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“JUST ASK THE BOSS”
RETAIL BOSS POS TM
Palmer Products, Inc.

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LICENSE AGREEMENT

TECH SUPPORT

PRICE SHEET



“JUST ASK THE BOSS”
RETAIL BOSS POS TM

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PO Box 11627
Killeen, TX 76547
Technical Support (972) 234-0375
Internet: <http://www.retailbosspos.com>

CONGRATULATIONS! YOU HAVE JUST PURCHASED ONE OF THE BEST SOFTWARE PACKAGES AVAILABLE THAT IS CERTAINLY AT THE BEST PRICE. WE SUGGEST THAT YOU CONSIDER SUBSCRIBING TO THE SERVICE CONTRACT. THIS SERVICE CONTRACT WILL PROVIDE YOU WITH SOFTWARE SUPPORT, FREE SOFTWARE UPDATES, AND HELP YOU OBTAIN THE MAXIMUM BENEFITS AVAILABLE FROM THE PROGRAM.

TO ORDER CALL 1-972-234-0385

TECHNICAL SUPPORT:

SERVICE CONTRACT - - - - - \$250.00 YEARLY

(includes unlimited phone support from Tech line, program updates, and vendor price sheet updates)

PHONE SUPPORT ONLY - - - - - \$150.00 YEARLY

(includes unlimited phone support from Tech line.)

SETUP

POINT OF SALE

INVENTORY

CUSTOMER ACCOUNTS

REPORTS

EMPLOYEE MAINTENANCE

ACCOUNTS RECEIVABLE

ACCOUNTS PAYABLE

PAYROLL

GENERAL LEDGER

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GETTING STARTED

NOTE: BE SURE THAT YOU HAVE ERASED THE DEMO FROM YOUR HARD DRIVE.

HOW TO INSTALL THE PROGRAM.

1. Insert the CD into your CD-Rom Drive.
2. Click on the "START" button to display task bar.
3. Click on "RUN".
4. Type in: d:\setup where D: is the letter of your CD-Rom Drive
5. Follow directions given on the screen to complete the install.
6. To start the program click on the program icon on your desktop.

If the program asks for a password type in the following: In the NAME: field type GP. In the PASSWORD: field type 1.

****** Always exit the program before turning off your computer.******

IF YOU EXPERIENCE ANY DIFFICULTY INSTALLING YOUR PROGRAM PLEASE CALL TECH SUPPORT.

HOW TO SETUP THE PROGRAM.

Set up the following areas before using the program. From the main menu, select **SETUP**. Each of the following areas is setup in this section.

HOW TO REGISTER YOUR PROGRAM

If you received a registration disk with your software package, install the registration disk using the following steps:

1. Insert the disk into your Disk Drive.
2. Click on the "START" button to display task bar.
3. Click on "RUN".
4. Type in: a:\setup where a: is the letter of your Disk Drive
5. Follow directions given on the screen to complete the install.

Or, register your program manually using the following steps:

- 1) Start the program by either clicking on the icon from the desktop or by selecting it from Programs.
- 2) From the Main Menu select "Register" located at the top of the screen.

3) Included with the manual is a Registration Information paper. Type in all your information **exactly** (this includes spaces) as it appears on the Registration Information paper. After you have typed in your information press the Validate button. Change any information that has not been typed in correctly. If information is typed in incorrectly, you will not be allowed to access the program. **Call Tech Support if you need.**

PRINTER

Currently the program uses Windows default printer for all printing. If you want to change the Invoice printer, Estimate printer, Invoice reprint printer or the Check Printer, you may select them from the Printer Setup window. To change the printer setup, select **Setup** from the **Main Menu** and then select the **Printer** button.

FILE LOCATION

This section allows you to specify where your database files and setup files are located on your hard drive. We suggest that you do not change the default destinations already set up. If you do decide to change the location of your files, we suggest you contact the Technical Support department. To change the file location either select **File Location** from the **Setup** menu bar located at the top of your screen or select the **File Location** button.

TAX RATE SETUP

HOW TO ADD A TAX RATE

Either select **Tax Rate Setup** from the **Setup** menu bar located at the top of your screen or select the **Tax Rate** button. The **Browse the Tax Rate** File screen will be displayed. Select **Insert** and the **Adding a Tax Rate Record** screen will be displayed. Type in the requested information.

Code: Type in a two character code you want to represent the tax rate. This code will be used in various places within the program. For example, when entering parts into inventory, setting up customer's accounts and so on.

Description: Type in a description of the tax rate. For example, if the tax rate was for the city of Dallas the Tax Code could be "DL" and the description would be Dallas.

Tax Rate: Type in the tax rate. The tax rate is to be entered in decimal form. For example, if the tax rate were 8½% you would enter 8.50 as the tax rate.

Charge Other Tax on This Tax/Fee (Y/N): If "Y" then other tax will be charged on this tax/fee.

Tax or Fee (T/F): If this is a tax, type T, if it is a fee, type F.

Minimum Fee: This is the minimum amount of fee charged for a specific invoice.

Maximum Fee: This is the maximum amount of fee charged for a specific invoice.

Tax/Fee Account: Type in the chart of accounts number. (This is only used if you have the Accounting Module.)

Tax/Fee Department: Type in the Department number. (This is only used if you have the Accounting Module.)

Once the information has been entered press **F10 - Save** and the information will be saved. The tax codes you entered will be displayed in the browse window.

HOW TO UPDATE TAX CODES

Select the **TAX RATE** button. From the **Browse the Tax Rate File** select the tax code to be updated by highlighting it. Next, select **Change**. The **Changing the Tax Rate Record** screen will be displayed. Each field is available to be updated. Make the necessary changes and press **F10 - Save**. The changes will be made and you will be brought back to the browse window.

HOW TO DELETE A TAX CODE

Select the **TAX RATE** button. From the **Browse the Tax Rate File** select the tax code to be deleted by highlighting it. Press **Delete**. You will be asked to confirm your decision to delete the record. Select "OK" if you want the record deleted, select "Cancel" if you do not.

PAYMENT METHOD SETUP

HOW TO SET UP PAYMENT METHODS

Either select **Payment Method Setup** from the **Setup** menu bar located at the top of your screen or select the **PAYMENT METHOD** button. The **Browse the Payment Method File** screen will be displayed. The browse window will contain six payment methods already set up. We recommend you do not modify them. Select **Insert** and the **Adding a Payment Method File** screen will be displayed. Type in the requested information.

Code: Type a numerical code you want to represent the payment method. This code will be used on the "Customer Checkout" box to describe how the customer paid.

Description: Type in the description of the payment method. For example, MasterCard, Visa, Check, etc.

Include In Bank Deposit: Either "Y" for yes or "N" for no. This will affect the amount shown for your bank deposit on the Daily Closeout Report. If you want money collected from this payment method to be included in the bank deposit, then select "Y". If you do not want money collected from this payment method to be included in the bank deposit, then select "N".

Authorize Credit Card: Either "Y" for yes or "N" for no. (Credit Card Module must be active to authorize cards. Please call support to activate module.)

Credit Card Rate: Rate charged by your credit card provider. (For display use only.)

NOTE: Do not change the seven default codes already setup.

HOW TO UPDATE PAYMENT METHODS

Select the **PAYMENT METHOD** button. From the **Browse the Payment Method File** select the payment method to be updated by highlighting it. Next, select **Change**. The **Changing a Payment Method Record** screen will be displayed. Each field is available to be updated. Make the necessary changes and press **F10 - Save**.

HOW TO DELETE A PAYMENT METHOD

Select the **PAYMENT METHOD**. From the **Browse the Payment Method File** select the payment method to be deleted by highlighting it. Press **Delete**. You will be asked to confirm your decision to delete the record. Select "OK" if you want the record deleted, select "Cancel" if you do not.

PROGRAM DEFAULTS

HOW TO SETUP PROGRAM DEFAULTS

Either select **Program Defaults** from the **Setup** menu bar located at the top of your screen or select the **Defaults** button. The **Default Setup** screen will be displayed. Type in the requested information.

Markup: Type in the percentage of markup you want taken. The markup is used in the Estimate/Invoice section.

Default City: Type in the city name you would like to automatically be displayed when adding customer and employee records.

Default State: Type in the state name you would like to automatically be displayed when adding customer and employee records.

Default Zip: Type in the zip code you would like to automatically be displayed when adding customer and employee records.

Default Phone: Type in the area code you would like to automatically be displayed when adding customer and employee records.

Rapid Invoice Mode Y/N: Typing a Y will activate the Rapid Invoice Mode. Rapid Invoice Mode has the program go directly to the **Adding an Estimate Record** screen when you select POINT OF SALE from the Main Menu. If you select N, then when selecting POINT OF SALE from the Main Menu the **Estimate/Work Orders** browse window will be displayed.

Auto Price Y/N: If you select yes, the Qty, Price & Disc fields when you are invoicing will automatically be filled in.

Default Labor Code: This code must have previously been set up in the "Add Services" section of Inventory. (See Inventory Section) For example, you would set up a generic Labor Code of "L" and then complete the requested information on the "Adding Services Record" screen such as description, category and pricing information. Whenever you typed this code of "L" onto the estimate/invoice or linked it to a particular part, the labor amount charged and the category credited with the labor would be what was typed in on the "Adding Service Record" screen.

However, when you are adding or updating a part number in your inventory, there is a field entitled "Labor" which allows you to type in an amount you want charged for labor when that part number is used. The description that was given to the labor code "L" in the "Adding Service Record" would be displayed on the invoice. But, the dollar amount and category credited would come from the part number.

NOTE: If the "Default Labor Code" is left blank, then any amount typed in the "Labor" field on the "Add Parts" and "Update Parts" would be ignored.

Default Part Number: Currently not used.

Default Core Part Number: If you want to automatically include cores on your invoices, type in the core part number you wanted printed on the invoice.

Incl. Core on Invoice: Change the N to a Y if you want cores automatically printed on the invoice.

Default F.E.T. Code: Type in the Federal Excise Tax you want automatically printed on the invoice.

Charge Tax on F.E.T. Tax: If you want taxed charged to the F.E.T, change the N to a Y.

Allow Negative On Hand Qty: If you do not want the On Hand quantity to display below “0”, then change the Y to an N. For example, your on hand quantity of a particular part is 5 and you sell 7. If you have selected not to allow negative on hand quantity then your on hand quantity will display “0” instead of “-2”.

Default Tax Code 1: Type in the tax code you want to automatically be displayed as Tax1 when adding customer accounts.

Default Tax Code 2: Type in the tax code you want to automatically be displayed as Tax2 when adding customer accounts.

Default Tax Code 3: Type in the tax code you want to automatically be displayed as Tax3 when adding customer accounts.

Default Tax Code 4: Type in the tax code you want to automatically be displayed as Tax4 when adding customer accounts.

NOTE: After typing in the tax code the **Tax Rate, Minimum Fee, Maximum Fee** and **Tax or Fee** fields will automatically be filled in for you.

Reset Tax Buttons: When you press one of these buttons the **Tax Rate/Fee** information for the associated tax/fee line will be reset for all customers, inventory, service and other tax/fee related information in the program.

Default Inventory Costing: There are two options for the Default Inventory Costing. Method “1” and method “2”. Method “1” would figure the cost of inventory based on the last cost paid for the part. Method “2” would figure the cost of inventory based on the average cost paid for the part. Type in either “1” or “2” depending on how you want your inventory cost figured.

Force Advertising Entry Y/N: Type “Y” and the Advertising Code will be required when filling out the “Check-Out” box of an Invoice. Type “N” and the Advertising code will not be required.

Preview Daily Report Y/N: Change the N to a Y if you want to be able to preview the Daily Report on your screen before printing.

Retry Times: Enter the number of computers that you currently have setup on your network.

Hold Time: The amount of seconds the computer will wait in between each retry.

Accounting On Y/N: Change the N to a Y if you want your daily sales transactions posted to the General Ledger.

Deposit/N: Change the N to a Y if you want daily deposit posted to the General Ledger.

Default Employee Code: This Code will be used in the default Salesperson field on the Point of Sale Customer Checkout form. This field is usually left blank unless you want this field filled in for fast customer checkout.

Default Manager Code: This Code will be used in the default Manager field on the Point of Sale Customer Checkout form. This field is usually left blank unless you want this field filled in for fast customer checkout.

Default Payment Method: This Code will be used in the default How Paid field on the Point of Sale Customer Checkout form. This field is usually left blank unless you want this field filled in for fast customer checkout.

Disable Up Arrow Key On Forms Y/N: Change the N to a Y if you want to disable the use of the up arrow key on forms.

Disable Up Arrow Key On Buttons Y/N: Change the N to a Y if you want to disable the use of the up arrow key on buttons.

Disable Left Arrow Key On Forms Y/N: Change the N to a Y if you want to disable the use of the left arrow key on buttons.

After you have typed in the requested information select **F10 - Save**, the information will be saved and you will be taken back to the SETUP menu.

HOW TO UPDATE THE PROGRAM DEFAULTS

The Program Defaults can be edited simply by selecting **DEFAULTS** from the SETUP menu. The **Default Setup** screen will be displayed. Make any necessary changes and press **F10 - Save**. The updated information will be saved and you will be returned to the SETUP menu.

INVOICE SETUP

HOW TO SETUP INVOICE PRINTING

Select **Invoice Setup** from the **Setup** menu bar located at the top of your screen. Type in the requested information.

Invoice Type: At this time there are 11 choices. More types of invoices will be made available at a later date. You also have the option of designing your own invoice using the Report Designer. Refer to the Help File on how to use the Report Designer.

Type 1 - Plain Paper (Description on 1st line/Qty, Price Disc, Total on 2nd Line)

Type 2 - Preprinted Forms (Description on 1st line/Qty, Price Disc, Total on 2nd Line)

Type 3 - Plain Paper (Description, Qty, Price Disc, Total on same line)

Type 4 - Preprinted Forms (Description, Qty, Price Disc, Total on same line)

Type 5 - Plain Paper (Shaded Service Invoice, Parts and Services are grouped individually)

Type 6 - Plain Paper (Same as Invoice 3 but allows for shop logo to be added to top)

Type 7 - Plain Paper (Same as Invoice 3 but has shaded Invoice header)

Type 8 - Plain Paper (Same as Invoice 3 but has extended description – up to 1000 characters)

Type 9 - Plain Paper (Shaded Service Invoice with extended description – up to 1000 characters)

Type 10 - Plain Paper (Service Invoice with shading and with extended description – up to 1000 characters)

Type 11 - Plain Paper (This Invoice style helps meet certain guidelines of some states)

Print Invoices Y/N: You have the option whether or not you want your invoices printed.

Preview Invoice Y/N: Change the N to a Y if you want to be able to preview the invoices on your screen before printing.

Print Work Authorization: Keep the Y if you want the work authorization you type to be printed on the invoice. If you entered “2” (preprinted forms) in the Invoice Type field, and your pre-printed forms already have the work authorization printed on them, you would want to select “N”. If your preprinted forms do not have

the work authorization printed on them, then you would select “Y” and the work authorization you type will be printed on the invoice.

Invoice Copies: Type in the number of invoice copies you want printed.

Invoice Message 1: Type in a message you would like printed on your invoices.

Invoice Message 2: You can type in a second message to be printed on your invoices.

Preview Invoice Y/N: Select “Y” to print invoice to screen.

Parts or Service Invoice P/S: A Part Invoice lines up the parts and services according to how they are on the invoice. (Invoice styles 1,2,3 and 4 are part invoices.)

Invoice Work Authorization Type 1: Type in your work authorization.

Invoice Work Authorization Type 2: If you selected Invoice type 2, select the **Invoice Setup 2** tab and type in your work authorization.

After you have typed in the requested information select **F10 - Save**, the information will be saved and you will be taken back to the **SETUP** menu.

HOW TO UPDATE THE INVOICE SETUP

The Invoice Setup can be edited simply by selecting **INVOICE SETUP** from the **SETUP** menu bar located at the top of your screen. The Invoice Setup screen will be displayed. Make any necessary changes and press **F10 - Save**. The updated information will be saved and you will be returned to the **SETUP** menu.

ESTIMATE SETUP

HOW TO SETUP THE PRINTING OF ESTIMATES

Select **Estimate Setup** from the **Setup** menu bar located at the top of your screen. Type in the requested information.

Estimate Type: At this time there are 11 choices. More types of estimates will be made available at a later date. You also have the option of designing your own estimate using the Report Designer. Refer to the Help File on how to use the Report Designer. You have the following options:

Type 1 - Plain Paper (Description on 1st line/Qty, Price Disc, Total on 2nd Line)

Type 2 - Preprinted Forms (Description on 1st line/Qty, Price Disc, Total on 2nd Line)

Type 3 - Plain Paper (Description, Qty, Price Disc, Total on same line)

Type 4 - Preprinted Forms (Description, Qty, Price Disc, Total on same line)

Type 5 - Plain Paper (Shaded Service Estimate, Parts and Services are grouped individually)

Type 6 - Plain Paper (Same as Estimate 3 but allows for shop logo to be added to top)

Type 7 - Plain Paper (Same as Estimate 3 but has shaded Invoice header)

Type 8 - Plain Paper (Same as Estimate 3 but has extended description – up to 1000 characters)

Type 9 - Plain Paper (Shaded Service Estimate with extended description – up to 1000 characters)

Type 10 - Plain Paper (Service Estimate with shading and with extended description – up to 1000 characters)

Type 11 - Plain Paper (This Estimate style helps meet certain guidelines of some states)

Print Estimate Y/N: You have the option whether or not you want your estimates printed.

Preview Estimate Y/N: Change the N to a Y if you want to be able to preview the estimates on your screen before printing.

Print Work Authorization: Type “Y” if you want the work authorization that you type to be printed on the estimate. If you entered “2” (preprinted forms) in the Estimate Type field, and your pre-printed forms already have the work authorization printed on them, you would want to select “N”. If your preprinted forms do not have the work authorization printed on them, then you would select “Y” and the work authorization you type below will be printed on the estimate.

Estimate Copies: Type in the number of estimate copies you want printed.

Estimate Message 1: Type in a message you would like printed on your invoices.

Estimate Message 2: You can type in a second message to be printed on your invoices.

Preview Estimate Y/N: Select “Y” to print estimate to screen.

Parts or Service Estimate P/S: A Part Estimate lines up the parts and services according to how they are on the estimate. (Estimate styles 1, 2, 3 and 4 are part estimates.)

Estimate Work Authorization Type 1: Type in your work authorization.

Estimate Work Authorization Type 2: If you selected Invoice type 2, select the **Invoice Setup 2** tab and type in your work authorization.

After you have typed in the requested information select **F10 - Save**, the information will be saved and you will be taken back to the **SETUP** menu.

HOW TO UPDATE THE ESTIMATE SETUP

The Estimate Setup can be edited simply by selecting **ESTIMATE SETUP** from the **SETUP** menu bar located at the top of your screen. The Estimate Setup screen will be displayed. Make any necessary changes and press **F10 - Save**. The updated information will be saved and you will be returned to the **SETUP** menu.

REPRINT SETUP

HOW TO SETUP THE RE-PRINTING OF INVOICES

You have the option to reprint your invoices in a different style than the original invoice. For example, if you selected preprinted invoices as the style to print invoices, you may want to select a plain paper type invoice for reprinting. Select **Reprint Setup** from the **Setup** menu bar located at the top of your screen. Type in the requested information.

Reprint Invoice Type: At this time there are 11 choices. More types will be made available at a later date. You also have the option of designing your own type of invoice for reprinting using the Report Designer. Refer to the Help File on how to use the Report Designer. You have the following options:

Type 1 - Plain Paper (Description on 1st line/Qty, Price Disc, Total on 2nd Line)

Type 2 - Preprinted Forms (Description on 1st line/Qty, Price Disc, Total on 2nd Line)

Type 3 - Plain Paper (Description, Qty, Price Disc, Total on same line)

Type 4 - Preprinted Forms (Description, Qty, Price Disc, Total on same line)

Type 5 - Plain Paper (Shaded Service Invoice, Parts and Services are grouped individually)

Type 6 - Plain Paper (Same as Invoice 3 but allows for shop logo to be added to top)

Type 7 - Plain Paper (Same as Invoice 3 but has shaded Invoice header)

Type 8 - Plain Paper (Same as Invoice 3 but has extended description – up to 1000 characters)

Type 9 - Plain Paper (Shaded Service Invoice with extended description – up to 1000 characters)

Type 10 - Plain Paper (Service Invoice with shading and with extended description – up to 1000 characters)

Type 11 - Plain Paper (This Invoice style helps meet certain guidelines of some states)

Reprint Invoice Y/N: You have the option whether or not you want your invoices reprinted.

Preview Reprint Y/N: Change the N to a Y if you want to be able to preview on your screen before printing.

Reprint Work Authorization: Type “Y” if you want the work authorization to be printed on the invoice.

Reprint Invoice Copies: Type in the number of invoice copies you want reprinted.

Invoice Message 1: This field is not available to be typed in.

Invoice Message 2: This field is not available to be typed in.

Preview Invoice Y/N: Select “Y” to print invoice to screen.

Parts or Service Invoice P/S: A Part Invoice lines up the parts and services according to how they are on the invoice. (Invoice styles 1, 2, 3 and 4 are part invoices.)

Invoice Work Authorization: This field is not available to be typed in.

After you have typed in the requested information select **F10 - Save**, the information will be saved and you will be taken back to the SETUP menu.

HOW TO UPDATE THE REPRINT SETUP

The Reprint Setup can be edited simply by selecting **REPRINT SETUP** from the **SETUP** menu bar located at the top of your screen. The Reprint Setup screen will be displayed. Make any necessary changes and press **F10 - Save**. The updated information will be saved and you will be returned to the SETUP menu.

ADVERTISING CODE SETUP

HOW TO SETUP ADVERTISING CODES

Select **Advertising Code Setup** from the **Setup** menu bar located at the top of your screen. Type in the requested information.

A **Browse the Advertising File** browse window will be displayed. Select **Insert** and the **Adding an Advertising Record** screen will be displayed. Type in the requested information.

Code: Type in a two character code you want to represent the method of advertising the code will be used in the “Check out” box of the Invoice.

Description: Type in a description of the code. For example, NP could have a description of “newspaper” or PB a description of “phone book”.

Once the information has been entered press **F10 - Save** and the information will be saved. The advertising code you entered will be displayed in the browse window.

HOW TO UPDATE ADVERTISING CODES

Select **ADVERTISING CODE SETUP** from the **SETUP** menu bar located at the top of your screen. From the **Browse the Advertising File** browse window select the advertising code to be updated by highlighting it. Next, select **Change** and the **Changing an Advertising Record** screen will be displayed. Each field is available to be updated. Make the necessary changes and press **F10 - Save**. The changes will be made and you will be brought back to the browse window.

HOW TO DELETE AN ADVERTISING CODE

Select **ADVERTISING CODE SETUP** from the **SETUP** menu bar located at the top of your screen. From the **Browse the Advertising File** browse window select the advertising code to be deleted by highlighting it. Press **Delete**. You will be asked to confirm your decision to delete the record. Select “OK” if you want the record deleted, select “Cancel” if you do not.

CHECK SETUP

This allows you to align your checks properly for printing. The checks that are compatible with this program can be ordered from NEBS (1-800-328-5140). Order Check# LM260. Select **CHECK SETUP** from the **SETUP** menu bar located at the top of your screen Changing the number in the “Position from the Top of page” and “Position from left of page” changes where your printer starts printing on the check.

CASH DRAWER SETUP

HOW TO SETUP YOUR CASH DRAWER

Select **CASH DRAWER SETUP** from the **SETUP** menu bar located at the top of the screen. **The Cash Drawer Setup** screen will be displayed. Type in the requested information.

Cash Register On Y/N: Select “Y” if you want to activate the cash drawer and “N” if you do not.

Com Port: Select the port number.

Baud Rate: Select the baud rate.

Parity: Select the parity.

Data Bits: Select the data bits.

Stop Bits: Select the stop bits.

Cash Drawer String: Type in the program string that will operate your cash register. (Note – If you are using a cash drawer that plugs into a serial port then try using @@@ as the cash drawer string. If you are using a cash drawer that plugs into a parallel port then try using 7 as the cash drawer string.)

NOTE: For the above settings, refer to the setup manual of your cash register.

After you have typed in the requested information select **F10 - Save**, the information will be saved and you will be taken back to the **SETUP** menu.

POLE DISPLAY SETUP

HOW TO SETUP YOUR POLE DISPLAY

Select **POLE DISPLAY SETUP** from the **SETUP** menu bar located at the top of the screen. **The Pole Display Setup** screen will be displayed. Type in the requested information.

Poly Display On Y/N: Select “Y” if you want to activate the pole display and “N” if you do not.

Com Port: Select the port number.

Baud Rate: Select the baud rate.

Parity: Select the parity.

Data Bits: Select the data bits.

Stop Bits: Select the stop bits.

Reset Display Command: Type in the codes that will reset the display on your pole display.

Clear Display Command: Type in the codes that will clear the display on your pole display.

Message Line 1: Type in the message that will appear on the pole display between sales.

Message Line 1: Type in the message that will appear on the pole display between sales.

Total Message: This would normally be "TOTAL DUE" or "TOTAL".

NOTE: Please call support for the different commands to work with your pole display.

After you have typed in the requested information select **F10 - Save**, the information will be saved and you will be taken back to the SETUP menu.

APPOINTMENT SCHEDULE SETUP

HOW TO SETUP YOUR APPOINTMENT SCHEDULE

Select **APPOINTMENT SCHEDULE SETUP** from the **SETUP** menu bar located at the top of the screen. **The Appointment Schedule Setup** screen will be displayed. Type in the requested information.

Schedule Start Time: Select a start time for the daily schedules.

Schedule End Time: Select an end time for the daily schedules.

Schedule Time Increment: Select a time increment for the daily schedules.

NOTE: These setting will only take affect for new days that have not been created with a schedule.

After you have typed in the requested information select **F10 - Save**, the information will be saved and you will be taken back to the SETUP menu.

REMINDER MESSAGE SETUP

HOW TO SETUP YOUR REMINDER MESSAGES

Select **REMINDER MESSAGE SETUP** from the **SETUP** menu bar located at the top of the screen. **The Reminder Message Setup** screen will be displayed. Type in the requested information.

Daily Checkout Reminder Y/N: This will check to see if a Daily Checkout has been performed before starting a new day.

After you have typed in the requested information select **F10 - Save**, the information will be saved and you will be taken back to the SETUP menu.

PROGRAM THEME

HOW TO CHANGE THE PROGRAM THEME

Either select **PROGRAM THEME** from the **SETUP** menu bar located at the top of your screen or select the **Program Theme** button.

Select the new theme from the popup list.

SECURITY SETUP

The Security Setup section allows you to select the sections of the program you want to be protected by password entry.

NOTE: Regardless as to how the Security section has been set up, if you turn the Security "On", a "log-on" will be required when first entering the program. The log-on requires the person's name and password to be entered.

HOW TO ACTIVATE SECURITY

Select the **Security** button and the **User Editor** screen will be displayed. Select the **Setup** button and the **Security Setup** window will be displayed.

Security Y/N: Change the N to a Y if you want the security to be activated.

Security Logging Y/N: Change the N to a Y if you want a log kept of each person's activities.

HOW TO ADD INDIVIDUAL SECURITY RECORDS

Select the **Security** button and the **User Editor** screen will be displayed. Select the **Users** button and a **Users** browse window will be displayed. To add a new user select **Insert** and the **Adding a User** screen will be displayed. Type in the requested information.

Last Name: Type in the user's last name. **NOTE:** If when logging on the person only wants to type in his initials instead of his complete name, put his initials in this field instead of his actual last name. The initials cannot contain a space between them.

First Name: This field is optional. However, whatever is entered into this field will need to be typed in when the person is logging on. For example, if you typed in "Smith" in the "Last Name" field and "Joe" in the "First Name" field, then whenever this person has to log on he will need to type "Joe Smith" in the "Name" field of the log-on box.

Password: Enter any password up to eight characters in length. This will be what is typed into the Password" field of the log-on box.

Groups: If desired, you can select to include this individual in a "group".

Areas: This field cannot be edited.

The last thing to do is to grant or deny access to each of the areas of the program.

When you are finished, press **F10 - Save**, and the information will be saved.

EMAIL SETUP

1. Select “Email Setup” from the Setup menu located at the top of the screen. The “Email Setup” screen will be displayed.
2. Type in the requested information for each tab.

EMAIL SETUP

SMTP Server: Enter the SMTP server. Contact your email provider for settings.

SMTP Port: Enter the SMTP port number. Contact your email provider for settings.

From: Put your email address in this field.

CC: Most likely leave this field blank.

BCC: Most likely leave this field blank.

Secure Email Always: Leave unchecked. Consult with Tech Support with questions.

Secure Email Start TLS: Leave checked. Consult with Tech Support with questions.

Username: Type in your username for your email account.

Password: Type in your password for your email account.

Certificate File: Leave blank. Consult with Tech Support with questions.

Private Key File: Leave blank. Consult with Tech Support with questions.

CARoot File: Make sure default info is in field: .\CA_Roots.pem

Don't Verify Remote Certificate with CA Root: Leave checked. Consult with Tech Support with questions.

Don't Verify Remote Certificate Common Name: Leave unchecked. Consult with Tech Support with questions.

EXTRA

Invoice Text: Type in text that will automatically be included in every email.

Estimate Text: Type in text that will automatically be included in every email.

3. After you have typed in the requested information, press **F10 – Save**.

HOW TO VIEW A LOG OF USER ACTIVITY

A log can be kept that will provide an audit trail of user activity if the **Security Logging** was turned on. Select the **Security** button and the **User Editor** screen will be displayed. Select the **Log** button and a **Browsing Audit Trail** screen will be displayed. There are three combinations of how you can trace a user's activity. By Date, Procedure+Date, Procedure+Action+Date, and User+Date.

SETTING UP THE ACCOUNTS RECEIVABLE

To set up the Accounts Receivable, refer to the Accounts Receivable section of the manual.

SETTING UP THE ACCOUNTS PAYABLE

To set up the Accounts Payable, refer to the Accounts Payable section of the manual.

SETTING UP THE GENERAL LEDGER

To set up the General Ledger, refer to the General Ledger section of the manual.

SETTING UP PAYROLL

To set up the Payroll, refer to the Payroll section of the manual.

SETTING UP YOUR INVENTORY

We suggest that you take the time to read through the Inventory section of the manual. Become familiar with the various “codes” that can be setup to make the program work for you. Two “codes” that need to be set up before you begin adding your inventory in to the system is the **Category Code** and the **Group Codes**. The other “codes” can be added later. Refer to the **Inventory Setup** in the **Inventory** section of the manual on how to set the Category and Group codes up.

You will need to add all of your inventory. Refer to the **Adding Inventory** in the **Inventory** section of the manual.

CUSTOMER ACCOUNT SETUP

Refer to Add **Customer Accounts** in the **Customer** section of the manual.

EMPLOYEE SETUP

Refer to **Add Employee Records** in the **Employee** section of the manual.

SECTION 2

Selecting **POINT OF SALE** from the **MAIN MENU** allows you to prepare an estimate/invoice for a new customer or for a customer already in your database. Credit invoices can be prepared. Estimates can be saved and retrieved. Appointments can be made for customers and an appointment schedule can be printed.

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Section 2.1

PREPARING AN ESTIMATE/INVOICE FOR A NEW CUSTOMER

Selecting **POINT OF SALE** from the **MAIN MENU** allows you to prepare an estimate/invoice for a new customer or for a customer already in your database. Credit invoices can be prepared. Estimates can be saved and retrieved. Appointments can be made for customers and an appointment schedule can be printed.

1. Select **F8 –Add** and the **ADD CUSTOMER ACCOUNT** screen will be displayed. Fill in the appropriate information for the customer. (For a detailed explanation on how to add a customer refer to the **CUSTOMER ACCOUNTS** section of the manual.) Press F-10 to save the new customer's information. You will be taken back to the **Select Customer Account** screen with the new customer highlighted. Press **ENTER** and the customer's information will be displayed on the estimate/invoice.
2. Type in the part number. You can select **F6-Search** to search for a part. (See note below regarding F6 – Search.) The program will fill in the **Description, OH, Price and Disc** fields with information that was entered for that part in the **Inventory** section.
3. Type in the quantity used under the **Qty** column. A default quantity can be set up for the part. Refer to the **INVENTORY** section of the manual.
4. If applicable, type in the discount percent under the **Disc** column. To have a discount always applied to the customer's estimate/invoice set up his account to show the percentage amount of the discount. Refer to the **CUSTOMER ACCOUNTS** section of this manual for more information.
5. The **total** will automatically be calculated based on the part quantity and discount percent entered.

If you have a service code linked to the part number it will automatically be inserted on the next line number. Refer to the **INVENTORY** section of the manual for more information regarding "links".

6. You will need to type in a quantity amount and any applicable discount percentage for the service code so the program can figure out the total price. To have a discount always applied to the customer's estimate/invoice set up his account to show the percentage amount of the discount. Refer to the **CUSTOMER ACCOUNTS** section for more information.

NOTE: F6-search allows you to search using various methods.

You can search by:

F2 – BY PART NUMBER: Selecting this method allows you to browse through your inventory by part number.

F3 – BY SERVICE CODE: Selecting this method allows you to browse through service codes that have been entered into the service code file.

F4 – BY PRICE LIST NUMBER: Selecting this method allows you to browse through parts from price lists you have imported.

F5 – BY PART LOOKUP CODE: Selecting this method allows you to browse through the tire codes that have been set up.

F6 – BY KIT CODE: Selecting this method allows you to browse through the kit codes that have been set up.

F7 – BY GROUP: Selecting this method allows you to browse through the group codes that have been set up.

F8 – BY DESCRIPTION: Selecting this method allows you to browse through the parts in your inventory by description.

F9 – BY CATEGORY: Selecting this method allows you to browse through the parts in your inventory by category code.

F10 – BY VENDOR: Selecting this method allows you to browse through the parts in your inventory by vendor.

For more specific information regarding Service Codes, Price Lists, Part Lookup Codes, Kit Codes, Group and Category setup refer to the INVENTORY section of the manual.

Once you have completed the estimate/invoice you will notice that the Total has been calculated. The subtotal, tax, and non-taxable amounts have also been calculated. For information on setting up your tax refer to the SETUP section of the manual.

7. The final step is to either save the information as an estimate or print the information as an invoice. Press **F5** to save as an estimate. The option is given to print the estimate. Once you have saved the estimate you will be returned to the **Adding an Estimate Record** screen.

If you are ready to print the estimate as an invoice, select **F9 – Invoice** and the **CUSTOMER CHECKOUT** window will be displayed.

Complete each field with the appropriate information. Pressing ENTER on blank fields will display a browse window for you to select the desired information.

The screenshot shows a window titled "CUSTOMER CHECKOUT" with the following fields and values:

Salesperson:	RM		
Manager:	RM		
How Paid:	2	Amt:	2,653.37
How Paid:		Amt:	0.00
How Paid:		Amt:	0.00
Check Number:			
PO Number:			
Advertisement:			
Amount Tendered:	0.00		
Change:	0.00		

Buttons at the bottom: F10 - Save, Esc - Abort

Field by Field Reference for CUSTOMER CHECKOUT

Salesperson: Enter the employee code or press ENTER for a browse window from which you can select the correct employee code.

Manager: Enter the employee code for the manager or press ENTER for a browse window from which you can select the correct employee code.

How Paid: Enter the method of payment or press ENTER and a Payment Method Code browse window will be displayed. The payment can be split into three different payment methods.

Check Number: Enter the number of the check the customer is paying with.

P.O. Number: Enter the Purchase Order Number.

Advertisement: Type in the advertising code. See Section 1 for more information on advertising codes. If the "Force Advertising Entry" is turned on, the advertising code will be required. See Section 1 for more information.

Amt Tendered: Enter the amount paid. (optional)

Change: The program will calculate the change due to the customer. The Amount Tendered would have to be entered.

After completing the **CUSTOMER CHECKOUT** box the program will print the invoice.

NOTE: If code “6” is selected as method of payment and the customer does not already have an accounts receivable record set up the program will automatically set one up for the customer.

Section 2.2

PREPARING AN ESTIMATE/INVOICE FOR A CUSTOMER ALREADY IN THE SYSTEM

Selecting **POINT OF SALE** from the **MAIN MENU** allows you to prepare an estimate/invoice for a new customer or for a customer already in your database. Credit invoices can be prepared. Estimates can be saved and retrieved. Appointments can be made for customers and an appointment schedule can be printed.

1. Press ENTER while the cursor is in the **Last Name** field and the **Select Customer Account** browse window will be displayed. (NOTE: You could type in the last name of the customer in the **Last Name** field and press ENTER. The **Select Customer Account** browse window would then also be displayed.) You may either move the highlight bar using the up and down arrow keys to select the customer or type the customer’s last name in the **Last Name** field. You can type as little as the first letter of the customer’s last name to move the highlight bar to the last names beginning with that letter. You would then need to move the highlight bar using the up and down arrow keys until the correct customer was highlighted. Also, you can use the Page Down key to move the highlight bar down a whole page. Likewise, you can use the Page Up key to move the highlight bar up a whole page. To be taken to the top of the list press **CTRL Page Up**. To be taken to the bottom of the list press **CTRL Page Down**.

OR

Select F6-search which allows you to search for a customer by Last Name, Home Phone, Work Phone, or View Phone Book. Type in the information for the selected field and press ENTER to locate the customer’s record.

Once the correct customer has been highlighted press ENTER to have the customer’s information displayed on the Estimate/Invoice screen.

NOTE: To edit any of the customer’s information you can select F7-edit from either the Select Customer browse window or after the customer has been selected and is displayed on the Estimate/Invoice screen. For more information on how to update a customer’s account refer to the CUSTOMER ACCOUNTS section of the manual.

2. The final section is the Part & Service section. Type in the part number and press ENTER. You can also search for a part number using the F6 – Search function. (See note below regarding F6 - Search.) The program will fill in the **Description, OH, Price and Disc** fields with information that was entered for that part in the Inventory section.

3. Type in the quantity used under the **Qty** column. A default quantity can be set up for the part. Refer to the INVENTORY section of the manual for more information.

4. If applicable, type in the discount percent under the **Disc** column. To have a discount always applied to the customer’s estimate/invoice set up his account to show the percentage amount of the discount. Refer to the CUSTOMER ACCOUNTS section of the manual for more information.

5. The **total** will automatically be calculated based on the part quantity and discount percent entered.

If you have a service code linked to the part number it will automatically be inserted on the next line number. Refer to the INVENTORY section of the manual for more information.

6. You will need to type in a quantity amount and any applicable discount percentage for the service code so the program can figure out the total price. To have a discount always applied to the customer’s estimate/invoice set up his account to show the percentage amount of the discount. Refer to the CUSTOMER ACCOUNTS section of the manual for more information.

NOTE: F6-search allows you to search using various methods.

You can search by:

F2 – BY PART NUMBER: Selecting this method allows you to browse through your inventory by part number.

F3 – BY SERVICE CODE: Selecting this method allows you to browse through service codes that have been entered into the service code file.

F4 – BY PRICE LIST NUMBER: Selecting this method allows you to browse through parts from price lists you have imported.

F5 – BY PART LOOKUP CODE: Selecting this method allows you to browse through the tire codes that have been set up.

F6 – BY KIT CODE: Selecting this method allows you to browse through the kit codes that have been set up.

F7 – BY GROUP: Selecting this method allows you to browse through the group codes that have been set up.

F8 – BY DESCRIPTION: Selecting this method allows you to browse through the parts in your inventory by description.

F9 – BY CATEGORY: Selecting this method allows you to browse through the parts in your inventory by category code.

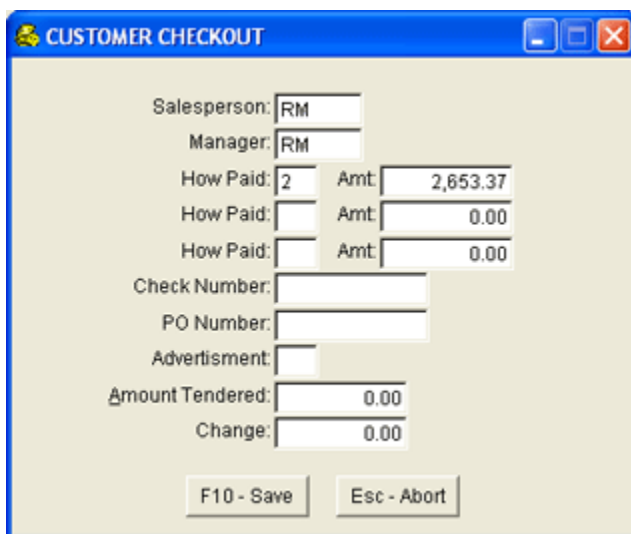
F10 – BY VENDOR: Selecting this method allows you to browse through the parts in your inventory by vendor.

For more specific information regarding Service Codes, Price Lists, Part Lookup Codes, Kit Codes, Group and Category setup refer to the INVENTORY section of the manual.

Once you have completed the estimate/invoice you will notice that the Total has been calculated. The subtotal, tax, and non-taxable amounts have also been calculated. For information on setting up your tax refer to the SETUP section of the manual.

7. The final step is to either save the information as an estimate or print the information as an invoice. Press **F5** to save as an estimate. The option is given to print the estimate. Once you have saved the estimate you will be returned to the **Adding an Estimate** screen.

If you are ready to print the estimate as an invoice, select **F9 – Invoice** and the **CUSTOMER CHECKOUT** window will be displayed. Complete each field with the appropriate information. Pressing ENTER on blank fields will display a browse window for you to select the desired information.



The screenshot shows a window titled "CUSTOMER CHECKOUT" with the following fields and values:

Salesperson:	RM		
Manager:	RM		
How Paid:	2	Amt:	2,653.37
How Paid:		Amt:	0.00
How Paid:		Amt:	0.00
Check Number:			
PO Number:			
Advertisement:			
Amount Tendered:	0.00		
Change:	0.00		

Buttons at the bottom: F10 - Save, Esc - Abort

Field by Field Reference for CUSTOMER CHECKOUT

Salesperson: Enter the salespersons employee code who performed the job or press ENTER for a browse window from which you can select the correct employee code.

Manager: Enter the employee code for the manager or press ENTER for a browse window from which you can select the correct employee code.

How Paid: Enter the method of payment or press ENTER and a Payment Method Code browse window will be displayed. The payment can be split into three different payment methods.

Check Number: Enter the number of the check the customer is paying with.

P.O. Number: Enter the Purchase Order Number.

Advertisement: Type in the advertising code. See Section 1 for more information on advertising codes. If the “Force Advertising Entry” is turned on, the advertising code will be required. See Section 1 for more information.

Amt Tendered: Enter the amount paid. (optional)

Change: The program will calculate the change due to the customer. The Amount Tendered would have to be entered.

After completing the **CUSTOMER CHECKOUT** box the program will print the invoice.

NOTE: If code “6” is selected as method of payment and the customer does not already have an accounts receivable record set up the program will automatically set one up for the customer.

Section 2.3

FUNCTION KEYS AVAILABLE

Functions can be selected by either using the mouse to point and click, or by pressing the function key on the keyboard.

Function Keys Available on the “Adding an Estimate Record” screen:

Adding a Estimate Record

Last Name: ...
 First Name:
 Address:
 City: State: Zip:
 Notes:
 Home Phone:
 Work Phone:
 Mobile/Fax Phone:
 Tax Rate 1: Tax Rate 3:
 Tax Rate 2: Tax Rate 4:
 Email Address:

Part#	Description	On Hand	Qty	Price	Disc	Total
652334	COMPUTER - DELL PENTIUM	1.00	1.00	1,200.00	0	1,200.00
652337	MONITOR - DELL 28	1.00	1.00	300.00	0	300.00
652338	PRINTER - HP LASERJET 5	1.00	1.00	1,100.00	0	1,100.00
CSC	COMPUTER 5 YEAR SERVICE CONTRACT	0.00	1.00	125.00	0	125.00
		0.00	0.00	0.00	0	0.00

Subtotal 2,725.00 Richardson 197.56 Non Taxable 0.00 Total 2,922.56

Notes:

F2 - Sales F3 - Split F4 - Delete F5 - Estimate F6 - Search F7 - Edit
 F8 - Add F9 - Invoice Esc - Previous F10 - Notes F11 - Schedule F12 - History
 Alt+F2 - Change Cost Alt+F3 Markup Alt+F4 - Offsite Inv. Alt+F6 Set Options Alt+R Open Register Alt+B Customer Bal.

F2 – Sales: Selecting F2 will display the Daily Sales screen.

F3 – Split: Selecting F3 before printing the estimate as an invoice will allow you to split the sale between employees.

F4 – Delete: Selecting F4 is only available while in the Part# section. It will allow you to delete an item from the estimate.

F5 – Estimate: Selecting F5 will allow you to save the information as an Estimate / Work Order.

F6 – Search: Selecting F6 will allow you to search for information. If cursor is in the Last Name field and F6 is selected you will be allowed to search for customer information. In the Part# section, F6 will allow you to search for parts.

F7 – Edit: Allows you to edit Customer information.

F8 – Add: Allows you to add Customer and Inventory information. If cursor is in the “Customer” section then selecting F8 will allow you to add a customer. If cursor is in the Part# section then selecting F8 will allow you to add a part to your inventory.

F9 – Invoice: Selecting F9 will print the estimate as an invoice.

F10 – Notes: Selecting F10 will allow you to add or edit Estimate / Work Order notes.

Esc – Previous: Pressing Esc will take you to the previous section of the estimate.

F11 – Schedule: Selecting F11 will access the scheduler.

F12 – History: Selecting F12 will allow you to view a particular customer’s history or allow you to view a history of all invoices. You must first have the customer’s name in the customer section to view a history for that customer

Alt+F2 – Change Cost: Selecting Alt+F2 will allow you to change the cost of a part. This will provide you with more accurate “sales reporting” information for the day when the Daily Check Out is done. The cost of the part will not be changed permanently with regard to the inventory information. You must be in the parts section to use this function. This function is helpful when you have to purchase a part from a local parts store because you do not have it in stock.

Alt+F3 – Markup: Selecting Alt+F3 will allow you to calculate a percentage markup for an item.

Alt+F5 – Check Offsite Inventory: Selecting Alt+F5 will allow you to check inventory levels at other store locations.

Alt+F6 – Set Options: Selecting Alt+F6 will allow you to set the Time In and Time Out fields and it will also allow you to choose the Salesman and Manger.

Alt+R – Open Cash Register: Selecting Alt+R will open a cash register drawer.

Alt+B – Customer Balance/Inquiry: Selecting Alt+B will allow you to look at a customer’s receivable balance and

Function Keys on Estimate / Work Order Screen

The screenshot shows a software window titled "Estimate / Work Orders" with a "CUSTOMER" tab. It contains a table with the following data:

Name	Home Phone	Work Phone	Date	Total	Est#	Status
DOE, JOHN	214-986-5555	214-782-6504	3-31-1997	2653.37	5	E

Below the table is a "Notes:" text area and an "Estimate:" input field. At the bottom, there are several function key buttons: "Time Clock", "Status", "Statement", "Payment on Account", "F11 - Schedule", "Esc - Quit", "Status Report", "F8 - Add", "F7 - Edit", and "F4 - Delete".

F8 – Add: Select F8 to add new Estimate/ Work Orders

F7 – Edit: Select F7 to edit an existing Estimate / Work Order.

F4 – Delete: Select F4 to delete an existing Estimate / Work Order.

Time Clock: Select this function for employees to “clock” in and “clock” out for work.

Status: Select this function to change from Estimate, Work Order, or Complete. Estimate would be used when pricing out the job. Work Order is used when you want the parts to be pulled out of your inventory because you are working on the job. And, Complete would be used when the job has been completed; therefore, it is ready to be invoiced.

Statement: Select this function to print a statement after receiving payment from a customer.

Payment on Account: Select this function to apply a payment to a customer’s account. See Section for more information on how to apply a payment to a customer’s account.

F11 – Schedule: Select F11 to schedule appointments.

Esc – Quit: Select Esc to exit the Estimate / Work Order screen.

Section 2.4

HOW TO SPLIT AN INVOICE BETWEEN EMPLOYEES

When you are ready to print the invoice, before selecting F9-print, highlight the line you want credited to a particular employee. Press **F3 - Split** and a **Split Sale** window will be displayed. Type in the employee’s code or press ENTER for the **Select Employee Record** browse window to be displayed. After the employee code is selected press F10 and that

employee will be credited for that particular part of the invoice. After the first employee has been credited with his part of the invoice select F9 to print the invoice. The **Customer Checkout** box will be displayed. In the Mechanic field enter the code for the employee who is to receive credit for all of the other lines of the invoice. The sale will then be “split” between the two employees. Each employee’s record will be updated to reflect the sale.

Should the invoice need to be split between more than two employees, continue to highlight lines from the invoice and selecting F3 to give credit to particular employees. The last employee to be credited for part of the sale should have his code inputted into the **Mechanic** field of the **Customer Checkout** box.

CREATING A CREDIT INVOICE

You would need to create a credit invoice in the event an error was discovered on a completed invoice that had already been printed or when issuing a refund.

HOW TO CREATE A CREDIT INVOICE

1. Re-create the invoice using the information from the completed invoice. However, put in a negative “-“ quantity instead of a positive. This will make the quantity used a negative and the dollar amounts when calculated will also be negative (or a credit amount).
3. Once the invoice has been re-created (except that the quantity is negative) press F9 to have the credit invoice printed. All records will be updated to reflect the credit. That is, the part will be placed back in inventory, if the type of payment method selected was charge the customer’s account will be credited, and so on. (**Note** - If you have set up the program to have a fee calculated on each invoice, the fee will not be credited if you set the fee up to have a minimum amount.)

Section 2.5

RETRIEVING A SAVED ESTIMATE

1. After selecting **POINT OF SALE** from the MAIN menu the **Estimate / Work Order** screen will be displayed. All saved estimates will be listed on this screen. (Unless the “Rapid Invoice Mode” is activated – then you will be taken directly to the **Adding an Estimate Record** screen. You would then need to close the **Adding an Estimate Record** screen by “clicking” on the “x” in the upper right hand corner or by pressing ESC.)
2. Either move the highlight bar to the desired estimate or type in the estimate number that you want to retrieve.
3. The program will display the estimate on the screen. You can now edit the estimate and/or print as an invoice. If necessary, you can also re-save the estimate by pressing F5

DELETING A SAVED ESTIMATE

1. After selecting **POINT OF SALE** from the MAIN menu the **Estimate / Work Order** screen will be displayed. All saved estimates will be listed on this screen
2. Either move the highlight bar to the desired estimate or type in the estimate number that you want to delete.
3. Press F4 to have the estimate deleted.

Section 2.6

HOW TO USE THE APPOINTMENT SCHEDULE

1. Press F11 – Schedule and the current month’s calendar will be displayed. The current date will be highlighted. Select the date that you are desiring to schedule appointments. Press ENTER and the **Browse the Appointment File** window will be displayed.
2. Select F8 – Add to add an appointment. The **Adding an Appointment Record** screen will be displayed. Fill in the information and then press F10 – Save.
3. Select F7 – Edit to edit an appointment. The **Changing an Appointment Record** screen will be displayed. Make the necessary changes and then press F10 – Save.
4. Select F4 – Delete to delete an appointment. Highlight the appointment to be deleted, press F4 and the appointment will be deleted.
5. To print a particular day’s appointments – select the day from the monthly calendar. The **Browse the Appointment File** screen will be displayed. Select F9 – Print and the appointments will be printed.

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Section 3.1

INTRODUCTION TO THE INVENTORY SECTION

The Inventory section is where you manage your inventory. When first setting up your program you will enter your inventory here. Once your inventory has been set up, you can add those occasional parts to your inventory from the estimate/invoice section.

When setting up your inventory you can assemble “kits” that allow you to assign a kit code that represents all the parts needed for a particular job. For example, you could set up a kit for dual jobs. When filling out an estimate/invoice for a customer you would only have to type in the kit code for the dual job rather than each part and/or service needed to complete the dual job.

For those who inventory tires, Part Lookup Codes can be set up to group tires. For example, all the 13” tires can be grouped under one Part Lookup Code. This makes finding the exact tire you need for the job much easier.

Part numbers can be “linked” to service codes. Typically when a brake job is done the part is listed as well as the labor for the brake job. Therefore, the brake pad can be linked to a “service code” for the labor and when the brake part is typed onto the estimate/invoice the linked service code for the labor will automatically be placed onto the estimate/invoice.

From the INVENTORY section you will be able to reorder your inventory as well as receive shipments. With the Global Inventory Price Change you can change the price of your entire inventory with the push of one button.

You can also import vendor price sheets. These parts will not become part of your inventory but the part information will be available to help you price out jobs.

Section 3.2

INVENTORY

ADDING INVENTORY RECORDS

From the menu located at the top of your screen select **Inventory** then select **Add & Update Inventory Records** or select the **Inventory** button. Next, select **F8-Add**.

Included on the **Adding an Inventory Record** screen are three tabs: INVENTORY, EXTRA, and STATISTICS.

INVENTORY TAB

To add parts to your inventory type in the requested information.

Part Number: Type the part number. We recommend you add a prefix code to your part number. For example: Adding an "R" in front of the brake part number D52 lets you know that RD52 is a Raybestos© brake pad. (Parts from the same vendor should have the same prefix.) If the part number that is being added to inventory is already in the Price Sheet database, Info will be automatically transferred to the inventory database without you having to type in all the info.

Short Description: Type a description of the part. Limited to 66 characters. Select the EXTRA tab. You then can add a Longer Description.

Category: Type the category code that corresponds to this part number or press ENTER for a select browse window. For example: Part# RD52 is a brake part. The letter B was the code for brakes that was established in the "Category Setup" section. Therefore, "B" would be the category code.

Cost Price: Type in the amount that you pay for the part

List Price: Type in the amount that you want the part to sell for. If you desire a multi-level pricing you must first set up the category and activate the multi-level pricing.(The multi-level pricing is activated in the Category Setup section.) There are six different price levels available with "F"(Cost) being the lowest price level and "A"(List) being the highest.

Minimum Level: Type the lowest level that you will allow the part number to get before the program puts the part number on the reorder list.

Normal Quantity: Type the normal quantity that you want to stock. (When the program adds the part to the reorder list it will order up to the normal quantity. For example: If the minimum level of part RD52 was 16 and the normal quantity was 24, the program would add the part to the reorder list when the quantity on hand reached 16 and would order 8 more of this part number to bring your inventory up to its normal quantity.)

Quantity on Hand: Type the quantity that is presently in stock.

Vendor: Type the vendor name/code. To review the Vendor Code browse window press ENTER while the field is blank. If you need to add a new vendor press F8. The Add Vendor screen will be displayed. Enter the requested information. **NOTE:** The vendor code is used to identify the vendor. It could be the first initial of the vendor's name or some other variation.

Group: A group code is similar to a category code. The group code is a more specific classification of the part. For example, a muffler could have the "category" of "E" for exhaust. A more specific "group" code of "Muff" could be assigned to the part number. The group code would be useful when you desire to access inventory items by group code.

Taxable1 (Y/N): Most parts are taxed; therefore, this field is automatically setup to tax the part on an invoice. However, if the part is never to be taxed, change the Y to N.

Taxable2 (Y/N): If you are required to charge more than one tax you would need to change the N to Y to have the other taxes added.

Taxable3 (Y/N): If you are required to charge three taxes you would need to change the N to Y to have the third tax added.

Taxable4 (Y/N): If you are required to charge four taxes you would need to change the N to Y to have the fourth tax added.

NOTE: The tax rates used to tax the part are determined by the individual tax rates set up for a particular customer. Refer to the CUSTOMER ACCOUNTS section of the manual for more information on individual customer tax rates.

Link: If applicable type the service code or additional part number that should be linked with this part. For example, the part RD52 is used when doing a Front Brake Job. If the service code for Front Brake Job was setup to be FBJ you would type FBJ in the link field. Every time the part number RD52 is typed on an invoice the program will automatically pull up the service code FBJ along with the labor explanation and cost related to the code and put in on the invoice. (See section 3.3 "ADD SERVICES" for more information regarding service codes.)

A "link" can be a very efficient and time saving tool. It was designed to shorten the time it takes to write estimate/invoices. Linking the labor performed with the major part number used in a job saves time when preparing the estimate/ invoice. Also, you can link part numbers to other part numbers or service codes with other service codes. For example, if you sale a tire you could link the service code for mounting the tire to the tire part number itself and link the service code for balancing the tire to the mounting service code. Once you experiment with this feature you will appreciate its benefits. **NOTE:** Be careful not to link a part number or service code to itself.

On Hold: Indicates how many of this item are "on hold" for a particular Estimate/Work Order.

On Order: Not used at this time. Please refer to open Purchase Orders for "On Order" parts.

Labor: Some parts may have a standard labor amount that is charged. Type in the amount that you want charged as labor every time this part is used on the invoice. You must have first set up a "Default Service Code" in the "Program Defaults" section. Refer to the SETUP section of the manual under "Program Defaults" for more information.

F.E.T.: Enter the Federal Excise Tax for Tires.

Core: Type in the core value of the part if applicable.

Incl. Core on Invoice (Y/N): If "Y", then the core will be included on the Invoice.

Default Sales Qty: Type in the default quantity to be sold. The quantity to be sold will automatically be inserted in the "Qty" field of the Estimate/Invoice.

Pop: Type in the popularity code if applicable.

Sales Account: Type in the General Ledger sales account number for this item. (ex: 4010)

Sales Department: Type in the General Ledger sales department number for this item.

EXTRA TAB

Beginning Sale Date: Type in the date you would like for this part to go on sale.

Ending Sale Date: Type in the date you would like for this part to go off sale.

Sale Price: Type in the amount you would like for this part to sale for.

Bin: Type in the inventory bin number.

Location: Type in the inventory location.

Kit Code: Type in a kit code that you would like to assign to this part number. When preparing an Estimate/Invoice, only the part number will display on the Estimate/Invoice. However, when you invoice the customer, all part numbers assigned to the Kit will be subtracted from your inventory.

Use Kit Cost (Y/N): If 'Y', the kit cost (total cost of all items included in the kit) will be used instead of the part cost.

Long Description: If you need more than 66 characters for the part description type in the rest of the part description.

STATISTICS TAB

This section lists the sales for this part by month, this year, and last year.

After you have finished entering the information for the part press F10. The information will be saved but the screen will not be cleared. The information remains on the screen so that you can quickly add another part number. Some part numbers have the same information. (i.e. same description, same category, . . .) Therefore, all you have to do is change the part number and you are finished.

When you have finished adding new parts to your inventory, press ESC.

UPDATING INVENTORY RECORDS

Either select **Add & Update Inventory Records** from **Inventory** from the menu bar located at the top of your screen or select the **Inventory** button. Next, select **F7-Edit**.

To update a part in your inventory, first locate the particular part that is to be updated. You can browse through your inventory by part number, description, vendor, category, or group. After deciding which method you want to locate the part number, you can either scroll through the parts using the up and down arrow keys. Use the page-up and page-down keys to move through your inventory page by page. You can also use the search field located at the bottom left hand corner of the browse window. When browsing by Part Number, you could type in a part number or even part of a part number and press ENTER and you will be taken to the closes match in your inventory. When browsing by description, type in all or part of a description, press ENTER and you will be taken to the closes match in your inventory. Use the same method for the Vendor, Category, and Group browse windows.

After locating the part number select **F7-Edit**. The **Changing an Inventory Record** screen will be displayed. All of the fields may be edited. Make the necessary changes and press F10 to have the information saved. You will then be returned to the Browse the inventory File screen.

NOTE: The sales statistics for each part are located in the F7-Edit section. Select the Statistics tab to view. These fields cannot be edited.

DELETING A PART FROM INVENTORY

To delete a part in your inventory, first locate the particular part that is to be deleted. You can browse through your inventory by part number, description, vendor, category, or group. After deciding which method you want to locate the part number, you can either scroll through the parts using the up and down arrow keys. Use the page-up and page-down keys to move through your inventory page by page. You can also use the search field located at the bottom left hand corner of the browse window. When browsing by Part Number, you could type in a part number or even part of a part number and press ENTER and you will be taken to the closes match in your inventory. When browsing by description, type in all or part of a description, press ENTER and you will be taken to the closes match in your inventory. Use the same method for the Vendor, Category, and Group browse windows.

Once the part has been located select **F4-Delete**. You will be asked to confirm the fact that you want this record deleted. Select **OK** if yes or **Cancel** if no.

PRINTING AN INVENTORY LIST

Select **Inventory List** from **Inventory** located at the top of your screen.

You are given five different ways to print an inventory list:

- BY VENDOR
- BY PART NUMBER
- BY CATEGORY
- BY DESCRIPTION
- BY GROUP

Select the type of inventory list you desire.

NOTE: When reviewing the inventory list you may think that some of the part numbers are out of order, but they are not. The following is an example of how computers arrange numbers:

1
10
100
1000
2
20
200
2000
and so on.

Therefore, part number RD52 would be listed after part number RD120.

EXPLANATION OF INVENTORY LIST SCREEN

Part Number - Part numbers requested.

Description - The description column is a description of the part.

On Hand - The On Hand column is the amount of the part you presently have in inventory.

Norm - The Norm column is the quantity of the part you normally want kept in inventory.

Net - The Net column is the net price of the part.

List - The List column is the list or selling price of the part.

MU - The MU column is the markup you receive on this part.

Month

1Qtr

2Qtr

3Qtr - Sales Statistics for the part.

4Qtr

Year

Lst Y

This format is the same regardless of which method you choose to print the inventory list.

PRINTING AN INVENTORY COUNT SHEET

Select **Inventory Count** from **Inventory** located at the top of your screen.

You are given five different ways to print an inventory count sheet:

- BY VENDOR
- BY PART NUMBER
- BY CATEGORY
- BY DESCRIPTION
- BY GROUP

Select the type of inventory count sheet you desire.

NOTE: When reviewing the inventory count sheet you may think that some of the part numbers are out of order, but they are not. The following is an example of how computers arrange numbers:

1
10
100
1000
2
20
200
2000
and so on.

Therefore, part number RD52 would be listed after part number RD120.

EXPLANATION OF INVENTORY COUNT PRINT OUT

Part Number - Part numbers requested.

On Hand - The On Hand column is the amount of the part you presently have in inventory.

Count - The Count column is where you put the actual amount of the part that you physically counted.

Description - The description column is a description of the part.

Vendor - The Vendor column displays the vendor name/code from which the part is purchased.

Remarks - The Remarks column is for you to make any comments that are necessary.

This format is the same regardless of which method you choose to print the inventory count sheet.

HOW TO REORDER INVENTORY

1) Select **Reorder Inventory** from **Inventory** located at the top of your screen.

You are given five different ways to print a reorder inventory list.

BY VENDOR
BY PART NUMBER
BY CATEGORY
BY DESCRIPTION
BY GROUP

2) Select the method of how you want to reorder your inventory. Type in the requested information and then select F10 – start. For example, if you are reordering your inventory by vendor, then you will need to type in the vendor code.

An Inventory Reorder List will be generated. The program determines which items to reorder based on the “Minimum Level” that was set when you originally entered this item into your inventory.

NOTE: When reviewing the reorder list you may think that some of the part numbers are out of order, but they are not. The following is an example of how computers arrange numbers:

1
10
100
1000
2
20
200
2000
and so on.

Therefore, part number RD52 would be listed after part number RD120.

3) After the reorder list is printed you will be asked: “**Would You Like to Create a Purchase Order?**” The purchase order is necessary when receiving the inventory order therefore it is advisable to answer “Yes”.

EXPLANATION OF REORDER INVENTORY PRINT OUT

Order - The order column is the amount of the part number that needs to be reordered.

Part Number - The part number column is the part number that is to be reordered.

Description - The description column is a description of the part.

On Hand - The On Hand column is the amount of the part you presently have in inventory.

Net - The Net column is the net price of the part.

List - The List column is the list or selling price of the part.

MU - The MU column is the markup you receive on this part.

Month

1Qtr

2Qtr

3Qtr - Sales Statistics for the part.

4Qtr

Year

Lst Y

This format is the same regardless of which method you choose to reorder by.

HOW TO RECEIVE AN INVENTORY ORDER

1. Select **Receive Inventory** from **Inventory** located at the top of your screen. You will be taken to the **Purchase Order** section.
2. Select the **Receive Order** tab. The **Browse the Purchase Order File** screen will be displayed.

Browse the Purchase Order File

VENDOR CODE | VENDOR NAME

Code	Vendor	Phone	Total	Date	PO#
P	PALMER PRODUCTS, INC.	214-234-0385	11.35	9-11-1999	5
W	WILL'S WAREHOUSE	214-555-5555	39.77	9-11-1999	6

W

Select F8 - Add F7 - Edit F4 - Delete

Esc - Quit Help

3. The **Browse the Purchase Order files** screen lists all purchase orders that have been previously created when reordering inventory. If when you reordered your inventory, you did not create a purchase order you will need to first go back and create one. See **How to Manually Create a Purchase Order**.
4. Most inventory shipments are not complete so before you can receive the inventory you will need to adjust the purchase order. From the **Browse the Purchase Order files** screen select the purchase order that needs adjusting by highlighting it. Next, select **F7 – Edit**. The selected purchase order will be displayed.

Purchase Order

Vendor Code: W PO Number: 000006

WILL'S WAREHOUSE Ship To:
 1402 MAIN ST. Address:
 DALLAS TX 75080-

Contact:

Telephone: 214-555-5555 Agent: P O Date: 9-11-1999 Expected: 9-11-1999

Instructions:

Item Number	Description	On Order	To Receive	Unit Cost	Extended
W17830	MUFLER	1.00	1.00	12.95	12.95
W40124	MUFLER	1.00	1.00	26.82	26.82

F8 - Add F7 - Edit F4 - Delete Total Of Order - 39.77

F10 - Save Esc - Quit Print Purchase Order Special Instructions

5. Highlight the line of the purchase order that needs to be adjusted. Select **F7 – Edit** and the **Update Records** screen will be displayed.

Update Records...

P O Number: 000006

Purchase Type: Inventory Outside Purchase

Item Number: W17830

Description: MUFFLER

Quantity: 1.00 To Receive: 1.00

Unit Cost: 12.95 On Hand: 0.00

Discount: 0.00

Total: 12.95

OK Cancel Record will be Changed

6. Use the **Tab** key to move the cursor to the line that needs adjusting. Once the adjustment has been made select **Ok** and the record will be changed. If need be adjust other line items on the purchase order.
7. Select **F8 – Add** if you need to add a line item to the purchase order.
8. Select **F4 – Delete** if you need to delete a line item from the purchase order.
9. After all adjustments have been made, select **F10 – Save**. You will be returned to the **Browse the Purchase Order File** screen. Now you are ready to receive the inventory and have it added to your inventory database.
10. Select the purchase order that is ready to be received by highlighting the line. Press ENTER and the **Inventory to Receive** screen will be displayed.

Inventory to Receive

Purchase Order 000003

Vendor Name GOERLICH

Item Number	Description	Ordered	Received
EP29	EXHAUST PIPE	2.00	2.00
G103038	TRUCK & VAN SHOCK	2.00	2.00
G109102	PREMIUM GAS SHOCK	2.00	2.00
G109130	PREMIUM GAS SHOCK	2.00	2.00
G1730	HEAVY DUTY SHOCK	2.00	2.00
G1781	HEAVY DUTY SHOCK	2.00	2.00
G33422	AIR SHOCKS	1.00	1.00
G6533	MUFFLER	3.00	3.00
G6535	MUFFLER	2.00	2.00
G6537	MUFFLER	1.00	1.00
G6540	MUFFLER	2.00	2.00

Receive Inventory Quit

11. Select the **Receive Inventory** button located at the bottom of the screen and the items listed on the purchase order will be added to your inventory database.

HOW TO MANUALLY CREATE A PURCHASE ORDER

In the event that you did not create a purchase order when you reordered your inventory, you will need to create one before you check in the inventory shipment.

- 1) Select **Receive Inventory** from the **Inventory** menu located at the top of the screen.
- 2) Select the **Purchase Order** button.
- 3) Select F8 – Add. The **Browse the Vendor File** screen will be displayed. Highlight the vendor you want the purchase order made for and press **Select**.
- 4) Use the TAB key to move the cursor to the “Item Number” field. Next, select F8 – Add. The **Update Records** screen will be displayed.

Update Records...

P O Number: 000007

Purchase Type: Inventory Outside Purchase

Item Number:

Description:

Quantity: To Receive:

Unit Cost: On Hand: 0.00

Discount:

Total: 0.00

OK Cancel Record will be Added

- 5) Move the cursor to the “Item Number” field. Type in the part number for the first item listed on your packing slip. Press Enter and the description for this part along with the unit cost that you entered when first entering this part into your inventory will be displayed.
- 6) Type in the quantity that you ordered and then the actual quantity that you received.
- 7) Select the OK button and the item will be added to the Purchase Order.
- 8) Continue adding items from your packing slip to the Purchase Order.
- 9) When complete, select the F10 – Save button. You will be taken back to the **Browse the Purchase Order File** screen.
- 10) Press ESC and you will be returned to the **Purchase Order** screen and are now ready to receive the shipment into your inventory. Follow the steps given under **How to Check in an Inventory Order**.

PURCHASE ORDER REPORT

Selecting **Receive Inventory** from the **Inventory** menu takes you to the **Purchase Order** section. Next, select **Reports** from the menu options located across the **Purchase Order** screen. The following menu items are available:

Purchase Orders: Select this menu item to have a list of purchase orders printed by vendor. The report gives you the Vendor Name, Purchase Order number and date, Date the order is expected, and the Date completed.

Purchase Order Detail: Select this menu item to have a list of purchase orders printed by vendor. Listed on the report is Vendor Name, Purchase Order number date, Date the order is expected, Date completed and the detail for each Purchase Order.

Purchase Order History: Select this menu item to view a history of your purchase orders by vendor.

Purchase History Report: Select this menu item to print a report that gives the order history for a particular inventory item that you select.

Receiving Exceptions: Select this menu item to print a report that lists the inventory items that were adjusted during the receiving of an inventory order.

INV ADJUSTMENT CHECK-IN

This will allow you to adjust your inventory count after taking a physical inventory or to check-in a purchase order.

Select **Inv Adjustment/Check-In** from the **Inventory** menu. The **“Browse the Inventory Adjustment/Check-In”** window will be displayed.

To Make Inventory Adjustments:

- Select **F8-Add** and the **“Update the Inventory Adjustment/Check-In File”** window will be displayed.
- In the Description Field, type in a description for the inventory adjustment. For example: Inventory Adj for 5-10-08
- Select F2-Start Scanning – type the part number manually or use a bar code scanner.
- After making adjustment, select F10-Save. You will be taken back to the **“Browse the Inventory Adjustment/Check-In”** window.
- At this point you can either add another inventory adjustment, edit an existing inventory adjustment or print a report to view.
- When all is correct press F10-Process to process the inventory adjustment that is highlighted.

NOTE: Once an adjustment has been processed it cannot be edited. A “Y” in the “Processed” column of the “Browse the Inventory Adjustment/Check-In” window indicates that the adjustment has been processed.

To Check-In a Purchase Order:

- Select **F8-Add** and the **“Browse the Inventory Adjustment/Check-In File”** window will be displayed.
- Type in a description for the Purchase Order. For example: Purchase Order #32
- Switch the Adjustment/Check-in type to “Purchase Order”
- Use the Purchase Order look up button to select the desired Purchase Order to check-in.
- Select F2-Start Scanning – type the part number manually or use a bar code scanner for all items received on Purchase Order

- After checking in the Purchase Order, select F10-Save. You will be taken back to the “**Browse the Inventory Adjustment/Check-In**” window.
- At this point you can either check-in another Purchase Order, edit a Purchase Order already checked in or print a report to view.
- When all is correct press F10-Process to process the checked in Purchase Order.

NOTE: Once a checked in Purchase Order has been processed it cannot be edited. A “Y” in the “Processed” column of the “Browse the Inventory Adjustment/Check-In” window indicates that the Purchase Order check-in has been processed.

GLOBAL INVENTORY PRICE CHANGE

Follow directions on screen.

IMPORT PRICE SHEETS

Select **Import Price Sheets** from the **Inventory Maintenance** menu. The Import Price Sheet screen will be displayed.

*****WARNING! ONLY FILES SUPPLIED BY PALMER PRODUCTS, INC. CAN BE IMPORTED INTO THE SYSTEM WITHOUT DAMAGING DATABASES.*****

Type in the requested information.

File: Type in the file name. The file name should be on the disk label.

Prefix: Type in the prefix you want added to the part number. The prefix usually refers to the vendor the parts are purchased from. For example: Adding an “R” in front of the brake part number D52 lets you know that RD52 is a Raybestos© brake pad. All parts imported from the disk will have the prefix added to it.

Vendor: Type the vendor name/code. To review the Vendor Code browse window press ENTER while the field is blank.

Category: Type the category code that corresponds to this part number. For example: Part# RD52 is a brake part. The letter B was the code for brakes that was established in the "Category Setup" section. Therefore, "B" would be the category code.

Tax1 (Y/N): Most parts are taxed; therefore, this field is automatically setup to tax the part on an invoice. However, if the part is never to be taxed, change the Y to N.

Tax2 (Y/N): If you are required to charge two taxes you would need to change the N to Y to have the second tax added.

Tax3(Y/N): If you are required to charge three taxes you would need to change the N to Y to have the second tax added.

Tax4(Y/N): If you are required to charge four taxes you would need to change the N to Y to have the second tax added.

NOTE: The tax rates used to tax the part are determined by the individual tax rates set up for a particular customer. See Customer section of the manual for more information on individual customer tax rates.

Update Prices Only: When a vendor has a price change and issues a new price sheet to reflect that price change an updated price sheet disk can be imported. (Once again, the updated price sheet disk must be supplied by Palmer Products, Inc.) If "Y" is in the field then the program will import the price sheet and only change the prices of the parts stored as price sheet part numbers. (That is, if the part is already in your price sheet database it would already have the prefix, vendor code, category, and taxing information assigned. If "Y" is in the "Update Prices Only" field only the price would be changed. If "N" is in the "Update Prices Only" field then when you import the price sheet whatever you have typed in the prefix, vendor code, category, and taxing information fields will overwrite any preexisting information.)

Add New Numbers: If the "Y" is in the field the program will add any new part numbers the vendor may have added to the inventory. Change the "Y" to a "N" if you do not want the new part numbers added.

Press F10 and the price sheet will be imported.

INVENTORY QUERY

What is a Query?

A query is simply a specialized detailed search. Therefore, an Inventory Query would be a specialized detailed search from your inventory records. (With the exception of the Inventory Query section, all other inventory searches can only be performed by: Vendor, Part Number, Category, Description, or Group Code.) After the query is performed the information can be printed as: an Inventory List, a Reorder List, an Inventory Count Sheet, or an Inventory Price Sheet.

The Inventory Query also allows you to export your inventory information. After you print a report in the Query section you will be given the option to export the information. If you choose yes a file called ExpInv.csv will be created in the arbwin directory.

The next question one might ask is "Why would I want an Inventory Query?" There are many possibilities. For example,

You might want to know:

- what the top 100 selling inventory items are.
- what inventory items were sold after a particular date.
- what inventory items are not selling.

You might want to print:

- an Inventory List that just contains a particular brand of an inventory item. (For example, an Inventory List that just contained Michelin® tires.)
- an Inventory Count sheet that only contains a specified type of inventory.
- an Inventory Price sheet of particular items you sell to a wholesale account.

You might want to edit a select group of inventory items:

- by adding a Group Code to each of the selected items. (For example, in order to access inventory information through the "Look-up" feature on the Estimate/Invoice screen entitled "Group Code", the inventory item must have the code entered in the "Group" field. See Section 3.1 for more information regarding the "Group" field.)
- by changing the price amount.

The above are just a few examples. The Inventory Query will allow you to manipulate your inventory records so that you can maximize your in-stock inventory.

How to add a Query.

Select **Inventory Query** from the **Inventory Maintenance** screen. Next, select the **Query** button located at the bottom of the **Browse the Inventory File** screen. Finally, select the Insert button. The "Query Wizard Field Selection" screen will be displayed. As an example, we will insert a query entitled "Popular Inventory Items".

1. Select "Year to Date" from the Field Selection menu and press the Next button. The Query Operations menu will be displayed.
2. Select "Is Greater Than or Equal to" and press the Next button.
3. Type in 20 and press the Next button.
4. Select Finish.

Note: As the Query selects the records you indicated, this may be a timely process. You will see an hour class indicating the Query is working.

You will be asked if you would like to save the query. Select Yes. You will then be asked to enter the Query Description. Type in Popular Inventory Items and press the OK button. The query will then run and the results displayed for your review. After you have finished viewing the query, press the Close button.

The best way to learn is to experiment.

INVENTORY BARCODE LABELS

Select **Inventory Barcode Labels** from **Inventory** located at the top of your screen or when you are receiving an order you can print barcodes for a specific purchase order by pressing the **Print Barcodes** button on the purchase order screen.

You are given five different ways to print barcode labels:

- BY VENDOR
- BY PART NUMBER
- BY CATEGORY
- BY DESCRIPTION
- BY GROUP

Select the type of barcode labels you desire.

NOTE: When reviewing the barcode labels you may think that some of the part numbers are out of order, but they are not. The following is an example of how computers arrange numbers:

1
10
100
2
20
200
and so on.

Therefore, part number RD52 would be listed after part number RD120.

Section 3.3

SERVICE CODES

HOW TO ADD SERVICE CODES

To add a service code select **Add & Update Service Codes** from the **Service Codes** menu located at the top of the screen. The **Browse Service Codes** screen will be displayed. Select F8 – Add and the **Adding Service Codes** screen will be displayed. Type in the requested information.

Service Code: Type in the code you want for the service. For example, if the service to be performed is a Front Brake Job the service code could be FBJ.

Description: Type in the description you want to appear on the invoice to describe the service performed.

Category: Type in the category code that corresponds with this service or press ENTER for a select browse window. For example, the service code FBJ corresponds with the category code "B" for brakes. See Section 3.11 for more information on Category setup.

Cost Price: Type in your cost for the service.

List Price: Type in the amount that you want to charge for the service. If you desire multi-level pricing you must first set up the category and activate the multi-level pricing. There are six different price levels available with "F"(Cost) being the lowest price level and "A"(List) being the highest.

Taxable1 (Y/N): This field is automatically setup to tax the service on the invoice. However, if the service is never to be taxed, change the Y to N.

Taxable2 (Y/N): If you are required to charge two taxes you would need to change the N to Y to have the second tax added.

Taxable3 (Y/N): If you are required to charge three taxes you would need to change the N to Y to have the third tax added.

Taxable4 (Y/N): If you are required to charge four taxes you would need to change the N to Y to have the fourth tax added.

NOTE: The tax rates used to tax the part are determined by the individual tax rates set up for a particular customer. See Section 4 for more information on individual customer tax rates.

Link: If applicable type in a service code or additional part number that should be linked with this service.

A "link" can be a very efficient and time saving tool. It was designed to shorten the time it takes to write estimate/invoices. Linking the labor performed with the major part number used in a job saves time when preparing the estimate/ invoice. Also, you can link part numbers to other part numbers or service codes with other service codes. For example, if you sale a tire you could link the service code for mounting the tire to the tire part number itself and link the service code for balancing the tire to the mounting service code. Once you experiment with this feature you will appreciate its benefits. **NOTE:** Be careful not to link a part number or service code to itself.

Default Quantity: Type in the default quantity to be sold. The quantity to be sold will automatically be instered in the "Qty" field of the Estimate/Invoice.

Sales Account: Type in the General Ledger sales account number for this item. (ex: 4010)

Sales Department: Type in the General Ledger sales department number for this item.

When you are finished press F10 to have the information saved. You will be taken back to the **Browse Service Codes** screen. If you need to add more service codes, select F8 – Add and repeat the above steps.

UPDATING SERVICE CODES

To add a service code select **Add & Update Service Codes** from the **Service Codes** menu located at the top of the screen. The **Browse Service Codes** screen will be displayed. You can browse the service codes by “Service Code”, “Category”, or “Group”. Select the desired tab to have the service codes sorted by the desired method. Highlight the service code that needs to be changed. Next, select F7 – Edit and the **Changing a Service Code** screen will be displayed. Make the necessary changes and then select F10 – Save. You will then be taken back to the **Browse Service Codes** screen.

DELETING SERVICE CODES

To delete a service code select **Add & Update Service Codes** from the **Service Codes** menu located at the top of the screen. The **Browse Service Codes** screen will be displayed. Highlight the service code that you want to delete. Next, select F4 – Delete. You will be asked to confirm the deletion of the record. To have the record deleted select “OK”.

PRINTING A SERVICE CODE LIST

To print a service code list select **Service Code List** from the **Service Codes** menu located at the top of the screen. You are given three options on how to have the service list printed:

BY SERVICE CODE
BY CATEGORY
BY GROUP

Select in which order you want the service code list printed. We suggest that you print out your service codes and place them next to your computer. This will help you keep track of the different service codes when preparing estimate/invoices.

Section 3.4

PRICE LIST

Price sheet information can be stored within the program making the information available, if needed, when pricing out a job. The information from the price sheet is stored separately from your inventory. There are two ways to enter price sheet information: - manually, or importing the information from a disk supplied by Palmer Products, Inc. (The import option is not available at this time.)

HOW TO ADD PRICE LISTS

MANUALLY ADDING PRICE SHEETS

Select **Add & Update Price List Records** from the **Price List** menu located at the top of the screen. Next, select F8 – Add and the **Adding a Price List Record** screen will be displayed. Type in the requested information.

Part Number: Type the part number. We recommend you add a prefix code to your part number. For example: Adding an "R" in front of the brake part number D52 lets you know that RD52 is a Raybestos© brake pad. (Parts from the same vendor should have the same prefix.)

Description: Type a description of the part.

Category: Type the category code that corresponds to this part number. For example: Part# RD52 is a brake part. The letter B was the code for brakes that was established in the "Category Setup" section. Therefore, "B" would be the category code.

Cost Price:

Price E:

Price D: Enter the pricing information from
Price C: the price sheet.

Price B:

List Price:

Vendor: Type the vendor name/code. To review the Vendor Code browse window press ENTER while the field is blank. If you need to add a new vendor press F8. The Add Vendor screen will be displayed. Enter the requested information. **NOTE:** The vendor code is used to identify the vendor. It could be the first initial of the vendor's name or some other variation.

Group: A group code is similar to a category code. The group code is a more specific classification of the part. For example, a muffler could have the "category" of "E" for exhaust. A more specific "group" code of "Muff" could be assigned to the part number. The group code would be useful when printing certain lists or reports that allow you to print the report by Group.

Taxable1 (Y/N): Most parts are taxed; therefore, this field is automatically setup to tax the part on an invoice. However, if the part is never to be taxed, change the Y to N.

Taxable2 (Y/N): If you are required to charge two taxes you would need to change the N to Y to have the second tax added.

Taxable3 (Y/N): If you are required to charge three taxes you would need to change the N to Y to have the third tax added.

Taxable4 (Y/N): If you are required to charge four taxes you would need to change the N to Y to have the fourth tax added.

NOTE: The tax rates used to tax the part are determined by the individual tax rates set up for a particular customer. See Section 4 for more information on individual customer tax rates.

Core: Type in the core value of the part if applicable.

Pop: Type in the popularity code.

Sales Account: Type in the General Ledger sales account number for this item. (ex: 4010)

Sales Department: Type in the General Ledger sales department number for this item.

After you have finished entering the information for the part press F10 - Save.

UPDATING PRICE LIST RECORDS

Select **Add & Update Price List Records** from the **Price List** menu located at the top of the screen. The **Browse Price List Records** screen will be displayed.

To update a price list record, first locate the particular part that is to be updated. You can browse by part number, description, vendor, category, or group. After deciding which method you want to locate the part number, you can either scroll through the parts using the up and down arrow keys. Use the page-up and page-down keys to move through the records page by page. You can also use the search field located at the bottom left hand corner of the browse window. When browsing by Part Number, you could type in a part number or even part of a part number and press ENTER and you will be taken to the closes match. When browsing by description, type in all or part of a description, press ENTER and you will be taken to the closes match in your inventory. Use the same method for the Vendor, Category, and Group browse windows.

After locating the part number select **F7-Edit**. The **Changing a Price List Record** screen will be displayed. All of the fields may be edited. Make the necessary changes and press F10 to have the information saved. You will then be returned to the **Browse Price List Record** screen.

NOTE: The sales statistics for each part are located in the F7-Edit section. Select the Statistics tab to view. These fields cannot be edited.

DELETING A PRICE LIST RECORD

To delete a part, first locate the particular part that is to be deleted. You can browse by part number, description, vendor, category, or group. After deciding which method you want to locate the part number, you can either scroll through the parts using the up and down arrow keys. Use the page-up and page-down keys to move through the records page by page. You can also use the search field located at the bottom left hand corner of the browse window. When browsing by Part Number, you could type in a part number or even part of a part number and press ENTER and you will be taken to the closes match in your inventory. When browsing by description, type in all or part of a description, press ENTER and you will be taken to the closes match. Use the same method for the Vendor, Category, and Group browse windows.

Once the part has been located select **F4-Delete**. You will be asked to confirm the fact that you want this record deleted. Select **OK** if yes or **Cancel** if no.

IMPORT PRICE SHEETS

Select **Import Price Sheets** from the **Inventory Maintenance** menu. The Import Price Sheet screen will be displayed.

*****WARNING! ONLY FILES SUPPLIED BY PALMER PRODUCTS, INC. CAN BE IMPORTED INTO THE SYSTEM WITHOUT DAMAGING DATABASES.*****

Type in the requested information.

File: Type in the file name. The file name should be on the disk label.

Prefix: Type in the prefix you want added to the part number. The prefix usually refers to the vendor the parts are purchased from. For example: Adding an "R" in front of the brake part number D52 lets you know that RD52 is a Raybestos© brake pad. All parts imported from the disk will have the prefix added to it.

Vendor: Type the vendor name/code. To review the Vendor Code browse window press ENTER while the field is blank.

Category: Type the category code that corresponds to this part number. For example: Part# RD52 is a brake part. The letter B was the code for brakes that was established in the "Category Setup" section. Therefore, "B" would be the category code.

Tax1 (Y/N): Most parts are taxed; therefore, this field is automatically setup to tax the part on an invoice. However, if the part is never to be taxed, change the Y to N.

Tax2 (Y/N): If you are required to charge two taxes you would need to change the N to Y to have the second tax added.

Tax3(Y/N): If you are required to charge three taxes you would need to change the N to Y to have the second tax added.

Tax4(Y/N): If you are required to charge four taxes you would need to change the N to Y to have the second tax added.

NOTE: The tax rates used to tax the part are determined by the individual tax rates set up for a particular customer. See Section 4.1 for more information on individual customer tax rates.

Update Prices Only: When a vendor has a price change and issues a new price sheet to reflect that price change an updated price sheet disk can be imported. (Once again, the updated price sheet disk must be supplied by Palmer Products, Inc.) If “Y” is in the field then the program will import the price sheet and only change the prices of the parts stored as price sheet part numbers. (That is, if the part is already in your price sheet database it would already have the prefix, vendor code, category, and taxing information assigned. If “Y” is in the “Update Prices Only” field only the price would be changed. If “N” is in the “Update Prices Only” field then when you import the price sheet whatever you have typed in the prefix, vendor code, category, and taxing information fields will overwrite any preexisting information.)

Add New Numbers: If the “Y” is in the field the program will add any new part numbers the vendor may have added to the price sheet. Change the “Y” to a “N” if you do not want the new part numbers added.

Press F10 and the price sheet will be imported. Remember, price sheet information **does not affect your inventory.**

GLOBAL PRICE SHEET CHANGE

Follow directions on screen.

Section 3.5

PART LOOKUP CODES

This feature is very helpful since there are many different types of a particular item. A “Part Lookup” code could be set up to group the sub-part numbers under a main part number. The Part Lookup code could be R13 to stand for 13” radial tires. Then all the different 13” radial tires that are stocked could be entered in under this Part Lookup code.

The Part Lookup is used in the Estimate/Invoice section. When preparing an estimate/invoice for a customer press F6-search while in the Parts & Service section. The **Part Number Search** screen will be displayed. Select F5 -- By Part Lookup Code. The **Browse the Part Lookup Codes** screen will now be displayed. Select the Part Lookup code that is needed. The part numbers that are grouped under the selected part lookup code will be displayed. The final thing to do is to select the part number that is needed for the customer’s estimate/invoice.

HOW TO ADD PART LOOKUP CODES

Select **Add & Update Part Lookup Codes** from the **Part Lookup Codes** menu located at the top of the screen. The **Browse Part Lookup Codes** screen will be displayed. Select F8 – Add and the **Adding a Part Lookup Code Record** screen will be displayed. Type in the requested information.

Part Lookup Code: Type the code you want to represent this group of parts.

Description: Type a description to describe this group of parts.

Number: Type in the part numbers that are to be associated with this part lookup code. You can add up to 60 part numbers.

When you have finished, select F10 – Save. You will be taken back to the **Browse Part Lookup Codes** screen.

HOW TO UPDATE A PART LOOKUP CODE

Select **Add & Update Part Lookup Codes** from the **Part Lookup Codes** menu located at the top of the screen. The **Browse Part Lookup Codes** screen will be displayed.

Locate the particular part lookup code that is to be updated. You can either scroll through the part lookup codes using the up and down arrow keys or use the page-up and page-down keys to move through the records page by page. You can also use the search field located at the bottom left hand corner of the browse window.

After locating the part lookup code select **F7-Edit**. The **Changing a Part Lookup Code Record** screen will be displayed. All of the fields may be edited. Make the necessary changes and press F10 to have the information saved. You will then be returned to the **Browse Part Lookup Codes** screen.

HOW TO DELETE A PART LOOKUP CODE

To delete a part lookup code, first locate the particular part lookup code that is to be deleted. You can either scroll through the codes using the up and down arrow keys or use the page-up and page-down keys to move through the records page by page. You can also use the search field located at the bottom left hand corner of the browse window.

Once the part lookup code has been located select **F4-Delete**. You will be asked to confirm the fact that you want this record deleted. Select **OK** if yes or **Cancel** if no.

HOW TO PRINT A PART LOOKUP CODE LIST

Select **Part Lookup Code List** from the **Part Lookup Codes** menu. You will be asked if you would like to preview the report. Select **Yes**, **No**, or **Cancel**. Should you choose to preview it, the report will be printed to the screen and then you can either exit or print.

Section 3.6

KIT CODES

A unique feature of the program is the kit code. “Kits” can be very useful for jobs that require a group of parts. For example, a dual job usually requires two mufflers, two exhaust pipes, two tailpipes, and various other parts. The kit code would be used in the Estimate/Invoice section. When preparing an estimate/invoice for a customer press F6-search while in the Parts & Service section. A Part Number Search browse window will be displayed. Select F6 -- KIT CODE. The **Browse Kit Code** screen will be displayed. Select the desired kit code and the kit will now be displayed on the customer’s estimate/invoice.

HOW TO ADD A KIT CODE

Select **Add & Update Kit Codes** from the **Kit Codes** menu located at the top of the screen. The **Browse Kit Codes** screen will be displayed. Select F8 – Add and the **Add Kit Code Record** screen will be displayed. Type in the requested information.

Kit Code: Type in the Kit Code. Choose a code that will characterize the part numbers that will be grouped together. For example, "DK" for dual kit. If you do exhaust, you know that there are several part numbers involved in a dual kit. Kit codes can be very useful by speeding up the writing of estimate/invoices. **Note: Do not use a code that is already being used either as a Service Code or Part Number.**

Description: Type in a description for the Kit Code.

Number: Type in the part numbers that belong to the group or press ENTER. A pop up window will display to allow you to either select an inventory item or a service item. Make the appropriate selections for this kit. Continuing with our example of the dual kit, you would type in the part numbers and service codes that are used when installing duals.

Qty: Type in the quantity to be sold. Going on with our dual kit example, you would type in quantity 2 for the tailpipes, 2 for the mufflers, and 2 for the exhaust pipes. You would also want to include your service code for the labor, such as ML for muffler labor.

List: The list price is currently displayed. If applicable, change the price to reflect the price for the part when it is to be included in a particular "kit". (The price of the part is not permanently changed.)

After entering all information for the kit press F10. The record will be saved.

UPDATING A KIT CODE

Select **Add & Update Kit Codes** from the **Kit Codes** menu located at the top of the screen. The **Browse Kit Codes** screen will be displayed.

Locate the particular kit code that is to be updated. You can either scroll through the kit codes using the up and down arrow keys or use the page-up and page-down keys to move through the records page by page.

After locating the kit code select **F7-Edit**. The **Changing a Kit Code Record** screen will be displayed. All of the fields may be edited. Make the necessary changes and press F10 to have the information saved. You will then be returned to the **Browse Kit Codes** screen.

HOW TO DELETE A KIT CODE

To delete a kit code, first locate the particular kit code that is to be deleted. You can either scroll through the codes using the up and down arrow keys use the page-up and page-down keys to move through the records page by page.

Once the kit code has been located select **F4-Delete**. You will be asked to confirm the fact that you want this record deleted. Select **OK** if yes or **Cancel** if no.

HOW TO PRINT A KIT CODE LIST

Select **Kit Code List** from the **Kit Codes** menu. You will be asked if you would like to preview the report. Select **Yes**, **No**, or **Cancel**. Should you choose to preview it, the report will be printed to the screen and then you can either exit or print.

Section 3.7

INVENTORY SETUP

HOW TO ADD CATEGORY CODES

Select **Add & Update Category Codes** from the **Inventory Setup** menu located at the top of the screen. The **Browse Category Codes** screen will be displayed. Select F8 – Add and the **Add Category Code** screen will be displayed. Type in the requested information.

NOTE: When adding new parts to your inventory you are requested to select a category code. After selecting the category code, all the information that was set up for that particular category code will be automatically entered for the inventory part.

Code: Type in a code that will represent the category. The code can be up to five characters in length. For example, a code that could represent the category for brakes could be the letter “B”. The code to represent the category for tires could be “IT”.

Category: Type in the actual name of the category.

Multi-level Pricing: The default is “N”. If you would like to turn on the multi-level pricing change the “N” to a “Y”. If the multi-level pricing is turned on it could then be used for all part numbers that have this category. For example, You are entering information for the category of brakes(category code “B”) and you turn on the multi-level pricing. Now whenever you enter a new part number or edit an existing part number that has the category code “B” you can setup up multi-level pricing for the part.

Auto Pricing when Adding: The default is “N”. Change the “N” to a “Y” if you want the auto pricing activated. If this function is turned on the multi-level pricing information will automatically be filled in for you when you are entering a new part number with this category. The prices will be determined by the percentages you set up in the price level code fields listed below.

Auto Pricing when Updating: The default is “N”. If you want the multi-level prices to automatically be filled in for you when you are editing an existing part, change the “N” to a “Y”.

Auto Pricing when Receiving: The default is “N”. If you want the multi-level prices to automatically be filled in for you when you are receiving inventory from a purchase order, change the “N” to a “Y”.

Cost or Jobber: The default is “C” which will base the multi-level pricing on the cost. If you want the multi-level pricing based on jobber/Price E you would change the “C” to a “J”.

Cost & Jobber Same : The default is “N”. If you want the cost price to always be the same as the jobber price change the “N” to a “Y”.

(NOTE: The following fields are for setting up the multi-level pricing structure. “Cost” would be the lowest the part would be sold for and List/Price A would be the highest amount the part would be sold for. Jobber/Price E up through List/Price A would mark the part up by the percentage you type in the fields below.)

Jobber or Price E: Type in the percentage amount you want the part marked up. The mark up would be based either on you cost price or jobber price depending on what was selected in the “cost or jobber” field above. (Obviously, if you selected to base your multi-level pricing on “jobber” then there is no need to enter anything in this field.)

Price D: Type in the percentage amount you want the part marked up. The mark up would be based either on you cost price or jobber price depending on what was selected in the “cost or jobber” field above.

Price C: Type in the percentage amount you want the part marked up. The mark up would be based either on you cost price or jobber price depending on what was selected in the “cost or jobber” field above.

Price B: Type in the percentage amount you want the part marked up. The mark up would be based either on you cost price or jobber price depending on what was selected in the “cost or jobber” field above.

List or Price A: Type in the percentage amount you want the part marked up. The mark up would be based either on you cost price or jobber price depending on what was selected in the “cost or jobber” field above.

Sales Account: Type in the General Ledger sales account number.

Sales Department: Type in the General Ledger sales department number.

Royalty Percent Parts: Royalty percent for parts.

Royalty Percent Labor: Royalty percent for labor.

Ad Percent Parts: Ad percent for parts.

Ad Percent Labor: Ad percent for labor.

After you have entered the information press F10 to save.

HOW TO UPDATE A CATEGORY CODE

Select **Add & Update Category Codes** from the **Inventory Setup** menu located at the top of the screen. The **Browse Category Codes** screen will be displayed.

Locate the particular category code that is to be updated. You can either scroll through the category codes using the up and down arrow keys or use the page-up and page-down keys to move through the records page by page. You can also use the search field located at the bottom left hand corner of the browse window.

After locating the category code select **F7-Edit**. The **Changing Category Code Record** screen will be displayed. All of the fields may be edited. Make the necessary changes and press F10 to have the information saved. You will then be returned to the **Browse Category Codes** screen.

HOW TO DELETE A CATEGORY CODE

To delete a category code, first locate the particular category code that is to be deleted. You can either scroll through the codes using the up and down arrow keys use the page-up and page-down keys to move through the records page by page. You can also use the search field located at the bottom left hand corner of the browse window

Once the category code has been located select **F4-Delete**. You will be asked to confirm the fact that you want this record deleted. Select **OK** if yes or **Cancel** if no.

HOW TO ADD A GROUP CODE

Select **Add & Update Group Codes** from the **Inventory Setup** menu located at the top of the screen. The **Browse Group Codes** screen will be displayed. Select F8 – Add and the **Add Group Code** screen will be displayed. Type in the requested information.

Group: Type in the code that will represent a specific type of inventory. For example, you could use the group code “MUFF” for mufflers.

Description: Type in a description for the group code.

Select F10 –Save and the information will be saved.

HOW TO UPDATE A GROUP CODE

Select **Add & Update Group Codes** from the **Inventory Setup** menu located at the top of the screen. The **Browse Group Codes** screen will be displayed.

Locate the particular group code that is to be updated. You can either scroll through the group codes using the up and down arrow keys or use the page-up and page-down keys to move through the records page by page. You can also use the search field located at the bottom left hand corner of the browse window.

After locating the category code select **F7-Edit**. The **Changing Group Code Record** screen will be displayed. All of the fields may be edited. Make the necessary changes and press F10 to have the information saved. You will then be returned to the **Browse Group Codes** screen.

HOW TO DELETE A GROUP CODE

To delete a group code, first locate the particular group code that is to be deleted. You can either scroll through the codes using the up and down arrow keys use the page-up and page-down keys to move through the records page by page. You can also use the search field located at the bottom left hand corner of the browse window.

Once the group code has been located select **F4-Delete**. You will be asked to confirm the fact that you want this record deleted. Select **OK** if yes or **Cancel** if no.

Section 4

Selecting **CUSTOMER** from the **MAIN MENU** allows you to maintain your customer's accounts.

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Section 4.1

ADDING CUSTOMER ACCOUNTS

Select the **Customer** button and the **Select Customer Account** screen will be displayed. (Or you could select **Customer** from the top menu bar and then select **Add & Update Customer Accounts**.) **Note:** If you have imported information from Delorme® you can access the online phone book. Press **F6 phone book** and the Online Phone Book screen will be displayed. Select the desired customer and press ENTER. The customer's information will automatically be filled in for you.

To add a customer account to your files type in the requested information.

Last Name: Enter the customer's last name.

First Name: Enter the customer's first name.

Address: Enter the customer's address. The city, state, and zip code will automatically be filled in if you entered them in the "Program Defaults" section. See **Setup** section for more information.

Home Phone: Enter the customer's home phone number.

Work Phone: Enter the customer's work phone number.

Mobile/Fax: Enter the customer's mobile or fax number.

Tax Code 1: This field will already be filled in if you entered the tax code in the "Program Defaults" section. See **Setup** section for more information. **NOTE:** If the customer is to be tax exempt enter **EX**(Exempt). The Sales Tax Report will report the amount of tax collected for each tax code/fee.

Tax Code 2: If you are required to charge two different taxes, use this field to indicate the second tax to be charged. This field can also be setup to automatically be filled in if you enter the tax code in the "Program Defaults" section. See Section 10.1e for more information. **NOTE:** If you are not required to charge this second tax enter **NT**(Non Taxable). If the customer is to be tax exempt enter **EX**(Exempt). The Sales Tax Report will report the amount of tax collected for each tax code/fee.

Tax Code 3: An additional tax code field.

Tax Code 4: An additional tax code field.

Tax Number: Enter the customer's tax number if applicable.

Misc: Enter miscellaneous customer's info if applicable.

Notes: This field is for any remarks you wish to add. Any information entered here will appear in the Note field on the Estimate/Invoice screen.

Email Address: Enter the customer's email address.

Charge: This field allows you to set up a customer as a charge customer. The default setting is "N". If you desire a customer to be a charge customer change the "N" to a "Y". Once the customer is set up as a charge customer the "How Paid" field of the "Check Out" information box will automatically have a code "6 - charge" selected.

Finance Charges: Finance charges will be applied if "Y" is in field and will not be applied if "N" is in the field.

Last Sales Date: The date of the customer's last sale. (Reference only)

Part Price Level: Enter the price level code. There are six price levels available using A, B, C, D, E, and F as the code. See Section 3.1 or Section 3.11 for more information on setting price levels.

Part Disc: Enter the percentage amount you want the customer to always receive on parts. The discount will automatically be applied to the customer's invoice.

Service Price Level: Enter the price level code. There are six price levels available using A, B, C, D, E, and F as the code. See Section 3.1 or Section 3.11 for more information on setting price levels.

Service Disc: Enter the percentage amount you want the customer to always receive on services. The discount will automatically be applied to the customer's invoice.

After entering the requested information select **F10 – Save**.

ESC would be selected if you want to stop entering the customer's information and **do not** want any of the information saved.

UPDATING CUSTOMER ACCOUNTS

Select the **Customer** button and the **Select Customer Account** screen will be displayed. (Or you could select **Customer** from the top menu bar and then select **Add & Update Customer Accounts**.) You can locate the customer either by **Last Name**, **Home Phone**, or **Work Phone**. Select the appropriate tab and enter the information. You would then need to move the highlight bar using the up and down arrow keys until the correct customer were highlighted. Also, you can use the Page Down key to move the highlight bar down a whole page. Likewise, you can use the Page Up key to move the highlight bar up a whole page. To be taken to the top of the list press **CTRL Page Up**. To be taken to the bottom of the list press, **CTRL Page Down**.

Once the correct customer has been highlighted press ENTER to have the customer's account displayed. Two "tabs" are displayed: **CUSTOMER RECORD** and **STATISTICS**. Make the necessary changes and press F10 to have the information saved. You will then be returned to the Select Customer Account browse window.

DELETING CUSTOMER ACCOUNTS

Select the **Customer** button and the **Select Customer Account** screen will be displayed. (Or you could select **Customer** from the top menu bar and then select **Add & Update Customer Accounts**.) You can locate the customer either by **Last Name**, **Home Phone**, or **Work Phone**. Select the appropriate tab and enter the information. You would then need to move the highlight bar using the up and down arrow keys until the correct customer were highlighted. Also, you can use the Page Down key to move the highlight bar down a whole page. Likewise, you can use the Page Up key to move the highlight bar up a whole page. To be taken to the top of the list press **CTRL Page Up**. To be taken to the bottom of the list press, **CTRL Page Down**.

Once the correct customer has been highlighted press **F4 - Delete**. You will be asked to confirm the decision to have the record deleted. Pressing **Ok** will have the customer's information deleted.

Section 4.2

Select **List** from the top menu and you have the following options:

- Customer List Standard**
- Customer List Statistics**
- Customer History**
- Custom Report**

A Standard Customer List Standard contains:

- Name
- Address
- Phone Numbers

A Standard Customer List Statistics contains

- Name
- Address
- Phone Numbers
- Monthly Statistics

A Customer History contains:

- (This list will only contain customers that have a sales history.)
- Name
 - Address

- Phone Numbers
- Invoice number, date, total sale amount and employee
- Part number, description, qty, price, disc and total.
(invoices are listed by vehicle)

HOW TO PRINT A CUSTOMER LIST

If you desire a Standard List select the **List** button. However, if you want a detailed list or statistics, select **List** from the top menu. Next select the range of customers you want included on the list. Press the ENTER key and the Select Customer browse window will be displayed. You may either move the highlight bar using the up and down arrow keys to select your customer or type the customer's last name. Also, you can type as little as the first letter of the customer's last name to move the highlight bar to the last names beginning with that letter. You would then need to move the highlight bar using the up and down arrow keys until the correct customer were highlighted. Also, you can use the Page Down key to move the highlight bar down a whole page. Likewise, you can use the Page Up key to move the highlight bar up a whole page. To be taken to the top of the list press **CTRL Page Up**. To be taken to the bottom of the list press **CTRL Page Down**. Once the correct customer has been highlighted press ENTER.

Repeat the above step to select the customer you want the list to end with. After the customer range has been selected you will be asked if you want to preview the report. Select "Yes" if you would like to preview the report on your screen.

Section 4.3

Select **Labels** from the top menu and you have the following options:

Customer Labels

Envelope - #10

Product Codes for Avery^R Labels

Two across labels Avery^R #5161

Two across labels Avery^R #5162

Three across labels Avery^R #5160

HOW TO PRINT LABELS

Select **Labels** from the top menu and then select **Customer Labels** or select the **Labels** button. The next step is to select the range of customers you want labels printed for. Press the ENTER key and the Select Customer browse window will be displayed. You may either move the highlight bar using the up and down arrow keys to select your customer or type the customer's last name. Also, you can type as little as the first letter of the customer's last name to move the highlight bar to the last names beginning with that letter. You would then need to move the highlight bar using the up and down arrow keys until the correct customer were highlighted. Also, you can use the Page Down key to move the highlight bar down a whole page. Likewise, you can use the Page Up key to move the highlight bar up a whole page. To be taken to the top of the list press **CTRL Page Up**. To be taken to the bottom of the list press **CTRL Page Down**. Once the correct customer has been highlighted press ENTER.

Repeat the above step to select the last customer you want a label printed for. After the customer range has been selected a **Select design to print** box will be displayed. Select the type of label you desired to be printed press "OK". A preview will be sent to your screen. Select the printer icon to have labels printed. **Note:** Every customer within the selected range will have a label printed. **Even accounts that do not have complete addresses will have labels printed.**

PRINTING TEST LABELS

Print one page to regular paper to see if the names are lining up correctly.

PRINTING ENVELOPES

Select **Labels** from the top menu and then select **Envelope - #10**. The next step is to select the range of customers you want envelopes printed for. Press the ENTER key and the Select Customer browse window will be displayed. You may either move the highlight bar using the up and down arrow keys to select your customer or type the customer's last name. Also, you can type as little as the first letter of the customer's last name to move the highlight bar to the last names beginning with that letter. You would then need to move the highlight bar using the up and down arrow keys until the correct customer were highlighted. Also, you can use the Page Down key to move the highlight bar down a whole page. Likewise, you can use the Page Up key to move the highlight bar up a whole page. To be taken to the top of the list press **CTRL Page Up**. To be taken to the bottom of the list press **CTRL Page Down**. Once the correct customer has been highlighted press ENTER. Repeat the above step to select the last customer you want an envelope printed for.

Once the range has been selected you will be asked if you want to preview before printing. Select "Yes" to have the list displayed to your screen.

Section 4.4

Select either the **Mailouts** button or select it from the top menu bar. The **Customer Mailout** screen will be displayed. This lists all customer invoices. Follow the steps to complete your mailout.

Step 1: If you want your mailout to only go to certain customers, select the **Query** button. Next, either select a saved query description or insert a new one. (See Section 4.7 for more information on how to set up queries.)

Step 2: After the query has been selected, select the **Customer Letter** button. You will then be asked if you want to preview the report. Select "Yes" if you do. Next, the query screen will again be displayed. Select the same query that was selected in step 1. The **Select design to print** screen will be displayed. Make your desired selection. (Refer to the Help File on how to use the Report Designer for more information on setting up different letters.)

Step 3: Select "Ok" and the letter will be displayed to your screen if you answered "Yes" to preview. After previewing the letter, select the printer icon to have the letters printed.

Step 4: You will then want to select the **Customer Labels** button. You will then be asked if you want to preview the report. Select "Yes" if you do. Next, the query screen will again be displayed. Select the same query that was selected in step 1. Finally, select the appropriate labels.

PRINTING POSTCARDS

Step 1: Select the **Mailouts** button.

Step 2: Select the **Customer Labels** button. You will be asked if you want to preview, select "Yes" if you do.

Step 3: Select the Query that will determine the customers that the postcard will be sent to.

Step 4: Finally, select the postcard you desire. (See the section of the manual titled REPORT DESIGNER for more information on setting up different postcards.)

Section 4.5

WHAT IS A QUERY?

A query is simply a specialized detailed search. Therefore, an Invoice Query would be a specialized detailed search from your Invoice history.

The next question one might ask is "Why would I want a Invoice Query?" There are many possibilities. For example, You may want to know:

- How many oil changes have been done in the last month.
- How many customers spent over \$200 so you can send a Thank You letter.
- How many customers that lived in the 75080 zip code.

The above are just a few examples. The Invoice Query will allow you to get information from your Invoice database files.

The Customer Query also allows you to export your customer information. After you print a report in the Query section you will be given the option to export the information. If you choose yes a file called ExpCust.csv will be created in the arbwin directory.

HOW TO ADD A QUERY

Select **Query** from the **Customer Maintenance** screen. Next, select the **Query** button located at the bottom of the **Select Customer Account** screen.. Finally, select the Insert button. The "Query Wizard Field Selection" screen will be displayed. As an example, we will insert a query entitled "Oil Change customers from 01/01/98 to 01/31/98".

1. Select "Date" from the Fields to Evaluate menu and press the Next button. The Query Operations menu will be displayed.
2. Select "Is Greater Than or Equal to" and press the Next button.
3. Type in 01011998 and press the Next button.
4. Select the And button and the Fields to Evaluate menu will again be displayed.
5. Select "Date" and press the Next button.
6. Select "Is Less Than or Equal to" and press the Next button.
7. Type in 01311998 and press the Next button.
8. Select the And button and the Fields to Evaluate menu will again be displayed.
9. Select "Part Number" and press the Next button.
10. Select "Is Equal To" and press Next.
11. Type in OC or your oil change code and press the Next button.
12. Select Finish.

Note: As the Query selects the records you indicated, this may be a timely process. You will see an hour class indicating the Query is working.

You will be asked if you would like to save the query. Select Yes. You will then be asked to enter the Query Description. Type in Oil Change customers from 1/01/1998 to 01/31/1998 and press the OK button. The query will then run and the results displayed for your review. After you have finished viewing the query, press the Close button.

The best way to learn is to look at some of the existing queries.

Section 4.6

IMPORT PHONE BOOK

The Online Phone Book can prove to be very useful. Once you have imported the information from Delorme® it will be available for use when adding new customers or for just looking up phone number. If you require additional help when importing from Delorme® , call the Technical Support Line at 972-234-0375.

Before you can import the information into the Retail Boss POS program, you must first export the data from Delorme®. Refer to the instructions included with Delorme® on how to export the files.

IMPORTING THE DELORME® INFORMATION INTO THE RETAIL BOSS POS

Select **Import** from the **Customer Maintenance** menu and then select **Import Phone Book**.

Type in the File name and press ENTER.

The information will be imported into the phone book database.

IMPORT CUSTOMER RECORDS

This will allow you import customer records from other programs. Please follow directions on screen.

Select **Import** from the **Customer Maintenance** menu and then select **Import Customer Records**.

If you require additional help when importing Customer Records please call the Technical Support Line at 972-234-0375.

SECTION 5

The **REPORTS** section of the program allows you to perform the daily checkout as well as provide you with sales statistics. Select REPORTS from the RETAIL BOSS POS MAIN MENU.

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Section 5.1

DAILY CLOSE OUT

This section allows you to run your daily close out. Select **REPORTS** from the main menu. Next, either select **Daily Close Out** from the menu bar located at the top of your screen or select the **Daily Close Out** button. There are five pages to the Daily Close out.

NOTE: The Daily Close Out can be customized to reflect your particular reporting needs. Refer to the Help File on how to customize reports using the Report Designer.

The first page displays the total sales. The sales are broken down by category and each category is broken down into parts and labor. (Only 14 categories can be seen on the screen. Use the Page Up, Page Down, or the Up and Down arrow keys to scroll through the categories.) You are also given the total amount of sales collected for Parts, Labor, Net Sales, Tax 1, Tax 2, Tax 3 and Tax 4. The sales information is taken from the invoices entered during that day's business. After reviewing the sales for the day press F10 to go to the next page of the Daily Close Out.

The second page of the Daily Close Out is a breakdown of charge sales. The last name of the charge customer along with the invoice number and amount are displayed. After reviewing the charge sales press F10 to go to the next page.

The third page of the daily close out is the Daily Cash Payouts screen. Press **Insert** to add a payout record. The **Account** and **Department** fields are only used when the General Ledger is activated. (The General Ledger is included in the optional Accounting Module.)

Field by field description for "Adding a Payout Record".

Account: Press ENTER and a Select Account Number browse window will be displayed. Scroll through the account numbers until the account number you want the payout to be assigned to is highlighted. Press ENTER and the selected account number will be displayed in the field.

Department: Type in the department number.

Name: The name of the account will be displayed in the field. You can modify the name if you need to.

Description: Type in a description for the payout.

Amount: Type in the amount of the payout.

After you have typed in the requested information select OK and the information will be displayed on the Payout screen. After completing the PAYOUT screen press F10 to go to the next page of the DAILY CLOSE OUT.

The fourth page of the DAILY CLOSE OUT is the DAILY RECEIVABLES screen. Any payments received from charge customers will be displayed on this screen. After reviewing the ACCOUNTS RECEIVABLE screen press F10 to go to the final page of the DAILY CLOSE OUT.

The fifth and final page of the DAILY CLOSE OUT is the completed DAILY REPORT.

The program automatically brings forward the Total Sales, Payment Methods Excluded, Charge Sales, Acct's Rec Income, and Cash Paid Out that was displayed on the previous pages of the DAILY CLOSE OUT. All you have to enter are the Opening Operating Cash, any Cash Over or Cash Short, and Operating Cash Retained. Once you have entered the amounts the program calculates the Net Bank Deposit.

If you want to add any comments on the Daily Report type them in the Comments section. Anything typed in this area will be displayed on the Daily Report printout. Press F9 to print the daily report and close out the daily records.

Section 5.2

SALES REPORT

To print a SALES REPORT for any specified date range select the SALES REPORT button. Type in the date you want the sales report to begin with in the Beginning Date field. Next, type in the date you want the sales report to end with in the Ending Date field.

After the date range has been selected press F10-start and the report will be generated. Remember, sales reports are compiled from the Daily Close Outs. Therefore, if there was a day that the Daily Close Out was not completed the sales figures for that day will appear on whatever day the Daily Close Out was eventually performed on.

The SALES REPORT can be customized by using the Report Designer or you can use the default SALES REPORT. Refer to the Help File on how to use the Report Designer.

Section 5.3

SALES TAX REPORT

The SALES TAX report includes the amount of tax collected for each tax code. Each tax rate has a code. The code for the tax rate was set up in the TAX RATE SETUP section. See Section 1 for more information on setting up tax codes.

To print a SALES TAX report for any specified date range select the SALES TAX REPORT button. Type in the date you want the sales report to begin with in the Beginning Date field. Next, type in the date you want the sales report to end with in the Ending Date field. After the date range has been selected press F10-Start and the report will be generated.

The SALES TAX report can be customized by using the Report Designer or you can use the default SALES TAX report. Refer to the Help File on how to use the Report Designer.

Section 5.4

SALES SUMMARY

This report will give you a five year sales summary. Each year's sales are compared to the previous year's sales. The percent of increase or decrease is calculated.

Select the SALES SUMMARY button and the report will be generated. The SALES SUMMARY report can be customized by using the Report Designer or you can use the default SALES SUMMARY report. Refer to the Help File on how to use the Report Designer.

Section 5.5

ADVERTISING SUMMARY

This report will allow you to see which advertisements are bringing in your business. The summary includes a breakdown of sales by advertising code. Each method of advertising has a code. See Section 1 for more information on setting up advertising codes.

Select the ADVERTISING SUMMARY button. Type in the date you want the advertising summary to begin with in the Beginning Date field. Next, type in the date you want the advertising summary to end with in the Ending Date field. Once the dates have been selected press F10-Start and the report will be generated.

The ADVERTISING SUMMARY report can be customized by using the Report Designer or you can use the default Advertising Summary report. Refer to the Help File on how to use the Report Designer.

Section 5.6

ROYALTY SUMMARY

This report is helpful in analyzing sales statistics by job instead of invoice. For example, you may want to know how many computer services you have done for a particular time period.

Select the ROYALTY SUMMARY button if it is available or select it from the Reports menu. Type in the date you want the royalty summary to begin with in the Beginning Date field. Next, type in the date you want the royalty summary to end with in the Ending Date field. Once the dates have been selected press F10-Start and the report will be generated.

The ROYALTY SUMMARY report can be customized by using the Report Designer or you can use the default Royalty Summary report.

Section 5.7

PARTS & SERVICE USAGE

This report is helpful in analyzing parts and service usage by date range. For example, you may want to know how many computer services you have done for a particular time period.

Select the PARTS & SERVICE USAGE button if it is available or select it from the Reports menu. Type in the date you want the report to begin with in the Beginning Date field. Next, type in the date you want the report to end with in the Ending Date field. Once the dates have been selected press F10-Start and the report will be generated.

The PARTS & SERVICE USAGE report can be customized by using the Report Designer or you can use the default Parts & Service Usage report.

Section 5.8

DAILY INVOICES

This report is helpful by being able to see a list of invoices for a particular time period.

Select the DAILY INVOICES button if it is available or select it from the Reports menu. Type in the date you want the report to begin with in the Beginning Date field. Next, type in the date you want the report to end with in the Ending Date field. Once the dates have been selected press F10-Start and the report will be generated.

The DAILY INVOICES report can be customized by using the Report Designer or you can use the default Royalty Summary report.

Section 5.9

CHARGE/LAYAWAY REPORT

This report is helpful by being able to see a list of charge and layaway invoices for a particular time period.

Select the CHARGE/LAYAWAY REPORT button if it is available or select it from the Reports menu. Type in the date you want the report to begin with in the Beginning Date field. Next, type in the date you want the report to end with in the Ending Date field. Once the dates have been selected press F10-Start and the report will be generated.

Section 6.0

CASH PAYOUT REPORT

This report is helpful by being able to see a list of cash payouts for a particular time period.

Select the CASH PAYOUT REPORT button if it is available or select it from the Reports menu. Type in the date you want the report to begin with in the Beginning Date field. Next, type in the date you want the report to end with in the Ending Date field. Once the dates have been selected press F10-Start and the report will be generated.

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Section 6.1

ADDING EMPLOYEE RECORDS

This section allows you to add employees to your database files. Select **EMPLOYEE** from the main menu. Next, either select **Add & Update Employee Records** from the menu bar located at the top of your screen or select the **Employee** button. The **Select Employee Records** screen will be displayed. Select **F8-Add**. The **Add Employee Record** screen will be displayed.

Type in the requested information.

Employee Code: Enter a code up to six digits that will be used to identify the employee. The employee code is used to track sales. This is a required field.

Last Name: Enter the employee's last name. This is a required field.

First Name: Enter the employee's first name.

Address: Enter the employee's address. The city, state, and zip code will automatically be filled in if you entered them in the "Program Defaults" section. See Section 10.1e for more information.

Home Phone: Enter the employee's home phone number.

Contact Phone: Enter the phone number of the person the employee has given you to contact in case of an emergency.

Emergency Contact: Enter the name of the person the employee gave as an emergency contact.

Driver's License: Enter the employee's driver's license number.

Social Security: Enter the employee's Social Security number.

Notes: Enter any notes you may want to make regarding the employee.

Press F10 and the information will be saved.

UPDATING EMPLOYEE RECORDS

Select **EMPLOYEE** from the main menu. Next, either select **Add & Update Employee Records** from the menu bar located at the top of your screen or select the **Employee** button. The **Select Employee Records** screen will be displayed. You may either move the highlight bar using the up and down arrow keys to select the employee or type the employee's last name in the "Last Name" field located at the bottom of the screen. Once the correct employee has been highlighted press, select **F7-Edit**. The **Update Employee Record** screen will be displayed. All of the fields may be edited. Make the necessary changes and press F10 to have the information saved. You will then be returned to the **Select Employee Record** screen.

DELETING EMPLOYEE RECORDS

Select **EMPLOYEE** from the main menu. Next, either select **Add & Update Employee Records** from the menu bar located at the top of your screen or select the **Employee** button. The **Select Employee Records** screen will be displayed. You may either move the highlight bar using the up and down arrow keys to select the employee or type the employee's last name in the "Last Name" field located at the bottom of the screen. Once the correct employee has been highlighted, press **F4-Delete**. You will be asked to confirm that you want the record deleted. If you answer "OK", the record will be deleted. If you change your mind and you do not want to delete the employee record, select Cancel to be returned to the Select Employee Record screen.

Section 6.2

PRINTING AN EMPLOYEE LIST

This section allows you to print a list of all of your employees or a select portion of your employees. Either select **List** from the menu bar located at the top of your screen or select the **List** button. The **Select Employee** screen will be displayed. In the "**STARTING EMPLOYEE**" field type in the last name of the employee you want the list to begin with or press ENTER and the **Select Employee Records** screen will be displayed. Highlight the employee you want to begin with and press ENTER. Repeat the above step to select the employee you want the list to end with. After the employee range has been specified press **F10-Start**. The report will be displayed to your screen to be previewed. To print the report, use your mouse to select the printer icon located at the top of the screen.

PRINTING EMPLOYEE LABELS

To print mailing labels for your employees, either select **Labels** from the menu bar located at the top of your screen or select the **Labels** button. The **Select Employee** screen will be displayed. In the "**STARTING EMPLOYEE**" field type in the last name of the employee you want the list to begin with or press ENTER and the **Select Employee Records** screen will be displayed. Highlight the employee you want to begin with and press ENTER. Repeat the above step to select the employee you want the list to end with. After the employee range has been specified press **F10-Start**. The **Select design to print** screen will be displayed. Highlight the desired labels to be printed and then select "OK". The labels will be displayed on your screen for preview. To print the labels, use your mouse to select the printer icon located at the top of the screen.

PRINTING EMPLOYEE SALES REPORTS

To print sales reports for your employees, either select **Sales**(and then select **Employee Sales Report**) from the menu bar located at the top of your screen or select the **Employee Sales** button. The **Select Date Range** screen will be displayed.

In the **Beginning Date** field type in the date you want the sales report to start with or press ENTER and a browse window containing all of the dates a Daily Checkout was done will be displayed. Select the date you

want the sales report to start printing from. In the **Ending Date** field type in the date you want the sales report to end with or press ENTER and a browse window containing all of the dates a Daily Checkout was done will be displayed. Select the date you want the sales report to end with. Select **F10-Start**. You will be asked if you would like to preview the report. If "Yes" is selected the report will be displayed on your screen. To print the report, use your mouse to select the printer icon located at the top of the screen.

A separate sales summary is printed for each employee. The sales are broken down by category. Each category's sales are broken down by part, labor, and total sales for each individual employee.

PRINTING MANAGER SALES REPORTS

To print sales reports for your managers, either select **Sales**(and then select **Manager Sales Report**) from the menu bar located at the top of your screen or select the **Manager Sales** button. The **Select Date Range** screen will be displayed.

In the **Beginning Date** field type in the date you want the sales report to start with or press ENTER and a browse window containing all of the dates a Daily Checkout was done will be displayed. Select the date you want the sales report to start printing from. In the **Ending Date** field type in the date you want the sales report to end with or press ENTER and a browse window containing all of the dates a Daily Checkout was done will be displayed. Select the date you want the sales report to end with. Select **F10-Start**. You will be asked if you would like to preview the report. If "Yes" is selected the report will be displayed on your screen. To print the report, use your mouse to select the printer icon located at the top of the screen.

Manager sales reports only include those employees whose employee code has been typed in the "Manager" field within the Customer Checkout box. (The Customer Checkout box is located in the Estimate/Invoice section. It appears when you select to print an invoice. See Section 2 for more details.) A separate sales summary is printed for each manager. The sales are broken down by category. Each category's sales are broken down by part, labor, and total sales for each individual manager.

Section 6.3

EMPLOYEE TIME CLOCK

An employee "clocks-in" by selecting the **Time Clock** button located on the bottom of the **Estimate/Work Order** screen. The **Time Clock** screen will be displayed. The employee would enter his "employee code". The current date and time will be automatically filled in. Select **F10-Save**. At the end of his shift, he would again select the **Time Clock** button. The **Time Clock** screen will be displayed. The employee would enter his "employee code". The current date, time he "clocked-in" and time of "clocking-out" will automatically be filled in. Select **F10-Save**.

The Time Clock can also be accessed from the **Employee** section by selecting the **Time Clock** button.

UPDATING AN EMPLOYEE TIME CLOCK RECORD

Occasionally you may need to update an employee's time clock record. Select **Employee Time** from the menu at the top of your screen. Next, select **Add & Update Employee Time**. The **Browse the Time Clock File** screen will be displayed. Select the particular record you need to update. You can type in the employee code in the blank field located at the bottom of the screen to be taken to the beginning of that employee's time files. Use the Up and Down arrow keys to highlight the particular record that you need to update. Press

F7-Edit. The **Update a Time Clock Record** screen will be displayed showing that particular employee's time worked. Every field can be updated. Make the necessary changes and then select **F10-Save**.

ADDING AN EMPLOYEE TIME CLOCK RECORD

Occasionally you may need to add an employee's time clock record. Select **Employee Time** from the menu at the top of your screen. Next, select **Add & Update Employee Time**. The **Browse the Time Clock File** screen will be displayed. Press **F8-Add**. The **Add a Time Clock Record** screen will be displayed. Fill in the requested information and select **F10-Save**.

EMPLOYEE TIME SHEET

The Employee Time Sheet is the record of hours worked by each employee. A record is then kept of his hours worked which can then be printed and signed by the employee.

PRINTING AN EMPLOYEE TIME SHEET

Select **Employee Time** and then select **Employee Time Sheet** from the menu bar located at the top of your screen. Next, select the **Starting Employee**. You can either type in the last name of the employee you want to start with or press ENTER and the **Select Employee Records** screen will be displayed. Highlight the employee you want to start with and press ENTER. Next, select the employee you want to end with. Finally, select the date range for the time sheets. Press **F10-Start**. You will be asked if you would like to preview the report. If "Yes" is selected the report will be displayed on your screen. To print the report, use your mouse to select the printer icon located at the top of the screen.

SECTION 7

Selecting RECEIVABLES from the MAIN MENU allows you to maintain your accounts receivables.

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Section 7.1

INTRODUCTION

AN INTRODUCTION TO THE ACCOUNTS RECEIVABLE SYSTEM

Accounts Receivable records charges, payments, and adjustments to customer accounts and produces follow-up billings on accounts with outstanding balances. The system also provides a full compliment of management and audit trail reporting.

The Accounts Receivable system interfaces with the General Ledger and Order Entry systems.

Interfacing is accomplished through the use of common files.

Features of the Accounts Receivable system include:

Cycled billing for uniform processing throughout the month.

Open item processing.

Automatic dunning messages based on account age.

Detail customer inquiry.

Request and demand statements.

Scrolling tables for easy lookup and viewing of files.

Comprehensive receivable management reports.

General Ledger account editing with lookup tables.

Automatic pricing from service master.

Automatic billing hold on small and credit balance accounts.

Automatic posting to General Ledger.

Customer Layaway.

Customer list and labels capability.

Flexible processing periods.

THE ACCOUNTS RECEIVABLE PROCESSING CYCLE

The Accounts Receivable system can be run as frequently as desired. Normally a receivables system is operated and processed on a daily or weekly basis.

The processing cycle for the Accounts Receivable system follows closely the sequence of the menu items listed on the main menu.

THE ACCOUNTS RECEIVABLE MAIN MENU

Data Entry: Displays a menu allowing the selection of transaction entry and daily processing procedures.

Inquiry: Allows the viewing of customer accounts and the viewing and printing of customer follow-up recall notes.

Reports: Displays a menu listing the reports available for printing.

Monthly: Displays a menu listing the month end processing procedures.

Maintenance: Displays a menu listing the file maintenance procedures. From this menu, Accounts Receivable system master files can be modified and listed to the printer.

Section 7.2

MINIMUM PROCESSING REQUIREMENT

The following describes the required steps for completing an Accounts Receivable System processing cycle. Each of the steps must be completed in the sequence indicated.

1. Data Entry

Enter transactions and payments to be applied to customer accounts. These processes can be entered and exited as often as desired. At the end of the processing day, the remainder of the procedures should be run. Statement processing can be run as frequently as desired.

Statements are printed on a cycled basis based on the next statement date in the customer file. Cycles are regenerated when a statement is printed. If you wish to send month end statements, then Print Statements should be run at month end only. If you wish to spread the statement process over the month, the Print Statements should be run more frequently. Remember that only accounts with a next statement date equal to or prior to the current processing date will be sent statements.

2. Monthly

The procedures on this menu are executed at month end.

Generate Finance Charges

Generate finance charges for customers.

End of Month

Clears month to date accumulators, and, at year-end, clears year to date accumulators.

Section 7.3

GETTING STARTED

GATHERING NECESSARY DATA

In order to set up the system files you will need:

1. A list of the types of payments and adjustments to be used by the Accounts Receivable system.
2. A listing of current customer names and addresses and balances.
3. The return address information for the processing company.

You should have this information in hand prior to continuing.

LOADING INITIAL DATA

Select the Maintenance item from the Main Menu and follow the directions indicated in the SYSTEM MAINTENANCE section.

Section 7.4

DATA ENTRY

Data Entry displays a menu allowing the user to select either Charges or Adjustments or Payments for entry.

CHARGES AND ADJUSTMENTS

The Customer Selection Table asks you to identify the customer for whom you wish to enter transactions. From this screen you can point to the desired customer and then press the **Show Invoices** button to display the invoices for the selected customer.

The Invoice Selection table displays the invoices for the selected customer. To apply transactions, point to the desired invoice and then press the **Show Detail** button.

You can also add new invoices from this screen.

Pressing the **Show Detail** button causes the Charge/Adjustment Entry table to be displayed

To modify an existing transaction, position the pointer bar over the transaction desired and press the Enter key to complete the selection. The Ins key is used to add a new transaction. In both cases the Charge/Adjustment Entry Form is displayed.

Charge/Adjustment Entry Form

Customer Number and Invoice Number are displayed for verification.

Item Number: Enter the item number from the service master that identifies the type of transaction being processed. If an invalid item number is entered or no item number is entered, the transaction Service Lookup Table is displayed.

The Service Master identifies the different types of charges, adjustments and payments received in the receivables system. You use the cursor movement keys or the Locate Field to position the pointer bar over the item desired and then press the Enter key to select that item. If a new item needs to be added, then press the Ins key to display the Service Master Form.

Date: Enter the transaction Date.

Qty: Enter the total of the units involved in this transaction.

Desc: This field is used to enter the description of the transaction. The description defaults to the description from the service master but can be changed if desired.

Amount: Invoice amount.

Ref: Ref is a free form reference or comment field.

This completes the Charge/Adjustment Entry Form and returns you to the preceding table.

PAYMENTS

To enter payments, position the pointer bar over the Payments menu item and then press the Enter key to complete the selection. The Payment Entry Form Table is displayed.

The Payment Entry Form is used to apply payments to customer accounts. In open item mode, payments are applied against open orders (invoices).

Payment Date: Enter the transaction Date.

Description: This field is used to enter the description of the transaction. The description defaults to the description from the service master but can be changed if desired.

Payment Amount: Enter the amount of the payment. Do Not use the minus Entry for normal payments. Only for payment reversals. The system will handle the sign for normal payments.

Discount Amount: Enter the payment discount if any. Signs are handled in the same way as payments.

Reference: Reference is a free form field used to enter a check number, comment, or the like.

Apply Payment

The Payment Order Selection Table displays the original payment and discount amounts and the remaining (undistributed) payment and discount amounts.

To apply a portion of the payment to a specific order, use the cursor movement keys to position the pointer bar over the order desired and then press the Enter key to complete the selection.

The Invoice Payment Entry Form is displayed.

The customer Number, Invoice number, and order balance are displayed for your information.

Payment Amount: Enter the portion of the payment that is to be applied to this order.

Discount Amount: Enter the portion of the discount that is to be applied to this order.

The remaining procedures are normally run at the end of daily transaction entry.

Daily Transactions

Daily Transactions is a list of the day's transactions in customer sequence.

Customer Statements

Customer Statements reads the customer file and generates follow up statements for all accounts due based on the next statement date on the account. Statements are printed for all accounts whose next statement date is equal to or prior to the current processing date.

Charge Statements

Charge Statements prints a list of the follow up statements generated this processing.

Layaway Statements

Layaway Statements prints a list of the follow up statements generated this processing.

INQUIRY

The Customer Inquiry Selection table displayed.

A table listing the open orders for the selected customer is displayed.

The Customer Inquiry Form list the open orders for the customer selected. To view the detail for a specific order, position the pointer bar over the order desired and the press the Enter key or press the **View Invoice Detail** button. The Invoice Detail Inquiry screen is displayed.

The **Print Demand Invoice** button is used to request a demand statement. Demand statements do not affect the normal statement cycle.

The **Payment History** button is used to view and print past customer payments.

REPORTS

Reports display a menu listing the reports.

INVOICE AGING

The Invoice Aging report lists accounts with balances due and ages the individual invoices on each account.

A/R AGING REPORT

The A/R Aging Report lists all accounts with balances due sequenced by number of statements unanswered with totals for each category.

SMALL BALANCE LIST

The Small Balance List prints accounts whose balance falls within the small balance range defined in the A/R Control file.

CREDIT BALANCE LIST

The Credit Balance List prints accounts whose balance is less than the lower limit of the small balance range.

CASH FORECAST

Prints a forecast or estimate of when cash can be expected based on statement dates.

MONTHLY

Monthly displays a menu listing the end of month processing procedures.

GENERATE FINANCE CHARGES

Generate finance charges for customers.

END OF MONTH

Clear Monthly Accumulators zeros the month to date accumulators in all applicable files. Deletes invoice and transaction detail for all zero balance orders that have passed the zero suspense period. The user is asked if this is year-end and, if so, the year to date accumulators is also zeroed.

MAINTENANCE

File Maintenance displays a menu listing the system file maintenance procedures and reports.

GENERAL INFORMATION

The General Information is used to set the user company name and address information. This information is used on report headings and as the return address for the User Company.

Company: Enter the company name as you wish it to appear on report headings and correspondence.

Address: Enter the company's street address.

City & State: Enter the return address city and state.

Zip Code: Enter the company's zip or postal code.

Federal Id: Enter the company's Federal Identification Number. This number is used for federal reporting forms.

SYSTEM INFORMATION

The System Control Information is used to set the parameters used by the order system during routine processing.

A/R Account: Enter the General Ledger account number identifying the accounts receivable account. If the account number entered does not exist in the chart of accounts, the Chart of Accounts Lookup Table will be displayed for selection of the proper account.

Checking Account: Enter your Checking number account.

Discounts Account: Enter the General Ledger account number for payment discounts.

Discounts Adj Code: Enter the Adjustment code from the service master that identifies payment discounts. If payment discounts are not utilized you can skip this field.

Fiscal Year: Enter the year for financial reporting.

G/L Period: Enter the current processing period for posting to General Ledger.

Finance Charge Delay Days: Enter the number of days before finance charges will begin to be charged on receivables.

Compound Interest: By choosing no the program will not charge interest on system generated finance charges.

Zero Suspense Days: Enter the number of days to keep a customer order on file after the order is paid.

Finance Charges?: Charge finance charges Yes or No.

Minimum Finance Charge: Minimum finance charge.

Finance Charge Rate: Finance charge rate.

Finance Charge Code: Default finance charge code.

G/L Period End Date: Enter the date the current period ends.

Small Balance Positive: Enter the customer balance at which you no longer wish to process statements.

Small Balance Negative: Enter the customer credit which you will issue refund checks.

Charge Statement Message: This message will appear on the bottom of charge statements.

Layaway Statement Message: This message will appear on the bottom of layaway statements.

Demand Statement Message: This message will appear on the bottom of demand statements.

SERVICE INFORMATION

The AR Service file is used to identify the different types of payments received in the AR system.

You can use the cursor keys position the pointer bar over the item desired and then press the Enter key to select that item. If a new item needs to be added, then press the Ins key to display the Service Maintenance Form.

The Service Maintenance Form is used to add new entries to the Service File or to modify data on existing entries in the Service File.

Category: Category identifies the type of service item.

Item Number: Item number is a code assigned to each item in the service master.

Examples of payment codes might be:

DIS DISCOUNT

FIN FINANCE CHARGE

INV INVOICE

PAY PAYMENT

Description: Enter the description of the item identified by this code.

Account: Account is the General Ledger account number that this item type is posted to. If account is entered incorrectly the Account lookup Table will be displayed.

MESSAGE INFORMATION

Dunning Messages are the follow up messages printed on customer statements. Message selection for a statement is based on the number of statements unanswered.

To modify a message, use the cursor movement keys to position the pointer bar over the message to be modified and then press the Enter key to complete your selection. Use the Ins key to add a new message. In both cases the Dunning Message Form is displayed.

Msg No: Enter the message number. Message number corresponds to the number of statements unanswered on a customer account.

Title: Enter a title or description for the message.

Message: Enter the message as it is to print on the statement.

SECTION 8

Selecting ACCOUNTS PAYABLE from the MAIN MENU allows you to maintain your accounts payables.

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Section 8.1

INTRODUCTION

AN INTRODUCTION TO THE ACCOUNTS PAYABLE SYSTEM

Accounts Payable records and distributes purchases via the vendor's invoice and disburses and record's payments either by manual or system generated check.

The system will process invoices, credit memos, and debit memos for payment and posting to the General Ledger. Voids and pre-paid transactions are also processed.

Features of the Accounts Payable system include:

Establishment of permanent and one-time vendors.

Optional invoice line item detail.

Partial payment support.

Mixing of manually paid and system generated checks.

Checks summarized by payee.

Invoice distribution to multiple general ledger accounts.

Establish and process recurring invoices.

Check previewing and control via check candidate processing.

Supports future period expense posting.

Vendor 1099 support

Paid invoice history sub-system.

THE ACCOUNTS PAYABLE PROCESSING CYCLE

The Accounts Payable system can be run using any frequency desired from daily to once a month. It is recommended that the processing frequency be no less than monthly.

The processing cycle for Accounts Payable follows closely the sequence of the menu items listed on the main menu.

THE ACCOUNTS PAYABLE MAIN MENU

Invoice Entry: The Invoice Entry menu item allows you to enter invoices as you receive them from your vendors. Invoices can be entered in summary or in line item detail. When entering line item detail for an invoice, you also have the option of distributing each line item to a separate General Ledger account, and updating the Inventory system if these systems are interfaced with Accounts Payable.

Void Check: Void Check displays a table listing the paid invoices on file by check number and allows the user to void a previously written check. Voided checks cause a posting reversal to cash and the accounts payable account.

Quick Check: Quick Check allows the entry and printing of a demand check with a minimal amount of data entry. Quick Checks enter the Accounts Payable system as a pre-written check.

Process Checks: Process Checks provides a mechanism for selecting candidates to be paid this processing, deferring payment or changing the amount to be paid, marking invoices manually paid, and generating the checks for the invoices remaining.

Print Reports: Print Reports displays a menu listing the Accounts Payable reports available for printing.

End of Quarter Processing: End of Quarter displays a menu listing the quarter end and year end processing. At quarter end, vendor accumulators are updated and, at year end 1099s can be printed for the vendors specified.

Invoice History: Invoice History displays a menu showing the paid invoice processing procedures. Inquiry is available by invoice and by vendor. Paid invoices can be listed to the printer, and a procedure to purge old history entries is listed.

System File Maintenance: File Maintenance displays a menu listing the file maintenance procedures. From this menu, Accounts Payable master files can be modified and listed to the printer. File maintenance is used to originally set up the master files and then for normal maintenance of these files.

Section 8.2

MINIMUM PROCESSING REQUIREMENT

The following describes the required steps for completing an Accounts Payable processing cycle. Each of the steps must be completed in the sequence indicated.

1. Process Invoices:

Enter new invoices, credit memos, debit memos, pre-written checks, etc.

2. Process Checks

Determine checks to be generated, edit check candidates, and print the system generated checks.

2.1 Check Setup

Set the processing check date, starting check number for printing checks, and General Ledger posting information.

2.2 Select Invoices

Select and edit invoices to be paid.

2.3 Print Checks

Print the actual checks.

2.4 Check Register

Print the check register, update the invoices with the payment information, and create the posting entries for the disbursements.

2.5 Post Payables

Create the expense posting entries for un-posted invoices and print the General Ledger Posting Summary.

The remaining functions, while important, are not required for the successful completion of the Accounts Payable processing cycle.

Section 8.3

GETTING STARTED

GATHERING NECESSARY DATA

In order to set up the system files you will need:

1. A copy of the chart of accounts.
2. A listing of current vendor names and addresses.
3. The return address information for the processing company.

You should have this information in hand prior to continuing.

LOADING INITIAL DATA

Then select the Maintenance item from the Main Menu and follow the directions indicated in the VENDOR INFORMATION section.

Then select the Maintenance item from the Main Menu and follow the directions indicated in the SYSTEM INFORMATION section.

Section 8.4

INVOICE DATA ENTRY

To process invoices, position the pointer bar over the Invoice Entry menu item on the Accounts Payable main menu and press the Enter key. A table listing the open invoices on file is displayed.

To modify an existing invoice, position the pointer bar over the invoice desired and press the enter key to select that invoice. If adding a new invoice simply press the Ins key.

ENTERING INVOICE DATA

Once you have selected an invoice to modify or pressed the Ins key indicating you wish to add a new invoice, the Invoice Data Entry form is displayed. This form is used to modify data on existing invoices or to add data on new invoices.

Vendor Code: Enter the vendor's code as it appears in the Vendor file, or press the enter key to display a table listing the current vendors on file. If the vendor is not on file, press the Ins key while displaying the Vendor Selection Table and a form will be displayed for the entry of new vendor information.

Invoice Type: Invoice Type specifies the type of invoice being processed. Invoice Type can be Regular, Special or Prewritten.

Regular indicates a normal invoice to be paid to the vendor indicated and that vendor's name and address will be used as the payee name and address.

Special indicates that this invoice is being paid to a vendor marked special and that the payee name and address must be entered for this invoice.

Prewritten indicates that this invoice has already been paid. General Ledger postings for prewritten invoices are between the expense account and the cash account with no entry to the accounts payable account.

Invoice Number: Enter the invoice number from the vendor's invoice. If no invoice number is available you must create one. Invoice number must be unique. If creating an invoice number use something unique like the first three characters of the payee name and the date.

Invoice Date: Date of the invoice.

Transaction Type: Transaction Type tells the Accounts Payable system what type of invoice transaction to process. Transaction Type can be an Invoice, a Credit Memo, or Debit Memo.

Payee: Payee is the person or company that will receive the check as payment. For regular invoices the payee information is captured from the vendor file. For special invoices this information must be entered.

Correct entry of payee name is important in that checks are summarized by payee and a single check will be generated for a payee with multiple invoices due to be paid.

Address: Enter the vendors address. The address is captured from the vendor file for regular vendors, but must be entered for special invoices.

P O Number: Enter your purchase order number if one is associated with this invoice.

Gross: Enter the gross dollar amount of the invoice less the amount allowed for freight , if shown separately.

Freight: Enter the freight (shipping) cost if this is kept separate.

Net Payable: Is calculated as Gross + Freight and displayed.

Disc Terms: Discount Terms any discount to be taken. Terms are initially set to the default discount terms from this vendor's record. Terms are entered as a percent discount and a number of days (10.00% Net 10) indicating that a ten percent discount is allowed if paid within ten days of the invoice date.

G/L Period: Enter the General ledger Period that this invoice is to be posted to. Invoices can be posted to prior periods and future periods, as well as, the current period. Making no entry in this field will default to the current General Ledger period from the control file.

Fiscal Year: Enter the current financial reporting year.

Due Date: Due Date is the date that this invoice is scheduled to be paid. Invoices are selected for payment when their due date is equal to or prior to the check date specified for the payable run. When setting the due date be sure to consider discounts for early payment.

Line Detail?: Line Detail indicates whether or not you will be entering line item detail for this invoice. Line item detail should be used when you wish to distribute the invoice to multiple General Ledger accounts.

If you answered yes to line item detail, the Line Item Detail Table will be displayed. The Line Item Detail table is displayed showing the item detail entered for this invoice. If no previous detail has been entered then the Line Item detail Entry form is immediately displayed on top of the table.

Notice that the Invoice Gross is displayed in the upper right portion of the table and the Undistributed amount is displayed in the lower right corner of the table.

Line Item Entry: To modify an existing line item, position the pointer bar over the line item desired and press the enter key to select that line item.

If adding a new line item simply press the Ins key.

The Line Item Detail Entry form is then displayed. The vendor, invoice number and transaction type are repeated from the Invoice form.

G/L Account: Enter the General Ledger account number that this item is posted to. If the number is not known or entered in error the Chart of Accounts Lookup Table is displayed. If you have no more line detail to enter, exit the Line Item Detail table and return to the Invoice Form.

Amount: The total cost of all units for this line item.

Description: Enter the description of the line item or transaction.

G/L Account: If you answered No to the Line Item Detail question, then the General Ledger Account number that this invoice will be expensed to must be entered here, otherwise press the Enter key to skip this field.

If a G/L Account number is entered and the account is not found in the Chart of Accounts, the Chart of Accounts Lookup table is displayed for selection of a valid account.

Pre-written Checks: If you specified an invoice type of prewritten, the Pre-written Checks form is displayed when the invoice is complete.

Check Number: Enter the number of the pre-written check.

Check Date: Enter the date of the check.

Check Amount: Enter the amount of the pre-written check.

VOID CHECK

Void Check allows you to void a previously written check. Voiding a check will reverse the cash and payable accounting entries generated when the check was printed.

To void a check, position the pointer bar over the number of the check to be voided and press the Enter key to select that check. The Void Check Verification Form is displayed. Check Number, Check Date, Check Amount, Payee, Invoice Number, and Invoice Date is displayed for verification.

Void This Check: To void the check displayed, select the Ok button. To exit the form with no action select the Cancel button or press the Esc key.

Section 8.5

CHECKS

QUICK CHECK

To print a quick check, select Quick Check from Accounts Payable menu.

Vendor Code: Enter the vendor's code as it appears in the Vendor file, or press the enter key to display a table listing the current vendors on file.

Payee: Payee is the person or company that will receive the check as payment. For regular invoices the payee information is captured from the vendor file. For special invoices this information must be entered.

Correct entry of payee name is important in that the checks are summarized by payee and a single check will be generated for a payee with multiple invoices due to be paid.

Address: The vendors address is captured from the vendor file for regular vendors, but must be entered for special invoices.

Check Amount: Enter the gross dollar amount of the invoice.

Invoice Number: Enter the invoice number from the vendor's invoice. If no invoice number is available you must create one. Invoice number must be unique. If creating an invoice number use something unique like the first three characters of the payee name and the date.

G/L Account: Enter the General Ledger account number that this item is posted to. If the number is not known or entered in error the Chart of Accounts Lookup Table is displayed.

CHECK PROCESSING

Selecting Check processing from the menu will allow you to select and edit checks to be printed, post manually paid checks, and then print the system generated checks.

CHECK SETUP

Check Date: Check Date is the date that will appear on system generated checks. This date also determines which invoices will be selected for payment. All invoices with a due date equal to or prior to the check date will be selected as check candidates.

Starting Check Number: This is the check number to be printed on the first system generated check of the run. This number will be incremented by 1 for each subsequent check printed by the system.

SELECT INVOICES

This procedure reads the invoice file and selects for payment all invoices that have a due date equal to or prior to the check date specified. This process also insures that negative and zero net checks are bypassed. Also, pre-written and quick checks are bypassed.

Candidate selection can be by Due Date or by Vendor. A window for selection is displayed.

REMOVE INVOICES

Candidate Selection displays a table listing the invoices selected for payment.

From this list, Invoices can be deferred for later payment or payment amounts can be changed to make partial payments.

REVISING THE PAYMENT AMOUNT

To revise the amount to be paid on an invoice, position the pointer bar over the invoice to be revised and press the Enter key to select that invoice. The revise Payment Amount form is displayed.

To defer payment of an invoice, position the pointer bar over the invoice to be deferred and press the Defer Payment button. This will remove the invoice from the check candidate list for this processing only. The invoice will remain active and will be selected for payment with the next processing.

Amount to Pay: Enter the amount to be paid this processing. The amount to be paid must be equal to or less than the Net Amount shown. The balance due on the invoice will be adjusted.

MANUALLY PAID CHECKS

Manual Check processing allows the user to mark checks as paid manually so that those marked will be bypassed during system check generation.

Selecting the Manual Check from the Check processing menu will display the Manual Checks Candidate List

To mark a check as paid manually, position the pointer bar over the invoice desired and press the Enter key to select that invoice. The post Manual Checks form will be displayed.

Check Date: Enter the date the invoice was paid.

Check Number: Enter the Check Number from the check issued to pay this invoice.

Check Amount: Enter the amount of the check

PRINT CHECKS

Print System Checks prints the system generated checks. Checks should be loaded into the printer prior to selecting this menu item.

CHECK REGISTER

Check Register prints a check register for system generated and manually paid checks. This procedure updates the invoices based upon the end result of the check candidate file. Paid invoices are marked so and partial payments are recorded. An entry is passes to Check Reconciliation for each check generated.

Section 8.6

POST PAYABLES

Posting Payables creates the posting transactions, reflected in the G/L Posting report, for processing by the General Ledger system. This procedure also clears the posting accumulators for the next Accounts Payable Processing.

Section 8.7

INQUIRY

INQUIRE BY VENDOR NAME

The Paid Invoice Vendor Inquiry table displays paid invoices in vendor sequence.

To view the detail of an invoice, position the pointer bar over the invoice desired and press the Enter key. The paid invoice inquiry form is displayed showing the invoice detail information.

After viewing the detail, press any key to return to the Paid Invoice Vendor Inquiry table.

INQUIRE BY CHECK NUMBER

The Paid Invoice Vendor Inquiry table displays paid invoices in check number sequence.

To view the detail of an invoice, position the pointer bar over the invoice desired and press the Enter key. The paid invoice inquiry form is displayed showing the invoice detail information.

Section 8.8

REPORTS

Select **Reports** from the menu across the top of the **Accounts Payable** screen. The following reports are available.

VENDOR LIST

Selecting **Vendor List** will print a list of all vendors.

OPEN PAYABLES LIST

Prints a list of open payables.

UNPAID INVOICE LIST

The Unpaid Invoice List provides a listing of all unpaid invoices that remain on file.

INVOICE HISTORY REPORT

This procedure causes the Paid Invoice History List to Print. This report lists all paid invoices in the history file.

INVOICE DETAIL LIST

The Invoice Detail List lists all open invoices and, where applicable, the line item detail that goes with the invoice.

AGING BY DUE DATE

The Aging by Due Date lists unpaid invoices in due date sequence.

AGING BY INVOICE DATE

This report lists unpaid invoices in invoice date sequence.

PRE-WRITTEN CHECK REGISTER

This report lists invoices marked Pre-written in the form of the check register.

MONTHLY CHECK REGISTER

This report lists invoices paid this month in the form of the check register.

CASH FORECAST

The Cash Forecast lists all unpaid invoices, accumulating future payment requirements based on the invoice's due date and shows the cash requirement for the next ten weeks.

VENDOR USAGE

Vendor Usage lists vendors showing their dollar volume usage for the past four quarters and the current year.

Section 8.9

MAINTENANCE

GENERAL INFORMATION

General Information is used to set the user company name and address information. This information is used on report headings and as the return address for your company.

Company: Enter the company name as you wish it to appear on report headings and correspondence.

Address: Enter the company's address.

Federal Id: Enter the company's Federal Identification Number. This number is used for federal reporting forms.

SYSTEM INFORMATION

System Information provides data used by the Accounts Payable system during processing.

Accounts Payable Account: Accounts Payable Account is the accrued payable liability account. Expenses posted and payable are accrued to this account. Checks disbursed reduce this liability.

Checking Account: Checking Account is the General Ledger account number that Checking disbursements will be posted to.

Freight Account: Freight Account is the General Ledger account that freight charges will be posted to if they are to be posted separately. If freight charges are not posted separately, leave this field blank.

Discount Account: Discount Account is the General Ledger account number that discounts will be posted to.

Grace Days: Discount Grace Days are the number of days past the due date that the system should still take any discount indicated.

General Ledger Period: This is the current processing period for General Ledger reporting. General Ledger Periods normally range from 1 to 12 and reflect the posting period.

If the company's fiscal period ends on December 31 then January would be period 1 and December would be period 12. Likewise, if the fiscal year ends September 30 then October would be period 1.

General Ledger Period End Date: Enter the date the current General Ledger reporting period ends.

Check Date: Check Date is the date that will appear on system generated checks. This date also determines which invoices will be selected for payment. All invoices with a due date equal to or prior to the check date will be selected as check candidates.

Next Check Number: This is the check number to be printed on the first system generated check of the run. This number will be incremented by 1 for each subsequent check printed by the system.

VENDOR INFORMATION

The Vendor Maintenance Form is used to enter or modify data on a vendor.

Vendor Code: Enter the vendor's code

Vendor Name: This name will be used as the payee name for regular vendors. For one-time (special) vendors this field is used as a descriptive (Ex. Employee Expenses).

Address: Enter the vendors address.

Voice Phone: Enter the vendor's telephone number.

Fax Phone: Enter the vendor's fax telephone number, if available.

Contact: This is your primary contact or salesperson at the vendor's location.

Pmnt Terms: Enter this vendor's standard payment terms as a discount percent if paid within a certain number of days. An example is 10.00% net 10 days.

Due Delay: Due Delay is the default number of days beyond invoice date that the payment due date will be set at.

Vendor Type: Vendor Type can be Regular or Special. Regular vendors are permanent type vendors and Special vendors are one time vendors.

Invoices for regular vendors will use the vendor name and address from this entry as the payee name and address. Invoices for special invoices require the entry of the payee name and address.

Use the cursor movement keys to select the vendor type desired.

Supply 1099: This entry tells the system whether or not to generate a 1099 form for this vendor. Use the cursor movement keys to select a Yes or No answer.

Federal Id: This is the vendor's Federal Identification Number.

Status: Set the vendor's status to Active.

END OF QUARTER PROCESSING

End of Quarter processing resets the accumulators in the vendor records. The system keeps track of the payment amounts for four running quarters for each vendor.

PRINT VENDOR 1099'S

This procedure prints 1099's for the vendors indicated on the vendor file.

PURGE PAID INVOICES

Purge Paid Invoices displays a form requesting a date range to be purged and then lists and deletes all invoices falling within that range.

Enter the beginning and ending check date range to be purged and then press the Enter key to begin the purge process. A report listing the invoices deleted is printed as part of the purge process.

SECTION 9

Selecting PAYROLL from the MAIN MENU allows you to maintain your payroll.

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Section 9.1

INTRODUCTION

AN INTRODUCTION TO THE PAYROLL SYSTEM

The Payroll system is a collection of menus, tables, forms, and reports used to enter employee hours and pay information and generate payroll checks. The system will process hours and pay entries, tax calculations, deduction withholdings, and provide reporting by employee, and tax reporting. Payroll distributions are automatically posted to the General Ledger. Payroll records employee hours and pay information, and generates payroll checks. Payroll also distributes employee costs and provides payroll and tax reporting.

The Payroll system can interface with the General Ledger, Job Cost, Work Order, and Check Reconciliation systems.

Interfacing is accomplished through the use of common files.

Features of the Payroll system include:

Timeslip entry for detailed time and pay recording.

Multiple rates per employee.

Hours worked in multiple departments.

Differentials.

Individual employee earnings report.

Scrolling tables for file viewing and lookup.

Pre-check payroll verification.

Manual checks adjustments.

Current and year to date pay information on check stub.

Labor distribution reporting.

Employee inquiry.

General Ledger account number editing with lookup tables.

Automatic tax calculations.

Quarterly tax reporting support.

Year End & W2 generation.

Miscellaneous Deduction support with variable frequencies.

Handles tax exempt deductions and wages.

Automatic payroll expense distribution to the General Ledger.

Flexible processing periods.

THE PAYROLL PROCESSING CYCLE

The Payroll system can be run using weekly, bi-weekly, semi-monthly and monthly frequencies. Pay templates can be set up for multiple frequencies.

The processing cycle for Payroll follows closely the sequence of the menu items listed on the main menu.

Employee Maintenance

Employee Maintenance provides the method for the entry of new employee information and the modification of existing employee information.

Employee Maintenance starts by displaying a scrolling table listing the employees on file.

Check Processing

Check Processing displays a menu listing the hours and pay entry, check previewing, and payroll check generation procedures.

Inquiry

Employee Inquiry provides on-screen viewing of an individual employee's quarterly and year to date hours and pay information.

Reports

Payroll Reports displays a menu listing the payroll reports available for printing.

Maintenance

System File Maintenance displays a menu listing the payroll system file maintenance and listing procedures.

Section 9.2

MINIMUM PROCESSING REQUIREMENT

The following describes the required steps for completing a Payroll processing cycle. Each of the steps must be completed in the sequence indicated.

1. Employee Maintenance

Add any newly hired employees.

2. Check Processing

Enter employee hours and pay information, preview checks and then generate payroll checks.

2.1 Payroll Setup

Enter General Ledger reporting period information, payroll period information, check date and starting number, and miscellaneous deductions to be taken this pay period.

2.2 Hours/Pay Entry

Enter payroll hours and pay data, and any manual adjustments (issues or voids) to correct prior payroll information.

2.3 Calculations Worksheet

Print the Calculations Worksheet and verify the hours and pay to gross calculation.

2.4 Checks Preview

Print the Check Preview report and verify the gross to net calculation.

2.5 Payroll Update

The Payroll Update applies data entered through adjustments and pay entry to the employee record.

2.6 Print Payroll Checks

Print the Payroll checks.

3. Closing

If this payroll run completes the quarter or the year, execute the appropriate closing procedures.

The remaining functions, while important, are not required for the successful completion of the Payroll processing cycle.

Section 9.3

GETTING STARTED

Before you can run the Payroll system, you must create the data files and enter the required information into the system files.

GATHERING NECESSARY DATA

In order to set up the system files you will need:

1. A copy of the chart of accounts.
2. The employer guide for each taxing body
3. A list of the allowable miscellaneous deductions.
4. A list of the allowable additional pay types.
5. The return address information for the processing company.
6. A list of the employee's quarter to date and year to date hours work and pay received information if the payroll is being loaded other than at the beginning of a year.

You should have this information in hand prior to continuing.

LOADING INITIAL DATA

To load the initial system data start the Payroll system. Choose the Maintenance Menu and select each item and setup as needed. Then choose the Employee Menu and set up each of your employee's.

Section 9.4

EMPLOYEE MAINTENANCE

Employee Maintenance displays a menu listing the employees. The Employee Maintenance form is used to enter or modify employee demographic, payroll, tax, and miscellaneous deduction information.

Demographic Information

Employee Code: Enter the unique number identifying this employee.

Last Name: Enter the employee's last name.

First Name: Enter the employee's first name.

Initial: Enter the employee's middle initial.

Address: Enter the employee's street address. The address can be two lines.

City State: Enter the employee's city and state.

Zip Code: Enter the employee's mailing address zip (postal) code.

Telephone: Enter the Employee's telephone number.

Emer Contact: Enter the name of the person to be contacted in case of an emergency.

Contact Ph: Enter the Contact's telephone number.

Status: Use the cursor movement keys to indicate the employee's current employment status.

If the Terminated status is selected the Employee Termination Form is displayed for the entry of termination date and reason.

Sex: Use the cursor movement keys to select the sex of the employee.

Marital Stat: Use the cursor movement keys to select the marital status of the employee.

Birthdate: Enter the employee's date of birth.

Hire Date: Enter the date that this employee was hired.

Physical Date: The date of the employee's last physical.

EEOC Code: Enter the employee EEOC code. if no code is entered or the code entered is not on file the EEOC Selection Table is displayed for selection.

Employee Payroll Information

Social Security: Enter the employee's social security number.

Std Hours: Enter the number of hours in the standard pay period for this employee. This field is used as the hours worked for a salaried employee and for informational purposes for hourly employees.

Rate Type: Use the cursor movement keys to indicate whether the employee is hourly or salaried.

Pay Rates: The pay rate for salaried employees is the amount of salary for the pay period. For Hourly employees, it is the hourly rate. Up to Three rates can be entered for each employee.

G/L Account: Enter the General Ledger account number for salaries for this employee.

Department: Enter the General Ledger department number that the payroll expense for this employee will be reported to.

Last Increase Date: Enter the date of the employee's last pay increase.

Last Increase Amount: Enter the amount of the Employee's last pay increase.

Benefit Code: Benefit Code identifies the benefit accrual rate for this employee.

Rate: Rate is the benefit accrual rate form the benefit accrual file.

Start: Enter the date the benefit is to start.

Pay Group: Pay Group identifies the group the this employee will be paid with. Payroll hours and pay are entered by pay group.

Work Shift: Enter the employee's standard work shift.

Work Location: Work Location is used to specify the state the employee works in if different than the resident state for the payroll.

Pay Frequency: Use the cursor movement keys to indicate the frequency at which this employee is paid.

Employee Tax Information

The Employee Tax Information Form is used to indicate the taxes to be deducted from this employee's pay.

FICA Exempt: Use the cursor movement keys to indicate whether this employee is exempt from FICA taxes. If you indicate Yes to FICA exempt no FICA tax will be deducted from the employee's pay.

SDI Exempt: Use the cursor movement keys to indicate whether this employee is exempt from the SDI deduction. If you indicate Yes to SDI exempt no SDI deduction will be deducted from the employee's pay.

NOTE - Most states do not have an SDI deduction and therefore the employee should be indicated as exempt.

Tax Id: Enter the Id of the tax to be deducted from this employee's pay.

The sequence of the taxes applied to employees, while not critical, should be maintained for consistent viewing of employee information.

The suggested sequence is Federal, followed by any state taxes, followed by any local or city taxes.

Dependents: Enter the number of dependents specified for this tax.

Fixed Deduction: Enter any fixed amount of withholding for this tax. This field is used for taxes where the withholding is a fixed amount plus a percentage.

Additional Withholding: Enter the amount of withholding to be deducted in addition to the calculated withholding.

Repeat the above for each tax to be deducted from this employee's pay.

After all taxes are entered, Press the Control and Enter keys to complete the form. The Employee Deduction Information Form is then displayed.

Employee Deduction Information

Deduction Id: The Id of the misc deduction.

Rate: Rate can be a fixed amount or a percentage of gross.

Rate Type: Rate Type id an "F" for a fixed rate or a "P" for a percentage.

Limit: Limit indicates the total amount to be deducted for the life of the deduction. If there is no limit for this deduction then enter all 9's in the limit field. For one-time deductions, set the rate and the limit equal.

Repeat the above for each deduction to be added to the employee.

Section 9.5

CHECKS

Checks displays a menu listing the payroll data entry and check processing procedures.

PAYROLL SETUP

Payroll Setup describes the processing criteria for the current payroll.

Payroll Setup must be run prior to entering payroll data for the current check processing.

Payroll Setup is used to enter the current payroll check processing criteria - Pay group to pay, deductions to take, starting check number, etc.

G/L Reporting Period: Enter the current General Ledger reporting Period.

G/L Period End Date: Enter the date the current General Ledger period ends.

G/L Fiscal Year: Enter the year for General Ledger reporting.

Payroll Period: Enter the current pay period number.

P/R Period End Date: Enter the date the current pay period ends.

Payroll Check Date: Enter the date to appear on the checks.

Starting Check Number: Enter the starting check number to be printed on the payroll checks.

Current Pay Group: Enter the pay group to be processed. If the pay group entered is invalid the Pay Group Selection Table is displayed for selection of a valid pay group.

Misc Deductions To Be Taken This Pay Period: Enter the Id of the miscellaneous deductions to be taken this check processing.

HOURS/PAY ENTRY

The Payroll Employee Selection Table lists employees for whom data exists in the batch.

The hours and pay batch entry form is used to enter payroll data for an employee.

Employee Code: Enter the employee id for the employee for whom the timeslip is being entered.

Check Type: Use the cursor movement keys to select the type of check this timeslip is being entered for. Regular is a regular payroll check. Special indicates a entry for which no miscellaneous deductions are taken. Pay Period and Pay Group are displayed for informational purposes.

Hours Type: Enter the id for the type of hours being entered.

Hours: Enter the number of hours, of this type, worked this pay period.

Rate: Rate defaults to the hourly rate from the employee file. This rate can be changed.

Diff: Enter the id for the differential type being entered.

Rate: The Differential Rate defaults to the rate associated with this differential type. This rate can be changed.

Pay Type: Enter the id for the type of pay being entered.

Amount: Enter the amount of pay for this type of pay.

ADJUSTMENTS

The adjustment entry form is used to enter manual adjustments to the employee record.

Employee Id: Enter the employee id for the employee for whom the timeslip is being entered.

Adjustment Type: Use the cursor movement keys to select the type of adjustment being entered. Void reduces the accumulators in the employee record and Issue increases the accumulators in the employee record.

Hours Type: Enter the id for the type of hours being entered.

Hours: Enter the number of hours, of this type, worked this pay period.

Rate: Rate defaults to the hourly rate from the employee file. This rate can be changed.

Diff: Enter the id for the differential type being entered.

Rate: The Differential Rate defaults to the rate associated with this differential type. This rate can be changed.

Pay Type: Enter the id for the type of pay being entered.

Amount: Enter the amount of pay for this type of pay.

This Taxes and Deductions Form is used to enter tax and miscellaneous deduction information. Employee Id, Name, and Adjustment Type are displayed for informational purposes.

Fica Taxable: Enter the FICA taxable amount.

Fica Withheld: Enter the amount of the Fica deduction withheld.

Medicare Taxable: Enter the Medicare taxable amount.

Medicare Withheld: Enter the amount of the Medicare deduction withheld.

SDI Taxable: Enter the SDI taxable amount.

SDI Withheld: Enter the amount of the SDI deduction withheld.

Tax Id: Enter the Id of the tax withheld.

Taxable Gross: Enter the taxable amount for this tax.

Tax Withheld: Enter the amount of the deduction withheld for each tax listed.

Misc Deductions: Enter the Deduction Id for any deduction taken. If the Deduction Id entered is in error, the Deduction Selection table is displayed.

Deduction Amount: Enter the amount of the deduction.

Check Number: Enter the check number if voiding or issuing a check.

Check Date: Enter the date of the check if voiding or issuing a check.

Check Net: Enter the net amount of the adjustment.

Upon completion of this screen, control returns to the Employee Selection Table.

CALCULATION WORKSHEET

The Calculations Worksheet provides a preview of the payroll showing the calculations to gross pay.

CHECK PREVIEW

The Check Preview report calculated the payroll from gross to net and provides a preview check register.

ADJUSTMENT PREVIEW

The Adjustment Preview lists entered adjustments for verification prior to the employee records being updated.

PRINT PAYROLL CHECKS

Payroll Checks print payroll checks.

Section 9.6

INQUIRY

Payroll Inquiry allows you to view employee payroll history.

EMPLOYEE INQUIRY

View current payroll history for employees

EMPLOYEE EARNINGS

Employee Earnings lists Quarter to date and Year to date earnings for each employee.

PAYROLL HISTORY

The Payroll History list prints a listing of payroll data for a range of periods for the employee selected.

Section 9.7

REPORTS

Payroll Reports displays a menu listing the Payroll reports available for printing.

DEDUCTIONS REPORT

The Deductions List provides a listing of all miscellaneous deductions showing accumulators for the current period, quarter, and year to date amounts withheld.

DEDUCTIONS TAKEN REPORT

The Deductions Taken report lists, by deduction type, employees and the amount taken for each.

TAX LIABILITY REPORT

The Tax Liability report provides a listing, by General Ledger account, of the tax liability for the current payroll.

DEDUCTION LIABILITY REPORT

The Deduction Liability report provides a listing, by General Ledger account, of the miscellaneous deductions liability for the current payroll.

ACCRUAL LIABILITY

The Accrual Liability report provides a listing, by General Ledger Account, of the payroll accruals for the current payroll.

G/L POSTING SUMMARY

The General Ledger Posting Summary provides a listing, by General Ledger account, combining all of the distribution reports.

DEPARTMENTAL PERSONNEL REPORT

The Departmental Personnel report lists employees by home department showing personnel type information on the employee.

BENEFIT ACCRUALS LIST

The Benefit Accrual list shows, by department, employee personal hours accrued and the dollar liability to the department.

BIRTHDAY LIST

The Birthday List lists employees with birthdays in the month specified.

ANNIVERSARY LIST

The Anniversary List shows employees whose employment anniversary falls within the month specified.

PHYSICALS DUE

The Physicals Due List lists employees with physicals due in the month specified.

PERSONNEL REVIEWS

The Personnel Reviews shows employees with next evaluation are due in the month specified.

TERMINATIONS LIST

The Terminations List details terminated employees, by home department, indicating the termination reason and date.

EEOC REPORT

The EEOC report lists employees by home department and shows the EEO category for each employee.

Section 9.8

MAINTENANCE

Maintenance displays a menu listing the Payroll system files maintenance and listing procedures.

GENERAL INFORMATION

The General Information is used to set the user company name and address information. This information is used on report headings and as the return address for the User Company.

Company: Enter the company name as you wish it to appear on report headings and correspondence.

Address: Enter the company's street address.

City & State: Enter the return address city and state.

Zip Code: Enter the company's zip or postal code.

Federal Id: Enter the company's Federal Identification Number. This number is used for federal reporting forms.

SYSTEM INFORMATION

System Control Information provides data used by the Payroll system during processing.

State Id Number: Enter the state Id

Checking Account

and Department: Enter the payroll checking account and department.

Accrual Account

and Department: Enter the payroll accrual account and department.

G/L Reporting Period: Enter the current reporting period for entries to the General Ledger.

G/L Period End Date: Enter the date the current G/L Period ends.

Current Fiscal Year: Enter the year for financial reporting.

Payroll Period: Enter the current payroll period.

P/R Period End Date: Enter the date the current pay period ends.

Current Pay Group: Enter the group being paid this processing.

Pay Frequency: Enter the pay frequency to be paid this check processing. Pay Frequency indicates the frequency of pay (Weekly, Bi-weekly, Semi-monthly, Monthly) and tells the system which pay templates to use.

Overtime Rate: Enter the Overtime. Example 1.5 = time and one half. This rate will be multiplied by the hourly rate to calculate the overtime hourly rate.

Social Security Information

Fica Rate: Enter the withholding Fica Rate.

Fica Expense Account: Enter the General Ledger account number for the fica employer expense.

Fica Liability Account: Enter the General Ledger account number for the fica liability.

Fica Limit: Enter the Fica tax wage limit form the Federal Employer's Guide.

Medicare Information

Medicare Rate: Enter the Medicare withholding Rate.

Medicare Expense

Account: Enter the General Ledger account number for the medicare liability.

Medicare Liability

Account: Enter the General Ledger account number for the medicare liability.

Medicare Limit: Enter the Medicare tax wage limit form the Federal Employer's Guide.

Additional/Over: Refer to Federal Employer's Guide for Additional and Over tax rates.

FUTA Rate: Enter your federal unemployment comp rate.

FUTA Expense: Enter the FUTA expense account for General Ledger reporting.

FUTA Liability: Enter the G/L account for FUTA taxes payable.

FUTA Limit: Enter the gross wage limit for FUTA Taxes.

SUTA Rate: Enter your state unemployment comp rate.

SUTA Expense: Enter the SUTA expense account for General Ledger reporting.

SUTA Liability: Enter the G/L account for SUTA taxes payable.

SUTA Limit: Enter the gross wage limit for SUTA Taxes.

TAX TABLE MAINTENANCE

Update Tax Tables displays a table listing the Tax Tables.

The Tax Selection Table displays a list of the taxes on file and allows the enter of new taxes and the modification of existing taxes.

Tax Id: Enter a text description of the tax. Examples are "FEDERAL S", "FEDERAL M", "STATE", Etc.

Description: Enter a meaningful description for this tax.

G/L Account: Enter the General Ledger expense account the deductions for this tax are to be reported to.

G/L Department: Enter the Department account the deductions for this tax are to be reported to.

Withholding Allowance: Enter the standard deduction, if any, from the employer guide for this tax.

Deduct From: Use the cursor movement key to indicate whether the dependent factor is deducted from the employee gross or the taxable amount.

The remainder of this form is used to enter the percentage tables brackets from the employer guide for this tax.

Over: Enter the Over amount from the employer tax guide

But Not Over: Enter the But Not Over amount from the employer tax guide.

Amount: Enter the fixed withholding amount from the employer tax guide.

Plus%: Enter the plus % from the employer tax guide.

Repeat the above for each bracket in the table.

NOTE - on the final bracket, set the But Not over field to all 9's.

DEDUCTION MAINTENANCE

Update Deductions displays a table listing the Miscellaneous Deductions.

Deduction ID: Enter the descriptive id of the deduction.

Description: Enter a meaningful description for this deduction.

G/L Account: Enter the General Ledger account number that deduction expenses should be applied to.

G/L Department: Enter the Department account number that deduction expenses should be applied to.

Use Employee

Department?: Use employee department Y/N.

Exempt From FICA?: Use the cursor movement keys to indicate whether this deduction is exempt from fica taxes.

Exempt From Tax: Enter the tax id for any taxes that this deduction is exempt from.

HOURLY TYPES MAINTENANCE

Update Hour Types displays a table listing the types of hours.

Hours Type: Enter a unique code to identify this type of hours.

Description: Enter a name or description for this type of hours.

Deduct from

Accrued Benefits?: Use the cursor movement keys to indicate whether benefit hours are to be reduced by this type of hour.

Accrue towards

Benefits?: Use the cursor movement keys to specify whether benefit hours are to be accrued for this type of hours.

Productive Hours?: Use the cursor movement keys to specify whether this type of hour is productive or non-productive.

Rate Type: Use the cursor movement keys to indicate whether this type of hour is at regular rate or overtime rate.

PAY TYPES MAINTENANCE

Update Pay Types displays a table listing the types of pay.

PayType: Enter a unique code to identify this type of pay.

Description: Enter a name or description for this type of pay.

Tax Exempt: Use the cursor movement keys to specify whether this type of pay is non-taxable.

DIFFERENTIALS MAINTENANCE

Update Differentials displays a table listing the types of differentials.

Differential Code: Enter a unique code to identify this type of differential.

Description: Enter a name or description for this type of differential.

Differential Rate: Enter the hourly rate for this type of differential.

PAY GROUP MAINTENANCE

Update Pay Groups displays a table listing the types of pay Groups.

Maintenance form.

Pay Group: Enter a unique code to identify a specific Pay Group.

Description: Enter a name or description for the Pay Group.

BENEFITS MAINTENANCE

Update Benefits displays a table listing the types of benefit accrual plans.

Benefit Code: Enter a unique code to identify a specific Benefit Accrual.

Description: Enter a name or description for the Benefit.

Accrual Rate: Enter the rate of accrual per hour.

Months Active: Enter the number of months that this benefit rate is to remain active before progressing to the next level.

Next Benefit: Next Benefit is the next progressive benefit level.

EEOC CODE MAINTENANCE

Update EEOC Codes displays a table listing the types of EEOC Codes.

EEOC Code: Enter a unique code to identify a specific EEO grouping.

Description: Enter a name or description for the EEOC Code.

TERMINATION CODE MAINTENANCE

Update Termination Codes displays a table listing the types of termination reasons.

Term Code: Enter a unique code to identify a specific termination reason.

Description: Enter a name or description for the termination reason.

QUARTER END

Quarter End displays a menu listing the Quarter End procedures and reports.

FEDERAL WAGE REPORT

The 941 Report is the quarterly federal wage report.

SDI REPORT

The SDI Report is the quarterly wage report for State Disability reporting.

FEDERAL U/C REPORT

Print Federal Unemployment Compensation Report displays a form asking for the reporting criteria and then prints the report based upon the criteria entered.

STATE U/C REPORT

Print State Unemployment Compensation Report displays a form asking for the reporting criteria and then prints the report based upon the criteria entered.

CLOSE QUARTER

Close Quarter clears the Quarter to Date accumulators and prepares the system for the new quarter.

YEAR END

The Year End Processing Menu lists the year end procedures and reports.

PRINT EMPLOYEE W2'S

Prints W2 wage reports for all employees on file.

CLOSE YEAR

Close Year clears the year to date accumulators and prepares the system for the next years processing.

SECTION 10

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Section 10.1

INTRODUCTION

AN INTRODUCTION TO THE GENERAL LEDGER SYSTEM

The system processes data from other systems along with manually entered data, updates account accumulators, and prints user formatted financial reports.

THE GENERAL LEDGER PROCESSING CYCLE

The General Ledger system can be run at any frequency desired. It is suggested that financial reports be run at a frequency to reflect the operating periods of the company.

The Processing cycle for General Ledger follows closely the sequence of the menu items listed on the main menu.

THE GENERAL LEDGER MAIN MENU

Data Entry: Data Entry displays a menu listing the data entry and data processing procedures.

Inquiry: Account Inquiry allows the viewing of individual account information, as well as, a display of the detail transactions that make up the account balance.

Reports: Reports displays a menu listing the General Ledger reports available for printing.

Budget: Budget displays a menu listing the budget maintenance and budget list procedures.

Maintenance: Maintenance displays a menu listing the General Ledger file maintenance and list procedures and the closing procedures.

Section 10.2

MINIMUM PROCESSING REQUIREMENTS

The following describes the required steps for completing a General Ledger processing cycle. Each of the steps must be completed in the sequence indicated.

1. Process Entries

Enter and edit General Ledger data transactions, post those transactions to the data files, and accumulate account balances for reporting purposes.

1.1 Data Entry

Enter data in batch form, clone new batches from previously entered data, and modify batches generated by other systems.

1.2 Edit Reports

Verifies that batches balance and marks balanced batches as ready for update.

1.3 Post General Ledger

Applies transactions to the General Ledger data files, prints the Posting Summary report, and accumulates account balances for reporting purposes.

2. Print Reports

Print General Ledger financial reports. While this step is not mandatory, it is recommended.

The remaining functions, while important, need only be run at a time deemed appropriate and are not required for the successful completion of the General Ledger processing cycle.

Before running the General Ledger system for the first time, you must create the data files and enter the required information into the system files.

Section 10.3

GETTING STARTED

GATHERING NECESSARY DATA

In order to set up the system files you will need:

0. A copy of the Chart of Accounts for the processing company.
0. Any budget information to be entered.
0. A sketch or instructions for the layout of the Balance Sheet, Operating Statement, and any other financial reports to be formatted.
0. The return address information for the processing company.

You should have this information in hand prior to continuing.

LOADING INITIAL DATA

To load the initial system data, start the General Ledger system.

0. Select the System Information from the Maintenance menu and setup your default information.
0. Select Chart of Accounts from the Maintenance menu and setup your Chart of Accounts.
0. Select Report Format Maintenance from the Maintenance menu, then select Rebuild Financial Reports to build your default set of financial reports.

Section 10.4

BATCH DATA ENTRY

Select Data Entry from the General Ledger Menu, then select Batch Data Entry.

The Batch Selection Table displays the batches on file and allows the entry of new batches and the modification of existing batches.

Pressing the Ins key will display the Batch Data Entry form used to add new batches.

Fiscal Year: Enter the financial year that this batch is to be posted to.

Period No: Enter the General Ledger period number that this batch of transactions is to be posted to.

Batch Id: Enter a unique identifier to for batch.

Batch Date: Enter the date to be associated with this batch.

Description: Enter a meaningful description so the batch is easily recognized.

Clone from Existing Batch?

New batches can be created from existing batches thereby reducing the amount of manual entry. This process is called cloning. When cloning one batch from another each transaction in the clone from batch is copied to the clone to batch.

Select the Clone from existing batch button to clone an existing batch. Enter a existing batch number or press enter to select from a list.

PROCESS BATCH DETAIL

To modify an existing batch of data or add new transactions to a batch, select the batch to modify and press the Process Batch Detail button.

The Batch Detail Selection Table displays batch identifying data, a running balance, and the detail transactions associated with the batch.

Batch Balance displays the sum of all the transactions within the batch. A batch must balance to zero in order to pass the edit and be eligible for posting.

Transactions within the batch may be added, modified, or deleted.

In each case the Batch Data Entry Form is displayed.

The Batch Data Entry form is used to add transactions to a batch or to modify existing transactions within a batch.

Fiscal Year, Period Number, and Batch Id are carried forward from the batch header and are displayed here to identify the transaction.

Account Number: Enter the General Ledger account number to which the transaction is to be applied.

Department: Enter the General Ledger department number that this transaction is to be applied to.

After the account and department are entered, the combined number is verified against the Chart of Accounts. If an account number is not entered, or the account number entered is not in the Chart of Accounts, the Chart of Accounts Lookup Table is displayed.

Date: Enter the date of the transaction

Amount: Enter the dollar amount of the transaction. Credits should be entered using the (-) key.

Source: Source identifies where the transaction came from (ie: AR, AP, GL, PR, DR, etc.).

Description: Enter the description of the transaction.

PRINT EDIT LIST

Print Edit List verifies that batches balance and marks balanced batches ready for posting.

Select Print Edit List from the Data Entry menu to run the Edit report.

POST GENERAL LEDGER

Post General Ledger posts the batch transactions to the General Ledger files, prints the Posting Summary, and accumulates account balances for financial reporting.

To Post the General Ledger, select Post General Ledger from the Data Entry menu.

Section 10.5

INQUIRY

Account Inquiry provides a detailed look at an individual account.

To view an account, select either Inquiry by Account or Inquiry by Department from the Inquiry menu. A table listing the Chart of Accounts is displayed.

Select a account number to view the current information.

INQUIRY BY ACCOUNT

Inquiry by account number.

INQUIRY BY DEPARTMENT

Inquiry by department number.

Section 10.6

REPORTS

Reports displays a menu listing of the General Ledger reports available for printing.

PRINT GENERAL LEDGER

The General Ledger report is a detail listing, in account number sequence, of the journal entry transactions on file.

For each account, the report shows a previous balance, the detail transactions for the periods specified, and an account balance.

The periods of detail to itemize can range from one period to the entire year. The range is specified prior to the start of printing by completing the Periods of Detail form.

Show Detail for Period: Enter the beginning period number for which you wish detail printed.

Thru Period: Enter the ending period number for which you wish detail printed.

PRINT TRIAL BALANCE

The Trial Balance is a listing of all accounts in the Chart of Accounts showing current period and year to date posted amounts.

Period Number: Enter the period number which you wish printed.

PRINT FINANCIAL STATEMENTS

Print financial statements for any period of the year.

PRINT SUPPORTING SCHEDULES

Supporting Schedules provide the detail to support accumulated print lines on the financial reports.

When multiple accounts are accumulated into a single print line on a financial report, a supporting schedule can be requested for that print line. The Supporting Schedule then lists the account detail that makes up the print line.

Section 10.7

BUDGET

Budget Maintenance displays a menu listing the General Ledger budget maintenance and list procedures.

Select Budget Maintenance from the Budget menu. The Budget Selection Table is displayed.

The Budget Selection table lists the account numbers and descriptions for the accounts on file. Select an account number to be modified.

The Budget Maintenance Form is displayed.

The Budget Maintenance Form is used to modify budget data on existing accounts.

The account number, account description, and fiscal year are displayed for verification.

Amount: Enter the budget amount for each period.

Annual total is the sum of the budget entries for all periods.

Section 10.8

MAINTENANCE

File Maintenance displays a menu listing the General Ledger file maintenance and list procedures.

File maintenance allows the initial entry and continued maintenance of General Ledger system files. File maintenance also provides print procedures for each file.

GENERAL INFORMATION

General Information form is used to set the your company's name and address. This information is used on report headings and as the return address for your company.

Name: Enter the company name as you wish it to appear on report headings and correspondence.

Address: Enter the company's mailing address.

City State: Enter the return address city and state.

Zip Code: Enter the company's zip or postal code.

Telephone: Enter the company's published telephone number.

Employer Id: Enter the company's Federal Identification Number. This number is used on federal reporting forms.

Next Batch: Next Batch is the next batch id number to be assigned.

SYSTEM INFORMATION

System Information provides data used by the General Ledger system during processing.

Checking Account: Checking Account is the General Ledger account number that checking account amounts are posted to.

Retained Earnings Account: Enter the Retained Earnings account number from the chart of accounts. The net of revenues and expenses is posted to this account at year end.

Current Earnings Account: Enter the Current Earnings account number from the chart of accounts. The net of revenues and expenses is posted to this account for financial reporting.

Current Fiscal Year: Enter the year for financial reporting

Current G/L Period: Enter the current processing period for General Ledger processing and reporting.

Period End Date: Enter the ending date for the current General Ledger processing period.

Periods in the Year: Enter the total number of processing periods in the fiscal year.

CHART OF ACCOUNTS

Selecting the Chart of Accounts menu item will display a table listing the accounts on file.

The Chart of Accounts maintenance form is used to modify data on existing accounts or to add new accounts to the Chart of Accounts.

Account Number: The account number to be added to the Chart of Accounts or the account to be modified. If the account number entered is not on file or a new account is being entered, the Account Selection Table is displayed for selection.

Department: Department is the department number or sub account. If the department entered is not on file the Department Lookup Table is displayed for selection. The Department Selection table lists the department numbers and descriptions for the departments on file.

Account Description: Enter the account description.

Account Type: Use the cursor movement keys to position the pointer bar over the appropriate account type and then press the Enter key to select that type.

Status: Status indicates whether this entry is Active or Inactive.

DEPARTMENT MAINTENANCE

Selecting the Departments menu item will display a table listing the departments on file.

The Department Selection table lists the department numbers and descriptions for the departments on file.

The Department Maintenance Form is used to modify data on existing departments or to add new departments to the Department Master file.

Department Number: The department number to be added to the Departments Master or the department to be modified.

Description: Enter the department description.

REPORT FORMAT

Selecting the Report Format menu item will display a menu listing the report format maintenance procedures.

To perform maintenance to the Report Formats, position the pointer bar over the Report Format menu item and then press the Enter key to execute that menu item. The Report Format Maintenance Menu is displayed.

The Report Format Maintenance Menu lists the procedures for adding or modifying report format descriptions.

When adding a report, you must first add the report title and then the formatting detail can be added.

Report Titles is selected to add new reports or to change the comparison specification on an existing report.

Report Detail is selected to modify report format specifications on an existing report or to add format specifications for a new report.

Use the cursor movement keys to position the pointer bar over the menu item desired and then press the Enter key to execute that menu item.

REPORT FORMAT TITLES

Report Format Titles displays a table listing the previously defined reports.

To modify data on an existing report, position the pointer bar over the report to be modified and then press the Enter key to select it.

If adding a new report, press the Ins key.

In both cases the Report Title Maintenance Form is displayed.

The Report Title Maintenance form is used to modify the title or comparison data type for an existing report title or to add data for a new report.

Report: Enter a unique name for the report.

Title: Enter the report title as it should appear on the report.

Type: Use the cursor movement keys to select the type of comparison data to appear on the report.

BALANCE: Show balances only, no comparison data.

CHANGES: Show prior period figures for comparison purposes.

LAST YEAR: Show the same period from last year for comparison purposes.

BUDGET: Show budget figures for comparison purposes.

REPORT FORMATTING

Selecting the Report Detail menu item from the Report Format Maintenance Menu causes the Report Format Titles Table to display listing the reports available for formatting.

To add or modify report format data for a report, position the pointer bar over the report to be modified and then press the Enter key to select that report. The report Format detail Table will be displayed.

The Report Format Detail Table lists the Report Id and Report Title for informational purposes and displays a table showing the report format entries for the report selected.

From this table, report format data can be added, modified, or deleted.

To modify existing format data, position the pointer bar over the data to be modified and then press the Enter key.

The Ins key is used to add data to the format and the Del key is used to remove data from the format.

In all cases the Report Format Line Maintenance Form is displayed.

The Report Format Line Maintenance form is used to define print lines for the financial reports. Format definitions include identifying the accounts that accumulate into a print line, the description to print on the line, the characteristics of the print line, and total to accumulators.

The Report Id is the identifier from the report title definition and is shown for verification.

Entry Type: Use the Cursor movement keys to position the pointer bar over the appropriate entry type and then press the Enter key to select that type.

Accumulate: This entry is to accumulate into the next print line.

Print: This is a print line.

Amount Comes From: Use the cursor movement keys to specify where to get the amount from. Position the pointer bar over the appropriate indicator and then press the Enter key to complete the entry.

Account: The dollar amount comes from the account specified in Step 3.

None: There is no dollar amount associated with this entry. (Ex. Printing a blank line or a line with under lines)

Subtotal: The dollar amount comes from the subtotal whose label is specified in Step 3.

Get From: Get from specifies the account number or subtotal label that the dollar amount is to be retrieved from. If the Amount From specified in Step 2 is Account then the appropriate account number is entered. The account entered is verified against the Chart of Accounts and if not found, the Account Lookup Table is displayed.

Use the cursor movement keys or the Locate field to position the pointer bar over the account desired and then press the Enter key to complete the selection.

If the Amount From specified in Step 2 is Subtotal the label of the sub-total is entered.

If the Entry Type specified in Step 1 is Accumulate, the system will cycle back to Step 1 for the next entry. If the Entry Type is Print the form continues with Step 4.

Total To: Total To is the label of a total or subtotal that this print line is to be accumulated to. Total To labels are user defined and can be up to eight characters. Meaningful labels are suggested.

Sign Control: Sign Control tells the system whether to print the amount with its natural (Normal) sign or to reverse (Reverse) the sign for printing purposes. As an example, most Balance Sheets show liabilities as positive figures. Since the natural sign on a liability is a credit, the signs would be reversed for printing.

Under Lines: Under Line specifies that under lines are to be printed in the positions that are normally occupied by dollar amounts. Under lines cannot be printed on the same line as dollar amounts.

Use the cursor movement keys to position the pointer bar over the type of under line desired and then press the Enter key to complete the selection.

None: Do not print under lines.

Single: Print a single line as the under line.

Double: Print a double line as the under line.

Supporting Schedule: Supporting Schedules can be requested for print lines that are an accumulation of multiple accounts. The Supporting Schedule details the individual amounts that went into the print line.

To request a supporting schedule, enter the schedule number that the supporting detail will be printed on. If the schedule does not exist, the Supporting Schedule Selection Table is displayed. If no supporting schedule is required, leave this field at zero.

Line Description: Enter the text description to be printed on this print line.

SUPPORTING SCHEDULES

Selecting the Supporting Schedules menu item will display a table listing the schedules on file and allow selection of a schedule for maintenance or the addition of a new schedule.

The Supporting Schedule table lists the schedules and descriptions for the schedules on file.

The Supporting Schedule Form is used to modify data on existing schedules or to add new supporting schedules.

Schedule No: Enter a unique number for the schedule.

Description: Enter the description for the schedule.

CLOSE CURRENT PERIOD

Close Current Period purges posted batches of transactions that are prior to the current General Ledger processing Period. Current period batches are retained for cloning purposes.

CLOSE CURRENT YEAR

Close Current Year purges the prior year detail, balance forwards the current year detail, and changes the current year detail status making it prior year detail. This prepares the General Ledger system for the start of a new year.

To close the current year, position the pointer bar over the Close Current Year menu item and then press the Enter key to execute that menu item.

QUICKBOOKS EXPORT

Selecting Quickbooks Export from the menu will export data that can then be imported to QuickBooks.

Before data is exported the first time, the *Auto Repair Boss* Chart of Accounts must be updated to prepare it for exporting. (This step needs to also be completed any time the QuickBooks Chart of Accounts is changed.)

Follow these steps to update the *ARB* Chart of Accounts:

First, export Chart of Accounts from Quickbooks:

- Open Quickbooks
- Select "File"
- Select "Utilities"
- Select "Export"
- Select "List to IIF files"
- Check "Chart of Accounts" and press "OK"
- Save file to arbwin folder
- Name file "chartofaccounts.iif" NOTE: Be sure the file extension is ".iif"

Next, update the *Auto Repair Boss* Chart of Accounts:

- From Main Menu select LEDGER
- Select Maintenance from the General Ledger screen
- Select QuickBooks Export
- Select Chart of Accounts. The "Chart of Accounts Selection Table" will be displayed.

Finally, update each item in the *Auto Repair Boss* Chart of Accounts.

- Select Account name from list
- Select F7-Edit. The "Changing a CHART Record" window will be displayed.
- Click on the "QuickBooks Account" Lookup button. The "Open File" window will be displayed. (This will only display this first time to allow you to import the QuickBooks Chart of Accounts.)
- Select the "chartofaccounts.iif" file that was previously saved to the arbwin folder. Select Open. The "Select QuickBooks Account" window will be displayed.
- Highlight the QuickBooks Account name that corresponds to the *Auto Repair Boss* Account Name and then press Select.
- Fill in the "QuickBooks Optional" field if necessary. (See Note Below)
- Press F10-Save.
- Update each of the Accounts in this same manner.

NOTE: If in QuickBooks a Vendor or Customer has been assigned to a particular Account, you must assign a name to the corresponding Account in *Auto Repair Boss*. Use the "QuickBooks Optional" field to do this. For example, when updating the Accounts Receivable account in *Auto Repair Boss* you will need to fill in the "QuickBooks Optional" field using "ARB Customer". This will allow the information to be imported to QuickBooks.

To Export Data from *Auto Repair Boss*:

- Select QuickBooks Export from Maintenance Menu
- Select Export. The "QuickBooks Export" window will be displayed.
- Select either:
 - Export New Only – this will export any new info since last export
 - Export New, plus Re-export any on or after the highlighted 'Cutoff Date/Time' – this will export new info and the info from the previous export file you have highlighted.

To Import Data into QuickBooks:

- Select “File”
- Select “Utilities”
- Select “Import”
- Select “IIF Files”. The “Import” window will be displayed.
- Select from the arbwin folder the desired IIF file exported from *Auto Repair Boss*. The file will be imported

NOTE: When importing file, if QuickBooks pops up a warning message you will need to research to resolve the indicated problem. Also, you will need to review the General Journal entries to see if any part of the file was imported. If it was, delete the Journal Entry, resolve the problem and then re-import the data.