Stansoft

Standard Software for Business
www.stansoft.org

Reference Manual

Version 7.16
October 2019

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Introduction

Stansoft is Linux financial accounting software, it uses the double-entry accounting system. Designed with a character based interface to provide a fast and reliable system. The data is stored in an SQL database. This manual is intended to give in-depth detail on configuring and running the software.

Installation

Download the software from http://www.stansoft.org. The install is done from the command line in a terminal. Run the following commands as root or a user setup as a sudoer in which case you need to prefix the commands with 'sudo':

If you are installing the RPM, the program installation directory will be /usr/lib64/stansoft and the database will be installed into /var/lib/stansoft. The RPM can be installed by running:

 # dnf install stansoft-X.XX-1.fc29.x86_64.rpm
 # /usr/lib64/stansoft/install
To have the database start after a reboot:
 # systemctl enable stansoft.service

To install from the .tar.bz2 file:

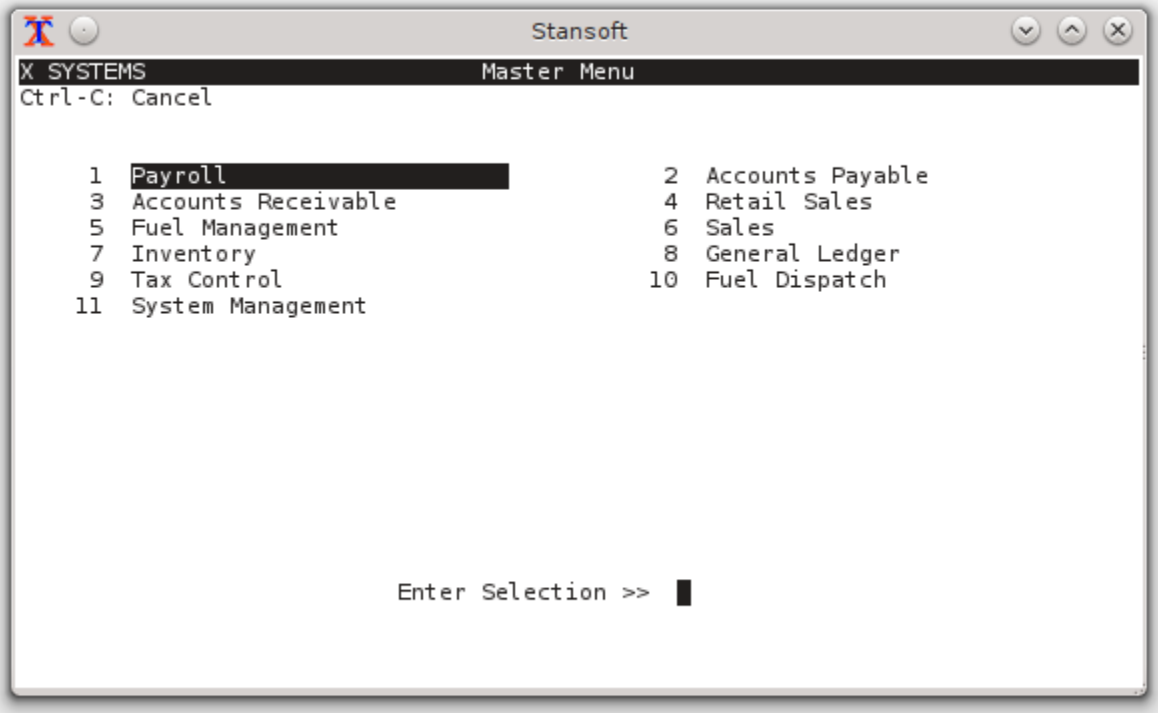
1. Extract the files.
   # tar xvf stansoft-vX.XX.tar.bz2
   The value X.XX is the product version number.

2. Move the files into place, the default directory for Stansoft is /opt/stansoft.
   # mv stansoft /opt

3. Run the installer.
   # /opt/stansoft/install

You will be prompted to choose either PostgreSQL or Informix database server. The default is PostgreSQL so pressing return will accept that. Detailed installation instructions can be found in the /opt/stansoft/README file, including using an Informix database.

General Use



When you start Stansoft you will be presented with the master menu, which contains a menu item for each of the modules: Payroll, Accounts Payable, Accounts Receivable, Retail Sales, Fuel Management, Sales, Inventory, General Ledger, Tax Control, Fuel Dispatch, and System Management. Use the arrows keys to select the module you want to work in or select its number and press return.

The Fuel Management, Fuel Dispatch, and Retail Sales modules are designed for petroleum marketers and gas/petrol station operators. The fuel modules are fully integrated with the main accounting modules. The default install does not show the fuel modules on the master menu, if you will be using these modules set System Parameter 1000 to 'Y'.

The environment variable SSMENU can be used to start a menu other than the master menu (for example a company menu if you will be using multiple

companies).

The menu system has programs divided into three categories: Data Entry, Reports, and Maintenance (This is where all of the codes are defined, customer accounts, general ledger accounts etc...). The program names are appended with Entry, Report, or Maintenance.

Once you launch a program you can navigate between the fields using the arrow keys, return, or backspace. Across the top the the screen the active keys will be listed and will change depending on which field the cursor is in. Below is a list of some of the key commands:

Active Keys

Ctrl-F	Perform a find on the current field to search for data.
Ctrl-A	Toggle between insert mode and type-over mode in a field.
Ctrl-C	Exit a screen without saving changes.
Ctrl-D	Delete characters from the cursor position to the end of the field.
Ctrl-X	Delete a single character at the cursor.
Esc	Exit a screen and save changes, also runs a query after selecting Find.
F12	Saves defaults on print parameter screen.

Ring Menu

Many of the programs have what is called a Ring Menu, which is a menu or list of options across the top of the screen. Typical options include: Find, Next, Previous, Add, Change, and Exit. You can use arrow keys to highlight the option you want and then press enter to select it or pressing the uppercase character of the menu option you want will jump directly to that option.

Find Records

To search for records, select "Find" from a ring menu, then move into the field you want to perform the search on and enter your search criteria. After entering search criteria in one or more fields pressing Esc executes the search. If you leave all fields blank, then all records will be found. Wildcards are allowed in the search criteria. Some fields can be populated by doing Ctrl-F to do a find on a specific field. Fields that allow for a search with Ctrl-F will also have Ctrl-W listed as an active key on the top of the screen. When

in one of these fields pressing Ctrl-W will bring up a help screen, which will show a list of the available operators and syntax for entering search criteria in the field (for example, use can use a colon to select a range of values). To select records with a date range of January 1, 2010 to January 31, 2010 you would enter 010110:013110 assuming your date format is MM/DD/YYYY. Notice that you may omit the slashes and use two digits for the year.

Wildcards

Entering "AB*" selects all records beginning with "AB". The "*" matches any characters after "AB".

A* Records beginning with "A"
A Records containing "A"
*A Records ending with "A"
A?E Records beginning with "A" and ending with "E"

Data in Uppercase

When setting up your records it is recommended to enter all of your data in UPPERCASE because searches are case sensitive. This way when your search for records you can type your search criteria in all uppercase.

Database Backup

The PostgreSQL data directory, where all of your data is stored is located at /opt/stansoft/data. It is possible to simply backup this directory, but if you do this the database server MUST be shut down in order to get a usable backup.

To stop the database server:
```
kill `head -n1 /opt/stansoft/data/postmaster.pid`
```

A better and safer method of backup is to use the pg_dump utility, this can be run while the database server is running. This will generate a text file that can be used to recreate the database in the same state as it was at the time of the dump.

Do the Postgres database backup and restore as user stansoft.

Set the PostgreSQL environment (make sure to include the dot space):
```
. /opt/stansoft/etc/postgres.sh
```
To backup all databases:
```
pg_dumpall > file.dump
```

Before doing the restore, verify that the database dump file is good.
You might also want to backup the data directory because the restore will first drop the database before restoring it. The drop is needed to make sure no duplicate rows get inserted on restore.

To restore the dump file:
```
dropdb stansoft
createdb stansoft
psql stansoft < file.dump
```

See stansoft/doc/INFORMIX for information on backing up an Informix database.

Printer

Printing is done using the 'lp' command of CUPS. Most Linux distributions have this installed. You can use 'lpadmin' from the command line to add printers or use the web interface http://localhost:631/admin. You must use a printer that has PCL emulation to print Stansoft reports. The printer name cannot exceed 10 characters in length. If you currently have a printer setup with a longer name, you can add another printer name that is shorter. This will leave your existing printer name so anything setup to use that will not be affected. Just use the same device for the new printer that the existing printer is using, which can be displayed with lpstat -v. To add a new printer name from the command line:

Search through available drivers by make and model, you will use this model name when adding the printer with lpadmin. Substitute in your printer model name.

```
# lpinfo --make-and-model 'Generic PCL' -m
```

List available devices of attached printers:

```
# lpinfo -v
```

Now using the information obtained from the lpinfo command add and enable the new printer. The syntax for the lpadmin command is:

```
# lpadmin -E -p printer-name -v device-uri -m model
```

To add a printer named *p1* it would look like this:

```
# lpadmin -E -p p1 -v socket://192.168.1.17 -m gutenprint.5.2://pcl-g_6/expert
```

Date Format

The DBDATE environment variable specifies the end-user format of DATE values. For the U.S. English locale, the default for DBDATE is MDY4/
Use one of the following to use a different date format. You can add one of these to /etc/profile.d/stansoft.sh so it will be set for each login or add it to */opt/stansoft/etc/postgres.local.*

```
export DBDATE=MDY4/   # MM/DD/YYYY
export DBDATE=DMY2-   # DD-MM-YY
export DBDATE=DMY4/   # DD/MM/YYYY
```

Testing

Once you have all your codes setup, before going live with the system you should test all of the programs you will be using to make sure everything has been setup properly. After completing your testing, you can delete all of the test data from the database by running /opt/stansoft/bin/delete-data. This script will not delete any of the codes you have setup, only the transaction data (for example, invoices, receipts, general ledger entries). It will clear all general ledger balances from General Ledger > Account Master Maintenance except the Beginning field.

Upgrade

To upgrade an existing installation, you can download the latest version from http://www.stansoft.org/download. Before installing the upgrade make sure you have a good backup. See the section on Database Backup. All of your data is stored in /opt/stansoft/data.

> ATTENTION!!!
> If the PostgreSQL database version has changed in the
> new Stansoft release, you will need to dump your database
> before upgrading and import the database after upgrade.
> To check the PostgreSQL version run:

/opt/stansoft/pgsql/bin/pg_config –version

Run that again after extracting the new Stansoft package
as shown below. If the PostgreSQL version is different, you
will need to run the commands shown under ATTENTION below.

Extract the downloaded archive into /opt which will overwrite your existing programs, but will keep your database. Run the following commands as root:

Set the PostgreSQL environment (make sure to include the dot space):
. /opt/stansoft/etc/postgres.sh

Stop the PostgreSQL database
/opt/stansoft/etc/rc.postgresql stop

If you have multiple companies setup, stop each database.

tar --no-same-owner -xvf stansoft-v7.1-x86_64.tar.bz2 -C /opt
chown -R stansoft:stansoft /opt/stansoft

ATTENTION!!!
If you determined that the PostgreSQL version has changed
as shown above, you must remove the data directory and
import your dumped database backup:
Become user stansoft:
su - stansoft
Remove the data directory, this will delete your database
make sure you have a good backup before doing this!:
$ rm -r /opt/stansoft/data
Set database environment:
$. /opt/stansoft/etc/postgres.sh
Initialize the new database:
$ initdb -D /opt/stansoft/data
Enable log rotation:
sed -i 's/#logging_collector = off/logging_collector = on/'
/opt/stansoft/data/postgresql.conf
Start the database server:
$ pg_ctl start
Import your backup dump file:
$ psql -d postgres < file.dump

Start the PostgreSQL database

/opt/stansoft/etc/rc.postgresql start

As user stansoft launch the menu with /opt/stansoft/stansoft and run the database update program System Management > Update Database. This needs to be run for each database you are using including the demo database if you have that installed.

To update payroll tax tables, you can either manually do it from the Payroll Tax Maintenance menu or from the command line using the SQL files. This should be done after running the last payroll of the year and before running a new payroll. It needs to be done for each database you are running. Each database should have its own environment file, so substitute the appropriate name if you have additional databases setup.

Login as user stansoft:
Set the PostgreSQL environment (make sure to include the dot space):
$. /opt/stansoft/etc/postgres.sh

Load tax tables into database.
U.S. Federal tables:
$ psql stansoft < /opt/stansoft/pytax/pyfeYYYY.sql

U.S. State tables, for example use 'mi' for Michigan:
$ psql stansoft < /opt/stansoft/pytax/pymiYYYY.sql

UK tables:
$ psql stansoft < /opt/stansoft/pytax/pyukYYYYyyyy.sql

Setup Order

With a relational database design, the codes need to be setup in a specific order because they are used throughout the system, and reference each other. For example postal codes need to be entered before you can add customer accounts to the system because the A/R Customer Master Maintenance program references the postal codes setup in Zip/Postal Code Maintenance. The order given in this manual is the order in which you need to setup the data. Depending on which modules you will be using, some will not need to be setup. For example if you will not be using the petroleum Fuel Management and Retail Sales modules, you can skip the setup of those and items relating to them. When navigating through the fields of a program there will be a one line comment displayed at the bottom of the screen pertaining to the field the cursor is currently in. Where a more detailed description

of the field is needed, it has been included in this manual under the programs name heading. The maintenance programs are where all the codes are defined. Under each module name the maintenance programs are listed in the order they need to be setup. Information on using the data entry programs follows the maintenance items under each section.

System Management

Begin by selecting menu item System Management, below are details on the programs contained in the module.

Menu Security Maintenance

This is where you can grant menu access to users. A user added here must be a Linux user login name. You can only grant access to menu items that you have access to. User stansoft by default has access to all menu items, so login as this user initially to grant access to other users. Select the ring menu option “User” and enter a user name in the user field. A window will open and tell you the user is not found, select Yes to add the user. Press enter on the menu code field, leaving it blank, this will select all menu items which you can scroll using the ring menu Next and Previous commands. Select option “Modify” and enter a "Y" in the field next to the menu item you want to give the user access to or leave it blank to revoke access.

If you would like to copy all access privileges from one user to another, select the ring menu option “User” and enter the username that you want to copy from in the User field and press Esc. Next select the ring menu option “Copy” and enter the name of the user to copy permissions to in the “to user” field and press Esc.

County Maintenance

There are blanket county codes in the database for all U.S. states. You can add more counties, they are used on some reports, but are not required.

State Maintenance

All U.S. state codes are in the database. For non U.S. countries you will not need to setup any state codes.

State Code [MI]
State Name [MICHIGAN]

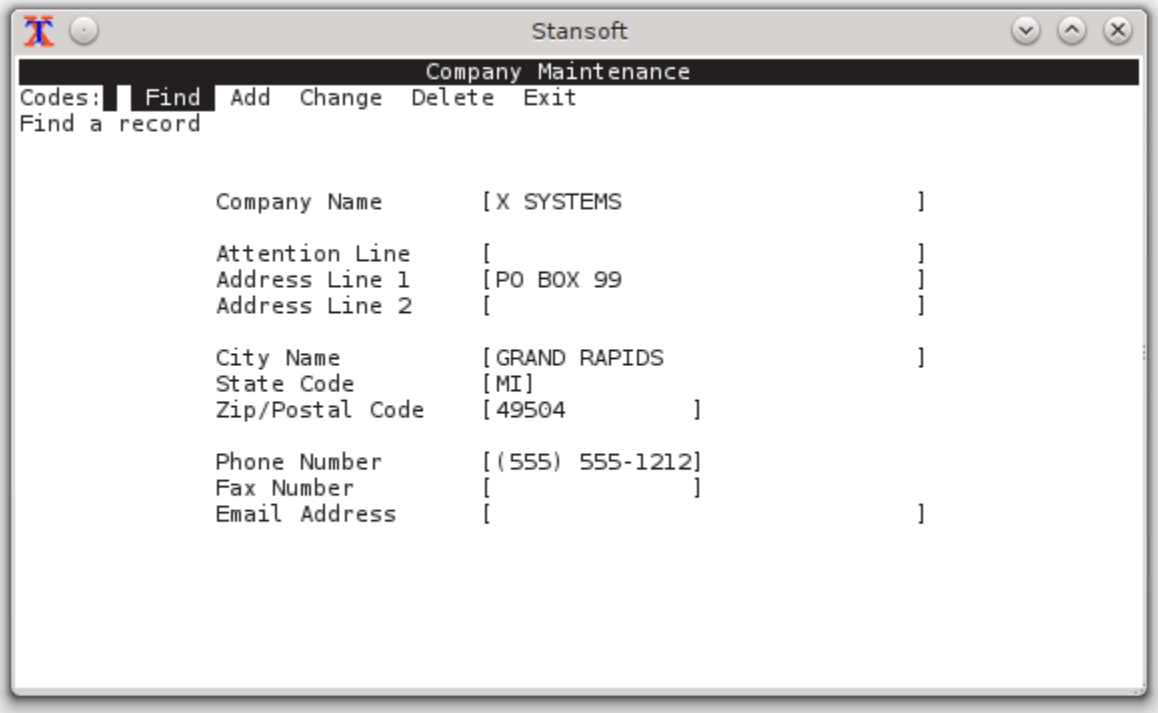
Zip/Postal Code Maintenance

Add zip/postal codes in the zip code maintenance program. For non U.S. countries you can leave the State Code field blank. The County Code field is also optional, it is used by some reports for grouping. A delimited file containing postal codes can be imported by selecting the ring menu option "Import". Pressing Ctrl-W from the Import window will show a help page containing the format for the import file.

Zip/Postal Code [49503]
City Name [GRAND RAPIDS]
County Code [MI][MI-ALL COUNTIES]
State Code [MI] [MICHIGAN]

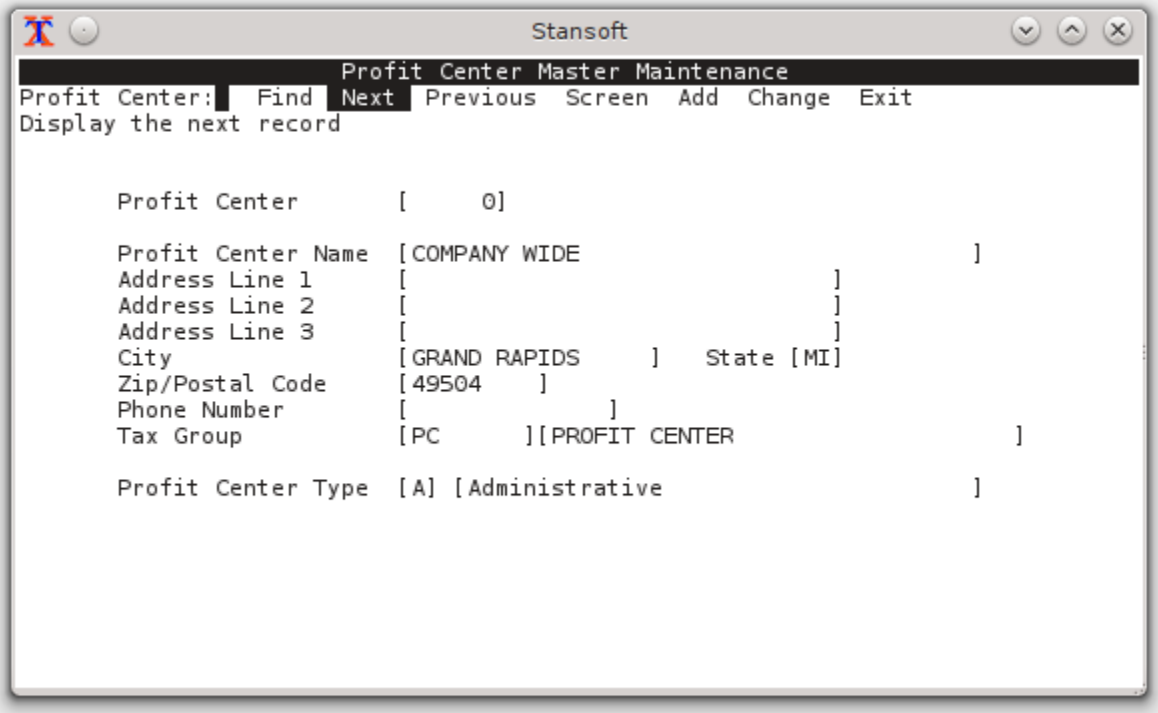
Company Maintenance

Add your company name and contact information in the company maintenance program.



Profit Center Maintenance

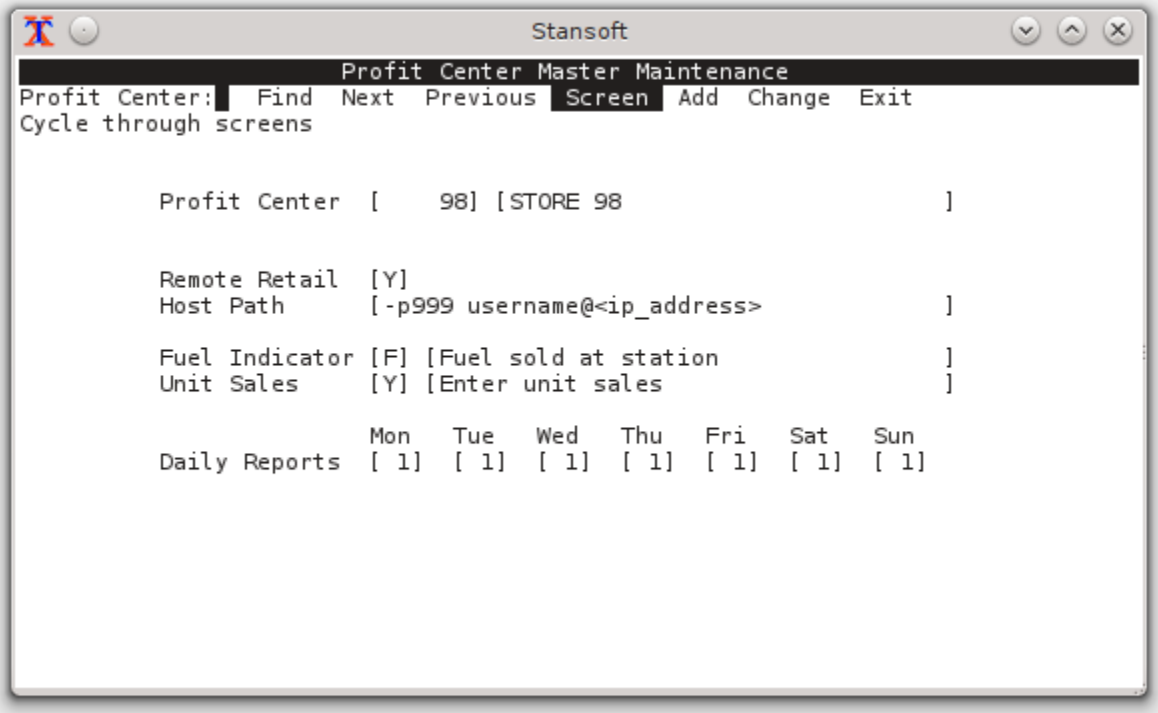
Add profit centers in the profit center maintenance program. A profit center is used to track profit and loss for different departments of your company. It might be a warehouse or retail store or any other division of the company that needs financial information reported separately. You can enter as many profit centers as you want, but you must at least enter a company wide profit center, the suggested number for this is "0" zero. If you have retail gas stations and will be using the Retail Sales module you will need to enter a profit center for each store.



Tax Group: Enter "PC" in this field, this is the default tax use group already in the database. In most instances you will not need to change this default.

Profit Center Type: In this field enter “R” if it is a retail fuel store and you intend on using the Retail Sales module to enter sales for the store. Enter “W” if the profit center will be used to sell wholesale items in the Sales module. Enter “A” if profit center will be used for administrative purposes.

The second screen in profit center maintenance is only used for type “R” retail fuel c-stores.



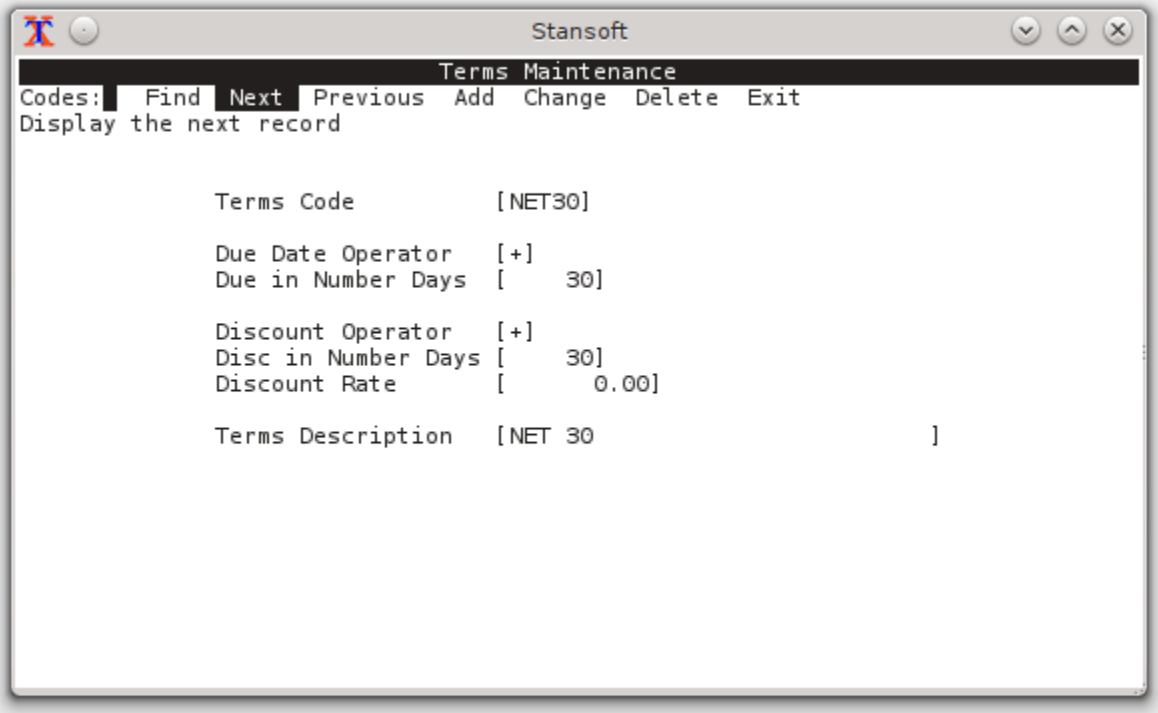
Remote Retail: Enter "Y" if you will be sending pricing to the remote stores POS and pulling sales data from the POS.

Host Path: You need to have SSH access with RSA authentication keys setup to the remote retail store. Enter the SSH login and host, optionally including a port number with the -p option. Use the following syntax: -p<port> username@<ip_address>
If the store is on the same network as the Stansoft server enter localhost in this field.

Daily Reports: This field is used by the Retail Sales module, enter 1 for each day of the week that a daily report will be entered, otherwise enter 0.

Terms Maintenance

Add payment terms in the terms maintenance program. The terms are used to calculate the due date on vendor invoices and also on customer invoices. There are several standard term codes in the database, but you can add more.



Due Date Operator: Enter a + to add the given number of days to the invoice date. Enter 0 to use the invoice date as the due date, this is used for COD terms. Enter an = to have the due date on the given day of the following month.

Unit of Measure Maintenance

Add unit of measure codes in unit of measure maintenance. Standard UOM codes are in the database, but you can add more. These codes will be assigned to inventory products when they are setup in the Inventory module.

Bank Maintenance

Add bank account in bank maintenance. This program references general ledger codes so you will first need to setup G/L codes, see the General Ledger section and once that is setup you can then enter your bank account information here.

System Parameters Maintenance

The system parameters maintenance is where you will define system defaults. You will not be able to enter values for all of them at this point in the setup process because you first need to setup the module that uses the parameter. At the end of each section the parameters that can be setup will be listed. The “Value” field is where you will need to enter the required value. The values shown are examples and not necessarily the values you will use. Setup the following parameters:

System Parameter: **2**
Enter the company wide profit center number in the value field.

System Parameter: **7**
Enter the default printer for reports. To view a list of available printers on your system, in a terminal at the command prompt type the following:

```
$ lpstat -p
```

System Parameter: **110**
Enter the phone number format. If you leave it blank then no formatting will be applied to phone number fields. The following formats are supported:

```
(###) ###-####
###-###-####
##### ######
```

System Parameter: **1000**
Set the value to 'Y' to show fuel modules on the master menu. If you will not be using the Fuel Management, Fuel Dispatch or Retail Sales modules then you can leave this blank.

General Ledger

Period Maintenance

Add G/L periods in period maintenance. A G/L period is the period for which you will be doing reporting, for example, financial statements or tax reporting. Typically a period is one month so you would have 12 periods in a year. Adding all 12 periods now, means you will only need to enter a new series once a year at the beginning of your fiscal year.

Series	[2010]
Period Begin Date	[01/01/2010]
Period End Date	[01/31/2010]
Continuous Period	[135]
Annual Period Nbr	[1]
Activity Status	[C]

Series: This field is whatever you want to name the G/L series and will be the same for each period you define in the fiscal year. The suggested series name is the year of the period your setting up, if you are on a calendar year (for example, for calendar year and fiscal year 2010 you would enter 2010 as the series number). If your fiscal year is not a calendar year you can use something like FY11 for fiscal year 2011 or 10-11 for fiscal year 2010 to 2011.

Period Begin Date: Enter the beginning date for the period, normally the first day of a month.

Period End Date: Enter the ending date for the period, normally the last day of a month.

Continuous Period: This will be automatically incremented for each period you enter and is used internally by the system, it cannot be edited.

Annual Period Nbr: This is the fiscal year period number, if your fiscal year is on the calendar year enter 1 for January, 2 for February etc… If for example your fiscal year started on October 1st, then that period would be your annual period number 1 and November would be period 2 etc… Typically there would be 12 monthly periods numbered 1 to 12.

Activity Status: Enter O for open, which will allow transactions to be entered within the period dates. Enter C for closed which will disallow transactions to be entered. Enter G for G/L only which means you are only allowed to enter transactions in General Leger > General Journal Entry.

Account Master Maintenance

Add G/L accounts in account master maintenance. You will first need to add G/L accounts for your company wide profit center number, and then for each additional profit center you may have setup. A delimited file containing account numbers can be imported by selecting the ring menu option "Import". The format for the import file can be viewed by pressing Ctrl-W. You can enter the beginning balance for each account here or once all accounts have been entered you can use the General Journal Entry program and add an entry for each accounts balance. If you have open customer invoices, then do not enter a balance for the accounts receivable account or the corresponding sales accounts. These entries will be made when entering the open customer invoices in the Sales > Invoice Entry program. You will need to create the following two accounts that are used internally by the system:

```
Normal Balance        [D]
Accounting Group      [CA] [Current Assets                ]
Account Description   [ASSET CLEARING ACCOUNT             ]
Clear to Account      [       0]

Normal Balance        [C]
Accounting Group      [CL] [Current Liabilities           ]
Account Description   [UNBILLED LIABILITIES               ]
Clear to Account      [       0]
```

You need to create a Capital Stock (CS) account, a description could be COMMON STOCK for a corporation or OWNERS CAPITAL for a partnership or sole proprietor. This is a stockholder's (or owner's) equity account.

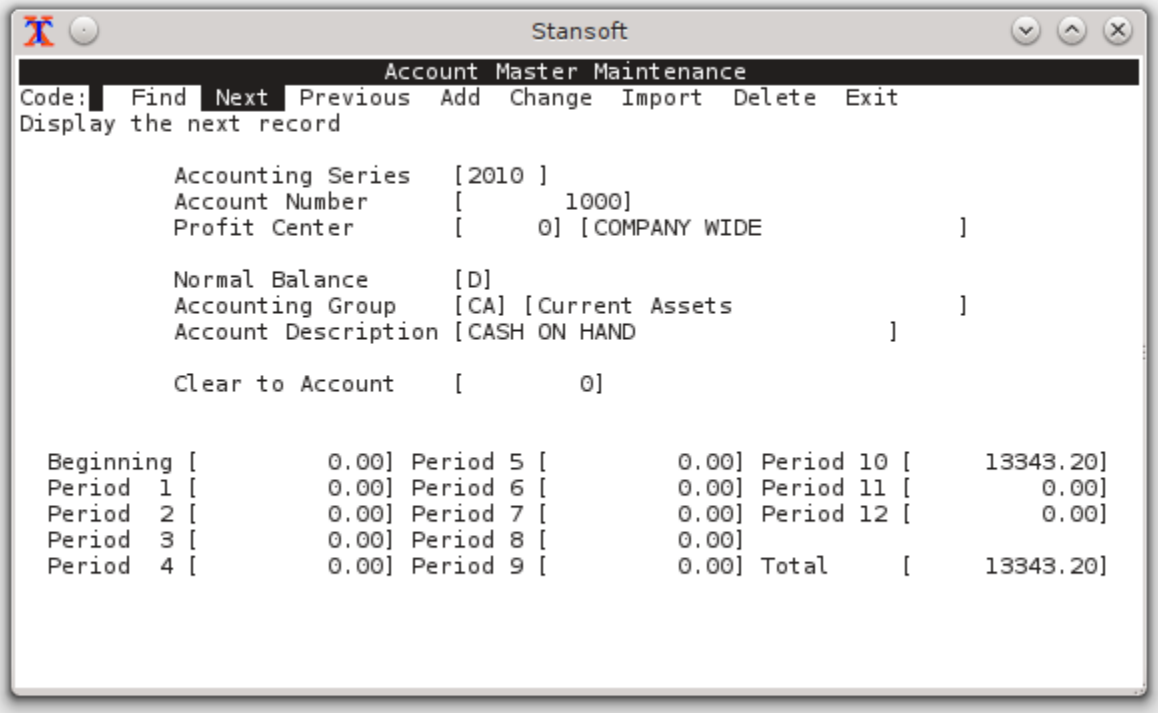
```
Normal Balance        [C]
Accounting Group      [CS] [Capital Stock                 ]
Account Description   [COMMON STOCK                       ]
Clear to Account      [       0]
```

Common stock is an equity account that records the amount of money investors initially contributed to the corporation for their ownership in the company. This is usually recorded at the par value of the stock.

Before you begin entering the rest of the G/L accounts you will also need to create a Retained Earnings account. This account is profits that are kept within the company, sales and expenses will clear to this account when the year end processing is run.

Normal Balance	[C]	
Accounting Group	[RE] [Retained Earnings	]
Account Description	[RETAINED EARNINGS	]
Clear to Account	[0]	

Now as you enter accounts which need their balances cleared at year end such as: Product Revenue(PR), Product Expense(PE) Other Income(OI), Expense(EX), and Stockholders Equity(EQ) enter the Retained Earnings account number in the Clear to Account field for accounts in those groups.



Accounting Series: Enter the series from Period Maintenance for which you want to add G/L accounts.

Account Number: Enter the G/L account number.

Profit Center: Enter the profit center number that this G/L account will be used for. After entering and saving the new account number, if

you have additional profit centers you must add a new record for each profit center. Each profit center uses the same G/L account number, but will have its center number associated with it for reporting. The fields Normal Balance, Accounting Group, Account Description, and Clear to Account only need to be entered for the company wide profit center.

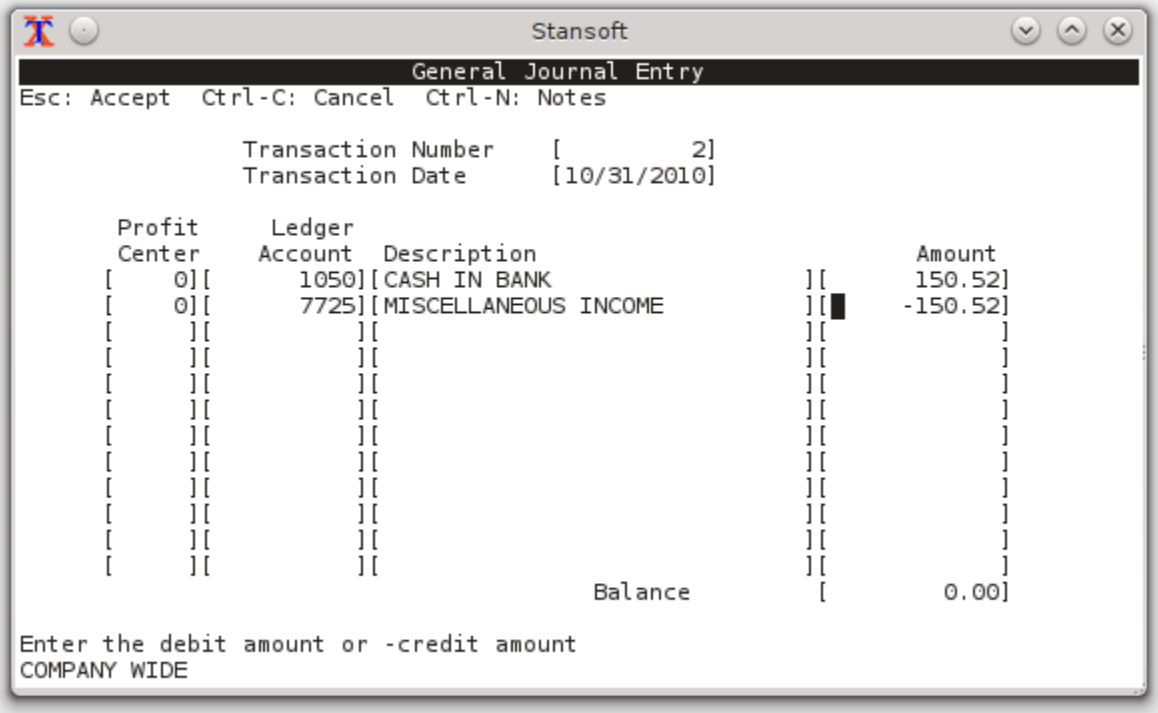
Clear to Account: The G/L account number entered in this field is used when the year end program General Ledger > Year End Processing is run. Enter the Retained Earnings account number here for product revenue, expense and income accounts so they are cleared into retained earnings at year end. If the account should not be cleared then enter a 0.

NOTE: Once your general ledger accounts have been setup you can complete the bank account setup in System Management > Bank Maintenance.

System Parameters
System Parameter: **2225**
Enter the last G/L batch number. You can use any number you want as the starting number. This is used by the General Journal Entry program and will be automatically incremented.

General Journal Entry

The General Journal entry program is used for making any G/L adjustments, normally done at month end while reconciling the bank statement. Any entry can be made here, but all debits and credits must balance before it can be saved. When initially setting up the database you may want to use this program to enter beginning balances for all of the G/L accounts instead of entering them in the Account Master Maintenance program.



Year End Processing

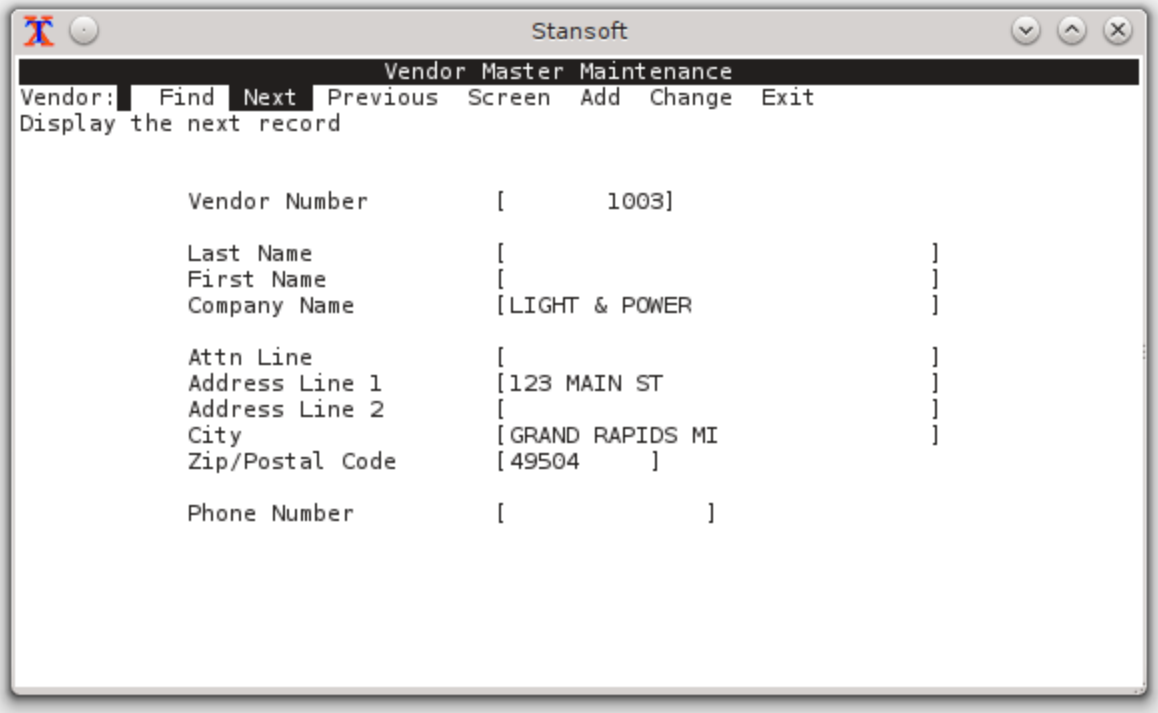
The year end processing program posts G/L account balances from one series to another. It can be run at any time, but normally is done at year end after you have created the next series in Period Maintenance. When it is run it will create all G/L accounts in the new series with beginning balances using the Clear to Account field in Account Master Maintenance. This will need to be run before you can start entering data into the new series and it will need to be re-run after finishing G/L entries for the prior series. Any time entries have been made in a prior series you will need to run this program to update beginning balances.

Accounts Payable

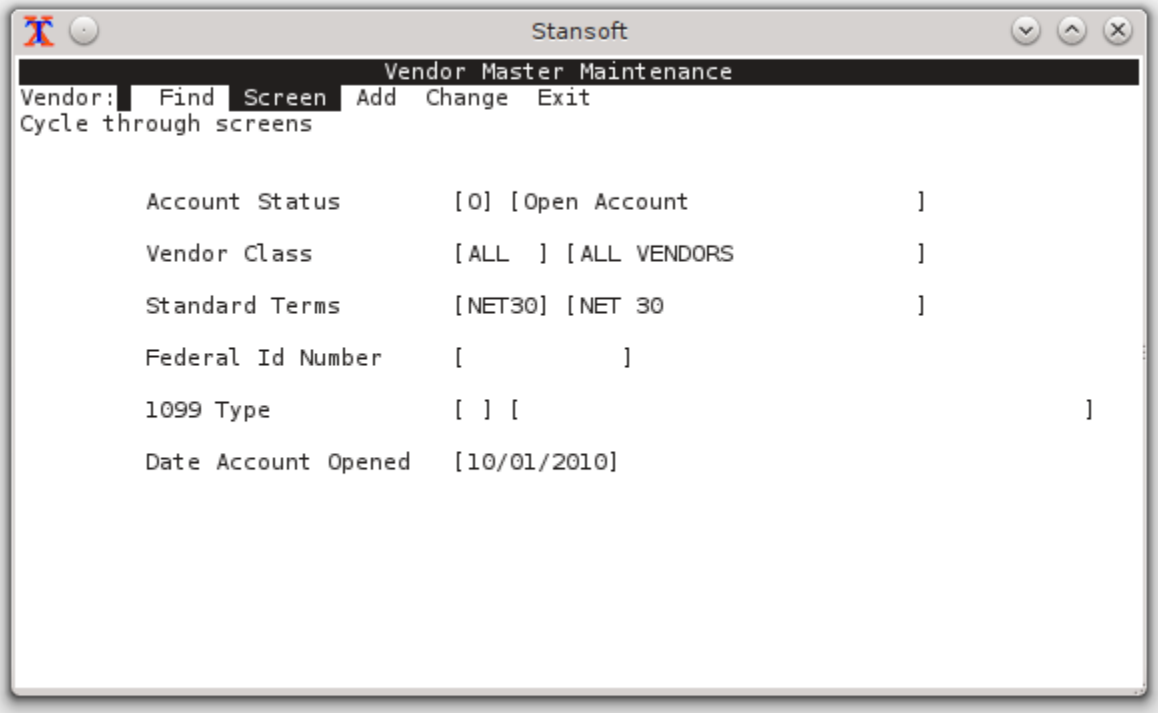
Vendor Class Maintenance

Add vendor class codes in vendor class maintenance. Standard class codes are in the database, but you can add more. The class codes defined here will be used when adding vendors to the system.

Vendor Master Maintenance



Add vendor codes in vendor master maintenance. In addition to your regular vendors. If you are using the Retail Sales module, you will need to enter two extra vendors, a vendor to be used as a cash vendor which can be named "CASH VENDOR". This vendor will be used for cash purchases at the retail stores. A vendor for transfers also needs to be setup which can be named "TRANSFER VENDOR", this is used for retail adjustments or store transfers of inventory.



System Parameters
System Parameter: **5001**
Enter the accounts payable check signature image path (optional). This is used for printing a check signature on A/P checks. Most any image file can be used like JPEG or PNG etc... The output size of the image can be controlled with parameter 5002.

System Parameter: **5002**
Enter the accounts payable check signature arguments. Here you can control the size and position on the check that the signature image will print. You must be using a printer with PCL emulation. For the horizontal position to work, auto CR must be turned off or set to just LF.

> For example in the value field enter: -v 6500 -h 3500 -s 80
> v=Vertical image position
> h=Horizontal image position
> s=Default image size (percent of original size)

System Parameter: **5007**
Enter the default printer for A/P checks. To view a list of available printers on your

system, in a terminal at the command prompt type the following: $ lpstat -p

System Parameter: **5008**
Enter the default printer for EFT notices. Leave blank if you will not be importing Retail Sales purchases.

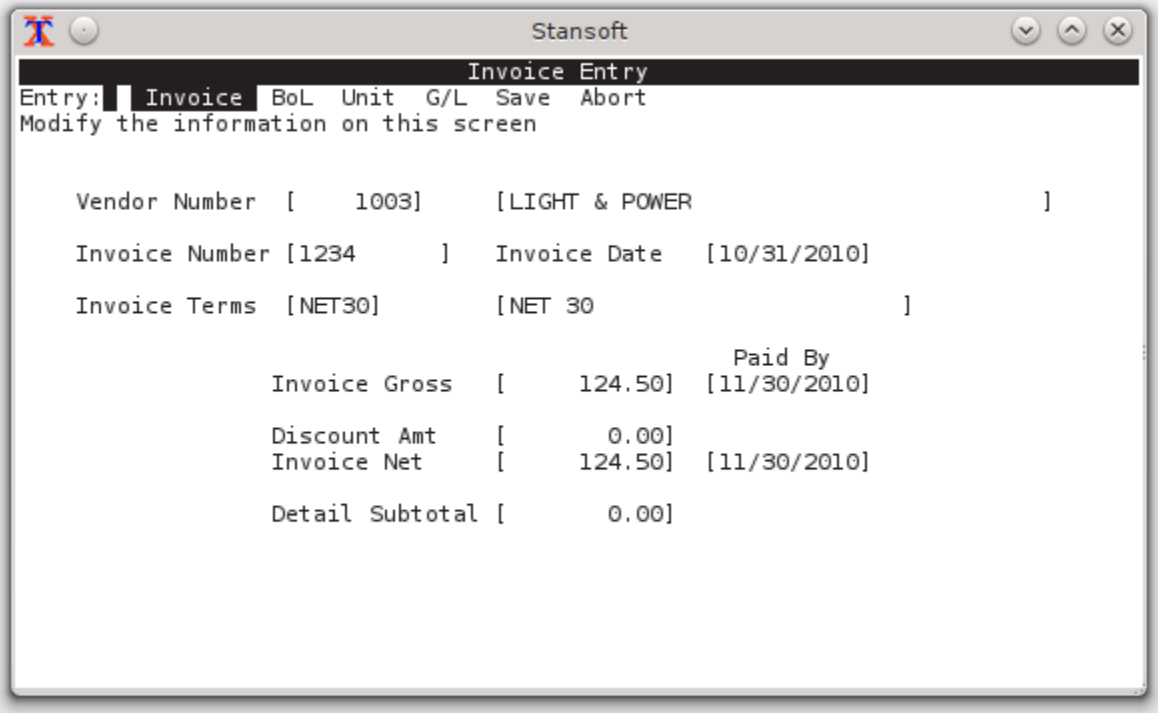
System Parameter: **5009**
Enter the default bank account number. This needs to be a bank account number that you have setup in System Management > Bank Maintenance.

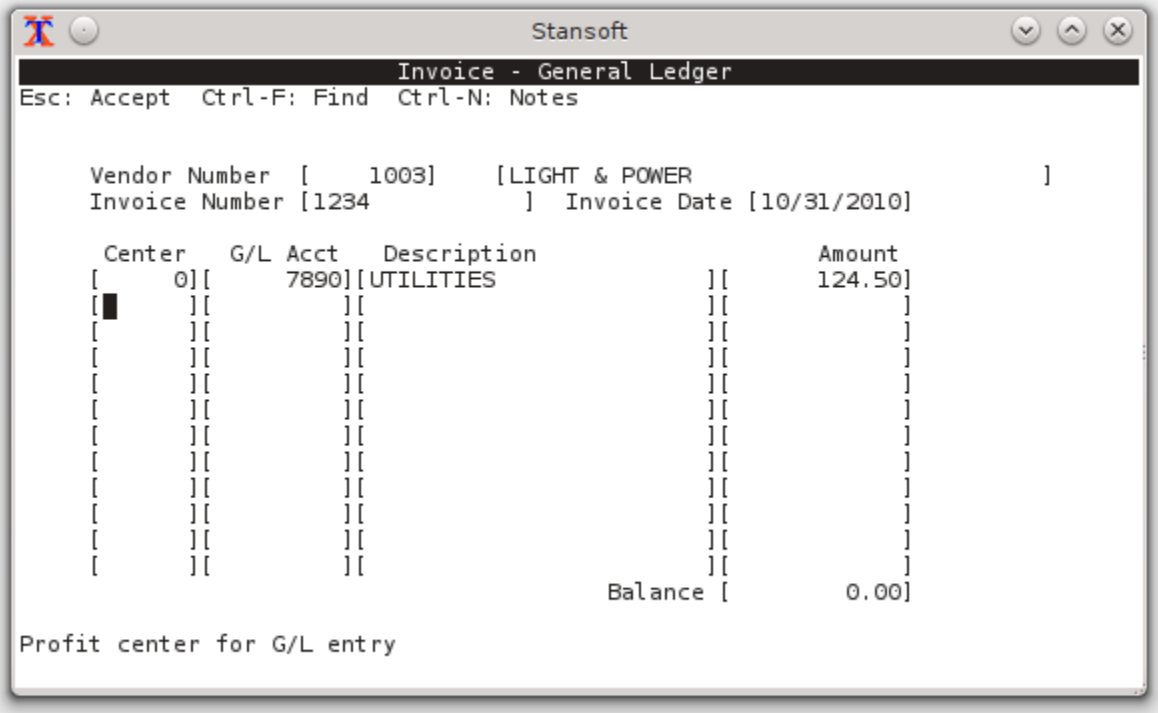
System Parameter: **1051**
Enter the general ledger unbilled liabilities account number. This account is used for inventory receivers that have been entered, but have not had an A/P invoice entered to pay for the purchase. It is also used for fuel movements that have been entered, but have not had an A/P invoice entered to pay for the purchase.

System Parameter: **3008**
Enter the general ledger accounts payable account number.

Invoice Entry

The invoice entry program is used to enter vendor invoices, these can be utility invoices or for product purchased. Once you have entered the required information on the first screen, select ring menu option “G/L” to distribute the payment to the proper G/L accounts. Menu option “BoL” is used if the Fuel Management module is in use to pay fuel bill of ladings. Menu option “Unit” is used if a unit inventory receiver has been entered in Inventory > Receive Inventory. The invoice amount on the first screen must balance with the detail amount before the invoice can be saved.


Stansoft
Invoice Entry
Entry: Invoice BoL Unit G/L Save Abort
Modify the information on this screen
Vendor Number [1003] [LIGHT & POWER]
Invoice Number [1234] Invoice Date [10/31/2010]
Invoice Terms [NET30] [NET 30]
Paid By
Invoice Gross [124.50] [11/30/2010]
Discount Amt [0.00]
Invoice Net [124.50] [11/30/2010]
Detail Subtotal [0.00]


Stansoft
Invoice - General Ledger
Esc: Accept Ctrl-F: Find Ctrl-N: Notes
Vendor Number [1003] [LIGHT & POWER]
Invoice Number [1234] Invoice Date [10/31/2010]
Center G/L Acct Description Amount
[0][7890][UTILITIES][124.50]
Balance [0.00]
Profit center for G/L entry

Payment Selection

The payment selection program is used to print A/P checks for the invoices entered in invoice entry. On the first screen you will select the invoices that you want to pay, typically after selecting the “Select” ring menu option you will enter a date in the Due Date field and leave the rest of the selection fields blank. To select all invoices due on or before October 15, 2010 you would enter [<=101510]. This assumes your date format is set to MM/DD/YYYY, if not enter according to the format you have set. Press Esc and all invoices selected will be displayed. Use the “Approve” ring menu option and change the Pay field from Y to N if you do not want to pay certain invoices that were selected. You can also change the amount to be paid, if you do this a new payment will be created with the remaining balance. Once all invoices have been approved select the “Print” option to print the checks.

Use Deluxe http://www.deluxe.com laser accounts payable check stock product DLB211 or you can have custom stock printed from a business forms provider.

Single Payment Entry

The single payment entry program is used for entering checks that were manually written or electronic funds transferred (EFT) out of your bank account.

Payment Reconciliation

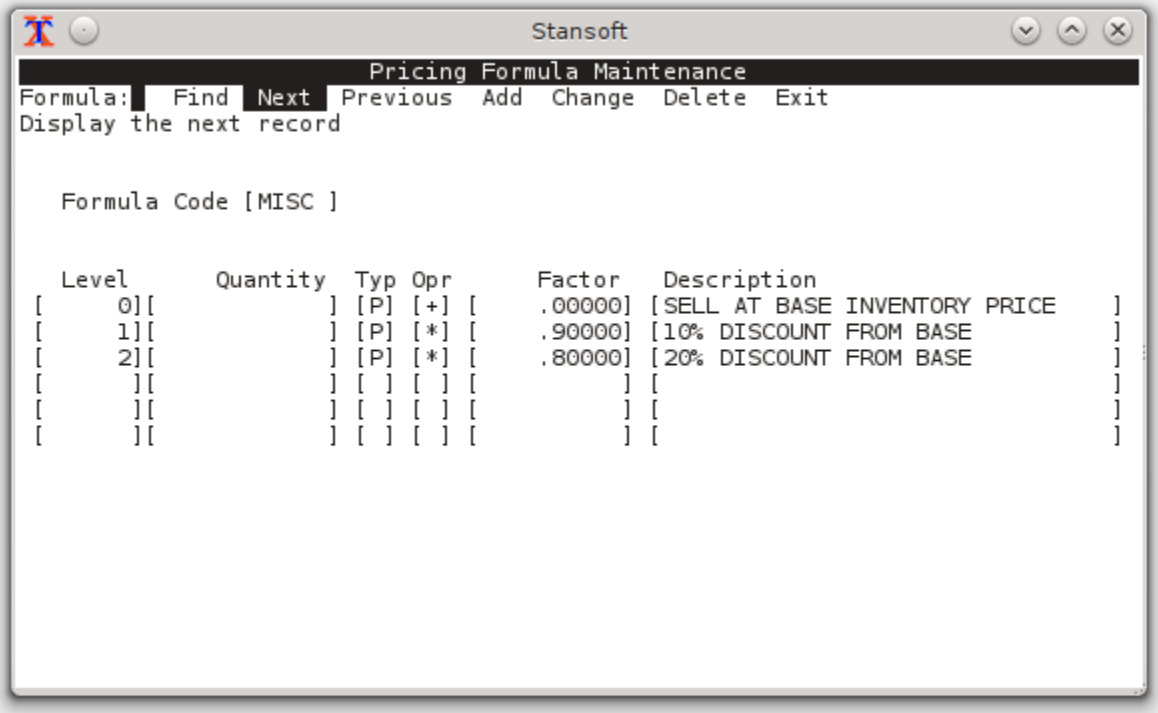
The payment reconciliation program is used to reconcile your bank statement against the A/P payment in the system. Do a Find and in the Cleared Flag field put a “N”, this will select all payments that have not be marked as having cleared the bank. Mark all payments with a “Y” that appear on the bank statement.

Inventory

Pricing Formula Maintenance

Add pricing formula codes in pricing formula maintenance. The database contains code ALL, but you can setup more. You might want to create several different

codes to be used for different groups of products. If the pricing levels are the same for all your products everything can be assigned to the ALL formula. You can have several price levels setup, for example you could have level 0 for sell at base price, level 1 for a 10% discount, level 2 a 20% discount and so on. You must add at least one level, for example level 0 for sell at base price. When you setup Inventory Master Maintenance, you will attach a pricing formula to each product.



Level: This is the price level, which will be referenced by A/R Customer Master Maintenance, field Normal Pricing Code and also by any class or product price overrides setup for a customer.

Quantity: To use quantity breaks on pricing, enter the quantity here. You must use the same level number for each group of quantity breaks. You must have a quantity 1 and then you can define additional quantity breaks. For example, the next quantity might be 10, then 20, then 30. The factor for quantity 1 is used for quantities 1-9, quantity 10 for 10-19, quantity 20 for 20-29, quantity 30 for 30 and over.

Typ: Enter “P” to calculate the selling price based on the inventory master base inventory price. Enter “C” to calculate the selling price based on average cost.

Opr: Enter the operator for the price calculation, + adds the factor amount to the base inventory price from Inventory Master Maintenance, - subtracts, * multiples, / divides, and = sets price to the factor amount.

Factor: The amount used in the calculation with the operator field.

Product & Tax Class Maintenance

Add product and tax class codes in product and tax class maintenance. Standard codes are in the database, but you can add more. There are two types of class codes defined here, tax and product class type. The Class Type “T” is used by the tax system to determine how to tax a product. The Class Type “P” is to group products that are defined in Inventory Header Maintenance for reporting. They can both be named the same if you want. If you are using the petroleum modules you can define “P” class type codes such as GAS and DIESL for the two product groups. Since gas and diesel are taxed differently you would then use different class codes with a class type “T” for each. For example CLEAR and DYED since clear and dyed fuel are taxed differently.

If you are not using the fuel modules then you will probably only need the following class codes:

Class Code [MISC]
Class Type [P]
Description [MISCELLANEOUS]
Fuel Class [N]

Class Code [NOTAX]
Class Type [T]
Description [NOTAX]
Fuel Class [N]

Class Code [TAX]
Class Type [T]
Description [TAX]
Fuel Class [N]

If you want to be able to select certain product groups for reporting, you might want to create additional Class Type “P” codes. You can always add more later. The

Class Type “T” records will be referenced by the Tax Control system, which is where the taxes will be setup.

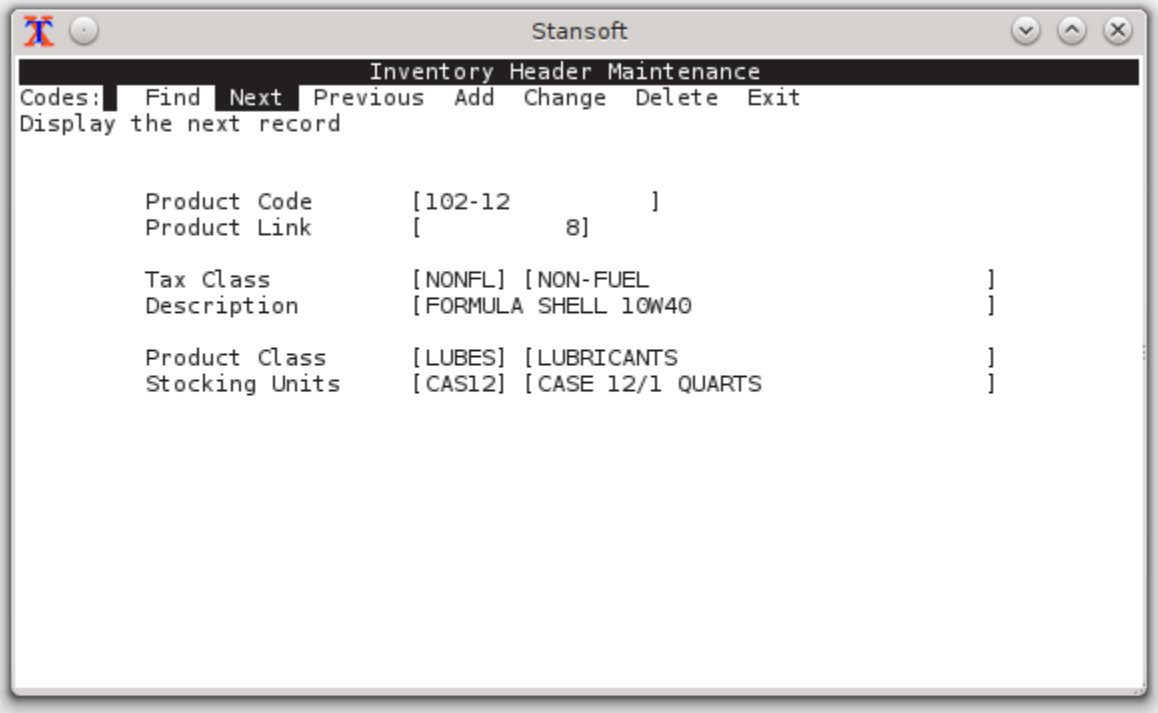
Salesman Name Maintenance

Add salesman codes in salesman name maintenance. When you setup customer accounts, a salesman code is attached to the customer. That will be the default salesman for invoices entered in Sales > Invoice Entry. If you enter a login username in the Salesman Login field and that user is entering the invoice, then it will use the salesman code associated with that login instead of the default one attached to the customer account. Using the salesman's initials as the code will allow for easy identification of the salesman.

Salesman Code [JDB]
Salesman Name [JOHN D BENNET]
Salesman Login [john]

Inventory Header Maintenance

Add product codes in inventory header maintenance. This is where all the products you sell are setup. This includes any products that are sold through the Retail Sales module that will have inventory tracked by unit. If you are using the fuel modules, setup all of your fuel products here, but category sales from a gas/petrol station are setup in the Retail Sales module.



Product Code: Enter the product code here. You might use a numbering system for product codes (for example, 101-1, 101-2, 117-1, 117-2) grouping similar items by product code. If you sold tires, you might group by tire brand, with brand A being 101 and tire size being the dash number. Instead of using a numbering system, you can use something descriptive like TIRE for the product code. From a data entry standpoint, entering a numbered product code is a little quicker. Products can be searched for by name so there is no need to memorize the product codes.

Product Link: This is used internally by the system and cannot be changed.

Tax Class: The tax class is one of the type “T” codes from Product & Tax Class Maintenance. The assigned code will be used to determine how the product is taxed. The taxes will be assigned to the code in the Tax Control module.

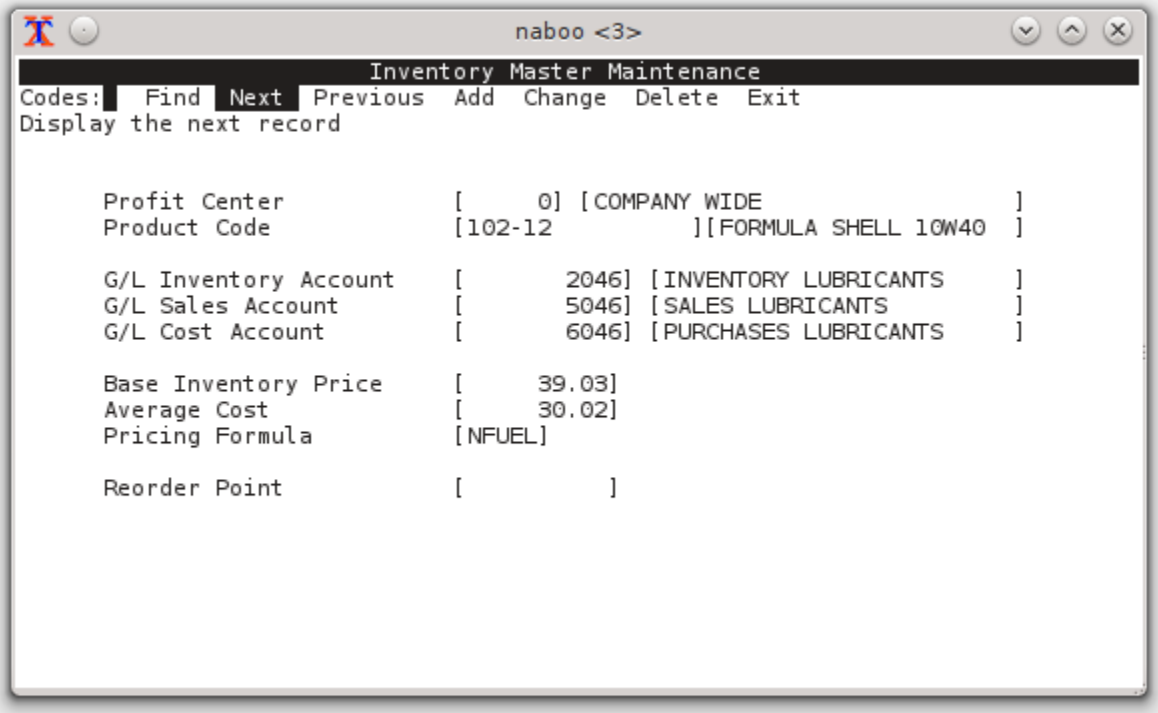
Description: Enter the product name.

Product Class: The product class is one of the type “P” codes from Product & Tax Class Maintenance. It is used by reports to group products. You might have all your products under one code or grouped into several different product classes.

Stocking Units: This uses UOM codes from System Management > Unit of Measure Maintenance.

Inventory Master Maintenance

Add general ledger accounts and pricing for inventory codes in inventory master maintenance. This is the detail information for the codes that were just setup in Inventory Header Maintenance.



Profit Center: Enter a profit center number to which the sale of this item will be associated. This is used for financial statements to track the inventory, sale, and cost of the product for the given profit center.

Product Code: This is a product code from Inventory Header Maintenance.

G/L Inventory Account: Enter the inventory account for this product from General Ledger > Account Master Maintenance. This is used for financial statements.

G/L Sales Account: Enter the sales account for this product from General Ledger > Account Master Maintenance. This is used for financial statements.

G/L Cost Account: Enter the cost/purchase account for this product from General Ledger > Account Master Maintenance. This is used for financial statements.

Base Inventory Price: This is the per unit selling price for the product. When you enter a sales invoice in either Sales > Invoice Entry or Fuel Management > Movement Entry, this price is used for the product.

Average Cost: This is the average per unit cost of the product. You can manually enter it, but it will be automatically updated whenever an inventory receiver is entered in the Receive Inventory program. For fuel products it is an average cost calculated during Movement Entry. It is also updated from any unit sales in Retail Sales > Daily Report Entry.

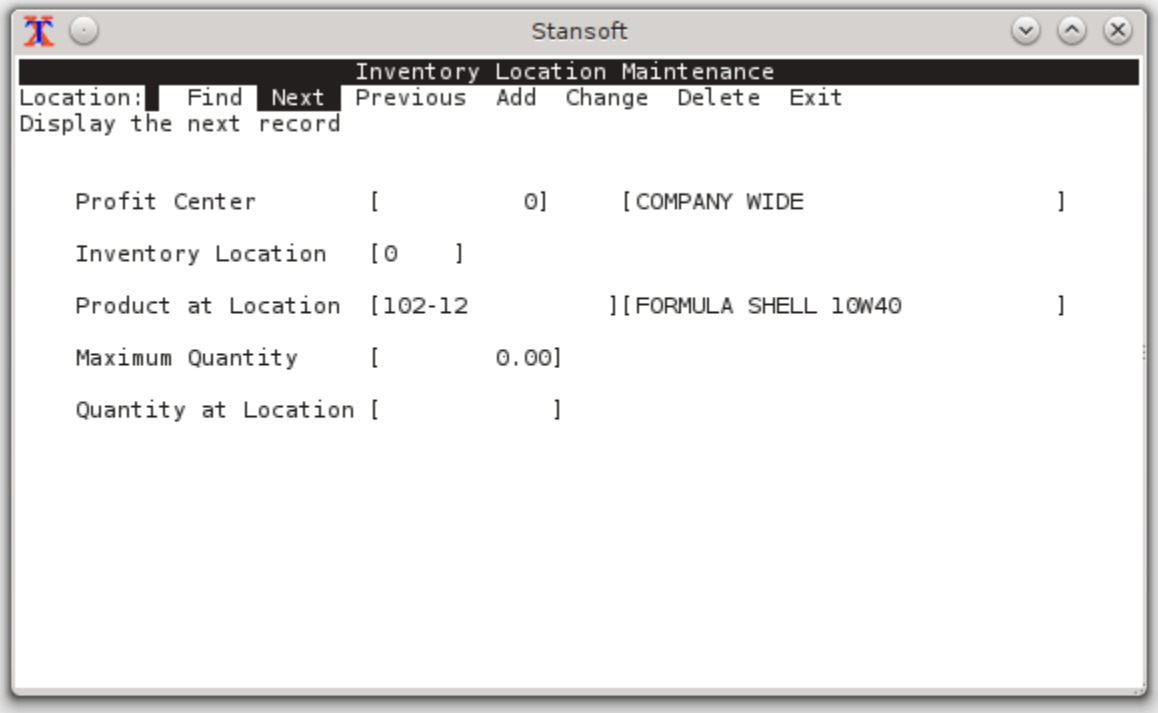
Pricing Formula: The pricing formula code is from Pricing Formula Maintenance. Enter the appropriate code for how this product price should be calculated. The pricing level for the given pricing formula code will need to be set on each customer account in Accounts Receivable > Customer Master Maintenance.

Reorder Point: This field is intended to be used for the point at which the product inventory needs to be replenished, but it has not been implemented.

Inventory Location Maintenance

Add inventory locations in inventory location maintenance. A location needs to be entered for each product sold so you will need to enter a location for each product that was setup in Inventory Header Maintenance. For wholesale or non-fuel items

the location can be the same for the products. For example you might use location 0 for all products or use a warehouse number or bin number for different locations. If using the fuel modules, each fuel product needs to have a distinct location, so if you have products 01, 02, and 03 for gas, you could use location numbers 01, 02, and 03. You can not have two different fuel products at the same inventory location.



Profit Center: Enter the profit center number for the inventory product location. This might be your company wide profit center or a warehouse center number.

Inventory Location: Enter the inventory location code. For wholesale and non-fuel items you can use the same location for each product. Fuel products all need to have a distinct location, which would normally be named the same as the fuel product code.

Product at Location: Enter the product that is stored at this location. There needs to be a location record entered for each product that was setup in Inventory Header Maintenance.

Maximum Quantity: For fuel products enter the size of the fuel tank, for non-fuel products enter 0. This field is not currently used.

Quantity at Location: This field is not currently used.

Product Blending Maintenance

Add product blends in product blending maintenance. This is for defining blends of fuel products. It is used by the Fuel Management > Movement Entry program when a direct delivery (delivery from a fuel terminal to a customer) is made. For example if regular gas and premium gas are blended to make mid-grade.

System Parameters

System Parameter: **6001**
Enter the starting number for last invoice number issued by the system. This is the invoice number used if automatically assigned in Sales > Invoice Entry or Fuel Management > Movement Entry. It is automatically incremented each time an invoice is entered. If you enter 0 then the first number assigned will be 1.

System Parameter: **6010**
Enter the default inventory location. This is the profit center number from which your inventory items are sold. You can enter the company wide profit center number or a warehouse profit center you may have setup.

System Parameter: **6210**
Enter the default printer for invoices. To view a list of available printers on your system, in a terminal at the command prompt type the following:

```
$ lpstat -p
```

System Parameter: **6211**
Enter the invoice printer type (Y=laser, N=Epson Impact)

System Parameter: **6212**
Enter the picking slip printer type (Y=laser, N=Epson Impact)

System Parameter: **6213**
Enter the delivery note printer type (Y=laser, N=Epson Impact)

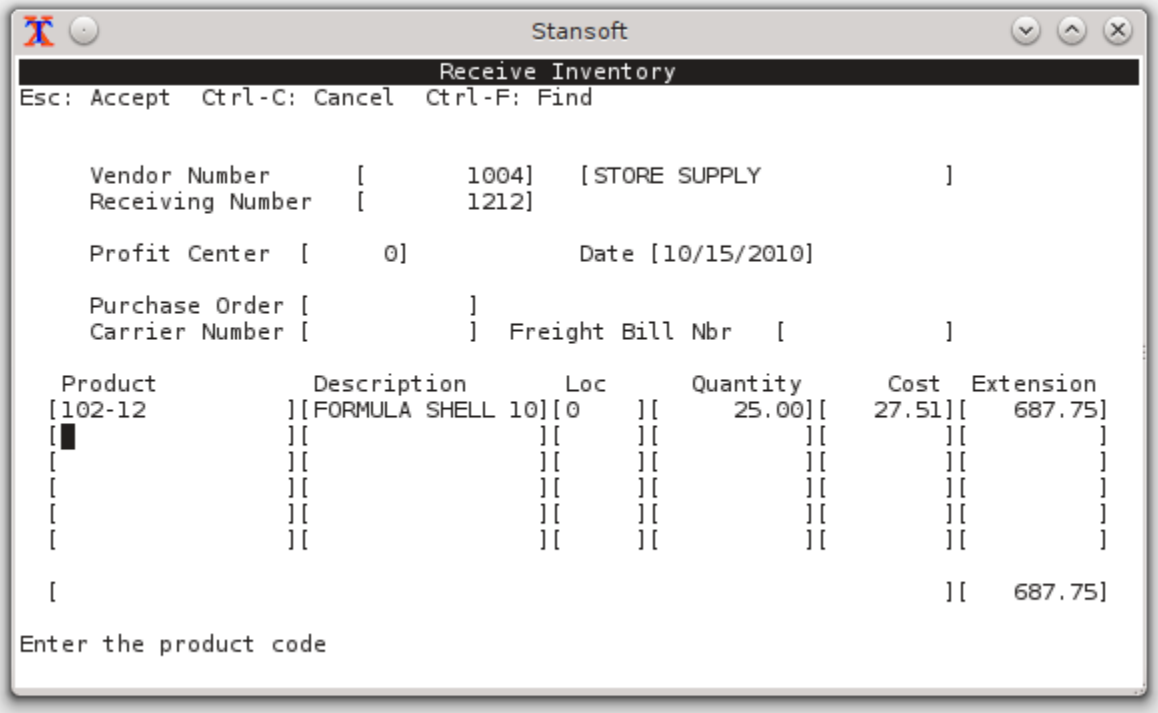
System Parameter: **6215**

Enter the UK VAT registration number if applicable.

System Parameter: **6216**
Enter the UK Company Registration Number (CRN) if applicable.

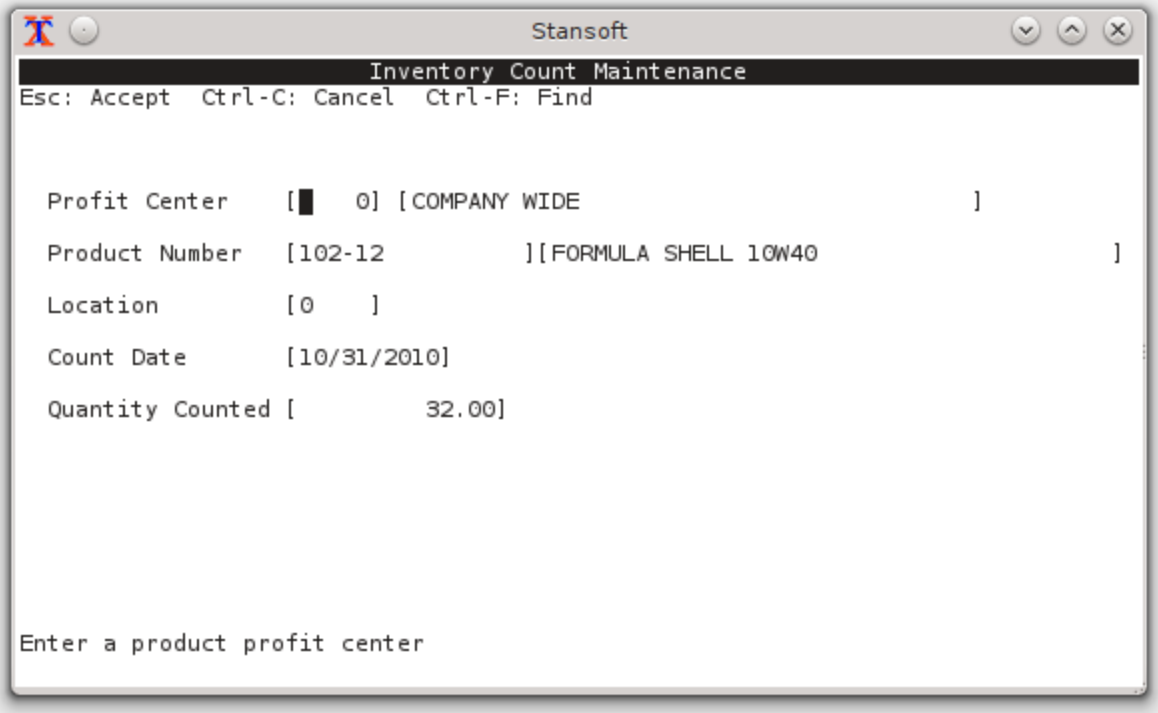
Receive Inventory

The receive inventory entry program is used to enter receivers for inventory purchased. Inventory purchases entered here are used by the Accounts Payable > Invoice Entry ring menu option ”Unit” which will make the appropriate G/L entries based on the G/L accounts setup in Inventory Master Maintenance. The Invt Reconciliation Report also uses the data entered here to track purchases of unit inventory.



Inventory Count Maintenance

Actual inventory counts are entered in the inventory count maintenance program. They can be entered daily, monthly, quarterly etc... depending on how often you do a physical inventory count. The count is used by the Invt Reconciliation Report to track the inventory over/short amounts. If you are using unit products in Retail Sales the count is automatically added for each daily report entered and also for fuel volume.



Inventory Control Report

This report is run at month end after you have entered all inventory counts and verified that the inventory is correct. The report can be run in two modes, determined by the field Action Flag. When this is set to P it will only print the report, if set to U it will update the general ledger with the ending inventory amounts. A report is generated showing what entries were made to the general ledger. It uses the G/L accounts from Inventory > Inventory Master Maintenance. The inventory account is debited and the cost account is credited, both dated on the last day of the month for the inventory amount. To account for inventory

change, there are also two entries make on the first day of the following month. The same amount is credited to the inventory account and debited to the purchases account. Below is an example of what the entries look like if the update was run for August 2014.

08/31/2014 INVENTORY	10,000	Debit
08/31/2014 PURCHASES	10,000	Credit
09/01/2014 INVENTORY	10,000	Credit
09/01/2014 PURCHASES	10,000	Debit

Tax Control

The tax control module is capable of handling complex taxing on fuel products based on units, but can also handle simple percentage based calculations on sales amount. It also contains reports for tax reporting.

Tax Table Maintenance
Add tax codes in tax table maintenance. If you are not using the fuel modules, then you likely will only need to create a tax code for state sales tax or UK VAT. See the section on sales tax below for more information on setting up sales tax and VAT codes.

Using the following naming conventions will make it easy to identify and understand your tax codes. This is just an example and you can use a different naming scheme if you choose.

Example code: FDEGY
The above example tax code is for U.S. Federal Excise Gas.

FD = Federal tax
E = Excise tax
G = Gasoline
Y = Yes charge flag

First two characters of the code designate the tax authority.

FD	Federal tax
MI	Michigan tax

Third character of the code designates the tax type.

E	Excise tax
P	Prepaid sales tax
S	Sales tax
F	Fee

Forth character of the code designates the product class.

G	Gasoline
D	Diesel

Fifth character of the code designates the charge flag.

Y	Yes
N	No
D	Debit
C	Credit
0	Zero

The fifth character, the charge flag, should reflect what you have set in the "Charge Flag" field. This field determines if the tax should be charged or not and what general ledger account entries should be made by the system.

Generally you should make two codes for each tax, one with a "Y" charge flag and one with a "N" charge flag both with the same rate. This is because you may pay tax on the fuel when you purchase it, but not charge tax when you sell it. For example you are charged excise tax when you purchase gas, but if you sell it to a non taxable entity such as government you don't charge the excise tax on the sale. You would then use the code with the "N" flag on the sale to track the sale for tax reporting. Here is what the federal codes would look like for diesel and gas:

FDEDY Federal excise diesel tax charged
FDEDN Federal excise diesel tax not charged
FDEGY Federal excise gas tax charged
FDEGN Federal excise gas tax not charged

General ledger entries made when buying fuel from supplier:

Charge Flag = Y
Debit Purchases account
Credit Unbilled liabilities account

General ledger entries made on the sale of fuel:

Charge Flag = Y
Debit Cash settlement or accounts receivable account
Credit Sales account

Charge Flag = N
Debit Tax payable account
Credit Purchases account

Sales tax / VAT codes or tax that is based on money rather than units needs to have two codes setup for each tax, one with a Y and one with a C charge flag. For Michigan the two codes could be named MI06 with a Y charge flag and MI06C with a C charge flag, for a 6% sales tax. In the UK for HM Revenue & Customs (HMRC) VAT, you could create code VAT with a Y charge flag and code VATC with a C charge flag. In the UK, VAT on purchases needs to be tracked so you will also need a tax code such as VATD setup with a D charge flag. Tax codes with a Y, C, or D charge flag should all have the same rate, for example codes VAT, VATC, and VATD will all have the same rate.

General ledger entries made for sales tax or VAT on a **sale**:

Charge Flag = "Y"
Debit Cash settlement or accounts receivable account
Credit Sales account

Charge Flag = "C"
Debit Purchases account
Credit Tax payable

General ledger entries made for sales tax or VAT on a **purchase**:

Charge Flag = "Y"
Debit Purchases account
Credit Unbilled liabilities account

Charge Flag = "D"
Debit Tax payable
Credit Purchases account

Prepaid sales tax codes need "Y" and "D" charge flags for fuel products.

General ledger entries made for prepaid sales tax on the purchase:

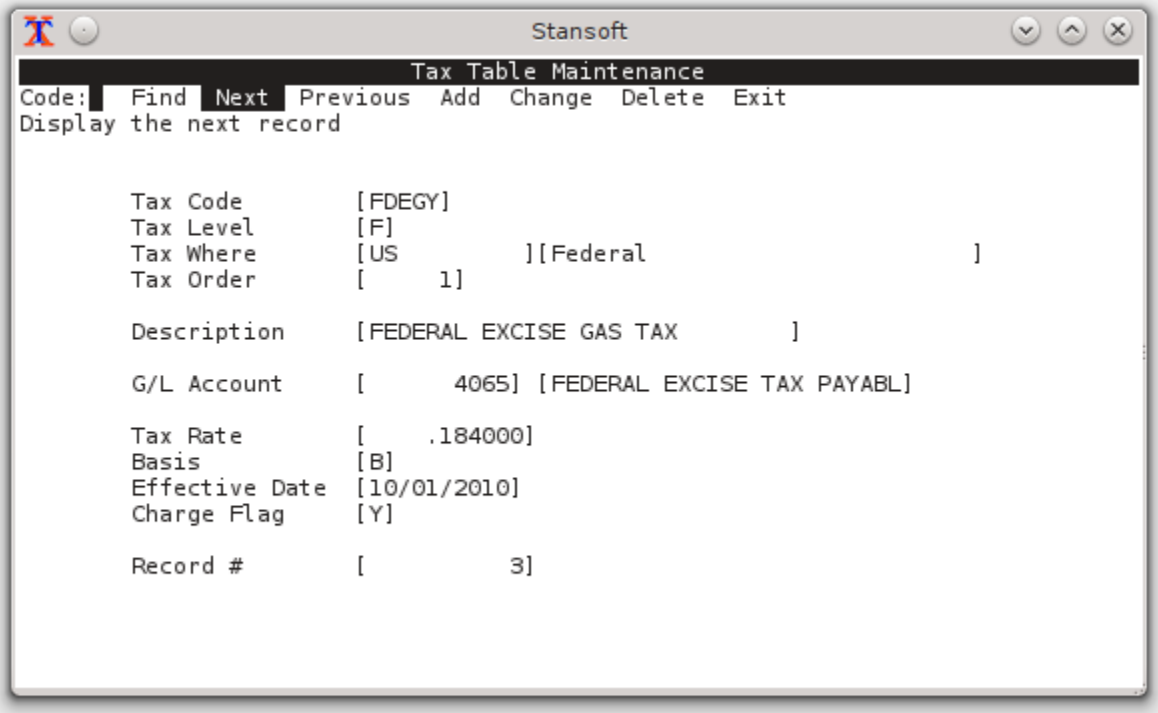
Charge Flag = "Y"

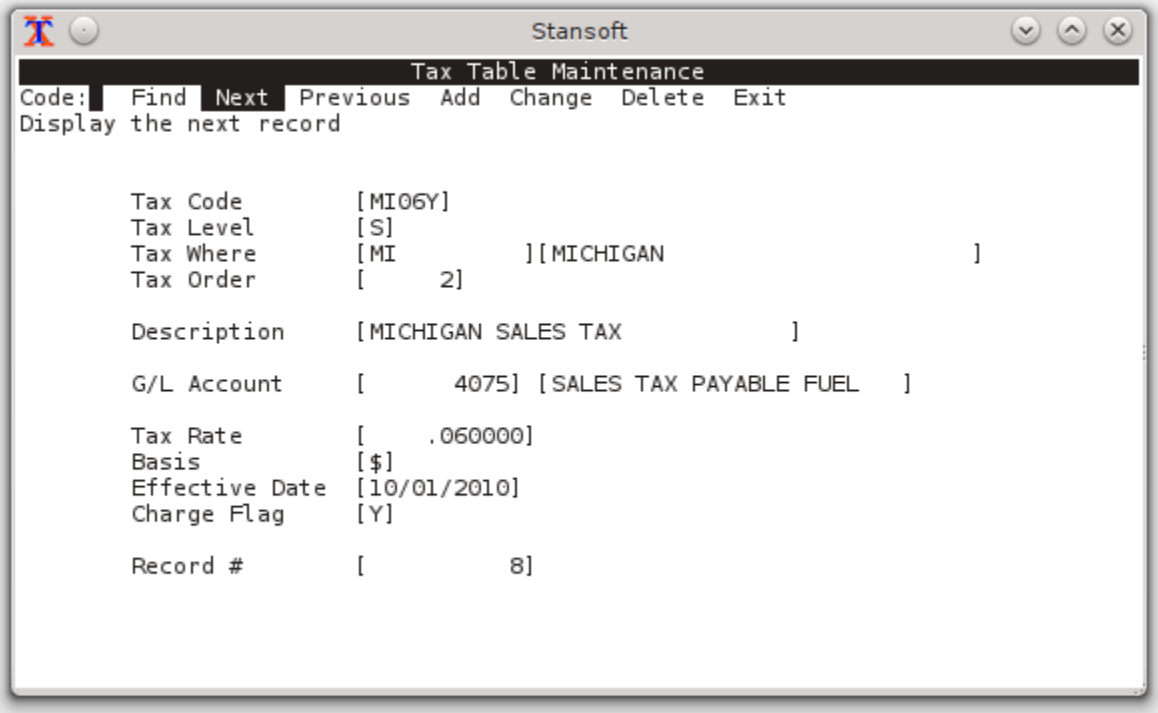
Debit	Purchases account
Credit	Unbilled liabilities account

Charge Flag = "D"

Debit	Tax payable
Credit	Purchases account

When there is a prepaid sales tax on the purchase, as you can see above the two G/L entries to the purchases account cancel each other out, with a debit and credit. This is because the prepaid sales tax is the same tax that will be charged on the sale with the sales tax code. The "C" flag on sales tax will debit the purchase account on the sale.


Stansoft
Tax Table Maintenance
Code: Find Next Previous Add Change Delete Exit
Display the next record
Tax Code [FDEGY]
Tax Level [F]
Tax Where [US][Federal]
Tax Order [1]
Description [FEDERAL EXCISE GAS TAX]
G/L Account [4065] [FEDERAL EXCISE TAX PAYABL]
Tax Rate [.184000]
Basis [B]
Effective Date [10/01/2010]
Charge Flag [Y]
Record # [3]


Stansoft
Tax Table Maintenance
Code: Find Next Previous Add Change Delete Exit
Display the next record
Tax Code [MI06Y]
Tax Level [S]
Tax Where [MI][MICHIGAN]
Tax Order [2]
Description [MICHIGAN SALES TAX]
G/L Account [4075] [SALES TAX PAYABLE FUEL]
Tax Rate [.060000]
Basis [$]
Effective Date [10/01/2010]
Charge Flag [Y]
Record # [8]

Tax Code: Enter the tax code using the naming conventions shown above or one of your own choosing.

Tax Level: Enter a tax level (F-federal, S-state, C-city). This is used for informational purposes only.

Tax Where: If you entered S in Tax Level, then enter a state code here. If you entered C in Tax Level, then enter the city zip/postal code here. If you entered F in Tax Level, then you can leave this field blank. It is used for informational purposes only.

Tax Order: This determines if sales tax is calculated on another tax.
Enter "0" if sales tax is NOT charged on this tax.
Enter "1" if sales tax is charged on this tax.
Enter "2" if this is a sales tax code and is charged on another tax.

For example:
If the taxing authority calculates sales tax on the federal excise, but the state excise is exempt from sales tax, you would enter "0" for the state excise tax code and a "1" for the federal excise tax code, and a "2" for the sales tax code.

Description: Enter a description for the tax code.

G/L Account: If the tax code is a sales tax, enter the general ledger sales tax payable account to credit. This is used for tax codes that have a C flag set in the Charge Flag field. This is why a sales tax code needs to have a C code as well as a Y code so that the sales tax amount due to the taxing authority can be tracked in the general ledger.

If the tax code has a N Charge Flag, then enter the tax payable account to debit. This is used where you paid a tax on the purchase of a product, but did not collect it on the sale. For example selling to a government agency. This will track the amount due from the taxing authority in the general ledger.

If the tax code has a D Charge Flag, which is needed for a prepaid sales tax, then enter the tax payable account to debit.

Tax Rate: Enter the tax rate, the method of calculating the tax will be determined by the Basis field. If you are entering a C or N Charge Flag code make sure to use the same rate as the corresponding Y Charge

Flag code.

Basis: Enter the basis on which to calculate the tax. If that tax is charged on quantity, then enter (N)et, (G)ross, (B)illed. Currently setting any one of those three will multiply the rate by the gross quantity sold. If the tax is charged on a money amount, then enter $, this will multiply the rate by the product extended amount.

Effective Date: Enter the date the tax is effective, it will not be charged on any invoices dated prior to this date.

Charge Flag: Enter the charge flag:
Y=charge tax, N=tax exempt, D=debit, C=credit
If you pay a prepaid sales tax to the supplier, setup a code with a D flag. Any sales tax codes setup with a $ Basis will need a corresponding C flag code setup with the same rate as the Y code. An N flag would be used to track sales where you paid a tax, but did not charge it on the sale.

Record: This is automatically assigned and cannot be changed, it is used internally by the system.

Tax Use Group Maintenance

Add tax use groups in tax use group maintenance. Now that you have all your tax codes setup, they need to be assigned to a tax use group. Suggested naming conventions for tax use groups are:

MISUPP = Purchases from a Michigan supplier
MIPUMP = Sales through a Michigan pump
GOVT = Government sales
TAXABLE = Taxable sales
NONTX = Non-Taxable sales

If you are not using the the fuel modules and pay no tax on your purchases then you might only need to setup two use groups, TAXABLE and NONTX for example.

In the UK you will need a use group setup for both sales and purchases inside the UK and use groups for sales and purchases to or from other EU member states. These use groups will then be attached to each VAT return box in the setup of the VAT Return Report. The following are examples of the use groups you might need

for the UK.

Tax Use Group: UKCUST
Tax Class: TAX
Description: UK CUSTOMER FOR SALES INSIDE THE UK

Sched	Code	Lvl	Where	Rate	Chg	Description
X	VATC	F	UK	0.20	C	VAT
X	VAT	F	UK	0.20	Y	VAT

Tax Use Group: UKVEND
Tax Class: TAX
Description: UK VENDOR FOR PURCHASES INSIDE THE UK

Sched	Code	Lvl	Where	Rate	Chg	Description
X	VATD	F	UK	0.20	D	VAT
X	VAT	F	UK	0.20	Y	VAT

Tax Use Group: EUCUST
Tax Class: TAX
Description: EU CUSTOMER FOR SALES TO OTHER EU STATES

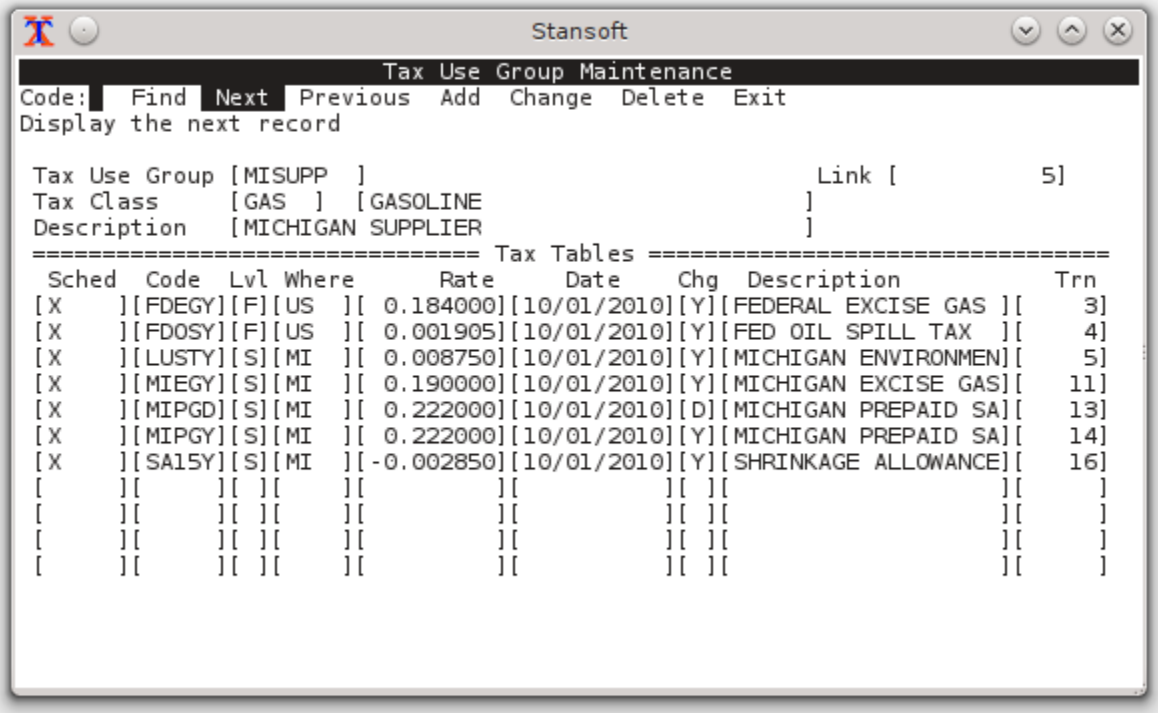
Sched	Code	Lvl	Where	Rate	Chg	Description
X	VATC	F	UK	0.20	C	VAT
X	VAT	F	UK	0.20	Y	VAT

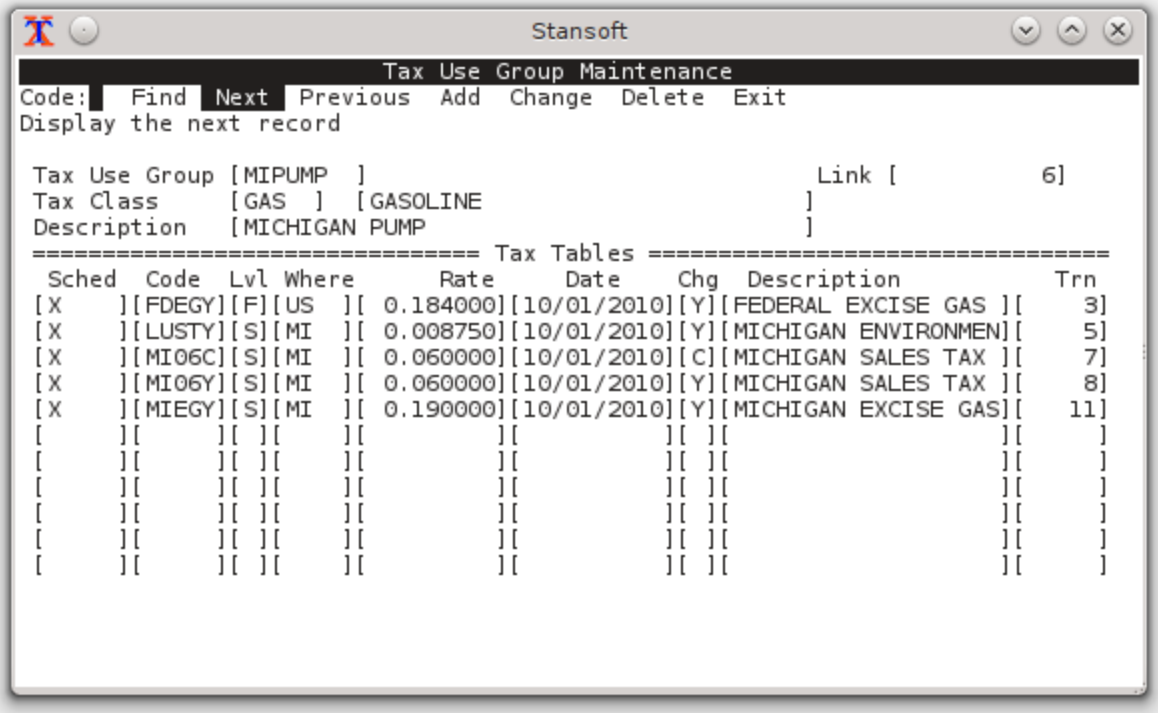
Tax Use Group: EUVEND
Tax Class: TAX
Description: EU VENDOR FOR PURCHASES FROM OTHER EU STATES

Sched	Code	Lvl	Where	Rate	Chg	Description
X	VATD	F	UK	0.20	D	VAT
X	VAT	F	UK	0.20	Y	VAT

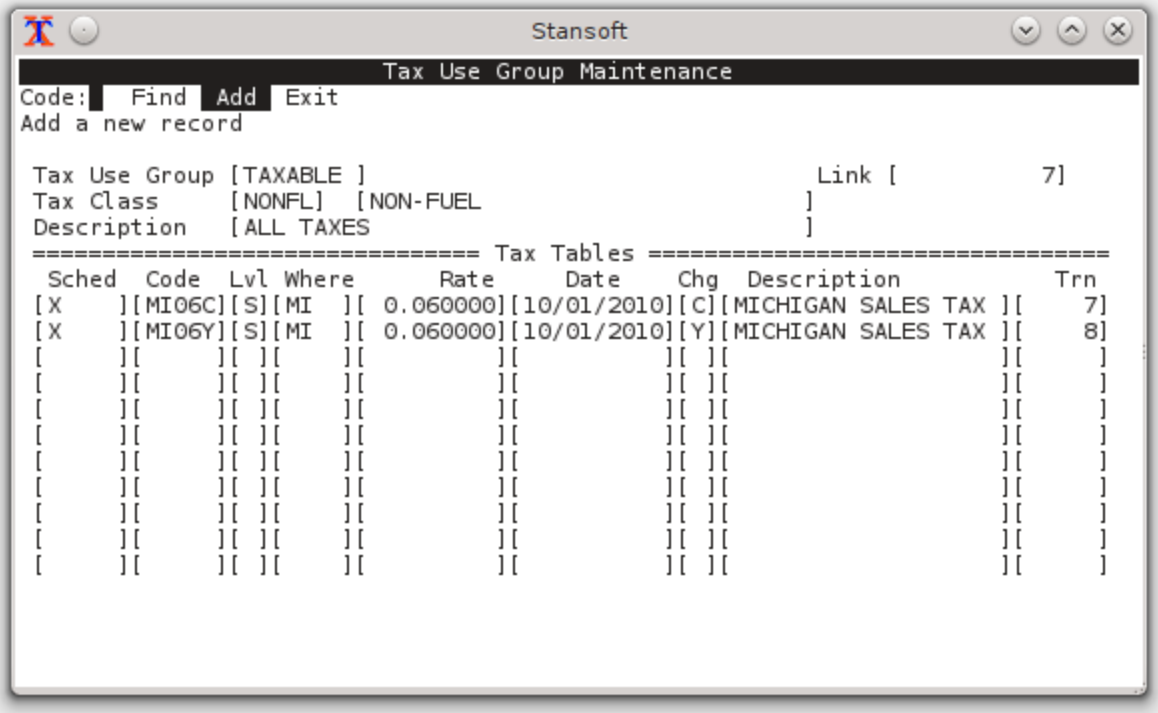
In the Tax Tables list, enter an X in Sched next to the tax you want to be charged for this use group and tax class. For example, to attached VAT on sales, put an X by both the VAT tax code that has a Y charge flag and also by the VATC code that has a C charge flag. On sales you need to attach the code with the C (for credit) charge flag so the proper credit G/L entry is made on the sale. On purchases you will need to attached codes VAT and VATD. The D (for debit) charge flag needs to be attached for purchases along with the Y charge flag code so the proper debit G/L entry is made on the purchase.

If you are using the fuel modules, you will need a use group for each group you purchase or sell to based on how the fuel is taxed. For example, in Michigan there are three tax classes needed CLEAR for clear diesel, DYED for dyed diesel, and GAS for gasoline. Below is what the MISUPP (Michigan Supplier) use group for gas looks like followed by the MIPUMP (Michigan Pump) for gas use group:





Here is what a use group for taxable sales might look like:



Tax Use Group: Enter any descriptive code such as TAXABLE, NONTX, GOVT, RESALE etc... This code will be attached to customer accounts along with the Tax Class and will determine how products are taxed to the customer.

Tax Class: Enter a tax class that was defined in Product & Tax Class Maintenance with a Class Type “T”. For example you might have a class TAX and NOTAX. All products that were setup in Inventory Header Maintenance with this tax class will be taxed as defined here.

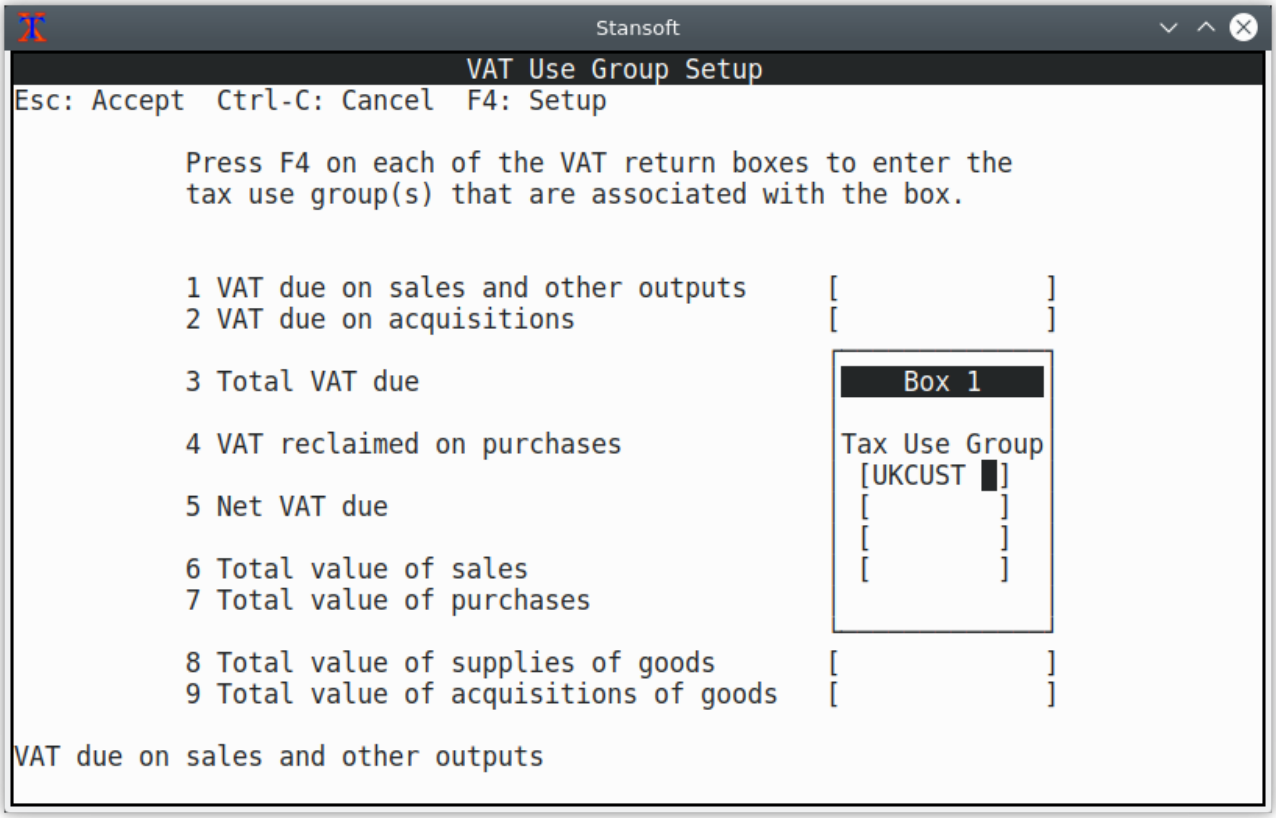
Description: Enter a description for the tax use group. There can be multiple tax classes setup for each tax use group, but you should use the same description for each tax use group / tax class combination.

Sched: When adding or changing a record all the taxes setup in the system will be displayed, put an X in this field to assign a tax code to the tax use group. If you need to do tax reporting for the tax, enter a tax schedule here which can then be used by tax reports. The schedule code is user defined. If you only need totals for sales tax reporting you can just use an X here, but if you need to have individual invoices

shown for reporting use a distinct schedule code.

VAT Return Report

The VAT Return Report is recognized by HMRC for submitting UK VAT (MTD) returns digitally. You must sign-up for MTD with HMRC. Your VAT registration number needs to be entered into the value field in system parameter 6215. After launching the VAT return report, pressing F4 on the initial screen will display the setup screen shown below. Here you must navigate to each box on the return and press F4, which will bring up an input for you to enter the tax use group that is associated with the specified VAT return box. You can attach multiple use groups to each box. The use groups must be valid groups from Tax Use Group Maintenance.



Depending on what tax use groups you setup, you need to assign groups like the following:

Box 1: UKCUST
This will select all VAT on sales to customers that have this tax use group attached to their customer master account.

Box 2: EUVEND
This will select all VAT on purchases from EU vendors that have this tax use group attached to their vendor master account.

Box 4: UKVEND
EUVEND
This will select all VAT on purchases from UK and EU vendors that have this tax use group attached to their vendor master account.

Box 6: UKCUST
EUCUST
This will select all sales excluding VAT to UK and EU customers that have this tax use group attached to their customer master account.

Box 7: UKVEND
EUVEND
This will select all purchases excluding VAT from UK and EU vendors that have this tax use group attached to their vendor master account.

Box 8: EUCUST
This will select all sales excluding VAT to EU customers that have this tax use group attached to their customer master account.

Box 9: EUVEND
This will select all purchases excluding VAT from EU vendors that have this tax use group attached to their vendor master account.

After you have completed the VAT setup, press Esc to accept the data. Follow these steps to submit a VAT return to HMRC.

1. Enter the date range for the period you are submitting and press Esc.

2. Select menu option **Authorise**. Copy and paste the provide URL into your web browser and follow the instructions to grant authority to Stansoft for submitting VAT returns. You will be asked to log into your government gateway account. Once you grant authority you will be given an

authorisation code, which you then need to copy and paste from your web browser into Stansoft.

3. Select menu option **Token** and enter or paste the authorisation code.

4. Select menu option **Obligations.** This will display a list obligations for the selected period. Use the arrow keys to select the obligation you are submitting.

5. Select menu option **Submit.** This will display the 9 boxes on the VAT return with values populated from the database. To submit the return select Yes and the return will be sent to HMRC. If it is successful, a confirmation will be displayed.

6. Select menu option **Report** to either view, save, email or print the return.

Accounts Receivable

Customer Class Maintenance

Add customer class codes in customer class maintenance. These codes will be used when setting up customer accounts, they are used to group customers into different classes, you can define as many as you want. Below are two examples of codes you might use:

```
Class Code                [COMM ]
Description               [COMMERCIAL                ]
General Ledger Number     [      1100][ACCOUNTS RECEIVABLE     ]

Class Code                [RETAL]
Description               [RETAILER                  ]
General Ledger Number     [      1100][ACCOUNTS RECEIVABLE     ]
```

IMPORTANT: Make sure you enter your G/L account number in the General Ledger Number field. Normally you would use your Accounts Receivable account number. This G/L account will be debited on sales to a customer and credited when a payment is entered. It is the control account referred to in Transaction Type Maintenance.

Cycle Maintenance

Add cycle codes in cycle maintenance. Standard codes are in the database, but you can add more. These codes are used for month end processing to group customer accounts. They can be used to select which group of customers has statements printed and also finance charge calculated. When you get to Customer Master Maintenance, you will assign one of these codes to each customer.

```
Cycle Code [    0]
Description [NO STATEMENT         ]

Cycle Code [    1]
Description [STATEMENT-EOM        ]
```

Statement Comment Maintenance

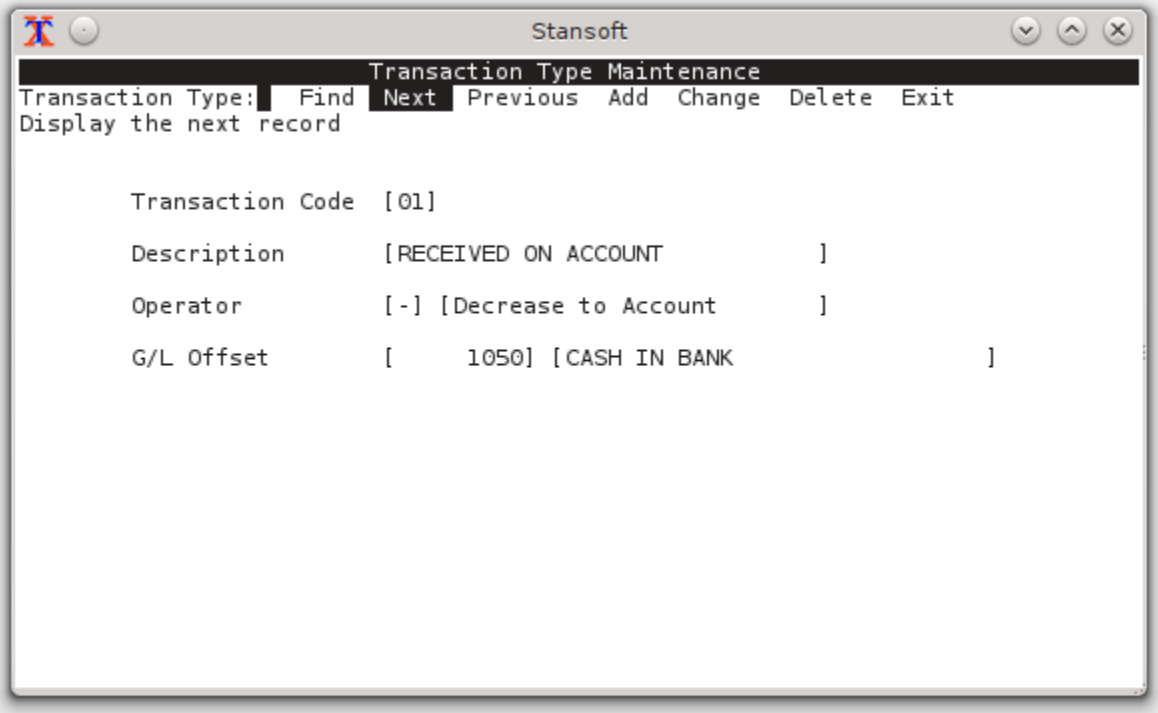
Add statement comments in statement comment maintenance. This is optional, but if you would like a comment to print on each statement, it can be entered here. An example of something you might put here:

```
[TERMS: Total balance due upon receipt of statement        ]
[                                                          ]
[Account is subject to a finance charge for late payment,  ]
[computed at an annual percentage rate of 18% on total     ]
[past due balance.                                         ]
```

Transaction Type Maintenance

Add transaction type codes in transaction type maintenance. This is where you define your receipt transaction codes that are used in the Payment Entry program. There are several existing codes that are used internally by the system, they are codes: CF,FD,SA,RP,PR,DD. There is also a RECEIVED ON ACCOUNT code: 01, which can be used when entering customer payments in the Payment Entry program. You can add more codes to suit your needs.

IMPORTANT: You must enter your G/L offset account for all the existing codes that are in the system.



Transaction Code: Enter a two character transaction code (for example, 01 for RECEIVED ON ACCOUNT, 02 for CASH RECEIVED ON ACCOUNT, 03 for ADJUSTING CREDIT).

Description: Enter a description for the transaction code.

Operator: Enter "+" for a sale or "–" for a payment type. This determines what entries are made to the G/L control account, which was defined in Customer Class Maintenance. A transaction type of RECEIVED ON ACCOUNT would have a "-" meaning when a receipt is entered with this code, the control account (accounts receivable) will be credited and the General Ledger Offset account entered in the next field will be debited.

G/L Offset: Enter the general ledger offset to the control account. This account will have an offset entry made to the general ledger. It will be either a debit or credit entry determined by the Operator field. For code 01 - RECEIVED ON ACCOUNT use your bank G/L account number. For code FD - FINANCE CHARGE use your finance charge income G/L account number.

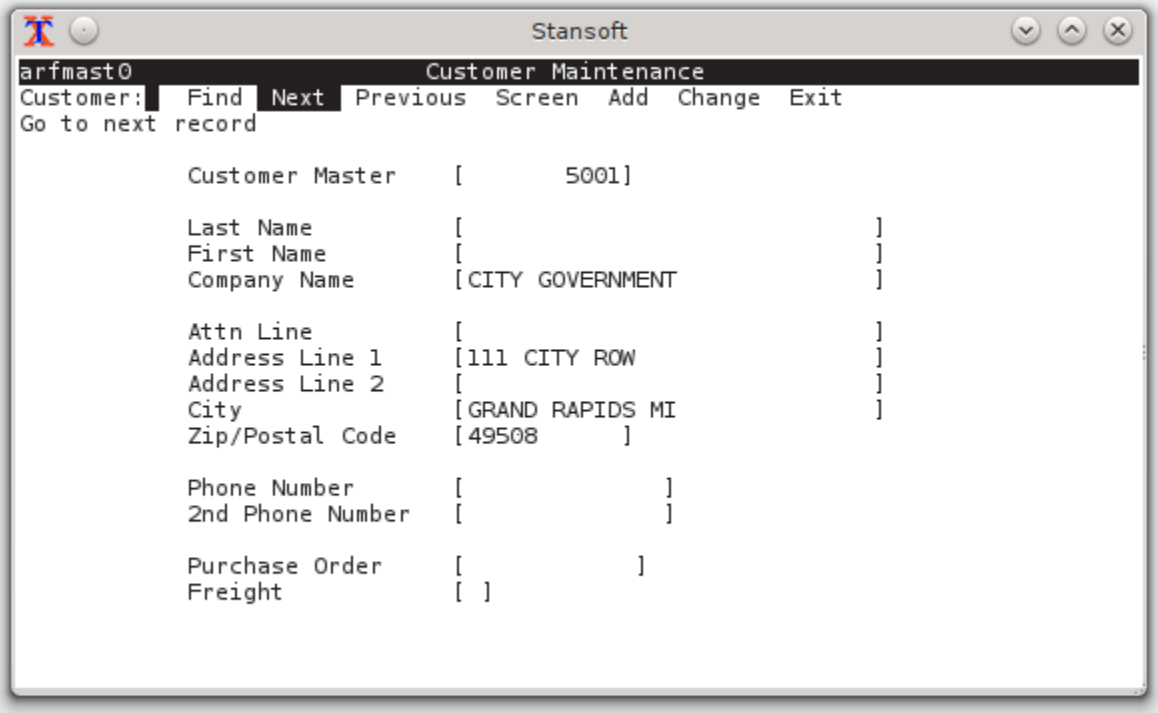
NOTE: For codes CF,SA,RP,PR,DD the G/L offset account should be set to the general ledger asset clearing account. If you have not already done so, in General Ledger > Account Master Maintenance you need to add an account ASSET CLEARING ACCOUNT with a Normal Balance of D and Accounting Group CA (Current Assets), Clear to Account 0. This account is used internally by the system.

Finance Charge Maintenance

Add finance charge codes in finance charge maintenance. Standard codes are in the database, but you can add more. These codes will be assigned to customer accounts and are used by the Finance Charge Calculation program, which is normally run monthly to add finance charges to customer accounts.

```
Finance Charge Code   [18  ]
Minimum Amount        [    1]
Charge Type           [R]
Finance Charge Rate   [   .02000]
```

Customer Master Maintenance



Add customer accounts in customer master maintenance. If you will be using unit sales in Retail Sales, for example if you want to track cigarettes by unit rather than retail sales amount, you will need to create an A/R suspense account for these sales. You can use the name "SUSPENSE CUSTOMER" in the Last Name field. There are six screens of information for each customer as shown in the following screen shots.

Customer Master: This is the customer number and is automatically assigned when adding a new customer.

Last Name: Enter the persons last name.

First Name: Enter the persons first name, if entered it will appear on the same line as Last Name on reports.

Company Name: Enter the company name.

Attn Line: Appears below the Company Name line on customer statements and invoices.

Address Line 1: Appears below the Attn Line on customer statements

and invoices.

Address Line 2: Appears below the Address Line 1 on customer statements and invoices.

City: The city and if setup state, is displayed after a zip/postal code is entered.

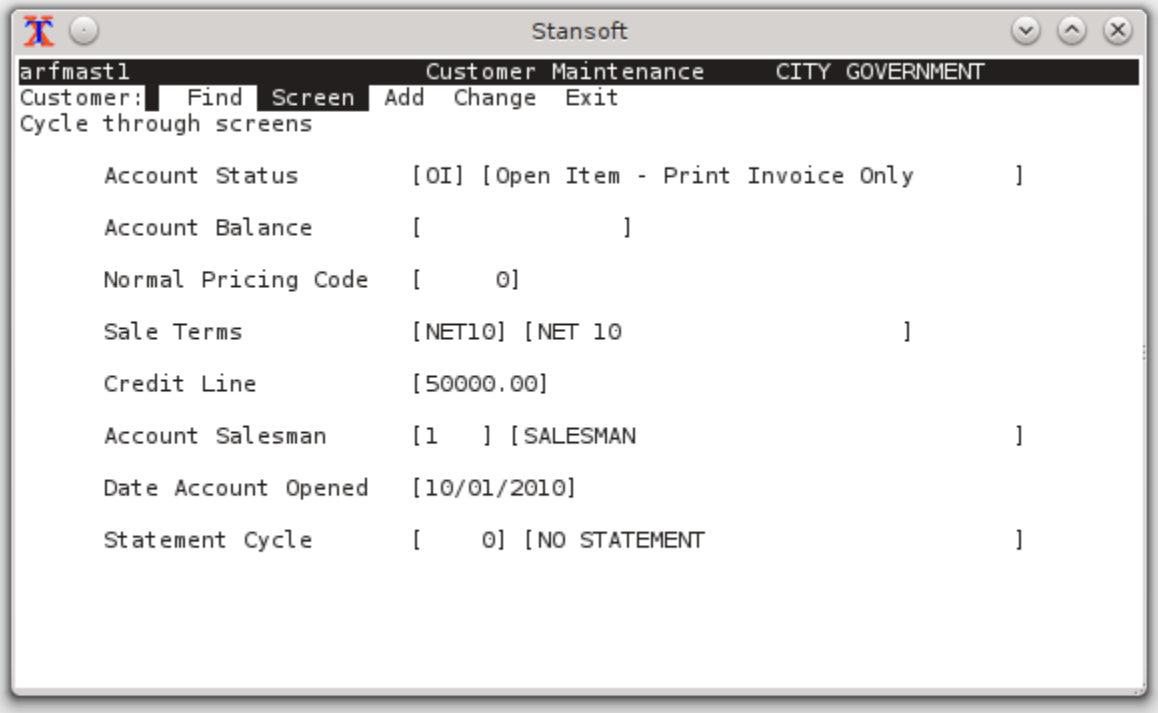
Zip/Postal Code: The postal code entered here must exist in Zip Code Maintenance.

Phone Number: Enter the customer phone number, the format specified in system parameter 110 will be used.

2nd Phone Number: Enter the second customer phone number, the format specified in system parameter 110 will be used. This can be used for a fax or mobile phone number.

Purchase Order: Enter a standing purchase order number. This will print on all invoices, unless a different PO number is entered on the order.

Freight: Enter Y if customer is normally billed only freight. This is used by the Fuel Management > Movement Entry program for customers that you bill only freight. With the flag set to Y a warning will be given to the user if the bill of lading is not set to type F.



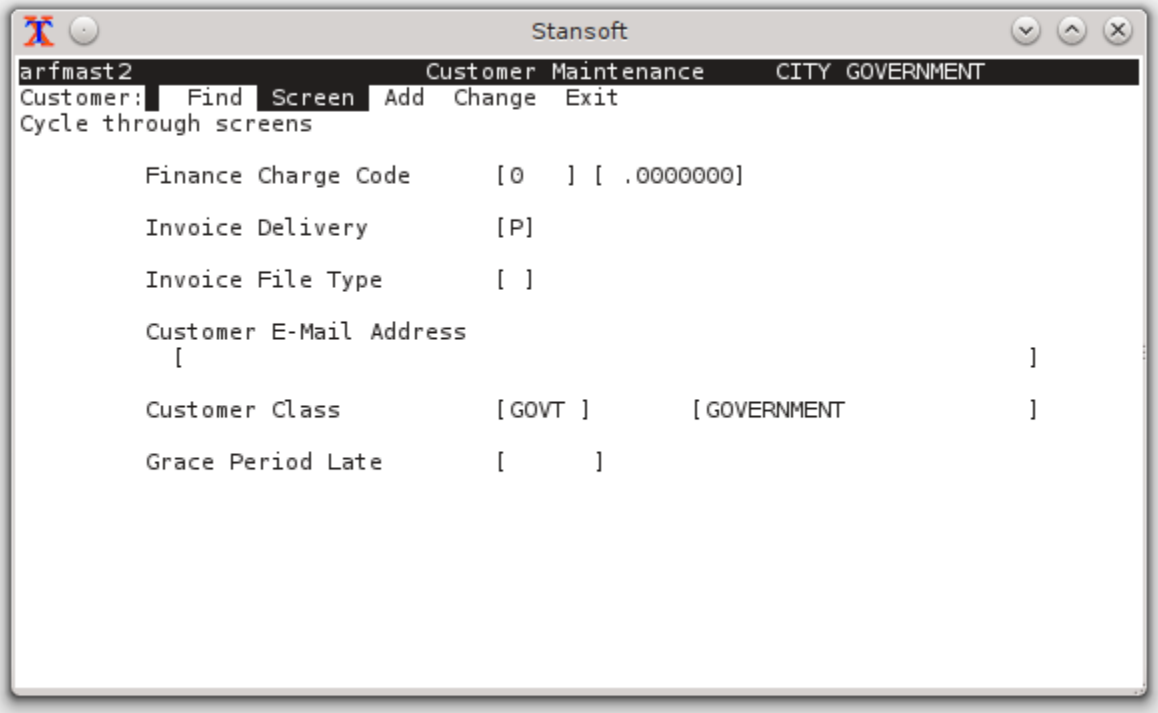
Account Status: Enter the account status, normally it is set to either OI for Open Item or BF for Balance Forward. With an Open Item account payments are matched to a specific invoice and any open invoices or payments are always shown on the account. A Balance Forward account shows invoices and payments for the current period, but at month end when Balance Forward Consolidation has been run, all the invoices and payments are rolled forward into one balance amount. You can still see invoices and payments on the account history report for Balance Forward accounts, but payments are not matched to specific invoices. If you are unsure about which type to use, set this to OI, an Open Item account can be easier to track unpaid invoices or partial payments of invoices.

OI Open Item
OH Open Item - Account on Hold
BF Balance Forward
BH Bal Frwd - Account on Hold
CL Closed Account

Normal Pricing Code: Enter a pricing code that was defined in

Inventory > Pricing Formula Maintenance. This is one of the levels from a formula code. When an invoice is entered the formula code to use is determined from the inventory product and the level is determined from this field.

Statement Cycle: Enter a statement cycle that was defined in Cycle Maintenance. This is used at month end processing to determine if a statement is printed and if finance charge is calculated.



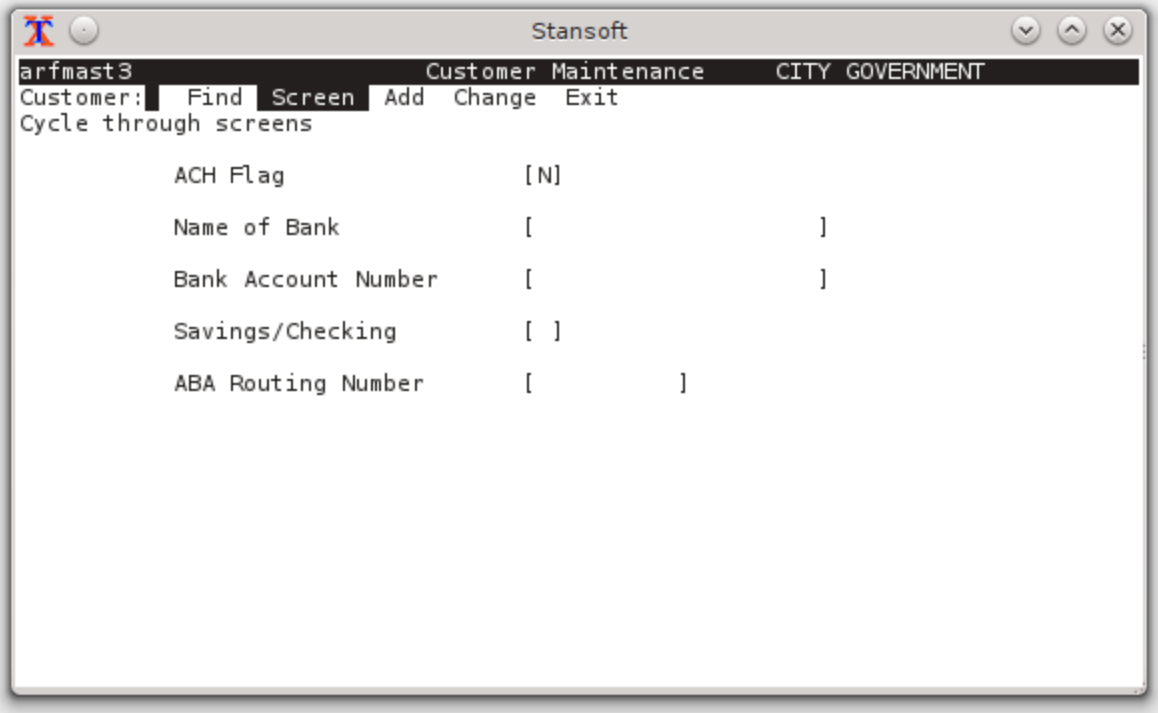
Finance Charge Code: Enter a code defined in Finance Charge Maintenance. This will determine how the finance charge will be calculated when the Finance Charge Calculation program is run.

Invoice Delivery: If this flag is set to M for email, the customer email address shown in field Customer E-Mail Address will print on invoices. This will also cause invoices to be email when Sales > Invoice Print is run with the field Email Invoice is set to Y.

Invoice File Type: This determines what type of file is used when an invoice is emailed. Use P for PDF or T for text.

Customer Class: You can use any customer class that was defined in Customer Class Maintenance. This assigns a G/L control account to the customer for transactions and is also used for grouping customers on reports.

Grace Period: This field is not currently used.



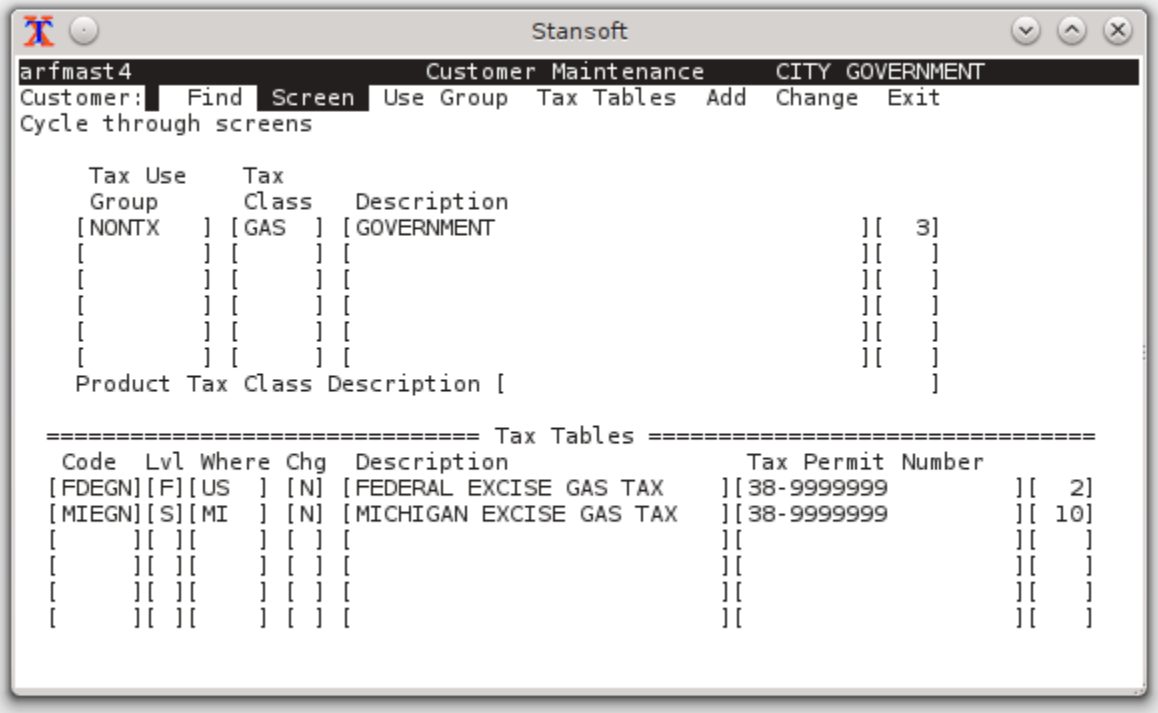
ACH Flag: The Automated Clearing House (ACH) flag is used for electronic funds transfer (EFT) in the United States. Set this flag to Y if EFT transfers will be initiated to or from the customers account.

Name of Bank: Enter the name of the customers bank.

Bank Account Number: Enter the customers bank account number that will be used for ACH electronic transfers.

Saving/Checking: Enter S=savings or C=checking to indicate the type of bank account.

ABA Routing Number: Enter the customers bank ABA routing number.

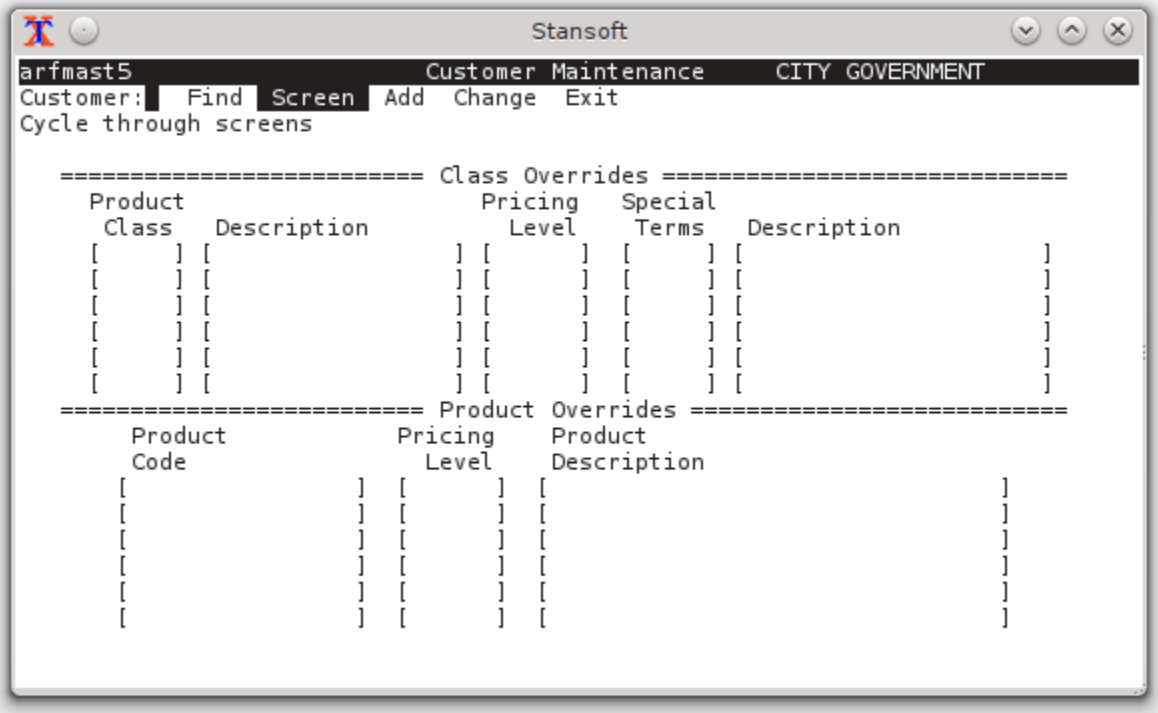


Tax Use Group: This is where you will define how the customer is taxed. Enter a use group code from Tax Control > Tax Use Group Maintenance.

Tax Class: Enter the tax class associated with the tax use group. Any products sold to this customer will have taxes calculated as defined in Tax Control > Tax Use Group Maintenance for the combination of the use group and class entered here. Each product has a tax class associated with it. You can enter multiple groups and classes.

The last customer maintenance screen is for entering any pricing overrides. You can have an override on a product class or a product code. The pricing level field

refers to a level setup in Inventory > Pricing Formula Maintenance. If you don't enter any overrides here, then the pricing level used is the one given in field Normal Pricing Code on the second screen.



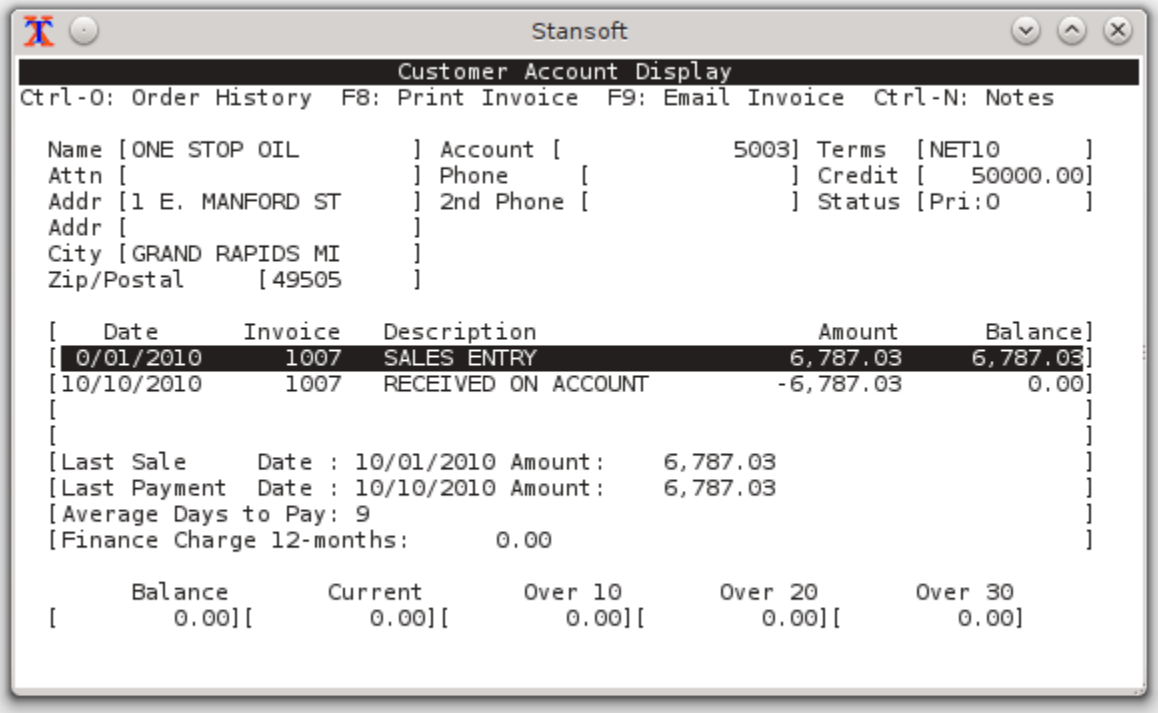
Customer Alternate Name

Add an alternate customer shipping name/address in alternate name maintenance. An alternate shipping address can be entered during invoice entry, but if the customer has regular alternate ship-to accounts, they can be entered here. Tax use groups can be setup for each customer alternate and also pricing overrides.

System Parameters
System Parameter: **4008**
Enter the print customer statement with credit balance flag (Y/N). This determines if a statement is generated for customers with a credit balance.

Customer Account Display

With this program you can view open invoice detail on a customers account. Once an account has been selected, you can use the arrow keys to highlight an invoice. Pressing enter will drill down and show the invoice detail.



Ctrl-O: This will open a window and allow you to select any invoice from the customers account history.

F8: This will print the selected invoice to the default invoice printer defined in system parameter 6210.

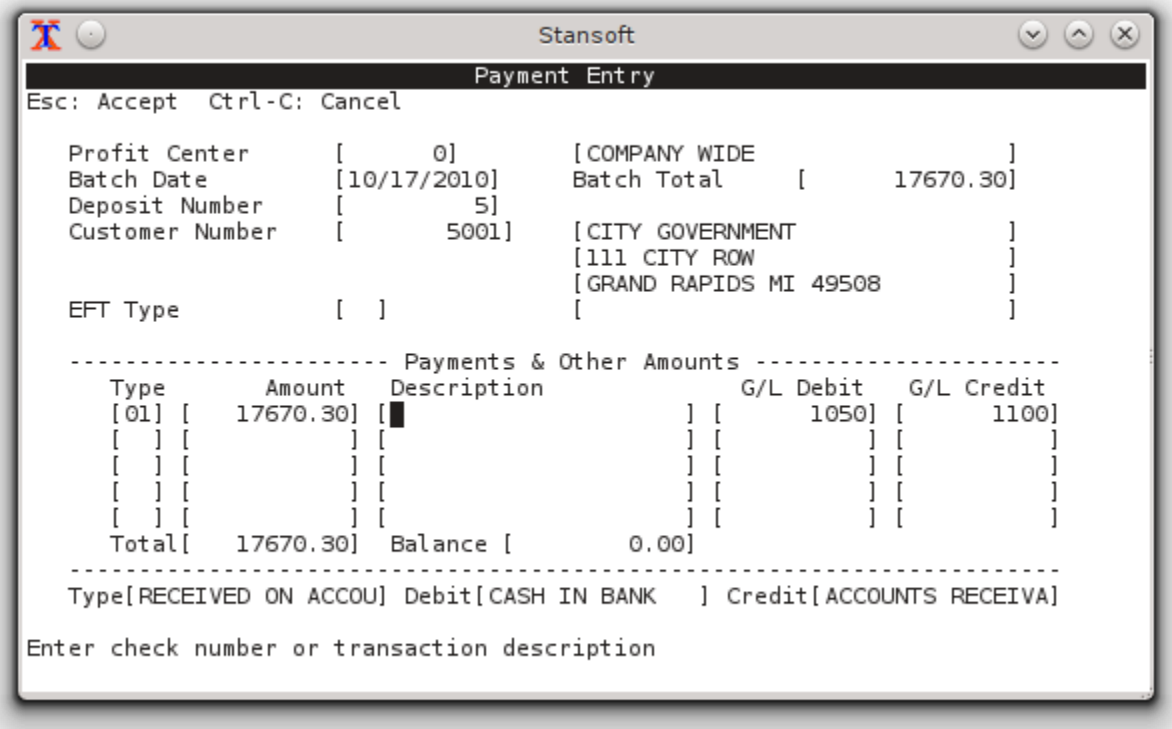
F9: This will open a window and allow you to enter a From and To email address for emailing the invoice to the customer. The default From address is pulled from System Management > Company Maintenance. You can override this by setting the environment variable SSEMAIL (for example 'export SSEMAIL=user@company.com'). This can be placed in each users $HOME/.profile so each user can define their own From address. The default To address will be pulled from Customer Master Maintenance. Both email addresses can be changed when F9 is pressed. The email function needs to have Heirloom Mailx

installed and an SMTP server such as Sendmail or Postfix.

Ctrl-N: This opens a window in which you can enter customer notes. This is for notes internal to your company, they are not printed on any customer reports.

Payment Entry

Customer payments on their account are entered in payment entry.



Profit Center: Enter the profit center number that will be used for general ledger entries.

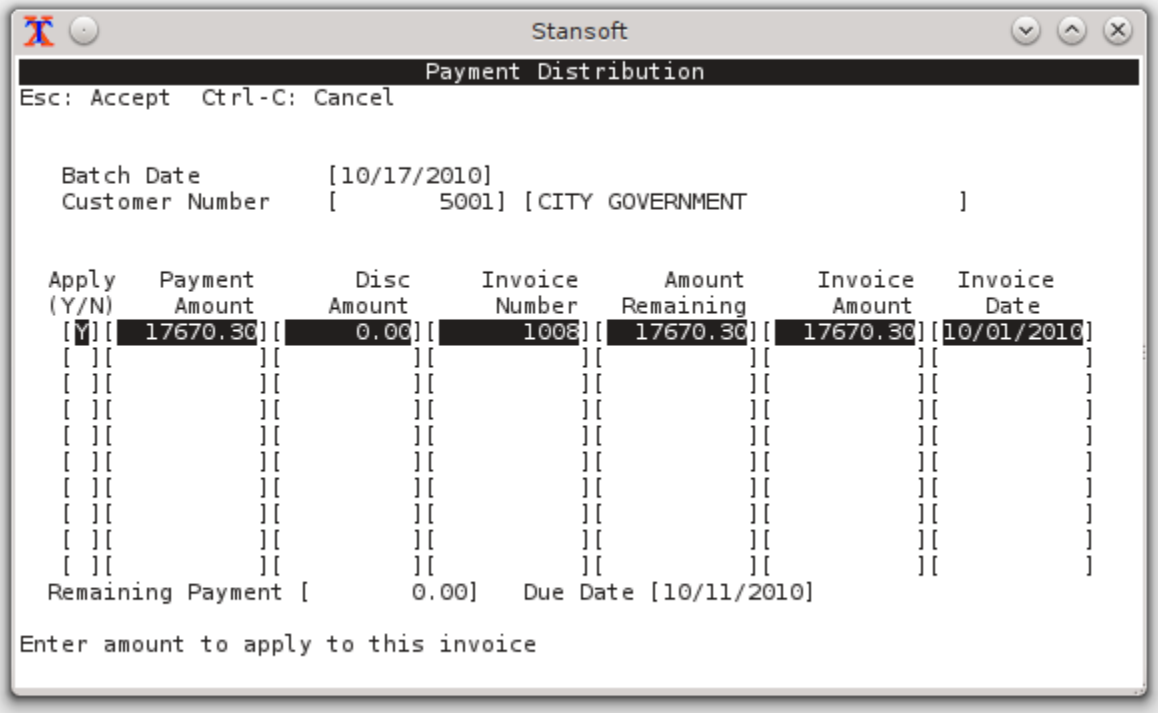
Batch Date: This is the date that will be used for the general ledger entries, use the date that you received the payment.

Deposit Number: Press enter to use a system assigned deposit number or enter you own number. This can be used for reporting to select deposits by the number entered here.

Type: This is a type defined in Transaction Type Maintenance. After

entering a type you will notice in the fields G/L Debit and G/L Credit the account numbers appear. These G/L accounts are pulled from Transaction Type Maintenance and Customer Class Maintenance. You can enter multiple types, for example if someone paid with cash and a check.

If the account status is set to BF balance forward in Accounts Receivable > Customer Master Maintenance, field Account Status, then the payment entered is applied to the customer account, but not a specific invoice. If the account status is set to O open item, the after pressing Esc on this screen, the payment distribution screen will be displayed.



Apply (Y/N): Enter a Y to apply payment entered on the first screen to the selected invoice.

Payment Amount: Enter the amount of the payment to apply, it will default to the total amount of the invoice if there is enough remaining payment.

Disc Amount: If an invoice was short paid, you can enter the amount of the short pay here and have it discounted off the invoice total amount. This will then show the invoice as paid and will not leave a

remaining balance on the invoice. The amount of the discount is debited to the G/L account listed in Transaction Type Maintenance on Transaction Code DD.

Remaining Payment: The amount remaining from the payment entered on the first screen after all invoices to be paid have been selected. If the amount does not equal zero, then an unapplied payment will be posted to the customer account for the remaining amount shown.

Balance Forward Consolidation

This is normally run at month end after all the months invoices and payments have been entered. Enter the last day of the month in field Cycle End Date. This will consolidate all account activity for balance forward accounts, after running this the Customer Account Display program will not show any open activity from before the cycle end date, instead it will have a beginning balance, which is the consolidation of the account. You will still be able to view account history with the Account History Report and in Customer Account Display Ctrl-O Order History. This program has no affect on open item customers.

Finance Charge Calculation

This is used to calculate and apply finance charge to customer accounts. It uses the Finance Charge Code entered in Customer Master Maintenance and the code setup in Finance Charge Maintenance. Enter the last day of the month in Cycle End Date to apply finance charge for that month. In the Statement Cycle field you will probably want to enter something like 1|2, this will then calculate finance charge for balance forward and open item accounts, but not customers set to statement cycle 0.

Clear Matched Transactions

This is used to clear all open transactions for open item customer accounts. Customer Account Display and the Open Item Aging Report show all open transactions. When this program is run any payment that has been applied to an invoice will no longer show. You will still be able to view invoice history with Ctrl-O in Customer Account Display and full transaction history on the Account History Report. This has no affect on customer accounts with a balance forward status.

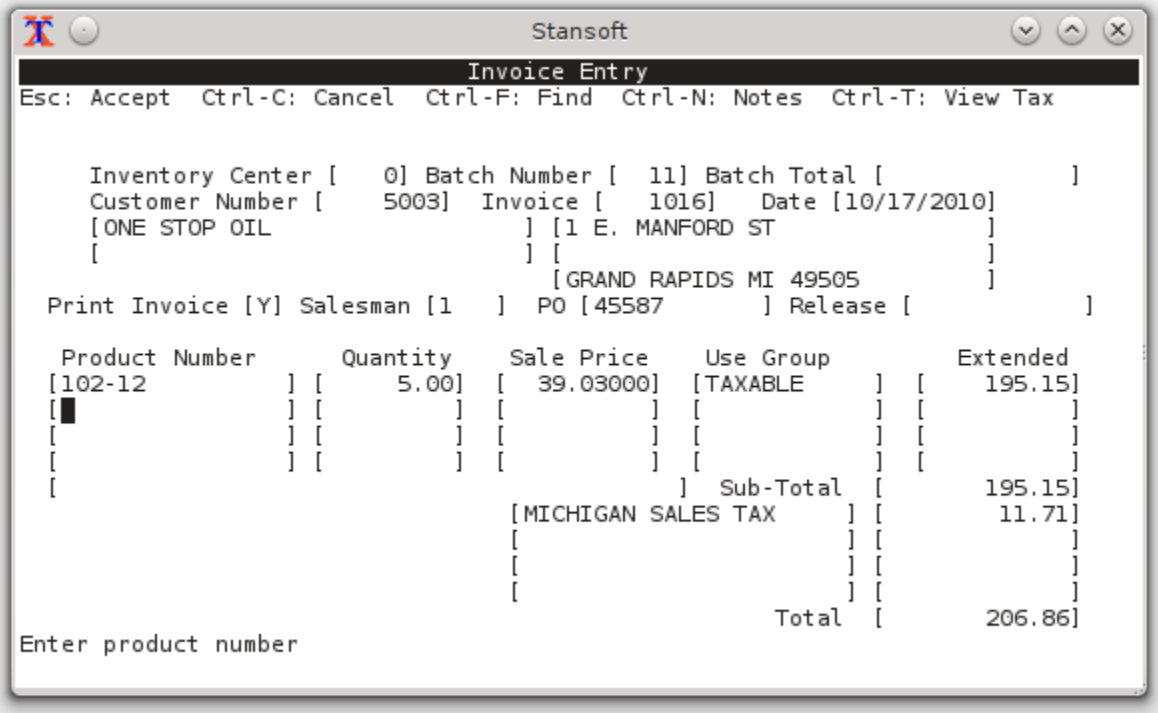
Account Statement

This will print customer account statements. It is normally run at the end of the month. In field Statement Cycle you can enter 1|2 to print statements for both open item and balance forward status customers.

Sales

Invoice Entry

Customer invoices are entered in the invoice entry program. When invoices are entered they are put into a "batch" when saved. At this point you can do a Find on any invoice that has not been processed and then make changes to the invoice. It works this way so that if a mistake was made during entry or the customer wants to change the order, the user can still make changes to it. At this stage no general ledger entries have been made for the invoice. The invoices are "processed" in the Sales > Process Invoice program, what this does is make the general ledger entries and remove the invoice from the "batch". Once it has been processed changes can not be made to the invoice. On initial setup you will need to enter all open customer invoices, this will ensure that all customer balances are correct and it will make entries to the accounts receivable G/L account and sales accounts. Since the G/L entries for open customer invoices will be made here, those balances should be omitted from the beginning G/L balances.



Inventory Center: This is a profit center number what will be used for general ledger entries for the sale.

Batch Number: This is a user assigned number, and is attached to the invoice until it has been processed. It can be used to do a Find on all invoices in a certain batch or to process all invoices in a batch.

Invoice: Pressing enter on a blank field will auto assign an invoice number, which is a sequential number from system parameter 6001. You can also type in an invoice number from a manual invoice you might be entering.

Print Invoice: If this flag is set to Y, then after the invoice has been saved it will print to the default invoice printer from system parameter 6210. If the user has saved printer defaults by pressing F12 on the print parameters window in the Invoice Print program, then that printer will be used.

Salesman: Enter the salesman code from Inventory > Salesman Name Maintenance. It will default to the salesman code on the customers account. If the user entering the order has their login name attached to

a salesman code, then that salesman code will be used. It can also be changed to any valid salesman code.

Product Number: You can enter any product that is setup in Inventory and is in a tax use group and tax class set in Customer Master Maintenance.
Quantity: Enter the quantity sold, if the invoice is a credit invoice then enter a negative quantity with a positive sale price.

Sale Price: The sale price is pulled from Inventory > Inventory Master Maintenance field Base Inventory Price. If the customer has any price overrides setup on their account, they will be used otherwise the normal pricing code from their account is used. You can also enter a price if you want.

Use Group: This is a use group that was setup on the customer account in Customer Master Maintenance, it will default to the first use group on their account that contains the entered product. There may be multiple use groups on the customer account if they are taxed different ways, if so you can change the use group to change what taxes should be charged on the product.

Ctrl-N: This will open a window and allow you to enter any notes for the current product line. The notes will appear on the invoice.

Ctrl-T: This will put the cursor in the tax fields and let you arrow down to see any additional taxes that did not fit on the screen.

F10: When the cursor is in the Quantity field, this opens a window which shows the current quantity on hand for the product. This inventory amount includes any invoices that have not been processed. Because of this, it will also include an invoice that has been saved and is now being edited.

Invoice Print

You can select invoices to print by any combination of Batch, Invoice Number, Customer, Invoice Date, or Login ID. Putting a Y in the Email Invoice field will email invoices to any customer that has an email address set and Invoice Delivery field set to M in Customer Master Maintenance.

Process Invoice

This will process all invoices according the the parameters you select. This will make the general ledgers entries for the invoices. Once an invoice has been processed, you can no longer make changes to it. You can process invoices at any point, but they will need to be processed by month end.

Re-use Invoice Number

Occasionally an invoice number may become locked, but might not actually be in use, if this happens you can remove the lock and re-use the invoice number. If the invoice number is in use, this program will not allow you to re-use it.

Month End Procedures

Normal month end procedures are done in the following order once all customer invoices have been entered and all payment receipts entered for the month:

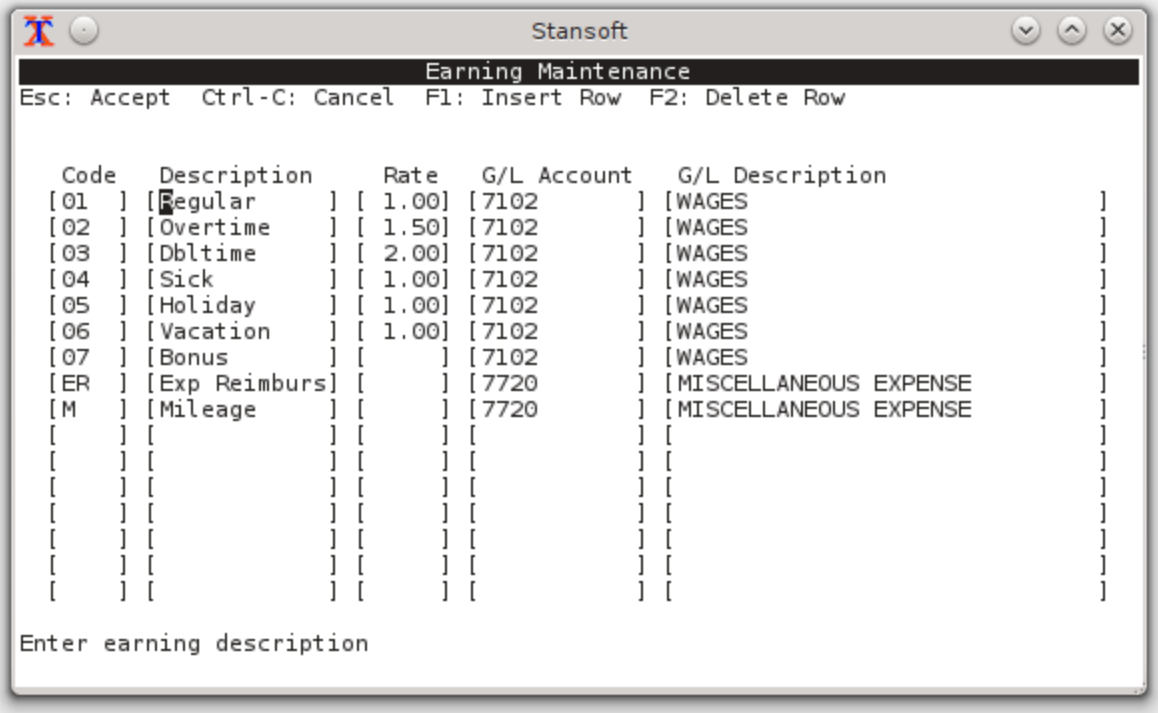
1) Sales > Process Invoice
2) Accounts Receivable > Bal Forward Consolidation
3) Accounts Receivable > Finance Charge Calculation
4) Accounts Receivable > Account Statement
5) Accounts Receivable > Clear Matched Transactions
6) Inventory > Inventory Count Maintenance (Enter actual counts)
7) Inventory > Inventory Control Report
8) Tax Control > Sales Tax Report
9) Accounts Payable > Payment Reconciliation
10) Payroll > Payment Reconciliation
11) General Ledger > General Journal Entry
12) General Ledger > Period Maintenance (Close the G/L period)

Payroll

By default the payroll system functions as U.S. payroll, to set the system to use UK PAYE RTI payroll set the value of system parameter 9000 to UK. If payroll is the only module you will be using, you still need to first setup System Management and General Ledger.

Earning Maintenance

Add earning codes, which will be used in payment entry to pay employee wages.



Code: Enter a user defined earning code, you can use any combination of numbers or characters.

Rate: Enter 1.00 if the code is a straight wage, such as regular earnings, or 2.00 for double time. This factor will be multiplied by the pay rate during payment entry.

G/L Account: Enter the general ledger account that should be debited for the wage.

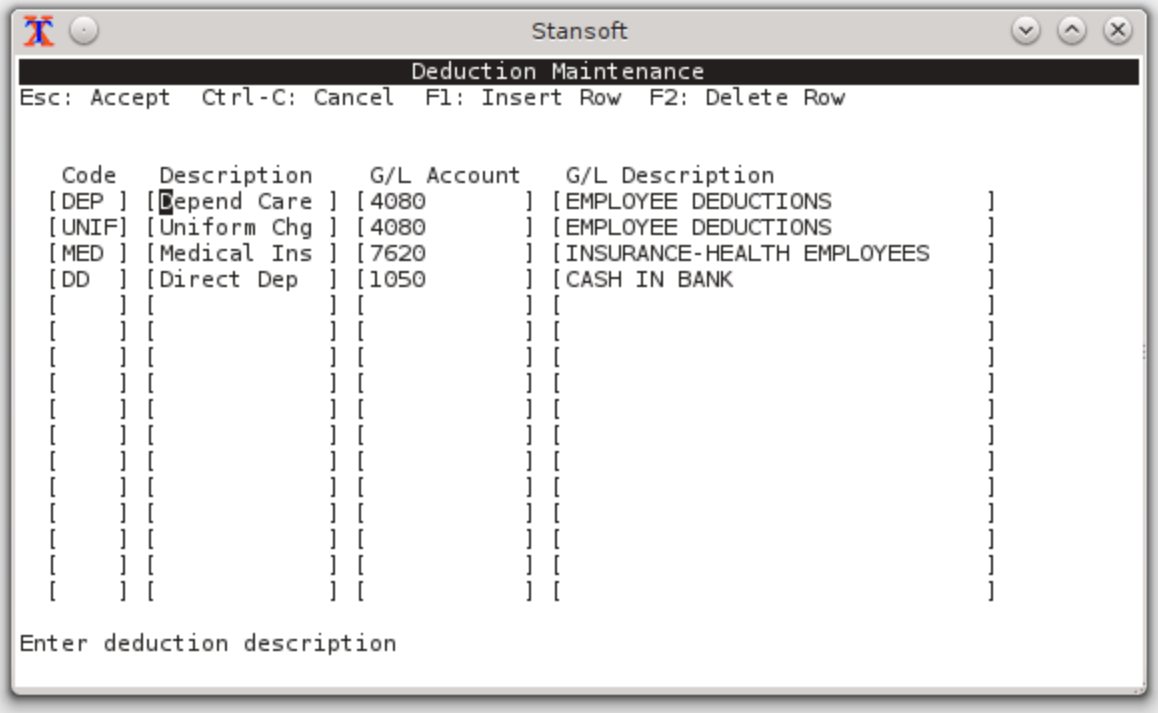
For UK payroll the SMP and SHPP codes have a special meaning, so you will

need to create those exact codes if you need this type of pay. All other codes can be anything you want.

[SMP]	[Maternity]	[ ]	[7102]	[WAGES]
[SHPP]	[Sh Parental]	[ ]	[7102]	[WAGES]

Deduction Maintenance

Add deduction codes, which are used during payment entry. Anything that needs to be deducted from an employees pay can be setup here, such as, dependent care or medical insurance. For UK payroll, student loans and pensions are handled in the tax system.

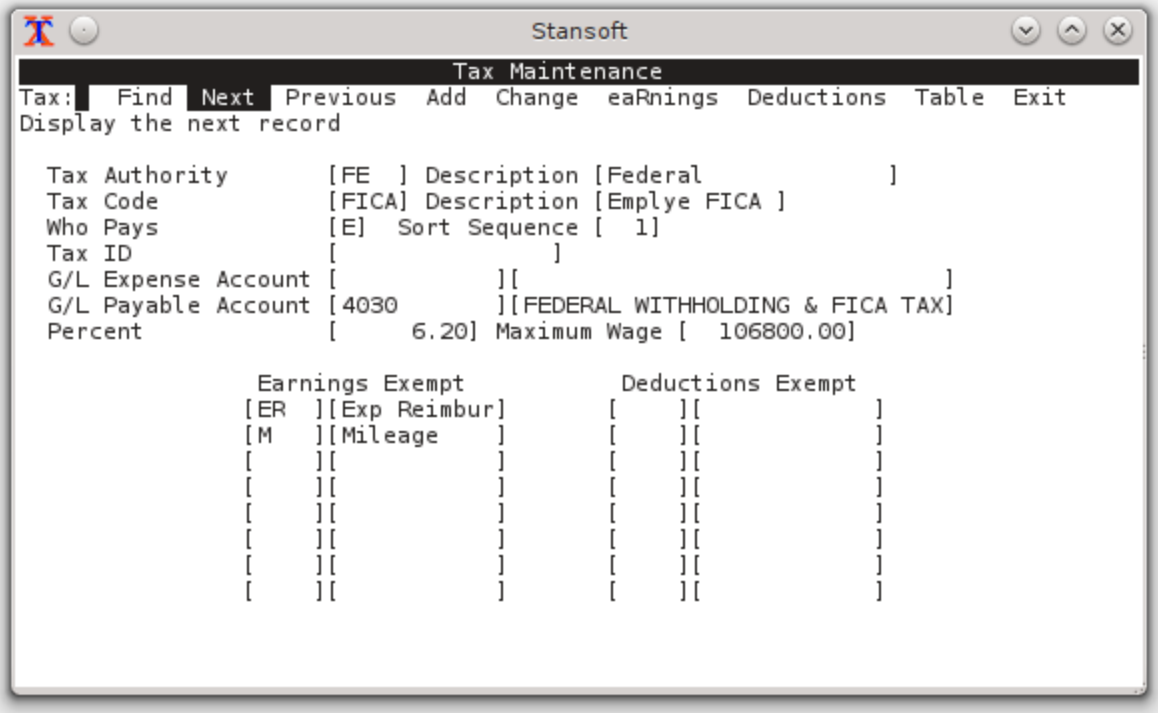


Code: Enter a user defined deduction code, you can use any combination of numbers or characters.

G/L Account: Enter the general ledger account number that should be credited.

Tax Maintenance

Add tax codes in tax maintenance. The database contains U.S. Federal tax codes and UK codes, but you need to add general ledger expense/payable accounts to the codes. You also need to add any exempt earnings or exempt deductions to each of the tax codes. For UK payroll, student loans and workplace pensions are handled here. Codes for both are already included.



Tax Authority: Enter FE for Federal, or for a U.S. state use the state abbreviation - MI for Michigan. For UK all codes are under HMRC. If this is the first tax code setup for the tax authority enter a description for it in the next field. Any subsequent tax codes for this tax authority will default to the same description.

Tax Code: The U.S. federal codes FWH, FICA, FIC2, MEDI, MED2 are already in the database and all UK codes, but you need to enter your general ledger account numbers for each tax code and maybe exempt earnings and deductions. If you setup a local withholding such as a city tax, use LWH for the tax code and the locality name for the tax

authority code. For a state tax use SWH for the tax code and the state abbreviation for the tax authority code. For a state unemployment tax use SUI for the tax code.

Who Pays: Enter E if the tax is an employee tax or C if the company pays the tax.

Sort Sequence: This is used for determining the order the tax codes appear on reports.

Tax ID: Enter the company tax identification number for the tax.

G/L Expense Account: This general ledger account will be debited and should be entered for any company paid taxes, for example tax code FIC2 is the employers share of FICA tax and needs an expense account.

G/L Payable Account: This general ledger account will be credited and should be entered on both company paid and employee paid taxes.

> Field “Who Pays” will determine if fields G/L Expense Account, G/L Payable Account or both need to have a G/L account assigned.
>
> If the tax is an employer tax paid by the company with a “C” in field “Who Pays” then enter a G/L Expense Account and a G/L Payable Account. When an employee is paid, the expense account will be debited for the employers expense and the payable account credited. The payable account then contains the amount that you need to pay to the taxing authority.
>
> U.S. Federal tax codes that need expense and payable G/L accounts assigned:
> FIC2 – Employer FICA
> FUTA – Federal Unemployment
> MED2 – Employer Medicare
>
> UK tax codes that need expense and payable G/L accounts assigned:
> NI2 – Employer NIC
> WPE2 – Employer Workplace Pension

If the tax is an employee tax with a “E” in field “Who Pays” then leave G/L Expense Account blank and enter a G/L Payable Account. The G/L payable account will be credited when an employee is paid and will contain the amount owed to the taxing authority.

U.S. Federal tax codes that need only a payable G/L account assigned:
FICA – Employee FICA
FWH – Federal Withholding
MEDI – Employee Medicare

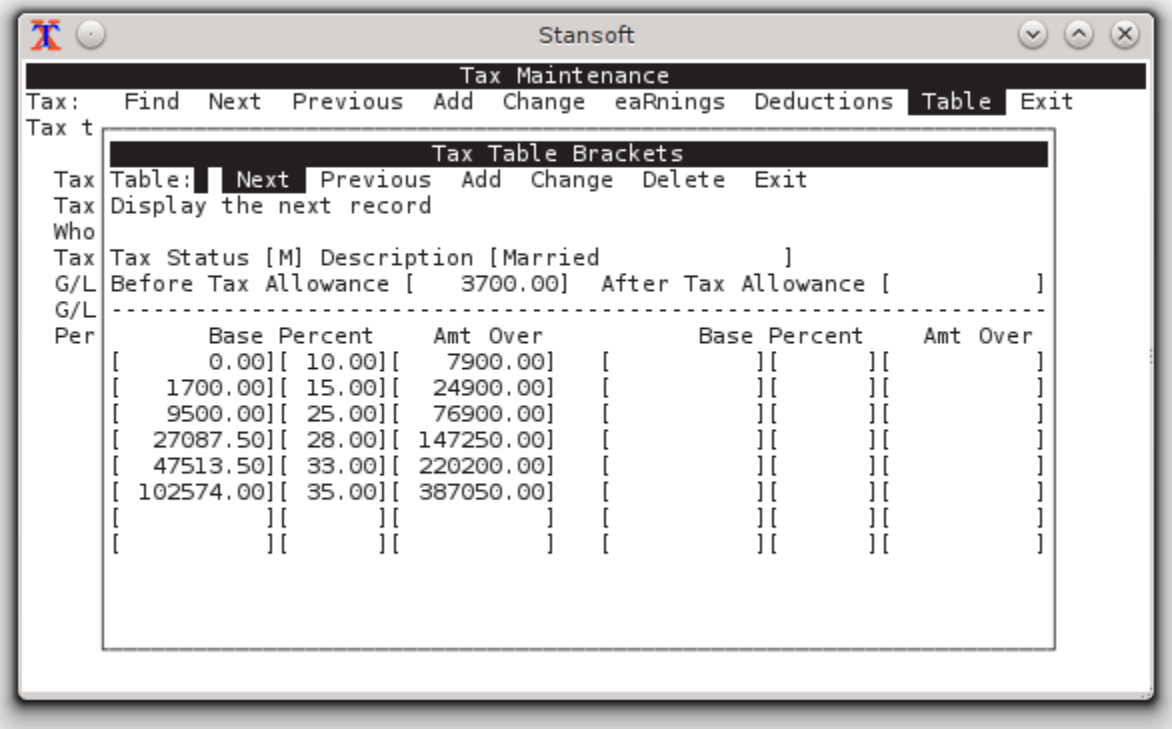
UK tax codes that need only a payable G/L account assigned:
NI – Employee NIC
TX – Income Tax
TX2 - Income Tax Scotland
STU – Student Loan
WPEN – Employee Workplace Pension

Percent: If the tax is a straight percent based calculation, then enter the percent here. If the tax is 6.2%, enter 6.2. If it is a table calculated tax such as U.S. Federal W/H then leave it blank and select the ring menu option Table to setup the tax table.

Maximum Wage: If there is a wage cap for the tax, enter the maximum wage amount that should have the tax charged.

Earnings Exempt: If you have earnings that are exempt from the tax, enter the earning codes here. For example an expense reimbursement earning code should be exempt from the tax.

Deduction Exempt: If you have deductions that are exempt from the tax, enter the deduction codes here.



Tax Status: Enter the tax status (for example M for married or S for single). This will determine what tax table is used based on the tax status set in Employee Maintenance.

Before Tax Allowance: This is the amount of one exemption and is multiplied by the number of exemptions set in Employee Maintenance.

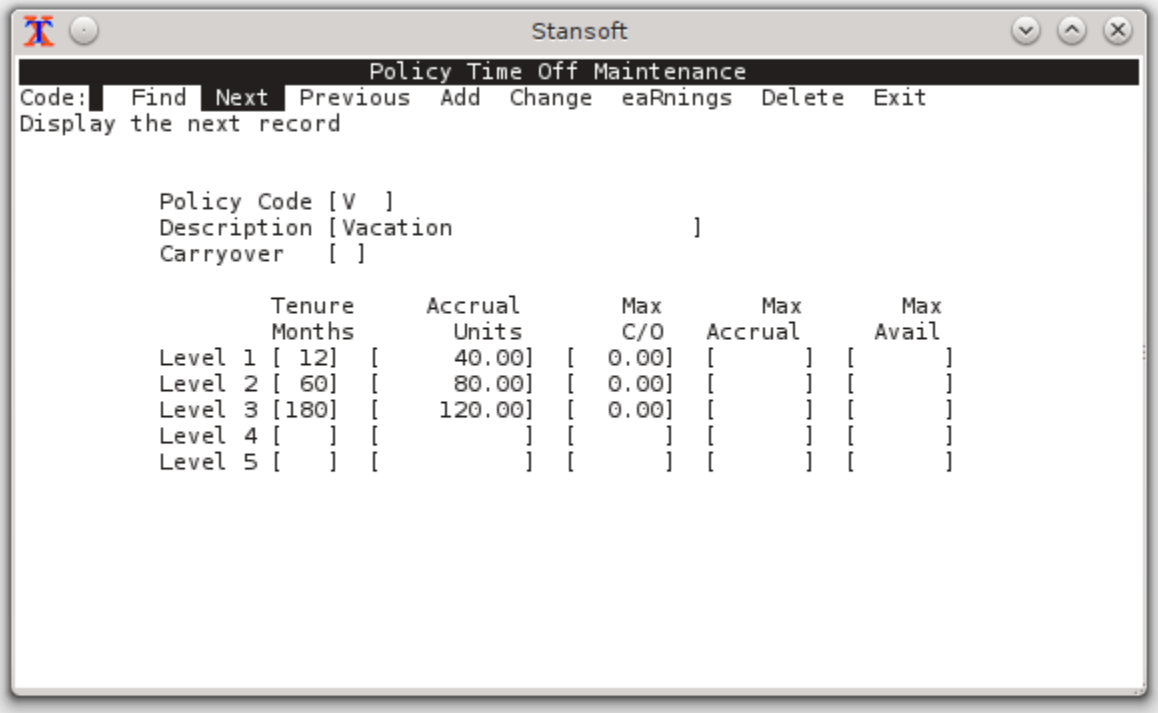
Base: This is an annual amount of tax for an amount under the Amt Over field.

Percent: This is the tax rate used for an amount over the Amt Over field based on annual earnings.

Amt Over: The tax on any amount over this is multiplied by the Percent field, based on annual earnings.

Policy Time Off Maintenance

Here you can setup time off policies for vacation, sick, and personal days off.



Policy Code: This is a user defined code and can be attached to an employee in Employee Maintenance.

Description: Enter a description for the policy code.

Carryover: If the employee has not used all of their available time off when their anniversary date has been reached, then setting this to Y will carryover their available time. Leaving the field blank will cause the previous years available to be set to zero.

Tenure Months: Enter the number of months of employment that has to be reached to receive the accrual units for each level.

Accrual Units: This is the number of hours that will be accrued when the tenure months has been reached.

Max C/O: This is the maximum amount of carryover that will be accrued, if the Carryover flag is set to Y. This field is not currently

implemented.

Max Accrual: This field is not currently implemented.

Max Avail: This field is not currently implemented.

System Parameters
System Parameter: **7001**
Enter the last employee number issued. On initial setup the first employee number assigned will be the next sequential number from the number given here.

System Parameter: **9000**
Enter US to set the system to United States payroll or enter UK to set the system to United Kingdom PAYE RTI payroll. Leaving the value blank will default to US. Setting the value to UK will enable the ring menu option “PAYE” in System Management > Company Maint for entering your employer PAYE information.

System Parameter: **9001**
Enter the payroll check signature image path (optional). This is used for printing a check signature on payroll checks. Most any image file can be used like JPEG or PNG etc... The output size of the image can be controlled with parameter 9002.

System Parameter: **9002**
Enter the payroll check signature arguments. Here you can control the size and position on the check that the signature image will print. You must be using a printer with PCL emulation. For the horizontal position to work, auto CR must be turned off or set to just LF.

For example in the value field enter: -v 3600 -h 3500 -s 100
v=Vertical image position
h=Horizontal image position
s=Default image size (percent of original size)

System Parameter: **9008**
Enter the federal employer identification number.

System Parameter: **9009**
Enter the last payroll payment number issued. This is used for direct deposit payments. Enter any starting number outside the range of your regular payroll payments.

System Parameter: **9012**
Enter the direct deposit ACH file path. This is a temporary file that will be used for direct deposit. If your bank requires a specific file name be used then enter that here. The path given should be writable by any user who might generate the direct deposit (for example: /tmp/ACHFILE).

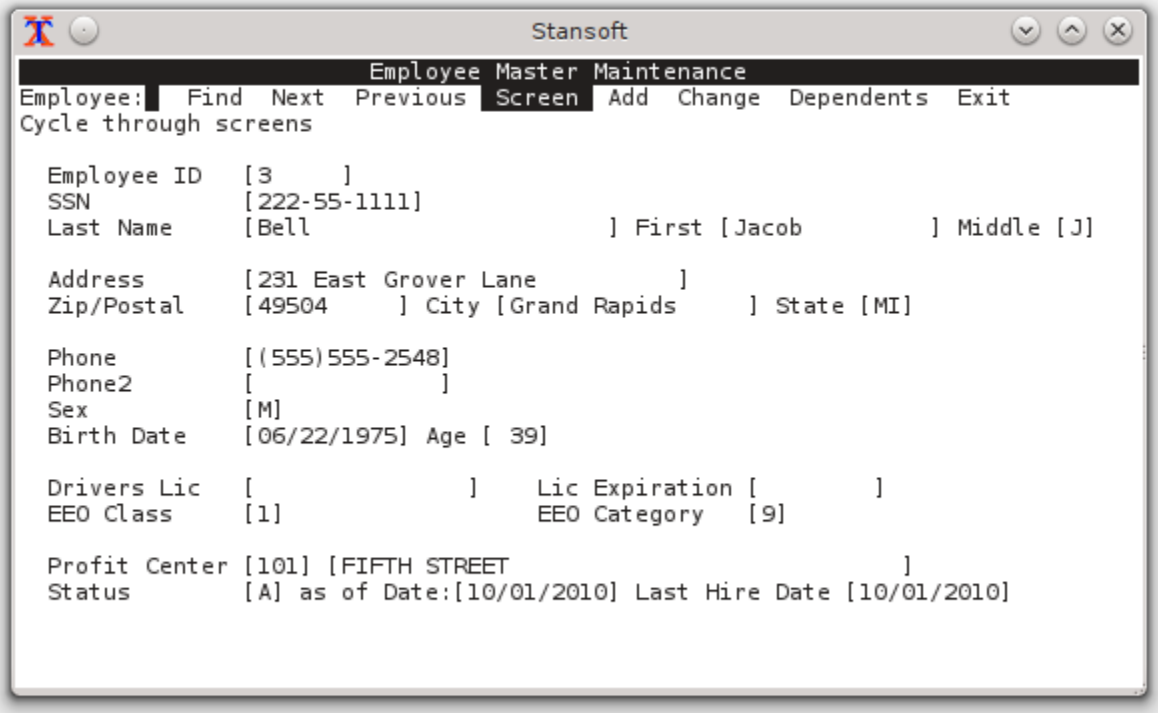
System Parameter: **9013**
Enter the direct deposit verification file path, if your bank requires a verification file to be sent.

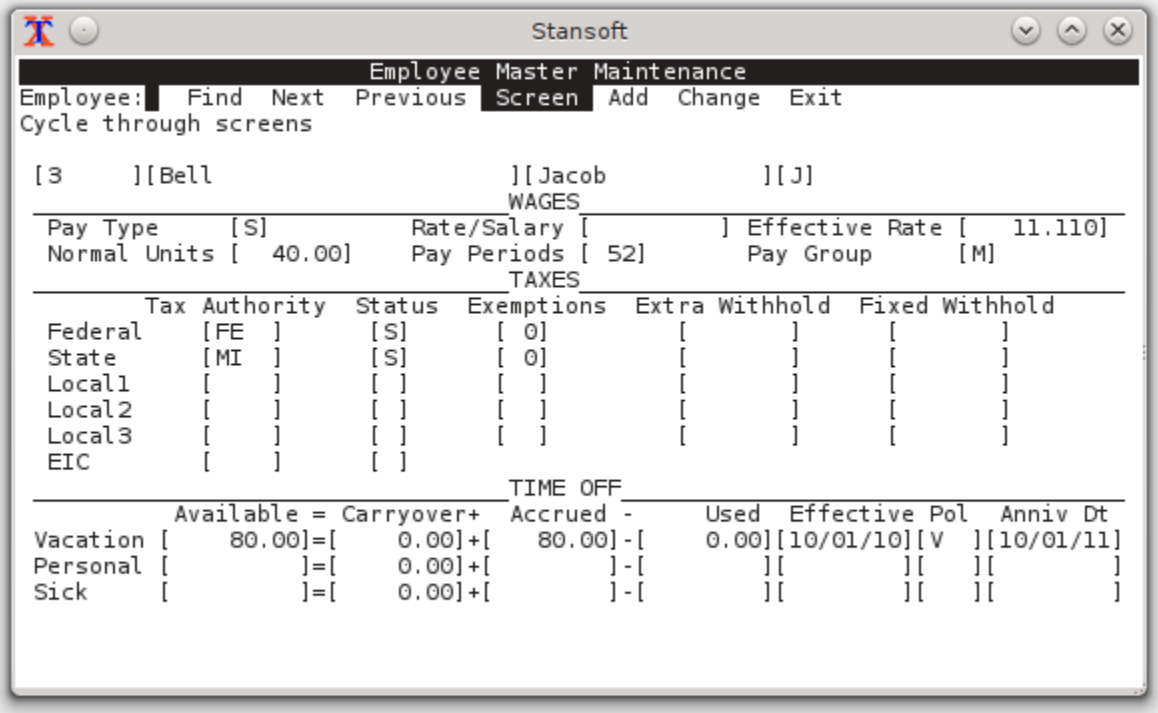
Pay Group Maintenance

Add employee pay groups, there are three already in the database: W=Weekly, M=Monthly, A=Annually. You can add additional groups. A group will be assigned to each employee in employee maintenance.

Employee Maintenance

Add employee records in employee maintenance.


Stansoft
Employee Master Maintenance
Employee: Find Next Previous Screen Add Change Dependents Exit
Cycle through screens
Employee ID [3]
SSN [222-55-1111]
Last Name [Bell] First [Jacob] Middle [J]
Address [231 East Grover Lane]
Zip/Postal [49504] City [Grand Rapids] State [MI]
Phone [(555)555-2548]
Phone2 [ ]
Sex [M]
Birth Date [06/22/1975] Age [39]
Drivers Lic [ ] Lic Expiration [ ]
EEO Class [1] EEO Category [9]
Profit Center [101] [FIFTH STREET]
Status [A] as of Date:[10/01/2010] Last Hire Date [10/01/2010]



If you have UK payroll enabled the fields will be a little different. There will be a ring menu option P45 that will allow you to enter the employees P45 information from previous employment. The system will then use the P45 pay and tax amounts when calculating cumulative pay. This is required for new employees. You can also use it when switching from another payroll system to enter year to date amounts. For new system setup, if you instead enter each payslip for the current payroll year, do not enter the pay amounts here.
NOTE: *Make sure you enter the employees Payroll ID or works number on the P45 screen if this ID was being used with your previous payroll software. You also need to enter this for new hires. The Payroll ID will be auto assigned in Stansoft, which will be [Employee ID]-[Start Date]. On your first FPS the new Payroll ID will be used with a change indicated from the old ID.*

On the UK second screen of employee master in field Tax Authority you should enter HMRC. In field Student Loan enter 1 or 2 depending on which plan type is in use, or leave blank for none. This will then use the student loan tax code for the employee if the plan type is set here.

Pay Type: Enter U if employee is paid by the unit or hours, enter S if

the employee is paid a fixed salary amount.

Rate/Salary: Enter the unit/hour rate for U type employees or the fixed salary amount for S type employees.

Effective Rate: This is used for type S salaried employees and is calculated by dividing the Salary field by the Normal Units field. It is not used for U type employees. When you enter a payment for a salaried employee it will calculate pay by multiplying the units by this rate so that time off hours can be tracked.

Normal Units: This is the normal number of units/hours in a pay period and is used only for type S employees (for example enter 40 if a normal pay period is 40 hours per week).

Pay Periods: Enter the number of pay periods in a year. If you pay employees weekly, enter 52. This is used for tax calculations.

Pay Group: Enter a pay group from Pay Group Maintenance. This is used for grouping and can be used to select employees when payments are generated.

Tax Authority: Enter the tax authority from Tax Maintenance for each group, Federal, State, Local. Taxes will be calculated from the taxes setup for the tax authority. If you are using U.S. Payroll, enter FE in the Federal field and the state two letter identifier in the State field. If you have UK payroll enabled, then there is only one field, enter HMRC here.

Status: Enter the tax status, this will use the corresponding table from Tax Maintenance ring menu option Table.

Exemptions: Enter the number of exemptions the employee is claiming. This will use the Before Tax Allowance field value from Tax Maintenance ring menu option Table. That field should contain the amount for one exemption.

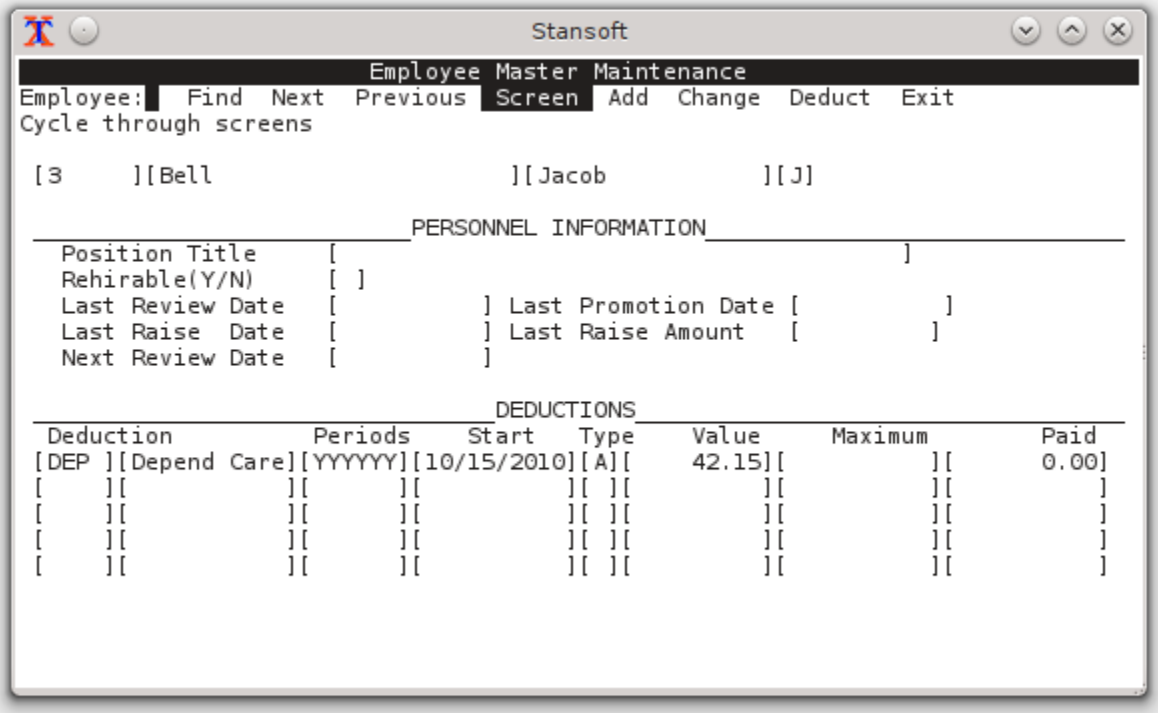
Extra Withhold: Enter an amount to withhold extra from each payment. This amount is added to the calculated tax amount.

Fixed Withhold: Enter an amount to withhold from payment. This amount overrides the tax calculation from the tax tables.

Time Off Effective: To assign a time off code to the employee, enter the effective date here.

Time Off Pol: To assign a time off policy to the employee, enter a policy code from Time Off Policy Maintenance.

Time Off Anniv Dt: This is the anniversary date for the policy time off, it defaults to one year from the effective date. When a payment is paid and the anniversary date is reached, time off is accrued based on the settings in Time Off Policy Maintenance.



Deduction: Enter a deduction code that exists in Deduction Maintenance.

Periods: This field contains 6 values representing 6 pay periods. Enter a Y to have the deduction taken for the pay period (for example NYNNNN would take the deduction in pay period 2). The period is specified during payment generation of Payment Entry in the Deduction Period field.

Type: Use “A” for a set amount, “P” for a percentage of gross earnings, “N” for a percentage of net pay, or R for a rate multiplied by the pay units.

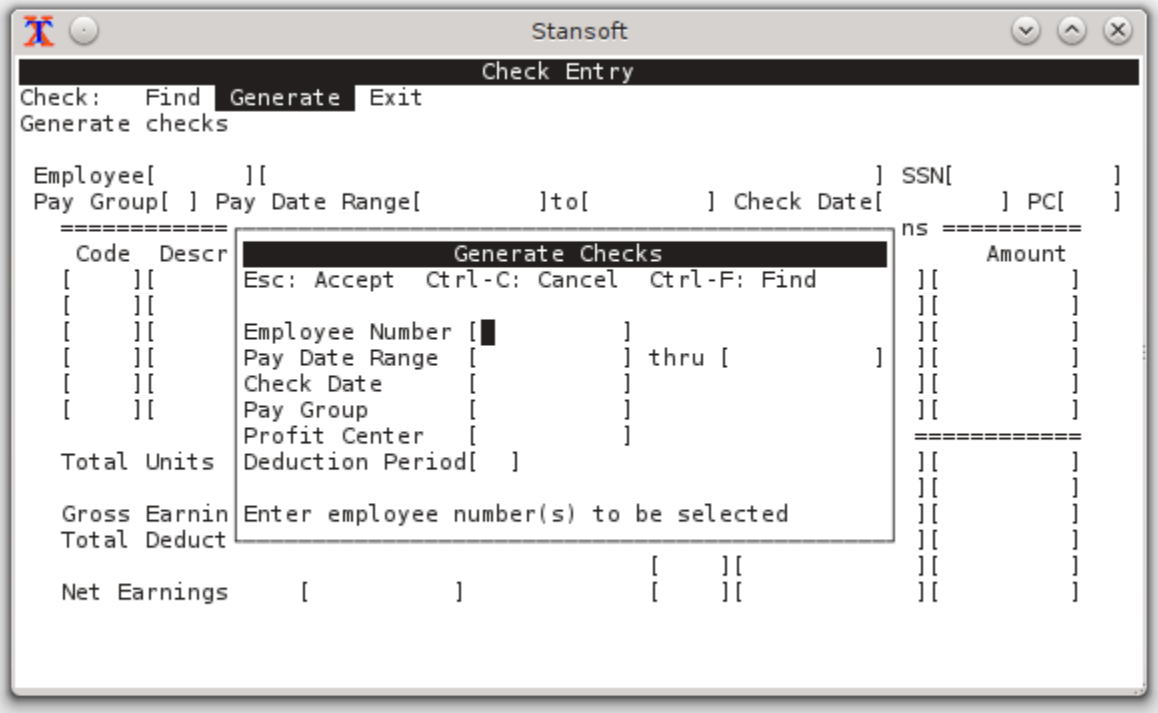
Value: Enter a value based on the type selected.

Maximum: When this amount is reached the deduction will no longer be withheld from the employees pay.

Paid: This is the total amount withheld to date.

Payment Entry

Employee payments are generated here, earnings and deductions are entered and tax is automatically calculated based on the tax tables. After selecting the Generate ring menu option, any of the fields can be used to select employees for payment generation.



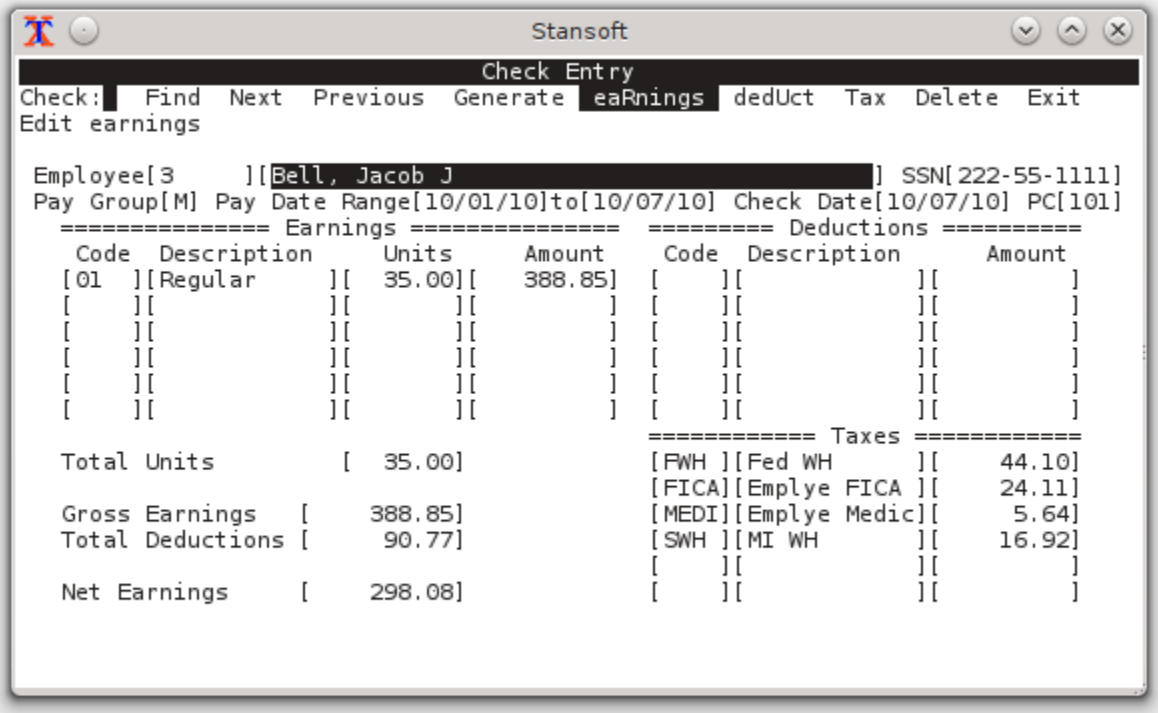
Pay Period: This field is required, enter the start and end dates for the pay period.

Pay Date: This field is required, enter the payment date.

Pay Group: This is optional, if entered it will select employees with the given pay group set in Employee Maintenance.

Deduction Period: Enter 1 thru 6, if left blank it defaults to 1. The period number entered here is used to determine if deductions set in Employee Maintenance will be taken on the generated payments. It looks at the corresponding character position of field Periods.

Use the ring menu options to scroll through all the payments generated and add or modify earnings and deductions.



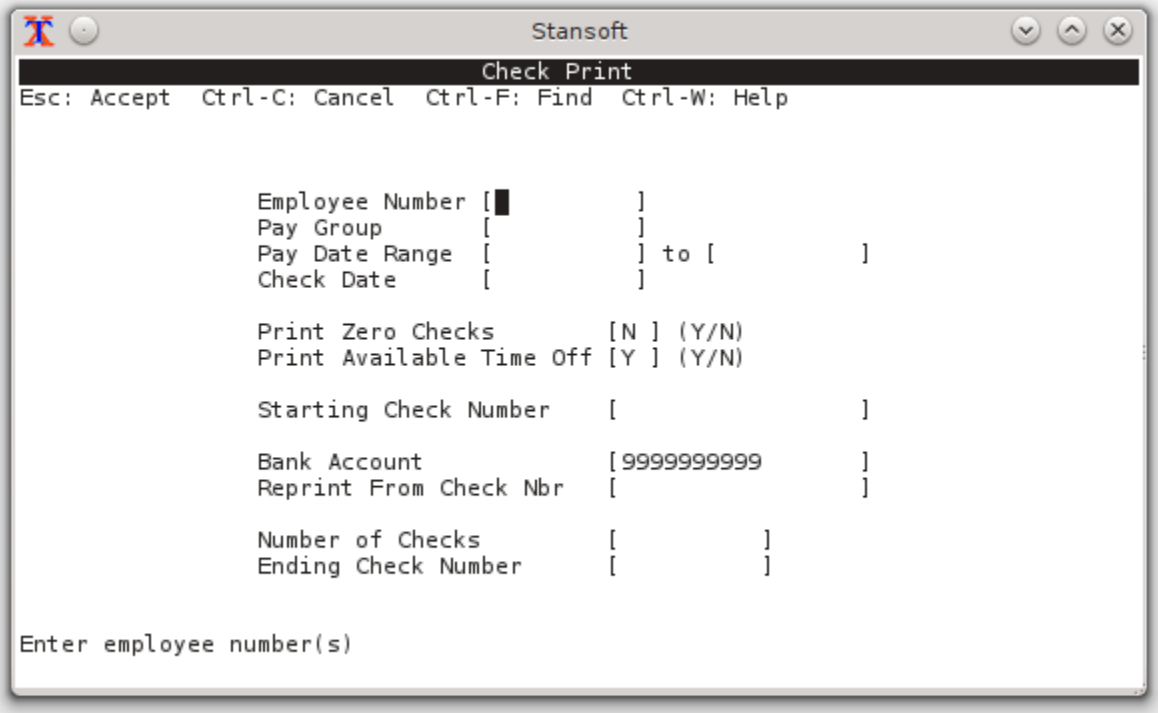
Earnings Code: Enter any valid code from Earning Maintenance.

Deductions Code: Enter any valid code from Deduction Maintenance.

Payment Selection

Once all earnings and deductions are entered in the payment selection program, payroll payments can be printed. The fields Employee Number, Pay Group, Pay Period, and Pay Date can all be used to select which payments will be printed. You can leave all of them blank to select all of the payments that were generated in Payment Entry.

Use Deluxe http://www.deluxe.com laser check stock product DLB101 or you can have custom stock printed from a business forms provider.



Starting Payment Number: Enter the starting payment number from your check stock.

Reprint From Payment Nbr: This field is used if the payments did not print properly and you want to reprint. Enter the payment number after the last good payment that printed. To reprint all the payments that are still in the Payment Entry program and based on the selection criteria given in this program, enter the starting number used when the payments were first printed. In the field Starting Payment Number enter the new starting number from your check stock.

Payroll Processing

The following is an overview for processing a payroll. Follow the order listed:

1) Payment Entry
Choose ring menu option Generate. Payment records will then be created based on the criteria you select. Once the payment records are created, you can then scroll through them and add earnings and deductions to each employee payment. Tax will be automatically calculated and displayed.

2) Payment Selection
Choose ring menu option Select. Press Esc to select all payments that were generated. This will then create checks or UK payslips. Output Options ring menu will let you print the checks or UK payslips. After selecting Exit, choose option Post to post the payments. First make sure all the checks or UK payslips printed correctly before posting.

If UK payroll is enabled, after posting the following ring menu options are available.

Ring menu option **RTI**
This will send PAYE Real Time Information to HMRC. You will need to have company PAYE information setup in System Management > Company Maint, Paye ring menu option.

Ring menu option **FPS**
This will send a Full Payment Submission.

Ring menu option **Submit**
This will submit payment information to HMRC. All your confirmations can be seen on the History screen.

When an employee leaves you need to report this to HMRC on the FPS and give the employee a P45. To included a leaving date in the FPS, you must first generate the last payment for the employee in Payment Entry. After the payment has been generated, but before sending the FPS go into Employee Maint and set field “Status” to “T” and enter a “Leaving Date”.

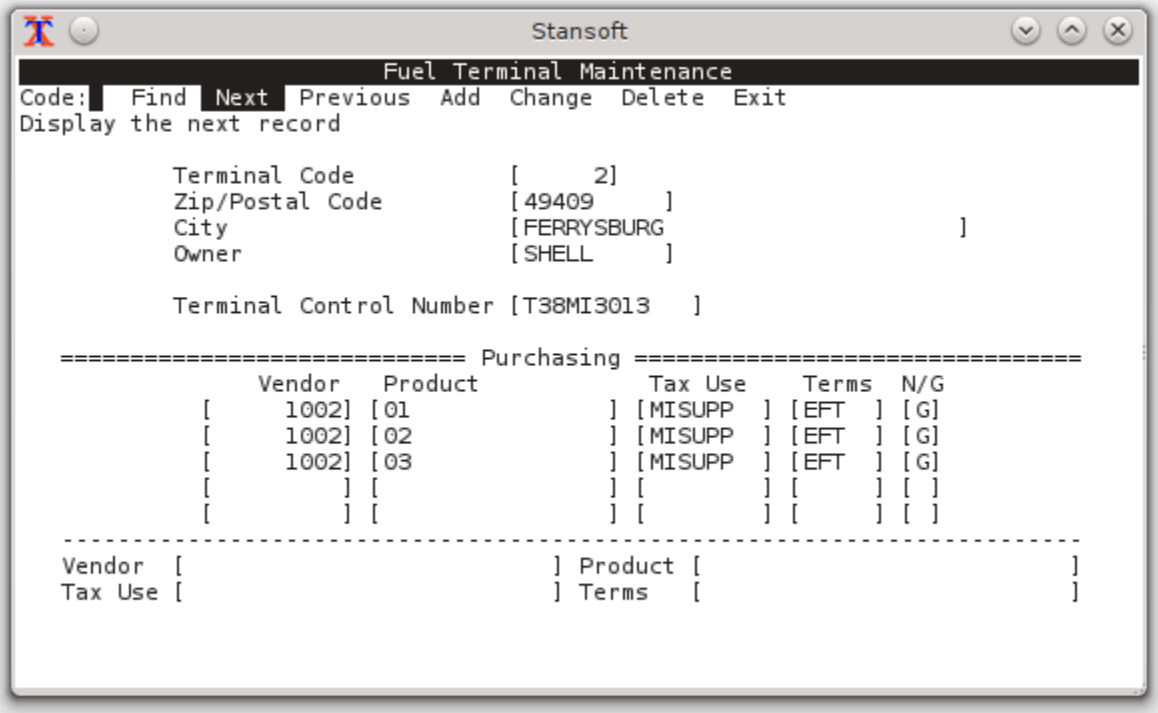
Payment Reconciliation

The payment reconciliation program is used to reconcile your bank statement against the payroll payments in the system. Do a Find and in the Cleared Flag field put a “N”, this will select all payments that have not be marked as having cleared the bank. Mark all payments with a “Y” that appear on the bank statement.

Fuel Management

Fuel Terminal Maintenance

Add fuel terminal codes in fuel terminal maintenance.



Terminal Code: Enter a user defined terminal code.

Zip/Postal Code: Enter a zip/postal code from System Management > Zip Code Maintenance for the city of the terminal.

Owner: Enter the name of the terminal owner (for example, SHELL).

Terminal Control Number: This is used for reporting, the TCN can be obtained from www.irs.gov for U.S. Terminals.

Vendor: Enter the A/P vendor number from whom you will be purchasing at this terminal.

Product: Enter the product that you will be purchasing from this vendor at this terminal.

Tax Use: Enter the tax use group from Tax Control > Tax Use Group Maintenance that has the taxes attached for how you are taxed on this product purchase. There is an example for MISUPP use group in the

Tax Control section of this manual.

Terms: Enter the payment terms from System Management > Terms Maintenance.

Fuel Carrier Maintenance

Add fuel carrier codes in fuel carrier maintenance. If you use external carriers enter their A/P vendor account number. If you transport the fuel yourself, then you will need to create an A/P vendor for this purpose.

Freight Rate Maintenance

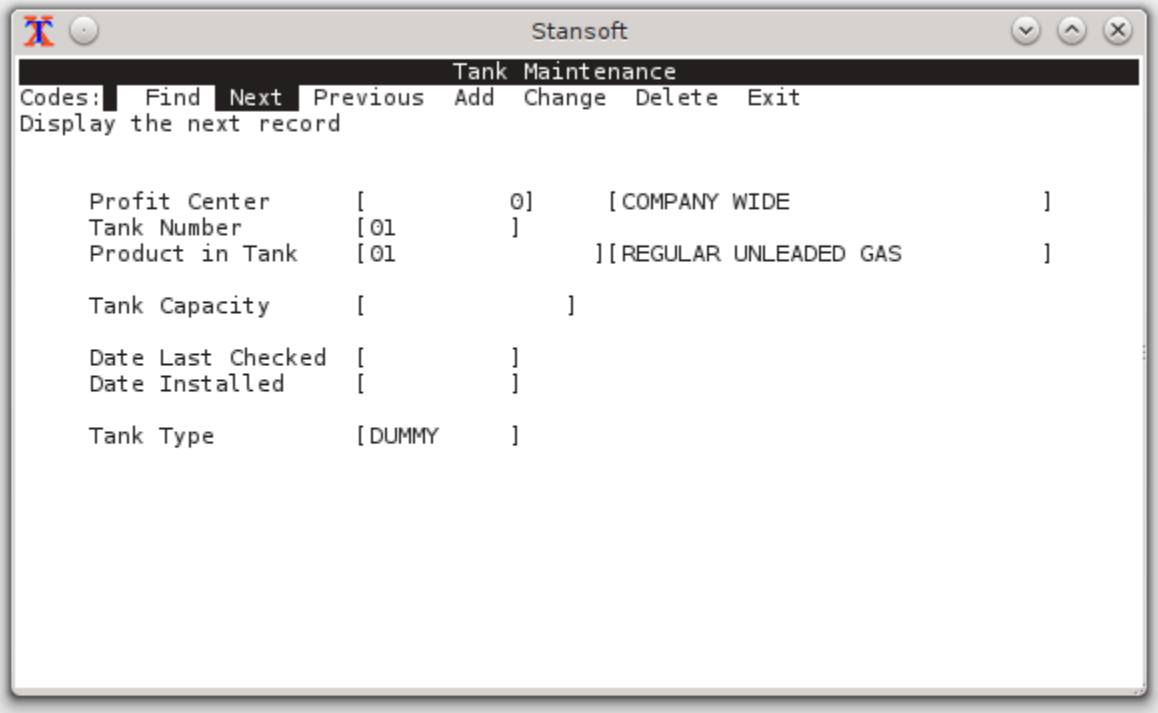
Add freight rate codes in freight rate maintenance. The freight rates entered here can be attached to a customer in Freight Origin-Dest Maintenance.

Freight Origin-Dest Maintenance

Add freight origin to destination codes using the freight rates setup in Freight Rate Maintenance.

Tank Maintenance

Add fuel tank codes in tank maintenance. If you have retail stores, you must enter a fuel tank for each product at each profit center that sells the product. If you make bulk deliveries to wholesale accounts, then you need to setup dummy tanks using the profit center number that you want to credit for the sale.



Profit Center: The profit center number of the retail store with the tank or the profit center used for bulk deliveries.

Tank Number: A user defined tank number.

Product in Tank: Enter the product from Inventory > Inventory Header Maintenance that is in this tank.

Tank Type: Enter DUMMY if this tank is for a profit center used for bulk deliveries. Using that key word will treat this tank special and no inventory will be tracked for it since it is not a real tank. Leave this field blank if it is a real tank, either at a retail store or a bulk plant.

System Parameters

System Parameter: **1001**
Enter last movement number issued by the system. This number will be automatically incremented for each fuel movement entered in Movement Entry.

System Parameter: **1002**
Enter the billing method in the value field, either N for net or G for gross.

System Parameter: **1009**
Enter the fuel dispatch date offset, a value of 1 will use tomorrows date when entering a dispatch ticket in Fuel Dispatch Order Entry.

System Parameter: **1010**
Enter the default printer for dispatch tickets. To view a list of available printers on your system, in a terminal at the command prompt type the following:

$ lpstat -p

System Parameter: **1011**
Enter Y if the dispatch ticket printer is a laser printer or enter N for a dot matrix printer.

System Parameter: **1019**
Enter the default profit center that should be credited with the sale of fuel deliveries entered in Movement Entry.

System Parameter: **1031**
Enter the default source and destination flag for fuel movements entered in Movement Entry.

EE = External to External
II = Internal to Internal
EI = External to Internal
IE = Internal to External

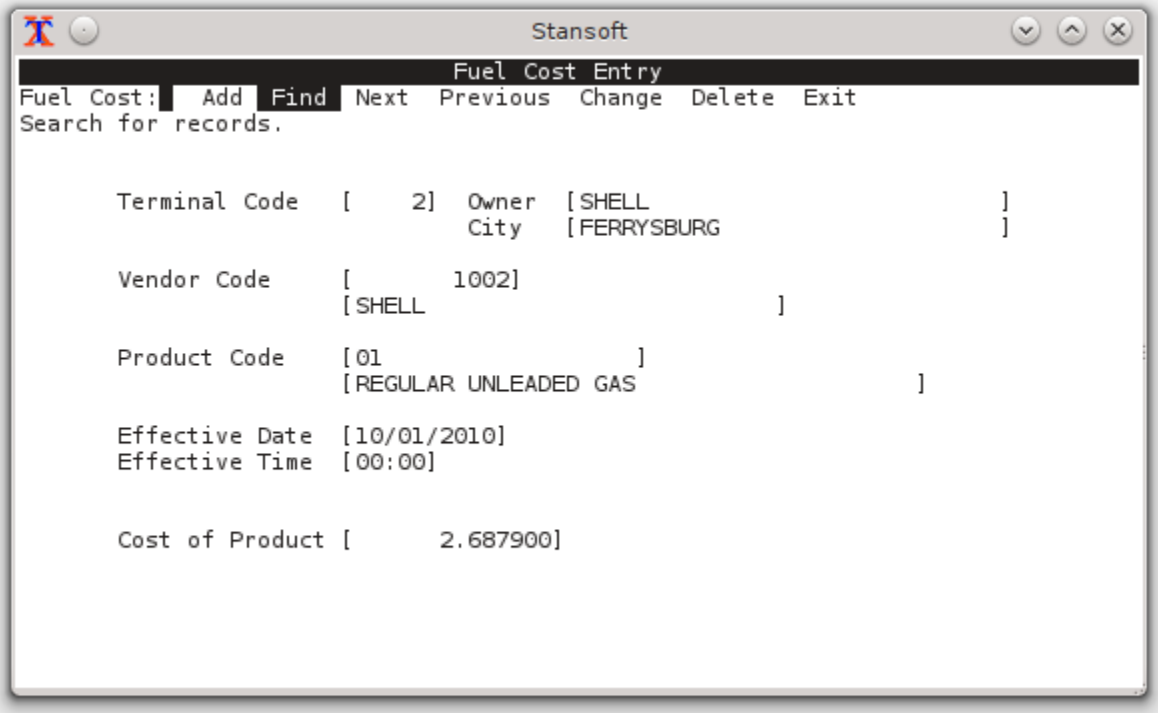
System Parameter: **1052**
Enter the general ledger clearing account number that you setup in General Ledger > Account Master Maintenance. This is used internally by the system.

System Parameter: **1065**
Enter the default fuel carrier A/P vendor number.

System Parameter: **6004**
Enter the fuel purchases general ledger account number, this will be used as the offset for any tax with a D charge flag. See the Tax Control section for more information on prepaid sales tax.

Fuel Cost Entry

When you receive fuel price changes from your suppliers they can be either imported in the Import Fuel Cost program or manually entered in this program.



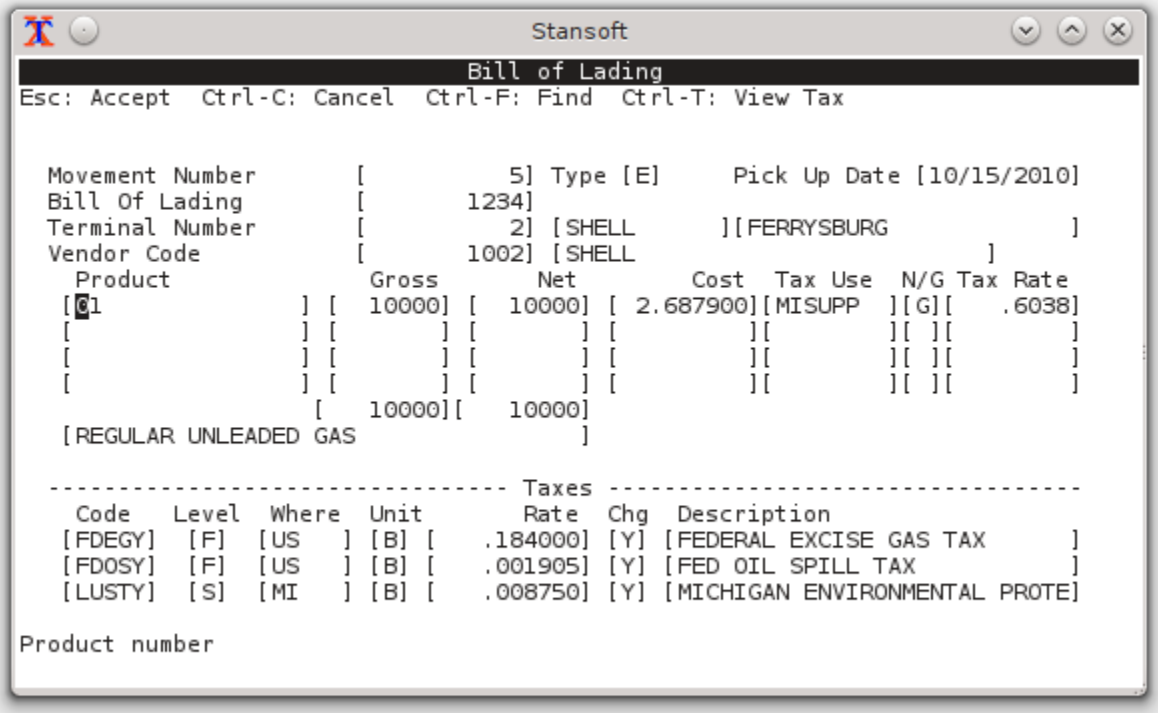
Terminal Code: Enter the terminal code from Fuel Terminal Maintenance that sells the product.

Vendor Code: Enter the A/P vendor number from Fuel Terminal Maintenance that sells the product at this terminal.

Product Code: Enter the product code setup for this terminal/vendor from Fuel Terminal Maintenance.

Movement Entry

This is where you can enter bulk fuel deliveries to customers and internal deliveries to your gas/petrol stations. Transfers of fuel products between profit centers is also entered here.



Movement Number: This number was either manually entered on the first Movement Entry screen or automatically assigned from system parameter 1001.

Type: Enter “E” if this is an external bill of lading (purchased from a fuel terminal), “I” if it is internal (the fuel is being taken from one of your profit centers), or “F” for freight (meaning the bill of lading is not yours, you are only hauling the fuel). The first character of system parameter 1031 controls the default for this field.

Terminal Number: For external ladings enter a terminal from Fuel Terminal Maintenance where the fuel was loaded. For internal, enter the profit center number where the fuel was loaded.

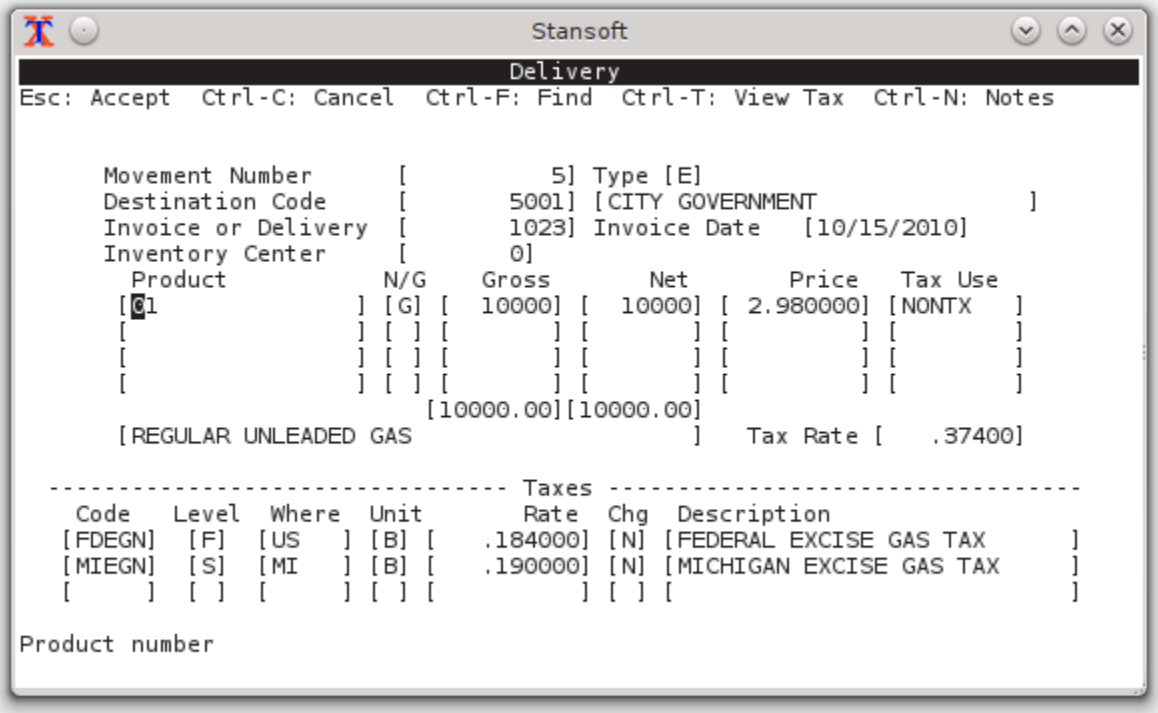
Vendor Code: For external ladings enter the vendor that the fuel was purchased from and is setup in Fuel Terminal Maintenance at this terminal. For internal (taken from one of your profit centers), leave this field blank.

Product: Enter a product that has been setup in Fuel Terminal Maintenance for this terminal and vendor. A cost record must also exist

in Fuel Cost Entry for the product.

Tax Use: The tax use group that you setup in Fuel Terminal Maintenance for this terminal/vendor/product will be displayed.

After you have finished entering bill of ladings for the fuel movement, select the Delivery ring menu option to proceed to the delivery screen.



Type: Enter “E” if this is an external customer (an invoice will be created to bill the customer), “I” if it is internal (the fuel is being put into one of your profit centers). The second character of system parameter 1031 controls the default for this field.

Destination Code: For external deliveries, enter the customer number. For internal deliveries, enter the profit center that is receiving the fuel.

Invoice or Delivery: You can manually assign an invoice number for the delivery or press return to use a system generated number.

Inventory Center: This is the profit center that will be used to credit sales in the general ledger.

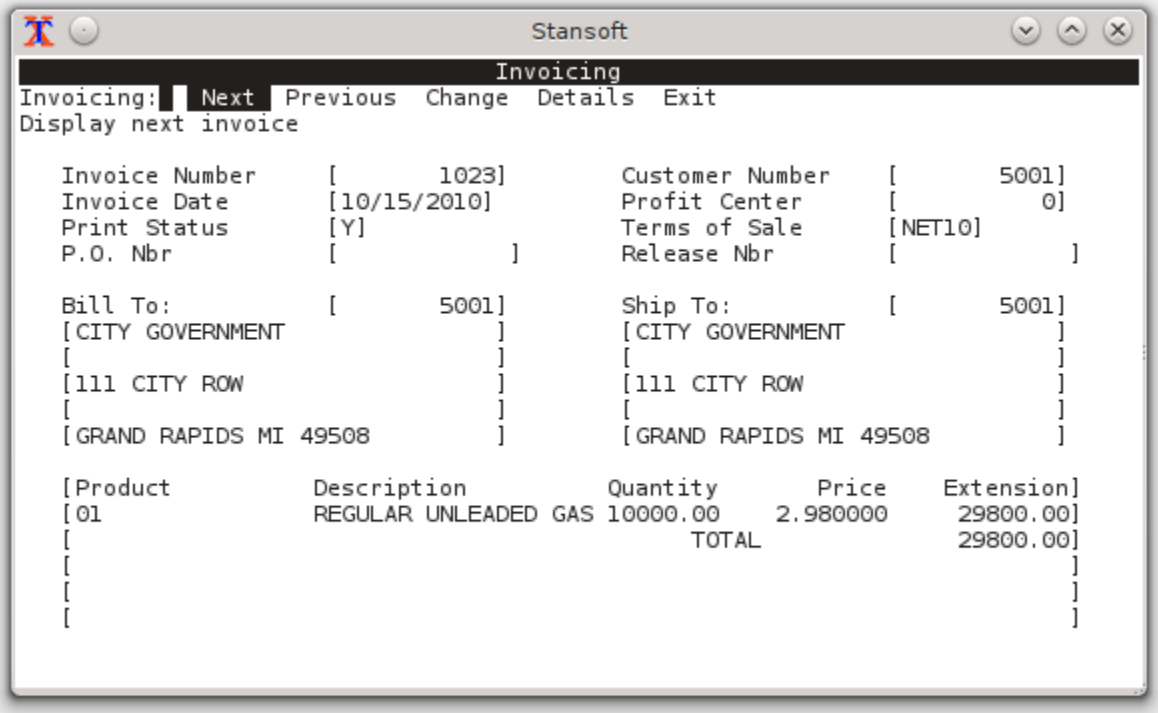
Product: Enter any product from Inventory > Inventory Header Maintenance for which the customer has a tax use group setup in Accounts Receivable > Customer Master Maintenance.

N/G: This determines if the customer is charged on net or gross quantity. It defaults to the value of system parameter 1002.

Price: This is the selling price for the product.

Tax Use: This will default to a tax use group setup on the customers account. You can change it to any valid use group setup on the customers account.

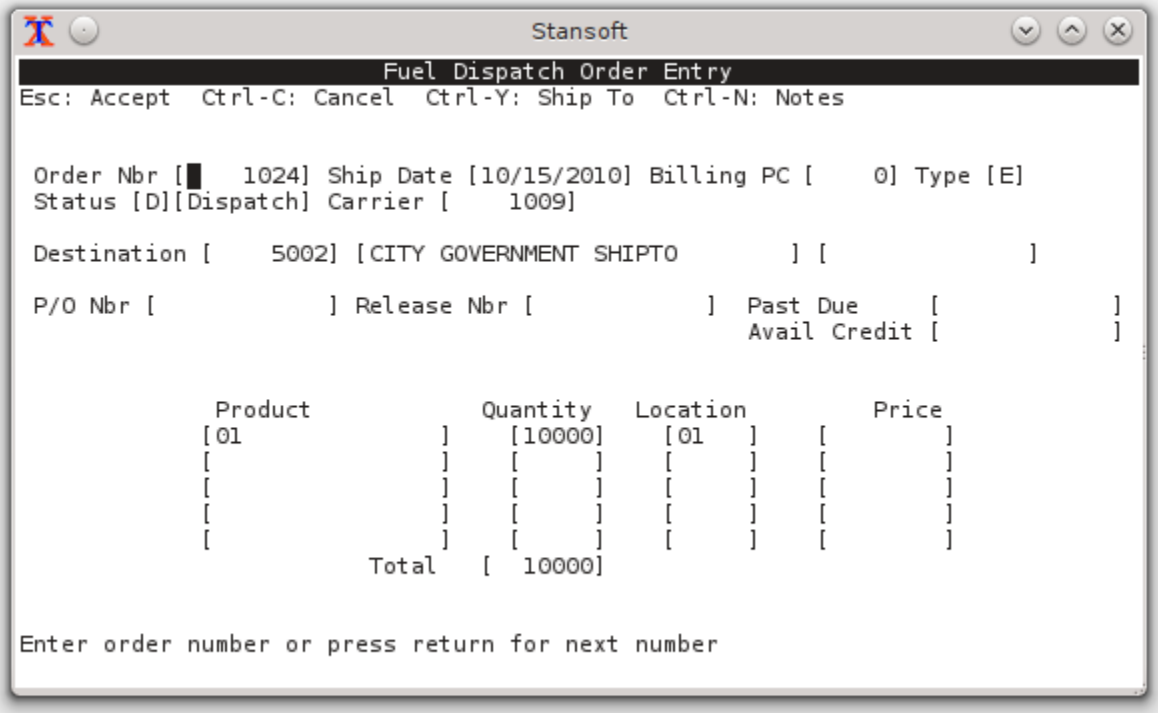
After entering all ladings and deliveries for the fuel movement, the system makes sure all quantities are in balance and will not let you move to the invoicing screen if they are not. If everything balances then you can move to the invoicing screen. Here you can enter additional non-fuel products and change the shipping address if needed. Select the ring menu option Exit, this will display the Review ring menu which will let you move to any of the screens to modify data. If everything is correct, select the Save ring menu option. Once a fuel movement has been saved all invoices in the movement will print. You cannot change data on a saved movement except for some of the header information and price, which can be changed in Sales > Invoice Entry. In the invoice entry program you can do a Find and search for the invoice number you want to change. Once invoices have been processed with Sales > Process Invoice, changes cannot be made.


Stansoft
Invoicing
Invoicing: Next Previous Change Details Exit
Display next invoice
Invoice Number [1023] Customer Number [5001]
Invoice Date [10/15/2010] Profit Center [0]
Print Status [Y] Terms of Sale [NET10]
P.O. Nbr [ ] Release Nbr [ ]
Bill To: [5001] Ship To: [5001]
[CITY GOVERNMENT] [CITY GOVERNMENT]
[ ] [ ]
[111 CITY ROW] [111 CITY ROW]
[ ] [ ]
[GRAND RAPIDS MI 49508] [GRAND RAPIDS MI 49508]
[Product Description Quantity Price Extension]
[01 REGULAR UNLEADED GAS 10000.00 2.980000 29800.00]
[TOTAL 29800.00]

Fuel Dispatch

Order Entry

Dispatch tickets can be printed from fuel orders entered here. After all dispatch orders have been entered, select ring menu option poSt, this will create a fuel movement with a Dispatch Flag of “D”. This movement can then be completed in Movement Entry after the fuel has been delivered. To complete a movement in Movement Entry, do a Find and enter the movement number which will be printed on the dispatch ticket or search for Dispatch Flag “D”. The movement will have a single bill of lading which you will need to modify with the actual bill of lading details and enter additional ladings if needed. All of the customer deliveries will be in the movement on the delivery screen, you will need to enter pricing and actual quantity delivered.



Retail Sales

This module is used if you have gas/petrol stations or c-stores.

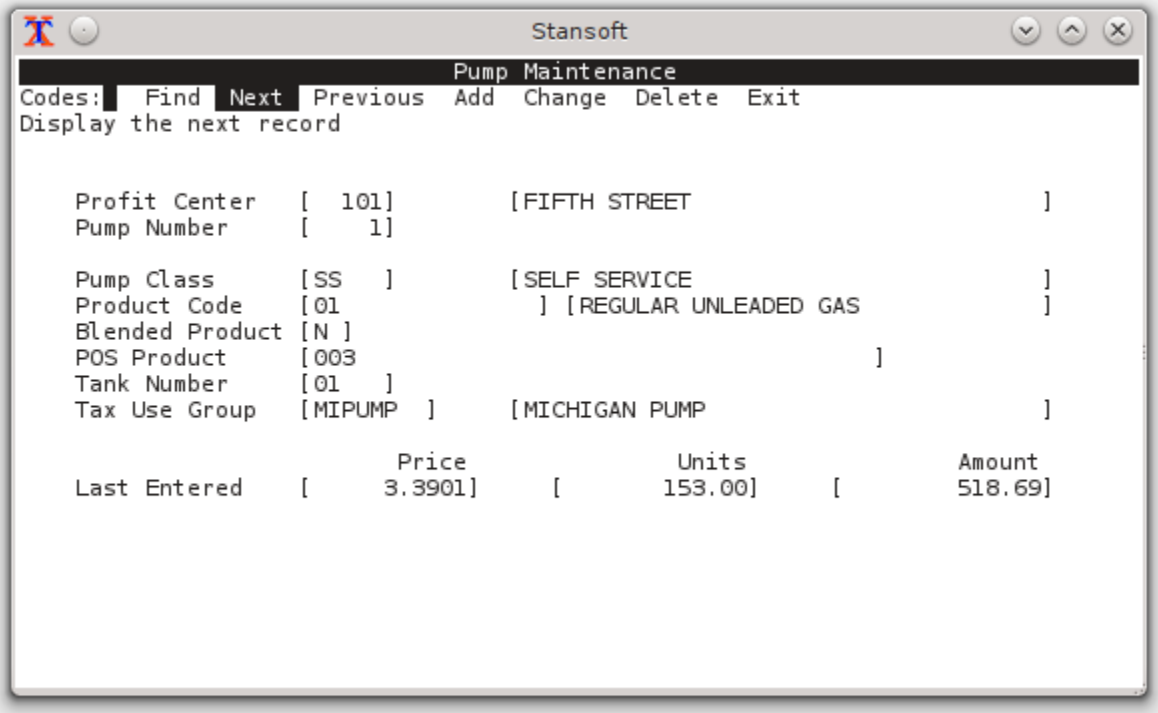
Pump Class Maintenance

Add pump class codes in pump class maintenance. These class codes will be assigned to a pump in Fuel Pump Maintenance. Normally you will only need one class for all of your pumps, for example:

Pump Class [SS]
Class Description [SELF SERVICE]

Fuel Pump Maintenance

Add fuel pump codes in fuel pump maintenance. Here you will add a pump for each grade of fuel you sell at your retail stores.



Profit Center: Enter the profit center number from System

Management > Profit Center Maintenance that is a retail location with fuel pumps.

Pump Number: Enter a pump number, you can use any number you want. Think of the pump as a grade of fuel rather than individual pumps (for example, pump 1 could be regular gas, but you may have several physical pumps that dispense this grade). If you have three grades of fuel at the store, you would need to setup three pumps.

Pump Class: Enter a class from Pump Class Maintenance.

Product Code: Enter a product code from Inventory > Inventory Header Maintenance.

Blended Product: Enter Y if this product is blended (for example, mid-grade gas might be a blend of regular and premium). Enter N if it is not blended.

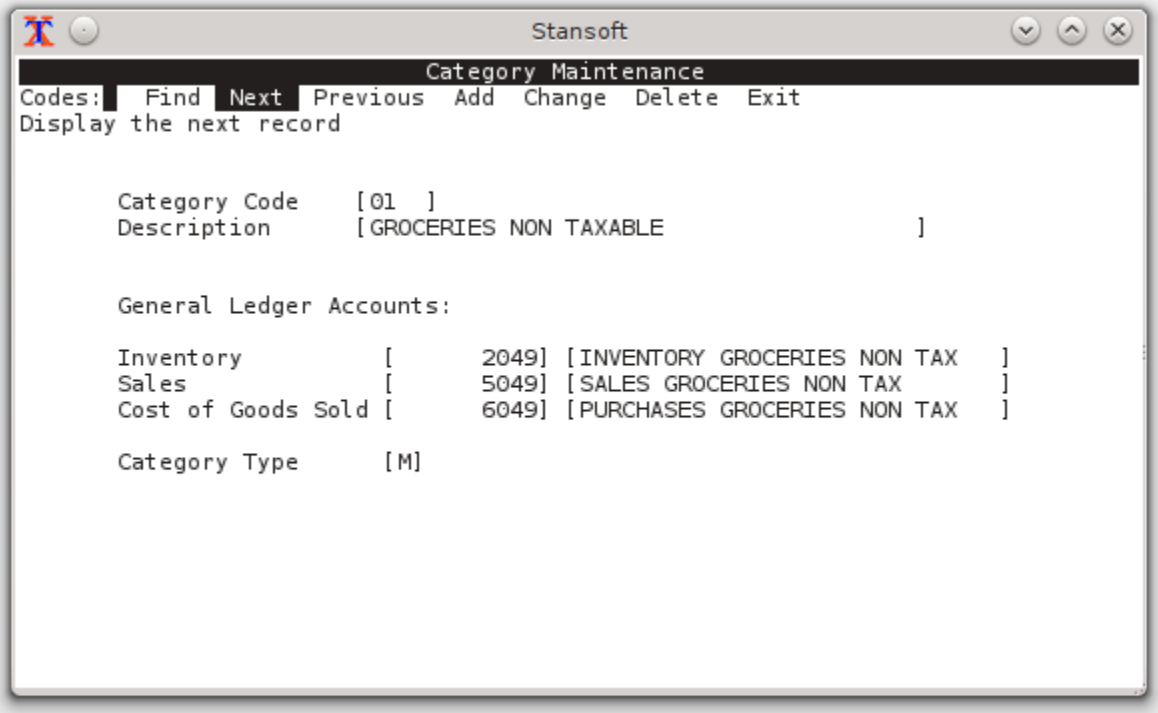
POS Product: If you will be importing fuel sales from the POS register, then enter the product code that the POS uses for the product you entered in the Product Code field.

Tank Number: Enter the tank number for this product from Fuel Management > Tank Maintenance.

Tax Use Group: Enter the tax use group that you setup in Tax Control > Tax Use Group Maintenance for fuel pumps. This tax use group should have all the tax that is charged at the pump attached to it. There is an example screen shot shown for group MIPUMP in the Tax Use Group Maintenance section.

Category Maintenance

Add category codes in category maintenance. Categories are different groups of items that are sold in the retail store (for example, GROCERIES and SODA). You will need a enter a category for each group that you want to appear on the income statements.



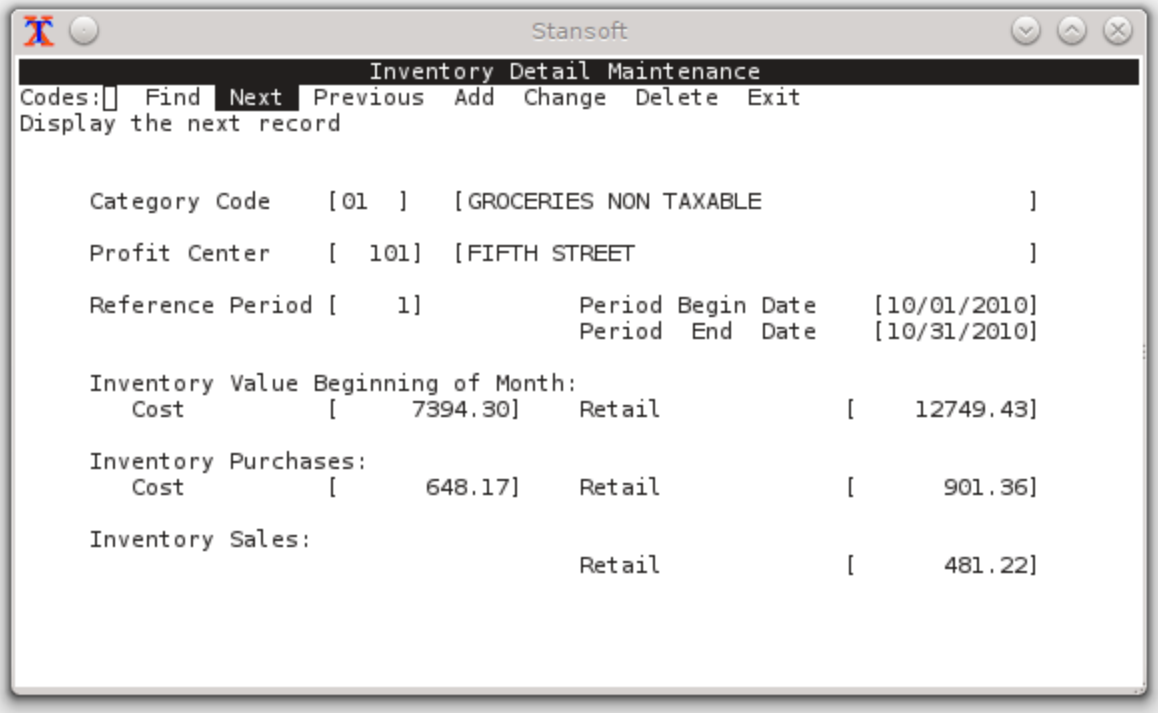
Category Code: This is a user defined code, you can use characters or numbers. If you use numbers for the code you may want to put a leading zero so the codes are ordered numerically on reports and during data entry (for example, for code 1 use 01). You may want to make a one to one relationship between the category codes defined here and the POS department codes from the stores POS register. This way you can track retail inventory amounts for each POS department. To do this, create a category code to match each POS department code. You can also consolidate several POS departments into a category, and associate the department with a category in Department Maintenance.

General Ledger Accounts: Enter your inventory, sales, and cost of goods sold G/L accounts for the category.

Category Type: Enter M for merchandise that will have inventory tracked by retail amount, D for deli items where retail inventory is not tracked, or E for an expense item (for example supplies).

Inventory Detail Maintenance

Add inventory detail in inventory detail maintenance. Here you will assign each category code that was setup in Category Maintenance to the profit centers that sell the category.



Category Code: Enter a category code from Category Maintenance.

Profit Center: Enter the profit center number of the store that sells this category.

Reference Period: Enter a period number from General Ledger > Period Maintenance, field Continuous Period. This will then populate fields Period Begin Date and Period End Date.

Cost: Enter the beginning cost for the inventory category. Inventory purchases will automatically be updated as store daily reports are entered into Daily Report Entry.

Retail: Enter the beginning retail for the inventory category. Inventory purchases and sales will automatically be updated as store daily reports are entered into Daily Report Entry.

Category Margin Maintenance

If you setup any codes with category type D-deli in Category Maintenance, then you can define the profit margin for those categories here.

```
Profit Center    [  101]    [FIFTH STREET              ]
Category         [09   ]    [COFFEE & FOUNTAIN         ]
Margin           [     0.50]
```

G/L Transaction Maintenance

Add general ledger accounts in G/L transaction maintenance. These are the G/L accounts that will be displayed for entry on the daily report receipt entry screen. The field Sort Order determines the order they are displayed. If you will be importing data from the POS, then for each G/L account enter the POS tender codes in the Tender Code fields. Some example general ledger accounts that you might setup are:

```
G/L Account [     4074] [SALES TAX PAYABLE NON-FUEL      ]
G/L Account [     1050] [CASH IN BANK                    ]
G/L Account [     1125] [POS CREDIT CARDS RECEIVABLE     ]
G/L Account [     4080] [EMPLOYEE DEDUCTIONS             ]
G/L Account [     7525] [COMPANY USEAGE                  ]
G/L Account [     1110] [COUPONS RECEIVABLE              ]
```

System Parameters

System Parameter: **3003**
Enter the suspense A/R customer number that was setup in Accounts Receivable > Customer Master Maintenance. When sales of unit items are entered during Daily Report Entry an invoice will be created on the suspense customer account. This is used internally by the system.

System Parameter: **3004**
Enter the general ledger cash over/short account number. This is the account number that will be posted to for any over/short amount when a daily report has been entered in Daily Report Entry.

System Parameter: **3011**
Enter the import retail POS data flag (Y/N). Set this to Y to import POS data from the store register.

System Parameter: **3012**
Enter the non-fuel sales tax general ledger account number. This is used for importing data from the POS and for the sales tax report.

System Parameter: **3013**
Enter the Gift Card POS department number.

System Parameter: **3014**
Enter the Credit Card Receivable general ledger account number.

System Parameter: **3015**
Enter the CASH A/P vendor account number that you setup in Accounts Payable > Vendor Master Maintenance. This is the vendor account that will be used to enter any cash purchases in Daily Report Entry.

System Parameter: **3016**
Enter the default price zone which is used in Price Book Maintenance. This is optional, but is useful if you only have one store or all stores are in the same price zone.

System Parameter: **3102**
Enter the transfer A/P vendor account number that you setup in Accounts Payable > Vendor Master Maintenance. This is the vendor account that will be used to enter transfers between stores or inventory adjustments.

The following maintenance programs (Sales Group, Department, Price Zone, Price Book, and Price Book Promotions) only need to be setup if you will be sending data to/from the POS register at the store.

Sales Group Maintenance

Add sales group codes in sales group maintenance. These codes are used to group similar products. The group can be used to find items in Price Book Maintenance, mass update of price, reporting, and setting promotional pricing in Price Book Promotions.

Sales Group	[117]
Description	[7UP 12PK]
Inventory Category	[08][SODA]

Department Maintenance

Add department codes in department maintenance. These codes are the departments that are setup at the store POS register. The Inventory Category field is a category from Category Maintenance. The Unit Product field is a product from Inventory > Inventory Header Maintenance if the department is for a product that you track inventory by unit count.

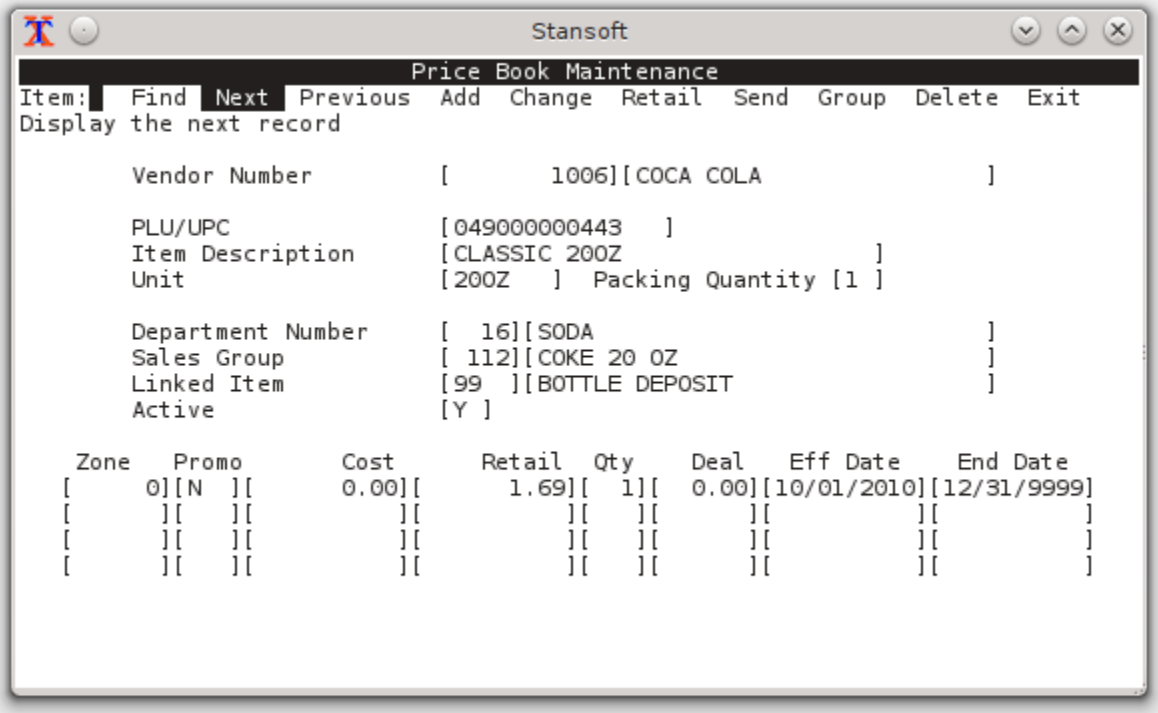
Department Number	[1]
Description	[CANDY]
Inventory Category	[01][GROCERIES NON TAXABLE]
Unit Product	[ ][ ]

Price Zone Maintenance

Add price zones in price zone maintenance. If all of your stores have the same pricing on products, you can create one zone and put all of the stores in it. If each of your stores is priced differently then you can create a zone for each store or any combination of stores that works for you. The zones are used by both the Price Book and Price Book Promotions when sending pricing to the remote stores.

Price Book Maintenance

This program is where you will maintain the price book for the remote stores. In this program you can enter and update all of your store items that are sent to the POS register for scanning.



Vendor Number: Enter the vendor number for the product. The vendor number is not sent to the POS register, it is used only to aid in searching for records.

PLU/UPC: Any code entered that is four or less characters is automatically considered to be a PLU code by the system and any code greater than four characters is a UPC code. Entering a UPC will allow for scanning at the POS register.

Unit: Enter the unit of measure for the item (for example, 12 OZ).

Packing Quantity: This is the number that any linked items price will be calculated with. For example if you have a bottle deposit setup as a linked item, then its price is multiplied by the number in this field to calculate the total linked item price.

Department Number: The department number for the item at the POS register and must exist in Department Maintenance.

Sales Group: Enter a sales group that was defined in Sales Group Maintenance. You should group like priced items in the same sales

group. This grouping will be used by the price book promotions program and mass updates of prices can be done by sales group.

Linked Item: An item PLU or UPC code entered here will be linked to this item and will be added to the sale of this item (for example, a bottle deposit). The PLU/UPC must already exist in the program before it can be entered as a linked item.

Active: Items set to Y can be sold at the POS register and items set to N will be set as inactive at the register and cannot be sold.

Zone: Enter a price zone, which was setup in Price Zone Maintenance. You can enter multiple rows of price zones.

Promo: You must enter "Y" in this field if you want to use the Qty and Deal fields to enter a promotion for this item.

Cost: This is the cost of the item, the cost is not sent to the POS register.

Retail: This is the selling price that is sent to the POS register. To schedule a future price change, add another line with the new price and the date it goes into effect. After pressing Esc the end date will automatically be updated on any old pricing.

Qty: This is the quantity that needs to be purchased to get the deal price.

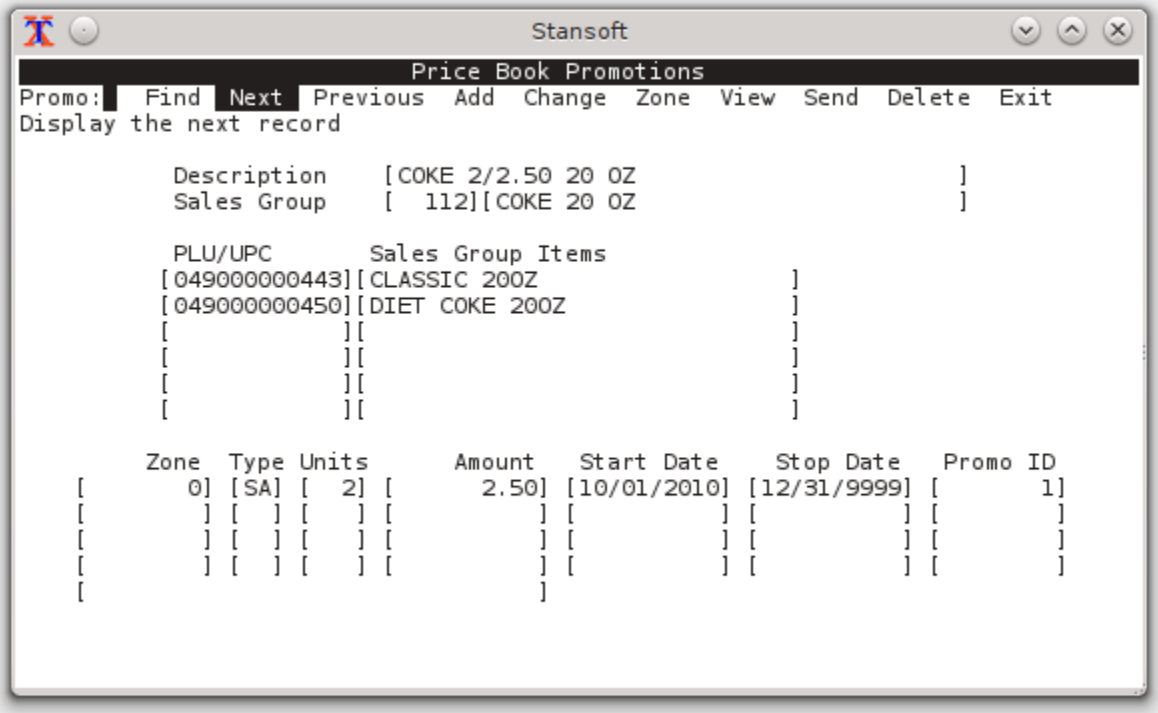
Deal: If the Promo field is set to "Y" then this is used for the selling price based on the number in the Qty field. *The Promo, Qty and Deal fields might be removed in a future upgrade because promotional pricing can be entered in the Price Book Promotions program, which allows for mix and match pricing on items.* The deal field can only be applied to the single item you have selected.

Selecting "Send" from the ring menu will send the prices to all retail stores you have setup to receive pricing.

Selecting "Group" from the ring menu will open a new screen where you can mass update prices based on a sales group.

Price Book Promotions

Add price book mix-n-match promotions in price book promotions maintenance.



Description: This description will appear on the POS sales receipt for any items sold with a promotion.

Sales Group: All of the items that should be included in the promotion should have the same sales group in Price Book Maintenance. The items included in the sales group will be displayed.

Zone: Enter the price zone from Price Zone Maintenance.

Type: Enter SA to set a specific amount for the promotion, DS for a discount amount from the normal price, or PN for a percentage off the normal price.

Units: Enter how many units of the item needs to be purchased to receive the promotional pricing.

Amount: The selling price of the promotion when the specified

number of units are sold.

Daily Report Entry

Daily reports are entered or imported from the POS register. Information from the POS store close report can be used to enter the data in this program. After entering the profit center number and report date you will be prompted to enter data on several screens, the following details each screen.

Daily Report Purchase Entry

The daily purchases are entered on this screen. In the "Typ" field enter if the purchase is a Payable or Cash, if a Payable the system will create an invoice on the vendor account so a check can be printed through the A/P module. Any cash paid outs should be entered as type Cash.

In the detail section enter the breakdown of inventory codes that were purchased on the invoice. A single invoice may have multiple inventory items in different category's.

Inventory adjustments or store transfers can also be entered in the purchase section. Use the Transfer Vendor, which was setup in A/P Vendor Master Maintenance. This vendor number should be set in system parameter 3102, making this vendor special from other vendors so an invoice for payment will not be created. For a store transfer an entry on each store is needed, a negative on the store transferring out and a positive on the store receiving the transfer, using the inventory category codes being transferred.

Daily Report Fuel Sales Entry

The daily fuel sales are entered on this screen. All fuel pumps that are setup for the profit center will to displayed. Enter the Units and Extended amount and the price per gallon will be calculated. To enter a price change, press Ctrl-P which will insert another price line for the current product line.

Daily Report Fuel Volume Entry

Enter the ending tank volumes for the daily report.

Daily Report Unit Sales Entry

Any inside store items which are tracked by unit are entered on this

screen, such as cigarettes. Enter the quantity sold and the ending quantity for the day and the over/short will be calculated. Next enter the total money amount of the sale.

Daily Report Retail Sales Entry
Each retail category that is setup at the profit center in Inventory Detail Maintenance will be displayed on this screen. Enter the total retail sales amount for each category.

Daily Report Accounts Receivable Entry
Enter any customer store charge amounts on this screen, if there are none then just press Esc to continue to the next screen.

Daily Report Receipt Entry
Enter the store receipts on this screen. Enter the general ledger account for each receipt (for example, Cash, Credit Cards, Employee Charges). You will also enter the total inside sales tax amount as a negative on the Non-Fuel Sales Tax G/L account. The cash short/over amount will be totaled at the bottom. After pressing Esc on this screen the menu will let you go back to change data on any of the screens. If the short/over amount is correct, select Save from the ring menu to post the day report.

Once it has been saved, you can no longer change any of the data, with the exception of purchases. You can go back into the day report and enter new purchases that were forgot, or to enter store transfers or make retail adjustments.