

Demonstration Guide



Business![™] Version 5

for Microsoft® Access 2002, 2000 and 97



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Business![™]

Version 5

for Microsoft® Access 2002, 2000, 97

Demonstration Guide

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Suggested Retail Price: \$5,995.00

Introduction

The Demonstration Guide provides general instructions on how to begin using the Business! system. Due to the complexity of the system, we can only cover crucial points to setting up and using the product. When you receive the complete *Business! Professional* package, the entire set of manuals is included in Adobe Acrobat format for your assistance. Functions covered in this guide include:

- Chapter 1: Installation
- Chapter 2: Starting the Business! Demo
- Chapter 3: Entering Data Into the Demo

Once the above mentioned items have been setup in the system, you can begin using other features such as the History screens, General Ledger, Receive Payments, Pay Multiple Suppliers, Batch Posting, Applying Finance Charges, Viewing the Analysis forms, Balancing the Check Register, Creating Reports, and Reconciling the credit card statements.

Pricing for Business! Professional

There are currently two licenses available for the *Business!* programs. The Multi-User license for *Business! Professional* is available for \$2495.00 USD and includes a license for an unlimited number of workstations at one location. The source code is included along with one printed Getting Started manual. All manuals are included on the CD in Adobe format (.pdf) as part of the program installation.

The Developer license for *Business! Professional* is currently sold for \$3495.00 USD. This price includes the base product (\$2495.00) plus one client license (\$1000.00), as well as one complete set of printed documentation, the Fixed Assets and Depreciation and MICR Font optional modules, and the documentation in Adobe (.pdf) format. Each time the product is sold, you must purchase an additional license from Database Creations, Inc. or one of our authorized resellers at \$1000.00 per client location. As a developer, you have the option to become a developer partner with Database Creations, Inc. More information on becoming a *Business! Professional* developer partner is available on our web site at www.accessaccountingsolutions.com. For a sample developer license agreement, please contact our sales staff at 1-800-277-3117 or email us at sales@databasecreations.com.

Options Not Available In the Demo

The demonstration copy that you received is a working version of the *Business! Professional* software. However, there are some features that are not available in the demo due to the fact that the product is sold with open source code. First, we have created the file as an .MDE file to lock the source code in the demo version. The table structure is still viewable, but changes cannot be made to the database in design view.

The following features are also not available in the *Business! Professional* demonstration copy:

- Create New Company
- Work With Another Company
- Items on the Utilities Tab (such as importing or exporting, archiving, backup and restore, referencing, or upgrading)
- Printing Checks
- Order Materials (for assemblies in the inventory form)
- Process Recurring Invoices
- Optional Module integrations such as PC Charge, Zip Code Database, and Barcoding

When you purchase the full version of *Business! Professional*, these features will be available for use. User Guides will accompany the software for more in depth instructions and help with using the accounting package.

CHAPTER 1 – INSTALLATION

This chapter describes how to install the *Business! Professional* demo. If you are familiar with installing Windows-based applications, you can use the Quick Installation instructions. If you are new to installing software or need more detailed information, follow the Detailed Installation instructions. You should read this chapter carefully before performing the installation.

Before beginning the installation, use this checklist to make sure you meet all of the following requirements: (these requirements are for the demo and the full version when released)

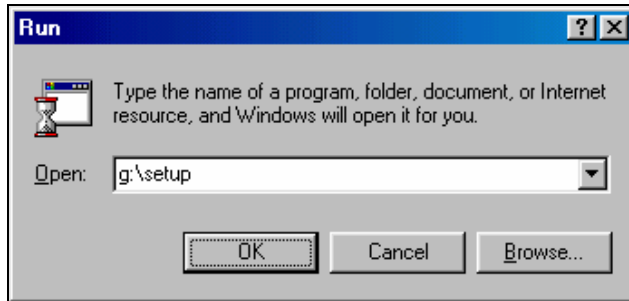
✓	Installation Checklist...
	Microsoft Access is installed on each user's workstation – Requires Access 2002, 2000 or 97
	Min. 64MB for standard performance, 128MB or more recommended
	Min. 50MB free disk space minimum installation
	For network install, users should have read/write access to the shared data directory where the Business! data file is stored.

Quick Installation Instructions

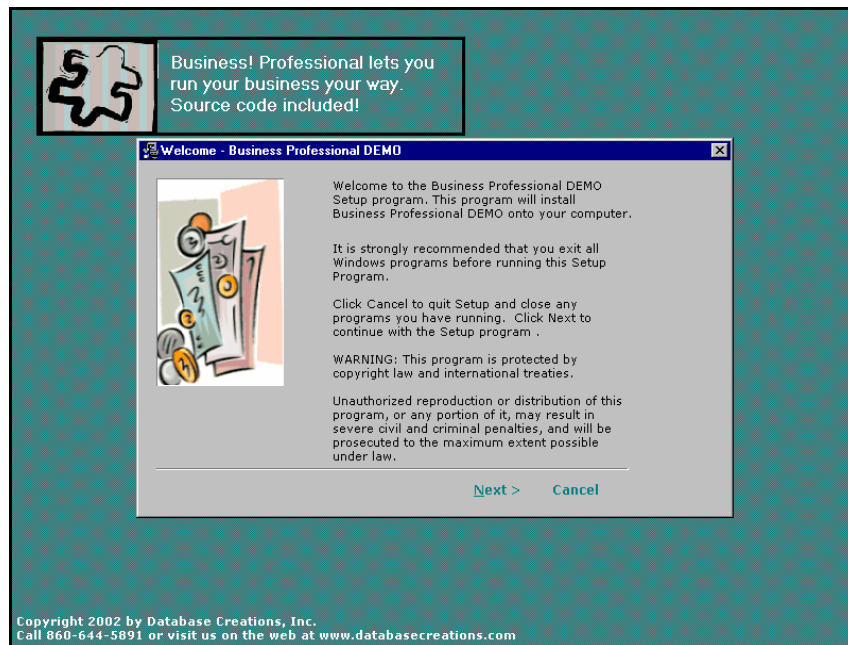
- 1.) Insert the CD into your CD ROM drive. (If Auto run is enabled on your computer, the installation wizard will automatically start and you can skip the next step.
- 2.) Click the **Start** button and then **Run** and type **X:\setup** (where X is the letter of your CD drive)
- 3.) Review the Welcome Screen and Read Me text File and click Next to continue
- 4.) Choose the version of Access you will be using to run the demo on your system
- 5.) Select the location for installing the demo and related files
- 6.) Click Next to install the files
- 7.) Click View Demo Guide to use the .pdf included with the demo or Finish to end the installation process

Detailed Installation Instructions

After you put the first installation CD in your CD ROM drive, select the Start menu and choose **Run**. As shown below, type **X:\SETUP** where x is the drive letter of your CD-ROM drive and press the OK button.



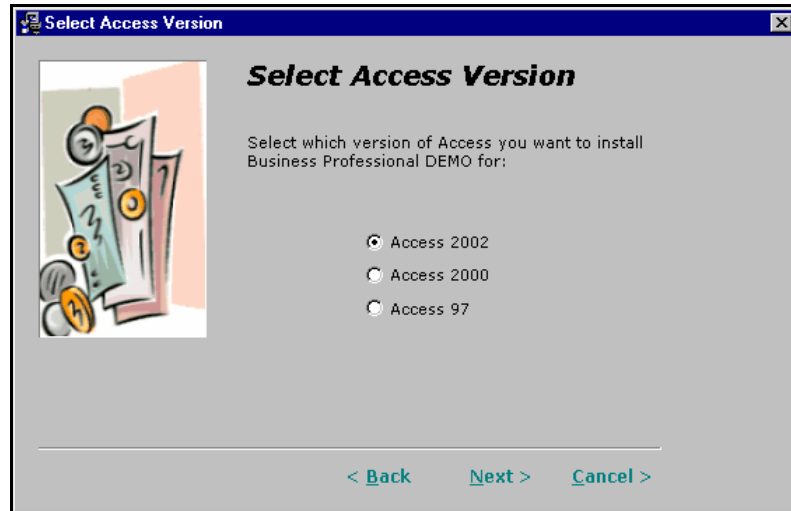
The first installation wizard screen is displayed, as shown below:



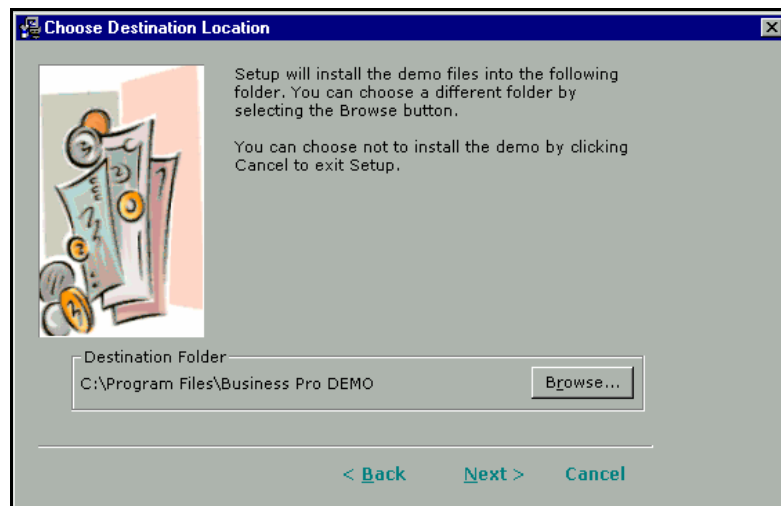
This is the welcome screen. Information about how to use the wizard is available on this page. Click the Next button to continue with the wizard.

The Read Me file is displayed on the second wizard page. After reading the read me file, press the **Next** button to move to the next installation screen or press **Cancel** to end the installation process.

The next screen prompts you to choose the correct version of Access you will be using to run the demo on your system. Choose the appropriate option and click the **Next** button to continue.

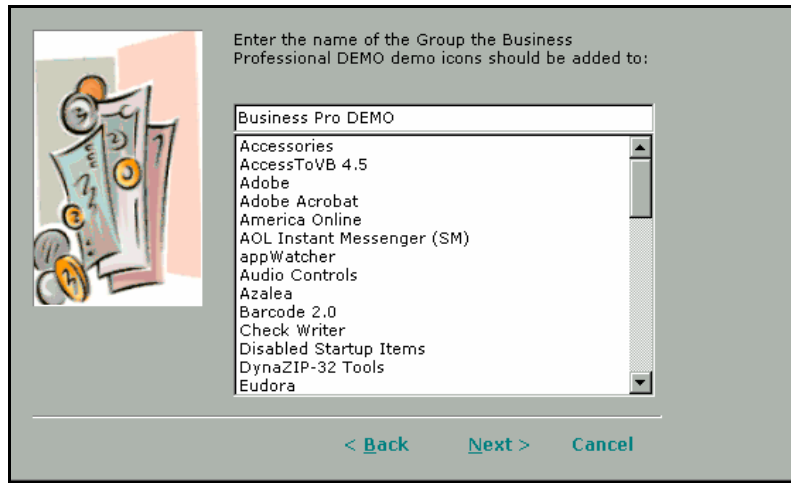


Next, you decide which folder to install the components to. The *Select Local Program Directory* wizard screen will be displayed next as shown on the following page. You will need to select the drive and folder where the demo files should be installed.



You can click the **Browse** button to select a new folder. Make sure the folder is the one you want before you press OK. You can create a new folder if you want by entering its name. Press the **Next** button to continue with the installation.

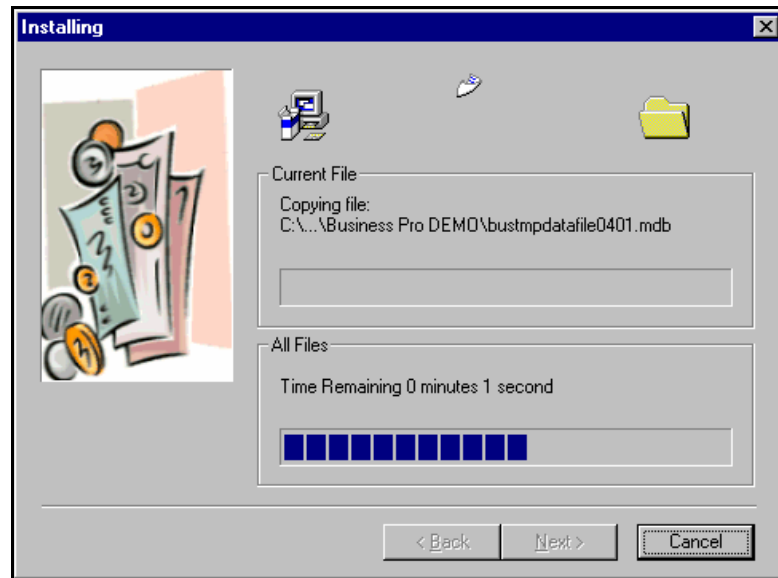
After selecting the desired folders, choose the program group you want to use to store the shortcuts in for Business. Shortcuts will be to the ReadMe.txt file, the demo program, or to any technical notes files we include with the demo copy of the software.



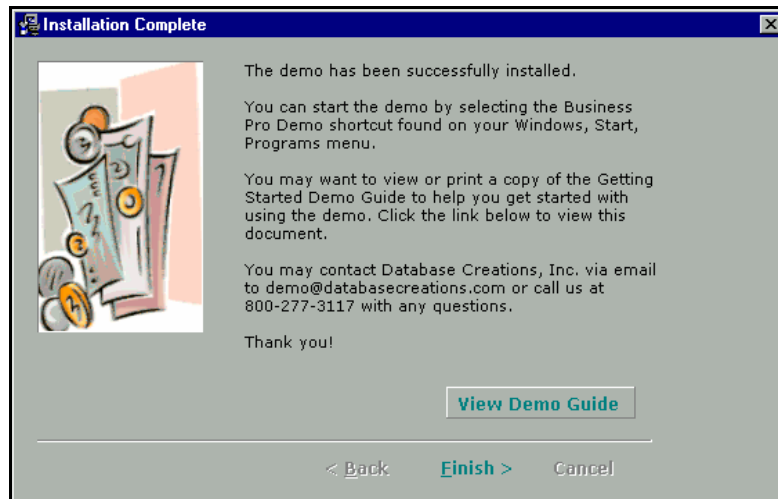
When you press the **Next** button, the *Start Install* screen is displayed as shown below. If you need to change any of the installation options, press the **Back** button. Otherwise, press the **Next** button to begin the installation.



The demo files are then installed to the directory you specified. As the installation progresses, you will see a progress meter on the screen letting you know which files are being copied.



The final installation screen is displayed as shown below.



Click the **View Demo Guide** button to open .pdf file included with the demo. This guide will help you get started with using the demo and help you to understand some of the main features the program has to offer.

Press the **Finish** button to close the installation program. You now can begin using the Business! Professional demo.

The installation should only take a few minutes. When it is complete, you can click on the dollar icon to run *Business!* or you can click on the Read Me icon to get any late breaking news not found in the printed user guides.

What's Installed

The following is a list of the files installed with the demo version of the *Business! Professional* software. The file name is listed on the left, and a description on the right.

File Name	Description
BUSPRODEMO.MDE	Demo Program file
BUSADMSA.MDB	Sample Data file for the demo
STDRPTMAN.MDE	Standard Report Manager Database
DEMOGUIDE.PDF	Getting Started manual for the demo
BusinessArchiveTables.MDB	Sample archiving table (must be installed into the same directory as the program)
BusTmpDataFile.MDB	Temporary data file used for storing information for short periods of time
BusinessNewCompanyTables.MDB	Used for creating a new company in the full version of <i>Business! Professional</i>
ZIPSAMP.MDB	Sample zip code database file for use with the optional Zip Code module
BUSICON.ICO	<i>Business! Professional</i> icon file

Where To Go From Here

The first time you start the *Business! Professional* demo, it will automatically try to attach to the data files called **BUSADMSA.MDB** and **BusTmpDataFile.MDB** in the default **C:\Program Files\Business Pro Demo** directory. These are sample data files that you can use to familiarize yourself with the program before purchasing the software. If they reside on the server or another location, you will be prompted by the program to locate and select each file. Attaching to a data file is explained later in this guide.

Please continue reading to learn more about starting and using the *Business! Professional* demo program. Chapter 2 discusses how to open

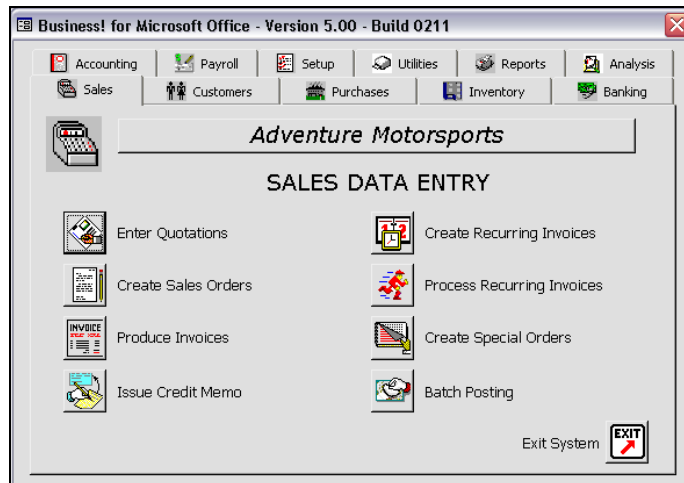
CHAPTER 2 - STARTING THE BUSINESS! DEMO

Once you have completed the installation, you can start *Business!* to work with the test data provided with the demo. To start the system, double click the *Business!* icon or start Microsoft Access and open **BUSPRODEMO.MDB**.

As the *Business! Professional* demo loads, the following splash screen is displayed. This will tell you the Edition and Version of the *Business!* demo software you are running.



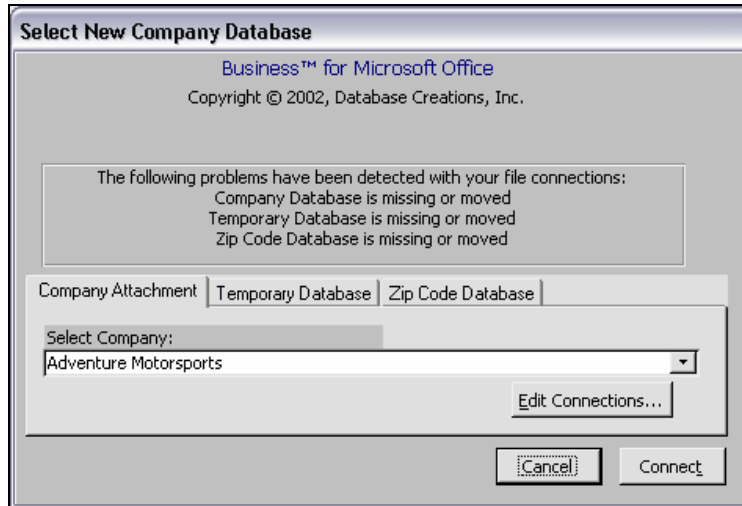
During the startup process, *Business!* attempts to locate and attach to the company data file and temporary data file. These files are needed by *Business!* and the program cannot run without them. If found, *Business!* will automatically create the necessary attachments to these files for you. Once attached, the *Business!* Main Menu will appear, as shown below. This menu provides access to all the forms and reports found in the *Business!* system.



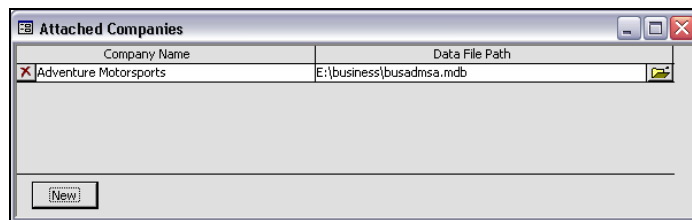
If the company data file and/or temporary data file cannot be located, you will need to locate and attach to these file(s) before *Business!* can continue to load.


Attaching to Business! Data Files

If a required file cannot be found during the Business! startup process, a message will be displayed on screen and an attachment dialog similar to the one shown below will be displayed. This dialog displays which file(s) cannot be found and allows you to locate them using the Edit Connections button. Separate tabs are displayed for each file that cannot be located. Click on each tab to enter the location of the missing file(s).

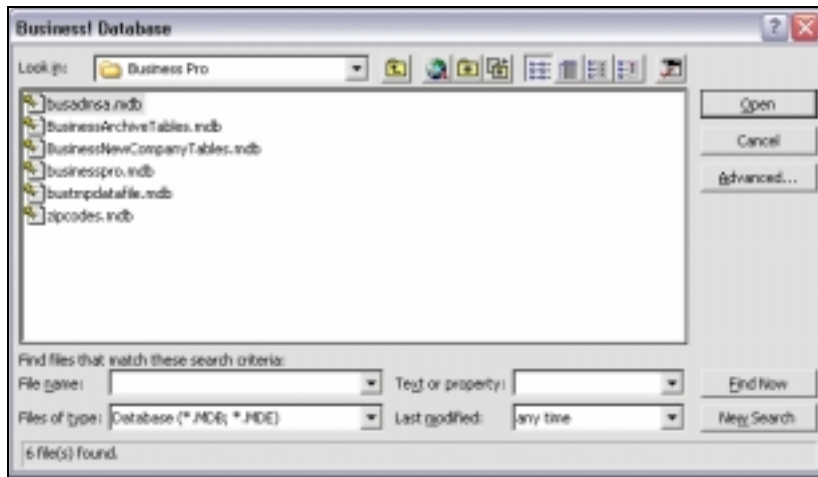


For example, to locate the sample data file, press the **Edit Connections...** button to display a list of valid company data files and suggested locations. The last known location of each data file is displayed in the *Data File Path* field. If this is the first time you are running the *Business!* demo, the program will attempt to attach to the sample data file. If you installed this file to a different location than the default, you will need to identify the folder the sample data has been installed to.



Press the  button to display a standard Windows Browse dialog as shown in the next figure. Locate the folder and name of the database and when found, select it and press the Open button.

Note: If you are trying to attach to the sample data file, this database is named `busadmsa.mdb`. This file is normally installed to `C:\Program Files\Business Pro Demo`, however, you may have selected a different location to install this file to during the installation process.



Once you have selected the desired database you are returned to the Attach Companies dialog. When you close this form you are returned to the main attachment dialog. Repeat this process for any additional databases that could not be located.

Press the **Connect** button to attach to all file(s). If successful, all necessary attachments are made and the Business! Main Menu is displayed. If *Business!* still encounters problems attaching to any of the files you have selected, repeat the file attachment process again being careful to select the correct files.

CHAPTER 3 – ENTERING DATA INTO THE DEMO

Some default information has been entered into the system to make it easy for customers to see how the program will work. The sample data that is included with the demonstration copy of the software already has information setup, but you can change the settings to experiment with different options available.

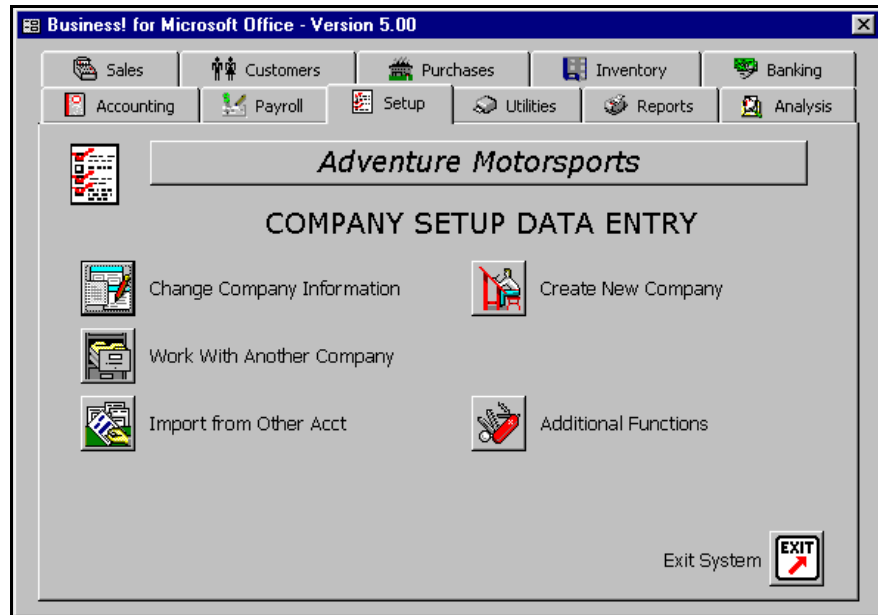
Use the following list to make sure all required information has been entered before you begin to use *Business! Professional*. These steps are completed for you in the demo version of the software, but you can still view the selections and make changes to produce different results when operating the software.

Business! Setup Check List

✓	Step	Task	Where
	1	Complete the Company Setup form Be sure to enter information for: 1. Company information 2. Chart of Accounts 3. Default Bank Account 4. Default Credit Card Info 5. Default GL Accounts 6. Default Shipping Location	Main Menu > Setup > Change Company Information
	2	Enter Suppliers	Main Menu > Inventory > Work with Suppliers
	3	Enter Warehouses	Main Menu > Inventory > Enter Warehouses
	4	Enter Inventory Items	Main Menu > Inventory > Manage Inventory
	5	Enter Customers	Main Menu > Customers > Work with Customers
	6	Enter Purchase Orders	Main Menu > Purchases > Create Purchase Orders
	7	Enter Bills (and make payments)	Main Menu > Purchases > Enter and Pay One Bill
	8	Enter Quotations and Sales Orders	Main Menu > Sales
	9	Create Credit Memos, Backorders and Invoices (and payments)	Main Menu > Sales
	10	Enter Bank Accounts, Checks, Deposits, and Adjustments	Main Menu > Banking

The Company Setup form is perhaps the most important form in the system, because it controls how many of the functions work, what appears in forms and reports, and what is found in the lookup tables used for many of the selections. Most forms and reports use data from this form to display standard items such as your company name, address information and certain key sales order and inventory behaviors like perpetual inventory.

To get to the Company Setup form, click on the **Setup** tab on the Data Entry menu. Next, click on the **Change Company Information** button.



The Company Setup form uses a tabular format to organize the selections into categories. These include:

- Company Setup
- Sales/Invoicing
- Sales Support
- System Numbering
- Inventory
- General Ledger
- Banking/Financial
- Purchases/Bills
- Optional Features
- Local Settings
- Currency Exchange Rates (this tab is only displayed if the Multi-Currency feature has been purchased and installed)

The tabs are like file folders stacked in a pile on your desktop. Each tab represents a category of information. When you click on a tab, a different folder of information is displayed. Some of the tabs may or may not be displayed based on your specific selections or limitations in the demo.

Completing the Company Setup Information

The **Company Setup** tab allows you to enter descriptive information about your company. It includes fields for contact and address information as well as other general business information including tax id's, websites and email addresses. Some of this information is used on forms and reports throughout the Business! system. Also included are options for controlling the general behavior of forms, as well as activating security and company schedule options.

The **Sales/Invoicing** tab contains many of the fields and default settings that are used by the forms and reports for the Sales system. Using this tab you can decide which sales form you would like to use and specify the default form type, display, customer order, analysis, freight and tax options.

The **Sales Support** tab contains a number of lookup tables that need to be filled in before the system can be properly used. Each lookup table handles a different aspect of the sales information displayed on sales system forms. The items you enter here will populate the combo boxes available in the sales system.

The **Sales Freight** tab controls the calculations made for automatically adding shipping to any of the Sales forms. If you have a regular method for calculating shipping charges, you can easily enter your shipping options into this setup area, and let the Sales forms calculate the shipping charges based on your specifications. Using this tab, you can determine shipping charges by Weight, Number of Items, Zones, or a Sum of the line item costs.

The **System Numbering** tab contains information about the way the program numbers items such as Sales forms, Customers, Purchase Orders, Suppliers, and Inventory. The next available numbers can also be set on this tab, allowing you to change the numbering sequence after records have been created.

The **Inventory** tab contains options that control how your inventory works, such as when items will be depleted, what categories and classes your items will use, what account numbers and functions are associated with the items classes, barcode functionality and costing. On this tab, you can also define a search method and select whether to automatically post inventory adjustments to the GL.

The **Banking/Financial** tab is the place to setup all information regarding your bank accounts, transaction types, payroll, check register and multi-currency information. This is also where you should set the number of decimals that will be used throughout the system and select how your sales display is sorted.

The **Purchases/Bills** tab controls any information dealing with Purchase Orders or Bills entered in the system. From this screen you can determine how the items will display on the purchase order, the default address for receiving items and what messages will print at the bottom of the PO when it is printed. You can also tell the system whether you want to track company credit cards, select a default credit card number for purchasing, decide how to display purchase orders and Purchase Order Items, show cost on the PO when receiving items, and determine whether a check stub is automatically created when paying bills.

The **Optional Features** tab contains separate modules that can be purchased with the Business Professional Program at an additional cost. They are not available for use in the demo, and therefore are all turned off.

The last tab in the Company Setup form is called **Local Settings**. This tab is designed specifically for the program settings that occur on each *local* machine. Any settings you select on this tab will only affect the computer you are currently using. Other networked computers will not be affected by the changes you make on the Local Settings tab. This tab does not need to be completed in the demo version, as you cannot network the demo version of the software. You can, however, change the company logo file to add your own picture if you would like to view what the logo will look like on the different reports that include this feature.

Using Customers

The Customer form provides a way to keep track of people and businesses that buy products from your company. You can enter information about the billing and shipping locations, as well as customer special pricing, sales and invoicing information, and contact data.

The Customers form is divided into four sections, each represented by a tab. In the **Customer Info** tab (shown above), you will be able to maintain the type of address for this customer and contact information. You can make the customer Active or Inactive, enter comments, or setup multiple phone, email, or website contacts to future reference.

When using the Ship To address type, you can select a different Bill To address to associate that customer with.

In the **Sales/Invoicing** tab you can set up financial information for your customers including discounts allowed, credit limits, tax information, shipping and route delivery defaults, and finance charge information.

Customers

Quick Find: SumWin Sports Customer Number: 100018

Customer Info | **Sales/Invoicing** | Pricing | Contact Log

Delivery Information:
 Shipped Via: UPS Ground Shipping Zone: 2
 Route: Delivery Code: 63 Type: Retail
 Delivery Seq.: 2 Directions: 84 East, Exit 66, Left onto Rte 30, 1.12 mile on left in Trumbull
 Delivery Day: Thursday Region: Northeast

Payment Processing:
 Payment Terms: Credit Card Credit Hold:
 Current Balance: \$0.00 Credit Limit: \$0.00
 Balance Updated: 02/27/2002
 Credit Card: Visa Exp Date: 12/01/2009
 CC Number: 4444 5644 8974 0233

Sales Information:
 Salesperson: Jessica
 Commission 1: 2.50% Commission 2: 5.00%
 Primary Sales Tax: CT 6.0000% Tax Exempt:
 Secondary Sales Tax: 0.00%
 Business License/Tax ID:

Finance Charge Information:
 Apply Finance Charges:
 Ann Finance Charge Pct: 12.00%
 Finance Charge Acct: 4040
 Interest and Late Charges
 Last Finance Charge Date:

New Delete Search... Print... Duplicate Sales History... Update Balances

Record: 1 of 25

The **Pricing** tab allows you to enter special price settings for any items within the inventory based on the customer or item as specified. Custom pricing can also be established.

Customers

Quick Find: SumWin Sports Customer Number: 100018

Customer Info | Sales/Invoicing | **Pricing** | Contact Log

Primary: Custom-Range-Markup Secondary: Markup Level: B Discount Pct: 10.0% Markup Pct: 30.0%

Item Number	Description	Discount %	Markup %	Low	High	Price
AIR-4615	Air Shocks	0.0%	20.0%	0	0	\$0.00
BK-100	Chilton's Automotive Guide	0.0%	20.0%	0	0	\$0.00
BK-103	Chilton's Automotive Guide - Volume 2	0.0%	20.0%	0	0	\$0.00
CVJ-8044	CV Joints	0.0%	15.0%	0	0	\$0.00
						\$0.00

New Delete Search... Print... Duplicate Sales History... Update Balances

Record: 1 of 25

The Custom Pricing options for Discount and Markup percentages use the Discount and Markup percentage fields on the customer form. When using the pricing options without Custom in the title, you must setup the special pricing on the inventory form.

The **Contact Log** tab keeps track of each time a customer has contacted the business with a problem or comment. The date, notes, subject, follow up call, and names are stored here also.

The screenshot shows the 'Customers' application window. At the top, there's a 'Quick Find' field with 'SumWin Sports' and a 'Customer Number' field with '100018'. Below these are four tabs: 'Customer Info', 'Sales/Invoicing', 'Pricing', and 'Contact Log'. The 'Contact Log' tab is selected. Inside this tab, there's a 'Find' field with '08/31/00 10:47 am' and a 'Subject' field with 'Complaint'. A table with columns 'Topic' and 'Notes' is visible. The 'Topic' column has 'Has problems with software' and the 'Notes' column has 'Reported problems with the SD video game.' and 'Did not have license key.'. To the right of the table are buttons for 'Checklist' and 'Report'. Below the table are 'New', 'Delete', and 'Search' buttons. At the bottom of the window, there's a 'Record: 1 of 25' indicator and a row of buttons: 'New', 'Delete', 'Search...', 'Print...', 'Duplicate', 'Sales History...', and 'Update Balances'.

You can use the Checklist button to view a list of all customers scheduled for follow up calls. Once the calls have been placed, you can put a check mark next to that name to clear the call from the list. The Report button can be used to print a report of all follow up calls scheduled in the system.

Adding a New Customer

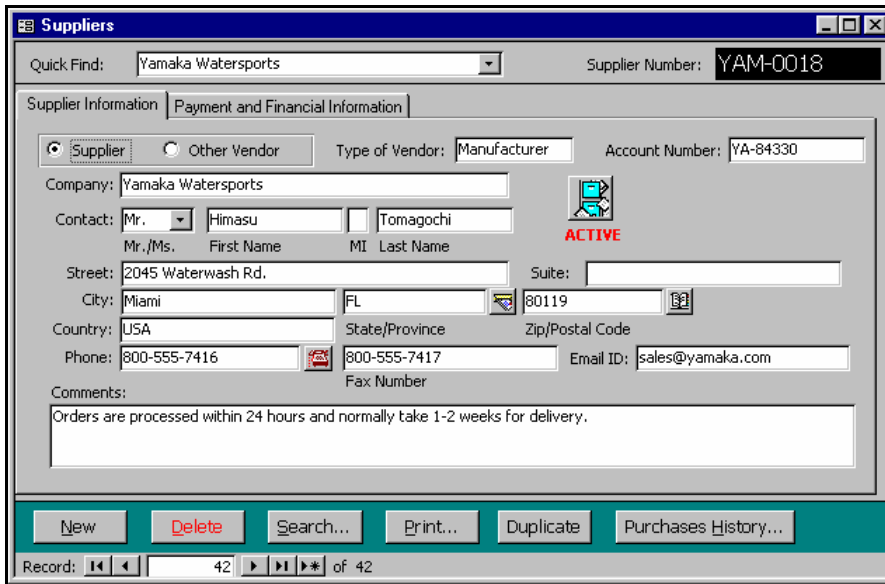
Quick Steps

1. Press the New button to display a new, blank customer form
2. Enter a Customer Number if automatic Customer Numbering is not being used
3. Enter the customer type, name and address information on the Customer Info tab
4. Enter Delivery, Sales, Payment and Finance charge information on the Sales/Invoicing tab, as applicable
5. Select the type of pricing used for the customer on the Pricing tab (if Custom, select the items and enter the corresponding price, discount or markup percentages)
6. Add contact information as necessary in the Contact Log

Using Supplier and Inventory Data

Working With Suppliers

The Supplier and Inventory Data can be entered from the Inventory Data Entry menu located on the Inventory tab. Work with Suppliers opens a form similar to the one below that stores information about the companies that you buy products or services from.



The screenshot shows a software window titled "Suppliers" with a blue title bar. At the top, there is a "Quick Find:" dropdown menu containing "Yamaka Watersports" and a "Supplier Number:" field with the value "YAM-0018". Below this, there are two tabs: "Supplier Information" (selected) and "Payment and Financial Information". The "Supplier Information" tab contains several fields and controls:

- Radio buttons for "Supplier" (selected) and "Other Vendor".
- "Type of Vendor:" dropdown menu set to "Manufacturer".
- "Account Number:" field with the value "YA-84330".
- "Company:" field with the value "Yamaka Watersports".
- "Contact:" dropdown menu set to "Mr.", followed by "First Name" (Himasu), "MI" (Tomagochi), and "Last Name" (Tomagochi).
- A red "ACTIVE" status indicator.
- "Street:" field with the value "2045 Waterwash Rd." and a "Suite:" field.
- "City:" field with the value "Miami", "State/Province" dropdown menu set to "FL", and "Zip/Postal Code" field with the value "80119".
- "Country:" dropdown menu set to "USA".
- "Phone:" field with the value "800-555-7416", "Fax Number" field with the value "800-555-7417", and "Email ID:" field with the value "sales@yamaka.com".
- "Comments:" text area containing the text: "Orders are processed within 24 hours and normally take 1-2 weeks for delivery."

At the bottom of the form, there is a toolbar with buttons for "New", "Delete", "Search...", "Print...", "Duplicate", and "Purchases History...". Below the toolbar, a status bar shows "Record: 42 of 42".

The Suppliers form is comprised of two tabs. The **Supplier Information** tab, shown above, holds information such as the contact information, comments, account number, and active status of the supplier. The **Payment and Financial** Information tab contains information about the normal type of payment this supplier accepts. You can specify the normal payment type, a different address for check payments, the default general ledger account to use on the bills and recurring payables forms, and the 1099 information.

Managing Inventory

The Inventory form contains information regarding the items you sell to customers and items that you order from suppliers. Once an item has been entered, you can setup characteristics and adjust the inventory manually, through the reconciliation process, or on the purchase order and sales forms. The Inventory Professional form is shown below.

The screenshot displays the 'Inventory Professional' software window. The title bar reads 'Inventory Professional'. The main window is divided into several sections:

- Item Information:** Item Number: AIR-4613, Quantity in Stock: 10.00, Quantity on Back Order: 0.00, Quantity on Reserve: 0.00. Quick Find: AIR-4613, ATV Lift Kit. Average Cost: \$34.99.
- Navigation Tabs:** Details (selected), In Stock, Financial, Pricing, Suppliers, Assemblies, Features.
- Description:** ATV Lift Kit. Class: Stock. Category: ATV, Sub Category: Parts. Barcode: 768991, Weight: 0, Units: . Manufacturer: ATV Lifters, Inc. Manufacturer Item Num: FM-75613, Model: .
- Ordering Information:** Quantity On Order: 0.00, Last Order Date: 02/12/2002, Last Ordered: 12.00, Reorder Quantity: 10.00, Reorder Point: 30.00, Shipping Weight / Cost: 25.00 / \$15.00, Lead Time (days): 2-3 days.
- Status:** ACTIVE (indicated by a red icon).
- Stock Level:** A vertical bar chart showing 33% stock level.
- Last Inventory:** 07/02/2002.
- Footer:** Record: 1 of 64. Buttons: New, Delete, Search..., Print..., Inventory Functions..., Duplicate...

This form contains seven tabs, each pertaining to different categories of information. The **Details** tab contains information regarding the description and ordering time for the item. The active status also determines whether this item is displayed in the combo boxes on the purchasing and sales forms.

The **In Stock** tab contains information about the quantity in stock and location for the item. If the item is serialized, the serial numbers for each receipt are also displayed.

Costing, Item Characteristics, and General Ledger information is all stored on the **Financial** tab. This is where you can also determine whether an item will normally be a drop ship, back ordered, or if the item can continue to be sold when the quantity in stock gets to zero (Out of Stock Sales).

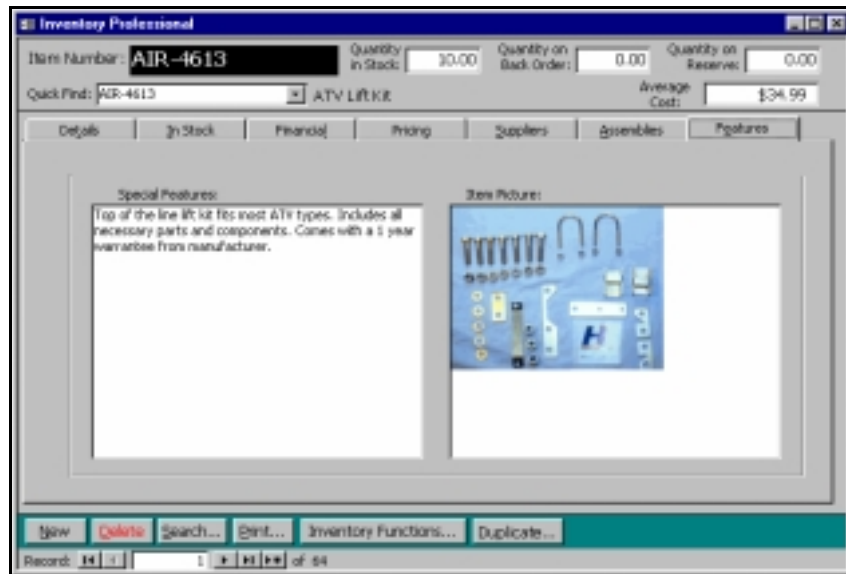
The Matrix item characteristic is only available if the item was initially created from a master item (as discussed later). Insurance and tax data is also displayed on this form.

The **Pricing** tab contains information regarding multiple pricing and special pricing as well as the default cost and retail price for the item. The multiple pricing grid only displays on this tab if the Multi-Pricing checkbox on the previous tab is checked. Special pricing is only available if the Special Pricing checkbox is marked in the company setup form. You can also Import Inventory data from this tab. This feature is not available in the demo.

The default and alternate suppliers are chosen on the **Suppliers** tab of the Inventory Professional form. You can also enter the cost from each supplier, lead time, and supplier item number for each supplier you select. These suppliers are used in the purchasing and ordering sections of the program.

The **Assemblies** tab lists the items that are included in the makeup of an item. You can determine which items are used in the assembly, how many assemblies can be calculated according to the quantity in stock for each item that makes up the assembled item, and which items need to be ordered to calculate and build the number of assemblies you need. You can see an example of an assembly item a little later in this guide.

The **Features** tab provides space for special comments and a picture of the item if you would like to include this in the inventory. This tab is shown below.



To add special features, you can type the information into the Special Features text area. The Item Picture area can only be filled in when you receive the full product.

Matrix Type Inventory Items

Matrix Items refer to items that you create using a template called a Master Item. You can create a matrix with items using the Inventory Functions button at the bottom of the Inventory Professional form. Click on Create New Matrix Definition and then OK to begin the matrix wizard and create a series of items based on a template (Master Item). The first screen in the matrix wizard is displayed below.

Inventory Matrix Wizard

Master Item: Main Shirt [New...]

Copy Data From Item:

Item Description: T-Shirt Example Matrix

	Blue	Green	Red
Large			
Medium			
Small			
X-Large			

SAMPLE MATRIX

Cancel < Back Next > Finish

You must select a master item from the first combo box or create a new master item. The master item determines which rows and columns are used when the items are created. You can also choose to copy the data from an item that you have already created in the inventory. If you want to create a series of items that are not related to any other items in your inventory, you can leave the Copy Data From combo box blank and type in a description in the last entry box. As you click the Next button to move forward, you can choose the type of numbering scheme to use for the item numbers and then create the item matrix when you click the Finish button on the last page of the wizard.

You can view the items created in the inventory. A sample matrix item is shown on the following page. Notice the matrix information displayed at the bottom of the Description area. You can see which master item was used and even view the matrix template used for creating the items.

The screenshot shows the 'Inventory Professional' window for item 'Shirt-05'. At the top, it displays 'Quantity in Stock: 3.00', 'Quantity on Back Order: 0.00', and 'Quantity on Reserve: 0.00'. Below this, there are tabs for 'Details', 'In Stock', 'Financial', 'Pricing', 'Suppliers', 'Assemblies', and 'Features'. The 'Details' tab is active, showing a description of 'Shirt - Large - Blue' and a status of 'ACTIVE'. The 'Ordering Information' section includes fields for 'Quantity On Order' (0.00), 'Last Order Date' (05/22/2002), 'Last Ordered' (3.00), 'Expected Delivery', 'Reorder Quantity' (0.00), 'Reorder Point' (0.00), and 'Shipping Weight / Cost' (2.00 / \$4.00). A 'Stock Level' gauge is on the right, currently at 0%. At the bottom, there are buttons for 'New', 'Delete', 'Search...', 'Print...', 'Inventory Functions...', and 'Duplicate...'. The status bar shows 'Record: 44 of 64'.

To view and make changes to the matrix item, you can click the Show Matrix button. The following screen displays.

The screenshot shows the 'Inventory Matrix' window for item 'Shirt-05'. It has a 'Display' section with radio buttons for 'Item Numbers', 'Barcodes', 'Qty In Stock' (selected), 'Cost', and 'Price'. Below this is a table showing the inventory matrix for sizes Large, Medium, Small, and X-Large across colors Blue, Green, and Red.

	Blue	Green	Red
Large	3	3	2
Medium	2	2	2
Small	4	4	4
X-Large	7	5	3

You can change the view from Quantity in Stock to Item numbers, Barcodes, Cost, or Price. All fields except the Item Number fields can be changed if you would like to update the inventory form.

When you select a matrix based item on the Purchase Order form, the system will prompt you to order other items based on the same matrix. This makes ordering easy because the line items are automatically created on the purchase order form for each item ordered from the same matrix.

Assembly Type Items

The **Assemblies** tab of the Inventory Data Entry Form allows you to define components of an assembled item, calculate how many assemblies you can make with the items you have in stock, and then build the assemblies with the click of a button. Assembly items selected in the Sales Order form can be printed with a Bill of Materials listing each of the items. Materials for the assembly can be ordered if you will need more assemblies built than the system will allow. You can also view a list of the items included in the assembled item in tree view, which is the way you would normally look at folders in Windows Explorer (hierarchy format).

Inventory Professional

Item Number: **BAP-8800** Quantity in Stock: 1.00 Quantity on Back Order: 0.00 Quantity on Reserve: 0.00

Quick Find: **BAP-8800** Boat Accessory Package - Standard Average Cost: \$135.75

Details In Stock Financial Pricing Suppliers **Assemblies** Features

Assembly Items: Allow Disassembly

Assembly Item #	Qty	In Stk	Description	Average Cost	Subtotal
<input checked="" type="checkbox"/> CUS-0115	3.00	4.00	Cushion seat for a small boat	\$6.95	\$20.85
<input checked="" type="checkbox"/> FIS-9700	4.00	4.00	Fishing Pole Attachment	\$3.99	\$15.96
<input checked="" type="checkbox"/> OAR-00345	2.00	11.00	Oars	\$15.99	\$31.98
<input checked="" type="checkbox"/> TRO-80114	1.00	2.00	Trolling Motor	\$66.96	\$66.96
<input checked="" type="checkbox"/>					

Total Cost: \$135.75

Calculate Assemblies How Many Assemblies Would You Like to Build? 0

Disassemble First Level Only All Levels Show Tree... Show Detailed BOM Order Materials...

New Delete Search... Print... Inventory Functions... Duplicate...

Record: 6 of 64

Any items created as assemblies, can also be disassembled from this screen. You have the option to allow disassembly for the item, as well as break up the assembly to the first level or to all levels. If the items listed in the assembly are out of stock, you can use the Order Materials button to create purchase orders for the items needed.

Reconciling Inventory

The **Inventory Reconciliation** form was originally an optional module for our popular accounting package called Yes! I Can Run My Business. This feature has been enhanced and is now included in the full version of the *Business! Professional* software. The reconciliation screen is displayed below. It consists of two tabs; View/Adjust Reconciliations, and Processing Options.

Item Number	Bar Code	Description	Default Cost	Qty In Stk	Actual Count	Diff	Pct
AIK-4613	768991	ATV Lift Kit	\$34.99	14.00	14.00	0.00	0.0%
AIK-4615	768991	Air Shocks	\$10.99	27.00	27.00	0.00	0.0%
ALT-6011	43551	GLM Alternator	\$18.04	11.00	11.00	0.00	0.0%
ART-8009	65432	Artikat Snow Glider	\$5.00	16.00	16.00	0.00	0.0%
BAP-8800	179711	Boat Accessory Package - Star	\$30.00	1.00	1.00	0.00	0.0%
BAS-5400	5678946689	Bass Boat	\$629.00	0.00	0.00	0.00	0.0%
BAT-9115	771668	GLM Battery	\$29.99	10.00	10.00	0.00	0.0%
BEA-1664	34567	Bear Dog All Terrain Vehicle	\$4,950.00	1.00	1.00	0.00	0.0%
BK-100	12377458	Chilton's Automotive Guide	\$3.00	37.00	37.00	0.00	0.0%
BK-103	12377458	Chilton's Automotive Guide - Vt	\$2.00	28.00	28.00	0.00	0.0%
BOA-2003	89417	Boat Sealer	\$3.99	3.00	3.00	0.00	0.0%
BRA-1000	177734	Brake Pads	\$17.74	2.00	2.00	0.00	0.0%
CAN-87004	71346	Canoe 2000	\$399.00	0.00	0.00	0.00	0.0%
CLU-0257	677189	ATV Clutch Plate	\$249.99	17.00	17.00	0.00	0.0%
CLU-0115	7711640	Cushion seat for a small boat	\$5.95	10.00	10.00	0.00	0.0%
CVJ-8044	17441	CV Joints	\$13.99	8.00	8.00	0.00	0.0%
FIL-80334	176649	GLM Air Filter	\$2.90	5.00	5.00	0.00	0.0%
FIS-9700	664471	Fishing Pole Attachment	\$3.79	6.00	6.00	0.00	0.0%

Using this reconciliation form, you can take a physical count of what is stored in your warehouse or inventory storage room and then compare the count with the totals shown in the system. You can also add new serial numbered items, warehoused items, or exclude items with a zero difference after the comparison takes place. The Cost and Actual Count fields are editable. This is where you can correct problems that you found with your inventory. Select each item you would like to update and click the Update Inventory button to adjust the inventory quantities and costs where necessary.

The **Processing Options** tab allows you to change the way you view the items on the reconciliation form. You can view items with warehouses, serial numbers, or according to tolerance levels. You can also decide where to start the actual count, which general ledger accounts to post transactions to, and the date you want to record as the *Last Reconciled Date* in the inventory.

The optional Bar Coding Module is still available for *Business! Professional*. This allows you to enter the items according to the barcodes, import items from a data collector, transfer items between warehouses, and print pricing sheets, barcode labels, and reports that include the item barcodes.

Creating Banking Data

The Check Writer form is a data entry screen used for bank accounts, checks, deposits, and adjustments. The tabbed dialog form makes it easier to move to different transactions, so you don't have to return to the Banking Data Entry screen every time you want to change a new transaction. While in the Check Writer form, you can easily move to bank accounts, checks, deposits, or adjustments by clicking on the appropriate tab at the top of the form. You can also view the Check Register by clicking on the **Register...** button at the bottom right corner of the screen.

Bank Accounts

The Bank Accounts tab lets you enter Bank Account information including the Bank Name, Account Number, and Address. You can also view the Current Bank Balance and Reconciliation information as well as setup the Next Check Number and Default GL Account.

The screenshot displays the 'Check Writer' application window with the 'Bank Accounts' tab selected. The interface includes a top navigation bar with tabs for 'Bank Accounts', 'Checks', 'Deposits', and 'Adjustments'. The main area contains several input fields and sections:

- Bank Account:** American Federal Bank (Default Account)
- Current Balance:** \$13,905.77
- Bank Account Number:** 21 24869 35
- Bank Name:** American Federal Bank
- Type:** Checking
- Street:** 345 North American Rd
- Suite:** Park Plaza-Suite 1
- City:** Farmdale
- State/Province:** CT
- Zip/Postal Code:** 06032
- Country:** USA
- ABA Number:** 48396581
- Routing Code:** 85-2596/8547
- Contact Name:** John Roberts
- Phone Number:** 800-555-7435
- Fax Number:** 800-555-7436

Below these fields, there are summary statistics and additional settings:

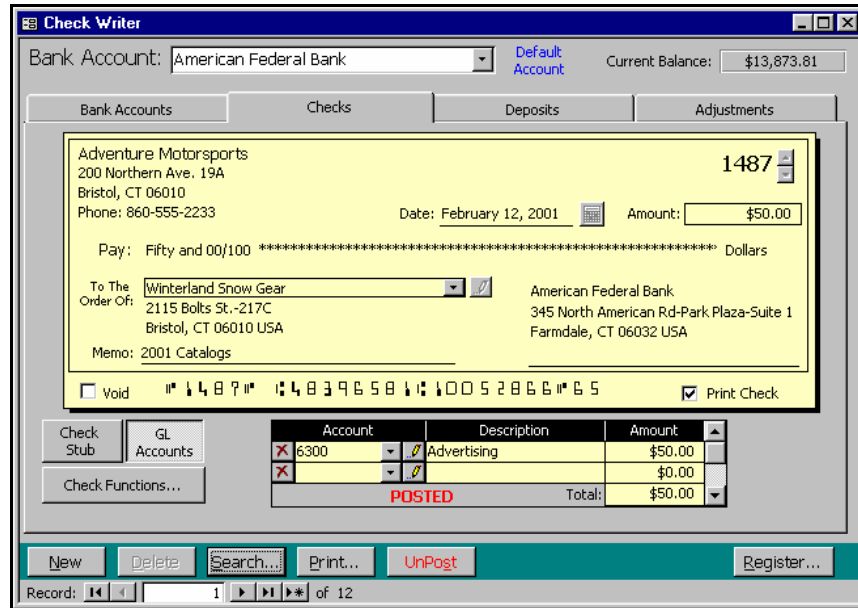
- Next Check Number:** 1497
- Current Bank Balance:** \$13,905.77
- Last Bank Statement Balance:** \$15,211.49
- Default GL Account:** 1000-100 (Checking, American Federal Bank)
- Last Reconciliation Date:** 02/12/2001

At the bottom, there is a MICR Line field with a visual representation of the line and a legend: 'Use the characters O D T A for: |* || |* |'. To the right of the MICR line are 'Transfer Balance' and 'Make Default' buttons. The bottom-most bar contains 'New', 'Delete', 'Search...', 'Print...', and 'Register...' buttons.

The Bank Account information is used throughout the banking system when working with Checks, Deposits, and Adjustments.

Checks

The Checks tab allows you to create and edit checks. You can first choose the bank account that you're working with. It also gives you the option to select the accounts that you want the General Ledger to debit for a particular check. You also have many options when it's time to print your checks, and can pick and choose those options according to what fits your business needs. You can use this screen to delete, find, print, or post a specific check.



The printing feature is not available in the demo, however, you can view the Print Checks Dialog when you click the Print button at the bottom of the Check Writer form.

The Check Functions button allows you to Clear Print Marks, Duplicate a check, renumber checks, or transfer checks from one account to another. You can also create a bill from a check. The transferring feature is the only function in this dialog not available in the demo.

Adjustments

The Adjustments tab allows you to create a number of adjusting transactions. You can record withdrawal type transactions such as bank charges or fees or deposit type transactions such as interest earned. This form also allows you to select the General Ledger account (other than checking) for the transaction.

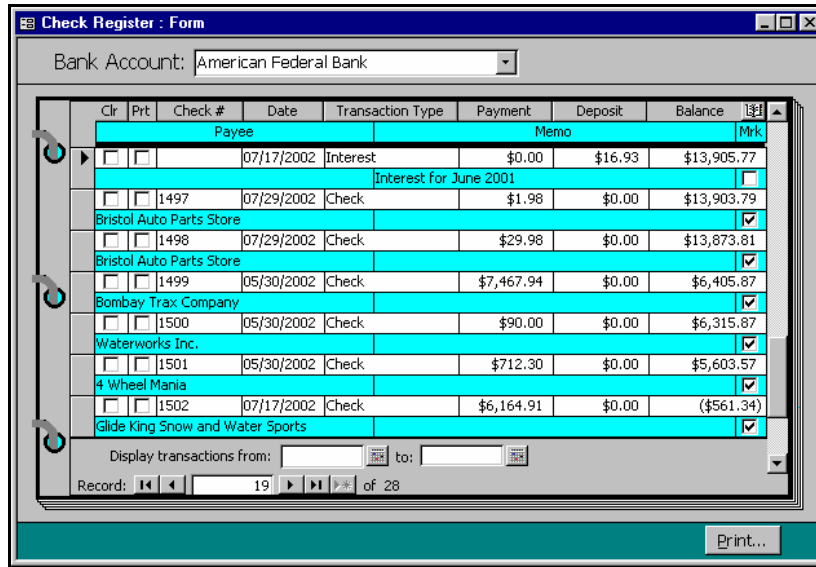
The screenshot shows the 'Check Writer' application window. At the top, the 'Bank Account' is set to 'American Federal Bank' with a 'Current Balance' of '\$13,873.81'. The 'Adjustments' tab is active, displaying a form for 'Adventure Motorsports' with the address '200 Northern Ave. 19A, Bristol, CT 06010' and phone '860-555-2233'. The date is 'July 17, 2002'. A red 'ADJUSTMENT' banner is present. The 'Adjustment Type' is 'Interest'. The 'Amount Deposited' is '\$16.93' and 'Amount Withdrawn' is '\$0.00'. The bank name and address are also listed. A memo reads 'Interest for June 2001'. Below the form is a table with columns 'Account', 'Description', and 'Amount'. The table contains two rows: one for 'Interest and Late Charges' with an amount of '\$16.93', and another for 'Interest and Late Charges' with an amount of '\$0.00'. A 'POSTED' label is shown below the table. At the bottom, there are buttons for 'New', 'Delete', 'Search...', 'Print...', 'UnPost', and 'Register...'. The record navigation shows 'Record: 7 of 7'.

You have the ability to set up your own list of transaction types that are specific to your business needs in the company setup form. You may also print, delete, post, or find a specific adjustment in the database.

Check Register

The icons on the right side of the Banking Data Entry menu allow you to view your check register, reconcile your bank accounts, or batch post items.

The Check Register allows you to view, or print all the transactions that affect a particular bank account. This Register is similar to a register you would keep for your own personal checking account. It is easy to read and move through. The Register also lists voided checks, and a cumulative balance.



Bank Account: American Federal Bank

Clr	Prt	Check #	Date	Transaction Type	Payment	Deposit	Balance	Mkr
				Payee				Memo
<input type="checkbox"/>	<input type="checkbox"/>		07/17/2002	Interest	\$0.00	\$16.93	\$13,905.77	
								Interest for June 2001
<input type="checkbox"/>	<input type="checkbox"/>	1497	07/29/2002	Check	\$1.98	\$0.00	\$13,903.79	
				Bristol Auto Parts Store				
<input type="checkbox"/>	<input type="checkbox"/>	1498	07/29/2002	Check	\$29.98	\$0.00	\$13,873.81	
				Bristol Auto Parts Store				
<input type="checkbox"/>	<input type="checkbox"/>	1499	05/30/2002	Check	\$7,467.94	\$0.00	\$6,405.87	
				Bombay Trax Company				
<input type="checkbox"/>	<input type="checkbox"/>	1500	05/30/2002	Check	\$90.00	\$0.00	\$6,315.87	
				Waterworks Inc.				
<input type="checkbox"/>	<input type="checkbox"/>	1501	05/30/2002	Check	\$712.30	\$0.00	\$5,603.57	
				4 Wheel Mania				
<input type="checkbox"/>	<input type="checkbox"/>	1502	07/17/2002	Check	\$6,164.91	\$0.00	(\$561.34)	
				Glide King Snow and Water Sports				

Display transactions from: [] to: []

Record: 19 of 28

Print...

A date selector at the bottom of the screen makes it easy to view your transactions. You are able to display only transactions that occurred during the time period specified.

Each column header can be used to sort the data in ascending or descending order. Click on the title of the column you want to sort by, and the data is sorted in ascending order. Click again, and the data is re-sorted in descending order.

You can also view the transactions in the check register according to the date they were entered, or the order in which they were created. The balance is corrected accordingly to reflect the sort order selected.

Reconcile Bank Accounts

The Check Reconciliation form is used to reconcile each bank account. Often, your check register and bank statement will not agree. The causes may simply be timing differences. For example, you may have written and mailed a check and deducted it from your check register, but the check has not been cashed yet and therefore, your bank doesn't know to include it in your monthly statement. Also, time elapses from the time the bank prepares your statement and the time you receive it. During that period, you might make several deposits and write several checks. All this should be reconciled each month. You can print exactly what is displayed in the check reconciliation form at any time. The check reconciliation form includes many options to display specific records.

Bank Account: American Federal Bank
 Statement Date: 08/16/2001
 Outstanding (selected) / Cleared / All Transactions
 Bank Balance: \$1,289,570.81
 Checkbook Balance: \$1,298,614.67

Edit	Clr	Check #	Date	Transaction	Payee/Memo	Payment	Deposit
	<input type="checkbox"/>	5472	08/16/2001	Check	Affordable Cars and Trucks	\$250.00	\$0.00
	<input type="checkbox"/>	5471	08/16/2001	Check	Affordable Cars and Trucks	\$250.00	\$0.00
	<input type="checkbox"/>	5470	08/16/2001	Check	4 Wheel Mania	\$100.00	\$0.00
	<input type="checkbox"/>	5469	08/16/2001	Check	Hello Phone Company	\$60.00	\$0.00
	<input type="checkbox"/>		08/28/2001	Returned Check	Returned check on Invoice BH-	\$25.00	\$0.00
	<input type="checkbox"/>		08/28/2001	Interest	Interest for July Statement	\$0.00	\$1,297.15
	<input type="checkbox"/>		08/28/2001	Deposit	Payment on Acct# 12098889	\$0.00	\$21.89
	<input type="checkbox"/>		08/28/2001	Deposit	Merchant Account Statement -	\$0.00	\$4,137.89

Display transactions from: 08/01/2001 to: 08/31/2001
 Record: 1 of 8

Items still remaining outstanding or in the next period

5	Checks and Payments	\$685.00
3	Deposits and Credits	\$5,456.93

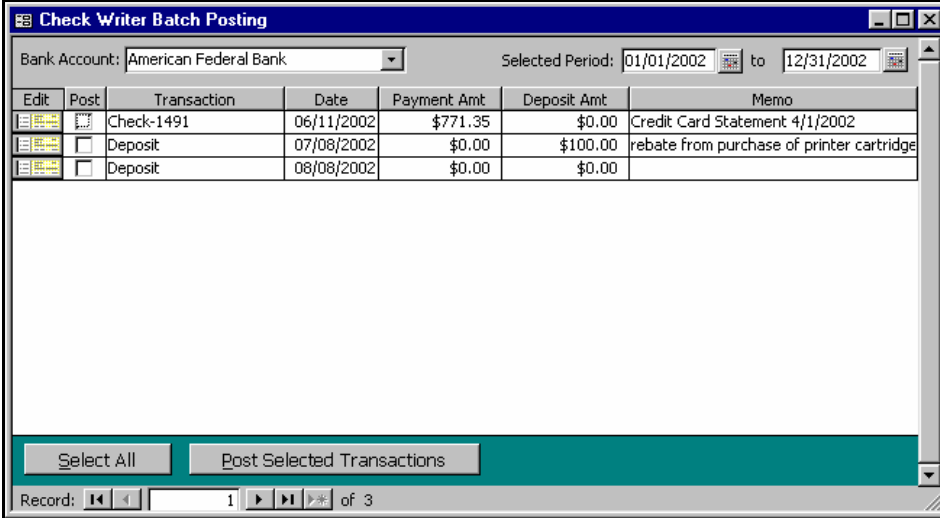
Statement Difference: \$9,043.86
 Outstanding Balance: \$4,771.93
 Unresolved Difference: \$4,271.93

Print...

You can open the Check Reconciliation form from the Banking tab Reconcile Bank Accounts icon.

Batch Posting

The Banking system has a feature that allows you to post many transactions at once to your General Ledger, instead of one at a time. This is convenient if you write a lot of checks, or if you just want to see a list of transactions that have not yet been posted. This feature allows you to specify a date range to display all unposted items in that range.



The screenshot shows a software window titled "Check Writer Batch Posting". At the top, there is a dropdown menu for "Bank Account" set to "American Federal Bank" and a "Selected Period" field showing "01/01/2002" to "12/31/2002". Below this is a table with the following columns: Edit, Post, Transaction, Date, Payment Amt, Deposit Amt, and Memo. The table contains three rows of data. Below the table are two buttons: "Select All" and "Post Selected Transactions". At the bottom, there is a "Record:" field with navigation icons and the text "1 of 3".

Edit	Post	Transaction	Date	Payment Amt	Deposit Amt	Memo
		Check-1491	06/11/2002	\$771.35	\$0.00	Credit Card Statement 4/1/2002
	<input type="checkbox"/>	Deposit	07/08/2002	\$0.00	\$100.00	rebate from purchase of printer cartridge
	<input type="checkbox"/>	Deposit	08/08/2002	\$0.00	\$0.00	

You can select the transactions you want to post, or you have the option to post all the transactions displayed. This is especially useful before you close a period to quickly find unposted bank transactions.

Purchasing Items

All of the components in the Purchases tab are all related to controlling the process of purchasing, receiving, managing, and paying for goods and services. This is a major portion of what every business does.

The **Create Purchase Orders** function allows you to create Purchase Orders to send to your suppliers. A Purchase Order is used to place orders with your suppliers and to deliver goods to your business locations. You can also drop ship orders from your suppliers directly to your customer's location. When you receive goods on a Purchase Order, the Inventory system is updated. Each line item receipt on the Purchase Order creates a new line item in the Inventory Products table. This both increases the inventory in stock quantities and re-costs the inventory for the item. You have the ability to create and print professional looking purchase orders to order goods from your suppliers and use them to manage each receipt of goods.

Purchase Order

The following number must appear on all correspondence, acknowledgements, bills of lading, and invoices relating to this P.O.:

Purchase Order #: P-0103

Drop Ship

SUPPLIER: 4 Wheel Mania
Mr. John L. Lysak
4 Wheel Mania
335 North Harvard Dr.
Bloomfield, CT 06002
USA 800-555-6632

SHIP TO: Building 500

By Whse Jody Jones
 By Customer Building 500

99 Murdock La.
San Diego, CA 66497
USA 800-555-9931

BILL TO: Adventure Motor Sports

By Whse Melanie Strang
 By Customer Adventure Motor Sports

19A
1025 Farmington Ave.
Bristol, CT 06010
USA 860-555-2233

PO DATE	INV DATE	DUE DATE	FOB	PAYMENT TERMS	ORDERED BY	SHIP VIA
02/12/2001				2/10 Net 45	Jack	UPS Ground

Qty Ord	Qty Rec	Item #	Description	Price	Amount
12.00	12.00	KNE-0013	Knee Pads	\$6.29	\$75.48
4.00	4.00	LEG-30012	Leg Guards	\$7.89	\$31.56
20.00	18.00	HEL-00113	Helmet	\$29.99	\$599.80
0.00	0.00		Include free stickers.	\$0.00	\$0.00

PLEASE NOTIFY US IMMEDIATELY IF THIS ORDER CANNOT BE SHIPPED COMPLETE ON OR BEFORE: 2/20/2001

Completed **Comments:**
Please confirm receipt of purchase order. OK to ship items separately.

SubTotal	\$706.84
Freight	\$0.00
Tax	\$0.00
Tax 2	\$0.00
Other	\$0.00
TOTAL	\$706.84

PAID

PAYMENTS: Paid

INVOICE #	PAY FROM ACCT	DATE PAID	CK/CC NUMBER	AMT PAID	AMT APPL
H557	1000-100	05/30/2002	1501	\$712.30	\$712.30

APPROVED BY _____ DATE 02/12/2001

New Delete Search... Print... Duplicate... Go To Page 1 2 3

Record: 1 of 27

With **Purchase Order Receiving** you can check in and receive items that have been shipped to you in a batch process. The receiving form is setup so that you can view the outstanding purchase orders or all items that have not yet been received. The search can also be limited to a specific supplier in case they forgot to put the purchase order on the outside of the box. You can use the PO Receiving form to look up the supplier and find the items for receiving. As the items are received, the original purchase order is marked as received and the items are added to the inventory with the correct cost and quantity.

PO Number	PO Date	Supplier	Ship To	Freight
P-12	03/28/2002	Affordable Cars and Trucks	Adventure Motor Sports	\$0.00
P-16	04/02/2002	Fix Your Boat Parts Store	Building 500	\$0.00
P-09	03/08/2002	Glide King Snow and Water Sports	Building 500	\$0.00
P-17	04/05/2002	Luxury Liner Supplies and Accessories	Building 200	\$0.00
P-14	04/02/2002	Shipbuilders Warehouse	Building 500	\$22.50
P-13	04/02/2002	Trike Heaven	Building 500	\$100.00
P-10	03/19/2002	Wades Paddleboat Corp.	Building 500	\$0.00

Eventually, your supplier will send you an invoice for a Purchase Order. This becomes a **Bill** to you that you must manage and pay. The **Enter and Pay One Bill** function lets you enter invoices or bills from your suppliers that are a result of Purchase Orders you place with them or expenses that you may have from other functions of your business. The Bills form lets you allocate the bill amount to as many General Ledger accounts as necessary. The Bills form also lets you enter a reason for the expense, and any comments you have about a particular bill. You can also pay the bill right from the Bills form.

Account	Description	Amount
X 1050	Inventory	\$579.01
X		\$0.00
Total:		\$579.01

PAY FROM ACCOUNT	DATE PAID	CHECK/CREDIT CARD #	AMT PAID	AMT APPL
X 1000-100	07/17/2002	1503	\$579.01	\$579.01
X			\$0.00	\$0.00
Total:			\$579.01	

A recurring payable is a bill that is created on a regular basis, such as once each week, month, or year. This type of bill is typically a car payment, or a cable bill. Rather than take the time each month to create the bill and enter the payments on that bill, you have the ability to setup a recurring payable item. Using the **Create Recurring Payables** screen, you can enter and manage such things as the frequency of payment, the term for the bill, all general ledger transactions, payment items, and information related to the bill.

Frequency: Custom Active

Bill Date	Bill Amount
04/01/2002	\$150.00
05/01/2002	\$150.00
06/01/2002	\$150.00
07/01/2002	\$120.00
Count/Total	6 / \$810.00

Skip Missed:

Last Date Paid: 05/01/2002

Next Date (required): 06/01/2002

Total Payments Remaining: 3

Next Payment Number: 4

Current Payments Owed: 1 *

* Includes 1 current and all skipped payments only

Bill Information: Tax Deductible

Reason for Expense: Company Work Truck

Supplier Type: Supplier Other

Supplier: Cal's Cars and Truck Leasing 1099

Terms: Lease

PO Number: Discount Taken:

Bill Amount: \$0.00 \$0.00

Invoice #: 399947 Post Bill Pay Bill

Comments: Company Truck rental. Six month rental period with option for renewal at lower rate.

New Delete Search... Print...

Record: 4 of 4

Once the Recurring payables have been entered into the system, you can initiate payment using the **Process Recurring Payables** form. Using this form you can Skip, Pay, or Post the bill according to the business needs. You can select a specific supplier or date range to view the recurring payables due, and even consolidate payments going to the same supplier if necessary. During processing, checks or credit card receipts are created for payment of the recurring bills you selected.

Initial Recurring Payables Selection Date: 05/30/2002

Display Recurring Payables From: 04/17/2001 To: 05/30/2002 Payment Date: 04/17/2002

Supplier: <All> Show Amount Between \$0.00 And \$999,999.00

Select	Due Date	Supplier	Amount	Skip	Post	Pay	Status
<input type="checkbox"/>	05/01/2002	Fix Your Boat Parts Store	\$532.94	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	05/06/2002	Hello Phone Company	\$60.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Select All Consolidate Payments Process Print..

Once an Invoice or expense is put into the bills form, it becomes a *Payable*. The **Accounts Payable** function allows you to age your payables and apply a payment to each bill. This form will display all bills that aren't marked paid in the bills form for your suppliers. You can automatically write a single check to pay all outstanding bills for a particular vendor or you can select which bills to pay. You also have the option to pay by check, credit card, or another payment method.

Visual Payables

Supplier Search: By Company By Name All

With Balances All Suppliers

Supplier	Due Date	Inv Date	PO #	Total Amt	Total Paid	Cur Bal	Status
Hello Phone Company	06/11/2002	06/11/2002		\$325.00	\$50.00	\$275.00	Current
Hello Phone Company	06/11/2002	06/11/2002		(\$30.00)	\$0.00	(\$30.00)	Current
Nuts and Bolts Parts Shop	07/11/2002	06/11/2002	P-07	\$144.67	\$50.00	\$94.67	Current
Wide Awake Power Plant	08/01/2002	08/01/2002		\$111.86	\$0.00	\$111.86	Current
Bay Liner Shipmakers	08/01/2002	07/02/2002	P-15	\$95.20	\$0.00	\$95.20	Current
Totals:				\$646.73	\$100.00	\$546.73	

*Aging Summary Reflects Unpaid Invoices from the Invoice Date

Current	Over 30	Over 60	Over 90
\$546.73			

Buttons: Reselect Records..., Print..., Apply Payments, Clear Allocated, Cur Bal and Amt to Alloc Are in Pmt Currency

The **Pay Multiple Suppliers Function** displays all of your outstanding bills and allows you to pay multiple bills and multiple suppliers at once. You can create checks using the bank account you specify. This form also shows you aging of your bills to show what is due currently, over 30 days, over 60 days, and over 90 days. You also have the option to view the bill directly from this form before you pay it. This is the easiest way to pay all of your bills with just a few keystrokes.

Pay Multiple Suppliers

Bank Account: American Federal Bank Current Bank Balance: \$3,528.10

Display Bills Due From: 01/01/2002 to 04/17/2002 Select Due Dates Through: 04/17/2002

Select	Supplier	Due Date	Inv Date	PO #	Total Amt	Total Paid	Cur Bal	Amt To Pay
<input type="checkbox"/>	4 Wheel Mania	04/17/2002	04/17/2002	P-28	\$356.61	\$0.00	\$356.61	\$356.61
<input checked="" type="checkbox"/>	Parts Mart	04/17/2002	04/17/2002		\$184.97	\$0.00	\$184.97	\$184.97
<input checked="" type="checkbox"/>	Stuff Your Face Italian	04/17/2002	04/17/2002		\$68.92	\$0.00	\$68.92	\$68.92
Totals:					\$610.50	\$0.00	\$610.50	\$610.50

Mark Checks To Be Printed

Limit Amt to Bank Balance

*Aging Summary Reflects Unpaid Invoices from the Invoice Date Invoices Reflect Current Bal and Amount to Pay in Check Currency

Current	Over 30	Over 60	Over 90
\$1,157.23			

Buttons: Refresh Invoices..., Print..., Due, All, None, Amt \$610.50, Summary...

Each time someone in the company uses a company credit card for purchasing, the transaction can be recorded and later compared to the credit card statement received from the issuing bank. A credit card receipt is created when a credit card payment is recorded in the payment section of the Bills form. Using the **Credit Card Reconciliation** form you can view all the transactions and clear them based on your credit card statement.

Credit Card Purchases Register - Form

5328 386 392 675
Mastercard-Jocilyn D. Motor

Reconcile Statement Reconcile and Pay Statement Date:
Statement Amount:

Print

Clr	Supplier	Charged On	Amount Charged	Date Paid	Amount Paid	Statement Date
<input checked="" type="checkbox"/> Bill	Blazer Palace	02/15/2002	\$121.35		\$0.00	04/01/2002
<input checked="" type="checkbox"/> Bill	Grotton Auto Manufacturer (GAM)	02/27/2002	\$650.00		\$0.00	04/01/2002
<input checked="" type="checkbox"/> Bill	Bombay Trax Company	03/28/2002	\$5,000.00		\$0.00	
<input checked="" type="checkbox"/> Bill			\$0.00		\$0.00	

Display charges from: to: \$5,771.35 \$0.00

Show: Uncleared Cleared All Cleared Total: \$0.00

With the **Batch Posting** function you have the ability to batch post all of your outstanding bills at once rather than one at a time through the individual bills. When you use the batch posting function, you have the ability to view your bill, or make last minute changes before you post. You can select the individual bills you would like to post or you can simply select all of them at one time and post them together.

Bills Batch Posting

Selected Period: 01/01/2002 to 12/31/2002

Edit	Post	Supplier	Paid	Invoice #	Date	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4 Wheel Mania	<input type="checkbox"/>		04/17/2002	\$356.61
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bay Liner Shipmakers	<input type="checkbox"/>		07/02/2002	\$95.20
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cal's Cars and Truck Leasing	<input type="checkbox"/>		07/08/2002	\$133.75
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hello Phone Company	<input type="checkbox"/>	2002	06/11/2002	\$325.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hello Phone Company	<input type="checkbox"/>	CRE100	06/11/2002	(\$30.00)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parts Mart	<input type="checkbox"/>		04/17/2002	\$184.97
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stuff Your Face Italian Restaurant	<input type="checkbox"/>		04/17/2002	\$68.92
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wide Awake Power Plant	<input type="checkbox"/>		08/01/2002	\$111.86
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4 Wheel Mania	<input checked="" type="checkbox"/>		05/11/2002	\$579.01
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Blazer Palace	<input checked="" type="checkbox"/>	409937	02/15/2002	\$121.35
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bombay Trax Company	<input checked="" type="checkbox"/>	8774	03/28/2002	\$12,467.94
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bristol Auto Parts Store	<input checked="" type="checkbox"/>		07/29/2002	\$1.98
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bristol Auto Parts Store	<input checked="" type="checkbox"/>		07/29/2002	\$29.98
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Glide King Snow and Water Sports	<input checked="" type="checkbox"/>		06/11/2002	\$6,164.91
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grotton Auto Manufacturer (GAM)	<input checked="" type="checkbox"/>		02/27/2002	\$650.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stapled and Bound Office Supplies	<input checked="" type="checkbox"/>		02/15/2002	\$79.82
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stuff Your Face Italian Restaurant	<input checked="" type="checkbox"/>		05/22/2002	\$163.27
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wide Awake Power Plant	<input checked="" type="checkbox"/>		07/11/2002	\$154.99
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wide Awake Power Plant	<input checked="" type="checkbox"/>		06/11/2002	\$102.34

Select All Select Paid Post Selected Transactions Print

Record: 1 of 19

Using the Sales System

All of the components of the Sales system are related to managing customer orders. Much of the data entered into the Sales system forms are used in generating financial reports such as the income statement and other revenue related reports.

The **Quotation** form is used to provide customers with pro-forma invoices or can also be used as a way to handle repetitive orders. The Quotation does not affect the inventory quantities nor does it update the General Ledger. It simply lets you create a *pro-forma* version of a Sales Order or Invoice.

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 Bristol, CT 06010
 860-555-2233

QUOTATION
 QUOTATION #:
A020515-01

SOLD TO: Chuck's Trucks
 SHIP TO: Chuck's Trucks

By Company: Mr. Charles W. Motorman
 Chuck's Trucks
 Suite C
 980 Willis St.
 Newington, CT 06111
 USA 555-555-1221

By Name: Mr. Charles W. Motorman
 Chuck's Trucks
 Suite C
 980 Willis St.
 Newington, CT 06111
 USA 555-555-1221

Same >>
 Tax Exempt

QUOTE DATE	YOUR ORDER #	PAYMENT TERMS	SALESMAN	ORDER SOURCE	SHIPPED VIA
05/15/2002		Check	Carrie		COD

Quantity	Cat	Item #	Description	Disc	Tax	Tax2	Price	Amount
15.00		BUG-2000	Bug Shield	0.0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$55.99	\$839.85
25.00		BRA-1000	Brake Pads	0.0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$39.99	\$999.75
11.00		FIL-80334	GLM Air Filter	0.0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$8.99	\$98.89
1.00				0.0%	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00

Comments:

Subtotal: \$1,938.49
 Freight: \$0.00
 Tax 1: 6.00% \$116.31
 Tax 2: 0.00% \$0.00
 Other: \$0.00
TOTAL: \$2,054.80

New Delete Search... Print... Create Sales Order... Top Bottom

Record: 3 of 3

You easily turn any quotation into a Sales Order or an Invoice at the click of a button. The Create Sales Order (or Create Invoice depending on the company setup selection) button at the bottom of the form allows you to create a Sales Order or Invoice from the current Quotation.

A **Sales Order** is your operational instrument to enter what a customer orders, what is shipped and drop shipped, and what is backordered. The Sales Order is used to record information about the sale itself including customer information and quantities ordered, shipped, reserved, and backordered. Assuming Perpetual inventory and Track Item Stock are on, when you enter an item in the Sales Order it interfaces with the inventory, correctly checking the quantity in stock and then depleting the inventory quantity based on the amount shipped.

Sales Order : Form

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 Bristol, CT 06010
 860-555-2233

SALES ORDER
 Sales Order #: 020821-03
 Sale Date: 08/21/2002
 Invoice #:
 Back Order

Type of Sales Order: Product Detail

SOLD TO: SumWin Sports
 By Company Ms. Anita K. Newcomb
 By Name SumWin Sports
 456 Kelly Road
 Vernon, CT 06066-4598
 USA 555-555-8000
 Add Customer

SHIP TO: SumWin Sports
 Ms. Anita K. Newcomb
 SumWin Sports
 Same >> 456 Kelly Road
 Tax Exempt Vernon, CT 06066-4598
 USA 555-555-8000

Required Date: 08/21/2002 Your Order #: R39947 Payment Terms: Credit Card Salesperson: Jessica Order Source: Brochure Shipped Via: UPS Ground

Qty Ord	Qty Sh	Cat	Item #	Description	Disc	Tax	Tax 2	Price	Amount
2.00	0.00		MAR-5040	Marine Outboard Motor	0.0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$299.00	\$598.00
	2.00	0.00					4000	ON RESERVE	
0.00	0.00				0.0%	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00
0.00	0.00								


Comments: Anita - quantities shown above will remain on reserve until 8/26/2002.
 Add Item

SUBTOTAL: \$598.00
 FREIGHT: \$3.45
 Tax 1: 6.00% \$36.09
 Tax 2: 0.00% \$0.00
 OTHER: \$0.00
TOTAL: \$637.54

New Delete Search... Print... Functions... Top Bottom

Record: 17 of 17

If an item is out of stock or there are not enough quantities to fill the order, you have the option of creating a backorder for these quantities, or processing an item without creating a backorder for items with the Allow Out of Stock Sales option turned on in the Inventory form. The Sales Order form also allows you to duplicate sales orders or create invoices based on the current sales order using the Functions button at the bottom of the form.

You can also use the  button to view the information about each line item, create a drop ship, reserve items, or enter a backorder quantity.

The **Invoice** is normally used as the financial instrument for a sale. The Invoice is not posted to the General Ledger until you select to post it, thereby giving you the ability to operate as a cash or accrual type business. You set up default accounts for each of the inventory items, as well as a default account receivable account for invoices. These General Ledger accounts can be changed on each invoice for any unique sale. A credit memo can be automatically created from an Invoice using the Credit Memo... button at the bottom of the form.

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 860-555-2233

A/R Account: 1040
 Accounts Receivable

INVOICE

INVOICE #: A020816-01
 ORDER #: A020816-01

Type of Invoice: Product Detail

SOLD TO: SumWin Sports
 By Company: Ms. Anita K. Newcomb
 By Name: SumWin Sports
 456 Kelly Road
 Vernon, CT 06066-4598
 USA 555-555-8000

SHIP TO: SumWin Sports
 Ms. Anita K. Newcomb
 SumWin Sports
 456 Kelly Road
 Vernon, CT 06066-4598
 USA 555-555-8000

INVOICE DATE	YOUR ORDER #	PAYMENT TERMS	SALESMAN	ORDER SOURCE	SHIPPED VIA
08/16/2002	Q89339	Credit Card	Jessica	Catalog	UPS Ground

Qty	Ord	Qty Sh	Cat	Item #	Description	Disc	Tax	Tax2	Price	Amount
3.00		3.00	AIR-4615	AIR-4615	Air Shocks	0.0%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$14.29	\$42.87
0.00		0.00								
2.00		2.00	ART-8009	ART-8009	Artikat Snow Glider	0.0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$6.50	\$13.00
0.00		0.00								
0.00		0.00				0.0%	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00
0.00		0.00								

COMMENTS:

Subtotal: \$55.87
 Freight: \$3.45
 Tax 1: 6.00% \$3.56
 Tax 2: 0.00% \$0.00
 Other: \$0.00
TOTAL: \$62.88
AMOUNT DUE: \$12.88

PAYMENTS: Invoice Paid?

DEP TO ACCT	DATE PAID	CK	CC	CK/CARD NUMBER	EXP DATE	AUTH	AMT PAID	AMT RECVD
X 1010	08/16/2002	<input checked="" type="checkbox"/>	<input type="checkbox"/>	45567882		J5	\$50.00	\$50.00
X		<input type="checkbox"/>	<input type="checkbox"/>				\$0.00	\$0.00

Total: \$50.00

Buttons: New, Delete, Search..., Print..., Duplicate..., Credit Memo..., UnPost, Top, Bottom

Record: 16 of 16

If you will not be using the Sales Order form, you can deplete the inventory and post the general ledger transactions using the Invoice form. You must set this up in the Company setup form. Only basic inventory depletion occurs. Backorders, Drop Ships and Reserves are not handled on the Invoice form.

The **Issue Credit Memos** function allows you to enter credit memos for merchandise returned by your customers. You have the option of re-crediting the returned merchandise to your inventory quantity in stock. You also have the ability to select unique General Ledger accounts for each transaction, or use the default accounts that you set up for each inventory item, and each invoice in the Company Setup. Credit memo balances are displayed in Customer Receivables so you can apply a credit balance towards customer invoices.

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A/R Account: 1040
 Accounts Receivable

INVOICE #: A020903-02
 ORIG. INVOICE #: A020524-04

CREDIT MEMO

Credit Memo Type of Invoice: Product Detail

SOLD TO:

By Company Ms. Wendy S. O'Keefe
 By Name

1212 Terrance Ave.
 San Francisco, CA 90224
 USA 314-257-4335

SHIP TO:

Ms. Jackie Montano

Same >> 687 Northwest Dr.
 Tax Exempt Willmette, IL 50699
 USA 555-555-1332

INVOICE DATE	YOUR ORDER #	PAYMENT TERMS	SALESMAN	ORDER SOURCE	SHIPPED VIA
09/03/2002		Check	Jeffrey	Catalog	Fed Ex Economy

Qty Ord	Qty Sh	Cat	Item #	Description	Disc	Tax	Tax2	Price	Amount
-1.00	-1.00		HEL-00113	Helmet	5.0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$49.99	(\$47.49)
0.00	0.00				4000				
0.00	0.00				0.0%	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00
0.00	0.00								

COMMENTS: Customer only wanted one helmet. Returning extra helmet for credit.

SUBTOTAL:	(\$47.49)
FREIGHT:	(\$3.45)
Tax 1: 0.00%	\$0.00

New Delete Search.. Print... Duplicate...
Post Top Bottom

Record: 2 of 2

The Credit Memo uses the same form as the Invoice. A partial view of this form is shown above. The label at the top of the form is changed to display Credit Memo, and the quantities entered in the line items section must be negative. Payment amounts entered at the bottom of the form must also be entered as negative numbers.

The **Create Recurring Invoices** form allows you to enter an invoice template for sales that will occur on a regular basis. This form is shown below.

The **Process Recurring Invoices** screen displays a list of invoices due for creation during the time period specified. You can process recurring invoices by creating, posting, or skipping the Invoice or Sales Order shown.

Select	Due Date	Bill to Customer	Your Order #	Total Amount	Skip	Status
<input type="checkbox"/>	03/26/2002	Bill's Dodge Pontiac Oldsmobile	054088	\$14,437.01	<input type="checkbox"/>	
<input type="checkbox"/>	03/26/2002	Chuck's Trucks	555011	\$15.11	<input type="checkbox"/>	
<input type="checkbox"/>	04/02/2002	Bill's Dodge Pontiac Oldsmobile	054088	\$14,437.01	<input type="checkbox"/>	
<input type="checkbox"/>	04/02/2002	Chuck's Trucks	555011	\$15.11	<input type="checkbox"/>	
<input type="checkbox"/>	04/05/2002	Freaky Friday's Water Fun Pa	3778094-T99	\$8,459.75	<input type="checkbox"/>	
<input type="checkbox"/>	04/09/2002	Bill's Dodge Pontiac Oldsmobile	054088	\$14,437.01	<input type="checkbox"/>	
<input type="checkbox"/>	04/09/2002	Chuck's Trucks	555011	\$15.11	<input type="checkbox"/>	
<input type="checkbox"/>	04/16/2002	Bill's Dodge Pontiac Oldsmobile	054088	\$14,437.01	<input type="checkbox"/>	

While you can view the processing screen in the demo version, this feature is not available at this time. The Process button at the bottom of the form has been disabled.

The **Create Purchase Order From Sales** form controls a batch creation process for drop ships and backordered items sold on a sales form. Using this form, you can create a purchase order for each item sold on a sales order that has been either backordered or drop shipped on the Sales Order form. When ordering the items, you can take into account the quantity in stock, the quantity previously on order, and number of items needed for the individual sale.

Limit Display To: Back Orders Drop Ships

Order	Qty Need	Qty In Stk	On Order	To Order	SO Number	SO Date	Sold to Customer	Item #	Supplier	Lead Time	Item Total	Bk Ord	Drp Shp
<input type="checkbox"/>	2.00	5.00	0.00	0.00	A020412-02	04/12/2002	Mad Max's Monster Trucks	TM-003	Candy's Canoe and Toys	0	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	14.00	14.00	0.00	0.00	A020412-03	04/12/2002	Zee Brothers ATV	AIR-4613	4 Wheel Mania	2	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	12.00	37.00	0.00	0.00	A020412-03	04/12/2002	Zee Brothers ATV	BUG-2000	Artikat Motor Corp.	8	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	25.00	5.00	0.00	20.00	A020412-03	04/12/2002	Zee Brothers ATV	FIL-80334	Auto Mall of America	4	\$58.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	16.00	4.00	2.00	10.00	A020412-04	04/12/2002	Boats R Us	CUS-0115	Save Your Life Boats	10	\$69.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	14.00	4.00	2.00	8.00	A020412-04	04/12/2002	Boats R Us	CUS-0115	Save Your Life Boats	10	\$55.60	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1.00	0.00	0.00	1.00	A020416-01	04/16/2002	Englebert, Brittany	CAN-87004	Sailaway Boat Craft	32	\$399.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2.00	0.00	2.00	0.00	A020416-02	04/16/2002	Banana Boats and	WIN-4001	Wades Paddleboat c	0	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2.00	27.00	1.00	0.00	A020515-01	05/15/2002	ATV Motor Sports	AIR-4615	4 Wheel Mania	10	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total:											\$4,752.39		

Ignore Quantity in Stock
 Ignore Quantity on Order
 Display Ordered Only

Display sales from: [] to: []

Customer Quick Find: []

Create Purchase Orders

The **Batch Posting** function displays all unposted invoices currently in the system. You can view all unposted invoices or just unposted invoices between a range of dates. You can select to batch post all unposted invoices, or select individual invoices to post to the General Ledger. You can drill down to the original invoice to view more detailed information.

Selected Period: 01/01/2002 to 12/31/2002

Edit	Post	Sold To Customer	Invoice #	Invoice Date	Invoice Amt
<input type="checkbox"/>	<input type="checkbox"/>	Bill's Dodge Pontiac Oldsmobile	A020520-03	05/20/2002	\$314.12
<input type="checkbox"/>	<input type="checkbox"/>	Bill's Dodge Pontiac Oldsmobile	A020416-03	04/16/2002	\$42.39
<input type="checkbox"/>	<input type="checkbox"/>	Bucky's Boat-a-Rama	A020520-02	05/20/2002	\$54.31
<input type="checkbox"/>	<input type="checkbox"/>	Chuck's Trucks	A020416-02	04/16/2002	\$38.15
<input type="checkbox"/>	<input type="checkbox"/>	Dalton, Timothy	A020416-01	04/16/2002	\$240.51
<input type="checkbox"/>	<input type="checkbox"/>	Englebert, Brittany	A020412-01	04/12/2002	\$22.72
<input type="checkbox"/>	<input type="checkbox"/>	Iceburg, Frank	A020515-06	05/15/2002	\$123.32
<input type="checkbox"/>	<input type="checkbox"/>	Mad Max's Monster Trucks	A020416-04	04/16/2002	\$105.57
<input type="checkbox"/>	<input type="checkbox"/>	O'Keefe, Wendy	A020524-04	05/24/2002	\$107.93

Select All Post Selected Transactions

Record: 1 of 15

Using the Analysis Forms

The Analysis forms are a great way to keep track of the Inventory, Purchasing, and Sales usage throughout the system on a daily, weekly, or monthly basis. There are four analysis forms.

- Verify Inventory Totals
- Purchase Order Back Order Analysis
- Inventory Projections
- Sales Analysis

Each analysis screen is designed to provide as much information about your daily transactions as possible. The analysis forms are designed as informational tools. To edit the original transactions, it is usually best to use the original forms associated with each transaction.

Inventory Analysis

When using this Inventory Analysis form, you can reconcile the quantities on Back Order, Reserve, or On Order if there are differences shown.

Select	Item Number	Description	Sales Order Back Order	Inventory Quantity	Difference	
<input type="checkbox"/>	BK-103	Chilton's Automotive Guide - Volk	3.00	0.00	3.00	Details
<input type="checkbox"/>	ELB-7701	Elbow Pads	1.00	0.00	1.00	Details
<input type="checkbox"/>	POL-0191	Polarkis Magnum 650 6x6	1.00	0.00	1.00	Details
<input type="checkbox"/>	SPA-47315	Spark Plugs	0.00	34.00	(34.00)	Details

Any differences in quantity between what is recorded on the Sales Orders and the amount recorded in Inventory display in the **Difference** column. If there is an amount other than zero in the Difference column, this usually means there have been manual changes made to the inventory form. You can adjust the quantities so they match, or research further to find out why a difference occurred.

Purchase Order Back Order Analysis

The **Purchase Order Back Order Analysis** form allows you to view the purchase orders in the system that have outstanding backorders associated with them. Using this form, you can determine which items have been sold, but have not been received yet on a purchase order.

Purchase Order Unfilled Backorders												
Selected Period: [] to []												
Sales			Inventory				Purchase Orders					
Sales Order Number	Sales Order Date	Item Number	Qty Ord	Qty Ship	Qty BO	Qty In Stk	Qty BO	Purchase Order Number	Qty Ord	Qty Rec	SO	PO
A020412-02	04/12/2002	TM-003	2.00	0.00	2.00	4.00	2.00		0.00	0.00	SO	PO
A020412-04	04/12/2002	CUS-0115	14.00	0.00	14.00	10.00	14.00		0.00	0.00	SO	PO
A020416-02	04/16/2002	WIN-4001	2.00	1.00	1.00	0.00	1.00		0.00	0.00	SO	PO
A020515-01	05/15/2002	ELB-7701	1.00	0.00	1.00	0.00	0.00		0.00	0.00	SO	PO
A020515-02	05/15/2002	BK-103	6.00	3.00	3.00	28.00	0.00		0.00	0.00	SO	PO
A020515-03	05/15/2002	POL-0191	1.00	0.00	1.00	0.00	0.00		0.00	0.00	SO	PO
A020821-02	08/21/2002	BK-100	1.00	0.00	1.00	37.00	2.00		0.00	0.00	SO	PO
A020821-03	08/21/2002	MAR-5040	2.00	0.00	2.00	6.00	2.00		0.00	0.00	SO	PO

Several fields on the Purchase Order Back Order Analysis form can be sorted in ascending or descending order when you click on the column header. Click on the column header once to sort the column in ascending order, and a second time for descending order.

You can also enter a date range into the Selected Period boxes at the top of the form. This will filter the form so that only sales orders within the date range you choose are displayed.

The toggle button on the Item Number column can be used to change the view to the item's Description if necessary.

Inventory Projections

The **Inventory Projections** form allows you to view a detail or summary for items that have been sold on a sales order with a required date entered. Using this form you can see the quantity in stock, quantity required, how many are currently on order, and the quantity on back order according to the sales order and inventory information available.

The **Detail** screen displays each item sold on a sales order along with information pertaining to the sales order. The SO button to the left of each record can be clicked to open that particular sales order where you can view more in depth information about the sales order itself.

	Item Number	Description	Sales Order Number	Required Date	Required Qty	Quantity In Stock	Quantity On Order	Quantity On Back Order
SO	TM-003	TM Carburetor	A020412-02	04/12/2002	2	3	0	2
SO	AIR-4613	ATV Lift Kit	A020412-03	04/12/2002	14	14	0	0
SO	BUG-2000	Bug Shield	A020412-03	04/12/2002	12	37	0	0
SO	FIL-80334	GLM Air Filter	A020412-03	04/12/2002	25	5	0	0
SO	CUS-0115	Cushion seat for a small boat	A020412-04	04/12/2002	14	10	2	14
SO	CAN-87004	Canoe 2000	A020416-01	04/16/2002	1	0	0	0
SO	WIN-4001	Windrunner 2000	A020416-02	04/16/2002	1	0	2	1
SO	ELB-7701	Elbow Pads	A020515-01	05/15/2002	1	0	0	0
SO	BK-103	Chilton's Automotive Guide	A020515-02	05/15/2002	3	28	1	0
SO	POL-0191	Polarkis Magnum 650 6x6	A020515-03	05/15/2002	1	0	0	0
SO	BK-100	Chilton's Automotive Guide	A020821-02	08/21/2002	1	37	0	2
SO	MAR-5040	Marine Outboard Motor	A020821-03	08/21/2002	2	6	11	2
SO	POL-2001	Polarkis 2001 Snowmobile	A020903-01	09/03/2002	1	1	1	1
SO	BK-100	Chilton's Automotive Guide	A020903-02	09/03/2002	1	37	0	2

The **Summary** view provides general information for each item sold. The Inv button to the left can be used to go directly to the Inventory form for the current record.

	Item Number	Description	Required Qty	Quantity In Stock	Quantity On Order	Quantity On Back Order	Quantity To Order
Inv	AIR-4613	ATV Lift Kit	14	14	0	0	0.00
Inv	ALF-9000	2001 Alfa 9000 Snowmobile	1	0	0	0	1.00
Inv	BK-100	Chilton's Automotive Guide	2	37	0	2	(33.00)
Inv	BK-103	Chilton's Automotive Guide - V	3	28	1	0	(26.00)
Inv	BUG-2000	Bug Shield	12	37	0	0	(25.00)
Inv	CAN-87004	Canoe 2000	1	0	0	0	1.00
Inv	CUS-0115	Cushion seat for a small boat	14	10	2	14	16.00
Inv	ELB-7701	Elbow Pads	1	0	0	0	1.00
Inv	FIL-80334	GLM Air Filter	25	5	0	0	20.00
Inv	MAR-5040	Marine Outboard Motor	2	6	11	2	(13.00)
Inv	POL-0191	Polarkis Magnum 650 6x6	1	0	0	0	1.00
Inv	POL-2001	Polarkis 2001 Snowmobile	1	1	1	1	0.00
Inv	TM-003	TM Carburetor	2	3	0	2	1.00
Inv	WIN-4001	Windrunner 2000	1	0	2	1	0.00

In Summary view, the Quantity to Order column is shown in red. The Quantity to Order is calculated based on the other inventory and sales order quantities shown.

Sales Analysis

The **Sales Analysis** function allows you to view information about Quotations, Sales Orders, or Invoices created in the system. When you click the Sales Analysis icon, the form is opened to the display option chosen in the Company Setup form.

The screenshot shows the 'Sales Analysis : Form' window. At the top right, it displays 'Sales Order Number / Date: A020412-01 04/12/2002'. Below this, there are controls for 'Customer' (set to '<ALL>'), 'Selected Period' (with 'to' and 'Show Line Items' buttons), and radio buttons for 'Show All Sales Orders' and 'Show All Items'. The main area is a table with the following data:

	Sales Order Number	SO Date	Bill To Company	Salesperson
Sales Order	A020412-01	04/12/2002	Dan's Car and Truck Super Store	Harry
Sales Order	A020412-02	04/12/2002	Mad Max's Monster Trucks	Jessica
Sales Order	A020412-03	04/12/2002	Zee Brothers ATV Rental	Kyle
Sales Order	A020412-04	04/12/2002	Boats R Us	Kyle
Sales Order	A020416-01	04/16/2002		Brenda
Sales Order	A020416-02	04/16/2002	Banana Boats and More	Kyle
Sales Order	A020515-01	05/15/2002	ATV Motor Sports	Monica
Sales Order	A020515-02	05/15/2002		Monica
Sales Order	A020515-03	05/15/2002	Zee Brothers ATV Rental	Kyle
Sales Order	A020515-04	05/15/2002		Monica
Sales Order	A020515-05	05/15/2002		Jeffrey
Sales Order	A020515-06	05/15/2002		Kyle
Sales Order	A020520-01	05/20/2002		Monica
Sales Order	A020702-02	07/02/2002	Jerry's Jet-Ski Action Park	Monica

At the bottom, there is a 'Display' section with radio buttons for 'Quotations', 'Sales Orders', and 'Invoices'. To the right are 'Refresh', 'Search...', and 'Print' buttons.

You can change the display to view Invoice or Quotation information at any time. Each column can be sorted by clicking on the column header. The small square button next to the Bill To Company column title can be used to change the display for that column.

Use the Customer combo box to view information for only one customer, or enter a date into the Selected Periods area to view the sales information according to the dates you choose.

Click the Show All Items button to view an entire list of items sold, or click the Show Line Items button to view items sold on a particular sales order. The current sale number is always displayed in the top right corner of the screen for reference.

CONCLUSION

This Demonstration Guide has been designed to briefly explain some of the main portions of the Business Professional program. For further assistance in working with the demo or to purchase the product, please contact our informative sales staff at 1-800-277-3117. For more technical issues and questions, please contact one of our highly skilled technicians by phone at 1-860-644-5891 or by email at techsupt@databasecreations.com.

For more information about our company and our products please visit one of our web sites:

www.databasecreations.com - Main company web site

www.accessaccountingsolutions.com - Business Professional and other accounting software site

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