

EverServ<sup>®</sup> PixelPoint<sup>®</sup>

# Accounting Summary Report

## Publication Details

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### **Patents**

The following patents apply to some areas of functionality within the PixelPoint software suite: Pat. 6,384,850; 6,871,325; 6,982,733; 8,146,077; 8,287,340

## Revision History

### **05/07/2014 - Revision 1**

Formatting changes were made.

### **06/09/2008 - Revision 0**

Initial Release

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# Overview

PixelPoint has the ability to generate a report which mimics the GL Entry needed to manually post basic Sales information from PixelPoint POS to an accounting system.

This report could be executed for any date range, and offers a high degree of customization tailored to the setup of the General Ledger accounts which is discussed in this document.

The following Elements in PixelPoint POS contribute to the information on the Accounting Summary Report:

- Product Sales (Gross)
- Product Cost
- Product Inventory
- Discounts
- Payments
- Tips on Payments
- Taxes

The setup screens for each of the elements (Discount Setup, Product Setup, etc) all contained an Account Code field (some have more than one). Essentially, the GL Codes used by the accounting software, are entered in these fields so the resulting report is meaningful to your accounting system.

Here is a sample of a report based of a simple GL setup:

ParTech		EverServ PixelPoint		
Accounting Summary				
Accounting Summary		From : Saturday, January 01, 2011 To : Wednesday, January 01, 2014		
Description	GL Code	Exchange Rate	Debit	Credit
Product Sales Revenue	123		0.00	0.00

End of Report

## Limitations

The following Elements are not supported:

- No Payins / Payouts
- Alphanumeric GL codes not supported – must be integer
- No Over/Short or Tender Balance Information
- No Cash Management Support

# System Requirements

## **PixelPoint POS** – Any Edition

In PixelPoint POS Version 8 or Earlier, please verify the version of the report files in the system's *c:\PixelPOS\PixelReports* folder are the same or newer than:

*SQLAccountingSummary.dll* – 885KB – June 9,2008 11:23AM

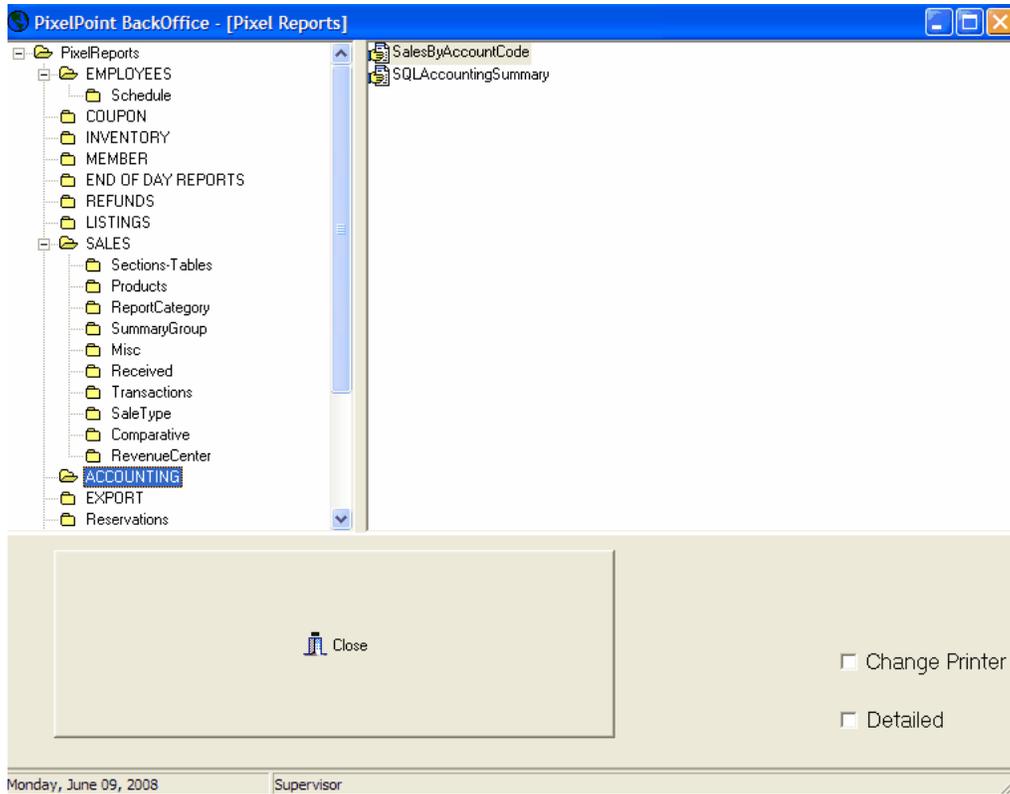
*SQLAccountingSummary.rpt* – 64KB – June 6, 2008 5:08 PM

**PixelPoint POS 9.0 or greater** – V9 versions of this report are already included in original distribution CD.

**Important:** Do not copy V8 versions of the report files to your V9 or later deployment as the newer version of the POS uses a newer Crystal Reports Engine.

# Running the Report

This report is part of the PixelPoint Backoffice Reports Manager. To run the report, from the PixelPoint Backoffice click on the ReportViewer icon on the default system toolbar » PixelReports » ACCOUNTING » SQLAccountingSummary as in the following:



**Note:** If you cannot find the Report Viewer Icon on the toolbar, you may have a customized Toolbar. You must edit your toolbar and add back the Icon for Report Manager in order to access the PixelPoint Report Manager.

# Configuration

PixelPoint POS needs to understand your specific GL codes in order to output this report. The following section describes where to find the Accounting Code fields for each Element, and outlines some basic accounting principles to consider.

## Product Sales, Cost and Inventory

To specify a GL code for Products you sell at the POS, from the PixelPoint BackOffice go to Products Menu » Products » Custom to see this form:

The screenshot shows the 'Test Product' configuration form in the PixelPoint POS system. The form is titled 'Test Product' and has a 'Filter' set to 'All Products'. It includes tabs for 'Product Setup', 'Custom', 'Recipe', and 'Advanced'. The 'Custom' tab is active. The form contains several sections: 'Product Defaults' with radio buttons for 'Use Report Cat.' and 'Define Custom'; 'Add Taxes' with checkboxes for 'PST' and 'GST'; a 'Schedule' button; 'Print Channel' set to 'Local'; 'Min Security' dropdown; 'Modify Screens' dropdowns; and three 'Accounting Code' fields with values 31210, 41200, and 11305.

Each Product Record contains three Accounting Code Fields:

### Accounting Code

Allows you to specify a Revenue/Sales GL code. Since you are able to enter a specific GL code per Product, you could post sales to more than one GL code. For example, if you have two revenue lines on your P&L as FOOD and LIQUOR, you would enter your FOOD GL code in all food Products in PixelPoint POS, and the corresponding LIQUOR GL code in all liquor Products in PixelPoint POS.

Product sales in the POS include refunds, but NOT Discounts. For example, a total of 7.00 displays on the report as products sold:

```
1x Sandwich: $5.00
1x Coke: $2.00
-1 Sandwich: $5.00- (this is the refund)
Total $7.00
```

This total value will appear on your report as a CREDIT.

**Note:** As discounts affect revenues in different ways, be sure to configure discounts (below) if any are configured.

### **Cost Acc. Code**

Allows you to specify a Cost of Goods Sold GL code. PixelPoint POS uses the Recipe Cost of this Product to calculate what to post for this Element. If you do not have a recipe items (that have a cost value) setup for this product, nothing will be output to the report.

If you post your invoices from food vendors directly to Cost of Goods instead of carrying an inventory balance on your books, you do not need to setup this field. Doing so could result in double booking your costs in the GL.

This Value will appear on your report as a DEBIT.

### **INV Acc. Code**

Allows you to specify the Inventory GL code where you carry an inventory balance relative to the product being sold. PixelPoint POS uses the Recipe Cost of this Product to calculate what to post for this Element.

Specify an amount here to decrease the Inventory balance in your inventory GL account. If you carry multiple inventory balances on your GL (one for FOOD and one for LIQUOR) then be sure to specify the corresponding GL code on each respective product in the POS.

This Value will appear on your report as a CREDIT.

# Discounts

To specify a GL code for Discounts/Coupons you sell, go PixelPoint BackOffice » General Setup » Coupon Setup » Advanced Tab to see this form.

**Coupon Setup**  Is Active?

Coupon | **Advanced**

Active Date Range: 06/04/2008 | 01/01/6000

Accounting Code: 4444

Minimum:  Quantity  Price Mode

Deduct Taxes:  PST  GST

You must specify a GL Code in each coupon, if you configured Sales posting from the previous section. This is because revenue posted from Product sales (configured in previous section) does not include Coupon values on the transactions.

Discount amounts will appear as a DEBIT on your report.

This provides the flexibility to specify where you allocate discounts on your GL. You could specify a GL Code called Discounts which may appear in your revenue or cost of goods section, or if you want to track these amounts against your Marketing plans, specify a Marketing expense GL code instead. Alternatively, if you want your revenue amounts on your GL to represent Sales less Refunds & Discounts then specify your Revenue GL account in this field.

## Tax Considerations:

In most cases, you will check off the taxes that apply to the discount. In some regions, your tax authority may not allow you to reduce the taxes on the original sale relative to the discount amount, in which case you would leave the Deduct Taxes checkboxes blank.

Examples:

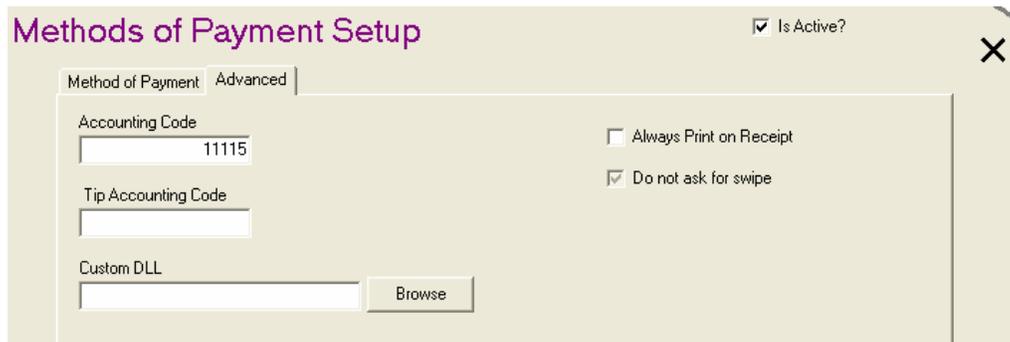
Assuming a 10.00 sale, a 5% tax rate with a \$1.00 coupon:

UNCHECKED		Deduct Taxes Checkboxes		UNCHECKED	
Product Sales	10.00	Product Sales	10.00	Product Sales	10.00
Discounts	1.00-	Discounts	1.00-	Discounts	1.00-
Tax	0.50	Tax	0.45	Tax	0.45
Total	9.50	Total	9.45	Total	9.45

In both cases, the tax amounts are reported according to your system tax setup (discussed later). The checkboxes simply determine the tax treatment for discounts on sales made.

## Payments

To specify GL Codes on payments, from the PixelPoint Backoffice go to Administrator Menu » Setup Payment Methods » Advanced Tab to see the following form:



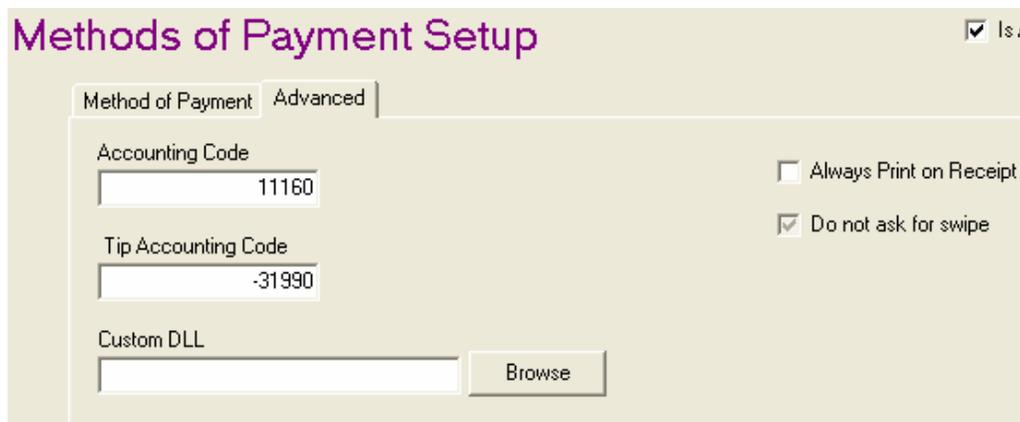
The screenshot shows a web form titled "Methods of Payment Setup" with a close button (X) in the top right corner. A checkbox labeled "Is Active?" is checked. The form has two tabs: "Method of Payment" and "Advanced", with "Advanced" selected. The form contains the following fields and options:

- Accounting Code: Text input field containing "11115".
- Tip Accounting Code: Text input field (empty).
- Custom DLL: Text input field (empty) with a "Browse" button next to it.
- Always Print on Receipt: Unchecked checkbox.
- Do not ask for swipe: Checked checkbox.

To show an entry on your report for all payments that were theoretically collected, place the corresponding GL Code here.

Any amounts applied to this method of payment will be grouped on your report by this GL Code as a DEBIT.

Usually, in the case of a Cash Method of Payment, you only input a GL code in the first field as in the sample above. If you collect tips on credit card payments, you must specify a separate GL Code to track the tips you owe or have paid to your staff, and you must enter it starting with a minus sign, as in:



The screenshot shows the same "Methods of Payment Setup" form with the following changes:

- Accounting Code: Text input field containing "11160".
- Tip Accounting Code: Text input field containing "-31990".
- Always Print on Receipt: Unchecked checkbox.
- Do not ask for swipe: Checked checkbox.

This amount will appear separately on the report as a CREDIT value.

When applying a visa payment of 10.00 to a check of 6.00, the remaining amount is considered by the POS as a tip. Also, when an ADD Tip is applied by your staff, the tip is set according to the signed credit card slip. A \$6.00 sale that has a tip of \$4.00 would require a \$10.00 Visa payment, it would result in this entry on your report:

```
DR Payment Collected 10.00
CR Payment Collected 4.00
```

Depending on how you reconcile your accounts at week or month end, you could either maintain a cumulative balance in a separate TIPS Paid GL Code or Tips Owing GL Code, or you could just specify your Cash GL Account if tips are paid out the same day.

For payments received, it is customary in all cases to specify a 'Cash and Cheques Received' account instead of your Bank account GL Code. This will result in a theoretical balance being carried in the 'Cash and Cheques Received' until you reconcile to your bank account.

**Note:** The amount which is displayed on the report is the theoretical amount of money you have collected (minus any tips on charges), and does not represent what you may have actually collected. This value represents only the payments applied against a check, and not the amounts declared by the employees during tender balancing in the POS (if used).

# Taxes

To specify GL Codes on Taxes, from the PixelPoint Backoffice go to Administrator Menu » Setup System » System Taxes Tab to see the following form:

The screenshot shows a web form titled "System Setup Options" with a navigation bar containing tabs: System, System Taxes, Company Info, POS Reports, Preset Payment, Orders, Defaults, Collaboration, and Email Setup. The "System Taxes" tab is active. The form contains five rows of input fields for tax configuration. Each row includes a "Tax Des." field, a "Tax Rate" field, and an "Accounting Code" field. The first row is pre-filled with "PST", a rate of "8", and code "21300". The second row is pre-filled with "GST", a rate of "5", and code "21400". The remaining three rows have empty fields for description, rate (pre-filled with "0"), and accounting code.

Tax Des.	Tax Rate	Accounting Code
PST	8	21300
GST	5	21400
	0	
	0	
	0	

For each tax, specify the corresponding GL Codes, usually where you track your Tax Payable (Tax Collected) amounts.

Tax amounts will appear as a CREDIT on your report.

# Sample Transaction and Report

Let's assume the following transaction is entered on the POS:

```

4x Products      20.00
1x 10$ off Coup(10.00)
Tax 1            0.80
Tax 2            0.50
Total           11.30
TIP             3.70
Total with Tip  15.00
    
```

The products used in this example, have a recipe cost of \$2.00 each. The following payments were applied:

```

CASH 5.00
VISA 10.00
    
```

Using the GL Codes specified in this document (see each screen shot), the following report is produced:

Description	GL Code	Exchange Rate	Debit	Credit
Discount Expense	4444		10.00	
Payments Received	11115		5.00	
Payments Received	11180		10.00	
Payments Received	31990			3.70
Product Cost Of Goods Sold	41200		8.00	
Product Inventory	11305			8.00
Product Sales Revenue	31210			20.00
Tax Payable	21300			0.80
Tax Payable	21400			0.50
			<b>33.00</b>	<b>33.00</b>

## Notes