

FLEXX[®]
Getting Started
Reference Manual
Version 7.0L0

Databyte



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1.0 About This Manual

Content

Creating a New Company

This manual describes the tables and functions required to **create a new Company** in FLEXX. It also describes tables and functions required to maintain proper operation of FLEXX once it has been set up. It contains the following sections:

- Δ Session Defaults; describes the FLEXX Control Panel which is the first screen to appear after logging on to FLEXX. To progress past this screen the default values must be set up and selected.
- Δ Working with Set Up Tables; describes the system tables to be set up required by FLEXX to function properly. Once these tables are correctly set up, they should require minimal maintenance.
- Δ Working with Master Tables; describes additional master tables to be set up to start recording transactions in FLEXX. These tables may be continually modified as new customers, vendors, etc. are added.

Note

Please refer to the FLEXX Administration Guide for normal FLEXX system administrative functions:

- Δ Internal File Maintenance
- Δ Report Services Maintenance
- Δ Access Security Maintenance
- Δ Data Warehousing Control

2.0 Session Defaults

Log on to FLEXX. The session defaults FLEXX Control Panel screen appears.

You can <<zoom>> on the following fields (by double clicking) to build the initial tables, in the order specified:

- Δ Company (See Set Up Tables Sec 3.1)
- Δ Division (See Set Up Tables Sec 3.2, 3.3)
- Δ Period (See Set Up Tables Sec 3.16)

Description

This screen lets you set up the defaults for the session. For example, if you plan to work with accounts in one company/division during a session, enter the company and division codes here. During the session, these codes appear automatically in the Company and Division fields whenever you have a blank screen or new record. You can overwrite the session defaults any time they appear on a screen. The Company code, Division code and Period must be recognized codes in order to continue to the NEXT FORM. A recognized code is one that has been correctly established as a record in the appropriate table.

Please refer to the User's Guide, Sec. 1.0 for a description of the Information bar.

Fields

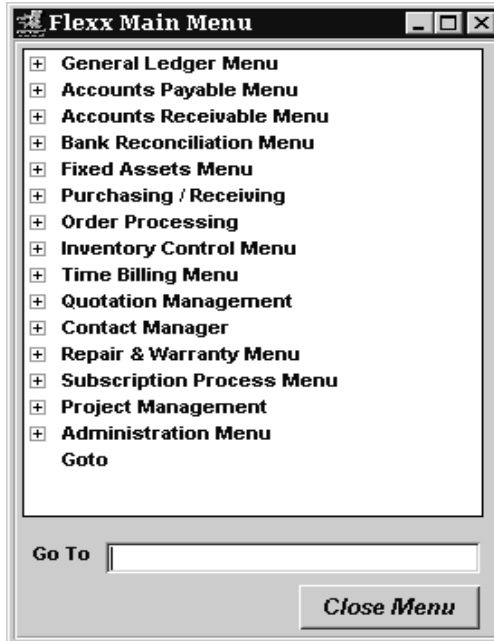
Enter the Following Information

Field	Entry	Default	Reqd
Company	The default company code. Use Zoom (by double clicking) to select from a list of companies or set up new companies. <i>(See 3.1 Setup Files/Company Table)</i>		Y
Division	The default division code. Use Zoom (by double clicking) to select from a list of divisions or set up new divisions. <i>(See 3.2 Setup Files/Division Table)</i>		Y
Date	The date will automatically default to the system date. The Date value has two purposes; <ul style="list-style-type: none"> • When new information is entered on a form in FLEXX, the date field (if there is one) will be automatically inserted with the session default date. This date can be overwritten. • When initially starting up the Control Panel form, the date entered is checked against the date range in the FLEXX General Ledger Period Table. <i>(See 3.16 Setup Files/GL Period Table)</i> to determine the period number. If the date does not fall in the range of a valid General Ledger Period Code, the Period Field will not be defaulted and will be left blank. As a result, the Period Field must be manually entered. 	System date	Y
Period	The General Ledger Period will default from the date entered in the Date Field if the Default date falls into the range of a predefined GL Period. <i>(See 3.16 Setup Files/GL Period Table)</i>		
Batch	Select this option by clicking the box. Batch control lets you group similar transactions together and enter, edit and post them as a whole using a unique batch number. Each transaction in the batch still has a transaction number. If you selected Use Batch, the Batch Control screen will appear when you first go to enter a new transaction within FLEXX, requiring you to define a batch number for this transaction.	NO	Y
Function	To directly access a specific FLEXX module, enter the code for the module, then press <<Main Menu>> or hit Enter twice. Example: To go straight to Accounts Receivable and bypass the Main Menu, type ar in this field and press <<Main Menu>> or press Enter twice. The Accounts Receivable menu appears.		N

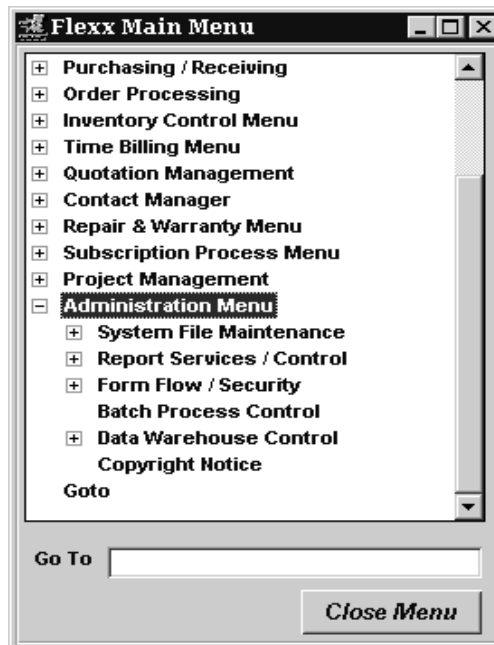
Buttons

Main Menu	Access the FLEXX main menu
Quit	Terminate the FLEXX session.
PWD	Press this button to change both the user's Logon password and the FLEXX Authorization password (MS/SQL databases ONLY - See <i>Administration Manual, User Maintenance description</i>). Pressing this button will display the Change Password screen. If this is the first entry, only the New and Confirm fields will be available and will be used to enter the FLEXX Authorization password. Thereafter, pressing the button will require entering all 3 fields; Old with the current logon password, and New and Confirm with any user-desired new password.

Press **Main Menu** once all of the default fields have been entered with valid data. The FLEXX Main Menu appears.



For initial setup, or when creating a new company, select the Administration Menu.



3.0 Working With Setup Tables

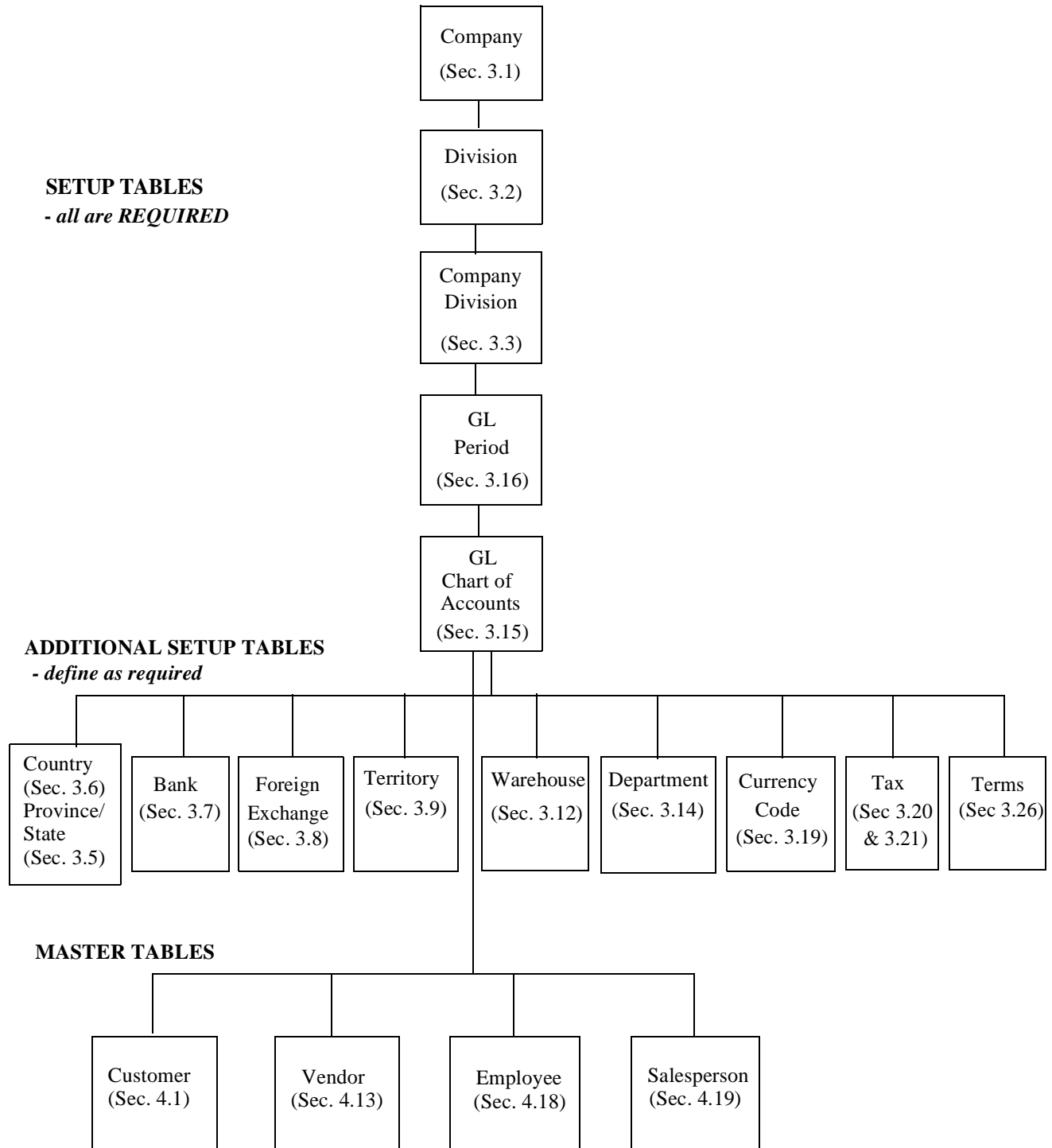
Description

The following user defined tables need to be set up first to allow FLEXX to function. Only those tables that apply to the modules installed and being used are required.

When creating a new company, either at initial set up or subsequent to it, follow the flow chart sequence as shown on the next page. This will ensure the **required** tables are set up in the correct order.

Topic	FLEXX Table	Modules Affected
Sec 3.1	Δ Company Table	all modules
Sec 3.2	Δ Division Table	all modules
Sec 3.3	Δ Company/Division Table	all modules
Sec 3.5	Δ Province/State Table	all modules
Sec 3.6	Δ Country Table	all modules
Sec 3.7	Δ Bank Table	AP, AR
Sec 3.8	Δ Foreign Exchange Rate	all modules
Sec 3.9	Δ Territory Table	AP, AR
Sec 3.10	Δ Zip Code Maintenance	all modules
Sec 3.12	Δ Warehouse Table	IC, PO, OP
Sec 3.13	Δ Unit of Measure Table	IC, OP
Sec 3.14	Δ Department Table	IC
Sec 3.15	Δ G/L Chart of Accounts Table	all modules
Sec 3.16	Δ G/L Period Table	all modules
Sec 3.17	Δ Carrier Table	OP
Sec 3.18	Δ Zip to Zone Table	OP
Sec 3.19	Δ Currency Code Maintenance	all modules
Sec 3.20	Δ Tax Code Maintenance	AP, AR, IC
Sec 3.21	Δ Tax Table Information	AP, AR, IC
Sec 3.26	Δ Terms Maintenance Screen	AR, OP, QM

FLEXX INITIAL TABLE SETUP



3.1 *Company Master Table*

Description

The Company Master Table is the primary table in FLEXX. The Company Master form is where the Company Code is first established. This form contains information about each company defined to the system along with global default values. Normally a company corresponds to an actual legal company but it can also refer to a logical one used for financial consolidations.

Use the Company Table to:

- Δ Set up new companies.
- Δ Find existing companies by entering selection criteria.
- Δ Update Company definitions.
- Δ Define company-wide default values.

As a result of pressing <<Add/Update>> not only is the Company information saved but the following tables are also automatically created:

- Δ Next Number Table (See FLEXX Administration Guide)
- Δ Master Type Header and Detail (See FLEXX Administration Guide)
- Δ Master Status Header and Detail (See FLEXX Administration Guide).

Notes

The Company Table is used by all FLEXX modules. All default GL Account values should be entered once they have been defined on the Chart of Accounts.

Select



OR

<<zoom>> on the Company field on the Control Panel form.

The Company Table appears in Update mode. To add new companies, <<Press Clear to Add>>.

Company Master

Form Edit Database Record Field Help

Company: tucker Tucker Tape Supply Inc.

Address: 555 Midland Ave
PO Box 465
LOS ANGELES CA 90050 USA Currency USD

P.O. Box Residential

Telephone: 306 987 5432 Fax: 306-987-1234

Default Accounts

A/P	5000	A/R	1000
P/R Clearing	5000	Debit	9100
Expense	9901	Sales	8000
Int. Revenue	5000	Benefits	5000
PO Accrual	3150	Sale Discount	8500

VAT Reg. No. 655679 Tax Account 95 764

Take Discount? Y

Report Header Tucker Tape Supply, Inc.

Company Logo

Fields

The following fields appear on the screen

Field	Entry	Default	Reqd
Company	User defined company code and name.		Y
Address	Two lines of the Company's street address.		N
City Code	The city where the Company resides.		N
Province/ State Code	The provincial/state code for the province/state where the Company resides. (See 3.5 Province/State Table).		N
Zip/Postal Code	The Postal/Zip Code in format approved by the Post Office.		N
PO Box	If the company mailing address is a PO Box, select this flag. Used in carrier rates.		N
Residential	If the company is operating out of a residence check this box. Used in finding carrier rates.		N
Country	The Country Code for the Country where the company resides. (See 3.6 Country Table).		N
Currency	The default Currency Code. Represents the home currency in which the company's records are denominated. If this is not set up, Zoom on this field and add the default currency to the Currency Table (See 3.19 Currency Code).		Y
Telephone Fax	The company's main telephone and fax numbers.		N

The following fields require default General Ledger account numbers to be entered. If this is your initial entry into FLEXX, the Chart of Accounts is probably not yet set up. Due to the need for the Company code and Division Code (See Sec. 3.2), do not enter any GL account numbers at this time. Proceed with the rest of the Company and Division set up and return here after the Chart of Accounts has been defined.

Field	Entry	Default	Reqd
Payable	The default Trade Accounts Payable account to be used if FLEXX doesn't find the account number in the Company/Division Table (See 3.3 Company/Division Table) or the Vendor Table (See 4.13 Vendor Master Table).		N
Receivable	The default Trade Accounts Receivable account to be used if FLEXX doesn't find the account number in the Company/Division Table (See 3.3 Company/Division Table) or the Customer Table (See 4.1 Customer Master Table).		N
P/R Clearing	Payroll Clearing - Currently not used by FLEXX. Used in custom Payroll applications.		N
Debit	Not currently used by FLEXX		N
Expense	The default Expense (Debit) Account to be used if FLEXX doesn't find the account number in the Company/Division Table or the Vendor Table.		N
Sales	The default Sales (Credit) Account to be used if FLEXX doesn't find the account number in the Company/Division Table or the Customer Table.		N

Field	Entry	Default	Reqd
Interest Revenue	Default Interest Revenue account used by the FLEXX AR Module to record any interest revenue resulting from charging interest on any overdue customer accounts.		N
Benefits	Not currently used by FLEXX. Used in custom Payroll applications.		N
PO Accrual	The default PO Accrual account to be used for posting accrued PO purchases. This account is only required/used if the Application Control <i>ar "poaccrual"</i> is set to Y.		N
Sale Discount	Default Sale Discount (Credit) Account to be used for posting invoice early payment discounts and whole order discounts to the GL.		N
VAT Reg. No.	The company GST/VAT registration number. This number will also be printed on the standard invoice form (report "invform").		N
Tax Account	Province/State Tax Account Number. For information purposes only.		N
Take Discount ?	Used by FLEXX to determine if discounts will be calculated, both in AP and AR. If this flag is set to N, discounts will not be calculated even if they are applicable. The discount setting here will override any other discount setting. So if this field is set to N and the take discount on the AP Vendor Master Additional Information form is set to "Y", no discount will be taken even if the payment is made early. However, a "Y" setting here and a "N" setting at the Vendor level will still result in no discount being calculated only for that vendor. Also, be aware that if this field is set to "Y", the Discount GL accounts will need to be defined on the Company/Division Table (See Sec. 3.3).		N
Report Header	User defined company name header to appear at the top of all reports produced by FLEXX.		Y
Company Logo	Press this button to upload the Company Logo into FLEXX. The Flexx Image Master form will be displayed to perform this function (described below in topic "Flexx Image Master"). This is currently only used with the Label Printing function in Order Processing. <i>Please refer to the OP Manual for more details.</i>		

Press Add/Update to save the entries. FLEXX will take some time to create the new company as well as all of the Master Type and Master Status tables (See FLEXX Administration Guide) that will be needed. Once the company has been created, press <<Next Form>> to display the menu to make additional selections (described below in topic "Company Menu").

Note:

With FLEXX Version 6.5L2, the Exchange account has been deleted from the Company Table. It now needs to be defined on the Bank Tables. Each Bank definition will require its own Exchange Gain/Loss account definition. *See Sec. 3.8 for more details.*

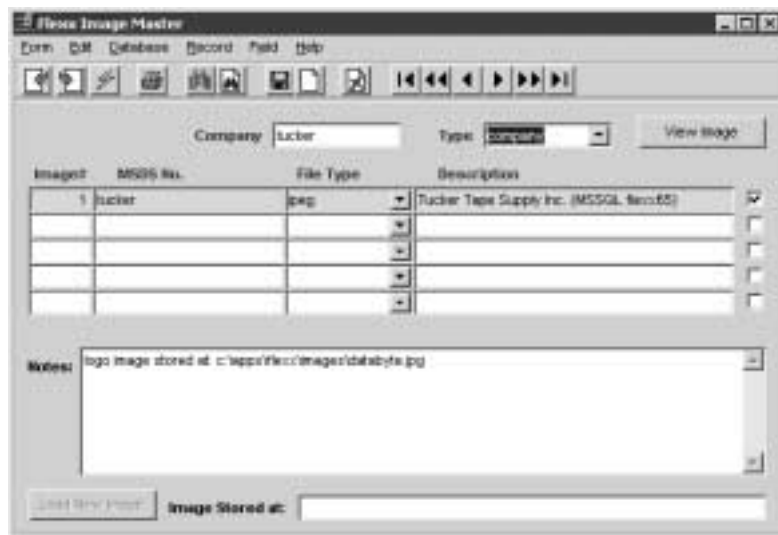
Company Menu



Make selections from the menu as required.

- Δ Division Table - Sec. 3.2
- Δ Company/Division Table - Sec. 3.3
- Δ Email Template - 3.4

Flex Image Master



Please refer to the FLEXX Order Processing manual for complete details on this function.

3.2 Division Table

Description

The Division Table is where the Division Code is first established and creates an additional level under the company to be used for capturing costs and revenues. The Division Table is common to all defined companies, and is used by all FLEXX modules. At least one division is required when defining a new company.

Use the Division Table to:

- Δ Create Divisions.
- Δ Find existing Divisions by entering selection criteria.
- Δ Update Division information.

Notes

WARNING! When additional Divisions are set up in FLEXX, after initial installation (i.e. Divisions are initially set up upon implementation of FLEXX. Several months/years later another division(s) is added), the periods set up for the new divisions must start at the same period as the already established divisions. This is true even if there is no activity in the earlier periods. Failure to do this can lead to incorrect figures being reported on the financial statements of subsequent periods. Periods for the new divisions can be created using the GL Period Generation routine. Earlier periods created using this generation routine will be assigned a status of “n” - never opened. These earlier periods must be opened i.e. status of “o” and then closed - status “c”.

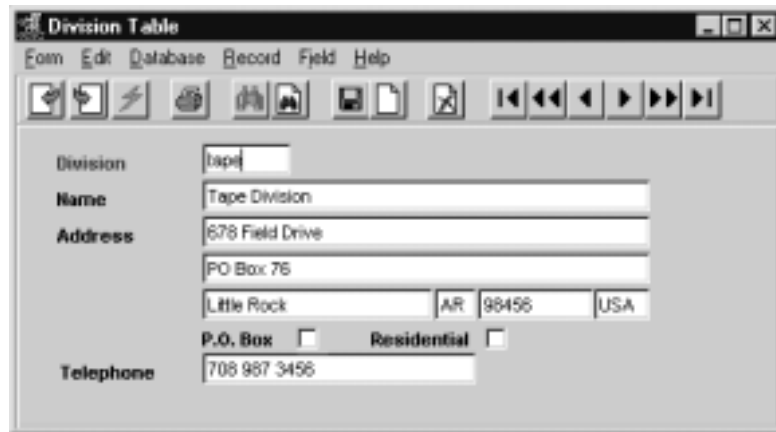
Select



OR

<<zoom>> on the Division field of any FLEXX form.

The Division Table appears in Add/Update mode. To set up new divisions press, <<Clear to Add>>.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Division Code	User defined Division Code.		Y
Name	User defined Division name.		N
Address 1	The first line of the Division's address.		N
Address 2	The second line of the Division's address.		N
City Code	The city where the Division is located.		N
Province/ State Code	The provincial/state code for the province/state where the Division is located.		N
Postal Code	The Postal/Zip Code in format approved by the Post Office.		N
Country Code	The Country Code for the Country where the Division is located.		N
PO Box	If the company mailing address is a PO Box, select this flag. Used in carrier rates.		N
Telephone	The main telephone number.		N

Once a new division has been set up, it must be “linked” to a defined company using the Company/Division Table (*Sec. 3.3*).

3.3 Company/Division Table

Description

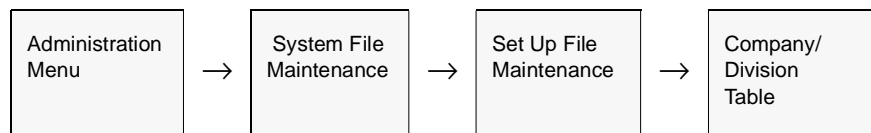
The Company/Division Table provides a mapping of divisions to each company in which they are valid.

Use the Company/Division Table to:

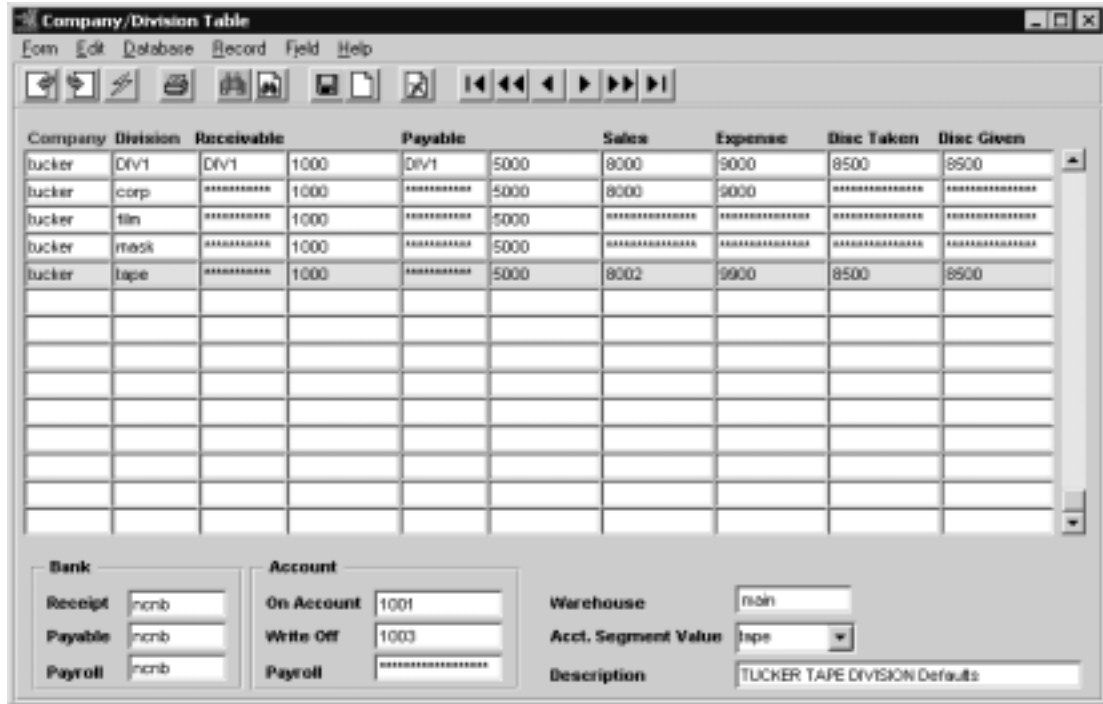
- Δ Attach divisions to the appropriate companies.
- Δ Find existing company/division combinations.
- Δ Update existing company/division combinations.
- Δ Define default values for the respective company/division

The Company/Division Table is used by all FLEXX modules. If FLEXX cannot find the defaults that it needs in the Company/Division Table, it will look in the Company Table for them. It is recommended that all default accounts be defined.

Select



The Company/Division Table appears in Update mode.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The code of the company to be linked to the respective divisions. This field can only be entered with the Control Panel set to the “setup” company.	Session Default	Y
Division	The Division Code of the division to be attached to the parent Company defined above.	Session Default	Y
Receivable Division	The default trade AR Division to be used for all AR transaction entries. Please refer to the Financials Procedures Guide for more details on Division usage before setting this value.	null (use default division)	N
Account	The default trade AR Account to be used if FLEXX doesn’t find the account number in the Customer Table (See 4.1 Customer Master Table).		
Payable Division	The default trade AP Division to be used for all AP transaction entries. Please refer to the Financials Procedures Guide for more details on Division usage before setting this value.	null (use default division)	N
Account	The default trade AP Account to be used if FLEXX doesn’t find the account number in the Customer Table (See 4.1 Customer Master Table).		

Field	Entry	Default	Reqd
Sales	The default Sales (Credit) Account to be used if FLEXX doesn't find the account number in the Customer Table (See 4.1 Customer Master Table).		N
Expense	The default expense (Debit) Account to be used if FLEXX doesn't find the account number in the Vendor Table.		N
Discount Taken	The default Discount Taken account to be used by FLEXX to record discounts taken for early payment of FLEXX Accounts Payable vouchers. This field will be stippled if the Take Discount flag on the Company Master is "N".		N
Discount Given	The default Discount Given account to be used by FLEXX to record discounts given to customers on sales orders as well as for early payment of invoices. This field will be stippled if the Take Discount flag on the Company Master is "N".		N
Receipt Bank	The default Bank Code (See Sec. 3.7 Bank Table) used by FLEXX Accounts Receivable to record receipts (payments) from customers.		N
Payable Bank	The default Bank Code (See Sec. 3.7 Bank Table) used by FLEXX Accounts Payable to record payments made by the company to vendors.		N
Payroll Bank	No longer used in standard FLEXX. Used only on custom Payroll applications.		N
On Account	The default On Account GL account to be used by FLEXX Accounts Receivable in the receipt process to record prepayments.		N
Write Off Account	The GL account to be used by FLEXX Accounts Receivable when a write off is to be performed in the AR Receipts process (See AR manual). Write off's can be performed on both invoices and receipts (payments).		N
Payroll Account	The GL account to be used by the payroll function of Time Billing. <i>This is a custom feature and not used by standard FLEXX.</i>		N
Warehouse	The default Warehouse Code used by FLEXX Quotes, Time Billing, Order Processing and Purchasing/Receiving on entry of new transactions (See Sec. 3.12 Warehouse Table). Note: At least one warehouse must be set up and entered to serve as a default value. If no default is set, error message 750 "Could not find pricing for SKU items" will appear whenever SKU items are entered.		Y
Acct. Segment Value	This field is not currently used but will implemented in a future FLEXX release.		
Description	A user defined description of the Company/Division entry.		N

3.4 Email Template

Description

The Email Template form is used to define the desired Email messages that are to be sent along with various FLEXX generated emails. This template is required when any of the following email messages are to be sent from FLEXX:

- Δ Order Confirmation (in OP)
- Δ Shipment Confirmation (in OP)
- Δ Quote Confirmation (in Quotation Management)

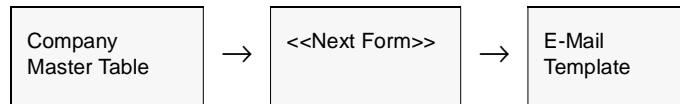
(Please refer to Sec. 4.6 Customer Master Table, Customer Configuration tab, "Send E-Mail for" fields description for more information on this function).

- Δ Email Invoice Process (in AR)

(Please refer to the Accounts Receivable manual, Topic Email Invoice process for more details on the function).

- Δ Email Reports

Select



The Email Template appears in Update mode.

Email Template

Form Edit Database Record Field Help

Company: tucker

Email Type

Invoice Report1 Report2 Report3
 Quotation Sales Order Shipment RMA

Email Subject Line

Tucker Sales Order confirmation

Email Message

This email is to confirm the following sales order.
Please call our Help Desk if you have any questions.

Email Signature Text

Thank you for your business.

"From" E-Mail Address

henry@databyte.com

"Cc" E-Mail Address

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Email Type	Select the button for the Email Message type to be defined; can be <ul style="list-style-type: none"> • Invoice - used with the Email Invoice Process • Report1, Report2, Report3 - used when emailing reports, to define the email message accompanying the attached report. • Quotation - used when sending Quote Confirmations • Sales Order - used when sending Sales Order Confirmations • Shipment - used when sending Shipment Confirmations • RMA - used when sending RMA Confirmations Select only the message type that will be used. All the text data entered will 'print' on the specified Email message.		N
Company	The company code used for the defined messages.	Session Default	Y
Email Subject Line	Any user-defined text data to be printed as the Email Subject text.		Y
Email Message	Any user-defined data to be printed as the Email message text.		N
Email Signature Text	Any user-defined text data to be printed as the Email signature message. This message text will print at the bottom of the actual order/quote confirmation data.		N
"From" Email Address	Any user-defined text data to be printed as the Email "From" address.		N

There is no limit to the amount of text data entered. FLEXX will include all of it with the confirmation message sent.

Notes:

For more information on the usage of this function, please refer to the following manuals:

Δ Order and Shipment confirmation - FLEXX Order Processing manual, topic *"Email Order and Shipment Confirmation"*.

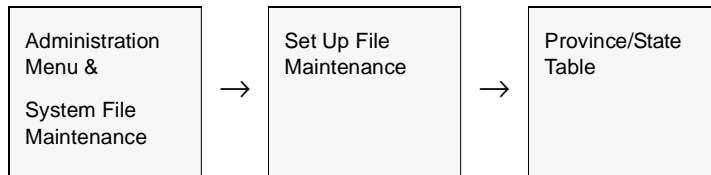
Δ Quote confirmation - FLEXX Quotation Manager manual, topic *"Email Quote Confirmation"*.

3.5 Province/State Table

Description

The Province/State Table is used to define the Province or State code. Codes are already predefined but can be changed and more can be added as required.

Select



The Province/State Table appears in Add/Update mode. To add new provinces/states press <<Clear to Add>>.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Province/ State Code	User defined code, to identify each geographic and taxation area needed.		Y
Name	The formal name of the Province and State.		N
Country	The Country Code for the Province/State (<i>See Sec 3.6 Country Table</i>).		N
Text	<ul style="list-style-type: none">• Y - If there is underlying text• N - If there is no text A License number for container charge for the province should be specified here with a keyword 'license'.		

3.6 Country Table

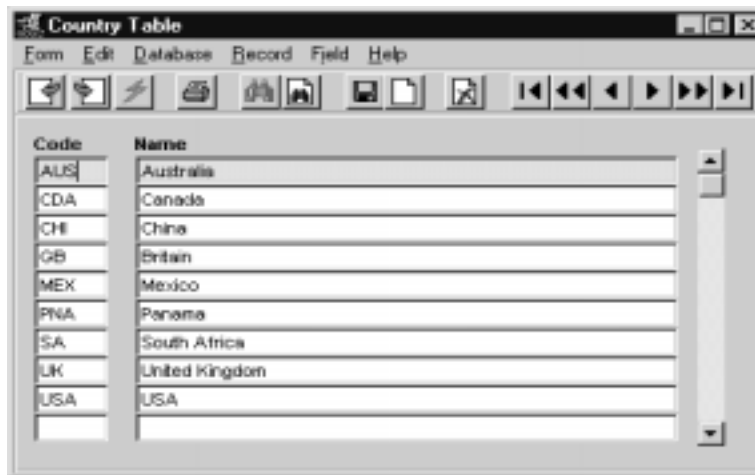
Description

The Country Code identifies countries through the use of user defined abbreviations.

Select



The Country Table appears in Add/Update mode. To add new countries press <<Clear to Add>>.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Country Code	User defined code to identify the country.		Y
Name	User defined name to describe the Country Code. This name will be used when printing address fields of reports.		N

3.7 Bank Table

Description

The Bank Table is where each Bank Code is established. The Bank Table links each Bank with its respective GL account number and currency code. The starting check number for the bank is also defined at this time.

Select



The Bank Table appears in Find Mode. To set up new banks press <<Clear to Add>>.

The screenshot shows a window titled "Bank Table" with a menu bar (Form, Edit, Database, Record, Field, Help) and a toolbar. The form contains the following fields:

- Company: tucker
- Bank Code: ncnb
- Account Number: 088-05170196
- Route Number: 111001150
- Account Desc: Current Account
- Bank Name: NC National Bank
- Address: 78 TradeWinds Drive
- Po Box: 69769
- City: Charlotte
- State: NC
- Zip: 98567
- Country: USA
- P.O. Box:
- Residential:
- Telephone: 704 657 4532
- Contact Person: Mr Jones
- Exchange Account: tape
- Exchange: 9111
- Cash Account: tape
- Cash: 0550
- Currency: USD
- Max Cheque Amt: 99999.99
- Second Signature:
- For Amount Over: 999.99
- Void After: 180 Days
- ABA Number: 111001150
- Next Check Number: 366
- Update button

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The Company Code to which the bank is "tagged".	Session Default	Y
Bank Code	User defined Bank Code.		Y
Account #	The account number assigned by the banking institution.		Y
Route #	The bank identifier number as given by each bank to be printed on checks.		Y
Account Desc	Description of the type of bank account. (i.e. General, Checking, Savings).		Y
Bank Name	The bank's formal name.		Y
Address	Two lines of the bank's street address.		Y
City Code	The city where the bank is located.		Y
Prov/State	The code for the province/state where the bank is located.		Y
Postal Code	The Postal/Zip code in format approved by the postal service.		Y
Country Code	The FLEXX code for the Country where the bank is located.		Y
Telephone	The bank's primary phone number.		N
Contact Person	The contact person at the bank.		N
Cash Account	The GL division and account number which will record the bank's transactions. This is also the GL account that the Cash Position function will use when calculating the bank cash position balance (<i>See GL Manual, topic Cash Position for more detail</i>).		Y
Exchange Account	The GL division and account to be used to post foreign exchange gain or loss, from either AP payments or AR receipts This account will need to be defined on the Chart of Accounts with the Usage code of "foreignex".		Y
Currency	The FLEXX code of the currency in which the bank transactions are denominated, as defined on the Currency Table (<i>See Sec. 3.19</i>).		Y
Max Check Amount	The maximum amount of a check that can be issued from the bank. Currently only used by FLEXX US Payroll.		N
Second Signature	Check this box if a second signature is required on a check.		
For Amount Over	Specify the amount above which a second signature is required.		
Void After	Number of days lapsed when check is void.		Y
ABA Number	Bank ABA Number, which will also be printed on a check.		N
Next Check Number Update button	The next available check number to be used. When the bank code is first entered and updated the next check number is automatically set to 1. To change this number to another number, enter the desired starting check number here and press the Update button. This action updates the Next Number Table and ensures that the starting check number used is the one you entered.		

3.8 Foreign Exchange Rate

Description

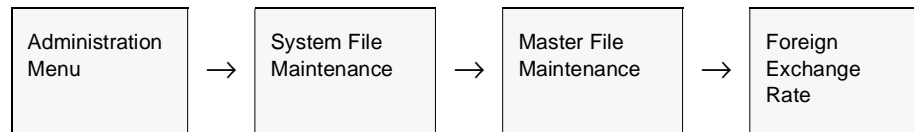
The Foreign Exchange Rate Table is used to define the exchange rates of different currencies for a given date. FLEXX will select the closest prior date to a desired date when determining the rate. The rates are expressed from the bank's perspective.

Notes

If foreign exchange conversion is to be used in FLEXX, a Foreign Exchange Gain/Loss GL account will also need to be defined on the Chart of Accounts (See Sec. 3.15). This account then needs to be specified on the Bank Table of each bank definition (See Sec. 3.7).

The **Buying Rate** value will be used by the FLEXX AR functions (OP Sales, invoices, receipts) and the **Selling Rate** value by the AP functions (PO purchase, vouchers, payments). They can be defined with the same rate value if purchases/ payments are to be converted at the same rate as sales/receipts.

Select



The Foreign Exchange Rate Table appears in Update mode.

Base	Foreign	Date	Buying Rate	Selling Rate
CDN	CDN	01/01/01	1.000000	1.000000
CDN	DM	01/01/01	0.800000	0.800000
CDN	PCS	01/01/01	2.000000	2.000000
CDN	SPS	01/01/01	0.010000	0.010000
CDN	USD	01/01/01	1.000000	1.000000
CDN	USD	06/30/09	1.209710	1.209710
CDN	USD	07/31/89	1.210000	1.210000
CDN	USD	08/15/89	1.209170	1.209170
CDN	USD	10/25/89	1.212000	1.212000
CDN	USD	11/29/89	1.212000	1.212000
CDN	USD	12/05/89	1.183060	1.183060
CDN	USD	01/02/90	1.168860	1.168860
CDN	USD	01/29/90	1.223330	1.223330

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Base	The base currency code. This represents the currency which the other currencies will be translated to.		Y
Foreign	The foreign currency code. This is the currency being converted to the base currency.		Y
Date	The date the exchange rate becomes active. It is valid from this date up to the day before the date of the next exchange record.		Y
Buying Rate	The buy rate as viewed by the banking institution for the foreign currency. It is expressed as a ratio of 1 base unit equal to this number of foreign units. This field is used by FLEXX Accounts Receivable transactions.		Y
Selling Rate	The rate at which the foreign currency is sold to us by the banking institution. It is expressed as a ratio of 1 base unit to 'X' foreign units. This field is used by FLEXX Accounts Payable transactions.		Y

Notes

It is recommended that even if no foreign currencies will be used, to create an entry for a one-to-one exchange rate for the Base currency being used. This is to ensure that any currency conversion functions in FLEXX will be successful, whether or not they are using different currency codes.

Example:

Base	Foreign	Date	Buying Rate	Selling Rate
USD	USD	01/01/98	1.0	1.0
OR				
CDN	CDN	01/01/98	1.0	1.0

3.9 Territory Table

Description

The Territory Table establishes how geographic areas are divided and which areas are assigned to the salespeople. Territories are only used in FLEXX for reporting purposes and have no effect on the sales process.

Select



The Territory Tables in Find mode. To set up territories press << Clear to Add>>.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The Company Code to which the territories are "tagged".	Session Default	Y
Territory	User defined Territory Code.		Y
Description	Description of the Territory.		N
Salesperson	The salesperson assigned to the territory. The salesperson must first be defined in the Salesperson Table for the code to be valid (see Sec. 4.19).		N

3.10 Zip Code Maintenance

Description

The zip code maintenance table identifies correct zip code to city, county, state and country. The definitions are used both in address definitions of all modules and tax jurisdictions of customers.

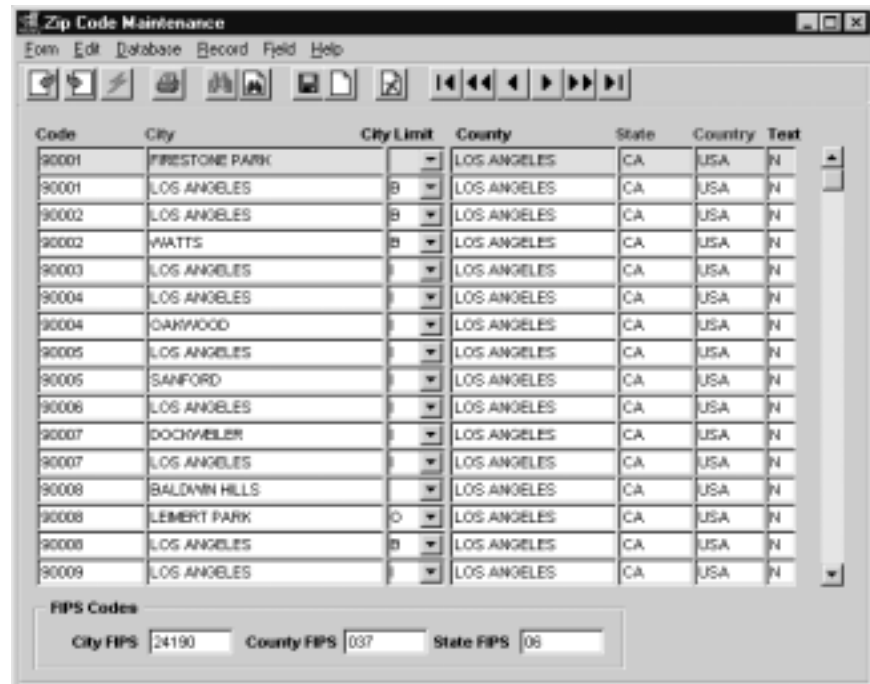
Notes

Entering a zip code on any form will compare it with the zip code maintenance table to find a match. If it is not found, message “Invalid Zip Code, use Entered Zip? Y/N” will be displayed. This feature is controlled in application control and the check can be flagged on or off. The Zip Code table can be maintained manually or electronically using the Zip Code File Loading Process (Sec. 3.11).

Select



The Zip Code Maintenance screen appears in Add/Update mode..



Fields

The following information appears on the screen.

Field	Entry	Default	Reqd
Code	The zip/postal code.		Y
City	The city of the zip/postal code.		Y
City Limit	Where in the city is this zip code effective: B - Both inside & Outside city limits. I - Inside city limits only O - Outside city limits only This definition is used only for the Tax Jurisdiction determination using the DPC loading process (see sec. 3.11)		N
County	The county this zip code is effective in.		N
State	The state /province of the zip/postal code. Must be defined in Province/State Table.		Y
Country	The country of the zip/postal code. Must first be defined in the Country Table.		Y
Text	<<Press Zoom>> on field to enter text about the zip code.		
FIPS Codes	The DPC FIPS codes relative to their location: City FIPS County FIPS State FIPS These codes are loaded using the DPC Zip loading process (Sec. 3.11) and make up the Tax Jurisdiction code for that zip location.		

3.11 Zip Code File Loading Process

Description

Running this process loads zip codes into the zip code maintenance screen from an existing data file.

Notes

Before the file from the postal service is loaded a c:program must first be run to reformat the file.

Ensure the flag - Delete Existing Codes is flagged on when running this process. If the flag is off the process will take an extremely long time to complete.

Select



The Zip Code Update Loading screen appears.



Fields

The following information appears on the screen.

Field	Entry	Default	Reqd
Postal Zip Codes	The Postal flag is selected to load the zip code data supplied by the country's postal service.		Y
DPC Zip Codes	The DPC flag is set to load the DPC supplied zip code data. This data can then be used to define or update the customer tax jurisdiction data.		Y
Country	The country of the zip codes.		Y
Data File	The directory path and file name where the zip code files exist.	Application Control	Y
Delete Existing Code?	Select this if all existing zip codes are to be deleted. To ensure faster initial loading this should be flagged <u>on</u> .		N
Start	Press this button to begin the process of loading the zip codes.		Y
Update Customer Jurisdiction	Press this button after the DPC Data has been loaded and you also want to automatically update all affected tax jurisdictions (<i>see Sec. 3.20 for details</i>). This button will only be lit when the DPC Zipcodes flag is set.		

3.12 Warehouse Table

Description

The Warehouse Table is used to establish Warehouse Codes. Warehouses can be set up to represent physical locations of real warehouses or to represent areas within one real warehouse (virtual warehouses).

Be aware that the Warehouse table is common to all companies defined to FLEXX.

Select



The Warehouse Table appears in Find mode. To set up new warehouses press <<Clear to Add>>

The screenshot shows a window titled "Warehouse Table" with a menu bar (Form, Edit, Database, Record, Field, Help) and a toolbar with navigation icons. The form contains the following fields:

- Warehouse:** "main" (dropdown), "Tucker Supply Main Storage" (text)
- Location:** "Main Warehouse" (text)
- Address:** "1234 Terminal Ave." (text), "Basement Level" (text)
- City/State/Zip:** "Galveston" (text), "AR" (text), "98567" (text), "USA" (text)
- P.O. Box:** (checkbox)
- Residential:** (checkbox)
- Telephone:** "506 789 6543" (text), "Fax" "506-555-6079" (text)
- Region:** "XXXXXXXX" (dropdown), "Acct. Segment Value" "XXXXXXXXXXXX" (dropdown)

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Warehouse Code	User defined Warehouse Code.		Y
Warehouse Name	Description of the Warehouse.		N
Location	Location of the Warehouse. i.e.) Chicago. This location is used only for reporting purposes on reports such as a Picking Slip, etc.		N
Address 1	The first line of the warehouse address.		N
Address 2	The second line of the warehouse address.		N
City	The city where the warehouse is located.		N
Province/ State Code	The provincial/state code for the province/state where the warehouse is located.		N
Postal Code	The Postal/Zip code in format approved by the Post Office.		N
Country Code	The Country Code for the Country where the warehouse is located.		N
PO Box	If the company mailing address is a PO Box, select this flag. Used in carrier rates.		N
Telephone	The primary Telephone number for the warehouse.		N
Fax	The Fax number for the warehouse.		N
Region	This field is not currently used but will implemented in a future FLEXX release.		
Acct. Segment Value	This field is not currently used but will implemented in a future FLEXX release.		

3.13 Units of Measure Table

Description

The Units of Measure Table is used to establish units of measure codes for use with FLEXX Inventory Control and Selling and Stocking units for Order Processing. All units specified on the SKU Master (*see Inventory Control manual, Sec. 3.1, Attributes description*) must first be defined in this table, and have a conversion factor specified.

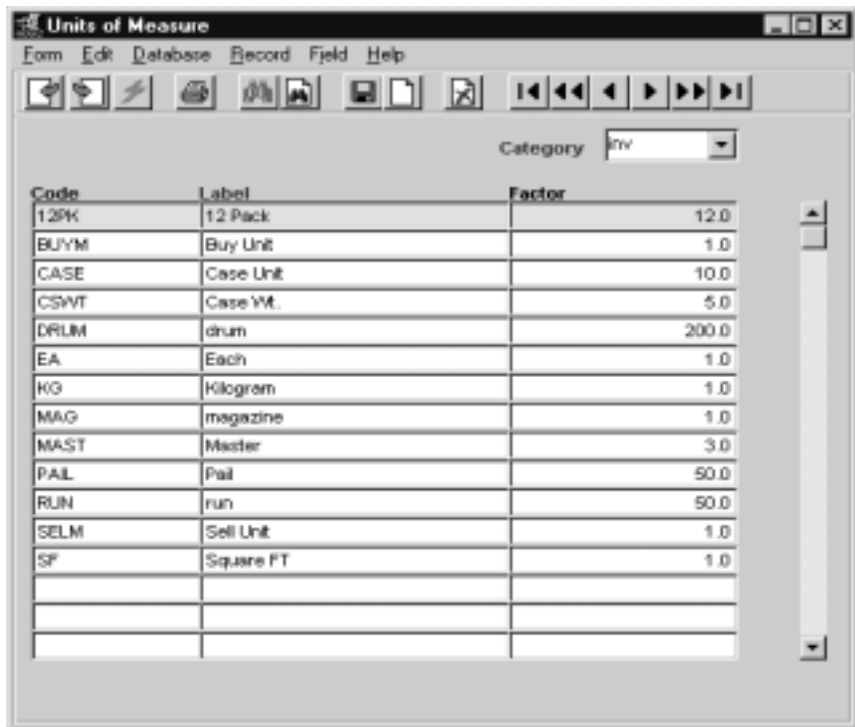
Select



OR

<<Zoom>> on any UOM field on SKU Master or Order Detail forms.

The Unit of Measure Table appears in Add/Update mode. To add new Units press <<Clear to Add>>.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Category	Used to define different categories of units of measure	inv	Y
Code	User defined code for the Units being defined.		Y
Label	Formal description of the code.		N
Factor	Used to specify a conversion factor to apply to the unit code. Stocking UOM should always be 1.0		Y

3.14 Department Table

Description

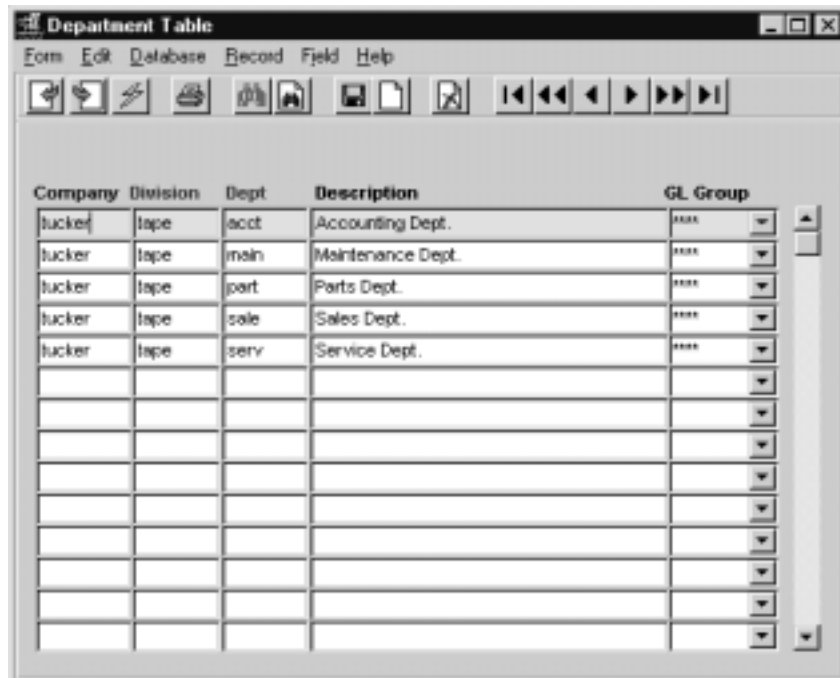
The Department Table is used to group SKU items into user-defined sets. This allows inventory to be classed by Department; (i.e. Sales, Service, Maintenance, etc.). The Department codes are not used to define cost/revenue centers in FLEXX; that is accomplished with the Division codes.

This table is especially important when using the Multiple Salesperson per Customer function of FLEXX (See Sec. 4.10). When this function is optioned, the salesperson is assigned to a particular department, and when he sells a SKU that is also defined with the same Dept. code, he will be assigned to that order item.

Select



The Department Table appears in Add/Update mode. To add new Departments press <<Clear to Add>>.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company Code	The Company to which the department applies.	Session Default	Y
Division	The Division to which the department applies.	Session Default	Y
Department Code	User defined Department Code. This is also the Dept code used to define SKU's to departments (<i>See Inventory Control, SKU Master, Attributes form</i>).		Y
Description	Formal description of the Department.		N
G/L Group	Not currently used by FLEXX.		N

3.15 GL Account Master (Chart of Accounts) Table

Description

The GL Account Master Table is the Chart of Accounts and is used to define the GL accounts for each defined company/division. Account records include information such as the account number and status and whether the account usually has a debit or credit balance. Once an account is set up in the GL Chart of Accounts Table, you can use its number to identify the account on any other screen in the system.

Use the GL Account Master form to:

- Δ Add accounts to the GL Chart of Accounts Table. When you add an account, the system automatically adds balance records for the account to the GL Account Balance Table
- Δ Find existing accounts by entering search criteria
- Δ Update existing account definitions
- Δ Delete accounts from the GL Chart of Accounts Table. You can only delete accounts that have zero balances.

Notes

The GL Account number consists of three parts:

- Δ a 1-6 alphanumeric character Company Code
- Δ a 1-6 alphanumeric character Division Code
- Δ a 1-50 alphanumeric character Account Code.

E.g. Company code 'tucker', Division code 'tape', Account code 1000 would be GL Account number 'tucker/tape/1000'.

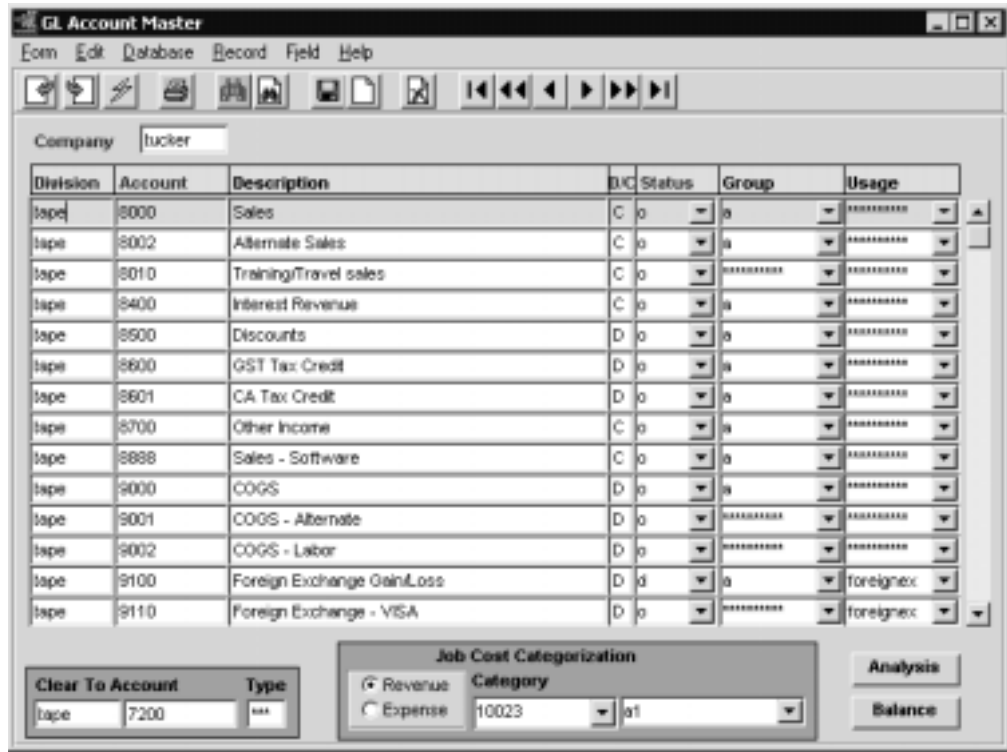
This then allows the same account code (1000) to be used by other divisions in the same company, and yet be unique to that division.

Note that the Account Code portion can now be up to 50 characters long. This includes any alpha, numerical, and special characters (e.g. 1-222-123456789).

Select



The Chart of Accounts screen appears in Find mode. To add accounts, <<press Clear to Add>>.



Fields

The following fields appear on the screen.

Item	Entry	Default	Reqd
Company	The code for the company the account belongs to.	Session default	Y
Division	The code for the division the account belongs to.	Session default	Y
Account	The account number. 1-9 alphanumeric characters. The number must be unique to the company/division.		Y
Description	A brief description of the account.		N
D/C	<ul style="list-style-type: none"> • D indicates that the account usually has a debit balance. • C indicates that the account usually has a credit balance.FLEXX uses this field to determine the account type when generating custom statements. 		Y
Status	The account status may be: <ul style="list-style-type: none"> • o - Open. You can enter transactions for the account. Assigned to accounts for which further entries will be carried out. Only open accounts can be used throughout the system. 	o	Y

Item	Entry	Default	Reqd
Status Contd	<ul style="list-style-type: none"> • m - Summary account. You cannot enter any transactions for this account; it only accepts a year-end clear to account entry. Assigned to accounts, such as retained earnings/income summary. At year end, change the status to o so year end processing can take place. • s - Secured. No posting allowed. • n - No Posting allowed. • d - Deleted. No posting allowed. Assigning this status does not delete the account, but only marks it as a 'Deleted' account. To delete, you must use Delete Record (see Notes below for explanation). 		
Group	The group code if accounts are being grouped into categories. Suggested groups would be Expense, Income (or Revenue), Asset, Liability, etc. Groups are used to sort accounts in the GL Chart of Accounts Report.		N
Usage	A usage code to identify the specific use of the account. This can be any user-defined value. For a Foreign Exchange Gain/Loss account, the Usage code must be "foreignex". This code value should not be changed or deleted.		N
Clear To Account	The account Division and Number to use when clearing Revenue/Expense accounts at year end. The Clear To Account routine will use this setting for the clearing process.		N
Type	Any user-defined type code for the account. This field is used in the Clear To Account process. You can clear accounts by Type instead of all at once so you won't have one huge journal entry. (See Sec. 6.1 Clearing Accounts.)		N
Job Cost Categorization - The following fields are used only for the Job Costing function of FLEXX. They will be stippled if Job Costing is not activated in the Application Control Table. <i>Please refer to the Project Management Manual for more details.</i>			
Revenue/Expense	Defines the Type of account; can be Revenue or Expense.		
Category	The Job Costing category of the GL account. Category codes need to be predefined in the SKU Category Master table (zoom on the Category code field)		
Buttons			
Analysis	Press this button to display the GL Account Analysis screen (See the GL manual for a description)		
Balance	Press this button to display the GL Account Balance screen (See the GL manual for a description)		

3.16 GL Period Table

Description

The GL Period Table contains records of periods for each company/division. Period records include information such as the company/division code and the period number and status. Once you set up a period in the GL Period Table, you can use its number to identify the period on other FLEXX screens.

Use the GL Period screen to:

- Δ Add periods for a company/division to the GL Period Table.
- Δ Find existing periods by entering selection criteria.
- Δ Update existing periods.
- Δ Delete periods from the GL Period Table. You can only delete periods that have never been opened.

Notes

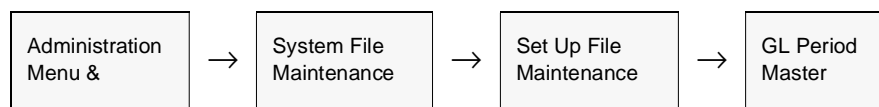
The first period you set up will always be your first period. You can never go back and enter previous periods to period 0. Also, once the table has been created, it is not possible to insert a period between existing periods.

After the first Company/Division has been formed and its GL Periods and Chart of Accounts have been defined, the Chart of Account Copy Function (*See General Ledger Manual, Sec. 3.3*) can be used to copy both the Period and Chart of Accounts tables to any new Company/Divisions that may be created.

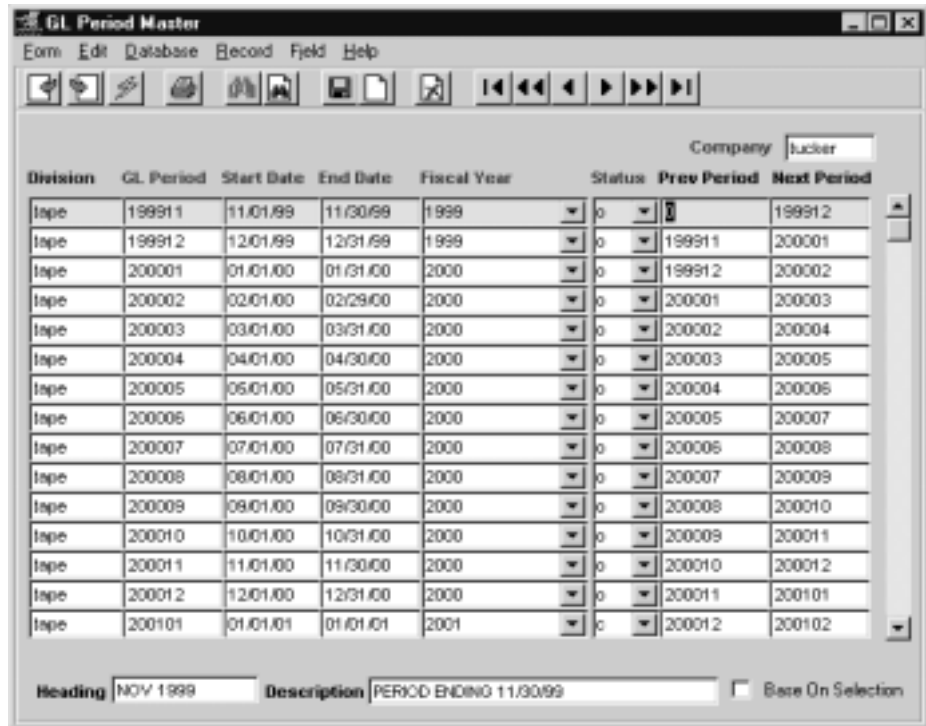
If a Division is created and is used for a while but is then considered “inactive”, periods for that Division must continue to be set up even though the Division has no transactions in these future periods. Failure to do so can lead to GL posting problems as well as GL balance record problems.

Be aware that all Divisions of a company must have all GL Periods defined, both previous and subsequent to a new division being created.

Select



The GL Period screen appears in Find mode. To add new periods, <<press clear to add>>.



Fields

The following fields appear on the screen

Field	Entry	Default	Reqd
Company	The company code.	Session Default	Y
Division	The division code.	Session Default	Y
Period	<p>The GL period number. Set up a number scheme using up to 7 digits. Examples: - 199501 (January 1995) - 011995 (January 1995) - 199912a (13th Period - December 1999)</p> <p>You must add new periods in sequentially ascending order.</p> <ul style="list-style-type: none"> E.g. If the first period is 199501, the second period must be greater (199502), it cannot be 021995. <p>Once you've selected a scheme, ensure all period numbers follow that format. You can define more than 12 periods for any given fiscal year which can be useful when using the 13th period for GL Clearing (See <i>GL Manual, Year End Clearing</i>)</p>		Y

Field	Entry	Default	Reqd
Start	The date the period starts on.		Y
End	The date the period ends on.		Y
Fiscal Year	The fiscal year that contains the period. This field is used by the GL Budget process, FLEXX Purchase Order and FLEXX Accounts Payable to determine the total budget by GL account number for the year. The total budget by GL account number for the year is then reduced by any purchases made thru Purchase Order or Accounts Payable until the budget is exhausted. No further charges can then be made against a GL account number whose budget has been spent.		
Status	<p>The period status may be:</p> <ul style="list-style-type: none"> • n - period never opened. You cannot enter transactions for this period. Assigned to periods set up for future use. You cannot change a period status from o (open) to n. • o - open. You can enter GL and subsidiary transactions for this period. • p - period pre-close. You cannot generate any GL transactions from subsidiary ledgers, but you can enter transactions directly into the GL. <p>Note: If the session default period has a status of "p" - pre-closed, it will not be possible to do a clear to add in any FLEXX module other than General Ledger. Should an attempt be made to do so, the following message will appear "Cannot use "CLEAR TO ADD" at this time.</p> <ul style="list-style-type: none"> • c - period closed. You cannot make any changes to the GL for this period. You can reopen the period by changing the status to o. • x - permanently closed. You cannot reopen the period. 		Y
Previous Period	The previous period number. You enter 0 for the first period entry since there is no previous period.		Y
Next Period	The next period number.		Y
Heading	The report heading of the period to use on financial statements.		N
Description	The description of the period.		N
Base On Selection - check this box if desired to base the new periods being created to be based on the selected period.			

3.17 Carrier Rate

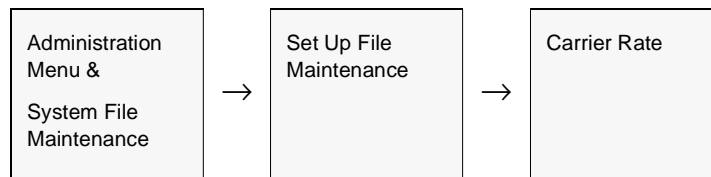
Description

This form defines shipping carriers (couriers) to be used (in Order Processing), the different zones that the carrier predetermines and the shipping costs for each zone.

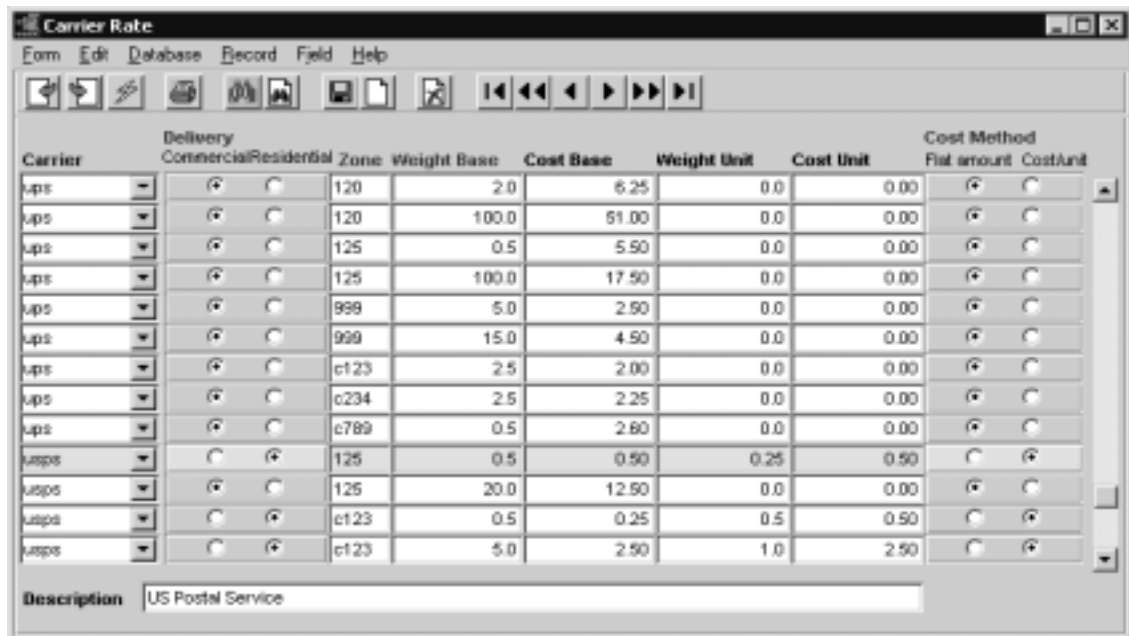
Notes

Refer to the FLEXX Procedures Guide, topic “*Zip Code Maintenance, Zip to Zone, and Carrier Rate Tables*” for a detailed description of the Carrier Rate determination process.

Select



The Carrier Rate screen appears in Add/Update. To add a new record press <<Clear to Add>>.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Carrier	The carrier being used. Must be defined on the Master Type Table. Carriers on Master Type detail can also be suspended from any further use and can be flagged to allow PO Box deliveries.		Y
Delivery	Whether this is for commercial or residential deliveries. Rates can be set differently for residential or commercial deliveries.		
Zone	The zone the carrier is shipping to. Zones are defined in the Zip to Zone Table (see Sec. 3.18).		Y
Weight Base	The minimum base weight to be shipped.		Y
Cost Base	Carrier cost for base weight.		N
Weight Unit	Weight value for additional cost.		N
Cost Unit	Cost for additional Weight Unit Value.		N
Cost Method Flat Cost	Flat amount. Finds a weight base more than the weight being shipped and applies it to the cost base i.e. Carrier oak to zone 22222 would charge \$25 for shipment under 750 pounds, \$35 for shipment under 2,000 pounds and \$50 for shipment under 10,000 pounds. Cost per unit. Uses base and unit weights i.e. carrier Ryd to zone 33333 would charge \$7.50 for the base 20 pounds and \$1.50 for each additional 5 pounds.		Y
Description	The description of the Carrier Code as defined on the Carrier Code table.		

Notes:

The Carrier Rate and the Zip to Zone tables are used by FLEXX to automatically determine the shipping costs of an order. This calculation is performed at time of shipping the order, and if the “Freight” code used is either “best” or “ppd/chg” FLEXX will use the rate defined for that zone to enter a freight charge. Both of these codes require these tables to be set up. If they are not, and either code is used on an order, FLEXX will report message “Unable to update freight amount on shipment”, and the order will not be shipped.

3.18 Zip to Zone

Description

This form is used to tie each zip code to carriers and the appropriate Carrier zone the zip code belongs in. With each zip code attached to the courier code and its zone, FLEXX can now determine the most cost effective way of shipping.

Notes

Please refer to the FLEXX Procedures Guide, topic “*Zip Code Maintenance, Zip to Zone, and Carrier Rate Tables*” for a detailed description of the Zip to Zone functionality.

Select



The Zip to Zone form appears in Add/Update mode. To add a new record press <<Clear to Add>>.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Warehouse	The warehouse you will be shipping from. Must be predefined in the Warehouse table.		Y
Courier Code	The carrier code that will handle the shipping. Must be defined in Master Type Table.		Y
Zip Code	The zip code you are shipping to. Must be defined in Zip Code Maintenance table.		Y
Zone	The zone defined by the courier that the zip code belongs in. This zone should correspond to the zone defined in Carrier Rate form.		Y
Country	The country code this definition applies to. Must be defined in Country Table.		Y

Notes:

The Carrier Rate and the Zip to Zone tables are used by FLEXX to automatically determine the shipping costs of an order. This calculation is performed at time of shipping the order, and if the “Freight” code used is either “best” or “ppd/chg”, FLEXX will use the rate defined for that zone to enter a freight charge. Both of these codes require these tables to be set up. If they are not, and either code is used on an order, FLEXX will report message “Unable to update freight amount on shipment”, and the order will not be shipped.

3.19 Currency Code Maintenance

Description

The Currency Code Table is used to define the various currencies to be used in FLEXX. All currencies must first be defined here before they can be used. Once a currency is defined, an exchange rate must be entered in the Foreign Exchange Rate table (See Sec. 3.8), giving the conversion factors between the currency and the local currency and vice versa.

Notes

All FLEXX modules will need this table

Please refer to the FLEXX Implementation Guide, topic Currency Code Set Up for more detail on defining the Currency Code Table.

Select



The Currency Code Table appears in Add/Update mode. To add new currencies press <<Clear to Add>>.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Currency	User defined code for each currency		Y
Currency Description	Description of the currency code set up.		N

3.20 Tax Code Maintenance

Description

The Tax Code Maintenance table is used to define all the possible tax jurisdiction codes used by FLEXX. This table can be manually entered as required, or can be automatically generated from the DPC supplied zip code data file using the DPC Tax File Loading Process (see Sec. 3.23)

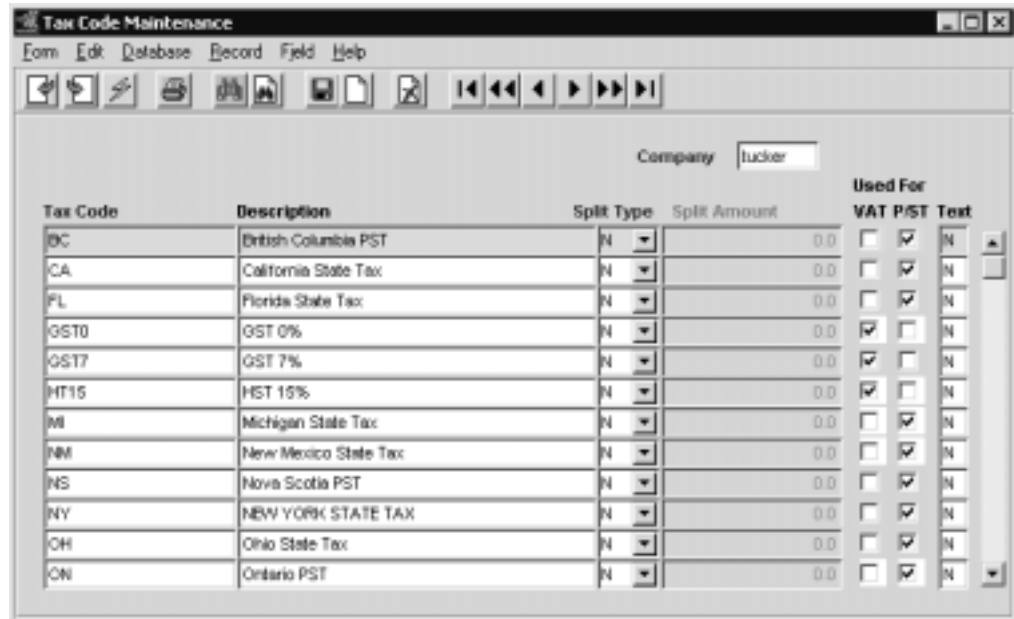
Select



OR

<<zoom>> on the tax field on any FLEXX form.

The Tax Code Maintenance screen appears in Update mode.



Fields

The Following Fields appear on the screen.

Field	Entry	Default	Reqd
Company	Company the tax code is used for.	Session Default	Y
Tax Code	<p>Either user defined or DPC defined code to identify the tax definition. This code is referred to in the Tax Table Information table (Sec. 3.21) as well as all tax code fields in the FLEXX modules.</p> <p>The Tax Code can have the following additional meanings:</p> <ul style="list-style-type: none"> • if 2 characters - State tax code • if 5 characters - County tax code • if 10 characters - City tax code <p>This follows the format of the DPC supplied tax data; e.g.: 0601955555</p> <p>06 - would be the CA state tax code</p> <p>06019 - would be the FRESNO county tax code</p> <p>0601955555 - would be the FRESNO city tax code</p> <p>Or, if the DPC system is not used, the tax code can be any user defined value.</p>		Y
Description	Description of the tax code being defined		
Split Type	<p>The following codes are used to define how the Maximum tax is to be determined:</p> <p>N - No Maximum tax</p> <p>M - Maximum tax amount (e.g. 100 would mean a maximum tax of \$100. for this order/invoice at this jurisdiction)</p> <p>S - Maximum sale amount to be taxed (e.g. 1000 would mean only the first \$1000. of the order/invoice are subject to tax calculation in this jurisdiction)</p>	N	Y
Split Amount	<p>Split Amount is used to define the dollar amount for the M and S split types:</p> <p>for Type M - this amount will be the total maximum tax.</p> <p>for Type S - this amount will be maximum dollar value to be taxed.</p> <p>for Type N - this field will be stippled.</p>	0.0	Y
Used For VAT P/ST	<p>Select the usage of each tax code:</p> <p>- is only valid as a VAT code.</p> <p>- is only valid as a P/ST (Provincial/State Sales tax) code.</p> <p>Both flags checked are valid indicating the code is used for both VAT and P/ST.</p>		Y
Text	Any user defined text. This is not used by FLEXX.		N

3.21 Tax Table Information

Description

The Tax Table is used for setting up Tax Jurisdiction Codes and their respective tax rates. Each company defined in FLEXX is required to have its own set of tax entries.

Please refer to the FLEXX Implementation Guide, topic *Tax Jurisdictions* for more detail on defining the Tax Table.

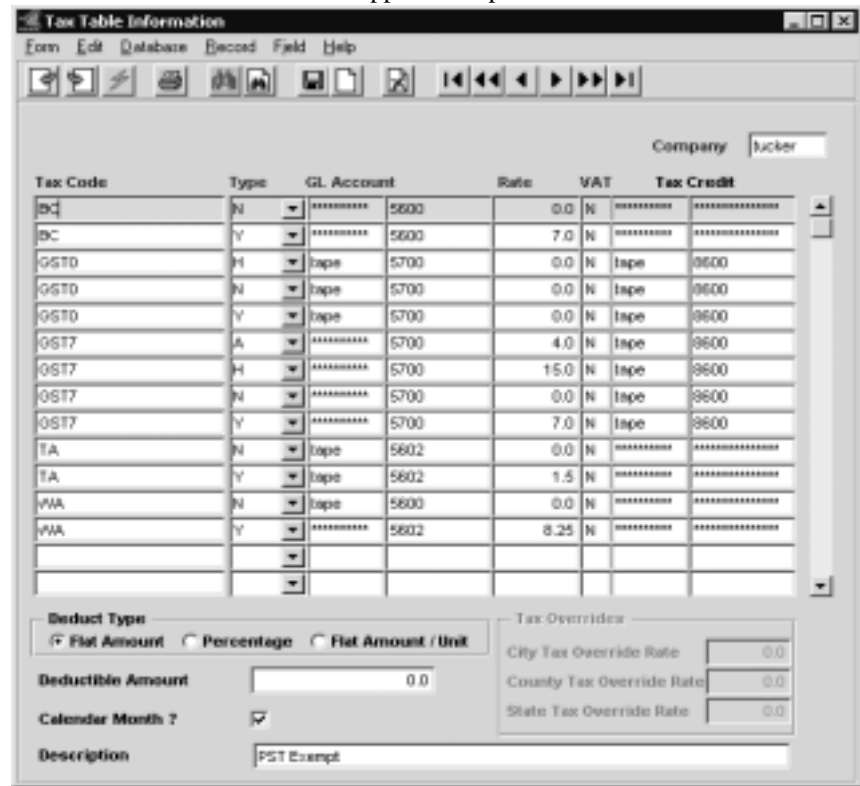
Notes: Code GST0

If you are using FLEXX Inventory Control, it will be necessary to set up at least one tax code for use on the SKU Master Miscellaneous form, field “VAT Code”. This is a required field and needs to be defined even if there are no VAT liabilities. In this case, suggest setting up a code GST0 with a zero percent rate.

Select



The Tax Table Information screen appears in Update mode.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	Company that tax entry is defined for.	Session Default	Y
Tax Code	<p>Tax code defined in Tax Code Maintenance table to identify a specific type of tax. This code is referenced in the Customer Master Table in FLEXX Accounts Receivable and the SKU Master in FLEXX Inventory Control.</p> <p>The Tax Code can have the following additional meanings:</p> <ul style="list-style-type: none"> • if 2 characters - State tax code • if 5 characters - County tax code • if 10 characters - City tax code • followed by TL - County Local tax • followed by CL - City Local tax <p>This follows the format of the DPC supplied tax data; e.g.: 0601955555</p> <p>06 - would be the CA state tax code</p> <p>06019 - would be the FRESNO county tax code</p> <p>0601955555 - would be the FRESNO city tax code</p> <p>Or, if the DPC system is not used, the tax code can be any user defined value.</p>		Y
Tax Type	<p>The tax type is used in conjunction with the tax code field to determine the tax rate to be applied on the sale of an SKU. SKU's are set up as outlined in the Inventory Control Manual. On the SKU Master form is a field "Tax". When the Invoice Generation routine is used in Order Processing and/or Time Billing/Repair Warranty, FLEXX looks at the tax code defined on the Customer Ship To form (See - <i>Getting Started</i>), looks at the Tax Type code defined on the SKU Master and then looks to the Tax Table itself for that combination. FLEXX then uses the tax rate defined for the combination. Be aware that the Type is not a Yes/No definition.</p>		Y
GL Account	The Division and GL Account Number to which the tax amounts will be posted. Tax amounts are posted as credits.	Session Default	Y
Rate	The Tax Rate in percent.		Y
VAT	Enter "Y" if P/ST is also to be calculated on the GST amount.	N	Y
Tax Credit	The Division and Account Code for related Tax Credits. It gives the Debit side of the tax value and will be used instead of the GL Account setting. Used by FLEXX Accounts Payable only.		N
Deduct Type	<p>The next three fields are used to define tax deductions if eligible. Deduct Type is a flag to select one of 3 deduction types:</p> <p>Flat Amount - flat dollar amount of tax to deduct.</p> <p>Percentage - percentage of tax to deduct.</p> <p>Flat Amount/Unit - flat dollar amount of tax per unit ordered.</p>	Flat Amount	N
Deductible Amount	The amount of tax that is deductible, depending on the Type flag set; either a dollar value or a percentage	0.0	Y

Field	Entry	Default	Reqd
Calendar Month	Select this flag if the deductible amount defined is for the total invoiced amount for the customer for the calendar month		N
Tax Overrides - The following fields are used to define an override rate where a tax jurisdiction will override another when both are defined. See the <i>Tax Overrides description on the next page for more details.</i>			
City Tax Rate	The tax rate that will be used to calculate the city tax when the lower level jurisdiction (City or County Local) specifies this override rate.		
Country Tax Rate	The tax rate that will be used to calculate the county tax when the lower level jurisdiction (Local or City) specifies this override rate.		
State Tax Rate	The tax rate that will be used to calculate the state tax when the lower level jurisdiction (City or County) specifies this override rate.		
Description	Description of the Tax Code being defined. This description is copied to the AP Voucher detail records, and is also the tax description printed on AR Invoices.		N

Tax Deductibles:

Tax Calculation using deductibles:

- Δ Sum all taxes on the invoice by Tax Type,
- Δ Check for deductibles:
 - Δ if by Net amount, then reduce taxable amount by the deductible, either flat or percentage amount, and apply the tax rate to the remaining balance if positive.
 - Δ if by Flat amount per unit, then extend the deductible amount by the number of units, and use this total as the deductible amount.
- Δ Check for Calendar Month flag, and if set and the deduction is a Flat amount by invoice Net, then review any other existing invoices for the same customer issued during the calendar month of the current invoice, and the tax type is the same, then reduce the current deductible amount by the amount used in the previous invoices.
 - Δ Note for flat amounts, sum the net totals of all invoices and remove the deductible,
 - Δ if amount greater than current invoice amount, tax the whole amount;
 - Δ if amount less than current invoice, tax that amount.

Tax Overrides

The Tax overrides feature is only functional with the following Application Control Setting:

<u>Application</u>	<u>Type</u>	<u>Description</u>	<u>Value</u>	<u>Company</u>
all	overridetax	Overridetax Codes	Y	Default

Tax Calculations using overrides:

- Δ City Tax - can only be set on the City or County Local definition, and will override the defined city tax rate.
- Δ County Tax - can be set on the city or either local definition, and will override the defined county tax rate.
- Δ State Tax - can be set on the city or county definition, and will override the defined state tax rate.

Example: Using the following definitions:

Δ Tax Codes and Rates:

State	06	6.25%
County	06001	1.0%
City	0600155555	1.0%
City Local	0600155555CL	1.0%

Δ Tax Overrides: Set for city local: 0600155555CL:

City Rate	1.5%
County Rate	1.5%
State Rate	6.5%

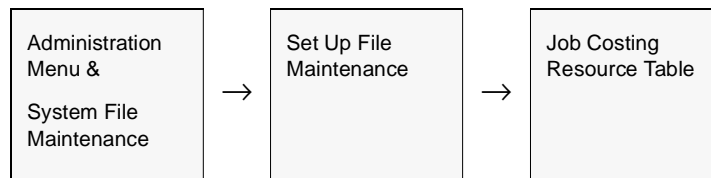
- Δ For any Ship To jurisdiction using the above tax codes, and where the Local jurisdiction is 0600155555CL, the tax calculation will use a rate of 10.5% (State 6.5% + County 1.5% + City 1.5% + Local 1.0%). Where the local jurisdiction is not 0600155555CL, the rate will be as defined for those jurisdictions (8.25%).

3.22 Job Costing Resource Table

Description

The Job Costing Resource Table is used to define Job Costing resource codes. **Job Costing Resources** are used by the Job Costing function of FLEXX Project Management (*See the FLEXX Project Management manual for complete details*). Any user-defined value can be entered and used in the various FLEXX modules. The only requirement being that they be predefined on this table before they can be used.

Select



The Resource Table screen appears in Find mode. Press <<Clear to Add>> to enter new values.

Resource	Description	Type	Status	SMI
01	Hourly Operated Equipment Rental	dispatch	a	Y
02	Job Cost Test for US Customer	labor	s	N
1	Job Cost record	maint	s	N
11	Hourly Internal	labor	a	N
12	Repairs - Mechanics Labor	labor	a	Y
13	Repairs - Operators Labor	labor	a	N
16	Crew Overtime	dispatch	a	Y
20	Repairs - Certification Labor	labor	a	N
26	Service - Mechanics	labor	a	N
27	Service - Operators labor	labor	a	N
32	OAC - Living & Travel Costs	labor	a	N
320	Unit 320 - 70 Ton (mobile)	crane	a	N
321	Unit 321 - 70 Ton (mobile)	crane	a	N
324	Unit 324 - 80 Ton (mobile)	crane	a	N
33	test	test	a	N

Fields

The following screen appear in update mode.

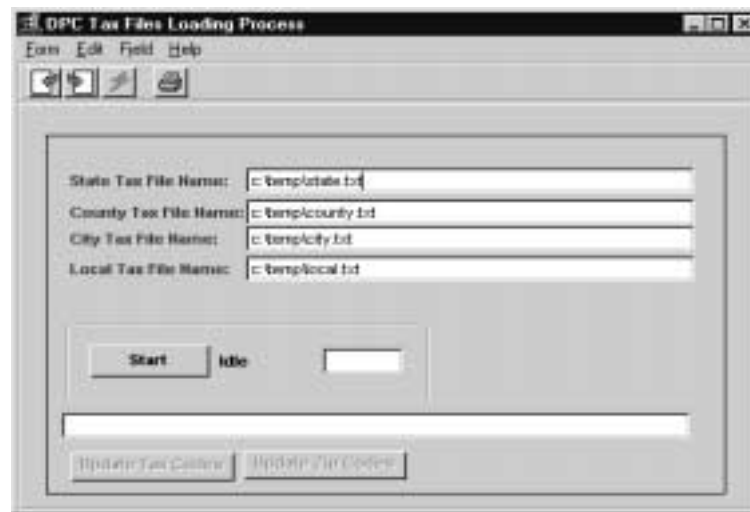
Field	Entry	Default	Reqd
Company	The company code the defined resources apply to.	Session Default	Y
Resource	Enter the specific resource code.		Y
Description	Enter the resource description.		N
Type	Any user-defined value can be entered for reference purposes - field not used by FLEXX.		N
Status	Resource status; can be: <ul style="list-style-type: none"> • a - active - can be used on a Job Costing record. • i - Inactive - cannot be used. 	a	Y
=SKU?	If the defined resource code is also defined on the SKU Master as a SKU code, this field will contain "Y". It is a system generated field and cannot be set or modified. It is used by the Job Costing Report function.	System Generated	Y

3.23 DPC Tax Files Loading Process

Description

The DPC Tax Files Loading Process is used to load the DPC tax files, already copied to the system, into FLEX temporary tables. These tables will be used in the Update Tax Codes Process (see Sec. 3.24) to create or update the FLEX Tax tables.

Select



Fields

The following screen appear in update mode.

Field	Entry	Default	Reqd
State Tax File Name County Tax File Name City Tax File Name Local Tax File Name	Specify the path and names of the flat (txt) files that contain the copied DPC tax data. This data has been previously copied into these files using another user-provided file import process.	C:\temp\state.txt C:\temp\county.txt C:\temp\city.txt C:\temp\local.txt	
Start	Press this button to perform the process.		
Buttons			
Update Tax Codes	After the process completes, the tax tables can be updated (see Sec. 3.24) by pressing this button.		
Update Zip Codes	After the process completes, zip code table can be updated (see Sec. 3.11) by pressing this button.		

3.24 Update Tax Codes Process

Description

The Update Tax Codes Process is used to update the Tax Table Information and the Tax Codes Maintenance tables with data received from DPC. The data used in this update process comes from the temporary tax tables created in the DPC Tax Files Loading Process (see Sec. 3.23).

Select



The Update Tax Codes screen appears in Update mode.



Fields

The following fields appear in update mode.

Field	Entry	Default	Reqd
Company	The Company this process is run for.		Y
Update	Select the boxes for which this update is to be processed: State Taxes County Taxes City Taxes Country Local Taxes City Local Taxes		Y
Effective Date	Specify the effective date of this update		
GL Accounts	Specify the GL Accounts for each jurisdiction that will record the tax revenue.		Y
Tax Type	Specify the Type code for each jurisdiction	Y	Y
Tax Credit Accounts	Specify the Tax Credit Accounts that will record the Tax credits for each jurisdiction.		Y
Start	Press this button to initiate the process.		Y

3.25 Update Customer Tax Jurisdiction

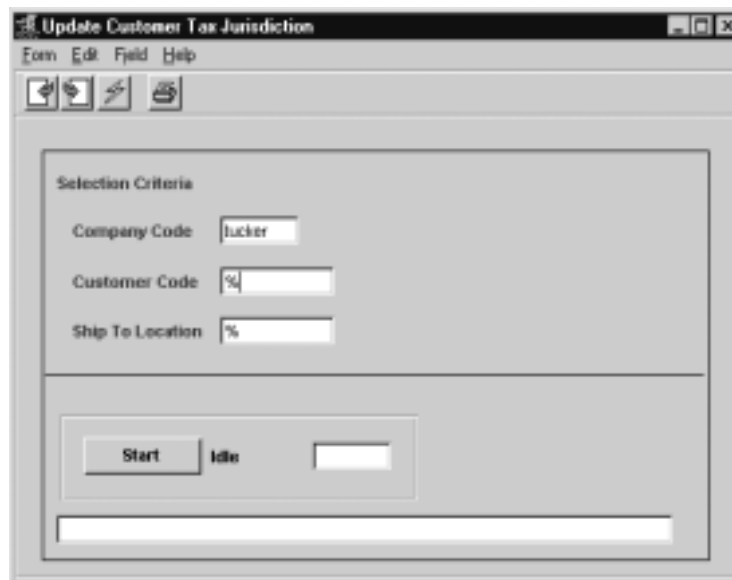
Description

The Update Customer Tax Jurisdiction process is used to update the tax jurisdiction, defined on the Customer Master Ship To forms, after any tax code updates have been performed. This automates the process of making changes to the tax jurisdiction definitions when multiple customers are affected.

Select



The Update Customer Jurisdiction screen appears in Update mode.



Fields

The following information is displayed.

Field	Entry	Default	Reqd
Company	The Company this process is to be run for.	Session default	Y
Customer Code	The customer defined on the Customer Master for which to run this process. Can be left % (wildcard) if all customers are affected.	%	Y
Ship To Location	A specific Customer Master Ship To location as defined for the customer specified above.	%	Y
Start	Press start to initiate the process		Y

3.26 Terms Maintenance Screen

Description

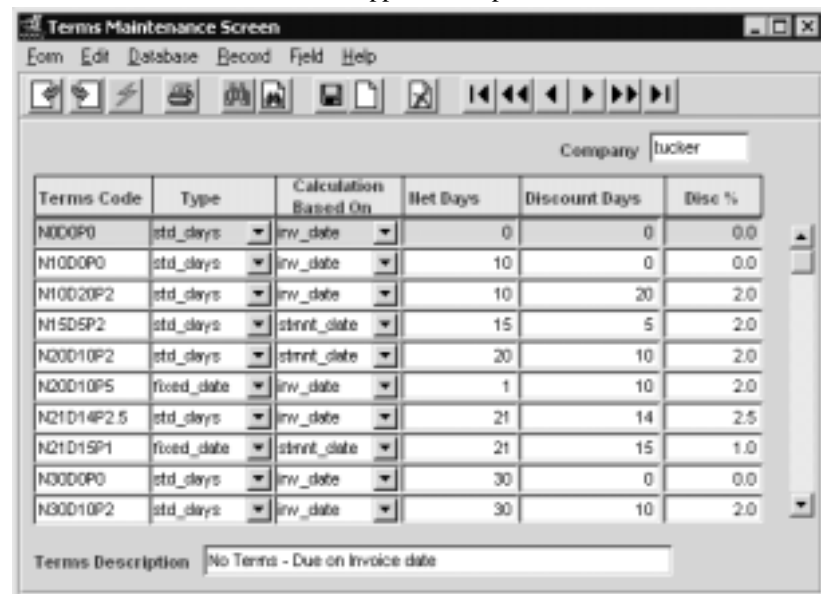
The Terms Maintenance Screen is used to define all the Customer terms to be used in FLEXX. The Customer Terms function allows for multiple terms definitions using different methods of determining invoice due dates as well as early payment discounts. Along with the standard terms setting as being the 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.

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.

Select



The Terms Maintenance Screen appears in Update mode.



Fields

The following information is displayed.

Field	Entry	Default	Reqd
Company	The Company code for these definitions	Session default	Y
Terms Code	The code to be used for the terms definition; any user-defined value can be used, but should be set to a value that is somewhat explanatory.		Y
Type	The Type of terms defined; can be: <ul style="list-style-type: none"> • std_days - Standard number of days • fixed_date - Fixed Day of month 		Y
Calculation Based On	Can be: <ul style="list-style-type: none"> • inv_date - terms are based on Invoice Date • stmtnt_date - terms are based on Statement Date (as define in the "Terms Calculated On" Master Type Table (#2339) • other_date - terms are based on any other date (as define in the "Terms Calculated On" Master Type Table (#2339) - has the same effect as stmtnt_date setting, but allows for an additional date definition. 		Y
Net Days	The number of days from invoice or statement that the invoice becomes due.		Y
Discount Days	The number of days from invoice or statement that the invoice is discountable for early payment..		Y
Disc%	The early payment discount rate (in percent)		Y
Terms Description	The description on the terms definition. This will be the Terms description printed on the various FLEXX forms and reports; e.g. Invoice, Order, Quote, WO, etc. Note that this description can be overridden by specifying the Override Description on the Customer Master Financial tab.		Y

Note:

Please refer to the Procedures Guide, Financial Modules for complete details on defining the Terms Function.

4.0 Working with Master Tables

Description

The following user defined tables will need to be set up and updated as transactions are recorded by FLEXX.

Topic	FLEXX Table	Modules Affected
Sec 4.1	Δ Customer Master	AR, OP, JC, TB, RW,CM
Sec 4.13	Δ Vendor Master	AP, PO, IC, FA, RW
Sec 4.18	Δ Employee Master	PO, JC, PR, TB, RW
Sec 4.19	Δ Salesperson Table	AR, OP

4.1 **Customer Master Table**

Description

The Customer Master Table is where the Customer Code is initially defined. This form contains both demographic and statistical information about the Customer.

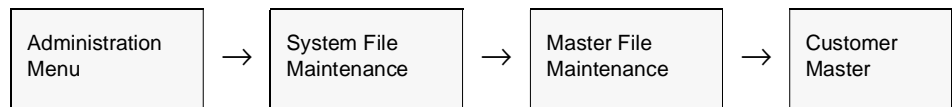
Use the Customer Table screen to:

- Δ Add Customers for a company
- Δ Find existing Customers by entering selection criteria
- Δ Update Customer data
- Δ Delete Customers. Only deletes the Customer Master & associated master support records. If transactions are linked to the customer, the delete is not allowed.
- Δ View Customer statistics; i.e. Average Days to Pay, Account Balances, etc.
- Δ View Additional Information; i.e. Customer contacts, discounts and default GL codes.

When a customer record is created in FLEXX, the Ship To, Bill To, Terms and Tax payable fields are generated with default values. These defaults are set in the Application Control Table as follows (see the FLEXX Implementation Guide, Sec. 4 for more details);

Application	Type	Description	Value	Company
customer	PST flag	Default PST flag	Y or N	default
customer	GST flag	Default GST flag	Y or N	default
customer	addrcode	Default customer Ship to/Bill to	main	default
customer	termdesc	Default Terms Description	Net 30 days	default
customer	termdays	Default Terms	30	default

Select



The Customer Master Table is in Find mode. To add Customers, <<press Clear to Add>>

The screenshot shows the 'Customer Master' application window. The main form displays the following information:

- Customer:** remco, Remco Supplies Co., Company: tucker
- Active:** Customer, Text: Y
- Tabs:** Main, Ship To / Bill To, Contacts, Financial, Other, Configuration, Additional
- Address:** 55 Charles Ave., SEATTLE, WA 98745, USA
- E-Mail:** eric@databyte.com, eComm Division: tape
- Home Page:** www.remco.com/
- Telephone:** Voice: 206-987-8524, Fax: 206-905-9645
- Notes:** Associated with Denver Supply Inc.
- Defaults:** Shipto: warehouse, Billto: main, Price Type: d, Discount Type: A, Order Discount: V

Note Customers can also be displayed and/or set up by zooming from the Customer field anywhere in FLEXX.

Fields The following fields appear on the screen.

Field	Entry	Default	Reqd
Customer	The customer code and name. If you are adding a customer, press Enter to let the system autogenerate a code or enter a unique code of your own.	Autogen	Y
Company	The code for the company the customer belongs to.	Session default	Y
Text	<<Press Zoom>> to enter unlimited text about the customer. The Customer Master Table must be updated before access to the text screens are allowed.	N	N
Address	Two lines of the Customer's street address.	.	N
City	The city where the Customer carries on business.		N
State/ Province	The code for the province/state where the Customer carries on business.		N
Zip/Postal Code	The zip code needs to be predefined in the Zip Code table or message "Invalid Zip Code. Use Entered Zip?" will display. The Zip/Postal Code format is also checked to ensure it is in the correct format, i.e XNX NXN for Canada or NNNNN (or also NNNNN-NNNN) for the United States.		N
Country Code	The Country Code for the Country where the customer carries on business.		Y
PO Box	The number which <u>must</u> be defined in first address line is a PO Box. Specify the number only, do not add the words PO Box or any other data.		N
Residential	Implies the address is a residence.		N
Salesperson	The salesperson code identifying the Salesperson responsible for this client. This code first needs to be defined on the Salesperson Table (Sec. 4.19).		N
Entry Date	The date of entry into FLEXX.	Session default	Y
Customer Group	If the customer is part of a group, specify the customer code defined as the "parent" of this group. All customers in this group require the same group code to be defined. This is used with the FLEXX AR Group Receipts function.		N
Status	The customer status may be: • <i>a-active</i> . You can enter transactions for the customer. Assigned to Customers that you are currently doing business with. • <i>i-inactive</i> . You cannot enter any transactions for the customer.	a	Y
E-Mail	The Company E-Mail address. This value will be used by the FLEXX EMail Confirmation process in Order Processing and Quotation Manager, depending on the "Send E-Mail" flags settings.		N
eComm Division	The Division to use with the Flex eCommerce function. This enables the use of a specific warehouse for supplying web orders for this customer. The default warehouse will be the Warehouse defined on the corresponding Company/ Division table.		N

Field	Entry	Default	Reqd
Home Page	The Company Web Page Address.		N
Telephone Voice	Two telephone numbers for the Customer. FLEXX will check that the phone number is in the correct format i.e. XXX-XXX-XXXX or XXX-XXXX.		N
Fax	The customer's fax number.		N
Defaults			
Ship to	Ship To Code (See 4.2 Ship To Information).	main	N
Bill to	Bill To Code (See 4.2 Ship To Information).	main	N
Price Type	<p>Customer's price type may be any user-defined value. Predefined values are:</p> <ul style="list-style-type: none"> • d - domestic pricing • i - international pricing <p>Used by the pricing matrix in FLEXX Inventory Control to determine what pricing schedule to use. If a customer is assigned a price type which is not defined in the FLEXX Inventory Control price table, the following error will appear: "A price for this SKU was not found from the SKU Price Table." To rectify this problem, if a customer has a price type of "d", then a pricing matrix with a price type of "d" must be established in the price table of that SKU.</p> <p>Additional Price Types can be defined in the Price Type Master Table and then used to define more price schedules.</p>		N
Discount Type	Discount code used to identify which discounts set up on the Customer Discount Table (See Sec. 4.8) are applicable to the specified customer. The discount code must first be established here and then defined on the discount table. If a discount code is specified, FLEXX uses it in conjunction with the SKU Pricing matrix in FLEXX Inventory Control to determine what price to charge the customer.		N
Order Discount	Discount applied to the whole order.		N
Notes	Any user desired notes.		N
Additional button	<p>Press this button to access the following additional functions and definition screens:</p> <ul style="list-style-type: none"> • Customer Balance Table (See Sec. 4.7) • Customer Balance Resynching Function (See Sec. 4.9) • Customer Discount Table (See Sec. 4.8) • Salesperson Allocation Maintenance (See Sec. 4.10) 		

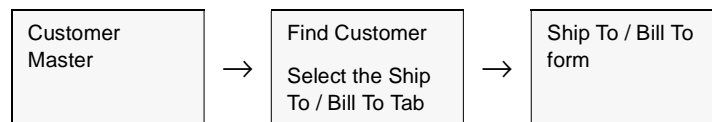
4.2 Ship To / Bill To Information

Description

The Ship To / Bill To form contains the “Ship To” and “Bill To” information for the customer selected. An unlimited number of locations can be set up, but FLEXX requires a minimum of one Ship To/Bill To record for each customer. FLEXX automatically sets this record up when the Customer Master Table is first created. **A default location of “main” is used and this can be overridden.** The default of “main” can be changed to something else if so desired through the use of the following FLEXX Application Control setting:.

Application	Type	Description	Value	Company
customer	addrcode	Default customer Ship to/Bill to	main	default

Select



The Ship To/Bill To screen appears in Add/Update mode.

The screenshot shows the 'Customer Master' application window with the 'Ship To / Bill To' tab selected. The form contains the following data:

- Customer: remco, Remco Supplies Co., Company: tucker
- Location: main, Main Warehouse
- Address: Remco Supply Co., 899 Boxcar Lane, TACOMA, WA, 98745, USA
- Usage: Ship, Bill, Status: a
- Contact: Mr George, Phone: 206-987-8524, Freight: collect
- Shipping Table:

Priority	Carrier	Exclude?	Comments
1	fedx	<input type="checkbox"/>	Fedex
2	ups	<input type="checkbox"/>	UPS
3	oak	<input type="checkbox"/>	Large loads only.

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Location	A unique code and description of the shipping or ailing location.	main	Y
Description	Location code description.		N
Address	Line 1: The Customer name. This will default to the name defined on the Main form, but any other value can be entered. Line 2 & 3: 2 lines of the Ship/Bill To Address.	Customer Main	N
City Code	The City name where the Ship/Bill To location resides.		N
Province/ State Code	The provincial/state code for the province/state where the Ship/Bill To location resides.		N
Postal Code	The Postal/Zip Code in format approved by the Post Office.		N
Country Code	The Country Code for the country where the Ship/Bill To location resides.		Y
PO Box	The number defined in first address line is a PO Box. Specify the number only, do not add the words PO Box or any other data.		N
Residential	Implies the address is a residence.		N
Usage Ship/Bill	Select a box to define the location as either the shipping or billing or both location.	both set	Y
Status	<ul style="list-style-type: none"> • a-active • i-inactive <p>NOTE: A Customer Master record is set up with a default bill to and a default ship to address. FLEXX will not allow an inactive bill to/ship to address to be used as a default. Nor will it allow an existing default bill to/ship to be given a status of inactive.</p>	a	Y
Acct. Segment Value	This field is not currently used but will implemented in a future FLEXX release.		
Contact	The name of the contact person at the Ship/Bill To location.		N
Phone	The Ship/Bill To phone number.		N
Fax	The Ship/Bill To fax phone number.		N
Freight	How the customer normally pays for freight charges. Choices are: <ul style="list-style-type: none"> • ppd/add - Prepaid, add to Bill • ppd/chg - Paid by Customer • ppd/nc - Prepaid, No Charge (same as Prepaid) • collect - Paid by Carrier • prepaid - Paid by Company • best - FLEXX will use the Zip to Zone and Carrier Rate tables to select the lowest cost carrier. 	ppd/chg	N

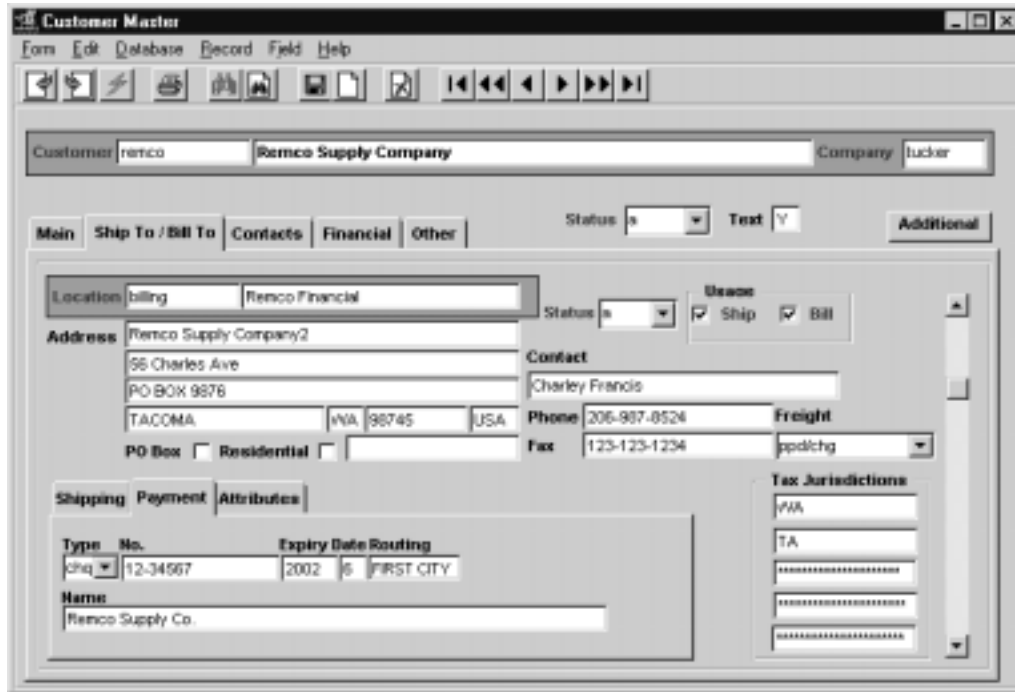
Field	Entry	Default	Reqd
Freight Cont'd	The freight charge method can also be set to be printed on invoices if required. This is accomplished by setting the <i>Print on Invoice</i> flag on the associated Master Type Table definition (zoom on this field to access the table).		
Tax Jurisdictions	Enter applicable Tax Codes for the Ship to jurisdiction. GST is handled at the item level on the SKU header in Inventory Control (if installed) and, is therefore, not entered here. FLEXX uses these tax codes when generating invoices following error message will appear "Customer default bill to and/or ship to address cannot be made inactive". To make an existing default inactive, you must first change the default bill to/ship to address to another active one and then change the status of the old address to inactive.		N

Shipping Tab

Priority	Carrier	Exclude?	Comments
1	fedex	<input type="checkbox"/>	Fedex
2	ups	<input type="checkbox"/>	UPS
3	oak	<input type="checkbox"/>	Large loads only.

Priority	User defined ranking of the specified carrier.	0	N
Carrier	The carrier normally used to ship to this location.		N
Exclude?	Select to Exclude specific carrier from shipping to this location.		N
Comments	User description of the carrier code.		N

Payment Tab.



Field	Entry	Default	Reqd
Type	The payment type (i.e. Visa, Check, Cash, etc.). This value needs to be predefined in the Master Types Table 2229. Each Type can be further defined as to requiring Process Approval (authorization), Bank Routing Code, and Expiry Date. This is used in the Accounts Receivable and Order Processing modules when receiving payments that require authorization (e.g. Visa, MasterCard, etc.) and the ICVerify Credit Card Authorization application is also installed and running. If ICVerify is not installed, do not specify "Process Approval" on the Payment Method Master Type definitions.		N
No.	The account number, i.e. Visa, MasterCard, Bank account, etc.		N
Expiry Date	The four digit year and two digit month of the credit card expiry date.		N
Routing	Bank ID or credit card supplier.		N
Name	Name as it appears on the Credit Card.		

Warning: If ICVerify is not installed and the Process Approval flag is Y for a payment type, when that type is used, FLEXX will fail waiting for the Authorization Response and 'hang' in that wait.

Attributes Tab.

Field	Entry	Default	Reqd
E-Mail	Customer's Ship To/Bill To Email address. If defined, this will be used by the Email Order Confirmation process when this Ship To is used on a sales order.		N
Attribute fields	<p>4 user-definable fields that can have any desired values. All values to be entered will need to be predefined in the corresponding Master Type table (tables 2242 to 2245).</p> <p>The labels of each field can be defined as desired by accessing the specific Master Type table and changing the Heading field value (<i>See Getting Started manual, Sec. 1.5</i>). Once the table has been given a heading, any desired content values can be defined.</p>	Not In Use	N

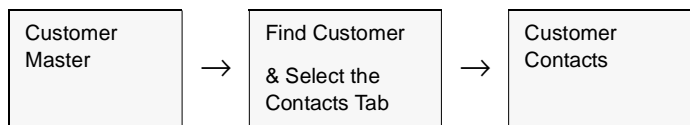
4.3 Customer Contacts

Description

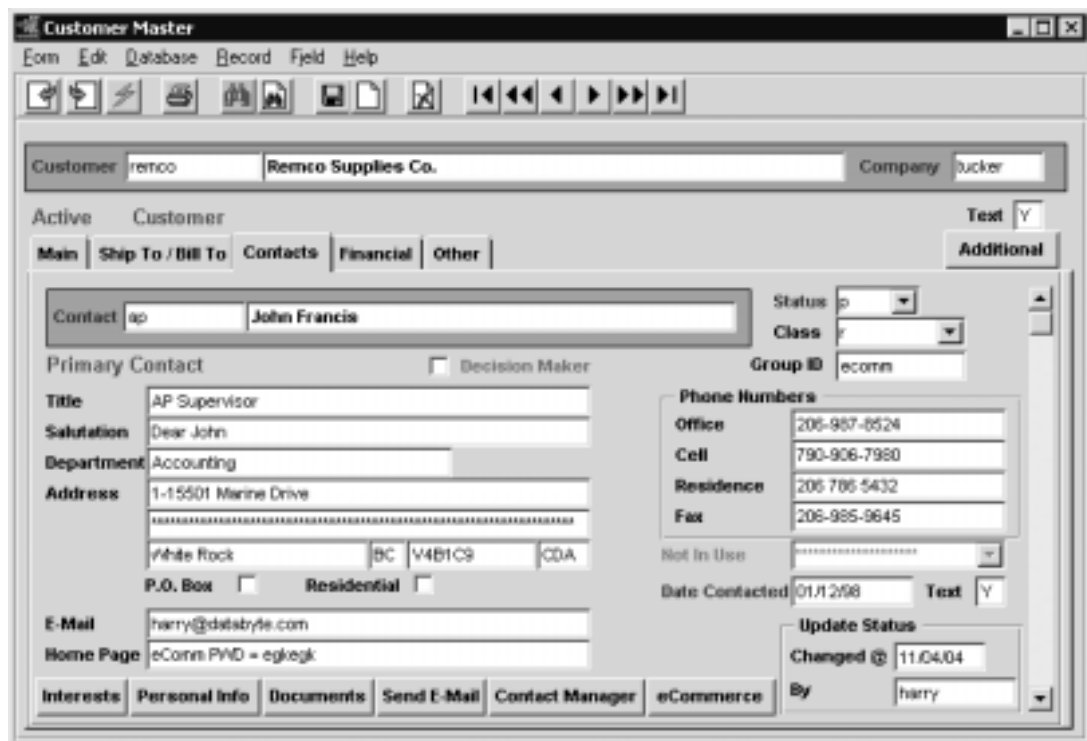
The Customer Contacts form allows an unlimited number of contacts to be set up. This is especially useful if different departments within your organization have different contact people at the customer site.

This data is also used in the FLEXX Contact Manager module.

Select



The Customer Contact screen appears in add/update mode.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Contact	The contact code and name for the customer contact person.		N
Decision Maker	Check this box to identify the selected contact as the customer decision maker (Not used by FLEXX).		N
Title	Contact's title. (e.g. President, CEO, Buyer)		N
Salutation	Standard greetings used in correspondence or conversation, (e.g. John, Mr. Smith, Dear Sir, etc.		N
Department	The contact's department name (e.g. Accounting, HQ, etc.).		N
Address	The contact's address.		N
E-mail	The contact's email address.		N
Home Page	The contact's web home page address.		N
Status	This status is really only used by FLEXX Contact Manager module. A contact with a "c" status will not be displayed in Contact Manager. The Contact's status may be: <ul style="list-style-type: none"> • a-active. The contact is still valid and employed by the customer. • i-inactive. The contact is no longer a valid one and cannot be reached. • p-primary contact. This contact is both valid and primary. 	a	Y
Class	The user defined classification code (i.e. r Regular, o Occasional). Additional class codes can be added as desired.		N
Group ID	This field is used only when defining the contact as a FLEXX eCommerce user. The Group ID identifies the Group Access Table definition this user will be governed by when logged onto FLEXX eCommerce.		N
Phone Numbers	Contact's Office, Cell, Residence and Fax telephone numbers.		N
Attribute	User-definable field as required. Needs to be predefined in Master Type Table 2232. The label of the field can be defined as desired by accessing the specific Master Type table and changing the Heading field value (See <i>Getting Started manual, Sec. 1.5</i>).	Not In Use	
Date Contacted	The date this contact has been entered. This date can be manually entered to record the date the contact was contacted.	Session default	Y
Text	<< Zoom>> on the Text box to enter unlimited text about the contact.		
Update Status	Fields will indicate when and by whom the latest changes were made to the Contacts record.		
Buttons			
Interests	Press this button to display the Contact' Interests form. Use this form to define any contact's interests.		
Personal Info	Press this button to display the Contact Personal Information form.		
Document	Press this button to create a new MS Word document. It will have the contact name and address automatically entered at the top of the form.		

Field	Entry	Default	Reqd
Send E-Mail	Press this button to open an MS Outlook Mail session, using the e-mail address defined for this contact.		
Contact Manager	Press this button to display the Contact Manager Entry screen. <i>Please refer to the Contact Manager manual for more details.</i>		
eCommerce	Press this button to display the Contact's Change Password entry screen (described below). This is required to define a customer password enabling that contact to access FLEXX via the FLEXX eCommerce module.		

Change Password Screen

The Change Password screen is displayed when the eCommerce button is pressed. This allows the operator to define the unique password for the selected customer contact. This enables that contact person to login to the FLEXX eCommerce function. *Please refer to the FLEXX eCommerce Manuals (Reference Guide and User's Guide) for more information.*



Enter the New and Confirm values with the desired password value.

This screen can also be used to change the existing password to a new one. However, the Old value is required to make the change.

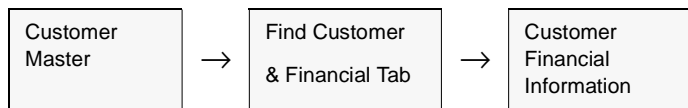
4.4 Customer Financial Information

Description

For a Customer selected on the Customer Master screen, use the Financial screen to:

- Δ Add financial information about the customer
- Δ View the additional information
- Δ Update the information
- Δ Delete information

Select



The Customer Financial Information screen appears in Add/Update mode.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Taxation: P/ST Payable	Set the flag if the customer pays Province/State or other local taxes.		Y
Number	If Customer pays State/Provincial tax, enter their tax Registration Number. If they are exempt, enter their tax exemption number. This is a 13 character field.		N
VAT Type	Enter "Y" if Customer pays VAT/GST and an "N" if not. This setting is used in conjunction with VAT code defined on the SKU Master Miscellaneous form to determine what VAT taxes to charge. Note: While there is not automatic calculation done in AR for PST and VAT, the Order Processing, Time Billing and/or Repair Warranty modules (if installed) use these fields during the invoice generation process.		Y
Number	If Customer pays VAT, enter their VAT Registration Number. If they are exempt, enter their VAT exemption number. This is a 20 character field.		N
Terms: Code & Description	The Terms Code and description for the terms assigned to the customer. The specific terms are defined in the Terms Maintenance Screen as described in Sec. 3.26. These settings will be used as a default for the customer and can be changed on the different transaction forms as required.		N
Override Description	Enter a description value that is to override the description defined on the Terms Table. This override value will then be entered on the various transaction forms as well as on the sales Invoice.		N
G/L Accounts Receivable	The GL account number which will default on the invoice as the Debit Account. Overrides other AR Debit Accounts entered into the system (i.e. Company/ Division & Company Tables).		Y
Sales	The GL account number which will default on the invoice as the Credit Account.		N
Acct. Segment Value	This field is not currently used but will implemented in a future FLEXX release.		
Billing Cycle	Enter a user defined code for the Billing Cycle. This field is presently not used by FLEXX.		N
Finance Code	User definable code. Must be set to "s" - standard if the generate Interest Charge Invoice is to apply to this customer. (See Topic "Interest Charge Generation" in AR Manual). This field can also be used as a selection parameter when printing the Customer Statements Report (<i>invstmnt</i>) to select which customers are or are not to receive statements.		N
Currency	Enter the customer's native currency.	Company home currency	Y

Field	Entry	Default	Reqd
Credit Information			
Status	<ul style="list-style-type: none"> • 0 - Normal • 1 - Credit hold - No Override • 2 - Credit hold - With Override • 3 - Bypass Credit checking. Used if no credit checking is to be performed. Used by OP, RW, and TB to limit orders entered. <i>Refer to the Order Processing manual or the Accounts Receivable manual, topic Credit Management for more information.</i>	0	Y
Credit Hold Reason	User defined reasons for credit hold. Must be defined in Master Type Table.		N
Date Checked	The date the last credit check was made on this customer.		N
Limit	The Credit limit allowed for this customer.		N
Bureau	The Credit Bureau where the credit check was performed (informational only).		N
Credit Allowed	Must select one of the following values; <ul style="list-style-type: none"> • Bill Account - can place invoice orders • COD Only - COD orders • Pre-Paid - can place Cash orders only. 		Y
Invoice Paid	Total number of invoices previously paid. System generated as invoices are paid.		
Days to Pay	An Average Days to Pay value calculated by FLEXX based on historical customer receipt data. If this value appears abnormal, run the <i>AR Days to Pay Resynchronization</i> function from the AR menu.		
Account Balance	Press this button to display the AR Invoice Aging Inquiry screen. This will show all currently outstanding invoices for this customer.		

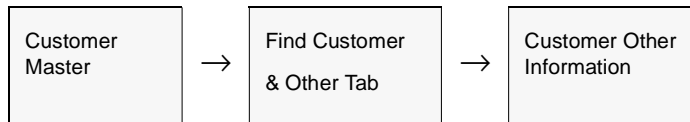
After entering the Customer Financial Information, press <<Add/Update>> and then select the Other Tab to enter the following information.

4.5 Other Customer Information

Description

This form contains miscellaneous information about the customer such as customer class, what time zone they are in, job code prefix, etc.

Select



The Other form appears in update mode.

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Type	<p>Customer type code; may be:</p> <ul style="list-style-type: none"> • C - Client • P - Prospect - cannot enter any transactions for this customer; only enter customer relevant data used with FLEXX Contact Manager (Contacts, Interests, etc.). • D - Default - This customer definition is used as a default for defining all new customers to FLEXX. The fields on the Financial and Other forms will be copied to the new customer. This is controlled by Application Control customer "default" setting. (See <i>FLEXX Implementation Guide, Sec. 5 for more detail</i>) <p>Note that only customers with type "C" can be used in other FLEXX modules. A 'prospect' (P) customer first needs to be made a 'client' (C) customer to allow entering orders (OP, WO, Quote) and invoices (AR).</p>	C	Y
Category	Invoice category - used as a selection criteria for reports, inquiries and printing invoices.	s	Y
Class	User defined customer classification code if customers are being grouped by class - used in reporting and inquiries.		N
Sale Type	The sale type for a customer that will override the sale type for a SKU used in conjunction with the SKU GL Accounts to determine what GL accounts to use (See <i>Inventory Control Manual, SKU GL Code description</i>).		N
Salutation	The formal greeting as used in business correspondence, i.e. Ms. Smith.		N
Customer Rating	Used in the Contact Management System to indicate the quality of the account, where "Ø" is the lowest rating and "4" the highest.		N
Quotation Markup	Percentage to be used by FLEXX Quotation module to markup a quote using cost-plus pricing.		N
A/P Vendor Code	The vendor code, if this customer is also a vendor. This requires the vendor be defined on the Vendor Master, and the field A/R Customer Code contains this customer's Customer Code. The field is display only and cannot be changed.	Customer Master	N
Last Purchase	Updated by FLEXX Time Billing, Order Processing and Accounts Receivable based on the date appearing on the Time Billing, Order and/or Invoice header records.		N
Customer Time	This field is used to keep track of what time period the customer uses. For example, if the customer is 5 hours ahead, enter 05:00 here and select the Ahead Button. FLEXX will automatically calculate the customers' current time.		N
User Defined Fields	<p>These are 4 user-definable fields that can have any user-desired values. All values to be entered will need to be predefined in the corresponding Master Type table (tables 2234, 2246, 2247 & 2248).</p> <p>The labels of each field can be defined as desired by accessing the specific Master Type table and changing the Heading field value (See <i>Getting Started manual, Sec. 1.5</i>). Once the table has been given a heading, any desired content values can be defined.</p>	Not In Use	N

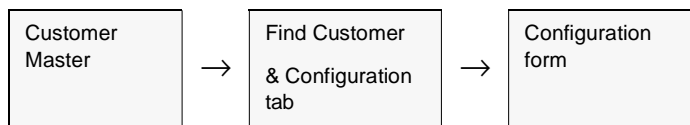
Field	Entry	Default	Reqd
Entered By	The user id and date the record was first entered.	System Generated	
Modified By	The user id and date the record was modified.	System Generated	

4.6 Customer Configuration

Description

The Customer Configuration form is used to define various additional configuration settings unique to each customer.

Select



The Configuration screen appears in update mode.



All settings are unique to the selected customer. Some settings can also be defined for individual customer's Ship To and/or Bill To locations.

Fields

Enter the following information to define the configuration values. .

Field	Entry	Default
Show Unit Price on Pack Slips?	Y or N - Set this to Y if the SKU Unit Price is to be printed on this customer's Order Shipment packing slip. Additionally, the Shipto field can be used to specify which specific Ship To location this setting is valid for. Only valid Ship To codes can be entered. If more than one shipto location is to be defined, create an entry for each valid Ship To location code. If all shipto locations are to have the same setting, leave the Shipto field null (asterisks).	N
Enter Customer Job Code Prefix	A prefix code used in conjunction with the FLEXX Project Management module (if installed). The prefix entered here forms part of the job code when a job is created in the Project Management module (e.g. RE12345).	N
Customer PO Number Required?	Y or N - Set this to Y if a PO number is required on all sales orders entered for this customer (includes OP, WO, RW, Quotes).	N
Send E-Mail for New SaleOrder?	Y or N - Set this to Y if an Order Confirmation email is to be sent to the customer on completion of the order in OP (requires the Email Template to be defined -refer to Sec. 3.4 for complete details).	N
Send E-Mail for Shipment?	Y or N - Set this to Y if an order Shipment Confirmation email is to be sent to the customer on completion of the shipment in OP (requires the Email Template to be defined -refer to Sec. 3.4 for complete details).	N
Send E-Mail for Quotes?	Y or N - Set this to Y if a Quote Confirmation email is to be sent to the customer on completion of the quotation in Quotation Manager (requires the Email Template to be defined -refer to Sec. 3.4 for complete details).	N

Fields

Enter the following information to query Customer Balances.

Field	Entry	Default	Reqd
Company	The company code.	Session default	Y
Customer	The customer code.	Customer Master	Y
Division	The division code. FLEXX will display the entries for all divisions that have activity; individual divisions can be selected as desired.	Session default	
Account	The specific GL AR account number debited for invoice transactions or use a wild card to select all accounts.		
Balance	The current outstanding accounts receivable balance is displayed - no entry or update allowed.	System generated	
Total	The outstanding balance total of all displayed entries for the specific customer.		
If the selected customer is defined as a Group Customer (<i>See Sec. 4.1, Group Customer field</i>), then the next 2 fields will also be displayed.			
Group Code	The customer group that this customer is a member of.	Customer Master	
Balance	The total current outstanding balance for this customer group. This amount includes the balances of all customers that are defined to belong to the same group code.	System generated	

4.8 Customer Discount Table

Description

This table is used by Order Processing, Quote Management, Time Billing and Repair/Warranty to calculate sales discounts. Before a Discount Code can be defined in this table, it must first be set up as a discount type on the Customer Discount Types table (*zoom on the Discount Type field*). If an attempt is made to define a discount code without first being set up as a discount type, the following error message will appear “Invalid entry - type code not found”.

Any discounts set up and defined are used within FLEXX based on the following hierarchy;

- Δ Discount Type and Customer Code
- Δ Discount Type and SKU Code (the SKU will override the generic SKU group)
- Δ Discount Type and SKU Discount Code (efficient for applying a discount to a group of SKU's)
- Δ Discount Type and Disc. Attribute
- Δ Discount Type specified only

These discounts can be setup based on quantity ordered or dollar volume.

Discounts can also be defined to be given based on SKU or order weight.

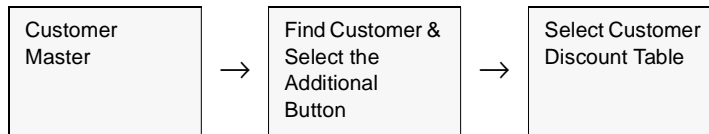
In other words, the Customer Code and the SKU Discount Code both override the general customer Discount Type and the SKU overrides the SKU Discount Code. Also for a given level of the hierarchy, a more recent record (date) overrides an earlier one and the one for the greatest break point applies on a given date.

Notes

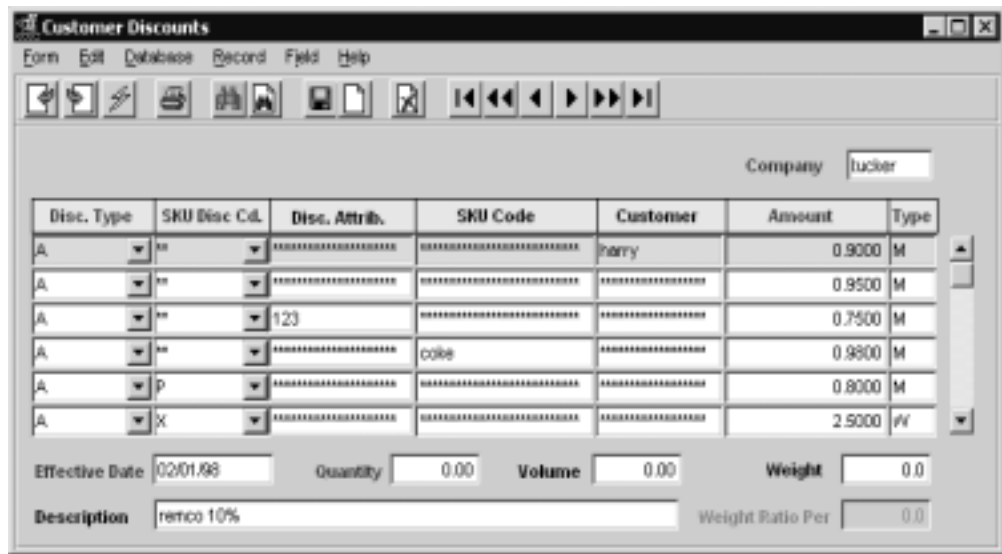
Please refer to the Order Processing manual, *Topic “Order Pricing”* for more detail on defining the Customer Discount Table.

Refer to the FLEXX Procedures Guide, Distribution Modules, Topic “Order Pricing and Discounts” for a detailed description on the use of the Discount Table.

Select



The following screen appears in find mode.



Fields

Enter the following information to enter discounts.

Field	Entry	Default	Reqd
Company	The company code	Session Default	Y
Discount Type	Discount type code to identify the discount. Must first be set up as a discount type on the Customer Master (See Sec. 4.1).		Y
SKU Disc. Code	End user defined SKU discount type code. Used to determine what discounts are applicable for a group of SKU's.		N
Discount Attribute	End user defined discount attribute. Also used to determine what discounts are applicable for a group of SKU's.		N
SKU Code	The SKU from FLEXX Inventory Control that is eligible for the discount, or leave blank to have discount apply to all SKU's.		N
Customer	The customer code to apply to a specific customer, or leave blank to have the discount apply to all customers.		N

Field	Entry	Default	Reqd
Amount	If Type = M (discount as a percentage), enter the % multiplier (e.g. 10% discount, enter 0.90) If Type = C (discount as a constant dollar amount), enter dollar amount (e.g. \$3.00, enter 3.00) If Type = W (discount is based on weight), enter the dollar amount e.g. 2.00 per 100lb., enter 2.00)		Y
Type	Can be M, C or W: • M - Discount is a percentage of SKU value, • C - Discount is a constant dollar amount, • W - Discount is weight-based		Y
Eff. Date	The date the discount takes effect.	Session Default	Y
Quantity	The quantity of SKU's in Stocking UOM ordered thru FLEXX Order Processing, Time Billing or Repair Warranty to be eligible for the discount, or accept the default value to have the discount apply to all SKU's.	0	N
Volume	The dollar value of the SKU or the order to be eligible for the discount.	0	N
Weight	The minimum weight of the SKU or the order at which the discount becomes eligible.	0	N
Weight Ratio Per	The weight ratio used to determine the discount amount (e.g. \$2.00 per 100 lb. would be 100)		N
Description	Description of the discount definition; i.e. 10 percent.		N

Notes

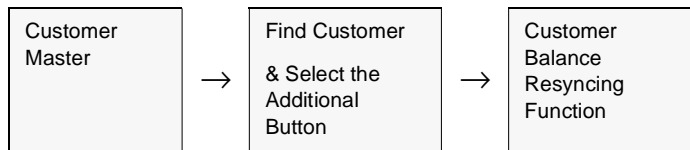
If Discount Amount is to be a surcharge (i.e. multiplier larger than 1), there needs to be a "SP" Disc. Type defined with a significantly large multiplier (i.e. 10). Otherwise the Sale Price for the SKU will remain at the Unit Price specified on the SKU Master.

4.9 Customer Balance Resyncing Function

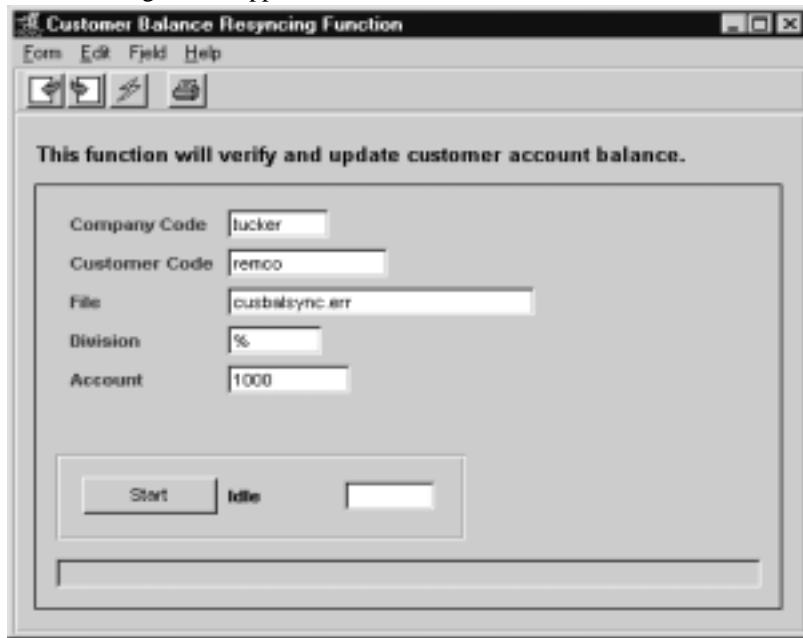
Description

Use this process to verify and update, if required, customer balance records. This process sorts the invoice records for the customer(s) specified, checks the outstanding amount, and updates the customer balance table.

Select



The following screen appears.



Fields

Enter the following information to resync Customer balances.

Field	Entry	Default	Reqd
Company	The company code.	Session default	Y
Customer Code	The customer code or use a wild card to select all customers.	From Customer Master	Y
File	The name of the file the system uses to log any changes it makes to account balances.		N
Division	The company division.		N
Account	The GL account number debited for AR invoice transactions or use a wild card to select all accounts.	From Customer Master	Y
Start	Press the start button to begin the resync process.		

4.10 Salesperson Allocation Table

Description

The Salesperson Allocation Table is used only when the ‘Multiple Salesperson per Customer’ function is used. This table is used to define the different salespersons to the customer and the departments each is assigned to. The Dept. code is then matched to the department code defined for each SKU (*see SKU Master Attributes form*) and FLEXX will then assign that salesperson to the customer’s order by each individual detail line entry. The salesperson code to be used must first be defined in the Salesperson Table to be a valid salesperson (*See Sec. 4.19*).

The Multiple Salesperson function is an optional function selected by the use of the following Application Control setting:

Application	Type	Description	Value	Company	Parameter
op	salesman	Salesperson Tracking method	4 (default 1)	default	method

With this setting, all salespersons will need to be defined in the Salesperson Allocation table, even if the customer only has a single salesperson.

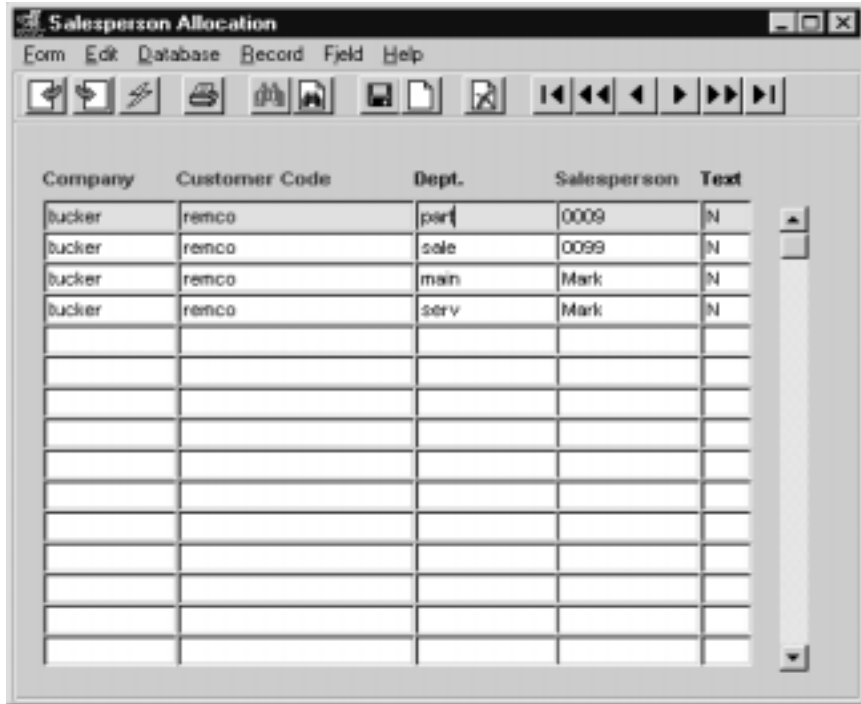
Notes

Please refer to the FLEXX Implementation Guide, “Salesperson Definitions” for more detail on the Multiple Salesperson per Customer function.

Select



The Salesperson Allocation table is displayed in Update mode.



Fields

The following fields are displayed.

Field	Entry	Default	Reqd
Company	The Company Code	Session Default	Y
Customer Code	The customer code of this definition.	Session Default	Y
Dept	The department code for the corresponding SKU department. Needs to be first defined in the Department Table (See Sec. 3.14)		Y
Salesperson	The salesperson code assigned to this customer. Needs to be first defined in the Salesperson Table (See Sec. 4.19)		Y
Text	<<Press Zoom>> to enter unlimited text about this entry. <ul style="list-style-type: none"> • N - No underlying text • Y - there is additional text with this entry. 		

4.11 Change Customer Code Routine

Description

The Change Customer Code Routine will change all references from an existing customer code to a new customer code. This would be used when a customer changes his name and a new code is required.

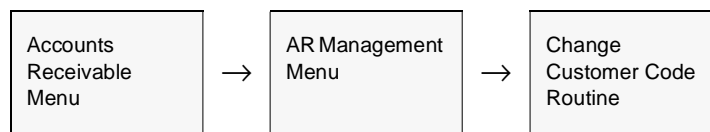
This routine can also be used to merge customers into an existing customer code. All underlying data will be transferred to the common (or new) customer code.

Notes

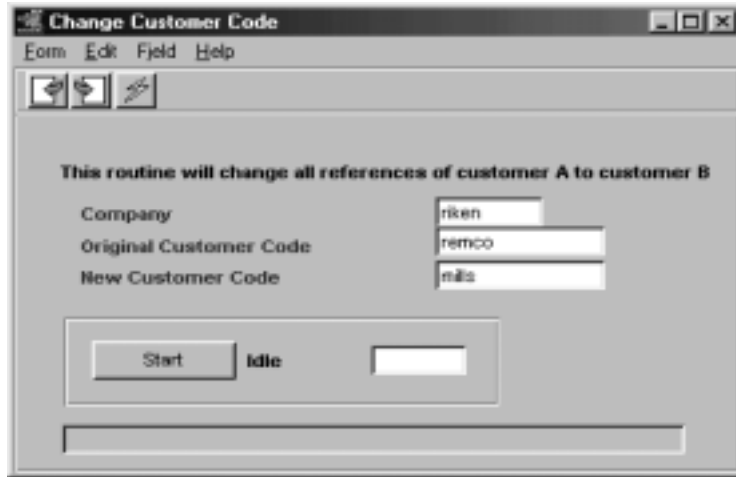
Since this routine can affect both on-line as well as warehoused data (if FLEXX Data Warehousing is being used), the user performing this process must be a member of the FLEXXadm database group. This is not the group master used by FLEXX security as described in the FLEXX Administrators Guide (See your system administrator). If you get error message “Could not update warehouse job records”, this indicates the user is not a member of the FLEXXadm group.

If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process ('r' status) should still be running, Force it to completion if not, and rerun the process (see Administration Guide, sec 4.1 for details).

Select



The following screen appears in Update mode.



Access to this routine is limited to users in FLEXXadm database group. This is to allow changes to be reflected in the data warehouse when needed.

Fields

Enter the following information to change a customer code.

Field	Entry	Default	Reqd
Company	The company code.		Y
Original Customer Code	The original customer code to be changed.		Y
New Customer Code	The new customer code to be created, or to be merged into.		Y
Start button	Press Start to initiate the process.		

Notes

If the new customer code has not been set up, FLEXX will prompt with the following message: “Customer does NOT exist. Should record be created?” Enter “Y” to create the new customer code.

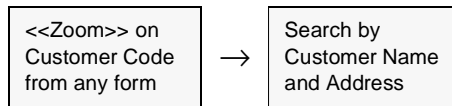
4.12 Customer Search

Description

The Search by Customer Name and Address screen is displayed whenever a zoom on a customer code field is performed. This screen can be used as a preliminary customer inquiry, particularly when trying to determine if a customer has already been defined to FLEXX, thereby preventing the possible duplicate (or multiple) entry of the same customer.

This is a query only screen; no changes can be made to the customer definition from this form.

Select



The following screen is displayed in update mode.

Customer Name	Code	Phone	City	State	Zip
Remco Store 1	remco1	*****	Seattle	WA	98101
Remco Supply Company inc	remco	206-887-8524	PO Box 6754	WA	98745
remco 2 - for testing	11023	604-538-4905	Surrey	BC	V3N 4R8

Fields

The following fields appear on the form.

Field	Entry	Default	Reqd
Customer Type	Types can be: <ul style="list-style-type: none"> • Customer • Prospect • Either These values can be selected to define the search. It will default to Customer for all but Quotes and Contact Manager searches. For those it will default to Either.	Customer	Y
Case Insensitive	Check this box if the search is to be performed for data in either upper or lower case.	Marked	N
Company	The company code of the company the customers are to be searched in.	Session Default	Y
Customer Name	The name of the customer as defined on the Customer Master.		Y
Code	Customer code defined on the Customer Master		Y
Phone	Customer's primary telephone number as defined on the Customer Master Main form.		N
City State Zip	Address of the customer as defined on the Customer Master Main form.		
Buttons			
Select Customer	Pressing this button will copy the highlighted customer entry into the customer field where the zoom was initiated.		
View Customer	Pressing this button will display the Customer Master table entry for the highlighted customer record (<i>See Sec. 4.1 for details</i>).		
Add New Customer	Pressing this button will present the Customer Master Table in update mode and allow entry of a new customer definition (<i>See Sec. 4.1 for details</i>)		
Price Lookup	Pressing this button will display the SKU Price Lookup screen (<i>See the Inventory Control manual, topic SKU Price Lookup for a description</i>).		
Order Review	Pressing this button will display the Order Processing Order Review screen (<i>See the Order Processing manual, topic Order Review for a description</i>)		

Notes:

This form can be used to perform customer searches to see if that customer already is defined. The search can be done on any of the fields, either individually or in combinations.

With the Case Insensitive flag marked, the search entry can be in any case for FLEXX to display those entries.

Additionally, only partial data is required and FLEXX will display all entries with that value in that field; e.g. to search for a customer with a name starting with “re” will display all names defined starting with re, Re, or RE.

4.13 Vendor Master Table

Description

The Vendor Master Form is where the Vendor Code is first established. This form contains demographic and financial information about each Vendor to be used in FLEXX.

Use the Vendor Master screen to:

- Δ Add Vendors for a company
- Δ Find existing Vendors by entering selection criteria
- Δ Update Vendor demographics
- Δ Delete Vendors - can only delete vendors that have no transaction data entered (e.g. that have been newly created but not yet used).
- Δ View Additional Information; i.e. terms, discounts and default GL accounts
- Δ Change the status of vendors; i.e. hold, partial hold

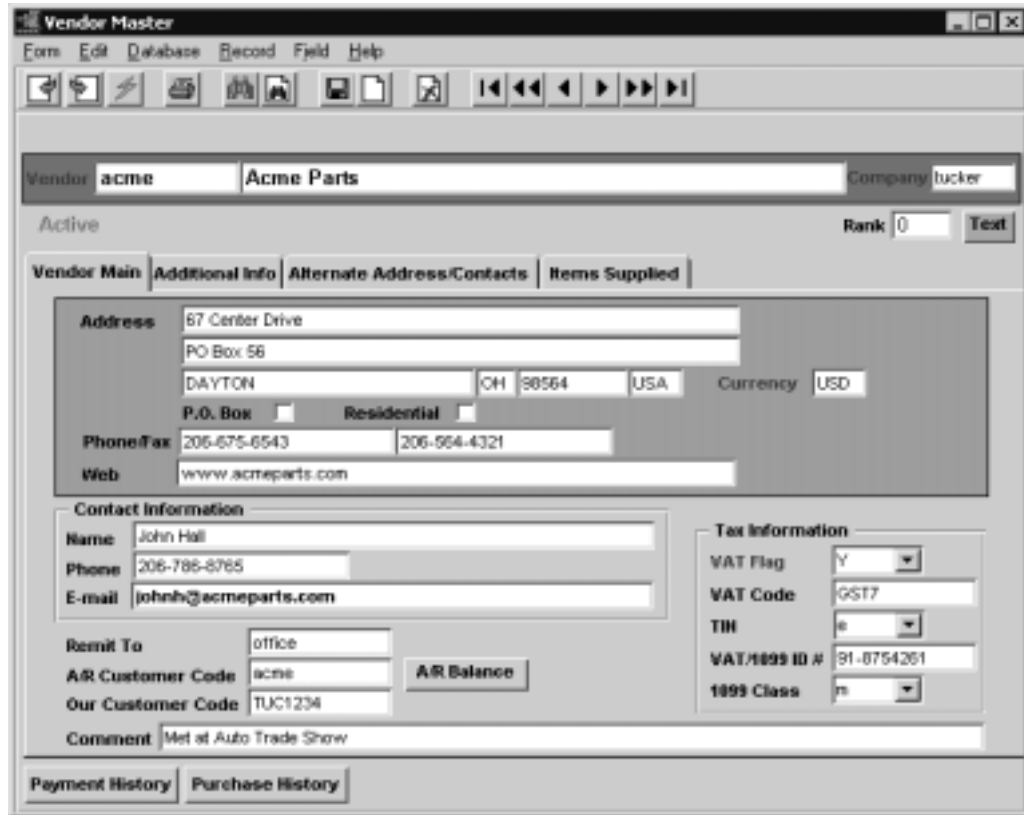
Select



Note

Vendors can also be set up by <<zooming>> on the Vendor field anywhere in FLEXX.

The Vendor Master Table appears in Find mode. To add new Vendors, <<press Clear to Add>> and enter all relevant data.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Vendor	The Vendor code and name. If you are adding a Vendor, enter a unique code or press Enter to let the system autogenerate a code.	Autogen	Y
Company	The code for the company the Vendor belongs to.	Session default	Y
Rank	Any user defined value to indicate a ranking level.		N
Text	Press the Text button to display or enter vendor text. If there is text already entered, the button will be lit green.		
Vendor Main Tab			
Address 1	The first line of the Vendor's address.		N
Address 2	The second line of the Vendor's address.		N
City Code	The city where the Vendor carries on business.		Y

Field	Entry	Default	Reqd
State/ Province	The code for the province/state where the Vendor carries on business.		Y
Zip Code	The Zip/Postal Code in format approved by the Post Office.		N
Country Code	The code for the country where the Vendor carries on business.		Y
Currency	Enter the Vendor's native currency.	Company	Y
PO Box	If the address is a PO Box, the number which <u>must</u> be defined in the first address line is a PO Box. Specify the number only, do not add the words PO Box or any other data.		N
Residential	Implies the address is a residence (used for reference only).		N
Phone/Fax	Two business telephone numbers for the Vendor can be defined.		N
Web	The vendors internet home page address.		N
Contact Information			
Name	The primary contact at the Vendor Main location.		N
Phone	The contact's phone number.		N
E-mail	The contact's e-mail address. Not used by FLEXX.		N
Remit To	The Vendor's address to use for remittances (payments). This code will first need to be defined on the Alternate Address form (See 4.14 Vendor Alternate Address). It is not necessary to set up a remit to code where the vendor address entered previously is the same as the remit to address. If no remit to address is set up, FLEXX will use the Main vendor address.		N
A/R Customer Code	If the vendor is also a customer of this company, enter the corresponding Customer Code as defined in FLEXX Accounts Receivable. This code will then also be copied to the Customer Master, A/P Vendor Code field (on Other tab). If you are using the FLEXX Repair Warranty module, and you wish to make use of the Warranty Vendor billing routine, it is necessary to set up the Vendor as a customer and assigned a customer code. Enter that customer code here. This serves as a link between the Vendor in AP and the Customer in AR so that FLEXX Repair Warranty knows who to bill.		N
Our Customer Code	The Customer code assigned by the Vendor for your company.		N
Tax Information			
VAT Flag	Enter "Y" if you pay GST to this Vendor. Enter "N" if the Vendor is GST exempt.	Y	Y
VAT Code	Enter the VAT/GST code which applies to this Vendor. Note: While there is no automatic calculation done in AP when manually entering a voucher, the PO Transfer to Voucher and the AP Recurring Entries Generation routines will calculate the appropriate GST based on the GST code specified.		Y

Field	Entry	Default	Reqd
TIN	<ul style="list-style-type: none"> •The type of TIN provided for the vendor (for USA taxes only). Can be either: •“e” - EIN (Employee Identification Number), or •“s” - SSN (Social Security Number). 		N
VAT/1099 ID #	The Vendor’s VAT registration number, or the Vendor’s 1099 number (USA only). The 1099 number is printed on the 1099 report.		N
1099 Class	The default 1099 class for the vendor. This default value is loaded into voucher detail records and used to generate 1099 reports (USA taxes only).		N
Comment	Enter comments about this vendor.		N
Buttons			
Payment History	Press this button to display the Payment Summary table. This will list all payments made to this vendor.		
Purchase History	Press this button to display the Purchase Order Review table. This will list all purchases previously made from this vendor.		

After entering all required information press <<Add/Update>>. Select the “Alternate Address/Contacts” Tab to enter the following information.

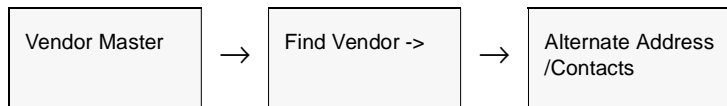
4.14 Alternate Address/Contacts

Description

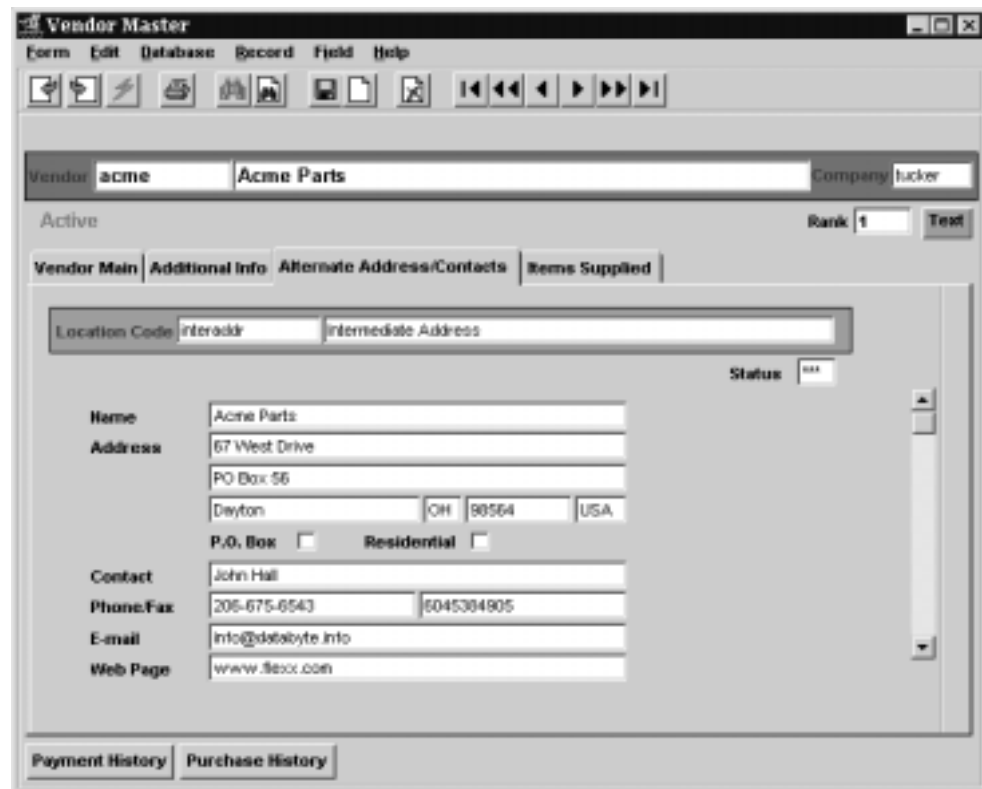
For a Vendor selected on the Vendor Master screen, use the Alternate Address/Contacts screen to:

- △ Add Remit To and/or Purchase Order addresses,
- △ Add vendor Contacts,
- △ View, Update, or Delete the alternate addresses and contacts,

Select



The Vendor Alternative Address screen appears in Add/Update mode.



Fields

The following additional fields appear on the screen.

Field	Entry	Default	Reqd
Location Code	User defined location code and description identifying the alternate address defined. Note that this is not the official name of that location.		Y
Status	Any user defined value to define the status of the Vendor alternate address. Field is not currently used by FLEXX - for reference only.		N
Name	The company name of the location.		N
Address	Two address lines of the alternative Vendor address.		N
City Code	The City name where the alternative Vendor address is located.		N
State/Province Code	The Provincial/State Code for the province/state where the alternative address is located.		N
Zip Code	The Zip/Postal Code in format approved by the Post Office		N
Country Code	The vendor's country code.		N
PO Box	If the address is a PO Box, the number which <u>must</u> be defined in the first address line is a PO Box. Specify the number only, do not add the words PO Box or any other data.		N
Residential	Implies the address is a residence.		N
Contact	The name of the contact at the alternate address.		N
Phone/Fax	The phone and fax numbers of the contact at the alternate address.		N
E-mail	The contact's e-mail address.		N
Web Page	The internet home page address for this location.		N

Press <<Add/Update>> to save the entries and select the "Additional Info" Tab to enter the following information.

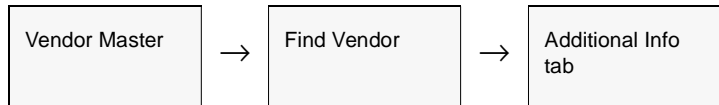
4.15 Additional Vendor Information

Description

For the selected vendor, use the Additional Vendor Information screen to:

- △ Enter Vendor financial information;
- △ Enter additional information about the Vendor;
- △ View, Modify, or Delete the additional information.

Select



The Additional Vendor Information screen appears in Add/Update mode.

The screenshot shows the 'Vendor Master' application window with the 'Additional Info' tab selected. The vendor name is 'Acme Parts Inc.' and the company is 'Jucker'. The status is 'Active' and the rank is '1'. The 'Terms' section shows 'Net 30 days' and a '1.00 %' discount. The 'GL Accounts' section includes 'Payable' (5000) and 'Expense' (9900). The 'Purchasing Information' section includes 'PO Address' (warehouse), 'FOB' (CLEVELAND), 'Shipping Lead' (3), 'Arrival Lead' (2), and 'Last Purchase' (01/25/07). The 'User Defined Fields' section has three rows for Vendor 1, 2, and 3. The 'Credit Limit' is 999999.00, 'Balance' is 458278.70, and 'Available' is 541726.30. The interface includes a menu bar (Form, Edit, Database, Record, Field, Help) and a toolbar with various icons.

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Terms:	The payment terms set by this vendor:		N
Net	The number of days in which the voucher is to be paid.		
Description	A short description of the terms.		
Discount	The number of days within which a discount is applicable, and the percentage discount in effect for early payment.		
G/L Accounts			
Payable	The GL account number which will default on the voucher as the Credit Account. Overrides other AP Credit Accounts entered into the system as defaults (i.e. Company/Division & Company Tables).		Y
Expense	The GL account number which will default on the voucher as the debit (expense) account.		N
Acct. Segment Value	This field is not currently used but will implemented in a future FLEXX release.		
Mark Up:	The percentage the company "marks up" the Vendor's products and/or services. An information field only and not used by FLEXX for calculation purposes.		N
Discount Default	Allows the option of taking a discount for early payment to be in effect (Y) or not (N) at the Vendor Level. Default will be Company Master "Take Discount" setting.	Company Master setting	Y
Vendor Class	Vendor classification code if Vendors are being grouped by class. Groups are used to sort Vendors in the Vendor List Report.		N
User Definable	Three user definable fields; any desired values can be entered. The labels for these fields can be changed as desired; field 1 on the Master Types Header table, and fields 2 & 3 using the Application Control table (see <i>Implementation Guide, Sec. 5</i>).		N
Status	The status of this vendor; can be: <ul style="list-style-type: none"> • a - Active - can enter vouchers for and make payments to. • p - Partial Hold - can enter vouchers but no payments are allowed. • h - Full Hold - cannot enter vouchers or make any payments. If a vendor has a "h" status, he will not be selected during the Factory Direct Purchase Order Generation routine (See <i>FLEXX Order Processing Manual</i>) <ul style="list-style-type: none"> • x - Inactive - Vendor cannot be used for any AP transactions. When vendor is marked inactive, FLEXX will ask if all outstanding vouchers are also to be put on Hold status. 		Y
Start Date	The date the Vendor was initially entered into FLEXX.	Session Default	Y
Vendor Group	Enter the group code for the vendor; used when selecting vouchers for marking to be paid. Is also used in the SKU Price Generation routine in Inventory Control.		N

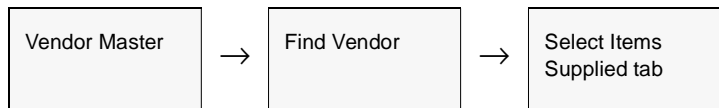
Field	Entry	Default	Reqd
Purchasing Information			
PO Address	The code identifying the default PO mailing address for use with FLEXX Purchase Order module. This code will need to be defined on the Alternate Address form. If there is no default PO address defined here, when a PO is created in FLEXX Purchase Order, the address appearing on the Vendor Main form will be used.		N
FOB	Vendor's Free On Board Locations. It is used as the FOB in Purchase Orders		N
Shipping Lead	Enter the expected shipping time in days after ordering the goods from the Vendor. This value will be added to the PO date to become the PO Promised Date .	0	N
Arrival Lead	Enter the expected arrival time after the Vendor has shipped the order. This value will be added to the PO Promised date to become the PO Arrival Date .	0	N
Last Purchase	The last time the company purchased a product and/or services from this Vendor. This is updated from the Purchase Order Module.		
Credit Limit	Enter the credit limit set by this vendor. This is an information only field and no controls are in place to restrict exceeding this value.	0	N
Balance	The total outstanding balance owing this vendor. Balance equals unpaid balances of all vouchers and purchase orders.	System Generated	
Available	The difference between Credit Limit and Balance. As for Credit Limit, also an information only field and no controls are in place.	System Generated	

4.16 Items Supplied

Description

For the selected vendor, use the Items Supplied screen to display a list of all SKU items that have been defined to be supplied by this vendor. The SKU's listed will be those that have an entry for the selected vendor on the SKU Vendor table (please refer to the Inventory Control manual for details).

Select



The Items Supplied screen appears in Update mode.



This is a display only screen and no entries or changes can be made to the data.

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
SKU Code	The item's SKU code.	SKU Master	Y
Vendor Part Number	The vendor's part number for the SKU.	SKU Vendor Table	N
Cost	The SKU cost from this vendor. This will be the value defined as the Purchase Price on the SKU Vendor table.	SKU Vendor Table	N
UOM	The Buying UOM from this vendor.	SKU Vendor Table	N
Curr.	The purchasing currency.	SKU Vendor Table	Y
Purchase Date	The last purchase date for the selected item. If it has not yet been purchased, this will default to the entry date of the vendor on the SKU Vendor table.	SKU Vendor Table	Y
SKU Description	The SKU description.	SKU Master	N
Payment History button	Press this button to display the Payment Summary screen which will show all payments previously made to this vendor.		
Purchase History button	Press this button to display the Purchase Order Review screen showing all previous PO's entered for this vendor.		

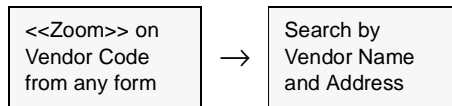
4.17 Vendor Search

Description

The Search by Vendor Name and Address screen is displayed whenever a zoom on a vendor code field is performed. This screen can be used as a preliminary vendor inquiry, particularly when trying to determine if a vendor has already been defined to FLEXX, thereby preventing the possible duplicate (or multiple) entry of the same vendor.

This is a query only screen; no changes can be made to the vendor definition from this form.

Select



The Following screen is displayed in update mode.

Vendor Name	Code	Phone	City	State	Zip
Acme Holdings Inc	acm4567	420 4567	Burnaby	BC	V5A 2H3
Acme Parts	acme	206-675-6543	Dayton	OH	96564
Acton Auto Supply	acton	*****	*****	WA	*****

Fields

The following fields appear on the form.

Field	Entry	Default	Reqd
Company	The company code of the company the vendors are to be searched in.	Session Default	Y
Vendor Name	The name of the vendor as defined on the Voucher Master.		Y
Code	Vendor code defined on the Vendor Master		Y
Phone	Vendor's primary telephone number as defined on the Vendor Master Main form.		N
City State Zip	Address of the vendor as defined on the Vendor Master Main form.		
Case Insensitive	Check this box if the search is to be performed for data in either upper or lower case.	Marked	N
Class	The class code defined for this vendor on the Vendor Master.		N
Buttons			
Select Vendor	Pressing this button will copy the highlighted vendor entry into the vendor field where the zoom was initiated.		
View Vendor	Pressing this button will display the Vendor Master table entry for the highlighted vendor record.		
Add Vendor	Pressing this button will present the Vendor Master table in update mode and allow entry of a new vendor definition (See Sec. 4.13).		

Notes:

This form can be used to perform vendor searches to see if that vendor already is defined. The search can be done on any of the fields, either individually or in combinations.

With the Case Insensitive flag marked, the search entry can be in any case for FLEXX to display those entries.

Additionally, only partial data is required and FLEXX will display all entries with that value in that field; e.g. to search for a vendor with a name starting with "re" will display all names defined starting with re, Re, or RE.

4.18 Employee Master Table

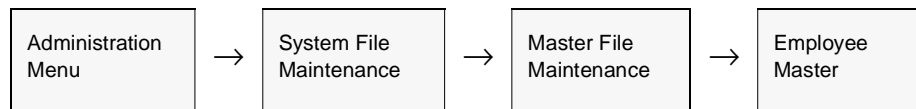
Description

The Employee Master Table is used to define each employee in the company. It can include various basic information relating to that employee. The only value required when defining a new employee is the Employee Code field.

Note:

If the employee entered is to be defined as an eligible “picker” (as required in Order Processing, Shipment Pickers Detail Screen set up), that employee will need to have the Classification field (on the Employment tab) set to *picker*.

Select



The Employee Master Table appears in Update mode.

Code	Employee Name	Telephone	Dept	Status	Tot
andie	Andrea	360-555-1237	part	↓	N
cher	Cheryl	607-555-3582	main	a	Y
eric	Eric	450-555-5637	sale	a	Y
harry	Harry deMann	604-538-4505	acct	a	N
karan	Karan	340-555-8079	Appr	a	N
lin	Lin	605-555-4388	main	a	N
mark	Mark	703-555-3528	sale	a	N
nisha	Nisha	806-555-6536	main	a	N
robert	ROBA	740-555-7394	sale	↓	N
shelley	Shelley	625-258-2588	Adm	a	N

Company: tucker Division: tps

Address: 1234 58th. Ave. Vancouver BC V4P 2B4 CDA
 P.O. Box Residential

Cell Phone: 604-807-8625
 e-mail: andie@tucker.com

Emergency Contact: Jim Rogers
 Phone Number: 604-808-5545

Fields

The following fields appear on the screen.

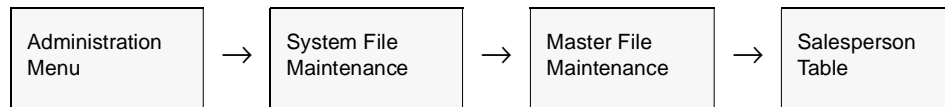
Field	Entry	Default	Reqd
Company	The Company code where the employee works.	Session Default	Y
Division	The Division code where the employee works.	Session Default	Y
Code	User defined Employee code to identify the employee.		Y
Employee Name	Employee's name. Any user defined value can be used.		N
Telephone	The employee's home phone number.		N
Dept.	The department the employee belongs to.		N
Status	The employee's status; can be: <ul style="list-style-type: none"> • a - Active • i - Inactive • lo - Laid off • la - Leave of absence • t - Terminated 		
Text	<< Zoom>> to enter unlimited text about this entry. <ul style="list-style-type: none"> • N - No underlying text • Y - there is additional text with this entry. 	N	N
Salesperson	Press this button to display the Salesperson table and show the corresponding salesperson entry for this employee. If the employee is not defined in the Salesperson table, a blank entry will be displayed.		
Address Tab			
Address	The employee's home address.		N
Cell Phone	Employee's cell phone number		N
e-mail	Employee's email address.		N
Emergency Contact	The name of a contact in case of an emergency.		N
Phone Number	The emergency contact's phone number.		N
The Employment and Miscellaneous forms can be used as desired. Their fields are self explanatory and will not be described further.			

4.19 Salesperson Table

Description

The Salesperson Table is set up for each salesperson in the company to show basic information about the person. Commission information may also be entered. This table is used to define all Salesperson codes to FLEXX which can then be used when defining the salesperson(s) to a customer. If more than one salesperson is to be assigned to a customer, the Multiple Salesperson per Customer function will need to be optioned (See Sec. 4.10).

Select



The Salesperson Table appears in Add/Update mode

The screenshot shows a window titled "Salesperson Table" with a menu bar (Form, Edit, Database, Record, Field, Help) and a toolbar. The form contains the following fields:

- Salesperson:** Andrea Anderson
- Employee Code:** andie
- Database Login Name:** andrea
- Classification:** 4
- Territory Code:** NORTH
- Address:** 200 First Avenue West, Suite 400, Seattle, WA, 98119, USA
- Phone:** 316-554-8585
- Commission %:** 10.00
- Commission Type:** *****
- Acct. Segment Value:** *****

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Salesperson	The code and name of the salesperson.		Y
Employee Code	Corresponding employee code for this salesperson. Must first be defined in Employee Master table (See 4.18 Employee Master Table).		Y
Database Login Name	Used to link the salesperson to the database user ID in the user table if he is also defined as a FLEXX user. It is essential that the Login Name set up for the employee as a user of FLEXX is the same Name used here.		N
Classification	User defined field used to categorize the salesperson.		N
Territory Code	The territory, as defined on the Territory table, to which the salesperson is assigned. This field is currently used for information purposes only.		N
Address	Two lines of the salesperson's address.		N
City	The City where the salesperson lives.		N
Province/State Code	The Province/State where the salesperson lives.		N
Postal/Zip Code	The Postal/Zip Code for the salesperson.		N
Country Code	The Country Code for the Country where the salesperson lives.		N
PO Box	The number which <u>must</u> be defined in first address line is a PO Box. Specify the number only, do not add the words PO Box or any other data.		N
Residential	Implies the address is a residence.		N
Phone	The salesperson's phone number.		N
Commission %	The salesperson's commission percentage. This field is currently used for information purposes only.		N
Commission Type	User defined field; not currently used by FLEXX.		N

5.0 Additional Table Setup

Description

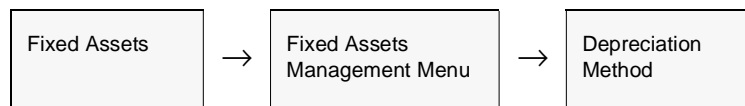
There are other tables that should be set up for specific FLEXX modules before they can be used successfully. These tables are used in Fixed Assets and Inventory Control. The descriptions on how to set up these additional tables are described in each of the respective module's end user manuals and are repeated here as well.

5.1 *Fixed Assets - Depreciation Methods*

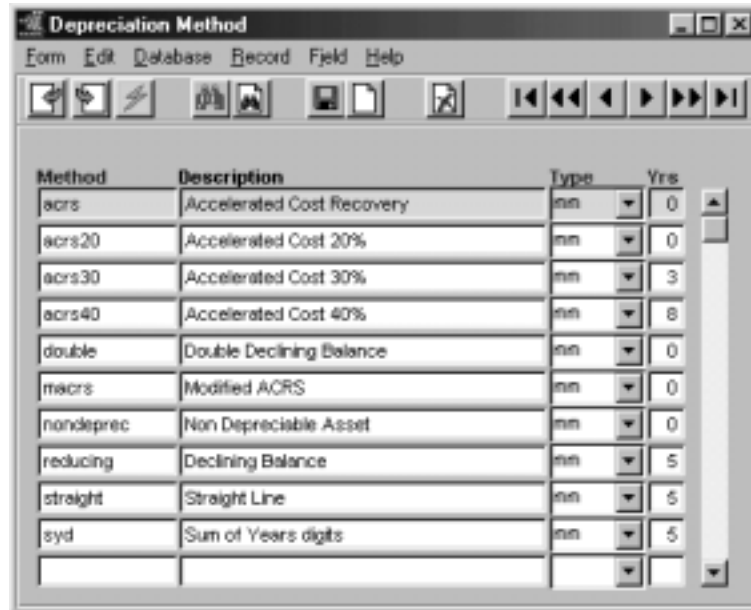
Description

This form lists the depreciation methods already set up to be used by FLEXX with the exception of the "acrs" method of depreciation, the depreciation codes (i.e. straight, syd etc.) are already defined in FLEXX and must be set up for each company as pictured below. They can NOT be renamed to something else. If additional depreciation methods or different depreciation codes are needed please contact DATABYTE. For "acrs" refer to the next page.

Select



The Depreciation Method Table appears in Find mode. To add the precoded depreciation methods as shown below, press << Add/Update>>



Fields

The Following fields appear on the screen.

Field	Entry	Default	Reqd
Method	<p>The following depreciation methods are set up in FLEXX, and are the only ones that can be used. If any other depreciable methods are needed, contact Databyte.</p> <p>straight - Straight Line Depreciation. This method takes the acquisition value of the asset, less any prior depreciation taken, less any salvage value to determine a Depreciable Value. This Depreciable Value is then divided by the number of periods defined on the Fixed Asset Book Detail Table. (See Sec 3.3 <i>Fixed Asset Manual</i>).</p> <p>syd - Sum of the Years Digits. This is an accelerated method where depreciation expense each year is determined by multiplying the acquisition value of the asset, less any prior depreciation taken, less any salvage value, by a fraction that gets smaller and smaller each year. These fractions are calculated by using the sum of the digits that make up the life of the asset as the denominator, and the exact year of life in reverse order as the numerator.</p>		

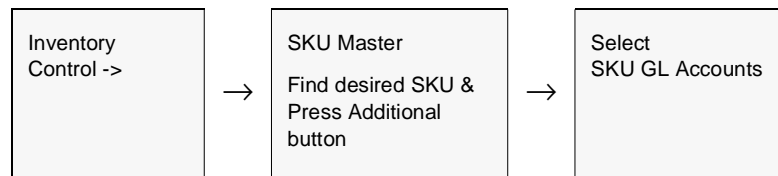
Field	Entry	Default	Reqd
Method Contd	<p>reducing - Declining Balance. This method determines the monthly depreciation expense by taking the acquisition value of the asset, less any prior depreciation taken, less any salvage value to calculate a Depreciable Value. This Depreciable Value is then multiplied by 1.5 and divided by the number of periods defined on the Fixed Asset Book Detail Table. (See Sec 3.3 Fixed Asset Manual).</p> <p>acrs - Accelerated Cost Recovery System. This method is similar to straight line depreciation except, it ignores the salvage value of the asset and uses a predetermined percentage (See Ficed Asset Manual, Depreciation Percentage Table), to determine the monthly depreciation expense. Depreciation is calculated by taking the Acquisition value of the asset less any prior depreciation taken to determine a Depreciable Value. This Depreciable Value is then multiplied by the percentage figure defined in the Depreciation Percentage Table and divided by the number of periods defined on the Fixed Asset Journal Table. (See Sec 4.1 Fixed Asset Manual).</p> <p>double - Double. This method determines the monthly depreciation expense by taking the acquisition value of the asset, less any prior depreciation taken, less any salvage value to calculate a Depreciable Value. This Depreciable Value is then multiplied by 2 and divided by the number of periods defined on the Fixed Asset Book Detail Table. (See Sec 3.3 Fixed Asset Manual).</p> <p>Nondeprec - Non Depreciable Asset. This method is used for non depreciable assets such as land.</p>		
Type	Information Only. Not used in FLEXX.		Y
Years	Default number of years for this method. This field can be used in conjunction with the number of depreciable periods per year as defined on the Fixed Asset Journal Table (See Sec. 4.1). These two values multiplied together will determine the Fixed Asset Book detail form (See Sec. 3.3 Fixed Asset Manual). This calculated number only serves as a default which can be overridden if needed.		Y

5.2 SKU GL Accounts

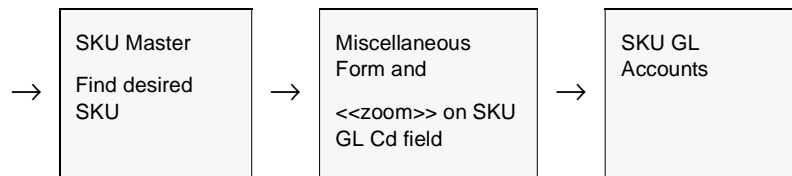
Description

This table defines the GL accounts to be used with SKU's for purposes of recording Sales, Cost of Goods Sold (COGS), Inventory cost and Expense if non-inventory. The General Ledger division and accounts specified are used by the Generate GL Transaction routines in FLEXX Order Processing, Inventory Control, Time Billing (WO), and Repair/Warranty.

Select



OR



The SKU GL Accounts screen appears in Add/Update mode.

Fields

The following fields appear in Add/Update mode:

Field	Entry	Default	Reqd
Company	The Company Code.	Session Default	Y
GL SKU Code	User defined code to identify the GL account grouping.		Y
Sale Type	<p>The sale type of the SKU to be used in conjunction with the GL Account numbers defined below. This value corresponds to the Sale Type code defined on the SKU Miscellaneous form. The sale type can be any user-defined value as required. Predefined values are:</p> <ul style="list-style-type: none"> • prom - Promotion • sale - Regular Sale • samp - Samples • cond - condemn - If defined, will be used on Warehouse Transfer 'condemn' operation. • adj - adjustment - If defined, will be used on Warehouse Transfer 'adjust' operation. • trfr - transfer - If defined, will be used on Warehouse Transfer 'transfer' operation. • bld - BOM build - If defined, will be used on Warehouse Transfer 'build' operation. <p>Note: Types "adj", "bld", "cond" and "trfr" must not be deleted or changed since they are used by the FLEXX Warehouse to Warehouse Transfer process.</p> <p>This functionality allows a SKU to be assigned one GL SKU Code but make use of multiple sale types. So if a SKU is sold as a "sale" item the GL account numbers used can differ from those used if the same SKU is sold as a "promotion" or "sample" item.</p>		Y
Description	User defined description to further identify the SKU GL Code.		N
Sales Account	The GL Division and Account number to record sales revenues of the SKU's that are defined with this SKU GL Code. This GL sales account will end up on the resulting invoice in FLEXX Accounts Receivable. It overrides any sales account default specified in the Customer Additional Information. (See FLEXX Accounts Receivable module). This sales amount and the corresponding receivable is transferred to FLEXX General Ledger when the GL Transaction Generation (Invoices) routine is used in FLEXX Accounts Receivable.		Y
COGS Account	The GL Division and Account number to record the cost of any sales of the SKU's that are defined with this SKU GL Code. This cost is transferred to the FLEXX General Ledger when the Generate GL Transactions (Inventory Movement) routine is used in FLEXX Order Processing. If FLEXX Work Order is being used the costs of the SKU items used on the work order are expensed using the GL Division and Account specified. These costs are transferred to FLEXX General Ledger when the Generate GL Transactions from Work Order Routine is used.		Y

Field	Entry	Default	Reqd
Inventory Account	The GL Division and Account number to record the movement of inventory either through purchases or sales. The inventory movement costs are transferred to the FLEXX General Ledger when the Generate GL Transactions routine is used in FLEXX Order Processing. If FLEXX Work Order is being used this division and account forms the credit entry for inventoried SKU items. These costs are transferred to FLEXX General Ledger when the Generate GL Transactions from Work Order is used.		Y
Expense Account	The GL Division and Account Number to record the credit side of a FLEXX transaction where the SKU Item used is a non-inventory item. The costs are transferred to FLEXX General Ledger when the Generate GL Transactions routine is used.		Y
NOTE:	<i>The Division code can be left to a null value on all the account definitions. FLEXX will then use the default division (the division the user is logged on to) as the GL account division to post the value to. However, be aware that the account number used must then be defined for all possible Divisions. Otherwise GL posting could potentially fail.</i>		