

Fastrax  ***Service Software Suite***

FASTRAX BASICS - A TRAINING GUIDE



Accounting Menu Review

Primary users: Accountants & Owners

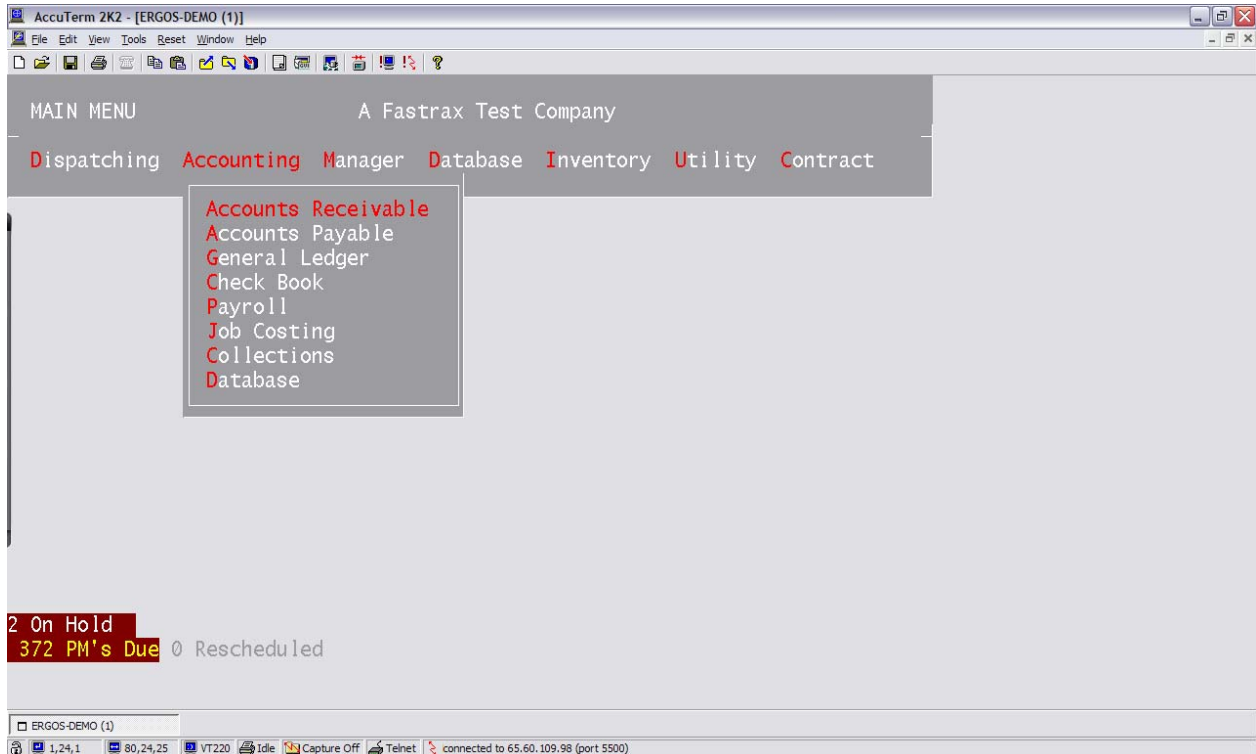
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FASTRAX BASICS®

Service Accounting Module



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Fastrax© Basics



Hi, I am your training instructor from Ergos Software, Inc. To obtain an understanding of navigation and use of Fastrax see “Fastrax Basics – Basic Functionality Manual”. The Accounting Module includes many great features to assist in completing all accounting tasks faster and more accurately. Remember that Ergos Software, Inc. has a live support team available to assist you with your Fastrax Software System. If at any time you have any questions or need any additional help with your Fastrax software package, just give me a call at 888-352-3529 or visit the Ergos Software website at www.ergos-software.com. Let’s begin learning how to access and use your Fastrax Accounting Module.

FASTRAX

SERVICE ACCOUNTING MODULE

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Accounts Receivable

FASTRAX

ACCOUNTS RECEIVABLE

Questions and Answers

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FASTRAX

ACCOUNTS RECEIVABLE

Accounts Receivable Menu

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Description of Menu Options

1. CUSTOMERS

The Customers option is used to enter or update information for billing customers only. COD customer information is looked up in the **Open/Review Service Call** screen. The billing customer number is automatically generated from the Open/Review Service Call screen when billing terms are requested. The **Customer Update** screen can then be used to change the billing address and add critical credit information. **Please note:** The billing address data entry screen is found on page two of the **Customer Update** screen.

2. INVOICE APPROVAL

The Invoice Approval option is used to approve work orders and to receive payment. All jobs must go through this process including calls that have been cancelled after dispatch. The job approval process will create the receivable and enable you to enter payment into a “cash batch”. This procedure is only run when the final paper work has been received in the office. All totals should be verified prior to approval. Upon deposit of the cash batch, commissions will be calculated and stored for the upcoming payroll and payment will be posted to your receivable.

3. VIEW A/R INVOICE (Return Check)

The View A/R Invoice option enables you to view an invoice entered through either the **Invoice Approval** process or the **Receivables Entry** screen. This screen will display all credits, debits and payments that have been applied to the invoice. If you receive a **returned check**, or a **credit card charge back**, the receipt can be debited with this option. This option is also used to change the customer number on an invoice. This typically occurs when a call has been approved initially as a COD job. In this event the customer will be the technician since he has picked up the payment on the job and now owes money to the company until the payment has been received and deposited. However, if the customer defaults on payment, through bad check or credit card charge back, you may change the customer number by entering **C** to **(C)hange Customer**. If **G** to **(G)enerate** is chosen, a customer number will be generated based on the information found in the service call. This procedure will take responsibility for the invoice from the technician and assign it to the customer.

4. RECEIVABLE ENTRY

Use this option to apply **credits, debits** and **late charges** to an existing invoice. You can also use this option to enter a new receivable that is not attached to a service call. However, since most receivables should be attached to a service call, you should never have to enter a receivable through this procedure.

5. POST RECEIVABLES

This procedure must be run before credits or debits entered through the **Receivable Entry** option will be posted to an invoice. However this option is not necessary if the auto post option is turned on in the **Accounting Control** screen in the **Database Security** menu.

6. APPLY CASH RECEIPTS

This procedure is used to post cash to an invoice that has not been generated through a service

call. This primarily occurs on invoices that have been transferred from another database on the initial installation of your *Fastrax* system. All other payments should be applied to a service call and received through the **Receive** option of the **Invoice Approval** process.

7. MISCELLANEOUS CASH RECEIPTS

Select this option to enter cash that is not applied to a receivable, such as tax refunds, utility deposit refunds, etc. This will allow cash to be posted directly to a general ledger account.

8. DEPOSIT CASH BATCH

After all work orders have been approved and the payment has been received and entered into your current batch, use this option to prepare your bank deposit. The deposit cash batch option also enables you to print your **Deposit Slip** and **Cash Batch Report**. The Deposit slip and Cash Batch Report must be printed to verify your cash batch entries prior to making a deposit. After this is complete press **(D)** to deposit the batch. Depositing will post the cash to your receivables and post the deposit to your checkbook.

9. ENTER REFUNDS

Select the Enter Refunds option to document and issue a customer refund.

10. PRINT REFUND CHECKS

Select the Post Refund Checks option to print refund checks entered through the **Enter Refunds** option of this menu.

11. POST REFUND CHECKS

Once you verify that the printed refund checks are correct, you must post the refund checks. This procedure will record the check in the checkbook, which will add an AR type check to your checkbook register. Note: This posting function is not affected by the Auto post feature in accounting control and must be performed to post all refunds.

12. UNPAID INVOICE INQUIRY

This option will show all outstanding invoices for a specified customer, displaying the sector, invoice number, company date, due date, amount and balance.

13. JOB ADJUSTMENTS

This option allows you to change the following parameters on a job invoice: The technician's number, the approval date and the company code. The job adjustments screen also provides an option to unapprove invoices, however, once the invoice payment has been deposited, you can no longer unapprove the invoice.

14. STATEMENT COMMENTS

Select this option to enter invoice comments. Comments may be entered for statements that are current, 30-60 and 60-120 days old aging.

15. REPORTS

The Reports menu provides options for the following Accounts Receivable reports: Calls Pending Approval, Approved Calls, Returned AR Checks, Open Cash Batch Report, Posted Invoices, Posted Receipts, Detail/Annual Summary Aging, AR Aging, Tax Report, Refund Report, Invoice Register, Print Invoices, Statements.

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1. How do I approve a work order and enter a receivable that is attached to a Service Call?

When the service call paperwork is received in the office you must approve the work order. Select the **Invoice Approval** option from the **Accounts Receivable** menu. Enter the service call incident number or work order number, the service call closing information will display enabling you to make any necessary changes. You must make sure the information displayed here matches your paperwork. After you have verified that the work order information has been entered correctly, select and enter the letter **W ((W)O Approval** from the lower screen menu) to approve the work order. When you select the **(W)O Approval** option, you will be prompted to accept the work order number by selecting **Enter**, or to enter a new work order number. This work order number will now become your invoice number and a receivable has been generated.

The next step in the approval process is to enter the receivable into a **Cash Batch** for deposit. The approval screen will automatically bring up a separate cash batch screen. Enter the batch number you want the transaction to post to. Batch numbers are stored by date, therefore batch one for today will always be the default if no other cash batches have been deposited. Select the **Enter** key to accept batch one, or enter another number if you are preparing additional batches for the same day. Next, enter the date for the deposit (the system will default to today's date) followed by the type of payment: 1)Check, 2)Credit card, or 3)Cash. More than one type of payment may be used for a single job or invoice. If the payment type is a check, you will then be prompted for a bank number and a check number followed by the payment amount. For a credit card payment, you will be prompted for the credit card number and the payment amount. For cash payment, enter the payment amount only. Once you have finished entering your payment information, select and Enter the letter **R** to **(R)ecieve**. Your payment has now been batched and is ready to be deposited. If no payment has been received at the time of work order approval, simply exit the cash batch screen.

Note: Deposit slips may be produced through the **Deposit Cash Batch** option on the **Check Book** menu for batch updates or through the, **Deposit Cash Batch** option of the accounts Receivables menu

2. How do I enter a receivable that is not attached to a service call?

In the field service industry, receivables not attached to a service call are rare. However, to create an accounts receivable invoice that is not attached to a service call, select the **Receivables Entry** option. This screen will begin by prompting you for an invoice number. The invoice number can either be entered directly, or you can enter "NEW", and the system will automatically generate a new invoice number. You will next be asked to enter a valid customer number.

A customer must be on file before adding receivables, if the customer is not presently in the system, enter the new customer in the Customers Update procedure located in the Accounts Receivable menu and the Database Updates menu.

To find a customer number, enter the customer's name at the customer prompt, or select the **F2** function key to search. You may add a customer through this find screen if your security level permits. To add a customer, enter an asterisk (*) at the customer prompt. Next, enter the sector number corresponding to the location of the income source. To list sectors, select the **F2** function key at the Sector prompt. Enter the date of the receivable. The date may be entered in any valid date format, example: MM/DD/YY, MM.DD.YY, if the year is not entered the system will default to the current year. Select **Enter** to default to the current date. When a new invoice is being entered, the **Invoice Type** will default to **NEW**. Existing invoices may be debited, credited or late charges applied via the **Type** field. Options for the type field are as follows:

1. **DM (Debit Memo)** – Increases the invoice amount.
2. **CM (Credit Memo)** – Reduces the invoice amount and will also reduce the job amount. If commissions have been paid, the commissions will be debited.
3. **LC (Late Charge)** – Increases the invoice amount.
4. **NEW (New Invoice)** – New Invoice.

Enter the transaction amount. The amount may be entered with either 2 decimal places, or if no decimal is used 2 decimal places will be assumed. Example: 10000 would be \$100.00.

Next, enter the GL account numbers corresponding to the accounts that will be credited and debited. The account used for accounts receivable that has been setup in the Account Control option of your security menu, will be assumed as the account to debit. However you will need to enter the number of the account to credit (usually an income account). The account number must be found in the chart of accounts file. To search for a GL number, enter any portion of the description at the GL prompt, or select the **F2** function key at the GL prompt to search for account numbers. You can add a new chart of accounts number by entering an asterisk (*) at the **Description** prompt. Finally, enter the dollar amount in the debit or credit field.

NOTE: Credits and debits must balance before the receivable transaction is filed. Once the debits and credits are balanced, enter any comments regarding the invoice in the **Reference** field located at the bottom of the screen.

If auto posting AR has been turned on through the **Accounting Control** screen on the **Security Menu**, then your transaction is complete. Otherwise you must post the invoice using the **Post Receivables** option on the Accounts Receivable menu. Posting must be performed before the transaction will be seen as a valid invoice.

3. How do I receive payment:

A) When the payment is received before the work order is approved?

The first step in applying cash received with an invoice is to approve the invoice. For detailed instructions on invoice approval, see **Section 1** in the Accounts Receivable manual: **How do I approve a work order and enter a receivable that is attached to a Service Call?** After the invoice is approved the system will automatically take you to the

(R)ecieve option enabling you to enter the payment into a cash batch for deposit. For detailed instruction on creating a cash batch, See **Section 5** of the Accounts Receivable manual: **How do I create a cash batch?**

B) When the payment is received after the work order is approved?

Select the **Invoice Approval** option of the **Accounts Receivable** menu and enter the Incident number or Work Order number. Select and **Enter** the letter **R** to (R)ecieve and enter the payment into the current cash batch. For detailed instruction on creating a cash batch, See **Section 5** of the Accounts Receivable manual: **How do I create a cash batch?**

Error! Bookmark not defined.C) **When the payment is received before the job is complete (prepayment)?**

Select the **Invoice Approval** option of the **Account Receivable** menu. Select and **Enter** the letter **R** to (R)ecieve and batch your cash as usual. This will create a negative receivable since you technically owe the customer money until the job is complete. When the work order is approved at a later date, the remaining balance of the job (if any) will be added to the receivable and the final payment can then be received and batched.

D) How do I receive payment on invoices that do not have a service call attached?

This procedure is used to receive payment towards invoices transferred from previous accounting software. Select the **Apply Cash Receipts** option on the **Accounts Receivable** menu. Enter the batch number, date of the deposit and the customer number. If a customer number is unknown, enter the customer's name to search for the customer number. After the customer number is entered the system will display all outstanding invoices, enter the invoice number and the amount you wish to apply to the invoice. After the payment has been applied select the **F11** function key to file the transaction. This will add the check and invoice to the batch you have specified.

4. How do I create a cash batch

When a payment is received at any point before, during or after the invoice approval process, you must enter the payment into a cash batch for deposit. Begin by selecting the **Invoice Approval** option from the **Accounts Receivable** menu and enter the incident number or the work order number. If the incident number or work order numbers are unknown, you can enter the customer name, address, or select the **F2** function key to search for the incident number. Select and **Enter** the letter **R** to (R)ecieve. The (R)ecieve option will take you to the cash batch screen enabling you to enter the payment in the current cash batch for deposit. Enter the batch number you want the transaction to post to. Batch numbers are stored by date, therefore batch 1 for today will always be the default if no other cash batches have been deposited. Select **Enter** to accept batch 1, or **Enter** the appropriate batch number if you are preparing additional batches for the same day. Enter the deposit date, or select **Enter** to accept the current date, followed by the type of payment 1) Check, 2) Credit Card, or 3) Cash. More than one type of payment may be used for a single Job or invoice.

If the payment type is a check, you will then be prompted for a bank number and a check number followed by the payment amount. For a credit card payment, you will be prompted for the credit card number and the payment amount. For cash payment, enter the payment amount only. Once you have finished entering your payment information select and **Enter** the letter **R** to **(R)**ecieve payment. Your payment has now been batched and is ready to be deposited at the end of the day.

In the case of receiving cash before a job is approved (prepayment), the Amount balance will be a negative figure. This is because the call has not been approved, therefore there is no current invoice amount and this payment is recorded as a credit until the job is completed.

5. How do I document a NSF/stop payment check, or credit card charge back?

If a check is returned due to insufficient funds or stop payment, or you receive a credit card charge back, you enter this transaction by selecting the **View AR Invoice (Return Checks)** from the **Accounts Receivable** menu. Begin by entering the invoice number. If you do not know the invoice number, select the **F2** function key at the invoice number prompt to perform a search for the invoice by entering either the check number, customer number, credit card number, dollar amount or payment amount. After entering the invoice number, the system will display all transactions (Debits, Credits and payments) made against this invoice. To debit receipts (returned items) **Enter** the letter **D** to select the **(D)**ebit receipts option from the lower screen menu. When you select this option, the system will prompt you to select either 1) NSF, or 2) Charge Back. Stop payments are handled as a NSF.

Enter the date the check was returned and the system will automatically generate a debit memo, increasing the invoice amount and decreasing your bank account accordingly. In addition if this receivable was attached to a technician, a new customer number will be generated based on the information in the service call. If a credit card charge has been denied, then this would be entered as a charge back.

6. How do I redeposit a NSF or stop payment check?

See **Section 4** of the Accounts Receivable documentation, **How Do I Create a Cash Batch**, The procedure is the same each time the check is deposited.

7. How do I reduce my AR in the case of a Bad Debt (Write Off)?

Select the **Receivables Entry** option from the **Accounts Receivables** menu. You will use this option to enter a credit memo. Enter the invoice number of the receivable to display the customer number, customer name and sector. Enter the date of the receivable, then enter **CM** for credit memo in the **Type** field. The credit memo will reduce the invoice amount, and the commission amount if the invoice is attached to a job.

Next enter the credit amount. The GL account number used for accounts receivable and the associated credit amount will be filled in automatically. Enter the GL account number of the account the bad debt is to be credited to. Note: A credit memo can only be posted to the bad debt account as defined in the **Accounting Control** screen of the security menu, or an account which was previously debited. If the account number is unknown, select the **F2** function key for a list of accounts defined in your system. Enter the debit amount associate with this GL account. Remember, amount, credits, and debits must balance prior to filing the credit memo. Enter any comments for your reference and select the **F11** function or the letter **F** to **(F)ile** to file the transaction. At this point, if the invoice is attached to a job, the program will ask you if you want to reduce the call amount. If you answer yes to this question the incident or service call will be reduced and will reflect on relevant manager reports in dispatch.

If **Auto Post AR** has been turned on in the **Accounting Control** screen on the Security Menu, then your transaction is complete. If **Auto Post AR** has been disabled, the last step in completing this AR transaction is to Post Receivables.

8. What GL Account numbers should I use?

A) On a New Invoice?

Most new invoices are automatically created through the invoice approval process. When the invoice is generated each field of the closing screen will post to a separate GL account as defined in the **Accounting Control** option of the **Security Menu**. Each of these accounts should be defined as income accounts with the exception of tax and contract revenue (tax and contract revenue may be defined as liability accounts since tax needs to be paid and contract revenue remains unearned until the contract is complete). In the rare case of creating a manual invoice, your GL account should reflect the type of work performed to earn the revenue.

B) On a Credit Memo?

When issuing a credit memo against an invoice, the GL account number should reflect the reason you are issuing the credit. Example: 8900-Bad Debt Account, or 4020-Negative Income. **Please note:** the system will only allow a credit to post to an account which has been previously posted to in this invoice. For example, you may not reduce material sold if materials were not sold on the original job. The only exception to this rule is the bad debt account defined in the **Accounting Control** option located on the **Security Menu**.

C) On a Debit Memo?

When issuing a debit memo against an invoice, the GL account number should reflect the reason why you are increasing the invoice amount. Example: 4010-Increase in Labor.

9. How do I refund money to a customer if I am reducing sales?

When entering a refund against an existing invoice, begin by selecting the **Enter Refunds** option on the **Accounts Receivable** menu. This procedure will automatically set up a refund check to print. Begin by entering the invoice number. The system will display the customer's name, sector, and the original dollar amount of the invoice. Enter the refund date in standard date format (MM/DD/YY or MM.DD.YY), or select **Enter** to default to the current date. If the year is not entered the system will assume the current year.

Enter the refund amount followed by the GL account number you are issuing the refund to and the debit amount. The GL account should reflect the reason you are refunding money to the customer. Example: An overcharge on material should be posted to either Material Sold or Customer discounts depending on how you have chosen to track your refunds. Enter any comments regarding the refund in the reference field. The system will prompt you to answer Yes or No at the credit card prompt. If yes is entered, a check will not be generated, a credit card debit will be issued instead. If you answer no to this prompt the system will generate a check request and the refund check will be ready to print.

To print refund checks, select the **Print Refund Checks** option on the **Accounts Receivable** menu. This option will print all refunds that have not been placed on hold through the **Enter Refunds** screen. Enter the check date and the GL account. You then have the option to print new checks, or reprint checks. Enter **P** to print new checks, or enter **R** to reprint checks, you can also select the **F2** function key for a selection list. Enter the starting check number and your printer selection, select the **F11** function key to print. If checks do not print properly the first time you can reprint the checks. Enter reprint option and specify the starting and ending check numbers you wish to reprint then assign the new starting check number. After the checks are successfully printed they must be posted using the **Post Refund Checks** option of the **Accounts receivable menu**. **Note:** The Post Refund Checks procedure is not affected by the Auto Post feature in Accounting Control and must always be performed after refund checks are issued.

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FASTRAX
Accounts Payable Module

FASTRAX

ACCOUNTS PAYABLE

Questions and Answers

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FASTRAX

ACCOUNTS PAYABLE

Accounts Payable Menu Options

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Description of Menu Options

1. VENDORS

The vendor screen enables you to enter new vendors or query for vendors that have been previously entered into the system.

2. PAYABLES ENTRY

Use the Payables Entry screen to enter a new accounts payable invoice, or enter a Debit Memo (DM), Credit Memo (CM) or Late Charge (LC) to an existing payable.

3. INVOICES TO PAY MENU

After invoices entered through the **Payables Entry** option have been posted, use the **Invoices to Pay** menu to select which invoices you want to pay, and how much you wish to pay. The menu options include: **1) All Invoices Due**, which enables you to pay all invoices due in full, up to a selected cut-off date. **2) All Invoices Due by Vendor**, which allows you to pay all invoices in full, to a specific vendor up to a specified cut-off date. **3) Select by Invoice**. This option enables you to select an invoice by vendor and the amount you wish to pay towards the specified invoice. **4) Display/Deselect Invoices to be Paid**. Use this option to review, accept or remove any invoices from pay status that you have previously set up to be paid.

Note: Posting is not necessary if **Autopost AP** is turned on in **Accounting Control** on the **Security** menu.

4. RECURRING PAYABLES ENTRY

Use the Recurring Payable Entry option to set up payments made on a regular basis for the same dollar amount such as rent, vehicle payment, etc.

5. ADVANCE REIMBURSEMENT ENTRY

The Advance Reimbursement Entry option is used to enter and generate reimbursements for technicians who purchase their own parts from outside vendors. When an advance is entered, the system will generate a purchase order number, it will also automatically generate a payable to the technician and ask if you wish to pay the invoice now. This option will also post the parts to the job, so the advanced amount will be accounted for.

6. HAND CHECK ENTRY

Use this option to enter checks that have been hand written.

7. VIEW AP INVOICE

The View AP Invoice option allows you to find and view invoices previously entered through the **Payables Entry** option of the **Accounts Payable** menu. This screen will show all activity against a particular invoice including credits and debits.

8. MANUALLY ADJUST REIMBURSEMENTS

If a technician has been predefined as a reimbursement employee, all parts costs are automatically set up to pay as a reimbursement to the employee (This features is for companies that do **NOT** supply inventory for their technicians. When the job is approved, the tech will now act as the vendor and you will purchase the parts from them.) This option is used to make adjustments to the parts reimbursement record prior to generating a payable for the technician.

9. GENERATE REIMBURSEMENTS

The Generate Reimbursements option is used to generate payables for all outstanding reimbursements that have been generated through the approval process.

10. POST PAYABLES

Select the Post Payables option to post all invoices entered through the **Payables Entry** option. This procedure is not necessary if the **Auto Post AP** option is turned on. The **Auto Post AP** option is on the **Accounting Control** screen, found on the **Security** sub menu located under the **Database** menu.

11. PRINT CHECKS

This option is used to print checks for invoices selected through the **Invoices to Pay** menu, and to reprint any checks that have been misprinted, or damaged by the printer.

12. POST CHECKS

The Post Checks procedure must be run after checks are printed to update the general ledger, the invoice being paid and the checkbook. The Post Checks procedure is not affected by the auto post settings and must be run after each check printing procedure.

13. REPORTS

Select this option to view the submenu of all Accounts Payable report options.

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1. How do I enter a payable?

To enter a Payable use the **Payables Entry** option found in the **Accounts Payable** menu. This process allows you to add payables for vendors already in the system. Vendors may be added through the **Vendors** option found on both the **Accounts Payable** menu and the **Updates** menu located on the **Database** main menu. Vendors can also be added through the vendor query function accessed by selecting **F2** at the Vendor Prompt and entering an asterisk (*). Employees who are paid any portion of their commission as a 1099 will automatically be given a vendor number. This number will be assigned using the Employee's number prefixed with the letter E.

Begin by entering the invoice number. If the invoice number is unknown, Enter the Invoice number as a 6 Digit date. For example, December 25, 1998 would be entered as:122598. In the case of telephone companies, it is recommended that you use the invoice phone number with area code, followed by a single digit year and a double digit month. Example: An invoice for US West telephone number 562-696-0000 dated for January 1, 1998 would be entered as: 5626960000801. This enables you to query multiple telephone invoices with the **Invoice Like** parameter of the **Find an AP** option on the **Accounts Payable** menu by entering the area code only.

Next, enter the vendor name. If there are several vendors in the system with the same name, a list of vendors will display. Enter the vendor sequence number from the list to load the vendor information. If there is only one vendor with that name, their number will automatically display (you can also select **F2** for the vendor look-up function). Next, enter the **Sector** the vendor is located in. The sector number is used for separating your payables by area. If you do not wish to track your payables by sector, enter the number of the sector your corporate office is located in. Select **F2** for a list of sectors defined in your system.

Enter the date of the payable document. The date may be entered in any valid date format. Example: MM/DD/YY MM.DD.YY. If the year is not entered the system will select the current year as the default value. Select Enter to accept today's date. Next, enter the invoice due date, the invoice due date will be calculated by adding the **Number of Days Till Due** entered in the **Vendor Update** screen, to the invoice date. If the **Number of Days Till Due** field is not filled in, 10 days will be assumed.

Then enter the correct type of payable transaction:

1. **DM (Debit Memo)** - Increases the invoice amount
2. **CR (Credit Memo)** - Reduces the invoice amount
3. **LC (Late Charge)** - Increases the invoice amount
4. **NEW** - New Invoices

Please Note: Debits, Credits and Late Charges may be entered against existing invoices only, if you are entering a New Credit Invoice you must enter the invoice as NEW with a negative dollar amount.

Enter the amount of the payable transaction. Dollar amounts may be entered as a two decimal place figure or, if no decimal point has been entered, two decimal places will be assumed. Enter the associated ad number if this is an advertising account. If the vendor is defined as an advertising company in the **Vendor Update Screen**, and the first 10 digits of the invoice number are found in the Ad entered in the system (i.e., the add telephone number), this field will automatically be filled in. To query for Ad numbers in the system, select **F2** at the Ad Number prompt. Enter any part of the ad description in the search field, the more letters entered, the shorter the list of search results will be.

Next, enter a brief description of the payment in the reference field. Enter a Y for yes, or N for no in the Pay Now field. If you answer yes, the system will place the payable in a selected to pay status. If a no answer is given you must use the **Select Invoices to Pay** menu to select the invoice at a later date. This option is only available when your auto post feature is turned on.

At this point, the system will automatically select and enter a credit against the payable account that has been entered and defined in the **Accounting Control** option of the **Security** menu. Enter the GL account this payment will be applied against on the second line. If a vendor has been assigned a GL account(s) in the vendor update, each GL account will display and prompt for a dollar amount to be applied to that GL account. GL accounts are entered through **Chart of Accounts** update of the **General Ledger** menu. The account number must be found in the chart of accounts file and should reflect the type of expense being paid. Example: Telephone bills should be posted to an account referring to Telephones. To query account numbers, select **F2** at the GL account prompt and enter the account name, then select the appropriate account from the list.

Enter the amount to be debited to the selected GL account, making sure the amount balances with the invoice amount. These entries must balance before filing the payable. At this point, you must post the payable. **Please Note:** Posting is only required if the auto post option is turned off in the **Accounting Control** screen in the **Security** menu.

2. How do I select invoices to pay?

After invoices entered through the **Payables Entry** screen have been posted, select which invoices you wish to pay by selecting the **Invoices to Pay Menu** from the **Accounts Payable** menu. **Note:** If you set the **Pay Now** option to Yes on the **Payables Entry** screen, the invoice will be automatically set up to pay without any further selection process. However, invoices set up to pay later can be selected through the **Invoices to Pay menu**. The **Invoices to Pay** menu gives you the following options:

A. All Invoices Due

Select this option if you wish to pay all outstanding invoices in the system up to specified cut-off date. The system will prompt you for a cutoff date and the bank GL number the

payments will be issued from. Select **F11** to process the request. The program will then select all invoices to pay that are due prior to the cut off date. Checks may now be printed.

B. All invoice due by vendor

Select this option if you wish to pay all outstanding invoices for a specific vendor up to a specified cut-off date. The system will prompt you for the vendor number, cutoff date and the bank GL number the payments will be issued from. Select **F11** to process your request. The program will then select all invoices due on or before the cut off date you have entered. Checks may now be printed.

C. Select by Invoice

Use this option to select a specific invoice for payment. The system will prompt you for a vendor number and the bank GL account number the payment will be issued from. The system will then bring up a list of outstanding invoices due to this vendor. Enter the sequence number of the invoice you wish to pay and the payment amount. Repeat this for each invoice you wish to pay. Select **F11** or **(F)**ile to file. Checks may now be printed..

D. Display/Deselect Invoices to be Paid

Select this option to review all invoices that have been selected for payment. This option also enables you to remove invoices from the Invoices to Pay list by entering the letter **D** and the sequence number of the invoice you wish to delete (**(D#)elete** seq).

3. How do I see what invoices are setup to pay on my check run?

Go to **Display/Deselect Invoices to Pay** located on the **Invoices to Pay** menu on the **Accounts Payable** menu. Selecting this option will display all invoices that have been selected for payment on the next check run.

4. How do I deselect or remove an invoice from my check run?

Go to **Display/Deselect Invoices to Pay** located on the **Invoices to Pay** menu of the **Accounts Payable** menu. Selecting this option will display all invoices selected for payment on the next check run. Delete invoices from the check run by entering the letter **D** along with the sequence number, **((D#)elete)** of the invoice(s) you wish to remove from the check run.

5. How do I print checks?

Select the **Print Checks** option on the **Accounts Payable** menu. Begin by entering the Check Date. The date can be entered in either of the following formats: MM/DD/YY, or MM.DD.YY. You can omit the year and the system will default to the current year. Enter the bank GL account number the check will be issued from. Select **F2** for a list of GL accounts in the system.

At the **Checks** prompt, enter the letter **P** to **Print New Checks**, or the letter **R** to **Reprint Checks**. If you select **Print New Checks**, you will be prompted for the starting check number only. If you select **Reprint Checks**, you will be prompted for the starting and ending check numbers of the sequence you wish to reprint, and for the new starting check number in the reprint sequence.

Next, at the **All Checks** prompt, enter **F2** and select **All Checks** to pay, or **All Checks Selected by You** to pay. If you select **All Checks** to pay, the system will print checks for all payables that have been selected to pay regardless of who selected them. If you select **All Checks Selected by You**, the system will only print checks for invoices you have personally selected.

Select the printer you will use to print the checks. Once you have completed all data entry, enter **F11** to print. Once the checks are printed and you have verified they are correct, select the **Post Checks** option on the **Accounts Payable** menu. Enter the applicable date range and enter **F11** to post.

6. How do I enter a hand written check?

To enter checks that have been hand written, begin by selecting the **Hand Check Entry** option from the **Accounts Payable** menu. Enter the vendor number. **Note:** This procedure allows you to enter checks written to valid vendors only. Vendors may be added through the **Vendors** option found on both the **Accounts Payable** menu and the **Updates** menu located on the **Database** main menu. Vendors can also be added through the vendor query function accessed by selecting **F2** at the Vendor Prompt and entering an asterisk (*).

Enter the vendors invoice number you want to pay. If you do not have an invoice number use a six digit date Example: 122598 would be used for a check written on 12/25/98.

Enter the **Sector** number of the vendor location. In this procedure, the sector number is used for separating your payables by area. If you do not wish to track your payables by sector, enter the number of the sector your corporate office is located in. Enter the check **Amount** and any relevant information in the **Reference** field, the reference field will hold up to 25 characters. All dollar amounts must be entered with two decimal places or, if no decimal point is entered, two decimal places will be assumed. Next, enter the **Bank GL** account number of the checking account the check was issued from. Enter the **Check Number** and the **Check Date**. Once all the above information is entered, enter **F11** to file the transaction. To complete this procedure you must post the check by selecting **Post Checks** from the **Accounts Payable** menu, enter the applicable date range and select **F11** to process the transaction. The posting process will update the General Ledger and record the check in the checkbook you have selected. If the invoice referenced exists in accounts payable, the invoice will also be updated.

7. How do I process a check that has been written from one checking account to another?

Checks may not be written between accounts. However, you may transfer money from one bank account to another using the **Transfers to Check Book** option on the **Check Book** menu. Please refer to the **Check Book** Section of this manual for a description of this procedure.

8. What do I do if a check is incorrect and the checks have already been posted?

To correct a posted check you must go to the **Check Entries** option on the **Check Book menu** and void the check. This will reverse the payment and make the invoice available for payment again. For more information on voiding checks. Please refer to the **Check Book** Section of this manual for a detailed description of this procedure.

9. What GL account should I use when entering a:

A) New Invoice?

When entering a new AP invoice, the GL Account number selected should reflect the type of business that is receiving the payment.

Example: 7020 Marketing
7910 Advertising
6710 Telephones

B) Credit Memo?

When issuing a credit memo to decrease an invoice amount, you should select the same GL account number used to enter the original invoice

C) Debit Memo?

When issuing a debit memo to increase an invoice amount, the GL account number selected should reflect the reason you are increasing the invoice.

In the case of GL account number request fields, entering the account description or selecting F2 will allow you to search for GL accounts previously entered into your system.

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General Ledger Module

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FASTRAX

GENERAL LEDGER

General Ledger Menu

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 - 4. Post Journal Entries**
 - 5. End of Year**
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-

Description of Menu Options

1. JOURNAL ENTRIES

The **Journal Entries** option enables you to make adjustments to your financial statements by debiting one account and crediting another. You may also view any entries generated by the system through this option. All modules in accounting are interfaced to the **General Ledger**. Therefore, every transaction creates an entry to the **General Ledger**. General Ledger categories are: **AR** – Accounts Receivable, **AP** – Accounts Payable, **PR** – Payroll or **JE** – Manual Journal Entry. All entries, whether generated by the system, or manually, must be posted before they reflect on your **Financial Statements**.

2. SUBHEADING CODES

Subheading codes are used to group your chart of accounts into categories on your financial statements. Each **Chart of Accounts** entry must be assigned a **Heading** code and a **Subheading** code. Example: Under the Heading Expenses, you may have the following subheadings: 600 Truck and Auto, 610 Advertising, 620 Building Expense. Select **F2** to query your current subheading list.

3. CHART OF ACCOUNTS

The **Chart of Accounts** option is used to enter new GL accounts into your system. A chart of Accounts code must exist in the system before any transaction may be posted to your General Ledger. Each Account must be given a **Heading** code and a **Subheading** code before it will appear on your financial statements. Available headings are Assets, Liabilities, Capital, Income, Cost of Sales, Expenses and Overhead. Subheading codes are defined in option 2, Subheading Codes.

4. POST JOURNAL ENTRIES

The Post Journal Entries option is used to post all entries to your general ledger. This includes system-generated entries and manual journal entries. No transaction will update your general ledger until posting has occurred.

5. END OF YEAR

Select this option to close out the fiscal year. Once **End of Year** is initiated, the system will update Retained Earnings and clear all Expense, Income, Cost of sales, and Overhead accounts. This option may be run at any time after the year is complete. This procedure does not affect your ability to run financial statements for years that have been closed. However, once a year is closed, the system will not allow you to do further posting to that year.

6. VIEW COA BALANCES

This option allows you to view the balance of a single account by fiscal period. You may also use the **Inquire** option to display all entries that have been posted to the specified account for a fiscal period to arrive at the current balance.

7. JOURNAL INQUIRY BY ACCOUNT

This option is used to view all entries that have been posted to a specific account for a specified fiscal period. The detail of the entry may be viewed from this option by selecting the **Sequence** number.

8. REPORTS MENU

The Reports menu provides options for the following General Ledger reports: Journal Listing, Trial Balance Sheet, Working Trial Balance, Balance Sheet, General Ledger, Income Statement, and COA Report.

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1. How do I create new COA account?

Select the **Chart of Accounts** option from the **General Ledger** menu. Begin by entering the account number at the **Enter Account Number** prompt. Once the account number is entered, you must enter a description, or account name. The Account description can be up to 25 characters long. Next, enter the Chart of Accounts main **Heading Type**, or main financial category selected from the following list of primary financial categories: 1) Assets 2) Liabilities 3) Equity 4) Income 5) Cost of Goods Sold 6) Overhead 7) Expenses. Select **F2** at the **Heading Type** prompt to bring up a list of COA heading types.

Enter the appropriate account subheading at the **Subheading** prompt. Enter **F2** at the **Subheading** prompt to bring up a list of the subheading codes currently defined in your system. If you need to create a new subheading, select the **Subheading Codes** option from the **General Ledger** menu and enter the new code and its description.

2. How do I close a Month?

To close a month, delete the period from the fiscal table. This process is done through the **Fiscal Calendar** option in the **Tables/Taxes** menu on the main Database menu. At the end of the month, delete the line item sequence number from your fiscal table by entering the letter D and the sequence number located on the left hand side of the fiscal calendar (the **(D#)elete** option from the lower screen menu). The system will now automatically roll all new entries for that month into the next available fiscal period. This will not prevent you from making manual Journal Entries to this period.

3. How do I run financial statements?

To run financial statements, which consist of a **Balance Sheet** and **Income Statement**, first verify that you have posted all of your journal entries through the **Post Journal Entries** option of the **General Ledger** menu. To post journal entries, enter the fiscal period in a YYDD format (Example: 9701 would be entered for period 1 of 1997) or enter the letter **A** to post all unposted entries. Upon completion of the posting procedure, select the **Reports** menu option from the **General Ledger** menu and select either the **Balance Sheet**, or **Income Statement** option. You also have the option to print a **Trial Balance Sheet** and a **Working Trial Balance** sheet to evaluate your accounts prior to running your final reports. All Financial Reports may be run for prior years even if the final closing procedure has been run.

4. How do I view a balance for a single account?

Select the **View COA Balances** option from the **General Ledger** menu and begin by entering the account number you wish to view. Select the **F2** function key at the General Ledger prompt to search for accounts defined in your system. The screen will display the activity summary for

each period in the current open year. To view a prior year, enter the year at the year prompt. You may also view the detail for each period by entering the letter I along with the sequence number of the period you wish to view. This will display all entries that have been posted to this account for the specified period.

5. How do I see activity against an account?

Select the **Journal Inquiry by Account** option from the **General Ledger** menu, enter the chart of account number and the period you wish to view. You also have the option to supply a start and end date if you do not wish to see all transactions. This will then display a summary of each entry that has affected this account, displaying the reference field, journal number, journal date, dollar amount and running total. There is an option to print this listing if you need to trace activity on the account. To view the entry in more detail enter the sequence number of the entry.

6. How do I adjust an account?

To adjust an account, perform a **Manual Journal Entry** through the **Journal Entries** option of the **General Ledger** menu. **Please Note:** All credits and debits must balance before the entry will post, and all journal entries must be posted before they will effect your financial statements. Journal numbers are sequentially assigned, to enter a new journal entry, select the **Enter** key at the journal entry prompt. Enter the sector (department) this journal entry will affect. Next, enter the date of your entry along with the **Fiscal Period** you wish to affect. The Fiscal Period must be entered in YYDD format (Example: 9701 would be entered for period 1 of 1997). Next enter the chart of account numbers along with appropriate credits and debits. Credits and debits must balance before your entry will post.

7. How do I list my Chart of Accounts?

A list of accounts is obtained by selecting the **COA Report** option from the **GL Reports Menu**. The COA report option will prompt you for a heading type. Heading types are divided into 7 categories. 1 - Assets, 2 - Liabilities, 3 - Equity. 4 - Income. 5 - Cost of goods sold. 6 - Overhead, 7 - Expenses. Enter the heading type you wish to list or **Enter** the letter **A** for **All** headings. Select the output device option (terminal or printer) to display or print a hard copy of the chart of accounts list. The COA report will include the **Account Number**, **Account Description**, **Heading Type** and **Subheading Code**.

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FASTRAX
Check Book Module

FASTRAX

CHECKBOOK

Questions and Answers

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FASTRAX

CHECK BOOK MENU

Check Book Menu

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 - 4. Check Book Transfers**
 - 5. Reconcile Check Book**
 - 6. Check Register**
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 - 8. Deposit Report**
 - 9. Cash Batch Report**
 - 10. Credit Card Report**
 - 11. Reconciliation Report**
 - 12. Voided Check Report**
 - 13. Transfer Report**
-

Description of Menu Options

1. CHECK ENTRIES

All checks printed and posted through payroll, accounts payable or customer refunds will be automatically stored in the Checkbook. Check book entries may be viewed or voided through this procedure. If a check is voided the Journal entry will be reversed. If the voided check is for a payable, the payment will be reversed and the payable may be reselected for payment. If the voided check is for payroll, a negative timecard will be generated to offset the employee's current quarterly payroll. You may also void a check that has not been processed (blank check) by entering the GL account number for the checking account and the check you wish to void, fill in the appropriate information, then select and **Enter** the letter **V** to **(V)**oid in field 6.

2. DEPOSIT CASH BATCH

After all work orders have been approved and the payments have been received and entered into your current cash batch, use the Deposit Cash Batch option to prepare your bank deposit. The Deposit Cash Batch option also enables you to print your **Deposit Slip** and **Cash Batch Report**. The Deposit slip and Cash Batch Report must be printed to verify your cash batch entries prior to making a deposit. After verification of the deposit, select and **Enter** the letter **D** to **(D)**eposit the batch. The Deposit Cash Batch procedure will post the cash to your receivables and post the deposit to your checkbook.

3. DEPOSIT CREDIT CARD

Credit Card Batches are created when a cash batch containing credit cards is deposited. Even if a cash batch is made up entirely of credit card payments, it must still be deposited using the **Deposit Cash Batch** procedure before using the Deposit Credit Card procedure. Credit cards are deposited to the GL account in your security menu labeled credit card deposits and must be cleared through this procedure before they are transferred from credit card deposits to the bank. A credit card report is provided to show all outstanding credit card batches.

4. CHECK BOOK TRANSFER

The Check Book Transfer procedure is used to transfer money from one checking account to another. The *Fastrax* system does not allow a check to be written from one checking account to another, however, money can be transferred between checking accounts and the transaction is recorded using this option. Press return at the transfer Id prompt to enter a new transfer, then enter the **From** bank GL account number and the **To** bank GL account number, along with the amount of the transfer. This will post the transfer to both accounts as a transfer out or transfer in for bank reconciliation when your statement arrives.

5. RECONCILE CHECKBOOK

The Reconcile Checkbook procedure is used to reconcile your checking accounts with your bank statement. **Note:** Bank statements should be setup to arrive at the end month to help keep your general ledger in line with your reconciliation file. Begin the reconciliation procedure by clearing all checks that have cleared the bank, then clear all deposits that have cleared the bank. Next, make any miscellaneous adjustments, then run your reconciliation report from this menu. Select and **Enter** the letter **R** to **(R)**econcile. All of the checks and deposits you have cleared will be cleared by the system and the column labeled bank statement should equal your statement balance.

6. PRINT REGISTER

The Print Register option prints a register of checks by date range or by check range. The register is sorted in check number sequence showing check number, type, written to, date, reference, void/clear and void date.

7. VOIDED PAYROLL REPORT

The Voided Payroll Report prints a detail of each timecard involving a voided payroll check. The Voided Payroll Report will show a complete detail of the timecard with employee name, timecard number, check number, check date, hours worked, gross pay, FIT, FICA, FICA.MED, SIT, SDI and Insurance. See sample report.

8. DEPOSIT REPORT

The Deposit Report will show deposits made to a specified checking account within a given date range showing date, batch number, credit card amount, cash amount, total checks check number and total. See sample report.

9. CASH BATCH REPORT

The Cash Batch Report will show all cash batches that have not been deposited, listing date, batch number, invoice, cash reference, check amount and credit card amount. If all paper work has been completed properly this report should be empty. **Note:** cash is not applied to invoices until the batch has been deposited. See sample report.

10. CREDIT CARD REPORT

The Credit Card Report will list all credit card deposits that have not been cleared to the bank. When a cash batch containing credit card payments is deposited, the payments will appear on this report until they have been cleared through the Deposit Credit Cards procedure on this menu. The Credit Card Report will list date, batch number, invoice, payment terms, sector, and amount. If all credit cards have been cleared, this report will be empty. See sample report.

11. RECONCILIATION REPORT

The Reconciliation Report is used to assist you in reconciling your checkbook and should be used in conjunction with your bank statement. To generate an optimum Reconciliation Report, clear all checks and deposits through the **Reconcile Checkbook** option on the **Checkbook** menu. The Reconciliation Report will list all outstanding checks and deposits up to a given cutoff date, cleared checks total, cleared deposits total, transfers in, transfers out, and miscellaneous credits and debits. The cut off date entered should be the financial period end date on your bank statement. See sample report.

12. VOIDED CHECK REPORT

The Voided Check Report will list all checks that have been voided. The report includes check number, type, written to, amount, invoice number and voided check date.

13. TRANSFER REPORT

The Transfer Report prints a listing of all bank transfers from one bank account to another within a given date range, the report includes the **From** bank **GL** account number, the **To** bank **GL** account number, date, amount and journal entry number.

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1. How do I enter a hand written check?

Although the **Check Book Menu** does provide an option for **Check Entries**, it should **NOT** be used for entering a hand written check. The Check Entries option does **NOT** update payables or your general ledger. A hand written check must be entered through the **Hand Check Entry** option on the **Accounts Payable Menu**. See the Fastrax Accounts Payable documentation for a complete discussion of hand written check entry .

2. How do I void a check?

Select the **Check Entries** option from the **Checkbook** menu. Enter the bank GL number and the check number to void. If the check has been processed through the system, the check information will be displayed. Advance the cursor to field 6, **Void or Cleared**, and Select and **Enter** the letter **V** to (V)oid. When the transaction is filed the payment will be reversed. The GL will be affected in different ways depending on the type of payment that has been voided as illustrated in the following section.

3. What happens when I void a check for:

A) Accounts Payable?: The payment will be reversed and the invoice can be reselected for payment at a future date.

B) Payroll?: A negative timecard will be generated to offset the employee's current quarterly payroll.

C) Accounts Receivable?: Checks written to Accounts Receivable in most cases involve a refund, voiding the AR check will reverse the customer refund.

Note: Voided checks will reverse all affected journal entries.

4. How do I print a deposit slip?

Select the **Deposit Cash Batch** option of from the Checkbook menu and **Enter** the letter **P** to (P)rint a deposit slip. The deposit slip must be printed before you deposit the cash batch. **Please Note:** The deposit slip printed by the system is in a standard report format and may not be accepted by all banks.

5. How do I make a deposit?

Before a bank deposit can be made, all cash, checks and credit cards must be applied to the appropriate invoice or incident (See **Invoice Approval** under **Accounts Receivable** for more details). After all payments have been placed in a batch for the days deposit, select the **Deposit Cash Batch** option from the **Checkbook Menu**, or the **Accounts Receivable Menu**. Print a **Cash Batch Report** by selecting and **Entering** the letter **C** for the (C)ash Batch Report option from the lower screen menu. Next, print a deposit slip by **Entering** the letter **P** to select the (P)rint Deposit Slip option from the lower screen menu. After you have verified that the payments received total matches the total on the **Cash Batch Report**, **Enter** the letter **D** to (D)eposit the batch. This process will update the GL by applying the payments to your invoices and posting the deposit to the Checkbook account. The **Reconciliation Report** will also be updated.

6. How do I transfer money from one checking account to another?

Select the **Check book Transfers** option from the **Checkbook** menu and select the **Enter** key at the Transfer prompt. Enter the bank GL account number for the checking account you are transferring money **From**, then enter the bank GL account number of the checking account you are transferring money **To**. Enter the date and amount of the transfer. Upon filing, the transaction will appear in your Reconciliation Report as a transfer out of your **From** account, and a transfer into your **To** account. Additionally, a Journal entry will be created and the journal number will be posted to the transfer. To list all bank transfers within a given date range, run the **Transfer Report** on the **CheckBook Menu**.

7. How do I deposit credit card payments?

Credit card batches are created when a cash batch containing credit card payments is deposited. Credit card payments are automatically posted to the GL **Credit Card Deposits** account defined in the **Accounting Control** option of the **Security Menu**. The credit card payments will be transferred from this account to a bank account when they are cleared using the **Deposit Credit Cards** option on the **Checkbook** menu. To view credit card batches that have not been cleared, run the **Credit Cards Report** option on the Checkbook menu.

To deposit credit card payments, begin by selecting the **Deposit Credit Cards** option from the **Checkbook** menu, and enter the date of the batch and the batch number you wish to clear. Enter the fiscal period, the bank GL account number you wish to post the funds to, and the percentage the credit card company has charged to process the payment. Each credit card line item must be cleared by placing a C next to the line that has been cleared. After you have cleared all credit card transactions, select the F11 function key to file the transactions. After you have filed the transactions, a journal entry will appear to show the amount that will post to the bank, and the amount that will post to credit the card charges account, if the amounts are correct select **Enter** to continue.

8. How do I reconcile my checkbook?

Begin by selecting the **Reconcile Check Book** option from the **Check Book Menu**. This procedure is used to clear Deposits, Checks, add Miscellaneous Charges, and Interest to your checking account. Enter your GL checking account number followed by the cutoff date that appears on your bank statement. When a valid checking account number is entered, all outstanding checks will display, the checks you clear will continue to be listed during this procedure until you select the **(R)**econcile option from the lower screen menu. Enter the letter **C** next to each check that appears on bank statement, this will mark the check as **(C)**leared. If you accidentally clear a check you can **(U)**nclear the check by entering the letter **U** next to the check.

After you have cleared all outstanding checks, **Enter** the letter **D** to select the **(D)**eposits screen and mark each cleared deposit with the letter **C**. You can add any miscellaneous debits or credits using the **(M)**iscellaneous deductions screen. **Please note:** an offsetting general ledger account must be entered for each debit or credit you are making. After your checks and deposits have been cleared, select the **F11** function key to file your bank account. At this point you can run the **Reconciliation Report** from this menu and verify that your checking account is reconciled with the bank statement.

This report is used in conjunction with bank statement to reconcile your account.
See sample report.

The information fields located at the top of the screen are calculated as follows:

1. Last Reconcile Amount: – The balance of the checking account after the last reconciliation.
2. Bank Balance: (The last reconciled account balance) + (interest) – (all cleared checks) + (all cleared deposits) – (charges and deductions).
3. Actual Balance: (The last reconciled account balance) + (interest) – (all cleared checks) + (all cleared deposits) – (charges and deductions) + (transfers in) – (transfers out).

9. How can I tell if I have a cash batch that has not been deposited?

After all daily financial processing is complete, run the **Cash Batch Report** located on the **Checkbook** menu. If the Cash Batch Report shows a balance, you have an outstanding cash batch. All batches should be completed on a daily basis because your accounts receivable will not clear until you have deposited the payments. If there are any existing batches that have not been deposited, the Cash Batch Report will list the batch date, batch number, invoice number, total cash reference (check numbers) total in checks and total in credit cards. See sample report.

FASTRAX
Payroll Module

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FASTRAX PAYROLL MENU

Payroll Menu

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Description of Menu Options

1. EMPLOYEES

Select the Employees option to enter or update employee information. The employee information entry and update procedure involves three data entry screens, the **Employee Update** screen, the **Update Payroll Information** screen and the **Pay Totals** screen. The **Employee Update** screen contains general employee information. The Update Payroll Information screen is accessed by selecting the **(P)**ayroll option from the lower menu in the **Employee Update** screen. The **Payroll** screen contains payroll information required to properly calculate employee payroll taxes, such as number of dependents, pay type, salary or hourly pay, and pay cycle. **This screen must be filled in prior to the employee receiving a paycheck through the Fastrax system.** The Pay Totals screen is accessed by selecting **(P)**ay Totals from the lower menu in the **Payroll** screen. The **Pay Totals** option is used to update or display employee payroll information. This screen should not be modified unless you are posting beginning year to date totals for payroll, which were not processed through the Fastrax system (Initial start up only).

2. TIMECARD ENTRY

A timecard must be entered before generating a paycheck for hourly or salaried personnel. Enter the employee number along with the timecard number. The timecard number must be a six-digit date based on the payroll ending date. Example 122598 would be the timecard number for a pay period ending 12/25/98. Enter the sector number, and the start and end dates of the pay period. If the employee is on salary simply file the record. If the employee is hourly, enter the hours worked, then file. Paychecks are now ready to print. Timecards for employees earning commission will be generated based on the information in the commission report using the **Generate Timecard** option of this menu.

3. REWORK COMMISSION ENTRY

The Rework Commission Entry procedure is used to pay commission to a technician who has performed a rework job for another technician. Enter the work order number of the job and the employee number of the technician to credit. Enter the employee number of the technician to debit and the amount to be debited. The Rework Commission Entry procedure will not pay a technician without removing the money from another employee.

4. HELPER COMMISSION ENTRY

The Helper Commission Entry option is used to pay a technician's helper. Enter the employee number of the person who helped on the job and the work order number of the job along with the amount the helper is to be paid. It will then credit the helper's commission and debit the primary technician on the job.

5. MANUALLY ADJUST COMMISSION

The Manually Adjust commission procedure is used to make manual adjustments to employee commission prior to timecard generation. Commission will be calculated when the cash batch is deposited and stored in the commission file. Commission adjustments must occur before commission timecards are generated using the **Generate Timecards** option of the **Payroll** menu.

6. GENERATE TIMECARDS

The Generate Timecards option will select commission records and generate a timecard for each employee with commission due. This process will take total credits, minus total debits and store the total in the other earnings column of the timecard. Appropriate taxes will be taken and the **Net Pay** will appear on the bottom of the timecard entry screen. The timecard number is a six-digit date based on the cut off date given when you generate the timecards. Example 122598 would be the timecard number for commissions generated through 12/25/98. After the **Generate Timecards** procedure is run, commission checks are ready to print.

7. PRINT PAYROLL CHECKS

The Print Payroll Checks procedure will print a paycheck for each outstanding timecard. Before checks are printed you must have either generated commission timecards, or entered hourly or salary timecards through the **Timecard Entry** option of this menu. **Please note:** Paychecks must be posted after each check run.

8. POST TIMECARD CHECKS

The Post Timecard Checks procedure will post all paychecks that have been printed, timecards that have not been printed will not post. Posting will add the current payroll into employee totals and create a journal entry for each timecard. The check will be added to the checkbook for your reconciliation and check register and the timecard will be moved to history. **Please Note:** This procedure will give you the option to clear monthly, quarterly and annual totals. You should not clear totals unless it is the end of the specified period, such as clearing annual totals at the end of year. If you accidentally clear totals, you will need to run the **Quarterly Wage Repost** option from this menu.

9. REPOST QUARTERLY TAXES

The Repost Quarterly Taxes procedure will repost payroll figures for quarterly and annual totals. This procedure should always be run before you run your quarterly tax and wage reports, or your final W2 forms for the year. This will ensure that no totals have been cleared through the post timecard process and that all figures reported are accurate.

10. PROFIT SHARING MENU

The Profit Sharing option is used for calculating profit sharing for your technicians and is only installed if a custom profit sharing program has been ordered.

11. REPORTS

The Payroll Reports menu provides options for the following payroll reports: Timecard Report, Compensation Report, Employee Totals Report, Quarterly Tax Wage Report, Earnings Report, Print W2 Forms, Commission Report and Commission Hourly Rates Report.

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FASTRAX

TAX TABLES SETUP

VERY IMPORTANT !!!

1. How do I set up my tax tables for FIT, FICA, FICA.MED, SIT and SDI?

Go to the **Tables** menu located on the main Database Menu. To enter your FIT or State tax tables, select the **Withholding Tax Tables** option. Enter FIT or your state code at the tax code prompt and enter the pay cycle: **(W)**eekly, **(B)**iweekly, **(S)**emi-monthly or **(M)**onthly. Enter the marital status: **(S)**ingle, **(M)**arried, **(H)**ead of Household. Enter the **Percentage Tax Table** found in your current **State** and **Federal Tax Guide**, weekly, biweekly, and semi-monthly. Tables must be entered for each state in which you do business. The payroll system uses the percentage method for income tax deductions, you must create a table for each pay frequency, state and marital status combination found in your tax guide. **Please Note:** This is **NOT** the extended table found in your tax guide, you must go to the back of your tax guide and find your percentage tax tables.

The percentage tax table should be similar to the one shown below.

Over	But not over	plus amount	percentage.
0.00	50.00	0.00	0.00%
50.01	875.00	0.00	0.15%
875.01	2046.00	123.75	0.28%
2046.01	9999999.99	451.63	0.31%

Enter the **Allowance per Dependent** for Federal and State Taxes per pay cycle, this is done through the **Allowance Per Dependant** option. Enter the Tax Code and define the allowance per dependent for Federal and State taxes per pay cycle. This amount will be multiplied by the number of dependents found in the employee payroll information located in the employee update screen. The total is then subtracted from the employee's taxable income before state or federal tax is calculated.

To enter Federal allowances enter FIT at the Tax code prompt. To enter state allowances, enter the postal state code at the tax code prompt, enter the pay period cycle for the allowance you are defining **(W)**eekly, **(B)**iweekly, **(S)**emimonthly, **(M)**onthly, then enter the allowance amount per dependent for state and federal taxes. You must define the allowance per dependent for federal and state taxes for each of the pay cycles used by your company. The allowance amount is found in your current federal or state tax guide.

Setting up tax tables for FICA, FICA.MED, FUI, SUI & SDI.

Go To the option FICA, SUI, FUI, SDI Tax Table and enter the tax table code. You must define the percentage of payroll that must be paid to FICA, FICA MED, FUI, SUI, and SDI.) Enter the postal code for the SDI table you are defining, or select the **F2** function key to bring up a selection list of state codes. Enter the tax percentage rate, this is the tax rate your company pays for FICA, FUI, SUI or SDI. This tax rate will change each year and is defined specifically for your company. Enter the maximum amount each employee will pay to the specified tax type per year, when an employee has reached this amount in earnings, no additional tax will be computed on his/her wages.

IMPORTANT!! : All Arizona employers. State tax is computed based on state percentage of federal tax and must be entered in the payroll screen of the employee file.

2. How do I enter a timecard:

NOTE! : Before entering a timecard the employee information must be defined through the **Employee Update** option on the **Payroll** menu. Marital status, pay cycle, number of dependents, pay type ((**H**)ourly or (**S**alary), pay rate and state must be entered before a timecard and paycheck may be generated for an employee.

A) For hourly employees?

Before entering a timecard for an hourly employee, the employee's pay type must be defined as (**H**)ourly in the **Employee Update** screen and the hourly pay rate must be defined. To begin entering a timecard for an hourly employee, select the **Timecard Entry** option from the **Payroll** menu. Enter the **Employee Number** along with the employee's **Timecard Number**. The timecard number you enter must be a 6 digit date based on the payroll ending date. Example: 122598 for a payroll ending date of December 25, 1998. Next, enter the **Sector Designation** and the pay period start and end dates. For hourly employees you must enter the number of regular, overtime, and premium hours worked. After all hours have been entered, select the **Enter** key repeatedly until you are at the bottom line prompt. At this point all taxes will have been calculated and the gross and net pay will show on the screen. Select the **F11** function key to file the timecard. At this point, the pay check is now ready to print.

B) For Salaried Employees?

Before entering the timecard the employee must be defined as a salaried employee and the pay amount per period must be defined. Select the **Timecard Entry** option from the **Payroll** menu. Enter the employee number along with timecard number, the timecard number must be a six-digit date based on the payroll ending date. Example: 122598 for December 25, 1998. Enter the sector along the with pay period start and end dates. For salaried employees the system will automatically take the salary from the pay column of the employee file, calculate all taxes and stop at the bottom option prompt, select the **F11** function key to file the information. The check is now ready to print.

C) For Commission Employees?

This process is handled through the **Generate Commission Timecards** option on the **Payroll** menu. This procedure will select all commission records and generate a timecard for each employee that has commission due. The timecard number will be a six digit date based on the pay period ending date given when the generate timecard process begins. **Please Note:** Two timecards can not be generated for the same employee within the same pay period ending date.

To properly calculate accurate commission timecards the following steps must be taken:

- 1) Run the **Commission Report** option found on the **Payroll Report Menu**. Run this report using the **Current** mode. Enter the employee number and select the **(A)ll**, **(H)ourly** or **(S)alary** option, followed by the pay period ending date.
- 2) Using this report, match the work orders on the commission report to the employee's paperwork .
- 3) Make any necessary changes using the manually adjust commission option on the payroll menu. This option will allow you to adjust the commission on any work order and add miscellaneous credits or debits. In addition pending, work orders may be removed from the commission report via the pending call option of this screen.
- 4) After all reports are accurate, run the **Generate Timecard** option from the **Payroll** menu. This will generate a timecard for each employee with commission due. Please note: The **Fastrax** system will only pay on work orders approved prior to the cut off date specified, therefore all reports and generate options should be run using the same date.
- 5) Print commission report using the **Generated** option from the report screen.
- 6) Print the commission checks.
- 7) Attach the paycheck to the commission report. These should both be given to the technician.
- 8) Post timecard checks.

NOTE !! : Commissioned employees must be set up as a salaried employee with a 0.00 pay rate.

3. How do I preview the payroll before printing?

Once the timecards have been entered, a timecard report can be generated by selecting the **Timecards Report** option on the **Payroll Reports** menu. This report will list all unposted timecards showing gross pay, net pay, FICA, FIT, SIT, SDI Insurance for each employee along

with company totals. If you find unwanted entries on the report, they can be modified or deleted through the **Timecard Entry** option of the **Payroll menu**.

4. How do I print payroll checks?

To print payroll checks, select the **Print Payroll Checks** option on the **Payroll Menu**, this procedure will print a check for each outstanding timecard. Enter the check date followed by the bank checking GL account number that the payroll will be paid from. Select the **F2** function key for a list of GL account numbers. Example: 1010 General Account. Enter the letter **P** to **Print New Checks**, or the letter **R** to **Reprint Checks**. If you select the reprint option you must enter the starting and ending check numbers you wish to have reprinted, then enter the starting check number of the new check run. After the checks are successfully printed, you must post them using the **Post Timecard Checks** option on the **Payroll Menu**. This procedure will post all timecards that have been printed, timecards that have not been printed will not post. Posting will add the timecard into the employee totals, create a journal entry, add the check to your reconciliation and check register, and move the timecard into history.

5. How do I know how much to deposit each month for payroll taxes?

The following formula should be used to calculate payroll tax deposits each month.

Federal Formula: FIT + (FICA * 2) + (FICA. MED * 2)

State Formula: SIT only (State of California requires SDI).

In order to obtain these totals, run the **Earnings Report** option from the **Payroll Reports Menu**. If you do not want to see the detail of each employee, run the Earnings Report in summary mode. The summary report will only show your company totals for the date range specified.

6. How do I calculate quarterly tax returns?

To calculate quarterly taxes, begin by selecting the **Quarterly Wage Repost** option on the **Payroll Menu**. Enter the year as a two-digit number, then select the quarter you wish to repost (1-4). After the quarter has been reposted, select the **Quarterly Tax and Wage Report** on the **Payroll Reports** menu, this will generate a report of your quarterly taxes due.

7. How do I print W2 forms?

Begin by running the **Quarterly Wage Repost** option on the **payroll menu**. (Run this option for the fourth quarter). This will ensure all totals posted for the year are accurate. Select the W2 forms option from the payroll report menu to print the W2 forms.

