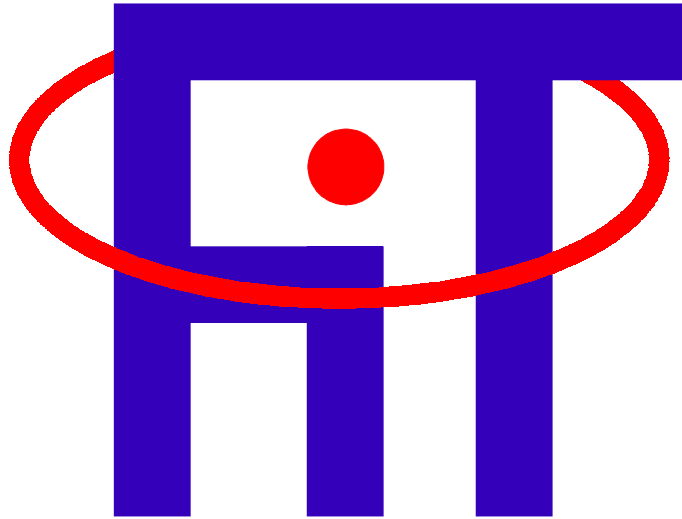


FINCON ACCOUNTING™



Financial Control at your Fingertips™

Tutorial Manual

Revision 1.0 Draft March 2005

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Section 1

WELCOME TO FINCON

Congratulations on purchasing Fincon Accounting! In this chapter we explain how to install and run Fincon.

How to Understand this Manual

Text

Text that you have to enter is shown in bold. For example, if you are supposed to type in “I am SURE”, this will be displayed as I am SURE.

Keys

When we refer to actual keys on the keyboard, the name of the key will be shown in angle brackets. For example, <F3> will mean the F3 function key. Sometimes a combination of keys is required. For example, <Alt>+A means that you must press and hold down the <Alt> key, press A, and then release them at the same time.

Important Notes

NOTE All important information, warnings and tips will be shown like this. We advise that you always read these.

Menu Options

To go to a specific function, we show the menu names you need to select, in the sequence you need to select. Each option is separated by a semicolon. For example, Debtors; Debtor Payments; Enter Payments Received means select the Debtors menu, then the Debtor Payments sub-menu and then the Enter Payments Received option.

Version Information

When phoning for support, you might be asked to quote the software version you are currently running. You can obtain this by selecting Help from the menu, then the About Fincon sub-menu.

Fincon on the Internet

Fincon's internet home page, www.fincon.co.za, is frequently updated. From this home page you can:

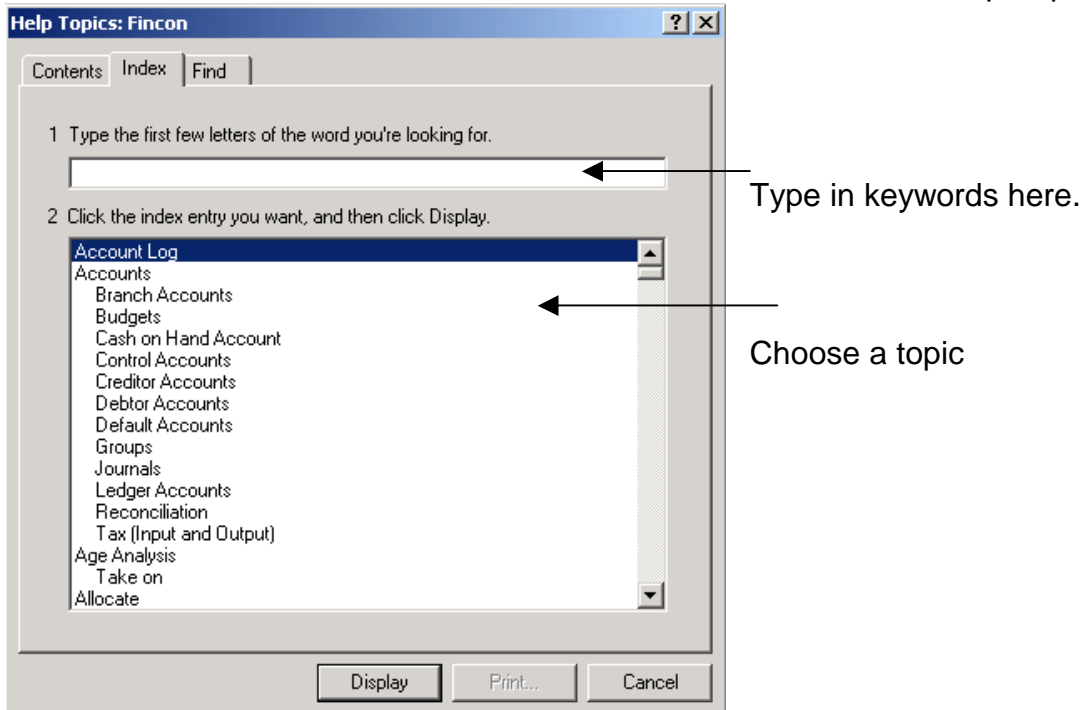
- Download the latest version update free of charge.
- Download a demo system for evaluation.
- Contact us via e-mail.

Manual/Tutorial

Take note that this manual is not a detailed manual telling you exactly how to perform all the functions in Fincon. It is written more as a Tutorial to show you how to perform some of the basic transactions. A fully detailed reference guide can be found in the on-line help.

On-Line Help

You can press <F1> or click on the Help button on any screen, to access that screen's detailed help. You can also search the help for a specific topic by selecting the Help menu, and then the Help Topics sub-menu.



Installing And Registering Fincon

The system requirements to run Fincon, are Pentium® 100 or better, with 32 Mb Ram, 20Mb free hard drive space, VGA at 800 x 600 or better and Windows™ 9X/NT or 2000.

Doing the Installation

When Fincon is first installed, it will run in demo mode until it is registered. Although Fincon is fully functional while running in demo mode, the number of transactions will be limited to 500 and the company name printed on all the documents and reports will be set to "Fincon Demonstration Company".

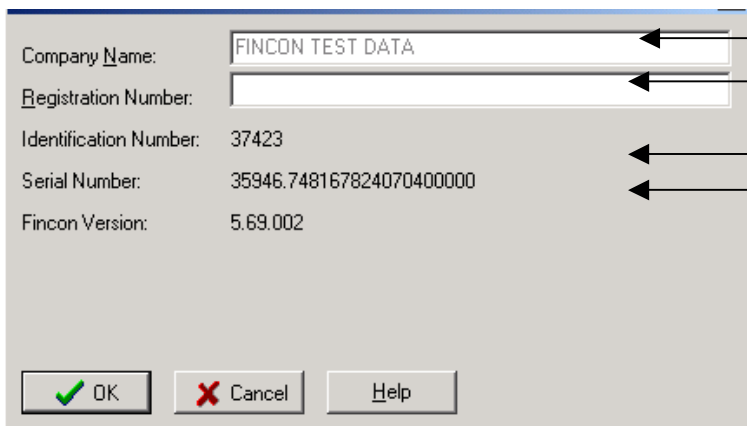
Follow the steps on the insert of the CD.

NOTE All the workstations must run the same version of Fincon, otherwise they will receive a Fincon Version Error. To determine the version of Fincon, right-click on the Fincon.exe file and choose Properties. Select the Version tag to display Fincon's version information.

Registering Fincon

When you install the package, it is unregistered. You will however still be able to use it for up to 500 transactions. Fincon will display a message when you reach your 500 transaction limit on the demonstration version. The message will tell you that you need to register your package. If you register, you retain any information already entered.

Once you have purchased the package and need to register, phone the Fincon office during office hours. To register, select the File; Registration; First Time Registration menu. The registration screen will be displayed.



Enter your company name here.

Enter the registration number supplied.

You will be asked to quote this ID number.

You will be asked to quote this Serial number.

Company Name:	FINCON TEST DATA
Registration Number:	
Identification Number:	37423
Serial Number:	35946.748167824070400000
Fincon Version:	5.69.002

OK Cancel Help

This registration needs to be confirmed. Fincon will warn you with a message that you need to confirm your registration within a specific period, or it will revert back to a demonstration version. To confirm your registration, you need to phone the Fincon office during office hours. Choose the menu File; Registration; Confirm Registration. You will be asked to quote the Identification Number on your screen. Enter the number supplied to you.

NOTE If you want to register, confirm or change your company name, you need to be in the first company (main company) registered. If you are logged into a sub-company, the Registration menu option will be inaccessible.

Upgrading Fincon

The upgrade procedure will be launched automatically when Fincon detects any changes in the data structures.

WARNING Make a backup of the data (all the companies) as well as the current version of the Fincon program folder before applying any upgrades.

The current data folders and a list of upgrades to be applied will be displayed - make sure that the data folders for all the companies are listed.

Click the Next button to proceed or click the Exit button to exit the upgrade procedure.

NOTE When the Fincon upgrade is activated, it will continue to upgrade until the entire upgrade process has been completed successfully.

Upgrades in network environments:

All the workstations must run the same version of Fincon, otherwise they will receive a Fincon Version Error. To determine the version of Fincon.exe, right-click on the file and choose Properties. Select the Version tab to display Fincon's version information.

Provided that Fincon has been set up in the same way for all the users, user upgrades can be automated by doing the following:

- Create a folder on the server exclusively for upgrades. This folder must always contain the latest version of Fincon.exe, Fincon.hlp and Fincon.cnt.
- Create a .BAT file in the upgrade folder, containing the following lines:

```
COPY \\ServerName\ShareName\FINCON.EXE C:\FINCON5  
COPY \\ServerName\ShareName\FINCON.CNT C:\FINCON5  
COPY \\ServerName\ShareName\FINCON.HLP C:\FINCON5
```

- Replace c:\Fincon5 with the folder in which the Fincon program files were installed if necessary and replace ServerName and ShareName with the ones applicable to your setup.
- Create a shortcut to this .BAT file on all the workstations, which the users can then use to upgrade their own installations whenever they receive a Fincon Version Error.

NOTE Temporary (.TMP) files are only needed by the upgrade procedure. Once the upgrade has completed successfully, the .TMP files can be deleted. A message is displayed to inform you which .TMP files will be needed for the upgrade. Make sure that they are in the Fincon program folder for the duration of the upgrade procedure.

Section 2

GETTING STARTED

Fincon ships with a default user PASSME with access to all the menu items and functions. It is recommended that you create the necessary users as soon as possible, after which PASSME can be deleted. The user's name and password is limited to 8 characters and neither of them is case sensitive. There is no physical limit on the number of Fincon users allowed, only the number of simultaneously logged in users.

WARNING There must always be at least one user with access to the Users and Passwords function as this is the only way to maintain users.

To make sure that you do not accidentally find yourself in the situation where you are unable to maintain users, always make a backup of your dataset directly after installation and keep these files in a safe place. This is the folder you specified for the data files. The security files are part of the dataset and absolutely critical, as it is your only way of providing access to Fincon and can only be replaced by a copy from the same installation.

To create users, go to the menu System; Users and Passwords.

When you first enter Fincon, a number of functions will be disabled. You first need to set the take-on parameters. When you first access the System; Company Parameters menu, you will be prompted to enter the required take-on requirements.

NOTE You can click the Cancel button to provide the necessary information at a later stage but certain menu items will be disabled, regardless of user rights until the take on information is supplied. If your Fincon installation is registered, this information can be put in at a later stage and is not important for now, because you can create a tutorial company to learn and play on. If you want to try out Fincon Accounting in demonstration mode, you cannot create a tutorial company and will have to decide on the take on information before you can go ahead.

When you decide to start using Fincon Accounting, it is either for a new company, in which case there is no history, or it is for an existing company that has history. When setting the take on routines, you can decide to use or not use the take on routines. If it is a new company, you will not use take on routines. If it is an existing company, you can decide whether you want to do your own take on, in which case you will not use take on routines, or whether you want to use Fincon's take on routines. You will need to enter stock quantities and values, debtor account balances, creditor account balances and ledger account balances. It is not always as easy as it seems. Therefore we recommend that you use the Fincon take-on routines. Under System; Company Parameters, select Use Take On Routines.

You will be prompted to enter your financial year-end, take-on month and take-on period.

NOTE If you want to start using FINCON starting from, for example 1 June, the take on month must be selected as May. All the take on values for stock, debtors, creditors and ledger

accounts must then be entered as on the 31st of May. The take on period will be calculated by the system according to the month selected.

If you do not want to use the Take On Routines at all, simply select Do NOT Use Take On Routines, when you go to System; Company Parameters.

Click the Accept button to update the system files with your selections and continue to set the rest of the global parameters.

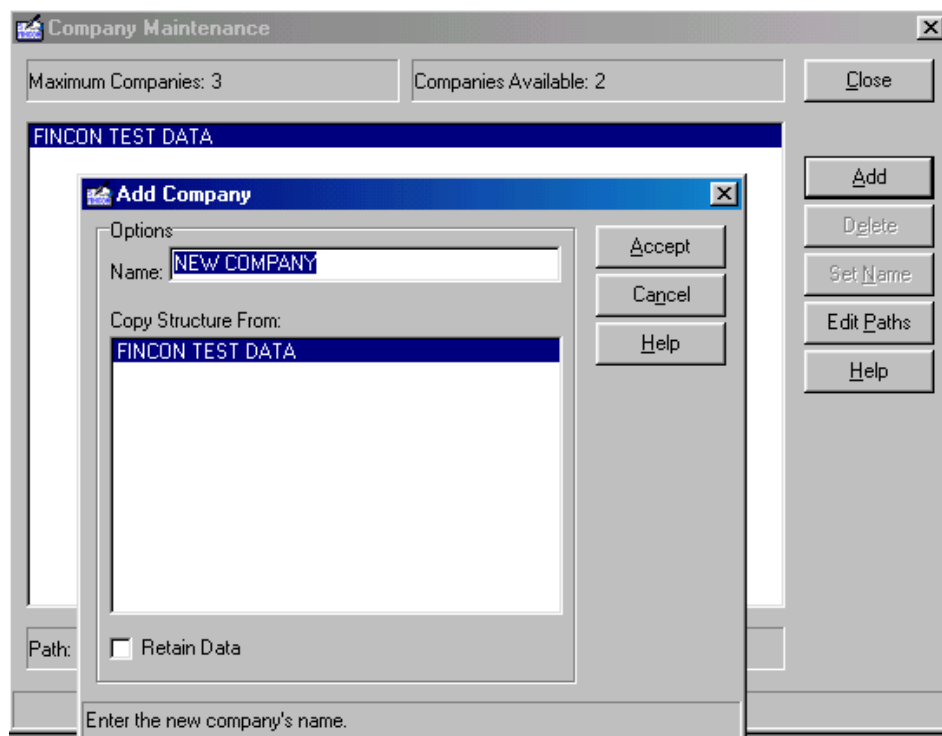
NOTE If you selected not to use the take on routines, the current period must be set manually under Leger; Ledger Maintenance; Ledger Period End.

Section 3

CREATE A TUTORIAL COMPANY

This tutorial will take you through Fincon's main functions step-by-step. First of all you need to create a company called, Tutorial. If your Fincon is not registered, you cannot create extra companies. In this case you skip to the section on setting the Take on parameters, and use the main company. Your system will now say Fincon Demonstration Company, instead of Tutorial.

On the Fincon main menu select File, Company Maintenance. On the Company Maintenance screen, click on Add.



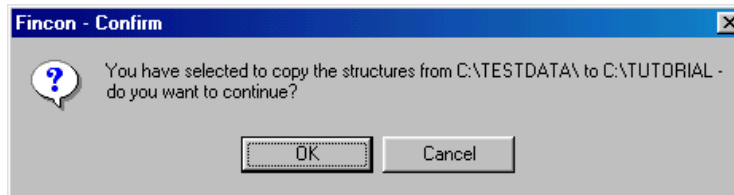
In the Name field where at the moment it says NEW COMPANY, type the name of the company you want to add. In this case, please enter TUTORIAL. The structure you want to copy from will be your company name. The structure includes form layouts, users, stock item numbers, accounts, company parameters, tax codes and default accounts.

Do not check the Retain Data box. You will only check this option if all the data must be copied as well. When the data is retained, the new company will be a carbon copy of the company that the data was copied from. If only the structure is copied, Fincon will reset the new company's document numbers and take on parameters. For the purpose of this Tutorial, you need to copy only the structure.

Click on Accept.

You now have to select the location where you want the new company stored. If you are working on a network and you want it stored on a server, you will select the save in path under Network Neighborhood.

Create a new folder to save the data to. Rename it to

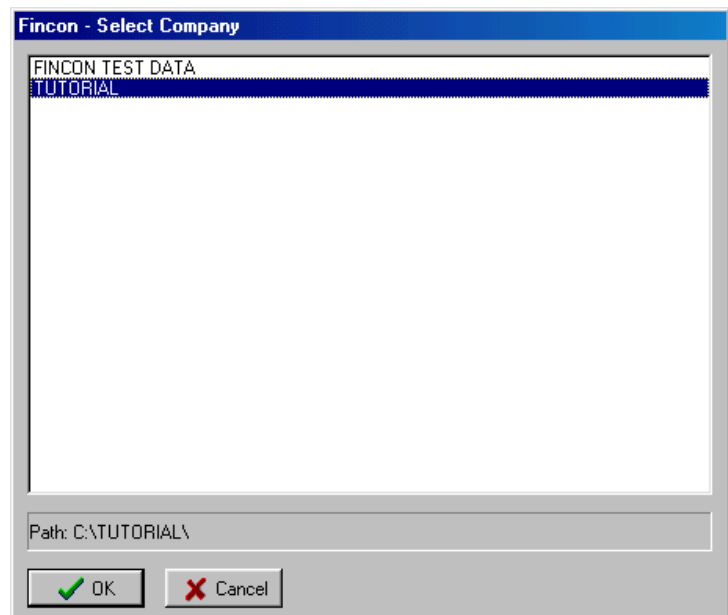


Tutorial. Select the Tutorial folder and click on Save. Fincon will display your selection and prompt you to confirm it.

If you select Cancel, you will be returned to the Company Maintenance screen.

If you want to proceed, select OK. The company will be added and a message will be displayed to inform you that the company has been added successfully.

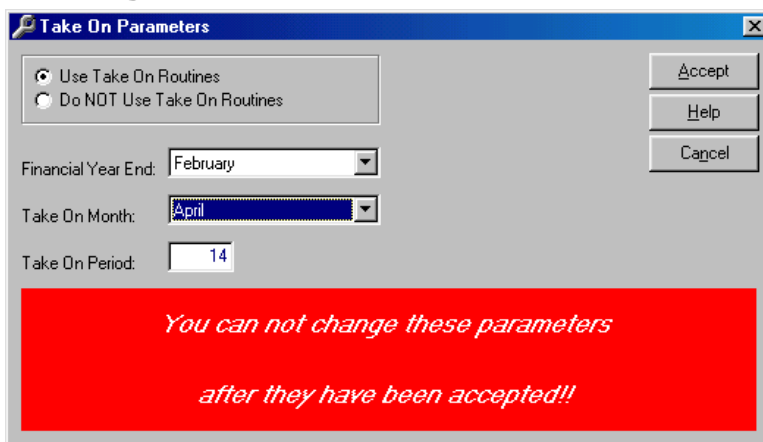
Close the screen. To access the Tutorial company, you need to exit Fincon and re-enter again. Go to File; Re-enter as New User. You will note that when you enter Fincon again, a screen will be displayed in which you can select one of the companies. Please select Tutorial.



Click on OK.

Enter your username and password, or use the default PASSME username if you have not yet created any users on the system. Note that the name displayed at the top of your window should now be Fincon Accounting – TUTORIAL.

Setting the Take on parameters



You will note that certain options under the menu are grayed out. It is not accessible. You first need to set the take-on parameters under the System menu.

When you first access the System; Company Parameters menu, you will be prompted to enter the required take-on requirements.

You will be prompted to enter your financial year-end, take-on month. Fincon will calculate the take-on period.

For the purpose of this Tutorial, you have to select Use Take On Routines.

NOTE If you want to start using FINCON commencing on for example 1 May, the take on month must be selected as April. All take on values for stock, debtors, creditors and ledger accounts must then be entered as on the 30th of April. The take on period will be calculated by the system according to the month selected.

Click the Accept button to update the system files with your selections. In order for the menu changes to take effect, you need to exit Fincon and enter again. As displayed in the warning message on the Take On Parameters screen, you cannot change these parameters once they have been accepted. We recommend that you take the necessary time to ensure that you make the correct entries.

Once you click OK, you will be returned to the Global Settings screen. Proceed to enter the company details. These are the details that will be printed on the invoice if you do not make use of preprinted stationery. If you are going to make use of serial numbers, make sure that it is activated under the Stock/Workshop Settings menu. For the purpose of this tutorial, the serial number option has to be set to B.

As any of these Global Settings can be changed at any stage, we are going to leave the rest as is. Select Accept to save the changes you've made, if any. Close the screen.

You will still not be able to access Invoices, Goods Received Vouchers and other functions. This is because you have no stock in the system. Your next step will be to create your stock items and enter your stock count.

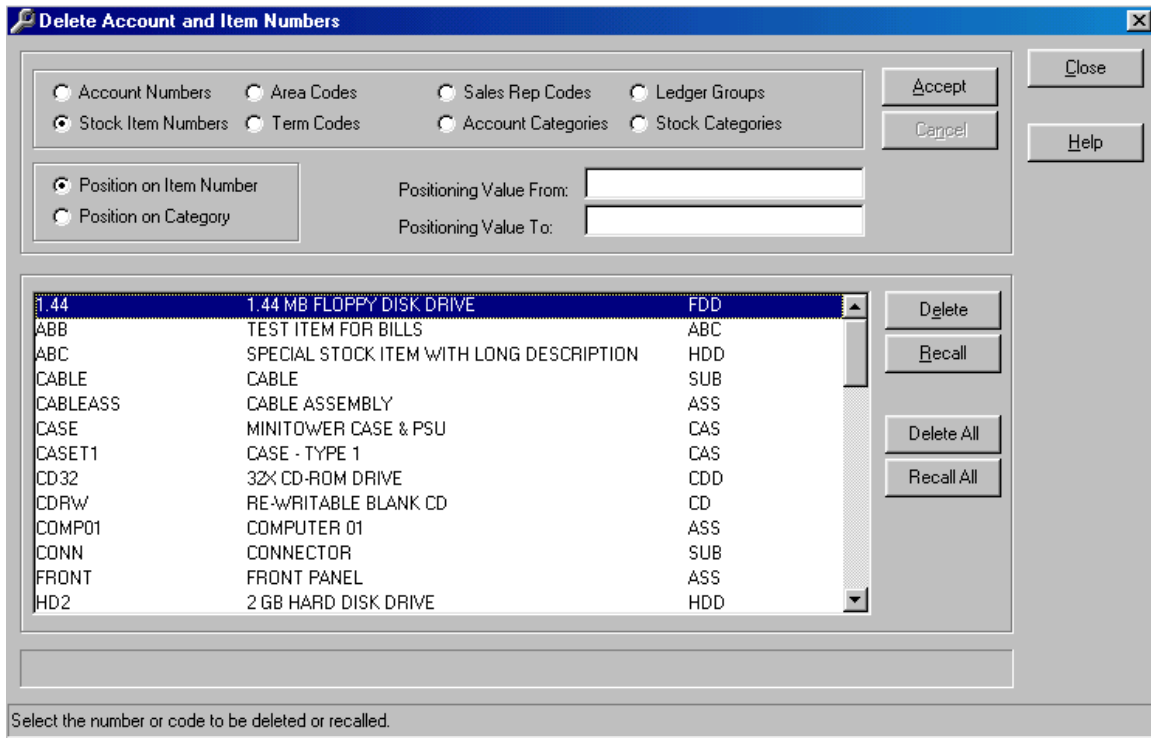
NOTE If you are unsure about specific fields in Fincon, the status bar at the bottom of each window will display clues, when the cursor is placed inside the field.

Section 4

CREATE STOCK ITEMS AND ENTER STOCK COUNT

If the structure that you copied from when you created your Tutorial company, had stock items, these item numbers would have been copied to the new company. It could be that you want to use all of them, in which case you will leave it as is. If not, you can now go and delete the item numbers you do not want, or all the item numbers.

To delete the item numbers, go to System; System Maintenance; Delete Account/Item Numbers.



Select Stock Item Numbers and click on Accept. A list of all the item numbers will be displayed. Select the ones you want to delete and click on Delete, or select Delete All. Close the screen.

To create your stock items, go to Inventory; Stock Maintenance. First enter the item number. A window will appear telling you that the stock number does not exist, select YES to create it, or NO to re-enter a stock number. You will select YES. Now enter a description. You will use this function to specify whether it is a stock item of non-stock item etc. The most important fields at this stage, are item type, category, unit cost and whether it is a stock- or non-stock item.

Create Stock Items and Enter Stock Count

To enter the stock type, click on the Details tab and go to Item Type. If you look at the status bar at the bottom right of your screen, the help line will display clues on what the different options mean.

Enter the stock item's type. (0 = Stock Item, 1 = Non-stock Item, 2 = Non-stock Item with negative price)

If you make the item a non-stock item, it will not form part of your stock at all. Enter the 3-digit category code in the Category field. If you enter a code that does not exist yet, Fincon will allow you to create the code with the Quick Create function. The category is primarily used for the stock search function and the various sales reports. Press <F2> to display a list of available categories if the stock category is unknown.

Enter the cost for this item in the Unit Cost field. For more information on stock maintenance, please read the on-line help file.

To accept the information entered, and create the stock item, select Accept.

Create at least 5 stock items for the purpose of this Tutorial.

The 5 items that will be used in this Tutorial, are:

Item number	Description	Item Type	Category	Unit Cost
KEY101	Keyboard – 101 Keys	0	KEY	R75.00
PSU	Power Supply Unit	0	PSU	R80.00
CASE	Minitower Case&PSU	0	CAS	R122.50
MON17	17" Monitor	0	MON	R1700.00
LABOUR	Labour	1	LAB	

The next step is to physically count your stock so that you can enter your stock count in Fincon. To make it easier to count your stock, create and print a stock take list. Go to Inventory, Stock Take; Create Stock Take List.

On this screen the File Name field will be blank. Type in STARTUP. The file name and stock type must be noted, as it will be required for all the stock take functions. To ensure that the file name

will be valid, only alphanumeric characters will be permitted. This is the only reason why we suggest that for the purpose of this tutorial, you use the same filename as we did. Every time you create a stock take list, give it a new name.

Select Accept to create the stock take list. Print the stock take list by going to the menu Inventory; Stock Take; Print Stock Take List. Enter the filename STARTUP to print the list.

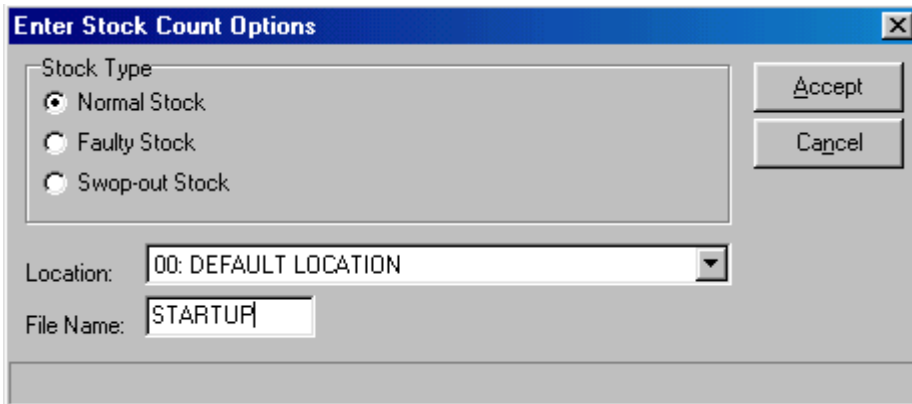
TUTORIAL

2002/04/24 12:18 STOCK TAKE LIST PAGE:

STOCK TYPE: _____
 LOCATION..: _____

ITEM NUMBER	DESCRIPTION	UNIT	CAT	BIN	COUNTED
CASE	MINITOWER CASE&PSU	EA			
KEY101	KEYBOARD - 101 KEYS	EA			
MON17	17" MONITOR	EA			
PSU	POWER SUPPLY UNIT	EA			

You can use this list when you physically count the stock. Once you have the counted values, you need to enter it into Fincon. Go to the menu Inventory; Stock Take; Enter Stock Count.



On your screen the File Name field will be blank. Enter STARTUP, and select Accept. Manually enter the quantity that was counted during the stock take in the COUNTED column, next to the appropriate item number. For the purpose of this Tutorial, please enter a

quantity of 10 for each of the 5 items mentioned before. When done, select Accept to save the stock count. Close the screen.

Before you update the stock file, you can print the Discrepancy Report. Select to print this report under Inventory; Stock Take; Discrepancy Report. Enter the stock take file name STARTUP and select Print to print a list of discrepancies between the in stock and stock count quantities.

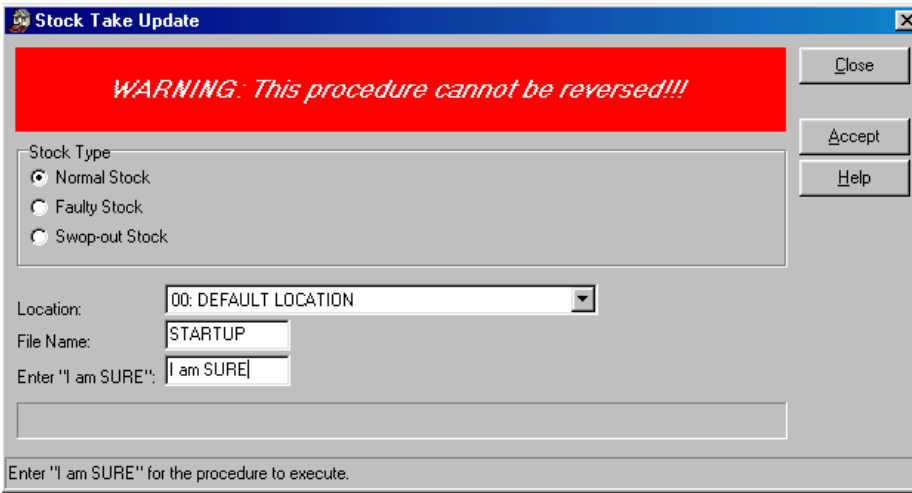
TUTORIAL

26/04/2002 11:26 STOCK TAKE DISCREPANCY REPORT

STOCK TYPE: Normal Stock
LOCATION...: 00: DEFAULT LOCATION

ITEM NUMBER	DESCRIPTION	UNIT BIN	IN STOCK	COUNTED	DIFFERENCE	COST	VALUE
CASE	MINITOWER CASE & PSU	EA	0.00	10.00	10.00	122.5000	1225.00
KEY101	KEYBOARD - 101 KEYS	EA	0.00	10.00	10.00	75.0000	750.00
MON17	17" MONITOR	EA	0.00	10.00	10.00	1700.0000	17000.00
PSU	POWER SUPPLY UNIT	EA	0.00	10.00	10.00	80.0000	800.00
TOTAL:							19775.00

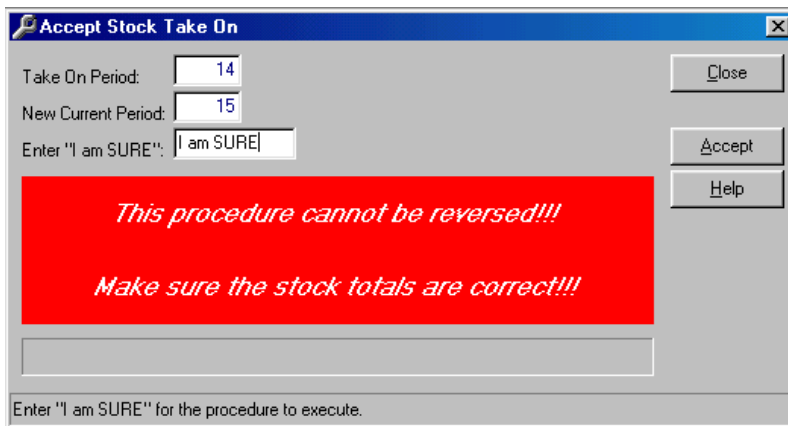
To update the stock file with the stock take results, go to the menu Inventory; Stock Take; Stock Take Update.



Remember, the filename we used for this stock take, was **STARTUP**. Enter **STARTUP** in the File Name field to make sure that you use the correct stock information. This procedure cannot be reversed. If you use an incorrect file name, for example a previous stock take's info, your stock count will be incorrect. This can only be fixed by

restoring your backup. The **I am SURE** that you must enter, is case sensitive and must be entered exactly as shown here. To update the stock count, select Accept. Close the screen. If you selected to use Fincon's take-on routines, you will notice that Goods Received Vouchers, Invoices etc. are still inaccessible. This is because you now have to accept the

stock take-on under Fincon's take-on routines.



Go to the menu System, Take On Routines; Accept Stock Take On.

Enter **I am SURE**, and select Accept. Take note of the warning message!! Close the screen and exit and re-enter Fincon for the changes to take effect. All the menus should now be accessible.

Section 5

TAX CODES, DEFAULT ACCOUNTS, DOCUMENT NUMBERS AND USERS AND PASSWORDS, REP CODES

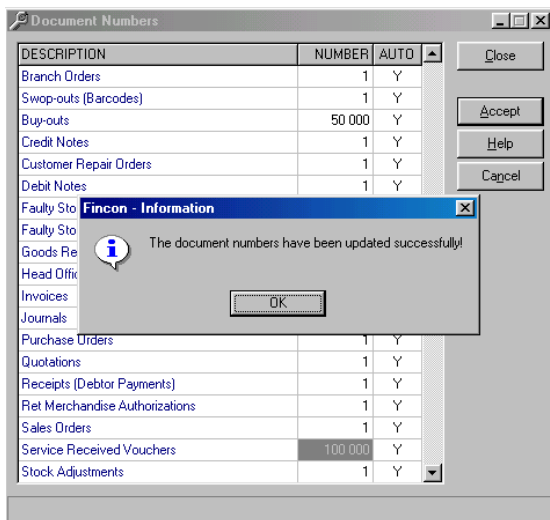
Tax Codes

Tax codes 0 and 1 are defined to be used for zero and normal tax respectively and the default ledger accounts to be used for input tax and output tax will already be entered.

Default Accounts

Under the menu System; Default Accounts, you will find a list of the Default Accounts. Most of the accounts are entered. To make implementation easier, we also created a list of Ledger accounts that most companies will need. Under Ledger; Account Enquiry, press <F2> to display a list of all the Ledger accounts already created. If you choose not to use these accounts, you can delete it under System; System Maintenance; Delete Account/Item Numbers and then create your own ledger accounts. Just remember that there are a number of default accounts that have to exist in order for Fincon to function normally. Once accounts have been used, they cannot be changed or deleted anymore.

Document Numbers



All document numbering is by default set on automatic document numbering. We strongly recommend that you keep it that way. The next document number to be used for Service Received Vouchers and Buy Outs needs to be set, so that GRV's, SRV's and Buy-out numbering do not all start at 1. If these documents all start on number 1, you will not be able to distinguish between the different documents. We suggest that you set the numbering for Buy-outs to 50000 and for Service Received Vouchers to 100000.

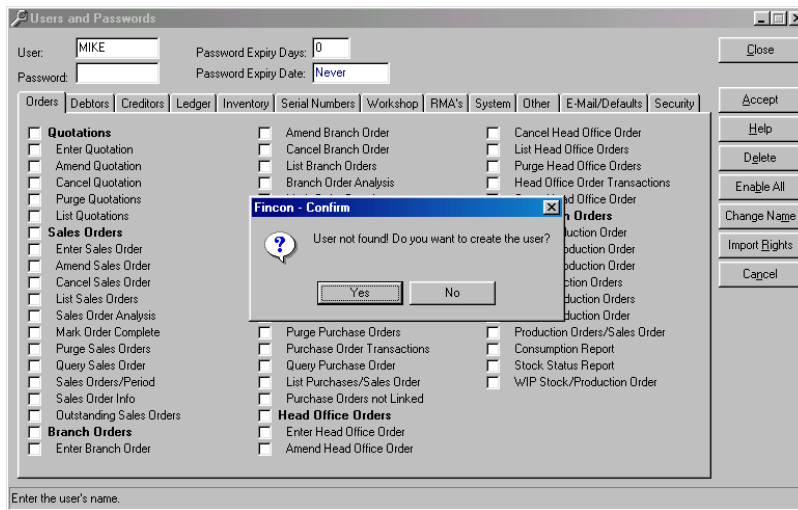
Select Accept to save these changes and Close the screen.

Users and Passwords

Fincon is shipped with the default username PASSME with access to all the menus, as mentioned before. We suggest that you create your own usernames, each with its own password. One of these users must have access to the Users and Passwords menu under System. If you want to, you can keep the PASSME username, just give it a password. Each

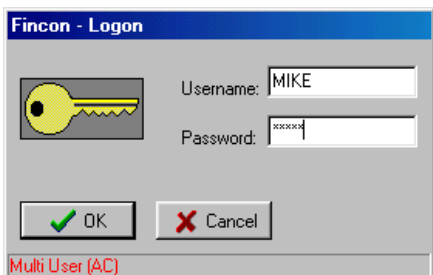
user can be set up to have access only to that part of Fincon they will use. So, for example can the Debtors clerk have access to all the menus regarding Debtors and nothing else.

We are going to create a username MIKE. Go to the menu System; Users and Passwords and enter MIKE in the Username field.



Fincon will give you the option to create the user. Select Yes. The cursor will move to the Password field. It is recommended that you give each user their own password. Select the functions you want this specific user to have access to. For the purpose of the Tutorial, please enter the password LEARN and select Enable All. This will give user MIKE access to all the functions. Select Accept and Close the screen.

Let's exit Fincon and re-enter as user MIKE.



Go to the menu File, Re-enter as new User. Enter **MIKE** and the password **LEARN**.

Select OK.



Rep Codes

Every salesperson will have his/her own code. For the purpose of this Tutorial, we will create a rep code for user MIKE. Go to the menu Inventory; Sales Reps; Sales Rep Maintenance.

Enter the code as 1 and the name as MIKE. You can read more on all the different fields in the on-line Help file. For the purpose of the Tutorial, leave the Sales Account and the Cost Account on the default account numbers.

Select Accept to create the rep code. Close the window.

Section 6 FINANCIAL TAKE ON

You can start trading before you do the financial take on. Financial take on is done under System; Take On Routines; Enter Take On Balances.

The financial take on balances can be entered and/or edited until it is accepted with the Accept Financial Take On function. Once values are entered, they are preserved in the take on file from where they are available for editing with this function.

NOTE You must synchronize the financial take on before you can enter take on balances. System; Take On Routines; Synchronize Financial Take On.

This is normally done once your Debtor, Creditor and Ledger accounts have been created.

Section 7 CREATING ACCOUNTS

Create Debtor Accounts

Go to the menu Debtors, Account Maintenance. Enter the account number. This is usually an alphanumeric number referring to the debtor name. So, for example, the account number for ABC Computers can be ABC001.

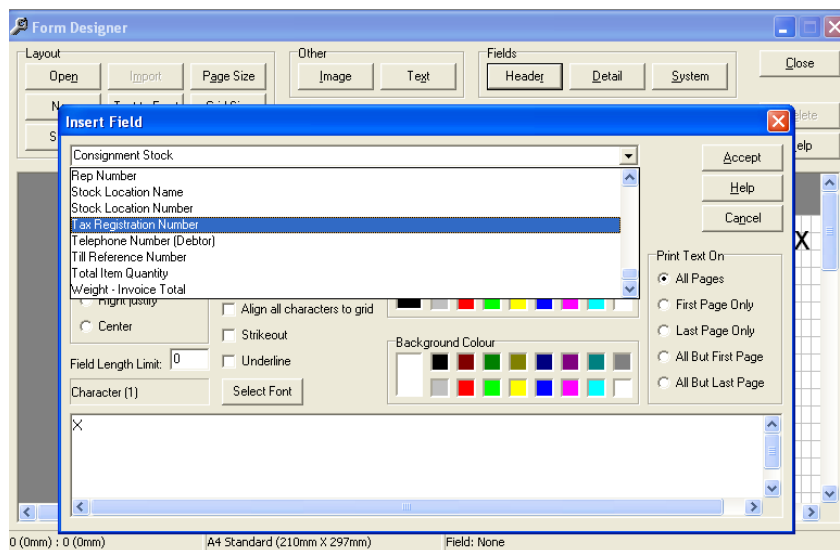
Create an account with the following detail:

ABC001
ABC COMPUTERS
SHOP 4, GREENSIDE SHOPPING CENTRE
1ST AVENUE
GREENSIDE

Tel: 011654456
Fax: 011654457
e-mail: info@abc.co.za
Sales Rep: 1

IMPORTANT NOTE From 1 March 2005 any tax invoice from a supplier where the consideration is R3000 or more (or any debit or credit note in respect thereof), must have the VAT registration number of the recipient reflected thereon, if the recipient is a vendor.

The VAT number is entered under Debtor Maintenance; Financial Detail; Tax Number. The Debtor Invoice has to be modified to print the VAT number on the invoice. Go to System; Printing and Utilities; Form Designer. Open the Debtor Invoice layout, select Detail; Tax Registration Number and insert it into the form layout.



You can also insert Text as a prefix to the VAT number. Select Text under Other, type in the text and insert it on the form layout.

The VAT number can also be displayed on Sales Orders and Quotations if selected on the form layout. Follow the same procedure as above, but select and open the Quotation or Sales Order layout.

As you can see on the Debtor Account Maintenance screen, you can enter a vast amount of information on your client. The only ones you have to enter for Fincon to accept the account, are the account number and debtor name. For more information on the different fields, please refer to the more detailed accounting manual on your CD or read the on-line help file. Once you've entered the Account Detail, click on Financial Detail tab.

The information entered on the Financial Detail screen, will assist you in controlling your Debtors. If you enter a credit limit of 5000 for example, Fincon will prohibit any transactions for more than R5000.00. An authorized user will have to go and change the credit limit first. Fincon will log this change. If you enter a reason in the Reason field, Fincon will also log the reason. For more information read the on-line Help file.

For the purpose of the Tutorial, enter the credit limit as 0.00, to allow unlimited credit on this account. Select Accept to save the information entered and create the account.

Create Creditor Accounts

Go to the menu Creditor; Account Maintenance. You will notice that the screen is very similar to the Account Maintenance screen for debtors.

For the purpose of this Tutorial create the following creditor account:

SKY001
 SKY COMPUTER WHOLESALERS
 PO BOX 4567
 JOHANNESBURG
 011 5455555
 011 5455556
 e-mail: sales@sky.co.za

After entering this information, select Accept to save the information entered and create the creditor account.

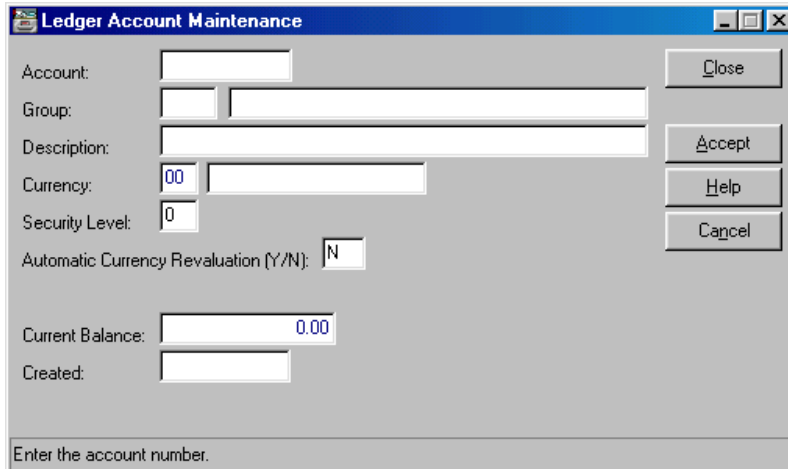
Creditor and debtor accounts can be maintained in another currency. To configure and enter the exchange rates for multi-currency accounts go to System; Exchange Rates.

CODE	ABBREVIATION	DESCRIPTION	SYMBOL	CURRENT RATE
LOCAL	ZAR	SOUTH AFRICAN RAND	R	1.0000000
01	USD	US DOLLAR	\$	10.5000000
02				0.0000000
03				0.0000000
04				0.0000000
05				0.0000000
06				0.0000000
07				0.0000000

Enter the detail on the screen. For the purpose of this tutorial, enter USD, US DOLLAR , \$ and 10.5 as the current rate. Select Accept to save the information entered.

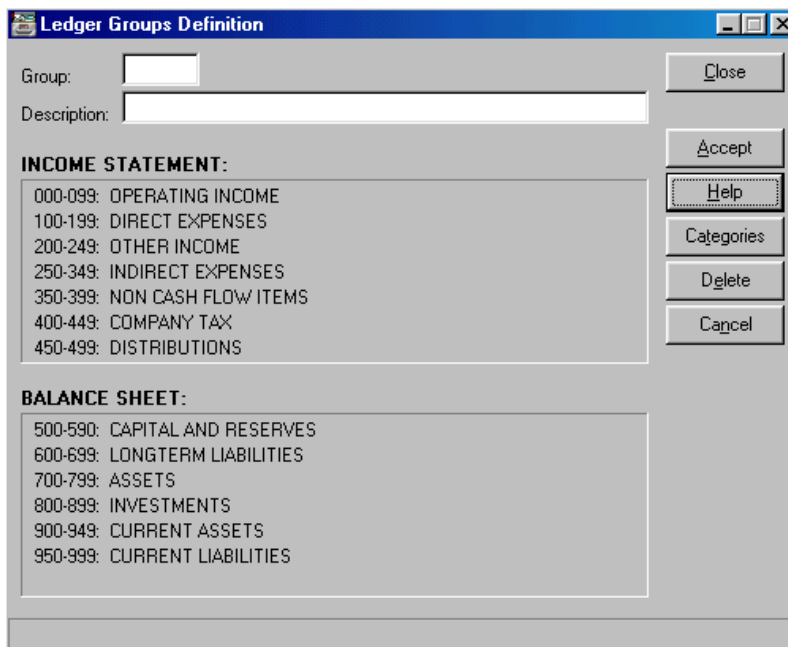
When a creditor or debtor account is to be maintained in a currency other than the local currency, you can enter the currency when creating the account. Under the menu Debtor Account Maintenance, or Creditor Account Maintenance, enter the appropriate currency code. If you do not know the code, press <F2> in the field to display a list to select from. You cannot change the currency of an account once the account has been used.

Create Ledger Accounts



To create a ledger account, go to the menu Ledger; Account Maintenance.

Fincon is shipped with a number of basic ledger accounts already created for your convenience. If you wish to create your own, you can simply delete the ones you do not wish to use. For a list of all the accounts already created, press <F2> in the Account field. To create a new account, enter a number in the Account field.



The group determines the position of the account on the Income Statement and Balance Sheet according to the group's category. Fincon is shipped with a number of groups already defined. Press <F2> in the Group field to display a list. Groups can also be defined under the menu Ledger; Ledger Maintenance; Ledger Groups Definition.

You also need to enter an account name in the Description field. The categories displayed here, are the default categories. To change these, click on the Categories button.

Always select Accept to save the information entered.

Section 8 PURCHASING

If you need to place an order with your supplier, you will enter a Purchase Order. This Purchase Order can be drawn into a Goods Received Voucher so that you don't need to enter all the information again.

NOTE The Purchase Order is an optional step.

For the purpose of this Tutorial, you will order the following items from your supplier Sky Computer Wholesalers:

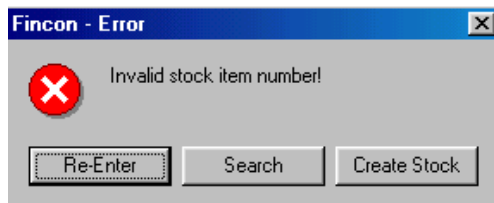
5	Minitower Cases	R125.00 Excl
10	101 Keyboards	R76.00 Excl.
2	14" Monitors	R1200 Excl.

Enter Purchase Order

Go to the menu Orders; Purchase Orders; Enter Purchase Order.

Enter the account number SKY001. The company information as previously entered when the creditor account was created, will be displayed. Enter the Delivery Date if that differs from the Order Date and if you need to send a cheque with the driver collecting the stock, enter the cheque number.

Under Item Number, enter the stock items, quantities and price. You do not yet have a stock item number for a 14" Monitor. Simply enter the item number MON14, and Fincon will allow you to create the stock item here. The following message will appear:

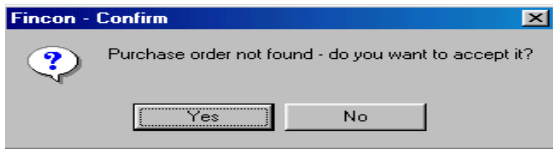


Click on Create Stock to invoke Fincon's quick create function.

Create the stock item MON14, 14" Monitor, unit cost R1200.00.

Select Accept to save the information.

NOTE As mentioned before, you can go straight to the Goods Received Voucher (GRV) if you do not have a Purchase Order.



If you go straight to the GRV, enter a 0 (zero) in the Order Number field. Fincon will display this message :

Select Yes to accept the order number entered.

Go to the menu Creditors; Goods Received Vouchers; Enter Supplier GRV. Enter the Purchase Order number in the order number field. In this case the order number will be 1, so you enter 1. You can also press <F2> to display a list of Purchase Orders to select from. You will notice that all the information entered under the Purchase Order, will now be displayed.

ITEM NUMBER	UN	QUANTITY	UNIT PRICE	TOTAL EXCL	TC	TAX	TOTAL INCL	ORDER
CASE	EA	5.00	125.00	625.00	1	87.50	712.50	
KEY101	EA	10.00	76.00	760.00	1	106.40	866.40	
MON14	EA	2.00	1 200.00	2 400.00	1	336.00	2 736.00	
MON17	EA	1.00	1 700.00	1 700.00	1	238.00	1 938.00	
		0.00	0.00	0.00	1	0.00	0.00	
		0.00	0.00	0.00	1	0.00	0.00	
		0.00	0.00	0.00	1	0.00	0.00	
		0.00	0.00	0.00	1	0.00	0.00	
		0.00	0.00	0.00	1	0.00	0.00	
		0.00	0.00	0.00	1	0.00	0.00	

Item: MINITOWER CASE & PSU 5 485.00 767.90 6 252.90 122.50

Bin: Available: 10.00 On Hand: 10.00 On Order: 0.00 Back Order: 5.00

Enter the Supplier Invoice number. Use 12345. You will still be able to make changes to the GRV. Say for instance the price your supplier quoted you when you placed the order for the keyboards, was R76.00. When you receive the stock, the price on the invoice is R75.00 excluding. Simply move to the unit price of the keyboard, and adjust it to R75.00. You can also adjust the total cost of the keyboards, excluding or including. Fincon will adjust the unit price accordingly. You placed an order for 10 keyboards, but only received 5. Change the quantity to 5. Once the information on your GRV is exactly the same as on the supplier invoice, select Accept to save the information and print the document.

If serial number tracking is enabled – you need to scan these items. Go to the menu Serial Numbers; Scan Serial Numbers; Goods Received Voucher.

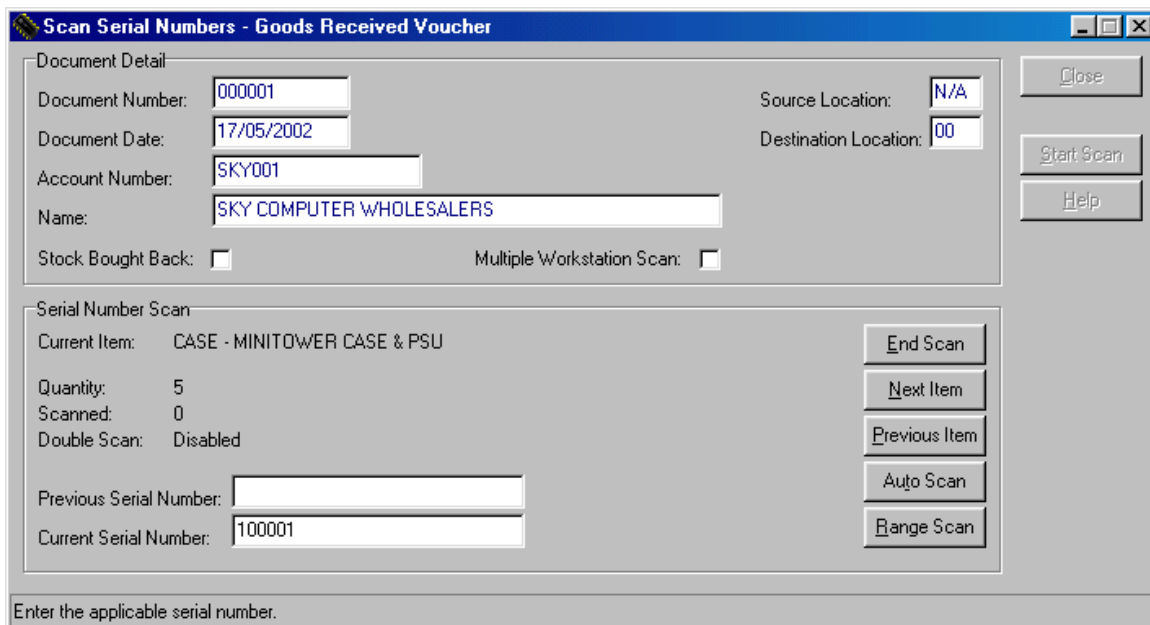
NOTE To make use of serial number tracking, it has to be enabled under the menu System; Company Parameters; Stock/Workshop Settings. To enable, enter B for serial numbers, or I if you just want to track incoming serial numbers.

For the purpose of this tutorial, ensure that you enter B.

Enter the GRV number 1 as the Document Number. If you do not know the GRV number, press <F2> to start the search function. The GRV's details will be displayed. Click on Start Scan.

WARNING Be sure to scan the item which is displayed next to current item on this window. Fincon will not stop you if you scan the wrong serial number for the wrong item. Be careful! Scan the items one by one with a scanner, or type in the serial number.

Scan the items one by one with a scanner, or type in the serial number manually.



Start typing in the serial numbers for the cases. The numbers we will use for the 5 cases, are:

100001 ; 100002 ; 100003 ; 100004 ; 100005 Press <ENTER> after entering each number.

You will notice that Fincon will count down the items as you scan, and once all 5 cases are scanned, it will display the next item, being the 10 keyboards. Use the numbers:

200001 ; 200002; 200003; 200004; 200005; 200006; 200007; 200008; 200009; 200010.

Use 300001; 300002 for the 14" monitors and 400001 for the 17" monitor. Once all items on the GRV are scanned, a message will be displayed to inform you that scanning has been completed.

Cancel a GRV

You can cancel a Goods Received Vouchers if no debit notes have been created for this GRV. Go to the menu Creditors; Goods Received Vouchers; Cancel GRV. This function will cancel the GRV and generate a Debit Note.

Enter the GRV number 1. All the information will be displayed. You will not be able to change anything on the document, except for the number in the Supplier C/Note field. The invoice number entered previously will be displayed here. Change it to the supplier credit number, if applicable. It could be that you made a mistake when you entered the GRV and you want to fix this. If none of the items on the GRV have been invoiced, simply cancel the GRV and redo it.

On the acceptance of the debit note, Fincon will perform the following additional actions if serial number tracking is enabled:

Serial Numbers linked to the Goods Received Voucher will be checked. If any of the serial numbers are found not to be in stock or to be allocated to sales orders, the Goods Received Voucher cannot be cancelled. An error message to this effect will be issued and the cancel process will abort.

If the serial number check has passed, all the serial numbers linked to the Goods Received Voucher will be deleted to eliminate the scanning necessary for debit notes.

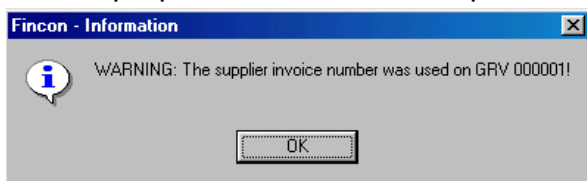
For the purpose of this Tutorial, enter a new Goods Received Voucher, using exactly the same information as before.

You now have 2 options:

Orders; Purchase Orders; Enter Purchase Order and create a Purchase Order first as we did before;

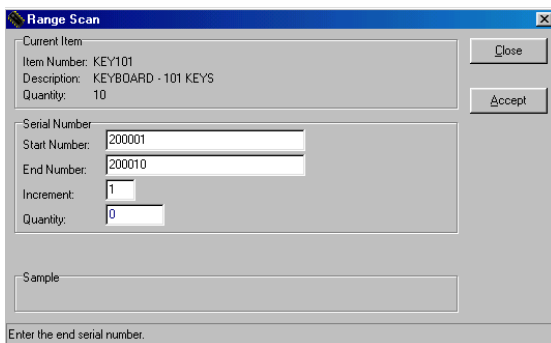
go directly to Creditors; Goods Received Vouchers; Enter Supplier GRV.

For the purpose of this exercise, please use option 2. Enter a 0 (zero) in the Order No. field.



Enter the information as you did before when you entered the Purchase Order. See paragraph on Purchase Orders. You will note that when you enter the supplier invoice number, Fincon will warn you.

Click on OK and carry on.



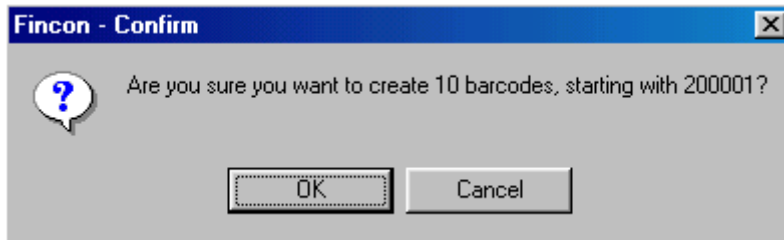
If serial number tracking is enabled, you need to scan the items again, using the same serial numbers as before. See paragraph on Goods Received Vouchers.

The Range Scan function can be used when a number of consecutive serial numbers must be scanned. For example the 10 keyboards. It is similar to the Auto Scan function with the only difference

being the required input that is supplied in the form of the start serial number, the end serial number and the increment between serial numbers. The serial number can contain non-numerical values as long as they are at the beginning of the serial number.

Select the Range Scan button to display this screen. Enter the start number as 200001 and the end number as 200010 and click on Accept.

The following message will appear:

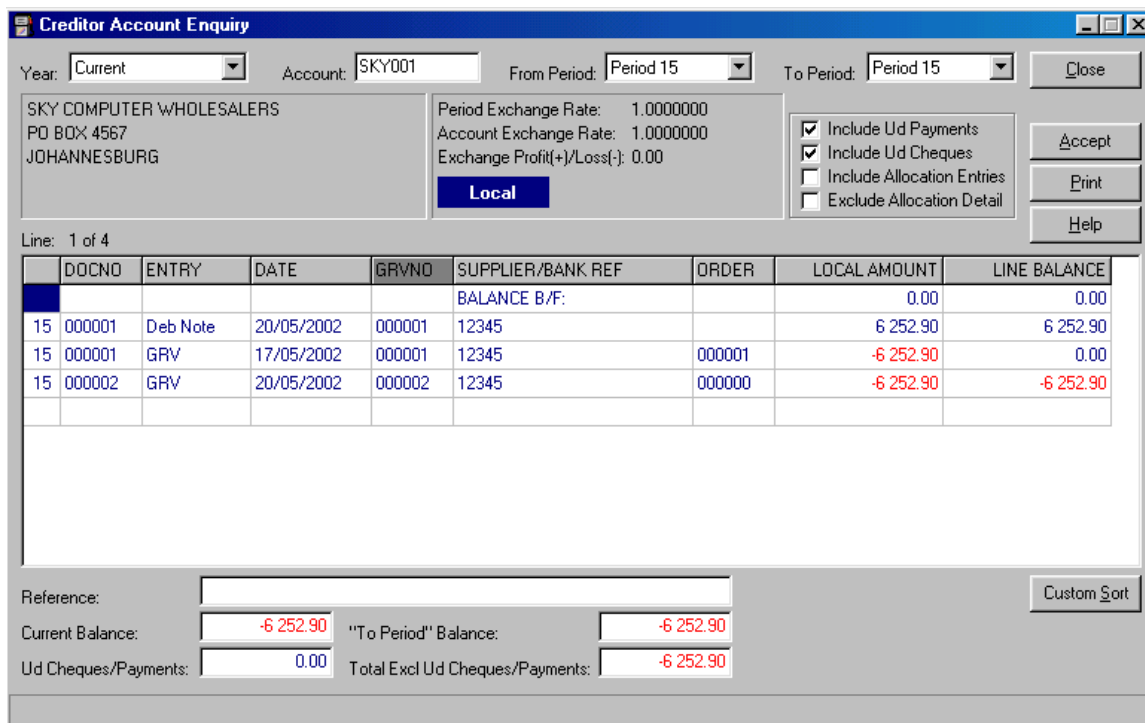


Select OK.

The next item on the GRV, (14" monitors), will come up for scanning. Continue scanning.

A message will be displayed to inform you that scanning has been completed. Close the window.

To view the transactions on the creditor account, go to Creditors; Account Enquiry. Enter the account number SKY001 and Accept. As you can see there are 3 transaction documents. GRV 1, a Debit Note for GRV 1 and then GRV 2. The amount now due to the supplier is displayed in red as a credit amount in the line balance column. While you are in the Creditor Account Enquiry, you can view any transaction document by double-clicking or pressing <ENTER> on the document line. The document will now be displayed on screen, from where you can also select to print it.



Section 9 SELLING

In Fincon you can create Quotations, convert them into Sales Orders, which can then be converted into Invoices. The quotations and Sales Orders, are optional. The invoice can be created immediately.

Quotations and Sales Orders can be amended as many times as necessary before invoicing.

Quotations

ABC Computers phoned. They want a quotation for five Minitower Case & PSU and five 101 Keyboards.

Go to the menu Orders; Quotations; Enter Quotation.

Enter the account number for ABC Computers. The company information will be displayed.

Enter the item number for the Minitower Case & PSU. If you cannot remember the item number, press <F2> to start the search function. Change the quantity to 5 and the price excluding to R130.00.

Enter the item number for the 101 Keyboard, change the quantity to 5 and the price excluding to R80.00.

The screenshot shows the 'Enter Quotation' window with the following details:

- Account: ABC001, Debtor Discount %: 0.00
- Name: ABC COMPUTERS
- Address: SHOP 4, GREENSIDE SHOPPING CENTRE, 1ST AVENUE, GREENSIDE
- Quote No./Date: 000001 / 30/05/2002
- CRD No./Credit: Unlimited
- Rep Code: 001 MIKE
- Exchange Rate: 1.0000000

ITEM NUMBER	UN	GR	QUANTITY	PRICE EXCL	TOTAL EXCL	TC	TAX	TOTAL INCL	% DISC
CASE	EA	0	5.00	130.00	650.00	1	91.00	741.00	0.00
KEY101	EA	0	5.00	80.00	400.00	1	56.00	456.00	0.00
		0	0.00	0.00	0.00	1	0.00	0.00	0.00
		0	0.00	0.00	0.00	1	0.00	0.00	0.00
		0	0.00	0.00	0.00	1	0.00	0.00	0.00
		0	0.00	0.00	0.00	1	0.00	0.00	0.00
		0	0.00	0.00	0.00	1	0.00	0.00	0.00
		0	0.00	0.00	0.00	1	0.00	0.00	0.00
		0	0.00	0.00	0.00	1	0.00	0.00	0.00
		0	0.00	0.00	0.00	1	0.00	0.00	0.00
		0	0.00	0.00	0.00	1	0.00	0.00	0.00

Item: KEYBOARD - 101 KEYS, 1 050.00, 147.00, 1 197.00, Local, 1, 0.00

Bin: Available: 20.00, On Hand: 20.00, On Order: 0.00, Back Order: 0.00

Enter the stock item no., a bill no as <nn>, or a (Q)uotation/(B)ranch/(S)ales/(P)urchase/(H)Office Order no as <Xnnnnnn>.

Select Accept to save the information and print the quotation. Quotations can also be e-mailed directly from Fincon. For this you need to set up your e-mail address under System; Users and Passwords; E-mail/Defaults.

You can now either accept this information, or if needed, make any necessary changes. For more information on Sales Orders, please read the on-line help file in Fincon. Select Accept to save and print the Sales Order.

Amend Sales Order

NOTE Partly or fully processed sales orders cannot be amended.

After you have done the Sales Order, ABC Computers phone to request that you add another keyboard to their order.

Go to the menu Orders; Sales Orders; Amend Sales Order. Type in the number of the relevant sales order. If you cannot remember the sales order number, press <F2> to search for it. The Sales Order number you need to type in now, is 1. All the information previously entered, will be displayed. Change the quantity of the second item, KEY101, to 6. Your Sales Order total amount excluding VAT, should now be R2330.00

Select Accept to save and print the Sales Order. Close the window.

Sales Orders and Serial Numbers

Stock items can be allocated to a Sales Order before it is invoiced. Go to Serial Numbers; Scan Serial Numbers; Allocate Sales Order.

In the Document Number field, enter the number of the Sales Order you want to allocate. In this case, enter 1. You can also press <F2> to start the search function to search for the relevant document.

Click on the Start Scan button. The first item on the Sales Order will be ready for scanning. Each stock item you purchased, will already have a serial number. See the paragraph on Goods Received Vouchers. Once again each item can be scanned with a scanner, or you

can type in the numbers manually. For the purpose of this tutorial, you need to type in the numbers in the Current Serial Number field.

The serial numbers for the 5 cases:

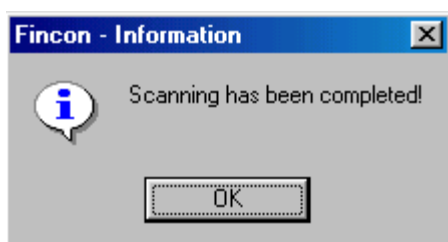
100001 ; 100002 ; 100003 ; 100004 ; 100005

The serial numbers for the 6 keyboards:

200001 ; 200002 ; 200003 ; 200004 ; 200005 ; 200006

The serial number for the 14" Monitor:

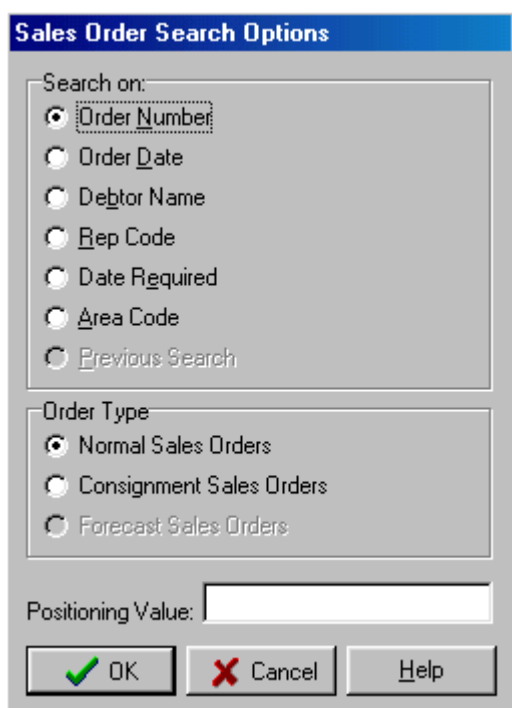
300001



Once all the items on the Sales Order have been allocated and scanned, this message will appear.

Click OK, and Close the screen.

Mark Order Complete



Before a Sales Order can be invoiced, it has to be marked as completed. Go to the menu Orders; Sales Orders; Mark Order Complete.

A screen allowing you to select different search options will be displayed. For the purpose of this exercise, leave it on the default, namely Order Number.

Click on OK to display a list of all the Sales Orders entered. Sales Order number 1 should appear here.

The status of the Sales Order, is "Entered". Click on the Complete Order button to change the status of the Sales Order to "Completed".

When a completed Sales Order is amended, the status will change to "Amended" and it has to be marked complete again before it can be invoiced.

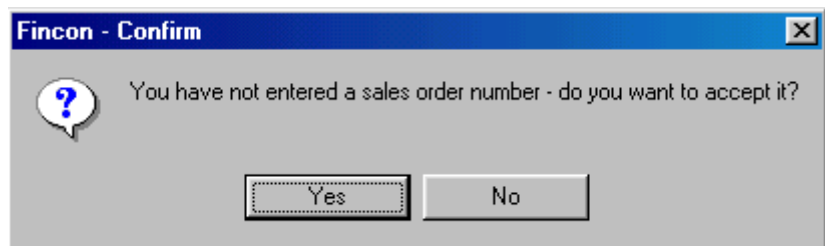
Close the screen to exit.

Invoicing

To sell stock to a client, an invoice must be made out. A Sales Order that has been marked complete, can be converted into an invoice.

You can also make out an invoice immediately without a Sales Order. When prompted to enter the order number, simply press <Enter>. The following message will be displayed:

Select "Yes" and enter the Invoice details as normal.



For the purpose of this Tutorial, go to the menu Debtors; Invoices; Enter Invoice.

In the Order Number field, enter 1, for the Sales Order that was created and marked complete. All the Sales Order information previously entered will be displayed. You can make changes to this information, or add new items before invoicing.

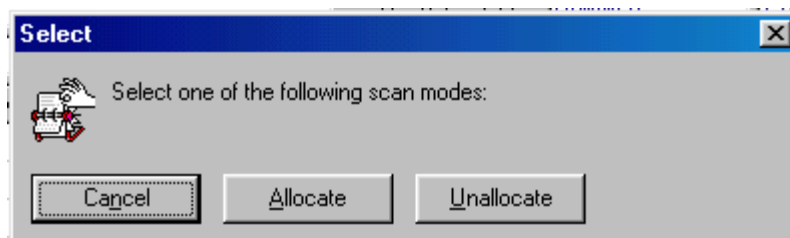
Click on Accept to generate the invoice. You can print or e-mail the invoice.

Invoicing and Serial Numbers

If your system is set up to make use of serial number tracking and you converted a Sales Order to an invoice, the serial numbers that was previously allocated to the Sales Order, will now be allocated to the Invoice.

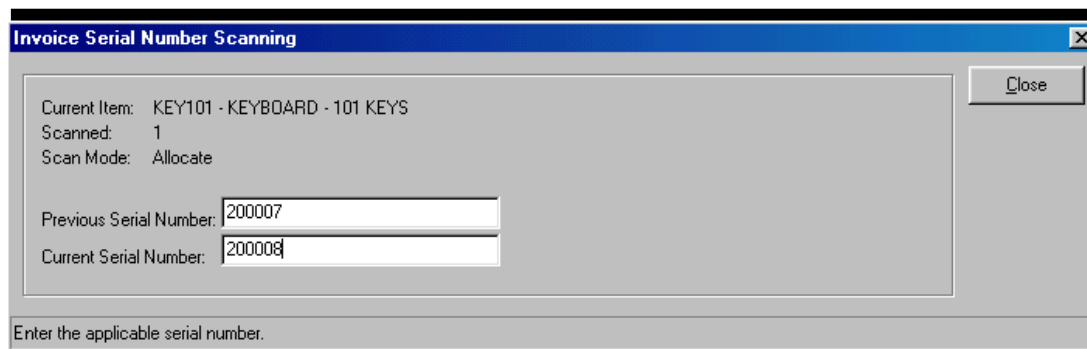
If you do not convert a Sales Order into an Invoice, but go directly to Enter Invoice, you can scan the items. Let's do this exercise:

When ABC Computers come to collect their Order, already invoiced, they want to buy 2 more keyboards.



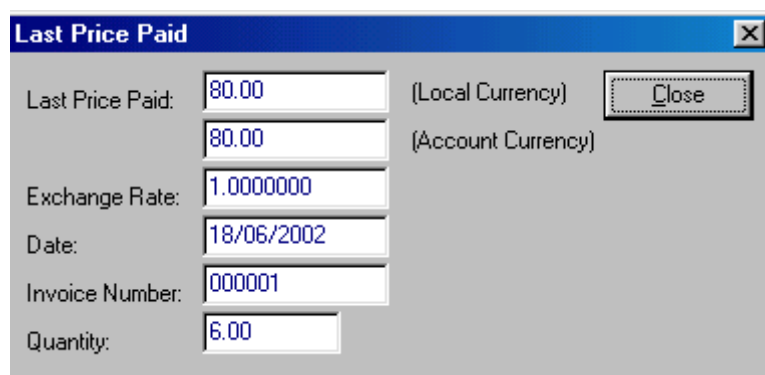
Go to the menu Debtors; Invoices; Enter Invoice. Do not enter a Sales Order Number. Enter the account number ABC001. Click on Scan Items.

Click on Allocate to display the scan screen.



For this exercise, type in the following serial numbers:

200007 ; 200008 and Close the screen to go back to the Enter Invoice screen. You will note that there are now two keyboards entered on the Invoice. If you want to know what the client paid for this item on his previous invoice, select the item and click on the Last Price button.



The last price paid was R80.00. This window also displays the date of the transaction, the Invoice number as well as the quantity invoiced.

Close this screen to return to the Invoice. Enter the price excluding as R80.00. Select Accept to save and print the invoice.

Debtor Account Enquiry

These transactions will be displayed on the debtor account. Go to the menu Debtors; Account Enquiry.

Enter the debtor account number; in this case ABC001 and select Accept.

Debtor Account Enquiry

Year: Account: From Period: To Period:

ABC COMPUTERS
SHOP 4
GREENSIDE SHOPPING CENTRE
1ST AVENUE, GREENSIDE

Period Exchange Rate: 1.000000
Account Exchange Rate: 1.000000
Exchange Profit(+)/Loss(-): 0.00

Include Ud Payments
 Include Ud Cheques
 Include Allocation Entries
 Exclude Allocation Detail

MIKE

Line: 1 of 3

DOCNO	ENTRY	DATE	INVNO	CUSTOMER/BANK REF	ORDER	LOCAL AMOUNT	LINE BALANCE
				BALANCE B/F:		0.00	0.00
15	000001	Invoice	18/06/2002	000001	000001	2 656.20	2 656.20
15	000002	Invoice	18/06/2002	000002		182.40	2 838.60

Reference:

Current Balance: "To Period" Balance:

Ud Payments/Cheques: Total Excl Ud Payments/Cheques:

As you can see Invoice 1 and Invoice 2 are displayed. To view these invoices or to reprint them, select one by clicking somewhere on the entry line and press <Enter> or double click in the line

Close the window.

Printing Serial Numbers

You could be asked to print the serial numbers allocated to a specific invoice, on the invoice. You need to set the invoice up to print serial numbers.

Go to System; Company Parameters; Global Settings. Go to the field Print Serial Numbers. You have three choices:

N = disabled

Y = will print the serial numbers on a separate list

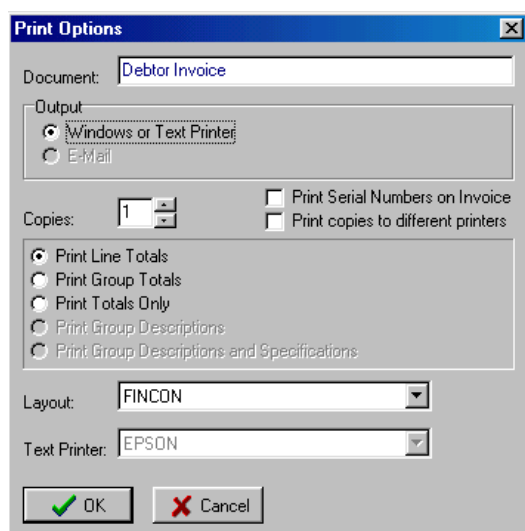
I = will print the serial numbers on the invoice.

The status line at the bottom of the window will display this information.

Select serial number printing on invoicing. (N = Disabled, Y = Seperate List, I = On Invoice)

The default is that the serial numbers will print on the invoice. Select Accept and Close the screen.

If you print an invoice now, Fincon will have added a tick box on the Print Options window, to Print Serial Numbers on Invoice.



Print Options

Document: Debtor Invoice

Output:

Windows or Text Printer
 E-Mail

Copies: 1 Print Serial Numbers on Invoice
 Print copies to different printers

Print Line Totals
 Print Group Totals
 Print Totals Only
 Print Group Descriptions
 Print Group Descriptions and Specifications

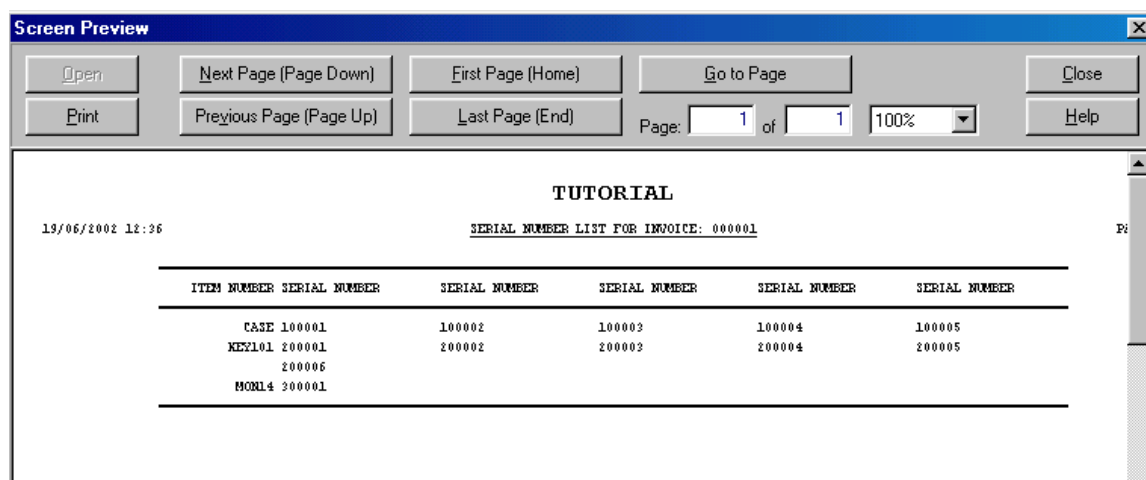
Layout: FINCON

Text Printer: EPSON

OK Cancel

You can also print the serial numbers allocated to an invoice previously processed.

Go to Debtors; Account Enquiry. Enter the debtor's account number, click on Accept. Double click the relevant line to display the invoice. You will now be able to view the invoice on screen and also to reprint it. In the top left hand corner of the window is a Serial Numbers button. Click on this button to print a list of the serial numbers allocated to this invoice. On the Print Options screen, note that you can also print this to a delimited file or view it on screen.



Screen Preview

Open Next Page (Page Down) First Page (Home) Go to Page Close

Print Previous Page (Page Up) Last Page (End) Page: 1 of 1 100% Help

TUTORIAL

19/06/2002 12:36 SERIAL NUMBER LIST FOR INVOICE: 000001

ITEM NUMBER	SERIAL NUMBER	SERIAL NUMBER	SERIAL NUMBER	SERIAL NUMBER	SERIAL NUMBER
CASE	100001	100002	100003	100004	100005
KEY101	200001	200002	200003	200004	200005
	200006				
MOXL4	300001				

If you choose to view it on screen first, you can print it from here by simply clicking on the Print button.

Invoicing a Buy-out

NOTE If you have not already entered the Buy-out discussed here, please refer back to Buy-outs under Purchasing and enter it now.

A Buy-out can be pulled into a Sales Order, but for the purpose of this exercise, go directly to invoicing. To invoice a Buy-out go to Debtors; Invoices; Enter Invoice. Press <ENTER> to not enter a Sales Order number, enter the account number ABC001. The company detail will be displayed. Move to the ITEM NUMBER field, and press <F4>. The Insert Buy-out window will appear. You can now type in the SRV number or press <F2> to display a list. The Description can be overwritten.

Section 10 PAYMENTS

Receiving payments from your debtors.

Payments from your debtors are entered and allocated under Debtors; Debtor Payments; Enter Payments Received.

Processing Cheque Payments

At this point there are three invoices on the account ABC001 that need to be paid. You can view these invoices by going to the menu Debtors; Account Enquiries. Enter the account name ABC001. For the purpose of this exercise, leave the From Period and the To Period on the default current period, and select Accept.

The screenshot shows the 'Debtor Account Enquiry' window. At the top, it displays 'Year: Current', 'Account: ABC001', 'From Period: Period 15', and 'To Period: Period 15'. Below this, the account name 'ABC COMPUTERS' and address 'SHOP 4, GREENSIDE SHOPPING CENTRE, 1ST AVENUE, GREENSIDE' are listed. Exchange rates and profit/loss information are also shown. A 'Local' button is present. On the right, there are checkboxes for 'Include Ud Payments', 'Include Ud Cheques', 'Include Allocation Entries', and 'Exclude Allocation Detail', along with 'Accept', 'Print', and 'Help' buttons.

The main table shows the following data:

Line	DOCNO	ENTRY	DATE	INVNO	CUSTOMER/BANK REF	ORDER	LOCAL AMOUNT	LINE BALANCE
					BALANCE B/F:		0.00	0.00
15	000001	Invoice	18/06/2002	000001		000001	2 656.20	2 656.20
15	000002	Invoice	18/06/2002	000002			182.40	2 838.60
15	000003	Invoice	15/07/2002	000003			285.00	3 123.60


At the bottom, there are summary fields: 'Reference:' (empty), 'Current Balance: 3 123.60', '"To Period" Balance: 3 123.60', 'Ud Payments/Cheques: 0.00', and 'Total Excl Ud Payments/Cheques: 3 123.60'. There are also 'Custom Sort' and 'Active' buttons.

All the transactions for this specified period would be displayed.

ABC Computers give you a cheque for two of the outstanding invoices. You need to process this cheque and allocate it to these two invoices. The date of the cheque is the current date, the amount is R2838.60 and the cheque number is 143.

To enter this payment into Fincon and allocate it to the specific invoices, go to the menu Debtors; Debtor Payments; Enter Payments Received.

For every payment entered, a Receipt will be generated. For the purpose of this exercise, leave the date of the cheque as the current date. The payment type will be Cheque.

Payment Type: 

Cheque
Cash
Credit Card
Speed Point
Bank Transfer

Comment:

Allocation Detail

Note that if you click on the arrow next to the Payment Type box, different payment options will be displayed.

In this case the payment type will be the default, Cheque.

When you select the payment type to be Cheque, you must enter the cheque number. In this case it is 143. If the name of the chequeholder and the debtor account name is the same, you do not have to enter the name. It will be displayed the moment you enter the account number. Enter the account number ABC001. (Remember that if you cannot remember the account number, <F2> will start the search function.) Once entered, you will notice that all outstanding invoices are displayed in the Allocation Detail box.

Now enter the amount of the cheque, R2838.60, next to the account number. To allocate this payment to the two different invoices, make sure the cheque amount is highlighted, then click on the first outstanding amount. Now both amounts should be highlighted. Press <F3> to allocate the cheque amount to the first outstanding amount. An amount should appear in the PAID column for that specific invoice. It is now allocated. Repeat this for the other invoice. If you want to unallocate a payment, press <F3> again. Select Accept to process and save your payment. You can print the receipt or select Cancel if you do not want to print it.

NOTE Receipts can not be reprinted.

Enter Payments Received

Payment Detail
 Receipt: 000002 Date: 14/11/2002 Payment Type: Cheque Cheque Number: 143
 Name: ABC COMPUTERS ID No:
 C/Card No: Comment:

Account Detail
 Line: 0 of 99

ACCOUNT	AMOUNT	TAX
ABC001	2 838.60	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00

Allocation Detail
 Line: 3 of 4

INVNO	DATE	OUTSTANDING	PAID	DISCOUNT
	Unallocated	0.00	0.00	0.00
000001	18/06/2002	2 656.20	2 656.20	0.00
000002	18/06/2002	182.40	182.40	0.00
000003	15/07/2002	285.00	0.00	0.00

Payment: 2 838.60 0.00 3 123.60 2 838.60 0.00

SHOP 4
 GREENSIDE SHOPPING CENTRE
 1ST AVENUE, GREENSIDE

ABC COMPUTERS **Local**
 Balance: 3 123.60 Debtor Account
 Current: 3 123.60 30 Days: 0.00 60 Days: 0.00
 90 Days: 0.00 120+ Days: 0.00 Unallocated: 0.00

Previous Receipt:

Press <F3> to allocate/unallocate the amount.

All payments entered for debtors, except for Cash payments, will be entered on the debtor account enquiry as a Ud Payment. (Undeposited Payment). This is why you can enter postdated payments. It will only be marked as a Payment once it is reconciled.

Do an account enquiry on the debtor ABC001 to see what the status of the debtor account is after processing this payment. Go to Debtors; Account Enquiry , enter the account number and select Accept. The default sort order is on document number. To sort the enquiry on invoice number, date, amount etc, click on the appropriate column heading. A dark gray background in the heading column will indicate the active sort order. On the following window, you will notice that the selected sort order was on Invoice number.

The screenshot shows the 'Debtor Account Enquiry' window. At the top, it displays 'Year: Current', 'Account: ABC001', 'From Period: Period 15', and 'To Period: Period 15'. Below this, the debtor's name 'ABC COMPUTERS SHOP 4' and address 'GREENSIDE SHOPPING CENTRE 1ST AVENUE, GREENSIDE' are listed. Exchange rates are shown as 1.0000000. A 'Local' button is present. On the right, there are checkboxes for 'Include Ud Payments' (checked), 'Include Ud Cheques' (checked), 'Include Allocation Entries' (unchecked), and 'Exclude Allocation Detail' (unchecked). Buttons for 'Accept', 'Print', and 'Help' are also visible.

The main table shows the following data:

Line	DOCNO	ENTRY	DATE	INVNO	CUSTOMER/BANK REF	ORDER	LOCAL AMOUNT	LINE BALANCE
					BALANCE B/F:		0.00	0.00
15	000001	Invoice	18/06/2002	000001		000001	2 656.20	2 656.20
15	000002	Ud Paymnt	14/11/2002	000001			-2 656.20	0.00
15	000002	Invoice	18/06/2002	000002			182.40	182.40
15	000002	Ud Paymnt	14/11/2002	000002			-182.40	0.00
15	000003	Invoice	15/07/2002	000003			285.00	285.00

At the bottom, there are summary statistics: Reference (empty), Current Balance: 3 123.60, "To Period" Balance: 3 123.60, Ud Payments/Cheques: -2 838.60, and Total Excl Ud Payments/Cheques: 3 123.60. A 'Custom Sort' button and an 'Active' status indicator are also present.

The payment that you entered, can be seen on this enquiry, allocated to the 2 different invoices. If you want to view the payment as a whole, in other words with no allocation detail, do the enquiry again, but select Exclude Allocation Detail by ticking the box next to this option, before clicking on Accept. The payment will be displayed as one total amount.

Debtor Account Enquiry

Year: Current Account: ABC001 From Period: Period 15 To Period: Period 15

ABC COMPUTERS
SHOP 4
GREENSIDE SHOPPING CENTRE
1ST AVENUE, GREENSIDE

Period Exchange Rate: 1.0000000
Account Exchange Rate: 1.0000000
Exchange Profit(+)/Loss(-): 0.00

Local MIKE

Include Ud Payments
 Include Ud Cheques
 Include Allocation Entries
 Exclude Allocation Detail

Line: 1 of 5

	DOCNO	ENTRY	DATE	INVNO	CUSTOMER/BANK REF	ORDER	LOCAL AMOUNT	LINE BALANCE
					BALANCE B/F:		0.00	0.00
15	000001	Invoice	18/06/2002			000001	2 656.20	2 656.20
15	000002	Invoice	18/06/2002				182.40	2 838.60
15	000002	Ud Paymnt	14/11/2002				-2 838.60	0.00
15	000003	Invoice	15/07/2002				285.00	285.00

Reference:

Current Balance: 3 123.60 "To Period" Balance: 3 123.60

Ud Payments/Cheques: -2 838.60 Total Excl Ud Payments/Cheques: 3 123.60

Custom Sort **Active**

As mentioned before, all payments entered into Fincon, except Cash payment, will be displayed as Undeposited Payments.

NOTE This option can be changed by changing a Global Fincon setting. System; Company Parameters; Global Settings. Change the Use Cash on Hand Account option from Y (yes) to N (no). Cash payments will now also be displayed as Ud Payments that has to be banked to be marked off as paid.

Ud Payments can be deleted and amended. This is done under Debtors; Debtor Payments; Amend Payments Received. Enter the receipt number of the undeposited payment you wish to amend, or press <F2> to search for it. For the purpose of this exercise, enter receipt number 1. The receipt detail will be displayed. You will now be able to make changes to the receipt. At this stage you can even change the amount. To process and save the changes, select Accept. If you followed the instructions carefully, your receipt should be correct and you need not make any changes to it. Select Cancel.

Processing Cash Payments

As with all other payments, cash payments are also entered under Debtors; Debtor Payments; Enter Payments Received. You will change the Payment Type to Cash.

Fincon can be set up to process cash payments in two different ways

by using the Cash on Hand account. Cash payments will be reconciled when entered and posted to the Cash on Hand account; (this option is the default)

by not using the Cash on Hand account. Case the cash payment entered, will also be displayed as an Undeposited Payment that needs to be reconciled.

To demonstrate Option 1: (Using the Cash on Hand account.)

There is still an invoice on the debtor account ABC001 that needs to be paid. Process a cash payment for this invoice. Go to Debtors; Debtor Payments; Enter Payments Received. The date will stay the default current date. Change the Payment Type to Cash, enter the account number ABC001. Enter the cash amount paid, in this case R285.00 and allocate it to the outstanding invoice as discussed under Processing Cheque Payments, and select Accept.

If you do an Account Enquiry on the debtor account ABC001, you will notice that the cash payment is immediately entered as a payment.

15	000003	Invoice	15/07/2002	000003			285.00	285.00
15	000003	Payment	14/11/2002	000003	CASH		-285.00	0.00

Cash payments cannot be amended as, for example Cheque payments. The cash payment will be posted to the Cash on Hand account, where it can be used for expenses, or can be banked.

If you do an Account Enquiry for the Cash on Hand ledger account, you will notice that the cash deposit was posted to this account. Go to Ledger; Account Enquiry and enter the Cash on Hand account number. The default account number is 585000, and select Accept to display all the transaction in this account. At this stage it should only be the one transaction, namely the deposit for the cash payment.

If you want to use this cash, a journal entry will be done between the Cash on Hand account and the expense account.

If you want to bank this money, refer to How to bank your deposits.

Enter Payments Received

Payment Detail
 Receipt: 000004 Date: 14/11/2002 Payment Type: Cash Cheque Number:
 Name: ABC COMPUTERS ID No:
 C/Card No: Comment:

Account Detail
 Line: 0 of 99

ACCOUNT	AMOUNT	TAX
ABC001	228.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00

Allocation Detail
 Line: 2 of 2

INVNO	DATE	OUTSTANDING	PAID	DISCOUNT
	Unallocated	0.00	0.00	0.00
000005	14/11/2002	228.00	228.00	0.00

Buttons: Close, Accept, Help, Auto Allocate, Rebuild, Cancel

Do an Account Enquiry on debtor ABC001 to see what happens when a cash payment is processed, not using the Cash on Hand account.

15	000003	Invoice	15/07/2002	000003			285.00	285.00
15	000003	Payment	14/11/2002	000003	CASH		-285.00	0.00
15	000004	Ud Paymnt	14/11/2002	000005			-228.00	-228.00
15	000005	Invoice	14/11/2002	000005			228.00	0.00

Reference:
 Current Balance: 3 066.60 "To Period" Balance: 3 066.60
 Ud Payments/Cheques: -3 066.60 Total Excl Ud Payments/Cheques: 3 066.60
 Custom Sort Active

In this case the cash payment is also displayed as an Ud Payment (undeposited payment) and needs to be reconciled. Also, do an Account Enquiry on the Cash on Hand ledger account, and note that there is no entry for this cash payment. This is done under the menu Ledger; Account Enquiry.

NOTE Refer to How to bank your deposits on how to reconcile this cash payment.

Processing Other Payments

Fincon can also accommodate Credit Card and Speedpoint payments as well as Bank Transfers. Generate three invoices so that you can process these different payment types. Credit Card type payments are used for credit card payments you have to physically deposit at the bank. Speedpoint type payments are used for credit card payments that are done electronically.

Use the debtor account ABC001 and generate three different invoices for labour. Each invoice must be to the value of R228.00 inclusive. You should now have 3 invoices with no payment allocated to it.

15	000006	Invoice	04/02/2003	000006			228.00	228.00
15	000007	Invoice	04/02/2003	000007			228.00	456.00
15	000008	Invoice	04/02/2003	000008			228.00	684.00

Individually post a credit card payment to invoice 6, a speedpoint payment to invoice 7 and a bank transfer payment to invoice 8.

NOTE When entering a credit card or speedpoint payment, you have to enter the credit card number.

Once the payments are entered, do an Account Enquiry on the debtor account ABC001. You will note that all three these last payments are also entered as Undeposited Payments on the debtor account, and must still be reconciled.

How to bank your deposits

Deposit List

Before you physically make the deposit at the bank, you can use Fincon to make up a deposit list. Go to the menu Debtors; Debtor Payments; Deposit List.

Enter a reference number in the Deposit Reference field. This is normally the number on your actual deposit slip.

If your Fincon is set up not to use the Cash on Hand account, and you need to still reconcile the cash payments, your Deposit List screen will look like this:

If your Fincon is set up to use the Cash on Hand account, and a cash payment is immediately marked as a payment, your Deposit List screen will look like this:

After entering the Deposit Reference number (Note that Fincon will add a D in front of the number you enter) click on Cheques to display a list of all the cheques entered and due by the date entered in the Date field.

To select the cheques you want to bank, click the relevant line or row and press <ENTER>. A * will appear in the SEL column. Note that with every cheque you select, the Deposit Total increases. If you want to deselect a cheque, simply press <ENTER> on the relevant line again. The Deposit Total will decrease. After selecting all the Cheques to be banked, click on Credit Cards and do the same.

NOTE Remember the difference between a Credit Card payment and a Speedpoint payment!!

If your Fincon is set up not to use the Cash on Hand account, you will have the option available to select the Cash receipts you want banked, as well.

For the purpose of this tutorial, Fincon is set up to use the Cash on Hand account.

Go to Debtors; Debtor Payments; Deposit List. Enter the Deposit Reference number as 123 and the date entered on the current date. Select the cheques to be banked as well as the Credit Card payment. Your deposit total should be R3066.60. Select Accept and print the deposit list.

You can amend the deposit list at any stage before doing the actual bank deposit. If you need to add or remove payments from the deposit list, go to Debtors; Debtor Payments; Deposit List. Type the reference number of the list you want to amend in the Deposit Reference field. Select or unselect the payments, and click on Accept to save these changes.

Bank Deposits

It is recommended that you do this step once you have physically deposited the money at the bank. Return to the office with the deposit slip and then tell Fincon what you deposited at the bank. This step will change the Ud Payments status of the receipts, to Payments.

Go to Debtors; Debtor Payments; Bank Deposits. Enter your deposit reference number. That will be the same one as on the Deposit List you prepared. In this case the number you enter will be 123. Enter the date of the deposit. If you click on one of the TABS, for example Cheques, the list of entries previously selected on the deposit list, will be displayed. As your Fincon should be set up to use the Cash on Hand account, your screen should look like this:

If you want to bank cash as well, click on Cash on Hand, enter a reference number and the cash amount you want bank or was banked already. Note that when a cash amount is entered, the amount will also be added to the Deposit Total. For the purpose of this tutorial, click on Cash on Hand and deposit the R285.00 that was received from ABC Computers. As reference you can enter ABC001. Your Deposit Total should now be R3351.60. Select Accept to process this deposit.

NOTE You can go directly to the Bank Deposit transaction, without having prepared a Deposit List before.

Pay your Creditors/Suppliers

Payment of creditors can be done by cheque, direct bank transfer or cash.

Cheque Payment

If you do an Account Enquiry on creditor account SKY001, you should have 3 transactions to the total value of R8470.90, on creditor SKY001 that must be paid.

Creditor Account Enquiry

Year: Account: From Period: To Period:

SKY COMPUTER WHOLESALERS
PO BOX 4567
JOHANNESBURG

Period Exchange Rate: 1.000000
Account Exchange Rate: 1.000000
Exchange Profit(+)/Loss(-): 0.00

Include Ud Payments
 Include Ud Cheques
 Include Allocation Entries
 Exclude Allocation Detail

Line: 1 of 6

	DOCNO	ENTRY	DATE	GRVNO	SUPPLIER/BANK REF	ORDER	LOCAL AMOUNT	LINE BALANCE
					BALANCE B/F:		0.00	0.00
15	000001	Deb Note	20/05/2002	000001	12345		6 252.90	6 252.90
15	000001	GRV	17/05/2002	000001	12345	000001	-6 252.90	0.00
15	000002	GRV	20/05/2002	000002	12345	000000	-6 252.90	-6 252.90
15	050000	Buy-out	30/05/2002	050000	123457		-280.00	-6 532.90
15	100000	Expense	30/05/2002	100000	12346		-1 938.00	-8 470.90

Reference:

Current Balance: "To Period" Balance:

Ud Cheques/Payments: Total Excl Ud Cheques/Payments:

For the purpose of this tutorial, you have to pay GRV 2 by cheque. Lets assume that you made out a cheque for R6252.90. The cheque number in your chequebook is 200.

Go to Ledger; Cheque Entries. Enter the cheque number 200 in the Cheque Number field. The date you enter will be the date on the cheque. If you want to capture this expense in the current period, leave it in the current period, which in this case will be 15.

If the account name is the same as the payee name, you need not enter anything in the Payee field. The moment you enter the Account Number, the account name will be displayed in the Payee field. Enter the Account Number SKY001, and enter the amount of the cheque as R6252.90. Make sure the amount entered, is highlighted. Then click on the first outstanding amount. Now both amounts should be highlighted. Press <F3> to allocate the amount (cheque amount) to the first outstanding amount. An amount should appear in the paid column, for that specific GRV. Press Accept to accept the payment. Your cheque is now entered and allocated as an Ud Cheque (undeposited) to GRV 2. The Ud status will change once you reconcile this cheque. See Bank Reconciliation. While this cheque is still a Ud Cheque, you can amend it. Go to Ledger; Cheque Entries and enter the cheque number. All the information on this cheque will be displayed. Make the necessary changes and Accept to save these changes.

Bank Transfer Payment

Entering a Bank Transfer and allocating it, is exactly the same as for a cheque entry. The function you use will just be Ledger; Bank Transfers; Enter Bank Transfer. For the purpose of this Tutorial, lets pay the Expense for R1938.00 with a bank transfer. This is used when you make use of Internet Banking for example.

Enter the account number SKY001, the amount R1938.00 and allocate it to Expense 100000. (See column heading GRVNO)

Enter Bank Transfer

Transfer Detail
 Transfer Number: 000001 Payee: SKY COMPUTER WHOLESALERS Date: 17/02/2003 Period: 0

Bank Account: 580000 BANK ACCOUNT
 Currency: Local Current Exchange Rate: 1.000000 Transfer Exchange Rate: 1.000000

Account Detail				Allocation Detail				
ACCOUNT	AMOUNT	TAX		GRVNO	DATE	OUTSTANDING	PAID	DISCOUNT
SKY001	1 938.00	0	0.00		Unallocated	0.00	0.00	0.00
	0.00	0	0.00	050000	30/05/2002	-280.00	0.00	0.00
	0.00	0	0.00	100000	30/05/2002	-1 938.00	-1 938.00	0.00
	0.00	0	0.00					
Amount Paid: 1 938.00				12346		-2 218.00	-1 938.00	0.00

SKY COMPUTER WHOLESALERS
 PO BOX 4567
 JOHANNESBURG

Balance: -8 470.90
 Current: -2 218.00
 90 Days: 0.00

Local
 30 Days: 0.00
 120+ Days: 0.00

Creditor Account
 60 Days: 0.00
 Unallocated: 0.00

Press <F3> to allocate/unallocate the amount.

Select Accept to process this entry. Bank Transfers must also be reconciled with the Bank Reconciliation.

To amend a Bank Transfer before it is reconciled, go to Ledger; Bank Transfers; Amend Bank Transfer. Enter the Transfer number or press <F2> to display a list of Transfers. Make the necessary changes and select Accept to save this new information.

Cash Payment

You should have cash available in your Cash on Hand account if you want to pay a creditor by cash. If you do not have a till open (more about this under Point of Sale) you have to do a journal entry between your Cash on Hand account and the Creditor account. Journal entries are done under Ledger; Journals; Enter Journal. Enter the debtor invoice number in the REFERENCE field to allocate the Journal to a specific invoice.

Section 11

BANK RECONCILIATION

Go to Ledger; Bank Reconciliation.

You can set up your Fincon to immediately reconcile your deposits as you bank them under Debtors; Debtor Payments; Bank Deposits. Or you can set it up so that you need to physically reconcile the deposits while doing the Bank Reconciliation. This tutorial is set up to reconcile deposits and journals, which is the default setting.

NOTE If you want to set up your Fincon not reconcile the deposits immediately, it is done under System; Company Parameters; Global Settings. Change the flag on Reconcile Deposits and Journals from Y to N. Select Accept for the changes to take effect.

Reconcile Deposits and Journals (Y/N):

When you enter the Bank Reconciliation screen, it will default to your bank account, 580000. Enter a Reference. This will usually be the number on your bank statement. If you need to reconcile your bank daily or weekly, you can use the date, for example S14/02 where the S will stand for statement, the 14 for the day and the 02 for the month.

Bank Reconciliation

Bank Detail
 Bank Account: 580000 Name: BANK ACCOUNT **Local**
 Reference: S14/02 Recon Date: 17/02/2003

Previous Entries

ENTRY	DATE	PAYEE	PERIOD	AMOUNT	BALANCE
		BALANCE B/F:			3 351.60

Current Entry

Entry: Recon: Receipt: Date: 17/02/2003 Period: 15 Payee:

Line: 0 of 100

ACCOUNT	BANK AMOUNT	CODE	TAX	FOREIGN AMNT	EXCHANGE RATE
	0.00	0	0.00	0.00	1.0000000
	0.00	0	0.00	0.00	1.0000000
	0.00	0	0.00	0.00	1.0000000
	0.00	0	0.00	0.00	1.0000000

SD: Stop Order
 PSD: Defined Stop Order
 INT: Interest
 BC: Bank Charges
 XFR: Transfer
 BX: Bank Transfer
 RBX: Reverse Bank XFer
 DEP: Deposit
 UD: UD Payment
 REC: Receipt
 ENT: Bank Dep/Journal

Name: Balance: 0.00 **Local**

Enter the cheque number or the entry type. (See panel)

The Balance Brought Forward here is the deposit that was done under Bank Deposit. If Fincon was set up to reconcile the bank deposits as mentioned previously, this balance would not have been here and the entry type ENT would have been enabled. In this case enter

ENT in the ENTRY field and press <ENTER>. A list of all the deposits will appear. Select the appropriate deposit. The information for this deposit will be displayed. Click on Accept. Your balance brought forward will show the deposit.

What you need to do with a Bank Reconciliation, take your physical statement, and copy each entry to Fincon.

(Example of internet bank statement)

Statement Enquiries

Date	Description	Transaction Amount	Balance
Balance brought forward			R0.00
2003-02-14	CHEQUE DEPOSIT	3351.60	3351.60
IBANK PAYMENT TO			
2003-02-15	Sky Computers	-1938.00	1413.60
2003-02-16	CHEQUE 200	-6252.90	-4839.30
ACB CREDIT			
2003-02-16	ABC Computer	228.00	-4611.30
2003-02-16	SERVICE FEE	-25.00	-4636.30
Balance carried forward			-4636.30

You need to enter each transaction one by one. Your Reference will be S17/02.

The first transaction on the statement need not be entered in this case. It is already there. If your Fincon was set up so that you will be allowed to reconcile these deposits yourself, you would have entered ENT under Entry and Fincon would have supplied you with a list of deposits that must still be reconciled.

The next transaction on the statement is the Bank Transfer to Sky Computers. Under Entry, type in BX. Fincon will display a list of entered Bank Transfers that must be reconciled. Select the one you want. Change the recon flag from N to Y , change the date to the transaction date on the statement and select Accept.

The next transaction to reconcile is cheque number 200 that was issued to Sky Computers. Under Entry, enter the cheque number, in this case 200. Change the date to the transaction date on the statement, change the Recon flag to Y and select Accept.

(Refer to the list on the screen for the different entry types.)

SO: Stop Order
PSO: Defined Stop Order
INT: Interest
BC: Bank Charges
XFR: Transfer
BX: Bank Transfer
RBX: Reverse Bank XFer
DEP: Deposit
UD: UD Payment
REC: Receipt
ENT: Bank Dep/Journal

The next transaction on the statement is the Bank Transfer received from ABC Computers. This payment was previously entered under Debtor Payments and a receipt was generated. You will therefore enter REC in the Entry field. The cursor will jump to the Receipt field. Here you need to enter the specific receipt number. If you do not have it, press <F2> to search for it. Select the correct receipt and change the date to the transaction date on the statement. Select Accept.

The next entry on the statement, is a Service Fee of R25.00. This is a bank charge and should be entered as BC. Change the date to the transaction date on the statement. The entry under Payee will default to BANK CHARGES. We suggest that you overwrite this with what is displayed on the statement. In this case you will enter SERVICE FEE. This will make life easier if you want to see how much was spent on Cash Deposit Fees in a month. You will do an Account Enquiry on you Bank Charges ledger account and sort it on reference.

In the Account field, you need to enter the Bank Charges ledger account. If the account number is unknown to you, press <F2> to search for it. In this case the account number is 260400. Enter the amount R25.00 If you are sure that tax is payable (in this case it is), change the tax code to 1 and select Accept.

You have now entered all the transactions on the bank statement and your balance should be exactly the same as the Balance brought forward on the bank statement.

Fincon will give you the option to print your bank reconciliation.

NOTE Refer to Fincon's on-line Help for a detailed description of all the different values that can be entered in the Entry field.

Section 12

PERIOD END

A financial year is broken down into financial periods, which are usually based on calendar months. There are therefore 12 financial periods in one financial year. Fincon keeps two financial years' data at a time and therefore runs from period 1 to period 24. Period 25 is provided for temporary use by the debtor and creditors subsystems while the ledger is still on period 24. When Fincon senses that the ledger will be advanced to period 25, the year-end procedure will be activated automatically. The ledger will therefore never use period 25.

At the end of each calendar month, you have to advance the current period to the next period.

NOTE Fincon is not date sensitive. This means that the period end can be done at any time, although it will normally be at the end of a financial period.

WARNING Fincon requires that all the files be opened exclusively and in order to facilitate the system to do this, you must be the only user.

It is advisable to ensure that your backups are up to date before you execute the period end procedure!!!

Month End

In Fincon you have an option to advance only Debtors and Creditors and leave the Ledger until later, or to advance all three subsystems simultaneously. You will use the first option if you still have to close off your Ledger, but you want your sales to reflect in a new financial period. Before the Ledger can be advanced, all tills must be closed and the Bank Reconciliation has to be up to date.

For Option 1:

IMPORTANT Before you advance the Debtors, you have to process all payment entered by yourself. In other words the Bank Deposits process have to be completed, because the payments run with the Debtors.

Go to Ledger; Ledger Maintenance; Ledger Period End.

Select Debtors. The current period for the selected period end type will be displayed. Type I am SURE before

clicking the Accept button. You have to advance the Creditors as well. When you repeat the

above process, Creditors will be open for selection. Once you are ready to advance the Ledger, Repeat the process for the Ledger.

NOTE I am SURE is case sensitive and must be entered exactly as it is shown on the screen

Your current financial period will be displayed when you go to File; Current Periods or when you press <Ctrl>+F3.

For Option 2:

Go to Ledger; Ledger Maintenance; Ledger Period End. Select All. If All is selected you will have the opportunity to enter the new period manually.

WARNING Be careful when you enter a new period that is out of sequence. The function is primarily provided to set the initial periods when you start to use Fincon and should not be used during normal operation except for in EXTREME and UNUSUAL circumstances.

Year end

It cannot be emphasized enough that you must have a **functional and up to date back-up** of your Fincon data before you do a year end.

When you advance the Ledger from period 12 to period 13, Fincon will automatically do a year end. Your new financial period will be 13.

When you advance the Ledger from period 24 to period 25, the year-end procedure will be activated automatically. Period 25 is only supplied temporarily, and will never be used. Once the year end is completed successfully, your new financial period will be 13. Your previous periods 1 to 12 will be in the archives, your previous periods 13 to 24 will be 1 to 12.

When advancing from period 24 to 25, Fincon will ask you for the Year End Date. Select the month and year to which periods 1 to 12 in the current data set apply. It is imperative that you select the correct date as the month and year will be used to create a folder for the archive data set. For example, if you do the year end for February 2005, the year end date will be **Feb 2004**.

NOTE The date must be applicable to periods 1 to 12 and will normally apply to the previous financial year end.

You will also be prompt to enter a date for deleting cheques. Cheques can only be deleted with the year end procedure. Enter the date required. Fincon will default to a year ago. For example if you are doing the year end for February 2005, you will delete cheques up to 29 February 2004.

Enter I am Really SURE and click the Accept button to execute the period end procedure.

NOTE I am Really SURE is case sensitive and must be entered exactly as it is shown on the screen.

WARNING The year end procedure involves lots of processing and can take a while depending on the speed of your computer system and the amount of data to be processed. Should the process be interrupted for some reason you **MUST** delete the archive folder and restore your backup.

During the year-end procedure Fincon will display a list of tasks that have to be completed together with the progress that has been made.

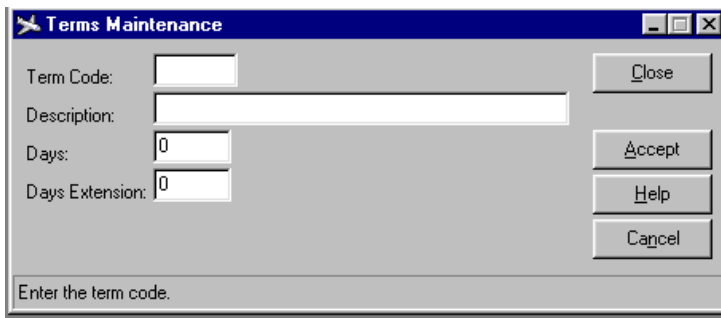
Section 13

DEBTOR CONTROL AND MANAGEMENT

Fincon has a number of very useful functions and reports to enable you to keep very strict control over your Debtors.

Terms Maintenance

Under this function you will create codes for different payment terms . Go to the menu Debtors; Terms Maintenance .



If you press <F2> or click the right mouse button on the Term Code field, a list of available term codes will be displayed. If you want to edit the information on an existing code, enter the applicable code, edit the information and select Accept to save it. If you do not want to save the changes, select Cancel to discard the information and return you to an empty Terms Maintenance screen.

Create term codes for COD payments as well as for 7 days from invoice.

For COD., enter the Term Code as COD, the Description as Cash on Delivery, the days as 0, and the Days Extension as 1. In effect this will mean that invoices on a debtor account with the COD term code, has to be paid cash on delivery. Although the invoice has to be paid on the day of invoicing, we put in 1 day extension. This will mean that this invoice will be seen as overdue 1 day after the date of the invoice.

For 7 days from invoice, enter the Term Code as 7D, the Description as 7 Days from Invoice, the days as 7, and the Days Extension as 1. Invoices on a debtor account with the 7D terms code, will be seen as overdue on the 8th day after the date of the invoice.

NOTE You can create your own codes with your own descriptions. The ones mentioned here are purely for explanatory purposes.

For the purpose of this Tutorial, enter the Terms for the Cash Sales account as COD. Go to Debtors; Account Maintenance. Enter the account number **CS000** for the Cash Sales account. Click on the Financial Detail TAB. Enter the Term Code **COD** in the term code field and select Accept. Please note that Fincon logs the change to the term code.

Overdue Payment Checking

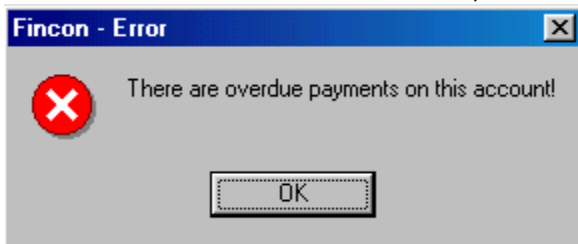
Under the menu System; Company Parameters; Global Settings there is a setting called Overdue Payment Checking Y/N .

For the purpose of this Tutorial, set the Overdue Payment Checking to yes.

Change Rep Code (Y/N):	<input type="checkbox"/> Y
Overdue Payment Checking (Y/N):	<input type="checkbox"/> N
Use Cash on Hand Account (Y/N):	<input type="checkbox"/> Y
Default to "Print Group Descriptions":	<input type="checkbox"/> N

If this is set to Y (yes), *FINCON* will check for overdue payments, even if it is undeposited payments, according to the Days and Days Extension entered under Terms Maintenance. If there are overdue payments, no user will be able to enter a sales order or invoice for this account.

Overdue payments can also be listed under the menu Debtors; Reports; Overdue Payments. For this function to be really effective, your admin should always be up to date. If a user tries to enter an invoice or sales order, Fincon will display the following message:



You can also enter a password to override this check. Your Financial Manager can for example enter a password only he or she knows. If any user enters a Sales Order or Invoice and the message pops up. It can be processed further after entering the password.

Under Debtors; Reports you will find a report which will list all overdue payments for you. Go to Debtors; Reports; Overdue Payments. If your admin is kept up to date and receipts are correctly entered, every overdue payment showing up on this report, is actually money that should have been in the bank already. This report can be an indication of the status of your debtors and also an indication of which debtors need to be contacted for payment.

NOTE To assign a specific term code to a debtor, enter the code when you create a new account or edit the financial detail by adding a term code under the menu Debtors; Account Maintenance.

Credit Limit

NOTE When a new debtor account is created, the default debtor credit limit as defined in System; Company Parameters; Global Settings will be used. A user can be prohibited from changing this value under System; Users and Passwords; Other. To allow unlimited credit for the debtor, this value must be zero.

A credit limit can be entered when a new account is created, or when an existing account is edited. It is done under the menu Debtors; Account Maintenance; Financial Detail. The credit limit amount you enter, can be any amount you feel comfortable with when evaluating a new or existing debtor. If, however you make use of an underwriting company such as Credit

Guarantee, you enter the limit they supply you with here and also change the Credit Guarantee box to read Y (yes).

Account Detail		Financial Detail	
Credit Limit:	<input type="text" value="0.00"/>	Credit Guarantee:	<input type="text" value="N"/>
Term Code:	<input type="text"/>		
Price Type (1 - 6):	<input type="text" value="1"/>	Discount %:	<input type="text" value="0.00"/>

If you enter a credit limit, Fincon will not allow you to enter a Sales Order or Invoice once the credit limit is exceeded. For this method of control to be effective, the default global settings in Fincon have to be change. There are two setting under System; Company Parameters; Global Settings.

Exceed Credit - Sales Orders (Y/N):	<input type="text" value="N"/>
Exceed Credit - Invoices (Y/N):	<input type="text" value="N"/>

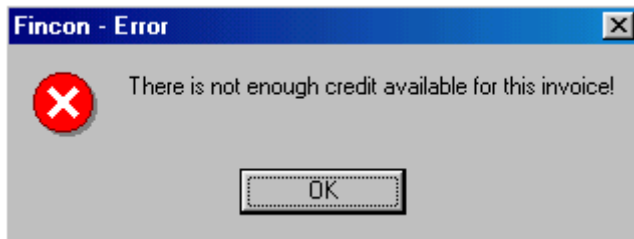
Both should be N (no), which is also the default setting.

Do the following exercise:

First of all, enter a credit limit of R1000.00 on debtor ABC001.

Go to Debtors; Account Maintenance and enter the account number ABC001 and select Accept.

You should currently be logged into Fincon as PASSME. While you are still logged in as user PASSME, enter an Invoice on debtor ABC001 for Labour to the value of R1200.00 excl VAT. The amount of credit available on this account, should be displayed in the Credit Available field. You will note that there is not enough credit available for this invoice. Enter the invoice anyway and select Accept to process it and to display the following message:



If you want to process the invoice anyway, you will have to go to Debtors; Account Maintenance and increase the credit limit. You can also enter a password to override the check.

Password on Sales Orders

You can enter a password in Fincon to allow anybody who knows the password, to override the credit limit checking on Sales Orders.

Go to System; Company Parameters; Global Settings. Set the Exceed Credit – Sales Orders to Y and enter the password LEARN. Also ensure at this stage that the Overdue Checking option under Global Setting, is set to N.

Exceed Credit - Sales Orders (Y/N):	<input type="text" value="Y"/>	Password - Sales Orders:	<input type="text" value="*****"/>
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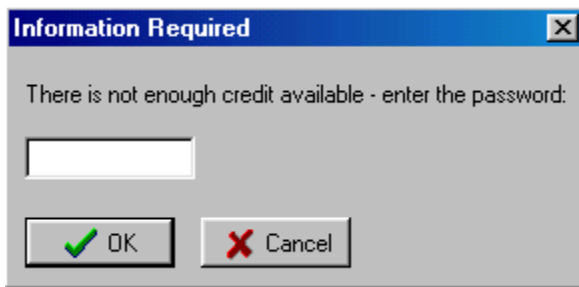
Select Accept to save the new parameters, and Close the screen.

The user should also not have the rights to bypass the credit check on sales orders. Go to System; Users and Passwords and type in the username MIKE. Ensure that the bypass option is not checked:

Bypass Credit Check on Sales Orders
 Bypass Credit Check on Invoices

NOTE For changes to the Company Parameters to take full effect, you need to exit Fincon and re-enter. Go File; Re-enter as New User and enter again as MIKE.

Enter a Sales Order for ABC001 for labour (LAB) to the value of R500.00 excluding tax. Because there is not enough credit available on this account and the parameters are set up as mentioned above, Fincon will display a screen where the password can be entered to override the check.



Enter the password LEARN.

Select OK to override the credit check and allow further processing of the Sales Order.

Password on Invoices

You can enter a password in Fincon to override the credit limit checking on Invoices.

Go to System; Company Parameters; Global Settings. Set the Exceed Credit – Invoices to Y and enter the password LEARN. For the purpose of this Tutorial, please ensure at this stage that the Overdue Checking option under Global Setting, is set to N.

Exceed Credit - Invoices (Y/N): Password - Invoices:

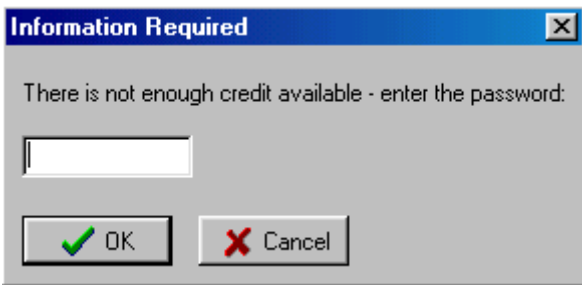
Select Accept to save the new parameters, and Close the screen.

The user should not have the rights to bypass the credit check on sales orders. Go to System; Users and Passwords and type in the username MIKE. Ensure that the bypass option is not checked:

Bypass Credit Check on Sales Orders
 Bypass Credit Check on Invoices

NOTE For changes to the Company Parameters to take full effect, you need to exit Fincon and re-enter. Go File; Re-enter as New User and enter again as MIKE.

Enter an Invoice for ABC001 for labour (LAB) to the value of R500.00 excluding tax. Because there is not enough credit available on this account to process this invoice, Fincon will display a screen where the password can be entered to override the check.



Enter the password LEARN.

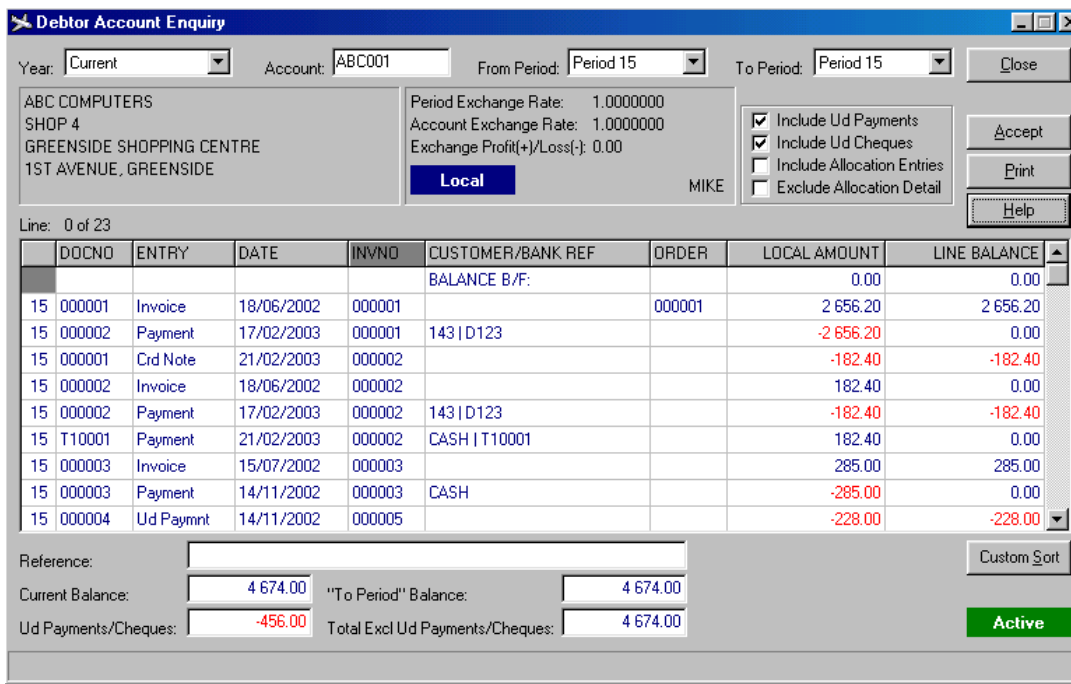
Select OK to override the credit check and allow further processing of the Invoice.

Account Enquiry

To display a list of all the transaction documents for

a given period.

Go to Debtors; Account Enquiry and type in the account number ABC001. Select Accept to display all the transactions.



The column heading being displayed on a dark background indicates the current sort order. The default is DOCNO. Click on INVNO to sort it on invoice number. You can change the sort order at any time by clicking on the column heading regardless of whether the table contains data or not.

Documents, bank deposits, customer repair orders, advance swop-outs and customer support orders can always be viewed from enquiries by pressing <ENTER> on the transaction line or by double-clicking the transaction line. Double-click anywhere on the transaction line for Invoice 000001. The invoice will be displayed on-screen. Note that you also have the option to print it from here. To exit and return to the Account Enquiry screen, select Close.

Unallocate and Move Payments

Payments that have not yet been reconciled, can be changed by simply amending the payment. This function is available under the menu Debtors; Debtor Payments; Amend Payments Received as was discussed in Chapter 10 : Payments.

Once a payment is reconciled, it can no longer be amended. Fincon will however still allow you to change the allocation of the payment, or even to move it to another account.

On account ABC001 is a payment on receipt number 007 to the amount of R228.00 that has already been reconciled. To illustrate this function, you are going to unallocate this payment.

Do an Account Enquiry on account ABC001 and sort it on invoice number. Move down until you see receipt number 007. You will note that this payment is allocated to Invoice 8 and was entered as a transfer.

Debtor Account Enquiry

Year: Account: From Period: To Period:

ABC COMPUTERS
SHOP 4
GREENSIDE SHOPPING CENTRE
1ST AVENUE, GREENSIDE

Period Exchange Rate: 1.0000000
Account Exchange Rate: 1.0000000
Exchange Profit(+)/Loss(-): 0.00

Include Ud Payments
 Include Ud Cheques
 Include Allocation Entries
 Exclude Allocation Detail

MIKE

Line: 1 of 23

	DOCNO	ENTRY	DATE	INVNO	CUSTOMER/BANK REF	ORDER	LOCAL AMOUNT	LINE BALANCE
15	000003	Payment	14/11/2002	000003	CASH		-285.00	0.00
15	000004	Ud Paymnt	14/11/2002	000005			-228.00	-228.00
15	000005	Invoice	14/11/2002	000005			228.00	0.00
15	000005	Payment	17/02/2003	000006	C/CARD ID123		-228.00	-228.00
15	000006	Invoice	04/02/2003	000006			228.00	0.00
15	000006	Ud Paymnt	04/02/2003	000007			-228.00	-228.00
15	000007	Invoice	04/02/2003	000007			228.00	0.00
15	000007	Payment	16/02/2003	000008	TRANSF I S17/02		-228.00	-228.00
15	000008	Invoice	04/02/2003	000008			228.00	0.00
15	000010	Invoice	21/05/2003	000010			1 368.00	1 368.00

Reference:

Current Balance: "To Period" Balance:

Ud Payments/Cheques: Total Excl Ud Payments/Cheques:

Exercise to unallocate the payment:

Go to Debtors; Unallocate/Move Payments. Type in the receipt number as 7. Fincon will enter the zero's. The receipt detail will now be displayed. To unallocate the payment go to Allocation Detail box and click the line with the invoice you want unallocated under the SELECTED heading so that it is highlighted in blue. The status line at the bottom of the screen indicates that you need to press <ENTER> now to select the amount for to be unallocated. Please note that the moment you do that, an asterisk will appear in the SELECTED column and the amount R228.00 will be reflected in the Unallocated box.

Unallocate/Move Payments

Payment Detail
 Receipt Number: 000007 Date: 04/02/2003 Document Ref: TRANSF Period: 15
 Name: ABC COMPUTERS Deposit Ref: S17/02

Account Detail
 Line: 0 of 99

ACCOUNT	AMOUNT
ABC001	228.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00

Payment: 228.00

Balance: 4 674.00
 ABC COMPUTERS
 SHOP 4
 GREENSIDE SHOPPING CENTRE
 1ST AVENUE, GREENSIDE

Allocation Detail
 Line: 1 of 1

SELECTED	INVNO	PAID
*	000008	228.00

Unallocated: 228.00

Move To: ABC001

Balance: 4 674.00
 ABC COMPUTERS
 SHOP 4
 GREENSIDE SHOPPING CENTRE
 1ST AVENUE, GREENSIDE

Local

Press <ENTER> to select/unselect the amount for unallocation.

Select Accept when done.

NOTE We now unallocated the payment, but left it on the same account. If you want to move the payment to a different account, the process is exactly the same, but you also need to enter the new account number (the one you want to payment moved to) in the Move To field and then select Accept.

Do an Account Enquiry again, sort it on Invoice number, and you will notice that Receipt 7 is still there, but now it is not allocated to any invoice number.

	DOCNO	ENTRY	DATE	INVNO	CUSTOMER/BANK REF	ORDER	LOCAL AMOUNT	LINE BALANCE
					BALANCE B/F:		0.00	0.00
15	000007	Payment	16/02/2003		TRANSF S17/02		-228.00	-228.00

To allocate it again, you need to reconcile the account.

Account Reconciliation

This function is used to reconcile a debtor account. If a payment was posted without allocating it to an invoice number, or the payment was unallocated or moved, you will use this function to allocate it again.

Exercise to reconcile a debtor.

In the previous exercise you unallocated receipt number 7. There should now be a payment for R228.00 that is not allocated to an invoice, and there should be an invoice for R228.00 without a payment on account ABC001.

Now you need to reconcile the debtor account again.

Go to Debtors; Account Reconciliation. Type in the account number ABC001.

Click on the credit amount 228.00, then on the debit amount 228.00 and press <ENTER>. Your selection will be displayed in the Allocation Detail table. Select Accept.

If you go back and do an Account Enquiry in ABC001 again, (sort on Invoice number) you will see the Receipt 7 has now been allocated to Invoice 8 again.

15	000007	Payment	16/02/2003	000008	TRANSF S17/02			-228.00
15	000008	Invoice	04/02/2003	000008				228.00

Unallocate Entries

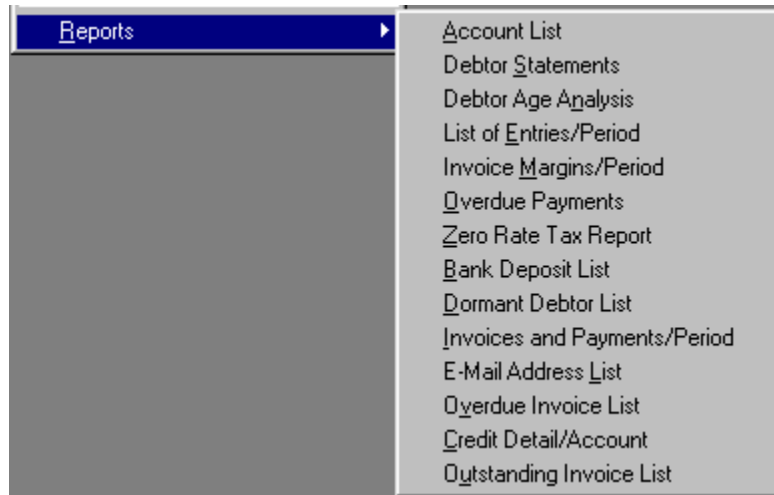
This function is used to unallocate payments and journals on a specific invoice. Go to Debtors; Unallocate Entries and enter invoice number 2.

Select the payments to be unallocated. Click in the SEL box next to the payment, and press <F3> or <ENTER> to allocate. An asterisk * will appear in the SEL column. Select Accept. If you do an Account Enquiry on ABC001 now, you will see that the two payments that were

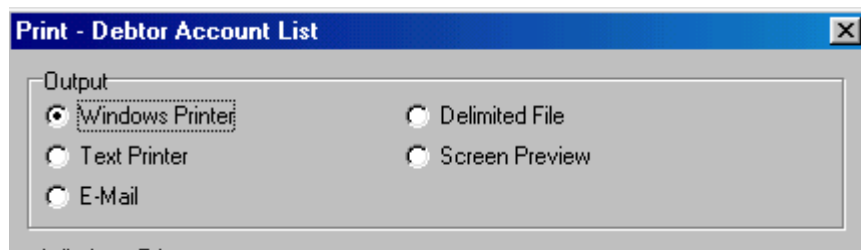
selected, are no longer allocated to Invoice 2. Only the credit note is still allocated to invoice 2, and the two payments have the reference Recon next to it.

Reporting

Fincon makes provision for detailed debtor reporting under the menu Debtors; Reports



All these reports have different filter options and sort orders. Read the screens carefully and also refer to the on-line help for more detail. The reports can be printed to various output options, as you will see on your screen. A delimited file can be imported into a spreadsheet. You can also e-mail the report, if your e-mail is set up correctly. Please refer to the section on System setup for more information.



Account List

To print a list of all the debtor accounts according to the parameters entered. You can select to include or exclude the address detail and credit limits and payment terms. The sort order can be changed. An account list can also be printed per rep name, category or area. You will note that it also offers 3 filter options. You can either print a list of all accounts, a list of accounts that has a Credit Guarantee limit or a list of accounts without Credit Guarantee.

Debtor Statements

This report is used to print selected or all debtor statements.

NOTE A statement cannot be e-mailed from here. If you want to e-mail a statement, use the function Statement Enquiry under Debtors.

Debtor Age Analysis

Used to display the debtor age analysis. Note that you have the option to either include or exclude undeposited payments and cheques.

<input checked="" type="checkbox"/>	Include Ud Payments
<input checked="" type="checkbox"/>	Include Ud Cheques
<input type="checkbox"/>	Combine Accounts

If the option is checked, as displayed here, it means that all undeposited cheques and payments will be included in the age analysis. Combine Accounts is not checked.

List of Entries per Period

Used to display a list of debtor transactions for a given period. You will note that you can specify the period or periods you want to list. You can also select to list all transactions, or a specific transaction type.

Click on the drop down list box in the entries field to display a list of all the entry types.

Invoice Margins per Period

To display a list of invoices and credit notes including margins for a given period. You can also specify a date

range within a period.

Overdue Payments

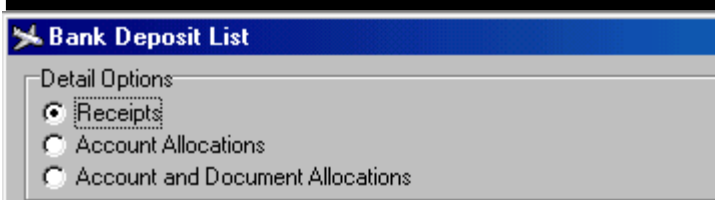
This report was mentioned before under Overdue Payment Checking. If you entered payment term codes on your debtor accounts; this report is very effective in controlling your debtors. All overdue amounts showing up on this report, given that your admin is up to date, is money that should have been in the bank already. You can use this report to determine which debtors should be contacted for payment.

Zero Rate Tax Report

To display a list of zero rate tax invoices and credit notes. This report is very useful when completing your VAT return.

Bank Deposit List

To print a list of all your bank deposits for a given period, or a specific deposit list. You have the option to select the detail you want included in the report.



Dormant Debtor List

To display a list of debtors that were dormant for a selected period. You can also select to exclude inactive accounts.

NOTE Debtor accounts can be made inactive under Debtors; Account Maintenance.

You have to enter the Last Invoiced Date From and the Last Invoiced Date To. A list of debtors that have been invoiced during the period starting with the "Last Invoiced Date From", but have not been invoiced since the "Last Invoiced Date To" will be displayed.

Invoices and Payments per Period

To display a list of invoices and payments for a given period. This report will point out the invoices for a given period that have not been paid yet.

E-mail Address List

To display a list of debtor e-mail addresses, as entered under Debtors, Account Maintenance.

Overdue Invoice List

To display a list of overdue invoices according to the overdue payment-checking feature. Note that this function is different from the Overdue Payments list in that the overdue invoice list does not take the account balance or any undeposited payments or unallocated credits into account. The overdue invoice list will therefore highlight allocation problems as well.

Credit Detail per Account

To display the credit settings for debtor accounts as entered under Debtors; Account Maintenance.

Outstanding Invoice List

To display the outstanding invoice entries used to calculate the debtor age analysis.

Section 13

CREDITOR CONTROL AND MANAGEMENT

Terms Maintenance

The creditor accounts use the same term codes as was entered under Debtors; Terms Maintenance. A term code can be entered under Creditors; Account Maintenance; Financial Detail. Term Codes for Creditors, are merely a source of information.

Credit Limit

A credit limit for a creditor account can be entered under Creditors; Account Maintenance; Financial Detail. Fincon will not limit you to purchase up to the credit amount. It is useful, as it will be displayed when entering a Purchase Order or Goods Received Voucher. If no credit limit is entered, the Credit Available amount will be displayed as "Unlimited".

Account Enquiry

To display a list of all the transaction documents for a given period.

Go to Creditors; Account Enquiry and type in the account number SKY001. Click on Accept to display all the transactions. On the Creditor Account Enquiry window below, you will note that it is sorted on GRVNO.

DOCNO	ENTRY	DATE	GRVNO	SUPPLIER/BANK REF	ORDER	LOCAL AMOUNT	LINE BALANCE
				BALANCE B/F:		0.00	0.00
15	000001	Deb Note	20/05/2002	000001 12345		6 252.90	6 252.90
15	000001	GRV	17/05/2002	000001 12345	000001	-6 252.90	0.00

NOTE The current sort order will always be displayed on a dark background. The default sort order is DOCNO (document number) and can be easily changed by simply clicking on the heading you want as the new sort order.

Unallocate and Move Cheques

Cheques that have not been reconciled yet, can be amended under Cheque Entries as discussed under Pay your Creditors/Suppliers in Chapter 10.

Once a cheque has been reconciled, it cannot be amended again. It can, however, be unallocated and also moved to another account. Earlier we entered a cheque payment on creditor account SKY001. The cheque number used was 200.

Exercise to unallocate a cheque payment:

Go to Creditors; Unallocate/Move Cheques and enter the cheque number 200. The payment and allocation detail that was previously entered on this cheque, will be displayed. To unallocate the payment, go to the Allocation Detail box, click in the SELECTED field next to the GRV number you want to unallocate, and press <ENTER>. You will see an asterisk appear in the SELECTED field and the selected amount will be reflected in the Unallocated field. If you also want to move this payment to another account, you will type in the new account number in the Move To field before selecting Accept. For the purpose of this exercise, we only want to unallocate the payment, not move it to another account. Select Accept.

If you do an Account Enquiry on SKY001 now, you will note that cheque number 200 is still there, but it is not allocated to a GRV anymore.

Unallocate and Move Bank Transfers

Please refer to the previous exercise, as these two functions are exactly the same, the only difference being that the one works with cheques and the other with bank transfers, (once reconciled). [To amend a bank transfer before reconciliation, go to Ledger; Bank Transfers; Amend Bank Transfers].

Unallocate Entries

This function is used to unallocate creditor payments and journals on a specific Goods Received Voucher. It works exactly the same way as unallocating entries for Debtors.

Account Reconciliation

This function is used to reconcile a creditor account. You will remember from the previous exercise, that cheque 200 is now an unallocated payment. To allocate it again, we are going to do an account reconciliation.

Exercise to reconcile a creditor:

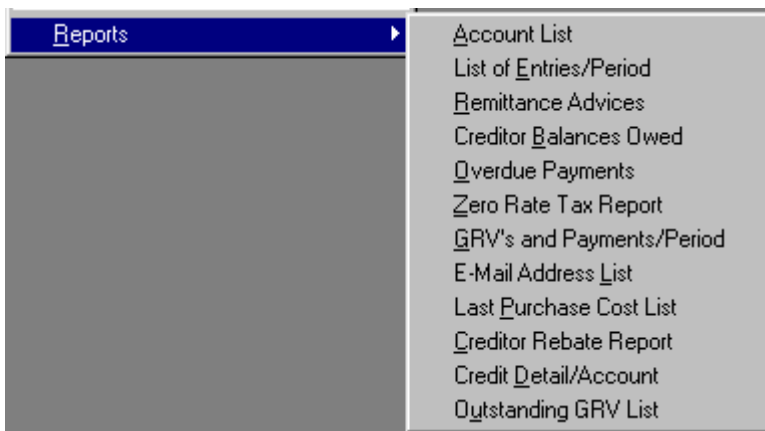
Go to Creditors; Account Reconciliation. Type in the account number SKY001. You will see cheque number 200 is listed, as well as GRV number 2 and that the amounts match up perfectly. Simply click on the Debit amount, click on the Credit amount and press <ENTER> or <F3> to allocate the payment. Select Accept.

If you do an account enquiry on SKY001 now, you will note that Cheque 200 is now once again allocated to GRV 2.

15	000002	GRV	20/05/2002	000002	12345	000000	-6 252.90	-6 252.90
15	000200	Cheque	15/02/2003	000002	\$17/02		6 252.90	0.00

Reporting

The following reports can be found under Creditors; Reports.



As most of these reports function exactly the same way as the reports for the Debtors, it is not going to be discussed here again.

Section 14

LEDGER MANAGEMENT AND REPORTS

For information on how to create a Ledger account and how to maintain the Ledger groups, refer to Chapter 7 – Creating Accounts.

Account Enquiry

This function is used to display a list of transaction for a given period. For the purpose of this tutorial, let's do an account enquiry on the Bank Ledger account.

Go to Ledger; Account Enquiry and type in the account number for Bank Account. Remember if you do not remember the account number, press <F2> to start Fincon's search function. The Bank Account number you have to type is 580. (Fincon will add the additional zero's.) Select Accept.

The current sort order will be displayed on a dark background. To change the sort order, simply click on any of the column headings.

If you double-click or press <ENTER> on a Deposit entry line, you will be able to view and print it.

The screenshot shows the 'Ledger Account Enquiry' window. At the top, it displays 'Year: Current', 'Account: 580000', 'From Period: Period 15', and 'To Period: Period 15'. Below this, there are fields for 'Period Exchange Rate: 1.0000000', 'Account Exchange Rate: 1.0000000', and 'Exchange Profit(+)/Loss(-): 0.00'. A 'Local' button is highlighted. To the right, there are checkboxes for 'Include Ud Payments' and 'Include Ud Cheques', along with 'Accept', 'Print', and 'Help' buttons.

The main table shows the following data:

Line	DOCNO	ENTRY	DATE	BANKREF	REFERENCE	REFDOC	USER	AMOUNT	LINE BALANCE
					BALANCE B/F:			0.00	0.00
15	000001	Bank XFer	15/02/2003	S17/02	SKY COMPUTER WHOLESALER	S17/02	PASSME	-1 938.00	-1 938.00
15	000200	Cheque	15/02/2003	S17/02	SKY COMPUTER WHOLESALER	S17/02	PASSME	-6 252.90	-8 190.90
15	D122	Deposit	17/02/2003	D122	DEPOSIT		PASSME	2 251.00	-4 939.90

Journals

Here you can enter debtor, creditor or ledger journals. Fincon offers you two options on the Remark field. You can select to either use the account name here, or copy the remark from the previous line. You can in both options type in your own remark as well.

The screenshot shows the 'Enter Journal' window. It includes fields for 'Journal Number: 000001', 'Date: 12/06/2003', and 'Period: Period 15'. There is a 'Description:' field and a 'Remark:' section with two radio button options: 'Copy from previous line' (selected) and 'Use account name'. Below these are fields for 'Line Exchange Rate: 1.0000000' and 'Current Exchange Rate: 1.0000000'. 'Accept' and 'Help' buttons are visible on the right.

Standard Journal

NOTE Standard Journals are not processed until they are imported into a journal. The purpose of Standard Journals is to eliminate the entering of repetitive journals.

You have to enter a Journal Name, for example CELLPHONE for the standard journal for monthly cellphone expenses.

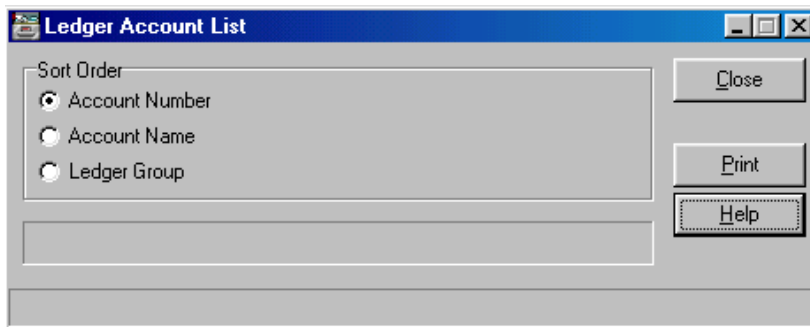
To process a Standard Journal, go to the menu Ledger; Journals; Enter Journal. Click on the Std Journal button on the right of your screen to import and process a Standard Journal.

Ledger Reports

Ledger reports can be found under the heading Ledger; Reports.

Account List

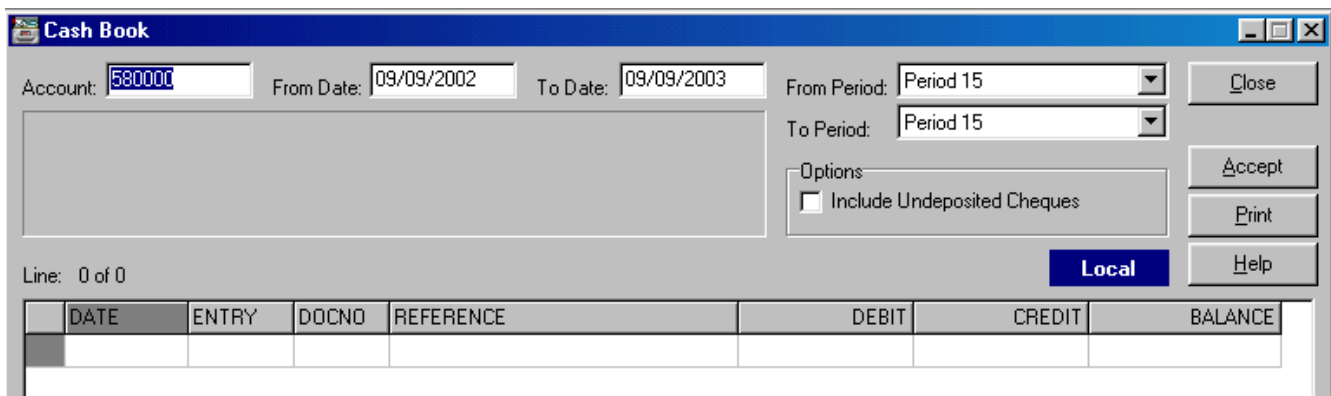
This report will print a list of all the ledger accounts.



Select the Sort Order and the Print button to print the report. Once the Print button is selected, you can choose to do a Screen Preview.

Cash Book

This report will display your Cash Book for a selected period.



Enter the Account number. Fincon will default to your default bank ledger account. Select the date range and the period range.

NOTE The date range selected should be included in the period range selected. If the date range selected does not fall within the period range selected, the report can not be generated.

Fincon will by default not include any undeposited cheques. If you wish to include them in your report, make sure that you check the box next to Include Undeposited Cheques, before you select Accept.

Cash Flow

Section 15

POINT OF SALE

Overview

Fincon's Point of Sale (POS) allows you to enter invoice and payment information as successive transactions. Customers can pay by cheque, cash, credit card or speedpoint in any combination.

Fincon POS can print to a slip printer instead of a normal printer. You can interface a cash drawer and/or pole display.

Fincon's POS can accommodate 20 different till users. Each till user will have access to only one till and the user rights can be set up differently for each user.

The POS operator is allowed to move cash into and out of the cash drawer by means of disbursements. Operation of the POS can be controlled by rights set up under System; Users and Passwords, and System; Company parameters; POS users. A POS operator's user rights can for example be set up to allow the operator to do invoices and accept payments, but not to do disbursements. This is set up under System; Users and Passwords; Debtors; Point of Sale.

At the end of the day the POS operator will do a Day-end Procedure and print the daily reports. This will reset all the totals and when the POS till number is entered again, a new till reference number will be generated.

Setting up Point of Sale

The POS is set up under the Debtors; Point of Sale menu option. You will note that when you are not connected to a till and you enter the POS menu, only the Till Transaction Report and Activate Tills menu options are accessible.

Select Activate Tills. For the purpose of this tutorial, you have to activate till 1 and allocate it to the user MIKE. On the Activate Tills screen, change the ACTIVE flag on T1 from N to Y and enter the user MIKE in the USER column. Select Accept to update the till information. If you want the user to be able to scan in items on invoices and to print receipts, the flags on SCANNER and RECEIPTS must also be changed to Y. For now, make sure they are both N (No).

Fincon can open a cash drawer at the appropriate time. A pole display can also be connected. To do this, you have to tell Fincon how to access it. You do this under System; Company Parameters; POS. Enter the applicable setup strings including the necessary control sequences. Unprintable characters must be entered as <n>. (<13> for example represents a carriage return or CR.)

In order to use a cash drawer and or pole display, the following line(s) must be added to Fincon.ini:

CashDrawer=COMn: baud=XXXX parity=Z data=a stop=b

Pole=COMn: baud=XXXX parity=Z data=a stop=b

where:

n = Number of serial port (1-4)

XXX = Baud rate (300-9600)

Z = Parity on or off (Y or N)

a = Number of data bits (7 or 8 usually 8)

b = Number of stop bits (1 or 2 usually 1)

The Fincon POS can also be set up to make use of POS Supervisor and operator processing options. This is done under the menu option System; Company Parameters; Pos Users.

Point of Sale (POS) Users: Enter the applicable passwords and options for each till.

Password - Day-end: When a password is entered, users will not be able to execute the point of sale day-end procedure without entering the password first. Leave the field blank to allow unrestricted access to day-end procedures.

Password - Supervisor: The supervisor password can be entered to override the till's change and payment rights.

Change - Account: Enter Y to allow the till user to change the account on an invoice. If the user cannot change the account number, the default cash sales account will always be used except where sales orders or CRO's are invoiced.

Change - Quantity: Enter Y to allow the till user to change the line quantity on an invoice.

Change - Price: Enter Y to allow the till user to change the line prices on an invoice.

Invoice Payment: Enter Y to allow the till user to accept a payment on an invoice of which the value is less than that of the invoice total.

Click the Accept button when you are done to update the system files.

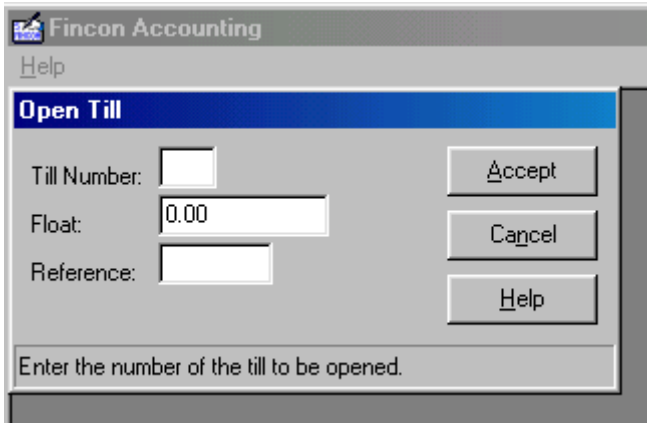
For the purpose of the tutorial we are not going to enter passwords and change any user rights. You should now have T1 allocated to user PASSME with no passwords entered.

NOTE You do not have to connect a cash drawer or pole display to use the POS section in Fincon. It works just as well without it.

Point of Sale Processing

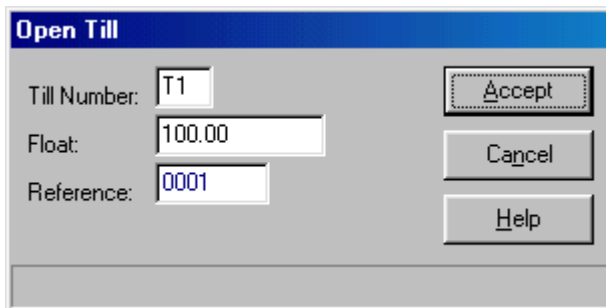
To connect to the till you just activated, you have to exit Fincon and go back in again. You can do this by going to the menu option File; Re-enter as new User.

Carry on until you get to the Open Till screen.



Enter the Till Number as T1.

Fincon will allow you to open a till with a zero float. It will however give you a warning message. Enter a float value of R100.00. Select Accept to connect and open the till.



You will note that on the Fincon main menu screen you will be able to see that you are now connected to T1.

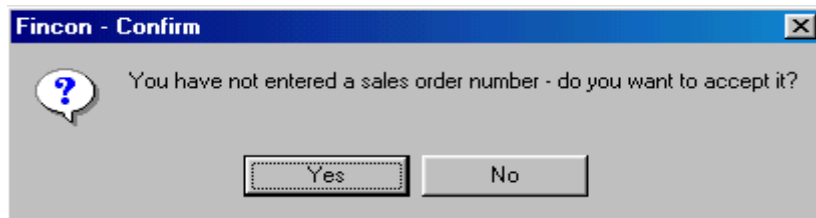


POS Invoicing

Enter Invoice

Go to Debtors; Point of Sale; Enter Invoice.

If no Sales Order was prepared for a invoice, just press <ENTER> and the following message



will appear:

Select Yes to accept this. The cursor will move to the Account field.

Enter an invoice on the Cash Sales account. You have to sell 2 keyboards to Mr JS Smith from 304 11th Avenue, Pretoria. You will only be able to change the debtor detail if the Global Setting in Fincon is set to allow it. Go to System; Company Parameters; Global Settings.

Change Debtor Detail Change from N to Y.

Once you have entered the account number for the Cash Sales (CS0000) account (press <F2>) to search for the number if you do not know it, replace the name and address with that of Mr Smith.

Enter Rep Code 001 and press <ENTER> key until the cursor is on the ITEM NUMBER field.

Because serial number tracking is enabled, Fincon will warn you that the items must be scanned. Click on the Scan Item button to allocate serial numbers. Select the Allocate scan mode. Normally you will have a scanner and you will simply scan the serial number. If you do not have a scanner, you can manually type in the serial numbers. The serial numbers you must use for the keyboards, are 200009 and 200010. If you find that you allocated the wrong serial number to the invoice, click on Scan Items again and select Unallocate. Enter the serial number you want to unallocated and Close.

Enter a price excluding VAT of R140.00 for each scanned keyboard. Your Invoice screen should look like this:

Scan Invoice

The Scan Invoice function is used to enter an invoice for the cash sales account only, and to receive a payment at the same time. This function is available under Debtors; Point of Sale; Scan Invoice and can only be accessed when you are connected to a till.

The Scan Invoice (Point of Sale) window always has the cash sales account as default account.

Scan Invoice - Default Location

Invoice Number: 000010
 Date: 20/02/2003
 Rep Code:
 Customer Ref:
 Item:
 Account: CS0000 Debtor Discount %: 0.00
 Name: CASH SALES ACCOUNT
 Address:
 Code: Memo:
 Terms: Type: 1

Line: 2 of 100

ITEM NUMBER	UN	GR	QUANTITY	PRICE EXCL	TOTAL EXCL	TC	TAX	TOTAL INCL	% DISC
		0	0.00	0.00	0.00	1	0.00	0.00	0.00
		0	0.00	0.00	0.00	1	0.00	0.00	0.00
		0	0.00	0.00	0.00	1	0.00	0.00	0.00
		0	0.00	0.00	0.00	1	0.00	0.00	0.00
		0	0.00	0.00	0.00	1	0.00	0.00	0.00
		0	0.00	0.00	0.00	1	0.00	0.00	0.00

Item: Serial No: Item Disc %: 0.00
 Bin: Available: 0.00 On Hand: 0.00 On Order: 0.00 Back Order: 0.00

Total Excluding Tax: 0.00 **Total Tax: 0.00** **Total Including Tax: 0.00**

Change:
 F4 - Account
 F5 - Quantity
 F6 - Unit Price
 F7 - Line Excl
 F8 - Line Incl

This function operates in exactly the same way as Debtors; Invoices; Enter Invoice with the exception of the following:

- The opportunity will be given to enter a payment received when the invoice is accepted.
- The invoice is restricted to the cash sales account.
- Only the detail part of a sales order can be imported - this function cannot be used to convert sales orders to invoices.
- Stock items will always be sourced from the default location.

Fincon will only allow you to scan items if the serial number tracking option is enabled under System; Company Parameters; Stock/Workshop Settings.

CRO Invoice

CRO's (Customer Repair Orders) will be explained under Workshop.

This function allows you to generate a CRO Invoice and accept a payment at the same time. You have to enter a CRO Number in the CRO Number field to import the CRO detail into the invoice. The rest is exactly the same as any other invoice.

Process Payments

This function allows you to process a payment for a single invoice. This is for invoices that have been processed, but no payment was entered. If an invoice was entered under the normal Debtors menu (not the POS), payment for this invoice can also be processed under the POS, using this function. Enter the invoice number and process the payment as normal.

Payments Received

This function allow you to process multi-invoice payments. You can enter the payment and allocate it to different invoices.

Disbursements

Disbursements from a till can only be done if you have enough money for this disbursement in the cashdrawer or money box.

If you pay a creditor, refund a debtor or pay for any other expense out of your cashdrawer or moneybox, you have to do a disbursement.

NOTE Disbursements will be processed immediately. The cash on hand account will be credited with the disbursement amount. If the payments was originally entered with the Debtors; Debtor Payments; Enter Payments function and the payment has not yet been deposited, just delete the payment with the Debtors; Debtor Payments; Amend Payments function and do not do the physical disbursement from the till.

We are going to do a disbursement for the debtor account ABC001. The client bought 2 keyboards on invoice 2, but is unhappy with the keyboards. He brings it back and wants a refund.

For the purpose of the Tutorial, you first have to credit the client for these keyboards. Go to Debtors; Credit Notes; Enter Credit Note. In the Invoice No. field, enter the invoice number 000002. All the invoice information will be displayed. You will credit both these items, so select Accept to process the credit note.

If you make use of serial number tracking (as we do here) you need to allocate the serial numbers for these two items to the credit note. Go to Serial Numbers; Scan Serial Numbers; Credit Note. Enter the Document Number as 1. You can also press <F2> to start Fincon's search function. Select Start Scan and type in the serial numbers. The numbers you need to use here, are 200007 and 200008.

If you do an Account Enquiry on debtor account ABC001 now, you will see that there is a credit amount of R182.40 on this account. This is the value of the disbursement that has to be done. Go to Debtors; Point of Sale; Disbursements. Enter the debtor account number ABC001, the amount to be disbursed (enter it as negative!) and allocate it to the credit amount on the Allocation Detail side. See window below.

Disbursements

Payment Detail
 Till Ref: T10001 Date: 21/02/2003 Payment Type: Cash Cheque Number:
 Name: ABC COMPUTERS ID No:
 C/Card No: Comment:

Account Detail
 Line: 1 of 100

ACCOUNT	AMOUNT	TAX
ABC001	-182.40	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00

Allocation Detail
 Line: 0 of 2

INVNO	DATE	OUTSTANDING	PAID	DISCOUNT
	Unallocated	0.00	0.00	0.00
000002	18/06/2002	-182.40	-182.40	0.00

Payment: -182.40 0.00

SHOP 4
 GREENSIDE SHOPPING CENTRE
 1ST AVENUE, GREENSIDE

ABC COMPUTERS
 Balance: 273.60
 Current: -182.40
 90 Days: 0.00

Local Debtor Account
 30 Days: 0.00
 60 Days: 0.00
 120+ Days: 0.00
 Unallocated: 0.00

Previous Receipt:

Enter the tax included in the amount.

Select Accept to process the disbursement. You should now have only R17.60 available in your Cash on Hand account.

Till Transaction Report

This function will display a total list of till transactions for a given period. Go to Debtors; Point of Sale; Till Transaction Report. You can now enter the parameters for this report. If you want the transactions for all accounts, leave the account field blank. If you leave the From Till Reference and To Till Reference fields blank, it will list all till transaction that fall within the parameters as specified within the date and period fields.

On the Till Transaction Report window, you will be able to view all the till transactions you entered.

Till Transaction Report

Year: Current Account: From Period: Period 15 To Period: Period 15

From Date: 12/09/2001 To Date: 12/09/2003

From Till Reference: To Till Reference:

Line: 0 of 0

DOCNO	TILL REF	DATE	ACCOUNT	DOCUMENT REFERENCE	TRANS	AMOUNT	LINE BALANCE

Day-end Procedure

This function is used to apply the day-end procedure to a till.

Go to Debtors; Point of Sale; Day-end Procedure. The window will look like this:

Day-end Procedure

Till Number:

Till Reference:

Enter "I am SURE":

This procedure cannot be reversed!

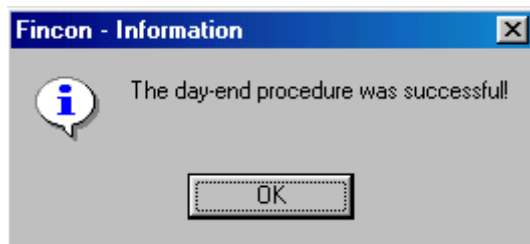
TRANSACTION	COUNT	AMOUNT IN	ADJUSTMENT	TOTAL	COUNT	AMOUNT OUT
Float:		100.00				
Cash:	1	200.00	0.00	200.00	1	182.40
Cheques:	1	119.20	0.00	119.20	0	0.00
Credit Cards:	0	0.00	0.00	0.00	0	0.00
Speed Point:	0	0.00	0.00	0.00	0	0.00
Totals:		319.20	0.00	136.80		182.40
Discount Allowed:	0	0.00			0	0.00
Total in Till (Excluding Adjustments):		236.80				
Total in Till (Including Adjustments):		236.80				

PrintTill Transactions

RECEIPT	DATE	TRANS	REFERENCE	TILL AMOUNT	AMOUNT	ADJUSTMENT

The Total in Till amount is the amount including the Float amount that should be in your till. You need to count the money to make sure that it balances. Only then do you type in I am SURE, and select Accept to process and print the day-end report. The following message will be displayed.

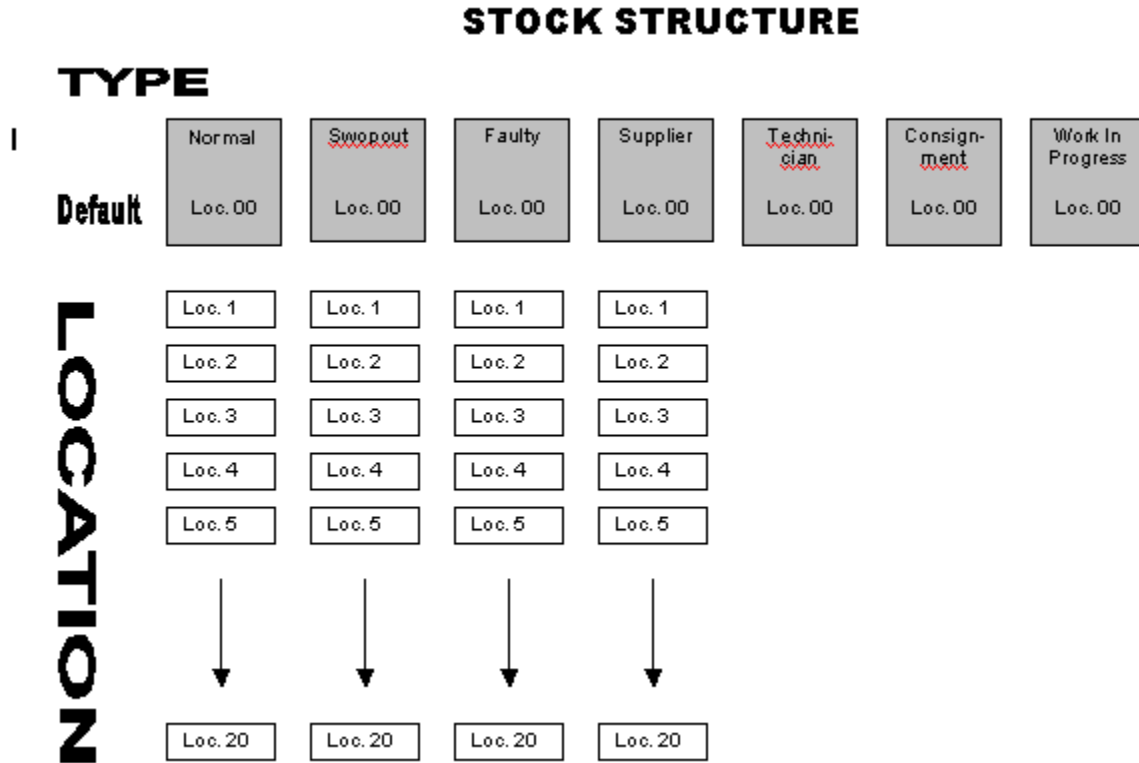
NOTE You have to print this document, for the Day-end Procedure to be successful.



Select OK and Close the screen. You need to exit and re-enter Fincon to connect to the till again. You need to enter a Float amount again. Note that your till reference will now be T10002.

Section 16

STOCK STRUCTURE, SWOPOUTS AND FAULTY STOCK MANAGEMENT



Above is a diagram representing the stock structure in Fincon. Each box represents a different store. Going right we have different stock types, ie. normal, swopout, faulty etc. Going down we have locations from one to twenty. A location can be thought of as a warehouse. The reason it is called a location instead of a warehouse is because all locations have a common cost, item number, description etc. Only the quantities are stored in the different locations.

Notice that only the normal, faulty, swopout and supplier types have locations. This is to accommodate different stock types at different locations, as would be the case if one had online branches etc. Technician, consignment, and work in progress stock are stock types that do not have locations assigned to them. These types are only available in the default location. In most cases, one can implement Fincon to only use the default location (00) for stock types. Only this scenario will be discussed here.

In most accounting systems that also manage stock the following transactions are available:

For sales: invoicing and credit notes.

For purchases: goods received vouchers and debit notes (return to supplier).

Using these transactions, one must manage the stock movement in your company. In the electronic commodity and related industries, this presents a number of problems:

If an item is returned under warranty, a credit note for the old item, and a new invoice for the new item must be generated. This presents two problems. You are cluttering your account reconciliation with unnecessary transactions. You are also extending the warranty as you now issued a new invoice for an item that is being replaced under warranty.

If you now do a debit note to return the item to your supplier, the same holds true on the purchases side.

Faulty items are mixed up with your normal trading stock, and determining valid stock holding becomes a big problem.

Fincon adds three more transactions to the above four to help you manage returns and faulty stock. These are stock transactions, and almost never have a financial leg. This helps to not clutter your accounts with warranty transactions. These transactions are kept where they belong, under warranties. The three transactions are:

Swopout

Send to Supplier

Receive from supplier

The different stock types are used to facilitate these transactions and help you manage and distinguish your stock holding. They are used as follows:

Sales (invoicing and credit notes) and Purchases (GRVs and debit notes)

NORMAL stock

Swopouts

Source type (where the warranty comes from) - NORMAL / SWOPOUT

Destination (where the new one goes to) – FAULTY

Send to Supplier

Source type – FAULTY

Destination – SUPPLIER

Receive from supplier

Source type – SUPPLIER

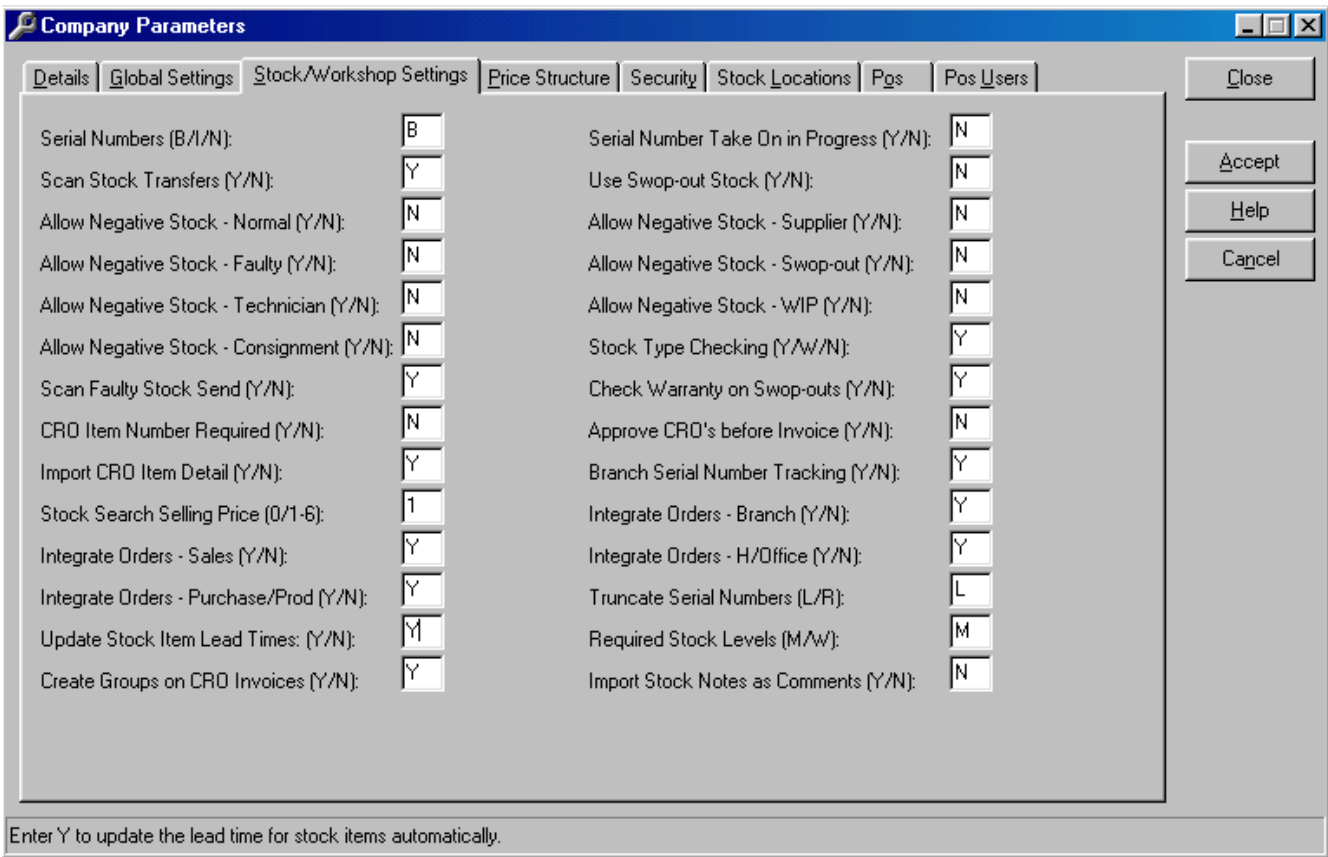
Destination – NORMAL / SWOPOUT

Notice that normal and swopout types are used during swopouts and receiving from supplier. There is an option under company parameters that sets whether you want to use swopout stock or not. If you are an importer and you keep stock specifically for swop out purposes, and your sales people should not be able to “see” this stock, you would probably use the swopout stock feature. If not, normal stock is used.

When serial number tracking is active, these types are implemented automatically. If serial number tracking is not used then the swopout has to be simulated by doing a transfer from normal to faulty stock. The send to and receive from supplier still operates normally.

Let’s try this method of stock management on our tutorial system

IMPORTANT NOTE Before you continue, you have to ensure that your Company Parameters are set up correctly for this function. Go to System; Company Parameters; Stock/Workshop Settings. Set the parameters to the following and select Accept to save it.



Parameter	Value	Parameter	Value
Serial Numbers (B/I/N):	B	Serial Number Take On in Progress (Y/N):	N
Scan Stock Transfers (Y/N):	Y	Use Swop-out Stock (Y/N):	N
Allow Negative Stock - Normal (Y/N):	N	Allow Negative Stock - Supplier (Y/N):	N
Allow Negative Stock - Faulty (Y/N):	N	Allow Negative Stock - Swop-out (Y/N):	N
Allow Negative Stock - Technician (Y/N):	N	Allow Negative Stock - WIP (Y/N):	N
Allow Negative Stock - Consignment (Y/N):	N	Stock Type Checking (Y/W/N):	Y
Scan Faulty Stock Send (Y/N):	Y	Check Warranty on Swop-outs (Y/N):	Y
CRO Item Number Required (Y/N):	N	Approve CRO's before Invoice (Y/N):	N
Import CRO Item Detail (Y/N):	Y	Branch Serial Number Tracking (Y/N):	Y
Stock Search Selling Price (0/1-6):	1	Integrate Orders - Branch (Y/N):	Y
Integrate Orders - Sales (Y/N):	Y	Integrate Orders - H/Office (Y/N):	Y
Integrate Orders - Purchase/Prod (Y/N):	Y	Truncate Serial Numbers (L/R):	L
Update Stock Item Lead Times: (Y/N):	Y	Required Stock Levels (M/W):	M
Create Groups on CRO Invoices (Y/N):	Y	Import Stock Notes as Comments (Y/N):	N

Enter Y to update the lead time for stock items automatically.

You previously bought two 14” Monitors from Sky Computers. The serial numbers are 300001 and 300002. One monitor, serial number 300001 was sold to ABC Computers on Invoice 1. The other monitor, serial number 300002, is still in normal stock. To check this, do a stock enquiry. Go to Inventory; Stock Enquiry and enter the item number MON14. Under Normal Stock you will note that the quantity is 1.

Stock Structure, Swopouts and Faulty Stock Management

Stock Enquiry
_ _ X

Item Number: <input type="text" value="MON14"/>	Active (Y/N): <input type="text" value="Y"/>	Zero Cost (Y/N): <input type="text" value="N"/>	Bill No: <input type="text"/>	<input type="button" value="Close"/>
Description: <input monitor"="" type="text" value="14"/>	Min Margin %: <input type="text" value="0.00"/>			
Notes: <input type="text"/>	<input type="button" value="Help"/>			

<input type="button" value="Detail"/>	<input type="button" value="Locations"/>	<input type="button" value="History"/>	<input type="button" value="Supplier"/>	<input type="button" value="Production"/>
---------------------------------------	--	--	---	---

Item Type: <input type="text" value="0"/>	Category: <input type="text" value="MON"/>	Unit: <input type="text" value="EA"/>
Price Structure: <input type="text" value="0"/>	Sales Account: <input type="text" value="110000"/>	Cost Account: <input type="text" value="150000"/>
Unit Cost: <input type="text" value="1 200.0000"/>	Tax Code: <input type="text" value="1"/>	Bin Location: <input type="text"/>
Supplier Stock: <input type="text" value="0.00"/>	Technician Stock: <input type="text" value="0.00"/>	Swop-out Stock: <input type="text" value="0.00"/>
Normal Stock: <input type="text" value="1.00"/>	Faulty Stock: <input type="text" value="0.00"/>	WIP Stock: <input type="text" value="0.00"/>
Consignment Stock: <input type="text" value="0.00"/>	On Order: <input type="text" value="0.00"/>	On Back Order: <input type="text" value="0.00"/>
Price List (Y/N): <input type="text" value="Y"/>	Serial Numbers (Y/N): <input type="text" value="Y"/>	Sub Numbers (Y/N): <input type="text" value="N"/>
Batch No's (Y/N): <input type="text" value="N"/>	Commission: <input type="text" value="0.00"/>	Comms Type (1/2): <input type="text" value="1"/>
Weight per Unit: <input type="text" value="0.0000"/>	Warranty - Months: <input type="text" value="24"/>	Days: <input type="text" value="0"/>

Retail/Profit 1: <input type="text" value="1 200.0000"/> <input type="text" value="0.00"/>	Retail/Profit 2: <input type="text" value="1 200.0000"/> <input type="text" value="0.00"/>	Retail/Profit 3: <input type="text" value="1 200.0000"/> <input type="text" value="0.00"/>
Retail/Profit 4: <input type="text" value="1 200.0000"/> <input type="text" value="0.00"/>	Retail/Profit 5: <input type="text" value="1 200.0000"/> <input type="text" value="0.00"/>	Retail/Profit 6: <input type="text" value="1 200.0000"/> <input type="text" value="0.00"/>
Discount %: <input type="text" value="0.00"/>	From Date: <input type="text"/>	To Date: <input type="text"/>

IMPORTANT NOTE Before you continue, please enter a warranty period on stock item MON14. Go to Inventory; Stock Maintenance. Enter the Item Number MON14 and enter the warranty period as 24 months.

Warranty - Months: Days:

Select Accept to save this information.

ABC Computers is returning the monitor they bought, because it is faulty. The monitor is still under warranty and must be returned to Sky Computers. ABC Computers wants a replacement monitor. As explained above, a credit note will clutter your debtor account as you will also need to re-invoice the replacement monitor. You need to do a Swopout.

Go to Serial Numbers; Scan Serial Numbers; Swopout. Select Start Scan, scan or enter the serial number of the faulty (returned) monitor. For the purpose of this tutorial, type in 300001 in the Old Serial Number field and 300002 (the replacement monitor) in the New Serial Number field.

A window will pop up for you to enter a fault. Enter the Fault as OUT OF FOCUS for this exercise and select Accept. Close the window.

What you have done now, is simply replaced the one 14” monitor on Invoice 1 with another 14” monitor from your normal stock. To check on what happened in Fincon with the stock, do a Serial Number Query. Go to Serial Numbers; Serial Number Query and type in serial number 300002. Note that the Out Document (Invoice) is number 1.

Stock Structure, Swopouts and Faulty Stock Management

The screenshot shows the 'Serial Number Query' window with the following details:

- Serial Number: 300002
- Item Number: MON14
- Category: MON
- Description: 14" MONITOR
- Order Number: 000001 - SALES
- Stock Type: Sold Stock
- Location: Default
- Normal: 0.00
- Faulty: 1.00
- Supplier: SKY COMPUTER WHOLESALERS
- Swop-out: 0.00

Document details:

- In Document: Number 000002, Date 20/05/2002, Type GRV
- Out Document: Number 000001, Date 18/06/2002, Type Invoice
- Goods Received Voucher: Number 000002, Account SKY001, Date 20/05/2002

Click on History and you will see that the transaction was done with a Swopout.

The screenshot shows the 'Serial Number Query' window with the 'History' tab selected. The 'CRO's and Swop-outs' section displays the following transaction:

Date	Type	Order Number	Description
23/07/2003	Swop-out	000001	REPLACEMENT FOR 300001.

If you do a Stock Enquiry now, you will note that the stock count in normal stock is now zero, but you have one 14" monitor (the one you received back from ABC Computers) in faulty stock. It is still your stock, but you are unable to sell it at the moment.

Stock Structure, Swopouts and Faulty Stock Management

Stock Enquiry
_ _ X

Item Number: <input type="text" value="MON14"/>	Active (Y/N): <input type="text" value="Y"/>	Zero Cost (Y/N): <input type="text" value="N"/>	Bill No: <input type="text"/>	<input type="button" value="Close"/>
Description: <input monitor"="" type="text" value="14"/>	Min Margin %: <input type="text" value="0.00"/>			
Notes: <input type="text"/>	<input type="button" value="Help"/>			

Detail	Locations	History	Supplier	Production
--------	-----------	---------	----------	------------

Item Type: <input type="text" value="0"/>	Category: <input type="text" value="MON"/>	Unit: <input type="text" value="EA"/>	
Price Structure: <input type="text" value="0"/>	Sales Account: <input type="text" value="110000"/>	Cost Account: <input type="text" value="150000"/>	
Unit Cost: <input type="text" value="1 200.0000"/>	Tax Code: <input type="text" value="1"/>	Bin Location: <input type="text"/>	
Supplier Stock: <input type="text" value="0.00"/>	Technician Stock: <input type="text" value="0.00"/>	Swop-out Stock: <input type="text" value="0.00"/>	
Normal Stock: <input type="text" value="0.00"/>	Faulty Stock: <input type="text" value="1.00"/>	WIP Stock: <input type="text" value="0.00"/>	
Consignment Stock: <input type="text" value="0.00"/>	On Order: <input type="text" value="0.00"/>	On Back Order: <input type="text" value="0.00"/>	
Price List (Y/N): <input type="text" value="Y"/>	Serial Numbers (Y/N): <input type="text" value="Y"/>	Sub Numbers (Y/N): <input type="text" value="N"/>	
Batch No's (Y/N): <input type="text" value="N"/>	Commission: <input type="text" value="0.00"/>	Comms Type (1/2): <input type="text" value="1"/>	
Weight per Unit: <input type="text" value="0.0000"/>	Warranty - Months: <input type="text" value="24"/>	Days: <input type="text" value="0"/>	

Retail/Profit 1: <input type="text" value="1 200.0000"/> <input type="text" value="0.00"/>	Retail/Profit 2: <input type="text" value="1 200.0000"/> <input type="text" value="0.00"/>	Retail/Profit 3: <input type="text" value="1 200.0000"/> <input type="text" value="0.00"/>	
Retail/Profit 4: <input type="text" value="1 200.0000"/> <input type="text" value="0.00"/>	Retail/Profit 5: <input type="text" value="1 200.0000"/> <input type="text" value="0.00"/>	Retail/Profit 6: <input type="text" value="1 200.0000"/> <input type="text" value="0.00"/>	
Discount %: <input type="text" value="0.00"/>	From Date: <input type="text"/>	To Date: <input type="text"/>	

Your Stock Count List will also show you what your stock situation is. Go to Inventory; Reports; Stock Count List and select Accept.

Stock Structure, Swopouts and Faulty Stock Management

Stock Count List
_ _ X

Year:
Period:
Location:
Date:

Print
 Column Selection 1
 Column Selection 2
 Column Selection 3
 Column Selection 4
 Other
 Cost and Value

Normal:
Faulty:
Supplier:
Swop-out:
Technician:
WIP:
Consignment:
Total:

Stock with Zero Quantities
 Inactive Stock Items

Line: 3 of 5 Normal Faulty Supplier Swop-out Total:

ITEM NUMBER	CAT	NORMAL	FAULTY	SUPPLIER	SWOP-OUT	OTHER	TOTAL	VALUE
CASE	CAS	10.00	0.00	0.00	0.00	0.00	10.00	1 233.33
KEY101	KEY	12.00	0.00	0.00	0.00	0.00	12.00	906.00
MON14	MON	0.00	1.00	0.00	0.00	0.00	1.00	1 200.00
MON17	MON	11.00	0.00	0.00	0.00	0.00	11.00	18 700.00
PSU	PSU	10.00	0.00	0.00	0.00	0.00	10.00	800.00

Description: Bin: Unit: Cost:

If you look at the Item Number MON14 (see description at the bottom of the window) you will note that the quantity in normal stock is zero and in faulty stock 1. This list will also provide you with the total value of you Faulty Stock.

How to handle faulty stock

Faulty stock that is still under warranty, has to be returned to the supplier for a replacement item or credit as soon as possible. We now have one faulty 14" Monitor in our faulty stock. The serial number of this faulty monitor is 300001. To check the supplier of this item, go to Serial Numbers; Serial Number Query and type in the serial number 300001. As you can see the supplier was Sky Computer Wholesalers.

Stock Structure, Swopouts and Faulty Stock Management

The screenshot shows a 'Serial Number Query' window with the following fields and values:

- Serial Number: 300001
- Close button
- Help button
- Serial Number | History | Sub-Assembly | Assembly | Sub-Serial Numbers (tabbed menu)
- Serial Number Detail section:
 - Item Number: MON14
 - Category: MON
 - Bin: [empty]
 - Normal: 0.00
 - Description: 14" MONITOR
 - Faulty: 1.00
 - Order Number: [empty]
 - Assembled: [empty]
 - Supplier: 0.00
 - Stock Type: Faulty Stock
 - Location: Default
 - Contract Info button
 - Swop-out: 0.00
- In Document section:
 - Number: 000001
 - Date: 23/07/2003
 - Type: Swop-out
 - Display button
- Out Document section:
 - Number: [empty]
 - Date: [empty]
 - Type: [empty]
 - Display button
- Goods Received Voucher section:
 - Number: 000002
 - Account: SKY001
 - Date: 20/05/2002
 - Display button
 - Supplier: SKY COMPUTER WHOLESALERS
 - Batch Number: [empty]

The menu for faulty stock management can be found under the Creditors menu. To send an item back to a supplier. Go to Creditors; Faulty Stock; Send Stock to Supplier. Enter the supplier account number (if you can't remember the account number, press <F2> to start Fincon's search function) SKY001. Select Scan and enter the faulty item's serial number, in this case 300001 and press <Enter>.

Stock Structure, Swopouts and Faulty Stock Management

The screenshot shows the 'Send Stock to Supplier' window. The 'Send Stock Serial Number Scanning' dialog box is open, displaying the following information:

- Current Item: MON14
- Scanned: 1
- Previous Serial Number: 300001
- Current Serial Number: (empty field)

The main window shows the following details:

- Account: SKY001
- Name: SKY COMPUTER WHOLESALERS
- Address: PO BOX 4567, JOHANNESBURG
- Document No: 000001
- Date: 23/07/2003
- Supplier Ref No: (empty field)

At the bottom of the main window, there are input fields for:

- Bin: (empty)
- Unit: (empty)
- Description: (empty)
- Normal: 0.00
- Faulty: 0.00
- Supplier: 0.00
- Swop-out: 0.00

Close the scanning screen to display the item, its serial number and fault description previously entered.

The screenshot shows the 'Send Stock to Supplier' window with the scanning dialog closed. The main window displays a table with the following data:

ITEMNO	QUANTITY	SERIAL NUMBER	FAULT DESCRIPTION	REFERENCE
MON14	1.00	300001	OUT OF FOCUS	
	0.00			

The main window also shows the following details:

- Account: SKY001
- Name: SKY COMPUTER WHOLESALERS
- Address: PO BOX 4567, JOHANNESBURG
- Document No: 000001
- Date: 23/07/2003
- Supplier Ref No: (empty field)
- Source Location: 00
- Destination Location: 00

The REFERENCE field is for any applicable reference from the supplier, for example a job number, and can also be added at a later stage. Select Accept to save and print the document which is called a Supplier Delivery Note.

To enter a reference after the document has been processed, go to Creditors; Faulty Stock; Edit Supplier Reference. Enter the document number, in this case 1. You can also search for the number by pressing <F2> in the document number field. Enter the applicable reference number, in this case 12345 and select Accept to save the information.

Do a serial number query on serial number 300001. (Go to Serial Numbers; Serial Number Query) Note that the Out Document is now marked as Faulty Stock Send (Supplier Delivery Note).

Serial Number Query

Serial Number: 300001

Close Help

Serial Number | History | Sub-Assembly | Assembly | Sub-Serial Numbers

Serial Number Detail

Item Number: MON14 Category: MON Bin: Normal: 0.00

Description: 14" MONITOR Faulty: 0.00

Order Number: Assembled: Supplier: 1.00

Stock Type: Supplier Stock Location: Default Contract Info Swop-out: 0.00

In Document

Number: 000001 Date: 23/07/2003 Type: Swop-out Display

Out Document

Number: 000001 Date: 23/07/2003 Type: F/Stk Snd Display

Goods Received Voucher

Number: 000002 Account: SKY001 Date: 20/05/2002 Display

Supplier: SKY COMPUTER WHOLESALERS Batch Number:

Stock Count List

Year: Current Period: Period 15 Location: ALL LOCATIONS Date:

Print: Column Selection 1 Column Selection 2 Column Selection 3 Column Selection 4 Other Cost and Value

Normal: 21 639.33 Faulty: 0.00 Supplier: 1 200.00 Swop-out: 0.00 Technician: 0.00 WIP: 0.00 Consignment: 0.00 Total: 22 839.33

Include: Stock with Zero Quantities Inactive Stock Items

Line: 3 of 5

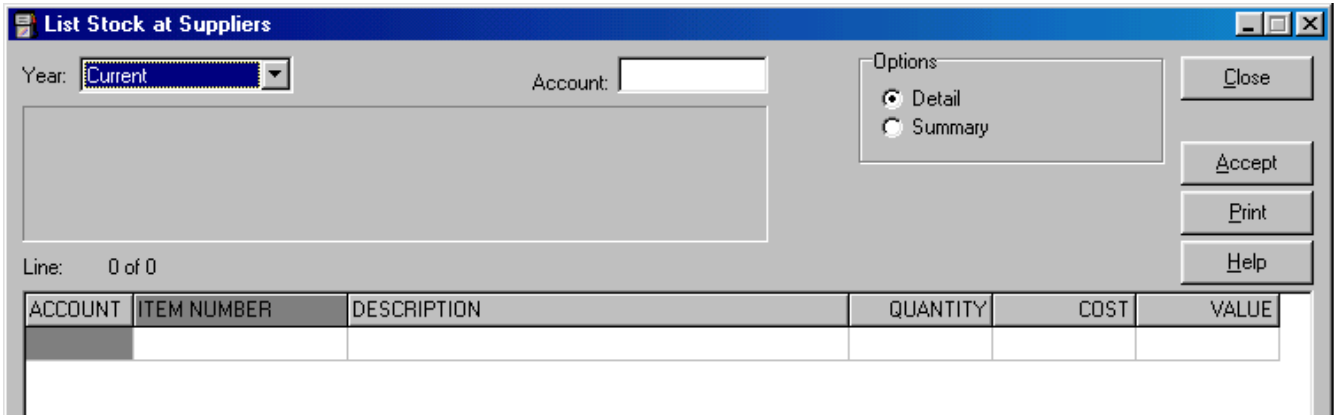
ITEM NUMBER	CAT	NORMAL	FAULTY	SUPPLIER	SWOP-OUT	OTHER	TOTAL	VALUE
CASE	CAS	10.00	0.00	0.00	0.00	0.00	10.00	1 233.33
KEY101	KEY	12.00	0.00	0.00	0.00	0.00	12.00	906.00
MON14	MON	0.00	0.00	1.00	0.00	0.00	1.00	1 200.00
MON17	MON	11.00	0.00	0.00	0.00	0.00	11.00	18 700.00
PSU	PSU	10.00	0.00	0.00	0.00	0.00	10.00	800.00

Description: 14" MONITOR Bin: Unit: EA Cost: 1 200.0000 Custom Sort

If you check your Stock Count List now (Inventory; Reports; Stock Count List) and look at item MON14, you will note that your stock count under Normal Stock is still zero, under Faulty Stock it is also zero, but you have 1 under Supplier Stock.

This list only tells you that you have 1 item at a supplier. To see a breakdown of stock at supplier, you need to

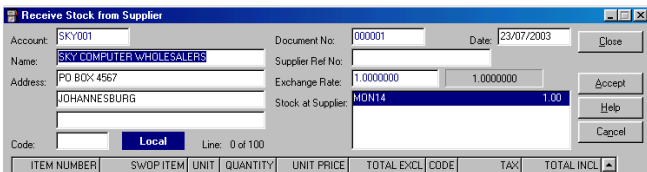
look at your list of stock at suppliers. Go to Creditors; Faulty Stock; List Stock at Suppliers. You can list one specific supplier by entering the applicable account number, or leave this field blank to list all the suppliers. Click Accept.



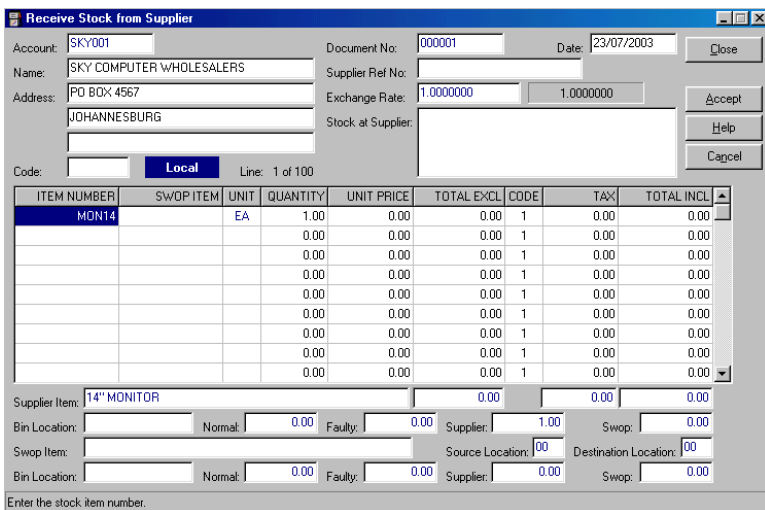
How to handle stock returned from you supplier

Your supplier can send you a replacement item or credit for the faulty item. For the purpose of this tutorial we will receive a replacement item and not credit. In a case where you receive credit from your supplier, you will go to Creditors; Faulty Stock; Receive Credit from Supplier. You will enter the supplier account number, double-click on the Stock at Supplier item and select Accept. Fincon will automatically do a stock transfer to Normal Stock and then a Debit Note for the item on the original Goods Received Voucher.

You receive a replacement 14" monitor from your supplier SKY Computers. The serial number of this new monitor is 300010. Go to Creditors; Faulty Stock; Receive Stock from Supplier. Enter the supplier account number, in this case SKY001. The item at supplier will be displayed in the Stock at Supplier field.

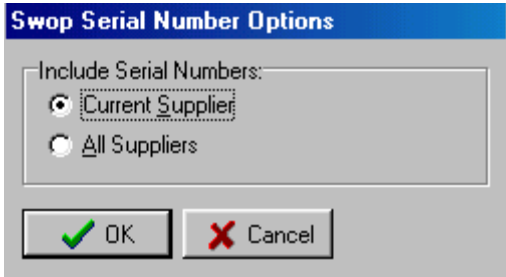


Double-click on this item, to move it into your ITEM NUMBER field.



If the replacement item is the same, you leave the SWOP ITEM field open. If it is replaced by a different item, for example a 17" monitor, you will type the item number of the new item in the SWOP ITEM field. In this case the item is the same, so leave the field blank. Select Accept to process and print. The new monitor will now be in stock. If you do a Stock Enquiry you will see that you have 1 item in normal stock. (Inventory; Stock Enquiry and type in

the item number MON14.) However, you must still scan in the item's serial number. Go to Serial Numbers; Scan Serial Numbers; Receive Stock from Supplier. Enter the document number or search for it. In this case you must enter a 1. Select Start Scan and you will note that there is one 14" monitor on this document that must be scanned. You can either scan or type in the number. For the purpose of this tutorial, type in 300010. and press <Enter>. Fincon will prompt you that it is an invalid serial number and give you the option to either re-enter or swop. Select Swop. The following screen will appear:



Select Current Supplier and click OK. A list will appear listing the stock at suppliers. Select the appropriate one. Fincon will inform you that the scanning is complete. Close.

If you do a Serial Number Query on serial number 300010 Fincon will display a message that this is a replacement for serial number 300001.



Your swopped 14" monitor in normal stock can now be sold again.