



## Quick Step Guide – Setting Up Summary, Transaction & Quick Codes

### A. Setting Up Summary Codes

1. Click **Manage Transaction Codes** in the **Primary Task** box in the upper-left corner.
2. Click the **Tools** tab.
3. Click on **Summary Codes**.
4. Click the **New** button.
5. Enter a unique identifying code for the **Summary Code**.
6. Enter a **Description** that will help identify the accounts used.
7. Choose the **Department** with which the code is to be used.
8. Choose the **Debit Account #** from accounts available in the General Ledger (G/L).
9. The **Bank Code** determines in which bank the funds will be deposited.
10. The **Active** checkbox allows you to remove an old code from the selection lists.

### B. Setting Up Transaction Codes

1. Click **Manage Transaction Codes** in the **Primary Task** box in the upper-left corner.
2. Click the **New** button in the **Manage Transaction Codes** workspace.
3. Select the CR Department, for which you want to assign the code, from the drop-down menu by clicking on the **Down Triangle** button to the right of the **Department** box.
4. Enter the **Transaction Code** of your choice in the text box.  
**NOTE:** Many clients use the account number to be debited without dashes or dots.
5. Enter a **Description** that will further explain with what the code is associated.
6. Check the **Enter G/L Summary in receipt** box if you wish to create a miscellaneous code that allows the user to choose the debit and credit accounts at the time of receipt entry.
7. Check the **Active** box to have the code appear as an option during receipt entry.
8. **Calculation Type**
  - a. **Flat** - Takes the amount entered in the grid and places it in the receipt, over-writing any other entries for the code.
  - b. **Percent** - The total of all the detail lines must add up to one-hundred percent to save the transaction code. This is used to spread a payment to various revenue accounts by a pre-determined percent.

- c. **None** - Requires the user to enter the amount to be attributed to the code at the time of receipt entry.
9. Choose the **Summary Code** (created in the Summary Code Tool) to assign the account to be debited by this code.
  10. Choose the **Reporting Category** (created in the Reporting Category Tool) to assign the appropriate category for filtering in reports. (Optional)
  11. Choose the **G/L Account** to be credited by this transaction.
  12. If a **Calculation Type** was chosen, enter the amount/percentage to be assigned to this **Credit Nbr**.

**NOTE:** There can be more than one set of accounts assigned to a transaction code. Add as many as needed by using the '+' and '-' buttons at the bottom of the work space.

### C. Setting Up Quick Codes

1. Click **Manage Transaction Codes** in the **Primary Task** box in the upper-left corner.
2. Click the **Tools** tab.
3. Click on **Quick Codes**.
4. Click **New** button.
5. Choose the CR **Department** with which the code is to be used.
6. Enter a **Description** that will help identify the group of Transaction Codes used.
7. The **Active** checkbox allows you to remove an old code from the selection lists.
8. Begin adding Transaction Codes to the list by clicking in the workspace or click the '+' at the bottom of the box.
9. Add additional Transaction Codes by **Tabbing** to the next line or click the '+'.

**NOTE:** To remove a line, click once on the transaction code to be removed. After the line is highlighted, click the '-' at the bottom of the box.

### Additional Assistance

Contact the Pontem Software Help Desk  
Toll-free: 888.237.8531 FAX: 517.663.2166  
Email: [support@pontem.com](mailto:support@pontem.com)  
Online: <http://www.pontem.com/Support-1>  
Mailing Address:  
215 Dexter Road, Eaton Rapids, MI 48827-1129