



Eclipse Accounting Setup

Release 8.6.6 (Eterm)

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Table Of Contents

Accounting Setup Overview	1
Duty Codes.....	1
Zip Codes	1
Sales Tax.....	1
Terms Maintenance.....	1
Ship Vias.....	1
Foreign Exchange Rates	2
Duty Codes Overview.....	3
Assigning Duty Codes	4
Copying Duty Information to Product Files	6
Zip Codes Overview	8
Maintaining Zip Codes	9
Updating Sales Tax and Zip Code Information	12
Sales Tax Overview	14
Setup Requirements for Sales Tax.....	15
Control Maintenance.....	15
Additional Setup	15
How Eclipse Determines the Actual Tax for an Order.....	16
How Eclipse Determines the Tax Jurisdiction for a Sales Order.....	18
Sales Tax Jurisdiction Codes Overview	20
Creating Sales Tax Jurisdiction Codes	21
Reduced Tax Rates	22
Taxing Freight and Handling Charges.....	23
Maximum Taxable Dollar Amount.....	23
Product Exception Groups	24
Canadian GST and PST	24
Splitting Sales Tax Rates	26
Assigning Tax Jurisdiction Overrides to Customers	28
Enabling Line Item Taxability for Customers	29
Adding Tax Exempt Numbers to Customer Records	30
Creating Tax Exemption Statuses at Jurisdiction Levels.....	32

Eclipse Accounting Setup

Sales Tax Exception Groups Overview	34
Example 1: Create a tax exception group that applies to certain customers and products	34
Example 2: Making a product non-taxable for all customers in a state.....	34
Creating Sales Tax Exception Groups	36
Defining a Tax Exception Group.....	36
Using the Override Geocode and Customers Exempt Fields.....	36
Overriding Geocodes for Tax Jurisdictions	38
Assigning Sales Tax Exception Groups to Customers	40
Assigning Sales Tax Exceptions Groups to Products or Price Lines.....	42
Selecting by Geocodes.....	44
Sales Tax Reports Overview.....	45
Running the Sales Tax Journal	46
Running the Sales Tax Code Report.....	48
Running the Sales Tax Overrides Report.....	50
Running the New York Sales Tax Report.....	52
Running the Sales Tax Change Log Report.....	54
Terms Maintenance Overview	56
Creating or Editing Terms Codes	57
Overriding Terms Credit Controls.....	60
Creating Variable Terms Codes.....	62
Creating Terms Codes That Allow Split Payments	64
Creating Multiple Discount Dates and Percentages for Terms Codes.....	65
Releasing Credit Holds on Directs.....	66
Ship Via Maintenance Overview	67
Default Ship Vias	67
Ship Vias and Tax Jurisdictions.....	67
Creating Ship Vias	68
Assigning Freight and Handling Charges to Ship Vias	72
Assigning Route Delivery Information to Ship Vias.....	75
Assigning Additional Information to Ship Vias	77
Assigning Credit Card Information to Ship Vias.....	78
Assigning User-Defined Shipping Documents to Ship Vias	79
Assigning Order In-Process Statuses to Ship Vias	80

Table Of Contents

Foreign Exchange Rates Overview.....	81
Setup Requirements for Foreign Exchange Rates	82
Control Maintenance Records.....	82
Authorization Keys	82
Additional Setup	82
Defining Exchange Rate Tables.....	83
Creating Currency Exchange G/L Accounts.....	85
Assigning the Currency Exchange G/L Account to Autoposting.....	86
Assigning Primary Currencies to Foreign Vendors	87
Assigning Primary Currencies to Foreign Customers	88
Defining Pricing in Foreign Currencies	89
Doing Business in Foreign Currencies	90
Buying and Selling in Foreign Currencies Overview	91
Receiving Payments in Foreign Currencies.....	92
Disbursing Payments in Foreign Currencies.....	93
Posting Journal Entries in Foreign Currencies.....	94
Viewing G/L Postings in Foreign Currencies.....	95
Viewing Currency Exchange Information	96
Printing Checks in Foreign Currencies	97
Printing Multiple Checks	97
Printing Single Checks.....	97
Posting Manual Checks.....	97
Inquiries in Foreign Currencies Overview.....	99
Using A/P Inquiry in Foreign Currencies	100
Using A/P Ledger in Foreign Currencies.....	101
Using A/R Inquiry in Foreign Currencies.....	102
Using A/R Ledger in Foreign Currencies	103
Using G/L Inquiry in Foreign Currencies.....	104
Index	105

Accounting Setup Overview

When setting up your Eclipse system to suit your company's needs, there are a variety of parameters and functions that you must define. For example, you would want to set up any payment terms for customers and vendors, or perhaps you will be dealing customers who use a different currency.

Duty Codes

Use the duty codes functionality to set up duty codes for products in price lines as well as product lines. Use duty codes to specify rates for duty charges, freight charges, and other charges for any products that your company imports and then later exports. Duty code functionality is located under the **Files** menu.

Zip Codes

Use the zip codes functionality to determine tax rates for customers. A customer is normally taxed in the jurisdiction where they gain ownership of a product. Tax jurisdictions are assigned to zip codes. For each zip code in which your company does business, assign a tax jurisdiction code. Your installer helps you use the Mass Load program to do this. Zip code maintenance is located under the **Files** menu.

Sales Tax

Use the sales tax program to manage tax rates by assigning tax jurisdictions to the zip code areas where you do business. Tax jurisdictions can include tax rates from multiple entities such as state, county, and city. A customer's zip code determines their default tax rate. Sales tax functionality is located under the **Files** menu, and under the **Orders** menu, in Reports.

Terms Maintenance

Use the terms maintenance functions to create and maintain payment terms for your customer's invoices. In addition, you can do the same for payment terms as established by vendors that you purchase goods and services from. For training purposes, new systems arrive with several standard terms codes already defined, but you need to define the additional terms codes that your company uses.

Ship Vias

Ship vias are the methods used to move product from the warehouse to the customer. Before you can assign a ship via to any order, you must create a file containing the ship vias that your company uses. Ship vias are typically classifications such as Pick Up, Our Truck, UPS, UPS Red, and so forth. They control tax jurisdictions, order print status, freight, cash requirements, invoice process status, and order print status.

Foreign Exchange Rates

Use the foreign exchange rates functions in Eclipse to do business with customers and vendors in a foreign country and handle the currency differences. You can bill foreign customers or pay foreign vendors in their own currency according to the exchange rate in effect on the day the order is processed.

Duty Codes Overview

Use the duty codes functionality to set up duty codes for products in price lines as well as product lines. Use duty codes to specify rates for duty charges, freight charges, and other charges for any products that your company imports and then later exports. Duty code functionality is located under the Files menu.

You can assign a duty code to any product or price line. A duty harmonizing code assigned to a product takes precedence over a code assigned to the price line to which the product belongs.

You can copy duty code information to purchase orders. The system displays this information on ship tickets, toward the end of the product description.

See Also:

Accounting Setup Overview

Assigning Duty Codes

Use the Duty Harmonizing Code Maintenance screen to assign duty codes for products in price lines as well as product lines. Use duty codes to specify rates for duty charges, freight charges, and other charges for any products that your company imports and then later exports. A duty harmonizing code assigned to a product takes precedence over a code assigned to the price line to which the product belongs.

Duty harmonizing codes can be assigned on the following screens:

- Price Line Maintenance screen (**Files > Price Maintenance > Price Line > Duty Code** hot key).
- Miscellaneous Product Information screen (**Files > Product > Product Maintenance screen > Add'l hot key > Misc Product Info** hot key, Miscellaneous Product Information screen).

▶ To assign a duty code:

1. From the **Files > Tax, Duty & Exchange Rates** menu, select **Duty Harmonizing Code Maintenance** to display the Duty Harmonizing Code Maintenance screen.
2. In the **Harmonizing Code** field, enter the name of the code. For example, you might have a name that is based on a type of product or on a specific country.
3. In the **Country** column, enter the name of the country to which the code, and the subsequent duty charges, apply.
4. In the **Duty %** column, enter the percent of duty that is paid when products are imported.
5. In the **Freight %** column, enter the percent of freight that is paid when products are imported.
6. In the **Other %** column, enter the percent of any other charges that are applied when products are imported.

Note: The information you enter in the **Duty %**, **Freight %**, and **Other %** columns determines the COGS on tagged sales orders when the Update Cost On Sales Order From Tagged Purchase Order control maintenance record is set to 1 or 2. For more information, see Understanding Duty Drawbacks on POs. Also see, Entering Miscellaneous Product Information.

7. Press **Esc** to exit the screen and save the information.

Note: Duty information can be tracked using the G/L Inquiry screen. For more information, see G/L Inquiry Overview.

See Also:

Duty Codes Overview

Price Line Overview

Purchase Orders Overview

Product Procurement Overview

Product Maintenance Overview

G/L Inquiry Overview

Copying Duty Information to Product Files

Canadian government regulations state that ship tickets for all items imported or exported from Canada must contain the name of the country of origin and the duty harmonizing code.

Use this function to take the name of the country in which the product was manufactured, as well as the duty harmonizing code, from the most recently processed purchase order and copy that information to the product file. The system displays this information on ship tickets, toward the end of the product description.

► To copy duty information to a product file:

1. From the **Files > Tax, Duty & Exchange Rates** menu, select **Duty Info Copy Utility** to display the Copy Duty Information to Product File screen.

On this screen, enter information into one of the following fields:

Note: You can copy duty information from a price line *or* a product, not both.

Field	Description
Price Line	<p>Do one of the following to select a price line:</p> <ul style="list-style-type: none"> • Press F10 to select a product from the selection screen. For more information, see Using Selection Lists. • Enter the name of the price line. <p>Note: To include multiple price lines, use the Multi hot key to display the Price Line Selection screen. For more information on how to use this screen, see Using Selection Lists.</p>
Product	<p>Do one of the following to select a product:</p> <ul style="list-style-type: none"> • Press F10 to select a product from the User Quick Access List screen. For more information, see Using Quick Access Lists. • Enter the name of a product. <p>Note: To include multiple products, use the Multi hot key to display the Multiple Product Selection screen. For more information on how to use this screen, see Using Selection Lists.</p>

2. Use one of the following hot keys to process the information:
 - **Begin** – Copies the duty information to the product file.
 - **Schedule** – Displays the Phantom Scheduler where you can schedule the duty information to be copied at a future date. For more information, see Scheduling Phantom Processes.
 - **Multi** – Displays either the Price Line Selection screen or the Multiple Product Selection screen, depending on which field you have selected.

See Also:

Duty Codes Overview

Using Selection Lists

Using Quick Access Lists

Scheduling Phantom Processes

Zip Codes Overview

Eclipse uses zip codes to determine tax rates for customers. A customer is normally taxed in the jurisdiction where they gain ownership of a product. Tax jurisdictions are assigned to zip codes.

For each zip code in which your company does business, assign a tax jurisdiction code. Your installer helps you use the Mass Load program to do this.

You can also enter:

- A default tax geocode linked to a reduced tax rate, if you use the National Sales Tax Database companion product.
- An override tax jurisdiction code for a branch.
- An override tax jurisdiction code for additional city or special district taxes.
- A default ship via that the system assigns to an order, based on the zip code of the customer, if there is no ship via defined for the terminal where the order is taken.
- A default time for the first truck delivery stop in this zip code. The person in charge of manifests uses this time to schedule delivery stops.
- Schedule the system to update sales tax and zip code files on a regular basis, so that you always have the most current sales tax and zip code information.

Before you use the Zip Code Maintenance screen, you must set the following:

- The Automatically Update Zip/Zip+4 Files control maintenance record.
- The ZIP.CODE.ENTRY authorization key.

See Also:

Maintaining Zip Codes

Updating Sales Tax and Zip Code Information

Accounting Setup Overview

Maintaining Zip Codes

Use the zip code maintenance functionality to create zip code records and to edit tax and ship via information for a zip code.

►To maintain a zip code:

1. From the **Files** menu, select **Zip Code** to display the Zip Code Maintenance screen.
2. In the **Zip Code** field, enter a zip code or one of the following:
 - **New** – Prompts you to enter a new zip code.
 - **City** – Displays a list of all zip codes associated with that city. Select a name from the list.
3. In the **Country** field, do one of the following:
 - Enter the name of the country associated with the zip code.
 - Press **F10** and select from a list of countries.
4. In the **State** field, do one of the following:
 - Enter the name of the state associated with the zip code.
 - Press **F10** and select from a list of states.

You must enter information in the **State** field if either of the following conditions occur:

- You are creating a new zip code.
- The country for the zip code is listed in the Countries That Require State For Zip Code control maintenance record.

Note: If you are entering information for a foreign vendor or customer, type a "." (period) in the **State** field.

5. In the **Dflt Tax Jr** field, you can replace **OOS** with a tax jurisdiction code. To replace the **OOS** entry, position the cursor on the **Dflt Tax Jr** field and press the **Spacebar** to remove the entry. Then press **F10** and select the appropriate jurisdiction code from the list.

Because taxes apply to states and jurisdictions within a state, you can assign the tax jurisdiction codes to zip codes. The Zip Code File then serves as the link between a customer and the taxes charged to the customer. The Zip Code file is originally created with a Default Tax Jurisdiction of **OOS** (out-of-state) for each zip code.

Tax jurisdiction codes are defined in Tax Jurisdiction Code Maintenance. For more information, see Creating Sales Tax Jurisdiction Codes.

6. In the **Dflt Geocode** field, enter a geocode if you use the National Sales Tax Database companion product. For more information, see National Sales Tax Database Overview.

7. In the **Dflt Ship Via** field, do one of the following to determine the default ship via to assign to the displayed zip code:

- Enter the name of the ship via.
- Press **F10** and select a ship via.

The ship via will be assigned to an order, based on the zip code of the customer if there is not already a ship via assigned to the terminal where the order is written. This field is optional.

8. Use the **Ship Vias by Br** hot key to display the Zip Code Ship Vias by Branch screen and enter the override ship via if a branch has an override ship via. If no default has been set for the ship via, the system will use the zip code given in this screen.
9. In the **Dflt Delivery Time** field, enter a default time for the first truck delivery stop in this zip code. This is the time that the truck going to the indicated zip code would normally arrive at the first delivery stop. The person in charge of manifests uses this time to schedule delivery stops. This field is optional.

This time is displayed in the **DelTime** field on a shipping manifest unless the customer has a different time assigned in the **Normal Delivery Time of Day** field on the Miscellaneous Customer Information screen. For more information, see Adding Miscellaneous Customer Information.

10. In the **Remit-To Override** field, press F10 and select the remit-to entity to override the remit-to set up for a branch. The system uses the selected remit-to for branches in this zip code.

A remit-to entity's name, address, and phone number display on the customer's invoice to inform the customer where to send payment. Each branch is assigned a remit-to entity in Branch Maintenance that you can override in Customer Maintenance or in Zip Code Maintenance, if necessary. Create remit-to overrides in Remit-To Maintenance. For more information, see Assigning Remit-to Addresses to Branches.

11. In the **City** field, the system displays the cities associated with the designated zip code are listed. If necessary, you can add a new city to the list. To assign a local or city tax in addition to the tax in the jurisdiction associated with the zip code, first create the tax code specific to the city, and then enter it in the Juris Ovr field that corresponds to that city.
12. In the **Juris Ovr** field, enter an override tax jurisdiction code or geocode if a city or district within the zip code is subject to different taxes. This field is optional.

Use the **Branch Tax Juris Ovr** hot key to display the Zip Tax Juris Maint screen and enter the override code if a branch has an override jurisdiction code. This field is optional.

Note: To assign a local or city tax in addition to the tax in the jurisdiction associated with the zip code, first create the tax code specific to the city, and then enter it in the **Juris Ovr** field that corresponds to that city.

13. Press **Esc** to save the new zip code.

See Also:

Zip Codes Overview

Updating Sales Tax and Zip Code Information

Use the zip code and sales tax update functionality to update your zip code and sales tax information on a regular basis. Having current zip code information is crucial to having up-to-date customer and vendor information. Having current sales tax files is vital when processing sales tax during sales order entry, as well as other functions in the system. This automatic process can save you from manually having to maintain your zip code and sales tax files.

On a monthly basis, Eclipse support administrators receive zip code and sales tax updates. You then schedule the system to download this information from a local ftp server in a manageable file format and size. The zip code files contain standard five digit zip codes. The zip + 4 files contain street level zip code information including the four digit extension. Sales tax code files contain sales tax rates for a given geocode and effective date. After the first upload, the files you download are difference files, which contain only the information that has changed and needs to be updated.

When you purchase either the National Sales Tax companion product or the zip code updates add-on product, you are assigned an ftp user name and password that allows you to download updates on a monthly basis.

We recommend that you set the following control maintenance records to determine which users or messages groups receive notification regarding file updates:

- Zip Administrator
- Zip + 4 Administrator

Each time you upload new zip code files, the system generates a report that details, for example, which zip codes, or rates, have changed. If no information is available, the system sends you a message that there are no update files currently available and that the utility has been rescheduled to run.

► To update a zip code file:

1. From the **Files > Tax, Duty & Exchange Rates** menu, select **Zip Code File Update** to display the Zip Code File Update screen.
2. In the **Type** field, press **F10** and select from one of the following zip code types:
 - **Zip (US)** – Selects U.S. zip codes.
 - **Zip (CA)** – Selects Canadian zip codes.
 - **Zip (US/CA)** – Selects both U.S. and Canadian zip codes.
3. Use one of the following hot keys to process the information:
 - **Begin** – Updates the zip code files.
 - **Schedule** – Displays the Phantom Scheduler screen where you can schedule the system to update the file on a regular basis. For more information, see *Scheduling Phantom Processes*.

- **Last Update** – Displays the most recent date on which you ran an update for a sales tax update or a Zip+4 update.

▶ **To update a zip + 4 and sales tax file:**

1. From the **Files > Tax, Duty & Exchange Rates** menu, select **Zip +4/Sales Tax File Update** to display the Zip+4/Sales Tax File Update screen.
2. Use one of the following hot keys to process the information:
 - **Begin** – Updates the zip code+four and sales tax files.
 - **Schedule** – Displays the Phantom Scheduler screen where you can schedule the system to update the file on a regular basis. For more information, see Scheduling Phantom Processes.
 - **Last Update** – Displays the most recent date on which you ran an update for a sales tax update or a Zip+4 update.

See Also:

Zip Codes Overview

Phantom Processing Overview

Sales Tax Overview

The sales tax program manages tax rates by assigning tax jurisdictions to the zip code areas where you do business. Tax jurisdictions can include tax rates from multiple entities such as state, county, and city. A customer's zip code determines their default tax rate. Each tax authority to which you remit payments has a general ledger account set up.

Use the sales tax jurisdiction codes functionality to manage tax rates by assigning tax jurisdictions to the zip code areas where you do business. Tax jurisdictions can include tax rates from multiple entities such as state, county, and city. A customer's zip code determines their default tax rate. Sales tax functionality is located under the **Files** menu, and under the **Orders** menu, in Reports.

Sales tax exception groups identify products that are taxed outside the normal tax rules for selected customers. You can assign an exception group to a product, a group of products, a customer, or a group of customers.

Use sales tax reports to gather information on the taxes your company owes, by branch or by jurisdiction, see which tax accounts and sales orders had overrides applied to their taxes, and to gather information about sales orders that have had changes made to the tax-exempt code. You can also run a report for taxes owed to the state of New York.

The Eclipse National Sales Tax companion product includes a database of geocodes containing the state, county, and local tax rates for the entire country. Geocodes are assigned to each Zip+4 area. If you use this companion product, you need just one G/L account for sales tax and geocodes replace tax jurisdiction codes.

See Also:

Accounting Setup Overview

Setup Requirements for Sales Tax

How Eclipse Determines the Tax Jurisdiction for a Sales Order

How Eclipse Determines the Actual Tax for an Order

Setup Requirements for Sales Tax

Following are the control maintenance records used for Sales Tax, along with additional setup requirements.

Control Maintenance

Set the following control maintenance records:

- Calculate Tax On Freight/Handling In/Out Separately
- Capitalize Tax On Purchase Orders
- Default Tax Jurisdiction
- Enable GST/PST Hot Key In Tax Jurisdiction Code Maintenance
- Enter GL ID For Goods & Services Tax (GST) GL Account
- Non NY State Tax Codes
- Use Price/Ship Br For Ship Via Tax Jurisdiction Overrides
- Use Tax Rate From Original Sales Order For Returns
- Valid Tax Exempt Types

Additional Setup

Before you can use the sales tax feature, you must perform the following tasks:

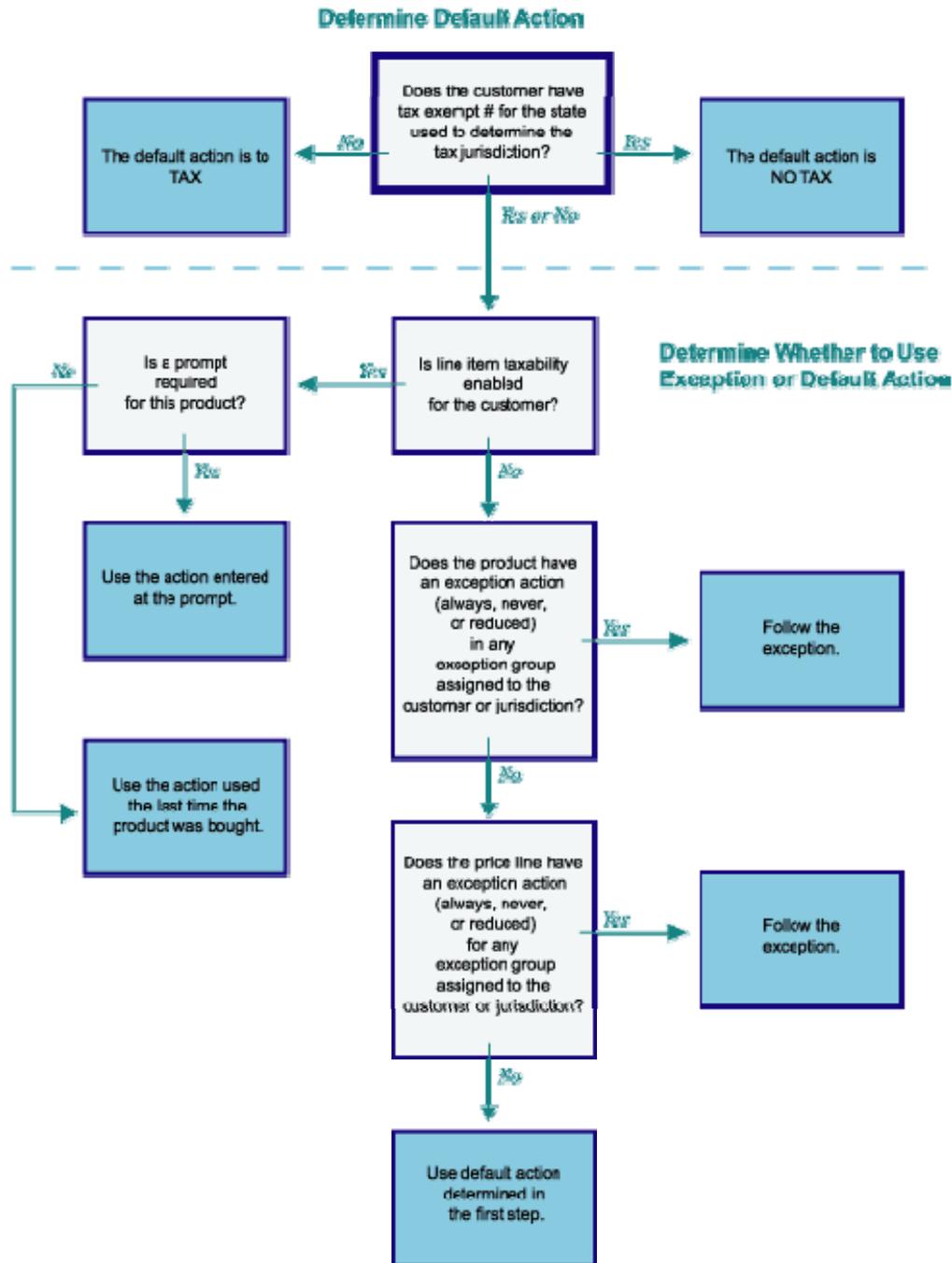
- Create tax liability accounts.
- Create tax exception groups.
- Create tax jurisdiction codes.
- Assign tax jurisdiction codes to zip codes.
- Enter zip code and ship via overrides by branch if required.
- Link customers to tax exception groups.
- Link products to tax exception groups.
- Link price lines to tax exception groups.
- Enter customer tax jurisdiction overrides and tax-exempt numbers.

See Also:

Sales Tax Overview

How Eclipse Determines the Actual Tax for an Order

The following flowchart displays the process Eclipse follows to determine the actual tax for a sales order.



See Also:

Sales Tax Overview

How Eclipse Determines the Tax Jurisdiction for a Sales Order

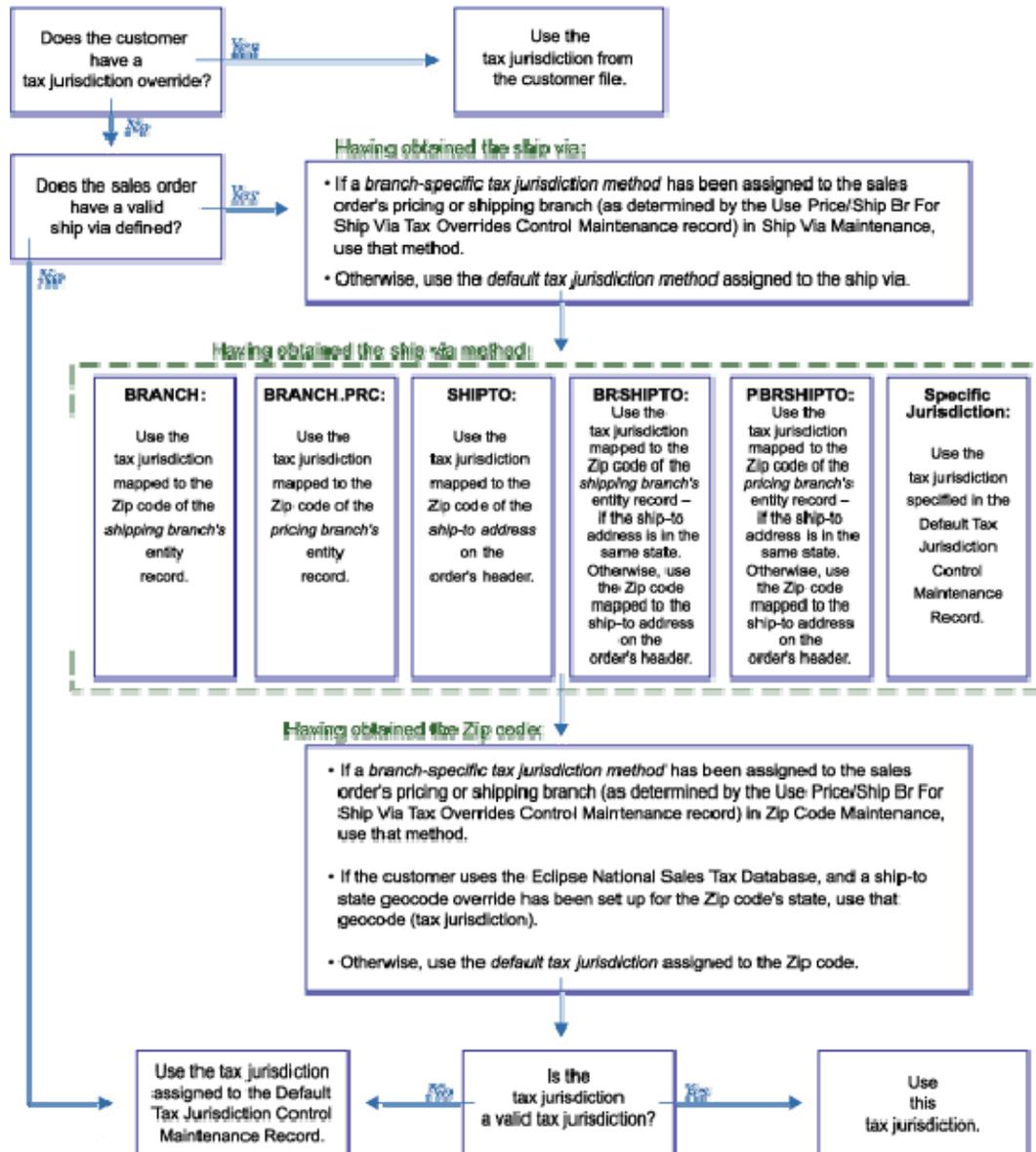
The tax a customer pays is determined by the jurisdiction where the customer gains ownership of the product. For example, if a customer picks up a product at the counter, the sales tax is calculated by the tax rate for the store's zip code. If a customer orders a product online, the sales tax is determined by the tax rate for the shipping address zip code.

The ship via assigned to an order identifies where the customer receives the product. For example, if the ship via is "Pick Up Now," the system uses the default store zip code. Each ship via code maps to the zip code of the shipping branch, pricing branch, ship-to address, or a tax jurisdiction code. Each zip code maps to a tax jurisdiction code.

There can also be branch-specific ship via and zip code overrides.

The following flowchart displays the process Eclipse follows to determine which tax jurisdiction code to use for a sales order.

Start Here



See Also:

Sales Tax Overview

Sales Tax Jurisdiction Codes Overview

Use the sales tax program to manage tax rates by assigning tax jurisdictions to the zip code areas where you do business. Tax jurisdictions can include tax rates from multiple entities such as state, county, and city. A customer's zip code determines their default tax rate. Sales tax functionality is located under the **Files** menu, and under the **Orders** menu, in Reports.

You can create tax jurisdiction codes to identify tax rates for a jurisdiction and the G/L account (tax authority) to post the tax to. A tax jurisdiction code is not necessarily equal to one tax authority. For example, many states charge sales tax and allow counties and cities to add local sales taxes. One jurisdiction code may include the G/L accounts for more than one tax authority. The G/L account for one tax authority may be updated by more than one jurisdiction.

Use the split tax functionality to create different tax rates within a single jurisdiction. This can be useful if you have different tax rates for different sales amounts. For example, one sale at \$999.00 might be taxed at a 7% rate, while a sale at \$1,348.00 might be taxed at a 4% rate.

You can assign tax jurisdiction overrides to customers with incorrect default tax jurisdictions. The system determines a customer's default tax jurisdiction from the zip code associated with the ship via on their order, but you may have reason to assign the customer to a different tax jurisdiction.

You can add tax exempt numbers to customer records. Sales tax will not be added for these customers during order entry, unless a tax exception group is assigned to the customer and the product they are purchasing, and the product is flagged as always taxable.

Use line item taxability to enable a customer to determine the taxability of each line item on an order.

Some states, such as Colorado and Louisiana, allow customers to be exempt at specific jurisdiction levels. For example, a customer could be exempt from state tax, but not for local or city taxes. Use this functionality to define tax exemption statuses at specific levels of jurisdictions.

See Also:

Sales Tax Overview

Creating Sales Tax Jurisdiction Codes

Create tax jurisdiction codes to identify tax rates for a jurisdiction and the G/L account (tax authority) to post the tax to. A tax jurisdiction code is not necessarily equal to one tax authority. For example, many states charge sales tax and allow counties and cities to add local sales taxes. One jurisdiction code may include the G/L accounts for more than one tax authority. The G/L account for one tax authority may be updated by more than one jurisdiction.

Tax jurisdiction codes are assigned to zip codes. During order entry, tax is applied according to the zip code.

In addition to its regular rate, each tax code can have a reduced tax rate. The reduced rate is triggered by tax exception groups. You can also use a tax jurisdiction code to:

- Enter an override tax for freight and handling.
- Define a maximum taxable dollar amount for an order or line item.
- Identify tax exceptions for product groups.

Note: If you use the Eclipse National Sales Tax Database companion product, creating and maintaining tax jurisdiction codes is not required. Geocodes replace tax jurisdiction codes.

► To create a tax jurisdiction code:

1. From the **Files > Tax, Duty & Exchange Rates** menu, select **Tax Jurisdiction Code Maintenance** to display the Tax Jurisdiction Code Maintenance screen.

2. In the **Code** field, enter a unique and descriptive tax code, up to 10 characters.

Do not use SHIPTO, BRANCH, BRANCH.PRC, BRSHIPTO, and PBRSHIPTO as tax codes. These are reserved words used in Eclipse.

The Tax Code IDs menu displays, listing currently defined effective dates and the option **NEW**.

3. Select the option **NEW**.
4. In the **Effective Date** field, enter the date when the new tax code becomes effective.
5. In the **Desc** field, define the tax code or explain what political entity or entities the tax jurisdiction includes.
6. In the **Use Tax Rate from Original Sales Order on Return Orders (Y/N/BLANK)** field, enter one of the following to determine which sales tax rate to use on return orders:
 - **Y** - Uses the tax rate from the original sales order.
 - **N** - Uses the tax rate on the day the item is returned. This is the default.
 - If you leave this field blank, the system uses the settings in the **Use Tax Rate From Original Sales Order For Returns** control maintenance record.

Note: When you want to use the tax rate from the original sales order, and you are entering a return order, you must enter the original sales order number. Otherwise, the system uses the current tax rate. In addition, you cannot include positive quantity items on the return sales order.

7. In the **Use Prev Tax Rates for Orders Before Effective Date** field, do one of the following:
 - **Leave this field blank** - Applies the tax rate you are entering for this jurisdiction code to all orders, regardless of whether they were entered prior to the date the effective date of the jurisdiction code.
 - **Enter a date** - Applies the previous tax rate to orders entered prior to the effective date of the jurisdiction you are creating, up until the date you enter here. Enter a date in this field if your tax rate has changed, but you want to use the previous sales tax data for orders entered prior to the new tax rate taking effect, but whose material has not yet shipped. For example, you might honor the previous sales tax for orders entered prior to the effective date, but whose material is planned to ship within 90 days.
8. In the **Juris. G/L Account** column, identify the G/L accounts (tax authorities) to which this tax jurisdiction must pay taxes. Press **F10** to display a list of G/L accounts.
9. In the **Rate** column, enter the normal tax rate for each G/L account. For example, enter a tax rate of 6.5 percent as 6.5.
10. To allow a jurisdiction type to be assigned to each G/L account, in the **Type** column, enter one of the following:
 - **State**
 - **City**
 - **County**
 - **Local**

Reduced Tax Rates

Some tax authorities identify types of products or customers that are eligible for a reduced tax rate. Each G/L account, or tax authority, can have a reduced tax rate in addition to its regular rate. This is not required, but the option is available.

►To associate a reduced tax rate with a tax jurisdiction code:

1. From the **Files > Tax, Duty & Exchange Rates** menu, select **Tax Jurisdiction Code Maintenance** to display the Tax Jurisdiction Code Maintenance screen.
2. Display a tax jurisdiction code.
3. If a tax authority offers a reduced rate, enter the rate in the **Reduced** field.

The reduced rate is used when triggered by a tax exception group.

Taxing Freight and Handling Charges

Freight and handling charges are considered to be tax exempt by the system, unless their associated G/L account is listed on this screen.

►To make freight and handling charges in a jurisdiction taxable:

1. From the **Files > Tax, Duty & Exchange Rates** menu, select **Tax Jurisdiction Code Maintenance** to display the Tax Jurisdiction Code Maintenance screen.
2. Display a tax jurisdiction code.
3. Use the **Tax Misc G/L ID** hot key to display the Tax Misc G/L ID screen, where you can enter the associated G/L account name. Press **Esc** to return to the Tax Jurisdiction Code Maintenance screen.
4. In the **Frft & Hndl** field, enter the tax rate.

If there is...	Then...
a Total Freight amount entered on the Sales Order Entry Totals screen and a G/L account for freight is included on the Tax Misc G/L ID screen	the Total Freight amount will be multiplied by this rate to obtain the tax amount that will be posted for the freight.
no tax rate entered in the Frft & Hndl field when one is needed	the system will use the regular tax rate specified in the Rate field.
no Total Freight amount entered on the Sales Order Entry Totals screen, or there is no G/L account for freight included on the Tax Misc G/L ID screen	no tax will be applied to the Total Freight amount.

Maximum Taxable Dollar Amount

The maximum taxable dollar amount is an option Eclipse provides. Some local tax authorities set a maximum dollar amount on which tax can be charged. For example, if the price of an item on a sales order is \$2500 and the Maximum Taxable amount is \$1200, the full rate sales tax is only charged on \$1200. If more than one authority within the jurisdiction has the same allowance then that amount should be repeated for each authority.

►To enter a maximum taxable amount for a tax jurisdiction:

1. From the **Files > Tax, Duty & Exchange Rates** menu, select **Tax Jurisdiction Code Maintenance** to display the Tax Jurisdiction Code Maintenance screen.
2. Display a tax jurisdiction code.
3. **Max Txbl** column displays either a blank or * Splt* to indicate that a value has been set on the Split Tax Rate Maintenance screen. Use the **Split Rates** hot key to enter a dollar amount into this field. For more information, see Splitting Sales Tax Rates.

4. In the **Per** column, indicate whether the Maximum Taxable value is based on a single line item, extended line item, or the entire order. Press **F10** and select **Item**, **Ext**, or **Order**.

If you select...	Then Eclipse checks...	Example: Max Taxable = \$1600
Item	the dollar amount of each single item on the order. When the dollar amount on any item exceeds the Maximum Taxable value, the full rate sales tax is only charged on the maximum taxable amount.	3 widgets @ \$2000 each = \$6000 full tax on \$4800 (3 x \$1600) reduced or no tax on \$1200 (3 x \$400)
Ext (extended)	the extended dollar amount of each line item on the order. When the extended dollar amount on any line item exceeds the Maximum Taxable value, the full rate sales tax is only charged on the maximum taxable amount.	3 widgets @ \$2000 each = \$6000 full tax on \$1600 reduced or no tax on \$4400
Order	the total dollar amount of the entire order. When the dollar amount of the entire order exceeds the Maximum Taxable value, the full rate sales tax is only charged on the maximum taxable amount.	3 widgets @ \$2000 each = \$6000 5 tools @ \$1000 each = \$5000 full tax on \$1600 reduced or no tax on \$9400

Product Exception Groups

If a product tax exception group spans all the customers in a jurisdiction, apply the tax exception to the tax jurisdiction rather than individual customers.

►To apply a tax exception group to this tax jurisdiction:

1. From the **Files > Tax, Duty & Exchange Rates** menu, select **Tax Jurisdiction Code Maintenance** to display the Tax Jurisdiction Code Maintenance screen.
2. Display a tax jurisdiction code.
3. Use the **Prod Tax Exception Groups** hot key to display the Exception Groups screen.
4. For each group the jurisdiction participates in, press **F10** and select the group.
5. Press **Esc** to save the data.

Canadian GST and PST

If your company is Canadian, you can also flag a tax account associated with the tax code as a Goods and Services Tax (GST) or Provincial Sales Tax (PST) account. These settings are used for reporting purposes.

►To flag a tax account as a GST or PST account:

1. From the **Files > Tax, Duty & Exchange Rates** menu, select **Tax Jurisdiction Code Maintenance** to display the Tax Jurisdiction Code Maintenance screen.
2. Display a tax jurisdiction code.

3. Position the cursor on a G/L account.
4. Use the **GST/PST** hot key to display the GST/PST Maintenance screen.
Note: This hot key is only used by Canadian distributors who have line item taxability enabled. This hot key must be enabled by setting the Enable GST/PST Hot Key In Tax Jurisdiction Code Maintenance control maintenance record to **Y**.
5. Set the appropriate flag. Keep in mind that you cannot enter a **Y** in both the **GST** and **PST** columns.

See Also:

Sales Tax Jurisdiction Codes Overview

Sales Tax Overview

Splitting Sales Tax Rates

Use the split tax functionality to create different tax rates within a single jurisdiction. This can be useful if you have different tax rates for different sales amounts. For example, one sale at \$999.00 might be taxed at a 7% rate, while a sale at \$1,348.00 might be taxed at a 4% rate.

This functionality typically applies to Tennessee state sales tax rules, but may apply to other states as well.

► To split tax rates:

1. From the **Files > Tax, Duty & Exchange Rates** menu, select **Tax Jurisdiction Code Maintenance** to display the Tax Jurisdiction Code Maintenance screen.
2. Populate the fields according to the Creating Tax Jurisdiction Codes procedure.
3. Use the **Split Rates** hot key to display the Split Tax Rate Maintenance screen. The split tax you create applies to the line item that the cursor was on when you used the **Split Rates** hot key.

Note: The Enable GST/PST Hot Key In Tax Jurisdiction Code Maintenance control maintenance record must be set to **Y** for the **Split Rates** hot key to be active.

4. In the **Type** field, press **F10** and select one of the following to determine how the tax rate should apply:
 - **Item** – Determines the tax based on the dollar amount of each single item on the order generation.
 - **Ext** – Determines the tax based on the extended dollar amount of each line item on the order.
 - **Order** – Determines the tax based on the total dollar amount of the entire order.
5. In the **Maximum** field, enter the dollar amount where the corresponding tax rate ends.

When you specify a maximum amount for a range of sales dollars, that same amount displays in the next line in the **Minimum** field. This is not a duplication. Keep in mind the following:

- Any amount less than the maximum amount will be taxed at the rate for that line.
- Any amount equal to or greater to the maximum amount will be taxed at the rate for the next line.
- If you do not specify a maximum amount, the corresponding tax rate will be applied to any sales amount equal or greater than the minimum dollar amount.

Notes: If you enter 0 in this field, the system considers the line item, dollar amount, or sales order to be taxable. If you do not want to apply a taxable amount to a line item, dollar amount, or sales order, you must leave this field blank.

6. In the **Rate** field, enter the tax rate for sales amounts that are between the amounts in the **Minimum** and **Maximum** fields.

Notes: If you enter 0.0 in this field, the system considers the line item, dollar amount, or sales order to be taxable. If you do not want to apply a taxable rate on a line item, dollar amount, or sales order, you must leave this field blank.

7. Press **Esc** to save the information and return to the Tax Jurisdiction Code Maintenance screen.

Splt * appears in the **Max Txbl & Per** column to indicate that a split taxable rate was applied to that line item.

See Also:

Sales Tax Jurisdiction Codes Overview

Sales Tax Overview

Assigning Tax Jurisdiction Overrides to Customers

You may have a customer whose default tax jurisdiction is incorrect. The system determines a customer's default tax jurisdiction from the zip code associated with the ship via on their order, but you may have reason to assign the customer to a different tax jurisdiction. You can override this default in the customer record. In addition, you can define the taxable jurisdiction for each exemption. You may need to do this, for example, if the customer is exempt for state taxes, but is not exempt for local or city taxes.

If customers have sales tax jurisdiction overrides configured, then that tax rate applies to any future orders for that customer. However, when you add a tax jurisdiction override to a customer that has existing invoiced orders, the override does not affect those orders.

► To assign a tax jurisdiction override code to a customer:

1. From the **Files** menu, select **Customer** to display the Customer Maintenance screen.
2. Display the customer's record.
3. Use the **Tax #** hot key to display the Sales Tax screen.
4. In the **Tax Jurisdiction Override** field, press **F10** to display a list of tax jurisdiction codes and select one. These codes are defined on the Tax Jurisdiction Code Maintenance screen. For more information, see [Creating Tax Jurisdiction Codes](#).

When this field is populated, the selected tax jurisdiction code is used for the customer in place of the default.

5. Press **Esc** until the updated customer record is saved.

See Also:

[Sales Tax Jurisdiction Codes Overview](#)

[Sales Tax Overview](#)

[Creating Tax Exemption Statuses at Jurisdiction Levels](#)

Enabling Line Item Taxability for Customers

Line item taxability enables a customer to determine the taxability of each line item on an order.

Note: Only one field on the screen is required to enable line item taxability.

► To enable line item taxability for a customer:

1. From the **Files** menu, select **Customer** to display the Customer Maintenance screen.
2. Display a customer record.
3. Use the **Tax #** hot key to display the Sales Tax screen.
4. In the **Line Item Taxability** field, press **F10** to display the line item taxability options and select one.
 - **Disabled** – The system does not allow the application of sales tax at the line item level. This is the default.
 - **Always Prompt** – Displays the previous selection for that product each time this customer orders a product and prompts whether to change it.
 - **Prompt if Not Bought** – Prompts for a tax selection when the customer orders a product that has not been purchased before. Thereafter, the system uses that selection and does not display any prompt.
 - **Enabled** – The system allows the application of sales tax at the line item level. The system prompts the user to specify each line item's taxability and allows them to update the TAX field when in the Line Item Taxable view.
- Press **Esc** to save your changes and exit this screen.

See Also:

Sales Tax Jurisdiction Codes Overview

Sales Tax Overview

Accounting Setup Overview

Adding Tax Exempt Numbers to Customer Records

Your customers may have tax-exempt numbers. Add your customers' tax-exempt numbers to their records, as described below. Sales tax will not be added for these customers during order entry, unless a tax exception group is assigned to the customer and the product they are purchasing, and the product is flagged as always taxable.

► To add a tax exempt number to a customer record:

1. From the **Files** menu, select **Customer** to display the Customer Maintenance screen.
2. Display the customer record.
3. Use the **Tax #** hot key to display the Sales Tax screen.
4. In the **Tax Jurisdiction Override** field, select a tax jurisdiction code to use during overrides of sales tax.

Note: When this field is populated, the selected tax jurisdiction code is used for the customer in place of the default. This field is optional.

5. In the **Line Item Taxability** field, select one of the following the line item taxability options:
 - **Disable** – The system does not allow the application of sales tax at the line item level. This is the default.
 - **Always Prompt** – Displays the previous the previous selection for that product each time this customer orders a product and prompts whether to change it.
 - **Prompt if Not Bought** – Prompts for a tax selection when the customer orders a product that has not been purchased before. Thereafter, the system uses that selection and does not display any prompt.
 - **Enable** – The system allows the application of sales tax at the line item level. The system prompts the user to specify each line item's taxability and allows them to update the TAX field when in the Line Item Taxable view.

6. In the **Calculate Split Tax At Order Level** field, indicate if you want to use split tax rates.

Note: Split tax rates can be used when you apply different tax rates to different amounts. For example, you may apply a 7% tax rate if an item is from \$1.00 to \$999.00, but a 4% tax rate if an item is over the \$999.99 mark. For more information, see Defining Split Tax Rates in the National Sales Tax Database documentation.

7. In the **St** column, press **F10** to display a list of states and select one.
8. In the **City/County** column, enter one of the following to determine the area to apply the tax exemption to:
 - /<Name of a city>
 - !<Name of a county>

- Leave this field blank to have the tax exemption apply to all areas.

Note: This option provides the ability to apply city tax to a customer in a city where the customer takes possession of a product, regardless of the fact that the customer may be tax exempt in their own city of residence.

9. In the **Type** column, press **F10** to display the list of tax-exempt types and select one. Tax-exempt types are defined using the Valid Tax Exempt Types control maintenance record.

Note: The system uses this field to determine taxability when generating invoices.

10. In the **Exempt #** column, enter the customer's tax-exempt number. If you leave this field blank, it means that the customer is taxable for the state that they are in.

Note: The system uses this field to determine taxability when generating invoices.

11. In the **Exp Date** field, enter the date that the tax-exempt number expires. If this field is left blank, the number will never expire in the state in which it applies.

12. Repeat steps 4-8 if the customer has tax-exempt numbers for multiple states.

13. Press **Esc** until the updated customer record is saved.

See Also:

Sales Tax Jurisdiction Codes Overview

Sales Tax Overview

Creating Tax Exemption Statuses at Jurisdiction Levels

Creating Tax Exemption Statuses at Jurisdiction Levels

Generally, if a customer has a tax exemption certificate, they will be tax exempt for all tax rates at all jurisdiction levels within a particular state. However, some states, such as Colorado and Louisiana, allow customers to be exempt at specific jurisdiction levels. For example, a customer could be exempt from state tax, but not for local or city taxes. Use this procedure to define tax exemption statuses at specific levels of jurisdictions.

► To create tax exemption statuses at the jurisdiction level:

1. From the **Files** menu, select **Customer** to display the Customer Maintenance screen.
2. Display the customer's record.
3. Use the **Tax #** hot key to display the Sales Tax screen.
4. Use the **Jurisdiction Exemptions** hot key to display the Jurisdiction Exemptions screen.

Note: This hot key displays only if you have the National Sales Tax companion product. For more information, see National Sales Database Tax Overview.

5. Move the cursor to one of the following jurisdictions that you want to create a tax exemption for:
 - **State**
 - County
 - City
 - County Local
 - City Local
6. In the **Taxable** column, enter a **Y** or **N** to indicate the exemption status of that jurisdiction. For example, if the user is exempt from state taxes, enter a **Y**. The default for all jurisdictions is **N**.

The following occurs:

First, the system checks for exemptions in the following order of jurisdictions:

- City
- County
- State
- City Local
- County Local

If more than one exemption is found, the system uses the first occurrence of an exemption. If no exemption is found, there will be no exemption on the order.

Second, the selected exemption number displays on the Header screen in Sales Order Entry in the **Tax Exempt ID #** field.

If the exemption does not apply to all jurisdiction levels, an asterisk (*) displays next to the field to indicate that this is only a partial exemption. Clearing out the **Tax Exempt ID #** field removes all exemptions from the order. Changing the value in the field makes the order completely tax exempt. For more information, see Sales Order Entry.

7. When you are finished making adding jurisdiction exemptions, press **Esc** to return to the Sales Tax screen.

See Also:

Sales Tax Jurisdiction Codes Overview

Sales Tax Overview

Assigning Tax Jurisdiction Overrides to Customers

Sales Tax Exception Groups Overview

Tax exception groups identify products that are taxed outside the normal tax rules for selected customers. For a tax exception to apply, you need to:

- Create the group and the locations to which it applies.
- Assign the group to the customer purchasing the product, unless the exception group applies to all customers.
- Assign the group to the product or price line being purchased.

You can override geocodes for tax jurisdictions to specify whether the rate for override geocode applies to the state, county, city, or local tax jurisdictions. You can set each jurisdiction to either collect the full rate or collect zero (0) tax, and only apply the override geocode to certain jurisdictions as needed.

You can assign tax exception groups to customers based on their location or tax jurisdiction.

You can assign a tax exception group to a product record. A product in a tax exception group can be always taxed, subject to a reduced tax, or never taxed. You can also assign a tax exception group to a price line record when the group includes all products in the price line.

When creating or updating tax exception groups, you can use the geocode search functionality to select and display any combination of geocodes and zip codes. Then, once selected, these can be inserted into the tax exception group maintenance selection parameters. For example, you can select geocodes for all counties within Colorado, or for a zip code within a specific city.

Example 1: Create a tax exception group that applies to certain customers and products

If restaurants do not have to pay taxes on paper goods, you would set up the tax system as follows:

- Create a tax exception group called RESTAURANTPAPER.
- Assign the exception group to all paper products.
- Assign the RESTAURANTPAPER exception group to each of your restaurant customer records. If a limited number of zip codes, geocodes, or states are defined on the Tax Exception Group Maintenance screen, verify that the customer tax jurisdictions are included in the list.
- Flag the RESTAURANTPAPER exception group as being never taxable in the product records that belong to this group.

Example 2: Making a product non-taxable for all customers in a state

To make a product non-taxable for all customers in a state, set up the tax system in the following way:

- First, create a tax exception group. Set the **Customers Exempt** field to **Y** and enter the state in the **Zip Codes/Geocodes/States** field.
- Then, in the product or price line record that will be non-taxable, flag the exception group as being never taxable.

See Also:

Sales Tax Overview

Creating Sales Tax Exception Groups

Tax exception groups identify products that are taxed outside the normal tax rules for selected customers. You can assign an exception group to a product, group of products, price line, customer, or group of customers.

For a tax exception to apply, you need to:

- Define the group and the locations to which it applies.
- Assign the group to the customer purchasing the product.
- Assign the group to the product or price line being purchased.

Defining a Tax Exception Group

Use the Tax Exception Group Maintenance screen to define a tax exception group and the locations to which it applies.

►To create a tax exception group:

1. From the **Files > Tax, Duty & Exchange** menu, select **Tax Exception Group Maintenance** to display the Tax Exception Group Maintenance screen.
2. In the **Exception Group ID** field, enter a new tax exception group code.
3. In the **Zip Codes/Geocodes/States** field, enter the zip codes, geocodes, or states to which you want the exception group to apply. If left blank, the tax exception group applies to all locations. When entering states, type a forward slash (/) followed by the state abbreviation. For example, for Colorado, type **/CO**.

Use the following hot keys as needed:

Hot Key	Function
Add Zip/Geocodes	Searches for codes. Enter a city and state on the Zip Code Search screen to display the corresponding list of zip codes. Edit the list as needed, and then press Esc to use the list.
Copy	Copies the locations defined for the currently displayed tax exception group to a new tax exception group.
Delete	Deletes the currently displayed tax exception group.
Override Tax Jurs	Displays the Override Geocode Tax Jurs screen, where you can override the geocode applied to tax jurisdictions. For more information, see Overriding Geocodes for Tax Jurisdictions .

4. Press **Esc** to exit the screen.

Using the Override Geocode and Customers Exempt Fields

The **Override Geocode** and **Customers Exempt** fields are not always used.

Geocodes are only used if your company has the National Sales Tax Database companion product. If you do not have the companion product, leave the **Override Geocode** field blank. Use this field to assign the tax exception group to a reduced rate geocode.

▶ **To create a tax exception group associated with a reduced tax rate tax jurisdiction:**

1. From the **Files > Tax, Duty & Exchange** menu, select **Tax Exception Group Maintenance** to display the Tax Exception Group Maintenance screen.
2. In the **Exception Group ID** field, enter a new tax exception group code.
3. In the **Override Geocode** field, assign the geocode associated with the reduced tax rate.

The **Customers Exempt** field lets you apply a tax exception group to all customers in the locations for which it is defined. If the tax exemption has expired, then the exception is not added to the header screen in an order.

▶ **To assign a tax exception group to all customers:**

1. From the **Files > Tax, Duty & Exchange** menu, select **Tax Exception Group Maintenance** to display the Tax Exception Group Maintenance screen.
2. Display an exception group.
3. In the **Customers Exempt** field, enter a **Y**.

Note: If the tax exemption has expired, then the exception is not added to the header screen in an order.

4. In the **Zip Codes/Geocodes/States** field, enter the locations to which the tax exception group applies. If left blank, the tax exception group applies to all locations. When entering states, type a forward slash (/) followed by the state abbreviation. For example, for Colorado type **/CO**.

See Also:

Sales Tax Exception Groups Overview

Sales Tax Overview

Overriding Geocodes for Tax Jurisdictions

Use this functionality to specify whether the rate for override geocode applies to the state, county, city, or local tax jurisdictions. You can set each jurisdiction to either collect the full rate or collect zero (0) tax, and only apply the override geocode to certain jurisdictions as needed.

To use this functionality both the customer and product for this geocode must be assigned the tax exception group of NST. For more information, see *Creating Sales Tax Exception Groups*, *Assigning Sales Tax Exception Groups to Customers*, as well as *Assigning Sales Tax Exception Groups to Products or Price Lines*.

► To override geocodes for tax jurisdictions:

1. From the **Files > Tax, Duty & Exchange** menu, select **Tax Exception Group Maintenance** to display the Tax Exception Group Maintenance screen.
2. In the **Exception Group ID** field, enter a new tax exception group code.
3. In the **Override Geocode** field, enter the geocode associated with the reduced tax rate that you want to override.
4. Use the **Override Tax Juris** hot key to display the Override Geocode Tax Juris screen.

Note: This hot key is active only if there is a geocode entered in the **Override Geocode** field on the Tax Exception Group Maintenance screen. For more information, see *Creating Sales Tax Exception Groups*.

The **Geocode** field displays the geocode that you entered on the Tax Exception Group Maintenance screen.

5. Move your cursor to one of the following jurisdictions to indicate which one to apply the override to:
 - **State**
 - **County**
 - **City**
 - **County Local**
 - **City Local**
6. Enter one of the following to indicate whether or not to apply the override:
 - **Y** – Charges the full rate for the jurisdiction. This is the default. Uses the override geocode to get the rates for that jurisdiction.

Note: If you set **County** to **Y**, this applies to the county sales tax rate as well as any split geocode set up for that county. The override rates for the override geocode apply. Charges the full rate for the specified jurisdiction.

- **N** – Charges zero (0) for the jurisdiction. The system uses the generation or header level geocode to get the rates for that jurisdiction.

7. When you are finished, press **Esc** to save your changes and return to the Tax Exception Group Maintenance screen.

See Also:

Sales Tax Exception Groups Overview

Sales Tax Overview

Assigning Sales Tax Exception Groups to Customers

There are several ways to assign a tax exception group to customers.

You can assign a tax exception group to:

- All customers in selected zip codes, geocodes, or states.
- All customers in a tax jurisdiction.
- Individual customers.

Note: For a tax exception to apply, you must assign the tax exception group to a customer and the product or price line the customer is buying. The tax exception group must also include the customer's zip code in its defined locations.

All Customers in Selected Zip Codes, Geocodes, or States

When a tax exception group applies to *all* customers in the locations to which the group applies, set a flag in the tax exception group record.

► To assign a tax exception group to all customers in a location:

1. From the **Files > Tax, Duty & Exchange** menu, select **Tax Exception Group Maintenance** to display the Tax Exception Group Maintenance screen.
2. Display the tax exception group.
3. In the **Customers Exempt** field, enter a **Y**.

Note: You must also set the **Always/Never** field on the Product Tax Exception Groups screen to **Never** in order to include all of the customers that are tax exempt. For more information, see Assigning Sales Tax Exception Groups to Products or Price Lines.

4. In the **Zip/Geocodes/State** field, enter the locations to which the exception group applies. Keep in mind the following:
 - If you have no geocodes, zip codes, or states defined, then the product is tax exempt for every customer in every state.
 - If you have one or more geocodes, zip codes, or states defined, then the product is tax exempt for those customers within that geocode.

For information on how to select groups of geocodes, zip codes, or states, see Selecting by Geocodes.

All Customers in a Tax Jurisdiction

When a tax exception group applies to all customers in a jurisdiction, assign the tax exception group to the tax jurisdiction.

►To assign a tax exception group to a tax jurisdiction:

1. From the **Files > Tax, Duty & Exchange Rate** menu, select **Tax Jurisdiction Code Maintenance** to display the Tax Jurisdiction Code Maintenance screen.
2. Display the tax jurisdiction code.
3. Use the **Product Tax Exception Groups** hot key to display the Exception Groups screen.
4. Press **F10** to display the list of defined exception groups. Select the group.
5. Press **Esc** to save the data.

Individual Customers

When a tax exception group applies to selected customers in a tax jurisdiction, assign the tax exception group to the customer records.

►To assign a tax exception group to a customer:

1. From the **Files** menu, select **Customer** to display the Customer Maintenance screen.
2. Display the customer record.
3. Use the **Tax Grps** hot key to display the Exp Grps (Exception Groups) screen.
4. Press **F10** to display the list of defined exception groups and select the group this customer participates in. The exception group name is added to the Exp Grps screen.
5. Repeat step 4 to select additional groups the customer participates in.
6. When the list is complete, press **Esc**.

See Also:

Sales Tax Exception Groups Overview

Sales Tax Overview

Creating Sales Tax Exception Groups

Assigning Sales Tax Exception Groups to Products and Price Lines

Assigning Sales Tax Exceptions Groups to Products or Price Lines

You can assign a tax exception group to a product record. A product in a tax exception group can be always taxed, subject to a reduced tax, or never taxed. You can also assign a tax exception group to a price line record when the group includes all products in the price line.

The tax exception group setting for a product's price line is used only if the tax exception group setting for the product is blank.

Use the Product Tax Exception Groups screen to assign tax exception groups. The same screen is used for products and price lines. When you access this screen from Product Maintenance, the tax exception group assignments are associated with the product. When you access this screen from Price Line Maintenance, the tax exception group assignments are associated with all products in the price line.

► To assign a tax exception group to a product or price line:

1. From the **Files** menu, select **Product** to display the Product Maintenance screen.
2. Display a product record.
3. Use the **Tax** hot key to display the Product Tax Exception Groups screen.

Note: From Price Line Maintenance, display a price line record and use the **Tax Exceptn Grps** hot key.

All tax exception groups display.

4. In the **Always/Never** column, for each tax exception group, choose one of the following:
 - **Always** – Indicates that the tax exception group is always taxable.
 - **Never** – Indicates that the tax exception group is never taxable.
 - Leave the field blank if the tax exception group does not apply to the product or price line.

Note: The setting on this column always overrides the customer's tax exemption status on the Sales Tax screen. For more information, see Adding Tax Exempt Numbers to Customer Records.

5. In the **Reduced Rate** field, do one of the following:
 - If the product is taxable with a reduced tax rate, enter **Y**.
 - If the product is not taxable with a reduced rate, leave the default **N**.
6. Press **Esc** to save the information in this screen.

See Also:

Sales Tax Exception Groups Overview

Sales Tax Overview

Creating Sales Tax Exception Groups

Assigning Sales Tax Exception Groups to Customers

Selecting by Geocodes

When creating or updating tax exception groups, you can use the geocode search functionality to select and display any combination of geocodes and zip codes. Then, once selected, these can be inserted into the tax exception group maintenance selection parameters. For example, you can select geocodes for all counties within Colorado, or for a zip code within a specific city.

►To select by a geocode:

1. From the **Files > Tax, Duty & Exchange** menu, select **Tax Exception Group Maintenance** to display the Tax Exception Group Maintenance screen.
2. From a populated Tax Exception Group Maintenance screen, use the **Add Zip/Geocodes** hot key to display the Geocode Search screen.
3. In the **State** field, enter the name of the state for which you want to select geocodes. This field cannot be left blank.
4. To select geocodes for a specific county, enter the name of the county in the **County** field. If you leave this field blank, the system selects all codes for all counties within the state given in the **State** field.
5. To select geocodes for a specific city, enter the name of the city in the **City** field. If you leave this field blank, the system selects all codes for all cities within the state given in the **State** field.
6. To select geocodes for a specific zip code, enter the name of the zip code in the **Zip** field. If you leave this field blank, the system selects all codes for all zip codes within the state given in the **State** field.
7. Press **Alt-S** to display the codes that match the defined parameters.
8. Press **Esc** to save the information and return to the Tax Exception Group Maintenance screen, where the selected codes display in the **Zip Codes/Geocodes/States** field.

See Also:

Sales Tax Exception Groups Overview

Sales Tax Overview

Viewing Geocode Sales Tax Information

Sales Tax Reports Overview

This section contains procedures for sales tax reports.

Run the Sales Tax Journal to list the sales taxes your company owes. You can run the report for the branches and period of time you specify. You have the option to show the report in a Detail format that lists individual sales orders. Or choose the Summary format that omits the order details. You can run the report for sales tax that you have collected (Paid) or for sales tax that is owed to you (Invoiced).

Run the Sales Tax Code Report to list the sales taxes your company owes, organized by tax jurisdiction codes. Your company has a different code for each tax jurisdiction in which you do business, plus another generic OOS code for out-of-state sales. You can run the report for the branches and period of time you specify. You can also run the report for sales tax that you have collected (Paid) or for sales tax that is owed to you (Invoiced).

Run the Sales Tax Overrides Report to see which tax accounts and sales orders had overrides applied to their sales taxes. Overrides can be applied for various reasons. For example, some sales may be exempt because the products were purchased for resale. Each tax jurisdiction has its own rules for tax exemptions, which can require the salesperson to override the normal taxes.

The New York Sales Tax Report lists, for a designated period of time, all the sales tax you owe to the state of New York for paid invoices. This report is applicable only if your company does business in and pays taxes to the state of New York.

Use the Sales Tax Change Log Report to gather information about invoice sales orders that have had changes made to the tax-exempt code, the tax-jurisdiction code, or the tax amount. The report displays the user who made the change, the date the change was made, in addition to the original and new tax exemption codes, tax jurisdiction codes, and sales tax amounts. If there have been multiple changes to any of these codes, only the most recent change for each code will be displayed on the report.

See Also:

Sales Tax Overview

Running the Sales Tax Journal

Run the Sales Tax Journal to list the sales taxes your company owes. You can run the report for the branches and period of time you specify. You have the option to show the report in a Detail format that lists individual sales orders. Or choose the Summary format that omits the order details. You can run the report for sales tax that you have collected (Paid) or for sales tax that is owed to you (Invoiced).

The report columns show you amounts for gross sales, full tax sales, and other sales. The report also includes rental agreements. Additional columns show amounts for full tax due, other tax due, and the total tax due for each account. Columns for total tax charged and cash receipts tax adjustments, for example, miscellaneous adjustments at the time of payment, may also show. The detailed report format also shows the order number and customer name.

Note: The full sales or taxes are those taxed at the full rate. The other sales or taxes are those taxed at any other reduced rate, such as freight charges that are taxed at a lower rate.

Each tax account is subtotaled, and grand totals for all columns display at the bottom of the report. The report notes that the grand totals may be inflated by sales for tax jurisdictions with multiple general ledger accounts.

►To run the Sales Tax Journal:

1. From the **Orders > Reports > Tax** menu, select **Sales Tax Journal** to display the Sales Tax Journal screen.
2. In the **Br/Tr/All** field, press **F10** and specify which or all branches and territories to report on.
3. In the **Start Date** and **End Date** fields, press **F10** and specify the desired calendar date range. You can also specify dates using variable dating.
4. In the **Detail/Summary** field, press **F10** and specify **Summary** to omit the individual order details, or specify **Detail** to include the orders.
5. In the **Invoiced/Paid** field, press **F10** and specify whether to include all orders that have been **Invoiced**, or just report on invoices that customers have **Paid**.
6. In the **Credits (Inc/Exc/Only)** field, press **F10** and select from one of the following to determine which type of payables to include in the report:
 - **Include** – Includes both debits and credits.
 - **Exclude** – Includes only debits.
 - **Only** – Includes only credits.
7. Set options, if needed, and generate the report.

See Also:

Sales Tax Reports Overview

Sales Tax Overview

Sales Tax Code Report

Sales Tax Overrides Report

Running the Sales Tax Code Report

Run the Sales Tax Code Report to list the sales taxes your company owes, organized by tax jurisdiction codes. Your company has a different code for each tax jurisdiction in which you do business, plus another generic OOS code for out-of-state sales. You can run the report for the branches and period of time you specify. You can also run the report for sales tax that you have collected (Paid) or for sales tax that is owed to you (Invoiced).

The report columns show you the jurisdiction code, exemption type, amounts for all sales, full tax sales, and other sales. The report also includes rental invoices. Additional columns show amounts for full tax due, other tax due, and the total tax due. The Detail report format also shows the branch, invoice number, and customer name. The full sales or taxes are those taxed at the full rate. The other sales or taxes are those taxed at any other reduced rate, such as freight charges that are taxed lower. The report's level of detail, subtotals, and totals depend on your **Detail/Summary/Totals** field choice.

► To run the Sales Tax Code Report:

1. From the **Orders > Reports > Tax** menu, select **Sales Tax Code** to display the Sales Tax Code Report screen.
2. In the **Br/Tr/All** field, press **F10** and specify which or all branches and territories to report on.
3. In the **Start Date** and **End Date** fields, press **F10** and specify the desired calendar date range. You can also specify dates using variable dating.
4. In the **Primary Sort** field, press **F10** and choose one of the following to specify how to sort the report listing:
 - Branch
 - Jurisdiction Code
 - Exemption Code
5. In the **Secondary Sort** field, press **F10** and choose one of the following to specify how to sort the report listing:
 - Branch
 - Jurisdiction Code
 - Exemption Code
6. In the **Select Invoiced/Paid** field, press **F10** and specify whether to include all orders that have been Invoiced, or just report on invoices that customers have Paid.
7. In the **Detail/Summary/Totals** field, press **F10** and choose one of the following to specify how much detail to include in the report:
 - **Detail** – Lists the individual transactions, subtotals for each tax code and branch, and the grand total amount of tax owed.

- **Summary** – Lists the subtotals for each tax code within each branch, followed by the subtotals for each branch or the subtotals for each branch within each tax code. This is followed by the subtotals for each tax code based on the parameters in both the Primary Sort and Secondary Sort fields, as well as the grand total amount of tax owed.
 - **Totals** – Lists the totals for each branch or tax code, based on the parameter in the Primary Sort field, as well as the grand total amount of tax owed.
8. In the **Tax Exempt Orders** field, select whether to include, exclude, or reun the report for only tax-exempt orders. The default **Exclude** omits tax-exempt orders, and includes taxable orders only.
 9. In the **Only Items Over Max Taxable (Y/N)** field, enter **Y** to only include items over the maximum taxable amount. This amount can be set for each tax code.
 10. In the **Credits (Inc/Exc/Only)** field, press **F10** and select from one of the following to determine which sort of payables to include in the report:
 - **Include** – Includes both debits and credits.
 - **Exclude** – Includes only debits.
 - **Only** – Includes only credits.
 11. Set options, if needed, and generate the report.

See Also:

Sales Tax Reports Overview

Sales Tax Overview

Sales Tax Journal

Sales Tax Overrides Report

Running the Sales Tax Overrides Report

Run the Sales Tax Overrides Report to see which tax accounts and sales orders had overrides applied to their sales taxes. Overrides can be applied for various reasons. For example, some sales may be exempt because the products were purchased for resale. Each tax jurisdiction has its own rules for tax exemptions, which can require the salesperson to override the normal taxes.

This report lists each order and shows any tax exemption code that was applied. You have the option of running the report for orders where no tax was charged, with overrides applied, or both. You can run the report for sales tax that you have collected (Paid) or for sales tax that is owed to you (Invoiced).

The report columns show you the order number, customer, and exemption code. Then the amounts for gross sales, full tax sales, and the other sales. The report also includes sales tax overrides on rental agreements. Additional columns show amounts for full tax due, other tax due, and the total tax due for each account. Full sales or full taxes are those that are taxed at the full rate. The other sales or taxes are those taxed at any other reduced rate, such as freight charges that are taxed lower.

Each account is subtotaled, and grand totals for all columns display at the bottom of the report. The report notes that the grand totals may be inflated by sales for tax jurisdictions with multiple general ledger accounts.

Note: To run this report, we recommend that you set the Recalculate Tax On Credit and Recalculate Tax on Rebill control maintenance records.

► To run the Sales Tax Overrides Report:

1. From the **Orders > Reports > Tax** menu, select **Sales Tax Overrides** to display the Sales Tax Overrides Report screen.
2. In the **Br/Tr/All** field, press **F10** and specify which or all branches and territories to report on.
3. In the **Start Date** and **End Date** fields, press **F10** and specify the desired calendar date range. You can also specify dates using variable dating.
4. In the **Include** field, press **F10** and specify one of the following:
 - **Only Zero Tax Amnts** – Includes only those orders where zero tax was charged. You can check for orders where tax obligations may have been entirely overlooked or evaded.
 - **Only Tax Overrides** – Includes only those orders with tax overrides.
 - **Zeros and Overrides** – Includes orders with zero tax due amounts, as well as orders with tax overrides.
5. In the **Invoiced/Paid** field, press **F10** and specify whether to include all orders that have been **Invoiced**, or just report on invoices that customers have **Paid**.
6. In the **Credits (Inc/Exc/Only)** field, press **F10** and select from one of the following to determine which sort of payables to include in the report:

- **Include** – Includes both debits and credits.
 - **Exclude** – Includes only debits.
 - **Only** – Includes only credits.
7. Set options, if needed, and generate the report.

See Also:

Sales Tax Reports Overview

Sales Tax Overview

Sales Tax Code Report

Sales Tax Journal

Running the New York Sales Tax Report

The New York Sales Tax Code Report lists, for a designated period of time, all the sales tax you owe to the state of New York for paid invoices. This report is applicable only if your company does business in and pays taxes to the state of New York.

The report is unique to the state of New York, because this state has industry-specific requirements for materialmen, also known as hardgoods distributors, who pay taxes. The state allows you to report and remit only the sales tax that you have actually collected from your customers, as long as the tax is collected within one year of invoicing. If a customer makes a partial payment, the tax owed to the state can be prorated accordingly. After one year, however, you must remit the tax owed even if you have not collected it from your customer.

For the period of time designated on the report, the system first scans cash receipts for paid invoices. If the receipt is for an invoice that is over one year old, it is not included in the report, because the taxes were previously paid. It then scans the A/R file for unpaid invoices that are over a year old, and includes them in the report.

Before running this report, you must set the **Non NY State Tax Codes** control maintenance record. You need to enter every tax jurisdiction defined for your company that is not in the state of New York. The report will include every tax jurisdiction defined for your company, except the ones listed in this record.

► To run the New York Sales Tax Report:

1. From the **Other > Reprts > End of Month Reports #2** menu, select **New York Sales Tax Report** to display the NY Sales Tax Code screen.
2. In the **Br/Tr/All** field, enter the branch or branches to be included in this report.
3. In the **Start Date** and **End Date** fields, press **F10** and specify the desired calendar date range. You can also specify dates using variable dating.
4. In the **Only Items Over Max Taxable (Y/N)** field, indicate whether to print the report only for those items over the maximum taxable amount.
5. In the **Detail/Summary/Totals** field, indicate the format in which to print the report:
 - **Detail** – Lists the individual transactions, subtotals for each tax code and branch, and the grand total amount of tax owed. This is the default.
 - **Summary** – Lists the subtotals for each tax code within each branch followed by the subtotals for each branch or the subtotals for each branch within each tax code followed by the subtotals for each tax code, depending on the Sort By selection, and the grand total amount of tax owed.
 - **Totals** – Lists the subtotals for each branch or tax code, depending on the **Sort by** selection, and the grand total amount of tax owed.
6. In the **Sort by** field, designate whether to sort the report by Branch by Tax Code or Tax Code by Branch. The default is by Branch by Tax Code.
7. Set options, if needed, and generate the report.

See Also:

Sales Tax Reports Overview

Sales Tax Overview

Running the Sales Tax Change Log Report

Use the Sales Tax Change Log Report to gather information about invoice sales orders that have had changes made to the tax-exempt code, the tax-jurisdiction code, or the tax amount. The report displays the user who made the change, the date the change was made, in addition to the original and new tax exemption codes, tax jurisdiction codes, and sales tax amounts. If there have been multiple changes to any of these codes, only the most recent change for each code will be displayed on the report.

▶ To run the Sales Tax Change Log Report:

1. From the **Orders > Report > Tax menu**, select **Sales Tax Change Log Report** to display the Sales Tax Change Log Report screen.
2. In the **Branch** field, enter the branches or territories to be included in this report. Enter **All** to include all branches.
3. In the **Start Date** and **End Date** fields, press **F10** and specify the desired calendar date range. You can also specify dates using variable dating.
4. In the **User** field, do one of the following to indicate which users to include in the report:
 - To include tax changes for a specific user, specify that user in this field. If the report is run for a specific user and an order had a tax change made by that user and other users, only changes made by the specified user display on the report.
 - To include tax changes on multiple users, use the **Multi** hot key and specify those users on the User ID Selection screen. If you specify multiple users, the system displays *Multi* in this field.
 - To include tax changes by all users on the report, leave this field blank.
5. In the **Sort by** field, press **F10** and select one of the following to determine how to sort the report:
 - **Branch by Invoice** – Displays invoices for the first branch in order by order ID, followed by a subtotal for the branch. Then the report displays orders for subsequent branches, followed by the grand total for all branches.
 - **Customer by Branch by Invoice** – Displays invoices for the first customer in order by order ID, followed by orders at any subsequent branches for that customer, followed by a subtotal for the customer. Then the report displays orders for subsequent customers followed by the grand total for all customers.
6. Set options, if needed, and generate the report.

See Also:

Sales Tax Reports Overview

Sales Tax Overview

Creating Sales Tax Exception Groups

Creating Sales Tax Jurisdiction Codes

Terms Maintenance Overview

Use the Terms Maintenance functions to create and maintain payment terms for your customer's invoices. In addition, you can do the same for payment terms as established by vendors that you purchase goods and services from. For training purposes, new systems arrive with several standard terms codes already defined, but you need to define the additional terms codes that your company uses.

Terms codes are applied using the Credit Control Parameters screen. For more information, see [Defining Payment Terms and Credit Control Parameters](#).

Use the following procedures to create and edit terms codes:

Creating or Editing Terms Codes

Use the Terms Maintenance screen to create or edit customer and vendor term codes. For a given terms code, you can do either of the following:

- Define payment terms that are the same, regardless of the payment date of an invoice.
- Define different terms for different periods of time within a month.

You can override credit parameters set in customer maintenance. The parameters on this screen include the first nine parameters on the customer Credit Control Parameters screen and allow you to override the original settings. Use this function, for example, when you want to override the customer's credit controls on an individual order or invoice, well in advance of when the order actually needs to ship.

Typically you use the Terms Maintenance screen to create variable terms codes, that is, payment terms that are the same regardless of the date of the invoice. However, you can also use this screen to create payment terms that have variable dates within the same month. This allows you to create one code and assign it different terms that will apply to an order based on the period in which a product ships out.

You can create a terms code that allows split payments for an order by assigning other previously defined terms codes to certain percentages of the order.

You can create multiple discount dates and percentages for a terms code.

You can create a work-around that the Purchasing and the Credit departments can use to release credit holds on direct purchase orders. First you set up the work-around in Terms Maintenance, then you can use the work-around when purchases are made.

See Also:

[Accounting Setup Overview](#)

Creating or Editing Terms Codes

Use the Terms Maintenance screen to create or edit customer and vendor term codes. For a given terms code, you can do either of the following:

- Define payment terms that are the same, regardless of the payment date of an invoice.
- Define different terms for different periods of time within a month.

►To create a terms code:

1. From the **Files** menu, select **Terms** to display the Terms Maintenance screen.
2. In the **TermsCode** field type a code up to 12 alphanumeric characters long.
3. Press **Enter**.
4. At the **New** prompt, press **Enter**.
5. In the **Desc** field, type a description of the code, and press **Enter**.
6. In the code type area, type an asterisk (*) next to one or both of the following:
 - **Selling**, if the terms code applies to a customer.
 - **Purchasing**, if the terms code applies to a vendor.
7. In the **Period** field, the system enters the default terms code as a period from one to 31 days. To change this to reflect another period, enter the number of days and press **Enter**.
8. In the **Discount**, **Net Due**, and **Service Charge** columns, enter the information given in the following table. If the column contains a dash, then the information for that column is not applicable. You must enter all required information in the **Discount** column before you enter information in the **Net Due** and **Service Charge** columns.

Line Item	Description
Percent	<p>The discount amount allowed if payment is received by the discount date. For example, enter 2.00 for a 2% discount.</p> <ul style="list-style-type: none"> • To use a product's pass-along discount in place of the discount percentage assigned to the terms code, add a prefix of P to the number. For example, enter P2.00. For information on pass-along discounts, see Pass-Along Discounts. • To assign multiple discounts and dates to this terms code, use the Discount Table hot key. For more information, see Creating Multiple Discount Dates and Percentages for Terms Codes.
Months Allowed	<p>The number of months after the trigger date:</p> <ul style="list-style-type: none"> • That a discount is offered. • When the net is due. • When a service charge is applied to an unpaid amount.
+ Days Allowed	<p>The number of days, in addition to the number of months after the trigger date, that a discount is offered.</p>

Line Item	Description
From INV/EOM/CME or Day of Month or Specific Date	<p>The initial, or trigger, date used by the Months Allowed and + Days Allowed fields to determine the period during which the terms are in effect. This date is based on one of the following:</p> <ul style="list-style-type: none"> • INV – Invoice date. • EOM – End of the month. • CME – Calendar month-end. • Day of Month – A specific day in a month, for example, the 15th day of the month. • Specific Date – A specific date in a month, for example, the 28th of May. You can also use this field to set up variable dating. For more information, see Using Variable Dating. <p>Note: If you apply a service charge, you must populate this field for the Service Charge column before exiting the screen.</p>
Grace Period	<p>The number of days past the discount date that the cash receipt displays an offered discount. For example, if your grace period is five days and the discount date is 06/10/02, the program allows a discount for receipts entered on or before 06/15/02.</p> <p>You must set the Use Terms Grace Period In Cash Receipts control maintenance record to Y for the grace period discount to take effect.</p>
Minimum Charge	<p>The minimum amount to be applied, either for net due or a service charge. Whether the minimum amount is applied depends on the setting in the Post Minimum Chrg field of the Service Charge column.</p> <p>Since these minimum charges are terms code related, customers and vendors can have different minimum charges by assigning them a unique terms code.</p>
Post Minimum Chrg	<p>Enter one of the following in the Service Charge column to determine whether or not to post the difference between the service charge on an invoice and the amount defined in the Minimum Charge field to a miscellaneous G/L account such as a service charge account:</p> <ul style="list-style-type: none"> • Y – Posts the difference between the service charge on an invoice and the minimum charge amount to a miscellaneous G/L account. • N – Does not post the difference between the service charge on an invoice and the minimum charge amount to a miscellaneous G/L account. <p>Note: If you set the Show Detail On Service Charge Invoice control maintenance record to Y and you run the service charge program, the system includes a comment on the service charge invoice that the difference between the service charge and the minimum charge amount was posted.</p>
Include Tax	<p>Enter one of the following in the Discount column:</p> <ul style="list-style-type: none"> • Y – Includes tax in the calculation of the discount. • N – Does not include tax in the calculation of the discount. • Leave this field blank to accept the default value, which respects the value set in the Include Tax In Discount Calculation control maintenance record.

9. Choose from the following, as needed:

Hot Key	Function
Recall	Recalls previous attributes when you are defining a new terms code and have not yet saved the changes.
Delete	Deletes the currently displayed terms code.
Credit Control	Changes the customer record level credit. For information on how to change these credits, see <i>Overriding Terms Credit Controls</i> .
Period	Assigns different terms to an order, based on the time of the month in which the product ships out. For information on assigning different terms, see <i>Creating Variable Terms Codes</i> .
Discount Table	Creates multiple discount dates and percentage amounts for a terms code. For information on creating multiple dates and percentages, see <i>Creating Multiple Discount Dates and Percentages for Terms Codes</i> .
Split Payment	Creates a terms code that splits payments for an order. For information on splitting payments using terms codes, see <i>Creating Terms Codes That Allows Split Payments</i> .
Chg Log	Displays the Maintenance Log Viewing screen, where the system tracks changes made to a product record and those comments added by users. For more information, see <i>Viewing Maintenance Logs</i> .

10. When you are finished entering terms code information, press **Esc** to save the information and exit the screen.

► **To edit a terms code:**

1. From the **Files** menu, select **Terms** to display the Terms Maintenance screen.
2. In the **TermsCode** field type a code up to 12 alphanumeric characters long.
3. Press **Enter**.
4. Change terms options as needed.
5. When you are finished editing terms codes, press **Esc** to save the information and exit the screen.

See Also:

Terms Maintenance Overview

Defining Payment Terms and Credit Control Parameters

Overriding Terms Credit Controls

Use this function to override credit parameters set in customer maintenance. The parameters on this screen include the first nine parameters on the customer Credit Control Parameters screen and allow you to override the original settings. Use this function, for example, when you want to override the customer's credit controls on an individual order or invoice, well in advance of when the order actually needs to ship.

► To override terms credit controls:

1. From the **Files** menu, select **Terms** to display the Terms Maintenance screen.
2. Use the **Credit Control** hot key to display the Terms Credit Control Override screen.

The system displays an asterisk (*) in the **Use Customer's Credit Control** field.

3. Delete the asterisk (*) from this field.
4. Place an asterisk (*) in any of the remaining fields to flag them, which will override the original settings, regardless of the settings at the customer record level.

The following table gives a brief description of each of the fields on this screen. For more information on the Credit Control Parameters screen, see *Authorizing Customer Personnel to Place Orders*.

An asterisk in this field...	Indicates that...
Always COD	a customer's credit is always to be COD, and prints COD on the customer's shipping ticket.
COD when credit limit exceeded	a customer's credit is COD when they've exceeded their credit limit. This parameter is overridden when the Always COD field is flagged.
Print "Approval Required" message on all shipping tickets	the "credit approval required" message prints on all shipping tickets for this customer.
Print "Approval Required" message when credit limit exceeded	the "credit approval required" message prints on all shipping tickets for this customer when they've exceeded their credit limit. This parameter is overridden when the Print "Approval Required" message on all shipping tickets field is flagged.
No Order Entry	no orders are to be accepted for this customer.
No Order Entry when credit limit exceeded, unless authorized	no orders are to be accepted for this customer when they've exceeded their credit limit.
No Order Entry, regardless of credit limit, unless authorized	no orders will be accepted for this customer, unless overridden by authorized personnel.
No printing of shipping ticket when credit limit exceeded, unless auth	an order can be entered, even when a customer exceeds their credit limit, but that no shipping ticket is to print unless overridden by authorized personnel.

An asterisk in this field...	Indicates that...
No printing of shipping ticket, regard of credit limit, unless auth	no shipping ticket prints for this customer, regardless of their credit limit status, unless overridden by authorized personnel.
Disable Credit Control	all other controls on this screen are removed and any customer with that terms code has unlimited, unrestricted credit.

5. When you are finished flagging fields, press **Esc** to save the information and return to the Terms Maintenance screen.

See Also:

Terms Maintenance Overview

Authorizing Customer Personnel to Place Orders

Creating Variable Terms Codes

Typically you use the Terms Maintenance screen to define payment terms that are the same regardless of the date of the invoice. However, you can also use this screen to create payment terms that have variable dates within the same month. This allows you to create one code and assign it different terms that will apply to an order based on the period in which a product ships out.

As part of creating a new terms code, you set up variable terms for different times during the month. For example, suppose you want to have different terms apply depending on when a customer makes a purchase. You would set up two periods during the month, from the 1st through the 15th and from the 16th through the 31st, and one of two variable terms would apply. You might have the terms of the first period be that net become due on the 10th day from the end of the month, and the terms of the second period be that the net becomes due on the 25th day from the end of the month. Which would mean that if a customer placed an order on the 4th of the month, the invoice would be due on the 10th day after the end of the month.

►To create a variable terms code:

1. Determine the number of periods you want and the range of days belonging to each period. The periods you define must cover all the numbers in the date range of the 1st through the 31st and they cannot overlap. For example, you would define two periods, one from the 1st through the 15th, and the second from the 16th through the 31st.
2. Follow the steps in the procedure for Creating or Editing Terms Codes to define a basic set of terms for the period from the 1st through the 31st.
3. From the Terms Maintenance screen, use the **Period** hot key to display the Terms Periods screen. When you first create a new terms code, the screen displays only one period of 1-31 and the option "New."
4. Select **New**.

A prompt displays. Enter the range of days to be assigned to the new period.

5. In the **Enter new range (## - ##)** field, type the range of days in the format ## - ##. Consider the following when deciding on the date range:
 - Single digits and spaces are allowed.
 - The new period can be any range of days up to and including 1 - 31.
 - If the new period is within a currently defined period or partially overlaps two periods, it is created and the affected periods are shortened accordingly.
 - If the new period completely overlaps one or more periods, the system displays a warning that a period will be deleted.
6. Press **Enter**.

The Period to Replicate screen displays, listing the currently existing periods.
7. Select the period whose terms you want to copy to the new period and press **Enter**.

The Terms Maintenance screen displays with terms for the new period in the **Period** field.

8. Modify the terms as necessary for the new period. Note that when you make changes to the displayed terms, the changes are applied only to the period represented by what is displayed.
9. To create additional periods and variable terms, repeat steps 3 through 6.
10. When you are finished creating periods and variable terms, press **Esc** to save the information and exit the Terms Maintenance screen.

See Also:

Terms Maintenance Overview

Creating Terms Codes That Allow Split Payments

Use the Split Payment screen to create a terms code that allows split payments for an order by assigning other previously defined terms codes to certain percentages of the order.

For example, you create a terms code, and assign one terms code that allows payment for 50% of the order to be due in 30 days and another terms code that requires payment of the other 50% to be due in 60 days. When the new terms code is assigned to an order, the invoiced order is broken into two different generations, based on the percentages of the terms code assigned to each generation. This allows the customer to spread their payment of an invoice over two months without being penalized. In addition, when you create a split terms code, the change log indicates that this change was made.

► To create a terms code that allows split payments:

1. From the **Files** menu, select **Terms** to display the Terms Maintenance screen.
2. Follow the procedure for Creating or Editing Terms Codes.
3. Before you press **Esc**, use the **Split Payment** hot key to display the Split Payment screen.
4. In the **TermsCode** column, press **F10** and select from the list of terms codes.
5. Press **Enter**.
6. In the **Percent** column, enter the percentage of the invoice that you want to be connected with that terms code. For example, for terms code 1210, which has a due date of 30 days after shipment is received, enter 50 to have 50% of the invoice amount due in 30 days.
7. Continue with steps 3 through 5 until the total of the **Percent** column equals 100%.
8. When you are finished creating split payments, press **Esc** to save the information and exit the screen.

See Also:

Terms Maintenance Overview

Creating Multiple Discount Dates and Percentages for Terms Codes

Use the Discount Table screen to create two or more discount dates and percentages for a terms code.

For example, you have given a customer a net due date of 90 days from EOM, and you want to encourage this customer to pay sooner by giving them a series of discounts. You give them a 3% discount if they you receive payment from them within 10 days from EOM, a 2% discount if you receive payment from them within 40 days from EOM, which is 1 month and 10 days, and a 1% discount if you receive payment from them within 70 days from EOM, which is 2 months and 10 days.

►To create multiple discount dates and percentages:

1. From the **Files** menu, select **Terms** to display the Terms Maintenance screen.
2. Use the **Discount Table** hot key to display the Discount Table screen.
3. In the **Mths** field, enter the number of months allowed after the trigger date before payment is required in order to be eligible for the discount.
4. In the **Days** field, enter the number of days in addition to the number of months allowed after the trigger date before payment is required in order to be eligible for the discount.
5. In the **Percent** field, enter the discount allowed if the payment is receive by the discount date.
6. When you are finished entering discount dates and percentage amounts, press **Esc** to save this information and return to the Terms Maintenance screen.

When the discount percentages have been entered, the **Discount Percent** field displays the term *Multi* and the **Discount Months Allowed** and + **Days Allowed** fields are blank.

See Also:

Terms Maintenance Overview

Releasing Credit Holds on Directs

Use this procedure to create a work-around approach that the Purchasing and the Credit departments can use to release credit holds on direct purchase orders. First you set up the work-around in Terms Maintenance, then you can use the work-around when purchases are made.

▶To set up the work-around in Terms Maintenance:

1. From the **Files** menu, select Terms to display the Terms Maintenance screen.
2. For each terms code currently defined in Terms Maintenance, create an identical terms code with “-O” appended to the terms code ID. The “O” indicates that this is the override version of the terms code.
3. Use the **Credit Control** hot key to display the Terms Credit Control Override screen for the override version of the terms code.
4. Select **Disable Credit Control**.
5. Press **Esc** to exit the screen and save the new terms code.

▶To use the work-around:

1. Purchasing sends a tracker to the Credit Department requesting a release of the credit hold on a Direct.
2. After checking it out, the Credit Department releases the hold by going into the Header screen of the order and changing the assigned terms code to the override version of that terms code, which has credit control disabled.
3. The Credit Department then appends to the tracker, telling Purchasing that they can now send the order.

See Also:

Terms Maintenance Overview

Call Tracking Overview

Entering Sales Order Header Information

Ship Via Maintenance Overview

Ship vias are the methods used to move product from the warehouse to the customer. Before you can assign a ship via to any order, you must create a file containing the ship vias that your company uses. Ship vias are typically classifications such as Pick Up, Our Truck, UPS, UPS Red, and so forth. They control tax jurisdictions, order print status, freight, cash requirements, invoice process status, and order print status.

Your system arrives with a set of ship vias defined. You can use the Ship Via Maintenance program to define the additional ship vias required for each branch of your company. Once defined, ship vias have many interrelated uses in Eclipse.

Default Ship Vias

You can assign a default ship via to each customer and to each terminal. A counter salesperson's terminal typically has a default ship via of "Pick Up." Some terminals, such as a sales manager's terminal, might not have a ship via assigned.

The default ship via defined for a customer takes precedence over the default ship via for a terminal. You can override a default status on the sales order. For example, if a customer whose account has a default ship via of "Our Truck" orders a product at the counter and plans to pick it up at the counter rather than having it delivered, you need to change the status on the order to "Pick Up."

It is not necessary to assign a default ship via to a customer or terminal. If no defaults are assigned, you must select a ship via when you create an order.

Ship Vias and Tax Jurisdictions

The tax code applied to a sales order is determined by a zip code or a geocode, if you use the Eclipse National Sales Tax Database companion product. Each sales order has a customer ship-to, customer bill-to, shipping branch, and pricing branch address associated with it and each address may have a different zip code.

Eclipse uses the delivery method, the ship via, to determine which zip code to use. For example, if an order is picked up at the counter, the zip code of the shipping branch is used to determine the tax on the order. If the order is sent by UPS, the zip code of the ship-to address is used to determine the tax.

See Also:

Creating Ship Vias

Accounting Setup Overview

Creating Ship Vias

Use the Ship Via Maintenance screen to create ship vias and assign a method for determining the tax jurisdiction and other codes to each one.

Ship via codes are a primary part of determining the correct tax jurisdiction to be used for a sales order and the default order status if no customer order status is found in customer maintenance.

►To create a ship via:

1. From the **Files** menu, select **Ship Via** to display the Ship Via Maintenance screen.
2. In the **ShipVia/New** field, type the word **new** and press **Enter**.
3. At the prompt, type the name of the ship via, up to 15 characters, and press **Enter**.
4. In the **Short Name** field, type a meaningful abbreviation of the ship via name, up to four characters, and press Enter. This short name displays on the following screens:
 - Order Entry Status
 - Invoice Preview Queue
 - Fleet Scheduling Maintenance
5. In the **Tax Code** field, enter a tax jurisdiction method to be used by the system when determining the tax jurisdiction associated with this ship via.

If you create a new ship via record, you must populate this field.

The system provides the following methods:

Tax Jurisdiction Method	Uses the tax jurisdiction of the zip code of the...
SHIPTO	ship-to address of the order.
BRANCH	shipping branch.
BRANCH.PRC	pricing branch.
BRSHIPTO	shipping branch when the ship-to's state matches the shipping branch's state. Otherwise, it uses the tax jurisdiction of the zip code of the ship-to address of the order.
PBRSHIPTO	pricing branch when the ship-to's state matches the pricing branch's state. Otherwise, it uses the tax jurisdiction of the zip code of the ship-to address of the order.
Geocode	specific tax jurisdiction code, or geocode, if your company uses the Eclipse National Sales Tax Database companion product, that will always be used for this ship via code.

6. In the **Default Status** field, enter the default order status to be used for this ship via. This order status may also be used by Eclipse as a backorder status. Press **F10** to display a list of status codes and select one.
7. In the **Freight Allowed** field, specify whether orders using this ship via are exempt from freight charges. This is also known as freight allowed. This field is required.
 - **Y** – Does not charge freight on any order using this ship via.
 - **N** – Charges freight on any order using this ship via.
8. In the **Ignore Cash Req** field, enter one of the following to determine whether an order using this ship via allows the system to ignore the cash requirement when the order is for a COD customer.

Cash requirements are defined on the Credit Control Parameters screen. For more information, see Defining Payment Terms and Credit Control Parameters.

- **Y** – Does not prompt for cash from a COD customer order using this ship via.
- **N** – Prompts for cash from a COD customer order using this ship via.

Note: If you leave this field blank, the system processes this information as if you had entered **N**.

- **P** – Does not prompt for cash when order generation is processed if cash is required on the order. Instead, after the user confirms the final status of the order on the Warehouse Picking Confirmation screen, the system displays the SOE Totals screen and prompts the user for cash at that time.

Note: Does not prompt for cash only when a Pick Up Now order generation exists on the order.

9. In the **Process Status** field, indicate whether a Pick Up Now order becomes an invoice (**I**) or a temporary ship ticket (**T**), when you press **Esc** to process the order.

Code	Status	Description
I	Invoice	The value of the shipment is added to accounts receivable when the product is shipped.
T	Shipping Ticket	The value of a shipment is added to "Unbilled A/R" until it is actually received by the customer. Then someone changes the status to I and the value moves to A/R.

10. In the **Print Status** field, enter the default print status to be assigned to an order using the designated ship via. If left blank, the system uses the default print status assigned to the order status, as defined in the **Order Status Print Status Defaults** control maintenance record.

Invoices can be assigned a print status shown in the table below. This print status is assigned to the order generation when a shipping ticket is printed and the order is processed.

Code	Status	Description
N	No Print	Invoices do not print. This is the status assigned after an invoice is initially printed by the Print Invoices program.
P	Detailed Invoice Preview Report	The invoice is selected for and included in the Detailed Invoice Preview Report. This is a typical print status setting for an invoice.
Q	Invoice Preview Queue	The invoice is selected by the Invoice Preview Queue, if that program is used before the Detailed Invoice Preview Report. At the Invoice Preview Queue, the print status of the invoice can be changed to "P" if you want the invoice to be included in the Detailed Invoice Preview Report.
B	Batch Print	The invoice is available to the Print Invoices batch program.
M	Flag to be Placed on Manifest	The order can be placed on a shipping manifest. Once the invoice has been placed on a manifest, the print status remains an "M" until the shipping manifest is closed. Once the shipping manifest is closed, Eclipse checks the Print Status Override on Manifest Close control maintenance record for the associated branch to see if the print status should then be overridden. If no override is specified, when the shipping manifest is closed, the print status is reset to the default print status that was assigned to the invoice transaction type in the Order Status Print Status Defaults control maintenance record.

11. In the **Pick Priority** field, enter the priority number you want to assign to the order next to that order's ship via code. Zero or a blank field is the highest priority. The information in this field determines the order in which the system lists pick tickets on the Pick Select screen. For more information, see Assigning Pick Priority.
12. In the **Branch Demand Override** field, enter the branch or branches to which you want to transfer demand.

Note: We recommend that before using this field that you set the Assign Demand Forecast To Price/Ship Branch Or By Zip Code control maintenance record.

13. Use the hot keys as needed, to assign additional information to the selected ship via.

Hot Key	Function
Freight	Assign automatic freight and handling charges as a flat rate and/or a fixed percentage of the order total to the ship via.
Delivery Info	Define route delivery information for the ship via.
Associate Vehicle	Associate the ship via with a specific piece of equipment, such as a truck, for which you are tracking expenses and calculating profitability.

Hot Key	Function
SOE UD Docs	Identify user-defined shipping documents to be printed for every shipment that uses the ship via.
Addl	Enter additional information related to the designated ship via. For more information, see Assigning Additional Information to Ship Vias.
Cred Card	Set a default upcharge for the ship via, to ensure that the amount of pre-authorized funds is enough to cover the amount for goods and any potential freight and handling.
Status	Assign order in-process statuses to the ship via. We recommend that you assign the statuses in the expected order of progression. These statuses are defined using the RF Valid Order In-Process Statuses control maintenance record.
Delete	Delete the currently displayed ship via.
WOE Desc	Enter an alternate description for the designated ship via to be used in Web Order Entry. If filled in, this WOE description will be used to identify the ship via, instead of the ship via code shown on the Ship Via Maintenance screen, in the Ship Via field on the Shipping Information page in Web Order Entry. When an order is submitted from Web Order Entry, the ship via code entered on the Ship Via Maintenance screen will be stored in the ledger record rather than the WOE Description.
Hold Code	Press F10 and select a hold code to have the system stop a satellite shipment. A hold code is a user-defined code you can apply to identify a ship via as being on hold, disputed, or in some way questionable. You can also set up a hold code to mark it in a significant way that is useful for your company. You create hold codes using the Valid Customer Invoice Status Codes control maintenance record. For more information, see Shipping Sales Orders Directly from Other Branches. When you create a hold code, the system applies the code whenever a satellite shipment is made.

14. When you are finished creating the ship via, press Esc to save the record.

See Also:

Ship Via Maintenance Overview

Tracking Sales and Transfer Orders through the Warehouse

Assigning Pick Priority

Selecting Orders to Pick

Assigning Freight and Handling Charges to Ship Vias

Use the Freight Data screen to assign automatic freight and handling charges, as a flat rate or a fixed percentage of the order total, to a ship via. When the cursor is positioned on a ship via that has an assigned charge, the **Freight** hot key is highlighted.

- Every time the ship via is assigned to an order, the freight amounts are added to the **Freight** and **Handling** fields in the **Ship Date Totals** column on the Totals screen for the order.
- You can override these charges on the Totals screen, for individual generations in the **Freight** or **Handling** fields, or for the entire order in the **Total Freight** and **Total Handling** fields.
- If you clear an override amount on the Totals screen, the original ship via default is used and an asterisk (*) is displayed next to the field.

►To assign freight and handling charges to a ship via:

1. From the **Files** menu, select **Ship Via** to display the Ship Via Maintenance screen.
2. In the **ShipVia** field, enter the ship via you want to assign the charges to.
3. Use the **Freight** hot key to display the Freight Data screen.
4. Use the first six fields to assign automatic freight and handling charges, as a flat rate or a fixed percentage of the order total, to the ship via. Flat rate and percentage charges are independent of each other.

Field	Description
Auto-Charge Freight-Out Amount	A flat rate amount added as an outgoing freight charge.
Auto-Charge Freight-Out Percentage	A percentage used to calculate a fixed percentage of the total as an outgoing freight charge.
Auto-Charge Freight-In Amount	A flat rate amount added as an incoming freight charge.
Auto-Charge Freight-In Percentage	A percentage used to calculate a fixed percentage of the total as an incoming freight charge.
Auto-Charge Handling Amount	A flat rate amount added as a handling charge.
Auto-Charge Handling Percentage	A percentage used to calculate a fixed percentage of the total as a handling charge.
Apply Auto-Charge on Orders Less Than	If charges defined in the first six fields only apply to orders less than a designated amount, enter that amount in this field. If the amount in this field is 0.00, the freight and handling charges are applied.

Field	Description
Override Customer Freight Out Exempt	<p>Indicate whether to override a customer's Freight Out Exempt status, set in Customer Maintenance, whenever this ship via is assigned to an order.</p> <p>If you enter Y, indicate in the With (Y/N) field whether the Freight Out Exempt status for this ship via should be Y or N. The system checks this field first to determine whether a customer is freight exempt for an order.</p> <p>If the Override Customer Freight Out Exempt field is set to Y, then the Freight Out Exempt flag on the order is determined by the With field instead of defaulting to the Freight Out Exempt flag set in the customer record.</p> <p>If the Override Customer Freight Out Exempt field is set to N, then the Freight Out Exempt flag on the order is determined by the Freight Out Exempt flag set in the customer record.</p>
Override Minimum Amount to Exempt Freight (Y/N)	<p>Indicate one of the following:</p> <ul style="list-style-type: none"> • N – Does not flag the ship via as one that will charge freight. This is the default. • Y – Flags this ship via as one that will charge freight if this customer's order would otherwise be freight exempt due to the order being above the minimum order amount for this customer.
StarShip/Clippership Keywords	<p>If your company uses the StarShip companion product, enter the StarShip shipping code that corresponds to this ship via in the this field. When you enter the ship via on a sales order in Eclipse, this code is recognized by StarShip. Then it is recognized by StarShip. For more information, see Electronic Shipping with StarShip.</p>
Auto-Surcharge Product	<p>Press F10 to display the User Quick Access List, where you can specify the miscellaneous charge product to use in posting the surcharge to the order.</p> <p>You cannot enter a product with a status other than Misc Charge.</p> <p>Note: We recommend that you enter the reason that the surcharge is being applied in the name and description of this product, this will help eliminate the need for any forms change.</p>
Auto-Surcharge Amount	Enter the amount of surcharge to be applied to the ship via.
Auto-Surcharge Percentage	Enter the percentage amount of the surcharge to be applied to the ship via.
Apply Auto-Surcharge on Orders Less Than	Enter the maximum amount an order can be to have the surcharge applied to it. If you leave this field blank, the surcharge is applied to all orders that have the displayed ship via.

5. If the freight charges defined in the first six fields only apply to orders less than a designated amount, enter that amount in the **Apply Auto-Charge on Orders Less Than** field. If the amount in this field is **0.00**, the freight and handling charges are applied.
6. In the **Override Customer Freight Out Exempt (Y/N)** field, indicate whether to override a customer's **Freight Out Exempt** status, set in Customer Maintenance, whenever this ship via is assigned to an order. If you enter **Y**, indicate in the **With (Y/N)** field whether the Freight Out Exempt status for this ship via should be **Y** or **N**.

The system checks this field first to determine whether a customer is freight exempt for an order.

- If the **Override Customer Freight Out Exempt** field is set to **Y**, then the Freight Out Exempt flag on the order is determined by the **With** field instead of defaulting to the Freight Out Exempt flag set in the customer record.
 - If the **Override Customer Freight Out Exempt** field is set to **N**, then the Freight Out Exempt flag on the order is determined by the Freight Out Exempt flag set in the customer record.
7. In the **Override Minimum Amount to Exempt Freight (Y/N)** field, indicate one of the following:
 - **N** – Does not flag the ship via as one that will charge freight. This is the default.
 - **Y** – Flags this ship via as one that will charge freight if this customer's order would otherwise be freight exempt due to the order being above the minimum order amount for this customer.
 8. If your company uses the StarShip companion product, enter the StarShip shipping code that corresponds to this ship via in the **StarShip/Clippership Keywords** field. When you enter the ship via on a sales order in Eclipse, this code is recognized by StarShip.
 9. Press **Esc** to save the data entered on this screen and return to the Ship Via Maintenance screen.

See Also:

Ship Via Maintenance Overview

Assigning Route Delivery Information to Ship Vias

Use the Ship Via Route Delivery Information screen to define route delivery information for a ship via. The information defined on this screen is used by the Shipping Manifest Queue program to schedule delivery stops for orders on a shipping manifest.

- If the **Auto Sched** hot key on the Shipping Manifest Queue screen is set to **On**, the route delivery information entered here is listed on shipping manifests to schedule delivery stops.
- If the **Auto Sched** hot key on the Shipping Manifest Queue screen is set to **Off**, all delivery stop scheduling on a manifest is done manually.

If a ship via has assigned delivery information in any of the three "time" fields, the **Delivery Info** hot key is highlighted.

If you do not set up ship via delivery information, the system uses the setting in the **Normal Delivery Time of Day** field on the Miscellaneous Customer Information screen. For more information, see Adding Miscellaneous Customer Information.

► To assign route delivery information to a ship via:

1. From the **Files** menu, select **Ship Via** to display the Ship Via Maintenance screen.
2. In the **ShipVia** field, enter the ship via you want to assign the information to.
3. Use the **Delivery Info** hot key to display the Ship Via Route Delivery Information screen.
4. In the **Delivery Start Time** field, enter the default time when the truck is scheduled to leave the warehouse. This time is displayed in the **Start Time** field on a shipping manifest that is assigned to this ship via.

Note: You can change the time on the manifest without affecting this default.

5. In the **First Delivery Time** field, enter the default time the truck is scheduled to arrive at its first stop. This time is displayed in the **First Delivery** field on a shipping manifest that is assigned to this ship via.

Note: You can change the time on the manifest without affecting this default.

6. In the **Delivery Interval** field, enter the average amount of time between stops. This time is displayed in the **Delivery Interval** field on any shipping manifest assigned to this ship via.

If the Delivery Interval field is...	Then...
blank	Eclipse assigns a default entry of 15 minutes to the Delivery Interval field on the Shipping Manifest Queue screen when creating a new manifest for this ship via.

If the Delivery Interval field is...	Then...
set to 0 (zero) and Auto Manifest Load is set to N	the delivery time for each stop on a new manifest for this ship via is set to 12:00 midnight.

Note: You can change the number of minutes on the manifest without affecting this default.

- In the **Auto Manifest Load** field, enter **Y** to have the system add the ticket to an existing manifest when the "order in-process status" for a ticket assigned to this ship via is changed to "Manifest" through the Open Order Status Review Queue program or the Reprint Picking Ticket program. If you specify **Y**, and there is no existing manifest for the designated ship via, branch, and ship date, the system creates a new manifest.

Note: The Auto Manifest Load function only works in an RF environment and when the Warehouse In-Process Queue is enabled.

- Press **Esc** to save the information and return to the Ship Via Maintenance screen.

See Also:

Ship Via Maintenance Overview

Adding Miscellaneous Customer Information

Setup Requirements for Shipping Manifests

Assigning Additional Information to Ship Vias

Use the Additional Data screen to enter additional information related to RF functionality and lead time days to a ship via.

► **To assign additional information to a ship via:**

1. From the **Files** menu, select **Ship Via** to display the Ship Via Maintenance screen.
2. In the **ShipVia** field, enter the ship via you want to assign the additional information to.
3. Use the **Addl** hot key to display the Additional Data screen.
4. In the **Disable RF** field, indicate whether to disable RF (radio frequency) functionality for this ship via. The default is **N**.
 - **N** – Sends an order assigned to this ship via to the Warehouse In Process Queue for RF picking.
 - **Y** – Does not send an order assigned to this ship via to the Warehouse In Process Queue for RF picking.
5. In the **Lead Time Days** field, enter the number of days to add to an order's lead time days when this ship via is used for delivery. The default is **0**.
6. In the **Place Orders on Review** field, enter one of the following to indicate whether to send any ship tickets to the Open Order Status Review Queue:
 - **Y** – Does not process the order, instead changes the status to **C** (call when complete), and sends the order to the Open Order Status Review Queue to be reviewed before processing.

Note: When you enter **Y**, this prevents the print phantom from processing the order.

 - **N** – Processes the order, changes the status to **S** (ship), and does not send the order to the Open Order Status Review Queue. This is the default.

For more information on the Open Order Status Review Queue, see *Reviewing the Status of Open Sales Orders*.

7. Press **Esc** to save this data and return to the Ship Via Maintenance screen.

See Also:

Ship Via Maintenance Overview

Assigning Credit Card Information to Ship Vias

Use the Ship Via Credit Card Information screen to assign a default upcharge to a ship via. An upcharge is a percentage of the total order used to estimate freight and handling charges. During pre-authorization, the system adds this amount to the total order amount. This ensures that there are enough pre-authorized funds to pay for the goods and potential shipping and handling fees.

► To assign credit card information to a ship via:

1. From the **Files** menu, select **Ship Via** to display the Ship Via Maintenance screen.
2. In the **ShipVia** field, enter the ship via to which you want to assign the information.
3. Use the **Cred Card** hot key to display the Ship Via Credit Card Information screen.
4. In the **Percent Upcharge** field, enter the percentage of the total order amount to be added to the pre-authorization to cover any shipping or handling fees.
5. In the **Minimum Upcharge** field, enter the minimum upcharge to be added to the total if the upcharge determined by the percent in the **Percent Upcharge** field is less than this amount.
6. Press **Esc** to save this information and return to the Ship Via Maintenance screen.

Once credit card information is defined, the **Credit Card** hot key on the Ship Via Maintenance screen is highlighted.

See Also:

Ship Via Maintenance Overview

Assigning User-Defined Shipping Documents to Ship Vias

Use the system to print user-defined shipping label documents for every shipment that uses a designated ship via.

▶ **To assign a user defined shipping document to a ship via:**

1. From the **Files** menu, select **Ship Via** to display the Ship Via Maintenance screen.
2. In the **ShipVia** field, enter the ship via you want to assign the shipping label information to.
3. Use the **SOE UD Docs** hot key to display the SOE User Defined Docs Selection screen.
4. For each document to be added to the list, press **F10** to display the list of user-defined shipping documents and select one.
5. Press **Esc** to save this information and return to the Ship Via Maintenance screen.

See Also:

Ship Via Maintenance Overview

Assigning Order In-Process Statuses to Ship Vias

Use the Order In-Process Statuses Selection screen to define the order in-process statuses that can be assigned to an order using a specified ship via. These are statuses that you can assign to an order to track the stages of picking through shipping while it is in process using the RF system, as well as when using the Warehouse Picking Confirmation Queue in non-RF environments.

- If this screen is left blank for a ship via, any of the statuses defined in the **RF Valid Order In-Process Statuses** control maintenance record can be assigned to an order using that ship via.
- If you have assigned order in-process statuses to a ship via, the **Status** hot key on the Ship Via Maintenance screen is highlighted.

The SIGNATURE in-process status can be placed anywhere in the sequence of defined order in-process statuses, except in the first position. When an order for a ship via that has the SIGNATURE in-process status assigned to it is being picked, the Warehouse Picking Confirmation program encounters the SIGNATURE in-process status as the next status, and you confirm the status, Eclipse activates the Eclipse Signature Capture application and signature capture device, typically located at the counter, and then moves on to the next in-process status.

► To assign order in-process statuses to a ship via:

1. From the **Files** menu, select **Ship Via** to display the Ship Via Maintenance screen.
2. In the **ShipVia** field, enter the ship via you want to assign the shipping label information to.
3. Use the **Status** hot key to display the Order In-Process Statuses Selection screen.
4. To add a status to the list, press **F10** and select one.
Add the statuses in the sequence in which they occur during the order process.
5. Press **Esc** to save this information and return to the Ship Via Maintenance screen.

See Also:

Ship Via Maintenance Overview

Tracking Sales and Transfer Orders through the Warehouse

RF Warehouse Overview

Foreign Exchange Rates Overview

Use the foreign exchange rate functions in Eclipse to do business with customers and vendors in a foreign country and handle the currency differences. You can bill foreign customers or pay foreign vendors in their own currency according to the exchange rate in effect on the day the order is processed.

The majority of tasks using foreign exchange currency information are based on tasks that are standard to the Eclipse system, such as printing checks, or making a journal entry. The difference is that you can set the option to perform these tasks in the foreign currency. The important thing to remember is that even though a journal entry is written in a foreign currency or a check is printed with a foreign currency, all information posts to your general ledger in the base currency of your company.

The following tasks allow you to perform business in foreign currencies:

Buy and Sell in a Foreign Currency

Make Inquiries in Foreign Currencies

Post Journal Entries in Foreign Currencies

Print Checks in Foreign Currencies

See Also:

G/L Overview

A/R Overview

[A/P Overview](#)

Accounting Setup Overview

Setup Requirements for Foreign Exchange Rates

Following are the control maintenance records and authorization keys used for Foreign Exchange Rates, along with additional setup requirements.

Control Maintenance Records

Set the following control maintenance records:

- Base Currency For Exchange Rates
- Valid Foreign Currencies

Authorization Keys

Assign the following authorization key:

- EXCHANGE.RATE.EDIT

Additional Setup

Perform the following tasks to set up the system to do business in foreign currencies.

If your company does business in more than one currency, you must define the exchange rate for each foreign currency.

To set up your system to record losses or gains due to fluctuating exchange rates, you must create a currency exchange G/L account and assign that account to autoposting.

In addition, if a vendor or customer you do business with uses a different currency than your company, you must assign primary currencies for your foreign vendors, as well as your foreign customers.

To maintain prices for a price line in either a foreign currency, a base currency, or both, you must define pricing in foreign currencies.

See Also:

Foreign Exchange Rates Overview

Accounting Setup Overview

Defining Exchange Rate Tables

When your company does business in more than one currency, you must define the exchange rate for each foreign currency.

Use the Exchange Rate Maintenance screen to set up an exchange rate table for each foreign currency or to view an existing exchange rate. Each time there is a change in the exchange rate for a designated currency, you need to add a new as-of-date and the corresponding exchange rate to the exchange rate table for that currency.

► To set up a new foreign exchange rate:

1. From the **Files > Tax, Duty & Exchange Rates** menu, select **Foreign Exchange Rate Maintenance** to display the Exchange Rate Maintenance screen.

The system populates the **Base Currency** field with your company's base currency.

2. In the **Foreign Currency** field, press **F10** and select from a list of currencies.

Note: The currencies listed in the **Foreign Currency** field are defined in the Valid Foreign Currencies control maintenance record.

3. Skip the **Currency Symbol** field, as this field is not currently used. The future purpose will be to assign the proper monetary symbol to the specified foreign currency.
4. In the **Date** field, enter the date on which the corresponding exchange rate takes effect.
5. In the **Exchange Rate** field, enter the exchange rate. This rate is expressed as the number of units of the base currency that equal one unit of the foreign currency.

For example:

- If your base currency is in U.S. dollars, then the exchange rate you would use is the one based on the U.S. dollar. For example, if you are converting from U.S. dollars to U.K. pounds, you would divide the number of U.S. dollars by the U.S. exchange rate, as in the following:

$\$25.00 \text{ U.S. divided by } 1.39608 = 17.90 \text{ U.K. pounds}$

- If your base currency is in another currency, then the exchange rate you would use is the one based on that currency. For example, if you are converting from Canadian dollars to U.S. dollars, you would divide the number of Canadian dollars by the Canadian exchange rate, as in the following:

$\$50.00 \text{ Canadian divided by } 1.53301 = \$32.61 \text{ U.S. dollars}$

► To view an existing foreign exchange rate:

1. From the **Files > Tax, Duty & Exchange Rates** menu, select **Foreign Exchange Rate Maintenance** to display the Exchange Rate Maintenance screen.
2. Use the **As of Date** hot key to display the As of Date screen.
3. Enter the date for which you would like to view the exchange rate and press **Enter**.

See Also:

Foreign Exchange Rates Overview

Creating Currency Exchange G/L Accounts

To set up your system to record losses or gains due to fluctuating exchange rates, use the G/L Account Maintenance screen to create a currency exchange gain/loss (G/L) account. Then, assign the account to autoposting.

► **To create a currency exchange G/L account:**

1. From the **G/L > G/L Maintenance** menu, select **G/L Account Maintenance** to display the G/L Account Maintenance screen.

2. In the **Account** field, enter **Currency Exchange Gain/Loss**.

An account type list displays.

Note: We recommend that you name the account as indicated to match the autoposting item of the same name.

3. From this account type list, select **Currency Exchange Gain/Loss**.

The system populates the following fields:

- **Full Description**
- Short Desc
- Internal Desc

4. Confirm that the following fields are flagged with an asterisk (*):

- **Asset or Expense**
- Income Statement
- Active
- Recalculated Exchange

5. When you are finished, press **Esc**.

Note: For more information on assigning accounts to autoposting, see [Assigning G/L Accounts to Automatic Posting](#).

See Also:

[Assigning the Currency Exchange G/L Account to Autoposting](#)

[Foreign Exchange Rates Overview](#)

[G/L Account Maintenance](#)

Assigning the Currency Exchange G/L Account to Autoposting

After you create a currency exchange G/L account, use the Automatic Posting screen to assign the account to the Currency Exchange Loss/Gain Autoposting Item.

▶ **To assign the G/L account:**

1. From the **G/L > G/L Maintenance** menu, select **Automatic Posting** to display the Automatic Item and G/L Account screen.
2. Press the **Down Arrow** key to select **Currency Exchange Loss/Gain** and press **Enter** to display the Currency Exchange Loss/Gain Assignment screen.
3. Press **F10** to select from a list of G/L accounts.
4. Press an **Arrow** key to place the cursor on the desired Currency Exchange Gain/Loss account.
5. Press **Enter** to assign the account you have selected, and then press **Esc** to save the information and exit the screen.

See Also:

Creating Currency Exchange G/L Accounts

Foreign Exchange Rates Overview

Assigning Primary Currencies to Foreign Vendors

If you are dealing with a vendor whose primary currency is different than your own, use the Vendor Maintenance screen to assign the correct currency to that vendor. Keep in mind that even though a vendor is based in a foreign county, the primary currency does not have to reflect this. The primary currency should be the currency commonly used when doing business with this vendor. If the vendor's primary currency is the same as your company's base currency, leave the **Primary Currency** field blank.

▶ **To assign a primary currency to a foreign vendor:**

1. From the **Files** menu, select **Vendor** to display the Vendor Maintenance screen.
2. Display the desired vendor's record.
3. Use the **Down Arrow** key to move the cursor to the **Primary Currency** field.
4. In the **Primary Currency** field, press **F10** to display a list of currencies as defined in Control Maintenance.
5. Select the vendor's currency from the list.
6. Press **Esc** to save the information and exit the screen.

Note: Even though a vendor is based in a foreign country, the primary currency does not have to reflect this. The primary currency should be the currency commonly used when doing business with this vendor. If this vendors primary currency is the same as your company's base currency, leave the **Primary Currency** field blank.

See Also:

Foreign Exchange Rates Overview

Assigning Primary Currencies to Foreign Customers

If you are dealing with a customer whose primary currency is different than your own, use the Customer Pricing/Printing screen to assign the correct currency to that customer. Keep in mind that even though a customer is based in a foreign county, the primary currency does not have to reflect this. The primary currency should be the currency commonly used when doing business with this customer. If the customer's primary currency is the same as your company's base currency, leave the **Primary Currency** field blank.

▶ **To assign a primary currency to a foreign customer:**

1. From the **Files** menu, select **Customer** to display the Customer Maintenance screen.
2. Display the desired customer's record.
3. Use the **Pricing** hot key to display the Customer Pricing/Printing screen.
4. Use the **Down Arrow** key to move the cursor to the **Primary Currency** field.
5. Press **F10** to display a list of currencies as defined in Control Maintenance.
6. From the list of currencies, select the displayed customer's currency.
7. Press **Esc** twice to save the information and clear the customer record from the screen.

Note: Even though a customer is based in a foreign country, the primary currency does not have to reflect this. The primary currency should be the currency commonly used when doing business with this customer. If this customer's primary currency is the same as your company's base currency, leave the **Primary Currency** field blank.

See Also:

Foreign Exchange Rates Overview

Defining Pricing in Foreign Currencies

You can maintain prices for a price line in either a foreign currency, the base currency, or both. You can designate a foreign currency for a price line on the Price Line Maintenance screen. Use the Product Price Sheet Maintenance screen to verify that the products in a price line are being priced in a foreign currency. For example, you can verify that a specific price line has Canadian dollars assigned to it for pricing.

▶To set up pricing in a foreign currency for a price line:

1. From the **Files > Price Maintenance menu**, select **Price Line** to display the Price Line Maintenance screen.
2. In the **ID** field, enter a price line and press **Enter**.
The current pricing information for that price line displays.
3. Press the **Down Arrow** key to move the cursor to the **Basis Name** information for which you want to alter the currency.
4. In that same line, enter the name of the currency you want that price line to be priced in.
For example, in the **REP-COST** line, position the cursor in the **Curr** field, and type in **CAN\$**.

▶To verify that Product Price Sheet information is in a foreign currency:

1. From the **Files** menu, select **Product** to display the Product Maintenance screen.
2. In the **Product ID** field, specify a product whose foreign currency you want to verify.
3. Use the **Prices** hot key to display the Product Price Maintenance screen.
4. Use the **Price Sheet** hot key to display the Product Price Sheet Maintenance screen.
5. Verify that the currency listed in the **Currency** field is correct for that price line.

See Also:

Foreign Exchange Rates Overview

Price Line Overview

Price Sheet Entry Overview

Doing Business in Foreign Currencies

Doing business in foreign currencies can involve any of the following tasks:

Buying and Selling in Foreign Currencies

Making Inquiries in Foreign Currencies

Posting Journal Entries in Foreign Currencies

Printing Checks in Foreign Currencies

See Also:

Foreign Exchange Rates Overview

Buying and Selling in Foreign Currencies Overview

The procedures for both selling to a foreign customer or buying from a foreign vendor are similar. The feature that is important to both is the Currency Exchange screen, which lets you reprice items in different currencies.

If an order is in a currency that is different from the base currency of your company, that currency and the currency exchange rate, based on the as of date and exchange rate for the order date, display at the top of the screen. If the exchange rate on the invoice processing date is different from the exchange rate on the date the order was created, Eclipse overrides the cost and price to be what they were on the date the order was placed.

When a customer is designated as having a foreign currency, and an item is entered on an Order Entry screen, the price is displayed in the foreign currency. The amounts that are carried over to a Totals screen are also specified in the foreign currency.

It is important to note that even though a sales order or a purchase order is written in a foreign currency, everything posts to the general ledger in the base currency of your company.

Use the following procedures to do business in foreign currencies:

Receiving Payments in Foreign Currencies

Disbursing Payments in Foreign Currencies

Viewing G/L Postings in Foreign Currencies

Viewing Currency Exchange Information

See Also:

Doing Business in Foreign Currencies Overview

Foreign Exchange Rates Overview

Receiving Payments in Foreign Currencies

A cash receipt from a foreign customer is recorded like a receipt from a domestic customer. The difference is that when a customer has a primary currency that is different from your company's base currency, the customer's currency and the current exchange rate are displayed in the top left corner of the screen, and the **Currency Exchange (\$)** hot key is displayed in the top right corner of the screen.

To receive payments in a foreign currency, use the A/R Cash Receipts function and then use the **Currency Exchange (\$)** hot key.

See Also:

Cash Receipts Overview

Viewing Currency Exchange Information

Buying and Selling in Foreign Currencies

Doing Business in Foreign Currencies Overview

Foreign Exchange Rates Overview

Disbursing Payments in Foreign Currencies

A disbursement to a foreign vendor is recorded like a disbursement from a domestic vendor. The difference is that when a vendor has a primary currency that is different from your company's base currency, the vendor's currency and the current exchange rate are displayed in the top left corner of the screen, and the **Currency Exchange (\$)** hot key is displayed in the top right corner of the screen.

To disburse payments in a foreign currency, follow the Posting Payables procedure and then use the **Currency Exchange (\$)** hot key.

See Also:

Posting Payables

Viewing Currency Exchange Information

Buying and Selling in Foreign Currencies Overview

Doing Business in Foreign Currencies Overview

Foreign Exchange Rates Overview

Posting Journal Entries in Foreign Currencies

Although any program in the system that creates or modifies a transaction of any financial significance updates the general ledger, there are occasional times when you need to make an entry directly to the general ledger. Use the Journal Entry screen to make entries directly to the general ledger in a foreign currency.

► **To post journal entries in a foreign currency:**

1. From the **G/L** menu, select **Journal Entry** to display the Journal Entry screen.
2. Use the **Currency Exchange (\$)** hot key to display the Currency Exchange screen.
3. In the **Currency** field, press **F10** to select from a list of currencies.

The current exchange rate, based on the currency you selected, displays in the **Exchange Rate** field. For example, if you selected **Pound**, the **Exchange Rate** field would display 1.6000. This means that the current exchange rate is now 1.6 dollars per Pound.

4. Continue with posting a journal entry in a foreign currency by following the procedure for Posting Entries To G/L Accounts.

See Also:

Doing Business in Foreign Currencies Overview

Foreign Exchange Rates Overview

Viewing G/L Postings in Foreign Currencies

Use the G/L Postings Viewing screen to view account debits and credits that result from a transaction. This is especially useful when you want to find out information about debits and credits that result from changes in the exchange rate between the date the order was processed and the date the payment was received. These amounts are debited or credited to the Currency Exchange Loss/Gain account.

The following is a list of screens from which you can access the G/L Postings Viewing screen by using the **Alt - ~** (tilde) hot key. In general, you can view the G/L Postings Viewing screen from any screen where you can affect the postings in the general ledger:

- Cash Receipts Screen
- Sales Order Entry Screen
- Inventory Adjustment Screen

►To view G/L postings:

1. From the screen where you are viewing account information, use the **Alt- ~** (tilde) hot key.

The G/L Postings Viewing screen displays.

See Also:

Buying and Selling in Foreign Currencies Overview

Doing Business in Foreign Currencies Overview

Foreign Exchange Rates Overview

Viewing Currency Exchange Information

When you are working with foreign currency, in the upper right corner of your screens is the **Currency Exchange (\$)** hot key. When you use this hot key, you get one of several different results, depending on where you are in the system.

If you are on this screen...	Using the Currency Exchange hot key (\$) displays the...	Where you can...
<ul style="list-style-type: none"> • Order Entry • Totals • Cash Receipts • A/P Entry • A/P Ledger • A/R Ledger • Journal Entry • A/P Preview Screen 	Currency Exchange screen	Change the currency and exchange rate from the displayed currency or recalculate order prices based on either a new currency or the base currency.
<ul style="list-style-type: none"> • A/P Inquiry • A/R Inquiry 	Enter New Currency prompt	Specify the new currency or the base currency for information listed on that screen.
G/L Inquiry	Display Currency prompt	Convert the amounts displayed in the screen to a different currency.

See Also:

Buying and Selling in Foreign Currencies Overview

Doing Business in Foreign Currencies Overview

Foreign Exchange Rates Overview

Printing Checks in Foreign Currencies

Use the following tasks to print checks in foreign currencies:

- Print Multiple Checks
- Print Single Checks
- Post Manual Checks

Printing Multiple Checks

To print multiple checks in a foreign currency, follow the Printing Multiple Checks procedure.

Before you begin this procedure, position the cursor on the **Currency** field and press **F10** to select from a list of valid currencies.

If you select a currency other than your base currency, the system will use the exchange rate associated with the invoice date.

The checks you are printing will be printed using the chosen currency.

Printing Single Checks

To print a single check in a foreign currency, follow the Printing Single Checks procedure.

Before you begin this procedure, position the cursor on the **Currency** field and press **F10** to select from a list of currencies.

If you select a currency other than your base currency, the system will use the exchange rate associated with the invoice date.

The check you are printing will be printed using the chosen currency.

Posting Manual Checks

To post a manual check in a foreign currency, follow the Posting Manual Checks procedure.

When you are posting a check in a foreign currency, the system displays the selected currency and the current day's exchange rate at the top of the screen. The check you are posting prints using that currency.

Even though a transaction amount is entered or displayed in a foreign currency, the actual data is stored in the base currency of your company.

See Also:

Posting Manual Checks

Printing Multiple Checks

Printing Single Checks

Foreign Exchange Rates Overview

Inquiries in Foreign Currencies Overview

Payments made or received in a foreign currency can be viewed in that currency. On each of the following screens, you can use the **Currency Exchange (\$)** hot key to display the Enter New Currency Prompt. This prompt lets you specify a currency for viewing a customer's accounts payable or accounts receivable information. Use the following procedures to make inquiries in foreign currencies:

Using A/P Inquiry in a Foreign Currency

Using A/P Ledger in a Foreign Currency

Using A/R Inquiry in a Foreign Currency

Using A/R Ledger in a Foreign Currency

Using G/L Inquiry in a Foreign Currency

See Also:

[A/P Inquiry Overview](#)

[A/P Ledger Overview](#)

[A/R Inquiry Overview](#)

[A/R Ledger Overview](#)

[G/L Inquiry Overview](#)

Using A/P Inquiry in Foreign Currencies

An inquiry about a vendor's balance, and other information, when the vendor operates in a foreign currency is done the same way as an inquiry into a vendor who operates with your company's base currency. If the vendor's primary currency is different from your company's base currency, that primary currency is displayed in the top right corner of the screen. The order's values will be based on the exchange rate at invoice time, not on the current exchange rate.

Before using a procedure in the A/P Inquiry function, use the following procedure.

► **To change the vendor's displayed currency:**

1. From the **A/P** menu, select **A/P Inquiry** to display the A/P Inquiry screen.
2. Use the **Currency Exchange (\$)** hot key to display the Enter New Currency prompt.
3. Press **F10** to select the currency type.

See Also:

A/P Inquiry Overview

Inquiries in Foreign Currencies Overview

Doing Business in Foreign Currencies Overview

Foreign Exchange Rates Overview

Using A/P Ledger in Foreign Currencies

An inquiry about a vendor's running balance when the vendor operates in a foreign currency is done the same way as an inquiry into a vendor who operates with your company's base currency. If the vendor's primary currency is different from your company's base currency, that primary currency is displayed in the top right corner of the screen. The order's values will be based on the exchange rate at invoice time, not on the current exchange rate.

Before using a procedure in the A/P Ledger function, use the following procedure.

► **To change the customer's displayed currency:**

1. From the **A/P** menu, select **A/P Ledger** to display the A/P Ledger screen.
2. Use the **Currency Exchange (\$)** hot key to display the Enter New Currency prompt.
3. Press **F10** to select the currency type.

See Also:

A/P Ledger Overview

Inquiries in Foreign Currencies Overview

Doing Business in Foreign Currencies Overview

Foreign Exchange Rates Overview

Using A/R Inquiry in Foreign Currencies

An inquiry about a customer's balance and other information when the customer operates in a foreign currency is done the same way as an inquiry into a customer who operates with your company's base currency. If the customer's primary currency is different from your company's base currency, that primary currency is displayed in the top right corner of the screen. The order's values will be based on the exchange rate at invoice time, not on the current exchange rate.

Before using a procedure in the A/R Inquiry function, use the following procedure.

► **To change the customer's displayed currency:**

1. From the **A/R** menu, select **A/R Inquiry** to display the A/R Inquiry screen.
2. Use the **Currency Exchange (\$)** hot key to display the Enter New Currency prompt.
3. Press **F10** to select the currency type.

See Also:

A/R Inquiry Overview

Inquiries in Foreign Currencies Overview

Doing Business in Foreign Currencies Overview

Foreign Exchange Rates Overview

Using A/R Ledger in Foreign Currencies

An inquiry about a customer's running balance when the customer operates in a foreign currency is done the same way as an inquiry into a customer who operates with your company's base currency. If the customer's primary currency is different from your company's base currency, that primary currency is displayed in the top right corner of the screen. The order's values will be based on the exchange rate at invoice time, not on the current exchange rate.

Before using a procedure in the A/R Ledger function, use the following procedure.

► **To change the customer's displayed currency:**

1. From the **A/R** menu, select **A/R Ledger** to display the A/R Ledger screen.
2. Use the **Currency Exchange (\$)** hot key to display the Enter New Currency prompt.
3. Press **F10** to select the currency type that the customer operates in.

See Also:

A/R Ledger Overview

Inquiries in Foreign Currencies Overview

Doing Business in Foreign Currencies Overview

Foreign Exchange Rates Overview

Using G/L Inquiry in Foreign Currencies

Use the G/L Inquiry screen to view a summary of your postings in a foreign currency for a designated fiscal year.

► **To view a summary of postings in a foreign currency:**

1. From the **G/L** menu, select **G/L Inquiry** to display the G/L Inquiry screen.
2. Select the customer and account that you want to perform an inquiry on.
3. Use the **Currency Exchange (\$)** hot key to display the Display Currency prompt.
4. In the **Display Currency** field, press **F10** to select from a list of currencies and press **Enter**.
5. In the **Calculate Exchange** field, press **F10** to select from one of the following two methods of calculating the exchange:
 - **as of Current Date** – Converts each amount from the base currency using the exchange rate for the current date. The system then displays the currency and exchange rate used for the conversion in the upper right corner of the screen.
 - **Historically** – Converts each amount from the base currency using the exchange rate that was in effect on the date of each transaction. The system displays the currency used for the conversion, but not the exchange rate, in the upper right corner of the screen.
6. Follow the instructions given in the Making Basic G/L Inquiries procedure.

See Also:

Making Basic G/L Inquiries

Inquiries in Foreign Currencies Overview

Doing Business in Foreign Currencies Overview

Foreign Exchange Rates Overview

Index

A

accounts, G/L	
autopostings	86

C

checks	
in foreign currencies	97
credit holds, releasing	66

currencies

foreign

buying and selling	91
disbursing payments.....	93
doing business	90
making inquiries.....	99
posting journal entries.....	94
pricing	89
printing checks	97
receiving payments	92
setting up.....	82
viewing G/L postings.....	95

currency exchange G/L accounts

creating.....	85
setting up.....	82

D

direct shipments

releasing credit holds	66
------------------------------	----

discount dates, terms codes.....	65
----------------------------------	----

discount percentages, terms codes	65
---	----

duty codes

about.....	3
setting up.....	4

E

exception groups, tax

about.....	34
creating.....	36

exchange rate tables	83
----------------------------	----

exempt numbers, tax	30
---------------------------	----

F

foreign currencies

about.....	81
buying and selling.....	91
disbursing payments.....	93
doing business	90
inquiries.....	100, 101, 102, 103, 104
making inquiries.....	99
posting journal entries.....	94
pricing	89
printing checks	97
receiving payments	92
setting up.....	82

viewing

currency exchange information.....	96
G/L postings.....	95

foreign customers, assigning primary

currencies	88
------------------	----

foreign vendors, assigning primary

currencies	87
------------------	----

freight charges

assigning to ship vias	72
------------------------------	----

G

G/L accounts

foreign currency	86
------------------------	----

G/L postings
 viewing in foreign currencies..... 95
 geocodes
 overriding..... 38
 tax exception groups 44

H

handling charges
 assigning to ship vias 72
 harmonizing codes
 copying to products..... 6
 setting up..... 4

I

inquiries, foreign currencies..... 99

J

journal entries
 foreign currencies..... 94

jurisdiction codes, tax

about..... 20
 creating..... 21
 overrides..... 28

L

line item taxability, enabling..... 29

M

multiple discount dates, terms codes 65

N

New York Sales Tax Report 52

O

order in-process statuses, assigning 80
 overrides
 geocodes..... 38
 terms credit controls..... 60

P

payments

in foreign currencies
 disbursing..... 93
 receiving..... 92

primary currencies

assigning to foreign customer 88
 assigning to foreign vendor..... 87

R

reports, sales tax

about..... 45
 New York Sales Tax 52
 Sales Tax Change Log 54
 Sales Tax Code 48
 Sales Tax Journal 46
 Sales Tax Overrides 50

route delivery information, assigning 75

S

sales tax

about..... 14
 creating
 tax exception groups 36
 tax exemption statuses at the
 jurisdiction level..... 32
 tax jurisdiction codes 21

determining

actual tax 16
 tax jurisdiction for sales order..... 18
 exempt numbers 30

line item taxability 29

reports

Sales Tax Change Log 54
 Sales Tax Code 48
 Sales Tax Journal 46
 Sales Tax Overrides 50

setting up.....	15	tax exempt numbers	
splitting tax rates.....	26	assigning to customers	40
tax exception groups		removing jurisdictions	32
about.....	34	tax jurisdiction codes	
assigning to customers	40	creating.....	21
assigning to products.....	42	customer overrides	28
creating.....	36	determining for a sales order.....	18
tax jurisdiction overrides.....	28	splitting tax rates	26
updating.....	12	taxes	
Sales Tax Change Log Report	54	determining	
Sales Tax Code Report.....	48	actual tax	16
Sales Tax Journal	46	tax jurisdiction for sales order.....	18
Sales Tax Overrides Report	50	enabling line item taxability for customers	
ship vias		29
about.....	67	reports	
assigning		Sales Tax Change Log	54
additional information.....	77	Sales Tax Code	48
automatic freight and handling charges		Sales Tax Journal	46
.....	72	Sales Tax Overrides	50
credit card information.....	78	setting up.....	15
order in-process statuses	80	tax exception groups, assigning to	
route delivery information	75	customers	40
user-defined shipping documents	79	tax exempt number, adding to customer	
creating.....	68	record	30
split payments, terms codes	64	terms codes	
T		about.....	56
tax exception groups		creating.....	57
about.....	34	discount percentages for	65
assigning to customers	40	editing	57
assigning to products or price lines.....	42	for split payments.....	64
creating.....	36	multiple discount dates for.....	65
selecting by geocodes	44	overriding credit controls	60
tax exempt ID.....	30	releasing credit hold.....	66

variable..... 62
terms credit controls, overriding 60

U

user-defined
documents for ship vias 79

Z

zip codes
about..... 8
maintaining 9
updating..... 12