Inventory Executive System

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Inventory Executive System

by Quartex LLC

*Complete multi-user inventory control software works with
MS SQL Server or with Access database files*

Inventory Executive System

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Foreword

Our inventory systems are designed for the business that needs an inexpensive business automation software.The Inventory systems include invoicing, orders, quotes, purchase orders , work orders and other functions for a retail or wholesale business.
Major functionality :

Multi user
Multiple companies
Invoicing
Invoice and Sale order approval support
Inventory Labels with barcodes support
Barcode scanning at receiving
Purchase orders
Receiving inventory and fixed assets against purchase orders
Support for purchase order approval process
Vendor and customer tracking
Inventory control
Inventory Cost Quotation
Inventory reservations for Sale orders
Shipping & Receiving
User selectable decimal places for currency
Company backups
Screen and report permissions by user
Screen customization support
and much more...

We provide several inventory control systems for warehouses, offices, hotels, restaurants, bars, retail stores and for automation any point of sale. Our systems are powerful but still easy-to-use.We continually enhance the software and release updates periodically.

http://www.executivpro.com

Part

I
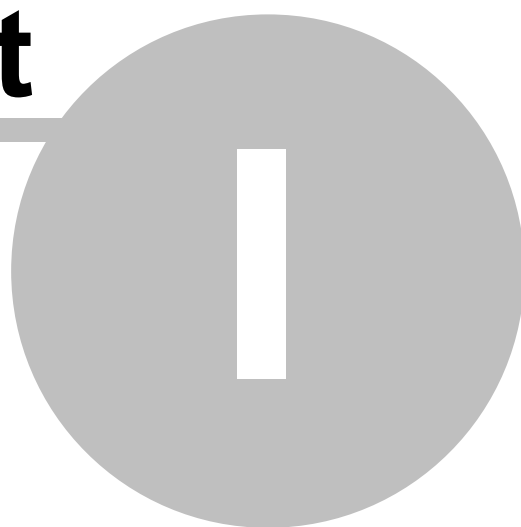
1   Introduction

1.1   What is InExSy?

 Inventory Executive is a complete inventory management system for the any business. This software will guide you through the creation of vendors list, purchase orders, products list, receiving lists, sales orders, invoices, sale and payment receipts. This is in addition to product labels with barcodes, work orders for creation inventory assemblies, customers and vendors balances and various types of reports for monitoring your business . Inventory Executive works as single application and client server system .

InExSy Features:
 1. The simple intuitive interface.
  2. Multi-user and system .
  3. Usage of 50 character alphanumeric product bar codes.
  4. Creats and prints 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 and cost .
  7. Usage separate product descriptions for invoices and purchase orders.
  8. You can group products in storage location and types.
  9. InExSy calculates real-time on hand, ordered allocated and available stock levels when orders or invoices are entering.
  10. This system allows to conduct payments for obtained products and for ordered products in the purchase orders. It supports partial payments and payment under several orders or receiving lists. The payments arriving for sold products are similarly ensured.
  11. Automatically calculates real-time balance for each customer and vendor.
  12. You can independently set up the appearance of the invoice, order, payment and receiving receipts.
  13. The system and in addition to printing the documents, it can also send E-mails from its own program.
  14. You can create and print various types of management reports from our most powerful report wizard.
  15. 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. System 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.

1.2   How to begin?

Once you are familiar with the Inventory Executive System and have worked through the tutorial, you are ready to create your own database and then add your own data upon how your organization does its business.
First of all, you have to create a new database by clicking the **Database** Menu. Select **New**

Database MS Access. This database can be created on own computer or any network computer.
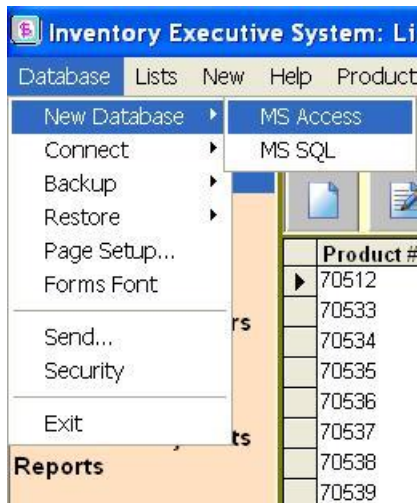
If you work with the several companies then create a database for each company.

First of all, set up your company. You have to select the row "**Your Company**" in the left menu and enter all the required information.

The **Billing Address** should be your main business address. The **Shipping Address** is the address where you receive all your products. Executive Inventory system has the own email

program for sending different documents to customers and vendors. You can enter **SMTP** server , **user name** and **password** for outgoing emails. Make any changes you need to this company and save the changes.

To insert your vendors, select row **Vendors** and click on **New** Vendor button and enter information in the dialog box.

To insert your new or existing products from your storehouse, select row **Products** and click on the button **New** Product and enter product details accordingly.

Probably, you have some products on your warehouses. You should create the first receiving receipt with initial stocks.
Select row **Receiving**. Click on the button **New** and open **Receiving list** form

Click on the small button in the column **Product Code** and select products from drop down **Product list**. Then enter an initial quantity of the product and **.**

You can add items in a Receiving List several methods. First, you select from drop down product list. Second,you enter bar code from keyboard . System will find corresponding product and enter automatically all fields. If product is not found system add this product into product table when you saving this Receiving List. Third, if you have a keyboard wedge bar code scanner you set focus on the column **Product Code** and scan bar code label. Program will find product and enter item name, description and price into receipt detail fields.You have to enter quantity only. You should enter all your existing products in the initial receiving receipt. Save this receipt and check **On hand** amount at the **Products** form.

To insert your customers, select row **Customers** and click on **New** Customer button and enter information in the dialog box.

Now,our inventory system is ready to work. You have to use the next documents for tracking your inventory actions:

-**Purchase Orders** when your order products for your business from vendors.
-**Receiving List** when you receive products on warehouses from vendors.
-**Sales Orders** when you allocate products for customers, but don't ship items to customers.
-**Invoices** when you ship products to customers.
-**Sales Receipts** when you sell products from your retail store.
-**Work Orders** when you create a new product from several parts.
-**Payment Receipts** when you send payments to vendors or receive from customers.

For example, you need some products from vendor. Click on the button **Create New: Purchase Order .** Then click on the small button near the field **Vendor.** Select the vendor from drop down list and click the button **Select**

Fill the detail section of this Purchase Order like entering products in the receiving receipt above. Save the **Purchase Order** and click on the button **Print**

You will see the **Preview** screen with ready to printing your Purchase Order. You can print this order or send it by email using built-in the inventory system email program. You can save your Purchase Order as html file also.

If you get goods on this Purchase Order you have to create a new Item Receipt clicking on the button **Create New : Receiving**

Define the vendor for this Item receipt and click on the l button **POrder #**. Select from the drop down list the desired Purchase order. The inventory system will fill the Item receipt automatically. Check all quantities and prices and save your receipt. Now, the program has increased "on hand" amounts of the received products.

For instance, a customer wants to buy some your products but you want to wait his payment before shipping. You use the **Sales Order** form for this case. Click on the button **Create new: Sales Order.** Select the customer name and enter desired products.

You can define the tax for the Sales Order. Set the checkbox **Calculate Tax** and enter value of the **Tax %**. The inventory system calculates automatically the **Tax** amount. Be aware that a value product On Hand is hot changed after creation a Sales Order.

After receiving information about customer payment you can track this action in the **Customer Payments** section of the inventory system. Click on the button Customer Payment.Define the customer and click on the button order and select the Sales Order for payment. You can change the **Applied Amount** if your customer has paid different amount .

Consequently, you may ship products on this Sales Order. Click on the button **Invoice** and select the customer name . Press the button at the field Sales Order No. and select the Sales Order from drop down list. The system will automatically create the new invoice. You should only check quantities ,prices and taxes .

Open **Items List** and check column **On_Hand** for products from invoice. You see that amount of products decreased.

Probably, you have a manufacture in your business. You can track the manufacture operations in our system also. Click on the button **Create New**: **Manufacture**

Enter name and description of the new product. Define quantity and price. Select components in the detail section. System saves list of components and increases amount of new product and decreases stocks of components on your warehouses.

We've did the several actions with inventories and now want to create some reports. Select row **Reports**. Select type of reports and set the check boxes opposite need fields. Click on the button **Print Report**.
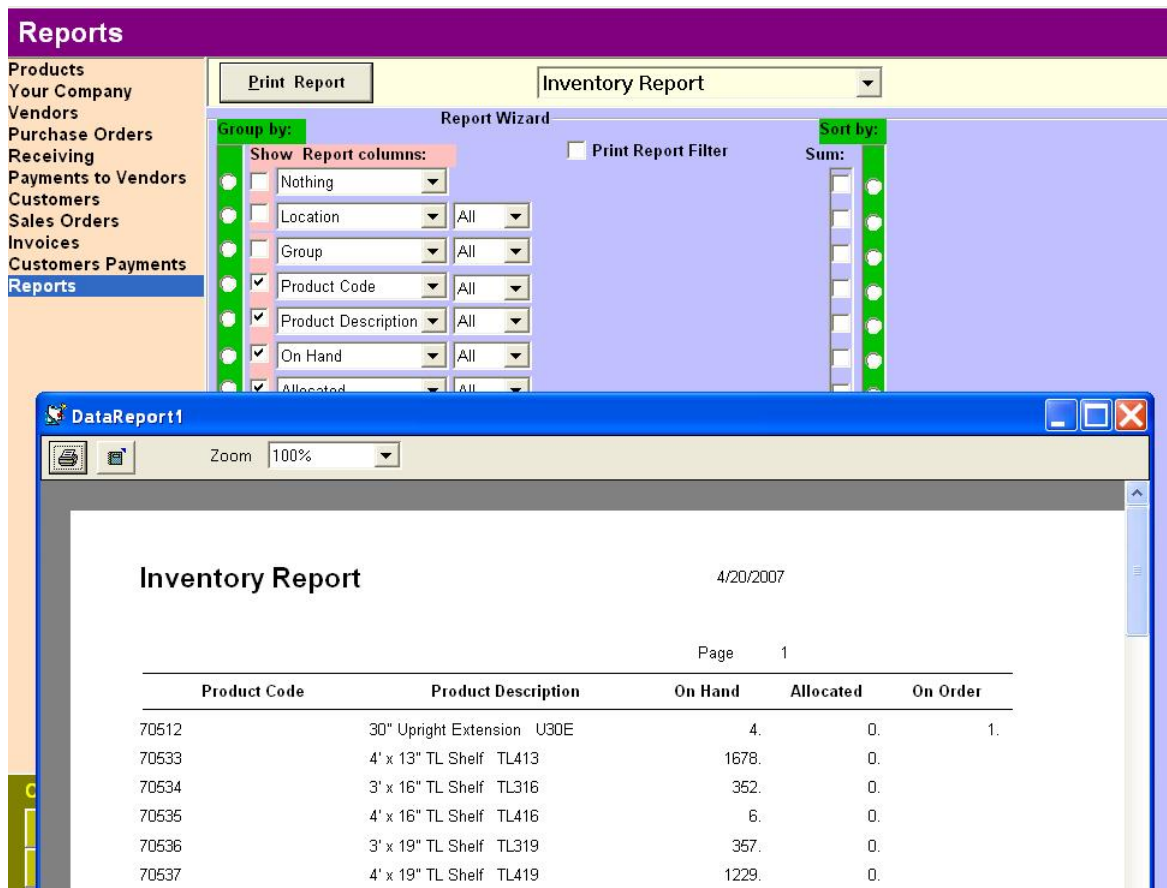
1.3 System Requirements

-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 Executive 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/Millenium

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

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 Executive Inventory System.

Windows 2000/XP/Millenium
Windows 2000 and Millenium has everything needed to run Executive 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

Part

II
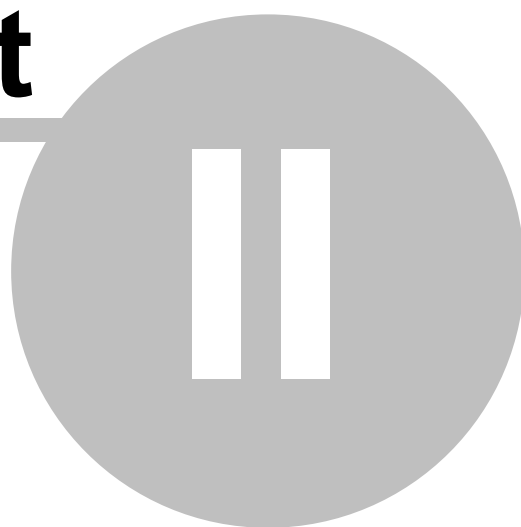
2 Main Menu

2.1 New Database

The system is delivered with a ready database "invent11.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 "Database" select item "New database-MS Access" . 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, InExSy 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 "Connect".
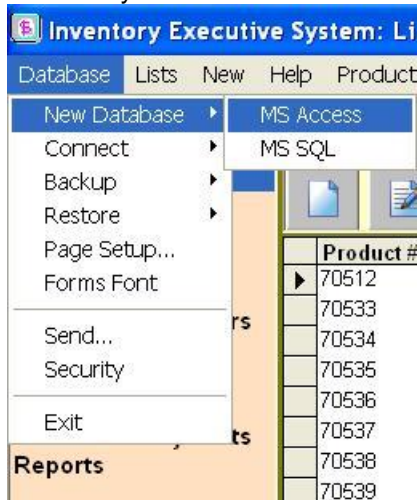
2.2 Open Database

When you open the system, it takes you to its connected default database "invent11.mdb". But if you need to be connected to another database, click the Menu "Database Connect MS Access" 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.

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 "Database" 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 development company Quartex LLC.

2.8 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

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.

Part III
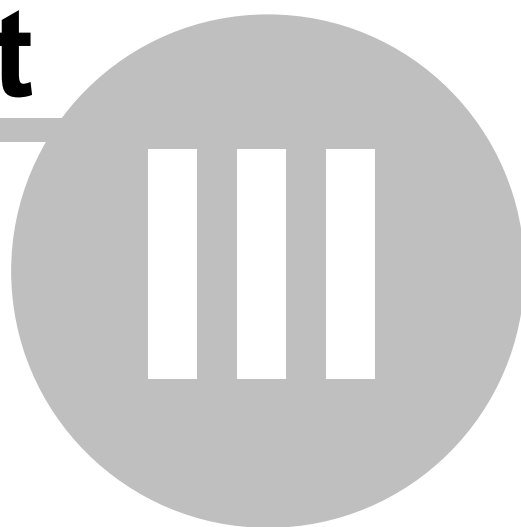
3   Your Company

3.1   Set up Your Company?

Before you begin the work with this system, you must setup your company. Select in the left Menu "You Company " 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

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.
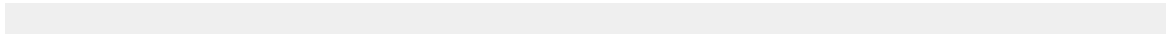
Part

IV

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 cann'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 Llist 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.

Comment
To enter any special notes about a vendor.

Part V

5   Purchase Orders

5.1   Purchase Orders List

The Purchase Orders List Form allows to manage creating, editing, deleting, sorting, filtering of purchase orders . You can get to the Purchase Orders List by selecting the Lists Menu from the Main Form or clicking on the button "POrders".

Functions:

  New

If you want to add a new purchase order, click on the button "New"(or POrders Menu item "New") and fill the appeared Purchase Order form.

  Edit

If you want to edit a purchase order features, click on the button "Edit"(or POrders Menu item "Edit" or double click on the POrder row) and edit fields in the appeared Purchase Order form.

  Delete

If you want to delete a purchase order, click on the button "Delete"(or POrders Menu item "Delete") and confirm your wish to delete. You can't delete the POrder, if you have payment or receiving by this purchase order.

  Find

If you want to find a purchase order by number, vendor , total or balance, click on the button "Find"(or POrders 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 POrders 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 Purchase Orders list click on the button "Filter"(or View Menu item "Filter") and enter what you want 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 number of documents, by 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 " POrder Options " , you can change any caption of the POrder, to place the necessary fonts, to restrict showing 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 to the following new Invoice.If you use long descriptions of the products you can set check box "Use comment" and program will print the contents of field "Comments" instead of the product description. These options concern only simple default order.

  Balance

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

Template
It is an Editor for order template. You can create any order 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.

Help
Call of Help.

Exit
Close Purchase Orders List .

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

Purchase Orders List form may be called from Receiving List form or Payment form having clicked on the buttons "POrder" and "Order". You can select the POrder by a double click of the left mouse button on the POrder 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 Purchase Order

To create new purchase order click "New POrder" on the main form or button "New" on the Purchase Orders list form.

Fields:

Number
In the field Number you must enter the POrder 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 POrder or you will enter them manually. Each POrder 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>.

Billl 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. T

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 purchase order.

POrder 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 POrder 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 POrder Form will be displayed with new item on the POrder Items box. On the POrder 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 POrder. 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 POrder Item and press Enter. If this product code exists, InExSy 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 order using button "Find".

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

Discount rate and Discount

If your vendor uses 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.

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 POrder (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 "POrder Options" which is called by clicking of the "Option" button.

Comment

The Comment field allows you to enter any Purchase Order comments.

Expected Date

Here you can enter date of expected delivery of the products. You must select a date from the calendar which appear after click on this field.

Reference

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

Group PO

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

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 POrder.

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".

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

Received

Here you can look through the list of all receivers under this POrder. Total sum of receivers is visible to the right of this button.

Paid Amount

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

Options

When you click the button " POrder Options " , you can change any caption of the POrder 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 orders template. You can create any orders 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 order). Before printing you should choose necessary template from drop down list .

Print

Use this button to print the purchase order.

E-mail

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

Save

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

Close

This button closes the POrder 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 Purchase Order

You can make any changes necessary for existing POrders. To call the form for edit of purchase order click " POrders" button on the main form. From the Purchase Orders List form, you have to choose the POrder and click on the "Edit" button(or double click on the POrder row). You can change, add and remove Purchase Order information using any functions of the Purchase Order form . We don't recommend you to make any changes in a POrder after it has been sent to your vendor. You can prepare another POrder for the required adjustment.

Part VI

6   Receiving

6.1   Receivings

The Item Receivings 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 Receiving list, click on the button "New"(or Receivers Menu item "New") and fill the appeared Item Receipt form.

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

Find
If you want to find a Receiving list 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 Receiving 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 Receiving list 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 Receivings form .

You can sort the list for any field having clicked the mouse on title of field .
Receiving list form may be called from form Payment form having clicked on the buttons

"Receiving" . You can select the Receiving list by a double click of the left mouse button on the Receiving list 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.

6.2 New Receiving List

To create new receiver click "New Receiving" on the main form or button "New" on the Receivings form.

Fields:

Number
In the field Number you must enter the Receiving list 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 Receiving list or you will enter them manually. Each Receiving list 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>.

Billl 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 Receiving list 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, InExSy 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 Receiving list. The Receiving list may be printed, sent by E-mail or Receiving creation may be not completed yet. The content of this field is not printed.

Group

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

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 Receiving list.

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".

You can use hot keys for fast luanch 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 Receiving list after clicking on this button. Immediately from this list of payments you can enter new payment or edit already made payments under this Receiving list. 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 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 Receiving list.

Template

It is an Editor for Receiving list 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 Receiving list

Save

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

Close

This button closes the Receiving list. 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.

6.3   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.

Part VII

7 Customers

7.1 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.

7.2   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).

Part VIII

8 Sale Orders

8.1 Sale Orders List

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

Functions:

New

If you want to add a new sale order, click on the button "New"(or Orders Menu item "New") and fill the appeared Sale Order form.

Edit

If you want to edit a sale order features, click on the button "Edit"(or Orders Menu item "Edit" or double click on the Order row) and edit fields in the appeared Sale Order form.

Delete

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

Find

If you want to find a sale order by number, customer , total or balance, click on the button "Find"(or Orders 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 the Orders 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 Sale Orders list click on the button "Filter"(or View Menu item "Filter") and enter what you want 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 the button "Print".

Balance

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

Help

Call of Help.

Exit

Close Sale Orders List .

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

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

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

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.

8.2   New Sale Order

To create new sale order click "New Order" on the main form or button "New" on the Sale Orders list form.

Fields:

Number
In the field Number you must enter the Order 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 Order or you will enter them manually. Each Order has unique number and the system will not allow to enter two identical numbers.

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

Bill to and Ship to
You can enter here address on which you usually receive products. These field will be filled automatically, if you have filled lines of "Billing address" and "Shipping address" in the Customer form.

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 Customers 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 sale order.

Order 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 Order 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 Order Form will be displayed with new item on the Order Items box. On the Order 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 Order. 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 Order Item and press Enter. If this product code exists, InExSy 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 order a product with zero or small quantity in the warehouse.

You have a possibility to find any product in the big order 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 extention.

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 sell goods specially for a Vendor Contract set the column Vendor and select the Vendor:Contract for this items. And finally you may indicate warranty date in the column "Warranty

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 Order (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 settles 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 "Order Options" which is called by clicking of the "Option" button.

Comment

The Comment field allows you to enter any Sale Order comments.

Reference

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

Group

The field "Group" is use for classification of the Orders. You can sort and apply a filter by "Group" in the Orders list and reports.

Serial
To show in the Order column "Serial" for input the product serial numbers update this check boxes.

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 Order.

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".

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

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

Options
When you click the button " Order Options " , you can change any caption of the Order to prohibit from printing some fields 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 Order.

Template
It is an Editor for Sale Order 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 sale order.

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

Save

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

This button closes the Order 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.

8.3   Edit Sale Order

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

Part IX

9 Invoices

9.1 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".

<u>**Functions:**</u>
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.

9.2 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, InExSy 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 extention.

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.

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".

You can use hot keys for fast luanch 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.

9.3 Edit Invoice

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.

Part X
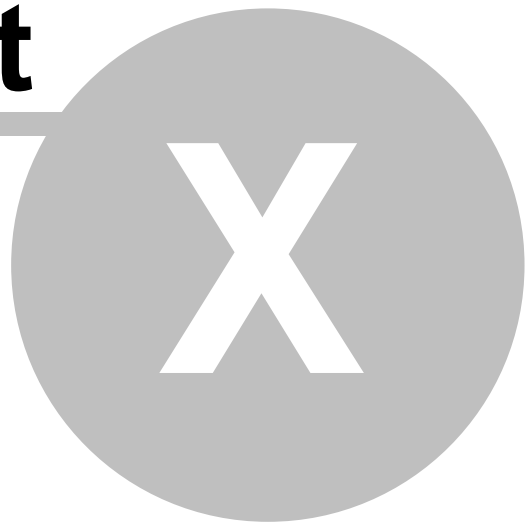
10   Manufacture

10.1   New Work Orders

You can create inventory assembly and track the manufacture operations in your business.To call
the form for creation of new manufacture invoice click "Create new: Manufacture" on the main
menu or button "New Work Order" on the Invoices list form.

Fields:

Number

In the field Number you must enter the Work Order 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 Invoice or you will enter them manually. Each Invoice
has unique number and the system will not allow to enter two identical numbers.

Date

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

Assembly product

You should select a Inventory assembly in this field.If you create new product use the row <Add
new>.

Quantity

You enter here quantity of the Assembly product.

Price

You write here a price of the Assembly product

Serial #

If necessary, you can reference serial number of the Assembly product in this field.

Customer:Job

If you create the assembly for a customer job select it from drop down list.

Reference

You can enter here any additional information concerning this invoice.

Order 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, InExSy 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 extention.

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 used for classification of the Work Orders . You can sort and apply a filter by "Group" in the Work Orders list and reports.

Assembly Location

You may indicate location for the Assembly product.

Status

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

Item Location

You can select the location of the assembly components.

Buttons:

Manufactured Product #

Calls the Product List form for choice of the manufactured product
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".
You can use hot keys for fast luanch of the functions: F2- New Item, F4- Products, change field "Tax" and increase Quantity,F7- Find.

Options
When you click the button " Options " , you can change any caption of the Work Order 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 Work Order.

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

Close
This button closes the Work Order 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.

Part

XI

11 Products

11.1 Products List

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.

11.2   New Product

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

   (Cost + (Cost * (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:

   (Cost / (1- (Percentage/100))).

Only for Sale price:

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

   (List Price - (List Price * (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.

Group

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.

Hold sales

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.

Part

XII

12   Payments

12.1   Payments List

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

<u>**Functions:**</u>
New
If you want to add a new payment receipt, click on the button "New"(or Payment Menu item "New") and fill the appeared Payment Receipt form.

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

Delete
If you want to delete a payment receipt, click on the button "Delete"(or Payment Menu item "Delete") and confirm your wish to delete. You can't delete the Payment.

Find
If you want to find a payment receipt by number, vendor ,customer, total, click on the button "Find"(or Payment 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 the Payments 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 Payments List 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 purchase order and your payment of current vendor or customer having clicked on the button "Balance" (or Payment Menu item "Vendor or Customer Balance").

Help
Call of Help.

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

Payments List form may be called from Invoice,Order, Receiver and POrder forms form having clicked on the buttons "Paid". You can select the Payment by a double click of the left mouse button on the Payment row or click on the button "Edit" . If you want to add new payment under the current document click the button "New".

12.2 New Payment

To create new payment click "New Pament" or "New Pay" on the main form or button "New" on the Payments List form.

Fields:

Number

In the field Number you must enter the Payment 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 Payment or you will enter them manually. Each Payment has unique number and the system will not allow to enter two identical numbers.

Vendor or Customer

You must select a vendor (customer) name in this field. You can add new vendor using row <Add new>.

Date
You must select a date from the Calendar which will appear after clicking on the field "Date". Here you enter the date of the document.

Date Paid
You must select a date from the Calendar which will appear after clicking on the field "Date". Here you enter the date of the payment.

Payment Method
You can select a payment method from the drop down list or add new method using row <Add new>..

Reference
You can enter here any additional information concerning given payment.

Apply Payment
You can connect payment with receiving or sale of products.Click the button "Invoice", "Receiver" or "Order". This will display a list of existing Invoices or Receivers.You can now select document from List . InExSy automatically will fill fields "Number", "Date", "Balance Due" and "Applied Amount". You can edit a field "Applied Amount" and "Credit" (or "Debit") thus that the field "Paid Amount" corresponded to the valid payment.
You can realize payment for any number of the various documents: Invoices,Purchase Orders, Sale Orders or Item Receipts.
You can delete an unnecessary item if establish on it the pointer and click the button "Delete".

Comment
The Comment field allows you to enter any Payment comments.

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

Buttons:

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

Receivers, Invoices, Orders
Calls the Receivers, Invoices, Orders List form for choice of the product.

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

Options
Click the button of " Options " to open its Form. Here you can change any caption of the Payment to prohibit from printing some fields and set up the mode of taxes calculation. This Options form allows to adjust the payment form in any kind, appropriate for you. The options are saved in a Payment Template.

Template
It is an Editor for Payment templates. You can create any 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 the required Template from drop down list.

Print

Use this button to print the Payment Receipt .

E-mail

You can send the Payment Receipt by E- mail using this button. The Payment Receipt will be created as html file and will be sent to your vendor as an attachment of the e-mail .

Save

Use this button to save all the changes you have made in the payment Form, otherwise, they will be lost .

Close

This button is to close the Payment Form whether you made changes or not. But be sure you have clicked the button Save if you want to keep the changes before clicking the Close button.

Form Menu

You can execute any command by clicking on an appropriate button but also by choosing the item of the Form Menu.

12.3   Edit Payment

You can make any changes necessary for existing Payments. To call the form for edit of Payment click " Payment" ("Payment to vendor") button on the main form. From the Payments List form, you have to choose the Payment and click on the "Edit" button(or double click on the Payment row). You can change, add and remove Payment information using any functions of the Payment Form . We do not recommend you to make any changes in the Payment Receipt after it has been sent to your customer or vendor. You can prepare another Payment Receipt for the required adjustment.

Part XIII

13 Export and import
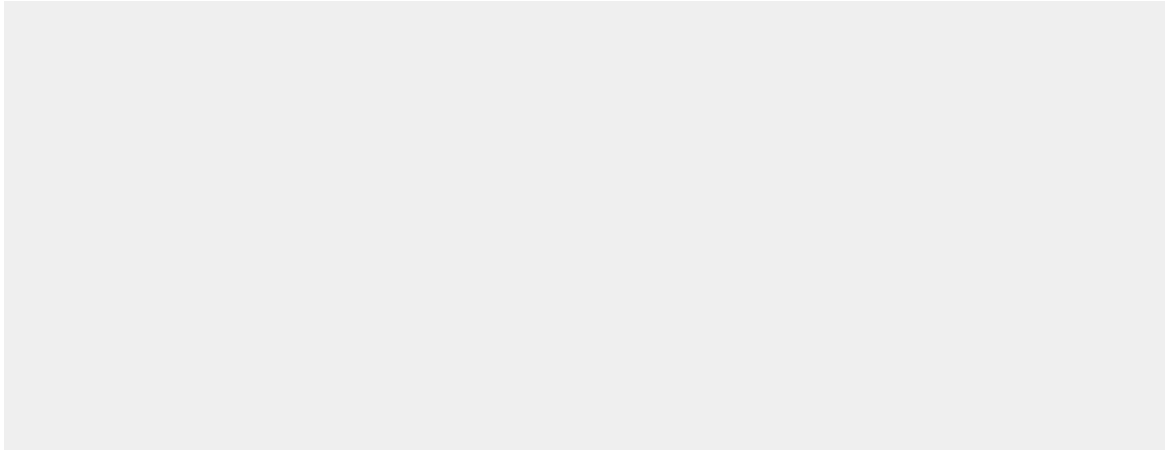
13.1 CSV files

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 InExSy 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 GoInSy looks for unique number values. These records are then imported into the InExSy 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.
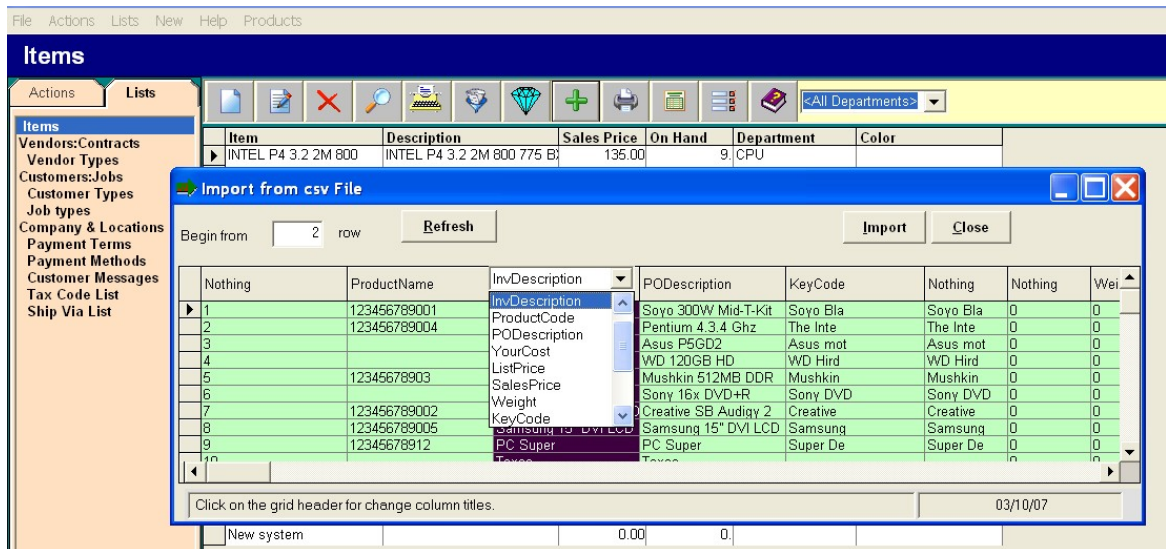
13.2   Excel files

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 InExSy looks for unique number values. These records are then imported into the InExSy database. If the unique value already exists, it skips that record so that you do not get duplicates.

Endnotes 2... (after index)

Back Cover