

Features and Functions: Accounts Receivable Module

Overview

- * The Accounts Receivable Module consists of 2 subsystems. First is an independent “Manual Invoicing” subsystem that may be used to generate “Adhoc” invoices at anytime (It is also used by some of the other modules – such as Transportation and Moving – to create “Summary” Invoices.) The second subsystem includes the “Cash Posting” and the “Customer Receivables”. All modules post their receivables to this centralized subsystem.

Features

- * Computer controlled Invoice Numbers.
- * Manual Invoices include “Free Format” Invoice Details, multiple “GL Revenue” splits, Payments Received and Posting to Projects (plus other features).
- * The “Cash Posting” function tracks unpaid invoices, unpaid debits, unapplied payments, payments (Cash, Cheques, Credit Cards) and credits. It displays a continuously calculated 30/60/90 day balance for the customer. User may “View” original document (i.e. “See” a Sales Invoice slip that resulted in the Customer’s Receivable). System controls the “Unposted” (Unapplied) portion on the payment.
- * Includes “Aged Trial Balance” Customer Lookup, “AR Transaction” Lookup and “AR Transaction Audit” Lookup.
- * Create Interest on Overdue Customer Accounts (Directly applied to an Account or with an Invoice).
- * Complete AR History function.

Type/Id	DocAmount	Crdy	Source/Id	DocDate	DueDate	Reference	Paid/Full	Balance	ThisCycle	Entry
I 51728	110.08	CDN	SO	31774	02-Apr-07	31774	N	110.08	110.08	
I 51736	6.96	CDN	SO	31803	01-Sep-07	31803/1234	N	6.96	0.00	0.00
I 51742	161.53	CDN	SO	31806	01-Dec-07	31806/8854435	N	161.53	0.00	0.00
I 51753	62.40	CDN	SO	31840	05-Apr-08	31840	N	62.40	0.00	0.00
I 100614	138.61	CDN	SO	32069	15-Aug-09	32069/BARRY99	N	138.61	0.00	0.00
I 100615	9.11	CDN	SO	32070	26-Aug-09	32070	N	9.11	0.00	0.00
I 100616	10.13	CDN	SO	32071	26-Aug-09	32071	N	10.13	0.00	0.00
I 100617	6.10	CDN	SO	32073	04-Sep-09	32073	N	6.10	0.00	0.00
I 100618	61.02	CDN	SO	32074	04-Sep-09	32074	N	61.02	0.00	0.00
M 46	500.00	CDN	CP	0	23-Sep-09	Cheque Payment	Y	0.00	500.00	0.00
P 31211	1.15	CDN	CP	0	09-Jul-09	SLIP PAYMENT	Y	0.00	1.15	0.00
P 51110	11.45	CDN	CP	0	08-Jul-09	DEPOSIT	Y	0.00	11.45	0.00
P 51712	267.80	CDN	CP	0	09-Jul-09	Cheque Payment	Y	0.00	267.80	0.00

Current: 86.36 30: 138.61 60: 0.00 90: 3542.30 Total: 3767.27 B: 14 Seq: Doc.Type/ID

Entry Total-Payments: Credits: Debits:

Apply 'Unposted Dollars' to specific items, AF2:Pay/Full, F9:Details, F10:Menu, SF4:Create Unposted, F1:Help

Reporting

- * Management Reports include Price Audit Report by Employee and by Customer, Customer Over Due Report and several “Aged Trial Balance” reports.

Customer#	Full Name	Phone#	Status	Address	Print (Y/N)
FRA001	FRANKS, JUDY	416-111-2222	I	DONWAY CIRCLE, TORONTO	
GIL001	GILMORE, DOUG D	416-633-2687	I	CARLETON STREET, TORONTO	
GM1	GENERAL MOTORS OF CANADA	905-321-4566	I	MAIN ST E, OSHAWA	
GM80	GENERAL MOTORS OF CANADA	416-111-7349	I	YONGE ST., TORONTO	
JEN001	LABELLE, JENNIFER E	905-445-8900	I	TRAFALGAR ROAD, OAKVILLE	
JON001	JONES, JILL A	705-111-2222	A	MAIN ST E, BARRIE	Y
MAS001	MASSEY MANUFACTURING	416-222-3333	I	SOUTH STREET, TORONTO	
MIT59	FDDDFDD, DDFGH DH DGH D	705-789-0713	I	FLORENCE STREET WEST, HUNTSVI	
MPB	MITCHEL POUND & BRADDOCK	905-222-2222	I	WESTON ROAD, FERGUS	Y
NAN001	KERRIGAN, NANCY N	718-999-4545	I	BOULDER COLORADO, COLORADO	
PM001	CRETIEN, JEAN A	613-445-8896	I	PARLIAMENT BUILDINGS, OTTAWA	Y

F9:Details SF9:Setup/Change Customer To display "All" Customers, press F5 & set "Active" = "N". Seq: Cust#

F5:Reposition Sht+Tab: Change Seq. (Index) ** All Customers **

(Revision: Dec. 6, 2008) NEW Type 1st character(s) of Sequence field to find Cust#/Name/phone#/, arrow up/down to reset.

Cust#: JON001 Type: Status: A Territory: Phones: 705-111-2222

Name: JONES, JILL A AR.Acct#: Billing Frequency: N No Statement

Addr: MAIN ST E, APT 111 BARRIE ON L3R 2G6 CANADA Fax:

Main: Purchase: Email: Notes:

Instructions: Highlight a Customer and press ENTER to select ("Y" or "X") / unselect: "Y" - Print based on Statement Control. "X" - Always Print Statement. Press F10 to print selected statements.

- * Most reports are available by Customer# with additional filters (such as Document Date, Status and Details or Summary.).

- * Reports include Customer Statements, AR Audit by Customer, Open Item List, Customer Lists, Customer Labels, Outstanding Invoice List, Tax Exemption List, plus many more.

- * Customer Statements are controlled by the Customer’s requirement for a statement. Or, the User may manually “Select” which Customer’s Statement to print by simply “Flagging” the Customer and then printing the “selected” group (←“Selection” process is shown)

Interface to Other Modules

- * Integrated to Inventory Control, Point-of-sale, Sales Order, Transportation, Local Moving, Major Unit Inventory, Service, Project Management, Publishing, Warehousing Modules.
- * Updates to General Ledger, Commission and Sales Analysis Modules.

Features and Functions: Accounts Payable Module

Overview

- * The Accounts Payable Module consists of 4 distinct functions – Invoice Setup, Cash Requirement (with payment), AP Auditing (Manual checks, Void Checks and Check Reconciliation) and Updates to other modules (GL, Projects, etc.).

Features

- * Invoice Entry is Batch Controlled for auditing purposes. Invoices are “cross checked” to current and history databases for duplication. Input allows unlimited GL Distribution and Project Distribution (if applicable) plus a short AP reference notes. User may directly lookup Sales Order (Special Orders), Service (Parts and Sublets on Repair Orders) and Purchase Orders (PO Lookup and PO Lookup by Item#). The Function provides a “Quick Invoice Distribution” for invoices that are distributed to “GST Paid” and the Vendor’s standard GL Expense#.
- Prepaid invoices may have payment details entered and processed in a single step.
- * Multiple check formats are supported including several “Nebs” standard dot matrix or Laser checks types.
- * Check Reprint Function.

Vendor#	Invoice#	Status	Inv. Date	Due Date	Priority	Crcy
A0014000	9011	T Y	18-Apr-94	18-Apr-94	1	CDN
A0014000	5100	T Y	07-Jul-04	06-Aug-04	1	CDN
A0020000	11111	T Y	11-Jul-03	10-Aug-03	1	CDN
A0020000	213	T Y	02-Feb-05	04-Mar-05	1	CDN
A0020000	2222	T Y	11-Jul-03	10-Aug-03	1	CDN
A0020000	A1111	T Y	06-Jun-03	06-Jul-03	1	CDN
A0020070	21331	T Y	15-Mar-04	14-Apr-04	1	CDN
A0026300	123	T Y	15-Jan-95	14-Feb-95	2	CDN
A0027500	255	T Y	14-Feb-95	16-Mar-95	1	CDN
A0030000	1	T Y	11-Jul-03	10-Aug-03	1	CDN
ATLAS	12313	T Y	06-Jun-03	06-Jun-03	1	CDN

Invoice Aging	Current	30 Days	60 Days	90+ Days
				900.00
				100.00
				21.00
				100.00
				1000.00

Payment Summary	Prefix	Check#	Date	Amount	Batch#	Year	Pd
	8652		09-May-99	1452.00	0	0	0
	8563		18-Jul-95	350.00	0	0	0
	8561		01-Jul-95	100.00	0	0	0
	0			0.00	0	0	0

Vendor#: A0027500 AVON SPORTSWEAR
63 WINGOLD AVENUE
Phone: (416) 789-7701
Fax: (416) 789-1997
Email:
Purchase: ARK TEVLIN PURCHASING MGR 416-111-2222 333
Credit: JOHN STONE ACCOUNTING MGR 416-444-7777 999
VendType: Misc: User:
PriceBK: FloorPlan: R Priority: 1 BaseCrcy: CDN PayCrcy: CDN
GLExp#: 5590 - SOCIAL COMMITTEE
Terms: NET 30 DAYS
Vendor Aging Totals:
Current
30 Days
60 Days
120 Days
Total\$: 0.00
(Version: Dec. 11, 2009)
19-Feb-10 APMAS7x4

* Automatic “Approve to Pay” function (for Due Invoices) with a manual payment adjustment function allows deferred payment (or place on “Hold”), partial payment and priority changes for each invoice. “Lookup/Input” displays invoice and payment details as the “Hi-light” bar is scrolled.

- * Manual and Void check Functions.
- * Complete AP History function with Lookups and History Reports.
- * Check Reconciliation Function.
- * Vendor Performance subsystem and lookup.
- ← * Open Item Lookup, Batch control Lookup, Vendor Lookup.

Reporting

- * Management Reports include Cash Requirements Report (for Payment control and authorization), Vendor Priority List and several “AP Aging” reports.
- * Most reports are available by Vendor# with additional filters (such as Invoice Date, Payment Date, Status and Details or Summary).
- * Reports include Check Register, Reconciliation Report, AP Paid List, Open Item List, Check Master List, Vendor Lists, Vendor Labels, AP Project Distribution Report, AP Entry Report, plus many more.

Interface to Other Modules

- * Integrated to Purchase and Receiving, Sales order, Service, Project Management Modules.
- * Updates to General Ledger Module and Vendor Analysis Sub-Module.

Features and Functions: General Ledger Module

Overview

- * The General ledger Module is designed to provide up-to-date reporting both quickly and efficiently. Therefore, the data is retained both in “Summary” format (for instant account values) and “Detailed” format (for analyzing the data by source and original information).
- * The “Detailed” data is an exact duplicate of the data from the original source module while the “Summary” data is stored by Year and Account with “Buckets” for “Opening” Balance, 13 periods and the “Closing” Balance.
- * Supports multiple companies (unlimited), multiple currencies.

Features

- * The GL Account Code is a maximum of 15 characters that may be broken down into 3 segments (Code, Sub Code and Department Code).
- * The updates to the GL support “Automatic Distribution” up to 10 departments (Such as splitting a hydro or phone automatically between 3 departments).
- * The Journal Entry Subsystem allows unlimited Journal details with automatic reversal (user controlled) and is interfaced to the Project Management Module (if applicable).
- * The General Ledger Module includes a Built-in GL Report Writer that supports “6 column” and “12 column” (plus cross total) report formats. The User defines all column definitions as actual, budget or variance. Each column may report on a specific period or year-to-date data of any fiscal year. Report may be detailed or consolidated with the user having complete control over headings, subtotaling, printed lines and line summarization.
- * GL Accounts may be made “Inactive”.

- * Several Lookups for quick access (Includes Detailed Transaction Lookup→, Summary Lookup with prior year parallel comparison and Budget Lookups). As seen on the bottom of the sample lookup, many tools are provided to the user (via Hot Keys) to research GL data.

RecNum	Pd	Account#	Src	Batch#	Debit	Credit	TransDate	Reference
146	12	2205	SO	113	20.00	0.00	06/03/1998	999999/P-40653SO#:23137
233	12	2210	AP	328	0.00	100.00	05/13/1999	A0001030/12232332
232	12	2600	AP	328	7.00	0.00	05/13/1999	A0001030/12232332
140	12	2601	SO	112	0.00	1051.75	06/02/1998	BRW001/O-40652/P#:222SO#:23136
147	12	2601	SO	113	0.00	8.75	06/03/1998	999999/O-40653SO#:23137
148	12	2605	SO	113	0.00	10.00	06/03/1998	999999/O-40653SO#:23137
141	12	4015	SO	112	0.00	15000.00	06/02/1998	BRW001/O-40652/P#:222SO#:23136
149	12	4015	SO	113	0.00	125.00	06/03/1998	999999/O-40653SO#:23137
142	12	5480	SO	112	0.00	25.00	06/02/1998	BRW001/O-40652/P#:222SO#:23136
230	12	6500	AP	328	93.00	0.00	05/13/1999	A0001030/12232332
150	13		SO	114	0.00	476.00	07/17/1998	BRW001/O-40654SO#:23208

F9:Details SF9:Summary Seq: Yr,Pd,Acct# GLTRxC
F5:Reposition SF4:Sum. Transactions F10:Search by Reference Fiscal Year: 1998
F8:View 1 Complete Batch F7:View Orig. Details (Q, SO,SV only)

- * Special 52 Week General Ledger (if activated) includes Weekly Income Statement, Summary Year-to-Date / Period Year and 4 or 5 Year Comparison Reports.
- * The General Ledger Module supports multiple companies and provides a Consolidate Income Statement and Balance Sheet for the Multiple Companies.

Reporting

- * Management Reports include Income Statement, Balance Sheet and several Detail Account reports.
- * Most reports are available by Year, Period and General Ledger# with additional filters (such as Reference Details, Source and Print all Details or Summary Totals.).
- * Reports include Income Statement by Department and Consolidated, Balance Sheet, Detailed Trial Balance, Detailed Account, Budget Comparison, User Defined GL Report Writer and GL Transaction Audit Reports plus many more.

Interface to Other Modules

- * Integrated to Accounts Receivable, Accounts Payable, Payroll, Point-of Sale, Sales order, Service, Major Unit Inventory, Transportation, Major Unit Rental and Project Management Modules.
- * Updates to General Ledger Budget Sub-Module and GL “52 Week” Sub-Module.

Features and Functions: General Ledger Module (page 2)-The Complete Lookup

GL Summary Complete Lookup

Account#	OpenBal	Pd1	Pd2	Pd3	Pd4	Pd5	Pd6	Pd7	Pd8	Pd9	Pd10	Pd11	Pd12	Pd13	Cross Total
1001	73	-62	7	-14	5	105	221	163	1578	2376	-19086	21886	-7210	0	42
1002	787	22517	-17755	-5377	1141	-862	1609	-12540	-11198	24731	-28601	-6405	29567		
1004	0	0	0	0	0	0	0	0	0	0	0	0	0		
1005	700	0	0	0	0	0	0	0	0	240	0	-32	-150		
1010	261948	-77672	12559	-13145	-81596	111639	-107905	-89655	74262	104053	-83441	75131	113644		
1011	30125	0	0	0	0	0	0	0	0	0	0	0	-291		
1080	541202	0	0	0	0	0	105559	0	0	0	0	0	0		
1090	1668	0	0	0	0	0	0	0	0	0	0	0	0		
1100	382148	-64845	-58170	-18622	277579	-122272	-49761	33737	113818	-80753	22429	37292	15227		
1150	-5527	0	0	0	0	0	0	0	0	0	0	0	0		
1225	0	780	1488	-63	1150	683	6309	16431	1960	13209	26286	10783	16678		
1230	385836	0	0	0	0	0	-4403	-9172	-12404	-14491	-14120	-9803	-45941		
1235	0	0	0	0	0	0	31067	2347	-34371	15710	15904	-7000	-10500		
1240	0	0	0	0	-25	0	7685	-49270	-24632	22294	-3862	9906	0		
1245	0	0	0	0	0	0	-23331	35463	-18218	6457	-14151	0	0		
1250	0	0	0	1210	0	0	0	0	-3200	0	0	0	0		
1255	0	0	0	0	0	6080	3789	31222	22038	59303	102626	6341	228218		
1260	0	0	0	2204	0	0	1502	0	0	1569	-1544	0	-1900		
1307	25646	-321	-321	-321	-321	3528	-321	0	-641	-320	-320	-320	-5000		
1380	2446	0	0	0	0	0	0	0	0	0	0	0	0		

F5:Reposition F7: All Trans.-This Yr/Pd. SF1: Next Year Up Pg Up Exit F9: Left F10: Right Seq
 CF3:X-Total on/off F8: All Trans.-Yr/Acct/Pd. SF9: Previous Yr. Down Pg Dw (Move across periods) [Enter Acct# 1 char. at a time]

Year: 2011 Account#: 1100 ACCOUNTS RECEIVABLE CF4:Future
 382148 -64845 -58170 -18622 277579 -122272 -49761 33737 113818

(Version: June 29, 2009)

Sample of the **linked data** in the General Ledger. Starting from the "GL Summary Complete Lookup" (All GL Accounts for 1 year), the user may jump forward or backward in years, scroll up or down through accounts.

The "Cyan" square under period 7 may be move left or right to allow the detailed display of that account/period (Press F8)

F7: All transactions for this year and period

GL TR Transactions for 1 Year and 1 Period

Acct#	Source	Batch#	TransDate	Reference	Debit	Credit	Cust/Vendor	Doc#1	Doc#2	Seq
1002	JE	90	31-May-11	POS BATCH #104 CORRECTION	0.00	0.00		0		6228
1002	JE	91	31-May-11	POS BATCHES #105-106 CORR	5.96	0.00		0		6232
1002	CP	6	19-May-11	HARIN/P-1250	2130.20	0.00		0		6236
1002	JE	102	31-May-11	GLOBAL DEPOSITS	0.00	5070.00		0		6271
1002	JE	104	31-May-11	ARI BATCH #4700	0.00	2000.00		0		6274
1002	JE	116	31-May-11	ARI BATCHES 4706-4720	15322.75	0.00		0		6305
1002	JE	117	31-May-11	ARI BATCH 4701	0.00	500.00		0		6309
1002	JE	83	31-May-11	POS BATCH #86 CORRECTION	55.23	0.00		0		7028
1002	JE	83	31-May-11	POS BATCH #86 CORRECTION	0.00	15.88		0		7029
1010	AP	211	26-May-11	407/TRACE/1610/Check# 1610 C	0.00	67.23		0		1891
1010	AP	211	26-May-11	BOWMAN/C1611/Check# 1611	0.00	13006.30		0		1893
1010	AP	211	26-May-11	INST/P/PS/C1612/Check# 1612 C	0.00	907.37		0		1895
1010	AP	211	26-May-11	PS/C1613/Check# 1613 CON	0.00	1089.50		0		1897
1010	AP	211	26-May-11	PETRO/C1614/Check# 1614 CD	0.00	13006.30		0		1899
1010	AP	211	26-May-11	PITBOW/C1615/Check# 1615 C	0.00	95.12		0		1891
1010	AP	211	26-May-11	RODRIGUEZ/C1616/Check# 1616	0.00	273.12		0		1873
1010	AP	211	26-May-11	TECHNIC/C1617/Check# 1617 C	0.00	236.70		0		1875
1010	AP	211	26-May-11	UPS/C1618/Check# 1618 CON	0.00	28.04		0		1877
1010	AP	213	31-May-11	ENBRID/C1630/Check# 1632 C	0.00	81.20		0		2545
1010	AP	213	31-May-11	HOT/C1630/Check# 1632 CON	0.00	1017.00		0		2547

F5:Reposition Enter Future SF3:Future Up Pg Up Exit Seq Account
 F8:Future SF2:Future Down Pg Dw (Revision: July 2, 2009)

Fiscal Yr: 2011 GL Acct#: 1100 Service: ACCOUNTS RECEIVABLE Debit Credit
 Period: 7 Source: SV Batch#: 90 Transaction Date: 30-May-11 350.88 0.00
 Reference: MACRYA/529R0R/1529 Taxes
 Rev Yr: N Appl: Y Code: Doc1: 0 Doc2: 0
 AutoDist: Type: CounterBal: Reversal Applied: GLTRxC
 CountBalance: Date: 0.00 Vend 0.00 6228

F8: All transactions for this year, account# and period

GL TR Transactions for 1 Year, 1 Account# and 1 Period

Acct#	Source	Batch#	TransDate	Reference	Debit	Credit	Cust/Vendor	Doc#1	Doc#2	Seq
1100	SV	16	27-May-11	MACRYA/529R0R/1529 Taxes	350.88	0.00		0		2345
1100	SV	17	31-May-11	BROWN/A/529R0R/1529 Taxes	456.51	0.00		0		2416
1100	SV	17	31-May-11	DUKER/A/529R0R/1529 Taxes	293.45	0.00		0		2419
1100	SV	17	31-May-11	GRAVES/A/529R0R/1529 Taxes	214.70	0.00		0		2420
1100	SV	17	31-May-11	MACZUL/A/529R0R/1529 Taxes	201.42	0.00		0		2421
1100	SV	17	31-May-11	MACZUL/A/529R0R/1517 Taxes	300.00	0.00		0		2422
1100	SV	17	31-May-11	MOSESA/A/529R0R/1445 Taxes	199.33	0.00		0		2423
1100	SV	17	31-May-11	PADDOCA/A/529R0R/1476 Taxes	397.55	0.00		0		2424
1100	SV	17	31-May-11	SMITH/A/529R0R/1514 Taxes	479.69	0.00		0		2425
1100	SV	17	31-May-11	VANBER/A/529R0R/1529 Taxes	435.38	0.00		0		2426
1100	Q	0	30-May-11	CON#3/NNV/A/QUIR	3719.65	0.00		0		2462
1100	Q	1	31-May-11	CON#100303/NNV/AMAR	2192.30	0.00		0		3173
1100	Q	1	31-May-11	CON#101011/NNV/CAMPA	4603.14	0.00		0		3178
1100	Q	1	31-May-11	CON#101646/NNV/BATES	3248.25	0.00		0		3183
1100	Q	1	31-May-11	CON#101703/NNV/CAMPA	3102.15	0.00		0		3188
1100	Q	1	31-May-11	CON#103953/NNV/ALERTS	4902.50	0.00		0		3193
1100	SV	18	20-May-11	ABOTT/A/529R0R/1514 Taxes	373.22	0.00	C. ABOTT	1	890	3198
1100	SV	18	25-May-11	ALMISA/A/529R0R/1543 Taxes	326.85	0.00	C. ALMISA	1	895	3199
1100	SV	18	26-May-11	BESETT/A/529R0R/1470 Taxes	364.96	0.00	C. BESETT	1	857	3200
1100	SV	18	30-May-11	BLANKE/A/529R0R/1512 Taxes	295.50	0.00	C. BLANKE	1	857	3201

F5:Reposition F8:Batch SF3:Future SF2:Future Up Pg Up Exit Seq Return
 Enter Future Down Pg Dw (Revision: July 2, 2009)

Fiscal Yr: 2011 GL Acct#: 1100 Service: ACCOUNTS RECEIVABLE Debit Credit
 Period: 7 Source: SV Batch#: 16 Transaction Date: 27-May-11 350.88 0.00
 Reference: MACRYA/529R0R/1529 Taxes
 Rev Yr: N Appl: Y Code: Doc1: 0 Doc2: 0
 AutoDist: Type: CounterBalance: Date: 0.00 Vend 0.00 6228

F9: All transaction in Batch of highlighted line.

GL Transaction Lookup (1 Source / 1 Batch#)

RecNum	Pd	Account#	Src	Batch#	Debit	Credit	TransDate	Reference
2408	6	1100	SV	16	581.72	0.00	04/27/2011	MARTIN/521R0R/1380 Taxes
2412	7	1100	SV	16	252.84	0.00	05/27/2011	MACRYA/529R0R/1529 Taxes
2407	6	1230	SV	16	0.00	20.70	04/27/2011	MARTIN/521R0R/1380 Inv/Parts
2413	7	1230	SV	16	0.00	4.60	05/27/2011	MACRYA/529R0R/1529 Inv/Parts
2408	6	4270	SV	16	0.00	66.92	04/27/2011	MARTIN/521R0R/1380 Tax1
2414	7	4270	SV	16	0.00	29.09	05/27/2011	MACRYA/529R0R/1529 Tax1
2409	6	7005	SV	16	0.00	178.20	04/27/2011	MARTIN/521R0R/1380 Rev/Lab
2415	7	7005	SV	16	0.00	168.30	05/27/2011	MACRYA/529R0R/1529 Rev/Lab
2410	6	7006	SV	16	0.00	45.55	04/27/2011	MARTIN/521R0R/1380 Rev/Parts
2416	7	7006	SV	16	0.00	20.70	05/27/2011	MACRYA/529R0R/1529 Rev/Parts
2411	6	7506	SV	16	0.00	20.70	04/27/2011	MARTIN/521R0R/1380 Cost/Pat

F9:Details SF9:Summary F5:Reposition SF4:Sum.Transactions Seq: 11316/Batch#Acct#
 F7:View Orig. Details (Revision: Dec. 18, 2009) GLTRxC

SF9: Quick summary

Transaction Summary

For >>> Year: 2011
 Period: 7
 Account#: 1100
 To: 1100
 One Source: (Blank = All)
 One Batch#: (0 = All)

Total Debits: 692 Total Credits: 231050.02 197320.39
 GLTRxC

SF4: Period Totals

GL Summary

2011 Acct: 1100

Open Bal:	382148.60
Period #1:	-64845.55
Period #2:	-58170.45
Period #3:	-18622.53
Period #4:	277579.37
Period #5:	-122272.94
Period #6:	-49761.94
Period #7:	33737.63
Period #8:	113818.78
Period #9:	-80753.18
Period #10:	22429.77
Period #11:	37292.11
Period #12:	15227.88
Adjustment:	0.00
Debit/Credit:	GLTRxC

F9: Transaction Detail (highlighted line)

GL Transaction Detail

Rec#: 2345 Year: 2005 Period: 6 Account#: 1010 Press any key

Source: SO Batch#: 229 Debit: 500.00 Credit: 0.00 Type: Ref: BRW001/P-5100750#31472

Reverse: N AutoDist: CounterBal: Reversal Applied: VendName: BROWN, BARRY R TransDate: 06/17/2004 GLTRxC

Features and Functions: Payroll Module

Overview

- * The Payroll Module is a standard payroll package that has been expanded to include a Commission Subsystem, an Employee Scheduling Subsystem and an Employee Time Clock Subsystem. →
- * All parts of the module are integrated but do not need to be used.

Features

- * The Payroll Module is drive by a Master Payroll Constants database that reflects the government Tax Deduction Guidebook (for easy yearly updates).
- * The Payroll Module update to the General ledger (by department if used) includes UIC earnings and expense, CPP earnings and expense, Bank, Taxes, wages, EHT, Ontario Health Premium, Individual Benefits and Deductions (GL Account Codes may be set up by department).
- * System integrates with Accounts Payable checks (i.e. check numbers, reconciliation and forms) or to separate "Payroll" account, checks and reconciliation.
- * The Benefits and Deduction update based on a maximum of 5 times per month, may be based on Dollar value or Percentage of Gross or Net (taxable or non-taxable) and may be limited to a yearly maximum.
- * The System accrues Vacation Pay and/or Sick Pay liability and amount paid. It supports Salary, Hourly, Commission, Vacation and Bonus Payrolls, multiple payrolls and pay cycles and flexible pay periods. The "Hourly" calculations include Regular, Overtime and Double Time pay.
- * **A simple Payroll Input program** allows for the entry → of hourly employees "Hours", and for all employees "piece work", commissions, extra hours at a different rate (no limit), one time deductions, vacation pay and "Bonus" payments
- * Personal Tax credit input matches TD1 form.
- * Detailed year-to-date records that Prints T4's and Employment History.
- * The Employee Schedule allows all employees to be schedule weeks in advance (if required) and includes a "Copy Schedule" Function, Employee substitution, Employee "Work Schedule" printout and interfaces with the "Time Clock". Management may review and adjust "Time Worked" and directly transfer it to the next payroll.
- * Commissions Subsystem is automatically updated from other modules where a salesperson has been included in the Sale. Also, commissions may be manually entered (Lookup, Edit and Print feature are included). The Commissions are updated to the next payroll into the Payroll "Commissions Bucket" are calculated as part of the next "Payroll Generation".

Reporting

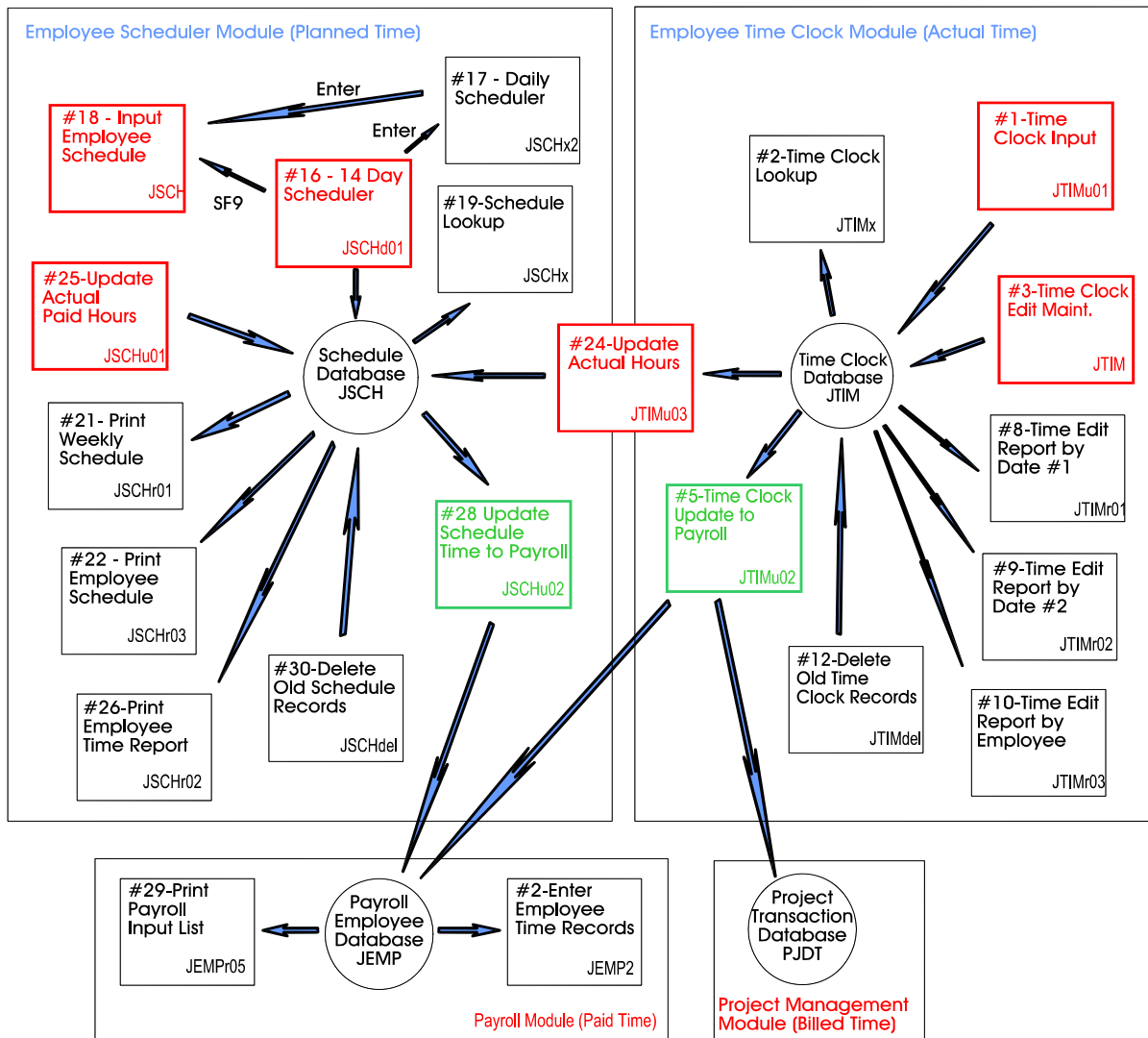
- * Management Reports include Employee's Scheduled Report, Actual verse Scheduled Report, Weekly Schedule with Costs Report and Payroll Summary Report.
- * Most reports are available by Employee# with additional filters (such as Status, Payroll Type, Department and Payroll#).
- * Reports include Payroll Input List, Payroll Edit List, Payroll Posting Journal by Payroll and by Employee, T4s, Time Clock Edit by Employee Report, Weekly Schedule List, Employee History List (by Year and by Employee), Vacation Accrual List, Employee List plus many more.

Interface to Other Modules

- * Integrated to Accounts Receivable, Point-of Sale, Sales order, Service, Major Unit Inventory, Transportation, and Project Management Modules (for Commission purposes).
- * Updates to Commissions Subsystem, Employee Schedule Subsystem and General Ledger.

Features and Functions: Payroll Module - Scheduling

Employee Time Management



Employee Scheduling Subsystem and an Employee Time Clock Subsystem

The Employee Scheduling and the Employee Time Clock are both standard features of our Payroll Module. Both “Subsystems” may be run independent of each other. The employee “Logs in” and “logs out (off)” of The Time Clock with their Employee Code and Password. The employee may enter a project# that is being worked on. The employee can even enter a short note to management why they were late or left early. The resulting time log may be reviewed and/or adjusted by management and easily updated to the “scheduler” and/or the payroll. Payroll hours through the time clock do not require any duplicate entry in payroll. To complete a Payroll, the user is required to enter “Non Time Clock” time and employees, print an edit list (optional) and generate the payroll.