



# Master Tables Setup

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## Overview

Master tables in BisTrack contain basic data that can then be referenced in other areas of BisTrack. For example, once the Customer Payment Terms have been created, the terms codes are available to assign to customers when importing or adding new customers in BisTrack. The master table data is specific to your organization and can be maintained or updated as needed. For example, Sales Reps can be added when new sales personnel are hired.

Use the following sections for instructions about:

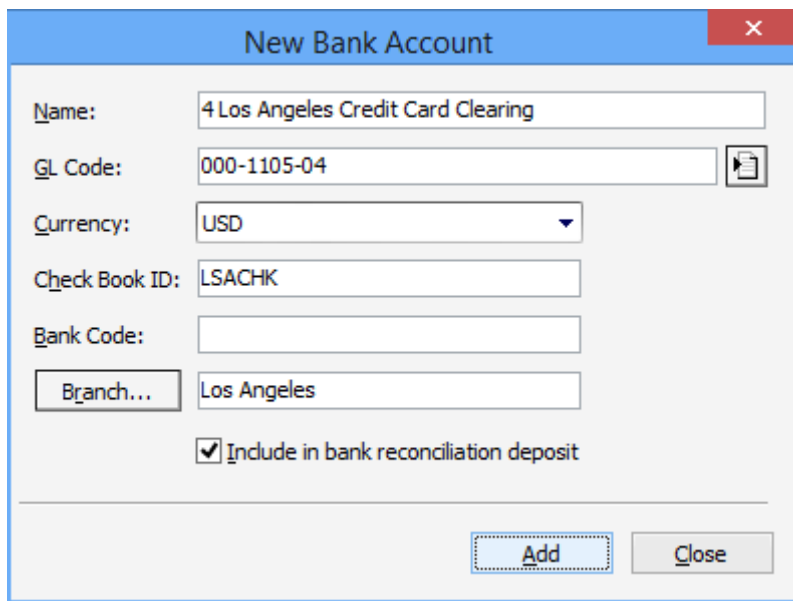
- Adding bank account codes
- Setting up a branch
- Adding cash drawer codes
- Adding customer and supplier payment terms codes
- Adding customer price profile codes
- Adding customer type codes
- Setting up a financial calendar
- Adding sales rep codes

## Adding Bank Account Codes

Bank account codes facilitate the money-tracking process between BisTrack and GP or BisTrack and QuickBooks.

### To add a bank account code:

1. From the **System Manager > Financial** menu, select **Bank Accounts**.
2. Right-click on blank area and select **New** from the context menu. The New Bank Account window displays.



3. In the **Name** field, specify the name for this account. Typically it is an actual name of the bank account that is used. The remaining fields are populated with the assistance of your financial implementor.
4. When the setup is completed, click **Add**.
5. Repeat steps 3-4 to add all required codes.
6. Click **Close**.

## Setting up a Branch

The branch records are used to track activity in each physical location that uses BisTrack. Your BisTrack application comes with a single branch which is already set up. If a company has three branch locations, then you will need three branch records in BisTrack. Since BisTrack automatically includes the first branch, you must add the remaining two branches.

You create branches, as needed, by right-clicking on blank area and selecting **New** from the context menu.

If you are working in a single-branch system, you need to update the information in the existing branch to reflect your company information and options. The following procedure explains how you can set up the branch according to your needs.

### To set up your branch:

1. From the **System Manager > General** menu, select **Branches**.
2. Right-click on the branch and select **Properties** from the context menu. The Properties window displays where the **General** tab is selected by default.

The screenshot shows the '01 Properties' dialog box with the following fields and values:

- Code: 01
- Name: Stockton
- Trading as: Stockton
- Division: Universal Sales & Distribution
- Region: Northern California
- Address 1: 3033 South Airport Way
- Address 2: (empty)
- Address 3: (empty)
- Town/City: Stockton
- State: CA
- Zip code: 95206
- Country: United States
- Tax area: 01 - Stockton - Sales Tax
- GL code: 01
- Interim running: BisTrack Live
- Collate document printing by: Format, Transaction
- Collate delivery set printing by: Transaction, Format

3. In the **Code** and **Name** fields, specify the required branch information.
4. In the **Address** fields, enter the address information for the branch.
5. From the **Tax area** list, select the required area.
6. If you have multiple branches and will send information to GL by branch, in the **GL code** field, specify the GL code segment for this branch. Your financial implementor will assist with this based on the General Ledger chart of accounts provided.
7. Use the **Communication** tab and specify the required telephone, fax, and email information.

The screenshot shows the '01 Properties' dialog box with the 'Communication' tab selected. The 'Telephone 1' field is populated with '202-555-0103'. The 'Email' field is populated with 'sales@progressive-solutions.com'. Other fields like 'Telephone 2' and 'Fax' are empty. The 'OK' button is highlighted with a dashed border.

8. Optionally use the **Quick Accounts** tab and specify customers that are frequently accessed and used in the Counter Sales dashboard.

The screenshot shows the '01 Properties' dialog box with the 'Quick Accounts' tab selected. The 'Customer 1...' field contains 'Cash Sale - Taxable' and the 'Customer 2...' field contains 'Cash Customer - Can.'. The other 'Customer' fields are empty. The 'Cancel' button is highlighted with a dashed border.

9. Select the **Branch Options** tab.

**01 Properties** ✕

General | Communication | Quick Accounts | **Branch Options** | Branch Masks | Branch Printers | < >

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**Credit Control**

Telephone:

Notifications (Email):

Notifications (Internal):

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**Miscellaneous**

Default stock location:

Confirm purchase orders for specials

Default order sale type:

Record picking started:

Calculate tax based on branch tax area:

Exclude restocking charges in customer credit tax calculation

Default works order 'allocate stock for source material'

Show as available branch in Web Track

Delivery area:

Round cash owing to nearest .05

Ignore internal cost rules when issuing stock from another branch

Prompt for rewards card on order:

Validate rewards card against ACE Rewards

Stock counting reason code:

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**Transfer Default**

Vehicle type:

Vehicle:

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**Working Days Setup**

10. Use the Credit Control group fields to set up notifications to be sent if the customer's order is on credit



control. To set up external notifications, specify the email in the **Notifications (Email)** field.

11. To set up internal notifications, click **Add** to add BisTrack users to the list.
12. In the Miscellaneous fields group, use the **Cash Customer** field to select the default cash customer.
13. Select the **Confirm purchase order for specials** check box if you want to receive prompts when creating special orders in this branch.
14. Use the **Default order sale type** to specify the default type on the branch level.
15. From the **Calculate tax based on branch tax area** list, select the required value to define how the taxes are going to be calculated. Note that this option can also be defined on the computer level (**System Manager > System Options > Financial > General**).

Select from the following:

- **No** - BisTrack does not use the branch tax area for calculating the tax area, but always uses the customer or customer address tax area.
- **Yes Always** - BisTrack always uses the tax area from the branch.
- **Yes on Collect Sales and Manual Credits** - BisTrack uses the branch tax area if the sale type is Quick Sale or Will Call or if a credit was created manually (not created from an existing invoice). Delivered sale type uses the tax area assigned to the customer address.
- **Yes except out of state sales** - BisTrack uses the branch tax area for all sale types unless the customer address tax area is different from the branch tax area.

16. Specify the fields on the following tabs as needed:

<b>Option</b>	<b>Description</b>
<b>Branch Masks</b>	Allows you to require input in a specific format based on the mask for specified fields that can be tracked in BisTrack.
<b>Branch Printers</b>	Allows you to assign printers specific to each branch when there are multiple branches and each branch has a printer used for the same purpose.
<b>Document Formats</b>	Allows you to configure different format sets on the branch level.

17. Click **OK**.

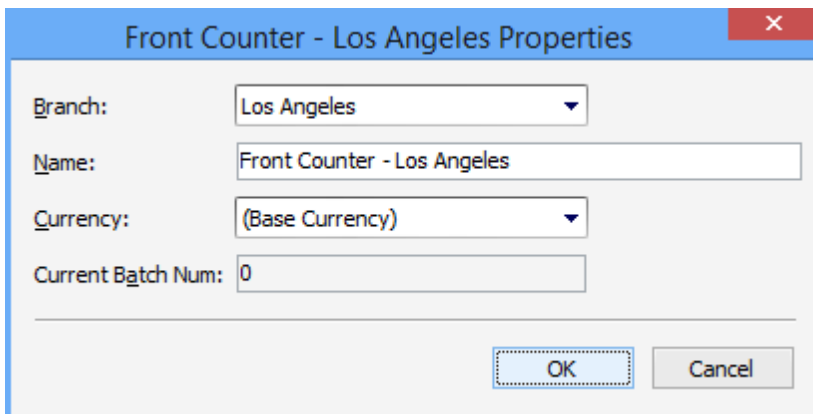
## Adding Cash Drawers

Cash drawers allow tracking and reconciling money taken in each area of the business that handles money. The number of cash drawers needed in BisTrack generally matches the number of physical cash drawers that are used in the company.

Although your BisTrack application comes with the default cash drawer record, you can add as many cash drawers as you need. If you have a single cash drawer for the entire location, you only need to set up this single cash drawer. If you have two counters and each of them has a specific cash drawer, you need to have two cash drawers set up.

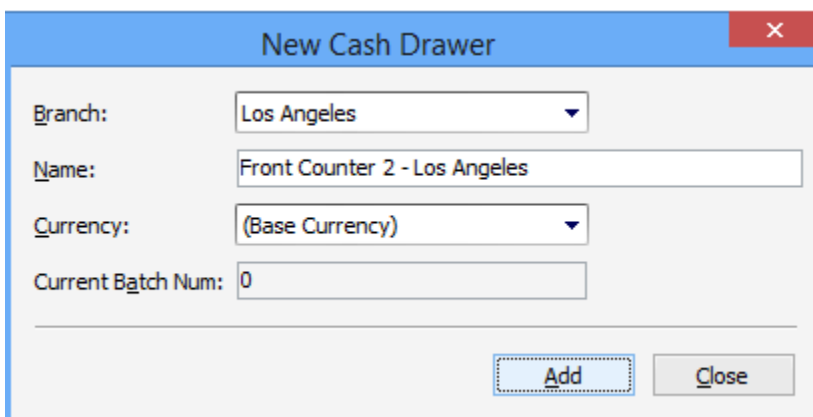
### To adjust the default cash drawer and add a new cash drawer:

1. From the **System Manager > Financial** menu, select **Cash Drawers**.
2. Double-click the default cash drawer. The Properties window displays.



The screenshot shows a dialog box titled "Front Counter - Los Angeles Properties". It contains the following fields: "Branch:" with a dropdown menu set to "Los Angeles"; "Name:" with a text box containing "Front Counter - Los Angeles"; "Currency:" with a dropdown menu set to "(Base Currency)"; and "Current Batch Num:" with a text box containing "0". At the bottom right, there are "OK" and "Cancel" buttons.

3. In the **Branch** and **Name** fields, specify the actual information about your default cash drawer. Specifying the branch name is important if you are working in a multi-branch system. Each cash drawer is branch-specific, so the appropriate branch that this cash drawer is used for should be selected, even in a single-branch environment.
4. Click **OK**.
5. Click on blank area and select **New** from the context menu. The New Cash Drawer window displays.



The screenshot shows a dialog box titled "New Cash Drawer". It contains the following fields: "Branch:" with a dropdown menu set to "Los Angeles"; "Name:" with a text box containing "Front Counter 2 - Los Angeles"; "Currency:" with a dropdown menu set to "(Base Currency)"; and "Current Batch Num:" with a text box containing "0". At the bottom right, there are "Add" and "Close" buttons.

6. In the **Branch** and **Name** fields, specify the actual information about your default cash drawer.
7. Click **Add**.
8. Repeat steps 5-7 to add all required cash drawers.
9. Click **Close**.

## Adding Customer and Supplier Payment Terms Codes

Payment terms define the rules for when customer invoices are payable to you and when invoices from your suppliers are payable to them, including due dates and/or available discounts.

Customer payment terms and supplier payment terms setup procedures are identical in BisTrack. The following steps describe how to set up customer payment terms but you can use this procedure for supplier payment terms setup as well.

### To add customer payment terms:

1. From the **System Manager > Customers** menu, select **Customer Payment Terms**.
2. Click on blank area and select **New** from the context menu. The New Customer Payment Terms window displays.
3. In the **Code** field, specify the term's code. Typically, it is a short alphanumeric sequence. You may want to make it as descriptive as possible.
4. In the **Name** and **Description** fields, specify the payment term name and its description. Use the description to provide specific details for the payment term name, so that users understand its purpose.
5. Use the **Due date calc** fields group to define the formula how the due date is calculated for this payment term. For more information, see the Due Date and Discount Date Calculation section.
6. Use the **Discount date calc** fields group to define the formula how the discount date is calculated for this payment term. For more information, see the Due Date and Discount Date Calculation section.
7. Test how the dates are calculated. For more information, see the Testing Date Calculation section.
8. In the **Discount percent** fields, enter the required value. If this terms code does not allow for any terms discounts, enter **0**.
9. Repeat steps 5-8 to add all required codes.
10. Click **Close**.

### Due Date and Discount Date Calculation

Use the following options for calculating the due date and discount date for your payment term.

Option 1:

The top row of the **Due date calc** and **Discount date calc** fields groups consists of three drop-down lists. Click on each of the lists to review the available values and select the one you need. For example, for **Due date calc** select values: **Invoice Date, +10, Day(s)**. Hence, the formula for calculating the due date for this payment term is: **Due date = Invoice date + 10 days**.

## Option 2:

Instead of selecting values from the lists you can use the second row of the **Due date calc** and **Discount date calc** fields groups to type in a formula for calculating the required date. Click the information button to view the Date Calculation Help window. Using this Help information you can compose a calculation formula. For example, in the **Discount date calc** field, **CM** stands for the end of current month, **20D** stands for 20 days from now. Hence, formula **CM+20D** means "end of current month plus 20 days". This approach is more flexible since you can apply conditions for formula composing. See the Date Calculation Help window information.

The screenshot shows the 'New Customer Payment Terms' window. It has a title bar with a close button. The window contains several input fields and buttons:

- Code:** IN10
- Name:** Invoice Date 10 Days
- Description:** Invoice Date 10 Days
- Due date calc:** Invoice Date | + 10 | Day(s) | Test | i. Below this are two options: 'Option 1 for Due date calc' (with a green arrow pointing to the 'Test' button) and 'Option 2 for Due date calc' (with a green arrow pointing to the text input field containing '10D').
- Discount date calc:** End of Current Month | + 20 | Day(s) | Test | i. Below this are two options: 'Option 1 for Discount date calc' (with a green arrow pointing to the 'Test' button) and 'Option 2 for Discount date calc' (with a green arrow pointing to the text input field containing 'CM+20D').
- Discount percent:** 0 | i
- Buttons:** Add, Close

## Testing Date Calculation

After you selected the required values from the drop-down lists, test how the due or discount date is calculated for your terms.

### To test calculation:

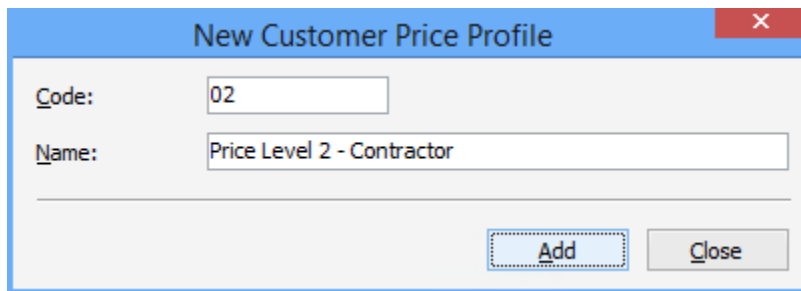
1. Click **Test** in the **Due date calc** or **Discount date calc** fields group. The Test Date Calculation window displays you can check if the result is correct.
2. In the **Calculation** window, verify the formula displays correctly.
3. From the **Document** date, select the date you want to test applying your formula. In the **Result** field, verify the calculated result is correct.

## Adding Customer Price Profile Codes

Customer price profiles allow you to group customers together for pricing purposes.

### To add a customer price profile code:

1. From the **System Manager > Pricing** menu, select **Customer Price Profiles**.
2. Right-click on blank area and select **New** from the context menu. The New Customer Price Profile window displays.



The screenshot shows a dialog box titled "New Customer Price Profile" with a red close button in the top right corner. Inside the dialog, there are two input fields: "Code:" with the value "02" and "Name:" with the value "Price Level 2 - Contractor". At the bottom right of the dialog, there are two buttons: "Add" (highlighted with a dashed border) and "Close".

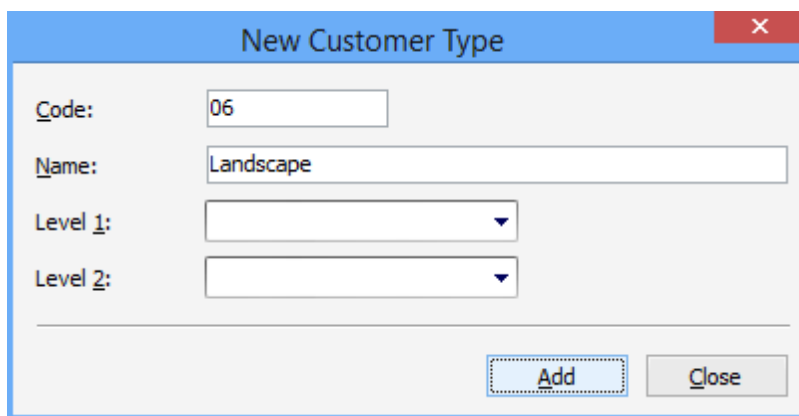
3. In the **Code** field, specify the price profile code, typically, a short alphanumeric sequence.
4. In the **Name** field, specify the name associated with this code.
5. Click **Add**.
6. Repeat steps 3-5 to add all required codes.
7. Click **Close**.

## Adding Customer Type Codes

Customer types allow you to group customers buying from you by types of customer and are used for analysis to show what types of customers your sales are coming from.

### To add a customer type code:

1. From the **System Manager > Customers** menu, select **Customer Types**.
2. Right-click on blank area and select **New** from the context menu. The New Customer Type window displays.



The screenshot shows a window titled "New Customer Type" with a close button in the top right corner. The window contains the following fields and controls:

- Code:** A text input field containing the value "06".
- Name:** A text input field containing the value "Landscape".
- Level 1:** A dropdown menu with a downward arrow.
- Level 2:** A dropdown menu with a downward arrow.
- Buttons:** Two buttons at the bottom right: "Add" and "Close".

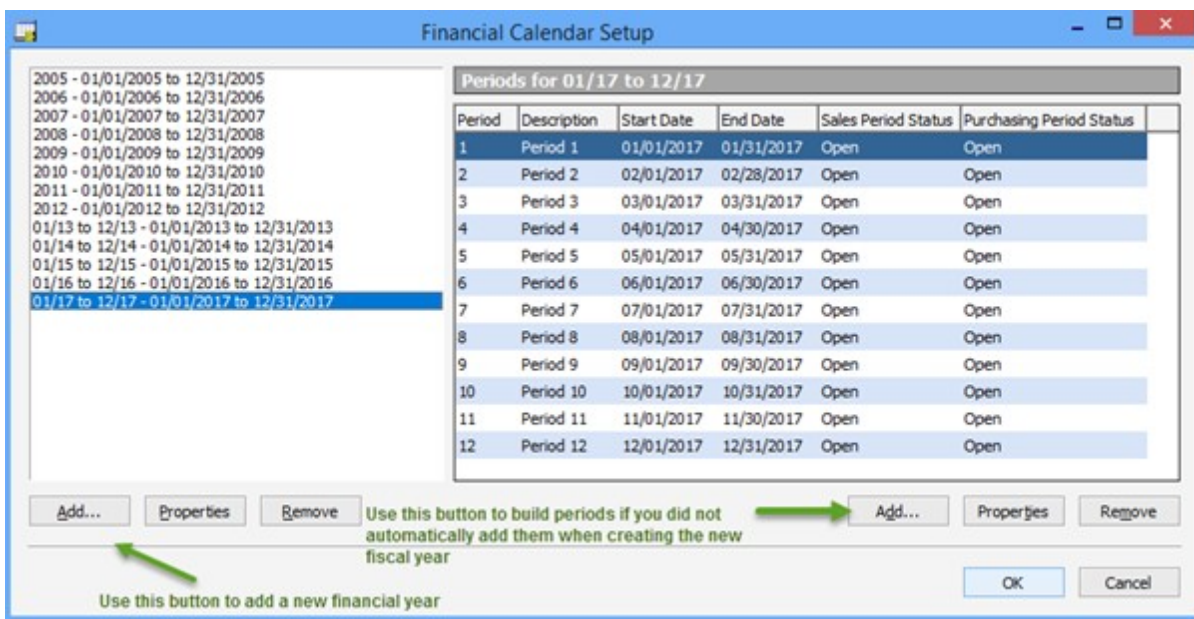
3. In the **Code** field, specify the customer type code, typically, a short alphanumeric sequence.
4. In the **Name** field, specify the name associated with this code. Other fields on this window are out of scope of this document and you do not need to specify them.
5. Click **Add**.
6. Repeat steps 3-5 to add all required codes.
7. Click **Close**.

## Setting up a Financial Calendar

Financial Calendar is solely a BisTrack option which does not affect any other applications BisTrack interacts with. It enables users to allow or prevent either sales or purchasing transaction types in BisTrack. Once you open a financial period, you allow creating GL transactions. Once you close a period, you no longer allow transactions to happen in that period.

To set up your financial calendar:

1. From the **System Manager > Financial > Options Taskpad** menu, select **Financial Calendar Setup**. The **Financial Calendar Setup** window displays.



2. To add a new financial year, click **Add** on the left side of the Financial Calendar window. The **New Financial Year** displays.

Short Description: 2018

Description: 1/01/2018 - 12/31/2018

Start date: 01/01/2018

End date: 12/31/2018

Create periods automatically

Month named periods

Add Close



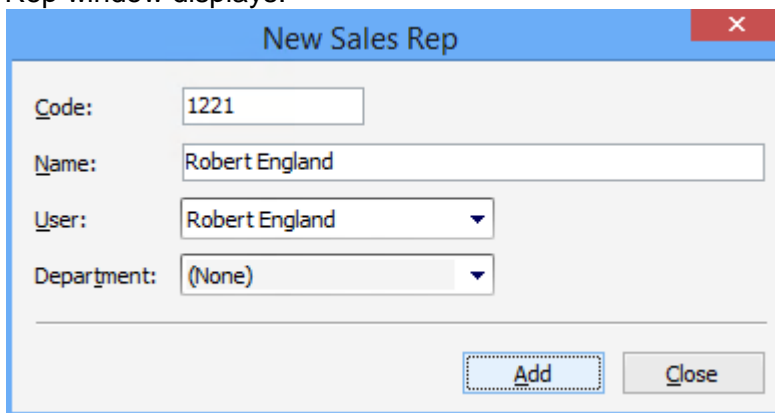
3. In the **Short Description** field, specify the financial year, such as **2018**.
4. In the **Description** field, specify the full financial period, such as **1/01/2018 - 12/31/2018**.
5. In the **Start date** and **End date** fields, select the financial period start and end dates, such as **1/01/2018 to 12/31/2018**.
6. Select the **Create periods automatically** check box.
7. Select the **Month named periods** check box if you prefer to display month names in the calendar. If unchecked, the periods show as period numbers.
8. Click **Add**. The calendar now builds in the **Financial Calendar Setup** window according to settings provided. By default, all period statuses are set to **Not yet open**.
9. Specify the sales and purchasing periods statuses in the calendar by clicking into the sales or purchasing period status and using the drop-down arrow, select the status from the list.
10. Typically, you need to keep periods open for both the current and the previous month. You may receive supplier invoices on a later date than expected, that is why it is important to keep the purchasing period for the previous month open. All periods for earlier months should be closed.
11. Click **OK**.

## Adding Sales Rep Codes

Sales Rep codes are assigned to each customer and used for sales analysis to indicate who looks after which customer.

### To add a sales rep code:

1. From the **System Manager > General** menu, select **Sales Reps**.
2. Right-click on blank area and select **New** from the context menu. The New Sales Rep window displays.



The screenshot shows a 'New Sales Rep' dialog box with the following fields and values:

- Code:** 1221
- Name:** Robert England
- User:** Robert England (dropdown menu)
- Department:** (None) (dropdown menu)

Buttons at the bottom: Add, Close

3. In the **Code** field, specify the sales rep code, typically a short alphanumeric sequence.
4. In the **Name** field, specify the name associated with this code.
5. If you are tracking sales by sales rep, from the **User** list, select the desired user that corresponds to the sales rep. The **Name** and **User** values are usually identical.
6. Click **Add**.
7. Repeat steps 3-6 to add all required codes.
8. Click **Close**.