

# Stansoft

**Standard Software for Business**

[www.stansoft.org](http://www.stansoft.org)

## **Reference Manual**

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# Introduction

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

## Installation

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

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

```
# dnf install stansoft-X.XX-1.fc29.x86_64.rpm
# /usr/lib64/stansoft/install
```

**To have the database start after a reboot:**  
**# systemctl enable stansoft.service**

To install from the .tar.bz2 file:

1. Extract the files.

```
# tar xvf stansoft-vX.XX.tar.bz2
```

The value X.XX is the product version number.

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

```
# mv stansoft /opt
```

3. Run the installer.

```
# /opt/stansoft/install
```

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

Stansoft needs to be run in a terminal with at least 24 rows and 80 columns. To find out how many rows and columns the current terminal is displaying, at

the prompt use the command 'stty -a'. You can copy or link the included desktop file to your applications directory:

```
cp /opt/stansoft/etc/stansoft.desktop /usr/local/share/applications
```

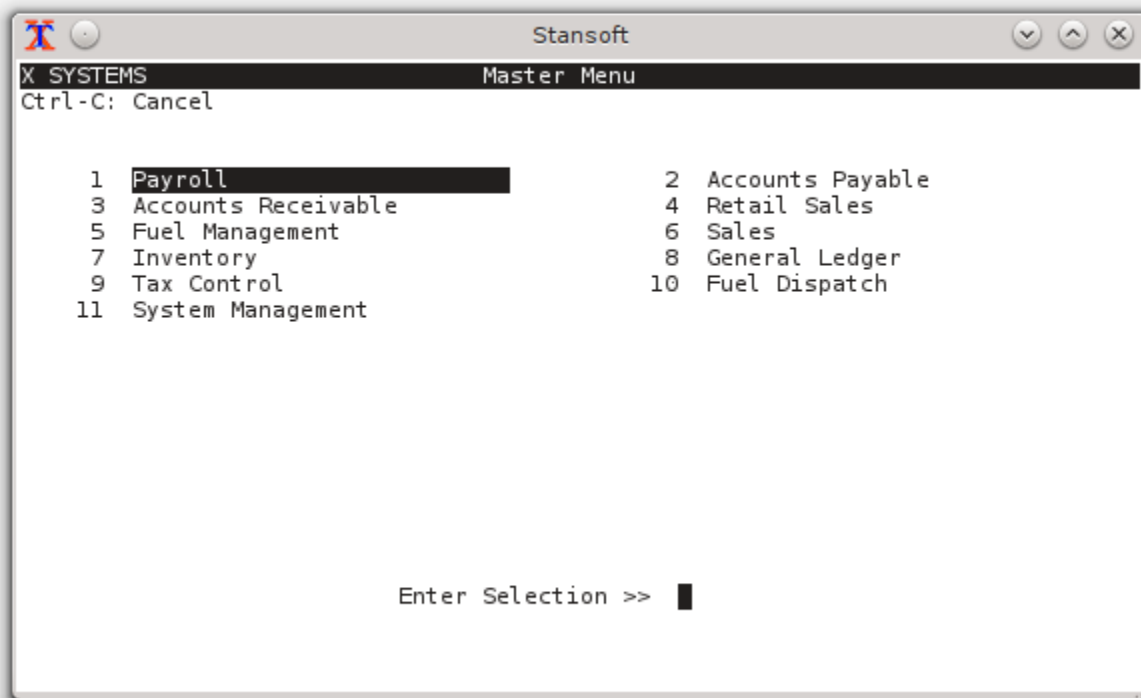
This will allow you to search in your desktop environment for application Stansoft, which will launch an xterm.

The user "stansoft" has superuser access to all the Stansoft menus. You will need to login as user "stansoft" to grant menu access to other users.

Login as user "stansoft" and run the program:

```
$ /opt/stansoft/stansoft
```

## General Use



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

module you want to work in or select its number and press return.

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

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

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

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

### **Active Keys**

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

### **Ring Menu**

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



## Query Records

To search for records, the system uses *query by example*, which allows you to query the database by entering values or a range of values into a screen field. Most screen fields on reports allow for this type of search. The table maintenance and some data entry programs will have a "Find" ring menu option, which you can select to move into the field you want to perform the search on and enter your search criteria. The operators, such as = < > \* : | are allowed in the field to specify values "equal to, less than, greater than, all matches, range, or".

After entering search criteria in one or more fields pressing Esc executes the search. If you leave all fields blank, then all records will be found. Some fields can be populated by doing Ctrl-F to do a find on a specific field. When in a field that allows for doing a search, Ctrl-W is listed as an active key on the top of the screen. Pressing Ctrl-W will bring up a help screen, which will show a list of the available operators and syntax for entering search criteria in the field (for example, use can use a colon to select a range of values). To select records with a date range of January 1, 2010 to January 31, 2010 you would enter 010110:013110 assuming your date format is MM/DD/YYYY. Notice that you may omit the slashes and use two digits for the year.

A wildcard operator symbol "\*" will return any string, for example:

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

A\* Records beginning with "A"

\*A\* Records containing "A"

\*A Records ending with "A"

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

## Database Backup

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

To stop the database server:

```
kill `head -n1 /opt/stansoft/data/postmaster.pid`
```

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

Do the Postgres database backup and restore as user `stansoft`.

Set the PostgreSQL environment (make sure to include the dot space):

```
. /opt/stansoft/etc/postgres.sh
```

To backup all databases:

```
pg_dumpall > file.dump
```

Before doing the restore, verify that the database dump file is good.

You might also want to backup the data directory because the restore will first drop the database before restoring it. The drop is needed to make sure no duplicate rows get inserted on restore.

To restore the dump file:

```
dropdb stansoft
```

```
createdb stansoft
```

```
psql stansoft < file.dump 2> ssimport.err
```

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

## Printer

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

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

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

List available devices of attached printers:

```
# lpinfo -v
```

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

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

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

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

## Date Format

The DBDATE environment variable specifies the end-user format of DATE values.

For the U.S. English locale, the default for DBDATE is MDY4/

Use one of the following to use a different date format. You can add one of these to /opt/stansoft/etc/postgres.local or if using Informix /opt/stansoft/etc/stansoft.local.

```
export DBDATE=MDY4/ # MM/DD/YYYY
```

```
export DBDATE=DMY2- # DD-MM-YY
```

```
export DBDATE=DMY4/ # DD/MM/YYYY
```

## Testing

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

## Upgrade

To upgrade an existing installation, you can download the latest version from <http://www.stansoft.org/download>. Before installing the upgrade make sure you have a good backup. See the section on [Database Backup](#) to complete a dump of the database.

Set the Stansoft directory:

```
# export SSDIR=/opt/stansoft  
or if using the Fedora rpm:  
# export SSDIR=/usr/lib64/stansoft
```

All of your data is stored in `$SSDIR/data`. You will need to dump the database prior to installing the upgrade. After upgrading, the database dump will need to be imported if the PostgreSQL version included with Stansoft has changed.

Set the PostgreSQL environment (make sure to include the dot space):

```
# . $SSDIR/etc/postgres.sh
```

Stop the PostgreSQL database

```
# $SSDIR/etc/rc.postgresql stop  
or on Fedora  
# systemctl stop stansoft
```

If you have multiple companies setup, stop each database.

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

```
# tar --no-same-owner -xvf stansoft-vX.XX-x86_64.tar.bz2 -C /opt  
# chown -R stansoft:stansoft $SSDIR
```

On Fedora you can install the rpm with:

```
# dnf upgrade stansoft-X.XX-X.fcXX.x86_64.rpm
```

Compare the PostgreSQL version of the upgraded install to that of your existing database. If the version outputted from the following two commands differs then you must complete the steps outlined below, otherwise you can start the database:

```
pg_config -version | cut -d. -f1  
cat $PGDATA/PG_VERSION
```

If you determined that the PostgreSQL version has changed as shown above, you must create a new data directory and import your dumped database backup:

Become user stansoft, do not use `--login` so the environment is preserved:

```
# su stansoft
```

Move the data directory, so a new one can be created:

```
$ mv $PGDATA $PGDATA-old
```

Initialize the new database:

```
$ initdb -D $PGDATA
```

Turn on log rotation

```
sed -i 's/#\(\logging_collector =\) off/\1 on/' $PGDATA/postgresql.conf
```

Start the database server:

```
$ pg_ctl start
```

or on Fedora:

```
# systemctl start stansoft
```

Import your backup dump file:

```
$ createdb stansoft
```

```
$ psql stansoft < file.dump 2> ssimport.err
```

Verify you can access the imported data, then remove the old data directory:

```
$ rm -rf $PGDATA-old
```

Start the PostgreSQL database

```
# $SSDIR/etc/rc.postgresql start
```

or on Fedora

```
# systemctl start stansoft
```

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

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

Login as user stansoft.

Set the PostgreSQL environment:

```
$ source $SSDIR/etc/postgres.sh
```

Load tax tables into database.

U.S. Federal tables:

```
$ psql stansoft < $SSDIR/pytax/pyfeYYYY.sql
```

U.S. State tables, for example use 'mi' for Michigan:

```
$ psql stansoft < $SSDIR/pytax/pymiYYYY.sql
```

UK tables:

```
$ psql stansoft < $SSDIR/pytax/pyukYYYYyyyyy.sql
```

## Setup Order

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

## System Management

---

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

### Menu Security Maintenance

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

and Previous commands. Select option "Modify" and enter a "Y" in the field next to the menu item you want to give the user access to or leave it blank to revoke access.

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

## County Maintenance

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

## State Maintenance

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

|            |             |
|------------|-------------|
| State Code | [MI]        |
| State Name | [MICHIGAN ] |

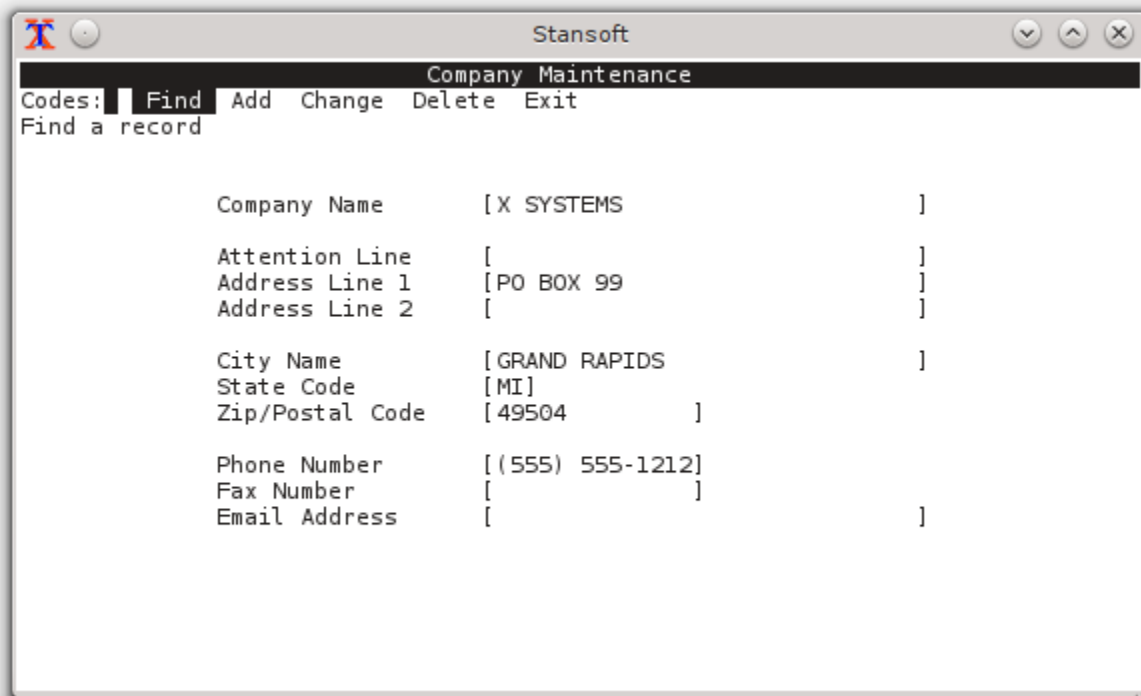
## Zip/Postal Code Maintenance

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

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

## Company Maintenance

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



The screenshot shows a window titled "Stansoft" with a menu bar containing "Codes:", "Find", "Add", "Change", "Delete", and "Exit". Below the menu bar, the text "Find a record" is displayed. The main area of the window shows a form with the following fields and values:

|                 |                    |
|-----------------|--------------------|
| Company Name    | [ X SYSTEMS ]      |
| Attention Line  | [ ]                |
| Address Line 1  | [ PO BOX 99 ]      |
| Address Line 2  | [ ]                |
| City Name       | [ GRAND RAPIDS ]   |
| State Code      | [ MI ]             |
| Zip/Postal Code | [ 49504 ]          |
| Phone Number    | [ (555) 555-1212 ] |
| Fax Number      | [ ]                |
| Email Address   | [ ]                |

## Profit Center Maintenance

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



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Profit Center Master Maintenance

Profit Center: [ ] Find Next Previous Screen Add Change Exit

Display the next record

Profit Center [ 0 ]

Profit Center Name [ COMPANY WIDE ]

Address Line 1 [ ]

Address Line 2 [ ]

Address Line 3 [ ]

City [ GRAND RAPIDS ] State [ MI ]

Zip/Postal Code [ 49504 ]

Phone Number [ ]

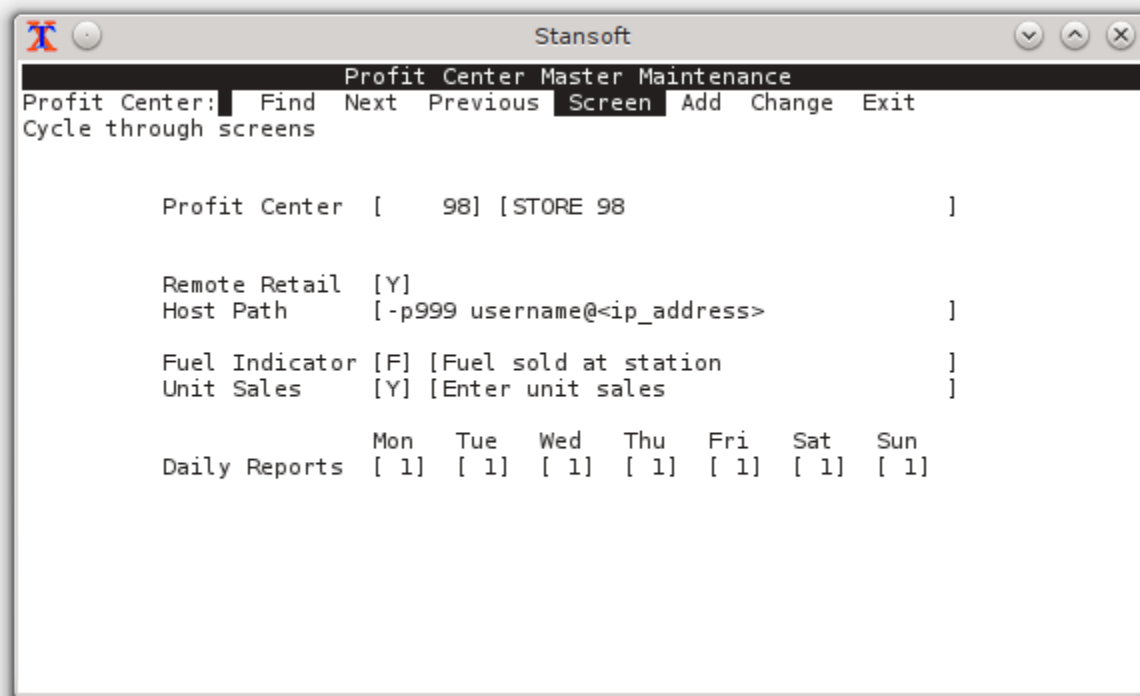
Tax Group [ PC ][ PROFIT CENTER ]

Profit Center Type [ A ] [ Administrative ]

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

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

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



```

Stansoft
Profit Center Master Maintenance
Profit Center: Find Next Previous Screen Add Change Exit
Cycle through screens

Profit Center [ 98] [STORE 98]

Remote Retail [Y]
Host Path [-p999 username@<ip_address>]

Fuel Indicator [F] [Fuel sold at station]
Unit Sales [Y] [Enter unit sales]

Daily Reports Mon Tue Wed Thu Fri Sat Sun
               [ 1] [ 1] [ 1] [ 1] [ 1] [ 1] [ 1]

```

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

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

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

## Terms Maintenance

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

Stansoft

Terms Maintenance

Codes: Find Next Previous Add Change Delete Exit

Display the next record

Terms Code [NET30]

Due Date Operator [+]

Due in Number Days [ 30]

Discount Operator [+]

Disc in Number Days [ 30]

Discount Rate [ 0.00]

Terms Description [NET 30 ]

**Due Date Operator:** “Due in Number Days” field uses this operator to calculate the due date. Enter + to add the given number of days to the invoice date. Enter 0 to use the invoice date as the due date, this is used for COD terms. Enter = to set the due date on the given day of the following month.

**Discount Operator:** “Disc in Number Days” field uses this operator to calculate the discount date. Enter + to add the given number of days to the invoice date. Enter 0 to use the invoice date as the discount date. Enter = to set the discount date on the given day of the following month. If the invoice is paid after the discount date, the discount amount will be zero.

**Discount Rate:** Enter the rate, which will be multiplied by the invoice amount to calculate the discount amount.

## Unit of Measure Maintenance

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

## **Bank Maintenance**

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

## **System Parameters Maintenance**

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

### *System Parameter: 2*

Enter the company wide profit center number in the value field.

### *System Parameter: 7*

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

```
$ lpstat -p
```

### *System Parameter: 110*

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

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

### *System Parameter: 1000*

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

# General Ledger

---

## Period Maintenance

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

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

**Series:** This field is whatever you want to name the G/L series and will be the same for each period you define in the fiscal year. The suggested series name is the year of the period your setting up, if you are on a calendar year (for example, for calendar year and fiscal year 2010 you could enter 2010 as the series number). If your fiscal year is not on the calendar year, you can use FY11 for fiscal year 2011. A fiscal year is denoted by the year in which it ends, not in which it starts, so FY11 would be fiscal year 2010/2011.

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

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

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

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

period 2 etc... Typically there would be 12 monthly periods numbered 1 to 12.

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

## Account Master Maintenance

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

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

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

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

|                  |                     |   |
|------------------|---------------------|---|
| Normal Balance   | [C]                 |   |
| Accounting Group | [CS] [Capital Stock | ] |

|                     |               |    |
|---------------------|---------------|----|
| Account Description | [COMMON STOCK | ]  |
| Clear to Account    | [             | 0] |

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

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

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

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

| Field               | Value                   |
|---------------------|-------------------------|
| Accounting Series   | [2010 ]                 |
| Account Number      | [ 1000]                 |
| Profit Center       | [ 0] [ COMPANY WIDE ]   |
| Normal Balance      | [D]                     |
| Accounting Group    | [CA] [ Current Assets ] |
| Account Description | [CASH ON HAND ]         |
| Clear to Account    | [ 0]                    |

|             |       |            |       |             |           |
|-------------|-------|------------|-------|-------------|-----------|
| Beginning [ | 0.00] | Period 5 [ | 0.00] | Period 10 [ | 13343.20] |
| Period 1 [  | 0.00] | Period 6 [ | 0.00] | Period 11 [ | 0.00]     |
| Period 2 [  | 0.00] | Period 7 [ | 0.00] | Period 12 [ | 0.00]     |
| Period 3 [  | 0.00] | Period 8 [ | 0.00] |             |           |
| Period 4 [  | 0.00] | Period 9 [ | 0.00] | Total [     | 13343.20] |

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

**Account Number:** Enter the G/L account number.

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

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





## **Year End Processing**

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

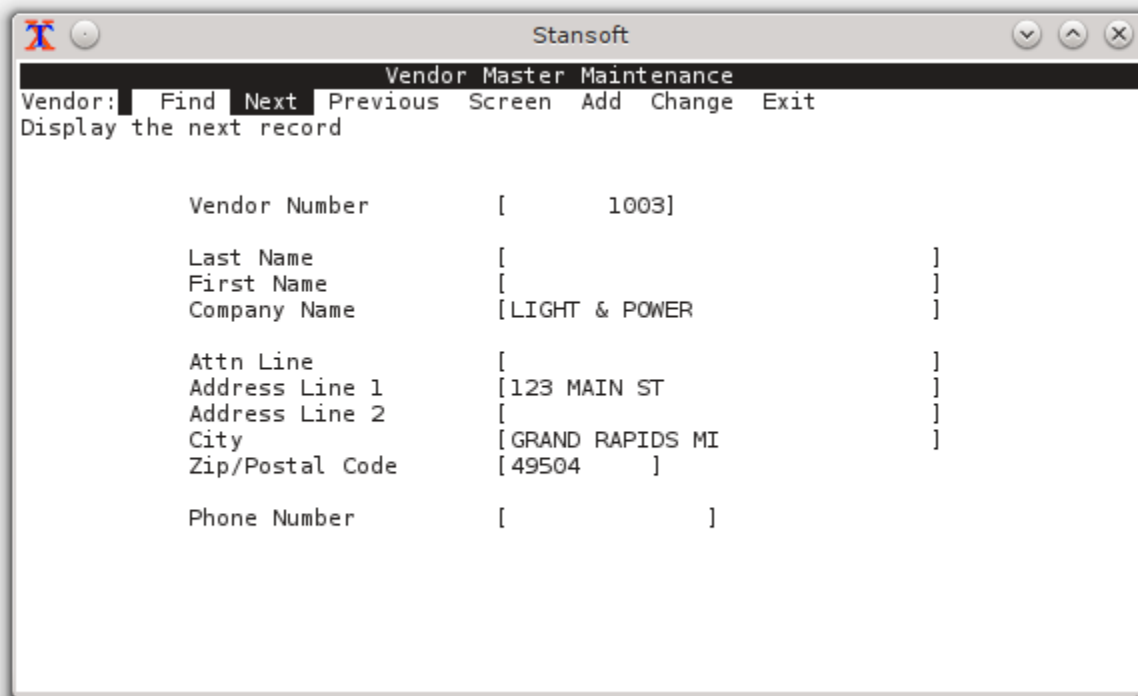
## **Accounts Payable**

---

### **Vendor Class Maintenance**

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

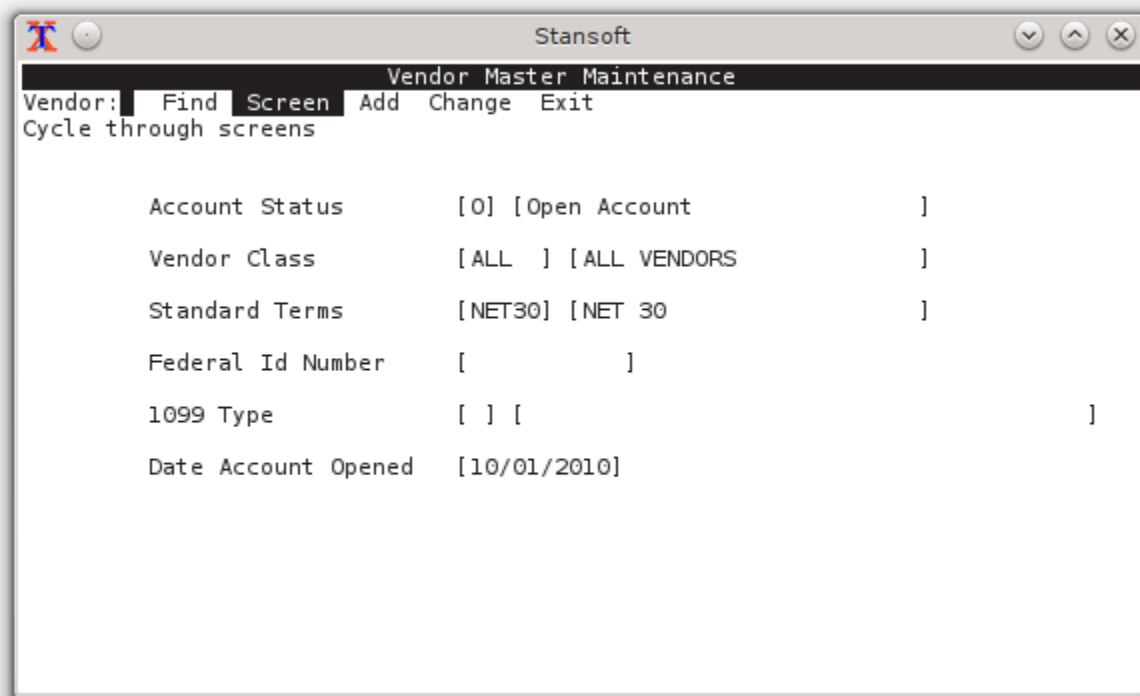
## Vendor Master Maintenance



The screenshot shows a window titled "Stansoft" with a menu bar "Vendor Master Maintenance". The menu options are "Vendor:", "Find", "Next", "Previous", "Screen", "Add", "Change", and "Exit". Below the menu bar, the text "Display the next record" is visible. The main area displays the following information:

|                 |   |                 |   |
|-----------------|---|-----------------|---|
| Vendor Number   | [ | 1003]           |   |
| Last Name       | [ |                 | ] |
| First Name      | [ |                 | ] |
| Company Name    | [ | LIGHT & POWER   | ] |
| Attn Line       | [ |                 | ] |
| Address Line 1  | [ | 123 MAIN ST     | ] |
| Address Line 2  | [ |                 | ] |
| City            | [ | GRAND RAPIDS MI | ] |
| Zip/Postal Code | [ | 49504           | ] |
| Phone Number    | [ |                 | ] |

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



## System Parameters

### System Parameter: 5001

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

### System Parameter: 5002

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

For example in the value field enter: -v 6500 -h 3500 -s 80

v=Vertical image position

h=Horizontal image position

s=Default image size (percent of original size)

### System Parameter: 5007

Enter the default printer for A/P checks. To view a list of available printers on your

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

**System Parameter: 5008**

Enter the default printer for EFT notices. Leave blank if you will not be importing Retail Sales purchases.

**System Parameter: 5009**

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

**System Parameter: 1051**

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

**System Parameter: 3008**

Enter the general ledger accounts payable account number.

## **Invoice Entry**

The invoice entry program is used to enter vendor invoices for expenses or product purchased. Once you have entered the required information on the first screen, select ring menu option "G/L" to distribute the payment to the proper G/L accounts. Menu option "BoL" is used if the Fuel Management module is in use to pay fuel bill of loadings. Menu option "Unit" is used if a unit inventory receiver has been entered in [Inventory > Receive Inventory](#). Purchases of product that needs to have inventory tracked should first be entered as a receiver. You also need to enter a receiver if you need to track tax on the purchase, such as UK VAT, or any other tax attached to a use group in [Tax Control > Tax Use Group Maint](#). The invoice amount on the first screen must balance with the detail amount before the invoice can be saved.

Stansoft

Invoice Entry

Entry: **Invoice** BoL Unit G/L Save Abort

Modify the information on this screen

Vendor Number [ 1003] [LIGHT & POWER ]

Invoice Number [1234 ] Invoice Date [10/31/2010]

Invoice Terms [NET30] [NET 30 ]

Invoice Gross [ 124.50] Paid By [11/30/2010]

Discount Amt [ 0.00]

Invoice Net [ 124.50] [11/30/2010]

Detail Subtotal [ 0.00]



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

## **Single Payment Entry**

The single payment entry program is used for entering checks that were manually written or electronic funds transferred (EFT) out of your bank account. Only one vendor payment at a time can be entered. You may find it works best to use this program, if you have vendors that initiate the payment out of your bank account. If you are initiating the payments to the vendor, then the [payment selection](#) program works better because it will select multiple vendors based on invoice due date.

## **Payment Reconciliation**

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

## **Accounts Payable Procedures**

The following is the process for entering an Accounts Payable purchase:

1. Use [Inventory, Receive Inventory](#) to enter a supplier inventory purchase. In addition to inventory purchases, any purchase that needs to have a tax tracked, such as UK VAT, should be entered here.
2. Use [Accounts Payable, Invoice Entry](#) to attach a receiver using the "Unit" ring menu option. You can also enter non inventory purchases here without a receiver, in this case use the "G/L" ring menu option and enter general ledger accounts to distribute the invoice balance.
3. Use [Accounts Payable, Payment Selection](#) to select invoices for payment. This program allows you to select and pay multiple vendors at once. This program will generate checks that you can optionally print on pre-printed check stock. It can also be used if making payments by electronic bank transfer. After generating payments, you can use the Payment Register Report in conjunction with whatever means you use for bank transfers. If you



are only paying a single vendor and or invoice, another option is to use [Single Payment Entry](#). This program is particularly useful if your vendors initiate the payment from your bank account.

4. [Use Accounts Payable, Payment Reconciliation](#) to reconcile your payments against your bank statement. Any payment that appears on your bank statement should be flagged with a 'Y' in this program. The Outstanding Payment Report will show all payments that have not cleared the bank, anything that is flagged with a 'N'. This will aide you in reconciling your bank statement balance against the G/L Trial Balance.

## **Inventory**

---

### **Pricing Formula Maintenance**

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

Stansoft

Pricing Formula Maintenance

Formula: Find Next Previous Add Change Delete Exit

Display the next record

Formula Code [MISC ]

| Level | Quantity | Typ   | Opr   | Factor     | Description                      |
|-------|----------|-------|-------|------------|----------------------------------|
| [ 0 ] | [ ]      | [ P ] | [ + ] | [ .00000 ] | [ SELL AT BASE INVENTORY PRICE ] |
| [ 1 ] | [ ]      | [ P ] | [ * ] | [ .90000 ] | [ 10% DISCOUNT FROM BASE ]       |
| [ 2 ] | [ ]      | [ P ] | [ * ] | [ .80000 ] | [ 20% DISCOUNT FROM BASE ]       |
| [ ]   | [ ]      | [ ]   | [ ]   | [ ]        | [ ]                              |
| [ ]   | [ ]      | [ ]   | [ ]   | [ ]        | [ ]                              |
| [ ]   | [ ]      | [ ]   | [ ]   | [ ]        | [ ]                              |

**Formula Code:** A pricing formula code to be used for calculating a selling price. This code will be attached to inventory products in Inventory Master Maintenance. You can create multiple codes for different groups of products or all products can use the same formula code if they share the same pricing structure.

**Level:** This is the price level, which will be referenced by A/R Customer Master Maintenance, field Normal Pricing Code and also by any class or product price overrides setup for a customer. You can add multiple levels for each pricing formula code. For example, level 0 for sell at base price, level 1 for a 10% discount, level 2 for a 20% discount.

**Quantity:** This field is optional. To use quantity breaks on pricing, enter the quantity here. You must use the same level number for each group of quantity breaks. You must have a quantity 1 and then you can define additional quantity breaks. For example, level 3 quantity 1, level 3 quantity 10, level 3 quantity 20, level 3 quantity 30. The operand for quantity 1 is used for quantities 1-9, quantity 10 for 10-19, quantity 20 for 20-29, quantity 30 for 30 and over.

**Type:** Enter "P" to calculate the selling price based on the inventory

master base inventory price. Enter "C" to calculate the selling price based on average cost.

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

**Operand:** The amount used in the calculation with the operator field.

**Description:** A description of the pricing formula level, for example a level 0 description might be "SELL AT BASE INVENTORY PRICE".

## Product & Tax Class Maintenance

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

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

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

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

Class Code [TAX     ]  
Class Type [T]

|                  |   |
|------------------|---|
| Description [TAX | ] |
| Fuel Class [N]   |   |

If you want to be able to select certain product groups for reporting, you might want to create additional Class Type “P” codes. You can always add more later. The Class Type “T” records will be referenced by the Tax Control system, which is where the taxes will be setup.

## **Salesman Name Maintenance**

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

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

## **Inventory Header Maintenance**

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

Stansoft

Inventory Header Maintenance

Codes: Find Next Previous Add Change Delete Exit

Display the next record

|                |                            |
|----------------|----------------------------|
| Product Code   | [102-12]                   |
| Product Link   | [8]                        |
| Tax Class      | [NONFL] [NON-FUEL]         |
| Description    | [FORMULA SHELL 10W40]      |
| Product Class  | [LUBES] [LUBRICANTS]       |
| Stocking Units | [CAS12] [CASE 12/1 QUARTS] |

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

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

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

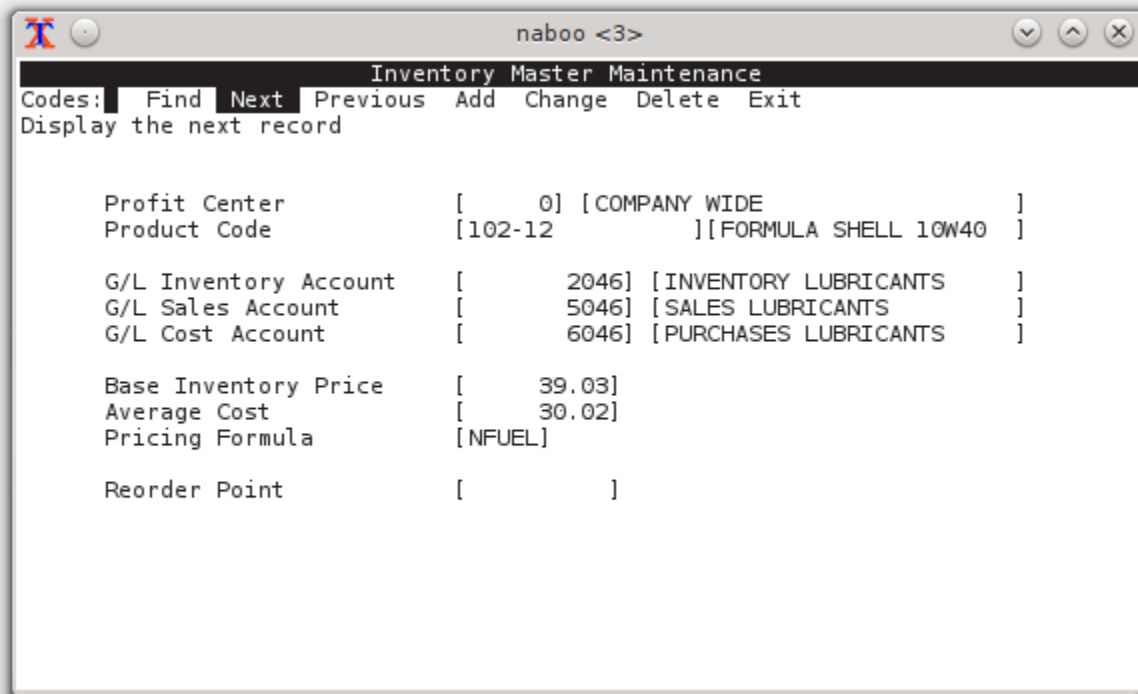
**Description:** Enter the product name.

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

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

## Inventory Master Maintenance

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



| Inventory Master Maintenance |            |                          |
|------------------------------|------------|--------------------------|
| Profit Center                | [ 0 ]      | [ COMPANY WIDE ]         |
| Product Code                 | [ 102-12 ] | [ FORMULA SHELL 10W40 ]  |
| G/L Inventory Account        | [ 2046 ]   | [ INVENTORY LUBRICANTS ] |
| G/L Sales Account            | [ 5046 ]   | [ SALES LUBRICANTS ]     |
| G/L Cost Account             | [ 6046 ]   | [ PURCHASES LUBRICANTS ] |
| Base Inventory Price         | [ 39.03 ]  |                          |
| Average Cost                 | [ 30.02 ]  |                          |
| Pricing Formula              | [ NFUEL ]  |                          |
| Reorder Point                | [ ]        |                          |

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

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

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

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

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

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

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

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

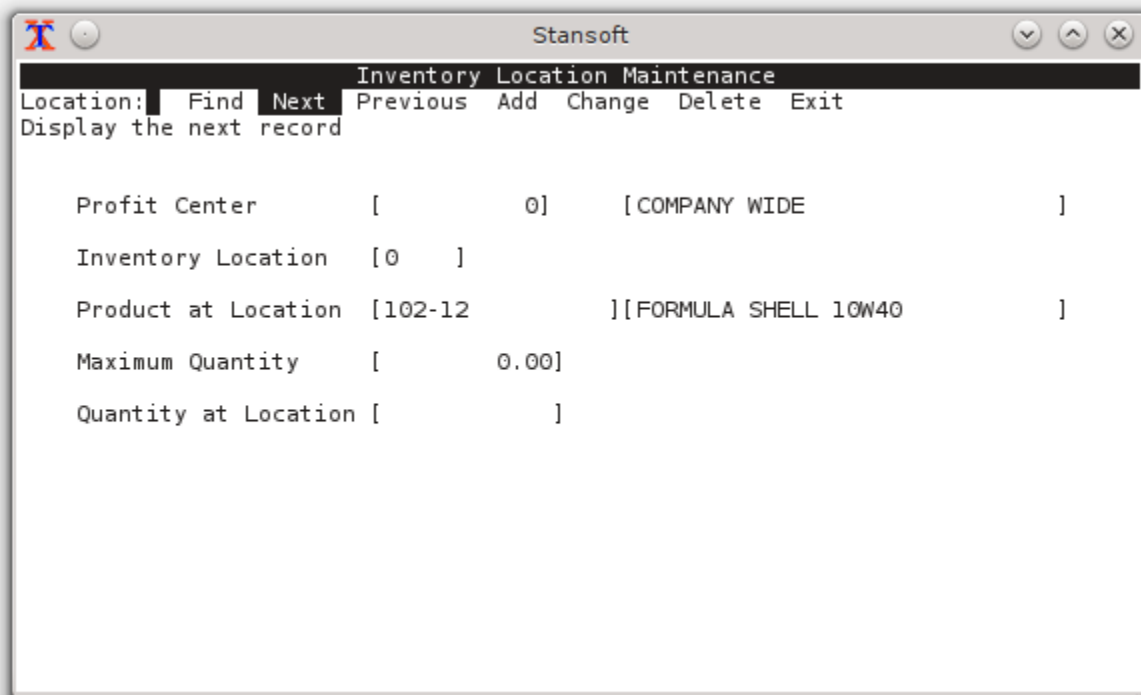
**Reorder Point:** This is the point at which product inventory needs to be replenished. It is automatically calculated and updated here each time an [Inventory Receiver](#) is entered. The calculation is made from average sales of the product and average delivery lead time from [Vendor Master Maintenance](#)

**Use Lot:** Enter a Y if this location and product should use inventory lots. When lots are enabled, the [Inventory Count Maint](#), [Receive Inventory](#), and [Sales Invoice Entry](#) will all use lots. In these programs after entering a quantity, a window will open allowing you to either input or select lots with expiry dates. This is useful if you are selling food

products that need to be tracked by expiration date.

## Inventory Location Maintenance

Add inventory locations in inventory location maintenance. A location record must exist for each product sold. A default location record is automatically created when a product is entered in [Inventory Master Maintenance](#), but you can add additional locations if needed for example a bin number could have a location within a warehouse. The profit center number is used as the default location for each product. If using the fuel modules, each fuel product needs to have a distinct location, so if you have products 01, 02, and 03 for gasoline, you could use location numbers 01, 02, and 03. You cannot have two different fuel products at the same inventory location.



The screenshot shows a window titled "Stansoft" with a menu bar containing "Inventory Location Maintenance". Below the menu bar is a toolbar with buttons: "Location:", "Find", "Next", "Previous", "Add", "Change", "Delete", and "Exit". The main area of the window displays the following information:

|                      |   |        |                        |   |
|----------------------|---|--------|------------------------|---|
| Profit Center        | [ | 0]     | [ COMPANY WIDE         | ] |
| Inventory Location   | [ | 0      | ]                      |   |
| Product at Location  | [ | 102-12 | ][ FORMULA SHELL 10W40 | ] |
| Maximum Quantity     | [ | 0.00]  |                        |   |
| Quantity at Location | [ |        | ]                      |   |

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



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

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

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

**Quantity at Location:** This field is not currently used.

## **Product Blending Maintenance**

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

### **System Parameters**

#### ***System Parameter: 6001***

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

#### ***System Parameter: 6005***

Enter the inventory count type (B=beginning, E=ending). This will define if an inventory count date is a beginning count date or an ending date. The default if left blank is E for an ending count date.

#### ***System Parameter: 6010***

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

#### ***System Parameter: 6210***

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

\$ lpstat -p

*System Parameter: 6211*

Enter the invoice printer type (Y=laser, N=Epson Impact)

*System Parameter: 6212*

Enter the picking slip printer type (Y=laser, N=Epson Impact)

*System Parameter: 6213*

Enter the delivery note printer type (Y=laser, N=Epson Impact)

*System Parameter: 6215*

Enter the UK VAT registration number if applicable.

*System Parameter: 6216*

Enter the UK Company Registration Number (CRN) if applicable.

*System Parameter: 6217*

Enter the UK Alcohol Wholesaler Registration Scheme (AWRS) if applicable.

*System Parameter: 6220*

Enter the UK VAT accounting scheme (C=cash, S=standard), default is S.

## **Receive Inventory**

The receive inventory entry program is used to enter receivers for inventory purchased. Inventory purchases entered here are used by the [Accounts Payable > Invoice Entry](#) ring menu option "Unit" which will make the appropriate G/L entries based on the G/L accounts setup in [Inventory Master Maintenance](#). The Invt Reconciliation Report also uses the data entered here to track purchases of unit inventory. In addition to inventory purchases, any purchase that needs to have a tax code tracked should be entered here. To have a tax code used, the code must exist in [Tax Use Group Maintenance](#) and the use group must be attached in [Vendor Master Maintenance](#). The Use Group field on the receive inventory screen can then be populated with the use group which contains the tax.



Stansoft

Inventory Count Maintenance

Esc: Accept Ctrl-C: Cancel Ctrl-F: Find

Profit Center [ 0 ] [ COMPANY WIDE ]

Product Number [ 102-12 ] [ FORMULA SHELL 10W40 ]

Location [ 0 ]

Count Date [ 10/31/2010 ]

Quantity Counted [ 32.00 ]

Enter a product profit center

## Inventory Control Report

This report is run at month end after you have entered all inventory counts and verified that the inventory is correct. The report can be run in two modes, determined by the field Action Flag. When this is set to P it will only print the report, if set to U it will update the general ledger with the ending inventory amounts. A report is generated showing what entries were made to the general ledger. It uses the G/L accounts from Inventory > Inventory Master Maintenance. The inventory account is debited and the cost account is credited, both dated on the last day of the month for the inventory amount. To account for inventory change, there are also two entries made on the first day of the following month. The same amount is credited to the inventory account and debited to the purchases account. Below is an example of what the entries look like if the update was run for August 2014.

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

# Tax Control

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

## Tax Table Maintenance

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

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

Example code: FDEGY

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

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

First two characters of the code designate the tax authority.

|    |              |
|----|--------------|
| FD | Federal tax  |
| MI | Michigan tax |

Third character of the code designates the tax type.

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

Forth character of the code designates the product class.

|   |          |
|---|----------|
| G | Gasoline |
| D | Diesel   |

Fifth character of the code designates the charge flag.

|   |        |
|---|--------|
| Y | Yes    |
| N | No     |
| D | Debit  |
| C | Credit |
| 0 | Zero   |

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

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

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

---

General ledger entries made when buying fuel from supplier:

|                 |                              |
|-----------------|------------------------------|
| Charge Flag = Y |                              |
| Debit           | Purchases account            |
| Credit          | Unbilled liabilities account |

General ledger entries made on the sale of fuel:

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

|                 |                     |
|-----------------|---------------------|
| Charge Flag = N |                     |
| Debit           | Tax payable account |

---

|        |                   |
|--------|-------------------|
| Credit | Purchases account |
|--------|-------------------|

---

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

---

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

Charge Flag = "Y"

|       |  |
|-------|--|
| Debit | Cash settlement or accounts receivable account |
|-------|--|

|        |               |
|--------|---------------|
| Credit | Sales account |
|--------|---------------|

Charge Flag = "C"

|       |                   |
|-------|-------------------|
| Debit | Purchases account |
|-------|-------------------|

|        |             |
|--------|-------------|
| Credit | Tax payable |
|--------|-------------|

---

---

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

Charge Flag = "Y"

|       |                   |
|-------|-------------------|
| Debit | Purchases account |
|-------|-------------------|

|        |                              |
|--------|------------------------------|
| Credit | Unbilled liabilities account |
|--------|------------------------------|

Charge Flag = "D"

|       |             |
|-------|-------------|
| Debit | Tax payable |
|-------|-------------|

|        |                   |
|--------|-------------------|
| Credit | Purchases account |
|--------|-------------------|

---

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

---

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

Charge Flag = "Y"

|       |                   |
|-------|-------------------|
| Debit | Purchases account |
|-------|-------------------|

|        |                              |
|--------|------------------------------|
| Credit | Unbilled liabilities account |
|--------|------------------------------|

Charge Flag = "D"

|       |             |
|-------|-------------|
| Debit | Tax payable |
|-------|-------------|

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

Stansoft

Tax Table Maintenance

Code: Find Next Previous Add Change Delete Exit

Display the next record

|                |  |
|----------------|--|
| Tax Code       | [FDEGY]                                    |
| Tax Level      | [F]  |
| Tax Where      | [US            ] [Federal            ]     |
| Tax Order      | [        1]                                |
| Description    | [FEDERAL EXCISE GAS TAX            ]       |
| G/L Account    | [        4065] [FEDERAL EXCISE TAX PAYABL] |
| Tax Rate       | [        .184000]                          |
| Basis          | [B]  |
| Effective Date | [10/01/2010]                               |
| Charge Flag    | [Y]  |
| Record #       | [        3]                                |

Stansoft

Tax Table Maintenance

Code: Find Next Previous Add Change Delete Exit

Display the next record

|                |   |
|----------------|---|
| Tax Code       | [MI06Y]   |
| Tax Level      | [S]   |
| Tax Where      | [MI            ] [MICHIGAN            ]             |
| Tax Order      | [        2]   |
| Description    | [MICHIGAN SALES TAX            ]                    |
| G/L Account    | [        4075] [SALES TAX PAYABLE FUEL            ] |
| Tax Rate       | [        .060000]                                   |
| Basis          | [\$]  |
| Effective Date | [10/01/2010]  |
| Charge Flag    | [Y]   |
| Record #       | [        8]   |



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

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

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

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

For example:

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

**Description:** Enter a description for the tax code.

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

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

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

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

Flag code.

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

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

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

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

## Tax Use Group Maintenance

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

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

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

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

for the UK.

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

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

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

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

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


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

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

| <u>Sched</u> | <u>Code</u> | <u>Lvl</u> | <u>Where</u> | <u>Rate</u> | <u>Chg</u> | <u>Description</u> |
|--------------|-------------|------------|--------------|-------------|------------|--------------------|
| X            | VATD        | F          | UK           | 0.20        | D          | VAT                |
| X            | VAT         | F          | UK           | 0.20        | Y          | VAT                |

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

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


Stansoft

Tax Use Group Maintenance

Code: Find Next Previous Add Change Delete Exit

Display the next record

Tax Use Group [MISUPP ]
Tax Class [GAS ] [GASOLINE ]
Description [MICHIGAN SUPPLIER ]

Link [ 5]

===== Tax Tables =====

| Sched | Code     | Lvl  | Where | Rate          | Date         | Chg  | Description           | Trn    |
|-------|----------|------|-------|---------------|--------------|------|-----------------------|--------|
| [X]   | ][FDEGY] | [F]  | [US ] | ][ 0.184000]  | [10/01/2010] | [Y]  | [FEDERAL EXCISE GAS ] | ][ 3]  |
| [X]   | ][FDOSY] | [F]  | [US ] | ][ 0.001905]  | [10/01/2010] | [Y]  | [FED OIL SPILL TAX ]  | ][ 4]  |
| [X]   | ][LUSTY] | [S]  | [MI ] | ][ 0.008750]  | [10/01/2010] | [Y]  | [MICHIGAN ENVIRONMEN] | ][ 5]  |
| [X]   | ][MIEGY] | [S]  | [MI ] | ][ 0.190000]  | [10/01/2010] | [Y]  | [MICHIGAN EXCISE GAS] | ][ 11] |
| [X]   | ][MIPGD] | [S]  | [MI ] | ][ 0.222000]  | [10/01/2010] | [D]  | [MICHIGAN PREPAID SA] | ][ 13] |
| [X]   | ][MIPGY] | [S]  | [MI ] | ][ 0.222000]  | [10/01/2010] | [Y]  | [MICHIGAN PREPAID SA] | ][ 14] |
| [X]   | ][SA15Y] | [S]  | [MI ] | ][ -0.002850] | [10/01/2010] | [Y]  | [SHRINKAGE ALLOWANCE] | ][ 16] |
| [ ]   | ][ ]     | ][ ] | ][ ]  | ][ ]          | ][ ]         | ][ ] | ][ ]                  | ][ ]   |
| [ ]   | ][ ]     | ][ ] | ][ ]  | ][ ]          | ][ ]         | ][ ] | ][ ]                  | ][ ]   |
| [ ]   | ][ ]     | ][ ] | ][ ]  | ][ ]          | ][ ]         | ][ ] | ][ ]                  | ][ ]   |
| [ ]   | ][ ]     | ][ ] | ][ ]  | ][ ]          | ][ ]         | ][ ] | ][ ]                  | ][ ]   |


Stansoft

Tax Use Group Maintenance

Code: Find Next Previous Add Change Delete Exit

Display the next record

Tax Use Group [MIPUMP ]
Tax Class [GAS ] [GASOLINE ]
Description [MICHIGAN PUMP ]

Link [ 6]

===== Tax Tables =====

| Sched | Code     | Lvl  | Where | Rate         | Date         | Chg  | Description           | Trn    |
|-------|----------|------|-------|--------------|--------------|------|-----------------------|--------|
| [X]   | ][FDEGY] | [F]  | [US ] | ][ 0.184000] | [10/01/2010] | [Y]  | [FEDERAL EXCISE GAS ] | ][ 3]  |
| [X]   | ][LUSTY] | [S]  | [MI ] | ][ 0.008750] | [10/01/2010] | [Y]  | [MICHIGAN ENVIRONMEN] | ][ 5]  |
| [X]   | ][MI06C] | [S]  | [MI ] | ][ 0.060000] | [10/01/2010] | [C]  | [MICHIGAN SALES TAX ] | ][ 7]  |
| [X]   | ][MI06Y] | [S]  | [MI ] | ][ 0.060000] | [10/01/2010] | [Y]  | [MICHIGAN SALES TAX ] | ][ 8]  |
| [X]   | ][MIEGY] | [S]  | [MI ] | ][ 0.190000] | [10/01/2010] | [Y]  | [MICHIGAN EXCISE GAS] | ][ 11] |
| [ ]   | ][ ]     | ][ ] | ][ ]  | ][ ]         | ][ ]         | ][ ] | ][ ]                  | ][ ]   |
| [ ]   | ][ ]     | ][ ] | ][ ]  | ][ ]         | ][ ]         | ][ ] | ][ ]                  | ][ ]   |
| [ ]   | ][ ]     | ][ ] | ][ ]  | ][ ]         | ][ ]         | ][ ] | ][ ]                  | ][ ]   |
| [ ]   | ][ ]     | ][ ] | ][ ]  | ][ ]         | ][ ]         | ][ ] | ][ ]                  | ][ ]   |
| [ ]   | ][ ]     | ][ ] | ][ ]  | ][ ]         | ][ ]         | ][ ] | ][ ]                  | ][ ]   |
| [ ]   | ][ ]     | ][ ] | ][ ]  | ][ ]         | ][ ]         | ][ ] | ][ ]                  | ][ ]   |

[illegible]

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

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

shown for reporting use a distinct schedule code.

## VAT Return Report

The VAT Return Report is recognized by HMRC for submitting UK VAT (MTD) returns digitally. You must sign-up for MTD with [HMRC](#). Your VAT registration number needs to be entered into the value field in system parameter 6215.

The return will calculate based on the system parameter 6220 value:

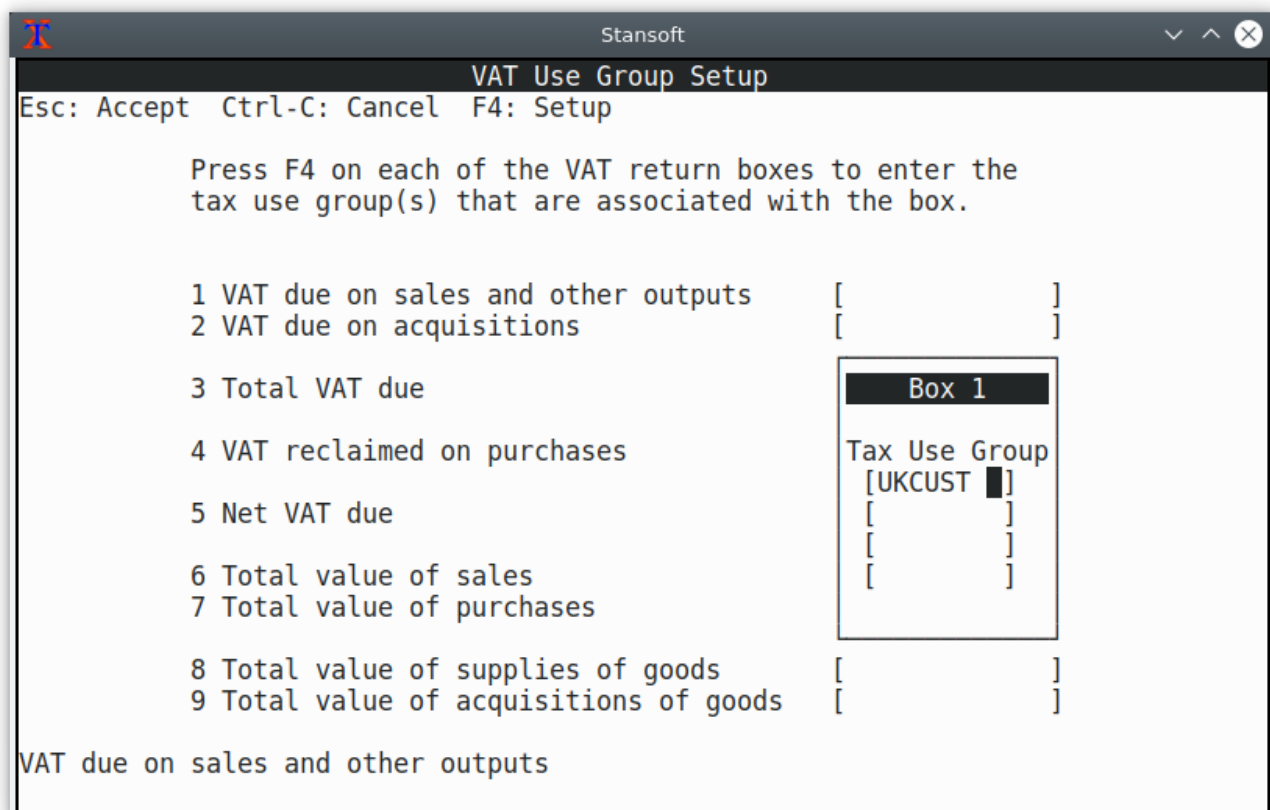
Set to S or left blank, the VAT Standard Scheme will be used:

This is the normal method where VAT is reported and paid based on the sale invoice dates and the purchase invoice dates.

Set to C, the Cash Accounting Scheme will be used:

Under the cash scheme you will pay VAT based on your customer sale receipts and reclaim VAT on your payments to your vendors.

After launching the VAT return report, pressing F4 on the initial screen will display the setup screen shown below. Here you must navigate to each box on the return and press F4, which will bring up an input for you to enter the tax use group that is associated with the specified VAT return box. You can attach multiple use groups to each box. The use groups must be valid groups from [Tax Use Group Maintenance](#).



Stansoft

VAT Use Group Setup

Esc: Accept Ctrl-C: Cancel F4: Setup

Press F4 on each of the VAT return boxes to enter the tax use group(s) that are associated with the box.

|  |     |
|--|-----|
| 1 VAT due on sales and other outputs   | [ ] |
| 2 VAT due on acquisitions              | [ ] |
| 3 Total VAT due                        |     |
| 4 VAT reclaimed on purchases           |     |
| 5 Net VAT due                          |     |
| 6 Total value of sales                 |     |
| 7 Total value of purchases             |     |
| 8 Total value of supplies of goods     | [ ] |
| 9 Total value of acquisitions of goods | [ ] |

VAT due on sales and other outputs

Box 1

Tax Use Group

[UKCUST ]

[ ]

[ ]

[ ]

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

Box 1: UKCUST

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

Box 2: EUVEND

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

Box 4: UKVEND  
EUVEND

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

Box 6: UKCUST  
EUCUST

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

Box 7: UKVEND  
EUVEND

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

Box 8: EUCUST

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

Box 9: EUVEND

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

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

1. Enter the date range for the period you are submitting and press Esc.
2. Select menu option **Authorise**. Copy and paste the provide URL into your web browser and follow the instructions to grant authority to Stansoft for submitting VAT returns. You will be asked to log into your government gateway account. Once you grant authority you will be given an authorisation code, which you then need to copy and paste from your web browser into Stansoft.
3. Select menu option **Token** and enter or paste the authorisation code.
4. Select menu option **Obligations**. This will display a list obligations for the selected period. Use the arrow keys to select the obligation you are submitting.
5. Select menu option **Submit**. This will display the 9 boxes on the VAT return with values populated from the database. To submit the return select Yes and the return will be sent to HMRC. If it is successful, a confirmation will be displayed.
6. Select menu option **Report** to either view, save, email or print the return.

## **Accounts Receivable**

---

### **Customer Class Maintenance**

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

|                       |                               |
|-----------------------|-------------------------------|
| Class Code            | [COMM ]                       |
| Description           | [COMMERCIAL ]                 |
| General Ledger Number | [ 1100][ACCOUNTS RECEIVABLE ] |
| Class Code            | [RETAL]                       |
| Description           | [RETAILER ]                   |
| General Ledger Number | [ 1100][ACCOUNTS RECEIVABLE ] |



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

## **Cycle Maintenance**

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

Cycle Code [ 0]  
Description [NO STATEMENT ]

Cycle Code [ 1]  
Description [STATEMENT-EOM ]

## **Statement Comment Maintenance**

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

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

## **Transaction Type Maintenance**

Add transaction type codes in transaction type maintenance. This is where you define your receipt transaction codes that are used in the Payment Entry program.

There are several existing codes that are used internally by the system, they are codes: CC,CF,FD,SA,RPPR,DD. There is also a RECEIVED ON ACCOUNT code: 01, which can be used when entering customer payments in the Payment Entry program. You can add more codes to suit your needs.

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

Stansoft

Transaction Type Maintenance

Transaction Type: Find Next Previous Add Change Delete Exit

Display the next record

Transaction Code [01]

Description [RECEIVED ON ACCOUNT]

Operator [-] [Decrease to Account]

G/L Offset [ 1050] [CASH IN BANK]

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

**Description:** Enter a description for the transaction code.

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

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

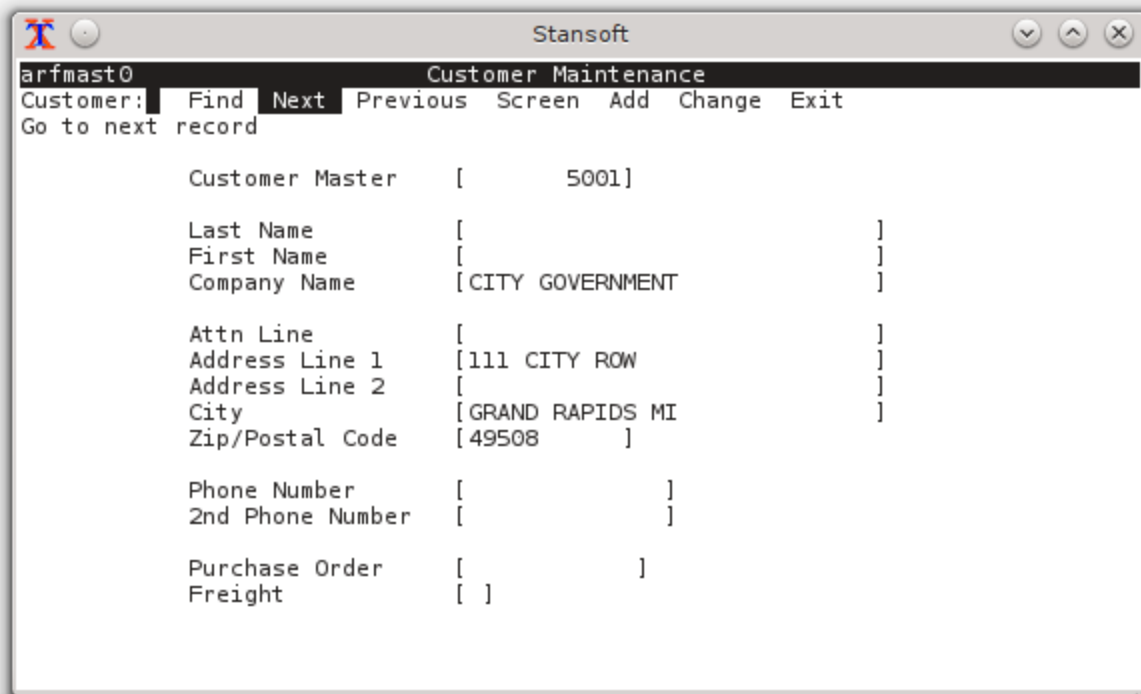
NOTE: For codes CC,CF,SA,RPPR,DD the G/L offset account should be set to the general ledger asset clearing account. If you have not already done so, in General Ledger > Account Master Maintenance you need to add an account ASSET CLEARING ACCOUNT with a Normal Balance of D and Accounting Group CA (Current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

## **Finance Charge Maintenance**

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

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

## Customer Master Maintenance



```
Stansoft
arfmast0 Customer Maintenance
Find Next Previous Screen Add Change Exit
Go to next record

Customer Master [ 5001]

Last Name [ ]
First Name [ ]
Company Name [ CITY GOVERNMENT ]
Attn Line [ ]
Address Line 1 [ 111 CITY ROW ]
Address Line 2 [ ]
City [ GRAND RAPIDS MI ]
Zip/Postal Code [ 49508 ]

Phone Number [ ]
2nd Phone Number [ ]

Purchase Order [ ]
Freight [ ]
```

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

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

**Last Name:** Enter the persons last name.

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

**Company Name:** Enter the company name.

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

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

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

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

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

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

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

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

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

Stansoft

arfmast1 Customer Maintenance CITY GOVERNMENT

Customer: Find Screen Add Change Exit

Cycle through screens

|                     |                                       |
|---------------------|---------------------------------------|
| Account Status      | [OI] [Open Item - Print Invoice Only] |
| Account Balance     | [ ]                                   |
| Normal Pricing Code | [ 0]                                  |
| Sale Terms          | [NET10] [NET 10]                      |
| Credit Line         | [50000.00]                            |
| Account Salesman    | [1 ] [SALESMAN]                       |
| Date Account Opened | [10/01/2010]                          |
| Statement Cycle     | [ 0] [NO STATEMENT]                   |

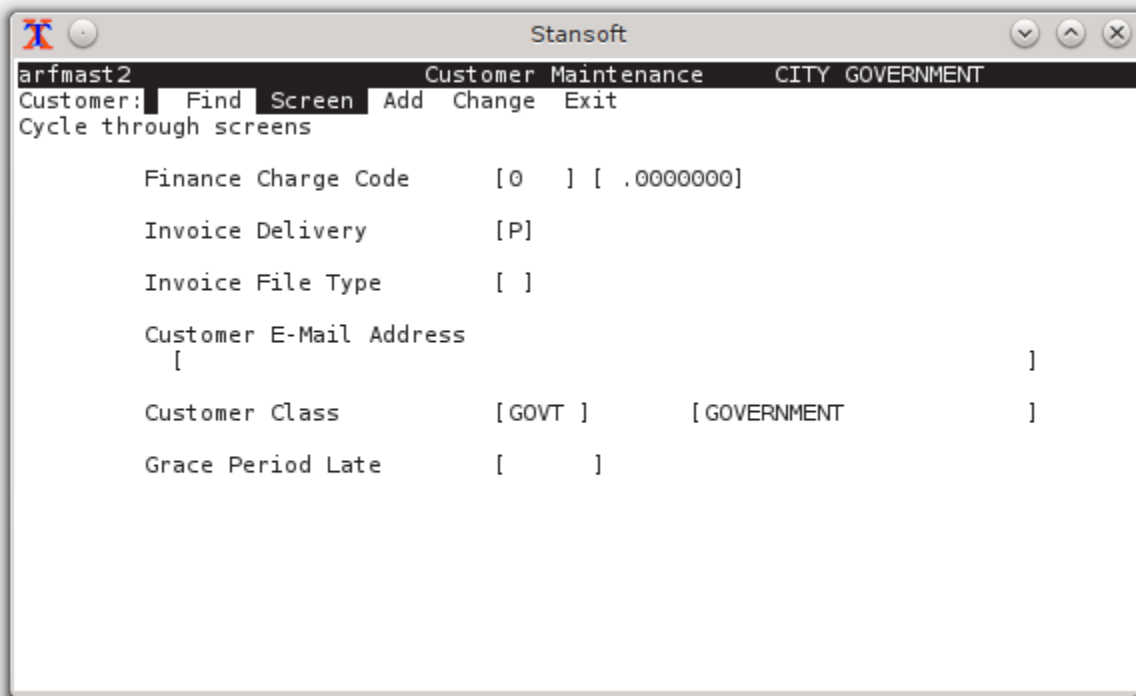
**Account Status:** Enter the account status, normally it is set to either OI for Open Item or BF for Balance Forward. With an Open Item account payments are matched to a specific invoice and any open invoices or payments are always shown on the account. A Balance Forward account shows invoices and payments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

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

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

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

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



The screenshot shows a window titled "Stansoft" with a menu bar containing "arfmast2", "Customer Maintenance", and "CITY GOVERNMENT". Below the menu bar, there is a "Customer:" label followed by a "Find" button, a "Screen" button, and "Add", "Change", and "Exit" options. The main area of the screen displays the following fields:

|                         |          |                |
|-------------------------|----------|----------------|
| Finance Charge Code     | [ 0 ]    | [ .0000000 ]   |
| Invoice Delivery        | [ P ]    |                |
| Invoice File Type       | [ ]      |                |
| Customer E-Mail Address | [        | ]              |
| Customer Class          | [ GOVT ] | [ GOVERNMENT ] |
| Grace Period Late       | [        | ]              |

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

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

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

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

**Grace Period:** This field is not currently used.

The screenshot shows a window titled "Stansoft" with a menu bar containing "arfmast3", "Customer Maintenance", and "CITY GOVERNMENT". Below the menu bar, there is a "Customer:" label followed by a "Find" button and a "Screen" button. To the right of these buttons are the options "Add", "Change", and "Exit". Below this is the instruction "Cycle through screens". The main area of the screen contains five fields, each with a label and a value in brackets: "ACH Flag" with "[ N ]", "Name of Bank" with "[ ]", "Bank Account Number" with "[ ]", "Savings/Checking" with "[ ]", and "ABA Routing Number" with "[ ]".

| Field               | Value |
|---------------------|-------|
| ACH Flag            | [ N ] |
| Name of Bank        | [ ]   |
| Bank Account Number | [ ]   |
| Savings/Checking    | [ ]   |
| ABA Routing Number  | [ ]   |

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

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

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



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

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

arfmast4 Customer Maintenance CITY GOVERNMENT  
Customer: Find Screen Use Group Tax Tables Add Change Exit  
Cycle through screens

| Tax Use Group                   | Tax Class | Description  |
|---------------------------------|-----------|--------------|
| [NONTX]                         | [GAS]     | [GOVERNMENT] |
| [ ]                             | [ ]       | [ ]          |
| [ ]                             | [ ]       | [ ]          |
| [ ]                             | [ ]       | [ ]          |
| [ ]                             | [ ]       | [ ]          |
| [ ]                             | [ ]       | [ ]          |
| [ ]                             | [ ]       | [ ]          |
| Product Tax Class Description [ |           | ]            |

===== Tax Tables =====

| Code    | Lvl | Where | Chg | Description               | Tax Permit    | Number |
|---------|-----|-------|-----|---------------------------|---------------|--------|
| [FDEGN] | [F] | [US]  | [N] | [FEDERAL EXCISE GAS TAX]  | [[38-9999999] | [[2]   |
| [MIEGN] | [S] | [MI]  | [N] | [MICHIGAN EXCISE GAS TAX] | [[38-9999999] | [[10]  |
| [ ]     | [ ] | [ ]   | [ ] | [ ]                       | [[ ]          | [ ]    |
| [ ]     | [ ] | [ ]   | [ ] | [ ]                       | [[ ]          | [ ]    |
| [ ]     | [ ] | [ ]   | [ ] | [ ]                       | [[ ]          | [ ]    |
| [ ]     | [ ] | [ ]   | [ ] | [ ]                       | [[ ]          | [ ]    |

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

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

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

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

Stansoft

arfmast5 Customer Maintenance CITY GOVERNMENT

Customer: Find Screen Add Change Exit

Cycle through screens

==== Class Overrides =====

| Product Class | Description | Pricing Level | Special Terms | Description |
|---------------|-------------|---------------|---------------|-------------|
| [ ]           | [ ]         | [ ]           | [ ]           | [ ]         |
| [ ]           | [ ]         | [ ]           | [ ]           | [ ]         |
| [ ]           | [ ]         | [ ]           | [ ]           | [ ]         |
| [ ]           | [ ]         | [ ]           | [ ]           | [ ]         |
| [ ]           | [ ]         | [ ]           | [ ]           | [ ]         |

==== Product Overrides =====

| Product Code | Pricing Level | Product Description |
|--------------|---------------|---------------------|
| [ ]          | [ ]           | [ ]                 |
| [ ]          | [ ]           | [ ]                 |
| [ ]          | [ ]           | [ ]                 |
| [ ]          | [ ]           | [ ]                 |
| [ ]          | [ ]           | [ ]                 |

### Customer Alternate Name

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

### System Parameters

#### System Parameter: 4008

Enter the print customer statement with credit balance flag (Y/N). This determines if a statement is generated for customers with a credit balance.

#### System Parameter: 4010

Enter the customer balance aging format for reports: D=date P=period

When set to D the aging will appear as follows:

Current, 30 Days, 60 Days, 90 Days

When set to P the aging will appear as follows:

Current, Period 1, Period 2, Period 3, Other

The periods used will be the G/L periods setup in G/L Period Maintenance

## Customer Account Display

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

Stansoft

Customer Account Display

Ctrl-O: Order History F8: Print Invoice F9: Email Invoice Ctrl-N: Notes

Name [ONE STOP OIL] Account [5003] Terms [NET10]  
Attn [ ] Phone [ ] Credit [50000.00]  
Addr [1 E. MANFORD ST] 2nd Phone [ ] Status [Pri:0]  
City [GRAND RAPIDS MI]  
Zip/Postal [49505]

| Date       | Invoice | Description         | Amount    | Balance  |
|------------|---------|---------------------|-----------|----------|
| 0/01/2010  | 1007    | SALES ENTRY         | 6,787.03  | 6,787.03 |
| 10/10/2010 | 1007    | RECEIVED ON ACCOUNT | -6,787.03 | 0.00     |

[Last Sale Date : 10/01/2010 Amount: 6,787.03]  
[Last Payment Date : 10/10/2010 Amount: 6,787.03]  
[Average Days to Pay: 9]  
[Finance Charge 12-months: 0.00]

| Balance | Current | Over 10 | Over 20 | Over 30 |
|---------|---------|---------|---------|---------|
| 0.00    | 0.00    | 0.00    | 0.00    | 0.00    |

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

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

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

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

## Payment Entry

Customer payments on their account are entered in payment entry.

Stansoft  
Payment Entry

Esc: Accept Ctrl-C: Cancel

Profit Center [ 0 ] [ COMPANY WIDE ]  
Batch Date [10/17/2010] Batch Total [ 17670.30]  
Deposit Number [ 5 ]  
Customer Number [ 5001 ] [ CITY GOVERNMENT ]  
[ 111 CITY ROW ]  
[ GRAND RAPIDS MI 49508 ]  
EFT Type [ ] [ ]

----- Payments & Other Amounts -----

| Type  | Amount     | Description         | G/L Debit | G/L Credit |
|-------|------------|---------------------|-----------|------------|
| [01]  | [17670.30] | [RECEIVED ON ACCOU] | [1050]    | [1100]     |
| [ ]   | [ ]        | [ ]                 | [ ]       | [ ]        |
| [ ]   | [ ]        | [ ]                 | [ ]       | [ ]        |
| [ ]   | [ ]        | [ ]                 | [ ]       | [ ]        |
| [ ]   | [ ]        | [ ]                 | [ ]       | [ ]        |
| Total | [17670.30] | Balance [ 0.00]     |           |            |

Type[RECEIVED ON ACCOU] Debit[CASH IN BANK ] Credit[ACCOUNTS RECEIVA]

Enter check number or transaction description

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

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

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

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

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

Stansoft

Payment Distribution

Esc: Accept Ctrl-C: Cancel

Batch Date [10/17/2010]

Customer Number [ 5001 ] [ CITY GOVERNMENT ]

| Apply (Y/N) | Payment Amount | Disc Amount | Invoice Number | Amount Remaining | Invoice Amount | Invoice Date |
|-------------|----------------|-------------|----------------|------------------|----------------|--------------|
| [Y]         | 17670.30       | 0.00        | 1008           | 17670.30         | 17670.30       | 10/01/2010   |
| [ ]         | [ ]            | [ ]         | [ ]            | [ ]              | [ ]            | [ ]          |
| [ ]         | [ ]            | [ ]         | [ ]            | [ ]              | [ ]            | [ ]          |
| [ ]         | [ ]            | [ ]         | [ ]            | [ ]              | [ ]            | [ ]          |
| [ ]         | [ ]            | [ ]         | [ ]            | [ ]              | [ ]            | [ ]          |
| [ ]         | [ ]            | [ ]         | [ ]            | [ ]              | [ ]            | [ ]          |
| [ ]         | [ ]            | [ ]         | [ ]            | [ ]              | [ ]            | [ ]          |
| [ ]         | [ ]            | [ ]         | [ ]            | [ ]              | [ ]            | [ ]          |
| [ ]         | [ ]            | [ ]         | [ ]            | [ ]              | [ ]            | [ ]          |
| [ ]         | [ ]            | [ ]         | [ ]            | [ ]              | [ ]            | [ ]          |
| [ ]         | [ ]            | [ ]         | [ ]            | [ ]              | [ ]            | [ ]          |
| [ ]         | [ ]            | [ ]         | [ ]            | [ ]              | [ ]            | [ ]          |

Remaining Payment [ 0.00 ] Due Date [10/11/2010]

Enter amount to apply to this invoice

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

the selected invoice.

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

**Disc Amount:** If an invoice was short paid, you can enter the amount of the short pay here and have it discounted off the invoice total amount. This will then show the invoice as paid and will not leave a remaining balance on the invoice. The amount of the discount is debited to the G/L account listed in Transaction Type Maintenance on Transaction Code DD.

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

## **Balance Forward Consolidation**

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

## **Finance Charge Calculation**

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

## **Clear Matched Transactions**

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

## **Account Statement**

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

# **Sales**

---

## **Sales Invoice Entry**

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





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

**Product Number:** You can enter any product that is setup in Inventory and is in a tax use group and tax class set in Customer Master Maintenance.

**Quantity:** Enter the quantity sold, if the invoice is a credit invoice then enter a negative quantity with a positive sale price.

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

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

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

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

**F10:** When the cursor is in the Quantity field, this opens a window which shows the current quantity on hand for the product. This inventory amount includes any invoices that have not been processed. Because of this, it will also include an invoice that has been saved and is now being edited. When inventory lots are set to be used in [Inventory Location Maintenance](#), this will open a window showing available lots. When using lots the current invoice quantities will not be included in the lots shown.

## Credit Note

A credit note can be created by entering a new sales invoice using a negative product quantity. You may also select the “credit” ring menu option in [Sales Invoice](#)

[Entry](#) to create a credit note from a processed invoice. Enter the search criteria in the form fields and press Esc, then use the Next/Previous menu options to scroll to the desired invoice and choose the “Select” menu option. This will then automatically reverse all the product quantity amounts. You must enter through the form fields and enter a new invoice number (leave blank to auto assign) and date for the credit note. You can change the quantities of the products or to delete a product, press F2 with the cursor on a product row (Pressing Ctrl-D in the product field or spacing over the product code will also delete it). Pressing Esc will save the credit note invoice. If you need to make further changes, you can select the “Find” ring menu option and optionally enter search criteria. Just like any sales invoice, a credit note will need to be processed using the [Process Invoice](#) program.

## **Invoice Print**

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

## **Process Invoice**

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

## **Re-use Invoice Number**

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

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# **Month End Procedures**

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

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

## **Payroll**

---

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

### **Earning Maintenance**

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

Stansoft

Earning Maintenance

Esc: Accept Ctrl-C: Cancel F1: Insert Row F2: Delete Row

| Code | Description    | Rate   | G/L Account | G/L Description         |
|------|----------------|--------|-------------|-------------------------|
| [01] | [Regular]      | [1.00] | [7102]      | [WAGES]                 |
| [02] | [Overtime]     | [1.50] | [7102]      | [WAGES]                 |
| [03] | [Dbltime]      | [2.00] | [7102]      | [WAGES]                 |
| [04] | [Sick]         | [1.00] | [7102]      | [WAGES]                 |
| [05] | [Holiday]      | [1.00] | [7102]      | [WAGES]                 |
| [06] | [Vacation]     | [1.00] | [7102]      | [WAGES]                 |
| [07] | [Bonus]        | [ ]    | [7102]      | [WAGES]                 |
| [ER] | [Exp Reimburs] | [ ]    | [7720]      | [MISCELLANEOUS EXPENSE] |
| [M]  | [Mileage]      | [ ]    | [7720]      | [MISCELLANEOUS EXPENSE] |
| [ ]  | [ ]            | [ ]    | [ ]         | [ ]                     |
| [ ]  | [ ]            | [ ]    | [ ]         | [ ]                     |
| [ ]  | [ ]            | [ ]    | [ ]         | [ ]                     |
| [ ]  | [ ]            | [ ]    | [ ]         | [ ]                     |
| [ ]  | [ ]            | [ ]    | [ ]         | [ ]                     |
| [ ]  | [ ]            | [ ]    | [ ]         | [ ]                     |
| [ ]  | [ ]            | [ ]    | [ ]         | [ ]                     |

Enter earning description

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

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

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

For UK payroll the following list of earning codes must be created if you are using these types of pay. The code must be entered as shown, but you should use your General Ledger account number. The special codes are:

- SMP for Statutory Maternity Pay
- SHPP for Shared Parental Pay
- 1ATR for Class 1A termination awards
- 1ASP for Class 1A sporting testimonial payments

Entering these on the pay earnings screen would look like this:

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

```
[1ATR      ] [1A Terminate  ] [      ] [7102      ] [WAGES    ]
[1ASP      ] [1A Sporting   ] [      ] [7102      ] [WAGES    ]
```

## Deduction Maintenance

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

| Code   | Description    | G/L Account | G/L Description             |
|--------|----------------|-------------|-----------------------------|
| [DEP ] | [Depend Care ] | [4080       | [EMPLOYEE DEDUCTIONS        |
| [UNIF] | [Uniform Chg ] | [4080       | [EMPLOYEE DEDUCTIONS        |
| [MED ] | [Medical Ins ] | [7620       | [INSURANCE-HEALTH EMPLOYEES |
| [DD ]  | [Direct Dep ]  | [1050       | [CASH IN BANK               |
| [ ]    | [ ]            | [ ]         | [ ]                         |
| [ ]    | [ ]            | [ ]         | [ ]                         |
| [ ]    | [ ]            | [ ]         | [ ]                         |
| [ ]    | [ ]            | [ ]         | [ ]                         |
| [ ]    | [ ]            | [ ]         | [ ]                         |
| [ ]    | [ ]            | [ ]         | [ ]                         |
| [ ]    | [ ]            | [ ]         | [ ]                         |
| [ ]    | [ ]            | [ ]         | [ ]                         |
| [ ]    | [ ]            | [ ]         | [ ]                         |
| [ ]    | [ ]            | [ ]         | [ ]                         |
| [ ]    | [ ]            | [ ]         | [ ]                         |
| [ ]    | [ ]            | [ ]         | [ ]                         |
| [ ]    | [ ]            | [ ]         | [ ]                         |
| [ ]    | [ ]            | [ ]         | [ ]                         |

Enter deduction description

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

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

## Tax Maintenance

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

The screenshot shows a window titled "Stansoft" with a menu bar "Tax Maintenance". The menu options are: Tax: Find Next Previous Add Change eaRnings Deductions Table Exit. Below the menu bar, it says "Display the next record". The form contains the following fields:

|                     |         |                            |                                  |
|---------------------|---------|----------------------------|----------------------------------|
| Tax Authority       | [FE ]   | Description [Federal       | ]                                |
| Tax Code            | [FICA]  | Description [Emplye FICA ] |                                  |
| Who Pays            | [E]     | Sort Sequence [ 1]         |                                  |
| Tax ID              | [       | ]                          |                                  |
| G/L Expense Account | [       | ]                          |                                  |
| G/L Payable Account | [4030   | ]                          | [FEDERAL WITHHOLDING & FICA TAX] |
| Percent             | [ 6.20] | Maximum Wage [ 106800.00]  |                                  |

|                 |                |                   |    |
|-----------------|----------------|-------------------|----|
| Earnings Exempt |                | Deductions Exempt |    |
| [ER ]           | ][Exp Reimbur] | [                 | ][ |
| [M ]            | ][Mileage ]    | [                 | ][ |
| [               | ][             | [                 | ][ |
| [               | ][             | [                 | ][ |
| [               | ][             | [                 | ][ |
| [               | ][             | [                 | ][ |
| [               | ][             | [                 | ][ |
| [               | ][             | [                 | ][ |

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

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

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

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

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

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

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

Field "Who Pays" will determine if fields G/L Expense Account, G/L Payable Account or both need to have a G/L account assigned.

If the tax is an employer tax paid by the company with a "C" in field "Who Pays" then enter a G/L Expense Account and a G/L Payable Account. When an employee is paid, the expense account will be debited for the employers expense and the payable account credited. The payable account then contains the amount that you need to pay to the taxing authority.

U.S. Federal tax codes that need expense and payable G/L accounts assigned:

FIC2 - Employer FICA

FUTA - Federal Unemployment

MED2 - Employer Medicare

UK tax codes that need expense and payable G/L accounts assigned:

NI2 - Employer NIC

WPE2 - Employer Workplace Pension

If the tax is an employee tax with a "E" in field "Who Pays" then leave G/L Expense Account blank and enter a G/L Payable Account. The G/L payable account will be credited

when an employee is paid and will contain the amount owed to the taxing authority.

U.S. Federal tax codes that need only a payable G/L account assigned:

FICA - Employee FICA

FWH - Federal Withholding

MEDI - Employee Medicare

UK tax codes that need only a payable G/L account assigned:

NI - Employee NIC

TX - Income Tax

TX2 - Income Tax Scotland

STU - Student Loan

WPEN - Employee Workplace Pension

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

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

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

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



Stansoft

**Tax Maintenance**

Tax: Find Next Previous Add Change eaRnings Deductions **Table** Exit

Tax t

**Tax Table Brackets**

Tax Table: **Next** Previous Add Change Delete Exit

Tax Display the next record

Who Tax Status [M] Description [Married ]

G/L Before Tax Allowance [ 3700.00] After Tax Allowance [ ]

G/L

Per

| Base         | Percent  | Amt Over     | Base | Percent | Amt Over |
|--------------|----------|--------------|------|---------|----------|
| [ 0.00]      | [ 10.00] | [ 7900.00]   | [ ]  | [ ]     | [ ]      |
| [ 1700.00]   | [ 15.00] | [ 24900.00]  | [ ]  | [ ]     | [ ]      |
| [ 9500.00]   | [ 25.00] | [ 76900.00]  | [ ]  | [ ]     | [ ]      |
| [ 27087.50]  | [ 28.00] | [ 147250.00] | [ ]  | [ ]     | [ ]      |
| [ 47513.50]  | [ 33.00] | [ 220200.00] | [ ]  | [ ]     | [ ]      |
| [ 102574.00] | [ 35.00] | [ 387050.00] | [ ]  | [ ]     | [ ]      |
| [ ]          | [ ]      | [ ]          | [ ]  | [ ]     | [ ]      |
| [ ]          | [ ]      | [ ]          | [ ]  | [ ]     | [ ]      |

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

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

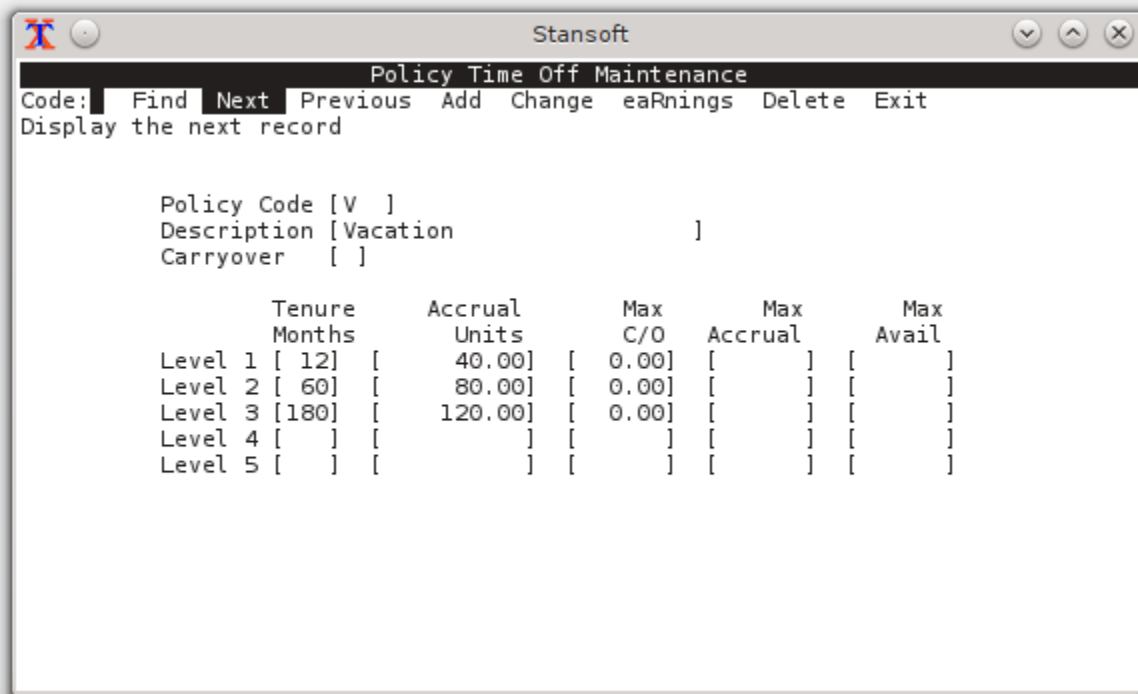
**Base:** This is an annual amount of tax for an amount under the Amt Over field.

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

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

## Policy Time Off Maintenance

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



|         | Tenure<br>Months | Accrual<br>Units | Max<br>C/O | Max<br>Accrual | Max<br>Avail |
|---------|------------------|------------------|------------|----------------|--------------|
| Level 1 | [ 12]            | [ 40.00]         | [ 0.00]    | [ ]            | [ ]          |
| Level 2 | [ 60]            | [ 80.00]         | [ 0.00]    | [ ]            | [ ]          |
| Level 3 | [180]            | [ 120.00]        | [ 0.00]    | [ ]            | [ ]          |
| Level 4 | [ ]              | [ ]              | [ ]        | [ ]            | [ ]          |
| Level 5 | [ ]              | [ ]              | [ ]        | [ ]            | [ ]          |

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

**Description:** Enter a description for the policy code.

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

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

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

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

mented.

**Max Accrual:** This field is not currently implemented.

**Max Avail:** This field is not currently implemented.

## **System Parameters**

### *System Parameter: 7001*

Enter the last employee number issued. On initial setup the first employee number assigned will be the next sequential number from the number given here.

### *System Parameter: 9000*

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

### *System Parameter: 9001*

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

### *System Parameter: 9002*

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

For example in the value field enter: -v 3600 -h 3500 -s 100

v=Vertical image position

h=Horizontal image position

s=Default image size (percent of original size)

### *System Parameter: 9008*

Enter the federal employer identification number.

### *System Parameter: 9009*

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

*System Parameter: 9012*

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

*System Parameter: 9013*

Enter the direct deposit verification file path, if your bank requires a verification file to be sent.

## **Pay Group Maintenance**

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

## **Employee Maintenance**

Add employee records in employee maintenance.

Stansoft

Employee Master Maintenance

Employee: Find Next Previous Screen Add Change Dependents Exit

Cycle through screens

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

Stansoft

Employee Master Maintenance

Employee: Find Next Previous Screen Add Change Exit

Cycle through screens

[3][Bell][Jacob][J]

WAGES

|              |         |             |      |                |          |
|--------------|---------|-------------|------|----------------|----------|
| Pay Type     | [S]     | Rate/Salary | [ ]  | Effective Rate | [11.110] |
| Normal Units | [40.00] | Pay Periods | [52] | Pay Group      | [M]      |

TAXES

| Tax Authority | Status | Exemptions | Extra Withhold | Fixed Withhold |
|---------------|--------|------------|----------------|----------------|
| Federal [FE]  | [S]    | [0]        | [ ]            | [ ]            |
| State [MI]    | [S]    | [0]        | [ ]            | [ ]            |
| Local1 [ ]    | [ ]    | [ ]        | [ ]            | [ ]            |
| Local2 [ ]    | [ ]    | [ ]        | [ ]            | [ ]            |
| Local3 [ ]    | [ ]    | [ ]        | [ ]            | [ ]            |
| EIC [ ]       | [ ]    | [ ]        | [ ]            | [ ]            |

TIME OFF

|          | Available | = | Carryover+ | Accrued   | -        | Used       | Effective Pol | Anniv Dt   |
|----------|-----------|---|------------|-----------|----------|------------|---------------|------------|
| Vacation | [80.00]   | = | [0.00]     | + [80.00] | - [0.00] | [10/01/10] | [V]           | [10/01/11] |
| Personal | [ ]       | = | [0.00]     | + [ ]     | - [ ]    | [ ]        | [ ]           | [ ]        |
| Sick     | [ ]       | = | [0.00]     | + [ ]     | - [ ]    | [ ]        | [ ]           | [ ]        |

If you have UK payroll enabled the fields will be a little different. There will be a ring menu option P45 that will allow you to enter the employees P45 information from previous employment. The system will then use the P45 pay and tax amounts when calculating cumulative pay. This is required for new employees. You can also use it when switching from another payroll system to enter year to date amounts. For new system setup, if you instead enter each payslip for the current payroll year, do not enter the pay amounts here.

**NOTE:** *Make sure you enter the employees Payroll ID or works number on the P45 screen if this ID was being used with your previous payroll software. You also need to enter this for new hires. The Payroll ID will be auto assigned in Stansoft, which will be [Employee ID]-[Start Date]. On your first FPS the new Payroll ID will be used with a change indicated from the old ID.*

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

**Pay Type:** Enter U if employee is paid by the unit or hours, enter S if the employee is paid a fixed salary amount.

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

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

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

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

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

are generated.

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

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

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

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

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

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

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

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

Stansoft

Employee Master Maintenance

Employee: Find Next Previous Screen Add Change Deduct Exit

Cycle through screens

[3 ][Bell ][Jacob ][J]

---

PERSONNEL INFORMATION

---

Position Title [ ]

Rehirable(Y/N) [ ]

Last Review Date [ ] Last Promotion Date [ ]

Last Raise Date [ ] Last Raise Amount [ ]

Next Review Date [ ]

---

DEDUCTIONS

| Deduction           | Periods  | Start        | Type   | Value   | Maximum | Paid   |
|---------------------|----------|--------------|--------|---------|---------|--------|
| [DEP ][Depend Care] | [YYYYYY] | [10/15/2010] | [A]    | [42.15] | [ ]     | [0.00] |
| [ ][ ]              | [ ][ ]   | [ ][ ]       | [ ][ ] | [ ][ ]  | [ ][ ]  | [ ]    |
| [ ][ ]              | [ ][ ]   | [ ][ ]       | [ ][ ] | [ ][ ]  | [ ][ ]  | [ ]    |
| [ ][ ]              | [ ][ ]   | [ ][ ]       | [ ][ ] | [ ][ ]  | [ ][ ]  | [ ]    |
| [ ][ ]              | [ ][ ]   | [ ][ ]       | [ ][ ] | [ ][ ]  | [ ][ ]  | [ ]    |

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

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

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

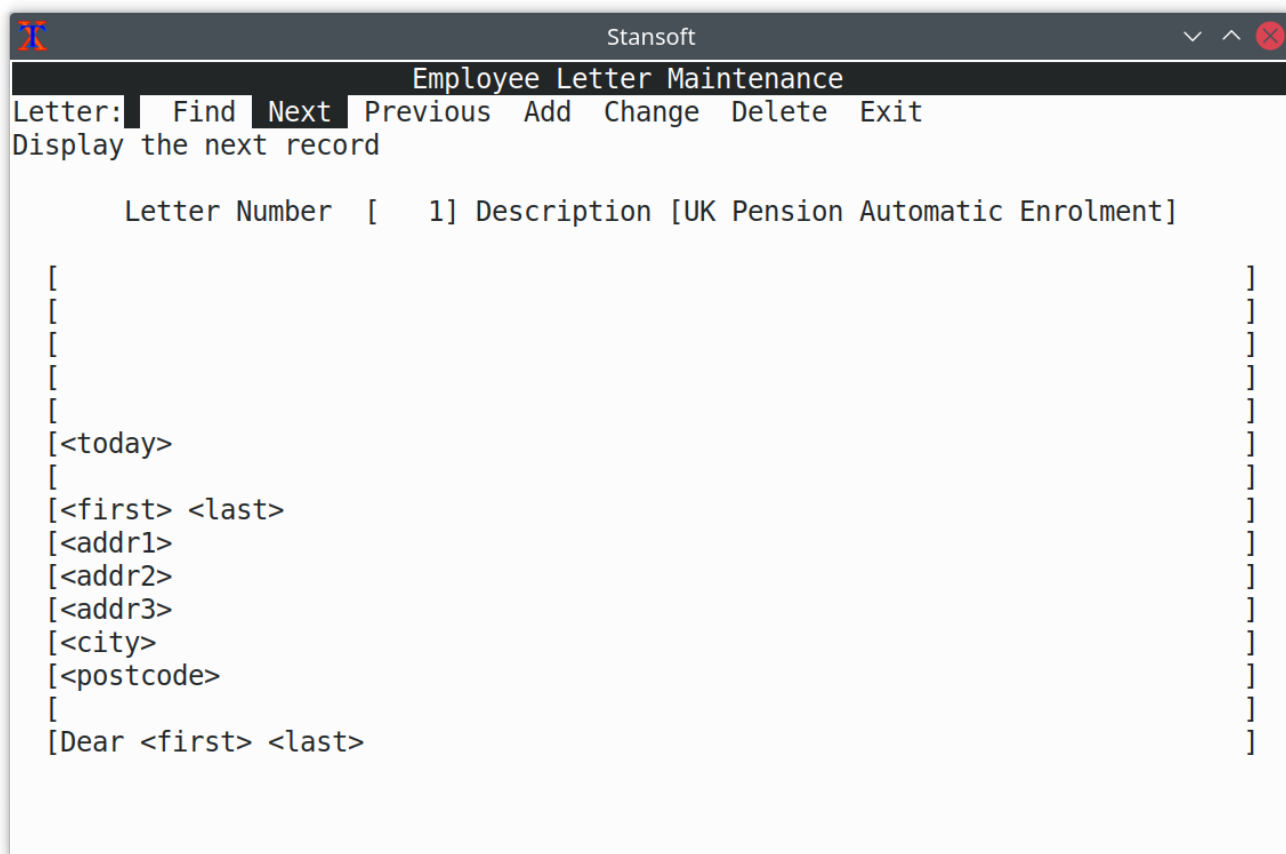
**Value:** Enter a value based on the type selected.

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

**Paid:** This is the total amount withheld to date.



## Employee Letter Maintenance



```
Stansoft
Employee Letter Maintenance
Letter: Find Next Previous Add Change Delete Exit
Display the next record

Letter Number [ 1] Description [UK Pension Automatic Enrolment]

[
[
[
[
[
[<today>
[
[<first> <last>
[<addr1>
[<addr2>
[<addr3>
[<city>
[<postcode>
[
[Dear <first> <last>
```

**Letter Number:** Enter a numeric value to identify the letter.

**Description:** Enter a description for the letter.

**Line Detail:** Enter the text of the letter. Each field represents a line of text. Leaving a field empty will insert a blank line in the letter. Use the appropriate insert fields to customize the letter. You may need to leave blank lines at the beginning of the letter if printing it on company letter head.

Use the Employee Letter Maintenance menu option to create and maintain correspondence. The following are default letters, which can be modified or if deleted will be repopulated with default values:

Letter Number: 1 - UK Pension Automatic Enrolment

When creating a letter, you enter standard text and special insert fields. The system uses the insert fields to select the data it should insert into the letter.

For example, if you want a line that inserts the employee first name and last name, which reads:

Dear John Doe

When you create the letter use the insert fields as follows:

Dear <first> <last>

The pointy brackets <> are part of the insert field. You must included them in the text of the letter when creating it.

### **Employee Letter Insert Fields**

|                         |                        |
|-------------------------|------------------------|
| <b>&lt;company&gt;</b>  | Company Name           |
| <b>&lt;today&gt;</b>    | Today's Date           |
| <b>&lt;first&gt;</b>    | First Name             |
| <b>&lt;last&gt;</b>     | Last Name              |
| <b>&lt;addr1&gt;</b>    | Address Line 1         |
| <b>&lt;addr2&gt;</b>    | Address Line 2         |
| <b>&lt;addr3&gt;</b>    | Address Line 3         |
| <b>&lt;city&gt;</b>     | City Name              |
| <b>&lt;st&gt;</b>       | 2 Character State Code |
| <b>&lt;postcode&gt;</b> | Postal/Zip Code        |
| <b>&lt;hiredate&gt;</b> | Hire Date              |

To print the employee letter see [Employee Letter Report](#).

### **Payment Entry**

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

Stansoft

Check Entry

Check: Find Generate Exit

Generate checks

Employee[ ] SSN[ ]

Pay Group[ ] Pay Date Range[ ] to[ ] Check Date[ ] PC[ ]

=====  
 Code Descr ns =====  
 [ ] [ ] Amount  
 [ ] [ ]  
 [ ] [ ]  
 [ ] [ ]  
 [ ] [ ]  
 [ ] [ ]  
 [ ] [ ]  
 [ ] [ ]  
 Total Units [ ] [ ]  
 Gross Earnin [ ] [ ]  
 Total Deduct [ ] [ ]  
 Net Earnings [ ] [ ]

Generate Checks

Esc: Accept Ctrl-C: Cancel Ctrl-F: Find

Employee Number [ ]

Pay Date Range [ ] thru [ ]

Check Date [ ]

Pay Group [ ]

Profit Center [ ]

Deduction Period[ ]

Enter employee number(s) to be selected

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

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

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

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

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

Stansoft

Check Entry

Check: Find Next Previous Generate eaRnings dedUct Tax Delete Exit

Edit earnings

Employee[3 ][Bell, Jacob J] SSN[222-55-1111]

Pay Group[M] Pay Date Range[10/01/10]to[10/07/10] Check Date[10/07/10] PC[101]

| ===== Earnings =====      |             |         |          | ===== Deductions ===== |                |         |
|---------------------------|-------------|---------|----------|------------------------|----------------|---------|
| Code                      | Description | Units   | Amount   | Code                   | Description    | Amount  |
| [01]                      | [Regular]   | [35.00] | [388.85] | [ ]                    | [ ]            | [ ]     |
| [ ]                       | [ ]         | [ ]     | [ ]      | [ ]                    | [ ]            | [ ]     |
| [ ]                       | [ ]         | [ ]     | [ ]      | [ ]                    | [ ]            | [ ]     |
| [ ]                       | [ ]         | [ ]     | [ ]      | [ ]                    | [ ]            | [ ]     |
| [ ]                       | [ ]         | [ ]     | [ ]      | [ ]                    | [ ]            | [ ]     |
| [ ]                       | [ ]         | [ ]     | [ ]      | [ ]                    | [ ]            | [ ]     |
| Total Units [ 35.00]      |             |         |          | ===== Taxes =====      |                |         |
| Gross Earnings [ 388.85]  |             |         |          | [FWH]                  | [Fed WH]       | [44.10] |
| Total Deductions [ 90.77] |             |         |          | [FICA]                 | [Emplye FICA]  | [24.11] |
| Net Earnings [ 298.08]    |             |         |          | [MEDI]                 | [Emplye Medic] | [5.64]  |
|                           |             |         |          | [SWH]                  | [MI WH]        | [16.92] |
|                           |             |         |          | [ ]                    | [ ]            | [ ]     |
|                           |             |         |          | [ ]                    | [ ]            | [ ]     |

**Earnings Code:** Enter any valid code from Earning Maintenance.

**Deductions Code:** Enter any valid code from Deduction Maintenance.

## Payment Selection

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

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

Stansoft

Check Print

Esc: Accept Ctrl-C: Cancel Ctrl-F: Find Ctrl-W: Help

Employee Number [ ]

Pay Group [ ]

Pay Date Range [ ] to [ ]

Check Date [ ]

Print Zero Checks [N ] (Y/N)

Print Available Time Off [Y ] (Y/N)

Starting Check Number [ ]

Bank Account [999999999 ]

Reprint From Check Nbr [ ]

Number of Checks [ ]

Ending Check Number [ ]

Enter employee number(s)

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

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

## Payroll Processing

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

### 1) Payment Entry

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

## 2) Payment Selection

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

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

### Ring menu option **RTI**

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

### Ring menu option **FPS**

This will send a Full Payment Submission.

### Ring menu option **Submit**

This will submit payment information to HMRC. All your confirmations can be seen on the History screen.

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

## **Payment Reconciliation**

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

## **Employee Letter Report**

The Employee Letter Report will generate a report for correspondence. The letter

is created in [Employee Letter Maintenance](#). The system contains a default template for generating a UK Pension Automatic Enrolment letter. This letter should be sent to your new hire employees. For this letter, selecting by hire date will generate the letter for all employees based on the hire date. For example, in the Hire Date field entering [>01012021] will select all employees with a hire date greater than the specified date.

# Fuel Management

## Fuel Terminal Maintenance

Add fuel terminal codes in fuel terminal maintenance.

Stansoft

Fuel Terminal Maintenance

Code: Find Next Previous Add Change Delete Exit

Display the next record

Terminal Code [ 2]

Zip/Postal Code [ 49409 ]

City [ FERRYSBURG ]

Owner [ SHELL ]

Terminal Control Number [ T38MI3013 ]

===== Purchasing =====

| Vendor  | Product | Tax Use    | Terms   | N/G  |
|---------|---------|------------|---------|------|
| [ 1002] | [ 01 ]  | [ MISUPP ] | [ EFT ] | [ G] |
| [ 1002] | [ 02 ]  | [ MISUPP ] | [ EFT ] | [ G] |
| [ 1002] | [ 03 ]  | [ MISUPP ] | [ EFT ] | [ G] |
| [ ]     | [ ]     | [ ]        | [ ]     | [ ]  |
| [ ]     | [ ]     | [ ]        | [ ]     | [ ]  |

-----

Vendor [ ] Product [ ]

Tax Use [ ] Terms [ ]

**Terminal Code:** Enter a user defined terminal code.

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

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

**Terminal Control Number:** This is used for reporting, the TCN can be obtained from [www.irs.gov](http://www.irs.gov) for U.S. Terminals.

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

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

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

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

## **Fuel Carrier Maintenance**

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

## **Freight Rate Maintenance**

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

## **Freight Origin-Dest Maintenance**

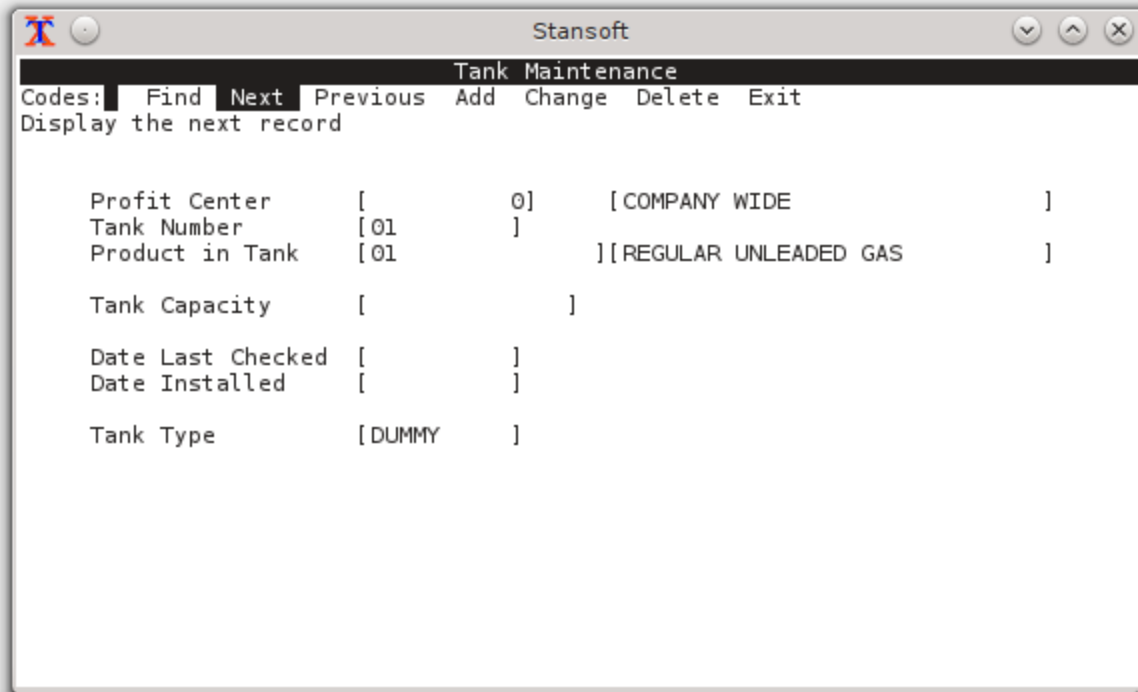
Add freight origin to destination codes using the freight rates setup in Freight Rate Maintenance.

## **Tank Maintenance**

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



using the profit center number that you want to credit for the sale.



The screenshot shows a window titled "Stansoft" with a menu bar containing "Codes:", "Find", "Next", "Previous", "Add", "Change", "Delete", and "Exit". Below the menu bar is a text area with the prompt "Display the next record". The main area contains a form with the following fields:

|                   |   |       |                         |   |
|-------------------|---|-------|-------------------------|---|
| Profit Center     | [ | 0]    | [ COMPANY WIDE          | ] |
| Tank Number       | [ | 01    | ]                       |   |
| Product in Tank   | [ | 01    | ][ REGULAR UNLEADED GAS | ] |
| Tank Capacity     | [ |       | ]                       |   |
| Date Last Checked | [ |       | ]                       |   |
| Date Installed    | [ |       | ]                       |   |
| Tank Type         | [ | DUMMY | ]                       |   |

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

**Tank Number:** A user defined tank number.

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

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

## System Parameters

### System Parameter: 1001

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

### System Parameter: 1002

Enter the billing method in the value field, either N for net or G for gross.

*System Parameter: 1009*

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

*System Parameter: 1010*

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

```
$ lpstat -p
```

*System Parameter: 1011*

Enter Y if the dispatch ticket printer is a laser printer or enter N for a dot matrix printer.

*System Parameter: 1019*

Enter the default profit center that should be credited with the sale of fuel deliveries entered in Movement Entry.

*System Parameter: 1031*

Enter the default source and destination flag for fuel movements entered in Movement Entry.

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

*System Parameter: 1052*

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

*System Parameter: 1065*

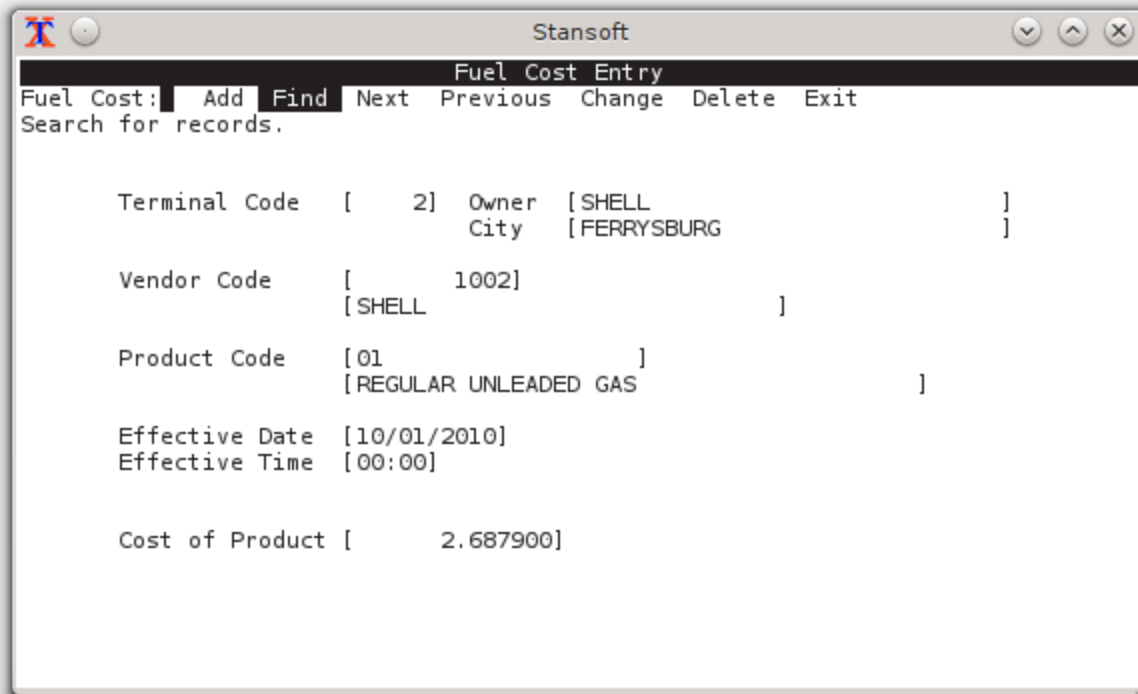
Enter the default fuel carrier A/P vendor number.

*System Parameter: 6004*

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

## Fuel Cost Entry

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



The screenshot shows a window titled "Stansoft" with a menu bar "Fuel Cost Entry". The menu options are "Fuel Cost:", "Add", "Find", "Next", "Previous", "Change", "Delete", and "Exit". Below the menu bar, it says "Search for records." The main area of the window displays the following data:

|                 |                        |       |              |   |
|-----------------|------------------------|-------|--------------|---|
| Terminal Code   | [ 2]                   | Owner | [ SHELL      | ] |
|                 |                        | City  | [ FERRYSBURG | ] |
| Vendor Code     | [ 1002]                |       |              |   |
|                 | [ SHELL                |       |              | ] |
| Product Code    | [ 01                   |       |              | ] |
|                 | [ REGULAR UNLEADED GAS |       |              | ] |
| Effective Date  | [ 10/01/2010]          |       |              |   |
| Effective Time  | [ 00:00]               |       |              |   |
| Cost of Product | [ 2.687900]            |       |              |   |

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

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

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

## Movement Entry

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

also entered here.

```

  T Stansoft
  Bill of Lading
  Esc: Accept  Ctrl-C: Cancel  Ctrl-F: Find  Ctrl-T: View Tax

  Movement Number [          5] Type [E]      Pick Up Date [10/15/2010]
  Bill Of Lading   [        1234]
  Terminal Number  [          2] [SHELL      ][FERRYSBURG              ]
  Vendor Code      [        1002] [SHELL      ]
  Product          [          ] Gross Net      Cost Tax Use N/G Tax Rate
  [G1              ] [ 10000] [ 10000] [ 2.687900][MISUPP ][G][ .6038]
  [                ] [      ] [      ] [      ] [      ][      ][      ]
  [                ] [      ] [      ] [      ] [      ][      ][      ]
  [                ] [      ] [      ] [      ] [      ][      ][      ]
  [                ] [ 10000][ 10000] [      ] [      ][      ][      ]
  [REGULAR UNLEADED GAS]
  ----- Taxes -----
  Code Level Where Unit Rate Chg Description
  [FDEGY] [F] [US ] [B] [ .184000] [Y] [FEDERAL EXCISE GAS TAX ]
  [FDOSY] [F] [US ] [B] [ .001905] [Y] [FED OIL SPILL TAX ]
  [LUSTY] [S] [MI ] [B] [ .008750] [Y] [MICHIGAN ENVIRONMENTAL PROTE]

  Product number

```

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

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

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

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

**Product:** Enter a product that has been setup in Fuel Terminal Mainte-

nance for this terminal and vendor. A cost record must also exist in Fuel Cost Entry for the product.

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

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

The screenshot shows a window titled "Stansoft" with a "Delivery" header. Below the header is a menu bar: "Esc: Accept Ctrl-C: Cancel Ctrl-F: Find Ctrl-T: View Tax Ctrl-N: Notes".

The main screen displays the following information:

```

Movement Number [          5] Type [E]
Destination Code [        5001] [CITY GOVERNMENT          ]
Invoice or Delivery [        1023] Invoice Date [10/15/2010]
Inventory Center [          0]
Product          N/G   Gross      Net      Price  Tax Use
[01              ] [G] [ 10000] [ 10000] [ 2.980000] [NONTX  ]
[                  ] [ ] [      ] [      ] [      ] [      ]
[                  ] [ ] [      ] [      ] [      ] [      ]
[                  ] [ ] [      ] [      ] [      ] [      ]
[10000.00][10000.00]
[REGULAR UNLEADED GAS          ] Tax Rate [  .37400]
  
```

Below this is a section for taxes, separated by a dashed line:

| Code    | Level | Where | Unit | Rate      | Chg | Description               |
|---------|-------|-------|------|-----------|-----|---------------------------|
| [FDEGN] | [F]   | [US]  | [B]  | [.184000] | [N] | [FEDERAL EXCISE GAS TAX]  |
| [MIEGN] | [S]   | [MI]  | [B]  | [.190000] | [N] | [MICHIGAN EXCISE GAS TAX] |
| [ ]     | [ ]   | [ ]   | [ ]  | [ ]       | [ ] | [ ]                       |

At the bottom, there is a label "Product number" followed by a blank space for input.

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

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

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

**Inventory Center:** This is the profit center that will be used to credit

sales in the general ledger.


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

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

**Price:** This is the selling price for the product.

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

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


Stansoft
▼
▲
✕

Invoicing

Invoicing: **Next** Previous Change Details Exit  
Display next invoice

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

# Fuel Dispatch

---

## Order Entry

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

Stansoft

Fuel Dispatch Order Entry

Esc: Accept Ctrl-C: Cancel Ctrl-Y: Ship To Ctrl-N: Notes

Order Nbr [ 1024] Ship Date [10/15/2010] Billing PC [ 0] Type [E]  
Status [D][Dispatch] Carrier [ 1009]

Destination [ 5002] [CITY GOVERNMENT SHIPTO] [ ]

P/O Nbr [ ] Release Nbr [ ] Past Due [ ]  
Avail Credit [ ]

| Product | Quantity | Location | Price |
|---------|----------|----------|-------|
| [01]    | [10000]  | [01]     | [ ]   |
| [ ]     | [ ]      | [ ]      | [ ]   |
| [ ]     | [ ]      | [ ]      | [ ]   |
| [ ]     | [ ]      | [ ]      | [ ]   |
| [ ]     | [ ]      | [ ]      | [ ]   |
| Total   | [ 10000] |          |       |

Enter order number or press return for next number



# Retail Sales

---

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

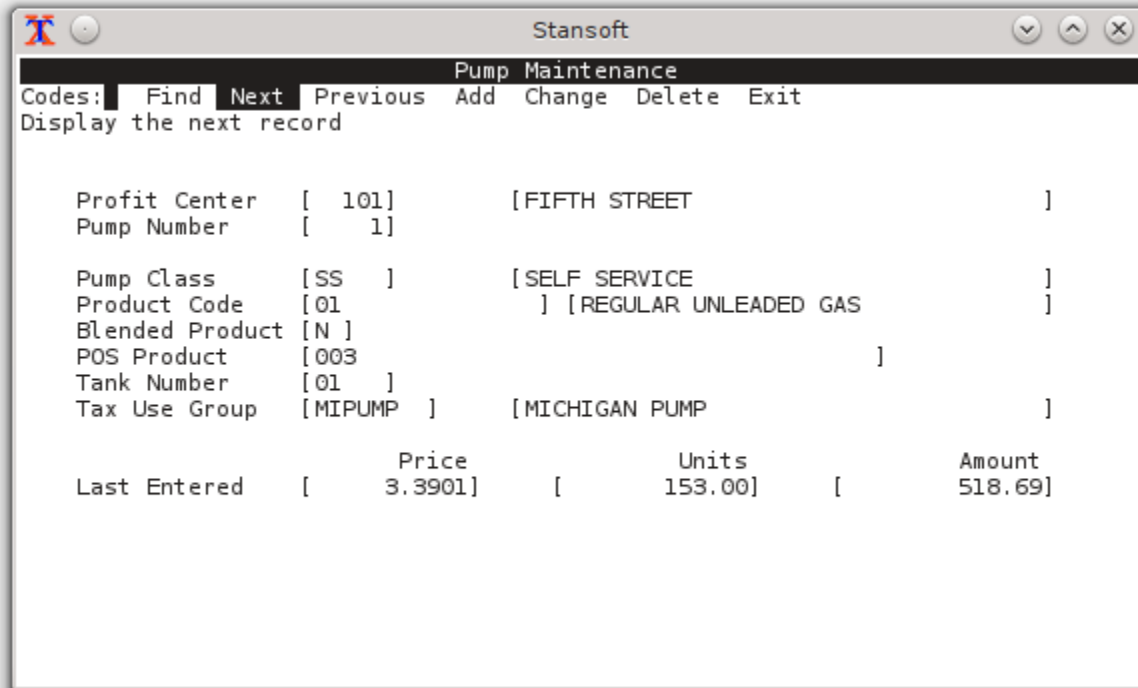
## Pump Class Maintenance

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

```
Pump Class      [SS  ]
Class Description[SELF SERVICE      ]
```

## Fuel Pump Maintenance

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



The screenshot shows a window titled "Stansoft" with a menu bar containing "Codes:", "Find", "Next", "Previous", "Add", "Change", "Delete", and "Exit". Below the menu bar is a text area with the prompt "Display the next record". The form contains the following fields:

|                 |           |                 |                        |
|-----------------|-----------|-----------------|------------------------|
| Profit Center   | [ 101]    | [ FIFTH STREET  | ]                      |
| Pump Number     | [ 1]      |                 |                        |
| Pump Class      | [SS  ]    | [ SELF SERVICE  | ]                      |
| Product Code    | [01       | ]               | [ REGULAR UNLEADED GAS |
| Blended Product | [N ]      |                 |                        |
| POS Product     | [003      |                 | ]                      |
| Tank Number     | [01 ]     |                 |                        |
| Tax Use Group   | [MIPUMP ] | [ MICHIGAN PUMP | ]                      |
| Last Entered    | [ 3.3901] | [ 153.00]       | [ 518.69]              |

**Profit Center:** Enter the profit center number from System Manage-

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

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

**Pump Class:** Enter a class from Pump Class Maintenance.

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

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

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

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

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

## Category Maintenance

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

**Category Code:** This is a user defined code, you can use characters or numbers. If you use numbers for the code you may want to put a leading zero so the codes are ordered numerically on reports and during

data entry (for example, for code 1 use 01). You may want to make a one to one relationship between the category codes defined here and the POS department codes from the stores POS register. This way you can track retail inventory amounts for each POS department. To do this, create a category code to match each POS department code. You can also consolidate several POS departments into a category, and associate the department with a category in Department Maintenance.

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

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

## **Inventory Detail Maintenance**

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

Stansoft

Inventory Detail Maintenance

Codes:  Find **Next** Previous Add Change Delete Exit

Display the next record

|                                     |             |                         |                |
|-------------------------------------|-------------|-------------------------|----------------|
| Category Code                       | [ 01 ]      | [ GROCERIES NON TAXABLE | ]              |
| Profit Center                       | [ 101 ]     | [ FIFTH STREET          | ]              |
| Reference Period                    | [ 1 ]       | Period Begin Date       | [ 10/01/2010 ] |
|                                     |             | Period End Date         | [ 10/31/2010 ] |
| Inventory Value Beginning of Month: |             |                         |                |
| Cost                                | [ 7394.30 ] | Retail                  | [ 12749.43 ]   |
| Inventory Purchases:                |             |                         |                |
| Cost                                | [ 648.17 ]  | Retail                  | [ 901.36 ]     |
| Inventory Sales:                    |             |                         |                |
|                                     |             | Retail                  | [ 481.22 ]     |

**Category Code:** Enter a category code from Category Maintenance.

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

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

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

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

## Category Margin Maintenance

If you setup any codes with category type D-deli in Category Maintenance, then

you can define the profit margin for those categories here.

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

## G/L Transaction Maintenance

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

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

## System Parameters

### *System Parameter: 3003*

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

### *System Parameter: 3004*

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

### *System Parameter: 3011*

Enter the import retail POS data flag (Y/N). Set this to Y to import POS data from the store register.

*System Parameter: 3012*

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

*System Parameter: 3013*

Enter the Gift Card POS department number.

*System Parameter: 3014*

Enter the Credit Card Receivable general ledger account number.

*System Parameter: 3015*

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

*System Parameter: 3016*

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

*System Parameter: 3102*

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

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

## **Sales Group Maintenance**

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

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

## Department Maintenance

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

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

## Price Zone Maintenance

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

## Price Book Maintenance

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

Stansoft

Price Book Maintenance

Item: Find Next Previous Add Change Retail Send Group Delete Exit

Display the next record

Vendor Number [ 1006][COCA COLA]

PLU/UPC [049000000443]

Item Description [CLASSIC 200Z]

Unit [200Z] Packing Quantity [1]

Department Number [ 16][SODA]

Sales Group [ 112][COKE 20 OZ]

Linked Item [99 ][BOTTLE DEPOSIT]

Active [Y]

| Zone | Promo | Cost   | Retail  | Qty  | Deal   | Eff Date     | End Date     |
|------|-------|--------|---------|------|--------|--------------|--------------|
| [ 0] | [N ]  | [0.00] | [ 1.69] | [ 1] | [0.00] | [10/01/2010] | [12/31/9999] |
| [ ]  | [ ]   | [ ]    | [ ]     | [ ]  | [ ]    | [ ]          | [ ]          |
| [ ]  | [ ]   | [ ]    | [ ]     | [ ]  | [ ]    | [ ]          | [ ]          |
| [ ]  | [ ]   | [ ]    | [ ]     | [ ]  | [ ]    | [ ]          | [ ]          |

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

## Price Book Promotions

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

Promo: Find Next Previous Add Change Zone View Send Delete Exit

Display the next record

Description [COKE 2/2.50 20 OZ ]  
Sales Group [ 112][COKE 20 OZ ]

PLU/UPC Sales Group Items  
[049000000443][CLASSIC 200Z ]  
[049000000450][DIET COKE 200Z ]  
[ ] [ ] [ ] [ ] [ ] [ ]  
[ ] [ ] [ ] [ ] [ ] [ ]  
[ ] [ ] [ ] [ ] [ ] [ ]  
[ ] [ ] [ ] [ ] [ ] [ ]

| Zone | Type | Units | Amount  | Start Date   | Stop Date    | Promo ID |
|------|------|-------|---------|--------------|--------------|----------|
| [ 0] | [SA] | [ 2]  | [ 2.50] | [10/01/2010] | [12/31/9999] | [ 1]     |
| [ ]  | [ ]  | [ ]   | [ ]     | [ ]          | [ ]          | [ ]      |
| [ ]  | [ ]  | [ ]   | [ ]     | [ ]          | [ ]          | [ ]      |
| [ ]  | [ ]  | [ ]   | [ ]     | [ ]          | [ ]          | [ ]      |

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

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

**Zone:** Enter the price zone from Price Zone Maintenance.

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

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

**Amount:** The selling price of the promotion when the specified num-

ber of units are sold.

## **Daily Report Entry**

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

### **Daily Report Purchase Entry**

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

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

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

### **Daily Report Fuel Sales Entry**

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

### **Daily Report Fuel Volume Entry**

Enter the ending tank volumes for the daily report.

### **Daily Report Unit Sales Entry**

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

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

### **Daily Report Retail Sales Entry**

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

### **Daily Report Accounts Receivable Entry**

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

### **Daily Report Receipt Entry**

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

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