Locations - Accounting

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The Accounting Location setup area includes a *G/L Posting* tab where the key G/L posting accounts are defined.

Those companies with multiple locations will set up each plant separately at the home office.

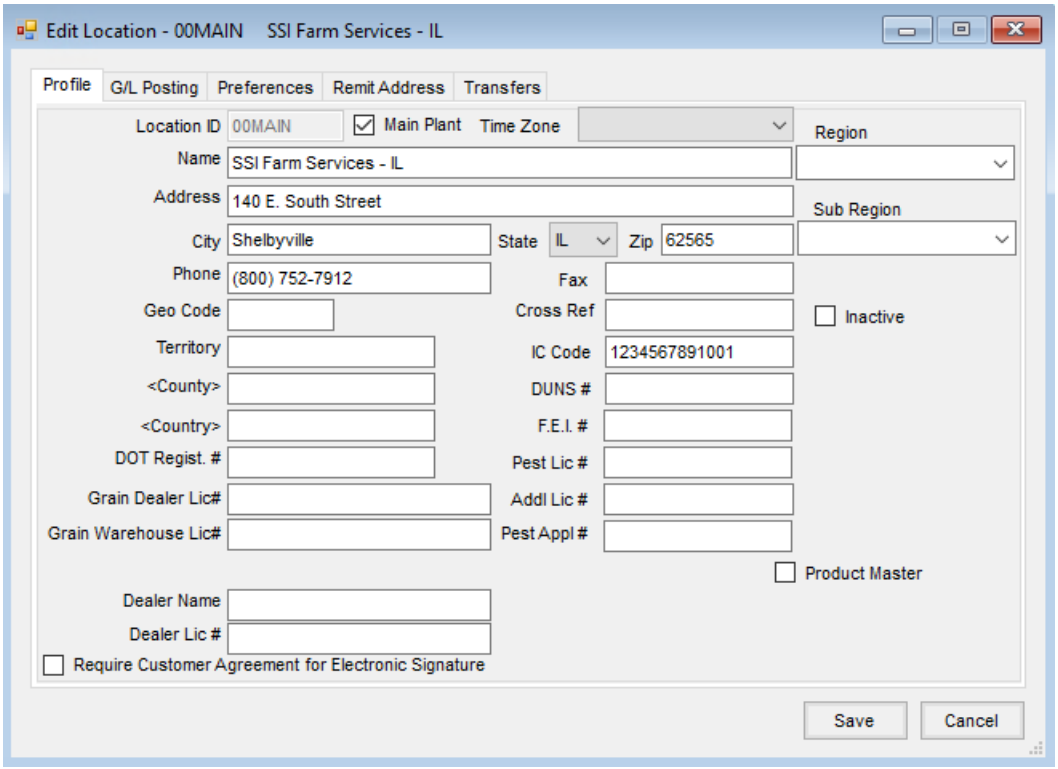
- **Key Account Codes** – Define the G/L Account Codes where the key transactions are to post.
- **Pay Methods** – A General Ledger Account should be entered for each Pay Method.
- **Finance Charge Item** – If the Finance Charge function will be used, there must be a Finance Charge item set up in inventory. Double-click here to select that inventory item.

Although the Location breakdown is designed for dealers with multiple plants, all Agvance users must have at least one Location defined. Key G/L posting accounts are set at the Location level as well as any Location-specific settings (Sales Tax Multiplier, Finance Charge Product, Remittance Address, etc.).

For multiple plant companies, the Location settings defines each plant's key G/L posting accounts. Locations are additionally often used for filtering reports.

Profile

Used for the headings on many printed documents (Invoices, Statements, Purchase documents, Load/Delivery Tickets, etc.), enter the basic information for each Location. Information other than the address and phone numbers is all optional.

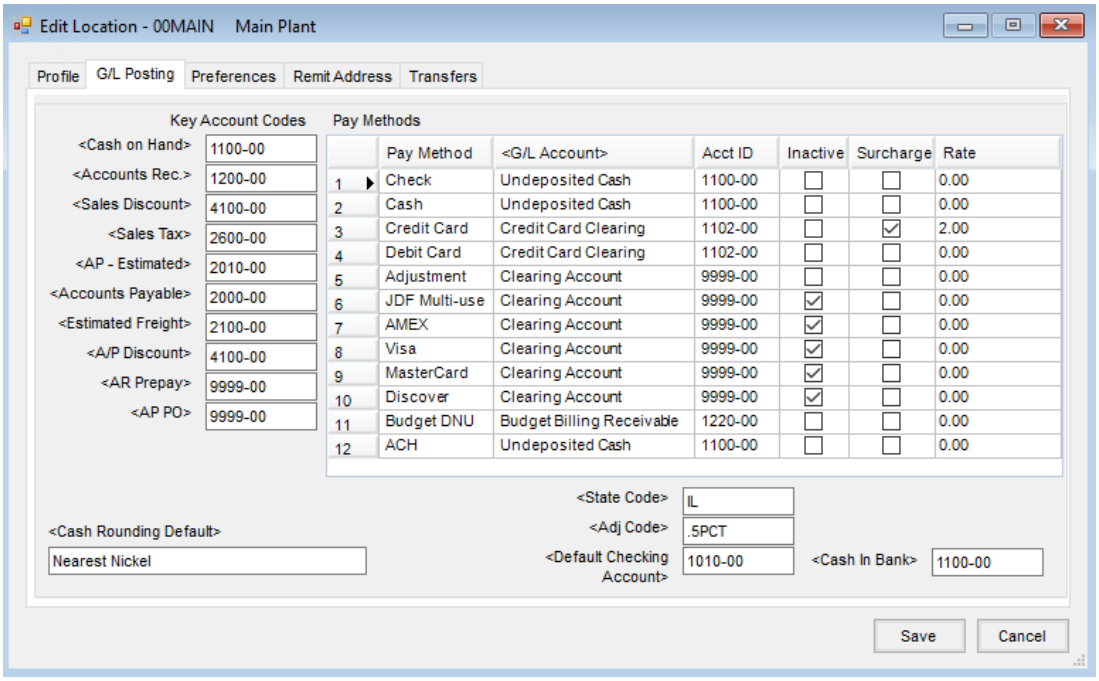


- **Location ID** – Enter the ID for the Location. This *Location ID* appears when filtering items such as Products or Customers by Location.
- **Main Plant** – Indicate if this Location is the main Location.
- **Time Zone** – Optionally indicate the time zone for this Location.
- **Name/Address/City/State/Zip/Phone/Fax** – Enter this information for the specific Location. This can optionally be printed on documents.
- **Geo Code** – Optionally enter the Location's geo code.
- **Territory** – Enter the territory of the Location if applicable.
- **County** – Once the state has been selected in the address, double-click to display a list of counties within that state. Select the appropriate county.
- **Country** – Optionally select the country if it should be printed on the documents.
- **DOT Regist. #** – This number prints on the hazardous material sheet.
- **Grain Dealer Lic #** – The Grain Dealer License is usually assigned by the state Department of Agriculture. If a number is entered here, it is available to print on custom Grain Contracts.
- **Grain Warehouse Lic #** – The Grain Warehouse License is usually assigned by either the state Department of Agriculture or the USDA. The number entered here is available to print on custom Grain Contracts.
- **Dealer Name** – Enter the *Dealer Name*. In Missouri, this is required for reporting, records keeping, and auditing. Information here is saved to the Invoice table upon adding/saving an Invoice (not editing).
- **Dealer Lic #** – Enter the *Dealer Lic #*. In Missouri, this is required for reporting, records keeping, and auditing. Information here is saved to the Invoice table upon adding/saving an Invoice (not editing).
- **Cross Ref** – Information may be entered here to cross reference the Location for an interface to a different system.
- **IC Code** – This is used if sales information is transferred via EDI (Electronic Data Interchange).
- **DUNS #** – Optionally enter the Location's Dun & Bradstreet number in this area.
- **FEI #** – The Federal Employer Identification Number for the Location is entered here.
- **Pest Lic #** – The Dealer's Pesticide License number is usually assigned by the state Department of Agriculture. The number entered here prints in the headings of the customer sales documents (Delivery Tickets, Blend Tickets, and Invoices).
- **Addl Lic #** – Enter additional Pesticide License information in this area. This information prints on the Purchase Receipt and Haz Mat paperwork, appended to the *Pest Lic #* information above.
- **Pest Appl #** – This is the license of the applicator overseeing the company operators. The number entered here prints on the Custom Application document.
- **Region/Sub-Region** – If these areas are completed, there are options on some reports to use the Region/Sub-Region as a sorting tool. This allows multiple Locations to easily be combined on some of the reports such as Inventory reports.
- **Inactive** – If this Location is inactive, select this option.

- **Product Master** – For multi-site Locations, sometimes a Location is added as a Product Master. All Products are entered in this Location then pushed to the other Locations by using the Product Synchronization tool. This marks the Location as the Product Master for the Product Synchronization utility.
- **Require Customer Agreement for Electronic Signature** – Select this option if a Customer Agreement is required for electronic signature.

G/L Posting

This screen holds key posting information (these must be filled out before the capture of online balances).



- **Key Account Codes** – Enter the corresponding General Ledger Account Codes for this Location here. Double-click in each field to select from the list of existing General Ledger Accounts. All accounts must be defined except for the *State Code* and *Adj Code*.
    - **Cash on Hand** – This will default as the Cash on Hand account on the *Add a Bank Deposit* screen but can be changed.
    - **Accounts Rec** – This account will be used as the Accounts Receivable account when adding, editing, voiding, crediting, and/or reversing an Invoice as well as making Customer Payments.

      Note: Typically, all Locations are set to the same account unless the company/Locations are structured to keep their own complete balance sheets.
    - **Sales Discount** – This account will default as the Sales Discount account on the *Payment on Accounts* screen but can be changed.
    - **Sales Tax** – This account will be used as the Sales Tax account when adding, editing, voiding, crediting, and/or reversing an Invoice when applicable.

- **AP–Estimated** – If unprocessed Purchase Receipts should be reflected in inventory asset accounts, one of these options will apply:
  - It is used with Post Inventory to G/L (found under the *G/L* menu) when the *Post Unprocessed Pur Rec's* option is selected. The Journal Entry created by this option is subsequently reversed the following fiscal month.
  - When the option to Accrue Estimated Payables for Purchase Receipts is used on the General tab at Setup / Preferences, this account will be used as the Estimated Payable account when a Purchase Receipt or Inter-Company Transfer are added/voided. The transaction is automatically reversed upon saving the Purchase Invoice.

    Note: This option should be discussed with an SSI representative due to certain setup and procedures that need to be in place to achieve the desired results.
- **Accounts Payable** – This account will be used as the Accounts Payable account for Purchase Invoices, Purchase Orders (with the Prepay option selected), Pay Bills, Transfer Vendor Prepay, Quick Checks, and Reconcile Freight/Additional Charges.

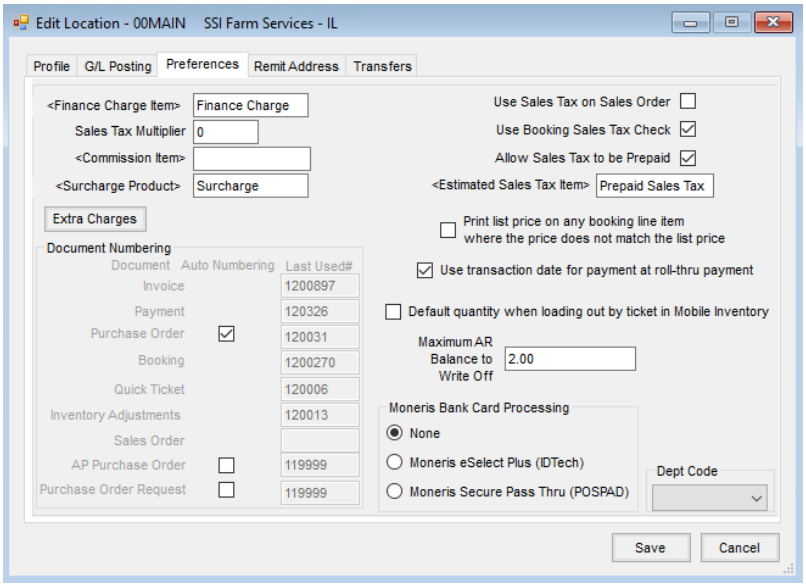
  Note: Typically, all Locations are set to the same account unless the company/Locations are structured to keep their own complete balance sheets.
- **Estimated Freight** – This account will be used as the Estimated Freight Account for Purchase Invoices and Reconcile Freight/Additional Charges.
- **A/P Discount** – This account will be used as the A/P Discount account for managing discounts coming from A/P Bills or Purchase Invoices. On the *Pay Bills* screen, if the discount is taken, any differences will remain in the A/P Discount account.
- **AR Prepay** – This optional account is used as the AR Prepay account on the Move Prepay from AR screen and when the Journal Entry is automatically reversed the following fiscal month. This may also include Unapplied Cash when the *Include UAC in move prepay function* is checked at *Accounting / Setup / Preferences* on the *G/L* tab.
- **AP PO** – This optional account allows estimates from AP Purchase Orders that are posted to be valued in the financials at the end of the month. The entries created by this utility are Journal Entries that post into the current month and then will be reversed in the following month.

- **Cash Rounding Default** – Double-click to set the Cash Rounding Default for the Location. The Default selected will be applied to cash-only Payments (**Payment on Account** and **Quick Tickets**) made for that Location. **Cash Rounding Defaults** are maintained at *Accounting / Setup / A/R / Cash Rounding Defaults*.
- **State Code/Adj Code** – If the optional State Tax and/or Adjustment Tax Codes are being used, set the defaults here. When invoicing, any state or local multipliers may be selected that are predefined at *Setup / A/R / Sales Tax Codes*.
- **Default Checking Account** – Select the checking account that should default for this Location. This account defaults as the checking account at the *A/P / Pay Bills* screen, *G/L / Quick Check*, and *A/R / Transfer Customer*

Prepay, but may be changed at the time of the transaction.

- **Cash In Bank** – The default cash in bank General Ledger Account can be selected for this Location. This account defaults into the *Bank Deposit* screen.
- **Pay Methods** – The Pay Method headings are set up at *Setup / A/R / Pay Methods*. Double-click and select the General Ledger Account for each Pay Method for this Location which determines an alternative debit account from the standard Cash on Hand Key Account Code. These accounts may also be entered and maintained at *Setup / A/R / Pay Method*. If a Pay Method is set as *Inactive*, it is not available to select when entering customer payments. *Surcharge* and *Rate* columns are available to use when adding surcharges on customer payments such as credit card payments. To utilize surcharges on payments, additional setup is required on the *Preferences* tab.

Preferences



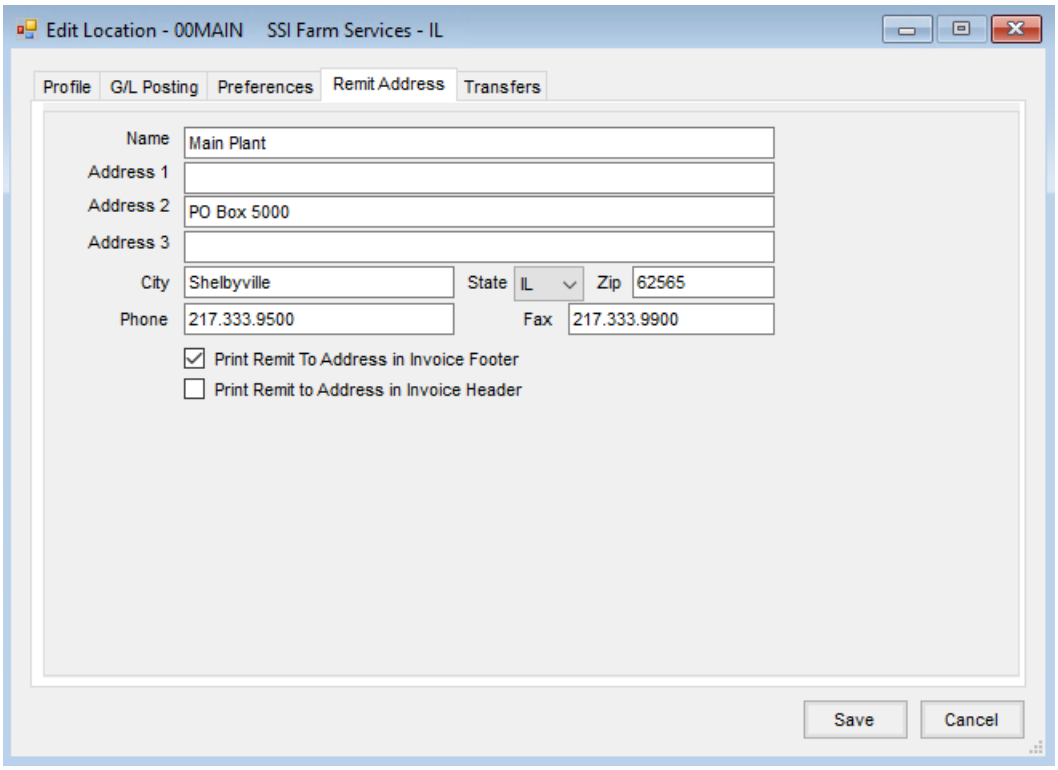
- **Finance Charge Item** – To use the Finance Charge function in Accounts Receivable, a Finance Charge item must be defined in the inventory Products. This item is used as the system automatically creates Invoices for each Finance Charge assessed. This account is often added to a Miscellaneous Inventory Department where the individual Products determine the G/L posting account.
- **Sales Tax Multiplier** – Enter the percentage for the Location (enter 6.25% as *6.25*).
- **Commission Item** – If *Coop Commission* is being used, then an item must be set up in inventory for that commission. Double-click here and select that Commission Item. The commission automatically calculates and displays as a line item on Invoices.
- **Surcharge Product** – When utilizing the *Automatic Surcharge* option for specified Pay Methods, select the Product to be used for the surcharge. This item is used as the system automatically creates an Invoice for the surcharge on the customer's account and takes the payment for the surcharge at the time the payment is

added at the customer *Payment on Accounts* screen.

- **Extra Charges** – Additional taxes such as local tax, fertilizer tax, or ground water tax may be defined here. These **extra charges** display as line items on the Invoice or Booking.
- **Document Numbering** – The computer automatically maintains the document numbering. These numbers may be viewed from this screen but should not be edited unless instructed to do so by the SSI Support team. Purchase Orders, A/P Purchase Orders, and Purchase Order Requests may be automatically numbered by the computer or manually numbered by the user when entered. Select the option under the *Auto Numbering* column to automatically number any/all of these documents.
- **Use Sales Tax on Sales Order** – Select this option to be able to apply sales tax to Sales Orders. If this option is selected, enter the *Estimated Sales Tax Item* below.
- **Use Booking Sales Tax Check** – This allows an option when saving a Booking to enter an additional line representing sales tax if any taxable Products are included on the Booking.
- **Allow Sales Tax to be Prepaid** – If sales tax is included on a prepaid Booking, using this option in conjunction with the *Estimated Sales Tax Item* defaults the sales tax as prepaid when invoicing.
- **Estimated Sales Tax Item** – Double-click to select the item used to represent sales tax on Bookings or Sales Orders.
- **Print list price on any Booking line item where the price does not match the list price** – With this option selected, printed Bookings show *List Price* and *Your Price* for each item booked.
- **Use transaction date for payment at roll-thru payment** – Selecting this option uses the *Invoice Date* as the date on the Payment when the roll-through payment option is used either by selecting the *COD* option on an Invoice or by choosing the *Take Payment* option on the *Print Invoice* screen.
- **Default quantity when loading out by ticket in Mobile Inventory** – Loading out by ticket defaults the line item quantity from the Delivery Ticket when this option is selected.
- **Maximum A/R Balance to Write Off** – To utilize the Write-Off Customer Balance utility, enter the maximum amount in this area that is to be written off.
- **Moneris Bank Card Processing** – When using Moneris Bank Card Processing, choose a processing option. If using an EVM card reader, select the *Moneris Secure Pass Thru (POSPAD)* option. Selecting either the *Moneris eSelect Plus* or *Moneris Secure Pass Thru* option allows the processing of credit card payments through Moneris.
- **Dept Code** – For companies using one database for multiple Locations, the Department Code may be selected to define which employees belong to this Location. This information is also used for processing W-2s for multiple companies.

Remit Address

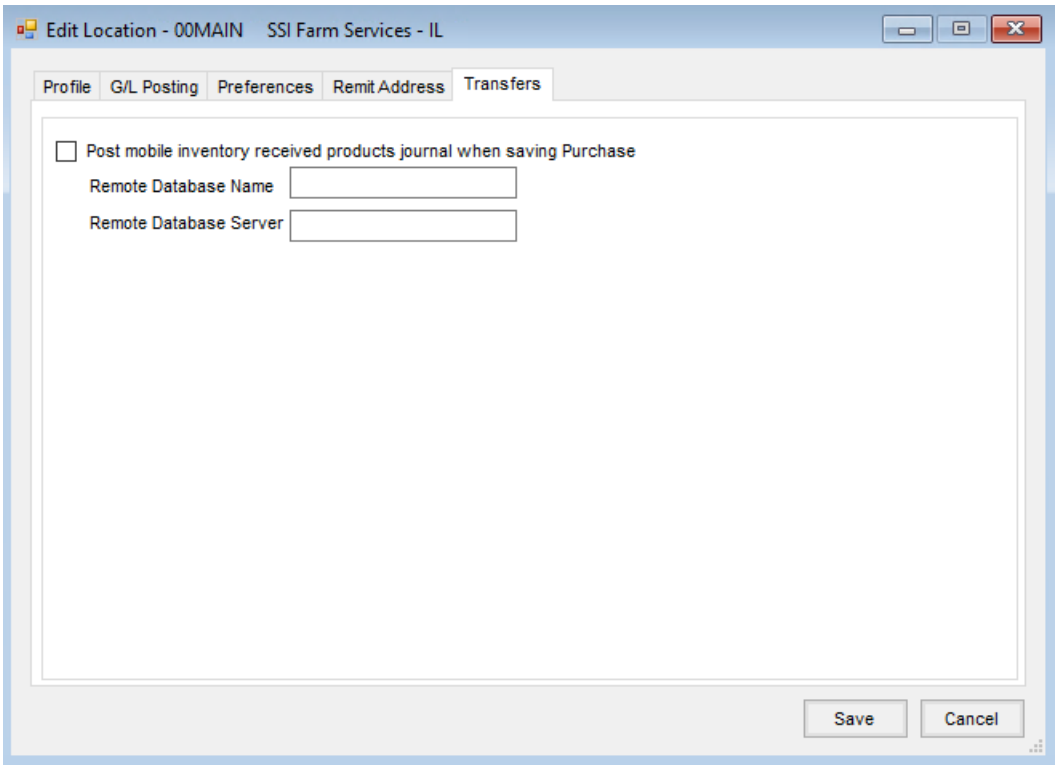
Payments may optionally be sent to an address other than the Location *Profile* address. To utilize this preference, enter the address at this screen and check the *Print Remit To Address in Invoice Header* or the *Print Remit To Address in Invoice Footer* option.



Transfers

Note: This area is not related to the Warehouse app.

Purchase Receipts may be transferred as Mobile Inventory receipts between datasets by completing the following information.


Edit Location - 00MAIN SSI Farm Services - IL
Profile
G/L Posting
Preferences
Remit Address
Transfers
Post mobile inventory received products journal when saving Purchase
Remote Database Name
Remote Database Server
Save
Cancel