Silver Net Inventory

Web based system

Quartex

www.executivpro.com

1. Introduction

1.1. What is Silver Net ?

Silver Net Inventory System (SiNetInSy) is a complete web based inventory management system that performs the functions of Purchases, Sales and payments. This system 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 transfer orders between locations, customers and vendors balances and various types of reports for monitoring your business .

SiNetInSy:

1. The simple intuitive interface. You can proceed with the work without referring to this Help Manual
2. SiNetInSy is a multi-user and multi - warehouse system .
3. Usage separate product descriptions for invoices and purchase orders.
4. You can group products in storage location and types.
5. SiNetInSy calculates real-time on hand, ordered allocated and available stock levels when orders or invoices are entering.
6. 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.

7. Automatically calculates real-time balance for each customer and vendor.
8. You can independently set up the appearance of the invoice, order, payment receipt and receiving list.
9. The system and in addition to printing the documents.
10. You can create and print various types of reports .
11. The system is protected with data access control. It can restrict the unauthorized users from having full access to the database by l imiting their access to certain management or confidential information.
12. SiNetSy supports using discounts, shipping and two types of taxes in the invoices and orders.
13 System integrated with online store.

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1.2. How to begin?

You have to locate folders and files from setup file on your Windows web server. Silver Net Inventory system works with IIS and ASP.NET 2.0.Locate the database file inventnet.mdb in a separate folder .Change ConnectionString at the web.config on a real path to the inventnet.mdb

After installing all files and folders, the system is ready to function all its features as mentioned earlier. You can open the web page http://www.yoursite.com/ Login.aspx in any browser and enter user name and password receiving from developer company.

First of all, set up your company. You would click the button Our Company then click the link Edit and enter all required information.
Click on the button Our Warehouses and add all your warehouses and storage locations.

To insert your vendors, select Vendors and click on New Vendor link and enter the information in the dialog window.
To insert your new or existing products from your storehouse, select Items click on the Products button and Add New product link. Enter details accordingly
To insert your customers, select Customers on the left menu and click on the New Customer link and enter the details accordingly.
To create a purchase order, click on the Purchase Orders button and the New POrder link. Enter a name of new vedor or click on the button List and select the required vendor from drop down list. Select required warehouse and set discount and tax procent. Click on the link Insert and you'll see the button "Line Items". Then open the Line Items form and click on the button Add Items. You can enter product name and find product or click the button "Show list of all products" and select products from list. Click on the button Add and fill the details section of your Purchase Order. Click on the button Print if you want print the Purchase Order. Select format Acrobat (PDF) file and click Export at the Print form. You have to install Adobe Reader before using system. Click the button Open at the dialog box and print Purchase order from Adobe Reader. You can save this POrder as pdf file and send via email to your vendor.
Once the ordered products is received from the vendor, click on the button Purchase Orders and find required order. Click on the button Receive . Program will create automatically a new Item Receipt from Purchase Order.
This will reflect the field "On Hand" in the Products List with the received figures of the ordered products. When it is time to pay to a vendor against the received products,click on the button Receiving and select Item

receipt and click the button Pay. Program will create automatically a new Payment to Vendor. This payment will also update the Paid and Balance fields in the Vendors balance report.

When it is required to allocate products for a customer, click on the Sales Orders button and click on the New Sales Order link.Enter or select customer and warehouse and click on the button Insert. Opemn Line Items form and add products in the detail section of the sales order. However, the number of the "On Hand" column at the Product list will remain unchanged until the goods are collected by the customer and the invoice has been created.
You would create an invoice when you ship product to customer. You can click on the button Shipping and link New Invoice. If you create an invoice from Sales Order click on the button Sales Orders find required order and click on the link Ship. Program will create automatically a new Invoice.
The amount of the product "On hands" will decrease.
When your castomer pay on your invoice you can track this payment in the system. Open Invoice list find the required invoice and click on the link Payment. Program will create automatically a new Customer Payment
The Report part of the system, will keep you up-to-date of all the business operation statistics and alert of any abnormalities of the day-to-day or monthly business performance expectations. This is plus many other management reports for future developments

1.3. System Requirements

For server
-Windows Server 2003,IIS with ASP.NET 2.0;
For client
-web browser IE6.0
-AdobeReader
-Ink or Laser Printer.

1.4. Installation

You have to locate folders and files from setup file on your Windows web server. Silver Net Inventory system works with IIS and ASP.NET 2.0.Locate the database file inventnet.mdb in a separate folder .Change ConnectionString at the web.config on a real path to the inventnet.mdb

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2. Products

2.1. Products List

The Products List Form allows to manage creating, editing, deleting, sorting, filtering products . You can get to the product List by clicking on the button "Products".

Functions:

New Product

If you want to add a new product, click on the button "New product" and fill the appeared product form.

Edit

If you want to edit a product features, click on the product name link and edit fields in the appeared product form.

Delete

To delete a product click on the button "Delete" and confirm your wish to delete. You can't delete the product if it was specified in any invoice, sale order ,receiving or purchase order.

Find

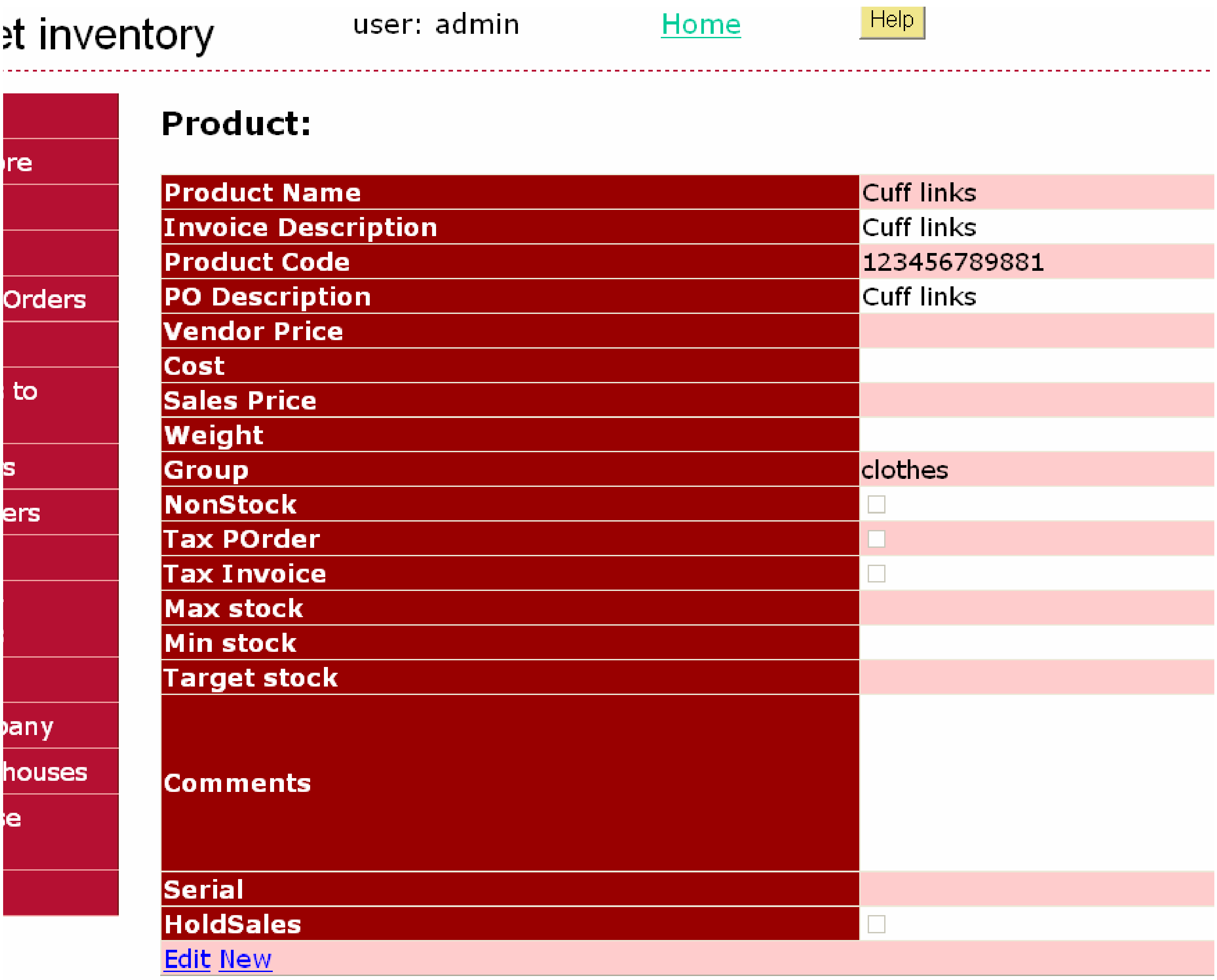
If you want to find a product by description enter what you want to find and click on the button "Find". This function searches for concurrence in any part of all list fields.

Group

If you want to show on the screen only a part of the product list, select a required goup of products from drop down list "Group".

You can sort the list for any column if you click on the column header

2.2. New Product



Product:

Product Name	Cuff links
Invoice Description	Cuff links
Product Code	123456789881
PO Description	Cuff links
Vendor Price	
Cost	
Sales Price	
Weight	
Group	clothes
NonStock	☐
Tax POrder	☐
Tax Invoice	☐
Max stock	
Min stock	
Target stock	
Comments	
Serial	
HoldSales	☐
Edit New	

To create of new item click "New Product" on the Product list form.
Fields:

Product Name
You would enter the product name there . 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.

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

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.

Vendor Price

The vendor price is price of purchasing.

Sales Price

This is the unit price used in all new Sale Orders and Invoices.

Group

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

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

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. System hide this product in your online store.

Comment

To enter any special notes about the product.

Image

You can link any image to this product. You should click on the button "View.." 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 web site. Click on the button Upload photo for uploading image file on the web site.

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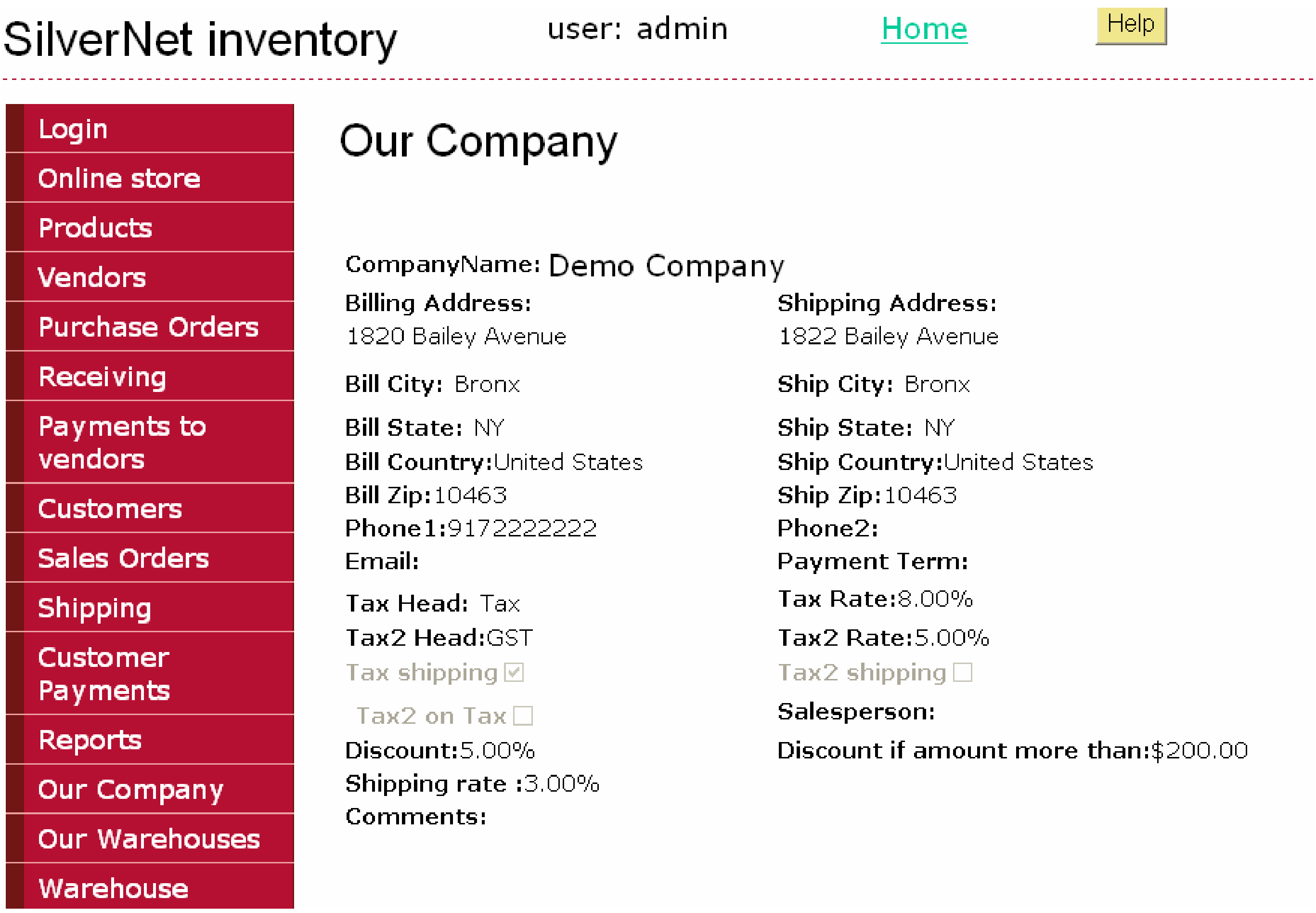
3. Our Company

3.1. Set up Your Company?



Before you begin the work with this system, you must setup your company. Select in the left Menu "Our Company" and click on the button Edit and change the Company Form. Fill in as much as available information many options as you can and then select the "Update" link . Once all the required information are properly entered, the company name will be shown in the Form.

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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, item receipts.

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.

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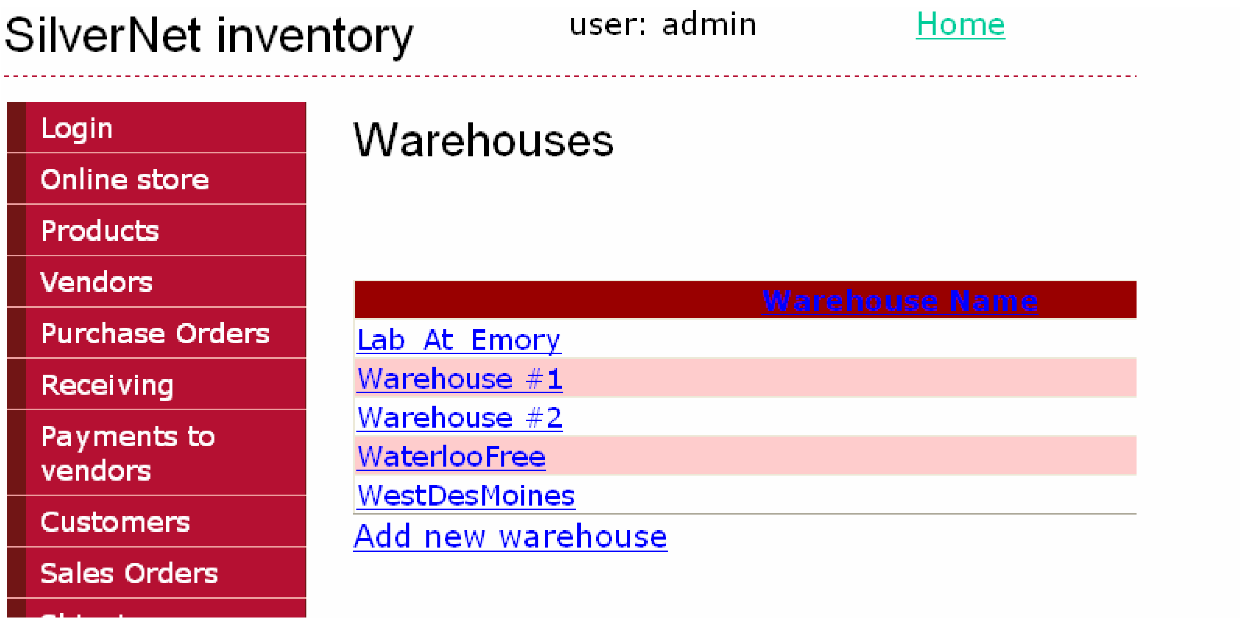
4. Our Warehouses

4.1. Warehouse list



The Warehouse List Form allows to manage creating, editing, deleting, sorting, filtering of customers. You can get to the customers list by clicking on the button "Our Warehouses".

Functions:

New Warehouse

If you want to add a new Warehouse, click on the button "New Warehouse" and fill the appeared Warehouse form.

Edit

If you want to edit a Warehouse features, click on the Warehouse name link and edit fields in the appeared Warehouse form.

Delete

To delete a Warehouse click on the button "Delete" and confirm your wish to delete. You can't delete the Warehouse if it was specified in any invoice, sale order or receiving.

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4.2. New Warehouse

To call the form for creation of new customer click "New Warehouse" on the Warehouse list form.
Fields:

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

Address
The shipping address is where you ship products to.

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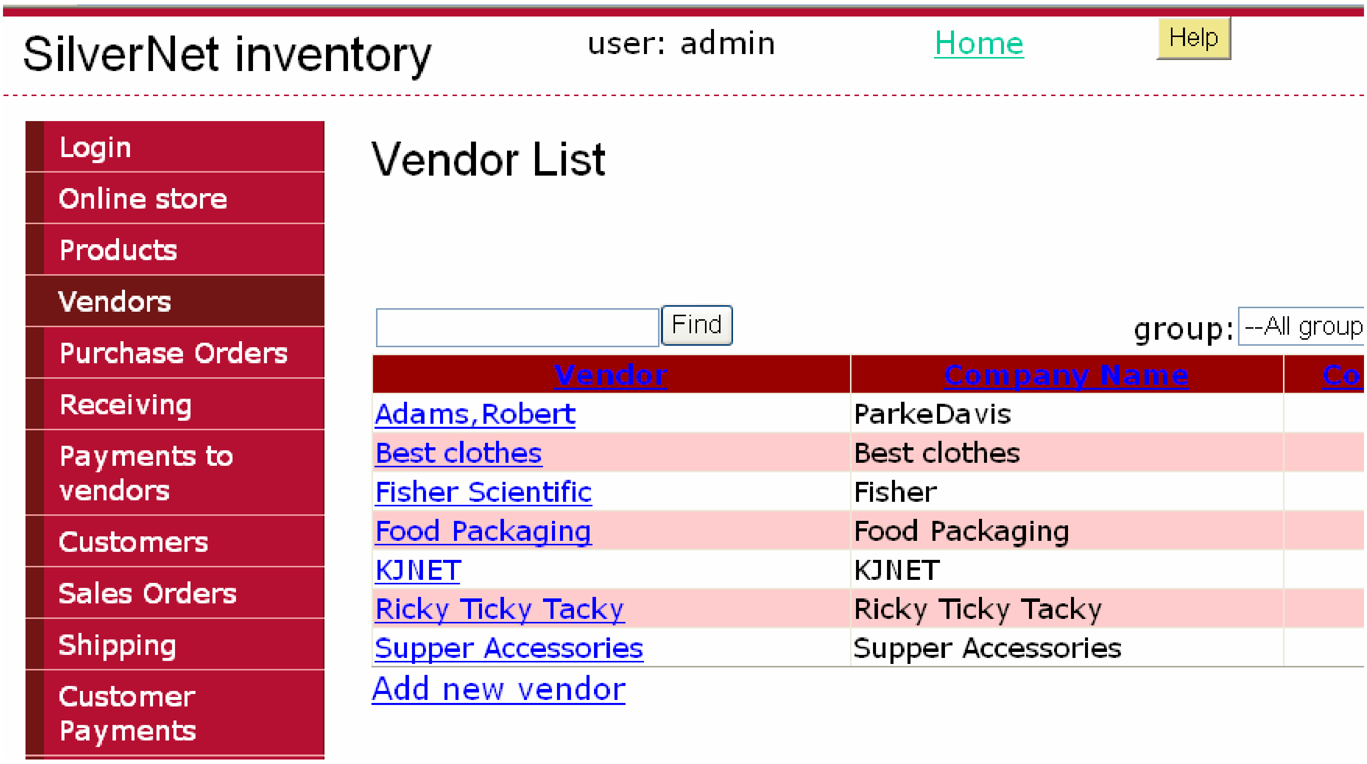
5. Vendors

5.1. Vendors List



The Vendors List Form allows to manage creating, editing, deleting, sorting, filtering of vendors. You can get to the Vendors List by clicking on the button "Vendors". .

Functions:

New Vendor

If you want to add a new vendor, click on the link button "New" and fill the appeared Vendor form.

Edit

If you want to edit a vendor features, click on the vendor name link and edit the required fields in the appeared Vendor form.

Delete

To delete a vendor click on the button "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 enter what you want to find and click on the button "Find".

Group

If you want to show on the screen only part of the vendors list select a required goup of vendors from drop down list "Group".

You can sort the list for any column if you click on the column header.

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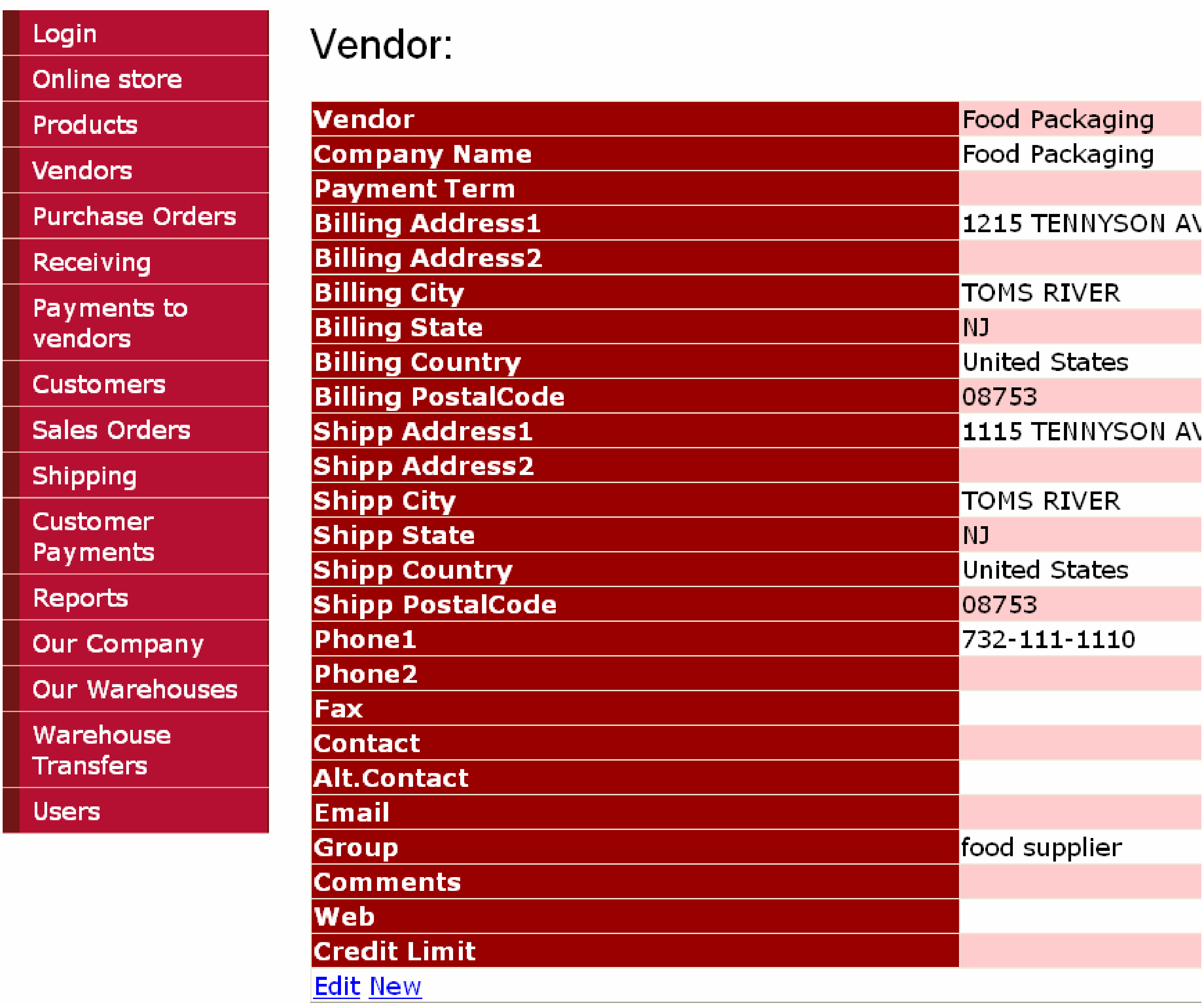
5.2. New Vendor



Vendor	Food Packaging
Company Name	Food Packaging
Payment Term	
Billing Address1	1215 TENNYSON AV
Billing Address2	
Billing City	TOMS RIVER
Billing State	NJ
Billing Country	United States
Billing PostalCode	08753
Shipp Address1	1115 TENNYSON AV
Shipp Address2	
Shipp City	TOMS RIVER
Shipp State	NJ
Shipp Country	United States
Shipp PostalCode	08753
Phone1	732-111-1110
Phone2	
Fax	
Contact	
Alt.Contact	
Email	
Group	food supplier
Comments	
Web	
Credit Limit	

Edit New

To create new vendor click the link"New Vendor" at the Vendors list form.

Fields:

Vendor

You must enter the vendor name in this field. 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.

Payment Term

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.

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.

Contact and Alt.Contact

You can enter managers of the vendor company

Group

You define group for each vendor. Then you can use this field for filtering vendor list

Web

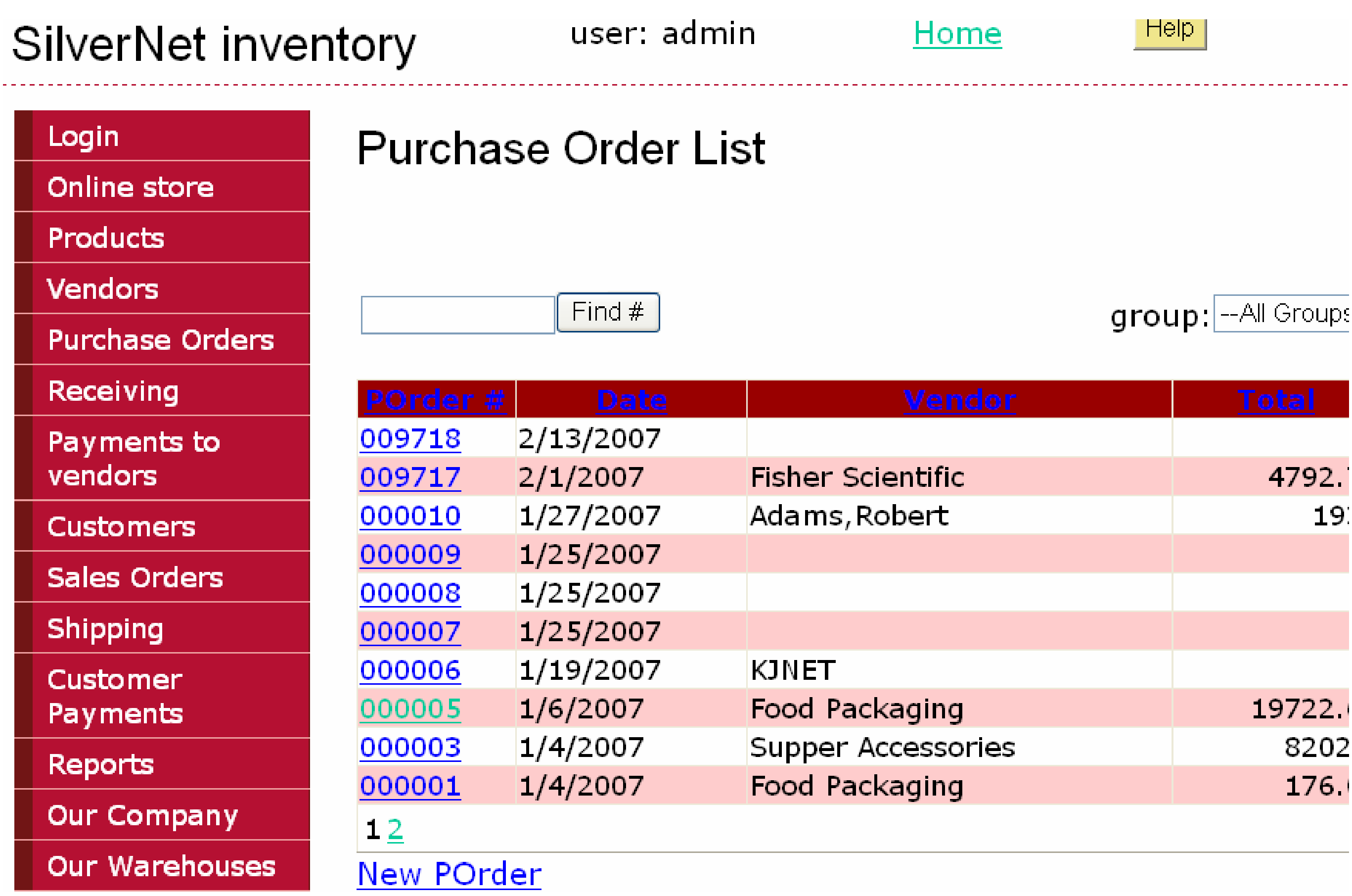
It is field for vendor website.

Comment

To enter any special notes about a vendor.

6. Purchase Orders

6.1. 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 clicking on the button "POrders".

Functions:

New POrder

If you want to add a new purchase order, click on the button "New POrder" and fill the appeared Purchase Order form.

Edit

If you want to edit a purchase order features, click on the POrder # link and edit fields in the appeared Purchase Order form.

Delete

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

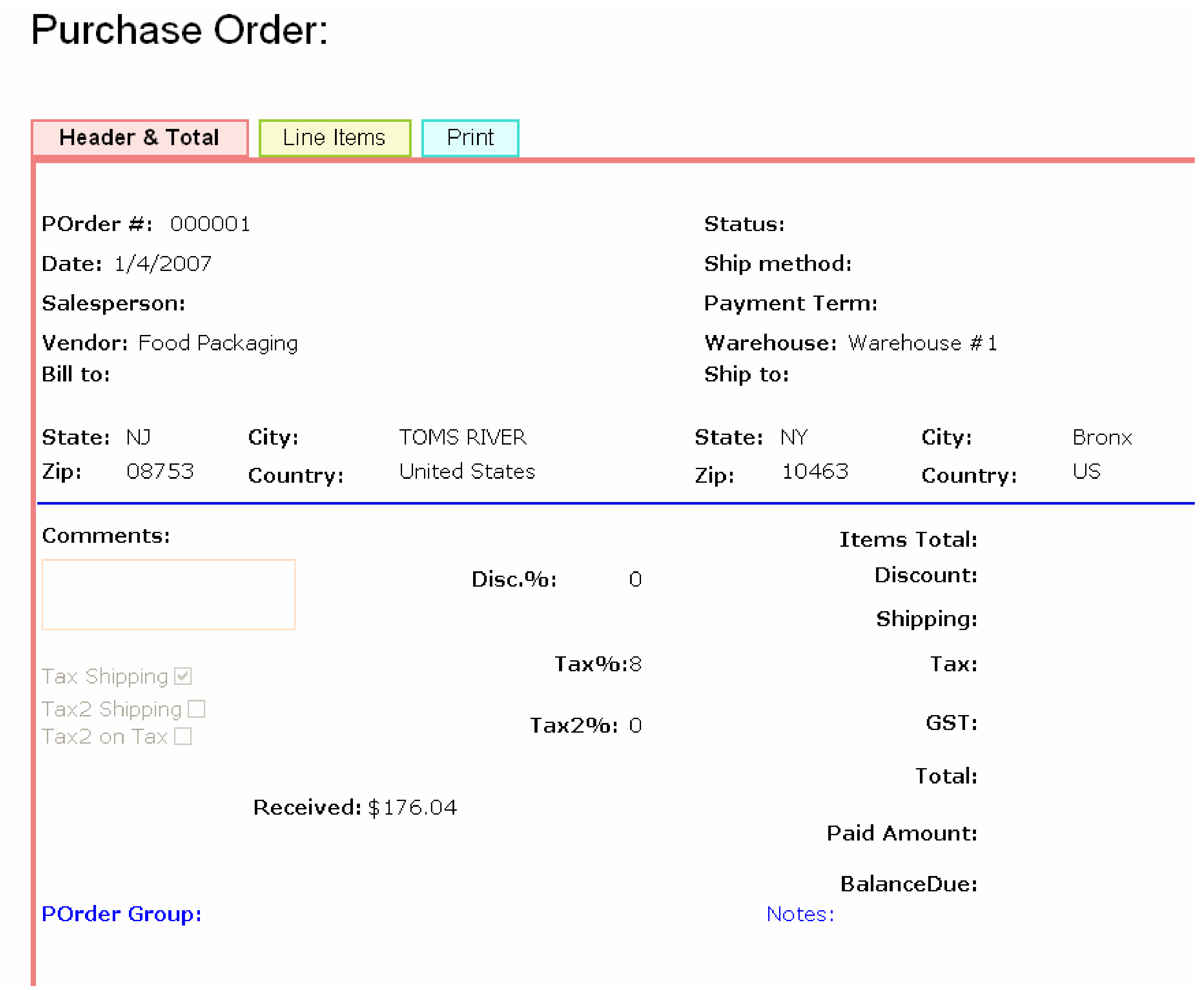
Find

If you want to find a purchase order by number enter what you want to find and click on the button "Find". This function searches for matching to any part of all list fields.

Group
If you want to show on a screen only part of the Purchase Orders list select from drop down list a required group of purchase orders.

You can sort the list for any column if you click on the column header

6.2. New Purchase Order



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

Fields:

POrder #

In the this field r 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 can add a new vendor entering vendor name or select a vendor name from drop down list after clicking on the button List.

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 drop down lists.

Payment Term

Text will appear in this field from Vendors Form "Payment Term" . If you don't accept this text simply type a new content .

Ship method

You can enter here any information about shipping products.

Line Items

Click the button "Line Itemst". This will display the detail section of the Purchase order.
Then open the Line Items form and click on the button Add Items. You can enter product name and find product or click the button "Show list of all products" and select products from list. Click on the button Add and fill the details section of your Purchase Order.

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, Tax2
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. If you expect the tax with allowance shipping establish the check box "Tax Shipping".

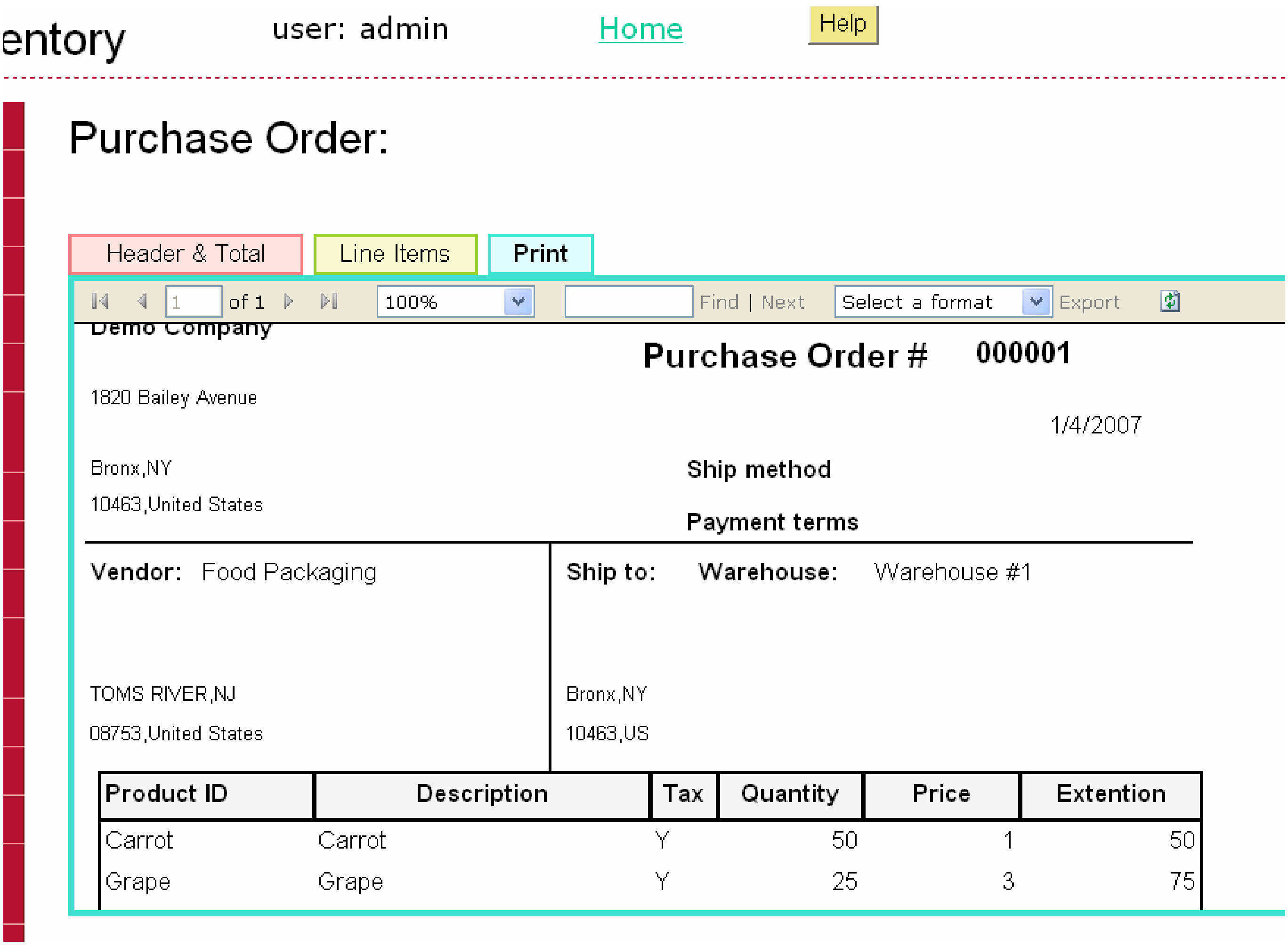
Comment
The Comment field allows you to enter any Purchase Order comments.

Notes
Here you can do a note about the condition of this Purchase Order.

Group PO
The field "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.

To Warehouse
You may indicate location for delivery goods.

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



Demo Company

Purchase Order # 000001

1820 Bailey Avenue

1/4/2007

Bronx,NY

10463,United States

Ship method

Payment terms

Vendor: Food Packaging

TOMS RIVER,NJ

08753,United States

Ship to: **Warehouse:** Warehouse #1

Bronx,NY

10463,US

Product ID	Description	Tax	Quantity	Price	Extention
Carrot	Carrot	Y	50	1	50
Grape	Grape	Y	25	3	75

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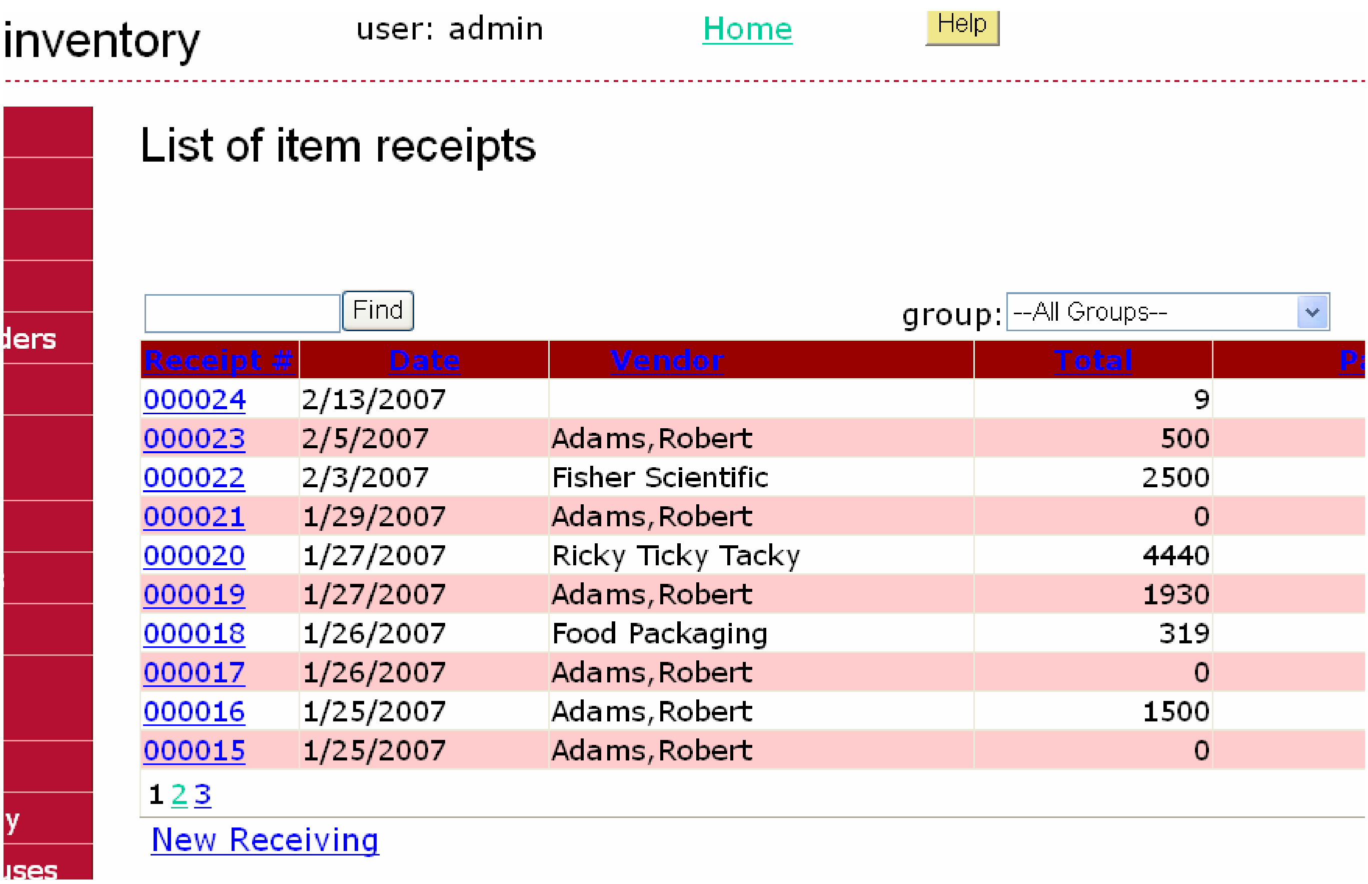
7. Receiving

7.1. Item Receipts List



Receipt #	Date	Vendor	Total	P
000024	2/13/2007		9	
000023	2/5/2007	Adams,Robert	500	
000022	2/3/2007	Fisher Scientific	2500	
000021	1/29/2007	Adams,Robert	0	
000020	1/27/2007	Ricky Ticky Tacky	4440	
000019	1/27/2007	Adams,Robert	1930	
000018	1/26/2007	Food Packaging	319	
000017	1/26/2007	Adams,Robert	0	
000016	1/25/2007	Adams,Robert	1500	
000015	1/25/2007	Adams,Robert	0	

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

<u>Functions:</u>

New Receiving

If you want to add a new Item Receipt, click on the button "New Receiving" and fill the appeared Item Receipt form.

Edit

If you want to edit a Item Receipt features, click on the Recept # link and edit fields in the appeared Receiver form.

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

Find
If you want to find a Item Receipt by number enter what you want to find and click on the button "Find". This function searches for concurrence to any part of all list fields.

Group
If you want to show on a screen only part of the Item Receipt select from drop down list a required group of item receipts.

You can sort the list for any column if you click on the column header .

7.2. New Item Receipt

To create new receiving click the link "New Receiving" on the Item Receipts list form.

Fields:

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

Vendor
You can add a new vendor entering vendor name or select a vendor name from drop down list after clicking on the button List.

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 would select a date from the drop down lists.

Payment Term
Text will appear in this field from Vendors Form "Payment Term" . If you don't accept this text simply type a new content .

Ship method
You can enter here any information about shipping products.

Line Items

Click the button "Line Itemst". This will display the detail section of the Item Receipt.
Then open the Line Items form and click on the button Add Items. You can enter product name and find product or click the button "Show list of all products" and select products from list. Click on the button Add and fill the details section of your Receipt.

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, Tax2

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 Receipt (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. If you expect the tax with allowance shipping establish the check box "Tax Shipping".

Comment

The Comment field allows you to enter any Receipt comments.

Notes

Here you can do a note about the condition of this Receipt.

Group PO

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

To Warehouse

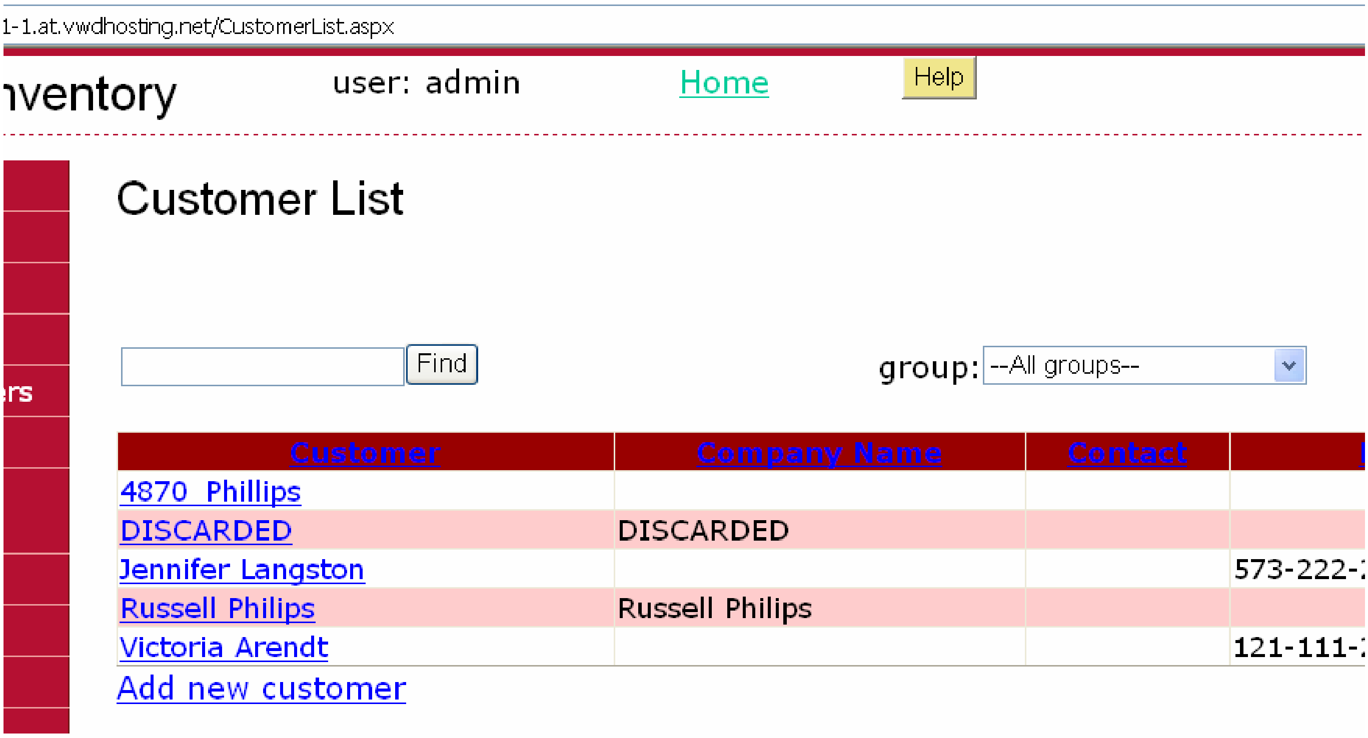
You may indicate location for delivery goods.

Status

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

8. Customers

8.1. Customers List



The Customers List Form allows to manage creating, editing, deleting, sorting, filtering of customers. You can get to the customers list by clicking on the button "Customers".

Functions:

New Customer

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

Edit

If you want to edit a customer features, click on the Customer name link and edit fields in the appeared Customer form.

Delete

To delete a customer click on the button "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 enter what you want to find and click on the button "Find". This function searches for concurrence in any part of all list fields.

Group

If you want to show on the screen only a part of the Customers list, select a required goup of customers from drop down list "Group".

You can sort the list for any column if you click on the column header.

8.2. 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:

Customer
You must enter the customer name in this field. This field is a alphanumeric field. You can enter letters and numbers. Each customer has unique number and the system will not allow to enter two identical numbers.

Company name
You can enter a customer company name. This name will be used in the sales orders, invoices and payments.

First Name,Last Name
You customer may be as company as person. Enter first and last name of your customer.

Group
The field "Group" is use for classification of the customers. You can apply filter by "Group" in the Customers list .

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.

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. .

Contact and Alt.Contact
You can enter managers of the customer company

Group
You define group for each customer. Then you can use this field for filtering customer list

Web
It is field for customer website.

Comment

To enter any special notes about the customer.

Password

It is field with customer password for your online store. Customer uses email and this password for access to his account in the online store.

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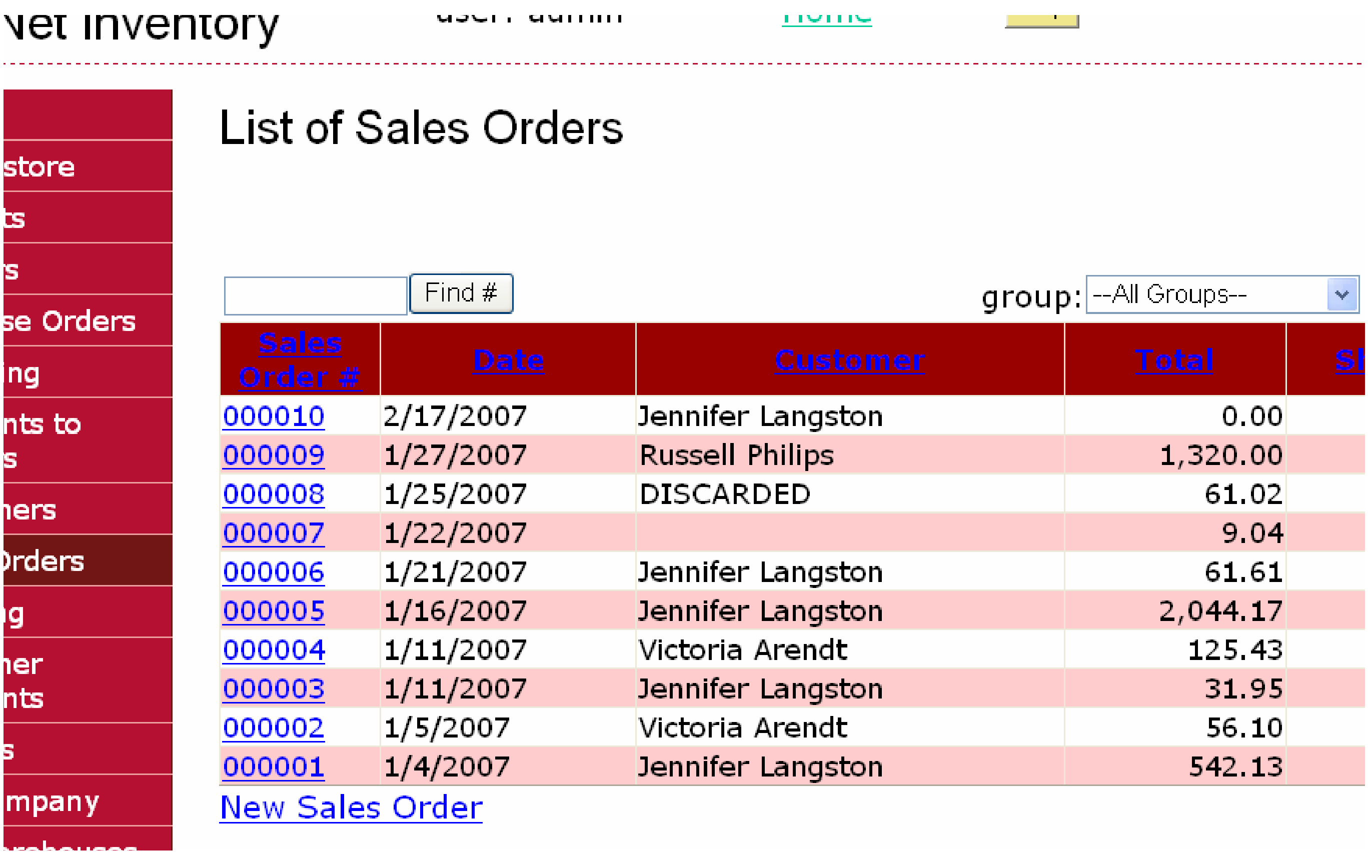
9. Sales Orders

9.1. Sales Orders List



The Sales Orders List Form allows to manage creating, editing, deleting, sorting, filtering sale orders . You can get to the Sale Orders List by clicking on the button "Sale Orders".

<u>Functions:</u>

New Sales Order

If you want to add a new sales order, click on the button "New Sales Order" and fill the appeared Sales Order form.

Edit

If you want to edit a sales order features, click on the Sales order numer link and edit fields in the appeared Sales Order form.

Delete

If you want to delete a sales order, click on the button "Delete" and confirm your desire to delete. You can't delete the Sales Order if you have invoice or payment by this sales order.

Find

If you want to find a sales order by number enter what you want to find and click on the button "Find"

Group

If you want to show only part of the Sales Orders select from drop down list a required group of sales orders.

You can sort the list for any column if you click on the column header .

9.2. New Sale Order

To create new sale order click "New Sales Order" at the Sales Orders list form.

Fields:

Sales Order #

You must enter the Order number or use the default in this field. 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 can add a new customer entering customer name or select a customer name from drop down list after clicking on the button List.

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 can select a date from the drop down lists.

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 .

From Warehouse

You can select warehouse where locate products for this sales order.

Line Items

Click the button "Line Items". This will display the detail section of the Sales Order.
Then open the Line Items form and click on the button Add Items. You can enter product name and find product or click the button "Show list of all products" and select products from list. Click on the button Add and fill the details section of your Order
.

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,Tax2

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 you expect the tax with allowance shipping establish the check box "Tax Shipping".

Comment

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

Notes

Here you can do a note about the condition of this Sales Order.

Group

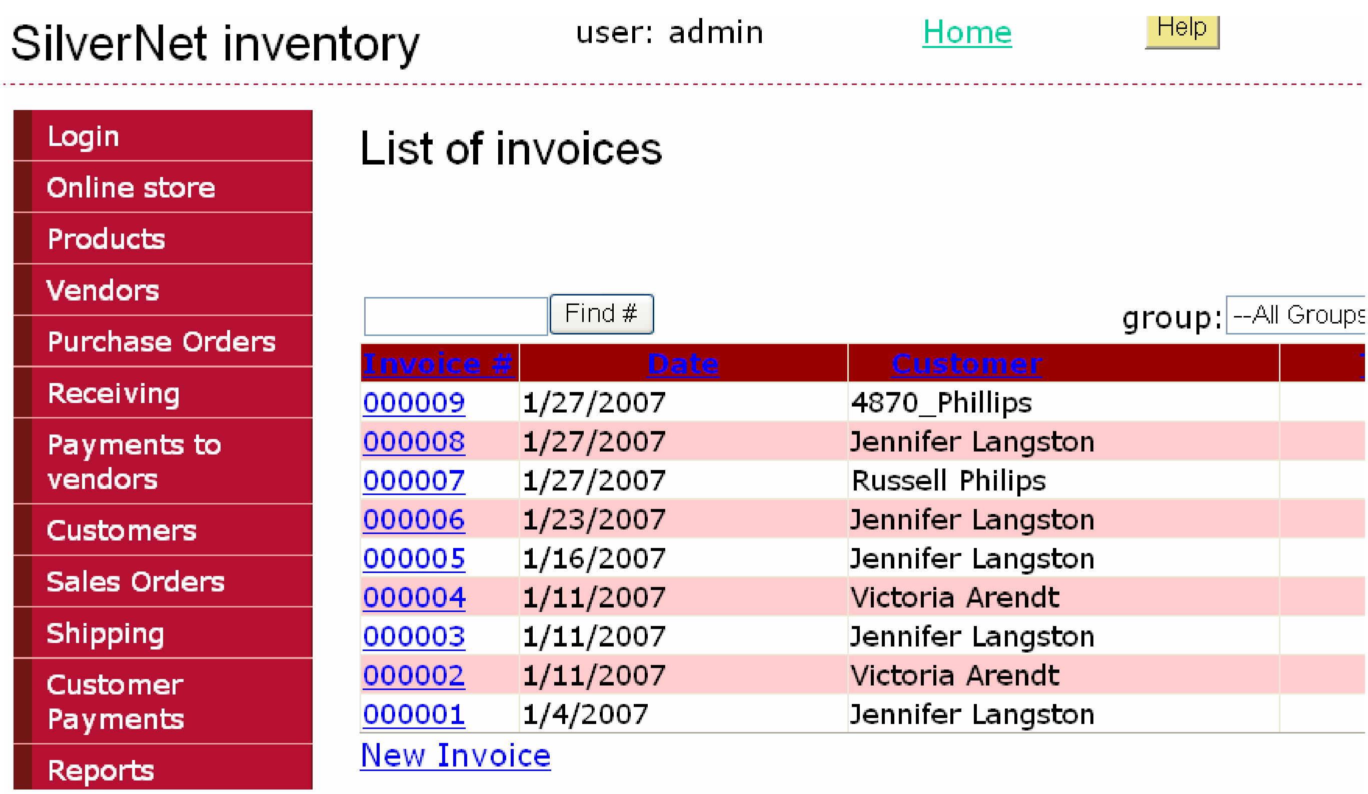
The field "Group" is use for classification of the Orders. You can sort and apply a filter by "Group" in the Orders list and reports.

Status

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

10. Shipping,Invoices

10.1. Invoices List



The Invoices List Form allows to manage creating, editing, deleting, sorting, filtering sale orders . You can get to the Invoices List by clicking on the button "Shipping".

Functions:

New Invoice

If you want to add a new invoice, click on the button "New Invoice" and fill the appeared Invoice form.

Edit

If you want to edit a sales order features, click on the Sales order numer link and edit fields in the appeared Invoice form.

Delete

If you want to delete a sales order, click on the button "Delete" and confirm your desire to delete. You can't delete the Invoice if you have payment by this Invoice.

Find

If you want to find a Invoice by number enter what you want to find and click on the button "Find"

Group

If you want to show only part of the Invoices select from drop down list a required group of Invoices.

You can sort the list for any column if you click on the column header .

10.2. New Invoice

To create new sale order click "New Invoice" at the Invoices list form.

Fields:

Invoice #

You must enter the Invoice number or use the default in this field. 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.

Customer

You can add a new customer entering customer name or select a customer name from drop down list after clicking on the button List.

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 can select a date from the drop down lists.

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 .

From Warehouse

You can select warehouse where locate products for this Invoice.

Line Items

Click the button "Line Items". This will display the detail section of the Invoice.
Then open the Line Items form and click on the button Add Items. You can enter product name and find product or click the button "Show list of all products" and select products from list. Click on the button Add and fill the details section of your Invoice.

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,Tax2

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 you expect the tax with allowance shipping establish the check box "Tax Shipping".

Comment

The Comment field allows you to enter any Invoice comments.

Notes

Here you can do a note about the condition of this Invoice.

Group

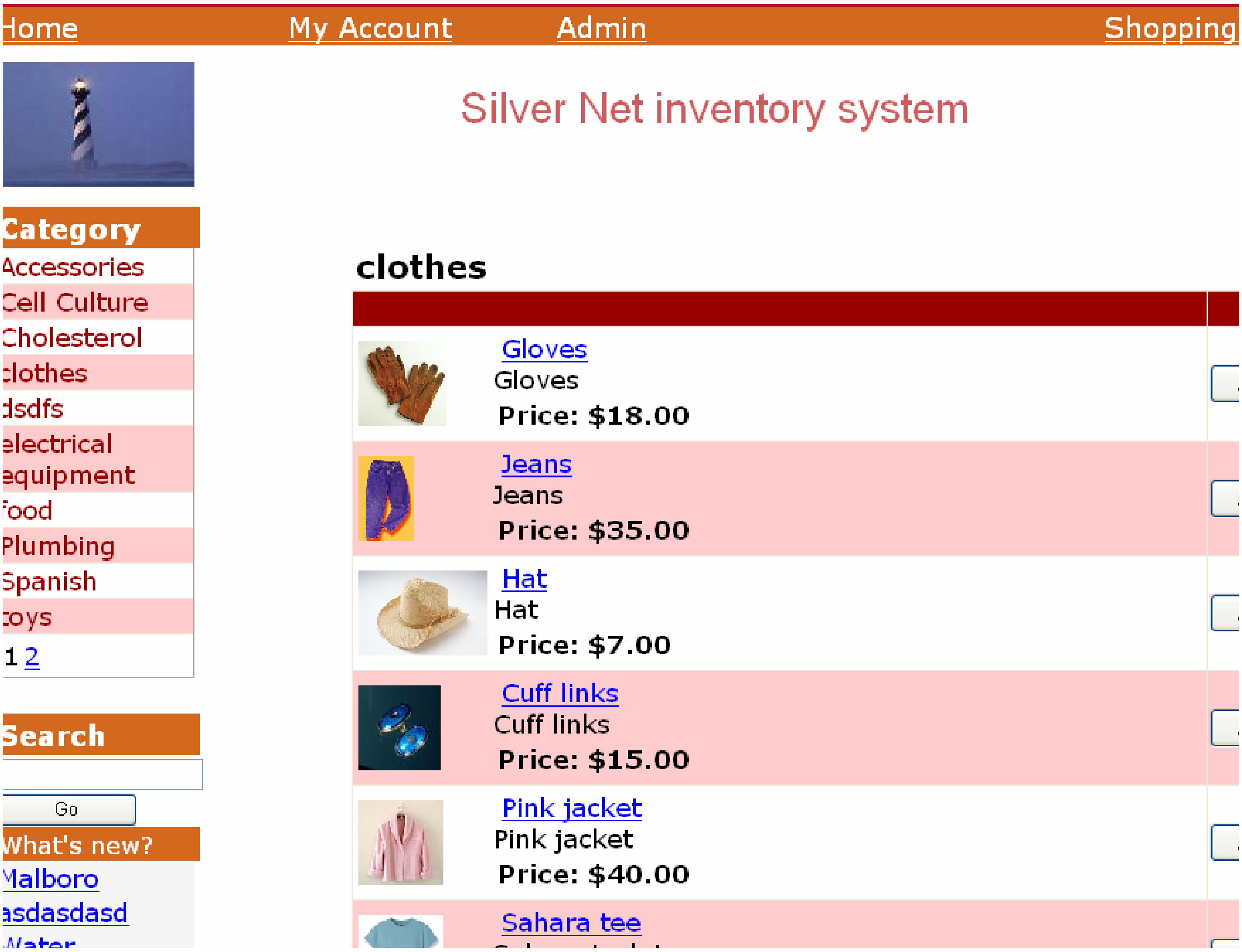
The field "Group" is use for classification of the Invoices. You can sort and apply a filter by "Group" in the Invoices list and reports.

Status

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

11. Online store

11.1. Online store



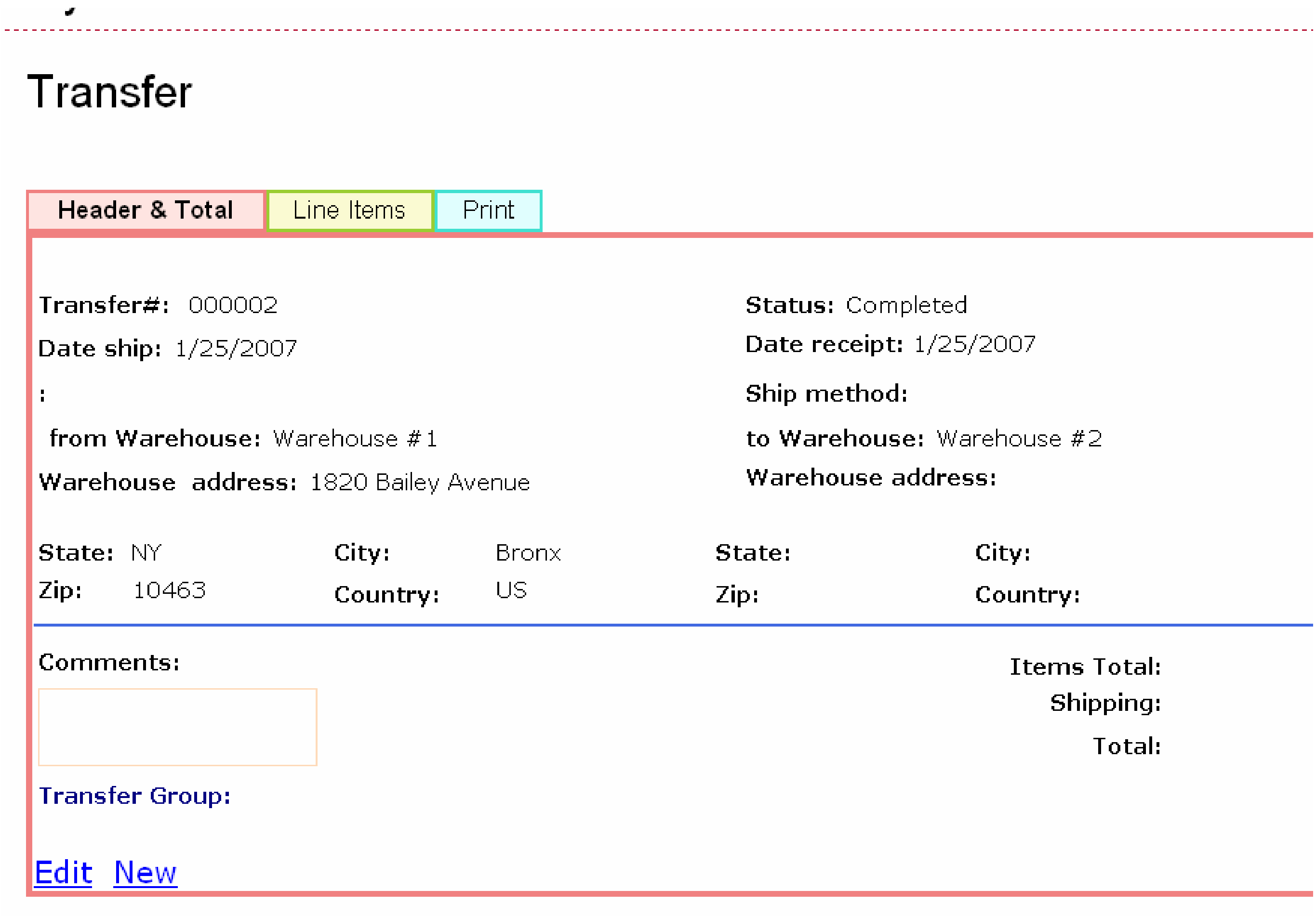
We provide the online store with our inventory system. You can sell your products from the your website. You see all groups of the products at the left menu under caption Category. Click on any category and you see list of product with buttons "Add to cart". Select several products in the Shopping cart and click on the link "Shopping cart".Click on the button Checkout. Program will require to enter a customer email and password and then show customer name at the top of form. Click on the button Checkout again and continue payment using credit card processing service. System creates Sales Order and customer payment after each purchase. You'll see the new sales order in the admin section. You can create invoice after shipping products by sales order automatically using link "Ship" at the Sales Order List.

You can see our online demo at http://www.executivpro.com

12. Transfer Order

12.1. New Transfer Order

Transfer Order



Transfer

Header & Total | Line Items | Print

Transfer#: 000002
Status: Completed
Date ship: 1/25/2007
Date receipt: 1/25/2007
:
Ship method:
from Warehouse: Warehouse #1
to Warehouse: Warehouse #2
Warehouse address: 1820 Bailey Avenue
Warehouse address:

State:	NY	City:	Bronx	State:	City:	
Zip:	10463	Country:	US	Zip:	Country:	

Comments:
Items Total:
Shipping:
Total:

Transfer Group:

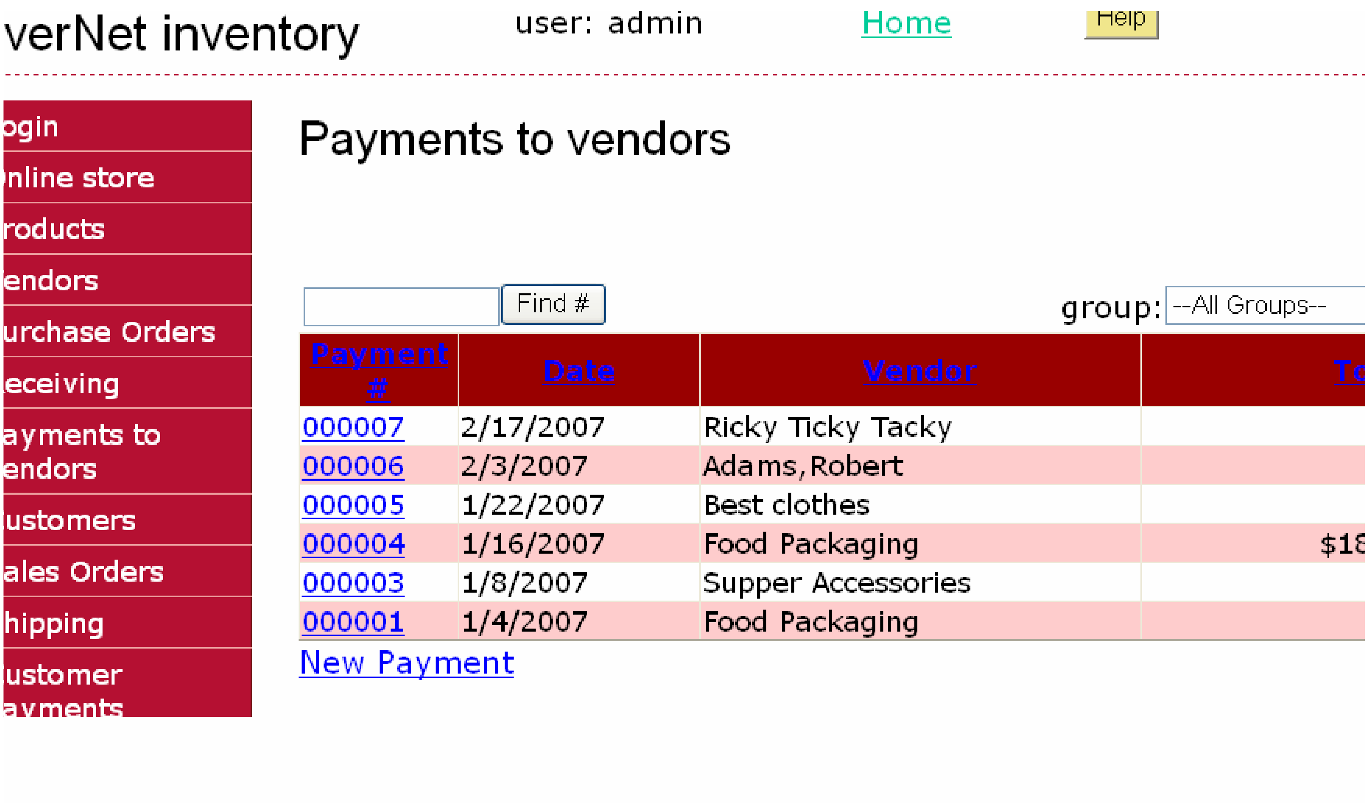
Edit New

You buy goods and dispose them in different storehouses and rooms. You can track quantity of the products in the each locations when you create receiving Item Receipts and Invoices.
When you move products from one locations to other you may use a transfer Order.

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

13. Payments

13.1. Payments List



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

Functions:

New Payment

If you want to add a new payment receipt, click on the button "New Payment" and fill the appeared Payment Receipt form.

Edit

If you want to edit a payment features, click on the Payment number link and edit fields in the appeared Payment Receipt form.

Delete

If you want to delete a payment receipt, click on the button "Delete" and confirm your wish to delete.

Find

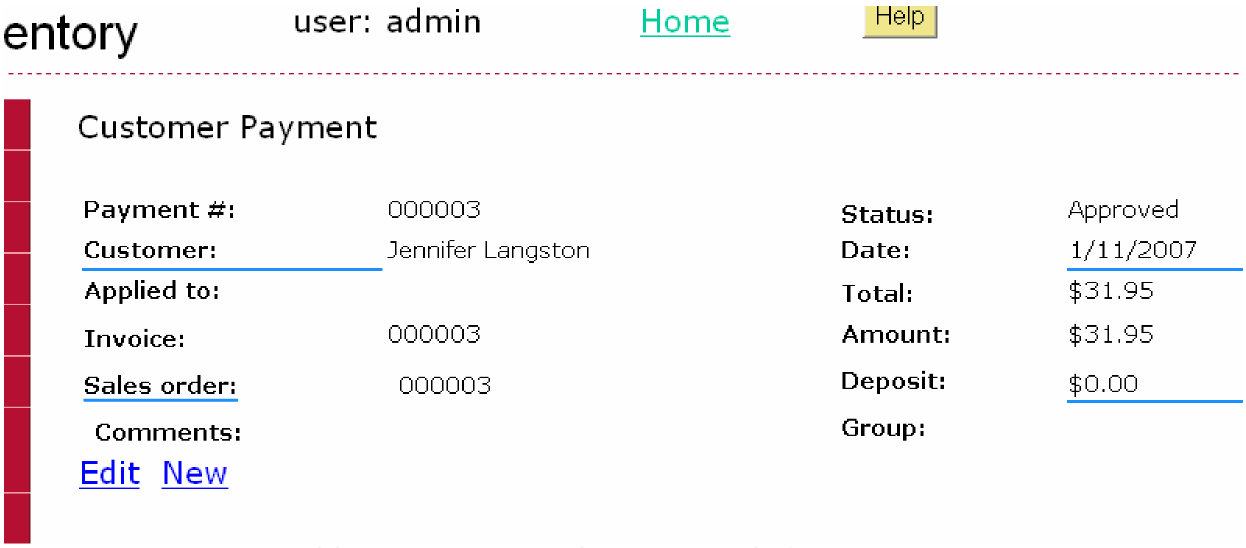
If you want to find a payment receipt by number enter what you want to find and click on the button "Find"

Group

If you want to show on a screen only part of the Payments List lselect from drop down list a required group of Payments.

You can sort the list for any column if you click on the column header .

13.2. New Payment



To create new payment click "New Pament" on the Payments List form.

<u>Fields:</u>

Payment #
You can 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 can add a new vendor/customer entering customer name or select a vendor/customer name from drop down list after clicking on the button List.

Date
You can select a date from the drop down lists.

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 . System automatically will fill fields "Number", "Amount" and "Deposit" . You can edit a field "Applied Amount" and "Deposit"

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.

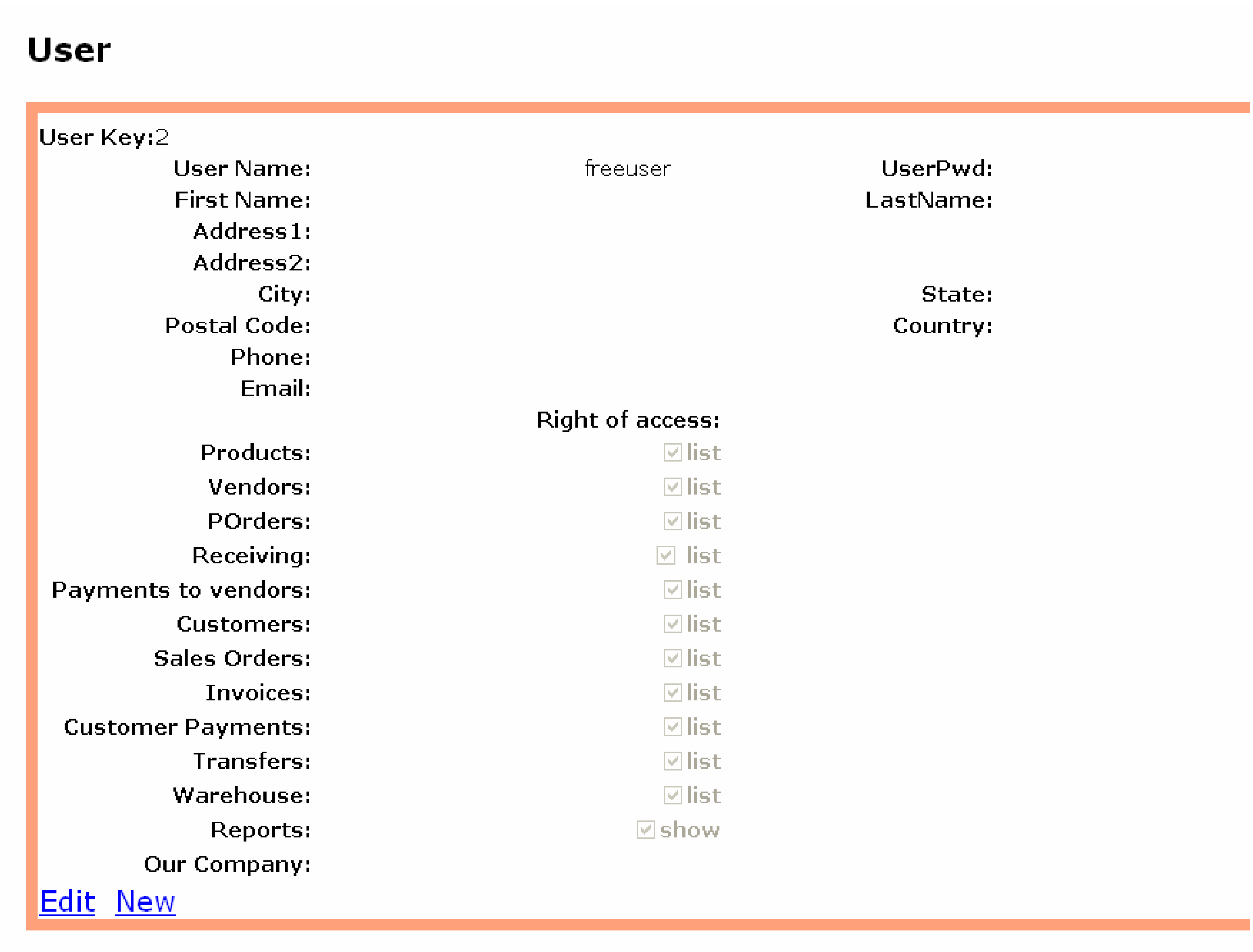
You can see our online demo at http://www.executivpro.com

14. Users

14.1. User list

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.

14.2. Edit user



User

User Key:2

User Name:	freeuser	UserPwd:	
First Name:		LastName:	
Address1:			
Address2:			
City:		State:	
Postal Code:		Country:	
Phone:			
Email:			
	Right of access:		
Products:	list		
Vendors:	list		
POrders:	list		
Receiving:	list		
Payments to vendors:	list		
Customers:	list		
Sales Orders:	list		
Invoices:	list		
Customer Payments:	list		
Transfers:	list		
Warehouse:	list		
Reports:	show		
Our Company:			

Edit New

Enter the prime user name in the "User Name" field and then a password in the "User Password" field. The first user is the Admin 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.

You can see our online demo at http://www.executivpro.com