

Record Non-Fuel Commission or Rebate

Some companies receive commission or rebate checks from their vendors. Listed below are the different options you have for recording this payment.

| Method | Pros | Cons |
|---|---|---|
| <p>AR Payment Entry Record the check as a Miscellaneous Open Credit payment. You will assign the payment to Customer ID 'MISC'. Show Me How</p> | <ul style="list-style-type: none"> • Print a Payment report to view all payments. | <ul style="list-style-type: none"> • Vendor history will not show this payment. |
| <p>AP Invoice Create a debit memo for the vendor that paid you. Show Me How</p> <p>EFT Entry Create the EFT showing funds received. Show Me How</p> | <ul style="list-style-type: none"> • Print an Invoice report to view the payments from your vendor. • Print an EFT report to view the payment. | <ul style="list-style-type: none"> • Double data entry to record the transaction in both the AP module and in the EFT module. |
| <p>EFT Entry Enter a Miscellaneous AP entry in the EFT module. Show Me How</p> | <ul style="list-style-type: none"> • Least amount of data entry. • Print an EFT report to view the payment. | <ul style="list-style-type: none"> • Description in General Ledger is not very descriptive. |
| <p>GL Journal Entry Record the deposit as a GL journal entry. Show Me How</p> | <ul style="list-style-type: none"> • Print a General Ledger report by GL account. • Detailed description entered will print on the General Ledger report. | <ul style="list-style-type: none"> • Does not show in vendor history. • Manually add the deposit in the Bank Reconciliation module. |

Record a Miscellaneous Cash Deposit

A Miscellaneous Cash transaction is a deposit or transaction on a deposit that does not apply to a customer account. Examples of miscellaneous cash could include a commission check, a rent check or tax refund.

If you record the payment in AR, you must create one-time setup of a customer account to be used for miscellaneous sales or deposits. A common customer name is 'MISC' but you can use any name you wish.

Miscellaneous deposits are entered in the AR Payment Entry menu. The customer will **always** be 'MISC'. The Cash Type will always be 2 - 'Misc Cash'. The GL Bank account will display from the Link Code and you will enter an GL account (income or expense) that is specific to the miscellaneous deposit.

Note: An alternative to entering a miscellaneous cash deposit is by manual journal entry directly into the General Ledger. If you create a manual journal, you do not need to record the deposit in AR. The journal would debit cash and credit income or expense.

| <i>AR, Payment Entry</i> | | | | | | | | | | | | | | | | | |
|--|--|---|--|--|--|---------------|--|----------|--|--------------|-------------|-----------|-----------|------------|-----------|---------------|--|
| <ol style="list-style-type: none"> 1. Enter the deposit date. 2. The system will create a batch number based on this date. You can change it if needed. 3. Select the GL Link Code. 4. Enter 'N' if this is not a future dated transaction (deposit was made in a future month). 5. Select option 2 - Create open credit/Misc Cash. | <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Petro-Data Inc. *** Cash Receipt Entry ***</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Cash receipt date 07/15/2019 1</td> <td style="width: 50%;">Batch number 20190715 2</td> </tr> <tr> <td>Def. GL Link Code 1 3</td> <td>Future Month Batch? (Y/N) N 4</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th colspan="2">Batch Totals:</th> <th colspan="2">None yet</th> </tr> <tr> <th>Cash in Bank</th> <th>Credit Card</th> <th>Discounts</th> <th>Total A/R</th> </tr> </thead> <tbody> <tr> <td>Other Cash</td> <td>Other Inc</td> <td colspan="2">Total Deposit</td> </tr> </tbody> </table> <div style="margin-top: 5px;"> <ol style="list-style-type: none"> 1. Enter customer payment on account 2. Create open credit/misc cash 3. Enter negative cash receipt 4. Print cash receipt slips 5. Get Paid Invoice from History B Change batch/link code F Change future status on unposted batch Q. Quit to menu <p style="text-align: center;">Enter an option 2</p> </div> </div> | Cash receipt date 07/15/2019 1 | Batch number 20190715 2 | Def. GL Link Code 1 3 | Future Month Batch? (Y/N) N 4 | Batch Totals: | | None yet | | Cash in Bank | Credit Card | Discounts | Total A/R | Other Cash | Other Inc | Total Deposit | |
| Cash receipt date 07/15/2019 1 | Batch number 20190715 2 | | | | | | | | | | | | | | | | |
| Def. GL Link Code 1 3 | Future Month Batch? (Y/N) N 4 | | | | | | | | | | | | | | | | |
| Batch Totals: | | None yet | | | | | | | | | | | | | | | |
| Cash in Bank | Credit Card | Discounts | Total A/R | | | | | | | | | | | | | | |
| Other Cash | Other Inc | Total Deposit | | | | | | | | | | | | | | | |

1. Enter your customer account for miscellaneous deposits.
2. Select Transaction Type of '2' - Misc Cash Receipt.
3. Enter a unique reference number.
4. Enter a description of the deposit.
5. Deposit date will default from the header. You can change this if needed.
6. Enter the cash or check amount.
7. Enter any amount received from a credit card.
8. The system will compute the total deposit.
9. The GL Bank account will default from your Link code.
10. Enter the offset GL account for this deposit. This may be an income or an expense account.
11. If the data entered is correct, enter 'Y' to Post the deposit. You can change data using the 'N' (Edit the data) or 'G' (GL Number) options.

Customer number (MISC or Q=Quit) MISC 1 Miscellaneous Cash
 Balance 0.00
 Open Credit 0.00
 Loc CodeCode 1

Tran Type 2 2 Misc Cash Receipt
 Reference COMS0719 3 Description Brand Commission 4
 Date Applied 07/15/2019 5
 Cash 500.00 6
 Credit Card 0.00 7
 Total Payment 500.00 8
 GL for Cash 10200-100 9 Cash in Bank - Jobber
 GL Cr Card
 GL for Misc 60800-100 10 Commission Income

Ok? (Y/N/G) Y 11

AR, Reports, Payment Report
 Print a Payment Report to view the miscellaneous cash deposit.

| Batch Number | Date Paid | Reference Number | Cust. Number | CompanyName | Transaction Type | Cash | Credit Card | Discount | Fut |
|---------------------|------------|------------------|--------------|--------------------|------------------|------------------|-----------------|---------------------|--------|
| 20190715 | 07/15/2019 | COMS0719 | MISC | Miscellaneous Cash | Misc Cash | 500.00 | 0.00 | 0.00 | |
| | | | | Checks | 0.00 Cash Sales | 0.00 Cash Paymt | 0.00 Misc Cash | | 500.00 |
| | | | | Cred Crd | 0.00 Tot Paymt | 500.00 Discounts | 0.00 Total Ar | 1,000.00 Total Cash | 500.00 |
| Grand Totals | | | | | Checks | 0.00 Cash Sales | 0.00 Cash Paymt | 0.00 Misc Cash | 500.00 |
| | | | | Cred Crd | 0.00 Tot Paymt | 500.00 Discounts | 0.00 Total Ar | 500.00 Total Cash | 500.00 |

GL Link, GL Link Report
 The description on the journal entry will note the batch number. No specific data entered in the description will print on the General Ledger.

Date: 10/15/2019 Petro Data Page No.
 Time: 09:43:16 GL Link Report on 07/15/2019 1
 Batch: 20190715

| Module | Batch # | GL Date | GL Acct | GL Descr | GL Amount |
|-----------------------------|----------|------------|-----------|---|----------------|
| AR | 20190715 | 07/15/2019 | 10200-100 | Cash in Bank - Jobber | 500.00 |
| | | | | JE Descr: Cash Payment from Cash Receipts | Batch 20190715 |
| AR | 20190715 | 07/15/2019 | 60800-100 | Commission Income | -500.00 |
| | | | | JE Descr: Other Income from Cash Receipts | Batch 20190715 |
| Subtotal for Batch 20190715 | | | | | 0.00 |

Enter AP Invoice

AP, Enter AP Invoice

Enter a miscellaneous non-fuel invoice.

Step 1

1. Enter the purchase date from the invoice.
2. The system will create a batch number based on purchase date. You may change it if desired.
3. The system will create a GL Posting date based on purchase date. You may change it if desired.
4. Select the appropriate AP Link code.
5. Choose 'Y' or 'N' to have the vendor and date automatically default on every invoice for this batch.
6. Choose 'Y' or 'N' to have the system calculate a discount for early payment.
7. Enter 'Y' if everything is OK.
Enter 'N' to change any of the data entered above.

Enter the default purchase date 07/15/2019 **1**

Enter batch number 20190715 **2**

Enter the default GL posting date 07/15/2019 **3**

Enter the AP link code for GL 1 **4**

Default vendor/date on every invoice? (Y/N) N **5**

Calculate discount due for prompt payment? (Y/N) N **6**

Is everything ok? (Y/N/P=Printer/Q=Quit) Y **7**

Step 2

1. Enter the vendor number.
2. Information about the vendor will display.
3. Vendor address will display.
4. Enter the vendor's invoice number.
If they don't have an invoice number, create one (e.g. order date).
5. Enter the invoice date.
6. Optional: Enter a reference number. This can be any value that is pertinent to the purchase or invoice.
7. Enter a payment priority. The most common value is '2'. Enter 'M' if the invoice has already been paid.
8. Due Days will populate from the vendor setup. Change this if needed.
9. Due Date will calculate from invoice date plus due days.
Change this if needed.
10. Discount % will populate from vendor setup.
11. Discount Days will populate from vendor setup.
12. Discount Date will calculate from invoice date plus Disc Days.
Change this if needed.
13. Enter the invoice amount.
14. Discount Due will calculate from Invoice Amount * Discount %.
15. Net Due is Invoice Amount less Discount Due.

Enter invoice to be paid:

| | | |
|---------------------------------------|--|------------------------|
| Vendor Number / Q=Quit ELECT 1 | | Credit Limit 2 |
| Company City Electric Co. | | YTD Purch 900.00 |
| Addr 1 1234 Utility Lane 3 | | Open Debits 0.00 |
| Addr 2 | | Current Bal 650.00 |
| City San Antonio | | Lst Payment 07/21/2019 |
| State TX Zip 78247 | | |

| InvNo (B=Back) | Inv Date | Ref | Priority | Store |
|---------------------|---------------------|----------------------|---------------------|----------------------|
| 1492 4 | 07/10/2019 5 | July 6 | 2 7 | |
| Due Days 8 | Due Date 9 | Discount % 10 | Disc Days 11 | Disc Date 12 |
| 10 8 | 07/20/2019 9 | 0.00% 10 | 30 11 | 08/10/2019 12 |
| Inv Amt 13 | Disc Due 14 | Net Due 15 | 1099 Type 16 | 1099 Amt 17 |
| 500.00 13 | 0.00 14 | 500.00 15 | 16 | 0.00 17 |
| Check No. 18 | Chk. Date 19 | Dis Amt 20 | Cr. Card 21 | Chk. Amt 22 |
| 0 18 | 19 | 0.00 20 | 0.00 21 | 0.00 22 |

Description: July Electricity **23**

| | | |
|----------------------------|-------------------|-----------------------------|
| E=Edit Invoice | L=GL Link Code | G=GL Distribution 25 |
| D=Delete Invoice | Q=Quit | |
| Ap Acc 20500-100 24 | Chk Acc 10200-100 | |

Invoice you paid with a manual check:

| | | |
|---------------------------------------|--|------------------------|
| Vendor Number / Q=Quit ELECT 1 | | Credit Limit 2 |
| Company City Electric Co. | | YTD Purch 900.00 |
| Addr 1 1234 Utility Lane 3 | | Open Debits 0.00 |
| Addr 2 | | Current Bal 650.00 |
| City San Antonio | | Lst Payment 07/21/2019 |
| State TX Zip 78247 | | |

| InvNo (B=Back) | Inv Date | Ref | Priority | Store |
|---------------------|----------------------|----------------------|---------------------|----------------------|
| 1493 4 | 07/05/2019 5 | July 6 | M 7 | |
| Due Days 8 | Due Date 9 | Discount % 10 | Disc Days 11 | Disc Date 12 |
| 30 8 | 08/04/2019 9 | 2.00% 10 | 10 11 | 07/15/2019 12 |
| Inv Amt 13 | Disc Due 14 | Net Due 15 | 1099 Type 16 | 1099 Amt 17 |
| 555.00 13 | 11.10 14 | 543.90 15 | M 16 | 555.00 17 |
| Check No. 18 | Chk. Date 19 | Dis Amt 20 | Cr. Card 21 | Chk. Amt 22 |
| 9305 18 | 09/05/2019 19 | 11.10 20 | 50.00 21 | 543.90 22 |

Description: July Electricity **23**

| | | |
|----------------------------|-------------------|-----------------------------|
| E=Edit Invoice | L=GL Link Code | G=GL Distribution 25 |
| D=Delete Invoice | Q=Quit | |
| Ap Acc 20500-100 24 | Chk Acc 10200-100 | |

16. If this is a 1099 invoice, enter the 1099 code (M, R, I) in 1099 Type field.
17. If this is a 1099 invoice, enter the 1099 amount. This field is skipped if you leave 1099 Type blank.
18. If Priority is 'M', enter the check number. The system will default next check number for you. Change it if needed.
19. If Priority is 'M', enter the check date.
20. If Priority is 'M', enter the Discount Amount.
21. If Priority is 'M', enter any amount that was paid by Credit Card.
22. Check Amount is calculated as Invoice Amount less Discount Amount less Credit Card Amount.
23. Enter an invoice description.
24. The AP Liability and Cash Accounts default from the Link Code you selected.
25. Press Enter to add a GL Distribution record (value 'G').

Other Functions:

- E - Edit data entered above.
- L - Change the Link Code if the AP Liability or Cash Accounts are wrong.
- D - Delete the invoice above.
- Q - Quit without saving.

Enter invoice to be paid:

| | | | |
|---------------------------------------|--|--------------------------------|--|
| Vendor Number / Q-Quit ELECT 1 | | Credit Limit 99999.00 2 | |
| Company City Electric Co. | | YTD Purch 900.00 | |
| Addr 1 1234 Utility Lane 3 | | Open Debits 0.00 | |
| Addr 2 | | Current Bal 650.00 | |
| City San Antonio | | Lst Payment 07/21/2019 | |
| State TX Zip 78247 | | | |

| InvNo (B=Back) | Inv Date | Ref | Priority | Store |
|-----------------------------|------------------------------|----------------------------|-------------------------|--------------------------------|
| 1492 4 | 07/10/2019 5 | July 6 | 2 7 | |
| Due Days 10 8 | Due Date 07/20/2019 9 | Discount % 0.00% 10 | Disc Days 30 11 | Disc Date 08/10/2019 12 |
| Inv Amt 500.00 13 | Disc Due 0.00 14 | Net Due 500.00 15 | 1099 Type 16 | 1099 Amt 0.00 17 |
| Check No. 0 18 | Chk. Date 19 | Dis Amt 0.00 20 | Cr. Card 0.00 21 | Chk. Amt 0.00 22 |

Description: July Electricity **23**

| | | |
|----------------------------|-------------------|--------------------------------------|
| E=Edit Invoice | L=GL Link Code | G=GL Distribution G 25 |
| D=Delete Invoice | | Q=Quit |
| Ap Acc 20500-100 24 | Chk Acc 10200-100 | |

Invoice you paid with a manual check:

| | | | |
|---------------------------------------|--|--------------------------------|--|
| Vendor Number / Q-Quit ELECT 1 | | Credit Limit 99999.00 2 | |
| Company City Electric Co. | | YTD Purch 900.00 | |
| Addr 1 1234 Utility Lane 3 | | Open Debits 0.00 | |
| Addr 2 | | Current Bal 650.00 | |
| City San Antonio | | Lst Payment 07/21/2019 | |
| State TX Zip 78247 | | | |

| InvNo (B=Back) | Inv Date | Ref | Priority | Store |
|-----------------------------|--------------------------------|----------------------------|--------------------------|--------------------------------|
| 1493 4 | 07/05/2019 5 | July 6 | M 7 | |
| Due Days 30 8 | Due Date 08/04/2019 9 | Discount % 2.00% 10 | Disc Days 10 11 | Disc Date 07/15/2019 12 |
| Inv Amt 555.00 13 | Disc Due 11.10 14 | Net Due 543.90 15 | 1099 Type 16 | 1099 Amt 555.00 17 |
| Check No. 9305 18 | Chk. Date 09/05/2019 19 | Dis Amt 11.10 20 | Cr. Card 50.00 21 | Chk. Amt 543.90 22 |

Description: July Electricity **23**

| | | |
|----------------------------|-------------------|--------------------------------------|
| E=Edit Invoice | L=GL Link Code | G=GL Distribution G 25 |
| D=Delete Invoice | | Q=Quit |
| Ap Acc 20500-100 24 | Chk Acc 10200-100 | |

Step 3

1. The system will add a blank line for the GL distribution. Press the F2 key to select a GL account number.
2. Select the appropriate GL number and press Enter.
3. Enter the amount. Continue adding records and amounts until proof is Zero. A zero proof means that all expenses match the total invoice amount that is coded to Accounts Payable.
4. Key 'Q' to Quit this screen.

Press F2 to view the GL account list:

| Inv No | 1492 | Vendor | ELECT | City Electric Co. | 500.00 |
|------------|-----------|---------------------------|---------|-------------------|---------|
| Bank Acct. | 10200-100 | Cash in Bank - Jobber | | | Lines 1 |
| Ln # | GL Acct | Description | Amount | Proof | Ok? |
| 1 | 20500-100 | Accounts Payable - Jobber | -500.00 | 0.00 | Y |
| 2 | - | | 0.00 | 0.00 | Y |

| GL Account | Account Description |
|------------|-------------------------------|
| 10200-100 | Cash in Bank - Jobber |
| 10200-200 | Store 1 - Cash in Bank |
| 10200-300 | Store 2 - Cash in Bank |
| 10200-400 | Store 3 - Cash in Bank |
| 10200-500 | Store 4 - Cash in Bank |
| 11000-100 | Accounts Receivable - Jobber |
| 11000-200 | Store 1 - Accounts Receivable |
| 11000-300 | Store 2 - Accounts Receivable |
| 11000-400 | Store 3 - Accounts Receivable |
| 11000-500 | Store 4 - Accounts Receivable |

| Inv No | 1492 | Vendor | ELECT | City Electric Co. | 500.00 |
|------------|-----------|---------------------------|---------|-------------------|---------|
| Bank Acct. | 10200-100 | Cash in Bank - Jobber | | | Lines 1 |
| Ln # | GL Acct | Description | Amount | Proof | Ok? |
| 1 | 20500-100 | Accounts Payable - Jobber | -500.00 | 0.00 | Y |
| 2 | 74400-100 | Utilities - Main Office | 500.00 | 0.00 | Y |
| 3 | - | | 0.00 | 0.00 | Y |

If the vendor has an Expense Account in their setup, the system will the GL Distribution automatically.

5. You can accept this single line or you can add more distribution lines.
6. After adding all lines, Proof should be zero.

| Inv No | 1492 | Vendor | ELECT | City Electric Co. | 500.00 |
|------------|-----------|---------------------------|---------|-------------------|---------|
| Bank Acct. | 10200-100 | Cash in Bank - Jobber | | | Lines 2 |
| Ln # | GL Acct | Description | Amount | Proof | Ok? |
| 1 | 20500-100 | Accounts Payable - Jobber | -500.00 | 0.00 | Y |
| 2 | 74400-100 | Utilities - Main Office | 500.00 | 0.00 | Y |

System automatically adds the expense account using the value in Vendor Setup.

Enter line # to change N=Next page A=Add line
 H=Header B=Bnk Acct. D=Delete Dist S=Save
 Proof 0.00

Step 4

1. Key 'S' to save the data.
2. If any of the distribution data is wrong, you can key the line number to change and then change the data.
3. You can also delete the entire distribution by keying 'D'.

After you Save the invoice, the system will be updated. No Pre-Post or Update is required.

You can now pay the invoice or record payment in the Vendor EFT module.

| | | | | | |
|------------|-----------|--------------|-------|-------------|---------|
| Inv No | 52932A | Vendor | BRAND | Brand Fuels | 250.00 |
| Bank Acct. | 10200-100 | Cash in Bank | - | Jobber | Lines 2 |

| In # | Gl Acct | Description | Amount | Proof | Ok? |
|------|-----------|---------------------------|---------|--------|-----|
| 1 | 20500-100 | Accounts Payable - Jobber | -250.00 | 250.00 | Y |
| 2 | 77828- | Network Fees | 250.00 | 0.00 | Y |

| | | |
|------------------------|---------------|------------|
| Enter line # to change | N=Next page | A=Add line |
| H=Header | D=Delete Dist | S=Save S |
| | Proof 0.00 | |

Step 5

1. If you have no more invoices to key for this batch, key 'Q' in the Vendor field.
2. If you have more invoices to key, just enter the vendor number and repeat the invoice entry process.

| | |
|---|--------------|
| Vendor Number / Q=Quit <input type="text" value="Q"/> | Credit Limit |
| Company | YTD Purch |
| Addr 1 | Open Debits |
| Addr 2 | Current Bal |
| City | Lst Payment |
| State | |
| Zip | |

| | | | | |
|----------------|-----------|------------|-----------|-----------|
| InvNo (B-Back) | Inv Date | Ref | Priority | Store |
| 0 | / / | | 0 | |
| Due Days | Due Date | Discount % | Disc Days | Disc Date |
| 0 | | 0.00% | 0 | |
| Inv Amt | Disc Due | Net Due | 1099 Type | 1099 Amt |
| 0.00 | 0.00 | 0.00 | | 0.00 |
| Check No. | Chk. Date | Dis Amt | Cr. Card | Chk. Amt |
| 0 | | 0.00 | 0.00 | 0.00 |

Description:

Create Vendor EFT

Accounts Receivable, Vendor EFTs, New Input EFT
Process Flow: Enter EFT, PrePost & Update

Create an EFT for your payment to your vendor for invoices. To verify open invoices, run the Invoice Status Report in AP, Reports. Select the option for Open Invoices only.

| <p>Step 1</p> <ol style="list-style-type: none"> 1. Enter the GL Link Code, 2. Enter the EFT Date. This is the date that the funds will be transferred from the bank. 3. Enter the batch number. 4. Click EFT Input | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|------------|---------|----------|---------|---------|---------|--------|---------|------|--|------|------------|---------|------|------|---------|------|---|--|--------|------------|---------|------|------|---------|------|---|--|--------|------------|---------|------|------|---------|---------|---|--|---------|------------|---------|------|------|---------|------|---|--|------|------------|---------|------|------|---------|------|---|--|-------|------------|---------|------|------|---------|------|---|--|------|------------|---------|------|------|------|---------|---|
| <p>Step 2</p> <ol style="list-style-type: none"> 1. Enter the vendor number. 2. Enter an EFT number. 3. Enter a check number. 4. Enter the total EFT amount. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Step 3</p> <ol style="list-style-type: none"> 1. Select the invoices to be paid by click the 'Add' column. You can click Mark All to select all invoices. 2. You can 'partial pay' an invoice by manually entering an amount in the NetAmt column. 3. Make sure the EFT Amount matches the total of invoices to be paid. 4. Click Save. | <table border="1"> <thead> <tr> <th>Type</th> <th>Doc Num</th> <th>Doc Date</th> <th>PurAmt</th> <th>PrevPay</th> <th>DiscAmt</th> <th>NetAmt</th> <th>Balance</th> <th>Add?</th> </tr> </thead> <tbody> <tr> <td></td> <td>1111</td> <td>03/31/2015</td> <td>1000.00</td> <td>0.00</td> <td>0.00</td> <td>1000.00</td> <td>0.00</td> <td>✓</td> </tr> <tr> <td></td> <td>111111</td> <td>11/17/2015</td> <td>1000.00</td> <td>0.00</td> <td>0.00</td> <td>1000.00</td> <td>0.00</td> <td>✓</td> </tr> <tr> <td></td> <td>111113</td> <td>12/12/2011</td> <td>2000.00</td> <td>0.00</td> <td>0.00</td> <td>1000.00</td> <td>1000.00</td> <td>✓</td> </tr> <tr> <td></td> <td>1111333</td> <td>08/27/2015</td> <td>1000.00</td> <td>0.00</td> <td>0.00</td> <td>1000.00</td> <td>0.00</td> <td>✓</td> </tr> <tr> <td></td> <td>1219</td> <td>09/16/2009</td> <td>1000.00</td> <td>0.00</td> <td>0.00</td> <td>1000.00</td> <td>0.00</td> <td>✓</td> </tr> <tr> <td></td> <td>12229</td> <td>09/01/2009</td> <td>1000.00</td> <td>0.00</td> <td>0.00</td> <td>1000.00</td> <td>0.00</td> <td>✓</td> </tr> <tr> <td></td> <td>1223</td> <td>12/12/2011</td> <td>1000.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>1000.00</td> <td>✓</td> </tr> </tbody> </table> | Type | Doc Num | Doc Date | PurAmt | PrevPay | DiscAmt | NetAmt | Balance | Add? | | 1111 | 03/31/2015 | 1000.00 | 0.00 | 0.00 | 1000.00 | 0.00 | ✓ | | 111111 | 11/17/2015 | 1000.00 | 0.00 | 0.00 | 1000.00 | 0.00 | ✓ | | 111113 | 12/12/2011 | 2000.00 | 0.00 | 0.00 | 1000.00 | 1000.00 | ✓ | | 1111333 | 08/27/2015 | 1000.00 | 0.00 | 0.00 | 1000.00 | 0.00 | ✓ | | 1219 | 09/16/2009 | 1000.00 | 0.00 | 0.00 | 1000.00 | 0.00 | ✓ | | 12229 | 09/01/2009 | 1000.00 | 0.00 | 0.00 | 1000.00 | 0.00 | ✓ | | 1223 | 12/12/2011 | 1000.00 | 0.00 | 0.00 | 0.00 | 1000.00 | ✓ |
| Type | Doc Num | Doc Date | PurAmt | PrevPay | DiscAmt | NetAmt | Balance | Add? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1111 | 03/31/2015 | 1000.00 | 0.00 | 0.00 | 1000.00 | 0.00 | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 111111 | 11/17/2015 | 1000.00 | 0.00 | 0.00 | 1000.00 | 0.00 | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 111113 | 12/12/2011 | 2000.00 | 0.00 | 0.00 | 1000.00 | 1000.00 | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1111333 | 08/27/2015 | 1000.00 | 0.00 | 0.00 | 1000.00 | 0.00 | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1219 | 09/16/2009 | 1000.00 | 0.00 | 0.00 | 1000.00 | 0.00 | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 12229 | 09/01/2009 | 1000.00 | 0.00 | 0.00 | 1000.00 | 0.00 | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1223 | 12/12/2011 | 1000.00 | 0.00 | 0.00 | 0.00 | 1000.00 | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Step 4

1. If appropriate, you can add Credit Card data to the EFT to reduce your EFT amount due to the vendor.

Vendor: BRAND Brand Fuels Eftno: 102118
Checkno: 181021 Eftdate: 10/21/2018 Eftamt: 5000.00
GL Bank: 10200-100 Cash in Bank - Jobber Batch: 20181021

| Type | Ref No. | Reference | Ref Date | Description | Net Amt |
|-------|-----------|---------------------------|------------|-------------------|---------|
| I | 1111 | | 03/31/2015 | | 1000.00 |
| GL Ap | 20500-100 | Accounts Payable - Jobber | | GL Disc 43100-100 | |

Buttons: Edit, Add Ls, New EFT, Delete, Exit, Invoices, CrCards, Header, Batchno, Calculate

Net Tot: 6000.00 CC Tot: 0.00 AP Tot: 6000.00 Other: 0.00 Add: -1000.00

Step 5

1. Enter the Credit Card reference number. Use the F2 lookup.
 2. Enter the amount to transfer and click OK.
 3. Check the 'Add' column to select the items to include in this EFT.
 4. You can enter a partial amount in the 'NetAmt' field if required.
 5. At the end, click Save.
- Click Exit when the batch is complete and in balance.

Vendor: BRAND Brand Fuels Eft No: 1021

CC Ref No: 9999999999
Amt to Use: 1000.00

Buttons: Cancel, Remove RefNo, Save, Remove All

| CC Total | AP Total | Oth Total | Net Line Total | EFT Amt | Amt to Add |
|----------|----------|-----------|----------------|---------|------------|
| -4007.00 | 6000.00 | 0.00 | 1993.00 | 5000.00 | 3007.00 |

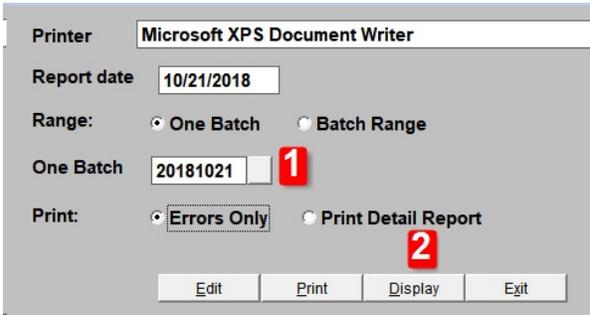
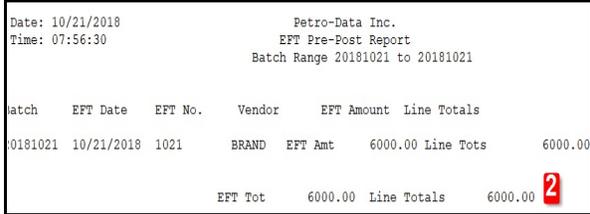
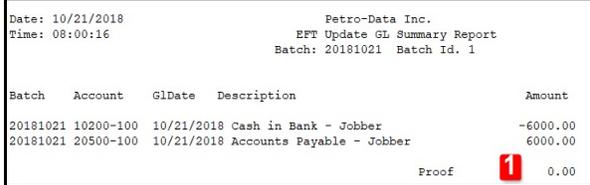
Press OK to use the credit cards.

| CC RefNo | Vendor | TranNum | RecDate | Dealer | CustNo | Description | NetAmt | Add? |
|------------|--------|------------|------------|--------|--------|------------------|----------|-------------------------------------|
| 9999999999 | BRAND | 9999999999 | 12/28/2008 | 100 | BLUE | CR CARD FROM 100 | -970.00 | |
| 9999999999 | BRAND | 9999999999 | 12/28/2008 | 100 | BLUE | CR CARD FROM 100 | -1000.00 | <input checked="" type="checkbox"/> |

Vendor EFT PrePost & Update

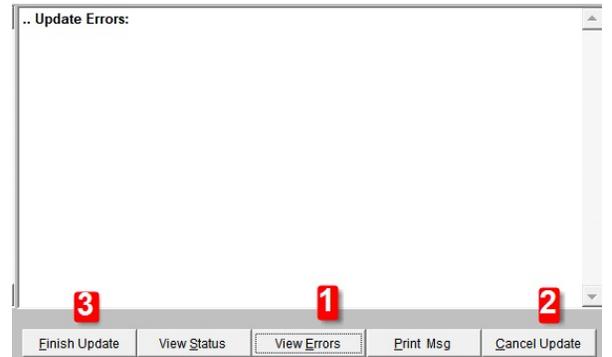
Accounts Receivable, Vendor EFTs, PrePost EFTs & Update EFTs

Process Flow: Enter EFT, PrePost & Update

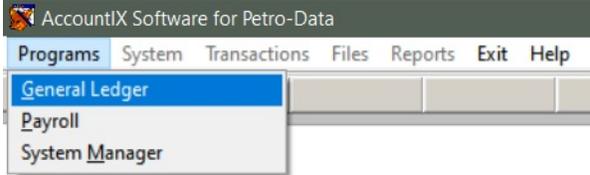
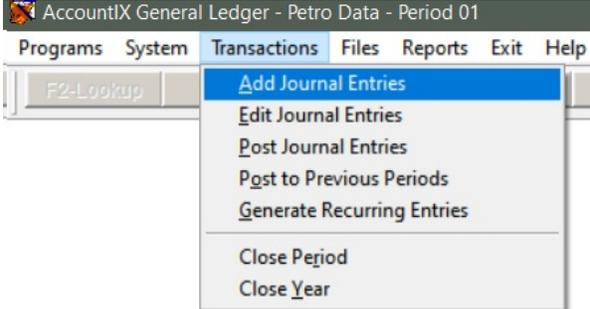
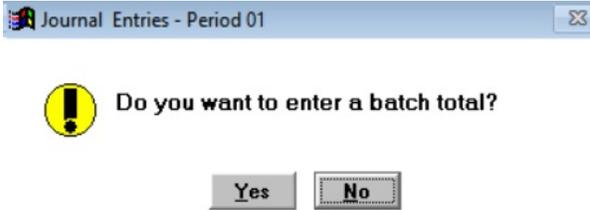
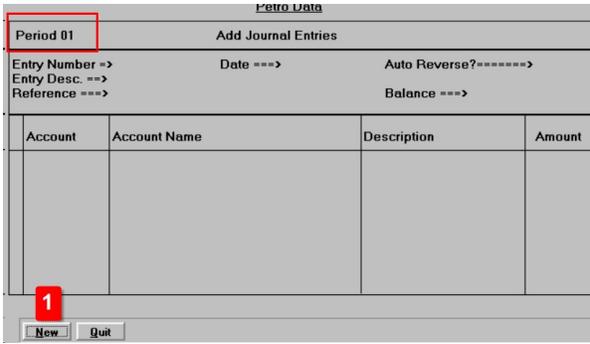
| | |
|--|--|
| <p>Step 1 <i>Accounts Receivable, Vendor EFTs, PrePost EFTs</i></p> <ol style="list-style-type: none"> 2. Enter the batch number. 3. Click Display. |  |
| <p>Step 2</p> <ol style="list-style-type: none"> 1. Review this edit report and make sure there are no errors. 2. Check the total of the EFT. |  |
| <p>Accounts Receivable, Vendor EFTs, Update EFTs</p> | |
| <p>Step 3</p> <ol style="list-style-type: none"> 1. Enter the batch number. 2. Enter the GL Posting Date. 3. Click Update. |  |
| <p>Step 4 Review the report. Check that GL Proof is Zero.</p> |  |

Step 5

1. Click View Errors.
2. If errors exist, click on Cancel Update.
Correct the errors and run the PrePost and Update again.
3. If there are no errors, click Finish Update.



Post a Manual Journal Entry

| | |
|--|---|
| <p>From Petro-Data, select the General Ledger option.</p> <p>A password may be required to access General Ledger. Contact your system administrator if you do not know the password.</p> |  <p>The screenshot shows the 'AccountIX Software for Petro-Data' application window. The 'Programs' menu is open, and 'General Ledger' is selected. Other options in the menu include 'Payroll' and 'System Manager'.</p> |
| <p>Click <i>Transactions, Add Journal Entries</i></p> |  <p>The screenshot shows the 'AccountIX General Ledger - Petro Data - Period 01' application window. The 'Transactions' menu is open, and 'Add Journal Entries' is selected. Other options in the menu include 'Edit Journal Entries', 'Post Journal Entries', 'Post to Previous Periods', 'Generate Recurring Entries', 'Close Period', and 'Close Year'.</p> |
| <p>You have the option to enter a batch total. This could be helpful for a batch with a large number of journal lines. For small batches, this may not be needed.</p> |  <p>The screenshot shows a dialog box titled 'Journal Entries - Period 01' with a yellow warning icon. The text asks 'Do you want to enter a batch total?' and provides 'Yes' and 'No' buttons.</p> |
| <p>A blank batch header page will display. The period number displays in the upper left corner. Verify you are in the correct period.</p> <p>1. Click 'New' to enter the journal.</p> |  <p>The screenshot shows the 'Petro Data Add Journal Entries' form. The 'Period 01' is displayed in the upper left corner. The form includes fields for 'Entry Number', 'Date', 'Auto Reverse?', 'Entry Desc.', and 'Reference'. Below these fields is a table with columns for 'Account', 'Account Name', 'Description', and 'Amount'. At the bottom of the form, there are 'New' and 'Quit' buttons. A red box highlights the 'New' button, and a red '1' is placed next to it.</p> |

1. Type in an Entry description.
2. Enter a Reference number for this journal.
3. Enter the date of the journal.
4. If this is an Auto Reversing journal, enter 'Y'. Otherwise enter 'N'.

| Period 01 | | Add Journal Entries | |
|------------------|-------------|---------------------|----------|
| Entry Number ==> | 10367 | Date ==> | 01/30/19 |
| Entry Desc. ==> | Accrue Rent | Auto Reverse?=====> | N |
| Reference ==> | 36 | Balance ==> | \$0.00 |

1. Click the 'Add' button to begin entering the detail journal lines.

| Period 01 | | Add Journal Entries | |
|------------------|--------------|---------------------|----------|
| Entry Number ==> | 10367 | Date ==> | 01/30/19 |
| Entry Desc. ==> | Accrue Rent | Auto Reverse?=====> | N |
| Reference ==> | 36 | Balance ==> | \$0.00 |
| Account | Account Name | Description | Amount |
| | | | |

Header Add Cancel

1. Enter the GL account number. Use the F2 lookup function to see a list of all valid account numbers.
2. The account description will display after the account number is selected.
3. Enter a description for this journal line.
4. Enter the amount for the journal line.

| Account | Account Name | Description | Amount |
|-----------|---------------------------|-------------|---------|
| 74200-200 | Store 1 Rent Expense | Rent | 500.00 |
| 20500-100 | Accounts Payable - Jobber | Rent | -500.00 |
| - | | | |

Continue adding lines as needed.
Press Enter on the blank account number field to exit journal data entry.

1. Click Save.

| Account | Account Name | Description | Amount |
|-----------|---------------------------|-------------|---------|
| 74200-200 | Store 1 Rent Expense | Rent | 500.00 |
| 20500-100 | Accounts Payable - Jobber | Rent | -500.00 |
| | | | |

Header Add Edit List Delete Cancel Save

1. If the journal is complete and in balance, you can post it to the General Ledger. Click Post.

Other Functions:

New Add a new journal.

Add a new header and detail lines.

Edit Edit the current journal

System displays the system journal ID.

Press Enter. Click the Edit button again to view or change the journal.

List Display or Print the journal

System prompts for Display or Print.

Exit Exit the journal entry page without posting

| Account | Account Name | Description | Amount |
|--|--------------|-------------|--------|
| Journal Entries =====> 1 Total Debits ==> 500.00 Total Credits => 500.00 | | | |
| 1 <input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Post"/> <input type="button" value="List"/> <input type="button" value="Exit"/> | | | |

Posting the Journal

1. Click the Select button to choose which journal line(s) to post.
2. Press the spacebar to change the Post status from No to Yes. All status' of Yes will be available to post.
3. After all journals are selected, press Enter. Now press the Post button.

| Period 01 Post Journal Entries | | | | | |
|---|-------|----------|----------------------------|---------------------------------|-----|
| Total Unposted Entries =====> | | | 32 | Total Selected Entries =====> 0 | |
| Post | Entry | Date | Description | Reference | Bal |
| No | 10303 | 05/23/03 | Expense | CK1211 | Y |
| No | 10304 | 10/15/03 | Expenses | Reference | Y |
| No | 10305 | 10/21/04 | expense | ref | Y |
| No | 10306 | 03/14/05 | EXPENSE | CK 1121 | Y |
| No | 10307 | 07/28/05 | Expense | ck 101 | Y |
| No | 10308 | 04/07/06 | Journal | ref | Y |
| No | 10311 | 07/09/08 | Expense | Office expense | Y |
| No | 10312 | 07/09/08 | Misc Expense | Expense | Y |
| No | 10313 | 08/12/08 | JOurnal entry | New Pickup | Y |
| No | 10315 | 11/19/08 | Description | CK 1111 | Y |
| No | 10316 | 11/20/08 | Journal Entry Cpa EOM Adj. | November | Y |
| No | 10317 | 09/16/09 | Loan Payment for Joe | CK 1221 | Y |
| 1 <input type="button" value="Forward"/> <input type="button" value="Select"/> <input type="button" value="Post"/> <input type="button" value="List"/> <input type="button" value="Quit"/> | | | | | |

| Post | Entry | Date | Description | Reference | Bal |
|------|-------|----------|-------------|-----------|-----|
| Yes | 10303 | 05/23/03 | Expense | CK1211 | Y |
| Yes | 10304 | 10/15/03 | Expenses | Reference | Y |
| Yes | 10305 | 10/21/04 | expense | ref | Y |
| No | 10306 | 03/14/05 | EXPENSE | CK 1121 | Y |
| No | 10307 | 07/28/05 | Expense | ck 101 | Y |
| No | 10308 | 04/07/06 | Journal | ref | Y |

Click 'Yes' to confirm the posting.

After the post is complete, the system will return to the GL Menu.

