



# General Ledger Interface User Guide

Infor Distribution A+ Version Number 10.03.01

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This section explains what the General Ledger Interface is and how it works to support financial transactions generated through the following modules:

- Order Entry
- Accounts Receivable
- Accounts Payable
- Inventory Accounting
- Purchasing
- International Currency

Order Entry, Accounts Receivable, Accounts Payable, and Inventory Accounting can pass financial transactions to General Ledger or a Temporary General Ledger File (TEMGN). The General Ledger Interface is the mechanism used to transfer this financial information. This section lists the accounts that are updated during Distribution A+ procedures and during Day-End Processing (MENU XAMAST), describes the information transferred from Distribution A+ applications to general ledger, and explains how to set up the transfer.

Financial transactions are posted directly to General Ledger if it is installed and activated. If you are using another general ledger system with Distribution A+ or you have not activated the Distribution A+ transfer then financial transactions are posted to a Temporary General Ledger holding file (TEMGN) and will be available for loading to your general ledger system.

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## General Ledger and International Currency

When International Currency is installed, additional transactions and accounts may be necessary for accurate journal postings. Distribution A+ selects the accounts to update (with the exception of the Exchange Fees Account) based on the transfer options for defining General Ledger I/C inventory, accounts payable, and accounts receivable accounts. Distribution A+ looks at the I/C transfer definitions and determines whether or not currency codes and source G/L accounts will be used to define an account. I/C accounts are updated during the following Distribution A+ procedures only if a gain/loss occurs during the transaction:

- Cash receipts are posted:
-

- Cash Rct Revaluation Gain/Loss
- A/P record check numbers and manual check post:
  - Payment Gain/Loss Account
- Pre-receipt voucher is validated:
  - Pre-Rcpt Inv Gain/Loss
- A/P voucher post:
  - Un-Invoiced Receipts Gain/Loss
  - Un-Invoiced Landing Cost Gain/Loss
- Revaluation of open payables:
  - AP Revalue Gain/Loss Account
- Revaluation of open receivables:
  - Open A/R Revaluation Gain/Loss
- Revaluation of foreign bank accounts:
  - Revalue Gain/Loss Account
- Revaluation of receipts pending invoicing:
  - Un-Invoiced Receipts Gain/Loss
  - Un-Invoiced Landing Cost Gain/Loss
- Deposit to a foreign currency bank account:
  - Exchange Fees Account

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## Understanding the Interface

Every Distribution A+ module interfaces with general ledger differently. Distribution A+ lets you select interface options so you may capture financial information at the level of detail required to produce your financial statements. Please read the following to understand what options are available:

- General Ledger Accounts Updated by Distribution A+ (p. 1-4)
- General Ledger Interface Glossary (p. 1-24)
- Account Selection Method (p. 1-34)
- Transfer Options (p. 1-38)
- General Ledger Interface Examples (p. 1-41)

Once you have read all five sections, use the General Ledger Interface Setup Checklist in the Cross Applications User Guide. It lists the steps required to set up the General Ledger Interface.

# Accounts Overview

The General Ledger Interface is used to determine the accounts updated when posting transactions from other Distribution A+ modules. Accounts are updated during the following Distribution A+ procedures:

- Day-End Processing: Order Entry transactions are posted.
- A/R Cash Post: A/R transactions are posted.
- A/R Month-End: If finance charges are assessed, they are posted.
- A/P Voucher Post and A/P Check Reversal: Transactions to open payables are posted.
- A/P Check Print and Manual Check Post: Payment transactions are posted.
- I/C Revalue Open Payables
- I/C Revalue Open Receivables

The following accounts are updated during Day-End Processing:

- Payment Asset
- Sales Income
- Special Charge Income
- Container Charge Income
- Cost of Goods Sold
- Inventory
- Sales Tax Liability
- Federal Excise Tax Liability
- Trade Discount Expense
- Transfer Revenue
- Transfer Costs of Goods Sold
- In-Transit Inventory

The following accounts are updated when cash receipts are posted:

- Cash in Bank
- Miscellaneous Cash
- Cash Discounts
- Write-Offs
- Debit Adjustments
- Credit Adjustments
- Finance Charge Write-off
- Deposit

The following accounts are updated during A/R Month-End Processing:

- Finance Charge Income
- Finance Charge Receivable

The following accounts are updated during A/P Voucher Post:

- A/P Account
- Expense Accounts
- Purchases Clearing
- Purchase Price Variance
- Purchase Returns Clearing
- Purchase Returns Variance
- Purchase Tax

The following accounts are updated during A/P Check Print, A/P Check Reversal, and Manual Check Post:

- A/P Account
- Cash in Bank
- Discounts Taken

The following accounts are updated during Purchase Order Receipts Post:

- In-transit Inventory
- Inventory
- Purchases Clearing
- Receipt Value Rounding

The following accounts are updated during Purchase Order Return Print:

- Inventory
- Purchase Returns Clearing
- Receipt Value Rounding

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## General Ledger Accounts Updated by Distribution A+

The following general ledger accounts, which are updated by Distribution A+, are listed by the updating Distribution A+ module.



## Order Entry Accounts (O/E)

Order Entry transactions are passed to general ledger by Day-End Processing (MENU XAMAST). The accounts to update and the transaction amounts are extracted from the day's invoices.

## O/E Income & Cost-of-Goods-Sold Accounts

An income account and cost-of-goods-sold (CGS) account is updated for each product line item (special charges are done separately). The line item's extended sales amount is credited to an income account and the extended cost is debited to a CGS account.

The system will update one of eight types of income accounts for each line item:

- A/R Stock Sales \*
- Cash Stock Sales
- A/R Drop Ship Sales
- Cash Drop Ship Sales
- A/R Stock Returns
- Cash Stock Returns
- A/R Drop Ship Returns
- Cash Drop Ship Returns

\* A stock sale is any sale that is not a drop shipment.

Corresponding types of accounts are updated for cost of goods sold (or returned):

- A/R Stock CGS
- Cash Stock CGS
- A/R Drop Ship CGS
- Cash Drop Ship CGS
- A/R Stock CGR (returned)
- Cash Stock CGR
- A/R Drop Ship CGR
- Cash Drop Ship CGR

## O/E Miscellaneous Accounts

Miscellaneous accounts are used to record special charge income, container charge income, federal excise tax liability and trade discount expense.

The extended line item amount is credited to one of eighteen different special charge accounts based on the type of special charge and the special charge code. There are up to nine user-defined order charges and nine user-defined line item charges (special charges are defined with special charge maintenance in Order Entry).

If the invoice contains any items with container charges, the invoice's total container charge amount is credited to a Container Charge Income account.

If the invoice contains any items with federal excise tax, the invoice's federal excise tax amount is credited to a Federal Excise Tax Liability account.

If the invoice has a trade discount, that amount is debited to a Trade Discount Expense account. A trade discount is a discount subtracted from the total invoice amount rather than from individual items. When trade discounts are used, the line items' income accounts (described above) are updated with gross sales amount and the amount of the total trade discount updates the trade discount expense account.

## O/E Payment Accounts

The total invoice amount is debited to a Payment Asset account (for example, accounts receivable or cash) in Day-End Processing. When you post an invoice to open accounts receivable through day-end, the payment G/L account is obtained based on your options unless the invoice number is already open on the customer's account. In that case, the G/L account is obtained from the invoice in the A/R Open Invoice Header File (ARDHD) because this invoice will be added as another detail line under the existing open invoice. In either case the internal account number of the G/L account used is stored on the open invoice header record.

When you post a payment to an open invoice in AR, the payment G/L account to be credited is obtained from the A/R Open Invoice Header File (ARDHD) from the invoice to which the payment is being applied (the original debit account from day-end). The corresponding debit to Cash will be one of the cash accounts from your depending on whether you used a bank account or not.

Payments that are for a specific customer but are not for a specific invoice or if no open invoices exist, and are not a deposit on an order are referred to as unapplied cash. This payment is entered in Cash & Adjustment Entry/Edit (MENU ARMAIN) process for the customer using the F4=ENTER CASH screen. We suggest using invoice number 1 unless it is a balance forward customer where it is then suggested to use invoice number 11 (any invoice number can be used). When you are using an invoice number that is not currently open for the customer this identifies to Distribution A+ that this is an unapplied cash payment. The payment account to be credited is obtained from the your setup unless there is currently an open unapplied invoice with the same invoice number for this customer in which case the G/L account is obtained from the A/R Open Invoice Header File (ARDHD) because this payment will be added as another detail line under the existing open invoice. In either case the internal account number of the G/L account used is stored on the open invoice header record.

## O/E Sales Tax Accounts

The sales tax amount from each invoice is credited to a Sales Tax account.

## Inventory Accounting Accounts (I/A)

Inventory Accounting transactions are passed to general ledger by Day-End Processing (MENU XAMAST) or when you run Post I/A Transactions to G/L (MENU IAMAST). The accounts to update

and the transaction amounts are extracted from the day's invoices. Also, inventory transactions entered through Enter/Update Transactions (MENU IAMAIN) or Adjust Inventory in Unknown Location (MENU WMMAST) and PO Receipts to inventory are processed and passed to general ledger.

The inventory-related accounts are as follows:

- Inventory Accounts
- Damaged Inventory
- Drop Ship/Non-Inventory
- Purchases Clearing
- Purchase Price Variance
- Purchases Returns Clearing
- Purchases Returns Variance
- Recount Write-Offs
- Quantity Adjustment Write-Offs
- Cost Adjustment Write-Offs
- Bill of Material Labor
- In-Transit Inventory
- Transfer Revenue
- Transfer Cost of Goods Sold
- Receipt Value Rounding
- Inventory Clearing
- Landing Costs (if being used and have been defined) and associated variance accounts

## Value Added Services Accounts (W/O)

If Value Added Services is installed, the following additional inventory-related accounts are updated:

- Value Added Services Labor
- Value Added Services Labor Expense
- Value Added Services Special Charge
- Value Added Services Special Charge Expense
- Value Added Services Outside Service Charge
- Value Added Services Outside Service Charge Expense
- Value Added Services Scrap Expense
- Value Added Services Overhead

## Accounts Receivable Accounts (A/R)

A/R updates general ledger O/E during cash receipts posting and when A/R finance charges are calculated during A/R Period-End Processing.

### A/R Transaction Accounts

The system uses transaction amounts when cash is posted to A/R to update one or more of the following:

- Cash Discounts Taken account (debit)
- A/R Write-Off account (debit)
- Debit Adjustment account (debit)
- Credit Adjustment account (credit)

When posting cash, the system automatically credits the same accounts receivable payment account that was debited when the invoice was posted to A/R.

### A/R Miscellaneous Accounts

The system debits a Finance Charge Receivables account and credits a Finance Charge Income account when finance charges are calculated during Month-End Processing.

A Cash-in-Bank account is debited for the total amount of each cash application group posted to A/R. The selection of the Cash-in-Bank account depends on the selection of a bank account or not.

A Deposit account is credited for each deposit or unapplied cash transaction posted through cash application. A deposit order is when you receive a deposit payment with a brand new order. You need a way to enter the payment into the system even though the order has not been invoiced yet. The order will be entered [Enter, Change & Ship Orders (MENU OEMAIN)] with the deposit amount so it will show on the customer's invoice and then the order deposit will be entered through the Cash & Adjustment Entry/Edit (MENU ARMAIN) process for the customer using the **F4=ENTER CASH** screen. On this screen, leave the invoice number blank and reference the order number that the deposit is for. It is the invoice number equal to blank that identifies this payment to Distribution A+ as a deposit payment. Once the cash is posted it will show up in open A/R as a negative amount, but once the invoice is posted through day-end, this negative amount will attach itself to the appropriate invoice. This in turn will reduce the open amount of the invoice automatically without any user intervention.

When the deposit payment referencing the order number is posted:

- The deposit G/L account to be credited is obtained based on your options unless there is currently an outstanding deposit invoice header (blank invoice number) for this customer. In this case the account is obtained from the open AR invoice header record because this payment will be added as another detail line under the existing open deposit invoice. The internal account number of the G/L account used is stored on the A/R Open Invoice Header File (ARDHD) invoice when this transaction is posted. The order number for the deposit is stored on the A/R Open Invoice Detail File (ARDDT) transaction when this transaction is posted.

- The cash G/L account to be debited will be one of the cash accounts from your setup depending on whether you used a bank account or not.

When the invoice for the deposit order is updated through day-end:

- The Deposit G/L account to be debited is obtained from the A/R Open Invoice Header File (ARDHD) invoice (the original credit G/L account when the payment was posted). This G/L account is debited for the amount of the deposit.
- The Payment G/L account to be debited is obtained based on your options. The internal account number of the G/L account used is stored on the A/R Open Invoice Header File (ARDHD) invoice. This G/L account is debited for the full amount of the invoice.
- The Payment G/L account to be credited is the same as the debit to the payment account. This G/L account is credited for the amount of the deposit since it is now included in the sales order.
- Credit Sales, sales tax, and charges as usual.

A Finance Charge Write-Off account is debited for each finance charge write-off posted through cash application.

A Miscellaneous Cash account is debited for each miscellaneous cash transaction posted through cash application.

## Bank Accounts

Bank accounts include previously defined accounts through Accounts Payable or Accounts Receivable. You can define checking, savings, or line of credit accounts through Bank Accounts Maintenance (MENU APFIL2) in A/P, or through Bank Accounts Maintenance (MENU ARFIL2) in A/R.

## Electronic Payments Accounts

For an explanation of the accounts updated by Electronic Payments transactions, refer to the Overview section of the Electronic Payments User Guide.

## Accounts Payable Accounts (A/P)

A/P updates general ledger when vouchers are posted to open payables, after checks are printed, when checks are reversed, and when manual checks are posted. You need to be concerned with these accounts only if A/P is installed.

## A/P Cash Accounts

A Cash Account is credited after checks are printed, when manual checks are posted, or when prepaid vouchers are posted. A cash account is debited when checks are reversed. The transaction amount is

equal to the amount printed on the check. In the case of prepaid vouchers and manual checks, the amount is equal to the net invoice amount (invoice amount - cash discount taken).

## A/P Accounts Payable & Cash Discount Accounts

An Accounts Payable account is credited when vouchers are posted. This A/P account is also credited if a credit memo is posted to the voucher or if the check paying the voucher is reversed. This A/P account is debited when a debit memo is posted to this voucher or when a payment is recorded for this voucher (after checks are printed or when manual checks are posted). The transaction amount is the sum of the payment amount and the cash discount taken.

Any cash discounts are credited to a Cash Discounts Taken account when a payment is made against a voucher. The same account will be debited if the check is reversed.

## A/P Expense Accounts

An A/P Default Expense account is debited for each voucher line when a group of vouchers is posted.

A Pending Rebates asset account is debited when newly created orders using vendor rebates are passed to General Ledger during Day-End Processing (MENU XAMAST). This account is credited when those orders are completed and the rebates are posted. The amount that the account is debited/credited is the difference between the extended inventory cost and the rebate cost.

A Rebate Variance expense account is credited or debited when rebates are posted. The amount that the account is affected by is the difference between the pending rebates amount and the actual rebate amount. If the actual rebate amount is less than the pending rebate amount, this variance account is debited; if the actual rebate amount is greater than the pending rebate amount, this variance account is credited.

A Rebate A/R asset account is used for vendor rebates if the A/R rebate method has been selected for the indicated vendor through Vendors Maintenance (MENU POFIL). By selecting the A/R rebate method, rebate amounts will be sent to A/R as open invoices. This account is debited when rebates are posted. The account is credited when payment is received through A/R from the vendor. The amount that the account is debited/credited by is the difference between the original cost and the rebate cost.

A Rebate A/P liability account is used for vendor rebates if the A/P rebate method has been selected for the indicated vendor through Vendors Maintenance (MENU POFIL). By selecting the A/P rebate method, rebate amounts will be sent to A/P as credit memos. This account is debited when rebates are posted. The account is credited when the credit memo is applied against other open invoices during check processing in A/P. The amount that the account is debited/credited by is the difference between the original cost and the rebate cost.

## A/P Clearing Account

An Accounts Payable Clearing Account is used for A/P Split Terms. This account is debited and credited during Voucher Post (MENU APMAIN) for the value of split invoices, vouchers created with split terms, as they are updated to Accounts Payable. This account will have a zero balance at the end of the posting transaction.

# Purchase Tax Account

A Purchase Tax Account is used for GST (Goods and Services Tax) for purchases. This account is debited when a voucher that had GST tax calculated during receipt validation is posted through Voucher Post (MENU APMAIN). This account is debited for the calculated GST amount.

# International Currency Accounts (I/C)

I/C updates general ledger when revaluations are processed against open payables, open receivables, foreign bank accounts, and receipts pending invoicing. IC entries will also be made as necessary through the normal postings of other Distribution A+ transactions.

# Gain/Loss Account

A Gain/Loss Account is used to track the gains and losses in value due to fluctuations in the exchange rates between currencies. Transactions will be posted to gain/loss accounts during the Revalue Open Payables (MENU ICRVAL) and the Revalue Open Receivable (MENU ICRVAL).

# General Ledger Accounts Updated by Distribution A+ Summary

The following tables summarize the General Ledger account update process. Each table shows which accounts are updated by which module at a particular time.

## Order Entry to General Ledger

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
Sales & Cost-of-Goods Sold Accounts	A/R Stock Sales	I	CR	Line item's extended sales amount
	A/R Drop-Ship Sales			
	A/R Stock Returns		Dr	
	A/R Drop-Ship Returns			
	Cash Stock Sales		Cr	
	Cash Drop-Ship Sales			
	Cash Stock Returns		Dr	
	Cash Drop-Ship Returns			
	A/R Stock CGS	E	Dr	Line item's extended cost amount
	A/R Drop-Ship CGS			
	A/R Stock CGR		Cr	
	A/R Drop-Ship CGR			
	Cash Stock CGS		Dr	
	Cash Drop-Ship CGS			
	Cash Stock CGR		Cr	
	Cash Drop-Ship CGR			
O/E Miscellaneous Accounts	Order Special Chg. (1-9)	I	Cr	Special charge line item extended sales amount
	Line Item Special Chg. (1-9)			
	Default Special Charge			
	Container Charge			Total container charge
	Federal Excise Tax	L		Total Federal tax
	Trade Discount	E	Dr	Total trade discount
Payment Account	Payment	A		Total invoice amount
Sales Tax Account	Sales Tax	L	Cr	Sales tax amount



Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
A/P Expense Account	Pending Rebates	A	Dr	Inventory Cost & Rebate Cost Difference
Inventory Accounts	Inventory	A	Cr	Line item's extended cost of item
	Damaged Inventory			
	Drop-Ship Inventory			
	Inventory Clearing			Cost of inventory based on return order(s)
	In-transit inventory	I	Dr	Line item's extended amount cost
	Transfer revenue - Transfer Sales amounts are determined by selected Company Options		Cr	Line item's extended sales amount
	Transfer C.O.G.S.	E	Dr	Line item's extended cost of item

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
A/P Expense Accounts	Rebate A/R	A	Dr	Creates invoice for rebate amount
	Rebate A/P	L		Creates credit memo for rebate amount

## Inventory Accounting to General Ledger

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
Inventory Accounts	Inventory	A	D/C	
	Qty. Adjustment Write-off	E	Cr/Dr	Quantity Variance * Cost
	Recount Write-off			
	Cost Adjustment Write-off			Cost Variance * Qty
	Receipt Value Rounding		Dr	Inventory & Purchasing receipt differences
	Defined Landing Costs			Amount entered or calculated on PO

## Bill of Material to General Ledger

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
Inventory Accounts	Defined Landing Clearing	L	Cr	Amount entered or calculated on PO
	Defined Landing Variance	E	Dr	
	Bill of Material Labor	L	Cr	Labor cost to manufacture item

## Purchasing to General Ledger

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
Inventory Accounts	Purchases Clearing	L	Cr	Line item's receipt cost
	Purchase Returns Clearing		Dr	Line item's return cost
	Inventory/Returns		D/C	
	Landing Cost		C	

## Value Added Services to General Ledger

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
Inventory Accounts	Work Order Outside Service Charges	L	Dr	Outside Service Receipt Value
	Purchase Clearing		Cr	

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
Inventory Accounts	Parent Inventory	A	Dr	Sum of Credits minus Expenses
	Work Order Labor Expense (optional)	E		Labor Expense entered for Work Order
	Work Order Special Charge Expense (optional)			Special Charge Expense entered for Work Order
	Work Order Outside Service Charge Expense (optional)			Outside Service Charge Expense entered for Work Order
	Work Order Parent Scrap Expense (optional)			Parent Scrap Expense entered for Work Order
	Work Order Component Scrap Expense (optional)			Component Scrap Expense entered for Work Order
	Work Order Labor	L	Cr	Labor entered for Work Order
	Work Order Special Charges	I		Special Charges entered for Work Order
	Work Order Outside Service Charges	L		Outside Service Charges entered for Work order
	Work Order Component Inventory	A		Component Inventory entered for Work Order
	Work Order Overhead	E		Calculated based on Work Order Options

## Accounts Receivable to General Ledger

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
A/R Accounts	Cash Discount Taken	E	Dr	Cash Discount amount
	A/R Write-off			Write-off amount
	Debit Adjustment	I/E	Cr	Debit adj. amount
	Credit Adjustment			Credit adj. amount
A/R Miscellaneous Accounts	Payment	A	Cr	Pmt. amt. +/- adj. amt.
	Finance Charge Receivable			Pmt. amt. +/- adj. amt
	Cash-in-Bank		Dr	Cash received amount
	Deposit		Cr	Deposit amount
	Miscellaneous Cash	E	Dr	Misc. cash received
	Finance Charge Write-off		Dr/Cr	Monthly f.c. write-off
	Finance Charge Receivable		Dr	Monthly Fin. charge
	Finance Charge Income		Cr	
I/C AR Accounts	Cash Receipt Revaluation Gain/Loss	I E	Cr Dr	The difference between the local equivalent of the invoice at the time it was posted and the cash receipt at the time it was posted.
Bank Accounts	Exchange Fees Gain/Loss	E	Dr	The identified amount of the exchange fee associated with the deposit.

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
A/R Miscellaneous Accounts	Payment	A	Cr	Pmt. amt. +/- adj. amt.
	Finance Charge Receivable			Pmt. amt. +/- adj. amt
	Cash-in-Bank		Dr	Cash received amount
	Deposit		Cr	Deposit amount
	Miscellaneous Cash		Dr	Misc. cash received
	Finance Charge Write-off	E	Dr/Cr	Monthly f.c. write-off
	Finance Charge Receivable	A	Dr	Monthly Fin. charge
	Finance Charge Income	I	Cr	

## Accounts Payable to General Ledger

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
A/P Accounts	A/P Account	L	Dr	Net invoice amount
	Cash Discount Account	I	Cr	Discount amount
	A/P Account	L		Net invoice amount
A/P Expense Accounts	A/P Expense	E	Dr	Voucher line item amount

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
A/P Accounts	A/P Accounts	L	Cr	Voucher lines item total amount
A/P Clearing Account	A/P Internal Clearing Liability Account		Cr/Dr	Amount of split invoices created in posting process but always balances to total

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
A/P Expense Accounts	Default Expense Account	E/A	Dr	Voucher line item amount

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
A/P Account	Cash Discount Account	I	Dr	Discount amount
	A/P Account	L	Cr	Payment amount
			Dr	Net credit invoice amount
A/P Expense Accounts/ Rebate Accounts	Default Expense Account	E	Cr	Voucher line item amount
Bank Accounts	Exchange Fees	E	Dr	The identified amount of the exchange fee associated with the deposit.

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
A/P Receipt Validation	Defined Landing Cost	L	Dr	
	Purchases Clearing		Dr Cr D/C	Original purchase order amount/Credit memo amount
	Purchases Return Clearing			
	Defined Landing Variance			
	Purchase Price Variance	E	Dr/Cr	Variance
	Purchase Returns Price Variance			
	Purchase Tax Account	L	D	Calculated GST value for purchase order line items

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
I/C Accounts Payable Accounts	Un-Invoiced Receipts Gain/Loss	I E	Cr Dr	The difference between the local equivalent of the receipts at the time they were posted and at the time they were included in the creation of an open payable.
	Un-Invoiced Landing Cost Gain/Loss			

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
Inventory	Default Clearing D/C Variance	L	Cr	Net invoice amount
A/P Expense Accounts/ Rebate Accounts	Pre-receipt Inventory	E/A	Dr	Voucher line item amount
A/P Expense Accounts/ Rebate Accounts	Pre-receipt Inventory Gain/Loss			The difference between the local equivalent of the pre-receipt voucher when it was created and at the time it was validated after the receipts were posted.

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
Bank Accounts	Cash - Bank Account	A	Cr	Cash Payment amount
A/P Accounts	A/P Account	L	Dr	Net invoice amount
	Cash Discount Account	I	Cr	Discount amount
	A/P Account	L		Net invoice amount



Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
I/C Accounts Payable Accounts	Payment Gain/Loss	I E	Cr Dr	The difference between the local equivalent of the open payable when it was created and when the check was printed or posted for manual checks. Note that G/L gain/loss entries will be generated based on the rate in effect when checks are printed, not the rate in effect when the checks are recorded.
	Revalue Gain/Loss	I E	Cr Dr	The difference between the local equivalent of the open payable at the exchange rate when it was created and the bank account's rate when the check was printed or posted for manual checks. Note that G/L gain/loss entries will be generated based on the rate in effect when checks are printed, not the rate in effect when the checks are recorded.

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
Bank Accounts	Cash - Bank Account	A	Dr	Payment amount
A/P Account	Cash Discount Account	I		Discount amount
	A/P Account	L	Cr	Payment amount
			Dr	Net credit invoice amount

## Bank Accounts to General Ledger

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
Bank Accounts	Bank Account	A	Dr/Cr	The total amount of the deposit or withdrawal.
	Exchange Fees	E	Dr	The identified amount of the exchange fee associated with the deposit.
(Bank Account Transaction Edit Process	Credited Account for deposits; Debited Account for withdrawals		Dr/Cr	Deposit or withdrawal amount to offset the entry to the Bank Account.

## International Currency to General Ledger

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
I/C Accounts Payable Accounts	Un-Invoiced Receipts Gain/Loss	I E	Cr Dr	The difference between the local equivalent of the receipt at its current rate (either when it was posted or when it was revalued) and at the current rate.
	Un-Invoiced Landing Cost Gain/Loss	I E	Cr Dr	

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
A/P Accounts	A/P Accounts	L	Cr	Voucher line item total amount
I/C Accounts Payable Accounts	A/P Revalue Gain/Loss Account	I E	Cr Dr	The difference between the local equivalent of the open payable at its current exchange rate (either when it was created or when it was last revalued) and at the current exchange rate at the time of this revaluation.

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
Bank Accounts	Cash - Bank Account	A	Dr	
I/C Accounts Payable Accounts	Revalue Gain/Loss	I E	Cr Dr	The difference between the local equivalent of the balance at the bank's currency exchange rate and today's rate.

Account Group	Account Name	Acct Type	Norm Tran	Amount Posted
A/R Accounts	A/R Accounts	A	Dr	Invoice line item total amount
I/C A/R Accounts	A/R Revalue Gain/Loss Account	I E	Cr Dr	The difference between the local equivalent of the open receivable at its current exchange rate (either when it was created or when it was last revalued) and at the current exchange rate at the time of this revaluation.

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## General Ledger Interface Glossary

This section provides definitions and overview information for key General Ledger Interface terms.

### Business Units

A Business Unit is a two-character code that is assigned to each voucher during Voucher Entry (MENU APMAIN). You may also assign a standard business unit to each vendor. Use business units if the information from a vendor's invoice determines which accounts are updated.

**Example:**

If you have three branches that share vendors and you want to track payables by branch, create a business unit for each branch and key the business unit for the appropriate branch when keying a voucher.

## Using Business Units for Account Selection

Business units may be used when Distribution A+ selects the following accounts for posting:

- A/P accounts
- A/P expense accounts
- Purchase tax accounts

### “Turning Off” Business Units

Using business unit codes is optional. If you do not want to use business units, key **N** for **Use Business Units** when selecting A/P accounts, A/P expense accounts, and purchase tax accounts through G/L Transfer Definition (MENU GLXFER). The **Business Unit** field will not display when entering vouchers.

Extracted From	Vouchers keyed through MENU APMAIN
Maintain Through Any of These Options	Business Units Maintenance (MENU GLXFER)/ (MENU G2XFER)/(MENU APFILE)
Assigning a default to a vendor	Vendors Maintenance (MENU APFILE)
Using to select A/P accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)
Using to select A/P expense accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)
Using to select Purchase Tax Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)
Option to clear during Voucher Entry	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)

## Customer G/L Codes

A Customer G/L Code is a two-character code assigned to customers and customer ship-to locations to classify similar customers. Use customer G/L codes if the customer information from an invoice is used to determine which accounts are updated.

**Example:**

To select sales/CGS accounts based on a customer's territory, create a customer G/L code for each valid territory. Assign one of these G/L codes to each customer or ship-to address.

## Using Customer G/L Codes for Account Selection

Customer G/L codes may be used when Distribution A+ selects the following accounts for posting:

- Sales/CGS Accounts
- Miscellaneous O/E Accounts (special charges)
- Payment Accounts
- Sales Tax Accounts
- Miscellaneous A/R Accounts

When updating sales/CGS, special charge income, federal excise tax liability, and sales tax accounts, Distribution A+ uses the order's ship-to customer G/L code. If the ship-to does not have a G/L code, or if a ship-to number is not assigned to an order, the customer G/L code is taken from the order's sold-to customer G/L code. When updating payment accounts, Distribution A+ uses the order's bill-to customer G/L code.

## "Turning Off" Customer G/L Codes

Using customer G/L codes is optional. If you do not want to use customer G/L codes, key **N** for **Use Customer G/L Codes** when selecting sales/CGS accounts, miscellaneous accounts, payment accounts, and sales tax accounts, and A/R miscellaneous accounts through G/L Transfer Definition (MENU GLXFER). The **Customer G/L Code** field will not be selected during processing.

Extracted From	Customer or Ship-to associated with an order.
Maintain Through	GL Customer Codes Maintenance (MENU GLXFER)/ (MENU G2XFER)
Assign to Individual Customers	Customer/Ship-to Master Maintenance (MENU ARFILE)

Extracted From	Customer or Ship-to associated with an order.
Assign Globally to Customers	Global Customer GL Code Maintenance (MENU GLXFER)/(MENU G2XFER)
Using to select Sales/CGS Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)
Using to select Misc. O/E Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)
Using to select Payment Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)
Using to select Sales Tax Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)
Using to select Misc. A/R Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)

## Item G/L Codes

An Item G/L Code is a two-character code assigned to each item to classify similar items. Use item G/L codes if the item information from an invoice is used to determine which accounts are updated. Do not use Item G/L codes to maintain separate Inventory accounts by warehouse. Use the Warehouse Transfer option to do this.

### Example:

If your product line consists of stock items and non-stock item, item G/L code “ST” may represent stock items, and item G/L code “NS” may represent non-stock items. Sales of non-stock items (NS) are posted to one sales account and sales of stock items (ST) are posted to a different sales account.

## Using Item G/L Codes for Account Selection

Item G/L codes may be used when Distribution A+ selects the following accounts for posting:

- Sales/CGS Accounts
- Inventory Account
- Value Added Services Accounts

## “Turning Off” Item G/L Codes

Using item G/L codes is optional. If you do not want to use item G/L codes, key **N** for **Use Item G/L Codes** when selecting sales/CGS accounts, inventory accounts, and non-inventory accounts through G/L Transfer Definition (MENU GLXFER). The **Item G/L Code** field will not be selected during processing.

Extracted From	An item on an order.
Maintain Through	GL Item Codes Maintenance (MENU GLXFER)/ (MENU G2XFER)
Assign to Individual Items	Item Master Maintenance (MENU IAFILE)
Assign Globally to Items	Global Item GL Code Maintenance (MENU GLXFER)/ (MENU G2XFER)
Using to select Sales/CGS Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)
Using to select Inventory Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)

## Order Source Codes

An Order Source code is a two-character code assigned to each order as it is created. Use order source codes if information from an order is used to determine which accounts are updated.

### Example:

Assume your company has more than one branch, and that you want to post sales by branch. However, each branch sells to any customers in any tax body from any warehouse. Use the order source code (which is tagged on the Order Header Screen) as your branch. Assign branch 1 orders with an order source code of 01, branch 2 of 02, etc.

## Using Order Source Codes for Account Selection

Order source codes may be used when Distribution A+ selects the following accounts for posting:

- Sales/CGS Accounts
- Miscellaneous O/E Accounts
- Payment Accounts
- Sales Tax Accounts



- Inventory Accounts

## Using the Order Source Codes

Choose the use of the order source code through Order Entry Options Maintenance (MENU XAFIL) in one of the following ways:

- **Y**: Required for all orders. Passed to shipment history and used in the General Ledger Interface.
- **I**: Required for all orders (informational). Pass to shipment history and not used in the General Ledger Interface.
- **N**: Not used. The order source cannot be keyed during order entry.

## “Turning Off” Order Source Codes

Using order source codes is optional. If you do not want to use order source codes, key **N** for **Use Order Source Code** through Order Entry Options Maintenance (MENU XAFIL) and then the prompt will not display when selecting sales/CGS accounts, miscellaneous accounts, payment accounts, and sales tax accounts through G/L Transfer Definition (MENU GLXFER). The **Order Source Code** field cannot be keyed during order entry and will not be selected during processing.

Extracted From	Enter, Change & Ship Orders (MENU OEMAIN)
Maintain Through	Order Source Codes Maintenance (MENU GLXFER)/ (MENU G2XFER)
Using to select Sales/CGS Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)
Using to select Misc. O/E Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)
Using to select Payment Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)
Using to select Sales Tax Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)
Using to select Inventory Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)
Turning On/Off Option to clear during Order Entry	Order Entry Options Maintenance (MENU XAFIL)

## Payment Type Code

A Payment Type Code is a two-character code assigned to each invoice to indicate the customer's method of payment. Payment types may be used to determine which A/R or cash account is updated when posting invoices.

**Example:**

To update separate payment asset accounts based on the method of payment (i.e. A/R payments to one account, cash payments to another account), use payment type codes of "AR" and "CS." Cash or receivables are posted to the appropriate account based on the customers method of payment as indicated on the invoice.

Payment Type Codes may be used when Distribution A+ selects the following accounts for posting:

- Payment Accounts

### "Turning Off" Payment Type Codes

Using payment type codes is optional. If you do not want to use payment type codes, key **N** for **Use Payment Types** when selecting payment accounts through G/L Transfer Definition (MENU GLXFER). The **Payment Types** field will not be selected during processing.

Extracted From	Orders keyed through Enter, Change & Ship Orders (MENU OEMAIN)
Maintain Through	Order Hold Codes Maintenance (MENU OEFILE)
Assigning a default to a customer	Customer/Ship-to Master Maintenance (MENU ARFILE)
Using to select Payment Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)

## Tax Body Code

A Tax Body Code is a six-character code on each order or each voucher that identifies the tax jurisdiction for the invoice.

**Example:**

If you have separate sales tax accounts for each tax jurisdiction, use tax body when selecting sales tax accounts.

Tax bodies may be used when Distribution A+ selects the following accounts for posting:

- Sales Tax Accounts
- Purchase Tax Accounts

**“Turning Off” Tax Body Code**

Using tax body codes is optional. If you do not want to use tax body codes, key **N** for **Use Tax Body** when selecting sales tax accounts through G/L Transfer Definition (MENU GLXFER). The **Tax Body** field will not be selected during processing.

Extracted From	Orders keyed through Enter, Change & Ship Orders (MENU OEMAIN)
Maintain Through	Tax Body Maintenance (MENU OEFILE)
Assigning a default to a customer	Customer/Ship-to Master Maintenance (MENU ARFILE)
Using to select Sales Tax Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)
Using to select Purchase Tax Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)

**Vendor G/L Codes**

A Vendor G/L Code is a two-character code assigned to vendors to classify similar vendors. Use vendor G/L codes if the vendor information from a voucher is used to determine which accounts are updated.

**Example:**

If you want to have separate expense accounts for different types of vendors, create a vendor G/L code for each valid type of expense. Assign one of the valid vendor G/L codes to each vendor according to the type of goods or services purchased from the vendor. When a voucher is created the system will use the vendor G/L code to select the default expense account for the voucher's vendor and company.

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## Using Vendor G/L Codes for Account Selection

Vendor G/L codes are used when Distribution A+ selects the following accounts for posting:

- A/P Accounts (A/P and Cash discount)
- A/P Expense Accounts (Vendor defaults)
- Purchase Tax Accounts

### “Turning Off” Vendor G/L Codes

Using vendor G/L codes is optional. If you do not want to use vendor G/L codes, key **N** for **Use Vendor GL Code** when selecting A/P accounts, A/P expense accounts, and purchase tax accounts through G/L Transfer Definition (MENU GLXFER). The **Vendor GL Code** field will not be selected during processing.

Extracted From	Vouchers keyed through Voucher Entry (MENU APMAIN)
Maintain Through	Vendor GL Code Maintenance (MENU GLXFER)/ (MENU G2XFER)
Assigning to a Vendor	Vendors Maintenance (MENU APFILE)/(MENU POFILE)
Using to select A/P Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)
Using to select A/P Expense Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)
Using to select Purchase Tax Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)

## Warehouse IDs

Warehouse IDs represent one of the defined stocking locations defined through Warehouse Numbers Maintenance (MENU IAFILE). Each sales order and purchase order has one warehouse ID assigned to it.

### Example:

To maintain separate sales accounts for each of your warehouses, select the transfer option to use warehouse when selecting sales/CGS accounts.

## Using Warehouse IDs for Account Selection

The warehouse ID may be used when Distribution A+ selects the following for posting:

- Sales/CGS Accounts
- Miscellaneous O/E Accounts
- Payment Accounts
- Sales Tax Accounts
- Inventory Accounts
- Purchase Tax Accounts

## “Turning Off” Warehouse IDs

Using warehouse ID's is optional. If you do not want to use warehouse ID's, key **N** for **Use Warehouse** when selecting sales/CGS accounts, miscellaneous accounts, payment accounts, and sales tax accounts, inventory accounts, and purchase tax accounts through G/L Transfer Definition (MENU GLXFER). The **Warehouse** field will not be selected during processing.

Extracted From	Invoices keyed through Enter, Change & Ship Orders (MENU OEMAIN)
Maintain Through	Warehouse Numbers Maintenance (MENU IAFILE)
Using to select Sales/CGS Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)
Using to select Misc. O/E Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)
Using to select Payment Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)

<b>Extracted From</b>	<b>Invoices keyed through Enter, Change &amp; Ship Orders (MENU OEMAIN)</b>
Using to select Sales Tax Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)
Using to select Inventory Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)
Using to select Purchase Tax Accounts	GL Transfer Definition (MENU GLXFER)/(MENU G2XFER)

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## Account Selection Method

Distribution A+ selects the General Ledger account to update when transactions are posted based on information from the transaction, transfer options, and transfer account definitions. You must understand how accounts are selected before you can set up transfer options or define transfer accounts.

### Transfer Options

You may want to post to different accounts based on the value of the fields in your transaction. For example, you may want to post to different sales accounts based on the customer you are invoicing or the items you are selling. Use transfer options to determine which of these fields Distribution A+ will use to select the appropriate account.

### Transfer Account Definitions

Account definitions are the account numbers you assign to each value of the field(s) you have selected. For example, if you post sales by warehouse, you will have one account definition for each warehouse. During posting, Distribution A+ selects the appropriate account by finding the account definition with a warehouse identical to the warehouse of the order.

### Selection Hierarchy

Account definitions may become cumbersome to maintain, especially if you have many of them. For example, assume you post sales based on warehouse and item G/L code and that you have 5 warehouses and one hundred different item G/L codes. You may need to enter 500 account definitions. This is time-consuming.

It is likely that you have fewer than 500 accounts and that many of the different combinations of warehouses and G/L codes will post to the same account. In this case, take advantage of account definition hierarchy when keying your definitions.

When posting to General Ledger, Distribution A+ will first look for the account definition of the warehouse and Item G/L code associated with the line item of an invoice. If you have set an account up for this combination, then Distribution A+ will use the associated account. If not, Distribution A+ will then look for another account definition by blanking out your most specific field (item G/L code in this case). Distribution A+ will next look for a definition with a specific warehouse and a blank item G/L code.

If many of your items post to the same account, you can reduce the number of account definitions by setting up one definition for a blank item G/L code. Then set up definitions only for those items which post to different accounts. Any item with a G/L code that has no associated definition will post to the blank item G/L code definition.

Remember three facts about account selection hierarchies.

- Distribution A+ does not necessarily use all the fields in each hierarchy. It uses only the ones you have told it to use through the transfer options.
- If Distribution A+ cannot find an account definition for the values of the transaction being processed, it blanks out the lowest field in the hierarchy and tries to find a matching account definition. If it is still unsuccessful, then it blanks out the next lowest field in the hierarchy and tries again. This process continues until an account definition is found.
- You are required to define a default company account definition. If Distribution A+ exhausts all fields in the hierarchy without finding a definition, it will use the default company definition.

## 1 = OE Income/CGS Accounts Hierarchy

This hierarchy is used to select the income account and cost-of-goods-sold account for each line item in an invoice:

1. Company number from the invoice
2. Warehouse ID from the invoice
3. Order source from the invoice
4. Customer G/L code from the Ship-To/Customer Files
5. Item G/L code from the Item Master File

## 2 = OE Special Charge and Miscellaneous Accounts Hierarchy

This hierarchy is used to select the special charge income, container charge income, federal excise liability and trade discount expense accounts for each invoice:

1. Company number from the invoice
2. Warehouse ID from the invoice
3. Order source from the invoice
4. Customer G/L code from the Ship-To/Customer Files

### 3 = OE Payment Accounts Hierarchy

This hierarchy is used to select the payment asset account for each invoice:

1. Company number from the invoice
2. Warehouse ID from the invoice
3. Order source from the invoice
4. Customer G/L code from the Ship-To/Customer Files
5. Payment type from the invoice

### 4 = OE Sales Tax Accounts Hierarchy

This hierarchy is used to select the liability account for each invoice:

1. Company number from the invoice
2. Warehouse ID from the invoice
3. Order source from the invoice
4. Customer G/L code from the Ship-To/Customer Files
5. Tax body from the invoice

### 5 = IA Inventory Accounts Hierarchy

This hierarchy is used to select the inventory account for invoice and IA inventory transactions:

1. Company number from the invoice \*
2. Warehouse ID from the invoice
3. Item G/L code from the Item Master File

\* For IA transactions the company number is the company associated with warehouse ID for the transaction.

### 6 = AR Accounts Hierarchy

This hierarchy is used to select the cash discount, write-off and adjustment accounts based on the company and A/R account number in the original invoice:

1. Company number from the transaction's invoice
2. A/R account number from the transaction's invoice

### 7 = AR Miscellaneous Accounts Hierarchy

This hierarchy is used to select the finance charge AR, income and write off accounts, deposits and unapplied cash, cash-in-bank and miscellaneous cash accounts:

1. Company number from the transaction
2. Customer G/L code from the transaction's customer



## 8 = AP Cash Accounts Hierarchy

This hierarchy is used to select the cash account when checks are printed or reversed, manual checks are posted and pre-paid vouchers are posted:

1. Company number from the transaction

## 9 = AP Accounts Payable & Cash Discount Accounts Hierarchy

This hierarchy is used to select the accounts payable and cash discounts taken accounts when a voucher is entered:

1. Company number from the voucher
2. Business unit code from the voucher
3. Vendor G/L code from the Vendor File

## A = AP Expense Accounts Hierarchy

This hierarchy is used to select the default expense account when a voucher is entered:

1. Company number from the voucher
2. Business unit code from the voucher
3. Vendor G/L code from the Vendor File
4. Vendor number from the voucher

## C = A/R Adjustment Number Accounts Hierarchy

This hierarchy is used to select the A/R adjustment account for write-off's in cash posting.

1. Company number from the invoice
2. Adjustment Number created through Adjustment Numbers Maintenance (MENU ARFIL2).

## D = IC Inventory Accounts Hierarchy

This hierarchy is used to select the purchase tax account when calculated GST is posted for a voucher:

1. Company number from the warehouse.
2. Currency Code
3. Source Inventory Account

## E = IC Accounts Payable Accounts Hierarchy

This hierarchy is used to select the purchase tax account when calculated GST is posted for a voucher:

1. Company number from the voucher
2. Currency Code
3. Source Accounts Payable Account

## F = IC A/R Accounts Hierarchy

This hierarchy is used to select the purchase tax account when calculated GST is posted for a voucher:

1. Company number from the invoice
2. Currency Code
3. Source Accounts Receivable Account

## G = Purchase Tax Accounts Hierarchy

This hierarchy is used to select the purchase tax account when calculated GST is posted for a voucher:

1. Warehouse number from the purchase order.
2. Business unit from the voucher.
3. Vendor G/L code assigned to the vendor through Vendors Maintenance (MENU APFILE or MENU POFILE).
4. Tax body assigned to the vendor and warehouse through Vendor/Warehouse Assignments Maintenance (MENU POFILE) or to the vendor through Vendors Maintenance (MENU POFILE).

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## Transfer Options

Transfer options allow you to specify how financial information is passed to general ledger from other Distribution A+ modules. They tell the system which transaction values to consider when posting accounts and how to prompt for account numbers during transfer account definition. The options are described below.

### Order Entry Transfer Options

Order entry options tell the system which values from an invoice are considered when posting to accounts. Unused transfer fields are not considered during transfer account definition or when the system is selecting the account to be updated.

There are four types of selection options:

- Selecting Sales/CGS Accounts
- Selecting Miscellaneous Accounts
- Selecting Payment Accounts
- Selecting Sales Tax Accounts

These selection types provide some or all of the following selections options.

## Use Warehouse

This option is available for all four of the order entry selection options. The warehouse ID should be used if accounts are selected based on the warehouse that shipped the invoice. Use warehouse for branch accounting only if the shipping branch will get credit for the shipment regardless of the customer's normal branch (see Use Customer GL Code).

## Use Order Source

This option is available for all four selection types. The order source should be used if accounts are selected based on information about the order captured as the order is keyed. Examples of order sources are order taker, overrides on sales representative numbers, and ordering method (phone, mail, etc.).

## Use Customer GL Code

This option is available for all four selection types. The customer G/L code should be used if accounts are selected based on the customer. Examples of customer G/L codes are branch, division, territory, etc. This would be the normal method for branch or divisional accounting.

## Use Item GL Code

This option is available for income/CGS accounts selection only. The item G/L code should be used if the income/CGS accounts are selected based on the item. Examples of item G/L codes are stock vs. non-stock items, original equipment versus replacement parts, etc.

## Use Payment Type

This option is available for payment account selection only. The payment type code should be used if you maintain separate asset accounts for different payment types. Examples of payment types are cash, AR, credit card, etc.

## Use Tax Body

This option is available for sales tax account selection only. The tax body should be used if you maintain separate general ledger accounts for different tax bodies. For example, if you have a different liability accounts for each state, you would use tax body in the definition of your sales tax transfer accounts.

## Inventory Accounting Transfer Options

Inventory accounts are updated for invoiced items during Day-End. You may update different inventory accounts based on the warehouse and/or item G/L code of the transaction being processed.

Inventory accounting options inform Distribution A+ which fields from a transaction to use when posting the following types of transactions: During Day-End, crediting inventory for invoiced line items (or debiting inventory for returned line items).

## Use Warehouse

The warehouse ID should be used if accounts are selected based on the warehouse from which the inventory was shipped.

## Use Item GL Code

The item G/L code should be used if inventory accounts are selected based on the item. Examples of item G/L codes are stock vs. non-stock items, original equipment vs. replacement parts, etc.

## Accounts Receivable Transfer Options

Accounts Receivable options inform Distribution A+ which accounts should be updated when selecting accounts. Account selection is based on the customer G/L code.

## Customer GL Code

This transfer option is available for the selection of A/R miscellaneous accounts only. The customer G/L code should be used if A/R accounts are selected for the customer. For a classification of customers, you select the finance charge A/R, finance charge income, finance charge write-off, deposit, cash-in-bank, and miscellaneous cash accounts.

## Accounts Payable Transfer Options

Accounts Payable options tell the system which values from a voucher, check, manual invoice, or check reversal are used when selecting accounts. There are four types of A/P accounts:

- Bank Accounts
- Accounts Payable Accounts
- A/P Expense Accounts
- Purchase Tax Accounts

The following criteria are used to select accounts:

## Business Unit

This transfer option is used when selecting A/P, A/P expense, and purchase tax accounts. The business unit should be used if accounts are selected based on information about an organizational unit (warehouse, department, division, etc.) for which an A/P expense is incurred.

## Tax Body

This transfer option is used when selecting purchase tax accounts. The tax body should be used if accounts are selected based on the type of GST that is being assessed. For example, to post tax assessed for different GST tax jurisdictions, use the tax body when selecting purchase tax accounts.

## Vendor GL Code

This transfer option is used when selecting A/P, A/P expense, and purchase tax accounts. The vendor G/L code should be used if accounts are selected based on a classification of a vendor. Examples of a vendor G/L code are supply vendors, service vendors, corporate vendors, self-employed vendors, etc.

## Vendor Number

This transfer option is used when selecting A/P expense accounts. The vendor number should be used if accounts are selected based on a single vendor. For example, to post the expenses incurred for a single vendor to a single expense account, use the vendor number when selecting the expense account.

## Warehouse

This transfer option is used when selecting purchase tax accounts. The warehouse should be used if accounts are selected based on a warehouse. For example, to post the tax values for all GST taxable items ordered by a warehouse, use warehouse number when selecting purchase tax accounts.

## International Currency Transfer Options

International Currency options inform Distribution A+ which accounts should be updated when selecting accounts for different currencies. Account selection is based on the currency code.

## Currency Code

This transfer option is available for the selection of inventory, accounts receivable, and accounts payable accounts. The currency code should be used if you are tracking inventory, accounts receivable assets, and accounts payable liabilities in separate accounts based on the currency of the warehouse, customer or vendor.

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## General Ledger Interface Examples

Several examples concerning the following tasks are provided on the subsequent pages:

- a. Crediting Sales By Branch
- b. Crediting Sales By Sales Representative

- c. Posting Sales By Order
- d. Posting Sales By Item

## Crediting Sales By Branch

### Scenario

Each branch sells to a unique group of customers.

- Branch 1: Northern region customers
- Branch 2: Southern region customers

Sales are posted based on the customer or the customer's ship-to address. The warehouse the order is shipped from is ignored. For example, if a northern region customer buys product that is shipped from the southern region warehouse, the northern warehouse is credited with the sale even though the southern warehouse shipped the order.

### Your Actions

1. Answer your Sales/Cost-of-Goods-Sold transfer options (MENU GLXFER/MENU G2XFER) as follows:
  - **Use Warehouse:** N
  - **Use Order Source:** N
  - **Use Customer GL Code:** Y
  - **Use Item GL Code:** N
2. Define two customer G/L codes:
  - **NR** - Northern Region Sales
  - **SR** - Southern Region Sales
3. Assign customer G/L codes as follows:
  - Assign customer G/L code **NR** to all northern region customers.
  - Assign customer G/L code **SR** to all southern region customers.
4. Assign ship-to G/L codes if necessary:

If your ship-to addresses are different from your sold-to addresses and you want your sales based on the ship-to, then assign a customer G/L code to your ship-to addresses. Distribution A+ always uses the G/L code of the ship-to address if one exists. If not, it uses the G/L code of the sold-to.

Assume that you sell to Acme Hardware Company which has two ship-to locations, one in the North and one in the South. You always bill the North even if you ship to the South; yet, you want the sales shipped to the South credited to the South. To achieve this, assign the Acme Hardware's southern location a G/L code of **SR** and the northern location a G/L code of **NR**. Distribution A+ will use these codes when crediting sales.
5. Set up three account definitions as follows:
  - Company Default sales Customer G/L code = **blanks**

- Northern Region sales Customer G/L code = **NR**
- Southern Region sales Customer G/L code = **SR**

## Result

Company default accounts are used only if you sell to a customer who does not have an assigned customer G/L code.

Assume that you add a new customer but forget to assign the northern or southern region a customer G/L code. Sales for this customer are credited to the company default accounts because the customer belongs neither to the north nor the south. Sales for each customer posts to its respective account.

## Crediting Sales By Branch

### Scenario

Each branch has a unique warehouse.

- Branch 1: Warehouse **N** - Northern warehouse
- Branch 2: Warehouse **S** - Southern warehouse
- Branch 3: Warehouse **E** - Eastern warehouse

Sales are posted based solely on the warehouse from which the order is shipped from. The customer or sales representative associated with the order is not used. For example, if a northern customer buys a product that is shipped from the southern warehouse, then the southern warehouse is credited for the sale even though a northern customer made the purchase.

### Your actions

1. Answer your Sales/Cost-of-Goods-Sold transfer options (MENU GLXFER/MENU G2XFER) as follows:
  - **Use Warehouse:** **Y**
  - **Use Order Source:** **N**
  - **Use Customer GL Code:** **N**
  - **Use Item GL Code:** **N**
2. Codes to assign: None
3. Set up your account definitions in 1 of 2 ways:
  - a. To post to separate accounts for three warehouses:  
Company Default sales
    - Sales shipped from Warehouse: **N**
    - Sales shipped from Warehouse: **S**
    - Sales shipped from Warehouse: **E**

Company default accounts are used only if you ship from a warehouse other than **S**, **N**, or **E**.

Assume that you add warehouse **W** to ship product for your western region. If you do not set up an account definition for Warehouse **W** then the company default accounts are used to credit sales for orders shipped from there.

- b. To post to separate accounts for only one warehouse:

Of your three warehouses, only your northern warehouse credits separate sales accounts.

Use only two account definitions, one for warehouse **N** and one for all other warehouses:

Company Default sales

Sales Shipped from Warehouse: **N**

Because you do not set up account definitions for warehouses **S** and **E**, the company default accounts are used for orders shipped from these warehouses.

## Crediting Sales By Sales Representative

### Scenario

The primary sales representative assigned to each customer (or ship-to address) always gets credit even if the sales representative is overridden on the order.

You have two sales representatives, each assigned a territory:

Smith - Northern Region  
Jones - Southern Region

### Your actions

1. Answer your Sales/Cost-of-Goods-Sold transfer options (MENU GLXFER/MENU G2XFER) as follows:
  - **Use Warehouse:** **N**
  - **Use Order Source:** **N**
  - **Use Customer GL Code:** **Y**
  - **Use Item GL Code:** **N**
2. Set up two customer G/L codes.
  - **NR** - for Smith's customers (northern region)
  - **SR** - for Jones' customers (southern region)
3. Codes to assign:
  - Assign all Smith's customers a G/L code of **NR**.
  - Assign all Jones' customers a G/L code of **SR**.
4. Set up your account definitions as follows:

Company Default sales Customer G/L code = **blanks**  
Smith's sales Customer G/L code = **NR**  
Jones' sales Customer G/L code = **SR**



## Result

Orders shipped to **NR** customers will credit Smith's sales.

Orders shipped to **SR** customers will credit Jones' sales.

Orders shipped to customers with a **blank** customer G/L code (they belong to neither Smith nor Jones) will credit the company default sales accounts.

## Crediting Sales By Sales Representative

### Scenario

The sales representative on the order, even if it is overridden, is used to determine the sales account.

Normally, Acme Hardware sales belong to Smith, but for some orders Jones gets credit for Acme.

### Your actions

1. Answer your Sales/Cost-of-Goods-Sold transfer options (MENU GLXFER/MENU G2XFER) as follows:
  - **Use Warehouse:** **N**
  - **Use Order Source:** **Y**
  - **Use Customer GL Code:** **N**
  - **Use Item GL Code:** **N**
2. Set up three order source codes as follows:
  - **HO** - for house account sales
  - **SM** - for Smith's sales
  - **JO** - for Jones' sales
3. Codes to assign:
  - Assign an order source code of **SM** (the order source code is keyed on the Order Header Screen) for each of Smith's orders.
  - Assign an order source code of **JO** for each of Jones' orders.
4. Set up your account definitions as follows:

Company Default sales order source code = **blanks**

Smith's sales order source code = **SM**

Jones' sales order source code = **JO**

House sales order source code = **HO**

## Result

Orders with an order source code of **SM** will credit Smith's sales accounts. Sales for Jones and House will credit their respective accounts as well.

The company default accounts are credited only for orders keyed before you started using the order source code. These orders contain blank order source codes.

## Posting Sales By Order

### Scenario

Sales are posted on some unique value of an order which is independent of its customer, warehouse, or items.

Sales are posted based on how the order was placed. Orders are entered from three different sources: telephone orders, mail orders, and over-the-counter orders. Any customer may buy any item from any warehouse and place the order in any of these three ways.

### Your actions

1. Answer your Sales/Cost-of-Goods-Sold transfer options as follows:
  - **Use Warehouse:** **N**
  - **Use Order Source:** **Y**
  - **Use Customer GL Code:** **N**
  - **Use Item GL Code:** **N**
2. Set up three order source codes as follows:
  - **TE** - for Telephone Sales
  - **MA** - for Mail Sales
  - **OC** - for Over-the-Counter Sales
3. Codes to assign: None

Assign an order source code of **TE**, **MA**, or **OC** for each type of order being entered. Key this code on the Order Header Screen.
4. Set up your account definitions as follows:
  - Company Default sales Order source code = **blanks**
  - Telephone sales Order source code = **TE**
  - Mail sales Order source code = **MA**
  - Over-the-counter sales Order source code = **OC**

## Result

Orders with an order source codes of **TE** are credited to **TE** sales account; orders with **MA** and **OC** order source codes will post to their respective accounts as well.

The company default accounts are credited only for orders keyed before you started using the order source code. These orders contain blank order source codes.

## Posting Sales By Item

### Scenario

Sales are posted based on the item being sold. There are two types of items: original equipment sales items and replacement part sales items.

### Your action

1. Answer your Sales/Cost-of-Goods-Sold transfer options (MENU GLXFER/MENU G2XFER) as follows:
  - **Use Warehouse:** **N**
  - **Use Order Source:** **N**
  - **Use Customer GL Code:** **N**
  - **Use Item GL Code:** **Y**
2. Set up two item G/L codes as follows:
  - **OE** - Original Equipment items
  - **RP** - Replacement Parts items
3. Codes to assign:
  - Assign an item G/L code of **OE** to all original equipment items.
  - Assign **RP** to all replacement part items.
4. Set up your account definitions as follows:
  - Item G/L code = **blank** (Company Default Sales)
  - Item G/L code = **OE** (Original Equipment Sales)
  - Item G/L code = **RP** (Replacement Parts Sales)

## Result

Items assigned a G/L code of **OE** post to the sales account you keyed when setting up the Sales/CGS definition. The same is true for **RP** items. Items which have no assigned G/L code (**blank**) post to the account you keyed when setting up the company default definition.



---

If you are adding General Ledger to your Distribution A+ system and have previously used the G2 Accounts Transfer Menu (MENU G2XFER), be sure to review this section. You must convert the account numbers, transfer options, and selected accounts to the format used by General Ledger. The conversion process is outlined in this section.

---

## Converting to General Ledger

Menu options on the GL Accounts Transfer Menu (MENU GLXFER) are used to perform the conversion to General Ledger.

When converting to General Ledger, do the following:

- Use the Converting to General Ledger Checklist at the end of this section. This section outlines each step of the conversion.
- For detailed information for specific fields, refer to options explained in this guide.
- Write down any unanswered questions. Refer to the options explained in this guide for information on these issues. Contact your Consulting Services representative for technical assistance, if necessary.

### Overview

The conversion to General Ledger requires that you have previously set up the General Ledger Interface for Distribution A+.

The conversion consists of the following:

- **Account Number Conversion.** This converts the 15-digit single segment account number to the 25-digit multiple segment account number used in General Ledger.
  - **Account Number Conversion Edit.** This prints a report used to verify that account number conversions have been keyed as desired, and that each existing account number has been assigned to a new account number.
-

- **Copy Transfer Definitions.** This copies the definition and account selections made for the G2 Accounts General Ledger Interface [as used without General Ledger though GL Transfer Definition (MENU G2XFER) to the General Ledger Interface to be used with General Ledger (MENU GLXFER)].

---

## Converting To General Ledger Checklist

Use the checklist at the end of this section to convert the General Ledger Interface so it may be used with General Ledger. All options are selected from the GL Transfer Menu (MENU GLXFER).

### 1. Set Up General Ledger

Before converting the General Ledger Interface for use with General Ledger, be certain that you have set up General Ledger as defined on the General Ledger Setup Checklist in the Cross Applications User Guide. This ensures that you have defined your General Ledger account number format, and have set up your chart of accounts.

### 2. Convert Account Numbers to New Format

Previously you have used the G2 Accounts General Ledger Interface through the Transfer Menu (MENU G2XFER), and you have set up your chart of accounts through GL Accounts Maintenance (MENU G2XFER). Now that you are using General Ledger, convert the “old” account numbers to the “new” account number used in General Ledger.

For each of the existing 15-digit single segment account numbers, you must specify the new General Ledger account number for that account. Be certain that you specify a new account for each existing account.

Use GL Account Conversion Definition (MENU GLXFER) to set up the conversion definition.

### 3. Edit the Account Number Conversion.

To verify that the account conversion (step 2) has been defined as desired and to ensure that each existing account has been assigned to a new account number, print the G/L Account Conversion Edit Report (p. 18-2).

This report prints the old account number and the corresponding new account number defined in step 2. An error message is printed if a new account number has not been assigned to an old account number.

Use Edit GL Account Conversions (MENU GLXFER) to edit the account number conversion.

### 4. Copy Transfer Definitions

In steps 2 and 3, account numbers were converted to the account number format used by General Ledger. In this step, the transfer definitions and account selections currently used (defined through MENU G2XFER) are converted for use with General Ledger.

The transfer definition and account selections made through G2 Accounts GL Transfer Definition (MENU G2XFER) are copied for use with MENU GLXFER. Therefore, if previous transfer definition was adequate, you need only perform this step to set up transfer options for General Ledger. If you wish to change your transfer definition or account selections, you may do so through GL Transfer Definition (MENU GLXFER) after you copy the transfer definitions.

Use Convert G2 Transfer Definitions (MENU GLXFER) to copy transfer definitions.

### 5. Activate the General Ledger Interface

This step activates the transfer option and account selection conversions that you have made. The selected General Ledger accounts are updated through the General Ledger Interface after selecting this option.

Select Activate GL Transfer (MENU GLXFER) to activate the General Ledger Interface. After the General Ledger Interface is activated through this option, all accounts are updated as defined through GL Transfer Definition (MENU GLXFER).

---

## Converting to General Ledger Checklist

This checklist allows you to track the conversion procedure.

### Conversion to General Ledger Checklist

Step	Option/Menu
<input type="checkbox"/> Set up General Ledger by completing the General Ledger Setup Checklist found in the Cross Applications User Guide.	N/A
<input type="checkbox"/> Convert account numbers to new format.	GL Account Conversion Definition (MENU GLXFER)
<input type="checkbox"/> Edit the account number conversion.	Edit GL Account Conversions (MENU GLXFER)
<input type="checkbox"/> Copy Transfer Definitions.	Convert G2 Transfer Definitions (MENU GLXFER)
<input type="checkbox"/> Activate the General Ledger Interface.	Activate A+ GL Transfer (MENU GLXFER)





---

The GL Accounts Transfer Menu (MENU GLXFER) controls how accounts are selected when transactions are posted from the Order Entry, Accounts Receivable, Accounts Payable, Inventory Accounting, Purchasing, and International Currency modules.

Only users who have General Ledger installed should use this menu. If you are using a general ledger product other than Distribution A+ General Ledger, use MENU G2XFER.

Use the following options only if you are installing Distribution A+ General Ledger and have previously been using Distribution A+ with another general ledger product:

- GL Account Conversion Definition
- Edit GL Account Conversions
- Convert G2 Transfer Definitions

If you are setting up your interface for the first time, be sure to follow the General Ledger Interface Setup Checklist in the Cross Applications User Guide.

---

## Using MENU G2XFER

This menu controls how accounts in the Temporary General Ledger File (TEMGN) are updated from transactions in the Order Entry, Accounts Receivable, Accounts Payable Inventory Accounting, and Purchasing modules.

The menu options on MENU G2XFER are the same as the options on MENU GLXFER so this user guide can be followed by all users. However, in some cases, the files being updated are different so it is important to use the appropriate menu.

Do not use this menu to set up the General Ledger Interface if you are using Distribution A+ General Ledger. Use MENU GLXFER instead.

---



Order source codes are used for posting accounts from Order Entry to General Ledger, or for tracking information to order history. An order source code is a two character code assigned to each order as it is created. Use order source codes if information from an order is used to determine which accounts are updated.

Order source codes are defined through the Order Source Codes Maintenance option on the GL Accounts Transfer Menu (MENU GLXFER) or on the Order Entry File Maintenance Menu (MENU OEFILE).

You must create order source codes if you have answered **Y** to **Use Order Source Code** for any account when setting up transfer options through GL Transfer Definition (MENU GLXFER), or if you have answered either **Y** (for yes) or **I** (for informational) to **Use Order Source Code** in Order Entry Options Maintenance (MENU XAFIL). Otherwise, it is not necessary to run this option. Order source codes will not be used.

## Order Source Codes

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Order Source Code Maintenance Selection Screen	Use to specify the order source code.
Order Source Code Maintenance Screen	Use to provide a description for the code.

## When To Run This Option

You must create order source codes if you answered either **Y** (for yes) or **I** (for informational) to **Use Order Source Code** in Order Entry Options Maintenance (MENU XAFIL), or if you answered **Y** to

**Use Order Source Code** for any account when setting up transfer options through G/L Transfer Definition (MENU GLXFER). Otherwise, it is not necessary to run this option, as order source codes will not be used.

## Order Source Code Maintenance Selection Screen

ORDER SOURCE CODE MAINTENANCE

Function:            -            (A,C)

Company?            01            (01-99)

Order Source Code?    ...

F3=Exit

This screen appears after selecting the Order Source Codes option from Menu GLXFER or MENU OEFILE. This screen is used to select the order source code to create or maintain.

### Order Source Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<p>Key <b>A</b> to add an order source code.</p> <p>Key <b>C</b> to change an existing order source code.</p> <p>(A 1) Required</p>
Company	<p>This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFIL). </p> <p>Key the company for which you will be adding or changing an order source code.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFIL).</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFIL) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(N 2,0) Required</p>

**Order Source Code Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Order Source Code	Key the two character identifier of the order source code to be added or modified. For example, if you want to update separate G/L accounts based on how an order is placed, the order source code for an order may be <b>PH</b> for phone orders, <b>MA</b> for mail orders, etc. Sales for orders via the telephone (order source code <b>PH</b> ) may be posted to one G/L account and sales from mail orders (order source code <b>MA</b> ) are posted to a different G/L account. (A 2) Required
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Order Source Code Maintenance Screen (p. 4-5) will appear.

## Order Source Code Maintenance Screen

```

ORDER SOURCE CODE MAINTENANCE
Change

Company:      1   A & C Office Supply
Order Source Code:  OS
Description:   Outside Sales Orders.....

F12=Return
  
```

This screen appears after you press **ENTER** on the Order Source Code Maintenance Selection Screen (p. 4-3). This screen is used to enter or change the order source code description.

### Order Source Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Company	This field displays the company entered on the previous screen. Display
Order Source Code	This field displays the order source code entered on the previous screen. Display
Description	This is the description of the order source code. This message will appear during Enter, Change & Ship Orders (MENU OEMAIN) and on various reports. Key a new description, or modify the existing description. (A 30) Required
F12=Return	Press <b>F12=RETURN</b> to return to the Order Source Code Maintenance Selection Screen (p. 4-3) without saving any changes made on this screen.
Enter	Press <b>ENTER</b> to re-display the screen for verification. If no errors exist, press <b>ENTER</b> again to update the file. The Order Source Code Maintenance Selection Screen (p. 4-3) appears.

## Order Source Codes Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
G/L Order Source Code Listing Screen	Use to specify the companies for which to print order source codes.
G/L Order Source Code List	Prints a list of order source codes for the specified companies.



## G/L Order Source Code Listing Screen

G/L ORDER SOURCE CODE LISTING

Selection

Company?                   ...           to?           ...

F3=Cancel

This screen appears after you select the Order Source Code Listing option from MENU GLXFER or MENU OEFILE. Use this screen to select the range of companies to print on the G/L Order Source Code List (p. 4-8). This screen displays only when you have multiple companies, otherwise, the Report Options Screen appears. Refer to the Cross Applications User Guide for details about the Report Options Screen.

### G/L Order Source Code Listing Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the range of companies to print. (N 2,0) Required
F3=Cancel	Press <b>F3=CANCEL</b> to cancel your selections and return to MENU OEFILE.
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

## G/L Order Source Code List

GLX825 01/26/11 17.12.58	G/L ORDER SOURCE CODE LIST		AR/APDEMO	PAGE	1
	01-A & C Office Supply				
All Companies	Order Source Code	Description			
	CN	Consignment			
	ED	E.D.I.			
	FX	Fax			
	MA	Mail In Orders			
	OS	Outside Sales Orders			
	PS	Point of Sale			
	SR	Sales Rep Orders			
	TE	Telephone Sales			
	WI	Walk In Counter Sales			

This listing is produced following your responses on the G/L Order Source Code Listing Screen (p. 4-7) and the Report Options Screen. The order source codes and their descriptions that you defined are printed.

---

G/L Customer Codes are defined through the GL Customer Codes Maintenance option on the GL Accounts Transfer Menu (MENU GLXFER) or on the Accounts Receivable File Maintenance Menu (MENU ARFILE). Use this option to define the G/L customer codes used when selecting accounts for posting during Day-End Processing (MENU XAMAST). The G/L Customer Code is a two-character code assigned to customers and customer ship-to locations to classify similar customers.

---

NOTE: You must enter valid G/L customer codes if you have answered **Y** to **Use Customer GL Code** for any type of account when setting up transfer options through GL Transfer Definition (MENU GLXFER). Otherwise, it is not necessary to run this option. G/L customer codes will not be used.

---

---

## GL Customer Codes

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Customer G/L Code Maintenance Selection Screen	Used to add or change a customer G/L code.
Customer G/L Code Maintenance Screen	Used to enter the description of the customer G/L code.

---

## Customer G/L Code Maintenance Selection Screen

CUSTOMER GL CODE MAINTENANCE

Function:

-

(A,C)

Company?

01

(01-99)

Customer GL Code?

F3=Exit

This screen appears after you select option 2 - GL Customer Codes from the GL Accounts Transfer Menu (MENU GLXFER) or the Accounts Receivable File Maintenance Menu (MENU ARFILE). Use this screen to add or change a customer G/L code.

### Customer G/L Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key <b>A</b> to add a new customer G/L code. Key <b>C</b> to change the description of an existing customer G/L code. (A 1) Required
Company	The customer G/L code selected is specific to this company. (N 2,0) Required
Customer G/L Code	The two-character identifier of the customer G/L code. Transactions are posted to separate accounts based on this For example, customer G/L codes may be set up for customers in different sales territories if you post sales by territory. <b>NR</b> may be used to represent customers in your northern region; <b>SR</b> for the southern region, and so forth. (A 2) Required
F3=Exit	Press <b>F3=EXIT</b> to exit from this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Customer G/L Code Maintenance Screen (p. 5-3) will appear.

## Customer G/L Code Maintenance Screen

The screenshot shows a window titled "CUSTOMER GL CODE MAINTENANCE" with a "Change" button in the top right corner. Inside the window, the following information is displayed:

- Company: 1 A & C Office Supply
- Customer GL Code: 01
- Description: Hartford, CT.....

At the bottom right of the window, it says "F12=Return".

This screen appears after you press **ENTER** on the Customer G/L Code Maintenance Selection Screen (p. 5-2). Use this screen to enter the description of the customer G/L code.

### Customer G/L Code Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Description	<p>This description appears on various screens and reports.</p> <p>For example, the description of the customer G/L code <b>NR</b> (for customers in your northern territory) may be Northern Region.</p> <p>(A 30) Required</p>
F12=Return	Press <b>F12=RETURN</b> to return to the Customer G/L Code Maintenance Selection Screen (p. 5-2) without saving any changes.
Enter	Press <b>ENTER</b> to update the description. The Customer G/L Code Maintenance Selection Screen (p. 5-2) will appear.

## GL Customer Codes Listing

Once you have set up your customer G/L codes, you can print a listing of those codes through the GL Customer Codes Listing option on the GL Accounts Transfer Menu (MENU GLXFER) or the Accounts Receivable File Maintenance Menu (MENU ARFILE).

The GL Customer Codes Listing option is explained in this section. The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
G/L Customer Code Listing Screen	Used to select the G/L customer code to print.
G/L Customer Code List	Lists the customer codes for the selected companies.

## G/L Customer Code Listing Screen

This screen appears after you select the GL Customer Codes Listing option from the GL Accounts Transfer Menu (MENU GLXFER) or the Accounts Receivable File Maintenance Menu (MENU ARFILE). Use this screen to select the G/L customer code to print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### G/L Customer Code Listing Screen Fields and Function Keys

Field/Function Keys	Description
Company	<p>This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE).</p> <p>Key the company number associated with the items that you want to print on the report.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(2 @ N 2,0) Optional</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu.

### **G/L Customer Code Listing Screen Fields and Function Keys**

<b>Field/Function Keys</b>	<b>Description</b>
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will display. Refer to the Cross Applications User Guide for details about this screen. Following your selections on that screen, the G/L Customer Code List (p. 5-7) will print.

---



## G/L Customer Code List

GLX835 01/26/11 17.13.03	G/L CUSTOMER CODE LIST		AR/APDEMO	PAGE	1
		01-A & C Office Supply			
All Companies					
	Customer Code	Description			
-----					
	01	Hartford, CT			
	02	Dallas, TX			
	03	Chicago, IL			

In alphabetical order, this listing shows the customer G/L codes for the selected companies. This information is defined through GL Customer Codes Maintenance (MENU GLXFER).



---

G/L Item Codes are defined through the GL Item Codes Maintenance option on the GL Accounts Transfer Menu (MENU GLXFER/MENU G2XFER) or on the Inventory Accounting File Maintenance Menu (MENU IAFILE). Use this option to define the G/L item codes used for posting to sales/CGS or inventory accounts.

The G/L Item Code is a two-character code assigned to items to classify similar items.

---

**NOTE:** You must enter valid G/L item codes if you have answered **Y** to **Use GL Item Code** for any type of account when setting up transfer options through GL Transfer Definition (MENU GLXFER). Otherwise, it is not necessary to run this option. G/L item codes will not be used.

---

---

## GL Item Codes

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Item GL Code Maintenance Selection Screen	Used to add or change an item G/L code.
Item GL Code Maintenance Screen	Used to enter the description for the item G/L code.

---

## Item GL Code Maintenance Selection Screen

ITEM GL CODE MAINTENANCE

Function:            -            (A,C)

Item GL Code?        ...

F3=Exit

This screen appears after you select option **3** - GL Item Codes from the Inventory Accounting File Maintenance Menu (MENU IAFILE) or the GL Accounts Transfer Menu (MENU GLXFER). Use this screen to add or change an item G/L code.

### Item G/L Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key <b>A</b> to add a new item G/L code. Key <b>C</b> to change the description of an existing item G/L code. (A 1) Required
Item G/L Code	This field allows you to key in a new or existing two-character identifier for the item G/L code. Transactions will be posted to separate accounts based on this code. (A 2) Required
F3=Exit	Press <b>F3=EXIT</b> to exit from this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Item GL Code Maintenance Screen (p. 6-3) will appear.

# Item GL Code Maintenance Screen

ITEM GL CODE MAINTENANCE

Change

Item GL Code:

FG

Description:

Finished Goods .....

F12=Return

This screen appears after you press **ENTER** on the Item GL Code Maintenance Selection Screen (p. 6-2). Use this screen to enter the description for the item G/L code.

## Item GL Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	The description appears on various screens and reports. For example, the description for item G/L code <b>ST</b> representing stock items may be Stock Item. (A 30) Required
F12=Return	Press <b>F12=RETURN</b> to return to the Item GL Code Maintenance Selection Screen (p. 6-2) without saving any changes.
Enter	Press <b>ENTER</b> to update the description. The Item GL Code Maintenance Selection Screen (p. 6-2) will appear.

## GL Item Codes Listing

---

Once you have set up your item G/L codes, you can print a listing of them and their settings through the GL Item Codes Listing option on the GL Accounts Transfer Menu (MENU GLXFER) or on the Inventory Accounting File Maintenance Menu (MENU IAFILE).

This section explains the GL Item Codes Listing option. This option does not have any selection criteria. When you select the GL Item Codes Listing option, the Report Options Screen appears. Refer to the Cross Applications User Guide for a description of this screen.

## G/L Item Code List

GLX845 01/26/11 17.13.12	G/L ITEM CODE LIST		AR/APDEMO	PAGE	1
	Item Code	Description			
	FG	Finished Goods			
	MA	Office Machines			

In alphabetical order, this listing shows the item G/L codes and their descriptions as defined through GL Item Codes Maintenance (MENU GLXFER).





---

Company names are defined through the Company Name Maintenance option on the GL Accounts Transfer Menu (MENU GLXFER) or on the Cross Application File Maintenance Menu (MENU XAFILE). Use this option to add a company to Distribution A+ or to change the options for an existing company. You determine which modules will be interfaced, the default warehouse, and other selections for each company.

If you are adding a company, you must also set up the options for Accounts Receivable, Inventory Accounting, and Sales Analysis. Options for Purchasing, General Ledger, Accounts Payable, Bill of Material, and International Currency must also be set up if you are using them.

You may change these options at any time.

---

## Company Names

For an explanation of the Company Names Maintenance option, refer to the Cross Applications User Guide.

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Vendor G/L codes are defined through the Vendor GL Codes Maintenance option found on the GL Accounts Transfer Menu (MENU GLXFER) or on the Accounts Payable File Maintenance Menu (MENU APFILE). Use this option to define the vendor G/L codes used for selecting A/P liability or expense accounts. Vendor G/L codes are used to determine to which account a transaction is posted based on the classification of the vendor.

You must enter valid vendor G/L codes if you answered **Y** to **Use Vendor GL Codes** for any type of account when setting up transfer options through GL Transfer Definition (MENU GLXFER). Otherwise, it is not necessary to run this option. Vendor G/L codes will not be used.

---

## Vendor GL Codes

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Vendor G/L Code Maintenance Selection Screen	Used to add or change a vendor G/L code.
Vendor G/L Code Maintenance Screen	Used to enter the description of the vendor G/L code.

---

## Vendor G/L Code Maintenance Selection Screen

VENDOR G/L CODE MAINTENANCE

Function:

-

(A,C)

Vendor G/L Code?

...

F3=Exit

This screen appears after selecting the Vendor GL Codes option from the Accounts Payable File Maintenance Menu (MENU APFILE) or the GL Accounts Transfer Menu (MENU GLXFER). Use this screen to add or change a vendor G/L code.

### Vendor G/L Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key <b>A</b> to add a new vendor G/L code. Key <b>C</b> to change an existing vendor G/L code. (A 1) Required
Vendor G/L Code	The two-character identifier of the vendor G/L code. For example, vendor G/L codes may be set up for vendors based on the type of purchase. Vendors who provide kits may be assigned the vendor G/L code of <b>KT</b> , vendors who provide raw materials may be assigned the vendor G/L code of <b>RM</b> . Purchases from vendors who provide kits are posted to one A/P account, while purchases from vendors who provide raw materials are posted to a separate A/P account. (A 2) Required
F3=Exit	Press <b>F3=EXIT</b> to exit the option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Vendor G/L Code Maintenance Screen (p. 8-3) will appear.

## Vendor G/L Code Maintenance Screen

VENDOR G/L CODE MAINTENANCE CHANGE

Vendor G/L Code: 01

Description: Warehouse/Inventory Vendors...

F12=Return

This screen appears after you press **ENTER** on the Vendor G/L Code Maintenance Selection Screen (p. 8-2). Use this screen to enter the description of the vendor G/L code.

### Vendor G/L Code Maintenance Screen Field and Function Keys

Field/Function Keys	Description
Description	A description of the vendor G/L code. The description appears on various screens and reports. For example, the description of the vendor G/L code <b>KT</b> (for Kits) may be Kit Vendor. (A 30) Required
F12=Return	Press <b>F12=RETURN</b> to return to the Vendor G/L Code Maintenance Selection Screen (p. 8-2) without saving any changes.
Enter	Press <b>ENTER</b> to update the description. The Vendor G/L Code Maintenance Selection Screen (p. 8-2) will appear.

## Vendor G/L Codes Listing

This option prints the Vendor G/L Code List (p. 8-4). This listing shows all vendor G/L codes maintained through Vendor G/L Codes Maintenance (MENU APFILE or MENU GLXFER). The Report Options Screen appears when you select this option.

## Vendor G/L Code List

GLX895 01/26/11 17.13.18	VENDOR G/L CODE LIST	AR/APDEMO	PAGE 1
Vendor G/L Code	Description		
.....			
01	Warehouse/Inventory Vendors		
02	Business Supplies		
03	Mortgage, Taxes, Loans		

This listing prints all of the vendor G/L codes and their descriptions, alphabetically by code, defined through Vendor G/L Codes Maintenance.

Business unit codes (keyed during voucher entry) may be used to determine to which account a transaction is posted. You must enter valid business unit codes if you have answered **Y** to **Use Business Units** for any type of account when setting up transfer options (**Function T**). Otherwise, it is not necessary to run this option. Business unit codes will not be used.

Use the Business Units Maintenance option on the GL Accounts Transfer Menu (MENU GLXFER) or on the Accounts Payable File Maintenance Menu (MENU APFILE) to define the business unit codes used for selecting A/P liability or expense accounts. To print a list of defined business units, use the Business Units Listing option (MENU APFILE or MENU GLXFER).

## Business Units

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Business Unit Code Maintenance Selection Screen	Use to specify the business unit code to maintain.
Business Unit Code Maintenance Screen	Use to provide a description for the code.

## Business Unit Code Maintenance Selection Screen

BUSINESS UNIT CODE MAINTENANCE

Function:

-

(A,C)

Business Unit Code?

...

F3=Exit

This screen appears after selecting the Business Units options from the Accounts Payable File Maintenance Menu (MENU APFILE) or the GL Accounts Transfer Menu (MENU GLXFER). Use this screen to add or change a business unit code.

### Business Unit Code Maintenance Selection Screen Field and Function Keys

Field/Function Keys	Description
Function	Key <b>A</b> to add a new business unit. Key <b>C</b> to change an existing business unit. (A 1) Required
Business Unit Code	The two character identifier of the business unit. For example, the business unit code for a group in your organization may be <b>D1</b> for department one, <b>D2</b> for department 2, etc. Voucher transactions for department one are posted to one A/P account and voucher transactions for department two are posted to a different A/P account. (A 2) Required
F3=Exit	Press <b>F3=EXIT</b> to exit the option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Business Unit Code Maintenance Screen (p. 9-3) will appear.



## Business Unit Code Maintenance Screen

BUSINESS UNIT CODE MAINTENANCE

CHANGE

Business Unit Code: 4

Description: Seattle, WA .....

F12=Return

This screen appears after you press **ENTER** on the Business Unit Code Maintenance Selection Screen (p. 9-2). Use this screen to enter or change the description of the business unit code.

### Business Unit Code Maintenance Screen Field and Function Keys

Field/Function Keys	Description
Description	A description of the business unit code that appears on various reports and inquiries. For example, a description of the business unit code "01" which represents department 1 may be "Department 1."  (A 30) Required
F12=Return	Press <b>F12=RETURN</b> to return to the Business Unit Code Maintenance Selection Screen (p. 9-2) without saving any changes.
Enter	Press <b>ENTER</b> to update the description. The Business Unit Code Maintenance Selection Screen (p. 9-2) will appear.

## Business Units Listing

This option prints the Business Unit Code List (p. 9-4). This listing shows all business units maintained through Business Units Maintenance (MENU APFILE or MENU GLXFER). The Report Options Screen appears when you select this option.

## Business Unit Code List

GLX885 01/26/11 17.26.45	BUSINESS UNIT CODE LIST		AR/APDEMO	PAGE	1
Business Unit Code		Description			
1		Hartford, CT			
2		Los Angeles, CA			
3		Dallas, TX			
4		Seattle, WA			
5		Chicago, IL			
6		Ontario, Canada			

This listing prints all business unit codes and their descriptions, alphabetically by code, defined through Business Units Maintenance.

You can verify customer G/L codes through the Verify Customer File GL Codes option on the GL Accounts Transfer Menu (MENU GLXFER). Use this option to verify that the customer G/L codes you have assigned to your customers and/or ship-to addresses through Global Customer GL Code Maintenance (MENU GLXFER) or Customer/Ship to Master Maintenance (MENU ARFILE) have been assigned correctly.

The Verify Customer GL Codes Report (p. 10-7) or the Verify Ship-To Customer GL Codes Report (p. 10-8) print for customer G/L codes assigned to each customer or customer ship-to address. Those customers or ship-to addresses that have not been assigned G/L codes are also printed on these reports.

## Verify Customer File GL Codes

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Customer/Ship-To Selection Screen	Used to globally assign and/or verify customer G/L codes for a range of customers.
Verify Customer File GL Codes Screen	Used to select the range of customers to print on the Verify Customer GL Codes Report.
Verify Ship-To File GL Codes Screen	Used to select a range of customers and G/L codes to print.
Verify Customer GL Codes Report	Prints the customers assigned a specific G/L code.
Verify Ship-To Customer GL Codes Report	Prints the customers and their ship-to numbers that have been assigned a specific G/L code.

## Customer/Ship-To Selection Screen

```
CUSTOMER/SHIP TO SELECTION

Customer Selection:  -  1 - Customer
                   -  2 - Ship to

F3=Cancel
```

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is GLX862FM\_PROMPT.

This screen displays after you select option **8** - Verify Customer File GL Codes from the GL Accounts Transfer Menu (MENU GLXFER). Use this screen to globally assign and/or verify customer G/L codes for a range of customers. If your customers have multiple ship-to addresses, you may also assign customer G/L codes to the ship-to addresses for each customer range.

### Customer/Ship To Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer Selection	Use this field to determine if you want to verify customer G/L codes for customers or for ship-to addresses. Key <b>1</b> to verify customer G/L codes for customers. Key <b>2</b> to verify customer G/L codes for ship-to addresses. (N 1,0) Required
F3=Exit	Press <b>F3=EXIT</b> to exit from this option and return to MENU GLXFER.
Enter	Press <b>ENTER</b> to confirm your selection. If you keyed <b>1</b> , the Verify Customer File GL Codes Screen (p. 10-3) displays. If you keyed <b>2</b> , the Verify Ship-To File GL Codes Screen (p. 10-5) displays.

## Verify Customer File GL Codes Screen

<u>VERIFY CUSTOMER FILE GL CODES</u>			
<u>Selections</u>			
Customer No?	.. / .....	to?	.. / .....
Salesrep?	.....	to?	.....
Customer Class?	.. / ..	to?	.. / ..
Territory?	....	to?	....
Zip/Postal Code:	.....	to	.....
Customer GL Code?	..	to?	..
User Code 1?	....	to?	....
User Code 2?	....	to?	....
User Code 3?	....	to?	....
Print only blank Customer GL Codes: N (Y or N)			
F3=Cancel			

This screen displays after you press **ENTER** from the Customer/Ship-To Selection Screen (p. 10-2) if you keyed **1** in the **Customer Selection** field. Use this screen to select the range of customers to print on the Verify Customer GL Codes Report (p. 10-7). You may select to print only those customers that have not been assigned a customer G/L code.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

**Verify Customer File GL Codes Screen Fields and Function Keys**

Field/Function Key	Description
Selections	<p>Use the from and to fields to limit your selection to the customers specified in the range.</p> <ul style="list-style-type: none"><li>• Co/Customer</li><li>• Salesrep</li><li>• Customer Class</li><li>• Territory</li><li>• Zip/Postal Code</li><li>• Customer G/L Code</li><li>• User Code 1</li><li>• User Code 2</li><li>• User Code 3</li></ul> <p>Optional</p>
Print only blank Customer GL Codes	<p>Key <b>Y</b> to print the report for only those customers in the specified range that have not been assigned a customer G/L code.</p> <p>Key <b>N</b> to print the report for all customers selected.</p> <p>(A 1) Required</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option. MENU GLXFER will display.
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen).

Verify Ship-To File GL Codes Screen

VERIFY SHIP-TO FILE GL CODES

Selection

Customer No?    \_./ ..... to? .../ .....

Customer GL Code?        ... to?                ...

Print only blank Customer GL Codes:    N    (Y or N)

F3=Cancel

This screen displays after pressing **ENTER** from the Customer/Ship-To Selection Screen (p. 10-2) if you keyed **2** in the **Customer Selection** field. Use this screen to select a range of customers and G/L codes to print. The G/L code is selected from the customer’s ship-to number. You may select to print only those ship-to numbers that have not been assigned a customer G/L code.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Verify Ship-To File GL Codes Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	<p>Use the from and to fields to limit the report to the customers specified in the range.</p> <p>The values in the Customer Master File [maintained through Customer/Ship to Master Maintenance (MENU ARFILE)] are compared to the from and to selection criteria on this screen to determine which customers to print.</p> <p>(2 @ N 2,0 / N 10,0) Optional</p>
Customer GL Code	<p>Use the from and to fields to limit the report to the customer G/L codes specified in the range.</p> <p>The values in the Customer Master File [maintained through Customer/Ship to Master Maintenance (MENU ARFILE)] are compared to the from and to selection criteria on this screen to determine which customers G/L codes to print.</p> <p>(2 @ A2) Optional</p>

**Verify Ship-To File GL Codes Screen Fields and Function Keys**

Field/Function Key	Description
Print only blank Customer GL Codes	Key <b>Y</b> to print the report for only those ship-to numbers in the specified range(s) that have not been assigned a customer G/L code.  Key <b>N</b> to print the report for all ship-to numbers selected.
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option. MENU GLXFER/MENU G2XFER will display.
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will display. Refer to the Cross Applications User Guide for details about this screen.



## Verify Customer GL Codes Report

GLX871 01/26/11 19.17.18		VERIFY CUSTOMER GL CODES				AR/APDEMO		Page 1	
All Customers		All Salesreps		All Customer Classes		All Territories		All Customer GL Codes	
All Zip/Postal Codes		All User 1 Codes		All User 2 Codes		All User 3 Codes			
Customer #	Customer Name	City	State/Province	Zip/Postal Code	Terr	Sub-Class	User1	User2	User3
Customer GL Code: 01 Hartford, CT									
30	Lebanon School Department	Lebanon	PA	17042-1700	NE	60 / 1			
40	Attleboro School Department	Attleboro	MA	02703-0112	NE	60 / 1			
50	Shelton School Department	Shelton	CT	06484-0002	NE	60 / 1			
60	Smithfield School Department	Smithfield	RI	02917-0687	NE	60 / 1			
70	CBM Insurance Company	Branchford	CT	06405-0081	NE	20 / 1			
80	Niagara Insurance	Plainville	NY	11803-0001	NE	20 / 1			
90	Newman Insurance Agency	Niantic	CT	06357-0036	NE	20 / 2			
100	Financial Management Services	Warwick	RI	02886-0641	NE	10 / 1			
110	Financial Technologies	Meriden	CT	06450-0198	NE	10 / 1			
120	Financial Bookkeeping	Milldale	CT	06476-0057	NE	10 / 1			
130	Hartford Medical Association	East Hartford	CT	06108-0544	NE	30 / 1			
200	Manufacturing Solutions	Fall River	MA	02722-0109	NE	40 / 2			
601	Roman Holiday Travel Service	Rome, Italy		36511-0060	EUR	70 /			
602	Nishimoto Trading	Tokyo, Japan		74517-5214	EUR	70 /			
603	Stein Distributors	West Berlin, Germany		14231-7747	EUR	70 /			
604	Gualalupe Travel Service	Guadalajara		32874-2774	EUR	70 /			
605	Canadian Flag Works	New Rhone,		M7688 9E4	EUR	70 /			
606	French Wine Exporters	Rhone-Alps		32174-1233	EUR	70 /			
607	American Office Supply	Fort George,	WA	98433-1224	EUR	70 /			
608	Foggy London Rainwear Ltd.	London		EC3P 3AH	EUR	70 /			
609	Spanish Office Products	Barcelona		28072	EUR	70 /			
991	Point of Sale Default Customer				UN	99 /			
995	Work Order Customer Number				UN	99 /			
999	New Customer				UN	99 /			
1000	Zeus Medical Wholesalers	Pittsburgh,	PA	15225-1237	NE	30 /			
1010	Financial Investors Trust	Killingly	CT	06239-0198	NE	10 / 2			
1020	Financial Investors Trust	East Killingly,	CT	06241-1745	NE	10 / 2			
1021	MasterCard Receivables				UN	99 /			
1022	VISA Receivables				UN	99 /			

This report prints the customers assigned a specific G/L code, or those that are blank. This report prints out alphabetically by customer G/L code. Within each G/L code, customers are printed alphabetically by customer sort word. Customers with no assigned G/L codes print in the first group.

### Verify Customer GL Codes Report

Report/Listing Fields	Description
Customer GL Code	The customer G/L code and its description. For those customers that have not been assigned a customer G/L code, the message <b>** NO GL CODE SPECIFIED **</b> is printed as the first group.
Customer Information	General information about the customer. This information includes: <ul style="list-style-type: none"> <li>• Customer Number</li> <li>• Customer's Name</li> <li>• Customer's City</li> <li>• Customer's State/Province</li> <li>• Customer's Zip/Postal Code</li> <li>• Customer's Territory</li> <li>• Customer's Class/Sub-class</li> <li>• Customer's User Code #1</li> <li>• Customer's User Code #2</li> <li>• Customer's User Code #3</li> </ul>

## Verify Ship-To Customer GL Codes Report

GLX876 02/02/11 18.07.50		VERIFY SHIP-TO CUSTOMER GL CODES		AM/APDEMO	Page 1
		01- A & C Office Supply			
All Customers		All GL Codes			
Co/Customer #	Customer Name	Ship-To#	Ship-To Name	City State/Province	Zip/Postal Code
-----					
Customer GL Code: ** NO GL CODE SPECIFIED **					
01/0000000010	Bon Secour School Department	1	Bon Secour School Department	Bon Secour, AL	36511-7449
01/0000000010	Bon Secour School Department	2	Bon Secour School Department	Wilmer, AL	36587-0021
01/0000000020	Lithonia School Department	1	Lithonia School Department	Lithonia GA	30058-0796
01/0000000120	Financial Bookkeeping	1	Financial Bookkeeping	Milldale CT	06476-0057
01/0000000140	Huntsville Medical Center	1	Huntsville Medical Center	Huntsville AL	35804-1465
01/0000000150	Anniston Medical Center	1	Anniston Medical Center	Anniston AL	36202-0056
01/0000000180	Mays Department Store	1	Mays Department Store	Paoli, PA	19301-1960
01/0000000190	Jordans Department Store	1	Jordans Department Store	Bensalem, PA	19020-2525
01/0000000200	Manufacturing Solutions	1	Manufacturing Solutions	Fall River, MA	02722-0099
01/0000000200	Manufacturing Solutions	2	Manufacturing Solutions	New Bedford, MA	02746-8764
01/0000000290	Retail Informations	1	Retail Informations	Wylie TX	75098-0601

This report prints the customers and their ship-to numbers that have been assigned a specific G/L code, or those that are blank. This report prints out alphabetically by customer G/L code. Within each G/L code, ship-tos for each customer are printed in numerical order by ship-to number.

### Verify Ship-To Customer GL Codes Report

Report/Listing Fields	Description
Customer GL Code	The ship-to number's customer G/L code and its description. For those ship-to numbers that have not been assigned a customer G/L code, the message <b>** NO GL CODE SPECIFIED **</b> prints as the first group.
Ship-To Information	General information about the customer. This information includes: <ul style="list-style-type: none"> <li>• Company/Customer Number</li> <li>• Company Name</li> <li>• Ship-To Number and Name</li> <li>• Ship-To City</li> <li>• Ship-To State/Province</li> <li>• Ship-To Zip/Postal Code</li> </ul>

---

Customer G/L codes are globally assigned to a range of customers through the Global Customer GL Code Maintenance option on the GL Accounts Transfer Menu (MENU GLXFER). If your customers have multiple ship-to addresses, you may also assign customer G/L codes to the ship-to addresses for each customer.

This is a file maintenance tool designed to save you time for assigning customer G/L codes. You may assign customer G/L codes to your customers based on any combination of the following:

- Customer Number
- Sales Representative
- Customer Class
- Territory
- Zip Code
- Customer G/L Code
- User Code 1
- User Code 2
- User Code 3

If you want to assign codes in a category that is not listed above, you may do so through Customer/Ship to Master Maintenance (MENU ARFILE).

Run this option after creating your customer G/L codes through GL Customer Codes Maintenance (MENU GLXFER/ MENU ARFILE). You can run this option any time to change customer G/L codes as needed.

---

## Global Customer GL Code Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

---

Title	Purpose
Customer/Ship-To Selection Screen	Used to determine if you want to assign customer G/L codes by customer number or ship-to address.
Change Customer File GL Codes Screen	Used to assign a customer G/L code to a group of customers.
Change Ship-To File GL Codes Screen	Used to assign a G/L code to a group of customers' ship-to addresses.

## Customer/Ship-To Selection Screen

```

CUSTOMER/SHIP TO SELECTION

Customer Selection:  -  1 - Customer
                     2 - Ship to

F3=Cancel
  
```

This screen displays after you select option **7** - Global Customer GL Code Maintenance from the GL Accounts Transfer Menu (MENU GLXFER) or option **8** - Global Customer GL Code Maintenance from the G2 Accounts Transfer Menu (MENU GLXFER). Use this screen to determine if you want to assign customer G/L codes by customer number or ship-to address.

### Customer/ShipTo Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer Selection	<p>When Distribution A+ looks for a customer G/L code, it first looks at the G/L code of the ship-to number for the invoice being processed. If the ship-to has a G/L code, Distribution A+ uses it and ignores the customer's (sold-to) G/L code. If the ship-to code is blank, then the customer's (sold-to) G/L code is used.</p> <p>If you do not want to post to separate accounts based on invoices' sold-to addresses, then do not select <b>2</b>.</p> <p>Key <b>1</b> to assign customer G/L codes to customers.</p> <p>Key <b>2</b> to assign customer G/L codes to customer ship-to numbers.</p> <p>(N 1,0) Required</p>
F3=Exit	Press <b>F3=EXIT</b> to exit from this option and return to MENU GLXFER.

**Customer/ShipTo Selection Screen Fields and Function Keys**

Field/Function Key	Description
Enter	<p>Press <b>ENTER</b> to confirm your selections.</p> <p>If you selected <b>1</b>, the Change Customer File GL Codes Screen (p. 11-5) will display.</p> <p>If you selected <b>2</b>, the Change Ship-To File GL Codes Screen (p. 11-7) will display.</p>

---

## Change Customer File GL Codes Screen

CHANGE CUSTOMER FILE GL CODES			
<u>Selections</u>			
Customer No?	- . / .....	to?	... / .....
Salesrep?	.....	to?	.....
Customer Class?	... / ...	to?	... / ...
Territory?	.....	to?	.....
Zip Code?	.....	to	.....
Customer GL Code?	...	to?	...
User Code 1?	.....	to?	.....
User Code 2?	.....	to?	.....
User Code 3?	.....	to?	.....
<u>Change To</u>			
Customer GL Code?	...		
F3=Cancel			

This screen displays after you press **ENTER** from the Customer/Ship-To Selection Screen (p. 11-3) if you keyed **1** in the **Customer Selection** field. Use this screen to assign a customer G/L code to a group of customers.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

---

NOTE: If you leave all fields on this screen blank, all G/L Codes records will be cleared/blanked out.

---

### Change Customer File GL Codes Screen Fields and Function Keys

Field/Function Key	Description
Selections	<p>Use the from and to fields to limit your selection to the customers specified in the range.</p> <ul style="list-style-type: none"> <li>• Co/Customer</li> <li>• Salesrep</li> <li>• Customer Class</li> <li>• Territory</li> <li>• Zip Code</li> <li>• Customer G/L Code</li> <li>• User Code 1</li> <li>• User Code 2</li> <li>• User Code 3</li> </ul> <p>Optional</p>
Change to Customer GL Code	<p>The customer G/L code that will be assigned to customers selected on this screen.</p> <p>The values in Customer/Ship to Master Maintenance (MENU ARFILE) are compared to the from and to selection criteria on this screen to determine which customers are assigned this G/L code.</p> <p>For example, to assign the <b>Customer GL Code NR</b> to all customers in the northern region (<b>Territory</b> code <b>NTH</b>), do the following</p> <ol style="list-style-type: none"> <li>1. Key <b>NTH</b> in the from field for <b>Territory</b>.</li> <li>2. Key <b>NR</b> in this field. The customers in the northern region will be assigned the <b>Customer GL Code</b> of <b>NR</b>.</li> </ol> <hr/> <p>NOTE: If you leave this field blank, the selected criteria entered on the top portion of this screen will have any assigned G/L Code cleared/blanked out.</p> <hr/> <p><i>Valid Values:</i> Any customer G/L code that has been defined through GL Customer Codes Maintenance (MENU GLXFER) or blank.</p> <p>(A 2) Required/Blank</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to MENU GLXFER.
Enter	Press <b>ENTER</b> to confirm your selections. MENU GLXFER will display.



## Change Ship-To File GL Codes Screen

```

CHANGE SHIP-TO GL CODES

Selection
Customer No?  _./ ..... to? .../ .....
Customer GL Code?  ... to? ...

Change To
Customer GL Code?  ...

F3=Cancel
  
```

This screen displays after you press **ENTER** from the Customer/Ship-To Selection Screen (p. 11-3) if you keyed **2** in the **Customer Selection** field. Use this screen to assign a G/L code to a group of customers' ship-to addresses. If you do not want to post to different accounts based on the ship-to address of the order, then do not use this option.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Change Ship-To File GL Codes Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	<p>Use the from and to fields to limit your selection to the customers specified in the range.</p> <p>The values in the Customer Master File [maintained through Customer/Ship to Master Maintenance (MENU ARFILE)] are compared to the from and to selection criteria on this screen to determine which customers are assigned this G/L code.</p> <p>(2 @ N 2,0 / N 10,0)</p>

**Change Ship-To File GL Codes Screen Fields and Function Keys**

Field/Function Key	Description
Customer GL Code	<p>Use the from and to fields to limit your selection to the customers G/L codes specified in the range.</p> <p>The values in the Customer Master File [maintained through Customer/Ship to Master Maintenance (MENU ARFILE)] are compared to the from and to selection criteria on this screen to determine which customers are assigned this G/L code.</p> <p>(2 @ A2) Optional</p>
Change to Customer GL Code	<p>The customer G/L code that will be assigned to customers selected on this screen.</p> <p><i>Valid Values:</i> Any customer G/L code that has been established through GL Customer Codes Maintenance (MENU GLXFER)</p> <p>(A 2) Required</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to MENU GLXFER.
Enter	Press <b>ENTER</b> to confirm your selections. MENU GLXFER will display.

---

You can assign item G/L codes to your items globally through the Global Item GL Code Maintenance option on the GL Accounts Transfer Menu (MENU GLXFER). This is a file maintenance tool designed to save you time for assigning item G/L codes. You may assign item G/L codes to your items based on any combination of the following:

- Item Class
- Item Number
- Item G/L Code
- User Code 1
- User Code 2
- User Code 3

If you want to classify items in a category that is not listed above, do so through Item Master Maintenance (MENU IAFILE).

Run this option after creating your item G/L codes through GL Item Codes Maintenance (MENU GLXFER/MENU IAFILE).

---

NOTE: Item activity changes can be tracked based on the value entered in the **Days to Keep Item Master Audit Activity** system option field in Inventory Accounting Options Maintenance (MENU XAFILE). If item activity is being tracked, any changes made to the Item Master File (ITMST) through this menu option will be tracked and available for review through the Item Audit Activity Inquiry, accessed through the Item Inquiry (MENU IAMAIN).

---

---

## Global Item GL Code Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

---

Title	Purpose
Change Item File GL Codes Screen	Used to assign an item G/L code to group of items.

---

# Change Item File GL Codes Screen

CHANGE ITEM FILE GL CODES

Selection

Item Class?            \_ . / ...            to?            ... / ...

Item Number:    ..... to    .....

Item GL Code?            ...            to?            ...

User Code 1?            ....            to?            ....

User Code 2?            ....            to?            ....

User Code 3?            ....            to?            ....

Change To

Item GL Code?            ...

F3=Cancel

This screen displays after you select option 9 - Global Item GL Code Maintenance from the GL Accounts Transfer Menu (MENU GLXFER). Use this screen to assign an item G/L code to groups of items.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

## Change Item File GL Codes Screen Fields and Function Keys

Field/Function Key	Description
Selections	Use the from and to fields to limit your selection to the items specified in the range. <ul style="list-style-type: none"><li>Item Class</li><li>Item Number</li><li>Item G/L Code</li><li>User Code 1</li><li>User Code 2</li><li>User Code 3</li></ul> Optional

**Change Item File GL Codes Screen Fields and Function Keys**

Field/Function Key	Description
Change to Item GL Code	<p>The item G/L code assigned to all items selected in the FROM and TO ranges on this screen.</p> <p>The values in the Item Master File (ITMST) are compared to the from and to selection criteria on this screen to determine which items are assigned this G/L code.</p> <p>For example, to assign the <b>Item GL Code AC</b> to all accessory type (<b>Item Class 01</b>) items, do the following:</p> <ol style="list-style-type: none"><li>1. Key <b>01</b> in the from field for <b>Item Class</b>.</li><li>2. Key <b>AC</b> in this field. The items with class <b>01</b> will be assigned the <b>Item GL Code</b> of <b>AC</b>.</li></ol> <p><i>Valid Values:</i> Any item G/L code that has been established through GL Item Codes Maintenance (MENU GLXFER/MENU IAFILE)</p> <p>(A 2) Required</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to MENU GLXFER.
Enter	Press <b>ENTER</b> to confirm your selections. MENU GLXFER will display.

---

You can verify item G/L codes through the Verify Item File GL Codes option the GL Accounts Transfer Menu (MENU GLXFER). Use this option to verify that the item G/L codes you have assigned through Global Item GL Code Maintenance (MENU GLXFER) or Item Master Maintenance (MENU IAFILE) have been assigned correctly.

The Verify Item GL Code List (p. 13-4) is printed for the selected items. Those items that have not been assigned an item G/L code are also printed on the report.

---

## Verify Item File GL Codes

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Verify Item File GL Codes Screen	Used to select the range of items to print.
Verify Item GL Code List	Prints the items that have been assigned a specific G/L code.

---

## Verify Item File GL Codes Screen

```

VERIFY ITEM FILE GL CODES

Selection
Item Class?      _ . / ...      to?      ... / ...
Item Number: ..... to .....
Item GL Code?    ...      to?      ...
User Code 1?     ....      to?      ....
User Code 2?     ....      to?      ....
User Code 3?     ....      to?      ....

Print only blank Item GL Codes:  N   (Y or N)

F3=Cancel
  
```

This screen displays after you select option **10** - Verify Item File GL Codes from the GL Accounts Transfer Menu (MENU GLXFER). Use this screen to select the range of items to print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Verify Item File GL Codes Screen Fields and Function Keys

Field/Function Key	Description
Selection	<p>Use the from and to fields to limit your selection to the items specified in the range.</p> <ul style="list-style-type: none"> <li>Item Class</li> <li>Item Number</li> <li>Item G/L Code</li> <li>User Code 1</li> <li>User Code 2</li> <li>User Code 3</li> </ul> <p>Optional</p>
Print only blank Item GL Codes	<p>Key <b>Y</b> to print the only those items in the specified range(s) that have not been assigned an item G/L code.</p> <p>Key <b>N</b> to print the report for all items selected.</p> <p>(A 1) Required</p>



**Verify Item File GL Codes Screen Fields and Function Keys**

Field/Function Key	Description
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to MENU GLXFER.
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will display. Refer to the Cross Applications User Guide for details about this screen.

## Verify Item GL Code List

GLX857 01/26/11 19.17.30			VERIFY ITEM GL CODE LIST				AR/APDEMO			PAGE
All Classes		All Items	All Item GL Codes	All User1 Codes	User2 Codes	All User2 Codes	All User3 Codes			
Item Number	Description		Item Class/Sub Class	User1	User2	User3				
-----										
Item GL Code:		** NO GL CODE SPECIFIED **								
W1111	Lens		01 / 09							
W1112	Casing		01 / 09							
W1113	Screws 1/8"		01 / 09							
W1114	Mirror		01 / 09							
W1120	Overhead Arm 1		01 / 09							
W1121	Overhead Arm 2		01 / 09							
W1131	Casing		01 / 09							
W1132	Screws 3mm		01 / 09							
W1133	Knob		01 / 09							
W1141	Right/Left Side		01 / 09							
W1142	Top Plate		01 / 09							
W1143	Front/Back		01 / 09							
W1144	Electric Plug		01 / 09							
W1145	Screws 1/4"		01 / 09							
W1146	Glass		01 / 09							
W1147	On/Off Switch		01 / 09							
W1148	Bulb 1 or 2 Switch		01 / 09							
W1149	Arm Rest		01 / 09							
W1160	3M 2800 Lumen Lamp (2)		01 / 09							
A900	4 Drawer Steel File Cabinet		10 /							
A910	4 Drawer Steel File Cabinet		10 /							

This report prints the items that have been assigned a specific G/L code or those with no codes. This report prints out alphabetically in item G/L code order. Within each G/L code, items are printed in item number order. Items with no assigned G/L codes print in the first group.

### Verify Item GL Code List

Report/Listing Fields	Description
Item GL Code	The item G/L code and its description. For those items that have not been assigned an item G/L code, the message <b>** NO GL CODE SPECIFIED **</b> prints as the first group.
Item Information	<p>The following information displays about the item:</p> <ul style="list-style-type: none"> <li>• Item Number</li> <li>• Description</li> <li>• Item's Class/Sub-class</li> <li>• Item's User Code #1</li> <li>• Item's User Code #2</li> <li>• Item's User Code #3</li> </ul>

You can print the G/L Transfer Definition Where Used Report (p. 14-3) through the GL Transfer Definition “Where Used” Report option on the GL Accounts Transfer Menu (MENU GLXFER). This report prints each account, in account number order, that is updated by Distribution A+. Use it to determine how Distribution A+ selects a particular account for updating. The accounts that print will be based on the CHAPTER 15: *Defining Your GL Transfer Definition* current account selection hierarchy. G/L accounts that were keyed but are no longer active based on selection hierarchy will not be printed.

You must understand the account selection hierarchy to read this report. Review Account Selection Method (p. 1-34) for information.

If you discover that you are posting to the wrong account or accounts, use this report to determine the cause of the incorrect posting.

## GL Transfer Definition “Where Used” Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
G/L Transfer Definition Where Used Report Selection Screen	Used to select the companies to print on the G/L Transfer Definition Where Used Report (p. 14-3).
G/L Transfer Definition Where Used Report	Used to determine how your accounts are posted through the General Ledger Interface.

## G/L Transfer Definition Where Used Report Selection Screen

G/L TRANSFER DEFINITION "WHERE USED" REPORT

Selection

Company? \_ . to? ...

F3=Cancel

This screen displays after you select option [18](#) - GL Transfer Definition "Where Used" Report on the GL Accounts Transfer Menu (MENU GLXFER). Use this screen to select the companies to print on the G/L Transfer Definition Where Used Report (p. 14-3).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### G/L Transfer Definition "Where Used" Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	Key a range of companies to print on this report. (N 2,0) Required
F3=Cancel	Press <a href="#">F3=CANCEL</a> to leave this option without making any selections and return to MENU GLXFER.
Enter	Press <a href="#">ENTER</a> to confirm your selections. The Report Options Screen will display. Refer to the Cross Applications User Guide for details about this screen.

## G/L Transfer Definition Where Used Report

GLX305 08/07/09 13.11.18		G/L TRANSFER DEFINITION "WHERE USED" REPORT				AM/APDEMO		PAGE		1
Company From: 1		01-A & C Office Supply								
To: 1										
Div-Account-Sub	Description	Description 2	Acct	W/H	Ord	Cust	Item	Pymt	Vend#	
File "Where Used"	Field "Where Used"	A/R Account Number Bank Account Number Adjustment Number Source Acct Number	Type		Src/ Bus Unit	GL/ Vend G/L	GL Code	Type/ Tax Body		
001-0001000-000	Cash	SAV-321006	A							
GL/AR Misc Accounts	Deposit Acct									
GL/AR Misc Accounts	Miscellaneous Cash Acct									
GL/AR Misc Accounts	Deposit Acct									
GL/OE Invoice Payment Distr	Payment GL Acct (Asset)					01				
GL/OE Invoice Payment Distr	Payment GL Acct (Asset)					01			CA	
Bank Accounts	Bank Cash Account	CHK-32100								
Bank Accounts	Bank Cash Account	3612-00USA								
001-0001000-001	United National Bank	A/R lock box savings	A							
GL/AR Misc Accounts	Cash-in-Bank Acct									
Bank Accounts	Bank Cash Account	SAV-321006								
001-0001000-002	Bank America A/P Checking	CHK-54378	A							
Bank Accounts	Bank Cash Account	CHK-54378								
001-0001001-000	Cash - Italian Lira	ITL-056300	A							
Bank Accounts	Bank Cash Account									
001-0001002-000	Cash - Japanese Yen	JAP-748900	A							
Bank Accounts	Bank Cash Account									
001-0001003-000	Cash - German Deutschmark	GER-859600	A							
Bank Accounts	Bank Cash Account									
001-0001004-000	Cash - Mexican Pesos	MEX-324100	A							
Bank Accounts	Bank Cash Account									
001-0001005-000	Cash - Canadian Dollars	143-00CAD	A							
Bank Accounts	Bank Cash Account									
001-0001006-000	Cash - French Francs	FRA-322100	A							
Bank Accounts	Bank Cash Account									
001-0001007-000	Cash - US Dollars	143-100	A							
Bank Accounts	Bank Cash Account									

Use this report to determine how your accounts are posted through the General Ledger Interface. The report is sequenced by account number.

There are various account groups. Each one is maintained through GL Transfer Definition as follows: if the description is

1. GL/OE Income/CGS Distr, it was keyed through: Sub-menu option 1
2. GL/OE Spec Chg Accounts Distr, it was keyed through: Sub-menu option 2
3. GL/OE Misc Accounts Distr, it was keyed through: Sub-menu option 2
4. GL/OE Invoice Payment Distr, it was keyed through: Sub-menu option 3
5. GL/OE Sales Tax Account Distr, it was keyed through: Sub-menu option 4
6. GL/IA Inventory Accounts Distr, it was keyed through: Sub-menu option 5
7. GL/AR Accounts, it was keyed through: Sub-menu option 6
8. GL/AR Misc Accounts, it was keyed through: Sub-menu option 7
9. Bank Accounts, it was keyed through: Sub-menu option 8
10. I/C Bank Accounts, it was keyed through: Sub-menu option 8
11. GL/AP Accounts, it was keyed through: Sub-menu option 9
12. GL/AP Expense Accounts, it was keyed through: Sub-menu option A
13. Inter-Company Transfer, it was keyed through: Sub-menu option B
14. Adjustment Accounts, it was keyed through: Sub-menu option C
15. IC Inventory Accounts, it was keyed through: Sub-menu option D
16. IC AP Accounts, it was keyed through: Sub-menu option E
17. IC AR Accounts, it was keyed through: Sub-menu option F

18. Purchase Tax Accounts, it was keyed through: Sub-menu option G

### G/L Transfer Definition "Where Used" Report Fields

Report/Listing Fields	Description
G/L Account Number, Description 1 and 2	All accounts which were keyed through General Ledger Transfer Definition (MENU GLXFER) sub-options are printed. Accounts are listed sequentially by number. The first and second description lines of the account are printed in the next two columns.
File "Where Used"	<p>The account groups as listed on the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3).</p> <p>For example, for sales/CGS accounts (sub-menu option 1) there are as many as 16 accounts (such as AR stock sales, AR drop-ship sales, AR returns, etc.).</p>
Field "Where Used"	For each of the account groups, the account name is printed here. For sales/CGS accounts (sub-menu option 1) there are as many as 16 account names that you have keyed account numbers for (such as AR stock sales, AR drop-ship sales, AR returns, etc.). This field tells you which of the account names contain this account number.
(Account Information)	<p>A variety of information may print in this column based on the type of account shown on this report.</p> <p><b>A/R Account Number:</b> If, during General Ledger Transfer Definition, you specified unique cash discounts, A/R write-offs, and debit/credit adjustment accounts by specific A/R account numbers, that account number will print in this column. When this A/R account is affected during cash receipts post, the account shown on this report will also be affected.</p> <hr/> <p>NOTE: Cash receipts always credit the same A/R account that was debited when the invoice was posted to A/R.</p> <hr/> <p><b>Bank Account Number:</b> This is the bank account to which the general ledger account in the G/L Account Number column on this report has been assigned. Bank accounts are defined through Bank Account Maintenance (MENU ARFIL2/MENU APFIL2).</p> <p><b>Adjustment Number:</b> If, during General Ledger Transfer Definition, you specified unique adjustment accounts by adjustment number, that account number will print in this column.</p> <p><b>Source Account Number:</b> If, during General Ledger Transfer Definition, you specified to track gain/loss detail to the source account level for I/C Inventory, I/C Accounts Payable, or I/C Accounts Receivable by company and/or currency code, that account number will print in this column.</p>

**G/L Transfer Definition "Where Used" Report Fields**

<b>Report/Listing Fields</b>	<b>Description</b>
Acct Type	<p>This is the type of account as defined in the chart of accounts:</p> <ul style="list-style-type: none"> <li>• A - Asset account</li> <li>• I - Income account</li> <li>• E - Expense account</li> <li>• L - Liability account</li> <li>• Q - Owner's equity account</li> </ul> <p>Distribution A+ will update the account in the <b>G/L Account Number</b> column only if all non-blank transfer fields (any of 7 through 13) are identical to the fields on the invoice being processed during Day-End Processing (MENU XAMAST).</p> <p>Distribution A+ will not update this account if another account group exists (somewhere else on this report) that has more non-blank fields (any of 7 through 13) and all of those non-blank fields are identical to those fields on the invoice being processed.</p>
Curr	The currency code, if any, that must exist on a transaction for this account to be updated. The currency code will print for I/C inventory, I/C accounts payable, and I/C accounts receivable account groups.
W/H	The warehouse ID, if any, that must exist in a transaction for this account to be updated. A warehouse will print only for sales/CGS, special charge, payment, sales tax, inventory, and purchase tax accounts.
Ord Src/Bus Unit	The order source code of an order or business unit of a voucher, if any, that must exist for this account to be updated. An order source code will print only for sales/CGS, special charge, payment, sales tax, and inventory accounts. A business unit will print only for accounts payable and purchase tax accounts.
Cust GL/Vend GL	A customer or vendor G/L code, if any, that must be in a transaction for this account to be updated. A customer G/L code will print only for sales/CSG, special charge, payment, sales tax, and miscellaneous A/R accounts. A vendor G/L code will print only for accounts payable and purchase tax accounts.
Item GL Code	An item G/L code, if any, that must be in a transaction for this account to be updated. An item G/L code will print only for sales/CSG and inventory accounts.

**G/L Transfer Definition “Where Used” Report Fields**

<b>Report/Listing Fields</b>	<b>Description</b>
Pymt Type/Tax Body	<p>A customer’s payment type, if any, that must be in a transaction for this account to be updated. A payment type will print only for payment accounts.</p> <p>A customer tax body, if any, that must be in a transaction for this account to be updated. A tax body will print only for sales tax and purchase tax accounts.</p>
Vend #	<p>A vendor number, if any, that must be in a transaction for this account to be updated. A vendor number will print only for accounts payable expense and rebate accounts.</p>

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Distribution A+ automatically posts to General Ledger (G/L) from

- Order Entry (O/E),
- Accounts Receivable (A/R),
- Accounts Payable (A/P),
- Inventory Accounting (I/A)
- International Currency (I/C).

Any actions in Value Added Services (W/O), Purchasing (P/O), and Bill of Material (BOM) that affect Inventory Accounting will also be posted to General Ledger from Inventory Accounting.

Company Name Maintenance (MENU XAFILE) has options to activate the interfaces from A/P, A/R, and I/A to G/L. Consult the Cross Applications User Guide for more information.

Use the GL Transfer Definition option on the GL Accounts Transfer Menu (MENU GLXFER) to determine which accounts are updated when posting is performed from these modules.

Run this option if you are actively interfacing O/E, A/R, A/P, I/A, or I/C with G/L. You must define your transfer definitions before you can post from these modules. Before running this option, be sure to complete the steps of the General Ledger Setup Checklist in the Cross Applications User Guide.

Refer to the Understanding the Interface (p. 1-2) section of this guide for information about transfer options and transfer account definition.

Within this chapter, each sub-menu is described with sections explaining how the accounts defined relate to the transactions processed through the modules: Understanding Account Selection and Understanding the Account Selection Hierarchy.

This option begins with a controlling sub-menu that will lead the set-up.

---

## GL Transfer Definition

Select transfer **Function T** from the sub-menu before performing any other GL transfer options.

---

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
General Ledger Transfer Definition Sub-Menu Screen	Used to access the transfer definition functions.

---

## General Ledger Transfer Definition Sub-Menu Screen

```

GENERAL LEDGER TRANSFER DEFINITION

Company? 01,    A & C Office Supply

Function: -    1 = Sales/CGS accounts
               2 = O/E Miscellaneous accounts
               3 = Payment accounts
               4 = Sales tax accounts
               5 = Inventory accounts
               6 = A/R accounts
               7 = A/R Miscellaneous accounts
               8 = Bank accounts
               9 = A/P accounts
               A = A/P Expense accounts/Rebate accounts
               B = Inter-Company accounts
               C = A/R Adjustment Number accounts
               D = IC Inventory accounts
               E = IC Accounts Payable accounts
               F = IC A/R accounts
               G = Purchase tax accounts
               T = Transfer options

F3=Exit
  
```

This sub-menu displays after selecting option 20 - GL Transfer Definition (MENU GLXFER). Use this sub-menu screen to perform the following:

- Select the transfer functions which are used when defining transfer accounts updated through the GL Interface (**Function T**).
- Define the transfer accounts which are updated when posting from O/E, A/R, A/P, I/A, W/O, and P/O (**Functions 1, 2, 3, 4, 5, 6, 7, 8, 9, A, C, and G**).
- Define the inter-company accounts for your company combinations (**Function B**).
- Define the international currency accounts for inventory, accounts payable, and accounts receivable (**Functions D, E, and F**).

If you want to define:

- transfer functions, refer to “Defining Transfer Options” on page 15-5
- sales/CGS accounts, refer to “Defining Sales/CGS Accounts” on page 15-33
- O/E miscellaneous accounts, refer to “Defining O/E Miscellaneous Accounts” on page 15-47
- payment accounts, refer to “Defining Payment Accounts” on page 15-58
- sales tax accounts, refer to “Defining Sales Tax Accounts” on page 15-65
- inventory accounts, refer to “Defining Inventory Accounts” on page 15-75
- A/R accounts, refer to “Defining A/R Accounts” on page 15-94
- A/R miscellaneous accounts, refer to “Defining A/R Miscellaneous Accounts” on page 15-100
- bank accounts, refer to “Defining Bank Accounts” on page 15-107
- A/P accounts, refer to “Defining A/P Accounts” on page 15-110

- A/P expense accounts/rebate accounts, refer to “Defining A/P Expense Accounts/Rebate Accounts” on page 15-116
- inter-company accounts, refer to “Defining Inter-Company Accounts” on page 15-126
- A/R adjustment number accounts, refer to “Defining A/R Adjustment Number Accounts” on page 15-131
- IC Inventory accounts, refer to “Defining I/C Inventory Accounts” on page 15-136
- IC Accounts Payable accounts, refer to “Defining I/C Accounts Payable Accounts” on page 15-144
- IC A/R accounts, refer to “Defining I/C Accounts Receivable Accounts” on page 15-152
- purchase tax accounts, refer to “Defining Purchase Tax Accounts” on page 15-159

### General Ledger Transfer Definition Sub-Menu Screen Fields and Function Keys

Field/Function Key	Description
Company	<p>The company number for which the accounts defined through this menu are assigned. If you have more than one company, you must run these functions separately for each.</p> <p>Default accounts must be specified for this company when defining transfer accounts. This is done by leaving the transfer function fields (Order Source, Customer GL Code, Item GL Code, etc.) blank when defining accounts through functions 1 through 9, A, and C through G from this sub-menu.</p> <p><i>Default Value:</i> Default company assigned to the user through User Maintenance (MENU XASCTY).</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFIL2) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY) and for which GL company options have been defined through GL Company Options Maintenance (MENU GLFIL2).</p> <p>(N 2,0) Required</p>
Function	<p>Use this field to select the sub-menu function.</p> <p>Key <b>T</b> to select transfer functions. <b>T</b> should be selected before any other function.</p> <p>Key <b>1, 2, 3, 4, 5, 6, 7, 8, 9, A, C,</b> or <b>G</b> to define the transfer accounts that are updated when posting from O/E, A/R, A/P, I/A, W/O, and P/O.</p> <p>Key <b>B</b> if you want to define inter-company accounts for two companies.</p> <p>Key <b>D, E,</b> or <b>F</b> to define I/C accounts for inventory, accounts payable and accounts receivable.</p> <p>(A 1) Required</p>
F3=Exit	Press <b>F3=EXIT</b> to leave this option. MENU GLXFER will display.
Enter	Press <b>ENTER</b> to confirm your selections. The appropriate screen corresponding to your selection will display.

## Defining Transfer Options

You can define transfer options by selecting **Function T** from the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). This **Function** must be completed prior to defining accounts for the GL Interface through functions in this menu. Use this function to set up and maintain the transfer functions used when defining transfer accounts. Transfer options allow you to post to separate accounts based on values from a transaction. Additional transfer options such as posting in summary or detail and posting to related sales and cost-of-goods-sold accounts are maintained through this function. You may change your selections in **Function T** at any time.

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
General Ledger/Order Entry Transfer Options Screen 1	Used to select transfer fields you want Distribution A+ to consider when selecting accounts for posting.
General Ledger/Order Entry Transfer Options Screen 2	Used to determine which accounts display when defining sales and cost-of-goods-sold accounts.
General Ledger/Inventory Transfer Options Screen	Used to specify the criteria that Distribution A+ will use to select inventory and purchase tax accounts.
General Ledger/Accounts Receivable Transfer Options Screen	Used to specify the transfer functions for defining accounts receivable miscellaneous accounts.
General Ledger/Accounts Payable Transfer Options Screen	Used to select the transfer functions for defining the accounts payable liability and expense accounts.
General Ledger/Purchasing Transfer Options Screen	Used to determine how GL will update for Purchasing when entering order returns and posting receipts.
General Ledger/International Currency Transfer Options Screen	Used to determine how GL will update for Inventory, Accounts Payable, and Accounts Receivable when using foreign currency vendors and customers.

## General Ledger/Order Entry Transfer Options Screen 1

<u>GENERAL LEDGER/ORDER ENTRY TRANSFER OPTIONS</u>		
1 - A & C Office Supply		
SELECTING SALES/CGS ACCOUNTS	Use Warehouse:	Y (Y or N)
	Use Order Source:	Y
	Use Customer GL Code:	Y
	Use Item GL Code:	Y
SELECTING MISCELLANEOUS ACCOUNTS	Use Warehouse:	Y
	Use Order Source:	Y
	Use Customer GL Code:	Y
SELECTING PAYMENT ACCOUNTS	Use Warehouse:	Y
	Use Order Source:	Y
	Use Customer GL Code:	Y
	Use Payment Type:	Y
SELECTING SALES TAX ACCOUNTS	Use Warehouse:	Y
	Use Order Source:	Y
	Use Customer GL Code:	Y
	Use Tax Body:	Y

F12=Return

This screen displays after you select **Function T** from the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). Use this screen to select transfer fields you want Distribution A+ to consider when selecting accounts for posting. You may change your answers at any time even if you have already keyed transfer accounts. Each invoice posted through Day-End Processing (MENU XAMAST) has one warehouse, order source, payment type, and tax body assigned to it. The customer or the customer's invoice ship-to address may have one customer GL code assigned, and each item may have one item GL code assigned to it.

### General Ledger/Order Entry Transfer Options Screen 1 Fields and Function Keys

Field/Function Key	Description
SELECTING SALES/ CGS ACCOUNTS	<p>Determine how the following sales and cost-of-goods-sold accounts should be selected during Day-End Processing (MENU XAMAST). The actual account numbers will be defined through <b>Function 1</b> of the sub-menu. Refer to “Defining Sales/CGS Accounts” on page 15-33 to find out when Distribution A+ updates these accounts.</p> <ul style="list-style-type: none"> <li>• INCOME ACCOUNTS <ul style="list-style-type: none"> <li>• AR Sales</li> <li>• AR Drop Ship Sales</li> <li>• AR Returns</li> <li>• AR Drop Ship Returns</li> <li>• Cash Sales</li> <li>• Cash Drop Ship Sales</li> <li>• Cash Returns</li> <li>• Cash Drop Ship Returns</li> </ul> </li> <li>• EXPENSE ACCOUNTS <ul style="list-style-type: none"> <li>• AR Cost of Goods Sold (CGS)</li> <li>• AR Drop Ship Cost of Goods Sold (CGS)</li> <li>• AR Returns Cost of Goods Sold (CGS)</li> <li>• AR Drop Ship Returns Cost of Goods Sold (CGS)</li> <li>• Cash Cost of Goods Sold (CGS)</li> <li>• Cash Drop Ship Cost of Goods Sold (CGS)</li> <li>• Cash Returns Cost of Goods Sold (CGS)</li> <li>• Cash Drop Ship Returns Cost of Goods Sold (CGS)</li> </ul> </li> </ul>
SALES/CGS ACCOUNTS: Use Warehouse	<p>Use this field to determine if an order’s warehouse ID should be used when Distribution A+ selects sales/cost of goods sold accounts for posting.</p> <p>Key <b>Y</b> to post to separate sales and cost of goods sold accounts by warehouse. The <b>Warehouse</b> transfer option does display for use when defining transfer accounts (<b>Function 1</b>).</p> <p>Key <b>N</b> if you have only one warehouse or have more than one but do not wish to post to separate sales and cost-of-goods-sold accounts for each. The <b>Warehouse</b> transfer option does not display when defining sales/CGS transfer accounts (<b>Function 1</b>).</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>

## General Ledger/Order Entry Transfer Options Screen 1 Fields and Function Keys

Field/Function Key	Description
SALES/CGS ACCOUNTS: Use Order Source	<p>This field appears only if the <b>Use Order Source Code</b> field is set to <b>Y</b> in Order Entry Options Maintenance (MENU XAFILE).</p> <p>Use this field to determine if an order's source code, which is assigned to an order when an order is keyed, should be used when Distribution A+ selects sales/CGS accounts for posting.</p> <p>Key <b>Y</b> if you do wish to post to separate sales/CGS accounts based on the order source. The <b>Order Source</b> transfer option does display for use when defining transfer accounts (<b>Function 1</b>).</p> <p>Key <b>N</b> if you do not wish to post to separate sales/CGS accounts based on order source. The <b>Order Source</b> transfer option does not display when defining sales/CGS transfer accounts (<b>Function 1</b>).</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
SALES/CGS ACCOUNTS: Use Customer GL Code	<p>Use this field to determine if a customer's GL code should be used when Distribution A+ selects sales/CGS accounts.</p> <p>Key <b>Y</b> if you want to post to separate sales and cost-of-goods-sold accounts based on customer information. The <b>Customer GL Code</b> transfer option does display when defining transfer accounts (<b>Function 1</b>).</p> <p>Key <b>N</b> if you do not wish to post to separate sales and cost-of-goods-sold accounts based on customer information. The <b>Customer GL Code</b> transfer option does not display when defining sales/CGS transfer accounts (<b>Function 1</b>).</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
SALES/CGS ACCOUNTS: Use Item GL Code	<p>Use this field to determine if an item's GL code should be used when Distribution A+ selects sales/CGS accounts.</p> <p>Key <b>Y</b> if you do wish to post to separate sales and cost-of-goods-sold accounts based on item information. The <b>Item GL Code</b> transfer option displays when defining transfer accounts (<b>Function 1</b>).</p> <p>Key <b>N</b> if you do not wish to post to separate sales and cost-of-goods-sold accounts based on item information. The <b>Item GL Code</b> transfer option does not display when defining sales/CGS transfer accounts (<b>Function 1</b>).</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>



## General Ledger/Order Entry Transfer Options Screen 1 Fields and Function Keys

Field/Function Key	Description
SELECTING MISCELLANEOUS ACCOUNTS	<p>Determine how you want the following order entry accounts selected during Day-End Processing (MENU XAMAST). Define the actual account numbers through <b>Function 2</b> of this sub-menu. Refer to “Defining O/E Miscellaneous Accounts” on page 15-47 for an explanation of when Distribution A+ updates each of these accounts.</p> <ul style="list-style-type: none"> <li>• INCOME ACCOUNTS (Order charges) <ul style="list-style-type: none"> <li>• Screen 1 displays Special Charge #1 through Special Charge #9, Special Charge #A through Special Charge #H, and Special Charge #J</li> <li>• Screen 2 displays Special Charge #K through Special Charge #N, and Special Charge #P through Special Charge #Z</li> </ul> </li> <li>• INCOME ACCOUNTS (Line charges) <ul style="list-style-type: none"> <li>• Screen 1 displays Special Charge #1 through Special Charge #9, Special Charge #A through Special Charge #H, and Special Charge #J</li> <li>• Screen 2 displays Special Charge #K through Special Charge #N, and Special Charge #P through Special Charge #Z</li> </ul> </li> <li>• INCOME ACCOUNTS <ul style="list-style-type: none"> <li>• Default Special Charge Account</li> <li>• Container Charges</li> </ul> </li> <li>• LIABILITY ACCOUNT <ul style="list-style-type: none"> <li>• Federal Excise Tax</li> </ul> </li> <li>• EXPENSE ACCOUNTS <ul style="list-style-type: none"> <li>• Trade Discounts</li> </ul> </li> </ul>
MISCELLANEOUS ACCOUNTS: Use Warehouse	<p>Use this field to determine if an order’s warehouse ID should be used when Distribution A+ selects miscellaneous order entry accounts for posting.</p> <p>Key <b>Y</b> to post to separate miscellaneous O/E accounts by warehouse. For example, you may post your freight charges to different accounts to track freight by warehouse. One special charge may have as many accounts as you have warehouses. The <b>Warehouse</b> transfer option does display when defining miscellaneous O/E transfer accounts (<b>Function 2</b>).</p> <p>Key <b>N</b> if you have only one warehouse or you have more than one warehouse but do not wish to post to separate miscellaneous order entry accounts for each warehouse. The <b>Warehouse</b> transfer option does not display when defining miscellaneous O/E transfer accounts (<b>Function 2</b>).</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>

## General Ledger/Order Entry Transfer Options Screen 1 Fields and Function Keys

Field/Function Key	Description
MISCELLANEOUS ACCOUNTS: Use Order Source	<p>This field appears only if the <b>Use Order Source Code</b> field is set to <b>Y</b> in Order Entry Options Maintenance (MENU XAFILE).</p> <p>Use this field to determine if an order's source code, which is assigned to an order when an order is keyed, should be used when Distribution A+ selects miscellaneous O/E accounts for posting.</p> <p>Key <b>Y</b> if you do wish to post to separate miscellaneous O/E accounts based on the order source. The <b>Order Source</b> transfer option does display when defining transfer accounts (<b>Function 2</b>).</p> <p>Key <b>N</b> if you do not wish to post to separate miscellaneous O/E accounts based on the order source. The <b>Order Source</b> transfer option does not display when defining miscellaneous O/E transfer accounts (<b>Function 2</b>).</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
MISCELLANEOUS ACCOUNTS: Use Customer GL Code	<p>Use this field to determine if a customer's GL code should be used when Distribution A+ selects miscellaneous O/E accounts for posting.</p> <p>Key <b>Y</b> if you do wish to post to separate miscellaneous O/E accounts based on customer information. The <b>Customer GL Code</b> transfer option does display when defining transfer accounts (<b>Function 2</b>).</p> <p>Key <b>N</b> if you do not wish to post to separate miscellaneous O/E accounts based on customer information. Customer GL codes will not be used during miscellaneous O/E account definition and selection. The <b>Customer GL Code</b> transfer option does not display when defining miscellaneous O/E transfer accounts (<b>Function 2</b>).</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
SELECTING PAYMENT ACCOUNTS	<p>Determine how you want Distribution A+ to select A/R and cash accounts during Day-End Processing (MENU XAMAST). Define the actual account numbers through <b>Function 3</b> of this sub-menu. Refer to "Defining Payment Accounts" on page 15-58 for an explanation of when Distribution A+ updates each of these accounts.</p>

## General Ledger/Order Entry Transfer Options Screen 1 Fields and Function Keys

Field/Function Key	Description
PAYMENT ACCOUNTS: Use Warehouse	<p>Use this field to determine if an order's warehouse ID should be used when Distribution A+ selects payment accounts for posting.</p> <p>Key <b>Y</b> to post to separate payment accounts by warehouse. The <b>Warehouse</b> transfer option does display when defining payment transfer accounts (<b>Function 3</b>). O/E will post to separate accounts during day-end based on the warehouse used in the invoice. The <b>Warehouse</b> transfer option does display for use when defining payment accounts (<b>Function 3</b>).</p> <p>Key <b>N</b> if you have only one warehouse or you have more than one warehouse but do not wish to post to separate payment accounts for each warehouse.</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>
PAYMENT ACCOUNTS: Use Order Source	<p>This field appears only if the <b>Use Order Source Code</b> field is set to <b>Y</b> in Order Entry Options Maintenance (MENU XAFILE).</p> <p>Use this field to determine if an order's source code, which is assigned to an order when an order is keyed, should be used when defining and selecting payment accounts for posting.</p> <p>Key <b>Y</b> if you do wish to post separate payment accounts based on the order source. The <b>Order Source</b> transfer option does display when defining transfer accounts (<b>Function 3</b>).</p> <p>Key <b>N</b> if you do not wish to post to separate payment accounts based on the order source. The <b>Order Source</b> transfer option does not display when defining payment transfer accounts (<b>Function 3</b>).</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>
PAYMENT ACCOUNTS: Use Customer GL Code	<p>Use this field to determine if a customer's GL code should be used when Distribution A+ selects payment accounts for posting.</p> <p>Key <b>Y</b> if you do wish to post to separate payment accounts based on customer information. The <b>Customer GL Code</b> transfer option does display when defining transfer accounts (<b>Function 3</b>).</p> <p>Key <b>N</b> if you do not wish to post to separate payment accounts based on customer information. The <b>Customer GL Code</b> transfer option does not display when defining payment transfer accounts (<b>Function 3</b>).</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>

## General Ledger/Order Entry Transfer Options Screen 1 Fields and Function Keys

Field/Function Key	Description
PAYMENT ACCOUNTS: Use Payment Type	<p>Use this field to determine if the customer's payment type should be used when Distribution A+ selects payment accounts for posting. For example, if you process cash orders and receivable orders, you would use payment type in payment account selection and definition.</p> <p>Key <b>Y</b> if you track different methods of payment and wish to post to separate accounts or track orders paid with cash that are not transferred to A/R. The <b>Payment Type</b> transfer option is displayed for use when defining transfer accounts (<b>Function 3</b>).</p> <p>Key <b>N</b> if payment type will not be used in payment account selection and definition or all of your customers use the same method of payment. The <b>Payment Type</b> transfer option does not display when defining payment transfer accounts (<b>Function 3</b>).</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>
SELECTING SALES TAX ACCOUNTS	<p>Determine how you want Distribution A+ to select sales tax accounts during Day-End Processing (MENU XAMAST). Define the actual amount numbers through <b>Function 4</b> of this sub-menu. Refer to "Defining Sales Tax Accounts" on page 15-65 for an explanation of when Distribution A+ updates each of these accounts.</p>
SALES TAX ACCOUNTS: Use Warehouse	<p>Use this field to determine if an order's warehouse ID should be used when Distribution A+ selects sales tax accounts for posting.</p> <p>Key <b>Y</b> to post to separate sales tax accounts by warehouse. The <b>Warehouse</b> transfer option does display for use when defining sales tax accounts (<b>Function 4</b>).</p> <p>Key <b>N</b> if you have only one warehouse or if you have more than one warehouse but do not wish to post to separate sales tax accounts for each warehouse. The <b>Warehouse</b> transfer option does not display when defining sales tax transfer accounts (<b>Function 4</b>).</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>

## General Ledger/Order Entry Transfer Options Screen 1 Fields and Function Keys

Field/Function Key	Description
SALES TAX ACCOUNTS: Use Order Source	<p>This field appears only if the <b>Use Order Source Code</b> field is set to <b>Y</b> in Order Entry Options Maintenance (MENU XAFILE).</p> <p>Use this field to determine if an order's order source should be used when defining and selecting sales tax accounts.</p> <p>Key <b>Y</b> if you wish to post to separate sales tax accounts based on order source. The <b>Order Source</b> transfer option does display when defining transfer accounts (<b>Function 4</b>).</p> <p>Key <b>N</b> if you do not wish to post to separate sales tax accounts based on order source. The <b>Order Source</b> transfer option does not display when defining sales tax transfer accounts (<b>Function 4</b>).</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>
SALES TAX ACCOUNTS: Use Customer GL Code	<p>Use this field to determine if a customer's GL code should be used when Distribution A+ selects sales tax accounts for posting.</p> <p>Key <b>Y</b> if you do wish to post to separate sales tax accounts based on customer information. The <b>Customer GL Code</b> transfer option does display when defining transfer accounts (<b>Function 4</b>).</p> <p>Key <b>N</b> if you do not wish to post to separate sales tax accounts based on customer information. The <b>Customer GL Code</b> transfer option does not display when defining sales tax transfer accounts (<b>Function 4</b>).</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>
SALES TAX ACCOUNTS: Use Tax Body	<p>Use this field to determine if the customer's tax body should be used when Distribution A+ selects sales tax accounts for posting.</p> <p>Key <b>Y</b> to update separate sales tax accounts based on the customer's tax body. The <b>Tax Body</b> transfer option does display when defining transfer accounts (<b>Function 4</b>).</p> <p>Key <b>N</b> if you do not wish to post to separate sales tax accounts based on the customer's tax body. The <b>Tax Body</b> transfer option does not display when defining sales tax transfer accounts (<b>Function 4</b>).</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the previous screen without updating any fields on this screen. The General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) will display.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selections. The General Ledger/Order Entry Transfer Options Screen 2 (p. 15-14) will display.</p>

## General Ledger/Order Entry Transfer Options Screen 2

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GENERAL LEDGER/ORDER ENTRY TRANSFER OPTIONS
1 - A & C Office Supply

Separate Income/CGS Accts for:

A/R and Cash Sales:      N   (Y or N)
Sales and Returns:       Y
Stock and Drop-Shipments: N

F12=Return
```

This screen displays after you press **ENTER** from the General Ledger/Order Entry Transfer Options Screen 1 (p. 15-6).

### General Ledger/Order Entry Transfer Options Screen 2 Fields and Function Keys

Field/Function Key	Description
Separate Income/CGS Accts for:	<p>Use this screen to determine which accounts display when defining sales and cost-of-goods-sold accounts through <b>Function 1</b> of the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). These options specify if separate sales and cost-of-goods-sold accounts are required for:</p> <ul style="list-style-type: none"><li>• A/R and Cash Sales</li><li>• Sales and Returns</li><li>• Stock and Drop Shipments</li></ul> <p>These options are provided to avoid keying the same account number more than once when defining sales and cost-of-goods-sold accounts if you do not use separate accounts for those listed above.</p>

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**General Ledger/Order Entry Transfer Options Screen 2 Fields and Function Keys**

Field/Function Key	Description
Separate Income/CGS Accts for: A/R and Cash Sales	<p>Use this field to determine if separate sales and cost-of-goods-sold accounts may be defined for A/R sales and cash sales.</p> <p>Key <b>Y</b> to use separate sales and cost-of-goods-sold accounts for cash sales and A/R sales.</p> <p>Key <b>N</b> if A/R and cash sales should be posted to the same sales and CGS accounts.</p> <p>If you select <b>N</b> for this option and <b>Y</b> for the remaining options on this screen, then Distribution A+ will not post to the following accounts:</p> <ul style="list-style-type: none"> <li>• INCOME ACCOUNTS <ul style="list-style-type: none"> <li>• Cash Sales</li> <li>• Cash Drop Ship Sales</li> <li>• Cash Returns</li> <li>• Cash Drop Ship Returns</li> </ul> </li> <li>• EXPENSE ACCOUNTS <ul style="list-style-type: none"> <li>• Cash CGS</li> <li>• Cash Drop Ship CGS</li> <li>• Cash Returns CGS</li> <li>• Cash Drop Ship Returns CGS</li> </ul> </li> </ul> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>

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**General Ledger/Order Entry Transfer Options Screen 2 Fields and Function Keys**

Field/Function Key	Description
Separate Income/CGS Accts for: Sales and Returns	<p>Use this field to determine if separate sales and cost-of-goods-sold accounts may be defined for sales and returns. Your response to this option is combined with your responses to the other options on this screen to determine which accounts can be defined.</p> <p>Key <b>Y</b> to use separate accounts for sales and returns.</p> <p>Key <b>N</b> if sales and returns should be posted to the same sales/CGS accounts.</p> <p>If you select <b>N</b> for this option and <b>Y</b> for the remaining options on this screen, then Distribution A+ will not post to the following accounts:</p> <ul style="list-style-type: none"><li>• INCOME ACCOUNTS<ul style="list-style-type: none"><li>• AR Returns</li><li>• AR Drop Ship Returns</li><li>• Cash Returns</li><li>• Cash Drop Ship Returns</li></ul></li><li>• EXPENSE ACCOUNTS<ul style="list-style-type: none"><li>• AR Returns CGS</li><li>• AR Drop Ship Returns CGS</li><li>• Cash Returns CGS</li><li>• Cash Drop Ship Returns CGS</li></ul></li></ul> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>

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### General Ledger/Order Entry Transfer Options Screen 2 Fields and Function Keys

Field/Function Key	Description
Separate Income/CGS Accts for: Stock and Drop-Shipments	<p>Use this field to determine if separate sales and cost-of-goods-sold accounts may be defined for stock and drop-shipments. Your response to this option is combined with your responses to the other options on this screen to determine which accounts will be defined.</p> <p>Key <b>Y</b> to use separate accounts for stock and drop-shipment orders.</p> <p>Key <b>N</b> if shipments from stock and drop shipment should be posted to the same sales/CGS accounts.</p> <p>If you select <b>N</b> for this option and <b>Y</b> for the remaining options on this screen, then Distribution A+ will not post to the following accounts:</p> <ul style="list-style-type: none"> <li>• INCOME ACCOUNTS <ul style="list-style-type: none"> <li>• AR Drop Ship Sales</li> <li>• AR Drop Ship Returns</li> <li>• Cash Drop Ship Sales</li> <li>• Cash Drop Ship Returns</li> </ul> </li> <li>• EXPENSE ACCOUNTS <ul style="list-style-type: none"> <li>• AR Drop Ship CGS</li> <li>• AR Drop Ship Returns CGS</li> <li>• Cash Drop Ship CGS</li> <li>• Cash Drop Ship Returns CGS</li> </ul> </li> </ul> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
F12=Return	Press <b>F12=RETURN</b> to return to the General Ledger/Order Entry Transfer Options Screen 1 (p. 15-6) without updating any fields on this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The General Ledger/Inventory Transfer Options Screen (p. 15-18) will display.

## General Ledger/Inventory Transfer Options Screen

GENERAL LEDGER/INVENTORY TRANSFER OPTIONS			
1 - A & C Office Supply			
SELECTING INVENTORY ACCOUNTS	Use Warehouse:	Y	(Y or N)
	Use Item GL Code:	Y	
SELECTING PURCHASE TAX ACCOUNTS	Use Warehouse:	Y	(Y or N)
	Use Business Unit:	N	(Y or N)
	Use Vendor GL Code:	N	(Y or N)
	Use Tax Body:	N	(Y or N)
F12=Return			

This screen displays after you press **ENTER** from the General Ledger/Order Entry Transfer Options Screen 2 (p. 15-14). Use this screen to specify the criteria that Distribution A+ will use to select inventory and purchase tax accounts.

You must specify the actual general ledger account numbers for inventory accounts through Inventory accounts (**Function 5**) and for purchase tax accounts through Purchase Tax Accounts (**Function G**).

### General Ledger/Inventory Transfer Options Screen Fields and Function Keys

Field/Function Key	Description
SELECTING INVENTORY ACCOUNTS	<p>The criteria you specify here for inventory accounts will be used to select the appropriate general ledger account during day-end processing, receipt posting, and inventory transaction posting for the following accounts:</p> <ul style="list-style-type: none"> <li>• Inventory</li> <li>• Damaged Inventory</li> <li>• Drop Ship Inventory</li> <li>• Purchases</li> <li>• Purchase Price Variance</li> <li>• Qty Adjustment Write-Offs</li> <li>• Recount Write-Offs</li> <li>• Cost Adjustment Write-Offs</li> </ul>

### General Ledger/Inventory Transfer Options Screen Fields and Function Keys

Field/Function Key	Description
SELECTING INVENTORY ACCOUNTS: Use Warehouse	<p>Key <b>Y</b> for <b>Use Warehouse</b> to post to separate inventory accounts by warehouse number. The <b>Warehouse</b> field will display when specifying Inventory accounts (<b>Function 5</b>).</p> <p>Key <b>N</b> for <b>Use Warehouse</b> if you do not want to post to separate inventory accounts for each warehouse. The <b>Warehouse</b> field will not display when specifying Inventory accounts (<b>Function 5</b>).</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>
SELECTING INVENTORY ACCOUNTS: Use Item GL Code	<p>Key <b>Y</b> for <b>Use Item GL Code</b> to post to separate inventory accounts based on an item's GL code. The <b>Item GL Code</b> field will display when specifying Inventory accounts (<b>Function 5</b>).</p> <p>Key <b>N</b> for <b>Item GL Code</b> if you do not want to post to separate inventory accounts based on an item's GL code. The <b>Item GL Code</b> field will not display when specifying Inventory accounts (<b>Function 5</b>).</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>
SELECTING PURCHASE TAX ACCOUNTS	<p>The criteria you specify here for purchase tax accounts will be used to select the appropriate general ledger account when vouchers with calculated GST tax are posted through Voucher Post (MENU ARMAIN).</p> <ul style="list-style-type: none"> <li>• Credited</li> <li>• Non-Credited</li> <li>• Credited WH Transfer</li> <li>• Non-Credited WH Transfer</li> </ul>
SELECTING PURCHASE TAX ACCOUNTS: Use Warehouse	<p>Key <b>Y</b> for <b>Use Warehouse</b> to post to separate purchase tax accounts by warehouse number. The <b>Warehouse</b> field will display when specifying Purchase Tax Accounts (<b>Function G</b>).</p> <p>Key <b>N</b> if you do not want to post to separate purchase tax accounts for each warehouse. The <b>Warehouse</b> field will not display when specifying Purchase Tax Accounts (<b>Function G</b>).</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>

## General Ledger/Inventory Transfer Options Screen Fields and Function Keys

Field/Function Key	Description
SELECTING PURCHASE TAX ACCOUNTS: Use Business Unit	<p>Key <b>Y</b> for <b>Use Business Unit</b> to post to separate purchase tax accounts by business unit. The <b>Business Unit</b> field will display when specifying Purchase Tax Accounts (<b>Function G</b>).</p> <p>Key <b>N</b> if you do not want to post to separate purchase tax accounts by business unit. The <b>Business Unit</b> field will not display when specifying Purchase Tax Accounts (<b>Function G</b>).</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>
SELECTING PURCHASE TAX ACCOUNTS: Use Vendor GL Code	<p>Key <b>Y</b> for <b>Use Vendor GL Code</b> to post to separate purchase tax accounts by vendor GL code. The <b>Vendor GL Code</b> field will display when specifying Purchase Tax Accounts (<b>Function G</b>).</p> <p>Key <b>N</b> if you do not want to post to separate purchase tax accounts by vendor GL code. The <b>Vendor GL Code</b> field will not display when specifying Purchase Tax Accounts (<b>Function G</b>).</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>
SELECTING PURCHASE TAX ACCOUNTS: Use Tax Body	<p>Key <b>Y</b> for <b>Use Tax Body</b> to post to separate purchase tax accounts by tax body. The <b>Tax Body</b> field will display when specifying Purchase Tax Accounts (<b>Function G</b>).</p> <p>Key <b>N</b> if you do not want to post to separate purchase tax accounts by tax body. The <b>Tax Body</b> field will not display when specifying Purchase Tax Accounts (<b>Function G</b>).</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>
F12=Return	Press <b>F12=RETURN</b> to return to the General Ledger/Order Entry Transfer Options Screen 2 (p. 15-14) without saving your entries.
Enter	Press <b>ENTER</b> to save your entries. The General Ledger/Accounts Receivable Transfer Options Screen (p. 15-21) appears.

## General Ledger/Accounts Receivable Transfer Options Screen

GENERAL LEDGER/ACCOUNT RECEIVABLE TRANSFER OPTIONS		
1 - A & C Office Supply		
SELECTING MISCELLANEOUS ACCOUNTS	Use Customer GL Code:	<u>Y</u> (Y or N)
Post A/R Transaction in Summary or Detail:	<u>S</u>	S=Summary D=Detail
F12=Return		

This screen displays after you press **ENTER** on the General Ledger/Inventory Transfer Options Screen (p. 15-18). Use this screen to specify the transfer options for defining accounts receivable miscellaneous accounts.

### General Ledger/Accounts Receivable Transfer Options Screen Fields and Function Keys

Field/Function Key	Description
SELECTING MISCELLANEOUS ACCOUNTS	<p>The <b>Use Customer GL Code</b> field applies to definition of A/R miscellaneous accounts. These accounts are defined through <b>Function 7</b> of the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). The following are A/R miscellaneous accounts:</p> <ul style="list-style-type: none"> <li>• Finance Charge A/R</li> <li>• Finance Charge Income</li> <li>• Finance Charge Write-Off</li> <li>• Deposit</li> <li>• Cash In Bank</li> <li>• Miscellaneous Cash</li> </ul>

## General Ledger/Accounts Receivable Transfer Options Screen Fields and Function Keys

Field/Function Key	Description
SELECTING MISCELLANEOUS ACCOUNTS: Use Customer GL Code	<p>Use this field to determine if the customer's GL code should be used when defining A/R miscellaneous accounts.</p> <p>Key <b>Y</b> if you wish to post to separate A/R miscellaneous accounts based on a customer's GL code. The <b>Customer GL Code</b> transfer option is displayed for use when defining transfer accounts (<b>Function 7</b>). A/R posts to separate miscellaneous A/R accounts during cash application and finance charges are calculated during A/R month-end based on the customer GL code used in order.</p> <p>Key <b>N</b> if you do not wish to post to separate A/R miscellaneous accounts based on a customer's GL code. The customer GL code will not be used during A/R miscellaneous account definition and selection. The <b>Customer GL Code</b> transfer option is not displayed when defining miscellaneous A/R accounts (<b>Function 7</b>). A/R does not post to separate accounts when cash is posted and finance charges are not assessed at A/R month-end based on the customer's GL code used when applying cash.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
Post A/R Transaction in Summary or Detail	<p>Key <b>D</b> to post one transaction for each invoice processed by Day-End Processing (MENU XAMAST). When using GL inquiries and reports you will see one transaction for each invoice posted during day-end. You will also see one transaction for each payment made against that invoice. Storing detailed transactions provides information needed to reconcile accounts receivable in GL with your A/R aged trial balance.</p> <p>Key <b>S</b> to post A/R transaction in summary. One transaction is posted to GL for each A/R or cash account that is updated during day-end. One transaction is posted to GL for each A/R account that is updated from one cash entry group. When using GL reports and inquiries, you will see only these summary transactions.</p> <hr/> <p>NOTE: Posting in detail will cause your GL Detail File (GLDET) to become very large. The actual A/R accounts that you debit/credit during day-end and cash posting are not affected by your answer to this question.</p> <hr/> <p><i>Default Value:</i> S</p> <p><i>Valid Values:</i> D, S</p> <p>(A 1) Required</p>
F12=Return	Press <b>F12=RETURN</b> to return to the General Ledger/Inventory Transfer Options Screen (p. 15-18) without updating any fields on this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The General Ledger/Accounts Payable Transfer Options Screen (p. 15-23) will display.

## General Ledger/Accounts Payable Transfer Options Screen

GENERAL LEDGER/ACCOUNTS PAYABLE TRANSFER OPTIONS			
1 - A & C Office Supply			
SELECTING A/P ACCOUNTS	Use Business Unit:	<u>Y</u>	(Y or N)
	Use Vendor GL Code:	<u>N</u>	
SELECTING A/P EXPENSE ACCOUNTS	Use Business Unit:	<u>Y</u>	(Y or N)
	Use Vendor GL Code:	<u>N</u>	
	Use Vendor Number:	<u>Y</u>	
Clear Business Unit for New Vouchers:		<u>N</u>	(Y or N)
Post A/P Accounts in Summary or Detail:		<u>S</u>	S=Summary D=Detail
Post Cash Accounts in Summary or Detail:		<u>S</u>	S=Summary D=Detail
Post Expense Accounts in Summary or Detail:		<u>D</u>	S=Summary D=Detail
F12=Return			

This screen displays after you press **ENTER** on the General Ledger/Accounts Receivable Transfer Options Screen (p. 15-21). Use this screen to select the transfer options for defining the accounts payable liability and expense accounts. Also use this screen to specify if business units should be cleared for new vouchers, and if transactions should be posted in summary or detail.

### General Ledger/Accounts Payable Transfer Options Screen Fields and Function Keys

Field/Function Key	Description
SELECTING A/P ACCOUNTS	<p>These fields apply to A/P liability accounts. These accounts are defined through <b>Function 9</b> of the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). The following are A/P accounts:</p> <ul style="list-style-type: none"> <li>• A/P Account</li> <li>• Cash Discount Account</li> </ul>

### General Ledger/Accounts Payable Transfer Options Screen Fields and Function Keys

Field/Function Key	Description
SELECTING A/P ACCOUNTS: Use Business Unit	<p>Use this field to determine if the business unit assigned to a voucher will be used when defining A/P accounts.</p> <p>Key <b>Y</b> to post voucher transactions to different A/P accounts based on a business group or unit in your organization for which a voucher is processed. The <b>Business Unit</b> transfer option does display for use when defining transfer accounts (<b>Function A</b>). A/P posts to separate A/P accounts during voucher and check reversal posting based on the business unit code on the voucher.</p> <p>Key <b>N</b> if you do not use business units to select default A/P and cash discount accounts when creating vouchers. Business unit will not be used during A/P account definition and selection. The <b>Business Unit</b> transfer option does not display when defining A/P accounts (<b>Function A</b>). A/P does not post to separate accounts when vouchers or check reversals are posted based on the business unit code specified in the voucher.</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>
SELECTING A/P ACCOUNTS: Use Vendor GL Code	<p>Use this field to determine if the GL code from a vendor should be used when defining A/P accounts.</p> <p>Key <b>Y</b> to post to different A/P accounts based on the GL code of the voucher's vendor. The <b>Business Unit</b> transfer option does display for use when defining transfer accounts (<b>Function A</b>). Accounts Payable posts to separate A/P accounts during voucher and check reversal posting based on the business unit code.</p> <p>Key <b>N</b> if you do not wish to post to separate A/P accounts based on the GL code of the voucher's vendor. Vendor GL will not be used during A/P account definition and selection. The <b>Business Unit</b> transfer option does not display when defining A/P accounts (<b>Function A</b>). A/P does not post to separate accounts when vouchers or check reversals are posted based on the business unit code specified.</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>
SELECTING A/P EXPENSE ACCOUNTS	<p>These fields apply to A/P expense accounts. These accounts are defined through <b>Function A</b> of the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3).</p>



### General Ledger/Accounts Payable Transfer Options Screen Fields and Function Keys

Field/Function Key	Description
SELECTING A/P EXPENSE ACCOUNTS: Use Business Unit	<p>Use this field to determine if the business unit specified on a voucher should be used when defining A/P expense accounts.</p> <p>Key <b>Y</b> to post voucher transactions to different A/P expense accounts based on a business group or unit in your organization for which a voucher is processed. The <b>Business Unit</b> transfer option does display for use when defining transfer accounts (<b>Function A</b>). Accounts Payable posts to separate A/P expense accounts during check printing and manual check posting based on the business unit code on the voucher.</p> <p>Key <b>N</b> if you do not use multiple business units to select default A/P expense accounts when creating new vouchers. Business unit will not be used during A/P expense account definition and selection. The <b>Business Unit</b> transfer option does not display when defining A/P expense accounts (<b>Function A</b>). Accounts Payable does not post to separate accounts when checks are printed or manual checks are posted based on the business unit code specified in the voucher.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
SELECTING A/P EXPENSE ACCOUNTS: Use Vendor GL Code	<p>Use this field to determine if a vendor's GL code should be used when defining A/P expense accounts.</p> <p>Key <b>Y</b> to post to different A/P accounts based on the GL code of the voucher's vendor. Key <b>Y</b> if a single expense account can be assigned to a group of vendors. All vendors in the group should be assigned a common vendor GL code. The <b>Vendor GL Code</b> transfer option does display for use when defining transfer accounts (<b>Function A</b>). A/P posts to separate A/P accounts during voucher and check reversal posting based on the vendor GL code.</p> <p>Key <b>N</b> if you do not use vendor GL code to select default A/P expense accounts when creating new vouchers. Vendor GL code will not be used during A/P expense account definition and selection. The <b>Vendor GL Code</b> transfer option does not display when defining A/P expense accounts (<b>Function A</b>). A/P does not post to separate accounts when printing checks or posting manual checks based on the vendor's GL code.</p> <p><i>Valid Values:</i> Y</p> <p>(A 1) Required</p>

### General Ledger/Accounts Payable Transfer Options Screen Fields and Function Keys

Field/Function Key	Description
SELECTING A/P EXPENSE ACCOUNTS: Use Vendor Number	<p>Use this field to determine if default expense accounts can be defined by vendor.</p> <p>Key <b>Y</b> to post to a default A/P expense account by vendor. The <b>Vendor Number</b> transfer option does display for use when defining transfer accounts (<b>Function A</b>). A/P posts to separate A/P accounts during check printing and manual check posting based on the vendor number.</p> <p>Key <b>N</b> if you do not wish to select default A/P expense accounts for an individual vendor to whom payment is made. The <b>Vendor Number</b> transfer option does not display when defining A/P expense accounts (<b>Function A</b>). A/P does not post to separate accounts when printing checks or posting manual checks based on the vendor number.</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>
Clear Business Unit for New Vouchers	<p>When using business unit in A/P account and expense account definition, you must assign a business unit code to each new voucher.</p> <p>Used in Voucher Entry (MENU APMAIN) to determine whether each voucher in a voucher group should use the business unit keyed for the first voucher as the default business unit for the remaining vouchers, or if the business unit should be cleared each time a new voucher is keyed. The <b>Business Unit</b> field has no default value for the first voucher keyed in a voucher group.</p> <p>Key <b>Y</b> to clear the <b>Business Unit</b> field each time a new voucher is created.</p> <p>Key <b>N</b> to use the <b>Business Unit</b> keyed for the previous voucher when creating a new voucher. The default business unit may be accepted or overridden when the voucher is keyed.</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>

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**General Ledger/Accounts Payable Transfer Options Screen Fields and Function Keys**


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Field/Function Key	Description
Post A/P Accounts in Summary or Detail	<p data-bbox="527 310 1430 373">Use this field to determine if A/P voucher transactions are posted in summary or in detail.</p> <p data-bbox="527 390 1430 594">Key <b>D</b> to post A/P transactions in detail. Transactions posted in detail create one transaction for each invoice to the A/P liability account. This is useful if you need to report or inquire on individual invoices posted to GL. However, posting in detail consumes disk space by posting more records to your general ledger files. Detail posting stores transaction information so you can reconcile accounts payable in GL with your open payables.</p> <p data-bbox="527 611 1430 772">Key <b>S</b> to post A/P transactions in summary. When transactions are posted in summary, all payments are consolidated for one account for each debit in A/P when each voucher is paid. Individual invoice transactions cannot be reported or inquired upon in GL. However, individual GL files are kept to a minimum, requiring less disk space than when posting in detail.</p> <p data-bbox="527 789 721 823"><i>Default Value:</i> S</p> <p data-bbox="527 835 740 869"><i>Valid Values:</i> D, S</p> <p data-bbox="527 882 667 905">(A 1) Required</p>
Post Cash Accounts in Summary or Detail	<p data-bbox="527 936 1430 999">Use this field to determine if A/P payment transactions are posted in summary or in detail to cash accounts.</p> <p data-bbox="527 1016 1430 1178">Key <b>D</b> to post A/P payment transactions in detail. This will create one transaction to the cash account for each check in a payment group. This is useful if you need to report or inquire upon individual payments posted to GL. However, posting in detail creates more records in your GL files, consuming more disk space.</p> <p data-bbox="527 1194 1430 1356">Key <b>S</b> to post A/P payment transactions in summary. This consolidates all payments to the payment account from one payment group into one transaction. Individual payment transactions cannot be reported or inquired upon in GL. However, general ledger files are kept to a minimum, requiring less disk space.</p> <p data-bbox="527 1373 721 1407"><i>Default Value:</i> S</p> <p data-bbox="527 1419 740 1453"><i>Valid Values:</i> D, S</p> <p data-bbox="527 1465 667 1505">(A 1) Required</p>

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### General Ledger/Accounts Payable Transfer Options Screen Fields and Function Keys

Field/Function Key	Description
Post Expense Accounts in Summary or Detail	<p>Use this field to determine if A/P voucher line item transactions are posted in summary or in detail to expense accounts.</p> <p>Key <b>D</b> to post A/P payment transactions in detail. This will create one transaction for each detail GL distribution from each invoice. This is useful if you need to report or inquire on individual transactions posted to GL. However, posting in detail creates more records in your GL files, therefore consuming disk space.</p> <p>Key <b>S</b> to post A/P payment transactions in summary. This consolidates all like expense accounts into one transactions for each transactions expense account posted to in that voucher of vouchers. Individual invoice transactions cannot be reported or inquired upon in GL. However, GL files are kept to a minimum, requiring less disk space.</p> <p><i>Default Value:</i> S</p> <p><i>Valid Values:</i> D, S</p> <p>(A 1) Required</p>
F12=Return	Press <b>F12=RETURN</b> to return to the General Ledger/Accounts Receivable Transfer Options Screen (p. 15-21) without updating any fields.
Enter	Press <b>ENTER</b> to update your selections. The General Ledger/Purchasing Transfer Options Screen (p. 15-29) will display.

## General Ledger/Purchasing Transfer Options Screen

GENERAL LEDGER/PURCHASING TRANSFER OPTIONS  
1 - A & C Office Supply

Non-Inventory Item GL Code:      \_ .

F12=Return

This screen displays after you press **ENTER** on the General Ledger/Accounts Payable Transfer Options Screen (p. 15-23).

Use this screen to determine how GL will update for Purchasing when entering order returns and posting receipts. Inventory accounts will update depending on the item GL code entered here.

### General Ledger/Purchasing Transfer Options Screen Fields and Function Keys

Field/Function Key	Description
Non-Inventory Item GL Code	<p>Key the <b>Item GL Code</b> used to classify the inventory accounts that will be updated when receiving items that have not been defined through Item Master Maintenance (MENU IAFILE).</p> <p>Leave this field blank if you are not using item GL codes to classify your inventory accounts.</p> <p><i>Default Value:</i> blank</p> <p><i>Valid Values:</i> Any item GL code defined through GL Item Codes Maintenance (MENU GLXFER).</p> <p>(A 2) Optional</p>
F12=Return	Press <b>F12=RETURN</b> to return to the General Ledger/Accounts Payable Transfer Options Screen (p. 15-23) without updating any fields.

**General Ledger/Purchasing Transfer Options Screen Fields and Function Keys**

Field/Function Key	Description
Enter	<p>Press <b>ENTER</b> to update your selections. The General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) displays in an environment without International Currency installed.</p> <p>When International Currency is installed, the General Ledger/International Currency Transfer Options Screen (p. 15-31) will display.</p>

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## General Ledger/International Currency Transfer Options Screen

GENERAL LEDGER/INTERNATIONAL CURRENCY TRANSFER OPTIONS	
01 - A & C Office Supply	
SELECTING I/C INVENTORY ACCTS:	Use Currency Code: <input type="text" value="N"/> (Y or N) Use Source G/L Acct: <input type="text" value="N"/> (Y or N)
SELECTING I/C AP ACCOUNTS:	Use Currency Code: <input type="text" value="N"/> (Y or N) Use Source G/L Acct: <input type="text" value="N"/> (Y or N)
SELECTING I/C AR ACCOUNTS:	Use Currency Code: <input type="text" value="N"/> (Y or N) Use Source G/L Acct: <input type="text" value="N"/> (Y or N)
F12=Return	

When International Currency is installed, this screen displays after you press **ENTER** on the General Ledger/Purchasing Transfer Options Screen (p. 15-29).

Use this screen to determine how GL will update for International Currency Inventory, International Currency Accounts Payable, and International Currency Accounts Receivable transactions.

### General Ledger/International Currency Transfer Options Screen Fields and Function Keys

Field/Function Key	Description
SELECTING I/C INVENTORY ACCTS	These fields apply to receipt transactions with/without landing costs that may incur a gain/loss in value due to changes in the exchange rate.
SELECTING I/C INVENTORY ACCTS: Use Currency Code	<p>Use these fields to determine whether or not currency codes will be used to define general ledger I/C inventory accounts.</p> <p>Key <b>Y</b> if you want to post to different I/C inventory accounts based on the type of currency used for the transaction.</p> <p>Key <b>N</b> if you do not want to use currency codes to define I/C inventory accounts.</p> <p><i>Default Value:</i> blank</p> <p><i>Valid Values:</i> N, Y</p> <p>(A 1) Required</p>

**General Ledger/International Currency Transfer Options Screen Fields and Function Keys**

Field/Function Key	Description
SELECTING I/C INVENTORY ACCTS: Use Source G/L Acct	<p>Use these fields to determine whether or not an additional source G/L account will be used to define general ledger I/C inventory accounts.</p> <p>Key <b>Y</b> if you want to use the source G/L account to further define your I/C inventory accounts. Transactions will be posted separately to specific accounts based on the source account. For example, if gains or losses are generated from a revaluation of a particular inventory account (the source account), the transactions will be posted to a gain/loss account that will be used exclusively for gain/loss transactions resulting from that inventory account.</p> <p>Key <b>N</b> if you do not want to further define your I/C inventory accounts according to the source account.</p> <p><i>Default Value:</i> blank</p> <p><i>Valid Values:</i> N, Y</p> <p>(A 1) Required</p>
SELECTING I/C AP ACCOUNTS	<p>These fields apply to voucher group postings, payment transactions, and open payables revaluations that may incur a gain/loss in value due to changes in the exchange rate.</p>
SELECTING I/C AP ACCOUNTS: Use Currency Code	<p>Use these fields to determine whether or not currency codes will be used to define general ledger I/C accounts payable accounts.</p> <p>Key <b>Y</b> if you want to post to different I/C accounts payable accounts based on the type of currency used for the transaction.</p> <p>Key <b>N</b> if you do not want to use currency codes to define I/C accounts payable accounts.</p> <p><i>Default Value:</i> blank</p> <p><i>Valid Values:</i> N, Y</p> <p>(A 1) Required</p>
SELECTING I/C AP ACCOUNTS: Use Source G/L Acct	<p>Use these fields to determine whether or not an additional source G/L account will be used to define general ledger I/C accounts payable accounts.</p> <p>Key <b>Y</b> if you want to use the source G/L account to further define your I/C accounts payable accounts. Transactions will be posted separately to specific accounts based on the source account. For example, if gains or losses are generated from a revaluation of a particular A/P account (the source account), the transactions will be posted to a gain/loss account that will be used exclusively for gain/loss transactions resulting from that A/P account.</p> <p>Key <b>N</b> if you do not want to further define your I/C AP accounts according to the source account.</p> <p><i>Default Value:</i> blank</p> <p><i>Valid Values:</i> N, Y</p> <p>(A 1) Required</p>



**General Ledger/International Currency Transfer Options Screen Fields and Function Keys**

Field/Function Key	Description
SELECTING I/C AR ACCOUNTS	These fields apply to cash receipt posting and open receivable revaluation transactions that may incur a gain/loss in value due to changes in the exchange rate.
SELECTING I/C AR ACCOUNTS: Use Currency Code	<p>Use these fields to determine whether or not currency codes will be used to define general ledger I/C accounts receivable accounts.</p> <p>Key <b>Y</b> if you want to post to different I/C accounts receivable accounts based on the type of currency used for the transaction.</p> <p>Key <b>N</b> if you do not want to use currency codes to define I/C accounts receivable accounts.</p> <p><i>Default Value:</i> blank</p> <p><i>Valid Values:</i> N, Y</p> <p>(A 1) Required</p>
SELECTING I/C AR ACCOUNTS: Use Source G/L Acct	<p>Use these fields to determine whether or not an additional source G/L account will be used to define general ledger I/C accounts receivable accounts.</p> <p>Key <b>Y</b> if you want to use the source G/L account to further define your I/C accounts receivable accounts. Transactions will be posted separately to specific accounts based on the source account. For example, if gains or losses are generated from a revaluation of a particular A/R account (the source account), the transactions will be posted to a gain/loss account that will be used exclusively for gain/loss transactions resulting from that A/R account.</p> <p>Key <b>N</b> if you do not want to further define your I/C accounts receivable accounts according to the source account.</p> <p><i>Default Value:</i> blank</p> <p><i>Valid Values:</i> N, Y</p> <p>(A 1) Required</p>
F12=Return	Press <b>F12=RETURN</b> to return to the General Ledger/Purchasing Transfer Options Screen (p. 15-29) without updating any fields.
Enter	Press <b>ENTER</b> to update your selections. The General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) will display.

## Defining Sales/CGS Accounts

You can set up and maintain sales and cost of goods sold accounts by selecting **Function 1** from the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3).

The following sales and cost-of-goods-sold accounts, which are updated during Day-End Processing (MENU XAMAST), are maintained through this function:

- INCOME ACCOUNTS
  - AR Sales
  - AR Drop Ship Sales
  - AR Returns
  - AR Drop Ship Returns
  - Cash Sales
  - Cash Drop Ship Sales
  - Cash Returns
  - Cash Drop Ship Returns
- EXPENSE ACCOUNTS
  - AR Cost of Goods Sold
  - AR Drop Ship Cost of Goods Sold
  - AR Returns Cost of Goods Sold
  - AR Drop Ship Returns Cost of Goods Sold
  - Cash Cost of Goods Sold
  - Cash Drop Ship Cost of Goods Sold
  - Cash Returns Cost of Goods Sold
  - Cash Drop Ship Returns Cost of Goods Sold

When you select this function for the first time, you must key the company default account definition. Distribution A+ uses these company default accounts if no other specific account definitions have been defined. The OE-GL Income & CGS Accounts Distribution Selection Screen (p. 15-36) does not display when selecting this function for the first time.

## Understanding Sales/CGS Accounts Selection

Please read “Account Selection Method” on page 1-34, before proceeding.

When invoices are processed through Day-End Processing (MENU XAMAST), the system selects the appropriate sales/cost of goods sold account to update by comparing values from the order with values that you have keyed on this screen.

Some of the four fields shown on the OE-GL Income & CGS Accounts Distribution Selection Screen (p. 15-36) may not appear on your screen if you chose not to use them through Transfer Options (**Function T**). Fields that do not display are ignored by the account selection hierarchy (which is explained below).

To simplify your setup, use **Function T** to “turn off” fields you are not using. For example, if you do not post to different sales accounts based on the type of items you are selling, then the **Item GL Code** field should not appear on your screen. If it does appear, turn it off.

## Understanding the Sales/CGS Accounts Selection Hierarchy

If at least one field appears on your screen, then Distribution A+ uses this hierarchy to select the appropriate accounts as follows:

1. Distribution A+ will first try to match all the fields that appear on the OE-GL Income & CGS Accounts Distribution Selection Screen (p. 15-36) with the fields from the order. If it finds a match, then it uses those accounts.  
For example, assume your order was shipped from warehouse WW, and has an order source code of XX. The customer you are selling to has a customer GL code of YY, and the item for sale has an item GL code of ZZ. Distribution A+ selects the sales/CGS accounts which match the values that you keyed here.
2. If Distribution A+ does not find a match, it blanks out the lowest field that displays on your screen and tries again.  
For example, Distribution A+ looks for an account definition of warehouse WW, order source XX, customer GL code YY, and item GL code ‘ ‘ (blank).
3. If Distribution A+ still does not find a match, it blanks out the two lowest fields that display on your screen and tries again.  
For example, it looks for warehouse WW, order source XX, customer GL code ‘ ‘ (blank), and item GL code ‘ ‘ (blank).
4. If Distribution A+ still does not find a match, it blanks out the three lowest fields that display on your screen and tries again.  
For example, it looks for warehouse WW, order source ‘ ‘ (blank), customer GL code ‘ ‘ (blank), and item GL code ‘ ‘ (blank).
5. If Distribution A+ blanks out all the fields that display on your screen and still does not find a match, it uses the company default. It will always find this account since you are required to set it up.

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
OE-GL Income & CGS Accounts Distribution Selection Screen	Used to maintain income and CGS accounts.
Verify Distribution Information OE-GL Income & CGS Accounts Screen	Used to verify the selections made on the OE-GL Income & CGS Accounts Distribution Selection Screen.
OE-GL Income & CGS Accounts Screen	Used to key your income/CGS accounts.
Verify OE-GL Income & CGS Accounts Screen	Used to verify the selections made on the OE-GL Income & CGS Accounts Screen.

## OE-GL Income & CGS Accounts Distribution Selection Screen

```
OE-GL INCOME & CGS ACCOUNTS DISTRIBUTION
1 - A & C Office Supply

Function:      -  (A, C or D)

Warehouse?    ...
Order Source?  ...
Customer GL Code? ...
Item GL Code?  ...

F12=Return
```

## Verify Distribution Information OE-GL Income & CGS Accounts Screen

```
VERIFY DISTRIBUTION INFORMATION
1 - A & C Office Supply                                     Add

Warehouse:      1  Hartford, CT
Order Source:
Customer GL Code:
Item GL Code:

F12=Return
```

The OE-GL Income & CGS Accounts Distribution Selection Screen displays after selecting **Function 1** from the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). Use this screen to select the hierarchy that will be used to maintain income and CGS accounts.

The Verify Distribution Information OE-GL Income & CGS Accounts Screen appears after you press **ENTER** on the OE-GL Income & CGS Accounts Distribution Selection Screen (p. 15-36).

The OE-GL Income & CGS Accounts Distribution Selection Screen does not appear if you are selecting default accounts at the company level (i.e. you did not specify transfer option criteria). Use this screen to verify the selections made on the OE-GL Income & CGS Accounts Distribution Selection Screen (p. 15-36).

All fields are display only for your review on the verification screen.

#### OE-GL Income & CGS Accounts Distribution Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<p>Key <b>A</b> to add a new account definition.</p> <p>Key <b>C</b> to change an existing account definition.</p> <p>Key <b>D</b> to delete an existing account definition.</p> <p>(A 1) Required</p>
Warehouse	<p>This field appears only if transfer options are defined to <b>SELECTING SALES/CGS ACCOUNTS: Use Warehouse</b> on the General Ledger/Order Entry Transfer Options Screen 1 (p. 15-6) (<b>Function T</b>).</p> <p>Key the warehouse ID and additional transaction values (if any) for which sales and cost of goods sold accounts will be added, changed, or deleted.</p> <p>When specifying additional transaction values (order source and/or customer GL code and/or item GL code), you must key a warehouse ID in this field.</p> <p><i>Valid Values:</i> Any valid Warehouse ID</p> <p>(A 2) Optional</p>
Order Source	<p>This field appears only if transfer options are defined to <b>SELECTING SALES/CGS ACCOUNTS: Use Order Source</b> on the General Ledger/Order Entry Transfer Options Screen 1 (p. 15-6) (<b>Function T</b>).</p> <p>Key the order source and additional transaction values (if any) for which sales and cost-of-goods-sold accounts will be added, changed, or deleted.</p> <p>When specifying additional transaction values (customer GL code and/or item GL code), you must key an order source in this field.</p> <p><i>Valid Values:</i> Any valid order source code specified through Order Source Codes Maintenance (MENU GLXFER)</p> <p>(A 2) Optional</p>

**OE-GL Income & CGS Accounts Distribution Selection Screen Fields and Function Keys**

Field/Function Key	Description
Customer GL Code	<p>This field appears only if transfer options are defined to <b>SELECTING SALES/CGS ACCOUNTS: Use Customer GL Code</b> on the General Ledger/Order Entry Transfer Options Screen 1 (p. 15-6) (<b>Function T</b>).</p> <p>Key the customer GL code and additional transaction values (if any) for which sales and cost-of-goods-sold accounts will be added, changed, or deleted.</p> <p>When specifying additional transaction values (item GL code), you must key a customer GL code in this field.</p> <p><i>Valid Values:</i> Any valid customer GL code specified through GL Customer Codes Maintenance (MENU GLXFER)</p> <p>(A 2) Optional</p>
Item GL Code	<p>This field appears only if transfer options are defined to <b>SELECTING SALES/CGS ACCOUNTS: Use Item GL Code</b> on the General Ledger/Order Entry Transfer Options Screen 1 (p. 15-6) (<b>Function T</b>).</p> <p>Key the item GL code for which sales and cost-of-goods-sold accounts will be added, changed, or deleted.</p> <p><i>Valid Values:</i> Any valid item GL code specified through GL Item Codes Maintenance (MENU GLXFER)</p> <p>(A 2) Optional</p>
F12=Return	<p><i>Entry:</i> Press <b>F12=RETURN</b> to return to General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) without updating any fields on this screen.</p> <p><i>Verify:</i> Press <b>F12=RETURN</b> to return to the OE-GL Income &amp; CGS Accounts Distribution Selection Screen (p. 15-36) without updating any fields on this screen.</p>
F24=Delete	<p><b>F24=DELETE</b> displays only if you selected <b>D</b> in the <b>Function</b> field on the OE-GL Income &amp; CGS Accounts Distribution Selection Screen (p. 15-36).</p> <p>Press <b>F24=DELETE</b> to delete the account definition. You will be prompted to press <b>F24=DELETE</b> twice to confirm deletion. All accounts will be deleted and the record will no longer exist.</p> <hr/> <p><b>NOTE:</b> You will not be able to delete an account definition if a lower level exists. For example, if you have chosen to post to different accounts based on both the warehouse and, within the warehouse, on the order source account, you may not delete the warehouse account definitions unless you first delete the order source account definitions.</p>

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**OE-GL Income & CGS Accounts Distribution Selection Screen Fields and Function Keys**

Field/Function Key	Description
Enter	<p><i>Entry:</i> Press <b>ENTER</b> to confirm your selections. The OE-GL Income &amp; CGS Accounts Distribution Selection Screen (p. 15-36) will display if you keyed transfer option criteria. The OE-GL Income &amp; CGS Accounts Screen (p. 15-40) will display if you did not key any transfer option criteria.</p> <p><i>Verify:</i> Press <b>ENTER</b> to confirm your selections. The OE-GL Income &amp; CGS Accounts Screen (p. 15-40) will display.</p>

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## OE-GL Income & CGS Accounts Screen

<u>INCOME ACCOUNTS</u>		<u>Div.Account.Sub</u>
AR Sales:		001.0004000.000
AR Drop Ship Sales:		001.0004000.000
AR Returns:		001.0004030.000
AR Drop Ship Returns:		001.0004030.000
Cash Sales:		001.0004000.000
Cash Drop Ship Sales:		001.0004000.000
Cash Returns:		001.0004030.000
Cash Drop Ship Returns:		001.0004030.000
<u>EXPENSE ACCOUNTS</u>		<u>Div.Account.Sub</u>
AR Cost of Goods Sold (CGS):		001.0005000.000
AR Drop Ship CGS:		001.0005000.000
AR Returns CGS:		001.0005030.000
AR Drop Ship Returns CGS:		001.0005030.000
Cash CGS:		001.0005000.000
Cash Drop Ship CGS:		001.0005000.000
Cash Returns CGS:		001.0005030.000
Cash Drop Ship Returns CGS:		001.0005030.000

F5=Fill Defaults      F12=Return

## Verify OE-GL Income & CGS Accounts Screen

<u>INCOME ACCOUNTS</u>		<u>Div.Account.Sub/Description</u>
AR Sales:		001.0004000.000 Sales Income
AR Drop Ship Sales:		001.0004000.000 Sales Income
AR Returns:		001.0004030.000 Returns
AR Drop Ship Returns:		001.0004030.000 Returns
Cash Sales:		001.0004000.000 Sales Income
Cash Drop Ship Sales:		001.0004000.000 Sales Income
Cash Returns:		001.0004030.000 Returns
Cash Drop Ship Returns:		001.0004030.000 Returns
<u>EXPENSE ACCOUNTS</u>		<u>Div.Account.Sub/Description</u>
AR Cost of Goods Sold (CGS):		001.0005000.000 Cost Of Goods Sold
AR Drop Ship CGS:		001.0005000.000 Cost Of Goods Sold
AR Returns CGS:		001.0005030.000 Returns Cost of Goods
AR Drop Ship Returns CGS:		001.0005030.000 Returns Cost of Goods
Cash CGS:		001.0005000.000 Cost Of Goods Sold
Cash Drop Ship CGS:		001.0005000.000 Cost Of Goods Sold
Cash Returns CGS:		001.0005030.000 Returns Cost of Goods
Cash Drop Ship Returns CGS:		001.0005030.000 Returns Cost of Goods

F12=Return

The OE-GL Income & CGS Accounts Screen displays after confirming your selections and you press **ENTER** on the Verify Distribution Information OE-GL Income & CGS Accounts Screen (p. 15-36), or after you press **ENTER** and do not key any transfer option criteria on the OE-GL Income & CGS Accounts Distribution Selection Screen (p. 15-36). Use this screen to key your sales income/CGS expense accounts. Distribution A+ updates these accounts during Day-End Processing (MENU



XAMAST) when the values you keyed in OE-GL Income & CGS Accounts Distribution Selection Screen (p. 15-36) and the values on the invoice are the same.

The Verify OE-GL Income & CGS Accounts Screen displays after confirming your selections and you press **ENTER** on the OE-GL Income & CGS Accounts Screen (p. 15-40). Use this screen to verify the account numbers keyed for your sales income/CGS expense accounts.

All fields are display only for your review on the verification screen.

### OE-GL Income & CGS Accounts Screen Fields and Function Keys

Field/Function Key	Description
AR Sales	<p>This account updates when the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The invoice is passed to A/R. The payment type associated with an order determines this. Use Payment Types Maintenance (MENU ARFILE) to determine which payment types are passed to A/R.</li> <li>• AND, the <b>Order Type</b> is <b>O</b> (for order) or <b>I</b> (for invoice).</li> <li>• AND, this item is not being drop-shipped.</li> </ul> <p>The dollar amount credited is the extended line item amount.</p> <p><i>Valid Values:</i> Any valid account (income) except distribution accounts</p> <p>(N 25,0) Required</p>
AR Drop Ship Sales	<p>This account updates when the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The invoice is passed to A/R during Day-End Processing (MENU XAMAST).</li> <li>• AND, the <b>Order Type</b> is <b>O</b> (for order) or <b>I</b> (for invoice).</li> <li>• AND, this item is being drop-shipped.</li> </ul> <p>The dollar amount credited is the extended line item amount.</p> <p><i>Valid Values:</i> Any valid account (income) except distribution accounts</p> <hr/> <p>NOTE: This field may not display based on your transfer options (<b>Function T</b>).</p> <hr/> <p>(N 25,0) Required</p>

**OE-GL Income & CGS Accounts Screen Fields and Function Keys**

Field/Function Key	Description
AR Returns	<p>This account updates when the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The invoice is passed to A/R during Day-End Processing (MENU XAMAST).</li> <li>• AND, the <b>Order Type</b> is <b>R</b> (for returns).</li> <li>• AND, this item is not being drop-shipped.</li> </ul> <p>The dollar amount credited is the extended line item amount.</p> <p><i>Valid Values:</i> Any valid account (income) except distribution accounts</p> <hr/> <p>NOTE: This field may not display based on your transfer options (<b>Function T</b>).</p> <hr/> <p>(N 25,0) Required</p>
AR Drop Ship Returns	<p>This account updates when the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The invoice is passed to A/R during Day-End Processing (MENU XAMAST).</li> <li>• AND, the <b>Order Type</b> is <b>R</b> (for returns).</li> <li>• AND, this item is being drop-shipped.</li> </ul> <p>The dollar amount credited is the extended line item amount.</p> <p><i>Valid Values:</i> Any valid account (income) except distribution accounts</p> <hr/> <p>NOTE: This field may not display based on your transfer options (<b>Function T</b>).</p> <hr/> <p>(N 25,0) Required</p>
Cash Sales	<p>This account updates when the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The invoice is not passed to A/R during Day-End Processing (MENU XAMAST). The payment type associated with an order determines this. Use Payment Types Maintenance (MENU ARFILE) to determine which payment types update A/R.</li> <li>• AND, the <b>Order Type</b> is <b>O</b> (for order) or <b>I</b> (for invoice).</li> <li>• AND, this item is not being drop-shipped.</li> </ul> <p>The dollar amount credited is the extended line item amount.</p> <p><i>Valid Values:</i> Any valid account (income) except distribution accounts</p> <hr/> <p>NOTE: This field may not display based on your transfer options (<b>Function T</b>).</p> <hr/> <p>(N 25,0) Required</p>

## OE-GL Income &amp; CGS Accounts Screen Fields and Function Keys

Field/Function Key	Description
Cash Drop Ship Sales	<p>This account updates when the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The invoice is not passed to A/R during Day-End Processing (MENU XAMAST).</li> <li>• AND, the <b>Order Type</b> is <b>O</b> (for order) or <b>I</b> (for invoice).</li> <li>• AND, this item is being drop-shipped.</li> </ul> <p>The dollar amount credited is the extended line item amount.</p> <p><i>Valid Values:</i> Any valid account (income) except distribution accounts</p> <hr/> <p>NOTE: This field may not display based on your transfer options (<b>Function T</b>).</p> <hr/> <p>(N 25,0) Required</p>
Cash Returns	<p>This account updates when the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The invoice is not passed to A/R during Day-End Processing (MENU XAMAST).</li> <li>• AND, the <b>Order Type</b> is <b>R</b> (for return).</li> <li>• AND, this item is not being drop-shipped.</li> </ul> <p>The dollar amount credited is the extended line item amount.</p> <p><i>Valid Values:</i> Any valid account (income) except distribution accounts</p> <hr/> <p>NOTE: This field may not display based on your transfer options (<b>Function T</b>).</p> <hr/> <p>(N 25,0) Required</p>
Cash Drop Ship Returns	<p>The cash drop ship returns account which is updated based on the selected transfer option criteria. This account updates when the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The invoice is not passed to A/R during Day-End Processing (MENU XAMAST).</li> <li>• AND, the <b>Order Type</b> is <b>R</b> (for return).</li> <li>• AND, this item is being drop-shipped.</li> </ul> <p>The dollar amount credited is the extended line item amount.</p> <p><i>Valid Values:</i> Any valid account (income) except distribution accounts</p> <hr/> <p>NOTE: This field may not display based on your transfer options (<b>Function T</b>).</p> <hr/> <p>(N 25,0) Required</p>

## OE-GL Income & CGS Accounts Screen Fields and Function Keys

Field/Function Key	Description
AR Cost of Goods Sold (CGS)	<p>This account updates when the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The invoice is passed to A/R during Day-End Processing (MENU XAMAST). The payment type associated with an order determines this. Use Payment Types Maintenance (MENU ARFILE) to determine which payment types update A/R.</li> <li>• AND, the <b>Order Type</b> is <b>O</b> (for order) or <b>I</b> (for invoice).</li> <li>• AND, the <b>Allocate Code</b> on the End Order Screen is <b>Y</b>.</li> <li>• OR, If the <b>Allocate Code</b> is <b>N</b> and the <b>Update GL for Unalloc Shipments</b> is <b>Y</b> [from Order Entry Options Maintenance (MENU XAFILE)].</li> <li>• AND, this item is not being drop-shipped.</li> </ul> <p>The dollar amount debited is the extended cost amount.</p> <p><i>Valid Values:</i> Any valid account (expense) except distribution accounts (N 25,0) Required</p>
AR Drop Ship CGS	<p>This account updates when the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The invoice is passed to A/R.</li> <li>• AND, the <b>Order Type</b> is <b>O</b> (for order) or <b>I</b> (for invoice).</li> <li>• AND, this item is being drop-shipped.</li> </ul> <p>The dollar amount debited is the extended cost amount.</p> <p><i>Valid Values:</i> Any valid account (expense) except distribution accounts</p> <hr/> <p>NOTE: This field may not display based on your transfer options (<b>Function T</b>).</p> <hr/> <p>(N 25,0) Required</p>

## OE-GL Income &amp; CGS Accounts Screen Fields and Function Keys

Field/Function Key	Description
AR Returns CGS	<p>The accounts receivable returns cost-of-goods-sold account which is updated based on the selected transfer option criteria. This account updates when the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The invoice is passed to A/R.</li> <li>• AND, the <b>Order Type</b> is <b>R</b> (for return).</li> <li>• AND, the <b>Allocate Code</b> on the end order screen is <b>Y</b>.</li> <li>• OR, If the <b>Allocate Code</b> is <b>N</b> and the <b>Update GL for Unalloc Shipments</b> is <b>Y</b> [from Order Entry Options Maintenance (MENU XAFIL)].</li> <li>• AND, this item is not being drop-shipped.</li> </ul> <p>The dollar amount debited is the extended cost amount.</p> <p><i>Valid Values:</i> Any valid account (expense) except distribution accounts</p> <hr/> <p>NOTE: This field may not display based on your transfer options (<b>Function T</b>).</p> <hr/> <p>(N 25,0) Required</p>
AR Drop Ship Returns CGS	<p>The accounts receivable drop shipment returns cost-of-goods-sold account is updated based on the selected transfer option criteria. This account updates when the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The invoice for the order being processed is passed to A/R.</li> <li>• AND, the <b>Order Type</b> is <b>R</b> (for return).</li> <li>• AND, this item is being drop-shipped.</li> </ul> <p>The dollar amount debited is the extended cost amount.</p> <p><i>Valid Values:</i> Any valid account (expense) except distribution accounts</p> <hr/> <p>NOTE: This field may not display based on your transfer options (<b>Function T</b>).</p> <hr/> <p>(N 25,0) Required</p>
Cash CGS	<p>This account updates when the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The invoice is not passed to A/R.</li> <li>• AND, the <b>Order Type</b> is <b>O</b> (for order) or <b>I</b> (for invoice).</li> <li>• AND, the <b>Allocate Code</b> on the end order screen is <b>Y</b>.</li> <li>• OR, If the <b>Allocate Code</b> is <b>N</b> and the <b>Update GL for Unalloc Shipments</b> is <b>Y</b> [from Order Entry Options Maintenance (MENU XAFIL)].</li> <li>• AND, this item is not being drop-shipped.</li> </ul> <p>The dollar amount debited is the extended cost amount.</p> <p><i>Valid Values:</i> Any valid account (expense) except distribution accounts</p> <hr/> <p>(N 25,0) Required</p>

**OE-GL Income & CGS Accounts Screen Fields and Function Keys**

Field/Function Key	Description
Cash Drop Ship CGS	<p>This account updates when the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The invoice is not passed to A/R.</li> <li>• AND, the <b>Order Type</b> is <b>O</b> (for order) or <b>I</b> (for invoice).</li> <li>• AND, this item is being drop-shipped.</li> </ul> <p>The dollar amount debited is the extended cost amount.</p> <p><i>Valid Values:</i> Any valid account (expense) except distribution accounts</p> <hr/> <p>NOTE: This field may not display based on your transfer options (<b>Function T</b>).</p> <hr/> <p>(N 25,0) Required</p>
Cash Returns CGS	<p>This account updates when the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The invoice is not passed to A/R.</li> <li>• AND, the <b>Order Type</b> is <b>R</b> (for returns).</li> <li>• AND, the <b>Allocate Code</b> on the end order screen is <b>Y</b>.</li> <li>• OR, If the <b>Allocate Code</b> is <b>N</b> and the <b>Update GL for Unalloc Shipments</b> is <b>Y</b> [from Order Entry Options Maintenance (MENU XAFILE)].</li> <li>• AND, this item is not being drop-shipped.</li> </ul> <p>The dollar amount debited is the extended cost amount.</p> <p><i>Valid Values:</i> Any valid account (expense) except distribution accounts</p> <hr/> <p>NOTE: This field may not display based on your transfer options (<b>Function T</b>).</p> <hr/> <p>(N 25,0) Required</p>
Cash Drop Ship Returns CGS	<p>This account updates when the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The invoice is not passed to A/R</li> <li>• AND, the order type is R (for returns)</li> <li>• AND, this item is being drop-shipped.</li> </ul> <p>The dollar amount debited is the extended cost amount.</p> <p><i>Valid Values:</i> Any valid account (expense) except distribution accounts</p> <hr/> <p>NOTE: This field may not display based on your transfer options (<b>Function T</b>).</p> <hr/> <p>(N 25,0) Required</p>
F5=Fill Defaults	<p>Press <b>F5=Fill Defaults</b> to fill each field on the screen with the account numbers from the next less specific account definition in the hierarchy (see “Understanding the Sales/CGS Accounts Selection Hierarchy” on page 15-35). You cannot fill defaults at the company level.</p>

### OE-GL Income & CGS Accounts Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	<p><i>Entry:</i> Press <b>F12=RETURN</b> to the Verify Distribution Information OE-GL Income &amp; CGS Accounts Screen (p. 15-36)</p> <p><i>Verify:</i> Press <b>F12=RETURN</b> to return to the OE-GL Income &amp; CGS Accounts Screen (p. 15-40) without updating any fields on this screen.</p>
Enter	<p><i>Entry:</i> Press <b>ENTER</b> to confirm your selections. The account descriptions will display on the Verify OE-GL Income &amp; CGS Accounts Screen (p. 15-40).</p> <p><i>Verify:</i> Press <b>ENTER</b> again to display the OE-GL Miscellaneous Distribution Accounts Selection Screen (p. 15-50).</p>

## Defining O/E Miscellaneous Accounts

You can define OE miscellaneous accounts by selecting **Function 2** from the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3).

Use this function to set up and maintain the following miscellaneous order entry accounts:

- INCOME ACCOUNTS (Order charges)
  - Special Charge #1-9, A-H, and J
  - Special Charge #K-N, and P-Z
- INCOME ACCOUNTS (Line charges)
  - Special Charge #1-9, A-H, and J
  - Special Charge #K-N, and P-Z
  - Default Special Charge Account
  - Container Charges
- LIABILITY ACCOUNT
  - Federal Excise Tax
- EXPENSE ACCOUNTS
  - Trade Discounts

When you select this function for the first time, you must key the company default account definition. Distribution A+ uses these company default accounts if no other specific account definitions have been defined. The OE-GL Miscellaneous Distribution Accounts Selection Screen (p. 15-50) does not display when selecting this function for the first time.

## Understanding Miscellaneous Accounts Selection

The system selects the appropriate special charge, container charge, federal excise tax, and trade discount accounts to update by comparing values from the order with values that you keyed on this screen when Day-End Processing (MENU XAMAST) processes invoices.

Any or all of the three fields shown on the OE-GL Miscellaneous Distribution Accounts Selection Screen (p. 15-50) may not display if you chose not to use them through Transfer Options (**Function T**). Fields that do not display are ignored by the account selection hierarchy (explained below).

To simplify your set up, use **Function T** to “turn off” fields not in use. For example, if you do not post to different special charge accounts based on the warehouse, then the warehouse should not display on your screen. If it does display, turn it off.

## Understanding the Miscellaneous Accounts Selection Hierarchy

Read “Account Selection Method” on page 1-34 before proceeding.

If at least one of the three transfer options fields displays on your screen, then Distribution A+ will use this hierarchy to select the appropriate accounts as follows:

1. Distribution A+ will first try to match all the fields that display on the OE-GL Miscellaneous Distribution Accounts Selection Screen (p. 15-50) with the fields from the order. If it finds a match, then it uses those accounts.  
For example, assume your order was shipped from warehouse XX, has an order source code of YY, and the customer you’re selling to has a customer GL code of ZZ. Distribution A+ selects the miscellaneous order entry accounts which match the values that you have keyed here.
2. If Distribution A+ does not find a match, it blanks out the lowest field that is displayed on your screen and tries again.  
For example, Distribution A+ looks for an account definition of warehouse XX, order source YY, and customer GL code ‘ ‘ (blank).
3. If Distribution A+ still does not find a match, it blanks out the two lowest fields that display on your screen and tries again.  
For example, it looks for warehouse XX, order source ‘ ‘ (blank), and customer GL code ‘ ‘ (blank).
4. If Distribution A+ blanks out all the fields that display on your screen and still does not find a match, it uses the company default. It will always find this account, since you are required to set it up

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
OE-GL Miscellaneous Distribution Accounts Selection Screen	Used to maintain miscellaneous accounts.



Title	Purpose
Verify Distribution Information OE-GL Miscellaneous Distribution Accounts Screen	Used to verify the selections made on the OE-GL Miscellaneous Distribution Accounts Selection Screen.
OE-GL Miscellaneous Accounts Screen 1	Used to key your order and line item special charge account numbers.
Verify OE-GL Miscellaneous Accounts Screen 1	Used to verify the selections made on the General Ledger/Order Entry Transfer Options Screen 1.
OE-GL Miscellaneous Accounts Screen 2	Used to key miscellaneous income, liability and expense accounts.
Verify I/C Accounts Payable Accounts Maintenance Screen	Used to verify the selections made on the OE-GL Miscellaneous Accounts Screen 2.

## OE-GL Miscellaneous Distribution Accounts Selection Screen

OE-GL MISCELLANEOUS DISTRIBUTION ACCOUNTS  
 1 - A & C Office Supply

Function:            \_    (A, C or D)

Warehouse?            ...  
 Order Source?            ...  
 Customer GL Code?    ...

F12=Return

## Verify Distribution Information OE-GL Miscellaneous Distribution Accounts Screen

VERIFY DISTRIBUTION INFORMATION  
 1 - A & C Office Supply

Add

Warehouse:            1    Hartford, CT  
 Order Source:  
 Customer GL Code:

F12=Return

The OE-GL Miscellaneous Distribution Accounts Selection Screen displays after selecting **Function 2** from the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). Use this screen to select the hierarchy that will be used to maintain miscellaneous accounts.

The Verify Distribution Information OE-GL Miscellaneous Distribution Accounts Screen displays after you press **ENTER** on the OE-GL Miscellaneous Distribution Accounts Selection Screen (p. 15-50). This screen does not display if you selected default company accounts. Use this screen to verify the selections made on the OE-GL Miscellaneous Distribution Accounts Selection Screen (p. 15-50).

All fields are display only for your review on the verification screen.

#### OE/GL Miscellaneous Distribution Accounts Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<p>Key <b>A</b> to add a new account definition.</p> <p>Key <b>C</b> to change the accounts in an existing account definition.</p> <p>Key <b>D</b> to delete an existing account definition.</p> <p>(A 1) Required</p>
Warehouse	<p>This field appears only if transfer options are defined to <b>SELECTING MISCELLANEOUS ACCOUNTS: Use Warehouse</b> on the General Ledger/Order Entry Transfer Options Screen 1 (p. 15-6) (<b>Function T</b>).</p> <p>Key the warehouse ID and additional transaction values (if any) for which miscellaneous order entry accounts will be added, changed, or deleted.</p> <p>When specifying additional transaction values (order source and/or customer GL code), you must key a warehouse ID in this field.</p> <p><i>Valid Values:</i> Any valid warehouse ID</p> <p>(A 2) Optional</p>
Order Source	<p>This field only displays if transfer options are defined to <b>SELECTING MISCELLANEOUS ACCOUNTS: Use Order Source</b> on the General Ledger/Order Entry Transfer Options Screen 1 (p. 15-6) (<b>Function T</b>).</p> <p>Key the order source and additional transaction values (if any) for which miscellaneous order entry accounts will be added, changed, or deleted.</p> <p>When specifying additional transaction values (customer GL code), you must key an order source in this field.</p> <p><i>Valid Values:</i> Any valid order source code specified through Order Source Codes Maintenance (MENU GLXFER).</p> <p>(A 2) Optional</p>
Customer GL Code	<p>This field displays only if transfer options are defined to <b>SELECTING MISCELLANEOUS ACCOUNTS: Use Customer GL Code</b> on the General Ledger/Order Entry Transfer Options Screen 1 (p. 15-6) (<b>Function T</b>).</p> <p>Key the customer GL code and additional transaction values (if any) for which miscellaneous order entry accounts will be added, changed, or deleted.</p> <p><i>Valid Values:</i> Any valid customer GL code specified through GL Customer Codes Maintenance (MENU GLXFER).</p> <p>(A 2) Optional</p>

**OE/GL Miscellaneous Distribution Accounts Selection Screen Fields and Function Keys**

Field/Function Key	Description
F12=Return	<p><i>Entry:</i> Press <b>F12=RETURN</b> to return to the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) without updating any fields on this screen.</p> <p><i>Verify:</i> Press <b>F12=RETURN</b> to return to the OE-GL Miscellaneous Distribution Accounts Selection Screen (p. 15-50).</p>
F24=Delete	<p><b>F24=DELETE</b> displays only if you selected <b>D</b> in the <b>Function</b> field on the OE-GL Miscellaneous Distribution Accounts Selection Screen (p. 15-50).</p> <p>Press <b>F24=DELETE</b> to delete the account definition. You will be prompted to press <b>F24=DELETE</b> twice to confirm deletion. All accounts will be deleted and the record will no longer exist.</p> <hr/> <p><b>NOTE:</b> You will not be able to delete an account definition if a lower level exists. For example, if you have chosen to post to different accounts based on both the warehouse and, within the warehouse, on the order source account, you may not delete the warehouse account definitions unless you first delete the order source account definitions.</p>
Enter	<p><i>Entry:</i> Press <b>ENTER</b> to update your selections. The Verify Distribution Information OE-GL Miscellaneous Distribution Accounts Screen (p. 15-50) will display. If you do not key any transfer option criteria, pressing <b>ENTER</b> displays OE-GL Miscellaneous Accounts Screen 1 (p. 15-53).</p> <p><i>Verify:</i> Press <b>ENTER</b> to confirm your selections. The OE-GL Miscellaneous Accounts Screen 1 (p. 15-53) will display.</p>

## OE-GL Miscellaneous Accounts Screen 1

<u>INCOME ACCTS (Order Chgs)</u>	<u>Div.Account.Sub</u>
/1 Freight Out	001.0004500.000 .....
/2 Special Handling	001.0004510.000 .....
/3 Return Charge	001.0004520.000 .....
/4	.....
/5	.....
/6	.....
/7	.....
/8	.....
/9	.....
/A	.....
/B	.....
/C	.....
/D	.....
/E	.....
/F	.....
/G	.....
/H	.....
/J	.....

F5=Fill Defaults      F12=Return

## Verify OE-GL Miscellaneous Accounts Screen 1

<u>INCOME ACCTS (Line Chgs)</u>	<u>Div.Account.Sub/Description</u>	Co: 1 Defaults
&1 Cutting Process	001.0004530.000 Cutting Charge Income	
&2 Restock Charge	001.0004540.000 Inventory Restock Charge	
&3		
&4		
&5		
&6		
&7		
&8		
&9		
&A		
&B		
&C		
&D		
&E		
&F		
&G		
&H		
&J		

F12=Return

Use the OE-GL Miscellaneous Accounts Screen 1 to key your order and line item special charge account numbers. The initial screens that display are screens for order charges. As you continue to press **ENTER**, the line charges screens will display. When the special charge values associated with an invoice, point of sale invoice, work order, or bill of material and the values you keyed on the OE-GL Miscellaneous Distribution Accounts Selection Screen (p. 15-50) are the same, Distribution A+ posts to

these accounts during Day-End Processing (MENU XAMAST). Lines without special charge descriptions do not need G/L accounts assigned to them.

The Verify OE-GL Miscellaneous Accounts Screen 1 appears after each individual entry screen where you will verify that you have assigned the appropriate G/L account number to each special charge. All fields are display only for your review on the verification screen.

### OE-GL Miscellaneous Accounts Screen 1 Fields and Function Keys

Field/Function Key	Description
INCOME ACCOUNTS (Order Chgs)	<p>These are special charges associated with an entire order (such as freight). /1 through /9 and /A through /Z (I and O are intentionally excluded since they can be misinterpreted as numbers) are the order special charges defined through Special Charge Definitions Maintenance (MENU OEFILE).</p> <p>These accounts update for all special charge line items on your sales order that have a <b>Special Charge Type</b> of <b>O</b> (for order).</p> <p>This account is credited if the extended line amount for the special charge is greater than zero. The account is debited for a negative special charge.</p> <p><i>Valid Values:</i> Any valid account (income) except distribution accounts.</p> <p>(33 @ N 25,0) Optional</p>
INCOME ACCOUNTS (Line Chgs)	<p>These are special charges assigned to a specific line item of an order (such as packaging charges). &amp;1 through &amp;9 and &amp;A through &amp;Z (I and O are intentionally excluded since they can be misinterpreted as numbers) are the line item special charges defined through Special Charge Definitions Maintenance (MENU OEFILE).</p> <p>These accounts update for all special charge line items on your sales order that have a <b>Special Charge Type</b> of <b>L</b> (for line item).</p> <p>This account is credited if the extended line amount for the special charge is greater than zero. The account is debited for a negative special charge.</p> <p><i>Valid Values:</i> Any valid account (income) except distribution accounts.</p> <p>(33 @ N 25,0) Optional</p>
F5=Fill Defaults	<p>Press <b>F5=Fill Defaults</b> to fill each field on the screen with the account numbers from the next less specific account definition in the hierarchy (see “Understanding the Miscellaneous Accounts Selection Hierarchy” on page 15-48). You cannot fill defaults at the company level.</p> <p>For example, assume that you previously specified default company accounts through this function by leaving all fields blank on the OE-GL Miscellaneous Distribution Accounts Selection Screen (p. 15-50). Next, select warehouse <b>1</b> in the <b>Warehouse</b> field. Press <b>F5=Fill Defaults</b> to duplicate those accounts that you selected for the company on this screen.</p>

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**OE-GL Miscellaneous Accounts Screen 1 Fields and Function Keys**

Field/Function Key	Description
F12=Return	<i>Entry:</i> Press <b>F12=RETURN</b> to return to the OE-GL Miscellaneous Distribution Accounts Selection Screen (p. 15-50) without updating any fields on this screen.  <i>Verify:</i> Press <b>F12=RETURN</b> to return to the OE-GL Miscellaneous Accounts Screen 1 (p. 15-53).
Enter	<i>Entry:</i> Press <b>ENTER</b> to confirm your selections. The account descriptions will display on the Verify OE-GL Miscellaneous Accounts Screen 1 (p. 15-53).  <i>Verify:</i> Press <b>ENTER</b> to confirm your selections. The OE-GL Miscellaneous Accounts Screen 2 (p. 15-56) will appear.

---

## OE-GL Miscellaneous Accounts Screen 2

<u>INCOME ACCOUNTS</u>	<u>Div.Account.Sub</u>
Default Special Charge Acct	- .....
Container Charges	.....
<u>LIABILITY ACCOUNT</u>	<u>Div.Account.Sub</u>
Federal Excise Tax	.....
<u>EXPENSE ACCOUNTS</u>	<u>Div.Account.Sub</u>
Trade Discounts	.....

F5=Fill Defaults      F12=Return

## Verify OE-GL Miscellaneous Accounts Screen 2

<u>INCOME ACCOUNTS</u>	<u>Div.Account.Sub</u>	Description	Co: 1 Defaults
Default Special Charge Acct	001.0004500.000	Freight Out	
Container Charges	001.0004700.000	Container Charge Income	
<u>LIABILITY ACCOUNT</u>	<u>Div.Account.Sub</u>	Description	
Federal Excise Tax	001.0002710.000	Federal Excise Tax Payabl	
<u>EXPENSE ACCOUNTS</u>	<u>Div.Account.Sub</u>	Description	
Trade Discounts	001.0005800.000	Trade Discount Expense	

F12=Return

The OE-GL Miscellaneous Accounts Screen 2 displays after you press **ENTER** on the Verify OE-GL Miscellaneous Accounts Screen 1 (p. 15-53). Use this screen to key miscellaneous income, liability and expense accounts. When the values associated with an invoice and the values keyed on the OE-GL Miscellaneous Distribution Accounts Selection Screen (p. 15-50) are the same, Distribution A+ posts to these accounts during Day-End Processing (MENU XAMAST).



The Verify OE-GL Miscellaneous Accounts Screen 2 displays after you press **ENTER** on the OE-GL Miscellaneous Accounts Screen 2 (p. 15-56). Use this screen to verify the G/L account number selections made on the OE-GL Miscellaneous Accounts Screen 2 (p. 15-56).

All fields are display only for your review on the verification screen.

### OE-GL Miscellaneous Accounts Screen 2 Fields and Function Keys

Field/Function Key	Description
Default Special Charge Acct	<p>Use this account if a special charge being processed does not have a defined account. For example, if you set up the special charge /1 (for freight), but do not define an income account for freight, then use this income account.</p> <p><i>Valid Values:</i> Any valid GL account (income) except distribution accounts. (N 25,0) Required</p>
Container Charges	<p>Your items may be set up to charge your customers a container charge each time the item is sold. The income for these container charges do not post to the normal sales account for that item. Instead it posts to this account.</p> <p><i>Valid Values:</i> Any valid GL account (income) except distribution accounts (N 25,0) Required</p>
Federal Excise Tax	<p>Your items may be set up to charge federal excise tax each time you sell the item to specified customers. This account is updated for the amount of the federal excise tax for the item being invoiced. Federal excise tax is charged only if the Order Entry Option to <b>Use Federal Excise Tax</b> is <b>Y</b> [assigned through Order Entry Options Maintenance (MENU XAFILE)].</p> <p>The <b>Fed Ex</b> field is <b>Y</b> on the Second Order Header Screen in Enter, Change &amp; Ship Orders (MENU OEMAIN).</p> <p>The item being invoiced has a federal excise tax amount [assigned through Item Master Maintenance (MENU IAFILE)].</p> <p><i>Valid Values:</i> Any valid GL account (liability) except distribution accounts. (N 25,0) Required</p>
Trade Discounts	<p>When trade discounts are used for an invoice, the amount posts to sales accounts is the extended line item amount (trade discounts are not deducted). The trade discount amount for the order posts to this expense account.</p> <p>For example, assume you normally sell an item for \$100 and that for certain customers you allow a 10% trade discount. When you invoice this order the following transactions are made:</p> <ul style="list-style-type: none"> <li>• A/R or Cash Asset / Debit - Debit \$90</li> <li>• Trade Discount Expense / Debit - Debit \$10</li> <li>• Sales Income / Credit - Credit \$100</li> </ul> <p><i>Valid Values:</i> Any valid GL account (expense) except distribution accounts. (N 25,0) Required</p>

**OE-GL Miscellaneous Accounts Screen 2 Fields and Function Keys**

Field/Function Key	Description
F5=Fill Defaults	Press <b>F5=Fill Defaults</b> to fill each field on the screen with the account numbers from the next less specific account definition in the hierarchy (see “Understanding the Miscellaneous Accounts Selection Hierarchy” on page 15-48). You cannot fill defaults at the company level.
F12=Return	<p><i>Entry:</i> Press <b>F12=Return</b> to return to the OE-GL Miscellaneous Distribution Accounts Selection Screen (p. 15-50) without making any updates to this screen.</p> <p><i>Verify:</i> Press <b>F12=Return</b> to return to the OE-GL Miscellaneous Accounts Screen 2 (p. 15-56).</p>
Enter	<p><i>Entry:</i> Press <b>Enter</b> to confirm your selections. The account descriptions will display on the Verify I/C Accounts Payable Accounts Maintenance Screen (p. 15-150).</p> <p><i>Verify:</i> Press <b>Enter</b> to confirm your selections. The OE-GL Miscellaneous Distribution Accounts Selection Screen (p. 15-50) displays.</p>

## Defining Payment Accounts

You can define payment accounts by selecting **Function 3** from the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). Use this function to set up and maintain A/R and cash asset accounts. This account is normally an accounts receivable type GL account. This account will be debited when invoices are posted during Day-End Processing (MENU XAMAST). The account number debited will be stored for the open invoices in the Accounts Receivable Header File (ARDHD). The stored general ledger account will be credited when the invoices are paid through Cash & Adjustment Post (MENU ARMAIN). A balance in this account reflects invoices billed to a customer, but payment not yet received.

When you select this function for the first time, you must key the company default account definition. Distribution A+ uses these company default accounts if no other specific account definitions have been defined. The OE-GL Payment Accounts Distribution Selection Screen (p. 15-61) does not display when selecting this function for the first time.

## Understanding Payment Accounts Selection

Read “Account Selection Method” on page 1-34, before proceeding.

When Day-End Processing (MENU XAMAST) processes invoices, the system selects the appropriate cash or A/R asset account to update by comparing values from the order with values that you have keyed on the OE-GL Payment Accounts Distribution Selection Screen (p. 15-61).

Some of the four fields shown on the OE-GL Payment Accounts Distribution Selection Screen (p. 15-61) may not display on your screen if you chose not to use them through Transfer Options (**Function T**). Fields that do not display are ignored by the account selection hierarchy (which is explained below).

To simplify your set up, use **Function T** to “turn off” fields not in use. For example, if you do not post to different payment (A/R or cash asset) accounts based on the payment type used by the customer, then the payment code should not display on your screen. If it does display, turn it off.

## Understanding the Payment Account Selection Hierarchy

If at least one field displays on your screen, then Distribution A+ will use this hierarchy to select the appropriate accounts as follows:

1. Distribution A+ will first try to match all the fields that display on the OE-GL Payment Accounts Distribution Selection Screen (p. 15-61) with the fields from the order. If it finds a match, then it uses those accounts.

For example, assume your order was shipped from warehouse WW, has an order source code of XX, the customer you’re selling to has a customer GL code of YY, and the customer has a payment code of ZZ. Distribution A+ selects the payment account which matches the values that you have keyed here.

2. If Distribution A+ does not find a match, it blanks out the lowest field that is displayed on your screen and tries again.

For example, Distribution A+ looks for an account definition of warehouse WW, order source XX, customer GL code YY, and payment code ‘ ‘ (blank).

3. If Distribution A+ still does not find a match, it blanks out the two lowest fields that display on your screen and tries again.

For example, it looks for warehouse WW, order source XX, customer GL code ‘ ‘ (blank), and payment code ‘ ‘ (blank).

4. If Distribution A+ still does not find a match, it blanks out the three lowest fields that display on your screen and tries again.

For example, it looks for warehouse WW, order source ‘ ‘ (blank), customer GL code ‘ ‘ (blank), and item GL code ‘ ‘ (blank).

5. If Distribution A+ blanks out all the fields that display on your screen and still does not find a match, it uses the company default. It will always find this account, since you are required to set it up.

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
OE-GL Payment Accounts Distribution Selection Screen	Use to maintain payment accounts.
Payment Accounts Distribution Screen	Use to enter your A/R or cash asset account.

Title	Purpose
Verify Payment Accounts Distribution Screen	Use to verify the G/L accounts keyed on the Payment Accounts Distribution Screen.

---

## OE-GL Payment Accounts Distribution Selection Screen

```

OE-GL PAYMENT ACCOUNTS DISTRIBUTION
1 - A & C Office Supply

Function:      -      (A, C or D)

Warehouse?    ...
Source Code?  ...
Customer GL Code? ...
Payment Type? ...

F12=Return
  
```

This screen appears after you select **Function 3** from the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). Use this screen to maintain payment accounts.

### OE-GL Payment Accounts Distribution Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<p>Key <b>A</b> to add a new account definition.</p> <p>Key <b>C</b> to change the accounts in an existing account definition.</p> <p>Key <b>D</b> to delete an existing account definition.</p> <p>(A 1) Required</p>
Warehouse	<p>This field appears only if transfer options are defined to <b>SELECTING PAYMENT ACCOUNTS: Use Warehouse</b> on the General Ledger/Order Entry Transfer Options Screen 1 (p. 15-6) (<b>Function T</b>).</p> <p>Key the warehouse ID and additional transaction values (if any) for which payment accounts will be added, changed, or deleted.</p> <p>When specifying additional transaction values (order source and/or customer GL code and/or payment type), you must key a warehouse ID in this field.</p> <p><i>Valid Values:</i> Any valid warehouse ID</p> <p>(A 2) Optional</p>

**OE-GL Payment Accounts Distribution Selection Screen Fields and Function Keys**

Field/Function Key	Description
Source Code	<p>This field appears only if transfer options are defined to <b>SELECTING PAYMENT ACCOUNTS: Use Order Source</b> on the General Ledger/Order Entry Transfer Options Screen 1 (p. 15-6) (<b>Function T</b>).</p> <p>Key the order source and additional transaction values (if any) for which payment accounts will be added, changed, or deleted.</p> <p>When specifying additional transaction values (customer GL code or payment type), you must key an order source in this field.</p> <p><i>Valid Values:</i> Any valid order source code specified through Order Source Codes Maintenance (MENU GLXFER).</p> <p>(A 2) Optional</p>
Customer GL Code	<p>This field appears only if transfer options are defined to <b>SELECTING PAYMENT ACCOUNTS: Use Customer GL Code</b> on the General Ledger/Order Entry Transfer Options Screen 1 (p. 15-6) (<b>Function T</b>).</p> <p>Key the customer GL code and additional transaction values (if any) for which payment accounts will be added, changed, or deleted.</p> <p>When specifying additional transaction values (payment type), you must key a customer GL code in this field.</p> <p><i>Valid Values:</i> Any valid customer GL code specified through GL Customer Codes Maintenance (MENU GLXFER).</p> <p>(A 2) Optional</p>
Payment Type	<p>This field appears only if transfer options are defined to <b>SELECTING PAYMENT ACCOUNTS: Use Payment Type</b> on the General Ledger/Order Entry Transfer Options Screen 1 (p. 15-6) (<b>Function T</b>).</p> <p>Key the payment type for those payment accounts being added, changed, or deleted.</p> <p><i>Valid Values:</i> Any valid payment type specified through Payment Types Maintenance (MENU OEFILE).</p> <p>(A 2) Optional</p>
F12=Return	Press <b>F12=RETURN</b> to return to the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) without updating any fields on this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The Payment Accounts Distribution Screen (p. 15-63) will display.

## Payment Accounts Distribution Screen

<u>PAYMENT ACCOUNTS DISTRIBUTION</u>		Change
1 - A & C Office Supply		
Company Defaults		
Warehouse:		
Source Code:		
Customer GL Code:		
Payment Type:		
Payment Account:	<u>Div.Account.Sub</u>	
	001.0001100.000 .....	
F12=Return		

## Verify Payment Accounts Distribution Screen

<u>PAYMENT ACCOUNTS DISTRIBUTION</u>		Change
1 - A & C Office Supply		
Company Defaults		
Warehouse:		
Source Code:		
Customer GL Code:		
Payment Type:		
Payment Account:	<u>Div.Account.Sub/Description</u>	
	001.0001100.000 Accounts Receivable	
F12=Return		

The Payment Accounts Distribution Screen displays after you press **ENTER** on the OE-GL Payment Accounts Distribution Selection Screen (p. 15-61). Use this screen to enter your A/R or cash asset account.

The Verify Payment Accounts Distribution Screen displays after you press **ENTER** on the Payment Accounts Distribution Screen (p. 15-63). Use this screen to verify G/L account number selections that were made on the Payment Accounts Distribution Screen (p. 15-63).

All fields are display only for your review on the verification screen.

### Payment Accounts Distribution Screen Fields and Function Keys

Field/Function Key	Description
Payment Account	<p>Distribution A+ updates this account at three times:</p> <ul style="list-style-type: none"> <li>• During Day-End Processing when the values associated with an invoice and the values you key in OE-GL Payment Accounts Distribution Selection Screen (p. 15-61) are the same.</li> <li>• During Cash Receipts Posting. For each invoice, the same account that was debited when the invoice was posted to A/R, is credited when cash receipts are posted.</li> </ul>
<p><b>Important</b></p> <p>For each A/R account that you set up here, you may also set up corresponding write-off and adjustment accounts. Use the A/R Accounts (<b>Function 6</b>) on the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) to do this.</p>	
<p><i>Valid Values:</i> Any valid GL account (asset accounts — usually Accounts Receivable) except distribution accounts (N 25,0) Required</p>	
F5=Fill Defaults	<p>Press <b>F5=Fill Defaults</b> to fill the account on the screen with the account number from the next less specific account definition in the hierarchy (see “Understanding the Payment Account Selection Hierarchy” on page 15-59). You cannot fill defaults at the company default level.</p>
F12=Return	<p><i>Entry:</i> Press <b>F12=Return</b> to return to OE-GL Payment Accounts Distribution Selection Screen (p. 15-61) without updating any fields on this screen.</p> <p><i>Verify:</i> Press <b>F12=Return</b> to return to Payment Accounts Distribution Screen (p. 15-63) without updating any fields on this screen</p>



### Payment Accounts Distribution Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	<p>F24=DELETE displays only if you selected <b>D</b> in the <b>Function</b> field on the OE-GL Payment Accounts Distribution Selection Screen (p. 15-61).</p> <p>Press F24=DELETE to delete the account definition. You will be prompted to press F24=DELETE twice to confirm deletion. All accounts will be deleted and the record will no longer exist.</p> <hr/> <p>NOTE: You will not be able to delete an account definition if a lower level exists. For example, if you have chosen to post to different accounts based on both the warehouse and, within the warehouse, on the order source account, you may not delete the warehouse account definitions unless you first delete the order source account definitions.</p> <hr/>
Enter	<p><i>Entry:</i> Press ENTER to confirm your selections. The Verify Payment Accounts Distribution Screen (p. 15-63) displays.</p> <p><i>Verify:</i> Press ENTER to display OE-GL Payment Accounts Distribution Selection Screen (p. 15-61).</p> <hr/>

## Defining Sales Tax Accounts

You can setup and maintain your sales tax liability accounts through **Function 4** on the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3).

When you select this function for the first time, you must key the company default account definition. Distribution A+ uses this company default account if no other specific account definitions have been defined. The OE-GL Sales Tax Accounts Distribution Selection Screen (p. 15-68) does not display when selecting this function for the first time.

## Understanding Sales Tax Account Selection

Read “Account Selection Method” on page 1-34 before proceeding.

When Day-End Processing (MENU XAMAST) processes invoices, the system selects the appropriate sales tax payable account to update by comparing values from the order with values that you have keyed on the OE-GL Sales Tax Accounts Distribution Selection Screen (p. 15-68).

Some of the four fields shown on the OE-GL Sales Tax Accounts Distribution Selection Screen (p. 15-68) may not display on your screen if you chose not to use them through Transfer Options (**Function T**). Fields that do not display are ignored by the account selection hierarchy (which is explained below).

To simplify your set up, use **Function T** to “turn off” fields you are not using. For example, if you do not post to different sales tax accounts based on the customer’s tax body, then the tax body code should not display on your screen. If it does display, turn it off.

## Understanding the Sales Tax Account Selection Hierarchy

If at least one field displays on your screen, then Distribution A+ will use this hierarchy to select the appropriate accounts as follows:

1. Distribution A+ will first try to match all the fields that display on the OE-GL Sales Tax Accounts Distribution Selection Screen (p. 15-68) with the fields from the order. If it finds a match, then it uses those accounts.

For example, assume your order was shipped from warehouse WW and an order source code of XX. The customer you are selling to has a customer GL code of YY, and the customer’s tax body is ZZ. Distribution A+ selects the sales tax account which matches the values that you keyed here.

2. If Distribution A+ does not find a match, it blanks out the lowest field that is displayed on your screen and tries again.

For example, Distribution A+ looks for an account definition of warehouse WW, order source XX, customer GL code YY, and tax body ‘ ‘ (blank).

3. If Distribution A+ still does not find a match, it blanks out the two lowest fields that display on your screen and tries again.

For example, it looks for warehouse WW, order source XX, customer GL code ‘ ‘ (blank), and tax body ‘ ‘ (blank).

4. If Distribution A+ still does not find a match, it blanks out the three lowest fields that display on your screen and tries again.

For example, it looks for warehouse WW, order source ‘ ‘ (blank), customer GL code ‘ ‘ (blank), and tax body ‘ ‘ (blank).

5. If Distribution A+ blanks out all the fields that display on your screen and still does not find a match, it uses the company default. It will always find this account since you are required to set it up.

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
OE-GL Sales Tax Accounts Distribution Selection Screen	Use to maintain sales tax accounts.
Sales Tax Accounts Distribution Screen	Use to key your sales tax payable accounts. This screen will only display when <b>Use GST/PST Taxing</b> is set to <b>N</b> in System Options Maintenance (MENU XAFIL).
Verify Sales Tax Accounts Distribution Screen	Use to verify the G/L accounts keyed on the Sales Tax Accounts Distribution Screen.

Title	Purpose
Sales Tax Accounts Distribution GST Screen	Use to key your GST/PST sales tax payable accounts. This screen will only display when <b>Use GST/PST Taxing</b> is set to <b>Y</b> in System Options Maintenance (MENU XAFILE).
Verify Sales Tax Accounts Distribution - GST Screen	Use to verify the G/L accounts keyed on the Sales Tax Accounts Distribution GST Screen.

## OE-GL Sales Tax Accounts Distribution Selection Screen

```

OE-GL SALES TAX ACCOUNTS DISTRIBUTION
1 - A & C Office Supply

Function:      C (A, C or D)

Warehouse?    ...
Source Code?  ...
Customer GL Code? ...
Tax Body?     .....

F12=Return
  
```

This screen appears after you select **Function 4** from the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). Use this screen to maintain sales tax accounts.

### OE-GL Sales Tax Accounts Distribution Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<p>Key <b>A</b> to add a new account definition.</p> <p>Key <b>C</b> to change the account in an existing account definition</p> <p>Key <b>D</b> to delete an existing account definition.</p> <p>(A 1) Required</p>
Warehouse	<p>This field appears only if the transfer option is defined to <b>SELECTING SALES TAX ACCOUNTS: Use Warehouse</b> on the General Ledger/Order Entry Transfer Options Screen 1 (p. 15-6) (<b>Function T</b>).</p> <p>Key the warehouse ID and additional transaction values (if any) for which payment accounts will be added, changed, or deleted.</p> <p>When specifying the default sales tax accounts for this company, leave this field blank.</p> <p>When specifying additional transaction values (order source and/or customer GL code and/or tax body), you must key a warehouse ID in this field.</p> <p><i>Valid Values:</i> Any valid warehouse ID</p> <p>(A 2) Optional</p>

**OE-GL Sales Tax Accounts Distribution Selection Screen Fields and Function Keys**

Field/Function Key	Description
Source Code	<p>This field appears only if the transfer option is defined to <b>SELECTING SALES TAX ACCOUNTS: Use Order Source</b> on the General Ledger/Order Entry Transfer Options Screen 1 (p. 15-6) (<b>Function T</b>).</p> <p>Key the order source and additional transaction values (if any) for which sales tax accounts will be added, changed, or deleted.</p> <p>When specifying additional transaction values (customer GL code or tax body), you must key an order source in this field.</p> <p><i>Valid Values:</i> Any valid order source code specified through Order Source Codes Maintenance (MENU OEFILE).</p> <p>(A 2) Optional</p>
Customer GL Code	<p>This field appears only if the transfer option is defined to <b>SELECTING SALES TAX ACCOUNTS: Use Customer GL Code</b> on the General Ledger/Order Entry Transfer Options Screen 1 (p. 15-6) (<b>Function T</b>).</p> <p>Key the customer GL code and additional transaction values (if any) for which sales tax accounts will be added, changed, or deleted.</p> <p>When specifying additional transaction values (tax body), you must key a customer GL code in this field.</p> <p><i>Valid Values:</i> Any valid customer GL code specified through GL Customer Codes Maintenance (MENU GLXFER).</p> <p>(A 2) Optional</p>
Tax Body	<p>This field appears only if the transfer option is defined to <b>SELECTING SALES TAX ACCOUNTS: Use Tax Body</b> on the General Ledger/Order Entry Transfer Options Screen 1 (p. 15-6) (<b>Function T</b>).</p> <p>Key the tax body for which sales tax accounts will be added, changed, or deleted.</p> <p><i>Valid Values:</i> Any valid tax body entered through Tax Body Maintenance (MENU OEFILE).</p> <p>(A 10) Optional</p>
F12=Return	Press <b>F12=RETURN</b> to return to the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) without updating any fields on this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The Sales Tax Accounts Distribution Screen (p. 15-70) will display.

## Sales Tax Accounts Distribution Screen

<u>SALES TAX ACCOUNTS DISTRIBUTION</u>		Change
1 - A & C Office Supply		
Company Defaults		
Warehouse:		
Source Code:		
Customer GL Code:		
Tax Body:		
<u>Div.Account.Sub</u>		
Sales Tax Payable Account:	001.0002700.000.....	
F12=Return		

## Verify Sales Tax Accounts Distribution Screen

<u>SALES TAX ACCOUNTS DISTRIBUTION</u>		Change
1 - A & C Office Supply		
Company Defaults		
Warehouse:		
Source Code:		
Customer GL Code:		
Tax Body:		
<u>Div.Account.Sub/Description</u>		
Sales Tax Payable Account:	001.0002700.000	Sales Tax Payable
F12=Return		

The Sales Tax Accounts Distribution Screen displays after you press **ENTER** on the OE-GL Sales Tax Accounts Distribution Selection Screen (p. 15-68). This account is used for the total sales tax amount for the invoice, including the base and local taxes defined in the **Tax Body** code that is assigned to the sales order.

If you have the System Options (MENU XAFILE) field **Use GST/PST Taxing** set to **Y**, refer to the Sales Tax Accounts Distribution GST Screen (p. 15-73) sample screen.

Use this screen to key your sales tax payable payment accounts. When the values you keyed on the OE-GL Sales Tax Accounts Distribution Selection Screen (p. 15-68) are the same as the values associated with the invoice, this account is credited during Day-End Processing (MENU XAMAST).

The Verify Sales Tax Accounts Distribution Screen displays after you press **ENTER** on the Sales Tax Accounts Distribution Screen (p. 15-70). Use the verification screen to verify G/L account number selections that were made on the Sales Tax Accounts Distribution Screen (p. 15-70).

All fields are display only for your review on the verification screen.

### Sales Tax Accounts Distribution Screen Fields and Function Keys

Field/Function Key	Description
Sales Tax Payable Account	This account is credited for the total sales tax amount for the invoice, including the base and local taxes defined in the <b>Tax Body</b> code. <i>Valid Values:</i> Any valid GL account except distribution accounts (N 25,0) Required
F5=Fill Defaults	Press <b>F5=FILL DEFAULTS</b> to fill each field on the screen with the account numbers from the next less specific account definition in the hierarchy (see “Understanding the Sales Tax Account Selection Hierarchy” on page 15-66). You cannot fill defaults at the company level.
F12=Return	<i>Entry:</i> Press <b>F12=RETURN</b> to return to the OE-GL Sales Tax Accounts Distribution Selection Screen (p. 15-68) without updating any fields on this screen. <i>Verify:</i> Press <b>F12=RETURN</b> to return to the Sales Tax Accounts Distribution Screen (p. 15-70) without updating any fields on this screen.
F24=Delete	<b>F24=DELETE</b> displays only if you selected <b>D</b> in the <b>Function</b> field on the OE-GL Sales Tax Accounts Distribution Selection Screen (p. 15-68). Press <b>F24=DELETE</b> to delete the account definition. You will be prompted to press <b>F24=DELETE</b> twice to confirm deletion. All accounts will be deleted and the record will no longer exist.  <b>NOTE:</b> You will not be able to delete an account definition if a lower level exists. For example, if you have chosen to post to different accounts based on both the warehouse and, within the warehouse, on the order source account, you may not delete the warehouse account definitions unless you first delete the order source account definitions.

**Sales Tax Accounts Distribution Screen Fields and Function Keys**

Field/Function Key	Description
Enter	<i>Entry:</i> Press <b>ENTER</b> to confirm your selections. The account descriptions will display on the Verify Sales Tax Accounts Distribution Screen (p. 15-70). <i>Verify:</i> Press <b>ENTER</b> to update your selections and display the OE-GL Sales Tax Accounts Distribution Selection Screen (p. 15-68).

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## Sales Tax Accounts Distribution GST Screen

SALES TAX ACCOUNTS DISTRIBUTION		Change
1 - A & C Office Supply		
Company Defaults		
Warehouse:		
Source Code:		
Customer GL Code:		
Tax Body:		
	<u>Div.Account.Sub</u>	
(GST)		
Sales Tax Payable Account:	001.0002700.000.....	
(PST)		
Sales Tax Payable Account:	001.0002722.000.....	
(GST WH Transfer)		
Sales Tax Payable Account:	001.0002724.000.....	
(GST WH Transfer)		
Sales Tax Receivable Acct:	001.0002724.000.....	
		F12=Return

## Verify Sales Tax Accounts Distribution - GST Screen

SALES TAX ACCOUNTS DISTRIBUTION		Change
1 - A & C Office Supply		
Customer GL Code: 01 Hartford, CT		
	<u>Div.Account.Sub/Description</u>	
(GST)		
Sales Tax Payable Account:	001.0002721.000 GST Sales Tax Payable	
(PST)		
Sales Tax Payable Account:	001.0002722.000 PST Sales Tax Payable	
(GST WH Transfer)		
Sales Tax Payable Account:	001.0002724.000 GST WH Transfer A/P A/R	
(GST WH Transfer)		
Sales Tax Receivable Acct:	001.0002724.000 GST WH Transfer A/P A/R	
		F5=Fill Defaults F12=Return

The Sales Tax Accounts Distribution GST Screen displays after you press **ENTER** on the OE-GL Sales Tax Accounts Distribution Selection Screen (p. 15-68) when you have the System Options (MENU XAFILE) field **Use GST/PST Taxing** set to **Y**. These screens are an expanded view of the Sales Tax Accounts Distribution Screens providing the additional fields necessary for those tax body codes that will be used for GST/PST type taxing.

Use this screen to key your sales tax payable accounts. When the values you keyed on the OE-GL Sales Tax Accounts Distribution Selection Screen (p. 15-68) are the same as the values associated with the invoice, these accounts are credited during Day-End Processing (MENU XAMAST).

The Verify Sales Tax Accounts Distribution - GST Screen displays after you press **ENTER** on the Sales Tax Accounts Distribution GST Screen (p. 15-73). Use this screen to verify G/L account number selections that were made on the Sales Tax Accounts Distribution GST Screen (p. 15-73).

All fields are display only for your review on the verification screen.

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NOTE: GST/PST Canadian Taxation fields only display on this screen if the **Use GST/PST Taxing** field is set to **Y** in Systems Options Maintenance (MENU XAFILE).

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### Sales Tax Accounts Distribution - GST Screen Fields and Function Keys

Field/Function Key	Description
(GST) Sales Tax Payable Account	<p>This account is credited for the total sales tax amount for the invoice, including the base and local taxes defined in the <b>Tax Body</b> code.</p> <p>For tax body codes that have the <b>Goods/Services Tax</b> field set to <b>Y</b>, this account is credited for the <b>Base Tax</b> rate in the <b>Tax Body</b> code sales tax amount that represents the GST taxes for the invoice.</p> <p><i>Valid Values:</i> Any valid GL account except distribution accounts (N 25,0) Required</p>
(PST) Sales Tax Payable Account	<p>For tax body codes that have the <b>Provincial Tax</b> field set to <b>Y</b> or <b>C</b>, this account is credited for the <b>Local Tax 1-4</b> rates in the <b>Tax Body</b> code providing the total provincial sales tax amount for the invoice.</p> <p><i>Valid Values:</i> Any valid GL account except distribution accounts (N 25,0) Required</p>
(GST WH Transfer) Sales Tax Payable Account	<p>For warehouse transfer orders with tax body codes that have the <b>Goods/Services Tax</b> field set to <b>Y</b>, this account is credited for the total goods and services tax amount for the invoice including the base and local taxes defined in the <b>Tax Body</b> code.</p> <p><i>Valid Values:</i> Any valid GL account except distribution accounts (N 25,0) Required</p>
(GST WH Transfer) Sales Tax Receivable Account	<p>For warehouse transfer orders with tax body codes that have the <b>Goods/Services Tax</b> field set to <b>Y</b>, this account is debited for the total goods and services tax amount for the invoice including the base and local taxes defined in the <b>Tax Body</b> code.</p> <p><i>Valid Values:</i> Any valid GL account except distribution accounts (N 25,0) Required</p>

### Sales Tax Accounts Distribution - GST Screen Fields and Function Keys

Field/Function Key	Description
F5=Fill Defaults	Press <b>F5=Fill Defaults</b> to fill each field on the screen with the account numbers from the next less specific account definition in the hierarchy (see “Understanding the Sales Tax Account Selection Hierarchy” on page 15-66). You cannot fill defaults at the company level.
F12=Return	<p><i>Entry:</i> Press <b>F12=Return</b> to return to the OE-GL Sales Tax Accounts Distribution Selection Screen (p. 15-68) without updating any fields on this screen.</p> <p><i>Verify:</i> Press <b>F12=Return</b> to return to the Sales Tax Accounts Distribution GST Screen (p. 15-73).</p>
F24=Delete	<p><b>F24=DELETE</b> displays only if you selected <b>D</b> in the <b>Function</b> field on the OE-GL Sales Tax Accounts Distribution Selection Screen (p. 15-68).</p> <p>Press <b>F24=DELETE</b> to delete the account definition. You will be prompted to press <b>F24=DELETE</b> twice to confirm deletion. All accounts will be deleted and the record will no longer exist.</p> <hr/> <p><b>NOTE:</b> You will not be able to delete an account definition if a lower level exists. For example, if you have chosen to post to different accounts based on both the warehouse and, within the warehouse, on the order source account, you may not delete the warehouse account definitions unless you first delete the order source account definitions.</p>
Enter	<p><i>Entry:</i> Press <b>ENTER</b> to confirm your selections. The account descriptions will display on the Verify Sales Tax Accounts Distribution - GST Screen (p. 15-73).</p> <p><i>Verify:</i> Press <b>ENTER</b> to update your selections and display the OE-GL Sales Tax Accounts Distribution Selection Screen (p. 15-68).</p>

## Defining Inventory Accounts

You can setup and maintain your inventory account through **Function 5** on the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3).

When you select this function for the first time, you must key the company default account definition. Distribution A+ uses these company default accounts if no other more specific account definitions have been defined. The GL-IA Inventory Accounts Distribution Selection Screen (p. 15-79) does not display when selecting this function for the first time.

Use this function to set up and maintain the following inventory and value added services accounts:

- ASSET ACCOUNTS

- Inventory
- Damaged Inventory
- Drop Ship/Non-Inventory
- In-Transit Inventory
- Inventory Clearing
- LIABILITY ACCOUNTS
  - Purchases Clearing
  - Purchases Returns Clearing
  - Bill of Material Labor
  - Landed Factor Cost
  - Work Order Labor
  - Work Order Special Charge
  - Work Order Outside Service Charge
- INCOME ACCOUNTS
  - Transfer Revenue
- EXPENSE ACCOUNTS
  - Purchase Price Variance
  - Purchases Returns Variance
  - Qty Adjustment Write-Offs
  - Recount Write-Offs
  - Cost Adjustment Write-Offs
  - Transfer Cost of Goods Sold
  - Receipt Value Rounding
  - Landed Factor Cost - Variance
  - Work Order Labor Expense
  - Work Order Special Charge Expense
  - Work Order Outside Service Charge Expense
  - Work Order Scrap Expense
  - Work Order Overhead Expense

## Understanding Inventory Accounts Selection

Read “Account Selection Method” on page 1-34 before proceeding.

The determination of which GL accounts will update for Inventory Accounting transactions is based on selections made through this function.

You may create one account distribution record (with no warehouse or item GL code associated with it), or you may create a separate account distribution record for each warehouse and/or item GL code. An account distribution record is one which specifically identifies the account number to be updated

for each and every possible inventory transaction [refer to the GL-IA Inventory Accounts Distribution Screen (p. 15-81) for details].

The overall use of warehouse and item GL code as criteria in selecting accounts to update is determined through **Function T** of MENU GLXFER. If the selection was made to use both of these, fields for their entry will appear on the GL-IA Inventory Accounts Distribution Selection Screen (p. 15-79). If the selection was made to use only one or to use neither of them, the fields on the GL-IA Inventory Accounts Distribution Selection Screen (p. 15-79) will reflect that choice.

For example, if you decide not to use the item GL code since you do not post to different inventory accounts based on the type of items you are selling, the **Item GL Code** field will not appear here. Likewise, if you decide not to use either the warehouse or item GL code as criteria, neither of those fields will display here.

If you opt not to use either the warehouse or item GL code, all account selection will be based on the default account distribution record (which you will specify through this function without a warehouse or item GL code affiliated with it).

If records are created for either or both the warehouse and item GL code, Distribution A+ uses a “selection hierarchy” methodology to determine which account distribution record should be utilized to obtain the account numbers to update.

## Understanding the Inventory Accounts Selection Hierarchy

When Day-End Processing (MENU XAMAST) processes invoices, the system selects the appropriate accounts to update in one of the following ways:

- Possibility 1
  - Warehouse and item GL code are being used, as determined through Transfer Options (**Function T**).
  - Determine if GL-IA accounts have been established in an account distribution record uniquely for that warehouse and item GL code (established through this function). If so, use those account numbers.
  - If no GL-IA accounts have been established in an account distribution record for that warehouse and item GL code, ignore the item GL code and determine if GL-IA accounts have been established for that warehouse. If so, use those account numbers.
  - If no GL-IA accounts have been established in an account distribution record for that Warehouse either, use the default GL-IA account numbers (established with no warehouse or item GL code).
- Possibility 2
  - Only warehouse is being used, as determined through Transfer Options (**Function T**). Item GL code is not being used.
  - Determine if GL-IA accounts have been established in an account distribution record uniquely for that warehouse (established through this function). If so, use those account numbers.
  - If no GL-IA accounts have been established in an account distribution record for that warehouse, use the default GL-IA account numbers (established with no warehouse or item GL code).

- Possibility 3
  - Only item GL code is being used, as determined through Transfer Options (**Function T**). Warehouse is not being used.
  - Determine if GL-IA accounts have been established in an account distribution record uniquely for that item GL code (established through this function). If so, use those account numbers.
  - If no GL-IA accounts have been established in an account distribution record for that item GL code, use the default GL-IA account numbers (established with no warehouse or item GL code).

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
GL-IA Inventory Accounts Distribution Selection Screen	Use to select account distribution records for maintenance.
GL-IA Inventory Accounts Distribution Screen	Use to key inventory accounts into an account distribution record.
Verify GL-IA Inventory Accounts Distribution Screen	Use to verify the G/L accounts keyed on the GL-IA Inventory Accounts Distribution Screen.
GL-IA Landing Cost Accounts Distribution Screen	Use to key inventory accounts for existing landing costs.
Verify GL-IA Landing Cost Accounts Distribution Screen	Use to verify the G/L accounts keyed on the GL-IA Landing Cost Accounts Distribution Screen.
GL-IA WO Inventory Accounts Distribution Screen	Use to key W/O special charge accounts, scrap expense, and WIP inventory into an account distribution record.
Verify GL-IA WO Inventory Accounts Distribution Screen	Use to verify the G/L accounts keyed on the GL-IA WO Inventory Accounts Distribution Screen.

## GL-IA Inventory Accounts Distribution Selection Screen

GL-IA INVENTORY ACCOUNTS DISTRIBUTION  
1 - A & C Office Supply

Function:           -       (A, C or D)

Warehouse?         ...

Item GL Code?      ...

F12=Return

This screen displays after you select **Function 5** from the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). Use this screen to select account distribution records for maintenance.

### GL-IA Inventory Accounts Distribution Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<p>Key <b>A</b> to add a new account distribution record.</p> <p>Key <b>C</b> to change an existing account distribution record</p> <p>Key <b>D</b> to delete an existing account distribution record.</p> <p>(A 1) Required</p>
Warehouse	<p>This field appears only if the transfer option is defined to <b>SELECTING INVENTORY ACCOUNTS: Use Warehouse</b> on the General Ledger/Inventory Transfer Options Screen (p. 15-18) (<b>Function T</b>).</p> <p>Key the warehouse ID and additional transaction values (if any) for which inventory accounts will be added, changed, or deleted.</p> <p>You must key a warehouse ID in this field when specifying additional transaction values (item GL code).</p> <p><i>Valid Values:</i> Any valid warehouse ID</p> <p>(A 2) Optional</p>

**GL-IA Inventory Accounts Distribution Selection Screen Fields and Function Keys**

Field/Function Key	Description
Item GL Code	<p>This field appears only if the transfer option is defined to <b>SELECTING INVENTORY ACCOUNTS: Use Item GL Code</b> on the General Ledger/ Inventory Transfer Options Screen (p. 15-18) (<b>Function T</b>).</p> <p>Key the item GL code for which inventory accounts will be added, changed, or deleted.</p> <p><i>Valid Values:</i> Any valid item GL code specified through GL Item Codes Maintenance (MENU GLXFER).</p> <p>(A 2) Optional</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the previous screen General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) without updating any fields.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selections. The GL-IA Inventory Accounts Distribution Screen (p. 15-81) displays.</p>



## GL-IA Inventory Accounts Distribution Screen

GL-IA INVENTORY ACCOUNTS DISTRIBUTION		Change
Company Defaults	1 - A & C Office Supply	
Warehouse	-	
Item GL Code	-	
	<u>Div.Account.Sub</u>	
Inventory	001.0001200.000	
Damaged Inventory	001.0001210.000	
Drop Ship/Non-Inventory	001.0001220.000	
Purchases Clearing	001.0002600.000	
Purchase Price Variance	001.0001300.000	
Purchases Returns Clearing	001.0002650.000	
Purchases Returns Variance	001.0001350.000	
Qty Adjustment Write-Offs	001.0005100.000	
Recount Write-Offs	001.0005100.000	
Cost Adjustment Write-Offs	001.0005100.000	
Bill of Material Labor	001.0005600.000	
In-Transit Inventory	001.0001400.000	
Transfer Revenue	001.0004100.000	
Transfer Cost of Goods Sold	001.0004100.000	
Receipt Value Rounding	001.0005105.000	
Inventory Clearing	001.0001240.000	
		More Accts--->
		F12=Return

## Verify GL-IA Inventory Accounts Distribution Screen

GL-IA INVENTORY ACCOUNTS DISTRIBUTION		Change
Company Defaults	1 - A & C Office Supply	
Warehouse	-	
Item GL Code	-	
	<u>Div.Account.Sub/Description</u>	
Inventory	001.0001200.000 Inventory Warehouse 1	
Damaged Inventory	001.0001210.000 Damaged Inventory WH 1	
Drop Ship/Non-Inventory	001.0001220.000 Non-Inventory Warehouse 1	
Purchases Clearing	001.0002600.000 Purchase Clearing Account	
Purchase Price Variance	001.0001300.000 Purchase Price Variance	
Purchases Returns Clearing	001.0002650.000 Purchase Returns Clearing	
Purchases Returns Variance	001.0001350.000 Purchase Price Variance	
Qty Adjustment Write-Offs	001.0005100.000 Inventory Write Off WH 1	
Recount Write-Offs	001.0005100.000 Inventory Write Off WH 1	
Cost Adjustment Write-Offs	001.0005100.000 Inventory Write Off WH 1	
Bill of Material Labor	001.0005600.000 Labor Accrued	
In-Transit Inventory	001.0001400.000 In Transit Inv Company 1	
Transfer Revenue	001.0004100.000 Transfer Revenue/CGS	
Transfer Cost of Goods Sold	001.0004100.000 Transfer Revenue/CGS	
Receipt Value Rounding	001.0005105.000 Receipt Rounding	
Inventory Clearing	001.0001240.000 Inventory Clearing	
		More Accts--->
		F12=Return

The GL-IA Inventory Accounts Distribution Screen displays after you press **ENTER** on the GL-IA Inventory Accounts Distribution Selection Screen (p. 15-79). Use this screen to key inventory accounts into an account distribution record. When Day-End Processing (MENU XAMAST) processes invoices, the system uses account distribution records to identify which accounts are to be updated.

The Verify GL-IA Inventory Accounts Distribution Screen displays after you press **ENTER** on the GL-IA Inventory Accounts Distribution Screen (p. 15-81). Use this screen to verify G/L account number selections that were made on the GL-IA Inventory Accounts Distribution Screen (p. 15-81).

All fields are display only for your review on the verification screen.

### GL-IA Inventory Accounts Distribution Screen Fields and Function Keys

Field/Function Key	Description
Inventory	<p>Key the inventory account that is credited when invoiced line items are posted through Day-End Processing (MENU XAMAST).</p> <p>For all invoiced orders (including returns), this account is updated when the:</p> <ul style="list-style-type: none"> <li>Line item is not part of a drop-shipment.</li> <li><b>Allocate Code</b> is <b>Y</b> on the End Order Screen in Enter, Change &amp; Ship Orders (MENU OEMAIN); OR, the <b>Allocate Code</b> is <b>N</b> on the End Order Screen and the <b>Update GL for Unalloc Shipments</b> is <b>Y</b> [in Order Entry Options Maintenance (MENU XAFILE)] and the order is not being drop-shipped.</li> <li><b>Return To Stock</b> code on the End Order Screen is <b>Y</b>, for returns.</li> </ul> <p><i>Valid Values:</i> Any valid GL account (asset) except distribution accounts. (N 25,0) Required</p>
Damaged Inventory	<p>Posting to the damaged inventory account is dependent upon the return reason code and allocate code at the order line level of the Item Review Screen. The account will be updated with <b>Order Type I, O, and R</b> if the quantity ordered is less than 0 and the return reason code selected has a <b>Return to stock</b> value of <b>N</b>.</p> <p>If you do not want to post to the damaged inventory account for credit and rebill, you must select a return reason code assigned with a <b>Return to stock</b> value of <b>Y</b>.</p> <p>Drop-ship / non-inventory items with a the return reason code selected that has a <b>Return to stock</b> value of <b>N</b> will also post to the damaged inventory account.</p> <p>Key the account (instead of the normal inventory account) that is debited when returned items are not added back into your inventory.</p> <p><i>Valid Values:</i> Any valid GL account (asset) except distribution accounts. (N 25,0) Required</p>

**GL-IA Inventory Accounts Distribution Screen Fields and Function Keys**

Field/Function Key	Description
Drop Ship/Non-Inventory	<p>Key the drop-ship / non-inventory account which is credited when invoiced line items are posted during Day-End Processing (MENU XAMAST).</p> <p>For all invoiced orders (including returns), this account is updated when the line item is being drop-shipped. Return orders with a return reason code selected that has a <b>Return to stock</b> value of <b>Y</b> will also update this account.</p> <p>Drop-ship / non-inventory items with a the return reason code selected that has a <b>Return to stock</b> value of <b>N</b> will post to the damaged inventory account instead.</p> <p><i>Valid Values:</i> Any valid GL account (asset) except distribution accounts. (N 25,0) Required</p>
Purchases Clearing	<p>Key the account which is credited when receipts are posted to Inventory Accounting, and debited when vouchers are posted to Accounts Payable.</p> <p><i>Valid Values:</i> Any valid GL account (liability). (N 25,0) Required</p>
Purchase Price Variance	<p>Key the appropriate purchase price variance account. If the A/P to PO interface is activated, this account is debited or credited, as appropriate, when the amount of a PO differs from the amount reported on the corresponding voucher. The amount that posts equals the PO amount minus the invoice amount.</p> <p><i>Valid Values:</i> Any valid GL account (income/expense). (N 25,0) Required</p>
Purchases Returns Clearing	<p>Key the account which is debited when a PO prints for a return that has a negative amount, and is credited when vouchers with negative invoice amounts (i.e., returns) post to Accounts Payable.</p> <p><i>Valid Values:</i> Any valid GL account (liability). (N 25,0) Required</p>
Purchases Returns Variance	<p>Key the appropriate purchase returns variance account. If the A/P to PO interface is activated, this account is debited or credited, as appropriate, when the amount of a PO return differs from the amount reported on the corresponding return voucher. The amount that posts equals the purchase order amount minus the invoice amount.</p> <p><i>Valid Values:</i> Any valid GL account (income/expense). (N 25,0) Required</p>

**GL-IA Inventory Accounts Distribution Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
Qty Adjustment Write-Offs	<p>Key the appropriate quantity adjustment write-offs account. This account, which is an income statement account, will be affected by all inventory adjustment transactions entered through inventory transaction entry. If the quantity is adjusted down, this account is debited. If the quantity is adjusted up, this account is credited.</p> <p><i>Valid Values:</i> Any valid GL account, except distribution accounts.</p> <p>(N 25,0) Required</p>
Recount Write-Offs	<p>Key the appropriate recount write-offs account. This account, which is an income statement account, will be affected by all inventory recount transactions entered through physical inventory processing. It is also affected by transaction entry recounts. If the quantity is adjusted down, this account is debited. If the quantity is adjusted up, this account is credited.</p> <p><i>Valid Values:</i> Any valid GL account.</p> <p>(N 25,0) Required</p>
Cost Adjustment Write-Offs	<p>Key the appropriate cost adjustment write-offs account. This account, which is an income statement account, will be affected by all inventory cost adjustment transactions through inventory transaction entry for the cost type used to cost orders in Order Entry. If cost is adjusted up, this account is credited. If cost is adjusted down, this account is debited.</p> <p><i>Valid Values:</i> Any valid GL account, except distribution accounts.</p> <p>(N 25,0) Required</p>
Bill of Material Labor	<p>Key the account which is debited with the cost of labor needed to manufacture an item, when items must be built before they may be received into inventory. When the item is built, the account is credited and inventory is debited.</p> <p><i>Valid Values:</i> Any valid GL account (expense), except distribution accounts.</p> <p>(N 25,0) Required</p>
In-Transit Inventory	<p>Key the account which is debited during posting of customer invoices to General Ledger for warehouse transfer orders. This account is credited during P/O receipts posting when receiving a warehouse transfer purchase order.</p> <p><i>Valid Values:</i> Any valid GL account (asset), except distribution accounts.</p> <p>(N 25,0) Required</p>
Transfer Revenue	<p>Key the account which is credited in the transfer sales journal for the sales value of the item. The sales value used (price or cost) is determined through Purchasing Options Maintenance (MENU XAFILE), with an <b>Option Type</b> of <b>W</b>.</p> <p><i>Valid Values:</i> Any valid GL account (income), except distribution accounts.</p> <p>(N 25,0) Required</p>

### GL-IA Inventory Accounts Distribution Screen Fields and Function Keys

Field/Function Key	Description
Transfer Cost of Goods Sold	<p>Key the account which is debited when warehouse transfer customer orders are posted.</p> <p><i>Valid Values:</i> Any valid GL account (expense), except distribution accounts.</p> <p>(N 25,0) Required</p>
Receipt Value Rounding	<p>Key the account which is updated when there is a variance between the amount affecting inventory and the amounts affecting purchases, plus landing costs, if any.</p> <p><i>Valid Values:</i> Any valid GL account (income or expense), except distribution accounts.</p> <p>(N 25,0) Required</p>
Inventory Clearing	<p>Key the account that is credited when the automatic receipt group is posted to Inventory Accounting after you print a return Invoice and <b>Immediate Resale of Returned Items</b> is <b>Y</b> in Order Entry Options Maintenance (MENU XAFILE). This account is then debited during the day-end sales journal post for the return Invoice.</p> <p><i>Valid Values:</i> Any valid GL account (liability).</p> <p>(N 25,0) Required</p>
F5=Fill Defaults	<p>Press <b>F5=Fill Defaults</b> to fill each field on the screen with the account numbers from the next less specific account definition in the hierarchy (see “Understanding the Inventory Accounts Selection Hierarchy” on page 15-77). You cannot fill defaults at the company level.</p> <p>For example, assume that you previously specified default company accounts through this function, leaving all the fields blank on the GL-IA Inventory Accounts Distribution Selection Screen (p. 15-79). Then, if you key <b>1</b> in the <b>Warehouse</b> field and press <b>F5=Fill Defaults</b>, those accounts selected for the company are duplicated on this screen.</p>
F12=Return	<p><i>Entry:</i> Press <b>F12=Return</b> to return to the GL-IA Inventory Accounts Distribution Selection Screen (p. 15-79) without updating this screen.</p> <p><i>Verify:</i> Press <b>F12=Return</b> to return to the GL-IA Inventory Accounts Distribution Screen (p. 15-81).</p>

**GL-IA Inventory Accounts Distribution Screen Fields and Function Keys**

Field/Function Key	Description
F24=Delete	<p>F24=DELETE displays only if you selected <b>D</b> in the <b>Function</b> field on the GL-IA Inventory Accounts Distribution Selection Screen (p. 15-79).</p> <p>Press F24=DELETE to delete the account definition. You will be prompted to press F24=DELETE twice to confirm deletion. All accounts will be deleted and the record will no longer exist.</p> <hr/> <p>NOTE: You will not be able to delete an account definition if a lower level exists. For example, if you have chosen to post to different accounts based on both the warehouse and, within the warehouse, on the item GL code, you may not delete the warehouse account definitions unless you first delete the item GL code definitions.</p>
Enter	<p><i>Entry:</i> Press ENTER to confirm your selections. The account descriptions will display on the Verify GL-IA Inventory Accounts Distribution Screen (p. 15-81).</p> <p><i>Verify:</i> Press ENTER to update your selections.</p> <p>If <b>More Accts</b> appears in the lower corner of this screen, the landing cost account data on the GL-IA Landing Cost Accounts Distribution Screen (p. 15-87) will display.</p> <p>If <b>Last</b> appears in the lower corner of this screen and Value Added Services is installed, the GL-IA WO Inventory Accounts Distribution Screen (p. 15-91) will display</p> <p>If there are no landing cost account data and Value Added Services is not installed the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) screen displays.</p>

## GL-IA Landing Cost Accounts Distribution Screen

GL-IA INVENTORY ACCOUNTS DISTRIBUTION		Change
Company Defaults 1 - A & C Office Supply		
Warehouse:		
Item GL Code:		
Freight	Div.Account.Sub	
Variance:	001.0002610.000	.....
	001.0005910.000	.....
Handling Fees	001.0002620.000	.....
Variance:	001.0005920.000	.....
Broker Fees	001.0002630.000	.....
Variance:	001.0005930.000	.....
Duty	001.0002640.000	.....
Variance:	001.0005940.000	.....
More Accts--->		
F12=Return		

## Verify GL-IA Landing Cost Accounts Distribution Screen

GL-IA INVENTORY ACCOUNTS DISTRIBUTION		Change
Company Defaults 1 - A & C Office Supply		
Warehouse:		
Item GL Code:		
Freight	Div.Account.Sub/Description	
Variance:	001.0002610.000 Freight Purchases	
	001.0005910.000 Freight Purchase Price	
Handling Fees	001.0002620.000 Handling Fees Purchases	
Variance:	001.0005920.000 Handling Fee Purchase	
Broker Fees	001.0002630.000 Broker Fees Purchases	
Variance:	001.0005930.000 Broker Fee Purchase Price	
Duty	001.0002640.000 Duty Purchases	
Variance:	001.0005940.000 Duty Purchase Price	
More Accts--->		
F12=Return		

The GL-IA Landing Cost Accounts Distribution Screen appears after you press **ENTER** on the GL-IA Inventory Accounts Distribution Screen (p. 15-81) and the Verify GL-IA Inventory Accounts Distribution Screen (p. 15-81), if **More Accts** appeared on the lower portion of the screen. Use this screen to key inventory accounts for existing landing costs setup through Warehouse Numbers Maintenance (MENU IAFIL).

When Day-End Processing (MENU XAMAST) processes invoices, the system selects the appropriate inventory accounts by comparing values from the order with values that you have keyed on this screen.

The Verify GL-IA Landing Cost Accounts Distribution Screen appears after you press **ENTER** on the GL-IA Landing Cost Accounts Distribution Screen (p. 15-87). Use this screen to verify G/L account number selections that were made on the GL-IA Landing Cost Accounts Distribution Screen (p. 15-87).

All fields are display only for your review on the verification screen.

### GL-IA Landing Cost Accounts Distribution Screen Fields and Function Keys

Field/Function Key	Description
Landing Cost 1	<p>Key the account which is credited when receipts are posted (through Purchasing or, if applicable, Warehouse Management) if there is a monetary value recorded for the first landing cost. This account will also be debited when vouchers are posted (through Accounts Payable) if there is a value for the first landing cost.</p> <p>Any valid GL account (expense) except distribution accounts. (N 25,0) Required</p>
Variance	<p>Key the variance account associated with the first landing cost account (refer to the previous <b>Landing Cost 1</b> field description). This account is updated with the amount of any variance between the accrued landing cost and the actual billed amount.</p> <p><i>Valid Values:</i> Any valid GL account (expense) except distribution accounts. (N 25,0) Required</p>
Landing Cost 2	<p>Key the account which is credited when receipts are posted (through Purchasing or, if applicable, Warehouse Management) if there is a monetary value recorded for the second landing cost. This account will also be debited when vouchers are posted (through Accounts Payable) if there is a value for the second landing cost.</p> <p><i>Valid Values:</i> Any valid GL account (expense) except distribution accounts. (N 25,0) Required</p>
Variance	<p>Key the variance account associated with the second landing cost account (refer to the previous <b>Landing Cost 2</b> field description). This account is updated with the amount of any variance between the accrued landing cost and the actual billed amount.</p> <p><i>Valid Values:</i> Any valid GL account (expense) except distribution accounts. (N 25,0) Required</p>



**GL-IA Landing Cost Accounts Distribution Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
Landing Cost 3	<p>Key the account which is credited when receipts are posted (through Purchasing or, if applicable, Warehouse Management) if there is a monetary value recorded for the third landing cost. This account will also be debited when vouchers are posted (through Accounts Payable) if there is a value for the third landing cost.</p> <p><i>Valid Values:</i> Any valid GL account (expense) except distribution accounts. (N 25,0) Required</p>
Variance	<p>Key the variance account associated with the third landing cost account (refer to the previous <b>Landing Cost 3</b> field description). This account is updated with the amount of any variance between the accrued landing cost and the actual billed amount.</p> <p><i>Valid Values:</i> Any valid GL account (expense) except distribution accounts. (N 25,0) Required</p>
Landing Cost 4	<p>This field appears only if you defined a value for a fourth landing cost.</p> <p>Key the account which is credited when receipts are posted (through Purchasing or, if applicable, Warehouse Management) if there is a monetary value recorded for the fourth landing cost. This account will also be debited when vouchers are posted (through Accounts Payable) if there is a value for the fourth landing cost.</p> <p><i>Valid Values:</i> Any valid GL account (expense) except distribution accounts. (N 25,0) Required</p>
Variance	<p>This field appears only if you defined a value for a fourth landing cost.</p> <p>Key the variance account associated with the fourth landing cost account (refer to the previous <b>Landing Cost 4</b> field description). This account is updated with the amount of any variance between the accrued landing cost and the actual billed amount.</p> <p><i>Valid Values:</i> Any valid GL account (expense) except distribution accounts. (N 25,0) Required</p>
Landing Cost 5	<p>This field appears only if you defined a value for a fifth landing cost.</p> <p>Key the account which is credited when receipts are posted (through Purchasing or, if applicable, Warehouse Management) if there is a monetary value recorded for the fifth landing cost. This account will also be debited when vouchers are posted (through Accounts Payable) if there is a value for the fifth landing cost.</p> <p><i>Valid Values:</i> Any valid GL account (expense) except distribution accounts. (N 25,0) Required</p>

**GL-IA Landing Cost Accounts Distribution Screen Fields and Function Keys**

Field/Function Key	Description
Variance	<p>This field appears only if you defined a value for a fifth landing cost.</p> <p>Key the variance account associated with the fifth landing cost account (refer to the previous <b>Landing Cost 5</b> field description). This account is updated with the amount of any variance between the accrued landing cost and the actual billed amount.</p> <p><i>Valid Values:</i> Any valid GL account (expense) except distribution accounts. (N 25,0) Required</p>
Landing Cost 6	<p>This field appears only if you defined a value for a sixth landing cost.</p> <p>Key the account which is credited when receipts are posted (through Purchasing or, if applicable, Warehouse Management) if there is a monetary value recorded for the sixth landing cost. This account will also be debited when vouchers are posted (through Accounts Payable) if there is a value for the sixth landing cost.</p> <p><i>Valid Values:</i> Any valid GL account (expense) except distribution accounts. (N 25,0) Required</p>
Variance	<p>This field appears only if you defined a value for a sixth landing cost.</p> <p>Key the variance account associated with the sixth landing cost account (refer to the previous <b>Landing Cost 6</b> field description). This account is updated with the amount of any variance between the accrued landing cost and the actual billed amount.</p> <p><i>Valid Values:</i> Any valid GL account (expense) except distribution accounts. (N 25,0) Required</p>
F12=Return	<p><i>Entry:</i> Press <b>F12=RETURN</b> to return to the GL-IA Inventory Accounts Distribution Screen (p. 15-81) without making any entries on this screen.</p> <p><i>Verify:</i> Press <b>F12=RETURN</b> to return to the GL-IA Landing Cost Accounts Distribution Screen (p. 15-87).</p>
Enter	<p><i>Entry:</i> Press <b>ENTER</b> to confirm your selections. The account numbers will be validated and the account descriptions will display on the Verify GL-IA Landing Cost Accounts Distribution Screen (p. 15-87).</p> <p><i>Verify:</i> Press <b>ENTER</b> to accept the entries and display the GL-IA Inventory Accounts Distribution Selection Screen (p. 15-79).</p> <p>If Value Added Services is installed, pressing <b>ENTER</b> will display the GL-IA WO Inventory Accounts Distribution Screen (p. 15-91).</p>

## GL-IA WO Inventory Accounts Distribution Screen

GL-IA WO INVENTORY ACCOUNTS DISTRIBUTION		Change
Company Defaults	1 - A & C Office Supply	
Warehouse	-	
Item GL Code	-	
	<u>Div.Account.Sub</u>	
W/O Labor	001.0002145.000	
W/O Labor Expense	001.0005605.000	
W/O Special Charge	001.0004550.000	
W/O Special Charge Expense	001.0005710.000	
W/O O/S Charge	001.0002040.000	
W/O O/S Charge Expense	001.0005715.000	
W/O Scrap Expense	001.0005110.000	
W/O Overhead	001.0005115.000	

F12=Return

## Verify GL-IA WO Inventory Accounts Distribution Screen

GL-IA WO INVENTORY ACCOUNTS DISTRIBUTION		Change
Company Defaults	1 - A & C Office Supply	
Warehouse	-	
Item GL Code	-	
	<u>Div.Account.Sub/Description</u>	
W/O Labor	001.0002145.000 Accrued W/O Labor	
W/O Labor Expense	001.0005605.000 W/O Labor Expense	
W/O Special Charge	001.0004550.000 W/O Special Charge Income	
W/O Special Charge Expense	001.0005710.000 W/O Special Charge Expnse	
W/O O/S Charge	001.0002040.000 W/O Outside Service Chrg	
W/O O/S Charge Expense	001.0005715.000 W/O O/S Charge Expense	
W/O Scrap Expense	001.0005110.000 W/O Inventory Scrap Exp	
W/O Overhead	001.0005115.000 W/O Overhead Expense	

F12=Return

The GL-IA WO Inventory Accounts Distribution Screen (p. 15-91) appears only if Value Added Services is installed.

The GL-IA WO Inventory Accounts Distribution Screen appears after you press [ENTER](#) on the Verify GL-IA Inventory Accounts Distribution Screen (p. 15-81) or Verify GL-IA Landing Cost Accounts

Distribution Screen (p. 15-87), if applicable. Use this screen to key W/O special charge accounts, scrap expense, and WIP inventory into an account distribution record.

When receipts are posted, the system uses account distribution records to identify which accounts are to be updated. The posting to GL does not occur until Day-End is run (MENU XAMAST), or Post I/A Transactions to GL (MENU IAMAST) is run. Once general ledger is posted, GL information will be incorporated into all applicable item files.

The Verify GL-IA WO Inventory Accounts Distribution Screen appears after you press **ENTER** on the GL-IA WO Inventory Accounts Distribution Screen (p. 15-91). Use this screen to verify G/L account number selections that were made on the GL-IA WO Inventory Accounts Distribution Screen (p. 15-91).

All fields are display only for your review on the verification screen.

#### GL-IA WO Inventory Accounts Distribution Screen Fields and Function Keys

Field/Function Key	Description
W/O Labor	<p>Key the work order labor account which is credited for the amount of actual or standard labor when work order receipts are posted through Receipt Post (MENU WOMAIN). This account will normally be offset during the recording of your payroll journal.</p> <p><i>Valid Values:</i> Any valid GL account (liability), except distribution accounts. (N 25,0) Required</p>
W/O Labor Expense	<p>Key the labor expense account which is debited for the value of the labor (instead of the inventory asset account) if some or all of the labor amounts are expensed when work order receipts are posted through Receipt Post (MENU WOMAIN).</p> <p><i>Valid Values:</i> Any valid GL account (expense), except distribution accounts.</p> <hr/> <p>NOTE: The value of the labor expense is not used in the calculation of the average cost of the item.</p> <hr/> <p>(N 25,0) Required</p>
W/O Special Charge	<p>Key the special charge account which is credited for the amount charged when work order receipts are posted through Receipt Post (MENU WOMAIN).</p> <p><i>Valid Values:</i> Any valid GL account (liability), except distribution accounts.</p> <hr/> <p>NOTE: This account will be cleared when the A/P voucher is keyed for this charge.</p> <hr/> <p>(N 25,0) Required</p>

**GL-IA WO Inventory Accounts Distribution Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
W/O Special Charge Expense	<p>Key the special charge expense account which is debited for the value of the special charge (instead of the inventory asset account) if some or all of the parent or component items are scrapped when work order receipts are posted through Receipt Post (MENU WOMAIN).</p> <p><i>Valid Values:</i> Any valid GL account (expense), except distribution accounts.</p> <hr/> <p>NOTE: The value of the special charge expense is not used in the calculation of the average cost of the item.</p> <hr/> <p>(N 25,0) Required</p>
W/O O/S Charge	<p>Key the outside service charge account which is credited for the amount of the total of the outside service charge when work order receipts are posted through Receipt Post (MENU WOMAIN).</p> <p><i>Valid Values:</i> Any valid GL account (liability), except distribution accounts.</p> <hr/> <p>NOTE: This account can function as a work-in-process inventory account for the receipt of the outside service PO. That receipt will credit your purchases clearing and will also debit a work-in-process inventory account. At the receipt of the parent item, this account will then be credited and cleared when the parent item debits inventory.</p> <hr/> <p>(N 25,0) Required</p>
W/O O/S Charge Expense	<p>Key the outside service charge expense account which is debited for the value of the outside service charge (instead of the inventory asset account) if some or all of the parent or component items are scrapped when work order receipts are posted through Receipt Post (MENU WOMAIN).</p> <p>Any valid GL account (expense), except distribution accounts.</p> <hr/> <p>NOTE: The value of the special charge expense is not used in the calculation of the average cost of the item.</p> <hr/> <p>(N 25,0) Required</p>
W/O Scrap Expense	<p>Key the scrap expense account which is debited for the value of the parent or component (instead of the inventory asset account) if some or all of the parent or component items are scrapped when work order receipts are posted through Receipt Post (MENU WOMAIN).</p> <p>Any valid GL account (expense), except distribution accounts.</p> <p>(N 25,0) Required</p>
W/O Overhead	<p>Key the overhead account which is credited for the amount of overhead cost when work order receipts are posted through Receipt Post (MENU WOMAIN).</p> <p>Any valid GL account (expense), except distribution accounts.</p> <p>(N 25,0) Required</p>

**GL-IA WO Inventory Accounts Distribution Screen Fields and Function Keys**

Field/Function Key	Description
F5=Fill Defaults	<p>Press <b>F5=Fill Defaults</b> to fill each field on this screen with the account numbers from the next less specific account definition in the hierarchy (see “Understanding the Inventory Accounts Selection Hierarchy” on page 15-77). You cannot fill defaults at the company level.</p> <p>For example, assume you previously specified default company accounts through this function, leaving all of the fields blank on the GL-IA Inventory Accounts Distribution Selection Screen (p. 15-79). Then, if you select warehouse <b>1</b> in the <b>Warehouse</b> field and press <b>F5=Fill Defaults</b>, those accounts selected for the company are duplicated on this screen.</p>
F12=Return	<p><i>Entry:</i> Press <b>F12=Return</b> to return to the GL-IA Inventory Accounts Distribution Screen (p. 15-81) or the GL-IA Landing Cost Accounts Distribution Screen (p. 15-87) without updating this screen.</p> <p><i>Verify:</i> Press <b>F12=Return</b> to return to the GL-IA WO Inventory Accounts Distribution Screen (p. 15-91).</p>
Enter	<p><i>Entry:</i> Press <b>Enter</b> to confirm your selections. The account numbers will be validated and the account descriptions will display on the Verify GL-IA WO Inventory Accounts Distribution Screen (p. 15-91).</p> <p><i>Verify:</i> Press <b>Enter</b> to update your selections and return to the GL-IA Inventory Accounts Distribution Selection Screen (p. 15-79).</p>

## Defining A/R Accounts

A/R accounts are defined through **Function 6** on the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). Each payment account (A/R or cash account) that you keyed through **Function 3** may have a separate cash discount expense, A/R write-off expense, and debit/credit adjustment account. These accounts update during cash receipts posting.

When you select this function for the first time, you must key the company default account definition. Distribution A+ uses these company default accounts if no other specific account definitions have been defined. The GL/AR Account Maintenance Selection Screen (p. 15-96) does not display when selecting this function for the first time.

Use this function to set up and maintain the following accounts receivable accounts:

- EXPENSE ACCOUNTS
  - Cash Discounts
  - A/R Write Offs
  - Debit Adjustments
  - Credit Adjustments

## Understanding A/R Accounts Selection

Read “Account Selection Method” on page 1-34 before proceeding.

When Day-End Processing (MENU XAMAST) updates Accounts Receivable, the system selects the A/R or cash asset account which has been defined through **Function 3**. The cash discount account, write-off account, and adjustment accounts are updated if they are associated with the A/R or cash asset account keyed on this screen.

## Understanding the A/R Accounts Selection Hierarchy

If you key the account number of an A/R or cash asset account that has been defined through **Function 3**, you will define the cash discount, write-off, and adjustment accounts that correspond to the specified payment asset account.

If you do not key an account number, you will define the default cash discount, write-off, and adjustment accounts. That is, if an A/R or cash asset account does not have corresponding A/R accounts (cash discount, etc.), the default account is used.

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
GL/AR Account Maintenance Selection Screen	Use to maintain A/R accounts.
GL/AR Account Maintenance Screen	Use to key the expense accounts that are updated during cash receipts posting.
Verify GL/AR Account Maintenance Screen	Use to verify the G/L accounts keyed on the GL/AR Account Maintenance Screen.

## GL/AR Account Maintenance Selection Screen

GL/AR ACCOUNT MAINTENANCE  
1 - A & C Office Supply

Function:        -        (A, C or D)

GL Account:     Div.Account.Sub  
                 .....

F12=Return

This screen displays after you select **Function 6** from the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). Use this screen to maintain A/R accounts.

### GL/AR Account Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key <b>A</b> to add a new account definition. Key <b>C</b> to change the accounts in an existing account definition. Key <b>D</b> to delete an existing account definition. (A 1) Required



**GL/AR Account Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
GL Account	<p>This GL account is an accounts receivable account that is associated with an open invoice in Accounts Receivable. This account is usually debited when invoices are added to open AR during Day-end Processing and credited when payments and adjustments are posted through Cash and Adjustment Entry. If more than one AR account is used, you can enter the account number here to specify the default cash discount, adjustment and write off accounts that should be associated with the AR account.</p> <p>Key the payment account for which expense accounts will be added, changed, or deleted.</p> <p>When specifying the default A/R accounts for this company, leave this field blank.</p> <p><i>Valid Values:</i> Any valid GL account that has been specified as a payment account through Payment Accounts Selection (<b>Function 3</b>).</p> <p>(A 2) Optional</p>
F12=Return	Press <b>F12=RETURN</b> to return to the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) without updating any fields on this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The GL/AR Account Maintenance Screen (p. 15-98) will display.

## GL/AR Account Maintenance Screen

<u>GL/AR ACCOUNT MAINTENANCE</u>		Change
1 - A & C Office Supply		
Company Defaults		
<u>Div.Account.Sub</u>		
Cash Discount Account:	001.0005200.000	.....
AR Write-Off Account:	001.0005300.000	.....
Debit Adjustment Account:	001.0005400.000	.....
Credit Adjustment Account:	001.0005400.000	.....

F12=Return

## Verify GL/AR Account Maintenance Screen

<u>GL/AR ACCOUNT MAINTENANCE</u>		Change
1 - A & C Office Supply		
<u>Div.Account.Sub/Description</u>		
GL Account:	001.0001100.000	Accounts Receivable
<u>Div.Account.Sub/Description</u>		
Cash Discount Account:	001.0005200.000	A/R Cash Discounts
AR Write-Off Account:	001.0005300.000	A/R Write Offs
Debit Adjustment Account:	001.0005400.000	A/R Adjustments
Credit Adjustment Account:	001.0005400.000	A/R Adjustments

F12=Return

The GL/AR Account Maintenance Screen appears after you press **ENTER** on the GL/AR Account Maintenance Selection Screen (p. 15-96). Use this screen to key the expense accounts that are updated during cash receipts posting. When the asset account keyed on the GL/AR Account Maintenance Selection Screen (p. 15-96) is updated, these accounts are updated as well.

The Verify GL/AR Account Maintenance Screen appears after you press **ENTER** on the GL/AR Account Maintenance Screen (p. 15-98). All fields are display only for your review on the verification screen. Use this screen to verify G/L account number selections that were made on the GL/AR Account Maintenance Screen (p. 15-98).

### GL/AR Account Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Cash Discount Account	<p>This account is debited when a cash discount is applied.</p> <p><i>Valid Values:</i> Any valid GL account (expense) except distribution accounts (N 25,0) Required</p>
AR Write-Off Account	<p>This account is debited when a write-off is applied using the <b>X = Pay Net, Write Off Disc</b> code during cash entry. For more information, refer to the Apply Cash Screen description in Cash &amp; Adjustment Entry/Edit (MENU ARMAIN) in the Accounts Receivable User Guide.</p> <p><i>Valid Values:</i> Any valid GL account (expense) except distribution accounts (N 25,0) Required</p>
Debit Adjustment Account	<p>This account is debited when a positive adjustment is applied. A positive adjustment will reduce your receivables balance.</p> <p><i>Valid Values:</i> Any valid GL account (expense) except distribution accounts (N 25,0) Required</p>
Credit Adjustment Account	<p>This account is credited when a negative adjustment is applied. A negative adjustment will increase your receivables balance.</p> <p><i>Valid Values:</i> Any valid GL account (expense) except distribution accounts (N 25,0) Required</p>
F5=Fill Defaults	<p>Press <b>F5=Fill Defaults</b> to fill each field on the screen with the account numbers from the next less specific account definition in the hierarchy (see “Understanding the A/R Accounts Selection Hierarchy” on page 15-95). You cannot fill defaults at the company level.</p>
F12=Return	<p><i>Entry:</i> Press <b>F12=Return</b> to return to the GL/AR Account Maintenance Selection Screen (p. 15-96) without updating any fields on this screen.</p> <p><i>Verify:</i> Press <b>F12=Return</b> to return to the GL/AR Account Maintenance Screen (p. 15-98).</p>
F24=Delete	<p><b>F24=DELETE</b> displays only if you selected <b>D</b> in the <b>Function</b> field on the GL/AR Account Maintenance Selection Screen (p. 15-96).</p> <p>Press <b>F24=DELETE</b> to delete the account definition. You will be prompted to press <b>F24=DELETE</b> twice to confirm deletion. All accounts will be deleted and the record will no longer exist.</p>

**GL/AR Account Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Enter	<i>Entry:</i> Press <b>ENTER</b> to confirm your selections. The account descriptions display on the Verify GL/AR Account Maintenance Screen (p. 15-98). <i>Verify:</i> Press <b>ENTER</b> to display the GL/AR Account Maintenance Selection Screen (p. 15-96).

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## Defining A/R Miscellaneous Accounts

You can define A/R miscellaneous accounts through **Function 7** on the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). Use this function to set up and maintain the following accounts:

- Finance Charge A/R
- Finance Charge Income
- Finance Charge
- Finance Charge Write-Off
- Deposit
- Cash In Bank
- Miscellaneous Cash

Use this function to define which accounts update when:

- Finance charges post during Period-End processing.
- Deposits for un-invoiced orders post to Cash & Adjustment Post (MENU ARMAIN).
- Your cash account is debited or credited through Cash Adjustment & Post (MENU ARMAIN).
- Your miscellaneous cash account updates.

On this screen, the Deposit account should be an accounts receivable type GL account. This account is credited when cash is posted for UN-invoiced orders. That is, orders that have been entered in order entry but have not been invoiced yet. The balance in this GL account represents payments received from a customer for open orders that have not been invoiced yet. The Cash In Bank should be a cash GL type accounts that will be debited when cash is posted to a customers account. The Miscellaneous Cash also should be a cash GL type accounts that will be debited when "M" miscellaneous cash is posted. That is cash that is NOT received from a particular customer, but you want to include it in your deposit. If you are using bank accounts, the associated GL cash account will be used. If no bank account was selected, the GL miscellaneous cash account from the company default record will be used.

When you select this function for the first time, you must key the company default account definition. Distribution A+ uses these company default accounts if no other specific account definitions have been defined. The GL-AR Miscellaneous Accounts Maintenance Selection Screen (p. 15-102) does not display when selecting this function for the first time.

## Understanding A/R Miscellaneous Accounts Selection

Read “Account Selection Method” on page 1-34 before proceeding.

When cash posts in A/R, the appropriate account to update is selected by comparing values from cash entry with values that you keyed on this screen.

The **Customer GL Code** field shown on the GL-AR Miscellaneous Accounts Maintenance Selection Screen (p. 15-102) may not display on your screen if you chose not to use it through Transfer Options (**Function T**). If it does not display, it is ignored by the account selection hierarchy (which is explained below).

To simplify your setup, use **Function T** to “turn off” the **Customer GL Code**. That is, if you do not post to different finance charge, deposit, cash-in-bank, or miscellaneous accounts based on the customer you are selling to, then the **Customer GL Code** should not display on your screen. If it does display, turn it off.

## Understanding the A/R Miscellaneous Accounts Selection Hierarchy

If the **Customer GL Code** field displays on your screen, then Distribution A+ will use this hierarchy to select the appropriate accounts as follows:

1. Distribution A+ will first try to match the **Customer GL Code** that displays on the GL-AR Miscellaneous Accounts Maintenance Selection Screen (p. 15-102) with the **Customer GL Code** from cash entry. If it finds a match, then it uses that account.  
For example, assume your cash was entered for **Customer GL Code XX**. Distribution A+ selects the finance charge, deposit, cash in bank, and miscellaneous cash accounts which match the values that you have keyed here.
2. If Distribution A+ blanks out the **Customer GL Code** field and does not find a match, it uses the company default. It will always find this account since you are required to set it up.

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
GL-AR Miscellaneous Accounts Maintenance Selection Screen	Use to maintain A/R miscellaneous accounts.
GL-AR Miscellaneous Accounts Maintenance Screen	Use to key in your accounts.
Verify GL-AR Miscellaneous Accounts Maintenance Screen	Use to verify the G/L accounts keyed on the GL-AR Miscellaneous Accounts Maintenance Screen.

## GL-AR Miscellaneous Accounts Maintenance Selection Screen

GL-AR MISCELLANEOUS ACCOUNTS MAINTENANCE

1 - A & C Office Supply

Function:           -       (A, C or D)

Customer GL Code? ...

F12=Return

This screen displays after you select **Function 7** from the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). Use this screen to maintain A/R miscellaneous accounts.

### GL-AR Miscellaneous Accounts Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key <b>A</b> to add a new account definition. Key <b>C</b> to change an existing account definition. Key <b>D</b> to delete an existing account definition (A 1) Required
Customer GL Code	This field appears only if the transfer option is defined to <b>SELECTING MISCELLANEOUS A/R ACCOUNTS: Use Customer GL Code</b> when on the General Ledger/Accounts Receivable Transfer Options Screen (p. 15-21) ( <b>Function T</b> ).  Key the Customer GL Code for which payment accounts will be added, changed, or deleted.  When specifying the default miscellaneous A/R accounts for this company, leave this field blank.  <i>Valid Values:</i> Any valid Customer GL Code specified through GL Customer Codes Maintenance (MENU GLXFER). (A 2) Optional
F12=Return	Press <b>F12=RETURN</b> to return to the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) without updating any fields on this screen.

**GL-AR Miscellaneous Accounts Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Enter	Press <b>ENTER</b> to confirm your selections. The GL-AR Miscellaneous Accounts Maintenance Screen (p. 15-104) will display.

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## GL-AR Miscellaneous Accounts Maintenance Screen

GL-AR MISCELLANEOUS ACCOUNTS MAINTENANCE		Change
1 - A & C Office Supply Company Defaults		
Customer GL Code:		
	<u>Div.Account.Sub</u>	
Finance Charge A/R	001.0001110.000	.....
Finance Charge Income	001.0004200.000	.....
Finance Charge Write-Off	001.0005300.000	.....
Deposit	001.0001000.000	.....
Cash-In-Bank	001.0001000.001	.....
Miscellaneous Cash	001.0001000.000	.....
		F12=Return

## Verify GL-AR Miscellaneous Accounts Maintenance Screen

GL-AR MISCELLANEOUS ACCOUNTS MAINTENANCE		Change
1 - A & C Office Supply Company Defaults		
Customer GL Code:		
	<u>Div.Account.Sub/Description</u>	
Finance Charge A/R	001.0001110.000	Finance Charge A/R
Finance Charge Income	001.0004200.000	Finance Charge Income
Finance Charge Write-Off	001.0005300.000	A/R Write Offs
Deposit	001.0001000.000	Cash
Cash-In-Bank	001.0001000.001	United National Bank
Miscellaneous Cash	001.0001000.000	Cash
		F12=Return

The GL-AR Miscellaneous Accounts Maintenance Screen appears after you press **ENTER** on the GL-AR Miscellaneous Accounts Maintenance Selection Screen (p. 15-102). Use this screen to key in your accounts.

The Verify GL-AR Miscellaneous Accounts Maintenance Screen appears after you press **ENTER** on the GL-AR Miscellaneous Accounts Maintenance Selection Screen (p. 15-102). Use this screen to verify G/



L account number selections that were made on the GL-AR Miscellaneous Accounts Maintenance Selection Screen (p. 15-102).

All fields are display only for your review on the verification screen.

#### GL-AR Miscellaneous Accounts Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Finance Charge A/R	<p>This account is debited when finance charges are calculated during period-end processing. This account is credited when payment is made against finance charge invoices.</p> <p><i>Valid Values:</i> Any valid GL account (asset) except distribution accounts (N 25,0) Required</p>
Finance Charge Income	<p>This account is credited when finance charges are calculated during period-end processing.</p> <p><i>Default Value:</i> Any valid GL account (income) except distribution accounts (N 25,0) Required</p>
Finance Charge Write-Off	<p>This account is debited when write-offs are made against finance charge invoices that were originally debited to the finance charge A/R account above.</p> <p><i>Valid Values:</i> Any valid GL account (expense) except distribution accounts (N 25,0) Required</p>
Deposit	<p>This should be the same as your A/R account, unless you have a different account for prepaid receivables.</p> <p><i>Valid Values:</i> Any valid GL account (expense) except distribution accounts (N 25,0) Required</p>
Cash-In-Bank	<p>This field appears only when specifying the default miscellaneous A/R accounts for this company.</p> <p>This account is normally debited with the Received amount that is keyed during Cash &amp; Adjustment Entry/Edit (MENU ARMAIN).</p> <p><i>Valid Values:</i> Any valid GL account (asset) except distribution accounts (N 25,0) Required</p>

**GL-AR Miscellaneous Accounts Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Miscellaneous Cash	<p>This field appears only when you are specifying the default miscellaneous A/R accounts for this company.</p> <p>Miscellaneous cash is used to post cash not received from a particular customer. For example, assume that you receive a rebate check from a vendor. Use miscellaneous cash entry to include this check with your day's normal deposits.</p> <p>Key your normal cash-in-bank account if you do not wish to distinguish miscellaneous cash receipts.</p> <p><i>Valid Values:</i> Any valid GL account except distribution accounts (N 25,0) Required</p>
F5=Fill Defaults	<p>Press <b>F5=Fill Defaults</b> to fill each field on the screen with the account numbers from the next less specific account definition in the hierarchy (see "Understanding the A/R Miscellaneous Accounts Selection Hierarchy" on page 15-101). You cannot fill defaults at the company level.</p> <p>For example, assume that you previously specified default company accounts through this function by leaving all the fields blank on the GL-AR Miscellaneous Accounts Maintenance Selection Screen (p. 15-102). Next, select <b>NW</b> in the <b>Customer GL Code</b> field. When you press <b>F5=Fill Defaults</b>, those accounts selected for the company duplicate on this screen.</p>
F12=Return	<p><i>Entry:</i> Press <b>F12=Return</b> to return to the GL-AR Miscellaneous Accounts Maintenance Selection Screen (p. 15-102).</p> <p><i>Verify:</i> Press <b>F12=Return</b> to return to the GL-AR Miscellaneous Accounts Maintenance Screen (p. 15-104).</p>
F24=Delete	<p><b>F24=Delete</b> displays only if you selected <b>D</b> in the <b>Function</b> field on the GL-AR Miscellaneous Accounts Maintenance Selection Screen (p. 15-102).</p> <p>Press <b>F24=Delete</b> to delete the account definition. You will be prompted to press <b>F24=Delete</b> twice to confirm deletion. All accounts will be deleted and the record will no longer exist.</p>
Enter	<p><i>Entry:</i> Press <b>Enter</b> to confirm your selections. The account descriptions will display on the Verify GL-AR Miscellaneous Accounts Maintenance Screen (p. 15-104).</p> <p><i>Verify:</i> Pressing <b>Enter</b> updated your selections and displays the GL-AR Miscellaneous Accounts Maintenance Selection Screen (p. 15-102).</p>

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## Defining Bank Accounts

You can set up and maintain your general ledger cash-in-bank accounts through **Function 8** on the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). Bank accounts defined for the company selected on this sub-menu will display.

Bank account(s) are defined through Accounts Receivable Options Maintenance (MENU XAFIL) or A/P Options Maintenance (MENU APFIL2). If a new bank account has been defined, use this function to set up and maintain the account since it will be blank until you access this function to fill in the appropriate general ledger account. You cannot update the record unless the general ledger account has been filled in. An unlimited number of bank accounts is supported by this function.

Use this function to set up and maintain the following bank accounts:

- ASSET ACCOUNTS
  - Bank Account
- INCOME/EXPENSE ACCOUNTS
  - Revaluation Gain/Loss

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Bank Account Maintenance Screen	Use to enter or maintain the cash-in-bank accounts for the bank accounts set up for the selected company.
Verify Bank Account Maintenance Screen	Use to verify the G/L accounts keyed on the Bank Account Maintenance Screen.

---

## Bank Account Maintenance Screen

BANK ACCOUNT MAINTENANCE			
1 - A & C Office Supply			
Bank Acct	Description	Div.Account.Sub	
CHK-32100	Checking Account - Hartfo	001.0001000.000	.....
CHK-54378	Bank America	001.0001000.002	.....
CHK-58746	Checking Account - Dallas	002.0001000.000	.....
CHK-874129	Checking Account - Chicag	003.0001000.000	.....
FRA-322100	French International Bank	001.0001006.000	.....
	Revalue Gain/Loss Account	001.0005416.000	.....
	Exchange Fees Account	001.0005430.000	.....
GER-859600	German International Bank	001.0001003.000	.....
	Revalue Gain/Loss Account	001.0005413.000	.....
	Exchange Fees Account	001.0005430.000	.....
ITL-056300	Italian International Ban	001.0001001.000	.....
	Revalue Gain/Loss Account	001.0005411.000	.....
	Exchange Fees Account	001.0005430.000	.....
JAP-748900	Japanese International Ba	001.0001002.000	.....
	Revalue Gain/Loss Account	001.0005412.000	..... +
F12=Return			

## Verify Bank Account Maintenance Screen

BANK ACCOUNT MAINTENANCE			
1 - A & C Office Supply			
Bank Acct	Description	Div.Account.Sub/Description	
CHK-32100	Checking Account - Hartfo	001.0001000.000 Cash	
CHK-54378	Bank America	001.0001000.002 Bank America A/P Checking	
CHK-58746	Checking Account - Dallas	002.0001000.000 Cash	
CHK-874129	Checking Account - Chicag	003.0001000.000 Cash	
FRA-322100	French International Bank	001.0001006.000 Cash - French Francs	
	Revalue Gain/Loss Account	001.0005416.000 French Cash Gain/Loss	
	Exchange Fees Account	001.0005430.000 Exchange Fee Expense	
GER-859600	German International Bank	001.0001003.000 Cash - German Deutschmark	
	Revalue Gain/Loss Account	001.0005413.000 German Cash Gain/Loss	
	Exchange Fees Account	001.0005430.000 Exchange Fee Expense	
ITL-056300	Italian International Ban	001.0001001.000 Cash - Italian Lira	
	Revalue Gain/Loss Account	001.0005411.000 Italian Cash Gain/Loss	
	Exchange Fees Account	001.0005430.000 Exchange Fee Expense	
JAP-748900	Japanese International Ba	001.0001002.000 Cash - Japanese Yen	
	Revalue Gain/Loss Account	001.0005412.000 Japanese Cash Gain/Loss +	
F12=Return			

The Bank Account Maintenance Screen appears after you select **Function 8** from the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3).

Use the Bank Account Maintenance Screen to enter or maintain the cash-in-bank accounts for the bank accounts set up for the selected company. Bank accounts are defined through A/P Options Maintenance (MENU APFIL2) or Accounts Receivable Options Maintenance (MENU XAFIL2). If a

+ shows on the lower left corner of the screen, there are more bank accounts than can display on one screen. Press **PAGE DOWN** to complete the entry of the G/L account numbers for the bank accounts that have been defined.

The Verify Bank Account Maintenance Screen appears after you press **ENTER** on the Bank Account Maintenance Screen (p. 15-108). All fields are display only for your review on the verification screen. Use this screen to verify G/L account number selections that were made on the Bank Account Maintenance Screen (p. 15-108).

### Bank Account Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Bank Acct / Description	This column shows the bank accounts that have been defined for the selected company. All bank accounts displayed will require the entry of a general ledger account number.  Display
Revalue Gain/Loss Account	Use this field to enter an account number for the Revalue Gain/Loss Account associated with the foreign currency bank account. This account will be used for all gain/loss entries resulting from revaluations of this bank account performed through Revalue Foreign Bank Accounts (MENU ICRVAL) and from revaluations caused by fluctuations in the exchange rate of open payables and the foreign bank account's rate.  NOTE: For each foreign currency bank account entered on this screen, a revalue gain/loss account must be entered in the applicable fields below the foreign currency account.  (N 25,0) Required
Exchange Fees Account	Use this field to enter an account number for the Exchange Fees Account associated with this foreign currency bank account. This account will be used for entries resulting from exchange fees incurred through deposits to the foreign currency bank account when Post Bank Acct Trn (MENU APMAIN) is run.  NOTE: For each foreign currency bank account entered on this screen, an Exchange Fees Account must be entered in the applicable fields below the foreign currency account.  (N 25,0) Required
F12=Return	<i>Entry:</i> Press <b>F12=RETURN</b> to return to the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) without updating this screen.  <i>Verify:</i> Press <b>F12=RETURN</b> to return to the Bank Account Maintenance Screen (p. 15-108).

**Bank Account Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Enter	<i>Entry:</i> After each entry or change, press <b>ENTER</b> to confirm your selections. The Verify Bank Account Maintenance Screen (p. 15-108) <i>displays</i> .  <i>Verify:</i> Press <b>ENTER</b> to accept your selections. The General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) displays.

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## Defining A/P Accounts

You can set up and maintain the accounts payable liability account, A/P cash discount account and the A/P Clearing Internal Account through **Function 9** on the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3).

Use this function to set up and maintain the following bank accounts:

- **LIABILITY ACCOUNTS**
  - Accounts Payable Account
  - Accounts Payable Internal Clearing
- **INCOME ACCOUNTS**
  - Accounts Payable Cash Discounts Taken Account

When you select this function for the first time, you are required to key the company default account definition. Distribution A+ uses these company default accounts if no other more specific account definitions have been defined. The GL-AP Accounts Maintenance Selection Screen (p. 15-112) is not displayed when this function is selected for the first time.

## Understanding A/P Accounts Selection

Read “Account Selection Method” on page 1-34 before proceeding.

When posting vouchers, check reversals, manual checks, or printing checks, the appropriate A/P account, cash discount account, and A/P Clearing Internal Account to update is selected by comparing values from the order to values that you have keyed on the GL-AP Accounts Maintenance Selection Screen (p. 15-112).

Either or both of the two fields shown on the GL-AP Accounts Maintenance Selection Screen (p. 15-112) may not display if you chose not to use them through Transfer Options (**Function T**). Fields that do not display are ignored by the account selection hierarchy (which is explained below).

To simplify your set up, use **Function T** to “turn off” fields you are not using. For example, if you do not post to different A/P accounts based on the classification of the vendor that you made a purchase from, then the vendor GL code should not display on your screen. If it does display, turn it off.

## Understanding the A/P Accounts Selection Hierarchy

If at least one field displays on the GL-AP Accounts Maintenance Selection Screen (p. 15-112), then Distribution A+ will use this hierarchy to select the appropriate accounts as follows:

1. Distribution A+ will first try to match all the fields that display on the GL-AP Accounts Maintenance Selection Screen (p. 15-112) with the fields from the voucher or check. If it finds a match, then it uses those accounts.  
For example, assume that a payment was received for business unit XX and is from a vendor in the vendor GL class YY. Distribution A+ selects the A/P and cash discount accounts which match the values that you have keyed here.
2. If Distribution A+ does not find a match, it blanks out the lowest field that is displayed on your screen and tries again.  
For example, Distribution A+ looks for an account definition of business unit XX and vendor GL code YY.
3. If Distribution A+ blanks out both fields on your screen and still does not find a match, it uses the company default. It will always find this account since you are required to set it up.

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
GL-AP Accounts Maintenance Selection Screen	Use to maintain A/P accounts.
GL-AP Accounts Maintenance Screen	Use to key your A/P Account, Cash-Discount Account, and A/P Clearing Internal Account.
Verify GL-AP Accounts Maintenance Screen	Use to verify the G/L accounts keyed on the GL-AP Accounts Maintenance Screen.

## GL-AP Accounts Maintenance Selection Screen

```

GL-AP ACCOUNTS MAINTENANCE
1 - A & C Office Supply

Function:      -      (A, C or D)

Business Unit? ...
Vendor GL Code? ...

F12=Return
  
```

This screen displays after selecting **Function 9** from the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). Use this screen to maintain A/P accounts.

### GL-AP Accounts Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<p>Key <b>A</b> to add a new account definition</p> <p>Key <b>C</b> to change an existing account definition.</p> <p>Key <b>D</b> to delete an existing account definition.</p> <p>(A 1) Required</p>
Business Unit	<p>This field appears only if the transfer option is defined to <b>SELECTING A/P ACCOUNTS: Use Business Unit</b> on the General Ledger/Accounts Payable Transfer Options Screen (p. 15-23) (<b>Function T</b>).</p> <p>Key the Business Unit for which A/P accounts will be added, changed, or deleted.</p> <p>When specifying additional transaction values (Vendor GL Code) you must key a Business Unit Code in this field.</p> <p><i>Valid Values:</i> Any valid Business Unit Code defined through Business Units Maintenance (MENU GLXFER).</p> <p>(A 2) Optional</p>



**GL-AP Accounts Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Vendor GL Code	<p>This field appears only if the transfer option is defined to <b>SELECTING A/P ACCOUNTS: Use Vendor GL Code</b> on the General Ledger/Accounts Payable Transfer Options Screen (p. 15-23) (<b>Function T</b>).</p> <p>Key the Vendor GL Code for which A/P accounts will be added, changed, or deleted.</p> <p><i>Valid Values:</i> Any valid Vendor GL Code which has been defined through Vendor GL Codes Maintenance (MENU GLXFER).</p> <p>(A 2) Optional</p>
F12=Return	Press <b>F12=RETURN</b> to return to the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) without updating any fields on this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The GL-AP Accounts Maintenance Screen (p. 15-114) will display.

## GL-AP Accounts Maintenance Screen

<u>GL-AP ACCOUNTS MAINTENANCE</u>		Change
1 - A & C Office Supply Company Defaults		
Business Unit: Vendor GL Code:		
<u>Div.Account.Sub</u>		
A/P Account	001.0002000.000	.....
Cash Discount Account	001.0004600.000	.....
AP Clearing Int. Account	001.0002660.000	.....
		F12=Return

## Verify GL-AP Accounts Maintenance Screen

<u>GL-AP ACCOUNTS MAINTENANCE</u>		Change
1 - A & C Office Supply Company Defaults		
Business Unit: Vendor GL Code:		
<u>Div.Account.Sub/Description</u>		
A/P Account	001.0002000.000	Accounts Payable
Cash Discount Account	001.0004600.000	A/P Cash Discounts Taken
AP Clearing Int. Account	001.0002660.000	A/P Internal Clearing
		F12=Return

The GL-AP Accounts Maintenance Screen appears after you confirm your selections and press [ENTER](#) on the GL-AP Accounts Maintenance Selection Screen (p. 15-112). Use this screen to key your A/P Account, Cash-Discount Account, and A/P Clearing Internal Account. Distribution A+ defaults these accounts into your voucher when the values you key on this screen and the values associated with your voucher are the same.

The Verify GL-AP Accounts Maintenance Screen appears after you confirm your selections and press **ENTER** on the GL-AP Accounts Maintenance Screen (p. 15-114). Use this screen to verify G/L account number selections that were made on the GL-AP Accounts Maintenance Screen (p. 15-114).

All fields are display only for your review on the verification screen.

### GL-AP Accounts Maintenance Screen Fields and Function Keys

Field/Function Key	Description
A/P Account	<p>This account is credited when vouchers or check reversals are posted; it is debited when checks are printed or manual checks are posted.</p> <p>This account may be overridden during Voucher Entry (MENU APMAIN).</p> <p><i>Valid Values:</i> Any valid GL account (liability) except distribution accounts.</p> <p>(N 25,0) Required</p>
Cash Discount Account	<p>This account is credited with the cash discount amount for an open payable when checks are printed or manual checks are posted.</p> <p>This account may be overridden during Voucher Entry (MENU APMAIN) or Open Payables Maintenance (MENU APMAIN).</p> <p><i>Valid Values:</i> Any valid GL account (income) except distribution accounts.</p> <p>(N 25,0) Required</p>
AP Clearing Int. Account	<p>This internal processing account is debited and credited during Voucher Post (MENU APMAIN) for the value of split invoices, vouchers created with split terms, as they are updated to Accounts Payable. This account will have a zero balance at the end of the posting transaction.</p> <p><i>Valid Values:</i> Any valid GL account (liability) except distribution accounts.</p> <p>(N 25,0) Required</p>
F5=Fill Defaults	<p>Press <b>F5=FILL DEFAULTS</b> to fill each field on the screen with the account numbers from the next less specific account definition in the hierarchy (see Understanding the A/P Accounts Selection Hierarchy (p. 15-111)). You cannot fill defaults at the company level.</p> <p>For example, assume that you previously specified default company accounts through this function by leaving all the fields blank on the GL-AP Accounts Maintenance Selection Screen (p. 15-112). Next, select business unit <b>01</b> in the <b>Business Unit</b> field. When you press <b>F5=FILL DEFAULTS</b>, those accounts selected for the company duplicate on this screen.</p>
F12=Return	<p><i>Entry:</i> Press <b>F12=RETURN</b> to return to the GL-AP Accounts Maintenance Selection Screen (p. 15-112) without updating any fields on this screen.</p> <p><i>Verify:</i> Press <b>F12=RETURN</b> to return to the GL-AP Accounts Maintenance Screen (p. 15-114).</p>

**GL-AP Accounts Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
F24=Delete	<p>F24=DELETE displays only if you selected <b>D</b> in the <b>Function</b> field on the GL-AP Accounts Maintenance Selection Screen (p. 15-112).</p> <p>Press F24=DELETE to delete the account definition. You will be prompted to press F24=DELETE twice to confirm deletion. All accounts will be deleted and the record will no longer exist.</p> <hr/> <p>NOTE: You will not be able to delete an account definition if a lower level exists. For example, if you have chosen to post to different accounts based on both the business unit and, within the business unit, on the vendor GL code, you may not delete the warehouse account definitions unless you first delete the vendor GL code definitions.</p> <hr/>
Enter	<p><i>Entry:</i> Press ENTER to confirm your selections. The account descriptions will display on the Verify GL-AP Accounts Maintenance Screen (p. 15-114).</p> <p><i>Verify:</i> Press ENTER to accept your selections and display the GL-AP Accounts Maintenance Selection Screen (p. 15-112).</p> <hr/>

## Defining A/P Expense Accounts/Rebate Accounts

You can set up and maintain your A/P expense accounts and rebate accounts used in Voucher Entry through **Function A** on the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3)

Use this function to set up and maintain the following bank accounts:

- LIABILITY ACCOUNTS
  - Pending Rebates
  - Rebate Accounts Payable
- ASSET ACCOUNTS
  - Rebate Accounts Receivable
- EXPENSE ACCOUNTS
  - Default Expense Account
  - Rebate Variance
  - Pre-Receipt Inventory
- INCOME/EXPENSE ACCOUNTS
  - Pre-Receipt Inventory Gain/Loss

When you select this function for the first time, you are required to key the company default account definition. Distribution A+ uses these company default accounts if no other more specific account definitions have been defined. The GL-AP Expense Accounts/Rebate Accounts Maintenance Selection Screen (p. 15-119) does not display when this function is selected for the first time.

## Understanding A/P Expense Accounts/Rebate Accounts Selection

Read “Account Selection Method” on page 1-34 before proceeding.

When posting vouchers or check reversals, the appropriate A/P expense/rebate account to update is selected by comparing values from the voucher to values that you have keyed on the GL-AP Expense Accounts/Rebate Accounts Maintenance Selection Screen (p. 15-119).

Any or all of the three fields shown in the GL-AP Expense Accounts/Rebate Accounts Maintenance Selection Screen (p. 15-119) may not display on your screen if you chose not to use them through Transfer Options (**Function T**). Fields that do not display are ignored by the account selection hierarchy (which is explained below).

To simplify your set up, use **Function T** to “turn off” fields you are not using. For example, if you do not post to different A/P expense accounts based on the classification of the vendor that you made a purchase from, then the vendor GL code should not display on your screen. If it does display, turn it off.

## Understanding the A/P Expense Account/Rebate Account Selection Hierarchy

If at least one field displays on the GL-AP Expense Accounts/Rebate Accounts Maintenance Selection Screen (p. 15-119), then Distribution A+ will use this hierarchy to select the appropriate accounts as follows:

1. Distribution A+ will first try to match all the fields that display on the GL-AP Expense Accounts/Rebate Accounts Maintenance Selection Screen (p. 15-119) with the fields from the voucher. If it finds a match, then it uses those accounts.

For example, assume that a payment was received for business unit XX and is from a vendor in the vendor GL class YY. Distribution A+ selects the A/P and cash discount accounts which match the values that you have keyed here.

2. If Distribution A+ does not find a match, it blanks out the lowest field that is displayed on your screen and tries again.

For example, Distribution A+ looks for an account definition of business unit XX and vendor GL code YY.

3. If Distribution A+ blanks out both fields on your screen and still does not find a match, it uses the company default. It will always find this account since you are required to set it up. Press **ENTER** to

confirm your selections. The GL-AP Expense Accounts/Rebate Accounts Maintenance Screen (p. 15-121) will display.

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
GL-AP Expense Accounts/Rebate Accounts Maintenance Selection Screen	Use to maintain expense/rebate accounts.
GL-AP Expense Accounts/Rebate Accounts Maintenance Screen	Use to key account information.
Verify GL-AP Expense Accounts/Rebate Accounts Maintenance Screen	Use to verify the G/L accounts keyed on the GL-AP Expense Accounts/Rebate Accounts Maintenance Screen.

## GL-AP Expense Accounts/Rebate Accounts Maintenance Selection Screen

```

GL-AP EXPENSE ACCOUNTS/REBATE ACCOUNTS MAINTENANCE
1 - A & C Office Supply

Function:      -      (A, C or D)

Business Unit? ...
Vendor GL Code? ...
Vendor Number: .....

F12=Return
  
```

This screen displays after selecting **Function A** from the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). Use this screen to maintain expense/rebate accounts.

### GL-AP Expense Accounts/Rebate Accounts Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key <b>A</b> to add new A/P expense/rebate accounts. Key <b>C</b> to change existing A/P expense/rebate accounts. Key <b>D</b> to delete existing A/P expense/rebate accounts. (A 1) Required

## GL-AP Expense Accounts/Rebate Accounts Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Business Unit	<p>This field appears only if the transfer option is defined to <b>SELECTING A/P EXPENSE/REBATE ACCOUNTS: Use Business Unit</b> on the General Ledger/Accounts Payable Transfer Options Screen (p. 15-23) (<b>Function T</b>).</p> <p>The Business Unit for which a separate account is used when posting A/P expense/rebate accounts. Key the Business Unit for which A/P accounts will be added, changed, or deleted.</p> <p>When specifying default A/P accounts for this company, leave this field blank.</p> <p>When specifying additional transaction values (Vendor GL Code or Vendor Number) you must key a Business Unit Code in this field.</p> <p><i>Valid Values:</i> Any valid Business Unit Code defined through Business Units Maintenance (MENU GLXFER).</p> <p>(A 2) Optional</p>
Vendor GL Code	<p>This field appears only if the transfer option is defined to <b>SELECTING A/P EXPENSE/REBATE ACCOUNTS: Use Vendor GL Code</b> on the General Ledger/Accounts Payable Transfer Options Screen (p. 15-23) (<b>Function T</b>).</p> <p>Key the Vendor GL Code for which A/P expense/rebate accounts will be added, changed, or deleted.</p> <p>When specifying additional transaction values (Vendor Number) you must key a Vendor GL Code in this field.</p> <p><i>Valid Values:</i> Any valid Vendor GL Code which has been defined through Vendor GL Codes Maintenance (MENU GLXFER).</p> <p>(A 2) Optional</p>
Vendor Number	<p>This field appears only if the transfer option is defined to <b>SELECTING A/P EXPENSE/REBATE ACCOUNTS: Use Vendor Number</b> on the General Ledger/Accounts Payable Transfer Options Screen (p. 15-23) (<b>Function T</b>).</p> <p>The vendor number for which a separate account is used when posting A/P expense/rebate accounts. This account is used for only one vendor. Key the vendor number for which A/P accounts will be added, changed, or deleted.</p> <p><i>Valid Values:</i> Any valid vendor number</p> <p>(A 6) Optional</p>
F12=Return	Press <b>F12=RETURN</b> to return to the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) without updating any fields on this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The GL-AP Expense Accounts/Rebate Accounts Maintenance Screen (p. 15-121) will display.



## GL-AP Expense Accounts/Rebate Accounts Maintenance Screen

GL-AP EXPENSE ACCOUNTS/REBATE ACCOUNTS MAINTENANCE		Change
1 - A & C Office Supply		
Company Defaults		
Business Unit:		
Vendor GL Code:		
Vendor Number:		
	<u>Div.Account.Sub</u>	
Default Expense Account	001.0005500.000	
Pending Rebates Account	001.0001150.000	
Rebate Variance Account	001.0005950.000	
Rebate A/P Account	001.0002030.000	
Rebate A/R Account	001.0001160.000	
Pre-Receipt Inventory	001.0005120.000	
Pre-Rcpt Inv Gain/Loss:	001.0005125.000	
		F5=Fill Defaults F12=Return

## Verify GL-AP Expense Accounts/Rebate Accounts Maintenance Screen

GL-AP EXPENSE ACCOUNTS/REBATE ACCOUNTS MAINTENANCE		Change
1 - A & C Office Supply		
Company Defaults		
Business Unit:		
Vendor GL Code:		
Vendor Number:		
	<u>Div.Account.Sub/Description</u>	
Default Expense Account	001.0005500.000	Miscell. expense account
Pending Rebates Account	001.0001150.000	Pending Vendor Rebates
Rebate Variance Account	001.0005950.000	Rebate Variance
Rebate A/P Account	001.0002030.000	Rebate Accounts Payable
Rebate A/R Account	001.0001160.000	Rebate Account Receivable
Pre-Receipt Inventory	001.0005120.000	Pre-Receipt Inventory
Pre-Rcpt Inv Gain/Loss:	001.0005125.000	Pre-Receipt Inventory G/L
		F5=Fill Defaults F12=Return

The GL-AP Expense Accounts/Rebate Accounts Maintenance Screen appears after you confirm your selections and press **ENTER** on the GL-AP Expense Accounts/Rebate Accounts Maintenance Selection Screen (p. 15-119). Use this screen to key the following account information:

- The expense account that will be used as the default in Voucher Entry when the values you keyed on the GL-AP Expense Accounts/Rebate Accounts Maintenance Selection Screen (p. 15-119) and the values associated with the voucher are the same.

- The GL accounts to be used when vendor rebates are utilized in Distribution A+. These accounts are used to track the transient costs associated with vendor rebates. Refer to the example that follows for an explanation of how these accounts are affected.
- The account that will be used as the default expense account when pre-receipt invoices are entered through Voucher Entry (MENU APMMAIN).

The Verify GL-AP Expense Accounts/Rebate Accounts Maintenance Screen appears after you press **ENTER** on the GL-AP Expense Accounts/Rebate Accounts Maintenance Screen (p. 15-121). Use this screen to verify G/L account number selections that were made on the GL-AP Expense Accounts/Rebate Accounts Maintenance Screen (p. 15-121).

All fields are display only for your review on the verification screen.

**Example:**

Assumption: Vendor 100 will rebate 20 cents of the vendor/item cost for each item A100 that is sold.

Process: When item A100 is sold, the following costs are associated with the sale:

- Vendor/Item Cost: \$4.50
- Inventory Cost: \$4.40
- Rebate Cost: \$4.30 (\$4.50 vendor/item cost - \$0.20 rebate)

When the sale of the item is invoiced, the following GL transactions will take place:

- Inventory Account: \$4.40 Credit
- Cost-of-Goods-Sold Account: \$4.30 Debit (same as Rebate Cost)
- Pending Rebates Account: \$0.10 Debit (\$4.40 inventory - \$4.30 cost of goods sold)

When the rebate for the item sold is applied, the following GL transactions will take place:

- Pending Rebates Account: \$0.10 Credit
- Rebate (A/P or A/R) Account \*: \$0.20 Debit
- Rebate Variance Account: \$0.10 Credit (Difference between rebate \$0.20 and pending rebate \$0.10 values)

\* Through Vendors Maintenance (MENU POFIELD/MENU APFILE) you determine the rebate method for the vendor. The rebate amount will be sent either to A/P as a credit memo or to A/R as an open invoice. If the A/R method is selected, the customer to whom the invoice is to be sent is also identified through Vendors Maintenance (MENU POFIELD/MENU APFILE).

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**GL-AP Expense Accounts/Rebate Accounts Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Default Expense Account	<p>The expense account that is debited when vouchers or prepaid invoices are posted.</p> <p>This account may be overridden during Voucher Entry (MENU APMAIN).</p> <p><i>Valid Values:</i> Any valid GL account (expense) except distribution accounts (N 25,0) Required</p>
Pending Rebates Account	<p>This account is debited when newly created orders using vendor rebates are passed to GL during Day-End Processing (MENU XAMAST). This account is credited when those orders are completed and the rebates are posted.</p> <p>The amount that the account is debited/credited is the difference between the extended inventory cost and the rebate cost.</p> <hr/> <p>NOTE: When the debit occurs, the amount of the debit is retrieved from the Order History Detail File (HSDDET).</p> <hr/> <p>Using the example previously provided, this Pending Rebates Account would be debited by \$0.10 calculated as:</p> <p>X = extended inventory cost - rebate cost  = \$4.40 - \$4.30  = \$0.10</p> <p><i>Valid Values:</i> Any valid GL account (asset)  (N 25,0) Required</p>
Rebate Variance Account	<p>This account is credited/debited when rebates are posted. The amount that the account is affected by is the difference between the pending rebates amount and the actual rebate amount. If the actual rebate amount is less than the pending rebate amount, this variance account is debited; if the actual rebate amount is greater than the pending rebate amount, this variance account is credited.</p> <p>Using the example previously provided, this rebate variance account would be debited by \$0.10 calculated as:</p> <p>X = difference between (actual rebate amount) and (pending rebate amount)  = (\$0.20) - (\$0.10)  = \$0.10</p> <p><i>Valid Values:</i> Any valid GL account (expense) except distribution accounts  (N 25,0) Required</p>

**GL-AP Expense Accounts/Rebate Accounts Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Rebate A/P Account	<p>This account is used for vendor rebates if the A/P rebate method has been selected for the indicated vendor through Vendors Maintenance (MENU POFILE/MENU APFILE). By selecting the A/P rebate method, rebate amounts will be sent to A/P as credit memos.</p> <p>This account is debited when rebates are posted. The account is credited when the credit memo is applied through A/P.</p> <p>The amount that the account is debited/credited by is the difference between the original cost and the rebate cost.</p> <p>Using the example previously provided, this rebate A/P account would be debited by \$0.20 calculated as:</p> $\begin{aligned} X &= \text{original cost} - \text{rebate cost} \\ &= \$4.50 - \$4.30 \\ &= \$0.20 \end{aligned}$ <p><i>Valid Values:</i> Any valid GL account (liability)</p> <p>(N 25,0) Required</p>
Rebate A/R Account	<p>This account is used for vendor rebates if the A/R rebate method has been selected for the indicated vendor through Vendors Maintenance (MENU POFILE/MENU APFILE). By selecting the A/R rebate method, rebate amounts will be sent to A/R as open invoices.</p> <p>This account is debited when rebates are posted. The account is credited when payment is received through A/R from the vendor.</p> <p>The amount that the account is debited/credited by is the difference between the original cost and the rebate cost.</p> <p>Using the example previously provided, this rebate A/R account would be debited by \$0.20 calculated as:</p> $\begin{aligned} X &= \text{original cost} - \text{rebate cost} \\ &= \$4.50 - \$4.30 \\ &= \$0.20 \end{aligned}$ <p><i>Valid Values:</i> Any valid GL account (asset)</p> <p>(N 25,0) Required</p>
Pre-Receipt Inventory	<p>This account is used as the default expense account when pre-receipt invoices are entered through Voucher Entry (MENU APMAIN).</p> <p>This account is debited when posting a voucher (unless manually changed to a credit) and is credited when the receipt is validated to the pre-receipt invoice.</p> <p><i>Valid Values:</i> Any valid GL account (asset); represents inventory purchased/paid for but not yet received.</p> <p>(N 25,0) Required</p>

**GL-AP Expense Accounts/Rebate Accounts Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Pre-Rcpt Inv Gain/Loss	<p>Use this field to enter the number of the account that will be used for gains/losses resulting from differences in the exchange rate between the time the payment was made (prior to the receipt of inventory), and the rate in effect at the time inventory is received (i.e., the receipt's local currency value). If the exchange rate at the time a pre-receipt voucher is posted is different from the exchange rate in effect when the receipt is posted, the transaction will be placed into an I/C G/L posting group and the gains/losses that are calculated when the group is posted will be saved in revaluation history.</p> <p>Key the account number that will be used for gains/losses resulting from a difference between the pre-receipt invoice's local currency value and the receipt's local currency value when validated. This account is credited when a gain has occurred during receipt validation and debited when a loss has occurred during receipt validation.</p> <p><i>Valid Values:</i> Any valid GL account (expense) except distribution accounts (N 25,0) Required</p>
F5=Fill Defaults	<p>Press <b>F5=Fill Defaults</b> to fill each field on this screen with the account numbers from the next less specific account definition in the hierarchy (see "Understanding the A/P Expense Account/Rebate Account Selection Hierarchy" on page 15-117). You cannot fill defaults at the company level.</p>
F12=Return	<p><i>Entry:</i> Press <b>F12=Return</b> to return to the previous screen without updating any fields on this screen. The GL-AP Expense Accounts/Rebate Accounts Maintenance Selection Screen (p. 15-119) will display.</p> <p><i>Verify:</i> Press <b>F12=Return</b> to return to the GL-AP Expense Accounts/Rebate Accounts Maintenance Screen (p. 15-121).</p>
F24=Delete	<p><b>F24=DELETE</b> displays only if you selected <b>D</b> in the <b>Function</b> field on the GL-AP Expense Accounts/Rebate Accounts Maintenance Selection Screen (p. 15-119).</p> <p>Press <b>F24=DELETE</b> to delete the account definition. You will be prompted to press <b>F24=DELETE</b> twice to confirm deletion. All accounts will be deleted and the record will no longer exist.</p> <hr/> <p><b>NOTE:</b> You will not be able to delete an account definition if a lower level exists. For example, if you have chosen to post to different accounts based on both the business unit and, within the business unit, on the vendor GL code, you may not delete the business unit account definitions unless you first delete the vendor GL code definitions.</p>

**GL-AP Expense Accounts/Rebate Accounts Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Enter	<i>Entry:</i> Press <b>ENTER</b> to confirm your selections. The account descriptions will display on the Verify GL-AP Expense Accounts/Rebate Accounts Maintenance Screen (p. 15-121).  <i>Verify:</i> Press <b>ENTER</b> to accept your selections and display the GL-AP Expense Accounts/Rebate Accounts Maintenance Selection Screen (p. 15-119).

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## Defining Inter-Company Accounts

You can set up and maintain inter-company accounts for use by two separate companies defined within Distribution A+ through **Function B** on the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3).

When using inter-company transfer accounts, Due To and Due From company clearing accounts must be defined through this function. With inter-company transfer accounts, Distribution A+ can create journal entries required in a multi-company environment. When a transfer account is updated in general ledger, the system will automatically generate entries to associated accounts in another company and update corresponding accounts between the two companies. [Refer to GL Accounts Maintenance (MENU GLFILE), as described in the General Ledger manual, for details on designating inter-company transfer accounts.]

Inter-company transfers are posted in a transfer journal (TJ) and created automatically when a transaction is posted to a pre-defined inter-company account. The inter-company entry creates transactions in the source and target company:

- **Source Company Entry:** Post offsetting entry to the source inter-company account and an opposing to the target company's Due To and Due From account number defined in the Inter-Company Definition File (maintained through this function).
- **Target Company Adjusting Entry:** Generate another set of transactions for the target company using the actual account number in the transaction and the target company's Due To and Due From account for the source company.

**Example:**

Assume company 1 sells a product from WH 2, which belongs to company 2. The invoice transaction reduced inventory in WH 2 (in company 1) by the cost of goods sold amount (\$100). WH 2 inventory in company 1 is an inter-company account with the following set up:

Target Company: 2

Target Account: Inventory WH 2 (Company 2)

Initial General Entry:

- Company 1:
  - Cost of Goods Sold - 100DR
  - Inventory WH2 - 100CR

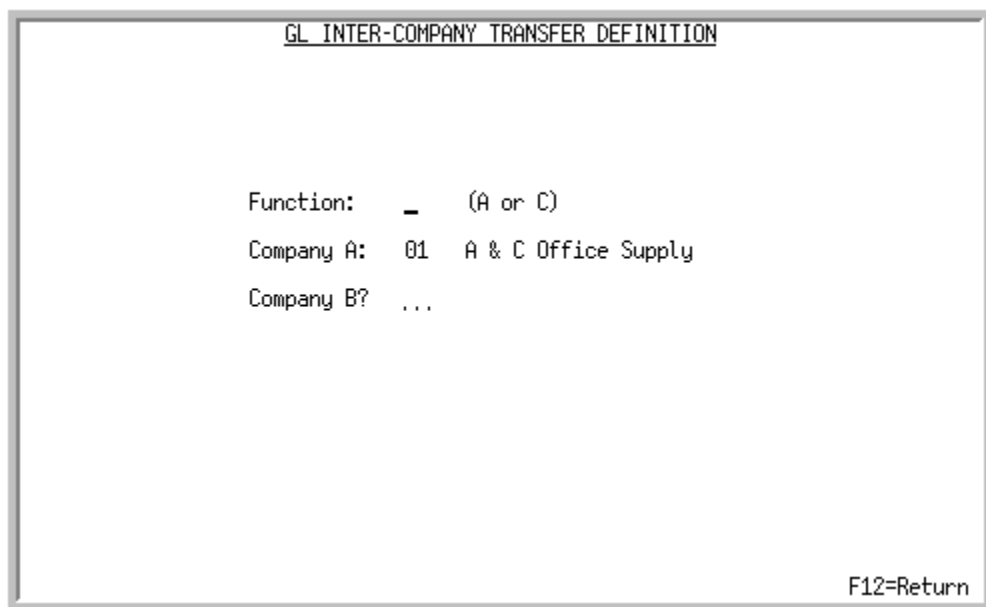
The transfer journal entries are:

- Company 1:
  - Inventory WH 2 - 100DR
  - Due To 02 - 100CR
- Company2:
  - Due From 01 - 100DR
  - Inventory WH 2 - 100CR

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
GL Inter-Company Transfer Definition Selection Screen	Use to select the companies for which you want to define or maintain Due To/Due From accounts.
GL Inter-Company Transfer Definition Screen	Use to specify the Due To/Due From accounts for the selected companies.
Verify GL Inter-Company Transfer Definition Screen	Use to verify the G/L accounts keyed on the GL Inter-Company Transfer Definition Screen.

## GL Inter-Company Transfer Definition Selection Screen



GL INTER-COMPANY TRANSFER DEFINITION

Function:    -    (A or C)

Company A:   01   A & C Office Supply

Company B?   ...

F12=Return

This screen displays after you select **Function B** from the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). Use this screen to select the companies for which you want to define or maintain Due To/Due From accounts.

### GL Inter-Company Transfer Definition Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key <b>A</b> to add a new inter-company account for two companies. Key <b>C</b> to change an existing inter-company account. (A 1) Required
Company A	This field cannot be the same company as entered in the <b>Company B</b> field. Key the first company for which you are creating or maintaining the inter-company transfer definition. <i>Default Value:</i> The company selected on the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) <i>Valid Values:</i> Any valid company number defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Required



**GL Inter-Company Transfer Definition Selection Screen Fields and Function Keys**

Field/Function Key	Description
Company B	<p>This field cannot be the same company as entered in the <b>Company A</b> field.</p> <p>Key the second company for which you are creating or maintaining the inter-company transfer definition.</p> <p><i>Valid Values:</i> Any valid company number defined through Company Name Maintenance (MENU XAFILE).</p> <p>(N 2,0) Required</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) without updating any fields on this screen.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selections. The GL Inter-Company Transfer Definition Screen (p. 15-130) will display.</p>

## GL Inter-Company Transfer Definition Screen

GL INTER-COMPANY TRANSFER DEFINITION		Change
Company A: 01 A & C Office Supply		
Company B: 02 B & B Office Supply		
	<u>Div.Account.Sub</u>	
Co 01 Due To Co 02 Acct:	001.0002500.000	.....
Co 01 Due From Co 02 Acct:	001.0001500.000	.....
Co 02 Due To Co 01 Acct:	001.0002500.000	.....
Co 02 Due From Co 01 Acct:	001.0001500.000	.....
		F12=Return

## Verify GL Inter-Company Transfer Definition Screen

GL INTER-COMPANY TRANSFER DEFINITION		Change
Company A: 01 A & C Office Supply		
Company B: 02 B & B Office Supply		
	<u>Div.Account.Sub/Description</u>	
Co 01 Due To Co 02 Acct:	001.0002500.000	Due to Company 2
Co 01 Due From Co 02 Acct:	001.0001500.000	Due From Company 2
Co 02 Due To Co 01 Acct:	001.0002500.000	Due To Company 1
Co 02 Due From Co 01 Acct:	001.0001500.000	Due From Company 1
		F12=Return

The GL Inter-Company Transfer Definition Screen appears after you press **ENTER** on the GL Inter-Company Transfer Definition Selection Screen (p. 15-128). Use this screen to specify the Due To/Due From accounts for the selected companies.

The Verify GL Inter-Company Transfer Definition Screen appears after you press **ENTER** on the GL Inter-Company Transfer Definition Screen (p. 15-130). Use this screen to verify G/L account number selections that were made on the GL Inter-Company Transfer Definition Screen (p. 15-130).

All fields are display only for your review on the verification screen.

### GL Inter-Company Transfer Definition Screen Fields and Function Keys

Field/Function Key	Description
Company Due To/Due From Accounts	Use these fields to enter the company Due To/Due From accounts for which the inter-company definition will be created. <i>Valid Values:</i> Any valid account (4 @ A 29) Required
F12=Return	<i>Entry:</i> Press <b>F12=RETURN</b> to return to the GL Inter-Company Transfer Definition Selection Screen (p. 15-128) without updating this screen. <i>Verify:</i> Press <b>F12=RETURN</b> to return to the GL Inter-Company Transfer Definition Screen (p. 15-130).
Enter	<i>Entry:</i> Press <b>ENTER</b> to confirm your selections. The Verify GL Inter-Company Transfer Definition Screen (p. 15-130) will display. <i>Verify:</i> Press <b>ENTER</b> to update your selections and create the inter-company transfer definition. The GL Inter-Company Transfer Definition Selection Screen (p. 15-128) will display.

## Defining A/R Adjustment Number Accounts

Through **Function C** of the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3), you can assign GL account numbers to defined adjustment numbers for use in Account Receivable activities, resulting in an adjustment code being associated with a specific general ledger account. Once assigned, keying the A/R adjustment code during A/R payment processing results in the displaying of the specified GL account.

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
GL-AR Adjustment Number Account Maintenance Selection Screen	Use to select the adjustment number for which you want to assign GL account number.

Title	Purpose
GL-AR Adjustment Number Account Maintenance Screen	Use to specify the GL account to be associated with the specified adjustment number, or to delete a specified adjustment number account definition.
Verify GL-AR Adjustment Number Account Maintenance Screen	Use to verify the G/L accounts keyed on the GL-AR Adjustment Number Account Maintenance Screen.

## GL-AR Adjustment Number Account Maintenance Selection Screen

```

GL-AR ADJUSTMENT NUMBER ACCOUNT MAINTENANCE
1 - A & C Office Supply

Function:      _      (A, C or D)

Adjustment Number? .....

F12=Return
  
```

This screen appears after you select **Function C** from the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). Use this screen to select the adjustment number for which you want to assign a GL account number.

### GL-AR Adjustment Number Account Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<p>Key <b>A</b> to assign a GL account number to a specific adjustment number for the first time.</p> <p>Key <b>C</b> to change a GL account number assigned to a specific adjustment number.</p> <p>Key <b>D</b> to delete the connection between an adjustment number and a GL account.</p> <hr/> <p>NOTE: Be sure to add a default record by keying a function code of <b>A</b> for Add and leaving the adjustment number blank. Any adjustment numbers not specifically defined will post to this default GL account.</p> <hr/> <p>(A 1) Required</p>
Adjustment Number	<p>This is a one to six character Accounts Receivable adjustment number previously defined via Adjustment Numbers Maintenance (MENU ARFIL2). The adjustment number keyed here will be that to which the selected GL account number will be assigned, changed, or deleted.</p> <p>(A 6) Required</p>

### **GL-AR Adjustment Number Account Maintenance Selection Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
F12=Return	Press <b>F12=RETURN</b> to return to the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) without updating any fields on this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The GL-AR Adjustment Number Account Maintenance Screen (p. 15-135) will display.

## GL-AR Adjustment Number Account Maintenance Screen

<u>GL-AR ADJUSTMENT NUMBER ACCOUNT MAINTENANCE</u>		Change
1 - A & C Office Supply		
Adjustment Number:	WOD1	Write Off Discount-uncollectbl
	<u>Div.Account.Sub</u>	
Adjustment Account:	001.0005310.000 .....	
		F12=Return

## Verify GL-AR Adjustment Number Account Maintenance Screen

<u>GL-AR ADJUSTMENT NUMBER ACCOUNT MAINTENANCE</u>		Change
1 - A & C Office Supply		
Adjustment Number:	WOD1	Write Off Discount-uncollectbl
	<u>Div.Account.Sub/Description</u>	
Adjustment Account:	001.0005310.000 A/R Write Off Discounts	
		F12=Return

The GL-AR Adjustment Number Account Maintenance Screen appears after you press **ENTER** on the GL-AR Adjustment Number Account Maintenance Selection Screen (p. 15-133).

Use this screen to specify the GL account to be associated with the specified adjustment number, or to delete a specified adjustment number account definition.

The Verify GL-AR Adjustment Number Account Maintenance Screen appears after you press **ENTER** on the GL-AR Adjustment Number Account Maintenance Screen (p. 15-135). Use this screen to verify G/L account number selections that were made on the GL-AR Adjustment Number Account Maintenance Screen (p. 15-135).

All fields are display only for your review on the verification screen.

#### GL-AR Adjustment Number Account Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Adjustment Account	<p>Key the GL account that will be associated with the identified adjustment number. This GL account will be displayed when the adjustment number is keyed during payment transaction processing via Cash &amp; Adjustment Entry/Edit (MENU ARMAIN). You will still be able to override this default if desired.</p> <p><i>Valid Values:</i> Any valid GL account</p> <p>(N 25,0) Required</p>
F12=Return	<p><i>Entry:</i> Press <b>F12=RETURN</b> to return to the GL-AR Adjustment Number Account Maintenance Selection Screen (p. 15-133) without updating this screen.</p> <p><i>Verify:</i> Press <b>F12=RETURN</b> to return to the GL-AR Adjustment Number Account Maintenance Screen (p. 15-135) without updating this screen.</p>
F24=Delete	<p><b>F24=DELETE</b> displays only if you selected <b>D</b> in the <b>Function</b> field on the GL-AR Adjustment Number Account Maintenance Selection Screen (p. 15-133).</p> <p>Press <b>F24=DELETE</b> to delete the account definition. You will be prompted to press <b>F24=DELETE</b> twice to confirm deletion. All accounts will be deleted and the record will no longer exist.</p>
Enter	<p><i>Entry:</i> Press <b>ENTER</b> to confirm your selections. The Verify GL-AR Adjustment Number Account Maintenance Screen (p. 15-135) appears.</p> <p><i>Verify:</i> Press <b>ENTER</b> to confirm your selections. The GL-AR Adjustment Number Account Maintenance Selection Screen (p. 15-133) appears.</p>

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## Defining I/C Inventory Accounts

You can specify which General Ledger accounts will be used when gains/losses resulting from fluctuations in exchange rates are accrued from transactions affecting inventory accounts.

Use this function to set up and maintain the following bank accounts:



- INCOME/EXPENSE ACCOUNTS
  - Un-Invoiced Receipts Gain/Loss
  - Un-Invoiced Landing Cost Gain/Loss

When you select this function for the first time, you are required to key the company default account definition. Distribution A+ uses these company default accounts if no other specific account definitions have been defined. The I/C Inventory Accounts Maintenance Selection Screen (p. 15-139) does not display when this function is selected for the first time.

## Understanding I/C Inventory Account Selection

Please read “Account Selection Method” on page 1-34, before proceeding.

When posting I/A transactions, P/O receipts, W/M receivers, work order receipts, or bill of material receipts, the appropriate inventory account to update is selected by comparing values from the specific transaction to values that you have keyed on the I/C Inventory Accounts Maintenance Selection Screen (p. 15-139).

Any or either of the two fields shown in the I/C Inventory Accounts Maintenance Selection Screen (p. 15-139) may not display on your screen if you chose not to use them through Transfer Options (**Function T**). Fields that do not display are ignored by the account selection hierarchy (which is explained below).

To simplify your set up, use **Function T** to “turn off” fields you are not using. For example, if you do not post to different inventory accounts based on the currency code of the vendor that you made a purchase from, then the currency code should not display on your screen. If it does display, turn it off.

## Understanding the I/C Inventory Account Selection Hierarchy

If at least one field appears on your screen, then Distribution A+ uses this hierarchy to select the appropriate accounts as follows:

1. Distribution A+ will first try to match all the fields that appear on the I/C Inventory Accounts Maintenance Selection Screen (p. 15-139) with the fields from the inventory transaction. If it finds a match, then it uses those accounts.

For example, assume your item is being received into warehouse 6 owned by the Canadian company. The currency code is CAD for Canadian dollars and because there are 2 branches in the Canadian company, there is a unique source inventory account for each branch. Distribution A+ selects the un-invoiced receipts gain/loss account and the un-invoiced landing cost gain/loss accounts which match the values that you keyed here.

2. If Distribution A+ does not find a match, it blanks out the lowest field that displays on your screen and tries again.

For example, Distribution A+ looks for an account definition of just currency code CAD.

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
I/C Inventory Accounts Maintenance Selection Screen	Use to indicate the currency and source inventory account for which you are specifying gain/loss receipts and gain/loss landing cost accounts.
I/C Inventory Accounts Maintenance Screen	Use to enter the account numbers for the gain/loss receipts and gain/loss landing cost accounts.
Verify I/C Inventory Accounts Maintenance Screen	Use to verify the G/L accounts keyed on the I/C Inventory Accounts Maintenance Screen.

## I/C Inventory Accounts Maintenance Selection Screen

INTERNATIONAL CURRENCY TRANSFER DEFINITION	
01 - A & C Office Supply	
Function:	- (A, C or D)
Currency Code?	....
Source Inv Acct:	<u>Div.Account.Sub</u> .....
F12=Return	

This screen appears after selecting **Function D** on the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3).

Use this function to set up and maintain the currency and if desired, the source I/C inventory accounts to be used when gains/losses resulting from fluctuations in exchange rates are accrued from transactions affecting inventory accounts.

The transfer definition defined through this function will always contain a default company level definition. You may, optionally, in addition to this default company level definition, define accounts on a currency level within the company level, and a source account (the inventory account being affected) level within the currency and company level.

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NOTE: If you are posting to different accounts based on both the currency and the source account, you must define the account for the currency before you may define the account for the source.

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### I/C Inventory Accounts Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key <b>A</b> to create a new account definition. Key <b>C</b> to change accounts in an existing account definition. Key <b>D</b> to delete an existing account definition. (A 1) Required

**I/C Inventory Accounts Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Currency Code	<p>This field only displays if the <b>SELECTING I/C INVENTORY ACCOUNTS: Use Currency Code</b> field for is defined as <b>Y</b> through the General Ledger/ International Currency Transfer Options Screen (p. 15-31) (<b>Function T</b>).</p> <p>Use this field to specify the type of currency for which you are defining accounts. Gains/losses resulting from transactions performed in this foreign currency will be posted to the accounts you define on the I/C Inventory Accounts Maintenance Screen (p. 15-142).</p> <p>Key the appropriate <b>currency code</b>.</p> <p>Leave this field and the <b>Source Inv Account</b> field blank to define company default accounts. The default accounts will be used for transactions performed in foreign currencies that do not have specific accounts defined for them.</p> <p>When specifying additional transaction values (source inventory account), you must key a currency code in this field.</p> <p><i>Valid Values:</i> A valid currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE).</p> <p>(A 3) Optional</p>
Source Inv Account	<p>This field displays only if the <b>SELECTING I/C INVENTORY ACCOUNTS: Use Source G/L Account</b> field for is defined as <b>Y</b> through the General Ledger/ International Currency Transfer Options Screen (p. 15-31) (<b>Function T</b>).</p> <p>Key the source account for which you are defining accounts. Gains/losses resulting from this source account's transactions will be posted to the accounts you define on the I/C Inventory Accounts Maintenance Screen (p. 15-142). Note the following if you key an account in this field:</p> <ul style="list-style-type: none"> <li>• If you did not choose to post to different accounts based on the type of currency used for them, the accounts you select on the I/C Inventory Accounts Maintenance Screen (p. 15-142) will be used for all of the applicable source account's receipt transactions, regardless of the type of currency used for the transactions.</li> <li>• If you have chosen to post transactions based on the type of currency used for them, you must enter a currency in the <b>Currency Code</b> field if you enter a source account in this field. Also, the accounts you select on the I/C Inventory Accounts Maintenance Screen (p. 15-142) will be applicable only to the receipt transactions that were performed in the selected currency.</li> </ul> <p>Leave this field blank to define default accounts.</p> <p><i>Valid Values:</i> A valid G/L account number defined through G/L Accounts Maintenance (MENU GLFILE).</p> <p>(A 25) Optional</p>
F12=Return	Press <b>F12=RETURN</b> to return to the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) without updating this screen.

**I/C Inventory Accounts Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Enter	Press <b>ENTER</b> to confirm your selections. The I/C Inventory Accounts Maintenance Screen (p. 15-142) appears.

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## I/C Inventory Accounts Maintenance Screen

INTERNATIONAL CURRENCY TRANSFER DEFINITION		Change
01 - A & C Office Supply		
Currency:	Company Defaults	
Source Inv Acct:	Company Defaults	
	<u>Div.Account.Sub</u>	
Un-Invoiced Receipts Gain/Loss:	001.0005140.000	.....
Un-Invoiced Landing Cost Gain/Loss:		
Freight	001.0005915.000	.....
Handling Fees	001.0005925.000	.....
Broker Fees	001.0005935.000	.....
Duty	001.0005945.000	.....
Landing Cost 5:	001.0005955.000	.....
Landing Cost 6:	001.0005956.000	.....
F12=Return		

## Verify I/C Inventory Accounts Maintenance Screen

INTERNATIONAL CURRENCY TRANSFER DEFINITION		Change
01 - A & C Office Supply		
Currency:	Company Defaults	
Source Inv Acct:	Company Defaults	
	<u>Div.Account.Sub/Description</u>	
Un-Invoiced Receipts Gain/Loss:	001.0005140.000	Uninv Receipt G/L
Un-Invoiced Landing Cost Gain/Loss:		
Freight	001.0005915.000	Freight Gain/Loss
Handling Fees	001.0005925.000	Handling Fee Gain/Loss
Broker Fees	001.0005935.000	Broker Fee Gain/Loss
Duty	001.0005945.000	Duty Fee Gain/Loss
Landing Cost 5:	001.0005955.000	Import Fees Gain/Loss
Landing Cost 6:	001.0005956.000	Docking Fees Gain/Loss
F12=Return		

The I/C Inventory Accounts Maintenance Screen displays after pressing **ENTER** on the I/C Inventory Accounts Maintenance Selection Screen (p. 15-139). Use this screen to enter the account numbers to be used for gains/losses resulting from revaluations of receipts and landing costs pending invoicing. Also, see example shown next to see when these accounts are affected when certain transactions are performed:

The Verify I/C Inventory Accounts Maintenance Screen appears after pressing **ENTER** on the I/C Inventory Accounts Maintenance Screen (p. 15-142). Use this screen to verify G/L account number selections that were made on the I/C Inventory Accounts Maintenance Screen (p. 15-142).

All fields are display only for your review on the verification screen.

The following are examples of when the accounts listed on this screen are affected:

- When rates of un-invoiced receipts are updated with current rates through Revalue Receipts Pending Invoicing (MENU ICRVAL).
- When A/P Receipt Validation is performed, creating a payable with a rate different from the rate of the selected receipts pending invoicing.

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NOTE: Accounts defined here relate only to un-invoiced receipts; not all G/L transactions affect these accounts.

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#### I/C Inventory Accounts Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Un-Invoiced Receipts Gain/Loss	<p>Use this field to enter the account number of the G/L gain/loss account to be used when receipts pending invoicing are revalued through Revalue Receipts Pending Invoicing (MENU ICRVAL) or through A/P Voucher Entry receipt validation (MENU APMAIN).</p> <p>Key the account number to be used for the gain/loss.</p> <p><i>Valid Values:</i> Any valid GL account (income/expense); represents inventory gains/losses.</p> <p>(N 25,0) Required</p>
Un-Invoiced Landing Cost Gain/Loss	<p>Use this field to enter the account number(s) of the G/L gain/loss account(s) to be used when landing costs pending invoicing are revalued through Revalue Receipts Pending Invoicing (MENU ICRVAL) or through A/P Voucher Entry receipt validation (MENU APMAIN).</p> <p>Key the account number to be used for each landing factor gain/loss.</p> <hr/> <p>NOTE: You must define accounts only for those landing factors you have selected to use by keying <b>Y</b> in the <b>Use Landing Factors</b> field on the Warehouse Number File Maintenance Screen in Warehouse Numbers Maintenance (MENU IAFIELD).</p> <hr/> <p><i>Valid Values:</i> Any valid GL account (income/expense); represents inventory gains/losses.</p> <p>(6 @ N 25,0) Required</p>

### I/C Inventory Accounts Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F5=Fill Defaults	<p>Press <b>F5=Fill Default</b> to fill each field on this screen with the account numbers from the next less specific account definition in the hierarchy (see “Understanding the I/C Inventory Account Selection Hierarchy” on page 15-137. You cannot fill defaults at the company level.</p> <p>Press <b>F5=Fill Default</b>, to use the company default accounts previously defined for I/C gain/loss accounts through the I/C Inventory Accounts Maintenance Screen (p. 15-142).</p>
F12=Return	<p><i>Entry:</i> Press <b>F12=Return</b> to return to the I/C Inventory Accounts Maintenance Selection Screen (p. 15-139) without updating this screen.</p> <p><i>Verify:</i> Press <b>F12=Return</b> to return to the Verify I/C Inventory Accounts Maintenance Screen (p. 15-142).</p>
F24=Delete	<p><b>F24=Delete</b> appears only if you selected <b>D</b> in the <b>Function</b> field on the I/C Inventory Accounts Maintenance Selection Screen (p. 15-139).</p> <p>Press <b>F24=Delete</b> to delete the account definition. You will be prompted to press <b>F24=Delete</b> twice to confirm deletion. All accounts will be deleted and the record will no longer exist.</p> <p><b>NOTE:</b> You will not be able to delete an account definition if a lower level exists. For example, if you have chosen to post to different accounts based on both currency type and, within the currency, on the source account, you may not delete the currency account definitions unless you first delete the source account definitions.</p>
Enter	<p><b>Entry:</b> Press <b>Enter</b> to confirm your selections. The Verify I/C Inventory Accounts Maintenance Screen (p. 15-142) appears.</p> <p><b>Verify:</b> Press <b>Enter</b> to confirm your selections and return to the I/C Inventory Accounts Maintenance Selection Screen (p. 15-139)).</p>

## Defining I/C Accounts Payable Accounts

Use this function to set up and maintain G/L accounts to be used when gains/losses are accrued from revaluations due to fluctuations in exchange rates that occur during the payment process.

Use this function to set up and maintain the following bank accounts:

- INCOME/EXPENSE ACCOUNTS
  - A/P Revaluation Gain/Loss



- Payment Gain/Loss

When you select this function for the first time, you are required to key the company default account definition. Distribution A+ uses these company default accounts if no other specific account definitions have been defined. The I/C Accounts Payable Accounts Maintenance Selection Screen (p. 15-147) does not display when this function is selected for the first time.

## Understanding I/C Accounts Payable Account Selection

Please read “Account Selection Method” on page 1-34, before proceeding.

When posting vouchers, checks, manual checks, or check reversals, the appropriate accounts payable account to update is selected by comparing values from the specific transaction to values that you have keyed on the I/C Accounts Payable Accounts Maintenance Selection Screen (p. 15-147).

Any or either of the two fields shown in the I/C Accounts Payable Accounts Maintenance Selection Screen (p. 15-147) may not display on your screen if you chose not to use them through Transfer Options (**Function T**). Fields that do not display are ignored by the account selection hierarchy (which is explained below).

To simplify your set up, use **Function T** to “turn off” fields you are not using. For example, if you do not post to different accounts payable accounts based on the currency code of the vendor that you made a purchase from, then the currency code should not display on your screen. If it does display, turn it off.

## Understanding the I/C Accounts Payable Account Selection Hierarchy

If at least one field appears on your screen, then Distribution A+ uses this hierarchy to select the appropriate accounts as follows:

1. Distribution A+ will first try to match all the fields that appear on the I/C Accounts Payable Accounts Maintenance Selection Screen (p. 15-147) with the fields from the accounts payable transactions. If it finds a match, then it uses those accounts.

For example, assume your payment is processed for invoices due from Company 03, the Canadian company. The currency code is CAD for Canadian dollars and because there are 2 branches in the Canadian company, there is a unique source account payable account for each branch. Distribution A+ selects the payment gain/loss account which match the values that you keyed here.

2. If Distribution A+ does not find a match, it blanks out the lowest field that displays on your screen and tries again.

For example, Distribution A+ looks for an account definition of just currency code CAD.

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
I/C Accounts Payable Accounts Maintenance Selection Screen	Use to indicate the currency code for which you are specifying source accounts payable accounts.
I/C Accounts Payable Accounts Maintenance Screen	Use to enter the account numbers for the source accounts payable accounts.
Verify I/C Accounts Payable Accounts Maintenance Screen	Use to verify the G/L accounts keyed on the I/C Accounts Payable Accounts Maintenance Screen.

## I/C Accounts Payable Accounts Maintenance Selection Screen

INTERNATIONAL CURRENCY TRANSFER DEFINITION	
01 - A & C Office Supply	
Function:	— (A, C or D)
Currency Code?	....
Source AP Acct:	<u>Div.Account.Sub</u> .....
F12=Return	

This screen displays after selecting **Function E** from the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). Use this screen to add, change, or delete gain/loss accounts.

You can maintain default gain/loss accounts for a specific company, or you can select a currency and, if desired, a source account for the gain/loss accounts you are adding, deleting, or changing.

### I/C Accounts Payable Accounts Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key <b>A</b> to add a new account definition. Key <b>C</b> to change an existing account definition. Key <b>D</b> to delete an existing account definition. (A 1) Required

**I/C Accounts Payable Accounts Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Currency Code	<p>This field only displays if the <b>SELECTING I/C AP ACCOUNTS: Use Currency Code</b> field for is defined as <b>Y</b> through the General Ledger/International Currency Transfer Options Screen (p. 15-31) (<b>Function T</b>).</p> <p>Use this field to specify the type of currency for which you are defining accounts. Gains/losses resulting from A/P payment transactions performed in this currency will be posted to the accounts you defined on the I/C Accounts Payable Accounts Maintenance Screen (p. 15-150).</p> <p>Key the appropriate <b>Currency Code</b>.</p> <p>Leave this field blank to define company default accounts. The default accounts will be used for A/P payment transactions performed in foreign currencies that do not have specific accounts defined for them.</p> <p>When specifying additional transaction values (source inventory account), you must key a currency code in this field.</p> <p><i>Valid Values:</i> A valid currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE).</p> <p>(A 3) Optional</p>
Source AP Account	<p>This field only displays if the <b>SELECTING I/C AP ACCOUNTS: Use Source G/L Acct</b> field for is defined as <b>Y</b> through the General Ledger/International Currency Transfer Options Screen (p. 15-31) (<b>Function T</b>).</p> <p>Key the source account for which you are defining accounts. Gains/losses resulting from this source account's transactions will be posted to the accounts you define on the I/C Accounts Payable Accounts Maintenance Screen (p. 15-150). Note the following if you key an account in this field:</p> <ul style="list-style-type: none"> <li>• If a currency is not applicable, the accounts you select on the I/C Accounts Payable Accounts Maintenance Screen (p. 15-150) will be used for all of the source account's transactions, regardless of the type of currency used for the transactions.</li> <li>• If you have chosen to post transactions based on the type of currency used for them, you must enter a currency in the Currency Code field if you enter a source account in this field. Also, the accounts you select on the I/C Accounts Payable Accounts Maintenance Screen (p. 15-150) will be applicable only to the transactions that were performed in the selected currency.</li> </ul> <p>Leave this field blank to define default accounts.</p> <p><i>Valid Values:</i> A valid G/L account number defined through G/L Accounts Maintenance (MENU GLFILE).</p> <p>(N 25,0) Optional</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) without updating this screen.</p>

**I/C Accounts Payable Accounts Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Enter	Press <b>ENTER</b> to accept your selections. The I/C Accounts Payable Accounts Maintenance Screen (p. 15-150) will display.

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## I/C Accounts Payable Accounts Maintenance Screen

<u>INTERNATIONAL CURRENCY TRANSFER DEFINITION</u>		Change
01 - A & C Office Supply		
Currency:	Company Defaults	
Source AP Acct:	Company Defaults	
	<u>Div.Account.Sub</u>	
AP Revalue Gain/Loss Account:	001.0005965.000	.....
Payment Gain/Loss Account:	001.0005960.000	.....
F12=Return		

## Verify I/C Accounts Payable Accounts Maintenance Screen

<u>INTERNATIONAL CURRENCY TRANSFER DEFINITION</u>		Change
01 - A & C Office Supply		
Currency:	Company Defaults	
Source AP Acct:	Company Defaults	
	<u>Div.Account.Sub/Description</u>	
AP Revalue Gain/Loss Account:	001.0005965.000	A/P Revalue Gain/Loss
Payment Gain/Loss Account:	001.0005960.000	A/P Payment Gain/Loss
F12=Return		

The I/C Accounts Payable Accounts Maintenance Screen displays after pressing **ENTER** on the I/C Accounts Payable Accounts Maintenance Selection Screen (p. 15-147). Use this screen to enter the account numbers to be used for gains/losses resulting from fluctuations in exchange rates that occur during the payment process.

The Verify I/C Accounts Payable Accounts Maintenance Screen appears after pressing **ENTER** on the I/C Accounts Payable Accounts Maintenance Screen (p. 15-150). Use this screen to verify G/L account number selections that were made on the I/C Accounts Payable Accounts Maintenance Screen (p. 15-150).

All fields are display only for your review on the verification screen.

### I/C Accounts Payable Accounts Maintenance Screen Fields and Function Keys

Field/Function Key	Description
AP Revalue Gain/Loss Account	<p>Use this field to enter the account number of the G/L account to be used for gains/losses resulting from revaluations of foreign currency payables performed through Revalue Open Payables (MENU ICRVAL).</p> <p>Key the account number for A/P gain/loss.</p> <p><i>Valid Values:</i> A valid G/L account number defined through G/L Accounts Maintenance (MENU GLFILE).</p> <p>(N 25,0) Required</p>
Payment Gain/Loss Account	<p>Use this field to enter the account number of the G/L account to be used for gains/losses resulting from fluctuations in exchange rates during the payment process.</p> <p>Key the account number for payment gain/loss.</p> <hr/> <p>NOTE: This account will be used for gains/losses resulting from payments made through local currency bank accounts only. If gains/losses result from payments made in a foreign currency, the foreign currency bank account's G/L account will be used instead.</p> <hr/> <p><i>Valid Values:</i> A valid G/L account number defined through G/L Accounts Maintenance (MENU GLFILE).</p> <p>(N 25,0) Required</p>
F5=Fill Defaults	<p>Press <b>F5=Fill Default</b> to fill each field on this screen with the account numbers from the next less specific account definition in the hierarchy (see "Understanding the I/C Accounts Payable Account Selection Hierarchy" on page 15-145. You cannot fill defaults at the company level.</p> <p>Press <b>F5=Fill Default</b> to use the company default accounts previously defined for I/C gain/loss accounts through the I/C Accounts Payable Accounts Maintenance Screen (p. 15-150).</p>
F12=Return	<p><i>Entry:</i> Press <b>F12=Return</b> to return to the I/C Accounts Payable Accounts Maintenance Selection Screen (p. 15-147) without updating any fields.</p> <p><i>Verify:</i> Press <b>F12=Return</b> to return to the I/C Accounts Payable Accounts Maintenance Screen (p. 15-150).</p>

**I/C Accounts Payable Accounts Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
F24=Delete	<p>F24=DELETE appears only if you selected <b>D</b> in the <b>Function</b> field from the I/C Accounts Payable Accounts Maintenance Selection Screen (p. 15-147).</p> <p>Press F24=DELETE to delete the account definition. You will be prompted to press F24=DELETE twice to confirm deletion. All accounts will be deleted and the record will no longer exist.</p> <hr/> <p>NOTE: You will not be able to delete an account definition if a higher level exists. For example, if you have chosen to post to different accounts based on both currency type and, within the currency, on the source account, you may not delete the currency account definitions unless you first delete the source account definitions.</p>
Enter	<p><i>Entry:</i> Press ENTER to accept your accounts. The Verify I/C Accounts Payable Accounts Maintenance Screen (p. 15-150) appears.</p> <p><i>Verify:</i> Press ENTER to confirm your selections and return to the I/C Accounts Payable Accounts Maintenance Selection Screen (p. 15-147).</p>

## Defining I/C Accounts Receivable Accounts

Use this function to set up and maintain I/C accounts receivable accounts to be used when gains/losses are accrued from revaluations of open receivables and from fluctuations in exchange rates that occur during the cash application process.

Use this function to set up and maintain the following bank accounts:

- INCOME/EXPENSE ACCOUNTS
  - Open A/R Revaluation Gain/Loss
  - Cash Receipts Gain/Loss

When you select this function for the first time, you are required to key the company default account definition. Distribution A+ uses these company default accounts if no other specific account definitions have been defined. The I/C Accounts Receivable Accounts Maintenance Selection Screen (p. 15-154) does not display when this function is selected for the first time.

## Understanding I/C Accounts Receivable Account Selection

Please read “Account Selection Method” on page 1-34, before proceeding.



When posting checks, invoices, or credit memos, the appropriate accounts receivable account to update is selected by comparing values from the specific transaction to values that you have keyed on the I/C Accounts Receivable Accounts Maintenance Selection Screen (p. 15-154).

Any or either of the two fields shown in the I/C Accounts Receivable Accounts Maintenance Screen (p. 15-157) may not display on your screen if you chose not to use them through Transfer Options (**Function T**). Fields that do not display are ignored by the account selection hierarchy (which is explained below).

To simplify your set up, use **Function T** to “turn off” fields you are not using. For example, if you do not post to different accounts receivable accounts based on the currency code of the customer that purchased from you, then the currency code should not display on your screen. If it does display, turn it off.

## Understanding the I/C Accounts Receivable Account Selection Hierarchy

If at least one field appears on your screen, then Distribution A+ uses this hierarchy to select the appropriate accounts as follows:

1. Distribution A+ will first try to match all the fields that appear on the I/C Accounts Receivable Accounts Maintenance Screen (p. 15-157) with the fields from the accounts receivable transactions. If it finds a match, then it uses those accounts.

For example, assume your cash receipts group is processed for invoices due to Company 03, the Canadian company. The currency code is CAD for Canadian dollars and because there are 2 branches in the Canadian company, there is a unique source account receivable account for each branch. Distribution A+ selects the cash receipt gain/loss account which match the values that you keyed here.

2. If Distribution A+ does not find a match, it blanks out the lowest field that displays on your screen and tries again.

For example, Distribution A+ looks for an account definition of just currency code CAD.

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
I/C Accounts Receivable Accounts Maintenance Screen	Use to indicate the currency code and source inventory account for which you are specifying gain/loss receipts and gain/loss landing cost accounts.
I/C Accounts Receivable Accounts Maintenance Screen	Use to enter the account numbers for the gain/loss receipts and gain/loss landing cost accounts.
Verify I/C Accounts Receivable Accounts Maintenance Screen	Use to verify the G/L accounts keyed on the I/C Accounts Receivable Accounts Maintenance Screen.

## I/C Accounts Receivable Accounts Maintenance Selection Screen

INTERNATIONAL CURRENCY TRANSFER DEFINITION	
01 - A & C Office Supply	
Function:	— (A, C or D)
Currency Code?	....
Source A/R Acct:	<u>Div.Account.Sub</u> .....
F12=Return	

This screen displays after selecting **Function F** from the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). Use this screen to select the **Currency Code** and, if desired, the **Source A/R Acct** for the gain/loss account you are adding, deleting, or changing. Also, by leaving the **Currency Code** and **Source A/R Acct** fields blank, you can maintain default gain/loss accounts for a specific company.

### I/C Accounts Receivable Accounts Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<p>Key <b>A</b> to assign a new account definition.</p> <p>Key <b>C</b> to change an existing account definition.</p> <p>Key <b>D</b> to delete existing account definition.</p> <p>(A 1) Required</p>

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**I/C Accounts Receivable Accounts Maintenance Selection Screen Fields and Function Keys**


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Field/Function Key	Description
Currency Code	<p>This field only displays if the <b>SELECTING I/C AR ACCOUNTS: Use Currency Code</b> field is defined as <b>Y</b> through the General Ledger/International Currency Transfer Options Screen (p. 15-31) (<b>Function T</b>).</p> <p>Use this field to specify the type of currency for which you are defining accounts. Gains/losses resulting from A/R transactions performed in this currency will be posted to the accounts you define on the I/C Accounts Receivable Accounts Maintenance Screen (p. 15-157).</p> <p>Key the appropriate <b>currency code</b>.</p> <p>Leave this field blank to define company default accounts. The default accounts will be used for A/R transactions performed in foreign currencies that do not have specific accounts defined for them.</p> <p>When specifying additional transaction values (source inventory account), you must key a currency code in this field.</p> <p><i>Valid Values:</i> A valid currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE).</p> <p>(A 3) Optional</p>
Source AR Account	<p>This field only displays if the <b>SELECTING I/C AR ACCOUNTS: Use Source G/L Acct</b> field is defined as <b>Y</b> through the General Ledger/International Currency Transfer Options Screen (p. 15-31) (<b>Function T</b>).</p> <p>Key the source account for which you are defining accounts. Gains/losses resulting from this source account's transactions will be posted to the accounts you define on the I/C Accounts Receivable Accounts Maintenance Screen (p. 15-157). Note the following if you key an account in this field:</p> <ul style="list-style-type: none"> <li>• If a currency is not applicable, the accounts you select on the I/C Accounts Receivable Accounts Maintenance Screen (p. 15-157) will be used for all of the source account's transactions, regardless of the type of currency used for the transactions.</li> <li>• If you have chosen to post transactions based on the type of currency used for them, you must enter a currency in the <b>Currency Code</b> field if you enter a source account in this field. Also, the accounts you select on the I/C Accounts Receivable Accounts Maintenance Screen (p. 15-157) will be applicable only to the transactions that were performed in the selected currency.</li> </ul> <p>Leave this field blank to define default accounts.</p> <p><i>Valid Values:</i> A valid G/L account number defined through G/L Accounts Maintenance (MENU GLFILE).</p> <p>(N 25,0) Optional</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3) without updating any fields.</p>

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### **I/C Accounts Receivable Accounts Maintenance Selection Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
Enter	Press <b>ENTER</b> to accept your selections. The I/C Accounts Receivable Accounts Maintenance Screen (p. 15-157) will display.

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## I/C Accounts Receivable Accounts Maintenance Screen

<u>INTERNATIONAL CURRENCY TRANSFER DEFINITION</u>		Change
01 - A & C Office Supply		
Currency:	Company Defaults	
Source A/R Acct:	Company Defaults	
	<u>Div.Account.Sub</u>	
Open A/R Revaluation Gain/Loss:	001.0005330.000	.....
Cash Rct Revaluation Gain/Loss:	001.0005335.000	.....
F12=Return		

## Verify I/C Accounts Receivable Accounts Maintenance Screen

<u>INTERNATIONAL CURRENCY TRANSFER DEFINITION</u>		Change
01 - A & C Office Supply		
Currency:	Company Defaults	
Source A/R Acct:	Company Defaults	
	<u>Div.Account.Sub/Description</u>	
Open A/R Revaluation Gain/Loss:	001.0005330.000	A/R Revalue Gain/Loss
Cash Rct Revaluation Gain/Loss:	001.0005335.000	Cash Revalue Gain/Loss
F12=Return		

The I/C Accounts Receivable Accounts Maintenance Screen displays after pressing **ENTER** on the I/C Accounts Receivable Accounts Maintenance Selection Screen (p. 15-154). Use this screen to enter the account numbers to be used for gains/losses resulting from revaluations of open receivables and from fluctuations in exchange rates that occur during the cash application process.

The Verify I/C Accounts Receivable Accounts Maintenance Screen appears after pressing **ENTER** on the I/C Accounts Receivable Accounts Maintenance Screen (p. 15-157). Use this screen to verify G/L account number selections that were made on the I/C Accounts Receivable Accounts Maintenance Screen (p. 15-157).

All fields are display only for your review on the verification screen.

### I/C Accounts Receivable Accounts Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Open A/R Revaluation Gain/Loss	<p>Use this field to enter the account number of the G/L account to be used for gains/losses resulting from revaluations of open receivables performed through Revalue Open Receivables (MENU ICRVAL).</p> <p>Key the account number to be used for revaluation gain/loss.</p> <p><i>Valid Values:</i> A valid G/L account number defined through G/L Accounts Maintenance (MENU GLFILE).</p> <p>(N 25,0) Required</p>
Cash Rct Revaluation Gain/Loss	<p>Use this field to enter the account number of the G/L account to be used for gains/losses resulting from fluctuations in exchange rates during the cash application process.</p> <p>Key the account number to be used for revaluation gain/loss.</p> <p><i>Valid Values:</i> A valid G/L account number defined through G/L Accounts Maintenance (MENU GLFILE).</p> <p>(N 25,0) Required</p>
F5=Fill Defaults	<p>Press <b>F5=Fill Default</b> to fill each field on this screen with the account numbers from the next less specific account definition in the hierarchy (see “Understanding the I/C Accounts Receivable Account Selection Hierarchy” on page 15-153. You cannot fill defaults at the company level.</p> <p>Press <b>F5=Fill Default</b>, to use the company default accounts previously defined for I/C gain/loss accounts through the I/C Accounts Receivable Accounts Maintenance Screen (p. 15-157).</p>
F12=Return	<p><i>Entry:</i> Press <b>F12=Return</b> to return to the I/C Accounts Receivable Accounts Maintenance Selection Screen (p. 15-154) without updating this screen.</p> <p><i>Verify:</i> Press <b>F12=Return</b> to return to the I/C Accounts Receivable Accounts Maintenance Screen (p. 15-157).</p>

### I/C Accounts Receivable Accounts Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	<p>F24=DELETE appears only if you selected <b>D</b> in the <b>Function</b> field from the I/C Accounts Receivable Accounts Maintenance Selection Screen (p. 15-154).</p> <p>Press F24=DELETE to delete the account definition. You will be prompted to press F24=DELETE twice to confirm deletion. All accounts will be deleted and the record will no longer exist.</p> <hr/> <p>NOTE: You will not be able to delete an account definition if a higher level exists. For example, if you have chosen to post to different accounts based on both currency type and, within the currency, on the source account, you may not delete the currency account definitions unless you first delete the source account definitions.</p> <hr/>
Enter	<p><i>Entry:</i> Press ENTER to accept your accounts. The Verify I/C Accounts Receivable Accounts Maintenance Screen (p. 15-157) appears.</p> <p><i>Verify:</i> Press ENTER to confirm your selections and return to the I/C Accounts Receivable Accounts Maintenance Selection Screen (p. 15-154).</p> <hr/>

## Defining Purchase Tax Accounts

You can specify which General Ledger accounts will be used as purchase tax accounts through **Function G** of the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3). The accounts you specify will be used when the GST tax value calculated during receipt validation in Voucher Entry (MENU APMAIN) is posted to General Ledger during Voucher Post (MENU APMAIN).

Use this function to set up and maintain the following bank accounts:

- INCOME/EXPENSE ACCOUNTS
  - Purchase Tax - Credited
  - Purchase Tax - Non-Credited
  - Purchase Tax - Credited WH Transfer
  - Purchase Tax - Non-Credited WH Transfer

When you select this function for the first time, you are required to key the company default account definition. Distribution A+ uses these company default accounts if no other specific account definitions have been defined. The Purchase Tax Accounts Distribution Selection Screen (p. 15-162) does not display when this function is selected for the first time.

## Understanding Purchase Tax Accounts Selection

The system selects the appropriate credited and non-credited tax accounts to use for regular vouchers and warehouse transfer vouchers by comparing values from the receipt with values keyed on this screen when the Post Vouchers is selected (MENU APMAIN).

Any or all of the four fields shown on the Purchase Tax Accounts Distribution Selection Screen (p. 15-162) may not display if you chose not to use then through Transfer Options (**Function T**). Fields that do not display are ignored by the account selection hierarchy (explained below).

To simplify your set up, use **Function T** to “turn off” fields not in use. For example, if you do not post to different tax accounts based on the business unit, then the business unit should not display on your screen. If it does display, turn it off.

## Understanding Purchase Tax Account Selection Hierarchy

Please read “Account Selection Method” on page 1-34, before proceeding.

If at least one of the four transfer options fields displays on your screen, Distribution A+ will use this hierarchy to select the appropriate accounts as follows:

1. Distribution A+ will first try to match all the fields that appear on the Purchase Tax Accounts Distribution Selection Screen (p. 15-162) with the fields from the accounts payable transactions. If it finds a match, then it uses those accounts.

For example, assume your voucher is processed for receipts that were received into warehouse 3. The business unit assigned to the vendor is CE for Central because there are 3 regions in Company 01 (which owns warehouse 1), the vendor G/L code is 01 for warehouse/inventory supplies vendor and the tax body code assigned to the vendor is GSTPST. Distribution A+ selects the purchase tax accounts which match the values that you keyed here.

2. If Distribution A+ does not find a match, it blanks out the lowest field that is displayed on your screen and tries again.

For example, Distribution A+ looks for an account definition of warehouse 3, order business unit CE, and vendor GL code 01.

3. If Distribution A+ still does not find a match, it blanks out the two lowest fields that display on your screen and tries again.

For example, it looks for warehouse 3, order business unit CE.

4. If Distribution A+ still does not find a match, it blanks out the three lowest fields that display on your screen and tries again.

For example, it looks for warehouse 3.

5. If Distribution A+ blanks out all the fields that display on your screen and still does not find a match, it uses the company default. It will always find this account, since you are required to set it up.

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.



Title	Purpose
Purchase Tax Accounts Distribution Selection Screen	Use to indicate the warehouse, business unit, vendor GL code, and tax body for which you are specifying purchase tax accounts.
Purchase Tax Accounts Distribution Screen	Use to enter the account numbers for the purchase tax accounts.
Verify Purchase Tax Accounts Distribution Screen	Use to verify the G/L accounts keyed on the Purchase Tax Accounts Distribution Screen.

## Purchase Tax Accounts Distribution Selection Screen

```
PURCHASE TAX ACCOUNTS DISTRIBUTION SELECTION
1 - A & C Office Supply

Function:      _ (A, C or D)

Warehouse?    ...
Business Unit? ...
Vendor GL Code? ...
Tax Body?     .....
```

F12=Return

This screen appears after you select **Function G** on the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3).

Use this screen to indicate the warehouse, business unit, vendor GL code, and tax body for which you are specifying purchase tax accounts. The fields that appear on this screen will vary based on your selections in the **Selecting Purchase Tax Accounts** field in the Transfer Options (**Function T**).

Leave all fields blank to specify the company default purchase tax accounts.

### Purchase Tax Accounts Distribution Selection Screen Field and Function Keys

Field/Function Key	Description
Function	Key <b>A</b> to define a new account distribution. Key <b>C</b> to change account distribution. Key <b>D</b> to delete an existing account distribution. (A 1) Required

### Purchase Tax Accounts Distribution Selection Screen Field and Function Keys

Field/Function Key	Description
Warehouse	<p>This field appears only if the transfer option is defined to <b>SELECTING PURCHASE TAX ACCOUNTS: Use Warehouse</b> on the General Ledger/Inventory Transfer Options Screen (p. 15-18) (<b>Function T</b>).</p> <p>This field is required when specifying additional transaction values (business unit, vendor GL code, or tax body).</p> <p>Key the number of the warehouse for which you are specifying a purchase tax account. When specifying the default purchase tax accounts for the specified company, leave this field blank.</p> <p><i>Valid Values:</i> A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE).</p> <p>(A 2) Required/Optional</p>
Business Unit	<p>This field appears only if the transfer option is defined to <b>SELECTING PURCHASE TAX ACCOUNTS: Use Business Unit</b> on the General Ledger/Inventory Transfer Options Screen (p. 15-18) (<b>Function T</b>).</p> <p>This field is required when specifying additional transaction values (vendor GL code or tax body).</p> <p>Key the business unit for which you are specifying a purchase tax account. When specifying the default purchase tax accounts for the specified company, leave this field blank.</p> <p><i>Valid Values:</i> A business unit defined through Business Units Maintenance (MENU GLXFER).</p> <p>(A 2) Required/Optional</p>
Vendor GL Code	<p>This field appears only if the transfer option is defined to <b>SELECTING PURCHASE TAX ACCOUNTS: Use Vendor GL Code</b> on the General Ledger/Inventory Transfer Options Screen (p. 15-18) (<b>Function T</b>).</p> <p>This field is required when specifying additional transaction values (tax body).</p> <p>Key the vendor GL code for which you are specifying a purchase tax account. When specifying the default purchase tax accounts for the specified company, leave this field blank.</p> <p><i>Valid Values:</i> A vendor GL code defined through Vendor GL Codes Maintenance (MENU GLXFER).</p> <p>(A 2) Required/Optional</p>

**Purchase Tax Accounts Distribution Selection Screen Field and Function Keys**

Field/Function Key	Description
Tax Body	<p>This field appears only if the transfer option is defined to <b>SELECTING PURCHASE TAX ACCOUNTS: Use Tax Body</b> on the General Ledger/Inventory Transfer Options Screen (p. 15-18) (<b>Function T</b>).</p> <p>Key the tax body for which you are specifying a purchase tax account. When specifying the default purchase tax accounts for the specified company, leave this field blank.</p> <p><i>Valid Values:</i> A tax body defined through Tax Body Maintenance (MENU OEFIL)</p> <p>(A 10) Required/Optional</p>
F12=Return	Press <b>F12=RETURN</b> to return to the General Ledger Transfer Definition Sub-Menu Screen (p. 15-3).
Enter	Press <b>ENTER</b> to confirm your entries. The Purchase Tax Accounts Distribution Screen (p. 15-165) appears.

## Purchase Tax Accounts Distribution Screen

<u>PURCHASE TAX ACCOUNTS DISTRIBUTION</u>		Change
1 - A & C Office Supply		
Company Defaults		
Warehouse:		
Business Unit:		
Vendor GL Code:		
Tax Body:		
<u>Purchase Tax Accounts</u>	<u>Div.Account.Sub</u>	
Credited:	001.0002800.000	.....
Non-Credited:	001.0002810.000	.....
Credited WH Transfer:	001.0002820.000	.....
Non-Credited WH Transfer:	001.0002830.000	.....
		F12=Return

## Verify Purchase Tax Accounts Distribution Screen

<u>PURCHASE TAX ACCOUNTS DISTRIBUTION</u>		Change
1 - A & C Office Supply		
Warehouse: 1 Hartford, CT		
Business Unit:		
Vendor GL Code:		
Tax Body:		
<u>Purchase Tax Accounts</u>	<u>Div.Account.Sub/Description</u>	
Credited:	001.0002800.000 Credited Purchase Taxes	
Non-Credited:	001.0002810.000 Non-Credited Purchase Tax	
Credited WH Transfer:	001.0002820.000 Credited Purchase Tax	
Non-Credited WH Transfer:	001.0002830.000 Non-Credited Purchase Tax	
		F5=Fill Defaults F12=Return

The Purchase Tax Accounts Distribution Screen appears after you press **ENTER** on the Purchase Tax Accounts Distribution Selection Screen (p. 15-162). Use this screen to enter the account numbers for the purchase tax accounts. The values you entered on the Purchase Tax Accounts Distribution Selection Screen (p. 15-162) appear in the upper portion of this screen for reference. If you left all the fields on the Purchase Tax Accounts Distribution Selection Screen (p. 15-162) blank, you are defining company default values.

When the values you keyed in the Purchase Tax Accounts Distribution Selection Screen (p. 15-162) are the same as the values associated with the voucher, the accounts you specify here will be credited during voucher processing.

If the **Credit Allowed** field is set to **Y** for the purchase order line items during receipt validation through Voucher Entry (MENU APMAN), the credited accounts will be used for the calculated tax values. If the **Credit Allowed** field is set to **N**, the non-credited accounts will be used for the calculated tax values.

The Verify Purchase Tax Accounts Distribution Screen appears after you press **ENTER** on the Purchase Tax Accounts Distribution Screen (p. 15-165). Use this screen to verify the account numbers you specified on the Purchase Tax Accounts Distribution Screen (p. 15-165).

All fields are display only for your review on the verification screen.

### Purchase Tax Accounts Distribution Screen Fields and Function Keys

Field/Function Key	Description
Credited	Key the account number you want to use to post credited purchase tax. <i>Valid Values:</i> A general ledger account that is not a distribution account. (N 25,0) Required
Non-Credited	Key the account number you want to use to post non-credited purchase tax. <i>Valid Values:</i> A general ledger account that is not a distribution account. (N 25,0) Required
Credited WH Transfer	Key the account number you want to use to post credited warehouse transfer purchase tax. <i>Valid Values:</i> A general ledger account that is not a distribution account. (N 25,0) Required
Non-Credited WH Transfer	Key the account number you want to use to post non-credited warehouse transfer purchase tax. <i>Valid Values:</i> Any general ledger account that is not a distribution account. (N 25,0) Required
F5=Fill Defaults	<b>F5=Fill Defaults</b> appears only when you are specifying accounts other than the company default accounts. Press <b>F5=Fill Defaults</b> to fill each field on the screen with the account numbers from the next less specific account definition in the hierarchy. You cannot fill defaults at the company level.
F12=Return	<i>Entry:</i> Press <b>F12=Return</b> to return to the Purchase Tax Accounts Distribution Selection Screen (p. 15-162) without saving your entries. <i>Verify:</i> Press <b>F12=Return</b> to return to the Purchase Tax Accounts Distribution Screen (p. 15-165), where you can change one or more of the account numbers.

**Purchase Tax Accounts Distribution Screen Fields and Function Keys**

Field/Function Key	Description
F24=Delete	<p>F24=DELETE appears only if you selected <b>D</b> in the <b>Function</b> field from the Purchase Tax Accounts Distribution Selection Screen (p. 15-162).</p> <p>Press F24=DELETE to delete the account definition. You will be prompted to press F24=DELETE twice to confirm deletion. All accounts will be deleted and the record will no longer exist.</p> <hr/> <p>NOTE: You will not be able to delete an account definition if a higher level exists. For example, if you have chosen to post to different accounts based on both warehouse and, within the warehouse, on the business unit, you may not delete the warehouse account definitions unless you first delete the business unit account definitions.</p> <hr/>
Enter	<p><i>Entry:</i> Press ENTER to save your entries. The Verify Purchase Tax Accounts Distribution Screen (p. 15-165) appears.</p> <p><i>Verify:</i> Press ENTER to confirm the displayed account numbers. The Purchase Tax Accounts Distribution Selection Screen (p. 15-162) appears.</p> <hr/>





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You can activate the G/L interface through the Activate A+ G/L Transfer option on the GL Accounts Transfer Menu (MENU GLXFER). Activating the G/L Interface allows you to post to G/L instead of a temporary general ledger file.

Run this option after you have selected your transfer options and transfer accounts [through GL Transfer Definition (MENU GLXFER)]. If you are converting G2 files to GL files, you must have successfully completed GL Account Conversion Definition (MENU GLXFER) and Edit GL Account Conversions (MENU GLXFER).

---

## Activate A+ G/L Transfer

There is no selection criteria for this option. Therefore, the G/L Interface is activated for all companies, accounts, etc.

Once the G/L Interface is activated, it may not be deactivated through a menu option. However, you may change transfer options and account selections through GL Transfer Definition (MENU GLXFER) at any time.

If you have been using Distribution A+ without G/L, the following conversions take place through this option:

1. The previous 15 character account numbers are converted to the new G/L account number format as you have defined through GL Account Conversion Definition (MENU GLXFER).
2. The G/L Account Conversion Edit Report (p. 18-2) is printed. If conversion errors exist, this option is canceled. This report must be free of errors before the G/L Interface may be activated.
3. Distribution A+ payment accounts used in A/R are converted to the corresponding new account number in the A/R Header File.
4. If you have been using A/P, accounts used in A/P are converted to the new account number.
5. The file GLIVE is created.

If you have previously used Distribution A+, the transfer options and accounts selected through GL Transfer Definition (MENU GLXFER) become operative upon execution of this option.

---

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

<b>Title</b>	<b>Purpose</b>
Activate A+ General Ledger Interface Screen	Used to confirm the GL interface activation.
Activate A+ General Ledger Interface Errors Screen	Displays a message when there are errors found in the G/L Account Conversion files that were entered through GL Account Conversion Definition (p. 17-1).
Activate A+ General Ledger Interface Already Activated Screen	Displays a message when the General Ledger Interface has already been activated.

## Restarting This Option

In the event of power/system failure, select this option from the same workstation you were using when the system failed. Activation of the G/L Interface will continue from the point at which it stopped.

## Activate A+ General Ledger Interface Screen

```

ACTIVATE A+ GENERAL LEDGER INTERFACE

Activate A+ General Ledger Interface: _ (Y)

F3=Exit
  
```

This screen displays after you select option **21** - Activate A+ G/L Transfer from MENU GLXFER, providing that the G/L Interface is not currently active and that no errors have been detected in the GL Account Conversion Definition. Errors are printed on the G/L Account Conversion Edit Report (p. 18-2).

If the G/L Interface is currently active, a message displays that informs you that the G/L Interface may not be activated again. This option is canceled.

If errors still remain in the GL Account Conversion Definition as specified on the G/L Account Conversion Edit Report (p. 18-2), a message displays that informs you that you cannot activate the G/L Interface until conversion errors are eliminated.

### Activate A+ General Ledger Interface Screen Fields and Function Keys

Field/Function Key	Description
Activate A+ General Ledger Interface	Key <b>Y</b> to activate the G/L Interface. The transfer accounts selected through GL Transfer Definition (MENU GLXFER) will become operative. (A 1) Required
F3=Exit	Press <b>F3=EXIT</b> to exit from this option. MENU GLXFER will display.
Enter	Press <b>ENTER</b> to confirm your selections. The G/L Interface is activated if you keyed <b>Y</b> in the <b>Activate A+ General Ledger Interface</b> field. This job is sent to the Transaction Processor.



## Activate A+ General Ledger Interface Errors Screen

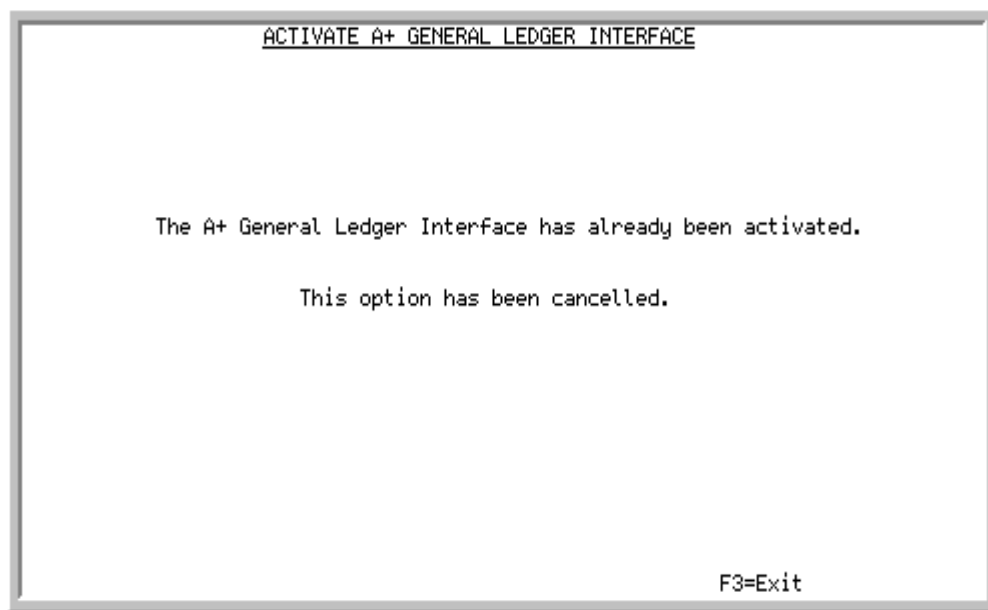


This message screen displays when there are errors found in the G/L Account Conversion files that were entered through GL Account Conversion Definition (p. 17-1). Review the GL Account Conversion Edit Report that was printed and correct the errors noted on the report. Run the Edit GL Account Conversions (p. 18-1) to verify all the corrections are accurate before running this option again.

### Activate A+ General Ledger Interface Errors Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press F3=EXIT to exit from this option. MENU GLXFER will display.

## Activate A+ General Ledger Interface Already Activated Screen



This message screen displays when the General Ledger Interface has already been activated. General Ledger is now activated and other modules that are set up to update general ledger will do so.

### Activate A+ General Ledger Interface Already Activated Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press <b>F3=EXIT</b> to exit from this option. MENU GLXFER will display.

---

If you are using Distribution A+ without G/L, you can use the GL Account Conversion Definition option on the GL Accounts Transfer Menu (MENU GLXFER) to convert the current 15 character account numbers to the account number used by G/L. For each account in your existing chart of accounts [specified through GL Accounts Maintenance (MENU G2XFER)], specify the new G/L account number through this option.

Run this option after G/L Options Maintenance (MENU GLFIL2), which defines the format (number of segments and segment lengths) of your G/L account number; and after specifying your chart of accounts in general ledger through G/L Accounts Maintenance (MENU GLFILE).

## GL Account Conversion Definition

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
G/L Account Conversion Definition Selection Screen	Used to select the company for which account definitions are defined.
G/L Account Conversion Definition Screen	Used to define the “new” account number for each existing “old” account number.

## G/L Account Conversion Definition Selection Screen

```

G/L ACCOUNT CONVERSION DEFINITION

Company? 01

Starting GL Acct No: ..... G/L Account No.

F3=Exit
  
```

This screen displays after you select option [22](#) - GL Account Conversion Definition from the GL Accounts Transfer Menu (MENU GLXFER). Use this screen to select the company for which account definitions are defined. You may optionally select a starting account number.

### G/L Account Conversion Definition Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	<p>The company number associated with each of the accounts to be converted to the new G/L account number format.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILF)</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILF) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(N 2,0) Required</p>
Starting GL Account No	<p>The 15-digit account number to position at the top of the G/L Account Conversion Definition Screen (p. 17-4).</p> <p><i>Valid Values:</i> Any existing account number</p> <p>(N 25,0) Optional</p>
F3=Exit	Press <b>F3=EXIT</b> to exit this option and return to MENU GLXFER.



**G/L Account Conversion Definition Selection Screen Fields and Function Keys**

Field/Function Key	Description
Enter	Press <b>ENTER</b> to confirm your selections. The G/L Account Conversion Definition Screen (p. 17-4) displays. If you specified a <b>Starting GL Acct No</b> , that number displays at the top of the account list, otherwise the lowest numerical account number displays at the top of the account list.

---

## G/L Account Conversion Definition Screen

G/L ACCOUNT CONVERSION DEFINITION	
Company: 1 A & C Office Supply	
Old Account Number	New Account Number
G/L Account No.	Div.Account.Sub
000000011000000 Cash	.....
000000011100000 Accounts Receivable	.....
000000011110000 Finance Charge A/R	.....
000000011150000 Pending Vendor Rebates	.....
000000011160000 Rebate Account Receivable	.....
000000011200000 Inventory	.....
000000011210000 Damaged Inventory	.....
000000011220000 Non-Inventory	.....
000000011240000 Inventory Clearing	.....
000000011300000 Purchase Price Variance	.....
000000011350000 Purchase Price Variance Returns	.....
000000011400000 In-Transit Inventory	.....
000000011500002 Due From Company 02	.....
000000011500003 Due From Company 03	.....
000000012000000 Accounts Payable	.....
000000012030000 Rebate Accounts Payable	.....
000000012040000 W/O Outside Service Chrg	.....
000000012145000 Accrued W/O Labor	.....

F12=Return

This screen appears after you press **ENTER** on the G/L Account Conversion Definition Selection Screen (p. 17-2). Use this screen to define the “new” account number for each existing “old” account number.

### G/L Account Conversion Definition Screen Fields and Function Keys

Field/Function Key	Description
Old Account Number	<p>The account number and description currently updated by Distribution A+ transactions. These account numbers have been specified through GL Accounts Maintenance (MENU G2XFER).</p> <p>This 15-digit account number is converted to the account number specified in the <b>New Account Number</b> field.</p> <p>The heading for this column is <b>G/L Account No.</b>; this represents the existing account numbers.</p> <p>Display</p>

### G/L Account Conversion Definition Screen Fields and Function Keys

Field/Function Key	Description
New Account Number	<p>This field displays the multi-segmented 25-digit G/L account number which has been defined in the GL chart of accounts through G/L Accounts Maintenance (MENU GLFILE). The account number that displays in the <b>Old Account Number</b> field is converted to the account number keyed in this field when the G/L Interface is activated on through Activate A+ GL Transfer (MENU GLXFER).</p> <p>Key the new G/L account number in the format defined through G/L Options Maintenance (MENU GLFIL2).</p> <p>The heading for this column displays in the format of the G/L account number. This indicates the number of segments, the length of each segment, and the data entry separator required when keying this account number.</p> <p><i>Valid Values:</i> A GL account number that has been specified through G/L Accounts Maintenance (MENU GLFILE).</p> <p>(N 25,0) Required</p>
F12=Return	Press <b>F12=RETURN</b> to return to the previous screen of conversion definitions or the G/L Account Conversion Definition Selection Screen (p. 17-2).
Enter	Press <b>ENTER</b> to confirm your selections. Your selections will redisplay for verification. Press <b>ENTER</b> a second time to display the next screen of account definitions. After the last screen of account conversions, the G/L Account Conversion Definition Selection Screen (p. 17-2) will display.



---

You can verify the account conversion definitions selected through GL Account Conversion Definition (MENU GLXFER) through the Edit GL Account Conversion option on the GL Accounts Transfer Menu (MENU GLXFER). The G/L Account Conversion Edit Report (p. 18-2) is printed.

If a new G/L account number has not been assigned for an old account, an error message is printed. The G/L Interface may not be activated (through Activate A+ G/L Interface) if any error messages are printed on this report.

Run this option after running GL Account Conversion Definitions (MENU GLXFER).

---

## Edit GL Account Conversions

There is no selection criteria for the G/L Account Conversion Edit Report (p. 18-2). When you select this option, the Report Options Screen appears. This screen is explained in the Cross Applications User Guide. Following your selections on this screen, the G/L Account Conversion Edit Report (p. 18-2) prints.

---

## G/L Account Conversion Edit Report

GLX905 08/11/09 11.05.25		G/L ACCOUNT CONVERSION EDIT		AM/APDEMO	PAGE 1
01-A & C Office Supply		New Account Number			
Old Account Number		Div-Account-Sub			
G/L Account No.					
000000011000000		****	NO NEW ACCOUNT DEFINED FOR OLD ACCOUNT	****	
000000011100000		****	NO NEW ACCOUNT DEFINED FOR OLD ACCOUNT	****	
000000011110000		****	NO NEW ACCOUNT DEFINED FOR OLD ACCOUNT	****	
000000011150000		****	NO NEW ACCOUNT DEFINED FOR OLD ACCOUNT	****	
000000011160000		****	NO NEW ACCOUNT DEFINED FOR OLD ACCOUNT	****	
000000011200000		****	NO NEW ACCOUNT DEFINED FOR OLD ACCOUNT	****	
000000011210000		****	NO NEW ACCOUNT DEFINED FOR OLD ACCOUNT	****	
000000011220000		****	NO NEW ACCOUNT DEFINED FOR OLD ACCOUNT	****	
000000011240000		****	NO NEW ACCOUNT DEFINED FOR OLD ACCOUNT	****	
000000011300000		****	NO NEW ACCOUNT DEFINED FOR OLD ACCOUNT	****	
000000011350000		****	NO NEW ACCOUNT DEFINED FOR OLD ACCOUNT	****	
000000011400000		****	NO NEW ACCOUNT DEFINED FOR OLD ACCOUNT	****	
000000011500002		****	NO NEW ACCOUNT DEFINED FOR OLD ACCOUNT	****	
000000011500003		****	NO NEW ACCOUNT DEFINED FOR OLD ACCOUNT	****	
000000012000000		****	NO NEW ACCOUNT DEFINED FOR OLD ACCOUNT	****	

Use this report to verify that you have specified conversion definitions properly and to validate that all old account numbers have been assigned a new account number.

### G/L Account Conversion Edit Report

Report/Listing Fields	Description
Old Account Number	The old account numbers and descriptions of the accounts currently updated by Distribution A+ transactions. Each of the 15 digit account numbers in this column is converted to the account number specified in the <b>New Account Number</b> column.
New Account Number	<p>The new account number which has been assigned to each account printed in the <b>Old Account Number</b> field.</p> <p>If an existing (old) account number has not been assigned a new account number, the message <b>*** NO NEW ACCOUNT DEFINED FOR OLD ACCOUNT ***</b> prints out on the report. You must correct this error through GL Account Conversion Definition (MENU GLXFER) before you can run Activate A+ G/L Interface (MENU GLXFER).</p>

---

If you have been using Distribution A+ without G/L, you can use the Convert G2 Transfer Definitions option on the GL Accounts Transfer Menu (MENU GLXFER) to copy the current transfer definitions from MENU G2XFER to new transfer definitions in MENU GLXFER. Once you do this, the GL Transfer Options for G/L will be defined. You may modify these transfer options through GL Transfer Definition (MENU GLXFER).

Run this option prior to running Activate A+ G/L Transfer (MENU GLXFER) and after running GL Account Conversion Definition (MENU GLXFER) and Edit GL Account Conversions (MENU GLXFER).

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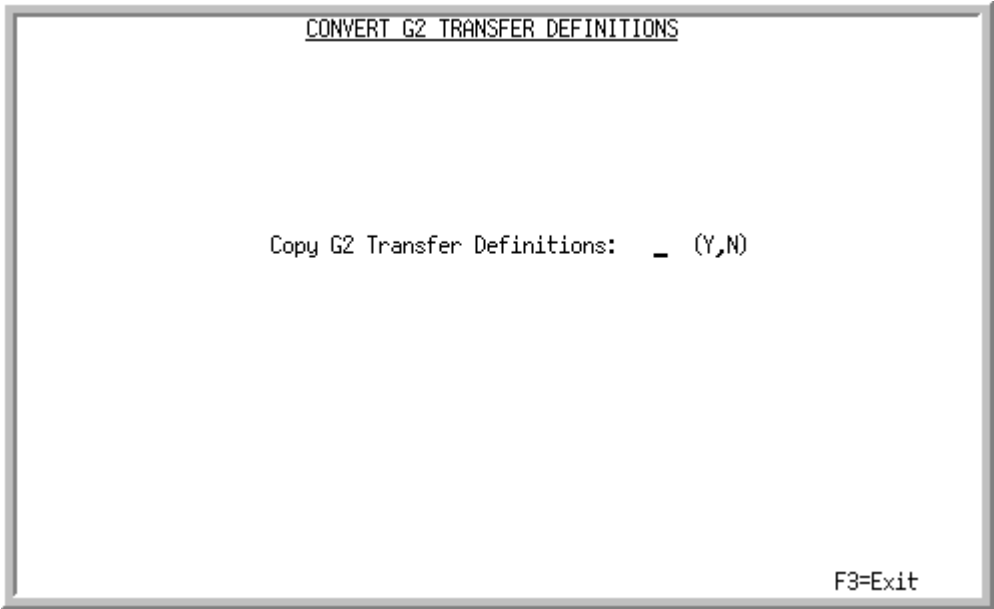
## Convert G2 Transfer Definitions

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Convert G2 Transfer Definitions Selection Screen	Used to verify that you want to convert the transfer definitions specified through MENU G2XFER to MENU GLXFER.

---

## Convert G2 Transfer Definitions Selection Screen



This screen appears after you select option 24 - Convert G2 Transfer Definitions from the GL Accounts Transfer Menu (MENU GLXFER). Use this screen to verify that you want to convert the transfer definitions specified through MENU G2XFER to MENU GLXFER.

### Convert G2 Transfer Definitions Selection Screen Fields and Function Keys

Field/Function Key	Description
Copy G2 Transfer Definitions	<p>Use this field to verify that you want to convert the transfer definitions specified through GL Transfer Definition (MENU G2XFER) to the transfer definitions specified through GL Transfer Definition (MENU GLXFER).</p> <p>Key <b>N</b> if you do not want to copy the transfer definitions specified on MENU G2XFER to MENU GLXFER.</p> <p>Key <b>Y</b> to copy the transfer definitions specified through MENU G2XFER to MENU GLXFER.</p> <hr/> <p>NOTE: A transfer option will only be added if it is not already defined through MENU GLXFER.</p> <hr/> <p>(A 1) Required</p>
F3=Exit	Press <b>F3=EXIT</b> to exit this option. MENU GLXFER will display.
Enter	Press <b>ENTER</b> to confirm your selections. MENU GLXFER will display. If you keyed <b>Y</b> in the <b>Copy G2 Transfer Definitions</b> field, the transfer definitions are copied.



---

You can set up and maintain your chart of accounts through the GL Accounts Maintenance option on the G2 Accounts Transfer Menu (MENU G2XFER). Use this option to Add, Change, Delete, Suspend or Reinstate General Ledger accounts.

Run this option prior to setting up the G/L Interface. All accounts must be defined here before that can be used by Distribution A+.

Information for G/L Account Maintenance (MENU GLFILE) for Distribution A+ General Ledger will be found in the General Ledger User Guide.

---

## GL Accounts Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
G/L Account Maintenance Selection Screen	Used to add, change, delete, suspend or reinstate accounts used by Distribution A+.
G/L Account Information Maintenance Screen	Used to add or change information for the selected account.
Default Segment Value Screen	Used to define the default segment values for the GL account number when maintaining accounts.

---

## G/L Account Maintenance Selection Screen

G/L ACCOUNT MAINTENANCE

Function:    \_    (A, C, D, S, or R)

Company?    01

Acct No:     G/L Account No.  
              .....

Duplicate Data:  N    (Y,N)

Find:        .....  
and/or       G/L Account No.  
Mask:        .....    Type: ..

F3=Exit

F5=Seg Dft

This screen appears after you select option 5 - GL Accounts Maintenance (MENU G2XFER). Use this screen to add, change, delete, suspend or reinstate accounts used by non-Distribution A+ G/L installations.

### G/L Account Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<p>This field requires that you select the type of operation to perform for an account.</p> <p>Key <b>A</b> to add a new account number. This makes an account available for use.</p> <p>Key <b>C</b> to change existing account information (such as account description and account type).</p> <p>Key <b>D</b> to delete an existing account.</p> <p>Key <b>S</b> to suspend an account.</p> <p>Key <b>R</b> to reinstate a suspended account. The account becomes available for use.</p> <p>(A 1) Required</p>

**G/L Account Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Company	<p>Use this field to specify the company to which the account information will be related.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILF)</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILF) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(N 2,0) Required</p>
Acct No	<p>The 15-digit account number used in Distribution A+. Accounts must be defined through this option prior to setting up the GL Transfer Definition (MENU G2XFER). An account number may be entered in one of two ways:</p> <ol style="list-style-type: none"> <li>1. Enter the entire account number. Leading zeros do not need to be keyed. For example, to enter account number 000000000001000, key 1000. After you press <b>ENTER</b>, this field will display 000000000001000.</li> <li>2. Enter the short name for the account. For example, if the short name for the Division 1 Phone Expense Account is PHON1 then key PHON1 in this field.</li> </ol> <hr/> <p><b>NOTE:</b> You may use short names for existing accounts only. New accounts must be keyed with the actual account number. If you do not know an account number, use the account search on this screen to search for an existing account.</p> <hr/> <p><i>Valid Values:</i> Cannot be blank or zero. The first character must be a digit (0-9) or a letter (A - Z for a short name).</p> <p>(A 25) Required</p>
Duplicate Data	<p>Use this field to determine if account information keyed for the previous account should be duplicated when entering a new account.</p> <p>Key <b>Y</b> to duplicate the account description, account type, and normal balance keyed for the previously maintained G/L account. This is useful when you are setting up similar accounts.</p> <p>Key <b>N</b> to leave the account description, account type, and normal balance blank when adding new G/L accounts.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>

**G/L Account Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Find	<p>Search words help you to find accounts without knowing the account number. Use search words to activate the G/L Account Search. Up to 10 characters per word may be entered and can appear in any order. Any G/L account number that contains all of the characters entered will display.</p> <p>(A 40) Optional</p>
Mask	<p>In addition to or in place of search words in the <b>Find</b> field, account masks may be entered to activate the search. An account mask is a pattern of digits that match the account numbers you want to work with. For areas of the account number that are not known, key an <b>X</b> in that position. If a segment in the mask contains a digit, then the segment is padded to the left with zeros. If a segment in the mask contains one or more <b>Xs</b>, then the segment is padded to the left with <b>Xs</b>.</p> <p>For example, assume you have 3 segments with lengths 2-3-4. If you keyed <b>X.1.5X</b>, it will be translated to <b>XX.001.005X</b>. Default segment values are ignored when entering a mask.</p> <hr/> <p>NOTE: If your G/L account consists of only a single segment, then you cannot specify segment masks.</p> <hr/> <p>(A 29) Optional</p>
Type	<p>Use this field to identify the type of account to be displayed by the G/L Account Search. Key one of the following:</p> <ul style="list-style-type: none"> <li>• <b>A</b> for asset accounts</li> <li>• <b>L</b> for liability accounts</li> <li>• <b>E</b> for expense accounts</li> <li>• <b>I</b> for income accounts</li> <li>• <b>Q</b> for equity accounts</li> </ul> <p>If you leave this field blank, the accounts will not be limited based on account type.</p> <p><i>Valid Values:</i> A, L, E, I, Q</p> <p>(A 1) Optional</p>
F3=Exit	<p>Press the <b>F3=EXIT</b> function key to exit this option without performing any updates. MENU G2XFER will display.</p>
F5=Seg Dft	<p>Press the <b>F5=SEG DFT</b> function key to display the Default Segment Value Screen (p. 20-8). Use the Default Segment Value Screen (p. 20-8) to maintain a series of G/L accounts with the same account number segment values. Defining default segment values will reduce the keystrokes required to identify an account number.</p> <hr/> <p>NOTE: If your G/L account consists of only a single segment, then you cannot specify segment defaults.</p> <hr/>

**G/L Account Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Enter	Press the <a href="#">ENTER</a> key to confirm your selections. G/L Account Information Maintenance Screen (p. 20-6) will display.

---

## G/L Account Information Maintenance Screen

ACCOUNT INFORMATION		CHANGE
Company:	1 A & C Office Supply	
Acct No:	G/L Account No. 0000000011000000	Desc: Cash .....
Internal:	1	.....
	Short Name: .....	
	Acct Type: A (A, L, E, I or Q)	
	Norm Bal: D (D or C)	
ACCOUNT CODES?	1: .....	
	2: .....	
	3: .....	
	4: .....	
	5: .....	
F12=Return		

This screen displays after you press **ENTER** on the G/L Account Maintenance Selection Screen (p. 20-2). This screen allows you to add or change information for the selected account. You cannot change field values if you are in delete, suspend, or reinstate mode. However, you may change field values if you are in add or change mode.

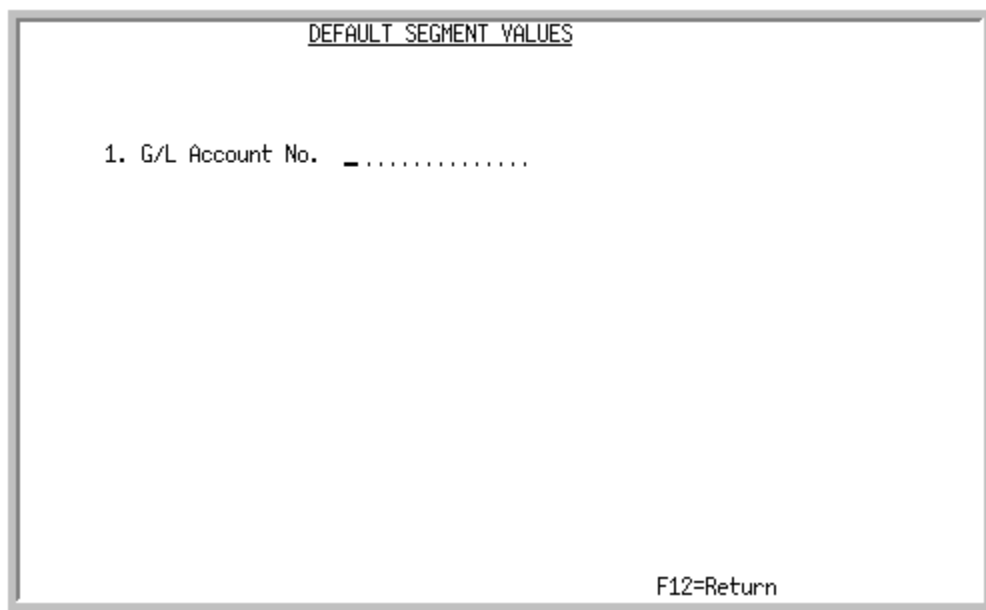
### G/L Account Information Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Internal	<p>This field appears only when you are not in add mode.</p> <p>This field displays an internal sequential number, which is translated from your account number, and is used for programming purposes.</p> <p>Display</p>
Desc	<p>These two lines are used to describe the account. All words in this text may then be used for searching by the G/L Account Search. Choose meaningful descriptions to maximize your ability to search.</p> <p>The first line of this field cannot be blank.</p> <p>(2 @ A 25) Required</p>

**G/L Account Information Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Short Name	<p>Use this field to specify a short name for the account. The short name is used as a keying aid.</p> <p>Key any name or characters.</p> <p>For example, for your telephone expense account, you may enter the short name PHONE. Only the short name PHONE rather than the full account number will need to be entered for the account number.</p> <p>Short names may be used instead of account numbers when setting up the GL Transfer Definition (MENU GLXFER).</p> <p><i>Valid Values:</i> Must begin with an alphabetic character (A through Z). May not contain embedded blanks. Must not be used for more than one account. Must be unique within a company (must not already be used for the same company).</p> <p>(A 5) Optional</p>
Acct Type	<p>Key the account type for this account:</p> <ul style="list-style-type: none"> <li>• A for asset account</li> <li>• L for liability account</li> <li>• E for expense account</li> <li>• I for income account</li> <li>• Q for equity account</li> </ul> <p>The account type can be changed at any time.</p> <p>(A 1) Required</p>
Norm Bal	<p>Key D if the normal balance of this account is a debit balance.</p> <p>Key C if the normal balance for this account is a credit balance.</p> <p>The normal balance may be changed at any time.</p> <p>(A 1) Required</p>
F5=Reinstate	<p>The F5=REINSTATE key appears only if you are in reinstate mode.</p> <p>Press the F5=REINSTATE key to reinstate a suspended account.</p>
F12=Return	<p>Press the F12=RETURN key to return to the G/L Account Maintenance Selection Screen (p. 20-2) without saving any changes.</p>
F24=Delete/ F24=Suspend	<p>The F24=DELETE / F24=SUSPEND key appears in delete or suspend mode only.</p> <p>Press F24=DELETE / F24=SUSPEND to delete or suspend the selected account. The record is deleted if you are in delete mode and suspended if you are in suspend mode. You will be required to press F24=DELETE / F24=SUSPEND a second time to confirm deletion/suspension of the record.</p>
Enter	<p>Press ENTER to confirm your selections. The G/L Account Maintenance Selection Screen (p. 20-2) will display.</p>

## Default Segment Value Screen



DEFAULT SEGMENT VALUES

1. G/L Account No. \_.....

F12=Return

This screen appears after you press **F5=SEG DFT** on the G/L Account Maintenance Selection Screen (p. 20-2). Use this screen to define the default segment values for the G/L account number when maintaining accounts. This reduces the number of keystrokes required to key an account number for accounts with the same segment values.

---

NOTE: If your G/L account consists of only a single segment, then you cannot specify segment defaults.

---

### Default Segment Value Screen Fields and Function Keys

Field/Function Key	Description
Segment Number/ Name	The number and name of the G/L account number segment as defined in G/L Options Maintenance (MENU GLFIL2). Display

---



**Default Segment Value Screen Fields and Function Keys**

Field/Function Key	Description
Default Segment Values	<p>These are the default values for the account number segments. Enter the default values for each segment to be used when entering the account number.</p> <p>If the segment is an edited segment (i.e., may only accept specified values), then the segment must be a valid segment set up through Segment Values Maintenance (MENU GLFILE). If the segment value has a description (from the Segment Value File), then the description will appear to the right of the segment value.</p> <p><i>Valid Values:</i> The number of digits in the segment value cannot exceed the length of the segment. If the segment is set up with <b>Y</b> in the <b>Edit</b> field in G/L Options Maintenance (MENU GLFIL2), then the value entered here must have been entered through Segment Values Maintenance (MENU GLFILE). At least one of the segments must be left blank.</p> <p>(N 15,0) Optional</p>
F12=Return	Press the <b>F12=RETURN</b> key to return to the previous screen without saving any changes.
Enter	Press the <b>ENTER</b> key to confirm your selections. The G/L Account Maintenance Selection Screen (p. 20-2) will display.

## GL Accounts Listing

You can print the G/L Account Master File List (p. 20-12) through the GL Accounts Listing option on the G2 Accounts Transfer Menu (MENU G2XFER). This listing shows the contents of your chart of accounts, which is maintained through GL Accounts Maintenance (MENU G2XFER).

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
G/L Account Master File Listing Selection Screen	Used to specify limiting criteria for the listing.
G/L Account Master File List	Lists the accounts maintained through GL Accounts Maintenance (MENU G2XFER).

## G/L Account Master File Listing Selection Screen

```

G/L ACCOUNT MASTER FILE LISTING

Company?      - .      to?      ...      Show Desc  Page Break
G/L:Account No. .... to .....

Account Code 1? ..... to? .....
Account Code 2? ..... to? .....
Account Code 3? ..... to? .....
Account Code 4? ..... to? .....
Account Code 5? ..... to? .....

Account Type:  ..

F3=Cancel
  
```

This screen appears after you select the GL Accounts Listing option from the G2 Accounts Transfer Menu (MENU G2XFER). Use this screen to print the G/L Account Master File List (p. 20-12).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### G/L Account Master File Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the range of the companies to print. To print accounts for all companies, leave both fields blank. (2 @ N 2,0) Optional
GL Account No	Key the range of account numbers to print. To print all account numbers, leave both fields blank. (2 @ A 15,0) Optional
Account Code	Key the account code range that you want to print for each account code level (1 through 5) for this account. To print all account codes, leave both fields blank. Account codes are maintained through Account Codes Maintenance (MENU GLFILE). <i>Valid Values:</i> An account code defined through Account Codes Maintenance (MENU GLFILE). (5 @ A 5) Optional

**G/L Account Master File Listing Selection Screen Fields and Function Keys**

Field/Function Key	Description
Account Type	<p>Key the account type to print. The report will print only the specified type of account.</p> <p>Key:</p> <ul style="list-style-type: none"><li>• <b>A</b> for asset accounts</li><li>• <b>L</b> for liability accounts</li><li>• <b>E</b> for expense accounts</li><li>• <b>I</b> for income accounts</li><li>• <b>Q</b> for equity accounts</li><li>• Blank to print all account types</li></ul> <p><i>Valid Values:</i> A, L, E, I, Q, blank (A 1) Optional</p>
F3=Cancel	Press the <b>F3=CANCEL</b> key to cancel this option and return to MENU G2XFER.
Enter	Press the <b>ENTER</b> key to confirm your selections. The Report Options Screen will appear (refer to the Cross Applications User Guide for details about this screen).

## G/L Account Master File List

GL805 08/11/09 10.37.57		G/L ACCOUNT MASTER FILE LIST 01-A & C Office Supply				AM/APDEMO PAGE 1	
Company From: 1 To: 1		All G/L Account No. Numbers		Show Desc N	Page Break N	All Account Code 1 All Account Code 2 All Account Code 3 All Account Code 4 All Account Code 5	
All Account Types							
G/L Account No.	Description	Short Name User Group	Acct Type	Norm Bal	----- Account Codes ----- 1 2 3 4 5	Security Levels INQ TRN RPT MNT	
000000011000000	Cash		A	D		9 9 9 9	
000000011100000	Accounts Receivable		A	D		9 9 9 9	
000000011110000	Finance Charge A/R		A	D		9 9 9 9	
000000011150000	Pending Vendor Rebates		A	D		9 9 9 9	
000000011160000	Rebate Account Receivable		A	D		9 9 9 9	
000000011200000	Inventory		A	D		9 9 9 9	
000000011210000	Damaged Inventory		A	D		9 9 9 9	
000000011220000	Non-Inventory		A	D		9 9 9 9	
000000011240000	Inventory Clearing		A	D		9 9 9 9	
000000011300000	Purchase Price Variance		A	D		9 9 9 9	
000000011350000	Purchase Price Variance Returns		E	D		9 9 9 9	
000000011400000	In-Transit Inventory		A	D		9 9 9 9	
000000011500002	Due From Company 02		A	D		9 9 9 9	
000000011500003	Due From Company 03		A	D		9 9 9 9	
000000012000000	Accounts Payable		L	C		9 9 9 9	
000000012030000	Rebate Accounts Payable		L	C		9 9 9 9	
000000012040000	W/O Outside Service Chrg		L	C		9 9 9 9	
000000012145000	Accrued W/O Labor		L	C		9 9 9 9	
000000012500002	Due To Company 02		L	C		9 9 9 9	
000000012500003	Due To Company 03		L	C		9 9 9 9	
000000012600000	Purchases Clearing Account		L	C		9 9 9 9	
000000012610000	Freight Purchases		L	C		9 9 9 9	

This is a listing of the accounts maintained through GL Accounts Maintenance (MENU G2XFER).

## G/L Account Master File List

Report/Listing Fields	Description
G/L Account Number	The 15-digit number used to reference the account.
Short Name	The unique short name is used to provide quick reference to the account. It may be used in place of the account number when keying accounts.
Type	<p>This is the account type of this account:</p> <ul style="list-style-type: none"> <li>• <b>A</b> for asset account</li> <li>• <b>L</b> for liability account</li> <li>• <b>E</b> for expense account</li> <li>• <b>I</b> for income account</li> <li>• <b>Q</b> for equity account</li> </ul>
Norm Bal	<p><b>D</b> prints if the normal balance is a debit amount.</p> <p><b>C</b> prints if the normal balance is a credit amount.</p>

**G/L Account Master File List**

Report/Listing Fields	Description
Account Code	There are 5 columns to display the account codes that are assigned, if any, to each account.
Security Levels	The ability to set security levels is only available with General Ledger. All accounts defined through CHAPTER 20: <i>Maintaining GL Accounts for Menu G2XFER</i> will be assigned security level 9 that allows all users access to the account.

---



You can print the Temporary General Ledger Listing (p. 21-3) through the Temporary General Ledger Listing option on the G2 Accounts Transfer Menu (MENU G2XFER). This listing shows the general ledger transactions stored in this Temporary General Ledger File. You can specify the transactions that should be printed through the Temporary General Ledger Listing Screen (p. 21-2).

## Temporary General Ledger Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Temporary General Ledger Listing Screen	Used to specify limiting criteria for the listing.
Temporary General Ledger Listing	Prints all the transactions that occurred within the specified time period.

## Temporary General Ledger Listing Screen

TEMPORARY GENERAL LEDGER LISTING

Company No? - . to? ...

Entry Date: ..... MMYY

F3=Cancel

This screen appears after you select option [10](#) - Temporary General Ledger Listing option from the G2 Accounts Transfer Menu (MENU G2XFER). Use this screen to print the Temporary General Ledger Listing (p. 21-3).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Temporary General Ledger Listing Screen Fields and Function Keys

Field/Function Key	Description
Company No	Key the range of the companies to print or leave this field blank to print accounts for all companies. (2 @ N 2,0) Optional
Entry Date	Key the month and year in MMYY format to print the transactions within the specified time period. (N 4,0) Required
F3=Cancel	Press the <a href="#">F3=CANCEL</a> key to cancel this option and return to MENU G2XFER.
Enter	Press the <a href="#">ENTER</a> key to confirm your selections. MENU G2XFER displays and the Temporary General Ledger Listing (p. 21-3) prints.



## Temporary General Ledger Listing

XA351	08/11/09	10.36.18	TEMPORARY GENERAL LEDGER LISTING				AM/APDEMO	Page- 1
Company No. From: 00			Journal Entry Date: /		00-			
To: 00								
General Ledger#	Description	Journal Number	Entry Date	Transaction Description	Debit	Credit		
*** NO RECORDS FOUND FOR SELECTION CRITERIA ENTERED ***								
TOTAL FOR GENERAL LEDGER ACCOUNT:				.00 Net Change	.00	.00 DR		
TOTAL FOR COMPANY:					.00	.00		

This listing prints all the transactions that occurred within the specified time period.

This report will not display any information if General Ledger is installed.



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