How to Set up Miscellaneous Accounts?

Summary

These instructions explain how to setup miscellaneous accounts. A miscellaneous account can be used to hold sales data for unique situations such as expenses, one time sales, calls, accounts you no longer do business with, or out of territory sales.

Requirements

Knowledge of Database Maintenance

Solution

Use the following steps to set up a miscellaneous account for each account type:

I. Manufacturer Accounts:

Start the **Manufacturer Viewer** then do the following:
1. Select the **Add** button or press Alt+A.
2. Enter the Mfg's Code; use a distinct code to set it apart such as the following:
   a. For discontinued lines use zzz.
   b. For Travel Expenses use ztr.
   c. For Hotel expenses use zht.
   d. For Calls you can use 3 tilde's (i.e. ~~~).

   NOTE: Entering a Misc. code using lower case z's assures that it will not be mistaken for a regular account and will show up at the end of any report.

3. Enter the Manufacturer's name and proper information in the appropriate fields.
4. Select the **Save** button or press Alt+S.
5. Select the **Exit** button or press Alt+E.

II. Customer Accounts:

Start the **Customer Viewer** then do the following:

1. Select the **Add** button or press Alt+A.
2. In the Customer's name field, enter the type of miscellaneous accounts (i.e. dropped/inactive customers).
3. Press ENTER at the Customer Lookup field or make appropriate changes to the automatically generated code.

4. Change the automatically generated Customer's Code; use a distinct code to set it apart such as one of the following:
   a. For dropped customers use zzzzzz.
   b. For Travel Expenses use ztravl.
   c. For Hotel expenses use zhotel.
   d. For Sample expenses use zsampl.

   See NOTE above on entering a Misc. code using z's.

5. Assign a house account for the Sales Rep code.
6. Select **Save** button or press Alt+S.
7. Select **Exit** button or press Alt+E.

III. Sales Rep Accounts:

    Start the **Sales Rep Viewer** then do the following:

1. Select the **Add** button or press Alt+A.
2. Enter the Sales Rep Code; use a distinct code to set it apart. (See Note above)
   a. For dropped territories use 99 or ZZ.
   b. For house accounts use 00, HO or HA.
   c. For out of territory, use OT.

   See NOTE above on entering a Misc. code using z's.

3. In the Sales Rep's name field, enter the type of miscellaneous accounts (i.e. Shows for sales from shows or Other for out of territory sales).
4. Select **Save** button or press Alt+S.
5. Select **Exit** button or press Alt+E.