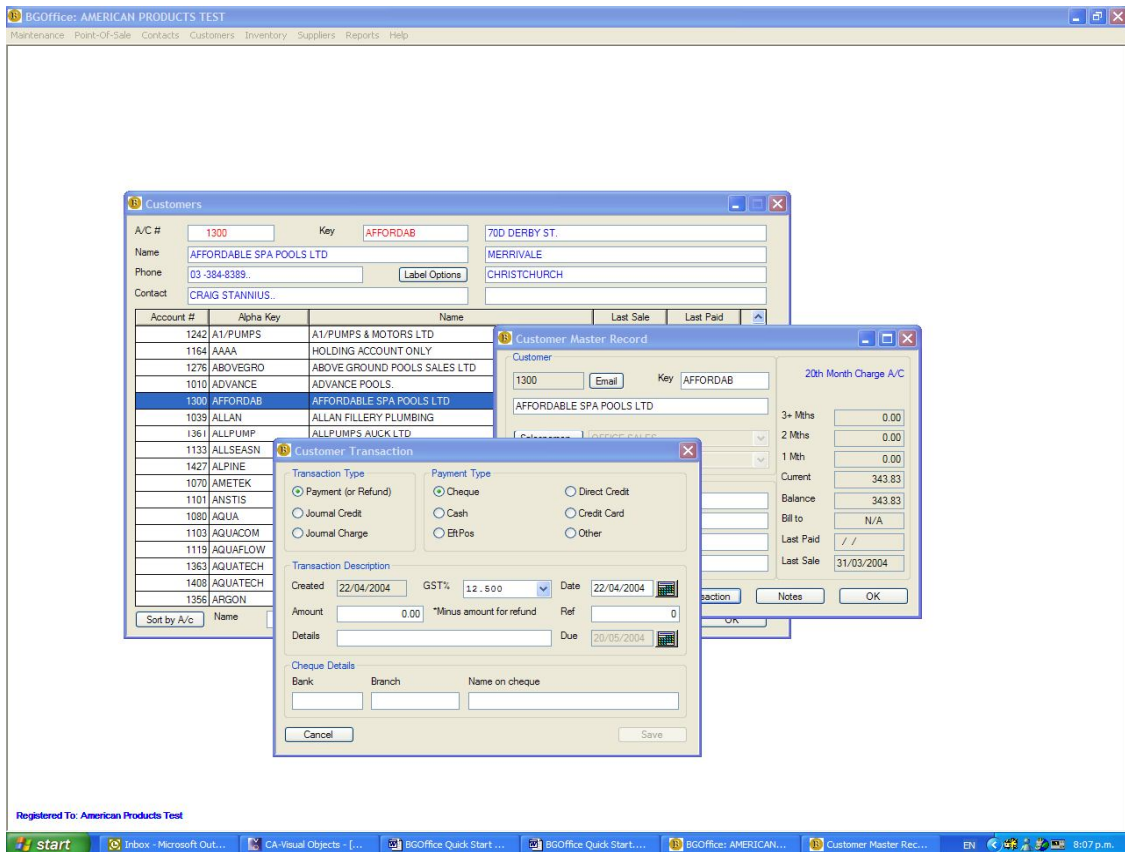


BGOffice

Invoicing and Inventory Control



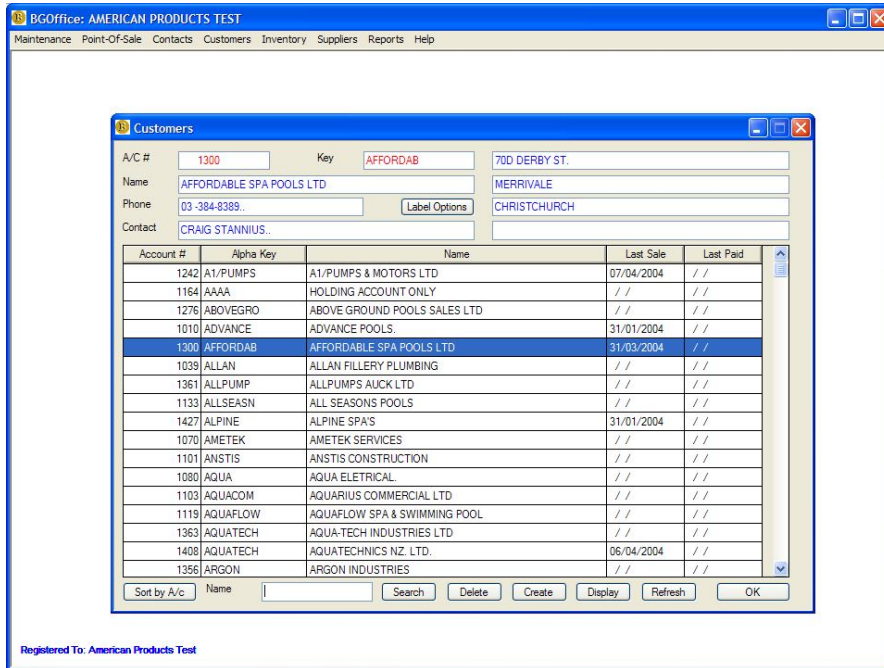
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Customers



Create Customer

- (Main Menu) -> Customers -> Create Customer
- Enter Sort Key, Name, Address, Phone
- Select Account Type (Cash, 7 days, 20th Month)
- Select Customer Pricing Group
- Select Salesperson
- Select Location, or type in a new one.
- Save

Find Customer



- (Main Menu) -> Customers -> Browse Master File
- Enter Alpha Key (or part) in the Name field, <ENTER>
- OR Sort By A/c, enter account number, <ENTER>
- OR Search, enter text to match, Search, select customer, Continue
- Double click on selected customer or click Display\

Customer Master Record

Customer	
1345	Key CYCLONE
CYCLONE FILTERS LTD	
OFFICE SALES	Salesperson
AREA 0	Location
Invoice Address (Default)	
394 NEILSON STREET	
ONEHUNGA	
20th Month Charge A/C	
3+ Mths	0.00
2 Mths	0.00
1 Mth	0.00
Current	0.00
Balance	0.00
Bill to	N/A
Last Paid	//
Last Sale	//

Create Invoice Or Sales Order

- Find, Select, Display Customer Screen
- Select Invoice/Order
- Follow the Invoice procedure as detailed elsewhere

Change Customer Details

- Find, Select, Display Customer Screen
- Enter Key, Name, Address (default)
- Refer Options, for Contacts, Addresses etc

Customer Statement

- Find, Select, Display Customer Screen
- Select Options or right click mouse
- Select Print Statement

Customer Balances

- Find, Select, Display Customer Screen
- Select Options or right click mouse
- Select Age Customer Balances

Customer History

- Find, Select, Display Customer Screen
- Select Options or right click mouse
- Select Purchase History or
- Transaction History or
- Sales Analysis

Customer Orders

- Find, Select, Display Customer Screen
- Select Options or right click mouse
- Select Backorders

Consignment Stock

- Find, Select, Display Customer Screen
- Select Options or right click mouse
- Select Consignment Stock

Administration

The screenshot shows the 'Account Administration' dialog box. It features a blue title bar with the text 'Account Administration' and a close button. The main area is divided into several sections: 'Control' with a dropdown menu set to '20TH MONTH FOLLOWING', checkboxes for 'Place account on hold', 'Account is active' (checked), 'Apply credit limit' (with a value of 0), and 'Email statements'; 'Price Matrix' with a dropdown menu set to 'STANDARD CUSTOMER'; 'Invoicing' with input fields for 'Invoice - default print quantity' (1) and 'Packing slip - default print quantity' (0), and checkboxes for 'Email invoices' and 'Priced packing slip'; 'Central Billing' with a checkbox for 'Bill to A/c'; and 'Invoice Alert' with an empty text box. At the bottom are buttons for 'Cancel', 'Commission', and 'OK'.

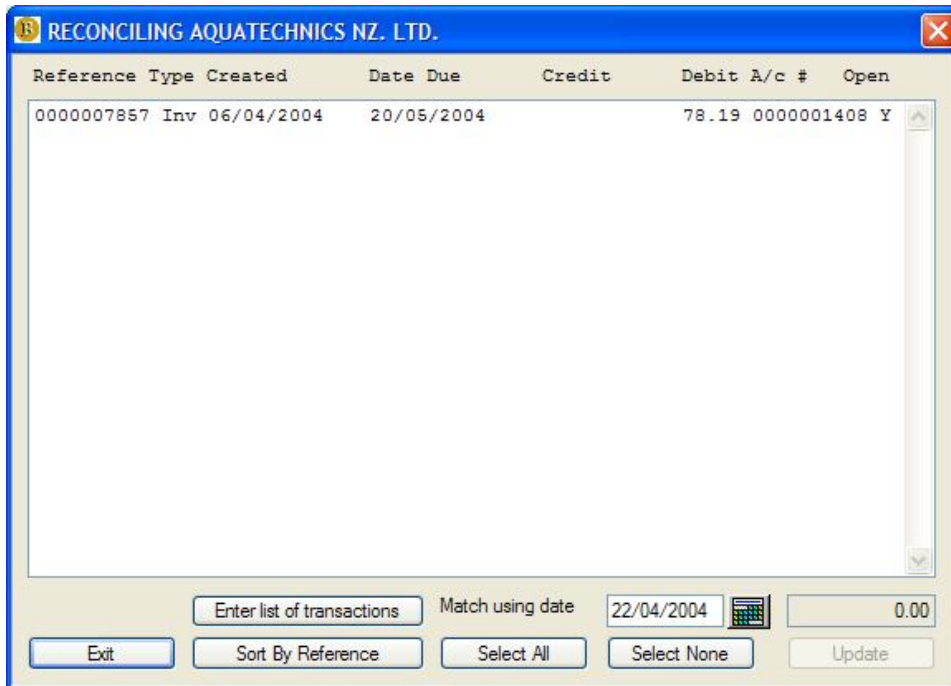
- Find, Select, Display Customer Screen
- Select Options or right click mouse
- Administration
- Select control options as required

Transaction Entry (Receipts, Journals)

- Find, Select, Display Customer Screen
- Select Transaction
- Enter the details, then Save

- Reconcile or enter another (optional)

Transaction Reconciliation



- Find, Select, Display Customer Screen
- Select Options or right click mouse
- Select Reconcile Transactions
- Click on matched items (payments and invoices)
- When matched balance is zero, select Update

Statement Run

- (Main Menu) -> Reports, Customers -> Statement Run
- Enter the details as required
- Select Continue

Reports

- (Main Menu) -> Reports, Customers -> Transactions
- (Main Menu) -> Reports, Customers -> Trial Balance
- (Main Menu) -> Reports, Customers -> Sales Analysis
- (Main Menu) -> Reports, Customers -> Group Sales Analysis
- (Main Menu) -> Reports, Customers -> Items on Backorder
- (Main Menu) -> Reports, Customers -> Cash Received
- (Main Menu) -> Reports, Customers -> Deposit Supplement

- (Main Menu) -> Reports, Customers -> Master List
- (Main Menu) -> Reports, Customers -> Contact List

Suppliers

Supplier Master Record

Supplier

1006 Email Key PACFAB

PACFAB

Account Type

Group

Address

3+ Mths 0.00

2 Mths 0.00

1 Mth 0.00

Current 0.00

Balance 0.00

Last Paid //

Last Buy //

Options Inwards Goods Purchase Order Transaction Notes OK

Create Supplier

- (Main Menu) -> Suppliers -> Create Supplier
- Enter Sort Key, Name, Address, Phone
- Select Account Type (Cash, 7 days, 20th Month)
- Select Customer Pricing Group
- Select Salesperson
- Select Location, or type in a new one.
- Save

Find Supplier

- (Main Menu) -> Suppliers -> Browse Master File
- Enter Alpha Key (or part) in the Name field, <ENTER>
- OR Sort By A/c, enter account number, <ENTER>
- OR Search, enter text to match, Search, select supplier, Continue
- Double click on selected supplier or click Display

Change Supplier Details

- Find, Select, Display Supplier Screen
- Enter Key, Name, Address (default)
- Refer Options, for Contacts, Addresses etc

Administration

- Find, Select, Display Supplier Screen
- Select Options or right click mouse
- Administration
- Select control options as required

Transaction Entry (Payments, Journals)

Supplier Transaction

Transaction Type

- Payment Made
- Invoice
- Journal Credit
- Credit Note
- Journal Charge

Payment Type

- Cheque
- Direct Credit
- Cash
- Credit Card
- EftPos
- Other

Transaction Description

Created: 22/04/2004 GST%: 12.500 Date: 22/04/2004

Amount: 0.00 Ref: 0

Details: Due: 20/05/2004

Cancel Save

- Find, Select, Display Supplier Screen
- Select Transaction
- Enter the details, then Save
- Reconcile or enter another (optional)

Transaction Reconciliation

- Find, Select, Display Supplier Screen
- Select Options or right click mouse
- Select Reconcile Transactions
- Click on matched items (payments and invoices)
- When matched balance is zero, select Update

Remittance Advice

The screenshot shows a window titled "Remittance Advice" with a blue border and a close button in the top right corner. The window contains several input fields and buttons. On the left, there is a "Remit To" section with a text box containing "PACFAB" and three empty text boxes below it. On the right, there are fields for "Created" (22/04/2004), "Remittance Date" (22/04/2004), "A/C Reference" (empty), and "Remittance Value" (0.00). Below these fields is a dropdown menu with the text "Please find our cheque attached." and a downward arrow. Underneath is an "Item List" section with a large empty text area and a vertical scrollbar. At the bottom of the window, there is a text box with the message "If you are unable to reconcile this payment with your records, please advise us immediately." and a downward arrow. At the very bottom, there are five buttons: "Cancel", "Add", "Remove", "Email", and "Print".

- Find, Select, Display Supplier Screen
- Select Options or right click mouse
- Select Remittance Advice

Goods Ordered

- Find, Select, Display Supplier Screen
- Select Options or right click mouse
- Select Goods Ordered

Goods Received

- Find, Select, Display Supplier Screen
- Select Options or right click mouse
- Select Goods Received

Transaction History

- Find, Select, Display Supplier Screen
- Select Options or right click mouse
- Select Transaction History

Purchases Analysis

- Find, Select, Display Supplier Screen
- Select Options or right click mouse
- Select Purchases Analysis

Create Invoice Or Sales Order

- Find, Select, Display Supplier Screen
- Select Inwards Goods
- Follow the Inwards Goods procedure as detailed elsewhere

Create Purchase Order

The screenshot shows a software window titled "Create Purchase Order". The window contains a form with the following fields and controls:

- Top left: A text box containing "1006".
- Top middle: A label "Ref:" followed by a text box containing "Fred Jones".
- Top right: A date field containing "22/04/2004" with a calendar icon.
- Below the date field: A checkbox labeled "Specify delivery date" which is unchecked.
- Below the checkbox: Another date field containing "22/04/2004" with a calendar icon.
- Below the date fields: A text box containing "PACFAB".
- Below the text box: A table with the following columns: "Code", "Description", "Qty", "Each", "Disc%", and "Nett". The table body is currently empty.
- Bottom right: A summary section with the following fields:
 - "Nett" followed by a text box containing "0.00".
 - "Currency" followed by a dropdown menu.
 - "\$NZ" followed by a text box containing "0.00".
- Bottom: A row of buttons: "Search", "Create Item", "Options", "Cancel", and "Save".

- Find, Select, Display Supplier Screen
- Select Purchase Order
- Follow the Purchase Order procedure as detailed elsewhere

Reports

- (Main Menu) -> Reports, Suppliers -> Transactions
- (Main Menu) -> Reports, Suppliers -> Trial Balance
- (Main Menu) -> Reports, Suppliers -> Orders Undelivered
- (Main Menu) -> Reports, Suppliers -> Master List
- (Main Menu) -> Reports, Suppliers -> Purchases Analysis
- (Main Menu) -> Reports, Suppliers -> Payment Schedule

Inventory

Inventory

Code: 10018 Sale Unit: EACH Sell Price: 13.50

Description: WHITE LUX HIGH FLOW SUCTION On Hand: 169.000

Code	Description	On Hand	Last Sale	Last Buy
10001	ADMIRAL SKIMMER FLAP WEIR	0.000	12/12/1997	27/03/1996
10002	S/15 SKIMMER CIRCULAR WEIR	0.000	04/09/2003	31/07/2003
10003	1/2 HP 370W ULTRA FLOW PUMP	0.000	19/11/1997	20/02/1996
10004	3/4 HP 550W ULTRA-FLOW PUMP	1.000	28/11/2003	02/10/2003
10005	1 HP 550W ULTRA-FLOW PUMP	0.000	22/11/2003	02/10/2003
10006	1 1/2 HP 1.1KW ULTRAFLOW PUMP	2.000	18/02/2003	02/10/2003
10007	2 HP 1.5KW ULTRA-FLOW PUMP	0.000	07/05/2001	18/04/1996
10008	22"(660MM)ECLIPSE SAND FILTER	1.000	28/11/2003	02/10/2003
10009	26"(660MM)ECLIPSE SAND FILTER	2.000	22/11/2003	02/10/2003
10010	30"(762MM)ECLIPSE SAND FILTER	0.000	13/11/2002	19/03/2002
10011	PUMP, FILTER BASE, HOSE & MAC	0.000	12/10/1994	12/10/1994
10012	3/4 HP PUMP & 26" SAND FILTER	0.000	26/09/1997	23/01/1996
10013	1 HP PUMP & 22" METEOR FILTER	0.000	15/09/1998	27/03/1996
10018	WHITE LUX HIGH FLOW SUCTION	169.000	14/04/2004	24/03/2004
10020	SPECIAL EYE BALL FITTINGS	0.000	04/09/2003	04/09/2003
10021	WHITE LUXURY AIR CONTROL	951.000	01/04/2004	24/03/2004
10023	BLUE AUCKLAND CENTRAL	0.000	08/04/2004	22/04/1996
10024	LABOUR	0.000	17/08/2001	06/03/1996
10026	FAS 100 SKIMMER ABOVEGROUND	0.000	28/11/2003	02/10/2003

Find: Search Create Delete Refresh Display OK

Registered To: American Products Test

Create Item

- (Main Menu) -> Inventory -> Create Item
- Enter Code, Description, unit, weight, size etc
- Enter Cost and Selling prices
- Select Item Type
- Select Product Price Group
- Select Product Sales Group
- Select Product GST Rate
- Select Product Commission Rate
- Enter Descriptive Invoicing Text (optional)
- Save

Find Item

- (Main Menu) -> Inventory -> Browse Master File
- Enter Product Code in the Find field, <ENTER>
- OR Search, enter text(s) to match, Search, select item, Continue
- Double click on selected item or click Display

Product Item Master Record

The screenshot shows a software window titled "10018" with a blue border. The window is divided into several sections:

- Item:** Standard Product, Unit: EACH, Code: 10018, Bin: (empty), Description: WHITE LUX HIGH FLOW SUCTION.
- Pricing:** 13.50, Sell Prices, Promotion.
- Groups:** Price Group: NORMAL PRICE CODE, Sales Group: JETS, GST Rate: GST Default 12.500 %, Commission: COMMISSION GROUP 1.
- Packaging:** Kgs: 0.000, M3: 0.000, Outer.
- In Stock:** 169.000.
- Additional Invoicing Notes:** Allow entry of cost when invoicing.
- Other:** Dymo Label, Supplier, Notes, Options, OK.

Auto replace templates: <MONTH>, <YEAR>, <FIRSTDAY>, <LASTDAY>

Change Item Details

- Find and Display the item code
- Change any of the visible fields
- Select Product Price Group
- Select Product Sales Group
- Select Product GST Rate
- Select Product Commission Rate
- Change the Outer packaging details
- Click Supplier to change the Supplier details
-

Goods Received

- Find, Select, Display Item Screen
- Select Options or right click mouse
- Select Goods Received

Goods Ordered

- Find, Select, Display Item Screen
- Select Options or right click mouse
- Select Goods Ordered

Set Re-Order Levels

- Find, Select, Display Item Screen
- Select Options or right click mouse
- Select Set Re-Order Levels

Backorders

- Find, Select, Display Item Screen
- Select Options or right click mouse
- Select backorders

Quantity & Cost Adjustment

Stock On Hand Adjustment

Quantity On Hand	Average Cost
Current: 0.000	Current: 70.29
Adjust To: 0.000	Adjust To: 70.29
<input checked="" type="checkbox"/> Control Stock On Hand Qty	
Details	
<input type="text"/>	
Cancel	Update

- Find, Select, Display Item Screen
- Select Options or right click mouse
- Select Qty – Cost Adjustment

Costing

COSTINGS: 10018

Purchase Price (Excluding GST)

Buy Price: 2.40 Currency: \$US Convert at: 0.640 = \$NZ **Actual Cost**: 3.75

Calculations

Use Actual Cost as Standard Cost

Use Markup % 196.703

Use Margin % 66.296

Calculate using Costing Template

Sell Price Costings (Before Discounts)

Standard Cost

Cost Price excluding GST 4.55

Sell Price excluding GST 13.50

Gross profit before discounts 8.95

Current Stockholding

169,000 @ Average Cost 4.55 Value 768.95

- Find, Select, Display Item Screen
- Select Options or right click mouse
- Select Costing
- Select Costing Options as appropriate
- Save changes

Administration

- Find, Select, Display Item Screen
- Select Options or right click mouse
- Select Administration
- Save changes

Schedule

SCHEDULE FOR: 10018

SCHEDULE OF ITEMS
Each single sale of 10018 will reduce the on hand inventory level of each of the schedule item codes by the schedule quantity.

Schedule of Inventory Codes and Quantities

10026	FAS 100 SKIMMER ABOVEGROUND	2.000
-------	-----------------------------	-------

Add Item to Schedule

Item Code Quantity

Description

- Find, Select, Display Item Screen
- Select Options or right click mouse
- Select Schedule
- Add, delete or edit related item codes
- Save changes

Sell Price Analysis

- Find, Select, Display Item Screen
- Select Options or right click mouse
- Select Sell price Analysis

Sales Analysis

The screenshot shows a software window titled "10018" with a close button in the top right corner. The window contains a "Sales Analysis" dialog with the following sections:

- Qty and Value:** A section with one row labeled "Apr 04" and two input boxes, both containing the value "0".
- 12 Months Sales Analysis:** A section with 12 rows, each representing a month from "Mar 04" down to "Apr 03". Each row has two input boxes, both containing the value "0".
- 12 Months Total:** A section with one row labeled "Total" and two input boxes, both containing the value "0".

An "OK" button is located at the bottom center of the dialog.

- Find, Select, Display Item Screen
- Select Options or right click mouse
- Select Sales Analysis

Barcode

- Find, Select, Display Item Screen
- Select Options or right click mouse
- Select Barcode

Change Code

- Find, Select, Display Item Screen
- Select Options or right click mouse
- Select Change Code
- Save changes

Reports

- (Main Menu) -> Reports, Inventory -> Value On Hand
- (Main Menu) -> Reports, Inventory -> Sales Analysis
- (Main Menu) -> Reports, Inventory -> Backorders
- (Main Menu) -> Reports, Inventory -> Re-Order Report
- (Main Menu) -> Reports, Inventory -> Price Lists
- (Main Menu) -> Reports, Inventory -> Master Lists

Contacts

Organisation: ACME CORP
Key: G0000000001
Created: 22/04/2004
Last Updated: 22/04/2004
Buttons: Dymo, Names, Diary, Notes
Primary Address: [Four empty input boxes]
Secondary Address: [Four empty input boxes]
Buttons: New Contact, New Name, Edit Details, OK

Add Contact

- (Main Menu) -> Contacts -> Add Contact
- Enter Organisation Details
- Save

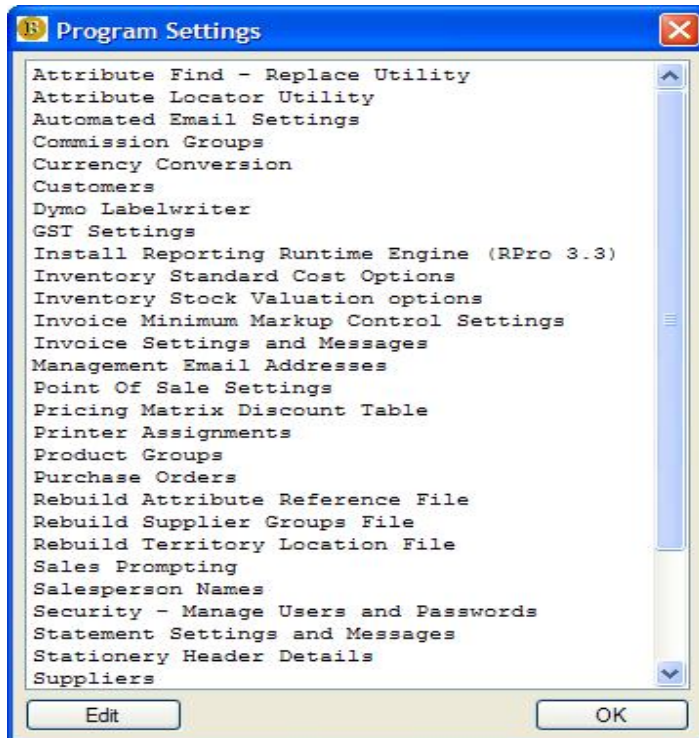
Browse Contacts (Organisations)

- (Main Menu) -> Contacts -> Contacts
- Select Alpha button to sort Organisations or Names
- Double click on selected contact or click Display

Find Contact (Name)

- (Main Menu) -> Contacts -> Names
- Select Alpha button to sort Organisations or Names
- Double click on selected contact or click Display
- Edit details or click New Contact or New Name

Program Settings



Price Matrix

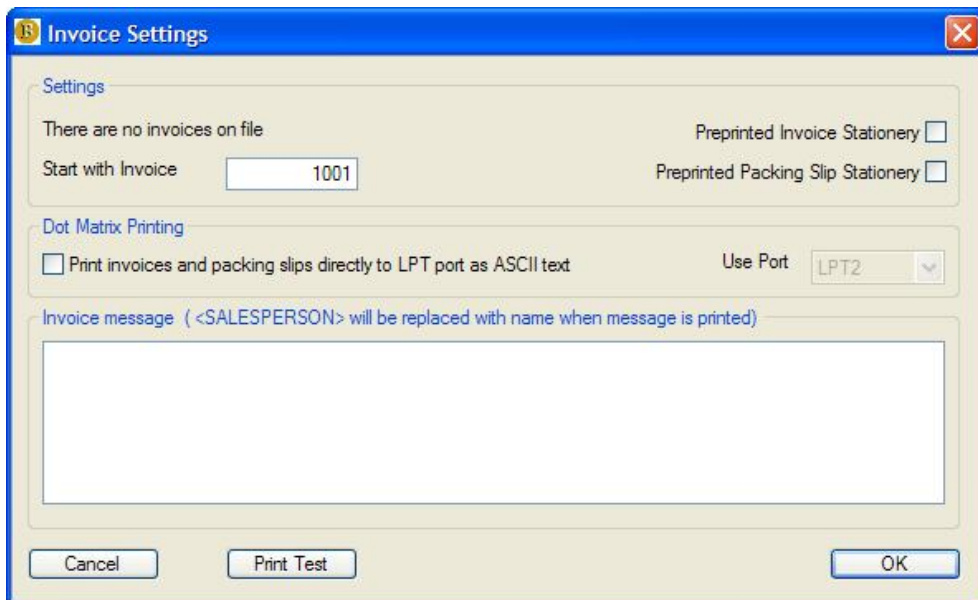
Customer Group	Discount Percentage
STANDARD CUSTOMER	0.000
	0.000
	0.000
	0.000
	0.000
	0.000
	0.000
	0.000
	0.000
	0.000

- (Main Menu) -> Maintenance, Program Settings,
- Select Pricing Matrix Discount Table

Stationery Details

- (Main Menu) -> Maintenance, Program Settings,
- Select Stationery Header Details

Invoice Messages



- (Main Menu) -> Maintenance, Program Settings,
- Select Invoice Settings and Messages

Statement messages

- (Main Menu) -> Maintenance, Program Settings,
- Statement Settings and Messages

Purchase Order Messages

- (Main Menu) -> Maintenance, Program Settings,
- Select Purchase Orders

Currency

Currency	Key	\$NZ Buys
New Zealand		1.0000
USA	\$US	0.6400
Australia	\$AU	0.8300
		0.0000
		0.0000
		0.0000

Cancel Save

- (Main Menu) -> Maintenance, Program Settings,
- Select Currency Conversion

Product Groups

- (Main Menu) -> Maintenance, Program Settings,
- Product Groups

Price Groups

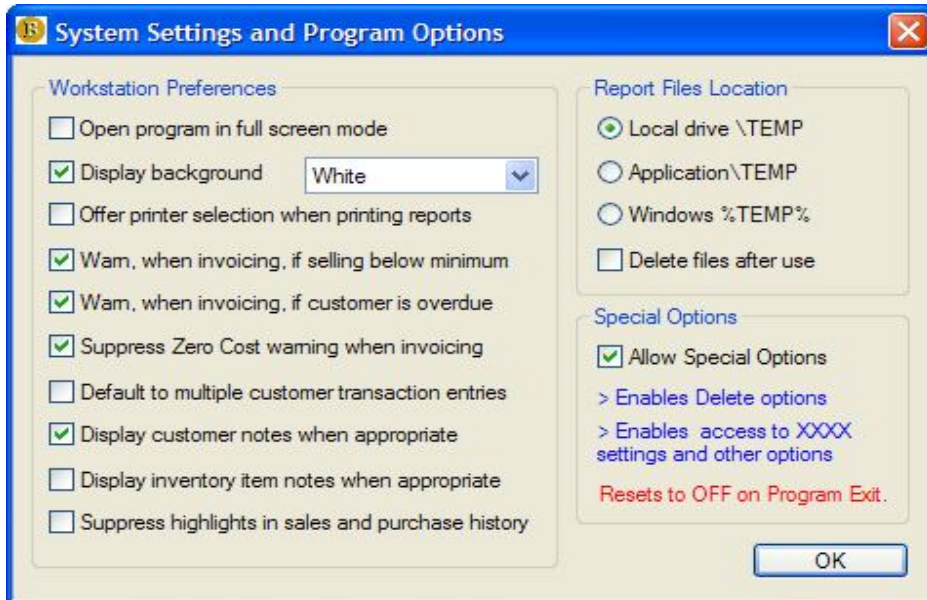
- (Main Menu) -> Maintenance, Program Settings,
- Select Pricing Matrix Discount Table

Salespersons

The image shows a software dialog box titled "Salesperson Names". The dialog has a blue title bar with a yellow icon containing the letter 'B' and a red close button. The main content area is light beige and contains two columns of text input fields. The top-left field contains the text "OFFICE SALES". Below it are 11 empty input fields arranged in two columns. At the bottom of the dialog are two buttons: "Cancel" on the left and "Save" on the right.

- (Main Menu) -> Maintenance, Program Settings,
- Select Salesperson Names

Workstation (Local) Settings



- (Main Menu) -> Maintenance, Program Settings,
- Select System Settings and Program Options

Invoicing

The screenshot shows a software window titled "INVOICE 1119". At the top, there are fields for the invoice number "1119", a dropdown menu set to "OFFICE SALES", and a red "Add GST" button. To the right, the "Date" is "22/04/2004" and the "Due" date is "20/05/2004". Below this, the customer name "AQUAFLOW SPA & SWIMMING POOL" is entered, with "Order Details" and "A4 Label" buttons. The "Charge to" and "Deliver to" sections both show the address "18 MACPHERSON STREET, RICHMOND, NELSON".

Code	Description	Qty	Each	Disc%	Nett
10001	ADMIRAL SKIMMER FLAP WEIR	1.0	93.34	0	93.34

Summary fields at the bottom right show: Freight Nett 93.34, Payment GST 11.67, and Options Total 105.01. At the bottom, there are buttons for "Search", "Create Item", "Cancel", "Save As Order", and "Save As Invoice".

Create Invoice Header

- Select Salesperson
- Overwrite addresses if changed
- Select GST status
- Verify invoice date and Date Due
- Enter the Customer Order Details

Create Invoice Body

The screenshot shows the 'Product Item' dialog box with the following data:

Field	Value
Item	10001
Cost	60.00
Sell	93.34
Disc%	0.000
Nett	93.34
Text	
This Sale Sell	93.34
This Sale Disc%	0.000
This Sale Nett	93.34
This Sale Qty	1.000

- Enter Product Code in the Item field, <ENTER>
- OR Search, enter text(s) to match, Search, select item, Accept
- Select Create if the product item does not exist, and select
- Enter quantity, discount and sell price into the Item Record
- Enter text messages if required
- Select Options to view and create backorders, costs etc (optional)
- Click OK to add the item to the invoice
- To edit an item on the invoice, select the line and double click
- Select Options to delete lines, check back orders etc
-

Create Invoice Footer

- Enter Freight details, if required
- Enter Payment details, if appropriate
- Enter any Invoice Message into the text box
-

Save As Invoice

- Confirm OK to save
- Select Print Options

Save As Order

- Confirm OK to save to the Sales Order File
- Print Pick List if required

Save As Consignment

- Confirm OK to update Customer's Consignment records
- Select Print Option

Save As Quotation

- Select Save As Order
- Reprint as Quotation from the Sales Orders File

Save As Pro Forma Invoice

- Select Save As Order
- Reprint as Pro Forma Invoice from the Sales Orders File

Quotations

- (Main Menu) -> Customers, Orders & Quotations,
- Select line and double click or select Display to view
- Select Print Options to reprint as Quotation

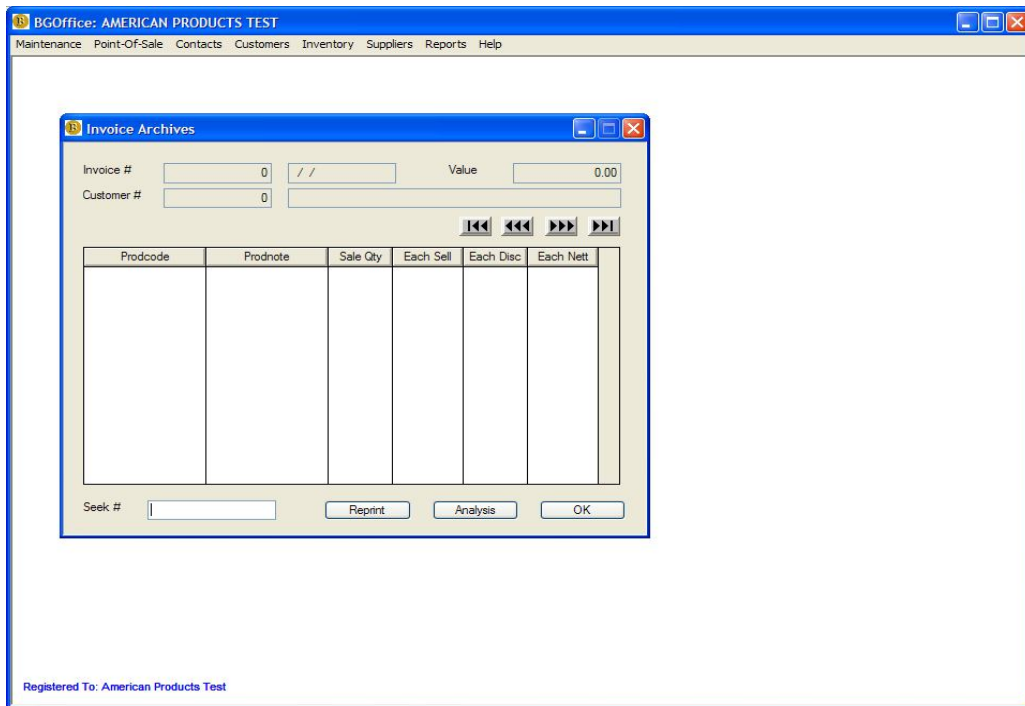
Pro Forma Invoices

- (Main Menu) -> Customers, Orders & Quotations,
- Select line and double click or select Display to view
- Select Print Options to reprint as Pro Forma Invoice

Consignment Notes

- (Main Menu) -> Customers, Consignment Notes,
- Select line and double click or select Display to view
- Select Print Options to reprint as Consignment Note

Invoice Archives



- (Main Menu) -> Customers, Invoice Archives,
- Enter Invoice Number to seek
- Select Reprint for print options
- Select Analysis for extended details and editing functions

Reports

Gross Profit Analysis

- (Main Menu) -> Reports, Invoices -> Invoice Detailed
- (Main Menu) -> Reports, Invoices -> Gross Profit

Batch Reprinting

- (Main Menu) -> Reports, Invoices -> Batch Reprint By No
- (Main Menu) -> Reports, Invoices -> Batch Reprint By Date

Inwards Goods

The screenshot shows the 'Inwards Goods' window with the following details:

- Supplier: 1006
- Received Date: 22/04/2004
- Supplier Name: PACFAB
- Due Date: 20/05/2004
- Update Options: [Button]
- Address: [Four empty text boxes]
- Details:
 - Invoice #: [Empty]
 - Our Order Ref.: [Empty]
 - Freight: [Empty]
 - Consignment #: [Empty]
- Table Headers: Code, Details, Qty, Buy, \$NZ, Nett
- Supplier Transactions:
 - Create Invoice and/or Payment Ledger Entry
 - Create Exclusive of GST
- Summary Values:
 - Buy: 0.00
 - \$NZ: 0.00
 - Incl GST: 0.00
- Buttons: Search, Options, Create, Cancel, Save

Create Inwards Goods Docket Header

- Verify Date and Date Due
- Select Currency
- Enter Invoice references
- Enter Freight details
- Select Update Options
-

Create Inwards Goods Docket Body

- Enter Product Code in the Item field, <ENTER>
- OR Search, enter text(s) to match, Search, select item, Accept
- Select Create if the product item does not exist, and select
- Enter quantity and cost price into the Item Record
- Enter text messages if required
- Click OK to add the item to the Inwards Goods Docket
- To edit an item on the invoice, select the line and double click
- Select Options to delete lines, check for duplications etc

-

Create Inwards Goods Docket Footer

- Enter Supplier transaction options

Save Inwards Goods Docket

- Confirm OK to save
- Select Print Options

Inwards Goods Archives

- (Main Menu) -> Suppliers, Inwards Goods (Browse),
- Enter Inwards Goods Docket Number to seek
- Select Reprint for print options
- Select Analysis for extended details and editing functions
-

Reports

- (Main Menu) -> Reports, Inwards Goods, Inwards Goods

Purchase Orders

The screenshot shows a software window titled "Create Purchase Order". The window has a blue title bar and standard window controls (minimize, maximize, close). The main area is divided into several sections:

- Header Section:** Contains input fields for a code (1006), a reference (Ref: KEVIN BUTLER), and a date (22/04/2004). There is also a checkbox labeled "Specify delivery date" and another date field (22/04/2004).
- Table Section:** A table with columns labeled "Code", "Description", "Qty", "Each", "Disc%", and "Nett". The table is currently empty.
- Summary Section:** Located at the bottom right, it includes fields for "Nett" (0.00), "Currency" (a dropdown menu), and "SNZ" (0.00).
- Buttons:** At the bottom, there are buttons for "Search", "Create Item", "Options", "Cancel", and "Save".

Create Purchase Order Header

- Verify Date of order
- Select Delivery Date message option
- Enter Order reference
-

Create Purchase Order Body

- Enter Product Code in the Item field, <ENTER>
- OR Search, enter text(s) to match, Search, select item, Accept
- Select Create if the product item does not exist, and select
- Enter quantity required and cost into the Item Record
- Enter text messages if required
- Click OK to add the item to the Purchase Order
- To edit an item select the line and double click
- Select Options to delete lines
-

Create Purchase Order Footer

- Select currency
- Enter any message text

Save Purchase Order

- Confirm OK to save
- Select Print Options

Purchase Order Archives

- (Main Menu) -> Suppliers, Purchase Orders (Browse),
- Enter Purchase Order Number to seek
- Select Reprint for print options
- Select Update to confirm receipt of goods

Reports

- (Main Menu) -> Reports, Inventory -> Orders Undelivered

Procedures

Period Closing

Period	
Period Number	0
Opened	//
Closed	PERIOD IS OPEN

Debtors	
Opening	0
Closing	171982.50
Change	171982.50

Inventory	
Opening	0
Closing	224490.16
Change	224490.16

Suppliers	
Opening	0
Closing	0.00
Change	0.00

Analysis	
Invoiced Sales	0.00
Less Returns	0.00
Nett Sales	0.00
Plus GST	0.00
Gross Sales	0.00
Plus Debtors Payments	8568.41
Receipts to be accounted for	8568.41
> Cash	0.00
> Cheques	0.00
Banked Total	0.00
> EftPos	0.00
> Credit Cards	0.00
> Direct Credits and Other	8568.41
Non-Banked Total	8568.41
Charged to Debtor Accounts	171982.50
Recovery on sales (GP)	0.00

AMERICAN PRODUCTS TEST

Close Period Email Exit

- (Main Menu) -> Reports, Management -> Trading Statement
- Select <Current Period>, then Open
- Close Current Period

Run this daily or weekly (optional) or at the end of each month (Recommended)

Statement Run

Customer Statements

Selection

Print All Statements

Select Range

Range

From A/c

To A/c

Determine PAST DUE balances from

Print 2 copies of each statement

Leave out statements with credit balances

Include Statement Message

Include Sales Banner

Cancel emailing if enabled - print instead.

Print statements in alphabetic order

- (Main Menu) -> Reports, Customers -> Statement Run

Sales Reports

Select the reports that you require based on your business activity. Most reports are date driven and can be retrieved at any time.

- Customer reports
- Supplier reports
- Inventory reports
- Invoice Reports

Management Reports

- (Main Menu) -> Reports, Management -> Commission Report
- (Main Menu) -> Reports, Management -> Trading Statement

- (Main Menu) -> Reports, Management -> Debtors Reconciliation
- (Main Menu) -> Reports, Management -> Performance Analysis
- (Main Menu) -> Reports, Management -> Penalty Interest
- (Main Menu) -> Reports, Management -> Critical Events
- (Main Menu) -> Reports, Management -> Validate Central Billing
- (Main Menu) -> Reports, Management -> Mailing List

Mailing List Options



Point Of Sale

Point Of Sale

CASH SALE

OFFICE SALES

F5-Cheque Details

22/04/2004

Code	Description	Qty	Each	Disc%	Nett
------	-------------	-----	------	-------	------

Payment Type (F7)

EFTPos Cheque

Cash Direct Credit

Credit Card Other

Payment Made (F6)

Tendered 0.00 Analyse Sale

Change 0.00 0.00

F2-Search F3-Change F4-Delete ESC-Cancel PgDn-Accept

Settings

- (Main Menu) -> Maintenance, Program Settings,
- Select Point Of Sale Settings

Making the Quick Sale

- Select Salesperson
- Select GST status
- Verify Sale Date
- Enter Product Code in the Item field, <ENTER>
- OR F2 to Search, select item, Accept
- Enter quantity, discount and sell price into the Item Record
- Enter text messages if required
- Click OK to add the item to the sale
- To edit an item on the sale, select the line and hit F3
- To delete an item on the sale, select the line and hit F4
- Hit F6 for payment details

- Hit F7 for payment type
- Hit F5 to enter cheque details
- Select Analyse for sale details
- Hit Page Down to complete the sale

Reconciling the POS account

- Identify the POS A/c number
- (Main Menu) -> Customers -> Browse Master File
- Find, Select, Display Customer Screen for POS A/c
- Select Options or right click mouse
- Select Reconcile Transactions
- Click on Select All
- Match the items as appropriate
- When matched balance is zero, select Update

Advanced Features

Security

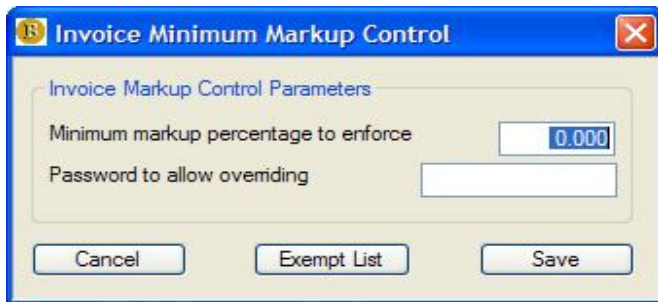


- (Main Menu) -> Maintenance, Program Settings,
- Select Security, Manage Users and Passwords

Penalty Interest Charging

- (Main Menu) -> Maintenance, Program Settings,
- Select Penalty Interest Settings

Invoice Mark-up Control



IS Invoice Minimum Markup Control

Invoice Markup Control Parameters

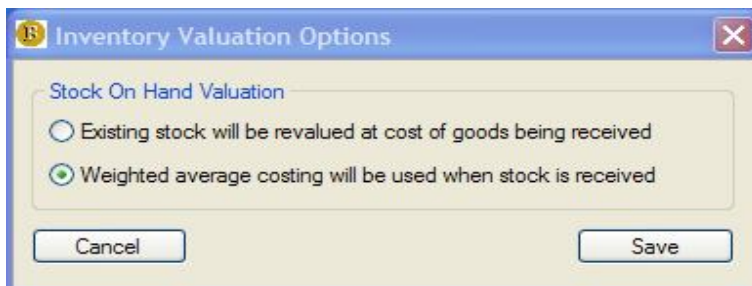
Minimum markup percentage to enforce

Password to allow overriding

Cancel Exempt List Save

- (Main Menu) -> Maintenance, Program Settings,
- Select Invoice Minimum Markup Control Settings

Inventory Valuation Options



IS Inventory Valuation Options

Stock On Hand Valuation

Existing stock will be revalued at cost of goods being received

Weighted average costing will be used when stock is received

Cancel Save

- (Main Menu) -> Maintenance, Program Settings,
- Select Inventory Stock Valuation Options

Standard Cost Options



- (Main Menu) -> Maintenance, Program Settings,
- Select Inventory Standard Cost Options

Commissions

- (Main Menu) -> Maintenance, Program Settings,
- Select Commission Groups

Email Support

- (Main Menu) -> Maintenance, Program Settings,
- Select Automated Email Settings

Dymo LabelWriter

- (Main Menu) -> Maintenance, Program Settings,
- Select Dymo LabelWriter

Promotional Pricing

The screenshot shows a software dialog box titled "10011 PUMP, FILTER BASE, HOSE & MAC". It contains the following fields and controls:

- Promotional Pricing:** Start date: 01/04/2004, End date: 30/04/2004, Sell price: 80.00, Apply Discounts:
- Commission Group:** Normal: COMMISSION GROUP 1, Promotion: COMMISSION GROUP 1 (dropdown)
- Subfiles:** Select All, Unselect All, and an empty list box.
- Customer Groups:** STANDARD CUSTOMER, Unspecified, Unspecified, Unspecified, Unspecified, Unspecified, Unspecified, Unspecified, Unspecified, Unspecified.
- Buttons:** Cancel, Save

- (Main Menu) -> Inventory, Promotions
- Select Stationery Header Details

Key Account Pricing

- (Main Menu) -> Inventory, Master File (Browse)
- Select Sell Prices
- Select Key Account

Stocktake Sheets

- (Main Menu) -> Reports, Inventory, Stock Take Sheets

Mailing Labels

- (Main Menu) -> Management, Mailing List

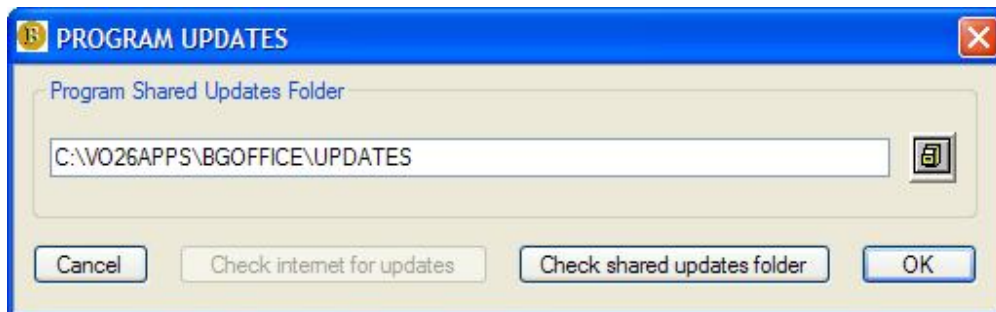
Critical Events Log

- (Main Menu) -> Management, Critical Events

Central Billing Validation

- (Main Menu) -> Management, Validate Central Billing

Program Updates



- (Main Menu) -> Help, Check for Program Updates
- Select Check Shared Updates Folder

User Registration

- (Main Menu) -> Help, Registration

Reporting Engine Registration

- (Main Menu) -> Maintenance, Program Settings,
- Select Install Reporting Runtime Engine