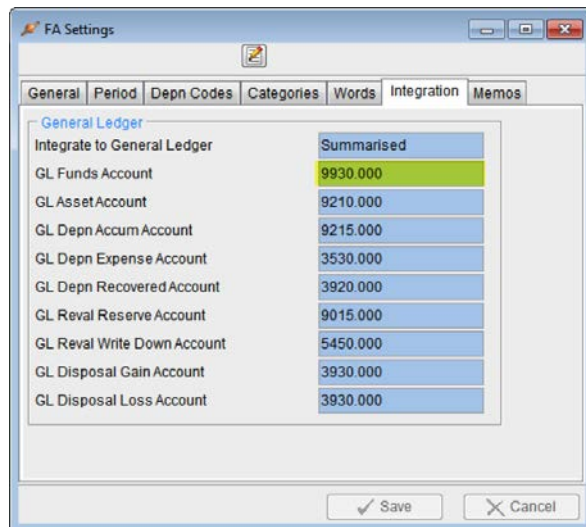


Tips & Tricks

Linking Accounts Payable and Cashbook with Fixed Assets

Did you know you can enter AP invoices and CB cheques for Asset Purchases and create the FA Asset and Addition at the same time?

Asset Purchases entered through AP and CB are analysed to an FA clearing code. The FA clearing code uses the same GL code as the GL Funds account specified in the FA Settings > Integration Tab.



Some setup is required first.

1. Add the FA Clearing Code to AP if you do not have one already.

Maintain > AP > Expense Codes > Click 'Insert' or Press F4 to add the Expense Code.

Set the Account Class to 'Asset'

Set the GL Account Number as specified in:

FA Settings > Integration Tab – GL Funds Account

The screenshot shows the 'AP Expense Code Maintenance' window. The 'Select Expense' dropdown is set to 'Asset Clearing Account'. The form fields are as follows:

Code	FA	
Analysis Name	Asset Clearing Account	
Account Class	Asset	
GST Code	1	Purchases and Expenses
GL Account Number	9930.000	
Friendly Code		
Inactive	<input type="checkbox"/>	
PTD Balance		
YTD Balance		
Last Year Balance		

At the bottom, there are 'Save' and 'Cancel' buttons, and fields for 'Created by' and 'Modified by'.

Then press Save.

2. Add the FA Clearing Code to CB if you do not have one already.

Maintain > CB > Analysis Codes > Click 'Insert' or Press F4 to add the Analysis Code.

Set the Account Class to 'Asset'

Set the GL Account Number as specified in:

FA Settings > Integration Tab – GL Funds Account

CB Analysis Code Maintenance

Select Analysis Code: Asset Clearing Account

Account | Balances | Graph | Transactions

Code: FA

Analysis Name: Asset Clearing Account

Account Class: Asset

Analysis Filter: Expense/Asset

GST Code: 1 Purchases and Expenses

GL Account Number: 9930 000

Friendly Code:

Inactive:

PTD Balance:

YTD Balance:

Last Year Balance:

Save Cancel

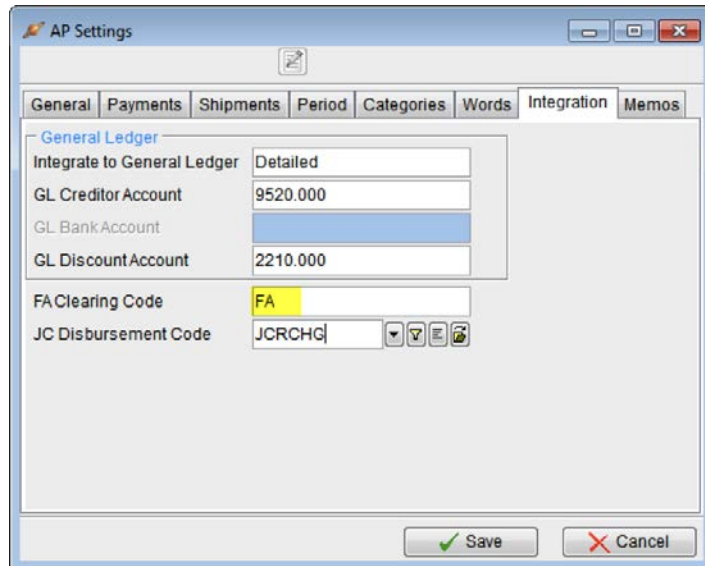
Created by: on Modified by: on

Then press Save.

3. Setup the Integration with AP.

Setup > AP > Settings > Integration Tab > Click Edit or press F11.

In the FA Clearing Code field select your FA code.



The screenshot shows the 'AP Settings' window with the 'Integration' tab selected. The 'General Ledger' section is expanded, showing the following fields:

Field	Value
Integrate to General Ledger	Detailed
GL Creditor Account	9520.000
GL Bank Account	
GL Discount Account	2210.000
FA Clearing Code	FA
JC Disbursement Code	JCRCHQ

At the bottom of the window, there are 'Save' and 'Cancel' buttons.

Then press Save.

4. Setup the Integration with CB.

Setup > CB > Settings > Integration Tab > Click Edit or press F11.

In the FA Clearing Code field select your FA Code.

General	Period	Categories	Integration	Memos
AR Clearing Code			AR	
AP Clearing Code			AP	
FA Clearing Code			FA	
JC Disbursement Code			JCRCHG	
Realised Variation Code			FX	
Integrate to General Ledger			Detailed	

Save Cancel

Then press Save.

Enter an AP Invoice for an Asset

Tasks > AP > Enter Transactions > Invoice.

Enter details from the Invoice as usual, selecting the FA Clearing Code in the Analysis Grid.

You can have as many lines of analysis as you wish on the Invoice, only those with the FA Clearing Code will flow through to FA. The Narration field flows through to the FA Addition.

AP Transactions - HARDWARE - Hardware Supply Company Ltd.

Transaction Links Memos

Creditor Code: HARDWARE Hardware Supply Company Ltd NZD

Date: 30/09/2013 Due Date: 1/10/2013 NZD NZD

Origination Date: Invoice Number: 123456 Discount Date: 7/10/2013

Comment: Dewalt Mitre Saw

Rate Type: BUY Branch: HO

Exchange Rate: 1.0000 Department: SAL

Auto Allocate: NZD

3 Periods	
2 Periods	
1 Period	
Current	\$2,033.40
Future	
Total	\$2,033.40
Pending Total	\$3,758.40

Bill From:

Code	Analysis Name	GST Code	Amount	GST	Inclusive	Branch	Dept	Narration
FA	Kisal Clearing	1	\$1,500.00	\$225.00	\$1,725.00	HO	SAL	Dewalt Mitre Saw - SN 555823

GST Incl: \$225.00 Balance to Analyse

Created by on Modified by on

Save Cancel

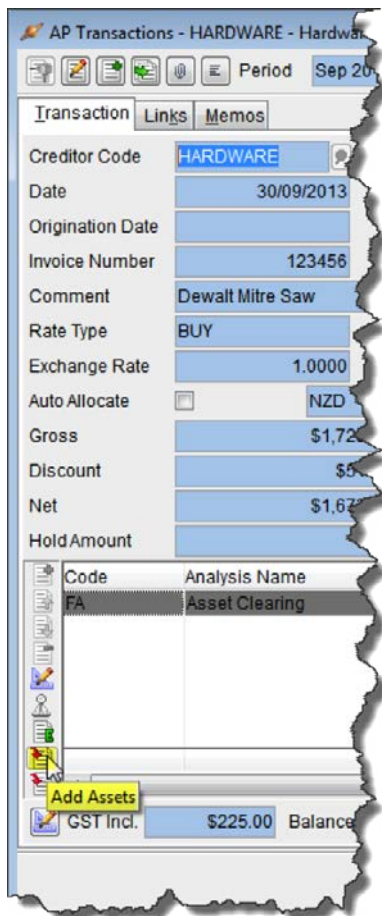
Then press Save.

After saving the invoice, the red 'Add Assets' button becomes active on the transaction.

If a new invoice starts after save, just press Esc to return back to the invoice you saved.

To add the Addition and the Asset now, click the 'Add Assets' button.

Or this could be done at a later time by opening the AP transaction from the Creditor or Expense Codes Transactions tab. It depends on whether the User doing AP is also the person doing FA.



The FA Opening Asset Values window opens with details from the Invoice carried through.

If the invoice is for new Asset, you can key the Asset Code in to create it and set fields for the Asset as required.

Or you can select an existing Asset code.

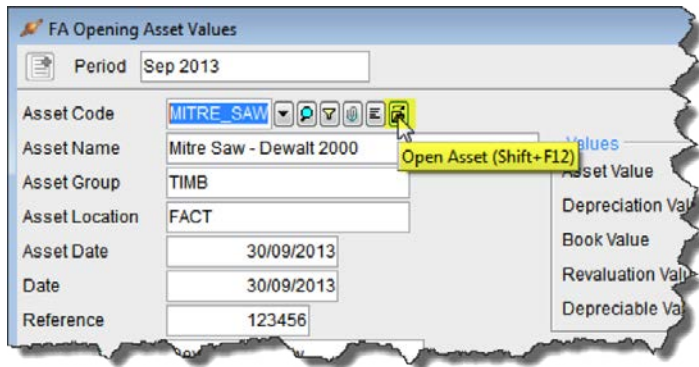
The screenshot shows the 'FA Opening Asset Values' window. The 'Period' is set to 'Sep 2013'. The 'Asset Code' is 'MITRE_SAW'. The 'Asset Name' is 'Mitre Saw - Dewalt 2000'. The 'Asset Group' is 'TMB'. The 'Asset Location' is 'FACT'. The 'Asset Date' is '30/09/2013'. The 'Date' is '30/09/2013'. The 'Reference' is '123456'. The 'Comment' is 'Dewalt Mitre Saw'. The 'Narration' is 'Dewalt Mitre Saw - SN 5558231'. The 'Quantity' is '1.00'. The 'GL Account' is '9930.000'. The 'Branch' is 'HO'. The 'Department' is 'SAL'. The 'Values' section has four empty input fields for 'Asset Value', 'Depreciation Value', 'Book Value', and 'Depreciable Value'. At the bottom, there is a table with the following data:

Book Code	Addition	Depreciation	Book Value	Revaluation	Depreciable	Depn Code	Depn Rate	Useful Life	Residual
TAX	\$1,500.00		\$1,500.00		\$1,500.00	SL	9.60%		

Click Save to create the Asset and the Addition Transaction, or to just create the Addition Transaction if the Asset already existed.

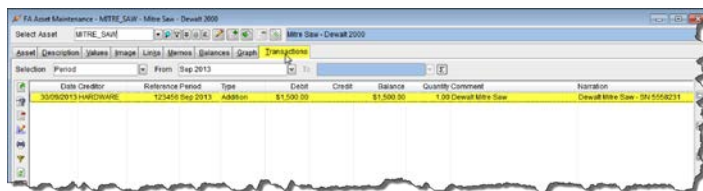
To automatically trigger the FA Opening Asset Values if any items have been analysed to the FA Clearing code, see the script example at the end.

After saving, you can view the Asset Addition by clicking the 'Open Asset' button beside the Asset Code or by pressing Shift + F12.



Then clicking the Transactions Tab.

You may wish to customise your Grid to show the Creditor as displayed below.



Entering CB Cheques analysed to the FA Clearing code works the same way as it does for AP Invoices.

Script Example

To automatically trigger the FA Opening Values where items have been analysed to the FA Clearing Code, you can use the sample script below and link it to APTransactionForm.AfterSave and/or CBEnterTransactionForm.AfterSave Script Events.

If you already have scripts linked to these Events, you will need to get your existing script or scripts modified. Your QSP or Accredo Support can assist with this.

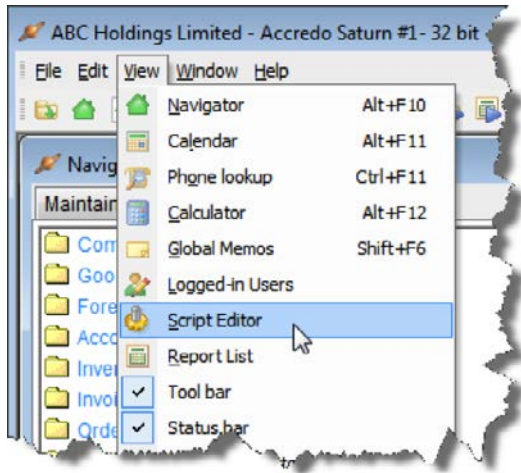
Create the Script

To create the Script, copy the code below by selecting it and pressing Ctrl+C

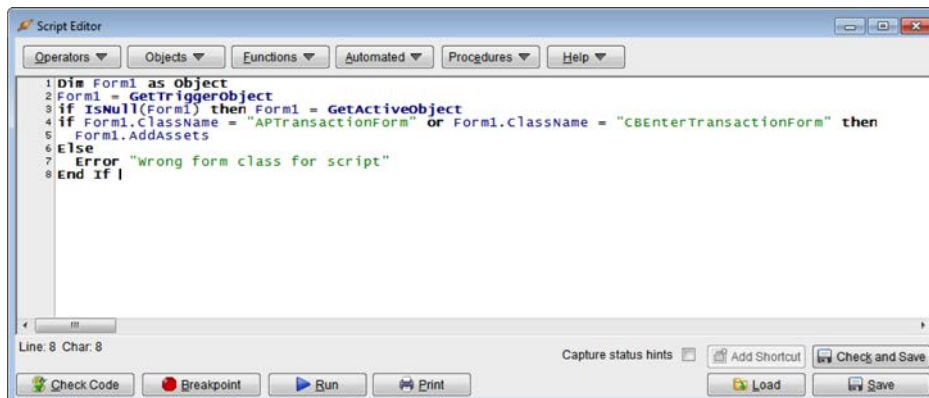
```
Dim Form1 as Object
Form1 = GetTriggerObject
if IsNull(Form1) then Form1 = GetActiveObject
if Form1.ClassName = "APTransactionForm" or Form1.ClassName
= "CBEnterTransactionForm" then
    Form1.AddAssets
Else
    Error "Wrong form class for script"
End If
```

Then Open the Script Editor by going to:

View > Script Editor

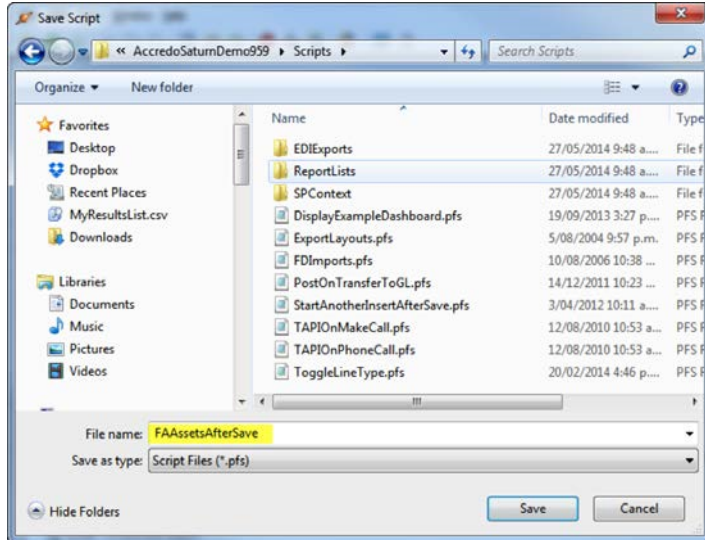


Press Ctrl+V to paste the code in.



Then press Save.

Save the script as FAAssetsAfterSave



Then Press Save

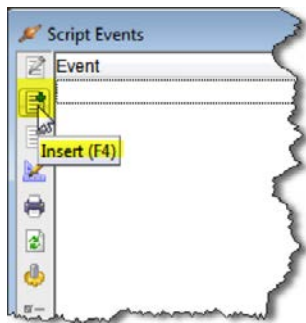
Link the Script to APTransactionForm.AfterSave

Setup > Company > Scripts > Script Events

Check if you have APTransactionForm.AfterSave listed in the Event column already. If you do, you will need to get the linked script modified if you want this functionality. Your QSP or Accredo Support can assist with this.

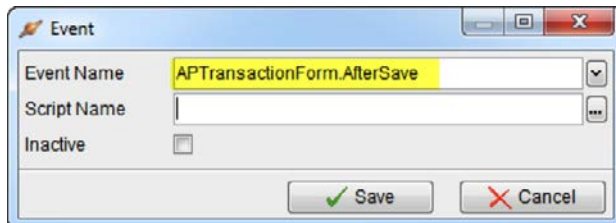
If you do not have APTransactionForm.AfterSave in the Event column, follow the steps below to hook up the script.

1. Click Insert or Press F4

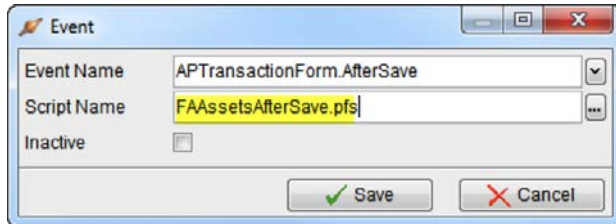


2. In the Event Name field, click the drop down arrow and browse to:

Accounts Payable > APTransactionForm > AfterSave



Click the lookup button or press F2 in the Script Name Field and double click the FAAssetsAfterSave.pfs file so that it appears in the Script Name field.



The image shows a dialog box titled "Event". It has three main fields: "Event Name" with a dropdown arrow, "Script Name" with a lookup button (three dots), and "Inactive" with a checkbox. The "Event Name" field contains the text "APTransactionForm.AfterSave". The "Script Name" field contains the text "FAAssetsAfterSave.pfs". The "Inactive" checkbox is unchecked. At the bottom of the dialog box, there are two buttons: "Save" with a green checkmark icon and "Cancel" with a red X icon.

Then press Save.

Now your FA Opening Values Transaction screen will automatically pop up after you save an AP invoice where items have been analysed to the FA Clearing code.

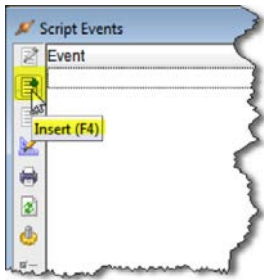
Link the Script to CBEnterTransactionForm.AfterSave

Setup > Company > Scripts > Script Events

Check if you have CBEnterTransactionForm.AfterSave listed in the Event column already. If you do, you will need to get the linked script modified if you want this functionality. Your QSP or Accredo Support can assist with this.

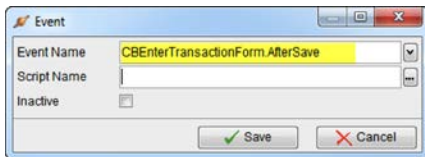
If you do not have CBEnterTransactionForm.AfterSave in the Event column, follow the steps below to hook up the script.

1. Click Insert or Press F4

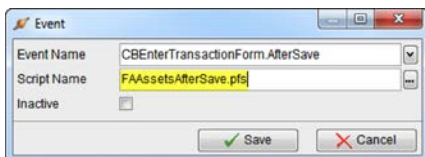


2. In the Event Name field, click the drop down arrow and browse to:

Cash Book > CBEnterTransactionForm > AfterSave



3. Click the lookup button or press F2 in the Script Name Field and double click the FAAssetsAfterSave.pfs file so that it appears in the Script Name field



Then press Save.

Now your FA Opening Values Transaction screen will automatically pop up after you save a CB Cheque where items have been analysed to the FA Clearing code.