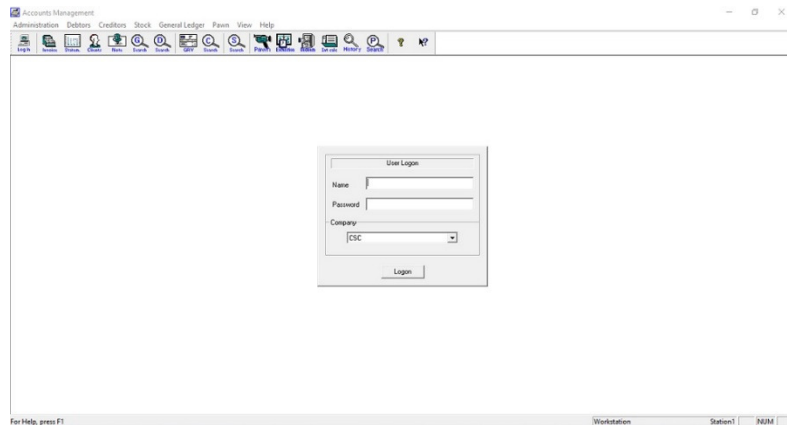# Management Software

Gold – Pawn – Service – Retail – POS

# Accounts Management Manual

Setting up the program for the first time

Once the program has been installed the defaults need to be set in order to use the program.
Double click on the program icon on your desktop or select the program from the 'Start Menu'.

The login screen will appear asking you to insert your name and password, as this is the first time you are using the program type 'Administrator' as the user name and 'password' for the password.
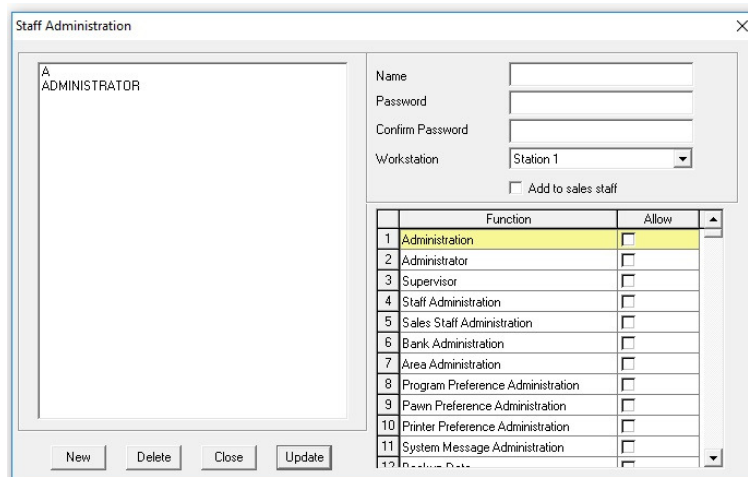
Workstation Administration
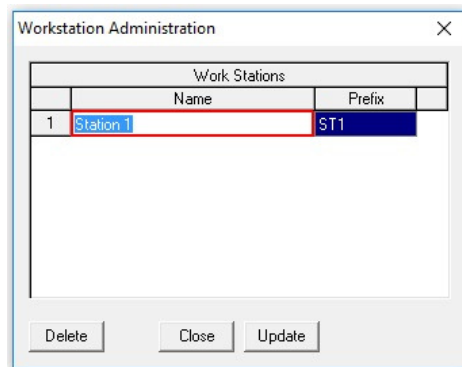
Here you can give each of your workstations a name and prefix, this is used in the Cashbook and General ledger, you can also print sales reports by workstation, and each user in the Staff Administration can be captured with the workstation they will use.

Staff Administration

These are the people employed by you who either sell for you or are office staff that will be using the program.
Select 'Staff Administration' from the 'Administration' menu item.
Each person can have different access rights to the program. The rights are divided into the different menu items, when a item is checked for a person he has access to that item and can administer the task.

Setting user privileges

Administration	
Administrator	This person can do everything in the program and is the main custodian of the program. You do not need to check any other item as the administrator is able to access all of the program.
Supervisor	This person can override areas that would be blocked to normal uses such as if a client is over their credit limit this person needs to enter his or her password for invoicing to continue. A supervisor can delete records as well.
Staff Administration	The operator can edit staff details except give a person Administrator or Supervisor rights.
Sales staff Administration	This is where the sales staff targets and base salary are set.
Bank Administration	Enter or edit bank names.
Region Administration	The regions use in the program are edited.
Program Preferences	This person can change the program preferences.
Pawn Preference	This person can change the pawn preferences (Only shown if Pawn Management is running)
Service Preference	This person can change the service preferences (Only shown if Service Management is running)
Service Technician	This person can add and edit technical staff. (Only shown if Service Management is running)
Manufacture Preference	This person can change the manufacture preferences (Only shown if Service Management is running)
Workstation Admin	The workstation names and prefixes can be edited.
Printer Preferences	This allows the stationary printer preferences to be edited.
Backup Data	This person can back up the database.
Restore Data	This person can restore the database.
Live Update	The user can update the program from our website.
Import Eternal Data	The user can import from other sources.
Change System Date	This person can change the system date, this should be allowed with caution as the books can be closed for date selected.

Debtors	
Capture Invoices	This person is able to capture invoices.
Capture Credit Notes	This person is able to capture credit notes.
Load Payments	The Invoice payments are entered.
Journal Posting	This person can do journal posting.
Print List statements	Allows the person to print statements.
Print List the Age analysis	Allows the person to view and print the age analysis.
Sales Debtor Enquires	This person can do sales enquires.
Search Debtor History	The debtor's history can be searched.
Search for Sales Item	All clients who have bought the stock item inserted will be shown.
Client Administration	The client details can be edited.
Client Notes Admin.	This person can enter and modify client notes.
Archive Inactive Clients	All clients that have not transacted with you from the date inserted will be Archived.
Recursive charges	This person can administer recurring charges.
Post Recurring charges	Recurring charges can be posted by this person.
Salesman Consolidated report	Print this report.
Salesman Detailed Report	Print this report.
Salesman Grouped by Region	Print this report.
Debtor sales Journal	Print this report.
Sales for a period	Print this report.
Debtor Deposits Report	Shows all deposits for the selected period.
Outstanding Invoice Report	Print this report.
Client Items on Back Orders Report	Print this report.
List Clients	Print this report.
Client Notes Report	Print this report.

Creditors

Goods Received Voucher	This person can enter goods into stock.
Goods Returned (Credit Note)	This person can enter goods that are to be returned.
Bulk GRV Capture	This person can enter bulk GRV's.
Purchase Orders	This allows the operator to capture purchase orders.
Bulk Purchase Orders	This person can enter bulk purchase orders.
Purchases	Insert Items purchase for the Company.
Purchase Credit notes	The person can enter credit notes.
Load Creditor Payments	This person can enter creditor payments.
Bulk Journal Posting	The person can do bulk journal posting.
Journal Posting	This person can do journal posting.
Age analysis	This person run the age analysis for creditors.
Purchase Enquiries	This person can perform purchase enquires.
Creditor Administration	The creditor's details can be edited.
Creditor Notes	Allows the person enter notes for the creditors.
Back Orders	Print this report.
Search Creditor History	This person can perform this function.
Creditor Notes Report	Print this report.
Goods Received / Purchased for a Period	Print this report.
List Creditors	Print this report.
Supplier Price List Admin	The supplier's price list can be edited.
Supplier Back Orders Report	Print this report.

Stock

Stock Administration	This person will be allowed to enter new stock item information.
Department Administration	Enter and edit department names.
Bin Administration	Enter and edit bin locations.
Breakup Stock Item	Breakup items that have more than one item.
Stock Enquires	Perform enquiries on stock items.
Stock Take Administration	Allow the person to do stock adjustments.
Stock editor	Allows editing of bulk stock items.
Lay-By Deposit Admin	Can enter lay-by's.
Lay-By Deposit credit notes	Can enter lay-by credit notes.
List Stock report	Print this report.
Stock Reorder list	Print this report.
Stock Daily Analysis	Print this report.
Items with deposit Lay-by Transaction	Print this report.
Client Lay-by history	Print this report.
Statement of Lay-by's	Print a statement of items in lay-by.
Search Data	This person can perform stock searches
E-Mail Price List	
Print Barcode Labels	This person can email stock price lists.

General Ledger

Cash Desk	Here you do cash payments.
Petty Cash Expenses	This person can administer the cash desk.
Cash Book	Here the expenses incurred every day are captured.
Bank Reconciliation	Cash book entries can be done.
Journal Processing	Allows this person to reconcile the bank accounts.
GL Enquiries	Enter journal entries.
Cash Float opening balance	This person can do GL enquiries.
Daily cash Control	Enter the opening cash float for the day.
Month end Closure	Administer the daily cash up.
Year End Roll Over	This person can run the month end routine.
Budget administration	This person can do a year end roll over.
GL Preferences	This person can do the company budgets.
Chart of Accounts Admin.	This person can edit the GL preferences.
Debtor Journal Posting Setup	This person can enter new control accounts or edit existing ones.
Creditor Journal Posting Setup	This person can define or edit the journal entries for debtors.
Create a New Company	This person can define or edit the journal entries for creditors.

Copy a Company	This person can create companies.
Enter Opening Balances	This person can copy companies.
View GL Accounts	This person can enter opening balances.
Financial Statements	Print this report.
Trial balance	Print this report.
Cash Flow	Print this report.
Assert Register Admin.	Print this report.
Assert Calculator	Run the assert calculator.
Post Assert Depreciation	Allows this person to administer the assert register.
Vat Report	Post the assert depreciation to the GL.
Pawn	Only available in Pawn Management.
Pawn Capture	Able to capture pawn dockets.
Pawn Credit Notes	Able to capture pawn credit notes.
Pawn Redeem	Able to capture redeems.
Reverse Redeems	Able to reverse a redeem
Pawn Extensions	Able to capture extensions
Batch Capture Extensions	Able to do batch capture of extensions.
Allocate Expired Pawn items to Stock	Can allocate expired pawn items to stock.
Pawn credit note Reason Admin	Can add credit not reasons to the list of reasons.
Breakup Pawn items for stock.	Can breakup pawned items moved to stock to multiple stock items.
Pawn enquires	Can do pawn ledger enquires.
Client pawn history	Print this report.
Client Transaction History	Print this report.
Pawn Search	Print this report.
Pawn Item interest breakdown	Print this report.
Pawn Goods report	Print this report.
Pawn Interest report	Print this report.
Pawn Redeem report	Print this report.
Pawn Items moved to stock.	Print this report.
List pawn credits	Print this report.
List all items in pawn	Print this report.
Second Hand Register	Print this report.
Monthly pawn Control	Print this report.
Service	Only available with Service Management.
Quotation	The person can capture quotations.
Client Equipment Admin	The person can capture and edit client equipment.
Build Equipment	The person can build the clients equipment from stock items.
Resource Admin	The resource items can be added and edited.
Service Contract Administration	Add or edit the clients service contracts.
Invoice Service Contracts	Send Invoices to clients with service contracts.
Log Calls	The person can log client calls.
Call Item Administration	The person can edit calls logged.
Search Service History	Print this report.
Technician Schedule	Print the technician schedules.
Equipment Built Manufactured Report	Print client equipment built or manufactured report.
Search Equipment	Search for client equipment.
Gold	Only available in Gold Management.
Pledge Calculator	Can use the Pledge Calculator.
Redeem Calculator	Can use the Pledge Redeem Calculator.
Loan / Purchase Calculator	Can add loan / purchase quotes.
Pledge Capture	Can capture Pledges.
Pledge Credit Note	Can capture Pledge Credit Notes.
Pledge Credit Note Reason Admin	Can add credit not reasons to the list of reasons.
Pledge Redeem & Renew	Can capture Redeem renewals.
Pledge Redeem	Can capture Redeems.
Reverse Redeems	Can capture Redeem reversals.
Allocate Expired Pledges to Sales	Can allocate expired Pledges to Sales.

Pledge Enquiries	Can do pledge ledger enquires.
Client Pledge History	Can view the Pledge History Report
Pledge Search	Can search for Pledges
Age Distribution	Can view the age distribution of Pledges.
Daily Stock Movement	Can view the Daily Stock Movement.
Pledges Report	Print this report.
Pledge Redeems Report	Print this report.
List Pledge Credits	Print this report.
List All Items in Pledge	Print this report.
List Overdue Pledges	Print this report.
List Expired Pledges	Print this report.
List Pledge Interest	Print this report.
Second Hand Register	Print this report.
Print Second Hand Register	Print this report.

Sales Staff Administration

Select the salesperson to be edited, the items are:

Workstation	Select the workstation the sales person belongs to.
Commission Method	This is what figure will be used to calculate the member's commission. These options are Sales where the total sales value is used or Profit where only the profit is used for the calculation.
Commission Calculation	This is how the commission will be calculated, on all the invoice amounts or only on paid invoices.
Target	This is the target that the salesperson must meet every month.
Basic salary	This is the salary he will receive before commission.

Set Commission

The % commission for each client that the salesperson receives is inserted here.
Select the client from the client selection dialog and enter the Commission % and enter.

Program Preferences
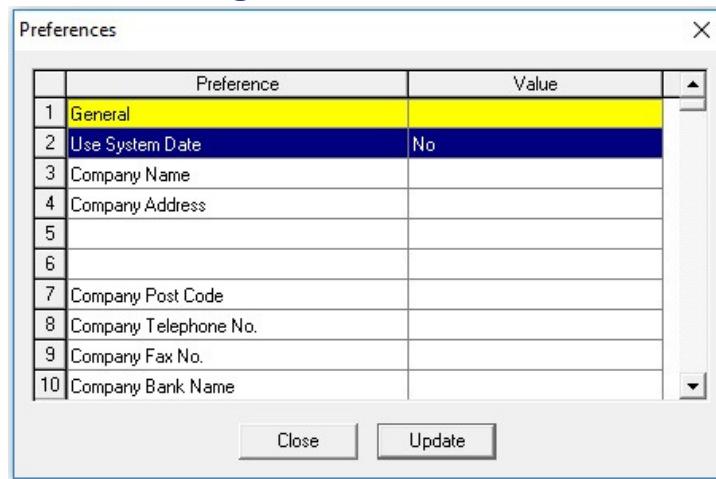
Select 'Preferences' from the 'Administration' menu item to enter the program defaults. A list of items are displayed and the current values are shown.

The items in the preferences are as follows :

General	
Use System Date	If this is set to yes the user's clock is not used to set the dates, but the date is read from the server. This is good as all machines will have the same date.
Company Name	The name of your company.
Company Address	Your company address.
Company Post Code	Your postal code.
Company Telephone No.	The company telephone number.
Company Fax No.	The company fax number.
Company Bank Name	The name of your bank.
Company Bank Branch	Your bank's branch.
Company Bank Branch Code	The bank's branch code.
Company Bank Account No.	Your bank account number.
Company Registration No.	The company's registration number.
Company Vat No.	The company's vat registration number.
Company Contact Person	The companies contact person.
Company E-Mail Address	This is the e-mail address of your company.
Company E-mail Server	This is your ISP mail SMTP server address, you need this if you want to email your price list.
Client List Format	This is the how the Select Client list will be displayed.
Automatic Client Account No	If you want the system to insert the clients account number when inserting a new client, select Yes for this item.
Current Client Account Number	This is the next number that will be used when a new client is added.
Text for Area	You can replace the word Region with a word of your choice.
Creditors	
Automatic Creditor Account No	If you want the system to insert the creditors account number when inserting a new creditor, select Yes for this item.
Current Creditor Account Number	This is the next number that will be used when a new creditor is added.
Automatic Order No	If you want the system to insert your order numbers when ordering supplies, select Yes for this item.
Current Order No	This is the next number that will be used the next time an order is placed.
Automatic GRV numbers	The system will insert the GRV numbers.
Current GRV Number	This is the next number that will be selected the next time a GRV is entered.
Current GRV Credit Note No	This is the next number that will be used the next time an Credit Note is placed
Show selling price in GRV	This will show the selling price when GRV's are captured.
Treat GRV as Cash Purchase	A point of sale screen will be used to GRV items. This will insert all GRV values to the cash purchase Control Account.

Debtors

Default Accounting Type	Debtors accounting system can be set to Brought forward or Open item, each client can be different, this is the default type that is selected when new clients are created.
Current Invoice No	This is the next invoice number that will be used when a client is invoiced. Care should be taken when changing this number as the numbers will not be sequential.
Current Credit Note No	This is the next credit note number that will be used when a client is credited. Care should be taken when changing this number as the numbers will not be sequential.
Show S/N in invoice	If your stock uses serial numbers for most item select Yes here and serial numbers will be displayed for each item selected when invoiced.
Pad Workstation Prefix to Inv. No	When an invoice number is generated the Workstation Prefix is padded to the start of the invoice number.
Selling price includes VAT	The selling price of all items include VAT.
Allow editing of selling price	The operator is allowed to edit the selling price.
Post Recurring Charges	This allows the recurring charges to be invoiced with the month end closure.
Treat invoices as cash sales	All invoices generated will be automatically marked as paid and a payment will be allocated to the client.
Treat login person as the sales person	The staff member sales account will be credited by all invoices captured by the member.
Skip Invoice Printing.	In POS invoicing no invoice is printed unless the 'Print' button is pressed.
Insert Serial No. When invoicing.	If more than one item is sold per invoice line and you want to record the serial numbers select Yes for this option and no for the 'Always use Serial Numbers' option under the 'Stock' heading.
Use Cash Tendered Dialog	All cash paid for sales and purchases must be done by the cashier using the Cash Desk.

Stock

Retail Calculation	This is the default type of mark-up calculation for the stock item when new items are inserted.
Always use Serial Numbers	Select Yes if most of your stock uses serial numbers else you can select No and insert serial numbers only in the items that use them.
Default Retail Price Mark-up %	If you select a % mark-up for the stock selling price calculation, this will be the default value set when new items are captured.
Default Wholesale Mark-up %	If you select a % mark-up for the stock selling price calculation, this will be the default value set when new items are captured.
Default Alt Price Mark-up %	If you select a % mark-up for the stock selling price calculation, this will be the default value set when new items are captured.
Remove Stock when 0	If you select Yes then when a stock item is sold it is removed form stock and will have to be entered again if needed, by selecting No the item will remain in stock with a quantity of 0. This will not affect items moved to stock from Pawn, these will always be removed when sold.
Fixed Description 1 to 3	This is the main heading that is shown for all capture screens.
User Description 1-5	If you need another field for item Data there are 8 fields that can be used, this is the heading names for each field.
Text for Bin.	This is the display text for stock bins, you can use your own name.
Text for Department.	This is the display text for departments, you can use your own name.
Default Department.	This is the default department that will be loaded when capturing stock.

Lay-by

Current Lay-by No.	This is the next number that will be used for a Lay-by.
Lay-by mark-up in Rand's	This is what is added to every lay-by each month that the lay-by exists.
Lay-by Periods	How long an Item will be kept for Lay-by.
Use Lay-by mark-ups	Use the lay-by mark-up.
Lay-by Mark-ups Text	This is the text that prints on the receipt for the mark-up.
Lay-by insert stock if not found	If no stock is found for the item selected for lay-by a stock item will be inserted.

Bar Code Scanner

Auto scan ID Numbers.	ID Numbers will automatically be inserted if a bar code scanner is used.
General	

Daily Cash up Show Sales Person	Insert the sales person in the daily cash up reports.
Use Cash Desk	Use the cash desk under the General Ledger Menu to capture payments and receipts.
Camera	
Use a Camera	Use a twain camera or web cam to capture photos.
Show Client Photo	Show the clients photo on the screen when doing interactions with them.

Pawn Preferences

This is only available in Pawn Management.

Select 'Pawn Preferences' from the 'Administration' menu item to enter the pawn defaults. A list of items are displayed and the current values are shown.

The items in the preferences are as follows :

Pawn	
Pawn Mark up	This is the rate that interest will be calculated
Service Charge	This is the amount that will be added as the service charge
Pawn Default Department	This is the default department that will be loaded when capturing pawn goods.
Current Pawn Docket No	This is the next number that will be used the next time an pawn docket is captured.
Current Pawn Credit Note No	This is the next number that will be used the next time an pawn Credit note is captured.
Automatic Docket Numbering	There are 5 different ways to get docket numbers.
No with Item No's.	The docket number will be entered manually but the item no's will be automatic.
1. No without Item No's	The docket and item no's need to be entered.
2. Yes with Item No's	Both docket and item no's will be assigned automatically.
3. Yes without Item No's	Docket numbers will be generated but item no's will have to be entered.
4. Yes use Date as Item No's	Use the date as the docket and item no. IE 240619/01
5. Manual Dates	Dates need to be entered manually
Days Before Pawn Expires	How many days before a pawned item expires.
Pawn MFRC Number	The shop's MFRC number.
Use POS Screens	Use point of sale screens to capture pawn dockets.
Short Client Address	The clients address will be a single line.
Print new docket with extensions	When an item is extended a new docket is printed.
Pawn Interest Calculated Daily	Interest will be calculated daily.
Pawn Retain Due Date	When redeeming an item the due date will not change to the date the item is redeemed.
Calculate the Redeem rate for the current year only	The redeem rate can be changed once a year.
Pawn Goods Due Date inserted Manually	The due date of a pawned item can only be inserted manually.
Update Interest if changed.	Update the interest rate for items pawned previously to the interest been changed.

Service Preferences

Service preferences are only available in Service Management.

Select 'Service Preferences' from the 'Administration' menu item to enter the service defaults.

A list of items are displayed and the current values are shown.

The items in the preferences are as follows:

Service	
Service Mark-up	This is the Mark-up used to calculate the cost of equipment and labour.
Service Hour rate	This is the hourly rate charged for technicians.
Service Default Department	This is the default service department.
Current Service Docket Number	This is the next number that will be used the next time a service invoice is captured.
Service Item Prefix	This is the prefix used to pad all docket numbers.
`Automatic Docket Numbering.`	The docket number will be will be automatic.
Manual Dates	Dates will have to be inserted manually.

Gold Preferences

Gold preferences are only available in Gold Management.

Select 'Gold Preferences' from the 'Administration' menu item to enter the Gold defaults.

A list of items are displayed and the current values are shown.

The items in the preferences are as follows:

Gold	
Gold Mark up	This is the rate that interest will be calculated
Gold 2nd Mark up	This is a 2nd rate that interest will be calculated
Use 2nd Mark up	Use the 2nd Mark up if a person has more than one pledge.
Service Charge	This is the service charge.
% Service Charge when less than	If the pledge is less than this amount use this percentage to calculate the service charge.

Service Charge %	This is the percentage used when less than the above value.
Interest Fixed	Interest is at a fixed rate.
Gold Default Department	This is the default gold department.
Current Gold Docket No.	This is the current pledge number.
Automatic Docket Numbering	Docket numbering is done by the system.
Manual dates	Insert the dates manually.
Days Before Pledge Expires	This can be 7 Days - 1 Month - 2 Months - 3 Months
Use Twain Camera	Use a camera to take photos of the person or items.
Show Client Photo	Show the clients photo when a pledge is created.
Short Client Address	The clients address is shortened to one line.
Print new docket with extensions	Print a new docket when Redeems and renewals are done.
Pledge Interest Calculated Daily	Interest is calculated daily.
Pledge Retain Due Date	Due dates are not changed if the person redeems there items earlier.
Calculate the Redeem rate for the current year only.	The interest will not be calculated when the period goes over into a new year.
Gold Due Date inserted manually.	Due dates are inserted manually.
Initiation Fee	Initiation Fee
Initiation %	Initiation Fee percentage then the item is above the value below.
Initiation % Above	Initiation Fee percentage used above this value.
Max Initiation Fee	The maximum the Initiation Fee can be.
Interest per Day	Interest calculated daily.
Fixed Description 1	Description to be used for item information.
Fixed Description 2	Description to be used for item information.
Fixed Description 3	Description to be used for item information.
Fixed Description 4	Description to be used for item information.
Fixed Description 5	Description to be used for item information.
Fixed Description 6	Description to be used for item information.

Printer Preferences
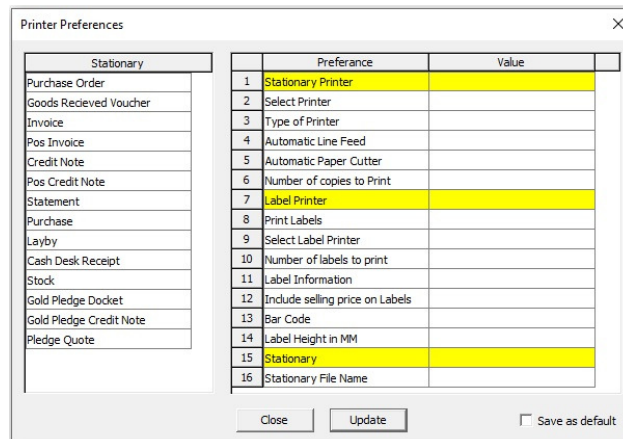
Select 'Printer Preferences' from the 'Administration' menu item to enter the Stationary printer's settings. A list of the Stationary is displayed, select each one to set the values of the stationary.

The items in the preferences are as follows :

Stationary Printer	
Select Printer	Select the printer you wish to print to.
Type of Printer	Dot Matrix or Thermal, used for receipt printers.
Automatic Line Feed	Does the printer have automatic line feed, Thermal, used for receipt printers?
Automatic Paper Cutter	Does the printer have an automatic paper cutter, Thermal, used for receipt printers.
Number of copies to Print	How many copies to print.
Label Printer	
Print Labels	Do you want to print labels Yes or No.
Select Label Printer	Select the printer you want to use for labels.
Number of labels to print	Number of labels to print.

Label Information	What to print onto the label.
• Show Barcode only on Label	Only print a barcode.
• Show Client Name on Label	Print a barcode and the clients name.
• Show Description on Label	print a barcode and the items description.
• Show Client Name and Description on Label	Print a barcode the clients name and the items description.
Include selling price on Labels	Print the selling price with the label information.
Label Width in MM	Width of label in millimetres.
Label *Height in MM*	Height of label in millimetres.
Stationary	
Stationary File Name	The file name of the stationary created with the Stationary Administrator.

Stationary Administration

Please refer to the Stationary Administration manual on how to create the stationary.

Bank Administration
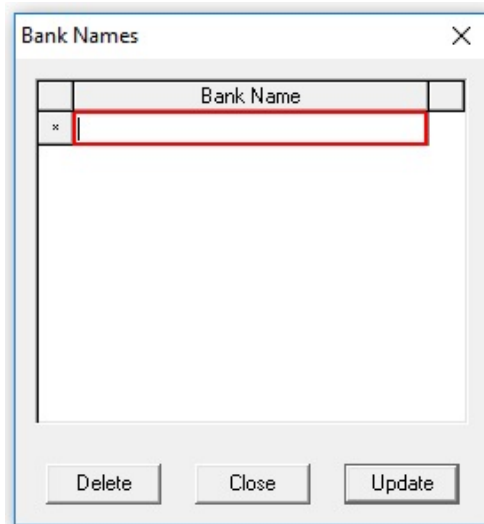
These are the bank names used throughout the program, they can be edited and entered here. There cannot be duplicate bank names.

Select 'Bank Administration' from the 'Administration' menu item.

Click on the position in the list where you want to enter or edit a name. Click 'Update' to save the names or select the name you want to delete and click the 'Delete' button.

Region Administration

Sales staff, Debtors and Creditors can be grouped into different regions, the names are entered here.
Select 'Region Administration' from the 'Administration' menu item.
Entered the regions that your company requires, the prefixes are used in the Chart of Accounts. Once you have entered all the names press 'Update' to save and 'Close' to exit the screen

Stock Bin Administration

The names of the areas where the stock are located in the warehouse are inserted here.
Select 'Bin Administration' from the 'Stock' menu item.
The first name entered as a bin cannot be deleted, change the name to a name that suits you. Once you have entered all the names press 'Update' to save and 'Close' to exit the screen.

Stock Department Administration
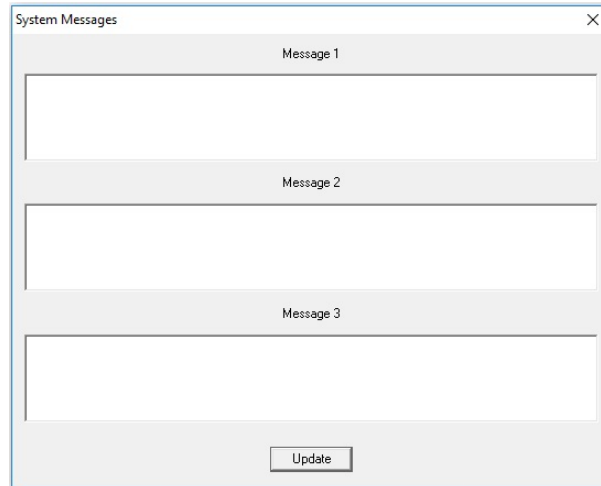
The names of the departments for the stock items where they are located in the warehouse are inserted here.
Select 'Department Administration' from the 'Stock' menu item.

The first name entered as a department cannot be deleted, change the name to a name that suits you. Once you have entered all the names press 'Update' to save and 'Close' to exit the screen.

System Messages

The program has 3 messages that can be included in the printing of stationary, this can be used if you wish to advertise specials etc.

Enter the message and press Update to save it, if you want to remove it delete the message from the box and press Update.

Debtors

Invoice

There are 3 ways to start Invoicing, select 'Invoice' from the 'Debtors' menu, or press the 'F3' Key (Function Key 3) or click on the 'Invoice Icon' in the tool bar.

To select the client to be invoiced you can press 'F2', (Function Key 2) and select the client from the list. You can also select the client from the drop down list box in the invoice screen, another way is to click on the 'Client' button and select the client from the list, this way you can add or edit the client details by selecting the client to edit and clicking on the 'New/Edit' Key.

Once the client has been selected pressing the 'F2', key will list all the stock items that you can select for the item been sold. Press the 'Tab' key or 'Enter' Key to move across the grid to the Quantity column where you can enter the quantity sold, press 'Enter'.

If 'Insert Serial Number when invoicing' is set to 'Yes' in the preferences under the 'Debtor' Heading a box opens up under the Serial Number column heading where you can insert the serial numbers for the quantity inserted. Press enter and add each serial number. When you have inserted all the serial numbers the box will close and you will be moved to the next column.

If you enter less than the quantity you will have to click on the 'OK' button or press the escape 'Esc' key, you can also press enter until the box closes.

If 'Insert Serial Number when invoicing' is set to 'No' and you have 'Always Use Serial Numbers' set to 'Yes' in the preferences you will be asked to select the serial number from the selection list.

Select the serial number in the list and press the 'OK' button or double click on the serial number you want this will close the stock grid. You can do a Zero Vat invoice by selecting the Vat selection from the 'Vat' drop down list. If you want to assign the invoice to a salesperson select the salesperson from the 'Sales' drop down list. You will need this if you want the system to calculate the sales commission. You must click on the 'Print' button to save and print the invoice or you can type 'Alt P'.

GL Posting

If you have defined more than 1 type of invoice to post the GL to you can select the type by clicking the Invoice button and select the type. You can also select Cash sales if you want to treat the invoice as a cash sale, the payment will be added automatically.

Method of Payment

This is how the customer pays for the sale, it can be Cash, Credit Card / Debit Card, Cheque, EFT or Account, Account is the default for this type of invoice.

Reprinting Invoices

Should you have to reprint an invoice you can type the number of the invoice in the invoice number box and the invoice will be displayed for printing, click on the 'Re-Print' button and select your print and a copy of the invoice will be printed.

POS Invoice

Point of sale invoicing can be used if 'Treat Invoices as Cash Sales (POS)' is set to 'Yes' in the Preferences under the 'Debtor' heading.

Items can be entered by typing the Stock Code box, using a bar code scanner or pressing 'F2' and selecting the item form the stock list. If 'Allow editing of Selling Price' is set to 'Yes' in the preferences under the 'Debtors' heading you will be able to edit the selling price. The quantity is changed by pressing 'F3' and editing the amount, if the client has a deposit / Lay-by on the item pressing 'F4' will retrieve it., 'F8' removes the item from the sale.

All POS sales go to the Cash control account by default, if you want it to go to a client's sales account select a client by pressing the 'Client' button or type in the client's account number.

GL Posting

If you have defined more than 1 type of invoice to post the GL to you can select the type by clicking the Invoice button and select the type. You can also select Cash sales if you want to treat the invoice as a cash sale, the payment will be added automatically.

Method of Payment

This is how the customer pays for the sale, it can be Cash, Credit Card / Debit Card, Cheque or EFT, Cash is the default for this type of invoice.

Reprinting Invoices

Should you have to reprint an invoice you can type the number of the invoice in the invoice number box and the invoice will be displayed for printing, click on the 'Re-Print' button and select your print and a copy of the invoice will be printed.

Credit Note

To select the client to be credited you can press 'F2', (Function Key 2) and select the client from the list. You can also select the client from the drop down list box in the invoice screen, another way is to click on the 'Client' button and select the client from the list, this way you can add or edit the client details by selecting the client to edit and clicking on the 'New/Edit' Key.

Once the client has been selected pressing the 'F2', key will list all the stock items sold to the client, where you can select the item been to be credited. Press the 'Tab' key or 'Enter' Key to move across the grid to Quantity

column where you can enter the quantity, press 'Enter' again and you will be moved to a new line where the next item can be inserted.

Once all items have been captured press the 'Esc' key to leave the stock grid and click on the 'Print' button to save and print the credit note or you can type 'Alt P'.

Credits can be captured for any items sold to the selected client, the entire sales price is credited. If you want to do a partial credit note you will have to do it in the 'Journal Posting screen'.

Reprinting Credit Notes

Should you have to reprint a credit note you can type the number of the credit note in the credit number box and the credit note will be displayed for printing, click on the 'Re-Print' button and select your print and a copy of the credit note will be printed.

Load Payments

When a client pays an invoice or invoices the payment must be loader here.

Select the client from the dropdown list and all the outstanding invoices will be loaded, insert the amount for each invoice paid and select the method of payment from the dropdown list. Press Update when complete to update the system.

Journal Posting

Journal posting is where journal entries for a client's account are done.

Select 'Journal Posting' form the 'Debtors' menu to enter transactions.

Select the client you want to enter journal entries for. Select the date for each transaction and enter the reference, order no and select the Journal to post to from the drop-down list 'Journal'. If the Age Period is need it will be shown, select the period to enter to. Enter the and click 'Update' to insert.

Statements

Statements can be listed or printed for any period selected. If the client is using the open item method all outstanding transactions are displayed on the statement and the payments for the selected period. The clients using the brought forward method will only have the selected periods transactions displayed.

Select the client or clients from the clients list, select the month to list, this will only show transactions done ending on the selected month end. If the month is before the current month transactions after the selected month end will not be shown. If you want a different date from the current date to be printed on the statement select the date from the 'Statement Date' drop down date.

'Audit Statements' if checked show all transactions done on the account including paid up invoices.

'Print using Department' lists the transaction by department, if the statement is printed a separate page is printed for each department. Press 'List' to display the statements, you can print this report by pressing 'Print'. The report can also be exported to a CSV file format that can be opened in excel.

To print the statements on you own stationary press 'Print Statements'.

Age Analysis

An age analysis can be printed for the month selected, all outstanding amounts will be shown ending on the end of the selected month.

There are 3 reports that can be done:

Short List

Only clients outstanding balance and aging are shown.

Detailed List

This shows all outstanding balancer as well as all transactions done until the end of the month selected, and all ageing are shown.

Sales to Date

This report shows each clients month to date sales, months profit, year to date sales, year to date profit and the current balance and total balance for the selected month.

Enquires

Select the client you are going to do the enquiry for, a list of all the transactions for the current period are displayed. By double clicking on the item in the list the details for that transaction are shown. Clicking the 'GL Audit' button displays a list of all the GL transactions for the selected item.

Pressing the 'Statement' button the client's statement is shown, pressing the 'Invoice' button show the invoice for the selected item in the list.

By double clicking on an item in the list you will see the details for the item.

If an item needs to be omitted from the statement, select the item and press 'Flag no Print' and the item will be omitted. If you want to remove a flag the press the 'Flag No Print' button again.

Search Debtor History

Select the client and a list of all the transactions are displayed. To view the actual transaction, select the item and press 'Document'. If there are a lot of items in the list you can insert the reference text in the 'Search' box and press the 'Search' button this will list the item.

Search for sales item

If you need to find an invoice for an item that was sold you can search for the invoice by inserting the code, description or serial number for the item. You do not have to enter the full code etc., as all items containing the search criteria will be listed.

Double clicking on any item in the list displays the invoice for that item.

You can Print or Export the list to a CSV file.

Client Administration

Client details can be edited here or new clients captured.

To edit a client, select the client from the list and change the details. A new client can be entered by clicking the 'New, button and entering the details, the clients name and account number must be entered.

Region

Each client can be assigned a region for reporting.

Hold

If the client is to be put on hold the 'Hold' check box is checked and a supervisor will have to authorise any transaction done on the clients account.

Acc. Type

The way invoices are selected to do receipts / journal entries for the client is selected here, there are two ways receipts / journal entries is done.

Brought Forward here the earliest to the latest invoice is marked paid up.

Open Item where you have to select each invoice to receipt or a journal entry to be done against it.

Terms

This is the period the client has to pay an invoice.

Status

This is an indicator used in reporting to show the status of the client, you can type anything in here.

List Archived Clients

Any client that was archived can be brought back by clicking this check box.

Select the client from the list and click 'Restore'.

Client Notes

Notes can be inserted for any client and printed on their statement or used as an alert when invoicing the client.

Select the client and enter the date and review date if you want to check the action at a later date. If you want an alert click on the 'Alert Note' check box. To print the note on the clients statement click the 'Inc. statement' check box.

If more than one note is selected for the alert or statement printing, the last note entered will be displayed. Notes can be multi-line notes but can only have 255 characters.

Archive Inactive Clients

When an clients account becomes dormant you are able to move the client to the inactive client section.

When you enter this function the date is set to one year before the current year. Selected the date you want to use as the last date a transaction was done on the account, if there is a balance outstanding for the account it

will not be made inactive. You can reinstate the account again or if you enter the account no in any dialog and the account is inactive you will be prompted to restore the account.

Recurring Charge Administration
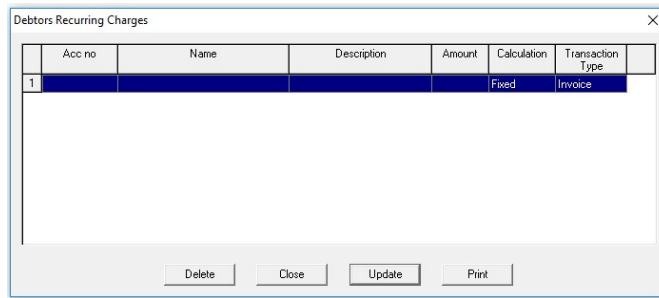
Clients that need to be charged on a monthly basis can be setup here. Select the client from the 'Account No' drop down list and enter a description and the amount to be used for the calculation. If the calculation is a fixed amount enter the complete amount and select 'Fixed' from the drop down list. If you want to charge a percent of the outstanding amount of the client select 'Percent' from the drop down list. When a client's outstanding balance is zero and 'Percent' is selected the transaction will be ignored. Select the transaction type to perform from the transaction list. If you need to remove a transaction select the transaction and press the 'Delete' key. Note only Administrators and Supervisors can delete items.

Post Recurring Charges
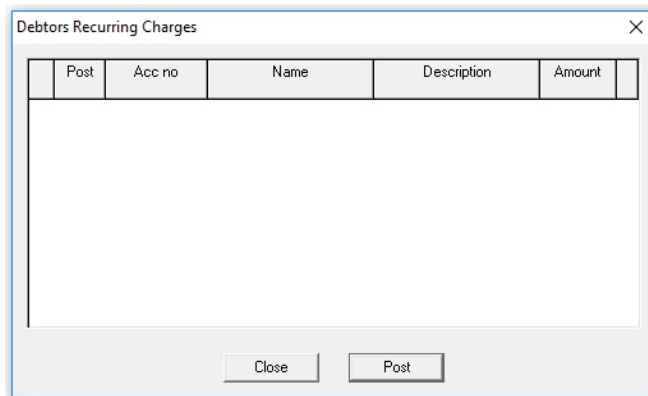
Recurring charges can be posted automatically when the month end routine is run or done manually. If the automatic method is selected in the preferences this menu item is disabled and no manual posting can take place.
Check each item you want to do.
Note if manual posting is done and you post the items more than once in a period the transactions will be duplicated.

Sales Reports

Consolidated Report
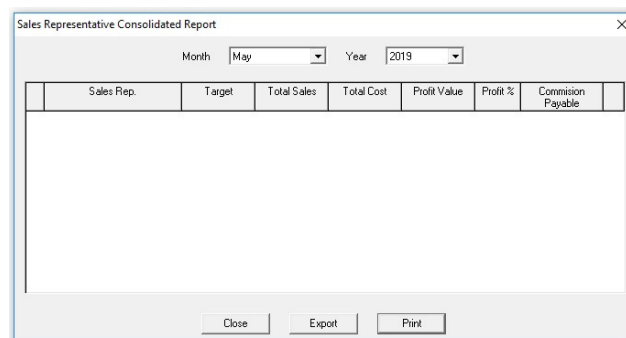
This report shows each sales persons target value, commission %, sales value, profit value, profit % and commission payable to the member for the month selected.

Detailed Report

This report shows a list of each transaction for the selected sales person and month of client invoices. The profit and profit % is also shown. You can select all the sales personal by clicking the 'Select All' check box.

Group by Region

Here we show the sales value, cost, profit, GP% and % of total sales for each region and month selected.

Reports

Debtors Sales Journal

The Sales for the selected period is listed here showing each invoice captured for the period selected. You can select the Department, Area and clients you want to list.

Sales for a Period

This report shows the transactions for items for the criteria selected. You can list this report for a selected period or if the 'List by Date' check box is checked you can list the report between selected dates.

Select the type of report, 'Invoices', 'Credit Notes', 'Payments / Journal Credits' or 'Journal debits'. Select the client if you want to display just this client, or leave as 'All' to show all clients. After you have made your selection press 'List' to generate the report, this report can be printed or exported in a 'CSV' format.

Debtor Outstanding Invoice Report

This report shows the outstanding invoices for the selected period, i.e. 'Cash' for all cash sales, 'Current', '60 Days' 90 Days' etc.

List Items on Back Order

You can view all clients with outstanding item that they have purchased and not received.

List Clients

There is three different views that can be selected to list the Creditors

Short List

Here the Account Number, Name, Telephone Number, Contact Person and Status are displayed.

Full Listing

With this list the Account Number, Name, Address, Telephone Number and Contact Person are displayed.

Active Clients by Sales

This list is the same as the Short List but only shows clients that have active transactions.

List Archived Clients

All clients that have been archived are listed here.
 Select the report you want from the dropdown list and press list.

Client Notes Report
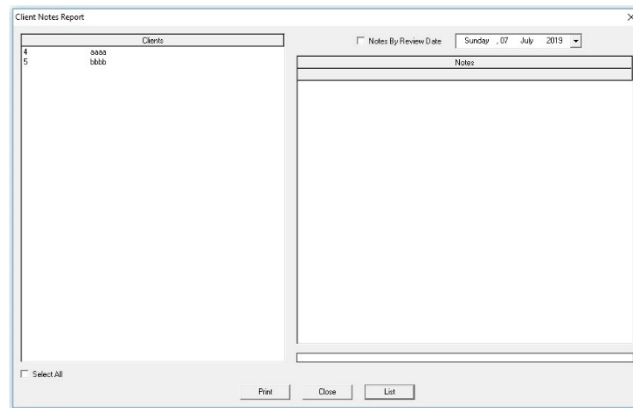
Clients that have a note inserted can be viewed here, you can select all or a few of the clients to list. If you want to view the clients who's review date is before the date selected, check the 'Notes by Review Date' check box and select the desired date. The client names are shown to view the notes click on the + symbol next to each client. You can print the notes by pressing the 'Print' button, this will open any clients notes that are not open.

Creditors

Goods Received

Before Items can be sold you have to enter them into stock. This is done here.
There are two ways to load the stock, manual loading each item or by loading a purchase order.

Load P/O

Click on the 'Load P/O' button and select the purchase order you want to load, if you have selected a different client to the one the purchase order was sent to, the client will be changed to the purchase order client. Once the purchase order is loaded you can change the quantity for each item should they have supplied less items than you ordered, the quantity not supplied will be reflected as a back order.
If 'Show selling price' is selected in the preferences you will see the selling price for each item, if 'Allow editing of selling prices' is selected in the preferences you will be able to change the selling price.
 If more the one item is purchased and 'User Serial number' is selected for the stock item in the stock capture screen the serial number dialog opens for you to add the serial number for each item.
Press enter to begin entering the serial numbers, when all the numbers are inserted the box will close. If you want to close the box sooner press the 'Esc' key.

Manual Entry

Select the supplier by pressing 'F2' or from the drop down is or by clicking the 'Supplier' Button.
You can enter stock by entering the stock code in the box or by pressing 'F2' and selecting the item.
The operation is then the same as for Load P/O.
If the Grv is set to manual numbers in the preferences, you will have to enter the GRV number and press the 'Print' key twice. Be careful if the number you have entered exists it will lose the GRV captured and load the GRV with the number.
If you have loaded a purchase order you will not be able to adjust the discount or vat.

POS Goods Received

If 'Treat GRV as Cash Purchase (POS)' is set to 'Yes' in the Creditor preferences you will capture GRV's as purchases from clients as well as suppliers.

Enter the clients account no or ID number in the appropriate field and the client's information will be displayed. You can also press 'F2' and select the client from the client selection list. If the client does not exist enter all the client's details and it will automatically be inserted into the client database.

In POS capture you will only be allowed to capture 5 items per GRV, if more than one item of the same type is purchased you will have to enter each one on a different line. If the item does not exist it will be added to the stock.

Press 'Print' to save the GRV.

Purchase

Purchases are when you buy items from a person or if you are buying supplies for the office.

Select the creditor by pressing 'F2' or add the persons detail if they are not in the system, this will add them to the system. Enter a items and press Print.

Goods Returned

Select the client you want to credit by pressing 'F2' or from the drop down list or by pressing the 'Client' button.

Press 'F2' for a list of all the items you have bought from the client or supplier, select the item you want to credit.

When you press 'Print' the stock is decreased by the amounts inserted and all GL transaction will be done.

Purchase Orders

If you use manual order numbers you will have to enter the order number and select the supplier by pressing 'F2' or from the drop down list or by clicking the 'Supplier' button, you are going to purchase goods from.

To enter items to be purchased type the Stock Code in the 'Stock Code' column, or you can press 'F2' for the list of stock items. If you type a code in and it does not exist the stock capture screen is displayed and you can enter the details for the item. If your cursor is in the 'Sellers Code' column pressing 'F2' lists the price list for the supplier.

Select the item from there and enter the quantity required. If you don't have a price list for the Supplied items, enter the supplier stock code manually if you know it.

The item will be added to the supplier price list.

If the purchase is non vatable select the non-VAT index from the drop down list.

Once all the items have been entered press 'Print' to print the order form and save it.

Bulk Purchase Orders

Purchase orders can be captured in bulk, the limitation with this method is that suppliers cannot be selected, a list is printed whereby you can order from each supplier. Enter the amount to order for each item, if you are using 'manual purchase order numbers' you will have to insert the order number in the 'Order No' box, press 'Update' to save the form and 'Print' to print it.
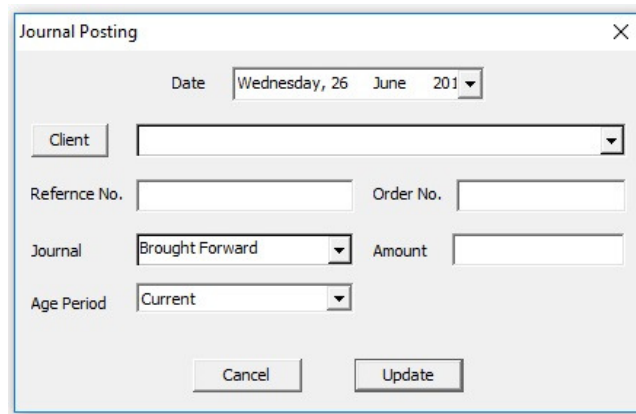
Bulk Journal Posting

Bulk Journal Posting is used to update the General Ledger for your Creditors you pay monthly, Water and Lights for example.

To add the accounts you used 'Journal Posting (Creditors)' under the 'General Ledger' menu. You must set each item as an Invoice 'IN' short code.

The list of all the GL items marked as 'IN' will be displayed, where you can enter the amount for each one. Press 'Update' to save the GL transactions.
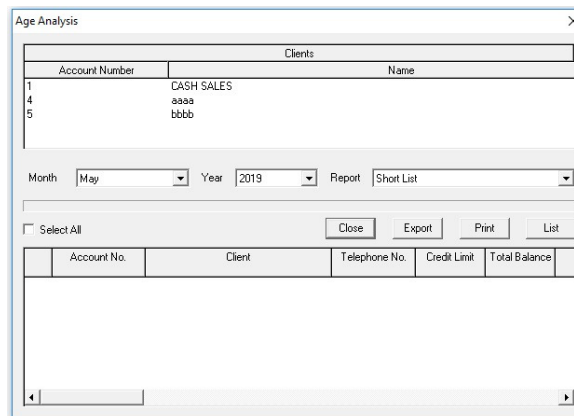
Journal Posting

Select 'Journal Posting' form the 'Creditors' menu to enter transactions.

Select the creditor you want to enter journal entries for. Select the date for each transaction and enter the reference, order no and select the Journal to post to from the drop-down list 'Journal'. If the Age Period is need it will be shown, select the period to enter to. Enter the amount and click 'Update' to insert.

Age Analysis

Select the suppliers you want to view and press 'List' or press the 'Select All' check box to select all the suppliers. An age analysis can be printed for the month selected, all outstanding amounts will be shown ending on the end of the selected month.

There are 3 reports that can be done:

Short List

Only creditor outstanding balance and aging are shown.

Detailed List

This shows all outstanding balancer as well as all transactions done until the end of the month selected, and all ageing are shown.

Purchase to Date

This report shows each creditor month to date purchases, month's profit, and year to date purchases, year to date profit and the current balance and total balance for the selected month.

You can print this report or export the report by selecting the appropriate button.

Creditor Enquiries

Select the client you are going to do the enquiry for, a list of all the transactions for the current period are displayed. By double clicking on the item in the list the details for that transaction are shown. Clicking the 'GL Audit' button displays a list of all the GL transactions for the selected item.
 If 'GRV' is pressed the Grv or Grv credit note for the item is displayed.
By double clicking on the item in the list the details are shown.

Search Creditor History

Select the Creditor and a list of all the transactions are displayed. To view the actual transaction select the item and press 'Document'. If there are a lot of items in the list you can insert the reference text in the 'Search' box and press the 'Search' button this will list the item.

Creditor Administration

Creditor details can be edited here or new creditors captured.
To edit a creditor select the creditor from the list and change the details. A new creditor can be entered by clicking the 'New, button and entering the details, the creditor name and account number must be entered.

Region
Each creditor can be assigned a region for reporting.

Hold

If the creditor is to be put on hold the 'Hold' check box is checked and a supervisor will have to authorise any transaction done on the creditors account.

Acc. Type

The way invoices are selected to do receipts / journal entries for the creditor is selected here, there are two ways receipts / journal entries is done.

'Brought Forward' here the earliest to the latest invoice is marked paid up.

Open Item where you have to select each invoice to receipt or a journal entry to be done against it.
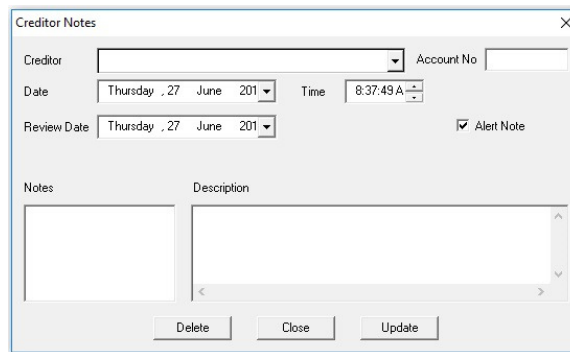
Terms

This is the period you have to pay the creditor.

Status

This is an indicator used in reporting to show the status of the creditor, you can type anything in here.

Creditor Notes
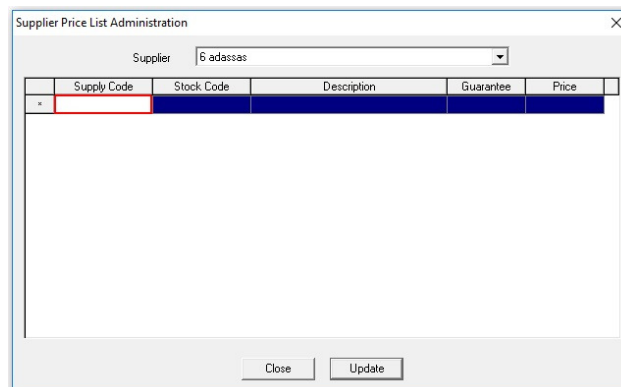
Notes can be inserted for any creditor used as an alert when doing creditor transactions.

Select the creditor and enter the date and review date if you want to check the action at a later date. If you want an alert click on the 'Alert Note' check box. To print the note on the client's statement click the 'Inc. statement' check box.

If more than one note is selected for the alert or statement printing, the last note entered will be displayed. Notes can be multi-line notes but can only have 255 characters.

Supplier Price list Administration

The supplier price list is used when purchase orders are captured. Select the supplier from the drop down list and enter the details for each item or edit the existing items. Press 'Update' to save the supplier's price list.

Reports

List Goods in Back Order
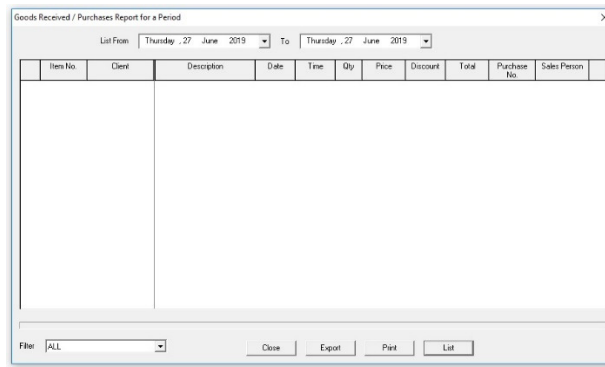
When Purchase Orders are brought into stock through the GRV, the supplier might have supplied less items that ordered. These items are added as back order goods. The items on back order can be viewed here.
You can view all goods ordered from suppliers and not received.

Goods Received for a Period
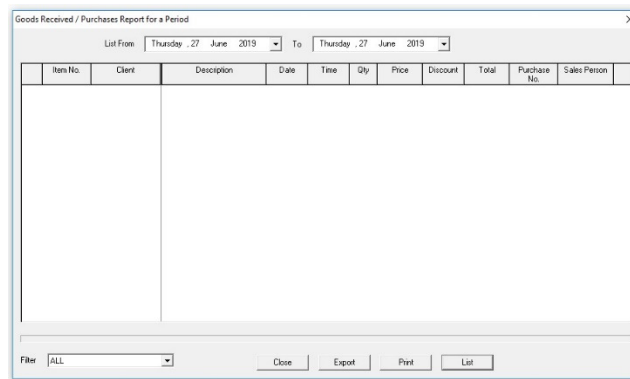
All items bought between the selected periods are shown with this report.
Select the date from and date to list the items.
You can print or export the report in 'CSV' format.

List Creditors
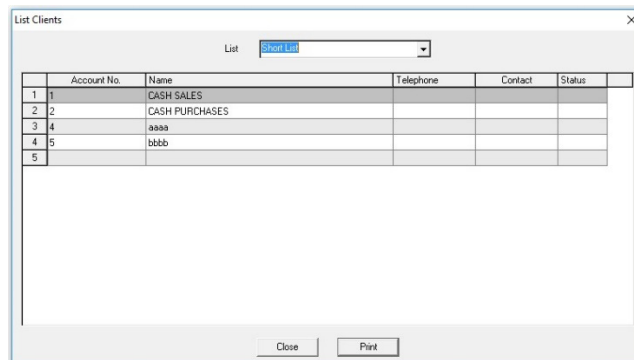
There is three different views that can be selected to list the Creditors

Short List

Here the Account Number, Name, Telephone Number, Contact Person and Status are displayed.

Full Listing

With this list the Account Number, Name, Address, Telephone Number and Contact Person are displayed.
 Select the report you want from the drop down list and press list.

Active Creditors by Purchase

This list is the same as the Short List but only shows creditors that have active transactions.

Creditor Notes Report

Creditors that have a note inserted can be viewed here, you can select all or a few of the creditors to list. If you want to view the creditors who's review date is before the date selected, check the 'Notes by Review Date' check box and select the desired date. The creditor names are shown to view the notes click on the + symbol next to each creditor. You can print the notes by pressing the 'Print' button, this will open any creditor notes that are not open.

Stock

Stock Administration

Before stock can be inserted into the system the stock item details need to be inserted.

Select 'Stock Administration' from the 'Stock' menu to enter the capture screen.

There are three descriptions in the 'Stock' Preferences that can be used to record stock details, the second description is used for the item serial no, the other two can be any name you give it.

When entering the stock code the code is checked to see if the item exists, if so the item details can be edited.

There are 3 selling prices for each item, Retail Price, Wholesale Price and Alt Price, you select the method of calculation from the 'Retail Calculation' drop down box.

These prices if calculated is based on the cost price of the items, the cost price is stored in a table when an item is purchased, the table can hold 5 cost prices and the prices are inserted in a first in first out principle that is the 6th time an item is bought the 1st time that was purchased, it's price is dropped.

There are 4 different calculations for the stock items retail price, these are :

Manual Charge   The items price will have to be inserted for each price category.

% Mark-up on Average Cost   There the average of the 5 cost price structure is used when the selling price is calculated.

% Mark-up on latest Cost   The selling price is changed to the calculation of the cost price when new stock is inserted.

% Mark-up on Highest Cost   The highest cost from the cost price structure is used for the calculation.

If the 'Store Serial No.' is selected when capturing the stock description the serial numbers for the item will have to be inserted when new stock is captured. If you are editing an existing item that has been purchased you can edit these serial numbers by pressing the 'Edit S/N' Button.

Enter the serial number for each item, the Date Inserted column is the date that the item was captured into stock, you can also edit the date.

When finished press the 'Update' button to save the changes and exit.

Stock Enquires

Select 'Stock Enquires' from the 'Stock' menu to view the dialog.

Type in the stock code you want to view or press 'F2', (Function key 2), to access the stock list and select the item from the list.

The items details will be displayed. If you click on the 'History' key or type 'Alt H' the movement of the item for the current year will be displayed. If the 'Cost' button is pressed or 'Alt C' keys selected the cost structure is displayed for the item. This structure is updated every time more items are inserted into sock.

The structure works on a first in first out principle, the selling price is calculated from this structure.

Stock Take Administration

When stock needs to be counted a list of items and there location and current amount in stock can be printed. The list can be sorted by the selecting the sort column from the drop down list.

After the stock has been counted the stock can be adjusted by entering the new amount into the 'Physical Stock' column and clicking on the 'Adj' check box to tell the system to adjust the selected item.

After all the items have been entered click 'Adjust Stock' to update the system.

Bulk Stock Editor

If you select 'Stock Editor' from the 'Stock' menu item you can edit the current cost, selling price and description of stock items.
Enter the data for each item to be edited and press 'Update' to save the data.

Lay-By / Deposit Administration

When a client wants to pay for an item in instalments before they purchase the item, it is captured here.
Enter the account number and the client's information will be displayed. If it is a new client enter the information for the client and the client will be entered into the system.
You can use the clients account number or Id number to select the client or you can press 'F2' and select the client from the list.
After you have selected a client a list of all lay-by's for the client is displayed for you to select the on you want to add another payment to. If it is a new lay-by press 'Cancel' to close the screen.
For a new lay-by enter the stock code for the item and press 'Enter', the items details are shown, enter the amount to hold against the item and the selling price if needed, the selling price is changed for the stock item.
Press 'Print' to save. If Lay-By mark-up is used and setup in the Lay-by preferences its value will be displayed on the screen, this amount is calculated for each month until the person purchases the item.
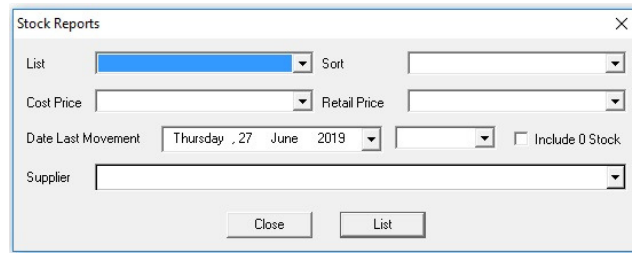
Lay-By / Deposit Credit Note

The lay-by credit note is captured the same way the lay-By was captured.

Reports

Stock Lists

There are 4 different lists that can be displayed.

Retail Price List

This list displays the stock code, description and retail prices.

Full Listing

The full details for each item is displayed.

Item Code & Description

This list displays the stock code, description, department and packet size.

Total Stock Value

This displays the total cost of all the stock items.
Select the type of list from the 'List' drop down box.
Select the 'Cost Price' from the drop down box if you want to display a specific cost price.
Select the 'Retail Price' from the drop down box if you want to display a specific retail price.
You can select a date to be searched for or all items before or after a date by selecting the method of calculation from the drop down box next to the date selector. You can also select a specific supplier.
Press 'List' to list the report and 'Print' to print the report after you have listed it.
You can also export the report as a CSV file to be opened in Excel.
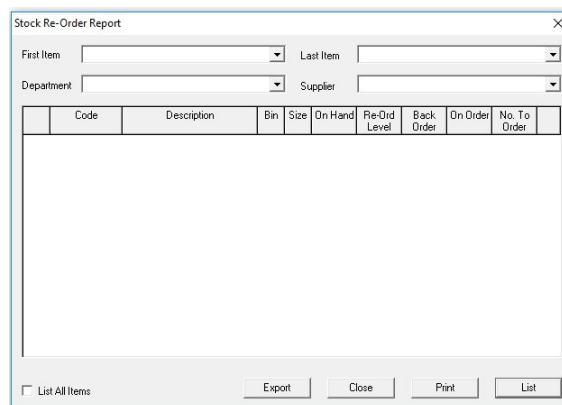
Stock Re-Order List

You can print a list of all item that need to be reordered when there levels have fallen below the reorder level captured in the Stock Administration screen.
The options for this report are :
You can select a code from and code to which displays all the items between the codes and the codes themselves.
You can select a certain department or supplier to list.
Pressing 'List' to generate the report.
Press 'Print' to print the report after you have listed it.
You can also export the report as a CSV file to be opened in Excel.

Daily Analysis
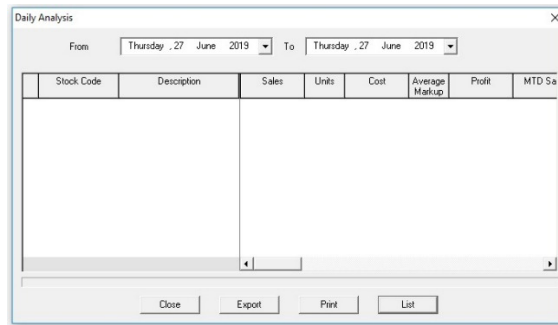
Select the period to view and press 'List'. The report shows the profit for the items as well as Mount to Date information.
Press 'Print' to print the report after you have listed it.
You can also export the report as a CSV file to be opened in Excel.

Items with Deposits / Lay-By Transactions
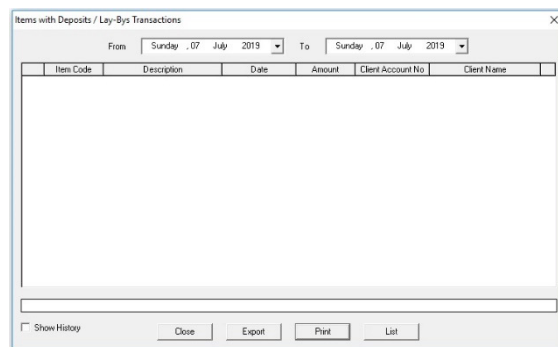
This report shows all the items that have a deposit / lay-by against them for the period selected.

Search Stock
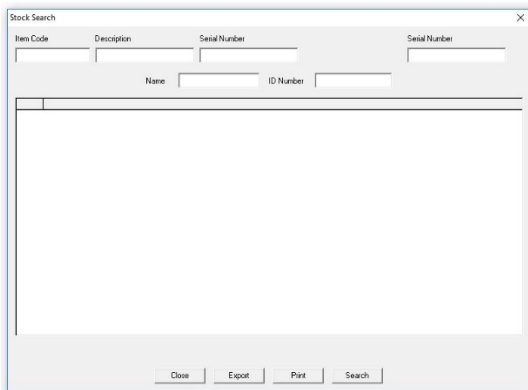
Stock can be searched by entering any of the search fields. The fields do not have to be the full name etc. Search will find any item with the data inserted.

E - Mail Price Lists

Price lists can be e-mailed to any client that has a valid email address inserted when you captured the client.

You can list all stock items by leaving the 3 description boxes blank and pressing 'Search', or you can enter a word or part of a word in any of the 3 boxes and when you press 'Search' only those items containing the word will be displayed. You can remove item from the list before sending by selecting the item and pressing 'Remove Item'. To send the list to all your listed clients press 'Select All' or select each client you want the list to go to in the client list box.

Press 'Send' to email the items.

Note : You must have a valid mail server address in your preferences as well as a email address for your company. You will also need a internet connection.

Print Barcode Labels

Barcode labels can be printed manually by entering the code for the item, the selling price if you have 'Show Selling Price on Label' in the preferences set to 'Yes'. Enter the number of labels you want to print and press 'Print'.

General Ledger

Cash Desk

A cash desk can be used if you want a single person to give out cash and receive cash. Select the transaction from the dropdown list and insert the docket number, this will show how much needs to be given or paid depending on the transaction. If the transaction is a Pawn Redeem, Extension or a sale the Split payment box will display where you can split the payment between 2 different payment options. Press Print to print a receipt.

Petty Cash Expenses

This is the expenses incurred by the company every day.
Enter the description, amount and select a salesperson if needed.
You can print the list or export it into Excel.

Cash Book

Select the bank account no you are going to post deposits or cheques to from the dropdown list. Enter the batch number and press 'Enter' or 'Tab'.
Select the period you want to work in, batches can be captured for any period in the current year.
Select the date for each transaction, select the account you are going to debit or credit, enter a reference and the amount in the appropriate column, select the VAT amount if vat is applicable. If the 'Debtors Receipts Clearing' or 'Accounts Payable' accounts are selected you are prompted to select the Receipt or payment from the list displayed.

Press 'Save' to save the batch, if this is done you will be able to edit the batch before allocating it. To allocate the batch to the cash book press the 'Allocate' button or hold down the 'Alt' key and press the 'A' key.

To edit a batch enter the batch number in the edit box and press 'Enter' the batch will then be loaded and you will be able to edit the transactions. If you list a batch that has been posted you will not be able to edit it.

Bank Reconciliation
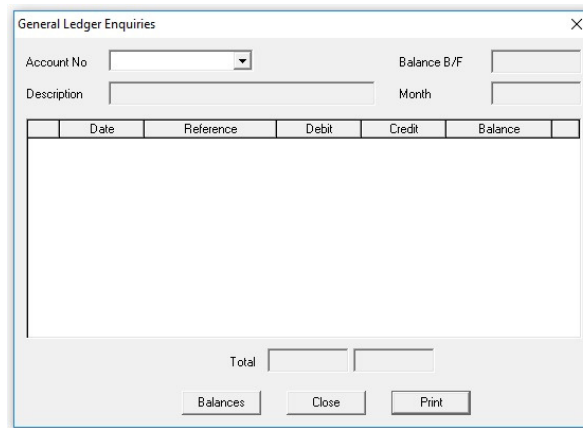
Select the bank account no you want to reconcile from the dropdown list, select the month, year and enter the batch number. The balance brought forward and outstanding debits and credits will be shown, a list of all the transactions will be shown. You can allocate all the un-allocated transaction by pressing the 'Allocate All' key or select each one individually by clicking on the check box in the allocate column. To un-allocated transactions click the check box again or if you intend to un-allocate all the transactions press the 'Un-allocate All' button. Save the batch by pressing 'Reconcile'. You can print a report by pressing 'Print'.

Journal Processing

Journal processing can be done in batches then saved, you can then edit these batches and when you are satisfied allocate them. Only the current months batches are loaded if you want to view a previous month change the system date under the 'Administration' menu.
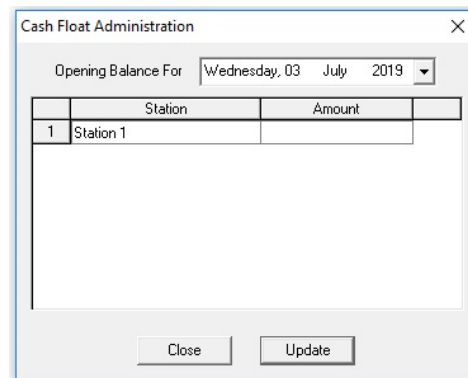
Enter a batch number or press 'New', if no Batch number is inserted the system will allocate a number for you. If the batch exists the items will be displayed and you will be able to edit them if they have not been allocated. You can select the date, account no, description, debit or credit amount for the transaction. You will need to do a contra transaction or transactions that returns a balance of zero before the system will save or allocate the batch. To allocate the batch press the 'Allocate'.

Ledger Enquires
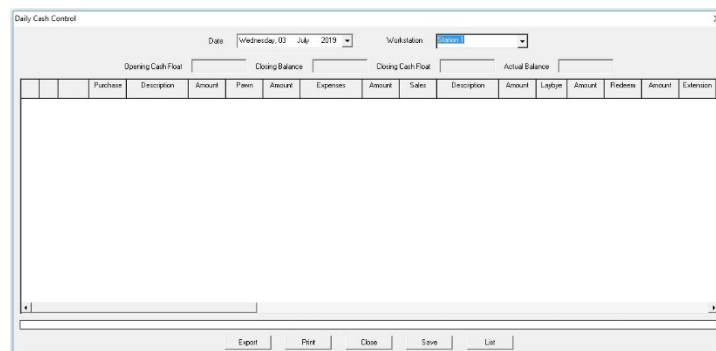
Select the ledger account from the dropdown list box and all entries done for the current month will be listed. To see the balances for the current year click the 'Balance' button and the list will be displayed. Clicking the 'GL Audit' button displays a list of all the GL transactions for the selected item.

Cash Float Administration

You can enter the cash float each workstation needs at the start of the day, when you run the daily cash up the new amount will automatically be inserted for the next day.

Daily Cash Control

Use this report to do the cash up for each workstation every day to make sure the cash balances to all the transactions done for that day.

It shows how much cash is left in the till as well as the balance of all transactions. When you are happy with the result press 'Save' to save the cash float to the next day.

Month End Closure

At the end of your accounting months you will have to run the month end closure to setup the accounts for the next month. You can continue working but all transactions will be inserted in the previous month figures.

Year End Rollover

At the end of your accounting year a 'Year End Rollover' must be done, this sets the books for the next year.

Budget Administration

Budgets can be setup for each control account. Select the account from the drop down list and enter the amounts for each month. Press 'Update' to save the data.

When the year end rollover is done the current figures will be brought forward to the next year, these will have to be edited if they are to change.

Reports

View GL Accounts

This report shows the Month to date and Year to date balances of all the control accounts for the selected month and year.

Financial Statement

Select the month and year from the drop down boxes to print the financial statement for that period. You can show the report for the income statement or balance sheet by unchecking the appropriate check box. The year to date statement can be listed by checking the 'YTD Statement' check box. Click 'List' to show the report.

Trail Balance

Select the month and year from the drop down boxes to print the Trail Balance for that period. Click 'List' to show the report.

Vat Report

A Vat report can be printed for the selected month by selecting the same Start and End month, if more than one month is to be shown select the first month to show and the last month to show. A detailed report can be listed or just the summary of vet payable.

Cash Flow

The cash flow report can be printed for the selected bank account and selected periods, showing the flow of cash in the selected month.
General Ledger Setup

GL Preferences

These options are setup during the installation of the program, you can change your selection here or enter new defaults for a company inserted from the program.

Enter the day you are going to close you books each month, 31 means the last day of every month.

Select the date your year closes on, this would normally be one year after installation.

There are four different vat calculations that can be used for the vat calculation, if zero vat is to be applied leave one of the items as 0.

If you are going to allow the system to post the asset's depreciation when you do a year end roll over click on the check box.
The Accounting Month is the current month that you are working in, the Accounting Year is the current year.
Prefix 1 to 3 Text are what to display in the GL reports headings.

Chart of Accounts Setup

The chart of account setup dialog is used to enter new control accounts. the accounts in red are reserved accounts they cannot be deleted, you can change the name of the account for your reports. Click on a empty line and insert the data, or edit an existing account. Accounts can only be deleted if they have a zero balance. To delete a account select the account in the list and press the 'Delete' button. To save the list press the 'Update' button.
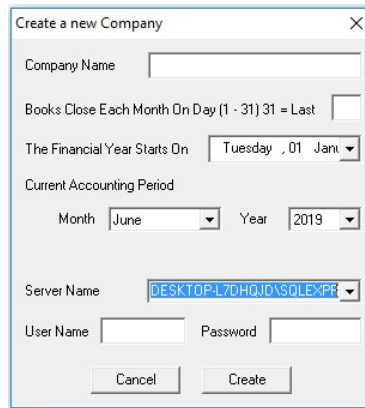
Journal Posting Setup (Debtors)

Posting can be done against any clients account, the way the transactions are posted are setup here, the description and a short code must be entered, if the control account is debited or credited must be selected, if the transaction has vat check the vat check box. The sales commission can be debited or credited by the transaction if the check box is checked. The control account to use must be selected. These posting types are used when you do journal posting under the 'Debtors' menu.

Journal Posting Setup (Creditors)
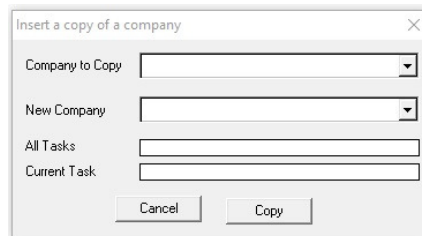
This setup is the same as the Debtors setup above but is used when the journal posting is done under the 'Creditors' menu.

Create a new Company
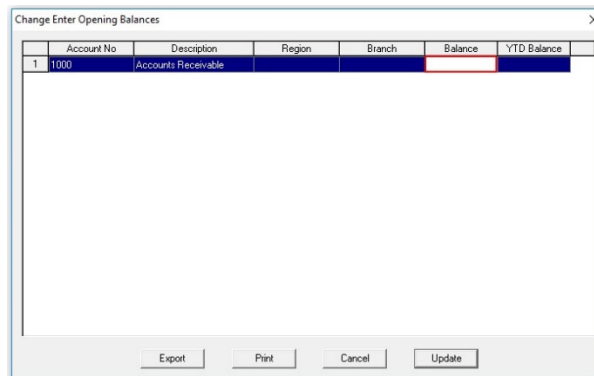
You can create new companies as needed, the defaults must be set for the company, if you want to use the defaults from an existing company select the company from the 'Create using defaults from' drop down list. Select the Database from the drop down list and enter the user name and password for the database. The default database and user name password are displayed for you current setting.

Copy a Company

Your company can be copied to a new database here by selecting the database to copy and the name of the new company. A new company must first be created with 'Create a new Company' under the General Ledger Setup menu.

Enter Opening Balances

When you take on a company from a different system you will have to enter the current balances for the corresponding GL accounts in the old system, the current totals can also be edited here.

Assert Register

Asset Register Administration

Insert the code for the asset you would like to enter or edit, if the asset exists the information for the item will be displayed. Enter the details for the asset and select the method of depreciation, these can be:

> Straight Line method
> Reducing balance method
> Sum of years digits method.

Select the accumulated depreciation control account and the depreciation control account where the depreciation will be stored. If theses account have not be captured you will have to insert the in the 'Chart of Accounts' editor.

Click 'Update' to save the information and 'Close' to exit.

Asset Calculator

Select the asset from the drop down box and select the type of calculation to view the depreciation for each year.

The current depreciation is also shown.

Post Depreciation

At the end of your fiscal year you can post the assets depreciation to the GL, select each asset by checking the check box in the 'Post' column of the list.

Press 'Post' to insert the checked items in the GL.

Pawn Management

Pawn capture

You can press the button bar for pawn goods, or from the 'Pawn' menu select 'Pawn Capture', or press Function Key 'F6'.

Press 'New' to start entering a new pawn docket. If you have selected manual dates in the program preferences then you will have to select the date, the due date is automatically calculated from the date entered and is calculated from the date pawned plus the amount of days inserted in the 'Days before pawn expires' preferences. The pawn docket number can be inserted manually or by the program depending on how you set the program preference. If you insert the Docket number manually the item numbers take the docket number and append an '1...2..3.. 'to the item number.

EG: 11112

Press the 'Client' button to select the client or add new clients to the database.

Entering Clients

To select the client you can press 'F2', (Function Key 2) and select the client from the list. You can also select the client from the drop down list box in the pawn capture screen, another way is to click on the 'Client' button and select the client from the list, and this way you can add or edit the client details by selecting the client to edit and clicking on the 'New/Edit' Key. When you are in the client select dialog pressing 'F2' will allow you to enter a new client.

Inserting the Items

Enter each item into the list of items inserting the description, serial no if applicable, quantity and amount. If you keep entering on the same line the line moves to the left and you will be able to select the bin in the shop for the item. A quicker way of selecting the bin is to type the letters for the bin and this will cause the first item with the spelling to display, press 'Enter' and that area or place will be selected.

Once you have entered all the items you can select the department for the items if the shown department is not correct. If the items in the list have different departments you will have to make a different pawn docket for each department.

The default interest rate is shown but you can change this for this docket by inserting the amount you want.

Press the 'Update' key to save the data or type 'Alt U'.

Pawn Credit Notes

Pawn credit notes are used to credit an item that has been incorrectly inserted.

To select the client to be credited you can press 'F2', (Function Key 2) and select the client from the list. You can also select the client from the drop down list box in the invoice screen, another way is to click on the 'Client' button and select the client from the list, and this way you can add or edit the client details by selecting the client to edit and clicking on the 'New/Edit' Key.

Once the client has been selected pressing the 'F2', key will list all the stock items where you can select the item been sold. Press the 'Tab' key or 'Enter' Key to move across the grid to Amount column where you can enter the amount to credit, press 'Enter' again and you will be moved to a new line where the next item can be inserted. Select the reason for the credit note from the drop down box.

Once all items have been captured press the 'Esc' key to leave the stock grid and click on the 'Print' button to save and print the credit note or you can type 'Alt P'.

Reprinting Credit Notes

Should you have to reprint a credit note you can type the number of the credit note in the credit number box and the credit note will be displayed for printing, click on the 'Re-Print' button and select your print and a copy of the credit note will be printed.

Pawn Credit Note Reason Administration
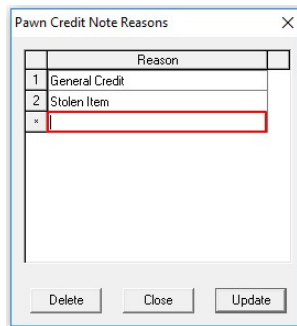
These are the reasons for pawn credit notes.

Select 'Pawn Credit Note Reason Admin.' from the 'Pawn' menu item.

Click on the position in the list where you want to enter or edit the reason . Click 'Update' to save the list or select the reason you want to delete and click the 'Delete' button.

Pawn Redeems
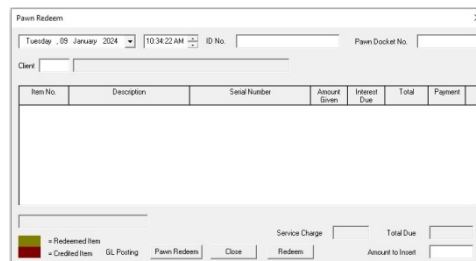
Select 'Pawn Redeem' from the 'Pawn' menu or click the 'Pawn Redeem' button bar to enter data or press Function key F7.

Insert the pawn docket number in the Pawn Docket No. field or select the number by clicking on the down arrow, the pawn items will be displayed showing the capitol given, how much interest is due and the total for each item. Insert the amount for each of the items to redeem or you can redeem all the items by inserting the amount in the 'Amount to Insert' box. If the client is only paying the interest insert this amount and the item will be extended for a new period.

Press the 'Update' button to save the data.

Point of sale (POS)

POS Pawn Goods

When using POS screens to capture pawn goods, only 5 items can be captured for each docket.

Enter the clients account number if the client exists or press the 'Enter key' to move to the ID Number column, enter the client details, if you have selected pictures in the preferences you can take the picture.

If you press 'Take Picture' a picture of the person or their ID book can be taken and saved.

Note

The program uses a twain device for your camera.

Next you will need to enter the due date if it is different to the calculated date, the due date is calculated using the 'Days before pawn item expires' value from the preferences.

Select the sales person or 'Enter' to continue, you can now enter the description, serial number and amount given for each item pawned. Only 5 items can be entered on a docket using the POS screens.

If you have selected 'Automatic docket numbering' in the preferences the docket number is inserted when you press 'Print' to save and print the docket. With manual docket numbering you will have to insert the number.

If you are inserting a new client the clients name must take the format of "First Name Surname".

POS Pawn Extensions

To enter a pawn extension insert the docket number and press 'Enter', the data for the items in pawn for this docket number will be displayed, you cannot extend a single item on the docket using this method, to enter a single item enter the clients account number in the 'Account number box' and press 'Enter', a list of all the items this client has in pawn will be displayed, select the item you want to extended and press enter, the details for this item will be displayed.

The 'Due Date' is shown as the date the item was due to be redeemed or extended, the date the item was pawned and the 'Current Due Date' is shown, this is the same date as the due date before you change the due date. The 'Current Interest due' is calculated for each period that the item has not been extended. The 'Interest Due' is the amount plus the service charge if used.

Enter the next due date that the client wants to extend the item to in the 'Due Date' box, the value in the 'Interest Due' box is calculated using this date.

Insert the amount the person is paying and press 'Print', if you have selected 'Print extension docket' in the preferences a new pawn docket is printed.

POS Pawn Redeems

Enter the clients account number and press 'Enter' the first 5 items the client has in pawn is displayed, enter the amount paid for each item in the 'Amount box', this amount must exclude the service charge, the amount to be paid to you is shown in the 'Total Due with Service Charge' box.

If an item is not to be redeemed leave that item blank.

Allocate Expired Pawn Items

Select 'Allocate Expired pawn Item' from the 'Pawn' menu .

When an item has been in pawn longer than the due date it needs to be moved to the unsold items in the stock so that it can be sold or redeemed should the client return.

If you want to insert all the items the click on the 'Load' button with nothing in the 'Search description' field, If you want to insert a certain item enter the first few letters from the item description and press 'Load'.

For every item you want to allocate insert a check in the select column for the item and insert the selling price.

When you click on 'Update' all the items that have been selected will be allocated.

You can print a list of all the items by clicking on the 'Print List' button.

Client Pawn History
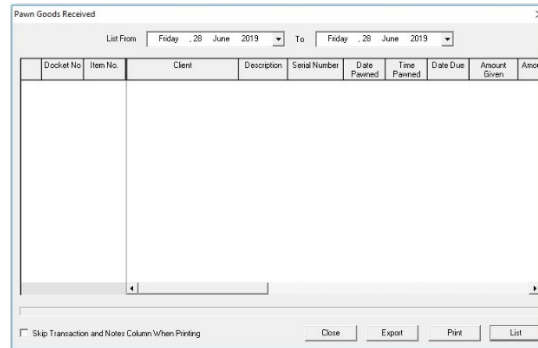
A list of all pawned item for any client selected can be displayed.

To select the client you can press the 'Client' button and select the client or press 'F2' and select the client from the list.

You can also enter the clients name or id number in the text boxes and when you press the 'Enter' key the list will be displayed. The clients redeem rate is also displayed as a percentage that you can use to rate the client.

Reports

Pawn Goods / Pawn Interest / Pawn Redeem

These reports show the items captured for the selected period.
These reports can be printed or exported in a coma delimited format (CSV) which can be opened in excel.
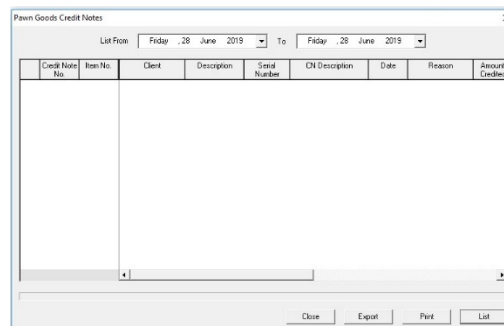
Item Moved to Stock Report

This report shown all items inserted into stock for the selected period.

Pawn credits Report
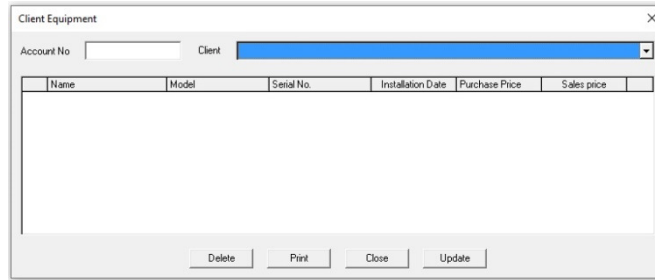
This report shows all pawn credit notes for the selected period. You can also show the report for a selected reason.

Service Management
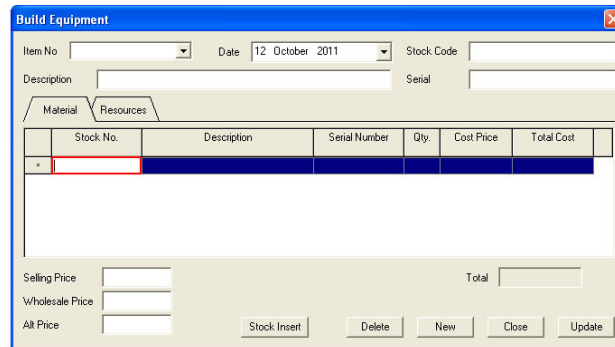
Client Equipment Administration

A record of all the equipment a client has is stored here. Select the client from the drop down box, or enter the clients account number and press the 'Enter' key. Enter each piece of equipment the client has entering the date purchased if the client purchased the equipment from you and the purchase and selling price.

Press update to save the information.

Build Equipment

Equipment can be built from stock purchased to form a new stock item. The details are made up from Material and Resources, Resources can be the time a technician spends building the item.
Enter a new Stock Code and description for the item to be built and give it a serial number if desired. Add each stock item in the materials grid by pressing 'F2' or entering the stock code. Enter the quantity to use. The cost price is shown for the stock item, this can be edited.
Press the 'Resource' tab to enter the resources needed to build the item.
Enter the task description the hours needed and select the resource from the drop down list. the cost is then calculated by the hours times the cost.
You have to enter a Selling Price before you can save the item. There are two other prices Wholesale price and Alt price which can be used when selling the equipment. To save the item press 'Update' this stores the details but does not add the item to stock. When you are ready to sell the item press the 'Stock Insert' button, this add a single item to stock and removes the items selected from stock to build the item. If you build more that one item you can call this item up by selecting the item no form the 'Item No' drop down box.

Resource Administration
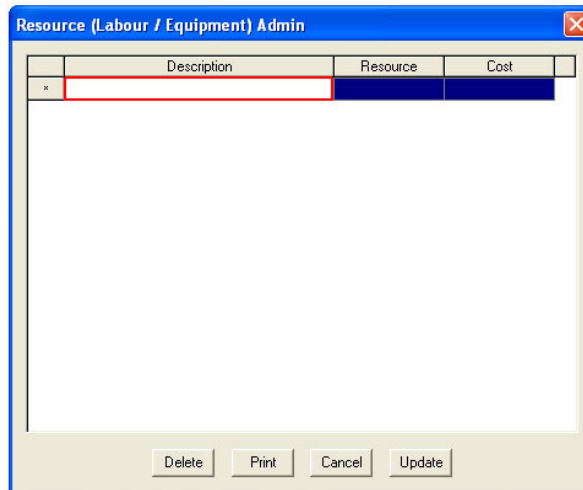
Resources can be Labour costs, Equipment hire etc. There are two categories Labour and equipment that can be selected, enter the description for the resource and select the category from the drop down box and the cost. If the resource is labour the cost will be per hour. Press 'Update' to save the resource.

Service Contract

Service Contract Administration
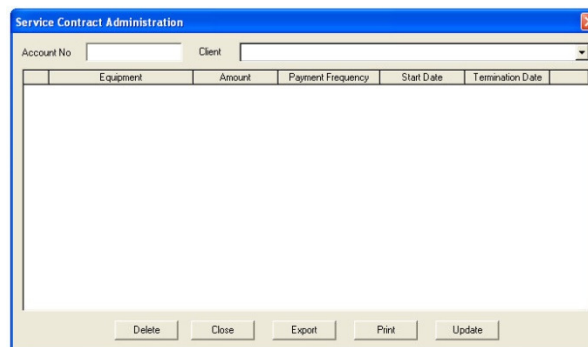
Service contracts that clients have with you are captured here. Select the client by pressing 'F2' or enter the clients account number or select from the drop down box.

Select the client's equipment from the Equipment drop down box or type in the description of the equipment. To select the equipment you must have built the equipment, if the equipment was a piece that the client had before entering the description. Enter the amount to charge for the period selected. The period can be 'Monthly', 'Quarterly', 'Bi-Annually' or 'Annually', this is selected from the drop down box. Enter the stating date and ending date of the contract.

Press update to save the contract.

Invoice Service Contracts

Service contracts are invoiced for the different periods selected.

When you enter the dialog a list of service contracts are shown with the last date they were invoiced, when you press the 'Invoice' button all the contracts that need to be invoiced are printed and then marked as invoiced for the period.

Call Management

Call Item Administration

Call Items can be a stock item that is needed or the technician's time etc.
When you enter the screen you will see that 'Stock Item' is already inserted for you, there is no rate as this will be taken from the stock item selected.
You can enter any description and rate for the item, if no rate is inserted it is treated as a stock item. Press 'Update' to save the items.

Log Calls

Calls are logged by selecting the client from the drop down box or entering the clients account number and pressing the 'Enter' key.
A list of all the calls done for the client are shown in the Call History list, you can double click on any of the calls to edit or view the call details.
For a new call select the technician from the drop down list or by pressing the 'Technician' button. Select the client's equipment that needs a service from the drop down button or by pressing the 'Equipment' button.
The client's equipment is derived from the equipment you inserted under the 'Client' 'Equipment Administration'. If the piece of equipment is not there you can type the name in the box provided.
Enter the description of the call and press 'Update' to save and print a work docket.
Once the call is completed you can then select the call in the call history list and enter the work done and any item used by selecting the item from the drop down list in the all Items list. If you select a stock item a list of stock is shown from where you can select the item. You can then enter the quantity. If a item is inserted that has a rate the rate is inserted in the rate column and you can insert the quantity. You can press 'Update' to save the information or press 'Invoice' which will save the information and print an invoice to forward to the client.

Reports

Service History

This report shows all the work performed for the selected client. You can list the history for a period by selecting the Period From and To dates and pressing 'List'
If you want to view all the work performed for the client check the 'Full History' check box and press 'List'.

Technician Schedule

A schedule of all the work performed for a select technician or all the technicians can be viewed with this report. Select the technician from the drop down list or leave 'All' as the entry if you want to view all the technicians, then select the date from and to and press 'List' to view the information.

Equipment Built / Manufactured

A list of all the Equipment builds for the period selected is shown here. Select the 'Period From' and 'To' dates and press 'List'.
This displays the equipment build, by clicking on the '+' sign you can see the material and resources used.

Search Equipment

If you need to find information on any equipment sold you can do it here.

Enter the information you have for the item, this can be the Model or Name or Serial number of the item. You do not have to have the complete information; if you only have part of the serial number enter this and a list of all the items with the number in there serial number will be shown when you press 'Enter'.

Gold Management

Pledge Calculator

The pledge calculator is used to give the person pledging there gold with what they would have to pay to redeem their item.

Redeem Calculator

The redeem calculator is used to show what a person needs to pay to redeem their pledge. Insert the pledge number and the system will display the amount. Select Redeem or Renew to display what the amount will be for the function selected.

Loan / Purchase Calculator

The loan / purchase calculator is used to give a client a quotation for the item they want to sell. The amount is calculated from the current gold price inserted in 'Gold Price Update'.
Select the account number of the person or enter the details if it is a new person.

Pledge Capture

To capture a pledge you can select an existing client by pressing the 'F2' key and select the client from the list, or you can insert the account number or ID number and the client information will show, if this is a new client insert there details the system will add the client when the pledge is saved.
Insert the description of the item been pledged and the weight of the gold in the correct karat of gold the item has. Insert the amount given in the Amount box, the system will calculate the different fees depending on how the system was setup. Should you want to take a photograph of the item press the camera icon.
You can capture 4 photos of the item.

Pledge Credit Note Reason Administration

When a pledge is credited a reason must be selected, the different scenarios are captured here, add the reasons and press Update.

Pledge Credit Note

Pledge credit notes are used to credit an item that has been incorrectly inserted.

To select the client to be credited you can press 'F2', (Function Key 2) and select the client from the list. You can also select the client from the drop down list box in the invoice screen, another way is to click on the 'Client' button and select the client from the list, and this way you can add or edit the client details by selecting the client to edit and clicking on the 'New/Edit' Key.

Once the client has been selected pressing the 'F2', key will list all the pledged items where you can select the item pledged. Press the 'Tab' key or 'Enter' Key to move across the grid to the Amount column where you can enter the amount to credit, press 'Enter' again and you will be moved to a new line where the next item can be inserted.

Select the reason for the credit note from the drop down box.

Once all items have been captured press the 'Esc' key to leave the items grid and click on the 'Print' button to save and print the credit note or you can type 'Alt P'.

Reprinting Credit Notes

Should you have to reprint a credit note you can type the number of the credit note in the credit number box and the credit note will be displayed for printing, click on the 'Re-Print' button and select your print and a copy of the credit note will be printed.

Pledge Redeems

To select the client to be credited you can press 'F2', (Function Key 2) and select the client from the list. You can also enter the clients account number or ID number and the clients information will be displayed.

A list of items that the client has in pledge will be displayed,

Select the item been redeemed and the item will be displayed with the amount to be paid. Insert the amount the person is paying and press Update.

Pledge Redeem and Renew

This works the same way as Pledge Redeem, the only difference is that the interest is calculated and show for the person to pay, when Update is pressed the pledge is marked as redeemed and a new pledge is captured for the person.

Reverse Redeems

If a pledge is captured by mistake it can be reversed, enter the clients account number or ID number and select the pledge from the list displayed and press Reverse.

Allocate Expired Pledges to Sales

Select 'Allocate Expired pawn Item' from the 'Gold Pledge' menu .

When an item has been in pledge longer than the due date it needs to be moved to the unsold items in the stock so that it can be sold or redeemed should the client return.

If you want to insert all the items the click on the 'Load' button with nothing in the 'Search description' field, If you want to insert a certain item enter the first few letters from the item description and press 'Load'.

For every item you want to allocate insert a check in the select column for the item and insert the selling price.

When you click on 'Update' all the items that have been selected will be allocated.

You can print a list of all the items by clicking on the 'Print List' button.

Enquires

Select the client you are going to do the enquiry for, a list of all the transactions for the current period are displayed. By double clicking on the item in the list the details for that transaction are shown. Clicking the 'GL Audit' button displays a list of all the GL transactions for the selected item.
 If 'Docket' is pressed the pledge or pledge credit note for the item is displayed.
By double clicking on the item in the list the details are shown.

Client Pledge History

A list of all item pledged for any client selected can be displayed.
To select the client you can press the 'Client' button and select the client or press 'F2' and select the client from the list.
You can also enter the clients name or id number in the text boxes and when you press the 'Enter' key the list will be displayed. The clients redeem rate is also displayed as a percentage that you can use to rate the client.

Pledge Search

You can search for a pledge or pledges by entering any of the search criteria and pressing Search, A list of all the items are displayed with their transactions and notes.

Reports

Age Distribution

This report give a breakdown of each Work Station by months that the pledges capture for them are sitting.

Daily Stock Movement

This report shows all pledge movement each day for the month selected.

Pledges - Pledges Redeemed - Pledge Interest - List Pledge Credits - List Expired Pledges

These reports show the items captured for the selected period, you can list by the workstations or all pledges. These reports can be printed or exported in a coma delimited format (CSV) which can be opened in excel.

List All Items in Pledge

You can list all items that are still marked as in pledge or you can select to list for a selected period.
If you click on any item or items in the list you can mark them as expired by clicking on Mark as Expired.

List Overdue Pledges

This list shows all items that are still in pledge but have passed there due date, you can select the dates from and to list pledges falling between those date or leave it as current and list all pledges that have expired.
If you check Calculate to Current Date the interest shown will be calculated to the To Date.

Second-Hand Register

Here a list of all items in pledge (Obtained) or pledges sold (Disposed) are shown; if you double click a line the Police View is shown.

Police View

If a picture of the person pledging the item or if sold the person buying the item is shown. You can print this for the Police to take with them.

Print Second-Hand Register Records

The items obtained and disposed for the selected month are printed here.