


ethos  accounting software | www.ethosaccounting.com

Help Manual

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1 Installation & Registration

1.1 Installing the Software

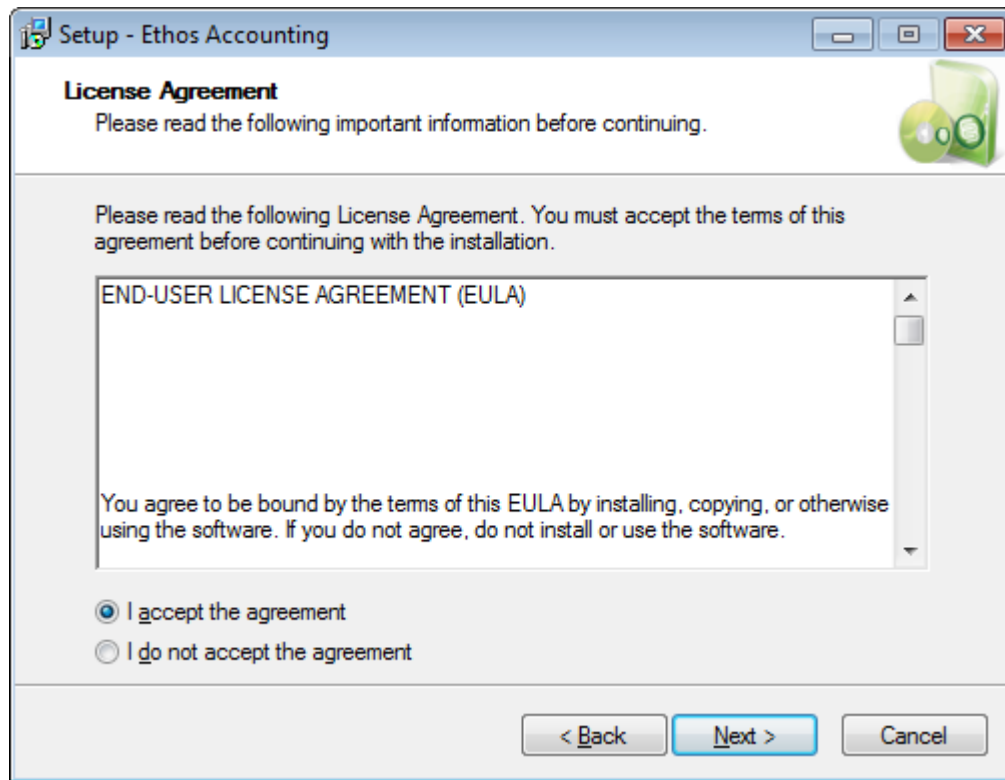
Installing the Software

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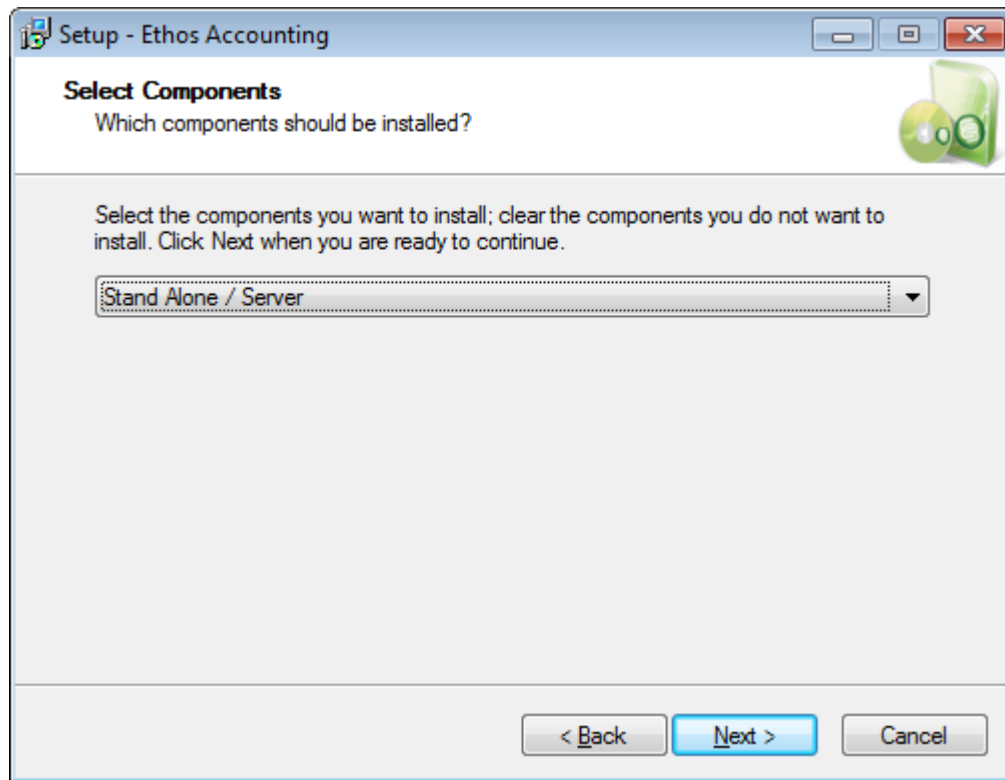
1. Double click on the EthosInstall.exe icon.



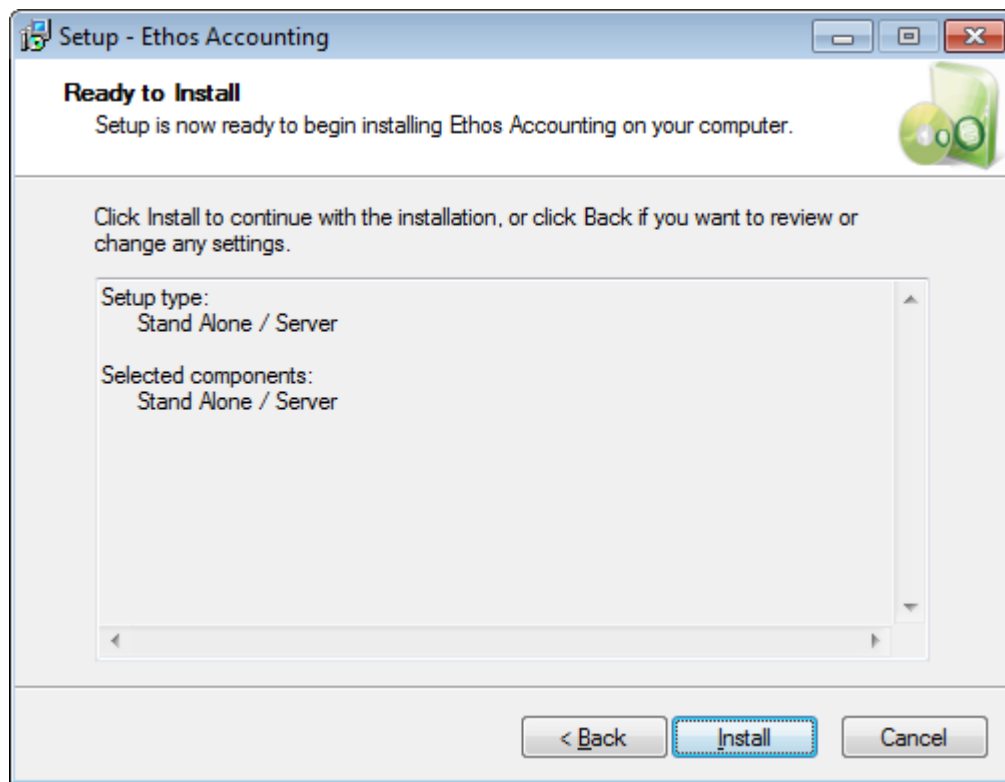
2. Click Next.



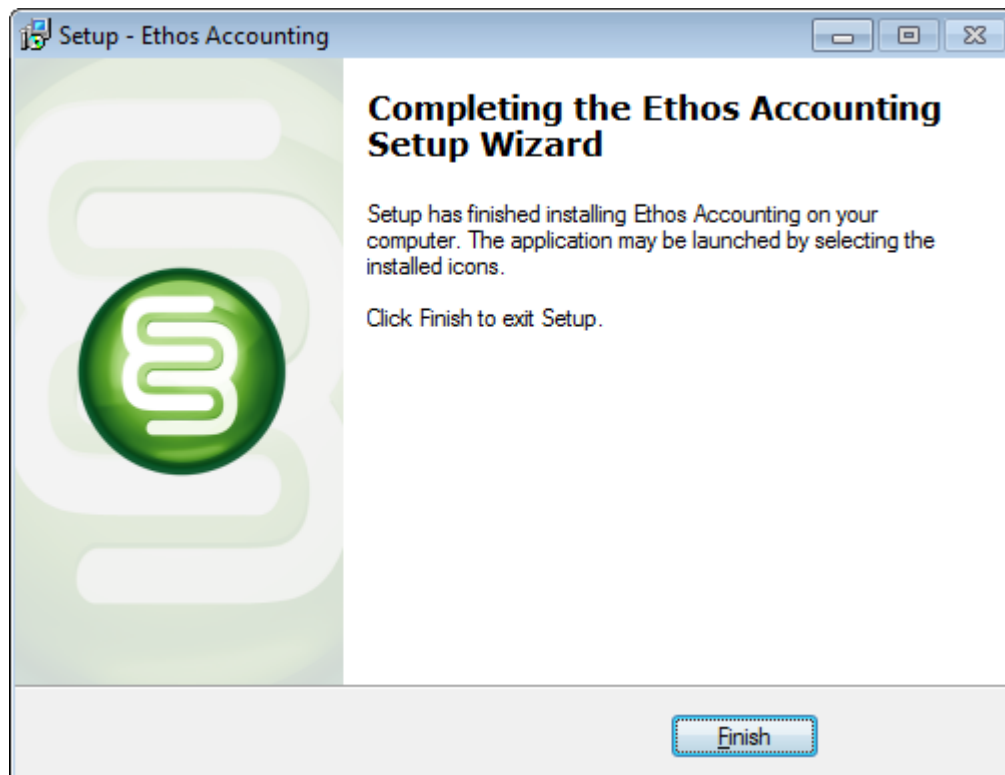
3. Select 'I accept the agreement' and click Next.



4. Click Next



5. Click Install – The installation will begin to install.




6. Click Finish.


1.2 Registering the Software

Registering the Software

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1. On your desktop, double click on the Ethos Icon  to start the application.
2. Enter in your Company Name and other relevant details.



ethos accounting made easy

Software Registration 

Company Name

Email Address

Phone Number

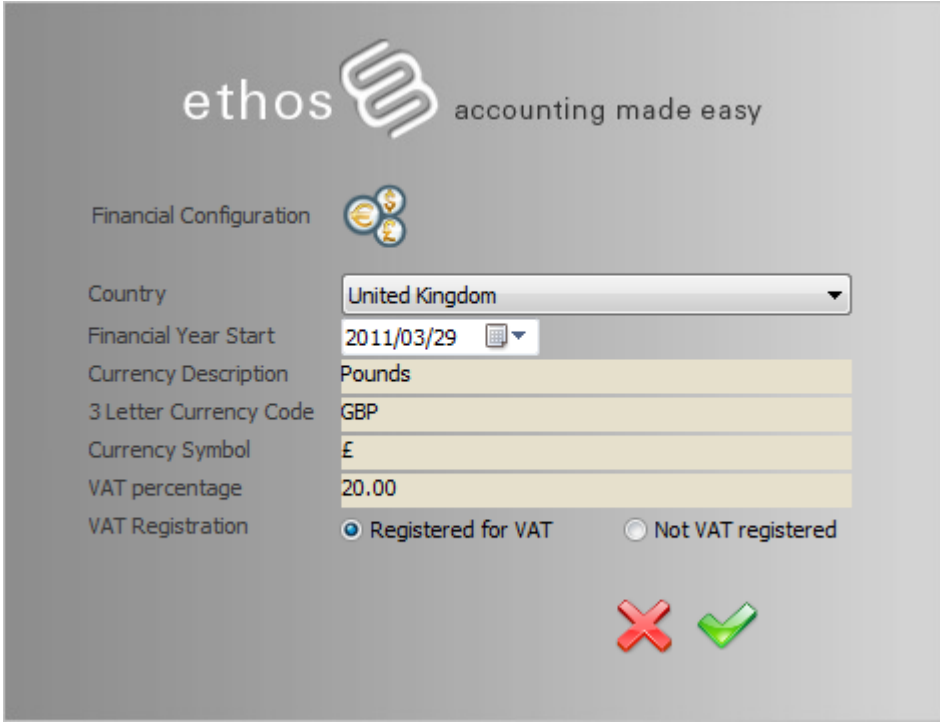
Registration Number 1590252209

Serial Number

[Click here for free version serial number.](#)

3. Click on the [free version serial number link](#) to register on the website and obtain a free serial number by email.
4. Enter enter the serial number and click on the tick to proceed.

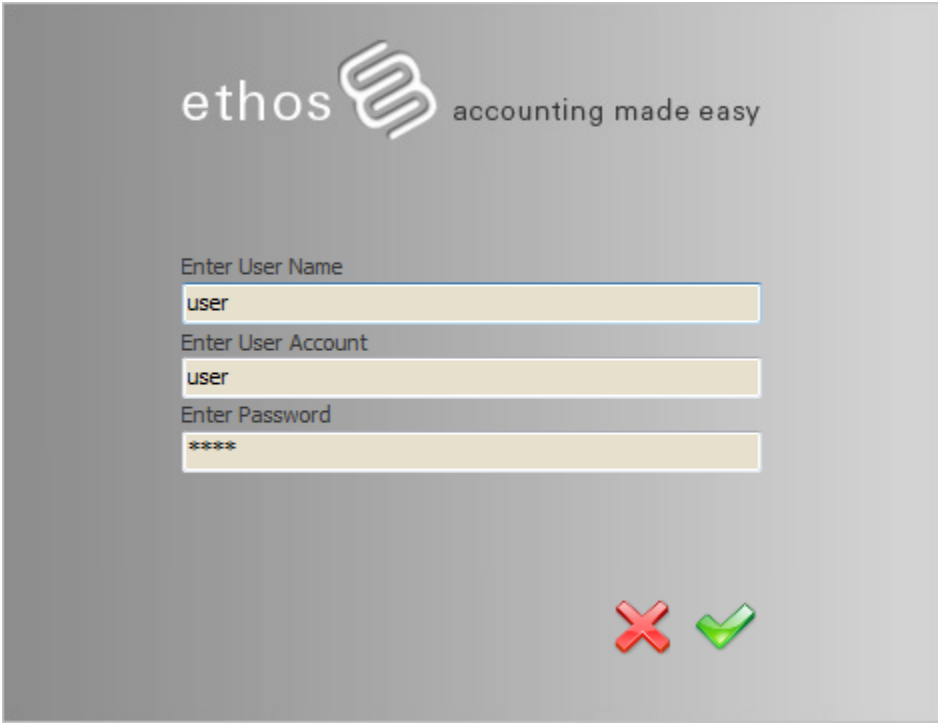


The screenshot shows the 'Financial Configuration' screen in the Ethos Accounting software. At the top, the logo 'ethos' is followed by a stylized 'S' icon and the tagline 'accounting made easy'. Below this, the 'Financial Configuration' section is titled with a currency icon. The configuration details are as follows:

Country	United Kingdom
Financial Year Start	2011/03/29
Currency Description	Pounds
3 Letter Currency Code	GBP
Currency Symbol	£
VAT percentage	20.00
VAT Registration	<input checked="" type="radio"/> Registered for VAT <input type="radio"/> Not VAT registered

At the bottom right of the configuration area, there are two icons: a red 'X' and a green checkmark.

5. Ethos has now registered. Select your country and VAT options. Click on the green tick to continue.



The screenshot shows the login screen in the Ethos Accounting software. At the top, the logo 'ethos' is followed by a stylized 'S' icon and the tagline 'accounting made easy'. Below this, there are three input fields for login credentials:

Enter User Name	user
Enter User Account	user
Enter Password	****

At the bottom right of the login area, there are two icons: a red 'X' and a green checkmark.

6. The login will default to User Name 'user'. Click on the green tick to continue.

2 Using the software

2.1 Log on

Log on

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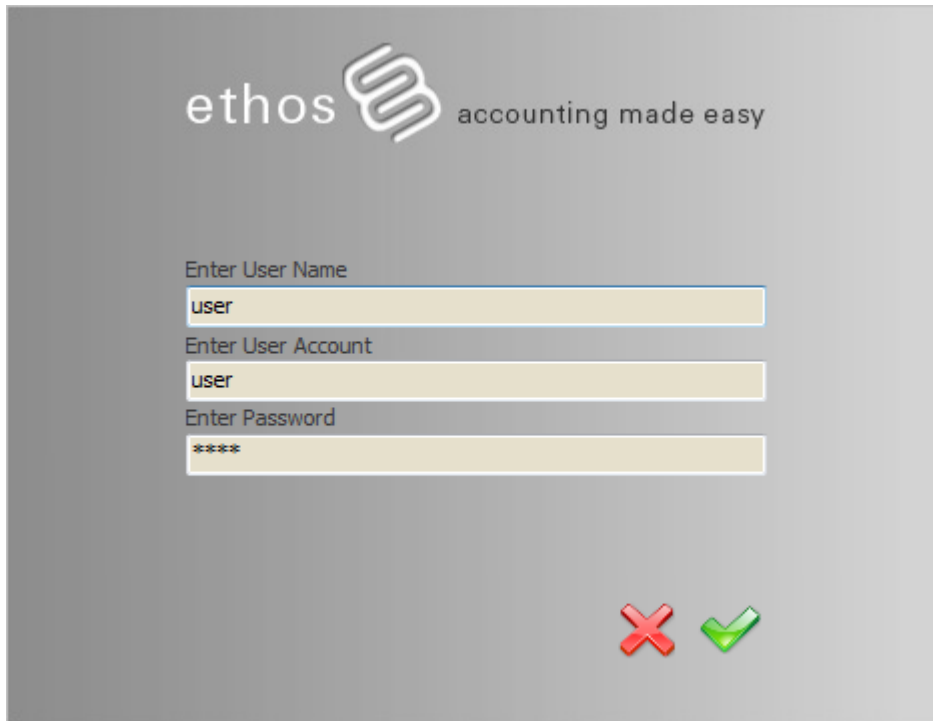
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On your desktop or in *Start - All Programs* menu, double click on the *Ethos* icon. Ethos ships with 'user' (case sensitive) as the user name and 'user' as the password.

A password screen will open with the *Enter User Name* field active.





ethos  accounting made easy

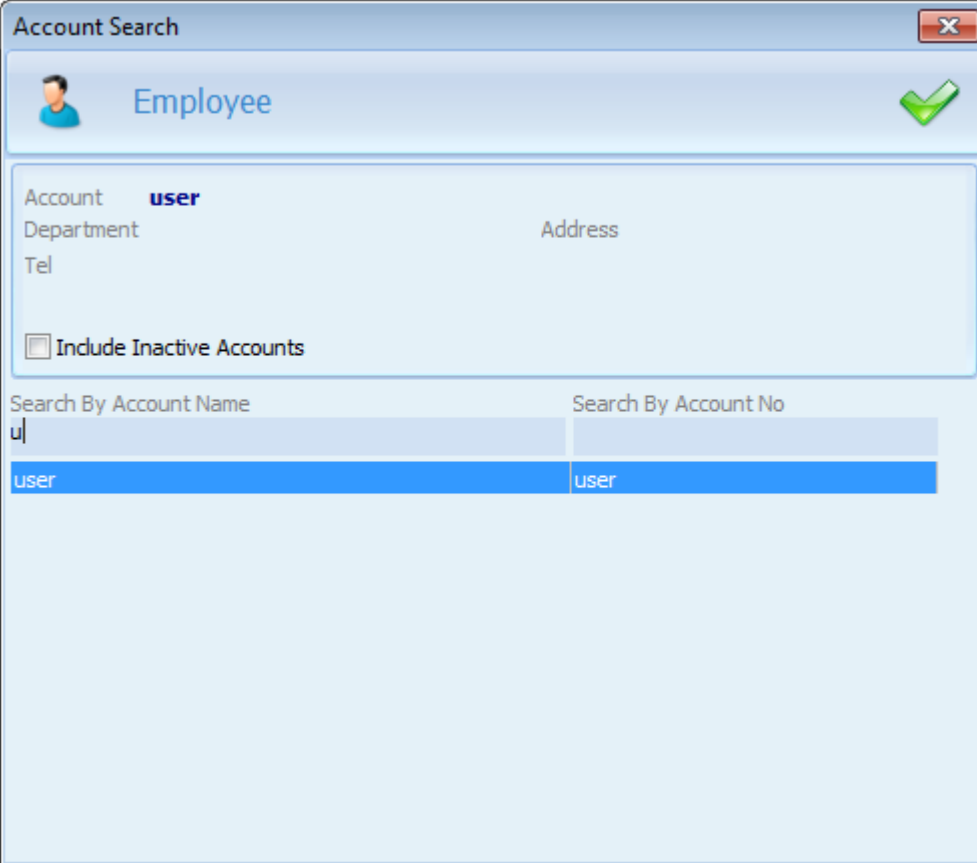
Enter User Name
user

Enter User Account
user

Enter Password

Enter the first character of your user name (in this case 'u'). A pop-up screen will display the 'user' account. Press Enter.



The *Enter Password* field will now be active. Type 'user' and press enter to proceed. The main screen and menu of the software will display. The program will now be ready for use.



Do not delete the 'user' account until you have created a new administrative account in the *People* form and given the new account security access to all administrative functions.

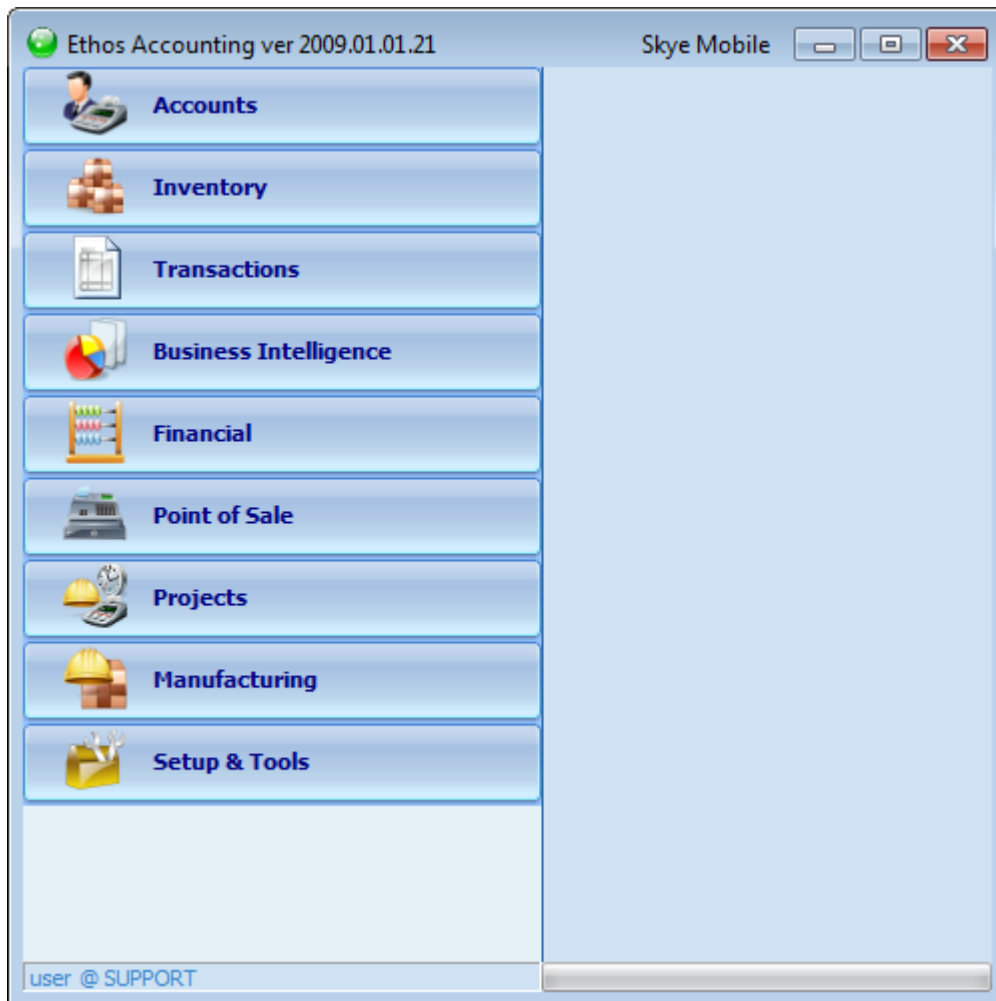
Click on 'Include Inactive Accounts' if the user you are searching for has been De-Activated.

2.2 The Ethos Interface

The Ethos Interface

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The system menu at the top of the screen will display the name *Ethos Accounting* and the name of your company. The menu on the left displays the icons and names of all the main function categories of the software.



Click on a function category to view and access all the functions grouped under that category. The menu will expand to display the next level of functions that fall under the function heading. If the selected menu item is at the bottom level of the menu structure, the form executing the selected function will appear in the work area. A grouping can be closed by clicking on the main function heading or on a different function heading.

Accounts

- Debtors Accounts*
- Debtors Maintenance*
- Debtors Age Analysis*
- Debtors Statements*
- Debtors Reconciliation*
- Debtors Reports*
- Creditors Accounts*
- Creditors Maintenance*
- Creditors Age Analysis*
- Creditors Statements*
- Creditors Reconciliation*
- Creditors Reports*
- Contacts*

Contacts Maintenance
Contacts Reports
People
Bulk SMS / Email

Inventory

Stock Master
Stock Level Report
Stock Movement Report
Back Order Report
Appro Report
Stock Take
Labelling
Additional Stock Reports

Transactions

Documents
Debtors Documents
Sales Tax Invoice
Sales Tax Credit
Sales Appro Invoice
Sales Appro Credit
Sales Order
Sales Quotation
Selection
Creditors documents:
Purchase Tax Invoice
Purchase Tax Credit
Purchase Appro Invoice
Purchase Appro Credit
Purchase Order
Purchase Quotation
Stock Adjustment
Stock Transfer
Stock Opening Balance
Stock Appro Transfer
Stock Transfer Request
Payment
Receipt
Journal Entries
Deposit
Transaction Reports

Business Intelligence

Business Intelligence Reports
Graphical Analysis

Financial

Bank Reconciliation
VAT Reports
Financial Statements
Balance Sheet
Income Statement
Trial Balance
Chart of Accounts
Financial Reports

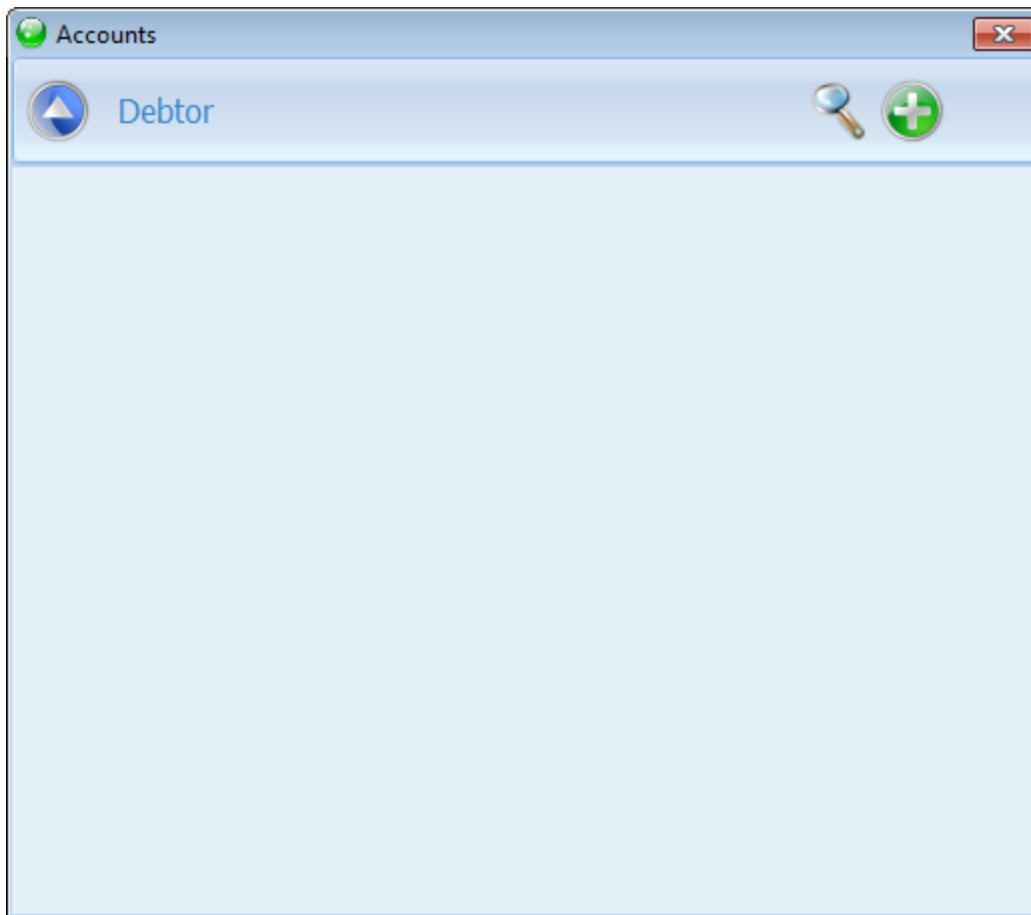
Point of Sale*P.O.S. Interface**Cash-up**Cash-up Reports***Projects***Project Manager**Project Reports***Manufacturing***Manufacturing Manager**Manufacturing Reports***Setup & Tools***Company Setup**Defaults**Security**Integrity Check**Price Update**Import Ethos Supplier Stock*



2.2.1 Working with Forms



Working with Forms[Previous](#) [Top](#) [Next](#)

To gain access to a particular function, click on the relevant icon in the Menu, for example:

Click on **Accounts**  - **Debtors accounts**  **Debtors Maintenance**  - if you wish to work on debtors accounts.



The two icons on the right, (*Search*  and *Add New* ) which appear on every working form, provide a fast and simple way to either search for or add a new record.

If you wish to view existing accounts, click on *Search*. If you wish to add new accounts click on *Add new*. Whenever a record is selected, the *Edit* icon will display. Click on the *Edit* icon to modify or update a record. Whenever you are editing a record or adding a new one, the *Save*  and *Cancel*  icons will display. Click on *Save* to save your changes and *Cancel* to discard your changes.

2.2.2 Shortcuts

Shortcuts

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To speed up and simplify operation, various keyboard shortcuts are provided for performing functions.

To select an item from the list, use up / down arrow keys or select with the cursor and left click on the item. Press Enter to navigate to the next field.

In Point of Sale use Esc, Enter, Function keys and up / down arrow keys to navigate instead of a mouse.



To save an entry, click on the *Save* icon or press Enter until the *Save* icon is focused (a yellow rectangular background appears around the icon), then press Enter again.

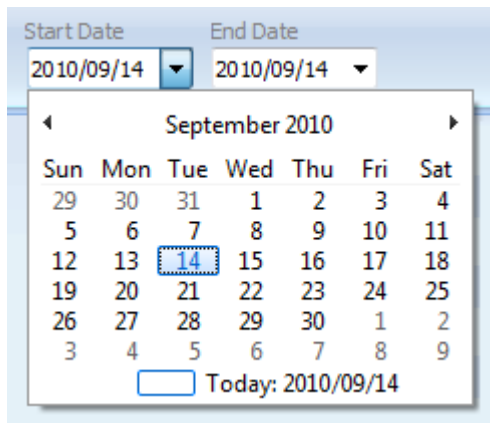
You can open and work on several screens at the same time, switching for example from *Debtors Maintenance* to *Debtors Age Analysis*.

You can minimize, maximize or close a screen. A quick way to maximise a form such as a report or the *Bank Reconciliation* screen is by double clicking on the system menu.

Example of the system menu



Dates can be entered or modified through the drop-down calendar:




Click on the down arrow to open the calendar.
The current date always displays below.
Click on the left or right arrows to go to preceding or following months.
Click on the day in that month that you wish to select.













2.2.3 A key to icons used in Ethos

A key to icons used in Ethos

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Function	Icon	Description
----------	------	-------------


Search		Search for and retrieve the required record
--------	---	---

Add New		Create a new record
Edit		Edit or modify an existing record
OK		Proceed
Cancel		Cancel
Save		Save the changes to the current document
Delete		Delete the current record
Import Image		Import a bitmap or jpeg image file
Print		Print the current document
Print Preview		Preview the current document
Direct Email		Email the current document directly from the software
Print Setup		Change the printer settings
Online Help		Launch the help file

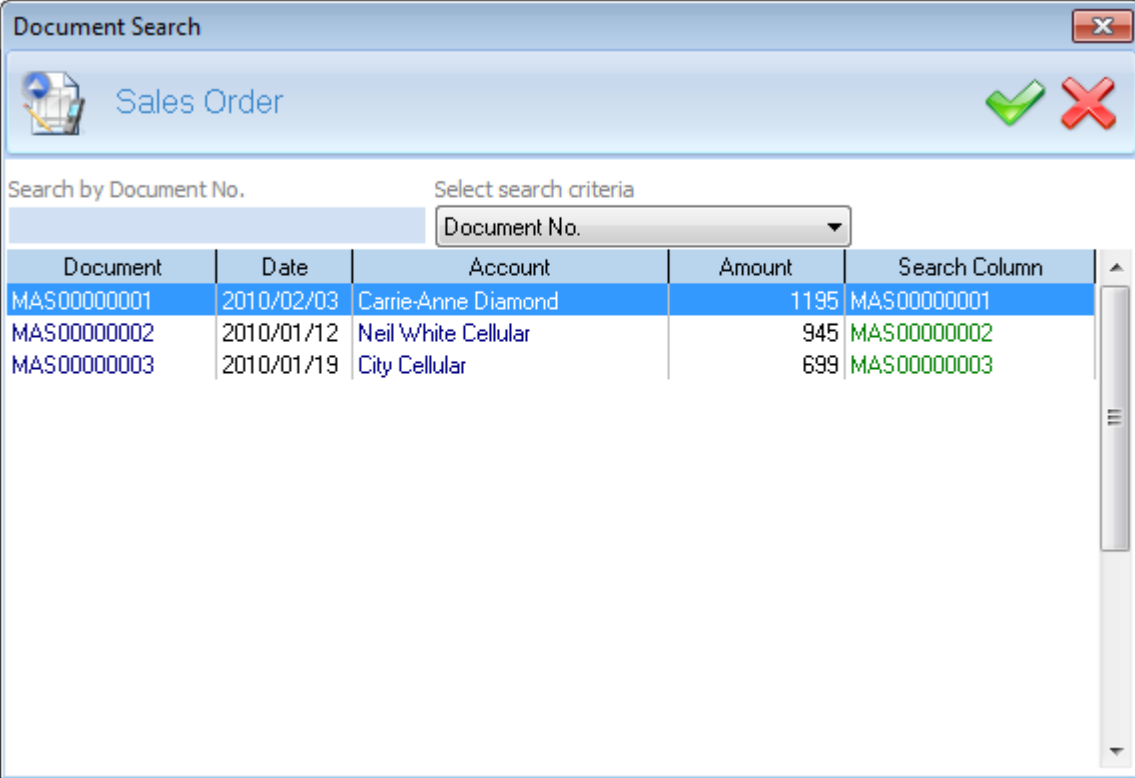
2.2.4 Search screens

Search screens

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Pop-up Search screens are activated when you click on the *Search*  icon.

They may also be activated when you are creating or editing records and have to select an option from a predefined list. In such a case the search screen will automatically activate when you start typing in the relevant field e.g. *Account Names, Stock numbers, Documents, Payments / Receipts* and *General Ledger Accounts* . Always be aware of the fact that search screens are case sensitive.



Document	Date	Account	Amount	Search Column
MAS00000001	2010/02/03	Carrie-Anne Diamond	1195	MAS00000001
MAS00000002	2010/01/12	Neil White Cellular	945	MAS00000002
MAS00000003	2010/01/19	City Cellular	699	MAS00000003

When the Search screen displays, it contains the first character you typed in the parent form. Continue typing in the *Search by* field to limit the number of records that meet your search criteria. If your database contains records starting with your search criteria, they will be listed and can be selected in any of the following ways:

- Select with the cursor, click and press Enter
- Select with the cursor, click and click on *OK*
- Select with up-down arrows and press Enter
- Double click on the required record

If you clear the *Search by* field (type a character and backspace) , **all** the records will display. When searching for records such as *Inventory, Documents* and *Receipts / Payments* , you can optionally use the search criteria from the *Select Search Criteria* drop down list to specify search fields other than the default search field. Select the required search criteria from the drop down box and press Enter. Type the text you are searching for in the *Search by* field and the matching records will be listed. Values for the search field will display in the *Search* column.

When searching for ledger accounts in the *Account Search* form, you can press F3 to include debtors and creditors in the Ledger account listing.

Account Search

 Expense 

Account **Advertising International** Category Expense

Account No **ADVERTINTERNAT** Classification All

Press F3 to include Debtors and Creditors

-Search By Account Name - -Search By Account No -

Ad		Category	Classification
Advertising International	ADVERTINTERNAT	EXP	Advertising Expenses
Advertising National	ADVERTNATIONAL	EXP	Advertising Expenses

2.2.5 Reports



Reports

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There are two types of reports in the system. Most of the reports have a standard selection criteria interface. There are however a few reports that use a report specific interface. We will look at the standard interface.

Each report has preset selection criteria which will be listed on a Report Selection Criteria screen. If no selection criteria are available for the report, the system will immediately preview the report for you.

Stock History Report by Item

Start Date 2010/02/01 End Date 2010/02/15  


_* Transaction History.Stockcode

*_*Transaction History.Stockcode

= Transaction History.Transaction Code

If there is a Start Date and an End Date drop down calendar at the top of this form it means that the report will be restricted by date. Below the date any other available criteria fields will be listed. Each field will have an operator and description above it. This informs the user how the Report Selection Criteria form may be used to retrieve specific information on the report. The available operators and corresponding search actions are:


- *_ - the required field value ends with the entered value
- *_* - the required value will contain the entered value
- _* - the required value starts with the entered value
- < - the required value must be smaller than the entered value
- <> - the required value must not be equal to the entered value
- = - the required value must be equal to the entered value
- <= - the required value must be equal to or smaller than the entered value
- >= - the required value must be equal to or greater than the entered value
- > - the required value must be greater than the entered value


In the event that the field is left blank there will be no restriction on that field. Some selection fields will call up a list of available values from which you can select the required value. Click on the  icon to preview the report.

When previewing reports you can click on the zoom slider below the report to zoom in and out. For standard reports there is also a drop down box in the middle of the form which will enable you to select installed printers other than the default printer. There are four direction buttons that allow you to navigate to previous, next, first and last pages. Click on the printer icon to print the document. Click on the *Cancel* icon to exit the preview form.

Click on the report you wish to preview or print. Adjust the report selection criteria if necessary and click *OK* or *Enter*. The report will open in a preview form.

Click on the *Print*  icon to print the report.

Click on the *Export Report*  icon to export it in a pdf, rtf, or xls format.

Click on the *Email* icon  to email the report if you have entered the necessary details in *Setup & Tools- Company Setup - Hardware Setup*.

2.3 The Quick-add function

The Quick-add function

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Records can be added to your database 'on the fly' - i.e. without closing the screen you are working in.

If, for example, you are capturing a sales order for a new customer, you type the customer account name in the *Account Name* field. The standard Ethos account search screen will activate and list all matches found for the text you have typed in the *Search* field. If it is a new account no matches will be found.

Search By Account Name	Search By Account No
Candice Lothian	MELLOTH
Carrie-Anne Damond	CADA
Cash Sale	CASH
Circle Solutions	CIRSOL
Neil White Cellular	NEILWHITE
Oliver White	OLIWH
Rapid Fyre	RAF
Talk-To-Me Cellular	TALKTOMECELL

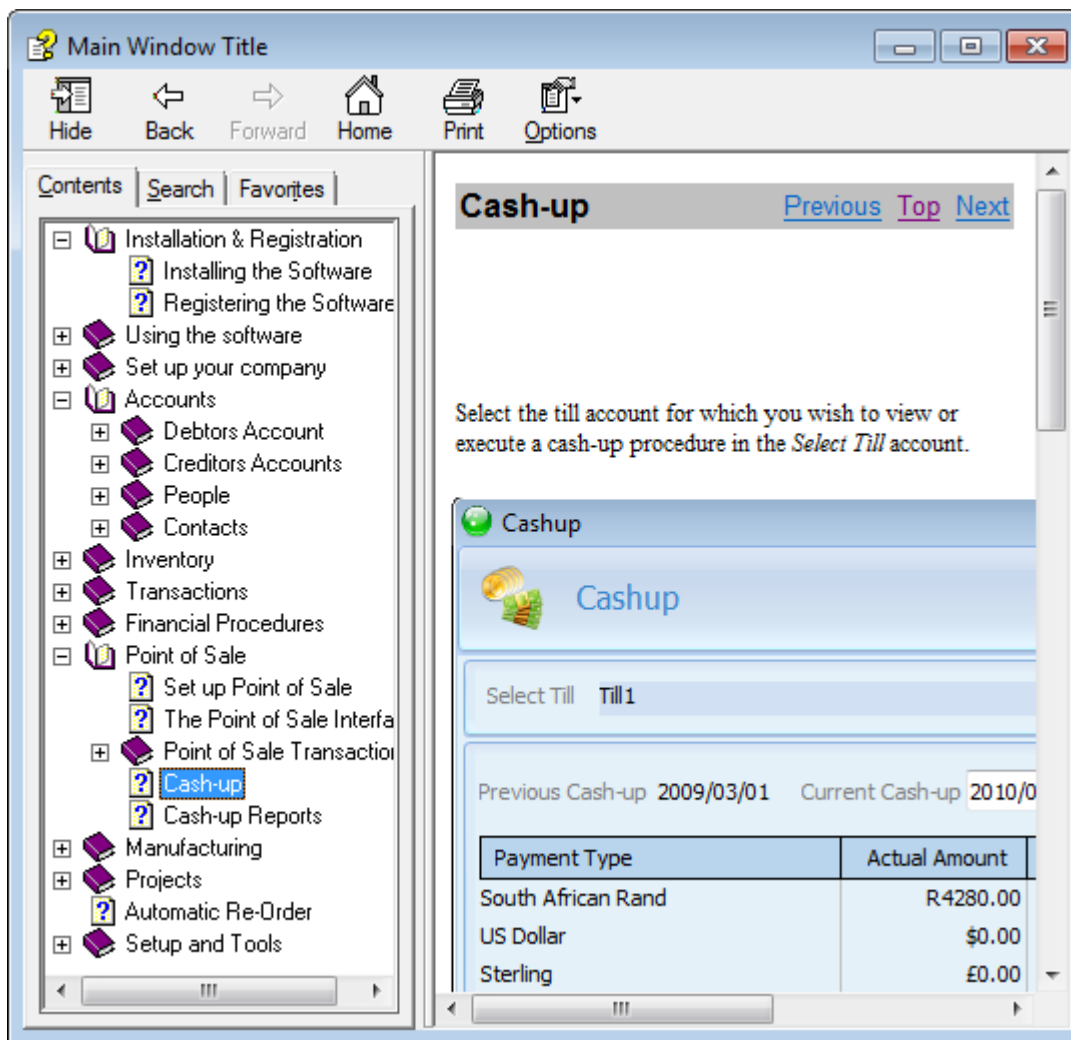
Press the **F2** function key. A *Create new Debtors Account* screen displays, with the name you have typed already in place. Complete the fields on the form as described in the *Create Accounts* chapter and click on the *Save* icon. The new account is now saved in your account database and you can complete your order.

2.4 Using online help

Using online help

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The electronic help manual contains a complete instruction set for using Ethos Accounting software. On the left hand side of the help form an expandable navigation panel facilitates quick navigation to a required help section. Double click on the little book icons or click on the '+' symbol to expand help topics into more detailed information. The search tab can be used to enter keywords and search the entire help manual for information on the specified topic.




2.5 Closing down

Closing down

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Do not switch off your computer without first exiting Ethos. Data can be lost or corrupted if the correct procedure is not followed.

Close all working screens by clicking on the system icon or the Ethos *Cancel*  icon until the software is completely closed down. Follow the normal procedure recommended by Microsoft to shut down the computer. In the case of networks, always shut down all the workstations before shutting down the server. A network server should always be connected to an Uninterruptible Power Supply to protect it from power failures.

2.6 Networks

Networks

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Ethos can be utilised over a network, allowing multiple users to access the database concurrently. Each software installation is purchased with a maximum user license. Once you reach the limit of your license the software will not allow you to register additional workstations on a network.

2.7 Branch / Head Office Connectivity

Branch / Head Office Connectivity

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Ethos can support multiple stores as well as multiple locations. It is specifically structured to support distribution business models where goods are merchandised at a central head office and distributed to geographically remote retail stores.

Branches can either make use of an online system where remote stores are connected through broadband lines to the central server or through an offline system that allow the branches to synchronise periodically with the head office.

3 Set up your company

3.1 People

People

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You have to create accounts for all software users whom you wish to grant access to your company.

Click on **Accounts**  - **People** 

To create a new record, click on the *Add New* icon

The screenshot shows a software window titled "Accounts" with a sub-header "Employee". The form contains the following data:

Account Description	Account No
Neil	NEIL
Postal Address	
Neil 61 Oxford Street London SE9 7N United Kingdom	
Home Address	
61 Oxford Street London SE9 7N United Kingdom	
Tel	0944 016 486 821
Fax	0944 016 486 820
Cell	0944 071 444 546
Email	neil@mediamagic.co.uk
URL	www.medimagic.co.uk
Department	Service Management
Location	City
Password	****
Commission	10
Till	Till 1
<input type="checkbox"/> Deactivate Account	
Notes	

In the *Account Description* field, type the name of the employee and press Enter. Type the *Account No* and press Enter. Type in the *Postal Address* and press Enter. If the *Home Address* differs from the *Postal Address*, correct it and Press Enter. Provide the information for the remaining fields, pressing Enter every time to navigate to the next field. Select the relevant *Department* from the drop-down list. This function will not be available until the relevant defaults have been entered (see later in this chapter under Defaults). The department can be added at a later stage. In the *Location* field, enter the name of the branch where the employee is working. In the *Password* field, type in the user login password for that employee and press Enter. In the *Commission* field, enter the commission %, if any, that applies to this employee. The software allows for up to three people to receive commissions in Point of Sale. This can be specified in *Company Setup* which will be discussed in *Company Details and Defaults*. The commissions earned by employees can be viewed in *Transactions - Transaction Reports - Sales - Sales commission*. In the *Till* field, type a the first letter of the relevant till account. If none are listed, clear the search field to bring up a list of the various tills. Select the one that this employee will be using and press Enter. Click in *Notes* to add additional information about the employee. When the form has been completed, press Enter to focus on *Save*, then press Enter again to save.

If for any reason you wish to delete the record, click on *Delete*.

A message will advise you whether or not this record has been used in any transactions. Once a record has been used in transactions it may not be deleted. Click *OK* if you wish to proceed and delete the record, otherwise click on *Cancel*.

To view information on an existing record

Select *Employee* and click on the *Search* icon. The *Account Search* form displays, listing the names of all the employees. Type the first character of the required employee's name. All the employee names starting with that character are displayed. Select the one you require and press Enter to select the record.

To update or change information, click on *Edit*. Overwrite or add the required information and click on *Save*.

User accounts which are no longer in use can be de-activated. Click on *Edit*, then on the 'De-activate Account' box and *Save*. They will then no longer be listed in the Accounts Search screen. Should you wish to view these accounts, click on 'Include De-activated Accounts' box in the Accounts Search Screen.

3.2 Security

Security



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This form is used to limit access of individual users to certain functions in your system.

Click on **Setup & tools**  - **Security** 

Type the first character of the user name in the *Employee* field. All employee names starting with that character are displayed. Select the one you require and press Enter. If no names are displayed press backspace until all employees are listed.

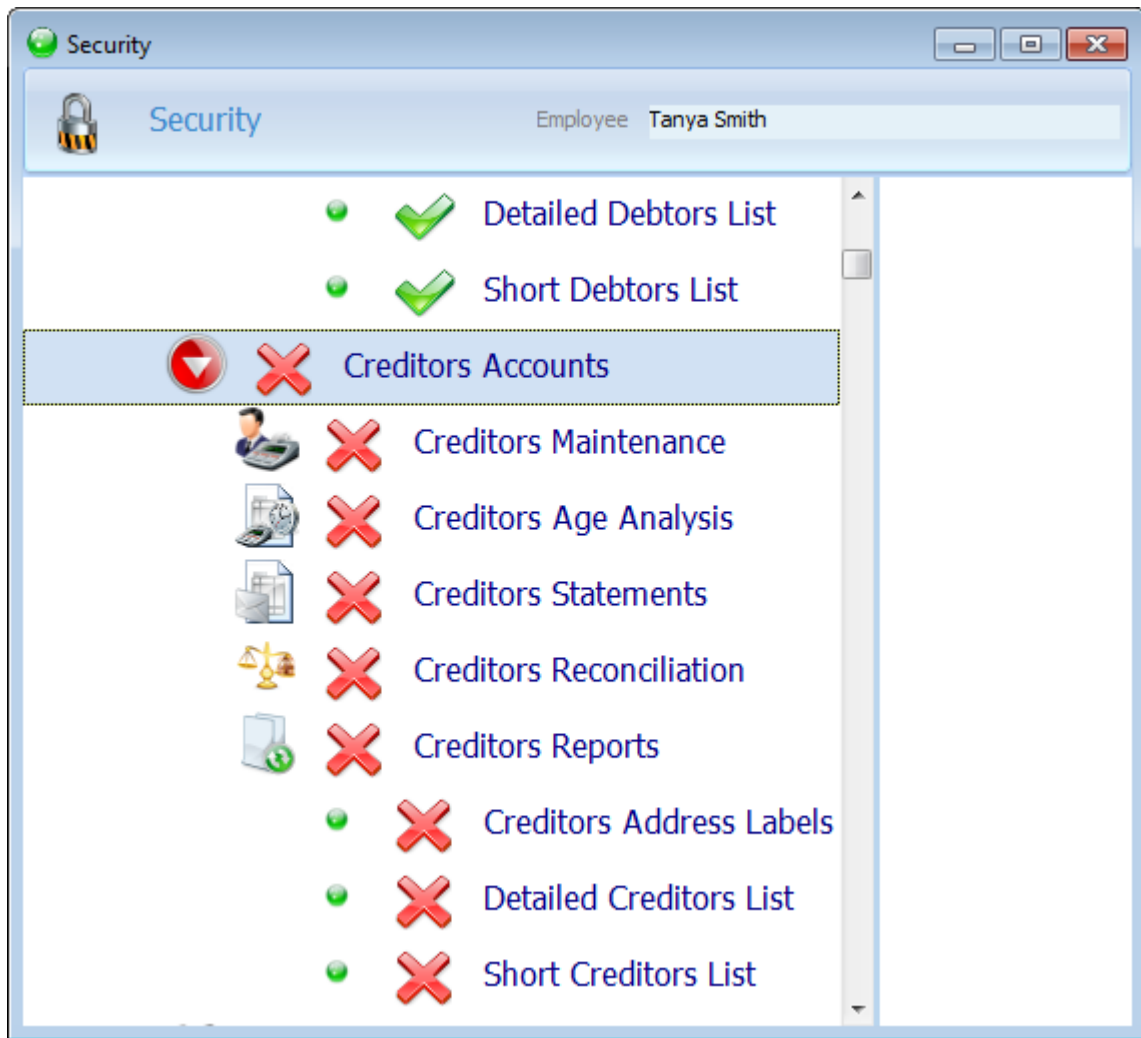
On the left a list will appear of all the functions to which access can be controlled for the selected employee.

Click on the icons preceding each of these to allow access (*OK*  icon) or deny access (*Cancel*  icon).

In some of these functions, e.g. Transaction Documents – there are sub-functions such as Add, Edit and Print (in the frame on the right) which employees may be given access to.



If you are the system manager you must ensure that you give yourself access to all functions - specifically the *Security* module, as you may otherwise lock yourself out of the system.



3.3 Company details and defaults

Company details and defaults

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Click on **Setup & Tools**  - **Company Setup** 

Click on *Edit* to modify or add information.

The **Company Information** page displays by default.

Type in: *Company Name, Registration No, Tax No, Location* ('Master' in the case of a head office or single store business, otherwise the name of the particular branch), *Postal address, Physical address, Tel, Fax, E-mail, mobile no, URL*.

Click on *Save*

The company logo can be entered on this page. Click on the *Insert Image*  icon. The *Picture Browser* form displays. The image to be inserted must be either in a Jpeg or Bitmap format. Select the drive where the image file is stored, then navigate through the directory options and double click on

the required image file. The image will be displayed in the left hand preview screen. A rectangle indicating the portion of the image you wish to import will be superimposed on the image. Right-click to zoom to a smaller area and left-click to zoom to a bigger area of the image. Move the frame until it selects the required portion of the image and double click to import that portion into the database. The Final image window will show the image as it will appear on the stock master screen, invoices, catalogues, P.O.S, etc.

Select **Terms and Conditions**

Type in the default terms and conditions which will be printed on your *Quotations, Orders, Invoices and Statements* .

Click on *Save*

Select **User Interface Configuration**

In **Stock Master**

Select a default method of *Stock code generation* for all new Stock Master records. The following types of stock code generation are available:

User defined : Use up to 15 characters of your choice for your stock code. Avoid using the % and other non alpha numeric symbols, lower case letters, spaces and potentially confusing O's and zeros. Use this method if you have existing stock numbers which you do not wish to change.

Semi-user defined : A user defined user code is appended to a system generated prefix. The prefix is based on the category and classification codes allocated in the category and classification defaults (see the following section on setting up defaults). Type in the first character of the category for this item and select from the list. The *Classification* field will become available. Type in the first character of the Classification and select from the list. Your *prefix* appears in the prefix field. The cursor will flash in the user code field. Enter the user defined portion of the stock code with a maximum of 9 characters. The user code will be appended to the prefix to form the permanent stock code for this item.

Semi-incremental : You type in the first six characters of the stock code and a sequential number is generated and appended automatically.

Incremental : no prefixes are used and the system generates a sequential stock number.

Code incremental : A sequential number is appended to a system generated prefix. The prefix is based on the category and classification codes allocated in the category and classification defaults (see the following section on setting up defaults). If you wish to use this type, in Category field, type the first letter of the item's category, select from the list and Enter. Do the same in the Classification field. The prefix will be created. Click *save* and a sequential number will be appended to the prefix.

Specify a default *unit* for your inventory.

Specify the image size of images stored in your database. The bigger the image size the better the quality, but the more disk space you will require. Smaller images make for faster operation of the software. Select *Web image* in order to integrate with the Ethos Online shop;

Click on *Save*

In **Accounts** , enable *Incremental Account No's* if you do not wish to enter user defined account numbers.

In **Administration Payments and Receipts** specify a *Payment Method* which will display as default in the *Payment/Receipt* form.

In **Point of Sale**

Specify the default *Payment Method* .
Specify a *Maximum Discount* .
Enable (tick) *Multi Currency* to accept foreign currencies
Enable *Payment Notes* and *Reference* if these details are to be included on your payment forms
Specify whether you wish to enable *Description Override*, *Quantity Override*, *Vat Override*, *Discount Override*, *Exclusive Price Override*, *Inclusive Price Override* .
Specify *Transaction Login* if you wish users to enter a password before every transaction.
Specify *Cash Sales Only* if you do not wish to capture the name and contact details of customers.
Enable the number of commission entries you require (if more than one person will get commission for a sale).
Enable *Calculate Discount* if you wish to enter a discounted price and have the software calculate the resultant discount for you.
Default Card Account: if *Select Card Account* is not enabled, a *Receipt or Payment* which is processed will be posted to the selected default Bank Account.
Select Card Type: if this is not enabled, the Card Type will not have to be selected when processing a *Receipt or Payment* that will be paid by Credit Card.
Click on *Save*

The more entry options you enable the longer it will take to process a transaction. If you have a high volume business like a supermarket and want to minimize data capture, you will enable the minimum number of options available to the person operating the till. The disabled fields will not be available when the transaction is being entered, thus speeding up transactions.

Select Financial Setup

If you are setting up a new company specify the start and end of the current financial year.



Once a financial year is closed off you cannot edit any transaction in that year and the process cannot be reversed!

If you are closing off a financial year, click on the *Close off financial year* icon. The software will verify that all transactions are balancing before closing off the year.

Edit rights to transactions specified by the *Start Date* and *End Date* fields in the *Period Lock* section can be blocked from all users.

Select the *Default Tax Type* for your company. All VAT transactions will default to this tax type and percentage.

Select your *Statement Ageing* from the drop down box. There are two methods of ageing your debtor and creditor accounts:

Transaction Date : Transactions are aged using the transaction date.

Month Date: Transactions are aged according to the month in which they fall.

In both cases unallocated credits for debtors and debits for creditors are deducted from the oldest outstanding balance.

Default Currency:

If you are setting up a new company specify the default currency.



Once you have processed transactions the default currency cannot be changed!
Specify the name of your *POS Till Account* for the workstation if you are using multiple till accounts.

Min. Invoice GP%: The value that is entered here reflects the minimum gross profit you wish to maintain on all stock items. Should a Sales Tax Invoice be processed with a GP% lower than the value entered here, a box will display informing that the item may not be sold for less than the GP% you have entered.

Click on *Save*

Select **Admin Document / Printer Setup**

Administration Document Format and Printer Selection

Click on the drop-down list to specify the default printer for the printing of Administration documents. Below that, the documents you will be using for Administration are listed. You can now specify a default format for printing each document type. Options are selected from a standard Ethos pop-up screen. The field column between the *x* and the check box column on the right allows you to specify the default number of print copies of each document type. The default is 1. If you set the tick in the last column of check boxes, the software will prompt you to specify a document format every time you print the relevant document type.

Default Label Format and Printer Selection

In the last section select the printer you will be using to print labels and specify the default label format. Click on *Save*

Select **POS Document / Printer Setup**

Click on the drop-down list to specify the default printer for the printing of invoices, work orders and valuations.

Below that, the documents you will be using for from *Point of Sale* are listed. You can now specify a default format for printing each document type. Options are selected from a standard Ethos pop-up screen.

The field column between the *x* and the check box column on the right allows you to specify the default number of print copies of each document type. The default is 1.

If you set the tick in the last column of check boxes, the software will prompt you to specify a document format every time you print the relevant document type.

Click on *Save*

Select **Hardware Setup**

Select the communications port that the Bar code Scanner is connected to.

Select the Baud Rate of your Bar code Scanner (Default : 9600).

Bar code Range Start & End. Upon installation the bar code range defaults to Start 0 and End 1000000. It is possible to change it at any time as long as the range is large enough. Also, if you have multiple Head Office Companies or Franchises you can set them all to have different Barcode Ranges.

Select the communications port that the Cash Drawer is connected to.

Select the Baud Rate of your Cash Drawer (Default : 9600).

If you have the multi branch version of Ethos and make use of our inter-branch connectivity feature please set the following:

FTP Server IP Address : IP Address of FTP Server on Head Office PC

FTP User Name : User name of dedicated FTP user account on Server at Head Office

FTP Password : Password of above user account

If you want to make use of the email function you need to set the following:

Mail SMTP server: Name of mail SMTP server

Mail POP3 Server Name: Name of mail POP3 server

Mail User Name:Mail Account User name
Mail Password:Mail Account Password

Consult your hardware technician if necessary.

SMS Gateway and SMS Password are needed from your SMS Service Provider in order to use Bulk SMS / Email.
Click on *Save*

Select **Business Profile** .

Ethos ships with *Standard* as default. This profile has been configured for a single location business.

Should your business require multiple locations in a warehousing environment, the business profile should be set to *Head Office* .

Should your business consist of a Head Office with remote branches, the Head office should be set to *Head Office* and the remote stores should be set to *Remote Branch* .
Click on *Save*

Select **About this Installation**.

This page contains Registration information, including *Serial Number* and *Workstation registration number*.

Click on the *Workstation* icon to deregister.
Click on the *Serial number* icon to register a new serial number.



3.4 Defaults

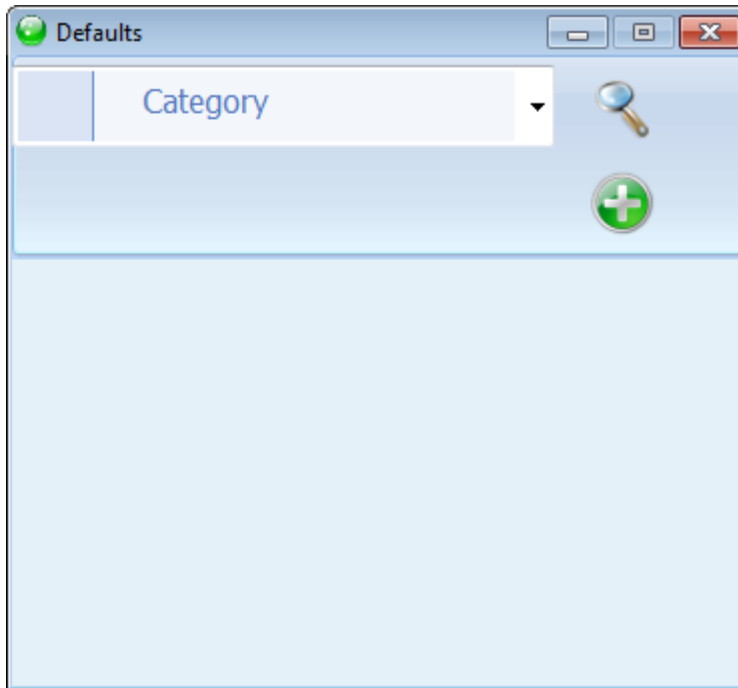
3.4.1 Stock Items

Stock Items

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These defaults will simplify and speed up the creation of new stock items. In stead of typing in all the information you type the first letter of the default, all the matching defaults display and you select the one you require. You can create new defaults "on the fly", i.e. without exiting the screen you are working in.

Click on **Setup & Tools**  - **Defaults**  to display the defaults module.
Select from the top drop-down list to view all the default settings available.



Select **Category** to enter the categories you wish to divide your stock into, e.g. in a cell phone stock the categories might be Ericsson, Motorola, Siemens etc.

Click on the *Search* icon to view any categories that may already have been entered. To view details of an existing category, select it from the list and click *OK*.

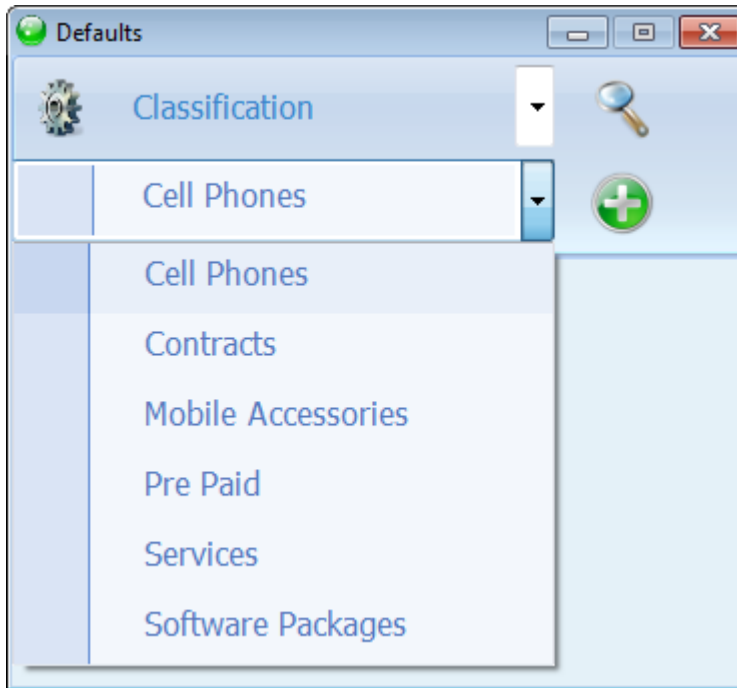
Click on the *Add New* icon if you want to add more categories of your own.

In the *Default* field, type the item you wish to add, e.g. 'N-Gage' and press Enter. It appears in the *Description* field. Press Enter to confirm, or replace it with another description.

In the *Category Code* field enter the unique code, usually the first three letters (upper case) of the category name. Press Enter to focus *Save*, then Enter again to save and view the completed entry.

To alter any information except the default itself, click on *Edit*, then clear the relevant field and re-type. Click on *Save*.

Select **Classification** to enter classifications(sub-categories) for each category.



Select the Category for which you wish to add or view Classifications from the second drop down list

Click on the *Search* icon to view any classifications that may already have been entered e.g. for Motorola there might be Motorola MPX200, Motorola V600. To view details of an existing classification, select from the list and click *OK*.



Click on the *Add New* icon if you wish to add more classifications. In the *Default* field, type the sub-category you wish to add, e.g. Siemens S55, and press Enter. It appears in the *Description* field. Press Enter to confirm, or replace it with another description. In the *Classification Code* field enter the code, usually the first three letters (upper case) of the classification. Press Enter to focus *Save*, then Enter again to save and view the completed entry. To modify the classification information, click on *Edit*, then in the relevant field, backspace to clear and re-type. Click on *Save*.

Proceed in the same manner to view, edit or create new entries for the defaults relevant to stock items such as *bin location* and *stock location*.

3.4.2 Payments and Receipts

Payments and Receipts

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Click on **Setup & Tools**  - **Defaults**  and select **Payment Method** from the drop-down list.

Payment Method

Click *Search* to see whether any Payment Methods have been entered.

To view details of an existing payment method, select from the list and click *OK*.

Click on *Add new* to add a Payment Method.

In the *Default* field, enter the payment method, e.g. *Cash*. Press Enter to confirm or add to the

description and Enter.

Click *Save* to complete the entry. To alter any information except the default itself, click *Edit*, backspace to erase and re-type. Click *Save*.

Continue in the same way to enter all the *Payment Methods* you are likely to encounter in your business transactions.

Credit Card

Select *Credit Card* from the top drop-down list.

Click *Search* to see whether any Credit Card types have been entered.

To view details of an existing credit card, select from the list and click *OK*

Click on *Add new* to add a Credit card type.

In the *Default* field, enter the type of the credit card (e.g. Visa, MasterCard).

The type also appears in *Description* field. Press Enter to confirm or add to the description and Enter. In the *Commission%* field, enter the percentage that you will have to pay on this card – Enter and *Save*.

To alter any information except the default itself, click *Edit*, backspace to erase and re-type. Click *Save*.

3.4.3 People

People

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Click on **Setup & Tools**  - **Defaults**  select **Department** from the drop-down list.

Click *Search* to view whether any Departments have been entered.

To view or modify details of an existing department, select the department from the list and click *OK*.

Click on *Add new* to enter or add a department.

In *Default* field, enter the name of the department.

This name also appears in the *Description* field – Enter and *Save*.



To alter any information except the default itself, click *Edit*, backspace to erase and re-type. Click *Save*.

3.4.4 General ledger

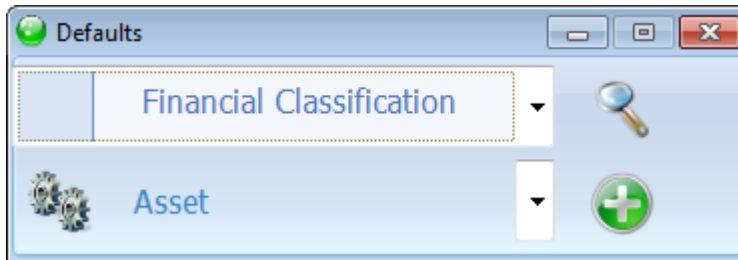
General ledger

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The software ships with a basic Chart of Accounts, but you can add to this to suit your financial requirements

Click on **Setup & Tools**  - **Defaults**  and select **Financial Classification** from the drop-down list.

Financial classifications allow you to group General Ledger accounts together. They will display as sub-headings and sub-totals on the financial statements.



Select **Asset** from the bottom drop down list:

Click *Search* to view which *Asset* financial classifications have been entered. To view details of an existing financial classification, select from the list and click *OK*. Click on *Add new* to add a financial classification. In the *default* field, enter the name of the financial classification. This name also appears in the *description* field – Enter and *Save* . Proceed in the same way to enter financial classifications for all your asset accounts.

The *Bank* financial classification determines when an *Asset* is to be treated as a bank account (cash book).



Never delete the *Bank* financial classification.

Select **Liability** from the bottom drop down list:

Click *Search* to view which *Liability* financial classifications have been entered. To view details of an existing financial classification, select from the list and click *OK*. Click on *Add new* to add a financial classification. In the *Default* field, enter the name of the financial classification. This name also appears in the *Description* field – Enter and *Save* . Proceed in the same way to enter financial classifications for all your liability accounts.

The *Tax Control* financial classification determines when an *Asset* is to be treated as a tax control account.



Never delete the *Tax Control* financial classification.

Select **Equity** from the bottom drop down list:

Click *Search* to view which *Equity* financial classifications have been entered. To view details of an existing financial classification, select from the list and click *OK*. Click on *Add new* to add a financial classification. In the *Default* field, enter the name of the financial classification. This name also appears in the *Description* field – Enter and *Save* . Proceed in the same way to enter financial classifications for all your Equity accounts.

Select **Income** from the bottom drop down list:

Click *Search* to view which *Income* financial classifications have been entered. To view details of an existing financial classification, select from the list and click *OK*. Click on *Add new* to add a financial classification. In the *Default* field, enter the name of the financial classification. This name also appears in the *Description* field – Enter and *Save* . Proceed in the same way to enter financial classifications for all your Income accounts.

Select **Expense** from the bottom drop down list:

Click *Search* to view which *Expense* financial classifications have been entered. To view details of an existing financial classification, select from the list and click *OK*. Click on *Add new* to add a financial classification. In the *Default* field, enter the name of the financial classification. This name also appears in the *Description* field – Enter and *Save*. Proceed in the same way to enter financial classifications for all your Expense accounts.

3.4.5 Currency

Currency

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Click on **Setup & Tools**  - **Defaults**  and select **Currency** from the drop-down list.

Select *Currency* from the drop-down list.

Click *Search* to see whether any Currencies have been entered.

To view details of an existing currency, select from the list and click *OK*.

Click on *Add new* to add a Currency.

In the *Default* field, enter the name of the currency.

This name also appears in the *Description* field. Modify the currency description to include more information such as the country in which the currency is traded and press Enter.

Enter the rate of exchange for this foreign currency in terms of your local currency and press Enter.

Enter the currency symbol and press Enter.

Enter the currency code, maximum of three characters press Enter.

Press Enter again or click on the *Save* icon.

3.4.6 Miscellaneous

Miscellaneous

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Click on **Setup & Tools**  - **Defaults** 

The **Defaults** screen contains several other defaults which may be required in your business e.g. those intended for

Marketing : Area, region, country, market category, market classification, marketing status, marketing follow-up

Projects : Project follow-up, project status

Textile : Fabric, fabric colour

CRM : Request category, request classification

Cost Centre : To be used in General Ledger Accounts

Click on the drop-down list to view all categories and select those that you wish to utilise.

You can now use the defaults you have created to set up your company and create accounts for:

Debtors, Creditors and Contacts

Stock items

General Ledger Accounts


3.5 Create accounts for Debtors and Creditors


Create accounts for Debtors and Creditors

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Click on **Accounts**  - **Debtors accounts**  – **Debtors maintenance**  to view or edit Debtors.

Click on **Accounts**  - **Creditors accounts**  – **Creditors maintenance**  to view or edit Creditors.

Click on the *Search*  icon to view or modify an account and use the standard Ethos account search screen to select the required account. Click *Edit* to modify any information.

Click on the *Add new*  Icon to generate new accounts. Type the account name in the active *Account Name* field and press Enter. If account number generation is not set to incremental in company setup, you will be prompted to type a user defined account number. In this case use capital letters and avoid spaces and unusual characters. Press Enter. The account maintenance screen displays.

Account Details will be selected by default.

The screenshot shows a window titled 'Accounts' with a sub-header 'Creditor'. It features three tabs: 'Account Details' (selected), 'Financial Details', and 'Marketing'. The 'Account Name' is 'Precious Stones & Jewels' and the 'Account No' is 'AAC'. The 'Postal Address' and 'Delivery Address' are identical: '154 Mayfair Way, High Stead, London, NE8 SW2, United Kingdom'. There is a 'Deactivate Account' checkbox. The 'Currency' is 'Pounds', 'VAT No.' is '753694123', 'Tel' is '0944 051 124 564', and 'Fax' is '0944 051 124 565'. The 'Notes' field contains 'Contact the Receptionist Lucy'. Other fields include 'Mobile No', 'Email', 'URL', 'Contact1: Arthur Rancy', 'Contact2', and 'Passport'.

Click in the field below the account name, type in the *Postal Address* and press Enter. This address will appear on the Accounts search screen when this customer is selected. It will also be printed on the statement and documents for the account.

If the *Delivery Address* differs from the Postal address, click in the field, delete and type in the delivery address - press Enter. The Delivery address will be reflected on all documents

The *Currency* field will contain the default currency of the business as specified in Company Setup. If this account trades in a foreign currency, click in the currency field and type the first character of the Currency required to bring up a standard Ethos search screen. Select from the list and press Enter. If the required currency is not in the default list, press F2 to quick-add it to the database. All financial documents for this customer will be processed using the currency specified here.

Type the *Tel, Fax, Cell, E-mail* and *URL* information in the relevant fields, pressing Enter after each. In the *Contact 1* and *Contact 2* fields type the names of the persons in your customer's company with whom you usually interact. You will have entered their details in *Accounts - People* - select *Creditor Employee*. If applicable, enter the account holder's *Passport* number.

Click in *Invoice Terms and Conditions* field to enter the terms and conditions agreed upon with this customer, and which will be printed on his Invoices.

Click in *Notes* field to enter any additional information.

By checking the *Deactivate Account* box, this debtor account will be eliminated from *Accounts search screens*. To view the account, check the 'Include Inactive Accounts' box on the *Search screen*.

Select **Financial Details**

The screenshot shows a window titled 'Accounts' with a sub-header 'Debtor'. The window contains the following information:

Account Name	Lewis Worthy			Account No	MAS00000002
Tax Type	20% UK				
Discount %			5		
Item Markup%			0		
Credit Limit			2000		
Outstanding Balance	£13203.19				
Sales Representative	Neil				
Default Price Level					
		Discount %	Days		
Settlement discount 1	0		0		
Settlement discount 2	0		0		
Settlement discount 3	0		0		

The *Tax Type* field will display the default tax type specified in Company Setup. To select a different tax type, (e.g. for foreign currency customers or suppliers who are zero rated for tax), click in the field and type to bring up the standard Ethos pop-up selection screen. Select the required tax type and Enter.

A *Discount %* can be entered if this debtor is to receive a special discount on a regular basis. It will be reflected and applied on the Sales Tax Invoice.

An *Item Markup %* will be applied to the standard stock master price (but not displayed) on the Sales Tax Invoice .

A *Credit Limit* can be entered for this particular account.

Outstanding Balance displays in the next field

A *Sales Representative* field can be used to specify an employee that services this account. This employee will be reflected as a commission earner on the Sales Tax Invoice form and on the Sales

Commission Report. If a commission percentage was allocated to the employee in People – Employee- Maintenance, this percentage will be calculated in the Sales Commission Report.

Default price: select the Retail or Wholesale radio button

Use last Quote Price. Check this box to automatically display the price specified on the last Quotation for a specific item.

Settlement discount % fields are available for three different settlement periods. This facility is intended for business models that carry outstanding accounts. If the discount percentages are not set to zero, the discount amount and the balance payable will be calculated and printed on the debtor's invoice.

Select **Marketing**

Define a *Category* , *Classification*, *Country*, *Region*, *Area*, *Status* and *Follow-up* status in the Marketing page of the relevant account. Accounts can be grouped by the aforementioned criteria to assist you in your marketing strategy.

Select the *Last Contact Date* for this account from the drop-down calendar, or click on the mini calendar to set it to the current date.

Select the *Next Contact Date* from the drop-down calendar or check the Auto-contact box. This function will be integrated with SMS and E-mail options for marketing and CRM purposes.

Click in the *Auto contact Message* field and type the message you wish to have sent to this account. Additional information can be typed in the notes field.

In *Birthday*, *Birthday spouse* and *Anniversary* , check the box if you intend to utilise these dates for CRM purposes and select the relevant date. This type of information is mostly relevant to retail operations that wish to build a relationship with regular clients.

Date 1, 2, 3 and *Message 1, 2, 3* provide more options for contacting this customer on specific occasions for marketing and CRM purposes.

Click the *Save* icon.

See **Accounts-Debtors accounts- Debtors Maintenance** for more information on creating and maintaining debtor, creditor and contact accounts.


3.6 Create Accounts for Contacts

Contacts Maintenance


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This account can be used to enter details of potential customers or suppliers

Click on **Accounts**  - **Contacts**  - **Contacts Maintenance** 

Click on the *Search*  icon to view or modify an account and use the standard Ethos Account search screen to select the required account. Click *Edit* to modify any information.



Click on the *Add new*  icon to generate new accounts. Type the account name in the active *Account Name* field and press Enter. If account number generation is not set to incremental in company setup, you will be prompted to type a user defined account number. In this case use capital letters and avoid spaces and unusual characters. Press Enter. The account maintenance screen displays.

Account Details will be selected by default.

The screenshot shows a software window titled 'Accounts' with a sub-tab 'Contact'. The 'Account Details' section is active. It displays the following information:

Account Name	Account No
John Lewis	MAS00000007

Below this, there are two columns of text:

- John Lewis**
61 Oxford Street
London
SE9 7N
United Kingdom
- Delivery Address**
John Lewis
61 Oxford Street
London
SE9 7N
United Kingdom

Further down, there are several fields:

- Currency**: Sterling
- VAT No.**: 63739845625
- Tel**: 0944 016 486 821
- Fax**: 0944 016 486 82
- Mobile No**: 0944 084 545 9876
- Email**: john@panmedia.co.uk
- URL**: www.panmedia.co.uk
- Contact1**: Mary
- Contact2**: Jane
- Passport**: (empty field)

There are also sections for 'Invoice Terms and Conditions' and 'Notes', both of which are currently empty.

The *Currency* field will contain the default currency of the business as specified in Company Setup. If this account trades in a foreign currency, click in the currency field and type the first character the Currency required to bring up a standard Ethos pop-up search screen. Select from the list and press Enter. If the required currency is not in the default list, press F2 to quick add it to the database. All financial documents for this customer will be processed using the currency specified here.

Type in the *Postal Address* press Enter. This address will appear on the Accounts search screen when this contact is selected.

If the *Delivery Address* differs from the Postal address, click in the field, delete and type in the delivery address - press Enter. The Delivery address will be reflected on all documents

Type the *Tel*, *Fax*, *Cell*, *E-mail* and *URL* information in the relevant fields, pressing Enter after each. In the *Contact 1* and *Contact 2* fields type the names of the persons in your customer's company

with whom you usually interact. You will have entered their details in *Accounts - People* - select *Creditor Employee* .

Click in *Invoice Terms and Conditions* field to enter the terms and conditions agreed upon with this customer, and which will be printed on his Invoices.

Click in *Notes* field to enter any additional information.

De-activate Contact accounts which are no longer used by checking the 'De-Activate Account' box. The account will no longer display in the Account Search screen *during account searches*.

Select **Financial Details**

The *Tax Type* field will display the default tax type specified in Company Setup. To select a different tax type, (e.g. for foreign currency customers or suppliers who are zero rated for tax), click in the field and type to bring up the standard Ethos pop-up selection screen. Select the required tax type and Enter.

A *Discount %* can be entered if this contact is to receive a special discount on a regular basis. It will be reflected and applied on the Sales Tax Invoice.

An *Item Markup %* will be applied to the standard stock master price (but not displayed) on the Sales Tax Invoice .

A *Credit Limit* can be entered for this particular account.

A *Sales Representative* field can be used to specify an employee that services this account. This employee will be reflected as a commission earner on the Sales Tax Invoice form and on the Sales Commission Report. If a commission percentage was allocated to the employee in People – Employee Maintenance, this percentage will be calculated in the Sales Commission Report.

Click on *Zoom to page* and select a percentage to enlarge the document if required or double click on the caption bar (at the top of the form) to maximise the preview screen.

To Zoom in move the slide-bar towards the green plus sign to enlarge page size and towards the minus sign to decrease page size.

Settlement discount % fields are available for three different settlement periods. This facility is intended for business models that carry outstanding accounts. If the discount percentages are not set to zero, the discount amount and the balance payable will be calculated and printed on the debtor's invoice.

Select **Marketing**

The screenshot shows a software window titled 'Accounts' with a sub-header 'Contact'. The window contains a form with the following fields and values:

Account Name	John Lewis			Account No	-MAS00000007	
Category	Mobile Phones			Birthday	1972/06/16	
Classification	Wholesale			Birthday - spouse	1975/03/23	
Country	United Kingdom			Anniversary	2000/01/01	
Region	Derby			Date 1	2000/01/01	
Area	Derbyshire			Date 2	2000/01/01	
Status	Client			Date 3	2000/01/01	
Conversion Status				Message 1		
Follow-up	Call Back			Message 2		
Last Contact Date	2011/05/27			Message 3		
Next Contact Date	2011/06/16					
Auto Contact Message						
Notes	Remember to send catalogue via email					

Define a *Category*, *Classification*, *Country*, *Region*, *Area*, *Status* and *Follow-up* status in the Marketing page of the relevant account. Accounts can be grouped by the aforementioned criteria to assist you in your marketing strategy.

Select the *Last Contact Date* for this account from the drop-down calendar, or click on the mini calendar to set it to the current date.

Select the *Next Contact Date* from the drop-down calendar or check the Auto-contact box. This function will be integrated with SMS and E-mail options for marketing and CRM purposes.

In the *Auto contact Message* field and type the message you wish to have sent to this account. Additional information can be typed in the notes field.

In *Birthday*, *Birthday spouse* and *Anniversary*, check the box if you intend to utilise these dates for CRM purposes and select the relevant date. This type of information is mostly relevant to retail operations that wish to build a relationship with regular clients.

Date 1, 2, 3 and *Message 1, 2, 3* provide more options for contacting this contact on specific occasions for marketing and CRM purposes.

Click on the *Save* icon.

Should this contact eventually become a Customer, click on the *Convert to Debtor* icon. A message will

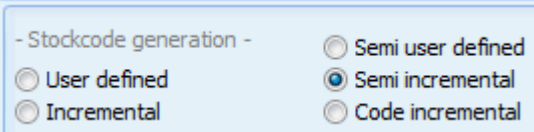
display warning that this Contact account will be permanently converted to a Debtors account. Click *Yes* to confirm or *No* to cancel.

3.7 Create stock items

Create stock items

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Click on Inventory  - Stock Master  then click on the *Add New*  icon



- Stockcode generation -

User defined Semi user defined

Semi incremental

Incremental Code incremental

The stock code generation method will default to the setting selected in *Setup & Tools - Company Setup -User Interface Configuration*. The following types of stock code generation are available:

User defined : Use up to 15 characters of your choice for your stock code. Avoid using the % and other non alpha numeric symbols, lower case letters, spaces and potentially confusing O's and zeros. Use this method if you have existing stock numbers which you do not wish to change.

Semi-user defined : A user defined user code is appended to a system generated prefix. The prefix is based on the category and classification codes allocated in the category and classification defaults (see the previous section on setting up defaults). Type in the first character of the category for this item and select from the list. The *Classification* field will become available. Type in the first character of the Classification and select from the list. Your *Prefix* appears in the prefix field. The cursor will flash in the user code field. Enter the user defined portion of the stock code with a maximum of 9 characters. The user code will be appended to the prefix to form the permanent stock code for this item.

Semi-incremental : You type in the first six characters of the stock code (upper case) and a sequential number is generated and appended automatically.

Incremental : no prefixes are used and the system generates a sequential stock number.

Code incremental : A sequential number is appended to a system generated prefix. The prefix is based on the category and classification codes allocated in the category and classification defaults (see the previous section on setting up defaults). If you wish to use this type of stock code generation, in Category field, type the first letter of the item's category, select from the list and Enter. Do the same in the Classification field. The prefix will be created. Click *save* and a sequential number will be appended to the prefix.

When generating a stock code, keep in mind the following guidelines

A maximum of fifteen characters may be used.

Choose a method that will provide a code giving some information on the nature of the item, e.g. the first three characters of the category, plus the first three characters of the classification, followed by a maximum of nine characters.

Do not leave any spaces.

Avoid placing O's and 0's (zeros) next to each other as it may be difficult to distinguish between them. Use upper case characters only.

Avoid special characters such as %, *, _ etc.

Select the radio button for the type of stock code generation that you wish to use and follow the relevant instructions above.

Click *Save*. The full stock master detail interface will become visible for editing.

In the *Description* field, type in a description of the item, which will be copied to the Valuation field by default. Valuation descriptions are used for valuation documents. The description is used in all other documents and reports referring to stock items. Press Enter.

If you have used *Category* and *Classification* to generate the stock code prefix, they will display in the relevant fields. Press Enter.

Otherwise type in the first character of the *category* to which the item belongs. The Default Search form displays with all the categories starting with that character. Select the required one and press Enter. If no match was found for the category you require, type the category in the first field and press F2 to Quick-add a new category to your default list. The Default Category form displays with the assigned category in the default field. Press Enter, add description if necessary, press Enter. Type in the Category Code (in upper case and up to 3 characters). Press Enter. The *Save* icon will be focused. Press Enter again to *Save* and return to the *Stock Master* form.

code number classification field becomes available

Type in the first character of the *Classification*. The Default Search form displays with all the classifications matching the typed character and pertaining to the selected category. Select the required classification and press Enter. If no match was found for the classification you require, type the classification in the first field and press F2 to Quick-add it to your default list. Default Classification displays with the assigned classification in the default field. Press Enter. Type in a description if necessary and press Enter. Type in the Classification Code (in upper case up to 3 characters), then Enter again to save and return to the Stock Master form. You have now specified a *Category* and a *Classification*. Press Enter.

Bar codes number of items in stock and on Supplier Appro in the Master location will display under *On hand*. This figure is calculated from transactions and cannot be entered directly into the *Stock Master* form.

Select the relevant *Stock Source*. *Purchased* if you buy the item in, *Manufactured* if you manufacture the item or *Service* if you wish to enter a service code for e.g. repairs, maintenance etc.

Type the stock reference for the item as used by your supplier in the *Supplier Code* field and press Enter.

Type in the first character of the *Supplier Name*. The Account Search form displays. Select the required supplier and press Enter. If no match was found, type in the name of your new supplier and press F2 to Quick add. Complete the rest of the Creditor Account form and *Save* to return to Stock Master. Press Enter.

Supplier currency will display

Stock currency will default to the setting selected in *Setup & Tools - Company Setup -Financial setup*

If you wish to price the item in a foreign currency, select the relevant currency by typing and using the standard Ethos pop up selection screen. Press Enter.

Enter the *Cost Price*

The *Vat %* will default to the setting selected in *Setup & Tools - Company Setup -Financial setup*

The default *Price Calculation* button will be 'fixed'. If you wish the cost and price of the item to be calculated from the Bill of Materials, set the price calculation radio button to *B.O.M.*

Under *Wholesale Pricing* (if relevant) click in the *markup field* and enter the *Markup %*. Press Enter repeatedly to display the vat price and gross profit which have been automatically calculated.

Under *Retail Pricing*, (if relevant) click in the *markup field* and enter the *Markup %*. Press Enter repeatedly to display the vat price and gross profit which have been automatically calculated, and to navigate to the *bin* field. Select the location where this item will be stored. Bin locations will have been

entered in *Setup & Tools - Defaults*. Generate other bin locations by pressing F2 and using the standard Ethos pop up selection screen to quick add.

In the *Units* field, if the default as defined in *Setup & Tools - Company Setup - User Interface Configuration* is not applicable, select an applicable option from the standard Ethos pop up selection screen. Press Enter

In the *Size* field, select an applicable option from the standard Ethos pop up selection screen. Press Enter.

Type in the *Weight* of the item.

In the **Barcode** field, type in the bar code on the item. For system generated internal bar codes check the *System Barcode* box. A pop-up screen will advise you on bar code requirements. If the *System Generated Barcode box was checked in Company Setup-User Interface Configuration*, bar codes will be automatically created by the system.

The cursor will focus in the *Label Type* field and the default label will display as defined in *Setup & Tools - Company Setup -Admin Document / Printer Setup*. If you require a different label type for this item, type the first letter of the label type you require and select from the standard Ethos pop-up selection screen. Press Enter.

In the *Label Text* fields, type the text you wish to appear on the label which is to be printed for the item.

The information you typed into description field will appear in *Valuation Description* where it can be deleted and altered if necessary. It will eventually be printed on the Valuation Certificate for this stock item (see chapter on Point of Sale)

The default *Image Size* will have been selected in *Setup & Tools - Company Setup - User Interface Configuration*



In order to enter a *Picture* of the item, click on the *Insert Image* icon. The *Picture Browser* form displays. The image to be inserted must be either in a Jpeg or Bitmap format. Select the drive where the image file is stored, then navigate through the directory options and double click on the required image file. The image will be displayed in the left hand preview screen. A rectangle indicating the portion of the image you wish to import will be superimposed on the image. Right-click to zoom to a smaller area and left-click to zoom to a bigger area of the image. Move the frame until it selects the required portion of the image and double click to import that portion into the database. The Final image window will show the image as it will appear on the stock master screen, invoices, catalogues, P.O.S, etc.

Additional information relating to the stock item can be viewed by selecting different views from the radio buttons at the top right hand side of the Stock Master form.

The **Detail** page is selected by default and displays the basic information relating to the stock item.

The **Vital Statistics** page:

Specify a *Re-Order Level* and a *Minimum Re-Order Quantity*. This will enable the software to either automatically generate purchase orders for sales orders or generate stock re-order reports. Current stock levels for this item will be reflected under the following headings: *On hand, Supplier Appro, Customer Appro, Required, Available, On Order, Re-order*. Additional information will be displayed to the left e.g Date Created & Modified and Recent & Historical Sales & Purchase Information.

Stock Master

Stock Item | Print Qty: 1

Stockcode: **SAM-SGHV200**

Description: Samsung SGH-V200

Onhand: +10

Job Quantity: 0

View options:

- Details
- Vital Statistics
- Price Levels
- B.O.M.
- Notes

Description	Stockcode	Quantity	Cost	Price
Dual Receiver	DUALREC	1	180	360
Microphone and Earpiece Set	MICEAR-SAM	1	150	270
Colour Screen	SAMSCREEN600	1	500	800
Keypad for Samsung	KEYPAD-33	1	50	100
Protective Skin for Samsung 200	SKIN-SAM200	1	30	75
Battery Pack for Samsung 200	BATPACK-SAM200	1	400	750

The **BOM** page:

The Bill of Materials should be specified if you manufacture this item and require a raw materials breakdown for manufactured orders. The pricing option on the Details page can be set to B.O.M. This will calculate the cost of the item from the costs of the raw materials in the bill of materials. Click on *Edit* to activate edit mode for the form. Click on the *Add item* icon, select a component or raw material from the list and press Enter. Set the quantity and adjust costs or prices if required. Continue in this way until all the components of the item have been entered. To delete an item, click the *Delete* icon. A warning message will request confirmation that you wish to remove the item from the bill of materials. Click *OK* to proceed with the deletion or *Cancel*. Click *Save* to view the completed BOM. It can be edited by clicking on *Edit*, altering information and clicking on *Save*. Enable the *Details* view radio button to return to the default view of the form.

The **Notes** page:

Click on *Edit* to activate the Notes section in order to enter any additional information or notes pertaining to the stock item.

To print the label(s), type the quantity you wish to print in the *Print Qty* field and click on the bar code icon. The label will be printed in the format you selected in the *Label Type* field.

Click on the *Save* icon to save the information.

Click on the *Edit* icon in order to modify or add information to the record. Click on the *Save* icon to save your changes.

Click on the *Delete* icon to delete the record. An information message will state whether or not the stock item has been used in any transactions. Stock items that have been used in transactions may not be deleted. Click *OK* to proceed, or *Cancel*.

Click on the *Search* icon to view another stock item that has been previously created. The Stock Search form will display a stock code, description and category of each item in stock. Use the search criteria drop down box to specify search fields other than the stock code: e.g. *Supplier, On hand, Description, Price, Stock location, etc.*

3.8 Enter Opening Balances

Enter Opening Balances

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Before you start processing transactions, you need to enter opening balances for your business. Once all of the stock items have been defined in *Stock master*, you have to tell the system how many of each item is in stock at the commencement of trading your business on the software. This is done through a **Stock Opening Balance** :

Click on **Transactions**  - **Documents**  - **Stock Opening Balance** 

To enter the stock items that make up your opening balance, click on *Add new*.

Stockcode	Description	Quantity	Vat %	disc %	exc. Price	inc. Price	inc. Amount	Quantity 2	Serial No.
COMPONENTA	Stainless Steel Bracket Thickness:0.02	10	0	0	£10.00	£10.00	£100.00	0	
COMPONENTB	Power Supply Module with Titanium cathode	10	0	0	£10.00	£10.00	£100.00	0	
COMPONENTC	UHV Chamber with 2 large ports and 4	10	0	0	£25.00	£25.00	£250.00	0	
Total VAT							£0.00	Total inc. VAT	£1050.00

In the Location field, Master is the default location. If your system caters for multiple stock locations, you will have to do a stock opening balance document for each location containing stock. Specify the location of the stock you wish to take on in the Location field. Type the first letter of the location where the items are stored, e.g. Branch 1, Warehouse etc. Select from the list and press Enter (These locations are all defined in *Defaults – Stock Location*). The Quick-Add function can be used to create additional locations on the fly.

In the *Stock Adjustment Account* field type O, select the *Opening Balance* account and press Enter.

The current *date* displays. To adjust it, click on a date from the drop-down calendar, Enter.
Type a *Reference* if required.

In *Stock code* field, enter the first letter of the stock code, select from the list and Enter.

Type in the *Quantity* and press Enter twice to proceed to a new line for the next item.

Repeat until all items have been entered, then click on *Save*.

The complete record will display, identified by a document number.

To alter or add information, click on *Edit*, then modify the information in the relevant fields. Click *Save*.

Click on the *Printer* icon to print the opening balance document.

To view a specific *Stock Opening Balance* document, click on *Search*, select the document you wish to view and press Enter.


To view all stock opening balances, click *Inventory - Stock Movement Report* - and select *Stock Opening Balance* from the transaction drop down list at the top left of the form.

When stock opening balances have been entered for all the locations in use by your company, the total stock opening balance value will be displayed as the Stock Asset entry on your Balance Sheet.

Click on *Financial - Financial Statements - Balance sheet* and click *Print preview*.

Setting an Opening Balance for your bank account

Click on **Transactions**  - **Journal Entries**  and then on *Add new*. The Journal Entry screen will display.



Account Description	Account No.	Debit	Credit	Vat %	Classification
Motor Vehicle Maintenance	MOTORMAINT	£100.00		0	Motor Expenses
Business Bank Account - Ba	BUSBANKBARCLAYS		£100.00	0	Bank
				Undistributed	0

In the *Location* field the default is Master. If you are entering balances for another Location, Select Master, type the first character of your location and select it from the pop-up screen.

In the *Currency* field, the default currency will display. If necessary select a different currency and press enter to proceed to the next field. The current *date* will display by default. If necessary select a different date from the drop-down calendar and press Enter.

Type in the cheque no. and proceed to the notepad field. In the *Notepad* field type a brief description of the transaction for future reference if required and press Enter. You are now ready to enter the debit and credit journal entries for the relevant bank account. If your bank account has a positive opening balance then credit the Opening Balance account and debit the relevant bank account. If your bank account has a negative opening balance then debit the Opening Balance account and credit the relevant bank account:

In the *Account Description* field, type the first character of the account you wish to debit or credit, i.e. O for Opening balance. The account search form will display. Select the Opening Balance account and click *OK* to return to the Journal entry form. *Account name*, *Account number*, *Vat* and *Classification* are displayed in their fields. Press Enter and in either the **debit** or **credit** column type the amount with which you want to **debit** or **credit** the Opening Balance account. *Vat* should be 0 (No Vat) for this transaction. Press Enter. In the *Account Description* field, type the first character of the Bank

account you wish to **credit** or **debit** . *Account Search* displays. Select your bank account and click *OK* to return to the Journal entry form. Enter and type in the amount with which you wish to **credit** or **debit** the account. *Vat* should be 0 (No Vat) for this transaction. Press Enter to focus on the *Save* icon, then Enter again to save the completed document. If you need to alter / correct any information on the form, click *Edit* , then correct the necessary fields. Click on *Save*.



The software prompts you to correct data entry errors or incomplete information with relevant messages e.g.: 'You must enter a valid amount' or 'Debit and Credit entries must be equal'. Click on *OK* and correct the error.

When bank opening balances have been entered for all the bank accounts in use by your company, the opening bank balances will be displayed under the *Assets, Current Assets, Bank* heading of your Balance Sheet. Click on *Financial - Financial Statements - Balance sheet* and click *Print preview*.

Setting an Opening Balance for Equity (excluding retained earnings)

Click on **Transactions**  - **Journal Entries**  and then on *Add new*. The Journal Entry screen displays.

In the *Location* field the default is Master. Click Enter to confirm, or if you are entering balances for an other Location, select Master, type the first character of your location and select it from the pop-up screen.

In the currency field, the default currency will display. If necessary select a different currency and press enter to proceed to the next field. The current date will display by default. If necessary select a different date from the drop-down calendar and press Enter three times to proceed to the notepad field. In the *Notepad* field type a brief description of the transaction for future reference if required and press Enter. You are now ready to enter the debit and credit journal entries for the relevant equity account.

In the *Account Description* field, type the first character of the account you wish to debit or credit, i.e. O for Opening balance. The account search form will display. Select the Opening Balance account and click *OK* to return to the Journal entry form. *Account name* , *Account number*, *Vat* and *Classification* are displayed in their fields. Press Enter and in either the **debit** or **credit** column type the amount with which you want to **debit** or **credit** the Opening Balance account. *Vat* should be 0 (No Vat) for this transaction. Press Enter. In the *Account Description* field, type the first character of the equity account you wish to **credit** or **debit** . *Account Search* displays. Select your equity account and click *OK* to return to the Journal entry form. Enter and type in the amount with which you wish to **credit** or **debit** the account. *Vat* should be 0 (No Vat) for this transaction. Press Enter to focus on the *Save* icon, then Enter again to save the completed document. If you need to alter / correct any information on the form, click *Edit* , then correct the necessary fields. Click on *Save*.



The software prompts you to correct data entry errors or incomplete information with relevant messages e.g.: 'You must enter a valid amount' or 'Debit and Credit entries must be equal'. Click on *OK* and correct the error.

When equity opening balances have been entered for all the equity accounts in use by your company, the opening equity balances will be displayed under the *Equity* heading of your Balance Sheet. Click on *Financial - Financial Statements - Balance sheet* and click *Print preview*.

Setting an Opening Balance for Debtors & Creditors

Click on **Transactions**  - **Journal Entries**  and then on *Add new*. The Journal Entry screen displays.

Account Description	Account No.	Debit	Credit	Vat %	Classification
Opening Balance Adjustmer	OPENBALADJUST		£2000.00	0	Opening Balance
Arthur James	MAS00000005	£1205.00		0	Financial Services
Auditors Fees	AUDITFEE	£795.00		20	Financial Services
				Undistributed	£0.00

In the Location field, the default is Master. Click Enter to confirm or if you are entering balances for another Location, Select Master, type the first character of your location and select it from the pop-up screen.

In the currency field, the default currency will display. If necessary select a different currency and press enter to proceed to the next field. Select the first date of the current financial period from the drop-down calendar. Tick the *Set Account Ageing* check box. The *Ageing* drop down box will display. Select the applicable ageing for the debtor or creditor opening balances for this transaction e.g. *30 Days*, *60 Days* etc.



The ageing will be applied in relation to the date selected in the *Date* field. E.g. selecting *30 Days* in the *Ageing* drop down will age the debtors or creditors account to 30 days prior to the value of the *Date* field.

You are now ready to enter the debit and credit journal entries for the relevant debtor or creditor accounts.

In the *Account Description* field, type the first character of the account you wish to debit or credit, i.e. O for Opening balance. The account search form will display. Select the Opening Balance account and click *OK* to return to the Journal entry form. *Account name*, *Account number*, *Vat* and *Classification* are displayed in their fields. Press Enter and in either the **debit** or **credit** column type the amount with which you want to **debit** or **credit** the Opening Balance account. *Vat* should be 0 (No Vat) for

this transaction. Press Enter. In the *Account Description* field, type the first character of the debtor or creditor account you wish to **credit** or **debit**. *Account Search* displays. Press **F3** and select your debtor or creditor account and click *OK* to return to the Journal entry form. Enter and type in the amount with which you wish to **credit** or **debit** the account. *Vat* should be 0 (No Vat) for this transaction. Press Enter to focus on the *Save* icon, then Enter again to save the completed document. If you need to alter / correct any information on the form, click *Edit*, then correct the necessary fields. Click on *Save*.



The software prompts you to correct data entry errors or incomplete information with relevant messages e.g.: 'You must enter a valid amount' or 'Debit and Credit entries must be equal'. Click on *OK* and correct the error.

Setting an Opening Balance for Retained Earnings

In order for the Balance Sheet of the previous financial year to balance (Assets = Liability + Equity), the net profit for that year has to be reflected under the equity heading of the balance sheet for the corresponding financial year. For existing businesses, the retained earnings account opening balance corresponds to the net profit for the previous financial year. If you are establishing a new business that has not traded yet, the retained earnings account will be 0 and no further action for this account will be required.

Once the Retained earnings opening balance account has been specified, you should preview the Balance Sheet and ensure that the Net Profit account on the balance sheet shows as a 0 value. Correspondingly the Opening Balance account should not display under the Equity heading or anywhere else on the Balance Sheet. If it does display or if the Net Profit account is non-zero, it is an indication that the Assets opening balances do not equal the Liability and Equity opening balances and this should be corrected before any transactions are captured.



Click on **Transactions** - **Journal Entries**  and then on *Add new*. The Journal Entry screen displays.

In the *Location* field the default is Master. Click Enter to confirm, or if you are entering balances for an other Location, select Master, type the first character of your location and select it from the pop-up screen.

In the currency field, the default currency will display. If necessary select a different currency (normally the first day of the current financial year) and press enter to proceed to the next field. The current date will display by default. If necessary select a different date from the drop-down calendar and press Enter three times to proceed to the notepad field. In the *Notepad* field type a brief description of the transaction for future reference if required and press Enter. You are now ready to enter the debit and credit journal entries for the relevant retained earnings account.

In the *Account Description* field, type the first character of the account you wish to debit or credit, i.e. O for Opening balance. The account search form will display. Select the Opening Balance account and click *OK* to return to the Journal entry form. *Account name*, *Account number*, *Vat* and *Classification* are displayed in their fields. Press Enter and in either the **debit** or **credit** column type the amount with which you want to **debit** or **credit** the Opening Balance account. *Vat* should be 0 (No Vat) for this transaction. Press Enter. In the *Account Description* field, type the first character of the retained earnings account you wish to **credit** or **debit**. *Account Search* displays. Select your retained earnings account and click *OK* to return to the Journal entry form. Enter and type in the amount with which you wish to **credit** or **debit** the account. *Vat* should be 0 (No Vat) for this transaction. Press Enter to focus on the *Save* icon, then Enter again to save the completed document. If you need to alter / correct any information on the form, click *Edit*, then correct the necessary fields. Click on *Save*.



The software prompts you to correct data entry errors or incomplete information with relevant messages e.g.: 'You must enter a valid amount' or 'Debit and Credit entries must be equal'. Click on **OK** and correct the error.

When the retained earnings opening balance has been entered, under the Equity heading of your Balance Sheet, the Net Profit should display as zero and the Opening Balance account should not be visible. If it does display or if the Net Profit account is non-zero, it is an indication that the Assets opening balances do not equal the Liability and Equity opening balances and this should be corrected before any transactions are captured!

Click on *Financial - Financial Statements - Balance sheet* and click *Print preview*.

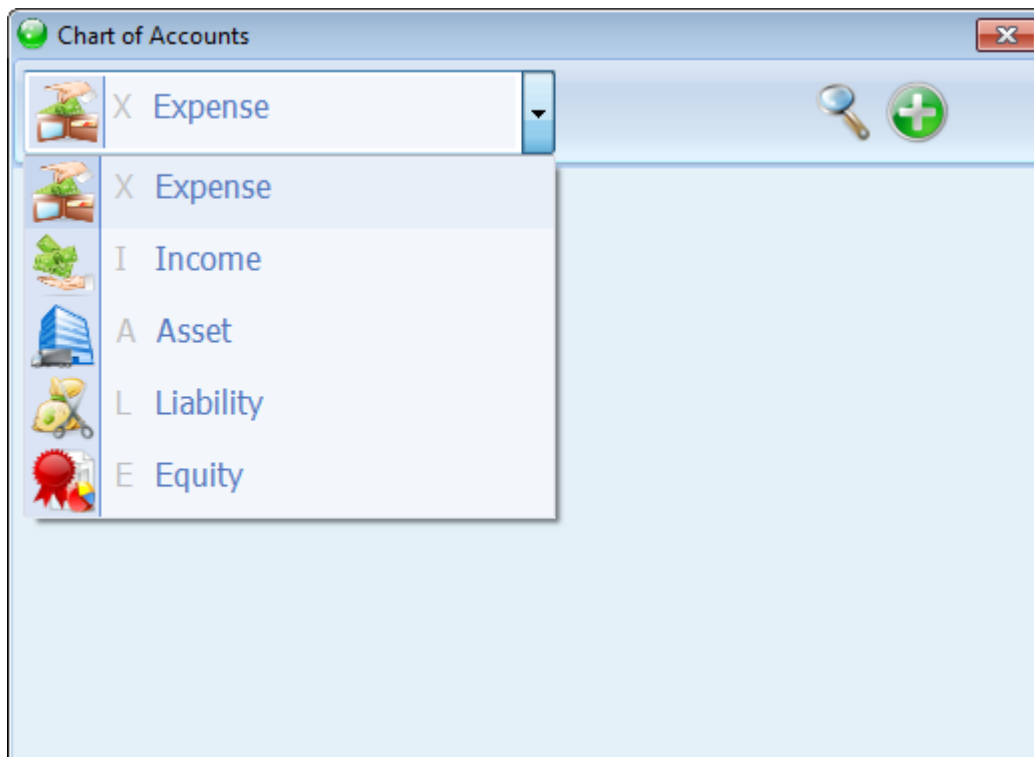
3.9 Create General Ledger Accounts

Create General Ledger Accounts

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Ethos ships with a basic **Chart of Accounts** but you can create any additional accounts you may require.

Click on **Financial**  - **Chart of Accounts** 



Expense Account

To view any expense accounts that have already been set up select **Expense** from the drop-down list and click on the *Search* icon. The *Account Search* form will display. In the *Search by Account Name* field – type the first character of the account name and select it from the list or in the *Account*

No field type the first character of the account no. and select it from the list. Click *OK* or press Enter to view the account. To view accounts for a specific financial classification, select the relevant classification from the *Classification* drop-down box. Click *OK* or press Enter to view the account.

To create a new expense account select **Expense** from the drop-down list and click on the *Add new* icon. Type a description of the new account and press Enter. Type in the account number or a code indicating the type of expense account (all upper case and no space characters). Press Enter. The appropriate *Financial Header* will default to the correct value. In the *Financial Classification* field, type the first letter of the Classification you require. A list of all the available financial classifications will display. Select the required one and press Enter. If no match was found, type in the classification and press F2 to Quick add it to the default list. The software will automatically allocate a number for the *Financial Display Order field* . Type a different number if required. Press Enter. In the *Tax Type* field, type the first letter of the Tax account your wish to select and press Enter to select the relevant tax option from the list. If the account attracts tax then specify the relevant tax type. If it does not attract any form of tax, specify the 'No VAT' account. The Account description displays in the *Note* field by default. Add explanatory notes to this if you wish, press Enter to focus on the *Save* icon, then Enter again save the account entry.

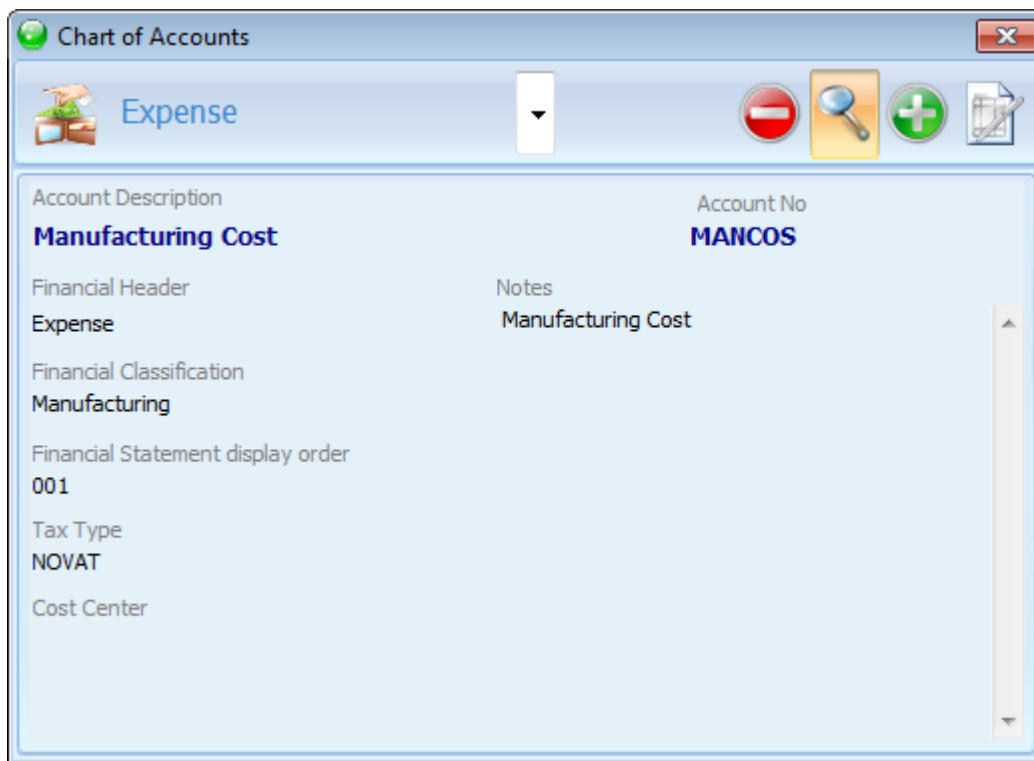
To alter information, click on *Edit* , then in the relevant field, change the necessary information and click on *Save* .

To delete an account, click on the *Delete* icon. An information screen will inform you whether or not the account has been used in transactions. Accounts that have been used in transactions may not be deleted.



If you are going to use the **Manufacturing** function, you should ensure that the following two expense accounts are created in order for the software to calculate the Balance Sheet correctly:

Manufacturing Cost	MANCOS
Manufacturing Loss	MANLOSS



Income Account

To view any income accounts that have already been set up select **Income** from the drop-down list and click on the *Search* icon. The *Account Search* form will display. In the *Search by Account Name* field – type the first character of the account name and select it from the list or in the *Account No* field type the first character of the account no. and select it from the list. Click *OK* or press Enter to view the account. To view accounts for a specific financial classification, select the relevant classification from the *Classification* drop-down box. Click *OK* or press Enter to view the account.

To create a new income account select **Income** from the drop-down list and click on the *Add new* icon. Type a *description* of the new account and press Enter. Type in the *account number* or a code indicating the type of income account (all upper case and no space characters). Press Enter. The appropriate *Financial Header* will default to the correct value. In the *Financial Classification* field, type the first letter of the Classification you require. A list of all the available financial classifications will display. Select the required one and press Enter. If no match was found, type in the classification and press F2 to Quick add it to the default list. The software will automatically allocate a number for the *Financial Display Order* field. Type a different number if required. Press Enter. In the *Tax Type* field, type the first letter of the Tax account you wish to select and press Enter to select the relevant tax option from the list. If the account attracts tax then specify the relevant tax type. If it does not attract any form of tax, specify the 'No VAT' account. The Account description displays in the *Note* field by default. Add explanatory notes to this if you wish, press Enter to focus on the *Save* icon, then Enter again save the account entry.

To alter information, click on *Edit*, then in the relevant field, change the necessary information and click on *Save*.

To delete an account, click on the *Delete* icon. An information screen will inform you whether or not the account has been used in transactions. Accounts that have been used in transactions may not be deleted.

Asset account

To view any asset accounts that have already been set up select **Asset** from the drop-down list and click on the *Search* icon. The *Account Search* form will display. In the *Search by Account Name* field – type the first character of the account name and select it from the list or in the *Account No* field type the first character of the account no. and select it from the list. Click *OK* or press Enter to view the account. To view accounts for a specific financial classification, select the relevant classification from the *Classification* drop-down box. Click *OK* or press Enter to view the account.

To create a new asset account select **Asset** from the drop-down list and click on the *Add new* icon. Type a description of the new account and press Enter. Type in the account number or a code indicating the type of asset account (all upper case and no space characters). Press Enter. The appropriate *Financial Header* will default to the correct value. In the *Financial Classification* field, type the first letter of the Classification you require. A list of all the available financial classifications will display. Select the required one and press Enter. If no match was found, type in the classification and press F2 to Quick add it to the default list. The software will automatically allocate a number for the *Financial Display Order* field. Type a different number if required. Press Enter. In the *Tax Type* field, type the first letter of the Tax account you wish to select and press Enter to select the relevant tax option from the list. If the account attracts tax then specify the relevant tax type. If it does not attract any form of tax, specify the 'No VAT' account. The Account description displays in the *Note* field by default. Add explanatory notes to this if you wish, press Enter to focus on the *Save* icon, then Enter again save the account entry.

To alter information, click on *Edit*, then in the relevant field, change the necessary information and click on *Save*.

To delete an account, click on the *Delete* icon. An information screen will inform you whether or not the account has been used in transactions. Accounts that have been used in transactions may not be deleted.



Bank Accounts are created as Asset accounts. Select 'Bank' as the financial classification in order to define a financial asset account as a **Bank Account**. This will enable the currency field. Select a currency for this bank account. Once a bank account has been used in transactions its classification or currency should not be changed!

Liability Account

To view any liability accounts that have already been set up select **Liability** from the drop-down list and click on the *Search* icon. The *Account Search* form will display. In the *Search by Account Name* field – type the first character of the account name and select it from the list or in the *Account No* field type the first character of the account no. and select it from the list. Click *OK* or press Enter to view the account. To view accounts for a specific financial classification, select the relevant classification from the *Classification* drop-down box. Click *OK* or press Enter to view the account.

To create a new liability account select **Liability** from the drop-down list and click on the *Add new* icon. Type a description of the new account and press Enter. Type in the account number or a code indicating the type of liability account (all upper case and no space characters). Press Enter. The appropriate *Financial Header* will default to the correct value. In the *Financial Classification* field, type the first letter of the Classification you require. A list of all the available financial classifications will display. Select the required one and press Enter. If no match was found, type in the classification and press F2 to Quick add it to the default list. The software will automatically allocate a number for the *Financial Display Order* field. Type a different number if required. Press Enter. In the *Tax Type* field, type the first letter of the Tax account you wish to select and press Enter to select the relevant tax option from the list. If the account attracts tax then specify the relevant tax type. If it does not attract any form of tax, specify the 'No VAT' account. Liability accounts normally do not attract any tax. The Account description displays in the *Note* field by default. Add explanatory notes to this if you wish,

press Enter to focus on the *Save* icon, then Enter again save the account entry.

To alter information, click on *Edit*, then in the relevant field, change the necessary information and click on *Save*.

To delete an account, click on the *Delete* icon. An information screen will inform you whether or not the account has been used in transactions. Accounts that have been used in transactions may not be deleted.



Tax Control Accounts are created as Liability accounts. Select 'Tax Control' as the financial classification in order to define a financial liability account as a **Tax Control Account**. This will enable the *Tax Percentage* field. Specify a tax percentage (VAT) for this tax control account. Once a tax control account has been used in transactions its classification or tax percentage should not be changed!

Equity account

To view any equity accounts that have already been set up select **Equity** from the drop-down list and click on the *Search* icon. The *Account Search* form will display. In the *Search by Account Name* field – type the first character of the account name and select it from the list or in the *Account No* field type the first character of the account no. and select it from the list. Click *OK* or press Enter to view the account. To view accounts for a specific financial classification, select the relevant classification from the *Classification* drop-down box. Click *OK* or press Enter to view the account.

To create a new equity account select **Equity** from the drop-down list and click on the *Add new* icon. Type a description of the new account and press Enter. Type in the account number or a code indicating the type of equity account (all upper case and no space characters). Press Enter. The appropriate *Financial Header* will default to the correct value. In the *Financial Classification* field, type the first letter of the Classification you require. A list of all the available financial classifications will display. Select the required one and press Enter. If no match was found, type in the classification and press F2 to Quick add it to the default list. The software will automatically allocate a number for the *Financial Display Order* field. Type a different number if required. Press Enter. In the *Tax Type* field, type the first letter of the Tax account you wish to select and press Enter to select the relevant tax option from the list. If the account attracts tax then specify the relevant tax type. If it does not attract any form of tax, specify the 'No VAT' account. Equity accounts normally do not attract any tax. The Account description displays in the *Note* field by default. Add explanatory notes to this if you wish, press Enter to focus on the *Save* icon, then Enter again save the account entry.

To alter information, click on *Edit*, then in the relevant field, change the necessary information and click on *Save*.

To delete an account, click on the *Delete* icon. An information screen will inform you whether or not the account has been used in transactions. Accounts that have been used in transactions may not be deleted.

Cost Centre appears on all *General Ledger Accounts* because you can have accounts for specific cost centres and run *Financial Statements* on each *Cost Centre* individually. Type in the *Cost Centre* field, select the required cost centre from the Default Search screen and press Enter.

4 Accounts

4.1 Debtors Account

4.1.1 Debtors Maintenance

Debtors Maintenance

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Click on **Accounts**  - **Debtors Accounts**  - **Debtors Maintenance**  to view or edit Creditors.

Click on the *Search* icon to view or modify an account and use the standard Ethos Account search screen to select the required account. Click *Edit* to modify any information and *Save*.

Click on the *Add new* Icon to generate new accounts. Type the account name in the active *Account Name* field and press Enter. If account number generation is not set to incremental in company setup, you will be prompted to type a user defined account number. In this case use capital letters and avoid spaces and unusual characters. Press Enter. The account maintenance screen displays.

Account Details will be selected by default.

The screenshot shows a window titled "Accounts" with a sub-header "Debtor". There are three tabs: "Account Details" (selected), "Financial Details", and "Marketing".

Account Name: Lewis Worthy
Account No: MAS00000002

Postal Address: Lewis Worthy, 61 Oxford Street, London, SE9 7N, United Kingdom

Delivery Address: Lewis Worthy, 61 Oxford Street, London, SE9 7N, United Kingdom

Deactivate Account

Currency: Sterling

VAT No.:

Tel: 0944 016 486 821
Fax: 0944 016 486 820

Mobile No:
Email:
URL:

Contact1: Lewis
Contact2:
Passport:

Invoice Terms and Conditions:

Notes:

The *currency* field will contain the default currency of the business as specified in Company Setup. If this account trades in a foreign currency, click in the currency field and type the first character the Currency required to display a standard Ethos pop-up search screen. Select from the list and press Enter. If the required currency is not in the default list, press F2 to quick add it to the database. All financial documents for this customer will be processed using the currency specified here.

Type in the *Postal Address* press Enter. This address will appear on the Accounts search screen when this customer is selected. It will also be printed on the statement and documents for the account.

If the *Delivery Address* differs from the Postal address, click in the field, delete and type in the delivery address - press Enter. The Delivery address will be reflected on all documents

Type the *Tel, Fax, Cell, E-mail* and *URL* information in the relevant fields, pressing Enter after each. In the *Contact 1* and *Contact 2* fields type the names of the persons in your customer's company with whom you usually interact. You will have entered their details in *Accounts - People* - select *Creditor Employee*.

If applicable, enter the account holder's *Passport* number.

Click in *Invoice Terms and Conditions* field to enter the terms and conditions agreed upon with this customer, and which will be printed on his Invoices.

Click in *Notes* field to enter any additional information.

If this account is no longer in use and you do not wish it to be listed in *Account Search* screens, check the *De-Activate Account* box.

In order to view this account, check the *Include inactive Accounts* box on the *Account Search* screen.

Select **Financial Details**

The screenshot shows a software window titled 'Accounts' with a sub-header 'Debtor'. The window contains the following information:

Account Name	Colin McLean		Account No	MAS00000001
Tax Type	20% UK			
Discount %		5		
Item Markup%				
Credit Limit				
Outstanding Balance	£3163.07			
Sales Representative				
Default Price Level	Price Level 1			
		Discount %	Days	
Settlement discount 1	0	0		
Settlement discount 2	0	0		
Settlement discount 3	0	0		

The *Tax Type* field will display the default tax type specified in Company Setup. To select a different tax type, (e.g. for foreign currency customers or suppliers who are zero rated for tax), click in the field and type to bring up the standard Ethos pop-up selection screen. Select the required tax type and Enter.

A *Discount %* can be entered if this debtor is to receive a special discount on a regular basis. It will be reflected and applied on the Sales Tax Invoice.

An *Item Markup %* will be applied to the standard stock master price (but not displayed) on the Sales Tax Invoice .

A *Credit Limit* can be entered for this particular account.

The *Outstanding Balance* for this account displays.

The *Account blocked* box for this customer can be checked on order to prevent further sales transactions .

Default price level will set the default price level for this customer.

Select either Retail or Wholesale as the *Default Price* for this customer

Use last Quote Price. Check this box to automatically display the price specified on the last Quotation for a specific item when invoicing.

A *Sales Representative* field can be used to specify an employee that services this account. This employee will be reflected as a commission earner on the Sales Tax Invoice form and on the Sales Commission Report. If a commission percentage was allocated to the employee in People – Employee Maintenance, this percentage will be calculated in the Sales Commission Report.

The screenshot shows a software window titled "Accounts" with a sub-header "Employee". The main content area displays the following information:

Account Description	Account No
Neil	NEIL
Postal Address	
Neil 61 Oxford Street London SE9 7N United Kingdom	
Home Address	
61 Oxford Street London SE9 7N United Kingdom	
Tel	0944 016 486 821
Fax	0944 016 486 820
Cell	0944 071 444 546
Email	neil@mediamagic.co.uk
URL	www.medimagic.co.uk
Department	Service Management
Location	City
Password	****
Commission	10
Till	Till 1
<input type="checkbox"/> Deactivate Account	

At the bottom of the window, there is a "Notes" section with a vertical scrollbar.

Settlement discount % fields are available for three different settlement periods. This facility is intended for business models that carry outstanding accounts. If the discount percentages are not set to zero, the discount amount and the balance payable will be calculated and printed on the debtor's invoice.

Select **Marketing**

Define a *Category*, *Classification*, *Country*, *Region*, *Area*, *Status* and *Follow-up* status in the Marketing page of the relevant account. Accounts can be grouped by the aforementioned criteria to assist you in your marketing strategy.

Select the *Last Contact Date* for this account from the drop-down calendar, or click on the mini calendar to set it to the current date.

Select the *Next Contact Date* from the drop-down calendar or check the Auto-contact box. This

function will be integrated with SMS and E-mail options for marketing and CRM purposes.

Click in the *Auto contact Message* field and type the message you wish to have sent to this account. Additional information can be typed in the notes field.

If the *Auto Contact* box is checked, the *Auto contact Message* will be sent to this Debtor on the date selected in *Next Contact Date*.

In *Birthday, Birthday spouse and Anniversary* , check the box if you intend to utilise these dates for CRM purposes and select the relevant date. This type of information is mostly relevant to retail operations that wish to build a relationship with regular clients.

Date 1, 2, 3 and Message 1, 2, 3 provide more options for contacting this customer on specific occasions for marketing and CRM purposes.

Click the *Save* icon.

4.1.2 Debtors Age Analysis

Debtors Age Analysis

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Click on **Accounts**  - **Debtors Accounts**  – **Debtors Age Analysis** 

In the drop-down list on the right, select *Invoiced*. The current date will appear in the *End Date* field. Should it be necessary to change this, type in a different date or select a date from the drop-down calendar.

Click on the *Print Preview* icon. A complete list of Aged Accounts displays, showing current, 30 days, 60 days, 90 days and 120 days values. The accounts are grouped according to their respective currencies and a subtotal is provided for each currency.

To zoom in move the slide-bar towards the green plus sign to enlarge page size and towards the minus sign to decrease page size.

Click on *Print Setup* to adjust printer settings, orientation, paper size, paper quality etc.

Click on the *Print* icon to print.

Click on the *Export Report* icon to export the Age Analysis into .pdf, .xls, .rtf or .txt

Click on the *Email* icon to e-mail the Age Analysis.

To generate an age analysis of **all accounts with appro stock** , select *Appro Stock* and follow the same procedure as above.

To generate an Age Analysis of **accounts with stock on order** select *Ordered Stock* and follow the same procedure as above.

4.1.3 Debtors Statements

Debtors Statements

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Click on **Accounts**  - **Debtors Accounts**  - **Debtors Statements** .

Statements can be viewed and printed at any time and although it is customary to send them out on a monthly basis you can generate statements over any period. The transactions within this period will be shown in detail, displaying *Date, Transaction number, Reference, Transaction, Debit, Credit and Balance*. Any non-zero balances prior to the start date will be shown as a *balance brought forward* amount at the top of the statement. A statement is always displayed in the currency of the relevant account. An asterisk (*) next to the transaction indicates that the transaction has not been allocated in full in *Accounts - Debtors Accounts - Debtors Reconciliation* and therefore still has an outstanding balance. At the end of the transaction listing a summary will be displayed for Current, 30, 60, 90 and 120 days as well as the total due.

In order to automate the statement function a *Print Statement Run* function is provided. Click on the *Print Statement Run* icon. A message informs you that this function will send statements to the printer for all non-zero account balances. Click *OK* to start printing

The default period for statements is one month, but you can adjust the *Start Date* and *End Date* of the statement according to your requirements by clicking on the respective drop-down calendars.



If the Statement Ageing method, in **Company Setup – Financial Setup – Statement Ageing** is set to *Month Date* then the *End Date* field of the statement must be set to the last day of a month.

The screenshot shows a window titled "Statement". At the top, there are "Start Date" and "End Date" fields with dropdown menus, currently showing "2009/12/01" and "2010/01/31". To the right of these fields are three icons: a printer, a magnifying glass, and a red 'X'. Below the date fields, there are two dropdown menus. The first is labeled "Debtor" and the second is labeled "Invoiced". To the right of these dropdowns is a checkbox labeled "Show Allocations".

If the *Show Allocations* check box is ticked, the statement will list the allocated transactions below the transaction it was allocated to. This listing will not be in bold and the date of the source transaction will be listed under the *Alloc Date* column. The amount that was allocated will also be listed.

Click on the *Search* icon. The *Account Search* form displays. Type the first character of the account description, select from the list and click *OK*.

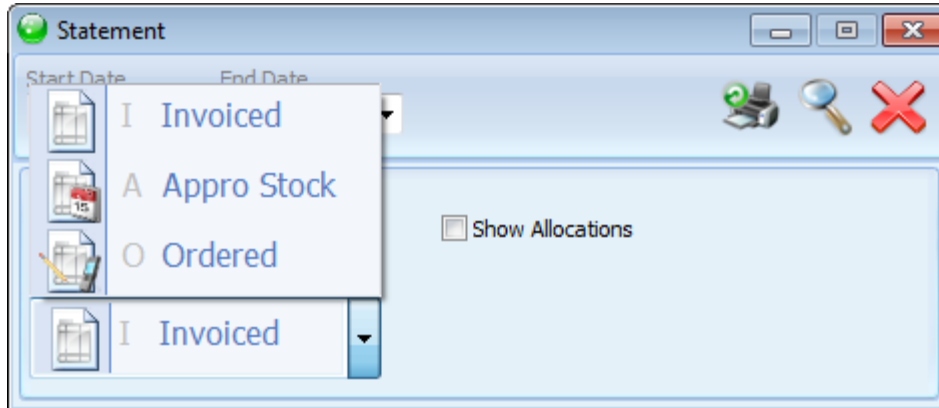
Click the *Statement Preview* icon and the statement will preview with the relevant information. The statement terms and conditions which appear on most available statement formats can be entered in **Company Setup - Terms and Conditions** under *Default Statement Terms and Conditions*.

Click on the *Print*  icon to print the statement.

Click on the *Export Report* icon to export the Age Analysis into .pdf, .xls, .rtf or .txt

Click on the *Email* icon to e-mail the Age Analysis.

In order to view a statement for another account, click on the *Cancel* icon and then on *Search* to select the required account.



Generating an Appro Statement for an account: Select *Appro Stock* from the drop down box on the right of the form and proceed in the same manner as for normal invoice statements.

Generating an Order Statement for an account: Select *Order Stock* from the drop down box on the right of the form and proceed in the same manner as for normal invoice statements.

4.1.4 Debtors Reconciliation

Debtors Reconciliation

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The use of this function is optional and you can commence or discontinue it at any time. It does not affect your account balances in any way.

Click on **Accounts**  - **Debtors accounts**  - **Debtors Reconciliation** 

Click on the *Search* icon to select the account you wish to reconcile.

By default the form will be in **allocate transactions** mode.

Account Reconciliation


Debtor


Account Arthur James
Account No. MAS00000005 Currency Sterling

Invoices					Payments				
Document	Date	Reference	Amount	Unallocated	Document	Date	Reference	Amount	Unallocated
SIN MAS00000012	2011/03/09	POS	15480	10303	✓ REC MAS00000010	2011/05/27		1250	1250
					✓ REC MAS00000011	2011/05/27		562	562
					✓ REC MAS00000016	2011/05/27		2645	2645

Document	Invoice No.	Amount
REC MAS00000017	SIN MAS00000012	654
REC MAS00000018	SIN MAS00000012	4523

Un-reconciled invoices, payments and account debits display in the left panel while un-reconciled credit notes, receipts and account credits are displayed in the right panel. The transactions in the right hand

panel display an  icon. Select the transaction you wish to reconcile in the left panel, then click

on the  icon of the transaction in right panel you wish to allocate. If the outstanding balances of the transactions are zero they will no longer be visible. Outstanding balances are indicated in red. The bottom left panel corresponds to the selected transaction in the top left panel and will display the allocation breakdown for partially reconciled transactions.

In order to **un-allocate transactions** that have been incorrectly allocated, click on the *Un-allocate receipts* icon.

Account Reconciliation


Debtor

Account: Arthur James
Account No. MAS00000005 Currency: Sterling

Invoices					Payments				
Document	Date	Reference	Amount	Unallocated	Document	Date	Reference	Amount	Unallocated
SIN MAS00000012	2011/03/09	POS	15480	10303	✓ REC MAS00000010	2011/05/27		1250	1250
					✓ REC MAS00000011	2011/05/27		562	562
					✓ REC MAS00000016	2011/05/27		2645	2645

Document	Invoice No.	Amount
REC MAS00000017	SIN MAS00000012	654
REC MAS00000018	SIN MAS00000012	4523

Toggle between the *View by Invoice* and the *View by Receipt* icons and select either the left hand transaction from which you wish to un-allocate or the right hand transactions which you wish to un-

allocate. Click on the *Cancel*  icon on the relevant transaction in the left bottom panel to execute the actual un-allocation process for that transaction allocation.

To proceed to the next account click on the *Search* icon.






4.1.5 Debtors Reports

Debtors Reports

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Click on **Accounts**  - **Debtors accounts**  - **Debtors Reports** 

Debtors Reports

-  *Debtor Address labels Roll: Large individual address labels*
-  *Debtor Address Labels Sheet: A listing of customer addresses in an 8 row x 3 column format with no border.*
-  *Debtors Important Dates List: A listing of Debtors with their Birthdays & Anniversaries.*
-  *Detailed Debtors List: A listing of debtors with all contact details.*
-  *Short Debtors List: A listing of debtors with basic contact details.*

4.2 Creditors Accounts

4.2.1 Creditors Maintenance

Creditors Maintenance

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Click on **Accounts**  - **Creditors Accounts**  – **Creditors Maintenance**  to view or edit Creditors.

Click on the *Search* icon to view or modify an account and use standard Ethos Account search screen to select the required account. Click *Edit* to modify any information.

Click on the *Add new* Icon to generate new accounts. Type the account name in the active *Account Name* field and press Enter. If account number generation is not set to incremental in company setup, you will be prompted to type a user defined account number. In this case use capital letters and avoid spaces and unusual characters. Press Enter. The account maintenance screen displays.

Account Details will be selected by default.



The screenshot shows a window titled 'Accounts' with a sub-header 'Creditor'. The interface includes navigation icons (back, search, add, print) and three radio buttons for 'Account Details' (selected), 'Financial Details', and 'Marketing'. The main content area displays the following information:

Account Name	Account No
Precious Stones & Jewels	AAC
Precious Stones & Jewels 154 Mayfair Way High Stead London NE8 SW2 United Kingdom	Delivery Address Precious Stones & Jewels 154 Mayfair Way High Stead London NE8 SW2 United Kingdom
<input checked="" type="checkbox"/> Deactivate Account	Invoice Terms and Conditions
Currency Pounds	Notes
VAT No. 753694123	Contact the Receptionist Lucy
Tel 0944 051 124 564	
Fax 0944 051 124 565	
Mobile No	
Email	
URL	
Contact1 Arthur Rancy	
Contact2	
Passport	

Type in the *Postal Address* press Enter. This address will appear on the Accounts search screen when this customer is selected. It will also be printed on the statement and documents for the account.

If the *Delivery Address* differs from the Postal address, click in the field, delete and type in the delivery address - press Enter. The Delivery address will be reflected on all documents.

Check the *De-activate Account* box if this account is no longer trading. It will be eliminated from Account Search screens. In order to view it, check the *Include inactive accounts* box in the Account Search screen. The *Currency* field will contain the default currency of the business as specified in Company Setup. If this account trades in a foreign currency, click in the currency field and type the first character the Currency required to bring up a standard Ethos pop-up search screen. Select from the list and press Enter. If the required currency is not in the default list, press F2 to quick add it to the database. All financial documents for this customer will be processed using the currency specified here.

Type the *Vat no.*, *Tel*, *Fax*, *Cell*, *E-mail* and *URL* information in the relevant fields, pressing Enter after each. In the *Contact 1* and *Contact 2* fields type the names of the persons in your customer's company with whom you usually interact. You will have entered their details in *Accounts - People* - select *Creditor Employee* .

Click in *Invoice Terms and Conditions* field to enter the terms and conditions agreed upon with this customer, and which will be printed on his Invoices.

Click in *Notes* field to enter any additional information.

Select **Financial Details**

The screenshot shows a window titled 'Accounts' with a sub-header 'Creditor'. The main content area displays the following information:

Account Name	Precious Stones & Jewels	Account No	-AAC
Tax Type	20% UK		
Discount %			
Item Markup%			
Credit Limit			
Outstanding Balance	£24218.00		
Sales Representative			
Default Price Level			

	Discount %	Days
Settlement discount 1	0	0
Settlement discount 2	0	0
Settlement discount 3	0	0

The *Tax Type* field will display the default tax type specified in Company Setup. To select a different tax type, (e.g. for foreign currency customers or suppliers who are zero rated for tax), click in the field and type to bring up the standard Ethos pop-up selection screen. Select the required tax type and Enter.

A *Discount %* can be entered if this creditor is to give a special discount on a regular basis. It will be reflected and applied on the Purchase Tax Invoice.

The *Outstanding Balance* for this account displays.

A *Sales Representative* field can be used to specify a supplier employee that services this account.

Settlement discount % fields are available for three different settlement periods. This facility is intended for business models that carry outstanding accounts. If the discount percentages are not set to zero, the discount amount and the balance payable will be calculated and printed on the creditors invoice.

Select Marketing

Define a *Category*, *Classification*, *Country*, *Region*, *Area*, *Status* and *Follow-up* status in the Marketing page of the relevant account. Accounts can be grouped by the aforementioned criteria to assist you in your marketing strategy.

Select the *Last Contact Date* for this account from the drop-down calendar, or click on the mini calendar to set it to the current date.

Select the *Next Contact Date* from the drop-down calendar or check the Auto-contact box. This function will be integrated with SMS and E-mail options for marketing and CRM purposes.

Click in the *Auto contact Message* field and type the message you wish to have sent to this account. Additional information can be typed in the notes field.

In *Birthday, Birthday spouse and Anniversary* , check the box if you intend to utilise these dates for CRM purposes and select the relevant date. This type of information is mostly relevant to retail operations that wish to build a relationship with regular clients.

Date 1, 2, 3 and Message 1, 2, 3 provide more options for contacting this supplier on specific occasions for marketing and CRM purposes.

Click the *Save* icon.

4.2.2 Creditors Age Analysis

Creditors Age Analysis

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Click on **Accounts**  - **Creditors Accounts**  - **Creditors Age Analysis** 

In the drop-down list on the right, select *Invoiced*. The current date will appear in the *End Date* field. Should it be necessary to change this, type in a different date or select a date from the drop-down calendar.

Click on the *Print Preview* icon. A complete list of Aged Accounts displays, showing current, 30 days, 60 days, 90 days and 120 days values. The accounts are grouped according to their respective currencies and a subtotal is provided for each currency.

To zoom in move the slide-bar towards the green plus sign to enlarge page size and towards the minus sign to decrease page size.

Click on *Print Setup* to adjust printer settings, orientation, paper size, paper quality etc.

Click on the *Print* icon to print.

Click on the *Export Report* icon to export the Age Analysis into .pdf, .xls, .rtf or .txt

Click on the *Email* icon to e-mail the Age Analysis.

To generate an age analysis of **all accounts with appro stock** , select *Appro Stock* and follow the same procedure as above.

To generate an Age Analysis of **accounts with stock on order** select *Ordered Stock* and follow the same procedure as above.

4.2.3 Creditors Statements

Creditors Statements

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Also referred to as remittance advices.

Click on **Accounts**  - **Creditors Accounts**  then on **Creditors Statements** 

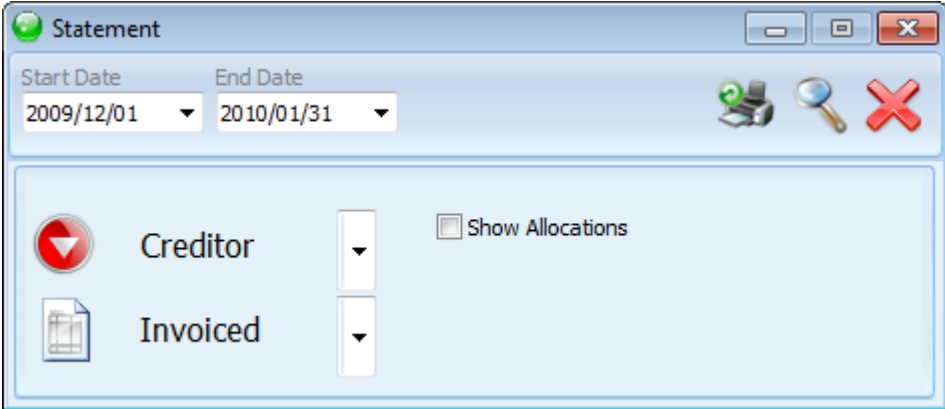
Statements can be viewed and printed at any time and although it is customary to send them out on a monthly basis you can generate statements over any period. The transactions within this period will be shown in detail, displaying *Date, Transaction, Transaction number, Allocation Date, Reference, Debit, Credit and Balance*. Any non-zero balances prior to the start date will be shown as a *balance brought forward* amount at the top of the statement. A statement is always displayed in the currency of the relevant account. An asterisk (*) next to the transaction indicates that the transaction has not been allocated in full In Accounts-Creditors Accounts - Creditors Reconciliation and therefore still has an outstanding balance. At the end of the transaction listing a summary will be displayed for Current, 30, 60, 90 and 120 days as well as the total due.

In order to automate the statement function a *Print Statement Run* function is provided. Click on the *Print Statement Run* icon. A message informs you that this function will send statements to the printer for all non-zero account balances. Click *OK* to start printing

The default period for statements is one month, but you can adjust the *Start Date* and *End Date* of the statement according to your requirements by clicking on the respective drop-down calendars.



If the Statement Ageing method, in **Company Setup – Financial Setup – Statement Ageing** is set to *Month Date* then the *End Date* field of the statement must be set to the last day of a month.



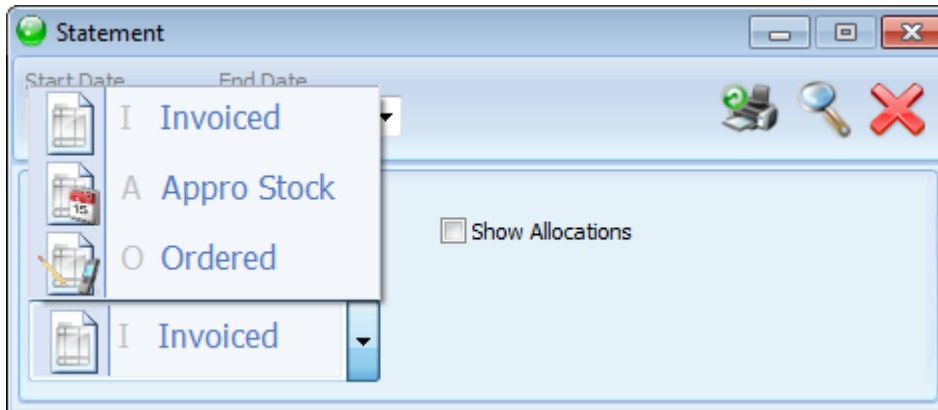
If the *Show Allocations* check box is ticked, the statement will list the transactions which have been allocated in *Creditors Reconciliation* below the transaction it was allocated to. This listing will not be in bold and the date of the source transaction will be listed under the *Alloc Date* column. The amount that was allocated will also be listed.

Click on the *Search* icon. The *Account Search* form displays. Type the first character of the account description, select from the list and click *OK*.

The statement will preview with the relevant information. The statement terms and conditions which appear on most available statement formats can be entered in **Company Setup - Terms and Conditions** under *Default Statement Terms and Conditions*.

Click on the *Print* icon to print the statement.

In order to view a statement for another account, click on the *Cancel* icon and then on *Search* to select the required account.



Generating an Appro Statement for an account: Select *Appro Stock* from the drop down box on the right of the form and proceed in the same manner as for normal invoice statements.

Generating an Order Statement for an account: Select *Order Stock* from the drop down box on the right of the form and proceed in the same manner as for normal invoice statements.

4.2.4 Creditors Reconciliation

Creditors Reconciliation

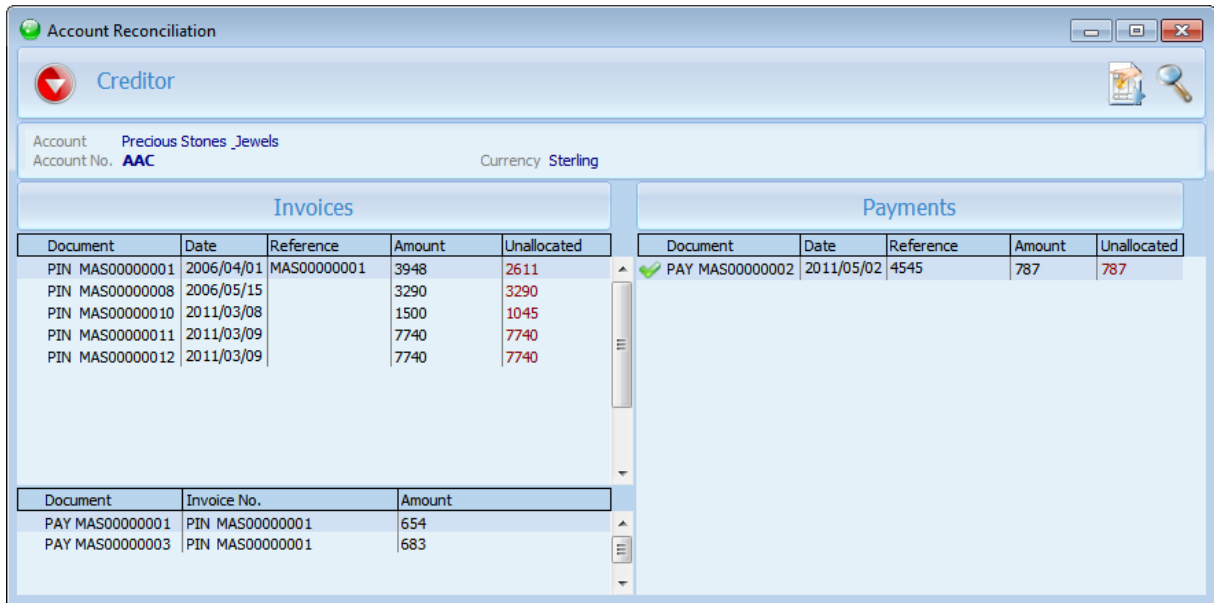
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The use of this function is optional and you can commence or discontinue it at any time. It does not affect your account balances in any way.


Click on Accounts  - Debtors accounts  - Creditors Reconciliation 


Click on the *Search* icon to select the account you wish to reconcile.

By default the form will be in **allocate transactions** mode.

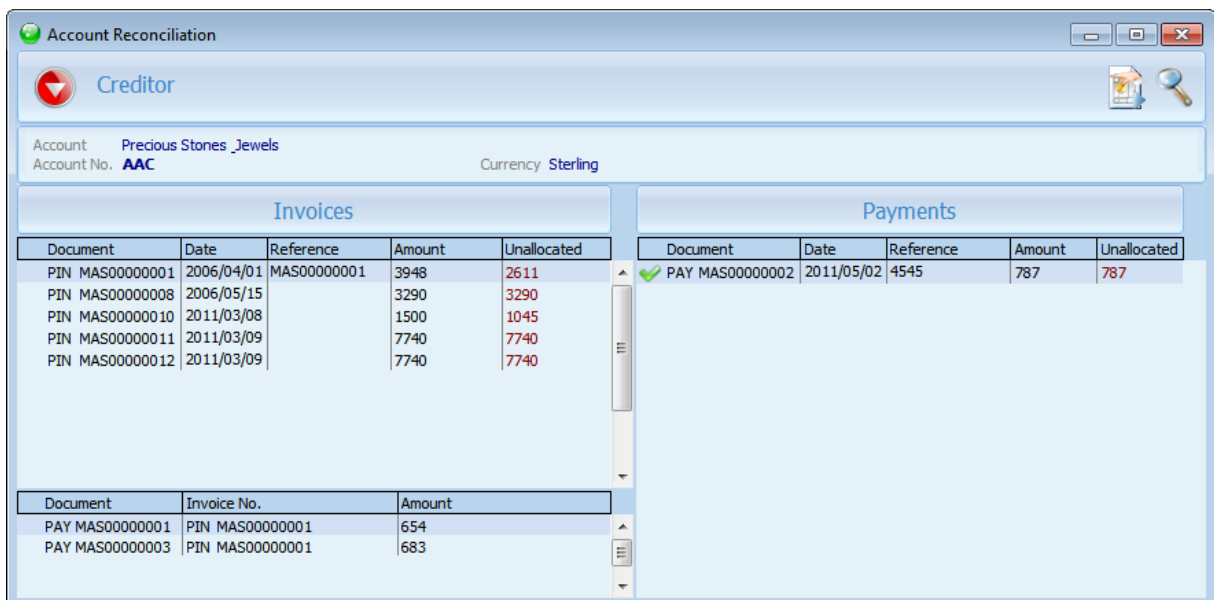


Un-reconciled purchase invoices, receipts and account credits display in the left panel while un-reconciled purchase credit notes, payments and account debits are displayed in the right panel. The


transactions in the right hand panel display an  icon. Select the transaction you wish to

reconcile in the left panel, then click on the  icon of the transaction in right panel you wish to allocate. If the outstanding balances of the transactions are zero they will no longer be visible. Outstanding balances are indicated in red. The bottom left panel corresponds to the selected transaction in the top left panel and will display the allocation breakdown for partially reconciled transactions.

In order to **un-allocate transactions** that have been incorrectly allocated, click on the *Un-allocate* icon.



Toggle between the *View by Invoice* and the *View by Receipt* icons and select either the left hand transaction from which you wish to un-allocate or the right hand transactions which you wish to un-

allocate. Click on the *Cancel*  icon on the relevant transaction in the left bottom panel to execute the actual un-allocation process for that transaction allocation.

To proceed to the next account click on the *Search* icon.


4.2.5 Creditors Reports


Creditors Reports


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Click on **Accounts**  - **Creditors Accounts**  - **Creditors Reports** 

Creditors Reports

-  *Creditor Address Labels*: A listing of creditor addresses in an 8 row x 3 column format with no border.

-  *Detailed Creditors List*: A listing of creditors with all contact details.

-  *Short Creditors List*: A listing of creditors with basic contact details.

4.3 Contacts

4.3.1 Contacts Maintenance

Contacts Maintenance

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This account can be used to enter details of potential customers or suppliers

Click on **Accounts**  - **Contacts**  - **Contacts Maintenance** 

Click on the *Search* icon to view or modify an account and use the standard Ethos Account search screen to select the required account. Click *Edit* to modify any information.

Click on the *Add new* Icon to generate new accounts. Type the account name in the active *Account Name* field and press Enter. If account number generation is not set to incremental in company setup, you will be prompted to type a user defined account number. In this case use capital letters and avoid spaces and unusual characters. Press Enter. The account maintenance screen displays.

Account Details will be selected by default.

The screenshot shows a software window titled 'Accounts' with a sub-window 'Contact'. The 'Account Details' section is active, displaying the following information:

Account Name	Account No
John Lewis	MAS00000007

John Lewis
 61 Oxford Street
 London
 SE9 7N
 United Kingdom

Delivery Address
 John Lewis
 61 Oxford Street
 London
 SE9 7N
 United Kingdom

Invoice Terms and Conditions

Notes

Currency Sterling
VAT No. 63739845625
Tel 0944 016 486 821
Fax 0944 016 486 82
Mobile No 0944 084 545 9876
Email john@panmedia.co.uk
URL www.panmedia.co.uk
Contact1 Mary
Contact2 Jane
Passport

The *Currency* field will contain the default currency of the business as specified in Company Setup. If this account trades in a foreign currency, click in the currency field and type the first character the Currency required to bring up a standard Ethos pop-up search screen. Select from the list and press Enter. If the required currency is not in the default list, press F2 to quick add it to the database. All financial documents for this customer will be processed using the currency specified here.

Type in the *Postal Address* press Enter. This address will appear on the Accounts search screen when this contact is selected.

If the *Delivery Address* differs from the Postal address, click in the field, delete and type in the delivery address - press Enter. The Delivery address will be reflected on all documents

Type the *Tel, Fax, Cell, E-mail* and *URL* information in the relevant fields, pressing Enter after each. In the *Contact 1* and *Contact 2* fields type the names of the persons in your customer's company with whom you usually interact. You will have entered their details in *Accounts - People* - select *Creditor Employee* .

Click in *Invoice Terms and Conditions* field to enter the terms and conditions agreed upon with this customer, and which will be printed on his Invoices.

Click in *Notes* field to enter any additional information.

De-activate Contact accounts which are no longer used by checking the 'De-Activate Account' box. The account will no longer display in the Account Search screen *during account searches*.

Select Financial Details

The *Tax Type* field will display the default tax type specified in Company Setup. To select a different tax type, (e.g. for foreign currency customers or suppliers who are zero rated for tax), click in the field and type to bring up the standard Ethos pop-up selection screen. Select the required tax type and Enter.

A *Discount %* can be entered if this debtor is to receive a special discount on a regular basis. It will be reflected and applied on the Sales Tax Invoice.

An *Item Markup %* will be applied to the standard stock master price (but not displayed) on the Sales Tax Invoice .

A *Credit Limit* can be entered for this particular account.

A *Sales Representative* field can be used to specify an employee that services this account. This employee will be reflected as a commission earner on the Sales Tax Invoice form and on the Sales Commission Report. If a commission percentage was allocated to the employee in People – Employee Maintenance, this percentage will be calculated in the Sales Commission Report.

Click on *Zoom to page* and select a percentage to enlarge the document if required or double click on the caption bar (at the top of the form) to maximise the preview screen.

To Zoom in move the slide-bar towards the green plus sign to enlarge page size and towards the minus sign to decrease page size.

Settlement discount % fields are available for three different settlement periods. This facility is intended for business models that carry outstanding accounts. If the discount percentages are not set to zero, the discount amount and the balance payable will be calculated and printed on the debtor's invoice.

Select Marketing

The screenshot shows a window titled 'Accounts' with a sub-header 'Contact'. The contact details are as follows:

Account Name	John Lewis			Account No	-MAS00000007	
Category	Mobile Phones			Birthday	1972/06/16	
Classification	Wholesale			Birthday - spouse	1975/03/23	
Country	United Kingdom			Anniversary	2000/01/01	
Region	Derby			Date 1	2000/01/01	
Area	Derbyshire			Date 2	2000/01/01	
Status	Client			Date 3	2000/01/01	
Conversion Status				Message 1		
Follow-up	Call Back			Message 2		
Last Contact Date	2011/05/27			Message 3		
Next Contact Date	2011/06/16					
Auto Contact Message						
Notes	Remember to send catalogue via email					

Define a *Category*, *Classification*, *Country*, *Region*, *Area*, *Status* and *Follow-up* status in the Marketing page of the relevant account. Accounts can be grouped by the aforementioned criteria to assist you in your marketing strategy.

Select the *Last Contact Date* for this account from the drop-down calendar, or click on the mini calendar to set it to the current date.


Select the *Next Contact Date* from the drop-down calendar or check the Auto-contact box. This function will be integrated with SMS and E-mail options for marketing and CRM purposes.

In the *Auto contact Message* field and type the message you wish to have sent to this account. Additional information can be typed in the notes field.

In *Birthday*, *Birthday spouse* and *Anniversary*, check the box if you intend to utilise these dates for CRM purposes and select the relevant date. This type of information is mostly relevant to retail operations that wish to build a relationship with regular clients.

Date 1, 2, 3 and *Message 1, 2, 3* provide more options for contacting this contact on specific occasions for marketing and CRM purposes.

Click on the *Save* icon.

Should this contact eventually become a Customer, click on the *Convert to Debtor*  icon. A message will display a warning that this Contact account will be permanently converted to a Debtors

account. Click *Yes* to confirm or *No* to cancel.


4.3.2 Contacts Reports


Contacts Reports


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Click on **Accounts**  - **Contacts**  - **Contacts Reports** 


Contacts Reports

 *Contact Address Labels*: A listing of contact addresses in an 8 row x 3 column format with no border.

 *Contact List*: A listing of contacts with basic contact details grouped by region, follow-up and status.

 *Contact List (Sorted by Description)*: A listing of contacts with basic contact details listed by contact name.

 *Contact List Grouped by Status*: A listing of contacts with basic contact details grouped by status

 *Contact List by Fax Number*: A listing of contacts with basic contact details in fax number order.

4.4 People

4.4.1 Employee Accounts

Employee Accounts

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Click on **Accounts**  - **People** 

To create a new record, click on the *Add New* icon

The screenshot shows a software window titled "Accounts" with a sub-header "Employee". The form contains the following data:

Account Description	Account No
Neil	NEIL
Postal Address	
Neil 61 Oxford Street London SE9 7N United Kingdom	
Home Address	
61 Oxford Street London SE9 7N United Kingdom	
Tel	0944 016 486 821
Fax	0944 016 486 820
Cell	0944 071 444 546
Email	neil@mediamagic.co.uk
URL	www.medimagic.co.uk
Department	Service Management
Location	City
Password	****
Commission	10
Till	Till 1
<input type="checkbox"/> Deactivate Account	
Notes	

In the *Account Description* field, type the name of the employee and press Enter. Type the *Account No* and press Enter. Type in the *Postal Address* and press Enter. If the *Home Address* differs from the *Postal Address*, correct it and Press Enter. Provide the information for the remaining fields, pressing Enter to navigate to the next field. Select the relevant *Department* from the drop-down list. The defaults will have been entered in *Setup & Tools - Defaults-Departments*. The department can be added at a later stage. In the *Location* field, enter the name of the branch where the employee is working. In the *Password* field, type in the user login password for that employee and press Enter. In the *Commission* field, enter the commission %, if any, that applies to this employee. The software allows for up to three people to receive commissions in Point of Sale. This can be specified in *Setup and Tools -Company Setup User interface Configuration*. The commissions earned by employees can be viewed in *Transactions - Transaction Reports - Sales commission*. In the *Till* field, type a the first Character of the relevant till account. If none are listed, clear the search field to bring up a list of the various tills. Select the one that this employee will be using and press Enter. Click in *Notes* to add additional information about the employee. When the form has been completed, press Enter to focus on *Save*, then press Enter again to save.

If for any reason you wish to delete the record, click on *Delete*.

A message will advise you whether or not this record has been used in any transactions. Once a record has been used in transactions it may not be deleted. Click *OK* if you wish to proceed and delete the record, otherwise click on *Cancel*.

To view information on an existing record:

Select *Employee* and click on the *Search* icon. The *Account Search* form displays, listing the names of all the employees. Type the first character of the required employee's name. All the employee names starting with that character are displayed. Select the one you require and press Enter to select the record.

To update or change information, click on *Edit*. Overwrite or add the required information and click on *Save*.

De-activate Employee or Contact accounts which are no longer used by checking the 'De-Activate Account' box. The account will no longer display in the Account Search screen upon Login or any *Employee searches*.

4.5 Bulk SMS / Email


Bulk SMS/Email

In order to use this cost- and time saving function, you need to create an account with a Service Provider that provides an E-mail to SMS Service (e.g. Bulksms.com).

Under **Setup & Tools**  - **Company Setup**  - **Hardware Setup**, enter the SMS gateway and SMS password which the Service Provider supplied to you.

Then click on **Accounts**  - **Bulk SMS / Email**  and click on the relevant radio buttons to send an *Email* or a *SMS*, to send to *All Recipients* or a *Single Recipient*, and to send to a specific group, i.e. *Debtors*, *Creditors* or *Contacts*.

SMS : If you are sending to a *Single Recipient*, find the cell phone number for this account by clicking on the *Search* icon and selecting the account from the standard Account Search screen. Only accounts from the group you have selected (*Debtors, Creditors, or Contacts*) will display. Click *OK* and the number will display in the *Mobile No. field*. Enter your message in the large text box

and then click on the *Send*  icon.

To send an SMS to *All Recipients*, enter your message in the large text box and then click on the *Send* icon. A pop-up message will ask you to confirm that you wish to send the message now. Click *OK*. The SMS will be sent to all the accounts in the selected group which have cell numbers entered on the *Account Maintenance - Details form*.

To send an Email to a *Single Recipient*, type the subject of the Email in the relevant field. Click on the *Search* icon to display all accounts from the group you have selected. Select the recipient and click *OK* to display the Email address in the relevant field. Enter your message in the large text box and then click on the *Send* icon. A pop-up message will ask you to confirm that you wish to send the message now. Click *OK*. The Email will be sent.

To send an Email to *All Recipients* in a specific group, type the subject of the Email in the relevant field. Enter your message in the large text box and then click on the *Send* icon. A pop-up message will ask you to confirm that you wish to send the message now. Click *OK*. The Email will be sent to all the accounts in the selected group which have Email addresses entered on the *Account Maintenance - Details form*.

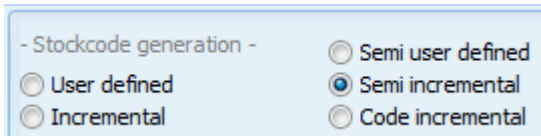
5 Inventory

5.1 Create stock items

Create stock items

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Click on Inventory  - Stock Master  then click on the **Add New**  icon



- Stockcode generation -

User defined Semi user defined

Incremental Semi incremental

Code incremental

The stock code generation method will default to the setting selected in *Setup & Tools - Company Setup -User Interface Configuration*. The following types of stock code generation are available:

User defined : Use up to 15 characters of your choice for your stock code. Avoid using the % and other non alpha numeric symbols, lower case letters, spaces and potentially confusing O's and zeros. Use this method if you have existing stock numbers which you do not wish to change.

Semi-user defined : A user defined user code is appended to a system generated prefix. The prefix is based on the category and classification codes allocated in the category and classification defaults (see the following section on setting up defaults). Type in the first character of the category for this item and select from the list. The *Classification* field will become available. Type in the first character of the Classification and select from the list. Your *Prefix* appears in the prefix field. The cursor will flash in the user code field. Enter the user defined portion of the stock code with a maximum of 9 characters. The user code will be appended to the prefix to form the permanent stock code for this item.

Semi-incremental : You type in the first six characters of the stock code and a sequential number is generated and appended automatically.

Incremental : no prefixes are used and the system generates a sequential stock number.

Code incremental : A sequential number is appended to a system generated prefix. The prefix is based on the category and classification codes allocated in the category and classification defaults (see the following section on setting up defaults). If you wish to use this type, in Category field, type the first letter of the item's category, select from the list and Enter. Do the same in the Classification field. The prefix will be created. Click save and a sequential number will be appended to the prefix.

When generating a stock code, keep in mind the following guidelines

A maximum of fifteen characters may be used

Choose a method that will provide a code giving some information on the nature of the item, e.g. the first three

characters of the category, plus the first three characters of the classification, followed by a maximum of nine

characters.

Do not leave any spaces

Avoid placing O's and 0's (zeros) next to each other as it may be difficult to distinguish between them

Use upper case characters only.

Avoid special characters such as %, *, _ etc.

Click **Save**. The full stock master detail interface will become visible for editing.

Type in the first character of the *category* to which the item belongs. The *Default Search* form displays with all the categories starting with that character. Select the required one and press **Enter**. If no match was found for the category you require, type the category in the first field and press **F2** to *Quick add* a new category to your default list. The *Default Category* form displays with the assigned category in the default field. Press **Enter**, add description if necessary, press **Enter**. Type in the *Category Code* (in upper case and up to 3 characters). Press **Enter**. The **Save** icon will be focused. Press **Enter** again to **Save** and return to the *Stock Master* form.

The screenshot shows the 'Stock Master' application window. The title bar reads 'Stock Master'. The main window has a header with 'Stock Item' and a 'Print Qty' field set to '1'. Below the header, the 'Stockcode' is 'COMPONENTA'. The 'Description' is 'Stainless Steel Bracket Thickness:0.025'. The 'Onhand + S-Appro' is '489'. The 'Category' is 'Raw Materials' and the 'Classification' is 'Brackets'. The 'Stock Source' is set to 'Purchased'. The 'Supplier Code' is 'A120235', the 'Supplier' is 'UK Electronics Inc.', and the 'Supplier Curr.' is 'Sterling'. The 'Stock Curr.' is 'Sterling'. The 'Cost' is '£10.00' and the 'Vat %' is '14'. The 'Price calculation' is set to 'Fixed'. The 'Wholesale Pricing' shows a 'Price' of '£20.00', 'Markup %' of '100', and 'Vat Price' of '£22.80' with a 'Gross Profit%' of '50'. The 'Retail Pricing' also shows a 'Price' of '£20.00', 'Markup %' of '100', and 'Vat Price' of '£22.80' with a 'Gross Profit%' of '50'. The 'Label type' is 'Stock Label 25h x 50w' and the 'Label Text' is 'Stainless Steel Bracket Thickness: 0.025'. The 'Valuation Description' is 'Stainless Steel Bracket Thickness:0.025'. On the right side, there are view options: 'Details' (selected), 'Vital Statistics', 'Price Levels', 'B.O.M.', and 'Notes'. There are also checkboxes for 'Dual Units', 'Serial Tracking', 'Discontinue', and 'De-Activate'. A 'Web Category' field is also present.

Type in the first character of the *Classification*. The *Default Search* form displays with all the classifications matching the specified character and pertaining to the selected category. Select the required classification and press **Enter**. If no match was found for the classification you require, type

the classification in the first field and press F2 to Quick add it to your default list. Default Classification displays with the assigned classification in the default field. Press Enter. Type in a description if necessary and press Enter. Type in the Classification Code (in upper case up to 3 characters), then Enter again to save and return to the Stock Master form. You have now specified a *Category* and a *Classification*. Press Enter.

In the *Description* field, type in a description of the item, which will be copied to the Valuation field by default. Valuation descriptions are used for valuation documents. The description is used in all other documents and reports referring to stock items. Press Enter.



The number of items in stock and on Supplier Appro in the Master location will display under *On hand + S-Appro*. This figure is calculated from transactions and cannot be entered directly into the *Stock Master* form.

Select the relevant *Stock Source*. *Purchased* if you buy the item in, *Manufactured* if you manufacture the item or *Service* if you wish to enter a service code for e.g. repairs, maintenance etc. The default *Price Calculation* button will be 'fixed'. If you wish the cost and price of the item to be calculated from the Bill of Materials, set the price calculation radio button to *B.O.M.*

Type in the stock reference for the item as used by your supplier in the *Supplier Code* field and press Enter.

Type in the first character of the *Supplier Name*. The Account Search form displays. Select the required supplier and press Enter. If no match was found, type in the name of your new supplier and press F2 to Quick add. Complete the rest of the Creditor Account form and *Save* to return to Stock Master. Press Enter.

If you wish to price the item in a foreign currency, select the relevant currency by typing and using the standard Ethos pop up selection screen. Press Enter.

Enter the *Cost Price* and the *Markup %*.

The *Price* and *Vat Price* will display in the *Wholesale* and *Retail Pricing* fields' Enter a Markup % for Wholesale and press Enter and the new Price, Vat Price and Gross profit will be calculated.

Enter a Markup % for Retail and press Enter: The new Price, Vat Price and Gross profit will be calculated

Click in the *Bin* field, type in the first character of the bin name where the item is stored/displayed. From Default Search select the required *Bin Location* and press Enter. If no match was found, type in the bin location name and press F2. Press Enter and type in a description if you wish. Press Enter twice to save and return to the Stock Master form. Press Enter.

In the *Units* field, if the default as defined in *Setup & Tools - Company Setup - User Interface Configuration* is not applicable, select an applicable option from the standard Ethos pop up selection screen. Press Enter

In the *Size* field, select an applicable option from the standard Ethos pop up selection screen. Press Enter.

Type in the *Weight* of the item. Press Enter.

The cursor will focus in the *Label Type* field and the default label will display as defined in *Setup & Tools - Company Setup - Admin Document / Printer Setup*. If you require a different label type for this item, type the first letter of the label type you require and select from the standard Ethos pop-up selection screen. Press Enter.

If the *System Generated Barcode* box has not been checked in *Setup & Tools - Company Setup - User Interface Configuration*, the *Barcode* field will be visible. Enter the bar code and press Enter.

Click on the *System bar code* check box if you require the system to generate an internal bar code for you.

In the *Label Text* fields, type the text you wish to appear on the label which is to be printed for the item.

The information you typed into description field will appear in *Valuation Description* where it can be deleted and altered if necessary. It will eventually be printed on the Valuation Certificate for this stock item (see chapter on Point of Sale)

To print the label(s), type the quantity you wish to print in the *Print Qty* field and click on the bar code icon. The label will be printed in the format you selected in the *Label Type* field.

In order to enter a picture of the item, click on *Edit*, then on the *Insert Image* icon. The *Picture Browser* form displays. The image to be inserted must be either in a Jpeg or Bitmap format. Select the drive where the image file is stored, then navigate through the directory options and double click on the required image file. The image will be displayed in the left hand preview screen. A rectangle indicating the portion of the image you wish to import will be superimposed on the image. Right-click to zoom to a smaller area and left-click to zoom to a bigger area of the image. Move the frame until it selects the required portion of the image and double click to import that portion into the database. The Final image window will show the image as it will appear on the stock master screen, invoices, catalogues, P.O.S, etc.

Click on the *Save* icon to save the information.

Additional information relating to the stock item can be viewed by selecting different views from the radio buttons at the top right hand side of the Stock Master form.

The **Detail** page is selected by default and displays the basic information relating to the stock item.

The **Vital Statistics** page:

Specify a *Re-Order Level* and a *Minimum Re-Order Quantity*. This will enable the software to either automatically generate purchase orders for sales orders or generate stock re-order reports. Current stock levels for this item will be reflected under the following headings: *On hand, Supplier Appro, Customer Appro, Required, Available, On Order, Re-order*. Additional information will be displayed to the left e.g Date Created & Modified and Recent & Historical Sales & Purchase Information.

The **BOM** page:

The Bill of Materials should be specified if you manufacture this item and require a raw materials breakdown for manufactured orders. The pricing option on the Details page can be set to B.O.M. This will calculate the cost of the item from the costs of the raw materials in the bill of materials. Click on *Edit* to activate edit mode for the form. Click on the *Add item* icon, select a component or raw material from the list and press Enter. Set the quantity and adjust costs or prices if required. Continue in this way until all the components of the item have been entered. To delete an item, click the *Delete* icon. A warning message will request confirmation that you wish to remove the item from the bill of materials. Click *OK* to proceed with the deletion or *Cancel*. Click *Save* to view the completed BOM. It can be edited by clicking on *Edit*, altering information and clicking on *Save*. Enable the *Details* view radio button to return to the default view of the form.

Stock Master

Stock Item

Print Qty 1

Stockcode **SAM-SGHV200**

Description Samsung SGH-V200

Onhand
+
-
10

Job Quantity 0

Description Dual Receiver
Stockcode DUALREC

- Quantity -	Cost	180
1	Price	360

Description Microphone and Earpiece Set
Stockcode MICEAR-SAM

- Quantity -	Cost	150
1	Price	270

Description Colour Screen
Stockcode SAMSCREEN600

- Quantity -	Cost	500
1	Price	800

Description Keypad for Samsung
Stockcode KEYPAD-33

- Quantity -	Cost	50
1	Price	100

Description Protective Skin for Samsung 200
Stockcode SKIN-SAM200

- Quantity -	Cost	30
1	Price	75

Description Battery Pack for Samsung 200
Stockcode BATPACK-SAM200

- Quantity -	Cost	400
1	Price	750

- View options -

- Details
- Vital Statistics
- Price Levels
- B.O.M.
- Notes

The **Notes** page:

Enter any additional information or notes pertaining to the stock item.

Click on the **Edit** icon in order to modify or add information to the record. Click on the Save icon to save your changes.

Click on the **Delete** icon to delete the record. An information message will state whether or not the stock item has been used in any transactions. Stock items that have been used in transactions may not be deleted. Click **OK** to proceed, or **Cancel**.

Click on the **Search** icon to view another stock item that has been previously created. The Stock Search form will display a stock code, description and category of each item in stock. Use the search criteria drop down box to specify search fields other than the stock code: e.g. Supplier, On hand, Description, Price, Stock code, Stock location, etc.

5.2 Stock level report

Stock level report

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Click on **Inventory**  - **Stock level report** 

The **Stock Level Report** provides you with summaries of the levels and values of your inventory based on the following selections:

Total Owned Stock Total stock owned by your business

Total Stock on Hand Total Physical stock in the warehouses of your business

Total Stock out on Appro Total stock supplied on consignment to your customers

Total Supplier Appro Stock Total stock holding of stock supplied to you on consignment from your suppliers

Stock listing A listing of all stock items including those with zero stock quantities

Each of these can be viewed by:

Location, Supplier, Classification, Category and Stock code.

Set the required values in these fields and click on the *OK* icon to view all items selected according to the specified criteria,

or

Click in the *Select by Stock code* field and type the first characters of the stock codes you wish to limit the listing to.. You can click on each line to view a digital image of the stock item.

If required click on the *Selection Criteria* drop-down list to select the search criteria at your disposal, e.g. *Category, Classification, Cost, Date created, Description, On hand* .

Stock Code	Supplier Ref.	Item Description	Unit	Onhand	S-Appro	C-Appro	Cost	Price	Cost Value	Price Value
BATPACK SAM200	MAS	Battery Pack for Samsung 200	each	0	0	0	R0.00	R750.00	R0.00	R0.00
DUALREC	MAS	Dual Receiver	each	0	0	0	R0.00	R360.00	R0.00	R0.00
ER-T610	MAS	Sony Ericsson T610	each	10	0	3	R1,200.00	R3,069.30	R12,000.00	R0.00
KEYPAD-33	MAS	Keypad for Samsung	each	0	0	0	R0.00	R100.00	R0.00	R0.00
MICBAR-SAM	MAS	Microphone and Earpiece Set	each	0	0	0	R0.00	R270.00	R0.00	R0.00
MOT-MPK200	MAS	Motorola MPK200	each	10	0	3	R1,500.00	R2,411.40	R15,000.00	R0.00
MOT-V600	MAS	Motorola V600	each	10	0	2	R1,200.00	R3,157.02	R12,000.00	R0.00
NOK-6600	MAS	Nokia 6600	each	10	0	5	R1,600.00	R3,244.74	R16,000.00	R0.00
NOK-NGAGE	MAS	Nokia N-Gage	each	10	0	1	R1,800.00	R3,377.19	R18,000.00	R0.00
SAM-SCREEN600	MAS	Colour Screen	each	0	0	0	R0.00	R800.00	R0.00	R0.00
SAM-SG-HET00	MAS	Samsung SGH-E700	each	10	0	0	R1,100.00	R2,630.70	R11,000.00	R0.00
SAM-SG-HV200	MAS	Samsung SGH-V200	each	10	0	0	R1,450.00	R3,625.00	R14,500.00	R0.00
SE-M060	MAS	Siemens M060	each	10	0	0	R1,600.00	R2,192.11	R16,000.00	R0.00
SE-S65	MAS	Siemens S65	each	10	0	6	R1,354.00	R1,972.81	R13,540.00	R0.00
SKIN-SAM200	MAS	Protective Skin for Samsung 200	each	0	0	0	R0.00	R75.00	R0.00	R0.00
									Total Units	GLT totalQuantity
									Total Cost Value	GLT totalCostVal
									Total Price Value	GLT totalPriceVal

Move the sliding arrow towards the plus sign to enlarge the display, and the minus sign to reduce it. Click on the *Print* icon to print the document, on the *Export Report* icon to export it to PDF format and on the *Email* icon to email it.

5.2.1 Total stock owned

Total stock owned

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Click on **Inventory**  - **Stock Level Report** 

Select **Total stock owned** from the drop-down list and click on the *Print Preview* icon

To limit the report to a specific *Location* , click in Location field, type the first letter of the location, select and press Enter.

To view by *Supplier* , click in the field, type the first letter of the supplier, select and press Enter

To view by *Classification* , click in the field, type the first letter of the classification, select and press Enter

To view by *Category* , click in the field, type the first letter of the category, select and press Enter

If you leave any of the above fields blank the report will not apply the search criteria that have blank values.

Click on the *Selection criteria* drop-down list to set the search field if you do not wish to search by stock code. The values for the selected search field will display in the Search column.

To view by *Stock code* , click in the *Search by stock code* field, type the first character of the stock code and all the stock codes starting with that character will display. Clear the search box to display all the stock codes. Select the stock code you wish to report on and click *OK*.

Click on *Print Preview* to display the report.

5.2.2 Total stock on hand

Total stock on hand

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Click on **Inventory**  - **Stock Level Report** 

Select **Total stock on hand** from the drop-down list and click on the *Print Preview* icon

To limit the report to a specific *Location* , click in Location field, type the first letter of the location, select and press Enter.

To view by *Supplier* , click in the field, type the first letter of the supplier, select and press Enter

To view by *Classification* , click in the field, type the first letter of the classification, select and press Enter

To view by *Category* , click in the field, type the first letter of the category, select and press Enter

If you leave any of the above fields blank the report will not apply the search criteria that have blank values.

Click on the *Selection criteria* drop-down list to set the search field if you do not wish to search by stock code. The values for the selected search field will display in the Search column.

To view by *Stock code* , click in the *Search by stock code* field, type the first character of the stock code and all the stock codes starting with that character will display. Clear the search box to display all the stock codes. Select the stock code you wish to report on and click *OK*.

Click on *Print Preview* to display the report.

5.2.3 Total stock out on appro

Total stock out on appro

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Click on **Inventory**  - **Stock Level Report** 

Select **Total stock out on appro** from the drop-down list and click on the *Print Preview* icon

To limit the report to a specific *Location* , click in Location field, type the first letter of the location, select and press Enter.

To view by *Supplier* , click in the field, type the first letter of the supplier, select and press Enter

To view by *Classification* , click in the field, type the first letter of the classification, select and press Enter

To view by *Category* , click in the field, type the first letter of the category, select and press Enter

If you leave any of the above fields blank the report will not apply the search criteria that have blank values.

Click on the *Selection criteria* drop-down list to set the search field if you do not wish to search by stock code. The values for the selected search field will display in the Search column.

To view by *Stock code* , click in the *Search by stock code* field, type the first character of the stock code and all the stock codes starting with that character will display. Clear the search box to display all the stock codes. Select the stock code you wish to report on and click *OK*.

Click on *Print Preview* to display the report.

5.2.4 Total supplier appro stock

Total supplier appro stock

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Click on **Inventory**  - **Stock Level Report** 

Select **Total supplier appro stock** from the drop-down list and click on the *Print Preview* icon

To limit the report to a specific *Location* , click in Location field, type the first letter of the location, select and press Enter.

To view by *Supplier* , click in the field, type the first letter of the supplier, select and press Enter

To view by *Classification* , click in the field, type the first letter of the classification, select and press Enter

To view by *Category* , click in the field, type the first letter of the category, select and press Enter

If you leave any of the above fields blank the report will not apply the search criteria that have blank values.

Click on the *Selection criteria* drop-down list to set the search field if you do not wish to search by stock code. The values for the selected search field will display in the Search column.

To view by *Stock code* , click in the *Search by stock code* field, type the first character of the stock code and all the stock codes starting with that character will display. Clear the search box to display all the stock codes. Select the stock code you wish to report on and click *OK*.

Click on *Print Preview* to display the report.

5.2.5 Total stock listing

Total stock listing

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Click on **Inventory**  - **Stock Level Report** 

Select **Total stock listing** from the drop-down list and click on the *Print Preview* icon

To limit the report to a specific *Location* , click in Location field, type the first letter of the location, select and press Enter.

To view by *Supplier* , click in the field, type the first letter of the supplier, select and press Enter

To view by *Classification* , click in the field, type the first letter of the classification, select and press Enter

To view by *Category* , click in the field, type the first letter of the category, select and press Enter

If you leave any of the above fields blank the report will not apply the search criteria that have blank values.

Click on the *Selection criteria* drop-down list to set the search field if you do not wish to search by stock code. The values for the selected search field will display in the Search column.

To view by *Stock code* , click in the *Search by stock code* field, type the first character of the stock code and all the stock codes starting with that character will display. Clear the search box to display all the stock codes. Select the stock code you wish to report on and click *OK*.

Click on *Print Preview* to display the report.

5.3 Stock movement report

Stock movement report

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Click on **Inventory**  - **Stock movement report** 

The **Stock Movement Report** provides you with summaries of the levels and values of your inventory based on the following selections from the Drop-down list

Sales - Invoices and Credits

Appro Sales - Sales Appro Invoices and Sales Appro Credits

Sales Orders - Sales Orders

Purchases - Purchase Invoices and Purchase Credits

Appro Purchases - Purchase Appro Invoices and Purchase Appro Credits

Purchase Orders - Purchase Orders

Stock Adjustments - Stock Adjustments

Stock Transfers - Stock Transfers from one location to another.

Opening Balances - Opening Balance entries for stock

All Transactions - A listing of all transactions sorted by stock item. Un-check the *View History* check box, check the *Non Zero Stock Only* check box click on the *Print Preview* icon.

Set the *start date* to the first date of the financial year and the *end date* to an arbitrary date to use this report to view the stock levels as at the end date.

Stock Report Selection

Start Date 2006/03/01 End Date 2011/06/10

Location Master

Supplier UK Electronics Inc.

Customer

Category

Classification

Select by Stock Code

Selection Criteria

Account Description
Account No.
Base Currency Amount ex VAT
Base Currency Amount exc VAT
Base Currency Amount inc VAT
Date
Date Stamp
Description
Doc No.
Quantity
ROE (Account)
ROE (Stock)
Stockcode
Time Stamp
Total Cost exc VAT
Transaction Code
Transaction Description
User Account Log
Stainless steel cylinder

Stock Code	Search Column	Search Column
69054	69054	69054
69055	69055	69055
COMPONENTA	COMPONENTA	COMPONENTA
COMPONENTA	COMPONENTA	COMPONENTA
COMPONENTA	COMPONENTA	COMPONENTA
COMPONENTB	COMPONENTB	COMPONENTB
COMPONENTB	COMPONENTB	COMPONENTB
COMPONENTB	COMPONENTB	COMPONENTB
COMPONENTC	COMPONENTC	COMPONENTC
COMPONENTC	COMPONENTC	COMPONENTC
COMPONENTD	COMPONENTD	COMPONENTD

Each of these can be viewed by:

Location, Supplier, Customer, Classification, Category and Stock code .

Set the required values in these fields and click on the *OK* icon to view all items selected according to the specified criteria,

or

Click in *Select by stock code* field and type the first characters of the stock codes you wish to limit the listing to.. You can click on each line to view a digital image of the stock item.

If required click on the *Selection Criteria* drop-down list to select the search criteria at your disposal, e.g. *Category, Classification, Cost, Date created, Description, On hand .*

Setting the *View History* check box will show all the detail transactions over the selected period (start date and end date) grouped chronologically by stock code. Un-check this check box to view only consolidated balances over the period for each stock item.

Check the *Non Zero Stock Only* check box to only display stock items with non-zero transaction

balances.

Stock Code	Reference	Description	Quantity	Stock Value	Cost	Price	Cost Value	Sales Value	Profit	GP %
COMPONENTA	2009/05/11	MAS00000021 MAS Purchase Tax Invo	10	10	£10.00	£1.00	£10.00			
COMPONENTA	2009/05/11	MAS00000022 MAS Purchase Tax Invo	500	510	£510.00	£1.00	£500.00			
COMPONENTA	2009/05/11	MAS00000007 WIP Manufacturing Lin	-8	510	£510.00	£0.00	£0.00	£0.00	£0.00	0%
COMPONENTA	2009/05/11	MAS00000009 WIP Manufacturing Lin	-20	510	£510.00	£0.00	£0.00	£0.00	£0.00	0%
COMPONENTA	2009/05/11	MAS00000010 WIP Manufacturing Lin	-20	510	£510.00	£0.00	£0.00	£0.00	£0.00	0%
COMPONENTA	2009/05/11	MAS00000003 WIP Stock Transfer	10	510	£510.00	£1.00	£10.00			
COMPONENTA	2009/05/11	MAS00000003 MAS Stock Transfer	10	510	£510.00	£1.00	£10.00			
COMPONENTA	2009/05/11	MAS00000000 WIP Stock Transfer	10	510	£510.00	£1.00	£10.00			
COMPONENTA	2009/05/11	MAS00000000 MAS Stock Transfer	10	510	£510.00	£1.00	£10.00			
COMPONENTA	2009/05/11	MAS00000000 WIP Stock Adjustment	-20	490	£490.00	£1.00	£-20.00			
COMPONENTA	2011/04/28	MAS00000012 MAS Sales Tax Invoice	1	488	£488.00	£1.00	£1.00	£2.00	£1.00	50%
COMPONENTA	2011/05/03	MAS00000013 MAS Sales Tax Invoice	1	488	£488.00	£1.00	£1.00	£2.00	£1.00	50%
COMPONENTA	2011/05/05	MAS00000004 ELU Stock Transfer	20	488	£488.00	£1.00	£20.00			
COMPONENTA	2011/05/05	MAS00000004 MAS Stock Transfer	20	488	£488.00	£1.00	£20.00			
COMPONENTA	2011/05/25	MAS00000018 MAS Sales Tax Invoice	1	487	£487.00	£1.00	£40.00	£1.00	£40.00	97.5%
COMPONENTA	2011/05/30	MAS00000024 MAS Purchase Tax Invo	1	488	£507.00	£20.00	£20.00			
COMPONENTA	2011/06/02	MAS00000021 MAS Sales Tax Invoice	0	488	£507.00	£1.04	£0.00	£0.00	£0.00	0%
COMPONENTA	2011/06/10	MAS00000027 MAS Purchase Tax Invo	1	489	£507.71	£0.71	£0.71			
COMPONENTA	A120235	Stainless Steel Bracket Thickness:0.025	489		£507.71		£3.00	£44.00	£41.00	93.18%
Total Sales :							£44.00	Total Cost :	£3.00	£507.71
Total Cost of Sales:							£3.00	Total Adjustments :	£-20.00	
Total Gross Profit :							£41.00	Total Stock Value:	£507.71	

Move the sliding arrow towards the plus sign to enlarge the display, and the minus sign to reduce it. Click on the *Print* icon to print the document, on the *Export Report* icon to export it to PDF, .xls, .rtf or .txt. format and on the *Email* icon to email it.

5.3.1 Sales

Sales

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Click on  - **Stock Movement Report** 

Select  from the drop-down list and click on the *Print Preview* icon

Set the start date and the end date drop down calendars to specify the period for which you wish to include transactions. If you wish to see each individual transaction, tick the *View History* check box. If you are viewing consolidated balances per stock item (i.e. the *View History* check box is not ticked), you may choose to view only stock items that have no-zero balances by ticking the *Non Zero Stock Only* check box.

To limit the report to a specific *Location*, click in Location field, type the first letter of the location, select and press Enter.

To view by *Supplier* , click in the field, type the first letter of the supplier, select and press Enter
 To view by *Customer* , click in the field, type the first letter of the supplier, select and press Enter
 To view by *Classification* , click in the field, type the first letter of the classification, select and press Enter
 To view by *Category* , click in the field, type the first letter of the category, select and press Enter

If you leave any of the above fields blank the report will not apply the search criteria that have blank values.

Click on the *Selection criteria* drop-down list to set the search field if you do not wish to search by stock code. The values for the selected search field will display in the Search column.

To view by *Stock code* , click in the *Search by stock code* field, type the first character of the stock code and all the stock codes starting with that character will display. Clear the search box to display all the stock codes. Select the stock code you wish to report on and click *OK*.

Click on *Print Preview*  to display the report.

5.3.2 Appro Sales

Appro Sales

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Click on **Inventory**  - **Stock Movement Report** 

Select **Appro Sales**  from the drop-down list and click on the *Print Preview* icon

Set the start date and the end date drop down calendars to specify the period for which you wish to include transactions. If you wish to see each individual transaction, tick the *View History* check box. If you are viewing consolidated balances per stock item (i.e. the *View History* check box is not ticked), you may choose to view only stock items that have no-zero balances by ticking the *Non Zero Stock Only* check box.

To limit the report to a specific *Location* , click in Location field, type the first letter of the location, select and press Enter.

To view by *Supplier* , click in the field, type the first letter of the supplier, select and press Enter
 To view by *Customer* , click in the field, type the first letter of the supplier, select and press Enter
 To view by *Classification* , click in the field, type the first letter of the classification, select and press Enter
 To view by *Category* , click in the field, type the first letter of the category, select and press Enter

If you leave any of the above fields blank the report will not apply the search criteria that have blank values.

Click on the *Selection criteria* drop-down list to set the search field if you do not wish to search by stock code. The values for the selected search field will display in the Search column.

To view by *Stock code* , click in the *Search by stock code* field, type the first character of the stock code and all the stock codes starting with that character will display. Clear the search box to display all the stock codes. Select the stock code you wish to report on and click *OK*.

Click on *Print Preview*  to display the report.

5.3.3 Sales Orders

Sales Orders

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Click on **Inventory**  - **Stock Movement Report** 

Select **Sales Orders**  from the drop-down list and click on the *Print Preview* icon

Set the start date and the end date drop down calendars to specify the period for which you wish to include transactions. If you wish to see each individual transaction, tick the *View History* check box. If you are viewing consolidated balances per stock item (i.e. the *View History* check box is not ticked), you may choose to view only stock items that have no-zero balances by ticking the *Non Zero Stock Only* check box.

To limit the report to a specific *Location*, click in Location field, type the first letter of the location, select and press Enter.

To view by *Supplier*, click in the field, type the first letter of the supplier, select and press Enter

To view by *Customer*, click in the field, type the first letter of the supplier, select and press Enter

To view by *Classification*, click in the field, type the first letter of the classification, select and press Enter

To view by *Category*, click in the field, type the first letter of the category, select and press Enter

If you leave any of the above fields blank the report will not apply the search criteria that have blank values.

Click on the *Selection criteria* drop-down list to set the search field if you do not wish to search by stock code. The values for the selected search field will display in the Search column.

To view by *Stock code*, click in the *Search by stock code* field, type the first character of the stock code and all the stock codes starting with that character will display. Clear the search box to display all the stock codes. Select the stock code you wish to report on and click *OK*.

Click on *Print Preview*  to display the report.

5.3.4 Purchases

Purchases

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Click on **Inventory**  - **Stock Movement Report** 

Select **Purchases**  from the drop-down list and click on the *Print Preview* icon

Set the start date and the end date drop down calendars to specify the period for which you wish to include transactions. If you wish to see each individual transaction, tick the *View History* check box. If you are viewing consolidated balances per stock item (i.e. the *View History* check box is not ticked),

you may choose to view only stock items that have no-zero balances by ticking the *Non Zero Stock Only* check box.

To limit the report to a specific *Location* , click in Location field, type the first letter of the location, select and press Enter.

To view by *Supplier* , click in the field, type the first letter of the supplier, select and press Enter

To view by *Customer* , click in the field, type the first letter of the supplier, select and press Enter

To view by *Classification* , click in the field, type the first letter of the classification, select and press Enter

To view by *Category* , click in the field, type the first letter of the category, select and press Enter

If you leave any of the above fields blank the report will not apply the search criteria that have blank values.

Click on the *Selection criteria* drop-down list to set the search field if you do not wish to search by stock code. The values for the selected search field will display in the Search column.

To view by *Stock code* , click in the *Search by stock code* field, type the first character of the stock code and all the stock codes starting with that character will display. Clear the search box to display all the stock codes. Select the stock code you wish to report on and click *OK*.

Click on *Print Preview*  to display the report.

5.3.5 Appro Purchases

Appro Purchases

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Click on **Inventory**  - **Stock Movement Report** 

Select **Appro Purchases**  from the drop-down list and click on the *Print Preview* icon

Set the start date and the end date drop down calendars to specify the period for which you wish to include transactions. If you wish to see each individual transaction, tick the *View History* check box. If you are viewing consolidated balances per stock item (i.e. the *View History* check box is not ticked), you may choose to view only stock items that have no-zero balances by ticking the *Non Zero Stock Only* check box.

To limit the report to a specific *Location* , click in Location field, type the first letter of the location, select and press Enter.

To view by *Supplier* , click in the field, type the first letter of the supplier, select and press Enter

To view by *Customer* , click in the field, type the first letter of the supplier, select and press Enter

To view by *Classification* , click in the field, type the first letter of the classification, select and press Enter

To view by *Category* , click in the field, type the first letter of the category, select and press Enter

If you leave any of the above fields blank the report will not apply the search criteria that have blank values.

Click on the *Selection criteria* drop-down list to set the search field if you do not wish to search by stock code. The values for the selected search field will display in the Search column.

To view by *Stock code* , click in the *Search by stock code* field, type the first character of the stock code and all the stock codes starting with that character will display. Clear the search box to display all the stock codes. Select the stock code you wish to report on and click *OK*.


Click on *Print Preview*  to display the report.

5.3.6 Purchase Orders

Purchase Orders

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Click on **Inventory**  - **Stock Movement Report** 

Select **Purchase Orders**  from the drop-down list and click on the *Print Preview* icon

Set the start date and the end date drop down calendars to specify the period for which you wish to include transactions. If you wish to see each individual transaction, tick the *View History* check box. If you are viewing consolidated balances per stock item (i.e. the *View History* check box is not ticked), you may choose to view only stock items that have no-zero balances by ticking the *Non Zero Stock Only* check box.

To limit the report to a specific *Location*, click in Location field, type the first letter of the location, select and press Enter.

To view by *Supplier*, click in the field, type the first letter of the supplier, select and press Enter

To view by *Customer*, click in the field, type the first letter of the supplier, select and press Enter

To view by *Classification*, click in the field, type the first letter of the classification, select and press Enter

To view by *Category*, click in the field, type the first letter of the category, select and press Enter

If you leave any of the above fields blank the report will not apply the search criteria that have blank values.

Click on the *Selection criteria* drop-down list to set the search field if you do not wish to search by stock code. The values for the selected search field will display in the Search column.

To view by *Stock code*, click in the *Search by stock code* field, type the first character of the stock code and all the stock codes starting with that character will display. Clear the search box to display all the stock codes. Select the stock code you wish to report on and click *OK*.


Click on *Print Preview*  to display the report.

5.3.7 Stock Adjustments

Stock Adjustments

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Click on **Inventory**  **Stock Movement Report** 

Select **Stock Adjustments**  from the drop-down list and click on the *Print Preview* icon

Set the start date and the end date drop down calendars to specify the period for which you wish to include transactions. If you wish to see each individual transaction, tick the *View History* check box. If you are viewing consolidated balances per stock item (i.e. the *View History* check box is not ticked), you may choose to view only stock items that have no-zero balances by ticking the *Non Zero Stock*

Only check box.

To limit the report to a specific *Location* , click in Location field, type the first letter of the location, select and press Enter.

To view by *Supplier* , click in the field, type the first letter of the supplier, select and press Enter

To view by *Customer* , click in the field, type the first letter of the supplier, select and press Enter

To view by *Classification* , click in the field, type the first letter of the classification, select and press Enter

To view by *Category* , click in the field, type the first letter of the category, select and press Enter

If you leave any of the above fields blank the report will not apply the search criteria that have blank values.

Click on the *Selection criteria* drop-down list to set the search field if you do not wish to search by stock code. The values for the selected search field will display in the Search column.

To view by *Stock code* , click in the *Search by stock code* field, type the first character of the stock code and all the stock codes starting with that character will display. Clear the search box to display all the stock codes. Select the stock code you wish to report on and click *OK*.

Click on *Print Preview*  to display the report.

5.3.8 Stock Transfer

Stock Transfer

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Click on **Inventory**  **Stock Movement Report** 

Select **Stock Transfer**  from the drop-down list and click on the *Print Preview* icon

Set the start date and the end date drop down calendars to specify the period for which you wish to include transactions. If you wish to see each individual transaction, tick the *View History* check box. If you are viewing consolidated balances per stock item (i.e. the *View History* check box is not ticked), you may choose to view only stock items that have no-zero balances by ticking the *Non Zero Stock Only* check box.

To limit the report to a specific *Location* , click in Location field, type the first letter of the location, select and press Enter.

To view by *Supplier* , click in the field, type the first letter of the supplier, select and press Enter

To view by *Customer* , click in the field, type the first letter of the supplier, select and press Enter

To view by *Classification* , click in the field, type the first letter of the classification, select and press Enter

To view by *Category* , click in the field, type the first letter of the category, select and press Enter

If you leave any of the above fields blank the report will not apply the search criteria that have blank values.

Click on the *Selection criteria* drop-down list to set the search field if you do not wish to search by stock code. The values for the selected search field will display in the Search column.


To view by *Stock code* , click in the *Search by stock code* field, type the first character of the stock code and all the stock codes starting with that character will display. Clear the search box to display all the stock codes. Select the stock code you wish to report on and click *OK*.

Click on *Print Preview*  to display the report.

5.3.9 Stock Opening Balance

Stock Opening Balance
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Click on **Inventory**  **Stock Movement Report** 

Select **Stock Opening Balance**  from the drop-down list and click on the *Print Preview* icon

Set the start date and the end date drop down calendars to specify the period for which you wish to include transactions. If you wish to see each individual transaction, tick the *View History* check box. If you are viewing consolidated balances per stock item (i.e. the *View History* check box is not ticked), you may choose to view only stock items that have no-zero balances by ticking the *Non Zero Stock Only* check box.

To limit the report to a specific *Location*, click in Location field, type the first letter of the location, select and press Enter.

To view by *Supplier*, click in the field, type the first letter of the supplier, select and press Enter

To view by *Customer*, click in the field, type the first letter of the **customer**, select and press Enter

To view by *Classification*, click in the field, type the first letter of the classification, select and press Enter

To view by *Category*, click in the field, type the first letter of the category, select and press Enter


If you leave any of the above fields blank the report will not apply the search criteria that have blank values.

Click on the *Selection criteria* drop-down list to set the search field if you do not wish to search by stock code. The values for the selected search field will display in the Search column.

To view by *Stock code*, click in the *Search by stock code* field, type the first character of the stock code and all the stock codes starting with that character will display. Clear the search box to display all the stock codes. Select the stock code you wish to report on and click *OK*.

Click on *Print Preview*  to display the report.

5.3.10 All Transactions

 **All Transactions**
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Click on **Inventory**  **Stock Movement Report** 

Select **All Transactions** from the drop-down list and click on the *Print Preview* icon

Set the start date and the end date drop down calendars to specify the period for which you wish to include transactions. If you wish to see each individual transaction, tick the *View History* check box. If you are viewing consolidated balances per stock item (i.e. the *View History* check box is not ticked),

you may choose to view only stock items that have no-zero balances by ticking the *Non Zero Stock Only* check box.

To limit the report to a specific *Location* , click in Location field, type the first letter of the location, select and press Enter.

To view by *Supplier* , click in the field, type the first letter of the supplier, select and press Enter

To view by *Customer* , click in the field, type the first letter of the supplier, select and press Enter

To view by *Classification* , click in the field, type the first letter of the classification, select and press Enter

To view by *Category* , click in the field, type the first letter of the category, select and press Enter

If you leave any of the above fields blank the report will not apply the search criteria that have blank values.

Click on the *Selection criteria* drop-down list to set the search field if you do not wish to search by stock code. The values for the selected search field will display in the Search column.

To view by *Stock code* , click in the *Search by stock code* field, type the first character of the stock code and all the stock codes starting with that character will display. Clear the search box to display all the stock codes. Select the stock code you wish to report on and click *OK*.

Click on *Print Preview*  to display the report.

5.4 Back Order Report

Back Order Report

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The Back Order report provides functionality to track both outstanding customer orders and outstanding orders placed on suppliers.

Click on **Inventory**  - **Back Order Report** 

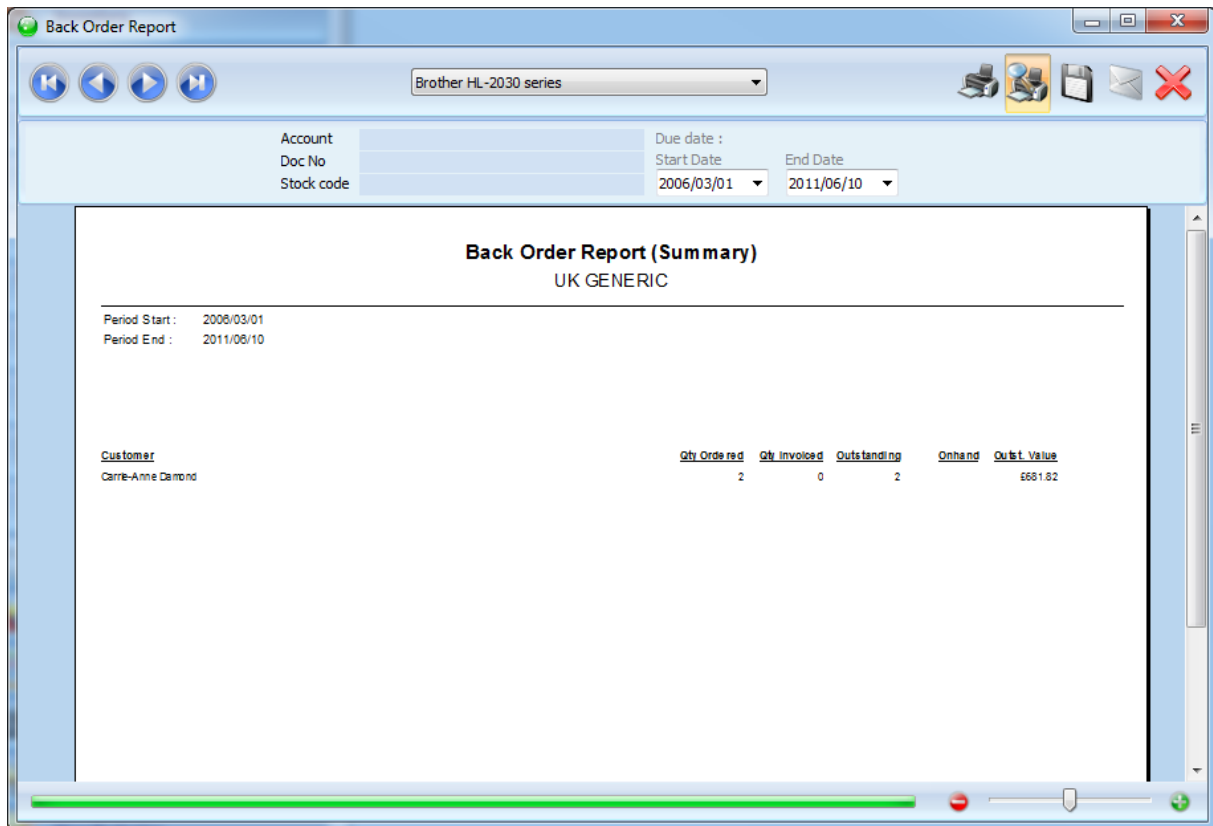
Use the available radio buttons to select whether you wish to *View Sales orders* or *Supplier Orders*.

Use the available radio buttons to select *Detail* if you wish to see a transaction listing for outstanding items or *Summary*.

Should you want to view back orders for a specific account, use the *Account* field (sorted according to account name).

If you have the *Document no.* type it in the Doc No. To find back orders for a specific stock item use the *Stock code field*. (sorted according to stock codes).

Specify the *Start and End dates* and click on the *Print Preview* icon.



Move the sliding arrow towards the plus sign to enlarge the display, and the minus sign to reduce it. Click on the *Print* icon to print the document, on the *Export Report* icon to export it as PDF, rtf or xls format and on the *Email* icon to email it.

5.5 Generate Purchase Orders

Generate Purchase Orders

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The automatic re-order function will automatically generate purchase orders for all outstanding sales orders where there is not sufficient stock on hand to fulfill the outstanding orders. The system will take into account current stock levels, minimum order quantities and minimum stock levels as well as outstanding supplier orders.



It is imperative that both customer and supplier back orders as well as stock levels are accurate before this function is run.

Click on **Inventory**  **Generate Purchase Orders** .

Click *OK* in the *Confirmation box* in order to process Purchase orders for all outstanding Sales orders. If for any reason the Purchase Orders could not be created, a *Purchase Order Creation Exception Report* will display, stating the reason. Move the sliding arrow towards the plus sign to enlarge the display, and the minus sign to reduce it. Click on the *Print* icon to print the document, on the *Export Report* icon to export it as PDF, rtf or xls format and on the *Email* icon to email it.

5.6 Appro Report

Appro Report

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The Appro Report provides functionality to track consignment goods that have been issued to customers.

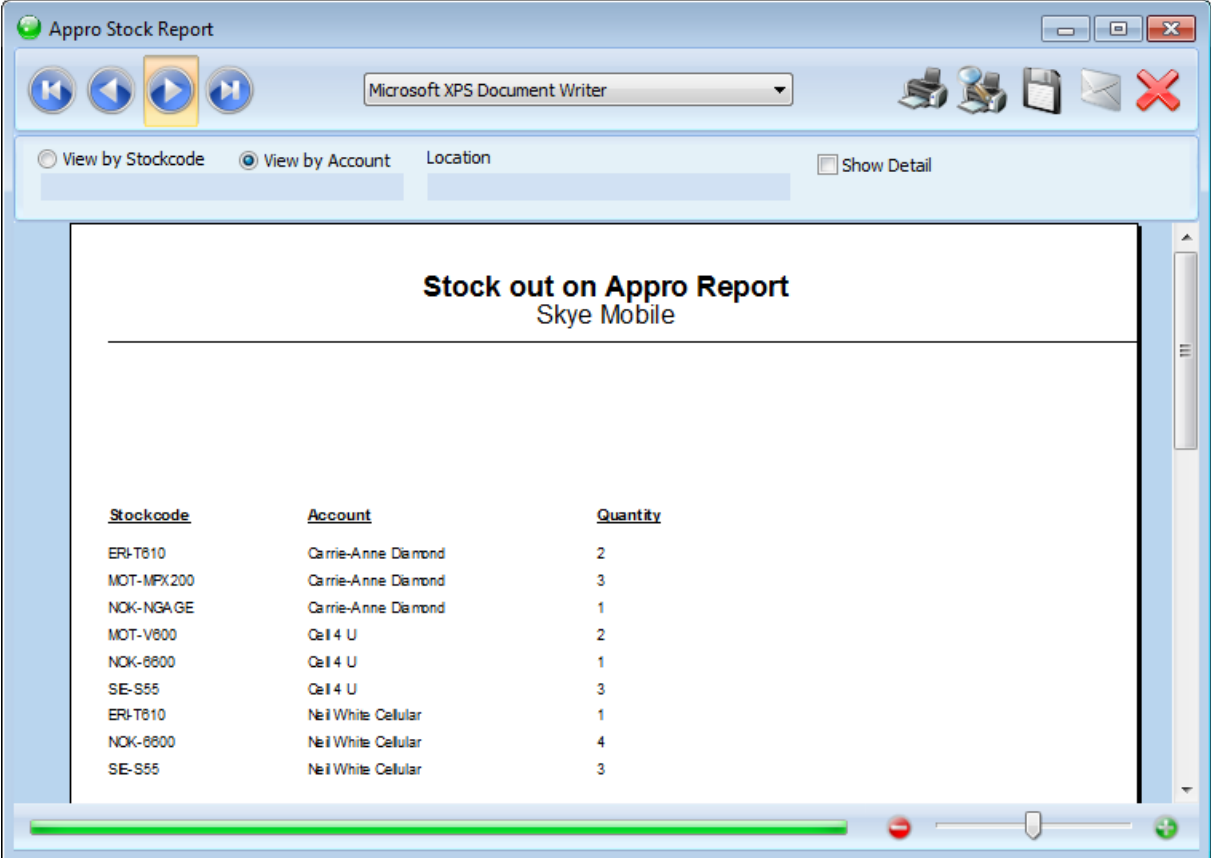
Click on **Inventory**  **Appro Report** 

View outstanding consignment stock by account:

Select the *View by Account* radio button to view stock out on consignment by account. If no account is selected the consignment stock issued for each account will be sorted by stock code and grouped by account. If an account is specified only consignment stock for that account will be listed.

View outstanding consignment stock by stock code:

Select the *View by Stock code* radio button to view stock out on consignment by stock code. If no stock code is selected the consignment stock issued for each stock code will be sorted by account and grouped by stock code. If a stock code is specified only consignment stock for that stock code will be listed.



<u>Stockcode</u>	<u>Account</u>	<u>Quantity</u>
ERI-T610	Carrie-Anne Diamond	2
MOT-MPX200	Carrie-Anne Diamond	3
NOK-NGAGE	Carrie-Anne Diamond	1
MOT-V800	Cell 4 U	2
NOK-6800	Cell 4 U	1
SE-S55	Cell 4 U	3
ERI-T610	Neil White Cellular	1
NOK-6800	Neil White Cellular	4
SE-S55	Neil White Cellular	3


Select a location in the *Location* field to restrict the report to a specific warehouse or branch location (optional)

Check the *Show Detail* check box to see a transaction listing for outstanding appro items.

The *Hide Cost* check box becomes available Check it if you do not want cost prices displayed on the document

Click on the *Print Preview* icon

Move the sliding arrow towards the plus sign to enlarge the display, and the minus sign to reduce it.

Click on the *Print* icon to print the document, on the *Export Report*  icon to export it as PDF, rtf or xls format and on the *Email* icon to email it.



5.7 Stock Take

Stock Take

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Before commencing a stock take, it is recommended that you run an **Integrity Check** .

Click on Setup & Tools  - **Integrity Check**  and ensure that the *Force Transaction Rebuild* box is checked. Click on the  icon. Click on OK in the confirmation box to continue.

A stock take may be approached in two possible ways:

1. Do a stock take on paper before entering the captured data into the computer

Click on *Inventory*  - *Additional Stock Reports*  - *Stock take Reports* - and select an appropriate **Stock take Sheet**

Limit the report to specific criteria that can be specified in the report selection screen. Enter values according to which you want to restrict the stock take report (optional) and click on the *OK* icon. The stock take sheet will preview. Click on the *Print* icon to print the sheets. The report displays all stock items grouped by location. Do your physical stock take according to the specified criteria and note the stock quantities on the printed stock take sheets. When you have completed a stock take for all your inventory, the stock take sheets can be captured onto your software as set out below:


2. Capture stock take information directly onto your software

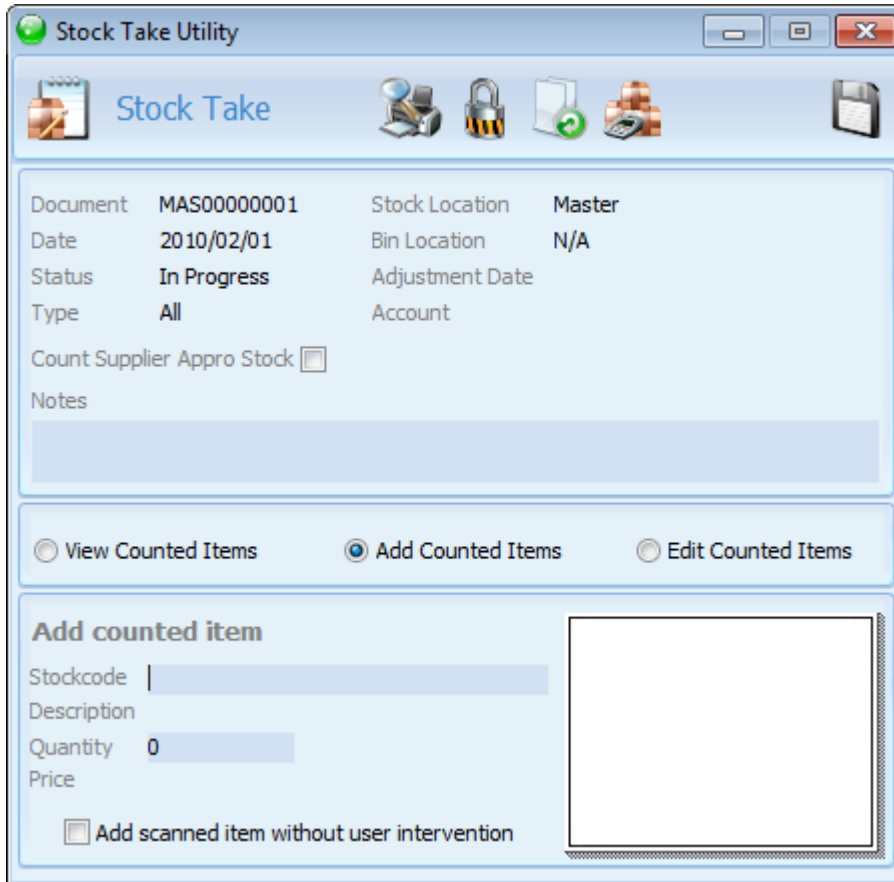
Click on *Inventory*  **Stock Take** 

Click on the *Add new* icon open up a new stock take document.

The current date displays. If you need to, replace it by selecting a date from the drop down calendar. Press Enter.

Select the location of the stock take in the *Location* field and press Enter twice.
Bin Location is not applicable
 The *Status* will be *In Progress*.

At this stage you may click on the  icon to consolidate all open stock takes into the current one if you wish to. Click *OK* in the confirmation box.



Stock Take Utility

Stock Take

Document MAS00000001 Stock Location Master
 Date 2010/02/01 Bin Location N/A
 Status In Progress Adjustment Date
 Type All Account

Count Supplier Appro Stock

Notes

View Counted Items Add Counted Items Edit Counted Items

Add counted item

Stockcode |
 Description
 Quantity 0
 Price

Add scanned item without user intervention

There are four methods for capturing stock onto the software:

Manual Label Capturing

Add Counted Item is the default setting

Type the stock code printed on the label into the *Stock code* field and press Enter. Type the counted quantity in the *Quantity* field and press Enter. Repeat until all stock quantities have been captured.

Scanning Bar code Labels

Check the *Add scanned item without user intervention* box and use the bar code scanner to scan the label of each individual item or scan the same label more than once if there is a quantity of more than one of a specific item. Repeat until all stock quantities have been captured.

Manual Stock Sheet Capturing

Add Counted Item is the default setting

Type the stock code printed on the stock sheet in the *Stock code* field and press Enter. Type the counted quantity in the *Quantity* field and press Enter. Repeat until all stock quantities have been captured.


Counted stock can be viewed at any time by clicking on '*View Counted Items*'.


If you have counted a stock item incorrectly you can change the counted quantity by selecting it in *View Counted Items*, and clicking on *Edit Counted Items*. Correct the quantity and return to *Add Counted Items* to continue the stock take.

Scanning Stock Sheets

Check the *Add scanned item without user intervention* box and use the bar code scanner to scan the bar code printed on the stock sheet. Scan the same bar code more than once if there is a quantity of more than one of a specific item. Repeat until all stock quantities have been captured. Click on the *Save* icon to save the items added to your stock take. You can continue adding items to the stock take at a later stage by clicking on the *Edit* icon.


When you are satisfied that the counted stock is correct, it is advisable that all users log out and an


integrity check [Integrity Check](#) is run. Then click on the 'Calculate Variance'  icon and then click *OK* in the Confirmation Box.

The *Status* now displays *Variance Calculated*. On the stock take form, click on the *Print Preview*  icon, select the *Stock Take Variance Report* or *Stock Take Variance with Estimated Cost Report* from the list and press Enter to view a report on all the items whose counted quantities differ from those on the computer. Alternatively select the *Stock Take Report*, *Stock Take Partial Count Report* or *Stock Take with Estimated Cost Report* to view all items that have been counted in the stock take.

Positive quantities in the variance column of the *Stock Take Variance Report* indicate that fewer items were counted than are on record on the computer

At this stage you have the option of adjusting the counted items if any missing items have been found. When you are ready to do stock adjustments, click on *Edit*, then on the *Auto Adjust Stock to Stock*

take  icon and select the Stock Adjustment Account in the '*Account*' field (e.g. *Missing Stock*, which must be created as an Expense Account). Then click on *OK* in the *Confirmation Box*. The status is now *Adjusted* and the stock take can no longer be edited. All the automatic adjustments have been performed, so if the *Stock Level Report* is checked all the on-hand quantities should correspond to what has been counted.

Click on the *Close and Lock Stock Take*  icon to prevent future access to this account for editing purposes. Locking the stock take will also exclude it when consolidating several stock takes into one.

To **view** information of a previous stock take, click on the *Search* icon, select the required stock take document and press Enter.

5.8 Labeling

Enter topic text here.

5.9 Additional Stock Reports

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Additional Stock Reports

Click on **Inventory**  **Additional Stock Reports** 

Select the report you want to run, complete the *Report Selection* page if applicable and click *OK*.

Move the sliding arrow towards the + sign to enlarge the display, and the - sign to reduce it.

Click on the *Print* icon to print the document, on the *Export Report*



icon to export it as PDF, .xls, .rtf or .txt format and on the *Email*



icon to email it.

6 Transactions

6.1 Documents



Documents

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Click on **Transactions**



Documents



Finding and viewing documents

To view a specific document, click on the type of document in the menu you wish to view e.g. **Sales**

Tax Invoice The document search form will display.

Document Search
X

Sales Order

Search by Document No. Select search criteria

Document No.
▼

Document	Date	Account	Amount	Search Column
MAS00000001	2010/02/03	Carrie-Anne Diamond	1195	MAS00000001
MAS00000002	2010/01/12	Neil White Cellular	945	MAS00000002
MAS00000003	2010/01/19	City Cellular	699	MAS00000003

Type the document number of the invoice you wish to view in the *Search by Document No.* field. Alternatively select a different search criteria from the *Select Search Criteria* drop down box. Click in

the *Search by* field to search for a document by the new search criteria. Document values for the selected search field will display in the *Search Column*. If more than one document entry is visible, select the required document by scrolling up or down with the arrow keys or click on the document entry to select it. Press Enter or click on the *OK* icon.

Creating new documents

Click on the *Add* icon. The fields that can be populated with information will be highlighted.

Document number

Each document must have a number to enable auditing. It is automatically assigned and displayed when the document has been completed and saved

Location

For remote branches the location that has been selected in the *Company Details* page of the **Setup & Tools - Company Setup** form will display by default in the location field for all transaction documents. For multiple warehouse businesses the default location will be *Master*. Select the location to which your document pertains.

Currency

The default currency of for inventory related documents (stock transfers, stock adjustments, opening balances) will be the base currency of the financial system. All other documents will assume the currency of the selected Debtor or Creditor. Should the currency of the selected Debtor or Creditor differ from the base currency, the *R.O.E.* field will become visible and display the current rate of exchange as defined in the **Setup & Tools - Defaults** form under *Currency*. Change the *R.O.E.* value for this document only if necessary.

Commission

Commission fields are visible in *Sales Tax Invoice*, *Sales Tax Credit*, *Sales Order* and *Sales Quotation* document forms. If a sales representative has been assigned to a debtor in the *Debtors Maintenance* form, the relevant commission account will display in the Commission Field by default. The user can override default commission account if required.

Project number

The project number can be used to link a document to a project. See the chapter on *Projects*.


Vat

For documents that attract VAT the tax type columns will default to the tax type defined in the *Account Maintenance* form for the respective debtor or creditor.

Print

Click on *Print Preview*  to print the document.

Click on the **Export Ethos Customer Stock**  icon to export and save the document as a .eio file. The invoice can be imported to a different installation of Ethos in *Setup & Tools - Import Ethos*

Supplier Stock.  This feature is mainly intended for Franchises of the same company.

6.1.1 Debtors Documents

Debtors Documents

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Click on **Transactions**  - **Documents**  - **Debtors documents** 


All the available debtors documents will display on the menu:



6.1.1.1 Sales Tax Invoice

Sales Tax Invoice

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Click on **Transactions**  - **Documents**  - **Debtors Documents**  - **Sales Tax Invoice** 

Click on *Add New* to create a new document.

Select the *Location* of the transaction in the location field. If you are not using a multiple warehouse or multiple store system, use the default location of Master. Press Enter.

Select the required account from the *Account Name* field. Click in the *Delivery Address* field and change the default delivery address if necessary. Press enter to navigate to the *Date* field.

The *Date* will default to the current system date. Change to the required document date and press Enter.

The *Due date* will default to the current system date. Change to the required due date and press Enter.

Capture the customer reference for the document in the *Reference* field and press Enter.

Select the person that will receive commission on the transaction in the *Commission* field and press Enter.

Enter a *Message* or *Note* in the field if required and press Enter.

Select a project no in the *Project* field to link the document to a specific project (optional). Press Enter.

If this Invoice has been created from a Sales Order, the Sales Order Number will display in the relevant field.

If this Invoice has been created from a Sales Quotation, the Sales Quotation Number will display in the relevant field.

Enter document lines

The cursor will flash in the stock code column. Type the first characters of the stock code you wish to enter and select from the standard Ethos stock search screen. Overwrite the description if necessary and press Enter to navigate to the next column. Enter the quantity and press Enter to navigate to the next column.

The VAT percentage for the document will default to the VAT account specified for the selected account. Press Enter.

Enter a discount percentage if applicable. Press Enter.

To ensure that no rounding discrepancies occur either and inclusive or exclusive price can be entered. If an inclusive price is specified, the value in the *inch. Price column* will display in red. Press Enter

To add more lines to the document repeat above steps for each line.

Press Enter twice or click on the *Save* icon to save the document.

Click on the **Export Ethos Customer Stock**  icon to export and save the document as a .eio file. The invoice can be imported to a different installation of Ethos by going to *Setup & Tools - Import*

Ethos Supplier Stock.  This feature is mainly intended for Franchises of the same company.

To view existing Sales Tax Invoices click on the *Search* icon, select from the standard *Ethos Document Search* screen and press Enter.

6.1.1.2 Sales Tax Credit

Sales Tax Credit

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Click on **Transactions**   - **Documents**  - **Debtors Documents**  - **Sales Tax**



Credit

Click on *Add New* to create a new document.

Select the *Location* of the transaction in the location field. If you are not using a multiple warehouse or multiple store system, use the default location of Master. Press Enter.

Select the required account from the *Account Name* field. Click in the *Delivery Address* field and change the default delivery address if necessary. Press enter to navigate to the *Date* field.

The *Date* will default to the current system date. Change to the required document date and press Enter.

The *Due date* will default to the current system date. Change to the required due date and press Enter.

Capture the customer reference for the document in the *Order No* field and press Enter.

Select the person that will receive commission on the transaction in the *Commission* field and press Enter.

Select a project no in the *Project* field to link the document to a specific project (optional). Press Enter.

Enter document lines

The cursor will flash in the stock code column. Type the first characters of the stock code you wish to enter and select from the standard Ethos stock search screen. Overwrite the description if necessary and press Enter to navigate to the next column. Enter the quantity and press Enter to navigate to the next column.

The VAT percentage for the document will default to the VAT account specified for the selected account. Press Enter.

Enter a discount percentage if applicable. Press Enter.

To ensure that no rounding discrepancies occur either and inclusive or exclusive price can be entered. If an inclusive price is specified, the value in the *inc. Price column* will display in red. Press Enter

To add more lines to the document repeat above steps for each line.

Press Enter twice or click on the *Save* icon to save the document.

6.1.1.3 Sales Appro Invoice

Sales Appro Invoice

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Click on **Transactions**  - **Documents**  - **Debtors Documents**  - **Sales Appro Invoice**



Click on *Add New* to create a new document.

Select the *Location* of the transaction in the location field. If you are not using a multiple warehouse or multiple store system, use the default location of Master. Press Enter.

Select the required account from the *Account Name* field. Click in the *Delivery Address* field and change the default delivery address if necessary. Press enter to navigate to the *Date* field.

The *Date* will default to the current system date. Change to the required document date and press Enter.

The *Due date* will default to the current system date. Change to the required due date and press Enter.

Capture the customer reference for the document in the *Reference* field and type a *Message / Note* if you wish. Press Enter.

Enter document lines

The cursor will flash in the stock code column. Type the first characters of the stock code you wish to enter and select from the standard Ethos stock search screen. Overwrite the description if necessary and press Enter to navigate to the next column. Enter the quantity and press Enter to navigate to the next column.


The VAT percentage for the document will default to the VAT account specified for the selected account. Press Enter.

Enter a discount percentage if applicable. Press Enter.

To ensure that no rounding discrepancies occur either an inclusive or exclusive price can be entered. If an inclusive price is specified, the value in the *inc. Price column* will display in red. Press Enter

To add more lines to the document repeat above steps for each line.

Press Enter twice or click on the Save icon to save the document.

The Sales Appro Invoice can be converted to a Sales Tax Invoice by clicking on the Create Sales Tax Invoice  icon. Click OK in the confirmation box and complete the transaction.

6.1.1.4 Sales Appro Credit

Sales Appro Credit

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Click on Transactions  - Documents  - Debtors Documents  - Sales Appro Credit



Click on *Add New* to create a new document.

Select the *Location* of the transaction in the location field. If you are not using a multiple warehouse or multiple store system, use the default location of Master. Press Enter.

Select the required account from the *Account Name* field. Click in the *Delivery Address* field and change the default delivery address if necessary. Press enter to navigate to the *Date* field.

The *Date* will default to the current system date. Change to the required document date and press Enter.

The *Due date* will default to the current system date. Change to the required due date and press Enter.

Capture the customer reference for the document in the *Reference* field and type a *Message / Note* if you wish. Press Enter.

Enter document lines

The cursor will flash in the stock code column. Type the first characters of the stock code you wish to enter and select from the standard Ethos stock search screen. Overwrite the description if necessary and press Enter to navigate to the next column. Enter the quantity and press Enter to navigate to the next column.

The VAT percentage for the document will default to the VAT account specified for the selected account. Press Enter.

Enter a discount percentage if applicable. Press Enter.

To ensure that no rounding discrepancies occur either and inclusive or exclusive price can be entered. If an inclusive price is specified, the value in the *inc. Price column* will display in red. Press Enter

To add more lines to the document repeat above steps for each line.

Press Enter twice or click on the *Save* icon to save the document.

6.1.1.5 Sales Order

Sales Order

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Click on **Transactions**  - **Documents**  - **Debtors Documents**  - **Sales Order** 

Click on *Add New* to create a new document.

Select the *Location* of the transaction in the location field. If you are not using a multiple warehouse or multiple store system, use the default location of Master. Press Enter.

Select the required account from the *Account Name* field. Click in the *Delivery Address* field and change the default delivery address if necessary. Press enter to navigate to the *Date* field.

The *Date* will default to the current system date. Change to the required document date and press Enter.

The *Due date* will default to the current system date. Change to the required due date and press Enter.

Capture the customer reference for the document in the *Reference* field and type a *Message / Note* if you wish. Press Enter.

Select the person that will receive commission on the transaction in the *Commission* field and press Enter.

Select a project no in the *Project* field to link the document to a specific project (optional). Press Enter.

Enter document lines

The cursor will flash in the stock code column. Type the first characters of the stock code you wish to enter and select from the standard Ethos stock search screen. Overwrite the description if necessary and press Enter to navigate to the next column. Enter the quantity and press Enter to navigate to the next column.

The VAT percentage for the document will default to the VAT account specified for the selected account. Press Enter.

Enter a discount percentage if applicable. Press Enter.

To ensure that no rounding discrepancies occur either and inclusive or exclusive price can be entered. If an inclusive price is specified, the value in the *inc. Price column* will display in red. Press Enter



To add more lines to the document repeat above steps for each line.

Press Enter twice or click on the *Save* icon to save the document.

The Sales Order can be converted to a Sales Tax Invoice by clicking on the Create Sales Tax Invoice



icon. The software will request confirmation that you wish to invoice only available stock items. It will then verify whether any items have not been invoiced on this *Sales Order* and create a *Sales Tax Invoice* for the outstanding balance. If not all the items are in stock, the invoice will only reflect the items that are on hand and therefore available for invoicing.

Click on **Inventory**  - **Back Order Report**  to view the sales and purchase back order report options. Note that the *Sales Order* document number appears in the *Sales Order No* field of corresponding *Sales Tax Invoices*. The *Purchase Order* document number appears in the *Purchase order No* field of corresponding *Purchase Tax Invoices*.

6.1.1.6 Sales Quotation

Sales Quotation

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Click on **Transactions**  - **Documents**  - **Debtors Documents**  **Sales Quotation** 

Click on *Add New* to create a new document.

Select the *Location* of the transaction in the location field. If you are not using a multiple warehouse or multiple store system, use the default location of Master. Press Enter.

Select the required account from the *Account Name* field. Click in the *Delivery Address* field and change the default delivery address if necessary. Press enter to navigate to the *Date* field.

The *Date* will default to the current system date. Change to the required document date and press Enter.

The *Due date* will default to the current system date. Change to the required due date and press

Enter.

Capture the customer reference for the document in the *Reference* field and type a *Message / Note* if you wish. Press Enter.

Select the person that will receive commission on the transaction in the *Commission* field and press Enter.

Select a project no in the *Project* field to link the document to a specific project (optional). Press Enter.

Enter document lines

The cursor will flash in the stock code column. Type the first characters of the stock code you wish to enter and select from the standard Ethos stock search screen. Overwrite the description if necessary and press Enter to navigate to the next column. Enter the quantity and press Enter to navigate to the next column.

The VAT percentage for the document will default to the VAT account specified for the selected account. Press Enter.

Enter a discount percentage if applicable. Press Enter.


To ensure that no rounding discrepancies occur either an inclusive or exclusive price can be entered. If an inclusive price is specified, the value in the *inc. Price column* will display in red. Press Enter


To add more lines to the document repeat above steps for each line.

Press Enter twice or click on the *Save* icon to save the document.

Should the customer place an order for this item, click on the *Search* icon and retrieve this document.

The Sales Quotation can be converted to a Sales Tax Invoice by clicking on the Create Sales Tax

Invoice  icon. Click OK in the confirmation box and complete the transaction.

The Sales Quotation can be converted to a Sales Order by clicking on the Create Sales Order  icon. The software will request confirmation that you wish to create a Sales Order and then execute the order.

6.1.1.7 Selection

Selection

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A selection document can be used for a wide variety of applications. As the name indicates it is used to define a collection of stock items. A selection can be printed in a number of different formats (Tick the *Selection* check box in the *Admin Document / Printer setup* page of the *Company Setup* form). The format normally determines the application e.g. catalogues, promotions, samples, garnets, price lists and proposals.

Click on **Transactions**  - **Documents**  - **Debtors Documents**  - **Selection** 

Click on *Add New* to create a new document.

Select the *Location* of the transaction in the location field. If you are not using a multiple warehouse or multiple store system, use the default location of Master. Press Enter.

Select the required account from the *Account Name* field. Click in the *Delivery Address* field and change the default delivery address if necessary. Press enter to navigate to the *Date* field.

The *Date* will default to the current system date. Change to the required document date and press Enter.

Enter document lines

The cursor will flash in the stock code column. Type the first characters of the stock code you wish to enter and select from the standard Ethos stock search screen. Overwrite the description if necessary and press Enter to navigate to the next column. Enter the quantity and press Enter to navigate to the next column.

The VAT percentage for the document will default to the VAT account specified for the selected account. Press Enter.

Enter a discount percentage if applicable. Press Enter.

To ensure that no rounding discrepancies occur either and inclusive or exclusive price can be entered. If an inclusive price is specified, the value in the *inc. Price column* will display in red. Press Enter


To add more lines to the document repeat above steps for each line.

Press Enter twice or click on the *Save* icon to save the document.

The Selection can be converted to a Sales Tax Invoice by clicking on the Create Sales Tax Invoice



icon. Click OK in the confirmation box and complete the transaction.

The Selection can be converted to a Sales Order by clicking on the Create Sales Order  icon. The software will request confirmation that you wish to create a Sales Order and then execute the order.

Click on *Print Preview* and select the type of document you want to display. Click on the *Print* icon to print the document, the *Export Report* icon to export and save it in various file formats or the *Mail* icon to Email it.

6.1.2 Creditors Documents

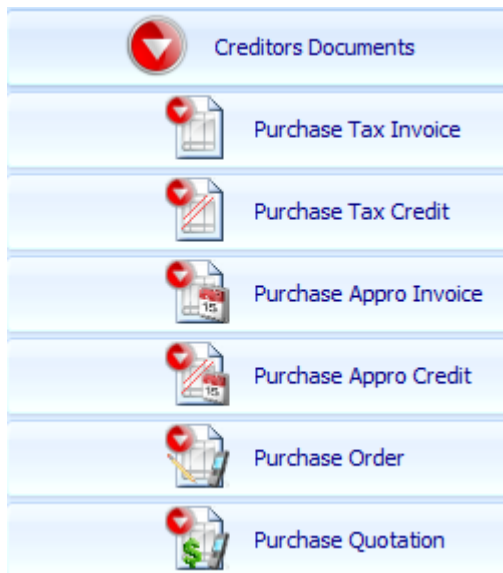


Creditors Documents

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Click on **Transactions**  - **Documents**  - **Creditors Documents** 





All the available debtors documents will display on the menu:



6.1.2.1 Purchase Tax Invoice

Purchase Tax Invoice

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Click on **Transactions**  - **Documents**  - **Creditors Documents**  - **Purchase Tax Invoice** 

Click on *Add New* to create a new document.

Select the *Location* of the transaction in the location field. If you are not using a multiple warehouse or multiple store system, use the default location of Master. Press Enter.

Select the required account from the *Account Name* field. Click in the *Delivery Address* field and change the default delivery address if necessary. Press enter to navigate to the *Date* field.

The *Date* will default to the current system date. Change to the required document date and press Enter.

The *Due date* will default to the current system date. Change to the required due date and press Enter.

Capture the customer reference for the document in the *Reference* field and press Enter.

Select a project no in the *Project* field to link the document to a specific project (optional). Press Enter.

Enter document lines

The cursor will flash in the stock code column. Type the first characters of the stock code you wish to enter and select from the standard Ethos stock search screen. Overwrite the description if necessary and press Enter to navigate to the next column. Enter the quantity and press Enter to navigate to the next column.

The VAT percentage for the document will default to the VAT account specified for the selected account. Press Enter.

Enter a discount percentage if applicable. Press Enter.

To ensure that no rounding discrepancies occur either and inclusive or exclusive price can be entered. If an inclusive price is specified, the value in the *inc. Price column* will display in red. Press Enter





To add more lines to the document repeat above steps for each line.

Press Enter twice or click on the *Save* icon to save the document.

6.1.2.2 Purchase Tax Credit

Purchase Tax Credit

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Click on **Transactions**  - **Documents**  - **Creditors Documents**  - **Purchase Tax Credit** 

Click on *Add New* to create a new document.

Select the *Location* of the transaction in the location field. If you are not using a multiple warehouse or multiple store system, use the default location of Master. Press Enter.

Select the required account from the *Account Name* field. Click in the *Delivery Address* field and change the default delivery address if necessary. Press enter to navigate to the *Date* field.

The *Date* will default to the current system date. Change to the required document date and press Enter.

The *Due date* will default to the current system date. Change to the required due date and press Enter.

Capture the supplier reference for the document in the *Reference* field and press Enter.

Select a project no in the *Project* field to link the document to a specific project (optional). Press Enter.

Enter document lines

The cursor will flash in the stock code column. Type the first characters of the stock code you wish to enter and select from the standard Ethos stock search screen. Overwrite the description if necessary and press Enter to navigate to the next column. Enter the quantity and press Enter to navigate to the next column.

The VAT percentage for the document will default to the VAT account specified for the selected account. Press Enter.

Enter a discount percentage if applicable. Press Enter.

To ensure that no rounding discrepancies occur either and inclusive or exclusive price can be entered.

If an inclusive price is specified, the value in the *inc. Price column* will display in red. Press Enter





To add more lines to the document repeat above steps for each line.

Press Enter twice or click on the *Save* icon to save the document.

6.1.2.3 Purchase Appro Invoice

Purchase Appro Invoice

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Click on **Transactions**  - **Documents**  - **Creditors Documents**  - **Purchase Appro Invoice** 

Click on *Add New* to create a new document.

Select the *Location* of the transaction in the location field. If you are not using a multiple warehouse or multiple store system, use the default location of Master. Press Enter.

Select the required account from the *Account Name* field. Click in the *Delivery Address* field and change the default delivery address if necessary. Press enter to navigate to the *Date* field.

The *Date* will default to the current system date. Change to the required document date and press Enter.

The *Due date* will default to the current system date. Change to the required due date and press Enter.

Capture the supplier reference for the document in the *Reference* field and press Enter.

Type a *Message* or *Note* if required. Press Enter.

Enter document lines

The cursor will flash in the stock code column. Type the first characters of the stock code you wish to enter and select from the standard Ethos stock search screen. Overwrite the description if necessary and press Enter to navigate to the next column. Enter the quantity and press Enter to navigate to the next column.

The VAT percentage for the document will default to the VAT account specified for the selected account. Press Enter.

Enter a discount percentage if applicable. Press Enter.

To ensure that no rounding discrepancies occur either an inclusive or exclusive price can be entered. If an inclusive price is specified, the value in the *inc. Price column* will display in red. Press Enter





To add more lines to the document repeat above steps for each line.

Press Enter twice or click on the *Save* icon to save the document.

6.1.2.4 Purchase Appro Credit

Purchase Appro Credit

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Click on **Transactions**  - **Documents**  - **Creditors Documents**  - **Purchase Appro**
Credit 

Click on *Add New* to create a new document.

Select the *Location* of the transaction in the location field. If you are not using a multiple warehouse or multiple store system, use the default location of Master. Press Enter.

Select the required account from the *Account Name* field. Click in the *Delivery Address* field and change the default delivery address if necessary. Press enter to navigate to the *Date* field.

The *Date* will default to the current system date. Change to the required document date and press Enter.

The *Due date* will default to the current system date. Change to the required due date and press Enter.

Enter document lines

The cursor will flash in the stock code column. Type the first characters of the stock code you wish to enter and select from the standard Ethos stock search screen. Overwrite the description if necessary and press Enter to navigate to the next column. Enter the quantity and press Enter to navigate to the next column.

The VAT percentage for the document will default to the VAT account specified for the selected account. Press Enter.

Enter a discount percentage if applicable. Press Enter.

To ensure that no rounding discrepancies occur either and inclusive or exclusive price can be entered. If an inclusive price is specified, the value in the *inc. Price column* will display in red. Press Enter





To add more lines to the document repeat above steps for each line.

Press Enter twice or click on the *Save* icon to save the document.

6.1.2.5 Purchase Order

Purchase Order

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Click on **Transactions**  - **Documents**  - **Creditors Documents**  - **Purchase Order**


Click on *Add New* to create a new document.

Select the *Location* of the transaction in the location field. If you are not using a multiple warehouse or multiple store system, use the default location of Master. Press Enter.

Select the required account from the *Account Name* field. Click in the *Delivery Address* field and change the default delivery address if necessary. Press enter to navigate to the *Date* field.

The *Date* will default to the current system date. Change to the required document date and press Enter.

The *Due date* will default to the current system date. Change to the required due date and press Enter.

Capture the customer reference for the document in the Reference field and press Enter.

Select a project no in the *Project* field to link the document to a specific project (optional). Press Enter.

Enter document lines

The cursor will flash in the stock code column. Type the first characters of the stock code you wish to enter and select from the standard Ethos stock search screen. Overwrite the description if necessary and press Enter to navigate to the next column. Enter the quantity and press Enter to navigate to the next column.

The VAT percentage for the document will default to the VAT account specified for the selected account. Press Enter.


Enter a discount percentage if applicable. Press Enter.



To ensure that no rounding discrepancies occur either and inclusive or exclusive price can be entered. If an inclusive price is specified, the value in the *inc. Price column* will display in red. Press Enter

To add more lines to the document repeat above steps for each line.

Press Enter twice or click on the *Save* icon to save the document.

The Purchase Order can be converted to a Purchase Tax Invoice by clicking on the Create Purchase





Tax Invoice  icon. The software will verify whether any items have not been invoiced on this Purchase Order and create a Purchase Tax Invoice for the outstanding balance.

Click on **Inventory**  - **Back Order Report**  to view the sales and purchase back order report options. Note that the *Sales Order* document number appears in the *Sales Order No* field of corresponding *Sales Tax Invoices*. The *Purchase Order* document number appears in the *Purchase order No* field of corresponding *Purchase Tax Invoices*.

6.1.2.6 Purchase Quotation

Purchase Quotation

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Click on **Transactions**  - **Documents**  - **Creditors Documents**  - **Purchase Quotation** 

Click on *Add New* to create a new document.

Select the *Location* of the transaction in the location field. If you are not using a multiple warehouse or

multiple store system, use the default location of Master. Press Enter.

Select the required account from the *Account Name* field. Click in the *Delivery Address* field and change the default delivery address if necessary. Press enter to navigate to the *Date* field.

The *Date* will default to the current system date. Change to the required document date and press Enter.

The *Due date* will default to the current system date. Change to the required due date and press Enter.

Capture the customer reference for the document in the *Reference* field and press Enter.

Select a project no in the *Project* field to link the document to a specific project (optional). Press Enter.

Enter document lines

The cursor will flash in the stock code column. Type the first characters of the stock code you wish to enter and select from the standard Ethos stock search screen. Overwrite the description if necessary and press Enter to navigate to the next column. Enter the quantity and press Enter to navigate to the next column.

The VAT percentage for the document will default to the VAT account specified for the selected account. Press Enter.

To add more lines to the document repeat above steps for each line.

Press Enter twice or click on the *Save* icon to save the document.

6.1.3 Stock Adjustment

Stock Adjustment

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In the event that your computer system reflects a higher stock quantity than the actual number of items you have in stock, and you have not used the *Auto Stock Adjustment* facility in the *Stock take* module, you will need to do a *Stock Adjustment* to reduce the quantity reflected by the software. **Only use negative quantities in a Stock Adjustment transaction.**

Click on **Transactions**  - **Documents**  - **Stock Adjustment** 

Click on *Add New* to create a new document.

Select the *Location* of the transaction in the location field. If you are not using a multiple warehouse or multiple store system, use the default location of Master. The location field will determine in which stock location the stock quantities are reduced. Press Enter.

Select the required financial account from the *Stock Adjustment Account* field - e.g. *Damaged Stock*, *Stolen Stock* etc. The financial account will be debited and the *Stock Asset* account will be credited. Press Enter.

The *Date* will default to the current system date. Change to the required document date.

Click in the *Project* field and select a project number to link the document to a specific project.

Press Enter.

Enter document lines

The cursor will flash in the stock code column. Type the first characters of the stock code you wish to enter and select from the standard Ethos stock search screen. Overwrite the description if necessary and press Enter to navigate to the next column. Enter the quantity (preceded by a minus symbol "-") and press Enter to navigate to the next column.

To add more lines to the document repeat above steps for each line.

Press Enter twice or click on the *Save* icon to save the document.

6.1.4 Stock Transfer

Stock Transfer

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Use the *Stock Transfer* document to transfer stock from one location to another.

Click on **Transactions**  - **Documents**  - **Stock Transfer** 

Click on *Add New* to create a new document.

Select the *Location from* which you wish to transfer stock. Press Enter.

Use the *Destination Location* field to select the location **to** which you wish to transfer stock. Press Enter.

The *Date* will default to the current system date. Change to the required document date.

Press Enter.

Enter document lines

The cursor will flash in the stock code column. Type the first characters of the stock code you wish to enter and select from the standard Ethos stock search screen. Overwrite the description if necessary and press Enter to navigate to the next column. Enter the quantity (preceded by a minus symbol "-") and press Enter to navigate to the next column.

To add more lines to the document repeat above steps for each line.

Press Enter twice or click on the *Save* icon to save the document.

6.1.5 Stock Opening Balance

Stock Opening Balance

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In the event that your computer system reflects a lower stock quantity than the actual number of items you have in stock and you have not used the *Auto Stock Adjustment* facility in the *Stock take* module you will need to do a *Stock Opening Balance* to increase the quantity reflected by the software. **Only use positive quantities in a Stock Opening Balance transaction.**

Click on **Transactions**  - **Documents**  - **Stock Opening Balance** 

Click on *Add New* to create a new document.

Select the *Location* of the transaction in the location field. If you are not using a multiple warehouse or multiple store system, use the default location of Master. The location field will determine in which stock location the stock quantities are reduced. Press Enter.

Select the required financial account from the *Stock Adjustment Account* field - e.g. *Opening Balance Stock, Unaccounted Stock* etc. The financial account will be credited and the *Stock Asset* account will be debited. Press Enter.

The *Date* will default to the current system date. Change to the required document date.

Click in the *Project* field and select a project number if you wish to link the document to a specific project.
Press Enter.

Enter document lines

The cursor will flash in the stock code column. Type the first characters of the stock code you wish to enter and select from the standard Ethos stock search screen. Overwrite the description if necessary and press Enter to navigate to the next column. Enter the quantity and press Enter to navigate to the next column.

To add more lines to the document repeat above steps for each line.

Press Enter twice or click on the *Save* icon to save the document.

6.1.6 Stock Appro Transfer

Stock Appro Transfer

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Use the *Stock Appro Transfer* document to record the transfer of supplier appro stock from one location to another.

Click on **Transactions**  - **Documents**  - **Stock Appro Transfer** 

Click on *Add New* to create a new document.

Select the *Location from* which you wish to transfer appro stock. Press Enter.

Use the *Destination Location* field to select the location **to** which you wish to transfer appro stock.
Press Enter.

The *Date* will default to the current system date. Change to the required document date.

Press Enter.

Enter document lines

The cursor will flash in the stock code column. Type the first characters of the stock code you wish to enter and select from the standard Ethos stock search screen. Overwrite the description if necessary and press Enter to navigate to the next column. Enter the quantity and press Enter to navigate to the

next column.

To add more lines to the document repeat above steps for each line.




Press Enter twice or click on the *Save* icon to save the document.

6.1.7 Stock Transfer Request

Stock Transfer Request

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Use the *Stock Transfer Request* document to request a transfer of stock from one location to another.

Click on **Transactions**  - **Documents**  - **Stock Transfer Request** 

Click on *Add New* to create a new document.

The *Date* will default to the current system date. Change to the required document date.

Enter document lines

The cursor will flash in the stock code column. Type the first characters of the stock code you wish to enter and select from the standard Ethos stock search screen. Overwrite the description if necessary and press Enter to navigate to the next column. Enter the quantity (preceded by a minus symbol "-") and press Enter to navigate to the next column.

To add more lines to the document repeat above steps for each line.



Press Enter twice or click on the *Save* icon to save the document.

6.2 Payment

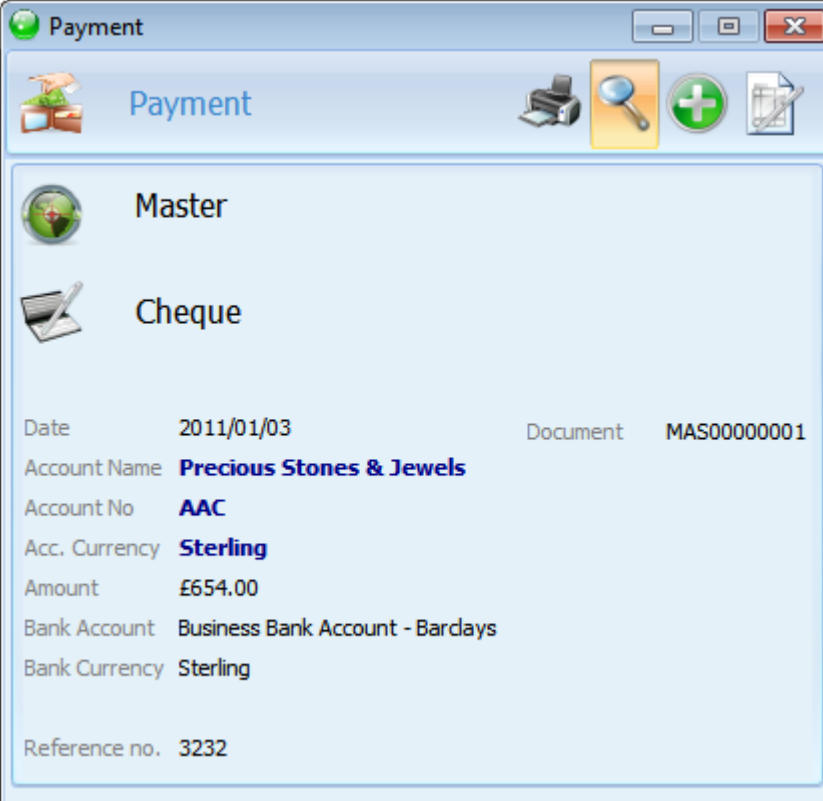
Payment

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The payment screen provides a convenient user interface to process payments to debtor and creditor accounts. These payments will appear on the bank reconciliation screen for the relevant bank account, where they can be viewed by clicking on the mini search icon to the left of the account name. They will also display on debtor and creditor statements and age analysis. These payments can be allocated to debtor and creditor account credits in the *Account Reconciliation* form.

Click on **Transactions**  - **Payment** 

Click on *Add New* to create a new payment.



Payment

Master

Cheque

Date 2011/01/03 Document MAS00000001

Account Name **Precious Stones & Jewels**

Account No **AAC**

Acc. Currency **Sterling**

Amount **£654.00**

Bank Account Business Bank Account - Barclays

Bank Currency Sterling

Reference no. 3232

If you are using a multi-store business model, select the relevant store location in the first field. For all other cases leave the value of the location field as the default *Master* value. Press Enter.

Select the type of payment in the payment type drop down box (cash, credit card etc) and press Enter. If the payment is by credit card, select the credit card type from the *Credit Card* field (e.g. Visa, MasterCard etc).

The date drop down calendar will default to the system date. Change the date of the payment if required. Press Enter.

Select the relevant debtor or creditor to whom payment is being made in the *Account Name* field. Alternatively select the account number for the account in the *Account No.* field. Press Enter.

The system currency for the selected account will display in the *Acc. Currency* field. Enter the payment value in the account currency for the payment in the *Amount* field. Press Enter.

Select the bank account from the *Bank Account* field. If the account currency differs from the bank currency, two *R.O.E.* fields will become visible, displaying the account currency r.o.e. and bank currency r.o.e. respectively in relation to the company financial base currency.

The screenshot shows a 'Payment' window with the following fields and values:

Date	2011/05/27	Document	
Account Name	Crested California Jewels		
Account No	CCC		
Acc. Currency	US Dollar	R.O.E.	0.5
Amount	\$560.00		
Bank Account	Business Bank Account - Barclays		
Bank Currency	Sterling	R.O.E.	1
Bank Amount	£280.00		
Reference no.	323		

The current r.o.e. values defined in the *Default* form will display. Enter the actual value of the amount debited to the bank account. The relevant r.o.e. value will update accordingly. Alternatively alter the r.o.e. value and the bank amount will be recalculated. Press Enter.

Enter a reference number for the bank transaction in the reference field.

Press Enter twice or click on the *Save* icon to save the document.

Should you need to alter any information, click on *Edit*, do the correction and *Save*.

View an existing payment

Click on the *Search* icon to view a list of all payments. Type the transaction number of the payment you wish to view in the *Search by Document No.* field. Alternatively select a different search criteria from the *Select Search Criteria* drop down box. Click in the *Search by* field to search for a document by the new search criteria. Transaction values for the selected search field will display in the *Search Column*. If more than one document entry is visible, select the required document by scrolling up or down with the arrow keys or click on the document entry to select it. Press Enter or click on the *OK* icon.

6.3 Receipt

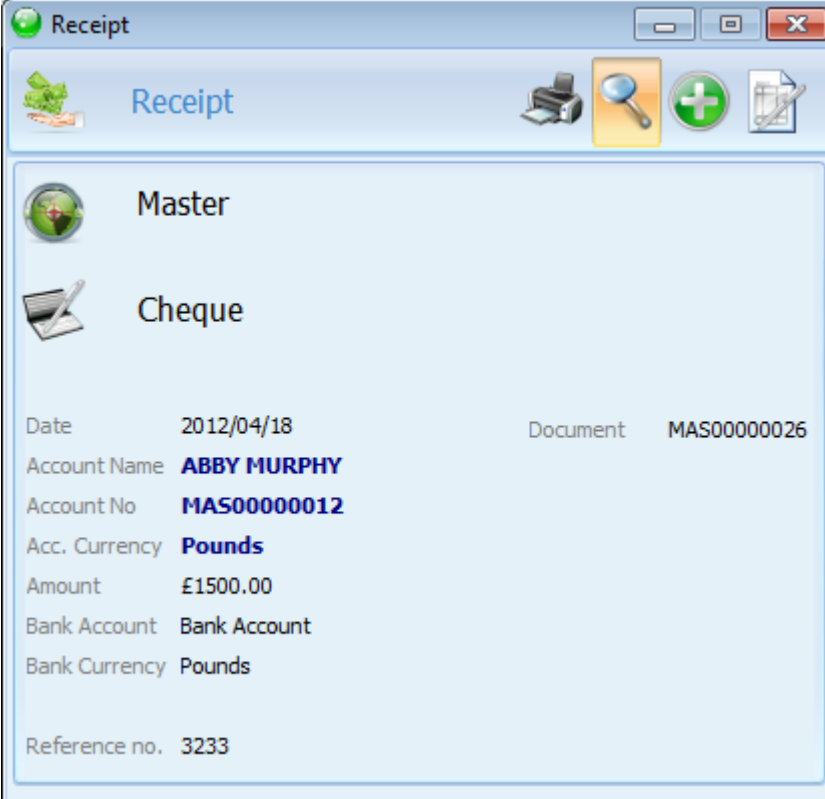
Receipt

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The payment screen provides a convenient user interface to process payments to debtor and creditor accounts. These receipts will appear on the bank reconciliation screen for the relevant bank account. They will also display on debtor and creditor statements and age analysis. These receipts can be allocated to debtor and creditor account credits in the *Account Reconciliation* form.

Click on **Transactions**  - **Receipt** 

Click on *Add New* to create a new receipt



Receipt

Master

Cheque

Date 2012/04/18 Document MAS00000026

Account Name **ABBY MURPHY**

Account No **MAS00000012**

Acc. Currency **Pounds**

Amount **£1500.00**

Bank Account Bank Account

Bank Currency Pounds

Reference no. 3233

If you are using a multi-store business model, select the relevant store location in the first field. For all other cases leave the value of the location field as the default *Master* value. Press Enter.

Select the type of payment in the payment type drop down box (cash, credit card etc) and press Enter. If the payment is by credit card, select the credit card type from the *Credit Card* field (e.g. Visa, MasterCard etc).

The date drop down calendar will default to the system date. Change the date of the payment if required. Press Enter.

Select the relevant debtor or creditor **by** whom payment is being made in the *Account Name* field. Alternatively select the account number for the account in the *Account No.* field. Press Enter.

The system currency for the selected account will display in the *Acc. Currency* field. Enter the payment value in the account currency for the payment in the *Amount* field. Press Enter.

Select the bank account from the *Bank Account* field. If the account currency differs from the bank currency, two *R.O.E.* fields will become visible, displaying the account currency r.o.e. and bank currency r.o.e. respectively in relation to the company financial base currency.

The screenshot shows a 'Receipt' window with the following data:

Date	2012/04/19	Document	
Account Name	OLIVER MIDDLETON		
Account No	OMD		
Acc. Currency	Euro	R.O.E.	1
Amount	€150.00		
Bank Account	Bank Account		
Bank Currency	Pounds	R.O.E.	1.25
Bank Amount	£120.00		
Reference no.	#52522		

The current r.o.e. values defined in the *Default* form will display. Enter the actual value of the amount credited to the bank account. The relevant r.o.e. value will update accordingly. Alternatively alter the r.o.e. value and the bank amount will be recalculated. Press Enter.

Enter a reference number for the bank transaction in the reference field.

Press Enter twice or click on the *Save* icon to save the document.
Should you need to alter any information, click on *Edit*, do the correction and *Save*.

View an existing Receipt

Click on the *Search* icon to view a list of all journal entries. Type the transaction number of the receipt you wish to view in the *Search by Document No.* field. Alternatively select a different search criteria from the *Select Search Criteria* drop down box. Click in the *Search by* field to search for a document by the new search criteria. Transaction values for the selected search field will display in the *Search Column*. If more than one document entry is visible, select the required document by scrolling up or down with the arrow keys or click on the document entry to select it. Press Enter or click on the *OK* icon.

6.4 Deposit

Deposit

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The deposit form is used to facilitate deposits from point of sale till accounts and the deposit of multiple receipts on one deposit slip. The multiple receipts can be grouped together to provide one deposit total which will appear in the bank reconciliation screen, coinciding with the amount on the physical bank statement.

Click on **Transactions**  - **Deposit** 


In the *Select Bank Account* field, select the bank account you wish to create a deposit transaction for. The *Deposits* form will now display all your **unallocated** transactions in the top section of the form,

identified by OK  icons.


The left section of the form will display any unreconciled (not reconciled in the bank reconciliation screen) deposits for the selected bank account. To create a new deposit document click on the add button. A new deposit document with a unique number will be created. A reference field is available for display on reports and the Bank Reconciliation form. Click on the deposit document on the left to select it. The bottom section of the form will display all the transactions **allocated** to the selected deposit document.

Unallocated undeposited funds

Unallocated undeposited funds are listed in the top right hand section of the form. Receipts in foreign currencies display the equivalent bank currency value in the *Bank Amount* column based on the current r.o.e. set in the *Default - Currency* form. This amount can be modified to reflect the actual base currency value offered by the institution that converts the foreign currency into the currency of your bank account prior to the funds being deposited. Click on the *Bank Amount* column and enter the actual value in the bank currency. Once a transaction has been allocated the bank amount can no longer be changed. A transaction may be allocated to the selected deposit document by clicking on

the OK  icon next to it. The selected transaction will now move from the unallocated section to the allocated section and update the deposit amount.

Un Allocating undeposited funds

If you have incorrectly allocated one or more transactions, click on the *Cancel*  icon of the allocated transaction in the *Allocated* section. The transaction will move up to the *Unallocated* section and the deposit amount will be updated.


Once a deposit has been allocated in the *Bank Reconciliation* form it will no longer be available in the *Deposit* form.

Click on **Financial**  - **Bank Reconciliation**  in order to reconcile deposit entries in the bank reconciliation form.

6.5 Journal Entries

Journal Entries

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Click on **Transactions**  - **Journal Entries** 

Create a new Journal Transaction

Click the *Add New* icon.

Account Description	Account No.	Debit	Credit	Vat %	Classification
Business Bank Account - Ba	BUSBANKBARCLAYS		£1000.00	0	Bank
-Salaries	SALARIES	£1000.00		0	Salaries & Wages

Undistributed 0

In the currency field, the default currency will display. If necessary select a different currency and press enter to proceed to the next field. The current date will display by default. If necessary select a different date from the drop down calendar and press Enter.

Select a project number from the *Project* field if you wish to link the journal entries to a specific project (optional). Press Enter.

If the journal entry relates to a cheque expense, enter the cheque number in the *Cheque No* field for future reference. Press Enter.

In the *notepad* field type a brief description of the transaction for future reference if required and press Enter. You are now ready to enter the debit and credit journal entries for the relevant financial accounts.

In the *Account Description* field, type the first character of the account you wish to debit or credit. The account search form will display. If you wish to view all financial accounts, clear the search field. All financial accounts are listed, with their account numbers, categories and classifications. If you wish to debit or credit a Debtor or Creditor account, e.g. to enter a handling fee, discount given etc. - press **F3** in the search screen to include Debtors and Creditors in the financial accounts list. Select the required account and click **OK** or press Enter to return to the Journal entry form. The *Account Description*, *Account No*, *Vat%* and *Classification* values will display in the respective columns. Press Enter to the debit or credit column and type the amount with which you wish to debit or credit the first account. The *Vat* percentage will default to the VAT type set up in the financial account definition for the selected account. It may be overridden if necessary for this transaction by typing the first letter of the required VAT account and selecting from the list. Press Enter.

The cursor will focus in the *Account Description* field of the next row. Repeat the above procedure to add debit or credit entries. Multiple entries may be made on one *Journal Entry* document. Ensure that the sum of the debit entries equal the sum of the credit entries. The difference between these amounts is displayed in the *Undistributed* field.

Press Enter to focus on the *Save* icon, then Enter again to save the completed document. If you wish to alter any information on the form, click *Edit*, then correct the necessary fields. Click on *Save*.



The software prompts you to correct data entry errors or incomplete information with relevant messages e.g.: 'You must enter a valid amount' or 'Debit and Credit entries must be equal'. Click on *OK* and correct the error.


View an existing journal entry

Click on the *Search* icon to view a list of all journal entries. Type the transaction number of the journal transaction you wish to view in the *Search by Document No.* field. Alternatively select a different search criteria from the *Select Search Criteria* drop down box. Click in the *Search by* field to search for a document by the new search criteria. Transaction values for the selected search field will display in the *Search Column*. If more than one document entry is visible, select the required document by scrolling up or down with the arrow keys or click on the document entry to select it. Press Enter or click on the *OK* icon.

6.6 Transaction Reports

Transaction Reports

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Click on **Transactions**  - **Transaction Reports** 

Transaction Reports

Journal Entry

Journal / Ledger Entries

A listing of all journal entries including journal entries created through the document module. The report may be restricted to the type of document used to create the entry.

Sales Quotation Detail Report

Sales Quotation Report

Transaction Export

Transaction Report

Deposits

- *Deposit Allocations Report*
- *Deposit Allocations Report - by Document No.*
- *Deposit Listing*

Payments/Receipts

- *Payment - Creditor*
- *Payment - Debtor*
- *Payment/Receipt Report*
- *Payment/Receipt Report (Customer)*

A listing of debtor payments and receipts.

- *Payment/Receipt Report (Supplier)*

A listing of creditor payments and receipts.

- *Payment/Receipt Report by Currency*

A listing of creditor and debtor payments and receipts in the document currency.

- *Receipt - Creditor*
- *Receipt - Debtor*

Purchase Orders

- *Purchase Orders – Detail*

A listing of purchase order line details.

- *Purchase Orders – Summary*

A listing of purchase order summaries by document.

Purchases

- *Purchases Report*

A listing of supplier purchases and credits.

- *Purchases Report exc. Credits*

A listing of supplier purchases excluding credits.

- *Purchases Report (Forex)*

A listing of supplier purchases and credits including values in the document currency.

- *Purchases Report exc. Credits (Forex)*

A listing of supplier purchases excluding credits including values in the document currency.

Sales

- *Consolidated Customer Sales*

- *Detailed Customer Sales*

- *Sales Profit Report by Location (Summary)*

- *Sales Report*

A listing of debtor sales and credits.

- *Sales Report exc. Credits*

A listing of debtor sales excluding credits.

- *Sales Report (Forex)*

A listing of debtor sales and credits including values in the document currency.

- *Sales Report exc. Credits (Forex)*

A listing of debtor sales excluding credits including values in the document currency.

- *Sales Report with Reference*

- *Sales Report without Gross Profit*

Sales Appro

- *Sales Appro Summary Report*

Sales Commission

- *Consolidated Rep's Sales*

- *Consolidated Rep's Sales Detail*

- *Sales Commission per Employee (2)*

A listing of sales and credits per selected employee for commission field 2 (POS only).

- *Sales Commission per Employee (3)*

A listing of sales and credits per selected employee for commission field 3 (POS only).

- *Sales Commission Report*

- *Sales Commission Report by Location*

- *Sales Credit Commission Report by Discount*

- *Sales Invoice Commission Report by Discount*

Sales Orders

- *Sales Order Picking List by Item*

A listing of sales order line items grouped by item and selected by delivery date

- *Sales Order Picking List by Order*

A listing of sales order line items grouped by order and selected by delivery date

- *Sales Orders – Detail*

A listing of sales order line item details.

- *Sales Orders – Summary*

A listing of sales order summaries.

- *Sales Rep Order Report – Detail*

A listing of sales orders with details by sales representative.

- *Sales Rep Order Report – Summary*

A listing of sales orders with summaries by sales representative.

Select the report you wish to view and click *OK* on the *Selection* screen.

Move the sliding arrow towards the plus sign to enlarge the display, and the minus sign to reduce it.

Click on the *Print* icon to print the document, on the *Export Report* icon to export it to PDF, .xls, .rtf or .txt

format and on the *Email* icon to email it.

7 Business Intelligence

Enter topic text here.

7.1 Business Intelligence Reports

Click on **Business Intelligence**  - **Business Intelligence Reports** 

Stock holdings **Intelligence Reports**

Customer Sales Analysis

- *Stock Sales Analysis by Profit %, Listing Customer*
- *Stock Sales Analysis by Profit, Listing Customer*
- *Stock Sales Analysis by Quantity, Listing Customer*
- *Stock Sales Analysis by Turnover, Listing Customer*

Stock Sales Analysis

- *Stock Sales Analysis by Profit %, Listing Category*
- *Stock Sales Analysis by Profit %, Listing Class*
- *Stock Sales Analysis by Profit %, Listing Stock code*
- *Stock Sales Analysis by Profit, Listing Category*
- *Stock Sales Analysis by Profit, Listing Class*
- *Stock Sales Analysis by Profit, Listing Stock code*
- *Stock Sales Analysis by Quantity, Listing Category*
- *Stock Sales Analysis by Quantity, Listing Class*
- *Stock Sales Analysis by Quantity, Listing Stock code*
- *Stock Sales Analysis by Turnover, Listing Category*
- *Stock Sales Analysis by Turnover, Listing Class*
- *Stock Sales Analysis by Turnover, Listing Stock code*

Stock holding Analysis

- *Stock Age Report*
- *Stock age Report Summary*
- *Stock Level by Supplier and Location*

- *Stock Level by Supplier and Location summary*
- *Stock Level by Supplier Summary*
- *Stock Turn by Stock Type/Location*
- *Stock Turn by Stock code*

7.2 Graphical Analysis

Select Business Intelligence  - Graphical Analysis 

A *Top 10, 25, 50 or 100 Graphical Analysis* and a *Periodical Graphical Analysis* can be viewed.

The *Top 10, 25, 50 or 100* can be run on:

Top Stock Items Sold (Value),
Top Stock Items Bought (Value),
Top Sales Transactions (Value),
Top Customers (Sales Value) and
Top Suppliers (Purchases Value) during a certain period of time by setting the Start and End dates.

The *Periodical Graphical Analysis* can be run on individual Customer/Supplier Accounts, Ledger Accounts or All Expense and All Income, it can be viewed on a Week-to-Week, Month-to-Month, Year-to-Year or Month-on-Year basis.

All Graphical Analyses can be viewed in a Bar, Line or Pie graph.

8 Financial Procedures

8.1 Bank Reconciliation

Bank Reconciliation

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Click on **Financial**  - **Bank Reconciliation** 

Reconciling (allocating) bank transactions

In the *Select Bank Account* field, select the bank account you wish to reconcile.

Bank Reconciliation

F1 Receipt
 F2 Payment
 F3 Journal Debit
 F4 Journal Credit
 F5 Bank Charge
 F6 Interest Received
 F7 Interest Paid

Select Bank Account: Business Bank Account - Bardays
 Search by Account Description:
 Select search criteria: Account Description
 Currency: Sterling

Date	Account	Reference	Cheque No	Document No.	Source	Amount
2011/03/08	Advertising National			MAS00000007	Journal	£1000.00
2011/05/27	Deposit Document			MAS00000001	Deposit	£2972.50
2011/05/27	Deposit Document			MAS00000002	Deposit	£2164.00

Bank Date	Date	Account	Reference	Credit	Debit	Balance
2006/03/02	2006/03/02	Opening Balance - Bank Overdraft	Bardays OB	£54000.00		£54000.00
2006/04/06	2006/04/04	Advertising International	Times Add		£500.00	£53500.00
2006/04/06	2006/04/05	Motor Vehicle Maintenance _Repairs	Motor Service		£100.00	£53400.00
2006/04/21	2006/04/16	Salaries	Salaries		£1000.00	£52400.00
2006/04/21	2006/04/20	Cash Sale	POS	£200.00		£52600.00
2011/03/08	2006/04/21	Cash Sale		£940.00		£53540.00

The Bank Reconciliation screen will now display all your **unreconciled** bank transactions in the top section of the form, identified by OK icons.

The bottom section of the form will display all the **reconciled** transactions for the selected bank account under the following headings: *Bank Date*, *Date* (transaction), *Account* (debtor, creditor or financial account), *Reference*, *Debit*, *Credit* and *Balance*. Bank transactions are reconciled by looking at the last transaction in the reconciled section (bottom). Look at your actual bank statement (the one you receive from your bank) and identify the next transaction that should appear at the bottom of the reconciled transactions on the screen. Find the corresponding transaction in the unreconciled section and click on the OK icon. The selected transaction will now move from the unreconciled section to the reconciled section and update the running balance in the *balance* column. The most recently reconciled transaction will display a mini date calendar on the right hand side of the *Bank Date* column. The *Bank Date* value will default to the bank date of the previous transaction. To change the bank date of the last reconciled transaction, click on the mini calendar and select a different bank date. Confirm that the reconciled balance on your screen corresponds with the balance on your actual bank statement.


Un-allocating bank transactions

If you have incorrectly allocated one or more bank transactions, click on the *Cancel* icon of the most recently allocated transaction in the reconciled section. The transaction will move up to the unreconciled section. Proceed in this manner until all the required transactions have been unallocated.


Transactions that do not appear in the unreconciled section

Whenever you process transactions in the *Receipt*, *Payment* or *Journal Entry* screen, the corresponding entry will appear in the unreconciled section of the bank reconciliation screen. If a transaction appears on the actual bank statement, but not on the bank reconciliation screen, this means that the transaction has not been recorded on your system. Record the transaction in one of the following ways:


1. Create receipts directly from the bank reconciliation screen


Click on the *Receipt* icon  (or type **F1**) and complete the Receipt form as described in **Transactions - Receipt**


2. Create payments directly from the bank reconciliation screen


Click on the *Payment* icon  (or type **F2**) and complete the Payment form as described in **Transactions - Payments**


3. Create any journal entry directly from the bank reconciliation screen

Click on the *Journal Debit* icon  (or type **F3**) icon, select the required general ledger account from the list and press Enter. Enter the amount with which you wish to debit the bank account in the debit column. Modify the information in the date, notepad, reference, project or cheque number fields if necessary and click on the *Save* icon to save the transaction. The transaction will automatically be allocated in the reconciled section of the bank reconciliation screen. Change the bank date for the transaction with the mini calendar if necessary.

Click on the *Journal Credit* icon  (or type **F4**) and select the required general ledger account from the list and press Enter. Enter the amount with which you wish to credit the bank account in the credit column. Modify the information in the date, notepad, reference, project or cheque number fields if necessary and click on the *Save* icon to save the transaction. The transaction will automatically be allocated in the reconciled section of the bank reconciliation screen. Change the bank date for the transaction with the mini calendar if necessary.

Click on the *Bank Charge* icon  (or type **F5**) to credit the bank account with the relevant entry. Select the required general ledger account from the list and press Enter. Enter the amount with which you wish to credit the bank account in the credit column. Modify the information in the date, notepad, reference, project or cheque number fields if necessary and click on the *Save* icon to save the transaction. The transaction will automatically be allocated in the reconciled section of the bank reconciliation screen. Change the bank date for the transaction with the mini calendar if necessary.

Click on the *Interest Received* icon  (or type **F6**) to debit the bank account. Select the required general ledger account from the list and press Enter. Enter the amount with which you wish to debit the bank account in the debit column. Modify the information in the date, notepad, reference, project or cheque number fields if necessary and click on the *Save* icon to save the transaction. The transaction will automatically be allocated in the reconciled section of the bank reconciliation screen. Change the bank date for the transaction with the mini calendar if necessary.

Click on the *Interest Paid* icon  (or type **F7**) to credit the bank account. Select the required general ledger account from the list and press Enter. Enter the amount with which you wish to credit the bank account in the debit column. Modify the information in the date, notepad, reference, project

or cheque number fields if necessary and click on the *Save* icon to save the transaction. The transaction will automatically be allocated in the reconciled section of the bank reconciliation screen. Change the bank date for the transaction with the mini calendar if necessary. In order to view the transaction for any entry on the Reconciliation form, click on the mini *Search* icon



to the left of the transaction date. Click on *Edit* to modify it if the transaction has not yet been allocated, correct and *Save*. If the transaction has been allocated, follow the *Unallocating* procedure described above before editing.

In order to *search for a specific account*, transactions of a certain date, etc. drop-down the menu beneath the *Select Search Criteria* box, select your criteria, Account Description, Date, etc. and press Enter. Type the account name, date etc. in the *Search by* field. This will narrow down the search in the Un-Allocated section according to what you enter in *Search by* field e.g. Amount, Date, Bank Date, Transaction Code, Account Description, etc.

8.2 VAT Reports

VAT Reports

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The VAT report provides a breakdown of your VAT liability in a format that allows for convenient transcribing onto your official VAT return.

Click on **Financial**  - **Vat Report** 

Please Note: This report format may vary depending on the country chosen.

Select the start date and the end date for the required VAT period from the drop-down calendar and click on the *Print Preview* icon.

Vat Report

Period Start : 2012/01/01

Period End : 2012/02/29

VAT due in this period on sales	1	£8570.07
VAT due in this period on E C acquisitions	2	£0.00
Total VAT due (sum of boxes 1 and 2)	3	£8570.07
VAT reclaimed in this period on purchases	4	£131.33
Net VAT to be paid to Customs or reclaimed by you	5	£8438.74
Total value of sales, excluding VAT	6	£42850.36
Total value of purchases, excluding VAT	7	£656.67
Total value of EC sales, excluding VAT	8	£0.00
Total value of EC purchases, excluding VAT	9	£0.00

The following information is displayed for each VAT account and listed by currency:

Each currency and VAT account table has an:

Output section consisting of VAT Inclusive and VAT only amounts for:

Sales Invoices and Credits with a total Sales figure
 Journal Credit entries excluding capital goods
 Journal Credit entries including capital goods only
 Total Output Tax

Input section consisting of VAT Inclusive and VAT only amounts for:

Purchase Invoices and Credits with a total Purchases figure
 Journal Debit entries excluding capital goods
 Journal Debit entries including capital goods only
 Total Output Tax

Summary displaying:

Tax payable - The total tax liability incurred for the specified period

Tax control account - The total amount paid towards the tax liability **in but not necessarily for** the specified tax period

Outstanding balance - The difference between the Tax Payable and the Tax Control account. Use

only if the start date is set to the beginning of the financial year.

8.3 Financial Statements

8.3.1 Balance Sheet

Balance Sheet

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Click on **Financial**  - **Financial Statements**  - **Balance Sheet** 

The start date defaults to the first date of the current financial year. The end date defaults to the last date of the previous financial statement. If you wish to see an updated balance sheet, select a more recent date for the financial period end date and click on the *Preview* icon. The software will calculate and display an updated financial statement.

Foreign currency Asset and Liability accounts are maintained in their foreign currencies. For balance sheet and accounting purposes these accounts are converted to the base currency at the rate of exchange currently defined in the *Setup & Tools - Defaults - Currency* default for the respective currencies. Any gains or losses due to fluctuating rates of exchange are posted to the *Foreign Currency Gain and Loss* ledger account and accrue to the *Net Profit* entry on the balance sheet.

8.3.2 Income Statement

Income Statement

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Click on **Financial**  - **Financial Statements**  **Income Statement** 

The start date defaults to the first date of the current financial year. The end date defaults to the last date of the previous financial statement. If you wish to see an updated income statement, select a more recent date for the financial period end date and click on the *Preview* icon. The software will calculate and display an updated financial statement.

The general ledger income and expense accounts are grouped by financial classifications with corresponding subtotals. The financial classifications are defined in the *Financial - Chart of Accounts* form.

Project No:

You can run an Income Statement on one Project individually if you select the Project No.

Cost Centre:

Cost Centres for e.g. London store, New York store etc. can be created under *Setup & Tools, Defaults-Cost Centre*. In *Financial, Chart of Accounts*, every Expense and Income account has a 'Cost Centre' field where you can enter the name of a cost centre to create an individual chart of accounts for this specific Cost Centre. Run an Income Statement on this Cost Centre by selecting it in the Cost Centre field.

8.3.3 Trial Balance

Trial Balance

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Click on **Financial**  - **Financial Statements**  **Trial Balance** 

The start date defaults to the first date of the current financial year. The end date defaults to the last date of the previous financial statement. If you wish to see an updated trial balance, select a more recent date for the financial period end date and click on the *Preview* icon. The software will calculate and display an updated financial statement.

8.4 Chart of Accounts

Chart of Accounts

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Ethos installs with a basic *chart of accounts* but you can create any additional accounts you may require.

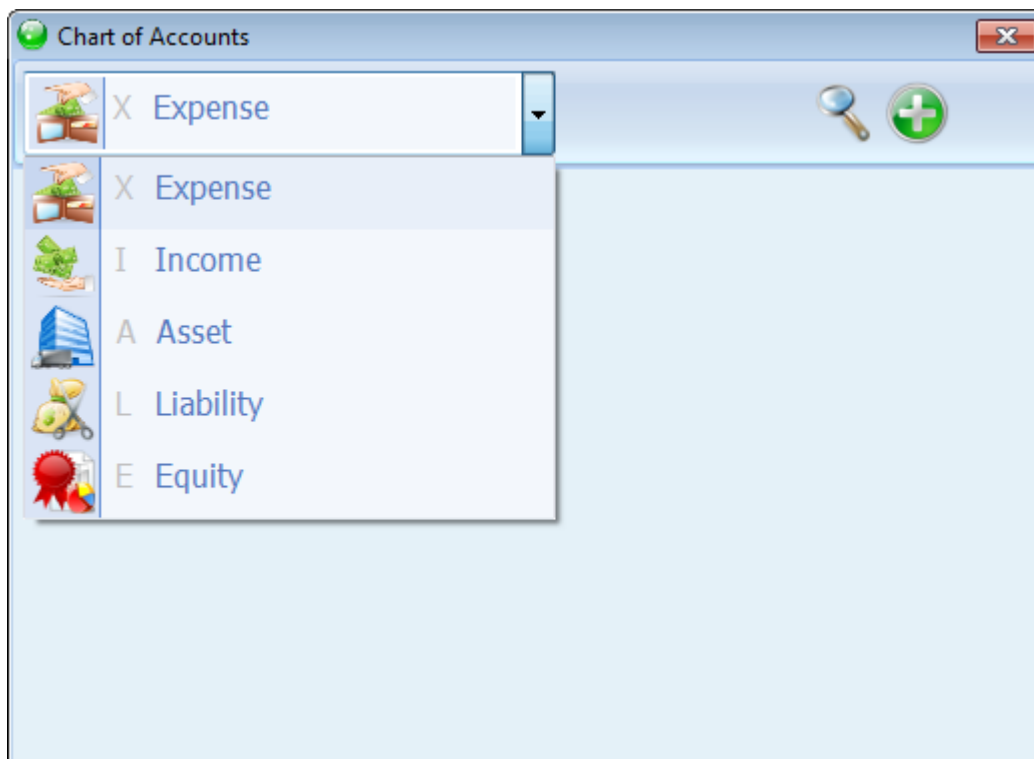
Click on **Financial**  - **Chart of Accounts**  and select the type of account (Expense, Income etc.) that you wish to view.

Click on the *Search* icon to display all the accounts in that category. The default classification is *All*, but you can restrict your search by selecting a classification from the drop-down list.

To view a specific account, select it and press Enter

To create a new account, click on the *Add new* icon and complete the form.

To delete an account, click on the Delete icon.  An Information pop-up will advise whether the account is used in transactions and may not be deleted or otherwise. Click on *OK* or *Cancel*.




Cost Centres for e.g. London store, New York store etc. can be created under *Setup & Tools, Defaults-Cost Centre*. In *Financial, Chart of Accounts*, every Expense and Income account has a 'Cost Centre' field where you can enter the name of a cost centre to create an individual chart of accounts for this specific Cost Centre. Run an Income Statement on this Cost Centre by selecting it in the Cost Centre field.

8.4.1 Expense Accounts

Expense Accounts

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Financial  Chart of Accounts -  Expense Account 

To view any expense accounts that have already been set up select **Expense**  from the drop-down list and click on the *Search* icon. The *Account Search* form will display. In the *Search by Account Name* field – type the first character of the account name and select it from the list or in the *Account No* field type the first character of the account no. and select it from the list. Click *OK* or press Enter to view the account. To view accounts for a specific financial classification, select the relevant classification from the *Classification* drop-down box. Click *OK* or press Enter to view the account.

To create a new expense account select **Expense** from the drop-down list and click on the *Add new* icon. Type a description of the new account and press Enter. Type in the account number or a code indicating the type of expense account (all upper case and no space characters). Press Enter. The appropriate *Financial Header* will default to the correct value. In the *Financial Classification* field, type the first letter of the Classification you require. A list of all the available financial classifications will display. Select the required one and press Enter. If no match was found, type in the classification and press F2 to Quick add it to the default list. The software will automatically allocate a number for the

Financial Display Order field . Type a different number if required. Press Enter. In the *Tax Type* field, type the first letter of the Tax account you wish to select and press Enter to select the relevant tax option from the list. If the account attracts tax then specify the relevant tax type. If it does not attract any form of tax, specify the 'No VAT' account.

Select a *Cost Centre* in the Cost Centre field if you wish to run an *Income Statement* for it.

The Account description displays in the *Note* field by default. Add explanatory notes to this if you wish, press Enter to focus on the *Save* icon, then Enter again save the account entry.

To alter information, click on *Edit* , then in the relevant field, change the necessary information and click on *Save* .

To delete an account, click on the *Delete* icon. An information screen will inform you whether or not the account has been used in transactions. Accounts that have been used in transactions may not be deleted.



If you are going to use the **Manufacturing** function, you should ensure that the following two expense accounts are created in order for the software to calculate the Balance Sheet correctly:

Manufacturing Cost MANCOS
 Manufacturing Loss MANLOSS

Account Description	Account No
Manufacturing Cost	MANCOS
Financial Header	Notes
Expense	Manufacturing Cost
Financial Classification	
Manufacturing	
Financial Statement display order	
001	
Tax Type	
NOVAT	
Cost Center	

Cost Centre

You can select a Cost Centre which will link this Account to that particular Cost Centre in order to run an Income Statement for individual Cost Centres.

8.4.2 Income Accounts

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Income Accounts

Click on Financial  Chart of Accounts  Income accounts 

To view any income accounts that have already been set up select **Income** from the drop-down list and click on the *Search* icon. The *Account Search* form will display. in the *Search by Account Name* field – type the first character of the account name and select it from the list or in the *Account No* field type the first character of the account no. and select it from the list. Click *OK* or press Enter to view the account. To view accounts for a specific financial classification, select the relevant classification from the *Classification* drop-down box. Click *OK* or press Enter to view the account.

To create a new income account select **Income** from the drop-down list and click on the *Add new* icon. Type a *description* of the new account and press Enter. Type in the *account number* or a code indicating the type of income account (all upper case and no space characters). Press Enter. The appropriate *Financial Header* will default to the correct value. In the *Financial Classification* field, type the first letter of the Classification you require. A list of all the available financial classifications will display. Select the required one and press Enter. If no match was found, type in the classification and press F2 to Quick add it to the default list. The software will automatically allocate a number for the *Financial Display Order* field. Type a different number if required. Press Enter. In the *Tax Type* field, type the first letter of the Tax account your wish to select and press Enter to select the relevant tax option from the list. If the account attracts tax then specify the relevant tax type. If it does not attract any form of tax, specify the 'No VAT' account. The Account description displays in the *Note* field by default. Add explanatory notes to this if you wish, press Enter to focus on the *Save* icon, then Enter again save the account entry.

To alter information, click on *Edit*, then in the relevant field, change the necessary information and click on *Save*.

To delete an account, click on the *Delete* icon. An information screen will inform you whether or not the account has been used in transactions. Accounts that have been used in transactions may not be deleted.

Cost Centre

You can select a Cost Centre which will link this Account to that particular Cost Centre in order to run an Income Statement for individual Cost Centres.

8.4.3 Asset Account

Asset Account

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Select Financial  Chart of Accounts -  Asset account - 

To view any asset accounts that have already been set up select **Asset** from the drop-down list and click on the *Search* icon. The *Account Search* form will display. in the *Search by Account Name* field – type the first character of the account name and select it from the list or in the *Account No* field type the first character of the account no. and select it from the list. Click *OK* or press Enter to view the account. To view accounts for a specific financial classification, select the relevant classification from the *Classification* drop-down box. Click *OK* or press Enter to view the account.

To create a new asset account select **Asset** from the drop-down list and click on the *Add new* icon.

Type a description of the new account and press Enter. Type in the account number or a code indicating the type of asset account (all upper case and no space characters). Press Enter. The appropriate *Financial Header* will default to the correct value. In the *Financial Classification* field, type the first letter of the Classification you require. A list of all the available financial classifications will display. Select the required one and press Enter. If no match was found, type in the classification and press F2 to Quick add it to the default list. The software will automatically allocate a number for the *Financial Display Order* field. Type a different number if required. Press Enter. In the *Tax Type* field, type the first letter of the Tax account your wish to select and press Enter to select the relevant tax option from the list. If the account attracts tax then specify the relevant tax type. If it does not attract any form of tax, specify the 'No VAT' account.

The Account description displays in the *Note* field by default. Add explanatory notes to this if you wish, press Enter to focus on the *Save* icon, then Enter again save the account entry.

To alter information, click on *Edit*, then in the relevant field, change the necessary information and click on *Save*.

To delete an account, click on the *Delete* icon. An information screen will inform you whether or not the account has been used in transactions. Accounts that have been used in transactions may not be deleted.



Bank Accounts are created as Asset accounts. Select 'Bank' as the financial classification in order to define a financial asset account as a **Bank Account**. This will enable the currency field. Select a currency for this bank account. Once a bank account has been used in transactions its classification or currency should not be changed!

8.4.4 Liability Accounts

Liability Accounts

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Select Financial



Chart of Accounts



Liability Account



To view any liability accounts that have already been set up select **Liability** from the drop-down list and click on the *Search* icon. The *Account Search* form will display. In the *Search by Account Name* field – type the first character of the account name and select it from the list or in the *Account No* field type the first character of the account no. and select it from the list. Click *OK* or press Enter to view the account. To view accounts for a specific financial classification, select the relevant classification from the *Classification* drop-down box. Click *OK* or press Enter to view the account.

To create a new liability account select **Liability** from the drop-down list and click on the *Add new* icon. Type a description of the new account and press Enter. Type in the account number or a code indicating the type of liability account (all upper case and no space characters). Press Enter. The appropriate *Financial Header* will default to the correct value. In the *Financial Classification* field, type the first letter of the Classification you require. A list of all the available financial classifications will display. Select the required one and press Enter. If no match was found, type in the classification and press F2 to Quick add it to the default list. The software will automatically allocate a number for the *Financial Display Order* field. Type a different number if required. Press Enter. In the *Tax Type* field, type the first letter of the Tax account your wish to select and press Enter to select the relevant tax option from the list. If the account attracts tax then specify the relevant tax type. If it does not attract any form of tax, specify the 'No VAT' account. Liability accounts normally do not attract any tax.

The Account description displays in the *Note* field by default. Add explanatory notes to this if you wish, press Enter to focus on the *Save* icon, then Enter again save the account entry.

To alter information, click on *Edit*, then in the relevant field, change the necessary information and click on *Save*.

To delete an account, click on the *Delete* icon. An information screen will inform you whether or not the account has been used in transactions. Accounts that have been used in transactions may not be deleted.



Tax Control Accounts are created as Liability accounts. Select 'Tax Control' as the financial classification in order to define a financial liability account as a **Tax Control Account**. This will enable the *Tax Percentage* field. Specify a tax percentage (VAT) for this tax control account. Once a tax control account has been used in transactions its classification or tax percentage should not be changed!

8.4.5 Equity Accounts

Equity Accounts

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Select Financial  Chart of Accounts  Equity accounts 

To view any equity accounts that have already been set up select **Equity** from the drop-down list and click on the *Search* icon. The *Account Search* form will display. In the *Search by Account Name* field – type the first character of the account name and select it from the list or in the *Account No* field type the first character of the account no. and select it from the list. Click *OK* or press Enter to view the account. To view accounts for a specific financial classification, select the relevant classification from the *Classification* drop-down box. Click *OK* or press Enter to view the account.

To create a new equity account select **Equity** from the drop-down list and click on the *Add new* icon. Type a description of the new account and press Enter. Type in the account number or a code indicating the type of equity account (all upper case and no space characters). Press Enter. The appropriate *Financial Header* will default to the correct value. In the *Financial Classification* field, type the first letter of the Classification you require. A list of all the available financial classifications will display. Select the required one and press Enter. If no match was found, type in the classification and press F2 to Quick add it to the default list. The software will automatically allocate a number for the *Financial Display Order* field. Type a different number if required. Press Enter. In the *Tax Type* field, type the first letter of the Tax account your wish to select and press Enter to select the relevant tax option from the list. If the account attracts tax then specify the relevant tax type. If it does not attract any form of tax, specify the 'No VAT' account. Equity accounts normally do not attract any tax.

The Account description displays in the *Note* field by default. Add explanatory notes to this if you wish, press Enter to focus on the *Save* icon, then Enter again save the account entry.

To alter information, click on *Edit*, then in the relevant field, change the necessary information and click on *Save*.

To delete an account, click on the *Delete* icon. An information screen will inform you whether or not the account has been used in transactions. Accounts that have been used in transactions may not be deleted.

8.5 Financial Reports

Financial Reports

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Click on **Financial**  - **Financial Reports** 

Financial Reports

- *Audit Trail*

A listing of general ledger transactions in date sequence for audit purposes.

- *Bank Statements*

A listing of reconciled transactions for the selected bank account.

- *Chart of Ledger Accounts*

A listing of all accounts created in the general ledger chart of accounts sorted by Account Description.

- *Chart of Ledger Accounts by Account No*

A listing of all accounts created in the general ledger chart of accounts sorted by Account No. by account number.

- *Ledger Accounts*

A listing of general ledger transactions by account.

- *Ledger Accounts Showing Foreign Values*

A listing of general ledger transactions by account including values in the document currency.

- *Ledger Contra Account Report*

A listing of ledger account entries accompanied by a detail breakdown of corresponding transaction contra entries.

- *Ledger Report*

A listing of all general ledger transactions by date.

- *Ledger Report Showing Foreign Values*

A listing of all general ledger transactions by date including values in the document currency.

Select the report you wish to view and click *OK* on the *Selection screen*.

Move the sliding arrow towards the plus sign to enlarge the display, and the minus sign to reduce it.

Click on the *Print* icon to print the document, on the *Export Report* icon to export it to PDF, .xls, .rtf or .txt format and on the *Email* icon to email it.

9 Point of Sale

9.1 Set up Point of Sale

Set up Point of Sale

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Click on **Setup & Tools**  - **Company Setup** 

Select **User Interface Configuration**

In **Point of Sale**

Default Card Account . Enter a bank account to which processed Receipts and Payments by credit card will be posted if *Select Card Account* has not been enabled.

Specify the default *Payment Method* .

Specify a *Maximum Discount* .

Enable (tick) *Multi Currency* to accept foreign currencies

Enable *Payment Notes* and *Reference* if these details are to be included on your payment forms

Specify whether you wish to enable *Description Override*, *Quantity Override*, *Vat Override*, *Discount Override*, *Exclusive Price Override*, *Inclusive Price Override* .

Specify *Transaction Login* if you wish users to enter a password before every transaction.

Specify *Cash Sales Only* if you do not wish to capture the name and contact details of customers.

Enable the number of commission entries you require (if more than one person will get commission for a sale).

Enable *Calculate Discount* if you wish to enter a discounted price and have the software calculate the resultant discount for you.

Select Card Type: if this is not enabled the Card Type need not be selected when processing a Receipt or Payment that will be paid by Credit Card .

The more entry options you enable the longer it will take to process a transaction. If you have a high volume business like a supermarket and want to minimize data capture, you will enable the minimum number of options available to the person operating the till. The disabled fields will not be available when the transaction is being entered, thus speeding up transactions.

Select POS Document / Printer Setup

Click on the drop-down list to specify the default printer for the printing of invoices, work orders and valuations. Below that, the documents you will be using for from *Point of Sale* are listed. You can now specify a default format for printing each document type. Options are selected from a standard Ethos pop-up screen. The field column between the x and the check box column on the right allows you to specify the default number of print copies of each document type. The default is 1. If you set the tick in the last column of check boxes, the software will prompt you to specify a document format every time you print the relevant document type.

Select Hardware Setup

Select the communications port that the Bar code Scanner is connected to.

Select the Baud Rate of your Bar code Scanner (Default : 9600).

Select the communications port that the Cash Drawer is connected to.

Select the Baud Rate of your Cash Drawer (Default : 9600).

Consult your hardware technician if necessary.

9.2 The Point of Sale Interface

The Point of Sale Interface

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Click on **Point of Sale**  - **P.O.S. Interface** 

The function bar at the top of the form displays all the functions available to the user. All functions are immediately accessible by pressing the keyboard function keys F1 to F6. The Point of Sale module has been designed to function without a mouse. It may also be used with a touch screen.



F1 Process Sales and Deposits

- F2** Place and process *Work Orders* for items to be manufactured or repaired
- F3** Generate and print *Valuation Certificates*
- F4** Process *Credits and Refunds*
- F5** *Reprint* any document that have been created
- F6** *Search* for any historical transaction or document
- F12** *Layaway* to process a Layaway transaction

Visual POS

Receive Payment **F8** Accept Transaction **F9** Cancel Transaction **Esc**

Account **Mrs Hannah Love** Commission1
 Account No **MAS00000007** Commission2
 Date / Time 2011/06/10 02:11:58 PM Doc. No. Commission3

SAM-SGHE700 £223.93 **Total Due £1117.21**

Stockcode	Description	Quantity	Vat %	disc %	exc. Price	inc. Price	inc. Amount	Quantity 2	Serial No.
SAM-SGHE700	Samsung SGH-E700	1	1	398.91	£196.43	£223.93	£1117.21	0	

Selecting an Account

The *Cash Sale* account can be set as the default account in Point Of Sale. Alternatively the *Account* and *Account No.* fields will be empty when a new transaction is created. If the *Cash Sale* account is set as default it can be replaced by another account if required. Type in the *Account* field to select the required account from the list in the *Account Search* form. Alternatively type in the *Account No* field to select the required account from the list in the *Account Search* form. The user has the option of creating a new account 'on the fly', i.e. without closing the screen you are currently working in. This is done by using the F2 function key in the *Account Search* screen. Press Enter to navigate to the next field.



Cash Sale transactions will only be accepted if there is no amount due.

Entering Line Items

While a transaction is being processed, a black information bar displays details of line items for the transaction. The *stock code*, *description*, *inclusive price* and an image of the most recent line item is displayed. The *Total Due* value is displayed on the right hand side of the information bar.

Click in the *Stock code* column and scan the bar code of an item or type the stock code select it from the list in the *Stock Search* form. Once the stock code is entered or the bar code scanned, the information in all the other columns display automatically. Enter the quantity and update information in any of the other columns if required. Press enter to navigate through and confirm the information in the remaining active columns.

Special discounts which have been specified in *Debtor Account Maintenance* for certain customers are automatically calculated and displayed in the *disc%* (discount) field.

Processing Payments and Receipts

Once all items have been entered press **F8** to process a *Receipt*. If the customer is buying on account this step is not necessary.

The default payment method will display, but an alternative payment method may be selected by the user. In the event of *Credit Card* payments the user will have to specify the *Credit Card* type and the *Bank Account* to which the transaction will be debited. Enter the amount and information in the *Reference* or *Notes* fields where applicable. Outstanding payment amounts on the currently selected account display in red on the payment screen. If the *Multi Currency* check box is ticked in the POS setup in the setup form, the user has the option of selecting a foreign currency in the *Acc. Currency* field. The amount due will display the equivalent foreign amount based on the R.O.E. and the base currency value. Click on the *Save* icon or press Enter until the *Save* icon is highlighted and press Enter again to save and close the form. Split payments are accommodated in cases where the customer chooses to pay using two different payment methods e.g. *Cash* and *Credit Card*. This is processed by completing the first payment and then pressing **F8** again to process the second payment. Multiple payments are listed in the payment summary at the bottom of the form.

Correcting mistakes

Press **F11** to clear any payments that have been processed for the transaction. Use the **Esc** key to discard the current payment or transaction.

Completing a transaction

Once a transaction has been processed, verify that the amount due is zero or whether any change is due to the customer. Press **F9** to save the transaction and print out the relevant documentation.



Ensure that all the details of the transaction are correct before you save the transactions as P.O.S. transactions may not be edited after the fact.


Enter topic text here.

9.3 Point of Sale Transactions

9.3.1 Sale & Receipt

Sale & Receipt

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Press the **F1** key to generate a new sale and deposit or click on the *Sale Deposit*  icon. Type in your password and press Enter. The corresponding user name will display in the *Commission 1* field.

Selecting an Account

The *Cash Sale* account can be set as the default account in Point Of Sale. Alternatively the *Account* and *Account No.* fields will be empty when a new transaction is created. If the *Cash Sale* account is set as default it can be replaced by another account if required. Type in the *Account* field to select the required account from the list in the *Account Search* form. Alternatively type in the *Account No* field to select the required account from the list in the *Account Search* form. The user has the option of creating a new account 'on the fly', i.e. without closing the screen you are currently working in. This is done by using the F2 function key in the *Account Search* screen. Press Enter to navigate to the next field.



Cash Sale transactions will only be accepted if there is no amount due.

Entering Line Items

While a transaction is being processed, a black information bar displays details of line items for the transaction. The *stock code*, *description*, *inclusive price* and an image of the most recent line item is displayed. The *Total Due* value is displayed on the right hand side of the information bar.

Click in the *Stock code* column and scan the bar code of an item or type the stock code to select it from the list in the *Stock Search* form. Once the stock code is entered or the bar code scanned, the information in all the other columns display automatically. Enter the quantity and update information in any of the other columns if required. Press enter to navigate through and confirm the information in the remaining active columns.

Special discounts which have been specified in *Debtor Account Maintenance* for certain customers are automatically calculated and displayed in the *disc%* (discount) field.

Processing Payments and Receipts

Once all items have been entered press **F8** to process a *Receipt*. If the customer is buying on account this step is not necessary.

The screenshot shows a software window titled "Receipt". At the top left is a green globe icon. Below it is a "Master" section with a globe icon and a "Cash" dropdown menu. At the bottom, there are two rows of text: "Amount £5000.00" and "Account Balance £5000.00", and "Reference no. #7676".

or

The default payment method will display, but an alternative payment method may be selected by the user. In the event of *Credit Card* payments the user will have to specify the *Credit Card* type and the *Bank Account* to which the transaction will be debited if *Select Card Account* has been enabled in *Set up Point of Sale*.

Enter the amount and information in the *Reference* or *Notes* fields where applicable. Outstanding payment amounts on the currently selected account display in red on the payment screen. If the *Multi Currency* check box is ticked in the POS setup in the setup form, the user has the option of selecting a foreign currency in the *Acc. Currency* field. The amount due will display the equivalent foreign amount based on the R.O.E. and the base currency value. Click on the *Save* icon or press Enter until the *Save* icon is highlighted and press Enter again to save and close the form. Split payments are accommodated in cases where the customer chooses to pay using two different payment methods e.g. *Cash* and *Credit Card*. This is processed by completing the first payment and then pressing **F8** again to process the second payment. Multiple payments are listed in the payment summary at the bottom of the form.

Correcting mistakes

Press **F11** to clear any payments that have been processed for the transaction. Use the **Esc** key to discard the current payment or transaction.

Completing a transaction

Once a transaction has been processed, verify that the amount due is zero or whether any change is due to the customer. Press **F9** to save the transaction and print out the relevant documentation.




Ensure that all the details of the transaction are correct before you save the transaction as P.O.S. transactions may not be edited after the fact.

9.3.2 Sale Only

Sale Only

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Press the **F1** key to generate a new sale or click on the *Sale Deposit*  icon. Type in your password and press Enter. The corresponding user name will display in the *Commission 1* field.



The *Cash Sale* account cannot be used for this transaction.

Selecting an Account

Type in the *Account* field to select the required account from the list in the *Account Search* form. Alternatively type in the *Account No* field to select the required account from the list in the *Account Search* form. The user has the option of creating a new account 'on the fly', i.e. without closing the screen you are currently working in. This is done by using the F2 function key in the *Account Search* screen. Press Enter to navigate to the next field.

Entering Line Items

While a transaction is being processed, a black information bar displays details of line items for the transaction. The *stock code*, *description*, *inclusive price* and an image of the most recent line item is displayed. The *Total Due* value is displayed on the right hand side of the information bar.

Click in the *Stock code* column and scan the bar code of an item or type the stock code to select it from the list in the *Stock Search* form. Once the stock code is entered or the bar code scanned, the information in all the other columns display automatically. Enter the quantity and update information in any of the other columns if required. Press enter to navigate through and confirm the information in the remaining active columns.

Special discounts which have been specified in *Debtor Account Maintenance* for certain customers are automatically calculated and displayed in the *disc%* (discount) field.



Do not use the **F8** key for this transaction.

Correcting mistakes

Use the **Esc** key to discard the current transaction.

Completing a transaction

Once a transaction has been processed, verify that the amount due is zero or whether any change is due to the customer. Press **F9** to save the transaction and print out the relevant documentation.



Ensure that all the details of the transaction are correct before you save the transaction as P.O.S. transactions may not be edited after the fact.

9.3.3 Receive Deposit Only

Receive Deposit Only

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Press the **F1** key to generate a new deposit receipt or click on the *Sale Deposit*  icon. Type in

your password and press Enter. The corresponding user name will display in the *Commission 1* field.



The *Cash Sale* account cannot be used for this transaction.

Selecting an Account

Type in the *Account* field to select the required account from the list in the *Account Search* form. Alternatively type in the *Account No* field to select the required account from the list in the *Account Search* form. The user has the option of creating a new account 'on the fly', i.e. without closing the screen you are currently working in. This is done by using the F2 function key in the *Account Search* screen. Press Enter to navigate to the next field.



Do not enter line items for this transaction.

Processing Payments and Receipts

The screenshot shows a software window titled "Receipt". At the top, there is a "Receipt" header with a green icon of a receipt and a red "X" icon. Below this, the account type is set to "Master". A dropdown menu is open, showing "Cash" selected. At the bottom, the "Amount" is £5000.00 and the "Account Balance" is £5000.00. The "Reference no." field contains "#7676".

The screenshot shows a software window titled "Receipt". At the top, there is a "Receipt" header with a green icon of a receipt and a red "X" icon. Below this, the account type is set to "Master". A dropdown menu is open, showing "Credit Card" selected. At the bottom, the "Credit Card" field is set to "Visa", the "Amount" is £7051.00, and the "Account Balance" is £7051.00. The "Bank Account" field contains "Business Bank Account - Bardays".

Press F8 to process a Receipt

The default payment method will display, but an alternative payment method may be selected by the user. In the event of *Credit Card* payments the user will have to specify the *Credit Card* type and the *Bank Account* to which the transaction will be debited if *Select Card Account* has been enabled in *Set up Point of Sale*.

Enter the amount and information in the *Reference* or *Notes* fields where applicable.

Outstanding payment amounts on the currently selected account display in red on the payment screen. If the *Multi Currency* check box is ticked in the POS setup in the setup form, the user has the option of selecting a foreign currency in the *Acc. Currency* field. The amount due will display the equivalent foreign amount based on the R.O.E. and the base currency value.

Click on the *Save* icon or press Enter until the *Save* icon is highlighted and press Enter again to save and close the form.

Split payments are accommodated in cases where the customer chooses to pay using two different payment methods e.g. *Cash* and *Credit Card*. This is processed by completing the first payment and then pressing **F8** again to process the second payment. Multiple payments are listed in the payment summary at the bottom of the form.

Correcting mistakes

Press **F11** to clear any payments that have been processed for the transaction. Use the **Esc** key to discard the current payment or transaction.

Completing a transaction

Once a transaction has been processed, verify that the amount due is zero or whether any change is due to the customer. Press **F9** to save the transaction and print out the relevant documentation.




Ensure that all the details of the transaction are correct before you save the transaction as P.O.S. transactions may not be edited after the fact.

9.3.4 Work Order & Deposit

Work Order & Deposit

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Press the **F2** key to generate a new work order and deposit or click on the *Work Order*  icon. Type in your password and press Enter. The corresponding user name will display in the *Commission 1* field.

Selecting an Account

The *Account* and *Account No.* fields will be empty when a new transaction is created. Type in the *Account* field to select the required account from the list in the *Account Search* form. Alternatively type in the *Account No* field to select the required account from the list in the *Account Search* form. The user has the option of creating a new account 'on the fly', i.e. without closing the screen you are currently working in. This is done by using the F2 function key in the *Account Search* screen. Press Enter to navigate to the next field.

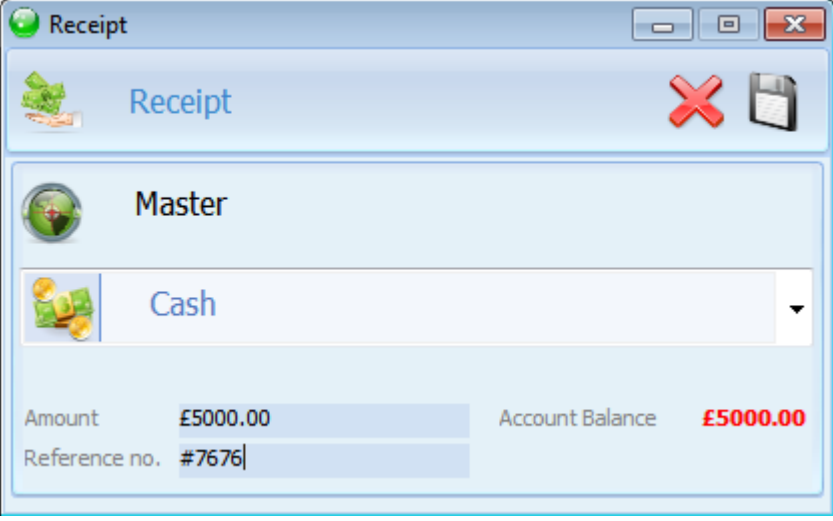
Entering Line Items

While a transaction is being processed, a black information bar displays details of line items for the transaction. The *stock code*, *description*, *inclusive price* and an image of the most recent line item is displayed. The *Total Due* value is displayed on the right hand side of the information bar.

Click in the *Stock code* column, start typing the *WORKORDER* stock code and select it from the list in the *Stock Search* form. Press Enter. In the description field type the full instruction for the item to be manufactured or repaired. Use the Enter key to navigate through the remaining columns and change the information in columns where applicable.

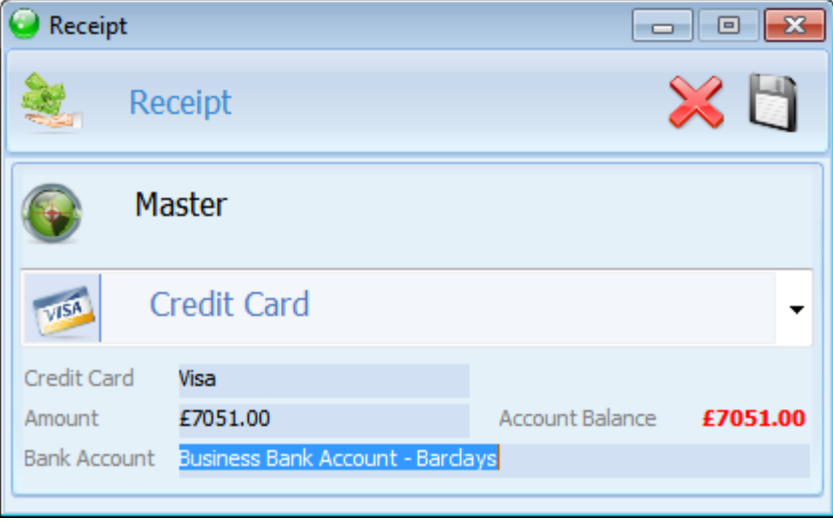
Processing Payments and Receipts

Once all items have been entered press **F8** to process a *Receipt*. If the customer is buying on account this step is not necessary.



The screenshot shows a software window titled "Receipt". At the top, there is a "Receipt" header with a green icon of a receipt and a red "X" icon. Below this, the word "Master" is displayed with a globe icon. A dropdown menu is open, showing "Cash" with a green bill icon. At the bottom, there are two input fields: "Amount" with the value "£5000.00" and "Reference no." with the value "#7676". To the right, "Account Balance" is displayed as "£5000.00" in red text.

or



The screenshot shows the same "Receipt" software window. The dropdown menu now shows "Credit Card" with a Visa logo icon. Below this, there are three input fields: "Credit Card" with the value "Visa", "Amount" with the value "£7051.00", and "Bank Account" with the value "Business Bank Account - Bardays". To the right, "Account Balance" is displayed as "£7051.00" in red text.

The default payment method will display, but an alternative payment method may be selected by the

user. In the event of *Credit Card* payments the user will have to specify the *Credit Card* type and the *Bank Account* to which the transaction will be debited if *Select Card Account* has been enabled in *Set up Point of Sale*.

. Enter the amount and information in the *Reference* or *Notes* fields where applicable. Outstanding payment amounts on the currently selected account display in red on the payment screen. If the *Multi Currency* check box is ticked in the POS setup in the setup form, the user has the option of selecting a foreign currency in the *Acc. Currency* field. The amount due will display the equivalent foreign amount based on the R.O.E. and the base currency value. Click on the *Save* icon or press Enter until the *Save* icon is highlighted and press Enter again to save and close the form. Split payments are accommodated in cases where the customer chooses to pay using two different payment methods e.g. *Cash* and *Credit Card*. This is processed by completing the first payment and then pressing **F8** again to process the second payment. Multiple payments are listed in the payment summary at the bottom of the form.

Correcting mistakes

Press **F11** to clear any payments that have been processed for the transaction. Use the **Esc** key to discard the current payment or transaction.

Completing a transaction

Once a transaction has been processed, verify that the amount due is zero or whether any change is due to the customer. Press **F9** to save the transaction and print out the relevant documentation.



Ensure that all the details of the transaction are correct before you save the transaction as P.O.S. transactions may not be edited after the fact.


Invoicing Work Orders

Once the work order is completed the customer is informed. When the customer returns to collect the item an invoice must be generated. The software can automatically generate an invoice from the work order. Press **F6** (Search), then **F2** (Work Order), select the relevant work order and press Enter. The work order will display on the screen. On the top left hand side of the form a *Create Tax Invoice* icon will display on the function bar. Click on this icon to automatically create a sales tax invoice. The invoice will display on the screen. Edit information where necessary and then follow the remainder of the procedure as set out in the help section under 'Sale & Receipt'.

9.3.5 Work Order Only

Work Order Only

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Press the **F2** key to generate a new work order and deposit or click on the *Work Order*  icon. Type in your password and press Enter. The corresponding user name will display in the *Commission 1* field.

Selecting an Account

The *Account* and *Account No.* fields will be empty when a new transaction is created. Type in the *Account* field to select the required account from the list in the *Account Search* form. Alternatively type in the *Account No* field to select the required account from the list in the *Account Search* form. The user has the option of creating a new account 'on the fly', i.e. without closing the screen you are

currently working in. This is done by using the F2 function key in the *Account Search* screen. Press Enter to navigate to the next field.

Entering Line Items

While a transaction is being processed, a black information bar displays details of line items for the transaction. The *stock code*, *description*, *inclusive price* and an image of the most recent line item is displayed. The *Total Due* value is displayed on the right hand side of the information bar.

Click in the *Stock code* column, start typing the *WORKORDER* stock code and select it from the list in the *Stock Search* form. Press Enter. In the description field type the full instruction for the item to be manufactured or repaired. Use the Enter key to navigate through the remaining columns and change the information in columns where applicable.



Do not use the **F8** key for this transaction.

Correcting mistakes

Press **F11** to clear any payments that have been processed for the transaction. Use the **Esc** key to discard the current payment or transaction.

Completing a transaction

Once a transaction has been processed, verify that the amount due is zero or whether any change is due to the customer. Press **F9** to save the transaction and print out the relevant documentation.



Ensure that all the details of the transaction are correct before you save the transaction as P.O.S. transactions may not be edited after the fact.

Invoicing Work Orders

Once the work order is completed the customer is informed. When the customer returns to collect the item an invoice must be generated. The software can automatically generate an invoice from the work order. Press **F6** (Search), then **F2** (Work Order), select the relevant work order and press Enter. The work order will display on the screen. On the far right hand side of the form a *Create Tax Invoice* icon will display on the function bar. Click on this icon to automatically create a sales tax invoice. The amount due will display on the screen. Edit information where necessary and then follow the remainder of the procedure as set out in the help section under 'Sale & Receipt'.

9.3.6 Valuation Certificate

Valuation Certificate

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Press the **F3** key to generate a new valuation certificate and deposit or click on the *Valuation* icon. Type in your password and press Enter. The corresponding user name will display in the *Commission 1* field.



Selecting an Account

The *Account* and *Account No.* fields will be empty when a new transaction is created. Type in the *Account* field to select the required account from the list in the *Account Search* form. Alternatively type in the *Account No* field to select the required account from the list in the *Account Search* form. The user has the option of creating a new account 'on the fly', i.e. without closing the screen you are currently working in. This is done by using the F2 function key in the *Account Search* screen. Press Enter to navigate to the next field.

Selecting an Account

Should you wish to print a valuation in a foreign currency (e.g. for a tourist), you can select the required currency in the currency field. By default the currency field value will be set to the base currency. The value of the item will be automatically adjusted for each currency based on the relevant exchange rate.

Entering Line Items

While a transaction is being processed, a black information bar displays details of line items for the transaction. The *stock code*, *description*, *inclusive price* and an image of the most recent line item is displayed.

Click in the *Stock code* column, start typing the stock code of the relevant item and select it from the list in the *Stock Search* form. Press Enter. The valuation description that is defined in the *Stock Master* form is displayed in the *description* column. Modify information in any of the columns if required. Repeat the process if you wish to place more than one item on the valuation certificate.



Do not use the **F8** key for this transaction.

Correcting mistakes

Press **F11** to clear any payments that have been processed for the transaction. Use the **Esc** key to discard the current payment or transaction.

Completing a transaction

Once a transaction has been processed, verify that the amount due is zero or whether any change is due to the customer. Press **F9** to save the transaction and print out the relevant documentation.



Ensure that all the details of the transaction are correct before you save the transaction as P.O.S. transactions may not be edited after the fact.

9.3.7 Credit & Refund

Credit & Refund

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Press the **F4** key to generate a new credit and refund or click on the *Credit Refund*  icon. Type

in your password and press Enter. The corresponding user name will display in the *Commission 1* field.

Selecting an Account

The *Cash Sale* account can be set as the default account in Point Of Sale. Alternatively the *Account* and *Account No.* fields will be empty when a new transaction is created. If the *Cash Sale* account is set as default it can be replaced by another account if required. Type in the *Account* field to select the required account from the list in the *Account Search* form. Alternatively type in the *Account No.* field to select the required account from the list in the *Account Search* form. The user has the option of creating a new account 'on the fly', i.e. without closing the screen you are currently working in. This is done by using the F2 function key in the *Account Search* screen. Press Enter to navigate to the next field.



Cash Sale transactions will only be accepted if there is no amount due.

Entering Line Items

While a transaction is being processed, a black information bar displays details of line items for the transaction. The *stock code*, *description*, *inclusive price* and an image of the most recent line item is displayed. The *Total Due* value is displayed on the right hand side of the information bar.

Click in the *Stock code* column and scan the bar code of an item or type the stock code to select it from the list in the *Stock Search* form. Once the stock code is entered or the bar code scanned, the information in all the other columns display automatically. Enter the quantity and update information in any of the other columns if required. Press enter to navigate through and confirm the information in the remaining active columns.

Special discounts which have been specified in *Debtor Account Maintenance* for certain customers are automatically calculated and displayed in the *disc%* (discount) field.

Processing Payments and Receipts

Once all items have been entered press **F8** to process a *Receipt*. If the customer is buying on account this step is not necessary.

The screenshot shows a 'Payment' window with the following details:

- Payment Method: Cheque
- Amount: £7051.00
- Account Balance: £7051.00 (displayed in red)
- Reference no.: #8774

or

The screenshot shows a 'Payment' window with the following details:

- Payment Method: Credit Card
- Credit Card: Visa
- Amount: £7051.00
- Account Balance: £7051.00 (displayed in red)
- Bank Account: Business Bank Account - Barclays
- Reference no.: 425345

The default payment method will display, but an alternative payment method may be selected by the user. In the event of *Credit Card* payments the user will have to specify the *Credit Card* type and the *Bank Account* to which the transaction will be debited. Enter the amount and information in the *Reference* or *Notes* fields where applicable. Outstanding payment amounts on the currently selected account display in red on the payment screen. If the *Multi Currency* check box is ticked in the POS setup in the setup form, the user has the option of selecting a foreign currency in the *Acc. Currency* field. The amount due will display the equivalent foreign amount based on the R.O.E. and the base currency value. Click on the *Save* icon or press Enter until the *Save* icon is highlighted and press Enter again to save and close the form. Split payments are accommodated in cases where the customer chooses to pay using two different payment methods e.g. *Cash* and *Credit Card*. This is processed by completing the first payment and then pressing **F8** again to process the second payment. Multiple payments are listed in the payment summary at the bottom of the form.

Correcting mistakes

Press **F11** to clear any payments that have been processed for the transaction. Use the **Esc** key to discard the current payment or transaction.

Completing a transaction

Once a transaction has been processed, verify that the amount due is zero or whether any change is due to the customer. Press **F9** to save the transaction and print out the relevant documentation.



Ensure that all the details of the transaction are correct before you save the transaction as P.O.S. transactions may not be edited after the fact.

9.3.8 Credit Only

Credit Only

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Press the **F1** key to generate a new credit or click on the *Credit Refund* icon. Type in your password and press Enter. The corresponding user name will display in the *Commission 1* field.



The *Cash Sale* account cannot be used for this transaction.

Selecting an Account

Type in the *Account* field to select the required account from the list in the *Account Search* form. Alternatively type in the *Account No* field to select the required account from the list in the *Account Search* form. The user has the option of creating a new account 'on the fly', i.e. without closing the screen you are currently working in. This is done by using the F2 function key in the *Account Search* screen. Press Enter to navigate to the next field.

Entering Line Items

While a transaction is being processed, a black information bar displays details of line items for the transaction. The *stock code*, *description*, *inclusive price* and an image of the most recent line item is displayed. The *Total Due* value is displayed on the right hand side of the information bar.

Click in the *Stock code* column and scan the bar code of an item or type the stock code to select it from the list in the *Stock Search* form. Once the stock code is entered or the bar code scanned, the information in all the other columns display automatically. Enter the quantity and update information in any of the other columns if required. Press enter to navigate through and confirm the information in the remaining active columns.

Special discounts which have been specified in *Debtor Account Maintenance* for certain customers are automatically calculated and displayed in the *disc%* (discount) field.



Do not use the **F8** key for this transaction.

Correcting mistakes

Use the **Esc** key to discard the current transaction.

Completing a transaction

Once a transaction has been processed, verify that the amount due is zero or whether any change is due to the customer. Press **F9** to save the transaction and print out the relevant documentation.



Ensure that all the details of the transaction are correct before you save the transaction as P.O.S. transactions may not be edited after the fact.

9.3.9 Pay Refund Only

Pay Refund Only

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Press the **F1** key to generate a new refund or click on the *Credit Refund* icon. Type in your password and press Enter. The corresponding user name will display in the *Commission 1* field.



The *Cash Sale* account cannot be used for this transaction.

Selecting an Account

Type in the *Account* field to select the required account from the list in the *Account Search* form. Alternatively type in the *Account No* field to select the required account from the list in the *Account Search* form. The user has the option of creating a new account 'on the fly', i.e. without closing the screen you are currently working in. This is done by using the F2 function key in the *Account Search* screen. Press Enter to navigate to the next field.



Do not enter line items for this transaction.

Processing Payments and Receipts

Once all items have been entered press **F8** to process a *Receipt*. If the customer is buying on account this step is not necessary.

The screenshot shows a 'Payment' window with a title bar containing a green globe icon, the word 'Payment', and standard window controls. Below the title bar is a header area with a 'Payment' icon and the word 'Payment', a red 'X' icon, and a floppy disk icon. The main area features a 'Master' icon and the word 'Master'. A dropdown menu is open, showing 'Cheque' with a check icon. At the bottom, there are two rows of text: 'Amount £7051.00' and 'Account Balance £7051.00' (where the balance is in red), and 'Reference no. #8774'.

or

The screenshot shows a 'Payment' window with a title bar containing a green globe icon, the word 'Payment', and standard window controls. Below the title bar is a header area with a 'Payment' icon and the word 'Payment', a red 'X' icon, and a floppy disk icon. The main area features a 'Master' icon and the word 'Master'. A dropdown menu is open, showing 'Credit Card' with a Visa icon. At the bottom, there are four rows of text: 'Credit Card Visa', 'Amount £7051.00' and 'Account Balance £7051.00' (where the balance is in red), 'Bank Account Business Bank Account - Barclays', and 'Reference no. 425345'.

The default payment method will display, but an alternative payment method may be selected by the user. In the event of *Credit Card* payments the user will have to specify the *Credit Card* type and the *Bank Account* to which the transaction will be debited. Enter the amount and information in the *Reference* or *Notes* fields where applicable. Outstanding payment amounts on the currently selected account display in red on the payment screen. If the *Multi Currency* check box is ticked in the POS setup in the setup form, the user has the option of selecting a foreign currency in the *Acc. Currency* field. The amount due will display the equivalent foreign amount based on the R.O.E. and the base currency value. Click on the *Save* icon or press Enter until the *Save* icon is highlighted and press Enter again to save and close the form. Split payments are accommodated in cases where the customer chooses to pay using two different payment methods e.g. *Cash* and *Credit Card*. This is processed by completing the first payment and then pressing **F8** again to process the second payment. Multiple payments are listed in the payment summary at the bottom of the form.

Correcting mistakes

Press **F11** to clear any payments that have been processed for the transaction. Use the **Esc** key to discard the current payment or transaction.

Completing a transaction

Once a transaction has been processed, verify that the amount due is zero or whether any change is due to the customer. Press **F9** to save the transaction and print out the relevant documentation.




Ensure that all the details of the transaction are correct before you save the transaction as P.O.S. transactions may not be edited after the fact.

9.3.10 Reprint

Reprint


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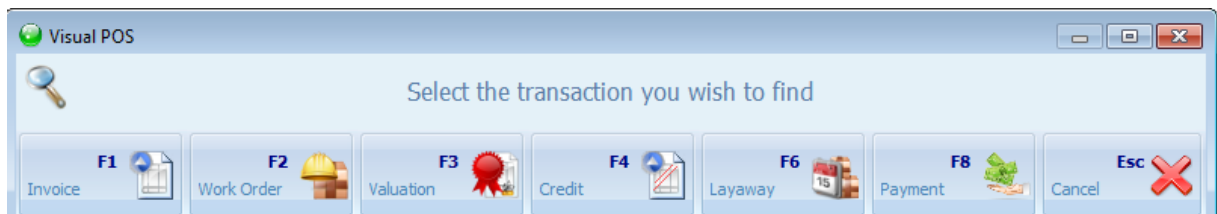
This *Reprint*  function allows you to print any transaction that is currently displayed on the point of sale screen. Previously generated transactions can be printed by retrieving them through the search function. See the following section on *Search*. Once the transaction is displayed, press the **F5** key to reprint it.

9.3.11 Search

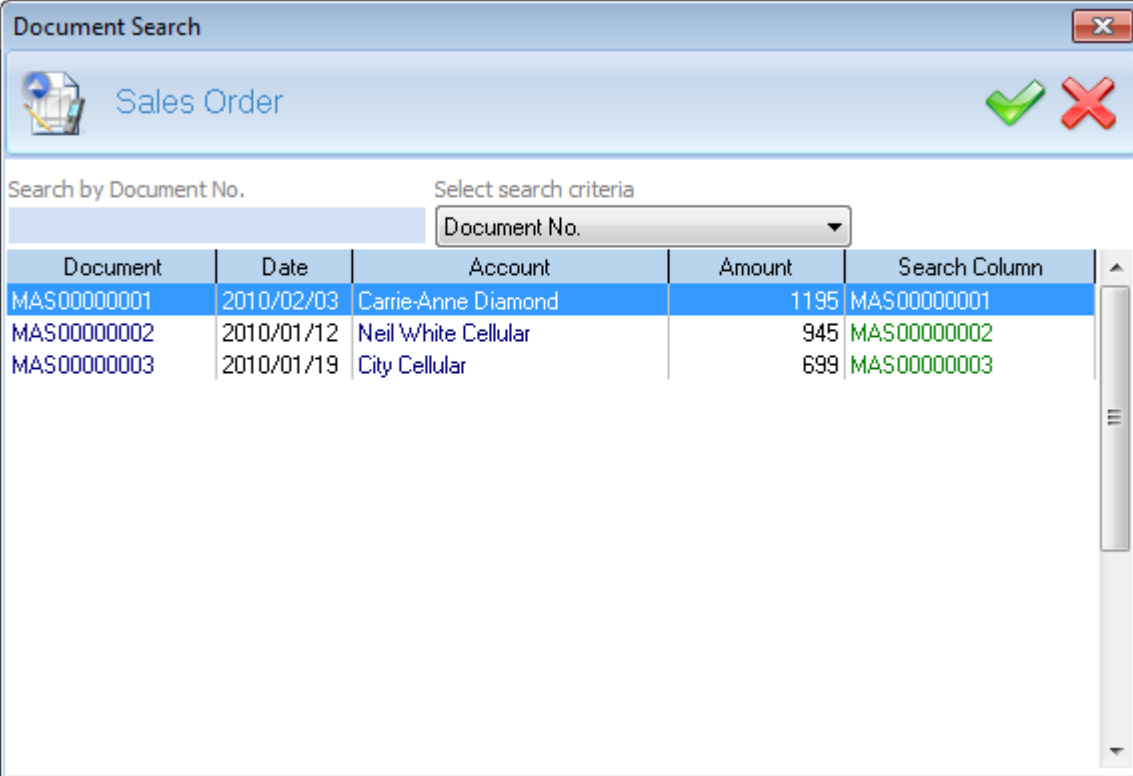
Search

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Press the **F6** key or click on the *Search*  icon to retrieve any point of sale transaction. The search function bar will display.



Click on the icon of the transaction type you wish to locate or press the relevant **F** unction key. The *Document Search* form will open.




Document	Date	Account	Amount	Search Column
MAS00000001	2010/02/03	Carrie-Anne Diamond	1195	MAS00000001
MAS00000002	2010/01/12	Neil White Cellular	945	MAS00000002
MAS00000003	2010/01/19	City Cellular	699	MAS00000003

Type the document number of the invoice you wish to view in the *Search by Document No.* field. Alternatively select a different search criteria from the *Select Search Criteria* drop down box. Click in the *Search by* field to search for a document by the new search criteria. Document values for the selected search field will display in the *Search Column*. If more than one document entry is visible, select the required document by scrolling up or down with the arrow keys or click on the document entry to select it. Press Enter or click on the OK icon.

9.3.12 Layaway

Layaway & Deposits

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Press the **F12** key to generate a new layaway or click on the *Layaway*  icon. Type in your password if required and press Enter. The corresponding user name will display in the *Commission 1* field.

Selecting an Account

The *Account* and *Account No.* fields will be empty when a new transaction is created. Type in the *Account* field to select the required account from the list in the *Account Search* form. Alternatively type in the *Account No* field to select the required account from the list in the *Account Search* form. The user has the option of creating a new account 'on the fly', i.e. without closing the screen you are currently working in. This is done by using the F2 function key in the *Account Search* screen. Press Enter to navigate to the next field.

Entering Line Items

While a transaction is being processed, a black information bar displays details of line items for the

transaction. The *stock code*, *description*, *inclusive price* and an image of the most recent line item is displayed. The *Total Due* value is displayed on the right hand side of the information bar.

Click in the *Stock code* column, start typing the stock code and select it from the list in the *Stock Search* form. Press Enter. Use the Enter key to navigate through the remaining columns and change the information in columns where applicable.

Processing Receipts

Once all items have been entered press **F8** to process a *Receipt*.

The screenshot shows a window titled "Receipt" with a blue header bar. Below the header, there is a "Receipt" label with a red 'X' icon and a floppy disk icon. The main area is divided into sections: "Master" with a globe icon, and a dropdown menu showing "Cash" with a coin icon. At the bottom, there are input fields for "Amount" (£5000.00), "Account Balance" (£5000.00), and "Reference no." (#7676).

or

The screenshot shows a window titled "Receipt" with a blue header bar. Below the header, there is a "Receipt" label with a red 'X' icon and a floppy disk icon. The main area is divided into sections: "Master" with a globe icon, and a dropdown menu showing "Credit Card" with a Visa icon. Below the dropdown, there are input fields for "Credit Card" (Visa), "Amount" (£7051.00), "Account Balance" (£7051.00), and "Bank Account" (Business Bank Account - Barclays).

The default payment method will display, but an alternative payment method may be selected by the user. In the event of *Credit Card* payments the user will have to specify the *Credit Card* type and the *Bank Account* to which the transaction will be debited. Enter the amount and information in the *Reference* or *Notes* fields where applicable. Outstanding payment amounts on the currently selected account display in red on the payment screen. If the *Multi Currency* check box is ticked in the POS setup in the setup form, the user has the option of selecting a foreign currency in the *Acc. Currency* field. The amount due will display the equivalent foreign amount based on the R.O.E. and the base

currency value. Click on the *Save* icon or press Enter until the *Save* icon is highlighted and press Enter again to save and close the form. Split payments are accommodated in cases where the customer chooses to pay using to different payment method e.g. *Cash* and *Credit Card* . This is processed by completing the first payment and then pressing **F8** again to process the second payment. Multiple payments are listed in the payment summary at the bottom of the form.

Correcting mistakes

Press **F11** to clear any payments that have been processed for the transaction. Use the **Esc** key to discard the current payment or transaction.

Completing a transaction


Once a transaction has been processed press **F9** to save the transaction and print out the relevant documentation.



Ensure that all the details of the transaction are correct before you save the transaction as P.O.S. transactions may not be edited after the fact.

Invoicing Layaway's

Once the *Layaway* repayments are completed the customer is informed. When the customer returns to collect the item an invoice must be generated. The software can only automatically generate an invoice from the layaway if it's been paid in full. Press **F6** (*Search*), then **F12** (*Layaway*), select the relevant layaway and press Enter. The layaway will display on the screen. On the top right hand side

of the form an *Invoice*  icon will display on the function bar if it's been paid in full. Click on this icon to automatically create a *Sales Tax Invoice*. The invoice will display on the screen. Edit information where necessary and then follow the remainder of the procedure as set out in the help section under '*Sale & Receipt*'.

9.4 Cash-up

Cash-up

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Click on **Point of Sale**  - **Cash-up** 

Select the till account for which you wish to view or execute a cash-up procedure in the *Select Till* account.

The screenshot shows the 'Cashup' window in a software application. At the top, there is a title bar with the text 'Cashup' and standard window controls. Below the title bar, there is a header area with the 'Cashup' logo and a search icon. A 'Select Till' dropdown menu is set to 'Till1'. Below this, there is a summary line: 'Previous Cash-up 2011/05/27 Current Cash-up 2011/05/27 Docno MAS00000004'. The main content is a table with four columns: 'Payment Type', 'Actual Amount', 'Expected Amount', and 'Over / Under'. The table lists various payment types and their corresponding amounts in different currencies.

Payment Type	Actual Amount	Expected Amount	Over / Under
South African Rand	R0.00	R0.00	R0.00
US Dollar	\$0.00	\$0.00	\$0.00
Sterling	£2645.00	£2645.00	£0.00
Euro	€0.00	€0.00	€0.00
Cheque	£654.00	£654.00	£0.00
Credit Card	£4523.00	£4523.00	£0.00
EFT	£0.00	£0.00	£0.00
Travellers Cheque	£0.00	£0.00	£0.00

Create a new cash-up transaction

Click on the *Add New* icon.

By default the current system date in the *Current Cash-up* field will be the end of the period over which you wish to calculate the cash-up totals. The start of the cash-up period will be one day after the date of the previous cash-up as specified in the *Previous Cash-up* field. The software will calculate the cash up amounts for the period. These amounts will be displayed in a breakdown listed by *Payment Type* with the expected amounts displayed in the *Expected* column. Cash receipts will be further split into different currencies if applicable.

For the cash receipts enter the physical money counted from the till and enter it in the *Actual* column for each currency.

Any loss or gain will reflect in the *Over / Under* column when the document is saved and will be posted to a *Cash up Gain and Loss* account (*CASHUP G/L*). The net actual value of receipts and payments, excluding Credit Card and Electronic Funds Transfer values, will be transferred from the selected till account to the *Un deposited Funds* account (*UNDEPF*) from where it will be available for deposit in the *Deposit* form.

Click on the *Save* icon to save the information, display any differences in the *Over/Under* column and close the cash-up record.




Ensure that all the details of the transaction are correct before you save the transaction as P.O.S. transactions may not be edited after the fact.


View a previous cash-up transaction

To view the information for a previous setup click on the *Search* icon and select the required cash-up transaction from the list.

9.5 P.O.S. Reports

Click on **Point of Sale**  **Point of Sale Reports**  -

 **Work order listing:** A list of work orders over a given period with information such as Date, Doc no., Account Description, Stock code, Description and Amount inc VAT

 **Cash-up Reports:**

- *Cash-up Report*
A listing of point of sale payment and receipt details.
- *Cash-up Report - Slip Printer*
A listing of point of sale payments and receipts narrow enough to print on a slip printer.
- *Cash-up Report Landscape*
A listing of point of sale payment and receipt details including the corresponding sale or credit transaction document numbers.
- *Cash-up Report Landscape (Forex)*
A listing of Point of Sale payment and receipt details including the corresponding sale or credit transaction document numbers. This report includes foreign currency values and is grouped by currency.
- *Cash-up Report Landscape (Forex) by Payment Type*

Select the report you wish to view and click *OK* on the *Selection screen*.

Move the sliding arrow towards the plus sign to enlarge the display, and the minus sign to reduce it.

Click on the *Print* icon to print the document, on the *Export Report* icon to export it to PDF, .xls, .rtf or .txt format and on the *Email* icon to email it.

10 Projects

10.1 Project Maintenance

Project Manager

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The Projects module enables the user to keep track of income, expenses, profit and documents relating to a specific job. The Project module may be utilised for a wide variety of applications e.g. Construction jobs, manufacturing runs, IT projects and cases in the legal profession.

Click on **Projects**  - **Project Maintenance** 

The screenshot shows the 'Project Manager' window with a 'Project' sub-header. The main area displays project details in two columns. The left column contains: Project No. MAS000000002, Account Talk-To-Me Cellular, Account No. TALKTOMECELL, Description (with a scroll bar), Reference, Date Opened 2005/02/28, Date Targeted 2006/03/15, and Date Completed 2007/02/28. The right column contains: Project Status Active, Follow up Date 2005/08/16, Follow up Status On Hold, Employee Tanya Smith, Total Quoted £9000.00, Estimated Cost £6000.00, Estimated Profit £3000.00, Income to Date £6000.00, Cost to Date £0.00, and Profit to Date £6000.00. Below this is a table with columns: Date, Document No., Trans., Account, and exc. Amount. One entry is visible: 2006/04/25, MAS000000007, SIN, Talk-To-Me Cellular, 6000.

Date	Document No.	Trans.	Account	exc. Amount
2006/04/25	MAS000000007	SIN	Talk-To-Me Cellular	6000

Creating a new Project

Click on the *Add New* icon. The cursor will flash in the *Account* field. Select the debtor that will be responsible for payment of the project fees. Select the date targeted for completion of the project and press Enter. Select the status of the project in the *Project Status* field e.g. estimation, quotation, in progress, on hold, completed etc. Select the follow up status of the project in the *Follow up Status* field. Select the *Follow up Date*. This can be used in the reporting function to identify project follow up on specific dates. For example a report may be requested that lists all projects that have to be followed up in the upcoming day, week, month etc. Tick the *Remind* check box for an automatic reminder to pop up on the screen on the follow up date. Select the employee responsible for the project in the *Employee* field. Enter the estimated cost of the project in the *Estimated Cost* field. Click on the *Save* icon to save the information you have entered for the project.

Linking documents to the Project

All documents and journal entries that relate to a project can be linked to a specific project through the *Project* field. Only active projects may be selected in the *Project* field. The software will automatically update values in the project form according to related transactions that have been created for the project.

Total Quoted

This field represents the sum total of all quotations that have been linked to this project.

Estimated Cost

This field is entered by the user and represents the estimated cost to company of the overall project.

Estimated Profit

This field is calculated as the difference between the *Total Quoted* value and the *Estimated Cost* value. It represents the total estimated profit which is expected to be derived from the project.

Income to Date

This field represents the sum total of all sales invoices and income account journal entries that have been linked to this project.

Cost to Date

This field represents the sum total of all cost of sales values for sales invoices and expense account journal entries that have been linked to this project. Note that purchase tax invoices are not included in this figure as purchase tax invoices are allocated to the *Stock Asset* account and therefore do not contribute to the project expenses. Purchases are accounted for in the cost of sales entries for sales invoices.

Profit to Date

This field is calculated as the difference between the *Income to Date* value and the *Cost to Date* value. It represents the total profit which has actually been derived from the project.

Creating documents from the Project interface

Documents or journal entries that pertain to a specific project can be created from the *Project Maintenance* form. Click on the *Edit* icon. A column of icons will display on the right hand side of the form. Click on these icons to create documents that are automatically linked to the selected project. Relevant information such as the debtor account will be automatically set on the transaction interface to minimise user data capture. The following shortcuts to transactions are available:



Click on this icon to create a *Sales Quotation* linked to the current project number and account.



Click on this icon to create a *Sales Tax Invoice* linked to the current project number and account.



Click on this icon to create a *Purchase Tax Invoice* linked to the current project number and account. Keep in mind that only journal entries on this document will contribute to the cost of the project. Inventory item costs will be allocated to the *Stock Asset* account and not to project expenses.



Click on this icon to create a *Purchase Order* linked to the current project number and account. Keep in mind that only journal entries on this document will contribute to the cost of the project. Inventory item costs will be allocated to the *Stock Asset* account and not to project expenses.



Click on this icon to create a *Journal Entry* linked to the current project number in order to allocate income or expense entries.

Displaying documents linked to the Project

Documents and transactions that are linked to the project are displayed at the top of the project form. Determine which type of transaction is listed by selecting one of the following radio buttons:

View Project Quotations & Selections

View Sales & Other Income

View non Inventory Expenses

View Cost of Sales & Inventory Usage



In the far right hand column of the transaction listing a miniature *Search* icon will display. Click on this icon to call up the corresponding source document

10.2 Project Reports

Project Reports

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Click on **Projects**  - **Project Reports** 

--*Project Details*

A listing of the details for all projects by opening date, period, debtor, completion date, project status, follow-up status, follow-up date and employee.

-*Project Income Statement*

-*Project Income Statement with Details*

-*Project List (Active)*

-*Project List (Complete)*

-*Project Transaction Report by Detail*

Select the report you wish to view and click *OK* on the *Selection screen*.

Move the sliding arrow towards the plus sign to enlarge the display, and the minus sign to reduce it. Click on the *Print* icon to print the document, on the *Export Report* icon to export it to PDF, .xls, .rtf or .txt format and on the *Email* icon to email it.

11 Manufacturing

11.1 Manufacturing Manager

Manufacturing Manager

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The manufacturing module enables the user to assemble manufactured inventory items from components and raw materials. It can also be used to track material usage by employees, typically factory workers in an assembly environment. The manufactured item is placed into stock with a stock cost value that corresponds to the stock cost value of the materials employed to assemble the item. Any wastage is posted to the *MANLOSS (Manufacturing Loss)* account.

Click on **Manufacturing**  - **Manufacturing Manager** 

Click on *Add New* to create a new *Production Job*.

Specify manufactured item quantity and location

Type the stock code of the item you wish to manufacture in the *Stock code* field and select it from the list by pressing Enter.

Enter the quantity to be manufactured and press Enter

Click on the *Raw Materials Issued* radio button to display all the necessary components for this job in the table below under *Stock code, Description, Required* and *Location*

Select the Supplier which will be manufacturing the job if it is outsourced.

Select the Date on which it will be manufactured under *Prod. Date* and select the date when it will be due under *Due Date*.

Select a value under *Job type*. The defaults for this will have been entered in *Setup & Tools - Defaults - Manufacture Job Type*.

Select a value under *Tracking* to keep track of the job status. The defaults for this will have been entered in *Setup & Tools - Defaults - Bin Location*.

Under *Employee* select the employee that will be responsible for the production Job.

Master is the default Source of the raw materials, otherwise type the first character of the location from where components and raw materials will be issued in the *Source* field and select it from the list by pressing Enter.

Master is the default Destination, otherwise type the first character of the location into which the manufactured item will be assembled in the *Destination* field and select it from the list by pressing Enter.

Enter *Instructions* and *Comments* in the allocated fields if required.


Specify the components and raw materials to be issued

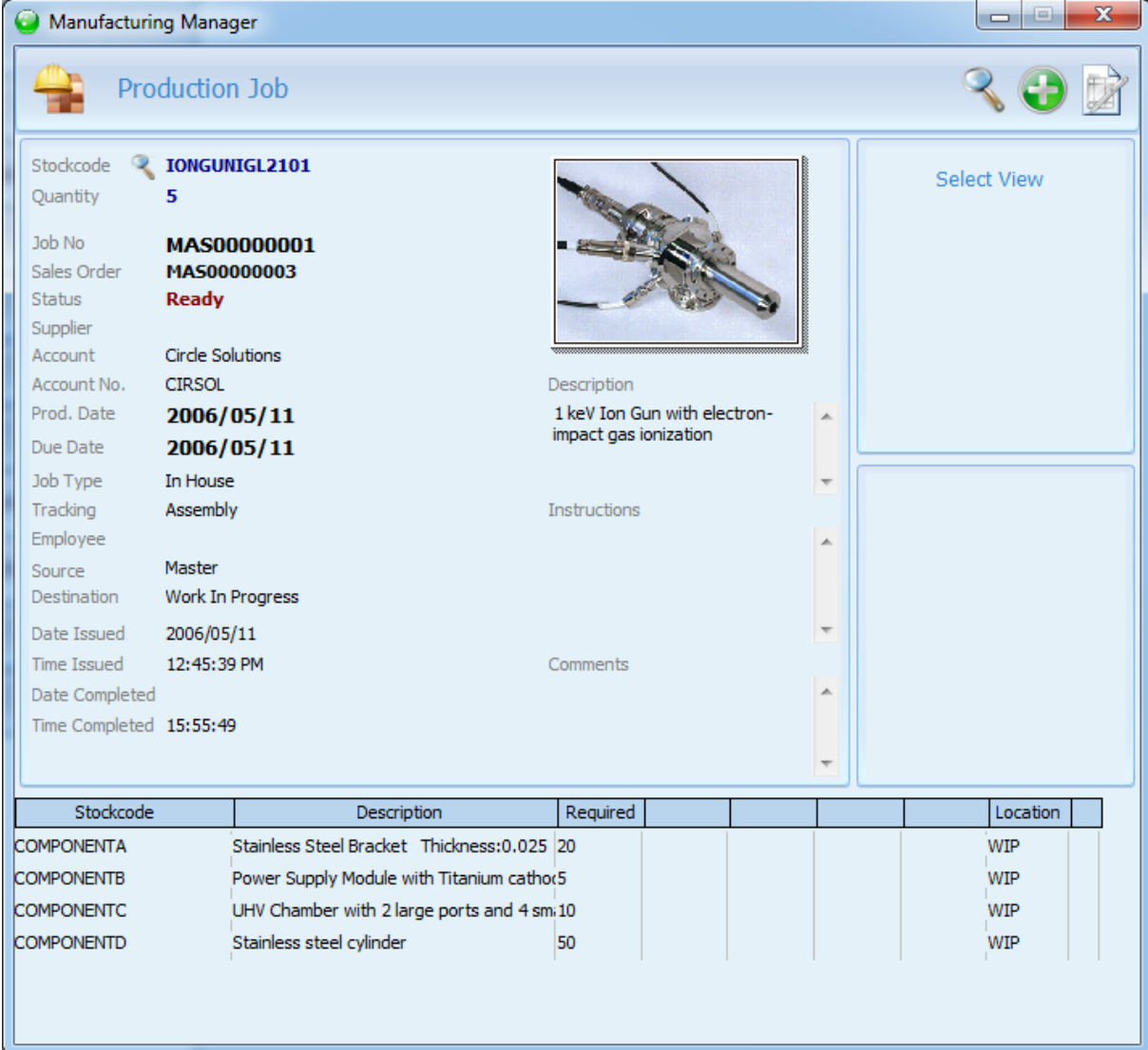
The *Add Item to B.O.M.*  icon will be available. Click on it to select the stock code of the first

component or raw material that will be used in the manufacturing process. Specified the quantity to issue and the source location of the individual item and click *OK* or press Enter.

Repeat the above steps until all the components or raw materials to be issued have been entered.

In the Select View area you can attach Sales Orders, Purchase Orders, Purchase Tax Invoices (the value of the Purchase Invoice will be incorporated into the cost of the manufactured item) and Sales Tax Invoices.

Click on the Save  icon to save the job and issue the components and raw materials.




The screenshot shows the 'Manufacturing Manager' application window. The main area is titled 'Production Job' and contains a form with the following fields:

- Stockcode: **IONGUNIGL2101**
- Quantity: **5**
- Job No: **MAS00000001**
- Sales Order: **MAS00000003**
- Status: **Ready**
- Supplier: (empty)
- Account: **Circle Solutions**
- Account No.: **CIRSOL**
- Prod. Date: **2006/05/11**
- Due Date: **2006/05/11**
- Job Type: **In House**
- Tracking: **Assembly**
- Employee: (empty)
- Source: **Master**
- Destination: **Work In Progress**
- Date Issued: **2006/05/11**
- Time Issued: **12:45:39 PM**
- Date Completed: (empty)
- Time Completed: **15:55:49**

There is a photo of a '1 keV Ion Gun with electron-impact gas ionization' and a 'Select View' button. Below the form is a table with the following data:

Stockcode	Description	Required					Location
COMPONENTA	Stainless Steel Bracket Thickness:0.025	20					WIP
COMPONENTB	Power Supply Module with Titanium cathode	5					WIP
COMPONENTC	UHV Chamber with 2 large ports and 4 sm.	10					WIP
COMPONENTD	Stainless steel cylinder	50					WIP

When the manufacturing process has been completed, any remaining components and raw materials have to be returned and scrapped or lost materials have to be specified. Click on the Search  icon, select the completed job from the *Job Search* form and press Enter to view the job information.

Completing a manufactured item

At the bottom of the screen the materials issued table will list components and raw materials that have been issued to this job number. Click in the *Returned* column to specify components or raw materials that have been returned. These will be placed back into stock in the location specified in the *Location* column. In the *Scrap* column specify components and raw materials that were damaged or lost. The value of these items will be posted to the *MANLOSS (Manufacturing Loss)* account in the general ledger. Click on the *Save* icon to save the transaction. The completed items will be placed in stock in the *Destination* location.

11.2 Manufacturing Reports

Manufacturing Reports

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Click on **Manufacturing**  - **Manufacturing Reports** 

The following reports are available

BOM Listing (Explosion)

A listing of a master stock item and all the items defined in the Bill of Materials for that item.

BOM Listing (Implosion)

A listing of a Bill of Materials item and all the master stock items that it appears in.

BOM/Costing Sheet

A listing of the Bill of Materials items making up a specific stock item complete with the total Bill of Materials cost and the current total cost specified for the item.

Manufacture Back Order Report - Detail

A detailed listing of outstanding manufacturing jobs by sales order and customer.

Manufacture Back Order Report - Summary

A summary listing of outstanding manufacturing jobs by sales order and customer.

Manufacture Job Sheet

A printout of the job details

Manufacture Jobs Status Report

A listing of jobs and their current status for job tracking purposes

Manufacture W.I.P. Shortfall Report

A listing of raw material quantities in the W.I.P. location that fall short of the quantity required to complete the existing manufacturing jobs.

Raw Material Requirement Report

A listing of the raw materials and components required to produce a selected order based on the defined Bill of Materials for each stock item on the order.

Raw Material Usage Report - Details

A detailed listing of estimated raw materials usage based on the sale of manufactured items

Raw Material Usage Report - Summary

A summary listing of estimated raw materials usage based on the sale of manufactured items

Raw Materials Required - Detail

A detailed listing of raw materials required to fulfill all selected orders

Raw Materials Required - Detail (Unprocessed)

A detailed listing of raw materials required to fulfill all unprocessed orders

Raw Materials Required - Summary

A summary listing of raw materials required to fulfill all selected orders

Raw Materials Required - Summary (Unprocessed)

A summary listing of raw materials required to fulfill all unprocessed orders

Select the report you wish to view and click *OK* on the *Selection screen*.

Move the sliding arrow towards the plus sign to enlarge the display, and the minus sign to reduce it.

Click on the *Print* icon to print the document, on the *Export Report* icon to export it to PDF, .xls, .rtf or

.txt format and on the *Email* icon to email it.

12 Setup and Tools

12.1 Company Setup

Company Setup

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Click on **Setup & Tools**  - **Company Setup** 

Click on *Edit* to modify or add information.

The **Company Information** page displays by default.

Type in: *Company Name, Registration No, Tax No, Location* ('Master' in the case of a head office or single store business, otherwise the name of the particular branch), *Postal address, Physical address, Tel, Fax, E-mail, mobile no, URL*.

Select **Terms and Conditions**

Type in the default terms and conditions which will be printed on your *Quotations, Orders, Invoices* and *Statements* .

Select **User Interface Configuration**

In **Stock Master**

Select a default method of *Stock code generation* for all new Stock Master records. The following types of stock code generation are available:

User defined : Use up to 15 characters of your choice for your stock code. Avoid using the % and other non alpha numeric symbols, lower case letters, spaces and potentially confusing O's and zeros. Use this method if you have existing stock numbers which you do not wish to change.

Semi-user defined : A user defined user code is appended to a system generated prefix. The prefix is based on the category and classification codes allocated in the category and classification defaults (see the following section on setting up defaults). Type in the first character of the category for this item and select from the list. The *Classification* field will become available. Type in the first character of the Classification and select from the list. Your *prefix* appears in the prefix field. The cursor will flash in the user code field. Enter the user defined portion of the stock code with a maximum of 9 characters. The user code will be appended to the prefix to form the permanent stock code for this item.

Semi-incremental : You type in the first six characters of the stock code and a sequential number is generated and appended automatically.

Incremental : no prefixes are used and the system generates a sequential stock number.

Code incremental : A sequential number is appended to a system generated prefix. The prefix is based on the category and classification codes allocated in the category and classification defaults (see the following section on setting up defaults). If you wish to use this type, in Category field, type the first letter of the item's category, select from the list and Enter. Do the same in the Classification field. The prefix will be created. Click *save* and a sequential number will be appended to the prefix.

Specify a default *unit* for your inventory.

Specify the image size of images stored in your database. The bigger the image size the better the quality, but the more disk space you will required. Smaller images make for faster operation of the software.

The *Web image* integrates with the Ethos Online Store

Check the *System Generated Bar codes* box if you prefer to have bar codes for stock items to be allocated automatically.

In **Accounts** , enable *Incremental Account No's* if you do not wish to enter user defined account numbers.

In **Administration Payments and Receipts** specify a default *Payment Method* which will display as default in the *Payment/Receipt* form.

In Point of Sale

Specify the *Default Card Account* if there is no tick in *Select Card Account* box then when a Receipt or Payment is processed it will be posted to the Bank Account that is selected

Specify the default *Payment Method* .

Specify a *Maximum Discount* .

Enable (tick) *Multi Currency* to accept foreign currencies

Enable *Payment Notes* and *Reference* if these details are to be included on your payment forms

Specify whether you wish to enable *Description Override, Quantity Override, Vat Override, Discount Override, Exclusive Price Override, Inclusive Price Override* .

Specify *Transaction Login* if you wish users do enter a password before every transaction.

Specify *Cash Sales Only* if you do not wish to capture the name and contact details of customers.

Enable the number of commission entries you require (if more than one person will get commission for a sale).

Enable *Calculate Discount* if you wish to enter a discounted price and have the software calculate the resultant discount for you.

Enable *Select Card Type* if users are required to specify the card type used.

Enable *Select Card Account* if users are required to specify which bank account a credit card receipt will be deposited into.

The more entry options you enable the longer it will take to process a transaction. If you have a high volume business like a supermarket and want to minimize data capture, you will enable the minimum number of options available to the person operating the till. The disabled fields will not be available when the transaction is being entered, thus speeding up transactions.

Select Financial Setup

If you are setting up a new company specify the start and end of the current financial year. If you are closing off a financial year, click on the *Close off financial year* icon. The software will verify that all transactions are balancing before closing off the year.



Once a financial year is closed off you cannot edit any transaction in that year and the process cannot be reversed!

Edit rights to transactions specified by the *Start Date* and *End Date* fields in the *Period Lock* section can be blocked from all users.

Select the *Default Tax Type* for your company. All VAT transactions will default to this tax type and percentage.

Select your *Statement Ageing* from the drop down box. There are two methods of ageing your debtor and creditor accounts:

Transaction Date : Transactions are aged using the transaction date.

Month Date: Transactions are aged according to the month in which they fall.

In both cases unallocated credits for debtors and debits for creditors are deducted from the oldest outstanding balance.

If you are setting up a new company specify the default currency.



Once you have processed transactions the default currency cannot be changed!

Specify the name of your *POS Till Account* for the workstation if you are using multiple till accounts. If you enable *Apply Settlement Discount to Vat* , (applicable in the U.K. only) this will be applied automatically on statements.

By enabling *Update Prices from Purchase Tax Invoice* , the cost of a stock item in the *Stock Master* is updated automatically from the latest purchase tax invoice. The gross profit defined in the *Stock Master* is maintained and the selling is price adjusted accordingly.

Specify the *Min. Invoice GP%* that will be allowed for sales invoice line items.

Select **Admin Document / Printer Setup**

Administration Document Format and Printer Selection

Click on the drop-down list to specify the default printer for the printing of Administration documents. Below that, the documents you will be using for Administration are listed. You can now specify a default format for printing each document type. Options are selected from a standard Ethos pop-up screen. The field column between the *x* and the check box column on the right allows you to specify the default number of print copies of each document type. The default is 1. If you set the tick in the last column of check boxes, the software will prompt you to specify a document format every time you print the relevant document type.

Default Label Format and Printer Selection

In the last section select the printer you will be using to print labels and specify the default label format.

Select **Business Process configuration.**

P.O.S Location: Specify the location for Point of Sale transactions.

Layaway Location: Specify the location for Layaway's.

Default Sales Invoice Location: Specify the default location on *Sales Tax Invoices*.

Default finished goods Location: Specify the default location for finished goods in th *Manufacturing* module.

Enable *Apply Settlement Discount to Vat*, (applicable in the U.K. only) this will be applied automatically on statements.

Enable *Update Prices from Purchase Tax Invoice* for the cost of a stock item in the *Stock Master* to be updated automatically from the latest purchase tax invoice. The gross profit defined in the *Stock Master* will be maintained and the selling price adjusted accordingly.

Enable *Auto Purchase Appro Stock* for the system to automatically credit Supplier Appro Invoices and create corresponding Purchase Invoices for purchase appro stock items sold.

Enable the following if the system is required to:

Round Exclusive amounts on Documents

Restrict Sales of Unavailable Items

Prompt for Stock ROE on documents

Use Retail Price

Limited Transaction Update (not recommended)

Restrict Stock Location Access

Activate CRM Auto Contact in the Marketing module of Accounts Maintenance form.

Select **POS Document / Printer Setup**

Click on the drop-down list to specify the default printer for the printing of invoices, work orders and valuations. Below that, the documents you will be using for from *Point of Sale* are listed. You can now specify a default format for printing each document type. Options are selected from a standard Ethos pop-up screen. The field column between the x and the check box column on the right allows you to specify the default number of print copies of each document type. The default is 1. If you set the tick in the last column of check boxes, the software will prompt you to specify a document format every time you print the relevant document type.

Select **Hardware Setup**

Select the communications port that the Bar code Scanner is connected to.
Select the Baud Rate of your Bar code Scanner (Default : 9600).

Barcode Range Start & End: Upon installation it defaults to Start 0 and End 1000000. You are able to change it at any time as long as the range is big enough. If you have multiple Head Office Companies or Franchises then you can set them all to have a different Barcode Ranges.

Select the communications port that the Cash Drawer is connected to.
Select the Baud Rate of your Cash Drawer (Default : 9600).

If you have the multi branch version of Ethos and make use of our inter-branch connectivity feature please set the following:

FTP Server IP Address : IP Address of FTP Server on Head Office PC
FTP User Name : User name of dedicated FTP user account on Server at Head Office
FTP Password : Password of above user account

If you want to make use of the email function you need to set the following:

Mail SMTP server: Name of mail SMTP server
Mail POP3 Server Name:Name of mail POP3 server
Mail User Name:Mail Account User name
Mail Password:Mail Account Password

Consult your hardware technician if necessary.

SMS Gateway and SMS Password from your SMS Service Provider is required in order to use the Bulk SMS / Email feature.

Select **Business Profile** .


Ethos ships with *Standard* as default. This profile has been configured for a single location business.

Should your business require multiple locations in a warehousing environment, the business profile should be set to *Head Office* .

Should your business consist of a Head Office with remote branches, the Head office should be set to *Head Office* and the remote stores should be set to *Remote Branch* .

Select **About this Installation**

The information on this page will be entered automatically on registration.

Click on the  icon to View or de-register workstations .

Click on the  icon to Register a new Serial Number

12.2 Defaults

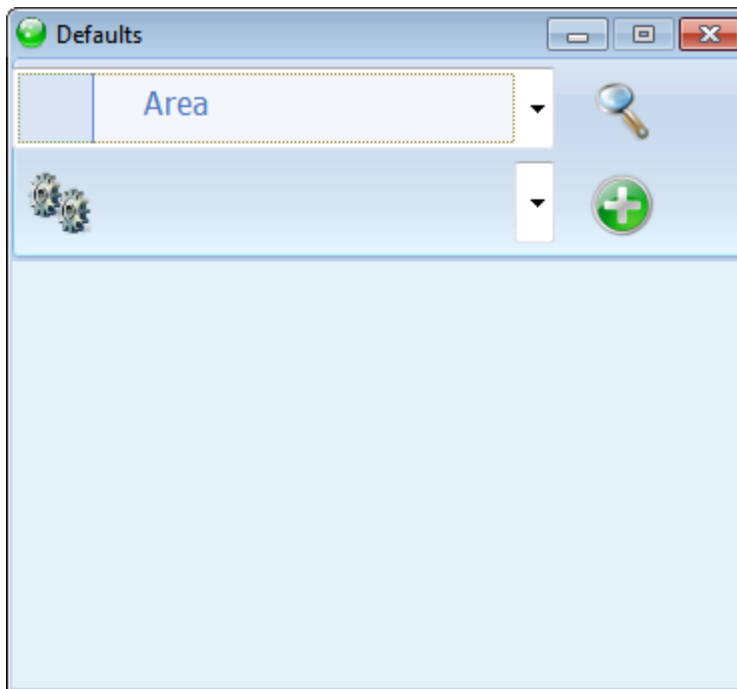
12.2.1 Stock items

Stock items

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These defaults will simplify and speed up the creation of new stock items. In stead of typing in all the information, you type the first letter of the default, all the matching defaults display and you select the one you require. You can create new defaults "on the fly", i.e. without exiting the screen you are working in.

Click on **Setup & Tools**  - **Defaults**  to display the defaults module.
Select from the top drop-down list to view all the default settings available.



Select **Category** to enter the categories you wish to divide your stock into, e.g. in a cell phone stock the categories might be Ericsson, Motorola, Siemens etc.

Click on the *Search* icon to view any categories that may already have been entered. To view details of an existing category, select it from the list and click *OK*.

Click on the *Add New* icon if you want to add more categories of your own.

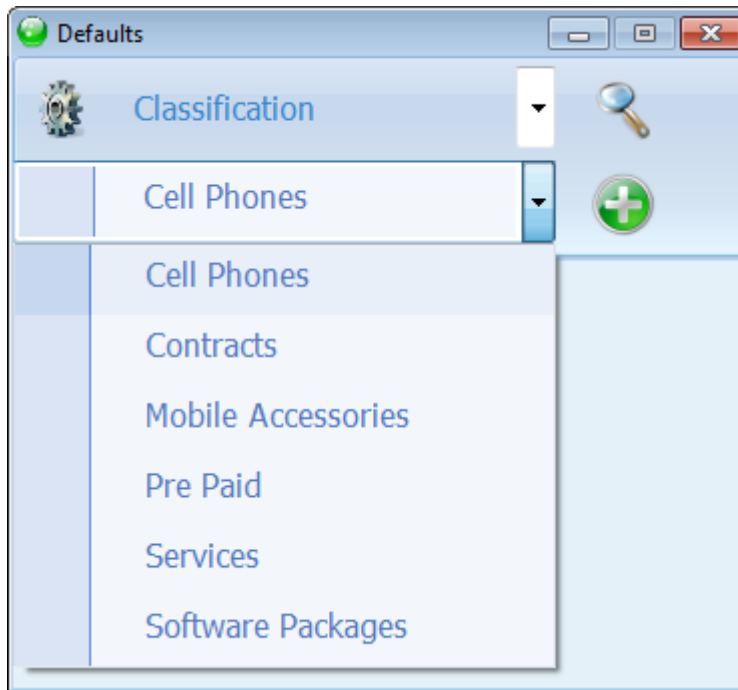
In the *Default* field, type the item you wish to add, e.g. 'N-Gage' and press Enter. It appears in the

Description field. Press Enter to confirm, or replace it with another description.

In the *Category Code* field enter the unique code, usually the first three letters (upper case) of the category name. Press Enter to focus *Save* , then Enter again to save and view the completed entry.

To alter any information except the default itself, click on *Edit* , then clear the relevant field and re-type. Click on *Save* .

Select **Classification** to enter classifications (sub-categories) for each category.



Select the Category for which you wish to add or view Classifications from the second drop down list

Click on the *Search* icon to view any classifications that may already have been entered e.g. for Motorola there might be Motorola MPX200, Motorola V600. To view details of an existing classification, select from the list and click *OK*.



Click on the *Add New* icon if you wish to add more classifications. In the *Default* field, type the sub-category you wish to add, e.g. Siemens S55, and press Enter. It appears in the *Description* field. Press Enter to confirm, or replace it with another description. In the *Classification Code* field enter the code, usually the first three letters (upper case) of the classification. Press Enter to focus *Save* , then Enter again to save and view the completed entry. To modify the classification information, click on *Edit* , then in the relevant field, backspace to clear and re-type. Click on *Save* .

Proceed in the same manner to view, edit or create new entries for the defaults relevant to stock items such as *bin location*, *stock location* etc .

12.2.2 Payments and Receipts

Payments and Receipts

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Click on **Setup & Tools**  - **Defaults**  and select **Payment Method** from the drop-down list.

Payment Method

Click *Search* to see whether any Payment Methods have been entered.

To view details of an existing payment method, select from the list and click *OK*.

Click on *Add new* to add a Payment Method.

In the *Default* field, enter the payment method, e.g. *Cash*. Press Enter to confirm or add to the description and Enter.

Click *Save* to complete the entry. To alter any information except the default itself, click *Edit*, backspace to erase and re-type. Click *Save*.

Continue in the same way to enter all the *Payment Method*s you are likely to encounter in your business transactions.

Credit Card

Select *Credit Card* from the top drop-down list.

Click *Search* to see whether any Credit Card types have been entered.

To view details of an existing credit card, select from the list and click *OK*

Click on *Add new* to add a Credit card type.

In the *Default* field, enter the type of the credit card (e.g. Visa, MasterCard).

The type also appears in *Description* field. Press Enter to confirm or add to the description and Enter.

In the *Commission%* field, enter the percentage that you will have to pay on this card – Enter and *Save*.

To alter any information except the default itself, click *Edit*, backspace to erase and re-type. Click *Save*.

12.2.3 People

People

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Click on **Setup & Tools**  - **Defaults**  select **Department** from the drop-down list.

Click *Search* to view whether any Departments have been entered.

To view or modify details of an existing department, select the department from the list and click *OK*.

Click on *Add new* to enter or add a department.

In *Default* field, enter the name of the department.

This name also appears in the *Description* field – Enter and *Save*.


To alter any information except the default itself, click *Edit*, backspace to erase and re-type. Click *Save*.

12.2.4 General Ledger

General Ledger

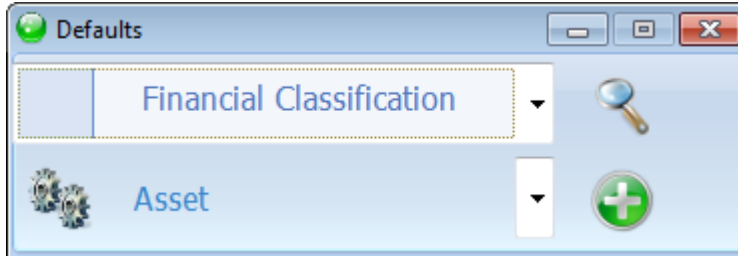
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The software ships with a basic Chart of Accounts, but you can add to this to suit your financial requirements

Click on **Setup & Tools**  - **Defaults**  and select **Financial Classification** from the drop-

down list.

Financial classifications allow you to group General Ledger accounts together. They will display as sub-headings and sub-totals on the financial statements.



Select **Asset** from the bottom drop down list:

Click *Search* to view which *Asset* financial classifications have been entered. To view details of an existing financial classification, select from the list and click *OK*. Click on *Add new* to add a financial classification. In the *default* field, enter the name of the financial classification. This name also appears in the *description* field – Enter and *Save* . Proceed in the same way to enter financial classifications for all your asset accounts.

The *Bank* financial classification determines when an *Asset* is to be treated as a bank account (cash book). Never delete the *Bank* financial classification.

Select **Liability** from the bottom drop down list:

Click *Search* to view which *Liability* financial classifications have been entered. To view details of an existing financial classification, select from the list and click *OK*. Click on *Add new* to add a financial classification. In the *Default* field, enter the name of the financial classification. This name also appears in the *Description* field – Enter and *Save* . Proceed in the same way to enter financial classifications for all your liability accounts.

The *Tax Control* financial classification determines when an *Asset* is to be treated as a tax control account. Never delete the *Tax Control* financial classification.

Select **Equity** from the bottom drop down list:

Click *Search* to view which *Equity* financial classifications have been entered. To view details of an existing financial classification, select from the list and click *OK*. Click on *Add new* to add a financial classification. In the *Default* field, enter the name of the financial classification. This name also appears in the *Description* field – Enter and *Save* . Proceed in the same way to enter financial classifications for all your Equity accounts.

Select **Income** from the bottom drop down list:

Click *Search* to view which *Income* financial classifications have been entered. To view details of an existing financial classification, select from the list and click *OK*. Click on *Add new* to add a financial classification. In the *Default* field, enter the name of the financial classification. This name also appears in the *Description* field – Enter and *Save* . Proceed in the same way to enter financial classifications for all your Income accounts.

Select **Expense** from the bottom drop down list:

Click *Search* to view which *Expense* financial classifications have been entered. To view details of an

existing financial classification, select from the list and click *OK*. Click on *Add new* to add a financial classification. In the *Default* field, enter the name of the financial classification. This name also appears in the *Description* field – Enter and *Save*. Proceed in the same way to enter financial classifications for all your Expense accounts.

12.2.5 Currency

Currency

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Click on **Setup & Tools**  - **Defaults**  and select **Currency** from the drop-down list.

Select *Currency* from the drop-down list.

Click *Search* to see whether any Currencies have been entered.

To view details of an existing currency, select from the list and click *OK*.

Click on *Add new* to add a Currency.

In the *Default* field, enter the name of the currency.

This name also appears in the *Description* field. Modify the currency description to include more information such as the country in which the currency is traded and press Enter.

Enter the rate of exchange for this foreign currency in terms of your local currency and press Enter.

Enter the currency symbol and press Enter.

Enter the currency code, maximum of three characters press Enter.

Press Enter again or click on the *Save* icon.

12.2.6 Miscellaneous

Miscellaneous

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Click on **Setup & Tools**  - **Defaults** 

The **Defaults** screen contains several other defaults which may be required in your business e.g. those intended for :

Marketing : Area, region, country, market category, market classification, marketing status, marketing follow-up

Projects : Project follow-up, project status

Textile : Fabric, fabric colour

CRM : Request category, request classification

Click on the drop-down list to view all categories and select those that you wish to utilise.

You can now use the defaults you have created to set up your company and create accounts for:

Debtors, Creditors and Contacts

Stock items

General Ledger Accounts

12.3 Security

Security



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This form is used to limit access of users to certain functions in your system.


Click on **Setup & tools**  - **Security** 

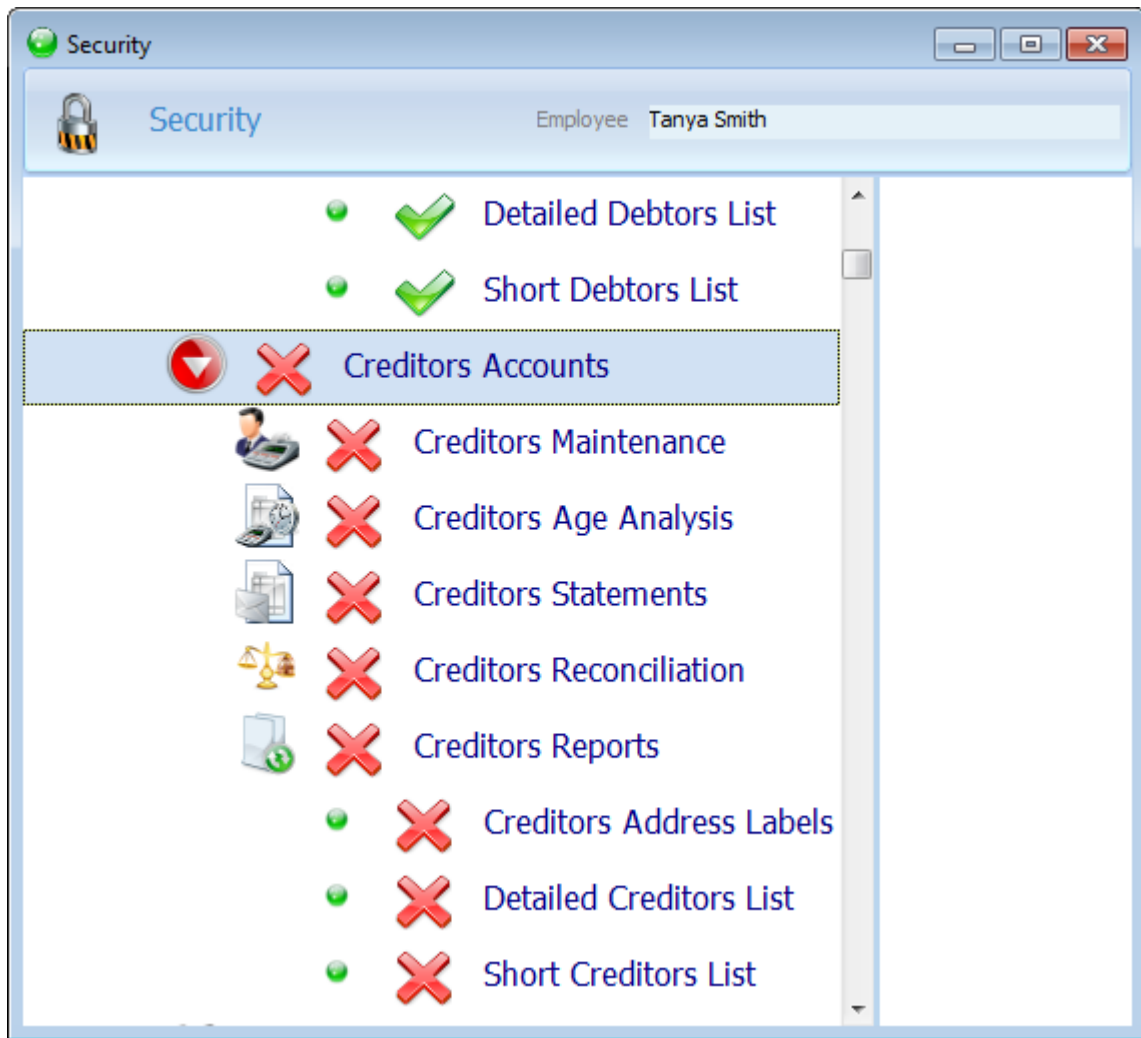
Type the first character of the user name in the *Employee* field. All employee names starting with that character are displayed. Select the one you require and press Enter. If no names are displayed press backspace until all employees are listed.

On the left a list will appear of all the functions to which access can be controlled for the selected employee.

Click on the icons preceding each of these to allow access (OK  icon) or deny access (*Cancel*  icon).

In some of these functions, e.g. Transaction Documents – there are sub-functions such as Add, Edit and Print (in the frame on the right) which employees may be given access to.

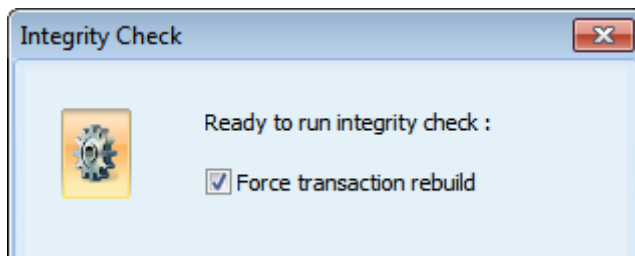
 If you are the system manager you must ensure that you give yourself access to all functions - specifically the *Security* module, as you may otherwise lock yourself out of the system.



12.4 Integrity Check

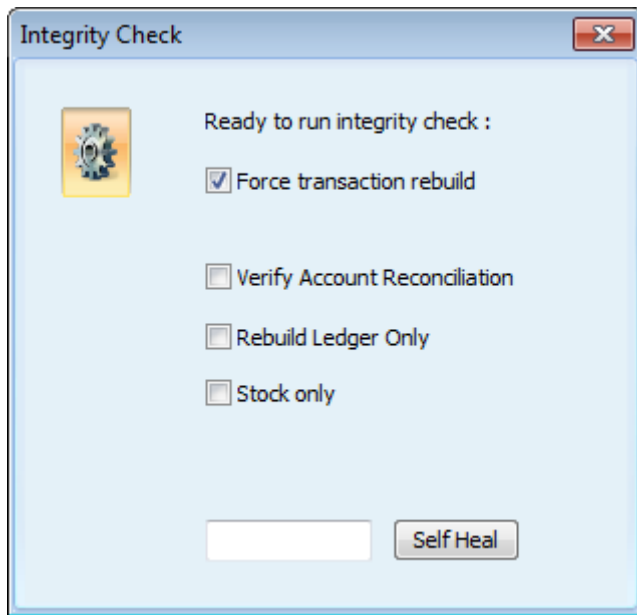
Integrity Check

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Click on **Setup & Tools**  - **Integrity Check** 

The data verification function will check your system for errors and correct any discrepancies in the stock or financial system that it may detect. Use this function before Stock take procedures, and whenever there might seem to be a discrepancy in values on reports, statements etc.



It is recommended that you check the box next to *Force transaction rebuild* in order for the system to do a full recalculation.

12.5 Price Update

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The Price Update feature allows you to update stock prices. Type in the percentage by which you wish to update prices.

Select Setup & Tools -  Price Update 

Enter the update percentage you wish to apply.

Select a radio button to enable *Update prices by update %*

Select a radio button to select the *Rounding level* you want to apply in the update process.

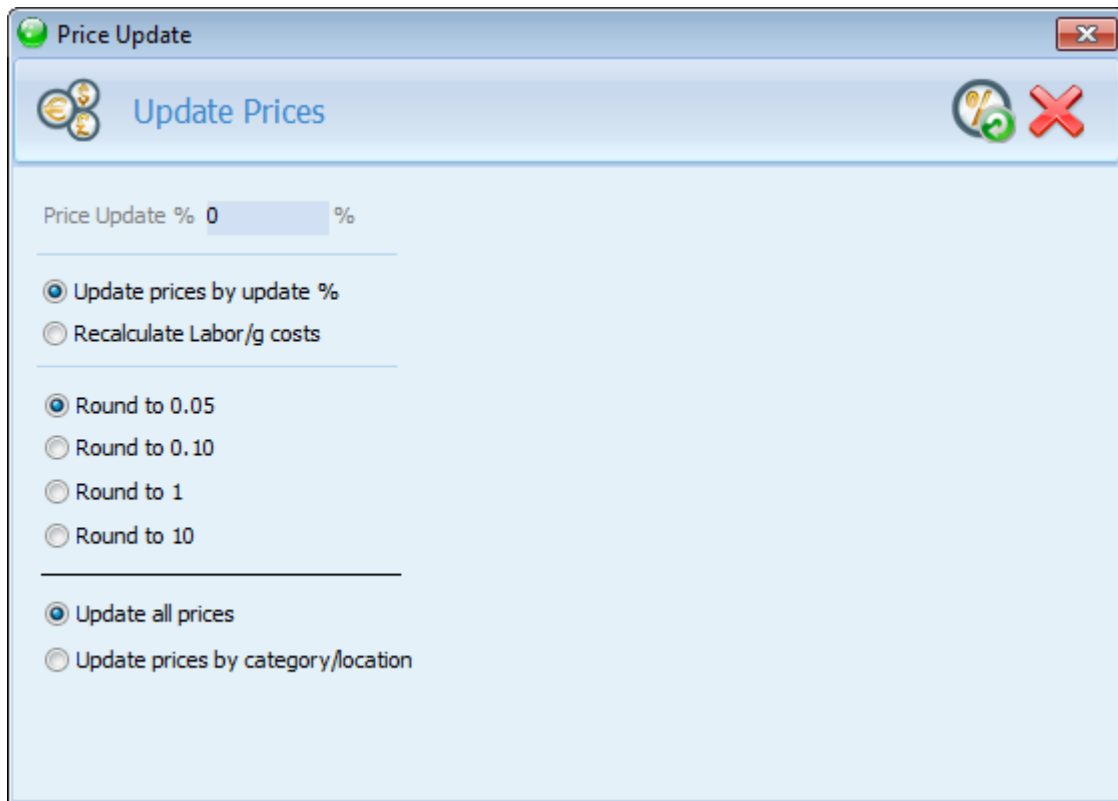
Select a radio button to either update *All prices* or prices in a specific *Location* or *Category*. If you choose the second option, click in the *Location* field and select the required location.


Click on the *Add New* icon to select the Categories of items of which you want to update the prices.



Click on the *Price Update* icon. A pop-up screen will warn that the price update will be permanent. Click *OK* if you want to proceed, otherwise *Cancel*.

To decrease the prices enter a negative % in Price Update %.




 Please be aware when you run the updates, the exclusive of VAT Price will change and therefore the inclusive of VAT Price will change.


12.6 Import Ethos Supplier Stock

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Select **Setup & Tools** -  **Import Ethos Supplier Stock** 

Click on this icon to gain access to the file to which Sales Tax Invoices were exported as .eio files

When a Sales Tax Invoice is saved, an  icon appears at the very top of the screen to the right of the Print icon which allows you to export the Invoice to an .eio file. You can then take that file to a different installation of Ethos and import that Invoice by going to Setup & Tools, Import Ethos Supplier Stock.

 This feature is mainly intended for Franchises of the same company.