (e.g. write off an outstanding invoice).*



8.6 Recurring Invoices Procedure

8.6.1 Invoice Template Creation

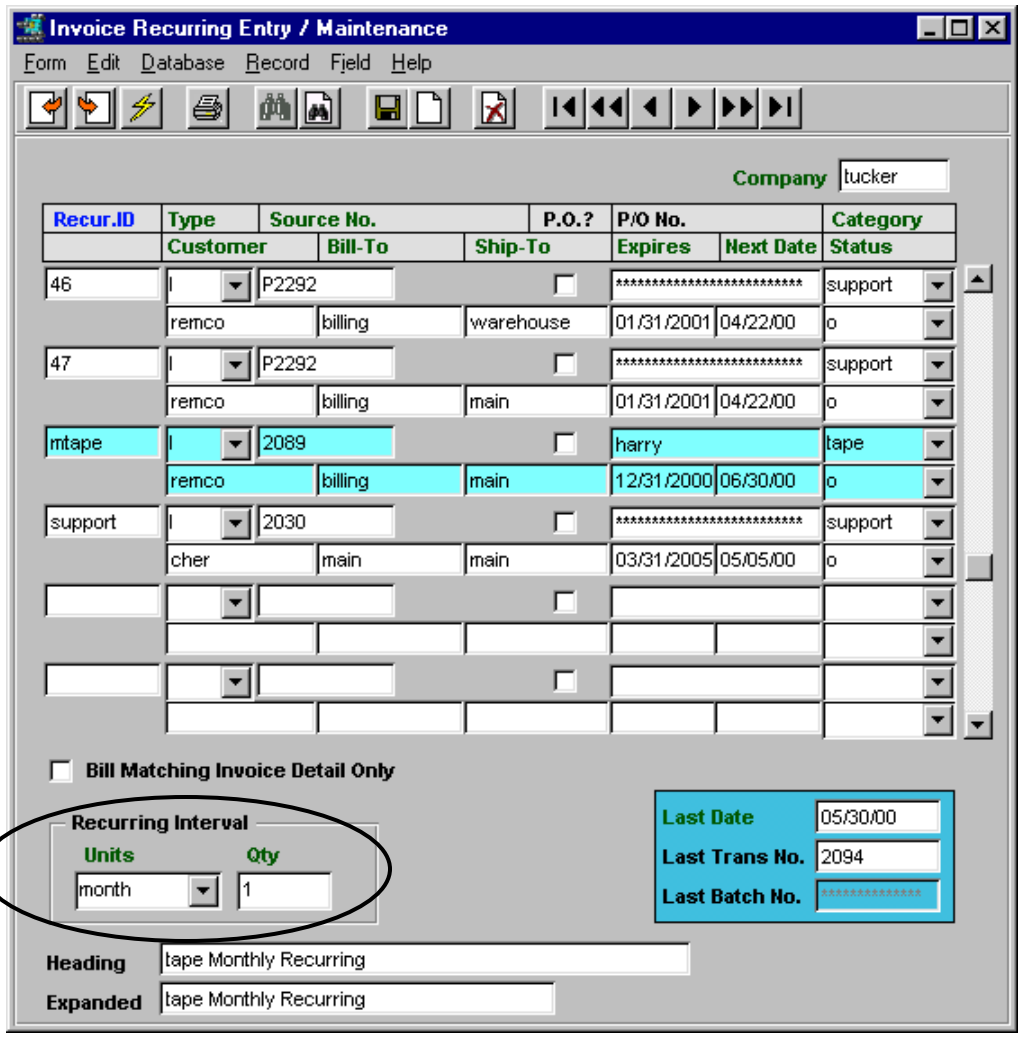
Create the **'Invoice Template'** (initial source invoice) with the required detail items, and set the **Recurring Invoice** flag to Y. All detail items to be included in the recurring invoices need to be marked *'Recurring'*. If taxes are to be included, they must also be flagged as Recurring. Alternatively, if taxes are to be recalculated on invoice generation, they do not need to be marked *Recurring*, but the Automatically Calculate Taxes flag is set on the Recurring Invoice Generation process *(described below)*.



This invoice will be used by FLEXX as the template (source invoice) for this recurring billing.

8.6.2 Invoice Recurring Entry

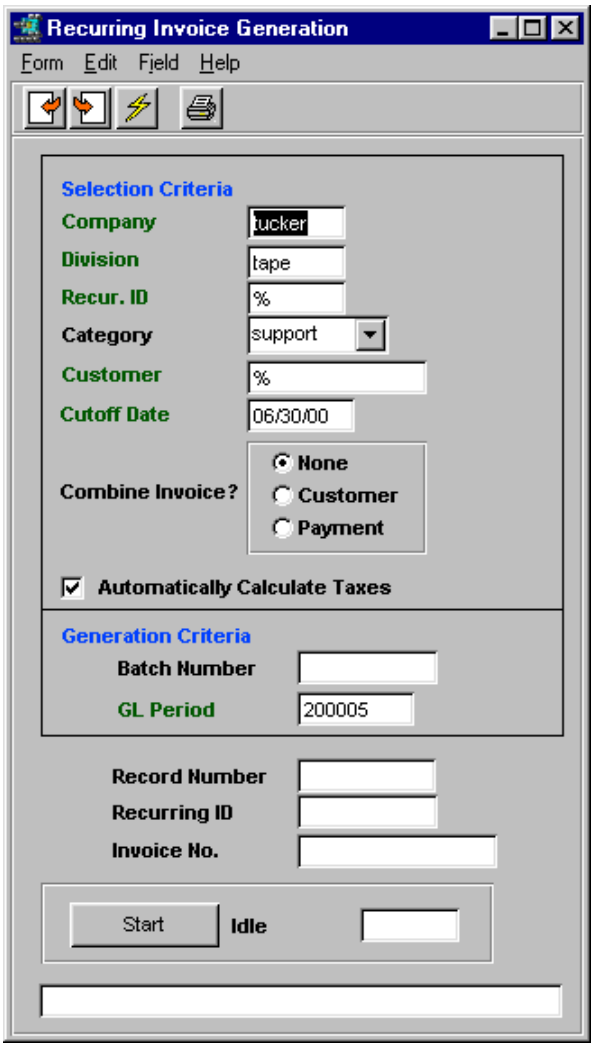
a. Select the **Invoice Recurring Entry** form (from the AR menu), and enter the values as required:



- **Recurring ID** is the code used to define this recurring invoice to the *Recurring Invoice Generation* process.
- **Source No.** is the original 'parent' invoice to be used as the recurring template (i.e. 2089 in our example).
- make changes to the other fields as required, but they will default to values defined on the source invoice.
- Specify the ***Units*** and ***Quantity*** values in the **Recurring Interval** fields:
  - *Units* = Type of interval between billings
  - *Qty* = Number of intervals between billings
- **Last Date** is either the date taken from the base invoice if this process hasn't been run yet, or will be updated by FLEXX to be the date the process was last run.
- **Last Trans No**. is the number of the Invoice generated at the last 'Recurring Generation' run.
- **Bill Matching Invoice Detail Only** flag is used only when the recurring invoice is generated from a recurring sales order. This is described in more detail in the next topic.

The 'template' can now be used to generate future invoices at the intervals defined in the *Recurring Intervals* fields.

b. Run the Recurring Invoice Generation process:



This process can be run by any of the following selection criteria:

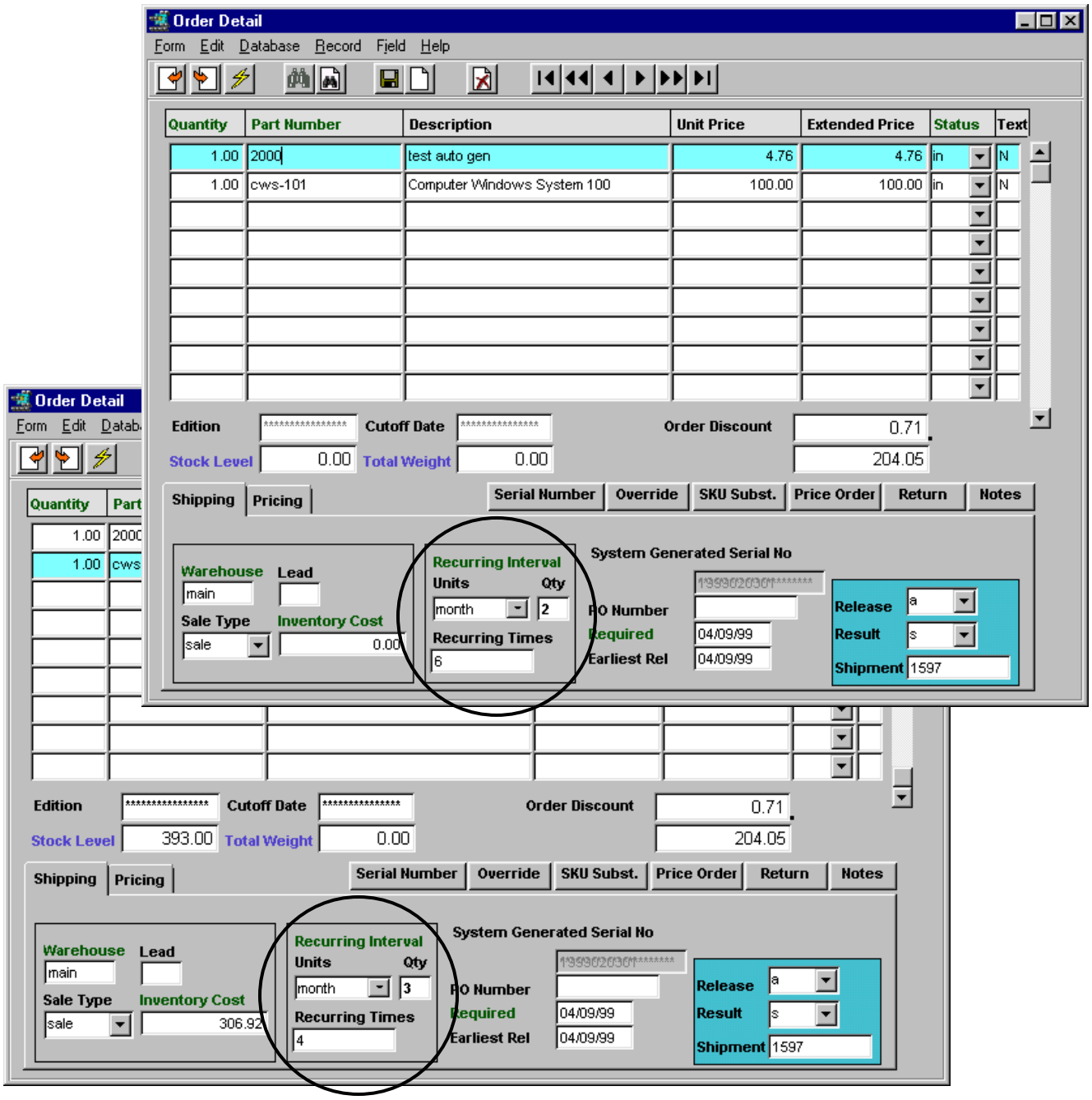
- Recur. ID (i.e. *mtape*) is the code as defined on the Invoice Recurring Entry form – will generate only the invoice for that Recurring ID;
- Category code as defined on the Invoice Recurring Entry form – all invoices for that Category defined will be generated;
- Customer code – all invoices for the defined Customer Code will be generated;
- Cutoff Date – all invoices with Next Date set within that particular Cutoff Date will be generated.
- Automatically Calculate Taxes – can be selected if all applicable taxes are to be calculated for the generated detail entries.

This process will now automatically generate a new invoice identical to the one defined as the *source*. Any changes to the new invoice can be made by manually modifying the detail fields as required, but only before it is either paid or posted.

8.6.3 Bill Matching Invoice Detail Only

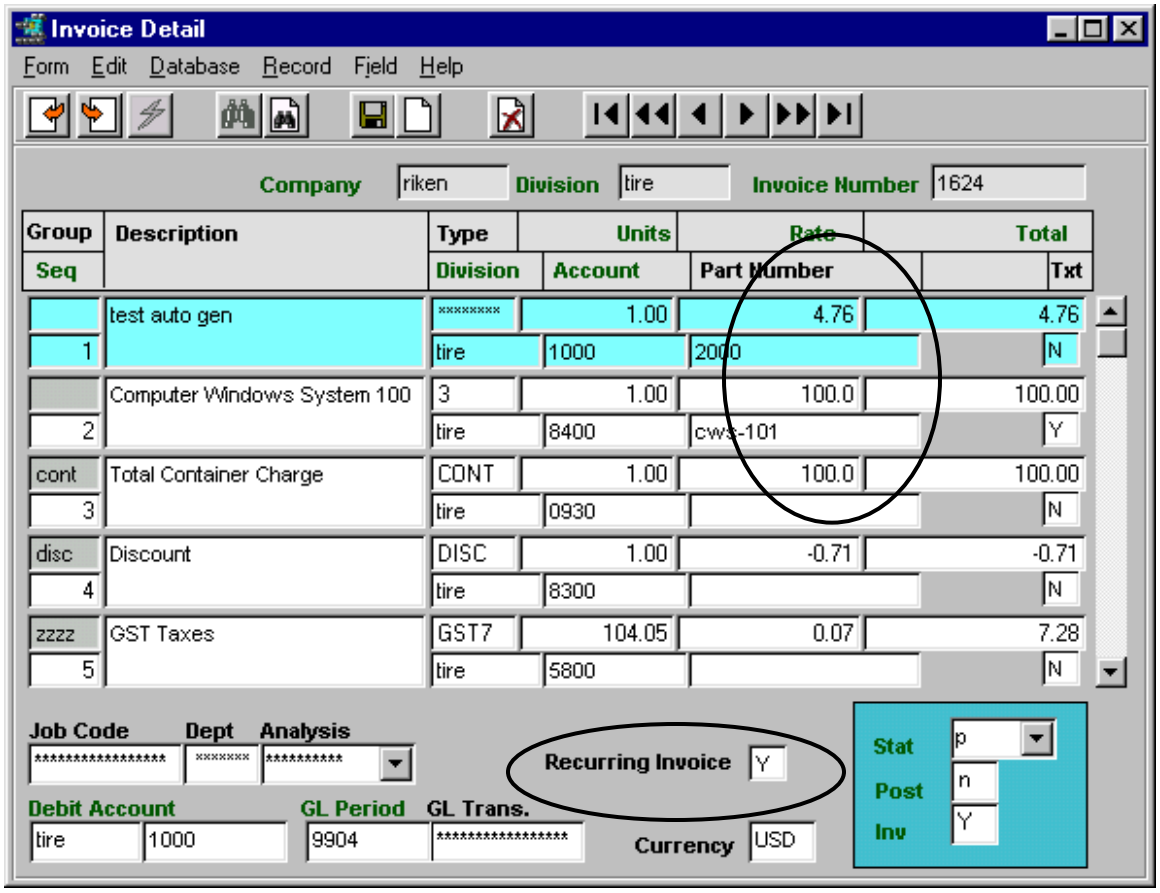
A Sales order can have multiple detail entries of Recurring SKUs, and each entry can have a different recurring interval. Invoice recurring ID entries are then defined for each recurring interval used in the sales order, using the same 'source' invoice number. By selecting the Bill Matching flag, FLEXX will generate an invoice with only entries containing the same recurring interval as on that template.

Example of Recurring order with two detail entries having different recurring intervals:



The initial invoice generated for this order will now be used as the template (or source) invoice for all future recurring invoices for the order recurring entries (i.e. SKU 2000 and cws-101).

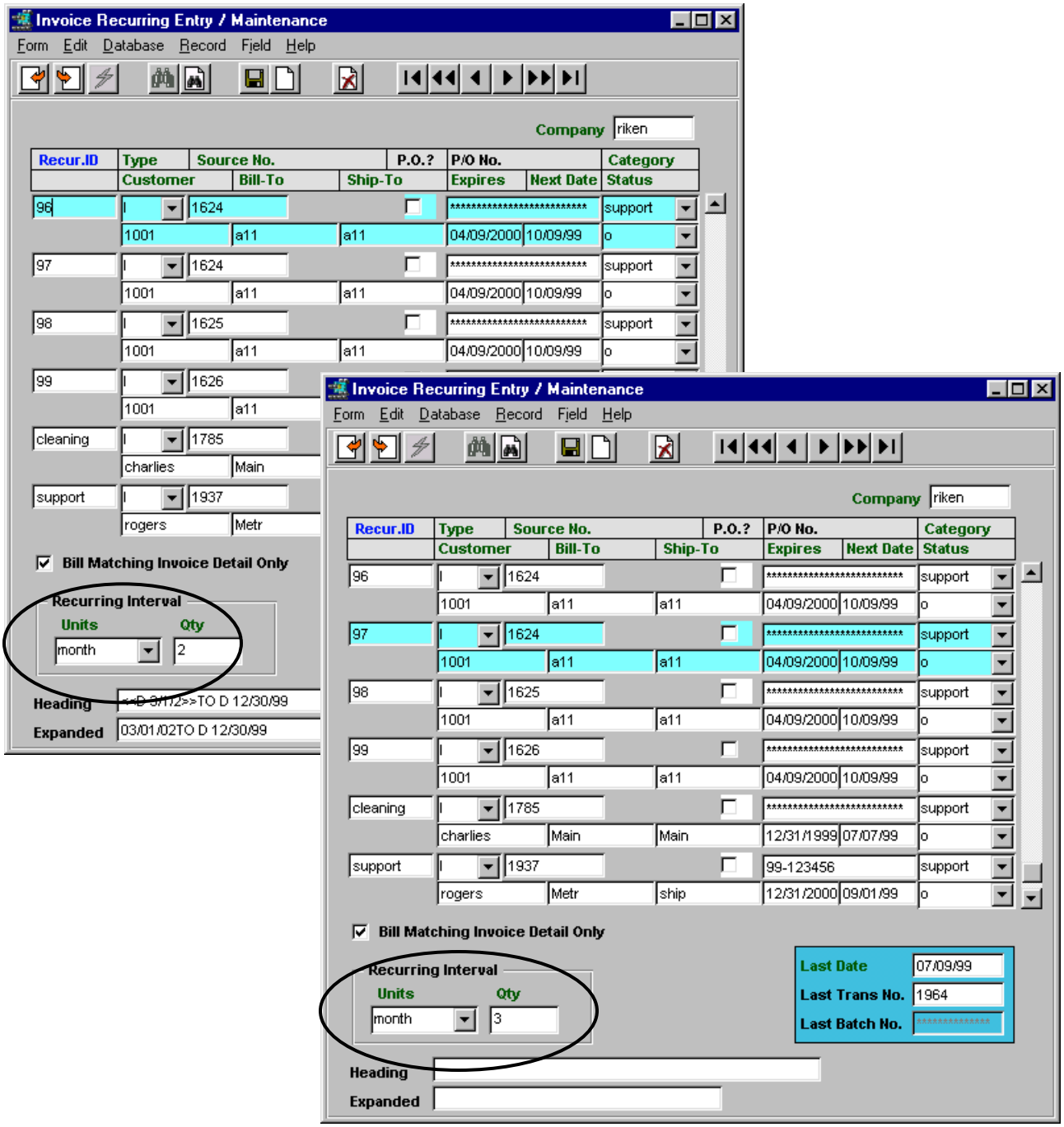
Invoice Detail entries:



Each detail line to be recurring needs to have the Recurring Invoice flag set to Y.

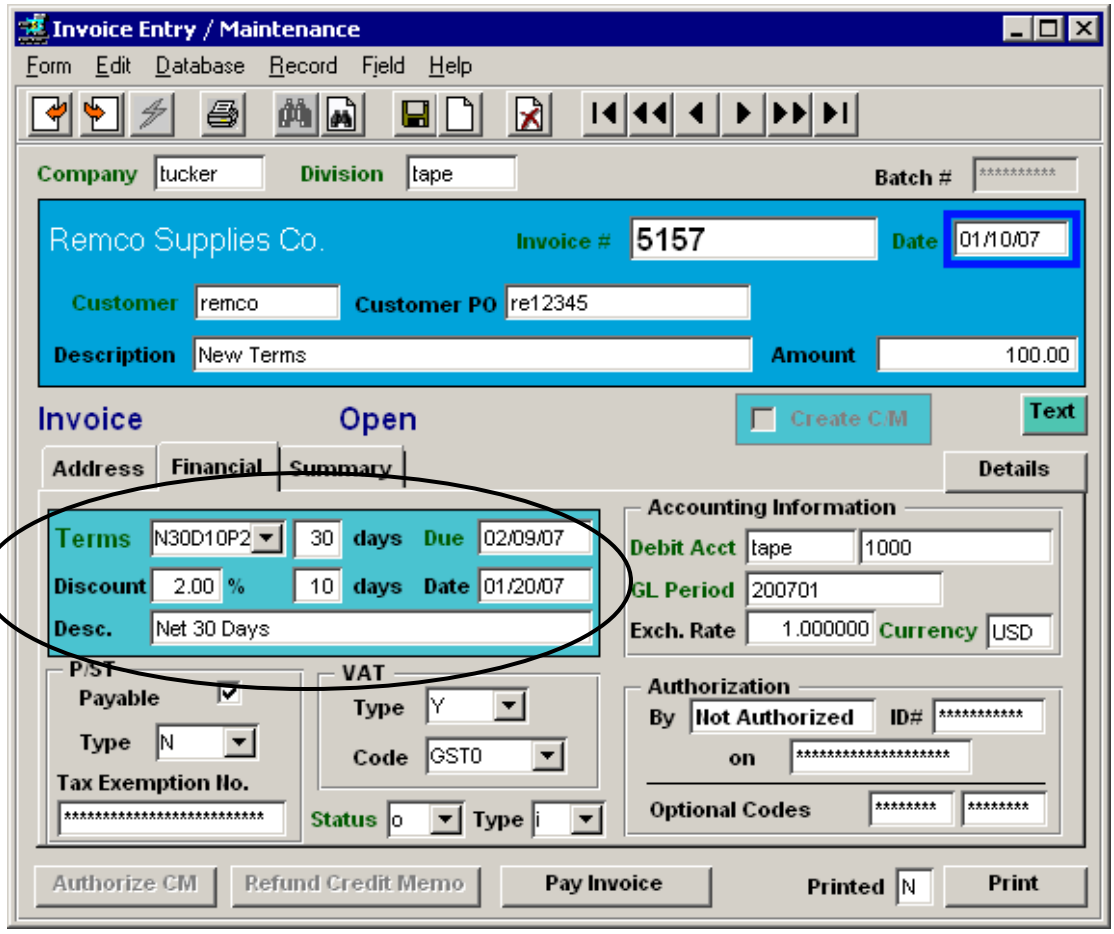
Then, the Invoice Recurring Entry form needs to be defined, and since each detail entry has a different recurring interval, each will need to be defined separately with its unique interval *(see example below)*.

Since the **'Bill Matching'** flag is set, at Recurring Invoice Generation, the invoice for each order detail will be generated at a different interval; i.e. every two months for ID 96 (item 2000) and every three months for ID 97 (item cws-101).



8.7 Invoice Terms Definition

An invoice will have the terms set to the Terms definition on the Customer Master. These can be changed to any other value predefined on the Terms Maintenance Screen, but only by an authorized user.

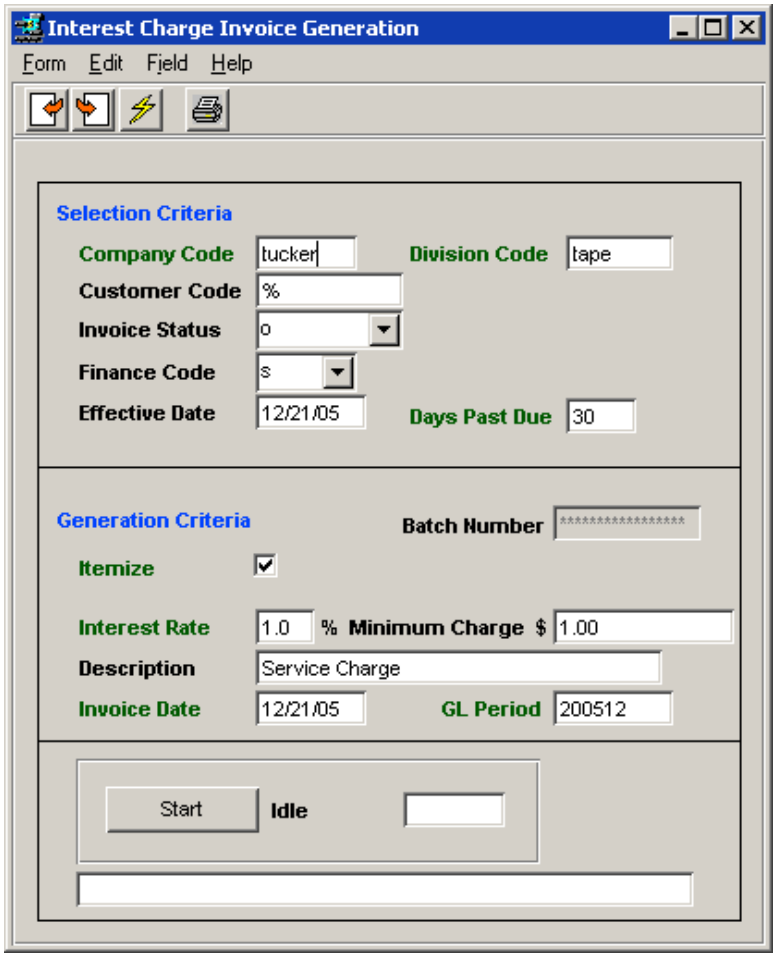


If the terms are to be changed, the *authorized* user can select the desired setting from the drop-down list. This setting will then be used by FLEXX to determine the due date which will be the value reported on the Customer Statement, and also used by the Interest Charge Invoice Generation Routine to calculate the overdue interest on any outstanding invoice (described in the next topic).

For more details on this function, please refer to Topic 1.7 "*Customer Terms Function*".

8.8 Interest Charge Invoice Generation Process

The Interest Charge Invoice Generation process is used to generate invoices for interest charges on overdue invoices for selected customers based on predefined terms and interest rates.



The process can be selected to be run based on the following parameters:

- Customer Code – for a specific customer, or all customers (%).
- Invoice Status – for open invoices only.
- Finance Code – values ‘s’ or ‘n’; for a specific group of customers based on the Finance Code defined on the Customer Master. Define this field ‘n’ on the Customer Master to omit certain customers from interest charges.
- Effective Date – the date used for the Past Due calculation, based on the Due Date of the invoice.
- Days Past Due – the number of days the invoice is past due, defaults to 30 days, or value *days* defined in Application Control *(described below)*, or can be set to any specific value.

Note: the number of days past due uses the due date set on each invoice, and then adds the Days Past Due to this value to determine if interest is to be charged.

The interest charge will then be calculated for each selected invoice according to the values specified in the Generation parameters, as follows:

- Interest Rate – defaults to 1.5%, or value defined in Application Control *(described below)*, or can be set to any specific value.
- Minimum Charge – the minimum interest charge that will produce an invoice, defaults to $1.00, or value defined in Application Control, or can be set to any specific value.

Using the default settings, FLEXX will generate interest invoices for all open invoices that are 30 days past due, with an effective date as of the FLEXX current date, at a rate of 1.5%, for all customers defined with Finance Code 's'. The interest invoice will be dated the current system date as shown in the Invoice Date field, or can be set to any desired date. Note that this date will be used in the determination of when the next interest charge can be calculated for the same overdue invoices.

Once an invoice has had an Interest invoice generated for its overdue balance, the process will not generate another interest invoice until its overdue date reaches the previous interest charge generation date (as determined from the **Invoice Date** value specified) plus the *rerun* value as defined in Application Control (defaults to 30 days but can be set to any other value; e.g. if interest is to be charged according to the number of days in a month, this value can be set to that month's number of days at the beginning of each month).

The Interest invoice is identified on the invoice header by the **Category** field being set to 'i'. It will be aged the same as any other invoice for that customer, according to the settings on the Customer Master Financial form, and will also be subject to interest charges when overdue.

Customer payments will not be automatically applied to Interest invoices first. Payment application is as selected on the Receipts Detail form, either by individual invoice or in the order displayed which is normally earliest to latest.

8.8.1 Application Control Settings

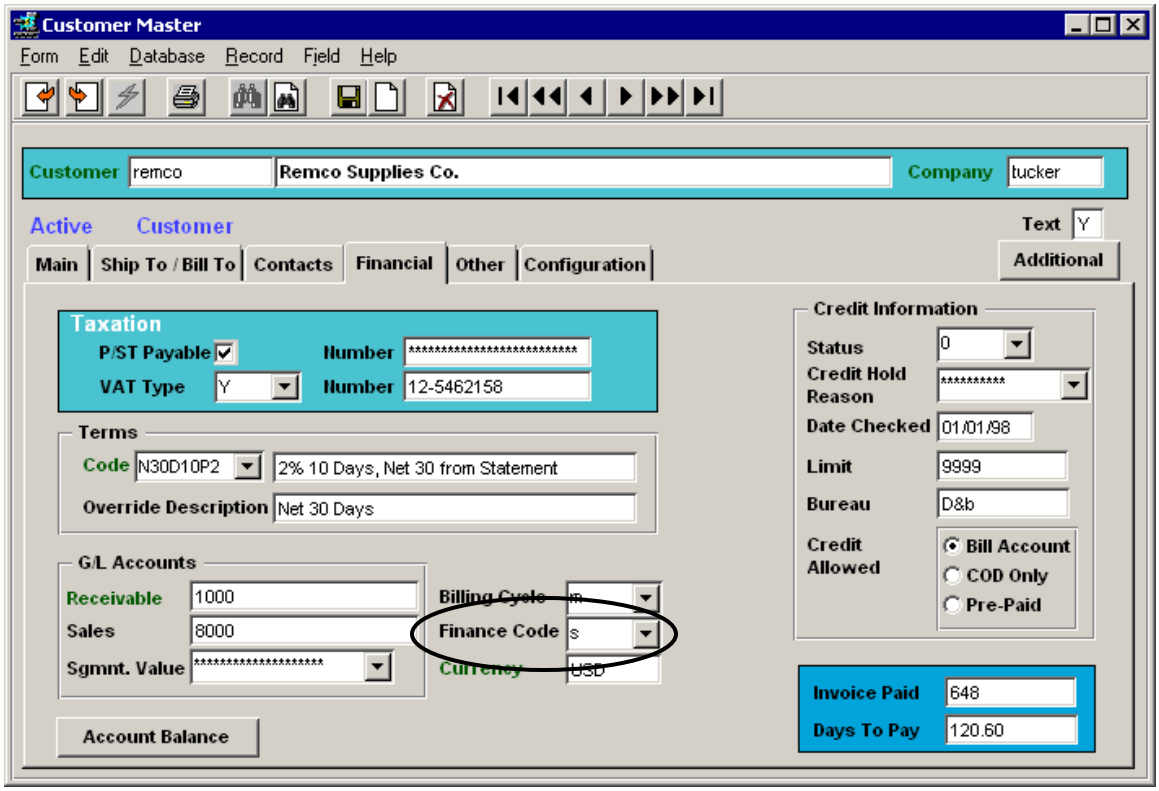
The Interest Charge Invoice Generation Procedure requires the following Application Control settings:

Application	Type	Description	Value	Company	Parameter
ar	int_gen	Interest Gen after no. of days overdue	30 (default)	default	**days**
ar	int_gen	Interest Rate (%)	1 (default)	default	**rate**
ar	int_gen	Minimum charge	1.00 (default)	default	**minimum**
ar	int_gen	Allow days before rerun	30 (default)	default	**rerun**

The *int_gen* parameters are used in AR to define the interest to be charged on overdue balances. Parameter *days* defines the number of past due days after which interest will be charged, *rate* defines the percentage to be charged on the overdue balance, *minimum* sets the minimum interest dollar amount to be invoiced, and *rerun* determines the period after which the process will again generate interest for the same overdue invoices.

Additionally, the customer can be defined as to whether or not he is eligible for interest charges, as follows.

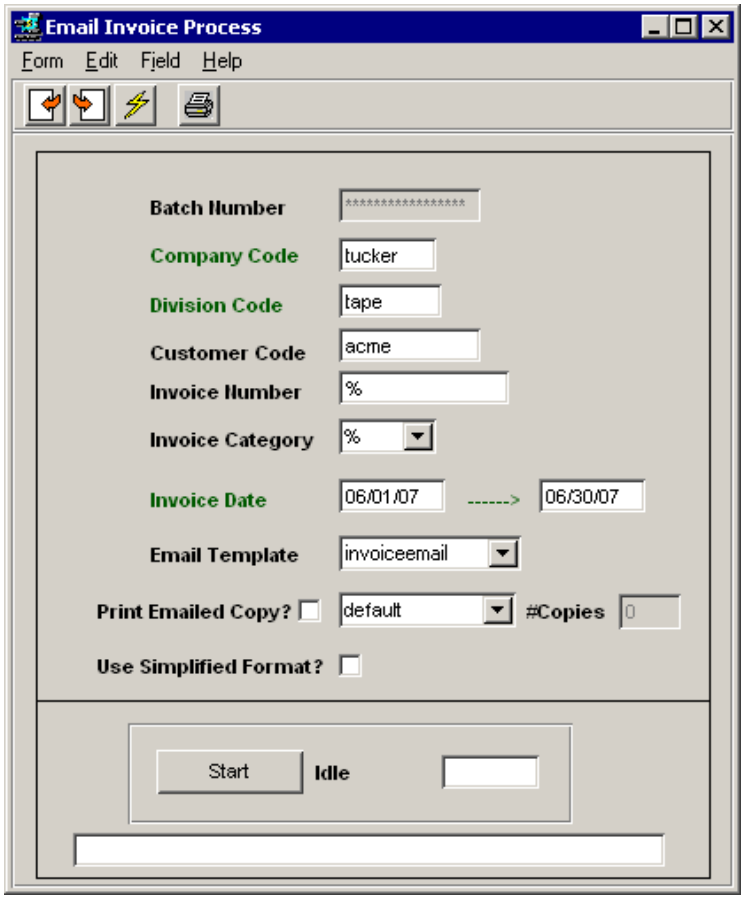
8.8.2 Customer Master Definitions



- **Terms** – defined in the Terms Maintenance table, and can be changed to any other predefined value (described in Topic 1.7 "Customer Terms Function".
- **Finance Code** – s (Standard) or n (No Charge)
    - this setting can be used by the Interest Generation Process to select eligible customers.

8.9 Email Invoice Process

The Email Invoice Process allows the FLEXX user to email customer invoices instead of printing and mailing them. Once the invoice has been emailed, it will be tagged as having been printed and FLEXX will not allow it to be printed or emailed again unless the Printed flag has been reset.



The data fields can be entered as desired to select the invoices to be emailed. Invoices to be emailed can be selected by the following:

- **Customer Code** - by specific customer (can be left to default to % to select all customers according to the other selections)
- **Invoice Number** – by specific invoice (or % for all unprinted/un-emailed)
- **Invoice Category** – by specific invoice category (e.g. select "o" if only OP invoices)
- **Invoice Date** – by invoice date range

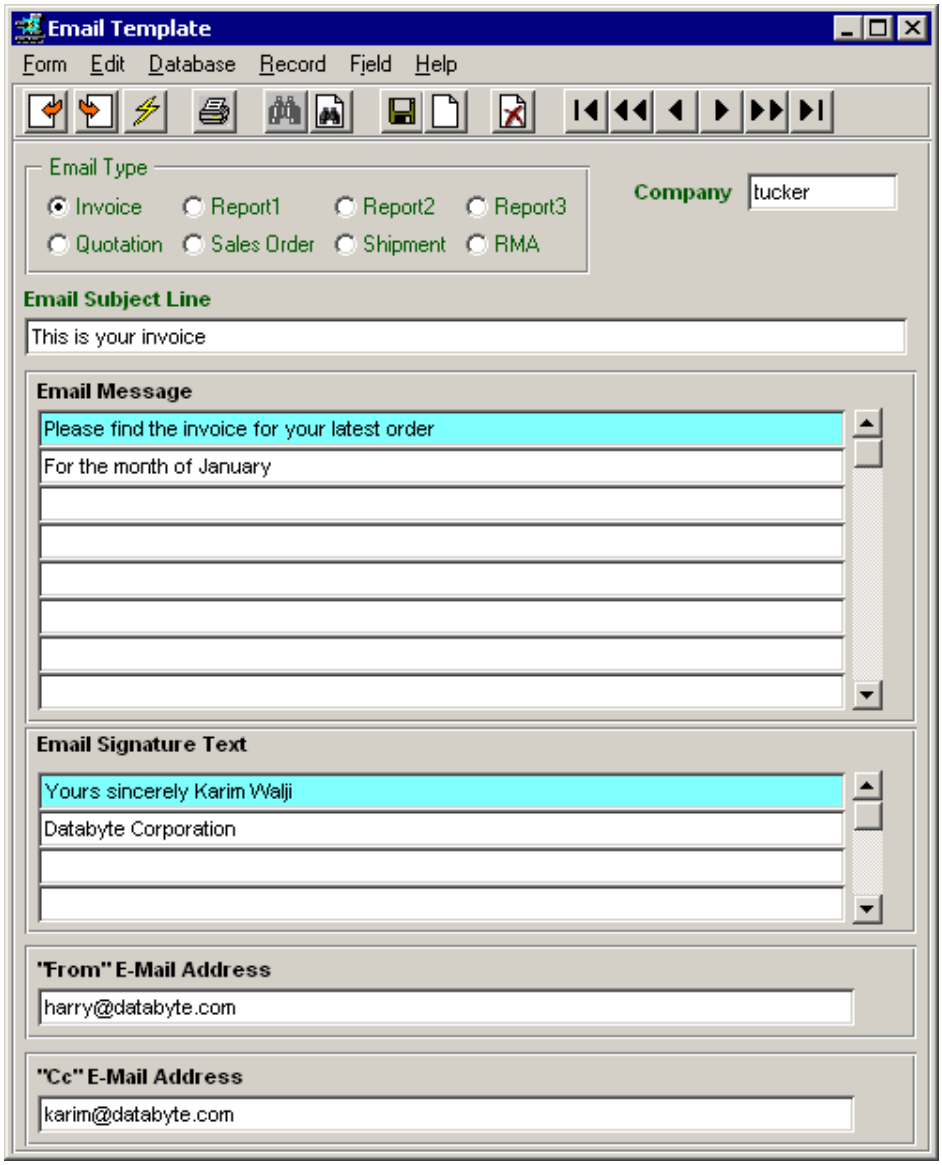
Invoices to be emailed can also be printed at the same time by selecting the **Print Emailed Copy** box. Note that only un-printed invoices will be emailed.

The **Email Template** field is used to select the specific template to be used for formatting the email message. For the function to work, an email Template first needs to be set up on the Company Master table, as follows:

8.9.1 Email Template Set Up

To set up the Template, display the Company Master form, click <<Next Form>> and select **Email Template.** The following screen will be displayed. This template is also used for Order and Quote Confirmations and that set up is described in the Order Processing manuals.

To define the invoice template, <<Clear-to-Add>> and select the **Invoice** radio button. Then enter the text fields as desired. There is no limit to the content or the size of the messages. This is the email message that will accompany the attached invoices being sent to the customer.

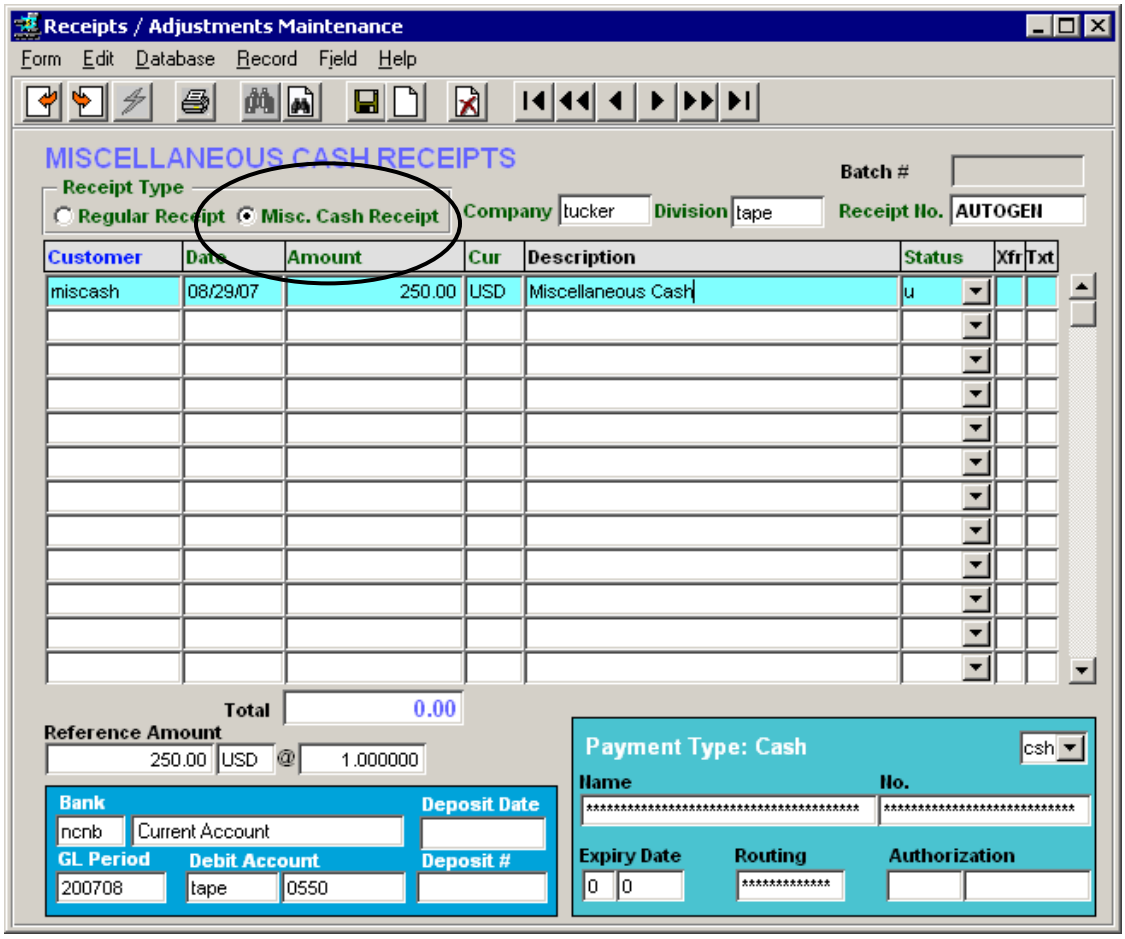


8.10 Miscellaneous Cash Receipts

The process of entering Miscellaneous Cash Receipts in FLEXX uses the standard receipt entry process to record miscellaneous receipts. However, the receipt entry process does not require the receipt to be applied to outstanding invoices.

8.10.1 Miscellaneous Receipt Entry

The Miscellaneous Cash Receipt is entered on the Receipts / Adjustments Maintenance screen as follows:



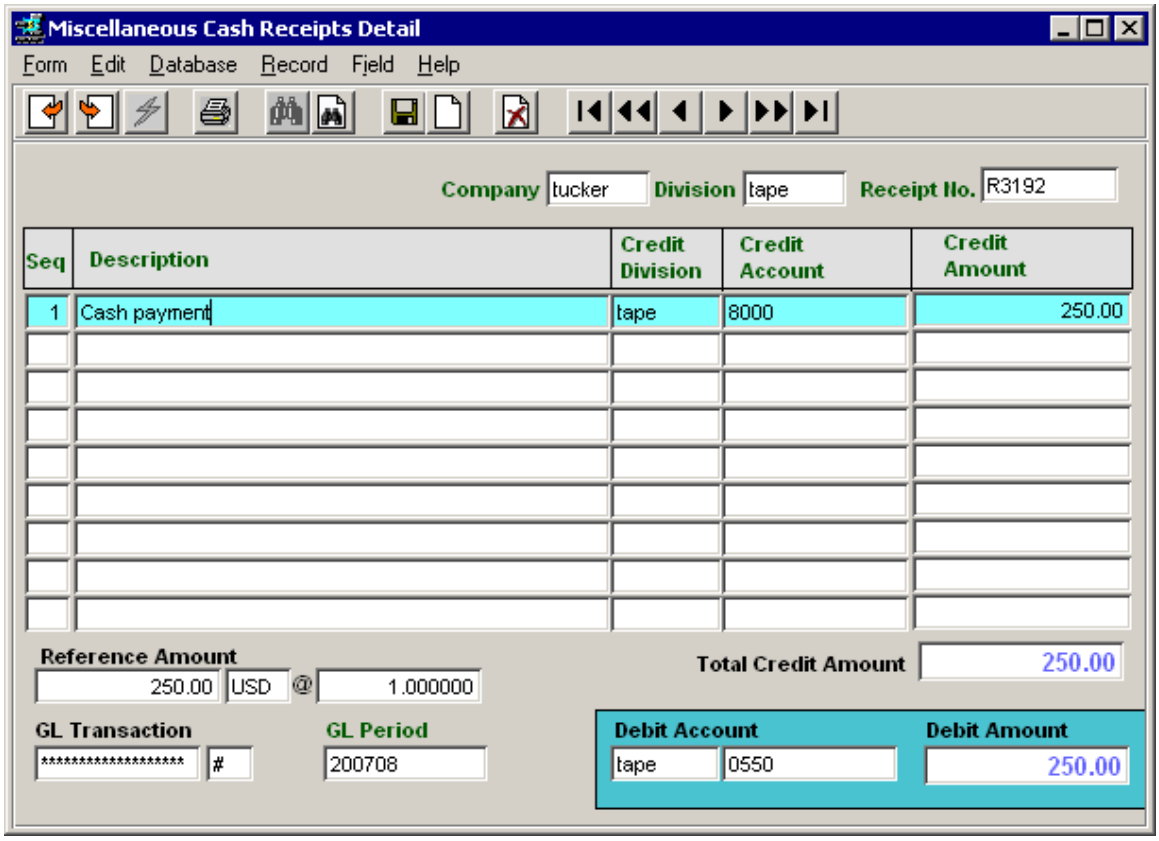
- Select the **Misc. Cash Receipt** radio button – identifies this receipt as a miscellaneous receipt
- The Receipt number can be allowed to 'Autogen'
- The Customer Code will default to the value defined in the Application Control Table *misccust* variable; Any other valid, active customer code can be used if desired, and will be used by FLEXX to record the source of the receipt. The Application Control is defined as follows:

Application	Type	Description	Value	Company
ar	*misccust*	Customer for Miscellaneous Cash Receipts	No default (e.g. misccash)	default

The *misccust* variable defines the customer code to be used when entering Miscellaneous Cash Receipts into AR and is required whenever a miscellaneous cash receipt is to be entered. The code then also needs to be defined on the Customer Master table, but only with the minimum of parameters entered. Note that this customer code should be used for only this purpose.

- Enter any other details as required.

On pressing Add/Update, the **Miscellaneous Cash Receipts Detail** screen will be displayed.



Use this screen to enter the details of the cash receipt:

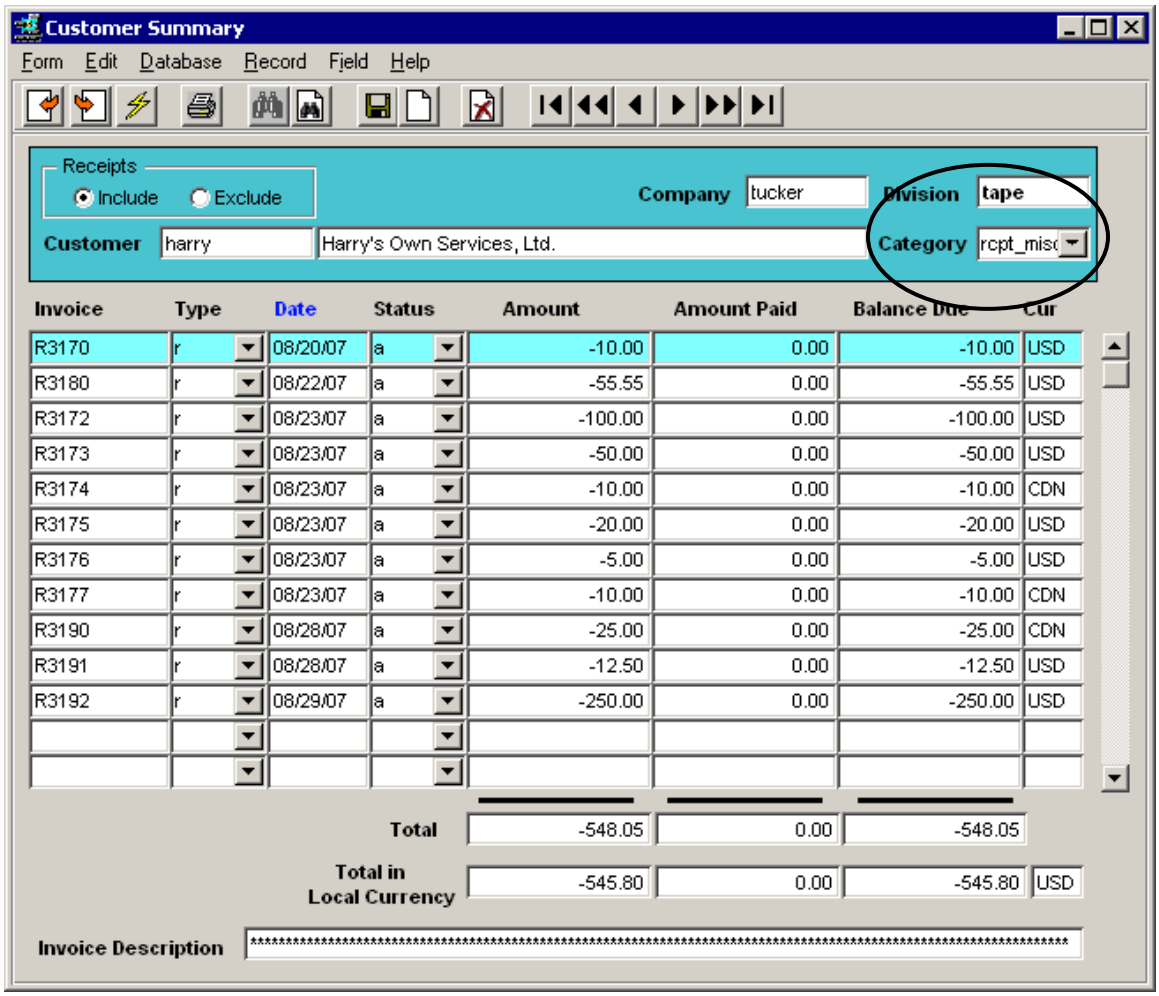
- Description as required
- The Credit GL account (Division & Account #) this receipt is to be credited to; the Debit account will default to the value specified on the header.
- Credit Amount

If the value entered on the Detail screen matches the header value, when exiting the screen (Previous Form), the receipt will be stamped Applied (status "a") and will be considered completed. If the amounts do not match, a warning message will be displayed and the receipt will remain in Unapplied ("u") status. This status is significant in that an unapplied Cash Receipt will not be posted to the GL when running the Generate GL Transactions from Receipts process. Additionally, if you are using the FLEXX Deposit Slip Process *(a new function in FLEXX AR described in Topic 8.11),* only Applied (status "a") receipts will be selected when generating deposit slips.

8.10.2 Miscellaneous Receipts Maintenance

Tracking

Since the Miscellaneous Cash Receipt is basically a standard AR record, it can now be tracked the same as any other AR transaction using the Customer Summary screen:



Cash receipts can be displayed by their Category code *rcpt_misc* – will display all miscellaneous receipts based on other search criteria (customer code, date, status, etc.).

Voiding

As with tracking, the miscellaneous receipt can also be voided as any other normal AR receipt record, using the AR Void Receipt process.

Reporting

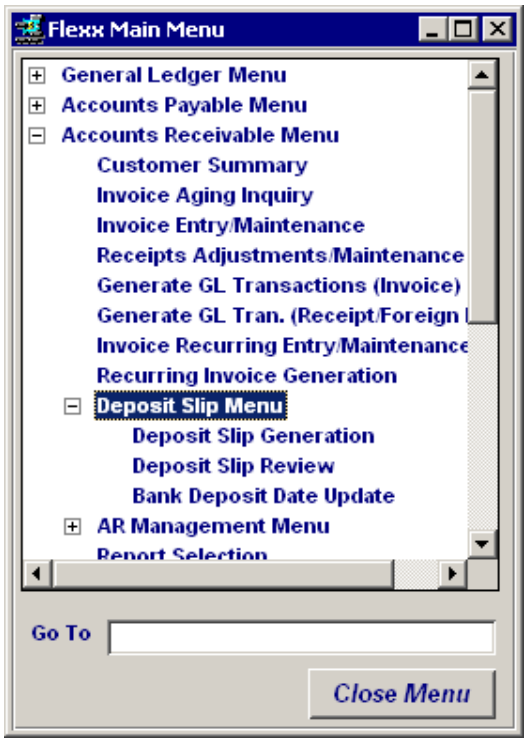
The standard FLEXX AR reports can now also be used for reporting on miscellaneous cash receipts:

- *ardepc* - Cash Receipts Deposit
- *cashrcpt* - Unapplied Cash Receipts Distribution Journal
- *misccash* - Misc. Cash Receipt Report
- *ardstrct* - AR Distribution for Receipts

8.11 Deposit Slip Process

The FLEXX Deposit Slip Process allows the operator to generate and print receipt (payment) deposit slips. This process should be used if FLEXX Bank Reconciliation is being used to reconcile the bank statement to the FLEXX accounting records (AR receipts and AP payments). Deposit slips should then be generated each time a bank deposit is made. This serves two purposes; a deposit slip can be printed and used to prepare the bank deposit, and the slip record can be used to match to the bank statement when Bank Reconciliation is performed.

The process is accessed by way of the **Deposit Slip Menu** in the Accounts Receivable menu.



The **Deposit Slip Generation** routine is used to create a bank deposit record. Only Applied (status "a") and Posted receipts will be selected from the Receipt table. Additionally, only receipts recorded with a Payment Expiry Date of 0 or 'null' (shown as *****) will be selected. This implies the record is not a credit or debit card record, since they are the only Payment Type records that require a valid date value.

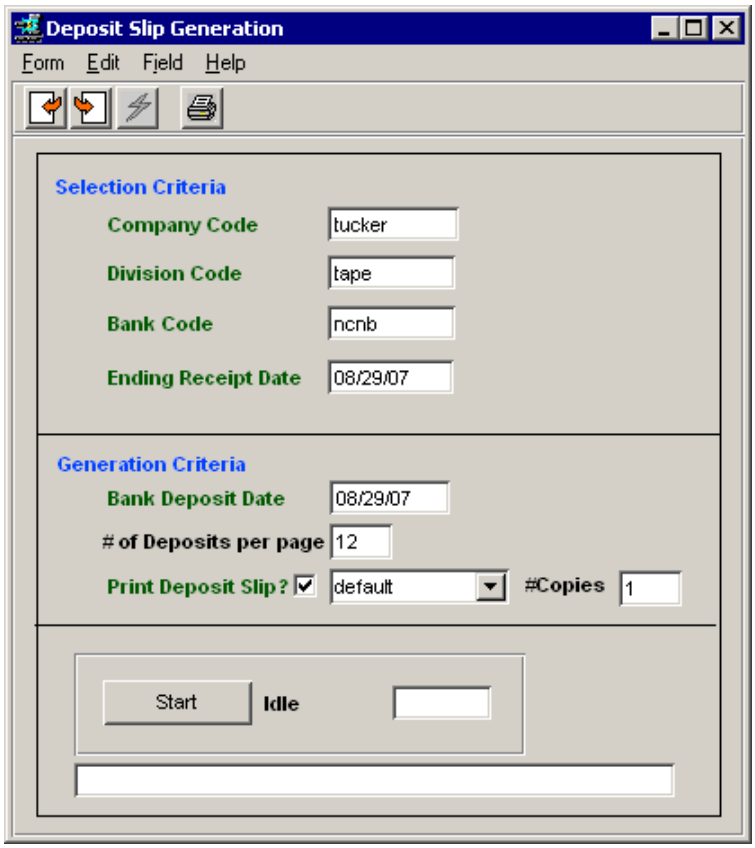
The **Deposit Slip Review** screen is used to display (and manage) the entries (deposits) recorded on a particular deposit slip.

The **Bank Deposit Date Update** routine is used to change the date of generated deposit records.

These are described below in more detail.

8.11.1 Deposit Slip Generation

The Deposit Slip Generation routine is used to create the deposit slip record. The values entered on the form will determine which receipts are to be "deposited" on this slip, and if the slip is also to be printed.



Selection Criteria:

- **Company Code** – your company code as defined to FLEXX
- **Division Code** – the division to be used to select receipts
- **Bank Code** – either the specific code of the bank for which to generate the deposit, or left at % for all banks; this will result in receipts being selected matching the bank code.
- **Ending Receipt Date** – the ending date of the receipts to be selected.

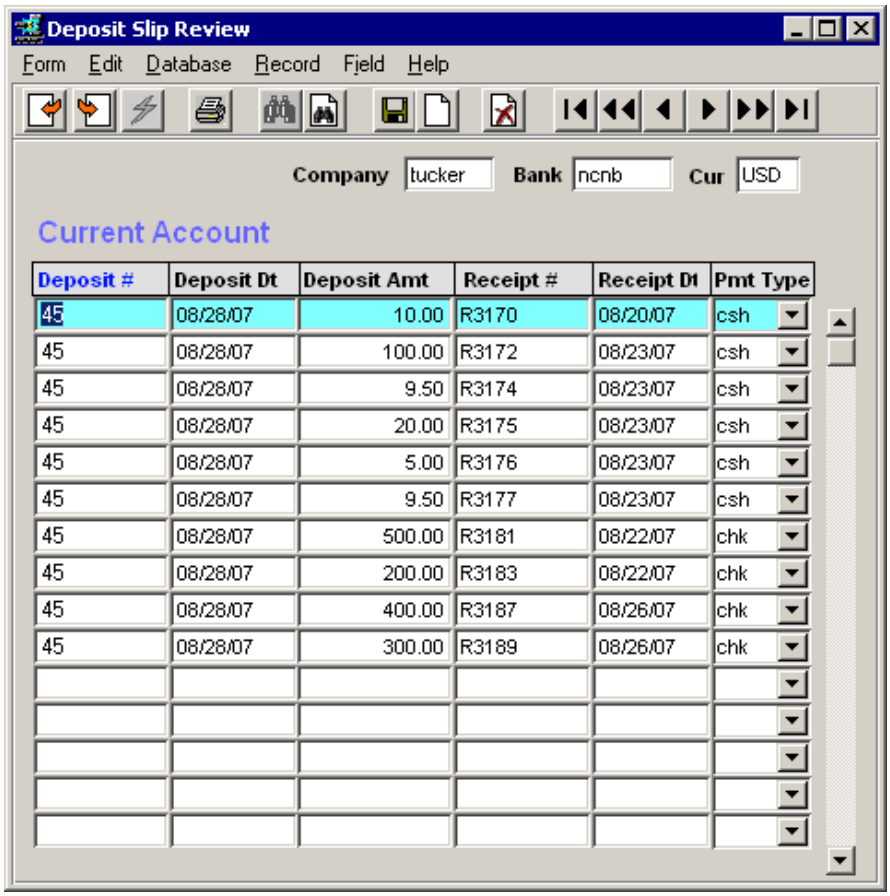
Generation Criteria:

- **Bank Deposit Date** – the date the actual deposit is to be made at the bank
- **# of Deposits per page** – the number of entries (lines, checks, etc.) to be on each slip. The default is the value specified on the *depslip* parameter in Application Control, but any other numerical value can be entered. This should match the number of entries that can be made on the actual deposit slip used to make the bank deposit. Note that a value of 0 indicates an unlimited number of entries will be recorded on the slip. If there are more receipt records than the number specified, a second (or additional) deposit slip will be generated.
- **Print Deposit Slip** –check this box if the slip is to also be printed, and indicate the number of copies to print.

When the process has completed, press Next Form to display the records in the Deposit Slip Review screen.

8.11.2 Deposit Slip Review

The Deposit Slip Review screen will show all the entries (deposits) recorded on a particular deposit slip. These entries would represent a single deposit on the corresponding bank statement.



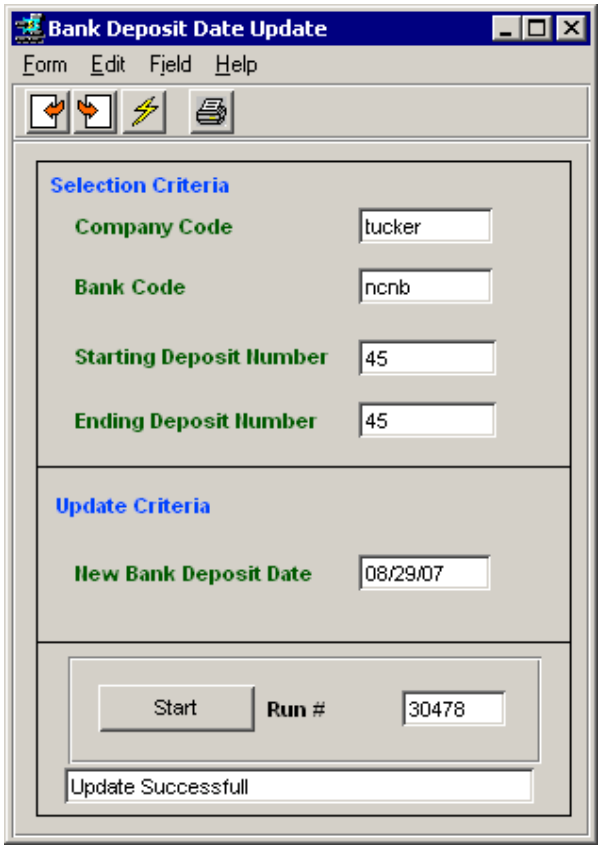
Deposit #	Deposit Dt	Deposit Amt	Receipt #	Receipt Dt	Pmt Type
45	08/28/07	10.00	R3170	08/20/07	csh
45	08/28/07	100.00	R3172	08/23/07	csh
45	08/28/07	9.50	R3174	08/23/07	csh
45	08/28/07	20.00	R3175	08/23/07	csh
45	08/28/07	5.00	R3176	08/23/07	csh
45	08/28/07	9.50	R3177	08/23/07	csh
45	08/28/07	500.00	R3181	08/22/07	chk
45	08/28/07	200.00	R3183	08/22/07	chk
45	08/28/07	400.00	R3187	08/26/07	chk
45	08/28/07	300.00	R3189	08/26/07	chk

- **Bank –** the code of the bank the deposit is being made to.
- **Cur** – the currency used by that bank code, as defined on the Bank Table. This may be different than the currency of the deposit (payment), and if so, the deposit value will be converted using the exchange rate specified on the Receipts / Adjustments Maintenance form at the time the receipt was entered.
- **Deposit #** - the number set by FLEXX for this deposit record. This will be used by the FLEXX Bank Reconciliation process when reconciling the bank statement.
- **Deposit Dt** – the date the deposit was made as specified on the Deposit Slip Generation screen.
- **Deposit Amt** – the value of the deposit (payment) in the bank currency. If the bank currency and payment currency are different, the deposit value will be converted using the exchange rate specified on the Receipts / Adjustments Maintenance form at the time the receipt was entered.
- **Receipt #** - the number as entered on the Receipts / Adjustments Maintenance form.
- **Receipt Dt** – the date of the receipt as entered on the Receipts / Adjustments Maintenance form.
- **Pmt Type** – the type of payment as entered on the Receipts / Adjustments Maintenance form.

The Deposit Slip Review screen can also be used to make changes to or delete a deposit slip. Only the Deposit # and Deposit Date fields can be changed to any other desired value. To delete a deposit, change the Deposit # value to a 'null' value (click Field, Set Null). If all deposits are to be deleted, set all # fields to 'null'. When the Deposit Slip Generation routine is then run, these receipts will again be selected for the subsequent deposit slip.

8.11.3 Bank Deposit Date Update

The Bank Deposit Date Update routine is used to change the date of specified deposit slip records. This is required so that the deposit dates recorded in FLEXX match those of the bank statement when using FLEXX Bank Reconciliation.



- **Bank Code** – the bank code of the slip to be changed.
- **Starting Deposit Number** – the starting deposit slip number to be changed.
- **Ending Deposit Number** – the ending number; can be the same or greater than the Starting number allowing for the date to be changed for a range of slips.
- **New Bank Deposit Date** – the new date to be recorded on the specified deposits.

9 Accounts Payable

9.1 Cancelling Vouchers

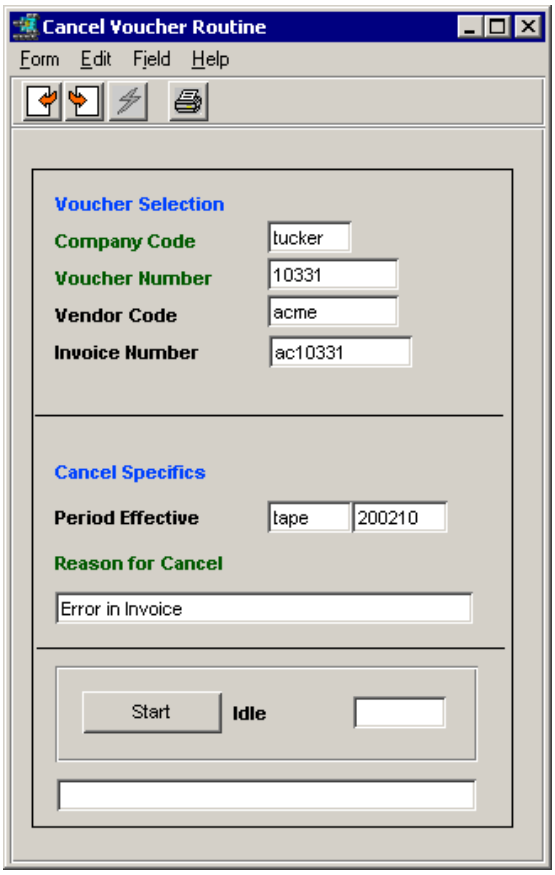
There are several procedures available for cancelling a voucher depending on how the voucher was initially created, and if it has been paid. Vouchers may be either posted or unposted, but **only** Open (unpaid) vouchers can be cancelled. *See topic Paid Voucher for details on cancelling a Paid voucher.*

9.1.1 Manual Voucher

If the voucher was manually created, has not been paid, and is not posted, it can be cancelled and deleted by simply deleting each detail entry and then doing a Delete on the header form. If, however, it has either been paid or posted, this is no longer possible, and the **Cancel Voucher Routine** will be required to be run.

9.1.2 Cancel Voucher Routine

This routine will **Void** (Cancel) the voucher, but not delete it. It will be put into *'v'* status, and all detail entries will also be changed to status 'v'.



Required fields:

- Company Code
- Voucher Number

9.1.3 Voucher from PO Transfer

If the Voucher has been created using the Transfer PO to Voucher function and is to be cancelled, the **Cancel Voucher Routine** is required regardless of whether or not it has been paid or posted.. This is to ensure the PO to voucher linkage is maintained.

The original PO will be automatically reinstated. The PO detail entries will be reset to "r" (received) status. This then allows for the detail records to again be transferred to another voucher. The 'reinstated' PO will be modified by FLEXX as follows:

- The original Detail records from the Cancelled voucher are put into 'vp' status, and cannot be changed; but
- new Detail entries will be created for each 'vp' line which are in 'r' (received) status.
- These can now be transferred to vouchers as desired, using the Transfer PO to Voucher function.

If it is required that the PO also be 'cancelled', it will be necessary to create a Return PO of the same items and quantities. Then both PO's can be Vouchered on the same voucher resulting in a zero value voucher.

9.1.4 Paid Voucher

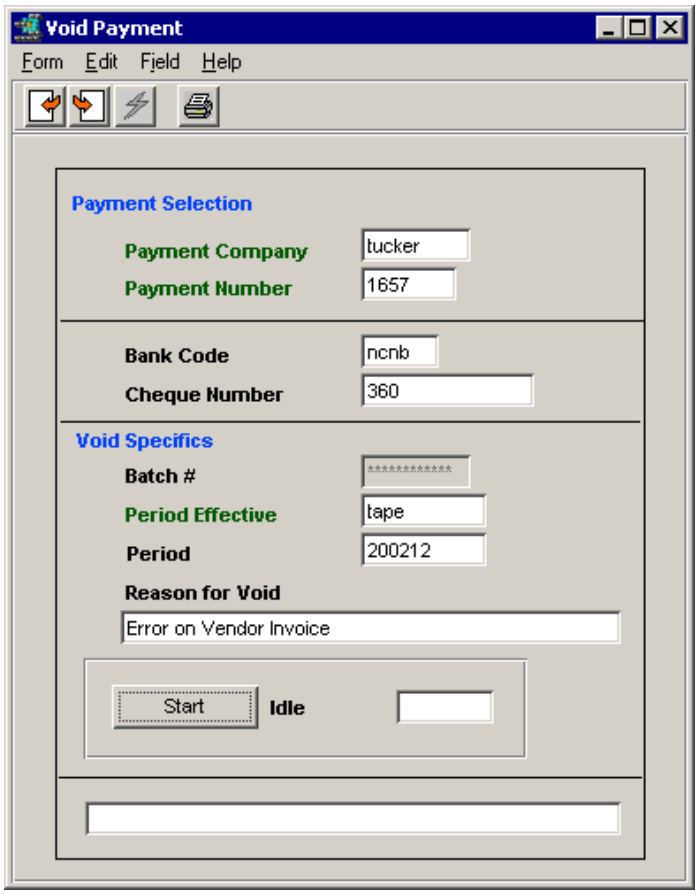
If a voucher that has been Paid *('p' status)* is to be cancelled, the Payment will first need to be Voided *(see Topic 9.2 below)*. This will return the voucher to *'o'* (Open) status. Once the voucher is again in Open status, it can then be cancelled using the Cancel Voucher Routine as described above.

9.1.5 Posted Voucher

A voucher that has been posted to the GL can only be Cancelled using the Cancel Voucher Routine. Upon subsequent posting of this cancelled voucher to the GL, the voided values will be posted as well, thereby reversing the original voucher posting entries. When a new voucher is created to replace the voided voucher, its posting to the GL will record the new amounts to the respective GL accounts.

9.2 Void Payment

The Void Payment process is used when it is necessary to cancel a previously generated payment, either Manual or System Generated.



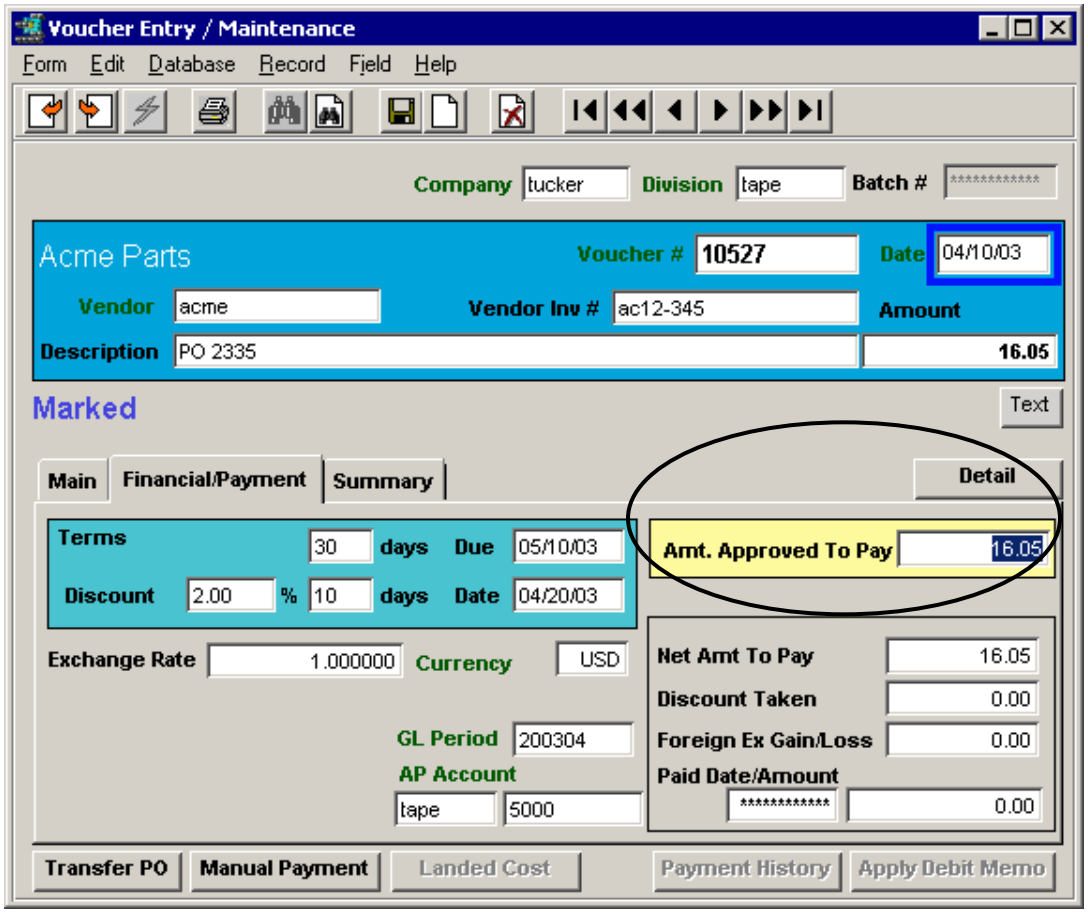
The Void Payment routine is run when a payment is in error or the associated Voucher needs to be cancelled. Note that running this routine will not cancel the voucher. It will only reset the voucher to Open status so it can be adjusted or cancelled *(see Topic 9.1)*.

Be aware that this process generates an offsetting payment entry on the Payment Summary table which then also needs to be posted to the GL (by running the Generate GL Transactions (Payment) routine).

9.3 Voucher Partial Payment

It is possible to pay a voucher directly from the Voucher header screen, and indicate the amount to be paid on that form, whether the whole or a partial amount.

To process partial payments, it is no longer necessary to "split" the voucher detail lines. In fact, the Line Splitting function is no longer operational as of Version 6.3L3 and later levels.

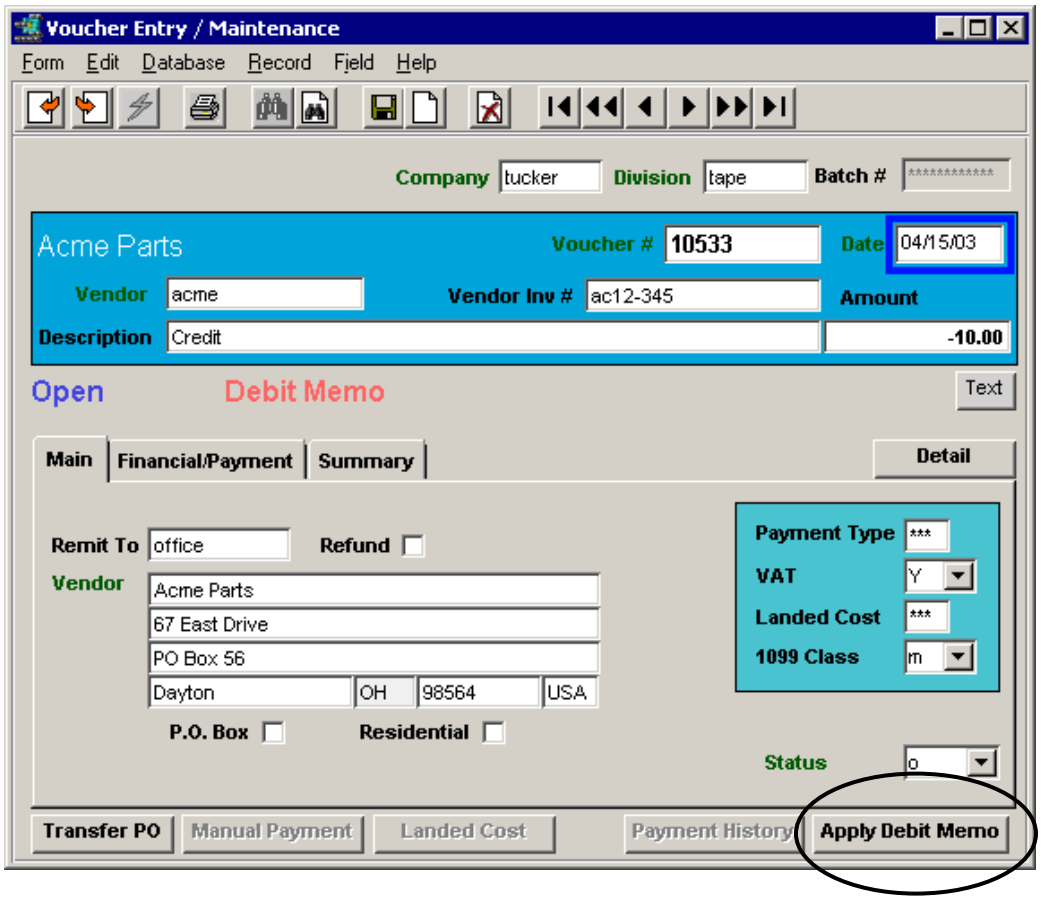


The amount to be paid is entered into the **Amt. Approved to Pay** field. If it is the whole amount, FLEXX will calculate any eligible discounts based on the Terms definitions and record that value in the **Net Amt To Pay** field. If it is a partial amount, no discount will be calculated and given. However, if the subsequent payment is made within the discount effective date, the full discount will be given and calculated into the final payment. (6.4L3)

This entry is then saved (Add/Update), and the voucher will be automatically put into 'm' status (Marked for Payment). A payment can then be generated, either Manual or Payment Generation. A Manual payment implies no check will be printed by FLEXX, resulting in the payment status being automatically set to 'p' – Printed. If a check is to be printed, the payment will need to be a Generated payment.

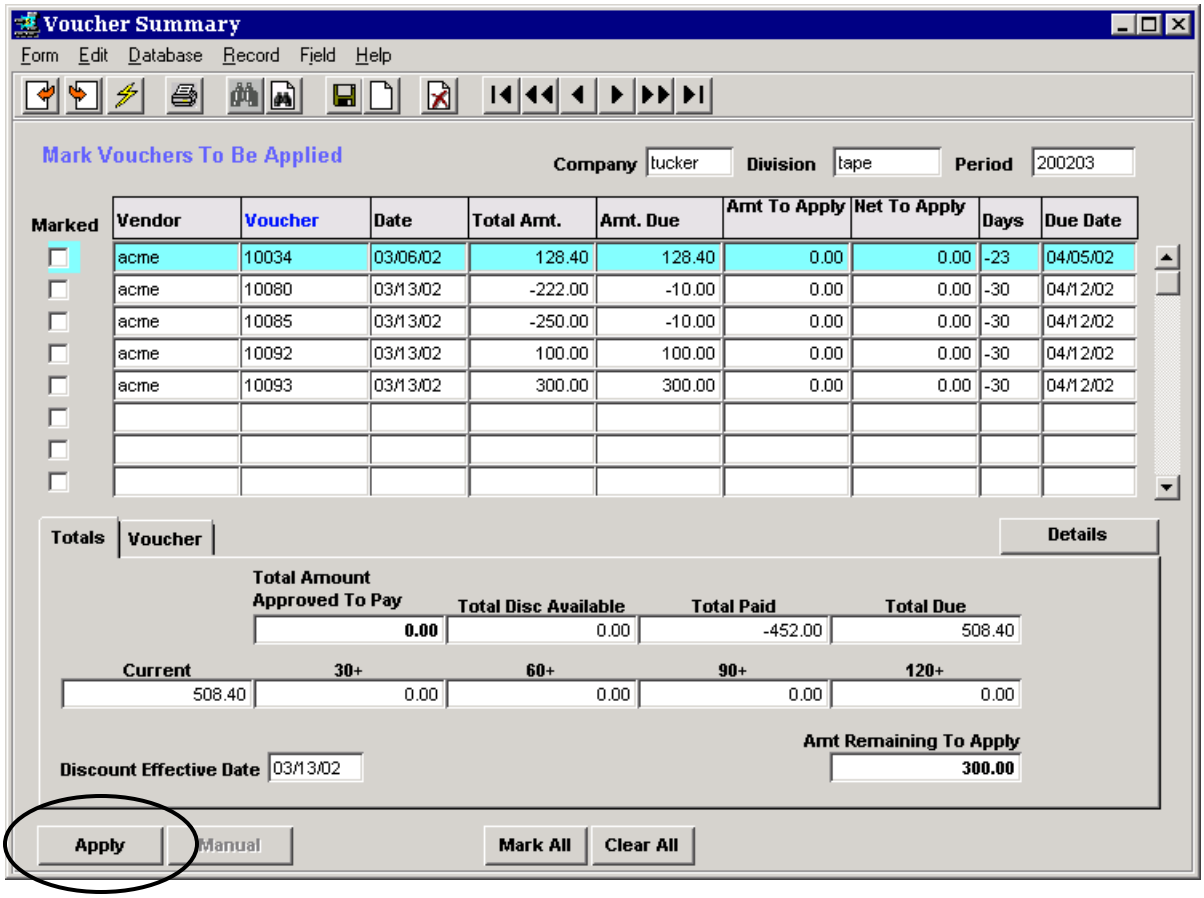
9.4 Apply Debit Memo Function

FLEXX has been enhanced to allow the AP operator to apply a Debit Memo directly to one or more open vouchers. In Accounts Payable, a Debit Memo is basically a negative value voucher. It is now possible to apply a Debit Memo directly to one or more outstanding vouchers directly from the DM header form.



Pressing the **Apply Debit Memo** button will result in the Voucher Summary being displayed. This form has been somewhat modified so that it will list only the outstanding vouchers for the DM vendor. The Remit To location of the vouchers and DM need to match for the process to complete.

Voucher Summary



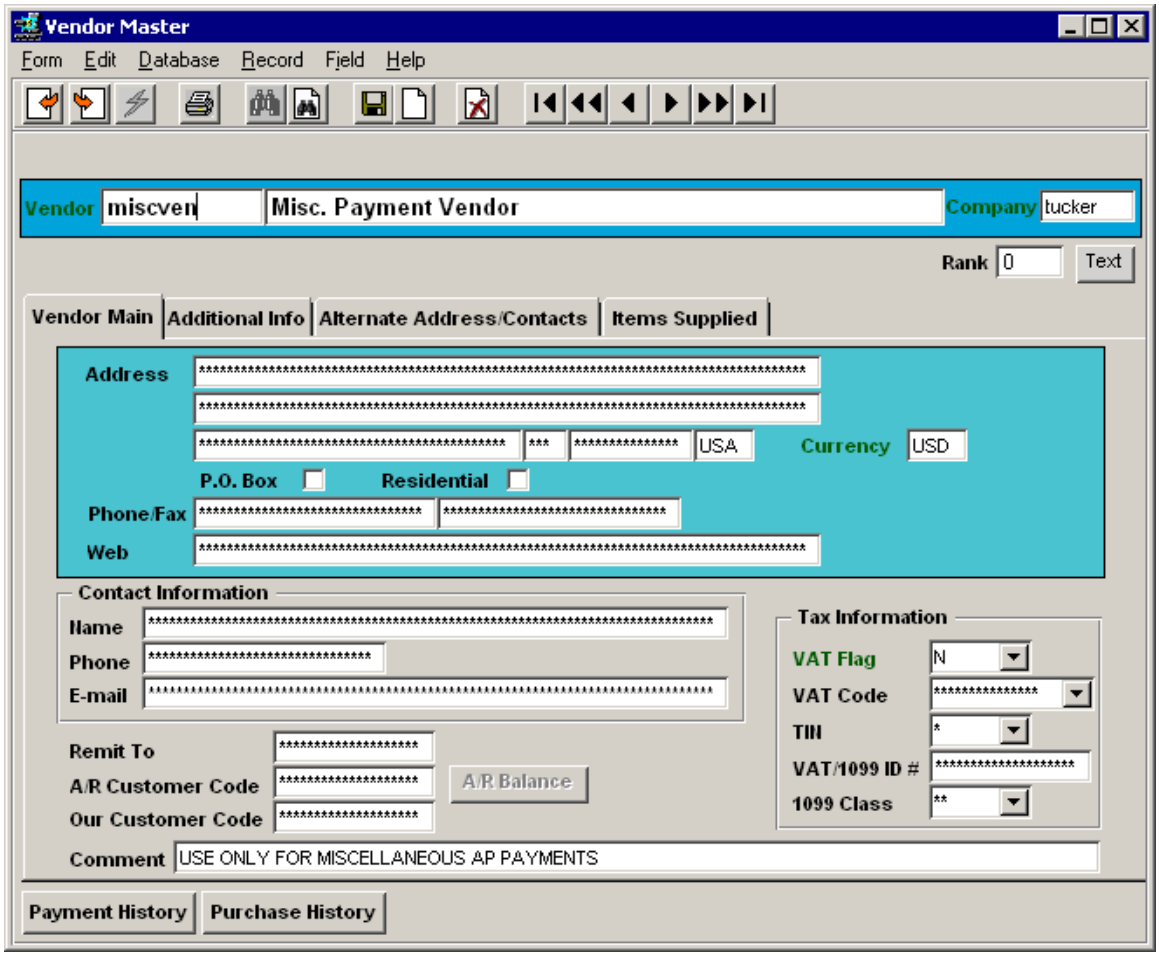
To apply the DM, 'Mark' the desired voucher(s) and press the **Apply** button. This will result in the normal AP Payment Generation form to be displayed which will be predefined with the relevant information from the selected voucher(s). Completing the payment generation will result in a payment being generated with a zero value and no check being created. The zero value payment is the result of the DM amount offsetting the total voucher amount. At completion, both the DM and corresponding voucher(s) will be marked paid.

9.5 Miscellaneous Cash Payments Function

The Miscellaneous Cash Payments function allows the operator to record and make payments in Accounts Payable without first having to create a voucher. The Payment entry is made in the new **Misc. Payment Entry/Maintenance** form and a corresponding cheque can be printed directly from this form if required.

The Misc. Payment function first needs a "Miscellaneous" vendor be defined in the Vendor Master table to be used as the default Vendor code when creating the cash payments. Any code can be used, but it should be uniquely different from the normal "purchase" vendors being used in AP (e.g. "miscven").

9.5.1 Miscellaneous Vendor Definition



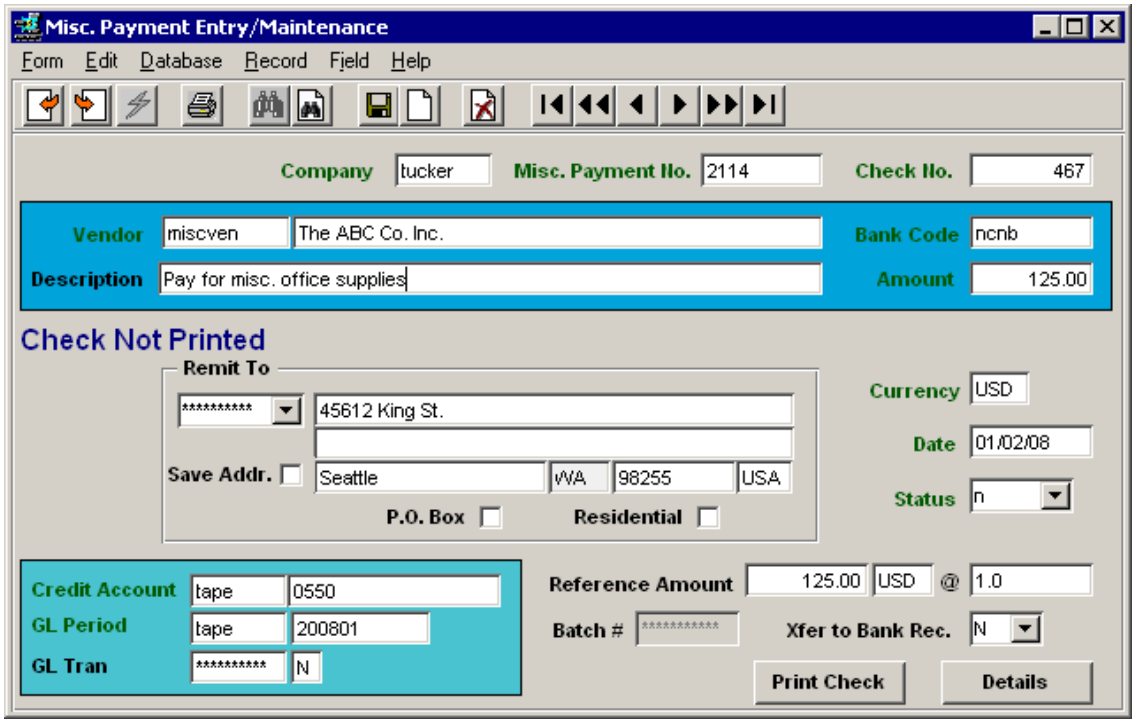
This default vendor code is then specified in the Application Control Table for FLEXX to use whenever a miscellaneous payment is created, as follows:

Application	Type	Description	Value	Company
ap	*miscven*	Vendor for Miscellaneous Payments	No default e.g. "miscven"	default

The resulting payment will still be entered using the actual payee "vendor" required and the cheques will be generated for that payee.

9.5.2 Miscellaneous Payment Entry/Maintenance Form

The miscellaneous cash payment is entered on the **Miscellaneous Payment Entry/Maintenance** form. The Vendor code will default to the value defined in the Application Control *miscven* parameter. However, any other validly defined vendor code can be used if desired.

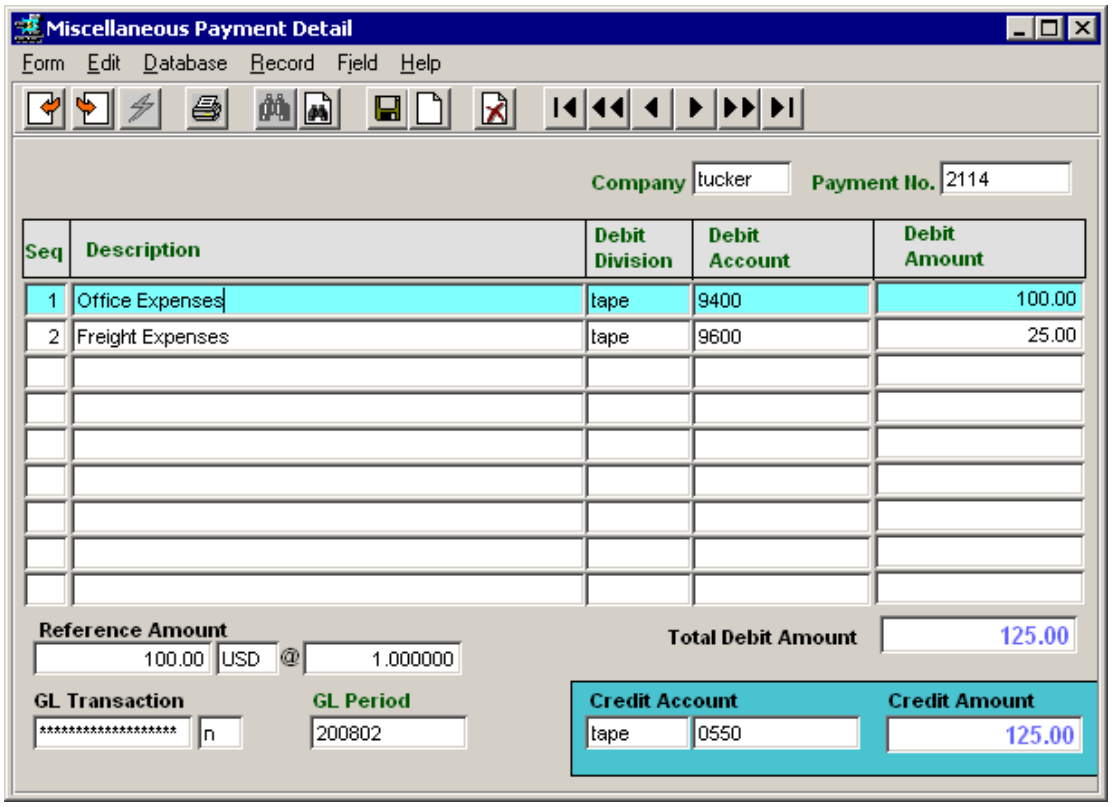


Fields to be entered:

- **Vendor Name** – enter the vendor's name as it should appear on the cheque.
- **Bank Code** – defined bank code where cheque will be drawn.
- **Description** – any user-defined description of the payment record.
- **Amount** – dollar value of payment
- **Remit To** – if the Vendor has a Remit To location defined, this will be shown and can be selected on this drop-down box.
- **Address** – enter the vendor's address as should be printed on the cheque.
- **Save Addr**. – if a new Remit To code is entered, the corresponding address details entered can be saved on the Vendor master Alternate Address table, and this box will then be checked when it has been saved.
- **Currency** – the defined currency code of the specified Bank code.
- **Date** – the date of the payment. This will also be the date printed on the corresponding cheque.
- **Status** – can be:
    - n - Check Not Printed
    - p - Check Has Been Printed
    - m - Check Marker/Un-Balanced
    - v - Void Check
- **Credit Account** – the Credit Account defined for the specified Bank code; can be changed if required.
- **GL Period** – the session GL Period; can be changed if required.

On saving (Add/Update) the header record, the **Miscellaneous Payment Detail** form will be displayed allowing you to enter the details of the payment.

Miscellaneous Payment Detail Form

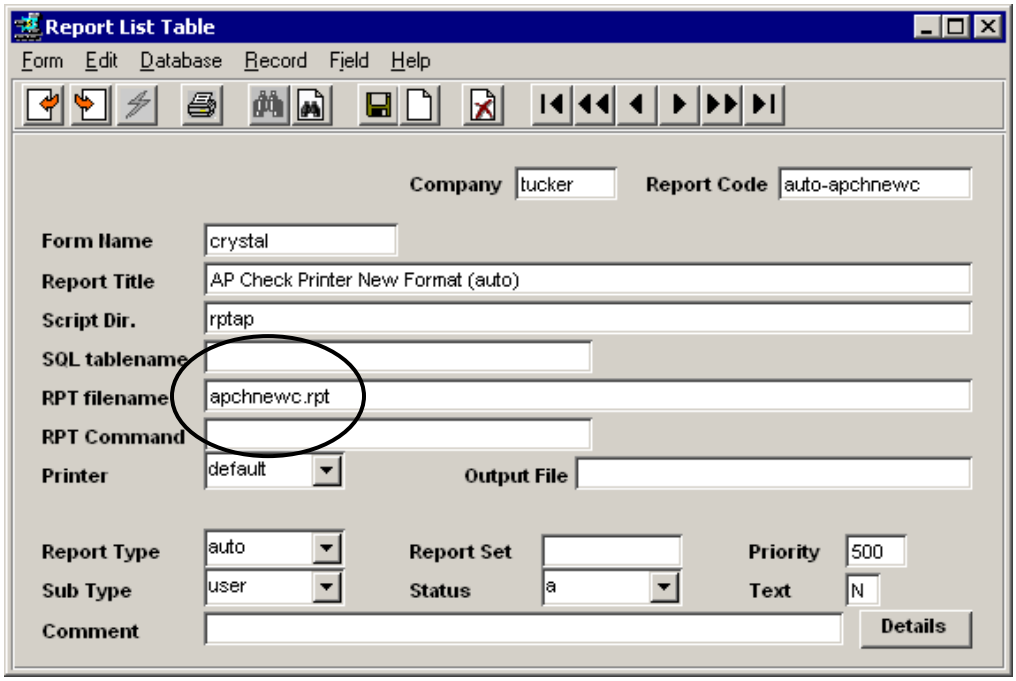


As many detail lines as required can be entered on this form with relevant valid data.

- **Description** – any user-desired description for this entry.
- **Debit Division** – the Division code of the account to be debited; will default to the session division.
- **Debit Account** – the Debit Account code to be used for this entry (no default).
- **Debit Amount** – the dollar value of this entry.
- **Reference Amount** – the converted amount if foreign currency conversion is used.
- **Total Debit Amount** – the total of all the detail entries. This value must match the Amount value entered on the header form (also shown in the Credit Amount field). If it does not match, FLEXX will display a prompt "Warning: Misc. Payment Credit Amount does not match Total Debit Amount – Entry is in Incomplete State." The payment record will be set to status "m" (Check Marker/Un-Balanced), and cannot be processed further until it has been corrected to a 'balanced' or matched state.
- **GL Transaction** – the GL transaction number when it has been posted.
- **GL Period** – the GL Period the entry is to be posted in; will default to the session period and can be changed to any other valid period if required.
- **Credit Account** and **Amount** fields are display only and show the values from the header form.

Once the payment record has been entered, and it is in Balanced state, a cheque can be printed directly from the header form by pressing the **Print Check** button. This will cause FLEXX to use the cheque printing report specified as the default for the *auto- apchnewc* Report Code in the Report List Table (see below).

9.5.3 Default Cheque Printing Report Definition

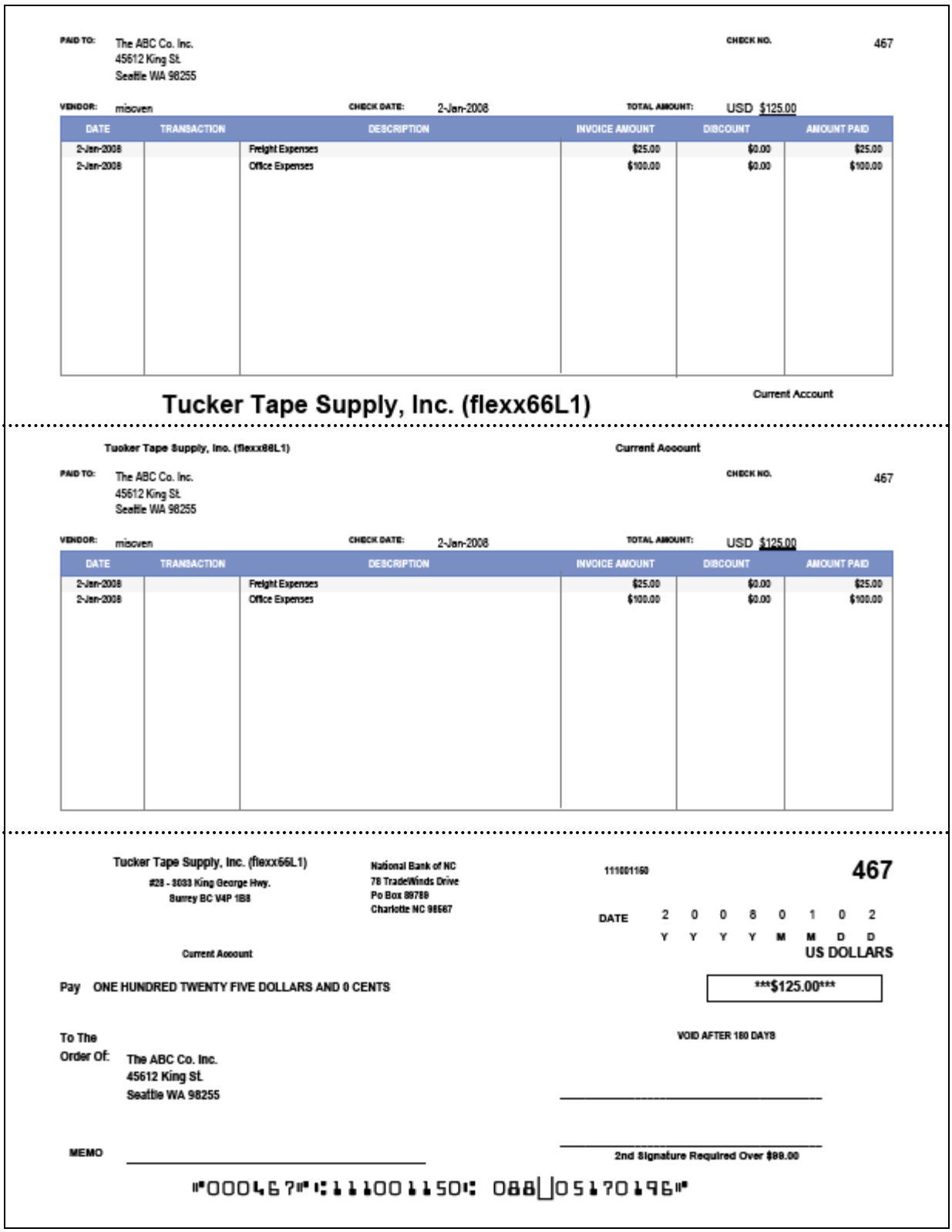


See below for an example of a printed cheque using the above miscellaneous payment entries. Notice the cheque is made payable to the vendor name and address as specified on the Misc. Payment header form even though the code was "miscven" which was defined on the Vendor Master very differently.

9.5.4 Miscellaneous Payment Tracking

The AP Miscellaneous Payment can be tracked in FLEXX the same as any other payment in AP. The record will be displayed on the Payment Summary table, the only difference being the Details will show the Miscellaneous Payment Detail form instead of the Payment Detail form. Another difference is that there will not be a corresponding voucher attached to the payment, meaning the details are not associated with a voucher record. Additionally, when the payment is posted to the GL (using the Generate GL Transactions (Payment)) process, there will be no corresponding offset voucher GL posting.

9.5.5 Example of Printed Cheque



PAID TO: The ABC Co. Inc.
45612 King St.
Seattle WA 98255

CHECK NO. 467

VENDOR: miscven CHECK DATE: 2-Jan-2008 TOTAL AMOUNT: USD $125.00

DATE	TRANSACTION	DESCRIPTION	INVOICE AMOUNT	DISCOUNT	AMOUNT PAID
2-Jan-2008		Freight Expenses	$25.00	$0.00	$25.00
2-Jan-2008		Office Expenses	$100.00	$0.00	$100.00

Tucker Tape Supply, Inc. (flexx66L1)

Current Account

Tucker Tape Supply, Inc. (flexx66L1)

Current Account

PAID TO: The ABC Co. Inc.
45612 King St.
Seattle WA 98255

CHECK NO. 467

VENDOR: miscven CHECK DATE: 2-Jan-2008 TOTAL AMOUNT: USD $125.00

DATE	TRANSACTION	DESCRIPTION	INVOICE AMOUNT	DISCOUNT	AMOUNT PAID
2-Jan-2008		Freight Expenses	$25.00	$0.00	$25.00
2-Jan-2008		Office Expenses	$100.00	$0.00	$100.00

Tucker Tape Supply, Inc. (flexx66L1)
#28 - 3033 King George Hwy.
Surrey BC V4P 1B8

National Bank of NC
78 TradeWinds Drive
Po Box 89788
Charlotte NC 98567

111001150

467

DATE 2 0 0 8 0 1 0 2
Y Y Y Y M M D D

US DOLLARS

Current Account

Pay ONE HUNDRED TWENTY FIVE DOLLARS AND 0 CENTS

$125.00

VOID AFTER 180 DAYS

To The Order Of: The ABC Co. Inc.
45612 King St.
Seattle WA 98255

MEMO _____

2nd Signature Required Over $88.00

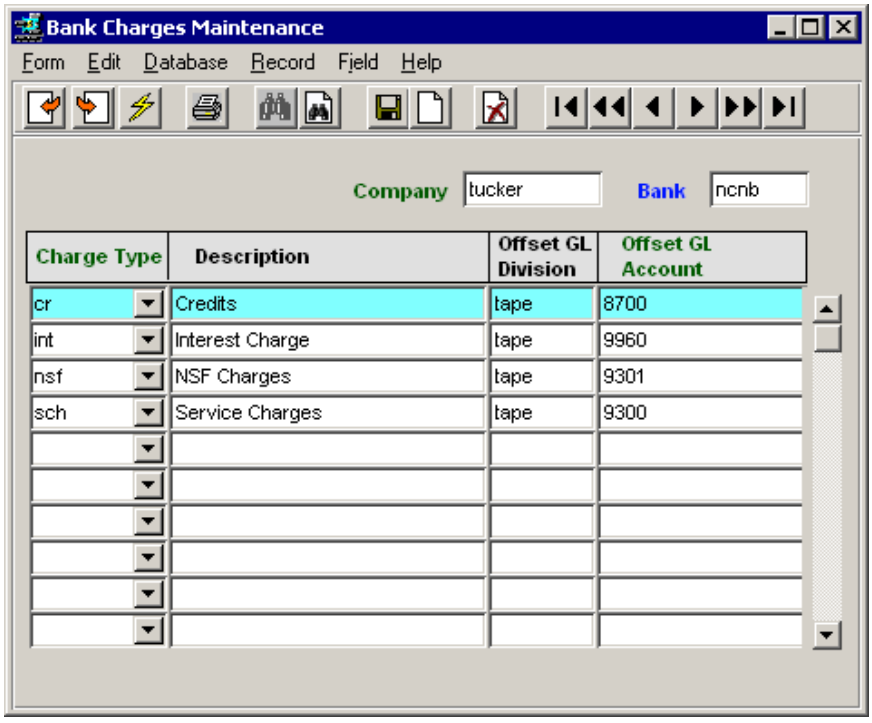
⑈000467⑈ ⑆111001150⑆ 088 051701961⑈

10 Bank Reconciliation Procedure

The FLEXX Bank Reconciliation module is used to reconcile the Bank Statement to the FLEXX generated accounting data (AR receipts, AP payments and GL adjustment entries). The AR receipts are reconciled either as *deposit records* that were created during the AR Deposit Slip Process *(see Topic 8.11 Accounts Receivable, Deposit Slip Process)* or as individual receipt deposits, and the AP payments (cheques) and GL adjustments are reconciled individually as they are recorded on the bank statement. The following description will assist the operator in using this process.

10.1 Bank Charges Maintenance Table

The process requires that the Bank Charges Maintenance Table first be defined for each bank being used in FLEXX with all possible bank charges or deposits, including the offset GL account numbers for each. Note that the Bank Charge defined can be a Deposit as well as a Withdrawal depending on the type of adjustment made by the bank.



Fields:

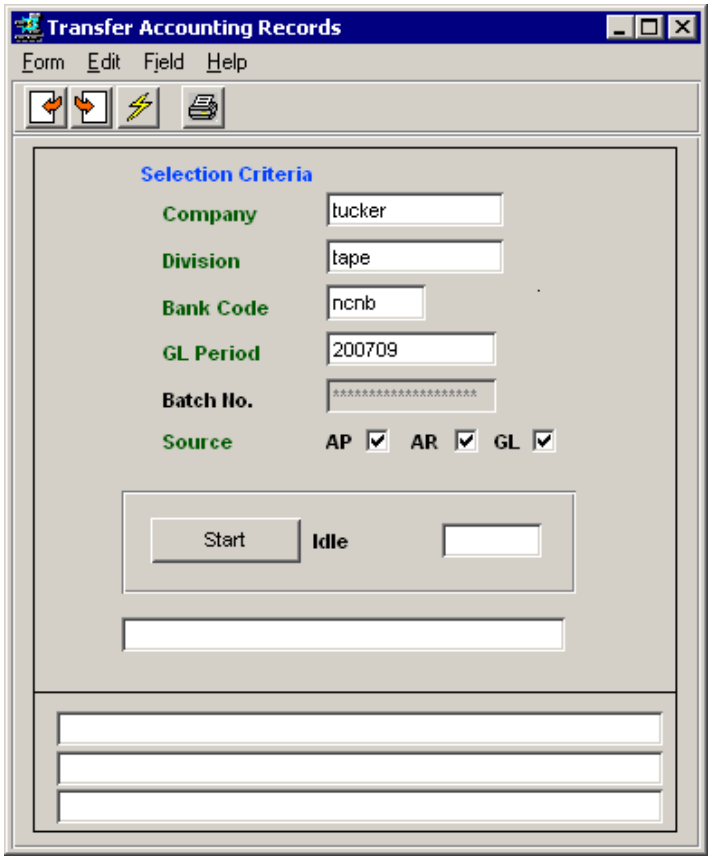
- **Charge Type** – any user-defined code to identify the type of bank adjustment. These need to be pre-defined on the Bank Charges Type Codes Master Types table before they can be specified here.
- **Bank** – the bank code, as defined on the Bank Table that these types apply to.
- **Description** – the code description as defined on the Bank Charges Type Codes Master Types table, but can be changed to any other user-desired value.
- **Offset GL Division / Account** – the GL account this adjustment is to be posted to. This will be posted by running the Generate GL Transactions (Bank Charges) routine.

10.2 Transfer Accounting Records Process

The Transfer Accounting Records routine is used to transfer the AR receipt, AP payment, and GL entry records to the Reconciliation Table. These entries will then be used to reconcile the bank statement *(described in Topic 10.4 below and following)*.

Accounting Data Requirements:

- AR receipts have been posted to the GL (Generate GL Transactions (Receipts) has been run,
- AP payments have been posted to the GL (Generate GL Transactions (Payment) has been run,
- GL manual entries have been Posted (GL Posting Procedure has been run).



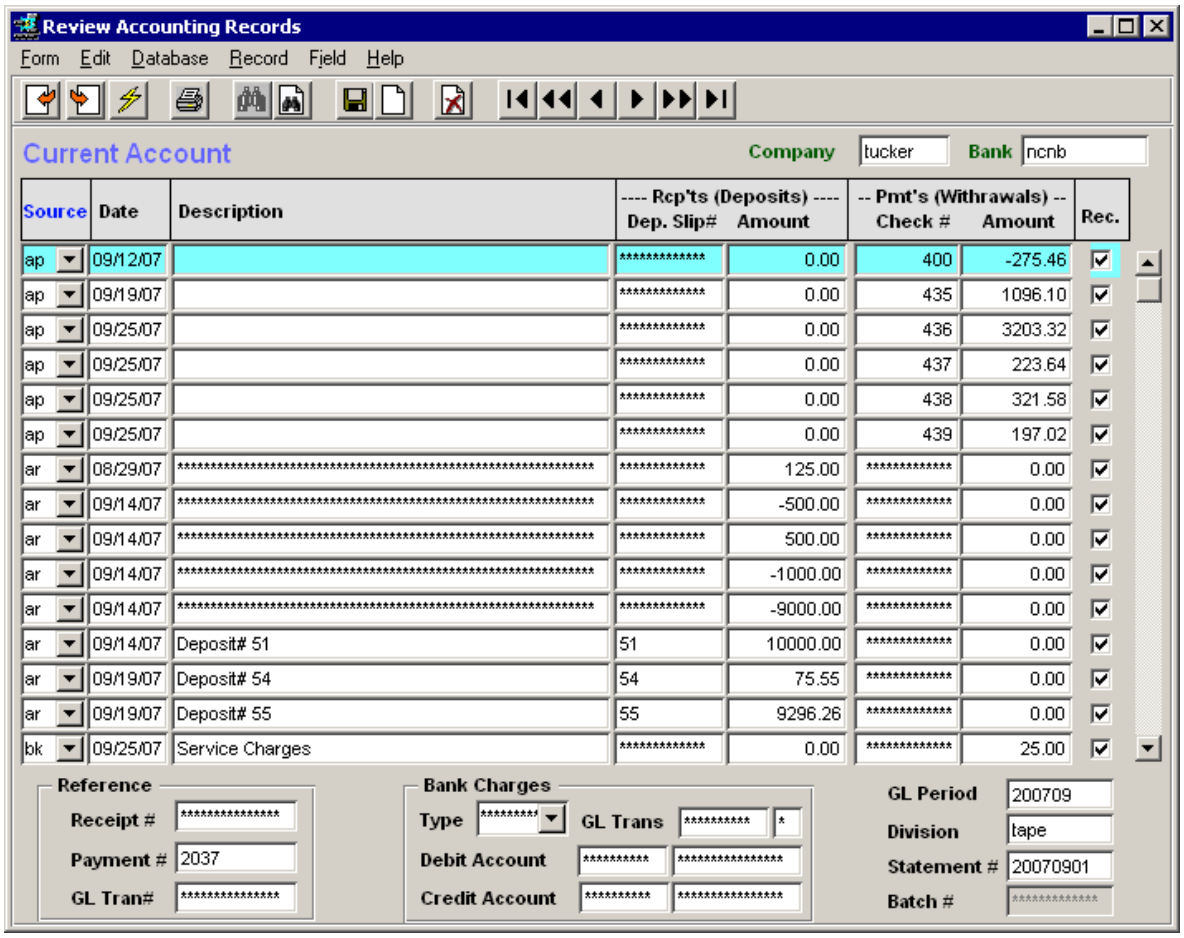
Fields:

- **Bank Code –** the bank code, as defined on the Bank Table that this Reconciliation Table is for.
- **GL Period –** the GL period of the accounting records to be transferred. If the Bank Statement spans two periods, transfer the records for the periods being spanned by running the process for each period.
- **Source –** you can selectively specify the source of the accounting records to be transferred. This will default to all subledgers being selected but can be changed as desired.

Press **Start** to run the process. On completion, you can press <<Next Form>> to display the Review Accounting Records form which will display the Reconciliation Table just created *(see Topic 10.3 below)*. This screen will by default display all un-reconciled entries for the bank and GL period specified.

10.3 Review Accounting Records Screen

The Review Accounting Records screen is used to display the FLEXX accounting records transferred to the Reconciliation Table. All records previously transferred will remain in the table indefinitely and can be displayed, whether or not they have been reconciled. The screen is display only; no addition or modification is permitted.



To display the accounting records, you should specify at least the Bank code to limit the search to a specific bank. Additional search criteria can be specified to further limit the search; e.g. Date range, GL Period, etc. If the search is for un-reconciled records, enter an "N" in the **Rec.** field along with the other search criteria specified. Or, if you only want to see the reconciled records, enter a "Y" in the field.

This screen can also be used to delete transferred accounting records from the Reconciliation Table. However, only un-reconciled and un-posted records can be deleted. If reconciled records are to be deleted, the Statement Reconciliation Entry for that statement will first need to be changed to "not reconciled" *(described in Topic 10.4)*.

Fields:

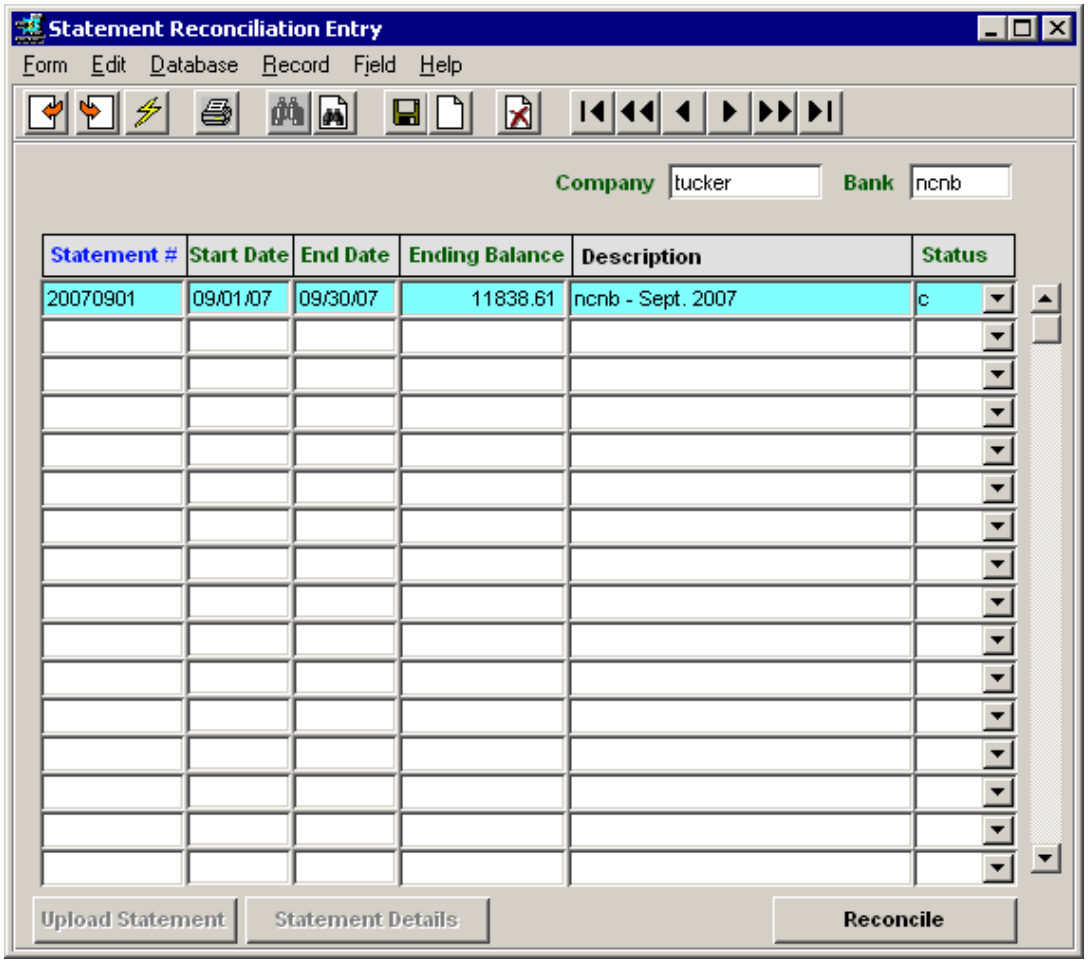
- **Bank** – specify the bank code of the accounting records to be searched.
- **Source** – the source of the accounting records; can be:
  - **ap** – AP payment records
  - **ar** – AR receipt records
  - **gl** – GL manual adjustment records
  - **bk** – bank charges from bank statement

- **Date** – the actual date of the transaction;
  - **ap** – the date the AP payment was processed in FLEXX
  - **ar** – can be one of two values:
    - if an individual AR receipt, the date the receipt was entered into FLEXX;
    - if a Deposit Slip records, the date the deposit slip was generated in FLEXX.
  - **gl** – the date the GL adjustment entry was entered into the GL Transactions table.
  - **bk** – the date the Bank charge entry was entered during the Reconciliation Process *(see Topic 10.5 below)*.
- **Description** – the description of the record; can be as follows:
  - **ap** – the description of the payment as entered in AP
  - **ar** – the description of the receipt as entered in AR; or if a Deposit Slip entry, the description of the deposit slip as entered on the Deposit Slip Process
  - **gl** – the description of the GL transaction as entered in GL
  - **bk** – the description of the bank charge entry as specified on the Reconciliation Process *(see Topic 10.5 below)*.
- **Receipts (Deposits)**
  - **Dep. Slip #** - the deposit slip number if the *ar* record is a Deposit Slip entry; if it is an individual receipt, the field will be blank (null). You can also *zoom* on this field to display the Deposit Slip record generated during the Deposit Slip Process in AR.
  - **Amount** – the amount of the *ar* record; this will either be the value of the individual receipt or the value of the deposit slip record.
- **Pmts (Withdrawals)**
  - **Check #** - the check (cheques) number of the *ap* record
  - **Amount** – the amount of the *ap* record which will be the value of the AP payment.
- **Rec.** – Reconciled; this box will indicate whether or not the record has been reconciled.
  - This box can also be used when doing a FIND in that it allows the user to enter a Y or N; if for UN-reconciled records, after <<Clear to Find>> is pressed, enter an "N" in the field, if for reconciled records, enter a "Y".
- **Reference**
  - **Receipt #** - for an *ar* entry, the AR receipt number if the record is an individual receipt entry; if the record is a Deposit Slip record, this field will be blank (null).
  - **Payment #** - for an *ap* entry, the AP payment number
  - **GL Tran #** - for a *gl* entry, the GL transaction number
- **Bank Charges** – these fields will be entered during the Reconciliation Process *(see Topic 10.5 below)*:
  - **Type** – the type code of the *bk* entry
  - **GL Trans** – the GL transaction number generated when the record was posted
  - **Debit Account** – the GL Debit account specified for this record
  - **Credit Account** – the GL Credit account specified for this record
- **GL Period** - the GL period the record was assigned to
- **Division** – the division code of the record
- **Statement #** - if the record has been reconciled, the Bank Statement number as specified on the Statement Reconciliation Entry form *(below)*; if not reconciled, this value will be N.

10.4 Statement Reconciliation Entry

The Statement Reconciliation Entry form is used to define the particular bank statement. Each statement to be reconciled must first be defined to FLEXX using this form. The details of the statement can then be reconciled to the accounting records that have been transferred to the Reconciliation Table using the Transfer Accounting Records routine *(see Topic 10.2)*.

The Statement Entry record can be deleted if there are no Reconciliation accounting records transferred for the particular statement. If there are accounting records and the statement is to be deleted (e.g. was created in error), all detail accounting records need to be deleted first and then the statement record can be deleted.



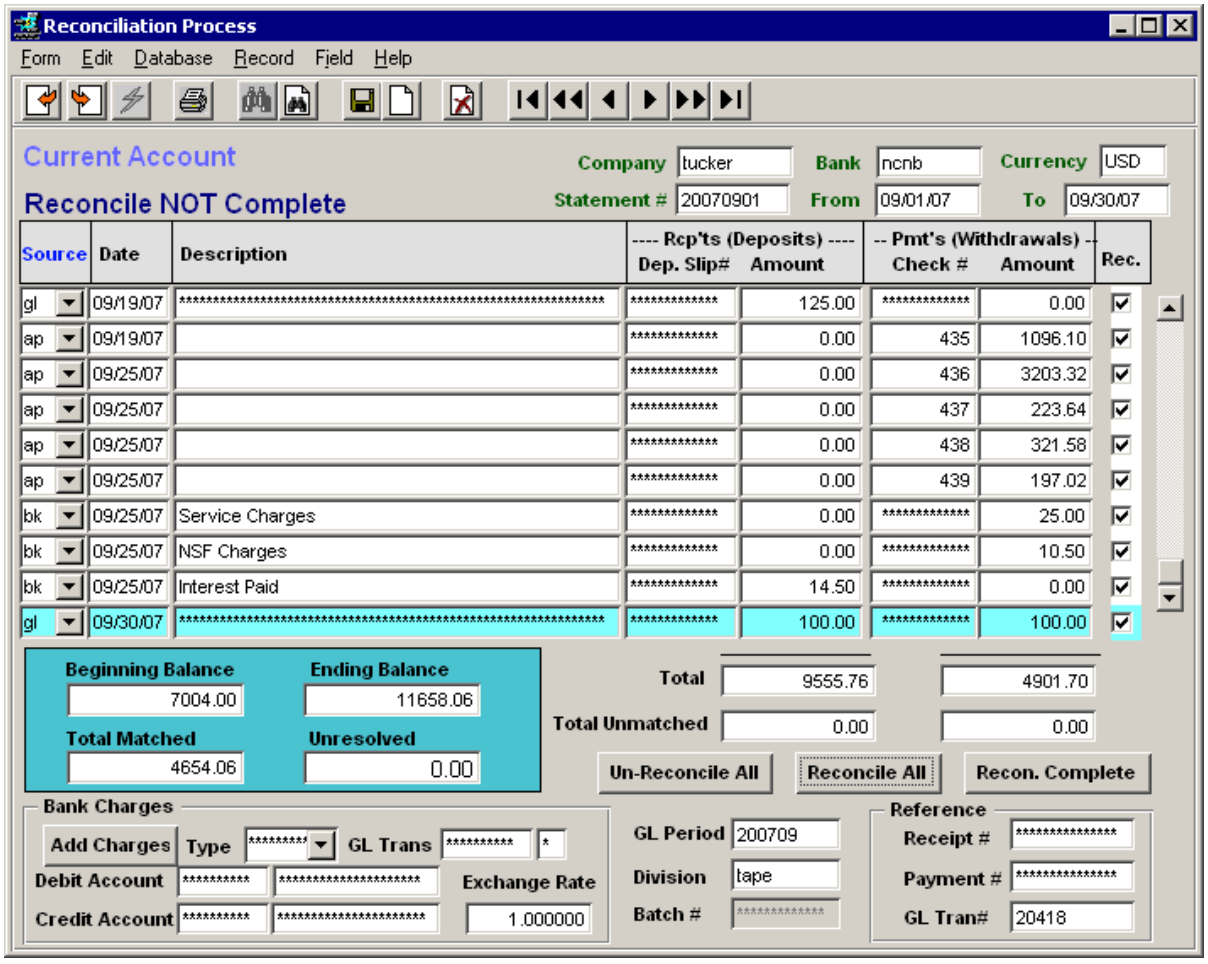
Fields:

- **Bank** – the FLEXX bank code of the Bank Statement.
- **Statement #** - a unique system generated value to identify the statement, based on the statement Start Date. This value will consist of the year followed by month and day of the date; e.g. 20070901 = year 2007, month 09, starting day 01.
- **Start Date** – specify the starting date of the statement.
- **End Date** – specify the ending date of the statement.
- **Ending Balance** – enter the ending balance shown on the bank statement.
- **Description** – enter any desired description for the reconciliation process.
- **Status** – the status of the reconciliation; can be:
  - **n** – not reconciled
  - **c** – completed – the Reconciliation Process has been completed.

Press the **Reconcile** button to perform the Reconciliation Process. The **Reconciliation Process** screen will be displayed allowing the operator to reconcile the bank statement to the account records previously transferred *(below).*

10.5 Reconciliation Process Screen

The Reconciliation Process screen is used to perform the actual reconciliation of the bank statement to the accounting data. This is a manual procedure whereby the statement entry is matched to the corresponding accounting entry. The Beginning Balance will be the previous statement's Ending Balance, and the Ending Balance value is the amount entered on the Statement Reconciliation Entry form. The reconciliation can only be completed when the Unresolved amount equals zero indicating all statement entries are resolved or matched in the Reconciliation Table.



Fields:

- **Bank** – the Bank code of the statement to be reconciled (from the Statement Reconciliation Entry form).
- **Currency** – the currency code of the bank (as defined on the Bank Table).
- **Statement #** - the statement number (Statement Reconciliation Entry form).
- **From / To** – the Start and End dates of the statement
- **Source** – the source of the accounting records; can be:

  - **ap** – AP payment records
  - **ar** – AR receipt records
  - **gl** – GL manual adjustment records
  - **bk** – bank charges from bank statement

- **Date** – the actual date of the transaction;
  - **ap** – the date the AP payment was processed in FLEXX
  - **ar** – can be one of two values:
    - if an individual AR receipt, the date the receipt was entered into FLEXX;
    - if a Deposit Slip records, the date the deposit slip was generated in FLEXX.
  - **gl** – the date the GL adjustment entry was entered into the GL Transactions table.
  - **bk** – the date the Bank charge entry was entered during the Reconciliation Process.
- **Description** – the description of the record; can be as follows:
  - **ap** – the description of the payment as entered in AP
  - **ar** – the description of the receipt as entered in AR; or if a Deposit Slip entry, the description of the deposit slip as entered on the Deposit Slip Process
  - **gl** – the description of the GL transaction as entered in GL
  - **bk** – the description of the bank charge entry as specified on the Reconciliation Process.
- **Receipts (Deposits)**
  - **Dep. Slip # -** the deposit slip number if the *ar* record is a Deposit Slip entry; if it is an individual receipt, the field will be blank (null). You can also *zoom* on this field to display the Deposit Slip record generated during the Deposit Slip Process in AR.
  - **Amount** – the amount of the *ar* record; this will either be the value of the individual receipt or the value of the deposit slip record.
- **Pmts (Withdrawals)**
  - **Check # -** the check (cheques) number of the *ap* record
  - **Amount** – the amount of the *ap* record which will be the value of the AP payment.
- **Rec.** – Reconciled; this box will indicate whether or not the record has been reconciled.
- **Beginning Balance –** will be the previous statement Ending balance amount. The first time this process is performed, the Beginning Balance will be zero.
- **Ending Balance -** the Ending Balance amount entered on the Statement Reconciliation Entry form.
- **Total Matched** – the total amount of the statement entries that match the Reconciliation table.
- **Unresolved** – the total value of the unmatched entries; this should be zero when all records are matched.
- **Total** and **Total Unmatched –** these fields will show the totals of each of the columns.
- **Bank Charges** – use these fields to enter the miscellaneous bank charges and deposits:
  - **Type** – select the charge type from the drop-down box.
  - **GL Trans** – the GL transaction number generated when the entry has been posted. This will only have a value for Type *bk* records after they are posted.
  - **Debit Account / Credit Account** – these values will be copied from the Bank Charges Maintenance Table *(see Topic 10.1)*, but can be changed to any other valid GL account number if required.
  - **Exchange Rate** – the exchange rate for conversion to foreign currency of the miscellaneous bank charge. If the bank has the same currency as the Company, the rate will be 1.00. If the bank is in a different currency, the rate will be the effective rate from the FLEXX Exchange Rate Table.

- **GL Period** - the GL period the record was assigned to
- **Division** – the division code of the record
- **Reference**
  - **Receipt #** - for an *ar* entry, the AR receipt number if the record is an individual receipt entry; if the record is a Deposit Slip record, this field will be blank (null).
  - **Payment #** - for an *ap* entry, the AP payment number
  - **GL Tran #** - for a *gl* entry, the GL transaction number

Buttons:

- **Un-Reconcile All** – press this button to un-reconcile all the statement entries
- **Reconcile All** – press this button to reconcile all the statement entries
- **Recon. Complete** – press this button to complete the Reconciliation Process; this will also set the status of the Statement Entry to "c" on the Statement Reconciliation Entry form *(see Topic 10.4).*

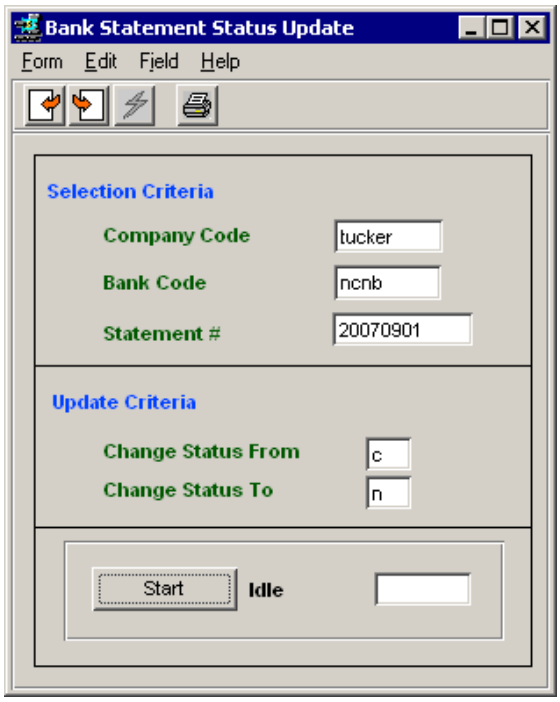
To reconcile the statement to the accounting records, you can either click the **Rec.** box of each individual entry (will automatically mark the record as reconciled and Save that entry), or press the Reconcile All button and then click the **Rec.** box of the specific entries that are not on the statement to un-reconcile them.

Once all statement entries have been matched to the accounting records and all miscellaneous bank charges have been entered, the **Unresolved** amount should be 0.00. The Reconciliation Process can then be completed by pressing the **Recon. Complete** button. No changes can be made to the Reconciliation Table after this. If however changes are required, you must first reset the status of the Statement Reconciliation Entry to "not reconciled" by running the Bank Statement Status Update routine *(see Topic 10.6)*.

Additionally, the miscellaneous bank charge entries will need to be posted to the GL. This is accomplished by running the Generate GL Transactions (Bank Charges) routine *(see Topic 10.7)*. Once the charges have been posted, they can no longer be modified or deleted.

10.6 Bank Statement Status Update Routine

The Bank Statement Status Update routine is used to change the status of the Statement Entry record *(see Topic 10.4)*. This is required if the statement is in status "c" (Completed) and changes are to be made to the reconciliation process. Changes can only be made if the Statement Entry record is in status "n". This process will then change the status of the record to "n" allowing changes to be made and the process to be re-run.



Fields:

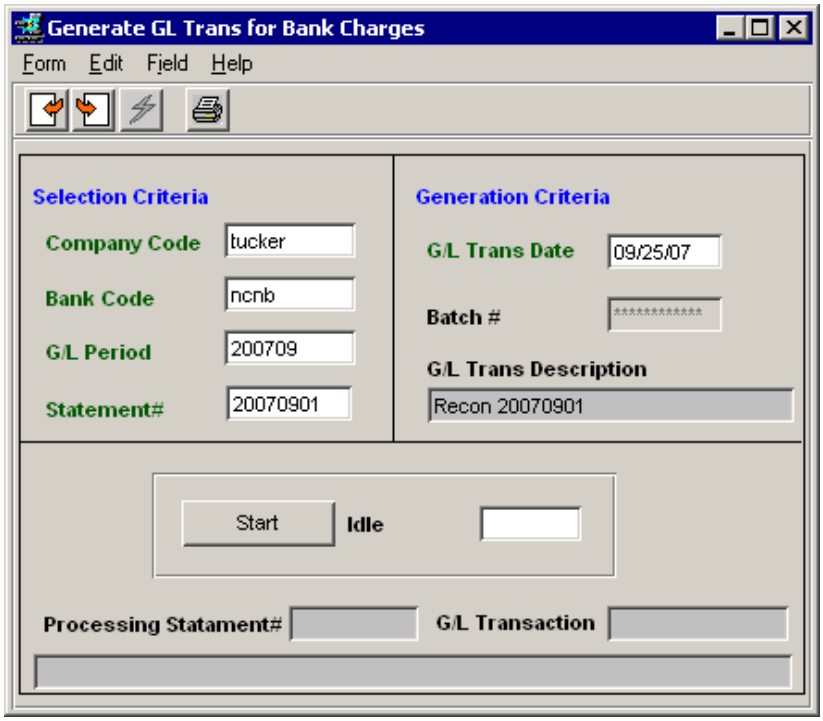
- **Bank Code** – the Statement record bank code
- **Statement #** - the statement number of the record to be changed
- **Change From / To** – will change the status from "c" to "n" (the only values allowed)

Press **Start** to perform the operation.

10.7 Generate GL Transactions (Bank Charges) Routine

The Generate GL Transactions (Bank Charges) routine is run to post the miscellaneous bank charges entered on the Reconciliation Process screen to their respective GL accounts. This is required since those bank charge entries have been added to the FLEXX accounting data outside the normal FLEXX sub-ledgers.

The routine can be run for a specific Bank Code and Statement number, or allowed to default to post the bank records of all banks and statements for the specified GL period.



10.8 Bank Reconciliation Reports

The following Bank Reconciliation Reports are supplied:

- **Bank Statement Reconciliation Report** *(reconrpt)* – a report that lists all the reconciled accounting records, showing totals and including the Beginning and Ending balances.
- **Unreconciled Accounting Transactions Report** *(unrecon)* – a report that lists all un-reconciled accounting records, based on the selection parameters entered.