



***AutoPoint***<sup>®</sup> Evolution – Department Code  
Accounting

***Last Updated January 16, 2012***

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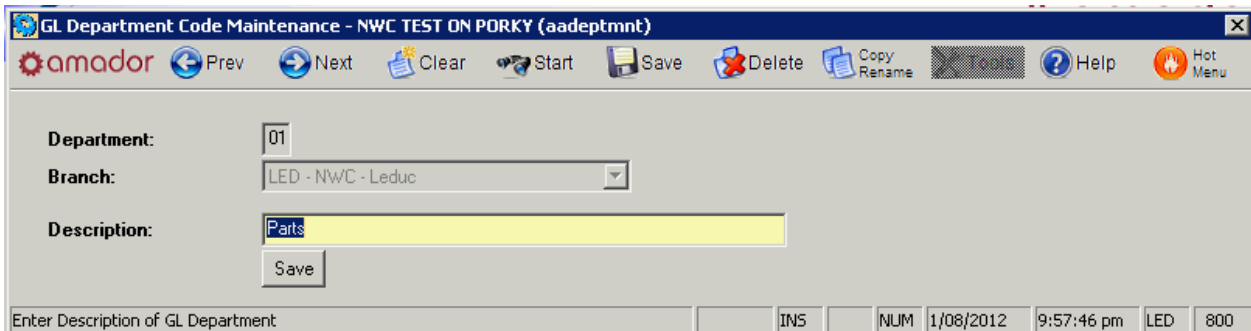
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## Overview

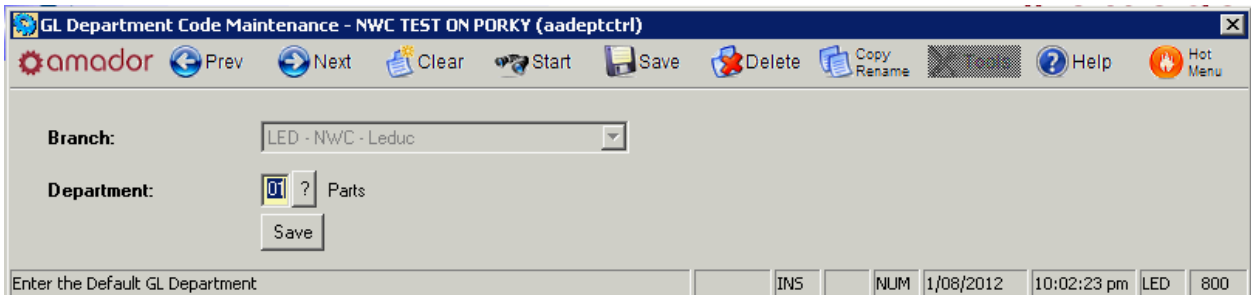
In **AutoPoint®**'s multi-branch accounting, it is already possible to record the Sales and Cost-of-Goods Sold by profit centre, or the G/L account suffix as specified in the A/R Branch Control Record. It is now possible to record the Sales and COGS for a POS invoice or Work Order with a Department Code in the G/L, as defined in the POS and WO header. This document explains how to set up Department Code Accounting, and how to use it to record sales and COGS by department.

## Set Up and Configuration

The default department code used in POS and Work Orders is set up by branch. It can be changed by the user in the POS or WO order header to use a different department code set up for that branch. The two-digit department codes are set up in AADEPTMNT, where it is assigned to a branch ID and given a description:



The department code default for each branch is set up in AADEPTCTRL:



After the department codes have been set up, and we are ready for the switchover, the following steps must be followed (Amador will do these steps for you, though it is advisable for you to do step 2 (posting or deleting all un-posted transactions and transferring all distributions and posting to permanent ledger) yourself beforehand):

1. If you are doing the switchover before anyone else logs in to the system, confirm that there was a good backup the previous night and log in to **AutoPoint®** and then confirm no one else is logged in using WATCH on a text **AutoPoint®** session (if anyone else has already logged in, you must re-schedule the switchover, as the overnight backup is not necessarily current) and then

lock the database so no one else can log on until you are finished. If you are doing the switchover after the end of business for the day, use Watch to log everyone else off and then lock the database and then back up all ***AutoPoint***<sup>®</sup> data from the command prompt.

2. Post or delete all un-posted A/R Cash Receipts, A/R Sales Entry/Adjustments, A/R Finance Charges, Cylinder Control Transactions, A/P Transaction Processing and A/P Payment Processing. Then transfer all un-transferred A/R and A/P G/L distributions. Then post all un-posted Journal Entries to the Permanent Ledger.
3. Change the G/L account breaks in the Company Record to include the two digit department code (e.g.: 4-2-2.)
4. Run GLNUMCHG2/x, where "x" is the number 1 to 5, to represent the number of zeros to insert after the account number (and before the profit centre suffix). Print a Chart of Accounts Listing to confirm the accounts all ended up moved to the desired account numbers (including the department slot in the middle of each account number). Check the A/R Branch Control, A/R Control Record, A/P Control Record, Product Line Maintenance, A/P Vendor Record, G/L Account Inquiry, G/L Chart of Accounts Maintenance, G/L Control Record, Taxing Authority, GST Registration Maintenance screens to confirm the reformatting of G/L account numbers has been successful and to get any missing G/L account numbers.
5. Add any missing G/L accounts by department, setting up both the zero-department accounts as well as each branch/department account combination according to the setups in AADEPTMNT and AADEPTCTRL. Note that the only G/L accounts you need to create with the actual department codes (in addition to the zero-department accounts) are the Sales and COGS accounts. If the user wishes, they may create additional accounts with actual department codes in them for use in the G/L doing journal entries.
6. Change the System Option 16, "POS End Use Code" to "G".
7. Unlock the database.

## Using the Department Code

You may set up additional G/L accounts, over and above the Sales and COGS accounts, with actual department numbers in them, for use in the G/L doing journal entries. This may be of interest, for example, with some expense accounts. However, only the Sales and COGS accounts will use department codes in POS and WO.

In POS, the department code will default in the order header to what was set up in AADEPTCTRL:

Similarly, the department code in the Work Order header defaults to what was set up for the Work Order branch, and can be changed by the user:

Work Order Header - NWC TEST ON PORKY (woheadr)

amador Prev Next Clear Start Save Delete Tools Help Hot Menu

Repair Order #: 4696 Status: **Open** Source: Internal  
 Customer: 050450 ? + L Bill To: 50450 Priority: N - Normal  
 TAG CORPORATION  
 6407 - 37TH AVENUE  
 Change SAME  
 EDMONTON AB T6L 1H7

Crane Serial No.: 45906982011  
 License No.: 982011  
 Customer Contact: TIM  
 Crane Make: TEREX STINGER  
 Crane Model: TC2863  
 Truck Make: INTERNATIONAL  
 Truck Model: 4700  
 Truck Serial No.: 1HTSCABN8XH609995  
 Truck Hours:  
 Unit No.:  
 Crane Hours:  
 Mileage:

Phone: 780-270-1275 Alt Phone:  
 In: Out:  
 Date In: 11/08/11 Time In: 22:33  
 Date Due: Time Due: 0:00

Warranty Bill To: Change  
 Order Type: 3 - Charge Terms: C - CASH  
 PO Number: Service Writer: AMD  
 Tax Group: AB Discount %: 0.00  
 Department: 02 ?

**Warranty**  
 Discount: 0.00  
 Sub Total: 0.00  
 GST/HST: 0.00  
 PST: 0.00

**Customer Totals**  
 Discount: 0.00  
 Sub Total: 0.00  
 GST/HST: 0.00  
 PST: 0.00

**Totals: 0.00 0.00**

Vehicle Maint. Requests Notes Recalculate  
 Quote / RO W/O Inquiry Void Exit  
 Barcode Invoice

Enter GL Department code INS NUM 1/08/2012 10:33:51 pm LED 801

When POS End-of-Day Processing and WO End-of-Day Processing are run, the Sales and Cost-of-Goods Sold will post by the department code used in the POS or WO header.

For example, if the Sales account is 4000 and the COGS account is 5000 for the LED branch (profit centre 01) and a POS order was invoiced with the department code of 01, then End-of-Day Processing would post the sales amount of the invoice to 4000-01-01, and the COGS to 5000-01-01. For a Work Order in the same branch that defaults to the department code 02 where the department code is left at the default, Work Order End-of-Day Processing would post the amounts to 4000-02-01 and 5000-02-01.