

About this Book

The **Accounting with Qube User Guide** provides information about the Qube Accounting, General Ledger, Accounts Receivable, Accounts Payable, and Sales Commissions modules. This book includes such topics as General Ledger Calendar, Inventory Standard Costs, GL Key Accounts, Chart of Accounts, Budgeting, Troubleshooting The GL, Invoice & Credit Memos, Cash Receipt Transactions, Payment Transactions, and Managing Commissions.

Use this book as a general reference book.

The **Accounting with Qube User Guide** is part of a 14-volume set. The other books in the set are:

- General Information User Guide
- System Administration User Guide
- Inventory Management User Guide
- Production Scheduling and Bills of Material User Guide
- Sales Order Management User Guide
- Purchasing Management User Guide
- Accounting with Dynamics User Guide
- Job Costing User Guide
- Order Configuration User Guide
- Global Commerce User Guide
- Implementation Workbook
- Qube Sample Reports Book
- Index

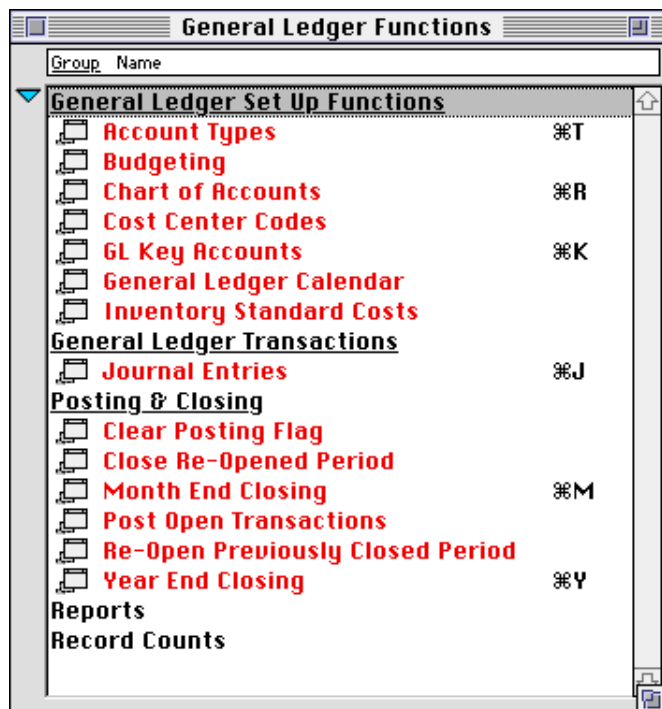
Overview

This user guide contains the following topics:

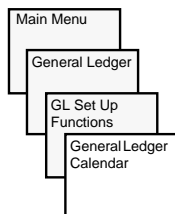
- General Ledger Calendar
- GL Account Structure Setup
- Inventory Standard Costs
- GL Key Accounts
- Chart of Accounts
- Budgeting
- Journal Entries
- Period Closings
- General Ledger Reports
- Troubleshooting The GL
- Invoicing Functions
- Invoice & Credit Memos
- Cash Receipt Transactions
- AR Adjustments
- Miscellaneous AR Functions
- Sales Reports
- Receivables Reports
- Payables Functions
- Draft Payment Functions
- Payment Transactions
- Miscellaneous Payables Functions
- Set Up Issues
- Managing Commissions

General Ledger Functions

The **General Ledger** functions are accessed by selecting <GENERAL LEDGER> from the **MAIN** menu. This will cause a new functions window to appear on your screen labeled **General Ledger Functions**. From this window you can select all of the following general ledger activities.



General Ledger Calendar



General Ledger Calendar

Fiscal Year Begins On

01/01/94


Last Month-End Closing

12/31/93

Current Accounting Period

1

Period Number	Title	Closing Date
1	January	01/31/94
2	February	02/28/94
3	March	03/31/94
4	April	04/30/94
5	May	05/31/94
6	June	06/30/94
7	July	07/31/94
8	August	08/31/94
9	September	09/30/94
10	October	10/31/94
11	November	11/30/94
12	December	12/31/94
13	January	01/31/95



Use this window to define your fiscal year and the posting periods within it. You may change the values of any of these fields at any time by clicking the *<EDIT>* button, but you should really only make these changes when first setting up the data file. Thereafter, the window should be allowed to be updated by using the period closing functions within this module.

This calendar does not appear for Dynamics users.

Fiscal Year Begins On

{Date field, required} Enter the beginning date of the current fiscal year in this field.

Last Month-End Closing

{Date field, calculated, editable} This field will be updated each time you close a month or year. If you are setting up the system for the first time, you may enter the ending date of the previous period to your fiscal year beginning date, or leave it blank.

Current Accounting Period

{Numeric, calculated, editable, 1-13} You may enter the current accounting period (1-13) in this field. This period will be based on your fiscal year beginning. In other words, if you begin your fiscal year on April 1, April of the current year will be Period 1. This would be set up in the **Period Number** section below, and then you would enter the period you are currently in the **Current Accounting Period** field. For example, if you had set April up as period one, and you are currently working in June, you would enter 3 in this field. The number in this field will be updated every time you close a month.



Note: The system only knows the accounting period by this number. It is very important that you get this right or your general ledger postings will post to the wrong periods.

Period Number Fields

Title

{Text} Enter the name of each month in these fields. They will be based on your fiscal year beginning. In other words, if you begin your fiscal year on April 1, April of the current year will be Period 1.

Closing Date

{Date} This is the ending date of each month.

Periods 13 & 14

Qube ERP™ provides the ability to post to 14 accounting periods. The current accounting period can be 1 through 13; period 14 cannot be the current accounting period. Periods 13 and 14 are holding periods that allow you extra time at the end of the fiscal year to close out the year. When the fiscal year is closed, journal entries posted to period 13 will become period 1 of the new fiscal year. Those posted to period 14 will become period 2-12 of the new fiscal year. Since Qube always asks if you want to post to the current period or the next period, you can post to period 14 by selecting next period while in period 13. If you are posting a voided check, Qube ERP™ will not let you post to Period 14 unless you use the **Reassign Journal Entry Period Posted** GL utility to reset the period posted to (*see “[Distributing Journal Entry Postings Past 14 Periods](#)” on page GL-5*).

GL Calendar and Posting

At any time, it is possible to post to the current accounting period or to the next accounting period; e.g., periods 1 or 2, periods 13 or 14, etc. The period to which a journal entry is posted is set as the current period or the next period as determined by the current setting in the GL calendar at the time the transaction was posted.

GL Calendar and Financial Statements

The financial statements print based on a period number. The title of the period (how it is labeled at the top of the financial statement) comes from the GL Calendar record. There is only one GL Calendar Record (not one for each year). To avoid problems, you should consult with your support source if you wish to change your fiscal year. If you change the calendar for the current year and print statements for the prior year, the statement title will reflect the title of the selected period number as it currently appears on the GL calendar, not as it used to be in the prior fiscal year.

GL Calendar and Reports

Many production, job cost and accounting reports let you print transactions posted in a select period range from the current fiscal year.

Current vs. Previous Years in Posted Transactions

When a journal entry was posted to the current year, the **Year** portion of the **To Period/Year** field will remain empty. This is an example of a journal entry posted to period 2 of the current fiscal year.

General Ledger Journal Entries					
Journal Number	Type	Posted?	To Period/Year	Date	
92099	SALE	VES	2 /	01/24/97	
Account Code	Description		Debit	Credit	
1200-000/00	Posting Invoices 01/24/97		19976.00		
1200-000/00	Posting Invoices 01/24/97		19,976.00		
4000-000/00	Posting Invoices 01/24/97			19,976.00	

When a journal entry was posted to a previous year, the **Year** portion of the **To Period/Year** field will reflect this by inserting negative numbers, beginning with **-1** for the most recent year. This is an example of a journal entry posted in period 2 of the prior fiscal year.

General Ledger Journal Entries					
Journal Number	Type	Posted?	To Period/Year	Date	
90002	SALE	VES	2 / -1	03/03/95	
Account Code	Description		Debit	Credit	
1200-000/00	Posting Invoices FEB 8 92		7177.50		
1200-000/00	Posting Invoices FEB 8 92		7,177.50		
4000-000/00	Posting Invoices FEB 8 92			7,177.50	

Distributing Journal Entry Postings Past 14 Periods

The system allows you to post to up to 24 different periods. This provides a way to hold a previous year open until tax returns are filed, or other reasons. For example, you may be into 1998, and still have 1997 open. You would want to be sure that while 1997 is still open, all 1998 transactions are posted to the proper periods.

• To make sure journal entries are distributed properly past the current 12 periods

1. **Post all transactions to period 14, making sure all transactions are posted within the month which corresponds to the period in which they should be posted.**

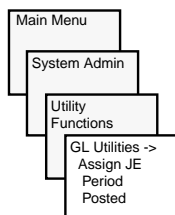
In other words, if you have transactions to post to period 3, the date of the posting must be in March, if you are on a calendar year.

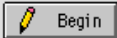
2. **Then, after closing the “current” (really, last) year, you would run the <ASSIGN JE POSTED PERIOD> utility which is found under GL Utilities in the System Administration module, and is accessed with this selection:**



This will display the following window, which will allow you to distribute previously posted journal entries into the proper periods, based on the months they were posted in. After clicking <BEGIN>, enter the data ranges you wish to redistribute. These may be journal entry numbers, date ranges, or period ranges. If you are using the utility as described here, to repost all of the journal entries for the current fiscal year, it is best to enter a date range from the beginning to the end of the current fiscal year. This will ensure that you incorporate all journal entries for the

current year in the routine. For more information about this utility, see [“Assign JE Period Posted” on page SYS-169](#).



Re-Assign Journal Entry Period Posted	
Beginning Journal Entry Number	<input type="text"/>
Ending Journal Entry Number	<input type="text"/>
Beginning Date	<input type="text"/>
Ending Date	<input type="text"/>
Beginning Period (current fiscal year)	<input type="text" value="0"/>
Ending Period	<input type="text" value="0"/>
Edit to Show Posting Period As....	<input type="text" value="1"/>
	

3. Once you have run this utility, it is necessary to run the *REPOST GL FROM JES* utility to repost each period.

GL Utilities
Assign JE Period Posted
Repost GL from JEs

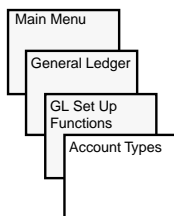
This will recalculate the General Ledger totals for each period.



Caution: As with all system utilities, these should not be run without proper guidance from QCI Tech Support.

GL Account Structure Setup

General Ledger Account Types



General Ledger Account Types

GL Account Type..... X0

Description..... Operating Expenses

☐ This account type is normally CREDIT

☒ This account type is normally DEBIT

☒ This account type is normally used in INCOME STATEMENT

☐ This account type is normally used in BALANCE SHEET

☐ Print Cost of Goods Sold + Gross Profit after the last account of this account type

☐ Print Net Sales after accounts in this account type

☐ Do not print a subtotal for this account type.
(Detail Income Statements Only)

☐ Include accounts in this account type when computing Cost of Goods Sold.

☐ Include accounts in this account type when computing Net Sales.

Print

This window is used to enter general ledger account types. The system includes some default GL type codes, but you may change these and/or add new ones as you wish. Note that you must tell the system whether each type of account is typically used in the income statement or balance sheet and whether it typically carries a credit or debit value. Without correct answers to these questions, Qube ERP™ cannot prepare your financial statements properly.

The **General Ledger Account Types** window allows you to include debit accounts (e.g., sales adjustments) in the total revenue. This window also permits you to print cost of net sales, goods sold, and gross profit at selected positions on the statements. In addition, Qube ERP™ relies on the account type attributes when determining which accounts to include in cost of goods sold.

GL Account Type Code

{All Caps, Required, Unique} This is the code which will be entered in chart of account records and used to reference the specific characteristics of the account type shown on the account types window. If you are NOT going to use Qube to prepare financial statements, you can use numbers; otherwise, make sure that you use letter codes.



Note: In determining the account type codes, you should consider how you want your financial statements prepared when using Qube ERP™ Accounting. The Qube ERP™ Accounting statements use the alphabetical ranking of these codes in organizing the presentation of the financial statements. For example, usually assets are presented before liabilities on the balance sheet. Therefore, the default codes given to all asset types codes begin with “A”, while the liability types begin with “L”. If this were reversed, the liabilities would appear first on your statement.

Description

{Text field, required} Enter the description of each account type in this field. These descriptions might be “Fixed Assets,” “Operating Expenses,” “Current Assets,” etc.

Credit or Debit?

{Radio buttons} Select the *CREDIT* or the *DEBIT* button, depending on the type of balance the account type normally carries. Account balances are normally classified like so:

Debit Accounts: expenses and assets

Credit Accounts: income and liabilities

Income Statement or Balance Sheet?

{Radio buttons} Select the *INCOME STATEMENT* or the *BALANCE SHEET* button, depending on whether the account is normally carried on the **balance sheet** or **income statement**.

Printing Options

{Checkboxes} You may select one or more print options:

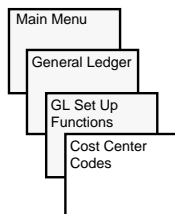
- ☐ Print Cost of Goods Sold + Gross Profit after the last account of this account type
- ☐ Print Net Sales after accounts in this account type
- ☐ Do not print a subtotal for this account type.
{Detail Income Statements Only}

Compute Cost of Goods Sold or Net Sales?

{Checkboxes} You may select one or both computation options:

- ☐ Include accounts in this account type when computing Cost of Goods Sold.
- ☐ Include accounts in this account type when computing Net Sales.

Cost Center Codes



General Ledger Cost Center Codes

Cost Center Code: 20
Description: Support Department

NOTE
If you CHANGE an existing cost center code which is part of existing general ledger account codes and which has been referenced in other transactions, the system must find all of those transactions and reflect your change. This may involve thousands of records and may take a very long time.

Buttons: [Icons for navigation and actions]

If you are using **Cost Center Codes** in your **GL Chart of Accounts**, it is useful to set them up in Qube ERP™ so that you can more easily maintain them. This window is where you do so.

When using **Qube ERP™ Accounting**, these codes are two digits long and are applied to the last two digits of account number, separated by a forward slash:

Code is two digits at end of account →

Chart of Accounts - Current Year Period Totals

Code: 5000-000/20 | Cost of Sales - Materials, Support Dept
Type: SC | Cost of Sales
Order: 500000020 | Used in Income Stmt | Normally DR balance

When using Great Plains Accounting or Dynamics, the cost center codes should be three digits long and are applied to the second group of digits in the account number, separated by a dash:

Code is three digits in middle of account →

Chart of Accounts - Current Year Period Totals

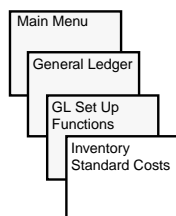
Code: 0-200-5000-000 | Cost of Sales - Materials, Support Dept
Type: SC | Cost of Sales
Order: 5000000200 | Used in Income Stmt | Normally DR balance

By defining cost center codes in your chart of account structure, you may print **Department Expense Reports** on the various departments. These reports are accessed through the General Ledger Reports window:

General Ledger Reports

Statements	Dept Expense Report - Detail
Statements	Dept Expense Report - Summary

Inventory Standard Costs



Inventory Standard Costs			
Item Code	0002		
	Table Leg Nuts		
Std Costs Updated on	05/01/97	By	S Database User
Item Type	RAW P Purchased	<input checked="" type="checkbox"/> Active	
	Current Unit Costs	Standard Unit Costs	
Material	\$ 0.15000	\$ 0.20000	
Freight In	\$ 0.00000	\$ 0.00000	
Overhead as % Material	\$ 0.15000	\$ 0.20000	
Outwork	\$ 0.00000	\$ 0.00000	
Labor	\$ 0.00000	\$ 0.00000	
Overhead as % Labor	\$ 0.00000	\$ 0.00000	
Total Unit Cost	\$ 0.30000	\$ 0.40000	
Overhead applied to Material =	100.000%	100.000%	
Overhead applied to Labor =	0.000%	0.000%	
		Print	
		Edit All	
Update Unposted Transactions		Edit Zero Standard Cost Purchased Items	
		Edit Standard Overhead Rates	

Qube ERP™ uses a standard cost basis (sometimes referred to as “fixed” standard costs) for inventory evaluation. There are several important points to remember when dealing with standard costs:

1. Under standard cost accounting, all inventory transactions are posted at standard.

All inventory postings are based on the standard cost rate which is set by management and based on established goals and criteria. Actual costs are used to calculate variance accounts, but otherwise do not impact inventory evaluations. As purchases are made throughout the year, management can determine whether its goals are being met by monitoring the **Purchase Price Variance** account, which is the difference between this standard cost and the actual cost of the purchase.

2. Standard costs remain fixed until manually edited.

This is true for all items; those which are established inventory items, and those which are newly procured.

3. Therefore standard costs must be rigorously maintained or else your inventory values will be wrong.

4. Standard costs may be accessed and maintained through the Inventory Standard Costs window, shown above, or through the Reconstruct BOMs window.

Unless someone intentionally goes to the **Standard Costs** or **Reconstruct BOMs** window and sets them, they will not change. This can be problematic in the case of new items being procured. Why? Because when an item is first purchased, its standard cost will be zero until someone specifically sets the new standard cost. Using the costs changed by purchases function to automatically set costs at purchase or setting current costs manually only sets current costs. Unless the **Inventory Standard Costs** or **Reconstruct BOMs** window is employed for these new items, all inventory postings will be zero.

Inventory Postings Using Standard Costs

The following example will show how standard costs impact inventory postings. Assume 1000 of item 0002, displayed in the window above, are purchased at the **Actual Unit Cost** of 0.15, but they carry a **Standard Unit Cost** of 0.20. The GL posting would look like this:

	<u>Debit</u>	<u>Credit</u>
Inventory	\$200.00	
Accounts Payable		\$150.00
Purchase Price Variance		\$50.00

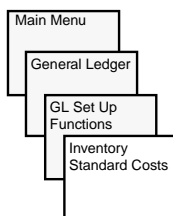
Because the purchase price variance account is an expense account, it carries a debit balance. Therefore the credit of \$50.00 represents a reduction in this account balance. From a purchasing standpoint this

is good; it means that the purchasing representative has purchased these goods for less than management has established as a purchasing goal.

Note, however, that it might also indicate that management has overestimated the cost of this item, and therefore overestimated the value of inventory.

The Impact of Zero Standard Costs

Now assume that you are procuring the above item for the first time. The purchase price could be reflected from the current cost in the Item Master File Card #1, or it could be derived from the first PO. Either way, the current cost would be established, but the standard cost would not. The window would then look like this:



Inventory Standard Costs			
Item Code	0002		
	Table Leg Nuts		
Std Costs Updated on	05/01/97	By	S Database User
Item Type	RAW P Purchased	<input checked="" type="checkbox"/>	Active
	Current Unit Costs	Standard Unit Costs	
Material	\$ 0.15000	\$	0.00000
Freight In	\$ 0.00000	\$	0.00000
Overhead as % Material	\$ 0.15000	\$	0.00000
Outwork	\$ 0.00000	\$	0.00000
Labor	\$ 0.00000	\$	0.00000
Overhead as % Labor	\$ 0.00000	\$	0.00000
Total Unit Cost	\$ 0.30000	\$	0.00000
Overhead applied to Material =	100.000%		100.000%
Overhead applied to Labor =	0.000%		0.000%
			Print
			Edit All
Update Unposted Transactions		Edit Zero Standard Cost Purchased Items	
		Edit Standard Overhead Rates	

The posting for the purchasing transaction shown before would look like this, if the standard cost had not been adjusted:

	<u>Debit</u>	<u>Credit</u>
Inventory		0
Accounts Payable		\$150.00
Purchase Price Variance	\$150.00	

Why? Because all inventory accounts are posted at standard cost, the posting to this inventory account would be 0, because this item has a 0 standard cost. Accounts payable is still credited the \$150.00 you have agreed to pay the vendor, and the difference is posted to purchase price variance. In this case, because the purchased cost is greater than the standard cost, the PPV account is debited.

Establishing Standard Costs

For the reasons stated above, standard costs must be carefully monitored, even from the start. If you have not yet had an opportunity to establish them, or don't really know where to begin, it might be wise to set them to equal your current cost. Then, over time, as you purchase items you will be able to monitor cost trends by monitoring the PPV account. This is an easy and quick way of deriving benefits from standard costs.

Review Standard Costs Before Posting Inventory Transactions

Before posting inventory transactions, standard costs should always be reviewed to determine if new items have been procured since the last time standard costs were set. If they have, their postings would be as reflected above unless their standard costs have been set.

Again, setting standard costs is always a manual, and never an automatic, transaction.

Impact of Changing Standard Costs

When you change standard costs, you are changing the basis on which your inventory is valued. This can cause significant changes in the total net worth of your company as portrayed on the balance sheet. It can also cause the value of your inventory to be inconsistent with the value reflected on the balance sheet. Therefore, careful con-

sideration of the process must be taken prior to conducting any procedure which may change your standard costs.

Normally, you should change standard costs of items in unposted transactions, as they will not have been entered into inventory in the general ledger until the transactions have been posted. Therefore, you should always review standard costs prior to posting inventory transactions and then run the *<UPDATE UNPOSTED TRANSACTIONS>* procedure on the **Inventory Standard Costs** window. This way, all inventory transactions will be posted at the most recent standard cost value, and your inventory postings will be more accurate.

However, if you cause the standard costs of items already in inventory to be changed you are changing the value of inventory which has already been transacted into stock, and if you are not careful, you can do so without any audit trail or visibility at all. This will make auditing your inventory values impossible. Procedures which can cause these types of conditions are rolling up standard costs in your bills of material, editing all standard costs, changing standard costs of a single purchased part, and choosing to roll it up into items already on the shelf, utilizing BOM effectivity dates, etc.

In order to reduce the chances of impacting inventory costs without an audit trail, you should follow this procedure whenever updating standard costs which can impact existing inventory.

• To maintain audit trails when changing standard costs.

1. Print a report of all inventory items at standard costs.

These reports can be found in the Inventory Reports window, or can be printed by clicking *<PRINT>* on the **Inventory Standard Costs** window. Once this report is printed, you should complete steps 3 and 4 before allowing any further inventory transactions to be processed.

2. Run the *UPDATE* procedure.

This can be <EDIT ALL>, <EDIT ZERO STANDARD COST PURCHASED ITEMS>, <EDIT STANDARD OVERHEAD RATES>, or any bill of material rollup procedure which impacts standard costs.

3. Allow the system to *UPDATE UNPOSTED TRANSACTIONS*.

If you don't do it now, make sure it gets done later. The function will automatically reconstruct the bills of material.

4. Rerun the inventory report which you ran in step #1.

Compare the two reports to see the difference in your inventory values.

5. Create a manual journal entry reflecting the difference in your inventory accounts.

This way the cost change will be reflected in the GL. The posting accounts should be **inventory** and **inventory adjustments**.

6. Continue working. The new standard costs will now be reflected in all subsequent transactions.

Commands Bar

Use the **Commands Bar** to scroll through the various inventory items you wish to view and edit.



You may find and scroll on **Item Code**, **Description**, or **Item Type**.

Using the Inventory Standard Costs Window

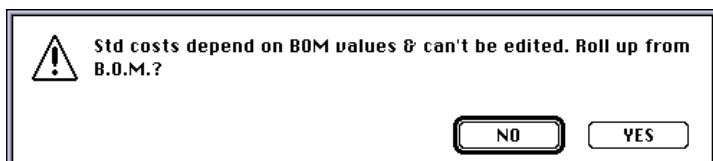
There are several steps involved in maintaining standard costs. Note on the **Inventory Standard Costs** window that there are two cost columns: the **Current Unit Costs** column which is accessed and maintained from the **Item Master File, Card #1**, and the **Standard**

Unit Costs column, which is accessed only through this window.
Only the standard costs are maintained through this window.

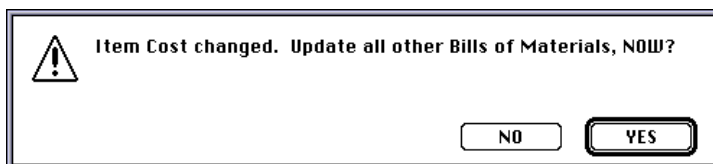
Edit

[*Command button*] Click the <EDIT> button to change the standard cost of any purchased item. The costs of any fabricated item are changed by editing their components and rolling up their bills of material.

When you click the <EDIT> button and are on a fabricated item, the following message will appear. You should click the <NO> button unless you have read and understand the section, [“Impact of Changing Standard Costs” on page GL-13](#).



When you click the <EDIT> button and are on a purchased item, the standard cost will automatically be changed to reflect the current cost of the item. You may accept this default and simply click the <SAVE> button, or you may edit the value to any cost you like. If you change the cost of an item which appears in other items's bills of material the following message will be displayed.



Note: It is always a good idea to click the <NO> button. For information about rolling up bills of material and how to manage standard costs, see [“Reconstruct BOMs” on page BOM-35](#) and [“Impact of Changing Standard Costs” on page GL-13](#).

Print

{Button} Click **<PRINT>** to print out a list of inventory items reflecting the current and standard costs of all your items. When you click on this button, the box to the left of it displays the following:

Print only items showing Zero standard Costs?	<input type="button" value="YES"/>
Print Active Items?	<input type="button" value="YES"/>
Print Inactive Items?	<input type="button" value="NO"/>

Print only items showing zero standard costs?

Entering **YES** in this field causes only those items with zero standard costs to print. You normally choose this option when reviewing newly purchased items. Entering **NO** causes all items to print regardless of whether they have standard costs or not. This is the option chosen when conducting your annual standard cost review.

Print Active Items?

Entering **YES** in this field will cause **active** items to be included.

Print Inactive Items?

Entering **YES** in this field will cause **inactive** items to be included.

Utilizing this report provides an easy way to find out which items need to have standard costs set, and which do not. It can also provide you with a total value of your inventory at standard and current costs.

Edit All

{Button} This function will edit all standard costs to reflect the value of the current cost in each item, whether or not the item has a zero standard cost. This is the routine you would use to reset standard costs annually or semiannually.



Note: This is a very significant process and should only be done after very careful consideration. If you have modified your current costs for any items which are in inventory and run this procedure, you will change the value of all inventory in stock which is impacted by these changes.

• To Edit All standard costs

1. Update all current costs to reflect the new standard costs.

Go through each item in the item master file and determine the new standard cost. Enter this into the current cost field of the item. This can be a rather involved process, and can take a while. You should complete this task before moving to step #2.

2. Print a report of all inventory items at standard costs.

These reports can be found in the **Inventory Reports** window, or can be printed by clicking the *<PRINT>* button on the **Inventory Standard Costs** window. Once this report is printed, you should complete steps 3 and 4 before allowing any further inventory transactions to be processed.

3. Click *<EDIT ALL>*.

This will adjust all standard costs to the current costs in the **Item Master File, Card #1**.

4. Allow the system to *UPDATE UNPOSTED TRANSACTIONS*.

If you don't do it now, make sure it gets done later. The function will automatically reconstruct the bills of material.

5. Rerun the inventory report which you ran in step #2.

Compare the two reports to see the difference in your inventory values.

6. Create a manual journal entry reflecting the difference in your inventory accounts.

This way the cost change will be reflected in the GL. The posting accounts should be **inventory** and **inventory adjustments**.

7. Continue working. The new standard costs will now be reflected in all subsequent transactions.

For more information, see [“Impact of Changing Standard Costs” on page GL-13.](#)

Update Unposted Transactions

{Button} Clicking this button will cause all unposted inventory transactions to be updated to reflect the newly updated standard costs. Whenever you run either of the updating procedures (<EDIT ALL>, <EDIT ZERO STANDARD COST PURCHASED ITEMS>), the system will automatically prompt you to do this function at the end of the updating procedure with the following message:

Copy current Standard Costs into Unposted Inventory & Payables Transactions?

NO

YES

If you click the <YES> button, you will not need to rerun the procedure using this function. If you click the <NO> button, make sure you run this procedure prior to posting any inventory transactions.



Note: Updating unposted inventory transactions does not carry the same impact that rolling up BOMs do. Any unposted transactions will not impact inventory values until they have been transacted; therefore the difference in value will only occur as these items move in and out of inventory.

Edit Zero Standard Cost Purchased Items

{Button} This procedure performs a mini rollup and will change the standard cost of all items reflecting a zero value to the value in the current cost column. This is a quick way to make sure that all newly purchased items have at least the current cost reflected as standard.

If you add new items and reference these new items in BOMs, Qube ERP™ will copy the current cost into the standard cost for the RAW, RES, and EXP items, and then reflect these changes in any BOMs in which they may be referenced. After updating each purchased item,

Qube ERP™ will reconstruct all BOMs so that these new standard costs are reflected in all assemblies in which these items appear. Once this procedure has updated all zero standard costs, it will display the following

Copy current Standard Costs into Unposted Inventory & Payables Transactions?	<input type="button" value="NO"/>
	<input checked="" type="button" value="YES"/>

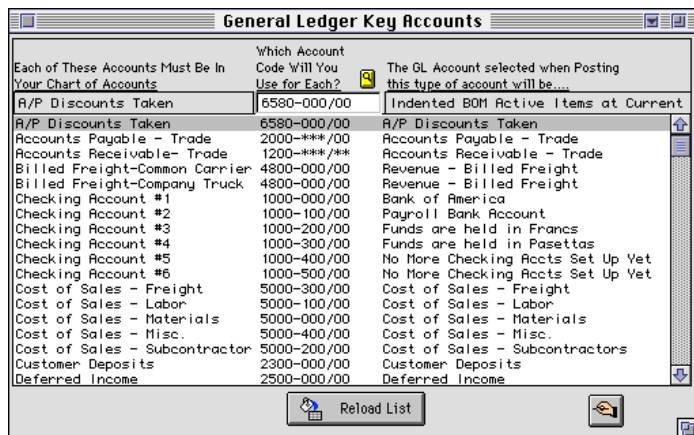
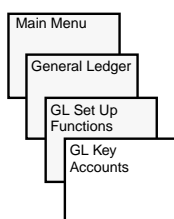
If you select the <YES> button, the system will look into all unposted inventory and payable transactions, and edit them so that they reflect the new standard costs. This is a very important step. If you do not have time to do all of this at once, click the <NO> button, but remember to run this step later, before posting inventory to the GL. This step may be run by itself, by clicking on the <EDIT ZERO STANDARD COST PURCHASED ITEMS> button,



Important: If your company purchases many new items, you should always run this procedure prior to posting inventory transactions.

For more information, see [“Impact of Changing Standard Costs” on page GL-13.](#)

GL Key Accounts



Each of These Accounts Must Be In Your Chart of Accounts	Which Account Code Will You Use for Each?	The GL Account selected when Posting this type of account will be...
A/P Discounts Taken	6580-000/00	Indented BOM Active Items at Current
A/P Discounts Taken	6580-000/00	A/P Discounts Taken
Accounts Payable - Trade	2000-***0/00	Accounts Payable - Trade
Accounts Receivable- Trade	1200-***0/00	Accounts Receivable - Trade
Billed Freight-Common Carrier	4800-000/00	Revenue - Billed Freight
Billed Freight-Company Truck	4800-000/00	Revenue - Billed Freight
Checking Account #1	1000-000/00	Bank of America
Checking Account #2	1000-100/00	Payroll Bank Account
Checking Account #3	1000-200/00	Funds are held in Francs
Checking Account #4	1000-300/00	Funds are held in Pesettas
Checking Account #5	1000-400/00	No More Checking Accts Set Up Yet
Checking Account #6	1000-500/00	No More Checking Accts Set Up Yet
Cost of Sales - Freight	5000-300/00	Cost of Sales - Freight
Cost of Sales - Labor	5000-100/00	Cost of Sales - Labor
Cost of Sales - Materials	5000-000/00	Cost of Sales - Materials
Cost of Sales - Misc.	5000-400/00	Cost of Sales - Misc.
Cost of Sales - Subcontractor	5000-200/00	Cost of Sales - Subcontractors
Customer Deposits	2300-000/00	Customer Deposits
Deferred Income	2500-000/00	Deferred Income

Purpose of the Window

When you receive your Qube ERP™ data file, all of the basic general ledger accounts required to operate the system are already included in your data file. These are given internal account numbers which are invisible to the user. The **GL Key Accounts** window is used to manage these internal accounts.

If you wish to change any of the predefined accounts, you may do so in the **Chart of Accounts** window. If you do, you may have to edit the **GL Key Accounts** so transactions will post properly.

How Do Key Accounts Work?

Visualize the old-style telephone switchboard. When you would call a central exchange, the operator would pull a cord out of a slot and plug it into one of several holes in the top of the board. In this way, she was routing your call.

The **GL Key Accounts** window works in much the same way. When you post transactions that point to these internal accounts, the system “brings” the transaction to the left side of this window. To complete the transaction, you need to “close the circuit,” so the system knows to which account to post these transactions. You enter those accounts in the middle column, and that “completes the circuit,” causing the transactions to post to the accounts you designate.

In some cases, you will not need these pointers, as distribution accounts may be directly called out. The **Vendor Invoice Items** window is a perfect example of this. Here, you may call out the exact distribution account you wish to debit, right on the invoice record itself:

Call out the distribution account here

Purchase price variance for this transaction

Item	G/L Account	Quantity	Unit Cost	Unit	Extension
0001	1400-000/00	10.111	280.57900	ER	2,836.93
0001	1400-000/00	10.111	280.57900	ER	2,836.93
30092	1400-000/00	20.111	77.11500	MG	1,550.86
0001	1400-000/00	30.111	280.57800	ER	8,448.48

Inventory - Raw Materials 12,836.27

☐ This item is taxable

If Charged to a specific job, Enter Sales-Order Line # 1921-2

Table Leg Bolts

Currency of Issue FR Francs

Home Currency Unit Cost 50.50018

Standard Unit Cost 150.50000

Unit Purchase Price Variance 130.07900

Total Purchase Price Variance 1,315.23

Notes Description of 0001

In some cases, however, no distribution account is displayed to designate. Examples of these accounts are apparent on this same window. For example, there will be a purchase price variance posting which needs to be applied with this transaction. This field is displayed in the lower right corner of the window shown above.

Which account number should the system apply this purchase price variance to? We could have chosen this for you, but that would not seem to be a very good solution. A better one is to let you determine this yourself. This is where the **GL Key Accounts** window comes in. It provides an area for you to set up these important links between your GL account structure and the transactions which need to be posted to it.

Setting Up Key Accounts

• To set up GL Key Accounts

1. **Your first step must be to set up the accounts to which you wish to post.**

If accounts don't exist, the system cannot post to them. They must be established in the **Chart of Accounts** window.

2. **Next you need to tell the system what account numbers you want to use for those accounts listed as Key Accounts.**

The default account codes provided can be changed to any value you wish.

3. **Click on the <EDIT> button and enter the account numbers you wish to edit.**

You must do this before beginning to use any other functions of the system. If you later change your account structure, you must tell the system that you have changed the number used to reference each of these key accounts. If you do not, the system may calculate your account balances incorrectly.

4. **After entering the proper account numbers, click <SAVE>.**

Wild Cards (*) in Account Numbers

Some accounts require that you enter the complete code in the key accounts list. The six checking accounts are examples of this. Qube accounting may also have other accounts that show asterisks (*) in portions of the account shown in the list. These asterisks are wild cards which indicate that some information will be looked up by the system from master file or transaction records. These are the subaccounts and department accounts referred to in the GL Chart of Accounts section later in this section. Note that Dynamics users must NOT have asterisks in key accounts or the Chart of Accounts.

For example, the system determines the correct A/P and A/R account for each posting based on a combination of the main accounts in the **Key Accounts** plus the GL sub account shown in the selected vendor



or customer record (e.g., 2000-{GL Sub from vendor or customer record}/00. For the sales accounts, both the sub account and department codes will be read from the invoice record and therefore must remain as asterisks on the key accounts screen.

For more information, see [“General Ledger Account Code Structure” on page GL-43.](#)



Caution: While you may post to any sub account or department account you wish, the system will look for a “generic” account first; that is the account with the AAAA-000/00 structure (0-000-AAAA-000 for Great Plains-linked systems). Therefore the account which you will need to enter into these fields must be the main account, and the main account must be shown as above, with all zeros except for the AAAA section. If you do not have this main account as shown in the data file, or try to enter another main account in the Key Accounts window, you will get GL Key Accounts error, which looks like this:

Freight Expense	6520-000/00	Freight Expense
Gain <Loss> on Currency	4006-000/00	Error:
Income Summary	9999-***	Income Summary

After you have edited the key accounts screen and edited your chart of accounts to make sure the account codes you do use match the ones you said you will use on the key accounts screen, select <PRINT> from the **File** menu. The system will print each key account record and look up the corresponding record in your chart of accounts. If it does not find a record matching the code you entered, it will display an error message. Even if it does find a match, you should compare the description of the general ledger account with that of the key account to make sure they describe the same things. They need not be identical in description.

Key Accounts Defined

The following is a list of the accounts which appear on this window. Each description outlines the most important aspects of each key account, along with its basic properties (DR or CR, etc.) and whether or not it pertains to external accounting systems or Qube ERP™ Accounting only.

A/P Discounts Taken

{Income statement, DR balance, Qube ERP™ Accounting and GPA} This account is posted to when you issue cash payments to vendor invoices for less than the amount due. The **Cash Disbursements** window provides a **Discount** field. The amount shown in this field will be posted to this account when the cash disbursement is posted.

Accounts Payable - Trade

{Balance Sheet, CR balance, Qube ERP™ Accounting and GPA} Whenever a **Vendor Invoice** is posted, the credit account will be the account shown in this key account. The account posted to will be the **main account** as shown in this window, combined with the **sub account** from the **Vendor Information** window.

GL Sub Account for
Accounts Payable

Vendor Information			
Vendor Code	ACME		<input checked="" type="checkbox"/> U.S.A. <input checked="" type="checkbox"/> Active
Send PO's To	Acme Supply Company		
Address	98765 Olive Avenue		Stock Location
City	Sacramento		
State	CA	Zip Code	96547 Country
Phone	916-555-4444	Fax	916-666-5555
First Name	Helen	Last Name	Henderson
Open PO's	10,586.67	Taxpayer I.D.	
YTD Purchases	0.00	Credit Limit \$	0
Balance Due	0.00	Ship Via	UPS
Default G/L	6590-000/00	G/L Sub-Acct	000 For Accounts Payable
	Miscellaneous Expense	Account #	
Type		Default Lead Time	0 Calendar Days
Sales Tax Rate	0.000 %	FOB Point	Sacramento
	<input type="checkbox"/> Send 1099	Payment Terms	% Net 0

Accounts Receivable -Trade

{Balance Sheet, DR balance, Qube ERP™ Accounting and GPA} Whenever a **Customer Invoice** is posted, the debit account will be the account listed in this key account. This account will be com-

prised of the **main account** as shown in this window, along with a **department code** from the **Sales Order Header** window,

Sales Order Header

Print

Bill To 10004 Date 01/07/2000 AAA Company 1122 South Main St Los Angeles CA Zip Code 90009 U.S.A. (Country) Bob Johnson Johnson	Ship To 10004 Order 12079 AAA Company 1122 South Main St Los Angeles CA 90009 Country Code U.S.A. User Bob Johnson Call 213-333-6666 Hours Before Delivery
Credit Card # Sales Rep JJ Acct Mgr JG Pay Terms 2.0% 10 DAYS Net 30 Net Days 30 Discount Due P.O. # T99999 Contract # Sale Type Status H Credit Hold	Shipping Location 100 Cases Shipped 0 Requested Ship Date 01/20/2000 Est. Freight 0.00 Last Shipped On UPS Zone Shipment Terms PPA Via UPS Change # Change Date Sub Dept 00 Deposit = \$ Bill of Lading #
Currency USA Order Subtotal 848.97 Tax #1 0.00 Freight tax 42.45	

Dept Code for
Accounts Receivable

and a **GL sub account** from the **Customer Information** window.

Customer Financial Information

Drill Write

Customer Code 10028 **Raymour & Flanigan**

Ship Via ups **Price Default = Column** 1
Ship Terms **Discounts** 0.00 0 0 0.00
Currency Dollar ☐ **Apply Volume Discount**
☐ **Exempt from all Sales Taxes** **Date Entered** 07/01/1999
Vendor Code

Open Orders \$ 7,639.35 **Credit Limit** \$ 100000
YTD Sales \$ 9,350.28 **Date CR set** 07/01/1999
Balance Due \$ 9,795.14 **Pays Invoices in** days
Resale # **Orders Every** 44 days
Last Ordered 01/25/2000 **Number of Orders** 5
Last Invoiced 02/03/2000 **First Ordered on** 06/23/1999

Post A/R Genl Ledger Sub-Account 000 **Scheduling Priority** Z
Payment Terms % Net 30 ☒ **Send Statements**
Credit Card # ☒ **Apply Finance Charge**
☐ **Consolidate Orders into 1 invoice**

Basic Info \$\$ Info Credit Info Contacts

Sub Account for
Accounts Receivable

**Billed Freight -
Common Carrier**

{Income statement, CR balance, Qube ERP™ Accounting and



GPA} The postings to this account are derived from the **Shipping & Handling** field in the **Sales Invoice** window. This is a revenue account, and so will be posted as a credit.

Shipping & Handling

Date Needed...	04/07/95
Date Shipped...	12/23/96
Ship Terms...	
Ship Via...	
Due Date....	01/22/97
W/1 0.000 %	Tax #1 0.00
0.000 %	Tax #2 0.00
Invoice Subtotal 1,554.46	
Shipping & Handling 100.00	
Invoice Total 1,654.46	

Billed Freight - Company Truck

{Income statement, CR balance, Qube ERP™ Accounting and GPA} This key account is posted to when you designate the **Ship Via** field in the **Invoice Header** window as **CO TRUCK**. All other freight postings are credited to the Billed Freight - Common Carrier key account.

Checking Accounts

{Balance sheet, DR balance, Qube ERP™ Accounting and GPA} The system will manage up to six different checking accounts. Make sure your main checking account is set up as **Checking Account #1**, as this will be the default account which shows up in the **Cash Receipts** and **Cash Disbursements** windows.

A reference list exists which will display only the few GL accounts which are flagged as checking accounts. When using the Cash Receipt and Cash Disbursement windows, enter the bank account field and press **<COMMAND -, (COMMA)/CONTROL - / (FORWARD SLASH)>**. Qube ERP™ automatically loads and displays the checking accounts to make the bank selection easy. If the data file has the

Mac OS Windows

Global Commerce feature enabled, the currency code and plural form of the associated currency will also be displayed in the list.

Reference List			
Select a Checking Account:			
1000-000/00	Bank of America	USA	Dollars
1000-100/00	Payroll Bank Account	USA	Dollars
1000-200/00	Funds are held in France	FR	Francs
1000-300/00	Funds held in Canadian Dollars	CD	C Dollars
1000-400/00	Funds held in UK Pounds	UK	Pounds
Load: 20, beginning at * Type: ALL, based on <input checked="" type="radio"/> Code <input type="radio"/> Description			
Sort by Code		Sort by Description	
Reload List		Cancel	
		OK	

The Checking Accounts choice is also displayed in the v7.34 version of the reference list that offers user-selection ability:

<input type="radio"/> GL Accounts	Group	<input type="radio"/> Currency Codes
<input type="radio"/> Ship Terms	<input type="radio"/> Ship Via	<input type="radio"/> Tax Codes
<input type="radio"/> Pay Terms	<input checked="" type="radio"/> Checking Accounts	

Cost of Sales - Freight

{Income statement, DR balance, Qube ERP™ Accounting and GPA} This key account provides no automatic postings. If you wish to post freight expenses to this account, you must apply the charge in the **GL Account** field of the **Vendor Invoice Items** window.

Cost of Sales - Labor

{Income statement, DR balance, Qube ERP™ Accounting and GPA} This account will be charged when you post Employee Time Charges (see [“Posting Labor Transactions” on page GL-72](#)). The credit account will be **Payroll Payable**. For more information, see [“Posting Employee Time Charges” on page GL-47](#).

Cost of Sales - Material

{Income statement, DR balance, Qube ERP™ Accounting and GPA} This key account is used when posting inventory transactions which have resulted from the shipment of product as a result of an invoicing procedure. It may also be referenced when posting an inventory transaction entered manually but which references a specific sales order-line number.

On the **Item Master File, Card #1** window, there is a field for a **Cost of Sales Subaccount**. This is a key account used when posting inventory transactions which have resulted from the shipment of product as a result of an invoicing procedure. It may also be referenced when posting an inventory transaction entered manually but

which references a specific sales order-line number. In 7.34 and earlier versions, only one account number was affected. In version 7.35, Qube ERP™ may post to different GL accounts, selecting the account by referencing the cost of sales reference in the item master file. Therefore, a series of material cost of sales accounts may be set up, like this:

5000-***	Cost of Sales
5000-000/00	Cost of Sales, Materials #1
5000-010/00	Cost of Sales, Materials #2
5000-020/00	Cost of Sales, Materials #3
5000-030/00	Cost of Sales, Materials #4

Note that Qube ERP™ uses the second two characters of the subaccount to distinguish between the different accounts rather than all three characters of the subaccount string. It does this because many sites use the first character of the subaccount string to denote other types of cost of sales accounts, like this:

5000-***	Cost of Sales
5000-000/00	Cost of Sales, Materials #1
5000-010/00	Cost of Sales, Materials #2
5000-020/00	Cost of Sales, Materials #3
5000-030/00	Cost of Sales, Materials #4
5000-100/00	Cost of Sales, Labor
5000-200/00	Cost of Sales, Subcontractors
5000-300/00	Cost of Sales, Freight
5000-400/00	Cost of Sales, Misc.

By using only the second two characters of the subaccount, Qube ERP™ preserves your current account structure.

To take advantage of this new capability, change the formatting of the GL account referenced for use when posting to material cost of sales. Below are before and after examples of the key account formatting, showing the difference when using both the 11-character and 14-character account structure. Qube ERP™ will make this

change when you edit this account; it will force the new structure when you tab out of the field.

General Ledger Key Accounts		
Each of These Accounts Must Be In Your Chart of Accounts	Which Account Code Will You Use for Each?	The GL Account selected when Posting this type of account will be....
Cost of Sales - Materials	5000-000/00	Cost of Sales, Materials #1
Each of These Accounts Must Be In Your Chart of Accounts	Which Account Code Will You Use for Each?	The GL Account selected when Posting this type of account will be....
Cost of Sales - Materials	5000-0**/00	Cost of Sales, Materials #1

General Ledger Key Accounts		
Each of These Accounts Must Be In Your Chart of Accounts	Which Account Code Will You Use for Each?	The GL Account selected when Posting this type of account will be....
Cost of Sales - Materials	1-000-5000-000	Cost of Sales, Materials #1
Each of These Accounts Must Be In Your Chart of Accounts	Which Account Code Will You Use for Each?	The GL Account selected when Posting this type of account will be....
Cost of Sales - Materials	1-000-5000-0**	Cost of Sales, Materials #1

Cost of Sales - Misc.

{Income statement, DR balance, Qube ERP™ Accounting and GPA} This key account provides no automatic postings. If you wish to post freight expenses to this account, you must apply the charge in the **GL Account** field of the **Vendor Invoice Items** window.

Cost of Sales - Subcontractor

{Income statement, DR balance, Qube ERP™ Accounting and GPA} This key account provides no automatic postings. If you wish to post to this account, you must apply the charge in the **GL Account** field of the **Vendor Invoice Items** window.

Customer Deposits

{Balance sheet, CR balance, Qube ERP™ Accounting and GPA} This will be the default credit account posted to when you receive cash against a sales order in the **Cash Receipts Transactions** window. The default debit account in the posting will be the bank account to which the cash was deposited. This number must be different from the Sales account number.

Deferred Income

{Balance sheet, CR balance, Qube ERP™ Accounting and GPA}
This will be the default credit account posted to when you receive cash against a sales order which has been flagged as DEF (see [“Deferred Revenue Sales” on page AR-23](#)) in the **Cash Receipts Transactions** window. The default debit account in the posting will be the bank account to which the cash was deposited. When the DEF type sales order is invoiced, this account will be debited, and the **Sales** account will be credited.

Discounts & Allowances

{Income statement, CR balance, Qube ERP™ Accounting and GPA} This is the account posted to when you make allowances for discounts on the Cash Receipts window in the **Discounts Taken** field. This amount represents an expense, so the account will be debited.

Estimated Accounts Payable

{Balance sheet, CR balance, Qube ERP™ Accounting and GPA}
This account is designed as a suspense account to offset the incoming inventory on a PO receipt. It is credited when PO receipts for inventory items are received and the transactions are posted (see [“Posting PO Receipt Inventory Transactions” on page GL-66](#)). It is debited when the **vendor invoice** is entered into the system and posted (the credit account will be **accounts payable**).

Freight Expense

{Income statement, DR balance, Qube ERP™ Accounting and GPA} When a vendor invoice is posted, the amount showing in the **Shipping & Handling** field on the **Vendor Invoice Header** window will be charged to this account. The credit is posted to accounts payable.

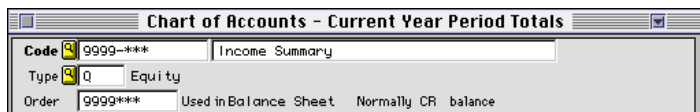
Gain <Loss> on Currency

{Income statement, CR balance, Qube ERP™ Accounting and GPA} This account is only posted to when using the **Global Commerce Module**. See the documentation on Global Commerce for information on how this account works.

Income Summary

{Balance sheet, CR balance, Qube ERP™ Accounting only} This is a special account which is only necessary if you are using **Qube**

ERP™ Accounting. If you are not, you may ignore it. If you are using Qube ERP™ Accounting, you must have this account set up in the **GL Chart of Accounts** window, just like it is shown here:



This is the account which is used to roll up year to date profit and loss balances on the current year's balance sheet. When you close the year, the amount in this account will be rolled over to **Retained Earnings**.

Inventory Accounts

{Balance sheet, DR balance, Qube ERP™ Accounting and GPA}

There are five inventory accounts which are posted to when inventory items are moved in and out of stock (four main inventory accounts and **Inventory Adjustments** - see below). The specific account a transaction posts to is determined by its inventory **TYPE** and whether or not it is moving in or out of a WIP location (see [“Posting and Inventory Locations” on page GL-74](#)). The most important thing to understand about these accounts is that in order for inventory to be posted as inventory in PO receipts and Vendor Invoices, one of these accounts must be referenced in both of these transactions (see [“Posting PO Receipt Inventory Transactions” on page GL-66](#)).

Inventory Adjustments

{Income statement, DR balance, Qube ERP™ Accounting and GPA}

Whenever you log and post a cycle count transaction, a physical count transaction, or a manual inventory transaction without a transaction reason or transaction designation (sales invoice, PO receipt, etc.) the off-setting debit or credit (opposing the inventory account) will automatically be posted to this account.

Inventory Scrap

{Income statement, DR balance, Qube ERP™ Accounting and GPA}

Whenever you enter an inventory transaction which references a reason code that is flagged as **Scrap** (see [“Transaction Rea-](#)

sons” on page INV-97), the GL account designated in this key account is the account posted to.

Labor Overhead

{Income statement, DR balance, Qube ERP™ Accounting and GPA} This is a new key account used only with version 7.35.

Labor Variance

{Income statement, DR balance, Qube ERP™ Accounting and GPA} Whenever more or less labor than appears in an item’s bill of material is applied in an **Assembly Transaction** window or the **Labor Applied to Planned Operations** window, the labor variance account is posted to (see “Posting Assembly Transactions” on page GL-69 and “Labor Applied to Planned Operations” on page GL-73).

The labor variance accounts are derived of a main account number as shown in this key account, plus a sub account number which comes from the **Personnel Basic Info** window:

GL Sub Account Labor & Commissions transactions →

Personnel Basic Info			
Employee Code	00		
Last/First name	Delgado / Damien		
Address	P.O. Box 456		
City/State/ZIP	Bodger	CA	93602
Telephone	209-444-7777	Fax	
G/L Sub Account	000 For Labor Transactions		

and the Dept (cost center) code from the **Sales Order Header** of the selected job to which the labor applies:

Dept Code for Labor Variance →

Sales Order Header			
Print			
Bill To: 10004	Date: 01/07/2000	Ship To: 10004	Order: 2079
AAA Company		AAA Company	
1122 South Main St		1122 South Main St	
Los Angeles		Los Angeles CA	
CA	Zip Code: 90009	90009	Country Code: U.S.A.
U.S.A.	(Country)	User: Bob Johnson	Hours Before Delivery
Bob Johnson		Call: 213-555-6666	
Credit Card #		Shipping Location: 100	Cases Shipped: 0
Sales Rep: JJ	Acct Mgr: JG	Requested Ship Date: 01/20/2000	Est. Freight: 0.00
Pay Terms: 2 OR 10 DAYS Net 30		Last Shipped On:	UPS Zone:
Net Days: 30	Discount Due:	Shipment Terms: PPA	Via: UPS
P.O. #: T99999		Change #:	Change Date:
Contract #:		Sub: Dept: 00	Deposit = \$
Sale Tax:	Status: H	Credit Hold	Bill of Lading #

Material Variance

{Income statement, DR balance, Qube ERP™ Accounting and

GPA Whenever you enter an inventory transaction which references a reason code that is flagged as **Material Variance** (see [“Transaction Reasons” on page INV-97](#)), the GL account designated in this key account is the account posted to.



Note: This account will also be posted to if you have not logged all of the planned operations generated by a BOM routing against an assembly. Therefore, if you have posted an assembly transaction which shows an inaccurate amount of inventory being debited or credited, and instead the posting goes to material variance, chances are there are routing-generated planned operations which have not been closed out.

Miscellaneous Expense

[Income statement, DR balance, Qube ERP™ Accounting and GPA] This key account might more accurately be labeled “Default Vendor Account,” because that’s what it really does. The account showing in this key account field will be the account which is defaulted when entering a record in the **Vendor Information** window:

This field displays the value in the Misc. Expenses account →

Vendor Information			
Vendor Code	EAGBEA	<input checked="" type="checkbox"/> U.S.A.	<input checked="" type="checkbox"/> Active
Send PO's To	Eager Beavers		
Address	1234 Cedar Avenue	Stock Location	
City	Pasadena		
State	CA	Zip Code	90123
Phone	818-444-8888	Fax	818-444-9999
First Name	Sam	Last Name	Spade
Open PO's	82.51	Taxpayer I.D.	
YTD Purchases	587.50	Credit Limit \$	20000
Balance Due	635.10	G/L Sub-Acct	000 For Accounts Payable
Default G/L	0-000-1310-000	Account #	1234567890
	Inventory - Raw Materials	Default Lead Time	0 Calendar Days
Type		FOB Point	Pasadena, CA
Sales Tax Rate	0.000 %	Payment Terms	2.0 % 10 DAYS Net 30
	<input type="checkbox"/> Send 1099		

Hint: As mentioned in the Inventory Accounts section of this chapter, any *inventory postings* must reference one of the valid inventory accounts in both the purchase order and vendor invoice to work properly. The easiest way to do this is to make sure



this key account references one of the inventory accounts. Then whenever you enter a new vendor, all of its POs and vendor invoices will reference a valid inventory account, and its postings will be correct. This kind of setup might look like this:

General Ledger Key Accounts		
Each of These Accounts Must Be In Your Chart of Accounts	Which Account Code Will You Use for Each?	The GL Account selected when Posting this type of account will be...
Miscellaneous Expenses	0-000-1310-000	Inventory - Raw Materials
Miscellaneous Expenses	0-000-1310-000	Inventory - Raw Materials

Payroll Payable

{Balance sheet, CR balance, Qube ERP™ Accounting and GPA}

Whenever labor transactions are posted to the general ledger, whether the debit account is labor variance or labor cost of sales, the credit account will be that referenced in this key account. If you are using **Great Plains Payroll**, this amount will be exported to the payroll module when you post labor transactions to Great Plains.

Promotional Credits Due

{Balance sheet, CR balance, Qube ERP™ Accounting only} This account is only used in special setups of Qube ERP™ which use promotional credits. You will receive a tech sheet on this account if you have this set up.

Purchase Price Variance

{Income statement, DR balance, Qube ERP™ Accounting and GPA} Whenever an actual purchase cost differs from a Standard Cost on an item, the difference will be posted to the account shown in this key account when the vendor invoice is posted.

Retained Earnings

{Balance sheet, CR balance, Qube ERP™ Accounting and GPA} Three of the key accounts refer to retained earnings. The account is used when performing period closings. Period closings and year-end closings should be done periodically, even when using Dynamics just to get the journal entries in Qube ERP™ to show the same posting period as is found in the associated posting batch found in Dynamics.

One is labeled **Retained Earnings**, a second **Retained Earnings Adjustments**, and the third is labeled **Retained Earnings-Beginning Balance**.

Each of These Accounts Must Be In Your Chart of Accounts	Which Account Code Will You Use for Each?	The GL Account selected when Posting this type of account will be....
Retained Earnings	3500-000/00	Retained Earnings
Retained Earnings Adjustments	3500-200/00	Retained Earnings Adjustments
Retained Earnings Begin Bal	3500-100/00	Retained Earnings, Beginning Balance

This means that your chart of accounts must contain three separate retained earnings accounts. The first will be selected each time you do a routine month-end close. The second is used to make adjustments to your **Retained Earnings** balance. The third will be used when entering your startup beginning balances and, if necessary, making adjustments to those beginning balances.

Sales

{Income statement, CR balance, Qube ERP™ Accounting and GPA} When a customer invoice is posted, the sales account shown in this key account is credited the amount of the invoice subtotal (total minus tax and freight). The sales accounts posted to are derived from the **main account** referenced in this key account, combined with a sales subaccount labeled “Sub” on the **Sales Order Header** window:

Sales Order Header			
Print			
Bill To 10004	Date 01/07/2000	Ship To 10004	Order 2079
AAA Company 1122 South Main St Los Angeles CA Zip Code 90009 U.S.A. (Country) Bob Johnson		AAA Company 1122 South Main St Los Angeles CA 90009 Country Code U.S.A. User Bob Johnson Call 213-555-6666 Hours Before Delivery	
Credit Card #	Sales Rep JJ Asst Mgr JG	Shipping Location 100	Cases Shipped U
Pay Terms 2.0% 10 DAYS Net 30	Net Days 30 Discount Due	Requested Ship Date 01/20/2000	Est. Freight 0.00
P.O. # T99999	Contract #	Last Shipped On	UPS Zone
Sale Type	Status H Credit Hold	Shipment Terms PPA	Via UPS
		Change #	Change Date
		Sub 000 Dept 00	Deposit = \$
		Bill of Lading #	

Sales subaccount

and a **subaccount** which comes from **Item Master File, Card #1**:

Sales Adjustments

{Income statement, CR balance, Qube ERP™ Accounting and GPA} Whenever transactions are entered into the **A/R Adjustments, Finance Charges, or Small Balance Write Offs** windows, the sales account posted to will be defaulted as the account referenced in this key account. This may be overridden in any of these windows.

Sales Commission Expense

{Income statement, DR balance, Qube ERP™ Accounting and GPA} Whenever sales commissions are generated by the system, this is the defaulted expense account. The specific sales commission accounts posted to will be derived from the main account number shown in this key account, plus a sub account which is shown on the **Personnel Basic Info** window:

GL Sub Account Labor & Commissions transactions →

Commissions paid to outside sales reps may also utilize sub account numbers. This is shown on the **Outside Reps** window.

Sales Tax Expense

{Income statement, DR balance, Qube ERP™ Accounting and GPA} These two accounts refer to the sales tax expense incurred when purchasing. When you enter an amount into either **Tax #1** or **Tax #2** on the **Vendor Invoice Header** window, it will be posted to these accounts. If you wish to post all of your sales tax expense to only one account, enter the same account number in both fields.

Sales Tax Payable

{Balance sheet, CR balance, Qube ERP™ Accounting and GPA}

These two accounts refer to the sales tax liability accrued when selling. These amounts are entered on the **Sales Order Header** and **Invoice Header** windows in the **Tax #1** and **Tax #2** fields. For information on how these fields are managed, see the **Multi-Zone Sales Tax** chapter in this volume. If you wish to post all accrued sales taxes to the same account, enter the same account number in both fields.

The sales tax accounts posted to are derived from the main account number shown in this key account, combined with a sub account and a department code, both taken from the **Sales Order Header** window.

A Note About Sub Accounts and Department Codes

When a **sub account** is used in a posting the system wants to piece the GL account posted to together by using the main account along with the sub account shown in the item. For example, if an item which has a sub account of 100 is sold, the system would want to credit the sale to an account with the main account shown in the **GL Key Accounts** window, along with a sub account of 100. This account would be structured like this:

4000-100/00 (or 0-000-4000-100 for GPA)

For this to work properly, the account 4000-100/00 must exist in the **GL Chart of Accounts**. If it does not, the system will use the defaulted GL account for sales, or:

4000-000/00 (or 0-000-4000-000 for GPA)

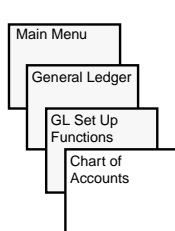
The same conditions apply to **department codes** when they appear in the key accounts. An account must exist in the chart of accounts for the department code to be referenced in the posting.

General Ledger Key Accounts List

Qube ERP™ also assigns a four-digit code to link **General Ledger** transactions with the **Key Accounts** window; this code appears in various places, including error messages and reports.

The **General Ledger Key Accounts List** report includes this four-digit code. You can view this report to see how Key Accounts are linked to General Ledger Accounts. If you should see any errors in the General Ledger Account Description column, you need to go into the Key Account window and resolve these errors. They are caused by accounts that have not been set up properly in the Chart of Accounts; your original data file only had a few accounts set up, so as you added accounts, if you did not set them up properly they appear as errors.

Chart of Accounts



Period	Amounts	Previous Year Totals
7	0.00	
6	53.50 = Current Accounting Period	
5	4,240.75	
4	(1,467.45)	14,567.87
3		
2	5,063.91	
1	507.77	

1 Year Prior
2 Years Prior
3 Years Prior
4 Years Prior
5 Years Prior
6 Years Prior
7 Years Prior
8 Years Prior
9 Years Prior
Prior to 9 Years

Re-Opened

Current Year Previous Year

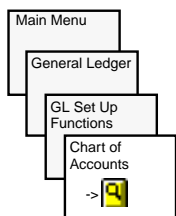
This window is used to maintain your **Chart of Accounts**. Here you enter account numbers, descriptions, and account types. In addition, historical data on account balances for the current and prior years will be held in this window. Note that the **Amounts** field is automatically calculated and cannot be changed manually; however, if you wish to update this field, click on the field label and Qube ERP™ will recalculate the **Amounts** field.

There are two ways to view each record. When you first open the window, it will display the accounts one at a time, in detail, as shown above.

Viewing the Accounts in a List

It is also possible to view the accounts in a summary list by clicking the button to the right of the word **Code**. This is basically a standard **Pop-Up List** displaying the various accounts, with a couple of exceptions: (1) the list may be sorted by type, reporting order, code or descriptions by clicking on any of the buttons near the bottom of the window, and (2) this pop-up list is dynamic and will refresh itself when items are added and deleted from the **Chart of Accounts**.

For this reason, the list will take a minute or so to load all of your accounts the first time you call it up. After that, you may switch back & forth between the detail screen and the list without the system having to take the time to load all the accounts. This is not true if you add a new account or delete an account. In that case, the system will see that the list has changed and will reload the entire list the next time you click the button.



Click on these buttons
to sort the list



Period	Amounts	Code	Description
2	(19,176.00)	1000-000/00	AC Bank of America
1	(14,729.60)	1000-100/00	AC Payroll Bank Account
		1200-000/00	AC Accounts Receivable - Trade
		1200-100/00	AC Accounts Receivable Other
		1400-000/00	AC Inventory - Raw Materials
		1400-100/00	AC Inventory - Finished Goods
		1400-200/00	AC Inventory - Resale Goods
		1400-300/00	AC Inventory - Work in Process
		1900-000/00	AF This is a fixed asset account
		4000-000/00	IN Sales - Finished Goods
		4000-000/10	IN Sales - Special Dept
		4000-100/00	IN Sales - Replacement Parts
		4005-000/00	IN Sales Adjustments
		4006-000/00	IN Gain (Loss) on Currency
		4800-000/00	IN Revenue - Billed Freight
		4900-000/00	IN Discounts & Allowances
		4950-000/00	IN Promotional Credit to Customer
		2000-000/00	LC Accounts Payable - Trade

Editing & Adding GL Accounts

All editing, adding and deleting of GL accounts must be done using the detail screen without the list. Use the Pop-Up List to view and select individual accounts. To select an account using the list, **double-click** on the desired account. The system will display the selected account and allow you to edit the account.

You may also delete existing accounts, but only if other transactions do not refer to it; i.e., you may not delete any GL Account which is referenced in journal entries, cash receipts, payments, etc.

Note: If you change the account code of an account which has been in use for a while and which many transactions reference, your computer may be tied up for a time while the system finds



all existing transaction records and changes them to match the new account code.

Account Code

{Unique, required, specific structure require} Enter the code for each GL account in this field (see [“General Ledger Account Code Structure” on page GL-43](#) for information on how to structure these account numbers).

Type

{Required, Validated} Enter the account type in this field. For more information, see [“General Ledger Account Types” on page GL-7](#).

Order

{Defaulted, editable} This field is used to determine which order accounts will be displayed in the Qube ERP™ Accounting-generated financial statements.

Though you cannot see it in this field, the system calculates the value of the reporting order fields to be a concatenation of the **account type** plus all characters of the **account code**, excluding the hyphen and dash. You may view the order that these accounts will be displayed in reports by viewing the pop-up list view of the chart of accounts and clicking on the <...REPORT ORDER> button:

Chart of Accounts - Current Year Period Totals

Code: 4100-100/00 Sales - Repair Items
 Type: TN Income
 Order: 410010000 Used in Income Stmt Normally CR balance

Period	Amounts	Description
2	0.00	5000-000/00 SC Cost of Sales - Materials
1	0.00	5000-000/10 SC Cost of Sales - Materials, Second Dept
		5000-000/20 SC Cost of Sales - Materials, 3rd Dept
		5000-100/00 SC Cost of Sales - Labor
		5000-200/00 SC Cost of Sales - Subcontractors
		5000-300/00 SC Cost of Sales - Freight
		5000-400/00 SC Cost of Sales - Misc.
		5001-000/00 XO Purchase Price Variance
		5500-000/00 XO Sales Commission Expense
		5800-000/00 XO Inventory Adjustments
		5810-000/00 XO Scrapped Inventory
		5820-000/00 XO Material Variance
		5900-000/00 XO Labor Variance
		6510-000/00 XO Sales Tax Expense
		6520-000/00 XO Freight Expense
		6580-000/00 XO R/P Discounts Taken
		6590-000/00 XO Miscellaneous Expense

Buttons: Sort by ...Type ...Report Order ...Code ...Description Current Year Previous Year

These values may be changed at any time. Note, however, that the reporting order number input by the user is stored as a character field. Character fields will sort in a manner different than numeric fields. For example, 1, 10 and 100 would all be sequenced before 2, 20 and 30 because they begin with a one (1). For this reason, it is usually better to use a combination of alphabetic and number entries in this space, if you wish to control these values yourself.

Comments

In the bottom right corner, there is a white, unlabeled box. This is a comments field. Use it to make notes of different valuation bases at different times (e.g., stock prices).

General Ledger Account Code Structure

General Ledger account codes must maintain one of two account structures, depending on whether you are linked to Great Plains or not. Qube ERP™ Accounting requires a structure of a four-character main account (A), a hyphen, a three-character GL sub account (B), a slash and a two-character department code (C). This account structure looks like this:

AAAA-BBB/CC

Great Plains-linked systems will be set up with a one-character company code (D), a hyphen, a three-character department code (C), a hyphen, a four-character main account number (A), a hyphen, and a three-character GL sub account (B). This account structure looks like this:

D-CCC-AAAA-BBB

All letter types (A, etc.) represent the same functions within both structures. Within these structures, you have complete freedom to define your account codes.

GL Main Account Number

These are the controlling, or main account number sections, and are the only numbers in the GL account structure which must be different. All other numbers may be 0 (zero), so that your account numbers may all look something like this: AAAA-000/00 or 0-000-AAAA-000, where AAAA represents the different account numbers.

GL Sub Account Number

These three characters can be used as an extension of the four-character account number to allow for more detailed breakdown of your various accounts. To use the sub accounts, you will need to activate these elsewhere within the data file (see below). Then, when they are pointed to from the **GL Key Accounts** function, your postings will be split into numerous sub accounts within the main accounts.

In each case, the system will build the posting account number based on the main account number found in the **GL Key Accounts** window and the GL sub account number found in the source document listed below.

For example, you might wish to post the sales of finished goods to one account and all repair items to another. First, you need to set up a main account number, a sub account for finished goods, and one for repair items.

Assume you have established account 4100 as your main revenue account, and 000 as your sub account for all finished goods, and 100 as that for all repair items. You would want the sale of all new items to be posted to 4100-000/00 (0-000-4100-000 for Great Plains) and all repair items to post to account 4100-100/00 (0-000-4100-100).

Begin by setting the two posting accounts, 4100-000/00 (0-000-4100-000) and 4100-100/00 (0-000-4100-100) in the chart of accounts window, as shown here:

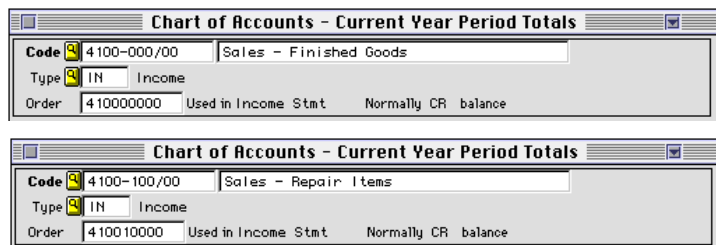


Chart of Accounts - Current Year Period Totals			
Code	4100-000/00	Sales - Finished Goods	
Type	IN	Income	
Order	410000000	Used in Income Stmt Normally CR balance	

Chart of Accounts - Current Year Period Totals			
Code	4100-100/00	Sales - Repair Items	
Type	IN	Income	
Order	410010000	Used in Income Stmt Normally CR balance	

Next, you would set up the sub account in the source record. In the case of sales, the source document is the **Item Master File, Card #1**. For all finished goods, you would leave it alone, as the default GL

sub account is always 000, but for the repair items, you would set up a sub account of 100, as shown here:

Enter the sub account number here

Now, whenever this item shows up in a sales order, it will be posted to revenue account 4100-100/00, pulling the 4100 from the Key Accounts window, and 100 from the item file.

Source Records for Sub Accounts

Source Records for

Function
accounts payable
accounts receivable
labor variance
payroll payable
sales commissions
sales

sales tax payable

Sub-Account Number

vendors
customer records
employee records
employee records
employee records
item master file records, or
sales order header record
sales order header record



Note: Some systems assume sub accounts begin with 100. It is important to note that Qube ERP™ defaults all sub account values to 000, meaning that it assumes that there will always be an account with a sub account of 000. Please make sure that your data file includes sub accounts of 000 in all places where sub accounts will be used.

The GL sub account selected for posting follows the following rules:

Posting Accounts Receivable

If the customer record shows a GL sub account other than 000, the system will look for an accounts receivable sub account which matches the sub account shown in the customer record. If it does not

find a match, it will post to the first accounts receivable GL account that it finds (usually 000 as the sub account).

Posting Sales

If the sub account specified in the sales order header is 000 and the sub account specified in the inventory item file for the item being sold is not 000, the system will look for a sales account with a sub account matching that found in the inventory item file. If no match is found, it will post to the account having a sub account of 000. If the sub account specified in the sales order header is not 000, the system will ignore the sub account which may be specified in the inventory item file and post to the sales account which has a sub account matching the one specified in the sales order header.

Both accounts receivable and sales GL accounts will be selected to match the GL dept. code specified in the invoice header. If no match is found, the account with /00 as the dept. code will be selected.

Department Code

By assigning location and department numbers to groups of accounts, you can print expense and revenue statements for individual departments within your business, as well as for all similar departments in different locations. If you choose not to use separate department codes, please enter a 00 (000 for Great Plains) in this section of the account number.

Title Accounts

Title accounts are only 8 characters in length and contain “***” in the sub account field. Title accounts enable the user to have control over how the system labels totals for account series when printing Qube ERP™-Accounting financial statements. For example, you may have four inventory accounts, all sharing the same first four characters (1400). If you create a title account of 1400-*** titled “Inventory”, then the total for this series of accounts will be labeled “Inventory.” If the system fails to find a title account, it will use the name of the first account in that series of accounts. A series of accounts is defined as any two or more accounts which share the same first four characters. It is recommended that the chart of accounts contain a title account for each series of accounts.



Note: Title accounts are used for subtotalling in Qube ERP™ Accounting-generated financial statements. They should not be used in Great Plains-linked systems.



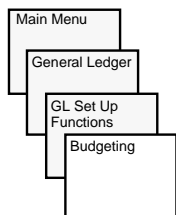
Stop: Do not create a title account if there is only one account in a series.

Title accounts are also used in the preparation of summary financial statements. Whatever description you enter in the title account will be printed in the summary income statement and balance sheet.

Posting Employee Time Charges

For **Cost of Sales - Labor** key accounts, use -xx in the **Key Accounts** window. Qube ERP™ will look at the Employee (Personnel) field in **Item Master File #1** for specific sub accounts, and post to that account.

Budgeting



General Ledger Budgeting - Full Year

Sales - Special Dept
 Type IN Income Budget as % of Sales? Annual Allocation 500004
 39.3 % of Sales: Normally CR balance

Account Code	Description	January	February	March	April	May	June	July
4000-000/10	Sales - Special D	41,667	41,667	41,667	41,667	41,667	41,667	41,667
4000-100/00	Sales - Repalcene							
4005-000/00	Sales Adjustments							
4005-000/00	Gain (Loss) on Cu							
4100-000/00	Sales - Finished	83,333	83,333	83,333	83,333	83,333	83,333	83,333
4100-100/00	Sales - Repair It							
4800-000/00	Revenue - Billed							
4900-000/00	Discounts & Allow							
4950-000/00	Promotional Credit							
5000-000/00	Cost of Sales - M	20,833	20,833	20,833	20,833	20,833	20,833	20,833
5000-000/10	Cost of Sales - M							
5000-000/20	Cost of Sales - M							
5000-100/00	Cost of Sales - L	10,000	5,000	2,500	15,000	25,000	10,000	
5000-200/00	Cost of Sales - S							
5000-300/00	Cost of Sales - F							
5000-400/00	Cost of Sales - M							
5001-000/00	Purchase Price Va							
5500-000/00	Sales Commission							
5800-000/00	Inventory Adjustm							
5910-000/00	Scrapped Inventor							
5920-000/00	Material Variance							
5900-000/00	Labor Variance							
6510-000/00	Sales Tax Expense							
6520-000/00	Freight Expense							
6580-000/00	R/P Discounts Tak							
6590-000/00	Miscellaneous Exp							

Year 1st 1/2 2nd 1/2
 94167 99167 101667 89167 79167 94167 104167
 Re-Load

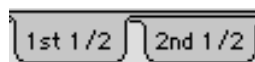


Note: This is a Qube ERP™ Accounting function only. If you are using an outside accounting package, this function is managed from that.

This window is used to set up annual budgets for each of the general ledger accounts. When you first open the window it will appear empty. To fill it, click the **Re-Load** button, and the system will load all of your income statement accounts into the window.

Controlling the Views

Notice that the window has both vertical and horizontal scroll bars. If you are using a large monitor, you can click the zoom box at the top right of the window to cause the window to grow to fill your screen. If you are using a smaller monitor, it is best to click either of these two card tabs:



Annual Allocation

At the top of the window, the system offers the ability to set an annual allocation to any account. If you enter a number into this field

and <TAB> out, the system will spread the annual allocation evenly over the twelve months displayed.

<input type="checkbox"/> Budget as % of Sales?	<u>Annual Allocation</u> 25000
0.0% of Sales:	Normally CR balance

% of Sales

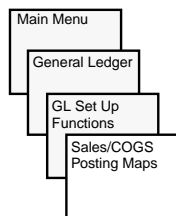
It is also possible to have the system compute budgetary amounts based on a percentage of sales. This is done by clicking on the button labeled **Budget as% of Sales**.

<input checked="" type="checkbox"/> Budget as % of Sales?	<u>Annual Allocation</u> 10092500
20.0% of Sales:	Normally DR balance

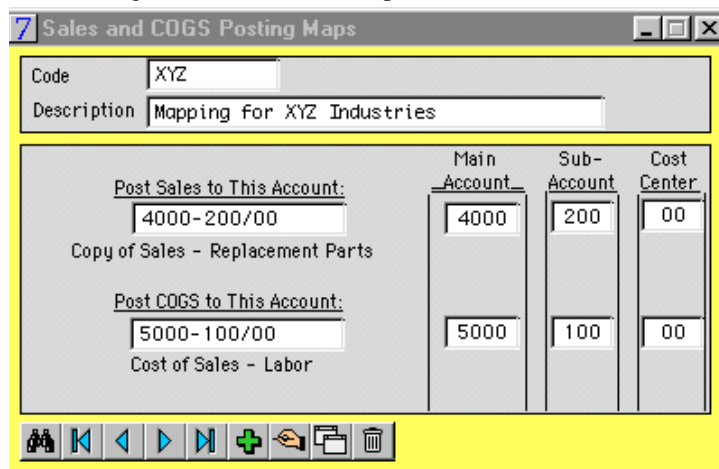
Comments

Note the bottom section of each window. This section allows you to enter text comments which help remind you why you entered any given number for each account in a given period. The comment will display when you are editing and <TAB> into the selected period of the selected account. Or, if you are not editing, the comment can be viewed by selecting the account line and clicking on the name of the month whose comment you wish to see.

Sales - COGS Posting Maps



You can use posting maps to control the GL accounts to which sales and cost of goods sold (COGS) are posted.



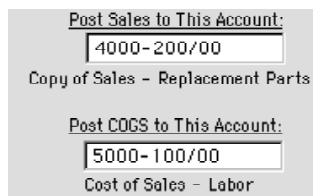
	Main Account	Sub-Account	Cost Center
<u>Post Sales to This Account:</u>			
4000-200/00	4000	200	00
Copy of Sales - Replacement Parts			
<u>Post COGS to This Account:</u>			
5000-100/00	5000	100	00
Cost of Sales - Labor			

Qube allows the posting maps to be associated with individual lines of each sales order, thereby enabling each order item to be posted to different GL accounts under user control. This can be helpful if an order includes some items which are normal customer purchases plus other items which are provided to the customer as part of a promotional allowance or as free samples.

Qube will use the posting maps in selecting the appropriate GL account code when performing trial post, actual posting and summary posting audits involving invoices and inventory transactions.

Creating Posting Map Codes

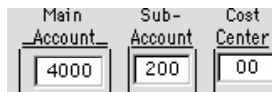
You can create a posting map code for a customer, a type of sale, or whatever other need you may have. You can enter the account numbers in the main fields:



Post Sales to This Account:
4000-200/00
Copy of Sales - Replacement Parts

Post COGS to This Account:
5000-100/00
Cost of Sales - Labor

or you can enter the main account, subaccount, and cost center codes separately, and Qube will validate them:

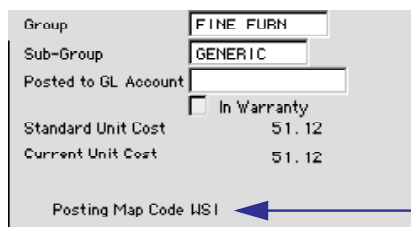


Main Account	Sub-Account	Cost Center
4000	200	00

Make sure you tab out of the field after making any changes, to save your changes.

Viewing the Results

When the subaccount on the **Invoice Header** is any number other than 000, Qube will look for the subaccount. If a posting map code has been assigned, this code appears on the **Invoice Items** window:



Group: FINE FURN
Sub-Group: GENERIC
Posted to GL Account:
☐ In Warranty
Standard Unit Cost: 51.12
Current Unit Cost: 51.12
Posting Map Code: ISI

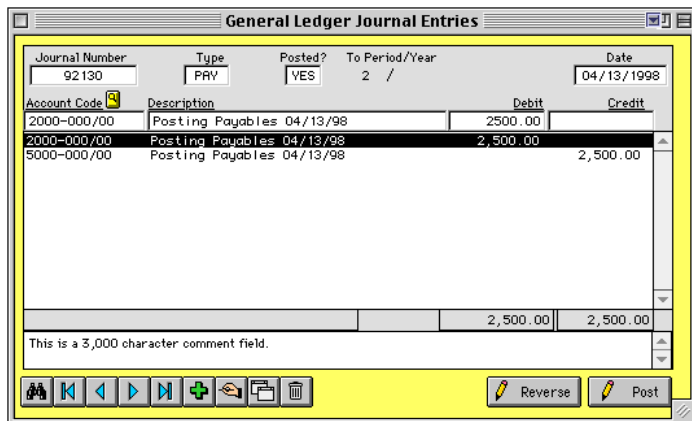
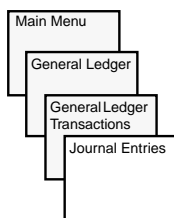
Posting Map Code



When you run the **Trial Post Invoices and Credit Memos** report, you will see that the invoice has been posted appropriately.

World Class Industries					
Trial Post Invoices and Credit Memos					
Period Covering 05/10/2000 - 05/10/2000					
Report Printed on 05/23/2000 at 11:00, Page #1					
Fiscal Week: 71 - 71					
Invoice Number	Invoice Date	Customer Code	1200-000000	4000-100000	Total
A-2296	05/10/2000	10005	649 60		649 60
A-2270	03/10/2000	10003		-047 09	-047 09
			649 60	649 60	0 00
1200-000000 = Accounts Receivable - Trade					
4000-100000 = Sales - Replacement Parts					

Journal Entries



The screenshot shows the 'General Ledger Journal Entries' window. At the top, there are fields for 'Journal Number' (92130), 'Type' (PRV), 'Posted?' (YES), 'To Period/Year' (2 /), and 'Date' (04/13/1998). Below these is a table with columns: 'Account Code', 'Description', 'Debit', and 'Credit'. The table contains three entries:

Account Code	Description	Debit	Credit
2000-000/00	Posting Payables 04/13/98	2500.00	
2000-000/00	Posting Payables 04/13/98	2,500.00	
5000-000/00	Posting Payables 04/13/98		2,500.00

Below the table, there is a summary row showing a total debit of 2,500.00 and a total credit of 2,500.00. At the bottom, there is a text area for a comment, followed by a row of navigation buttons (back, forward, etc.) and 'Reverse' and 'Post' buttons.

When transactions are posted to the GL, journal entries are created in Qube ERP™ which are printed in financial statements and are used to provide audit trails to the original transactions. These journal entries are accessed through this window. At the bottom of the screen, above the row of buttons, is a field where you may type up to 3,000 characters of comments. This comment field is specific to each line on the journal entry, and will only print for that specific line item, not for every line on the journal entry.

Automatic vs. Manual

There are two basic types of journal entries in the system. They are those created by the posting of working transactions such as sales invoices, employee time charges, vendor invoices and inventory transactions; and manual journal entries which are generally entered as adjustments or recurring entries.

Automatic Summary Postings

Automatic postings are generated as summary postings; many transactions may be rolled up into each account posted. To examine all the transactions posted to an automatic journal entry, click the

SUMMARY POSTING AUDIT button to print the **Summary Posting Audit** report found in the **General Ledger Reports** window:

General Ledger Reports

- Budget Annual Budget
- Posting **Summary Posting Audit**
- Posting Trial Post Inventory Transactions
- Posting Trial Post Invoices and Credit Memos
- Posting Trial Post Payables
- Posting Trial Post Payments
- Posting Trial Post Employee Time Charges
- Posting Trial Post Receipts & Adjustments

Click Print or Double Click to Enter Parameters

Enter Journal # that you wish to report on? 92050

[View my Schedule](#)

This report provides the following information, showing all of the posted transactions and to which accounts they were distributed.

Summary Posting Audit for Journal #92050

Journal Date 08/02/95

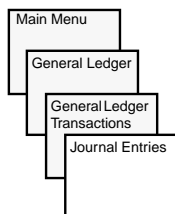
Report Printed on 05/02/97 at 14:25, Page #1

Transaction Number	Date	Invoice Applied To	4006-000/00	1000-000/00	1200-000/00	Totals	Net Posting Total
51003	08/02/95	5001		2,525.00		2,525.00	
51003	08/02/95	5001			-2,525.00	-2,525.00	
51003	08/02/95	5002		2,652.50		2,652.50	
51003	08/02/95	5002			-2,652.50	-2,652.50	
				5,177.50	-5,177.50	0.00	0.00
4006-000/00 = Gain <Loss> on Currency				1000-000/00 = Bank of America			
1200-000/00 = Accounts Receivable - Trade							

Manual Journal Entries

You will want to make journal entries directly to general ledger accounts on occasion. For example, entries for depreciation or capital investments will require the use of this function. You would also use

a manual journal entry to set up your beginning GL balances. The window below shows such an entry.



General Ledger Journal Entries				
Journal Number	Type	Posted?	To Period/Year	Date
92045	GENL	YES	12 / -1	07/24/95
Account Code	Description	Debit	Credit	
1000-000/00	Bank of America	25000.00		
1000-000/00	Bank of America	25,000.00		
1000-100/00	Payroll Bank Account	6,432.91		
1200-000/00	Accounts Receivable - Trade	14,567.87		
1200-100/00	Accounts Receivable Other	2,367.09		
1400-100/00	Inventory - Finished Goods	4,669.94		
2000-000/00	Accounts Payable - Trade		4,532.00	
2200-000/00	Payroll Payable		3,453.91	
2300-000/00	Customer Deposits		4,235.09	
2400-000/00	Sales Tax Payable		2,896.94	
3600-100/00	Retained Earnings, Beg Balance		26,285.87	
4100-000/00	Sales - Finished Goods		86,754.98	
4800-000/00	Revenue - Billed Freight		9,876.09	
		138,034.88	138,034.88	

Journal Number

{Calculated} The journal entry number is automatically calculated by the system, whether a manual or automatic journal entry. In an automatic entry, it is the link between the journal entry transaction and all of the transactions which were posted to the journal entry. In both manual and automated journal entries, it is the transaction identifier of the journal entry.

Type

This identifies where the transaction came from. Journal entry types are:

Manual Entries	GENL
Sales Invoices	SALE
Vendor Invoices	PAY
Inventory Transactions	INVT
Labor Transactions	LABR
Cash Transactions	CASH

Posted?

For General type JEs only. All others will be posted by default.

To Period/Year

This reflects the period and year to which a journal entry is posted. This is automatically assigned by the system when posting is done. For information about how these periods are determined, see [“GL Calendar and Posting” on page GL-4](#).

Date

{Required} Enter any date in this field. The date has no impact on the period to which the entry will be posted in the general ledger, unless you are posting entries which will need to be distributed to posting periods after a year end closing (see [“Distributing Journal Entry Postings Past 14 Periods” on page GL-5](#)).

Account Code

{Required, All Caps, Validated} Enter the general ledger account code here. As you <TAB> out of the field, the account description will be displayed at the bottom of the screen. If you have entered a number for which there is no corresponding ledger account code, the system will display a message to that effect and ask you to try again.

Unbalanced Journal Entries

Sometimes posting procedures can become interrupted by system malfunctions, such as power outages, etc. These and other occurrences can result in unbalanced journal entries. The only way to adjust for these is to post counter balancing JEs, which are also unbalanced. You can enter a journal entry which is not balanced. The system warns you of an unbalanced condition each time you view the journal entry or if you are trying to post an unbalanced entry.

Reverse

{Button} In order to preserve complete audit trails, posted journal entries may never be deleted. Therefore, in order to undo or negate a journal entry, it must be reversed, and the reversing entry posted to the general ledger. Use this button to create a reversing journal entry. The reversing entry, when posted, will negate the journal entry. Any journal entry may be reversed. The results will not be reflected in the general ledger until the reversing entry is posted.

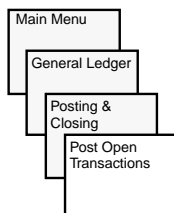
Post

{Button} Use this command to post any unposted journal entry. The only unposted journal entries are those of **Type GENL**. These journal entries are entered manually, or are the result of reversing another

er journal entry. All other types of journal entries are the result of posting transactions, and are therefore posted by definition.

Posting to the GL

Post Open Transactions Window



Period #	Closing Date
1	01/31/94
2	02/28/94
3	03/31/94
4	04/30/94
5	05/31/94
6	06/30/94
7	07/31/94
8	08/31/94
9	09/30/94
10	10/31/94
11	11/30/94
12	12/31/94
13	01/31/95



Note: If you are linking to Great Plains, this selection is labeled **Create GPS Posting Batch**, but it works the same in terms of creating **Journal Entry** transactions in Qube ERP™. It will also be the function used to send transactions to Great Plains (see [“Sending Transactions from Qube ERP™ to GPS” on page GPA-36](#)).

This window is used to post transactions to the general ledger. Only one type of transaction in Qube ERP™ is automatically posted to the general ledger: voiding a check. All other transactions, including cash receipts, all inventory transactions, employee time charges, A/R adjustments, payments to vendors, vendor invoice records, and general journal entries, require a specific posting transaction.

In version 7.35 and newer, separate user access privileges can be set for each type of posting, using the User Access Privileges feature of the System Administration module. For information on using this feature, see [“User Access Privileges” on page SYS-123](#). When up-

grading to v7.35, system administrators must set these new privileges, or else users will not have access to any posting functions.

Once access privileges have been set, selected users are able to post selected types of transactions, and only those transaction types will be displayed in the **Post Open Transactions** window. For example, if you can post all types of transactions, you will see the **Post Open Transactions** window display all functions. If your access privileges are restricted, you will see only those functions that you are allowed to post.



Some Warnings

Run the Trial Posting report before posting any cash disbursements, and review it for potential errors. Only after you have resolved all errors should you post any disbursements.

1. If a user has started posting by clicking *BEGIN*, the same user ID cannot log into cube on another workstation. The user will get a record lock.
2. If someone is already posting, the second user gets the message, “Other users are logged on. Please make sure all other users are not entering or editing transactions during posting. Proceed with posting now?”. Respond by clicking *NO*.



Note: It is important that all other users be logged off while posting is occurring. This will eliminate the possibility that a user could be creating a postable transaction (invoice, cash receipt, payable, etc.) while posting is occurring.

Using the Window

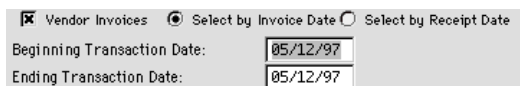
Begin

[Button] To use this function, click the button labeled *<BEGIN>*.

Which Types of Transactions to Post?

[Check box selections] Click on the various **types** of transactions selected to post in the current session.

When you click on the **<VENDOR INVOICES>** selection, the following radio buttons will be displayed on the window:



☒ Vendor Invoices ☒ Select by Invoice Date ☐ Select by Receipt Date
Beginning Transaction Date: 05/12/97
Ending Transaction Date: 05/12/97

These radio buttons refer to the invoice date, or date of receipt of the items on the PO. They determine which records will post, based on the **Beginning and Ending Transaction Dates**. Choosing to select vendor invoices for posting based on the date received allows you to enter the correct vendor invoice date but still record payables obligations in your general ledger for a selected period based on merchandise which has been received in that period. Payables can then be based on the date the merchandise was received, not the date the invoice was received. If you choose to select vendor invoices based on the date received, you should keep in mind that items *must have been received within the date range* in order for a vendor invoice to be selected. If they have not, the invoice will not be selected.

Beginning/ Ending Transaction Dates

{Date fields, required} Enter a date range to select the transactions you want to be posted.

Please enter the accounting period to post to:

{Radio button selections} At any time, posting may be done to the current period or the next period. You may post to up to 14 periods within the current fiscal year. In order to post to period 13, the current period must be period 12 or period 13. In order to post to period 14, the current period must be period 13. For more information on periods, see [“General Ledger Calendar” on page GL-2](#).

Post Now

{Radio button} This is the default choice after you click **<BEGIN>**. If you elect to choose this, the system will begin the posting procedure right after you click **<SAVE>**.

Post Later (after NEXT invoicing procedure)

{Radio button} If you select this radio button, the system will begin the posting procedure immediately following your next invoicing procedure. This is normally used in companies which have very high sale transaction volumes, and who use the “Draft Invoicing” and “Invoice by Ship Date” functions. For more information about these functions, see Accounts Receivable.

Post Later (at a Scheduled Time)

{Radio button} Click this button to enable the **Scheduled Events Manager** function. This will allow you to schedule the posting procedure for any time. Using this function provides a nicely automated routine for postings, especially when used in conjunction with the **Trial Posting** reports.

For example, you might elect to post all sales invoices once per week, on Wednesday nights. You would set the Scheduled Events Manager to print the **Trial Post Invoices** report every Tuesday night, for Wednesday through Tuesday (see [“Scheduled Events Manager” on page GEN-47](#)). Then, you would set the **Scheduled Events Manager** to post sales invoices every Wednesday night, also for Wednesday through Tuesday. Every Wednesday morning the Trial Post Invoices report would be waiting to be audited. Any corrections would be made on Wednesday, in time for the posting that evening.

After Posting

Update All Pop-Up Lists

{Check box selection} Selecting this function will cause all Pop-Up Lists selected to update to do so after the posting procedure (see [“Update Popup Lists” on page SYS-140](#)).

Print Reports Selected by me to Print Later

This selection only impacts sites which do not have the **Scheduled Events Manager**. If you do have the **Scheduled Events Manager**, clicking the <PRINT LATER> selection on the **Reports** window will cause the Scheduled Events selections to show in the lower part of the window (see [“Scheduled Events Manager” on page GEN-47](#)). If you do not have Scheduled Events Manager enabled on your data file, clicking the <PRINT LATER> selection on the reports window

will cause the reports to be flagged to print after posting. Then, clicking the ☐ Print Reports Selected by me to Print Later selection will cause these reports to print after the posting procedure is completed.

Print All My Librared Reports

{Check box selection} Selecting this function will cause all of your librared reports to print after the posting procedure is completed.

View My Schedule

{Button} Clicking this button will cause your Scheduled Events to display (see [“Scheduled Events Manager” on page GEN-47](#)).

Posting Results

Rounding Errors and Inventory Postings

The posting of inventory presents some issues unique to these transactions. The first of these issues has to do with rounding errors. These errors arise from the fact that the value of each inventory transaction is calculated by multiplying the quantity (3 decimal places) times the standard cost (5 decimal places) and placing the result into the general ledger (2 decimal places). This process may result in some rounding errors which should be insignificant. A second way to produce what might be an unbalanced entry and therefore need a balancing step results from posting assembly transactions produced from bills of materials which were not properly rolled up. The system allows the user to change component costs without rolling up each cost change. If an assembly transaction is produced when all cost changes are not rolled up, the value of the item being assembled will be different than the value of the items used to assemble it. From the general ledger's point of view, the amounts debiting inventory may be different from the amounts crediting inventory. The result may be an unbalanced journal entry. The system looks for this condition and corrects it during posting.


The posting function forces all inventory postings to be in balance. At the end of the procedure, it reviews the posting and rounds out the journal entry to force the balance. The difference is added to the **Inventory Adjustments** account as identified in your **GL Key Accounts** list.



Zero Standard Costs and Inventory Postings

Note: The Summary Posting Audit Report does not perform that rounding adjustment.

If all inventory standard costs in a transaction posting are found to be zero, the following message will be returned and you may choose to reverse the posting.



Error 108-R: Journal Entry #92100 was not created. All Standard Costs are zero. Would you like to reverse the posting now?

NO

YES

Usually this indicates that you have forgotten to set up or failed to properly maintain the inventory standard costs. Reversing the posting in these cases is the recommended course of action. By choosing to reverse the transaction, you may then update the standard costs and re-post the same transactions. If you choose not to reverse, the system will create a journal entry with a number matching the JE reference in the inventory transactions and a description of “Zero Standard Cost Posting” like this:

General Ledger Journal Entries				
Journal Number	Type	Posted?	To Period/Year	Date
92100	INVT	YES	1 /	05/05/97
Account Code	Description	Debit	Credit	
1400-000/00	Zero standard cost Posting			
1400-000/00	Zero standard cost Posting			

If non-zero standard costs were encountered but the posting yielded *net values of zero to all inventory GL accounts*, (e.g., \$5,000 in & \$5,000 out of the *same GL account* yielding a net zero impact on the general ledger), the system will create a one-line journal entry described as “Zero Net Value Posting.”



Note: Items are only posted as inventory if they refer to one of the Inventory Accounts as defined in the GL Key Accounts win-

dow (see [“Posting PO Receipt Inventory Transactions” on page GL-66](#)).

Estimated Accounts Payable

Qube ERP™ has a special “holding” or “suspense” account set up for posting PO receipts. Normally, goods are received before the vendor invoice is received, so recognizing inventory value at this time is better than recognizing it when the vendor invoice is received. Therefore the system reflects changes in the value of inventory in the general ledger when the PO receipt is posted. The system uses an **Estimated Accounts Payable** account in the general ledger for this purpose. At the time of closing any period, the value in that account should equal the value of inventory received but not yet invoiced by the vendor. The following scenario is designed to step you through various events involved in inventory changes.

1. An item (#ABC) is entered into the item master file; however, it has not yet been received into inventory.

The quantity in stock at this time is zero and \$1.00 has been entered as the current unit cost.

2. The standard unit cost is set to \$1.00.

Since the quantity in stock is still zero, the value of inventory is still zero.

3. A purchase order is issued for 100 units of ABC at \$1.00; the vendor sends the 100 units and a PO receipt is created to reflect the incoming units.

The value in the Item Master File reports at Standard Cost and at Current Cost is \$100.00; the value in the GL accounts is still zero.

4. The PO receipt is posted.

This increases the value of **Inventory** and also increases the liability account of **Estimated Accounts Payable**. The transaction creates the following journal entry (at standard):

	Debit	Credit
Estimated Accounts Payable		\$100.00
Inventory	\$100.00	

5. The vendor invoice is received and posted.

Inventory is unchanged by this transaction. The transaction creates the following journal entry:

	Debit	Credit
Estimated AP	\$100.00	
Accounts Payable		\$100.00

6. 50 units of ABC are used up.

The inventory transaction is created, reducing the stock on hand. The printed item master file will show the value of inventory to be $50 \times \$1.00 = \50 at current cost and $50 \times \$1.00 = \50 at standard cost. The value of inventory in the general ledger is still at \$100.00 because the inventory transaction has not yet been posted.

7. The inventory transaction is posted to the GL, reducing the value of inventory in the GL to \$50.00.

The transaction creates the following journal entry:

	Debit	Credit
Inventory		\$50.00
Cost of Sales (or Inv. Adjust.)	\$50.00	

8. The purchasing manager buys another of 100 units of ABC, but this time agrees to pay \$1.10 for each unit.

It is determined that this is the new current unit cost for item ABC, so the current unit cost in the Item Master File is changed

from \$1.00 to \$1.10 each. Inventory printed at current cost is now \$55.00; printed at standard cost it is \$50.00 and when viewed in the general ledger it is also \$50.00.

9. 100 units are received into inventory, bringing stock levels to 150 units.

The item master report printed at current cost is now $150 \times \$1.10 = \165.00 . When printed at standard cost it is \$150.00. The general ledger value of inventory is still \$50.00.

10. The PO Receipt is posted to the GL, creating the following journal entry. Everything is posted at standard.

	Debit	Credit
Estimated Accounts Payable		\$100.00
Inventory	\$100.00	

11. The vendor invoice for the recent shipment of 100 units of ABC at \$1.10 each is vouchered and posted.

Inventory remains unchanged in this transaction. The following journal entry is created:

	Debit	Credit
Estimated AP	\$100.00	
Accounts Payable		\$110.00
Purchase Price Variance	\$10.00	

Posting PO Receipt Inventory Transactions

In order for the above to happen correctly, both the purchase order item and the vendor invoice item must reference a proper inventory account. These inventory accounts are those which are designated as

inventory accounts in the **GL Key Accounts** window. These accounts are shown here:

General Ledger Key Accounts		
Each of These Accounts Must Be In Your Chart of Accounts	Which Account Code Will You Use for Each?	The GL Account selected when Posting this type of account will be...
A/P Discounts Taken	5580-000/00	Current to Standard Cost Comparison
Inventory - Finished Goods	1400-100/00	Inventory - Finished Goods
Inventory - Raw Materials	1400-000/00	Inventory - Raw Materials
Inventory - Resale Goods	1400-200/00	Inventory - Resale Goods
Inventory - Work in Process	1400-300/00	Inventory - Work in Process

Whichever GL account is shown in the PO item record is that used to default the GL account when a vendor invoice is drafted from it. These accounts are shown here:

GL Account in PO →

Purchase Order Items									
EAGBEA Eager Beavers		60001-K -1 of 13							
Item Code	Date	Status	Ordered	Received	B/O	Cost	Unit	Extension	
DRC1	07/04/95	0	33	14	19	100.00000	ER	3,300.00	
150	07/04/95	0	30	2	28	10.00000	VD	300.00	
151	07/04/95	0	33	3	30	11.00000	VD	363.00	
152	07/04/95	0	43	4	39	13.00000	VD	559.00	
0001	07/04/95	0	100		100	50.50000	ER	5,050.00	
0001	07/04/95	0	20		20	12.00000	ER	240.00	
Armless Chair-Oak Dining								9,812.00	
G/L Account		1400-000/00	Comments This is a text-wrap comment field that may be used to more fully instruct the supplier on what your requirements are for each item on the purchase order.						
Job Allocation		Inventory - Raw Materials							

GL Account in vendor invoice →

Vendor Invoice Items					
EAGBEA Eager Beavers		1			
Item	G/L Account	Quantity	Unit Cost	Unit	Extension
DRC1	1400-000/00	6.000	100.00000	ER	600.00
DRC1	1400-000/00	6.000	100.00000	ER	600.00
150	1400-000/00	2.000	10.00000	VD	20.00
151	1400-000/00	3.000	11.00000	VD	33.00
152	1400-000/00	4.000	13.00000	VD	52.00

If you edit the GL account and then draft a new vendor invoice, the GL account for the new vendor invoice will be the new one found in the PO item. Older vendor invoices drafted from the same PO will not be changed.

To see how you can set up the default GL account for vendor records, thereby simplifying this process, see [“Miscellaneous Expense” on page GL-34.](#)

Two steps used in posting inventory

The function first checks to see if the account referenced in the PO item is one of the four inventory accounts listed in the GL key accounts list, as shown above.

1. If it is not, the transaction is ignored.

No values are posted to either **Estimated Accounts Payable** or **Inventory**. In this case, the user has indicated that the PO item should be expensed directly rather than added to the value of inventory.

2. If, on the other hand, the PO references one of the inventory accounts, the posting will credit estimated accounts payable and debit one of the inventory accounts.



Note: Which inventory account is charged is determined not by the PO account shown in the PO item but by a set of logic based on contents of the Item Type field in the Item Master record.

- Items defined as RAW (raw materials) or SUB (subassemblies) have their value added to the GL account found in the **GL Key Accounts** list selected for inventory raw materials at the item's **standard cost**.
- Those defined as RES are posted to the inventory resale items account.
- Those defined as FIN (finished goods) are posted to inventory finished goods (as defined in the **GL Key Accounts**).

To repeat: PO receipts debit **inventory** and credit **estimated accounts payable** only for PO items that referenced one of the 4 inventory accounts listed in the GL key accounts.

Remember, the posting of the PO receipt to **Inventory** and **Estimated Accounts Payable** is only the first half of the transaction. It is designed to reflect the increased value of inventory in the general

ledger as close to the actual receipt of the goods as possible, rather than waiting until the payable is posted.

The second half of this process occurs when the payable transaction (**vendor invoice**) is posted. The payable will debit **Estimated Accounts Payable** and credit **Accounts Payable**, but it will do so only if the GL account referenced in the payable is one of the 4 inventory accounts (as defined in the **GL Key Accounts**). If estimated A/P were credited when a non-inventory GL account was selected by the PO item record, estimated accounts payable would not get reversed when the payable was posted. The value of estimated accounts payable and inventory would climb out of sight.

Posting Assembly Transactions

When an assembly transaction takes place, you are essentially adding labor to your inventory value. Assume you are using up \$10 worth of raw materials in a subassembly to which you are adding one hour of labor, at \$8 per hour with no overhead. The bill of material might look like this:

Bill of Materials						
SUB 1		Subassembly #1				
Drawing						
Item Code	Quantity	Loc'n	Unit	Labor Value & Overhead Value		Level
RAW 1	1.00000		EA		5.00000	2
RAW 1	1.00000		EA		5.00000	2
RAW 2	1.00000		EA		2.00000	2
RAW 3	1.00000		EA		3.00000	2
FINAL	1.00000		A HR	8.00000		2

The assembly transaction for one of these items would look like this:

Non-Scheduled Assemblies							
Transaction Number	Date	Posted To J/E #	Order Line # If Made to Order	Batch Number	Actual # Hrs		
85129	05/08/97		Made to Stock		1.000		
Assembled Item Code	Quantity	Sent to Location	Unit	Standard Unit Cost	Extension		
SUB 1	1.000	200	EA	18.00000	18.00000		
Component Item Codes	Quantity	Pulled From Location	Unit	Standard Unit Cost	Extension	Lot/Batch #	
RAW 1	1.000	1	EA	5.00000	5.00000		
RAW 1	1.000	1	EA	5.00000	5.00000		
RAW 2	1.000	1	EA	2.00000	2.00000		
RAW 3	1.000	1	EA	3.00000	3.00000		
FINAL	1.000		HR	8.00000	8.00000		

Note that all of the raw materials were pulled from the stock room (a non-WIP location, and the subassembly will end up in location 200,

a WIP location when it is finished. The Inventory Transactions Costs window shows this transaction like this:

Inventory Transaction Costs									
Transaction Number	Transaction Type			Date	Posted On J/E #	To Period			
85129				05/08/97					
Item Codes	Qty	Location	PO/Invoice Item #	Order Line# If Made to Order	Current Unit Cost	Standard Unit Cost	Quantity Unit		
SUB 1	IN	200		Made to Stock	18.00000	18.00000	1.000	ER	
SUB 1	IN	200		Made to Stock	18.00000	18.00000	1.000	ER	
RAW 1	OUT	1		Made to Stock	5.00000	5.00000	1.000	ER	
RAW 2	OUT	1		Made to Stock	2.00000	2.00000	1.000	ER	
RAW 3	OUT	1		Made to Stock	3.00000	3.00000	1.000	ER	
FINRL	OUT			Made to Stock	8.00000	8.00000	1.000	HR	

We decreased raw materials by \$10.00, used up \$8.00 of standard labor, and increased WIP by \$18.00. The posting would look like this:

	Debit	Credit
Inventory, Raw Materials		\$10.00
Payroll Payable		\$8.00
Inventory, Work in Process	\$18.00	

Next, assume a **manufacturing order** is created for this item. This would look like this:

Manufacturing Order Header									
Manufacturing Order # FINRL5338				Scheduled Production Date 05/09/97					
<input type="radio"/> Planned Purchase <input checked="" type="radio"/> Planned Assembly <input type="radio"/> Planned Operation				<input type="radio"/> Planned Operation					
Work Center FINRL				Total Hours Required 1.000					
Final Assembly				Critical Path Error:					
Print comments from item master file Print comments from BOM header									
Item to be Task Produced	Qty Required	Qty Made Sales Order- So Far	Line Number	Hours Task Required	CP	Status	Error?		
1 SUB 1	1.000			1.000	Plan Assy NO				
1 SUB 1	1.000			1.000	Plan Assy NO				

The **scheduled assembly** transaction would look like this:

Scheduled Assemblies									
Transaction Number	Date	Posted To J/E #	Scheduled Production Date	Work Center	Task #	Actual # Hrs			
85130	05/09/97		05/09/97	FINRL	1	1.000			
Assembled Item Code	Quantity	Location	Unit	Unit Cost	Extension	Batch Number			
SUB 1	1.000	1	ER	18.00000	18.00000				
Component Item Codes	Quantity	Location	Unit	Unit Cost	Extension	Lot/Batch #			
FINRL	1.000		HRS	8.00000	8.00000				
RAW 1	1.000	1	ER	5.00000	5.00000				
RAW 2	1.000	1	ER	2.00000	2.00000				
RAW 3	1.000	1	ER	3.00000	3.00000				

The same posting would take place:

	Debit	Credit
Inventory, Raw Materials		\$10.00
Payroll Payable		\$8.00
Inventory, Work in Process	\$18.00	

Now, assume the above **scheduled assembly** were performed again, but this time the **Actual # Hrs** field were edited to show two hours of labor rather than one (the standard). That transaction would look like this:

Actual # Hrs set to 2

This posting would take place in two parts. When you post **inventory transactions** to the GL you will get a posting identical to the ones we just saw:

	Debit	Credit
Inventory, Raw Materials		\$10.00
Payroll Payable		\$8.00
Inventory, Work in Process	\$18.00	

However when you post **employee time charges**, the second half of the posting will take place, that for the additional labor portion of the transaction. That posting looks like this:

	Debit	Credit
Labor Variance	\$8.00	
Payroll Payable		\$8.00

This accounts for the additional one hour of labor on the job. Note that in all of these transactions, only the **standard labor portion** (that called out in the item's bill of material) is posted to inventory.



A note about phantom assemblies: If you have phantom assemblies in your bill of material, you might find additional labor and material transactions showing up in your postings. If this happens, you should check your bills of material for phantom assemblies. Remember, phantom assembly components (both labor and material) blow through to the parent item's BOM. Therefore they will show up in the parent item's posting.

Posting Labor Transactions

Labor can be applied to jobs in many ways. First, it can be applied as standard labor as designated in a bill of material. In these cases, labor and labor variance are applied through the **Assembly Transactions** windows as shown in the preceding section.

Labor can also be applied directly, either to jobs, planned operations or planned assemblies. These types of transactions are applied through the **Employee Time Charges** and **Labor Applied to Planned Operations** windows.

Employee Time Charges

When labor is applied to a job using the **Employee Time Charges** window, the transaction will look something like this:

Order-Line #	Item Code	Item Description	Time Spent Hours Minutes	Activity Code	Type
1855-1	725	Chair-Oak Dining/Arms & Head	1	DRILL	S
1855-1	725	Chair-Oak Dining/Arms & Head	1	DRILL	S

The posting will look like this:

	Debit	Credit
Cost of Sales - Labor	\$8.00	
Payroll Payable		\$8.00

Labor Applied to
Planned
Operations

You may use this window to apply labor charges to Planned Operations and Planned Assemblies. When you use this function to apply labor to a planned operation, the transaction might look like this:

Labor Applied to Planned Operations

Transaction Date 08/22/97Posted to JE # 92057Period 1/

Mfg Order-Task #	Order-Line #	Item Code	Work Center Code	Employee Code	Scheduled Hours	Actual Hours	Units Activity Done Code	Do Assem Sent to Typebly 2 Location
WELD64431	1871-1	ROD	WELD	1	2.500	3.000	10.000	S YES 200
WELD64431	1871-1	ROD	WELD	1	2.500	3.000	10.000	S YES 200

Note that there are two components to the labor in this transaction: the **Scheduled Hours**, and the **Actual Hours**. Any time the system deals with routings, there are two types of manufacturing orders scheduled; planned operations (the labor component), and planned assemblies, which occur at the last step of the process (see [“Planned Purchase, Planned Assembly, Planned Operation” on page PLAN-121](#)). The scheduled hours component of planned operations will be rolled up into the assembly transaction, just as in all scheduled assemblies (see [“Posting Assembly Transactions” on page GL-69](#)). Assume the above transaction involves \$50.00 of raw materials and that the **Scheduled Labor** component is billed at \$10.00 per hour, and that the item is moved into a WIP location upon completion. The scheduled assembly, or inventory, posting will look like this.

	Debit	Credit
Inventory, Raw Materials		\$50.00
Payroll Payable		\$25.00
Inventory, Work in Process	\$75.00	

That leaves the additional one-half hour of labor. This component will be captured when the **Employee Time Charges** are posted. This journal entry will be this:

	Debit	Credit
Labor Variance	\$5.00	
Payroll Payable		\$5.00

Planned Assemblies

You may also use this window to apply additional labor to a planned assembly. Assume one hour of labor at \$8.00 per hour.

The posting will look like this:

	Debit	Credit
Cost of Sales - Labor	\$8.00	
Payroll Payable		\$8.00

Posting and Inventory Locations

These postings have assumed that all raw materials will be deducted from non-WIP locations, and all subassemblies will be moved into WIP locations (for information on how to define WIP and non-WIP locations, see [“WIP Inventory Begins at Stock Location Number...” on page SYS-115](#)). What happens when this is not the case? First, assume the raw materials are deducted from WIP locations. The assembly transaction would then look like this:

Scheduled Assemblies							
Transaction Number	Date	Posted To J/E #	Scheduled Production Date	Work Center	Task #	Actual # Hrs	
85131	05/09/97		05/09/97	FINRL	1	2.000	
Assembled Item Code <input type="text"/> Sent to							
SUB 1		Quantity	Location	Unit	Unit Cost	Extension	Batch Number
		1.000	200	EA	18.00000	18.00000	
Component Item Codes							
		Quantity	Location	Unit	Unit Cost	Extension	Lot/Batch #
FINRL		1.000		HRS	8.00000	8.00000	
RAW 1		1.000	200	EA	5.00000	5.00000	
RAW 2		1.000	200	EA	2.00000	2.00000	
RAW 3		1.000	200	EA	3.00000	3.00000	

The resulting journal entry would look like this:

	Debit	Credit
Payroll Payable		\$8.00
Inventory, Work in Process	\$8.00	

Why? Because all of the components were deducted from WIP at \$10, and put back into WIP at \$18 (\$10 raw materials + \$8.00 labor).

Now, assume the same transaction as above, but the **SUB 1** item was built to stock. Therefore, it ends up in **Location 1** (stockroom) after the transaction. This transaction would look like this:

Scheduled Assemblies									
Transaction		Posted	Scheduled		Work	Task		Actual	
Number	Date	To J/E #	Production Date	Center		#	Hrs		
85131	05/09/97		05/09/97	FINRL		1	2.000		
Assembled		Sent to							
Item Code	Quantity	Location	Unit	Unit Cost	Extension	Batch Number			
SUB 1	1.000	1	ER	18.00000	18.00000				
Component		Pulled from							
Item Codes	Quantity	Location	Unit	Unit Cost	Extension	Lot/Batch #			
FINRL	1.000		HRS	8.00000	8.00000				
FINRL	1.000		HRS	8.00000	8.00000				
RAW 1	1.000	200	ER	5.00000	5.00000				
RAW 2	1.000	200	ER	2.00000	2.00000				
RAW 3	1.000	200	ER	3.00000	3.00000				

And the resulting journal entry would be this.

	Debit	Credit
Inventory, Raw Materials	\$18.00	
Payroll Payable		\$8.00
Inventory, Work in Process		\$10.00

By the same token, if the raw components were deducted from **Location 1** (stockroom) rather than the WIP location, the journal entry would look like this:

	Debit	Credit
Payroll Payable		\$8.00
Inventory, Raw Materials	\$8.00	

Posting and Item Types

Now assume that an assembly is being performed on an item called FIN 1. FIN 1 is a finished good. A finished good is defined as such in **Item Master File, Card #1**, using the **Item Type** field:

Item Master File, Card #1

Item Code: FIN 1 Finished Good #1

Group: TEST Sub-Group: ☐ Purchased ☒ Fabricated

Option Class: ☐ Raw Materials ☐ Sub-Assemblies ☐ Finished Goods

Item Type: FIN ☐ Resale Items ☐ Expense Items

Revision Code: ☐ 1st Article Produced
☐ 1st Article Approved
☐ Master Scheduled Item

Cost Updated: 05/08/97

Material Cost: 10.00000 # Sales Units per Shipping Unit: 0.00
 Freight In: 0.00000 Weight per sales unit (lbs): 0.00
 Material O/H: 0.0000 Cubic Feet per Sales Unit: 0.00
 Outwork: 0.00000 Stockkeeping Unit: EA
 Labor: 8.0000 Purchasing Unit: EA = 1 SKUs
 Labor O/H: 0.0000 Sales Unit: EA = 1 SKUs
 Total Cost: 18.0000

The assembly transaction would look like this:

Scheduled Assemblies

Transaction Number: 85131 Date: 05/09/97 Posted To J/E #: Scheduled Production Date: 05/09/97 Work Center: FINAL Task #: 1 Actual # Hrs: 2.000

Assembled Item Code: FIN 1 Quantity: 1.000 Location: 1 Unit: EA Unit Cost: 18.00000 Extension: 18.00000 Batch Number:

Component Item Codes: Pulled from Quantity Location Unit Unit Cost Extension Lot/Batch #

FIN 1	1.000	1	EA	18.00000	18.00000	
RAW 1	1.000	1	EA	5.00000	5.00000	
RAW 2	1.000	1	EA	2.00000	2.00000	
RAW 3	1.000	1	EA	3.00000	3.00000	

Notice how all of the items in the posting are being drawn from, and sent to, **Location 1** (the stockroom). Remember, this is a non-WIP location (see [“WIP Inventory Begins at Stock Location Number...” on page SYS-115](#)). In this case, the posting will be:

	Debit	Credit
Inventory, Finished Goods	\$18.00	
Payroll Payable		\$8.00
Inventory, Raw Materials		\$10.00

Now, change the transaction so FIN 1 will move into a WIP location, rather than the stockroom after assembly. The resulting journal entry will be the following:

	Debit	Credit
Inventory, Work in Process	\$18.00	
Payroll Payable		\$8.00
Inventory, Raw Materials		\$10.00

Notice how all inventory, regardless of type, will be posted to WIP if it is moving into or out of a WIP location. If it is not moving into and out of a WIP location, however, the posting will be driven by the value in the **Item Type** field and the accounts set up in the **GL Key Accounts** window:

General Ledger Key Accounts		
Each of These Accounts Must Be In Your Chart of Accounts	Which Account Code Will You Use for Each?	The GL Account selected when Posting this type of account will be...
A/P Discounts Taken	0-000-6580-000	Trial Post Inventory Transactions
Inventory - Finished Goods	0-000-1330-000	Inventory - Finished Goods
Inventory - Raw Materials	0-000-1310-000	Inventory - Raw Materials
Inventory - Resale Goods	0-000-1340-000	Inventory - Resale Goods
Inventory - Work in Process	0-000-1320-000	Inventory - Work in Process

To recap, when items are moved in and out of WIP, they are posted to the WIP account set up in the **GL Key Accounts** window. When they are not moved in and out of WIP, they are posted to the account associated with their **Item Type** as set up on this window.

This is fine for **finished goods**, **raw materials** and **resale items**, as they all have their own GL account designations in the **GL Key Accounts** window. But what about subassemblies? There is no Key Account for them. They are posted to WIP when they are moved in and out of WIP locations, and when they aren't, they are posted to Raw Materials. Why? Because it is assumed that if they are sent to a non-WIP location then they have been made to stock, and are therefore available for use in the manufacturing process like other raw materials.

Posting Sales Invoices

When a sales order is invoiced, two types of transactions are created: an accounts receivable transaction and an inventory transaction. The two transactions are also posted to the general ledger.

Assume a sale is made for one of the FIN 1 which was produced in the previous postings, and that this item sells for \$25.00. These postings look like this:

Sales Invoice

	Debit	Credit
Accounts Receivable	\$25.00	
Sales - Finished Goods		\$25.00

Inventory Transaction

	Debit	Credit
Cost of Sales, Materials	\$18.00	
Inventory, Finished Goods		\$18.00



Note: Qube ERP™ recognizes these transactions as Job Cost transactions. Therefore, they will be flagged as Job Cost in inventory windows, job cost reports and posting reports.

Posting Vendor Invoices

Vendor Invoices (payables) may be selected for posting either by the date of the invoice itself or the date the goods were received as recorded in the field labeled **Date Received** on the **Vendor Invoice** window. Make your selection by clicking the appropriate radio button.

Make your selection here

Which Types of Transactions to Post?

<input type="checkbox"/> Cash Receipts & Adjustments	<input type="checkbox"/> Cash Disbursements & Bank Transfers
<input type="checkbox"/> Employee Time Charges	<input type="checkbox"/> Inventory Transactions
<input type="checkbox"/> General Journal Entries	<input type="checkbox"/> Sales Invoices & Credit Memos
<input checked="" type="checkbox"/> Vendor Invoices	

☒ Select by Invoice Date ☐ Select by Receipt Date

Beginning Transaction Date:

Ending Transaction Date:

Please enter select the account period to post to:

☒ Current Accounting Period (1)
☐ Next Accounting Period (2)

☒ Post Now
☐ Post Later (immediately after the NEXT invoicing procedure)
☐ Post Later (at a Scheduled Time)

Choosing to select vendor invoices for posting based on the date received allows you the ability to enter the correct vendor invoice date but still record payables obligations in your general ledger for a se-

lected period based on merchandise which has been received in that period. Payables can then be based on the date the merchandise was received, not the date the invoice was received. If you choose to select vendor invoices based on the date received, you should keep in mind that items *must have been received within the date range* in order for a vendor invoice to be selected. If they have not, the invoice will not be selected.

When you post vendor invoices for items which are classified as inventory, the posting will hit Estimated AP, Accounts Payable, and possibly, Purchase Price Variance. The posting for an item with a standard cost of 100.00 and an actual cost of 110.00 would look like this:

	Debit	Credit
Estimated AP	\$100.00	
Accounts Payable		\$110.00
Purchase Price Variance	\$10.00	

The reason is that when the PO receipt was posted, it was posted at standard. It could not be any other way, as the actual cost and PPV could not be determined until the actual vendor invoice was received.

When you post vendor invoices for items which are non-inventory items, the posting will credit accounts payable and debit the expense account called out in the vendor invoice:

Vendor Invoice Items						
ELLAM Ellendale Lamps		123456				
Item	G/L Account	Quantity	Unit Cost	Unit	Extension	
Miscellaneous Item	0-000-5000-000	1.000	100.00000	EA	100.00	
Miscellaneous Item	0-000-5000-000	1.000	100.00000	EA	100.00	
Office Supplies					100.00	

In the above example, the posting would look like this:

	Debit	Credit
Office Supplies	\$100.00	
Accounts Payable		\$100.00

Posting General Journal Entries

General journal entries (those entered manually) are *not* posted automatically. You may enter the various lines of the entry in several settings. Posting may be done either by viewing a select journal entry and clicking the <POST> button, or you may select journal entries as one type of transaction to post when using the **Post Open Transactions** window. Before posting, it is recommended that you generate a printout of the journal entry and double check it for correctness. This can be done by viewing the journal entry and selecting **Print This Journal Entry** from the **File** menu. Once a journal entry has been posted, it cannot be changed.

Trial Posting & Pre-Posting Summary Reports

In order to tell which transactions have not yet been posted, Qube ERP™ provides edit lists. By printing these edit lists, you can make sure you will be posting only those transactions which you wish to post and that the transactions you post will be posted correctly. There are two types of pre-posting edit lists.

One series is shown in the window below. These will produce a list of all unposted journal entries, cash receipts, labor cost entries, invoices, vendor invoices, payments to vendors and inventory movements. By printing these reports, you may view what transactions would be posted for the date range you select.

General Ledger Reports	
Posting	Unposted Cash Receipts & Adjustments
Posting	Unposted Employee Time Charges
Posting	Unposted Inventory Transactions
Posting	Unposted Journal Entries
Posting	Unposted Payment Transactions
Posting	Unposted Sales Invoices & Credit Memos
Posting	Unposted Vendor Invoices

In addition are the Trial Post reports shown below. The most important feature of these reports is that they show the actual distributions of the postings and whether balanced and accurate journal entries will result from your posting *prior to running the posting procedure*.

General Ledger Reports	
Posting	Trial Post Inventory Transactions
Posting	Trial Post Invoices and Credit Memos
Posting	Trial Post Payables
Posting	Trial Post Payments
Posting	Trial Post Employee Time Charges
Posting	Trial Post Receipts & Adjustments

There are five other reports which will produce columnar lists showing not only which transactions will be posted but also which GL accounts they will be posted to and in what amounts.

Note: POs for Purchased RAW's do not show on the Trial Post and will not post as single transactions. Also, make sure that your GL accounts are different for Cost of Sales, Inventory Adjustments, and Inventory Scrap; if these accounts are the same, PO Receipts may not print on the Trial Post report.

Occasionally on this computer system, like any other, data can get corrupted. This will never be a problem if you can identify the corrupted data *before it is posted*. *Correcting bad data after it is posted can be a huge problem*. These reports show if each transaction will produce a balanced journal posting. Look for a zero (0) at the bottom right of the page. If the total of all transactions being posted is not zero, **DO NOT POST THEM**. Instead, identify the transactions which have errors in them and correct them before you post.

FIFO/LIFO Integrated with General Ledger

Features Set

Integration of FIFO/LIFO values with the value of inventory as found in the general ledger is an optional, for-sale feature. This feature is separate from FIFO/LIFO job costing.

The **FIFO/LIFO Integrated with General Ledger** module must be activated in the **Features Set** window in order to be available for use (see [“Application Features Set Window” on page SYS-138](#)).

Make sure Fifo/Lifo
Integrated with General
Ledger is active

Access is Allowed to Checked Features	
<input checked="" type="checkbox"/>	Core modules
<input type="checkbox"/>	Basic Production Planning
<input checked="" type="checkbox"/>	Advanced Production Planning
<input checked="" type="checkbox"/>	Accounting
<input checked="" type="checkbox"/>	Indented Bill of Materials
<input checked="" type="checkbox"/>	Serial Number Tracking
<input checked="" type="checkbox"/>	Lot and Batch Tracking
<input checked="" type="checkbox"/>	"5-Options" Option Selection
<input checked="" type="checkbox"/>	"Unlimited Options" Option Selection
<input checked="" type="checkbox"/>	"Modular Building" Option Selection
<input type="checkbox"/>	Basic Job Costing
<input checked="" type="checkbox"/>	Advanced Job Costing
<input type="checkbox"/>	Basic Service Order Tracking
<input checked="" type="checkbox"/>	Advanced Service Order Tracking
<input checked="" type="checkbox"/>	Available to Promise
<input checked="" type="checkbox"/>	Vendor Management
<input checked="" type="checkbox"/>	Sales Commission Tracking
<input type="checkbox"/>	Great Plains Interface
<input type="checkbox"/>	Ad Specialties Interface
<input checked="" type="checkbox"/>	Multiple Shipping Warehouses
<input checked="" type="checkbox"/>	Fifo/Lifo Job Costing
<input checked="" type="checkbox"/>	Fifo/Lifo Integrated with General Ledger
<input checked="" type="checkbox"/>	Physical Inventory
<input checked="" type="checkbox"/>	Bar Code Bundle
<input checked="" type="checkbox"/>	Contract Pricing
<input checked="" type="checkbox"/>	Multiple Zones Tax Accounting
<input checked="" type="checkbox"/>	Pallet Position Tracking
<input checked="" type="checkbox"/>	Executive Information System
<input type="checkbox"/>	Global Commerce
<input checked="" type="checkbox"/>	Customer Furnished Materials
<input type="checkbox"/>	Process-Oriented Order Entry
<input checked="" type="checkbox"/>	Internet
<input checked="" type="checkbox"/>	Forward Scheduling
<input checked="" type="checkbox"/>	Quality Inspections

Note: Since the value of each inventory transaction is set immediately prior to posting, don't use the **Trial Post Inventory Transactions** report. The numbers will change when the transactions are posted, so the report should be ignored. Use the **Unposted Inventory Transactions** report instead.

How to Post FIFO/ LIFO Inventory Transactions -- Examples

1. Set up items in the IMF carrying different current unit costs.
2. Issue POs for both items at different unit costs. The following screen shots are displayed so you can see the unit costs associated with each PO item. At the time these screenshots were made, all PO receiving transactions had been executed.

Purchase Order Items									
6001 Vendor #1					60001 -1 of 1				
Item Code	Date	Status	Ordered	Received	B/O	Unit	Cost	Extension	
1R	02/19/98	C	100	100	0	EA	1.00000	100.00	
6002 Vendor #2					60002 -1 of 1				
Item Code	Date	Status	Ordered	Received	B/O	Unit	Cost	Extension	
2R	02/19/98	C	100	100	0	EA	2.00000	200.00	
6002 Vendor #2					60003 -1 of 1				
Item Code	Date	Status	Ordered	Received	B/O	Unit	Cost	Extension	
2R	02/19/98	C	100	100	0	EA	4.00000	400.00	
6001 Vendor #1					60004 -1 of 1				
Item Code	Date	Status	Ordered	Received	B/O	Unit	Cost	Extension	
1R	02/19/98	C	100	100	0	EA	2.00000	200.00	

3. Separate PO receipts using different receipt dates.
4. View the transaction costs associated with each receipt. Current cost is copied from the PO. FIFO cost will be the posting cost value at the time the transaction was created and will be updated from the FIFO layers at posting.

- Post the first day's receipts. View the JE and compare the values with those shown on the inventory GL account and the FIFO/LIFO layers windows.

General Ledger Journal Entries				
Journal Number	Type	Posted?	To Period/Year	Date
90001	INUT	YES	1 /	02/21/98
Account Code	Description	Debit	Credit	
1400-000/00	Increase Raw Materials	300.00		
1400-000/00	Increase Raw Materials	300.00		
2001-000/00	Estimated Accounts Payable		300.00	
		300.00	300.00	

Chart of Accounts - Current Year Period Totals			
Code	1400-000/00	Inventory Raw Materials	
Type	AC	Current Assets	
Order	140000000	Used in Balance Sheet Normally DR balance	
Period	Amounts		
2	0.00		
1	300.00 = Current Accounting Period	1 Year Prior	

Fifo/Lifo Stock Layers							
Item Code	1R	First Raw Material item				Fifo Unit Cost 1.00000	
Date	Reference Number	Bought/Made for Job #	Unit Cost	Original Quantity	Current Quantity	Extension	
02/19/98	PO Receipt 60001-1-1		1.00000	100.000	100.000	100.00000	
02/19/98	PO Receipt 60001-1-1		1.00000	100.000	100.000	100.00000	
Totals					100.000	100.00000	

Item Code	2R	Second Raw Material item				Fifo Unit Cost 2.00000	
Date	Reference Number	Bought/Made for Job #	Unit Cost	Original Quantity	Current Quantity	Extension	
02/19/98	PO Receipt 60002-1-1		2.00000	100.000	100.000	200.00000	
02/19/98	PO Receipt 60002-1-1		2.00000	100.000	100.000	200.00000	
Totals					100.000	200.00000	

The general ledger records the true FIFO/LIFO value of inventory as supported by the FIFO/LIFO layers data.

6. Post the second day's receipts. Check the JE and compare the FIFO/LIFO and GL account balances.

General Ledger Journal Entries				
Journal Number	Type	Posted?	To Period/Year	Date
90002	INUT	YES	1 /	02/23/98
Account Code	Description	Debit	Credit	
1400-000/00	Increase Raw Materials	600.00		
1400-000/00	Increase Raw Materials	600.00		
2001-000/00	Estimated Accounts Payable		600.00	
		600.00	600.00	

Chart of Accounts - Current Y

Code	1400-000/00	Inventory Raw Materials
Type	AC	Current Assets
Order	140000000	Used in Balance Sheet Normally

Period	Amounts
2	0.00
1	900.00 = Current Accounting Period

Fifo/Lifo Stock Layers							
Item Code	1R	First Raw Material item				Fifo Unit Cost 1.50000	
Date	Reference Number	Bought/Made for Job #	Unit Cost	Original Quantity	Current Quantity	Extension	
02/19/98	PO Receipt 60001-1-1		1.00000	100.000	100.000	100.00000	
02/19/98	PO Receipt 60001-1-1		1.00000	100.000	100.000	100.00000	
02/22/98	PO Receipt 60004-1-1		2.00000	100.000	100.000	200.00000	
Totals					200.000	300.00000	
Item Code	2R	Second Raw Material item				Fifo Unit Cost 3.00000	
Date	Reference Number	Bought/Made for Job #	Unit Cost	Original Quantity	Current Quantity	Extension	
02/19/98	PO Receipt 60002-1-1		2.00000	100.000	100.000	200.00000	
02/19/98	PO Receipt 60002-1-1		2.00000	100.000	100.000	200.00000	
02/22/98	PO Receipt 60003-1-1		4.00000	100.000	100.000	400.00000	
Totals					200.000	600.00000	

Since all transactions have been posted, you can also compare the value of inventory in the GL with the value shown on an inventory report printed at FIFO value.

Fifo/Lifo Demo Data

Inventory By Item Code All Items Active Only, at Fifo Cost

Report Printed on 02/23/98 at 09:41, Page #1

Item Code and Description	Stock On Hand	Material S.K.U.	+ Overhead Cost	Labor Cost	Freight Cost	Outwork Cost	Total Unit Cost	Inventory Value
1R First Raw Material i	200.000	Each	1.50000	0.00000	0.00000	0.00000	1.50000	300.00000
2R Second Raw Material	200.000	Each	3.00000	0.00000	0.00000	0.00000	3.00000	600.00000
Total Inventory Value:								900.00000

This can be done only when all inventory transactions have been posted. If you try to compare while there are unposted inventory transactions, the totals will not match, since total value of stock will reflect the quantities in the unposted transactions, but the FIFO layers will not yet have been updated.

The general ledger records the true FIFO/LIFO value of inventory as supported by the FIFO/LIFO layers data.

7. Create an outgoing inventory transaction (adjustment), then post the transaction and compare values.

Inventory Transaction Quantities							
Transaction Number 80007	Transaction Type Job Cost or Adjustmt	Date 02/23/98	Posted On J/E # 90003				
Item Codes	Type	Location	PO/Invoice Item #	Order Line# If Made to Order	Stock on Hand	Quantity Unit	Lot/B#
1R	OUT	1			200.000	50.000 EA	
1R	OUT	1			200.000	50.000 EA	
2R	OUT	1			200.000	50.000 EA	

General Ledger Journal Entries				
Journal Number	Type	Posted?	To Period/Year	Date
90003	INUT	YES	1 /	02/23/98
Account Code	Description		Debit	Credit
1400-000/00	Reduce Raw Materials			150.00
1400-000/00	Reduce Raw Materials			150.00
5800-000/00	Inventory Adjustments		150.00	
			150.00	150.00

Chart of Accounts - Current Y	
Code	1400-000/00 Inventory Raw Materials
Type	AC Current Assets
Order	140000000 Used in Balance Sheet Normally
Period	Amounts
2	0.00
1	750.00 = Current Accounting Period

Fifo/Lifo Stock Layers							
Item Code	1R	First Raw Material item				Fifo Unit Cost 1.66667	
Date	Reference Number	Bought/Made for Job #	Unit Cost	Original Quantity	Current Quantity	Extension	
02/19/98	PO Receipt 60001-1-1		1.00000	100.000	50.000	50.00000	
02/19/98	PO Receipt 60001-1-1		1.00000	100.000	50.000	50.00000	
02/22/98	PO Receipt 60004-1-1		2.00000	100.000	100.000	200.00000	
Totals					150.000	250.00000	
Item Code	2R	Second Raw Material item				Fifo Unit Cost 3.33333	
Date	Reference Number	Bought/Made for Job #	Unit Cost	Original Quantity	Current Quantity	Extension	
02/19/98	PO Receipt 60002-1-1		2.00000	100.000	50.000	100.00000	
02/19/98	PO Receipt 60002-1-1		2.00000	100.000	50.000	100.00000	
02/22/98	PO Receipt 60003-1-1		4.00000	100.000	100.000	400.00000	
Totals					150.000	500.00000	

The general ledger records the true FIFO/LIFO value of inventory as supported by the FIFO/LIFO layers data.

8. Create a sales order. Make sure the shipping quantity is large enough so that Qube ERP™ will have to pull quantities from more than one FIFO layer. Invoice it and then post the inventory

transactions. Again, the value of inventory reflected in the general ledger equals the value reflected by the FIFO layers.

Invoice Items							
2001	New Customer Added During Order En:				Invoice Item		5001 2
Item	Ordered	Shipped	Prior	B/O	Price	Unit	Extension
2R	100	100	0	0	6.000	EA	600.00
1R	100	100			5.000	EA	500.00
2R	100	100			6.000	EA	600.00
Second Raw Material item							1,100.00

General Ledger Journal Entries					
Journal Number	Type	Posted?	To Period/Year	Date	
90004	INUT	YES	1 /	02/24/98	
Account Code	Description	Debit	Credit		
1400-000/00	Reduce Raw Materials		450.00		
1400-000/00	Reduce Raw Materials		450.00		
5000-000/00	Material Cost of Sales	450.00			
		450.00	450.00		

Chart of Accounts - Current Y	
Code	1400-000/00 Inventory Raw Materials
Type	AC Current Assets
Order	140000000 Used in Balance Sheet Normally
Period	Amounts
2	0.00
1	300.00 = Current Accounting Period

Fifo/Lifo Stock Layers							
Item Code	1R	First Raw Material item				Fifo Unit Cost 2.00000	
Date	Reference Number	Bought/Made for Job #	Unit Cost	Original Quantity	Current Quantity	Extension	
02/22/98	PO Receipt 60004-1-1		2.00000	100.000	50.000	100.00000	
02/22/98	PO Receipt 60004-1-1		2.00000	100.000	50.000	100.00000	
New Customer Added During Order					Totals	50.000	100.00000
Item Code	2R	Second Raw Material item				Fifo Unit Cost 4.00000	
Date	Reference Number	Bought/Made for Job #	Unit Cost	Original Quantity	Current Quantity	Extension	
02/22/98	PO Receipt 60003-1-1		4.00000	100.000	50.000	200.00000	
02/22/98	PO Receipt 60003-1-1		4.00000	100.000	50.000	200.00000	
New Customer Added During Order					Totals	50.000	200.00000

Fifo/Lifo Demo Data

Inventory By Item Code All Items Active Only, at Fifo Cost

Report Printed on 02/24/98 at 10:46, Page #1

Item Code and Description	Stock	Material + Overhead	Labor	Freight	Outwork	Total	Inventory
	On Hand S.K.U.	Cost	Cost	Cost	Cost	Unit Cost	Value
1R First Raw Material i	50.000 Each	2.00000	0.00000	0.00000	0.00000	2.00000	100.00000
2R Second Raw Material	50.000 Each	4.00000	0.00000	0.00000	0.00000	4.00000	200.00000

Total Inventory Value: 300.00000

The general ledger records the true FIFO/LIFO value of inventory as supported by the FIFO/LIFO layers data.

Purchase Price Variance Adjustments

Several conditions may occur which require adjusting transactions to be created based on posting values found in vendor invoices.

1. The PO receipt (inventory transaction) was posted first to set up the FIFO/LIFO layer, but the vendor invoice comes in at a different unit price. This requires that the value of the FIFO/LIFO layer be adjusted by the difference between the PO and the vendor invoice item value. This is fairly simple if no quantities have been used in outgoing inventory transactions to draw down the quantity found in the FIFO/LIFO layer. It is more complicated if the quantity currently available in the FIFO/LIFO layer is less than the original quantity received. It is especially complicated if the quantity of the layer has been entirely used up.
2. The vendor invoice is posted before the PO receipt (inventory transaction). Under this condition, the FIFO/LIFO layer has not yet been created. Therefore the adjustment must be created in such a way that, when the FIFO/LIFO layer is created, it is then adjusted by the difference between the PO and the invoice.

The following is an example.

- a) Draft a vendor invoice from PO 60001, changing the unit cost from the expected value of \$1.00 (from the PO) to \$1.20.

Vendor Invoice Items						
6001	Vendor #1					U160001
Item	G/L Account	Quantity	Unit Cost	Unit	Extension	
1R	1400-000/00	100.000	1.20000	EA	120.00	
1R	1400-000/00	100.000	1.20000	EA	120.00	
Inventory Raw Materials					120.00	

- b) Post the vendor invoice. Qube ERP™ will increase inventory by the difference of the PO receipt and the vendor invoice, and adjust the unit cost of available FIFO/LIFO layers to reflect the new unit cost. In this case, half of the

FIFO layer created by the receipt of PO 60001 was already used up. Therefore the unit cost adjustment made to the remaining FIFO layer is twice that which would have been required to increase the value of this item by the needed \$20.00.

Chart of Accounts - Current Y

Code	1400-000/00	Inventory Raw Materials
Type	AC	Current Assets
Order	140000000	Used in Balance Sheet Normally

Period	Amounts
2	0.00
1	320.00 = Current Accounting Period

General Ledger Journal Entries

Journal Number	Type	Posted?	To Period/Year	Date
90005	PAV	YES	1 /	02/24/98

Account Code	Description	Debit	Credit
1400-000/00	Posting Payables 02/24/98	20.00	
1400-000/00	Posting Payables 02/24/98	20.00	
2000-000/00	Posting Payables 02/24/98		120.00
2001-000/00	Posting Payables 02/24/98	100.00	
		120.00	120.00

Fifo/Lifo Stock Layers

Item Code	1R	First Raw Material item	Fifo Unit Cost 2.40000
------------------	----	-------------------------	------------------------

Date	Reference Number	Bought/Made for Job #	Unit Cost	Original Quantity	Current Quantity	Extension
02/22/98	PO Receipt 60004-1-1		2.40000	100.000	50.000	120.00000
02/22/98	PO Receipt 60004-1-1		2.40000	100.000	50.000	120.00000
New Customer Added During Order					Totals	50.000 120.00000

Item Code	2R	Second Raw Material item	Fifo Unit Cost 4.00000
------------------	----	--------------------------	------------------------


Date	Reference Number	Bought/Made for Job #	Unit Cost	Original Quantity	Current Quantity	Extension
02/22/98	PO Receipt 60003-1-1		4.00000	100.000	50.000	200.00000
02/22/98	PO Receipt 60003-1-1		4.00000	100.000	50.000	200.00000
New Customer Added During Order					Totals	50.000 200.00000

Note: The adjustment may be made to any existing FIFO/LIFO layer and needs to single out the layer created by the PO item associated with the vendor invoice item being posted, since this layer may not even show any current quantities available. The objective is to re-value current FIFO/LIFO layers to agree with the GL value, not to revalue any specific layer. In this example, the layer created by the

receipt of PO 60001 had been completely used up by the time the associated vendor invoice was posted.


The adjustment records can be viewed on the **FIFO/LIFO Stock Layers** window. The layers can be loaded to show current quantities available or to show all quantities available. If loading current layers, Qube ERP™ will look for adjusting entries which have not yet been assigned to an existing layer and, if one is found, will display a **LOAD ADJUSTMENTS** button. If loading all layers, Qube ERP™ will look for any adjusting entries associated with the current item code and, if one is found, will display the **LOAD ADJUSTMENTS** button.

Click on the **LOAD ADJUSTMENTS** button to display these transactions, like this:

Item Code  IR		First Raw Material item				Fifo Unit Cost 2.80000	
Date	Reference Number	Bought/Made for Job #	Unit Cost	Original Quantity	Current Quantity	Extension	
02/19/98	PO Receipt 60001-1-1		1.00000	100.000	0.000	0.00000	
02/19/98	PO Receipt 60001-1-1		1.00000	100.000			
02/22/98	PO Receipt 60004-1-1		2.40000	100.000	50.000	120.00000	
02/24/98	PPU Adjust U160001		0.40000	50.000		20.00000	
Totals					50.000	140.00000	

In this example, the adjustment is the last line displayed in the list. It says that a \$20.00 adjustment was made on 2/24/98 at a time when the current layer quantity was 50 units, therefore making the unit cost adjustment \$20.00/50 or \$0.40. If you press the **OPTION** key while double-clicking on this line, Qube ERP™ will find and display the vendor invoice items whose posting generated the adjustment.

In this example, the vendor invoice is posted before the PO receipt (inventory transaction). Therefore the adjustment can be seen but there is no associated FIFO/LIFO stock layer.

Fifo/Lifo Stock Layers							
Item Code  3R		Third Raw Material item			Fifo Unit Cost 30.00000		
Date	Reference Number	Bought/Made for Job #	Unit Cost	Original Quantity	Current Quantity	Extension	
02/24/98	PPU Adjust U160005		30.00000	1.000	30.000	30.00000	
02/24/98	PPU Adjust U160005		30.00000	1.000	30.000	30.00000	
Totals					0.000	30.00000	

After the PO receipt is posted, the adjustment is used up and the general ledger and FIFO/LIFO layers still agree.

General Ledger Journal Entries

Journal Number	Type	Posted?	To Period/Year	Date
90007	INVT	VES	1 /	02/24/98
Account Code	Description	Debit	Credit	
1400-000/00	Increase Raw Materials	300.00		
1400-000/00	Increase Raw Materials	300.00		
2001-000/00	Estimated Accounts Payable		300.00	
		300.00	300.00	

Chart of Accounts - Current

Code	1400-000/00	Inventory Raw Materials
Type	AC	Current Assets
Order	140000000	Used in Balance Sheet Normally

Fifo/Lifo Stock Layers

Item Code		1R		First Raw Material item		Fifo Unit Cost 2.40000	
Date	Reference Number	Bought/Made for Job #	Unit Cost	Original Quantity	Current Quantity	Extension	
02/22/98	PO Receipt 60004-1-1		2.40000	100.000	50.000	120.00000	
02/22/98	PO Receipt 60004-1-1		2.40000	100.000	50.000	120.00000	
				Totals	50.000	120.00000	
Item Code		2R		Second Raw Material item		Fifo Unit Cost 4.00000	
Date	Reference Number	Bought/Made for Job #	Unit Cost	Original Quantity	Current Quantity	Extension	
02/22/98	PO Receipt 60003-1-1		4.00000	100.000	50.000	200.00000	
02/22/98	PO Receipt 60003-1-1		4.00000	100.000	50.000	200.00000	
				Totals	50.000	200.00000	
Item Code		3R		Third Raw Material item		Fifo Unit Cost 3.30000	
Date	Reference Number	Bought/Made for Job #	Unit Cost	Original Quantity	Current Quantity	Extension	
02/24/98	PO Receipt 60005-1-1		3.30000	100.000	100.000	330.00000	
02/24/98	PO Receipt 60005-1-1		3.30000	100.000	100.000	330.00000	
				Totals	100.000	330.00000	

Fifo/Lifo Examples

This example shows an item with FIFO/LIFO layers currently containing stock.

Fifo/Lifo Stock Layers						
Item Code <input type="text" value="270004"/>		LISTELO ROMBO-2 - BEIGE - 3X8				
Date	Reference Number	Bought/Made for Job #	Unit Cost	Original Quantity	Current Quantity	
04/16/96	PO Receipt 70206-2		2.52547	350.000	42.000	
04/16/96	PO Receipt 70206-2		2.52547	350.000	42.000	
08/19/96	Cycle Coun 97647		2.52547	1.000	1.000	
09/03/96	PO Receipt 70271-3		2.55287	245.000	245.000	
09/03/96	PO Receipt 70271-3		2.55287	245.000	245.000	
02/20/97	PO Receipt 70358-1		2.83968	6.000	6.000	
02/21/97	PO Receipt 70369-1		2.83968	31.000	31.000	
04/07/97	PO Receipt 70396-1		2.88577	50.000	50.000	
04/08/97	PO Receipt 70399-1		2.88577	26.000	26.000	
				Total	646.000	

Click the **LOAD ALL LAYERS** button and see layers whose stock has been used up, leaving a zero current balance.

Date	Reference Number	Bought/Made for Job #	Unit Cost	Original Quantity	Current Quantity	
09/30/94	PO Receipt 60009-29		2.48000	1857.000	0.000	
09/30/94	PO Receipt 60009-29		2.48000	1,857.000		
04/28/95	Cycle Coun 92208		2.48000	6.000		
06/28/95	Cycle Coun 92992		2.48000	24.000		
11/30/95	Cycle Coun 94808		2.48000	2.000		
03/15/96	Job Cost t 9621-3	13705-3	2.48000	32.000		
04/22/96	Job Cost t 10038-1	14128-1	2.48000	13.000		
04/16/96	PO Receipt 70206-2		2.52547	350.000	42.000	
08/19/96	Cycle Coun 97647		2.52547	1.000	1.000	
09/03/96	PO Receipt 70271-3		2.55287	245.000	245.000	
09/03/96	PO Receipt 70271-3		2.55287	245.000	245.000	
02/20/97	PO Receipt 70358-1		2.83968	6.000	6.000	
02/21/97	PO Receipt 70369-1		2.83968	31.000	31.000	
04/07/97	PO Receipt 70396-1		2.88577	50.000	50.000	
04/08/97	PO Receipt 70399-1		2.88577	26.000	26.000	
				Total	646.000	

If you double-click on any line, Qube ERP™ will display the specific transaction which created the layer. If you press the **OPTION** key while double-clicking on a line that refers to a PO, Qube ERP™ will display the PO items window on which the purchase was set up.

FIFO/LIFO layers are not updated as transactions are entered; that takes too long. Instead they are updated during posting. In the following screenshot, an outgoing inventory transaction was posted for a quantity of 10 units. The FIFO/LIFO layers reflected the transac-

tion, removing 10 units from the oldest FIFO/LIFO layer. Current quantity went from 42 to 32 units.

Fifo/Lifo Stock Layers						
Item Code 270004		LISTELO ROMBO-2 - BEIGE - 3X8				
Date	Reference Number	Bought/Made for Job #	Unit Cost	Original Quantity	Current Quantity	
04/16/96	PO Receipt 70206-2		2.52547	350.000	32.000	
04/16/96	PO Receipt 70206-2		2.52547	350.000	32.000	
08/19/96	Cycle Coun 97647		2.52547	1.000	1.000	
09/03/96	PO Receipt 70271-3		2.55287	245.000	245.000	
09/03/96	PO Receipt 70271-3		2.55287	245.000	245.000	
02/20/97	PO Receipt 70358-1		2.83968	6.000	6.000	
02/21/97	PO Receipt 70369-1		2.83968	31.000	31.000	
04/07/97	PO Receipt 70396-1		2.88577	50.000	50.000	
04/08/97	PO Receipt 70399-1		2.88577	26.000	26.000	
				Total	636.000	

The current unit cost referenced in this transaction was originally set to the current unit cost found in the item master file: \$2.88577. Looking at the transaction that was just posted, you can see that its current unit cost was replaced during the posting process by the unit cost associated with the FIFO/LIFO layer from which it was pulled: \$2.52547.

Inventory Transaction Costs						
Transaction Number 101405	Transaction Type Job Cost or Adjustmt		Date 02/14/98	Posted On J/E# 11781	To Period 8	
Item Codes	Ty Loca- tion	PO/Invoice Item #	Order Line # If Made to Order	Current Unit Cost	Standard Unit Cost	Quantity Unit
270004	OUT 1			2.52547	2.88577	10.000 PCS

Next, an outgoing transaction for 89 units was added, a quantity large enough that it must pull from more than one layer. The result shows that Qube ERP™ emptied the oldest two layers (32 units and 1 unit) and pulled the remaining quantity from the next oldest layer, reducing it from 245 to 189.

Date	Reference Number	Bought/Made for Job #	Unit Cost	Original Quantity	Current Quantity	
09/03/96	PO Receipt 70271-3		2.55287	245.000	189.000	
09/03/96	PO Receipt 70271-3		2.55287	245.000	189.000	
09/03/96	PO Receipt 70271-3		2.55287	245.000	245.000	
02/20/97	PO Receipt 70358-1		2.83968	6.000	6.000	
02/21/97	PO Receipt 70369-1		2.83968	31.000	31.000	
04/07/97	PO Receipt 70396-1		2.88577	50.000	50.000	
04/08/97	PO Receipt 70399-1		2.88577	26.000	26.000	
				Total	547.000	

Again, the current unit cost in the transaction is originally set to the value found in the associated item master file record: \$2.8858. Dur-

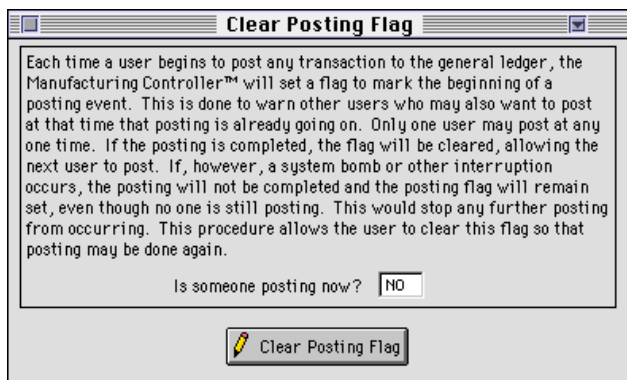
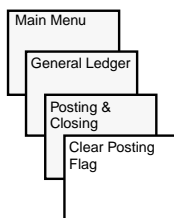


ing the posting process, the unit cost associated with the transaction was reset to the weighted cost of the FIFO/LIFO layers from which it was pulled:

Table 1:

Fifo/Lifo Layer	# Units	Layer's Unit Cost	Extension	Weighted Average Unit Cost
1	32	2.52547	80.81504	
2	1	2.52547	2.52547	
3	56	2.52587	142.96072	
	89		226.30123	\$2.54271

Clear Posting Flag



For data integrity purposes, the system will allow only one work station to be posting at a time. If one user attempts to post while another user is also posting, a message will be displayed advising the user that someone else is posting.

It is possible, however, that this message may be incorrect. For example, a system or network error may have occurred which prematurely terminated a posting procedure. If this occurs the flag which tells the system someone is posting will not get cleared. The next time you attempt to post, the system will erroneously inform you that someone else is already posting to the GL.

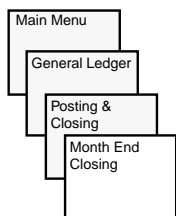
This window is used to clear this condition. Click the *<CLEAR POSTING FLAG>* button and the system will automatically clear it.



Important: It is also extremely important that postable transactions not be entered while the same type of transaction is being posted (e.g., invoices should not be created while invoices are being posted). For this reason, only the user posting transactions should be logged on during a posting procedure.

Period Closings

Month-End Closing



Month-End Closing

This routine does the following to each G/L Account:

1. Copies the dollar values from the current month into the previous month.
2. Zeroes out the dollar values within the current month.
3. Copies all previous month account values to a one period earlier field.
4. Copies data from G/L Holding Period into the current period.

Enter the Period Closing Date here:

Current Accounting Period is #1

BEFORE YOU BEGIN...
Make a reliable backup of your data!

At the end of each accounting period or month, you should close out each general ledger account. This is necessary if you are going to be able to compare the account totals in each account from one month to the next. This procedure also adds the profit or loss from the current period to retained earnings. (This should be done whether you are using Qube ERP™ Accounting or Great Plains).



Important: Before doing a month end closing, be sure you have posted all of these transactions to the general ledger, or your records will be incorrect.

The impact of this procedure is described on the window. All transactions posted to the current period are rewritten into the prior period. The value of transactions posted to the G/L holding fields are rewritten to the current period.

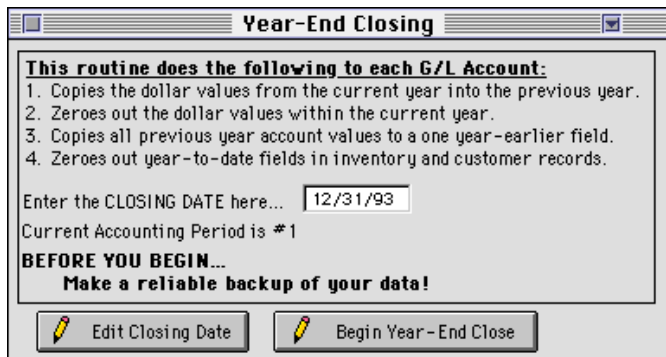
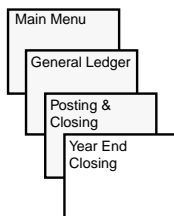


Important: You should have a reliable backup of your data file before you begin this procedure, as a power failure, system error or other problem could damage your data permanently.

Before closing any accounting period, it is important that all data be posted which should be posted to that period. Qube ERP™ will

check for this as part of the closing procedure. It will review all unposted transactions (cash receipts, general journal entries, cash disbursements, invoices, payables transactions and inventory transactions) and compare the transaction date with the closing date of the period as entered when the closing procedure was begun. If the transaction date is earlier or the same as the closing date, the function will advise you that an unposted transaction exists which is dated within the period being closed. At this point, you may proceed with the closing or stop to post the unposted transaction. To avoid such surprises, it is recommended that you print all unposted transactions dated on or prior to the closing date before beginning this closing procedure.

Year End Closing



Year-End Closing



This routine does the following to each G/L Account:

1. Copies the dollar values from the current year into the previous year.
2. Zeroes out the dollar values within the current year.
3. Copies all previous year account values to a one year-earlier field.
4. Zeroes out year-to-date fields in inventory and customer records.

Enter the CLOSING DATE here...

Current Accounting Period is #1

BEFORE YOU BEGIN...
Make a reliable backup of your data!



Note: Many of the production planning and inventory reports refer to fiscal periods, so this procedure should be conducted whether you are using Great Plains or Qube ERP™ Accounting.

This procedure is very similar to the month end closing except that it will take more time. Also, unlike months, years cannot be re-opened once they are closed, so it is very important that you follow the proper procedures when conducting this process.

In addition to advancing the numbers in the general ledger and clearing out the balances in the current year, the Year-End Closing also flags all journal entries in the data file to indicate to which year they belong.

When a journal entry is created, it is flagged as belonging to the current fiscal year. At year end, all journal entries for the current year will be flagged as belonging to the previous year and journal entries flagged as belonging to the previous fiscal year must be flagged as now belonging to one year prior to the previous year, etc.

Journal entries posted in the current fiscal year but posted to periods 13 or 14 are handled differently. These maintain their flag as belonging to the current fiscal year and the number of the period to which they belong is changed from period 13 to 1 and period 14 to 2. Data files containing many thousands of journal entry records will require a considerable amount of time to accomplish these tasks.



- **The correct procedure for handling a year end closing is**

1. Close all current year periods (months).
2. Print financial statements.
3. Make a backup data file.
4. Conduct the year end closing.
5. Print financial statements again.
6. If the financial statements printed after the year end closing are not acceptable, revert to your backup data file and begin again.

Note: if your New Year beginning Retained Earnings account does not equal your Previous Year closing Retained Earnings account, you have a problem with one or more periods during that year.

- **To reconcile beginning and closing Retained Earnings accounts**

1. Revert to your backup and compare the Balance Sheet with the P&L (Detailed Income Statement) starting with period 1.

Be sure that the profit for that period is correctly reflected in the month end closing JE for the Income summary and Retained Earnings accounts.

2. If you find a period with a difference, reopen the period and reclose the period.

The month end JE should be created for the difference.

3. You must then reopen and reclose EACH subsequent period.

4. Close the year again.

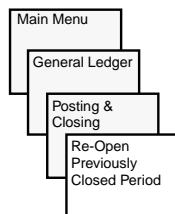
Holding the Year Open

You may close period 12 and not close the year. This allows you to set the current period to 13, post to periods 13 or 14 and then close the year when you are ready to do so. Many companies like to hold the current year open while they figure out their year end closing entries. In this situation, they may reopen any prior period (12 and prior), post changes to the period and then reclose the period. After the year has been closed, periods in the prior year may not be reopened and posted to. It's history. By keeping the current year open, you may post to periods 13 and 14, which become periods 1 and 2 after the year end closing is completed.

Clearing Year to Date Numbers

The function will also clear out all year-to-date numbers in the inventory master file and the customer master file (e.g., year to date sales, year to date purchases). This is fine if the close has been done on time. Often, however, year end closings require more time and are not done for 30-120 days (or more) following the year end closing date. Hence transactions have been entered (invoices, purchases, etc.) which would make the clearing out of these fields inappropriate. In order to correct this condition, there are utilities found in the System Administration module which resets the year to date numbers. To reset YTD numbers for **customer records**, select <SALES, BAL DUE, ORDERS>, found under the **Customer Utilities** menu. To reset YTD numbers for **item master file records**, select <RESET FISCAL YTD>, found under the **BOM Utilities** menu.

Reopening Previously Closed Period



Period Number	Closing Date
1	01/31/94
2	02/28/94
3	03/31/94
4	04/30/94
5	05/31/94
6	06/30/94
7	07/31/94
8	08/31/94
9	09/30/94
10	10/31/94
11	11/30/94
12	12/31/94
13	01/31/95

The Current Accounting Period is 1.


Please select the Accounting Period You Wish to Re-Open:

Begin

It is possible to reopen a closed period in the current fiscal year to enter transactions which arrived after the closing date. An example of this would be when inventory is ordered and received in one month but the vendor's invoice is not received until the next month, after the books have already been closed. That vendor's invoice can be posted in the previous period, if you wish.

This window is used to reopen these previously closed periods.

• To open a previously closed period

- 
1. Make a backup of your data file.
 2. Click **<BEGIN>**.
 3. Click **<YES>**.
 4. Enter the period you wish to reopen. This may be period 1-12 during the current fiscal year.
 5. Click **<SAVE>**.

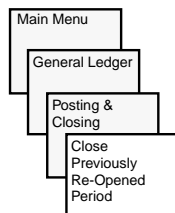
The system will proceed to copy the data from the current accounting period into a holding file and to copy the data from the period you selected into the current period. Since that previous period is now the current period, any transactions you post will be entered as though they were posted in that period, even

though the journal entry will be dated with the current system date.



Caution: There is only one holding period in the system set aside for this purpose. Therefore, if you reopen a second previous period before closing the reopened period, you will write over the current month's transaction totals and effectively lose your current period general ledger data. Therefore, it is important to post your transactions, reclose that period and print your reports before you forget where you are in these sequence of events. This is also a function which should be done by only one person at a time. Do not attempt to have two users reopening and re-closing different accounting periods at the same time.

Closing Previously Reopened Period



Period Number	Closing Date
1	01/31/94
2	02/28/94
3	03/31/94
4	04/30/94
5	05/31/94
6	06/30/94
7	07/31/94
8	08/31/94
9	09/30/94
10	10/31/94
11	11/30/94
12	12/31/94
13	01/31/95

Current Accounting Period will be Restored as Period 1

Re-Opened Accounting Period to be Re-Closed is:

Begin

Once you have reopened a period and made your adjusting entries, you must reclose that period prior to posting any transactions to the general ledger. If you do not, all new postings will be applied to the reopened period.

It is important to distinguish this operation from a month-end closing. Closing the previous period will place the current period's data in the period you specify. A month-end closing will place it in the period one month prior to the current period and move all other data one month prior as well.

• To close a reopened period



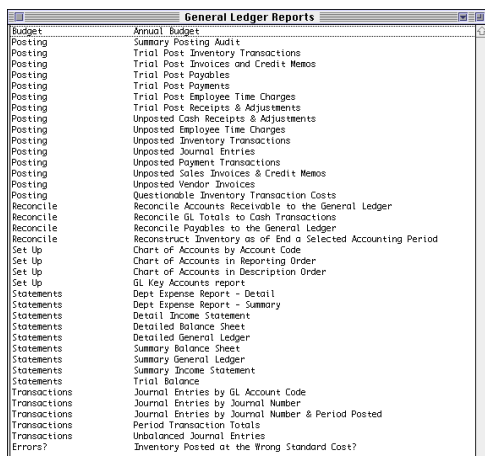
1. **Make a backup of your data file.**
2. **Click <BEGIN>.**
3. **Enter the date of the period you wish to reclose.**
4. **Click <SAVE>.**

The function will then close the reopened period, adjusting its totals and the totals of each subsequent period.

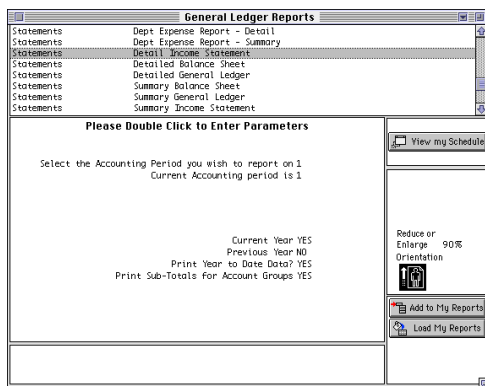
5. **Reprint your monthly financial statements from the reclosed period to the present.**

General Ledger Reports

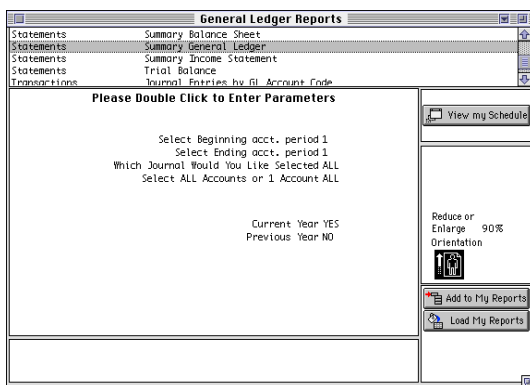
All general ledger reports are found by selecting **General Ledger Reports** from the **Reports** menu. The window looks like this:



Most of the reports are self explanatory from their titles. As with all the reports in the system, you will see the choice of sort, subtotal and selection parameters displayed at the bottom section of the window when you click on a report selection. For example, selecting **Income Statement** displays the following selection parameters:



Selection parameters for the **Balance Sheet** reports are the same. When selecting the Detailed and Summary General Ledger reports, the parameters appear as follows:



The codes to use to select the different ledger **GL Account Types** are:

INVT	Inventory
CASH	Cash receipts & disbursements
PAY	Accounts Payable
SALE	Sales
LABR	Labor (employee time charges)
GENL	General journal entries

Income Statement



Note: This is a Qube ERP™ Accounting function only. If you are using an outside accounting package, this function is managed from that.

The descriptions in the bold sections of the **Detailed Income Statement** come from the account type records (see [“General Ledger Ac-](#)



[count Types” on page GL-7](#)). The income statement sorts using the following logic:

1. First the accounts which are defined as normally credit (as shown on the **Account Types** window) will print. These would be the revenue accounts.
2. Next, the accounts which are defined as normally debit will print. These are the expense accounts.
3. Within these main categories, the accounts will print first alphabetically by account type code and then by account code within each account type.

Therefore, accounts showing an account type code of XM (manufacturing expense) will print before accounts whose account type is XO (operating expense). Using this example, you could cause the operating expense accounts to print before the manufacturing expense accounts by changing the account type code for Operating Expense from XO to XA (so that it comes before XM in alphabetical order) or by changing the account type code for manufacturing expense from XM to XR, so that it comes after XO in alphabetical order.

Cost of Sales

You should leave the **Cost of Sales** type code set to SC. The system is designed so that the **Cost of Sales** section of the income statement is called out just below the **Income** Section, providing the ability to calculate a **Gross Margin** section. This will only happen, however, if the code for **Cost of Sales** is SC.

Balance Sheet



Note: This is a Qube ERP™ Accounting function only. If you are using an outside accounting package, this function is managed from that.

A similar logic is followed when preparing the **Balance Sheet**. First accounts defined as being normally debit (assets) are printed. Then accounts defined as normally credit (liabilities) are printed.

The following captioned printout of a balance sheet will hopefully make this issue more understandable.

Super Duper Furniture		
Detail Balance Sheet		
For the Period Ended January 31st, 1992		
Report Printed on February 1st, 1994 at 12:33, Page #1		
	<u>Amounts</u>	
Current Assets		
Bank of America	55,940.00	
Payroll Bank Account	6,432.91	
Total Cash:		62,372.91 <-- This label prints from the Title Account
		The number will be the total value for all accounts with the same main account code.
Accounts Receivable - Trade	15,710.37	
Accounts Receivable Other	7,727.09	
Total Accounts Receivable:		23,437.46 <-- This label prints from the Title Account
		The number will be the total value for all accounts with the same main account code.
Inventory - Raw Materials	(255.00)	
Inventory - Finished Goods	4,669.94	
Inventory - Resale Goods	(5,301.00)	
Inventory - Work in Process	0.00	
Total Inventory:		886.06 <-- This label prints from the Title Account
		The number will be the total value for all accounts with the same main account code.
Total Current Assets		84,924.31 <-- This label prints from the Account Type
		The number will be the total value for all accounts with the same account type.

Reconciliation Reports

There are several reports in the **Reconcile** section which aid in the reconciliation of general ledger balances to the specific transaction detail. It is recommended that the **Accounts Receivable**, **Accounts Payable** and **Cash Accounts** be reconciled to the GL balances at the close of each accounting period.

General Ledger Reports	
Reconcile	Reconcile Accounts Receivable to the General Ledger
Reconcile	Reconcile GL Totals to Cash Transactions
Reconcile	Reconcile Payables to the General Ledger
Reconcile	Reconstruct Inventory as of End a Selected Accounting Period

Reconciling Payables to the General Ledger

This is an exploded detail general ledger report. It prints the detail transactions which went into producing each journal entry posted to accounts payable in any given accounting period. The report looks like this:

Screen report									
World Class Industries									
Reconciling Accounts Payables to the General Ledger									
Covering Accounting Periods 1 - 2									
Report Printed on 05/05/97 at 15:38, Page #1									
Transaction Number	Journal Entry Number	Check Number	Transaction Date	Description	Debit Amount	Credit Amount	Cumulative Debit Posting Total	Cumulative Credit Posting Total	
51004	91046	123456	08/01/95	Invoice from The TableMakr		775.00		775.00	New JE
	91049	5075	11/20/95	Payment for 123456 to The TableMakr	775.00		775.00		New JE
	91051	EAGBREA1	07/26/95	Invoice from Eager Beavers		500.00		500.00	New JE
51005	91052	EB1234	08/01/95	Invoice from Eager Beavers		665.00		1,165.00	New JE
	91054	5076	08/01/95	Payment for 123456 to Wood Warehouse	1,337.50		1,337.50		New JE
	91061	VI 60010	09/13/95	Invoice from Eager Beavers		3,475.00		3,475.00	New JE
	91062	DM EB1234	09/06/95	Dr Memo from Eager Beavers	109.00		109.00		New JE
	91063	287054	09/06/95	Invoice from The TableMakr		770.00		770.00	New JE
	91065	33333	11/25/95	Invoice from Morris Industries		1,900.00		1,900.00	New JE
51019	91066	5075	11/25/95	Invoice from Lamp Warehouse		16,315.00		18,215.00	New JE
	91067	44444	11/25/95	Void Payment for 123456 to		775.00		775.00	New JE
	91067	44444	11/25/95	Invoice from Lamp Warehouse		22,180.00		22,180.00	New JE
	91067	99778	12/15/95	Invoice from The TableMakr		2,010.00		24,190.00	New JE
	91067	99988877	12/15/95	Invoice from Wood Warehouse		40.00		24,230.00	New JE
	91067	65432	12/15/95	Invoice from Eager Beavers		100.00		24,330.00	New JE
51044	91088	5097	01/11/96	Payment for 44556 to Eager Beavers	1,005.00		1,005.00		New JE
	91088	5097	01/11/96	Payment for VI 60010 to Eager Beavers	512.00		1,517.00		New JE
51045	91089	5075	01/11/96	Void Payment for 44556 to Eager Beavers		1,005.00		1,005.00	New JE
	91089	5075	01/11/96	Void Payment for VI 60010 to Eager Beavers		512.00		1,517.00	New JE
Beginning Balance					Debit Totals	Credit Totals	Ending Balance		
Subtotals for Account 2000-00000					5,795.50	51,127.00	-51,920.50		

This report is designed to help you reconcile the numbers which appear on the Payables Aging report printed as of the end of a selected accounting period with the balance in the accounts payable account in the general ledger for the same period.

The cumulative posting totals at the far right show how the transaction totals accumulate to finally reach the total shown on each journal entry to which the posting was recorded. This enables you to cross check totals between this report and the detail general ledger.

The notation “New JE” in the far right column indicates the start of a new journal entry. The beginning and ending period balances should always agree exactly with the **Detail General Ledger** report. This function assumes the possibility of multiple GL accounts for **Accounts Payable**. Therefore it uses the backup account code to go from one Accounts Payable account to the next (see [“Backup GL Accounts” on page GL-114](#)).

Reconciling Cash

This report explodes the detail general ledger for any cash account down to the transaction level. The report looks like this:

Screen report									
World Class Industries									
Reconcile Cash Account Bank of America to General Ledger									
Covering Accounting Periods 1 - 2									
Report Printed on 05/05/97 at 15:41, Page #1									
Transaction									
Check Number	Number	Date	Type	Payee	Debit Transaction Amount	Credit Transaction Amount	Debit Posting Total	Credit Posting Total	
5075	92049	12/20/92	Cash Payment	The Tabletaker		759.50		759.50	Start
	92050	08/02/95	Bank Deposit	Transaction 51003	5,177.50		5,177.50		Start
5076	92054	08/02/95	Cash Payment	Wood Warehouse		1,337.50		1,337.50	Start
	92055	09/03/92	Bank Deposit	Transaction 51007	2,100.00		2,100.00		Start
	92056	10/05/92	Bank Deposit	Transaction 51009	25,000.00		25,000.00		Start
5075	92060	11/19/92	Cash Payment	Morris Industries		660.00		660.00	Start
5075	92066	12/21/92	Voided Check	The Tabletaker	759.50		759.50		Start
5097	92068	01/20/93	Cash Payment	Eager Beavers		50.00		50.00	Start
5097	92088	01/11/96	Cash Payment	Eager Beavers		1,800.00		1,800.00	Start
5075	92089	01/11/96	Voided Check	Eager Beavers	1,800.00		1,800.00		Start
	92090	05/06/96	Bank Deposit	Transaction 51048	1,360.00		1,360.00		Start
5097	92091	11/19/96	Cash Payment	Blake's Landings Farms		500.00		500.00	Start
5097	92092	09/01/96	Cash Payment	Lamp Warehouse		1,000.00		1,000.00	Start
	92093	10/01/96	Bank Deposit	Transaction 51049	7,880.00		7,880.00		Start
5097	92094	10/25/96	Cash Payment	Metal Carbonic		1,000.00		1,000.00	Start
1	92095	11/15/96	Cash Payment	Metal Carbonic		1,000.00		1,000.00	Start
1	92096	11/25/96	Voided Check	Metal Carbonic	1,000.00		1,000.00		Start
Beginning Balance					Debit Totals	Credit Totals	Ending Balance		
1000-000/00					25,000.00	45,077.00	8,107.00		
							61,970.00		

You must enter the account number you wish to reconcile in the report parameters section when you print the report. It displays each check and deposit as well as each general journal entry posted in any given accounting period for the selected account. The beginning and ending balances for the period will always match those shown on the **Detail General Ledger** report for that account.

Reconciling Accounts Receivable

This is an exploded detail general ledger report. It prints the detail transactions which went into producing each journal entry posted to

Accounts Receivable in any given accounting period. The report looks like this:

Screen report									
World Class Industries									
Reconciling Accounts Receivables to the General Ledger, Account #1200-00000									
Covering Accounting Periods 1 - 2									
Report Printed on 05/05/97 at 15:35, Page #1									
Transaction Number	Journal Entry Number	Customer Number	Transaction Date	Description	Debit Amount	Credit Amount	Cumulative Debit Posting Total	Cumulative Credit Posting Total	
51003	91050	10001	08/02/95	Payment of Invoice #5001		2,525.00		2,525.00	New JE
		10001	08/02/95	Payment of Invoice #5002		2,652.50		5,177.50	
11355	91053	10002	08/02/95	Invoice to XYZ COMPANY	1,250.00		1,250.00		New JE
5004	10004	10004	08/02/95	Invoice to AAA Company	4,300.00		5,710.00		
5005	10002	10002	08/02/95	Invoice to XYZ COMPANY	3,625.00		9,335.00		
51007	91055	10004	09/03/92	Payment of Invoice #5004		1,000.00		1,000.00	New JE
		10004	09/03/92	Payment of Invoice #5004		500.00		1,500.00	
		10004	09/03/92	Payment of Invoice #5004		300.00		1,800.00	
		10004	09/03/92	Payment of Invoice #5004		100.00		2,000.00	
		10004	09/03/92	Payment of Invoice #5004		100.00		2,100.00	
5006	91069	10004	09/01/92	Invoice to AAA Company	410.00		410.00		New JE
5007	10002	10002	09/01/92	Invoice to XYZ COMPANY	385.00		795.00		
5008	10007	10007	09/01/92	Invoice to Highlander Furniture, Inc.	3,760.00		4,555.00		
5010	91073	10002	10/05/92	Ct Memo to XYZ COMPANY		110.00		110.00	New JE
5013	91080	10004	02/04/93	Invoice to AAA Company		900.00		900.00	New JE
51039	91087	10002	08/08/95	Dr Adjustment to 5009	110.00		110.00		New JE
51048	91090	10004	05/06/96	Payment of Invoice #5004		1,360.00		1,360.00	New JE
51049	91093	10004	09/01/96	Payment of Invoice #5006		410.00		410.00	New JE
		10007	09/01/96	Payment of Invoice #5008		3,760.00		4,170.00	
51057	91097	10007	01/12/97	Dr Adjustment to 5008	600.00		600.00		New JE
5014	91098	10001	01/10/92	Invoice to ABC COMPANY	123.00		123.00		New JE
5048	10001	10001	08/01/96	Invoice to ABC COMPANY	7,820.00		7,943.00		
5050	10002	10002	06/01/96	Invoice to XYZ COMPANY	5,310.00		13,253.00		
5082	10004	10004	08/02/93	Invoice to AAA Company	50.00		15,303.00		
5100	10001	10001	07/01/96	Invoice to ABC COMPANY	786.60		14,089.60		
5117	10002	10002	08/01/96	Invoice to XYZ COMPANY	150.00		14,239.60		
CME157	10002	07/01/95		Ct Memo to XYZ COMPANY		40.50		15,144.60	
5039	91099	10002	10/01/96	Invoice to XYZ COMPANY	15,426.00		15,426.00		New JE
5047	10002	10002	09/01/96	Invoice to XYZ COMPANY	2,304.00		17,730.00		
5118	10002	10002	09/01/96	Invoice to XYZ COMPANY	90.94		17,820.94		
5121	10001	10001	09/15/96	Invoice to ABC COMPANY	2,843.02		20,663.96		
Subtotals for Account 1200-00000					Beginning Balance 14,567.97	Debit Totals 49,505.52	Credit Totals 14,563.50	Ending Balance 49,523.97	

The cumulative posting totals at the far right show how the transaction totals accumulated to reach the total shown on each journal entry to which the posting was recorded. This enables you to cross-check totals between this report and the **Detail General Ledger** report. The beginning and ending period balances will always agree exactly with those found on the **Detail General Ledger** report.

In addition, there are reports in other sections which aid in the reconciliation of general ledger balances. These include the following:

Payables Aging as of End of Period X

This function allows you to print a **Payables Aging** as of the end of any accounting period in the current fiscal year. The function makes it unnecessary to print your payables aging immediately upon the close of a period and is especially useful when transactions are later posted to a previously closed period.

Vendor Audit

This report provides a complete accounting of all transactions for a given vendor within a given date range. It makes the reconciliation

of a vendor's account balance very simple. All transactions show the journal entry and the period to which the journal was posted. Using this information, you can always answer the question of why a specific invoice appears on the **Payables Aging Report** printed as of the end of any given accounting period. A manually created check will appear on the report as Invoice Number “No Payable”.

Both of these reports are found in the **Payables Reports** window.

Payables Reports	
Payables	Aging as of the End of an Accounting Period
Payables	Vendor Account Audit

Receivables Aging as of End of Period X

This function allows you to print a **Receivables Aging** as of the end of any accounting period in the current fiscal year. The report makes it unnecessary to print the **Receivables Aging** immediately upon the close of a period and is especially useful when transactions are posted to a previously closed period.

Customer Audit

Like the vendor audits, each statement shows which journal entry and which period each transaction was posted to so that you can satisfy yourself that given transactions shown on the Receivables Aging should or should not be there.

Both of these reports are found in the **Receivables Reports** window.

Receivables Reports	
Receipts	Cash Receipts Sorted by Customer Name
Receivables	Aging as of End of an Accounting Period
Receivables	AR Aging by Customer as of Today
Receivables	AR Aging by Sales Rep as of Today
Receivables	Customer Audit

Troubleshooting The GL

As with all distributed microcomputer systems, there are possibilities of errors such as power outages during posting, improperly set up GL Key Accounts, etc. These conditions may lead to a general ledger file which is incorrect. The following are some procedures which may help you tell if the data is incorrect or if the data simply includes some manual data entry errors. If the data is incorrect, these procedures can correct most conditions.

Out of Balance General Ledger

If your **Trial Balance** appears to be out of balance (debits do not equal credits), print the report labeled **Period Transaction Totals**. This report will list each account in the General Ledger. The bottom line total for each period should be zero. If it is not, this report will show you which period is out of balance.

General Ledger Reports	
Statements	Summary Income Statement
Statements	Trial Balance
Transactions	Journal Entries by GL Account Code
Transactions	Journal Entries by Journal Number
Transactions	Journal Entries by Journal Number & Period Posted
Transactions	Period Transaction Totals

Out of Balance Journal Entries

Print the report labeled **Unbalanced Journal Entries**. Accept the defaulted beginning and ending journal entry numbers.

Unbalanced journal entries can be created by incomplete postings and other situations. They will cause your general ledger to be out of balance unless they are corrected with other, balancing entries. This report will help you find unbalanced journal entries. If you find some, you may view the journal entry on the **Journal Entries** window. Click <NEW> to create a new journal entry. The new general journal entry should be in the exact amount needed to bring the original journal entry into balance. Then post the new journal entry to the same period to which the original journal was posted. This may require that you reopen a previously closed period before posting. Don't forget to reclose that period after posting the journal entry.

Posting Terminated Before Conclusion

It is possible that a system error could interrupt a posting procedure so that journal entries are created but the interruption stopped the computer before it could update the general ledger file based on the number found in the journal entry. In other words, the journal entry was created, but the general ledger account total does not include it. This condition can be corrected by doing the following:

Select from the GL Utilities menu Repost GL from JEs.



The effect of this procedure is to ensure that the numbers found in each journal entry are totaled correctly in the general ledger account totals and that the numbers are reflected in the correct accounting periods. If the **General Ledger Chart of Accounts** window is open to a valid GL account at the time this menu item is selected, the procedure will guess that you want the reposting to effect *only the account you are viewing on the screen*. Otherwise, it will repost all GL accounts.

This reposting will only effect numbers in the current fiscal year. Prior fiscal year numbers are never altered.

Backup GL Accounts

Each account in the chart of accounts has an eleven-character code. When posting is done, the system will look up the GL account to be posted either based on a number manually entered by the user or based on a set of logic using the GL Key Accounts plus a subaccount found in the customer file, the vendor file or the item master file. If the system fails to find the expected GL account, it will attempt to complete the posting by using a backup GL account. This is done to avoid an out-of-balance posting. The backup account is found by looking for an account using only the first four characters of the expected account (main account). This eliminates the complications involved in finding the exact account called for by combining the subaccounts and sometimes the department code. If the system still



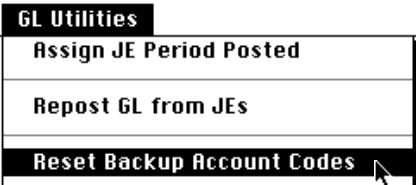
fails to find a valid account, the system will display a message and terminate the posting. If you get this message, it is best to do the following:

1. Check your GL Key Accounts to see if any error messages can be found.

If there are, make sure valid GL accounts exist for all accounts listed in the GL Key Accounts and that they are correctly pointed to in this list. An error message in the Key Accounts would look something like this:

Promotional Credits Due 2600-000/00 Error

2. From the GL Utilities menu, select *RESET BACKUP ACCOUNT CODES*.



The effect of this procedure is to make absolutely sure that the back-up account codes are set correctly so they can be used reliably in the posting procedures.

Missing Journal Entry

All posting in Qube ERP™ proceeds in the following manner:

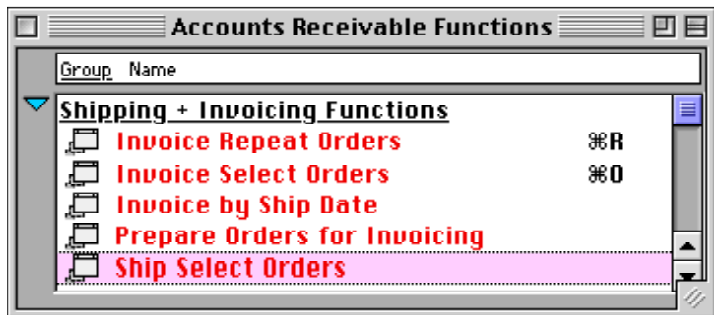
1. The system sets the posting flag to show that one work station is posting, thus preventing any other work station from posting at the same time.
2. The system identifies the next journal entry number to be assigned, remembers this number and advances the number in the master file.
3. Transactions are read to see if they qualify for the current posting run. If they qualify, they are flagged as posted and the journal entry number set in step #1 is placed in each transaction. The values are accumulated from each transaction in prepara-

tion for the general ledger update and creation of the summary journal entry. These values are placed in a temporary field in the general ledger file in preparation for update of the real fields at the end of the procedure.

4. The last step is to take the total of the transaction values placed in temporary fields in the general ledger file, create a supporting journal entry and update the general ledger summary file.

If the posting process is terminated illegally before the journal entry can be produced and the GL updated, you will find transactions which reference a nonexistent Journal Entry. There is a function which will unpost transactions involved in the aborted posting. This is a highly unusual procedure and should not be done without proper supervision. Contact QCI Technical Support for more information on how this can be done.

Invoicing Functions



The system allows you five options when producing invoices.

1. Invoice repeat orders,
2. Invoice a list of specific orders,
3. Invoice all orders which shipped on a specific day,
4. Invoicing one specific order at a time, and
5. Shipping selected invoices (only if your system is set up to not relieve inventory upon invoicing; see [“Ship Select Orders” on page AR-26](#)).

This section introduces you to the process of preparing sales orders for invoicing and the processes available for producing the invoices. These processes are found in the first section of the **Accounts Receivable Functions** window as shown above.

Before invoicing an order, you should make sure that the order is ready to be invoiced. You should carefully review the sales order, as once the invoice is produced, only some non-financial data (found on the Invoice Header) can be changed. Changes which have a financial impact (unit price, quantity shipped, etc.) can only be accomplished for non-posted invoices by deleting the invoice, correcting the order and re-invoicing the order.

For posted invoices, you will need to create an A/R Adjustment or credit memo. To avoid this kind of error, you should review orders



prior to invoicing, to make sure quantities invoiced and unit prices are correct.

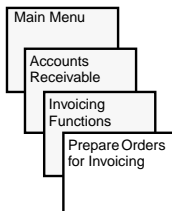
Choosing the Orders to Invoice

First you must choose which orders are ready to ship and invoice. Determining if you have adequate inventory to ship is a procedure which hopefully will begin well before the date the shipment is scheduled to go out. There is a report at the very bottom of the **Booked Orders** reports list labeled **Backorder to Fill** from Inventory. This will look at all items with a positive stock level and print all open orders scheduled for the selected item. It's like saying, "We have some of this stuff in stock. Who would you like to send it to?" This report looks like this:

Screen report							
World Class Industries							
Backorders to Fill from Inventory							
Report Printed on 05/06/97 at 12:08, Page #1							
Item Code	Order Date	Order-Line #	Customer	Quantity Ordered	Quantity Prior Ships	Quantity Back-Ordered	Quantity in Stock
0002 Table Leg Nuts							
	04/12/94	1935-4	CCC Company	1	0	1	
	11/02/96	1953-2	CCC Company	200	0	200	
	03/27/96	1954-2	Highmaster Furniture, Inc.	23	0	23	
	01/31/97	2030-7	ONE TERRIFIC SALES PROSPECT	4	0	4	
Totals for 0002						228	40.000
30092 198, Celltech, Bulk pwd.							
	05/13/94	1936-5	XYZ COMPANY	5	0	5	
Totals for 30092						5	2.000
40085 198, Celltech, Bulk caps							
	05/13/94	1936-4	XYZ COMPANY	5	0	5	
Totals for 40085						5	1.000
725 725 TablChair-Oak Bining/Arms & Headrest							
	07/27/95	1855-1	AAA Company	4	2	2	
	07/27/95	1855-3	AAA Company	8	3	5	
	08/02/95	1857-1	XYZ COMPANY	3	2	1	
	01/17/96	1858-4	ABC COMPANY	12	0	12	
	02/06/97	100019-1	CCC Company	5	0	5	
	01/01/97	1921-4	AAA Company	190	0	190	
	02/07/97	2036-2	ABC COMPANY	20	0	20	
Totals for 725						235	45.000

Another way to determine which orders should be shipped is to print picking slips for orders dated tomorrow or some time in the near future. Send these out to the shop and have them return the pick slips showing which items were filled and in what quantities.

Prepare Orders for Invoicing, Card 1



Prepare Orders for Invoicing

Print

☐ Select 1 Item
☐ Select 1 Order
☐ Select 1 Ship-From Location

☒ Select All Jobs, Items and Customers
☐ Select 1 Customer

Enter Earliest Date: 03/31/1993

Enter Latest Date: 03/31/2001

Play Selected Lines to Ship to Full

Load the List

Sched. Date	Shipment Code	Customer	Zip Code	Item Code	Status	Qty Back-ordered	Quantity to Ship	Batch
08/15/1999	2089-2-1	10007	12345	0001	Not Sched.	1.000	1.000	990729AA
08/15/1999	2089-2-2	10007	12345	0001	Not Sched.	1.000	1.000	9812313A
08/15/1999	2089-3-1	10007	12345	0002	Not Sched.	10.000	10.000	
08/15/1999	2089-4-1	10007	12345	0003	Not Sched.	40.000	9.520	2043
08/15/1999	2089-5-1	10007	12345	0004	Not Sched.	20.000	20.000	45600
04/01/1999	2091-2-4	10007	12345	0001	Not Sched.	1.000	99042304	
04/01/1999	2091-2-5	10007	12345	0001	Not Sched.	1.000	1.000	2521
04/01/1999	2091-2-6	10007	12345	0001	Not Sched.	1.000	1.000	5526
08/08/1999	2112-1-7	10026	44099	COMPUTER	Not Sched.	2.000	2.000	
08/21/1999	2137-2-1	10031	92155	0001	Not Sched.	10.000		
08/21/1999	2137-3-1	10031	92155	0002	Not Sched.	10.000		
02/04/2000	2140-1-1	10028	91111		Not Sched.	10.000		
02/24/2000	2141-1-1	10001	92155	NON STOCK ITEM	Not Sched.	1.000		
02/24/2000	2111-3-1	10001	92155	NON STOCK ITEM	Not Sched.	1.000		
02/24/2000	2142-1-1	10001	92155	NON STOCK ITEM	Not Sched.	1.000		
03/02/2000	2144-1-1	10015	92025	9111	Not Sched.	1.000		
08/15/1999	2089-1-1	10007	12345	0111	Sched All	10.111	4.000	
04/01/1999	2091-1-1	10007	12345	0111	Sched All	10.000	10.000	
08/01/1999	2111-1-1	10007	12345	COMPUTER	Sched All	2.000		
08/01/1999	2112-1-3	10026	44099	COMPUTER	Sched All	20.000	20.000	

Highwater Furniture, Inc. Table Leg Bolts

Card #1 Card #2

Orders can be edited one at a time to set the exact quantity ready to be invoiced. You can also prepare several orders at once. This window is used for this purpose.

If you use this window to make the **Quantity to Ship** field non zero, the order header for the selected order will have "today's" date filled in as the **Last Shipped On** date.

Requested Ship Date: 03/13/94

Last Shipped On: 05/06/97

Then you can use the **Invoice by Ship Date** function. It will find all orders which show the selected date in the **Last Shipped On** field and create an invoice for them.

Using the Window

When you first access this function, the window will be empty.

{Button} This button is used to load the **Sales Order Shipment Records** into the list. After these shipment records are loaded, you can edit each for date, quantity shipped and batch number if necessary.

Load the List

Click the button, **<LOAD THE LIST>**. After you do so, the following check box will appear in the top of the window:

☒ **Include Shipments Ready to Ship**

If you leave this selection checked, all unshipped sales order shipment records will load, whether they have been flagged as **ready to ship** or not. If you click this box OFF, only those sales order shipment records which are not flagged as ready to ship will load. Under most circumstances, you will want to leave this flag ON.

After determining the proper status of this flag, click **<SAVE>**.

Working with the List

Edit

{Command button} In order to edit any of the items in the list you must first click this button. Once you do, however, you will not be able to sort the list, so be sure to sort it prior to clicking this button. Once you have clicked the button, you may edit the **Sched. Date**, **Quantity to Ship**, and the **Lot/Batch** number assigned to each of the shipment records.

Sched. Date

{Date field, editable} This is the same as the **Sched Ship Date** found on the **Sales Order Items** window. You may change the value of this field from this window. The **Requested Ship Date** field will remain unchanged.

Shipment Code

{Display only} This is the unique identifier for each shipment record. It is a concatenation of the sales order number, the line item, and the shipment number of each record.

Customer

{Display only} This is the customer code associated with the shipment address on the sales order.

Zip Code

{Display only} This is the Zip Code of the shipping address on the sales order record.

Item Code

{Display only} This is the item code of the item being shipped.

Status

{Display only} This is the status of the item being shipped (see [“Status” on page OE-51](#)).

You may sort the list by clicking any of the column headings, and you may drill-down on any line to view the selected sales order in greater detail.

Qty Back Ordered

{Display only} This is the quantity backordered of the item being shipped. Backordered, or backlog, is defined as **Qty Ordered - Qty Shipped**, not **Qty Ordered - Qty Ready to Ship**. Therefore, this field will not change until you have actually invoiced and shipped the order.

Qty to Ship

{Numeric, editable} This is the quantity of the item *on this shipment record* you are preparing to ship. You may enter any amount you wish to ship, whether it equals or exceeds the amount called for on the sales order. If you enter an amount greater than the backlog amount, a message like the following will be displayed. If you click **<NO>**, the system will adjust the quantity to the amount left to ship. If you click **<YES>**, the system will allow the amount you have entered into the field.

**Error: Only 39 remain to be shipped.
Continue anyway?**

NO

YES

Batch

{Editable} This field is only accessible if you have enabled the **Lot and Batch** module and you have set the item to be lot/batch tracked on **Item Master File, Card #2**.

☐ Lot # tracked item

☒ Batch # tracked item

If you have, you may enter any valid batch number for this item in this field. For help, you may access a reference list of valid batch numbers by opening the **Reference List** window while your cursor is resting in this field.

Flag Selected Lines to Ship in Full

It is also possible to select many lines at once using this window. If you are in **Edit** mode, the button labeled *<FLAG SELECTED LINES TO SHIP IN FULL>* will be visible (otherwise it is grayed out). Using this button can be a great time saver. For example, you may have many orders which were entered for a selected item which was not in stock at the time of the order. When it finally arrives in stock, you may view all open orders on this window, sort the list by **Item Code**, select all orders for the item which has just arrived in stock and click the button, *<FLAG SELECTED LINES TO SHIP IN FULL>*. This is much faster than editing each line in the list one at a time or editing each order to set it up for invoicing.



Note: This function assumes that the full quantity currently on backorder for each open shipment will be shipped. If this is not true, you will have to edit the shipments for which this assumption is not true.

Scroll Bars

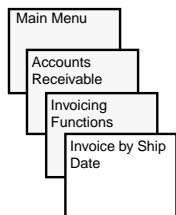
Because there are so many fields which need to be displayed in order to understand exactly which shipment record is being viewed and edited, the screen is very large. It is best to access this screen using a 16" CRT or larger. However, it can be used with a smaller CRT by using the scroll bar at the bottom to access the extreme right or left portion of the screen.

Once you have prepared all of the shipment records to ship, you may use the **Invoice by Ship Date** or **Invoice Select Orders** function to create the invoices and record the shipments of these items.

Preparing Orders One at a Time

In addition to using this window, orders may be prepared for invoicing one at a time by opening the **Sales Order Items** window and editing each **Shipment Record** individually. This can save you from having to load all of the shipments in a single window if you have many unshipped sales orders and only a few to ship at a given time.

Invoice by Ship Date



Invoice by Ship Date

Assign Invoice & Batch Numbers Produce Invoice Records

Earliest Ship Date 05/06/97 Latest Ship Date 05/06/97

Please Select Orders Entered by One User Code or ALL.

ALL

Please Select Functions to be Performed After Invoicing.

- ☐ Print All Reports Selected by 1 to Print Later.
- ☐ Update All Pop-Up Lists
- ☐ Post Transactions After Invoicing
- ☐ Print All My Librariaried Reports
- ☐ Quit Qube™ when finished.

Print Orders Ready for Draft Invoicing

Once sales orders have been prepared for shipment, you may use this function to look at every open sales order in the data file and ship and invoice it if:

1. there is a positive quantity in the **Shipping** field,
2. the **Status** of the **order line item** is set to **R**, and
3. the **Last Shipped On** field contains a date which falls within the date parameters set up on this window.

This ship date referred to is the one shown on the **Sales Order Header** window.

Requested Ship Date 02/18/97

Last Shipped On 02/18/97

Earliest & Latest Ship Dates

{Date fields} Enter the date range of the sales order shipments you wish to invoice in these fields. These fields will impact both invoicing procedures (see below).

Accounts Receivable



Please Select
Orders Entered
by One User Code
or ALL

Print Orders
Ready for Draft
Invoicing

This field is used to designate which sales order shipments are selected based on the person who enters each sales order. This is an *invisible code* which is stored on the **Sales Order Header** window each time a sales order is entered. The default is ALL, but can be overridden.

{Button} Clicking this button prints out the following report:

Screen report												
World Class Industries												
Orders Ready for Assignment of Invoice Number and Batch												
Period Covering -												
Fiscal Weeks 123 - 175												
Report Printed on 05/06/97 at 13:56, Page #1												
Order Date	Order Line #	Ship-to Company	Ship To State	Quantity Ordered	Quantity Shipped/Unit	Item Code	Extension	Status	Type	Batch		
01/07/95	101-1-1	Highway Penhouse	NY	19	6 Each	9111	8,597.50	Open	PHONE			
01/07/95	101-1-4	Highway Penhouse	NY	5	5 Each	9125	370.75	Open	PHONE			
07/27/95	105-1-1	AAA Company	CA	4	2 Each	725	3,100.00	Credit Hold	PHONE	0		
07/27/95	105-1-2	AAA Company	CA	16	9 Each	7111	5,180.00	Credit Hold	PHONE	0		
07/27/95	105-1-3	AAA Company	CA	8	4 Each	725	4,000.00	Credit Hold	PHONE	0		
07/27/95	105-1-4	AAA Company	CA	30	30 Each	9111	10,898.00	Credit Hold	PHONE			
02/04/94	191-1-1	ABC COMPANY	ND	5	5 Each	0001	15.00	Ready	PHONE			
02/04/94	191-1-2	ABC COMPANY	ND	5	5 Each	0001	127.25	Credit Hold	PHONE			
07/06/96	191-1-3	ABC COMPANY	ND	200	200 KITS	1000	1.00	Credit Hold	PHONE			
01/01/97	191-1-4	ABC COMPANY	ND	190	16 Each	725	94,762.50	Credit Hold	PHONE			
07/01/96	191-1-2	Rodwell Engineering	CA	1	1 Each	9111	777.25	Open	PHONE			
07/01/96	191-1-3	Rodwell Engineering	CA	10	10 Each	423 KTT	100.00	Open	PHONE			
11/01/96	195-1-1	CCC Company	ND	100	50 Each	0001	8,309.10	Credit Hold	PHONE			
03/27/96	195-1-1	Highway Penhouse	NY	27	1 Each	0001	1,040.72	Credit Hold				
01/01/95	198-1-1	CCC Company	ND	10	1 Each	8000	50.00	Ready				
1/01/96	194-1-1	Rodwell Engineering	CA	100	1 Each	0001	35.60	Open				SPECL
08/01/96	202-1-1	ABC COMPANY	CA	10	1 Each	9111	822.45	Ready				
11/21/96	203-1-1	ABC COMPANY	CA	10	1 Each	9111	131.45	Open				
11/01/96	207-1-3	ABC COMPANY	CA	50	9 Each	9111 FRAME	380.75	Ready				
11/21/96	203-1-4	ABC COMPANY	CA	10	1 Each	9111	131.45	Open				
01/23/97	204-1-1	ONE TERRIFIC SALES P	WI	5	1 Each	9111	3,886.16	Ready				
09/01/96	199-1-1	ONE TERRIFIC SALES P	WI	10	1 Each	9111	12,916.94	Ready				
09/01/96	199-1-2	ONE TERRIFIC SALES P	WI	20	1 Each	9111	15,853.82	Ready				
01/01/97	103-1-7	ONE TERRIFIC SALES P	WI	4	1 Each	0002	1,600.00	Ready				
01/27/97	203-1-5	XYZ COMPANY	CA	1	1 Each	0001	102.79	Ready				
02/08/97	203-1-1	AAA Company	CA	10	10 Each	9111	13,540.02	Credit Hold				
08/01/95	105-1-1	Bonus	NY	40	39 Each	1351	150,000.00	Ready				PHONE
08/01/95	105-1-3	Bonus	NY	50	10 Each	9111	16,500.00	Ready				PHONE
09/01/96	105-1-1	Rodwell Marketing D	CA	50	25 Each	RC200BTR5	15,000.00	Open				SPECL
11/05/96	204-1-1	ONE TERRIFIC SALES P	WI	1,110	188 QT	WMLK	51.06	Credit Hold				0
Total for Fiscal Week 0							387,796.20					
Total of 30 Orders Printed							387,796.20					
Booked Orders for - :							387,796.20					

Assign Invoice &
Batch Numbers

This report provides you with a list of shipments which will be invoiced if you run this procedure, for the dates specified. You should print this report before running this procedure, making sure the date ranges mirror those to be used in the invoicing procedure.

{Button} This procedure is useful if you want to produce printed invoices (pieces of paper to put into the box you are shipping to your customer) but find the full invoicing procedure too slow to handle the volume demands of your business.

Because the **Produce Invoice Records** procedure creates invoice and inventory transaction records, it can take some time to run, particularly if you have a large volume to run. An alternative is to pre-assign invoice numbers and print the invoice using the preassigned number before the computer invoice record actually gets created.

This will considerably speed up the process of generating printed invoices by creating these “Draft Invoices” for printing.

This procedure does not create invoice records or inventory transactions but instead preassigns the invoicing number to each sales order and preassigns the batch number (if you are using batch tracking) to each selected order item.

Printing the Forms

After assigning the invoice and batch numbers, the procedure asks the user if he wants to print the invoices:

Do you wish to print Invoices, now?	<input type="button" value="NO"/>
	<input checked="" type="button" value="YES"/>

If you click <YES>, the system will print invoices for only those orders selected on the run just completed. The invoices are printed based on the sales orders and do not actually exist as invoice records in the computer.

Printing Labels

Afterward, you may print shipping labels and UPS C.O.D. labels by clicking <YES> on the dialog boxes which are presented:

Do you wish to print UPS COD Labels, now?	<input type="button" value="NO"/>
	<input checked="" type="button" value="YES"/>

Pre-Invoice Number

You can see and edit the preassigned invoice number by viewing the **Sales Order Item** window.

Rep Commission		Batch	AAAA	Scheduling Priority		Discounts %	
Acct Mgr Commis		Budget #	0902-188	1.1	Pre-Invoice	5213	
Multiply Dollars by	5.4821	Currency	FR	France	Home Unit Price	\$0.05	

Issues to be Aware Of

The preassigning of invoice numbers and batches works by maintaining a copy of the batch quantity and availability in each batch record. For this reason, you cannot run the preassigning procedure

on one computer and the **Produce Invoice Records** on another; i.e., the two procedures must be run separately.

The second issue this procedure must overcome is that of selecting an order for invoicing while a sales rep is in the middle of entering it. The order may have been entered incomplete (the customer needs to call back to confirm quantities & ship date or the sales rep needs to double-check availability of one item and will ship another item if the first is not in stock...or whatever). To separate orders which are ready for invoicing from those which are not yet ready, the system uses the **Order Status** code of R for Ready. As an order is entered, its status code is set to O for Open or H for Credit Hold depending on the credit standing. You must change that setting to R if you wish to use the preassigning of invoice numbers procedure. Only orders coded R and which show a positive quantity in the **Shipping** column will be selected for invoicing. Once they have been selected for invoicing, the status code will be changed to O. The function **Prepare Orders for Invoicing** will automatically set each order to R.



A note regarding your forms: Though they may look alike, the printed form for the Invoice Record is not the same as the printed form for the “Draft Invoice.” This is because an actual invoice is printed from the invoice record in the system, while the “draft invoice” is generated from the sales order record. Therefore, if you use custom forms and wish to print invoices from both the “draft invoice” and the actual invoice records, you will need two different forms set up. For more information, contact QCI Technical Support.


In case of a printer error, you can reprint invoices or labels by selecting *<PRINT SOME DRAFT INVOICES>* from the **Invoiced Sales Reports** list.

Print Some	Draft Invoices
Please Double Click to Enter Parameters	
Please Enter Beginning Shipment Date 02/07/94	
Please Enter Ending Shipment Date 02/07/94	
Or... Enter Beginning Order Number	
Plus Ending Order Number	
Or... Enter Specific Quantities for Labels	
For Selected Order Numbers	
Print Draft Invoices? YES	
Print Shipping Labels? YES	
Print COD Labels? YES	

This procedure must be followed by running the *<PRODUCE INVOICE RECORDS>* procedure, which produces the actual transaction records. Without running this procedure, no invoice records in accounts receivable or inventory transactions will be created. This procedure can be run overnight, or at another low-activity period, to maximize the performance of your system.

Produce Invoice Records

{Button} Using this procedure actually creates the invoice records in the AR module and the inventory transactions in the inventory module. It can be used to create the invoice records from the “**draft invoices**” produced in the above-discussed function for high-volume businesses, or it can be used to create actual invoice records and print invoice forms and labels in lower volume businesses.

Note: Whether you choose to run this or the  **Assign Invoice & Batch Numbers** procedure, you must first prepare the sales orders for invoicing. This can be done individually or through the **Prepare Orders for Invoicing** window. In both functions, the following conditions must apply for the records to be included in the process:

1. there is a positive quantity in the **Shipping** field,
2. the **Status** of the **order line item** is set to **R**, and

- the **Last Shipped On** field contains a date which falls within the date parameters set up on this window.

This ship date referred to is the one shown on the **Sales Order Header** window.

Requested Ship Date	02/18/97
Last Shipped On	02/18/97

Please Select Functions to be Performed After Invoicing

The invoicing procedure is often run at the end of the work day. Therefore the system offers the user some options normally associated with end of day functions. In order to operate this function, select which items you would like to run after the invoicing procedure in this section of the window. All of these functions will be available with both the invoicing procedures except for the **Post Transactions After Invoicing** function. You must first have selected the **Produce Invoice Records** function in order to activate this choice.

Please Select Functions to be Performed After Invoicing.	
<input type="checkbox"/>	Print All Reports Selected by 1 to Print Later.
<input type="checkbox"/>	Update All Pop-Up Lists
<input type="checkbox"/>	Post Transactions After Invoicing
<input type="checkbox"/>	Print All My Librariad Reports
<input type="checkbox"/>	Quit Qube™ when finished.

Print All Reports Selected by “xx” to Print Later

If this option is selected, the list of reports that user has previously selected to “Print Later” in the reports window will appear on the screen.

Please Select Functions to be Performed After Invoicing?	
<input checked="" type="checkbox"/>	Print All Reports Selected by 1 to Print Later.
<input type="checkbox"/>	Update All Pop-Up Lists
<input type="checkbox"/>	Post Transactions After Invoicing
<hr/>	
Invoiced Sales	By Invoice Number (Invoice Register)
Invoiced Sales	By Item Code
Invoiced Sales	By Rep, Total Quantities of Each Item Sold
Items List	Stock Status Sorted by Item within Group Cod



Accounts Receivable

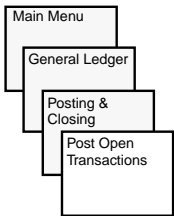
*This function works only if you do not have the **Scheduled Events Manager** module. If you do, that function will manage the scheduling of these reports. If you don't, these reports will print, once the invoicing procedure is complete.*

Update all Pop-Up Lists

This function will update your **Pop-Up Lists** after invoicing. Doing this each night after invoicing will keep your Pop-Up lists current at all times.

Post Transactions After Invoicing

You can choose to post transactions after invoicing. If this option is selected, it is assumed that you have previously selected the desired posting options and selected the **Post Later** option on the **Post Open Transactions** window before beginning this invoicing procedure, as shown on the screen below.



Click here to post after invoicing function

Post Open Transactions

Which Types of Transactions to Post?

- ☐ Cash Receipts & Adjustments
- ☐ Employee Time Charges
- ☐ General Journal Entries
- ☐ Vendor Invoices
- ☐ Cash Disbursements & Bank Transfers
- ☐ Inventory Transactions
- ☐ Sales Invoices & Credit Memos

Beginning Transaction Date:

Ending Transaction Date:

Please enter select the account period to post to:

- ☒ Current Accounting Period (1)
- ☐ Next Accounting Period (2)
- ☐ Post Now
- ☒ Post Later (immediately after the NEXT invoicing procedure)
- ☐ Post Later (at a Scheduled Time)

After Posting:

- ☐ Update All Pop-Up Lists
- ☐ Print Reports Selected by me to Print Later.
- ☐ Print All My Librariaried Reports

Period* Closing Date

1	01/31/94
2	02/28/94
3	03/31/94
4	04/30/94
5	05/31/94
6	06/30/94
7	07/31/94
8	08/31/94
9	09/30/94
10	10/31/94
11	11/30/94
12	12/31/94
13	01/31/95

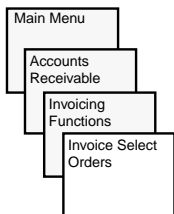
Print All My Librariaried Reports

Selecting this function will cause the system to print all of the reports selected as "My Reports" for the user who is running the invoicing procedure (see ["Storing and Using Frequently Printed Reports" on page GEN-99](#)).

Quit Qube When Finished

Unless the data file is logged off, your backup routine cannot include it in the backup procedure. This function allows you to run the invoicing function and other delayed reports and functions, and still free up your data file for backing up using a timed backup routine.

Invoice Select Orders



Invoice Select Orders

Please Enter Shipment Information Below.

Shipment Date: 05/06/97 ☒ Posting will begin when this invoicing procedure is done.

Order Number	Company	Shipped In Full?	Shipped Via	Shipped From Location	U.P.S. Code	Shipping Charge	# of Labels
1021	AAA Company	YES	P. I. E.	1	123456	20.00	2
1855	AAA Company	NO	U. P. S.	1	123456	10.00	
1857	XYZ COMPANY	NO	UPS			10.00	
1858	ABC COMPANY	NO	P. I. E.			15.00	
1859	Bekins	NO	UPS			10.00	1
1921	ABC COMPANY	NO	UPS				
1930	Rockwell Marketing Dep	NO	FedEx				1
1932	ABC COMPANY	NO	P. I. E.				
1935	Highwater Furniture, I	NO	YELLOW				
1936	XYZ COMPANY	NO	UPS			4.00	
1938	CCC Company	NO	YELLOW				
1939	ONE TERRIFIC SALES PRO	NO					
1940	Rockwell Engineering D	NO	FedEx				
1953	CCC Company	NO	YELLOW				
1954	Highwater Furniture, I	NO					

Buttons: ☐ Load Orders Ready to Ship, ☐ Produce Invoices, ☐ Print Invoices, ☐ Print Draft Invoices & Labels, ☐ Draft Invoices, ☐ Print Labels

Purpose

This window is used to invoice specific sales orders. This window offers some advantages over and benefits which are similar to the **Invoice by Ship Date** window:

1. If orders are being shipped and invoiced in full, you may use this window to call up specific orders and invoice them, rather than going through the process of **Preparing Orders for Invoicing** and then using **Invoice by Ship Date** function. (If you are shipping partial orders, you will still have to edit each order's shipping quantity, but once you have done so, they can be entered into this window and shipped from here.)
2. You may enter **Shipping Charge**, **Shipped From Location**, **UPS C.O.D. Code**, and **# of Labels** on this window during the invoicing process.
3. You can control very carefully the orders being invoiced. This is a good window to use when packing and shipping orders using a manifest system of some kind.
4. This window can be used to generate "real invoices" and "draft invoices," just like the **Invoice by Ship Date** window.

Using the Window

Shipment Date

{Date field, defaulted, editable} This date will default to the current date. It can be changed, however, to any ship date for which you wish to load records. This date field provides the ability to load sales orders for specific dates when used with the **<LOAD ORDERS READY TO SHIP>** field, below.

Commands Bar

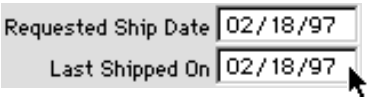
Use the **<FIND>**, **<LAST>**, **<FIRST>**, **<NEXT>**, and **<PREVIOUS>** commands to locate orders with the **Last Shipped On** dates that correspond to the date being found on.

Load Orders Ready to Ship

{Button} This button will load all orders in which:

1. the **Status** of the **order line item** is set to **R**, and
2. the **Last Shipped On** field contains a date which equals the **Shipment Date** set up on this window.

This **Last Shipped On** field referred to is the one shown on the **Sales Order Header** window.



Requested Ship Date	02/18/97
Last Shipped On	02/18/97

After these orders have been loaded into the window, you may use either of the invoicing procedures to invoice and ship them.

New

{Command button} This button performs the same function as the **<PRODUCE INVOICES>** button below.

Produce Invoices

{Button} Begin the procedure by clicking the **<NEW>** or **<PRODUCE INVOICES>** button. Complete your list on the screen and then click **<SAVE>**. The system will create computer invoice records, reading the quantity shipped from each order and invoice that quantity. The value of that field will then be added to the previously shipped quantity and then calculated to zero (so you do not in-

advertently invoice the same shipment quantity a second time). If no quantities are shown to have shipped, no invoice will be produced.

Order Number

{Required, validated} This is the Order Number of the sales orders being shipped and invoiced. Unlike the **Prepare Orders for Invoicing** window, this is not the shipment record, but the sales order record, as the orders will be prepared for invoicing prior to running this function. Enter any order number which you wish to have invoiced. If the order number you enter has already been fully shipped and invoiced, Qube ERP™ will display a message alerting you to this. It will also caution you if you enter an order number which is not recognized by the system.

Shipped in Full?

{Yes, no} Defaults to NO. This gives you the ability to invoice orders in full without taking the trouble to view the order items on the screen and edit the shipment quantity for each one. If you enter YES in this field, all items on the order will be invoiced for the full quantity. If you enter NO, the system will invoice only that quantity which you have previously indicated was ready to ship. *Only enter YES if you are shipping an order 100% complete.*

Shipped Via

{Defaulted, editable} Defaults to the shipper on the sales order.

Shipped From Location

{Defaulted, editable} Defaults to the shipping location on the sales order.

U.P.S. Code

If you use UPS C.O.D. labels and Qube ERP™ Accounting, you may enter the C.O.D. code in this field, and then apply cash receipts to the UPS code rather than the customer invoice.

Shipping Charge

Enter the total shipping charge for this shipment of the sales order in this field. This will then be added to the invoice generated from this invoicing procedure.

Shipping Labels

If you intend to print shipping labels as part of this invoicing procedure, enter the quantity of shipping labels necessary for this ship-



ment in this field. Then, when you print shipping labels, that quantity of labels will print. To print from a PC, use Avery Label #5164.

Draft Invoices

[Button] You may wish to draft the invoices so that invoice documents can be printed quickly and produce the invoice records later. To do so click the <*DRAFT INVOICES*> button. This will have the same affect as the other **Draft Invoices** procedures outlined earlier (see [“Assign Invoice & Batch Numbers” on page AR-8](#)).

Invoicing Error Messages

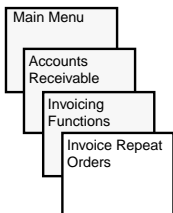
When the user enters order numbers and tabs out of the order number field, the system looks up the order and, if it find no items will display a message “There are No Line Items for this order.”

Or, the order may have line items, but the user may have entered NO in the column labeled Shipped in Full.

Order Number		Shipped In Full?
10009	ABC COMPANY	NO

In this case, the system will check each line item on each order looking for at least one item on each order which shows a nonzero shipment quantity. If it finds none, it will display no message, but no invoices will be generated.


Invoice Repeat Orders




Invoice Repeat Orders

Enter Cut-Off Date for Selection of Repeat & Deferred Orders...

MAY 7 97

 Print Pre-Invoicing Edit List

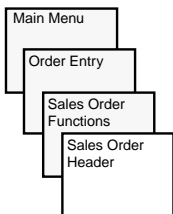
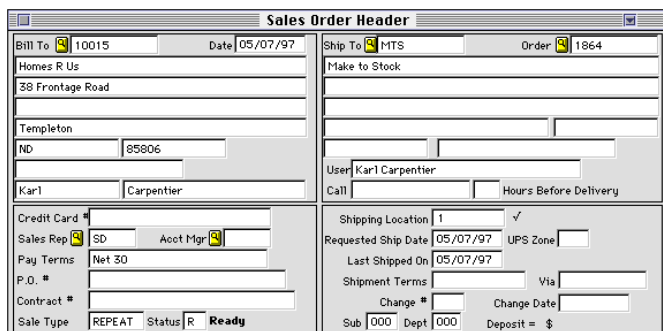
 Produce Invoices

The system provides the ability to invoice repeat orders, allowing you to process repetitive billings from the same sales order. When this function is run, the system will locate every sales order record in the data file which has been flagged as **REPEAT** and has not been fully invoiced and issue an invoice against it.







• To run the Invoice Repeat Orders procedure

1. First you must set up the Sales Order Header for repeat invoicing.

To do this, the field labeled **Sale Type** found on the **Sales Order Header** window must be coded **REPEAT**:

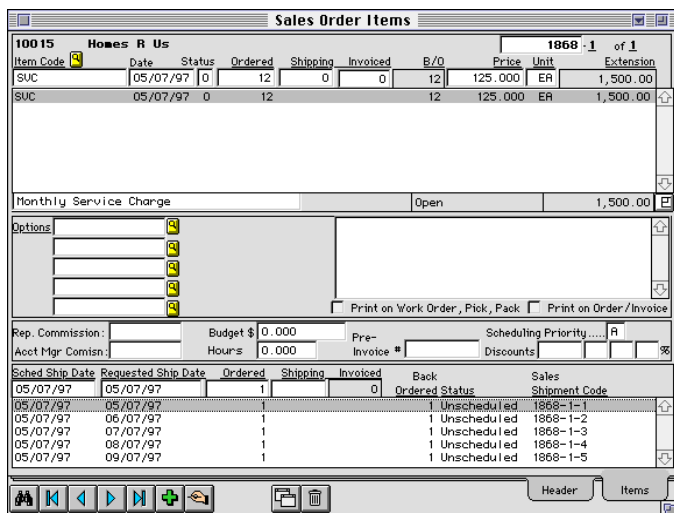



Sales Order Header

Bill To  10015	Date 05/07/97	Ship To  MTS	Order  11864
Homes R Us		Make to Stock	
39 Frontage Road			
Templeton			
ND  85906		User Karl Carpenter	
Karl	Carpenter	Call	Hours Before Delivery
Credit Card #		Shipping Location 1 <input checked="" type="checkbox"/>	
Sales Rep  SD	Acct Mgr 	Requested Ship Date 05/07/97	UPS Zone
Pay Terms Net 30		Last Shipped On 05/07/97	
P.O. #		Shipment Terms	Via
Contract #		Change #	Change Date
Sale Type REPEAT	Status R	Sub 000 Dept 000	Deposit = \$

Then, in the **Sales Order Items** window, enter the number of repeat billings which are to be billed. In this case, an item called **SVC** has been entered with **12** inserted in the **Ordered** field.

Then set up shipment records for each month of the contract, like so:



Sales Order Items

10015 Homes R Us 1868-1 of 1

Item Code	Date	Status	Ordered	Shipping	Involved	B/O	Price	Unit	Extension
SUC	05/07/97	0	12	0	0	12	125.000	EA	1,500.00
SUC	05/07/97	0	12			12	125.000	EA	1,500.00

Monthly Service Charge: Open 1,500.00

Options:

Print on Work Order, Pick, Pack: ☐ Print on Order/Invoice: ☐

Rep. Commission: Budget \$ 0.000 Pre-Invoice: Scheduling Priority: A

Acct Mgr Comin: Hours: 0.000 Invoice: Discounts: ☐

Sched Ship Date	Requested Ship Date	Ordered	Shipping	Involved	Back	Ordered Status	Sales Shipment Code
05/07/97	05/07/97	1		0	1	Unscheduled	1868-1-1
05/07/97	06/07/97	1			1	Unscheduled	1868-1-2
05/07/97	07/07/97	1			1	Unscheduled	1868-1-3
05/07/97	08/07/97	1			1	Unscheduled	1868-1-4
05/07/97	09/07/97	1			1	Unscheduled	1868-1-5

2. Print the Pre-Invoicing Edit List.

Click the button **<PRINT PRE-INVOICING EDIT LIST>**. This provides the ability to audit the sales orders which will be invoiced prior to creating the transactions. As with other Pre-Invoicing reports, make sure the date matches the date you will be invoicing on, or the report and the results will not match up. You should always run this report prior to running the procedure. The report will look like this.

World Class Industries

Backing by Date Needed, Order Types REPEAT and DEF Only

Report Period Selected is JUN 1 97 - JUN 30 97

Fiscal Week: 201 - 254

Report Printed on MAY 7 97 at 15:55, Page #1

Sales Order Line #	Date Shipped	Customer P.O. Number	Customer Name	Quantity Back Ordered	Unit	Item Code	Description	Value of Backorder	
1868-1	JUN 7 97		Homes R Us	1	EA	SVC	Monthly Service Charge	125.00	Open
Total for Fiscal Week 264								125.00	
Grand Total Back Log:								125.00	


3. Invoice the Repeat Orders.

Click the button, <PRODUCE INVOICES>.

4. Enter a date which includes the month and year for those orders you want the system to select for invoicing.

5. Click <SAVE>.

The system will display this message, confirming what it thinks you want it to do. If the message displays the month and year you want selected for invoicing, click <YES>, instructing the function to conduct the invoicing procedure.



Include all Repeat & Deferred orders scheduled for June, 1997??

Quantity Shipped Field

Normally, the invoicing procedure zeros out the quantity shipped field shown on the sales order summary screen and moves it to the field labeled **Previously Shipped**. That convention is not followed when invoicing repeat orders. For example, if a sales order is entered for a monthly maintenance charge, indicating a requirement to issue one invoice each month for twelve months, it will be most convenient for the user if the quantity shipped always remains at one. This makes it unnecessary for the user to find each repeat order and change the quantity shipped from zero to one each time the repeat invoices must be prepared.

Closing Out the Order

Just as with all other invoicing procedures, a sales order will be coded as **Invoiced** when the total quantity invoiced equals the quantity ordered. This means that after fully invoicing a sales order, it will not be selected for invoicing again the next time the **Invoice Repeat Orders** command is given. A new sales order must be created for the next period of time.

Selecting the command **Invoice Repeat Orders** also selects sales orders coded as deferred revenue items. See the next section for information about this function.

Deferred Revenue Sales

Qube ERP™ is capable of handling the accounting for sales involving deferred revenue. An example of this type of transaction is an agreement by a company to provide warranty service over a period of a year. This is the same as the **REPEAT** order, except that this time the warranty contract is prepaid. The company now has the accounting problem of how to record the sale, where to apply the cash, and when to recognize the revenue as income. If used properly, the deferred revenue function can save your accounting department a lot of adjusting journal entries.

• To use the Deferred Revenue function

1. Create a sales order coded DEF, for the Sale Type.

The Sales Order Header window would look like this:

Sale Type	DEF	Status	R	Ready
-----------	-----	--------	---	-------

2. Set the Line Items to reflect the monthly billings, as shown here.

This window shows 12 monthly billings beginning June 97.

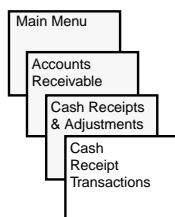
The screenshot shows the 'Sales Order Items' window for order 10015. The header section includes fields for Item Code, Date, Status, Ordered, Shipping, Invoiced, B/O, Price, Unit, and Extension. The main table lists 12 monthly billings starting from 06/07/97. The bottom section includes fields for Rep. Commission, Budget, Hours, Pre-Invoice, and Scheduling Priority. The bottom status bar shows 'Header' and 'Items' tabs.

Item Code	Date	Status	Ordered	Shipping	Invoiced	B/O	Price	Unit	Extension
CONTRACT	05/07/97	H	12	12	0	12	100.000	ER	1,200.00
CONTRACT	05/07/97	H	12	12		12	100.000	ER	1,200.00

Sched Ship Date	Requested Ship Date	Ordered	Shipping	Invoiced	Back Ordered Status	Sales Shipment Code
06/07/97	05/01/97	1	1	0	1 Unscheduled	1866-1-1
06/07/97	05/01/97	1	1		1 Unscheduled	1866-1-2
07/07/97	06/07/97	1	1		1 Unscheduled	1866-1-3
08/07/97	06/07/97	1	1		1 Unscheduled	1866-1-4
09/07/97	09/07/97	1	1		1 Unscheduled	1866-1-5
10/07/97	10/07/97	1	1		1 Unscheduled	1866-1-5

- When cash is received it should be applied to the **Deferred Income** account as defined in the **GL Key Accounts** window (see [“GL Key Accounts” on page GL-21](#)).

Use the cash receipts window to record the customer deposit to the sales order, applying the cash to the **Deferred Income** account (see [“Customer Deposits” on page AR-57](#)).



Cash Receipt Transactions

Transaction # Posted to JE # Bank Code 0-000-1100-000
 Date 05/07/97 Period / Bank of America

C	Customer	G/L Account	Check Number	Balance Due	Amount Received	Discount Taken
0	1866	0-000-2500-000	12345		1200.00	
0	1866	0-000-2500-000	12345		1,200.00	

10015 Homes R Us | Deferred Income | 1,200.00

☒ ☐

- Post the cash receipt.

This will create a journal entry which looks like the following, debiting cash and crediting the liability account, **Deferred Income**.

General Ledger Journal Entries

Journal Number 92050 Type CASH Posted? YES To Period/Year 1 / Date 05/07/97

Account Code	Description	Debit	Credit
0-000-1100-000	Posting R/R Transcns 05/07/97	1200.00	
0-000-1100-000	Posting R/R Transcns 05/07/97		1,200.00
0-000-2500-000	Posting R/R Transcns 05/07/97		1,200.00

- Run the **INVOICE REPEAT ORDERS** function.

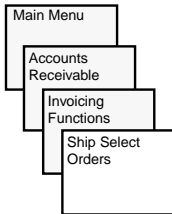
Deferred Income orders will be selected to invoice just as the **Repeat Orders** were. An invoice will be created for the quantity shipped times the unit price, for this month's shipment only.

It differs from the repeat order in that the invoice balance due will be set to zero since this is a prepaid contract.

The journal entry created when the invoice is posted will debit the liability account of `Deferred Income` and credit `Sales`.

CAUTION: The user should be careful to not use the Sale Type code of `DEF` for anything except a prepaid, deferred contract. Setting the code to `DEF` causes a zero balance due invoice to be generated which is posted differently than all other invoices.

Ship Select Orders



Order Number	Company	Shipped In Full?	Shipped Via	Shipped From Location	U.P.S. Zone	Shipping Charge	# of Labels
1857	XYZ COMPANY		UPS			10.00	
1930	XYZ COMPANY		UPS			10.00	
2027	CCC Company		YELLOW				
2028	ABC COMPANY		P.I.E.				
2074	ONE TERRIFIC SALES PRO	YES	UPS				

Version 7.36 provides improved abilities to separate invoicing from shipping and to track those conditions. This is useful if your site has set up its system so that inventory is not relieved upon invoicing. (This is done on System Setup Card #3; for more information on system setup, see [“System Set Up, Card #3 Window” on page SYS-108.](#))

Purpose

This window is used to ship selected orders without invoicing them or relieving inventory.

Using the Window

When you first access this function, the window will be empty.

Load Orders Ready to Ship

{Button} This button will load all orders in which:

1. the **Status** of the **order line item** is set to **R**, and
2. the **Last Shipped On** field from the Sales Order header contains a date equal to the **Shipment Date** set up on this window.

This **Last Shipped On** field referred to is the one shown on the **Sales Order Header** window.

Requested Ship Date	02/18/97
Last Shipped On	02/18/97

Commands Bar

Use the *<FIND>*, *<LAST>*, *<FIRST>*, *<NEXT>*, and *<PREVIOUS>* commands to locate orders with the **Last Shipped On** dates (from the Sales Order header) that correspond to the shipment date entered at the top of the window.

After these orders have been loaded into the window, you may use either of the invoicing procedures to invoice and ship them.

Shipment Date

{Date field, defaulted, editable} This date will default to the current date. It can be changed, however, to any ship date for which you wish to load records. This date field provides the ability to load sales orders for specific dates when used with the *<LOAD ORDERS READY TO SHIP>* field, below.

Order Number

{Required, validated} This is the Order Number of the sales orders being shipped and invoiced. Unlike the **Prepare Orders for Invoicing** window, this is not the shipment record, but the sales order record, as the orders will be prepared for invoicing prior to running this function. Enter any order number which you wish to have invoiced. If the order number you enter has already been fully shipped and invoiced, Qube ERP™ will display a message alerting you to this. It will also caution you if you enter an order number which is not recognized by the system.

Shipped in Full?

{Yes, no} Defaults to NO. This gives you the ability to invoice orders in full without taking the trouble to view the order items on the screen and edit the shipment quantity for each one. If you enter YES in this field, all items on the order will be invoiced for the full quantity. If you enter NO, the system will invoice only that quantity which you have previously indicated was ready to ship. *Only enter YES if you are shipping an order 100% complete.*

Shipped Via

{Defaulted, editable} Defaults to the shipper on the sales order.

Shipped From Location

{Defaulted, editable} Defaults to the shipping location on the sales order.

U.P.S. Zone

If you use UPS C.O.D. labels and Qube ERP™ Accounting, you may enter the C.O.D. code in this field, and then apply cash receipts to the UPS zone rather than the customer invoice.

Shipping Charge

Enter the total shipping charge for this shipment of the sales order in this field. This will then be added to the invoice generated from this invoicing procedure.

Shipping Labels

If you intend to print shipping labels as part of this invoicing procedure, enter the quantity of shipping labels necessary for this shipment in this field. Then, when you print shipping labels, that quantity of labels will print. To print from a PC, use Avery Label #5164.

Ship Orders

{Button} Click this button to begin shipping the orders. Then click the *SAVE* button to update the data entered. The status of line items shipped will become “S”.

Print Labels

{Button} Click this button to print the labels.

Invoice & Credit Memos

The invoice is the basic accounts receivable transaction in the system. No AR data is inserted into the system prior to creation of the invoice. Invoices are created by invoicing sales orders. You may not enter an invoice without first entering a sales order into the system.

Deleting & Editing Invoices

Deleting

Qube ERP™ allows you to delete an invoice, but only if that invoice has not yet been posted. The effect of this procedure is to remove the invoice record from the data file and reset the sales order from which the invoice was generated to the state it was in before the invoice was produced. The transaction also restores inventory stock levels to the levels they were at before the invoice was generated.

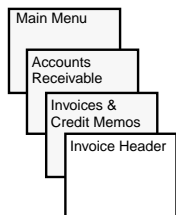
Editing

It is important to keep as much continuity between sales orders and invoices as possible. You may edit a number of fields on the order header plus the item description, as long as the invoice is not posted.

Posting

Invoicing has an effect on the general ledger. For more information on the rules affecting the GL subaccount selected for posting, *see* [“Posting Accounts Receivable” on page GL-45.](#)

Invoice Header Window



Invoice Header			
Order Date 01/07/95	Order # 1021	Posted? NO	To Period
Bill To # 10001 ABC COMPANY 1234 15th Street Glendale CA 92155 U.S.A.		Sub-Acct Dept 000 00 Date 01/12/00 Invoice # 5251 <input type="checkbox"/> Post Sales Using Item Master Sub Accounts	
Sales Rep REP JJ John Jones		Ship To Highwater Furniture, Inc. 12345 Rockingchair Lane N.1 12345 Country Code	
PO/Visa # Pay Terms 28 10 DAYS Net 30 Sale Type PHONE Sales Lead		Date Needed... 01/24/94 Ship Via P.T.E. Date Shipped... 01/12/00 Due Date 02/11/00 Ship Terms... PPL	
Balance Due 3,118.75 Dollars		Currency USA Invoice Subtotal 3,093.75 VAT Tax 0.00 Freight tax 0.00 Freight & Handling 25.00 Invoice Total \$ 3,118.75	
Sales Order Notes Resale # 123456			
Header Items Payments Shipment Tracking			

This contains basic information about the whole invoice. It is very similar to the **Order Header** window.

There is also an Invoices Browser, to simplify the task of viewing and editing invoices. For more information about browsers, see [“Browsers” on page GEN-75](#); for specific information on the Invoices Browser, see [“Customer Master File Browser” on page GEN-79](#).

Order Date

{Display only} This field displays the date the sales order was placed.

Order

{Display only} This field displays the order number from which this invoice was generated. A sales order may be invoiced whenever a partial order is shipped; therefore, there may be many invoices referring to the same sales order, but there is only one sales order reference per invoice record.

Posted?

{Display only} If this invoice has been posted to the GL, this field will display **YES**, the journal number will be displayed in the field below, and the period number will be displayed in the **To Period** field, as shown in the example above. If it has not, this field will display **NO**.

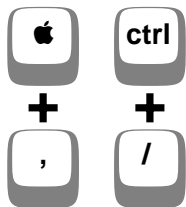


Note: The following fields are derived from the sales order record. If it is necessary to change any of this information, and you have not posted the invoice, you may delete it and change the information in the sales order, and then reissue the invoice. If the invoice has been posted, all corrections must be made by drafting a credit memo.

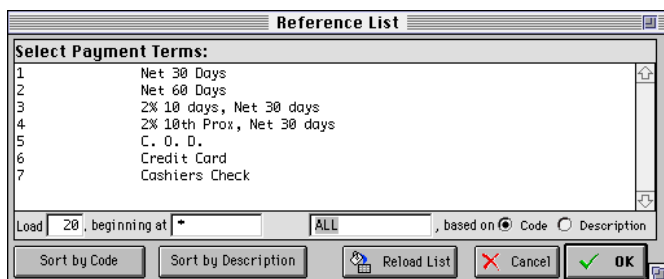
Bill to Information	This section displays the company to which this invoice was issued. You may not change this information in the invoice.
Sales Rep	<i>{Display only}</i> This field displays the sales rep which was on the sales order. This may be adjusted through the Commissions on Each Invoice function found in the Accounts Payable Module (see “Commissions on Each Invoice” on page COM-14).
Account Mgr	<i>{Display only}</i> This field displays the account manager which was on the sales order. This may be adjusted through the Commissions on Each Invoice function found in the Accounts Payable Module (see “Commissions on Each Invoice” on page COM-14).
Balance Due	<i>{Display only, calculated}</i> This field displays the amount due outstanding on this invoice. This is reduced using the Cash Receipts window. This field is automatically calculated and cannot be changed manually; however, if you wish to update this field, click on the field label and Qube ERP™ will recalculate the balance due. This is not to be used with Dynamics sites.
Sales Order Notes	<i>{Entry field}</i> Use this note field to enter information pertaining to the sales order. This field is 2,000 characters long.
Sub	<i>{3 characters, numeric}</i> This is the accounts receivable subaccount to which the receivable will be posted. It is defaulted from the customer record. It may be changed at any time prior to posting the invoice. For more information on GL Subaccounts , see “GL Sub Account Number” on page GL-44 .

Dept	<i>{2 or 3 characters, numeric}</i> This is the department, or cost center code, to which the receivable will be posted. It is defaulted from the sales order. It may be changed at any time prior to posting the invoice. For more information on Department Codes , see <u>“Cost Center Codes” on page GL-9.</u>
Date	<i>{Calculated, editable}</i> This is the date of the invoice, originally defaulted to the date on which the record was created. You may edit this field at any time.
Invoice Number	<i>{Calculated, editable}</i> This is the invoice number of the record, originally calculated when the invoice was created. You may edit this field at any time prior to posting.
Post Sales Using Item Master Sub Accounts	<i>{Checkbox}</i> Check this box if you have invoices with non-000 A/R subaccounts but you wish to post sales based on the item master file settings. Note that the posting maps will always override this if used on any invoice.
Ship to Information	<i>{Calculated, editable}</i> This is the shipping information of the invoice, originally defaulted from the sales order. You may edit these fields at any time.
PO/Visa#	<i>{25 characters, find field, alphanumeric}</i> This displays the PO or credit card number recorded in the sales order. It may be used to find the record. You may edit this field at any time.
Pay Terms	<i>{25 characters, alphanumeric}</i> This field reflects the payment terms shown on the invoice. This field is used to calculate receivable due dates and discounts. You may change this field after the invoice has been created, but the discount due dates will not be impacted, so it is best to change this prior to invoicing the order.

Mac OS Windows



If you are changing this field, be sure to use the **Reference List** so the information will be entered correctly. For information on payment terms, see [“Payment Terms” on page OE-98](#)).



Sale Type

{Six characters, alphanumeric} This field shows the Sale Type entered on the sales order. While this field can be edited at any time on the sales invoice, it carries some significance for pricing, etc., on the sales order. For more information, see [“Sales Type Codes Window” on page OE-89](#).

Sales Lead

{20 characters, alphanumeric} This field shows the Sales Lead entered on the sales order window. It may be edited at any time.

Date Needed

{Date field} This field shows the Date Needed entered on the sales order window. It may be edited at any time.

Date Shipped

{Date field} This field shows the date this invoice was created and the items were shipped. It may be edited at any time.

Ship Terms

{12 characters, alphanumeric} This field displays the shipping terms entered on the sales order. You may edit this field at any time; however, you should use the reference list to do so to keep the for-

matting accurate. For information on shipping terms, see [“Shipment Terms” on page OE-97](#).

The image shows a software window titled "Reference List". Inside, there is a section "Select Ship Terms:" with a list box containing two items: "1 Prepay & Add" and "2 Collect". Below the list box, there are fields for "Load" (set to 20), "beginning at" (set to *), and "ALL". To the right of these fields are radio buttons for "based on" with "Code" selected and "Description" unselected. At the bottom of the window are five buttons: "Sort by Code", "Sort by Description", "Reload List" (with a refresh icon), "Cancel" (with a red X icon), and "OK" (with a green checkmark icon).

Ship Via

{14 characters, alphanumeric} This displays the designated shipper from the sales order record. You may edit this field at any time; however, you should use the reference list to do so to keep the formatting accurate. For information on shipper information, see [“Ship Via Selections” on page OE-96](#).

Due Date

{Date field, calculated} The date in this field is calculated based on terms when the order is invoiced. It may be changed at any time.

Tax 1%

{Numeric, 3 decimal places} The value in this field determines the amount in the **Tax #1** field. This field will be calculated automatically on the sales order based on whichever sales tax function you are using. This field may be changed at any time prior to posting the invoice. If you change the value in this field, the value in **Tax #1** will be changed accordingly.

Tax 2%

{Numeric, 3 decimal places} The value in this field determines the amount in the **Tax #2** field. This field will be calculated automatically on the sales order based on whichever sales tax function you are using. This field may be changed at any time prior to posting the invoice. If you change the value in this field, the value in **Tax #2** will be changed accordingly.

Shipping & Handling

{Numeric, 2 decimal places} This field can be calculated at the time of shipping or added later. You may edit the amount in this field any time prior to posting the invoice.

Invoice Subtotal

{Calculated} This amount is calculated as the total amount of the items shipped on this invoice. No sales tax or shipping charges are added into the subtotal. This amount is automatically calculated and cannot be changed manually; however, if you wish to update this field, click on the field label and Qube ERP™ will recalculate the subtotal.

Invoice Total

{Calculated} This amount is calculated as the Invoice Subtotal plus all sales taxes and shipping.

Invoice Notes

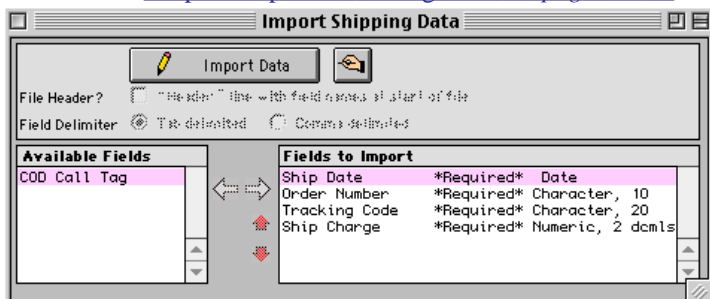
{Entry field} Use this note field to enter information pertaining to the invoice. This information will print on a credit memo, but not on the invoice itself.

Draft Credit Memo

{Button} Click this button to create a credit memo for this invoice (see [“Draft Credit Memo” on page AR-43](#)).

Shipment Tracking

{Button} Click this button to display the **Import Shipping Data** window. See [“Import Shipment Tracking Data” on page AR-48](#).



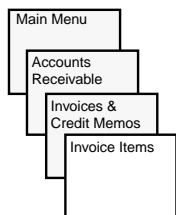
If no shipment tracking information was found associated with the selected invoice, Qube ERP™ will display this message:

No shipment information was found for invoice #2180. Create a record, now?

NO

YES

Invoice Items Window



Invoice Items

10005 CCC Company Invoice Item 2153 0

Item Code	Ordered	Shipped	Prior	B/O	Price Unit	Extension
9111	17	1	0	10	647.692 EA	647.69
9111	17	6	1	10	647.692 EA	3,886.15
9111	17	10	7		647.692 EA	6,476.92

9111 Chtr 11,010.76

☒ Show Batch Info ☐ Show Option Selection ☐ Show Notes

Batch	Quantity
FURNJ	1.000

Group: FINE FURN
Sub-Group: URMETIC
Posted to GL Account: 4000-000/00
☐ In Warranty
Standard Unit Cost: 007.57
Current Unit Cost: 319.32
Posting Map Code

Header Items Payments

Purpose of the Window

This window shows each item included in the invoice, along with options, and notes from the sales order record and serial numbers or batch numbers applied to each item. Few of the fields on this window may be edited. If you wish to change any of the other data on this window and you have not yet posted the invoice, you should delete the invoice and edit the sales order. Then reinvoice the sales order. If you have posted the invoice, you should issue a credit memo for the invoice and reproduce a new invoice showing the information you require.

Display Options

{Radio button selections} This window has three different views, depending on which of these selections is chosen.

Show Batch Info

The above window displays the **Show Batch Info** view. When this option is chosen, the lot and batch information along with the **Group, Sub-Group, GL Account** and **In Warranty** information is displayed. You must have the **Lot and Batch Tracking** module for Lot/Batch info to display in this window.



The following fields may be edited;

Item Description

This field shows the item description from the sales order. You may edit this field to reflect a new description, but the item code will remain the same.

Group

This is the **Item Group Code** of the item shipped on this line item. You may edit this field at any time, but it will only impact this invoice record, not the item or sales order records.

Sub-Group

This is the Item Sub-Group Code of the item shipped on this line item. You may edit this field at any time, but it will only impact this invoice record, not the item or sales order records.

In Warranty

If this box is checked, this item is considered to be in warranty and will be designated as such when an RMA record is created. This is normally monitored and managed by the system when the RMA is created; however, clicking this box **ON** will override that function. This field may be edited at any time.

Show Option Selection

If you have the **Option Selection Module**, you can display the options included on each item by clicking this radio button. When you do, the lower portion of the window will display the following:

Opt. Class	Parent Item	Option Chosen	Quantity per	Quantity per WAGON	Unit Price
					▲
					▼
Notes for this Option: <input type="checkbox"/> Print this Option on Sales Order & Invoice? <input type="checkbox"/> Print this Option's Notes on Sales Order & Invoice?					
					▲
					▼

Show Notes

Each invoice item may include its own notes along with the notes from the **Sales Order Item** from which it was derived. In order to

access this field, you must have the **Show Notes** radio button selected. When you do, the following will be displayed:

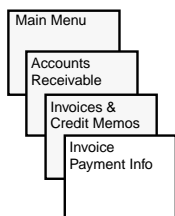
Sales Order Notes	Order Item 1021-1	Invoice Item Notes
		This area is for notes about each invoice line item. You may enter up to 3,000 characters of notes for each item.

When this information is displayed, you may edit the **Notes** field by clicking **<EDIT>**, typing your notes into the field, and clicking **<SAVE>**. These notes will then print on the printed invoice:

Screen report							
World Class Industries 307 South Townsend Street Syracuse, NY 13202-2148 Ph: 315-476-2075 Fx: 315-476-3138				Invoice # 5001 Invoice Date November 14, 1996 Order # 1021			
<u>INVOICE</u>							
Sold to: #10001 ABC Company 1234 15th Street Glendale, CA 92155 U.S.A.				Shipped to: ABC COMPANY Software Products Division 1234 15th Street Glendale, CA 92155 U.S.A.			
Date Shipped	Ship Via	Shipping Terms	Your P.O. #	Payment Terms	Sales Rep		
11/14/96	P.I.E.	Prepay & Allow		2% 10 DAYS Net 30	Wonder Marketing Services Co.		
Quantity Ordered	Quantity This Shipment	Quantity Prior Shipments	Quantity Back Ordered	Item Code and Description	Unit Price	Extension	
10	10			EA 9111 Series 9 Chair, with options JAZZ, CHERRY, LAM-1, FIB-1	452.500	4,525.00	
This area is for notes about each invoice line item. You may enter up to 3,000 characters of notes for each item.							

Invoice Payment Information

{Card tab, displays additional information} Clicking on this card tab opens the following window:



Order Date	Order #	Posted?	To Period	Sub/Dept	Date	Invoice #
10/05/1992	1953	YES	To 92059	1 000 / 00	10/05/1992	5009

Date	Transaction #	Amount Posted?	To
10/05/1992	Credit Memo 5010	110.00	YES 1
09/20/1995	Debit Adjustment 51039	-110.00	YES 1

Original Balance Due, Dollars: 100.00
 Prepayment Amount: 0.00
 Date Paid in Full: 08/28/1995
 Days to Full Payment: 1057
 Amount Due, Dollars: \$ 100.00

Terms Price Discount %: 3
 Terms Price Discount Amount:

This window shows cash receipts, A/R Adjustments and credit memos which have been applied against the invoice. The only field which may be edited in this window is the **Date Paid in Full** field. The **Amount Due, Dollars** field is automatically calculated and cannot be changed manually; however, if you wish to update this field, click on the field label and Qube ERP™ will recalculate the amount. This is not to be used with Great Plains software linked sites.

Drilling Down

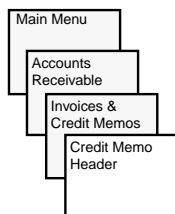
If you double-click on any of the transactions displayed in the list on the right, that cash receipt transaction will be displayed:

Transaction #	Posted to JE #	Bank Code
51002	92041	0-000-1100-000

Date: 03/16/97 Period: 5 / -1 Accounts: Receivable - Trade

C	Customer	G/L Account	Check Number	Balance Due	Amount Received	Discount Taken
0	Customer					
I	Invoice or Order #	Code	Check Number	Balance Due	Amount Received	Discount Taken
I	5001	0-000-1200-000	12345		2000.00	
I	5001	0-000-1200-000	12345		2,000.00	

Credit Memos



All of the fields and windows associated with the credit memo are the same as the sales invoice, except for the following. For information on these fields and windows, see [“Invoice Header Window” on page AR-30](#).

When creating an unapplied credit memo (one that is not applied to an existing sales invoice) the header information must be entered and saved, and the item detail information must be entered and saved separately.

Unapplied CR

{Calculated} This is the amount of the unapplied credit for this credit memo. This amount exists only until the transaction is posted. Once this item is posted, the unapplied credit will be applied to the invoice, and this field will display zero, unless the amount is greater than the invoice. In this case, the credit will remain open for the unused amount until it is applied against another invoice or a check is issued against it (see [“Paying Customers” on page AP-24](#)).

If you are working with an unapplied credit memo, the credit balance will remain until you apply the balance using the **Apply Credit Balance** window.



Print	<i>{Button}</i> Click this button to print a copy of the credit memo.
Credit Memo #	<i>{Editable, searchable}</i> This identifies the record of the credit memo.
Applied to Invoice	<i>{Editable, searchable}</i> This is the number of the invoice to which this credit memo was applied.

Draft Credit Memo

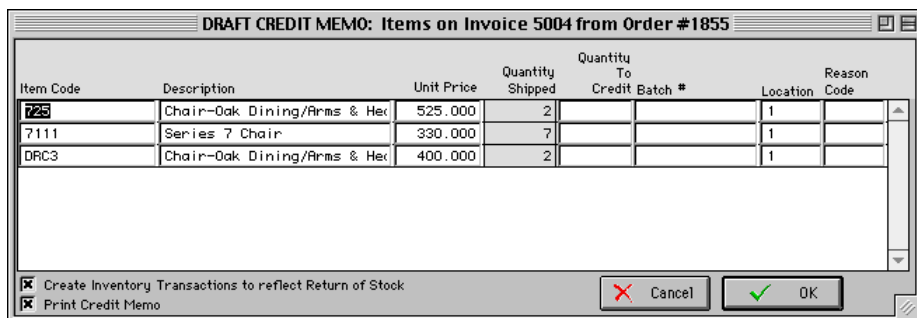
You may draft a credit memo to either an existing or a new sales invoice. To draft a credit memo to an existing sales invoice, you must have the invoice open to which the credit memo will be applied. The credit balance will be applied to the invoice at the time of posting.

If entering a customer credit record which does not refer to any other open invoice (an unapplied credit memo), you must enter the header information and save it, then enter the item detail information and save it. Since there is no invoice to which this credit will apply, the credit balance will remain until you apply the balance using the **Apply Credit Balance** window. Alternatively, the open balance can be used up by issuing a cash disbursement against the unapplied credit.

• To issue a credit memo

1. View the invoice on the screen against which you wish to have a credit memo issued.
2. Click the button **<DRAFT CREDIT MEMO>**.

The following window will be displayed. This window will automatically load all of the items on the invoice.



Item Code	Description	Unit Price	Quantity Shipped	Quantity To Credit	Batch #	Location	Reason Code
725	Chair-Oak Dining/Arms & Hec	525.000	2			1	
7111	Series 7 Chair	330.000	7			1	
DRC3	Chair-Oak Dining/Arms & Hec	400.000	2			1	

☒ Create Inventory Transactions to reflect Return of Stock
☒ Print Credit Memo

3. Enter the data pertaining to the items received.


Use this window to enter the **Quantity to Credit**, **Batch Number** if necessary, **Inventory Location** if the item is being returned to stock, and **Reason Code** of the return (see [“Transaction Reasons” on page INV-97](#)).

4. For items which are being returned to stock, click the check box,


☒ Create Inventory Transactions to reflect Return of Stock

5. Click **<OK>**.

If you have elected to return items to stock the following message will be returned:

**Issue credit memo for all items showing a non-zero quantity, now? (Inventory WILL be adjusted.)**

If you have NOT elected to return items to stock the following message will be returned:

**Issue credit memo for all items showing a non-zero quantity, now? (Inventory will NOT be adjusted.)**

6. Either way, click **<YES>**.
7. The system will create a credit memo.

The new record will be given a current date and a unique record number and will refer to the original invoice number. If you have elected to return items to stock an inventory transaction will be created reflecting this.

Edit a Credit Memo

Header Information

You may edit an unposted credit memo for header and items information. On the header window you may change the same information as on an invoice, including sales tax and shipping values.

Line Items

1. To edit line items, click the <ITEMS> card tab.

From this window you can change **Item Code**, **Item Description**, **Qty Shipped**, **Price**, and **Unit of Measure**. It is also possible to delete complete items by eliminating reference to the item code (blank out the item code). You cannot add new items.

2. Click <SAVE>.

The function will look to see if inventory transactions exist referencing this credit memo. It will either find one or not.

If no transaction exists

- If it finds none (i.e., if an adjustment reflecting return of stock has not already taken place), then you will be asked if you wish to adjust inventory for quantities shown as shipped.

Adjust Inventory to reflect Full Return of ALL Items to Stock?	<input type="button" value="NO"/>
	<input type="button" value="YES"/>

If you respond by clicking <YES>, the program will create inventory transactions for those items shown on the credit memo and in those quantities shown as shipped on that credit memo.

If a transaction DOES exist

If the system does find a transaction, it will not be edited during this process. If you find that you have made a mistake and adjusted inventory for the wrong items and/or the wrong quantities and then wish to edit the items and quantities in the credit memo, you must go to the **Inventory Transaction Quantities** window, find the transaction created from the first adjustment, and change it to reflect the correct items and quantities.

As mentioned previously, you may also change fields on the header screen (the tax rate, shipping amount and unit price fields). Together, these allow you to produce a credit memo for any amount. When the information is acceptable, you may post the credit memo using the **Post Open Transactions** procedure in the **General Ledger** module.

Deleting Credit Memos

It is possible to delete a credit memo record, but only if that record has not been posted. When the credit memo is deleted, the function looks to see if inventory adjustments were created reflecting return of inventory. If so, it creates reversing adjustments and restores inventory to the condition it was before the credit memo was drafted.

Applying Credit Memos

Once customer credits are created, you may apply them to other invoices or issue checks against them. For information about applying credit balances to other invoices, see [“Apply Credit Balance” on page AR-66](#). For information about issuing a check to a credit balance, see [“Cash Disbursements” on page AP-22](#).

Creating Credit Memos for Several Invoices

Sometimes users will want to create one credit memo for several open invoices. This is particularly true when your customers are distributors who may stockpile a bunch of returns over time and return them all to you at once. You may do this by entering a credit memo against one invoice, and then editing the **Credit Memo Items** window to reflect the other items being returned. Then you can issue a single check to this credit memo, for all of the items returned.

Posting Invoices & Credit Memos

Invoices and credit memos are posted using the batch posting procedure. That is done by selecting **Post Open Transactions** from the **General Ledger** menu. Depending on which accounting system you are using, the posting procedure will result in journal entries in the Qube ERP™ accounting GL, or as a posting batch ready to be reviewed and posted to the GL in Great Plains or Dynamics.

Posting the credit memo has the impact of zeroing out the balance and applying the credit to the invoice in question. Thereafter, all credit transactions (issuing a check, for example) point to the invoice, not the credit memo.



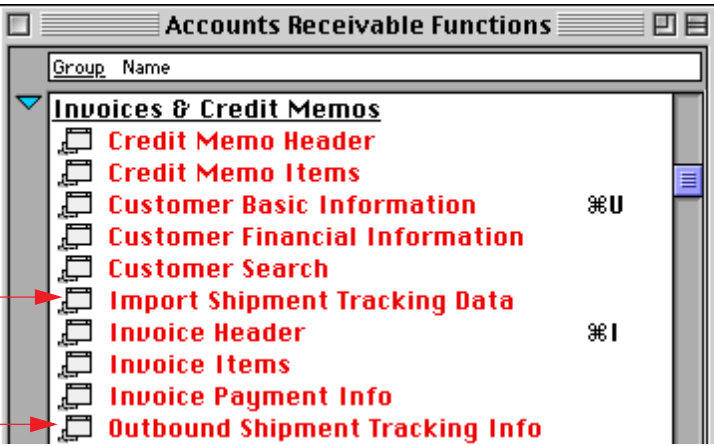
Shipment Tracking

Qube ERP™ provides two ways to track your shipments. Qube provides some basic tracking functions to all sites using Qube v7.36 and above. More sophisticated functions are provided for sites which have purchased the **Transportation Management** module. For more information, see [“Transportation Management Module” on page INV-183](#).

In Version 7.36, Qube ERP™ allows you to import and manually enter shipment tracking information related to each sales invoice. Each package, or container, has its own tracking number. You can view and print a bill of lading associated with the invoice and the sales order. You can draft or view a freight invoice; this shows up as a separate invoice for freight, pointing to the regular invoice. The process begins with the sales order. If you are ready to ship, enter the number of cases and the estimated freight cost; the estimated freight cost appears on the bill of lading. You don’t have to include estimated freight costs but it can be very helpful!

Using the Module

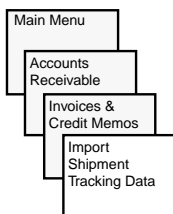
From the Accounts Receivable functions list, you may choose the following options: **Import Shipment Tracking Data** and **Outbound Shipment Tracking Info**.



Shipment Tracking
Options

Import Shipment Tracking Data

The import capability provides an interface for you to customize the formatting of the data being imported.



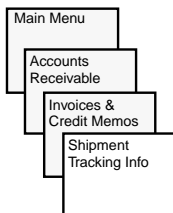
The import procedure will skip imported data with invalid order numbers without terminating the import. The import also terminates after updating the shipping charge totals in the order headers file. This update occurs only if the shipping terms equal “PPA” or if “COD” or “C.O.D.” are found in the shipping terms.

The information is displayed as a window associated with each invoice. It may be accessed by clicking the Shipment Tracking button.

If no shipment tracking information was found associated with the selected invoice, Qube ERP™ will display this message:

No shipment information was found for invoice #2180. Create a record, now?	<input type="button" value="NO"/>
	<input type="button" value="YES"/>

Outbound Shipment Tracking Information



The **Shipment Tracking** window looks like this:

Outbound Shipment Tracking Information

Order Number	2121	Invoice Number	2179
Customer Name	CCC Company		
COD or Pro #	987ASD	Date Shipped	03/01/1999
Bill of Lading #	27	Ship Via	YELLOW
		Ship Terms...	Prepaid

Item Code	Qty Ordered	Cu. Feet	Weight
91110	100		
Totals: 0 0			

Tracking Code	Shipping Charge
129872E50342790456	8.05
129872E50340931619	8.27
129872E50342857081	6.08
22.40	

Buttons: Draft Freight Invoice {Receivable}, View Domestic Freight Invoice {Payable}, Draft International Freight Invoice {Payable}, Draft Broker Fees Invoice {Payable}

Navigation icons: Home, Back, Forward, Print, etc.

Purpose of this Window

This window shows the precise status of a shipment. Use this window to pinpoint a shipment, identify delays, locate a shipment that needs a quick response, and track costs.

You can draft or view a freight invoice, both domestic and international, and draft a broker fees invoice.

Note that a COD tracking number field is also provided. While most of the data related to shipments is associated with each separate package, the COD number is an indexed field displayed in the header portion of the window. This means that you can perform a FIND on this field to directly access the record you are looking for.

Window Characteristics

Order Number	The sales order number with which this shipment, and the bill of lading, is associated. This field cannot be edited.
Invoice Number	The invoice number with which this shipment, and the bill of lading, is associated. This field cannot be edited.
COD or Pro #	<i>{16 characters, alphanumeric}</i> Enter the COD or Pro number that you wish to track. You can FIND on this field to directly access the record you are seeking.
Bill of Lading #	<i>{15 characters, alphanumeric}</i> The Bill of Lading number starts as an empty field. Each time a bill of lading is printed, this number increments by 1.
Date Shipped	<i>{Date Field}</i> This is the shipment date.
Ship Via	<i>{14 characters, alphanumeric}</i> Enter the shipping information (e.g., UPS, company truck, boat, etc.).
Ship Terms	<i>{15 characters, alphanumeric}</i> Enter the shipping terms (e.g., pre-paid, COD, 30-day PO, etc.).
Item Code	This is the item code associated with the shipment. This field cannot be edited.
Qty Ordered	This is the quantity ordered. This field cannot be edited.
Cu. Feet	The value for cubic feet is found on the Item Master File. This field cannot be edited.
Weight	This is the total weight of this shipment. This field cannot be edited.
Shipment Detail	<i>{20 characters, alphanumeric}</i> The tracking code and shipping charge can be tracked in this subwindow.

Draft Freight Invoice {Receivable}

{Button} Click this button to draft a freight invoice. The following message will appear:

This procedure will create an invoice header for customer 10005 CCC Company

This freight invoice will be cross-referenced to invoice #2179.

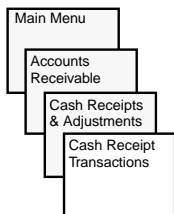
Please enter the Freight Charge Amount.....

Please enter Invoice Date

Enter the Freight Charge Amount and the Invoice Date, and click the *OK* button.



Cash Receipt Transactions



	Order #	G/L Account Code	Check Number	Balance Due	Amount Received	Discount Taken
I	5002	0-000-1200-000	12345	2652.50	2652.50	
O	1855	0-000-2320-000	98654	2,652.50	2,652.50	
X	REFUND	0-000-8010-000	8569		500.00	
					1,000.00	

Accounts Receivable - Trade 4,152.50

All cash receipts, whether payments on invoices, customer deposits or miscellaneous receipts, are recorded in this window.



Note: This window takes on different characteristics if you are linking to GPA or Dynamics. If you are, see [“Customer Deposits in Qube ERP™” on page GPA-27](#) for more information.

Window Characteristics

Transaction Number

{Calculated, Indexed, Unique} This field is automatically calculated by the system. It will be a unique number for each transaction.

Transaction Date

{Indexed} The system will automatically display your system date in this field, but will allow you to change it if you wish.

Bank Code

{Validated, Indexed} This will default to the GL Account Number for the first bank account but may be changed to any other valid bank account.

COIX

{Validated} This field is used to tell the system if you are applying the cash to an invoice (code **I**), a sales order (code **O**) or neither of the above (code **X**). Enter one of these codes if you know the in-

voice or the order to which the cash should be applied or if a non-sales transaction is involved. Each time you click <NEW>, this field will default to **I**.

• Looking Up a Record Number

If you do not know the invoice or order record number to which the payment is being applied, the function will assist you in finding it. Note the Pop-Up List button next to the **Customer, Invoice or Order Number** field. This can be used to look up any of these records, depending on what value was inserted into the **COIX** field.

1. Looking Up an Order Number

To record a customer deposit against a sales order, you must enter an order number into this field. To look up an order number, enter **O** (oh, not zero) into the **COIX** field. Then click the pop-up list button. The system will display any of the uninvoiced sales orders in the pop-up list. Double-click on the correct sales order, and its number will be inserted in the field.

2. Looking Up a Customer

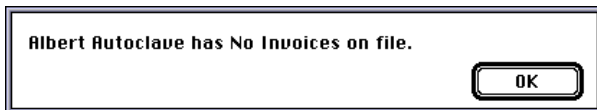
Enter **C** into the **COIX** field. Click on the pop-up list button, and a list of customers will be displayed. Double-click on the customer number, and the customer code will be inserted into the **Customer, Invoice or Order #** field. You may also use the Reference List function to look up customer codes.

You cannot use this field to apply cash against a customer; use this field only to see open invoices, and then apply cash to the open invoice.

3. Looking Up an Invoice Number

Begin the process in the same way you look up a customer number. Then <TAB> out of the **COIX** field. Now there are three different possibilities:

- a) The function finds no open invoices for this customer. In this case, the following message will be displayed:



- b) The function finds only one open invoice for this customer. In this case the function will change the **COIX** code to **I** and enter the invoice number in the **COIX** field and will also display the **Balance Due**.
- c) The function finds more than one open invoice for this customer. If more than one open invoice is found, all open items for that customer will be displayed in the pop-up list so that you may select which invoice to apply the cash to. Select any of the invoices displayed by double-clicking on the invoice number. The system will respond by changing the **COIX** code to **I** and entering the invoice number in place of the customer number.

When to Enter X

Sometimes you will wish to enter cash receipt transactions which do not apply to invoices or sales orders. An example of this might be a refund check from the phone company (well, you can always dream!). Under these circumstances, enter **X** into the **COIX** field. Then you can enter any description in the **Customer, Invoice or Order #** field (see [“Non A/R Cash Receipts” on page AR-58](#)).

Customer

{Display only} The system will automatically display the name of the customer to which this invoice or order was issued in the lower left corner of the window. You will not be permitted to apply a transaction to any customer other than the one to which the invoice or order was issued.



Customer, Invoice or Order Number	Enter the invoice or order number being paid by each check. If a check is paying more than one invoice, enter each invoice or order number and show the amount applied to each invoice/order.
GL Account	<i>{Validated}</i> Enter the general ledger account number to which this cash receipt applies. The system will default to your accounts receivable account if it notices that you have entered a valid invoice number and to your customer deposits account if you have entered a valid sales order number. The system default should be a key account; do not use subaccounts.
Account Description	<i>{Display only}</i> This information is displayed in the bottom center of the window, next to the Customer Description display. It is the name of the account number which was entered in the GL Account Code field.
Check Number	<i>{19 characters, alphanumeric}</i> Enter the check number here.
Balance Due	<i>{Calculated, display only}</i> The number displayed here represents the balance due on the invoice before the new transaction is entered. It is the original amount of the invoice if no other transactions have been entered against it; or it reflects any credit or debit transactions applied to it. If you are using the window to view previously entered cash receipt transactions, the Balance Due value represents the amount due at the time of that transaction, not the current amount.
Amount Received	Enter the amount of the current transaction here.

Accounts Receivable

Discount Taken

If there is a cash discount applied to the payment, enter that amount here. For example, your terms may allow for a 2% cash discount. The amount applied to that discount should be entered in this space.

C	Invoice or Order #	G/L Account Code	Check Number	Balance Due	Amount Received	Discount Taken
I	5020	0-000-1200-000		4560.00	4468.80	91.20
O	5020	0-000-1200-000		4,560.00	4,468.80	91.20

The GL account to which this amount will be posted is determined by the entry you made in the **GL Key Accounts**.

Each of These Accounts Must Be In Your Chart of Accounts	Which Account Code Will You Use for Each?	The GL Account selected when Posting this type of account will be...
Discounts & Allowances	0-000-4400-000	Discounts & Allowances
Discounts & Allowances	0-000-4400-000	Discounts & Allowances
Estimated Accounts Payable	0-000-2001-000	Estimated Accounts Payable

Customer Deposits

The system allows you to enter a customer deposit against an existing sales order. You must first enter the sales order. Then enter the deposit on the cash receipts screen. The amount of the deposit will be displayed on the order header of the sales order to which you applied the deposit, even before it is posted. Once the order has been invoiced, the deposit will be applied to the invoice balance due and removed from the sales order.

CAUTION: If you enter a valid sales order number for an order which has not been shipped in full and fully invoiced, the system will guess that you want to apply a customer deposit to that order. It will therefore default to the Customer Deposits General Ledger account. If you do not want that account selected, you must change the default. For example, you may want the money applied to Deferred Income, instead. To ensure you are entering the correct G/L account, the description of the account will display at the bottom of the screen after you have tabbed out of it.

Non A/R Cash Receipts

If you wish to record a bank deposit for an amount which does not appear on an account receivable (e.g., an asset liquidation or additional capital investment), begin by entering an **X** in the **COIX** field. Then enter the document number (cash receipt number) in the column labeled **Customer, Invoice or Order #**. After you have entered the cash receipt number, the cursor will move to the **GL Account Code** column where you can enter the general ledger account number to which the transaction applies and then proceed to the remaining columns to enter the transaction amounts. Nothing will show up in **Balance Due** and nothing should be entered in the **Discount Taken** field for a Non-A/R Deposit.

Editing Cash Receipt Transactions

Only unposted transactions can be edited. To change a transaction, click **<EDIT>**. Either **<TAB>** to, or click on, the field you wish to change. Replace the field contents with the corrected information.

Posting A/R Transactions

Cash receipt amounts will not be deducted from the customer or invoice records nor will they be added to the bank balance until they have been posted to the GL. The other effect of posting is to reduce the accounts receivable general ledger account. The system operates this way so that you can prepare the deposit record and make any changes necessary before account balances are updated. The system also produces a record of the total amount of the bank deposit upon posting. This is essential for proper bank reconciliations.

Once a cash receipt transaction has been posted it cannot be changed; however, an off-setting transaction can be made to, in effect, reverse the cash receipt transaction.

Reversing an Incorrect Cash Receipt Entry

You can reverse both posted and unposted cash receipt entries.

To reverse a posted entry, use the **Accounts Receivable Adjustments** window (see [“Accounts Receivable Adjustments” on page AR-61](#)). Instead of entering a sales account to post to, use that field to put in your cash account, and put “Debit” as the transaction type. This will credit cash and debit A/R.

To reverse an unposted entry, simply delete it.



Handling NSF Checks

You handle NSF checks in the same way as handling incorrect cash receipt entries. The adjustment will be posted based on the date you enter in the **Accounts Receivable Adjustments** window.

Reconciling Cash Receipts

The following reports can be used to view (and print) a record of the day's deposit and the transactions, and help reconcile cash receipt transactions.

Receivables Reports	
Receipts	Cash Receipts Sorted by GL Account
Receipts	Cash Receipts Sorted by Transaction Number
Receipts	Cash Receipts Sorted by Customer Name

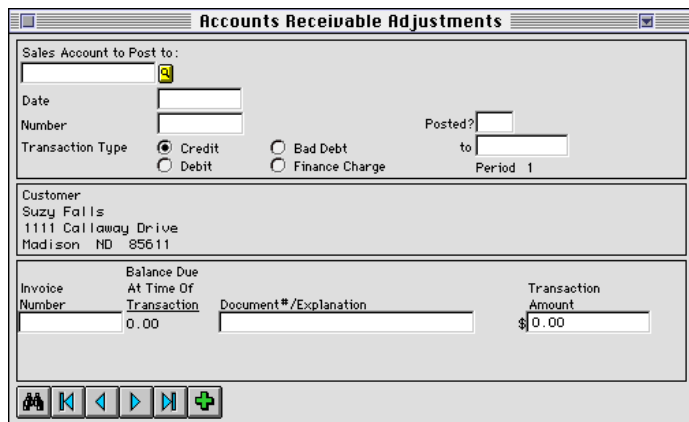
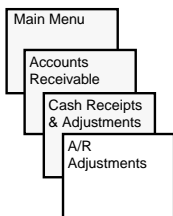
Use today's date as the values for the date range.

The **Cash Receipts Sorted by GL Account** report looks like this. Note that it displays all cash receipts, whether they have been posted or not.

Screen report										
World Class Industries										
Cash Receipts Sorted by GL Account All GL Accounts										
Period Covering 01/01/97 - 12/31/97										
Report Printed on 05/13/97 at 13:59, Page #1										
Transa. Number	Transaction Date	Cash Applied To	Balance Due Prior to Transaction	Customer Name	Customer Check Number	Bank Account	Transaction Amount	Discount Taken	GL Account	Posted to Journal #
51002	05/16/97	Invoice	5001 0.00	ABC Company	12345	Bank of America	2,000.00	0.00	0-000-1200-000	92041 5
51011	05/12/97	Invoice	5001 2,525.00	ABC Company	1	Bank of America	2,525.00	0.00	0-000-1200-000	92054 1
51012	05/13/97	Invoice	5002 2,652.50	ABC Company	12345	Bank of America	2,652.50	0.00	0-000-1200-000	
51013	05/13/97	Invoice	5000 4,560.00	Sony Pals		Bank of America	4,469.80	91.20	0-000-1100-000	
Value of Transactions to Account 0-000-1200-000							11,646.30	91.20		
51012	05/13/97	Order	1855 0.00	AAA Company	98654	Bank of America	500.00	0.00	0-000-1320-000	
Value of Transactions to Account 0-000-1320-000							500.00	0.00		
51010	05/07/97	Order	1866 0.00	Homes R Us	12345	Bank of America	1,200.00	0.00	0-000-1500-000	92050 1
Value of Transactions to Account 0-000-1500-000							1,200.00	0.00		
51012	05/13/97	Other	REFUND 0.00		8569	Bank of America	1,000.00	0.00	0-000-8010-000	
Value of Transactions to Account 0-000-8010-000							1,000.00	0.00		
Value of ALL Transactions 01/01/97 - 12/31/97 :							14,346.30	91.20		

AR Adjustments

Accounts Receivable Adjustments



The screenshot shows the 'Accounts Receivable Adjustments' window. It contains several input fields: 'Sales Account to Post to:', 'Date', 'Number', 'Transaction Type' (with radio buttons for Credit, Debit, Bad Debt, and Finance Charge), 'Posted?' (with a 'to' field and 'Period 1'), and 'Customer' information (Suzy Falls, 1111 Calloway Drive, Madison ND 85611). Below these is a table with columns for 'Invoice Number', 'Balance Due At Time Of Transaction', 'Document #/Explanation', and 'Transaction Amount'. The 'Transaction Amount' field shows '\$0.00'. At the bottom is a toolbar with icons for save, back, forward, and other navigation functions.

Note: This is a Qube ERP™ Accounting function only. If you are using an outside accounting package, this function is managed from that.

This screen may be used for any type of A/R adjustment, including debits, credits and bad debt write-offs, by entering one transaction at a time.

Sales Account to Post to:

{Validated} Enter the valid sales GL account to which you wish to post this transaction.

Date

{Defaulted, editable} The date this transaction is created will be the defaulted date. You may edit this date if you like.

Number

{Calculated, indexed} This number will be calculated after you click <SAVE>. It is the primary index and find field.

Transaction Type

{Radio button selection} Click on the type of transaction. It may be Credit, Debit, Bad Debt or Finance Charge.

Credit

Designating the transaction a **Credit** will have the effect of decreasing the amount due on the invoice. You may see the effect of this on the **Payments** window.

Date	Transaction #	Amount Posted? To
05/13/97 Cr Adjustmt	51017	20.00 YES 1

The posting on this transaction is:

	Debit	Credit
Accounts Receivable		\$20.00
Sales Adjustments*	\$20.00	

*This is the account called out in the **Sales Account to Post to:** field.

Bad Debt

Designating the transaction a **Bad Debt** will have the effect of decreasing the amount due on the invoice. You may see the effect of this on the **Payments** window.

Date	Transaction #	Amount Posted? To
05/13/97 Bad Debt	51019	125.00 YES 1

The posting on this transaction is:

	Debit	Credit
Accounts Receivable		\$125.00
Sales Adjustments*	\$125.00	

*This is the account called out in the **Sales Account to Post to:** field.

Debit

Designating the transaction a **Debit** will have the effect of increasing the amount due on the invoice. You may see the effect of this on the **Payments** window.

Date	Transaction #	Amount Posted? To
05/13/97 Dr Adjustmt	51020	-25.00 YES 1

Accounts Receivable



The posting on this transaction is:

	Debit	Credit
Accounts Receivable	\$25.00	
Sales Adjustments*		\$25.00

*This is the account called out in the **Sales Account to Post to:** field.

Finance Charge

Designating the transaction a **Finance Charge** will have the effect of increasing the amount due on the invoice. You may see the effect of this on the **Payments** window.

Date	Transaction #	Amount Posted?	To
05/13/97 Payment	51012	2,652.50	YES 1
05/13/97 Finance Chg	51016	-25.00	YES 1

The posting on this transaction is:

	Debit	Credit
Accounts Receivable	\$25.00	
Sales Adjustments*		\$25.00

*This is the account called out in the **Sales Account to Post to:** field.

Customer Information

This is the customer information from the sales invoice. It may not be changed.

Invoice Number

{Validated, required} Enter the invoice number to which you wish to apply this adjustment. All AR adjustments must be applied to a valid invoice number.

Balance Due

{Display only} This is the balance due at the time this adjustment was entered, before it was posted. You may not change this field.

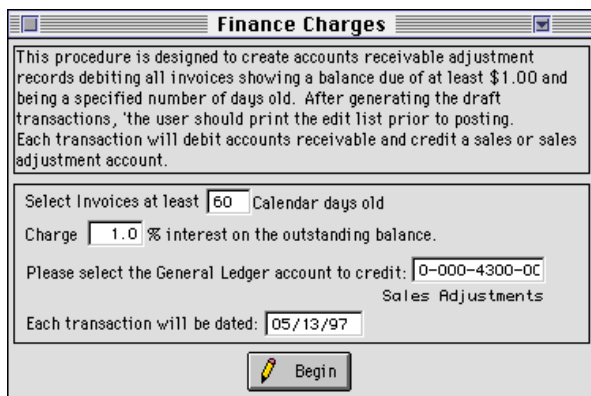
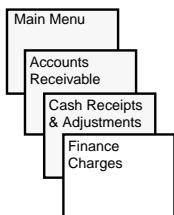
Document #/ Explanation

{30 characters, alpha numeric} Enter any document reference or explanation in this field.

Transaction Amount

{Numeric} Enter the amount of the transaction in this field. This must be a positive amount. If you wish to decrease the amount of an invoice, use the **Bad Debt** or **Credit** designation above.

Finance Charges



Finance Charges

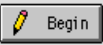
This procedure is designed to create accounts receivable adjustment records debiting all invoices showing a balance due of at least \$1.00 and being a specified number of days old. After generating the draft transactions, the user should print the edit list prior to posting. Each transaction will debit accounts receivable and credit a sales or sales adjustment account.

Select Invoices at least Calendar days old

Charge % interest on the outstanding balance.

Please select the General Ledger account to credit: Sales Adjustments

Each transaction will be dated:

 **Begin**

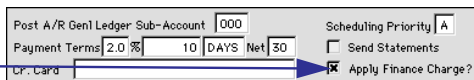
Note: This is a Qube ERP™ Accounting function only. If you are using an outside accounting package, this function is managed from that.

This window allows you to enter the parameters for charging interest on open invoices.

Set Up Requirements

The finance charges procedure will charge interest on open invoices only if the customer record indicates that this customer should be charged finance charges. This is done on the **Customer Financial Information** window, using the flag indicating whether or not each customer should be charged finance charges. This provides a method of using this automated finance charges function while still being able to be selective about which customers are affected.


Use this flag to apply finance charges to each



Post A/R Genl Ledger Sub-Account Scheduling Priority

Payment Terms % DAYS Net

☐ Send Statements

CR Card ☐  ☒ Apply Finance Charge?

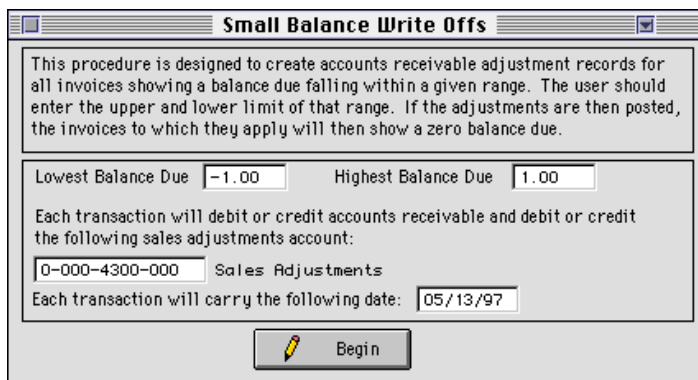
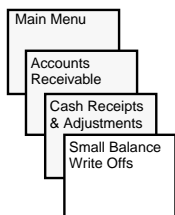
Aging and Interest

You may use this window to change the percentage of interest charged and the number of days old to any number.

General Ledger Account

Post the transactions to a sales **adjustments** account. Posting these directly to sales makes it difficult to tie the sales transactions to the GL total, created from both sales invoices and sales adjustments.

Small Balance Write Offs



Small Balance Write Offs


This procedure is designed to create accounts receivable adjustment records for all invoices showing a balance due falling within a given range. The user should enter the upper and lower limit of that range. If the adjustments are then posted, the invoices to which they apply will then show a zero balance due.

Lowest Balance Due Highest Balance Due

Each transaction will debit or credit accounts receivable and debit or credit the following sales adjustments account:

Sales Adjustments

Each transaction will carry the following date:

 **Begin**

Note: This is a Qube ERP™ Accounting function only. If you are using an outside accounting package, this function is managed from that.

Sometimes customer payments will differ from the amount due by very small amounts which are not worth collecting. This window scans all outstanding posted invoices for small balances due and creates credit A/R adjustments which brings the amount due to zero for selected invoices. The window explains how this function works to make it easy to apply and also to limit it so that larger collectable amounts are not affected.

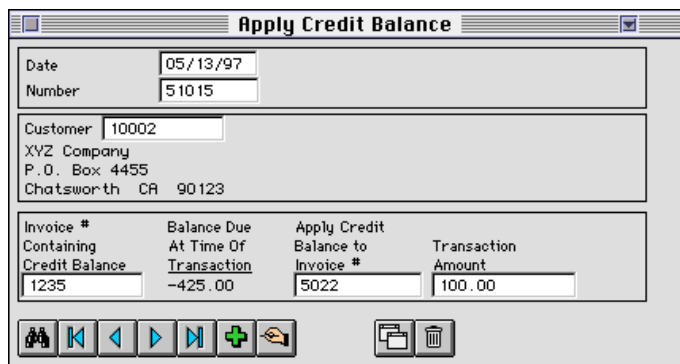
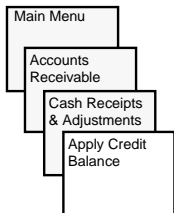
Lowest and Highest Balance Due

Entering a lowest and highest value in these fields will delimit which invoices are impacted by this function.

General Ledger Account

As in the case of **Finance Charges**, the GL account to which the transactions are charged should be a sales adjustments account. Charging these directly against sales makes it difficult to tie the sales transactions to the GL total, since the GL total will have been created from both sales invoices and sales adjustments.

Apply Credit Balance



Invoice #	Balance Due At Time Of	Apply Credit Balance to	Transaction Amount
1235	-425.00	5022	100.00

This function allows you to apply a credit from one invoice to another. It is used after a **credit memo** has been created for an invoice.

The function requires that both invoices apply to the same customer. Since this transaction has no impact at all on the general ledger, it will be flagged as posted immediately and the invoices affected by the transaction will be updated immediately. If an error was made in data entry, the transaction may be edited or deleted at any time.

There is no audit trail with this function! Be very careful when assigning user privileges!

Date

This is the date of the transaction.

Number

{Calculated, indexed} This is the primary identifier of the record. It is calculated after you click <SAVE.>

Invoice Containing the Credit Balance

{Required, validated} Enter the invoice number of this invoice here. Note: this is never the credit memo; it is always the invoice record.

Balance Due at Time of Transaction

{Display only} This is the credit balance of this invoice.



**Apply Credit
Balance to
Invoice #**

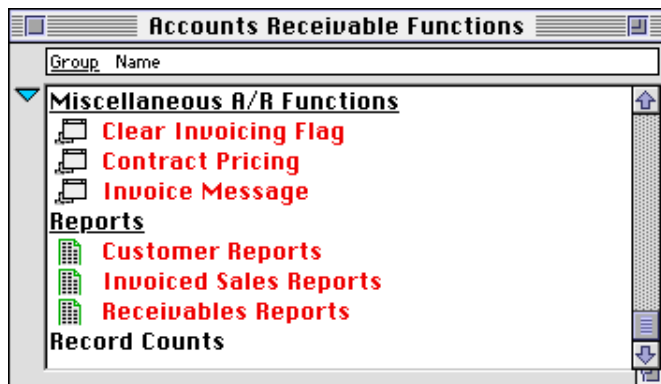
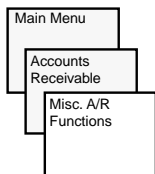
{Required, Validated} Enter the invoice number of the invoice to which this credit will be applied. It must be an invoiced for the same customer as the credit invoice.

**Transaction
Amount**

{Numeric, required} Enter the amount to be applied in this field.



Miscellaneous AR Functions



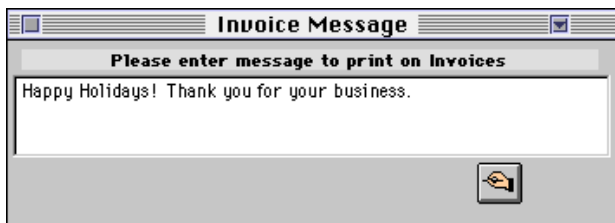
Clear Invoicing Flag

In the same way that only one user may be posting at one time, only one user may be invoicing. Therefore, when invoicing, a flag is set to tell the system that this is going on, and that no one else should be allowed to perform this procedure at this time. When the invoicing function gets interrupted (power failure, system crash, etc.), the procedure may not be running, but the system will think it is because the flag was not reset properly. This function will clear out that flag. Double-click on it, and it will automatically run.

Contract Pricing

See [“Contract Pricing” on page OE-75.](#)

Invoice Message



Use this window to enter any message you might want to appear on your printed invoices.

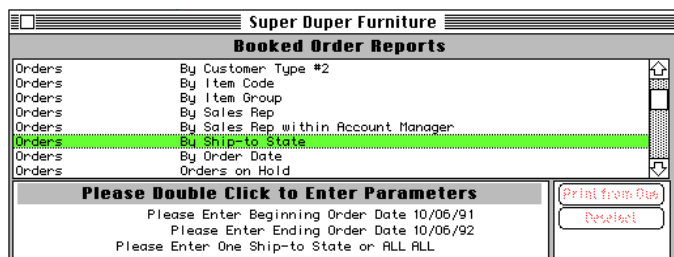
Reports

Sales Reports

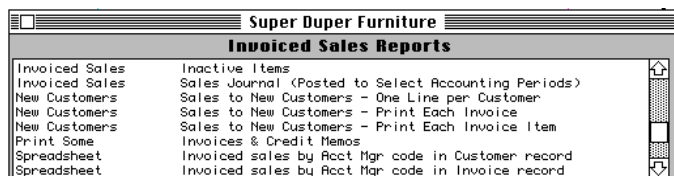
Sales reports are provided for both Booked Orders and Invoiced Sales.



The first item, **Booked Orders**, allows the printing of many different sales reports. You may select reports sorting & subtotaling on several different options. In addition, you may select to include detail shipment information or to print only summary information. The screen which presents all these choices to the user looks like this.



The Invoiced Sales section offers another long list of reporting options divided into five groups.



Receivables Reports

Receivable reports are accessed by selecting **Receivables Reports** from the **Reports** menu. When this selection is made, the following selection of reports will be displayed:

QUBE Software, Inc.	
Accounts Receivable Reports	
Receipts	Cash Receipts Register Sorted by BL Account
Receipts	Cash Receipts Register Sorted by Transaction Number
Receivables	Aging as of End of an Accounting Period
Receivables	AR Aging by Customer as of Today
Receivables	AR Aging by Sales Rep as of Today
Receivables	Customer Audit
Receivables	Customer Statements
Receivables	Outstanding Invoices - Listing by Invoice Number

Customer Statements

Statements may be printed for all customer types or one customer type only and may be sorted by customer name or sales rep.

Receivables	Customer Statements
Receivables	Outstanding Invoices - Listing by Invoice Number

Please Double Click to Enter Parameters

Enter the Customer Code or "ALL" ALL
Due in how many days? 30

Print only if Balance Due Exists? YES

If the **Print Only If Balance Due Exists** question is answered NO, the system will display other parameters entry fields. These allow the printing of invoices which are paid in full but were paid only in the past month or so. In this case, the parameters screen looks like this.

Enter the Customer Code or "ALL" ALL
Due in how many days? 30
Print 0 Balance Due Invoices if Age <= 30 Day 30

Print only if Balance Due Exists? NO

The user may also print a statement for one selected customer.

Outstanding Invoices Report

This report is a list of invoices in invoice number order which show a nonzero balance due.



Cash Receipts Register

Cash receipt transactions may be printed over a selected date range or a select accounting period range; they may be sorted and subtotaled by transaction type or by G/L account code.

AR Summary

The following is meant to outline the steps involved in the accounts receivable process. It can be used as a check list to make sure the user knows what step to proceed to next.

Order Entry

Enter **Sales Orders** to record what the customers want you to ship.

Print Sales Order Documents to Prepare for Shipping

Print **Sales Orders** (as acknowledgment copy may be sent to the customer)

Print Work Orders (for shop instructions)

Print Picking and/or Packing Lists

Invoicing

Prepare for Invoicing

Use the **Prepare Orders for Invoicing** window to make sure the quantity ready to ship is correct.

Create Invoice Records

Use the **Invoice Select Orders** or **Invoice by Ship Date** function, or invoice the sales orders individually.

The system will create invoice records and will also update the sales order records so that they reflect the shipments. Inventory transaction will be created reflecting the shipment of items from inventory.

Print Invoices

Click the **Print** button on the Invoicing window, or select **Invoiced Sales** from the **Reports** menu; then select **Print Some - Invoices & Credit Memos** from the list of reports. Double click and enter parameters to print within a date range or document number range. You may print invoices as many times as you wish

Post Invoices

Note: Accounts receivable will not be changed until you post invoices.



Print the **Trial Post Invoices and Credit Memos** report to ensure that all data has been entered correctly and that posting these invoices will result in a balanced and correct entry to the General Ledger.

Post Invoices from the **General Ledger** -> **Post Open Transactions** window.

Cash Receipts

Use the **Cash Receipt Transactions** window.

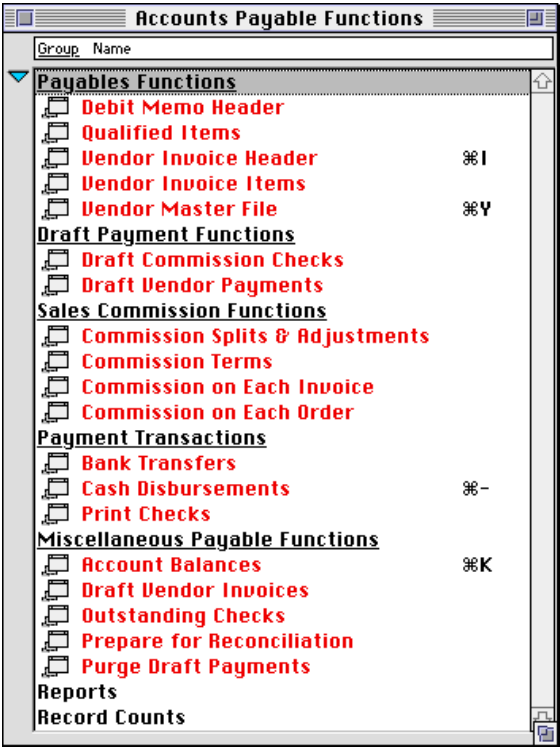
Accounts receivable information will not be updated until the transaction has been posted.

Prepare to post the transaction(s) by printing the **Trial Post Receipts and Adjustments** report to ensure that all data has been entered correctly and that posting these cash receipts will result in a balanced and correct entry to the General Ledger.

Post Open Transactions to the General Ledger when you are sure that all data has been entered correctly.

Payables Functions

Accounts Payable functions are shown on the **Accounts Payable Functions** window.



This section deals with the functions pertaining to drafting and aging payables and cash disbursements.

Vendor Information

For information on the **Vendor Master File** portions of this list, see [“Vendor Records” on page PUR-3](#).

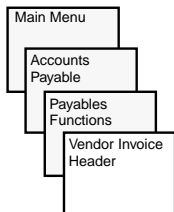
Qualified Items

For information about the **Qualified Items** function, see [“Vendor Performance Grading” on page PUR-15](#).

Sales Commissions

For information about **Sales Commissions**, see [“Sales Commissions Set Up Issues” on page COM-1](#).

Vendor Invoices



Vendor Invoice Header	
Order Date	P.O.#
12/30/93	123456
Posted?	NO
Pay To#	LATHAR
Lamp Warehouse 1234 Lighthouse Drive Orange CA 92629	
Date	Invoice#
01/30/1993	907654
Discount Due	
Payment Due	01/30/1993
Date Entered	02/06/1993
Date Received	
Project Code PROJECT #1	
Currency USA	
Inbound Freight <input type="checkbox"/> Outbound Freight <input type="checkbox"/>	
Repeat Code	
Shipped Via...	Federal Express
Payment Terms	2 0 90 10 11 Prox Net 30
This is a comment field into which you may enter notes about this specific payable record.	
Balance Due	2,410.00 US Dollars
Invoice Subtotal 2,410.00	
Tax #1 0.00	
Freight tax 0.00	
Freight & Handling 0.00	
Invoice Total \$ 2,410.00	

Header Items Payments

When vendors send you invoices to be paid, these payables records must be entered into the system so they can be aged and paid. These vendor invoices, or “vouchers,” are viewed from this window.

There is also a Vendor Invoice Header Browser, to simplify the task of viewing and editing customer data. For more information about browsers, see [“Browsers” on page GEN-75](#); for specific information on the Vendor Invoice Header Browser, see [“Vendor Invoice Items Browser” on page GEN-81](#).

Whether using Qube ERP™ Accounting or interfacing with Great Plains Accounting® or Dynamics®, you will need to enter the vendor invoice vouchers in Qube ERP™. Vendor invoices may be entered by keying in the information directly when the invoice is received from the vendor, or you may generate them from the purchase order record already in the system. For information on the latter, see [“Draft Vendor Invoice from a PO” on page AP-41](#).



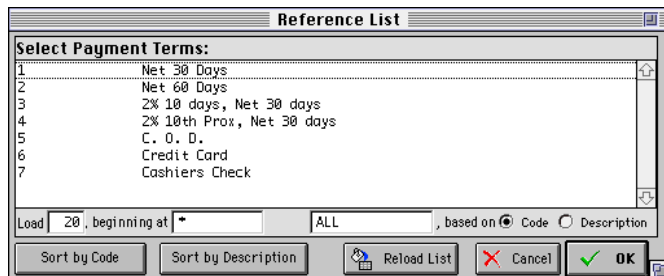
Note: For the estimated accounts payable function to work properly, vendor invoices on inventory items should be generated using the Draft Vendor Invoice function. It is not enough to simply enter the PO number into this record.



Window Characteristics

Order Date	<i>{Date, display only}</i> This field displays the date of the original purchase order record.
PO #	<i>{Validated, find field}</i> This is the PO number to which the vendor invoice applies.
Posted?/On/To	<i>{Display only, find fields}</i> When this record has been posted, these fields provide information about the posting and the journal entry to which it was posted.
Pay To #	<i>{Validated, indexed}</i> This is the Vendor Code to which this invoice applies.
Repeat Code	<i>{Validated, 1 character}</i> Can be used to generate repeat payments to vendors, such as rent, lease payments, etc. For this to work, the repeat vendor invoice must have the proper repeat code, must have been posted, and must have a current balance due of zero. Valid repeat codes are M (monthly), W (weekly), Q (quarterly) and A, (Annual). The first time an invoice is set up in this way, it shows a balance due. It should be paid like any other invoice, thus reducing its balance due to zero. After that, it can be used to generate draft payments even though the balance due is zero. For information on how to process these payments, see “Draft Vendor Payments” on page AP-15.
Shipped Via	<i>{Defaulted, editable}</i> This value is defaulted from the PO but may be changed on this window. It displays the shipper which delivered the goods.
Payment Terms	<i>{Validated}</i> Enter the payment terms in this field. It is important that terms be set up properly or else the payment and discount calculations will not work properly. The proper setup is PERCENTAGE, NUMBER, TYPE (days, prox, etc.) and NET. Make sure that the TYPE is DAYS (in capital letters).

The easiest way to ensure accuracy is by using the **Reference List** window. The display for terms appears like this:



The Reference List window displays a table of payment terms. The table has two columns: an index number and the term description. The terms listed are: 1 Net 30 Days, 2 Net 60 Days, 3 2% 10 days, Net 30 days, 4 2% 10th Prox, Net 30 days, 5 C. O. D., 6 Credit Card, and 7 Cashiers Check. Below the table, there are fields for 'Load' (set to 20), 'beginning at' (set to *), and 'ALL' for filtering. There are also radio buttons for 'based on' with 'Code' selected and 'Description' as an option. At the bottom, there are buttons for 'Sort by Code', 'Sort by Description', 'Reload List', 'Cancel', and 'OK'.

Select Payment Terms:	
1	Net 30 Days
2	Net 60 Days
3	2% 10 days, Net 30 days
4	2% 10th Prox, Net 30 days
5	C. O. D.
6	Credit Card
7	Cashiers Check

Load 20, beginning at * ALL, based on ☒ Code ☐ Description

Sort by Code Sort by Description Reload List Cancel OK

Insert the cursor in any of the **Terms** fields, and open the **Reference List** window. Double-click on the desired line, and the four fields will be populated correctly.

Comments

{Alphanumeric} Enter any comments you wish in this field.

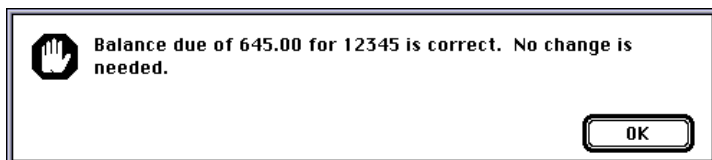
Balance Due

{Calculated} This field displays the balance due on this invoice. You may validate this number by clicking on the field label, while not in edit mode.




A rectangular button labeled 'Balance Due' with a mouse cursor pointing at it.

When you do, you will receive a message like this:



A message box with a hand icon on the left. The text inside reads: 'Balance due of 645.00 for 12345 is correct. No change is needed.' There is an 'OK' button in the bottom right corner.

 Balance due of 645.00 for 12345 is correct. No change is needed.

OK

Date

{Date field} This is the date of the vendor invoice. It will default to the transaction date, but may and should be changed to reflect the date on the document received from your vendor.

Discount Due

{Date field} This is the date through which you may take a discount. It will be calculated based on the terms entered in the **Payment Terms** field.

Payment Due	<i>{Date field}</i> This is the date the payment is due. It will be calculated based on the terms entered in the Payment Terms field.
Date Entered	<i>{Date field}</i> This is the date the invoice was entered into the system.
Date Received	<i>{Date field}</i> This is the date the items were received on the PO to which this vendor invoice is applied.
Project Code	<i>{11 characters, alphanumeric}</i> If you have a project code to which this invoice should be charged, enter it here. This is <u>not</u> the same as the Job Number .
Invoice Subtotal	<i>{Calculated}</i> This number will be calculated as the total of the line items on the Items window. You may validate this number by clicking on the Balance Due label.
Tax #1	<i>{Numeric, \$format}</i> Enter sales tax #1 in this field. The percentage will automatically be calculated for you. If you enter an amount in this field, be sure that the taxable items are flagged as such on the Items window (see “This item is taxable” on page AP-8). Otherwise you will see a question mark (?) in the “%” Tax field when it tries to calculate the tax rate.
Tax #2	<i>{Numeric, \$format}</i> Enter sales tax #2 in this field. The percentage will automatically be calculated for you. If you enter an amount in this field, be sure that the taxable items are flagged as such on the Items window (see “This item is taxable” on page AP-8). Otherwise you will see a question mark (?) in the % Tax field when it tries to calculate the tax rate.
Shipping & Handling	<i>{Numeric, \$format}</i> Enter the shipping and handling amount in this field.
Invoice Total	<i>{Calculated}</i> This number will be calculated as the total of the line items on the Items window, plus sales tax and shipping. You may validate this number by clicking on the Balance Due label.

Other Situations Using a Vendor Invoice

• How to handle credit card or prepayments

1. Do a cash disbursement to your prepaid inventory account.
2. Make a note on the Purchase Order Header Comment box for the check number and amount.

This information will appear every time you draft a Vendor Invoice from that PO.

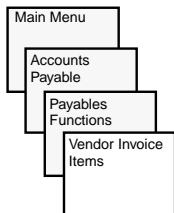
3. If the credit card down payment is to be applied all at once to the first Vendor Invoice you receive from the supplier, enter a line item on the Invoice - Prepaid Inventory.

Use that GL account number and the amount paid, and the Invoice amount due will be less that prepaid amount.

• How to handle cash received from a vendor resulting from returning an item that had already been paid

1. Perform a negative PO receipt.
2. Create a Debit Memo
3. Do a negative Cash Disbursement transaction against the Vendor Invoice for the amount of the check.

Vendor Invoice Items Window



Vendor Invoice Items

LAMWAR Lamp Warehouse 987654

Item	G/L Account	Quantity	Unit Cost	Unit	Extension
First Item	5000-000/10	50.000	10.00000	EA	500.00
Second Item	5000-100/00	100.000	12.00000	EA	1,200.00
OAK LEG BLANK	1400-000/00	10.000	11.00000	EA	110.00
Another Item	5000-000/20	1.000	600.00000	EA	600.00

Cost of Sales - Materials, Second Dept 2,410.00

VAT Tax Code ☐ This item is taxable
 Not Reportable; Tax Rate Is 0 %
 Currency of Issue USA US Dollars
 Sales-Order Line # 100002-2 Home Currency Unit Cost 10.00000
 PO Item Code 0.00

Job Cost Bucket Job Cost Phase

Notes

Header Items Payments

The items billed on this invoice are displayed on this window. Notice how the **purchase price variance** on this invoice for inventory is displayed along with the actual cost.

Item

{Alphanumeric} Enter the item for which you are being billed in this field. This may or may not be a valid item code. You may enter anything you wish in this field.

GL Account

This is the expense account to which this item should be charged. If you are entering an inventory item, it is very important that this number be one of the valid inventory accounts as designated on the GL Key Accounts window (see [“Posting PO Receipt Inventory Transactions” on page GL-66](#) and [“GL Key Accounts” on page GL-21](#)).

Quantity

{Numeric, 3 decimal places} Enter the quantity for which you are being billed in this field.

Unit Cost

{Numeric, 5 decimal places} Enter the item’s unit cost in this field.

Unit

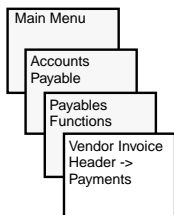
{2 characters} Enter the purchasing unit of measure of the item in this field. If this is a valid inventory item, this value will be defaulted from the **Item Master File**.

Extension	<i>{Numeric, calculated}</i> This is calculated as the unit cost times the quantity ordered.
This item is taxable	<i>{Check box selection}</i> If you are paying sales tax on an item, this box should be checked. If none of the items are checked on this window, you should not enter a sales tax amount on the header window.
Sales Order Line #	<i>{Validated}</i> Enter a valid job number (Sales Order Line #) in this field if you wish to charge the expenditure to a specific job. This data can then be printed out on any Job Cost report you wish.
PO Item Code	Vendor Invoice Items may be associated with PO items when a vendor invoice or debit memo is manually entered. This may be especially useful when entering a debit memo, since Qube ERP™ will ignore items without entries in this field when printing or displaying Receipts Not Yet Invoiced. This field may be populated by using the Draft Vendor Invoice from PO function, or it can be manually entered. The field is displayed on the Vendor Invoice Items window.
Standard Unit Cost	<i>{Display only}</i> If this is an inventory item, the standard cost for the item will be displayed here. If there is no standard cost for the item displayed, make sure you update standard costs prior to posting the transaction (see “Inventory Standard Costs” on page GL-10).
Unit Purchase Price Variance	<i>{Calculated, display only}</i> This is the purchase price variance (PPV) for one of these items. The PPV is defined as the difference between the standard unit cost and the actual cost. If there is no standard for the item, the entire unit cost will be displayed here. If this is the case, make sure you update standard costs prior to posting the transaction (see “Inventory Standard Costs” on page GL-10).
Total Purchase Price Variance	<i>{Calculated, display only}</i> This is the total PPV on the record. The PPV is defined as the difference between the standard cost and the actual cost. If there is no standard for any of the items, the entire cost will be displayed here. If this is the case, make sure you update standard costs prior to posting the transaction (see “Inventory Standard Costs” on page GL-10).

Notes

{Free form text} Enter any notes for this item in this field. If this is a valid inventory item, the **Item Description** from the **Item Master File** will be displayed here.

Payment Info window



PO Date	PO #	Posted?	Date	Invoice#
04/06/97		YES	11/07/96	UE2/INU1

Date	Check/Dr Memo #	Amount	Posted?	To Period
05/14/97	Payment	5083	575.00	NO

Original Balance Due, Dollars: 575.00

Amount Due, Dollars: \$ 575.00

Equals... Dollars: 575.00

All payments and debit memos which have been applied to this transaction will be displayed in this window. All of the information on this window is display only. Note that the **Amount Due, Dollars** amount is automatically calculated and cannot be changed manually; however, if you wish to update this field, click on the field label and Qube ERP™ will recalculate the **Amount Due, Dollars** amount. This is not to be used with Great Plains software linked sites.

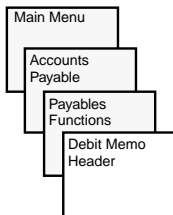
Drill Down

If you wish to see the actual transaction displayed on the window, double-click on it, and it will be displayed.

Great Plains Links

This window will only display meaningful information if you are using Qube ERP™ Accounting. If you are linking to GPA or Dynamics, you will need to access this information through Great Plains®.

Debit Memos



The screenshot shows the 'Debit Memo Header' window. It contains fields for Order Date (04/06/97), Applied to Invoice (12345), Posted? (NO), Date (05/14/97), and Debit Memo # (DR12345). The Vendor Code is ERGBER, and the vendor name is Eager Beavers, located at 1234 Cedar Avenue, Pasadena CA 90123. A large text area for comments is present. At the bottom, a summary section shows: Unapplied Debit 595.00 Dollars, Debit Subtotal 595.00, 0.000% Tax #1 0.00, 0.000% Tax #2 0.00, Shipping & Handling 0.00, and Total Dr Amount \$ 595.00. The window has a toolbar with navigation icons and tabs for Header, Items, and Payments.

Debit Memo Header window

Unlike credit memos, debit memos are entered manually. They are entered and viewed via this window. Note that the **Unapplied Debit** amount is automatically calculated and cannot be changed manually; however, if you wish to update this field, click on the field label and Qube ERP™ will recalculate the **Unapplied Debit** amount.

When viewing the **Debit Memo Header** window, you can press **CMD-P** to print the selected debit memo in a form suitable to send to the vendor.

• To enter a debit memo

1. Click<NEW>.

The system places your cursor in the field labeled **Applied to Invoice**.

2. Enter the number of the vendor invoice to which the debit memo applies.

As you tab out of the field, the system will display the header and items information from the invoice whose number you just entered.

3. Enter any comments which pertain to the document.

4. Click <ITEMS> to open the Items window.

The following information will be displayed. Note that it looks just like the **Vendor Invoice Items** window. That's because it really is; the debit memo flag causes it to behave differently.

Item	G/L Account	Quantity	Unit Cost	Unit	Extension
0001	0-000-1310-000	50.000	0.25000	ER	12.50
0001	0-000-1310-000	50.000	0.25000	ER	12.50
0002	0-000-1310-000	50.000	0.15000	ER	7.50
0003	0-000-1310-000	50.000	1.00000	ER	50.00
0004	0-000-1310-000	100.000	5.00000	ER	500.00
0005	0-000-1310-000	25.000	1.00000	ER	25.00

Inventory - Raw Materials 595.00

This item is taxable
If Charged to a specific job, Enter Sales-Order Line #

Standard Unit Cost 0.25000
Unit Purchase Price Variance
Total Purchase Price Variance

Notes Table Leg Bolts

Debit Memo Items window

5. Edit the information on which items were debited, the amounts and GL account distribution.

You may edit the information to change the debit memo amounts. You may not change the debit memo reference field or the vendor code.

Posting a Debit Memo

Posting a debit memo causes Qube to find the invoice to which the debit memo should apply and reduce its balance by the full amount of the debit memo. The debit memo shows a balance due of zero.

If there is no open invoice, you can still post a debit memo; for example:

- A debit memo may arrive which should have been applied to a previously paid invoice.
- A year-end rebate may arrive which doesn't apply to any particular invoice.

In Qube ERP™, you can choose to apply a debit memo to any invoice. If the invoice you select is either fully paid or has an open balance due of less than the amount of the debit memo, an invoice with a credit balance will result. This credit balance can be referenced in cash disbursements to net against invoices showing a balance due. You can take advantage of the debit memo amount at any time.

Another situation may be the unlikely but possible scenario where the first transaction you have with a vendor is a debit memo. In this case, there is no other invoice to apply the debit memo against. You can create an invoice with a zero balance due and post it. Now you can apply the debit memo against this token invoice and create the credit balance you need.

Once the debit memo is created, you will be able to view it in the **Vendor Invoices Payment** window:

Main Menu

Accounts Payable

Payables Functions

Debit Memo Header -> Payments

Vendor Invoice Payment Information						
PO Date	PO #	Posted?	Date	Invoice #		
04/06/97	60004	YES	05/25/97	12345		
	92069	1	/			

Date	Check/Dr Memo #	Amount	Posted?	To Period
05/14/97	Debit Memo	DR 12345	32.50	YES 1

Original Balance Due, Dollars	642.60	32.50
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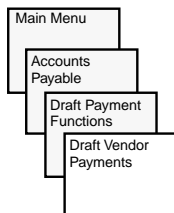
Amount Due, Dollars	\$ 610.10
---------------------	-----------

Equals...	Dollars 610.10
-----------	----------------

Header Items Payments

Draft Payment Functions

Draft Vendor Payments



Draft Vendor Payments


This procedure will draft payment records for Vendor invoices due on or before the date you enter below. After running this procedure, you may edit or delete any of these draft payments. After approving them, you may post those payments and then print the checks.

Vendor Invoice Due Date

Which bank would you like these drawn against? Bank of America


Select 1 Vendor Code or ALL

☒ Select only payables showing discount due
Discount Due Cut Off Date:

 Draft Payments Based on Due Date or Discount Due

This procedure will draft payment records for Vendor invoices which show a Repeat Payment code, have been posted and show a current balance due of zero. Valid Repeat Payment Codes are M (monthly), W (Weekly), Q (Quarterly) and A (Annual).

Select the Repeat Code to use:

 Draft Repeat Payments



Note: This is a Qube ERP™ Accounting function only. If you are using an outside accounting package, this function is managed from that.

This window provides an automated way of inserting vendor payments into the data file without having to enter each individually or by vendor. This can be a real time saver when it comes time to process the check run. You may generate two kinds of payments from this window: one-time payments for payables due on or prior to the date specified, and repeat payments.

For information on how to use the **Draft Commission Checks** function, see [“Draft Commission Checks” on page COM-21](#).

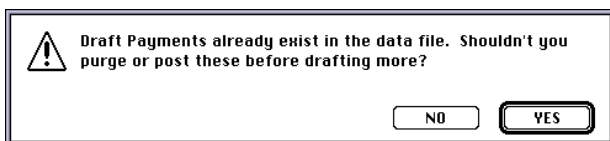
Draft Payments Based on Due Date or Discount Due

{Button} This function lets you generate payments for all payables due, or for only vendor invoices on which discounts are allowed.

• Process non-repeat payments

1. Click the **<DRAFT PAYMENTS BASED ON DUE DATE OR DISCOUNT DUE>** button.

The function will review the cash disbursements file to determine if any draft payment records already exist within the system. If they do, the following message will be returned:



If you receive this message, it is recommended that you either post the existing payments or purge them. *If you do not, duplicate payments can be created.* If you wish to purge them, you may do so by selecting **<PURGE DRAFT PAYMENTS>**, found under the **Miscellaneous Payable Functions** section of the **Accounts Payable Functions** window.

2. Enter the latest due date for which payables should be processed in the **Vendor Invoice Due Date** field.
3. Enter the **GL account code** for the bank on which these payments should be drawn.

Unlike the Print Checks function, this selection does not determine which transactions might be selected. Rather, this function processes all payable transactions which qualify based on due date, and assigns this bank code to the newly created disbursement records. If you choose not to pay any item out of this account, you can review and edit them prior to posting and printing.

4. Click <SAVE>.

The function reviews all vendor invoices to see if any are due on or prior to the date specified. If there are, the function will create disbursement records including full payment of each. When it is completed, the function will display a message like this:



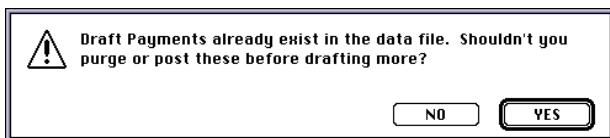
5. Review the draft payment transactions.

You may review any of these draft payments by printing **Draft (Unposted) Payments**, found under **Payables Reports**. Doing this will cause the system to prepare a report for you listing all unposted (draft) payment records. From this report you may find each transaction you wish to change and edit it. Or you can open the **Cash Disbursements** window to review the draft payments. View each record for accuracy and if necessary, change any payment amounts and/or delete complete draft payments.

• Draft payments based on discount due date

1. Click the <DRAFT PAYMENTS BASED ON DUE DATE OR DISCOUNT DUE> button.

The function will review the cash disbursements file to determine if any draft payment records already exist within the system. If they do, the following message will be returned:



If you receive this message, it is recommended that you either post the existing payments or purge them. *If you do not, duplicate payments can be created.* If you wish to purge them, you may do so by selecting <PURGE DRAFT PAYMENTS>, found

under the **Miscellaneous Payable Functions** section of the **Accounts Payable Functions** window.

2. **Click the checkbox** Select only payables showing discount due. You must be sure to click this checkbox; it will automatically default to off.

The **Discount Due Cut Off Date** field appears.

3. **Enter the latest discount due date for which payables should be processed in the Vendor Invoice Due Date field.**

If this date is later than the invoice date, you may not see any results. This date defaults to be earlier than the invoice date.

4. **Click the *SAVE* button.**

Draft Repeat Payments

This window also provides the ability to draft **Repeat Payments**. For information on how these records should be set up, see [“Repeat Code” on page AP-3](#).

• To draft repeat payments

1. **Click the Draft Repeat Payments button.**
2. **Enter the selected code (W, M, etc.).**
3. **Enter the GL account number for the bank account from which to draw these payments.**
4. **Click <SAVE>.**

The system will find all vendor invoices showing a matching repeat code and which have a zero balance due and draft payments for them.



Note: There is no record kept indicating that the repeat payments for a period have been generated and should not be recreated. For this reason, only one person should control this and it should be managed carefully.

Payment Transactions

The Qube ERP™ Accounting system provides three methods for issuing cash disbursements. These are the following.



Note: This is a Qube ERP™ Accounting function only. If you are using an outside accounting package, this function is managed from that.

Add Disbursements One at a Time or All for One Vendor

Add a payment to one vendor, employee, outside rep or customer using the **Cash Disbursements** window. You may begin by loading all open items for a selected vendor (see [“Cash Disbursements” on page AP-22](#) and [“Load Payables” on page AP-28](#)) or add items to be paid one at a time.

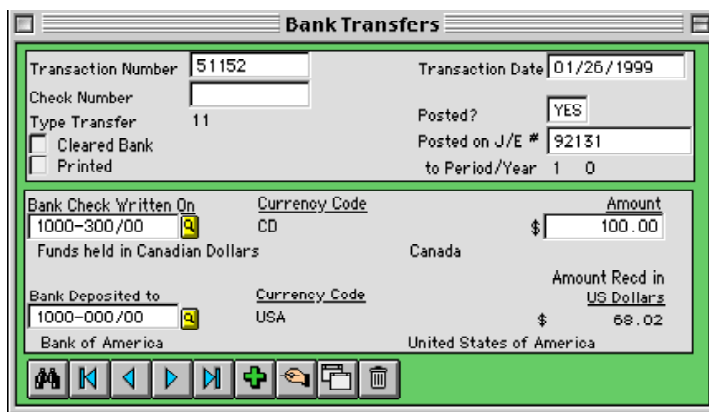
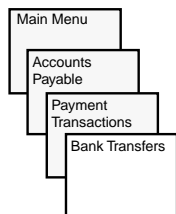
Draft Vendor Payments

Using this function, you may use the computer to prepare draft payments for all vendors having invoices due up to and including a given date. This is the most automated method. See [“Draft Vendor Payments” on page AP-15](#).

Draft Repeat Payments

Using this function, you may use the computer to generate repeat payments (payments which you have set up to be paid weekly, monthly, quarterly or annually). See [“Draft Repeat Payments” on page AP-18](#).

Bank Transfers



Note: This is a Qube ERP™ Accounting function only. If you are using an outside accounting package, this function is managed from that.

Use this window to transfer funds between bank accounts. For this to work, you must have at least two valid bank accounts set up in your general ledger **Chart of Accounts**. Note that there is no gain or loss on currency conversion on a bank transfer.

Transaction Number

{Calculated, indexed} This is the primary identifier of this record. It is calculated by the system and may not be changed.

Transaction Date

{Date, indexed} This is the date of the transaction. It defaults to the present date, but may be overridden.

Check Number

{10 characters, indexed} If this transfer was issued via check, enter the check number here. If not, you may leave this field blank.

Printed

{Yes/No} If the check was printed, enter YES. Otherwise, you can leave it blank.

Cleared Bank?

{Yes/No} If the item has cleared, enter YES. Otherwise, you can leave it blank.

Accounts Payable



**Bank Check
Written On**

{Validated, GL format} Enter the account number the funds were drawn from in this field.

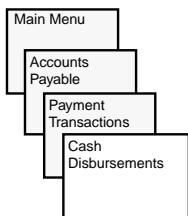
**Bank Deposited
to**

{Validated, GL format} Enter the account number the funds were deposited to in this field.

Amount

{\$\$format} Enter the amount of the transfer in this field.

Cash Disbursements



Cash Disbursements

Pay to the Order of: **EAGBEA** Eager Beavers
1234 Cedar Avenue
Pasadena, CA 90123
The Sum of: One Thousand, Eight Hundred Dollars and 00 Cents \$1,800.00

Check No. 9000
Date 01/11/1996

Payment to ☒ Vendor ☐ Employee or Outside Rep ☐ Customer

Transaction Number 51044 Type Payment ☒ Printed ☒ Cleared Bank Bank Code 1000-000/00 Bank of America Posted on J/E 92088 To Period 1

Invoice Number	Invoice Date	Q/L Account Code	Balance Due	Payment Amount	Discount
1111	01/01/1996	1400-000/00	1200.00	300.00	14.00
1111	01/01/1996	1400-000/00	1,200.00	300.00	14.00
4455b	12/01/1992		78,092.00	1,000.00	5.00
VI 80010	09/13/1992		3,475.00	500.00	12.00
Inventory - Raw Materials			82,767.00	1,800.00	31.00

Main Card Comments

Load Payables Print Void



Note: This is a Qube ERP™ Accounting function only. If you are using an outside accounting package, this function is managed from that.

Window Characteristics

Pay to the Order of:

{Validated, required} Enter the code of the payee in this field. It must be a valid vendor, employee, outside rep or customer code, based on the **Payment to** selection designated below. The pop-up list associated with this field will change according to the selection made below. If you have opened the pop-up list, and find that it is displaying a group of records you do not wish to look at (for example, vendors) click the **Payment to** selection for the records you do wish to view, and click on the <POP-UP LIST> button again. The list will change to view the records you have just reselected.

Check No.

{Numeric, indexed} This number will be generated by the system, but may be overridden at any time. Check numbers are meaningless until the document is printed. Their only value is in matching the check number of the printed document to the check number found in

the computer record. The field may be edited to any value. Qube ERP™ will permit you to create a duplicate check number.

Internally, the function relies on the transaction number as the unique address of each cash transaction. The best way to set the check number field so that it agrees with the number printed on the check document is to use the **Print Checks** function. Part of the check printing process is to feed preprinted checks into the printer and to tell the computer what the first check number is.

Date

{Date field} This date will be generated by the system, but may be overridden at any time.

Payment to Vendor, Employee or Outside Rep, Customer

{Radio button selections} Enter the type of payee for which you wish to generate a disbursement here. As these selections indicate, you may select to pay a vendor, a customer, or an inside employee or outside sales representative. Depending on which of these types of payee you choose, other fields in the window will take on unique characteristics, such as **Pay to the Order of:** and **Invoice Number**.

Paying Vendors

This is the most common type of payment made through this window. When paying vendors, you may pay valid payables which have been entered into the system as vendor invoices, or you may issue checks directly to vendors without first entering these records. You must, however, reference a valid **Vendor Code** in the **Pay to the Order of:** field. You may issue one check for each vendor invoice or direct payment without a vendor invoice, one check for several vendor invoices or direct payments, or one check for a combination of both. See [“Vendors” on page AP-26](#) for further information.

Paying Employees and Sales Reps

This function provides the ability to create payments to employees and outside reps. After you click the button labeled <NEW>, click the radio button indicating the payment is for an employee. The function is designed to allow the user to generate a payment record to an employee and to distribute the expense to multiple general ledger accounts by entering several line items. These different items will be displayed in the printed check stub.

You may also enter a comment for each line of a check stub to further describe the purpose of each payment line. Click the **<COMMENTS>** card tab to display the window which allows entry of these comments.

Payments to employees or outside reps which reference a *Sales Commissions* **GL Account Code** must reference a valid sales invoice in the **Invoice Number** column. This enables the system to update the sales commission due to be paid to that employee or rep on each invoice. If the GL account code is not a sales commissions account, the invoice number column must be left blank.

Printing, editing and posting the check can be done exactly as other checks are printed, edited and posted. See [“Employees and Sales Reps” on page AP-26](#) for further information.

Paying Customers

This function provides the ability to issue payments to customer invoices with a credit (negative) balance due. It is important to understand that these payments are not applied to debit memos; they are applied to credit balances on sales invoices. See [“Customers” on page AP-26](#) for further information.

• To issue payments to customers

1. Issue a credit memo to whichever posted invoice must be credited.

If an invoice is not posted, you must post it prior to performing this operation.

2. Post the credit memo.

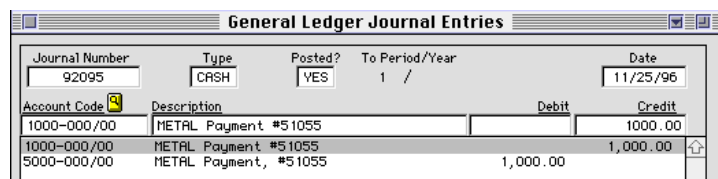
When you do, the unapplied credit balance will be applied to the invoice to which the **credit memo** was applied, and the **Unapplied Credit** amount on the credit memo will be calculated as zero.

3. Open the Cash Disbursements window and click **<NEW>**.

4. Click the **<CUSTOMER>** check box selection.
5. Enter the customer number into the **Pay to the Order of:** field.
6. Enter the Invoice Number in that column.
7. Edit the information as required, and proceed as normal.

Transaction Number

{Calculated, indexed} This is the transaction number of the payment. It will be calculated by the system and you may not change it. It is a primary find field, and the number used to identify the transaction in the general ledger:



Journal Number	Type	Posted?	To Period/Year	Date
92095	CASH	YES	1 /	11/25/96

Account Code	Description	Debit	Credit
1000-000/00	METAL Payment #51055		1000.00
1000-000/00	METAL Payment #51055		1,000.00
5000-000/00	METAL Payment, #51055	1,000.00	

Printed

{Check box selection} This flag indicates that this check has already been printed. It prevents the check from being reprinted unless you wish it to be. This flag is automatically set when you print a check run. It would also be used if you elected to print a check outside the system. If you desire to reprint a check, this box must be manually turned **OFF** prior to this occurring.

Cleared Bank

{Check box selection} This selection is made automatically when the check is cleared using the **Outstanding Checks** window. It may be overridden at any time.

Bank Code

{Required, validated} This is the general ledger account code for the bank account on which this payment is drawn. It may be changed prior to posting, but not after.

Posted on/To Period

{Display only} This information will be displayed after the transaction has been posted to the general ledger.

Invoice Number

[Required] This field must be used when generating a payment to a customer or a vendor. It will not be used when generating a check to an employee or outside rep.

Customers

When issuing payments to customers, the function will require you to enter a *valid invoice number with a credit balance due*.


Employees and Sales Reps

When issuing payments to employees and sales reps, this field will be made inaccessible unless the **GL Account** column references a valid *Sales Commissions* account. Payments to employees or outside reps which reference a sales commissions GL account must reference a valid sales invoice in the **Invoice Number** column. This enables the system to update the sales commission due to be paid to that employee or rep for each invoice. If the GL account code is not a sales commissions account, the invoice number column must be left blank.

Vendors

Whether you begin by automatically loading or by adding vendor invoices manually, the system will require you to enter invoice numbers onto the screen.

You may enter numbers for invoices which have already been added to the system as payables or for those which have not yet been added. The system will always look for a match on the invoice you enter and display a message if no match is found, cautioning you, as follows:

	The vendor invoice you entered is not on file. Proceed anyway?
<div><input type="button" value="NO"/> <input type="button" value="YES"/></div>	

By entering payments for items which have not yet been recorded as payables, the function enables the user to record direct payments without requiring the user to record and post the payable first. The

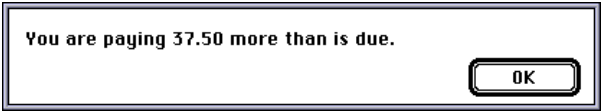


system will allow a combination of payments to valid vendor invoices and invoices which have not been entered into the system.

Invoice Date *{Date, defaulted}* This date will be defaulted from the invoice record being inserted, but may be overridden prior to posting.

GL Account Code *{Validated, defaulted}* This field is used only when a valid vendor invoice was not found. When one is found, the **General Ledger Account Code** in the **Vendor Invoice** record is used.

Balance Due *{\$\$format, defaulted}* The amount in this field is defaulted from the vendor or customer invoice being paid, but may be overridden. If you are paying an employee, sales rep, or invalid vendor invoice, you must enter an amount in this field. It must be equal to or greater than the number in the **Payment Amount** field, or you will receive the following message when you <TAB> out of the latter:



Payment Amount *{Numeric, \$\$format}* Enter the amount paid in this field. It must be equal to or less than the amount in the **Balance Due** field .

Discount *{Defaulted, \$\$format}* This amount will be defaulted from the vendor invoice, based on the payment terms and dates in that record. The amount shown will be *total balance due less freight*. It may be overridden prior to posting.

Comments *{Text}* Clicking the card tab, <COMMENTS> will display the window with the comments field on it. Enter any comments for the line item you would like to have appear on the printed check.

Find Last Payment to *{Button}* When you click on this button the following field will appear next to it:



Enter the **Vendor Code** of the vendor you wish to query, and the last payment for that vendor will be displayed on the window.

Load Payables

[Button] When you click the button, <LOAD PAYABLES>, the cursor will be inserted in the **Pay to the Order of:** field and the following message will be displayed:

Cash Disbursements

Pay to the Order of: **** Please Enter a Vendor Code, then Click Save ****

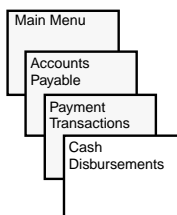
EAGERE Eager Beavers Check No.

1234 Cedar Avenue Date

Pasadena, CA 90123

The Sum of \$

Enter the **Vendor Code** of the vendor you wish to pay, and click <SAVE>. The system will respond by loading all of the open posted payables for the selected vendor into the window, and provide you with the opportunity to edit the payment record if you do not wish to pay all outstanding invoices in their full amounts. After you have changed the data to display the payment you wish to make, click <SAVE> again. If you wish to print the new check, you must first post it.



Cash Disbursements

Pay to the Order of: **You May Edit Your Draft Payment Record, now.**

EAGERE Eager Beavers Check No.

1234 Cedar Avenue Date 05/15/97

Pasadena, CA 90123

The Sum of Zero Dollars and 00 cents \$82,723.00

Payment to ☒ Vendor ☐ Employee or Outside Rep ☐ Customer Find Last Payment to

Transaction Number Printed ☐ Cleared Bank Bank Code 1000-000/00 Bank of America To Period

Invoice Number	Invoice Date	G/L Account Code	Balance Due	Payment Amount	Discount
EAGERE1	07/26/95		500.00	500.00	
EAGERE1	07/26/95		500.00	500.00	
EB 1234	08/02/95		556.00	556.00	
UI 600 10	09/13/92		3,475.00	3,475.00	
44556	12/01/92		78,092.00	78,092.00	
65432	12/15/92		100.00	100.00	
Bank of America			82,723.00	82,723.00	

Main Card Comments

☒ ☐ Load Payables Post Void

Manual Checks

This window is also used to handle manual checks. The only difference between manual checks and computer-generated checks is that the manual check was generated outside the system and entered later. Enter the record just as if you planned to print the check using the system. To avoid a duplicate printing, click the *<PRINTED>* check box. Review the transaction to make sure it is correct, then post it. Do not reprint it on a check form; this was already done.

Post

{Button} No files will be updated, nor can a check be printed, until the transaction has been posted. The best method for posting payments is to use the **Post Open Transactions** in the **General Ledger** module. First print the **Trial Post Payments** report to ensure that all transactions have selected the correct GL account codes and to ensure that all entries will be balanced.

Posting may also be done by clicking the *<POST>* button. This method of posting one transaction at a time may be used when there is no time for the trial posting and general ledger summary posting procedures. The effect of posting is to update all associated files, including the general ledger, and to produce the necessary journal entries. After posting, the amount you wish to pay will be deducted from the amount due to the vendor. Although it is possible to post cash disbursements one at a time, this method is discouraged unless you need to write a single check very quickly. The recommended method is to post in batch and only after a **Trial Posting** report has been printed and reviewed.

Journal Entries on the Check Register

The check register records transactions in the cash receipts and disbursements file. When these transactions are posted, a journal entry is produced to summarize the impact of the multiple transactions posted in the selected posting batch. The impact of the journal entry is recorded in the summary general ledger file. Anything that you want to show up on the check register must be recorded at the transaction level and then posted to create the journal entry. If you begin at the journal entry level, you are bypassing the transaction level and giving up that level of reporting.

Void

{Button} This button is only active if a check has been posted. If a check has not been posted, it can not have been printed, so there is nothing to void. Delete the record instead.

Print this Check

{Menu command} Checks may be printed one at a time by pressing <CTRL/COMMAND-P> or in batches using the **Print Checks** window (see [“Print Checks” on page AP-31](#)). If you try to print a check which has already been printed, the system will warn you with the following message.

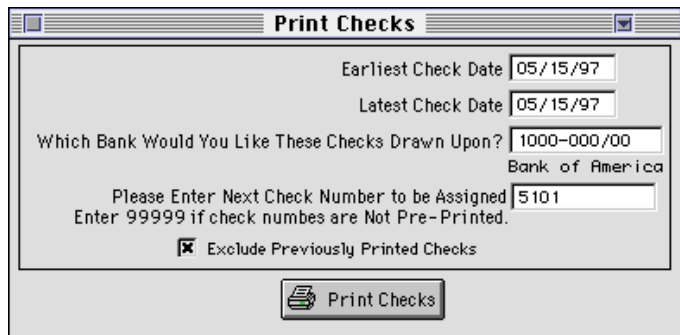
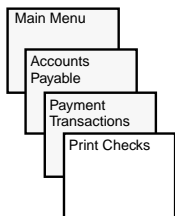
This Check has already been printed. Print Again?	<input type="button" value="NO"/>
	<input type="button" value="YES"/>

Click <YES> to proceed, <NO> to abort. Make sure you load your check stock into the printer prior to proceeding.



Note: If your check stock is pre-numbered, you should make sure to change the check number on this record if necessary prior to or after printing this check.

Print Checks



Note: This is a Qube ERP™ Accounting function only. If you are using an outside accounting package, this function is managed from that.



Note: No disbursement record can be printed as a check until it has been posted. After posting, however, a check may be re-printed as many times as you wish. Checks may be printed in batch mode using the Print Checks function or they may be printed (or reprinted) one at a time.

Window Purpose

This window is used for the batch printing of checks. Prior to running this procedure, you should enter the checks to be printed, either through the **Cash Disbursements** window, or the **Draft Vendor Payments** function. You can create a separate printer with a specific tray setup for printing checks, and only use this printer for printing checks; name it Checkprinter or something similar.

Earliest and Latest Check Dates

{Date fields, required} These fields provide the ability to enter a date range of checks to be printed. The function will print all checks which fall within the date ranges and which match the GL account designated below.

Bank Account Number

Enter the GL account code for the checks to be printed. Only those checks for the account shown will be printed.

Next Check Number

When entering cash disbursements, the system will default the check number based on the number last used. If your checks have *preprinted* check numbers, enter the number of the first check to be printed. This will cause the system to update each disbursement transaction based on the series of checks being printed. If your checks do not have preprinted check numbers, enter 99999 in this field. Then the system will know to print the existing check number from the disbursement record on the checks.

Exclude Previously Printed Checks

{Check box selection, defaulted ON} If you wish to exclude the previously printed checks (the normal selection) accept the defaulted selection of **ON**. If you wish to rerun a selection of checks (for example, if the printer jammed during printing), click this box **OFF**.

Printing One Check at a Time

The transaction you are viewing on the **Cash Disbursements** window will be printed in check form when you press **<CTRL/COM-MAND-P>**.

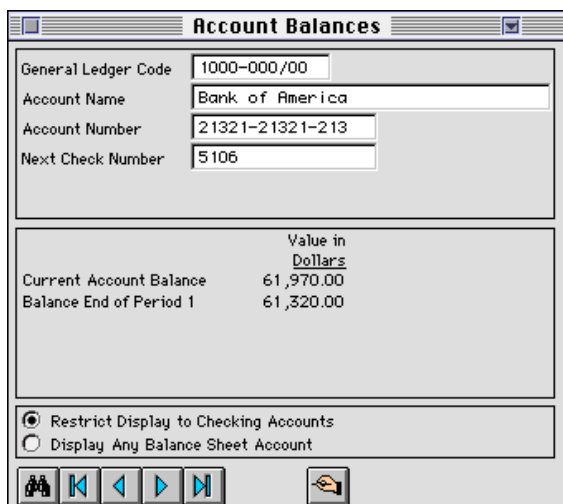
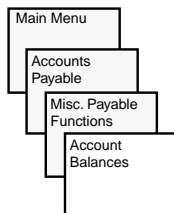
Check Styles

Check styles are chosen on **System Set Up, Card #2**; for more information, see [“System Set Up, Card #2 Window” on page SYS-105](#).

Check Stub List of Transactions

When more than 10 items are found on a check, the system recognizes that the check stub will be too small to print the complete list of transactions. It would make no sense to print a transactions list immediately following the check, because the printer has check forms loaded into it. Instead, a message is printed on the check stub to **See Attached Transactions List**. The message on the check stub is a reminder to the user to select from the **Payables Reports** list **Cash Disbursements by Date**. You should select a date range of the current date only and the selected vendor. Unless more than one check was prepared for this vendor on the same date, the printed list will be an accurate supporting document to the check.

Account Balances



Account Balances

General Ledger Code: 1000-000/00
Account Name: Bank of America
Account Number: 21321-21321-213
Next Check Number: 5106

	Value in Dollars
Current Account Balance	61,970.00
Balance End of Period 1	61,320.00

☒ Restrict Display to Checking Accounts
☐ Display Any Balance Sheet Account

Navigation buttons: Home, Previous, Back, Forward, Next, Print



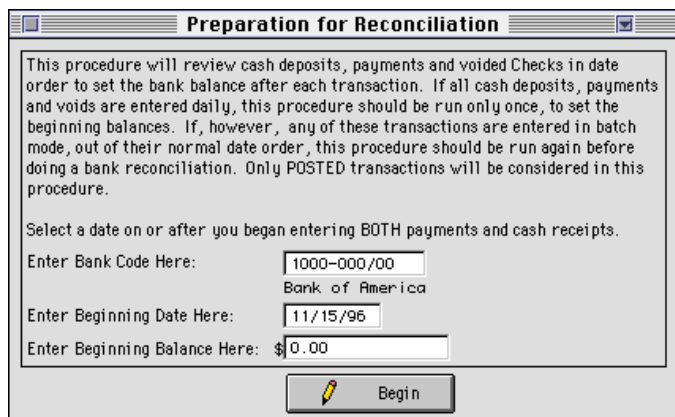
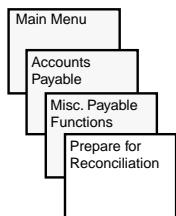
This is a Qube Accounting function only. If you are using an outside accounting package, this function is managed from that.

The Qube ERP™ system provides the ability for you to keep track of six separate checking accounts. Each checking account is a separate general ledger account. Like all GL accounts the account record is added to the data file using the **Chart of Accounts** window. Using the window displayed above, you can change the **Account Name**, bank **Account Number** and the **Next Check Number**, but it will not be possible to change any of the account balances from this window. As with any general ledger account, the account balances can only be changed by posting transactions to the account.

Determining Which Accounts to Display

You can determine which accounts should be displayed using the radio button selections at the bottom of the window. The default for the window is to display only checking accounts. This means that clicking the **<FWD>** or **<BACK>** buttons would skip all other accounts. If you wish to see the account balances for any balance sheet account, click the radio button which changes the setting. Then you may view any balances sheet account and its current balance.

Checking Account Reconciliation



Preparation for Reconciliation


This procedure will review cash deposits, payments and voided Checks in date order to set the bank balance after each transaction. If all cash deposits, payments and voids are entered daily, this procedure should be run only once, to set the beginning balances. If, however, any of these transactions are entered in batch mode, out of their normal date order, this procedure should be run again before doing a bank reconciliation. Only POSTED transactions will be considered in this procedure.

Select a date on or after you began entering BOTH payments and cash receipts.

Enter Bank Code Here:
Bank of America

Enter Beginning Date Here:

Enter Beginning Balance Here:

 **Begin**



Note: This is a Qube ERP™ Accounting function only. If you are using an outside accounting package, this function is managed from that.

Preparation for Reconciliation

The purpose of this procedure is to set the value of the **Account Balance After Transaction** column in the **Check Register** report. Cash receipts and cash disbursements may be entered in any order. You may enter a cash disbursement, post it and print it before entering the prior day's cash receipts. At the time of entering the disbursement, it would not know about the cash receipts for the prior day which had not yet been entered. Therefore, the account balance after each transaction would be incorrect. The value in this field can be counted on only after running this procedure.

You may run this utility at any time, but it should especially be run prior to printing the Check Reconciliation report.

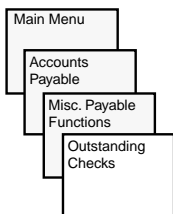
• Setting account balances

1. Click **<BEGIN>**
2. Enter the **GL Account Code** of the bank account you are preparing to reconcile.

3. Enter the Beginning Date. This should be the day after the closing date of the bank statement last balanced.
4. Enter the Beginning Balance. This is the beginning balance of the bank statement you are currently balancing.
5. Click <SAVE>.



Clear Outstanding Checks



Transaction Number	Check Number	Check Date	Paid To	Amount	Cleared Bank?
51007		09/03/92	Cash Receipt	2,100.00	NO
51009		10/05/92	Cash Receipt	25,000.00	NO
51003		00/02/95	Cash Receipt	5,177.50	NO
51018		05/06/96	Cash Receipt	1,360.00	NO
51053	5097	09/01/96	Lamp Warehouse	-1,000.00	NO
51049		09/01/96	Cash Receipt	7,880.00	NO
51054	5097	10/25/96	Metal Carbonic	-1,000.00	NO
51052	5097	11/12/96	Blake's Landings Farms	-500.00	NO
51055	1	11/15/96	Metal Carbonic	-1,000.00	NO
51128		03/08/97	Cash Receipt	5,931.84	NO
51139	111	03/15/97	Morris Industries	-2,250.40	NO
51142		03/15/97	Cash Receipt	173.61	NO
51148		05/07/97	Cash Receipt	4,000.00	NO
51149	5120	03/21/98	XYZ COMPANY	-223.00	NO
				45,647.55	



Note: This is a Qube ERP™ Accounting function only. If you are using an outside accounting package, this function is managed from that.

Outstanding Checks Window

You can use this window to check payments to vendors and to clear outstanding checks.

To check payments to vendors, load the list and drill down. It's an easy way to see how much money you've spent with a given vendor over any period of time.

To clear checks when you are balancing your checking account, use this window to load cleared or outstanding checks. This provides an easy way to list all outstanding checks, select the ones you wish to clear, and clear them in one step.

You may review outstanding checks, cleared checks, or both outstanding and cleared checks by using the following procedure and checking the appropriate checkboxes.

- **To clear outstanding checks**

1. Click the *LOAD CHECKS* button.

2. Click the *LOAD OUTSTANDING CHECKS* checkbox.

The system will display a list of all checks currently flagged as not having cleared the bank.

3. Click the *<EDIT>* button.

You will see two more buttons become active after having clicked *<EDIT>*:

Selected Checks Have Cleared

Selected Checks Have Not Yet Cleared

4. Select lines in the list which you wish to flag as having cleared the bank.

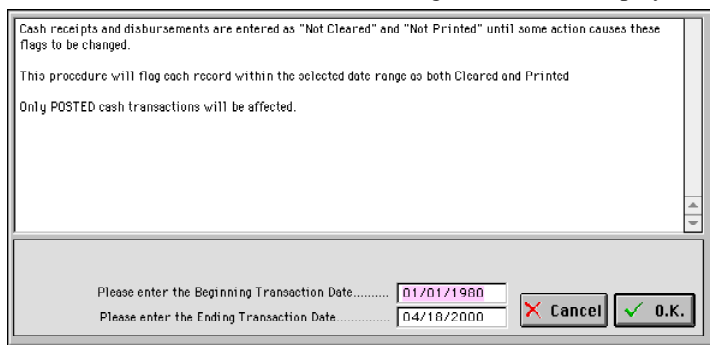
You may select a continuous block of lines by clicking on one line and dragging to the final selected line. Or select the first line of the selected block and then, holding down your Shift key, click on the last line of the selected block. Or you can select non-continuous lines by clicking on them while holding down the *<COMMAND>* or *<CTRL>* key.

5. Click the button labeled *<SELECTED CHECKS HAVE CLEARED>*.

6. Click *<SAVE>* to write the changed check status to disk.

Clear Checks Utility

You can also run the **Clear Checks Utility** by clicking the *CLEAR CHECKS UTILITY* button. The following window will display:



Cash receipts and disbursements are entered as "Not Cleared" and "Not Printed" until some action causes these flags to be changed.

This procedure will flag each record within the selected date range as both Cleared and Printed

Only POSTED cash transactions will be affected.

Please enter the Beginning Transaction Date..... 01/01/1980

Please enter the Ending Transaction Date..... 04/18/2000

Edit the beginning and ending dates, and click the *OK* button.

Additional Check Balancing Functions

Adjust the Bank Account Balance

If you want to adjust your bank balance, you should do so at the cash transaction level. Cash adjustments should be entered as positive or negative amounts on the **Cash Receipts** window. Examples are interest earned or services charges. Adjusting journals are a higher level and do not create entries at the lower cash transactions level.

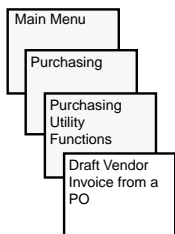
Print the Check Register

This report will print a list of checking account transactions in date order in which they occurred, including both cash receipts and disbursements. The column labeled **Account Balance After Transaction** may be incorrect if the **Preparation for Reconciliation** procedure has not been run. If checks show the correct value without running **Preparation for Reconciliation**, it is strictly coincidental. The number can be relied upon only after running **Preparation for Reconciliation**.



Miscellaneous Payables Functions

Draft Vendor Invoice from a PO



Draft Vendor Invoice from a PO

Enter your Purchase Order # here: 60004 Eager Beavers
Enter the Vendor Invoice # here: 12345 ☒ Use Quantities Received
Please enter the Vendor Invoice Date: 03/18/97 ☐ Use Quantities Ordered
Currency USA 1.0000

Item Code	Description	Quantity Received, not yet Invoiced	Quantity This Invoice Unit	Unit Cost	Extended Cost
0001	Table Leg Bolts	150.00	150 EA	0.25000	37.50
0002	Table Leg Nuts	100.00	100 EA	0.15000	15.00
0003	Table Casters	50.00	50 EA	1.00000	50.00
0004	Table Brackets	100.00	EA	5.00000	
0005	Chair Bracket	25.00	EA	1.00000	

Cash Discount % 2.0 Discount Amount \$ 2.05 Subtotal 102.50
Discount Due 03/28/97 Shipping
Payment Due 04/17/97 Total 102.50



NOTE: The above window is displayed if your data file is set to version 7.32. If your data file is not set to version 7.32, contact Qube Connections Technical Support for information on how to do this.

If a purchase order was issued for the items and the P.O. was entered into your data base, this function will draft the vendor invoice (AP transaction) for you.

Benefits of using the function

1. It reduces the amount of manual data input.
2. It facilitates comparison of the quantities and unit prices on the P.O. with those on the vendor invoice, thus highlighting any differences.
3. It ties the PO to the vendor invoice voucher in the system, and allows the auditing of important ties between these records.



CAUTION: If you use the manual entry rather than this function, you will lose the connection between the purchase order and the AP Transaction in the system, and will not be able to

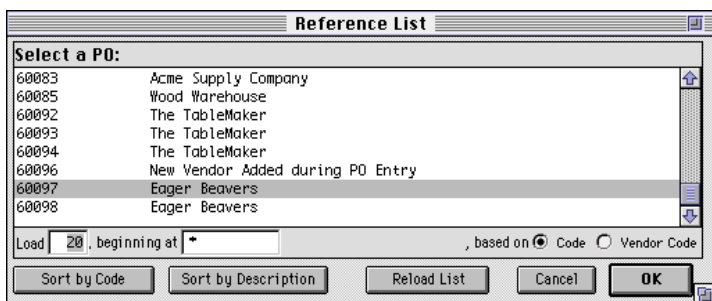
run the Unvouchered POs report. It is very important to use this function when recording inventory purchases to the system.

• Using the function

1. Click <NEW>.
2. Enter the PO Number into this field:

Enter your Purchase Order # here: 60001-K

If you do not remember the PO number, you may use the reference list to display it. Press <COMMAND - ,> (COMMA)/CONTROL - / (FORWARD SLASH) on your keyboard to display the list. It will look like this:

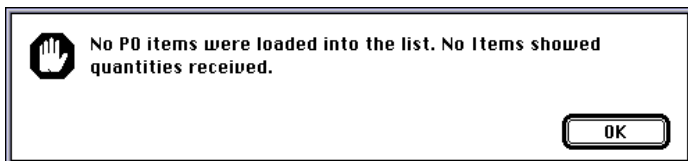


The Reference List dialog box displays a list of purchase orders. The list is as follows:

Select a PO:	
60083	Acme Supply Company
60085	Wood Warehouse
60092	The TableMaker
60093	The TableMaker
60094	The TableMaker
60096	New Vendor Added during PO Entry
60097	Eager Beavers
60098	Eager Beavers

At the bottom of the dialog, there is a 'Load' field with '20' and 'beginning at' followed by a dropdown arrow. To the right, it says ', based on' with radio buttons for 'Code' (selected) and 'Vendor Code'. Below the list are buttons for 'Sort by Code', 'Sort by Description', 'Reload List', 'Cancel', and 'OK'.

If the PO Item record references an inventory GL account (as set up in the **GL Key Accounts**), the system will look for a nonzero quantity received. If it references any other GL account, it will allow vouchering without a nonzero amount received (however the function must be flagged ☒ Use Quantities Ordered - see below). If you try to enter a PO on which items that carry an inventory GL account have not been received, you will receive the following message:



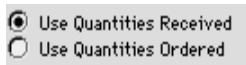
The error message dialog box contains a hand icon with a red stop sign and the text: "No PO items were loaded into the list. No Items showed quantities received." An 'OK' button is located at the bottom right.

3. **Enter the Vendor Invoice Number (voucher number) from the invoice which the vendor has sent.**
4. **Enter the Invoice Date from the invoice which the vendor has sent.**

This is the date from which all agings and discounts will be calculated.

5. **Determine whether you wish to use the *Quantities Received* or the *Quantities Ordered*.**

This is based on the agreements you have set up with this particular vendor, and is set using the following radio buttons:



Use Quantities Received
Use Quantities Ordered

6. **Click <SAVE> or press <ENTER>.**

The function will load all of the received items on the PO into the window.

7. **Edit the data for each item.**

As you <TAB> through the list, you will land in the **Quantity This Invoice**, **Unit**, and **Unit Cost** fields. Edit the data as reflected on the vendor invoice record. For the **Unit** field, the system will accept either the **purchasing unit of measure** or the **stockkeeping unit of measure** as set up on the **Item Master File, Card #1** window.

8. **Enter the Cash Discount%, Discount Due, Payment Due, and Shipping amounts in the bottom section of the window.**

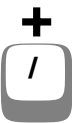
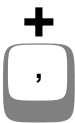
These figures come off the invoice record sent by your vendor.

9. Click <SAVE>.

Qube responds by displaying the following dialog box.

Draft a vendor invoice for selected items on
P.O. #60001-K?

Mac OS Windows



If the <YES> box is clicked, the function will proceed to draft an A/P transaction including all items selected. A <NO> will cancel the operation, leaving all records untouched.

After the A/P transaction has been drafted, another dialog box will appear asking if you wish to view it. Click <YES>.

Do you wish to view the newly drafted
vendor invoice?

Costs Changed by Purchases

If the cost entered in this window differs from the **Current Material Cost** in the item master file, the following message will be displayed.

Note that the GL account on the PO must be that of the Inventory-RAW account from the GL Key Accounts window for this message to appear and for the Item Master File to be updated.

Flag 0001 to show change from old Current cost 50.50000 to
new cost of 0.25000?

Clicking <NO> will cause the function to ignore the new costs and proceed. Clicking <YES> will cause the item to show up on the **Costs Changed by Purchases** report. For more information on this subject, see [“Costs Changed by Purchases” on page PUR-107.](#)

10. View the transaction record and make any necessary adjustments.

Important details need to be checked, including the G/L Account to which the expense is to be charged, the unit price and extension, shipping and tax amounts.

Vendor Invoice Items

LAMWAR Lamp Warehouse **987654**

Item	G/L Account	Quantity	Unit Cost	Unit	Extension
First Item	5000-000/10	50.000	10.00000	EA	500.00
First Item	5000-000/10	50.000	10.00000	EA	500.00
Second Item	5000-100/00	100.000	12.00000	EA	1,200.00
OAK LEG BLANK	1400-000/00	10.000	11.00000	EA	110.00
Another Item	5000-000/20	1.000	600.00000	EA	600.00
Cost of Sales - Materials, Second Dept					2,410.00

VAT Tax Code ☐ This item is taxable

Not Reportable; Tax Rate is 0 %

Currency of Issue USA US Dollars

Sales-Order Line # 100002-2 Home Currency Unit Cost 10.00000

PO Item Code 0.00

Job Cost Bucket Job Cost Phase

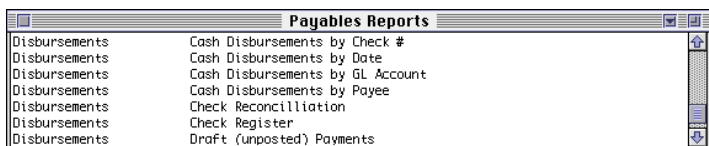
Notes

Header Items Payments

Accounts Payable Reports

Cash Disbursement Reports

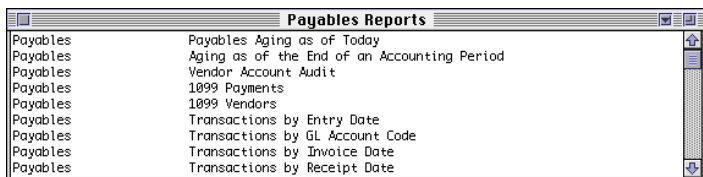
The following screen shows the selection of reports available for Cash Disbursements.



Payables Reports	
Disbursements	Cash Disbursements by Check #
Disbursements	Cash Disbursements by Date
Disbursements	Cash Disbursements by GL Account
Disbursements	Cash Disbursements by Payee
Disbursements	Check Reconciliation
Disbursements	Check Register
Disbursements	Draft (unposted) Payments

Payables Transaction Reports

These reports allow the user to get information on transactions entered as payables. Keep in mind that since payments may be made without entering a payables transaction, reports on payables transactions may not include everything.



Payables Reports	
Payables	Payables Aging as of Today
Payables	Aging as of the End of an Accounting Period
Payables	Vendor Account Audit
Payables	1099 Payments
Payables	1099 Vendors
Payables	Transactions by Entry Date
Payables	Transactions by GL Account Code
Payables	Transactions by Invoice Date
Payables	Transactions by Receipt Date

Payables Aging as of the End of an Accounting Period

When this report is selected, the system allows the user to reprint the report based on previously computed data. See below:

Reprint Previously Computed Balances? YES

This choice is offered because it may take a long time to generate the data. If the printer fails in the middle of printing the report, there is no reason to go through all the trouble of recomputing the data, so this choice is offered.

Summary of Payables Functions

The following is meant to outline the steps involved in the accounts payable process.

Purchase Orders

1. Record receipt of purchased items into inventory.

Create & Post Vendor Invoice Records

1. Draft vendor invoice based on the P.O.

Select **Draft Vendor Invoice** from the **Purchasing** Menu. This procedure allows the user to select the items to be included on the invoice and have the computer generate the payable record based on the terms of the P.O.

2. If the vendor invoice is not supported by a computer recorded purchase order, select **Vendor Invoices** from the **Payables** Menu and manually add the vendor invoice.
3. Review & edit vendor invoice so that they are an accurate representation of the vendors' documents.
4. Prepare to post the vendor invoices.

Print the **Trial Post Payables** from the GL Reports menu.

5. **Post** the invoices when you are sure the records are correct.

Create Vendor Payment Records

1. Add draft payments records using the **Cash Disbursements** window or the **Draft Vendor Payments** function.
2. Review draft payments by printing **Draft Payments Report**.
3. Edit the list to make the record show only those invoice and amounts you wish to pay now.
4. Add additional items which you wish to pay but which have not yet been recorded as payables.

Post and Print the Checks

1. **Post** the draft payments which are now acceptable.

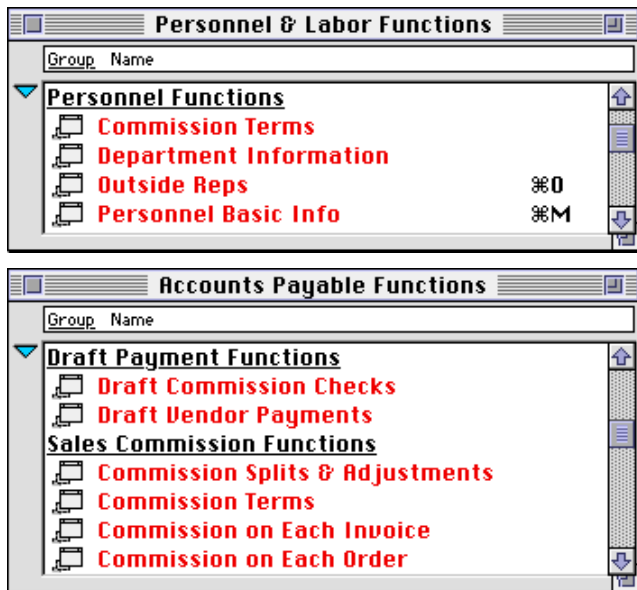
2. Print the checks.
3. Reconcile the checking accounts.

Reconcile Checking Accounts

1. Post ALL Payments & Cash Receipts
2. Edit all bank statement checks reported as Cleared.
3. Run **Preparation for Reconciliation.**
4. Print **Check Reconciliation Report.**

Sales Commissions Set Up Issues

The commission management functions are found in the **Accounts Payable Functions** and **Personnel and Labor Functions** windows as shown here.



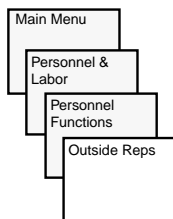
The sales commissions functions in Qube ERP™ are quite sophisticated and allow the entry of potentially very complicated sets of transactions. Since different commission amounts may be paid on different items on each invoice (some items may even be non-commissionable), it is not always logical to conclude that the percentage commission shown for the entire invoice should be the same as the percentage shown for any one item.

Therefore the system provides the mechanism for viewing commissions on each sales order and invoice. Each item on each invoice or order may have a different commission amount earned and each invoice or order may involve commissions earned and payable to two account managers and three reps. Therefore one invoice or order with three items on it may have fifteen different commission amounts to reconcile, plus what may turn out to be multiple pay-

ments against the commissions due. Setting up and reconciling these amounts can be very simple or it can be very complicated and require very careful attention to detail.

This section provides detailed reference material on each window used to set up and manage commissions. These are followed by a step by step outline on the recommended procedures for managing commissions.

Outside Reps



Use this window to set up Outside Rep records for any non-staff sales people or organizations you might use. These rep records may then be used in the same way Employee Records are used in sales orders and invoices for commissions management. You may also issue payments to them for commissions earned.

Rep Code

{Five characters, alphanumeric, indexed} This will serve as the primary identifier of this rep in other records. When entering the sales rep in sales orders and commission-related records, use this code.

Company Name

{35 characters, alphanumeric, indexed} Enter the company name in this field.

Address

{35 characters, alphanumeric} Enter the company address in this field.

City

{35 characters, alphanumeric} Enter the company city in this field.

State

{15 characters, alphanumeric} Enter the company state or province or postal code in this field.

Zip	<i>{15 characters, alphanumeric}</i> Enter the company zip or postal code in this field.
Country	<i>{20 characters, alphanumeric}</i> Enter the company country in this field. You may leave it blank for U.S. addresses.
Telephone	<i>{18 characters, alphanumeric}</i> Enter the company phone number in this field.
Fax	<i>{18 characters, alphanumeric}</i> Enter the company fax number in this field.
Contact	<i>{20 characters, alphanumeric}</i> Enter the primary company contact in this field.
Date of Hire	<i>{Date field}</i> Enter the date of hire in this field
Date Terminated	<i>{Date field}</i> Enter the date of termination in this field
Department	<i>{Validated}</i> Enter the Department Code in this field. These codes are set up in the Department Information window (see “Department Information” on page LAB-16).
GL Sub Account	<i>{3 characters, numeric}</i> This sub account number will be picked up in any commission or labor costs associated with this sales rep (“General Ledger Account Code Structure” on page GL-43).
Base Mo. Rate\$	<i>{\$\$ format}</i> If you use the sales rep in employee time charges for any reason, you will need a rate on which to base those times charges. Enter that rate in this field.
Mo Effective	<i>{Date format}</i> If a base monthly rate is to be applied, enter the date it becomes effective here.
Default GL Account	<i>{GL Account format}</i> Enter the normal expense account to which payments to this rep should be applied. This might be something like “Outside Sales Commissions.”

Comments

{2000 characters} Enter free form comments for this rep in this field.

Letter

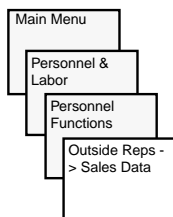
{Button} Clicking this button creates an export file of this sales rep's address and company information which can be used in conjunction with your word processing program to mail merge letters.

Pay Rates/ Commissions

{Card tabs} Clicking on either of these card tabs opens the **Commission Terms** window.

Sales Data

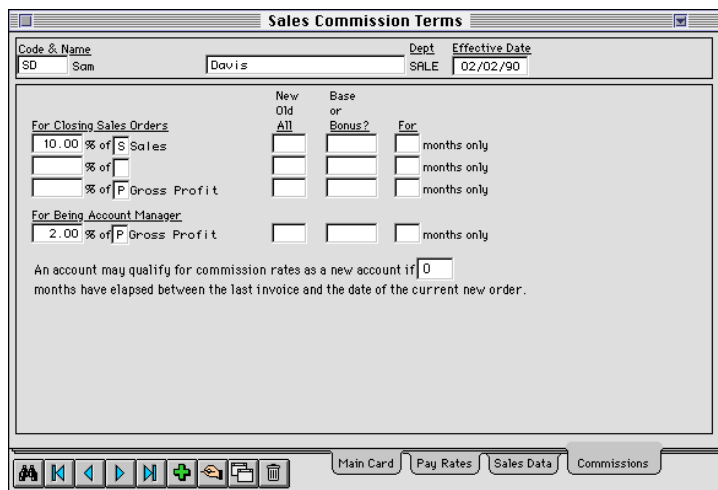
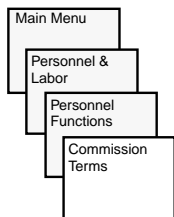
{Card tab} Clicking on this card tab opens the following window.



Employee Sales Data			
WMS		Wonder Marketing Services Co.	
Period	Dollars Sold	# of Orders	Average Order Size
#1: 07/01/92	7900.00	0	7900.00
#2: 08/01/92	10732.18	3	3577.39
#3: 09/01/92	23750.00	1	23750.00
#4: 10/01/92	0.00	0	0.00
#5: 11/01/92	0.00	0	0.00
#6: 12/01/92	3475.00	1	3475.00
#7: 01/01/93	4275.00	0	4275.00
#8: 02/01/93	0.00	0	0.00
#9: 03/01/93	0.00	0	0.00
#10: 04/01/93	0.00	0	0.00
#11: 05/01/93	0.00	0	0.00
#12: 06/01/93	800.00	0	800.00
#13: 07/01/93	0.00	0	0.00
#14: 08/01/93	0.00	0	0.00
Totals	50932.18	5	10186.44

This window displays all of the sales data for this rep, by month, for the current fiscal year.

Commission Terms



This window is used to establish commission terms for each employee or outside sales rep.

Window Characteristics

Code

{Indexed} This is the **Employee Code** or **Rep Code** which has been set up on the **Personnel Basic Info** window. You may use this field to find the record.

Last Name

{Indexed} This is the last name or company name of the employee or rep. You may also find on this field.

Effective Date

{Date field} This is the date you wish to have these commission terms become effective. No commission calculations will take place until this date arrives.

For Closing Sales Orders

{Data entry section}

There are two levels of commissions which may be computed for each employee or rep. These include:

1. Commissions for **closing a sales order** (in which case the code for the employee responsible for the order will show on the

sales order and invoice header records in the **Sales Rep** field), and

2. Commissions for being **account manager**.

Months

{Numeric, two characters} The last column of this section provides the ability to limit the amount of time each commission type may be earned for each customer.

Percentage

{Numeric, two decimal places} Enter the percentage of each transaction you wish to pay to the rep for each type of commission.

S or P

Commissions may be based either on **gross sales** or on **gross profit**. Enter **S** to indicate a base of **sales** and **P** to indicate commissions based on **gross profit**. If you select to compute commissions based on **gross profit**, the amount will be computed by subtracting the current **Total Cost** of the item sold, as shown on **Item Master File, Card #1**, from the sales value of the invoiced item. If you see commissions earned showing unrealistic numbers, you should check the commission rates (on the employee records) and the item totals costs (shown on the inventory records) to be sure these are correct.

New, Old, All

{All caps, validated} Commission rates may apply to sales to **ALL** customers, only **OLD** customers, or only **NEW** accounts. The definition of a new account may be different for each employee or outside rep as defined at the bottom of this window:

An account may qualify for commission rates as a new account if months have elapsed between the last invoice and the date of the current new order.

This setup would indicate, for example, that a customer would be considered new after not having purchased for at least 24 months, or if it had never placed an order before.

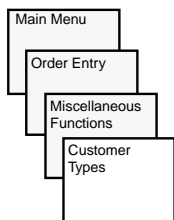
Base or Bonus

{All caps, validated} If a rate is defined as **BASE**, the system multiplies the given rate times the value of the entire order (after determining if the sale qualified based on the **New/Old/All** designation). If a rate is define as **BONUS**, the result of the compu-

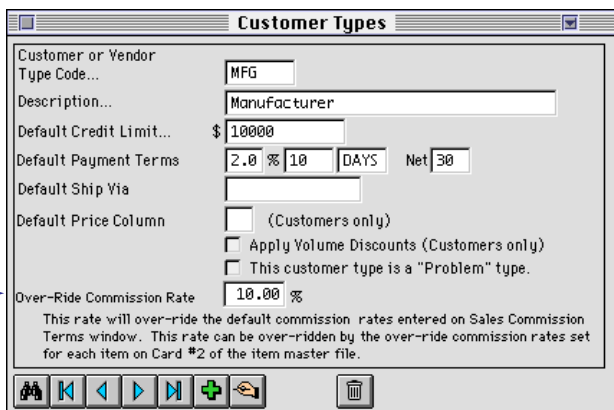
tation is added to other computations. For example, you may pay 10% for NEW accounts as a BASE, and an additional 5% for NEW accounts as a BONUS, but only for the first 12 months. This would result in commission payments of 15% for the first 12 months and 10% thereafter.

Customer Types Window

This window provides a place to allow for the overriding of commission rates entered on the **Sales Commission Terms** window. By entering a figure in the **Over-Ride Commission Rate** field shown on this window, you determine a different commission rate for any orders for this type of customer.



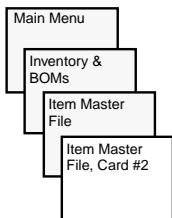
Over-Ride Commission
on Customer Types



Item Master File, Card #2

This window, too, provides a commission over-ride for each item. This is the top level override for commissions on each item and will override the rates set up in the **Personnel Basic Info** window, the **Outside Reps** window and the **Customer Types** window. Make

sure any necessary item master file records are set up with correct commission overrides on **Item Master File, Card #2**.

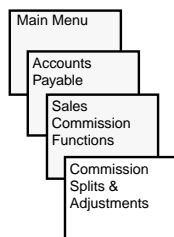


Over-Ride Commission
on Item Master File →

Item Master File, Card #2			
Item Code	Bolts - Table Leg		
0001	Vendor Item Code	Last Paid	Lead Time
	BOLT0001	0.25000	7 Days
Prime Vendor	EAGER EAGER Beavers		
2nd Vendor	MORIND Morris Industries	0.25000	
Assembled at	Total Hours = 0.000	Hours to Set Up =	Hours to Assemble = 0.000
<input checked="" type="checkbox"/> Rebateable	Count Every	2	Weeks
<input checked="" type="checkbox"/> Discountable	Last Counted	11/13/96	
<input checked="" type="checkbox"/> Taxable When Sold	ABC Code		
<input checked="" type="checkbox"/> Relieve Inventory	ABC Value	0	
<input type="checkbox"/> This item is a Phantom Assembly	Shelf Life =	0	Days
Unshipped Orders	600.00	Sched Lot Size	1 EA
Year to Date Sales	0.00	Yield =	0.0 %
Over-Ride Commission	5.00 %	Last Paid	0.25000

Managing Commissions

Commission Splits & Adjustments



Commission Splits & Adjustments			
Order Date	01/23/97	Order #	2029
Customer	ONE TERRIFIC SALES PROSPECT		
Sales Rep	Samuel Database User		
Acct Mgr	Damian Delgado		
Costs Not Charged to Customer:			
Freight Not Charged...	Amount	25.00	Rep's Burden 100.00 %
Other Costs Not Charged...			%
Misc. Adjustment...	10.00		
Explanation Bonus for closing the sale b4 end of month			
Sales Rep Commission Splits:			
Split	5.00 %	with JG	Melvin Greene
Split	5.00 %	with SD	Sam Davis
Account Manager Commission Split			
Split	25.00 %	with HMU	William Vincent
		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Use this window to manage commission splits on each sales order. Commissions for one sales rep and one account manager may be added directly on the Sales Order Items window as shown here:

Rep. Commission:	77.00
Acct Mgr Comisn:	22.00

however, this may be limiting. By accessing the **Commissions Splits & Adjustments** window, you may split the commissions among two account managers and three sales reps, and adjust the sales commission paid to the sales reps.

Adjustments and Splits

Entries to the **Commission Splits and Adjustments** window are entries in the sales order header record and are assumed to apply to all invoices generated from the order. Changes in splits and adjustments will change the display on the **Commission on Each Order** and the **Commission on Each Invoice** window, too.

Costs Not Charged to Customer

These apply only to **sales reps**, not to **account managers**. They may result from freight or other costs not charged to the customer and for which the sales rep has been asked to share some burden. Most adjustment amounts refer to costs and are therefore assumed to be negative in their impact on the commission.

Amount

Enter the amount not charged to the customer in this field. This amount will be multiplied by the **Rep's Burden** amount and the product of the two will be deducted from the Reps' commissions.

Rep's Burden

Enter the percentage of the adjustment the rep must share. This will be multiplied by the number in the **Amount** field and the product of the two will be deducted from the Reps' commissions. For example, with **\$100** in commissions to be paid, if you entered 10 in the **Amount** field and 50 in the **Rep's Burden** field, the calculation is:

$$100 - (10 \times 0.5) = 95$$

Misc. Adjustment

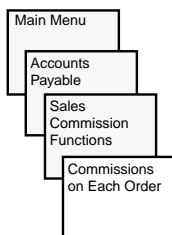
There is also a place for miscellaneous adjustments for which a gross amount may be entered. The miscellaneous adjustment may be either positive or negative. A positive amount increases the commission by the amount of the adjustment, and a negative amount decreases it. The example above shows a misc. adjustment which increases the commission. To reduce it, enter a negative number in this space.

Commission Splits

These enable the user to specify percentages of the commission earned to be split with up to two additional **sales reps** and one additional **account manager**. Commission amounts earned by sales people being *paid from splits* depend entirely on the primary **sales rep's** commission amount, net of any adjustments. For example, the prime rep may earn 10% on a sale of \$1,000 but have adjustments which reduce the commission amount to \$90. The amounts earned by reps splitting the commission will be based on the net amount of \$90. Enter the percentage of the total commission earned to be split by each additional recipient. For instance in the \$90 example just outlined, if you entered **10** in this field for a second payee, the amount of the splits would be \$9 for the second payee and \$81 for the primary rep.

Sales Commissions

Commissions on Each Order



Commissions on Each Order										
Order Number:	2029		Order Date:	01/23/97		Primary Sales Rep:	1		Primary Account Mgr:	DD
Customer:	ONE TERRIFIC SALES PROSPECT 10015					Order Subtotal:	3886.16			
			Commission Earned:	77.00	2.0 %		22.00	0.6 %		
			Adjustments:	0.00	0.0 %					
			Net Earned:	77.00			22.00			

Item Code	Commission Earned by	As	Order Item	Amount	Commission Earned	%
9111	1 Samuel Database User	Rep	1	3886.16	77.00	2.0
9111	1 Samuel Database User	Rep	1	3886.16	77.00	2.0
9111	DD Damian Delgado	Mgr	1	3886.16	22.00	0.6

99.00

Commissions in sales orders can be viewed from this window. It provides more complete information, including the percentage and also takes into account commission splits and adjustments. You can even use this window to add commission to a customer return order, by editing the appropriate information!

Editing the Records

Any of the commission amounts in the list can be edited directly on this window, but not added. You must add commissions from the **Sales Order Items** window or the **Commission Splits & Adjustments** window.

Order Number

{Indexed} This is the **Order Number** for the order to which the commissions are being applied. You may find on this field.

Customer

{Display only} This is the **Company Name** of the customer to which the order was issued.

Order Date

{Indexed} This is the date on which the order was generated. You may find on this field.

Primary Sales Rep

{Validated} This is the primary sales rep for commissions on this order. You may find on this field. You may also change the code in this field if you wish; however, if you attempt to edit a Sales Rep code that has a corresponding item code, Qube ERP™ will display a

warning message and refuse to allow the change. The list below will be reloaded to include the new rep. Then you may edit the amounts of commission earned on each item for the rep.

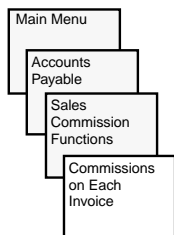
Primary Account Manager

{Validated} This is the primary account manager for commissions on this order. You may find on this field. You may also change the code in this field if you choose. The list below will be reloaded to include the new manager. Then you may edit the amounts of commission earned on each item for the manager.

Items

One item for each commission split will be displayed on this window. Only the **Commission Earned** and **%** fields can be edited. If you change either of them, the other will recalculate based on the value in the field you changed.

Commissions on Each Invoice



Commissions on Each Invoice

Invoice: 5039
 Customer: XYZ COMPANY
 Order Number: 1886
 Invoice Date: 10/01/1996
 Balance Due: 15,426.00
 Paid in Full on:

Primary Sales Rep: REP
 Primary Account Mgr: DD
 Wonder Marketing Services Co.
 Invoice Subtotal: 15,426.00
 Commission Earned: 0.00 0.0 %
 Adjustments: 0.00 0.0 %
 Gross Payable: 0.00
 Net Payable: 0.00

Item Code	Commission Earned by:	As	Invoice Item	Amount	Commission Earned	%	Commission Due
0001	REP	Wonder Marketing Ser	Rep 1	1.00	0.00	0.0	0.00
0001	DD	Damian Delgado	Mgr 1	1.00			
0002	REP	Wonder Marketing Ser	Rep 1	4.00			
0002	DD	Damian Delgado	Mgr 1	4.00			
0003	REP	Wonder Marketing Ser	Rep 1	9.00			
0003	DD	Damian Delgado	Mgr 1	9.00			
0004	REP	Wonder Marketing Ser	Rep 1	16.00			
0004	DD	Damian Delgado	Mgr 1	16.00			
					0.00		0.00

Check Date: Transaction Paid To Amount

Paid Outside the System 0.00

If an invoice was created with incorrect commission amounts, they may be edited using this window.

Editing the Records

To use the window, find an invoice and edit any **Primary Sales Rep** or **Primary Account Manager** commissions you wish. The commissions earned by **Rep 2**, **Rep 3** and **Mgr 2** are dependent on the amounts earned by **Rep 1** and **Mgr 1**, and will be recalculated when you click <SAVE>.

Invoice

{Indexed} This is the **Invoice Number** of the invoice to which these commissions apply. It is the primary record locator for this window.

Customer

{Display only} This is the **Company Name** of the customer to which the invoice was issued.

Order Number

{Indexed} This is the **Order Number** for the order to which the invoice was applied. You may find on this field.

Invoice Date

{Indexed} This is the date on which the invoice was generated. You may find on this field.

Primary Sales Rep

[Validated] This is the primary sales rep for commissions on this invoice. You may find on this field. You may also change the code in this field if you wish. The list below will be reloaded to include the new rep. Then you may edit the amounts of commission earned on each item for the rep.

Primary Account Manager

[Validated] This is the primary account manager for commissions on this invoice. You may find on this field. You may also change the code in this field if you choose. The list below will be reloaded to include the new manager. Then you may edit the amounts of commission earned on each item for the manager.

Gross Payable

If the commission value is blank on the window, you can click on the **Gross Payable** field label. Qube ERP™ will add up the commission values in the invoice items file and make sure the total equals that found in the invoice header file.

The **Commissions in Orders but not in Invoices** Report reviews the records and fixes any problems it finds where commissions appear in an order but not on the invoice. Run this report from the **Payables Reports**.



Items

One item for each commission split will be displayed on this window. Only the **Commission Earned** and **%** fields can be edited. If you change either of them, the other will recalculate based on the value in the field you changed.

Cash Disbursements

The top portion of the window shows the commissions breakdown, while the bottom portion shows any payments disbursed against them. You may drill down on the records in the bottom portion of the window by double-clicking on them. This will display the **Cash Disbursement** window for that transaction.

Commissions in Invoices vs. Commissions in Sales Orders

It is tempting to try to match commission amounts and percentages showing on the **Commissions in Orders** window with those showing on the **Commissions in Invoices** window. These may match, or they may not. Trying to match these two windows is usually not a worthwhile exercise.

Keep in mind that there may be many invoices for each order and that commission terms, adjustments, splits and designation of sales reps and account managers may change at any time. Changing the commission amounts or rep or account manager designation on an invoice will not and should not change the order.

Similarly, if you change the commission in an order, the system will not and should not change the invoices associated with that order to reflect the commission amounts just entered.

Commission Splits & Adjustments

There is one exception to this. Entries to the Commission Splits and Adjustments window are entries in the sales order header record and are assumed to apply to all invoices generated from the order. Changes in splits and adjustments change the display on the **Commission in Orders** and the **Commission in Invoices** window, too.

(Commissions) Paid Outside the System

[Button] Paying commissions “within the system” normally involves issuing a check to a sales rep referencing the **Sales Commissions GL account** and a specific **invoice record** on which commissions are due, thus reducing the commission amount due to that rep for that invoice. The *<PAID OUTSIDE THE SYSTEM>* function is provided to allow the user to reflect payments of commissions which have not been recorded in this expected manner.

Assume, for example, that the rep has many invoices on which there are commissions due, and you wish to issue a single check with a single line item on it and even perhaps charge it against a different GL account. This kind of payment would not reduce the commissions due on the invoices, since it would not contain enough information for the system to match the payment with these commissions. As a

result, the commissions would have been paid but it would still show up on your **Commissions Payable** reports.

The <PAID OUTSIDE THE SYSTEM> button provides you with a way to flag commissions as no longer payable, even though there is no audit trail of payments against the commissions.

If you are a GPS user, you can use this utility very effectively. See [“Getting More out of Qube ERP™ Commission Functions” on page GPA-49.](#)

- To flag commissions as paid without issuing a check directly to them

1. Find the invoice record which you wish to flag as having commissions paid.

This is accomplished in the **Commissions on Each Invoice** window.

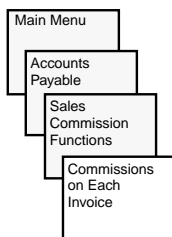
2. Make sure no checks are issued against the commissions on that invoice.

If there are, you will receive the following message when you click the button, *<PAID OUTSIDE THE SYSTEM>*:

Payments have already been issued against this invoice.

OK

A record without paid commissions on it might look like the following:



Commissions on Each Invoice

Invoice	5022	Primary Sales Rep	JJ	Primary Account Mgr	REP
Customer	XYZ Company	Invoice Subtotal	100.00		
Order Number	10002	Commission Earned	10.00	10.0 %	5.00 5.0 %
Invoice Date	05/13/97	Gross Payable	10.00		5.00
Balance Due	0.00	Adjustments	0.00	0.0 %	
		Net Payable	10.00		5.00


Item Code	Commission Earned by	As	Amount	Commission Earned	%	Commission Due
C1004	JJ John Jones	Rep	100.00	10.00	10.0	10.00
C1004	JJ John Jones	Rep 1	100.00	10.00	10.0	10.00
C1004	REP Wonder Marketing Ser Mgr	1	100.00	5.00	5.0	5.00
				15.00		15.00

Check Date Transaction Paid To Amount

Paid Outside the System

3. Click the button, *<PAID OUTSIDE THE SYSTEM>*.

The system will display a message cautioning the user, like this:



Show invoice 5022 as having no unpaid commissions, even though no payments are traceable to it?

4. Click <YES>.

The system will flag all payable items to all persons owed commissions on the invoice and the window will then look like this:

Main Menu

Accounts Payable

Sales Commission Functions

Commissions on Each Invoice

Commissions on Each Invoice

Invoice 5022
Customer XYZ Company
Order Number 1872
Invoice Date 05/13/97
Balance Due 0.00

Primary Sales Rep JJ
Primary Account Mgr REP
Invoice Subtotal 100.00
Commission Earned 10.00 10.0 %
Gross Payable 0.00 J
Adjustments 0.00 0.0 %
Net Payable 0.00

Commission Earned 10.00 10.0 %
Commission Due 5.00 5.0 %
Commission Earned 10.00 10.0 %
Commission Due 5.00 5.0 %

Item Code	Commission Earned by	As	Invoice Item Amount	Commission Earned	%	Commission Due
C1004	JJ	John Jones	Rep 1 100.00	10.00	10.0	0.00
C1004	REP	Wonder Marketing Ser Mgr	1 100.00	5.00	5.0	
				15.00		0.00

Check Date Transaction Paid To

Amount

Reverse Paid Outside the System

Results

Notice that the **Net Payable** is set to zero and the **Commission Due** shows as empty *even though there are no payments traceable to it and showing in the bottom section of the window.*

Reverse Paid Outside the System

Notice, too, that the <PAID OUTSIDE THE SYSTEM> button has disappeared. In its place is a button labeled <REVERSE PAID OUTSIDE THE SYSTEM>. If you see this **Reverse** button, you know the invoice has been cleared of commissions due by having the <PAID OUTSIDE THE SYSTEM> button clicked. In case this function has

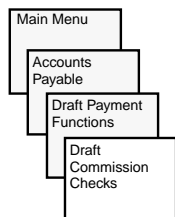
been run by mistake, it can be undone by clicking on the *<REVERSE PAID OUTSIDE SYSTEM>* button. The system will restore the commissions to their original due and payable condition.

Limitations

The *<PAID OUTSIDE THE SYSTEM>* and *<REVERSE PAID OUTSIDE SYSTEM>* functions are “all or nothing” routines and there are limitations to their use:

- a) The *<PAID OUTSIDE THE SYSTEM>* function may not be used to clear commissions due if any payments are found traceable to the invoice, and
- b) all commissions due to all sales reps and account managers on the invoice in question will be cleared. The system does not allow the user to clear some commissions payable for some reps or account managers and not others on the same invoice.

Draft Commission Checks



Draft Commission Checks

Beginning Invoice Date

Ending Invoice Date

Select Invoices Paid in Full on or Before

Select One Employee or All?

☒ Select Employees

☒ Select Outside Reps

Compute Negative Commission for Credit Memos?

Select Only Invoices which are Paid in Full?

Select Invoices Which are Partially or Fully Paid?

Which Bank should checks be drawn upon?

Bank of America

Currency in which funds are held = Dollars

Please select a Commission Expense Account

Sales Commission Expense

Purpose of the Window

Use this window to automatically draft commission payments, once they have been set up in the preceding windows. Payments may be drafted for commissions on **posted sales invoices only**.

Note: If the wrong amount is issued on the check, run the **Commissions on Orders but not Invoices** utility before each **Draft Commission Checks** routine. This utility is found in **Payables Reports**.

Beginning Invoice Date

{Date format} Enter the beginning date in this field. Commission payments will be drafted only for invoices drafted *after* this date.

Ending Invoice Date

{Date format} Enter the ending date in this field. Commission payments will be drafted only for invoices drafted *before* this date.

Select Invoices Paid in Full on or Before

{Date format} If you elect to pay commissions only on invoices which are paid in full (see below), you must enter a date by which these invoices were paid in full.

Select One Employee or All

{Validated} If you wish to draft commission payments for all employees and reps, leave the defaulted **ALL** in this field. If you wish to draft commission payments for only one employee or rep, enter the **Employee Code** or **Rep Code** in this field.

Select Employees/ Outside Reps

{Check box selections} You may elect to pay all employees or reps or both. If you enter a specific employee or rep code above, that type will be defaulted in these selections.

Compute Negative Commissions for Credit Memos?

{YES/NO} Entering a **YES** value in this field causes the system to deduct any credit memo commissions which fall within the date ranges from the total commissions paid. Entering **NO** causes the system to ignore credit memos.

Select Only Invoices which are Paid In Full?

{YES/NO} Entering a **YES** value in this field causes the system to calculate commissions only for invoices which have been paid in full. Entering **NO** causes the system to compute commission payments for all invoices within the date range, whether they have been paid or not.

Select Invoices Which are Partially or Fully Paid?

{YES/NO} Entering a **YES** value in this field causes the system to calculate commissions based on partial payments by customers. For example, on an invoice for \$1,000, a sales representative may have earned a 10 percent commission and a customer may have paid \$400. If you choose to report commissions or draft checks using partial payments, Qube would compute the amount due as \$40. The amount due is based on a percentage of the invoice paid. In this case, 40 percent of the invoice is paid; therefore, 40 percent of the commission is considered due.

The commission due is reduced by previous commission payments. Therefore, if the sales rep had already been paid half of his commission (50 percent = \$50, no commission would be due. If the rep had already been paid \$20, then $\$40 - \$20 = \$20$ would be due.

Bank Code

{Validated, GL format} Enter the **GL Account Code** for the bank account on which these checks should be drawn.

Commission Expense Account

{Validated, GL format} Accept the defaulted value or enter a valid **Commission Expense Account** GL code in this field. The default will display as the **Sales Commission Expense** account established in the GL Key Accounts window, as shown here:

Sales Commission Expense 5500-***/00 Sales Commission Expense

Accepting this defaulted value allows you to access any **GL Sub Accounts** which may be set up in the **Employee** or **Sales Rep** records.

If the system does not recognize the code which has been entered, the following message will be returned when you run the function. In this case, the function will be aborted before any transactions have been created, so just enter a valid account and begin again.



Error 137: Invoice #5023 GL = 0-00-000/-*. No matching GL account.

OK

Running the Function

Running this function will cause the system to look at all **invoice records** which fall into the parameters chosen and draft payments for all commissions due for each rep or account manager on invoice. Commissions payable amounts are reduced *as the check is drafted and restored if the drafted check is deleted*. This is different from the handling of vendor invoices, in which the balance due on the invoice remains a payable until the payment is *posted*.

After draft commissions have been generated and audited, they must be posted prior to printing, just like any other cash disbursements (*see “Posting to the GL” on page GL-58*).

Recommended Steps

There are several steps involved in handling sales commissions. These are the following:

1. Set Up Employee/Rep Records.

See documentation in the employees section for an explanation of how to handle this.

2. Enter Sales Reps & Acct Mgrs into Customer Records.

Indicates who the default sales rep and default account manager will be for each customer.

3. Set up Chart of Accounts.

Ensure there is a sales commission account and it is correctly pointed to in the **GL Key Accounts** window. Also make sure that the **GL Sub Account** field in each employee and rep record is set correctly.

4. Set Up Override Commission rates in the Item Master File, Card #2 and the Customer Types windows.

This is not usually necessary, but some items require this.

5. Enter Commissions into Sales Orders.

These will be displayed on the **Sales Order Items** window, showing the amount of commission to be paid to the sales rep and account manager for each item. The default will be from the commission rate for each **Rep** or **Acct Mgr**, or the **Override Commission** rate in the **Item Master File**. You may edit these rates directly in the sales order.

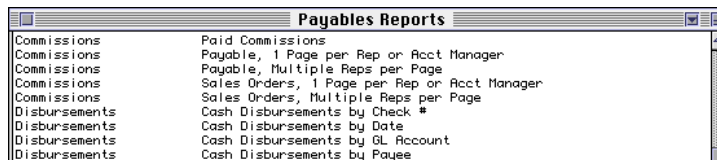
Rep. Commission:	77.00
Acct Mgr Comisn:	22.00

You may also use the **Commissions on Each Order** window.

Commissions Reports

6. Print Commissions Reports

Commission payable amounts are copied from each sales order item to each invoice item at the time of invoicing. After the orders have been invoiced, the other commission reports may be produced to review the commission amounts payable. The commission reports are found in the **Commissions** group of **Accounts Payable Reports**.



Commission Adjustments & Splits

7. If required, enter sales commission splits and adjustments.

This is accomplished through the **Commissions Splits & Adjustments** window.

8. Edit commission amounts on invoices.

This can be accomplished through the **Commissions on Each Invoice** window.

Draft Commission Checks

9. Draft Commission Checks.

10. Edit or Delete Incorrect Payments.

The user is given a final opportunity to correct incorrect commission amounts prior to posting.

11. Print the Trial Post Payments report.

Make sure that correct transactions are being selected and that the GL Account distribution is correct.

12. Post the payment transactions to the general ledger.

13. Print Checks.