
User Reference

CMiC Global Tables v10x (ADF)

By CMiC

CMiC
Computer Methods
international Corp.

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CMiC Global Tables – ADF

Overview – CMiC Global Tables

Global Tables are data setups, such as setups for taxes, currencies, and units of measure, that are shared by various modules of CMiC Enterprise.

Tax Codes

TAX TABLE MAINTENANCE Table Mode Save Exit ? ? ? ? ?

TAX SETUP

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

Compound Tax Active TDS Tax

* Tax AZ Name AZ-STATE TAX Short Name AZ * Percent 10.00000 Payment %

Non Taxable Code AZ* Tax Registration Tax Credit

Journal Used for Payment Debit AP Accounts Payable

RECEIVABLE INVOICES

* Tax Liability Account 00 2020.102 AZ - Tax Payable

* Tax Liability on Ret. Account 00 2020.202 AZ - Retainage on Tax Payable

JB Tax Costing Cost Code

JB Tax Costing Category

PAYABLE VOUCHERS

* Tax Credit Account 00 2020.204 CA01 - Retainage on Tax Payable

* Tax Credit on Ret. Account 00 2020.205 CA01.01 - Retainage on Tax Pay

Direct Pay Included in Voucher Amount

Liability Account 00 2020.302 AZ - Tax Liability

Vendor UNITED1 UNITED1

Freight Insurance Misc Tax on Tax

COMPOUND TAX SETUP

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* State	State Name	* Jurisdiction Code	Jurisdiction Name	Tax Percent
AZ	Arizona	AZ-STATE	AZ-STATE	10.00000
				10.00000

Pgm: ARTAXFM – Tax Code Maintenance

The Tax Table Maintenance screen is used to define all taxes that are applicable to each Company in the system. These defined taxes will then be available in the system’s modules that use taxes.

Via this screen, various tax types can be defined:

- Standard Single Rate Taxes
- Compound Jurisdictional Taxes (State, County, City, & School District Levels)
- Direct Pay Taxes
- Value Added (Credit) Taxes

This screen is loaded in Insert Mode, to insert new entries. To view existing Tax Codes, select the relevant Company via the **Company** field, tab out of the field and press the F12 keyboard key.

Tax Setup – Section

This tab displays Tax Codes for the Company selected via the **Company** field.

Compound Tax – Checkbox

If checked, this tax is a Compound Tax, and its component tax rates are specified in the **Compound Tax Setup** section, with the total rate displayed via the **Percent** display-only field.

Active – Checkbox

If active, the Tax Code will be available in LOVs, otherwise it will not be.

TDS Tax – Checkbox

If checked, the **Percent** field's tax rate can be negative. For the Tax Deduction at Source (TDS) legal requirement in Mauritius, this option provides the ability to apply negative tax rates on billing invoices.

Tax

Enter a 2-character code that will identify the tax you are defining. If a Compound Tax is being defined, then 10 characters may be used.

Name

Enter the name for the tax being defined, up to 30 characters in length. This name will appear to the right of the Tax Code on most forms that require the entry of the Tax Code.

Short Name

Enter a short name for this tax, up to six characters. The short name will appear on certain forms and reports where the longer name cannot fit.

Percent

This is the tax's percentage.

If the **Compound Tax** checkbox is checked, this is a display-only field that displays the sum of the Jurisdictional Taxes entered in the **Compound Tax Setup** section.

Payment %

This field is used to enter the tax rate for a Tax Code of the Standard Single Rate Tax type. If a Tax Code is of the Compound Tax variety, its component rates are specified via the **Compound Tax Setup** section, and the total rate is displayed via the **Percent** display-only field.

Non Taxable Code

For every Tax Code entered, a non-taxable version is automatically created, and its code is displayed via this field. The code for the non-taxable version is comprised of the Tax Code's code with an

asterisk (*) appended at the end. Non-taxable versions of Tax Codes are used to show that a tax was considered for a payment, but not applicable to it (zero amount).

In screens in which taxes are selected, if a particular tax is not taxable for a payment, but you want the tax and its zero amount to show on reports and receipts to show that it was considered and not applicable: select the **Tax Code** and unclick its corresponding **Taxable** checkbox.

Tax Registration

Enter the tax registration description to show on the tax line, if the Job Billing invoice used supports it.

Tax Credit – Checkbox

Check this box if you will receive a tax credit for any taxes your company has paid on the purchase of goods and services. VAT type taxes and GST are examples of taxes that require this field to be checked.

Journal Used for Payment Debit

Enter/Select the default Journal to be used for payment processing.

Tax Liability Department, Account

Enter the department and account number to be credited for this tax when it is charged on receivable invoices. The account number must have been previously set up on the GL Chart of Accounts Setup form.

Tax Liability on Retainage Department, Account

Enter the department and account number to be credited for the tax calculated on the retainage portion of a receivable invoice. If you do not use separate accounts for retainage tax and standard tax, you may enter the same account in both fields.

The account entered must be already set up on the GL Chart of Accounts Setup form. The account name will be displayed to the right if found.

JB Tax Costing Phase, JB Tax Costing Category

The fields are used to associate a Tax Code to a Cost Code and Category combination, so that tax amounts incurred against items of that Cost Code and Category are recorded for the Job. See the previous subsection, *Recording AR Taxes in Job Cost*, for additional information.

Tax Credit Department, Account

Enter the department and account number to debit for a tax credit when it is charged on a payable invoice. These fields are only required if a 'Y' was entered into the previous Tax Credit field.

If the Tax Code being entered is for the Goods and Services Tax (GST), then enter the General Ledger account being used for the GST Input Tax Credit. Normally this account will be a different one than that specified for regular GST Payable. The account entered must be already set up on the GL Chart of Accounts Setup form.

Tax Credit on Retainage Department, Account

Enter the department and account number to be debited for the tax calculated on the retainage portion of a payable invoice. If you do not use separate accounts for retainage tax and standard tax, you may enter the same account in both fields.

These fields are only required if a 'Y' was entered into the previous Tax Credit field.

Direct Pay – Checkbox

Check this field if you are responsible for submitting this tax to the government. This is applicable to AP taxes only. If left unchecked the tax amount will be included in your payment to the vendor.

Included in Voucher Amount – Checkbox

This flag will indicate that the tax is not calculated separate, but rather is already included in the voucher amount being entered.

Liability Department, Account (Direct Pay)

Enter the department and account number to be credited for this tax when it is a Direct Pay Tax charged on a payable invoice. The account number must have been previously set up on the GL Chart of Accounts Setup form.

Vendor (Direct Pay)

If the tax being entered is a Direct Pay Tax, and you want the system to automatically create a payable for the direct tax amount whenever an AP Voucher is entered, then enter the Vendor Code here. Also the AP Control File must have the **Generate Direct Pay Tax Vouchers** checkbox checked. See the *Direct Pay Tax* subsection under the *Tax Types & Samples* section for details.

Freight – Checkbox (Tax on Freight)

Check this box if this tax is applicable on freight charges; otherwise leave this box unchecked.

Insurance – Checkbox (Tax on Insurance)

Check this box if this tax is applicable to insurance charges; otherwise leave this box unchecked.

Misc – Checkbox (Tax on Miscellaneous Charges)

Check this box if this tax is applicable to miscellaneous charges; otherwise leave this box unchecked.

Tax on Tax – Checkbox

Check this box if this tax is applicable on taxes already applied to the invoice; otherwise leave this box unchecked.

Example 1: Tax on Tax Unchecked for Second Tax

The screenshot shows a 'Voucher Detail' form with the following data:

Field	Value
Entered Amount	100.00
* Net Invoice	100.00
Retainage	0.00
Freight	
Miscellaneous	
Tax 1 Amount	5.00
Tax 1 Retainage	0.00
Tax 2 Amount	10.00
Tax 2 Retainage	0.00

Additional fields include: Currency (US), Exchange Rate (1.0000000), Disc Days (0), Due Days (30), Date (08/Feb/2017), From (08/Feb/2017), Date (10/Mar/2017), Tax Code (T5), Taxable (checked), Direct (Y), Discount (N), Tax 1 (N), Tax 2 (N).

A red box highlights the 'Tax 2 Amount' field (10.00). A red arrow points to the 'Tax on Tax unchecked for Tax 2' checkbox, which is checked. A text box below the arrow says 'taxable amount is Voucher Amount'.

Example 2: Tax on Tax Checked for Second Tax

Voucher Detail Defaults Joint Payee

Entered Amount 100.00 * Currency US Exchange Rate 1.000000

* Net Invoice 100.00 Remittance

Retainage 0.00 Disc Days 0 Date 08/Feb/2017 From 08/Feb/2017

Freight Due Days 30 Date 10/Mar/2017

Miscellaneous Taxable Amount Tax Code Taxable Direct Discount

Tax 1 Amount 5.00 Tax 1 100.00 Tax 1 T5 Taxable Y Direct Y Tax1 N

Tax 1 Retainage 0.00

Tax 2 Amount 10.50 Tax 2 105.00 Tax 2 09 Taxable Y Direct Y Tax2 N

Tax 2 Retainage 0.00

Tax on Tax checked for Tax 2

taxable amount is Voucher Amount + Tax 1 Amount

Tax Calculation Formulas

Let **A** = Voucher Amount, let **T1** = Tax 1, and let **T2** = Tax 2

Total - Tax on Tax <u>Un</u> checked			Total - Tax on Tax Checked					
$A \cdot T1$	+	$A \cdot T2$	+	$A \cdot T1$	+	$(A \cdot T1 + A) T2$	+	A
Tax 1 Amount		Tax 2 Amount		Tax 1 Amount		Tax 2 Amount		Voucher Amount
$= A \cdot T1 + A \cdot T2 + A \cdot T1 \cdot T2 + A$								

Compound Tax Setup – Section

COMPOUND TAX SETUP

* State	State Name	* Jurisdiction Code	Jurisdiction Name	Tax Percent
PA	Pennsylvania	PA-ABT-SD	Abington School District	1.420
PA	Pennsylvania	PA-ERIE-C	Erie County Tax	1.140
PA	Pennsylvania	PA-ERIE-M	Erie City	0.987
				3.547

This section is used to enter the component Jurisdictional Taxes for a Compound Tax. The States/Provinces available via the **State** field's LOV, and the Jurisdiction Taxes available via the **Jurisdiction Code** field's LOV are set up via the Region Code Maintenance screen. For details, see this reference guide's *Region Codes* section.

For details about setting up Compound Taxes, refer to the *Compound Tax* subsection under the *Tax Types & Samples* section.

State

Select the State under which the Jurisdictional Taxes are defined.

Jurisdiction Code

Select the individual Jurisdictional Taxes that make up the Compound Tax.

Tax Percent

This field is automatically populated with the rate defined for the Jurisdictional Tax, however, this rate may be modified if required. If the rate is modified, the rate set for the Jurisdictional Tax in the Region Code screen will not be altered.

Delete Compound Tax

To delete a Compound Tax, first delete the Compound Taxes under the **Compound Tax Setup** section using the **[Delete]** button of that section's Block Toolbar. Then, delete the Compound Tax using the **[Delete]** button of the **Tax Setup** section.

Tax Types & Samples

Standard Single Rate Tax

TAX TABLE MAINTENANCE
Table Mode Save Exit ?

SELECTION CRITERIA

* CCC CMiC Test Construction Company

TAX SETUP

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

Compound Tax * Active

* Tax PA Name PA State Tax Short Name PA-ST * Percent 0.000 Payment % 3.410

Non Taxable Code PA* Tax Registration Tax Credit

Journal Used for Payment Debit AP Accounts Payable

RECEIVABLE INVOICES

* Tax Liability Account 00 1900.200 PA State Tax Receivable

* Tax Liability on Ret. Account 00 1900.300 PA Ret. Tax Receivable

JB Tax Costing Cost Code

JB Tax Costing Category

PAYABLE VOUCHERS

Tax Credit Account

Tax Credit on Ret. Account

Direct Pay Included in Voucher Amount

Liability Account

Vendor

Freight Insurance Misc Tax on Tax

COMPOUND TAX SETUP

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* State	State Name	* Jurisdiction Code	Jurisdiction Name	Tax Percent
No rows yet.				

Sample of a Standard Single Rate Tax setup; sample shown is of a state tax.

For a Standard Single Rate Tax setup (sample shown above), the **Compound Tax** box is unchecked and the tax rate is specified via the **Payment %** field. The **Advanced** tab is not used, as it is only applicable to Compound Tax setups.

The **Tax Credit** box is also unchecked, and its corresponding **Tax Credit Account** and **Tax Credit on Ret. Account** fields are left blank, as these fields only apply to Value Added Tax setups.

Also, the **Direct Pay** box is unchecked, and its corresponding **Liability Account** and **Vendor** fields are left blank, as these fields only apply to Direct Pay Tax setups.

Compound Tax (Multiple Jurisdictional Taxes)

TAX TABLE MAINTENANCE
Table Mode Save Exit ? ? ? ? ?

SELECTION CRITERIA

* [CCC] CMiC Test Construction Company

TAX SETUP

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

Compound Tax * Active

* Tax: PA-ERIE-AB Name: PA-Erie County & Abington SD Short Name: * Percent: 3.547 Payment %:

Non Taxable Code: PA-ERIE-AB* Tax Registration: Tax Credit:

Journal Used for Payment Debit: AP Accounts Payable

RECEIVABLE INVOICES

* Tax Liability Account: 00 1900.200 PA State Tax Receivable

* Tax Liability on Ret. Account: 00 1900.300 PA Ret. Tax Receivable

JB Tax Costing Cost Code: JB Tax Costing Category:

PAYABLE VOUCHERS

Tax Credit Account: Tax Credit on Ret. Account:

Direct Pay Included in Voucher Amount

Liability Account: Vendor:

Freight Insurance Misc Tax on Tax

COMPOUND TAX SETUP

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* State	State Name	* Jurisdiction Code	Jurisdiction Name	Tax Percent
PA	Pennsylvania	PA-ABT-SD	Abington School District	1.420
PA	Pennsylvania	PA-ERIE-C	Erie County Tax	1.140
PA	Pennsylvania	PA-ERIE-M	Erie City	0.987
				3.547

Compound Taxes in CMiC Enterprise consists of multiple jurisdictional type taxes, and they are used to consolidate taxes for a region.

A Compound Tax's code can be up to 10 characters in length, and Compound Taxes can be of the Direct Pay Tax and Value Added Tax sub-types.

For a Compound Tax, the component Jurisdictional Taxes are entered in the **Compound Tax Setup** section, as shown above, and the total rate is displayed via the **Percent** display-only field.

The States/Provinces available via the **State** field's LOV, and the Jurisdiction Taxes available via the **Jurisdiction Code** field's LOV are set up via the Region Code Maintenance screen. For details, see this guide's *Region Codes* section.

To delete a Compound Tax, first delete the Compound Taxes under the **Compound Tax Setup** section using that section's [Delete] button. Then, delete the Compound Tax using the [Delete] button of the **Tax Setup** section.

Value Added Tax (Goods & Services Tax)

TAX TABLE MAINTENANCE
Table Mode Save Exit Help ?

SELECTION CRITERIA

* ZZ CMiC Construction Inc.

TAX SETUP

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

Compound Tax
 * Active

* Tax GT Name GST - Goods & Services Tax

Short Name GST

* Percent 0.000

Payment % 7.000

Non Taxable Code GT* Tax Registration Tax Credit

Journal Used for Payment Debit GJ General Journal

RECEIVABLE INVOICES

* Tax Liability Account 00 1500.540 GST Tax Receivable

* Tax Liability on Ret. Account 00 1500.545 GST Tax Retainage Receivable

JB Tax Costing Cost Code

JB Tax Costing Category

PAYABLE VOUCHERS

* Tax Credit Account 00 2000.650 GST Tax Credit

* Tax Credit on Ret. Account 00 2000.655 GST Tax Credit on Retainage

Direct Pay Included in Voucher Amount

Liability Account

Vendor

Freight Insurance Misc Tax on Tax

COMPOUND TAX SETUP

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* State	State Name	* Jurisdiction Code	Jurisdiction Name	Tax Percent
No rows yet.				

Sample of a Value Added Tax setup; sample shown is of a GST tax.

Value added taxes (VAT), also known as goods and services taxes (GST), are applicable to our Canadian, UK, Ireland, and Singapore clients.

For a Value Added Tax setup (sample shown above), the **Tax Credit** box is checked, and its corresponding **Tax Credit Account** and **Tax Credit on Ret. Account** fields are specified.

Also, a Value Added Tax setup can be defined with a single rate, specified via the **Payment %** field, or it can be defined as Compound Tax by checking the **Compound Tax** box and entering the component tax rates in the **Compound Tax Setup** section.

Also, the **Direct Pay** box is unchecked, and its corresponding **Liability Account** and **Vendor** fields are left blank, as these fields only apply to Direct Pay Tax setups.

Value Added Taxes & Retainage/Holdback

AP CONTROL FILE Table Mode

SELECTION CRITERIA

Company: CCC Copy Control File

System Defaults | Voucher | Check | Accounting | Other

Search | Insert | Delete | Workflows | Report Options | ECM Documents | User Extensions

* Current Year And Period: 2016 | 10

Allow To Post To Future Periods
 Default Post Date Into Posting And Check Printing Programs
 Batch Control Total

Calculated On: Original Invoice Amount (Including Retainage)

JOURNAL OPTIONS

* AP: AP
 * CD: CD

TAX OPTIONS

Calculate Tax On Net Amount
 Tax1 Is Credit Tax (GST in Canada)
 Calculate Retainage On Tax2
 Generate Direct Tax Voucher

Direct Tax Voucher Series Code: DTX1 Direct Tax Invoice Series Code:

In some tax jurisdictions, the tax amount due on Retainage/Holdback is not considered a current payable until the Retainage/Holdback is released. In this case, the tax credit tax in question must be entered as the first tax on any AP invoice, and the **Tax1 Is Credit Tax (GST in Canada)** checkbox on the **System Defaults** tab of the AP Control File must be checked, as shown above.

If a tax is of the Tax Credit type, and the **Tax1 Is Credit Tax (GST in Canada)** box is not checked, the posting will be:

BEST01		NORMAL	2607	1234	07-Oct-2013	06-Nov-2013	USD 1000	1,000.00	0.00	0.00	130.00	1,030.00	100.00	
Best Control					Disc Date: 07-Oct-2013		Series Code:		Handling Code:		Discrete: N			
HST														
Type	Company	Dept	Account	Account Name	Debit	Credit	Qty	WM	Job/Equip/WO	Cost Code /Equip/WO	CalcTr/Exp	Expense Code	PO#/CONT	Item/Task
G	HC	00	2000	Accounts Payable		1,030.00			NA					
G	HC	00	2010	Retainage Payable		100.00			NA					
G	HC	00	2020	Taxes Payable	130.00				NA					
G	HC	00	6430	Miscellaneous Overhead Costs	1,000.00				NA					

If a tax is of the Tax Credit type, and the **Tax1 Is Credit Tax (GST in Canada)** box is checked, the posting will be:

BEST01		NORMAL	2609	12346	07-Oct-2013	06-Nov-2013	USD 1000	1,000.00	0.00	0.00	117.00	1,017.00	113.00	
Best Control					Disc Date: 07-Oct-2013		Series Code:		Handling Code:		Discrete: N			
HST														
Type	Company	Dept	Account	Account Name	Debit	Credit	Qty	WM	Job/Equip/WO	Cost Code /Equip/WO	CalcTr/Exp	Expense Code	PO#/CONT	Item/Task
G	HC	00	2000	Accounts Payable		1,017.00			NA					
G	HC	00	2010	Retainage Payable		113.00			NA					
G	HC	00	2020	Taxes Payable	117.00				NA					
G	HC	00	2030	Retainage Taxes Payable	13.00				NA					
G	HC	00	6430	Miscellaneous Overhead Costs	1,000.00				NA					

Direct Pay Tax

TAX TABLE MAINTENANCE
Table Mode Save Exit ? ? ? ? ?

SELECTION CRITERIA

* CCC CMiC Test Construction Company

TAX SETUP

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

Compound Tax * Active
 * Tax AZ Name Arizona State Tax Short Name AZ Tax * Percent Payment % 3.34
 Non Taxable Code Tax Registration Tax Credit
 Journal Used for Payment Debit

RECEIVABLE INVOICES

* Tax Liability Account 00 2020.102 AZ - Tax Payable

* Tax Liability on Ret. Account 00 2020.202 AZ - Retainage on Tax Payable

JB Tax Costing Cost Code

JB Tax Costing Category

PAYABLE VOUCHERS

Tax Credit Account

Tax Credit on Ret. Account

Direct Pay Included in Voucher Amount

Liability Account 00 2020.302 AZ - Tax Liability

Vendor A1CEMENT A1 CEMENT INDUSTRIES.

Freight Insurance Misc Tax on Tax

COMPOUND TAX SETUP

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* State	State Name	* Jurisdiction Code	Jurisdiction Name	Tax Percent
No rows yet.				

Sample of Direct Pay Tax setup.

Direct Pay Taxes are taxes applicable to Accounts Payable invoices that you have opted to pay directly to the tax authority, not to the vendor. When a Direct Pay Tax is applied, the system automatically creates a payable invoice to the tax authority each time you post an AP invoice. This system generated invoice can then be paid, as per any other invoice.

For a Direct Pay Tax setup (sample shown above), the **Direct Pay** box is checked, and its corresponding **Liability Account** field is specified, which is a clearing account that should always have a balance of zero. The Vendor for who a Liability Voucher is to be automatically created whenever this Direct Pay Tax is used, is specified via the **Vendor** field.

Also, the **Tax Credit** box is unchecked, and its corresponding **Tax Credit Account** and **Tax Credit on Ret. Account** fields are left blank, as these fields only apply to Value Added Tax setups.

Direct Pay Taxes can be defined with a single tax rate, or they can be Compound Taxes. However, Direct Pay Taxes of the Compound Tax type cannot have a vendor assigned.

Invoice Series Codes for Direct Pay Taxes

1. Invoice Series Code Setup

* Invoice Series	Description	Default Department	Default Account	Retainage Department	Retainage Account	Next Invoice Sequence	Use Pre-lien
DTX1	Direct Tax Invoice Series Code	00	2000.100	00	2000.200	12	<input type="checkbox"/>
SUBS	Subcontractors	00	2000.100	00	2000.200	1	<input type="checkbox"/>

Pgm: APINVSER - Invoice Series Codes screen; sample of an Invoice Series Code set up for a Direct Pay Tax

Create an Invoice Series Code for the Direct Pay Tax via the Invoice Series screen (program: APINVSER). When defining the Invoice Series Code, if you want the tax invoices to be considered part of your standard AP control account, enter the standard accounts here. The accounts entered here will override the default accounts set up for the vendor.

2. AP Control File Setup

JOURNAL OPTIONS

* AP AP Accounts Payable

* CD CD Cash Disbursements

TAX OPTIONS

Calculate Tax On Net Amount

Tax1 Is Credit Tax (GST in Canada)

Calculate Retainage On Tax2

Generate Direct Tax Voucher

Direct Tax Voucher Series Code DTX1 Direct Tax Invoice Series Code

The next step is to update the AP Control File. Launch the AP Control File screen, and check the **Generate Direct Tax Voucher** checkbox on the **System Defaults** tab. Then select the Invoice Series Code for the Direct Pay Tax via the **Direct Tax Voucher Series Code** field, and save the update.

3. Sample Posting Report with a Direct Pay Tax

Now, when Vouchers in the AP or Subcontract modules are posted with a Direct Pay Tax, the system will post them and create secondary Vouchers for the direct pay tax amounts.

Below is a simple sample of the posting report. Notice that account 9901 is an in and out account, and therefore should always have a balance of zero.

AIRC01		NORMAL	2599	89876	07-Oct-2013	06-Nov-2013	USD	1000	1,000.00	0.00	0.00	70.00	1,000.00	0.00
Air Comfort					Disc Date: 07-Oct-2013		Series Code:		Handling Code:		Discrete: N			
Direct Pay Sales Tax included on Invoice.														
Type	Company	Dept	Account	Account Name	Debit	Credit	Qty	Job/Equip	Cost Code /Equip	Cat/Tr/Exp	Expense Code	PO#/CONT	Item/Task	
G	HC	00	2000	Accounts Payable		1,000.00	NA							
G	HC	00	9901	Direct Pay Sales Tax Clearing		70.00	NA							
G	HC	00	6430	Miscellaneous Overhead Costs	1,070.00		NA							

GEOR01		NORMAL	2600	*000000003*	07-Oct-2013	06-Nov-2013	USD	1000	70.00	0.00	0.00	0.00	70.00	0.00
Georgia Taxes					Disc Date: 07-Oct-2013		Series Code: TAX		Handling Code:		Discrete: N			
GAFUL (Fulton County - GA)														
Type	Company	Dept	Account	Account Name	Debit	Credit	Qty	Job/Equip	Cost Code /Equip	Cat/Tr/Exp	Expense Code	PO#/CONT	Item/Task	
G	HC	00	2000	Accounts Payable		70.00	NA							
G	HC	00	9901	Direct Pay Sales Tax Clearing	70.00		NA							

Total for Currency: USD									1,070.00	0.00	0.00	70.00	1,070.00	0.00

Recording AR Taxes in Job Costing

RECEIVABLE INVOICES

* Tax Liability Account 00 1500.400 AR Illinois State Tax Payable

* Tax Liability on Ret. Account 00 1500.500 AR Retainage on Illinois Tax

JB Tax Costing Cost Code 03 00 00 CONCRETE

JB Tax Costing Category 4000 Material

PAYABLE VOUCHERS

Additionally, functionality is available to record taxes incurred by a Cost Code and Category item against the Job that incurred them. All that is required for such a tax setup is the relevant Cost Code and Category, as shown above.

If this option is used for a Tax Code, the system will create a new transaction batch during the Job Billing Invoice Posting process, which posts a 'C' cost transaction for the Tax Amount and a 'B' billing transaction for the tax amount using the Cost Code and Category combination defined on the Tax Code.

Scheduled Tax Rates

SCHEDULED TAX RATES Table Mode Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

*

TAX SETUP

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

* Effective Date:

* Tax: Name: Short Name: Percent:

Non Taxable Code: Tax Registration: Tax Credit

Journal Used for Payment Debit: Compound Tax * Active

RECEIVABLE INVOICES

Tax Liability Account:

Tax Liability on Ret. Account:

JB Tax Costing Cost Code:

JB Tax Costing Category:

PAYABLE VOUCHERS

Tax Credit Account:

Tax Credit on Ret. Account:

Direct Pay Included in Voucher Amount

Liability Account:

Vendor:

Freight Insurance Misc Tax on Tax

Pgm: ARTSFM – Scheduled Tax Rates; standard Treeview path: AP > Setup > Local Tables > Scheduled Tax Rates

This screen is used to enter the future details of a Tax Code defined in the system, so that on the specified **Effective Date**, the Tax Code will be updated with the new details.

If a Tax Code is of the Compound Tax type, the [**Compound Tax Detail**] button will be enabled to alter the component tax rates.

For details about the fields of this screen, please refer to the *Tax Codes* section.

Payment Terms

PAYMENT TERMS Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* Company:

TERM DETAIL

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* Code	Name	Ctrl Start Date	Due Day In Month	Days Until Due	Discount Day In Month	Discount Days	Discount Percent	Retainage Percent
NET0	Net 30 Days Ret 0% Disc 0%	NA		30		0	0	0
NET30	Net 30 Days Ret 10% Disc 2%	HM		30		5	2	10
NETEND	NET END	NA	10			0	0	0

VALUATION PAYMENT SETUP

Submit Days (Prior to due date)

Payment Notice Days

Final Payment Days

Payless Notice Days (prior to due date)

Pgm: TERM – AP and AR Terms Code Maintenance

This program is used to define codes for payments terms for use in both the Accounts Receivable and Accounts Payable sub-ledgers. Payment terms are unique by company. Common payment terms associated with invoices include COD, Net due 30 days, Net due on receipt etc. A six-character code defined here identifies each payment term and that code will be required for entry when setting up both vendors and customers.

The first block is for entering the company code for which the codes being defined in the second block will apply. Terms codes must be defined for each company set up on the system. The second block is used for setting up the Terms Codes that will be used by the company specified in the first block.

Company

Enter the company code that you want to define terms for.

Code (Term Code)

Enter up to a 6-Character code for the Term Code. This code will be specified when setting up new customers in A/R or new vendors in A/P, and will determine the standard payment conditions for invoices (i.e. Cash on Delivery, Net due on Receipt, Net due 30 days, etc.). A Term Code must be entered for each payment term defined on this form.

Name

Enter a description of this payment term, up to 30 characters. This name will appear on most forms that require the entry of a payment term.

Control Start Date

Enter the Code to determine the day that will be used as the start date when calculating the Payment Terms. There is a predefined set of values for this field. The default for this field is 'NA'.

HM - Not Including this half month
NA - Control Not Applied
NM - Not Including this Month
NT - Not Including Today
NW - Not Including this Week
SD - Specify the Number of Days

This control field is used in conjunction with an invoice date to determine the base date from which to calculate the due and discount dates according to the data in the 'Days until Due' and the Days until Disc' fields.

Due Day in Month

Enter the day of the month that invoices for vendors or customers with this code are normally due. If "15" is entered here, then the due date for invoices entered will default to the 15th of the current month if this Term Code has been set-up for the vendor or customer whose invoice is being entered. A valid number between 0 and 31 can be entered here.

Leave this field blank if the due date for invoices will be determined by the invoice date (see the DAYS UNTIL DUE field).

NOTE: The DAY IN MONTH DUE field and the next field, DAYS UNTIL DUE are mutually exclusive entry fields. They both cannot be left blank and they both cannot be filled in. One method of defaulting the due date on invoices must be selected.

Days Until Due

Enter the number of days until invoices being entered for customers or vendors with this Term Code will be due for payment, starting from the date of the invoice. The due date will default to the Invoice

Entry form by adding the number of days entered in this field to the invoice date entered on that form. If "30" is entered in this field, all invoices for all vendors or customers who are set up with this code will have a default due date of 30 days past the invoice date entered.

A valid number between 0 and 999 can be entered in this field. Leave this field blank if the due date will default based on the day of the month (see DAY OF MONTH DUE field)

NOTE: Data entry in this field and the previous one are mutually exclusive. Both fields cannot be left blank and both fields cannot have data entered. Enter information only in that field which will approximate and default due dates in the most desirable fashion.

Discount Day In Month

Enter the day in the month up to which the discount is applicable.

Discount Days

Enter the number of days after the invoice date that the customer or vendor invoices are eligible for TERM (or early payment) discounts. When invoices are entered for vendors or customers who have been set up with this Term Code, the system add the number of days specified here to the invoice date entered and correctly display the date that TERM DISCOUNT eligibility ends. Any number of days between 0 and 999 may be entered here.

If this field is left blank, the system will assume 0 days for this code.

Discount Percentage

Enter the percentage for the TERMS (early payment) discount. For invoices of vendors and customers who are set up with this Term Code, the percentage entered in this field will default to the Invoice Entry form, and the amount of discount will be automatically calculated based on the percentage entered. A valid percentage between 0 and 100 can be entered in this field.

If this field is left blank, the system will assume a percentage of 0.

Retainage Percentage

Enter the percentage of retainage to be associated with the Term Code being defined.

Sample of Start Date Control Functions

NOTE: Rows in Bold are invalid combinations:

		Day in Month	Days Until	Invoice Date	Calculated Due Date
HM	Not Including this Half Month	7		Jan 01/07	Feb 07/07
		7		Jan 31/07	Feb 07/07
			7	Jan 01/07	Jan 23/07
			7	Jan 31/07	Feb 08/07
NM	Not Including this Month	7		Jan 01/07	Feb 07/07
		7		Jan 31/07	Feb 07/07
			7	Jan 01/07	Feb 08/07
			7	Jan 31/07	Feb 08/07
NT	Not Including Today	7		Jan 01/07	Feb 07/07
		7		Jan 31/07	Feb 07/07

			7	Jan 01/07	Jan 09/07
			7	Jan 31/07	Feb 08/07
NW	Not Including this Week	7		Jan 01/07	Feb 07/07
		7		Jan 15/07	Feb 07/07
		7		Jan 31/07	Feb 07/07
			7	Jan 01/07	Jan 14/07
			7	Jan 31/07	Feb 11/07
NA	Control Not Applied	7		Jan 01/07	Feb 07/07
		7		Jan 31/07	Feb 07/07
			7	Jan 01/07	Jan 08/07
			7	Jan 31/07	Feb 07/07

Region Codes

The screenshot displays the 'REGION CODE' application interface. The top section is titled 'PROVINCE/STATE CODES' and contains a table with columns for Province/State Code, Name, and Compliance Code. The bottom section is titled 'GT JURISDICTIONS' and contains a table with columns for Code, Description, Type, Type Description, Tax Percent, and AR Maximum Taxable Amount. A red arrow points from the 'PA' row in the Province/State Codes table to the 'PA-STATE' row in the Jurisdictional Taxes table.

* Province/State Code	Name	Compliance Code
NLE	Nuevo León	
NM	New Mexico	
NS	Nova Scotia	
NT	Northwest Territories/Nunavut	
NV	Nevada	
NY	New York	WORKCOMP
OAX	Oaxaca	
OH	Ohio	
OK	Oklahoma	
ON	Ontario	
ONT	Ontario	
OR	Oregon	
PA	Pennsylvania	
PE	Prince Edward Island	
PEI	Prince Edward Island	
PR	Puerto Rico	
PUE	Puebla	
QC	Quebec	
QRO	Querataro	
QUE	Quebec	

Jurisdictional Taxes for state

* Code	* Description	* Type	* Type Description	* Tax Percent	AR Maximum Taxable Amount
PA-ABT-SD	Abington School District	SC	School Tax	1.420	
PA-ADMS-C	Adams County Tax	DT	District Tax	1.082	
PA-BERKS-C	Berks County Tax	DT	District Tax	1.077	
PA-CAM-C	Cambria County Tax	DT	District Tax	1.078	
PA-ERIE-C	Erie County Tax	DT	District Tax	1.140	
PA-ERIE-M	Erie City	CI	City Tax	0.987	
PA-STATE	Pennsylvania State Tax	ST	State Tax	3.150	

Pgm: REGFM – Region File Maintenance

This screen is used to define geographical regions to use throughout the system, in the **Province/State Codes** section. It is also used to define all relevant Jurisdictional Taxes for a selected region on the **Jurisdictions** tab. The defined Jurisdictional Taxes are used in the Tax Code Maintenance screen to define Compound Taxes.

Province/State Codes – Section

Province/State Code, Name

Enter up to a three character code for the state/province being defined. You can use a combination of characters from A-Z and 0-9 (i.e. 'NY', 'IL', or 'ON'). The code will be used to reference these regions throughout the system. The codes used to identify a state/province are expected by the system to be the codes dictated by the country's postal service. The name of the province/state code entered can be

up to 30 characters. This name will appear on most forms where the Region Code (State Code) is entered. This field is not used on any address functions.

Compliance Code

This field is used to associate a Compliance Code to a Region Code (State Code), so that in the Subcontract Entry screen, if the Subcontract's Job location state/province is not the same as that of the Vendor, the Compliance Code assigned to the Region Code will be added to the Subcontract.

Jurisdictions – Tab

This tab is used to define all relevant Jurisdictional Taxes for the selected region in the **Province/State Codes** section.

Code, Description

Jurisdictional Tax's identifying code, and its description.

Type, Type Description

Type of Jurisdictional Tax: **School Tax, District Tax, City Tax, State Tax.**

Tax Percent

Decimal representation of tax rate.

AR Maximum Taxable Amount

Enter the maximum taxable amount for this Jurisdictional Tax. This is for the system to handle local sales taxes for maximum taxable invoice amounts. For example, in a state, local taxes may be charged only up to an amount of say \$2500 only. The assumption is that the amount is in one currency only. The maximum is then applied to AR Invoice entry, AR Memo entry, Job billing prepare Billing program and Mass prepare billing programs.

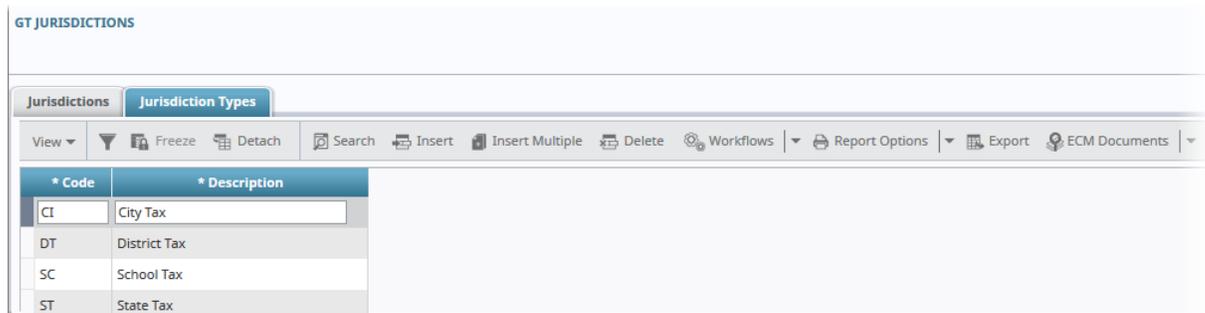
NOTE: Presently, this is applicable to AR invoices only, not for AP invoices.

[Update Tax Rates] – Button

This option will offer a confirmation dialog. If the user selects **[OK]**, then all Compound Tax setups in the Tax Code Maintenance screen will be updated to this current rate.

Warning: This will over-ride any adjusted amounts made for any specific Compound Taxes.

Jurisdiction Types – Tab



* Code	* Description
CI	City Tax
DT	District Tax
SC	School Tax
ST	State Tax

This tab is used to maintain the Jurisdictional Tax Types available via the **Type** fields on the **Jurisdictions** tab. Examples of Jurisdictional Taxes include: Power, Water, City, County, School Districts, etc.

Address Codes

ADDRESS CODE Table Mode Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

Company ZZ CMiC Construction Inc.

ADDRESS DETAILS

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

* Address Code ZSCH ZZ - Schaumburg

Street 102831 North Mall Road

Suite

City Schaumburg

State/Province IL Illinois

Country US Zip/Postal Code 60179

Contact Name

Phone Number Fax Number

E-mail

Territory

HR Region ZCHI Company ZZ - Chicago Region

Company Name

Logo File Path On Web

Pgm: ADDRESS – Company Address Maintenance

This screen is used to create Company Addresses records for a Company's various branches, or any other location relevant to any of the screens throughout the system.

Company

Select the relevant Company.

Address Code

Enter a unique code for the address information to be entered on this screen. You can use a combination of characters from A-Z and 0-9 (i.e. 'SMIT', '123', or 'S12'). Usually this code is the branch abbreviation. The code entered here will be used to reference the address information entered throughout the system, where required by individual applications. A unique Address Code must be entered for each new address defined for the Company.

In the field to the right of the code field, enter a descriptive name for the Address Code being defined. This field is displayed in LOVs of Address Codes, so it should provide details that would make it easier for users to find it.

Street, Suite, City

Enter the street, suite and city address details.

State/Province

Enter the Region Code (State Code) for this Address Code, if required.

The Region Code is used to enter the appropriate province or state for postal purposes. It should not be confused with the Territory Code, which is used for sales analysis by geographical areas.

Country

Enter the country for the address being entered for this address code, up to 30 characters. This field may be left blank.

Zip/Postal Code

The Postal/Zip Code field is used to enter the mailing code used by the postal service in the country of this address code. Lowercase letters will be converted to uppercase.

Contact Name

Enter the name of the primary contact at this address, up to 25 characters. The contact would normally be the individual to whom most correspondence to this address would go.

This field can be left blank if desired.

Phone Number

Enter the address's phone number, broken down into its Country Code, Area Code, and local number. Only numbers can be entered in these fields, so do not use a hyphen (-) to separate any of the digits in the local number. Any of the fields can be left blank.

E-Mail

E-mail of contact.

Territory

Enter the code of the Sales Territory in which this address falls, if required.

Territory Codes are used primarily for sales analysis purposes and for the geographical distribution of products for the business entity as a whole. It should not be confused with the Region Code, which is simply the state/province of the address.

Company Name, Logo File Path On Web

These fields are used to define the Company Name and the file path URL for the Company Logo, to facilitate the display of these fields in PM and JB AIA Reports when the Corresponding Address field of the associated Project is completed, or the JB Control File alternate address for billing contract department is set. Some of these reports have either the company name or logo displayed, or both.

These fields are only applicable to Project Management and Job Billing (AIA) Reports.

Location Codes

* Location Code	Name	Address Code	Default Approv	User ID	Name	AP Tax 1	AP Tax 1 Name	AP Tax 2	AP Tax 2 Name	AP Tax
MIAMI	Miami City	ZSCH	<input type="checkbox"/>							
CHICA	Chicago City	CORR01	<input type="checkbox"/>							

Pgm: LOCFM – Location Maintenance

Use this screen to enter the physical locations of job sites and deliveries of purchase order items for the selected Company. In the Job Costing application, a location can be associated with each Job setup. The Purchase Order and Requisition applications utilize locations in order to determine where requested items should be delivered.

Once a location has been defined, you also have the ability to assign a default Purchase Order approver for that location within this screen.

Company

Select the Company under which the Location Codes are defined. Chicago

Location Code

Enter a code for the physical location being entered. You can use a combination of characters from A-Z and 0-9 (e.g. 'SHOP'). The Location Code will be used to identify locations for job sites, or purchase order deliveries, as required by those applications.

A Location Code must be entered for each location set up.

Name

Enter a descriptive name for the location, up to 30 characters. This name will appear on most forms requiring the entry of a Location Code.

This field may be left blank, if desired.

Address Code

Enter the appropriate address code for this location. The address code references a complete address, and is used to define the specific destination within the location.

Default Approver – Checkbox

Check this box if this Location Code has a mandatory approver for Purchase Orders issued against this Location Code. Use the **User ID** field to select the location's default approver.

User ID, Name

If the **Default Approver** box is checked, use this field to select the default approver for Purchase Orders entered using this Location Code. The **Name** display-only field displays the approver's name.

The approvers available for selection are limited to the location approvers defined within the Location Approvers Maintenance screen of the Purchase Order module (standard Treeview path: Purchase Orders > Setup > Local Tables > Approvers > Location Approvers).

AP Tax1, AP Tax 2, AP Tax 3

Default AP Tax Codes to use for selected default approver in Job Entry screen.

AR Tax1, AR Tax 2, AR Tax 3

Default AR Tax Codes to use for selected default approver in Job Entry screen.

Territory Code

Pgm: TERRFM – Territory Code Maintenance

Territory Codes are used to distinguish sales territories. Sales Territories can be associated with customers and salespersons to provide sales data by geographical locations.

Code, Name

Enter a code and name for the territory. These fields are unique by Company. The code can be up to 4 alphanumeric characters in length.

Ctrl Code

Enter the controlling territory code if you are maintaining a hierarchical territory structure. Once a territory has been set up, it may then be used a hierarchical control for another territory. The **Control Code** field is where you specify the territory code that will control the territory you are defining on this line.

Leave this field blank if you are not using a hierarchical territory structure.

Text Type

Pgm: TEXTTYP – Text Type Maintenance

Text Type Codes are used to distinguish different categories of Text Codes. Most applications that use Text Codes will request the default Text Type Code within the Company Logon screen, so that the system can retrieve only those Text Codes that apply to the application in question.

Company Code

Enter the Company Code for which form Text Codes are required.

Text Type Code and Description

Enter a Text Type Code and description.

Text Codes

* Type	* Code	Description	Print Order
ZZ-MISC	ZZ-MISC1	Miscellaneous 1 (ZZ)	7
ZZ-PMSC	ZZ-JAK	JAK Test Text code	1
ZZ-PMSC	ZZ-PM001	Subcontracts are not valid without notarized signatures.	1
ZZ-PURCH	ZZ-ACC	Accounting Copy	1
ZZ-PURCH	ZZ-PO#	Ensure PO Number is shown on invoice	1
ZZ-PURCH	ZZ-VNDR	Vendor Copy	2
ZZ-PURCH	ZZ-FILE	File Copy	3
ZZ-PY	ZZ-TC	Change in Trade	1
ZZ-PY	ZZ-PM	Promotion	2
ZZ-PY	ZZ-TE	Terminated, Eligible for Rehire	3
ZZ-PY	ZZ-VR	Terminated, Voluntary Resignation	4
ZZ-PY	ZZ-TN	Terminated, Not Eligible for Rehire	5
ZZ-PY	ZZ-RT	Retired	6
ZZ-PY	ZZ-DC	Data Correction	7
ZZ-SHIP	ZZ-SHIP1	All shipments must be accompanied by a packing slip	1
ZZ-SHIP	ZZ-SHIP2	No shipments accepted after 4pm	2

Pgm: TEXTFM – Text Code Maintenance

Use this form to define codes for messages to appear on special forms, like Payroll Checks or Accounts Receivable Statements. When these codes are specified in association with the printing of the special form, the message associated with the code (entered on this form) will appear on the special form. For example, the text associated with code "01" might be "We appreciate your business!" If code "01" is specified when preparing to print a special form, like a purchase order, the message "We appreciate your business!" would appear on each Purchase Order.

Individual messages must be set up for each company you set up on the system.

Company

Enter the Company for which form Text Codes are required.

Type (Text Type Code)

Select/Enter the Text Type Code for the text message you want to define

Code (Text Code)

Enter a two-character code to identify the form text to be entered at the right. Any combination of letters from A-Z or numbers from 0-9 is allowed. The code entered will be used throughout all the applications of the system to define the message associated with the code. For each message text entered, a code must be entered in this field.

Description

Enter the text to be associated with the Form Text Code, up to 60 characters. This text can be anything, but would usually be a message to customers or suppliers or employees whom you would wish to occasionally print on special forms that they receive. Some common examples are:

- "2% Charged on Overdue Accounts"
"All Goods have been quality inspected by the M.N.R."
The field may be left blank, if desired.

Print Order

Enter the Order in which this Text Code will appear on Purchase Orders. This is a required field. If the printing order does not matter, enter a 1 in this field.

Weight Measure

The screenshot displays the 'WEIGHT/MEASURE' application interface. It features a top toolbar with 'Save', 'Exit', and other icons. Below the toolbar is a menu bar with options like 'View', 'Freeze', 'Detach', 'Search', 'Insert', 'Insert Multiple', 'Delete', 'Workflows', 'Report Options', 'Export', and 'ECM Documents'. The main content area is divided into two sections:

WEIGHT/MEASURE

* Code	* Name
\$	Dollars
AD	ADD
BX	Box WM
CA	Can dollar
CM	Centimeter
CY	Cubic Yard
DY	Day
EA	Each
G	Gramm
GL	Gallons
HR	Hour
JR	Jour/Day
KG	Kilogram
KM	Kilometers
LF	Linear FT

CONVERSION

* To Code	Name	Conversion Factor	Inverse Conversion Factor
M	Meter	.01	100

Pgm: WGTESFM – Weight/Measure Code Maintenance

Entering the different weights and measures used by the different Companies being set up in the system requires two steps. The first step requires that you define the weights and measures, and the second step requires that you define the conversion rates from one weight or measure to another.

Weight/Measure – Section

This section is used to define the different units required for the different applications of the system.

Enter a **Code** and **Name** for the Weight Measure entry. The code can be any combination of numbers or letters from A-Z or 0-9 may be used (i.e. 'AA', '12', or 'A1').

Next, move to the **Conversion** section and enter the conversion for the Weight/Measure that you are defining.

Conversion – Section

Use this section to specify the mathematical relationship between different weights and measures used by the weight measure specified. These conversions are necessary whenever transactions take place using one unit of measure, but information is later required using a different unit. For example, oil might be sold in gallons, but information in liters may be required for sales analysis or billing purposes.

To Code

Enter the W/M Code to be converted to.

Conversion Factor

Enter the numeric value that the code entered in the highlighted record in the top block is to be multiplied by to get the correct value for the To WM code.

For example, suppose the FROM W/M code was kilograms and the TO W/M code was Metric Tones. Then the correct conversion factor would be 1000. A valid number must be entered in this field.

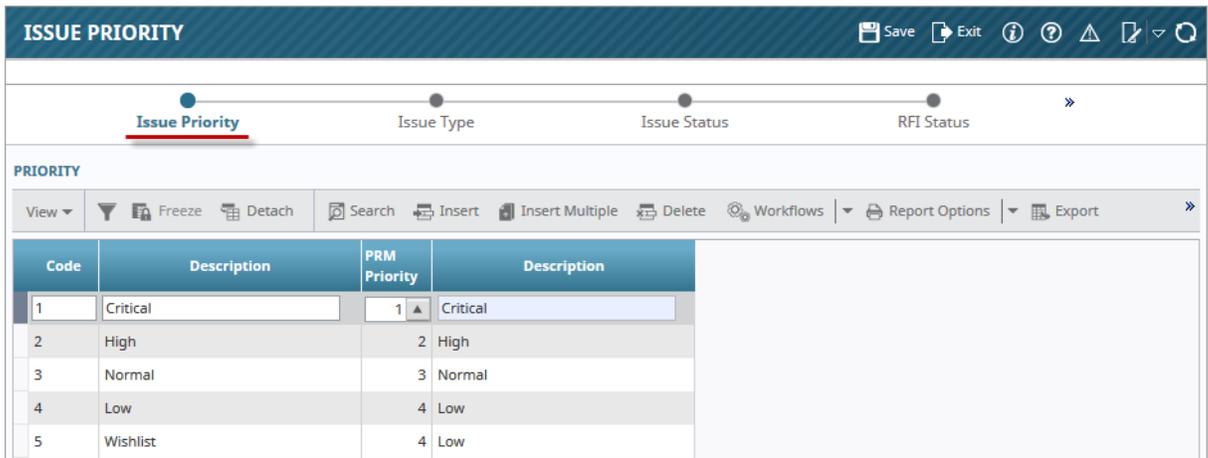
Maintain Data Process

Code	Description	PRM Priority	Description
1	Critical	1	Critical
2	High	2	High
3	Normal	3	Normal
4	Low	4	Low
5	Wishlist	4	Low

Pgm: DMIPRIOR – Maintain Data Process

The Maintain Data Process screen contains a Process (CMiC process train) along the top to launch various table maintenance screens for tables of values used in the PM module.

Issue Priority



Code	Description	PRM Priority	Description
1	Critical	1	Critical
2	High	2	High
3	Normal	3	Normal
4	Low	4	Low
5	Wishlist	4	Low

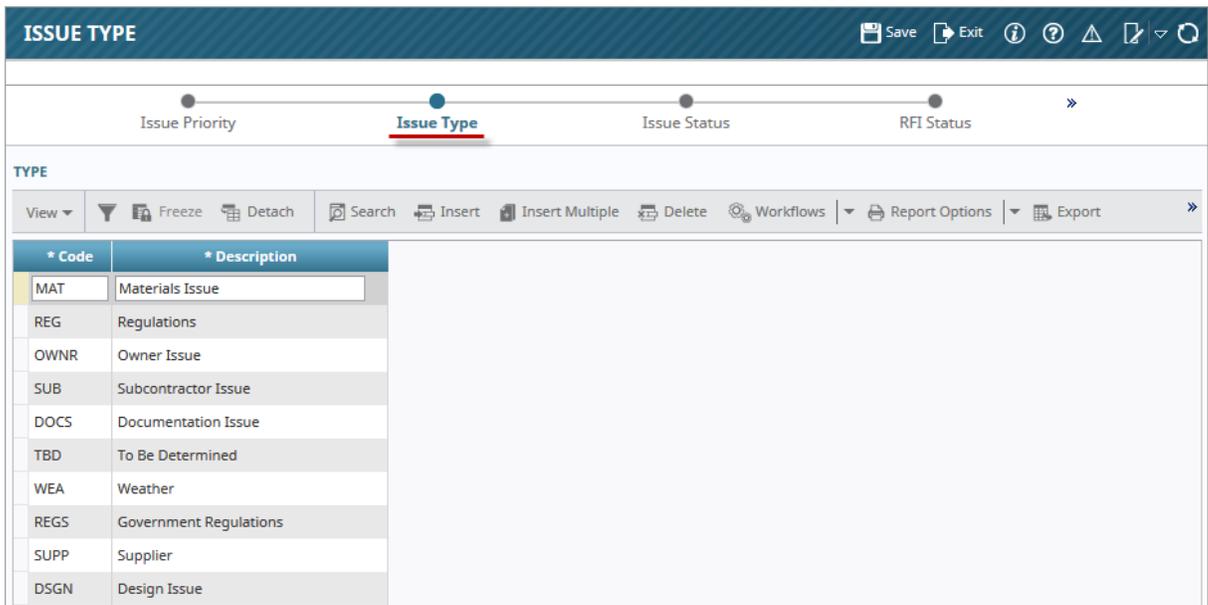
This screen is used to maintain the Issue Priorities available for selection when creating new Issues.

Issue Priorities are used to prioritize Issues within the PM module. The system comes with four pre-defined Issues Priorities.

The following provides details about an Issue Priority's fields:

Field	Description
Code, Description	Identifying code for Issue Priority, and its description.
PRM Priority, Description	Priority Level that a Work Item created out of Issue Entry will have when created with this Delivery Management Priority.

Issue Type



* Code	* Description
MAT	Materials Issue
REG	Regulations
OWNR	Owner Issue
SUB	Subcontractor Issue
DOCS	Documentation Issue
TBD	To Be Determined
WEA	Weather
REGS	Government Regulations
SUPP	Supplier
DSGN	Design Issue

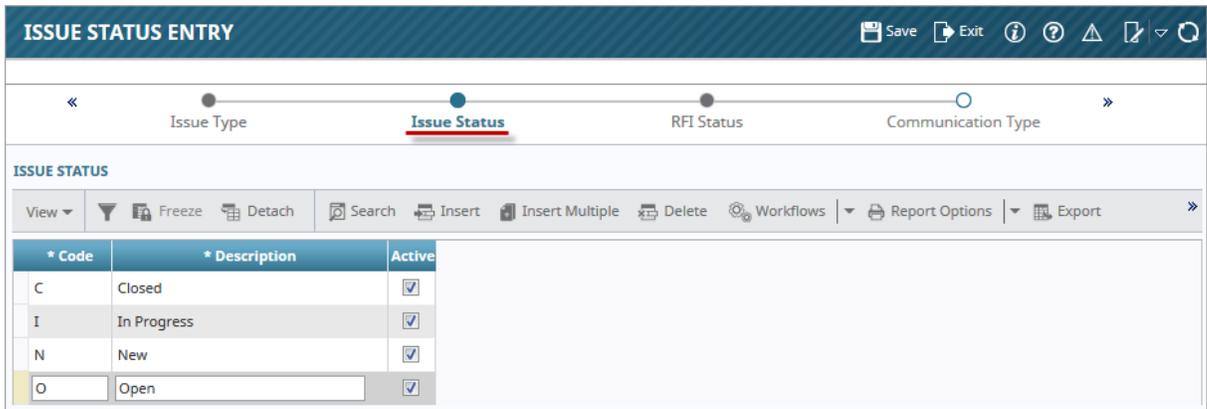
This screen is used to maintain the Issue Types available for selection when creating new Issues.

Issue Types are used to manage Issues by grouping and categorizing them. The system comes with a pre-defined set of Issue Types, but you may customize the set via this maintenance screen.

The following provides details about an Issue Type's fields:

Field	Description
Code, Description	Identifying code for Issue Type, and its description.

Issue Status



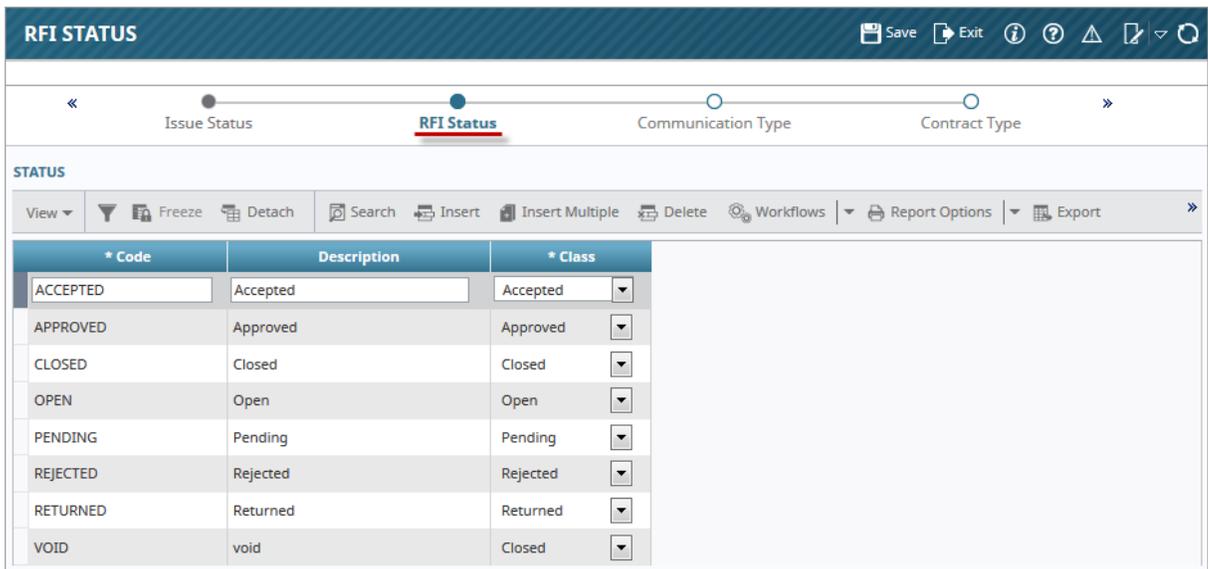
This screen is used to maintain the Issue Statuses available for selection when creating new Issues.

Issue Statuses are used to manage the Issue process. The system comes with a set of pre-defined Issue Statuses', but you can customize the set via this maintenance screen.

The following provides details about an Issue Status's fields:

Field	Description
Code, Description	Identifying code for Issue Status, and its description.
Active	If checked, the Issue Status will be available in LOVs.

RFI Status



* Code	Description	* Class
ACCEPTED	Accepted	Accepted
APPROVED	Approved	Approved
CLOSED	Closed	Closed
OPEN	Open	Open
PENDING	Pending	Pending
REJECTED	Rejected	Rejected
RETURNED	Returned	Returned
VOID	void	Closed

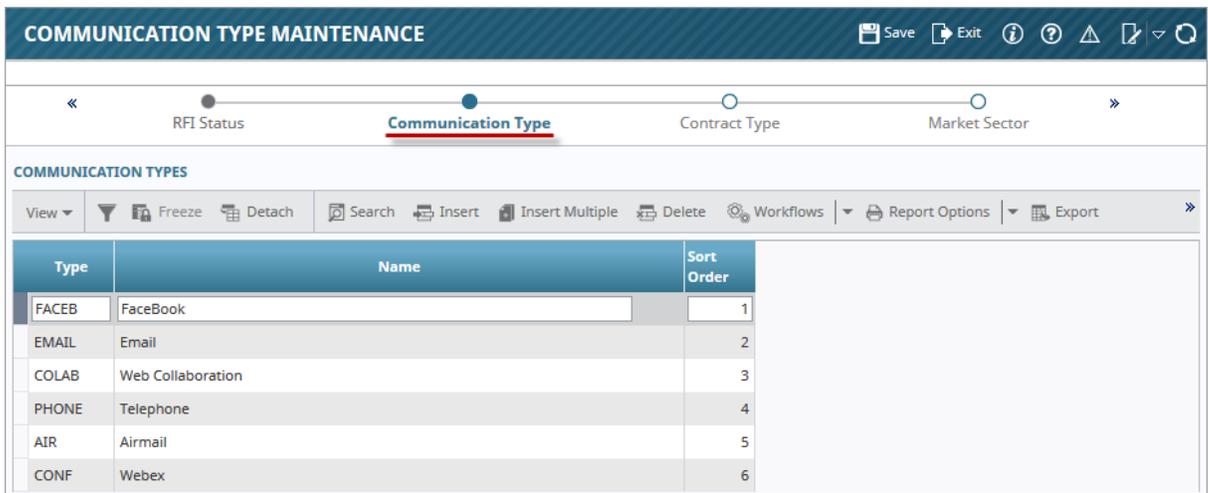
This screen is used to maintain the RFI Statuses available for selection when creating new RFIs.

RFI Status are used to manage the RFI process. The system comes with a set of basic RFI Statuses' defined, however, this screen can be used to create a custom set based on your business processes.

The following provides details about an RFI Status's fields:

Field	Description
Code, Description	Identifying code for RFI Status, and its description.
Class	Class of RFI Status.

Communication Type



Type	Name	Sort Order
FACEB	FaceBook	1
EMAIL	Email	2
COLAB	Web Collaboration	3
PHONE	Telephone	4
AIR	Airmail	5
CONF	Webex	6

This screen is used to maintain the Communication Types available for selection when creating new Communication records.

Communication Types are used for reference purposes only. The system comes with a set of pre-defined Communication Types, but you can customize the set via this maintenance screen.

The following provides details about a Communication Type's fields:

Field	Description
Type, Description	Identifying code for Communication Type, and its description.
Sort Order	Order type appears in LOVs.

Contract Type

The screenshot shows the 'PM CONTRACT TYPE' maintenance screen. At the top, there is a title bar with 'PM CONTRACT TYPE' and several utility icons (Save, Exit, Help, etc.). Below the title bar is a breadcrumb navigation trail: « Communication Type > **Contract Type** > Market Sector > Document Status > ». Under the 'SELECTION CRITERIA' section, the 'Company' dropdown is set to 'ZZ' and the text field contains 'CMIC Construction Inc.'. A toolbar below the criteria section includes options like View, Freeze, Detach, Search, Insert, Insert Multiple, Delete, Workflows, Report Options, and Export. A list of contract types is displayed, with 'Cost Plus' selected.

This screen is used to maintain the Contract Types available for selection when creating new Contracts.

Contract Types can be used to differentiate Contracts, for reference purposes. The system comes with a pre-defined set of Contract Types, but you can customize the set via this maintenance screen.

Market Sector

BUSINESS PARTNER MARKET SECTOR MAINTENANCE Save Exit ? ? ? ? ? ? ? ?

« Contract Type **Market Sector** Document Status Document Option »

BUSINESS PARTNER MARKET SECTOR

View ▾ Filter Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export »

* Code	* Description
1234567891	testformaxchar
AIRPORTS	Airports
COMMERCIAL	Commerical General
CORP	Corporate: Office, Training, Conf., Warehouse, Telecom
HIGHWAY	Highways
HOTELS	Hotels
INFRA	Infrastructure
K12	Education: k-12
MC	Mission Critical: Data Centers
MFG	Manufacturing
MIXED	Mixed Use Development's
PA	Public Assembly: Convention, Culture
RES-HI	High Density Residential
RES-MID	Mid-Density Residential

This screen is used to maintain the Market Sectors available for selection in the PM module.

The following provides details about a Market Sector's fields:

Field	Description
Code, Description	Identifying code for Market Sector, and its description.

Document Status

PM - DOCUMENT STATUS Save Exit ? ? ? ? ? ? ? ?

« Market Sector **Document Status** Document Option Document Type »

STATUS

View ▾ Filter Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export »

* Code	Description	* Class
APPROVED	Approved	Open
CLOSED	Closed	Closed
OPEN	Open	Open
REJECTED	Rejected	Rejected
REVIEW	Under Review	Open

This screen is used to maintain the Document Statuses available for selection when creating new Documents.

Document Statuses are used to manage the life cycle of all Document Types and Document Packages.

The following provides details about a Document Status' fields:

Field	Description
Code, Description	Identifying code for Document Status, and its description.
Class	Class of Document Status; values available are pre-defined in system.

Document Option

Code	Name	Package Menu Label
ADFDOCS	Documents uploaded in ADF (Patch X-204-2)	ADF Documents Uploaded (Package)
ADFTST	Created in ADF	ADF Test
ADFTST2	Created via "ADD NEW" in ADF	ADF Test2
ATTACHMENT	Attachment	Attachment Packages
DOC7	Doc7	Doc7
DRAWINGS	Drawings	Drawing Packages
FINANCIAL	Financial Documents from Prequal	Financial Documents
MEDIA	Audio/Video	Audio/Video Packages
PHOTO	Photos	Photographic Packages
SCHEMATICS	Schematics and Blueprints	Schematic & Blueprint Packages
SCRFP	SCRFP	SCRFP
TEST	Test for issue 14.91683	Test for issue 14.91683

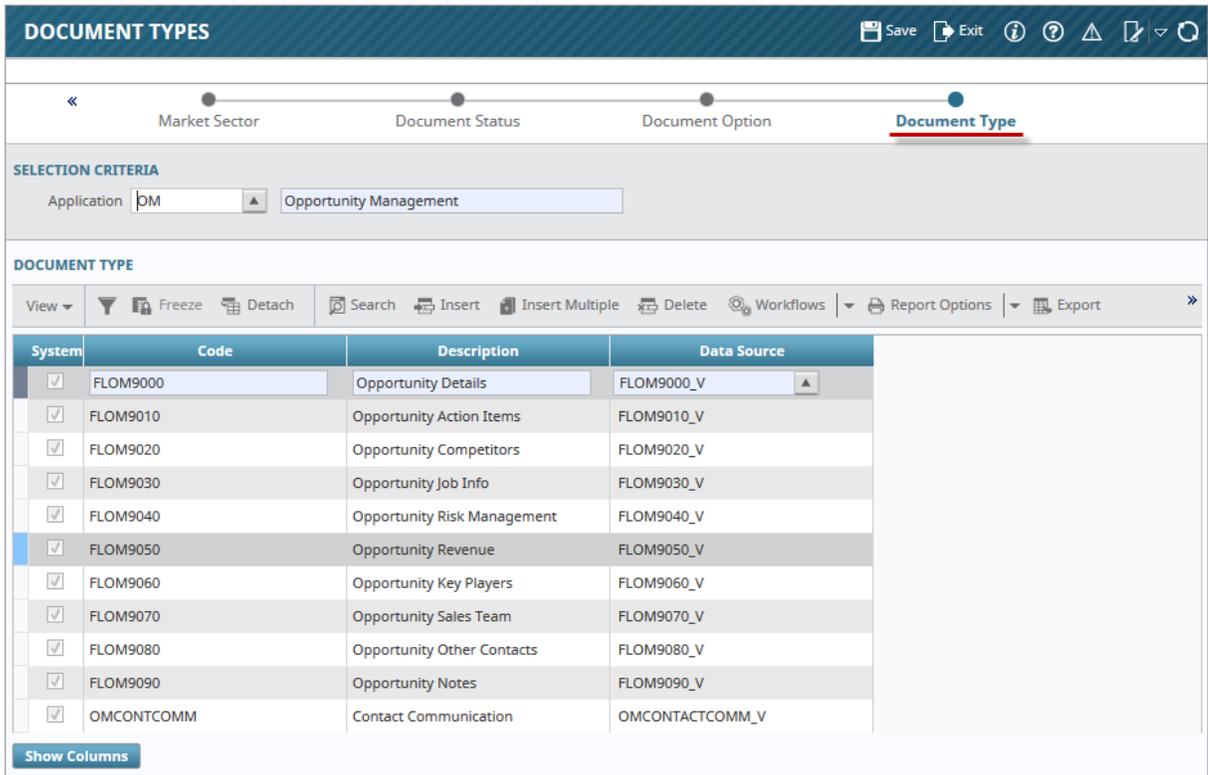
This screen is used to maintain the Document Group Types (Document Package Types) available in the PM module.

Document Packages contain specific documents, and can be transmitted directly to your bidders, suppliers, architects or any other party associated with a Contract.

The following provides details about a Document Package Type's fields:

Field	Description
Code, Name	Identifying code for Document Package Type, and its description.
Package Menu Label	Name to identify Document Package in system.

Document Type



This screen is used to set up the Document Types available for selection in the module selected via the **Application** field.

Document Types (also known as Form Letter Types) are associated to a Data Source, and they are used to create and group MIP Word Documents and PM Form Letters. This step is only necessary if an appropriate Document Type for a new MIP Word Document has not yet been defined in the system. As shown in the above screenshot, system defined Document Types have a check in the **System** column.

For details about creating MIP Documents, please refer to the MIP reference guide.

To create a new Document Type, click the Block Toolbar's **[Insert]** button to insert a new row. Then, enter a code and description for the new Document Type, and select a Data Source using the **Data Source** field's LOV.

The following provides details about a Document Type's fields:

Field	Description
System	Display-only field indicating if Document Type was pre-defined for system.
Code, Name	Identifying code for Document Type, and its description.
Data Source	Data Source for Document Type; to view the Columns of a Data Source, click [Show Columns] .

[Show Columns] – Button

DOCUMENT TYPES
Save ? ? ? ? ? ? ? ? ? ? V10X Development Environment

Table/View Name:

AVAILABLE COLUMNS

View Freeze Detach

Key	Column Name	Comment	Copy Comment	Field Name
<input checked="" type="checkbox"/>	APL_EMAIL_ADDRESS	Email Address of the Applicant	Copy Comment	Email Address of the Applicant
<input checked="" type="checkbox"/>	APL_FIRST_NAME	First Name of the Applicant	Copy Comment	First Name of the Applicant
<input checked="" type="checkbox"/>	APL_LAST_NAME	Last Name of the Applicant	Copy Comment	Last Name of the Applicant
<input type="checkbox"/>	APL_ADDRESS1	Address of the Applicant	Copy Comment	
<input type="checkbox"/>	APL_ADDRESS2	Address of the Applicant	Copy Comment	
<input type="checkbox"/>	APL_ADDRESS3	Address of the Applicant	Copy Comment	
<input type="checkbox"/>	APL_APPLICATION_LOC		Copy Comment	
<input type="checkbox"/>	APL_APPLY_DATE	Date of the Application	Copy Comment	
<input type="checkbox"/>	APL_APP_SOURCE		Copy Comment	
<input type="checkbox"/>	APL_AREAOFINTEREST	Area of Interest	Copy Comment	
<input type="checkbox"/>	APL_AVAILABILITY_DATE		Copy Comment	
<input type="checkbox"/>	APL_CELL_PHONE	Cell Phone No. of the Applicant	Copy Comment	
<input type="checkbox"/>	APL_CERT_LIC_NOTE		Copy Comment	
<input type="checkbox"/>	APL_DATE_OF_BIRTH	Date of Birth of the Applicant	Copy Comment	
<input type="checkbox"/>	APL_DEG_NOTE		Copy Comment	

...
Find Keys
Close
Note: Columns with no Field Name will not be available for selection in Form Letters

This button's popup displays the columns of the Data Source specified for the Document Type selected on the previous screen.

The **Key** checkbox is used to indicate which columns can be used to link rows from one Data Source to another (e.g. link a Project record to its corresponding Opportunity record in order to display information from both).

The following table provides details about the buttons on this pop-up:

Button	Description
Copy Comment	Replaces the value in the Field Name field with the value from the Comment field.
...	Used to replace all the values of the Field Name fields with the values from the Comment fields.
Find Keys	Provides a list of all primary and unique keys for the data source's table or view. However, it should be noted, primary or unique keys cannot be identified for all views. Keys are used to link rows (records) from one data source to another.

Bank Control

BANK CONTROL Table Mode Save Exit

Exchange Rate Category 1 Description

BANK CONTROL FILE MAINTENANCE

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

EXCHANGE RATE CATEGORY DESCRIPTIONS

1 Standard 2 Cash 3 Investment

EXCHANGE RATE SELECTION FOR ENTRY TRANSACTIONS

Payables 1 Exchange Type STD Standard Bank CITIZEN Citizens Bank

Receivables 1 STD Standard CITIZEN Citizens Bank

PAYMENT TRANSACTIONS EXCHANGE RATE SELECTION

Payables 1 Exchange Type STD Standard Bank CITIZEN Citizens Bank

Receivables 1 STD Standard CITIZEN Citizens Bank

GENERAL LEDGER EXCHANGE RATE SELECTION

Rate# 1 Exchange Type STD Standard Bank CITIZEN Citizens Bank

Pgm: BACTRL – Bank Control screen

The Bank Control screen is used to set the control parameters for the banking system. It indicates how the system will use the data for managing foreign currency transactions.

Three different categories of exchange rates can be maintained in converting from one currency to another. For example, you may need to set up different bank rates based on the type of transaction that you are processing. In this case, you may wish to set up a standard exchange category, a cash rate category and an investment rate category under each bank account. This screen maintains the description of these categories. You must set up at least one 'standard' category in order to complete the setup in this screen.

This screen also indicates how the system will process accrual transactions to determine the foreign exchange rates.

Define Exchange Rate Categories

Defining the exchange rate categories is necessary for the processing of foreign exchange rates against banking transactions. The system provides for three different categories under the headings '1', '2' and '3'.

Enter a description beside one or more of these headings in order to establish the categories that will be used by your company. Examples of these categories could be 'standard', 'cash' and 'investment'. In this case your bank may give you a different rate on cash transactions than on standard transactions or investment transaction.

Once established these descriptions will default to the Exchange Rates Maintenance screen where a different exchange rate can be entered for every bank under each one of these headings within the Exchange Rates Maintenance screen (*refer to page 45 for further details*). As well, the Exchange Rate Selection portion of this screen allows for the specification of the category rate number associated with each type of transaction. In this way, the system will know exactly which rate to use from a specific bank for a specific transaction.

If you are working with a single rate, regardless of the transaction being processed, set up one 'standard' description and use it for the application of all exchange rates.

Move to the Exchange Rate Selection portion of the screen and enter the control parameters for 'Entry Transactions'

Define the control parameters associated with the processing of foreign exchange on payable vouchers and receivable invoices.

NOTE: The selection of the rate #, exchange type and bank account will determine the exchange rate that will be used by the system during the processing of these transactions.

Rate

Enter/Select the Foreign Exchange Category Rate Number that should be associated with an entry transaction from Accounts Payable or Accounts Receivable.

The number that you enter in this field is associated with the three category headings defined by the Foreign Exchange Category Rate Description at the top of this screen. The system will only let you make a selection for a number where a description has been entered.

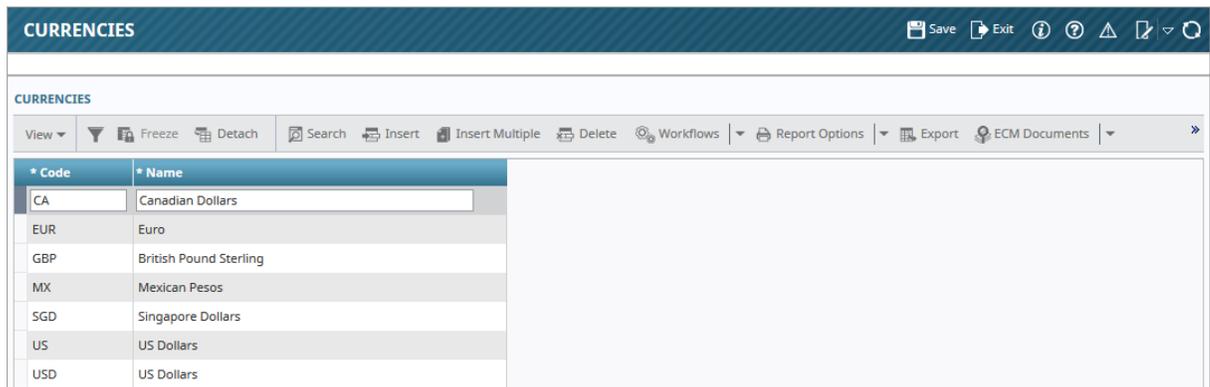
Exchange Type

Enter/Select the exchange type associated with the transaction you are defining. The Exchange Type applies to the type of exchange rates utilized by the companies on your system. The exchange type must have been set up previously within the Exchange Type Maintenance screen (*refer to page 36 for further details*).

Bank Code

Enter the bank code for the bank whose exchange rates you will use to process the type of transaction that you are defining on this line

Currencies



* Code	* Name
CA	Canadian Dollars
EUR	Euro
GBP	British Pound Sterling
MX	Mexican Pesos
SGD	Singapore Dollars
US	US Dollars
USD	US Dollars

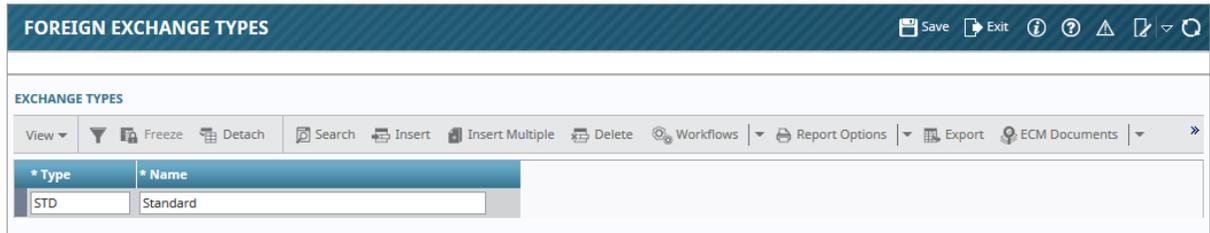
Pgm: BACURR – Currency Code Maintenance

The Currency Codes screen is used to enter the different currencies used by the different companies within the system. You must set up at least one currency code in your system in order to create a bank account.

Code, Name

Enter a code and name for the currency. This code can be up to 3 alphanumeric characters in length.

Foreign Exchange Types



Pgm: BAEXCHTP – Foreign Exchange Types

The Exchange Types screen is used to enter the different types of exchange types available to the Companies within the system. You must set up at least one Exchange Type in order to define the bank control required for currency processing within the system. Each Exchange Type can have a unique conversion factor. The most common types are Buy, Sell and Average.

Enter a code via the **Type** field, and name via the **Name** field that represent the exchange type that you are defining.

Banks

* Code	* Name	* Short Name	Routing Code	File Format	ID	Pwd	Positive Pay File Format	Positive Pay Output File Name	User Logon Text	Zero Filled Account Num?
BOW	Bank of the West	BOW	4569871	WEST-BANK						<input type="checkbox"/>
CAPITAL1	Capital One Bank	CAPITAL	33	BOA	boa		BOA	BOA.txt		<input type="checkbox"/>
CASS	CASS Bank	CASS	CASS							<input type="checkbox"/>
CCC	ccc	ccc	CCC							<input type="checkbox"/>
CITI	Citi Bank	CITI	03	BMO						<input type="checkbox"/>
CITIZEN	Citizens Bank	CITIZEN	10	CITZN-BANK	CTZN					<input checked="" type="checkbox"/>
CITYNAT	City National Bank	CITYNATION	896	CITYNATION	CTN					<input type="checkbox"/>
CMO	cmo	cmo	CMO							<input type="checkbox"/>
DDD	for test	for test	DDD							<input type="checkbox"/>
FTB	Fifth Third Bank	Fifth Third Bank	FTB	FTB						<input type="checkbox"/>
HSBC	HSBC Bank	HSBC	02							<input type="checkbox"/>
HTC	htc	htc	HTC							<input type="checkbox"/>
JPM	JP Morgan Chase	JPM	010	JPM-CHASE2	JPM					<input type="checkbox"/>
JPM-2015	JPM-205	JPM-2015	JPM-2015							<input type="checkbox"/>
JPMC	JP Morgan Chase	JPMC	09999991	ACH						<input type="checkbox"/>
KEYBANK	Key Bank	KEY	KEYBANK							<input type="checkbox"/>

Pgm: BABANK – Define Banks

The Bank Maintenance screen is used to maintain the Bank Codes for all of the financial institutions with which your organization does business.

In the case of EFT payments through the Accounts Payable or Payroll applications, you will need to specify the bank and routing codes for each bank to which you will be making an EFT deposit.

Code (Bank Code)

Enter the code that represents the bank that you are defining. This code can be up to 9 alphanumeric characters in length.

Name, Short Name

Enter the name of the bank that you are defining. The name can be up to 30 alphanumeric characters in length. The short name can be up to 16 Characters.

Routing Code

Enter the bank routing code for the bank that you are defining. The routing code will be used by the payroll and accounts payable application to indicate the bank into which an Electronic Funds Transfer will be deposited.

File Format

This field is for Electronic Bank Reconciliation – If you are going to be using this feature then select the required bank format from the list of values.

ID

Bank identification number.

Pwd

Bank password.

Positive Pay File Format

Bank Positive Pay file format for AP and Payroll modules; for details, please refer to *Positive Pay Register* section in AP reference guide.

Positive Pay Output File Name

Bank Positive Pay output file name for AP and Payroll modules.

Grads Service Account Number

Grads Service account number (for RBC bank ACH format).

User Logon Text

User's ACH logon text; if you have to send specific logon information with your direct deposit file, enter that information in this field. This requirement will be specified by the financial institution.

Zero Filled Account Num? – Checkbox

If using the secure ACH option, there is a requirement that zeros be appended the employee account when creating the direct deposit file. Check this box if applicable.

Bank Branch

BANK BRANCHES Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

Bank: LWBK

BRANCH DETAILS

View Freeze Search Workflows ECM Documents

* Branch Code	Branch Name	Short Name	Address Line 1	Address Line 2	Address Line 3	State / Prov	State / Province Name	Country	Postal Code
LWCIT	City Branch Bank LWBK	LWCIT	900 Main Street			IL	Illinois	US	
LWEAS	East Branch Bank LWBK	LWEAS	150 Plains Rd			IL	Illinois	US	
LWWES	West Branch Bank LWBK	LWWES	111 Kennedy Rd			IL	Illinois	US	
NA	Not Applicable	Not Applicable							

Pgm: BABRANCH – Bank Branch Maintenance

The Bank Branch Maintenance screen is used to enter the bank branches utilized in the system for the Bank selected via the **Bank** field.

Bank

Select the relevant Bank.

Branch Code

Enter a code (perhaps use the routing code) to identify the Bank Branch.

Short Name

Enter the Short Name to be used for this Branch.

Address Fields

Use the address fields to enter the branch's address details.

Bank Account

BANK ACCOUNT MAINTENANCE
Save Exit Print Help Refresh

SELECTION CRITERIA

Company: RV123456 | R.V.Head Quarters Company, LLC | Bank Control

BANK ACCOUNTS

View | Freeze | Detach | Search | Insert Record | Insert Multiple Records | Delete Record | Workflows | Report Options | Export | ECM | User Extensions

* Dept	* Account	* Bank Code	Branch	Account Prefix	* Bank Account Number	Acct Type	Last Check Number	CRS Account Number	CDA Account Number	* Curr Code	Title	Transit	Routing A	Routing B
00	1000.100	BOA	EAS	35	696556	C	43	CRS#1	CDA#2	US		A123456BCD	A123BCD	Z123YX
00	1000.450	PNC	MAIN		2222222222	C	4			US				
00	1000.600	CITYNAT	MAIN	66	33333333	C				US				
00	1000.650	BACS-UK	MAIN		9977885566	C	17			US				
00	1000.700	CITIZEN	MAIN	100	665566	C	9			US				
011110	1000.100	BOA	FL500	25	252525	C	36			US		8564	99	7788
011110	1000.100.1234567	BOA	EAST	50	448899	C	112			US		4556	75	8888
011110	1000.100.NATION	NATIONAL	NYBR	75	8877221425636	C	10			US		748569	85	6547
011110	1000.150	CIBC	TORON	45	888888	C	2			CA			AAAA	BBBB
011110	1000.800	JPM	MAIN	85	889999	C				US				

Dept Name: Company Level | Susp Rec Dept Name: _____

Account Name: Bank of America (Operating) | Susp Rec Acct Name: _____

Bank Name: Bank of America | Susp Pay Dept Name: _____

Branch Name: East Chicago Branch | Susp Pay Acct Name: _____

Account Type Name: Checking Account

Currency Name: US Dollars

Transactions
First Signatures
Upload 1st Signature File
Upload 2nd Signature File
Upload Company Logo File

Pgm: BABANKAC – Bank Account Maintenance

The Bank Account Maintenance screen is used to enter the different bank accounts used by the different companies within the system. The bank accounts that are defined within this screen are used for the processing of cash receipts, cash payment as well as payroll transactions. Bank accounts are based on specific General Ledger accounts. For this reason, bank accounts must be assigned a unique General Ledger account.

The account number consists of 3 distinct parts; the bank code, a prefix or transit number, and the bank account number itself. The bank code and bank account numbers are mandatory fields. Each bank account is designated with a currency which will default to the currency of the company in which it belongs.

Three additional GL accounts will be associated with each bank account. One account will be used for foreign exchange gain amounts, the second account will be used for foreign exchange loss amounts, and the third account will be used as a suspense account for posting variances during the processing of bank statements.

Company

Enter the company code the bank accounts being defined belong to.

Dept, Account

Enter the department and General Ledger account you want to associate with the bank account that you are defining.

Bank Code

Enter the bank code for the bank that you want to associate with the bank account that you are defining.

Branch, Account Prefix

Enter a bank prefix and branch as applicable.

Bank Account Number

Enter the bank account number associated with the bank account that you are defining. This field can be up to 17 alphanumeric characters in length.

Acct Type

Enter the Bank account type associated with the bank account that you are defining.

Last Check Number

Enter the last check number used for this bank account. The system will use this to determine the next check number to use.

CRS Account Number, CDA Account Number

If when you send electronic files to the bank you have CRS and CDA numbers enter them here.

Curr Code

Enter/Select the Currency Code associated with the bank account that you are defining.

Title

Enter the bank account title associated with the bank account that you are defining. The bank account title can be up to 20 alphanumeric characters in length.

Transit

Enter the bank Transit number in this field.

Routing A, Routing B

If required enter routing A and B codes.

Customer ID

Bank customer ID.

Check Date Format

The Check Date format is used with specific Check Formats (In Canada those marked with CPA-006) to display the Date in the specified format when printed by any user.

Susp Rec Dept Code

Suspense payment Department Code.

Susp Pay Acct Code

Suspense payment Account Code.

Third Party Check File Format

File format for third party checks.

EFT File Format

File format for EFT file.

EFT File Code

EFT File Code.

1st Signature File Name

This field is used to associate a single 1st Signature image to the account. If this field is used, the **Select First Signature Name During Check Printing Process** checkbox in this row must be unchecked, as it indicates that multiple 1st Signature images are specified via the **[First Signatures]** button on the bottom of the screen.

2nd Signature File Name

Path of 2nd Signature file (image of signature for checks).

Company Logo File

Path to company logo to print on checks.

Pay Through

Payable through text.

Currency Designation

Currency designation.

Amt For Two Signatures

If an amount is entered in this field, two signatures are required if the payment amount is greater than this amount.

Amt For Manual Signature

If an amount is entered in this field, a manual signature is required if the payment amount is greater than this amount.

Comp Alternate Address Code

Alternate address for Company; Address Codes defined via Address Codes maintenance screen.

Print Company Address – Checkbox

If checked, company's address is printed on checks.

Print Bank Address – Checkbox

If checked, bank's address is printed on checks.

Print Check Frame – Checkbox

If checked, a check frame is printed on checks.

Print Routing – Checkbox

If checked, routing code is printed on checks.

Print Transit – Checkbox

If checked, transit/MICR code is printed on checks.

Select First Signature Name During Check Printing Process

If checked, instead of using this account's **1st Signature File Name** field to specify the path to the 1st Signature image, the **[First Signatures]** button is used to specify paths to multiple 1st Signature images.

If checked and multiple paths to 1st Signature images are entered for the account, and if the **Use Voucher Bank Acc** box is unchecked in the Print Checks screen, the **First Signature Name** field in the Print Checks screen will contain an LOV of the 1st Signature images.

IBAN Number

Account's International Bank Account Number.

[Transactions] – Button

* Post Date	Currency	Debit Amount	Credit Amount	Transaction Amount	* Journal	* Transaction Number
10/Sep/2013	US		40,288.10	-40,288.10	CD	9689
10/Sep/2013	US		47,296.44	-47,296.44	CD	9689
10/Sep/2013	US		11,868.88	-11,868.88	CD	9689
10/Sep/2013	US		75,271.49	-75,271.49	CD	9689
10/Sep/2013	US		66,941.02	-66,941.02	CD	9689
10/Sep/2013		11,868.88			CD	9690
10/Sep/2013	US		19,440.97	-19,440.97	CD	9689

Reference Code: Reference Description:
Source Code: Source Description:

Sample of Account Transactions pop-up.

This pop-up displays the selected account's transactions. This screen is for display purposes only, and to export its data via the **[Export]** button on the Block Toolbar.

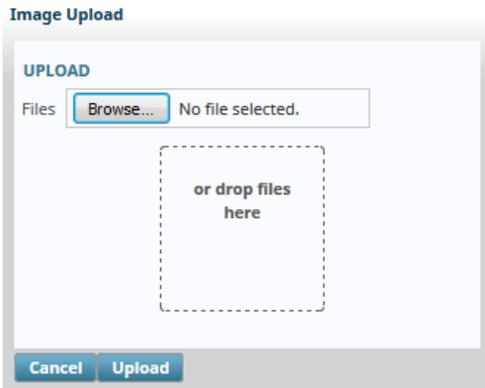
[First Signatures] – Button

* Signer Name	* Signature File Name
MIKE	\\pdc2000\sys2c\bin16\PTF2004\companylogodirectory\Ravi-Signature.jpg
RAVI	\\pdc2000\sys2c\bin16\PTF2004\companylogodirectory\Ravi-Signature1.jpg

If an account's **Select First Signature Name During Check Printing Process** checkbox is checked, instead of using this account's **1st Signature File Name** field to specify the path to the 1st Signature image, the **[First Signatures]** button is used to specify paths to multiple 1st Signature images.

Then, if the **Use Voucher Bank Acc** box is unchecked in the Print Checks screen, the **First Signature Name** field in the Print Checks screen will contain an LOV of the 1st Signature images entered via this popup.

[Upload 1st Signature File] – Button

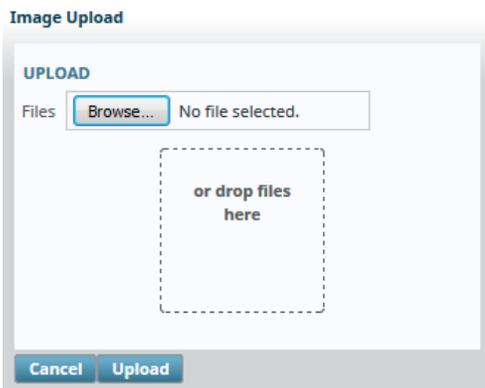


This button launches a pop-up to browse for and select an image of a signature for uploading. This signature will be used as the 1st Signature for the signing of checks debited against the selected account.

Alternatively, the file may be dragged and dropped into area with the caption, “**or drop files here.**”

The selected image file’s path will be displayed under the **1st Signature File Name** column for the selected account.

[Upload 2nd Signature File] – Button

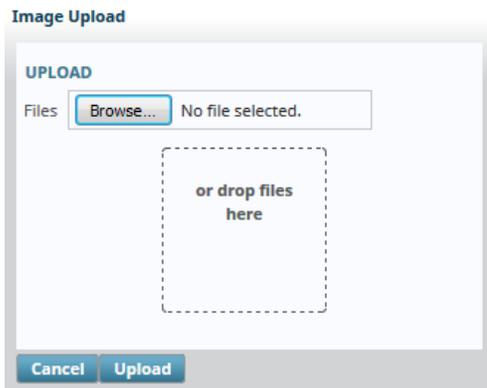


This button launches a pop-up to browse for and select an image of a signature for uploading. This signature will be used as the 2nd Signature for the signing of checks debited against the selected account.

Alternatively, the file may be dragged and dropped into area with the caption, “**or drop files here.**”

The selected image file’s path will be displayed under the **2nd Signature File Name** column for the selected account.

[Upload Company Logo File] – Button



If your checks are not pre-printed and you want your company logo to print on the top left hand side of the check, use this button to launch a pop-up to browse for and select an image of the logo for uploading.

Alternatively, the file may be dragged and dropped into area with the caption, “**or drop files here.**”

The selected logo’s file path will be displayed under the **Company Logo File** column for the selected account.

Bank Account Types

* Code	* Name
1	Standard Operating Account
C	Checking Account
FX	Foreign Exchange Account
PY	Payroll Account
S	Saving Account
ST	Standard Operating Account
Z1	Operating Accounts

Pgm: BAACCTP – Bank Account Types

The Bank Account Types screen is used to define the type of bank accounts utilized by your organization. Bank Account types allow you to classify your bank accounts into different categories. For example, you may wish to distinguish your 'Operating Accounts' from your 'Investment Accounts'.

Even if you do not need to track this type of information, at least one Bank Account Type must be defined.

Code, Name

Enter a code and name to represent the Bank Account Type. This code can be up to 2 alphanumeric characters in length.

Exchange Rates

EXCHANGE RATE MAINTENANCE											
EXCHANGE RATES											
Rate 1 Description Standard Rate 2 Description Cash Rate 3 Description Investment											
* Bank	Bank Name	* From Currency	From Currency Name	* To Currency	To Currency Name	* Exchange Type	Exchange Type Name	* Adjustment Date	* Rate1	* Rate2	* Rate3
AMEGY	AMEGY BANK	US	US Dollars	MX	Mexican Pesos	STD	Standard	01/May/2015	10.0000000	10.0000000	10.0000000
BANAM	BANAMEX	US	US Dollars	MX	Mexican Pesos	STD	Standard	01/Jul/2014	12.9326000	12.9326000	12.9326000
BOA	Bank of America	CA	Canadian Dollars	GBP	British Pound Sterling	STD	Standard	29/Dec/2010	0.6448350	0.6448350	0.6448350
BOA	Bank of America	CA	Canadian Dollars	MX	Mexican Pesos	STD	Standard	29/Dec/2010	12.3705000	12.3705000	12.3705000
BOA	Bank of America	CA	Canadian Dollars	US	US Dollars	STD	Standard	29/Dec/2010	0.9997660	0.9997660	0.9997660
BOA	Bank of America	CA	Canadian Dollars	US	US Dollars	STD	Standard	27/Feb/2014	1.0550000	1.0600000	1.0450000
BOA	Bank of America	CA	Canadian Dollars	US	US Dollars	STD	Standard	01/Jan/2015	0.8000000	0.8200000	0.8400000
BOA	Bank of America	CA	Canadian Dollars	US	US Dollars	STD	Standard	01/Feb/2015	0.9000000	0.9200000	0.9400000
BOA	Bank of America	CA	Canadian Dollars	US	US Dollars	STD	Standard	01/Mar/2015	0.7000000	0.7200000	0.7400000
BOA	Bank of America	CA	Canadian Dollars	US	US Dollars	STD	Standard	22/Oct/2015	0.7624470	0.7624470	0.7624470

Pgm: BAEXCHRT – Foreign Exchange Rates Maintenance

Use this screen to define and maintain the foreign exchange rates associated with specific bank accounts.

Bank

Select the Bank for which rates are to be defined.

From Currency, To Currency

Enter/Select the Currency Codes for which rates you wish to define.

Exchange Type

Enter the Exchange Type for the rate that you are defining. The exchange type must have been set up previously within the Exchange Type Maintenance screen.

Adjustment Date

Enter the Effective Date for the exchange rate that you are defining. The system will begin calculating this rate from the date specified within this field.

Rate 1, Rate 2, Rate 3 (Standard, Cash, Investment)

Enter the exchange rates as they apply to the 3 exchange rates categories that appear as heading on this screen. The heading names will display from the Bank Control screen where you are required to define (at minimum one) the exchange rate categories to be used within the system.

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