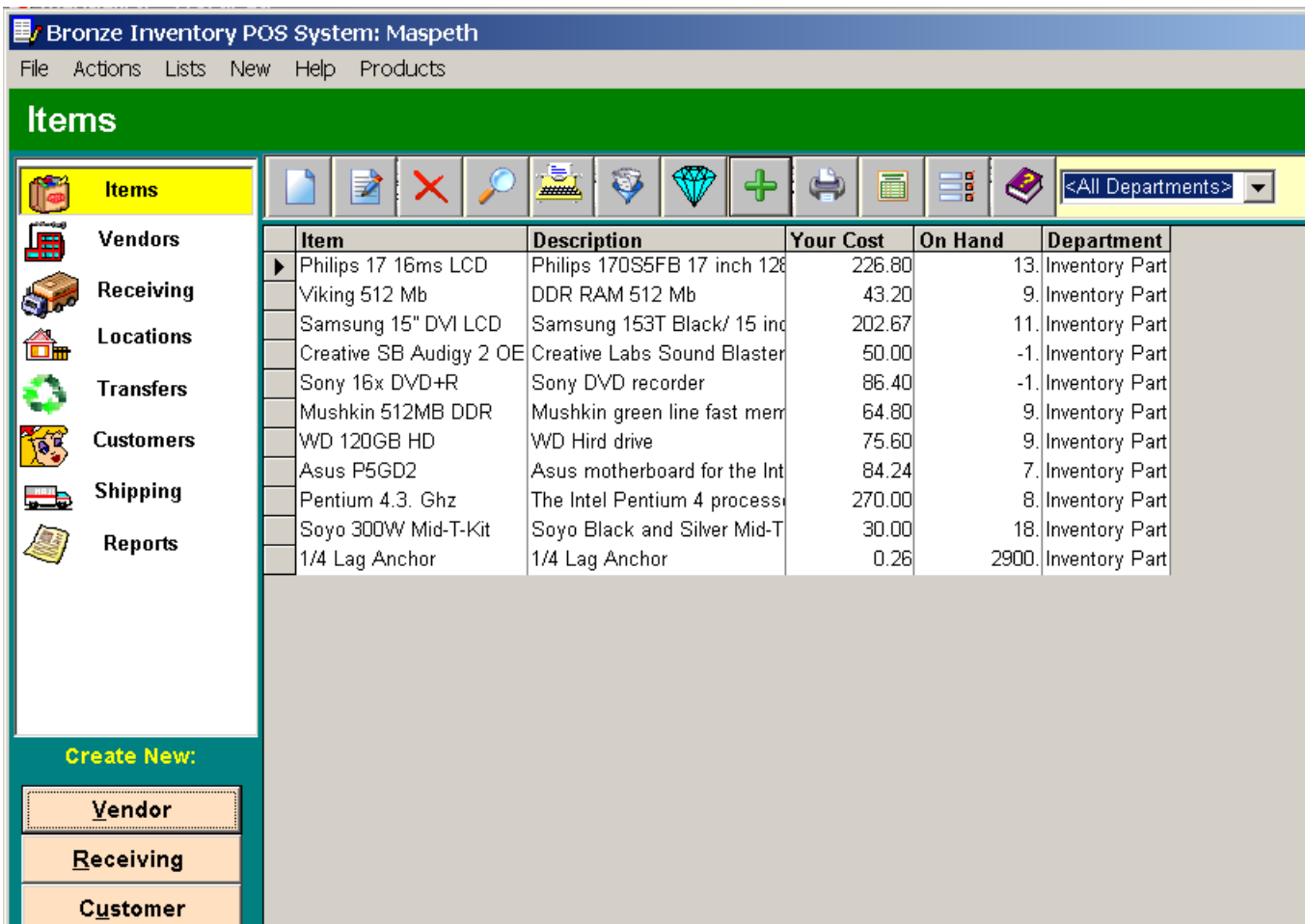


BRONZE INVENTORY POS SYSTEM.



1. Introduction

1.1. What is Bronze Inventory System?

Bronze Inventory System(BrInSy) is the universal inventory management and point of sale system. You can use this system in your business, office and home. This system will guide you through the creation of vendors list, products list, receiving lists, invoices, sale receipts and cash receipt. This is in addition to product labels with barcodes, transfer orders between locations and various types of reports for monitoring your business.

BrInSy Features:

1. The simple intuitive interface. You can proceed with the work without referring to this Help Manual
2. BrInSy is a multi-user and multi - warehouse system .
3. Usage of 50 character alphanumeric product bar codes.
4. Labels of the mostly known Barcodes such as : EAN 13, EAN 8, UPC A, UPC E, ITF, CODE 25, CODE 39, CODE 128, CODABAR, MSI, POSTNET.
5. Supports non-stock and non-depleting product codes.
6. Calculates sale prices of the list or cost prices.
7. Usage separate product descriptions for invoices and purchase orders.
8. You can group products in storage location and department.
9. BrInSy calculates real-time on hand stock levels on different warehouses

10. You can independently set up the appearance of the invoice, item receipt and sales receipt.
11. The system and in addition to printing the documents, it can also send E-mails from its own program.
12. You can create and print various types of management reports from our most powerful report wizard.
13. The system is protected with data access control. It can restrict the unauthorized users from having full access to the database by limiting their access to certain management or confidential information.
16. BrInSy supports using discounts, shipping and two types of taxes in the invoices and orders.
17. Backups and restores databases and many other powerful features.
18. Exports and Imports information from csv (comma-separated-value) files, Excel and QuickBooks.
19. Suitable Point of sale panel for your store or bar.

1.2. How to begin?

Once you are familiar with the Bronze Inventory System and have worked through the tutorial, you are ready to create your own database and then add your own data based upon how your organization does its business.

First of all, you have to create a new database by clicking the File Menu. Select New Database. This database can be created on own computer or any network computer.

If you work with the several companies then create a database for each company.

After creating the database, the system is ready to function all its features as mentioned earlier. You may want to transfer and existing database information or be imported from a csv (comma-separated-value) file or from QuickBooks into your newly created database

First of all, set up your company. You should click the Lists button then select the row "Company & Location" in the left menu select the "_Company" then click the Edit button on the toolbar and enter all the required information.

To insert your vendors, select Vendors:Contracts and click on New Vendor button and enter the information in the dialog box

To insert your new or existing products from your storehouse, select Items click on New Product button and enter the details accordingly

If you have a startup stock balance from a vendor, it is suggested to type "Startup Stock Balance" in the Comments field of the Receiving Item Receipt. Then click the Vendors List to see the payment balance. If the balance is not accurate, enter the necessary sums for each Vendor in the New Payment to Vendor and type a comment "Startup Payment Balance".

To insert your customers, select Customers:Jobs in the left menu click on New Customer button and enter the details accordingly. Should there be any payment balance, apply the above procedures.

Click on New Receiver button to create a Item receipt. This will reflect the field "On Hand" in the Products List ,

You should make out the [New Invoice](#) if a customer receives you the products. The amount of the product "On hands" will decrease.

The Report Wizard part of the system, will keep you up-to-date of all the business operation statistics and alert of any abnormalities of the day-to-day or monthly business performance expectations. This is plus many other management reports for future developments

1.3. System Requirements

- Windows 95,98,2000,NT 4,Me and XP;
- 30 MB hard drive space;
- 64 MB RAM;
- Ink or Laser Printer.

1.4. Installation

Before installing use the Bronze Inventory System make sure that your system has the required components. In many cases, you will already have everything you need on your system. Otherwise you have to download the necessary files from and install what you are missing.

The following service packs are provided by Microsoft at no charge.

MDAC 2.5 - mdac_type.exe - Standard with Windows 2000/Millennium

Visual Basic Runtime - VBRUN60sp5.exe - Standard with Windows 2000/Millennium

DCOM95 - dcom95.exe - Win 95 ONLY (if requested when installing MDAC 2.5)

For your convenience you may download these service packs from . They are easy to download and install, and will ensure that your system has the necessary system files to run the Bronze Inventory System.

Windows 2000/XP/Millennium

Windows 2000 and Millennium has everything needed to run Bronze Inventory System.

Windows NT4.0

Should have service pack 6 installed.

Windows 95/98/NT4.0

Should have MDAC 2.5 installed, please download from http://www.microsoft.com/data/download_25SP2.htm

Should have Visual Basic Runtime installed, please download from

<http://download.microsoft.com/download/vb60pro/Redist/sp5/WIN98Me/EN-US/vbrun60sp5.exe>

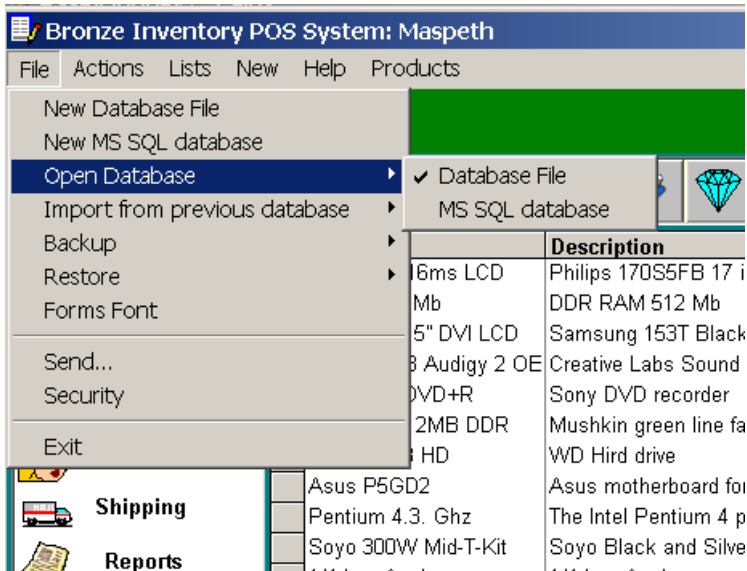
While installing MDAC 2.5 on Windows 95, a message may be displayed requesting DCOM be installed. Normally, it will have already been installed by another application and you will not see this message. If you get a request for DCOM, please download and install dcom95.exe from <http://www.microsoft.com/com/dcom/dcom95/download.asp>.

or dcom98 for Windows 98 from <http://www.microsoft.com/com/dcom/dcom98/download.asp>

If your system has MDAC 2.6 installed, download and install the Microsoft Jet 4.0 Service pack.

http://www.microsoft.com/data/download_Jet4SP3.htm

2. Main Menu



2.1. New Database

The system is delivered with a ready database "invent.mdb" which you can use for practical work. If you work with several companies you can create for each a separate database.

If you want create a new database in the menu "File" select item "New" . You can create database on your own computer or any network computer.

You should enter a name of new database in the appeared dialog box.

If the database already exists, BrInSy will alert you and if you ignore it, it will replace the existing one. Now you can connect to the new database using Menu Item "Open Database".

If you have MS SQL Server 2000 or MSDE you can create new database using the menu item "New MS SQL database"

2.2. Open Database

When you open the system, it takes you to its connected default database "invent.mdb". But if you need to be connected to another database, click the Menu "File" and select a location in the dialog box . Then enter "OK".

The system will stores the last database and will function the Forms and Lists data using this database when starting the system.

If you use MS SQL Server or MSDE you should use the item "Open database-MS SQL database" and fill a special form with server name, login=sa and password="your password when you install MS SQL"

2.3. Backup

It is very important to secure your business data through the backup system using Floppy Disks, Re-Writeable CD's or any other Hard Drives. To do so, click the Menu "File" and select item "Backup". In the appeared dialog box, choose a location and name for the backup file and save it in any of the available backup drives

2.4. Restore

If you want to restore your data from your backup files in the menu "Database" select item " Restore" and in the appeared dialog box , choose the choice location of the backup file and click button "OK".

2.5. Page Setup

This is the standard method of changing the printer set-up if it is needed.

2.6. Forms Font

With this function, you can change the system default font and color to any other desired ones.

2.7. Send

With the "Send" function, you can send an e-mail to the support team of the inventory system.

2.8. Report Wizard

Group by:	Show columns:	Filter	Sum:
<input type="checkbox"/>	<input type="checkbox"/> Nothing		<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Item	All	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> Department	All	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> Bar Code	All	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> Invoice Description	All	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> On Hand	All	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> Target Qty	All	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> Reorder	All	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> Reorder	All	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> Overstock	All	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> On Hand	All	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> On Ordered	All	<input type="checkbox"/>

Report Wizard

The Report Wizard will help you to create many kinds of the reports that represent results of your work. You can get to the Report Wizard by selecting the Lists Menu from the Main Form or clicking the button "Reports". The list of the reports is located on the left part of the form. Actually it is the list of the various requests to your database.

If you select the necessary report, the fields of the request will appear at centre of the form in twelve comboboxes. Each combobox corresponds with a column of the report. You can set to the report column any field of the request by selecting it from the combobox list. The column will print in the report then you mark check box "Show" near the combobox. If you want to create the complicated report with a grouping, then mark checkbox "Group by" opposite to an appropriate field. This Wizard also have tools that allow you to use sub-total and sort, to update the check boxes "Sum" and "Sort" in the right part of the form.

If you want to show only the part of the requests you can apply filters.

Establish in a combobox instead of the word "All" a necessary sign or word ("<", ">", "=", "<>", "Between" or "Like") and in the appeared fields enter condition of the filter. If you want to see filter condition on the report, update the check boxes "Print Report Filter". The Wizard saves all set-up of the report therefore if you again want to print this report, it is not necessary to set up it repeatedly.

You can set up a font for each sections of the report using the menu "Fonts". The menu "Headers" allows to edit header and comments of the report. You can also save the report to ASCII comma delimited files using Menu Files "Save As .csv". This format is easily read by many programs, for example, Excel.

When the report is prepared, you can previously look through it having clicked on button "Print Report". If report is all right, click the button "Print".

2.9. Security

Security

Change password

Admin Name: **Change**

Old Password:

New Password:

User Rights

UserName

User Password:

New **Delete**

Backup database:

Restore database:

Show Lists:

Company:

Vendors:

Receiving:

Customers:

Shipping:

Items:

Transfers:

Reports:

Show New:

Vendor:

Receiving:

Customer:

Shipping:

Item:

Point of sale:

Transfer:

Ok **Cancel** **Help**

The system is protected with data access control. It can restrict the unauthorized users from having full access to the database by limiting their access to certain management or confidential information. Every user can have a different access authority to the Forms, Lists and others. In order to do so, enter the File Menu and select Security. In the dialog box, enter the prime user name in the "Admin Name" field and then a password in the "New Password" field. The "Old Password" will not be required at this stage but for the future when it is needed to change the password. The Admin Name person would be the only one who can enter and control the level of access for each user.

Every user name and password must be entered in this dialog box, and then every user to be allocated with the required Lists and Forms access according to their job responsibilities. This can be done through keeping the checkbox, checked or unchecked.

3. Your Company

3.1. Set up Your Company?

The screenshot shows the 'Locations' window in the 'Bronze Inventory POS System: Demo Trade' application. The window title is 'Locations' and it has a menu bar with 'File', 'Actions', 'Lists', 'New', and 'Help'. On the left is a navigation pane with icons and labels for 'Items', 'Vendors', 'Receiving', 'Locations', 'Transfers', 'Customers', 'Shipping', and 'Reports'. Below this is a 'Create New:' section with buttons for 'Vendor', 'Receiving', 'Customer', 'Shipping', and 'Point of Sale'. The main area shows a tree view with 'Location' selected, containing 'Company' and 'Warehouse'. A toolbar with icons for file operations is visible. The 'Our Company' form is open, featuring a 'Save' and 'Cancel' button. The form fields are: 'Company Name' (Demo Trade), 'Billing Address' and 'Shipp Address' (empty), 'Phone1' and 'Phone2' (empty), 'Company Email' (support@executivpro.com), 'Outgoing Mail Server(SMTP)' (smtpout.secureserver.net), 'Use authentication' (checkbox), 'User name' (empty), 'Password' (empty), 'Comments' (empty), 'Digit after decimal point' (Product Price: 2, Extention: 2), and a date field (02/06/07).

Before you begin the work with this system, you must setup your company. Select in the Lists Menu "Company & Location" row click on the toolbar button Edit and open the Company Form. Fill in as much as available information many options as you can and then select the "OK" button . Once all the required information are properly entered, the company name will be shown in the Form.

3.2. Company Address

The Billing Address is address where your customers and vendors will mail their payments and bills. The phone number must also be entered in its field "Phone1". Billing Address will appear at the top of all of your invoices, sale orders, purchase orders, receiving lists and payment receipt.

The Shipping Address is address on which you will be receiving all of your goods. This address is automatically entered in the "Ship to" of each new purchase order. You can change the shipping address in the Purchase Order Form.

You can set the number of figures after a decimal point for the prices and extended in the same form .

3.3. Email address

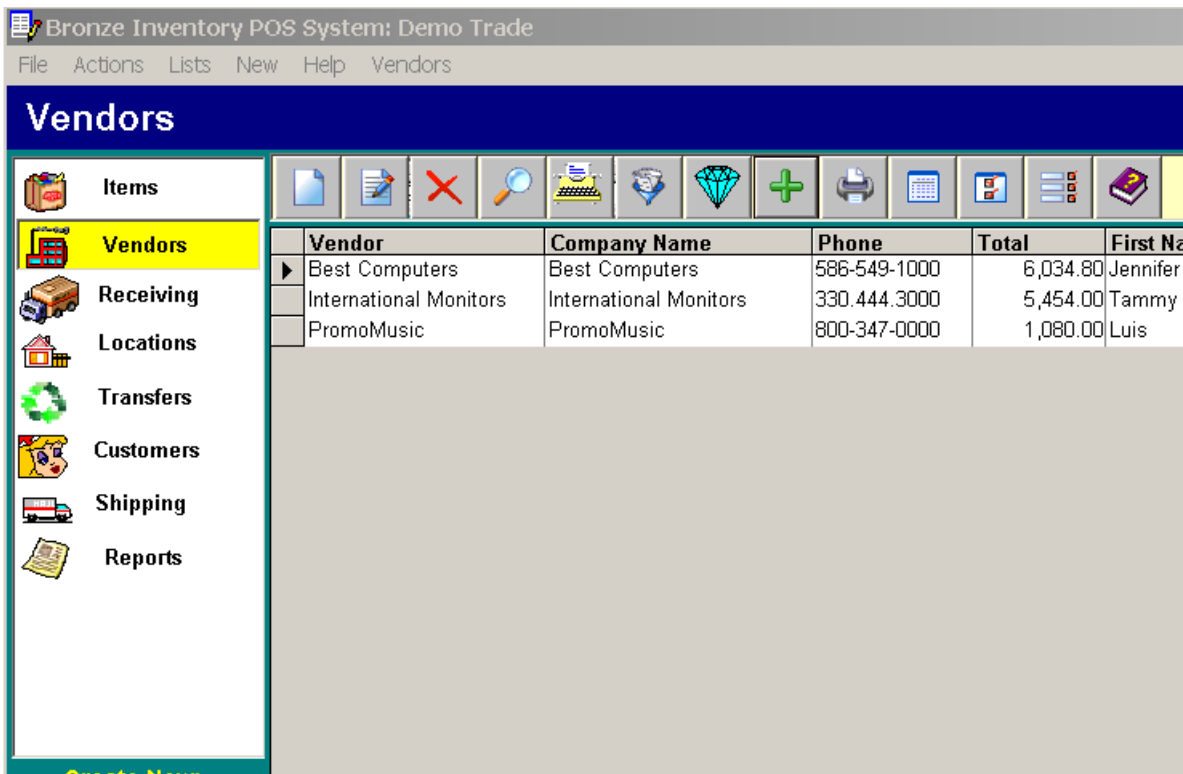
Email address

You can enter your e-mail address in the "Company E-mail" fields. This E-mail will be used as a back E-mail address for your customers or vendors. If you already use the mail programs such as Outlook Express or MS Exchange, your messages will be sent through them.

Otherwise, you need to enter the "Outgoing Mail Server (SMTP)" address that is used to send all the out-going e-mails. You can find this address at your Internet Service Provider. For example, SMTP address is "smtp.provider.com". If your provider use authentication SMTP connection you should set check box "Use authentication" and enter your user name and password.

4. Vendors

4.1. Vendors List



The Vendors List Form allows to manage creating, editing, deleting, sorting, filtering of vendors and printing labels. You can get to the Vendors List by selecting the Lists Menu from the Main Form or clicking on the button "Vendors". You can also print a vendors list.

Functions:

New

If you want to add a new vendor, click on the button "New"(or Vendor Menu item "New") and fill the appeared Vendor form.

Edit

If you want to edit a vendor features, click on the button "Edit"(or Vendor Menu item "Edit" or double click on the Vendor row) and edit the required fields in the appeared Vendor form.

Delete

To delete a vendor click on the button "Delete"(or Vendor Menu item "Delete") and confirm your request to delete. You can't delete a vendor if it still active in any purchase order, receiving list or payment.

Find

If you want to find a vendor by description, number, E-mail or balance, click on the button "Find"(or Vendor Menu item "Find") and enter what you want to find in the appeared dialog box.

This function searches for concurrence in any part of all list fields.

Print List

To print the vendors list click on the button "Print List"(or View Menu item "Print List").

Filter

If you want to show on the screen only part of the vendors list, click on the button "Filter"(or View Menu item "Filter") and enter what you want to select in the appeared dialog box.

Pay attention that after filtration the button "Filter" to be highlighted by green light.

Label

Having clicked on the button "Label"(or View Menu item "Label") you can create a label for each vendor with the help of Label Wizard.

Balance

It is possible to see the balance, number of the last receiving list and payment when you click on the button "Balance" (or View Menu item "Vendor Balance").

Statement

You can print the statement of any vendor. You will see all the deliveries from this vendor and all your payments for the certain term. Press the button "Statement" and you will see form with fields "Date from" and "Date to". Press button "OK" and statement preview window is open. Press the button "Print" for printing statement of the vendor. You can create statement in HTML file, if you press button "Export to HTML".

Template

It is an Editor to customize labels template. You can create any labels template using mouse and toolbar buttons. You should click on the toolbar buttons "Line", "Frame", "Image", "Text" or "Data" and paint with mouse this elements. You can use right mouse button and menu items. You should save template in .dtm file after edit. You may create several template for each document. Before printing you should press on the button "Template" and choose necessary template file and close editor. You can print your labels from Products List.

Print Label

You can print customize labels for all selected products.

Select vendors.

You can select in the List any number of vendors, pressing the button "Select statements" or keeping the key "Ctrl" with clicking mouse on the extreme left column of the list. If you press button "Statement" you will see the statements of all the vendors.

Options

When you click the button " Statement Options ", you can change any caption of the Statement to place the necessary fonts, to restrict from printing some fields, to select a logo of your company and set up a mode of the calculate taxes. This Options form allows to adjust the printed form in any kind, appropriate for you. The options are saved to the following new Statement.

Refresh

If you work in a multi-user medium, click on the button "Refresh" and you will see the last modifications in the list of the vendors.

Help

Call of Help.

Exit

Close Vendors List.

You can sort the list for any field having clicked the mouse on title of field or use menu item "Sorting".

Vendors list form may be called from [Purchase Order form](#), [Receiver form](#) or Payment form having clicked on the button "Vendor". You can select the vendor by a double click of the left mouse button on the vendor row or click on the button "Select". You may add a new vendor and then select him. You can also use any above mentioned function.

You can use hot keys for fast launch of the functions: F1-Help, F2 - New, F3-Print statement, F4- Edit, F5- select, F6- Filter, F7- Find, F8-Delete.

4.2. New Vendor

To create new vendor click "New Vendor" on the main Menu or button "New" on the Vendors list form.

Fields:

Vendor Name

In this field you must enter the vendor name. This field is a alphanumeric field. You can enter letters and numbers. Each vendor has unique name and the system will not allow to enter two identical vendor name.

Company name

You must enter a vendor company name. This name will be used on the purchase orders, receiving lists and payments. Number and name are enough for creation of the new vendor.

Type

The field "Type" is used for classification of the vendors. You can sort and apply a filter by "Type" in the Vendors list . The field "Type" can be used in the report wizard.

Payment Terms

This Payment term will appear every time you create the new purchase order.

Billing and Shipping Address

The billing address is where you should send purchase orders to. The shipping address is where you ship products to. These addresses will appear on the top of your purchase orders. You can use a button "=>" for copying billing addresses into the shipping address.

E-Mail

In the field E-Mail you must enter the e-mail address of this vendor. That allows you to send by e-mail the purchase orders. If you click the button "E-mail", it can send the letter immediately from this form.

Salesperson

This Salesperson will appear every time you create the new purchase order.

Inactive

This option allows you to setup this vendor as inactive. If you try to do a purchase order for this vendor, the system will warn you that the vendor on inactive status.

Job/Contract

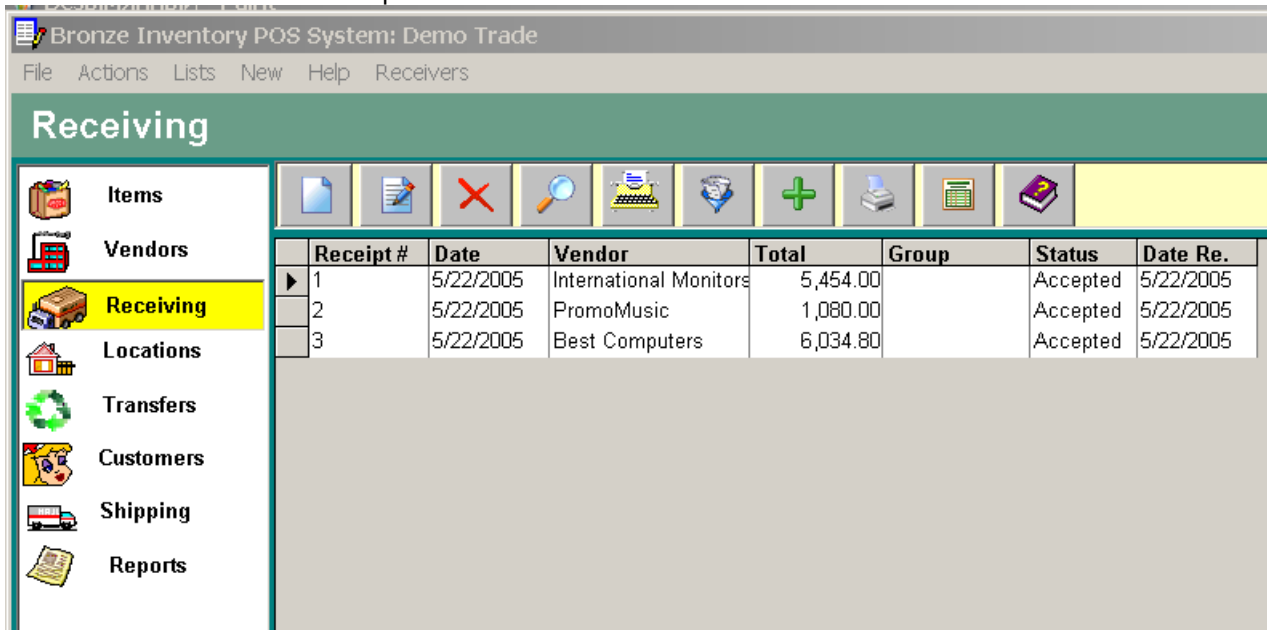
You can have several contracts with one vendor. Click checkbox and set the contract parameters: Parent Vendor, Status, Start Date, Projected Ended, Description, Type.

Comment

To enter any special notes about a vendor.

5. Receiving

5.1. Item Receipts List



The Item Receipt Form allows to manage creating, editing, deleting, sorting, filtering receivers . You can get to the Item Receipt by selecting the Lists Menu from the Main Form or clicking on the button "Receiving".

Functions:

New

If you want to add a new Item Receipt, click on the button "New"(or Receivers Menu item "New") and fill the appeared Item Receipt form.

Edit

If you want to edit a Item Receipt features, click on the button "Edit"(or Receivers Menu item "Edit" or double click on the Receiver row) and edit fields in the appeared Receiver form.

Delete

If you want to delete a Item Receipt, click on the button "Delete"(or Receivers Menu item "Delete") and confirm your wish to delete. You can't delete the Receiver, if you have payment or receiving by this receiver.

Find

If you want to find a Item Receipt by number, vendor , total or balance, click on the button "Find"(or Receivers Menu item "Find") and enter what you want to find in the appeared dialog box.

This function searches for concurrence to any part of all list fields.

Print List

To print Item Receipt click on the button "Print List"(or View Menu item "Print List").

Filter

If you want to show on a screen only part of the Item Receipt click on the button "Filter"(or View Menu item "Filter") and enter what you want to select in appeared dialog box.

Pay attention after filtration on the button "Filter" to be highlighted by green light.

Select for print and Print selected

You can select in the list any amount of the documents, pressing the button "Select for print" or keeping the key "Ctrl" with clicking mouse on the extreme left column of the list. Then press the button "Print selected" and you will see the preview window. For printing press button "Print".

Options

When you click the button " Options ", you can change any caption of the Item Receipt, to prohibit show some fields and set up a mode of the calculate taxes . You can create HTML E-mail invoice in any kind, appropriate for you. The options are saved in the current Template.

Balance

It is possible to see the balance, number of the last receiver and your payment of current vendor having clicked on the button "Balance" (or Receivers Menu item "Vendor Balance").

Help

Call of Help.
 Exit
 Close Receivers List .

You can sort the list for any field having clicked the mouse on title of field .
 Item Receipt form may be called from form Payment form having clicked on the buttons "Receiving" . You can select the Receiver by a double click of the left mouse button on the Receiver row or click on the button "Select"
 You can use hot keys for fast launch of the functions: F1-Help, F2 - New, F3-Print selected, F4- Edit, F5- select, F6- Filter, F7- Find, F8-Delete.

5.2. New Item Receipt

To create new receiver click "New Receiving" on the main form or button "New" on the Item Receipts list form.

Fields:

Number

In the field Number you must enter the Item Receipt number or use the default. This field is a alphanumeric field. You can enter letters and numbers. The system will automatically increment the number each time you create a new Receiver or you will enter them manually. Each Item Receipt has unique number and the system will not allow to enter two identical numbers.

Vendor

You must select a vendor name from drop down list. You can add new vendor using row <Add new>.

Bill to and Ship to

Program fills these fields automatically from Vendor and Company info. And you can edit the address on which you usually receive products.

Date

You must select a date from the calendar which will appear after click on the field "Date".

Salesperson and Payment Term

Text will appear in this fields from Vendors Form "Payment Term" and "Salesperson". If you don't accept this text simply

type a new content .

Reference

You can enter here any additional information concerning given receiver.

Receiving Items

Click the button "Product". This will display a list of existing products. Click the button "New" to add a new product or service. Enter a unique Product Code, Invoice and Receiver Description, Cost, List and Sale Price on the Product Form. Update the check boxes to reflect if taxes are normally applied to sales of this product. If you wish to use this product as non-stock or non-depleting also check the boxes. Finally, click the OK button on the Product Form and "Select" button (or double-click on the product row) on the Product List Form. The Receiver Form will be displayed with new item on the Receiver Items box. On the Receiver Items box, edit the Quantity, Unit Price and the description if necessary. You can also change the Taxable status for the item on this invoice. Click the Save button. Note that the line item now appears in the grid and costs, discount, sales taxes, totals and balance due have automatically been calculated. Click the "New Item" button to add additional items to the Receiver. Note that you can now select product from Products List or click the "New" button to define an additional product.

You can simply type Product Code in the Receiver Item and press Enter. If this product code exists, BrInSy automatically will fill fields "Description", "Unit Price" and "Tax". If this product code doesn't exist, you must enter description, unit price, quantity, tax and after clicking "Save" button system add this product in the Product List. Besides, you can use any bar code reader that is translated and entered directly into the keyboard buffer as regular text. You have a possibility to find any product in the big receiving list using button "Find".

You can delete an unnecessary item if establish on it the pointer and click the button "Delete".

If you have several locations or warehouses you can set the checkbox "Location" in the Options Form and indicate the location for each receiving item. If you purchase goods specially for the Customer Job set column Customer and select Customer:Job for this items. And finally you may indicate warranty date in the column "Warranty".

Discount rate and Discount

If your vendor uses a discount, you can enter discount rate or discount amount in this field.

The system automatically compute discount through significance of the discount rate (percent). If discount rate is equal zero, you can manually enter significance of the discount.

Shipping

Enter shipping charges in this field from vendors invoice.

Tax

The system allows to use two kinds of the taxes. The taxes can calculate automatically as significance tax rate(percent) from the sum of the Receiver (with shipping or without). Only taxable products are used in calculation. If the account of the tax doesn't submit to automation, it can be entered manually. Update the check boxes "Calc.Tax" if taxes are automatically settled up through tax rate. If you expect the tax with allowance shipping establish the check box "Tax Shipping". You can place options of account of the second tax with the help of forms "Receiver Options" which is called by clicking of the "Option" button.

Comment

The Comment field allows you to enter any Receiver comments.

Due Received

Here you can enter due received date. You must select a date from the calendar which appear after click on this field.

Reference

Here you can do a note about a condition of this Receiver. The Receiver may be printed, sent by E-mail or Receiver creation may be not completed yet. The content of this field is not printed.

Group

The field "Group" are used for classification of the Receivers. You can sort and apply a filter by "Group" in the Receivers list and reports. The content of this field is not printed.

Location

You may indicate location for delivery all goods.

Status

You can select status of your Item Receipt : "Approved" for existing receiving, "Waiting" for planned transaction and "Canceled".

Buttons:

Vendor

Calls the Vendors List form for choice of the vendor.

New Item

Click the "New Item" button to add additional items to the Receiver.

Products

Calls the Products List form for choice of the product.

Find

You may find any product amongst already entered items.

Delete

You can delete an unnecessary item if you establish the pointer on it and click the button "Delete".

Insert

You can insert a row between existing rows.

You can use hot keys for fast launch of the functions: F2- New Item, F4- Products, change field "Tax" and increase

Quantity,F7- Find.

Paid Amount

You can look through the list of all payments under this Receiver after clicking on this button. Immediately from this list of payments you can enter new payment or edit already made payments under this Receiver. Total sum of payments is visible to the right of this button.

Options

When you click the button " Receiver Options " you can change any caption of the Receiving Item Receipt to prohibit from printing some fields, to select a logo of your company and set up a mode of the calculate taxes. This Options form allows to adjust the printed form in any kind, appropriate for you. The options are saved to the following new Item Receipt.

Template

It is an Editor for Item Receipt template. You can create any receiving list template using mouse and toolbar buttons. You should click on the toolbar buttons "Line","Frame","Image", "Text" or "Data" and paint with mouse this elements. You can use right mouse button and menu items. You should save template in .dtm file after edit. You may create several template for each document (for example packing list for invoice). Before printing you should select Template from drop down list.

Print

Use this button to print the Item Receipt

Save

Any modifications made in the Receiver are made in the POrder will be saved only in case if you click this button.

Close

This button closes the Receiver form. If you want to save all modifications made in the form before closing the form, necessarily click "Save" button . If you want to leave without saving, safely click on this button.

Form Menu

You can execute any command not only by clicking on an appropriate button but also by choicing Item of the Form Menu.

5.3. Edit Item Receipt

You can make any changes necessary for existing Receiving. To call the form for edit of the receiver click " Receiving" button on the main form. From the Receivers List form, you have to choose the Receiver and click on the "Edit" button(or double click on the Receiver row). You can change, add and remove Receiver information using any functions of the [Receiver form](#) . We don't recommend you to make any changes in a Item Receipt after it has been sent to your vendor. You can prepare another Item Receipt for the required adjustment.

6. Customers

6.1. Customers List

The Customers List Form allows to manage creating, editing, deleting, sorting, filtering of customers and printing labels. You can get to the customers List by selecting the Lists Menu from the Main Form or clicking on the button "Customers". You can also print a Customers list.

Functions:

New

If you want to add a new customer, click on the button "New"(or Customer Menu item "New") and fill the appeared customer form.

Edit

If you want to edit a customer features, click on the button "Edit"(or Customer Menu item "Edit" or double click on the customer row) and edit fields in the appeared Customer form.

Delete

To delete a customer click on the button "Delete"(or Customer Menu item "Delete") and confirm your wish to delete. You can't delete the customer if it was specified in any invoice, sale order or payment.

Find

If you want to find a customer by description, number, E-mail or balance, click on the button "Find"(or Customer Menu item "Find") and enter what you want to find in appeared dialog box.

This function searches for concurrence in any part of all list fields.

Print List

To print Customers list click on the button "Print List"(or View Menu item "Print List").

Filter

If you want to show on the screen only a part of the Customers list, click on the button "Filter"(or View Menu item "Filter") and enter what you want to select in appeared dialog box.

Pay attention that after filtration the button "Filter" to be highlighted by green light.

Label

Having clicked on the button "Label"(or View Menu item "Label") you can create a label for each customer with the help of the Label Wizard.

Balance

It is possible to see the balance, number of the last invoice and payment when you click on the button "Balance" (or View Menu item "customer Balance").

Statement

You can print the statement of any customer. You will see all the sales of this customer and all payments from the certain term. Press the button "Statement" and you will see form with fields "Date from" and "Date to". Press button "OK" and statement preview window is open. Press the button "Print" for printing statement of the vendor. You can create statement in HTML file, if you press button "Export to HTML".

Template

It is an Editor for customize labels template. You can create any labels template using mouse and toolbar buttons. You should click on the toolbar buttons "Line","Frame","Image", "Text" or "Data" and paint with mouse this elements. You can use right mouse button and menu items. You can save template in .dtm file after edit. You may create several template for each document. Before printing you should select Template from drop down list. You can print your labels from Products List.

Print Label

You can print customize labels for all selected products.

Select customers for print.

You can select in the list any number of customers, pressing the button "Select" or keeping the key "Ctrl" with clicking mouse on the extreme left column of the list. If you press button "Statement" you will see statements of all customers.

Options

You can call the form " Statement Options " when you click on this button. You can change any caption of the Statement to place the necessary fonts, to prohibit from printing some fields, to select a logo of your company and set up a mode of the calculate taxes. This Options form allows to adjust the printed form in any kind, appropriate for you. The options are saved to the following new Statement.

Help

Call of Help.

Exit

Close Customers List .

You can sort the list for any field having clicked the mouse on title of field.

The Customers list form may be called from Invoice form, Sale Order form or Payment form having clicked on the button "Customer". You can select the Customer by a double click of the left mouse button on the customer row or click on the button "Select". You may add a new customer and then select him. You can also use any above mentioned function.

You can use hot keys for fast launch of the functions: F1-Help, F2 - New, F3-Print statement, F4- Edit, F5- select, F6- Filter, F7- Find, F8-Delete.

6.2. New Customer

To call the form for creation of new customer click "New Customer" on the main form or button "New" on the Customers list form.

Fields:

Number

In the field Number you must enter the customer number or use the default. This field is a alphanumeric field. You can enter letters and numbers. The system will automatically increment the number each time you create a new customer or you will enter them manually. Each customer has unique number and the system will not allow to enter two identical numbers.

Company name

You must enter a customer company name. This name will be used on the purchase orders, receiving lists and payments. Number and name are enough for creation of the new customer.

Type and Group

The fields "Type" and "Group" are used for classification of the customers. You can sort and apply a filter by "Group" in the Customers list . The fields "Group" and "Type" can be used on the report wizard.

Payment Terms

This Payment term will appear every time you create the new invoice.

Billing and Shipping Address

The billing address is where you should send invoice and sale orders to. The shipping address is where you ship products to. These addresses will appear on the top of your invoices and sale orders. You can use a button "=>" for copying billing addresses into the shipping address.

E-Mail

In the field E-Mail you must enter the e-mail address of this customer. That allows you to send by e-mail the invoice and sale orders. If you click the button "E-mail", it can send the letter immediately from this form.

Salesperson

This Salesperson will appear every time you create the new invoice and sale order.

Inactive

This option allows you to setup this customer as inactive. If you try to do an invoice or sale order for this customer, the system will warn you that they are on inactive status.

Comment

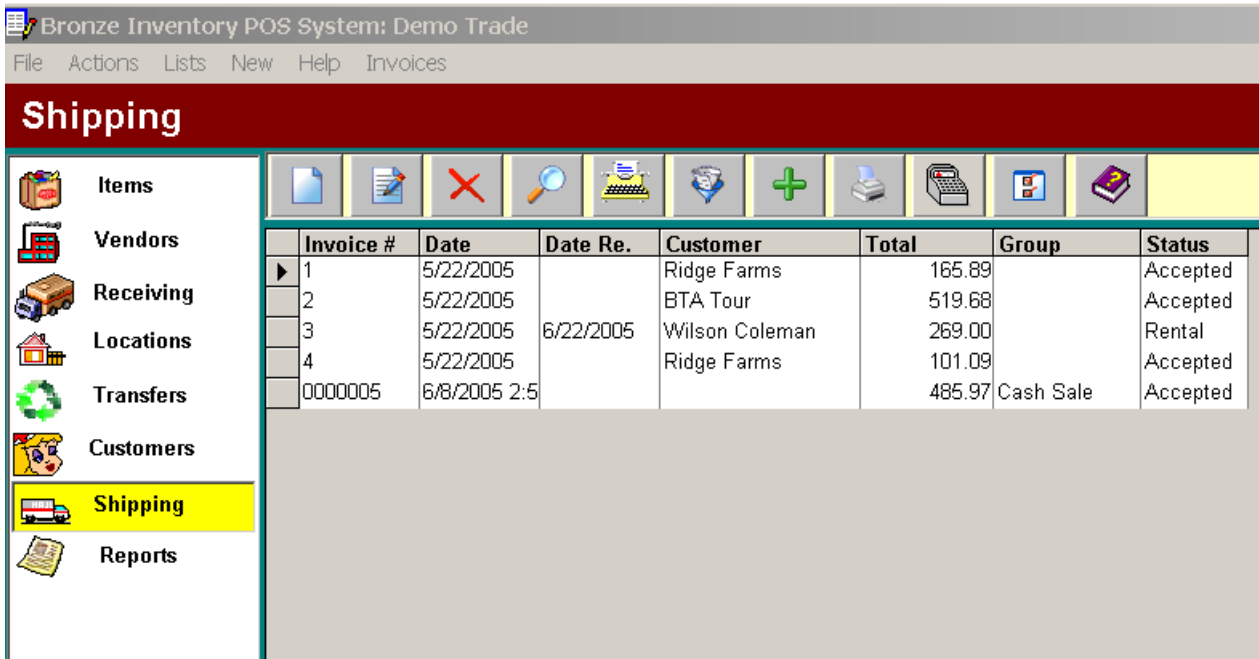
To enter any special notes about the customer. You can also print the contents of the comment on a customer's sale orders or invoice (see above).

Job/Contract

You can have several jobs with one customer. Click checkbox and set the contract parameters: Parent Vendor, Status, Start Date, Projected Ended, Description, Type.

7. Invoices

7.1. Invoices List



The Invoices List Form allows to manage creating, editing, deleting, sorting, filtering invoices . You can get to the Invoices List by selecting the Lists Menu from the Main Form or clicking on the button "Invoices".

Functions:

New

If you want to add a new sale invoice, click on the button "New"(or Invoices Menu item "New") and fill the appeared Invoice form.

Edit

If you want to edit a invoice features, click on the button "Edit"(or Invoices Menu item "Edit" or double click on the Invoice row) and edit fields in the appeared Invoice form.

Delete

If you want to delete a invoice, click on the button "Delete"(or Invoices Menu item "Delete") and confirm your wish to delete. You can't delete the Invoice, if you have payment by this sale invoice.

Find

If you want to find the a sale invoice by number, customer , total or balance, click on the button "Find"(or Invoices Menu item "Find") and enter what you want to find in appeared dialog box.

This function searches for concurrence to any part of all list fields.

Print List

To print Invoices list click on the button "Print List"(or View Menu item "Print List").

Filter

If you want to show on a screen only part of the Invoices list click on the button "Filter"(or View Menu item "Filter") and enter what you want to select in the appeared dialog box.

Pay attention after filtration on the button "Filter" to be highlighted by green light.

Select for print and Print selected

You can select in the list any number of the documents, pressing the button "Select for print" or keeping the key "Ctrl" with clicking mouse on the extreme left column of the list. Then press the button "Print selected" and you will see the preview window. For printing press button "Print".

Balance

It is possible to see the balance, number of the last invoice and your payment of current vendor having clicked on the button "Balance" (or Invoices Menu item "Customer Balance").

Help

Call of Help.

Exit

Close Invoices List .

You can sort the list for any field having clicked the mouse on title of field .

The Invoices List form may be called from Payment form having clicked on the buttons "Invoice" . You can select the Invoice by a double click of the left mouse button on the Invoice row or click on the button "Select"

You can use hot keys for fast launch of the functions: F1-Help, F2 - New, F3-Print selected, F4- Edit, F5- select, F6- Filter, F7- Find, F8-Delete.

7.2. New Invoice

Click on the button "New Invoice" on the main form or button "New" on the Invoices list form.

In the field Number enter the Invoice number or use the default. This field is a alphanumeric field. Each Invoice has the unique number.

Fill in the name of the customer or job.

Select a Template

In the detail area, enter the line items.

Invoice Items

Click the button "Product". This will display a list of existing products. Click the button "New" to add a new product or service. Enter a unique Product Code, Invoice and Invoice Description, Cost, List and Sale Price on the Product Form. Update the check boxes to reflect if taxes are normally applied to sales of this product. If you wish to use this product as non-stock or non-depleting also check the boxes. Finally, click the OK button on the Product Form and "Select" button (or double-click on the product row) on the Product List Form. The Invoice Form will be displayed with new item on the Invoice Items box. On the Invoice Items box, edit the Quantity, Unit Price and the description if necessary. You can also change the Taxable status for the item on this invoice. Click the Save button. Note that the line item now appears in the grid and discount, sales taxes, totals and balance due have automatically been calculated. Click the "New Item" button to add additional items to the Invoice. Note that you can now select product from Products List or click the "New" button to define an additional product.

You can simply type Product Code in the Invoice Item and press Enter. If this product code exists, BrInSy automatically will fill fields "Description", "Unit Price" and "Tax". If this product code doesn't exist, you must enter description, unit price, quantity, tax and after clicking "Save" button system add this product in the Product List.

Besides, you can use any bar code reader that is translated and entered directly into the keyboard buffer as regular text.

You'll see the warning message if you enter in the invoice a product with zero or small quantity in the warehouse.

You have a possibility to find any product in the big invoice using button "Find".

You can delete an unnecessary item if establish on it the pointer and click the button "Delete".

The form has the checkbox "Calculate Price from Ext." for switching the mode of calculate price from extension.

Discount rate and Discount

If you use a discount, you can enter discount rate or discount amount in this field.

System automatically compute discount through significance of the discount rate (percent). If discount rate is equal zero, you can manually enter significance of the discount.

Shipping

Enter shipping charges in this field.

Tax

The system allows to use two kinds of the taxes. The taxes can calculate automatically as significance tax rate(percent) from the sum of the Invoice (with shipping or without). Only taxable products are used in calculation. If the account of the tax doesn't submit to automation, it can be entered manually. Update the check boxes "Calc.Tax" if taxes are automatically settled up through tax rate. If you expect the tax with allowance shipping establish the check box "Tax Shipping". You can place options of account of the second tax with the help of forms "Invoice Options" which is called by clicking of the "Option" button.

Comment

The Comment field allows you to enter any Invoice comments.

Reference

Here you can do a note about condition of this Invoice. The Invoice may be printed, sent by E-mail or Invoice creation may be not completed yet. The content of this field is not printed.

Group

The field "Group" is use for classification of the Invoices. You can sort and apply a filter by "Group" in the Invoices list and reports. The content of this field is not printed.

Location

You may indicate location for all goods.

Status

You can select status of your Invoice : "Approved" for existing sale,"Waiting" for planned transaction and "Canceled"

Buttons:

Customer

Calls the Customer List form for choice of the customer.

New Item

Click the "New Item" button to add additional items to the Invoice.

Products

Calls the Products List form for choice of the product.

Find

You may find any product amongst already entered items.

Delete

You can delete an unnecessary item if you establish the pointer on it and click the button "Delete".

Insert

You can insert a row between existing rows

From Estimate

You can fill the invoice detail section from any Estimate already sent to the customer.

You can use hot keys for fast launch of the functions: F2- New Item, F4- Products, change field "Tax" and increase Quantity,F7- Find.

Sale Order

If you use sale orders you can create invoice as copy sale order already sent to the customer. If you selected the customer for your invoice you'll see only list of sales orders of this customer. If you not selected customer you'll see all sales orders. You should choose order and press on the button "Select" or do double click of the mouse. Program pull over the items, comments and other info from a Sales Order to an Invoice.

Sold

Here you can look through the list of all invoices under this Invoice. Total sum of sale is visible to the right of this button.

Paid Amount

You can look through the list of all payments under this Invoice after clicking on this button. Immediately from this list of payments you can enter new payment or edit already made payments under this Invoice. Total sum of payments is visible to the right of this button.

Options

When you click the button " Options ", you can change any caption of the Invoice and set up a mode of the calculate taxes . This Options form allows to adjust the screen form in any kind, appropriate for you. The options are saved in the current template.

Template

It is an Editor for Invoice templates. You can create any receiving list template using mouse and toolbar buttons. You should click on the toolbar buttons "Line","Frame","Image", "Text" or "Data" and paint with mouse this elements. You can use right mouse button and menu items. You should save template in .dtm file after edit. You may create several template for each document (for example packing list for invoice). Before printing you should select Template from drop down list.

Print

Use this button to print the invoice.

E-mail

You can send the Invoice by E- mail using this button. The Invoice will be created as html file and will be sent to your customer as attachment of the letter .

Save

Any modifications made in the Invoice will be saved only in case if you click this button.

Close

This button closes the Invoice form. If you want to save all modifications made in the form before closing the form, necessarily click "Save" button. If you want to leave without saving, safely click on this button.

Form Menu

You can execute any command not only by clicking on an appropriate button but also by choicing Item of the Form Menu.

The form "Invoice" have the checkbox "Calculate Price from Ext." for switching mode of calculate price from extention.

7.3. Edit Invoice

The screenshot shows the 'Invoice' application window. The main window has a menu bar (File, Edit, Help) and a toolbar with buttons for Email, Print, Template, Invoice template, Options, Status (Accepted), Save, and Close. The invoice details are as follows:

Customer		Invoice		Invoice #	Date	Due Date
Ridge Farms				0000005	6/8/2005 2:55:5	
Bill to		Ship to		POrder No.	Sales Order No.	Ship Date
N3387 State Road 73		N3387 State Road 73				
Wautoma		Wautoma		Payment Terms	FOB	Ship Via
WI US 54982		WI US 54982				
				Reference	Sales person	

Below the invoice details is a toolbar with buttons: New row, Products, Find, Delete, Insert, and Paste Invoice. The main table of the invoice is as follows:

Item	Description	Tax	Quantity	Price	Amount	Warranty
Soyo 300W Mid-T-K	Soyo Black and Silver Mid-Tower	N	1	50.00	50.00	
Sony 16x DVD+R	Sony DVD recorder	Y	1	103.68	103.68	
Pentium 4.3. Ghz	The Intel Pentium 4 processor	Y	1	300.00	300.00	

An 'Item Selection' dialog box is open, showing a list of items with columns: Item, Description, On Location, Sales Price, On Hand, and Department. The items listed are:

Item	Description	On Location	Sales Price	On Hand	Department
Philips 17 16ms LCD	Philips 170S5FB 17 inch	8.	269.00		13. Monitor
Viking 512 Mb	DDR RAM 512 Mb	3.	59.99		10. Memory
Samsung 15" DVI LC	Samsung 153T Black/ 1	10.	246.24		10. Monitor
Creative SB Audigy 2	Creative Labs Sound Bla	8.	64.80		18. Sound
Sony 16x DVD+R	Sony DVD recorder	0.	103.68		0. CD/DVD
Mushkin 512MB DDR	Mushkin green line fast	5.	77.76		10. Memory
WD 120GB HD	WD Hird drive	7.	90.00		10. Hard drives
Asus P5GD2	Asus motherboard for th	4.	101.09		7. Motherbo
Pentium 4.3. Ghz	The Intel Pentium 4 proc	2.	300.00		9. CPUs

The dialog box also has a 'Select' button and a 'Location: _Company' field.

You can make any changes necessary for existing Invoices. To call the form for edit of Invoice click " Invoices" button on the main form. From the Invoices List form, you have to choose the Invoice and click on the "Edit" button(or double click on the Invoice row). You can change, add and remove Invoice information using any functions of the [Invoice form](#) . We don't recommend you to make any changes in the Invoice after it has been sent to your customer. You can prepare another Invoice for the required adjustment.

8. Point of Sale

Point-of-sale panel is a cash registers designed for small and medium-sized firms such as retailing businesses, hotels ,bars, restaurants and warehouses.

Item may be selected by any of:

- 1 TouchScreen (mouse-clickable)
- 2 Keyboard
- 3 Barcode scanning
- 4 Combination Keyboard / Barcode scanner / TouchScreen

8.1. Point of Sale

Point of Sale

Enter by code

Print Receipt

Department

- Case
- CD/DVD
- CPUs
- Hard drives
- Memory
- Monitor
- Motherboard
- Sound

Department	List of Items	Description	Price
Case	Soyo 300W Mid-T-Kit	Soyo Black and Silver Mid-Tower co	50.00
CD/DVD	Sony 16x DVD+R	Sony DVD recorder	103.60
CPUs	Pentium 4.3. Ghz	The Intel Pentium 4 processor	300.00
Hard drives	WD 120GB HD	WD Hird drive	90.00
Memory	Mushkin 512MB DDR	Mushkin green line fast memory	77.70
Memory	Viking 512 Mb	DDR RAM 512 Mb	59.99
Monitor	Philips 17 16ms LCD	Philips 170S5FB 17 inch 1280x1024	269.00
Monitor	Samsung 15" DVI LC	Samsung 153T Black/ 15 inch/ 1024	246.24
Motherboard	Asus P5GD2	Asus motherboard for the Intel 915P	101.00
Sound	Creative SB Audigy 2	Creative Labs Sound Blaster	64.80

Receipt Item	Description	Tax	Quantity	Price	Amount

You can run the POS panel using the button "Create New: Point of Sale "or button "POS" on the Shipping toolbar. First of all select a Department press Enter and find a selling product in the Item List. Click <Enter> and add product to Sale Receipt. You can use key Enter for addition and button Minus for subtraction of the items. If you want to edit the receipt you can select row and press Enter or make mouse doubleclick. After creating the receipt you should click the button "Print Receipt" or use key combination Alt+R. Then enter payment amount and press Enter. If you use bar code scanner click on the button "Enter by code"

8.2. Point of Sale Options

Shipping

-  Items
-  Vendors
-  Receiving
-  Locations
-  Transfers
-  Customers
-  **Shipping**
-  Reports

Create New:

- Vendor
- Receiving
- Customer
- Shipping
- Point of Sale

Invoice #	Date	Date
1	5/22/2005	
2	5/22/2005	
3	5/22/2005	6/22/
4	5/22/2005	
▶ 0000005	6/8/2005 2:5	

POS Options
✕

Template for Receipt

Edit Template

Sales receipt template

Show Preview before Print

Location of items Warehouse #1

Group of receipts Cash Sale

Default Customer

Discount % 0 Show Discount

Use Discount if amount higher than 0

Tax Rate % 0 Calculate tax as include

Show Tax

Item List

Filter

Show Department

Show Description

Font

Increase navigation buttons

You can adjust the Point of Sale panel for your business. Open the Shipping form and click on the button POS options. Change check boxes and set filter for item list and click OK.

9. Items

9.1. Items List

Item	Description	Your Cost	On Hand	Department
▶ Philips 17 16ms LCD	Philips 170S5FB 17 inch 128	226.80		13. Monitor
Viking 512 Mb	DDR RAM 512 Mb	43.20		10. Memory
Samsung 15" DVI LCD	Samsung 153T Black/ 15 inc	205.20		10. Monitor
Creative SB Audigy 2 OE	Creative Labs Sound Blaster	54.00		18. Sound
Sony 16x DVD+R	Sony DVD recorder	86.40		0. CD/DVD
Mushkin 512MB DDR	Mushkin green line fast mem	64.80		10. Memory
WD 120GB HD	WD Hird drive	75.60		10. Hard drives
Asus P5GD2	Asus motherboard for the Int	84.24		7. Motherboard
Pentium 4.3. Ghz	The Intel Pentium 4 process	270.00		9. CPUs
Soyo 300W Mid-T-Kit	Soyo Black and Silver Mid-T	30.00		18. Case

The Products List Form allows to manage creating, editing, deleting, sorting, filtering products and printing labels. You can get to the product List by selecting the Lists Menu from the Main Form or clicking on the button "Products". You can also print a Products list.

Functions:

New

If you want to add a new product, click on the button "New"(or Product Menu item "New") and fill the appeared product form.

Edit

If you want to edit a product features, click on the button "Edit"(or Product Menu item "Edit" or double click on the product row) and edit fields in the appeared Product form.

Delete

To delete a product click on the button "Delete"(or Product Menu item "Delete") and confirm your wish to delete. You can't delete the product if it was specified in any invoice, sale order or payment.

Find

If you want to find a product by description, number, E-mail or balance, click on the button "Find"(or Product Menu item "Find") and enter what you want to find in appeared dialog box.

This function searches for concurrence in any part of all list fields.

Print List

To print the Products list click on the button "Print List"(or View Menu item "Print List").

Filter

If you want to show on the screen only a part of the Products list, click on the button "Filter"(or View Menu item "Filter") and enter what you want to select in the appeared dialog box.

Pay attention that after filtration the button "Filter" to be highlighted by green light.

Label

Having clicked on the button "Label"(or View Menu item "Label") you can create a label for each customer with the help of the Label Wizard.

Print Label

You can print customize labels for all selected products .

Select products for print labels

You can select in the list any number of the documents, pressing the button "Select products for print labels" or keeping the key "Ctrl" with clicking mouse on the extreme left column of the list. Then press the button "Print Label" and you will see the preview window. For printing press button "Print".

Last Sale

It is possible to see numbers of the last invoice and receiver where this product is presented.

Print Inventory report

You can easy create report with quantity of the products on hand received and sold in a designated time frame.

Help

Call of Help.

Exit

Close Products List .

You can sort the list for any field having clicked the mouse on title of field .

The Products list form may be called from Invoice form, Sale Order form or Payment form having clicked on the button "Product". You can select the Product by a double click of the left mouse button on the product row or click on the button "Select". You may add a new product and then select him. You also can use any above mentioned function.

You can use hot keys for fast luanch of the functions: F1-Help, F2 - New, F3-Print inventory report, F4- Edit, F5- select, F6- Filter, F7- Find, F8-Delete.

9.2. New Item

The screenshot displays the 'Items' application window with the 'New Item' form open. The form is divided into several sections:

- Item Code:** Contains the text 'Viking 512 Mb'.
- Shipping Description:** Contains the text 'DDR RAM 512 Mb'.
- Receiving Description:** Contains the text 'DDR RAM 512 Mb'.
- On Hand:** A field with the value '10'.
- Cost:** A field with the value '43.20'.
- Vendors Price:** A field with the value '40.00'.
- Sales Price:** A field with the value '59.99'.
- Calculate:** A button with a dropdown menu set to 'Manual'.
- Percentage:** A field with the value '0.00'.
- Tax Invoice:** A checked checkbox.
- Tax Receiving:** A checked checkbox.
- Bar code:** An empty field.
- Pref Vendor:** A dropdown menu set to 'Best Computers'.
- Department:** A dropdown menu set to 'Memory'.
- Non-stock:** An unchecked checkbox.
- Non-deplting:** An unchecked checkbox.
- Minimum:** A field with the value '10'.
- Maximum:** A field with the value '20'.
- Target Qty:** A field with the value '15'.
- Weight:** A field with the value '0'.
- Comments:** An empty text area.
- Image:** A button with an image icon.
- Label Template:** A dropdown menu set to 'Item Label'.

On the right side of the form, there are buttons for 'OK', 'Help', 'Print', and 'Cancel', along with an 'Inactive' checkbox. At the bottom right, there is a date field showing '02/06/07'.

To create of new item click "New Item" on the main form or button "New" on the Items list form.

Fields:

Item Code

In the field Item Code you must enter the Item name. This field is alphanumeric field. You can enter letters and numbers. Each item code is unique and the system will not allow to enter two identical name. You have 50 spaces in which you can enter your Product Code.

Invoice description

You must enter invoice description for each product. This description will be used in the sale orders and invoices as the product being sold. Item Code and description are enough to create the new product.

Purchase Order description

You can enter POrder description for product. This description will be used in the purchase orders and receivers as the product being bought. You may not type the POrder description and it will be copied with the Invoice description after saving new product.

Type

You should select type of the new item. The system uses 12 item types: Service, Inventory Part, Non-Inventory Part, Fixed Asset, Other Charge, Subtotal, Group, Inventory Assembly, Discount, Payment, sales Tax Item, Sales Tax Group.

Cost

The cost is the amount that you have paid for the product when you have bought it. Cost includes the price of purchasing, shipping and taxes. The system automatically recalculates product cost for each new receiver. The cost can be used for calculating sale price.

List Price

The list price is used in the calculation of a sale price. The list price is usually the manufactures suggested retail price.

Price Method

You can use several methods of calculating List and Sale prices:

Manual - a price is not automatically calculated by the system, you must enter a price manually.

% Markup from Cost - BrInSy will automatically calculate the list or sale price using the Cost and the percentage. The formula used to calculate this price is:

$$(\text{Cost} + (\text{Cost} * (\text{Percentage}/100)))$$

Margin From Cost - The system will automatically calculate the list or sale price using the Cost and the percentage. If margin markups the sale price by 15%, enter 15.00 in the percentage field. The formula used to calculate the price is:

$$(\text{Cost} / (1 - (\text{Percentage}/100)))$$

Only for Sale price:

Discount From List - BrInSy will automatically calculate the sale price using the List Price and the percentage. The formula used to calculate this sale price is:

$$(\text{List Price} - (\text{List Price} * (\text{Percentage}/100)))$$

The system calculates the prices after clicking on the "Recalculate" button.

Sale Price

This is the unit price used in all new Sale Orders and Invoices, which you can change at Invoice's(Order's) any time.

Pref Vendor

The system finds all vendors who have ever delivered this product and fills in their names in the combobox. You can select vendor that you prefer or fill in a vendor name. This field appears on your reports to help you in solving what the vendor you prefer to buy this product from.

Bar Code

You can use any bar code for identification and automatic entering items in invoices and orders.

Department

The field "Department" is used for classification of the products. You can select already existing Department or enter new Department in this field. You can sort and apply a filter by "Department" in the Items List . The field "Department" can be used in the report wizard.

Weight

It is weight of product unit.

Tax Invoice and Tax PO.

These check boxes allow you to specify if a product is taxable in POrders and Invoices. The system calculates the tax only for taxable products. You can change these options at Invoice's(Order's) any time.

Non-Stock / Non-Depleting.

If you establish one of these options, the system will not update the stock balance for this product. The residual of a non-

stock product is always equal zero irrespective of how many you have received or have sold it. The stock balance of a non-depleting product takes into account only receivers of it and doesn't take into account sale. An example of a non-stock product is labor, freight, software.

Minimum, Maximum and Target Quantity

The system uses these fields for account of an optimum stock level for this product. The Maximum quantity is used by the Overstock Report and the Minimum quantity is used by the Reorder Report. If the residual of this product falls below, the Minimum quantity of it will appear on the Reorder Report, and if the stock level of this product higher, the Maximum quantity of it will appear on the Overstock Report. The target quantity is used to calculate the over-stock or reorder amount.

Inactive

This option allows you to setup this product as inactive. If you try to add this product to invoice or order, the system will warn you that this product have inactive status.

Comment

To enter any special notes about the product.

Image

You can link any image to this product. You should click on the button "Image" and select image file in the dialog window. We recommend to use files in the JPG format. The BMP files take too much places in your database. If you click on the button "View" a size of the image will be increased.

Buttons:

Label

You can create a label for each customer with the help of Label Wizard having clicked on the button "Label"(or View Menu item "Label").

Template

It is an Editor for Label templates. You can create any receiving list template using mouse and toolbar buttons. You should click on the toolbar buttons "Line","Frame","Image", "Text", "Bar Code" or "Data" and paint with mouse this elements. You can use right mouse button and menu items. You should save template in .dtm file after edit. You may create several template for each document. Before printing you should select Template from drop down list.

Ok

Any modifications are made in the Product form will be saved after click on this button.

Close

This button closes the Product form without save. If you want to save all modifications are made in the form click "Ok" button.

10. Transfer Order

10.1. New Transfer Order

Transfer Order

Print Template Transfer Template Options Status: Accepted Save Close

Destination Location: Warehouse #2 Ship to: Order #: 000002tr Date: 5/22/2005

Reference:

Item	Description	Tax	Quantity	Price	Amount
▶ Creative SB Audigy :	Creative Labs Sound Blaster	Y	6	54.00	324.00
Pentium 4.3. Ghz	The Intel Pentium 4 processor	Y	4	270.00	1,080.00
Philips 17 16ms LCC	Philips 170S5FB 17 inch 1280x1024	Y	5	226.80	1,134.00
WD 120GB HD	WD Hird drive	Y	3	75.60	226.80
*					

Comments:

Group: Source Location: _Company

Total: 2,764.80

Transfer Order

You buy goods and dispose them in different storehouses and rooms. You can track quantity of the products in the each locations when you create receiving Item Receipts and Invoices.

When you move products from one locations to other you may use a transfer Order.

Select on the left menu Actions row "Transfer Orders" and click the button New. You should select source and destination location and enter the line items in the detail area, You can use Group for classification Transfer Orders.

11. Export and import

11.1. CSV files

You can export information about your Customers, Vendors and Products to the standard csv (comma-separated-value) file. Select the Menu item "Export" in the Customer, Vendor or Product List and enter the file name for export. Besides you can export any report from the Report Wizard. The first line of the csv file contains column headers, which match a database field name within one of the BrInSy database tables. You can view the csv files using Microsoft Excel or Notepad.

You can import data using the menu item "Import" only for Customer, Vendor and Products from csv files with any structure . At first indicate a source file and then in the opened table select approaching fields having clicked on the grid header. Each csv file must contain a column with unique numbers of the customers or vendors or products. During the import process the BrInSy looks for unique number values. These records are then imported into the BrInSy database. If the unique value already exists, it skips that record so that you do not get duplicates. The incorrect records will stay in the table. You can edit numbers and repeat import. After successful import the table will be empty.

11.2. Excel files

You can import data using the menu item "Import" only for Customer, Vendor and Products from Excel files with any structure . At first indicate a source file and then in the opened table select approaching fields having clicked on the grid header. Each Excel file must contain a column with unique numbers of the customers or vendors or products. During the import process the BrInSy looks for unique number values. These records are then imported into the BrInSy database. If the unique value already exists, it skips that record so that you do not get duplicates.

11.3. QuickBooks

You can connect to the QuickBooks database and import from Items, Customers, Vendors, Item Receipts, Purchase Orders, Sales Orders, Sales Receipts and other tables. And you can import these tables from BrInSy to the QuickBooks.