Spiralsoft

INTERMEDIATE TRAINING COURSE

MANUAL

CONTACT DETAILS

Tel: +27 (0)12 345 5551

Fax: +27 (0)12 345 9280

ADDRESS

Milestone Place Block A

25 Sovereign Drive

Route 21 Corporate Park

0062, IRENE

Let us help you understand our software

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PRODUCTS

STOCK ADJUSTMENTS

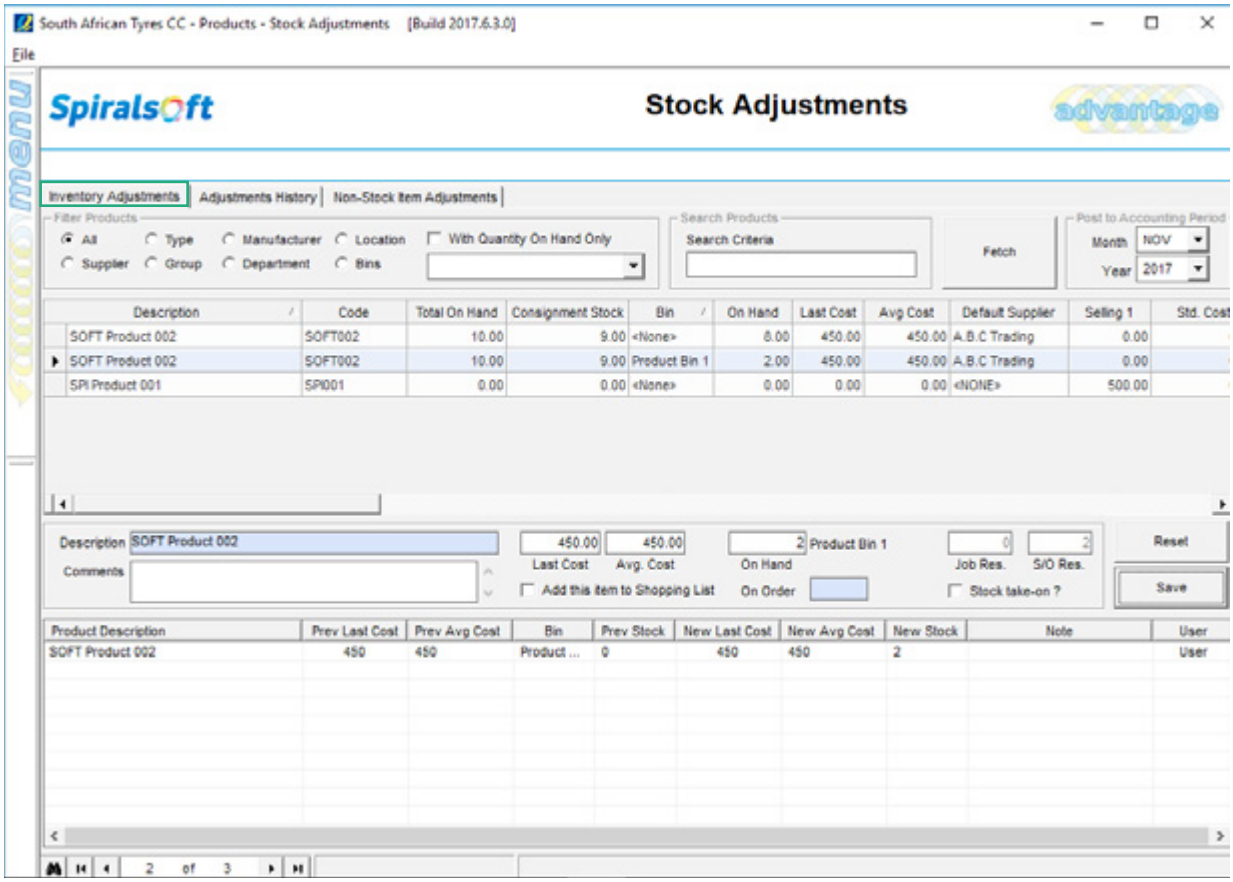
WHERE TO FIND IT

Click Menu > Products > Stock Adjustments

HOW TO PROCESS A STOCK ADJUSTMENT

PURPOSE

Correction of inventory or stock records to bring them into agreement with the findings of the actual (physical) inventory



1. Go to the Stock Adjustments Application in the Menu.
2. Go to the Inventory Adjustments tab.
3. Select specific criteria for the screen you want to generate by selecting one option in the Filter Products block.
4. Select an option from the drop down list in the Filter Products block.
5. Type the search criteria in the input field Search Criteria (a partial word or figures of the product description or code) you require.
6. Click on Fetch.
7. Click on the row selector of the Product required.
8. Amend the following fields:
   - 8.1. Last Cost/ Average Cost (Last Cost/ Weighted Cost depending on the settings in the System Options Application), or
   - 8.2. Quantity On Hand, and
   - 8.3. Comments.

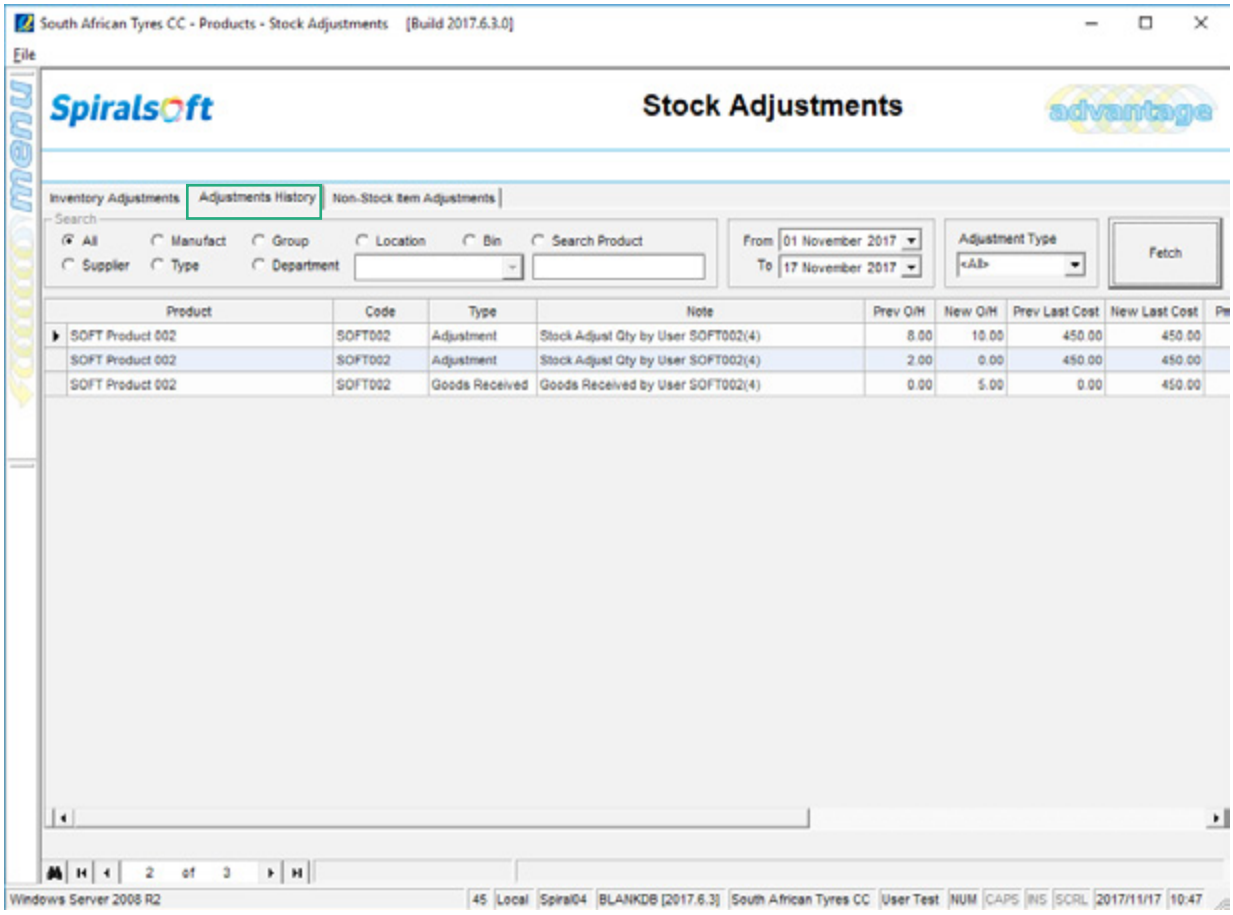
Both of these fields may only be changed simultaneously if an opening Stock take-on is being done. In this case tick the Stock take-on? option.

9. If incorrect data was entered in the fields in step 8, click on Reset.
10. Repeat step 8 above.
11. Select the Month and Year from the Post to Accounting Period drop down date pickers (this will post the Stock Adjustment to the appropriate Accounting Period).
12. Click on Save ( ).
13. The Product is displayed in a list at the bottom of the screen.

CAUTION

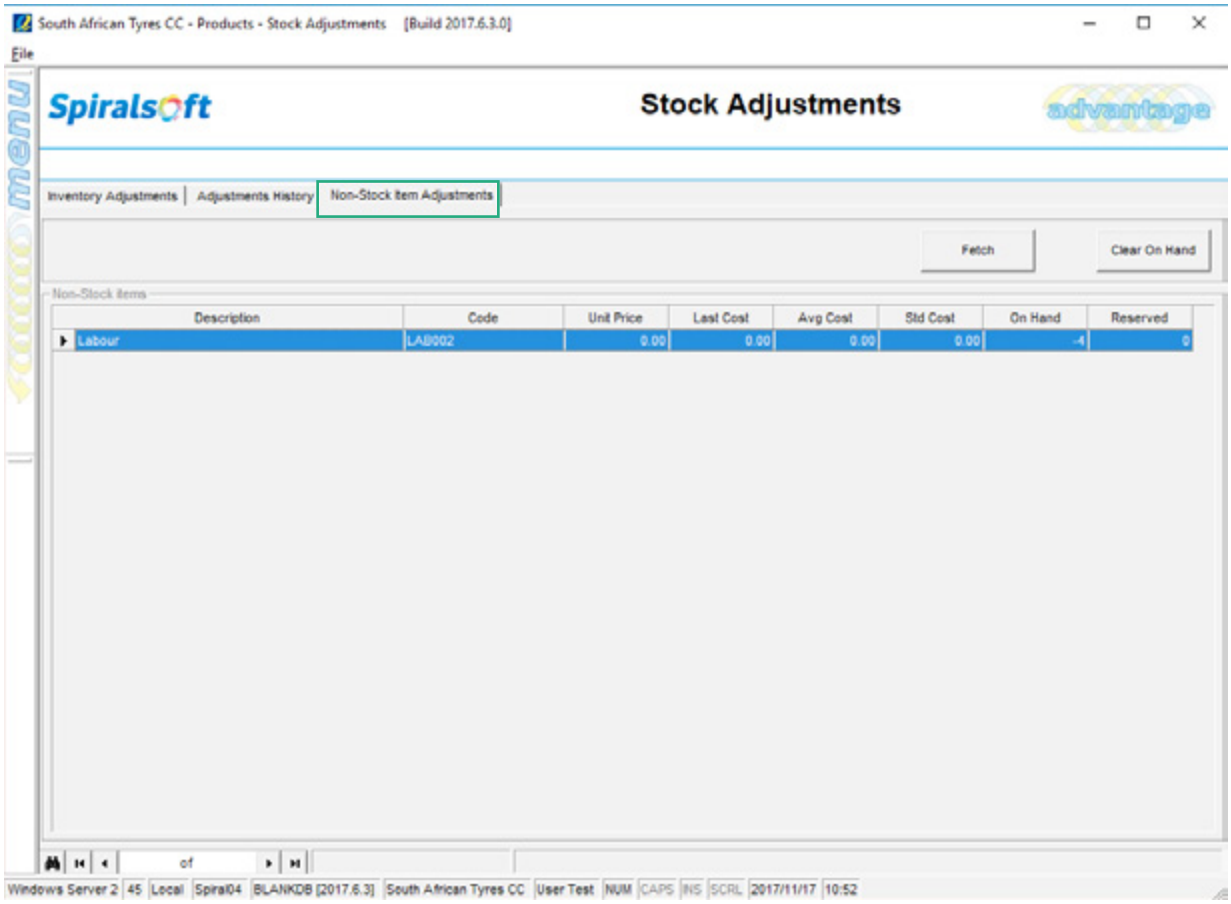
This application should be restricted to certain users only

HOW TO VIEW STOCK ADJUSTMENTS HISTORY



1. Go to the Stock Adjustments Application in the Menu.
2. Go to the Adjustments History tab.
3. Select specific criteria for the screen you want to generate by selecting one option in the Search block.
4. Select an option from the drop down list in the Search block if any of the options, except Search Products, was selected in step 3. Type the search criteria in the input field Search Product (a partial word or figures of the product description or code) you require if the Search Product option was selected in step 3.
5. Select a specific period of time by selecting the From and To date drop down date pickers.
6. Select an option from the Adjustment Type drop down list.
7. Click on Fetch.
   A list of Adjustments will be displayed.
8. The screen displays the Product, product Code, Type, Note, Previous quantity On Hand, New quantity On Hand, Previous Last Cost, New Last Cost, Previous Average Cost, New Average Cost, Last Cost Val, Average Cost Val, Date and User.

HOW TO PROCESS A NON-STOCK ITEM ADJUSTMENT



1. Go to the Stock Adjustments Application in the Menu.
2. Go to the Non-Stock Item Adjustments tab.
3. Click on Fetch.
   A list of Non-Stock items will be displayed.
4. Click on the row selector of the Product required.
5. Click on Clear On Hand.
6. Confirm by clicking Yes to the question posed “Confirm to Clear On Hand?”.
7. A message indicating that the Clear On Hand has indeed been completed successfully will be displayed. Click on OK.
8. The Non-Stock item is displayed in the list with no (zero) On Hand quantity.

STOCK TAKE

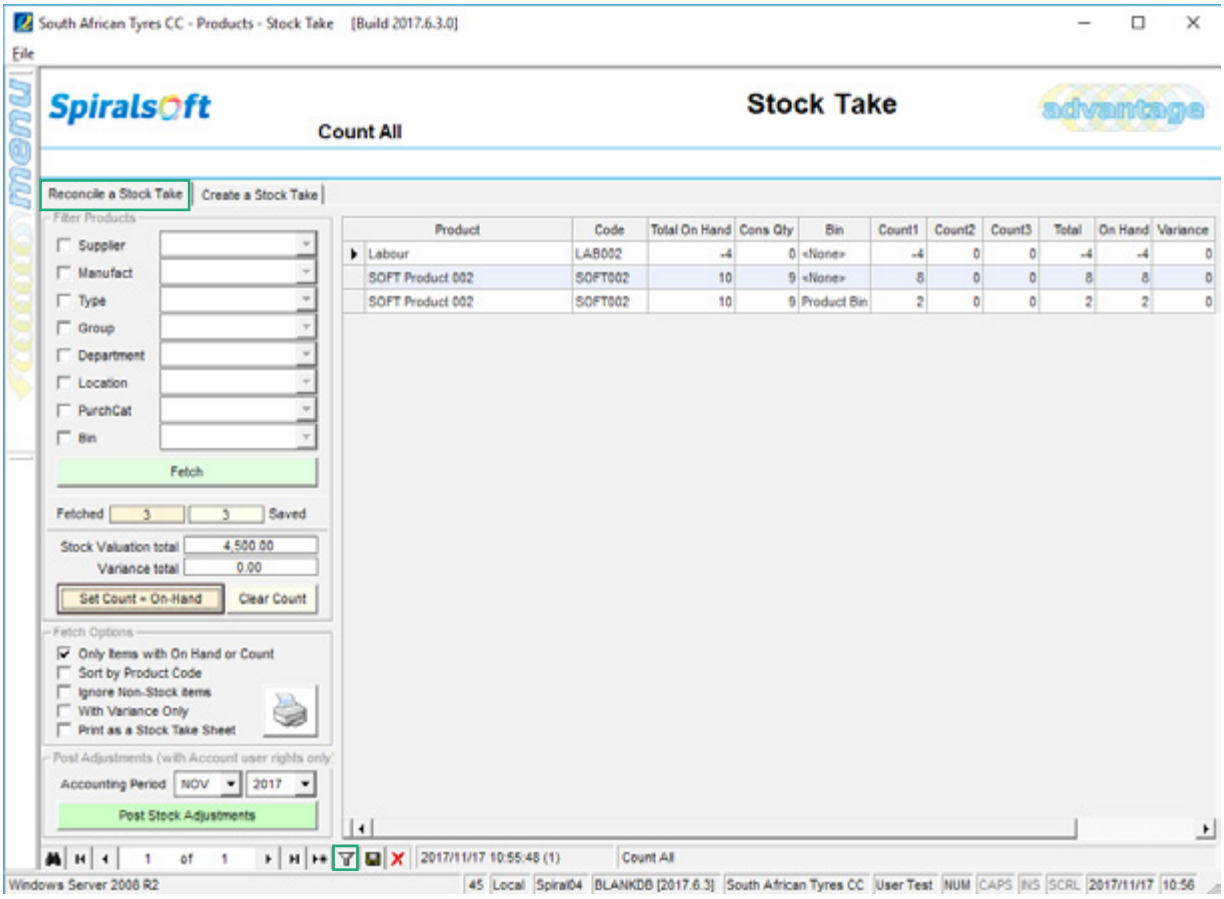
WHERE TO FIND IT

Click Menu > Products > Stock Take

HOW TO RECONCILE A STOCK TAKE

PURPOSE

Correction of inventory or stock records to bring them into agreement with the findings of the actual (physical) inventory



CAUTION

This application should be restricted to certain users only

1. Go to the Stock Take Application in the Menu.

2. Go to the Reconcile a Stock Take tab.

3. Tick the options and select specific criteria according to the options ticked in the Filter Products block if intended to use these options.

4. Tick the options in the Fetch Options block if intended to use these options.

5. Click on Fetch.

A list of Stock items will be displayed according to the options ticked and selected in steps 3 and 4.

6. The screen displays the Product, Code, Count1, Count2, Count3, Total, Unit Cost, quantity On Hand, Variance and User.

7. Click on Printer( ).

8. A print preview of the Stock Take will be displayed for the purpose to print this document. It is advised to print this document for the physical count.

9. After counting all the physical Stock (first count), type the quantities into the Count1 input field.

10. Click on Set Count = On-Hand before reading in the counts

10.1. Confirm by clicking Yes to the question posed “Do to Set Count as On-Hand”.

10.2. A message indicating the Set Count from Variance has indeed been completed successfully will be displayed. Click on OK.

11. Enter the correct stock quantities (as found in your physical stock count) in the COUNT 1 field and TAB out on your keyboard

12. Select the month and year from the Accounting Period drop down date pickers (this will post the Reconciled Stock Take to the appropriate Accounting Period which must be the current month the counting takes place).

13. Click on Post Stock Adjustments. **Always check your Variance total before posting the stock adjustment**

14. A message indicating a WARNING will be displayed. **Read it!** Confirm by clicking Yes to the question posed “Do you wish to continue?”.

15. A message indicating the details of the Stock Take variance Adjustments to be Posted will be displayed. **Read it!** Confirm by clicking Yes to the question posed “Do you wish to continue?”.

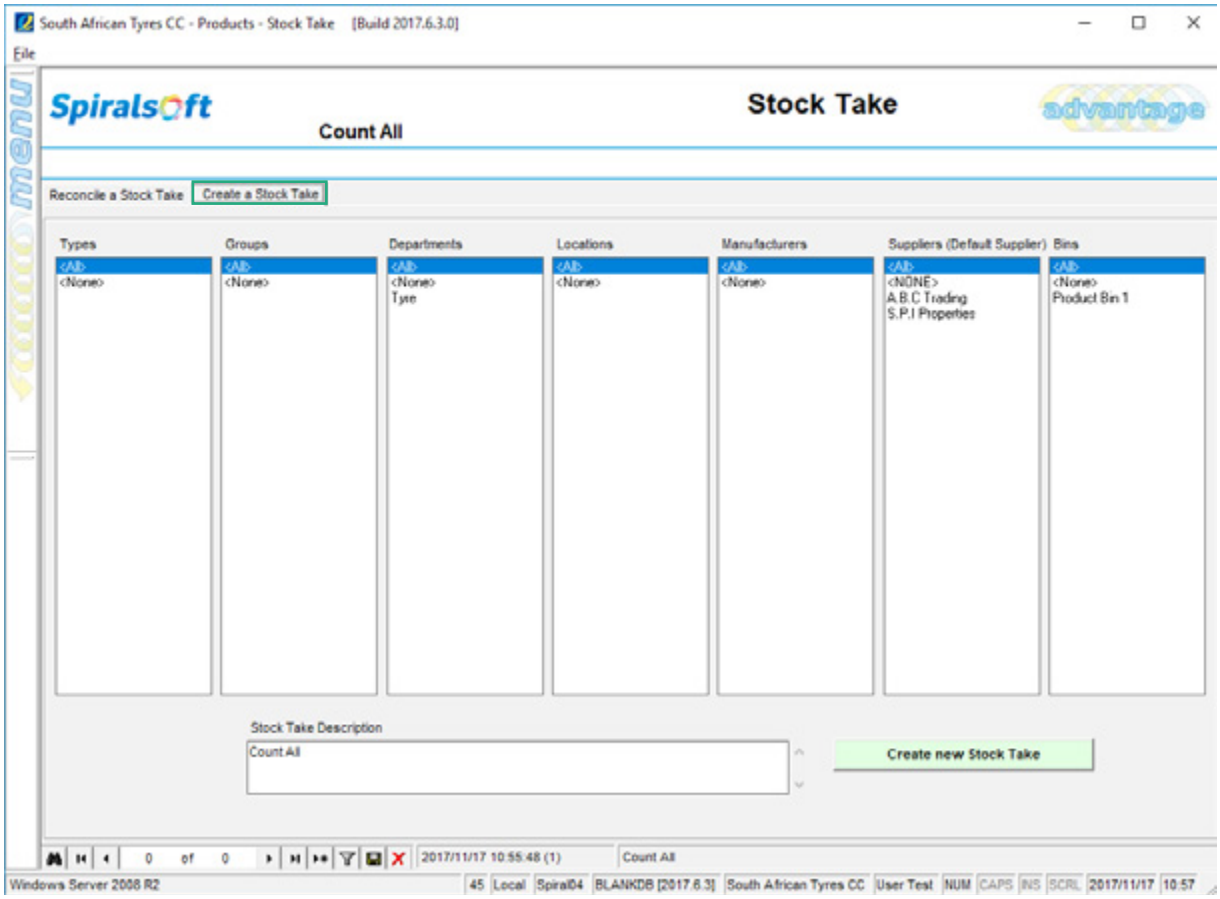
16. A message indicating that the Post Stock Adjustments has indeed been completed successfully will be displayed. Click on OK.

17. Once a Stock Take has been completed and has been posted, you will not be able to post it again. You can now delete the Stock Take by clicking on the x at the bottom of the screen

CAUTION

In order to Reconcile a Stock Take, a Stock Take has to be created first. Go to the Stock Take Application in the Menu. Go to the Create a Stock Take tab.

HOW TO CREATE A STOCK TAKE



1. Go to the Stock Take Application in the Menu.
2. Go to the Create a Stock Take tab.
3. Click on the cell selector of the Products required in the Types, Groups, Departments, Locations, Manufacturers and/or Suppliers (Default Suppliers) columns if intended to use these options.
4. Click on Create new Stock Take.
5. A message indicating that the Stock Take has indeed been created successfully will be displayed. Click on OK.
6. Go to the Reconcile a Stock Take tab.

STOCK VALUATION

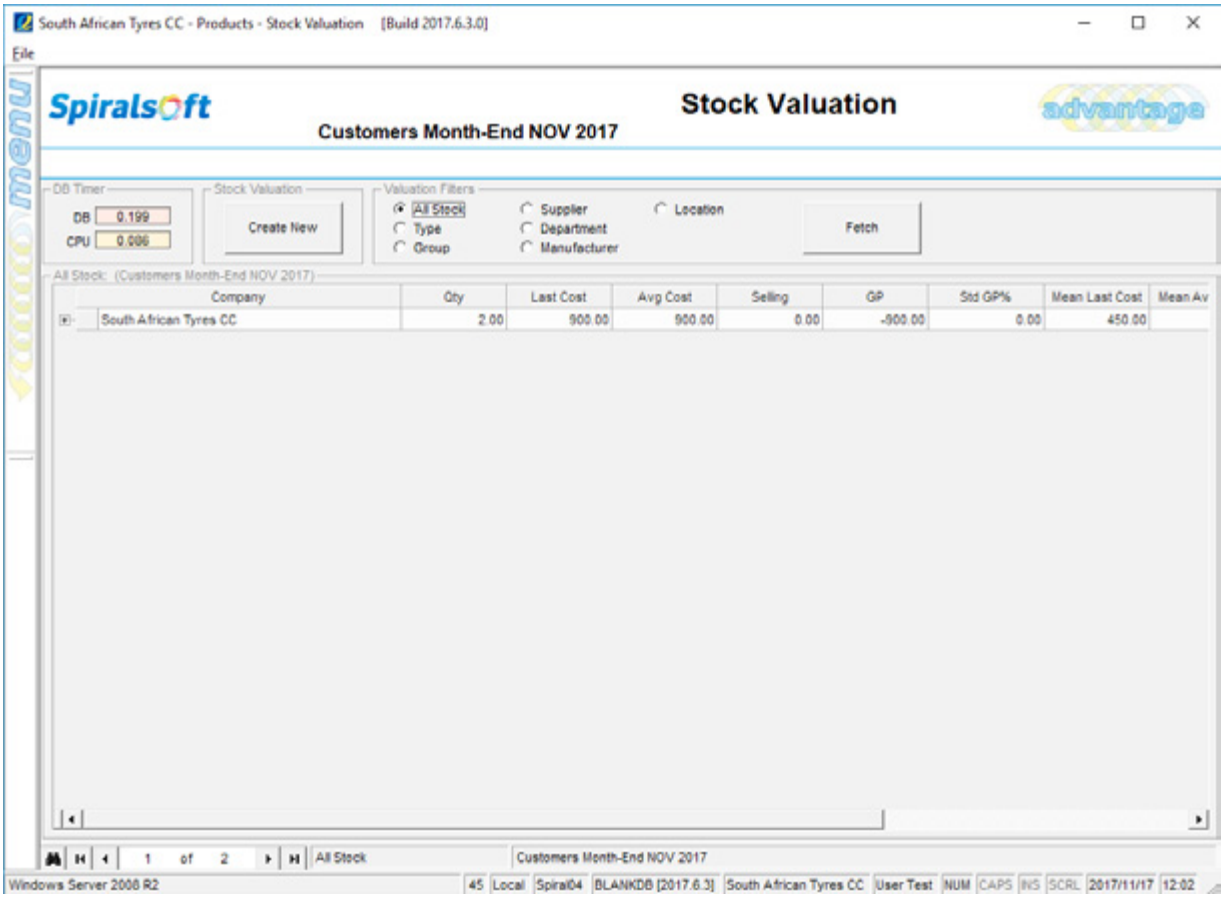
WHERE TO FIND IT

Click Menu > Products > Stock Take

HOW TO DO A STOCK VALUATION

PURPOSE

To check the physical verification of the quantities and condition of items held in an inventory or warehouse. This may be done to provide an audit of existing stock. It is also the source of stock discrepancy information.



1. Go to the Stock Valuation Application in the Menu
2. Click on 'Create New', to create a stock valuation
3. Enter a description for your stock valuation. The system will automatically generate a description with the date and time

4. Click on OK
5. Select Valuation filters if intended to use this option
6. Click on Fetch
7. A Stock Valuation report can be printed under Product Reports, report number 215

PROFIT PROTECTOR

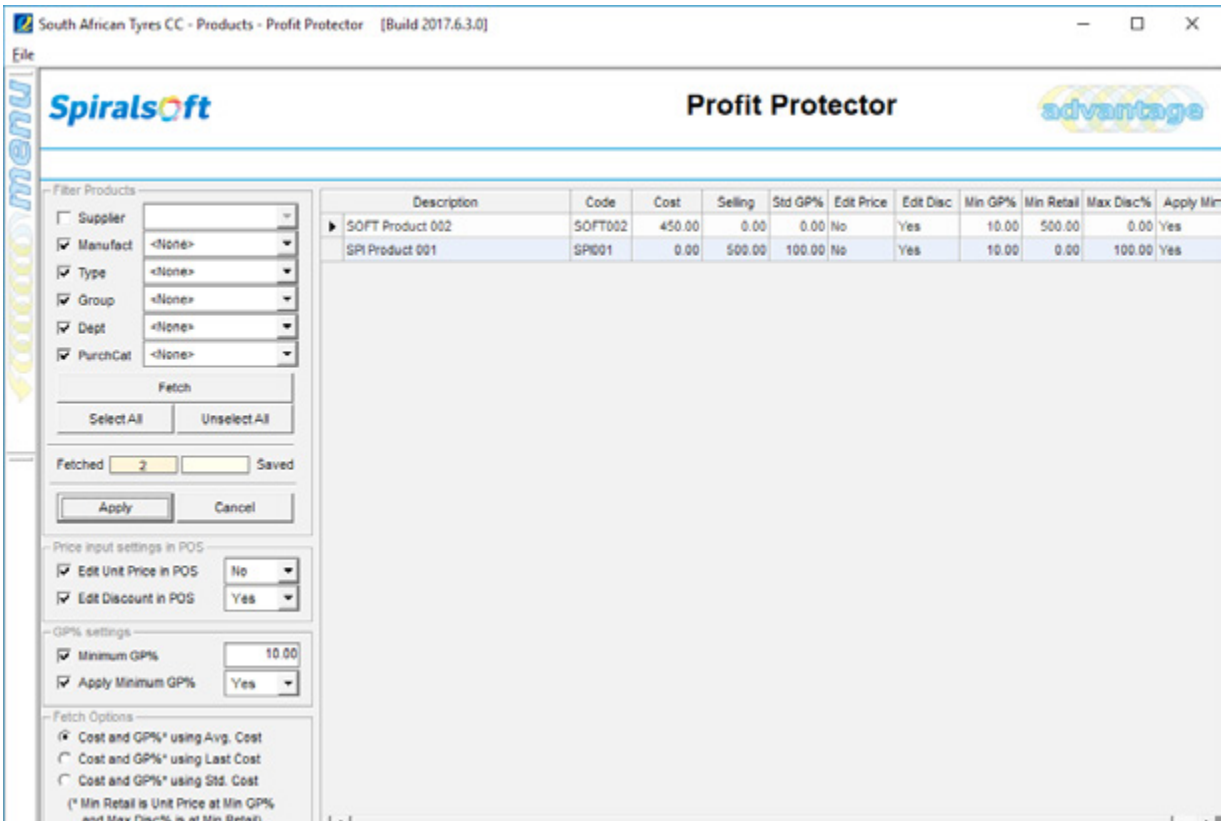
WHERE TO FIND IT

Click Menu > Products > Profit Protector

HOW TO SET MINIMUM GROSS PROFIT PERCENTAGE

PURPOSE

This function prevents sales of stock below your set Gross Profit percentage as well as maximum Discount percentage.



1. Go to the Profit Protector Application in the Menu.
2. Tick the options and select specific criteria according to the options ticked in the Filter Products block if intended to use these options.
3. Click on Fetch.
   A list of Products will be displayed according to the options ticked and selected in steps 2
4. Click on Select All if intended to use this option.
   4.1. Confirm by clicking Yes to the question posed “Do you wish to continue?”.
5. Tick the options and select specific criteria from the drop down lists according to the options ticked in the Price input settings in POS block if intended to use these options.
6. Tick the options and type and select specific criteria from the drop down list according to the options ticked in the Gross Profit percentage settings block if intended to use these options.
7. Click on Apply.
8. The selection on the list of Products will be updated and displayed in the respective cells according to the options Applied.
9. Click Save (💾) in the Navigation bar.

The Profit Protector Application in the Menu is mainly utilised to set the following fields:

- Disallow/ Allow Edit Unit Price in Point-of-Sale,
- Disallow/ Allow Edit Discount in Point-of-Sale,
- Set Minimum Gross Profit percentage in Point-of-Sale, and
- Enforce Minimum Gross Profit percentage in Point-of-Sale.

PRODUCT FILTERS

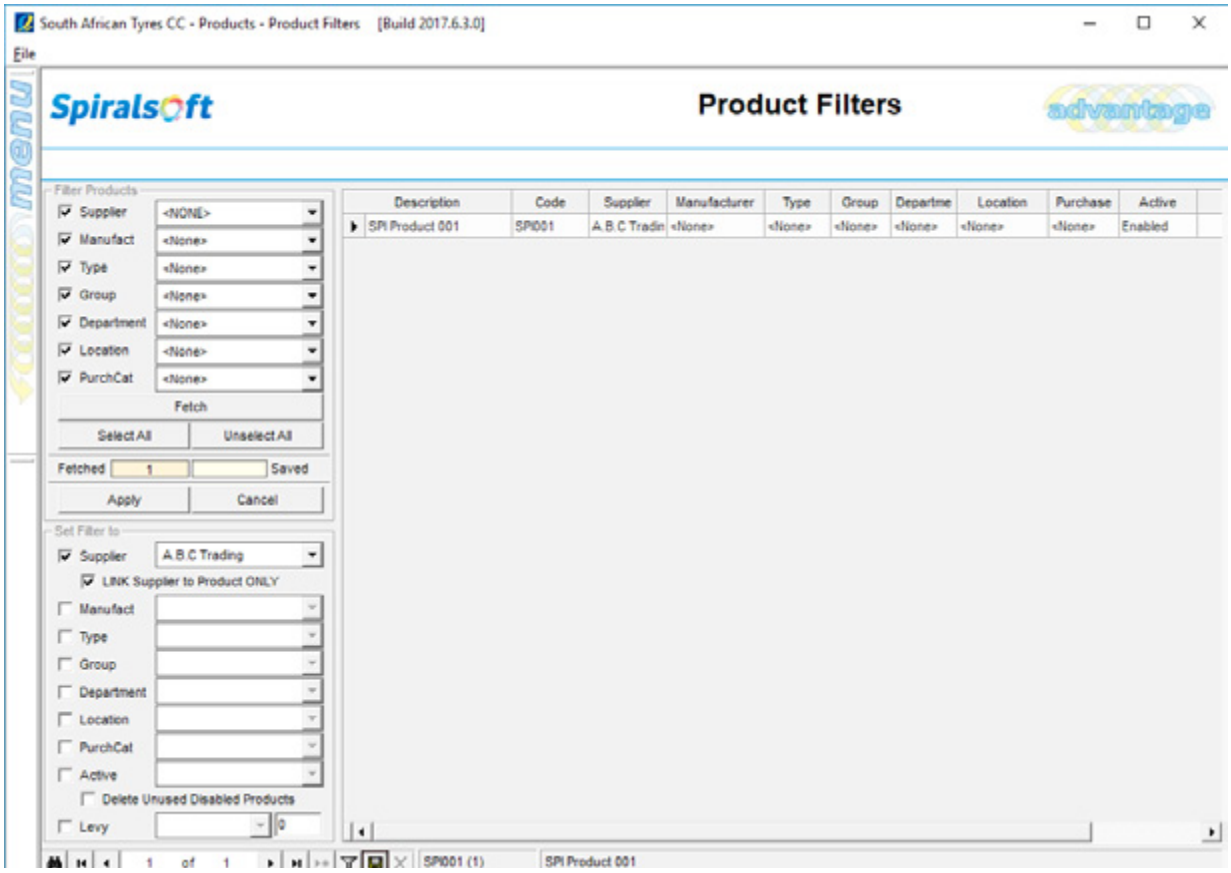
WHERE TO FIND IT

Click Menu > Products > Product Filters

HOW TO UTILISE THE PRODUCT FILTERS

PURPOSE

This Function can be used to view products according to specific criteria that you selected. Product info can be updated here and products can be linked to a supplier or multiple suppliers in bulk.



1. Go to the Product Filters Application in the Menu.
2. Tick the options and select specific criteria according to the options ticked in the Filter Products block if intended to use these options.
3. Click on Fetch.

A list of Products will be displayed according to the options ticked and selected in step 2.

4. Click on Select All if intended to use this option.

   4.1. Confirm by clicking Yes to the question posed “Do you wish to continue?”.

5. Click on Unselect All if intended to use this option.

6. Tick the options and type and select specific criteria from the drop down lists according to the options ticked in the Set Filter to block if intended to use these options.

7. Click on Apply.

The selection on the list of Products will be updated and displayed in the respective cells according to the options Applied.

8. Click Save (💾) in the Navigation bar.

9. Confirm by clicking Yes to the question posed “Confirm to update Products?”.

10. A message indicating that the Product Filters Update has indeed been completed successfully will be displayed. Click on OK.

PRODUCT UPDATES

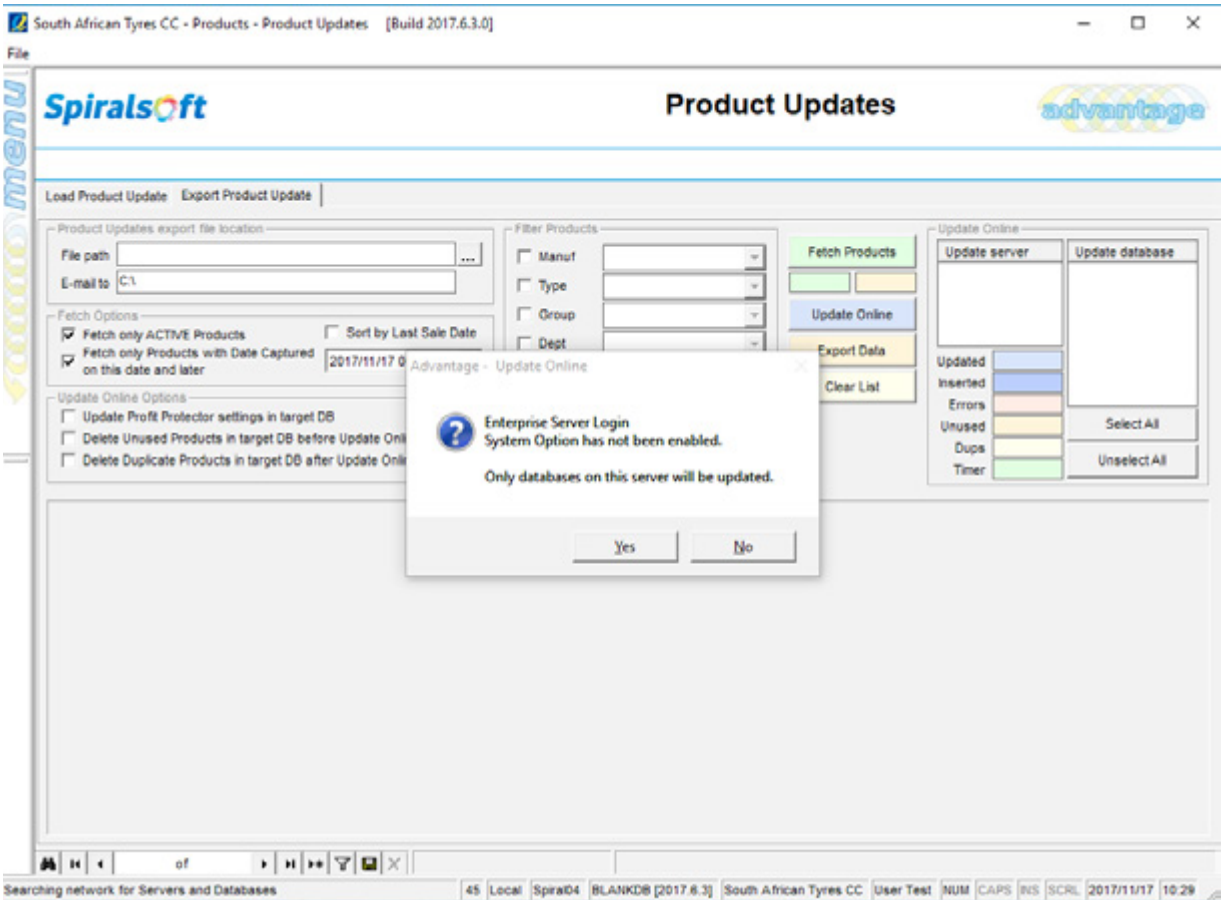
WHERE TO FIND IT

Where to find it: Click Menu > Products > Product Updates

HOW TO LOAD PRODUCT UPDATE

PURPOSE

This function is used to load updates on certain products or to load new products in bulk



1. Go to the Product Updates Application in the Menu.
2. A message indicating that the “Enterprise Server Login System Option has not been enabled” Will be displayed. Confirm by clicking Yes to the statement posed “Only databases on this server will be updated.”.

3. Go to the Load Product Update tab.
4. Click on the three dots (...) next to File path to browse for the file on your computer or network. A dialog box is displayed.
5. Click on the file you want to utilise and click on Open on the dialog box.

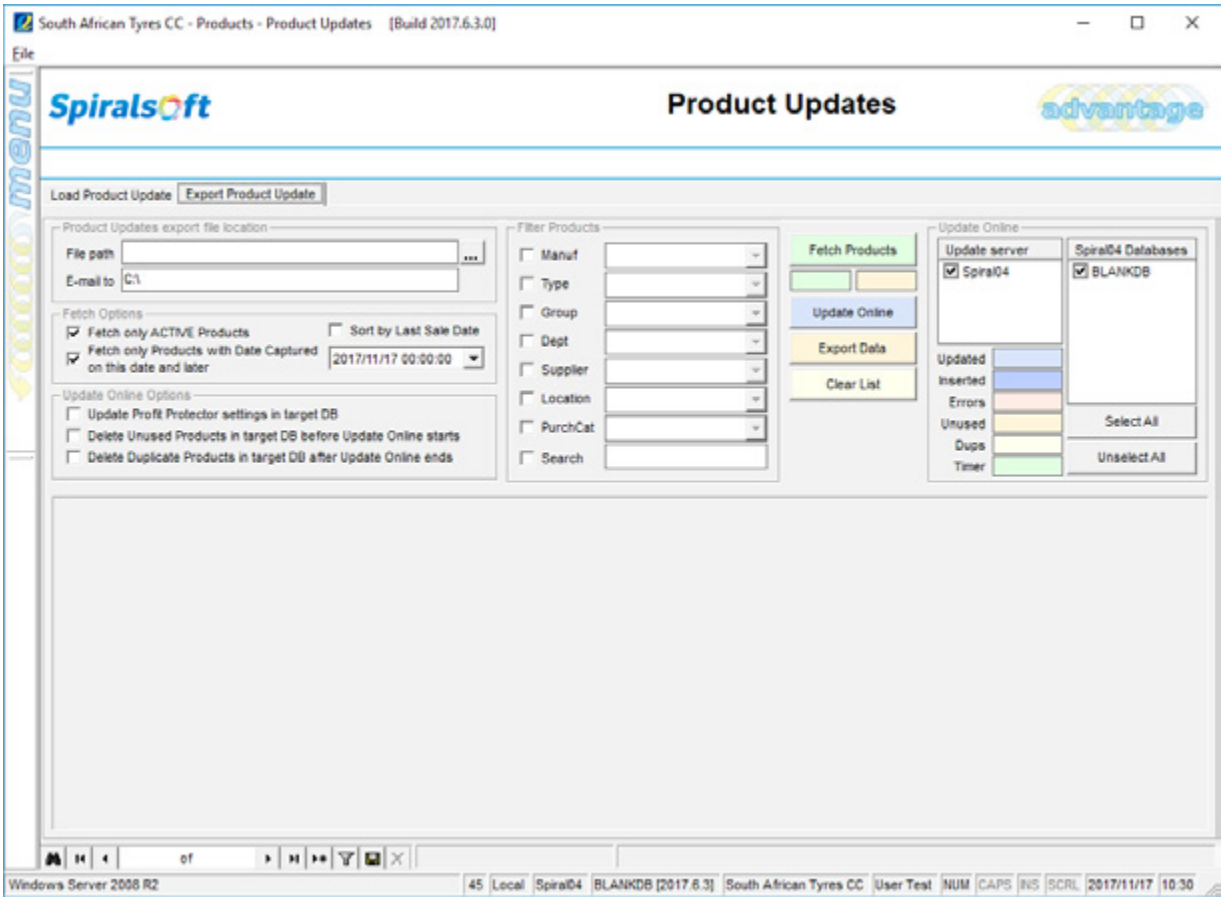
   Please remember the file must be either in a .txt or .csv format.
6. Tick the options in the Update Catalog Options block if intended to use these options.
7. Click on Load Data.
8. A message indicating that the Load Data has indeed been completed successfully will be displayed. This message also indicates that the Data must be validated and when done validating, click on Update Catalog to update the Product Catalog. Click on OK.
9. Click on Clear List if the Product Update is incorrect.

   The previous list of Product Updates will be cleared.
10. Repeat steps 4 to 8 above to Load Product Updates again.
11. Click on Update Catalog.
12. Confirm by clicking Yes to the question posed “Confirm before Posting Product Update?”.
13. A message indicating that the Product Update data to Post has indeed been completed successfully will be displayed. Click on OK.

CAUTION

Please contact Spiralsoft for the correct format of the price update file

HOW TO EXPORT PRODUCT UPDATE



1. Go to the Product Updates Application in the Menu.
2. A message indicating that the Enterprise Server Login System Option has not been enabled. will be displayed. Confirm by clicking Yes to the statement posed “Only databases on this server will be updated.”.
3. Go to the Export Product Update tab.
4. Click on the three dots (...) next to File path to browse for the file on your computer or network.
   An Export Filename dialog box is displayed.
5. Type the File name you want to utilise and click on Save on the Export Filename dialog box.
   Please remember the file must be saved as either a .txt or .csv format.
6. Type the E-mail to path in the E-mail to input field.
7. Tick the options and select specific criteria according to the options ticked in the Fetch Options block if intended to use these options.
8. Tick the options in the Update Online Options block if intended to use these options.
9. Tick the options and select specific criteria according to the options ticked in the Filter Products block if intended to use these options.
10. Click on Fetch Products.
    A list of Export Product Updates will be displayed.

11. Click on Clear List if the Export Product Update list is incorrect.
    The previous list of Export Product Updates will be cleared.
12. Repeat steps 4 to 10 above to Export Product Updates again.
13. Click on Export Data if the Export Product Updates are correct.
14. Confirm by clicking Yes to the question posed “Confirm before Exporting?”.
15. A message indicating that the Export to Product Update File has indeed been completed successfully will be displayed. Click on OK.
16. Click on Update Online if intended to use this option.

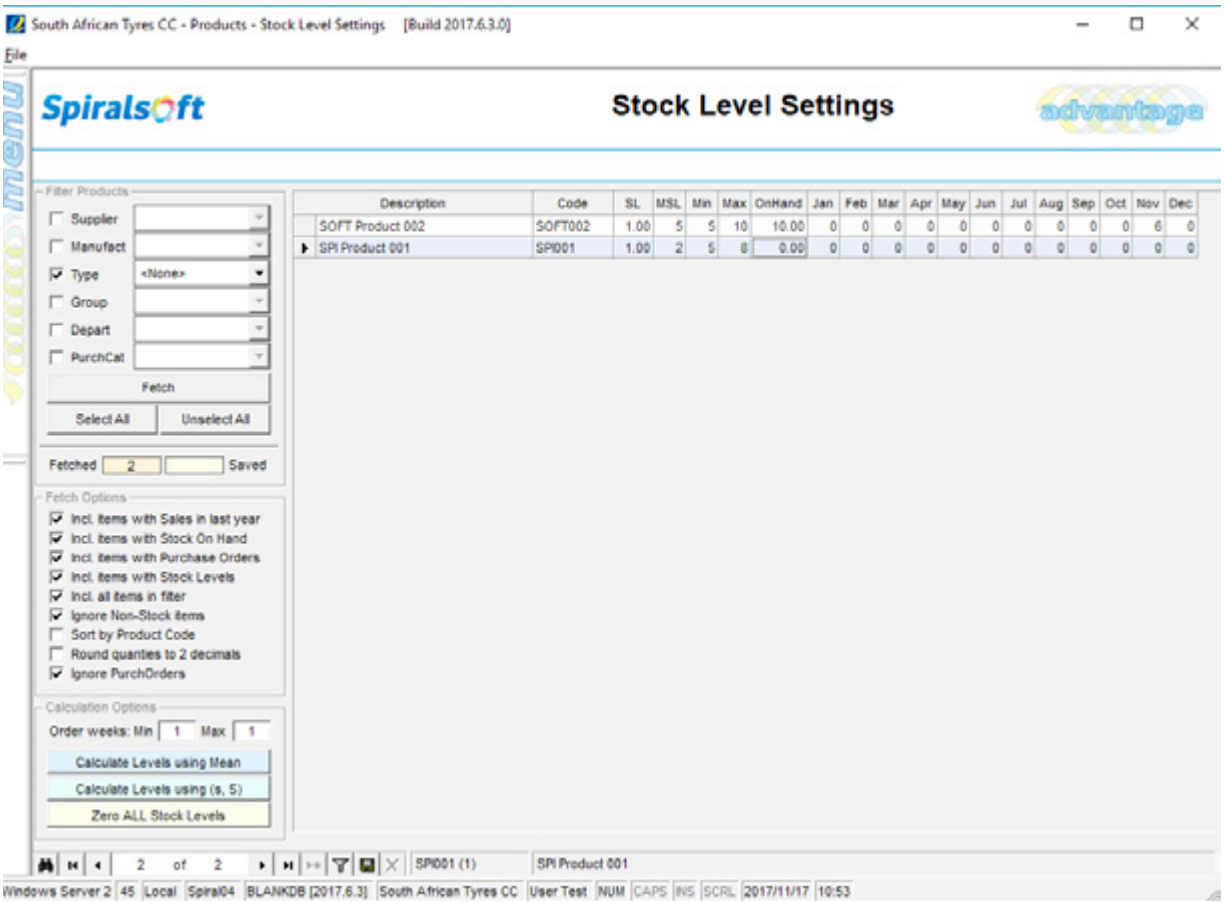
STOCK LEVEL SETTINGS

WHERE TO FIND IT

Click Menu > Products > Stock Level Settings

Setting up minimum stock levels, minimum order quantity and maximum order quantity on stock items.

PURPOSE



1. Go to the Stock Level Settings Application in the Menu
2. Select specific criteria for the screen you want to generate by selecting one option in the Filter Products block.
3. Click on Fetch
4. Type in desired MSL, Min, Max for the products
5. Save at the bottom of the screen

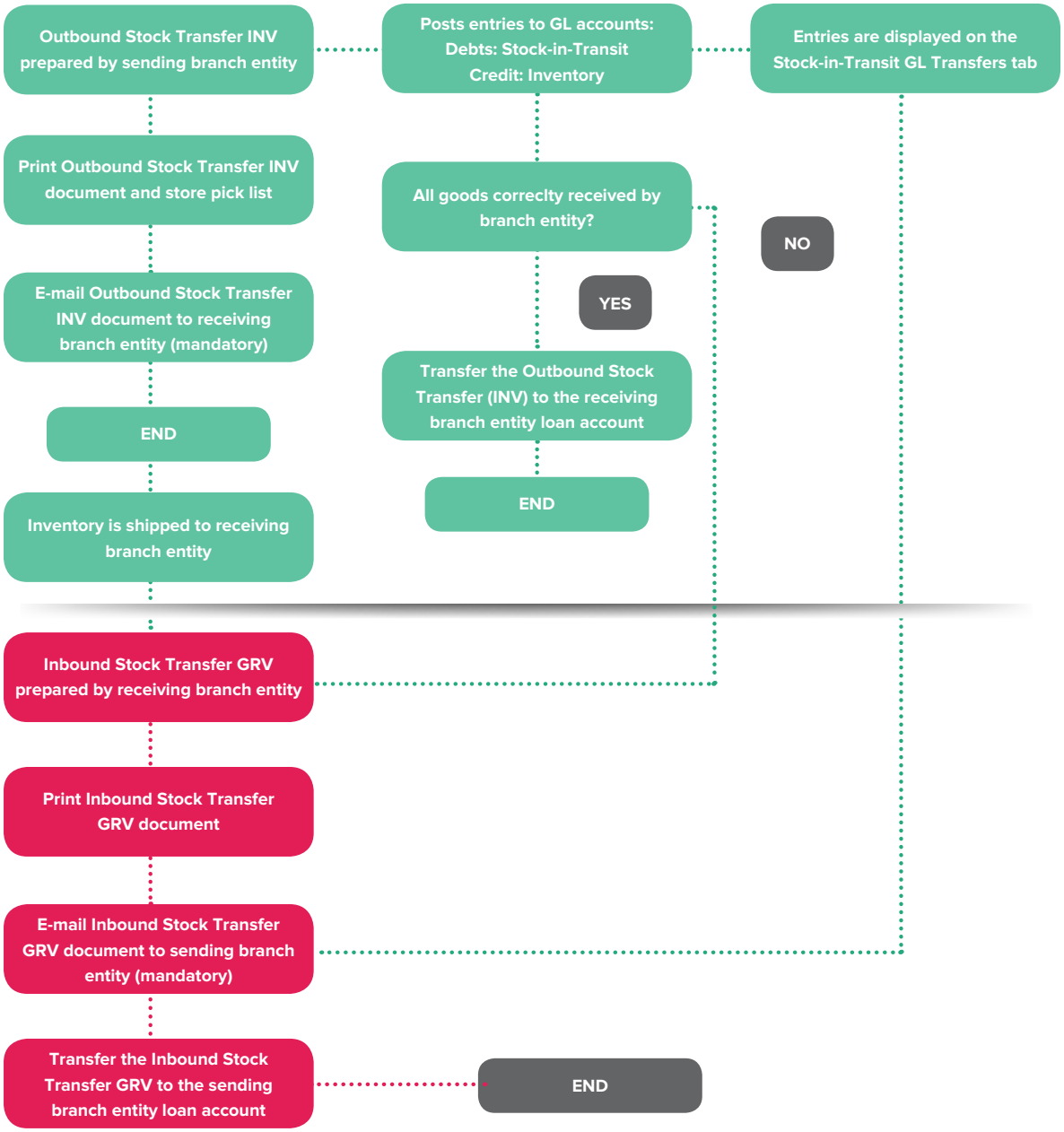
STOCK TRANSFERS

WHERE TO FIND IT

Click Menu > Products > Stock Transfers

PURPOSE

Explains functionality of the two-stage Stock Transfer procedure.
The Stock Transfers facility can process Outbound and Inbound Stock Transfers and is used to transfer stock (inventory) from one location to another location within the same business entity (e.g. inter-company). The two-stage procedure creates an accounting entry for the value of stock transferred in the General Ledger Stock-in-Transit account while it is en route to the receiving entity. Once physical confirmation of receipt is received from the receiving entity, the Stock-in-Transit entry is transferred to a loan account of the receiving entity.



CREATE STOCK TRANSFER TAB

PURPOSE

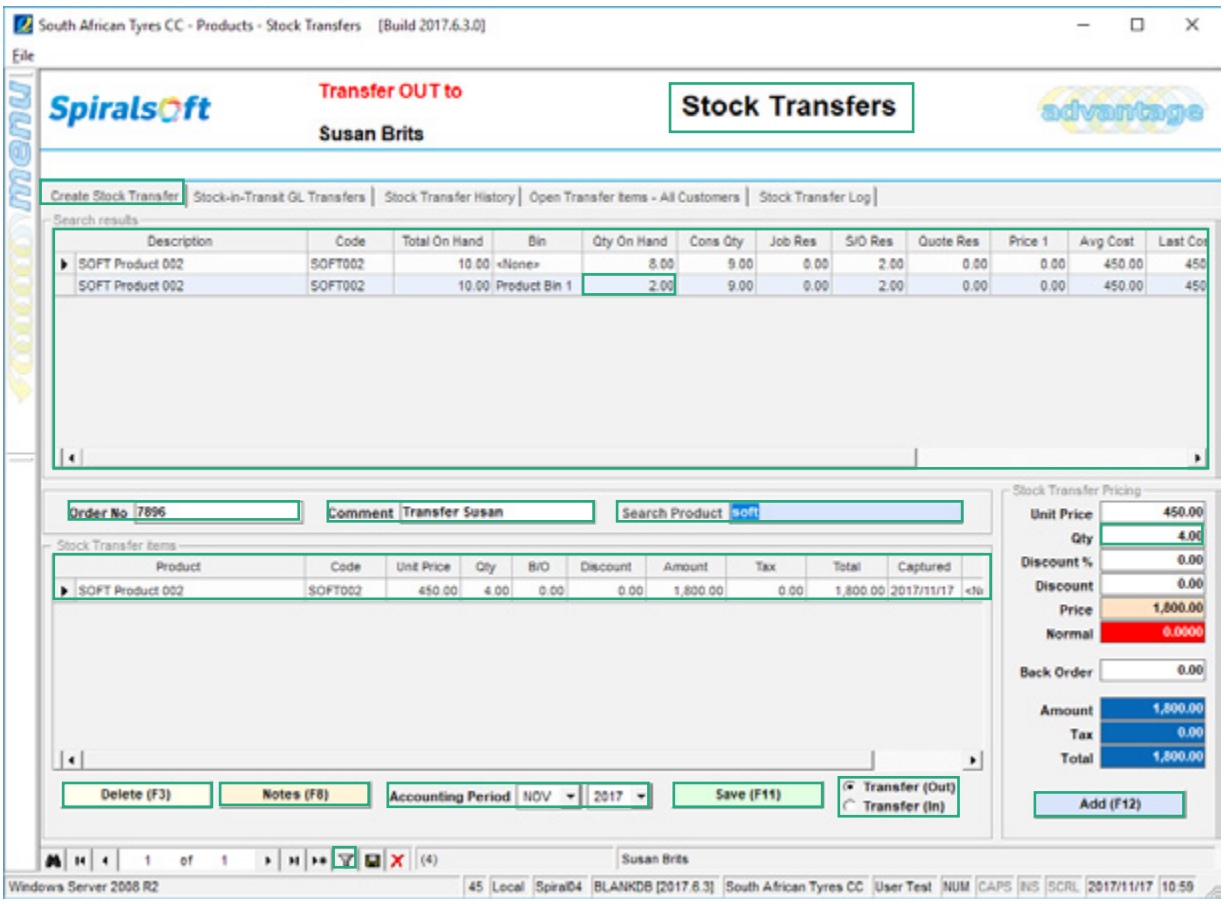
Explains the functionality and procedure to create a Stock Transfer

CAUTION

Stock transfers have a potential for fraudulent practices. The built-in controls and procedures in the Advantage two-stage stock transfer process are aimed at preventing these practices and should be followed diligently.

PREVENT

Access by unauthorized users to the Stock Transfer facility must be prevented



The functionality provided to create a Stock Transfer is similar to that used to create a document in the Point-of-Sale module, and follows these basic steps:

Choose if Stock Transfer is outbound (Transfer Out) (INV) or inbound (Transfer In) (GRV).

Select a Customer ☾ select a product ☾ set the price ☾ set the quantity ☾ add the product ☾ save the stock transfer.

The Stock Transfer functionality applies most of the rules, and uses most of the System Option settings, of the Point-of-Sale. Both facilities attempt to achieve the same objective namely, place stock with a customer at a value. Like the Point-of-Sale, a Stock Transfer also saves a non-financial document on the customer's account.

The difference between a Point-of-Sale document and a Stock Transfer is what follows in the save process:

1. Stock Transfer can only be made to customers with the Account Type in the Customer Catalog set as 'Inter-Company'.
2. A mandatory e-mail of the Stock Transfer INV document is sent to the destination entity (Inter-Company Customer).
3. A mandatory e-mail of the Stock Transfer GRV document is sent to the sending entity (Inter-Company Customer).
4. A non-financial Stock Transfer type document is created on the Customer's account.
5. The stock on hand is immediately updated when the Stock Transfer is saved.
6. Integrated accounting entries are immediately posted in the General Ledger to Stock-in-Transit and Inventory accounts.
7. The Stock Transfer log is updated.

The functionality and user interface elements are similar to those of the Point-of-Sale.

INITIAL SETUP REQUIRED FOR STOCK TRANSFERS

Before creating the first Stock Transfer, do the following:

1. Verify or insert a valid delivery address, contact person name, work telephone number, and contact e-mail address exists in the Customer Catalog for each of the Inter-Company customers.
   This information is required in the mandatory e-mail to be sent to the receiving customer.
2. Verify that a valid user e-mail address exists in the User Catalog for each user that creates Stock Transfers. This is the sender email address and is required when a user sends e-mail messages.
   The sending of a confirmation e-mail by both the sender and receiver is mandatory, and cannot be bypassed.
3. Verify that a valid company e-mail address exists in the Company Catalog.
4. Verify that Microsoft Outlook e-mail client is installed on the computer, and that e-mail account login

user name and password details have been set up and working correctly.

5. Set up the Cost+Plus Billing for Inter-Company customers, as required. This will prevent inter-company profits on Stock Transfers from arising, and simplify the calculation of the Unit Price. Alternatively, select and set Stock 'Transfer Cost Price settings' in System Options → Products tab. This option overrides all pricing models and uses the cost price method chosen in this setting's cost method options to bill the Stock Transfer.
6. Select Stock Transfer options for Picklist printing, default transfer type (in or out), cost price settings, and .pdf file export path.
7. Create a folder where Stock Transfer .pdf documents will be exported, and set up the path in System Option → Products tab.
8. If a Picklist printer (Laser or DeskJet only) is used in the inventory store, set up the printer, and activate Stock Transfer Picklist printing path in System Option → Products tab.

CREATE A STOCK TRANSFER

To create a Stock Transfer, do the following:

1. Select outbound (Transfer Out) or inbound (Transfer In) Stock Transfer.
2. Click on the Filter button in the Navigation Bar, and choose a customer. Only customers with their Account Type in the Customer Catalog set as Inter-Company will be listed.
3. Insert an order number in the Order No field, as required.
4. Insert a comment in the Comment field, as required.
5. Verify that the Accounting Period month and year for the Stock Transfer is correct.
6. Type in a search criteria in the Search Product field, and press Enter on the keyboard. A list of products that match the criteria will be displayed in the Search Results list.
7. Choose a product by clicking in its row, or scrolling through the list. Notice the stock on hand in the Qty on Hand column.
8. Insert a transfer cost in the Unit Price field, as required.
9. Insert a transfer quantity in the Qty field, as required. If the transfer quantity exceeds the Qty on Hand in the product list, the exceeding quantity is placed in the Back Order field.
10. Click Add (F12), or press the F12 function key on the keyboard, to add the product to the Stock Transfer items list.
11. To add more Stock Transfer products, repeat items 6 through 10 above.
12. To add a note to the Stock Transfer, click on the Notes (F8) button, and insert a note. The note will be included in the in the notes section at the bottom of the Stock Transfer document.

EDIT A STOCK TRANSFER PRODUCT ITEM

To delete an item from the Stock Transfer items list, do the following:

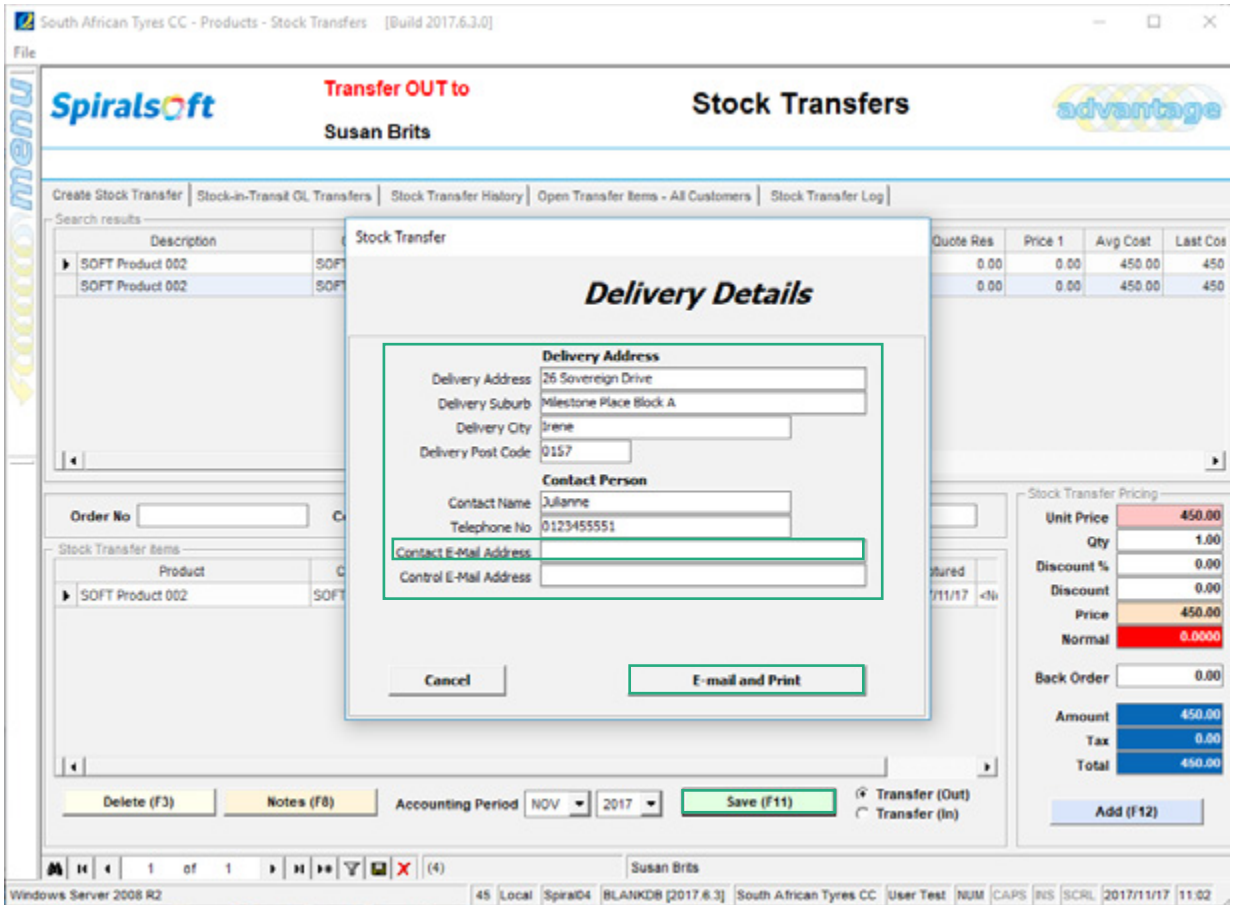
1. Highlight the item row, and click 'Delete (F3)', or press the F3 function key on the keyboard.
2. Items in the Stock Transfer items list cannot be edited. To edit an item, delete it from the list, and then re-enter it.

SAVE A STOCK TRANSFER

To save a Stock Transfer, do the following:

1. Click Save (F11) to save the Stock Transfer. All non-Back Order items in the Stock Transfer items list will be saved.
2. The Save event sequence is as follows:
   - 2.1. A delivery details window to verify or insert the delivery address, contact person name, work telephone number, and contact e-mail address is displayed.
   - 2.2. The Stock Transfer is saved and displayed in the print viewer for hardcopy printing.
   - 2.3. The following entries are posted when a Stock Transfer is saved:
     - 2.3.1. Credit Inventory GL account with the total value of the transfer.
     - 2.3.2. Debit Stock-in-Transit GL account with the total value of the transfer.
     - 2.3.3. If a profit of loss arises from the transfer, the GL Stock Transfer Income account is either credited or debited with the profit or loss. Inter-Company profits or losses on stock transfers should be eliminated on consolidation.
     - 2.3.4. A Stock Transfer type transaction is written to the customer account.
     - 2.3.5. The Stock Transfer Log is updated with all the details of each item in the stock transfer.
   - 2.4. A confirmation message is displayed prior to e-mailing the Stock Transfer.
   - 2.5. The outbound Stock Transfer document is e-mailed as a .pdf attachment to receiving location. The inbound Stock Transfer document is e-mailed as a .pdf attachment to sending location.
   - 2.6. An E-mail Stock Transfer successful message is displayed.
3. If a Stock Transfer is not saved, the items will remain in 'Stock Transfer items' list for the particular Customer until they are either deleted from the list or a Stock Transfer is saved that includes the items.

See an example of the delivery details windows below. Notice that the Delivery Details window cannot be closed:



PRINT A STOCK TRANSFER

To print a Stock Transfer transaction, do the following:

1. Click the Print button in the viewer, select a printer, and click Print.
2. Close the print viewer.

STOCK-IN-TRANSIT GL TRANSFERS TAB

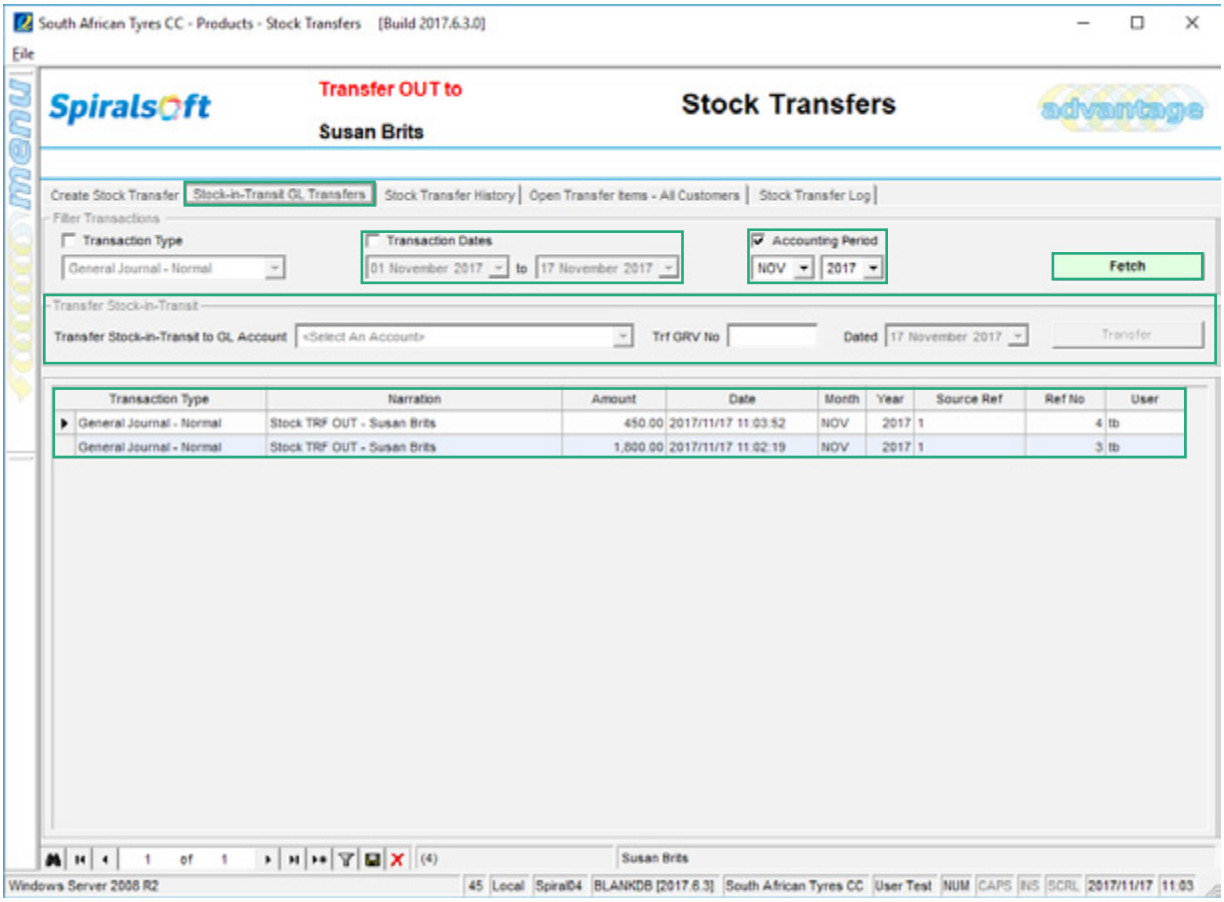
PURPOSE

Explains the functionality and procedure to display open Stock Transfer entries in the GL Stock-in-Transit account, to enter physical confirmation of receipt from the receiving entity, and to transfer a Stock-in-Transit entry to the GL Loan Account of the receiving entity.

FILTER TRANSACTIONS

CAUTION

The GL Stock-in-Transit account should be monitored frequently. Transfers to loan accounts should be done frequently using valid physical confirmation of receipt.



By default, the Accounting Period is enabled to filter open Stock-in-Transit transactions. Alternatively, inclusive transaction dates can be used, as required.

When clicking on the tab header, a list of open Stock-in-Transit transactions is fetched using the Accounting Period filter, and displayed in the list, as in the example below:

TRANSFER A STOCK-IN-TRANSIT TO A LOAN ACCOUNT

CAUTION

Only users with Account User Rights set in the User Catalog can transfer Stock-in-Transit transactions to the GL Loan Account of the receiving entity.

CAUTION

Before transferring the Stock-in-Transit transaction to the receiving entity's loan account, a check validation should be done to ensure that all the items and quantities received on the inbound Stock Transfer GRV by the receiving entity, match those of the original outbound Stock Transfer INV of the sending entity.

CAUTION

A copy of each GRV for Stock Transfers made by the receiving entity should be sent to the dispatching entity for item and quantity check validation.

To transfer a Stock-in-Transit transaction, do the following:

1. On the Stock Transfer History tab, validate that all the items and quantities received on a GRV match those of the original Stock Transfer.
2. Select a Stock Transfer in the list by clicking in its row selector. The row is highlighted.
3. GL Loan Account of the receiving entity from the Transfer Stock-in-Transit to GL Account dropdown list.
4. Insert the GRG number in the GRV No field.
5. Selected the date received in the date field.
6. Click the Transfer button.

STOCK TRANSFER HISTORY TAB

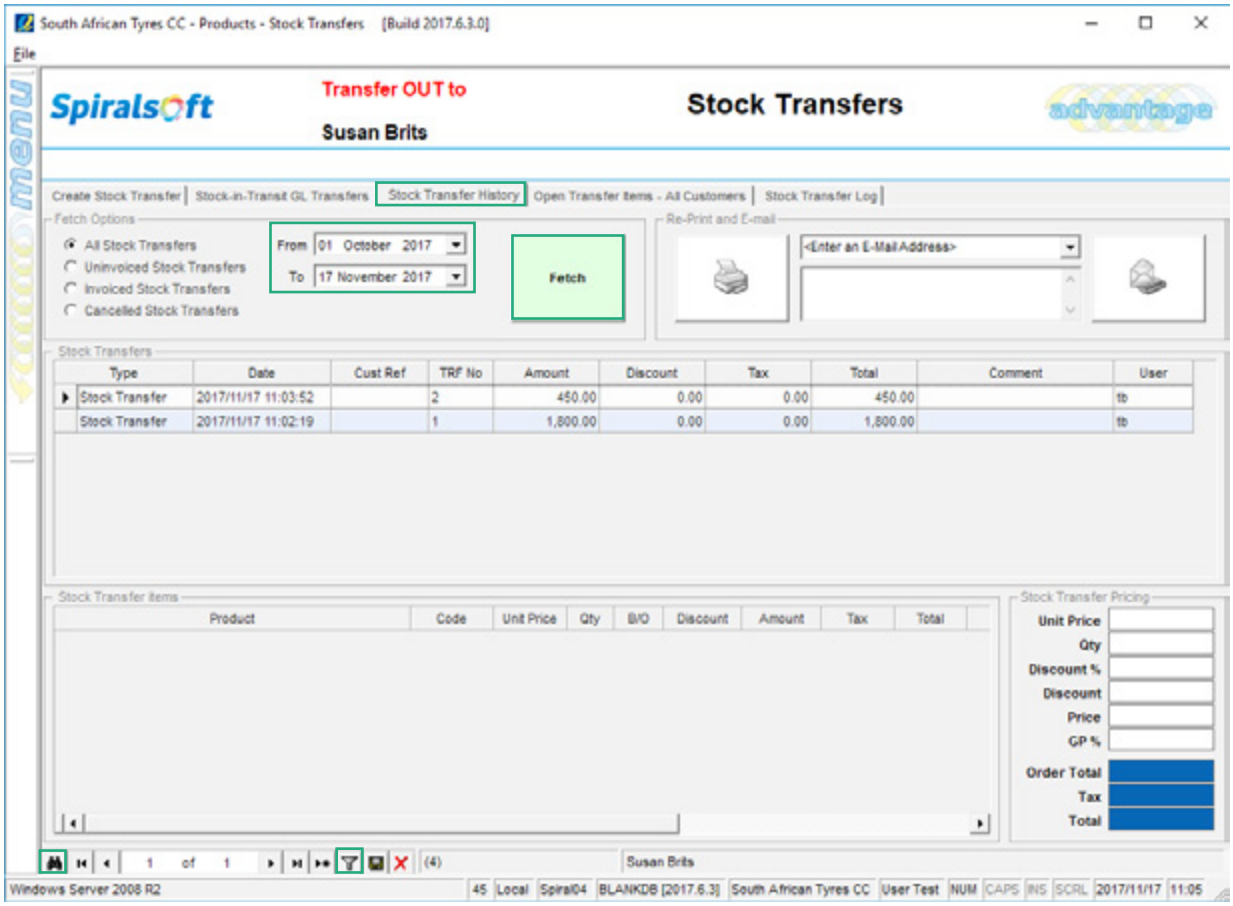
PURPOSE

Explains the functionality and procedure to display, print, and e-mail completed Stock Transfers.

FETCH OPTIONS

By default, the transaction dates to fetch Stock Transfer transactions is set from the first day of the current month, to the current date. Alternatively, select the inclusive transaction dates to be used, as required, and click on the Fetch button.

When clicking on the tab header, a list of Stock Transfer transactions is fetched using the transaction dates, and displayed in the list, as in the example below:



To display the items in a Stock Transfer transaction, do the following:

1. Select a Customer by clicking on the Find or Filter buttons in the Navigation Bar.
2. Set the transaction dates to fetch Stock Transfer transactions, and click on the Fetch button. If Stock Transfers exist in the date range for the Customer, they will be displayed in the Stock Transfers list.
3. Select a Stock Transfer in the list by clicking in its row selector. The row is highlighted, and the Print and E-mail buttons are activated.
4. The items in the Stock Transfer are listed in the Stock Transfer items list below.

To print a Stock Transfer transaction, do the following:

1. Select a Customer by clicking on the Find or Filter buttons in the Navigation Bar.
2. Set the transaction dates to fetch Stock Transfer transactions, and click on the Fetch button. If Stock Transfers exist in the date range for the Customer, they will be displayed in the Stock Transfers list.
3. Select a Stock Transfer in the list by clicking in its row selector. The row is highlighted, and the Print and E-mail buttons are activated.
4. The items in the Stock Transfer are listed in the Stock Transfer items list below.
5. Click the Print button. The Stock Transfer will be displayed in the print viewer.
6. Click the Print button in the viewer, select a printer, and click Print.
7. Close the print viewer.

To e-mail a Stock Transfer transaction, do the following:

1. Select a Customer by clicking on the Find or Filter buttons in the Navigation Bar.
2. Set the transaction dates to fetch Stock Transfer transactions, and click on the Fetch button. If Stock Transfers exist in the date range for the Customer, they will be displayed in the Stock Transfers list.
3. Select a Stock Transfer in the list by clicking in its row selector. The row is highlighted, and the Print and E-mail buttons are activated.
4. The items in the Stock Transfer are listed in the Stock Transfer items list below.
5. Select an e-mail address from the dropdown list, or type in an e-mail address.
6. Type in a message to be displayed in the e-mail body.
7. Click the E-mail button.

OPEN TRANSFER ITEMS – ALL CUSTOMERS TAB

PURPOSE

Explains the functionality and procedure to display and print all product items, or back order items, that have been added in the Stock Transfers items list on the Create Stock Transfer tab, for all customers. A Stock Transfer has yet to be produced for these product items.

ITEM TYPES

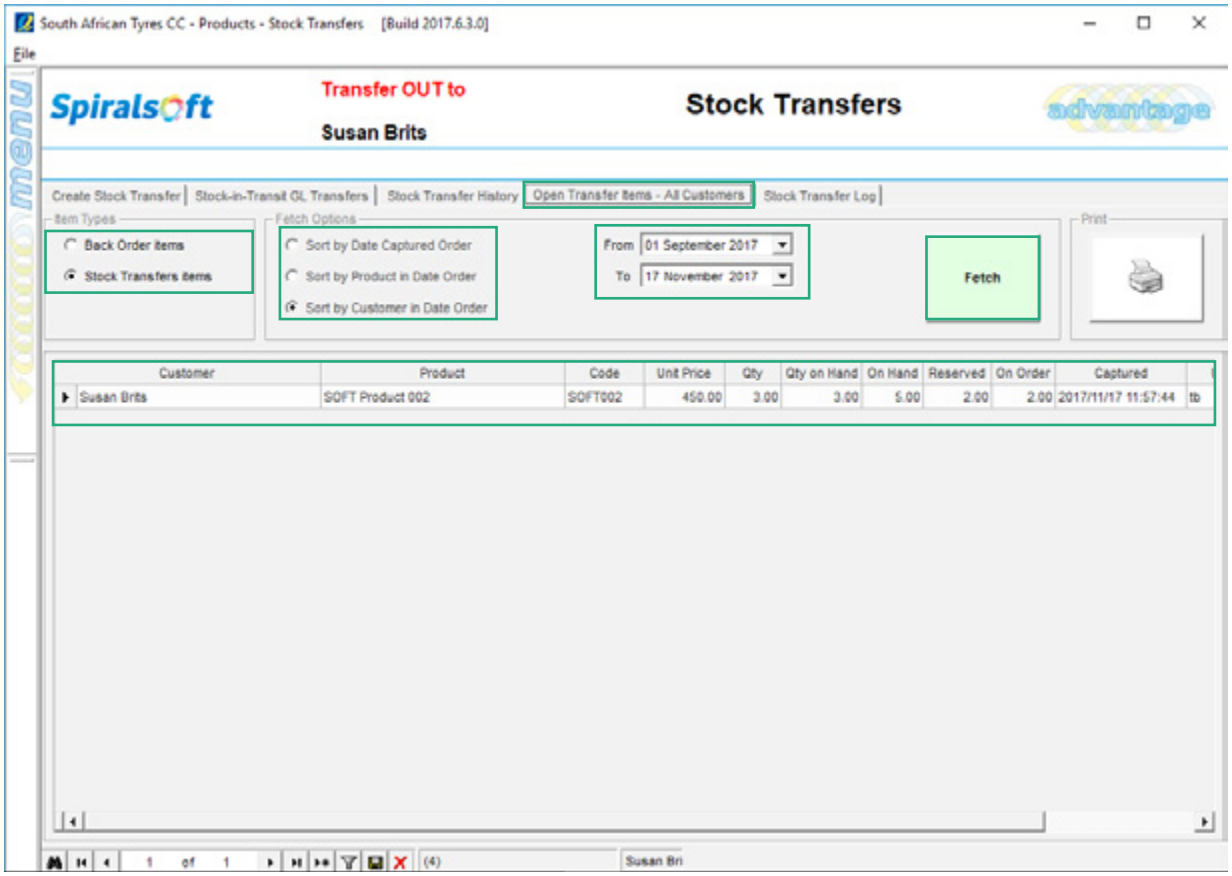
Item types that can be filtered are the following:

1. Back Order product items. These are items that are on Back Order because the quantity to transfer, which at the time exceeded the available stock on hand, was automatically placed on Back Order when the item was added to the list.
2. Stock Transfer items. These are normal non-Back Order product items.

FETCH OPTIONS

By default, the transaction dates to fetch open transfer items is set from the first day of the current month, to the current date.
Alternatively, select the inclusive transaction dates to be used, sort order, and item type, as required, and click on the Fetch button.

When clicking on the tab header, a list of open transfer items is fetched using the transaction dates, and displayed in the list, as in the example below:



To display the Open Transfer Items, do the following:

1. Select one of the Item Types options from the list:
   1.1. Back Order product items or,
   1.2. Stock Transfer items.
2. Select one of the Sort options from the list:
   2.1. Sort by Date Captured Order or,
   2.2. Sort by Product in Date Order or,
   2.3. Sort by Customer in Date Order
3. Set the transaction dates to fetch open transfer items, and click on the Fetch button.
4. If open transfer items exist in the date range, they will be displayed in the list.

To print the Open Transfer Items list, do the following

1. Select one of the Item Types options from the list:
   1.1. Back Order product items or,
   1.2. Stock Transfer items.
2. Select one of the Sort options from the list:
   2.1. Sort by Date Captured Order or,
   2.2. Sort by Product in Date Order or,
   2.3. Sort by Customer in Date Order
3. Set the transaction dates to fetch open transfer items, and click on the Fetch button.

4. If open transfer items exist in the date range, they will be displayed in the list.
5. Click the Print button. The open transfer items list will be displayed in the print viewer.
6. Click the Print button in the viewer, select a printer, and click Print.
7. Close the print viewer.

STOCK TRANSFER LOG TAB

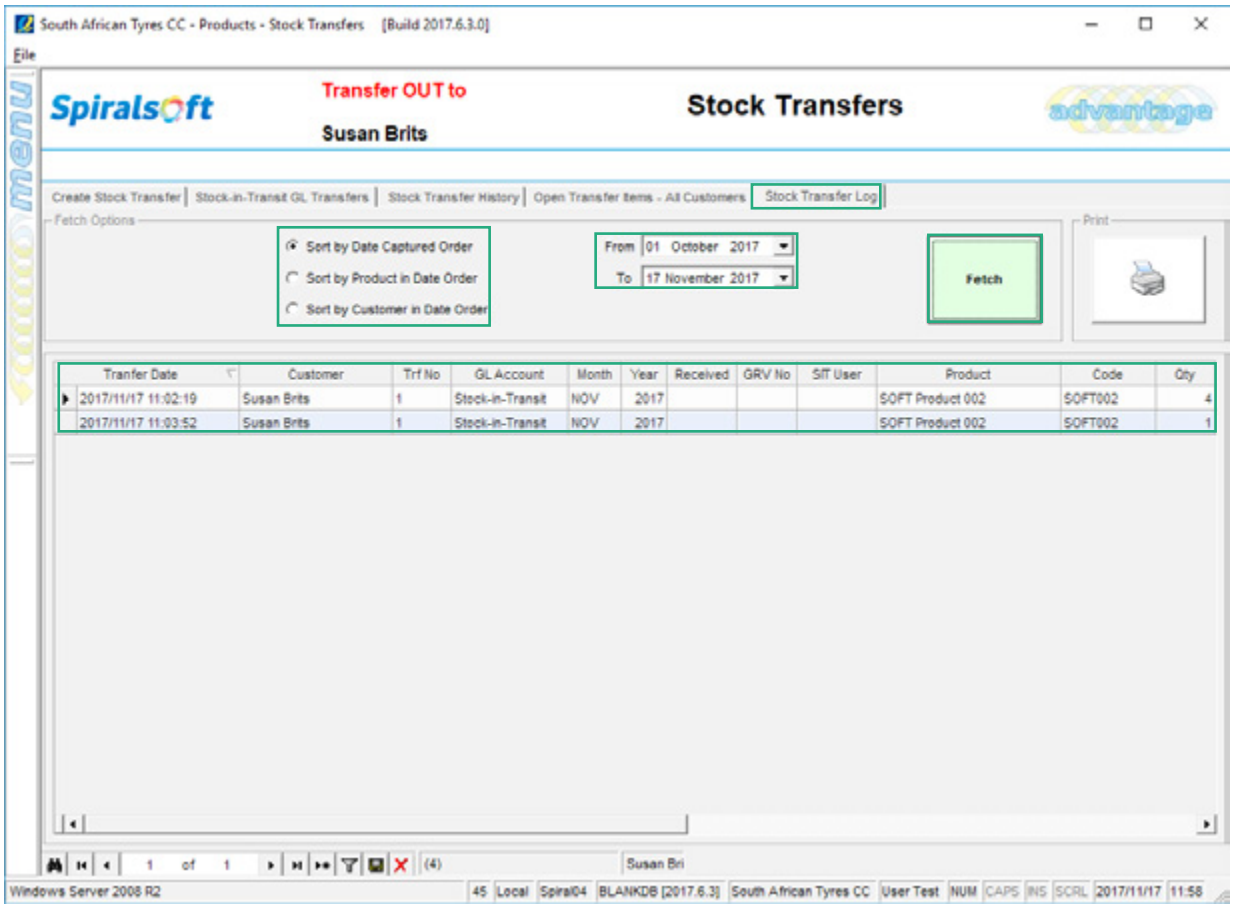
PURPOSE

Explains the functionality and procedure to display and print the Stock Transfers Log. The Stock Transfers Log is a detailed permanent list of all Stock Transfers created on the system. The log is also updated when Stock Transfers are transferred to the receiving entity's General Ledger Loan account in the Stock-in-Transit GL Transfers tab.

FETCH OPTIONS

By default, the transaction dates to fetch Stock Transfer Log entries is set from the first day of the current month, to the current date. Alternatively, select the inclusive transaction dates to be used, and sort order, as required, and click on the Fetch button.

When clicking on the tab header, a list of Stock Transfer Log entries is fetched using the transaction dates, and displayed in the list, as in the example below:



To display the Stock Transfer Log entries, do the following:

1. Select one of the Sort options from the list:
   1.1. Sort by Date Captured Order or,
   1.2. Sort by Product in Date Order or,
   1.3. Sort by Customer in Date Order
2. Set the transaction dates to fetch stock transfer log entries, and click on the Fetch button.
3. If stock transfer log entries exist in the date range, they will be displayed in the list.

To print the Stock Transfer Log entries, do the following:

1. Select one of the Sort options from the list:
   1.1. Sort by Date Captured Order or,
   1.2. Sort by Product in Date Order or,
   1.3. Sort by Customer in Date Order
2. Set the transaction dates to fetch stock transfer Log entries, and click on the Fetch button.
3. If stock transfer log entries exist in the date range, they will be displayed in the list.
4. Click the Print button. The stock transfer log entries list will be displayed in the print viewer.
5. Click the Print button in the viewer, select a printer, and click Print.
6. Close the print viewer.

PRODUCT REPORTS

WHERE TO FIND IT

Click Menu > Products > Product Reports

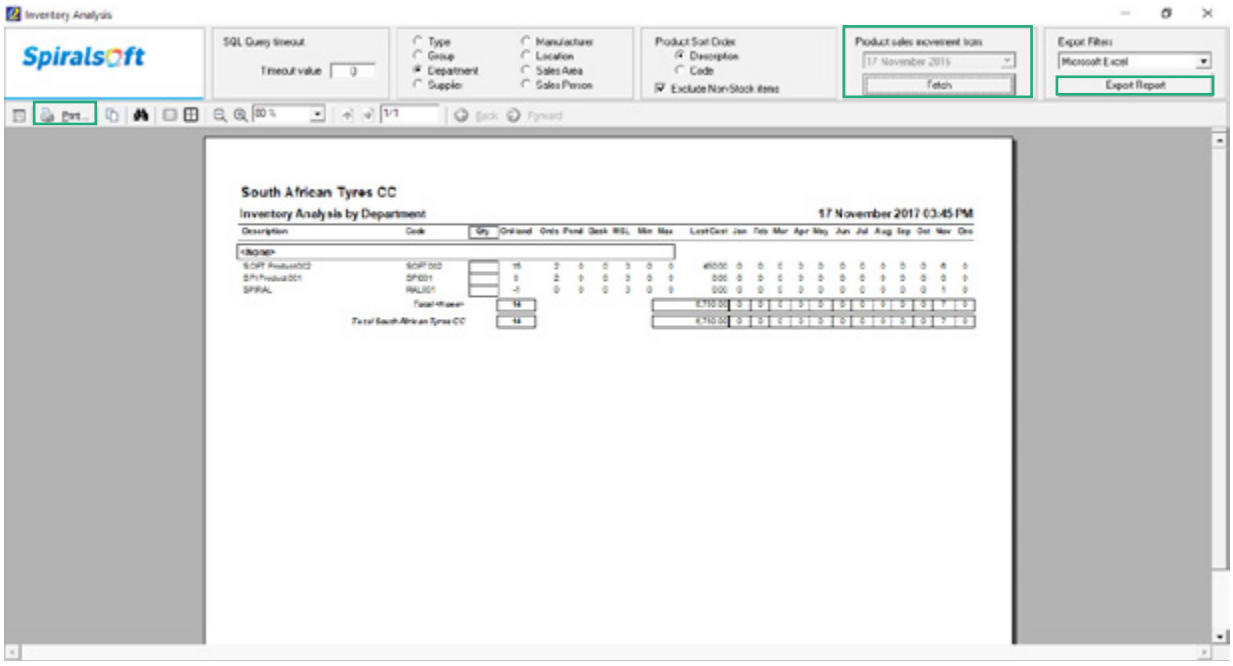
PLEASE NOTE:

- **This is a list of recommended reports, and that there are still plenty of different reports you can use.**

#201 – Inventory Analysis

PURPOSE

This report is the examination of inventory to determine the optimum amount to keep on hand.

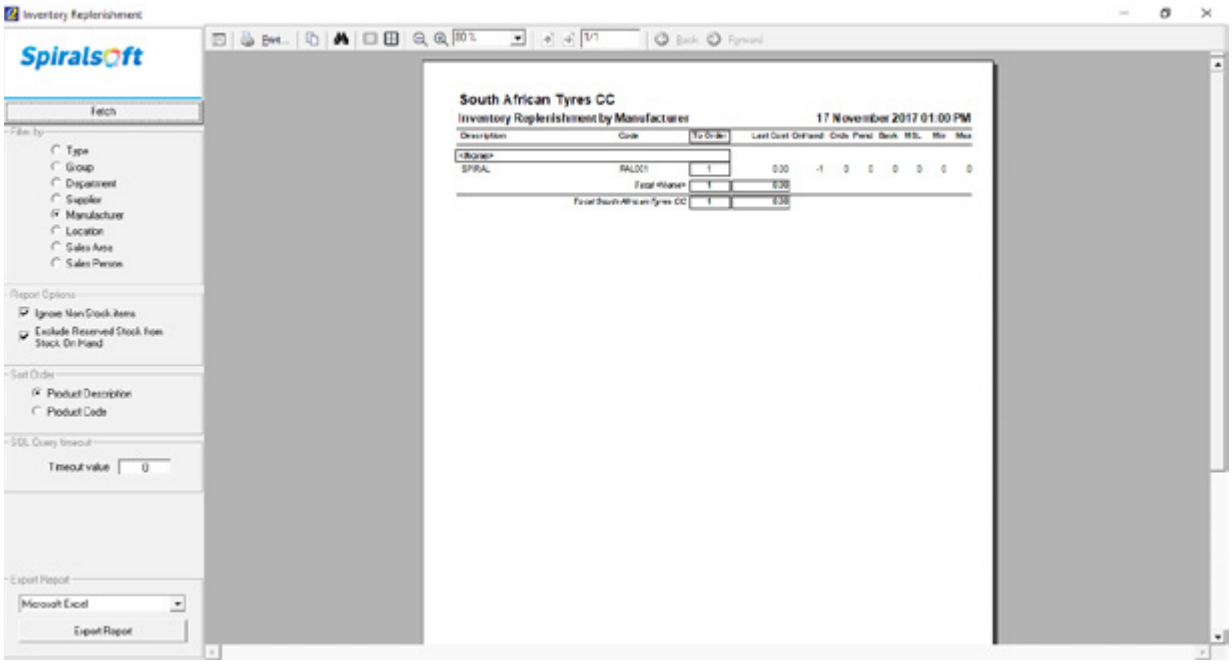


1. Select a date to see the 'Product sales movement from'
2. Click on 'Fetch'
3. The report can be printed or exported to Microsoft Excel

#202 – Stock Replenishment

PURPOSE

This report allows you to see the stock levels of your products in order to avoid stock-out.

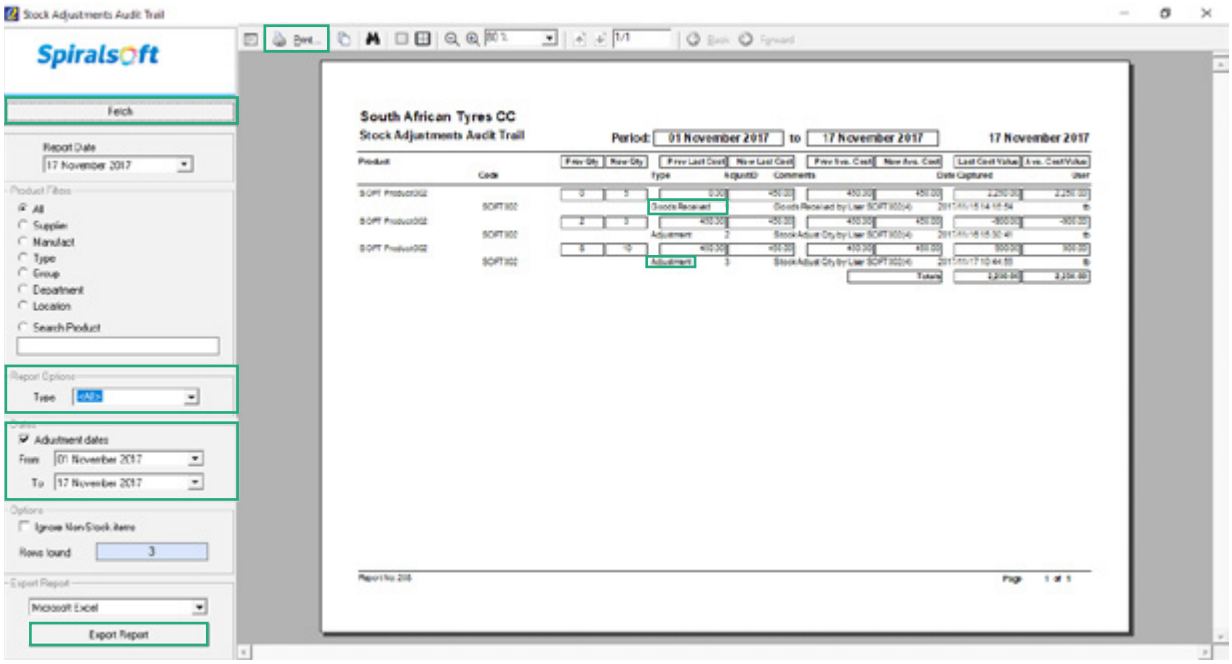


1. Select specific criteria for the report you want to generate by selecting one option in the “Filter by” block.
2. Select one or both of the options for the report you want to generate by ticking the boxes in the “Report Options” block.
3. Select the order in which the report must be displayed, either according to Product Description or Product Code. This selection can be made in the “Sort Order” block.
4. The preferred Timeout value can be typed into the textbox in the “SQL Query Timeout” block.
5. Click on “Fetch”.
6. The report displays the Description, Code, To Order, Last Cost, On Hand, Orders, Pending, Bask, MSL, Minimum and Maximum.
7. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#208 – Stock Adjustments Audit Trail

PURPOSE

This report provides a full audit trail of adjustments to your inventory. All adjustments that you make to your stock levels are listed here.

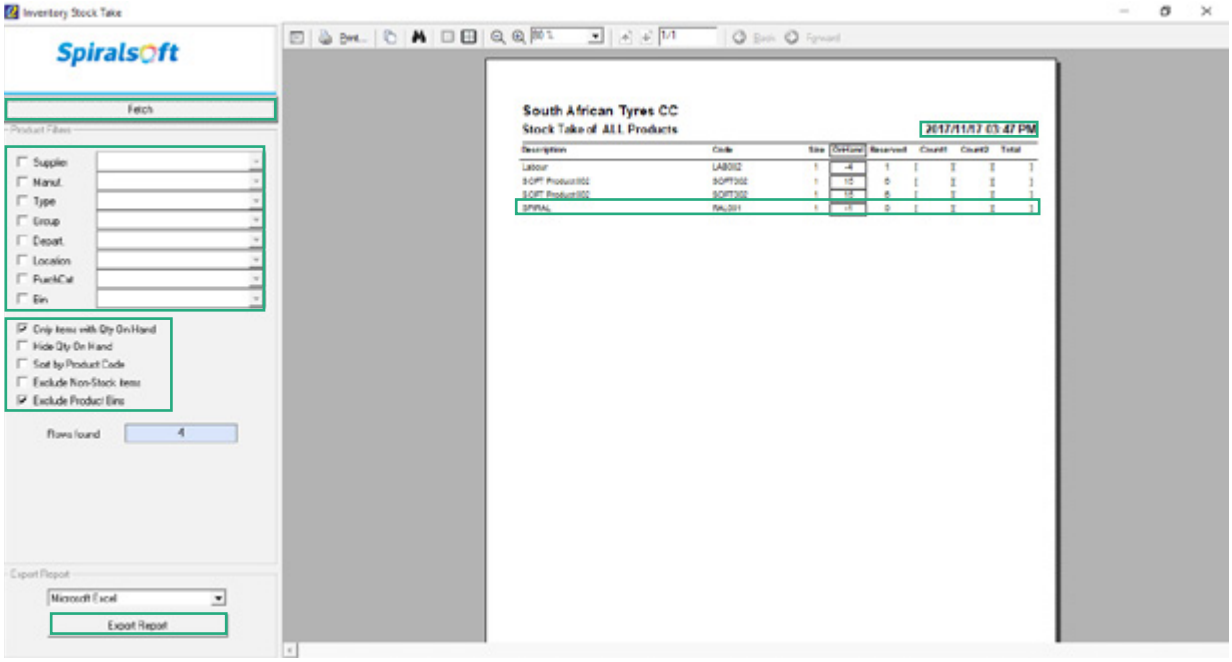


1. Select specific criteria for the report you want to generate by selecting one option in the “Product Filters” block.
2. Select the report type that you want to generate in the “Report Options” block.
3. Select a specific period of time for the report you want to generate by selecting the “From” and the “To” dates in the “Dates” block.
4. Select whether to ignore or include Non-Stock items in the report by ticking the box in the “Options” block.
5. Click on “Fetch”.
6. The report displays the Product, Code, Type, Adjust ID, Comments, Date Captured and User.
7. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#210 – Stock Take

PURPOSE

This report allows you to monitor your stock levels. Incoming and outgoing stock will be reflected here.

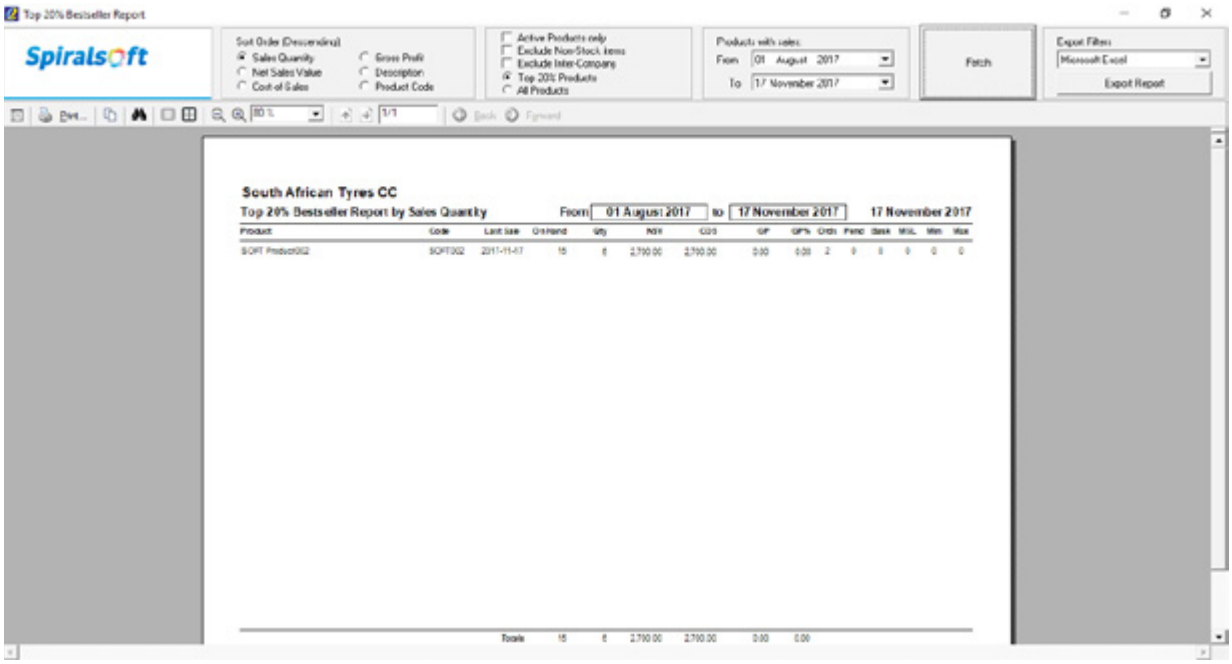


1. Select specific criteria for the report you want to generate by selecting one option in the Product Filters block.
2. Click on Fetch.
3. The report displays the Description, Code, Size, On Hand, Reserved, Count 1, Count 2 and Total.
4. If you wish to hide the On Hand count, tick the 'Hide Qty On Hand' box and Fetch
5. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#213 – Top 20% Bestsellers

PURPOSE

This report allows you to view the top 20% bestselling products in your company for a specific period of time.

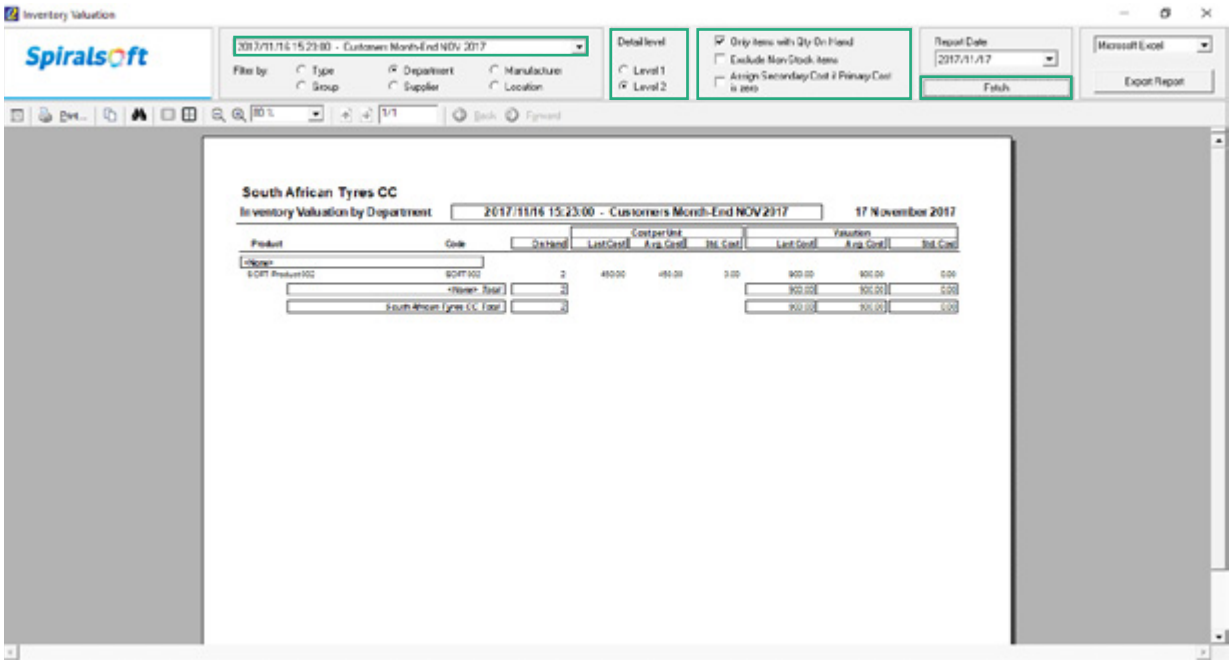


1. Select the order in which the report must be displayed. This selection can be made in the “Sort Order” block.
2. Select specific criteria for the report you want to generate by selecting one option.
3. Select a specific period of time for the report you want to generate by selecting the From Day-End Date and the To Day-End Date.
4. Click on Fetch.
5. The report displays the Product, Code, Last Sale, On Hand, Quantity, NSV, COS, GP, GP Percentage, Orders, Pending, Bask, MSL, Minimum and Maximum.
6. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#215 – Stock Valuation

PURPOSE

This report allows you to see the value of your stock



1. Select specific criteria for the report you want to generate by selecting one option in the “Filter by” block.
2. Select one or both of the options for the report you want to generate by ticking the boxes in the “Report Options” block.
3. Select the order in which the report must be displayed, either according to Product Description or Product Code. This selection can be made in the “Sort Order” block.
4. The preferred Timeout value can be typed into the textbox in the “SQL Query Timeout” block.
5. Click on “Fetch”.
6. The report displays the Description, Code, To Order, Last Cost, On Hand, Orders, Pending, Bask, MSL, Minimum and Maximum.
7. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

SUPPLIER
YOU
Consignment Receipts to bring consignment in
Consignment Returned
• Consignment Receipts Screen
• Consignment Returned Tab
• Select Supplier
• Return Item
• Save
Invoicing Consignment to customer
• Saved as an invoice in the Point of Sale
• Supplier Invoice and GRV (Goods Received Voucher automatically created.
Customer Consignment Returned
• Customer Consignment screen
• 'Consignment Return' Tab
• Enter Return Quantity
• Post
• CRN (Consignment Return Note) created
Selling Consignment stock or paid stock out on Consignment
• Saving as 'Consignment' in the Point of Sale
• Consignment Note is created.
Billing of sold Customer Consignment
• Customer Consignment
• Enter Invoice Quantity
• Post
• Supplier Invoice and GRV (Goods Received Voucher)

CONSIGNMENT

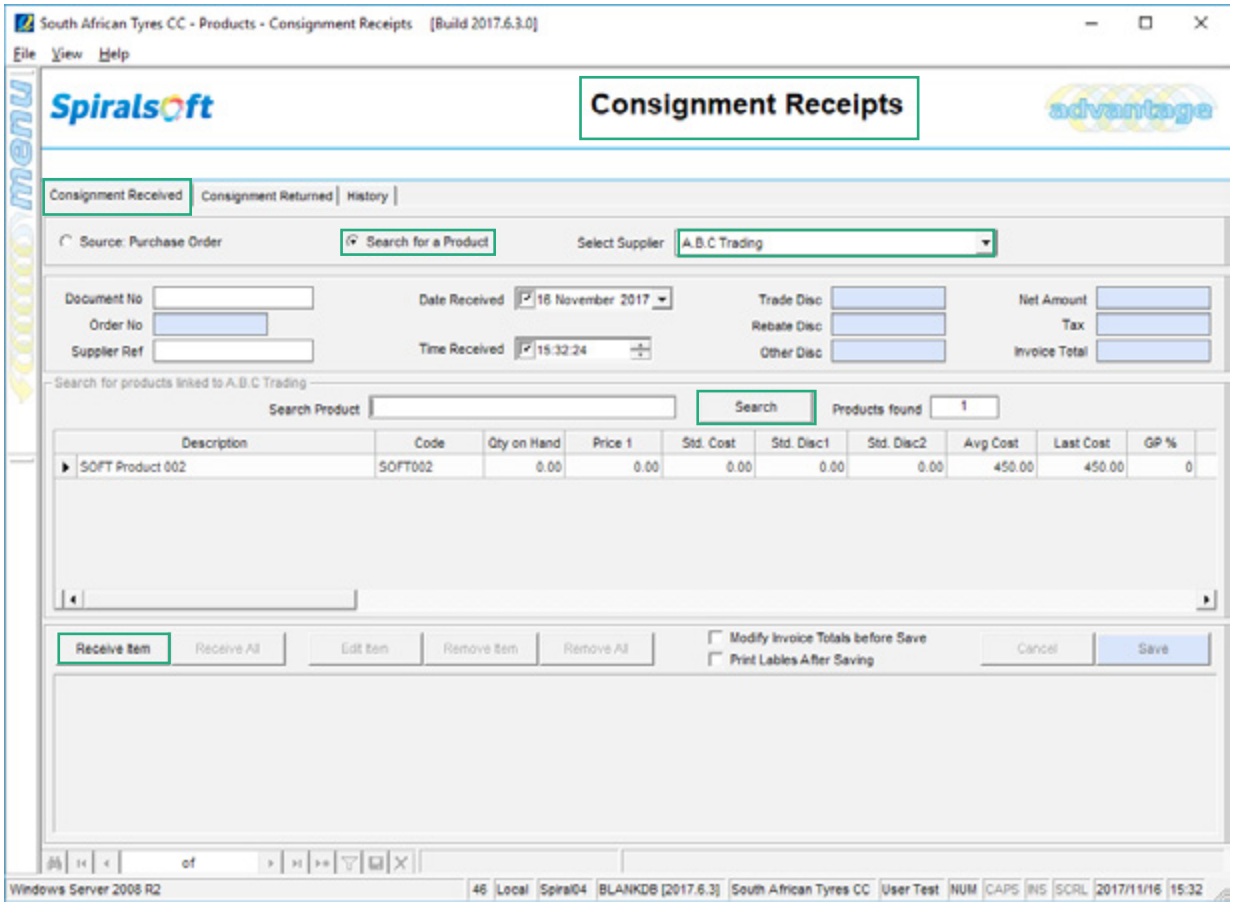
WHERE TO FIND IT

Menu > Products > Consignment Receipts

CONSIGNMENT RECEIPTS

PURPOSE

Bringing stock into the system as consignment stock



1. Source: Purchase Order – Consignment can be brought in from a purchase order.

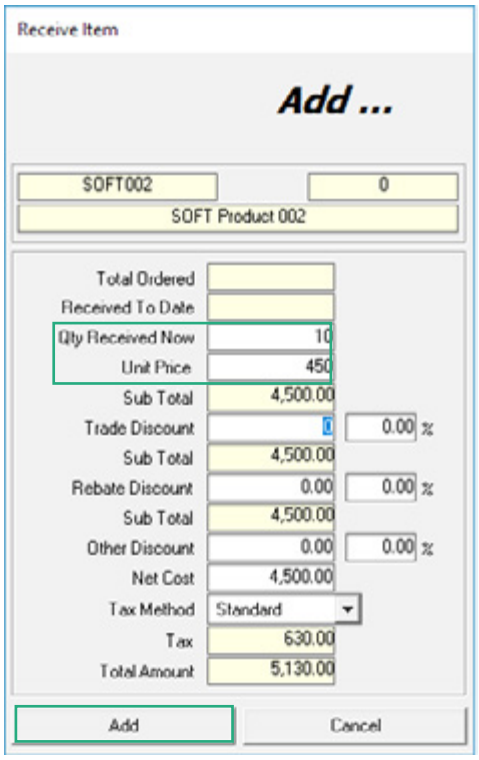
2. Select a Supplier from the drop down

3. Search for a Product – to add a product to consignment receipt it.

4. There are 2 options to bring consignment stock into the system:

   • Purchase Order

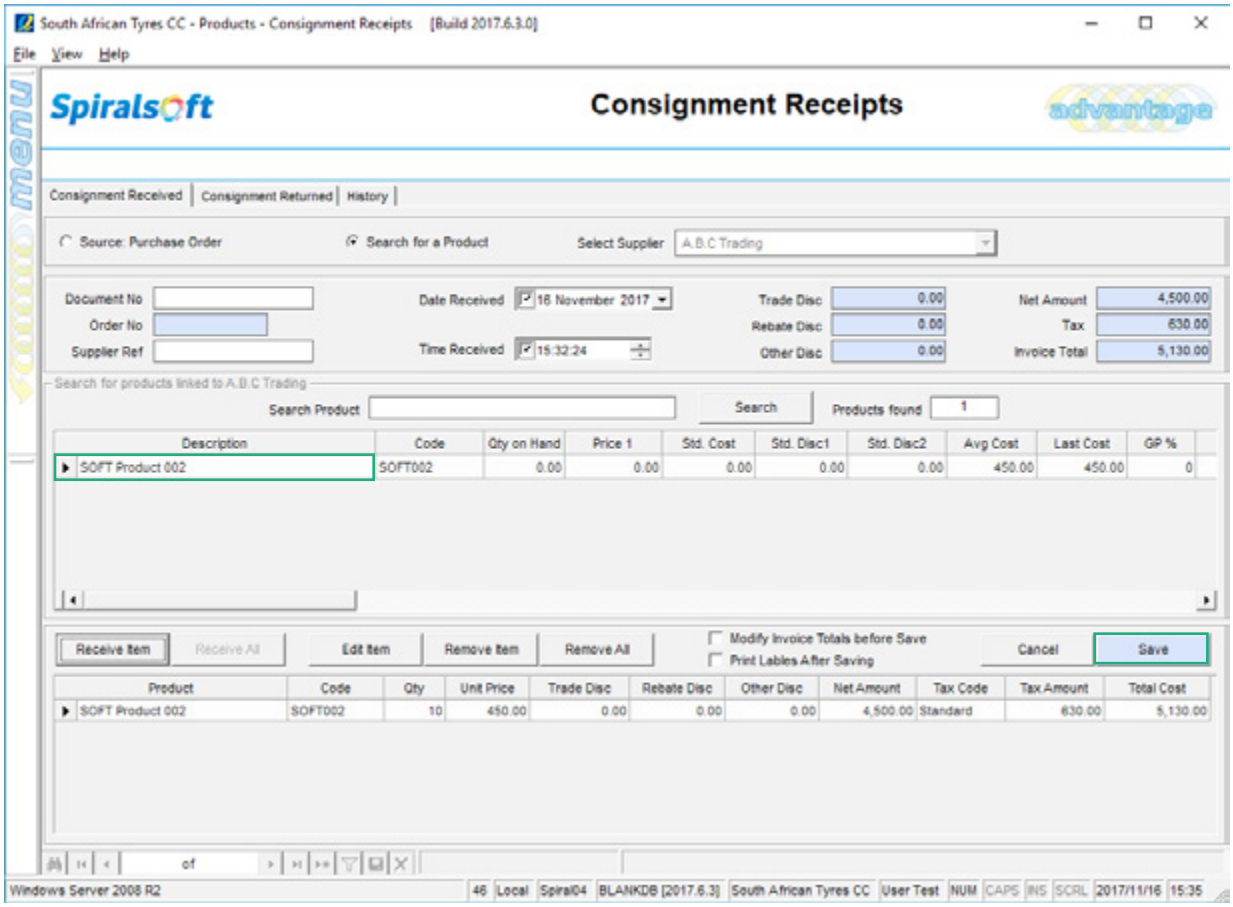
   • Product Search



5. 'Receive Item' screen appears. Enter the quantity received now and the Unit Price

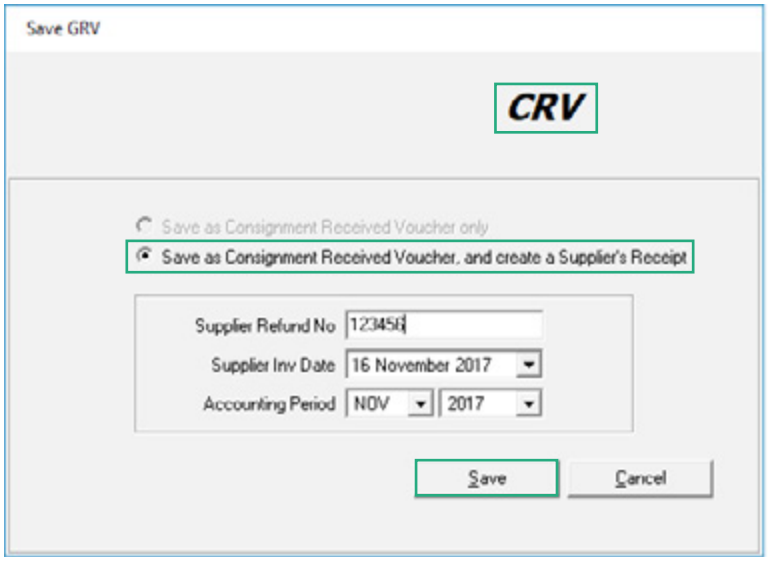
6. Note that the Unit Price is always pre-negotiated with the supplier and will be used when stock is GRV'd into the system or returned.

7. Click on 'Add'



8. The item received will appear in the bottom grid.

9. Click on 'Save'

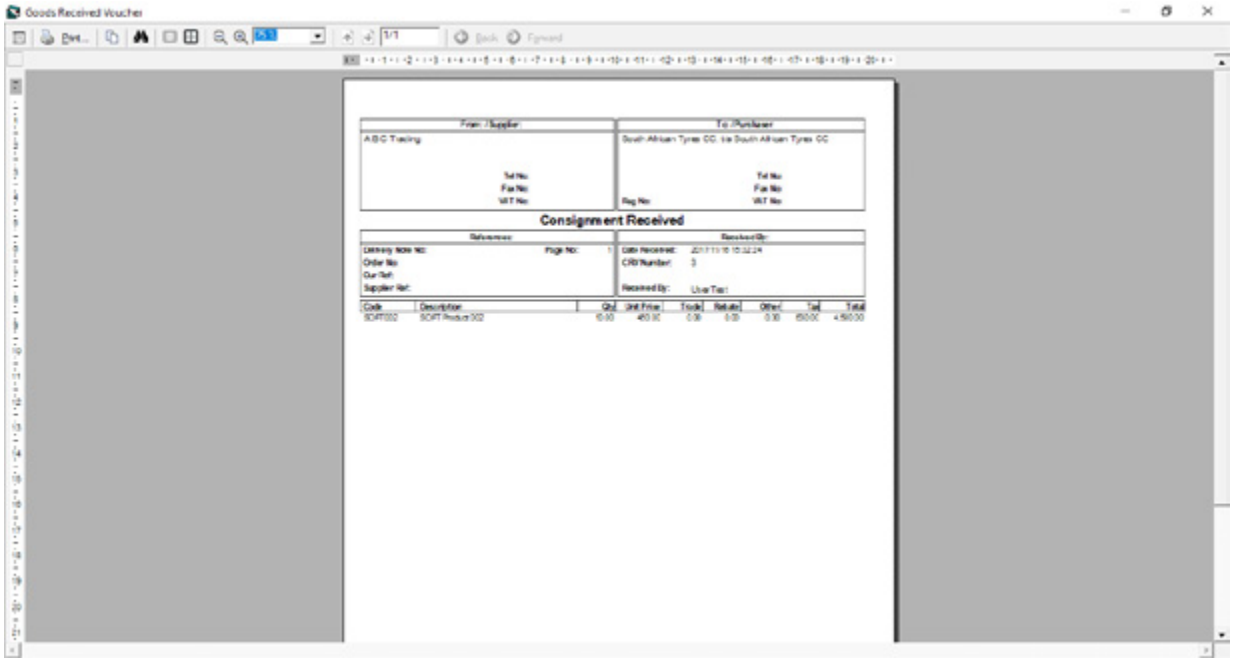


10. A 'Save CRV' screen appears

11. Click on 'Save'

12. Click on ‘Yes’. Please note that a supplier invoice is not created at this point.

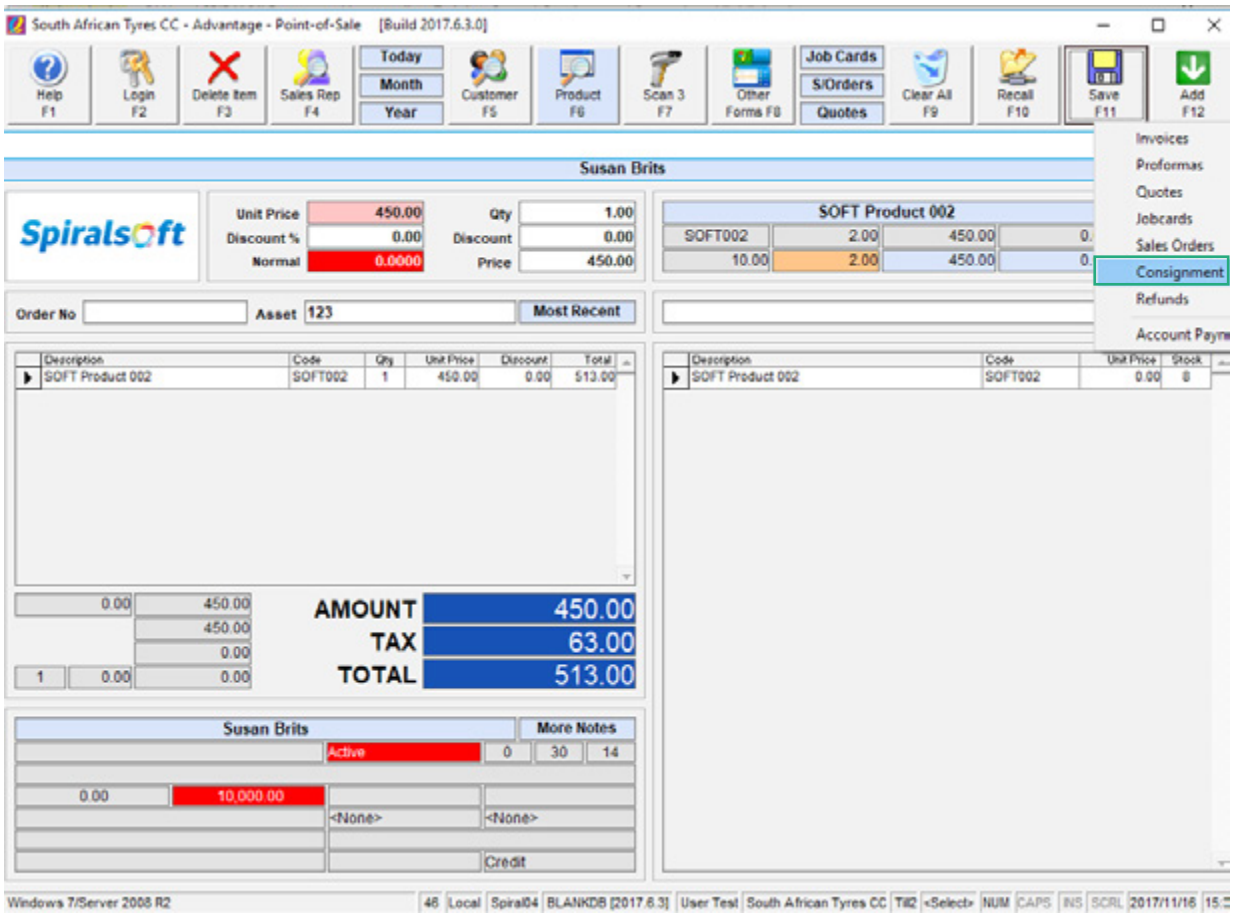
13. A ‘Consignment Received Voucher’ print screen appears.



SELLING CONSIGNMENT STOCK OR PAID STOCK OUT ON CONSIGNMENT

WHERE TO FIND IT

Point of Sale



1. Search for the customer
2. Search for the product
3. Enter the quantity to sell to the customer
4. Click on 'Save'
5. Save as Consignment
6. A consignment note will appear as a print screen.

BILLING OF SOLD CUSTOMER CONSIGNMENT

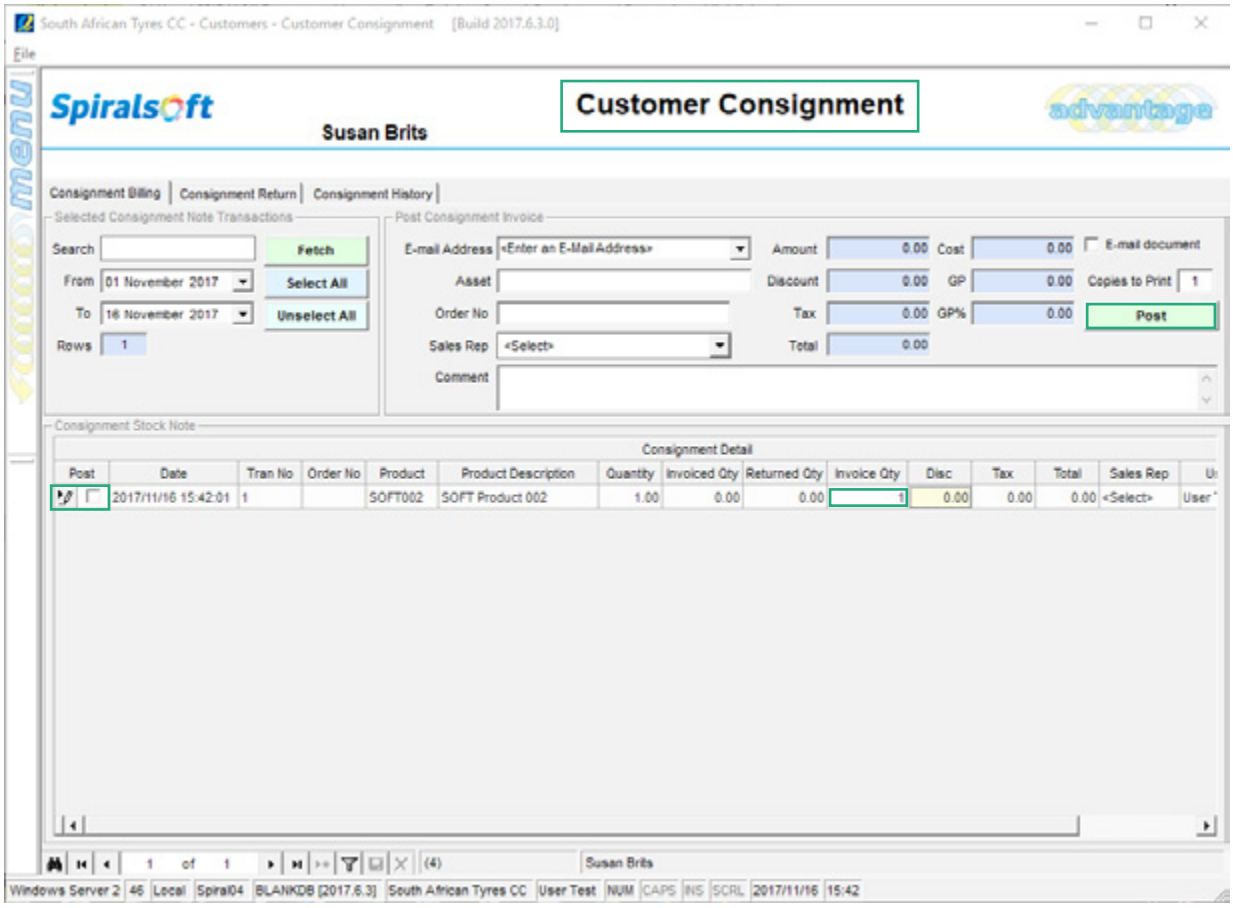
WHERE TO FIND IT

Menu > Customers > Customer Consignment

Please note if a customer wishes to return the consignment it will also be done under the 'Consignment Return' tab.

PURPOSE

When a customer notifies you that they have sold your consignment, you will bill the customer under 'Customer Consignment' in the Back Office



Consignment Billing

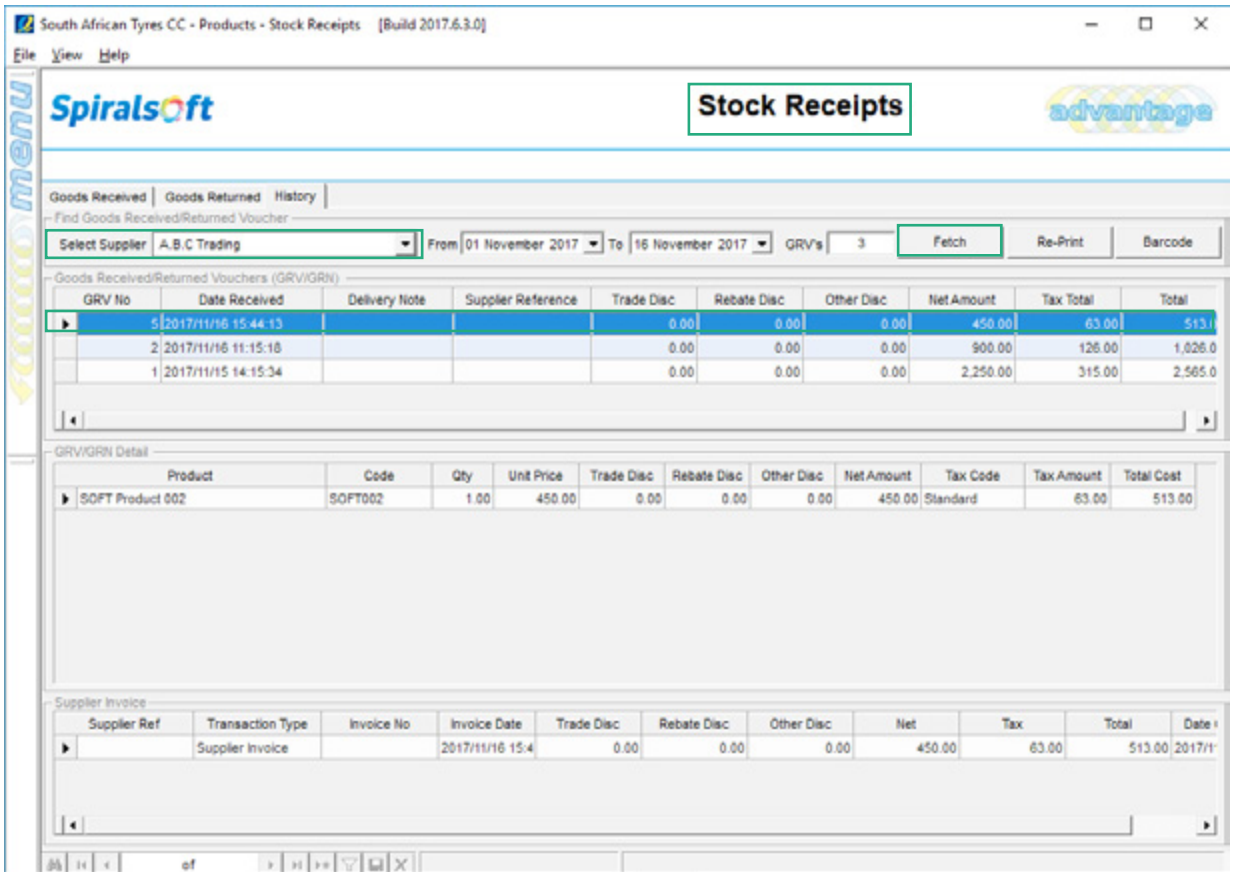
1. Search for the customer using the filter at the bottom

2. Tick the post box by the line item

3. Insert the desired 'invoice qty' to be invoiced to the customer

4. Click on 'Post'

5. Please note that you cannot change the invoice amount (price) as it was defined when the consignment note was created.

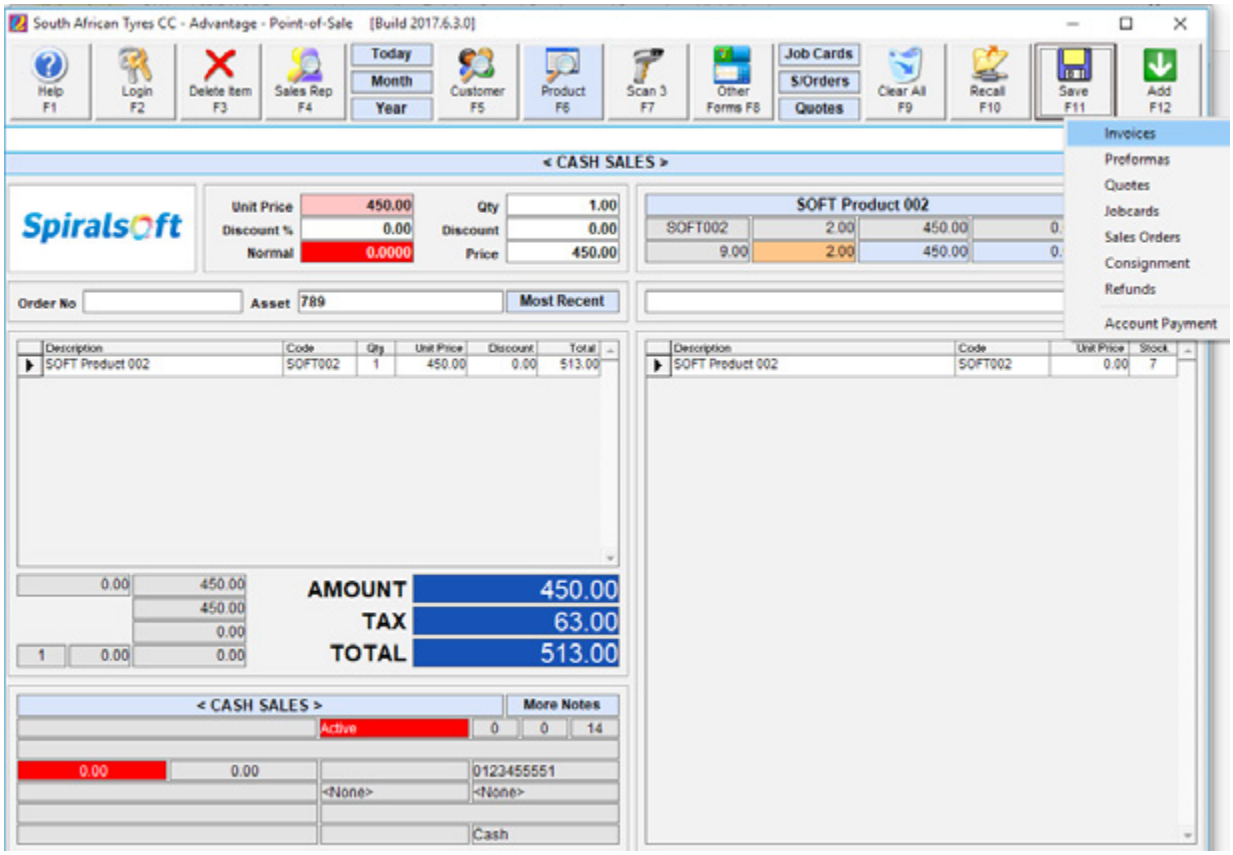


- A GRV (Goods Received Voucher) and a Supplier Invoice is automatically created in the background when an invoice is made on consignment stock from the Point of Sale or Customer Consignment Screen.
- Under Stock Receipts under the History tab you will see the GRV created and the supplier invoice.

INVOICING CONSIGNMENT

WHERE TO FIND IT

Point of Sale



1. Search for the Customer
2. Search for the Product
3. Enter desired quantity to sell
4. Add the product
5. Save as an Invoice

PLEASE NOTE:

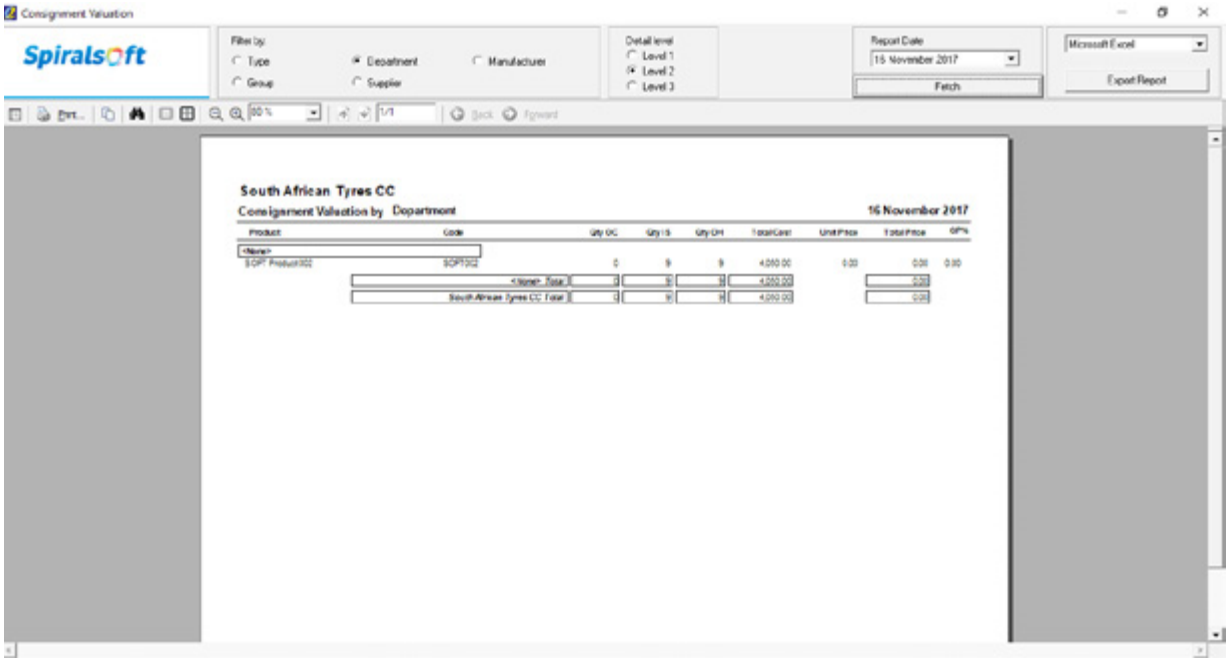
- **If the product you are selling has both paid stock and consignment stock, the system will first sell the paid stock before it starts selling the consignment stock.**
- **The system automatically creates a GRV (goods received voucher) and a supplier invoice when consignment stock gets sold.**

REPORTING

CONSIGNMENT VALUATION

WHERE TO FIND IT

Menu > Products > Product Reports > Consignment Valuation

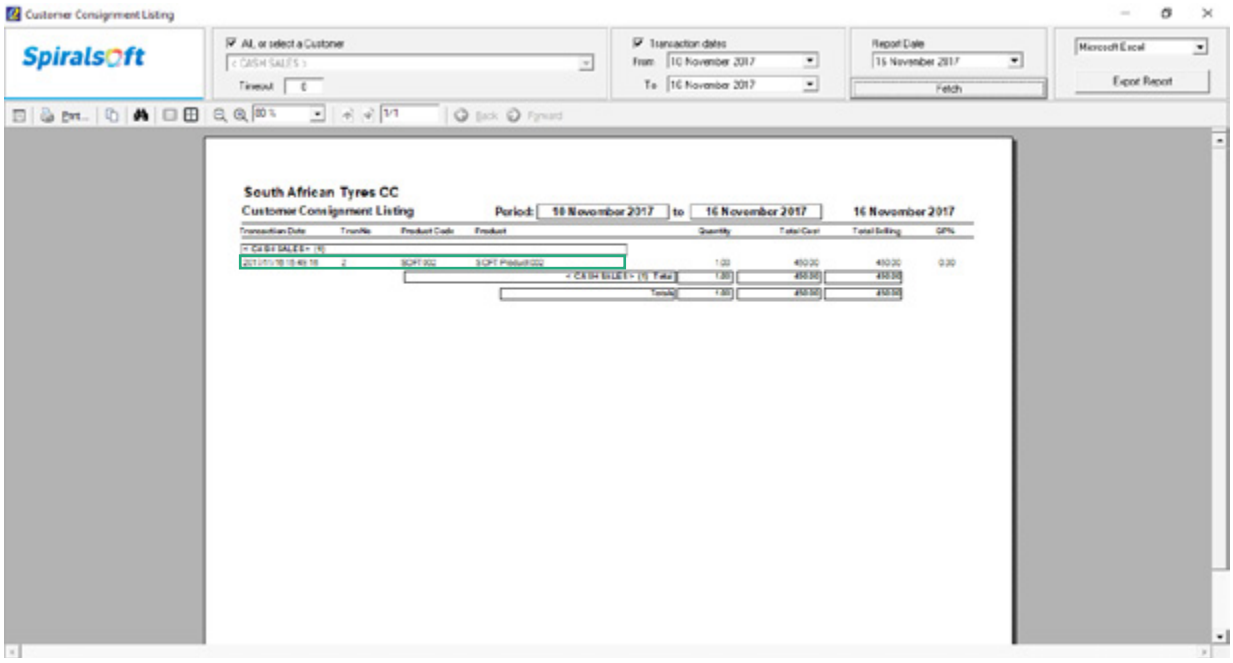


- Qty OC: quantity at customer
- Qty IS: quantity in store
- Qty OH: quantity on hand

CUSTOMER CONSIGNMENT LISTING

WHERE TO FIND IT

Menu > Customers > Customer Reports > Customer Consignment Listing

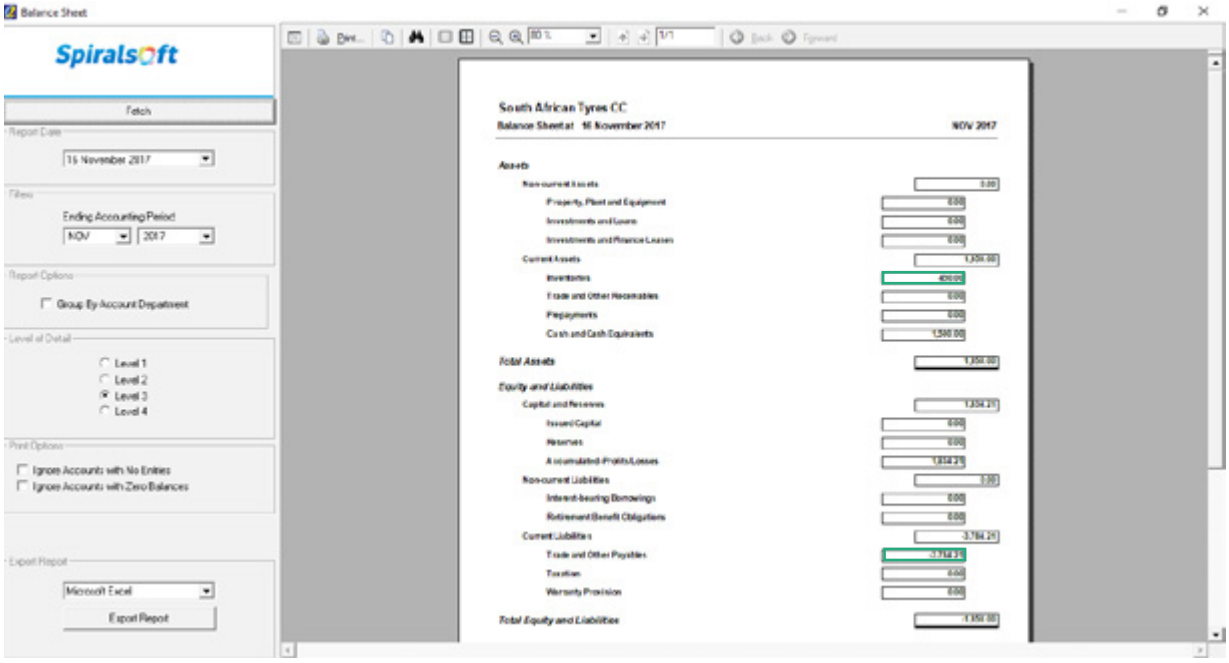


1. Search for a Customer or tick the box for All Customers
2. Click on 'Fetch'
3. This report will show you exactly how much of your consignment stock is at which customer.

ACCOUNTANT MODULE - BALANCE SHEET

WHERE TO FIND IT

Menu > Accountant > Financial Reports > Balance Sheet



- Inventories: The value of your inventory will only be affected once you have converted a consignment note into an invoice or you have invoiced out consignment stock.

- Trade and Other Payables: This amount is what you are still liable for to your supplier. (The value of the consignment that you still have not sold).

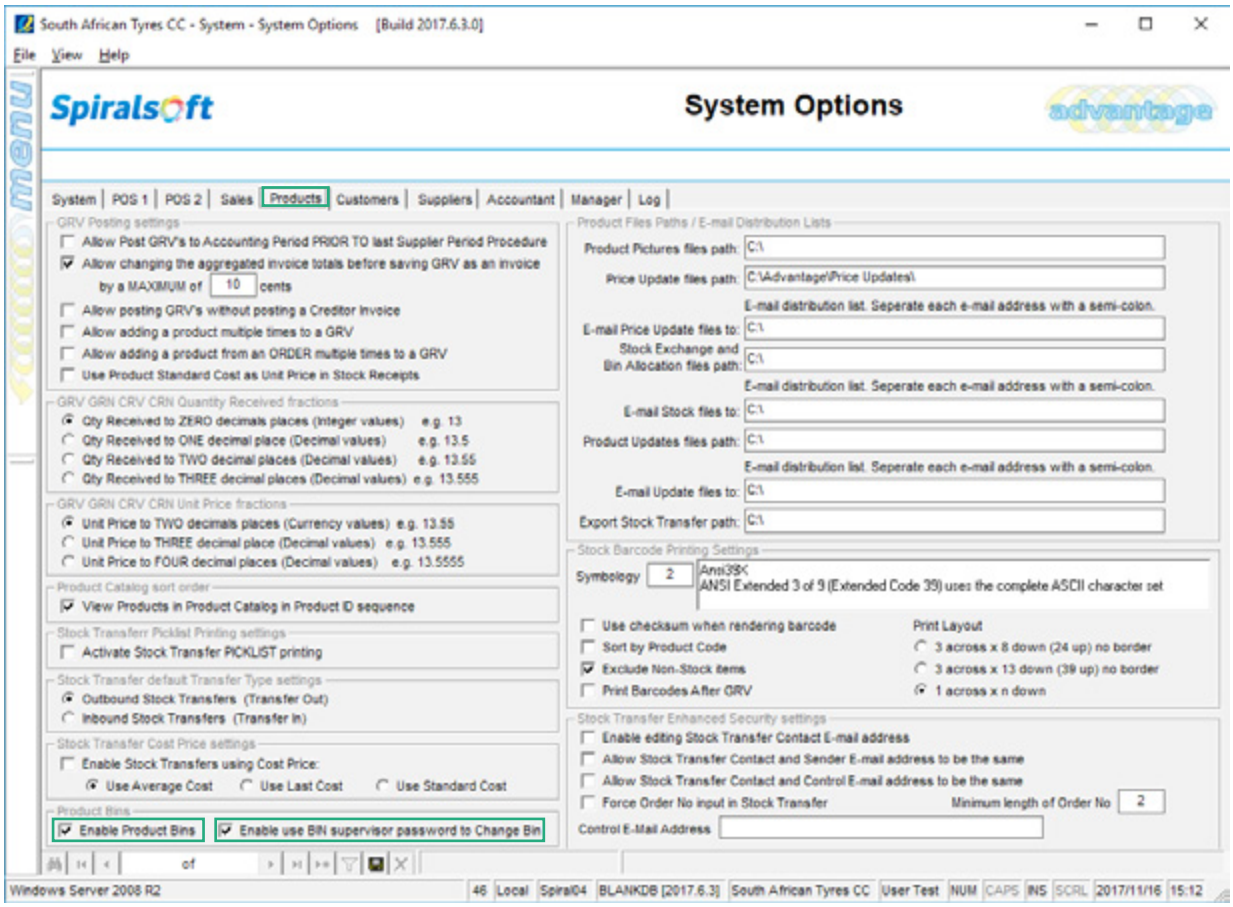
BIN

PRODUCT BINS

WHERE TO FIND IT

Menu > System > System Options (Product Tab)

ENABLING PRODUCT BINS



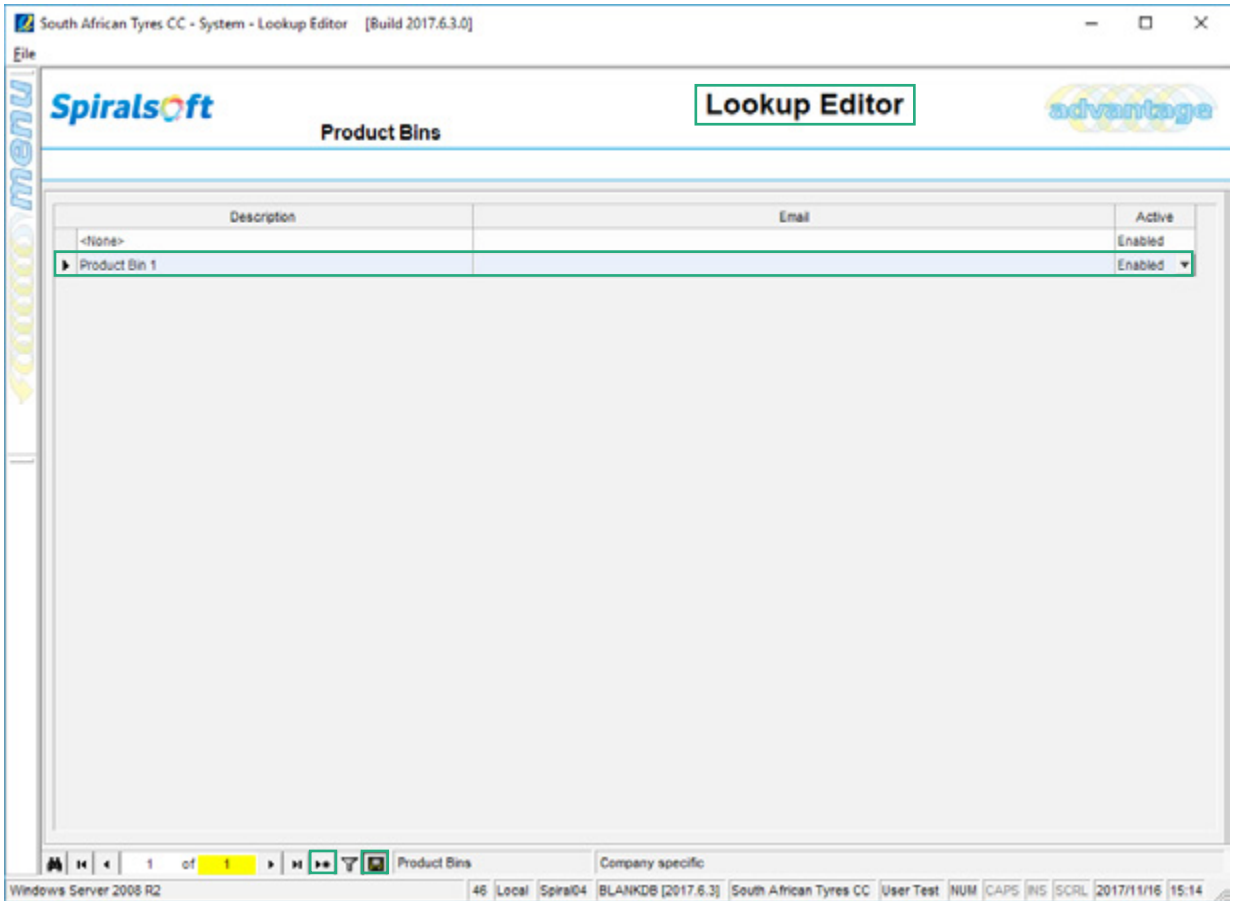
1. In the 'Product Bins' block tick the 'enable product bins' and 'enable use BIN supervisor password to change bin'.

2. Save at the bottom of the screen.

CREATING A NEW PRODUCT BIN

WHERE TO FIND IT

Menu > System > Lookup Editor

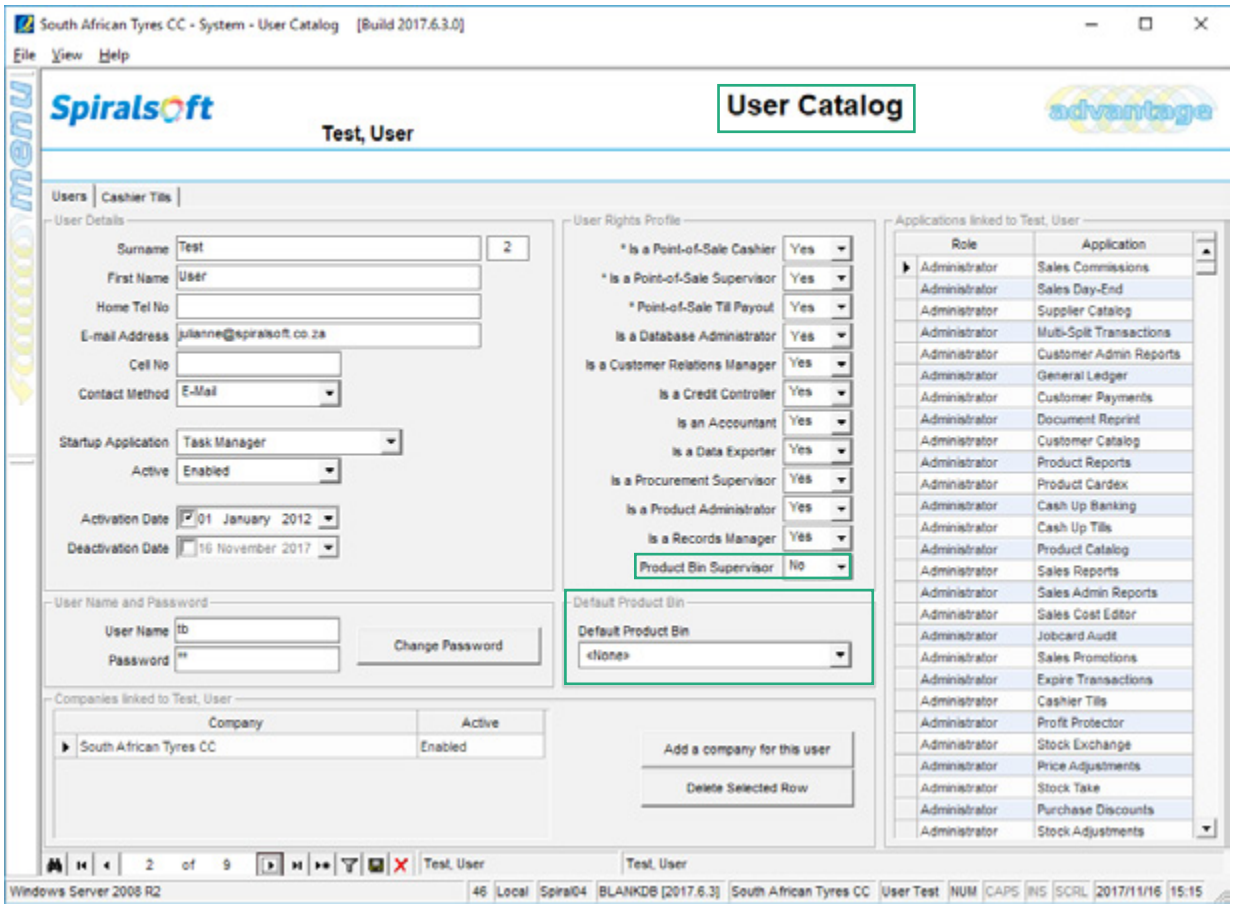


1. Using the filter at the bottom, search for ‘product bins’
2. Click on the insert at the bottom to add a new product bin
3. Enable the product bin from the drop down under the active.
4. Save at the bottom of the screen.
5. NOTE: When goods receiving a product in stock receipts, products will automatically be allocated to the ‘None” bin.

USER CATALOG

WHERE TO FIND IT

Menu > System > User Catalog



1. Under the 'User Rights Profile', select YES by the 'Product Bin Supervisor' for a specific user using the filter at the bottom. This will allow for sale out of a user's default bin in the Point of Sale

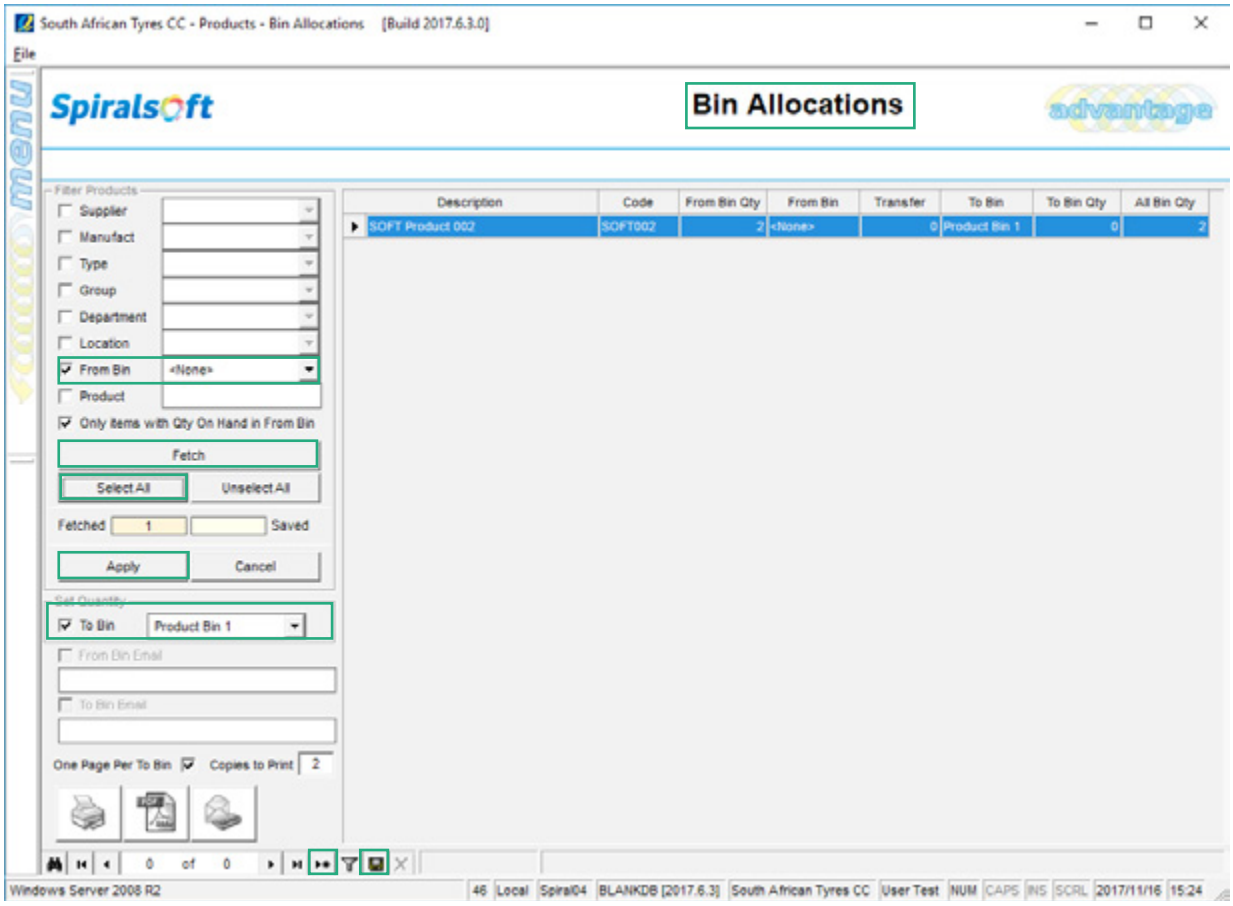
2. Specify your 'Default Product Bin' for the specific user

3. **NOTE**: The default product bin will automatically be highlighted as the first option to sell out of in the Point of Sale.

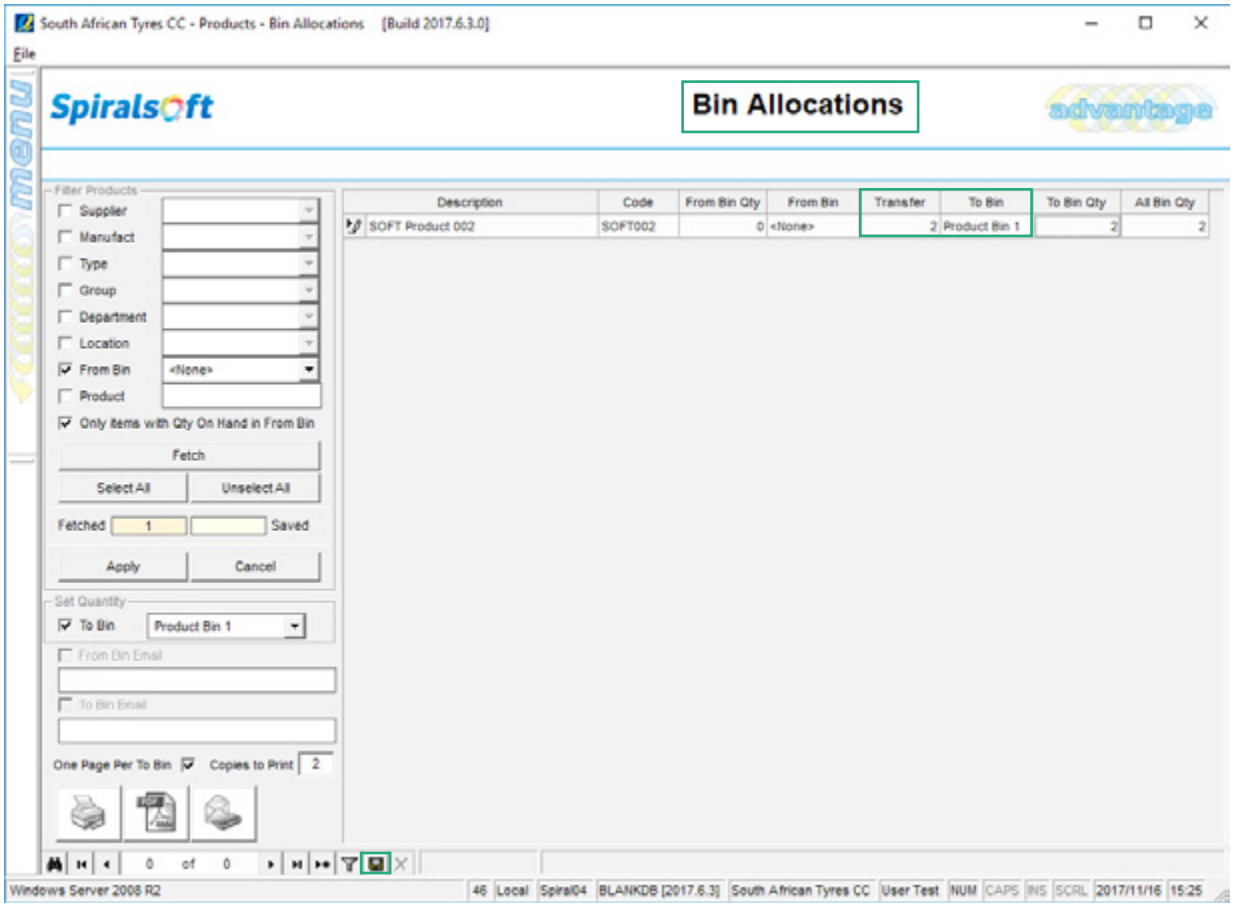
BIN ALLOCATIONS

WHERE TO FIND IT

Menu > Products > Bin Allocations



1. You have to click on the 'insert' button at the bottom of the screen to be able to allocate. This puts the screen in insert mode.
2. Tick the 'From Bin' box under product filters
3. Select a specific bin from the drop down list
4. Click on 'Fetch'
5. Enter the quantity in the 'to bin' field. Save at the bottom of the screen on the 'save' button.
6. You can allocate multiple products at once using the 'set qty' on the left hand panel, and then clicking on the save button at the bottom of the screen.

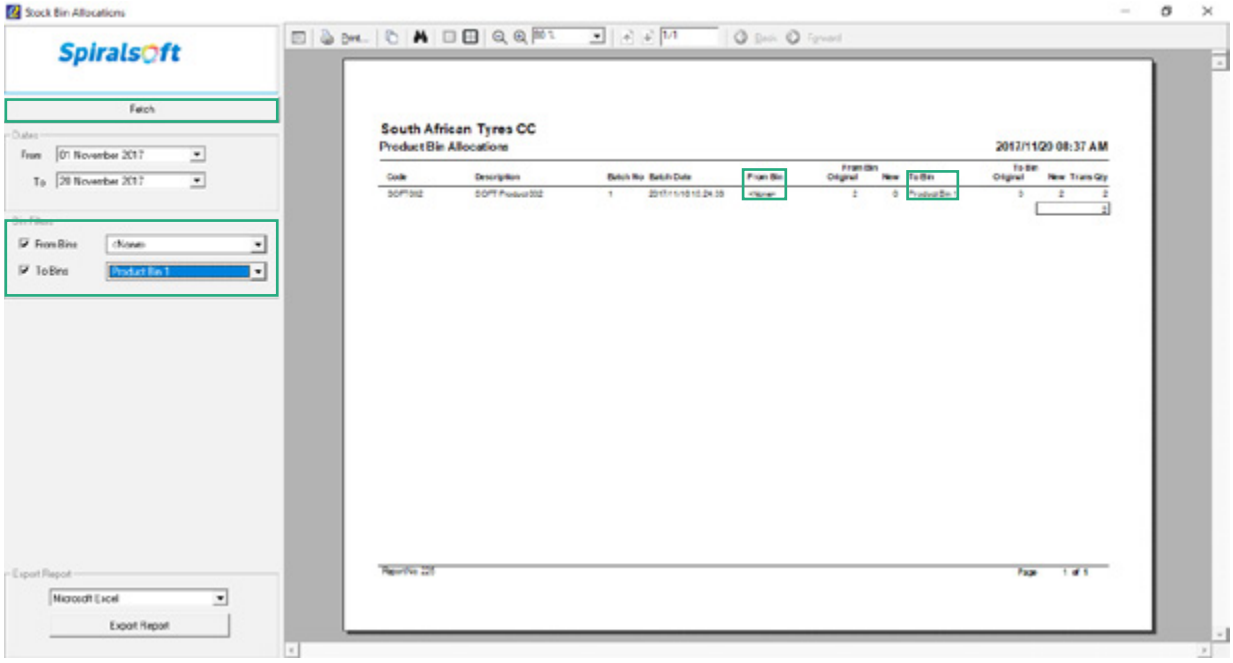


1. Enter the amount you would like to allocate under the ‘transfer’ field
2. From the drop down under the ‘To Bin’, select which bin you would like to transfer to.
3. Click on the ‘Save ‘at the bottom of the screen
4. Click ‘Yes’ when asked to confirm to update bins.
5. ‘Bin Allocations Successful’ message will appear. Click ‘Ok’

REPORT 225 – BIN ALLOCATIONS HISTORY

PURPOSE

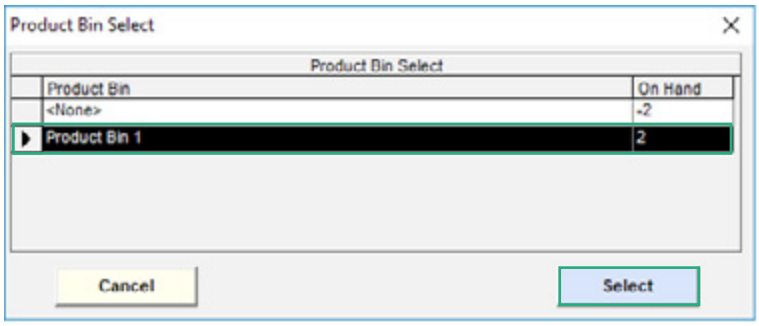
This report shows the history of stock transferred from one bin to another bin



1. Go to Product Reports
2. Select report 225 and click on Show Report
3. Select the date range
4. Select the From Bin and To Bin if intended to use this option

SELLING OUT OF A BIN IN P.O.S

1. Search for a Customer
2. Search for a Product
3. 'Product Bin Select' screen appears. Note that the default bin selected in the user catalog will automatically be selected (highlighted)
4. Another bin may be selected if you wish to sell out of a bin other than your default bin. This is where the Bin Supervisor option in the system options will be required.
5. Click on 'Select'
6. Save in the Point of Sale either as an invoice, etc.
7. If the 'qty on hand' is less than the desired selling quantity, the 'Product Bin Select' screen will pop-up after adding full quantity from the first selected bin.



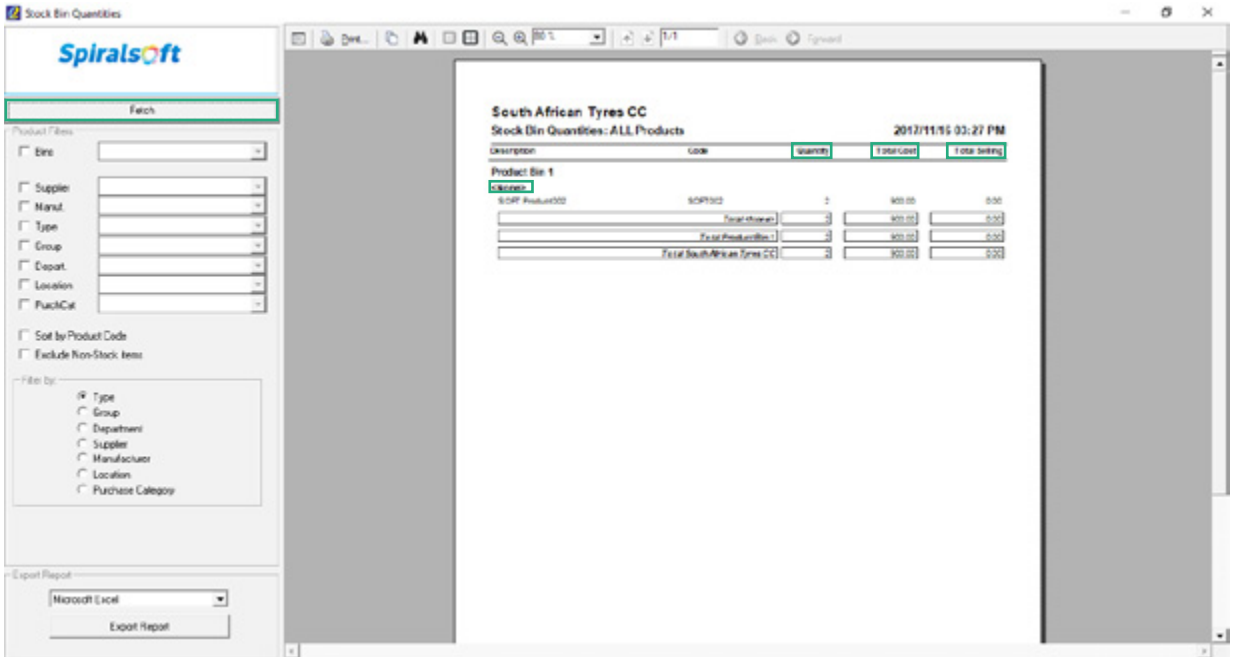
REPORT 224 - STOCK BIN QUANTITIES REPORT

WHERE TO FIND IT

Menu > Products > Product Reports > Stock Bin Quantities

PURPOSE

This report shows the quantities of stock items in specified bins

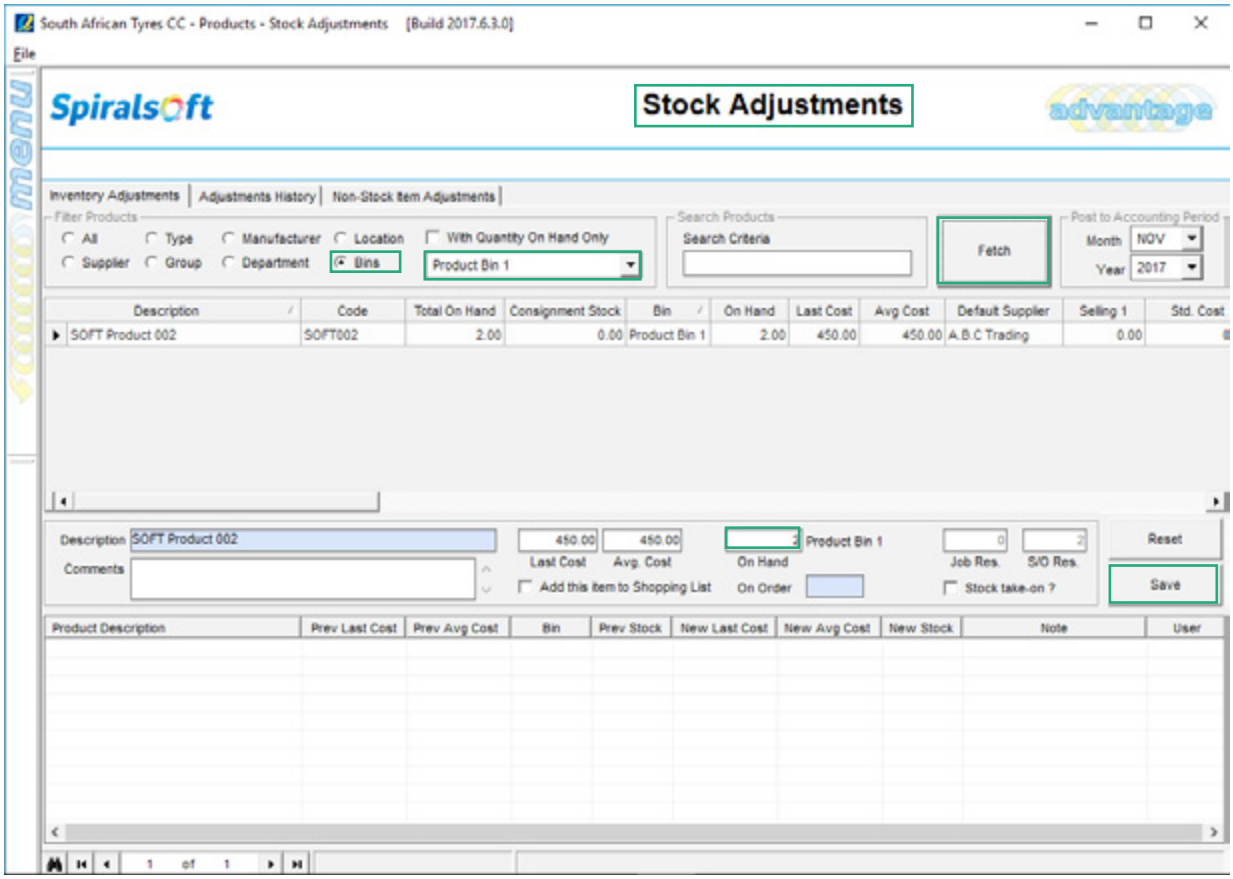


1. Click on 'Fetch'
2. All bins will be listed with their various quantities in each of the bins
3. Total Cost: Value of all the products in each bin
4. Total Selling: This value shows the total selling value for each bin.
5. This report can be exported to Excel

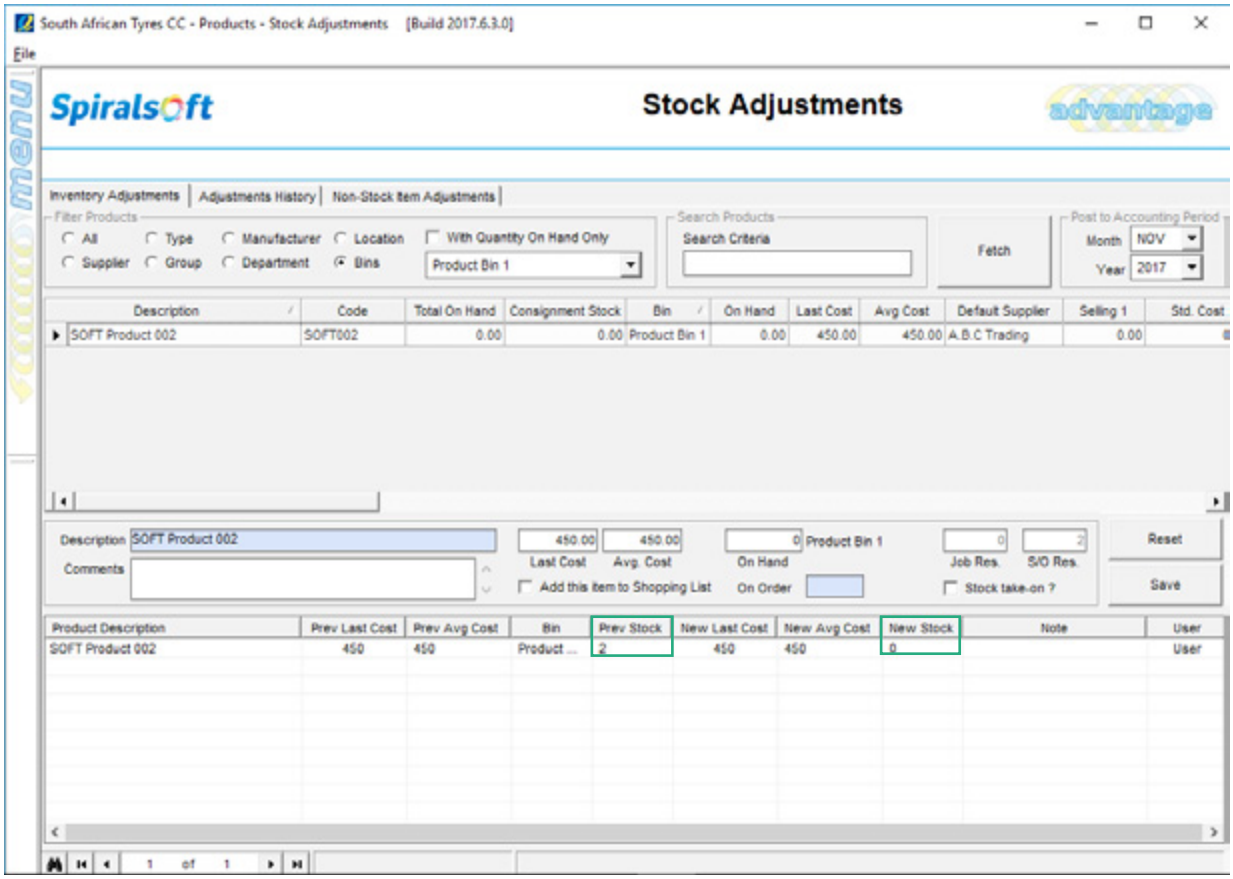
STOCK ADJUSTMENTS

WHERE TO FIND IT

Menu > Products > Stock Adjustments



1. Select ‘Bins’ under ‘filter products’
2. Select a specific bin from the drop down
3. Search for a specific product in the search criteria
4. Click on ‘Fetch’
5. The ‘On hand’ in this bin is 10
6. Total on Hand: Is the total on hand of this product in the whole store.
7. At the bottom, fill in the desired amount you would like to adjust stock to.
8. **NOTE:** You can never adjust the quantity amount to less than the consignment stock amount on hand when doing a stock adjustment. In this case, you can never go under 6.

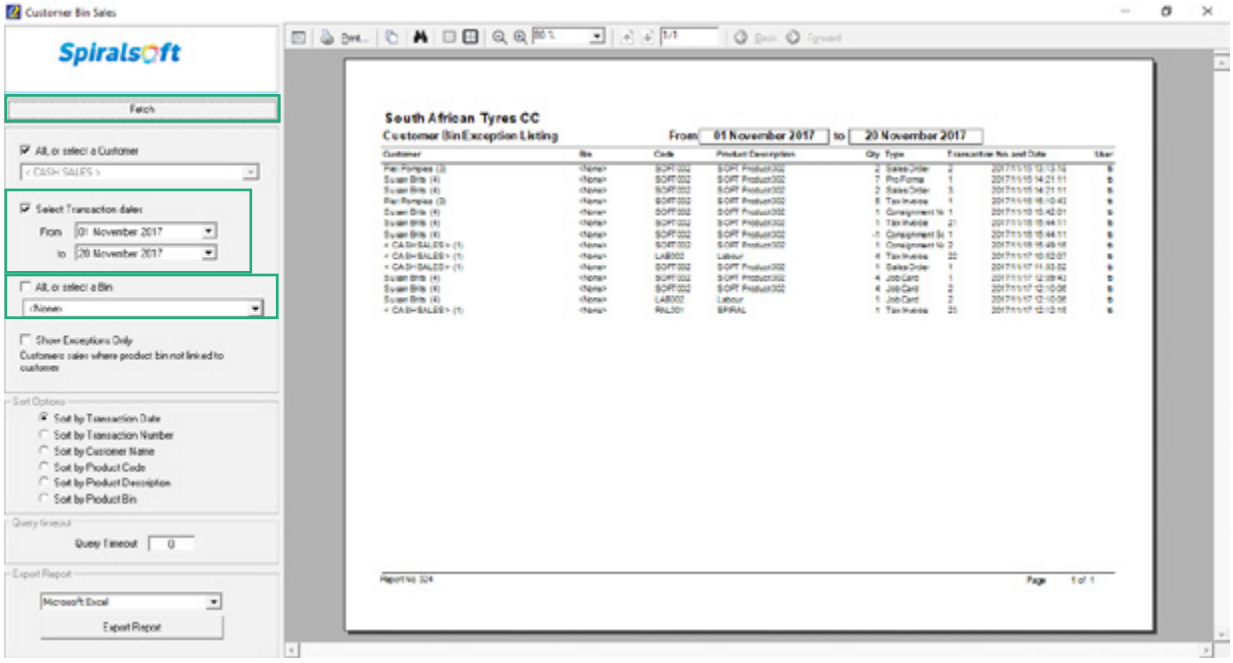


9. Prev Stock: Stock before the stock adjustment was made
10. New Stock: New stock amount after the stock adjustment was made.
11. Stock Adjustments can also be seen in a report under product reports.
    Report is called Stock Adjustments Audit Trail.

REPORT 324 – CUSTOMER PRODUCT BIN SALES

PURPOSE

This report shows the quantity of stock all or selected customers have purchased and from which bin



1. Go to Customer Reports
2. Select report 324
3. Click on Show Report
4. Tick the checkbox for All customers, or select a specific customer by using the drop down
5. Tick the checkbox for All Bins, or select a specific bin by using the drop down
6. Click on Fetch

SALES

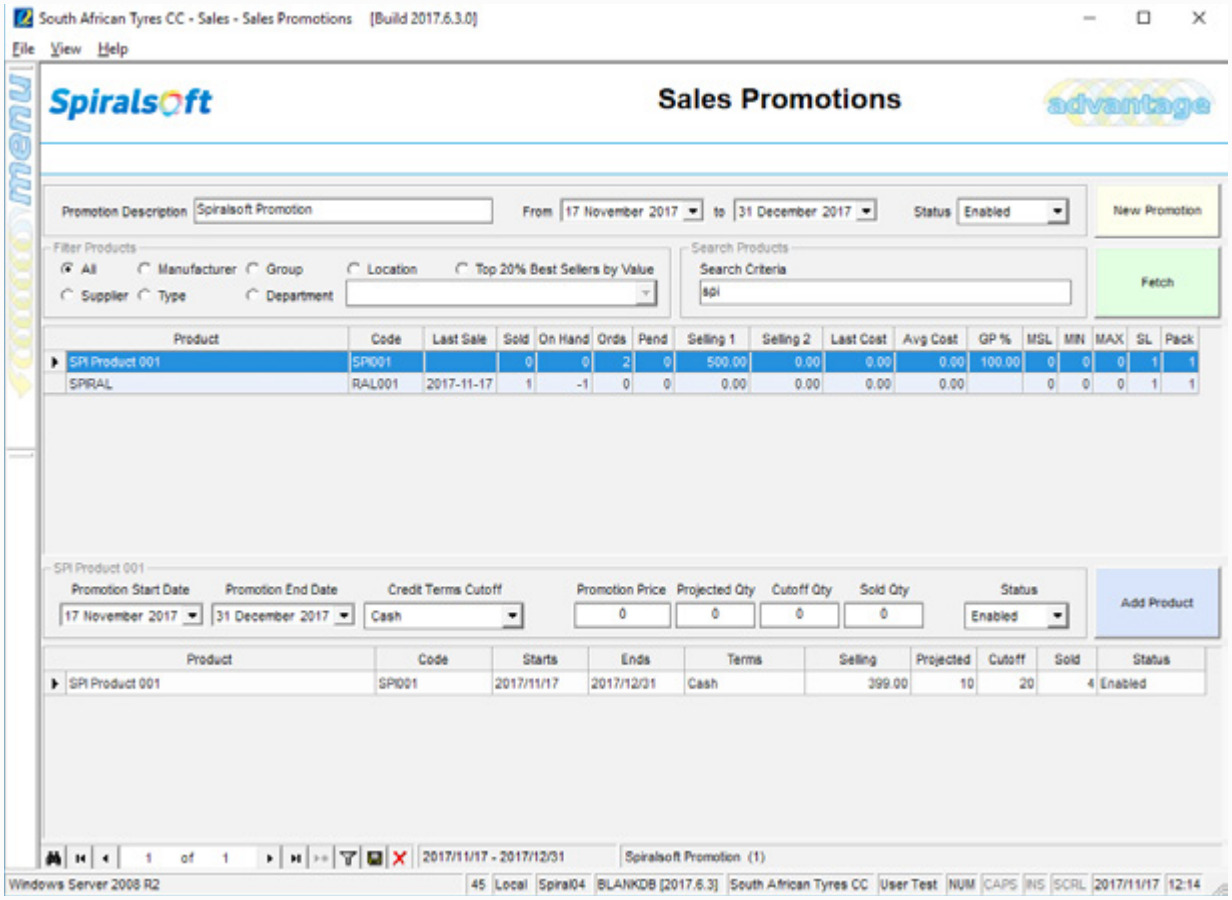
WHERE TO FIND IT

Click Menu > Sales > Sales Promotions

HOW TO SET UP A SALES PROMOTION

PURPOSE

To set up a promotion that consists of products to be sold in the Point-of-Sale at a special/discounted price for a specific period.



CAUTION

Access to Sales Promotions should be limited to trusted users only. Products included in a promotion may be sold at prices lower than authorized.

1. Go to the Sales Promotions Application in the Menu
2. Click on 'New Promotion'
3. Type in a Promotion Description
4. Select the 'From' and 'To' Dates of the promotion from the drop down date pickers. This will set the period for which the promotion will be active
5. Retain the top promotion Status setting as enabled. Promotions that are not enabled are immediately terminated
6. In the Search Criteria, search for the required products
7. Select a Product in the grid by clicking on it
8. Select the Promotion Start and End Dates from the drop down date pickers for this particular product will be active within the promotion
9. Select the Credit Term Cutoff from the drop down list. This determines what class of customer, and upwards, qualifies for the promotion product. If a customer with terms outside the Credit Terms Cut off terms is selected in Point-of-Sale, the promotion product will not be visible in the Point-of-Sale search list.
10. Enter the Promotion Price.
11. Enter the Projected quantity that is expected to be sold.
12. Enter the Cutoff Quantity. The system will allow sales of the particular product up to the Cutoff Quantity; thereafter the product is no longer visible in the Point-of-Sale search list.
13. The Sold Quantity is the maximum quantity a single customer can purchase at the promotional price
14. Click on 'Add Product' to add the product to the list of promotion products
15. Repeat the above procedure from step 5 to add more products to the promotion
16. Click Save in the Navigation Bar, when completed. Products can be added, deleted, or amended, at a later stage during while the promotion is active.
17. Sales Report 113 will display a list of all active or expired promotions

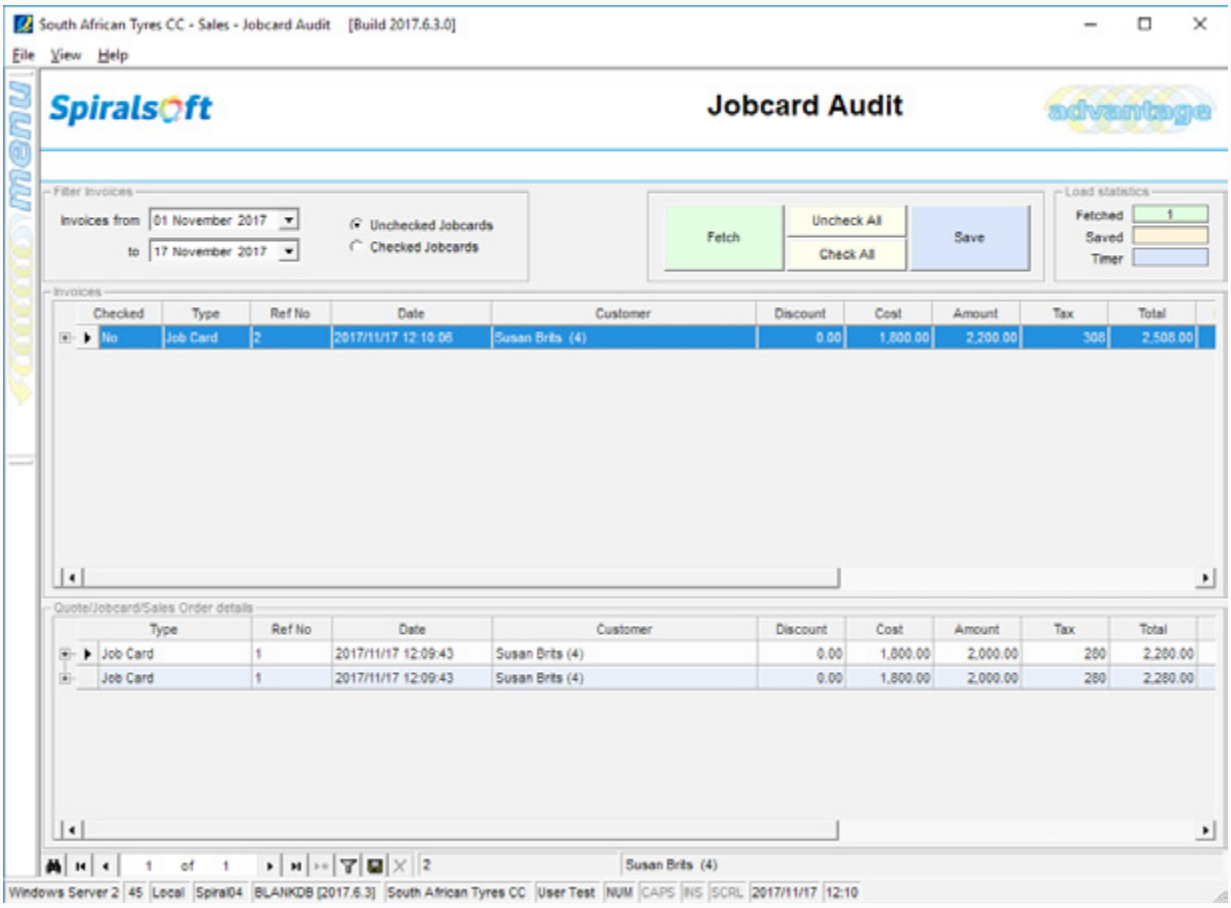
JOBCARD AUDIT

WHERE TO FIND IT

Click Menu > Sales > Jobcard Audit

PURPOSE

To do an audit on jobcards/quotes that were amended



1. Click on Jobcard Audit in the Menu
2. Select a 'From' and 'To Date' in the drop down lists
3. Click on Fetch
4. The top grid displays the invoice detail
5. Click on an invoice in the top grid
6. The bottom grid displays the jobcard detail of that specific invoice
7. Jobcards can be individually set as checked by clicking in the Checked column of a row, and selecting 'Yes' from the drop down list
8. Clicking on Check All will mark all invoices in the top grid as checked
9. Click on Save in the Navigation Bar

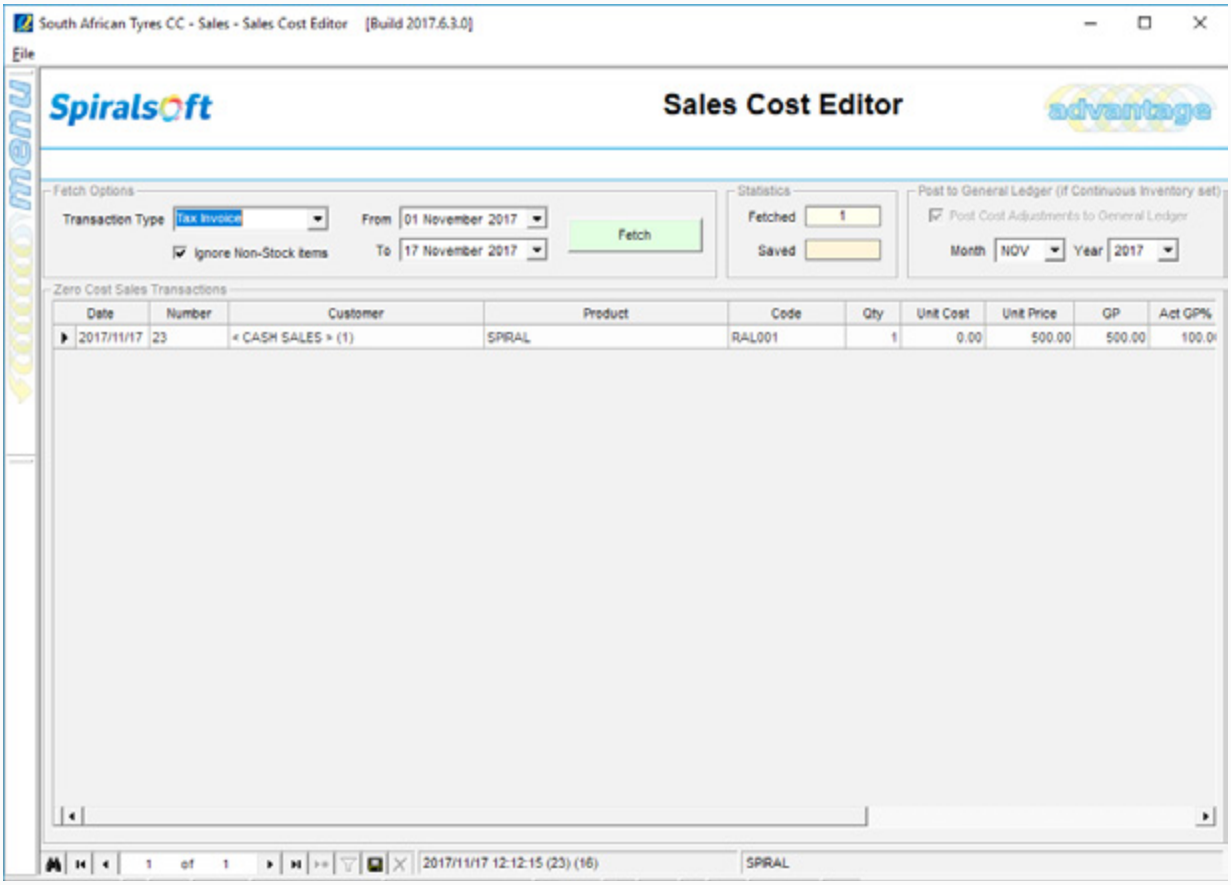
SALES COST EDITOR

WHERE TO FIND IT

Click Menu > Sales > Sales Cost Editor

PURPOSE

To correct the cost of sales items that were invoiced with a zero cost/ 100% GP



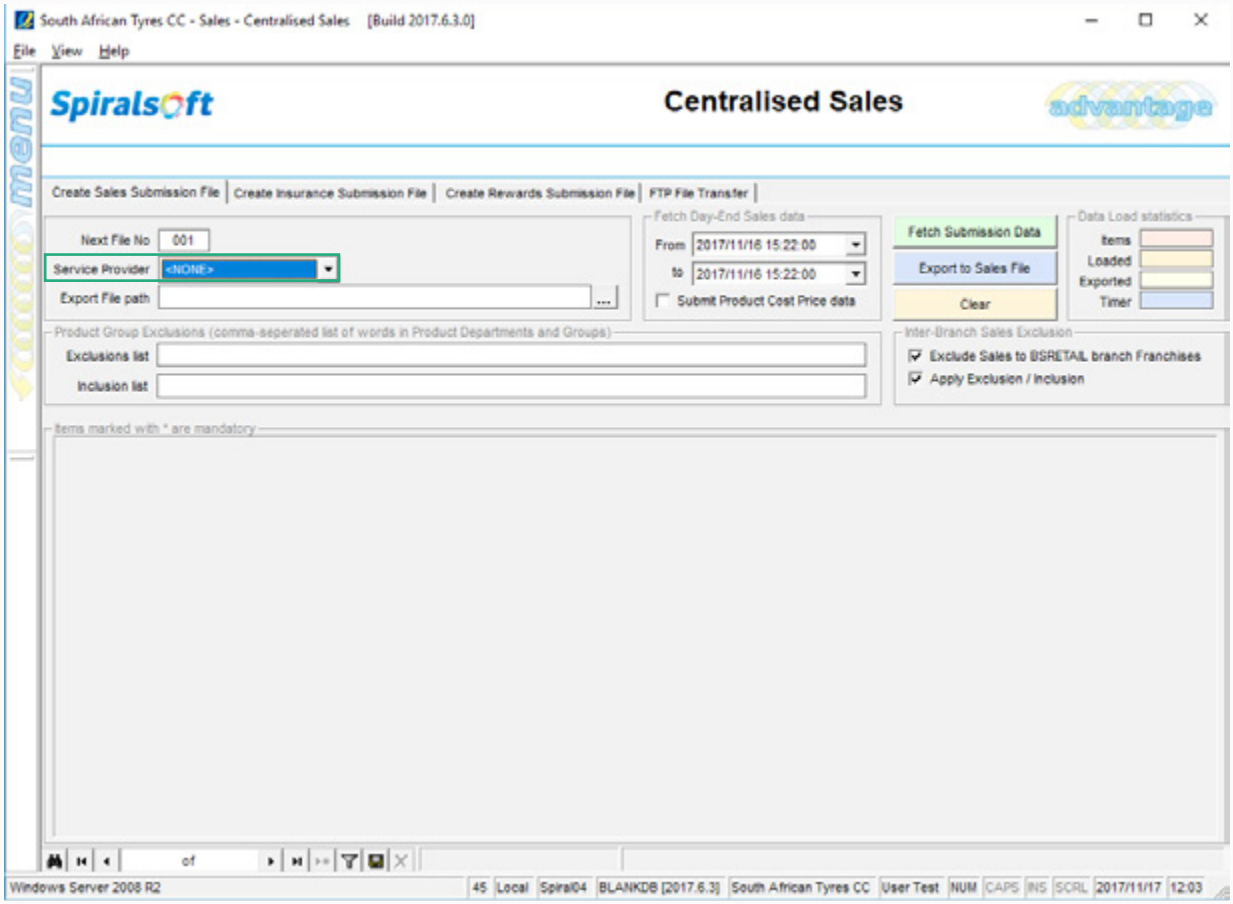
1. Go to the Sales Cost Editor Application in the Menu
2. Select the Transaction Type from the drop down list
3. Select From and To dates in the drop down lists
4. Click on Fetch
5. The grid will be populated with a list of all zero cost transactions
6. Edit the transaction cost in the Unit Cost field in the grid
7. Click on Save in the Navigation Bar

CENTRALISED SALES

CREATING A SUBMISSION FILE IN THE ADVANTAGE® SYSTEM

PURPOSE

How to extract sales data for submissions



1. Go to the Centralised Sales Application in the Menu.

   (Menu ➔ Sales ➔ Centralised Sales)

2. Select your Service Provider

3. Click the three dots (...) next to Export File path to create the file name

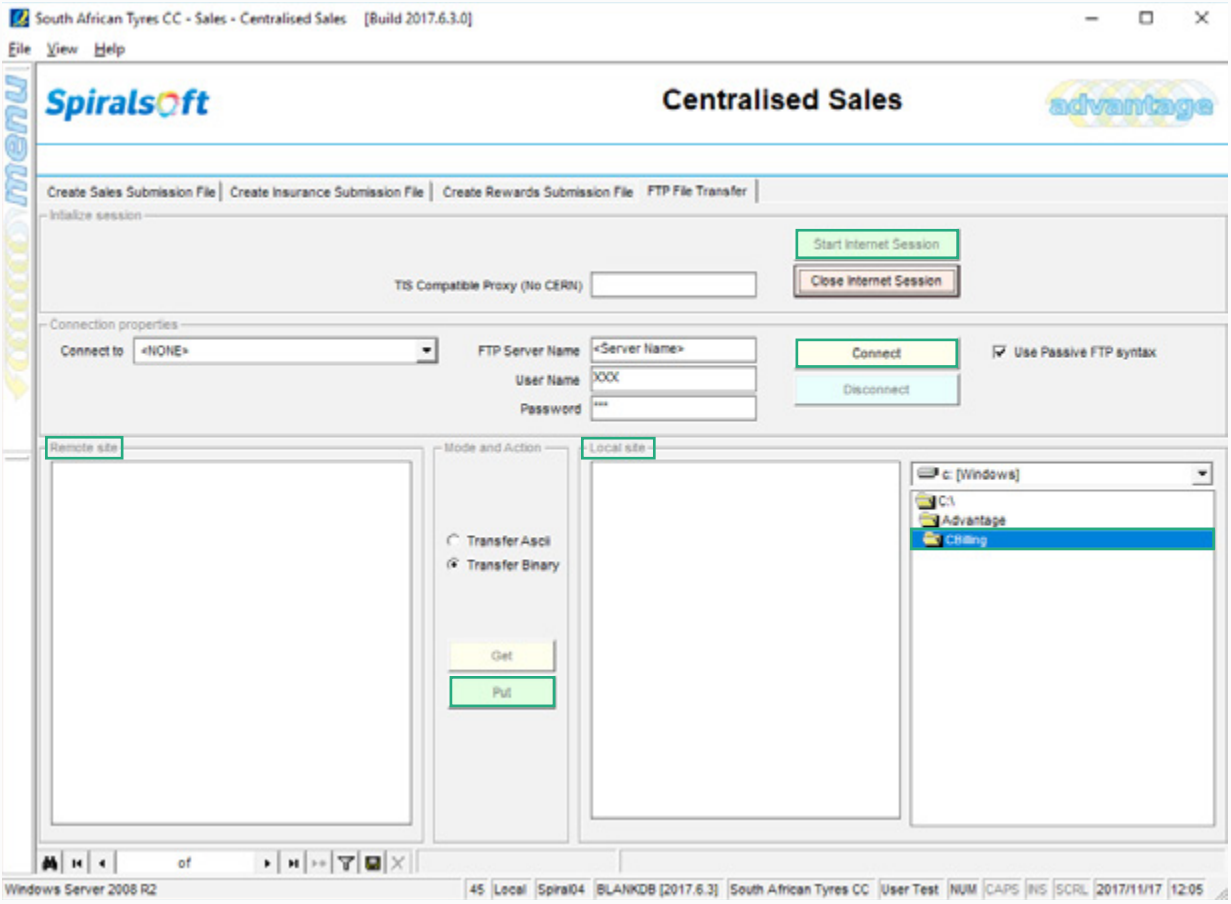
4. Then click Save (You can only create one file per day, so you can only do this once a day)

5. Click Fetch Submission Data

6. All the Fleet transactions that have been created and not sent as yet will be fetched regardless of when the last submission was done

7. Click Export to Sales File. Once you click on this button all the transactions will be written into the file ready for submission. The screen will also be cleared

8. Ensure that your computer or laptop is connected to the internet.



CAUTION

Initially you may have to submit your data to both Isoft and Alacrity

9. On the FTP File Transfer tab, click Start Internet Session.

10. Tick the Use Passive FTP syntax option if it is not ticked.

11. Your connection properties should be setup correctly by default. Click Connect.

Once you are successfully connected you will see a list of directories and files on the left pane

of the window. This is the FTP server where you will transfer your submission file to.

12. Click on the submission file you just created in the right pane of the Local site block. It more or less will display as follows: 15065_20050520.CBS (The first part is displayed as your Franchise number followed by the date). All your submission files will have the extension.CBS.

13. Click on the top folder in the left pane of the Remote site block.

14. Now click Put.

15. This will put or transfer the file to the FTP Server.

16. Once you are finished with this you can click Disconnect and then click Close Internet Session.

SALES REPORTS

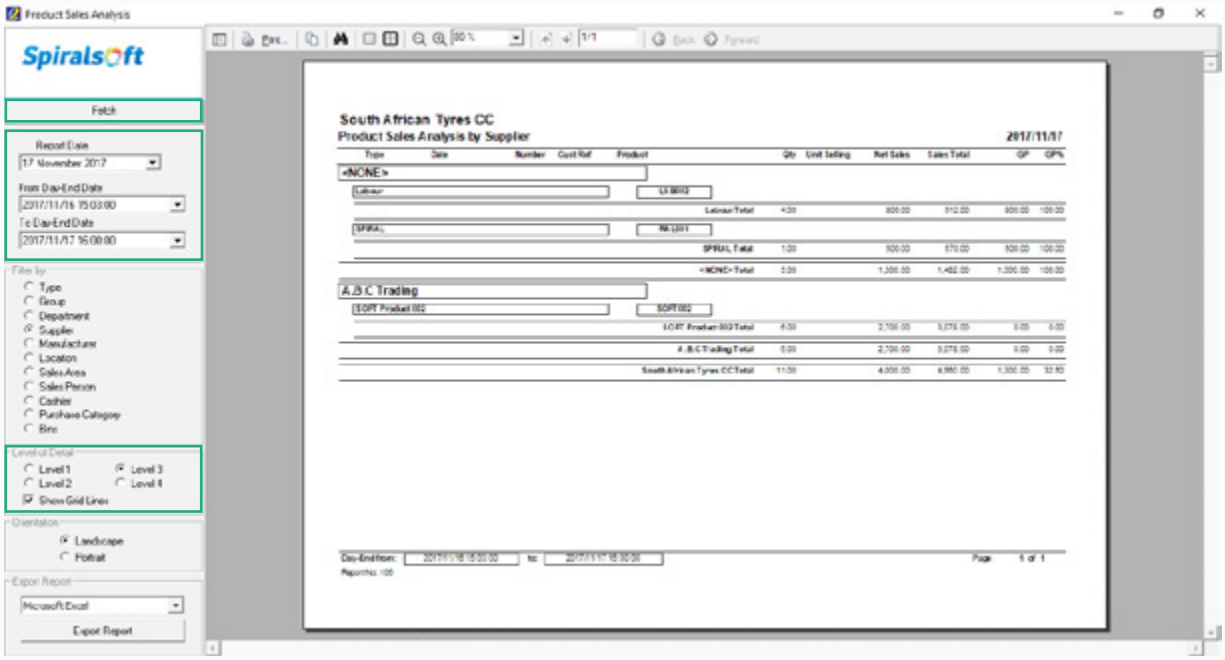
WHERE TO FIND IT

Click Menu > Sales > Sales Reports

#106 – Product Sales Analysis

PURPOSE

This report shows the quantities sold per department, supplier, type, group, etc



1. Select a specific period of time for the report you want to generate by selecting the From Day-End Date and the To Day-End Date.

2. Select specific criteria for the report you want to generate by selecting one option in the Filter by block.

3. This report also allows you to select the volume of information it generates. You can make a selection between Level 1, Level 2, Level 3 or Level 4, depending on the Level of Detail of the information required.

4. Select a specific layout for the report you want to generate by selecting either the Landscape or Portrait option in the Orientation block.

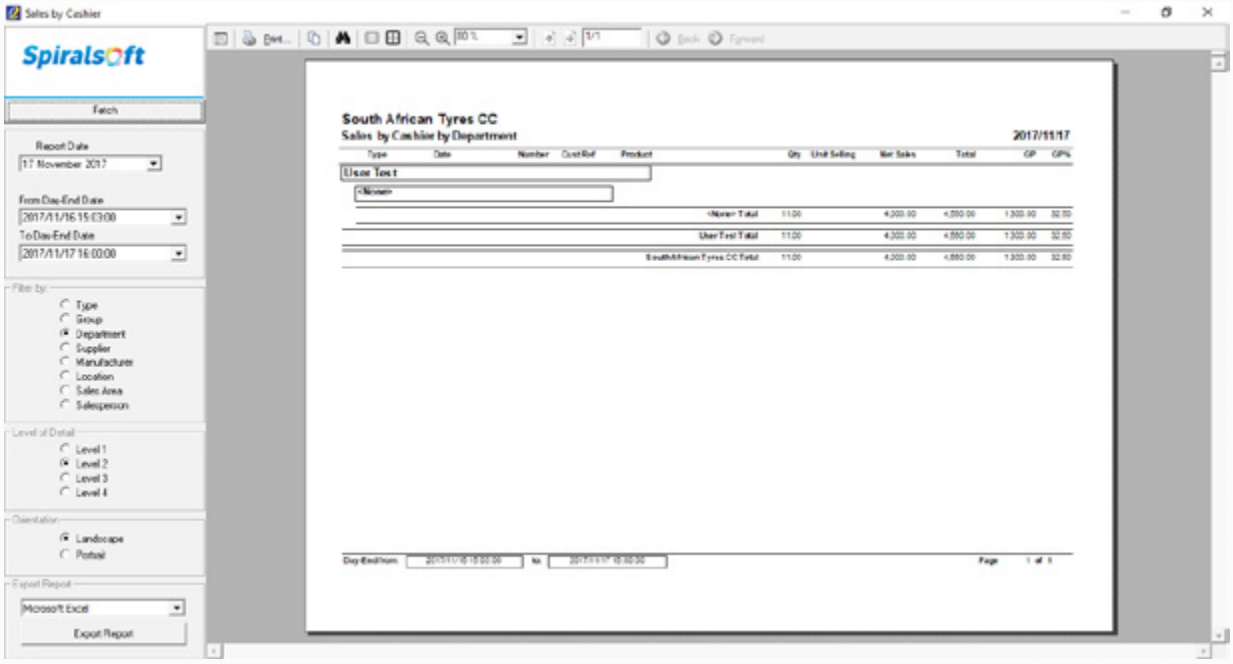
5. Click on Fetch.

6. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#107 - Sales by Cashier

PURPOSE

This report allows you to view all the sales made by cashier for a certain period of time.



1. Select a specific period of time for the report you want to generate by selecting the From Day-End Date and the To Day-End Date.

2. Select specific criteria for the report you want to generate by selecting one option in the Filter by block.

3. This report also allows you to select the volume of information it generates. You can make a selection between Level 1, Level 2, Level 3 or Level 4, depending on the Level of Detail of the information required.

4. Select a specific layout for the report you want to generate by selecting either the Landscape or Portrait option in the Orientation block.

5. Click on Fetch.

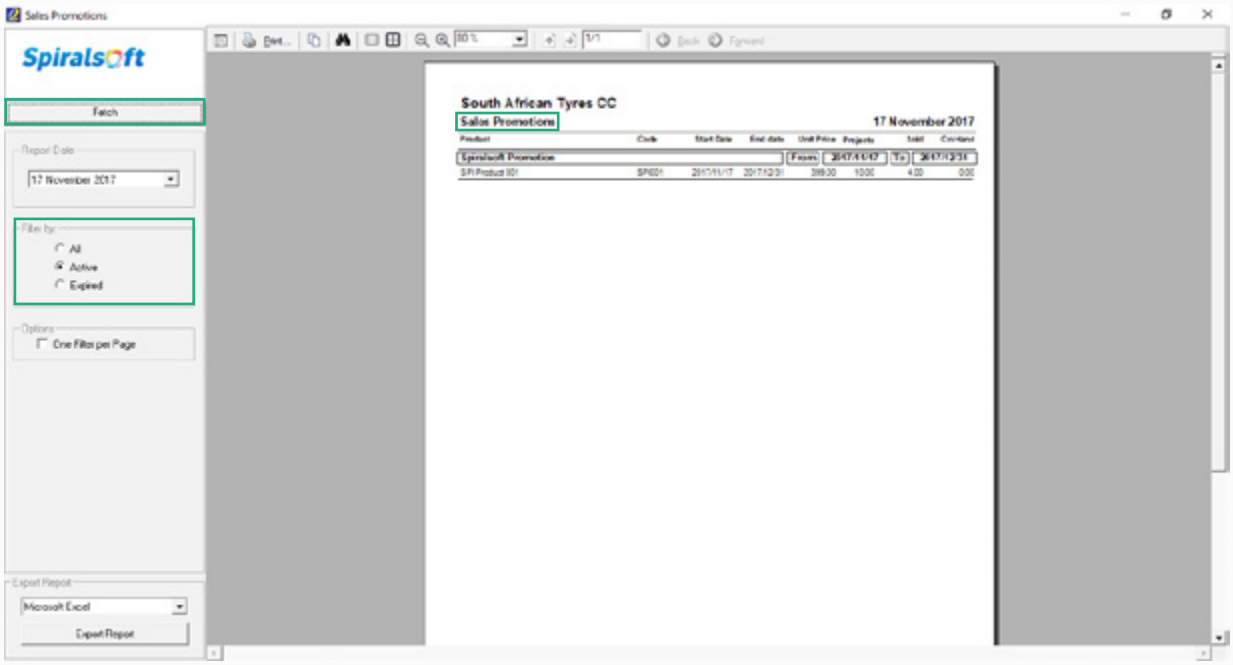
6. The report displays the Type, Date, Number, Customer Reference, Product, Quantity, Unit Selling, Net Sales, Total, Gross Profit and Gross Profit percentage.

7. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

113 – Sales Promotions

This report shows all sales promotions

PURPOSE



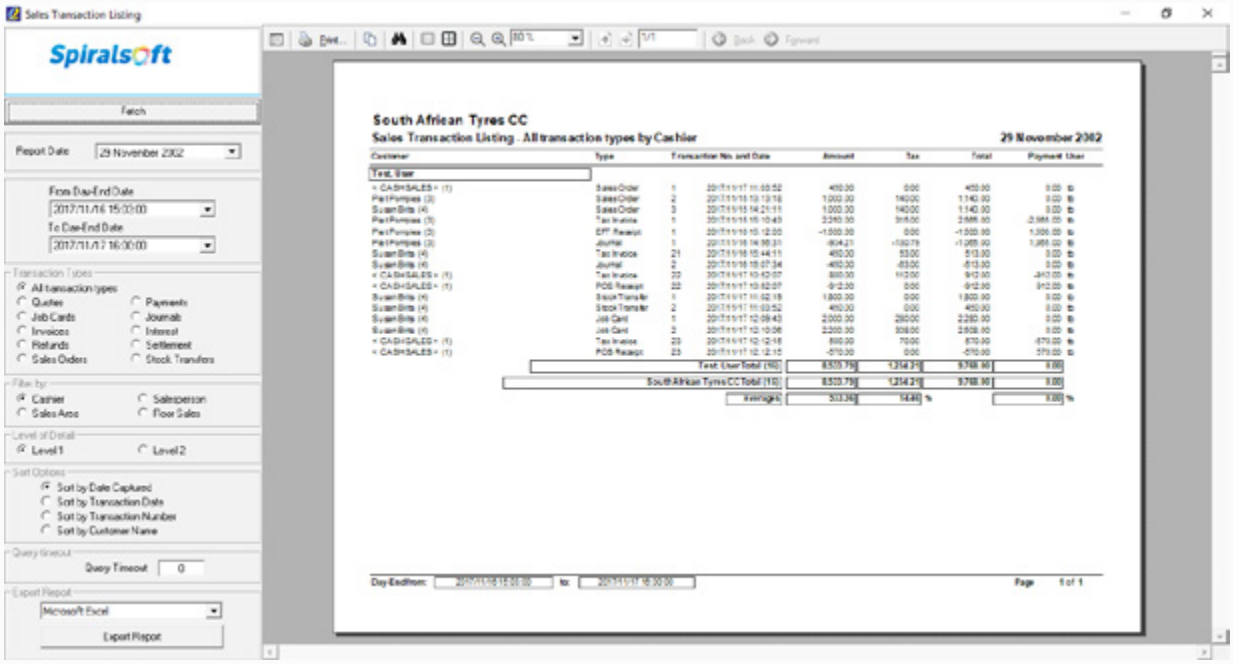
1. Select either 'All', 'Active' or 'Expired' promotions

2. Click on Fetch

#116 - Sales Transaction Listing

PURPOSE

This report allows you to view all the sales for a certain period of time.

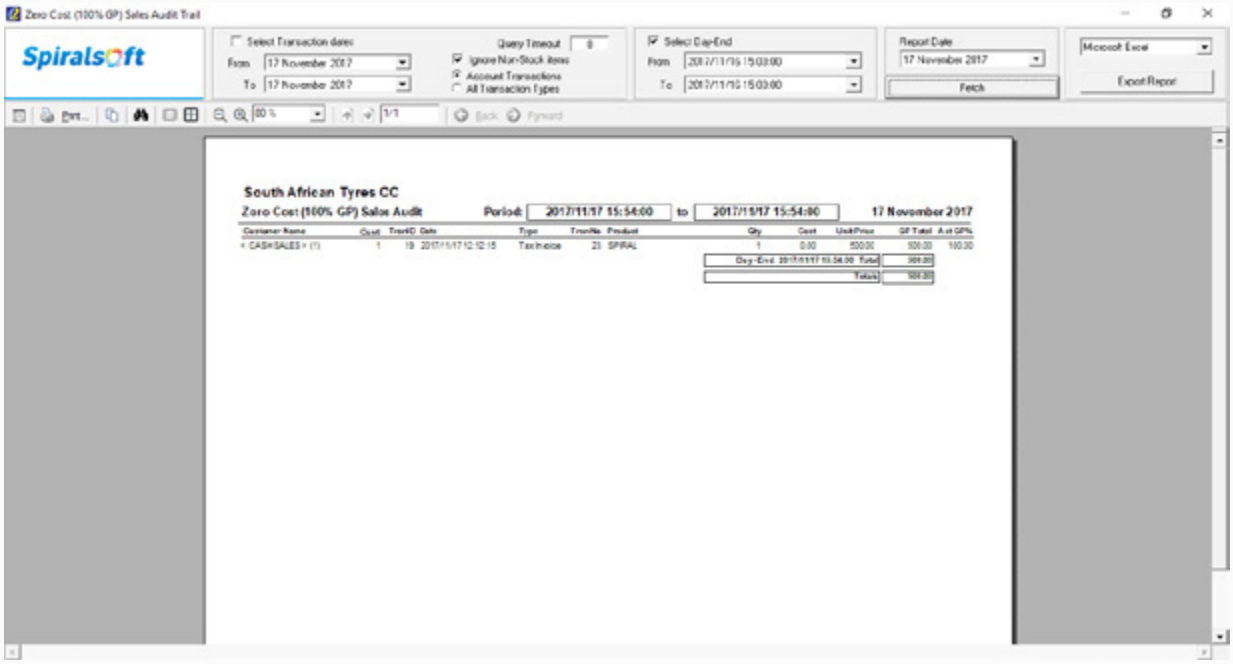


1. Select a specific period of time for the report you want to generate by selecting the From Day-End Date and the To Day-End Date.
2. Select specific criteria for the report you want to generate by selecting one option in the Transaction Types block.
3. Select specific criteria for the report you want to generate by selecting one option in the Filter by block.
4. This report also allows you to select the volume of information it generates. You can make a selection between Level 1 and Level 2, depending on the Level of Detail of the information required.
5. Select specific criteria for the report you want to generate by selecting one option in the Sort Options block.
6. Click on Fetch.
7. The report displays the Customer name, Type, Transaction Number and Date, Amount, Tax, Total, Payment and User.
8. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#164 – Zero Cost (100% GP) Sales Audit Trail

PURPOSE

This report allows you to view all the sales with no cost (zero value) for a certain period of time.



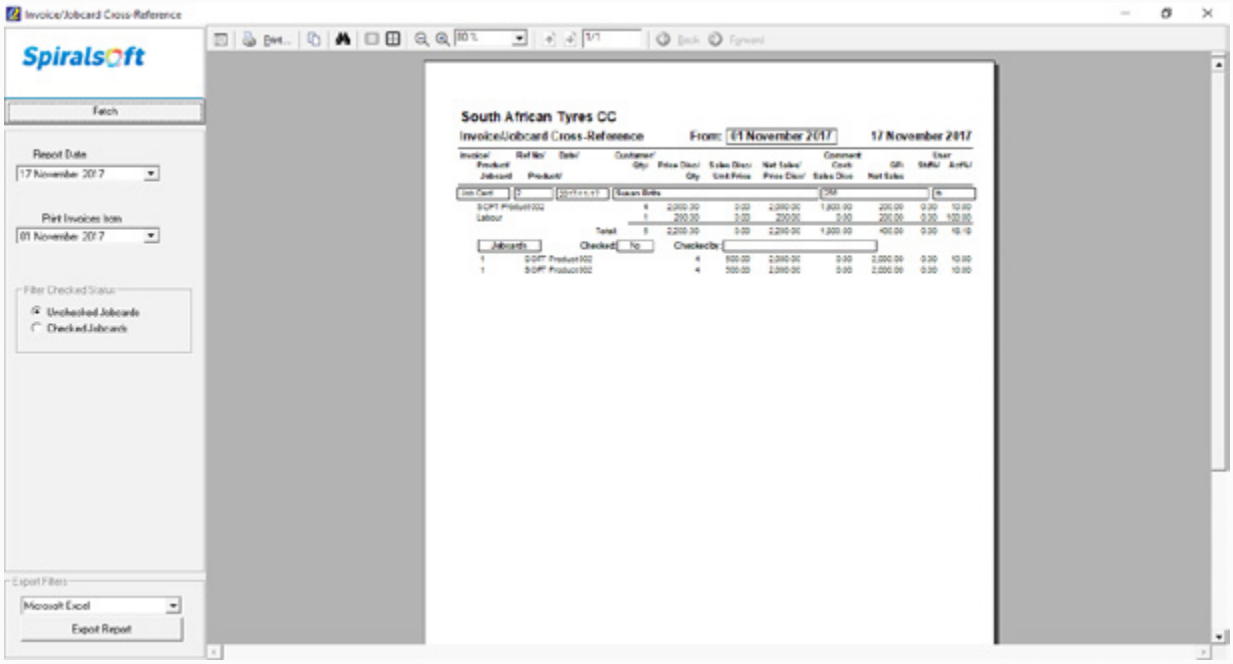
- Select a specific period of time for the report you want to generate by either Selecting Transaction dates or Day-End's.
- Also select specific criteria for the report you want to generate by using the, or by not using the Ignore Non-Stock items option and either selecting the Account Transactions or the All Transaction Types option.
- Click on Fetch.
- The report displays the Customer Name, Customer ID, Transaction ID, Date, Type, Transaction Number, Product, Quantity, Cost, Unit Price, Gross Profit Total and Actual Gross Profit percentage.

Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail

#165 - Invoice/Jobcard Cross-Reference

PURPOSE

This report allows you to view all the Invoices and/or Jobcards created for a certain period of time.



1. Select from a specific date for the report you want to generate by selecting the date on the Print Invoices from drop down list.

2. Also select a specific Filter Checked Status for the report you want to generate by either selecting the Unchecked Jobcards or Checked Jobcards option.

3. Click on Fetch.

4. The report displays the Invoice, Product/Jobcard, Reference Number, Product, Date,

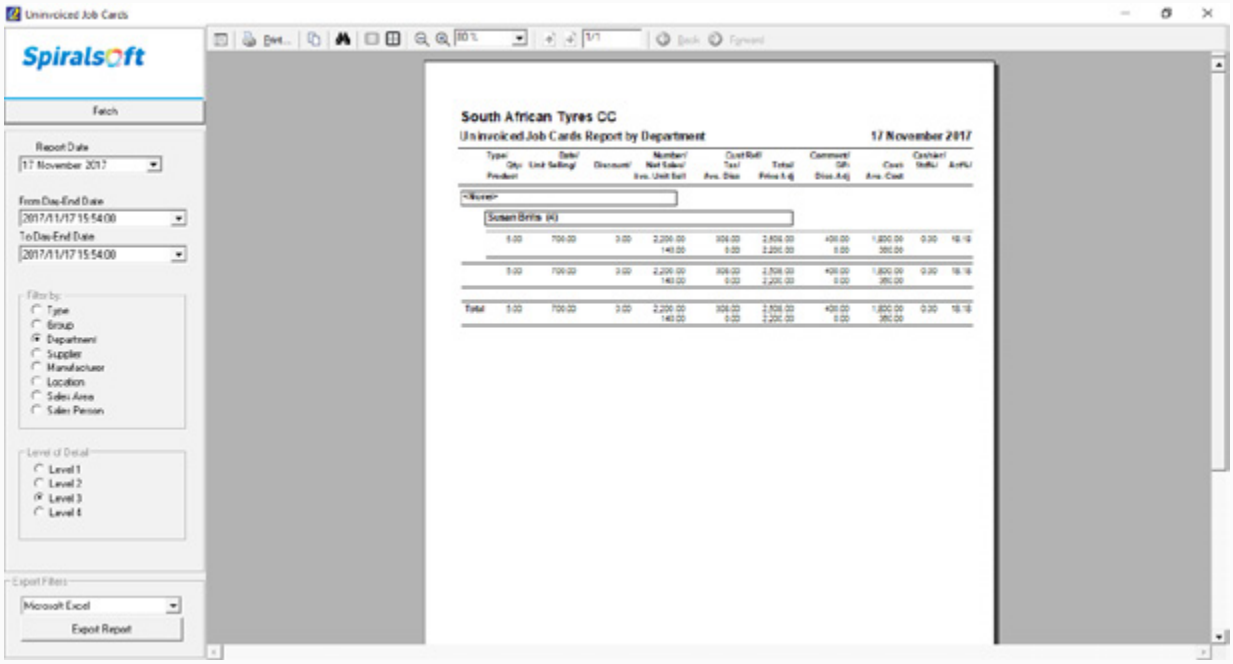
   Customer name, Quantity, Price Discount/Quantity, Sales Discount/Unit Price, Net Sales/Price Discount, Comment, Cost/Sales Discount, Gross Profit/Net Sales, User, Standard percentage and Actual percentage.

5. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#166 - Uninvoiced Job Cards

PURPOSE

This report allows you to view all the open and Uninvoiced Job Cards for a certain period of time.



1. Select a specific period of time for the report you want to generate by Selecting the From Day-End Date and the To Day-End Date.

2. Select specific criteria for the report you want to generate by selecting one option in the Filter by block.

3. This report also allows you to select the volume of information it generates. You can make a selection between Level 1, Level 2, Level 3 or Level 4, depending on the Level of Detail of the information required.

4. Click on Fetch.

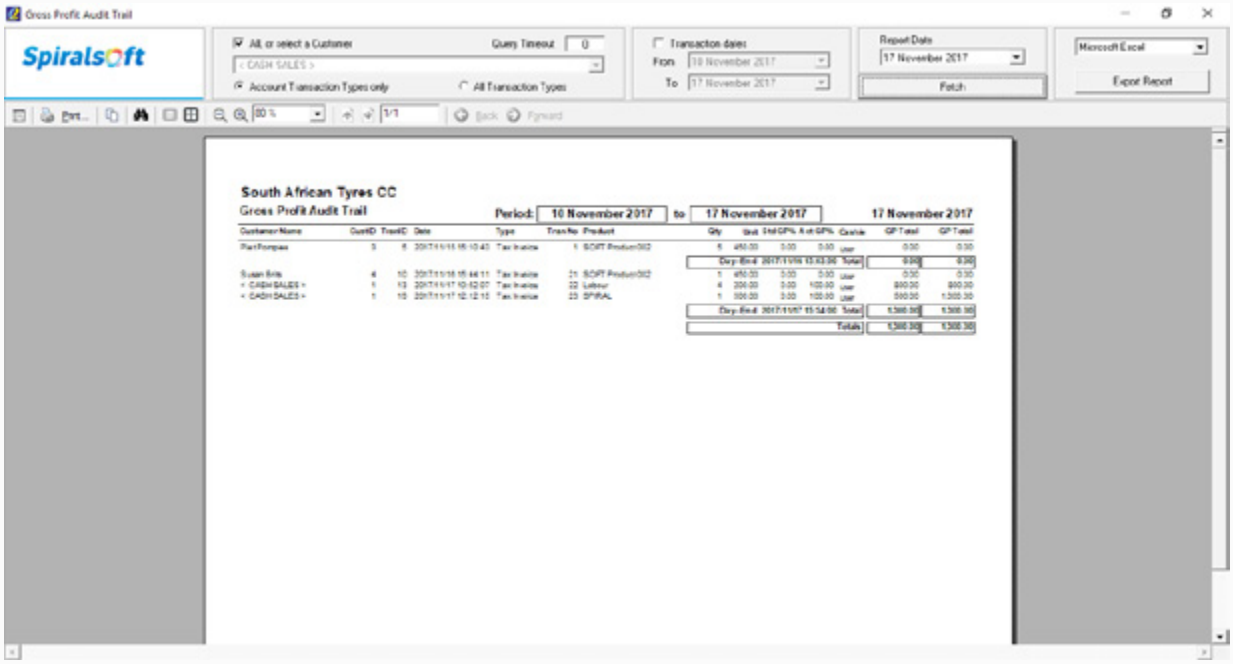
5. The report displays the Type, Quantity/Product, Date, Unit Selling, Discount, Number, Net Sales, Average Unit Sell, Customer Reference, Tax, Average Discount, Total, Price Adjusted, Comment, Gross Profit, Discount Adjusted, Cost, Average Cost, Cashier, Standard percentage and Actual percentage.

6. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#167 - Gross Profit Audit Trail

PURPOSE

This report allows you to view all the sales for customers as well as the gross profit made on these sales for a certain period of time.

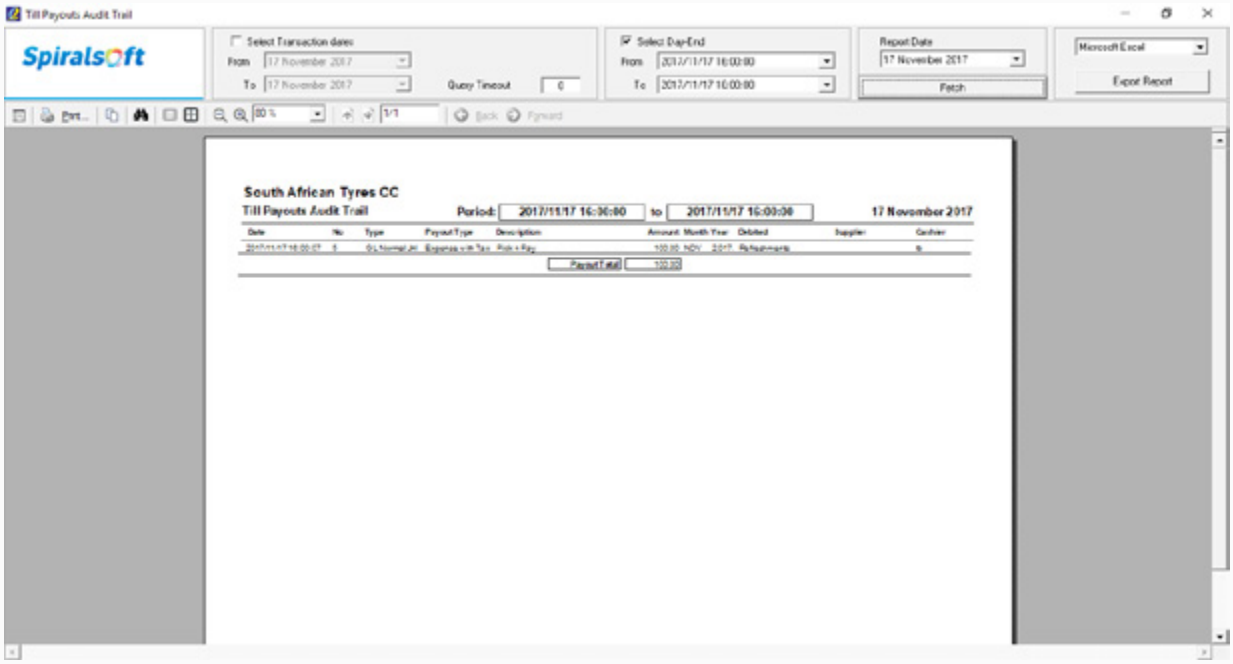


1. Select a specific Customer or All the Customers for the report you want to generate by Selecting All, or select a Customer by using the drop down list.
2. Also select a specific option for the report you want to generate by either selecting the Account Transaction Types only or All Transaction Types option.
3. Select a specific period of time for the report you want to generate by selecting Transaction dates.
4. Click on Fetch.
5. This report displays the Customer Name, Customer ID, Transaction ID, Date, Type, Transaction Number, Product, Quantity, Unit price, Standard Gross Profit percentage, Actual Gross Profit percentage, Cashier, Gross Profit Total per product and Gross Profit Total per invoice.
6. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#172 – Till Payouts Audit Trail

PURPOSE

This report allows you to view all the payouts made out of the till for a specific period of time.

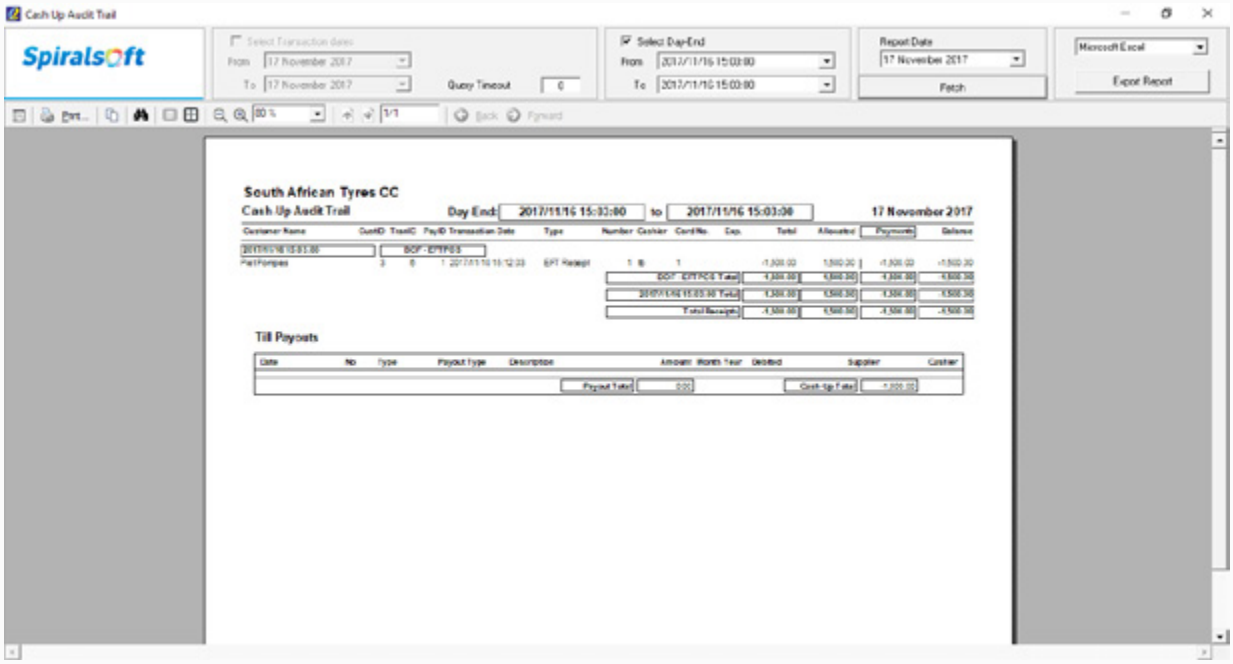


1. Select a specific period of time for the report you want to generate by Selecting Transaction dates and/or Day-End's.
2. Click on Fetch.
3. This report displays the Date, Number, Type, Payout Type, Description, Amount, Month, Year, Debited, Supplier and Cashier.
4. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#141 - Cash-Up Audit Trail

PURPOSE

This report allows you to view all the sales for cash type transactions (Cash, Debit Cards, Credit Cards, Cheques, etc.) for a certain period of time.

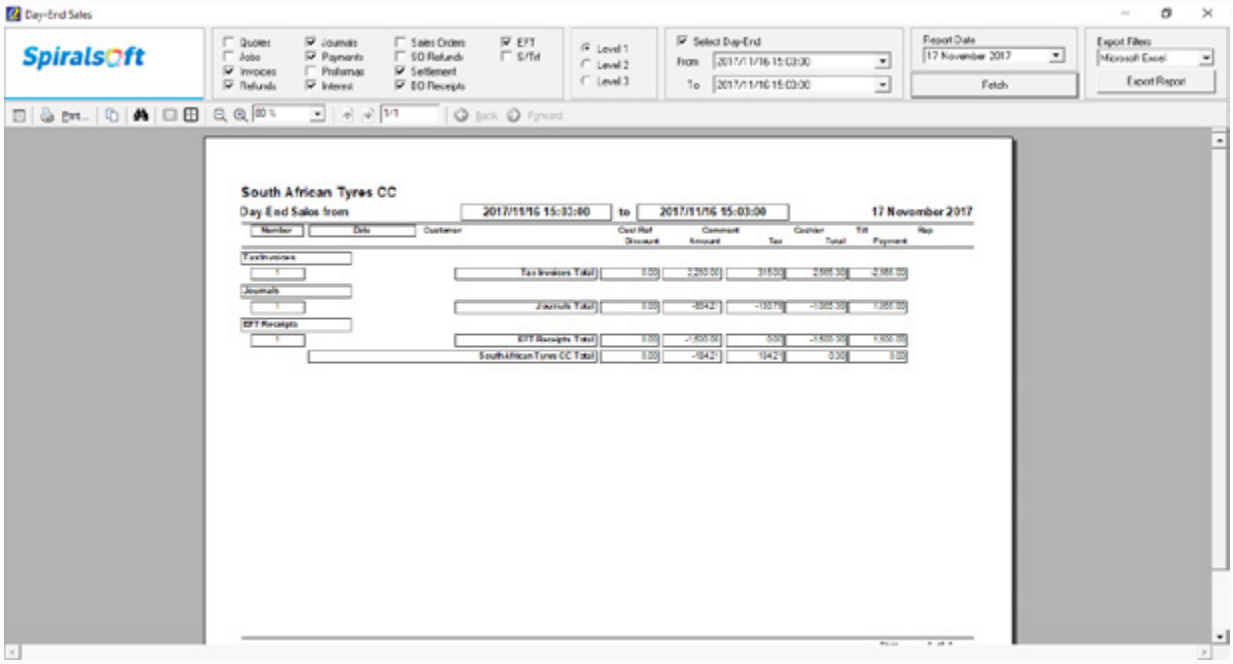


1. Select a specific period of time for the report you want to generate by selecting Transaction From and To dates.
2. Select a specific period of time for the report you want to generate by Selecting Day-End From and To dates.
3. Click on Fetch.
4. It sorts the different types of sales under separate categories, for example Cash Sales, Credit Card, Cheques, EFT Payments, etc.
5. The report displays the Customer Name, Customer ID, Transaction ID, Payment ID, Transaction Date, Type, Number of the document, Cashier, Card Number, Expiry date, Total, Allocated, Payments and Balance.
6. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#143 - Day-End Sales

PURPOSE

This report allows you to view all the sales for a certain period of time from a specific day-end to another.

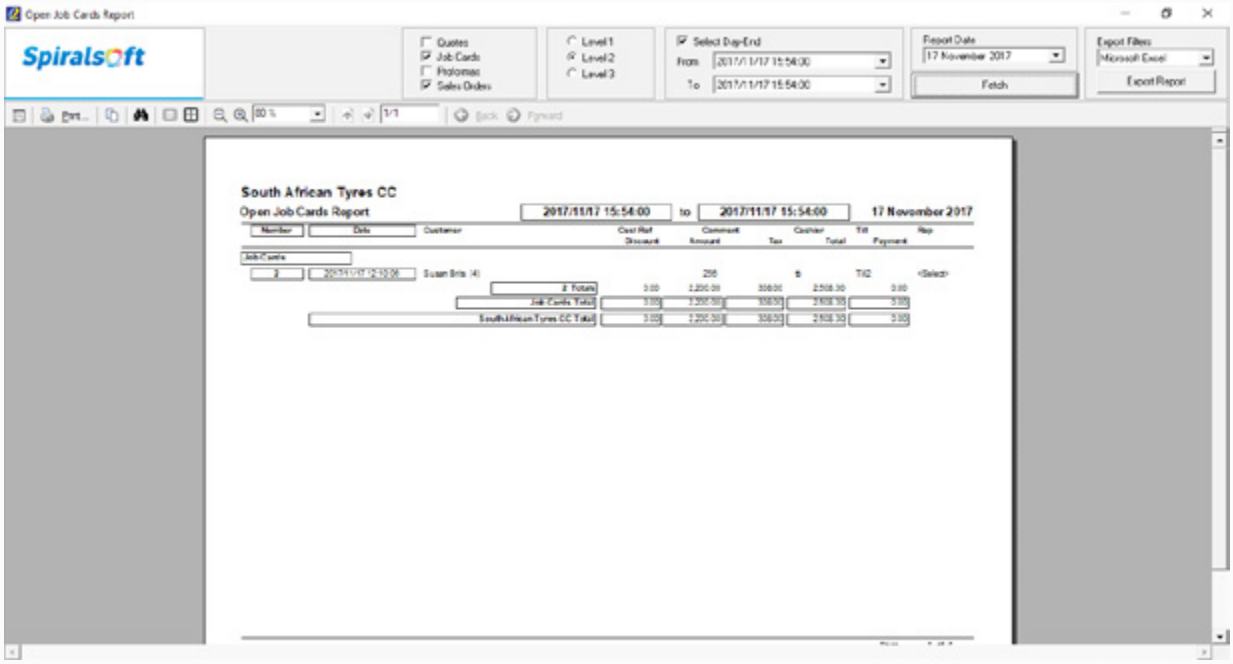


1. Select the specific categories for the report you would like to generate by ticking the relevant boxes.
2. This report also allows you to select the volume of information it generates. You can make a selection between Level 1, Level 2 or Level 3, depending on the level of detail of the information required.
3. Select a specific period of time for the report you want to generate by Selecting Day-End From and To date.
4. Click on Fetch.
5. The report displays the Number of the document, Date, Customer name, Customer Ref, Discount, Amount, Comment, Tax, Cashier, Total, Till, Payment and Representative.
6. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#144 - Open Job Cards

PURPOSE

This report allows you to view all the open Quotes, Job Cards, Proformas and Sales Orders on your system for a certain period of time.



1. Select the specific categories for the report you would like to generate by ticking the relevant boxes.
2. This report also allows you to select the volume of information it generates. You can make a selection between Level 1, Level 2 or Level 3, depending on the level of detail of the information required.
3. Select a specific period of time for the report you want to generate by Selecting Day-End From and To dates.
4. Click on Fetch.
5. The report displays the Number of the document, Date, Customer name, Customer Ref, Discount, Amount, Comment, Tax, Cashier, Total, Till, Payment and Representative.
6. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

SALES ORDERS

WHERE TO FIND IT

Menu > Sales > Sales Orders

SALES ORDERS – BACK OFFICE

PURPOSE

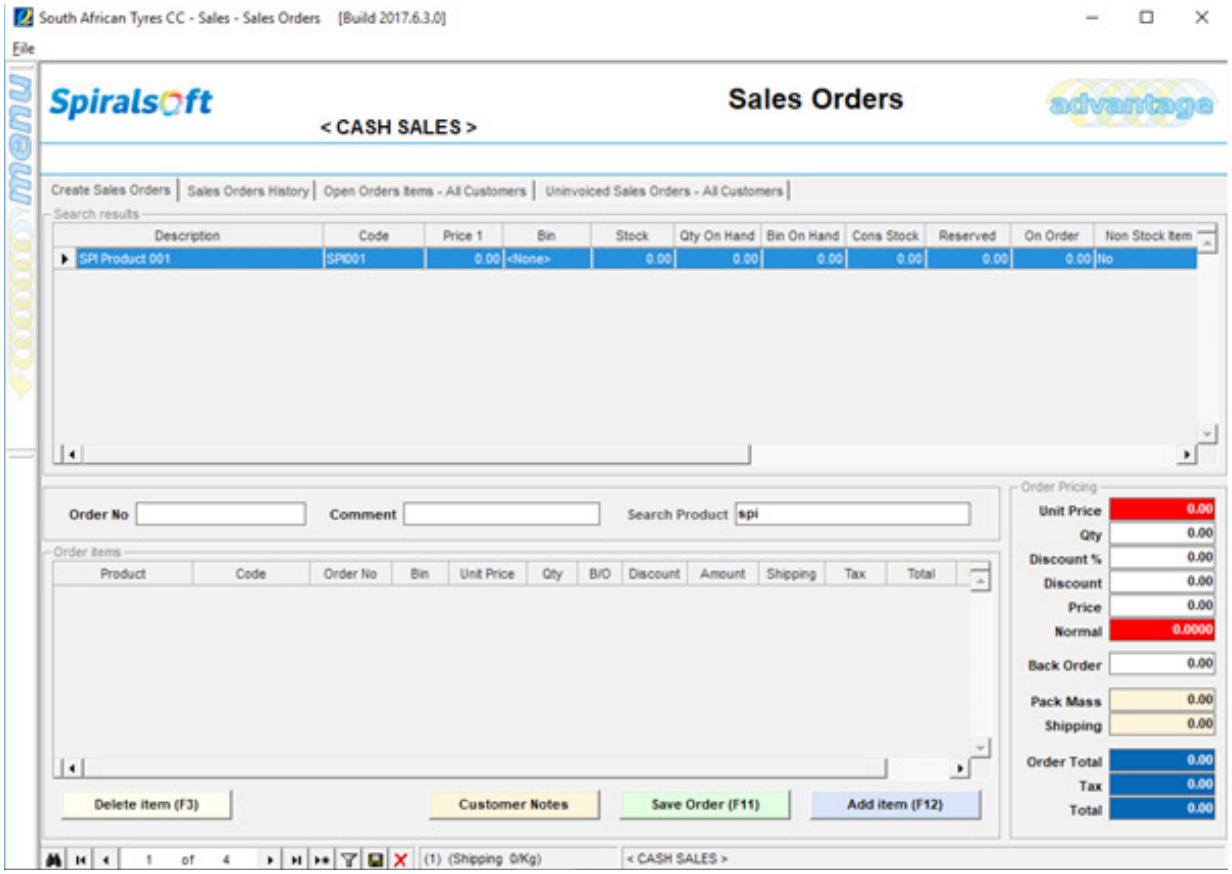
Creating Sales Orders for specific customers, with the option to add items to back order if stock is insufficient

HINT

The senders email address needs to be in the user catalog, under the user doing the sales order to be able to email sales orders

STEP 1 CREATE SALES ORDERS

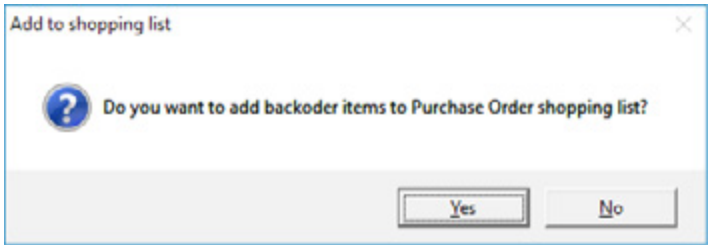
- Go to the Sales Orders Application under the Sales Menu
- Search for the specific customer by using the filter at the bottom of the screen
- Search for the product by either searching the product code or the description
- On the right-hand side, insert the following – quantity, discount, price
- Insert the order number
- Click on 'Add Item (F12)'



Sales orders are grouped by order number and customer:

- If a product is added and an existing product is in the Sales order basket, with the same order number and customer, the quantity will be added to the existing product
- If items from the sales order basket are saved, and there is an OPEN Sales order on the system, for the specified customer with the SAME order number, the items will be ADDED to the existing OPEN Sales order

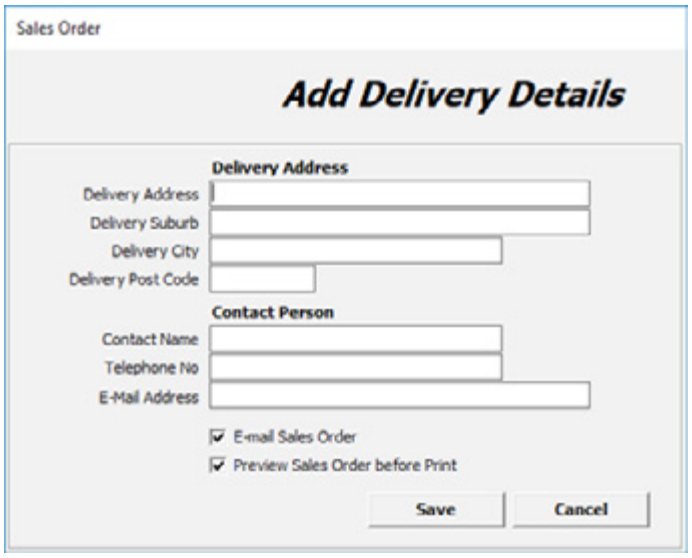
When a product is added to the sales basket and there is insufficient stock, the system will prompt you asking, “Do you want to add backorder items to Purchase Order shopping list?”



HINT

Adding items to Back Order in the Purchase Order shopping list – the outstanding items will be placed in the shopping list in the Purchase Order application under the Suppliers Menu. Please note that the Purchase Order needs to be created manually.

- Click on 'Yes' if you want to add the items to back order
- Click on 'No' if you do not want to add items to back order
- If you said Yes, the outstanding items will be in the Purchase Orders shopping list
  Menu > Suppliers > Purchase Orders
- Click on 'Customer Notes' if intended to use this option
- Once your order is complete, click on 'Save Order (F11)'
- 'Add Delivery Details' screen will appear
- Enter the delivery address, contact person, telephone number and e-mail address
- If you do not wish to email the sales order, take the tick off
- Click on 'Save'

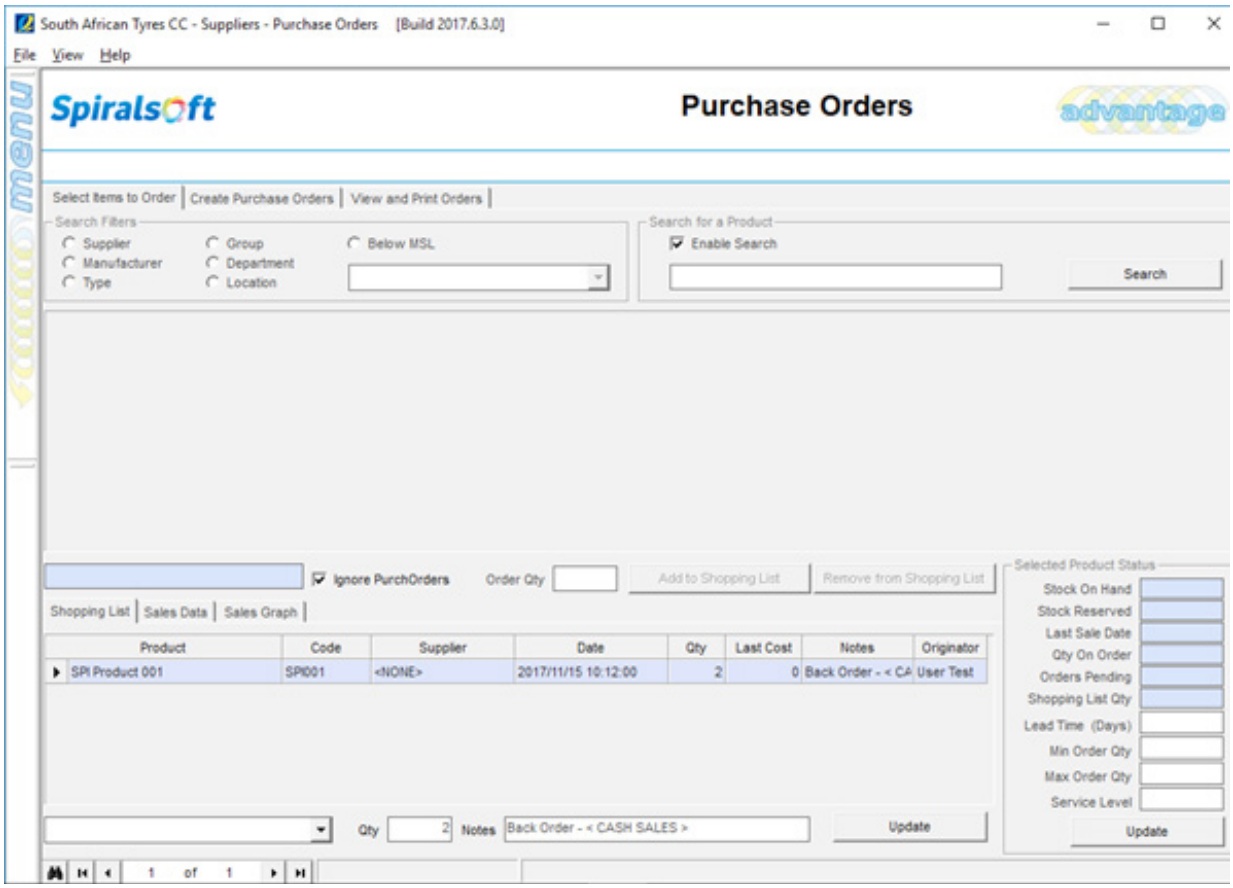


STEP 2 CREATING THE PURCHASE ORDER/S

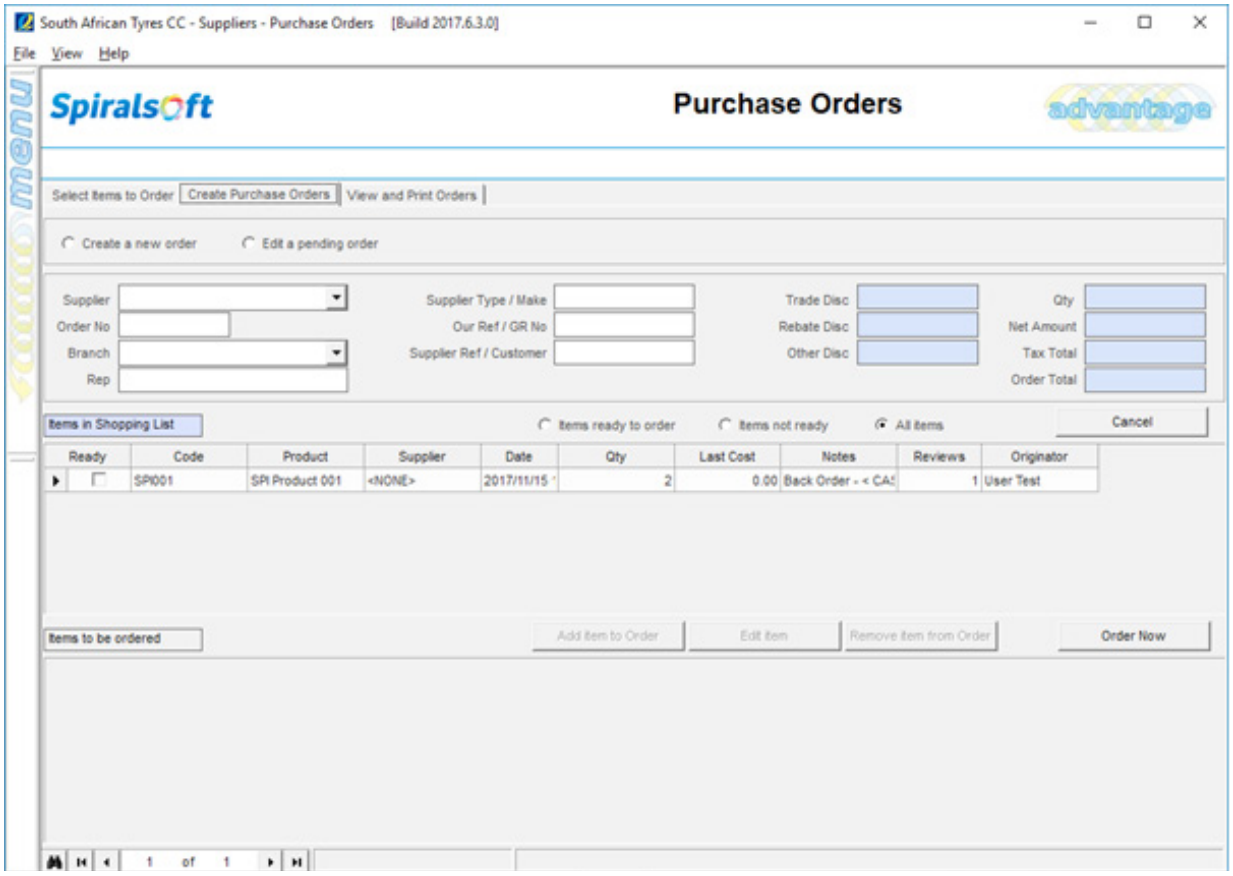
WHERE TO FIND IT

Menu > Suppliers > Purchase Order

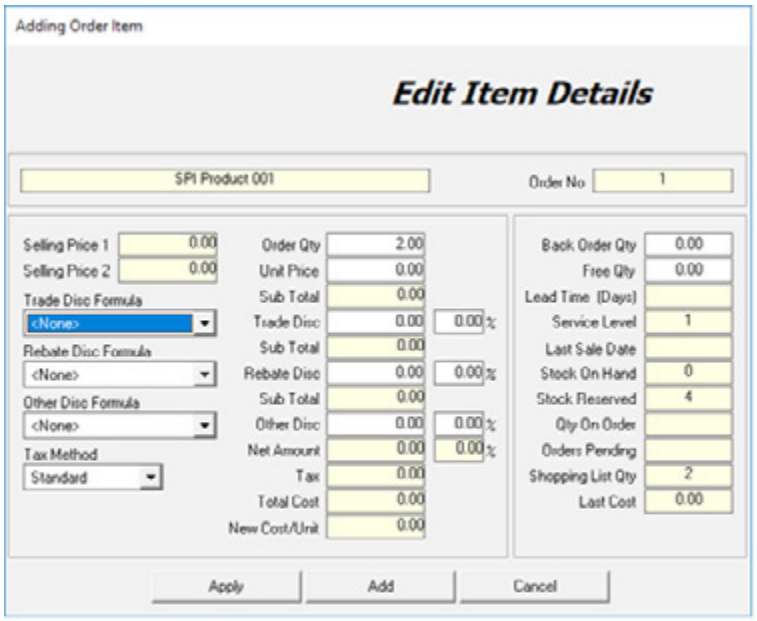
When stock has been placed in the Shopping List in the Purchase Orders application, you will need to manually create the supplier purchase order. The system does not automatically create the Purchase Order for you



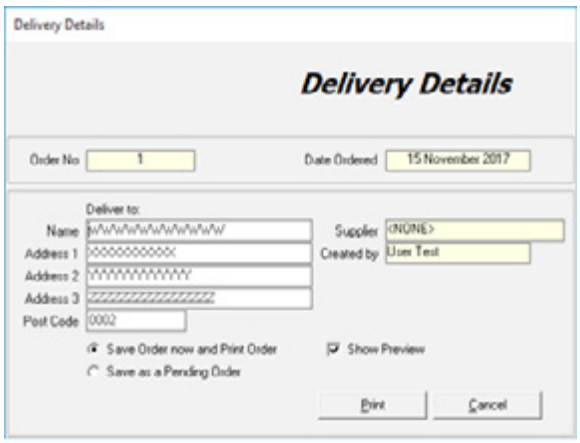
- Go to the Purchase Orders Application under the Suppliers menu
- The first tab is 'Select Items to Order'
- If you said YES in Step 1 to ADD items to BACK ORDER, the items will be in the shopping list
- In the Notes it will tell you for which customer these items have been placed on Back Order form
- Go to the Second Tab – 'Create Purchase Orders'



- You can either 'Create a new order' or 'Edit a pending order'
- Tick the 'Ready' box
- Click on 'Add Item to Order'
- An 'Edit Item Details' screen appears



- You can edit the order quantity and unit price if you intend to do so
- Apply the changes
- Click on ‘Add’
- Click on ‘Order Now’
- A ‘Delivery Details’ screen will appear

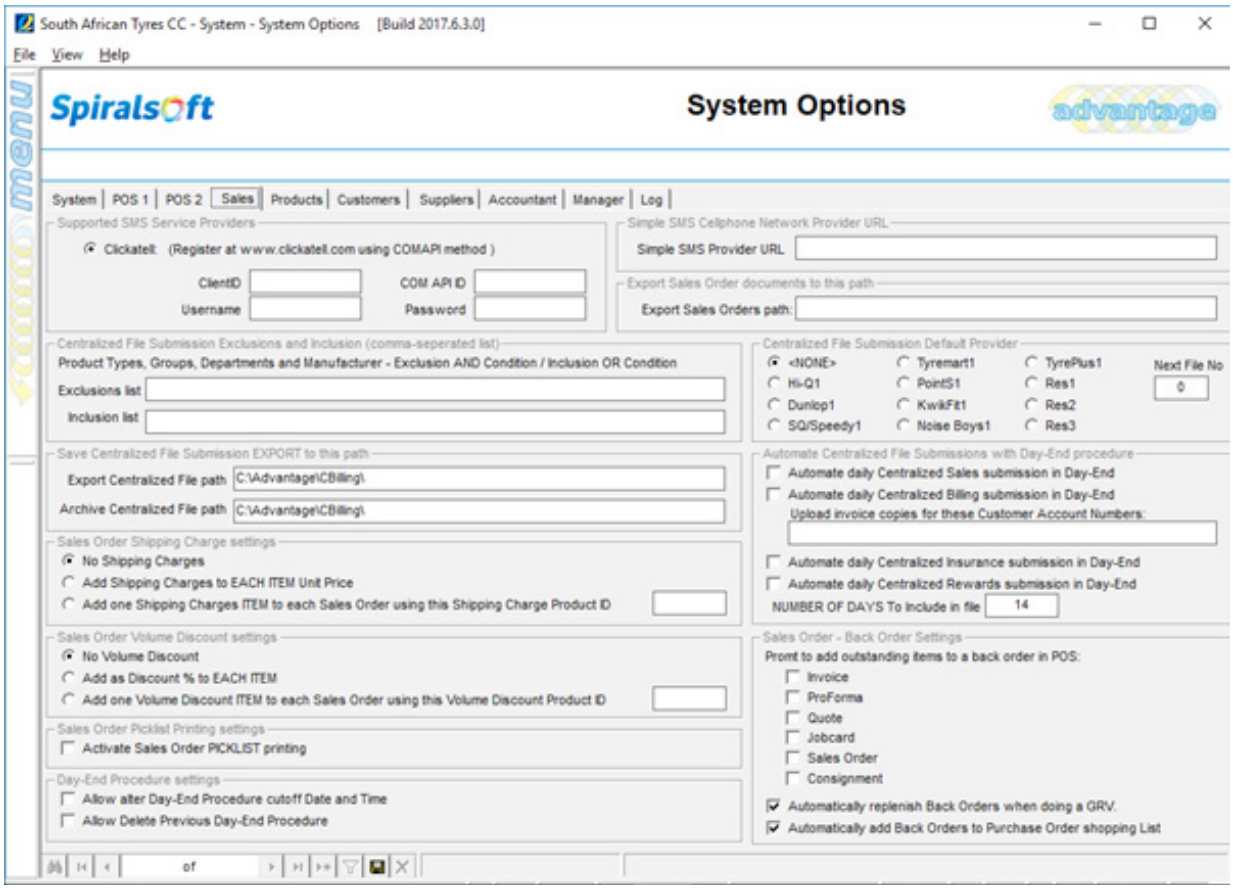


- You can ‘Save Order now and Print Order’ or you can ‘Save as a Pending Order’
- Click on ‘Print’
- The purchase order has now been saved

STEP 3 SETTING UP SALES ORDER – BACK ORDER SETTINGS IN THE SYSTEM OPTIONS

WHERE TO FIND IT

Menu > System > System options



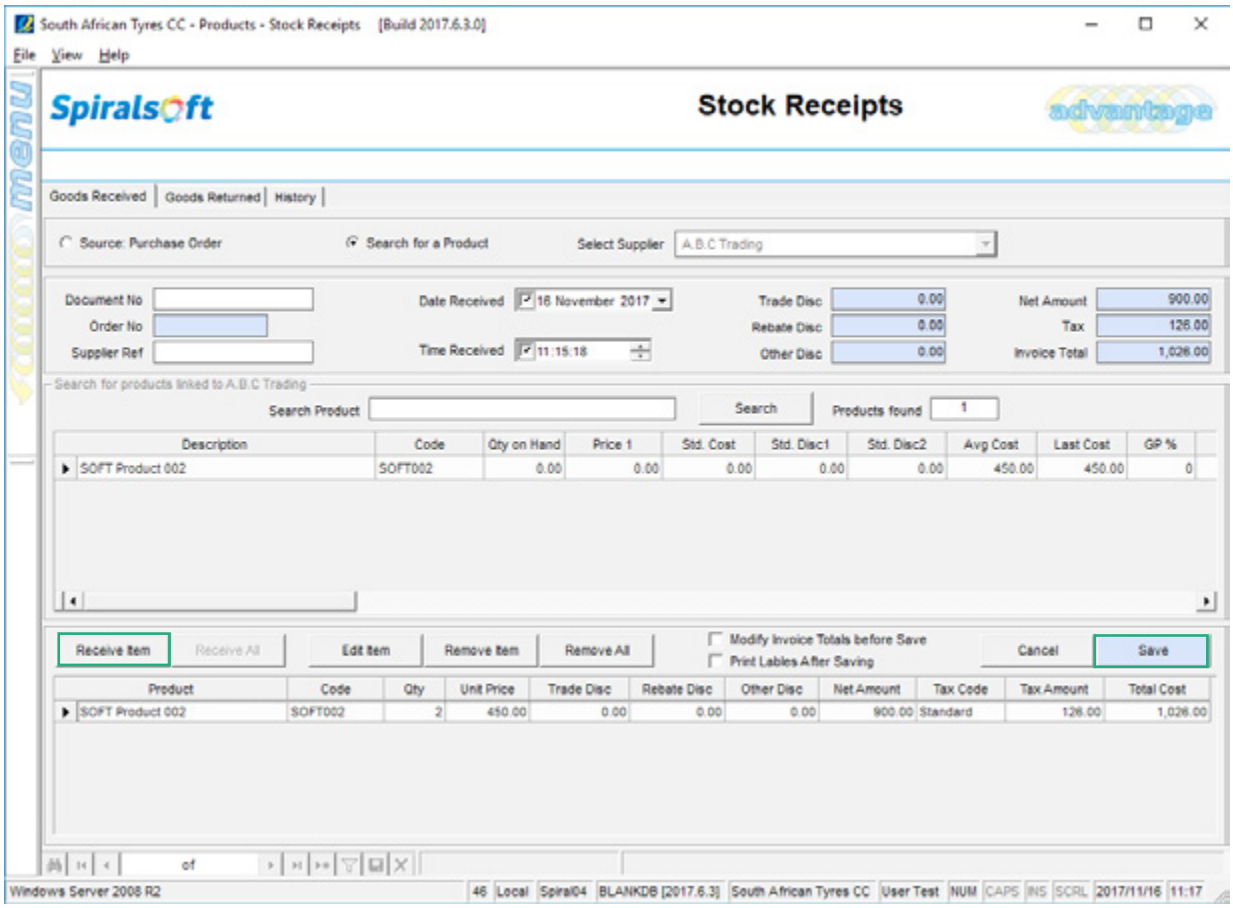
- Go to the System Options under the System Menu
- Go to the 'Sales' Tab
- On the bottom right, section 'Sales Order – Back Order Settings'
- Automatically Replenish Back Orders when doing a GRV

  If this option is ticked, the system will automatically replenish back order when doing a stock receipt, and the system will tell you in the notes which back order is being replenished
- Automatically Add Back Orders to Purchase order shopping list

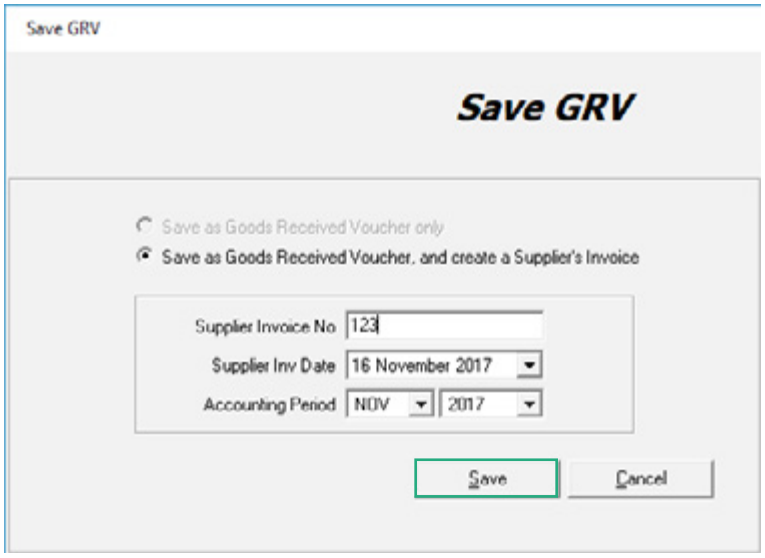
  If this option is ticked, the system will add the back-order items to the shopping list in the Purchase Order application

TO PRINT THE STOCK TRANSFER LOG ENTRIES, DO THE FOLLOWING:

- Go to the Stock Receipts Application under the Products Menu in the Back Office
- Go to the Goods Received Tab
- Search for the Product you are bringing into stock
- Click on Receive Item
- Insert the quantity you are bringing in, and the cost price
- Click on Add
- Click on Save

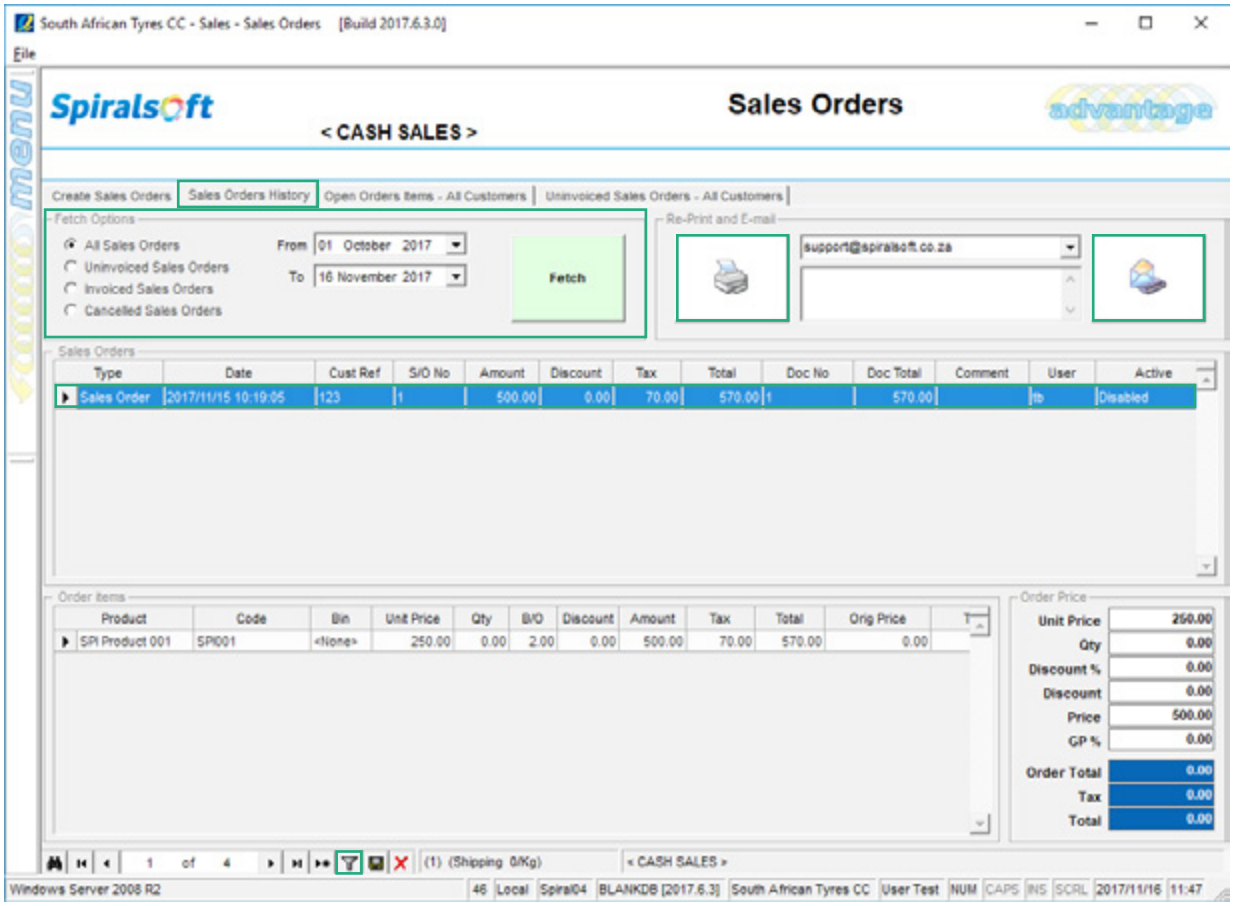


- A Save GRV screen will appear
- Enter the supplier invoice number
- Click on Save



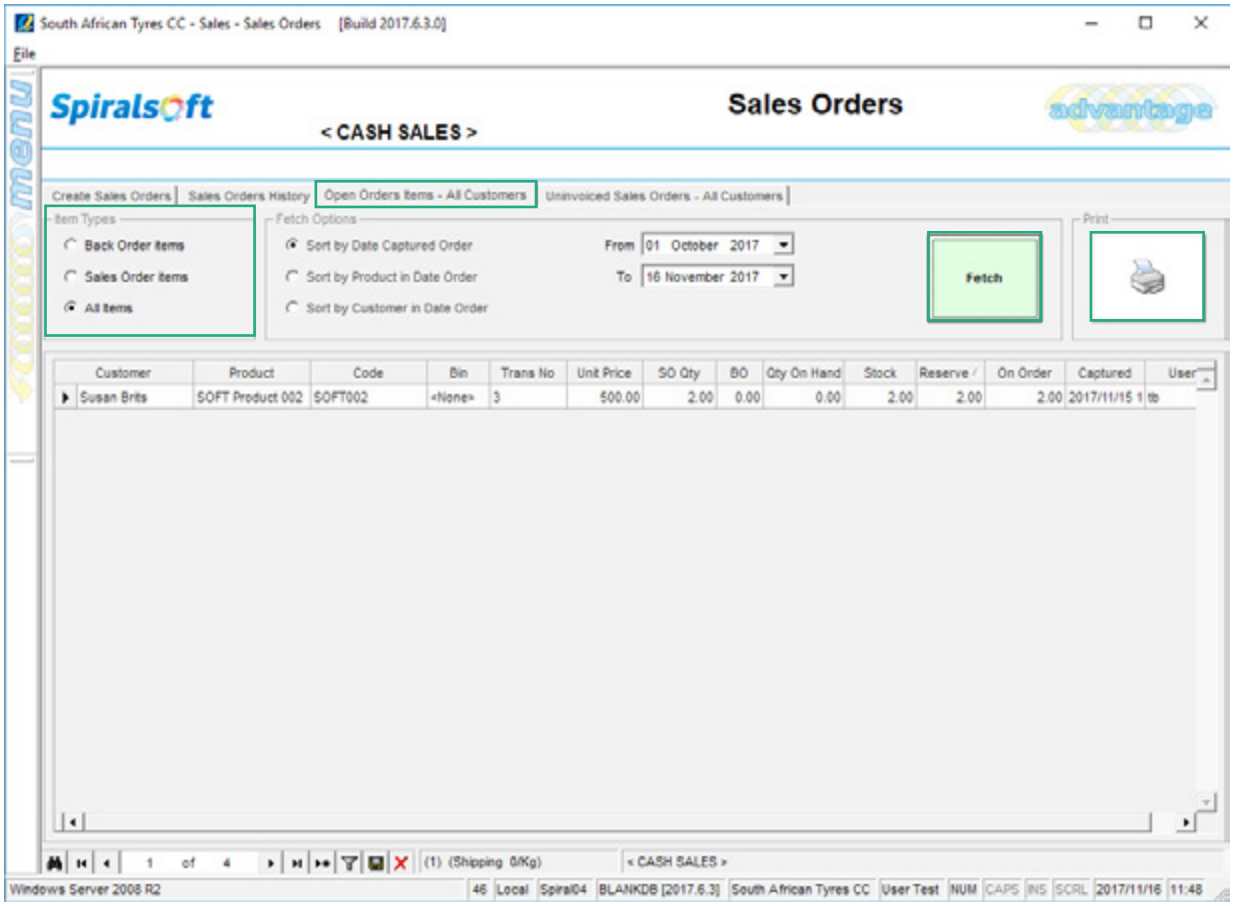
- The Goods Received Voucher Print preview will appear
- At the bottom of the GRV, in the notes section, the system will tell you which Sales Order has been replenished – provided

SALES ORDERS HISTORY



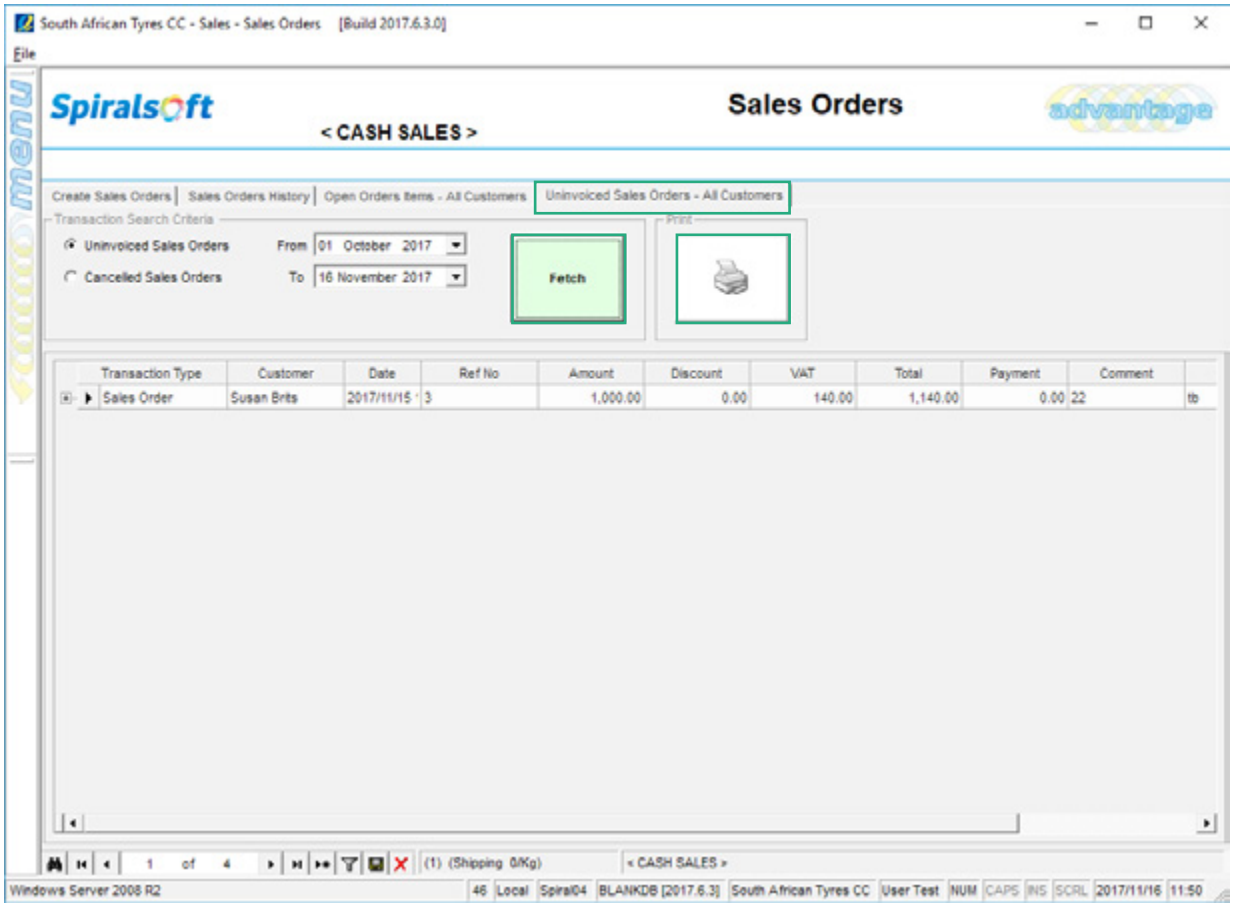
- Go to the Sales Orders Application
- Go to the second tab 'Sales Orders History'
- Search for a customer by using the filter at the bottom of the screen
- Select one of the 'Fetch Options' and the from and to dates
- Click on Fetch
- The Sales Orders will appear in the grid
- By highlighting the sales order in the top grid, the items that are on the Sales Order will be listed in the bottom grid
- You can Re-print and Email the Sales Orders directly from this screen

OPEN ORDER ITEMS – ALL CUSTOMER



- Go to the 'Open Orders Items – All Customers' tab
- Select a 'Item Types' filter
- Click on Fetch
- All open Sales Orders will be displayed in the grid
- You can print the sales order by highlighting the row and clicking on the print button

UNINVOICED SALES ORDERS – ALL CUSTOMERS

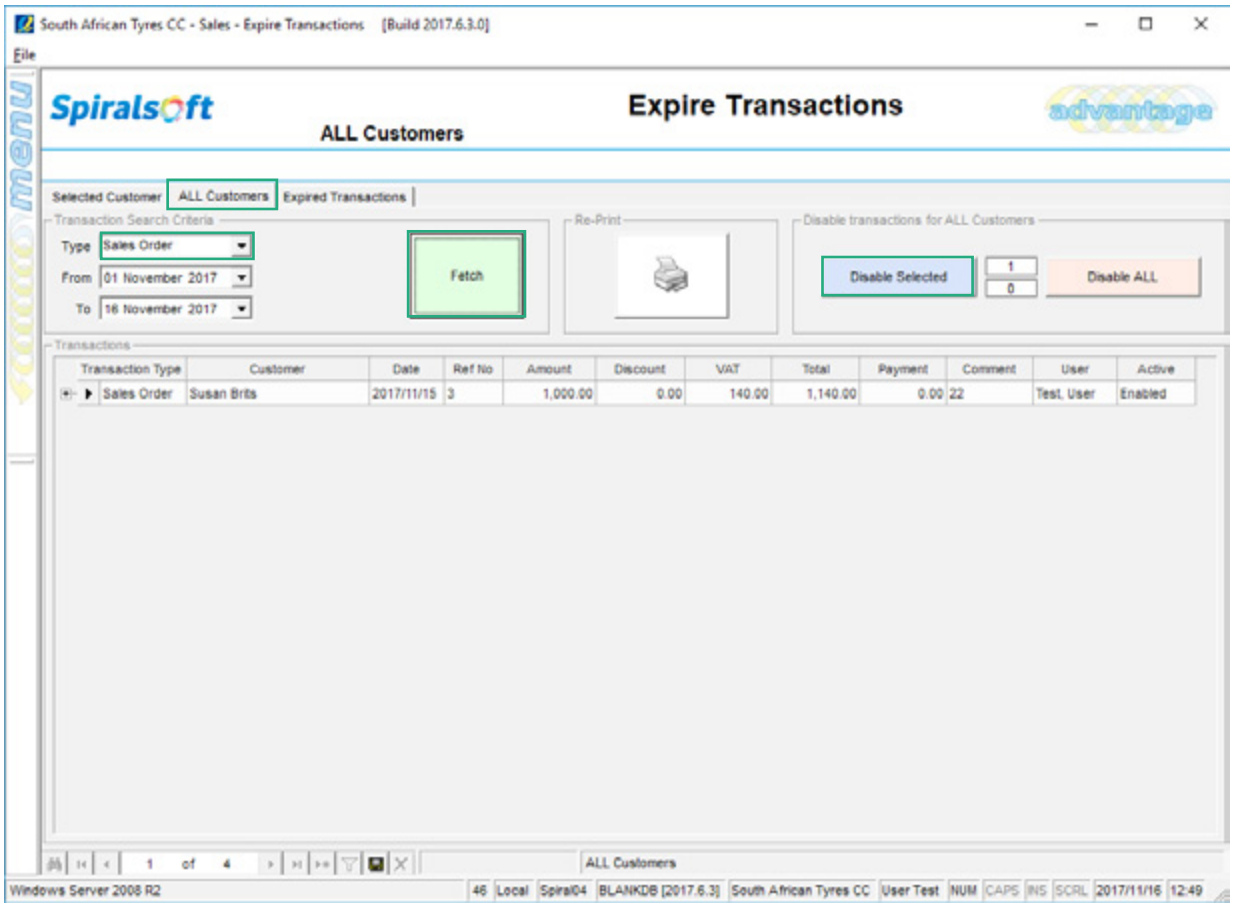


- Go to the 'Uninvoiced Sales Orders – All customers' tab
- The uninvoiced Sales Order option will display all sales orders that have not been converted into an invoice
- The Cancelled Sales Orders option will display all Sales Orders that have been cancelled/disabled
- To reprint, highlight the row and click on the print button

HOW TO DISABLE SALES ORDERS

WHERE TO FIND IT

Menu > Sales > Expire Transactions



- Go to the Expire Transactions application under the sales menu
- Select 'Sales Order' as your search criteria
- Select the date range
- Click on Fetch
- To disable all Sales Order in the grid, click on 'Disabled All' and Save at the bottom of the screen
- To disabled only one Sales Order, highlight the row and click on 'Disabled Selected' and click on Save at the bottom of the screen
- Expired Sales Orders will not be recalled in the Point of Sale

SALES ORDERS - BACK ORDER - POINT OF SALE

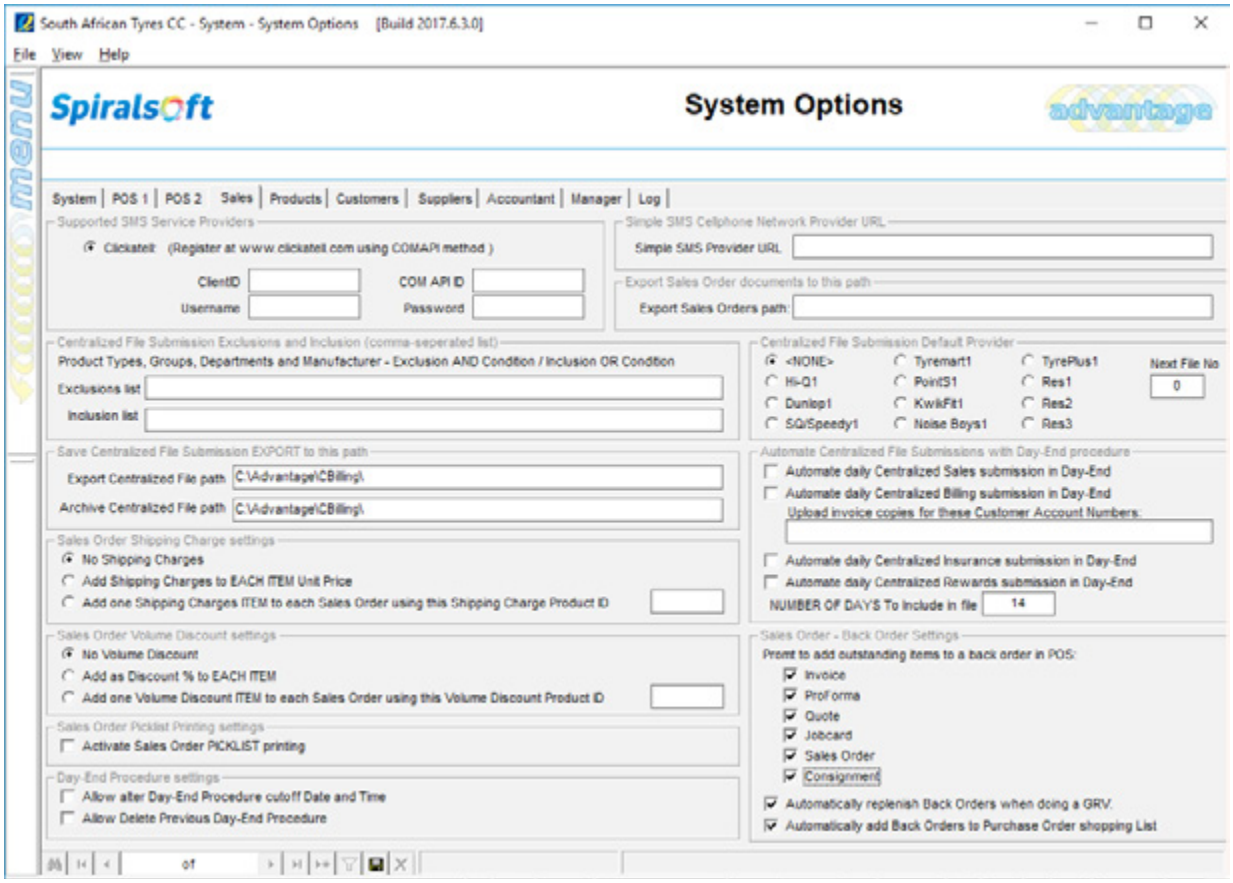
WHERE TO FIND IT: Menu > System > System Options

PURPOSE

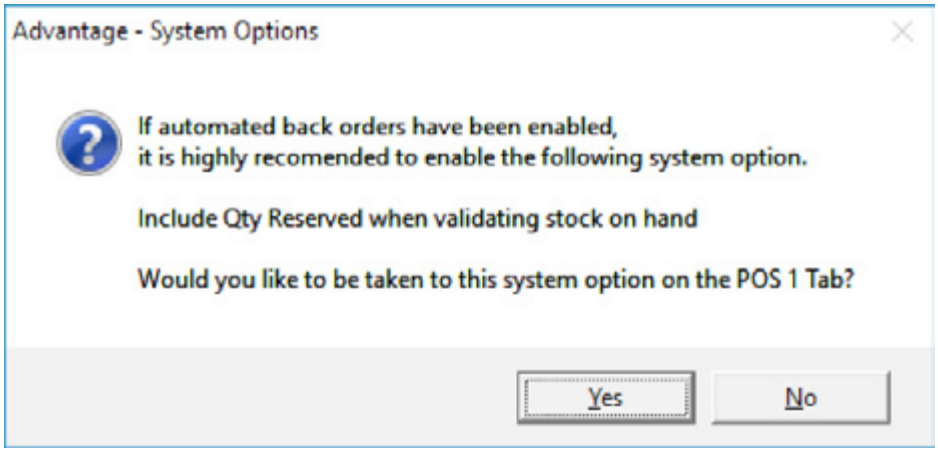
Sales Orders and Back Order functionality is added to the Point of Sale. You can save Sales Orders from the Point of Sale and/or add insufficient stock to Back Order from the Point of Sale – provided the system options are set up correctly

CONSIDER THE FOLLOWING SYSTEM OPTIONS

- Go to the 'Sales' tab
- Go to the Sales Order – Back Order Settings on the bottom-right side of the screen
- IF you want the system to ADD insufficient stock to a BACK ORDER from the point of sale, when saving certain documents, tick the check boxes for the certain document types
- In this example, we will tick them all
- Click on Save



- Once you have saved, the following message will appear:



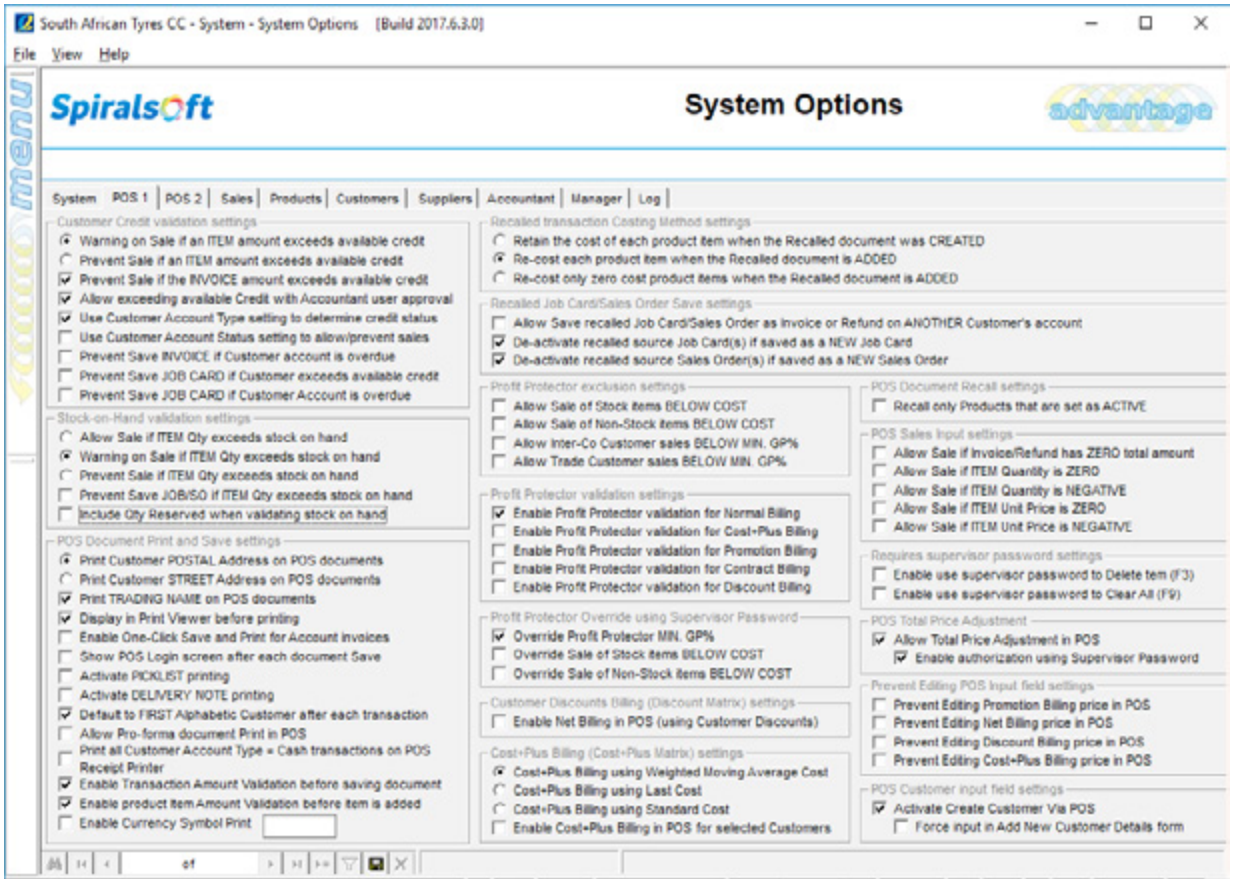
- This message states that we HIGHLY recommend you switch the system option ON that states, "Include Qty Reserved when validating stock on hand'

- Click on Yes

- Once you have selected yes, the system will take you to that system option

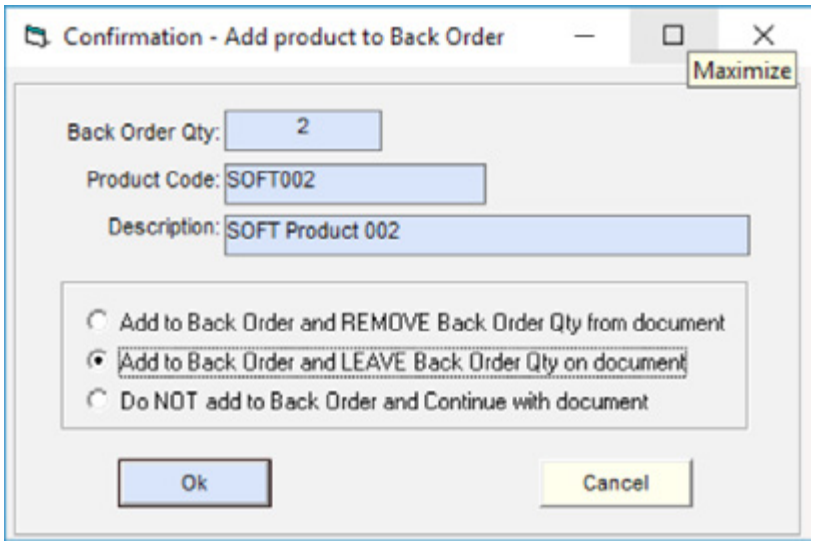
- Tick the box that says 'Include Qty Reserved when validating stock on hand'

- Save at the bottom of the screen



SAVING AS A SALES ORDER IN THE POINT OF SALE

1. Go to the Point of Sale Application
2. Search for a Customer (F5)
3. Search for the Product (F6)
4. Insert the desired quantity
5. Add the Product (F12)
6. Insert the Order Number and Asset if intended to use this option
7. Save (F11) as a Sales Order
8. Taking the system options into consideration as mentioned above
   IF the system option is ON to add insufficient stock to Back Order, the following screen will appear

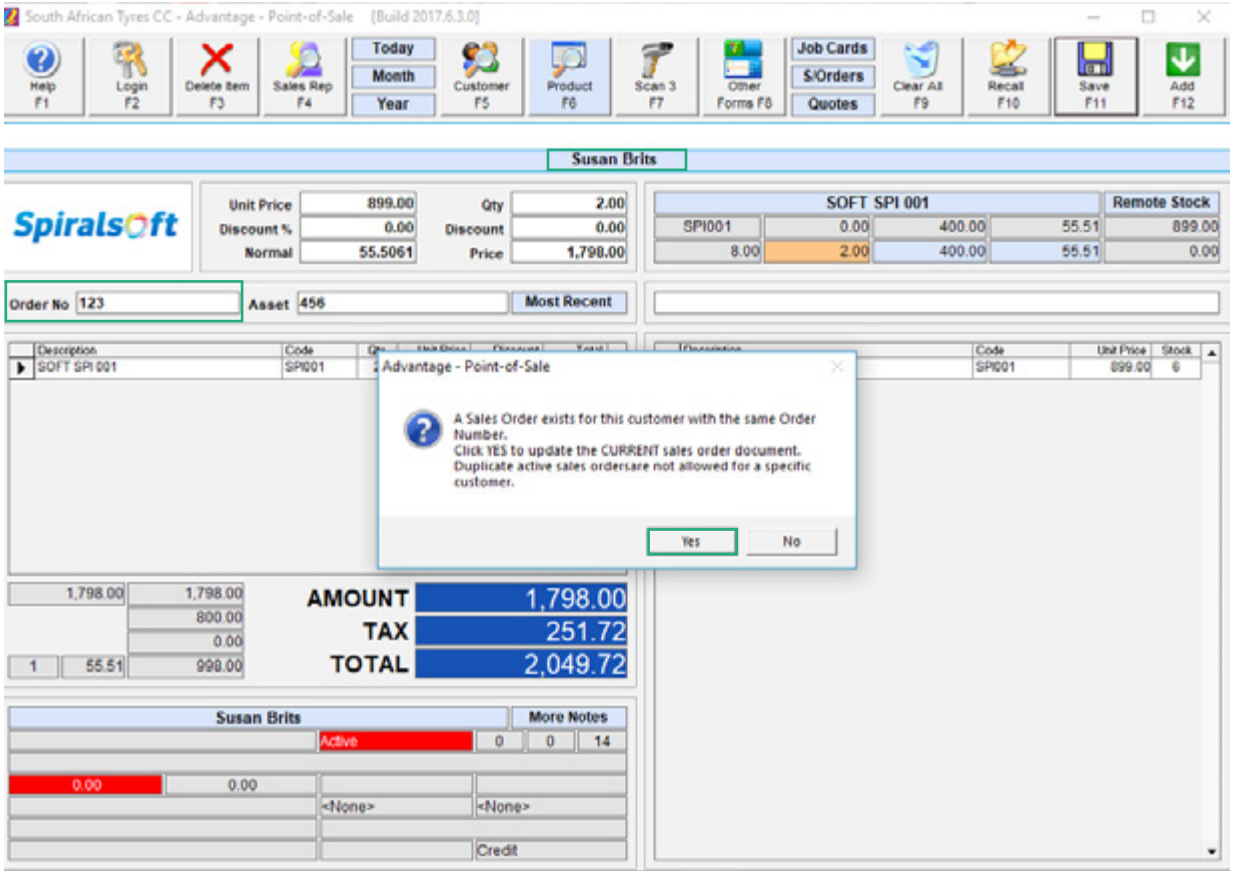


9. This will display the Back Order Qty, product code and product description
10. There are 3 options to choose from:
    - Add to Back order and REMOVE Back Order Qty from Document
    - Add to Back Order and LEAVE Back Order Qty on Document
    - Do NOT add to Back Order and Continue with document
11. Select the option you wish to perform, and click on OK
12. The sales order will save according to the option chosen in the 'Confirmation – Add products to Back Order' screen
13. IF you selected to ADD items to back order, the items will be in the Purchase Order Shopping list in the Back Office

SALES ORDERS ARE GROUPED BY ORDER NUMBER AND CUSTOMER IN THE POINT OF SALE

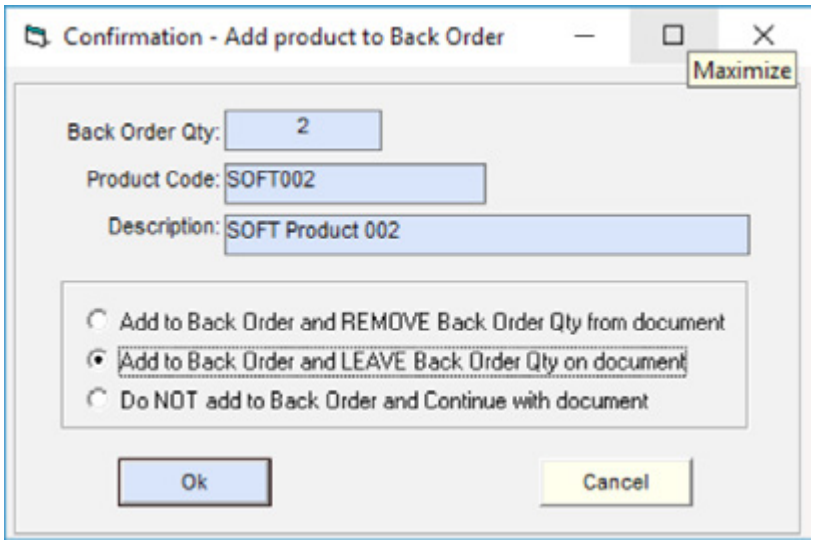
WHAT DOES THIS MEAN?

- If items are saved as a Sales Order, and there is an OPEN Sales order on the system with the SAME order number and SAME customer, the following message will appear
- Click on YES
- The items will be added to the existing, open Sales Order for that specific customer



SAVING AS AN INVOICE/QUOTATION/JOBCARD/ CONSIGNMENT IN THE POINT OF SALE

1. Go to the Point of Sale Application
2. Search for a Customer (F5)
3. Search for the Product (F6)
4. Insert the desired quantity
5. Add the Product (F12)
6. Insert the Order Number and Asset if intended to use this option
7. Save (F11) as an Invoice/Quotation/Jobcard/Consignment
8. Taking the system options into consideration as mentioned above
   IF the system option is ON to add insufficient stock to Back Order, the following screen will appear



9. This will display the Back Order Qty, product code and product description
10. There are 3 options to choose from:
    - Add to Back order and REMOVE Back Order Qty from Document
    - Add to Back Order and LEAVE Back Order Qty on Document
    - Do NOT add to Back Order and Continue with document
11. Select the option you wish to perform, and click on OK
12. The invoice/quotation/jobcard/consignment will save according to the option chosen in the 'Confirmation – Add products to Back Order' screen
13. IF you selected to ADD items to back order, the items will be in the Purchase Order Shopping list in the Back Office
    Remember that Purchase Orders have to be created manually
14. To edit an OPEN Sales Order, click on F10 – Recall, and select Sales Orders
15. Add the Sales Order
16. Amend the document
17. Save (F11) as chosen document

SUPPLIERS

SUPPLIER CATALOG

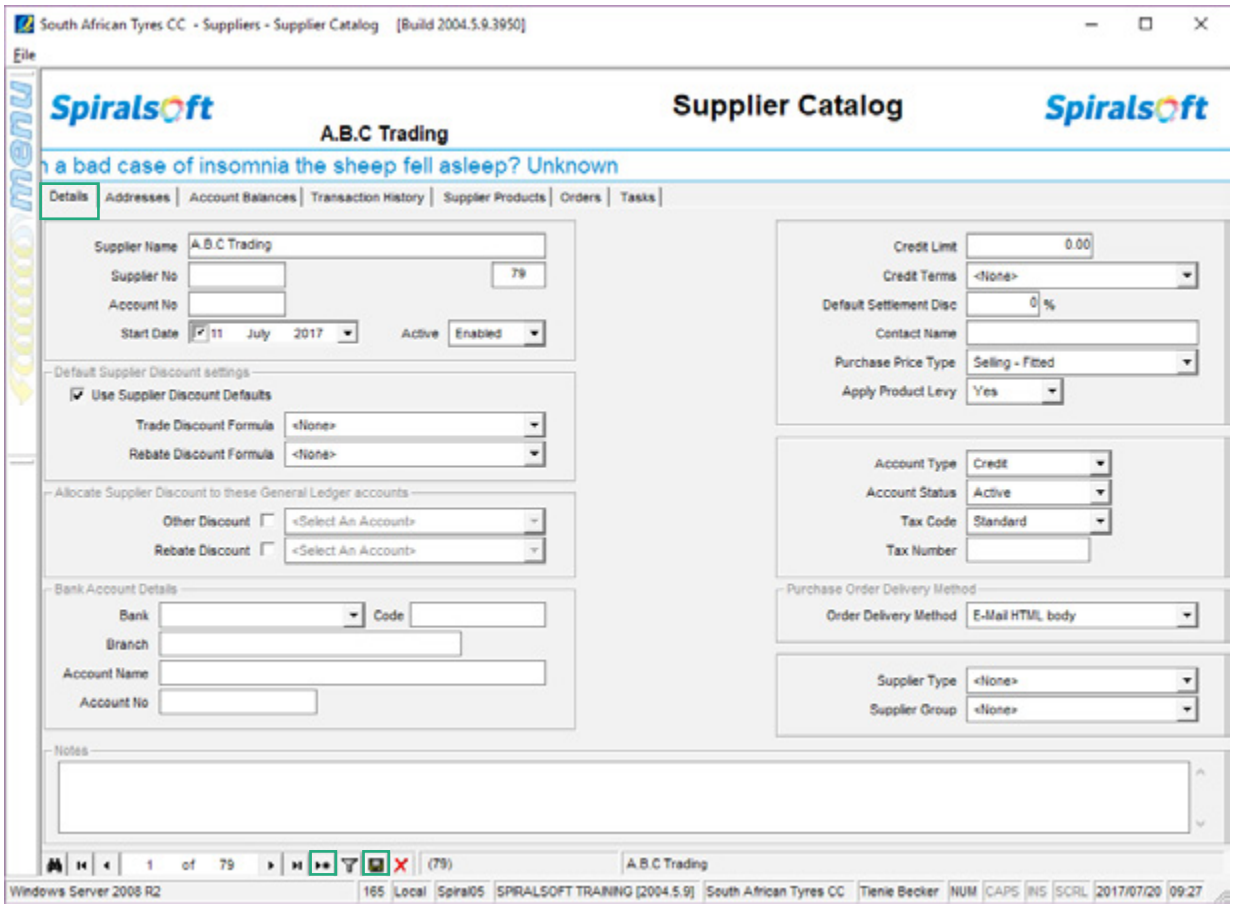
WHERE TO FIND IT

Click Menu > Suppliers > Supplier Catalog

HOW TO CREATE A NEW SUPPLIER ACCOUNT

PURPOSE

Explains functionality and procedures to add and edit suppliers in the Supplier Catalog. The Supplier Catalog is the master file of all suppliers in the system, and interactive settings related to the suppliers.



1. Go to the Supplier Catalog Application in the Menu.
2. On the Details tab, click on Insert (>*) in the Navigation Bar. This will clear all the fields on the Details tab.
3. Complete the following fields:
   - 3.1. Supplier Name (required),
   - 3.2. Supplier Number,
   - 3.3. Account Number,
   - 3.4. Code,
   - 3.5. Branch,
   - 3.6. Account Name,
   - 3.7. Account Number
   - 3.8. Please note that the only required information in order to create a new Supplier is the name, all other information can be added at a later stage if necessary.
4. Click Save (💾) in the Navigation Bar.

The new Supplier will be saved; the default values for all the other fields, which have not been completed, will be displayed.

PURPOSE

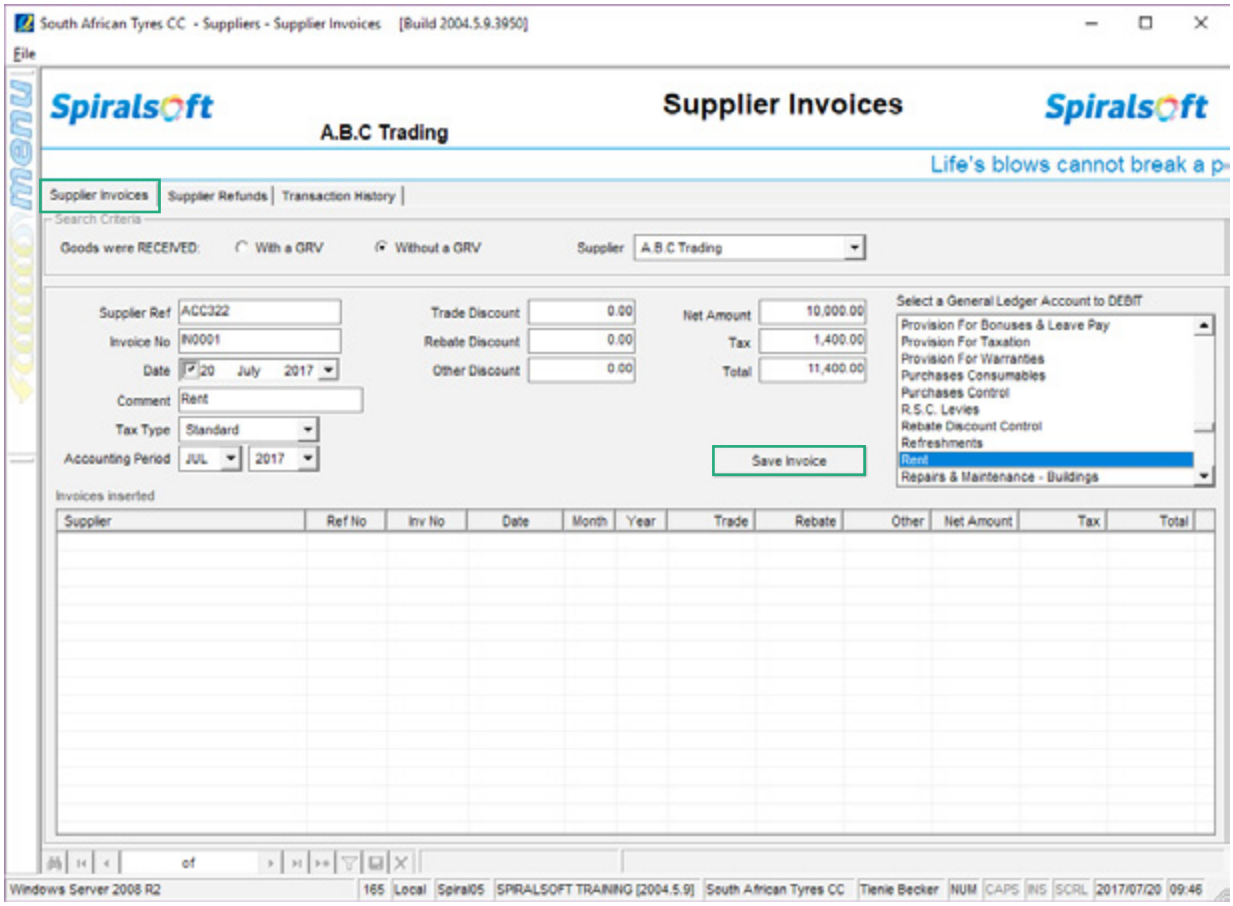
To capture supplier invoices without a GRV, i.e. all non-stock items and post them to the relevant General Ledger account.

SUPPLIER INVOICES

WHERE TO FIND IT

Click Menu > Supplier > Supplier Invoices

HOW TO CAPTURE A SUPPLIER INVOICE



1. Go to the Supplier Invoices Application in the Menu.
2. Go to the Supplier Invoices tab.
3. Select either the With a Goods Received Voucher option or the Without a Goods Received Voucher option.
4. Select a Supplier from the Supplier drop down list.
5. Complete the following fields:
   5.1. Supplier Reference (required),

5.2. Invoice Number,

5.3. Comment,

5.4. Trade Discount (if applicable),

5.5. Rebate Discount (if applicable),

5.6. Other Discount (if applicable),

5.7. Net Amount (Excl VAT),

5.8. Tax, and/or

5.9. Total (Incl VAT).

6. Select specific criteria from the drop down lists on the following fields:

6.1. Date,

6.2. Tax Type, and

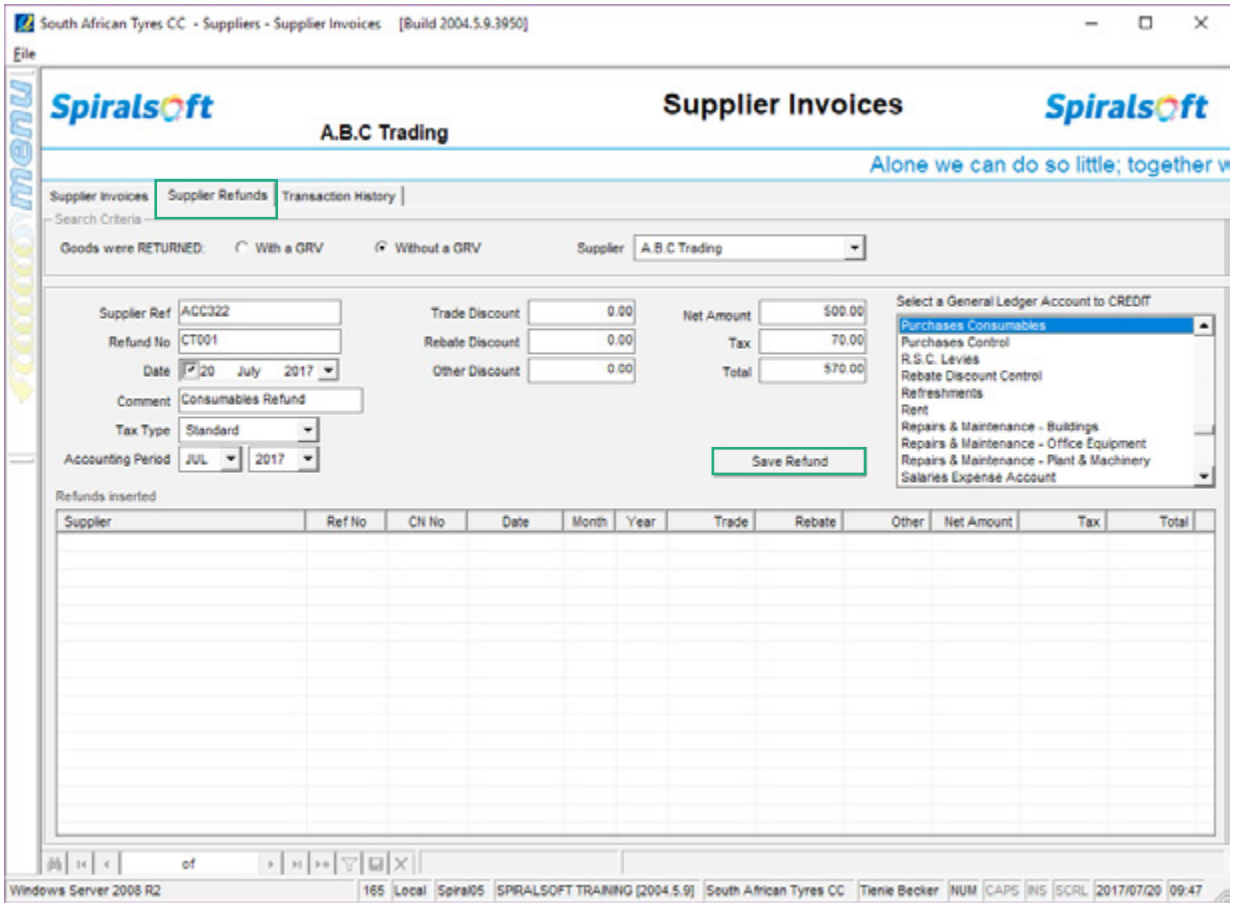
6.3. Accounting Period.

It is very important that the Accounting Period agrees with the Date for the purpose of generating the reports.

7. Select a specific General Ledger Account as the contra account by selecting from the Select a General Ledger Account to DEBIT drop down list.

8. Click on Save Invoice. A message indicating that the Supplier Invoice was indeed Saved successfully will be displayed. Click on OK.

HOW TO CAPTURE A SUPPLIER REFUND



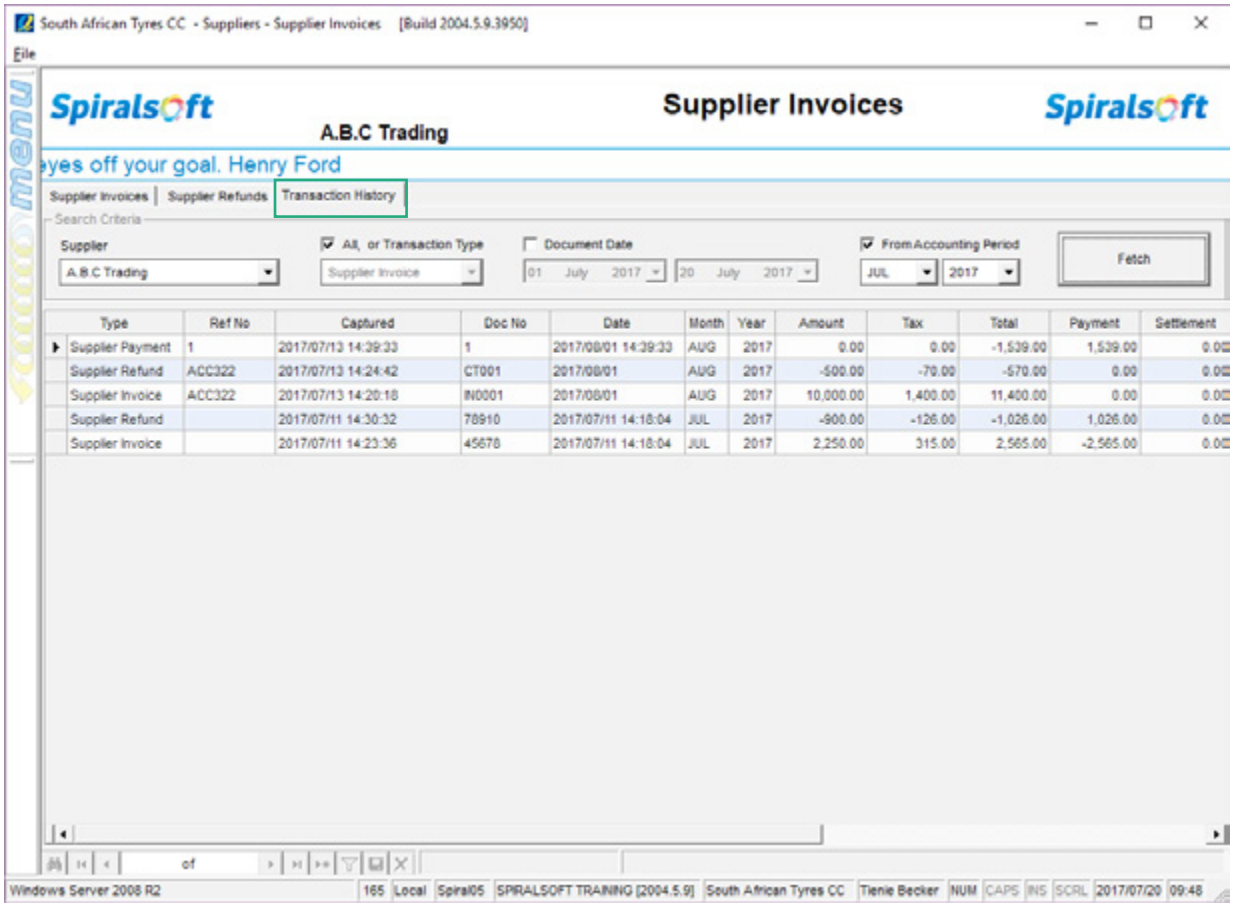
1. Go to the Supplier Invoices Application in the Menu.
2. Go to the Supplier Refunds tab.
3. Select either the With a Goods Received Voucher option or the Without a Goods Received Voucher option.
4. Select a Supplier from the Supplier drop down list.
5. Complete the following fields:
   - 5.1. Supplier Reference (required),
   - 5.2. Refund Number,
   - 5.3. Comment,
   - 5.4. Trade Discount (if applicable),
   - 5.5. Rebate Discount (if applicable),
   - 5.6. Other Discount (if applicable),
   - 5.7. Net Amount (Excl VAT),
   - 5.8. Tax, and/or
   - 5.9. Total (Incl VAT).
6. Select specific criteria from the drop down lists on the following fields:
   - 6.1. Date,
   - 6.2. Tax Type, and

6.3. Accounting Period.

It is very important that the Accounting Period agrees with the Date for the purpose of generating the reports.

7. Select a specific General Ledger Account as the contra account by selecting from the Select a General Ledger Account to CREDIT drop down list.
8. Click on Save Refund.
9. A message indicating that the Supplier Credit was indeed Saved successfully will be displayed. Click on OK.

HOW TO VIEW CAPTURED INVOICES AND REFUNDS ON TRANSACTION HISTORY ON A SUPPLIER ACCOUNT



1. Go to the Supplier Invoices Application in the Menu.
2. Go to the Transaction History tab.
3. Select a Supplier from the Supplier drop down list.
   The Menu Bar at the top indicates which Supplier is selected.
4. Tick or select a specific Type of Transaction by selecting the Transaction Type on the drop down list.
5. Tick and select a specific period of time by selecting from the Document Date drop down date pickers if intended to use this option.

6. Tick and select a month and year by selecting from the From Accounting Period drop down date pickers if intended to use this option.
7. Click on Fetch.
   A list of Transactions will be displayed according to the options selected in steps 3 to 6.
8. The screen displays the Type, Reference Number, Captured, Document Number, Date, Month, Year, Amount, Tax, Total, Payment, Settlement, Comment, Trade Discount, Rebate Discount, Other Discount and User.
9. Right-click on one of the transactions and select the Export All to Excel option.
10. A Save as Microsoft Excel file dialog box is displayed.
11. Type the File name you want to utilise and click on Save on the Save as Microsoft Excel dialog box.
12. Confirm by clicking Yes to the question posed “Do you wish to continue?”.
13. A message indicating that The Excel export was indeed completed successfully will be displayed. Click on OK.
14. Click on and hold Ctrl on your keyboard while clicking the row selector of the Transactions.
15. Right-click on one of the transactions and select the Export Selected to Excel option.
16. A Save as Microsoft Excel file dialog box is displayed.
17. Type the File name you want to utilise and click on Save on the Save as Microsoft Excel dialog box.
18. Confirm by clicking Yes to the question posed “Do you wish to continue?”.
19. A message indicating that The Excel export was indeed completed successfully will be displayed. Click on OK.

MULTI-SPLIT TRANSACTIONS

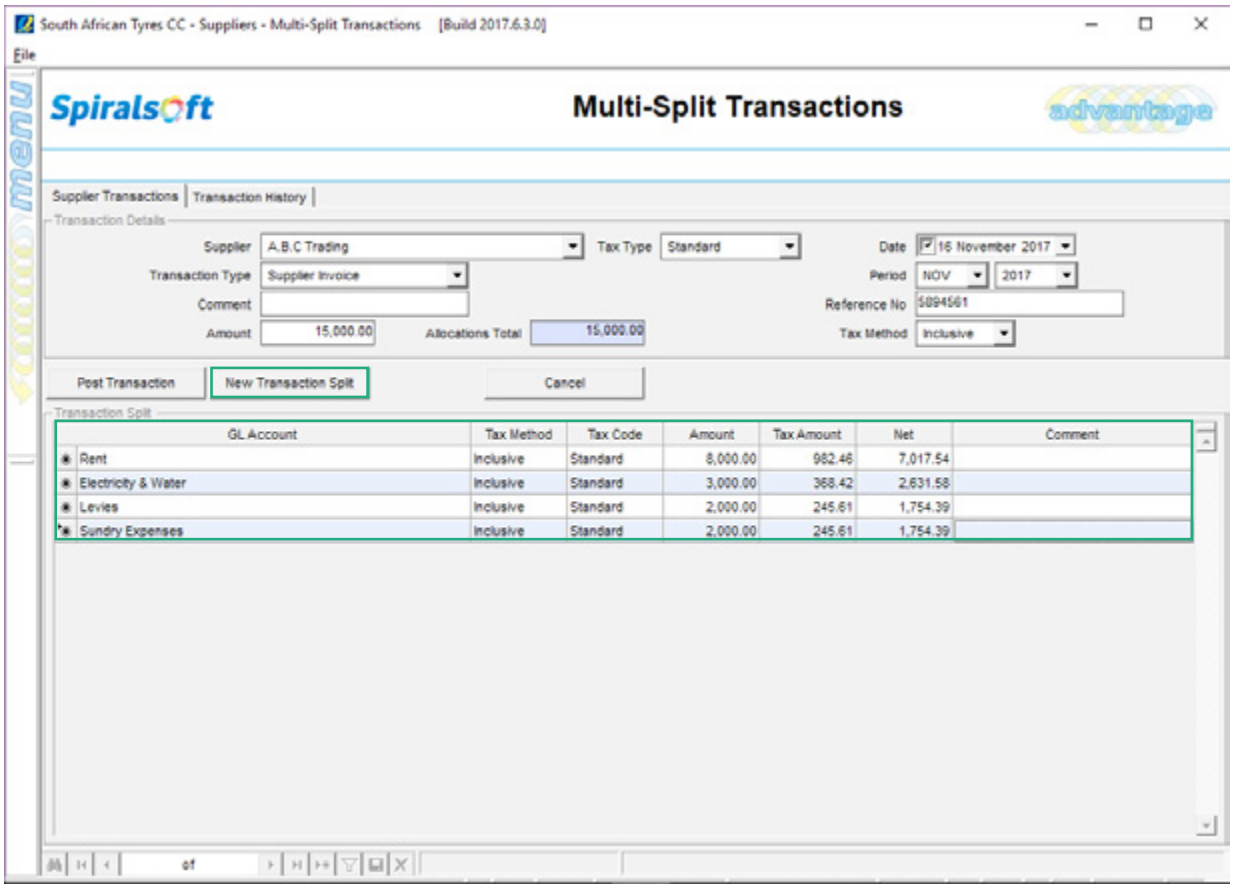
WHERE TO FIND IT

Click Menu > Suppliers > Multi-Split Transactions

HOW TO POST A SPLIT SUPPLIER INVOICE

PURPOSE

To enable a supplier invoice/refund to be split across more than one GL Account.



1. This application is used when a supplier invoice/refund needs to be split across more than one GL Account
2. Click on the Multi-Split Transactions application in the Menu
3. Select the Supplier from the drop-down list

4. Select the Transaction Type – Invoice of Refund
5. Enter a Comment, Amount and Reference No
6. Click on New Transaction Split
7. Select a GL account to post to in the grid
8. Enter a Comment, Amount and Reference No
9. Click on New Transaction Split
10. Select a GL account to post to in the grid
11. When all the details have been added, click on Post Transaction

SUPPLIER JOURNALS

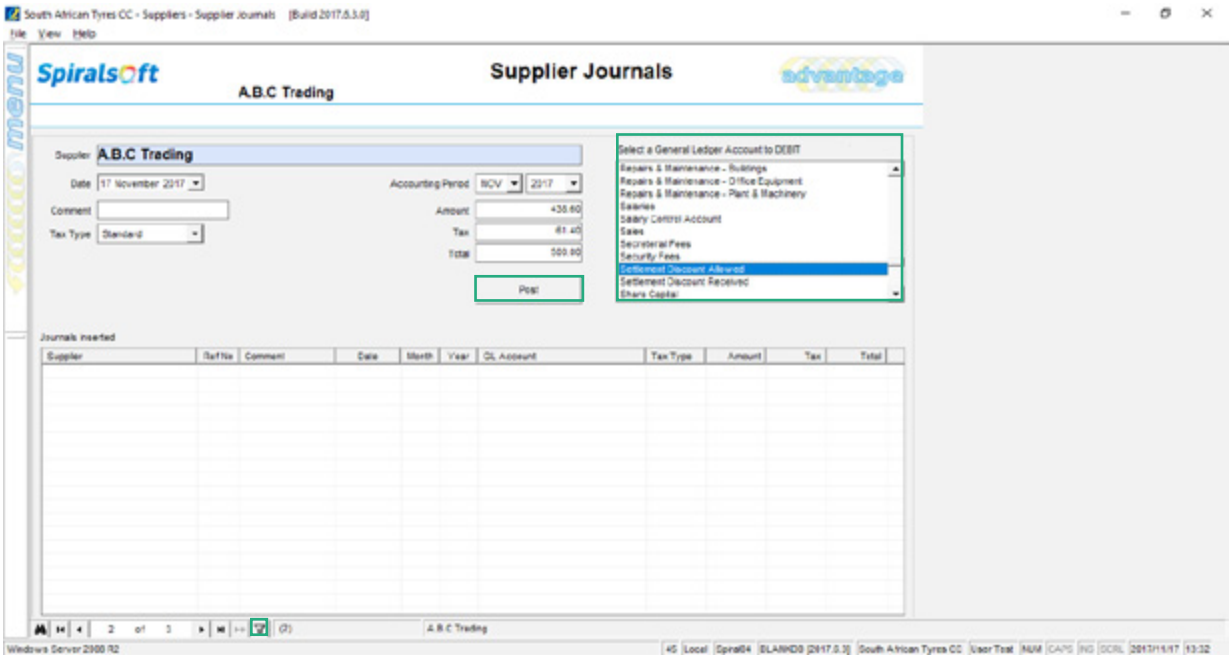
WHERE TO FIND IT

Click Menu > Suppliers > Supplier Journals

HOW TO POST A SUPPLIER JOURNAL

PURPOSE

Supplier Journals can be captured for any transaction.



1. Go to the Supplier Journals Application in the Menu.

2. Select a Supplier using Filter ( ) in the Navigation Bar.

The Menu Bar at the top indicates which Supplier is selected.

3. Select a specific Date by selecting from the Date drop down date picker.

4. Type a Comment in the Comment input field.

This is used to type in a short reason why the Supplier Journal was captured.

5. Select a Tax Type from the Tax Type drop down list.

6. Select a month and year by selecting from the Accounting Period drop down date pickers.

It is very important that the Accounting Period agrees with the Date for the purpose of generating the reports.

7. Type either the Amount (Excl VAT) in the Amount input field or the Total Amount (Incl VAT) in the Total input field (negative Amount will DEBIT the Supplier Account, therefore, decrease the CREDIT Account Balance; positive Amount will CREDIT the Supplier Account, therefore, increase the CREDIT Account Balance).

8. Select a General Ledger Account as the contra account by selecting from the Select a General Ledger Account to DEBIT or -CREDIT drop down list.

9. Click on Post.

10. Confirm by clicking Yes to the question posed “Confirm information before Posting”.

11. A message indicating that the Journal Post was indeed completed successfully will be displayed. Click on OK.

SUPPLIER PAYMENTS

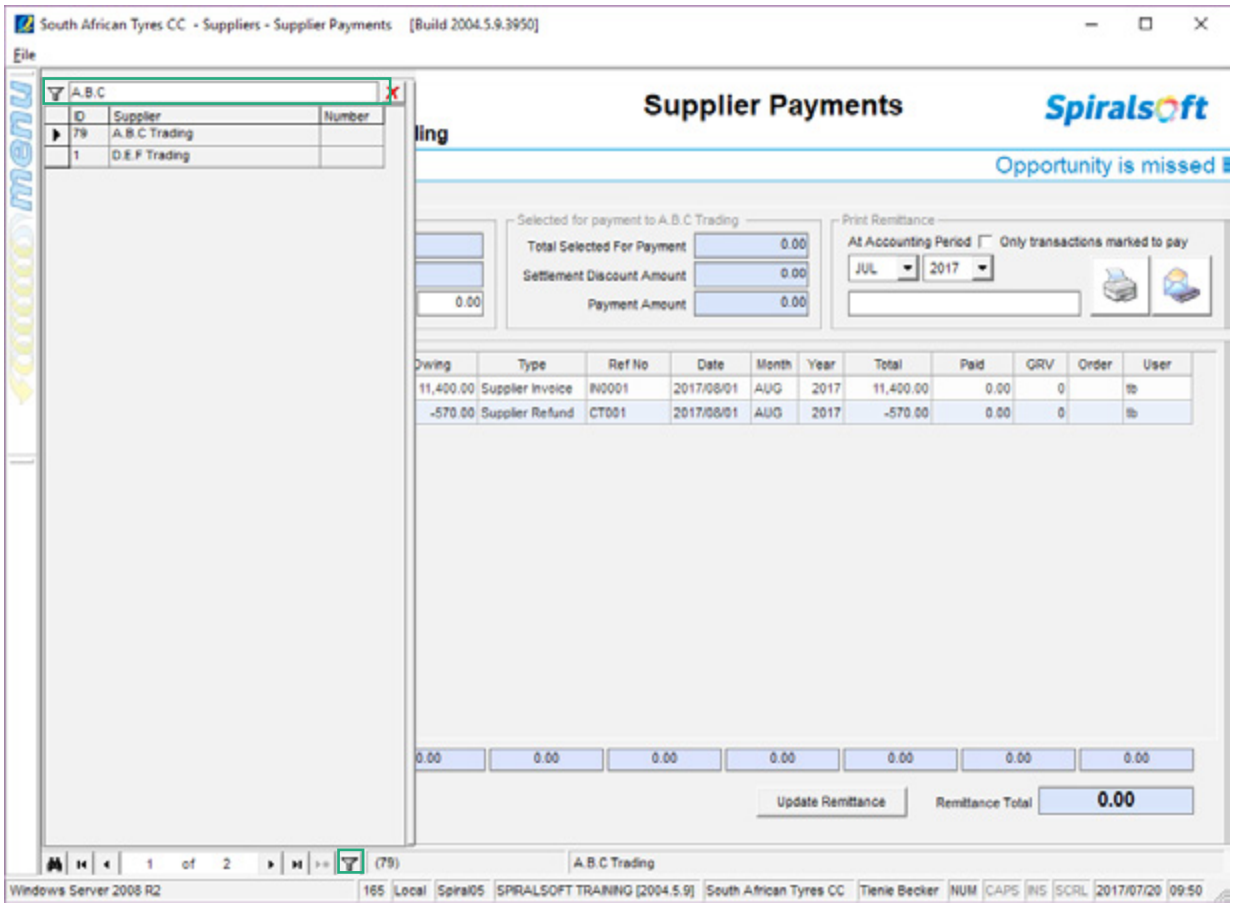
WHERE TO FIND IT

Click Menu > Suppliers > Supplier Payments

HOW TO CAPTURE A SUPPLIER PAYMENT

PURPOSE

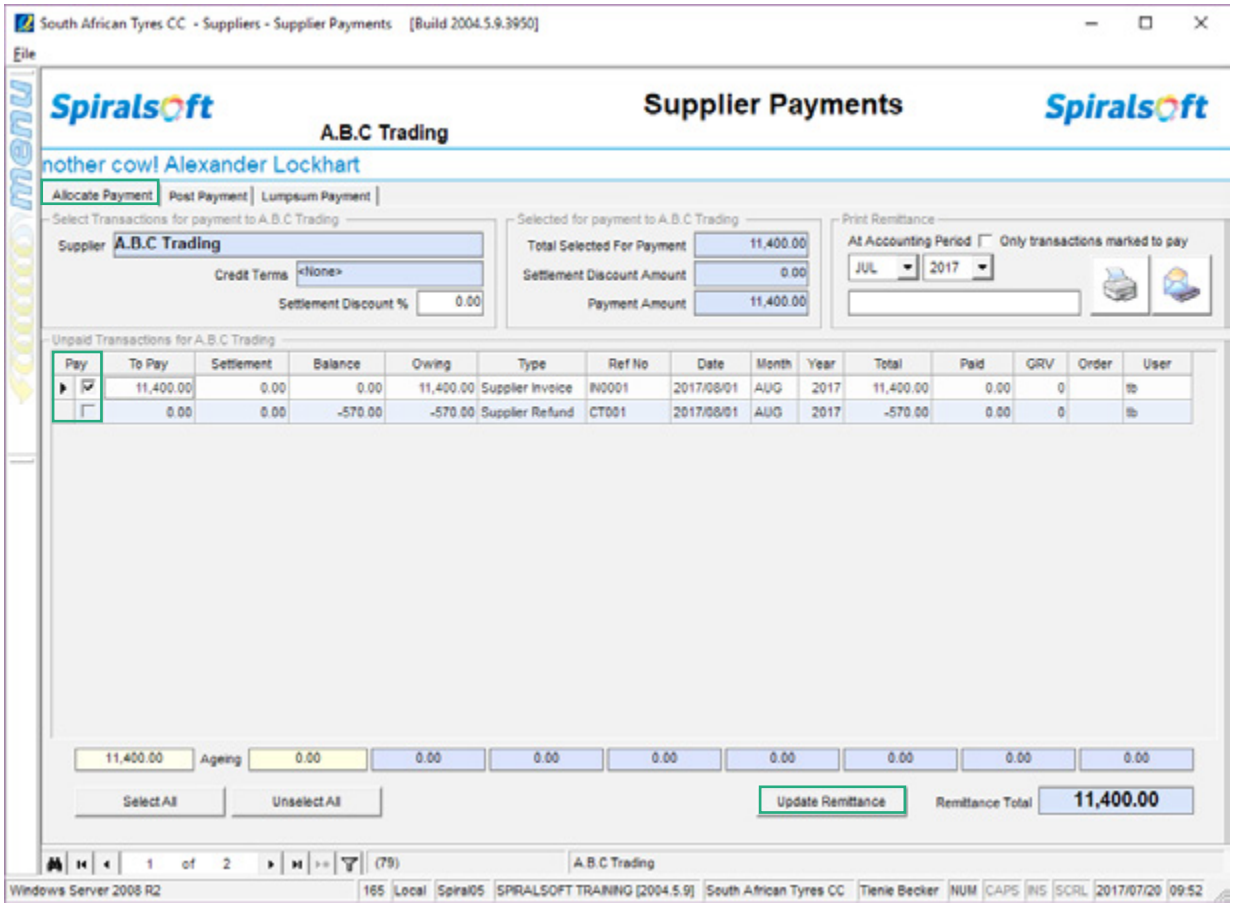
This function is used to capture, allocate and post supplier payments as well as lump sum payments.



1. Go to the Supplier Payments Application in the Menu.

2. On the Allocate Payment tab, select a Supplier using Filter ( ) in the Navigation Bar.

The Menu Bar at the top indicates which Supplier is selected.



3. At the bottom of the screen the Ageing blocks are displayed as Ageing Total, Current, 30 Days, 60 Days, 90 Days, 120 Days, 150 Days and 180+ Days.

4. Select the Term to view the specific transactions outstanding for that period.

The field selected will change to a yellow colour.

5. Type the Settlement Discount percentage in the Settlement Discount percentage input field if intended to use this option.

6. Tick the Pay option and type the Amount (if a partial payment is made for the Unpaid Transaction) in the Amount input field of each transaction for selected individual Unpaid Transactions if intended to use this option.

7. Click on Update Remittance.

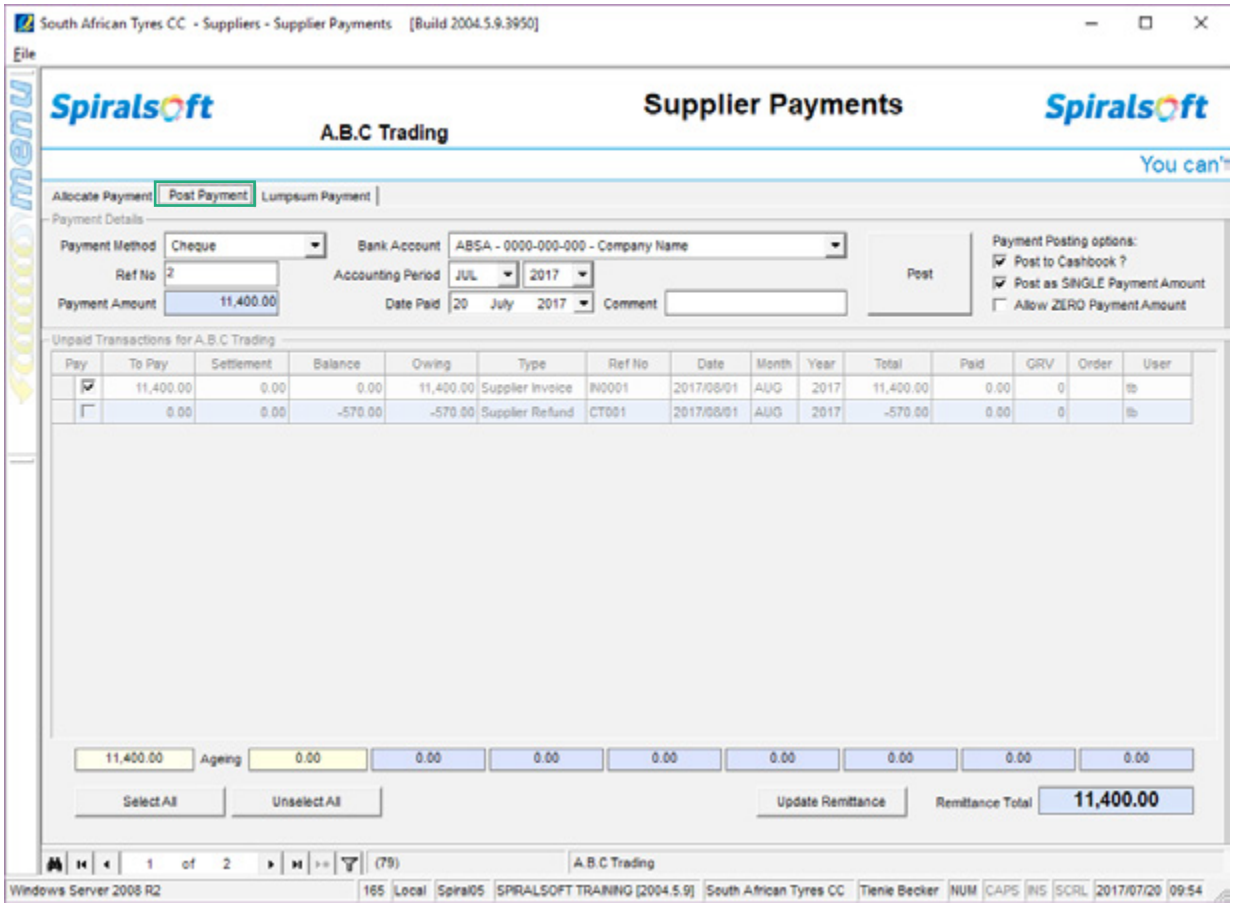
8. A message indicating that the Remittance was indeed updated successfully will be displayed. Click on OK.

9. Select a month and year by selecting from the At Accounting Period drop down date pickers if intended to use this option.

10. Tick the Only transactions marked to pay option if intended to use this option.

11. Click on Print ( ).
12. A print preview of the Supplier Remittance Advice will be displayed.
13. After printing the Supplier Remittance Advice, close the window at the top right corner marked with a X.
14. Type an E-Mail address in the input field in the Print Remittance block if intended to use this option.
15. Click on E-Mail ( ).
16. A print preview of the Supplier Remittance Advice will be displayed.
17. A message indicating that the Send E-mail was indeed completed successfully will be displayed. Click on OK.
18. After printing the Supplier Remittance Advice, close the window at the top right corner marked with a X.

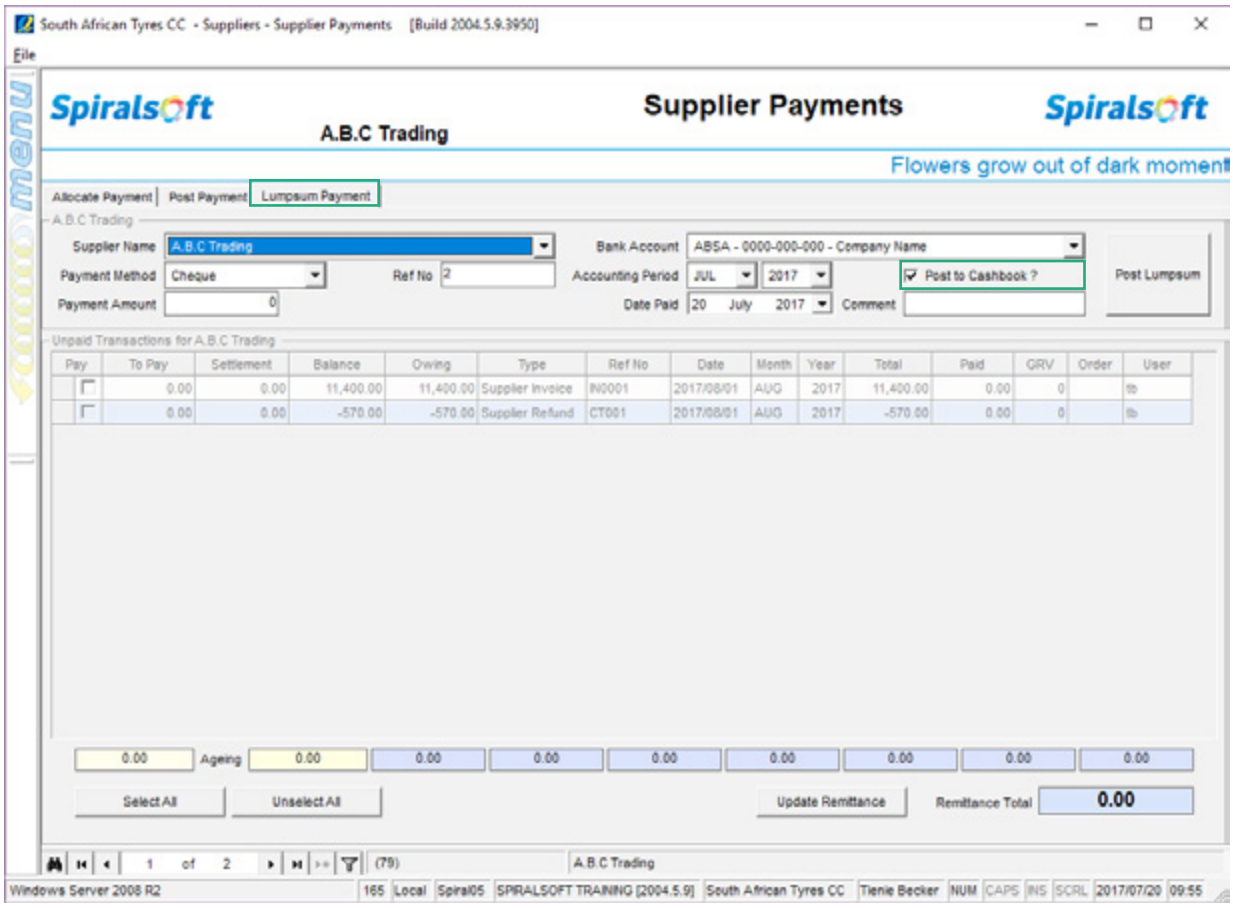
HOW TO POST A SUPPLIER PAYMENT



1. Go to the Post Payment tab.
2. Select a Payment Method from the Payment Method drop down list.
3. Select a Bank Account from the Bank Account drop down list if intended to use this option.
4. Select a month and year by selecting from the Accounting Period drop down date pickers.
   It is very important that the Accounting Period agrees with the Date Paid for the purpose of generating the reports.
5. Select a Date Paid by selecting from the Date Paid drop down date picker.
6. Type the Supplier name or Bank Statement reference in the Comment input field.
7. Tick the Post to Cashbook ? option in the Payment Posting options: block if intended to use this option.
   This option must be ticked when the Supplier Payment is captured from the Bank Statement.
8. Tick the Post as SINGLE Payment Amount option in the Payment Posting options: block if intended to use this option.
   This option must be ticked when the Supplier Payment is captured as one Payment to the Supplier.
9. Tick the Allow ZERO Payment Amount option in the Payment Posting options: block if intended to use this option.
   This option must be ticked when the Supplier Payment is fully allocated with a ZERO Remittance Total Amount.
10. Click on Post.

11. Confirm by clicking Yes to the question posed “Confirm posting Supplier Payment?”.
12. A message indicating that the Payment save was indeed completed successfully will be displayed. Click on OK.

HOW TO CAPTURE AND POST A LUMPSUM PAYMENT



1. Go to the Supplier Payments Application in the Menu.
2. Go to the Lumpsum Payment tab.
3. Select a Supplier from the Supplier Name drop down list.
4. Select a Payment Method from the Payment Method drop down list.
5. Type the Payment Amount in the Payment Amount input field.
6. Select a Bank Account from the Bank Account drop down list if intended to use this option.
7. Select a month and year by selecting from the Accounting Period drop down date pickers.
   It is very important that the Accounting Period agrees with the Date Paid for the purpose of generating the reports.
8. Select a Date Paid by selecting from the Date Paid drop down date picker.
9. Tick the Post to Cashbook ? option if intended to use this option.
   This option must be ticked when the Supplier Payment is captured from the Bank Statement.

10. Type the Supplier name or Bank Statement reference in the Comment input field.
11. Click on Post Lumpsum.
12. Confirm by clicking Yes to the question posed “Confirm posting Lumpsum Payment?”.
13. A message indicating that the Lumpsum Payment save was indeed completed successfully will be displayed. Click on OK.

SUPPLIER REPORTS

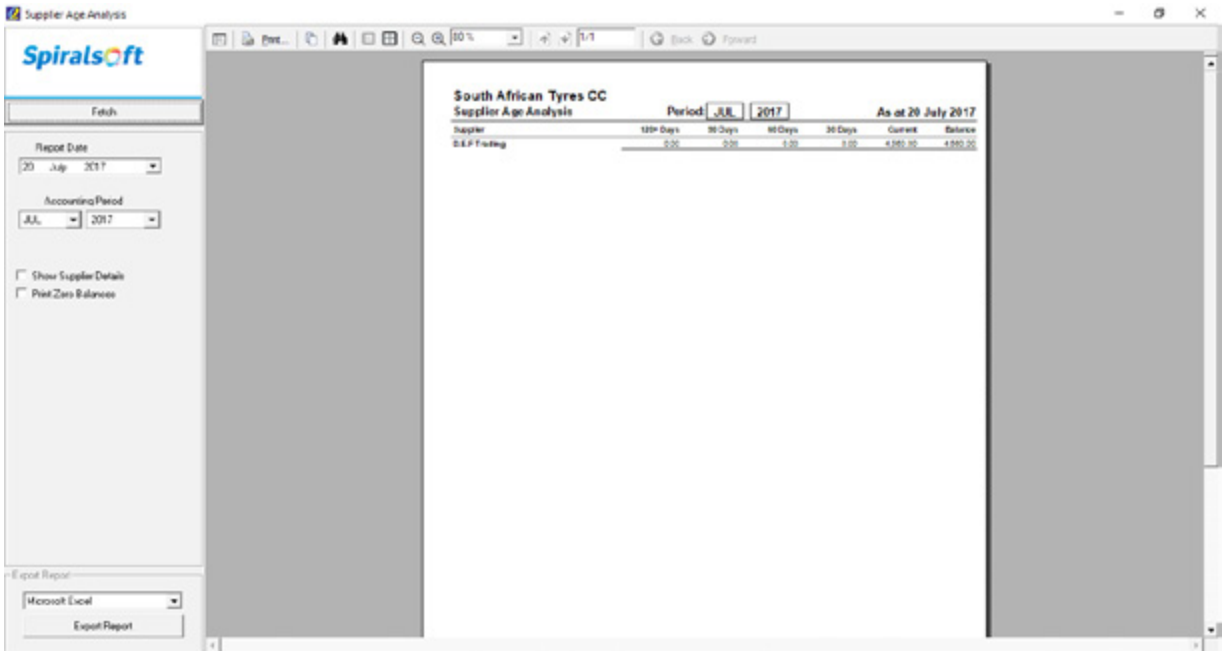
WHERE TO FIND IT

Click Menu > Supplier > Supplier Reports

#402 – Supplier Age Analysis

PURPOSE

This report displays your suppliers› outstanding balances. It groups balances on number of days until due date relative to today›s date.

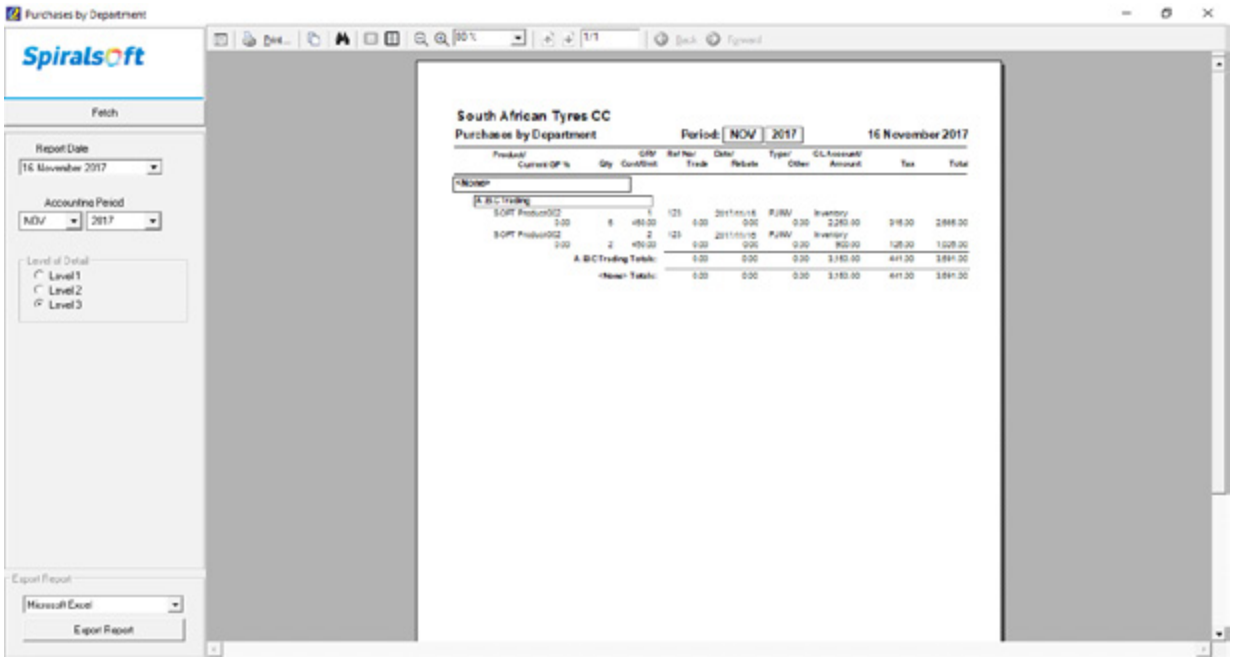


1. Select the Accounting Period of the report you want to generate. This can be done by using the drop down menu and selecting both a month and a year from the list.
2. Select whether you want to or don't want to Show Supplier Details and Print Zero Balances. This can be done by ticking the chosen boxes.
3. Click on "Fetch".
4. The report displays the Supplier, 120+ Day Period, 90 Day Period, 60 Day Period, 30 Day Period, Current and Balance.
5. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

408 – Purchases by Department

PURPOSE

To view the Purchases per Supplier and per Product as well as the quantites received and amount.

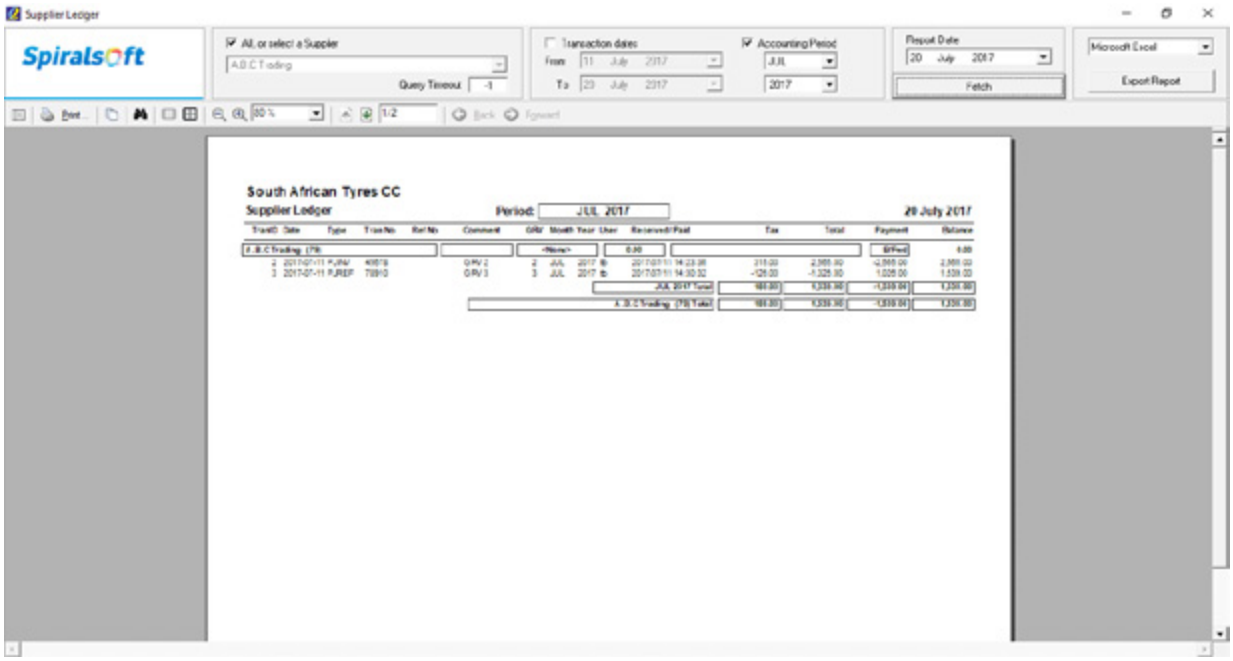


1. Select the Accounting Period of the report you want to generate. This can be done by using the drop down menu and selecting both a month and a year from the list.
2. Select the level of detail you want to preview (1-3).
3. Click on “Fetch”.
4. The report displays the Supplier, Product and the Quantity GRV’d, as well as the GL account and amount.
5. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#410 – Supplier Ledger

PURPOSE

The Supplier ledger provides a full overview of all open ledger items made to your Suppliers, simplifying payment management.

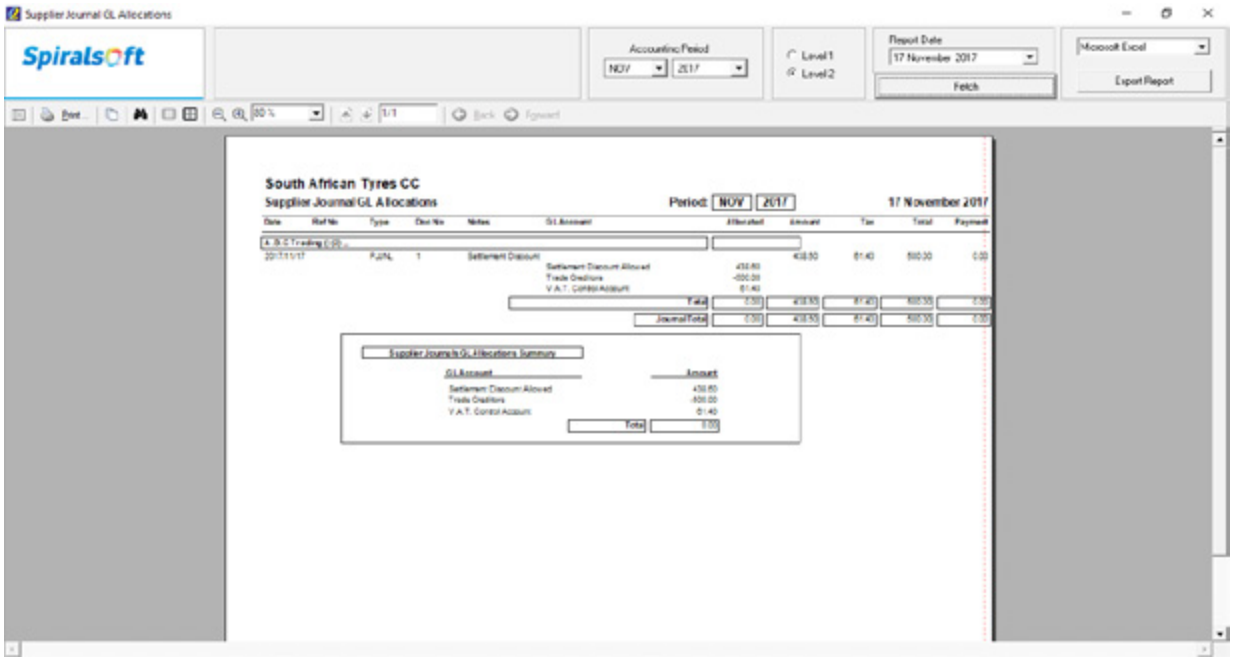


1. Select whether you want All Suppliers to show, one specific Supplier. This can be done by ticking the chosen box.
2. Select a specific period of time for the report you want to generate by selecting the
3. From Day-End Date and the To Day-End Date.
4. Select the Accounting Period of the report you want to generate. This can be done by using the drop down menu and selecting both a month and a year from the list.
5. Click on Fetch.
6. The report displays the transaction ID, Date, Type, Transaction Number, Reference Number, Comment, GRV, Month, Year, User, Received/Paid, Tax, Total, Payment and Balance.
7. Once you have the required information, you can Export this Report to a Microsoft
8. Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#412 – Supplier Journal GL Allocations

PURPOSE

This report shows to which General Ledger account a supplier journal was allocated.

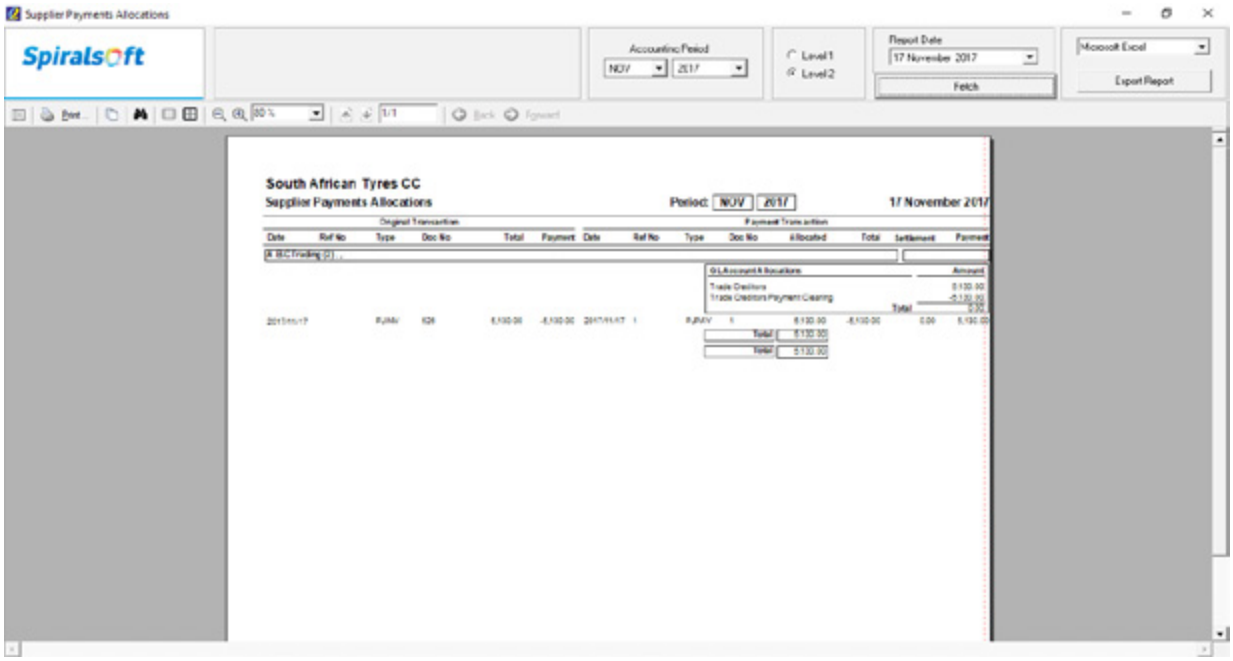


1. Select the Accounting Period of the report you want to generate. This can be done by using the drop down menu and selecting both a month and a year from the list.
2. This report also allows you to select the volume of information it generates. You can make a selection between Level 1 and Level 2, depending on the Level of Detail of the information required.
3. Click on Fetch.
4. The report displays the Date, Reference Number, Type, Document Number, Notes, GL Account, Allocated, Amount, Tax, Total and Payment.
5. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#413 – Supplier Payment Allocations

PURPOSE

This report shows which payments have been allocated to which suppliers in a specific accounting period.



1. Select the Accounting Period of the report you want to generate. This can be done by using the drop down menu and selecting both a month and a year from the list.
2. This report also allows you to select the volume of information it generates. You can make a selection between Level 1 and Level 2, depending on the Level of Detail of the information required.
3. Click on Fetch.
4. The report displays the Date, Reference Number, Type, Document Number, Total and Payment of the Original Transaction as well as the Payment Transaction.
5. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

CUSTOMERS

CUSTOMER CATALOG

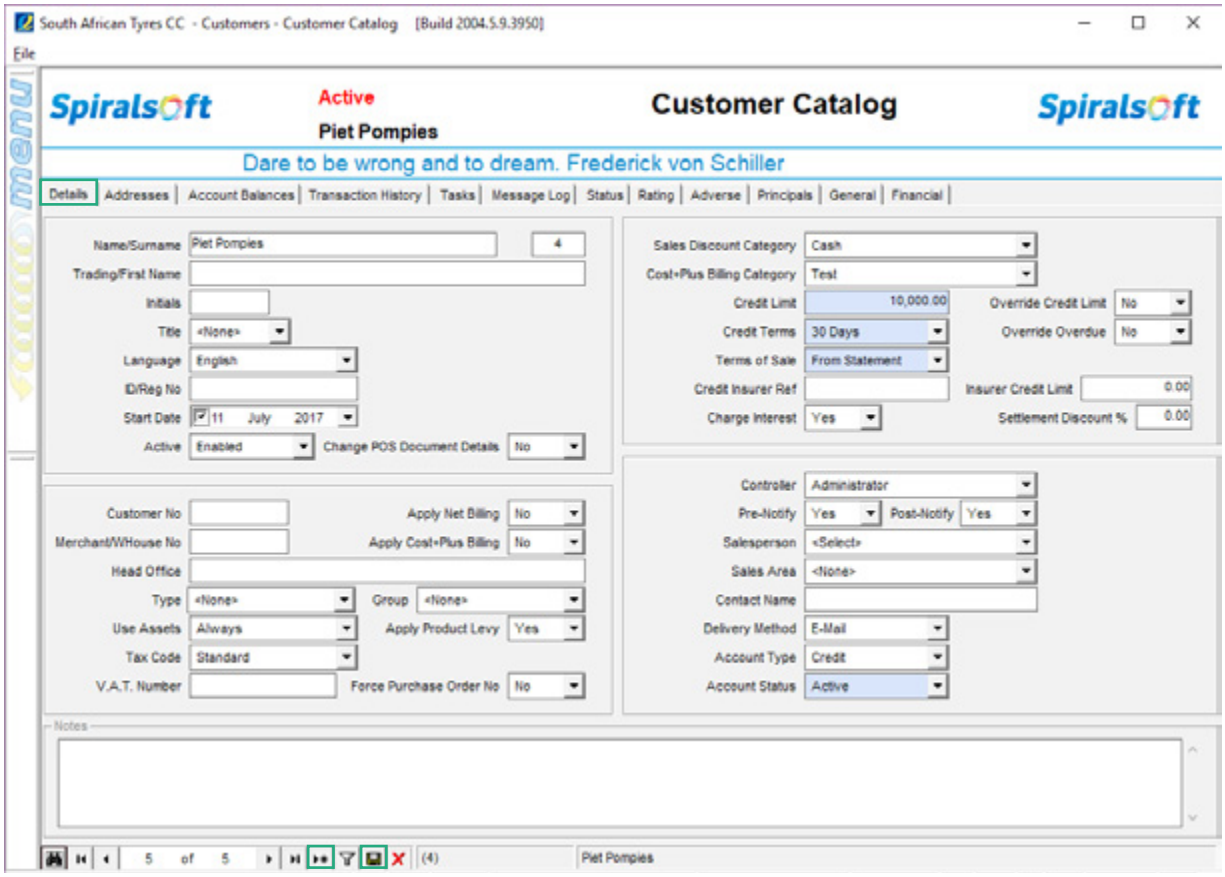
WHERE TO FIND IT

Click Menu > Customers > Customer Catalog

HOW TO CREATE A NEW CUSTOMER ACCOUNT

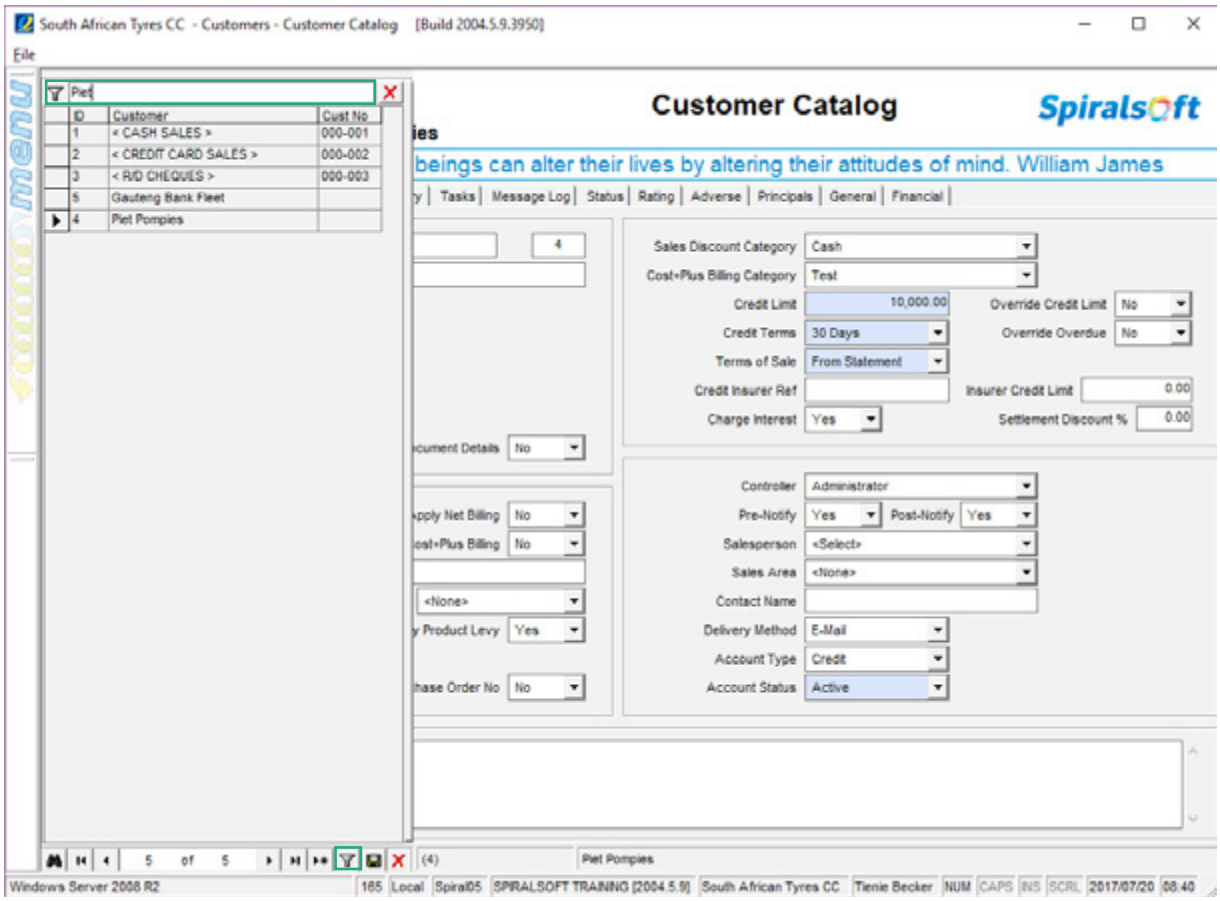
PURPOSE

Explains functionality and procedures to add and edit customers in the Customer Catalog. The Customer Catalog is the master file of all customers in the system, and interactive settings related to the customers. These include setting a credit limit for customers with terms and selecting the relevant account type.



1. Go to the Customer Catalog Application in the Menu.
2. On the Details tab, click on Insert (>*) in the Navigation Bar.
   This will clear all the fields on the Details tab.
3. Complete the following fields:
   3.1. Name/Surname (required),
   3.2. Trading/First Name,
   3.3. Initials,
   3.4. ID/Registration Number,
   3.5. VAT Registration Number.
   3.6. Please note that the only required information in order to create a new Customer is the name, all other information can be added at a later stage if necessary.
4. Click Save (💾) in the Navigation Bar.
   The new customer will be saved; the default values for all the other fields, which have not been completed, will be displayed.
5. You will not be able to change the fields indicated with a light blue (Cornflower) colour background on the Details tab. Their values are set on the Status tab. The fields indicated with a light blue (Cornflower) colour background are the following fields:
   5.1. Credit Limit,
   5.2. Credit Terms,
   5.3. Terms of Sale, and
   5.4. Account Status.

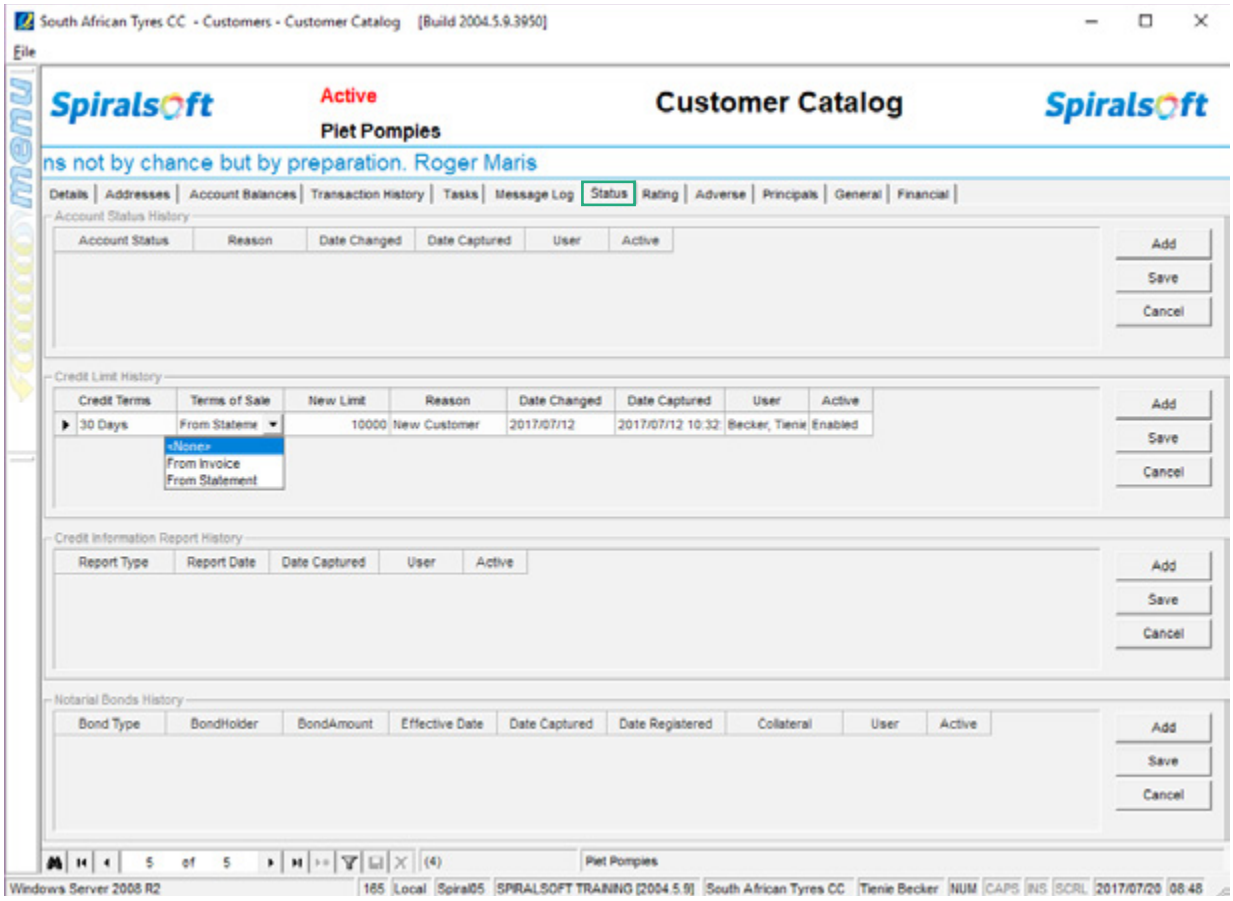
HOW TO ADD/ AMEND CUSTOMER DETAILS



1. Go to the Customer Catalog Application in the Menu.

2. On the Details tab, select a Customer using Filter ( ) in the Navigation Bar.
   The Menu Bar at the top indicates which customer is selected and their Account Status.

3. Go to the Addresses tab.



4. Click on Add in the Account Status History block.

5. Select specific criteria from the drop down lists on the following fields:

   5.1. Account Status,

   5.2. Date Changed, and/or

   5.3. Active.

6. Complete the following field:

   6.1. Reason.

7. Click on Save in the Account Status History block.

   The new Account Status History will be saved on a separate row; the Date Captured, User and Active will be completed and displayed.

8. Click on Add in the Credit Limit History block.

9. Select specific criteria from the drop down lists on the following fields:

   9.1. Credit Terms,

9.2. Terms of Sale,

9.3. Date Changed, and/or

9.4. Active.

10. Complete the following fields:

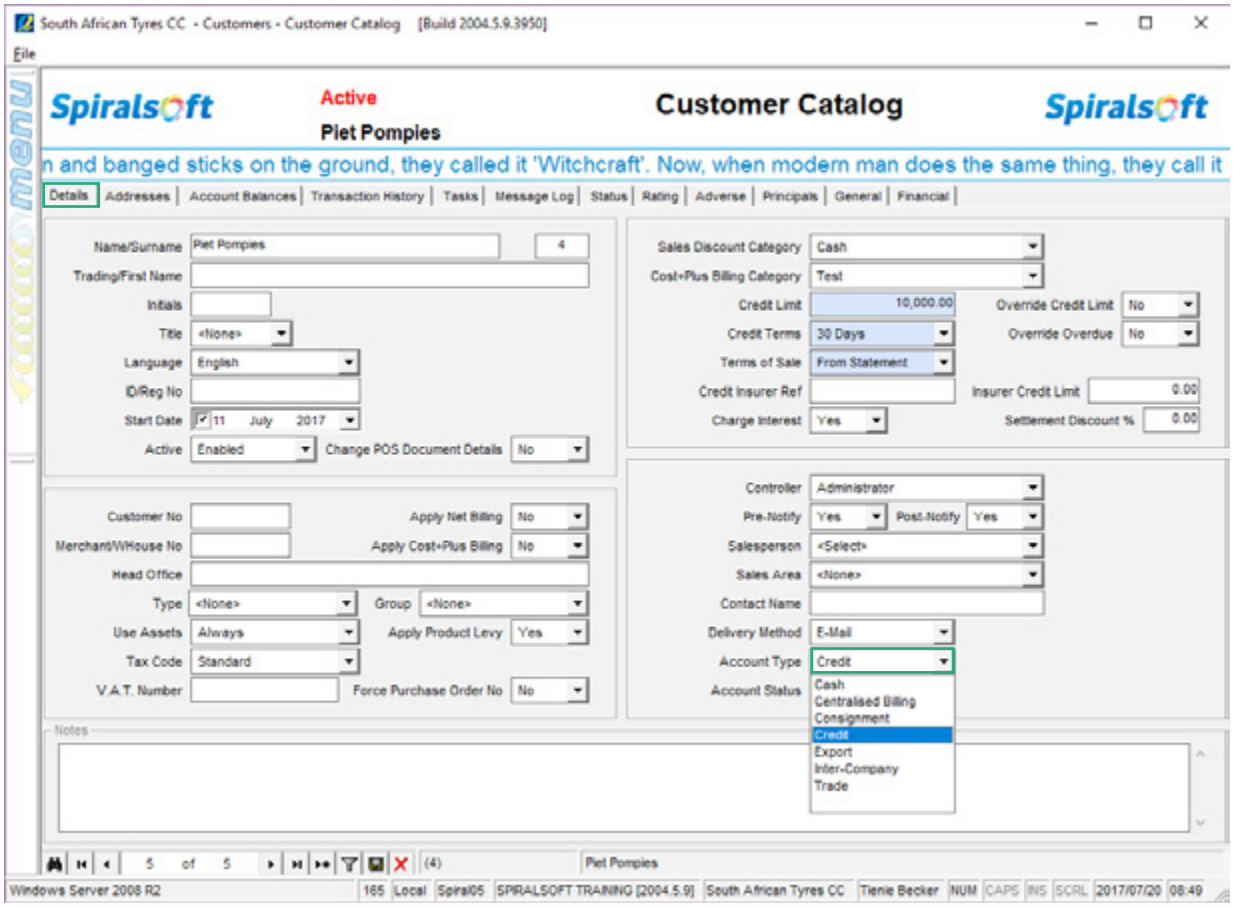
10.1. New Limit, and/or

10.2. Reason.

11. Click on Save in the Credit Limit History block.

The new Credit Limit History will be saved on a separate row; the Date Captured, User and Active will be completed and displayed.

12. Before the change can be effected also change the Account Status to Credit under the details tab otherwise you will not be able to sell to the selected Customer on Credit. It is also necessary to close the Back Office and Point-Of-Sale after adding a Customer Credit limit and relaunch the Point-Of-Sale before you will be able to sell to the Customer on Credit.



CUSTOMER PAYMENTS

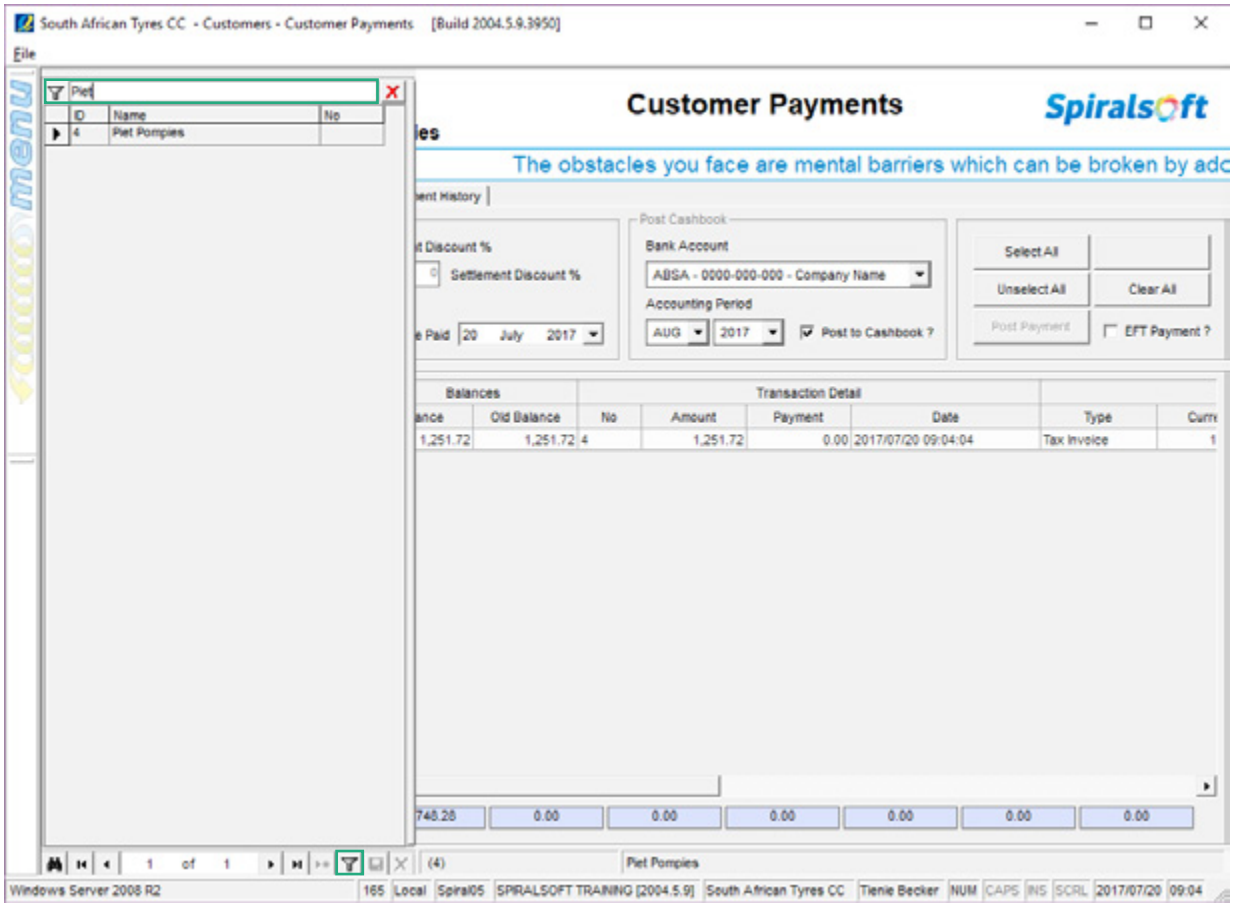
WHERE TO FIND IT

Click Menu > Customers > Customer Payments

HOW TO CAPTURE A CUSTOMER PAYMENT

PURPOSE

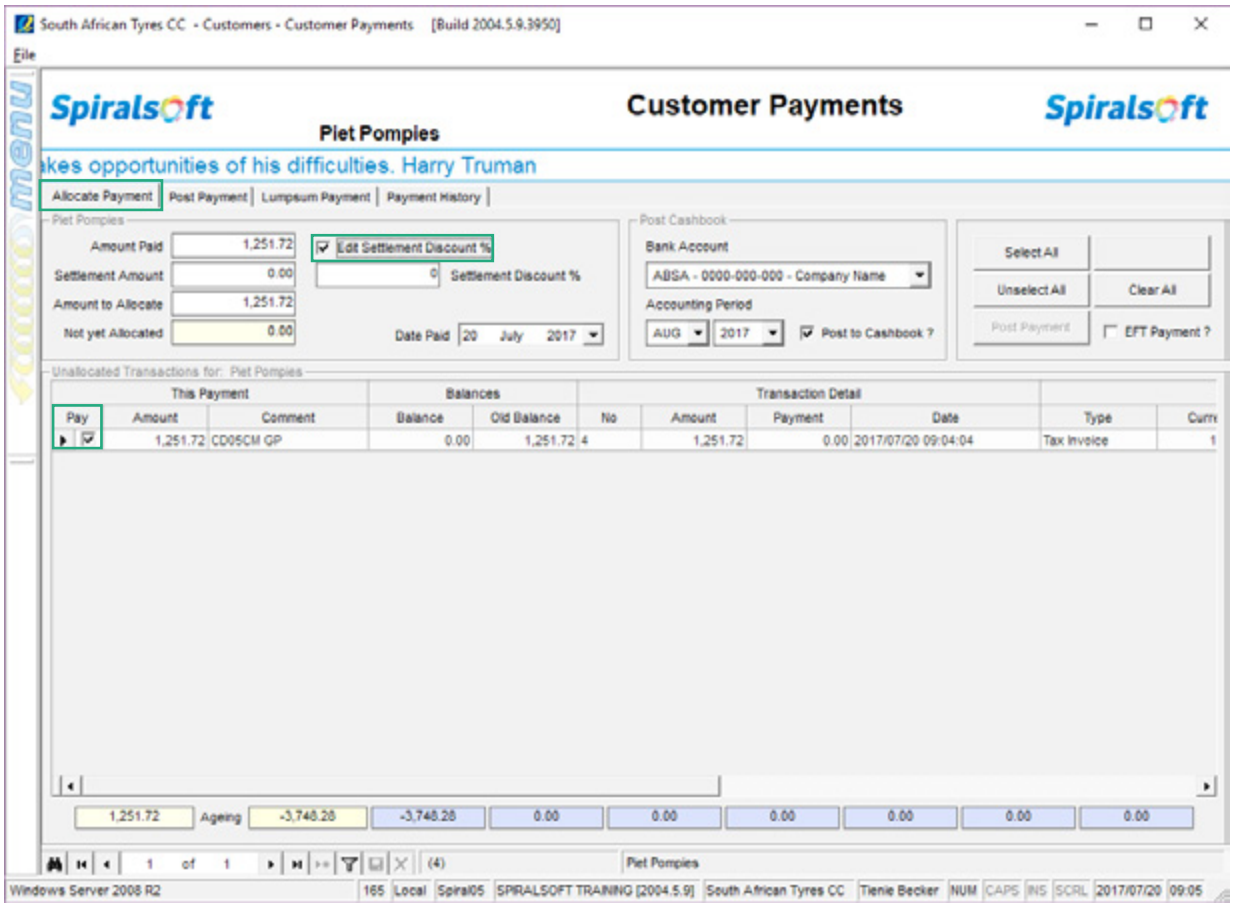
This function is used to capture, allocate and post customer payments as well as lump sum payments.



1. Go to the Customer Payments Application in the Menu.
2. On the Allocate Payment tab, select a Customer using Filter ( ) in the Navigation Bar.
   The Menu Bar at the top indicates which customer is selected.

PURPOSE

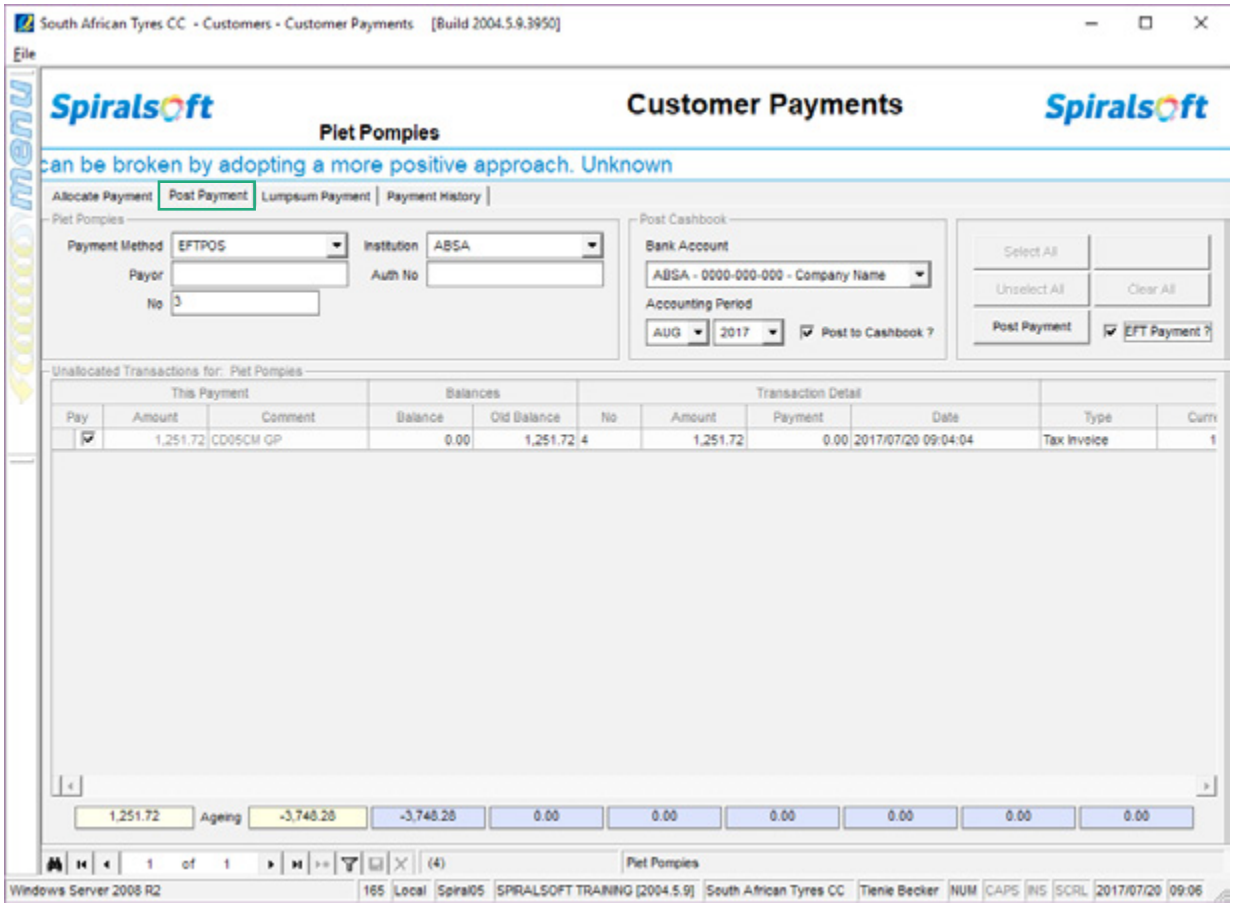
This function is used to capture, allocate and post customer payments as well as lump sum payments.



3. At the bottom of the screen the Ageing blocks are displayed as Ageing Total, Current, 30 Days, 60 Days, 90 Days, 120 Days, 150 Days and 180+ Days.
4. Select the Term to view the specific transactions outstanding for that period.
   The field selected will change to a yellow colour.
5. Type the Amount Paid in the Amount Paid input field.
   The Amount to Allocate input filed and the Not yet Allocated field will be updated after a different input field is selected.
6. Type the Settlement Amount in the Settlement Amount input field if intended to use this option.
7. Tick the Edit Settlement Discount percentage option and type the Settlement Discount percentage input filed if intended to use this option.
8. Select a specific Date Paid by selecting from the Date Paid drop down date picker.
9. Select a Bank Account paid from, from the Bank Account drop down list if intended to use this option.
10. Select a specific Month and Year by selecting from the Accounting Period drop down date pickers.
    It is very important that the Accounting Period agrees with the Date Paid for the purpose of generating the reports.

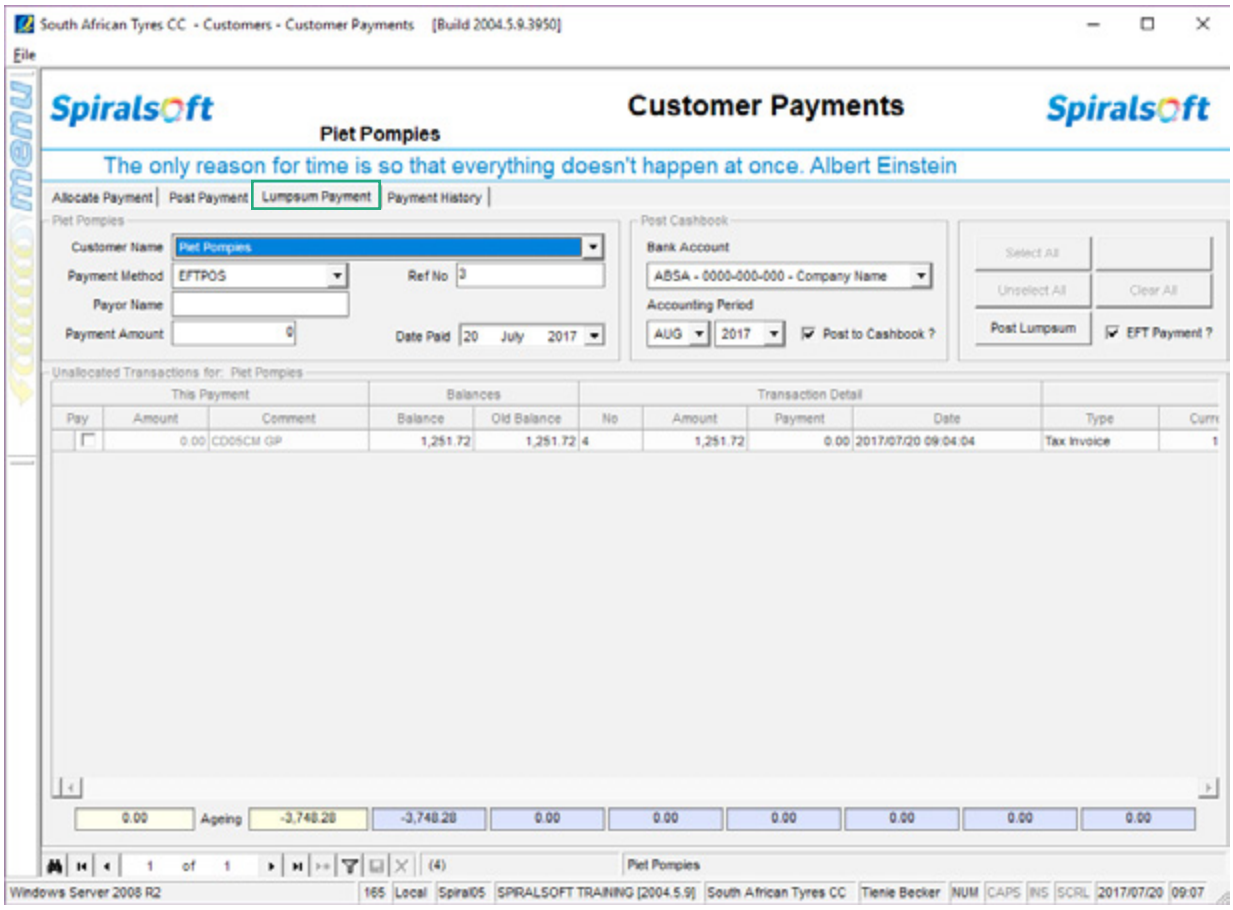
11. Tick the Post to Cashbook ? option in the Post Cashbook block if intended to use this option.
    This option must be ticked when the Customer Payment is captured from the Bank Statement.
12. Tick the EFT Payment ? option if intended to use this option.
    This option must be ticked when the Customer Payment captured from the Bank Statement is an EFT Payment.
13. Click on Select All if intended to use this option.
    This option Selects All the unticked Unallocated Transactions on the screen.
14. Go to the Allocate Payment tab.
15. Click on Unselect All if intended to use this option.
    This option Unselects All the ticked Unallocated Transactions on the screen.
16. Click on Clear All if intended to use this option.
    This option Clears All the fields and selections made on this tab.
17. Tick the Pay option and type the Amount (if a partial payment is made for the Unallocated Transaction) in the Amount input field of each transaction for selected individual Unallocated Transactions if intended to use this option.

HOW TO POST A CUSTOMER PAYMENT



1. Go to the Post Payment tab.
2. Select a Payment Method from the Payment Method drop down list.
3. Select a bank Institution from the Institution drop down list.
4. Type the Customer/ Payer name in the Payer input field.
5. Type the Authorisation Number in the Authorisation Number input field if intended to use this option.
6. Ensure the details selected and ticked in the Post Cashbook block is correct.
7. Click on Post Payment.
8. Confirm by clicking Yes to the question posed “Confirm Payment Posting”.
9. A message indicating that the Post Payment and Cash Book were indeed completed successfully will be displayed. Click on OK.

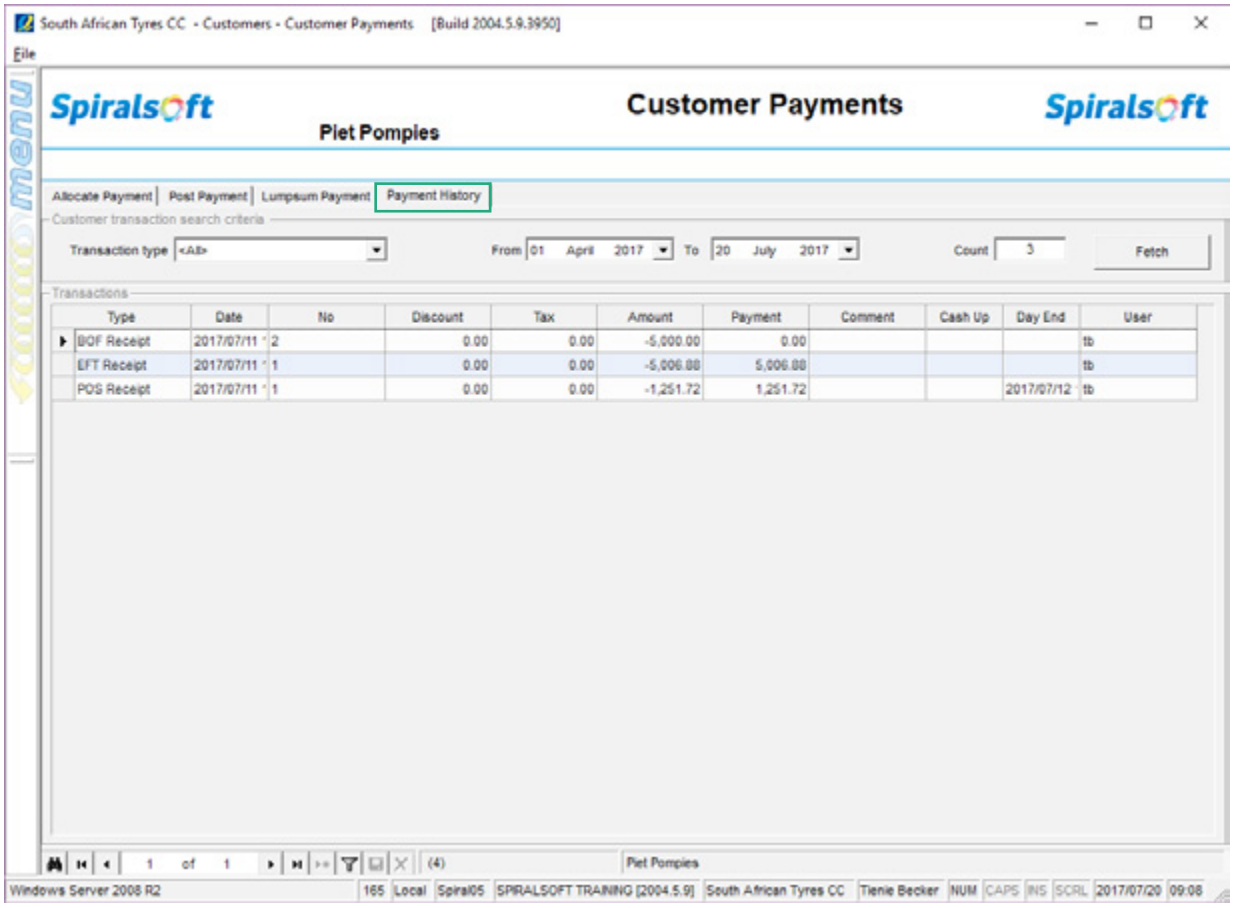
HOW TO CAPTURE AND POST A LUMPSUM PAYMENT



1. Go to the Customer Payments Application in the Menu.
2. Go to the Lumpsum Payment tab.
3. Select a Customer from the Customer Name drop down list.
4. Select a Payment Method from the Payment Method drop down list.
5. Type the Customer/ Payor Name in the Payor Name input field.
6. Type the Payment Amount in the Payment Amount input field.
7. Select a specific Date Paid by selecting from the Date Paid drop down date picker.
8. Select a Bank Account paid from, from the Bank Account drop down list if intended to use this option.
9. Select a specific Month and Year by selecting from the Accounting Period drop down date pickers.
   It is very important that the Accounting Period agrees with the Date Paid for the purpose of generating the reports.
10. Tick the Post to Cashbook ? option in the Post Cashbook block if intended to use this option.
    This option must be ticked when the Customer Payment is captured from the Bank Statement.
11. Tick the EFT Payment ? option if intended to use this option.
    This option must be ticked when the Customer Payment captured from the Bank Statement is an EFT Payment.

12. Click on Post Lumpsum.
13. Confirm by clicking Yes to the question posed “Confirm Lumpsum Payment Posting”.
14. A message indicating that the Post Payment and Cash Book were indeed completed successfully will be displayed. Click on OK.

HOW TO VIEW A CUSTOMER PAYMENT HISTORY



1. Go to the Customer Payments Application in the Menu.
2. On the Payment History tab, select a Customer using Filter ( ) in the Navigation Bar.

   The Menu Bar at the top indicates which customer is selected.
3. Select a Transaction type from the Transaction type drop down list.
4. Select a specific period of time by selecting the From and To date drop down date pickers.
5. Click on Fetch.

CUSTOMER JOURNALS

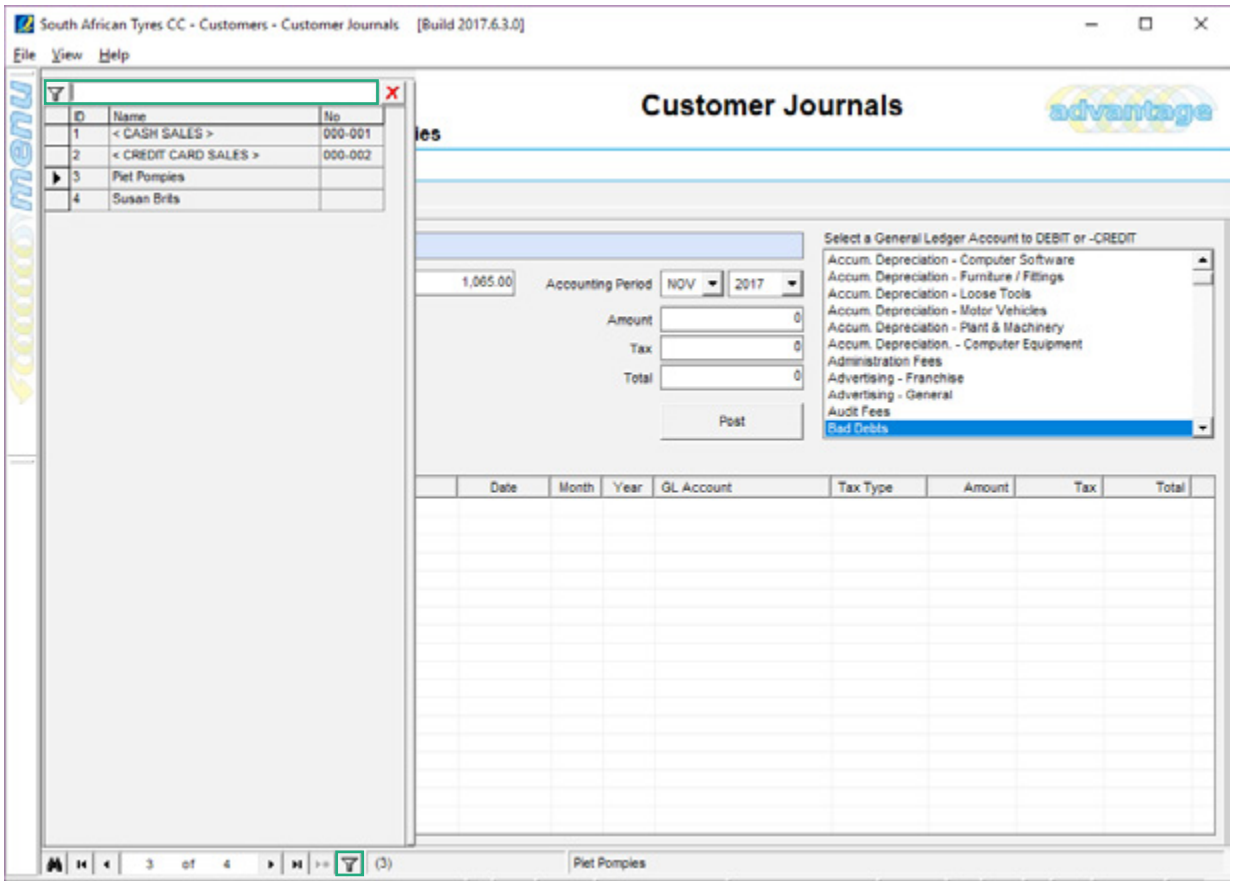
WHERE TO FIND IT

Click Menu > Customers > Customer Journals

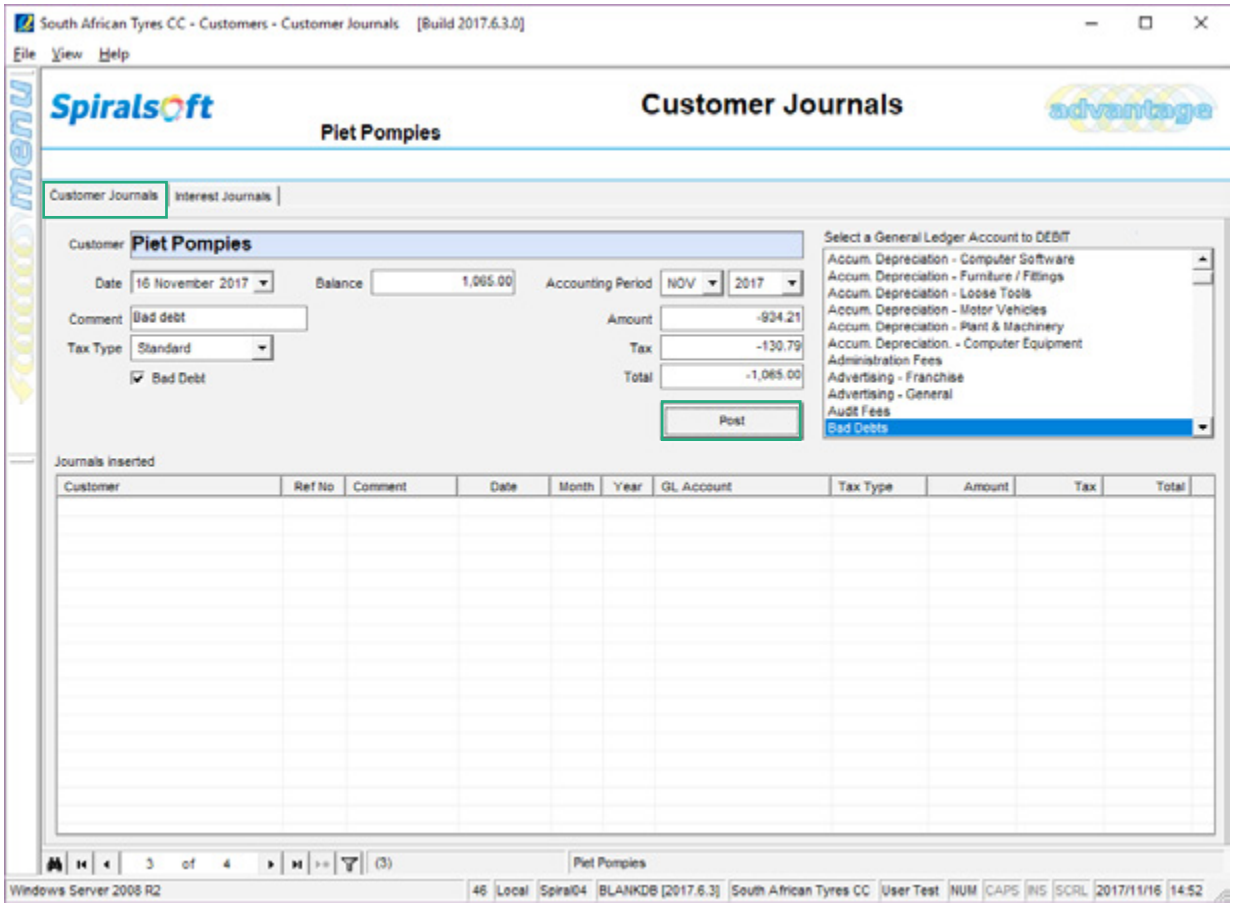
HOW TO POST A CUSTOMER JOURNAL

PURPOSE

Customer Journals can be captured for any transaction, for example, Bad Debts Recovered, Bad Debts Written Off, Settlement Discount Allowed, etc., except for transactions involving stock.

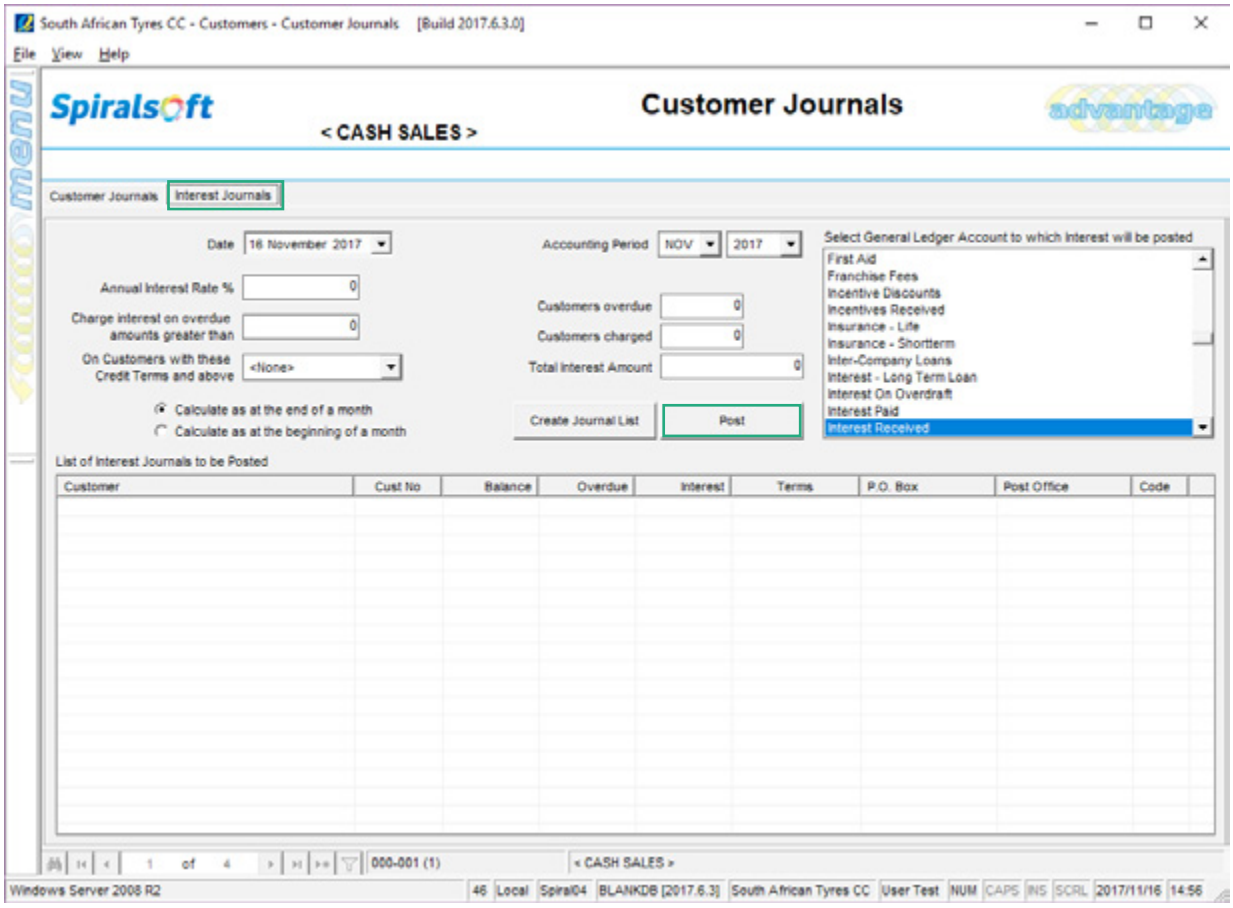


1. Go to the Customer Journals Application in the Menu.
2. On the Customer Journals tab, select a Customer using Filter ( ) in the Navigation Bar.
   The Menu Bar at the top indicates which customer is selected.
   The Customer Account Balance is displayed to view the Customer's current Account Balance.
3. Select a specific Date by selecting from the Date drop down date picker.



4. Type a Comment in the Comment input field.
   This is used to type in a short reason why the Customer Journal was captured.
5. Select a Tax Type from the Tax Type drop down list.
6. Select a specific Month and Year by selecting from the Accounting Period drop down date pickers.
   It is very important that the Accounting Period agrees with the Date for the purpose of generating the reports.
7. Type either the Amount (Excl VAT) in the Amount input field or the Total Amount (Incl VAT) in the Total input field (positive Amount will DEBIT the Customer Account, therefore, increase the DEBIT Account Balance; negative Amount will CREDIT the Customer Account, therefore, decrease the DEBIT Account Balance).
8. Select a specific General Ledger Account as the contra account by selecting from the Select a General Ledger Account to DEBIT or -CREDIT drop down list.
9. Click on Post.
10. Confirm by clicking Yes to the question posed “Confirm information before Posting”.
11. A message indicating that the Journal Post was indeed completed successfully will be displayed. Click on OK.

HOW TO POST INTEREST JOURNALS ON CUSTOMER ACCOUNTS



Customer Interest Journals can only be captured if the required Customers' Charge Interest field on the Details tab on the Customer Catalog Application has been saved as Yes.

1. Go to the Customer Journals Application in the Menu.
2. Go to the Interest Journals tab.
3. Select a specific Date by selecting from the Date drop down date picker.
4. Type the Annual Interest Rate percentage in the Annual Interest Rate percentage input field.
5. Type the required value in the Charge interest on overdue amounts greater than input field.
6. Select the required Credit Terms from the On Customers with these Credit Terms and above drop down list.
7. Select either the Calculate as at the end of a month option or the Calculate as at the beginning of a month option.

8. Select a specific Month and Year by selecting from the Accounting Period drop down date pickers.

It is very important that the Accounting Period agrees with the Date for the purpose of generating the reports.

9. Click on Create Journal List.

A list of Customers will be displayed according to the options selected and typed in steps 5 and 6.

The screen displays the Customer, Customer Number, Balance, Overdue, Interest, Terms, P.O. Box, Post Office and Code.

10. Confirm by clicking Yes to the question posed “Confirm information before creating Journal List?”.

11. A message indicating that the Create Interest Journal was indeed completed successfully will be displayed. Read it! Click on OK.

12. The number of Customers overdue, Customers charged and Total Interest Amount are displayed.

13. Select a specific General Ledger Account (usually Interest Received) as the contra account by selecting from the Select General Ledger Account to which Interest will be posted drop down list.

14. Click on Post.

15. Confirm by clicking Yes to the question posed “Has a General Ledger Interest account been selected to Post the Interest?”.

16. Confirm by clicking Yes to the question posed “Confirm information before Posting?”.

17. A message indicating that the Interest Journal Post was indeed completed successfully will be displayed. Click on OK.

UNALLOCATED PAYMENTS

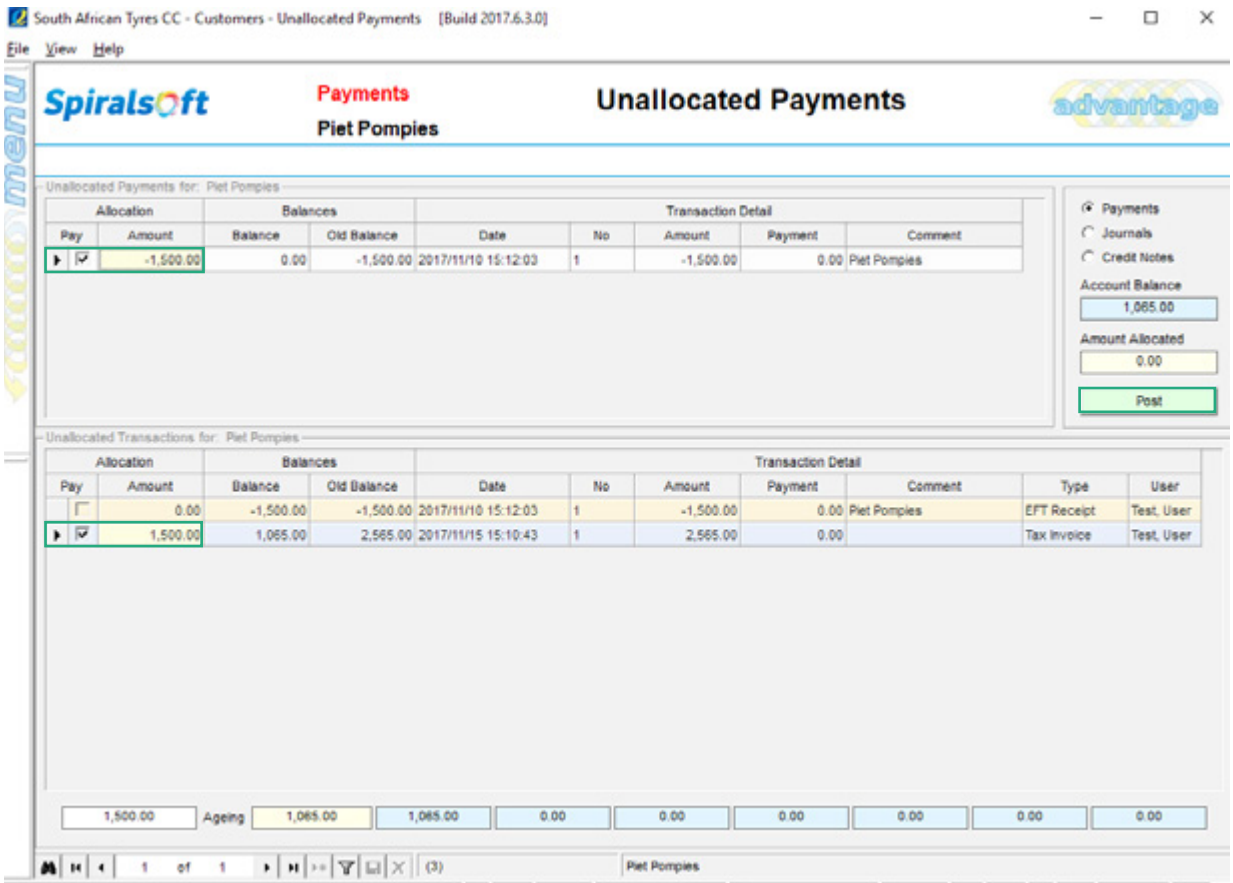
WHERE TO FIND IT

Click Menu > Customers > Unallocated Payments

HOW TO ALLOCATE CUSTOMER PAYMENTS

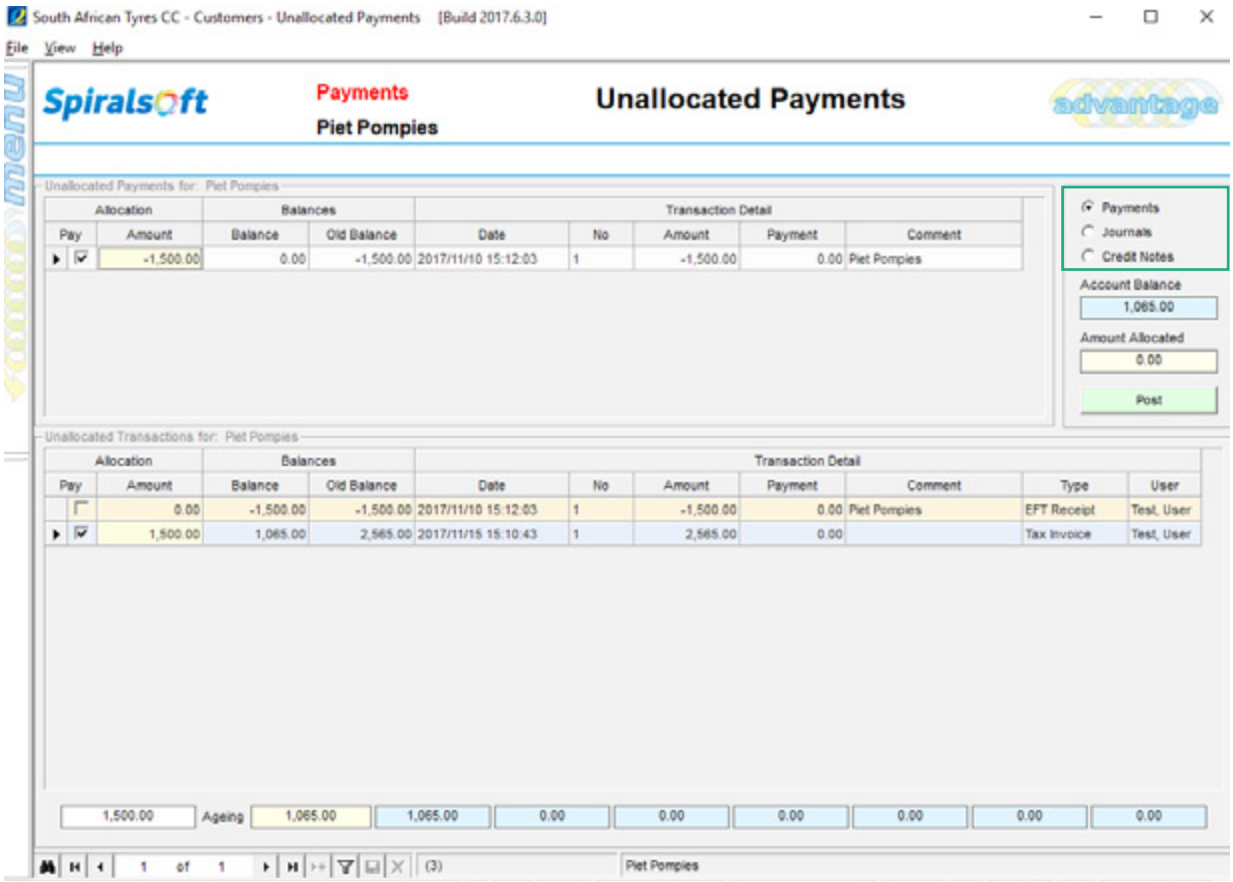
PURPOSE

To allocate lumpsum and POS payments to specific invoices. To allocate credit notes and journals to invoices.



1. Unallocated Payments include Lumpsum payments and payments from POS
2. Go to the Unallocated Payments application on the Menu
3. Find the customer account using the Filter in the Navigation Bar
4. Only customers with unallocated payments are displayed
5. Select the payment in the top grid by clicking on Pay and Amount (change amount if partial allocation)
6. Select the invoices to which this payment should be allocated by clicking on Pay in the bottom grid

7. Click on the Amount field which changes to the total amount of the invoice
8. If a partial payment is being made, edit the Amount
9. Once the Payment Amount above balances with the Invoice Amounts selected in the grid below, the Post button is enabled
10. The yellow field underneath the post button will show 0.00 when the amounts balance
11. Click on Post
12. Customer Journals, Credit Notes and Unpaid cheques can also be allocated from here



CONTRACT PRICING

WHERE TO FIND IT

Click Menu > Customers > Contract Pricing

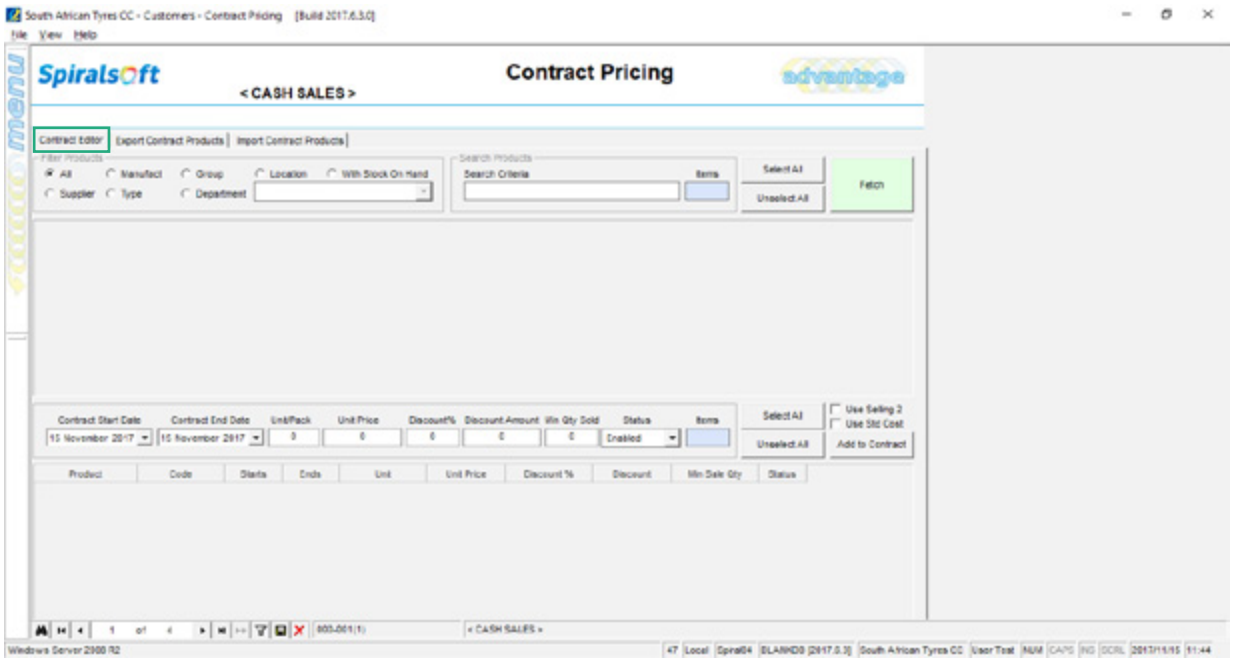
HOW TO ADD A NEW CONTRACT PRICE

PURPOSE

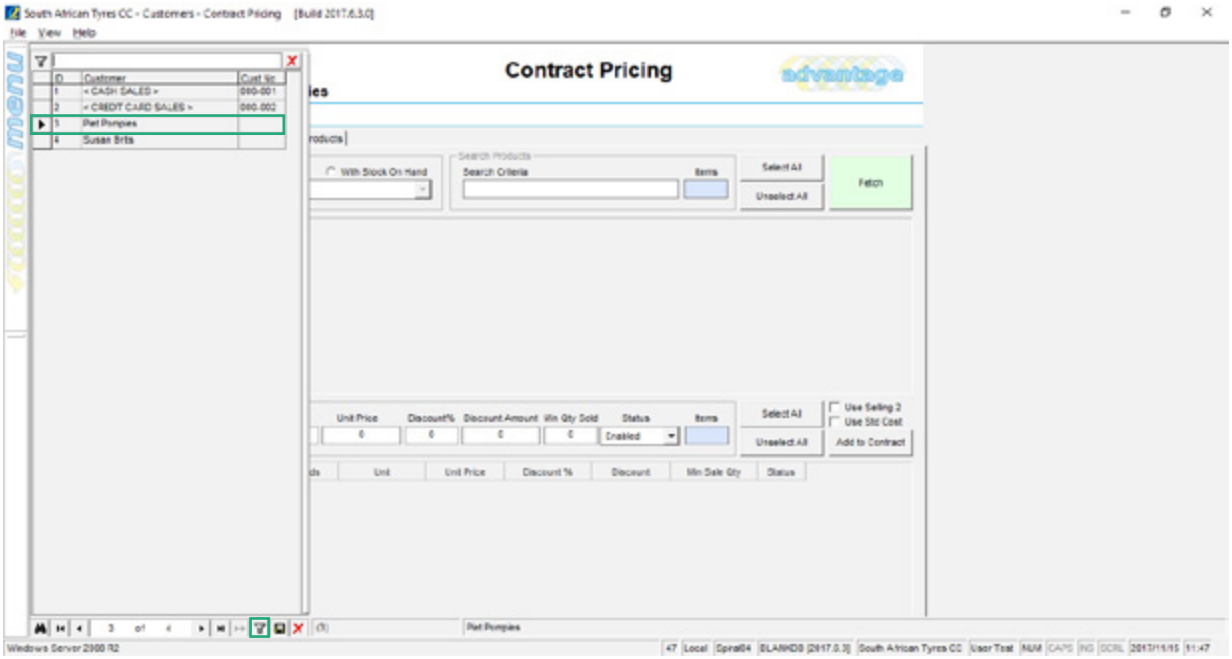
To give specific Customers a discount or special (Contract) price for a specific product or products for a specified period of time.

1. Contract Prices are set up per customer for a specific Product for a certain period of time

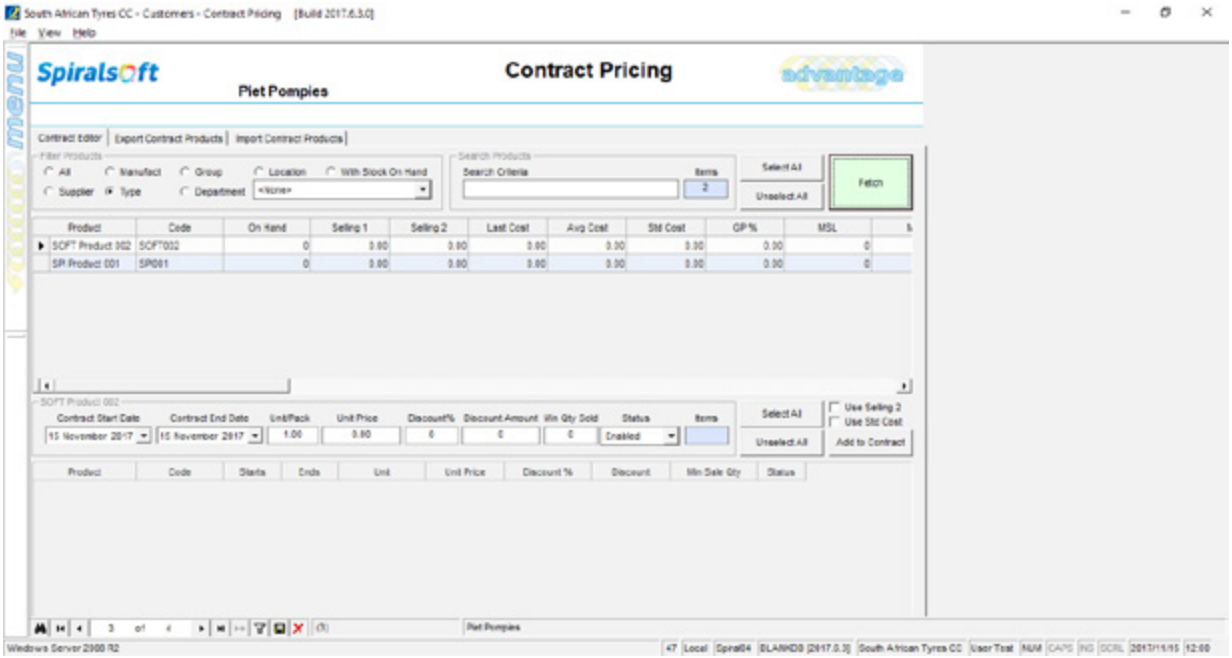
2. Go to the Contract Editor tab in the Contract Pricing application



3. Select the customer using the Filter in the Navigation Bar

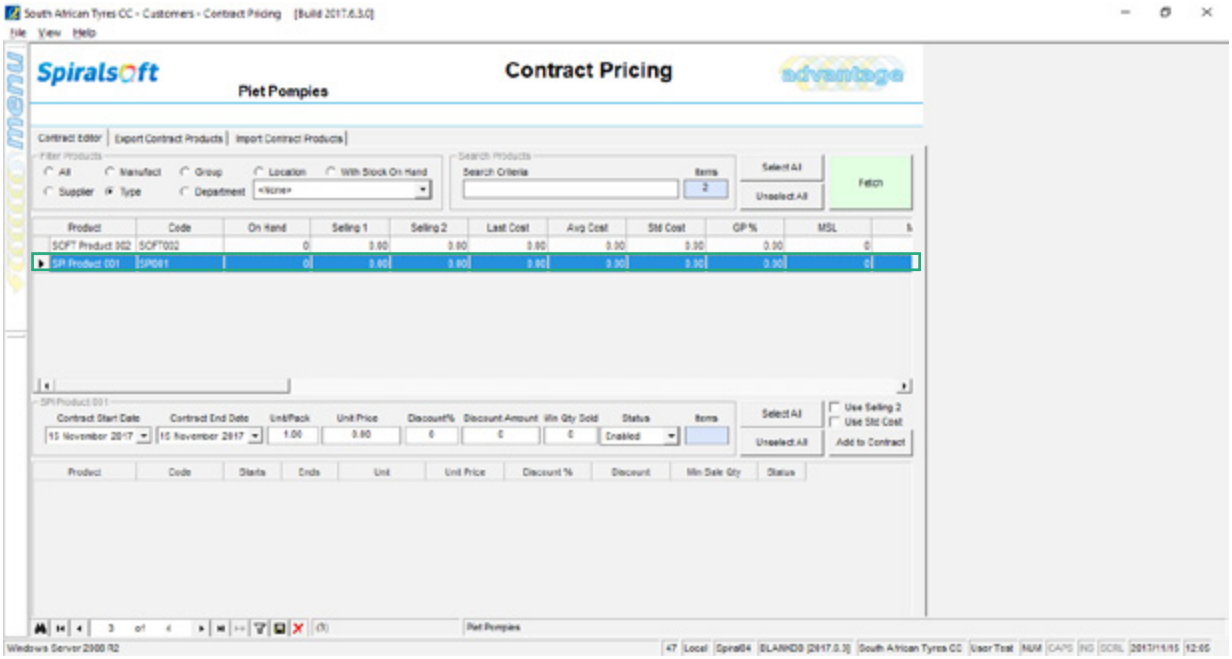


4. Use the Filter Products or Search Products at the top of the screen to find the product



5. Click on Fetch

6. Click on the required product in the grid

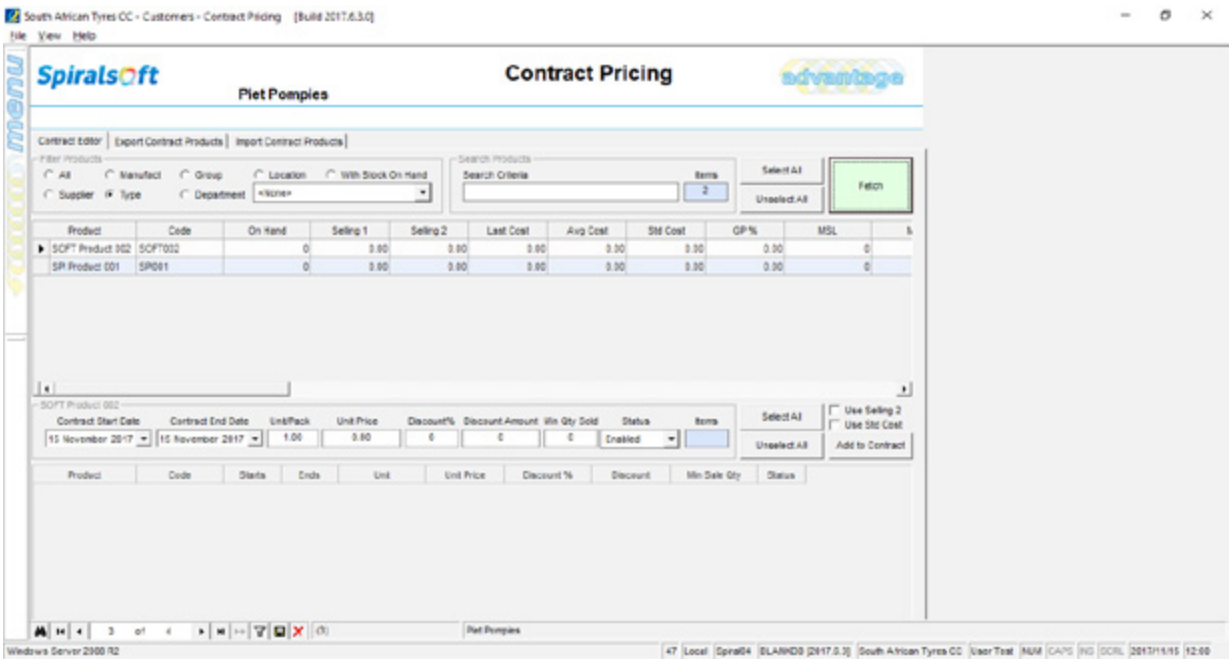


7. Either the Unit Price, Discount % or Discount Amount can be edited

8. Select the Contract Start and End Dates

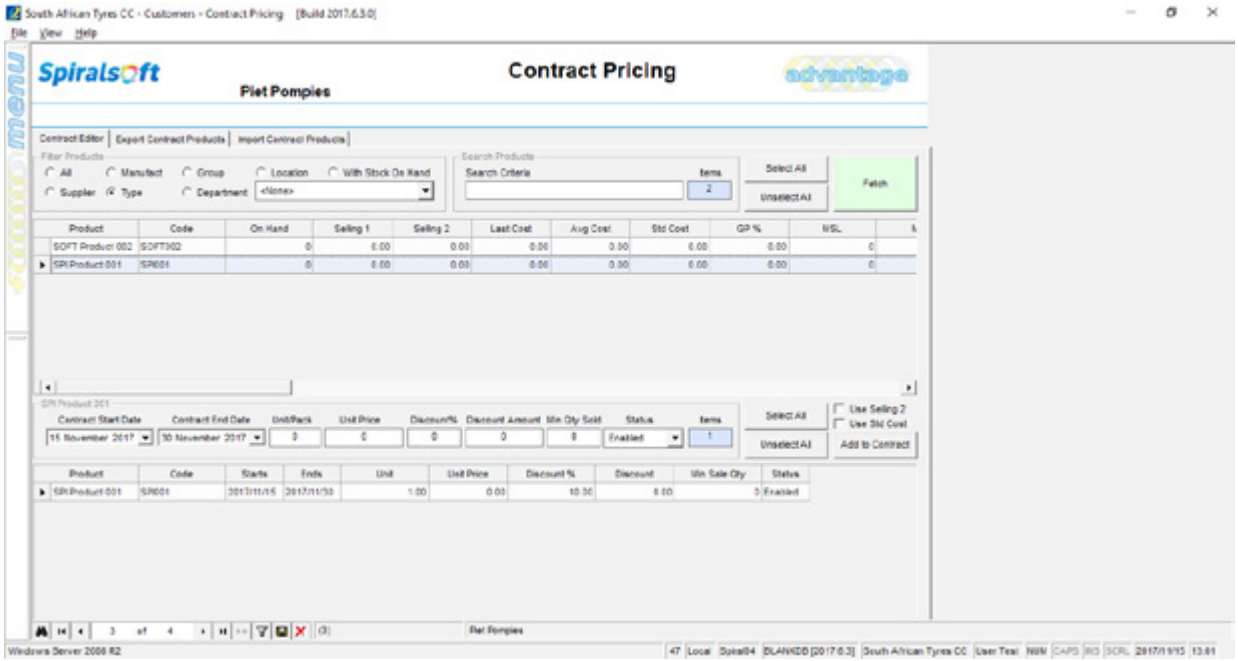
9. The Status is set to Enabled by default

10. When the information is correct, click on Add to Contract



11. Add other products if required

12. Click on Save in the Navigation Bar



13. The following two tabs, Export Contract Products and Import Contract Products are used to export and import details for a customer to a text file which can be emailed or faxed

CUSTOMER REPORTS

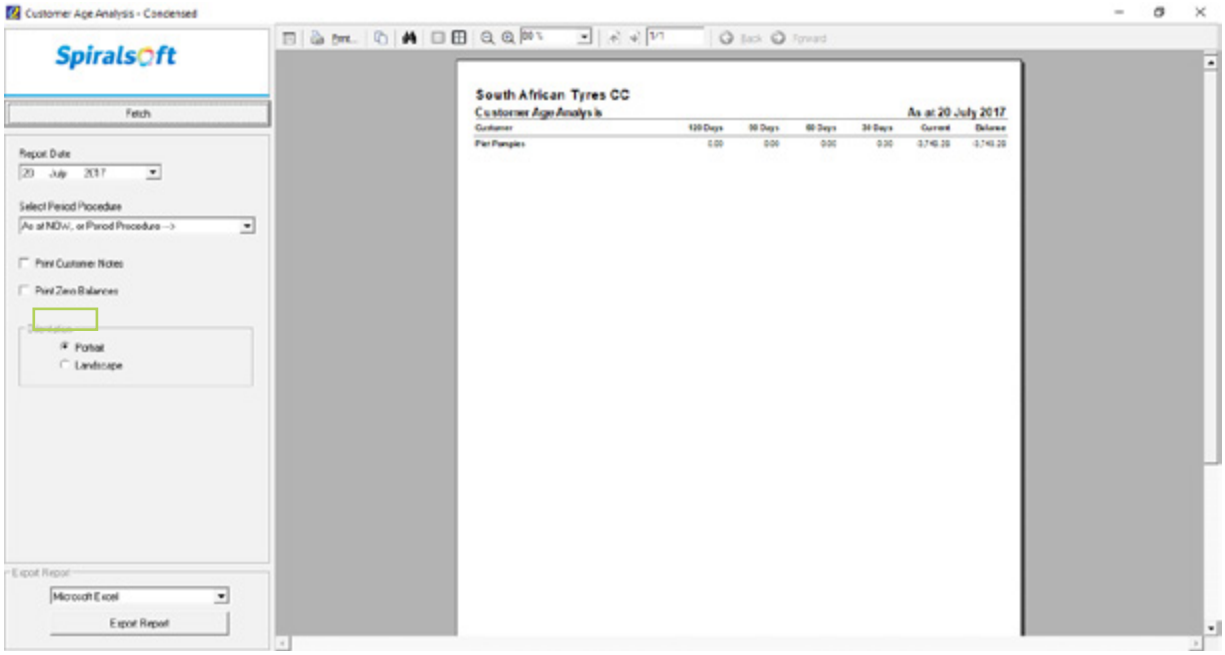
WHERE TO FIND IT

Click Menu > Customer > Customer Reports

#303 – Customer Age Analysis- Condensed

PURPOSE

This report allows you to analyse your transactions with each of your debtor (customer / client) accounts according to specified accounting periods. This could be a useful tool to manage outstanding amounts owed by debtors (customers / clients).

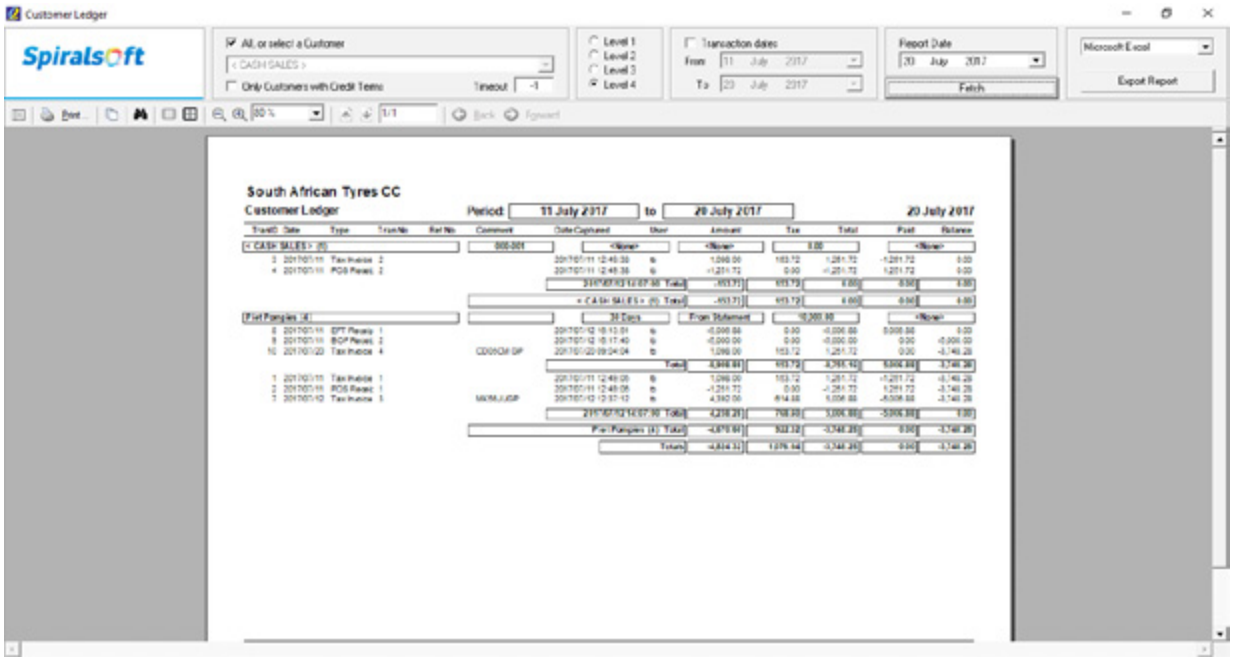


1. Select the Period Procedure for the report you want to generate by using the drop-down menu.
2. Select whether or not you want to print Customer Notes or Zero Balances by ticking the boxes.
3. Select a specific layout for the report you want to generate by selecting either the Landscape or Portrait option in the “Orientation” block.
4. Click on “Fetch”.
5. The report displays the Customer, 120 Day Period, 90 Day Period, 60 Day Period, 30 Day Period, Current and Balance.
6. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#307 – Customer Ledger

PURPOSE

This report allows you to accumulate knowledge about which customers owe money to the business, as well as the amount that is owed.

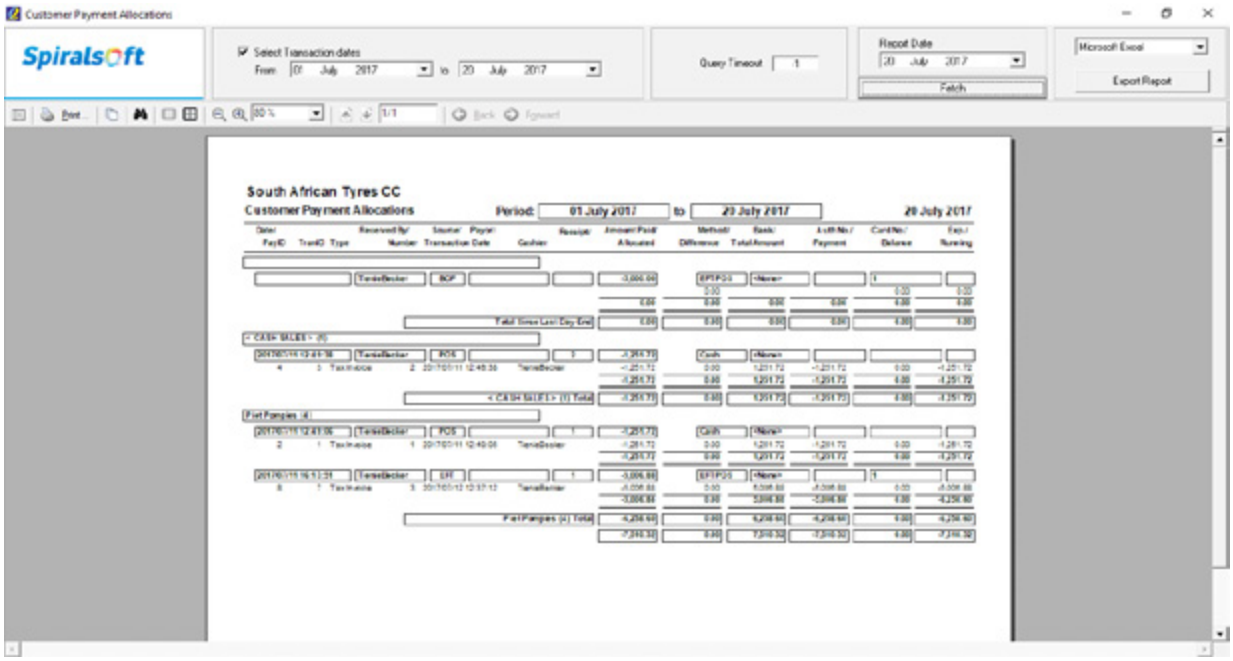


1. Select whether you want All Customers to show, one specific Customer or Only Customers with Credit Terms. This can be done by ticking the chosen box.
2. This report also allows you to select the volume of information it generates. You can make a selection between Level 1, Level 2, Level 3 or Level 4, depending on the Level of Detail of the information required.
3. Select whether or not you want to indicate the Transaction Dates. This can be done by ticking the box. If the box is ticked, the “From” and “To” dates must be selected.
4. Click on “Fetch”.
5. The report displays the Transaction ID, Date, Type, Transaction Number, Reference Number, Comment, Date Captured, User, Amount, Tax, Total, Paid and Balance.
6. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#308 – Customer Payment Allocations

PURPOSE

This report shows which payments have been allocated to which customers in a specific accounting period.

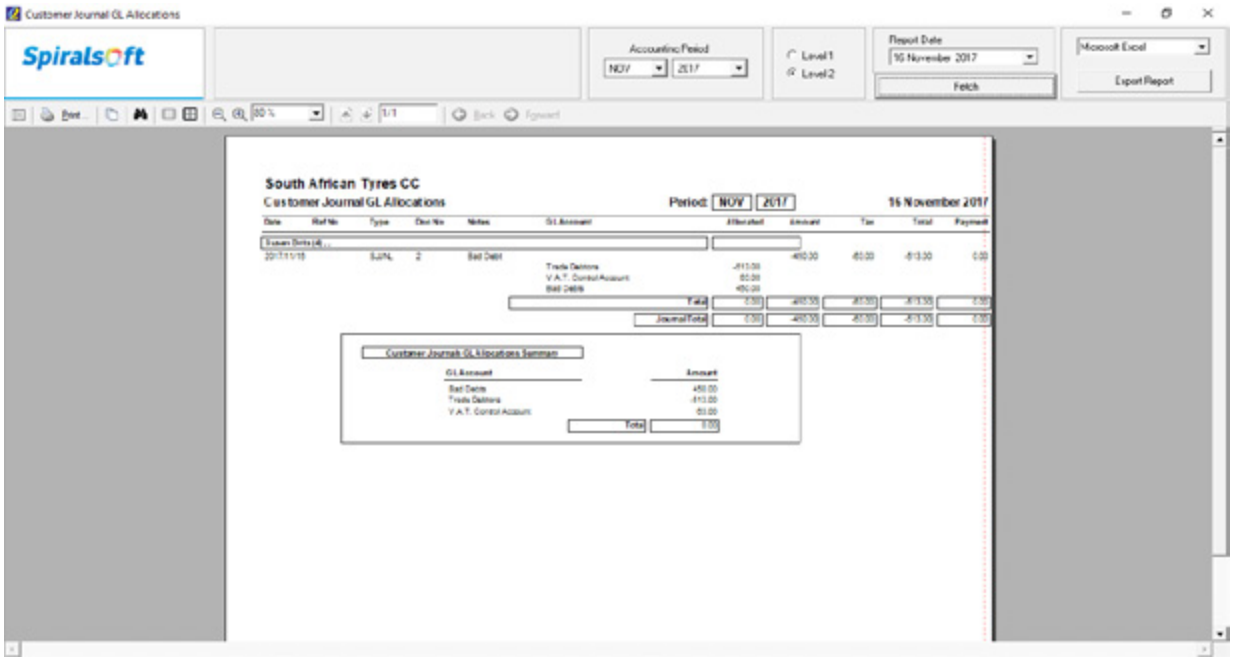


1. Select a specific period of time for the report you want to generate by selecting the From Day-End Date and the To Day-End Date.
2. The preferred Timeout value can be typed into the textbox in the “SQL Query Timeout” block.
3. Click on Fetch.
4. The report displays the Pay ID, Transaction ID, Type, Number, Transaction Date, Cashier, Allocated, Difference, Total Amount, Payment, Balance and Running.
5. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#310 – Customer Journal GL Allocations

PURPOSE

This report show to which General Ledger account a customer journal was allocated.

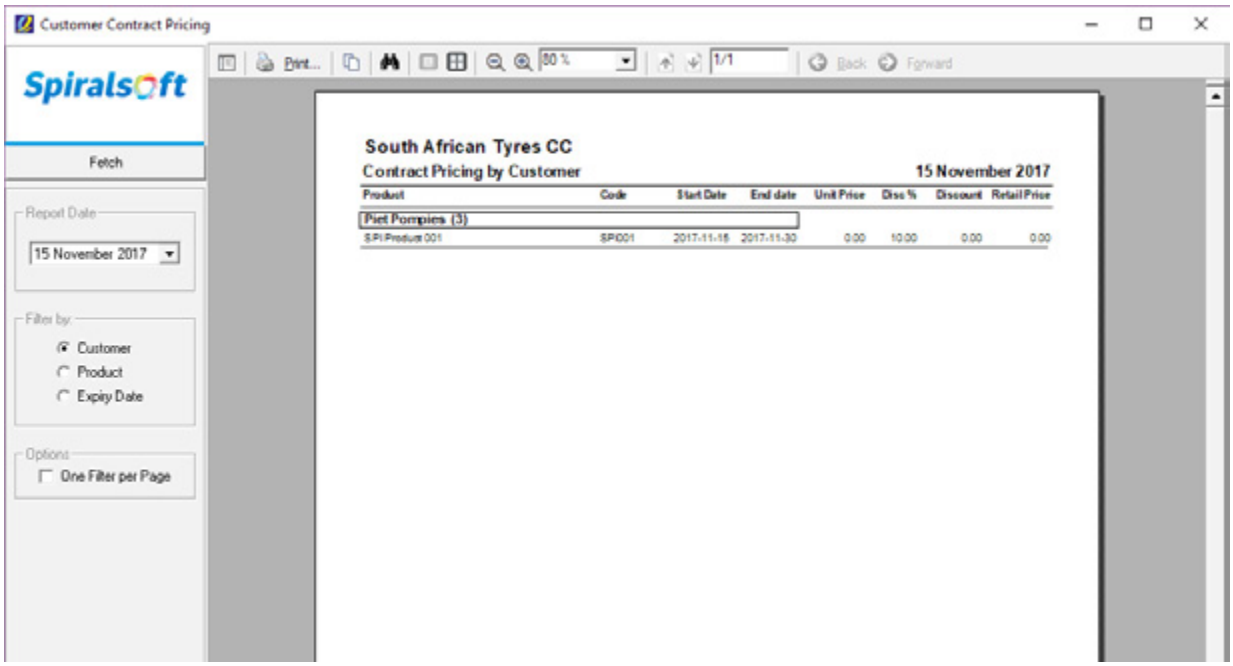


1. Select the Accounting Period by selecting a Month and a Year from the drop down lists.
2. This report also allows you to select the volume of information it generates. You can make a selection between Level 1 or Level 2, depending on the Level of Detail of the information required.
3. Click on Fetch.
4. The report displays the Date, Reference Number, Type, Document Number, Notes, GL Account, Allocated, Amount, Tax, Total and Payment.
5. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#321 – Customer Contract Pricing

PURPOSE

This report shows the detail of the Contract Prices which have been setup which can be filtered by Customer, Product or Expiry Date.



1. Select the Report
2. Click on Fetch, you can then choose to filter the information by Customer, Product or Expiry Date.
3. The report displays the Product Description and Code, Start and End Date of Contract, Unit Price, Disc % of amount given and Retail Price.
4. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

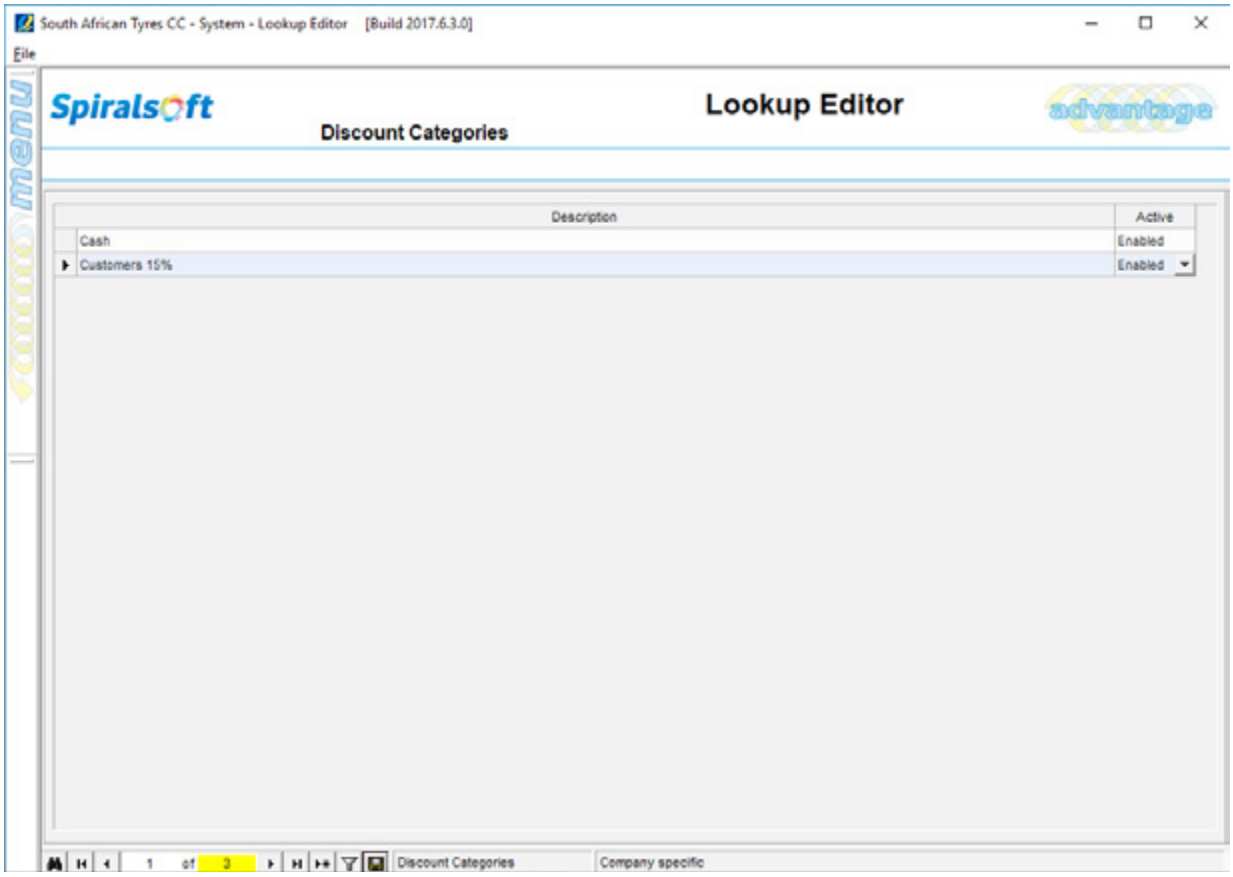
CUSTOMER DISCOUNTS

WHERE TO FIND IT

Menu > System > Lookup Editor

HOW DO I SET UP CUSTOMER DISCOUNTS?

STEP 1 SET UP CUSTOMER DISCOUNT CATEGORIES AND PRODUCT DISCOUNT GROUPS



- Go to the Lookup Editor application under System
- Search “Discount Groups’ and ‘Discount Categories’ by using the filter at the bottom of the screen

HINT

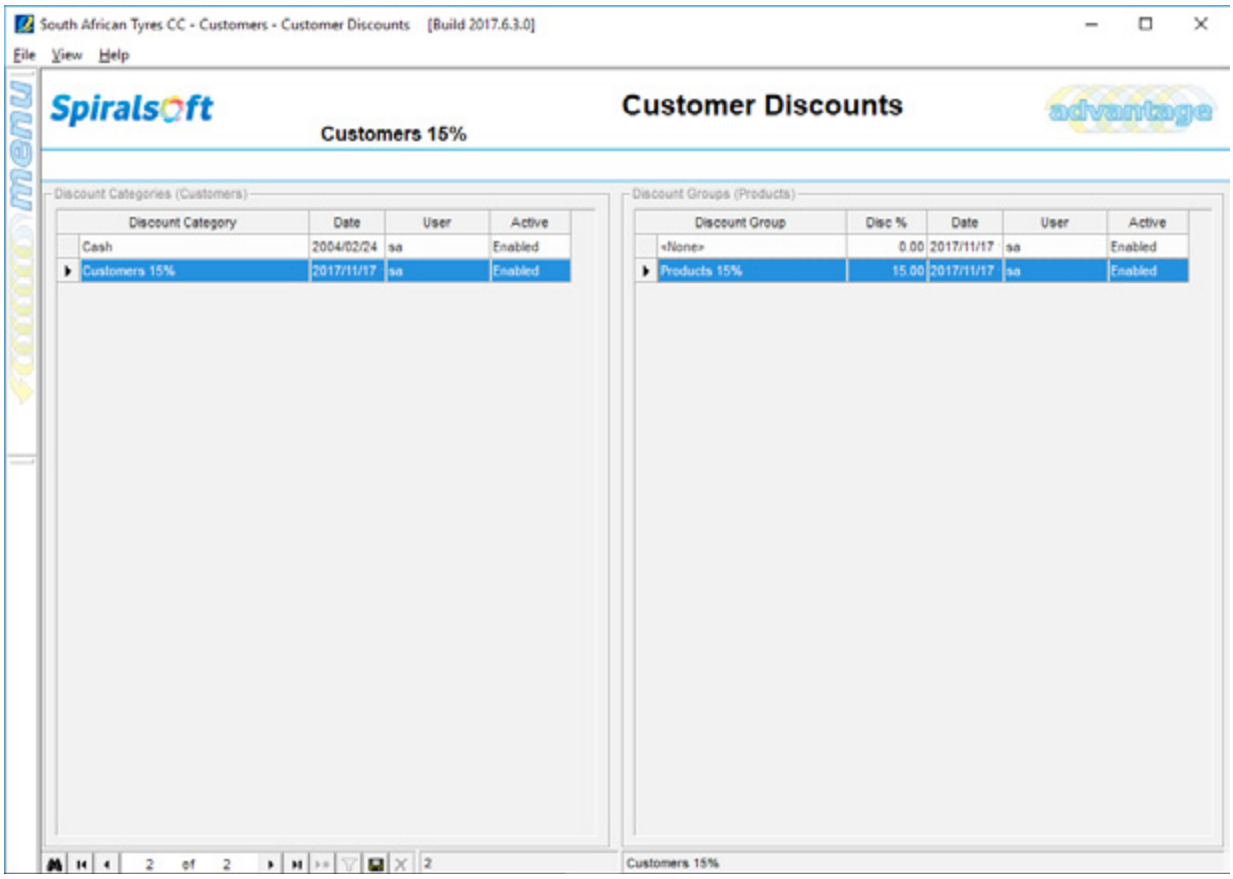
Discount Groups = Products
Discount Categories = Customers

- To add a new discount group/category, click on the insert at the bottom of the screen
- Type in a description for the group or category and save

STEP 2 LINKING PRODUCT GROUPS TO THE CUSTOMER DISCOUNT CATEGORY

WHERE TO FIND IT

Menu > Customers > Customer Discounts

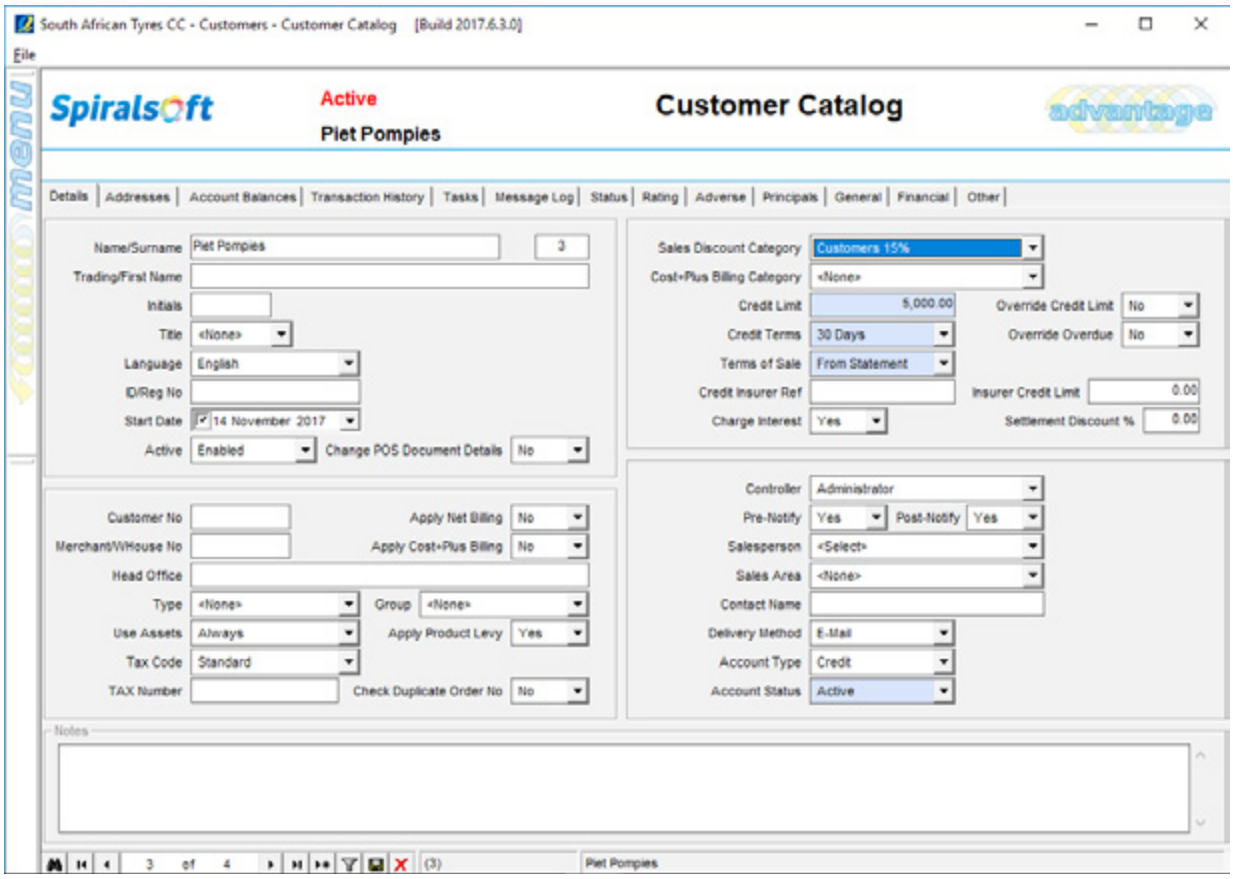


- The discount categories (customers) will be displayed on the left-hand side and the discount groups (products) will be displayed on the right-hand side
- Select the discount category on the left by highlighting the row, and select the discount group on the right by highlighting the row, and inserting a discount %. Save at the bottom of the screen
- This will link the discount category (customers) to the discount group (products) at a certain percentage (%)

STEP 3 CUSTOMER CATALOG

WHERE TO FIND IT

Menu > Customers > Customer Catalog



HINT

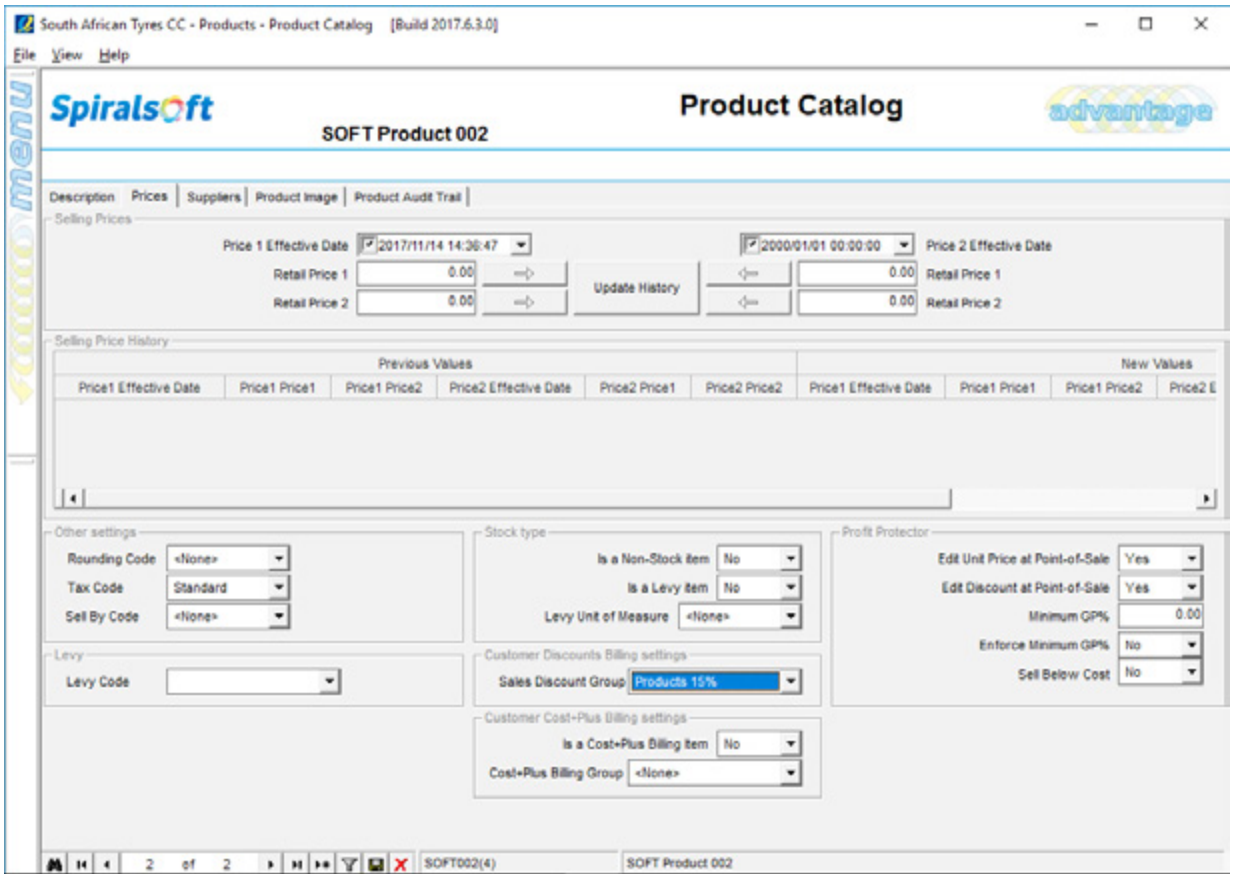
Customers need to be linked to a Sales Discount Category in the Customer Catalog

- Search for the customer by using the filter at the bottom of the screen
- Select the Sales Discount Category from the drop-down list, and save
- This customer is now linked to this sale discount category

STEP 4 PRODUCT CATALOG

WHERE TO FIND IT

Menu > Products > Product Catalog



HINT

Products need to be linked to a Sales Discount Group in the Product Catalog

- Search for the specific product by using the filter at the bottom of the screen
- Go to the 'Prices' tab
- Go to the 'Customer Discounts Billing settings' section
- Select a specific Sales discount group from the drop-down
- Click on Save
- This will add this product to the chosen Sales Discount Group

CUSTOMER DISCOUNT FILTERS

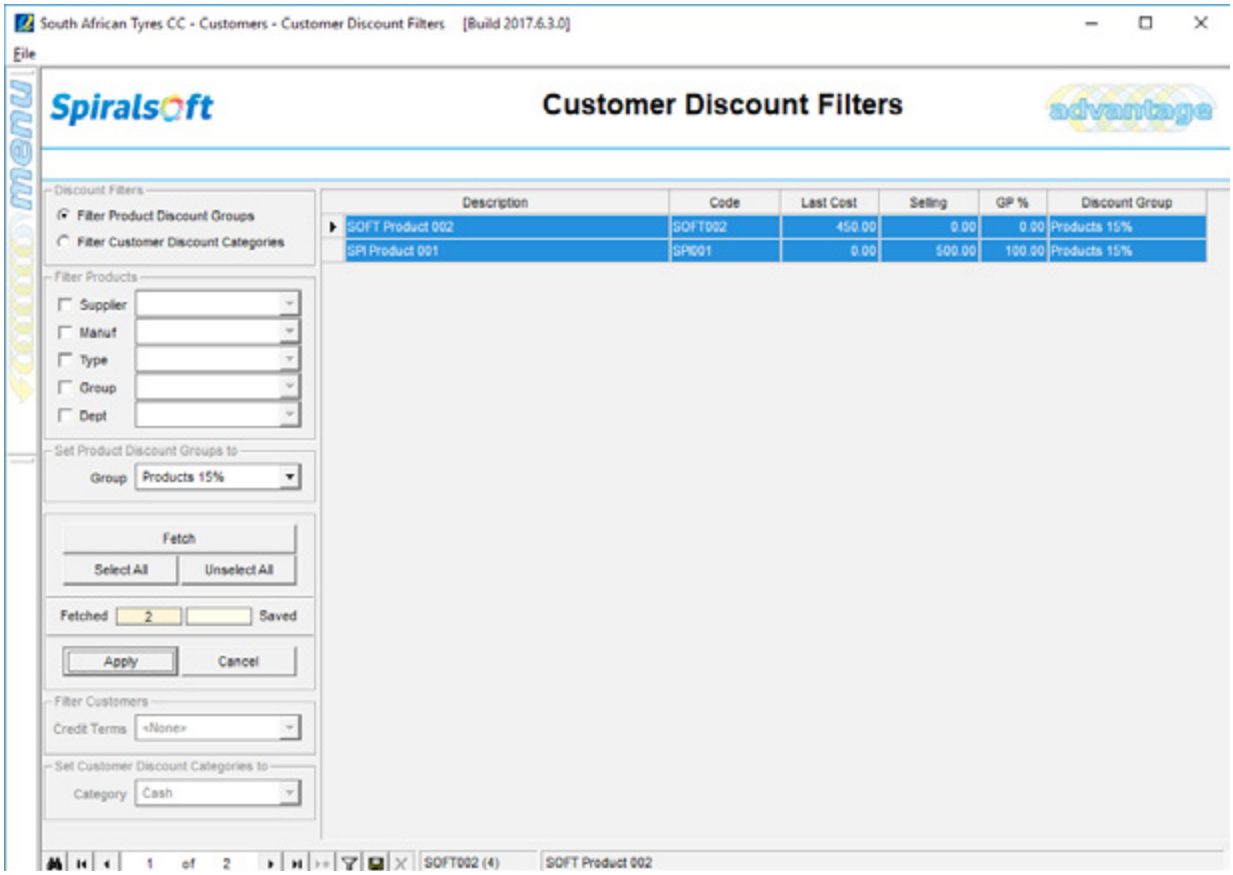
WHERE TO FIND IT

Menu > Customers > Customer Discount Filters

PURPOSE

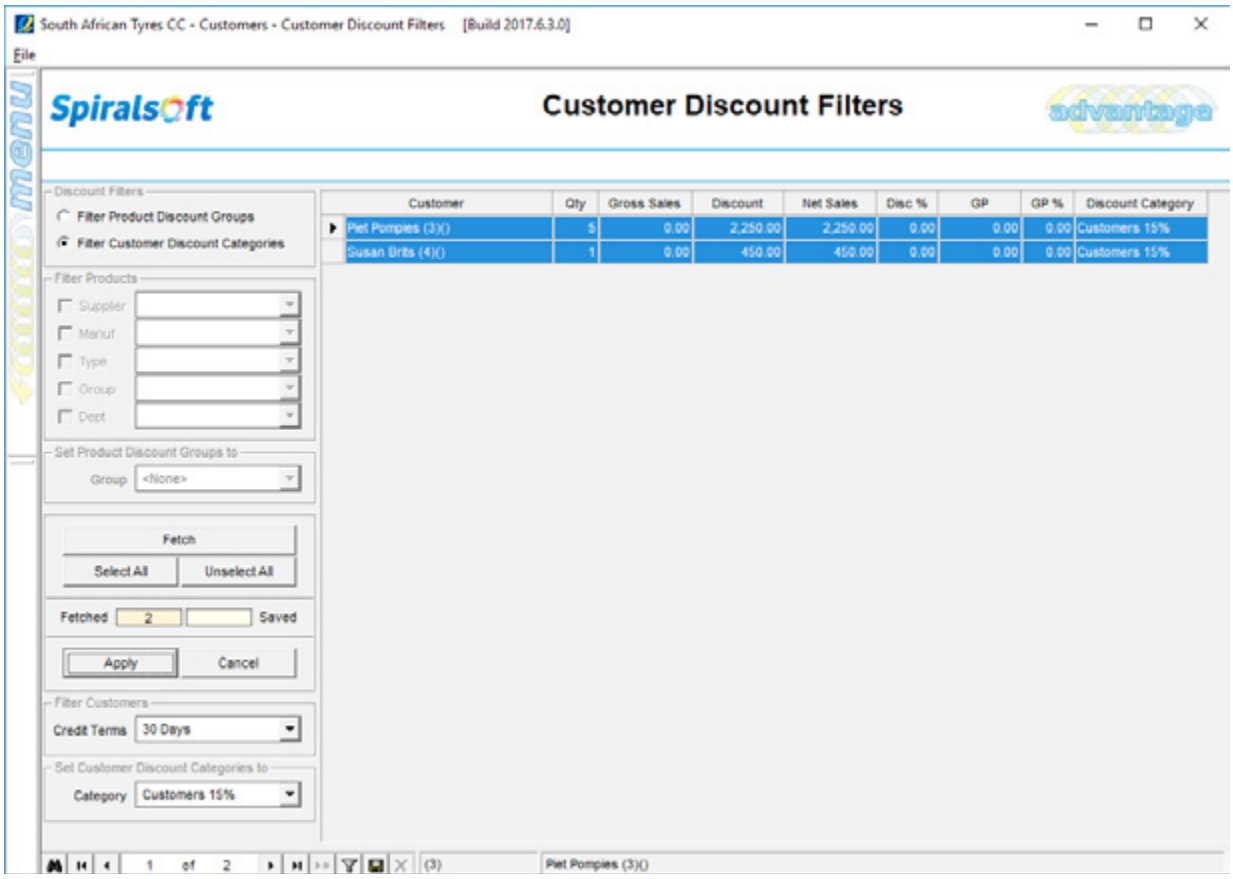
Linking Discount Groups to Products and Discount Categories to Customers in bulk

1. FILTER PRODUCT DISCOUNT GROUPS



- Select the 'Product Discount Groups' under the discount filters
- Filter the products by using the drop downs if intended to use this option
- Click on Fetch
- Select the 'Set Product Discount Groups to' by selecting one from the drop down
- Click on 'Select All'
- Click on Apply
- You will see that the discount groups have all been updated
- Click on the save at the bottom of the screen
- A message will appear saying the product update was successful
- Click on 'OK'

2. FILTER CUSTOMER DISCOUNT CATEGORIES



- Select the 'Customer Discount Categories' under the discount filters
- Filter the customers by using the drop downs if intended to use this option
- Click on Fetch
- Select the 'Set Customer Discount Categories to' by selecting one from the drop down
- Click on 'Select All'
- Click on Apply
- You will see that the discount categories have all been updated
- Click on the save at the bottom of the screen
- A message will appear saying the Customer Discount Categories update was successful
- Click on 'OK'

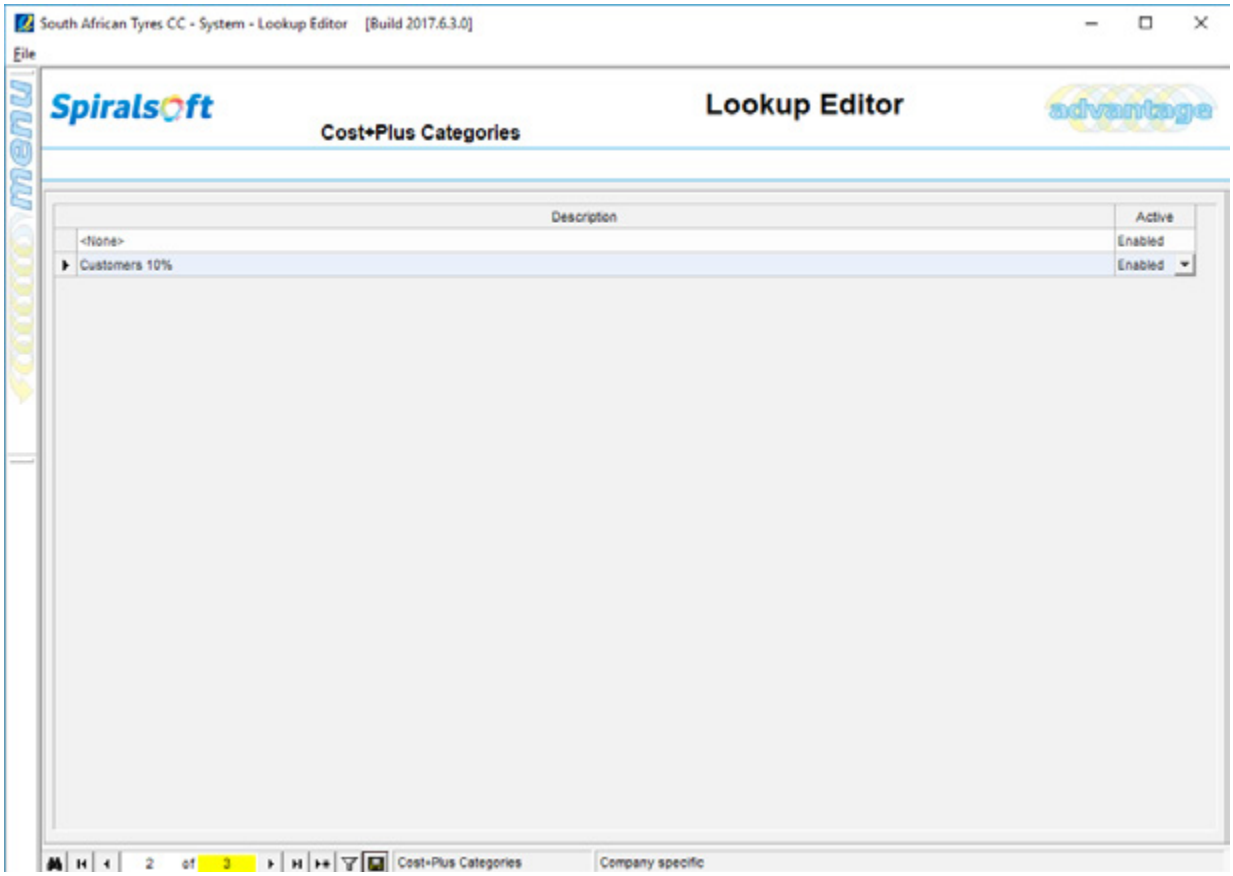
CUSTOMER COST+PLUS BILLING

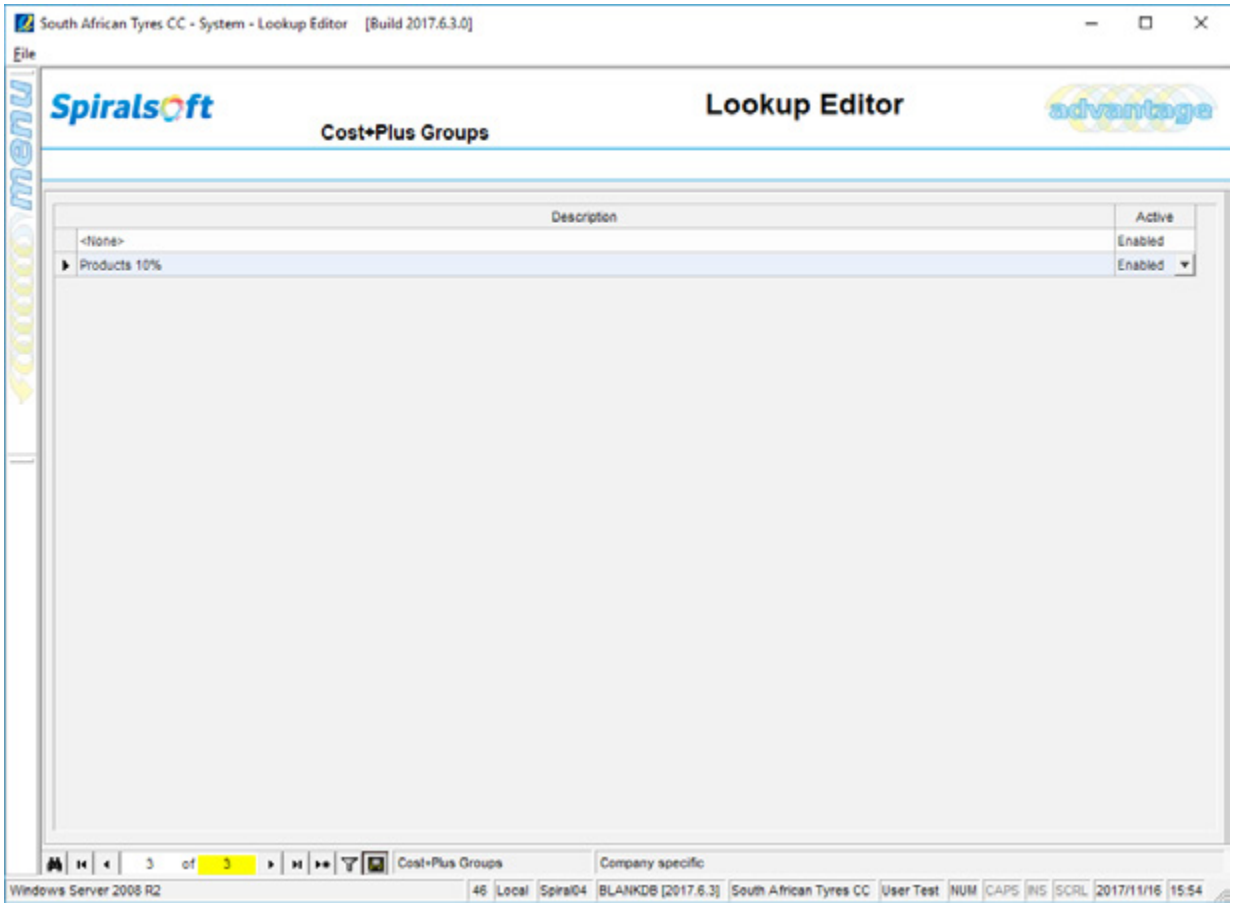
WHERE TO FIND IT

Menu > System > Lookup Editor

HOW DO I SET UP CUSTOMER COST+PLUS BILLING?

STEP 1 SET UP COST+PLUS CATEGORIES AND COST+PLUS GROUPS





- Go to the Lookup Editor application under system
- Search 'Cost+Plus Categories' and 'Cost+Plus Groups' by using the filter at the bottom of the screen

HINT

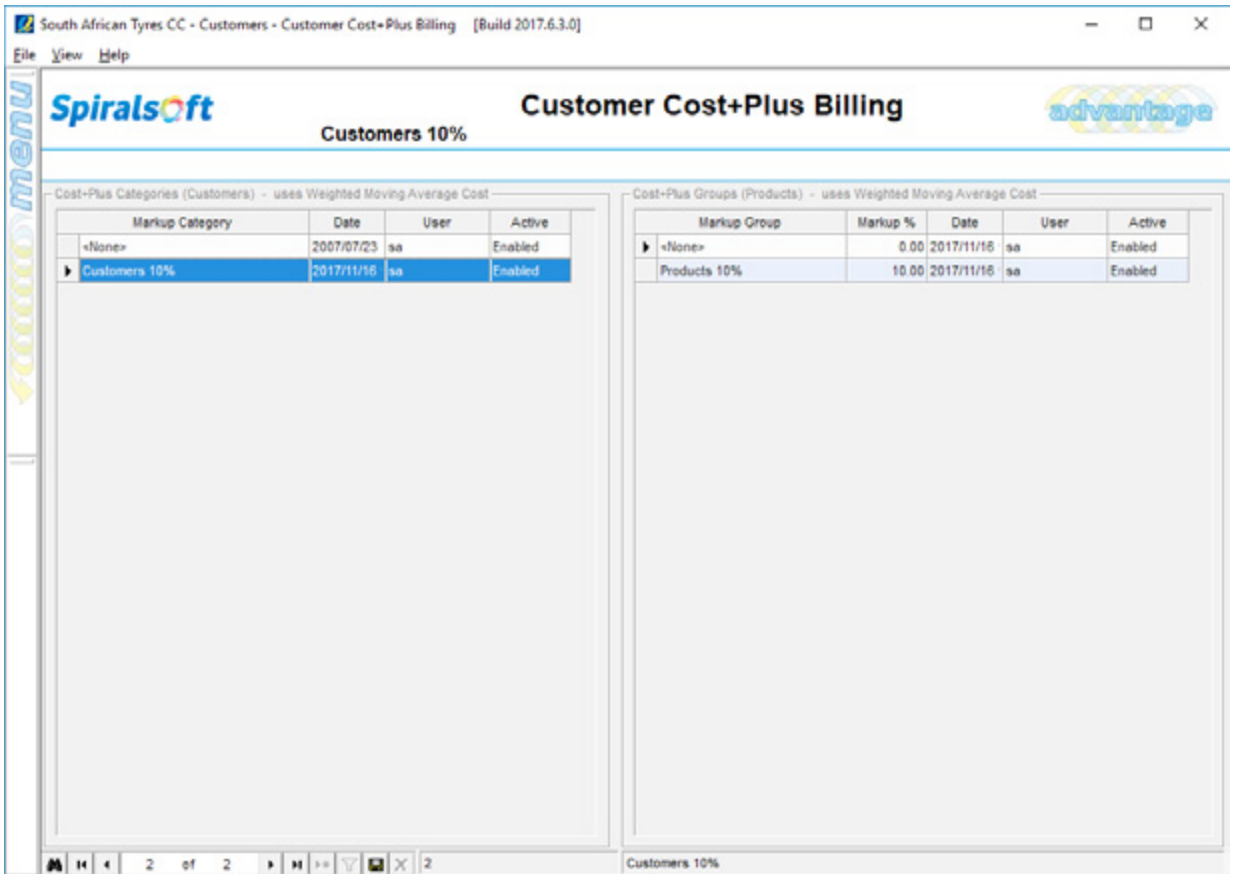
Cost+Plus Groups = Products
Cost+Plus Categories = Customers

- To add a new Cost+Plus category/group, click on the insert at the bottom of the screen
- Type in a description for the group or category and save

STEP 2 LINKING COST + PLUS GROUPS TO THE COST+PLUS CATEGORY

WHERE TO FIND IT

Menu > Customers > Customer Cost + Plus Billing



- The Cost+Plus Categories (Customers) will be displayed on the left-hand side and the Cost+Plus Groups (Products) will be displayed on the right-hand side

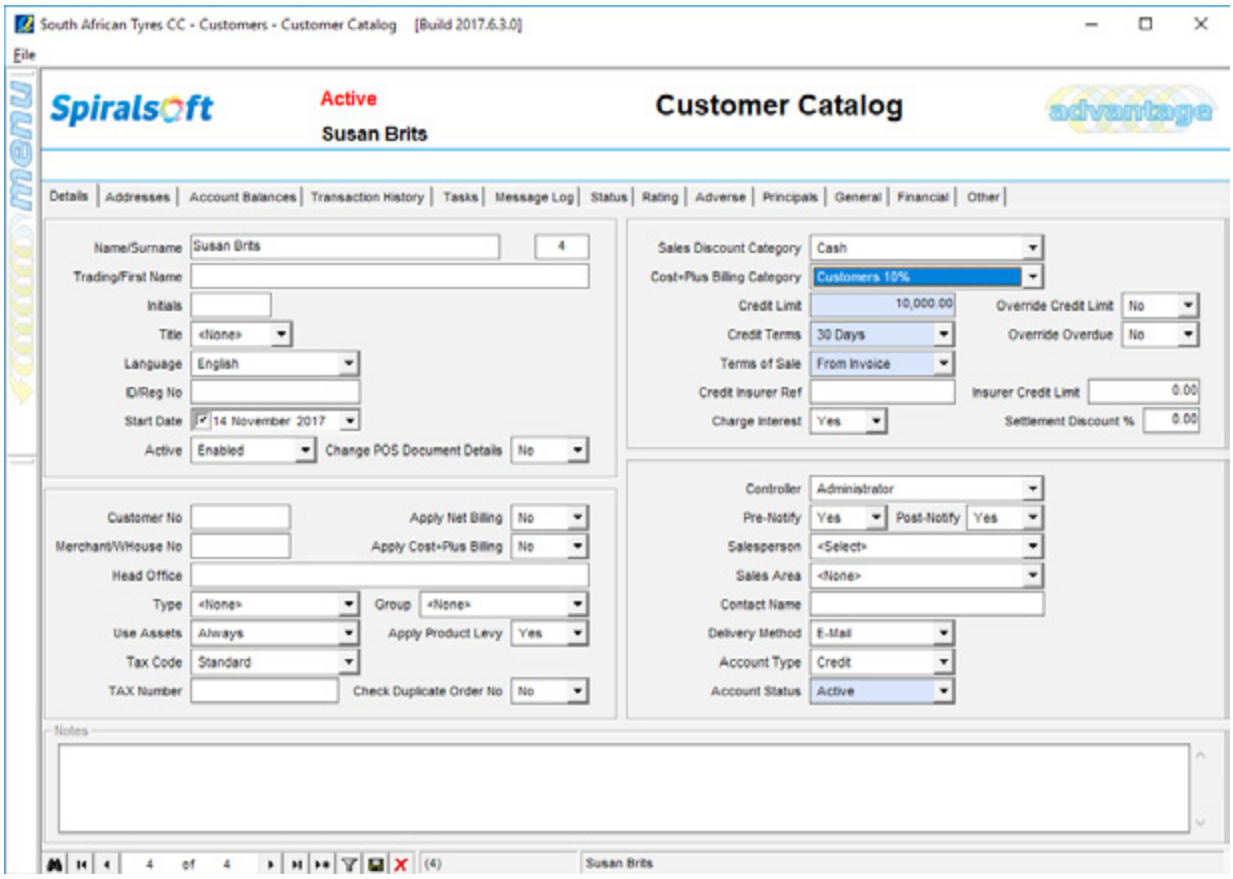
- Select the Cost+Plus Category on the left had side by highlighting the row, and select the Cost=Plus Group on the right by highlighting the row, and inserting a Markup %. Save at the bottom of the screen

- This will link the Cost+Plus Category (Customer) to the Cost+Plus Group (Products) at a certain Markup percentage (%)

STEP 3 CUSTOMER CATALOG

WHERE TO FIND IT

Menu > Customers > Customer Catalog



HINT

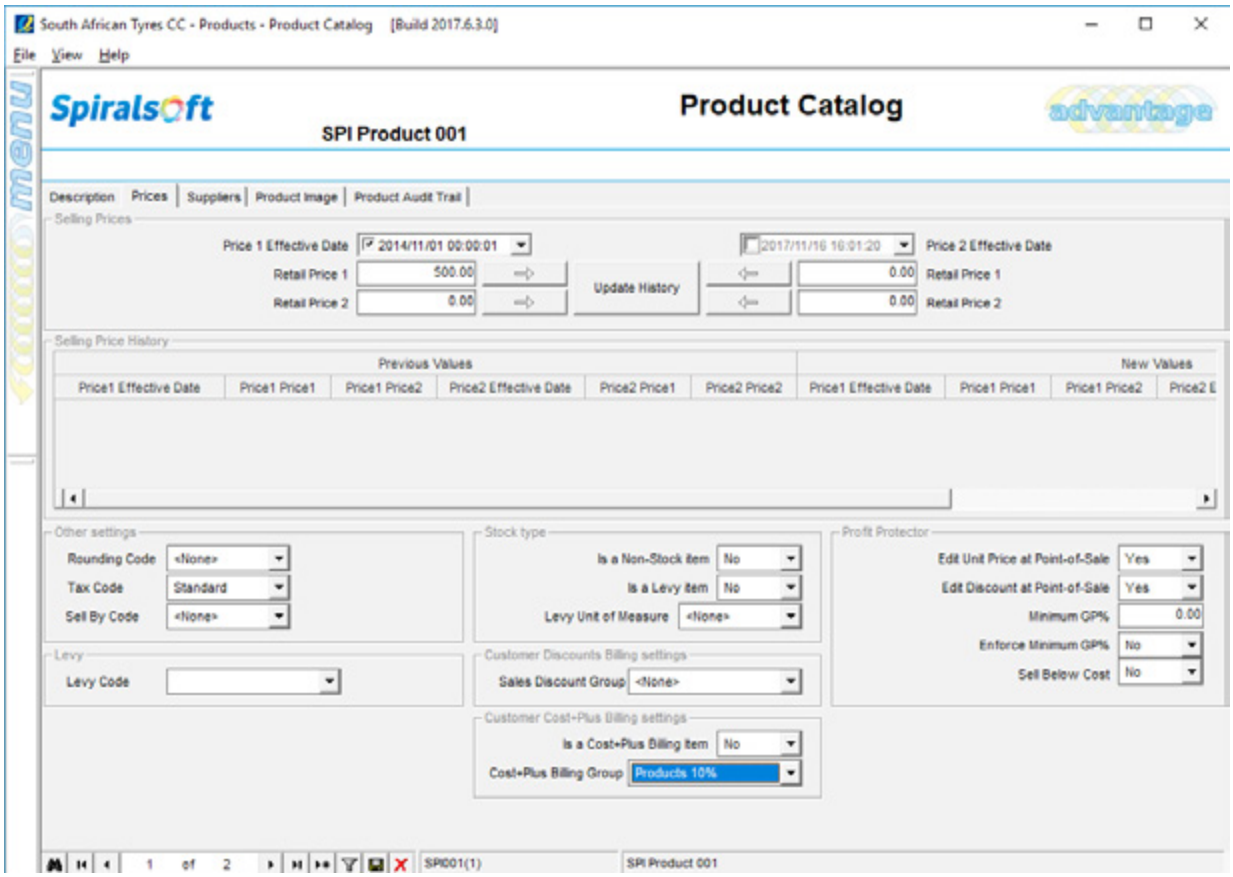
Customers need to be linked to a Cost+Plus Billing Category in the Customer Catalog

- Search for the customer by using the filter at the bottom of the screen
- Select the Cost+Plus Billing Category from the drop-down list, and save
- This customer is now linked to this Cost+Plus Billing category

STEP 4 PRODUCT CATALOG

WHERE TO FIND IT

Menu > Products > Product Catalog



HINT

Products need to be linked to a Cost+Plus Billing Group in the Product Catalog

- Search for the specific product by using the filter at the bottom of the screen
- Go to the 'Prices' tab
- Go to the 'Customer Cost+Plus Billing Settings' section
- Answer the question: 'Is a Cost+Plus Billing Item' – select yes or no
- Select the Cost+Plus Billing Group from the drop-down list
- Click on Save
- This will add this product to the chosen Cost+Plus Billing Group

CUSTOMER COST+PLUS FILTERS

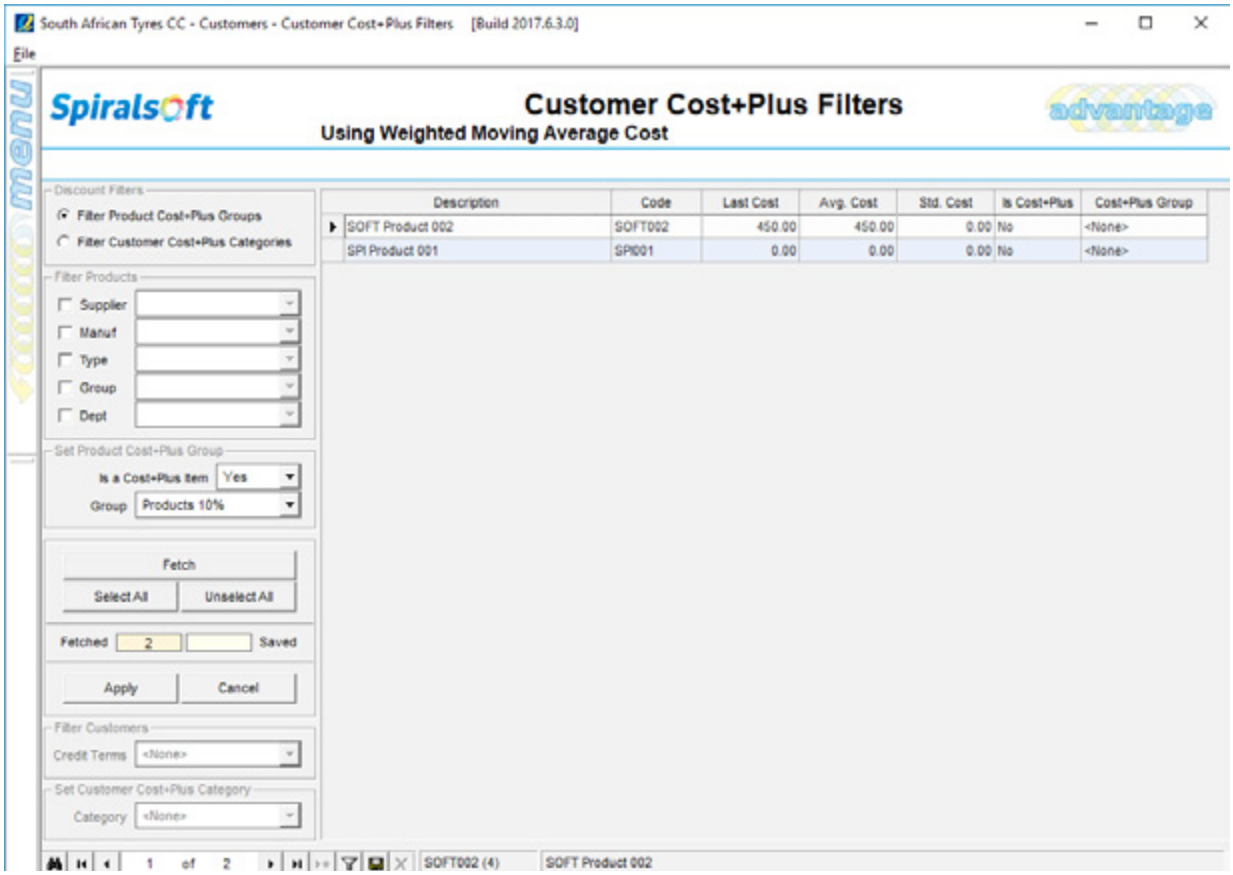
WHERE TO FIND IT

Menu > Customers > Customer Cost+Plus Filters

PURPOSE

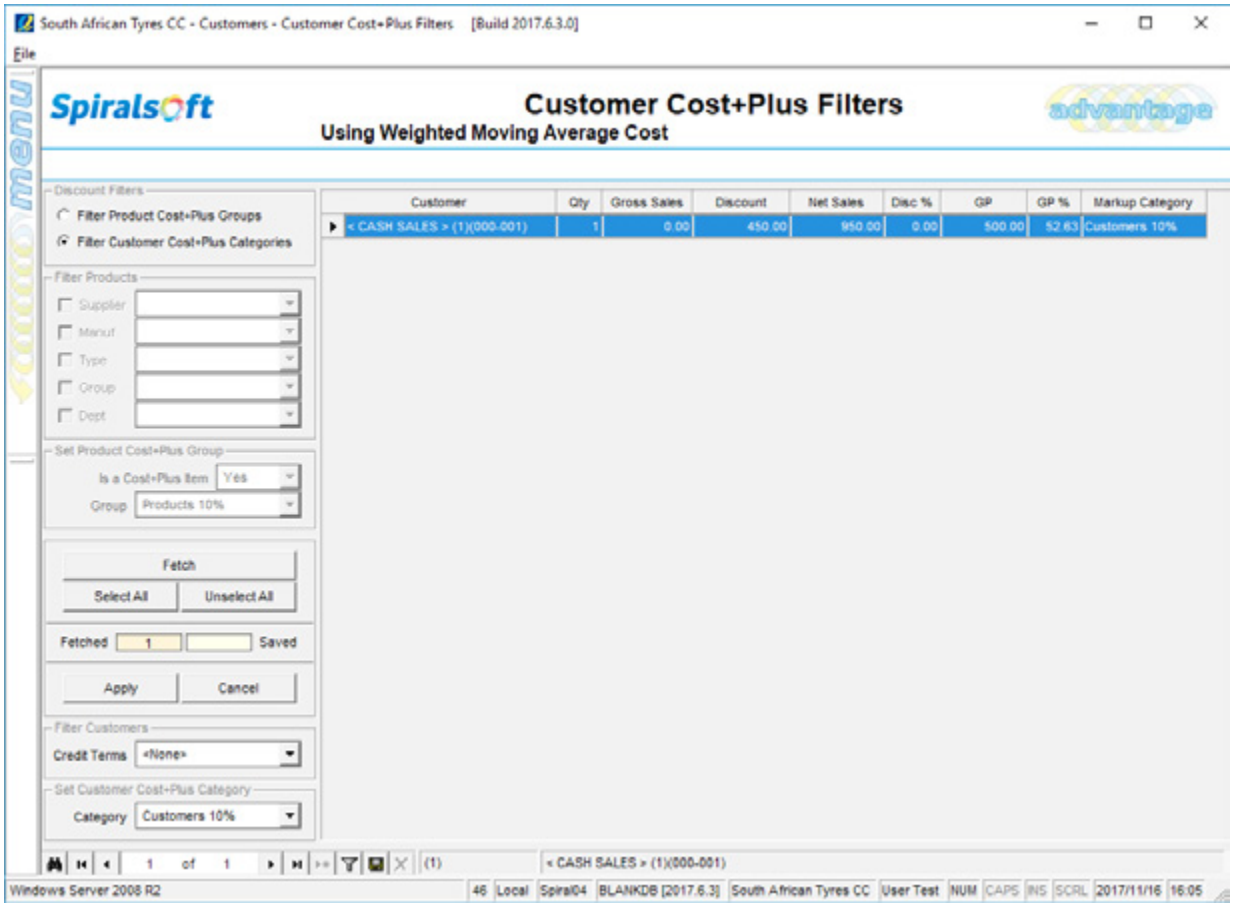
Linking Cost+Plus Categories to Customers and Cost+Plus Groups to Products in bulk

1. FILTER PRODUCT COST+PLUS GROUPS



- Select the 'Product Cost+Plus Groups' under the discount filters
- Filter the products by using the drop downs if intended to use this option
- Click on Fetch
- Select the 'Set Product Cost+Plus Group' by selecting a group from the drop-down list, and stating whether it is a cost+plus Item
- Click on Select All
- Click on Apply
- You will see that the Cost+Plus Group has been updated
- Click on Save at the bottom of the screen
- A message will appear saying that the Product Cost+Plus Groups update was successful
- Click on 'OK'

2. FILTER CUSTOMER COST+PLUS BILLING CATEGORIES



- Select the 'Customer Cost=Plus Categories under the discount filters
- Filter the customers by their credit terms by using the drop-down if intended to use this option
- Click on Fetch
- Select the 'Set Customer Cost+Plus Category' by selecting one from the drop-down
- Click on 'Select All'
- Click on 'Apply'
- You will see that the Markup Category has been updated
- Click on the save button at the bottom of the screen
- A message will appear saying that the Customer Cost+Plus Categories update was successful
- Click on 'OK'

ACCOUNTANT

GENERAL LEDGER

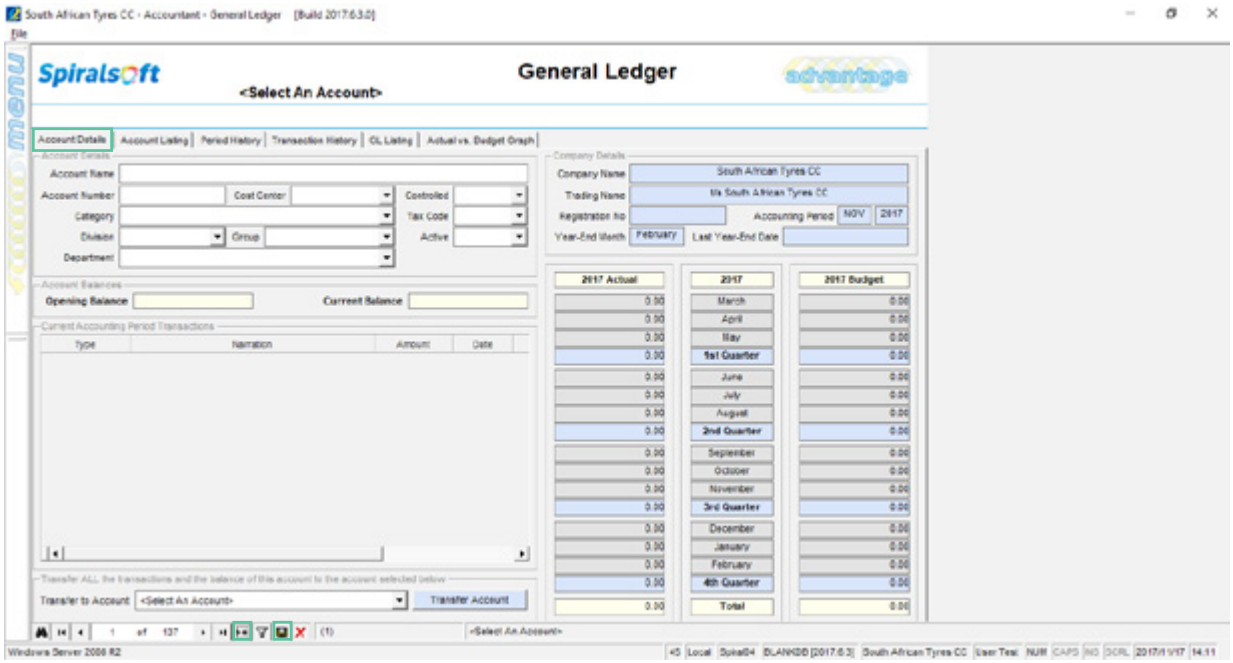
WHERE TO FIND IT

Click Menu > Accountant > General Ledger

HOW TO CREATE A NEW GENERAL LEDGER ACCOUNT

PURPOSE

A general ledger is a complete record of financial transactions over the life of a company. The ledger holds account information that is needed to prepare financial statements, and includes accounts for assets, liabilities, owners› equity, revenues and expenses.



1. Go to the General Ledger Application in the Menu.

2. On the Account Details tab, click on Insert (>*) in the Navigation Bar.

   This will clear all the fields on the Account Details tab.

3. Complete the following fields:

   3.1. Account Name (required), and/or

   3.2. Account Number.

4. Select specific criteria from the drop down lists on the following fields:

   4.1. Cost Center,

   4.2. Controlled,

   4.3. Category,

   4.4. Tax Code,

   4.5. Division,

   4.6. Group, and/or

   4.7. Active.

5. Click Save (💾) in the Navigation Bar.

   The new General Ledger account will be saved; the default values for all the other fields, which have not been completed, will be displayed.

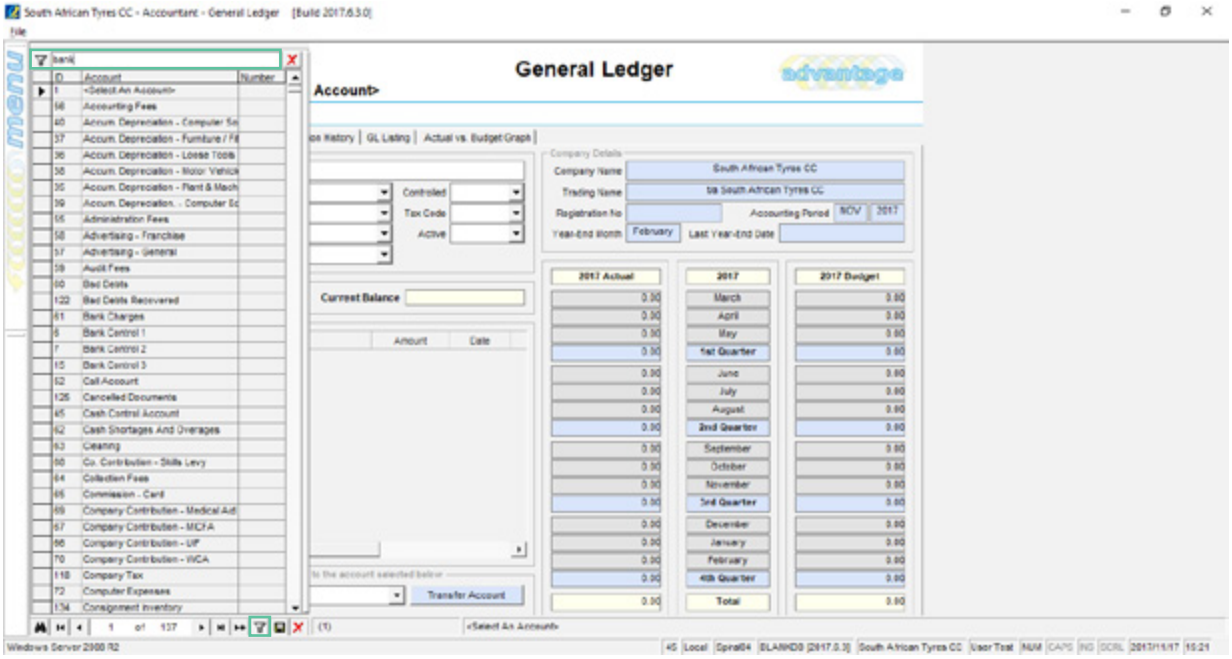
6. Select an Account to Transfer ALL the transactions and the balance of this account to by selecting from the Transfer to Account drop down list if intended to use this option.

7. Click on Transfer Account.

8. Confirm by clicking Yes to the question posed “Confirm Transfer of this Account Balance to General Ledger account”.

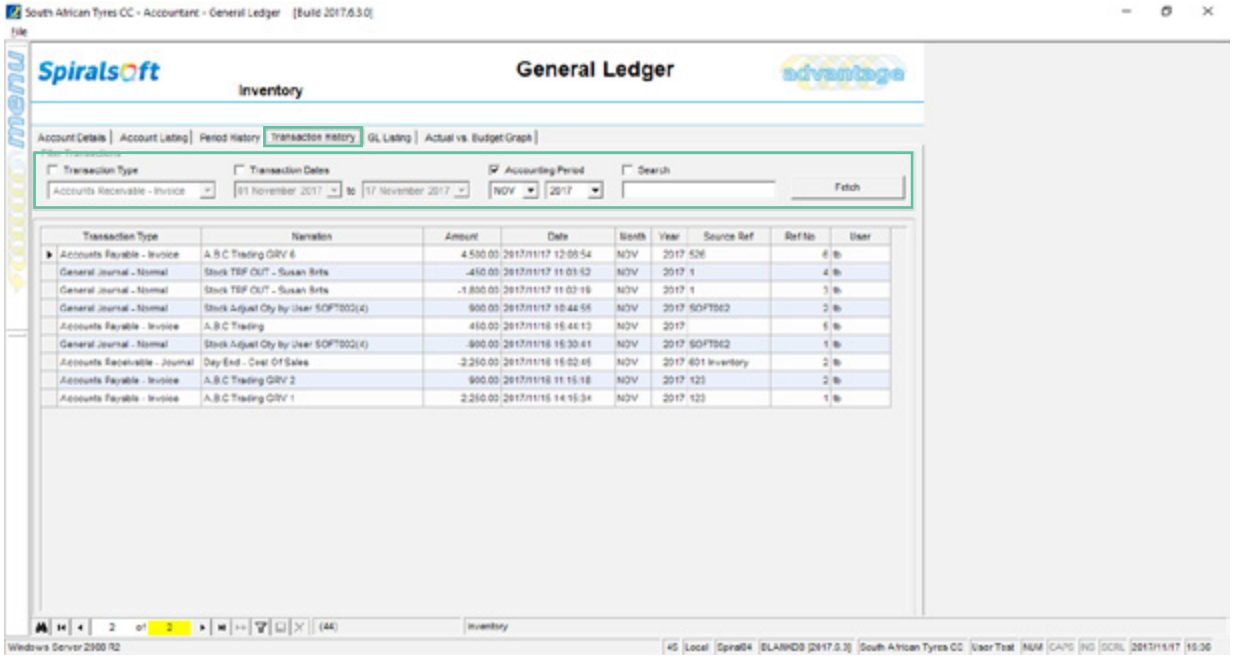
9. A message indicating that The Account balance transfer was indeed completed successfully will be displayed. Click on OK.

HOW TO SEARCH FOR A GENERAL LEDGER ACCOUNT

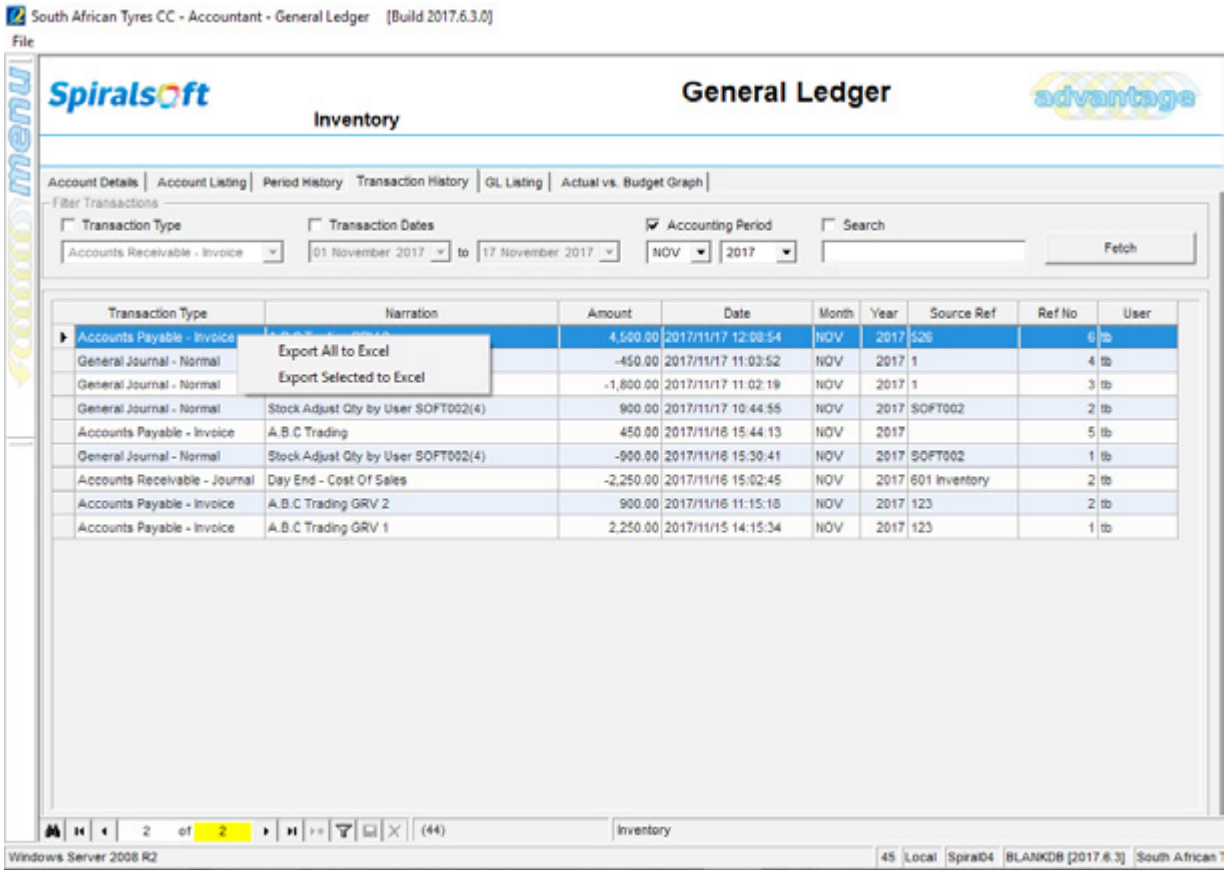


1. Go to the General Ledger Application in the Menu.
2. On the Account Details tab, select a General Ledger account using Filter ( ) in the Navigation Bar. This will display the picklist fly-out.
3. Type the search criteria in the input field at the top of the picklist fly-out.
4. Now press Enter on the keyboard.
5. A list of General Ledger accounts FILTERED from the pre-fetched list of General Ledger accounts will be displayed. The background colour of the Rows field displaying the number of matched General Ledger accounts is changed to a yellow colour. This indicates that the list of General Ledger accounts is in the FILTER mode. All the other pre-fetched General Ledger accounts, except those in the list, are hidden.
6. Click on the General Ledger account in the picklist fly-out that you want displayed. The picklist then closes and the information of the selected General Ledger account is displayed.
7. To exit filter mode when you do not want to use it anymore, click on the Filter ( ) in the Navigation Bar. The filter list will be cleared and replaced by the full pre-fetched list of General Ledger accounts.
8. Repeat steps 2 to 7 to search for other General Ledger accounts.

HOW TO VIEW TRANSACTION HISTORY ON A GENERAL LEDGER ACCOUNT



1. Go to the General Ledger Application in the Menu.
2. On the Account Details tab, select a General Ledger account using Filter ( ) in the Navigation Bar.
   The Menu Bar at the top indicates which General Ledger account is selected.
3. Go to the Transaction History tab.
4. Tick and select a specific Type of Transaction by selecting the Transaction Type on the drop down list if intended to use this option.
5. Tick and select a specific period of time by selecting from the Transaction Dates drop down date pickers if intended to use this option.
6. Tick and select a month and year by selecting from the Accounting Period drop down date pickers if intended to use this option.
7. Tick and type the search criteria in the Search input field if intended to use this option.
8. Click on Fetch.
   A list of Transactions will be displayed according to the options selected in steps 4 to 7.
9. The screen displays the Transaction Type, Narration, Amount, Date, Month, Year, Source Reference, Reference Number and User.



10. Right-click on one of the transactions and select the Export All to Excel option if intended to use this option.
11. A Save as Microsoft Excel file dialog box is displayed.
12. Type the File name you want to utilise and click on Save on the Save as Microsoft Excel dialog box.
13. Confirm by clicking Yes to the question posed “Do you wish to continue?”.
14. A message indicating that The Excel export was indeed completed successfully will be displayed. Click on OK.
15. Click on and hold Ctrl on your keyboard while clicking the row selector of the Transactions.
16. Right-click on one of the transactions and select the Export Selected to Excel option.
17. A Save as Microsoft Excel file dialog box is displayed.
18. Type the File name you want to utilise and click on Save on the Save as Microsoft Excel dialog box.
19. Confirm by clicking Yes to the question posed “Do you wish to continue?”.
20. A message indicating that The Excel export was indeed completed successfully will be displayed. Click on OK.

CASH BOOK

WHERE TO FIND IT

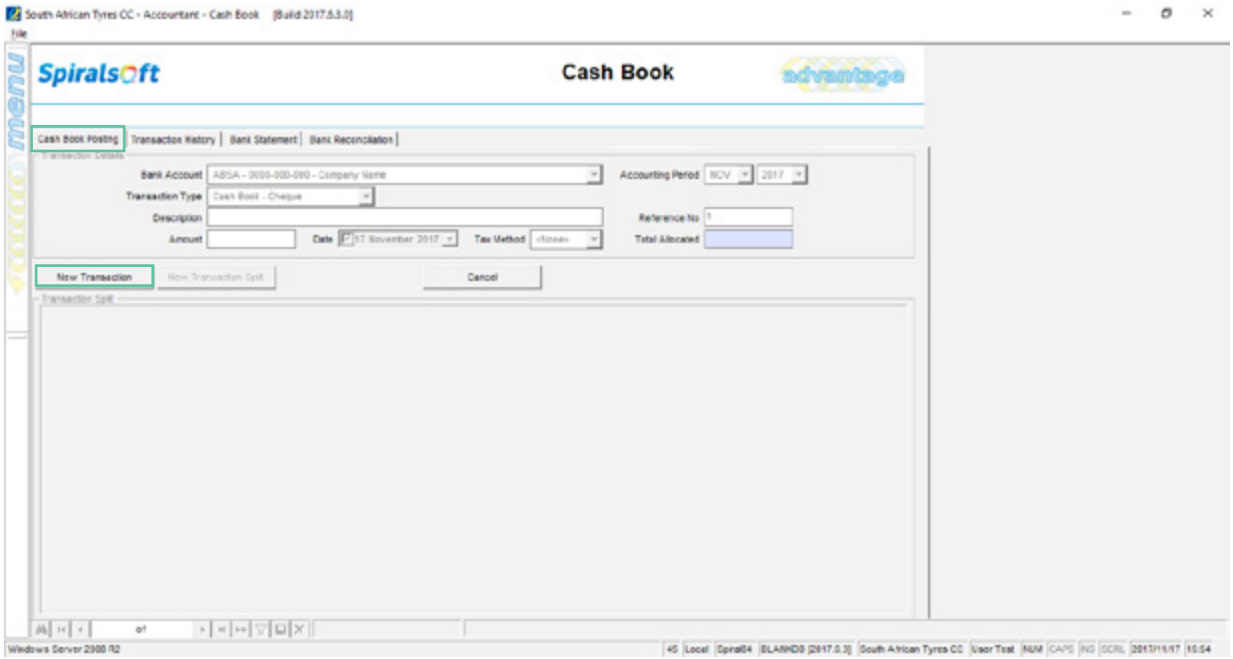
Click Menu > Accountant > Cash Book

HOW TO CAPTURE AND POST A CASH BOOK TRANSACTION

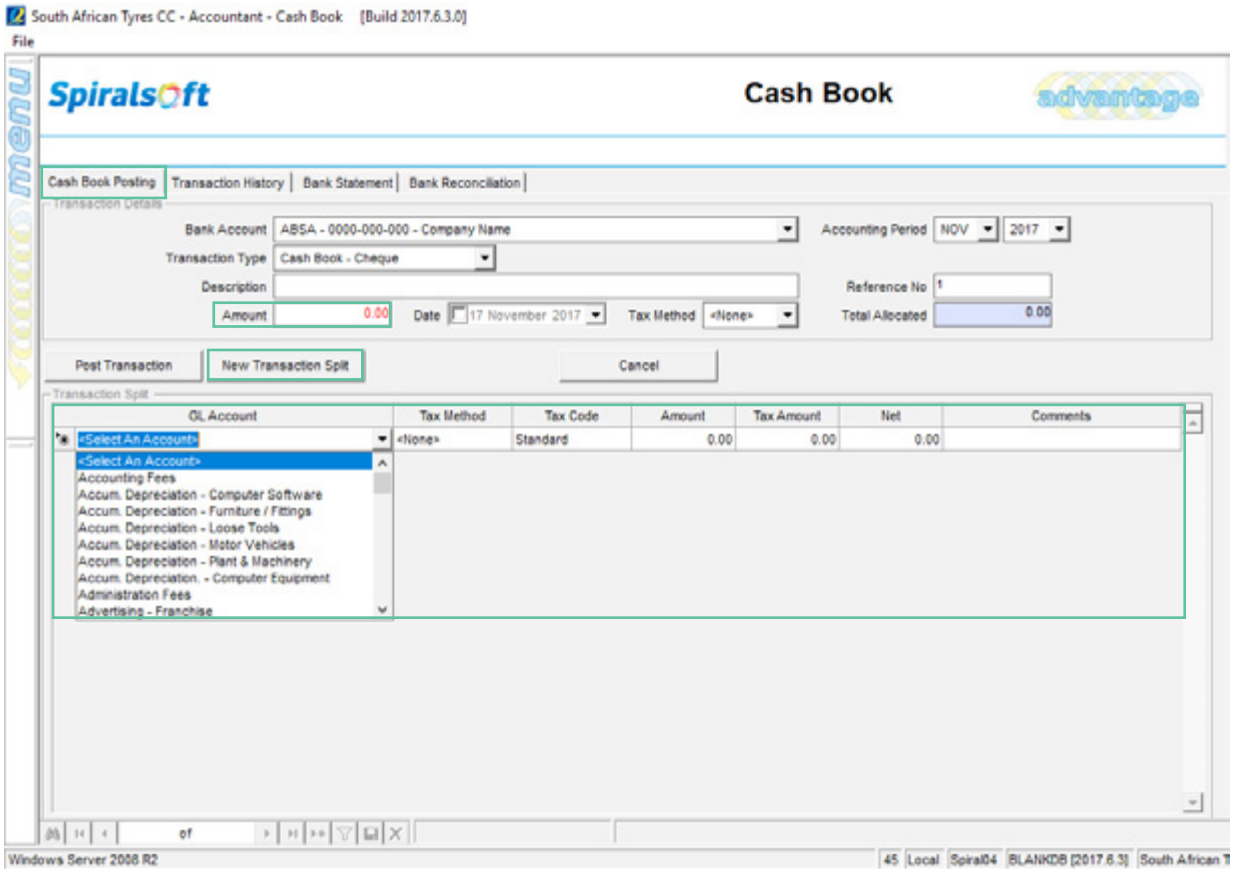
This is applicable for all transactions captured from the Bank Statement except for Customer Payment, Customer Refunds, Supplier Payments and Supplier Refunds.

PURPOSE

Journal in which all cash receipts and payments (including bank deposits and withdrawals) are recorded first, in chronological order, for posting to general ledger. Cash book is regularly reconciled with the bank statements as an internal auditing measure.



1. Go to the Cash Book Application in the Menu.
2. Go to the Cash Book Posting tab.
3. Click on New Transaction.



4. Select a Bank Account from the Bank Account drop down list.

5. Select a Transaction Type from the Transaction Type drop down list.

   The Transaction Type identifies the direction of the cash flow.

6. Type a Description used from the Bank Statement in the Description input field.

   Copy the Description input field.

7. Type an Amount (Incl VAT) from the Bank Statement in the Amount input field.

8. Tick and select a Date from the Bank Statement by selecting from the Date drop down date picker.

9. Select a Tax Method from the Tax Method drop down list.

10. Select a month and year by selecting from the Accounting Period drop down date pickers.

    It is very important that the Accounting Period agrees with the Date for the purpose of generating the reports.

11. Click on New Transaction Split.

12. Select the General Ledger Account to Post to from the General Ledger Account drop down list in the

Transaction Split block.

13. Select a Tax Method from the Tax Method drop down list in the Transaction Split block.

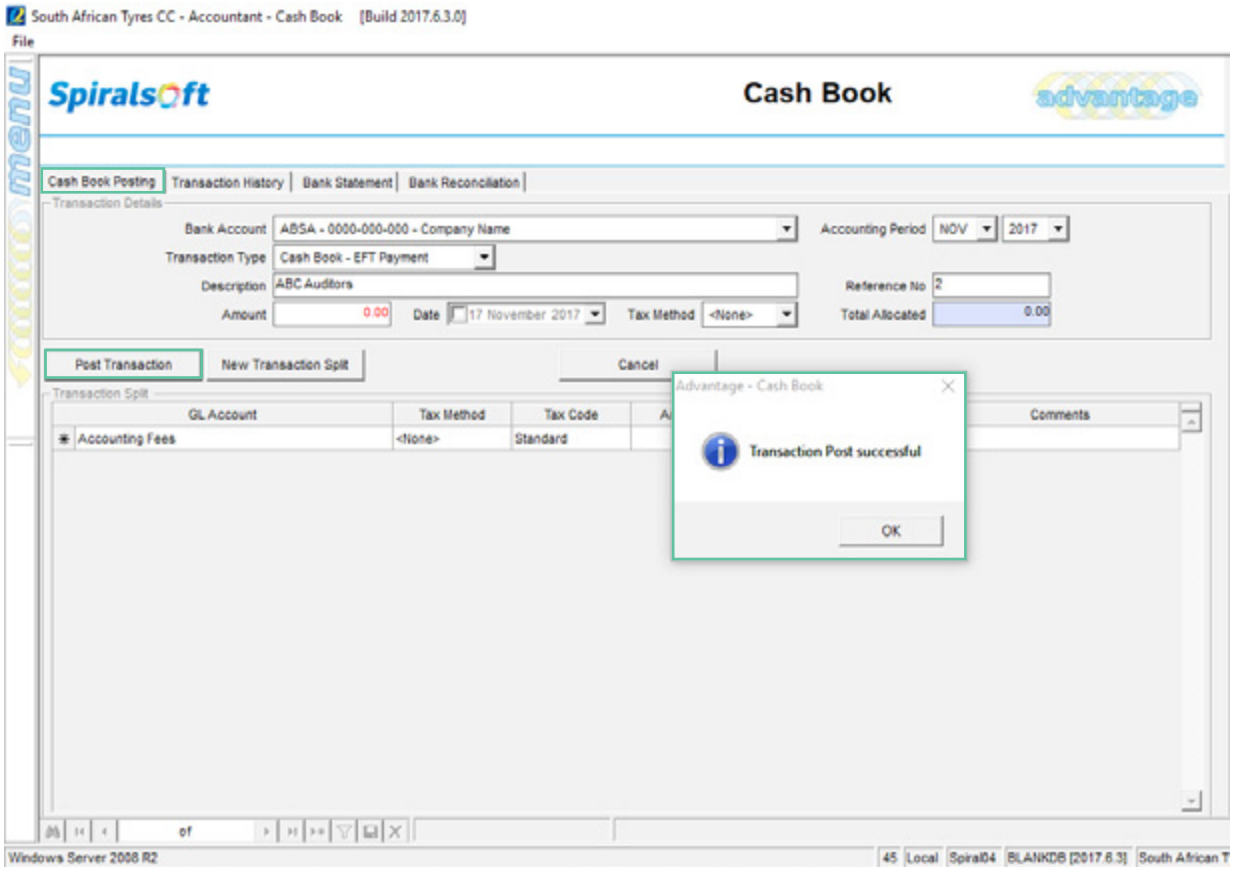
14. Select a Tax Code from the Tax Code drop down list in the Transaction Split block.

15. Type a Net amount (Incl VAT) in the Net amount input field in the Transaction Split block.

16. Paste the Description input field into the Comments input field.

17. Repeat steps 11 to 16 to add New Transaction Splits or General Ledger Accounts.

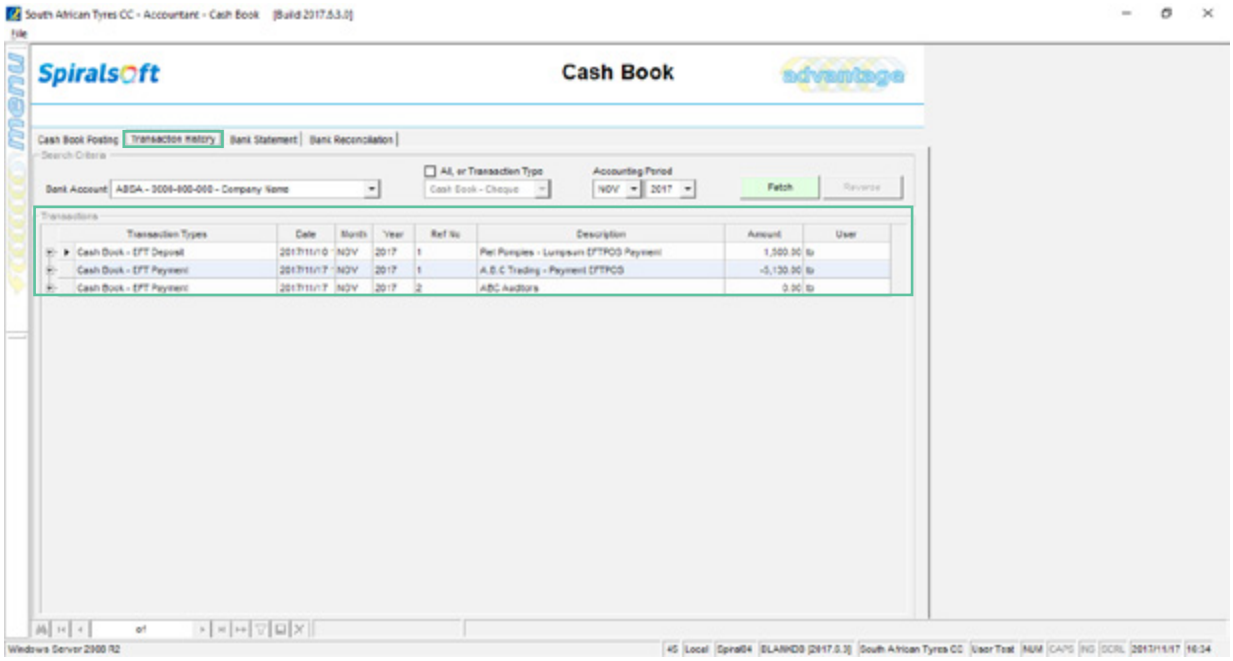
The Amount input field in the Transaction Details block must agree with the total Net amount/s in the Net amount/s input field/s in the Transaction Split block. The total Net amount/s in the Net amount/s input field/s in the Transaction Split block's Total is displayed in the Total Allocated field.



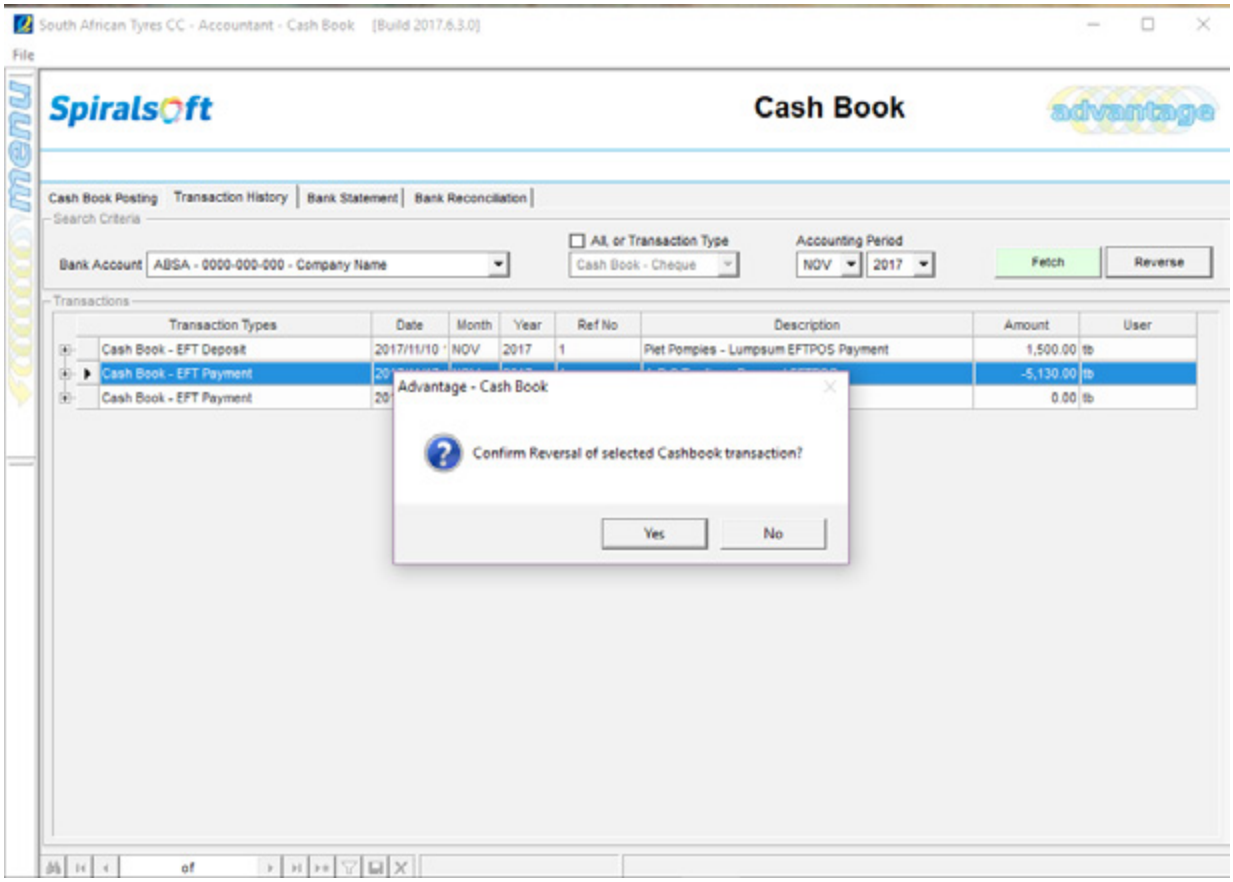
18. Click on Post Transaction.

19. A message indicating that the Transaction Post was indeed completed successfully will be displayed. Click on OK.

HOW TO VIEW TRANSACTION HISTORY ON A CASH BOOK

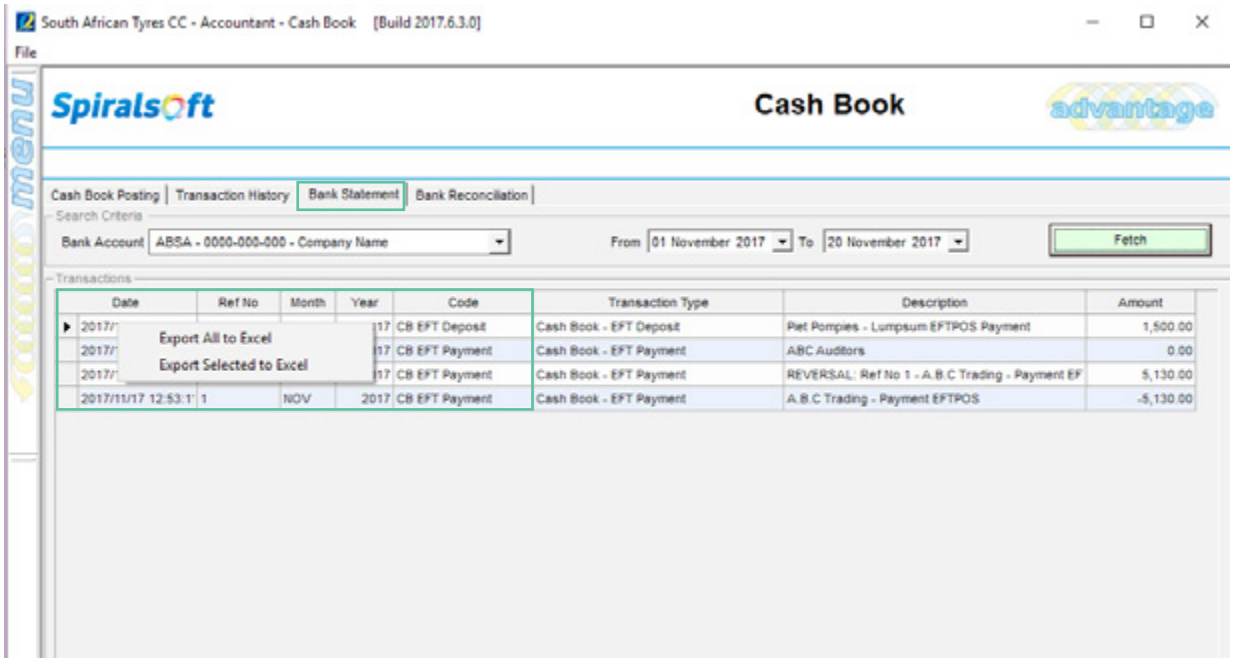


1. Go to the Cash Book Application in the Menu.
2. Go to the Transaction History tab.
3. Select a Bank Account from the Bank Account drop down list.
4. Tick and select a Type of Transaction by selecting the Transaction Type from the All, or Transaction Type drop down list if intended to use this option.
5. Select a month and year by selecting from the Accounting Period drop down date pickers.
6. Click on Fetch.
7. Click on the plus (+) sign of the Transaction required.
   The Transaction Details will be displayed.



8. Click on the row selector of the Transaction required.
9. Click on Reverse Payment.
10. A message indicating an important notice with regards to the Reversal will be displayed. Read it! Confirm by clicking Yes to the question posed “Confirm Reversal of selected Cashbook transaction?”. A Customer Payment or Supplier Payment which is Reversed under the Transaction History tab will not be Reversed under the Customer Catalog for the Customer account and will not be Reversed under the Supplier Catalog for the Supplier account. You will have to go to the Customer Catalog or the Supplier Catalog and Reverse the Customer Payment or the Supplier Payment under the Transaction History tab.
11. A message indicating that the Transaction reversed was indeed completed successfully will be displayed. Click on OK.

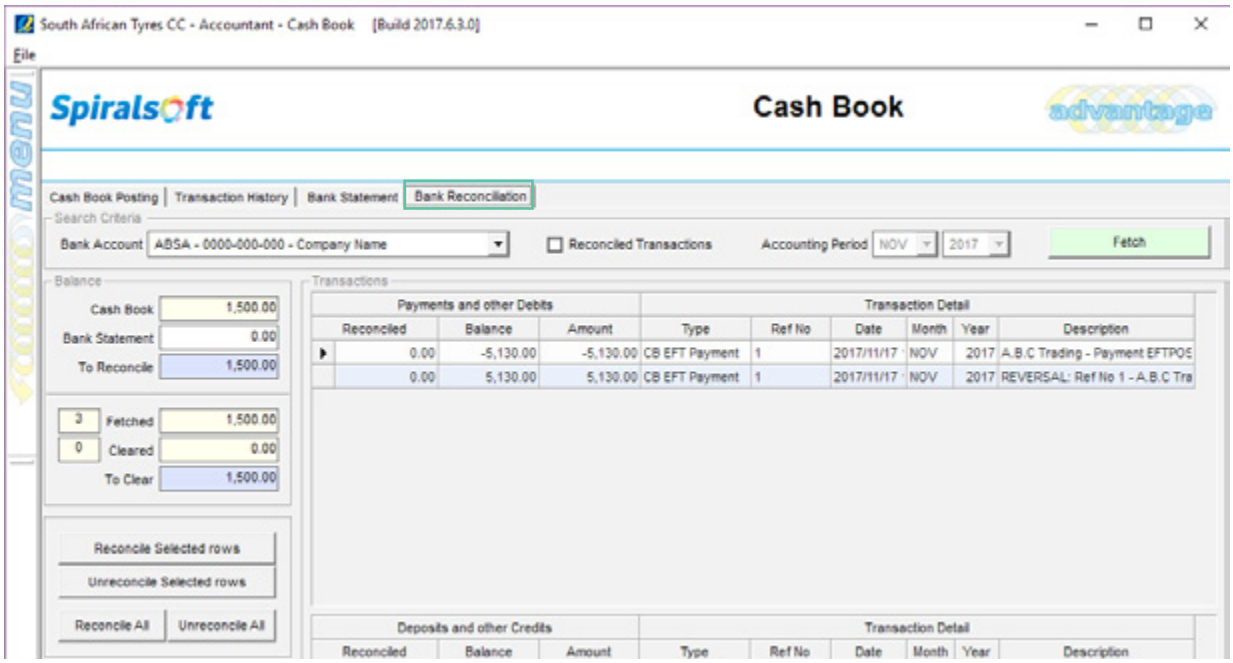
HOW TO VIEW POSTED TRANSACTIONS ON A CASH BOOK



1. Go to the Cash Book Application in the Menu.
2. Go to the Bank Statement tab.
3. Select a Bank Account from the Bank Account drop down list.
4. Select a period of time by selecting from the From and To drop down date pickers.
5. Click on Fetch.
6. The screen displays the Date, Reference Number, Month, Year, Code, Transaction Type, Description and Amount.
7. Right-click on one of the transactions and select the Export All to Excel option if intended to use this option.
8. A Save as Microsoft Excel file dialog box is displayed.
9. Type the File name you want to utilise and click on Save on the Save as Microsoft Excel dialog box.
10. Confirm by clicking Yes to the question posed “Do you wish to continue?”.
11. A message indicating that The Excel export was indeed completed successfully will be displayed. Click on OK.

12. Click on and hold Ctrl on your keyboard while clicking the row selector of the Transactions.
13. Right-click on one of the transactions and select the Export Selected to Excel option if intended to use this option.
14. A Save as Microsoft Excel file dialog box is displayed.
15. Type the File name you want to utilise and click on Save on the Save as Microsoft Excel dialog box.
16. Confirm by clicking Yes to the question posed “Do you wish to continue?”.
17. A message indicating that The Excel export was indeed completed successfully will be displayed. Click on OK.

HOW TO RECONCILE TRANSACTIONS ON A BANK ACCOUNT



1. Go to the Cash Book Application in the Menu.
2. Go to the Bank Reconciliation tab.
3. Select a Bank Account from the Bank Account drop down list.
4. Tick the Reconciled Transactions option if intended to use this option.
5. Select a month and year by selecting from the Accounting Period drop down date pickers in the Search Criteria block.
6. Click on Fetch.
7. Type the closing balance as per the Bank Statement in the Bank Statement input field.
8. Click on and hold Ctrl on your keyboard while clicking the row selector of the Transactions identified on the Bank Statement.
   Go from the top of the Bank Statement to the bottom and select Payments and other Debits and ( ) Deposits and other Credits.
9. Click on Reconcile Selected rows if intended to use this option.
10. Click on Unreconcile Selected rows if intended to use this option.
11. Click on Reconcile All if intended to use this option.
12. Click on Unreconcile All if intended to use this option.
13. Click on Update Cash Book to Update the Reconciled or Unreconciled Transactions.
    Transactions not captured and Posted to the Cash Book must be captured and Posted on the Cash Book. This is applicable for All the Transactions up and to the closing balance as per the Bank Statement.
14. Confirm by clicking Yes to the question posed “Confirm information correct before Updating?”.
15. A message indicating that the Update Bank Reconciliation was indeed completed successfully will be

displayed. Click on OK.

16. Repeat step 7 to Print Bank Reconciliation report.
17. Select a month and year by selecting from the Accounting Period drop down date pickers in the Print Bank Reconciliation report block.
18. Click on Print ( ).
19. A print preview of the Bank Reconciliation will be displayed.
20. After printing the Bank Reconciliation, close the window at the top right corner marked with a X.

GENERAL JOURNALS

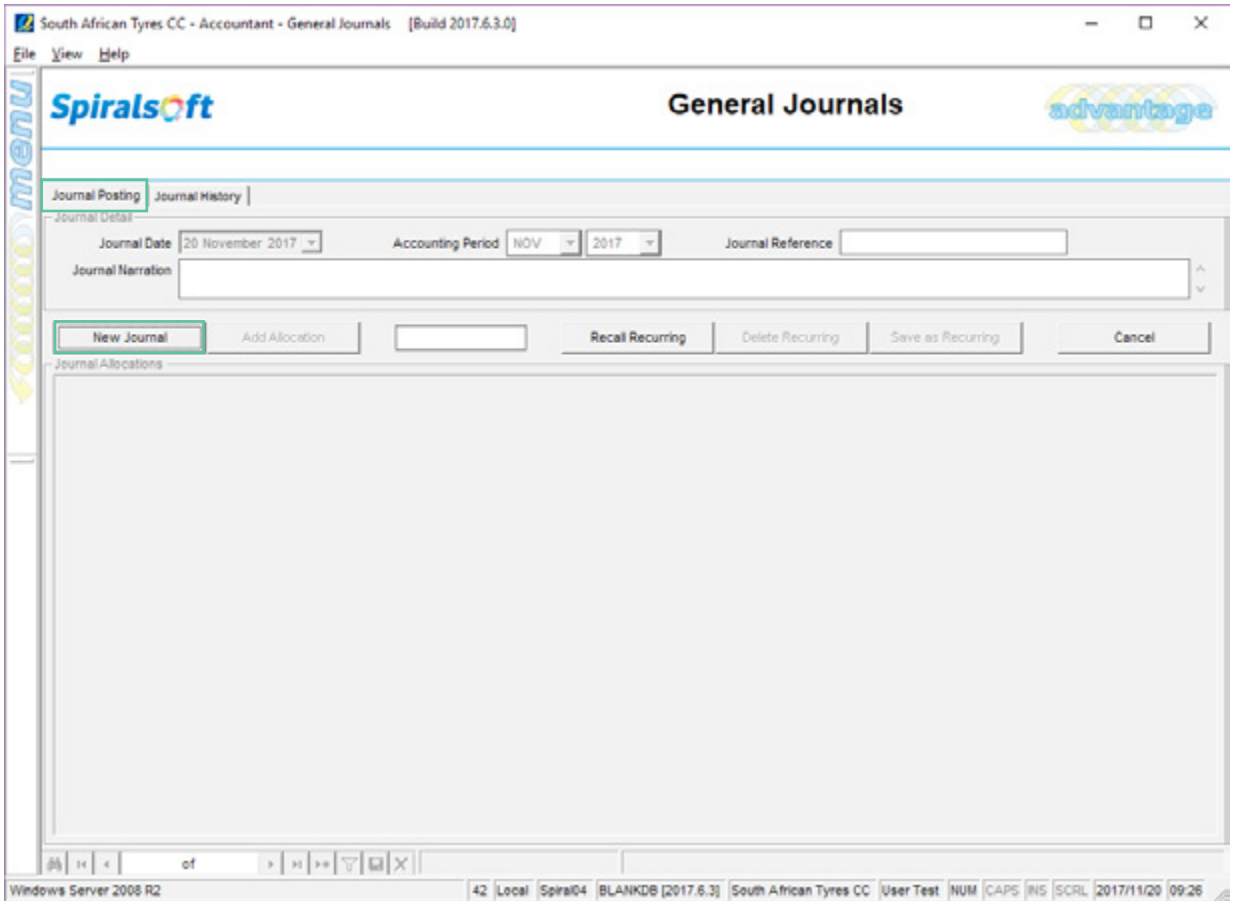
WHERE TO FIND IT

Click Menu > Accountant > General Journals

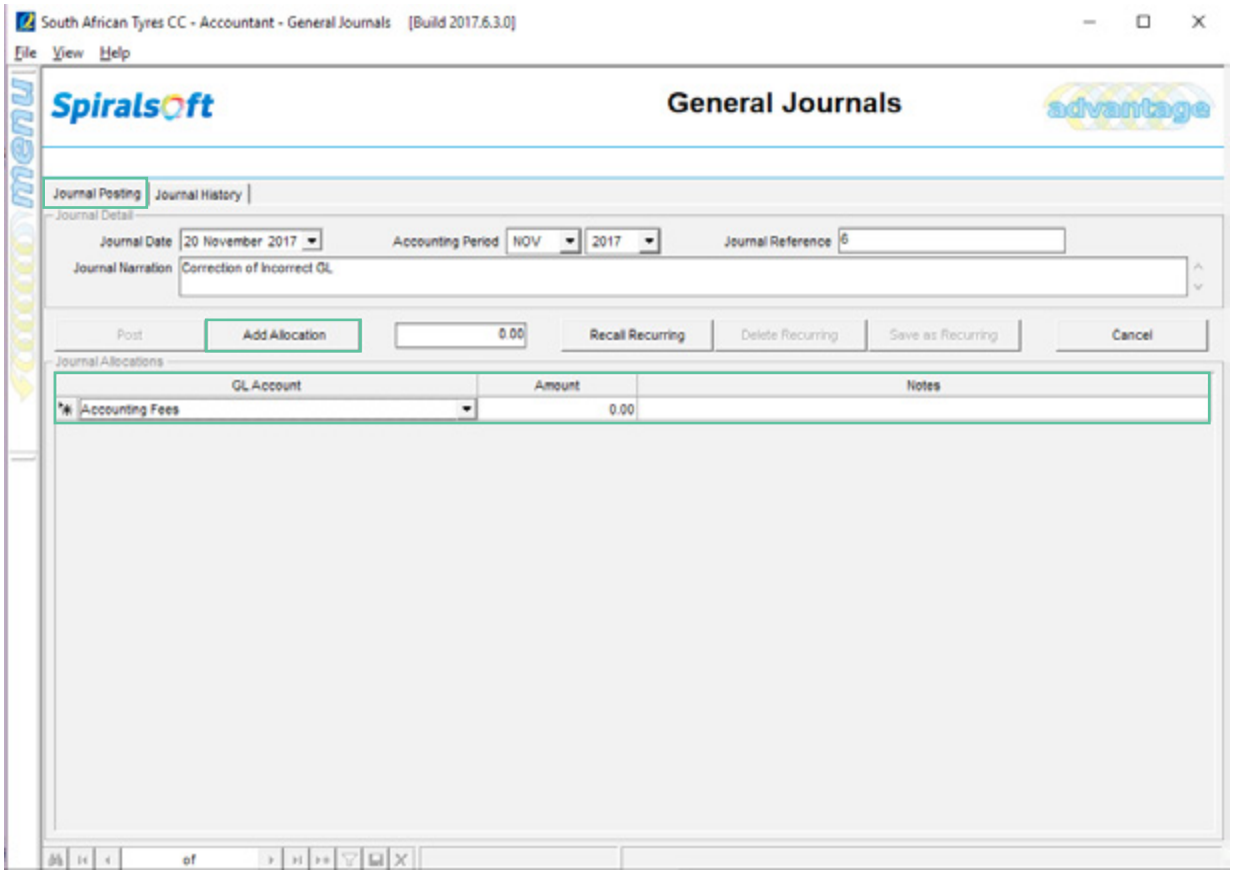
HOW TO CAPTURE AND POST A GENERAL JOURNAL

PURPOSE

The general journal is part of the accounting record keeping system. When an event occurs that must be recorded, it is called a transaction, and may be recorded in a specialty journal or in the general journal.



1. Go to the General Journals Application in the Menu.
2. Go to the Journal Posting tab.
3. Click on New Journal.



4. Select a Date from the Journal Date drop down date picker.

5. Select a month and year from the Accounting Period drop down date pickers.

   It is very important that the Accounting Period agrees with the Journal Date for the purpose of generating the reports.

6. Type a Journal Narration in the Journal Narration input field.

   Copy the Journal Narration input field.

7. Click on Add Allocation.

8. Select the General Ledger Account to Post to from the General Ledger Account drop down list.

9. Type an Amount in the Amount input field.

10. Paste the Journal Narration input field into the Notes input field.

11. Repeat steps 7 to 10 to Add New Allocations or General Ledger Accounts.

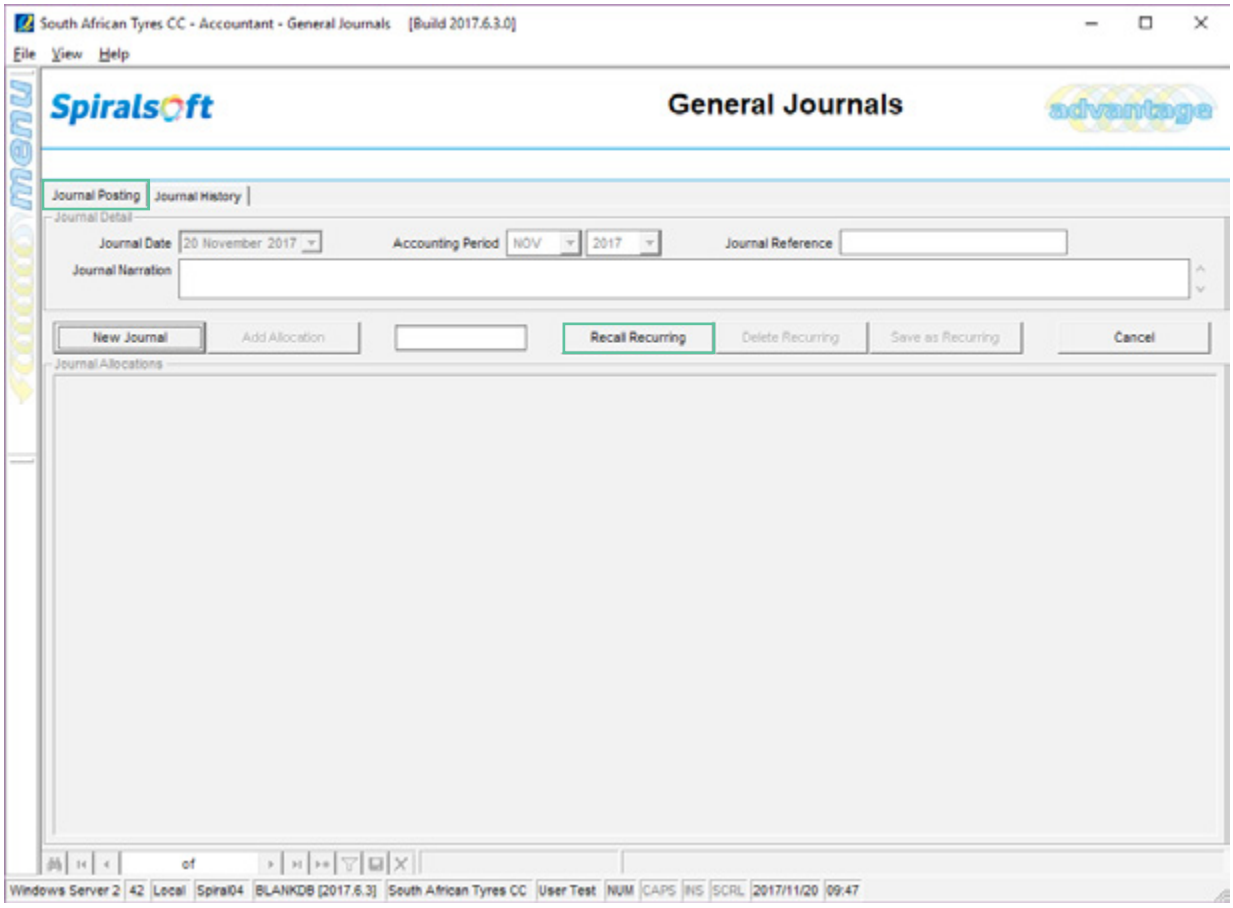
    The Amount input field in the Journal Detail block must be equal to zero (0.00). The total Amount/s in the Amount/s input field/s in the Journal Allocations block must equal to zero (0.00).

12. Click on Post.

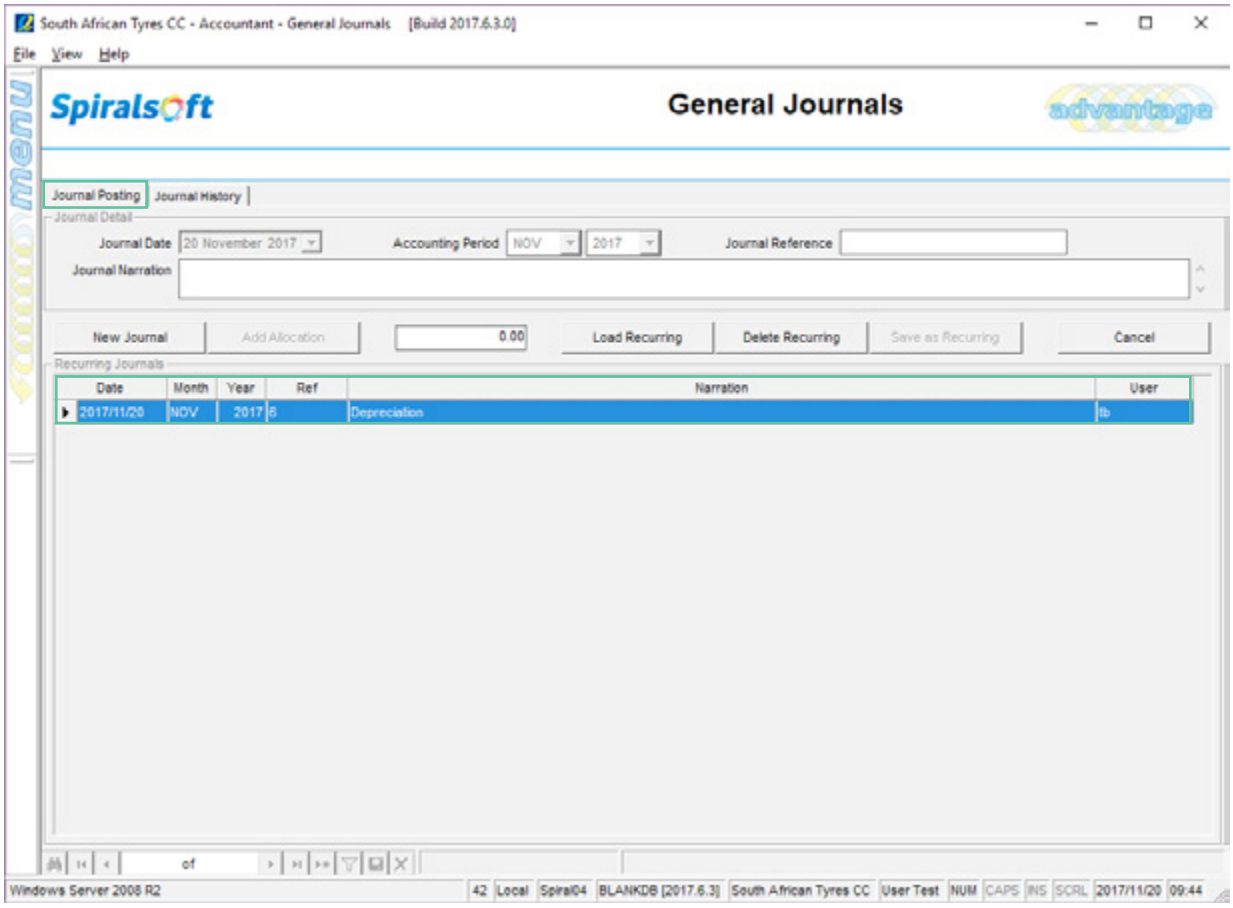
13. Confirm by clicking Yes to the question posed “Confirm information before Posting?”.

14. A message indicating that the General Journal Post was indeed completed successfully will be displayed. Click on OK.

HOW TO VIEW, CAPTURE, POST AND DELETE A RECURRING JOURNAL

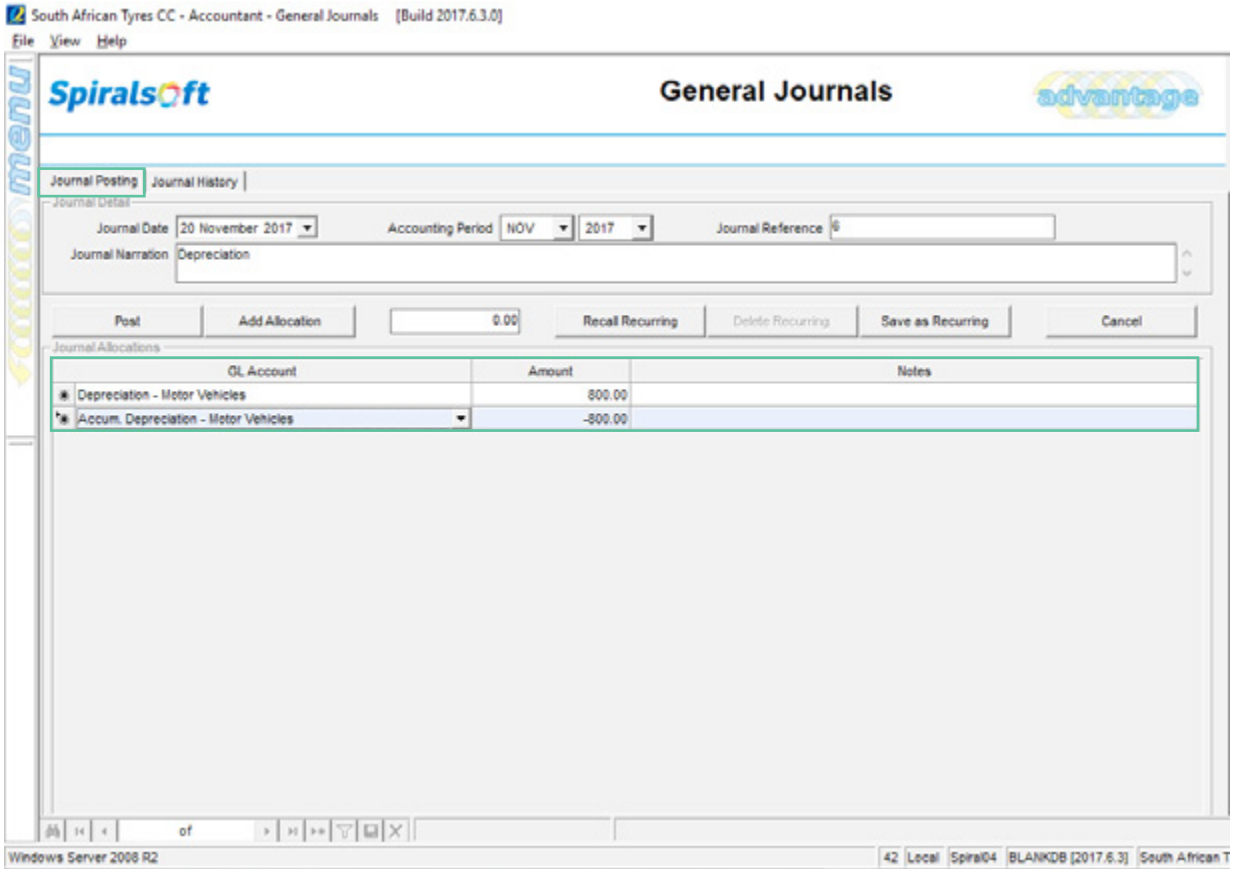


1. Go to the General Journals Application in the Menu.
2. Go to the Journal Posting tab.
3. Click on Recall Recurring.
   A list of Saved Recurring Journals will be displayed if applicable.



4. Click on the row selector of the Recurring Journal required.
5. Click on Load Recurring if intended to use this option.
6. Select a Date from the Journal Date drop down date picker.
7. Select a month and year from the Accounting Period drop down date pickers.
   It is very important that the Accounting Period agrees with the Journal Date for the purpose of generating the reports.
8. Type a Journal Narration in the Journal Narration input field.
   Copy the Journal Narration input field.
9. Paste the Journal Narration input field into the Notes input field.
10. Click on Post.
11. Confirm by clicking Yes to the question posed “Confirm information before Posting?”.
12. A message indicating that the General Journal Post was indeed completed successfully will be displayed. Click on OK.
13. Repeat steps 3 and 4 to Delete a Recurring Journal if intended to use this option.
14. Click on Delete Recurring.
15. Confirm by clicking Yes to the question posed “Confirm information before Delete?”.
16. A message indicating that the Recurring Journal was indeed Deleted successfully will be displayed. Click on OK.

HOW TO CREATE A RECURRING JOURNAL



1. Go to the General Journals Application in the Menu.
2. Go to the Journal Posting tab.
3. Click on New Journal.
4. Select a Date from the Journal Date drop down date picker.
5. Select a month and year from the Accounting Period drop down date pickers.

   It is very important that the Accounting Period agrees with the Journal Date for the purpose of generating the reports.

6. Type a Journal Narration in the Journal Narration input field.

   Copy the Journal Narration input field.

7. Click on Add Allocation.
8. Select the General Ledger Account to Post to from the General Ledger Account drop down list.
9. Type an Amount in the Amount input field.

10. Paste the Journal Narration input field into the Notes input field.

11. Repeat steps 7 to 10 to Add New Allocations or General Ledger Accounts.

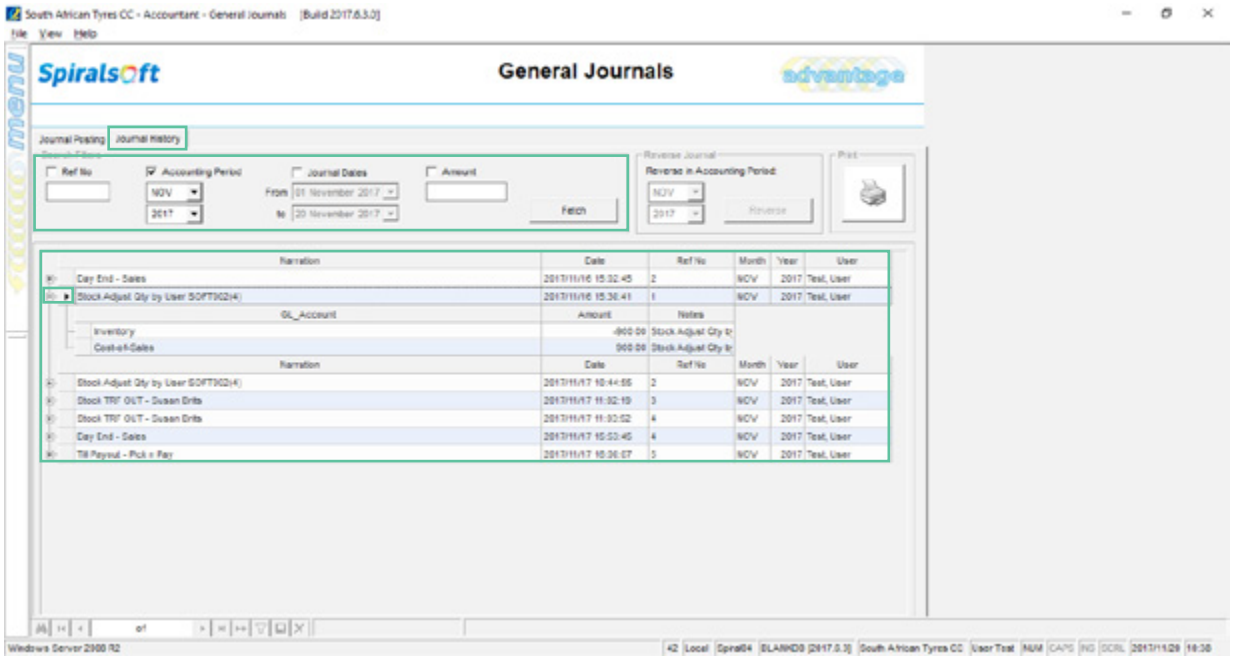
    The Amount input field in the Journal Detail block must be equal to zero (0.00). The total Amount/s in the Amount/s input field/s in the Journal Allocations block must equal to zero (0.00).

12. Click on Save as Recurring.

13. Confirm by clicking Yes to the question posed “Confirm information before Saving?”.

14. A message indicating that the Recurring Journal was indeed Saved successfully will be displayed. Click on OK.

HOW TO VIEW TRANSACTION HISTORY ON GENERAL JOURNALS POSTED



1. Go to the General Journals Application in the Menu.
2. Go to the Journal History tab.
3. Tick and type a specific Reference Number in the Reference Number input field if intended to use this option.
4. Tick the Accounting Period option and select a month and year from the drop down date pickers if intended to use this option.
5. Tick the Journal Dates option and select Journal Dates From and to from the drop down date pickers if intended to use this option.
6. Tick and type a specific Amount in the Amount input field if intended to use this option.
7. Click on Fetch.
8. Click on the plus (+) sign of the Transaction required.
   The Transaction Details will be displayed.
9. Click on the row selector of the General Journal required if intended to use this option.
10. Select a month and year from the Reverse in Accounting Period drop down date pickers if intended to use this option.
11. Click on Reverse.
12. Confirm by clicking Yes to the question posed “Confirm Reversal of selected General Journal?”.
13. A message indicating that The General Journal reversal was indeed completed successfully will be displayed. Click on OK.
14. Repeat step 9 to Print a General Journal.
15. Click on Print ( ).
16. A print preview of the General Journal Print will be displayed.
17. After printing the General Journal Print, close the window at the top right corner marked with a X.

YEAR END PROCEDURES

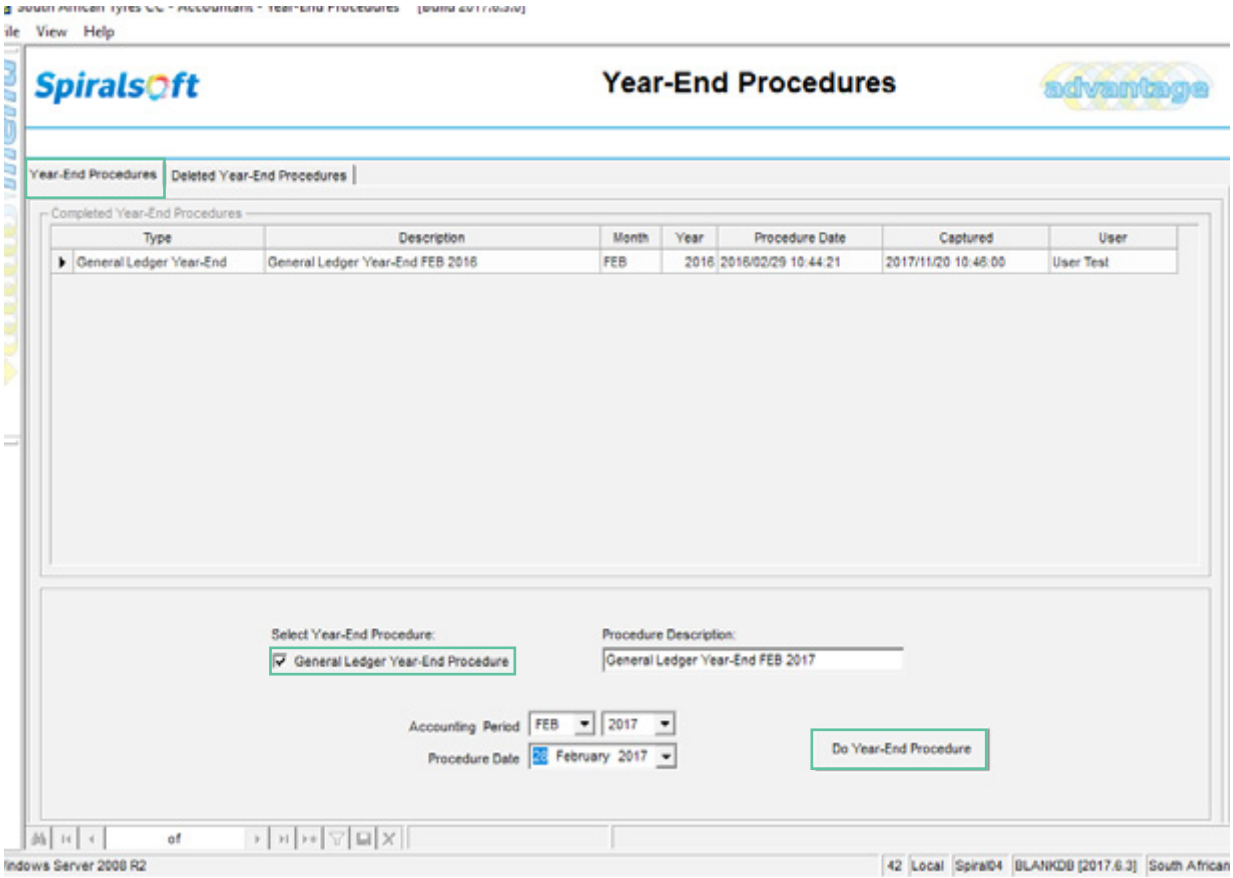
WHERE TO FIND IT

Click Menu > Accountant > Year-End Procedures

HOW TO DO AND DELETE A YEAR-END PROCEDURE

PURPOSE

To perform a Year end for Financial year end figures.



1. Go to the Year-End Procedures Application in the Menu.
2. Go to the Year-End Procedures tab.
3. Tick the General Ledger Year-End Procedure option.
4. A WARNING message indicating that you must Please make sure that a year-end procedure must be

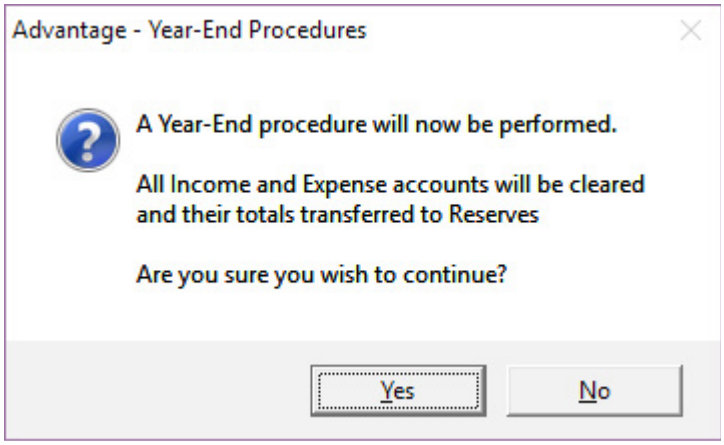
done will be displayed. Read it! Click on OK.

5. Ensure that the Procedure Description in the Procedure Description input field is correct.

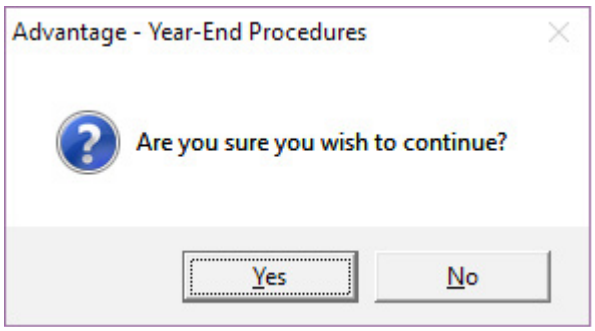
6. Select a month and year from the Accounting Period drop down date pickers.

7. Select a Date from the Procedure Date drop down date picker.

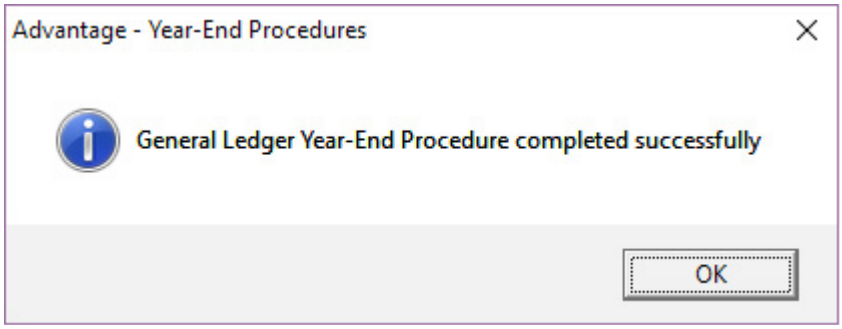
8. Click on Do Year-End Procedure.



9. A message indicating that A Year-End procedure will now be performed will be displayed. Read it! Confirm by clicking Yes to the question posed “Are you sure you wish to continue?”.



10. Confirm by clicking Yes to the question posed “Are you sure you wish to continue?”.



11. A message indicating that the General Ledger Year-End Procedure was indeed completed successfully will be displayed. Click on OK.

12. The screen displays the following fields:

    12.1. Type (The General Ledger Year-End Type will be displayed in this field.),

    12.2. Description (The General Ledger Year-End month and year will be displayed in this field.),

    12.3. Month (The General Ledger Year-End cut-off Month will be displayed in this field.),

    12.4. Year (The General Ledger Year-End cut-off Year will be displayed in this field.),

    12.5. Procedure Date (The General Ledger Year-End Procedure Date will be displayed in this field.),

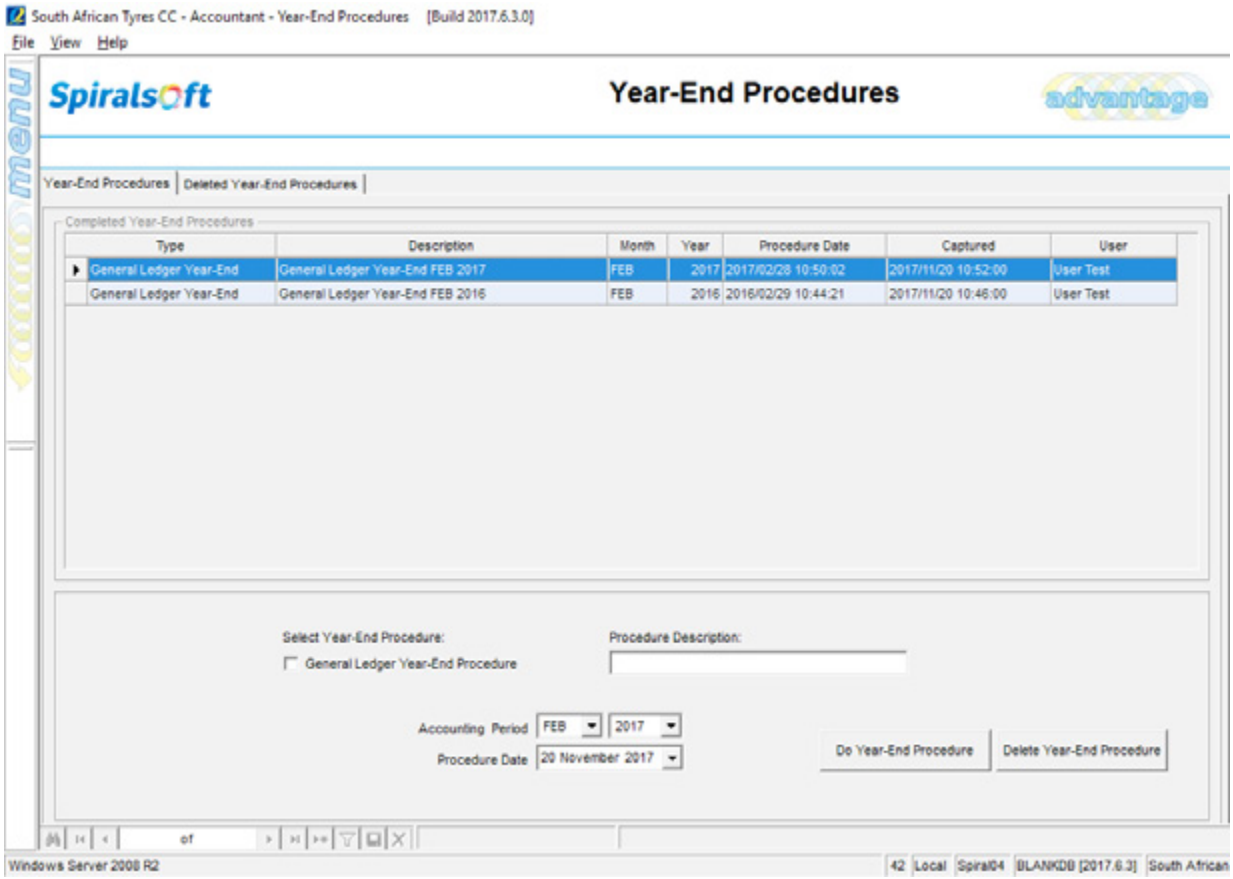
    12.6. Captured (The General Ledger Year-End Procedure system Date and time captured will be displayed in this field), and

    12.7. User (The General Ledger Year-End Procedure User who captured the Year-End Procedure will be displayed in this field).

13. Click on the row selector of the Year-End Procedure required if intended to use this option.

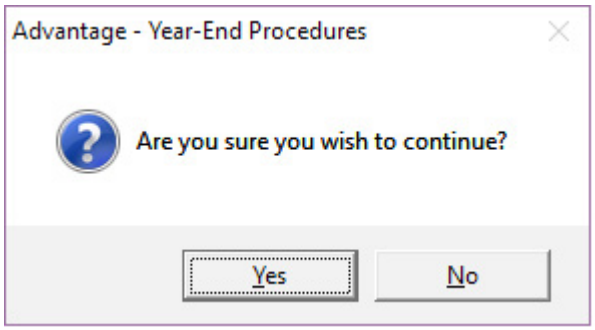
14. Double-Click on the blank space on the right-hand side of the Do Year-End Procedure option.

    The Delete Year-End Procedure option is displayed.

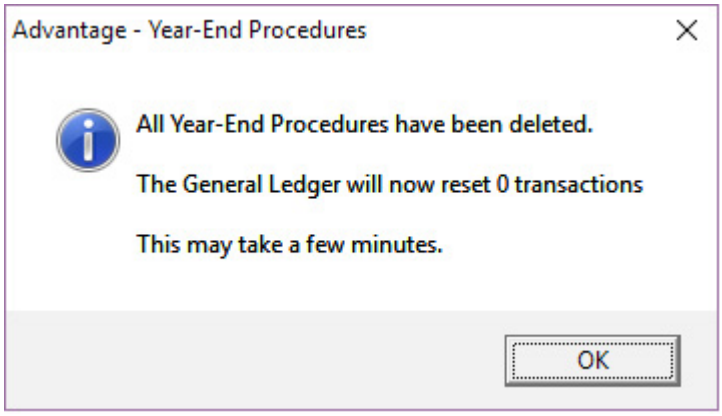


15. Click on Delete Year-End Procedure.

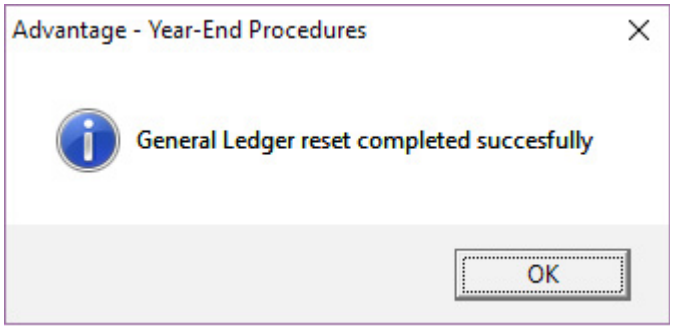
16. Confirm by clicking Yes to the question posed “Are you sure you wish to continue?”.



17. A message indicating that the Year-End Procedure was indeed Deleted successfully will be displayed. Click on OK.

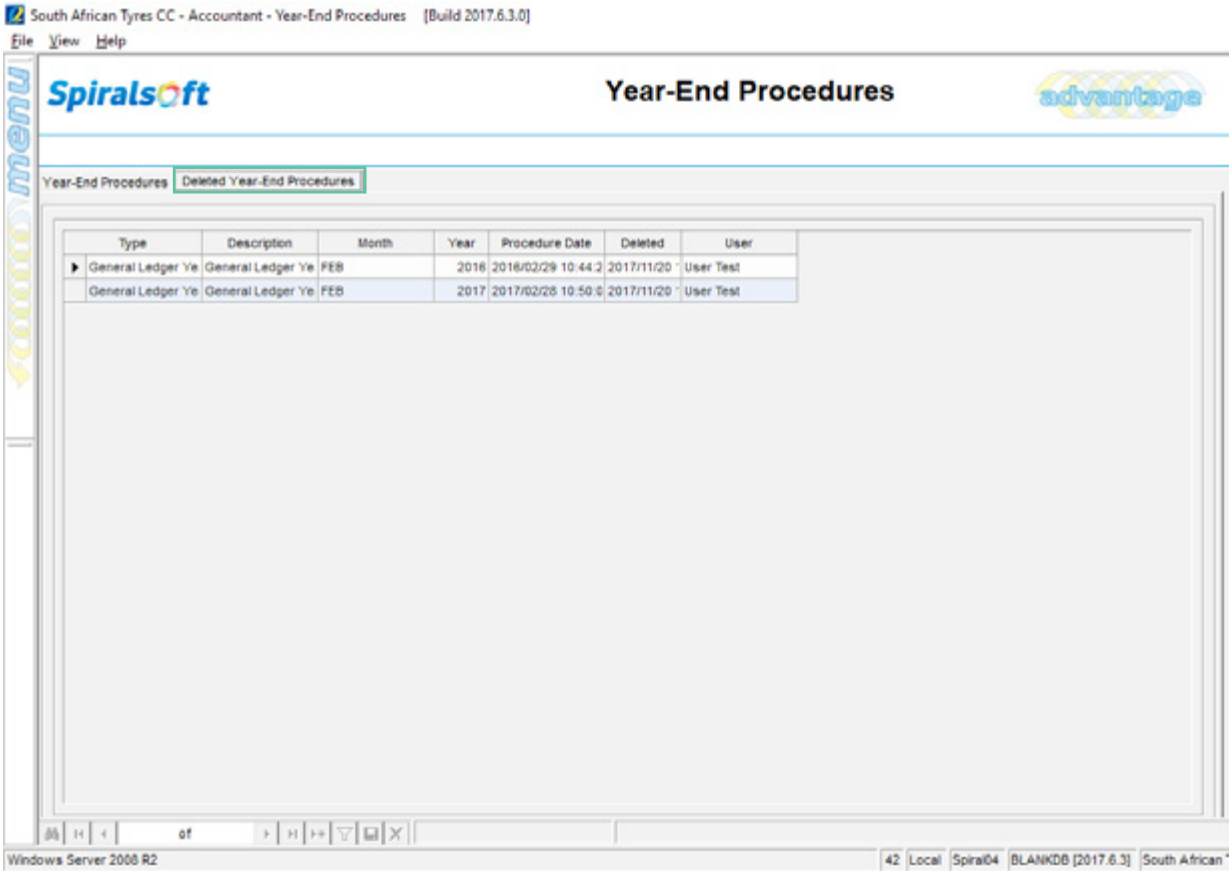


18. A message indicating that All Year-End Procedure was indeed Deleted successfully will be displayed. Read it! Click on OK.



19. A message indicating that the General Ledger reset was indeed completed successfully will be displayed. Click on OK.

HOW TO VIEW DELETED YEAR-END PROCEDURE



1. Go to the Year-End Procedures Application in the Menu.
2. Go to the Deleted Year-End Procedures tab.
   A list of Deleted Year-End Procedures will be displayed if applicable.

ACCOUNTANT REPORTS

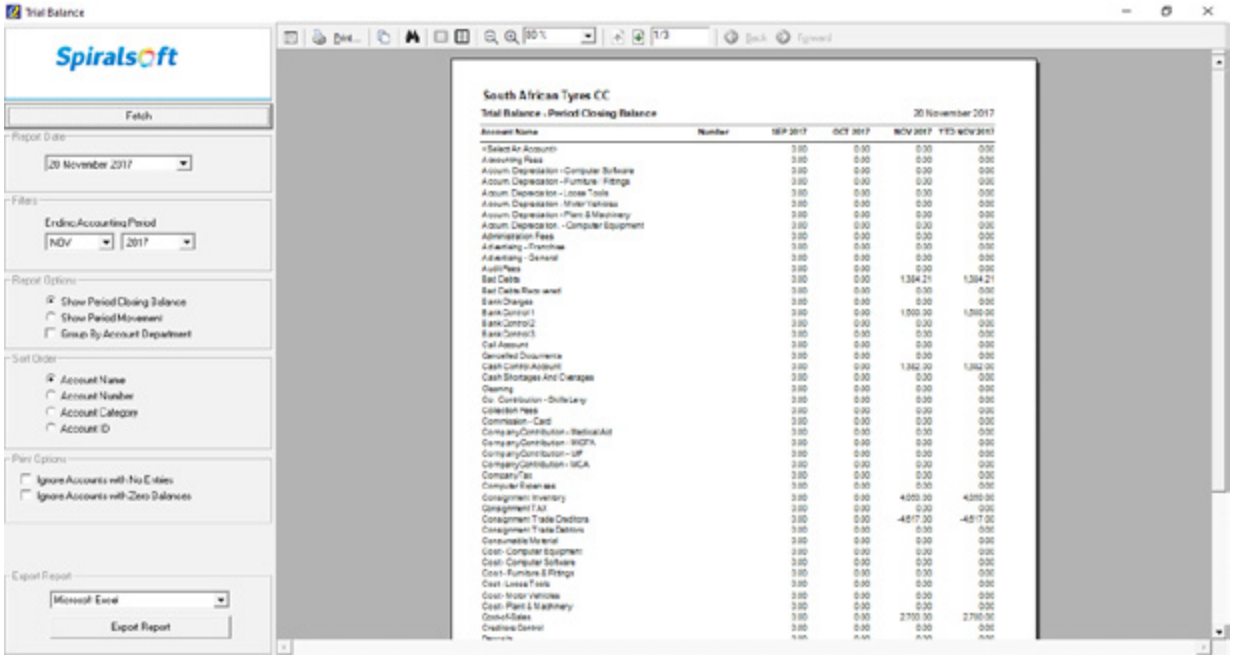
WHERE TO FIND IT

Click Menu > Accountant > Accountant Reports

#501 – Trial Balance

PURPOSE

This report allows you to ensure that the value of all the debit value balances equal the total of all the credit value balances. If the total of the debit column does not equal the total value of the credit column then this would show that there is an error in the nominal ledger accounts.



1. Select an Ending Accounting Period for the report you want to generate. This can be done by using the drop-down menu and selecting a specific month and year from the list in the “Filters” block.
2. Select whether you want to or don’t want to show Period Closing Balance and/or Period Movement in the “Report Options Block”.
3. Select the specific order for the report you want to generate in the “Sort Order” block.
4. Select whether you want to or don’t want to ignore accounts with No Entries and/or Zero Balances. This can be done by ticking the chosen boxes in the “Print Options” block.
5. Click on “Fetch”.

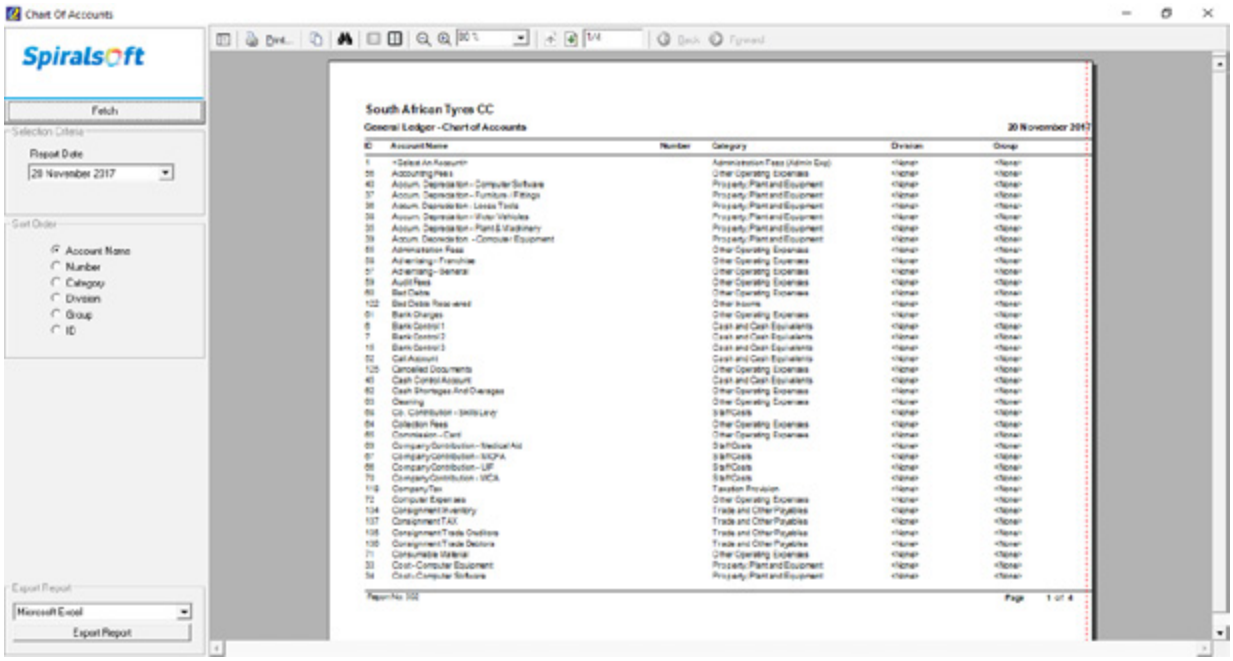
6. The report displays the Account Name, Number, Month 1, Month 2, the Ending Month that was chosen and the YTD of the Ending Month that was chosen.

7. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#502 – Chart of Accounts

PURPOSE

This report allows you to view a list of the company's General Ledger accounts. It provides a logical structure that facilitates the addition of new accounts and deletion of old accounts.

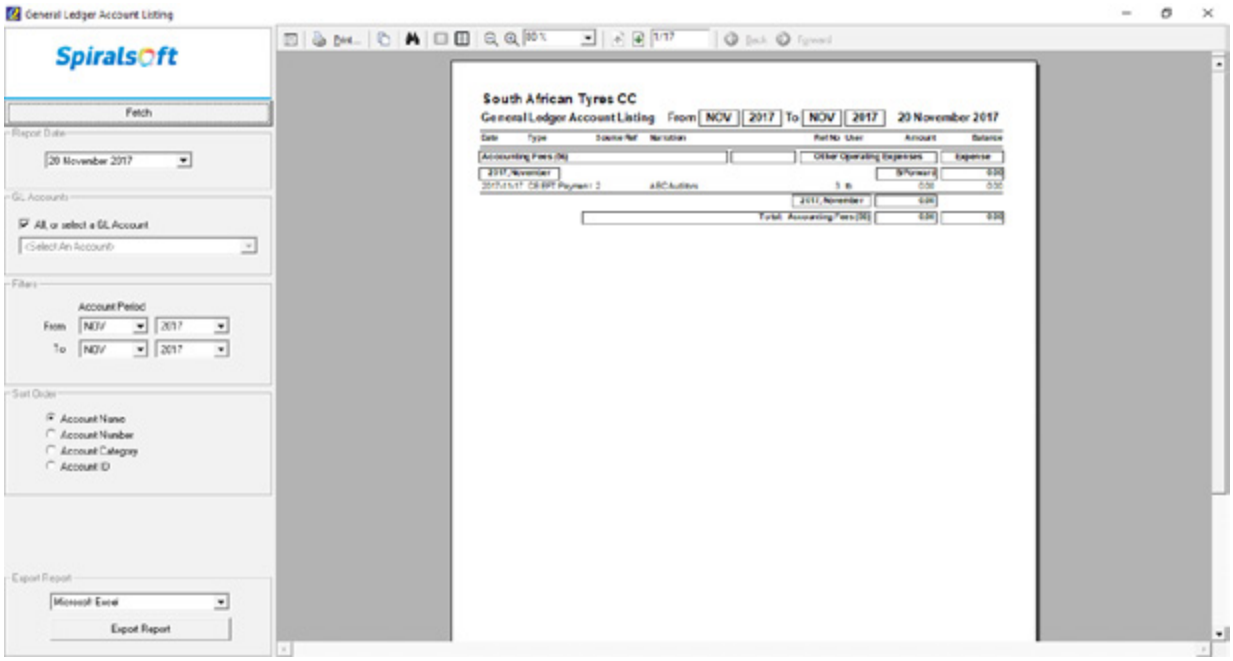


1. Select the specific order for the report you want to generate in the "Sort Order" block.
2. Click on "Fetch".
3. The report displays the ID, Account Name, Number, Category, Division and Group.
4. Once you have the required information, you can Export this Report to a Microsoft, Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#504 – General Ledger Account Listing – BFWD

PURPOSE

This report allows you to view a list of the company's General Ledger accounts.

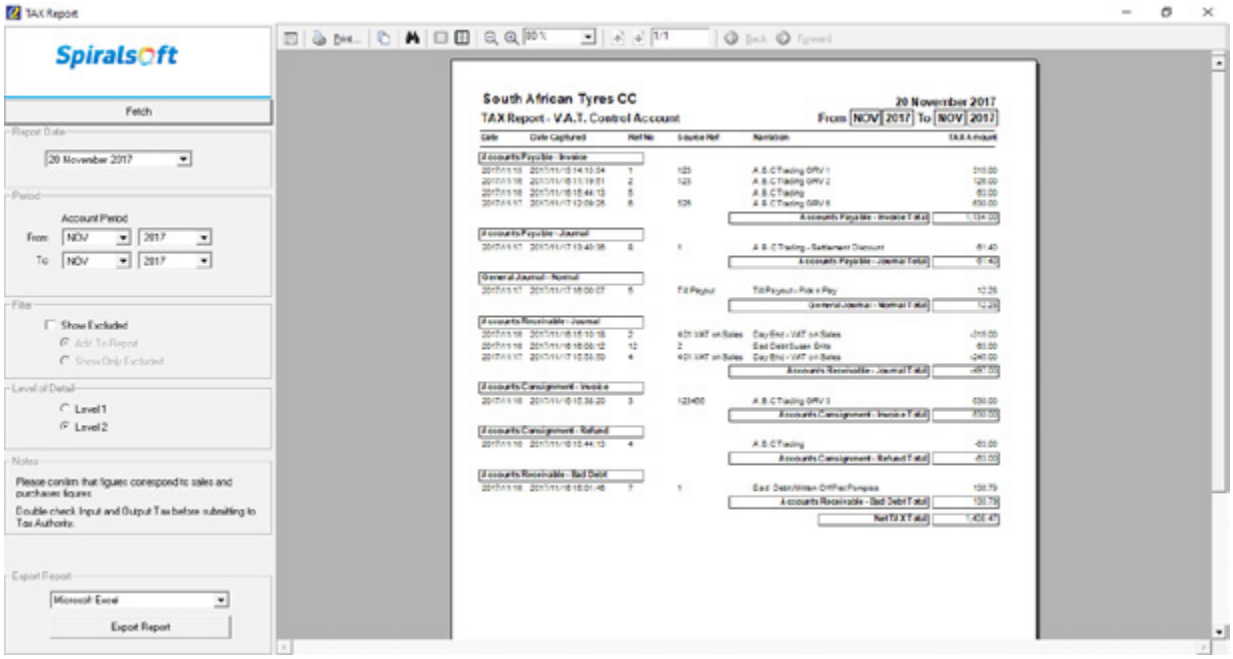


1. Select whether or not you want a specific or All GL Accounts to be displayed on the report.
2. Select an Accounting Period from the drop-down menus. Select a specific Month and Year from the list.
3. Select specific criteria for the report you want to generate by selecting one option in the Filter by block.
4. Select the specific order for the report you want to generate in the "Sort Order" block.
5. Click on Fetch.
6. The report displays the Date, Type, Balance Reference, Narration, Reference Number, User, Amount and Balance.
7. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#508 – V.A.T Report

PURPOSE

This report shows all transactions posted to the V.A.T Control account as well as transactions on which VAT was claimed on supplier invoices or received on customer invoices. Any transaction type for which Standard VAT was selected, the VAT portion will be posted to the V.A.T Control Account.



1. Select an Accounting Period from the drop-down menus. Select a specific Month and Year from the list.

2. This report also allows you to select the volume of information it generates. You can make a selection between Level 1 and Level 2, depending on the Level of Detail of the information required.

3. Click on Fetch.

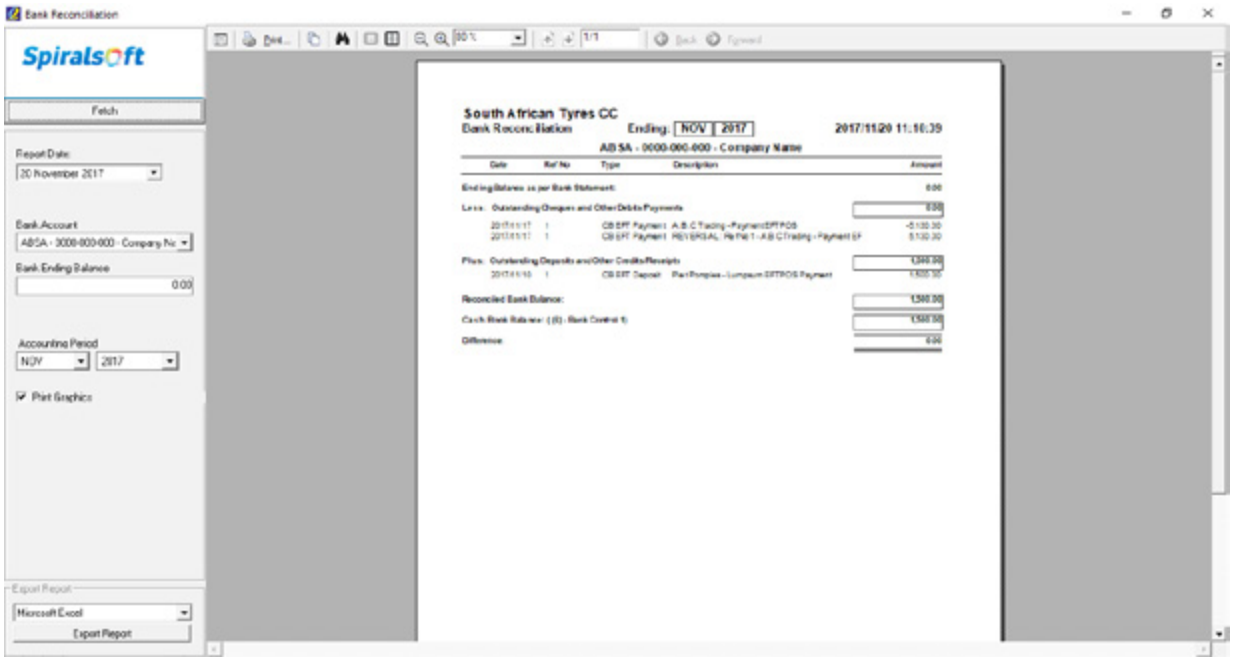
4. The report displays the Date, Date Captured, Reference Number, Source Reference, Narration and VAT Amount.

5. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#512 – Bank Reconciliation

PURPOSE

This report is used to compare your records to those of your bank, to see if there are any differences between these two sets of records for your cash transactions.



1. Select a Bank Account from the drop-down menu.
2. Enter the Bank Statement Ending Balance in the given text box.
3. Select an Accounting Period from the drop-down menus. Select a specific Month and Year from the list.
4. Click on “Fetch”.
5. The report displays the Date, Reference Number, Type, Description and Amount.
6. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

FINANCIAL REPORTS

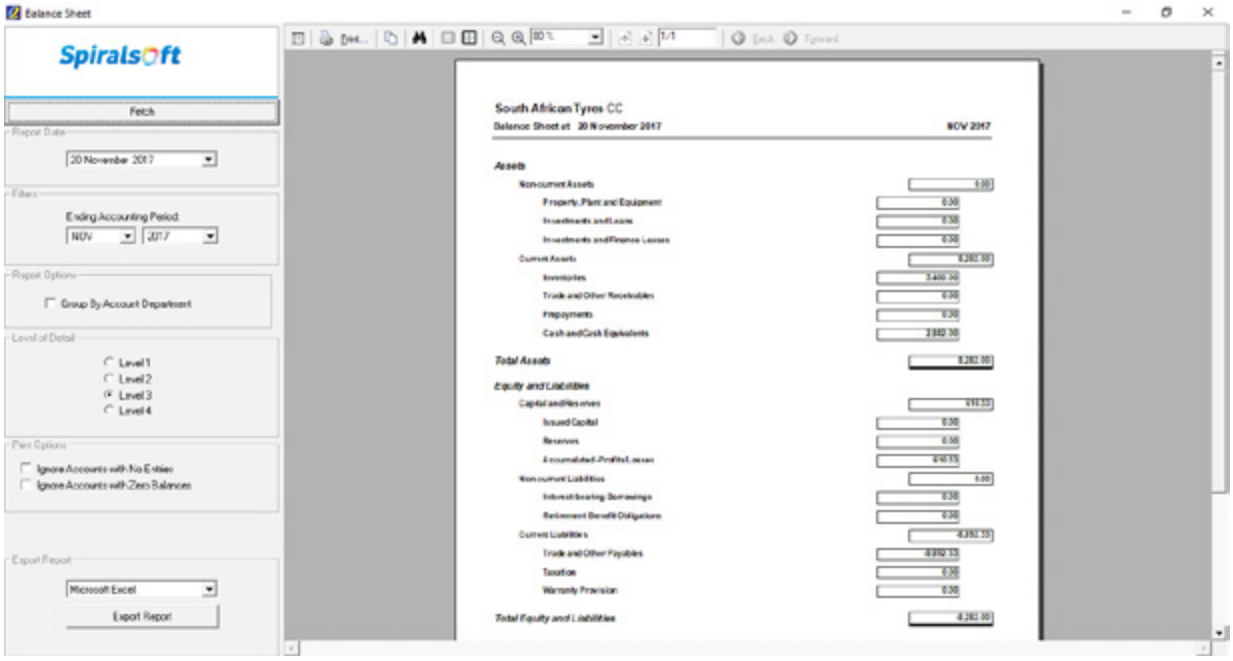
WHERE TO FIND IT

Click Menu > Accountant > Financial Reports

#541 – Balance Sheet

PURPOSE

The balance sheet is a snapshot at a single point in time of the company›s accounts - covering its assets, liabilities and shareholders› equity.
The purpose of the balance sheet is to give users an idea of the company›s financial position along with displaying what the company owns and owes.

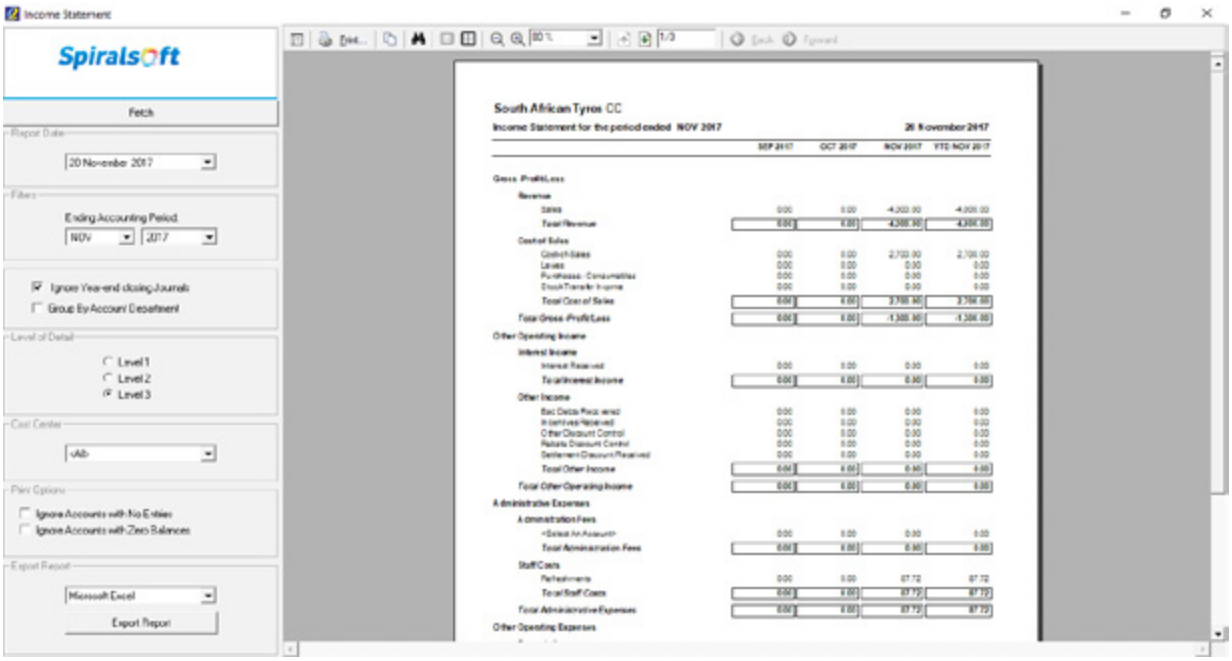


1. Select the Ending Accounting Period by using the drop-down menu and selecting a Month and a Year in the “Filters” block.
2. This report also allows you to select the volume of information it generates. You can make a selection between Level 1, Level 2, Level 3 or Level 4, depending on the Level of Detail of the information required.
3. Select whether you want to or don’t want to ignore accounts with No Entries and/or Zero Balances in the Statement.
4. Click on “Fetch”.
5. The report displays the Total Assets as well as the Total Equity and Liabilities.
6. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

#543 – Income Statement

PURPOSE

The purpose of the income statement is to provide the financial earnings performance of the entity over a specific period of time.



1. Select the Ending Accounting Period by using the drop-down menu and selecting a Month and a Year in the “Filters” block.
2. Select whether you want to or don’t want to ignore Year-end Closing Journals. This can be done by ticking the box.
3. This report also allows you to select the volume of information it generates. You can make a selection between Level 1, Level 2 or Level 3, depending on the Level of Detail of the information required.
4. Select specific criteria for the report you want to generate by using the drop-down menu in the “Cost Center” block.
5. Select whether you want to or don’t want to ignore accounts with No Entries and/or Zero Balances in the “Print Options” block.
6. Click on “Fetch”.
7. The report displays the Total Revenue, Total Gross-Profit/Loss, Total Other Operating Income, Total Administrative Expenses as well as the Total Amount of Depreciation.
8. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

SYSTEM

SYSTEM OPTIONS

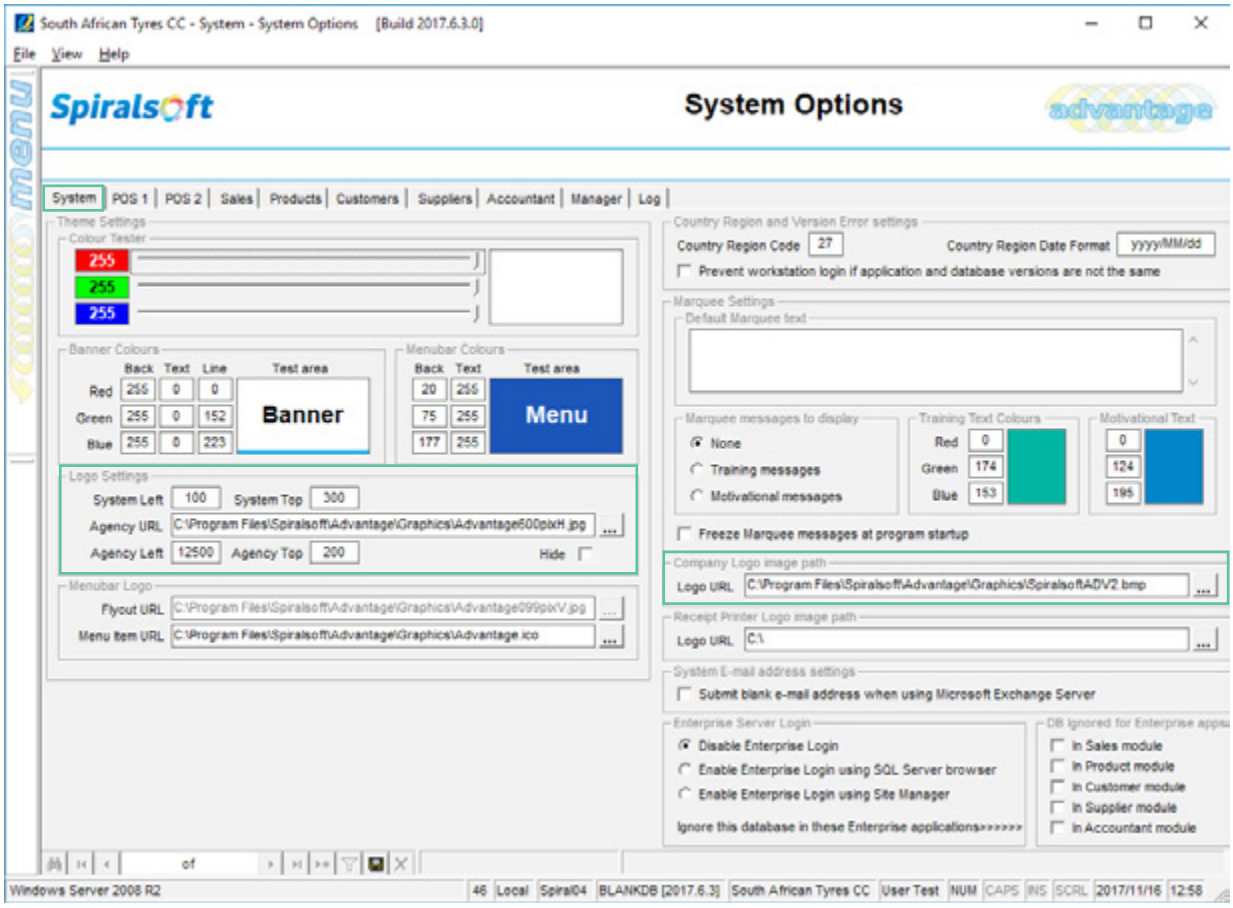
WHERE TO FIND IT

Click Menu > System > System Options

HOW TO SETUP THE SYSTEM OPTIONS IN SYSTEM

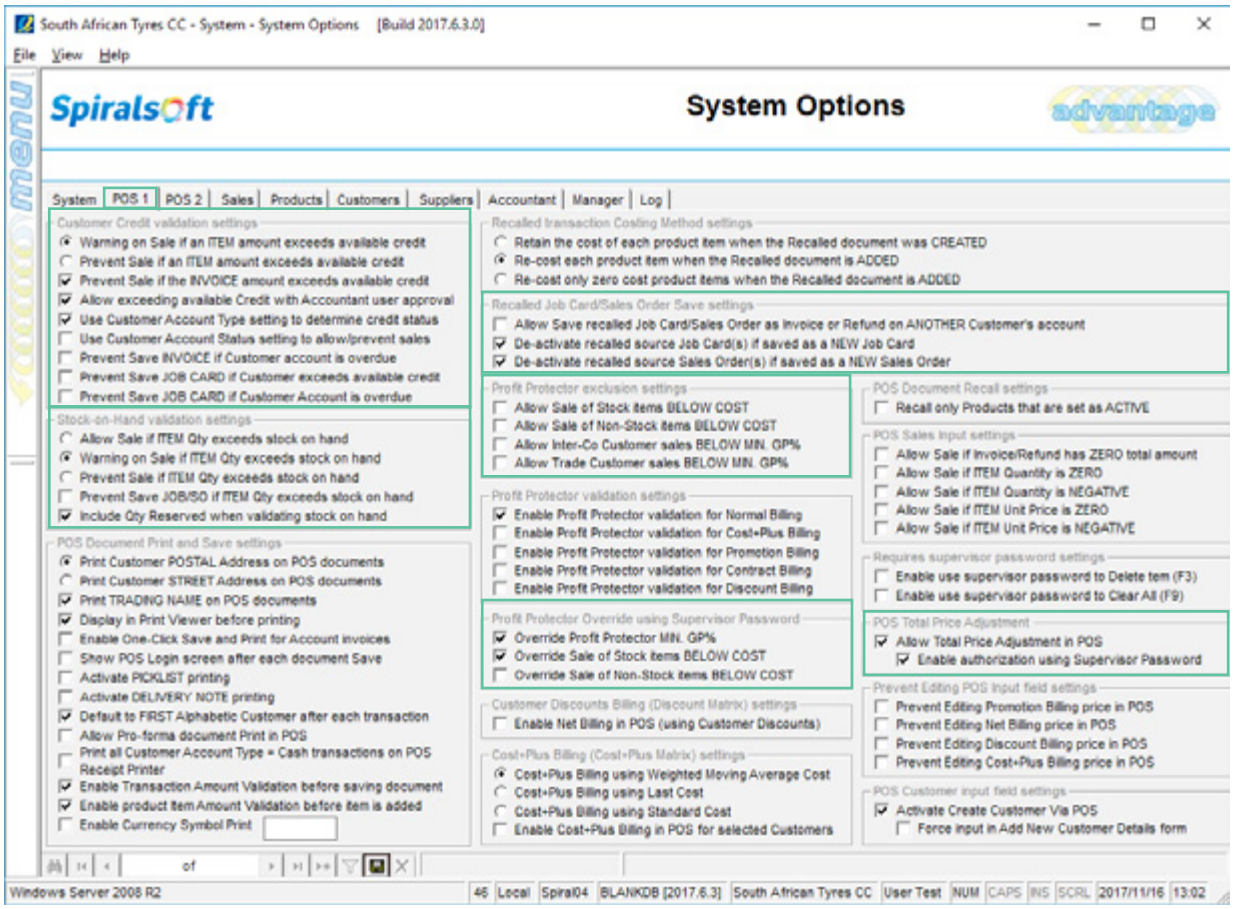
PURPOSE

To customize or amend the system options, in order for the system to perform to your requirements



1. Go to the System Options Application in the Menu
2. Go to the System tab
3. Logo Settings – Selecting a Logo to display on the system. Click on the (...) to select an image
4. Company Logo image path – the logo will print on the documents. Click on the (...) and select an image path
5. **Remember to always SAVE when changing a system option**

HOW TO SETUP THE SYSTEM OPTIONS IN POS 1



1. Go to the System Options Application in the Menu
2. Go to the POS 1 tab
3. **Customer Credit validation settings**

   These settings will determine if the Point of Sale will allow, warn or prevent sales according to a customer's available credit, credit status or if they have exceeded their available credit
4. **Stock on-Hand validation settings**

   These settings will determine how the Point of Sale validates stock on hand. The system will either warn, allow or prevent sales according to the stock on hand. To avoid selling into a negative, it is advisable to Prevent sale if an item Qty exceeds stock on hand
5. **Recalled Job Card/Sales Order Save settings**

   This option ensures that when recalling a Jobcard or Sales order in the POS, and saving it again, the system will save as a NEW Jobacrd/SalesOrder, and disabled the old one. This prevents reserving double stock
6. **Profit Protector exclusion settings**

   These settings allow you to sell stock/non-stock items below cost if you wish to do so
7. **Profit Protector Override using Supervisor Password**

   If you have set up profit protector on the system, with minimum GP% and prevent selling below cost,

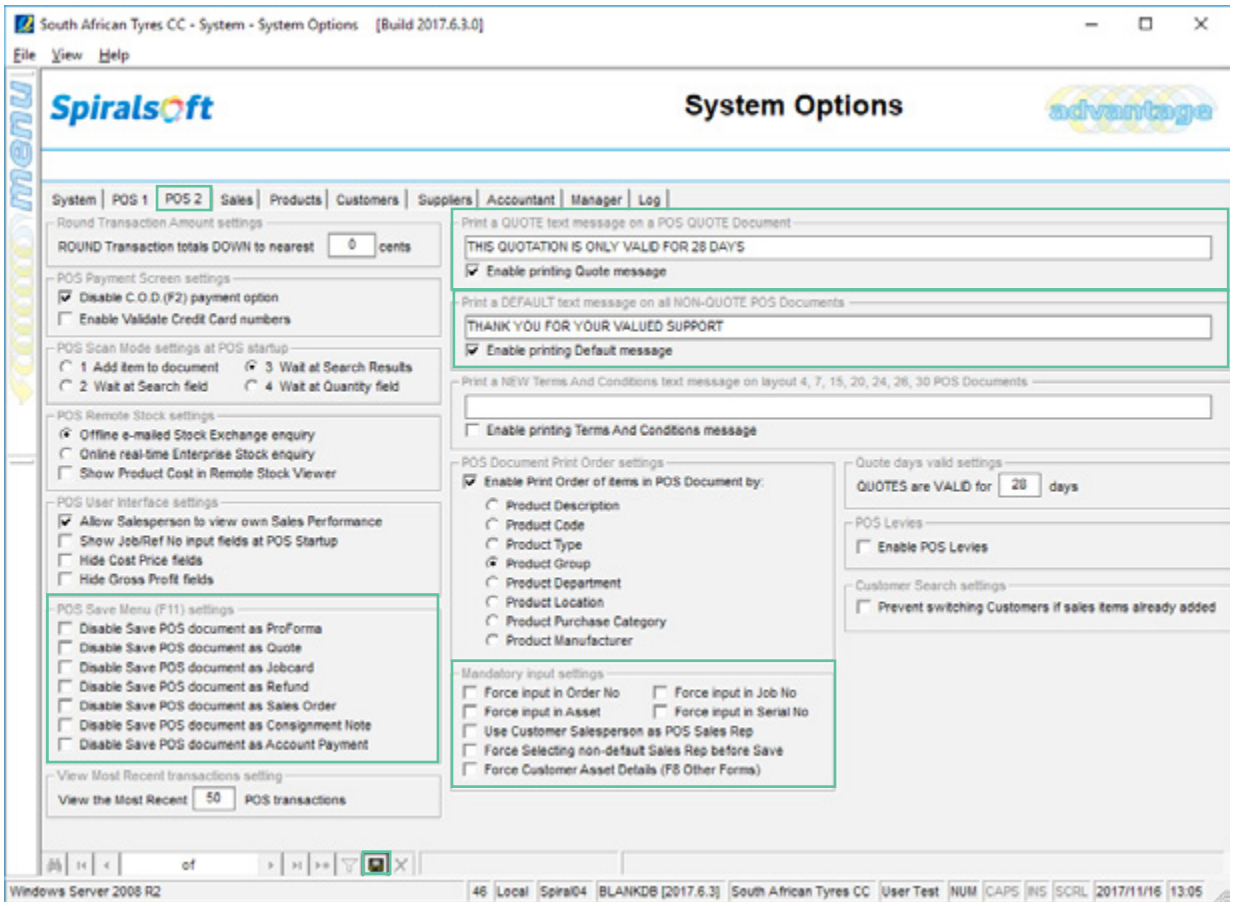
these settings help you to override the profit protector with a supervisor's password. The user needs to be a POS supervisor in the user catalog

8. **POS Total Price Adjustment**

   In order to change the TOTAL price of a document in the POS, the allow Total Price adjustment in the POS option needs to be ticked.

9. Remember to always SAVE when changing a system option

HOW TO SETUP THE SYSTEM OPTIONS IN POS 2



1. Go to the System Options Application in the Menu

2. Go to the POS 2 tab

3. **POS Save Menu (F11) settings**
   To remove/disabled certain documents in the POS. This will block the users to save this document.

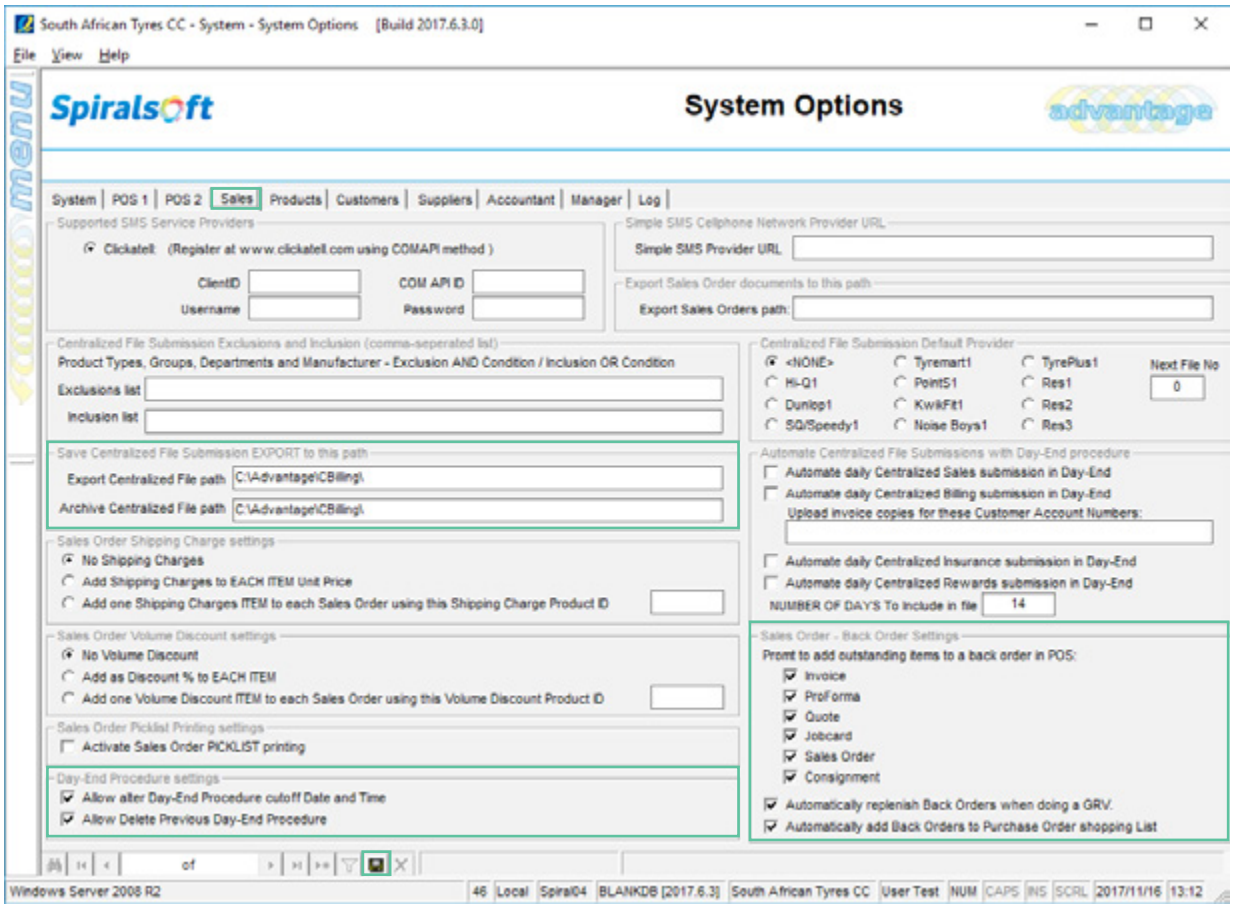
4. **Print a QUOTE text message on a POS QUOTE Document**
   This message will print on all quotations, by default. Tick the enable printing quote message

5. **Print a DEFAULT text message on all NON-QUOTE POS Documents**
   This message will print on all NON-QUOTE documents by default. Tick the enable printing Default message

6. **Mandatory input settings**
   If these settings are on, the POS will prompt you to fill the information in before allowing you to save. For example, if you tick Force Input Asset, the POS will force you to put in an asset before the document can be saved

7. Remember to always SAVE when changing a system option

HOW TO SETUP THE SYSTEM OPTIONS IN SALES



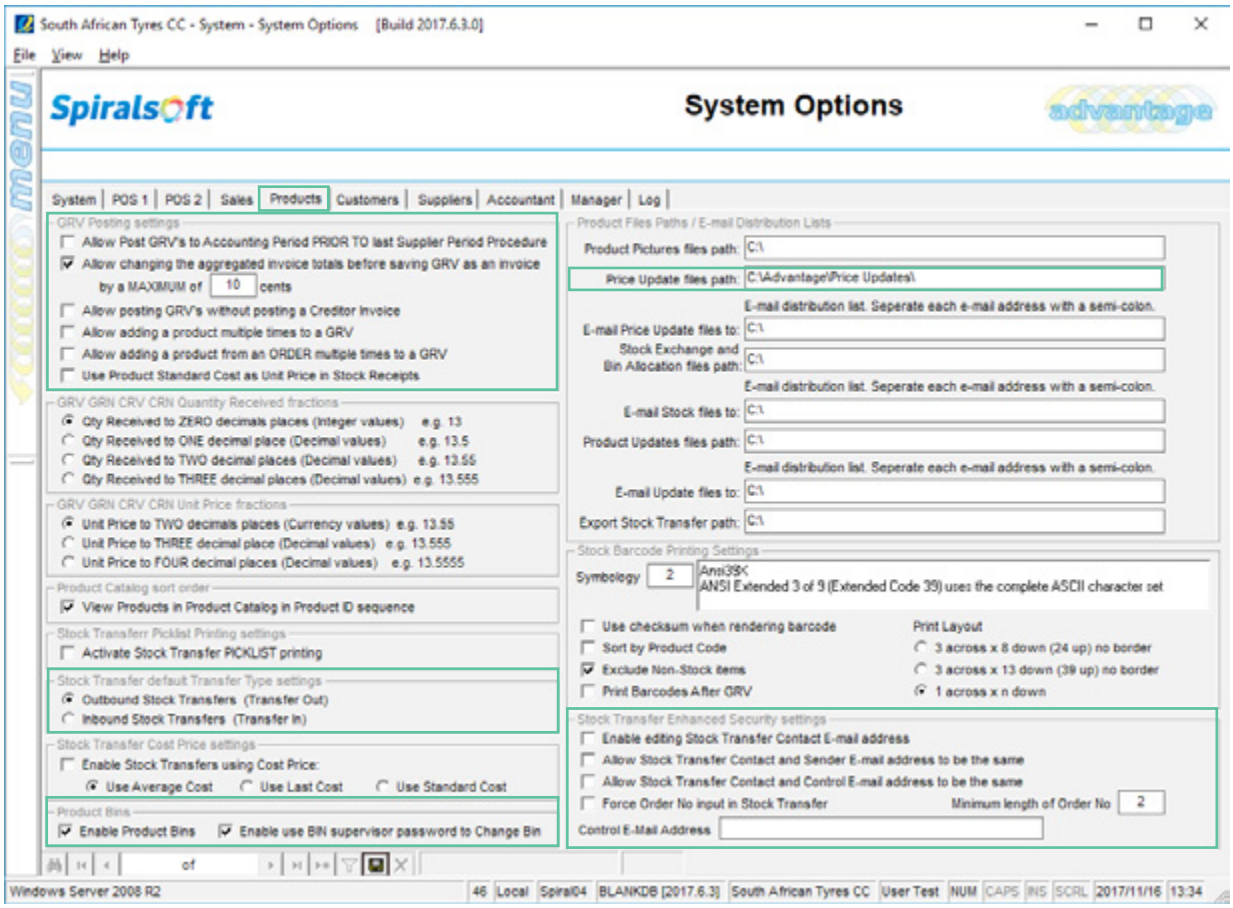
1. Go to the System Options Application in the Menu
2. Go to the Sales tab
3. **Save Centralized File Submission EXPORT to this path**

   The file path is C:\Advantage\CBilling
4. **Day-End Procedure Settings**

   These options will allow you to change the cut off time and date when doing a Sales Day-End
5. **Sales Order – Back Order Settings**

   If these check boxes are ticked, the system will prompt you in the POS to add insufficient stock to a back order, if you intend to use this option
6. Remember to always SAVE when changing a system option

HOW TO SETUP THE SYSTEM OPTIONS IN PRODUCTS



1. Go to the System Options Application in the Menu.

2. Go to the Products tab

3. **GRV Posting Settings**
   These settings will modify your stock receipts, if intended to do so.

4. **Stock Transfer Default Transfer Type settings**
   If intended to use stock transfer, select a default Outbound or Inbound Stock Transfer
   This option will by default be the first option when doing a stock transfer

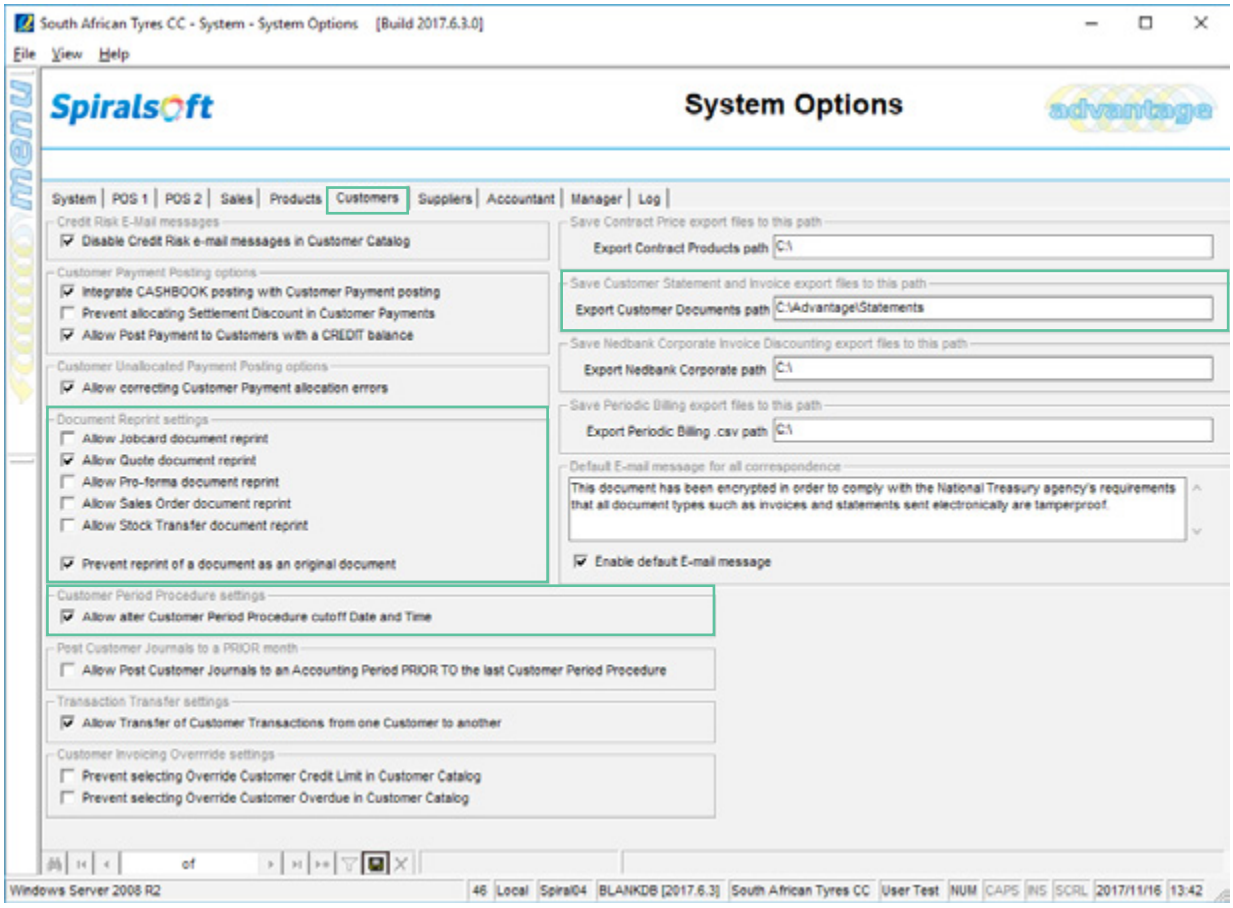
5. **Product Bins**
   If intended to use Product Bins, enable the product bins. If you tick 'Enable use BIN supervisor password to change bin' will allow supervisors to sell out of various bins, by entering their supervisor's password

6. **Price Update files path**
   File path is: C:\Advantage\Price Updates

7. **Stock Transfer Enhanced Security settings**
   If intended to use stock transfers, consider the security settings. A control e-mail address needs to be inserted

8. Remember to always SAVE when changing a system option

HOW TO SETUP THE SYSTEM OPTIONS IN CUSTOMERS



1. Go to the System Options Application in the Menu.
2. Go to the Customers tab
3. **Document Reprint settings**

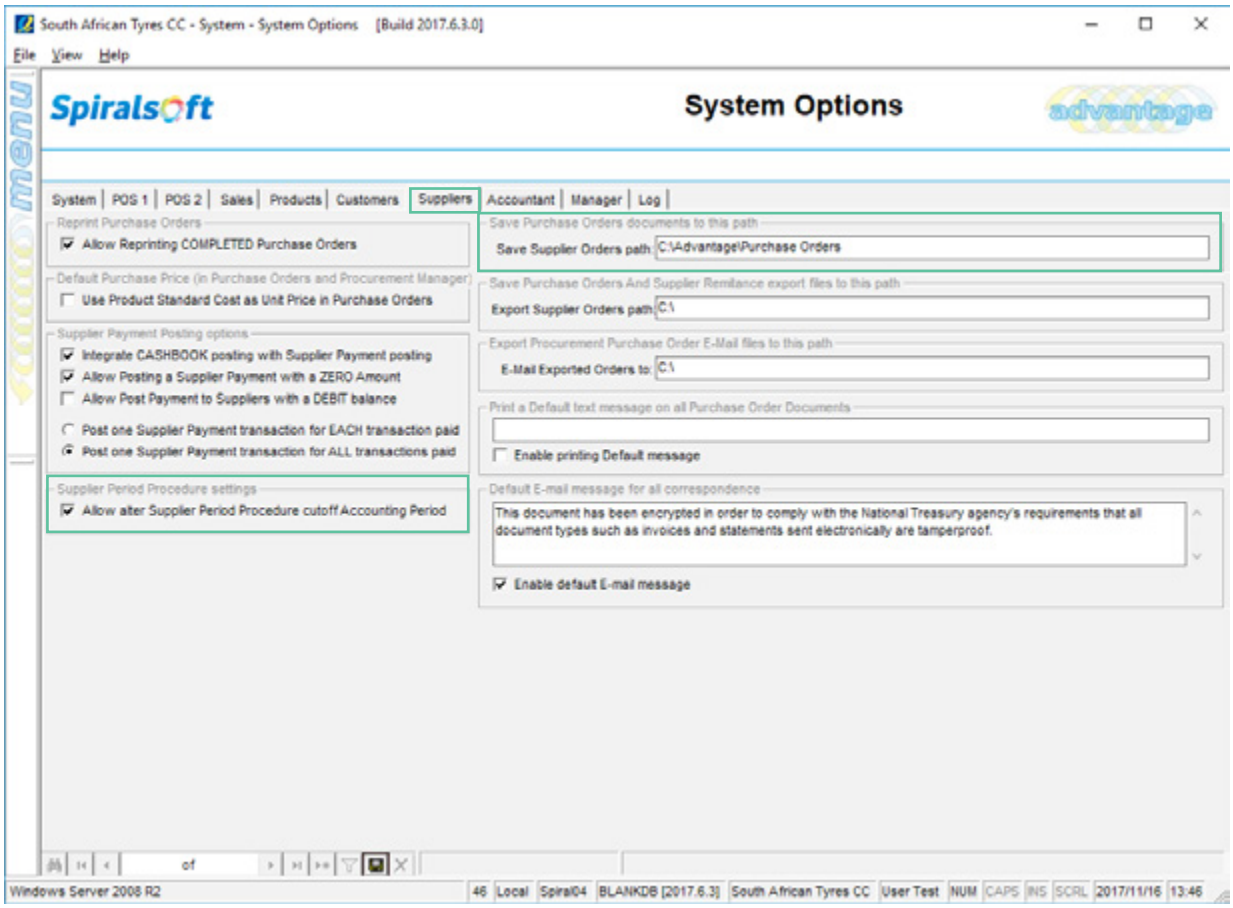
   These settings will allow a user to reprint documents in the document reprint application. If you want to Allow to Print as an original document, take the 'Prevent reprint of a document as an original document' off
4. **Customer Period Procedure**

   This setting will allow a user to alter the cut-off date and time when doing a customers' month-end procedure
5. **Save Customer Statement and Invoice export files to this path**

   The file path is: C:\Advantage\Statements

   All statements and invoices will be saved to this folder
6. Remember to always SAVE when changing a system option

HOW TO SETUP THE SYSTEM OPTIONS IN SUPPLIERS



1. Go to the System Options Application in the Menu.

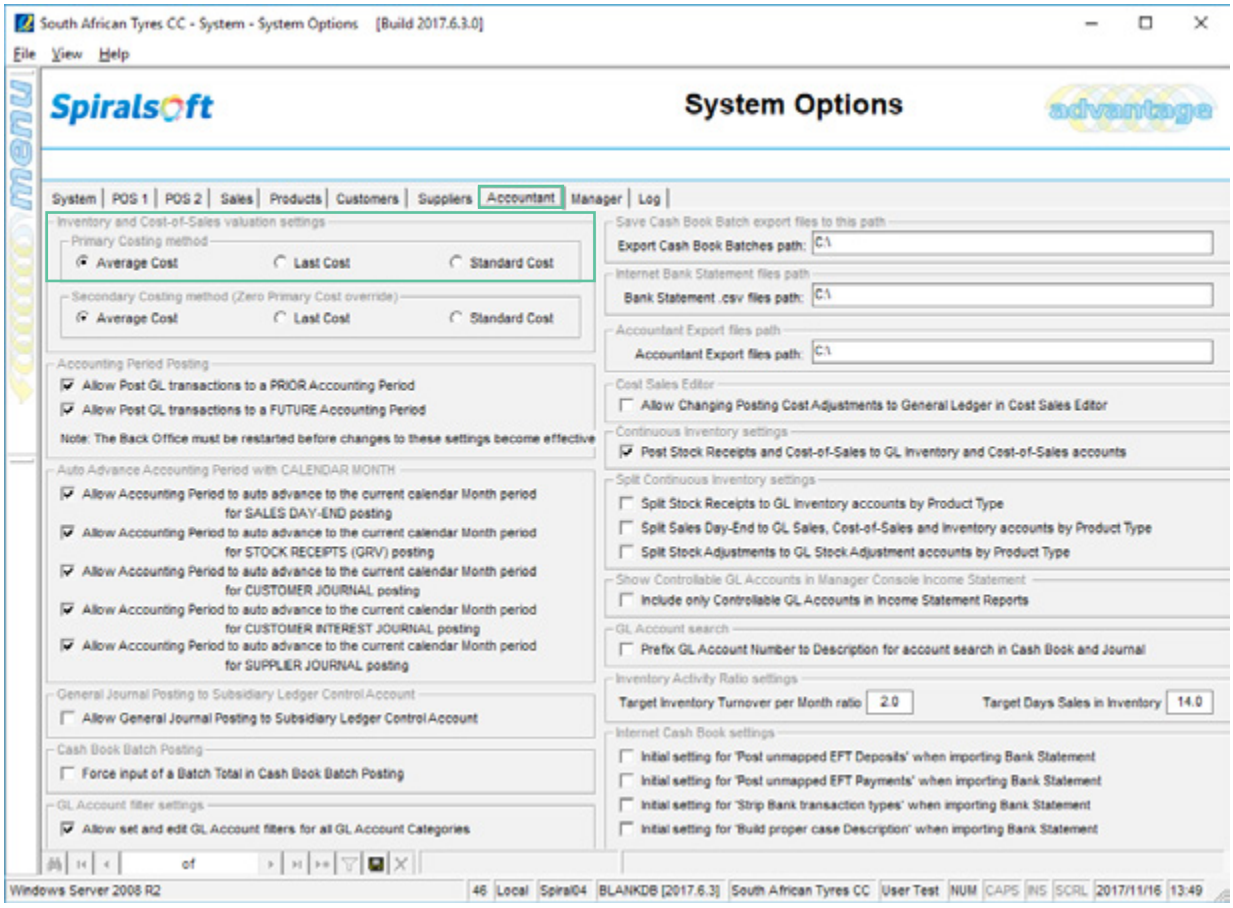
2. Go to the Suppliers tab

3. **Supplier Period Procedure settings**
   This setting will allow a user to alter the cut-off time and date when doing a supplier's month-end procedure

4. **Save Purchase Orders documents to this path**
   The file path is: C:\Advantage\Purchase Orders
   All purchase orders will be saved to this folder

5. Remember to always SAVE when changing a system option

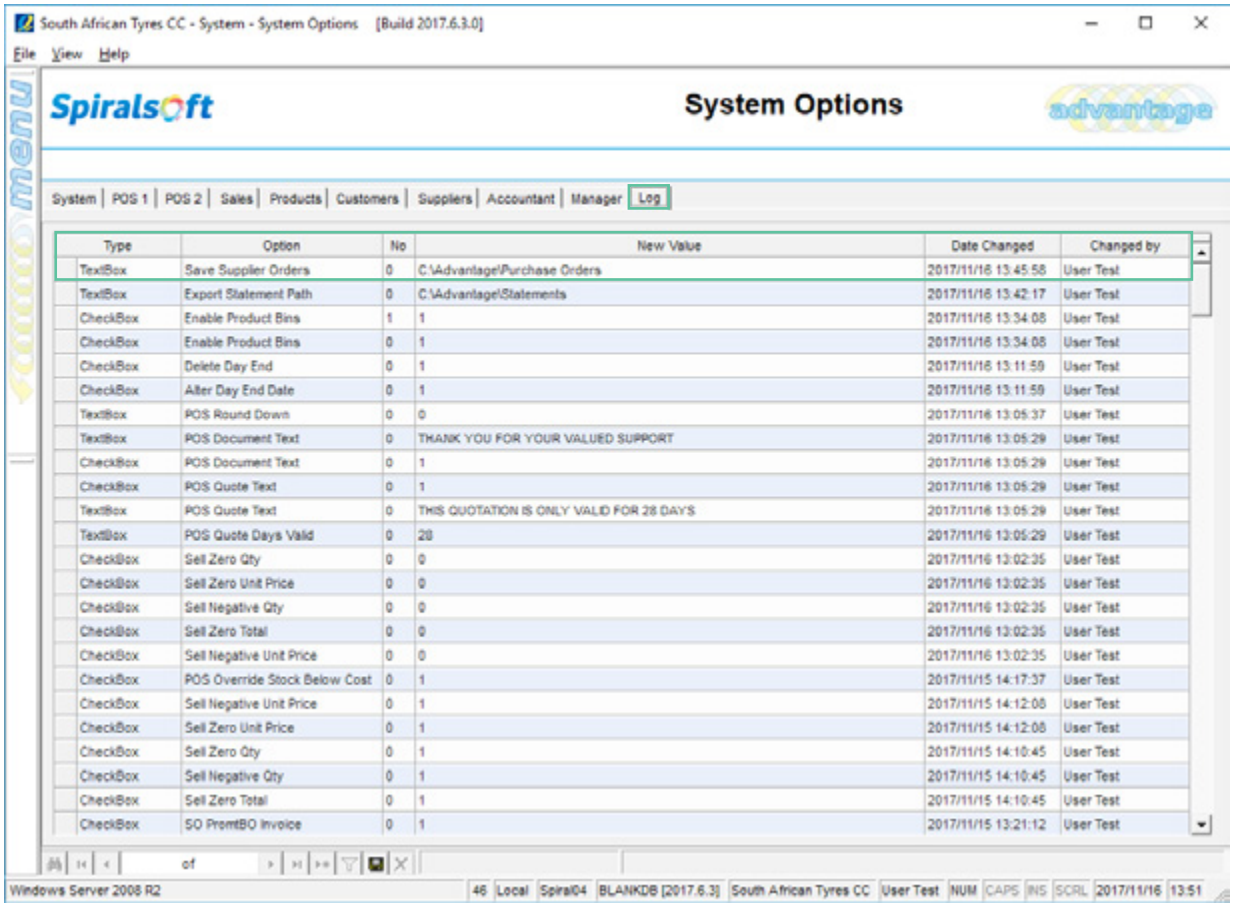
HOW TO SETUP THE SYSTEM OPTIONS IN ACCOUNTANT



1. Go to the System Options Application in the Menu.
2. Go to the Accountant tab
3. **Inventory and Cost-of-Sales valuation settings**

   PLEASE NOTE: This option SHOULD only be changed at year-end
4. Remember to always SAVE when changing a system option

HOW TO VIEW THE SYSTEM OPTIONS IN LOG



Type	Option	No	New Value	Date Changed	Changed by
TextBox	Save Supplier Orders	0	C:\Advantage\Purchase Orders	2017/11/16 13:45:58	User Test
TextBox	Export Statement Path	0	C:\Advantage\Statements	2017/11/16 13:42:17	User Test
CheckBox	Enable Product Bins	1	1	2017/11/16 13:34:08	User Test
CheckBox	Enable Product Bins	0	1	2017/11/16 13:34:08	User Test
CheckBox	Delete Day End	0	1	2017/11/16 13:11:59	User Test
CheckBox	Alter Day End Date	0	1	2017/11/16 13:11:59	User Test
TextBox	POS Round Down	0	0	2017/11/16 13:05:37	User Test
TextBox	POS Document Text	0	THANK YOU FOR YOUR VALUED SUPPORT	2017/11/16 13:05:29	User Test
CheckBox	POS Document Text	0	1	2017/11/16 13:05:29	User Test
CheckBox	POS Quote Text	0	1	2017/11/16 13:05:29	User Test
TextBox	POS Quote Text	0	THIS QUOTATION IS ONLY VALID FOR 28 DAYS	2017/11/16 13:05:29	User Test
TextBox	POS Quote Days Valid	0	28	2017/11/16 13:05:29	User Test
CheckBox	Sell Zero Qty	0	0	2017/11/16 13:02:35	User Test
CheckBox	Sell Zero Unit Price	0	0	2017/11/16 13:02:35	User Test
CheckBox	Sell Negative Qty	0	0	2017/11/16 13:02:35	User Test
CheckBox	Sell Zero Total	0	0	2017/11/16 13:02:35	User Test
CheckBox	Sell Negative Unit Price	0	0	2017/11/16 13:02:35	User Test
CheckBox	POS Override Stock Below Cost	0	1	2017/11/15 14:17:37	User Test
CheckBox	Sell Negative Unit Price	0	1	2017/11/15 14:12:08	User Test
CheckBox	Sell Zero Unit Price	0	1	2017/11/15 14:12:08	User Test
CheckBox	Sell Zero Qty	0	1	2017/11/15 14:10:45	User Test
CheckBox	Sell Negative Qty	0	1	2017/11/15 14:10:45	User Test
CheckBox	Sell Zero Total	0	1	2017/11/15 14:10:45	User Test
CheckBox	SO PromtBO Invoice	0	1	2017/11/15 13:21:12	User Test

1. Go to the System Options Application in the Menu.
2. Go to the Log tab.
3. The screen displays the Type, Option, No, New Value, Date Changed and Changed by
4. This screen will indicate which user changed/altered a system option

Please contact Spiralsoft for clarity on any of the system options

LOOKUP EDITOR

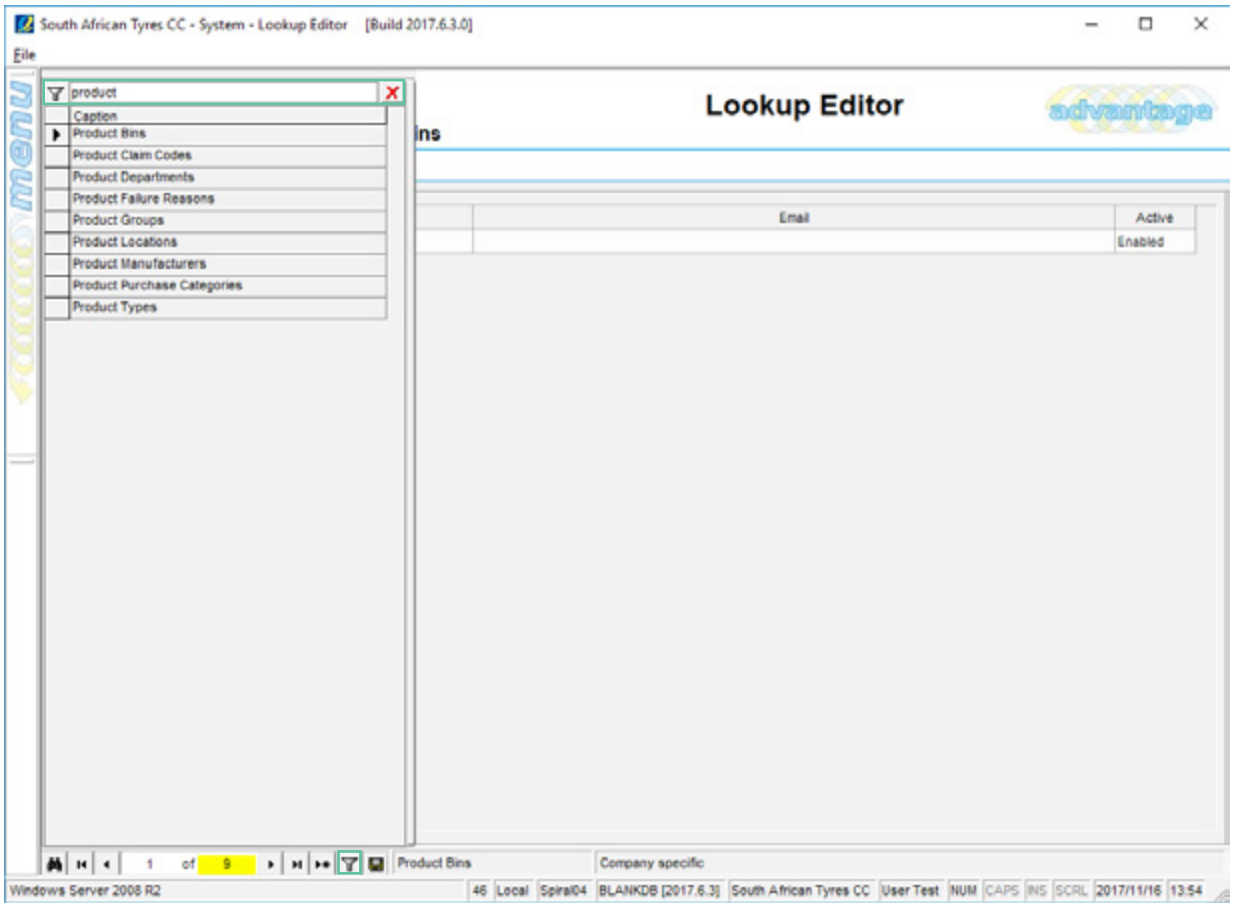
WHERE TO FIND IT

Click Menu > System > Lookup Editor

HOW TO SEARCH FOR AN ITEM

PURPOSE

To add new look-ups in the system



1. Go to the Lookup Editor Application in the Menu.
2. Select an item using Filter ( ) in the Navigation Bar.
   This will display the picklist fly-out.
3. Type the search criteria in the input field at the top of the picklist fly-out.
4. Press enter on the keyboard.
5. A list of items FILTERED from the pre-fetched list of items will be displayed.

The background colour of the Rows field displaying the number of matched items is changed to a yellow colour. This indicates that the list of items is in the FILTER mode. All the other pre-fetched items, except those in the list, are hidden.

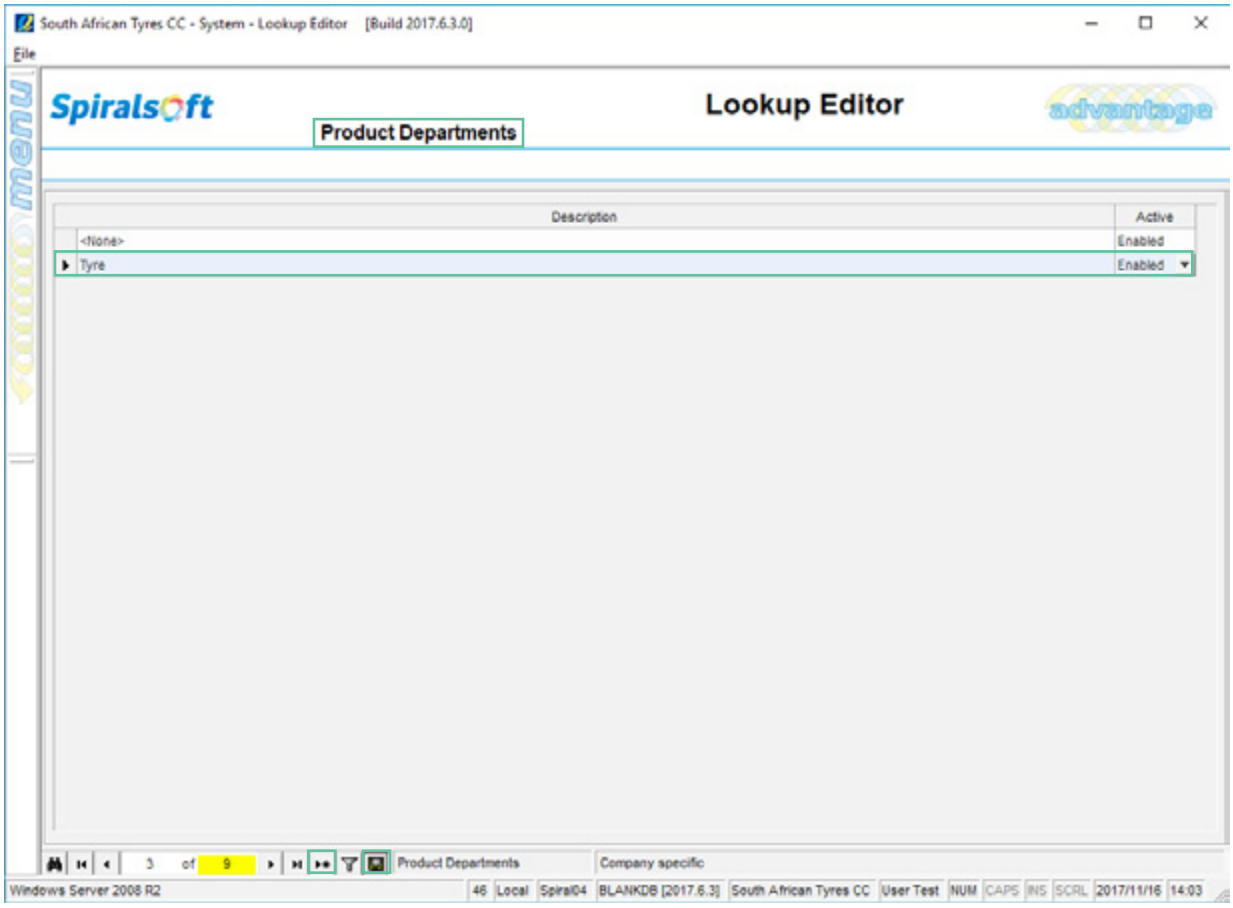
6. Click on the item in the picklist fly-out that you want displayed. The picklist then closes and the information of the selected item is displayed.
7. To exit filter mode when you do not want to use it anymore, click Filter (▽) in the Navigation Bar. The filter list will be cleared and replaced by the full pre-fetched list of items.

THE LIST OF ITEMS CONSISTS OF THE FOLLOWING:

- Adverse Reasons,
- Asset Types,
- Association Types,
- Auditor Rankings,
- Bank Codes,
- Bank Transaction Types Mapping,
- Banks,
- Bond Types,
- Branch Codes,
- Business Types,
- Card Institutions,
- Cashiers,
- Centralised Billing Providers,
- Commission Categories,
- Commission Groups,
- Cost Centres,
- Cost+Plus Categories,
- Cost+Plus Groups,
- Countries,
- Courts,
- Credit Manager Messages,
- Credit Terms,
- Currencies,
- Customer Groups,
- Customer Types,
- Discount Categories,
- Discount Groups,
- Factory Instructions,
- GL Account Categories,
- GL Account Divisions,
- GL Account Groups,
- GL Balance Sheet Division 2,
- GL Balance Sheet Division 3,
- GL Income Statement Division 3,
- GL Income Statement Division 4,
- ndustry Categories,
- Inflections,
- Info Report Types,

- ITC Scores,
- KI Scores,
- Languages,
- Lawsuit Types,
- Mass Codes,
- Mobile Phone Dialing Codes,
- Nature Of Action,
- Payment Methods,
- PLU Tabs,
- Principal Types,
- Procurement Providers,
- Product Claim Codes,
- Product Departments,
- Product Failure Reasons,
- Product Groups,
- Product Locations,
- Product Manufacturers,
- Product Purchase Categories,
- Product Types,
- Profession Types,
- Provinces,
- Purchase Price Types,
- Ratings,
- Reps,
- Rounding Codes,
- Sales Areas,
- Security Types,
- Sell By Codes,
- Shareholding Types,
- Shipping Agent Files,
- Shipping Agents,
- Shipping Rates,
- SMS Messages,
- Statement Messages,
- Stores,
- Supplier Groups,
- Supplier Types,
- Switch2 Types,
- Tills,
- Titles,
- Transaction Profiles,
- Unit Weight,
- Units Of Measure,
- V.A.T. Code Rates,
- Volume Discounts, and
- Workstations.

HOW TO ADD/AMEND AN ITEM



1. Go to the Lookup Editor Application in the Menu.
2. Select an item using Filter ( ) in the Navigation Bar.
   The Menu Bar at the top indicates which item is selected.
3. Click Insert (>*) in the Navigation Bar if intended to use this option.
4. Complete/ amend the applicable fields.
5. Select specific criteria from the drop down lists on the applicable fields.
6. Click Save ( ) in the Navigation Bar.

TRANSACTION NUMBERS

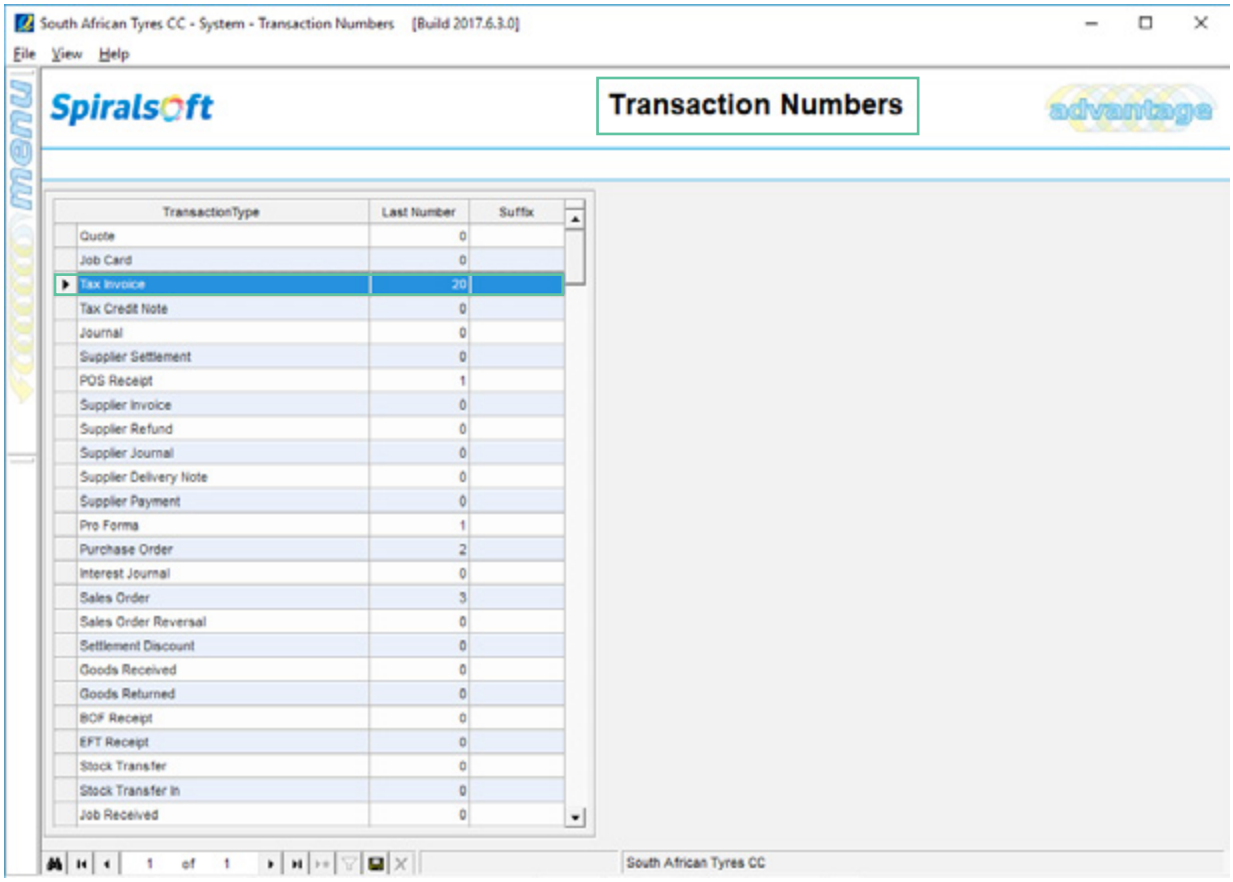
WHERE TO FIND IT

Click Menu > System > Transaction Numbers

HOW TO START A TRANSACTION TYPE ON A SPECIFIC TRANSACTION NUMBER

PURPOSE

To start a transaction type on a specific transaction number. Enter your last number you want the system to start counting from.



1. Go to the Transaction Numbers Application in the Menu.
2. Go to the Transaction Type in the Transaction Type list.
3. Type a Last Number in the Last Number input field.
   The Number after the Last Number will be displayed on the next Transaction Type created.
4. Click Save (💾) in the Navigation Bar.

MANAGER

MANAGER CONSOLE

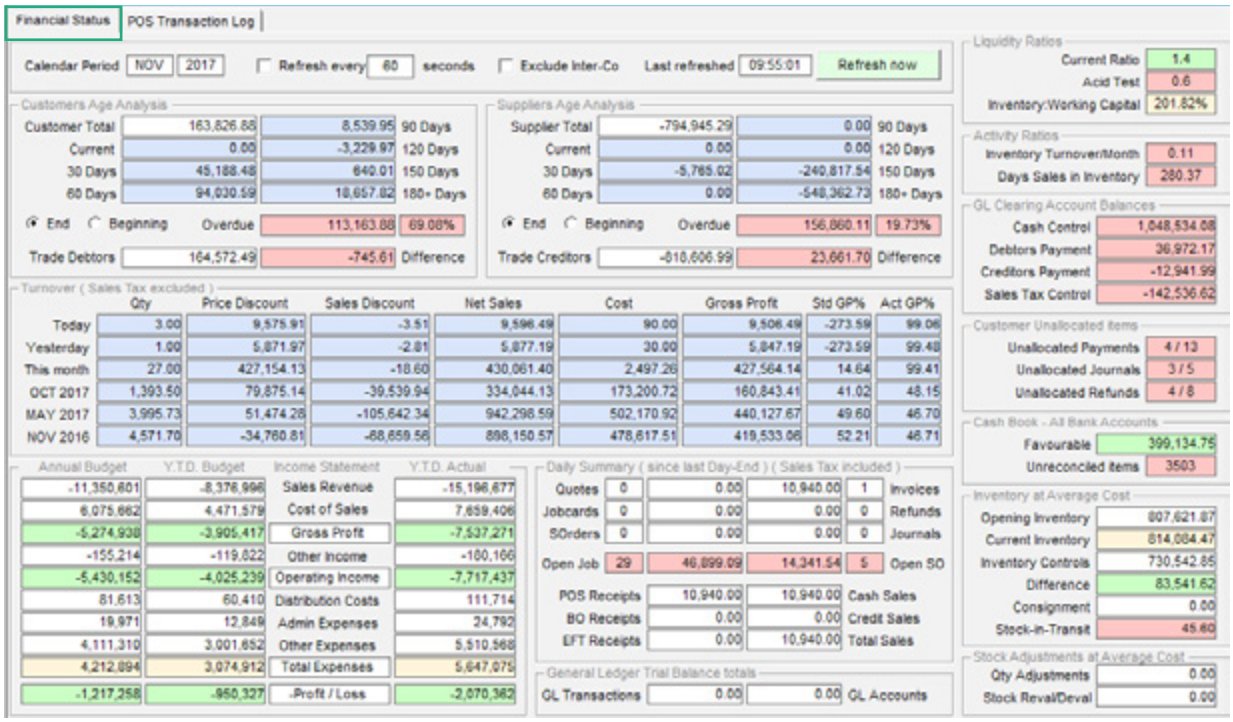
WHERE TO FIND IT

Click Menu > Manager > Manager Console

HOW TO VIEW THE FINANCIAL STATUS ON THE MANAGER CONSOLE

PURPOSE

What do you as Owner/Manager need in software to successfully manage your business to its full potential? A Snapshot of your business every 60 Seconds to keep your finger on every aspect of your business every day.



1. Go to the Manager Console Application in the Menu.
2. Go to the Financial Status tab.
3. On the top left-hand corner the current Calendar Period of the system is displayed.
4. Tick the Refresh every seconds option and type the seconds in the seconds input field if intended to use this option.
5. Tick the Exclude Inter-Company option if intended to use this option.
6. On the top right-hand corner the Last refreshed time of the Manager Console is displayed.
7. Click on Refresh now if intended to use this option.
8. On the left-hand the Customer Age Analysis of the system is displayed.
9. Select either the End option or the Beginning option.
10. Click on Refresh now.
    Customer Total: A Total debtors Aging amount is displayed.
    Current to 180+ Days: All amounts due by debtors in the different ageing periods are displayed.
    Overdue: An Overdue debtors' amount is displayed depending on the Credit Terms set for the debtors Accounts. A percentage ratio (calculated as the Overdue amount divided by the Total amount) is displayed (Click to view list if applicable).
    Trade Debtors: The Total debtors' amount of the Trade Debtors Control Account (on the Trial Balance as from the last Sales Day-End) is displayed.
    Difference: The Total Difference between the Customer Total amount and the Trade Debtors Total amount is displayed.
11. On the right-hand the Supplier Age Analysis of the system is displayed.
12. Select either the End option or the Beginning option.
13. Click on Refresh now.
    Supplier Total: A Total creditors Aging amount is displayed.
    Current to 180+ Days: All amounts due to creditors in the different ageing periods are displayed.
    Overdue: An Overdue creditors' amount is displayed depending on the Credit Terms set for the creditors Accounts. A percentage ratio (calculated as the Overdue amount divided by the Total amount) is displayed (Click to view list if applicable).
14. Trade Creditors: The Total creditors' amount of the Trade Creditors Control Account (on the Trial Balance as from the last Sales Day-End) is displayed.
    Difference: The Total Difference between the Supplier Total amount and the Trade Creditors Total amount is displayed.
15. In the middle the Turnover (Sales Tax excluded) of the system is displayed.
16. The following Turnover periods are displayed to determine the growth for these periods:
    Today: Total Sales for Today is displayed.
    Yesterday: Total Sales for Yesterday is displayed.
    This month: Total Sales for This month (will include Total Sales for Today and Yesterday should the system be in the same accounting period) is displayed.
    MONTH BEFORE This month: Total Sales for MONTH BEFORE This month is displayed.
    MONTH BEFORE MONTH BEFORE This month: Total Sales for MONTH BEFORE MONTH BEFORE This month is displayed.
    PRIOR YEAR MONTH: Total Sales for PRIOR YEAR MONTH is displayed.
    Quantity: The Quantity of Total Sales (Products) for the Turnover period is displayed.

Price Discount: The Total Difference amount (Point-of-Sale) between suggested Retail Price and the amended Retail Price excluding Selling Price is displayed.
Sales Discount: The Total Sales Discount amount is displayed.
Net Sales: The Total Net Sales amount is displayed.
Cost: The Total Cost of Sales (Products) amount is displayed
Gross Profit: The Gross Profit amount is displayed.
Standard Gross Profit percentage: The Standard Gross Profit percentage (calculated as the Standard Gross Profit amount divided by the Net Sales amount) is displayed.
Actual Gross Profit percentage: (calculated as the Gross Profit amount divided by the Net Sales amount) is displayed.

17. On the bottom left-hand corner the Annual Budget amounts, Year-To-Date Budget amounts and Year-To-Date Actual amounts are displayed in the form of an Income Statement.
    Annual Budget: The Fiscal Year Budget amounts (setup in the Budgeting Application in the Accountant Menu for all General Ledger Accounts) are displayed.
    Year-To-Date Budget: The Fiscal Year Budget To-Date amounts (setup in the Budgeting Application in the Accountant Menu for all General Ledger Accounts) are displayed.
18. Income Statement: All Income Statement items are displayed.
    Sales Revenue,
    Cost of Sales,
    Gross Profit,
    Other Income,
    Operating Income,
    Distribution Costs,
    Administration Expenses,
    Other Expenses,
    Total Expenses, and
    Total -Profit / Loss.
    Year-To-Date Actual: The Fiscal Year Actual To-Date amounts are displayed.
19. On the bottom the Daily Summary (since last Day-End) (Sales Tax included) amounts are displayed.
    Quotes: The number of Quotes outstanding (not converted into Invoices) and the Total Quotes amount are displayed (Click to view list if applicable).
    Jobcards: The number of Jobcards outstanding (not converted into Invoices) and the Total Jobcards amount are displayed (Please note: All Stock items on the Jobcards outstanding are Reserved and, therefore, will not be available to be sold in the Point-of-Sale.) (Click to view list if applicable).
    Sales Orders: The number of Sales Orders outstanding (not converted into Invoices) and the Total Sales Orders amount are displayed (Please note: All Stock items on the Sales Orders outstanding are Reserved and, therefore, will not be available to be sold in the Point-of-Sale.) (Click to view list if applicable).
    Open Jobcards: The number of Open Jobcards outstanding (not converted into Invoices) and the Total Open Jobcards amount are displayed (Please note: All Stock items on the Open Jobcards outstanding are Reserved and, therefore, will not be available to be sold in the Point-of-Sale.) (Click to view list if applicable).
    Invoices: The number of Invoices and the Total Invoices amount are displayed (Click to view list

if applicable).

Refunds: The number of Refunds/ Credit Notes and the Total Refunds/ Credit Notes amount are displayed (Click to view list if applicable).

20. Journals: The number of Journals and the Total Journals amount are displayed (Click to view list if applicable).

    Open Sales Orders: The number of Open Sales Orders outstanding (not converted into Invoices) and the Total Open Sales Orders amount are displayed (Please note: All Stock items on the Open Sales Orders outstanding are Reserved and, therefore, will not be available to be sold in the Point-of-Sale.) (Click to view list if applicable).

    Point-of-Sale Receipts: The Total Point-of-Sale Receipts amount is displayed (Click to view list if applicable).

    Back Office Receipts: The Total Back Office Receipts amount is displayed (Click to view list if applicable).

    Electronic Funds Transfer Receipts: The Total Electronic Funds Transfer Receipts amount is displayed (Click to view list if applicable).

    Cash Sales: The Total Cash Sales amount is displayed (Click to view list if applicable).

    Credit Sales: The Total Credit Sales amount is displayed (Click to view list if applicable).

    Total Sales: The Total Sales amount is displayed (Click to view list if applicable).

21. On the bottom the General Ledger Trial Balance totals amounts are displayed.

    General Ledger Transactions: The Trial Balance will balance to a ZERO when in balance.

    General Ledger Accounts: The Trial Balance will balance to a ZERO when in balance.

22. On the top right-hand corner the Liquidity Ratios are displayed.

    Current Ratio: The Current Ratio (calculated as the Current Assets amount in Ratio (:) with the Current Liabilities amount) is displayed.

    Acid Test: The Acid Test (calculated as the Current Assets amount, without the Inventories amount, in Ratio (:) with the Current Liabilities amount) is displayed. This is a more stringent Test.

    Inventory: Working Capital: The Inventory: Working Capital (calculated as the Inventories amount as a percentage (%) of the Working Capital amount [calculated as the Current Liabilities amount deducted from the Current Assets amount]) is displayed.

23. On the right-hand the Activity Ratios are displayed.

    Inventory Turnover/Month: The Inventory Turnover/ Month (calculated as the Sales amount in Ratio (:) with the percentage (%) of the Inventories sold amount per Month) is displayed.

    Days Sales in Inventory: The Days Sales in Inventory (calculated as the number of Days Sales in Ratio (:) with the Inventories amount) is displayed.

24. On the right-hand the General Ledger Clearing Account Balances are displayed.

    Cash Control: The total Cash amount and Cash Type Transactions amount due by the Cash Account Type debtors is displayed. The Cash Control field must always display as zero (0.00). The Cash Control field will only display an amount when the total Cash amount and Cash Type Transactions amount is due by the Cash Account Type debtors and the Deposits have not been Posted in the Cash Book to the Cash Control Account.

    Debtors Payment: The Debtors Payment Clearing Account amount is displayed. The Debtors Payment field must always display as zero (0.00) after a Sales Day-End is done.

    Creditors Payment: The Creditors Payment Clearing Account amount is displayed. The Creditors

Payment field must always display as zero (0.00) after a Sales Day-End is done.

Sales Tax Control: The V.A.T. Control Account amount is displayed. The Sales Tax Control field must always display as the V.A.T. Control Account amount.

25. On the right-hand the Customer Unallocated items are displayed.

    Unallocated Payments: The number of Unallocated Payments Customers per the number of Unallocated Payments Transactions is displayed.

    Unallocated Journals: The number of Unallocated Journals Customers per the number of Unallocated Journals Transactions is displayed.

    Unallocated Refunds: The number of Unallocated Refunds Customers per the number of Unallocated Refunds Transactions is displayed.

26. On the right-hand the Cash Book - All Bank Accounts are displayed.

    Favourable/ Overdraft: The total closing balances of All the Bank Accounts amount (Favourable being positive [+] and Overdraft being negative [-]) is displayed.

    Unreconciled items: The total number of Unallocated Cash Book transactions of All the Bank Accounts is displayed.

27. On the right-hand the Inventory at Average Cost is displayed.

    Opening Inventory: The Stock Valuation at the last Month-End performed on the date is displayed.

    Current Inventory: The Computer stock on hand now is displayed.

    Inventory Controls: The Total of all General Ledger Inventory accounts is displayed.

    Difference: The Difference between the Current Inventory and the Inventory Controls is displayed.

    Stock-in-Transit: The Stock-in-Transit General Ledger Account amount is displayed.

28. On the bottom right-hand corner the Stock Adjustments at Average Cost are displayed.

    Quantity Adjustments: The Stock Adjustments at Average Cost amount is displayed (Click to view list if applicable).

    Stock Revaluation/Devaluation: The Stock Revaluation amount or the Stock Devaluation amount is displayed (Click to view list if applicable).

CREDIT MANAGER

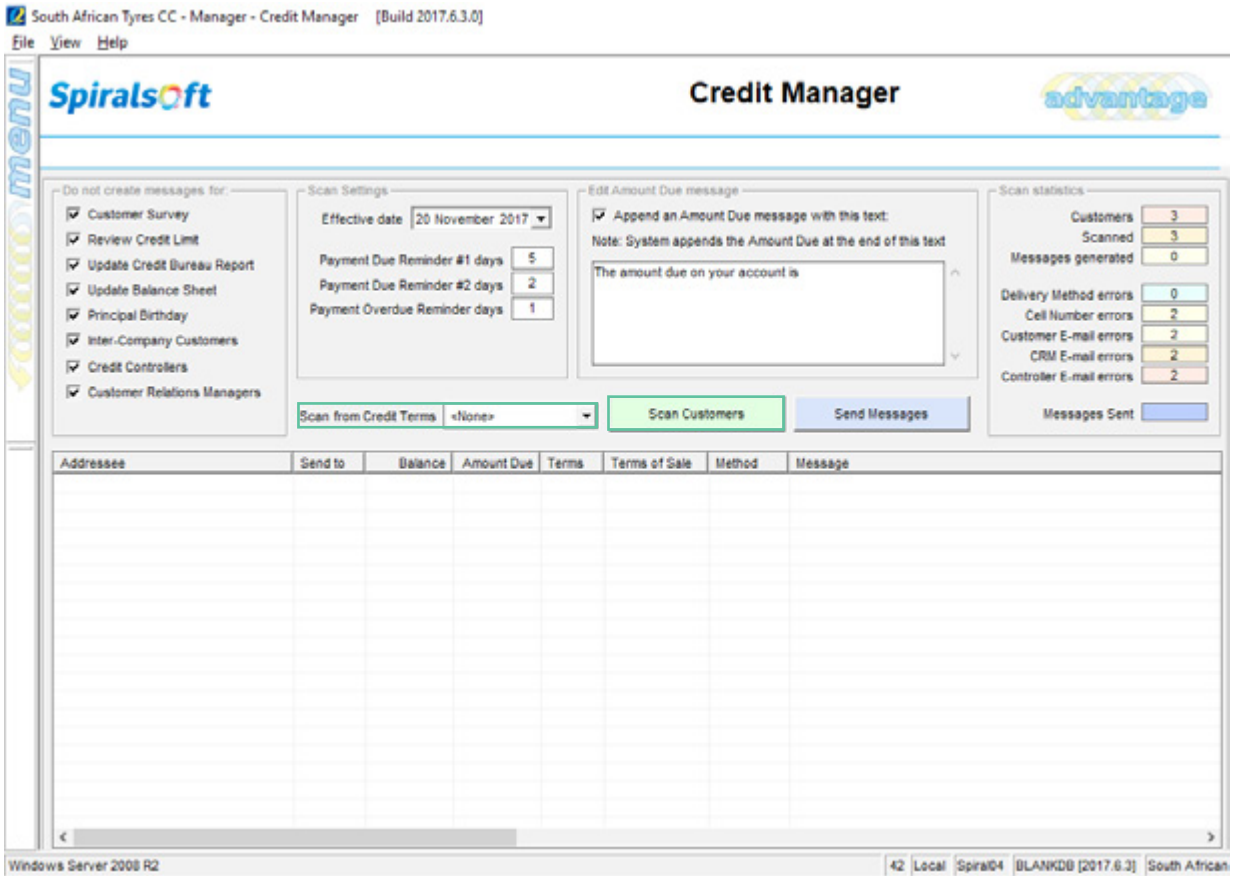
WHERE TO FIND IT

Click Menu > Manager > Credit Manager

HOW TO SEND AN OVERDUE MESSAGE TO A DEBTOR

PURPOSE

This report allows you to view all the Management Accounts according to General Ledger Groups.



1. Go to the Credit Manager Application in the Menu.
2. Select an effective date when the message must be sent.
3. Select the credit terms overdue.
4. Click Scan Customers button – here all the customers overdue will be displayed.

5. Type your Message in the open box and Send Messages.

6. Once all the messages with all the overdue credit terms have been sent on the far left top corner it will be displayed. You will also see the amount of messages sent to the far right side in the middle of the page in a blue box.

MANAGER REPORTS

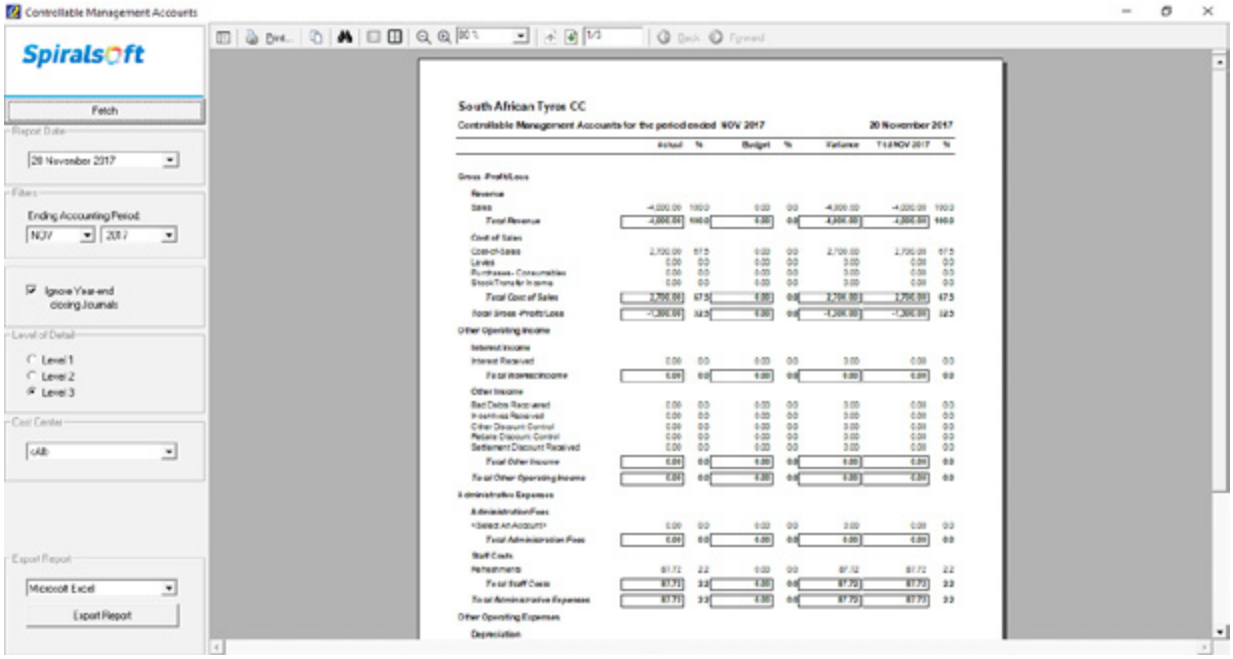
WHERE TO FIND IT

Click Menu > Manager > Manager Reports

#601 – Controllable Management Accounts

PURPOSE

This report allows you to view the expenses that a manager has the power to influence. In other words, it's a cost that management can increase or decrease based on their business decisions.



1. Select an Ending Accounting Period for the report you want to generate. This can be done by using the drop-down menu and selecting a specific month and year from the list in the "Filters" block.
2. Select whether you want to or don't want to ignore Year-End Closing Journals.
3. This report also allows you to select the volume of information it generates. You can make a selection between Level 1 and Level 2 or Level 3, depending on the Level of Detail of the information required.
4. Select specific criteria for the report you want to generate by using the drop-down menu in the "Cost Center" block.
5. Click on "Fetch".
6. The report displays the Gross Profit/Loss, Other Operating Income, Administrative Expenses, Other Operating Expenses.
7. Once you have the required information, you can Export this Report to a Microsoft Excel, an Acrobat PDF or a Text CSV file, which also makes it possible to send this information via e-mail.

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CONTACT DETAILS

Tel: +27 (0)12 345 5551

Fax: +27 (0)12 345 9280

ADDRESS

Milestone Place Block A

25 Sovereign Drive

Route 21 Corporate Park

0062, IRENE

Let us tell you more about the amazing things we do.

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