



Accounting
Module
Guide

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Accounting Setup

- 1) From the Accounting Module click the Chart of Accounts tab
- 2) Add an account for orders and purchases (remember to save each one)
- 3) Now go to the Maintenance Module ---> Settings
- 4) Click "Automatically Add Journal Entries"
- 5) Select the account for orders and purchases
- 6) Click "Save Settings" at the bottom right of the screen

Automatically Add Journal Entries

Orders Journal Account:

Purchases Journal Account:

Ledger

The Ledger tab shows:

- 1.) Time stamp of the invoice
- 2.) Invoice numbers
- 3.) Amount of the invoice
- 4.) Balance left on the invoice
- 5.) If the invoice is paid or not
- 6.) Customer / Account invoice was for
- 7.) Vendor (if the invoice is for a purchase order)

Timestamp	Invoice #	Amount	Balance	Paid	Customer	Vendor
11/17/2016 8:57 AM	3	\$52.99	\$52.99	<input checked="" type="checkbox"/>		#1 WHOLESALE
12/1/2016 7:28 AM	886	\$273.12	\$173.12	<input type="checkbox"/>	BS27	
12/1/2016 7:35 AM	890	\$291.78	\$291.78	<input type="checkbox"/>	BS27	
12/9/2016 8:31 AM	893	\$187.67	\$187.67	<input type="checkbox"/>	BS27	
12/9/2016 11:31 AM	896	\$2.05	\$2.05	<input type="checkbox"/>	E1	
12/12/2016 8:17 AM	898	\$38.75	\$38.75	<input type="checkbox"/>	BS27	

Ledger History

The ledger history allows you to look up an account and the balance they owe.

It is broken into:

- 1.) Total Balance
- 2.) Current Balance
- 3.) Balance greater than 30 days
- 4.) Balance greater than 60 days
- 5.) Balance greater than 90 days
- 6.) Method of payment
- 7.) Any notes that are entered along with payment
- 8.) Customer's PO number

FasTrax Warehouse - Accounting

Ledger | Ledger History | Chart of Accounts

Filters

Account: FasTrax Store 1 Date Range: 5/ 1/2011 to 12/17/2016

Total Balance: Current: > 30 Days > 60 Days > 90 Days

Ledger Entries

Timestamp	Invoice #	Paid	Invoice Amount	Tendered	Balance	Method	Notes	Customer PO #
12/30/2015 9:02 AM	750	<input checked="" type="checkbox"/>	\$153.30	\$153.30	\$0.00	Check		741
3/29/2016 9:31 AM	767	<input checked="" type="checkbox"/>	\$178.40	\$178.40	\$0.00	Check		852
10/20/2016 7:44 AM	855	<input type="checkbox"/>	\$188.25	\$0.00	\$188.25			
10/20/2016 7:50 AM	856	<input type="checkbox"/>	\$9.37	\$0.00	\$9.37			
10/20/2016 11:00 AM	857	<input type="checkbox"/>	\$9.37	\$0.00	\$9.37			

For assistance, please contact Technical Support at Support@FasTraxPOS.com