

System documentation

Subsystems and Modules

The user interface of the system consists of the Control panel, Organizer with Email client and Business subsystem, which are represented as sets of subsystems.

In the case of V-BuS version the Control panel and Organizer are separate panes, for other products, the control panel is placed within the organizer pane and can be accessed by pressing the "System" button. Pressing of the particular button on the control panel will open the appropriate Business subsystem.

The Subsystem GUI

The GUI for the business subsystem is presented by the tabbed pane, with each tab on the pane giving access to the appropriate module of the subsystem.

The typical subsystem will include the List of the appropriate data and the tool-bar with buttons, which represent common operations conducted on the List. These operations are "Refresh", "Search" (filter) of the data, "Print" list information, "New" --create the item of the list, "Delete" the item in the list, and maybe more depending on the type of the module. The tool-bar also contains the "Subsystems" button for easy navigation between the subsystems.

Clicking on the record in the list will open the Detail pane with more information about the chosen item. This is the tabbed pane with lists and details tabs located within it. The pane will typically contain "Close" and "Print" buttons to print the particular item information. It also may contain other buttons such as "Save", which is pressed when information about the item is modified.

System Setup

Communications

The communications information is used to configure the Export/Import subsystems. These subsystems are used for exchange of information with business partners.

Communications: FTP and Email set-up

To use the email you need to configure the system by setting up the following fields in the Set-up->Communications panel (you may need to check the values with your ISP)

Note: the system mailer can be used both for processing of your email and ftp upload of your files

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- E-mail Server (Outgoing) - the name of your mail server (e.g.mail.aol.com)
 - E-mail Server (Incoming) - the name of your pop server (e.g.mail.aol.com)
 - E-mail User Name - your full user name as registered with yourISP (e.g. james_bond@aol.com)
 - E-mail Password - the password you use to connect to your ISP(e.g. james_bond_pass)
 - E-mail (From) Address - the email address you want put as a sender address to your messages; can be the same as your "E-mailUser Name", or different (e.g. james_bond@hotmail.com)
 - Process e-mails to - if you have several email address with different domains forwarded to your pop server (e.g.james_bond@aol.com and james_bond@mi6.co.uk are forwarded to your account at mail.aol.com) you can specify the domain, which will be processed by the system. Other messages are left on the server and you can read them with the other mailer. This can be useful if you want to process your business and private correspondence separately by the different mailers. If the field is left empty, all the messages received by your pop server will be processed by the system.
 - Instant e-mail Processing - you configure this if you want to receive the emails instantly, the alternative is just to check for the new emails upon pressing of the "Receive" button
 - Accept instant messages - you agree to accept instant messages from thebusinessoft.com (in the free or demo version, the option can't be changed)
 - E-mail signature - you configure the signature of your outgoing emails (in the free or demo version, the option can't be changed)
 - E-mail signature image – the image inserted into e-mail signature if you use HTML format for an e-mail;
 - WWW - you configure the default web site, which will be opened upon pressing on the "theBusinessSoft.com" button (in the free or demo version, the option can't be changed)
 - FTP Server - you specify the domain of your ftp server (e.g.mi6.co.uk), so when you want to ftp the file from your mailer this will be used as a default
 - FTP Directory - the default FTP directory where you want to upload your files
 - FTP User Name - your FTP user name
 - FTP Password - your FTP password

Data Administration

You can configure the regular backup and purge of the system data.

The backup means replication of the system database with name `venice_<timestamp>.fdb` in the db folder under the current working folder. The file can be used if working database is damaged. In this case it should be renamed to `venice.fdb` in the same db folder.

Business Information

The Company Information

The Company Information is used in the invoices, which will be used at your invoices.

Vendor ID NAME is the name used to identify the unique number of the company on the invoice e.g. **ABN** in Australia or **VAT ID** in US; the value will be given by Company Id

Configuring Users

You can establish the list of users who can use the system, and set up the passwords and "Roles" (Capacities) for them, - in this case you should specify that the system is "Password Protected". The different Roles will imply the different access levels; the "Admin" panel is accessible only to the users with "Administrator" Role.

Configuring stock locations: Warehouses

Here you can add the list of different locations for your inventory, which can represent different warehouses. The updates of the stock amounts conducted while processing the Sales or Purchase orders will change the values of stock amount for the particular warehouse.

Configuring POS

You can configure the look of the POS panel as well as the set of the custom buttons which should be linked to the products in your catalog.

Note: when you change Product Numbers of your inventory items in the catalog, the custom buttons should be re-configured.

Configuring the catalog and customer tables

The list of tables on the "Catalog" pane is the default set of tables, which will be displayed for each product. The tables can be excluded from the list by "Unchecking" the appropriate check-box. In this case the information will not be displayed.

Depending on the users' need the new custom tables can be added to the list. The Custom tables can be also modified or deleted.

To add the new table

- Press on the "Advanced" button of the Catalog configuration Pane. The custom table pane will appear;
- Type the name of the new custom table in the "Table Name" textfield;
- Press the button "Add Table"; the list of table attributes will appear on the bottom of the pane;
- Type the name of the Attribute in the "Attribute Name" textfield;
- Choose the correct data type for the attribute;
- Press "Add Attribute" button, the attribute will be added to the table;
- Repeat the procedure until all necessary attributes are added.

To modify the table

- Select the appropriate table in the table list; the list of table attributes will appear on the bottom of the pane;
- Add or delete attributes as required.

To delete the table

- Select the appropriate table in the table list;
- Press the button "Delete Table"; the table will be deleted

Configuring Accounts

The list of accounts on the Configuration Pane is used for automatic processing of Sales and Purchase Orders.

If the Accounts in the list are specified, the following actions are conducted upon pressing of the "Accounts" button on the Order Pane

- The status of the Order will be changed to "Accounts"

- The transactions (journal entries) will be created and added to the "Cash", "Credit Card", "Stock on Hand (Inventory)" and "Tax" accounts in the Chart of Accounts (Balance sheet);
- The Order will be recorded in the newly created transaction;
- The balances of the accounts will be adjusted accordingly;
- If the appropriate accounts in the Chart of Accounts are linked to the Cash (Bank) account, the Cash transaction also will be created in the bank account and the balance of the accounts will be adjusted;
- The appropriate journal entries will be linked with the newly created Cash transaction.

Email and Organizer

The subsystem functionality

The following functions are available within the Email-Organizer subsystem:

- Lists appointments, tasks, contacts; records memos. The records can be sorted based on their type, completion status or date
- Keeps address book with personal data with e-mail addresses are linked to e-mail client
- Supports e-stationary facility: this is the set of built in template tags and color schemes which allows the user to produce and send graphical e-cards, or formal business letters; e-mailer
- Supports ftp upload of the files, in particular uploads the graphical content configured in the mailer intact
- The pre-configured set of templates and drafts supports different graphical layouts and color schemes for e-mail presentation
- Allows auto-responder to your e-mails; automatically download the data from e-mail messages into the system database (should be pre-configured)
- Prioritizes the tasks: set "Important" and "Priority" tags; keep track how many tasks has been completed and how many are still outstanding; see tasks with "priority colors" on the month or year calendar
- Maintains the schedule of activities within the specified interval and given

frequency (weekly, monthly, quarterly, etc.)

- Imports and exports the data into csv format (to be processed by Excel)

Using of Emailclient: Particular features

Ftp Upload

When press "FTP" button of your mailer, the system will upload the file created from the text currently displayed in your mailer. The system also uploads the images if inserted in the text as separate files, keeping the proper links. So if you want to upload the text of your message to the web, this will be done in one go, as an html page, which you can instantly browse, no more changes are needed.

The system will also upload the files added to the message as attachments. These will be located in the sub-directory with the name of the file (without extension) under the current default directory.

Using Email

You can use the mailer in the normal way for sending and receiving e-mail messages. The system uses the basic set of pre-configured folders. You can create custom folders using the "Mailer Set-up" panel.

You can also set different auto-replies or download/auto-reply actions in the "Mailer Set-up" panel.

You use the "Contacts" of organizer also as an "Address book" of the mailer. Pressing on the "List" button on the Contacts->Details pane will open the mailer with the email address set. If you want to save the email address from the incoming message, press "Save" button to the right of the "Address" field. The email address (and the name) will be saved in your "Contacts" List.

Preparing E-mails

You can send an email in html or (and) text format. You can choose the type using the "Format" box in the mailer. To prepare an email in html format you need to put html code into Source pane of the mailer. You will have the html view in the Preview pane (you need to choose "HTML" in the "Format" field of the mailer)

You can use the templates for your message. The system allows 18 tags to be used in the template, so that your text or image is substituted into the text instead of the

tag. You can use existing templates or create your own, so you are able to prepare and send emails looking as below. You can also prepare, upload and use themes as web pages.

Note: You can only insert into the email the images located on the same drive where you have installed the system - preferably the system drive "C:".

You can also choose one of the ten pre-defined color schemes for your message. You can change the presentation of your content by changing the color scheme of the message.

You can change the presentation of your content by changing the color scheme of the message, or by applying the other template to the previously saved message.

You can download the html template from the file using "Open a template" button and then modify it. You can also modify or reuse your old email. The difference between the email, which you are going to reuse and the template file is that the email may already have images and attachments inserted. You can modify the text, change the images, attachments, etc.

If the template contains the keyword **%%NAME%%**, it will be substituted by the name from your "Contacts" List; the keyword **%%DATE%%** will be substituted by the current date.

Reuse of the emails

You can apply another template to the previously saved message, which will allow the change of the graphical layout for the same content of the message.

Note: to work with templates, you need to choose "HTML" in the "Format" field of the mailer.

Note: if downloaded the prepared message from your "Drafts" folder, you may need to switch between "Source" and "Preview" tabs for a few times, to have the message displayed properly.

You can change the template of the message, keeping the content the same. This can be done as follows

- Download the previously saved message (for example from the "Drafts" folder) or create the new message based on the template.
- Press "P" button on the source pane, this will prepare the content information of the message for reuse

- Open the new template, which you want to use; press "R" button on the source page, this will insert the message information into the new template to the places specified by the template tags;
- Preview the message by pressing the "Preview" tab.

Now you can save or send the message with modified layout.

Alternatively you can retain the layout defined by the template, but change the content or images of the message. This can be done as follows:

- Download the previously saved message (from the "Drafts" folder or from the file);
- Press "Message Plain" tab and choose the appropriate tag in the "SUBSTITUTE" box (e.g. "TEMPLATE" or "IMG_1") the text or the image file specified by the tag will be displayed.
- Change the text, or choose the other image; press "Source" tab, the text of the message will be updated;
- Press "Preview" tab, you can see the changes applied to the message;

You can send the message, or save it in the "Drafts" folder.

When working with templates, you can use two convenience buttons at "Message Plain" tab. "X" button will remove all the message tags from display. The tags are initially displayed in the template, to show you at which place your text will be placed. They should be removed before the message is saved or sent.

"T" button will remove all HTML tags from the text currently in the "Message Plain" tab. This can be convenient if you reuse the message.

"Source" and "Message Plain" panes also have "Open", "New" and "Save" buttons with the standard meaning of downloading the contents from the file, clearing the pane and saving the content of the pane to the file.

Scheduled email

The system can be used

- to schedule the email broadcast on the particular date to the particular Broadcast Group;
- to notify the clients about an appointment on the day of appointment or in advance.

Email Actions Set-up

The system supports the following actions

Auto-response: The system automatically sends e-mail response to the sender of the e-mail.

Download: the system automatically downloads the data from the system into the system database.

Jobs, Quotes, Work Orders

The subsystem contains information about Jobs, Work Orders and Quotes presented in 3 tabs for easy processing of the data.

Work Order

Processing of the Work Order consists of the steps similar to processing of Sales. In many respects it may be interpreted the same as Sales Order, except it records information about Inventory Labor and resources needed to fulfill the order. The system also keeps information about order stages

Registering (Receiving) the Order. At this stage the order information is recorded in the system. The Order may be created by the operator or received electronically. This also can be used for making estimates for the prospected customers, in this case the order can be created, used for estimates and then deleted, rather than passed to the next stage.

In the general case, upon registration or receipt of the order the operator can pass it to the next stage when processing of the order starts.

Processing Order

At this stage the order can be "Approved", "Modified" or "Canceled"; the stock requested in the order may be allocated (assigned to the order, the amount of the stock available is reduced). Upon completion of the order (conducting the job) the order can be passed to the next stage.

Completion of the Order

The order is marked as complete when the job is completed and delivered to the customer. The order may be passed to Accounts when the invoice is sent to the

customer.

Passing Order to Accounts: The Order is passed to Accounting by a single step (pressing of the "Accounts" button on the Order Details form. The Work Order, or the Job Record is deleted, the work order transaction is created in accounting

That will be accompanied by the following operations

- The Order Receivable Account will be debited by the Order Gross Amount
- The Order (Income) Account will be credited by the Order Net Amount
- The Order Tax Account will be credited by the Order Tax Amount
- The Amounts of Inventory will be reduced for each item included in the order

CRM

The CRM subsystem consists of the following modules

1. Customers

The module is presented by "Customers" tab within the subsystem GUI and

contains information about the customers / debtors, which are the contact details, shipment addresses, information about sales and work orders in progress.

2. Suppliers

The module is presented by "Suppliers" tab within the subsystem GUI and

contains information about the suppliers / creditors; the module is similar to the "Customers".

3. Clients / Contacts / Email Broadcast

The module is presented by the "Clients / Contacts" and "Email Broadcast" tabs within the subsystem GUI and contains the list of clients or more generally contacts; the module also provides the facility to broadcast emails to the selected list of clients.

4. Appointments

The module is presented by the "Appointments" tab and auxiliary "Users" tab (V-BuS only); this is electronic appointments book

The subsystem functionality

The following functions are available within the CRM subsystem:

- Create Customers or suppliers records
- Update Customers or suppliers data; attach Order or transactions information to the relevant Customer records
- Keep track of payment overdue
- Keep track of customers actions and contacts
- Create Clients or Contacts record
- Edit information about clients; keep client's history
- Keep electronic appointment book
- Automatically notify the clients about appointments
- Broadcast information to the clients and contacts

Customers /Debtors

The customer list is used when creating the Sales Order or the Catalogs. The Order or the Catalog will be assigned to the particular Customer.

The customer list contains the general customer information, the list of Sale Orders in progress assigned to the Customer and the list of transactions conducted by the customer. The list also contains Notes and Actions related interactions with the customer.

Suppliers /Creditors

The supplier list is used when creating the Purchase Order. Similarly to the customer list, the supplier list contains the general supplier information, the list of Purchase Orders in progress and the list of transactions conducted with the supplier.

Clients/Contacts

The list of clients (contacts) is a simplified version of the list of customers, which does not contain order or transaction information. Apart from keeping the basic Customer information Notes and the list of Actions, the list can be used in the "Appointment List", so that the client's name can be easily included in the appointment book, when needed.

Create Customers or suppliers records

The customer or supplier record may be created manually by an operator or from the client/prospect record by pressing "Register" button.

To create the record manually, the operator should press "New" button on the tool-bar in the "Customers" ("Suppliers") tab, the "TRADING PARTNER" summary pane will be displayed.

The pane Customer contains the following summary trading partner information (the same would be for the supplier)

- **Customer ID** - the unique ID of the customer in the system
- **Customer Name** - the name of the customer (the company name or the name of an individual)
- **(First Name** - first name of the customer if an individual
- **Comment** - additional details to be kept in the system

Address Details:

- **Address** - customer address, used as a billing address, in the case if no more addresses are defined, as a shipping address as well.
- **City, State, Postcode, Country** - the appropriate details respectively
- **Vendor ID** - in the case of the supplier, the unique ID recorded in the Vendor's catalog

Contact details

- **Contact Name** - the name of the contact person
- **Contact title** - the title of the contact person
- **Contact phone, contact phone 1, contact mobile, contact fax** - the appropriate contact details respectively
- **Contact Email** - the email address of the customer, when E-mail button is pressed, and the email pane is opened, the "Contact Email" value is inserted into the Address field of the email pane.

- **WW** - URL of the customer's web site
- **Debt** - the total debt incurred by the customer
- **Credit limit** - customer's credit limit

After information is inserted in the fields of the pane, press "Save", the record is created in the system, the new record appears in the "Customers" list.

Click on the record in the list, the "TRADING PARTNER" pane will appear. At this stage operator can edit or add customer's Details information.

Apart from the Details tab, the pane also contains the following tabs

Address - this is the list of customer's addresses, the addresses from the list can be used in the pick list as shipment address

Payment terms - the terms of sale details for the customer. This includes the following data

- Billing rate
- Payment is Due
- Discount Days - the number of days
- Balance Due Days - the number of days
- Discount % - the dollar value of discount will be calculated based on the configured percentage and inserted into the order for this customer
- Monthly Charge %
- Tax Code - sales tax for the customer
- Tax ID No
- Volume Discount %
- Sales Purchase Layout

- Price Level

Payment details - the payment transaction method details for the customer

Currency Code - the code of the currency used for payment

Payment Method - the method of payment (Bank, Cash, Credit Card)

If payment by cash: **Payment Notes**

If payment by credit card: **Name on Card, Card Number, Expiry Date**

If direct debit of bank account: **BSB, Account Number, Account Name, ABN, ABN Branch, Account**

Sale details - the common sale-related information for the customer, which includes: **Salesperson, User Name, Comment, Shipping Method, Printed Form, Freight Tax Code, Use Customers Tax Code, Receipt Memo**

Orders in progress - the list of orders assigned for the customer, which are not yet paid

Jobs in progress - the list of Work Orders, Jobs and Quotes assigned to the customer

Invoices paid - the list of invoices - completed sale transactions paid by the customer.

Actions - the list of actions conducted in relation to the customer (such as appointments)

Memos - memos related to the customer

Notes - tree pad note structure linked to the client record

Mail Receives / Sent - list of e-mails received from or sent to the customer

Keep track of payment overdue

Overdue orders are presented in the list colored in red.

You can generate overdue report, by pressing "Pay Overdue" button at the bottom of the "TRADING PARTNER" details pane. The system will generate "Overdue Report" and open email pane with the customer email set and "Overdue Report" in pdf format attached.

Keep track of customers' actions and contacts

The all actions related to the customer will be recorded in the "Actions" lists.

The records in the list can be created by the operator, or by the system automatically.

If the new action is recorded by an operator, the entry also will be inserted into the organizer with the date being the same as "Action Start Date".

Create Clients or Contacts records

The Client/Contact record may be created manually by an operator or created from the Contact record in organizer, which can be created by saving the contact details from e-mail address.

When receive an e-mail from the person you want to register in your "Client/Contact"

- Press "Save" button on the email pane to the right of the "Address" field, the email address and the name if present in the Address field will be saved in the Contact list in your Organizer.
- Open the newly created record in the contact list by clicking on it, the contact details will appear. Press "Register as a Client" button, the new client record will be added to the system. You need to refresh the "Clients/Contacts" list to see the new record.
- You can promote the entry to the next level by pressing the "Register" button, so that the new entry will be created in the Customer list as well.

This may be needed if you are creating the order or a quote for the person who sent you the email; the order or quote then can be attached to the newly created customer record.

To create the record manually, the operator should press "New" button on the tool-bar in the "Clients/Contacts" tab, the "CLIENT" summary pane will be displayed.

The pane contains

the Client's contact information (Title, Name, Address, etc.)

Comment - any special information, to be kept in the system

Client's internal category information

- **Category** - the client type, used when conducting email broadcast
- **Group Name** - the name of the group of contacts used to specify the mailing list
- **Last Contact or Sale** - the date of last contact or sale, which may be used in the search
- **Last Email Sent** - the date of last email sent, which may be used in the search
- **Email status** - keeps the record if the client has sent unsubscribe request, to the entry will be removed from the mailing list
- **Send email** - auxiliary data used internally by the system

The Client's data can be exported or imported by pressing "Export", "Import" buttons on the tool-bar. The data will be imported into or exported from csv file.

Edit information about clients; keep client's history

Apart from the Details, the Client pane contains the list of Actions, Notes and Mail Receives / Sent similar to the Customer pane

The all actions related to the client will be recorded in the "Actions" lists.

The records in the list can be created by the operator, or by the system automatically.

If the new Action is recorded by an operator, the entry also will be inserted into the organizer with the date being the same as "Action Start Date".

Electronic appointment book

The electronic appointment book is a convenience feature, which would allow the user to record the client's appointment on the particular date and time, with staff member allocated and the references recorded in the Organizer and the Client's action list. If configured, the system can send to the client e-mail notification in advance of the appointment.

The clients list can with appointment in each particular day can be presented as a

report and printed.

To create the new appointment

- Open the new item in the "Appointments" tabpane;
- Choose the Client in the list, - the record will be automatically added to the "Client" field in the "Appointment" form;
- Choose the Employee in the list - the record will be added to the "Staff" field in the "Appointment" form;
- Creating of the record in the "Appointment" list also will add the record in the "Organizer" for the appropriate user (member of staff).

Configure email notification of the clients before an appointment

Schedule email notification of your clients in advance of the appointment.

This is done at the Setup.

- Open Setup Panel and choose Communication tab
- Press the button "Email Setup", the email setup pane will appear
- Choose "Scheduled Messages" tab
- Select the date when you want to send your broadcast, Choose "Schedule Action" - "Appointment Notify",
- insert the Subject, which you want to be used in the broadcast emails, select and insert Message file, which will be used as a message text, the tags %%NAME%%, %%DATE%% are used as specified before, insert the value of "Days before/after", select "Before" in the "Before or After" combo box.

The value "Days before/after" will specify the number of days in advance of the appointment, you want to send your message.

- Press "Add Action" button. The record will be added to the "Schedule Email" list.

The value inserted into the "Broadcast Group" field is the "Group Name" specified in CRM for the set of clients, the broadcast will be conducted to the clients with this name.

You can modify or delete the record in the "Schedule Email" list

- Select the record in the "Schedule Email" by clicking on it, the record data will be inserted in the fields on the panel.
- to modify: change the values in the appropriate fields, press "Modify Action" button, the record will be modified;

to delete: press "Delete Action" button, the record will be deleted.

Email broadcast

Email broadcast can be conducted by the system to the particular clients list. The dates of the broadcast are recorded and kept in the client's history.

The broadcast is conducted as follows

- Select the list of contacts, you want to send emails, this can be done using the system Search facility: press search button on the tool-bar and then use the search pane;
- Check the box "Send Email" in the items of the list you want to send emails to

The system supports two options

1. the box "Send email" is checked manually by an operator, for each selected contact;
 2. all the records in currently displayed list are selected automatically.
- Open the email pane by pressing the button "Send Email" or the button "Send Email to All in the List", the second case all the records in the list will be automatically selected for sending an email.
 - Insert the message, which you want to send into the email pane.
 - When the message is prepared, press Send button, after the confirmation, the message will be sent to all recipients in the list.

The message can be prepared in HTML or text in text format.

If using HTML, you can use the templates with different layouts, and color schemes, you can also insert an image into your email or add the attachment. This however is recommended by technical reasons, as you send your email to multiple clients

and each email which you send must have the image file attached to it.

Unlike the case of sending a single email with an image, when attaching the image is quite appropriate, in the case of an email broadcast, it is recommended that you keep the picture in your web server and insert into the email HTML text only the URL of the picture. (e.g. `<imgsrc="http://www.muwebsite.com/images/myimage.jpg">`). In this case, when the email is received the email client (such as Outlook or Netscape) will automatically download the image from your web server and insert it into the right place of your email.

If HTML format is chosen, the system also will create a copy of the message in the text format, which will be sent together with the HTML message. This is the standard requirement for an email, so in the case when your recipient's browser can't process HTML messages, your recipient will still be able to read the plain text.

Note: When conducting the broadcast, all the messages are created and sent separately, rather than a single message will be passed to the set of addresses.

The contact name

The name of the contact is selected from the database and inserted into the text of email, sent to this contact.

The name will be substituted instead of the tag `%%NAME%%` in the text, or the subject of the email you want to broadcast.

The system supports informal address by name, when the first name will be used as the contact name or the formal address, when the title and the surname will be used as name in the text of email.

To choose the type of address, choose "Address By Name" or "Address By Surname" in the Salutation box at the top of the email pane.

The current date will be substituted instead of the tag `%%DATE%%` in the text of email.

The broadcast is conducted to the selected list of clients, with the date of the broadcast recorded, so the next one can be conducted in the appropriate interval.

The system provides the facility to manage unlimited number of mailing lists, this is done by selecting the particular set of records, based on the selection criterion. The email will be broadcasted only to the contacts in the list.

The field "Group Name" in Client details has the special purpose to define the list of contacts, which belong to the particular mailing list. If you conduct the search based on the value for the "Group Name", using the search pane within the E-mail Broadcast tab, you will get the list of contacts within the particular mailing list.

Special features

Edit current outgoing messages or reuse old messages to be used again

See "Email and Organizer" chapter for more details.

Set-up auto-responders, conduct the particular actions in response to the customer's e-mail

Auto-responder will conduct certain actions, when the system receives an e-mail to the specified address.

The actions supported by the system

- Sending email response – auto-response
- Download information from the email into the system database
- Combination of the above

Configuring auto-responder

- Open Setup Panel and choose Communication tab
- Press the button "Email Setup", the email setup pane will appear
- Choose "Actions" tab
- Insert into Address field the email address which you want to use with auto-responder
- You can use several addresses for different actions
- Choose "Action" - "Auto-reply",
- insert the Subject, which you want to be used in the broadcast emails, select and insert Auto-reply File, which will be used as a message text, the tags %%NAME%%, %%DATE%% are used as specified before, insert "Broadcast Group"

- Press "Add Action" button. The record will be added to the "Action" list.

You can modify or delete the record in the "ScheduleEmail" list

- Select the record in the "Action" list by clicking on it, the record data will be inserted in the fields on the panel.
- to modify: change the values in the appropriate fields, press "Modify Action" button, the record will be modified;

to delete: press "Delete Action" button, the record will be deleted.

You can do the same for other types of actions: **"Download"** or **"Download/Autoreply"**

This can be used for example, if the email message of the specified format is generated by the web server upon registration of the new client, or to record a purchase. In this case upon receiving the email, the system creates the new client record or the sale order.

The message will be downloaded to the system, provided the data in the message has the correct format. The system supports csv format for the messages

The first line of the message must specify the name of the table, which will be used for download of the data

The second line should define the attributes, the subsequent lines specify the data

Table name: [the name of the database table used to import the data] the rest of the message is the standard CSV format. This can be repeated.

Example 1:

Download of the new subscriber data -- this will create the new entry into the Client List (OrdClient table in the database)

Table name: OrdClient

ID,NAME,EMAIL

NULL,Jacob,test@thebusinesssoft.com

Note: The ID filed in the file is mandatory, the value NULL for the field means that the new entry should be created.

Example 2:

Download of the sale order from the new customer -- this will create the new entry in the Customer List (OrdCustomer table) and will create the new Order, which consists of the header and two lines.

Table name: OrdCustomer

Customer_ID, Customer_Name, Customer_FName, Address, Contact_Email

NULL, Simons, John, "3 King Str, Melbourne", test@thebusinessoft.com

Table name: OrdHeader

ORDER_NUMBER, FREIGHT_CHARGE, DISCOUNT

NULL, 10, 20

Table name: OrdLine, OrdPrice, OrdQuantity, OrdTax

LINE_NUMBER, EAN_CODE, PRICE_TYPE, PRICE_QUANTITY, QUANTITY_NUMBER, TAX_TYPE

1, 12345, NET, 20, 1, GST, 10

2, 22222, NET, 20, 1, GST, 10

Note: The Customer_ID filed in the file is mandatory, the value NULL for the field means that the new entry should be created;

The ORDER_NUMBER field in the file is mandatory, the value NULL for the field means that the new entry should be created;

Configure subscribe / unsubscribe email

Configuring unsubscribe email

-
- Open Setup Panel and choose Communicationstab
 - Press the button "Email Setup", the email setup pane will appear
 - Choose "Actions" tab
 - Insert Unsubscribe Address into the field on the top of the pane
 - If the e-mail is sent to this email address, the contact is updated, the "Email Status" is set to unsubscribed, the contact is removed from all email lists.
 - If you want to send a confirmation message, you can assign auto-response to unsubscribe message in the usual manner.

Configuring subscribe email

- Open Setup Panel and choose Communicationstab
- Press the button "Email Setup", the email setup pane will appear, choose "Actions" tab
- Set email address to receive the subscribe requests in the Address, Download or Download/Autoreply action
- Insert Unsubscribe Address into the field on the top of the pane
- If the e-mail is sent to this email address, the new record is created in the Clients/Contacts list.
- If you want to send a confirmation message, you can configure auto-response to unsubscribe message in the usual manner.

Schedule mailing of materials at the particular date

This is done at the Setup.

- Open Setup Panel and choose Communicationstab
- Press the button "Email Setup", the email setup pane will appear
- Choose "Scheduled Messages" tab
- Select the date when you want to send your broadcast, Choose "Schedule Action" - "Broadcast",

- Insert the Subject, which you want to be used in the broadcast emails, select and insert Message file, which will be used as a message text, the tags %%NAME%%, %%DATE%% are used as specified before, insert "Broadcast Group"
- Press "Add Action" button. The record will be added to the "Schedule Email" list.

The value inserted into the "Broadcast Group" field is the "Group Name" specified in CRM for the set of clients, the broadcast will be conducted to the clients with this name.

You can modify or delete the record in the "Schedule Email" list

- Select the record in the "Schedule Email" by clicking on it, the record data will be inserted in the fields on the panel.
- to modify: change the values in the appropriate fields, press "Modify Action" button, the record will be modified;

to delete: press "Delete Action" button, the record will be deleted.

Accounting

The Accounting subsystem consists of the following modules

1. General Ledger and Chart of Accounts

The module is presented by the "General Ledger" tab within the subsystem GUI and contains Chart of Accounts and the list of Journals

2. Income and Deposits

The module is presented by the "Deposits" tab within the subsystem GUI and contains information about the (regular) payments (deposits) not related to sales

3. Bills and Payments

The module is presented by the "Expenses" tab within the subsystem GUI and within the subsystem GUI and contains information about the bills and expenses not related to sales or purchases (such as rent)

4. Assets and Investments

The module is presented by the "Property" tab within the subsystem GUI and contains information about the capital assets loans and interest bearing investments

5. Bank and Cash

The module is presented by the "Bank/Cash" tab within the subsystem GUI and contains information about the bank accounts

6. Sales

The module is presented by the "Sales" tab within the subsystem GUI and lists journal entries related to sales and jobs, which are linked to the completed sale and work orders

7. Purchases

The module is presented by the "Purchases" tab within the subsystem GUI and lists journal entries related to purchases, which are linked to the completed purchase orders

8. Archive

The module is presented by the "Archive" tab within the subsystem GUI and contains the previous years accounts balances

Apart from keeping and processing of accounting information, the system also provides the facilities to export and import the data, so that the data is accessible for other applications.

Exporting and Importing the data

The data can be exported to and imported from

- csv format, which is comma separated format, accessible by Microsoft Excel;
- iif format - the format used in the Quick Books accounting package;
- csv MYOB format - the specially defined csv format used in the MYOB

accounting package.

To Export or Import the data in csv format press "Export" or "Import" button on the tool-bar. For other formats, choose

"Export/Import" menu and then select the appropriate item.

Archiving the data

The data can be archived at the end of the financial year or at any time specified as closing of the books. That means

- The "Opening Balance" for accounts will be updated by the value of "Current Balance".
- The balances of the accounts will be saved and placed into archive for the future references.
- All the records with the dates earlier than the specified date will be deleted. This applies to transactions and journal entries, which will be deleted from the system.

To archive the data

- Open the Setup Pane, choose "Data Administration" tab;
- Insert the date into the date field within "Archive Accounting Data" panel, if no date is selected, the current date will be used as archive date;
- Press "Archive" button, confirm, or cancel the operation; if operation is confirmed, the data will be archived.

General Ledger

The General Ledger is used to record all accounting operations, processed by the system in the commonly accepted way using the special lists of Journals and Accounts. The General Ledger contains the (list) Chart of Accounts and the list of Journals, as well as the relevant Reports. The Journal entries can be created manually by the user, or will be created automatically upon processing of deposits,

payments or Jobs records.

You can use information contained in the General Ledger to see the list of your Assets and Liabilities, or to see your Profits or Loss, when you run the business.

Chart of Accounts

Chart of Accounts is the list of accounts required to record all business transactions. The accounts are divided into the categories, such as Assets, Liabilities, Income, Expenses, etc. The list of accounts is pre-configured, however, you can add modify or remove the accounts in the list. The accounts in the list are specified as Details, which represent the account to record the particular business transactions, or Header, which is used to group the set of related Details Accounts.

The Account data

The Accounts data is specified as follows

- Account Number - the unique ID of the Account, specified according to the conventions below;
- Account Name - the name of the account
- Classification - the classification of the account, which can be Assets, Assets Depreciation, Liabilities, Equity,
- Income (Taxable), Cost of Sales (Tax deductible), Expenses (Tax deductible), Other Income (Not Taxable),
- Other Expenses (Not tax deductible);
- Term - the additional to classification information about the term of account, can be Fixed, Long Term, Operational (Short term)
- Account type - Header, which contains the details, or Details, which contains particular balance and the register (the list of transactions);
- Opening Balance - the balance when the account is opened, or the closing balance rolled from the previous year
- Current Balance - the current balance of the account
- Description - the description of the account

- Tax Return Code - the code which you assign to the account data the tax return, this is needed to produce the Income Tax Report;
- Sales Tax - indicates whether the account is used to record the sales tax, which you collect while running the
- business, or pay yourself (VAT, GST, etc.), this is needed to produce the Sales Tax Report;

The accounts are numbered based on the following convention:

X-YYYY, where X - specifies the account type, YYYY - account number

Account types:

- 1 - Assets
- 2 - Liabilities
- 3 - Equity
- 4 - Income (Taxable)
- 5 - Cost of Sales (Tax deductible)
- 6 - Expenses (Tax deductible)
- 8 - Other Income (Not Taxable)
- 9 - Other Expenses (Not tax deductible)

Journals

Journals contain the general information about the transaction and the list of accounts modified by the transaction.

You can either create the Journal and then edit it, or complete and confirm the Journal in one step. The journal can be confirmed when the Credit and Debit values are equal. When the journal is confirmed its Account information can't be changed.

The Journal Data

The Journal data is specified as follows

- Transaction ID - the unique ID of the journal transaction
- Transaction Date - the date when the transaction was made
- Processing State - the processing state of the transaction
- Reference - the reference information, specified if the journal transaction was created to record payment of the bill, receipt of the deposit, invoicing the job, etc.
- Comment - special information to be kept
- Classification - the type of the journal record, which can be General Journal, Income, Payment, Credit Interest,
- Asset Purchase, Sale, Purchase, Work Order
- Discount - the amount of discount applied to the Sale or Work Order invoice.

Processing the Journal and Status Information

The system keeps the Processing State information about the journal, which can be used to link the General Ledger Journals with Bank transactions

- "Confirmed" - the account information can't be changed, the journal record is available to be linked to Bank deposit transaction;
- "Completed" - the account information can't be changed, the journal record is closed and can't be linked to Bank deposit transaction;
- "Bank" - the account information can't be changed, the journal record is linked to Bank deposit transaction;

You can create, edit and search the journals.

To create the new Journal

- press the "New Journal" button on the tool-bar, the new Journal pane will be opened;
- press "Register" button on the bottom of the Journal Pane, the "Accounts" tab and the buttons "Confirm", "Completed", "Bank" will appear;
- select "Accounts" tab and add Credits and Debits to the accounts, the total Credit

should be the same as total Debit;

- Press "Confirm", "Completed" or "Bank", which will set the status, as defined above. If you do not press any of the status buttons, the transaction still remains opened for editing.

To open the Journal for editing

- Open the journal list - press "Journals: Refresh the list" button on the top tool-bar;
- Select the record by clicking on it, the Journal pane will be opened;
- If the journal is confirmed, you are not allowed to debit information related to accounts, however, you can add the reference or record the comment.

Reports

The Module contains the following reports

- The List of Accounts - the list of accounts in the Chart of Accounts; the set of lists for all accounts or for accounts of the particular type (Assets, Liabilities, etc.) can be produced based on the search criterion;
- The Account Details - the detailed information about the account, which includes the records in the account's register (transactions conducted within account);
- The List of Journals - the set list of journals, which can be created based on the particular search criterion (e.g. journals of the particular type, within the particular time interval, linked to the particular Debtor or Creditor);
- Journal Details - the particular journal record;
- Balance Sheet - the standard (company) Balance Sheet, which lists Assets, Liability and Equity at the current date and the year before the current date;
- Balance Sheet Standard - the same as the Balance Sheet, except it does not include the accounts with zero balance;
- Profit Loss Report - the standard Profit Loss Report, which lists Income, Expenses (and Cost of Sales) for the specified period (default - one month ending at the date specified);
- Income Tax - the list balance change on the accounts configured for Income Tax Report, for the specified period;

- Sales Tax - the list balance change on the accounts configured for Sales Tax Report, for the specified period;

To generate List or Details report, "Print List" button on the tool-bar (you may need to filter the list before that), or "Print" button on the appropriate pane.

To generate other reports, press "Reports" button on the bottom tool-bar and then choose the type of the report, you want to produce. The values "Date Start", "Date End" will specify the time interval, for which the report is created. If the values for "Date Start", "Date End" are not set, the defaults will be used. The default value for "Date End" is the current date, the default value for "Date Start" is the date a month earlier than the current date.

The Deposits subsystem consists of the lists of income payments, which can be regular payments, and the list of transactions. Each transaction in the list would correspond to the particular income payment. The payment can be registered as scheduled, in this case the payment records will be also scheduled in the organizer.

List of Payments

The list of payments keeps the regular income payments received by you. This can be salary, fees or any other payments you receive. The (regular) payment record can be added to the list. To create the particular payment transaction, you can simply open the payment pane and press "Deposit" button, the appropriate Journal and Bank transactions will be created, all relevant accounts updated.

To create the new Income Payment

- Press "New Income" button on the top tool-bar, the new Income Payment pane will appear;
- Set the values for "Cash Account", "Debit Account", "Credit Account", "Tax Account", "Name", etc. and press "Register" button; the "Items", "Payment History", "Memo" tabs and "Modify", "Deposit" buttons will appear;
- Select "Items" tab, add the data for the new payment items, the "Net Amount" and "Tax Amount" will be updated accordingly, you can add several items to the payment.

To see the new payment record in the list, you may need to refresh the list; to do this press "Refresh" button on the tool-bar.

To record the deposit

- Select the particular Payment record in the list by clicking on it, the Income Payment pane will appear;
- Press the "Deposit" button, the new payment transaction will be created, that is the journal record is created, the accounts' balances are updated; the new history record will be added to the list;

If you want to change the amount of the payment, you can either modify the payment items; in this case the data will be saved and can be reused in the future. Alternatively, you can change "Net Amount" or "Tax Amount" values on the Payment pane and press "Deposit" button; the new amount will be recorded as deposited; the payment details will not be changed.

You can record the number of similar deposits in one operation. If the "Payment Schedule", "Date", "Schedule End Date" are set, press on the "Deposit" button. This will create the set of payments within the specified period, at an interval defined by "Payment Schedule".

This can be used when you receive the similar deposits regularly (for example your monthly salary), in this case you can record all your salary payments in a year just in a single operation.

To modify the payment record

- Select the particular Payment record in the list by clicking on it, the Income Payment pane will appear;
- Make the changes, press "Modify" button, the changes will be saved.
- You can also add or modify the "Items" in the list, or attach memo to the payment record.

The module contains the standard Details and Lists reports for the deposits and the relevant transactions.

Expenses

The expenses subsystem consists of the list of regular payments or bills, and the list of transactions. Each transaction in the list would correspond to the particular bill payment. The payment can be registered as scheduled, in this case the payment records will be also scheduled in the organizer.

List of Payments

The list of payments keeps the regular bill payments you make. This can be rent, living expenses, donations, work related expenses, everything you pay. The (regular) payment record can be added to the list. To create the particular payment transaction, you can simply open the payment pane and press "Payment" button, the appropriate Journal and Bank transactions will be created, all relevant accounts updated.

Payment Data

The Payment data is specified as follows

- **Payment Schedule** - indicated if the bill is paid regularly and at what intervals
- **Name** - Payment name, will be recorded with the transaction
- **Comment** - Payment description
- **Date** - Payment date
- **Schedule End Date** - Payment period end, in the case of scheduled payment
- **Payee** - the receiver of the payment
- **Transaction Type** - deposit
- **Cash Account** - the cash (bank) account used for the payment
- **Debit Account** - the account (from the chart of accounts) to be debited as a result of the payment

- **Credit Account** - the account, used to record the payments of the given type
- **Tax Account** - the account used to record the tax
- **Net Amount** - the net amount of the payment
- **Tax Amount** - the sales tax paid

To create the new Bill Payment

- Press "New Bill" button on the top tool-bar, the new BillPayment pane will appear;
- Set the values for "Cash Account", "Debit Account", "CreditAccount", "Tax Account", "Name", etc. and press
- "Register" button; the "Items", "Payment History", "Memo" tabs and "Modify", "Payment" buttons will appear
- Select "Items" tab, add the data for the new payment Items, the "Net Amount" and "Tax Amount" will be updated accordingly, you can add several items to the payment

To record the payment

- Select the particular Payment record in the list by clicking on it, the Bill Payment pane will appear;
- Press the "Payment" button, the new payment transaction will be created, that is the journal record is created, the accounts' balances are updated; the new history record will be added to the list;

If you want to change the amount of the payment, you can either modify payment items, in this case the data will be saved and can be reused in the future, alternatively, you can change "Net Amount" or "Tax Amount" values on the Payment pane and press "Payment" button, the new amount will be recorded as deposited; the payment details will not be changed

You can record the number of bills payments in one operation. If the "Payment

Schedule", "Date", "Schedule End Date" are set, pressing on the "Payment" button will create the set of payments within the specified period, at an interval defined by "PaymentSchedule".

This can be used when you make the similar payment regularly (for example pay the rent), in this case you can record all your monthly payments in a year just in one operation, rather than repeat the same operation many times.

To modify the payment record

- Select the particular Payment record in the list by clicking on it, the Bill Payment pane will appear;
- Make the changes, press "Modify" button, the changes will be saved.

You can also add or modify the "Items" in the list, or attach memo to the payment record.

The module contains the standard Details and Lists reports for the payments and the relevant transactions.

Property

The property subsystem consists of the list of "Investments and Property Accounts", which includes Loans, Capital Assets and Investments. The subsystem also contains the list of related transactions. The subsystem keeps the record of your payments, interest and property depreciation.

Investments and Property Accounts

The list of "Investments and Property Accounts" keeps information about the loans and investments. The system records the payments, calculates interest to pay. The system adjusts the calculations are based on the outstanding balance, each time new payment is made.

The system can also recalculate the payments and the interest, where the interest rates for the loan are changed.

The system creates the relevant journal records and makes all adjustments in the accounts.

The data

The Investments and Property Accounts data is as follows

- **Account Number** - internal unique ID of the Account
- **Account Name** - the name of the account
- **Account Type** - the type of the account Loan or Investment, loan would imply repayments, while the investment is a capital asset or an interest bearing account established for the particular term (term deposit)
- **Property Price** - the price of underlying asset (e.g., the price paid for the house in the case of the home loan)
- **Balance Opened** - the amount of the loan, in the case of the loan
- **Balance Current** - the current balance of the account
- **Description** - the description of the asset or loan
- **Date Opened** - the date when the account was created
- **Last Interest Changed** - the date when the loan interest rate was changed (in the case of variable rate), initially the date is same as "Date Opened";
- **Account Keeping Fees** - the fees paid to the financial institution for keeping of the account;
- **Fee Paid** - the frequency of payments of "Account Keeping Fees";
- **Interest** - the interest rate for the account
- **Term** - the number which specifies the account term
- **Term Type** - specifies whether the account term is specified in months or in years
- **Depreciation** - property depreciation rate for an asset
- **Credit Account** - the Chart of Accounts (Liabilities) account, used to keep the balance of the loan (e.g. "Bank Loans");
- **Debit Account** - the Chart of Accounts (Assets) account, used to repay the loan (e.g. "Bank Account");
- **Property Account** - the Chart of Accounts (Assets) account, used to record the property value (e.g. "Buildings at Cost");

- **Property Depreciation** - the Chart of Accounts (AssetsDepreciation) account, used to record depreciation value(e.g."Buildings Depreciation");

The functions

Create the new "Investments and Property Account" record

- Press "New" button on the bottom tool-bar, the new Account panewill appear;
- Set the values for "Cash Account", "Debit Account", "CreditAccount", "Tax Account", "Name", etc. and press "Register" button;the "Items", "Payment History", "Memo" tabs and "Modify", "Payment"buttons will appear;
- Select "Items" tab, add the data for the new payment Items, the"Net Amount" and "Tax Amount" will be updated accordingly, you canadd several items to the payment.

Recalculate interest, when the interest rates has beenchanged

Record the loan repayment

- Select the particular Payment record in the list by clicking onit, the Bill Payment pane will appear;
- Press the "Payment" button, the new payment transaction will becreated, that is the journal record is created, the accounts'balances are updated; the new history record will be added to thelist;

If you want to change the amount of the payment, you can eithermodify payment items, in this case the data will be saved and canbe reused in the future. Alternatively, you can change "Net Amount"or "Tax Amount" values on the Payment pane and press "Payment"button, the new amount will be recorded as deposited; the paymentdetails will not be changed.

Modify the payment record

- Select the particular Payment record in the list by clicking onit, the Bill Payment pane will appear;
- Make the changes, press "Modify" button, the changes will besaved. You can also add or modify the "Items" in the list, orattach memo to the payment record.

Bank/Cash

The Bank/Cash subsystem includes the list of bank accounts, the appropriate transactions, as well as "Accounts Reconciliation" pane. The accounts are linked to the appropriate bill or deposit records (being referred as "cash account"), so the balances will be updated upon conducting the payments or receiving the deposits. The subsystem keeps information about balances of your bank accounts, transactions, including the interest payments and the bank fees. In the case of the differences you can reconcile the data in the system and your bank statement. The transaction information can be imported and exported in csv format.

The Bank Accounts

The purpose of the subsystem is to keep the list of your bank accounts with the balances and transactions.

Bank Account Data

- **Account Number** - the account number, as registered in the bank, or internal account number
- **Account Name** - the account name
- **Balance Cleared** - the cleared balance as appears on your bank statement;
- **Balance Current** - the current balance of the account, as recorded in the system;
- **Bank Name** - the name of the bank
- **Branch** - the name of the branch
- **Bank Address** - the address of the bank
- **Bank Branch Code** - the code of the bank and the branch
- **Interest** - the account's interest
- **Interest Paid** - the term when interest is paid
- **Account Keeping Fee** - account fees charged by the financial institution, this can also include the government charges
- **Fee Paid** - the term when the fee is paid
- **Description** - account description
- **Date Cleared** - the date when you conduct reconciliation procedure

To create the new "Bank Account" record

- Press "New" button on the bottom tool-bar, the new Account pane will appear;
- Set the values for the account and press the "Save" button, the account information will be saved, the new account record will appear in the list;
- You can edit the account information later; to do that, you need to open the account pane, make the changes and press "Save" button on the tool-bar of the pane.

Updating account balance

The value of "Balance Cleared" is considered to be the correct value of your account balance, while the "Current Balance" is the current working value of the balance kept in the system. This value, may not necessarily be the correct value, as you may forget to take into account some transactions, which did take place.

Strictly speaking, you need to record all bank transactions in the system. In reality, this may be rather difficult (you may forget to maintain the system for some time). To address the issue the system allows you to make a quick correction without conducting the proper reconciliation procedure, which will imply recording of all the transactions, which did take place.

To do that you can simply change the value of balance current to the correct value and save the data.

You can update the value of "Balance Cleared" for the account by pressing "Balance Update" button; this will copy the value of "Balance Current" to be the value "Balance Cleared".

Transactions

The system provides the facility to create different types of transactions for a bank account

- Deposits
- Withdrawal
- Transfer

You can register the transaction and then edit the information; you can also add the Journal reference to the transaction, if it is related to any operation recorded in the General Ledger.

Transaction data

- **Bank Account Deposit** - the number of bank account used to receive the money, used in Deposit and Transfer Transactions;
- **Bank Account Withdrawal** - the number of bank account used to make the payment, used in Withdrawal and Transfer Transactions;
- **Transaction Type** - can be Deposit, Withdrawal, Transfer;
- **Amount** - the amount of money in the transaction;
- **Processing State** - indicated if the transaction is actually deposited or cleared (the transaction information is confirmed);
- **Transaction Date** - the date of the transaction;
- **Payment method** - can be Check, Credit Card, Direct Debit, Cash, Money Order or Other;
- **Payment Details** - information about the payment, which you want to keep;
- **Comment** - concise payment information, which goes to the Transactions list in Accounts;
- **Paid By** - the name of the Payee;
- **Reference** - the payment reference, if paid by a check, the check number.

Creating and processing the transaction

To create new bank transaction

- Press the button "Deposit", "Withdrawal", or "Money Transfer" accordingly, the transaction pane will be opened;
- Insert the data and press "Save" button, the new transaction will be registered in the system; the tab "Journal Reference" will appear;
- You can add the reference to the Journal record if needed, choose "Journal Reference" tab and open the list of journals, by pressing the button "New" and then "List" on the tab tool-bar, the list of journals with the state "Confirmed" will appear;
- Choose the record in the list by pressing on it, the journal data will be inserted in the fields on the pane, press

- "Save" button on the tool-bar, the journal record will be attached to the transaction. If the transaction's state is "Deposited", the state of the journal will be changed to "Deposited".
- You can mark the transaction state as "Deposited" by pressing the "Deposit" button; the balances of the appropriate bank accounts will be changed accordingly.

Bank Account Reconciliation

The procedure of reconciliation has its aim to mark the cleared bank transactions. Note that the bank transactions are not marked as cleared automatically. This should be done in a special procedure when check your bank statement. To adjust the records in the system with the actual status of your bank account if needed. Normally you need to record in the system bank charges, interest and correct the mistakes in your records if taken place previously.

Reconciliation procedure

Reconciliation procedure is conducted based on the data from your bank statement and consists of the following steps.

- Open the reconciliation form for the account you want to reconcile.
- Type the total from your bank statement in the field "Bank Statement". In the "Current Cleared" field you will see the total cleared amount as has been specified in the previous reconciliation procedure (should be the same as in your previous bank statement).
- Select the lists Deposits and Withdrawals, mark the cleared transactions in the lists, these should be the transactions recorded in your bank statements. The amount in the field "Current Cleared" will be adjusted accordingly.
- Add deposits and withdrawals, which are in your bank statement, but not recorded in the list (such as bank interest or government charges).
- Check that the list contains all the transactions recorded in your bank statement as cleared. In this case the amounts in the fields "Current Cleared" and "Bank Statement" should be the same;
- Press the button "Reconcile", information will be recorded in the system, that is the transactions will be confirmed as "Cleared", the values of "Balance Cleared" and "Date Cleared" will be adjusted.

Payments: Sales and Purchases

Receiving Payments

Upon delivery of your goods or services the Sale Order or WorkOrder is complete. You can pass order information to "Accounts" subsystem (by pressing the button "Accounts") on the Order form. The transactions will be created in the "Cash", "Stock on Hand", "Tax" accounts in Chart of Accounts, the information will be recorded in the accounts registers and the balances will be updated. The transaction record will be created in the "Sale" list in "Accounts". That means the sale has been conducted and due to be paid. Upon receipt of the payment for the sale you create the Payment record in the "Payment" list.

That is done in two steps

- Create the new Payment record linked to the particular BankAccount (the one used to deposit the money)
- Add to the record the transactions from the list which has been paid; the balance in the "Deposit" field will be updated automatically

This can be one or several transactions, similar to depositing money in the bank. When all the transactions are added, press "Confirm" button, the balance of your bank account will be adjusted. Note that in the case of the Sale the Deposit amount will be increased at the value of the Sales Transaction credit amount, the debit amount recorded in the transaction is ignored; this also applies to "Sales Receivable" and "Sales Tax".

In the case of Purchase the Withdrawal amount will be increased at the value of Purchase Transaction Debit amount, the credit amount recorded in the transaction is ignored. This applies to "Purchase Payable" and "Purchase Tax". In the case if you pay different amount, you should put the Deposit or Withdrawal amount manually.

Direct money transfer; Cash Sales

In the case of cash sales, or in the general case when the money for the sale are already received, you simply need to adjust the balance of appropriate accounts in the "Chart of Accounts" and the balance of your "Bank Account". This can be done

automatically, you do not need to create the Payment record and add the transactions.

Paying for the Purchases

Similarly to Sale, when the purchased goods are delivered and you are due to pay you can pass order information to "Accounts" subsystem by pressing the button "Accounts" on the Purchase Order form. The transactions will be created in the "Cash", "Stock on Hand", "Tax" accounts in Chart of Accounts, the information will be recorded in the accounts' registers and the balances will be updated. The transaction record will be created in the "Sale" list in "Accounts". That means the sale has been conducted and due to be paid. Upon receipt of the payment for the sale you create the Payment record in the "Payment" list. That is done the same way as for the deposit in two steps.

Create the new Payment record linked to the particular Bank Account (the one used to withdraw the money). Add to the Record the transactions from the list, which has been paid. The balance in the "Withdraw" field will be updated automatically.

This also can be one or several transactions. That is useful in the case when you pay for several transactions in one check (money order, credit card transaction, etc.) When all the transactions are added, press "Confirm" button, the balance of your bank account will be adjusted. The operation is normally done when you issue and send check to your supplier. You obviously can print the Transaction Report, the same way as in the rest of the system, however, unlike the other accounting systems, the system does not create and print the "Check" for the transaction. The main reason, in most real cases the check printed by the accounting system is not accepted as a legal tender and is no more than a decorative element. On the other hand, the system is designed to handle all types of payments (Check, Credit Card, Money Order, Bank Transfer) in the single uniform manner. Presenting the payment records separately depending on the type of transaction, will make the system more cumbersome without any real advantage.

Other Payments, Money Transfers

You can record all other payments in the way similar to the "Sales" and "Purchases", that is

Create new journal entry (if needed) which will adjust the registers in the "Chart of Accounts". Create the new Payment record linked to the particular Bank Accounts (the one used to withdraw or deposit the money). If you record transfer of money you use both accounts for deposit and withdrawal. Add to the Record the transactions from

the "Transactions List" which are paid; the values of "Deposit" and "Withdrawal" will be adjusted accordingly. Alternatively if you simply record transfer the money between the different Bank Accounts. Just insert the values of amount in the "Deposit" and "Withdrawal" fields.

Conducting Sales

The sale is conducted, as a set of steps needed to process the Sales Order. The system supports Step Procedure of conducting the Sale or Express Procedure.

Express Procedure

The procedure is most appropriate for the Cash Sales or for the case when there is no time between the receiving the order and the shipment.

Express Procedure of conducting the sale consists of a single step of creating the Sales Order (this also can be the Cash Sale conducted by the POS, in this case the "Sales Order" is created automatically by POS). The Order Lines (Items Sold) are added to the Order upon creating. The Order is passed to Accounting by a single step (pressing of the "Accounts" button on the Order Details form).

That implies that

- The Sales Receivable Account will be debited by the Order Gross Amount
- The Sales (Income) Account will be credited by the Order Net Amount
- The Sales Tax Account will be credited by the Order Tax Amount
- The Goods Sold Account will be credited by the Order Net Amount
- The Stock on Hand Account will be debited by the Net Amount
- The Amounts of Inventory will be reduced for each item sold

Step Procedure

Step procedure of conducting the sale can be used in the case when there is certain time lag between receiving of the Order and the shipment. In this case the processing of the order consists of four major steps

Registering (Receiving) the Order. At this stage the order information is recorded in the system. The Order may be created by the operator or received electronically. This also can be used for making estimates for the prospected customers; in this case the order can be created, used for estimates and then deleted, rather than passed to the next stage.

In the general case, upon registration or receipt of the order the operator can pass it to the next stage when processing of the order starts. Processing Order. At this stage the order can be "Approved", "Modified" or "Canceled"; the stock requested in the order may be allocated (assigned to the order, the amount of the stock available is reduced). Upon completion of the order (preparing and shipment of the stock) the order can be passed to the next stage.

Completion of the Order

The order is marked as complete when the shipment is prepared and delivered to the customer. The order may be passed to Accounts when the invoice is sent to the customer. Passing Order to Accounts: all the actions similar to the step procedure.

Conducting Purchases

The purchase may be registered in the system simply by recording Purchase Transaction in the Accounts and adjustment of the stock amount. The alternative is to create and process the Purchase Order.

Purchase Order

The purchase is conducted as a set of two steps needed to process the Purchase Order.

Creating the Order. At this stage the order information is recorded in the system. The order is sent to the Supplier electronically or printed and sent as a hard copy.

Completion of the Order

Upon delivery of the goods the Order is passed to Accounting (bypassing of the "Accounts" button on the Order Details form.

Updating account information:

- The Purchase Payable Account will be credited by the OrderGross Amount
- The Purchase Account will be debited by the Order Net Amount
- The Purchase Tax Account will be debited by the Order TaxAmount
- The Amounts of Inventory will be increased for each itemsold

The system supports creation and processing iCal-type calendars. The calendar can be linked with the set of notes. Notes can be arranged in the Categories and (or) assembled into the Notebooks.

Calendars

The Calendar GUI consists of the "Calendar" tab and can be viewed by the user as the calendar for the year, calendar for the particular month, or list of events for the particular month. The user can choose the particular view by pressing "Year", "Month", or "List" buttons on the calendar tab. The user can select the month to view, by using the "Month" combo box. The user can select the year to view, by using "Previous Year" and "Next Year" buttons.

Set calendar events

The user can set the particular event for the day or schedule the task on an interval. To set the event

- Choose "Month" pane
- Click on the particular day, the "Notes" frame will appear
- Record the event for the date, the "Comment" record will appear on the "Month" pane, the color of the pane will be changed based on the priority of the event

The event can be set using the "Year" pane as well. This can be done by choosing the particular date (by double clicking on the date in the pane) and pressing "Open Notes" button. To schedule the task for the time interval

- Choose "Year" pane
- Click on the start day and then on the end day, the sequence of days will be selected
- Left click with your mouse, the "Planner" pane will appear
- Record the event for the interval, the color of the sequence of "days" will be changed based on the priority of the event

The event can be set using the "Month" pane as well. This can be done by choosing the particular date (by clicking on the date in the pane) and pressing "Open Planner" button. If the user wants to create his own calendar (with subsequent export), he should

- Create the new calendar, by pressing "New Calendar" button on the tool-bar;
- Add events to the calendar: specify the value in the "Calendar" field, when the event is set

Print the Calendar

The calendar can be printed, when pressed the "Print" button at the bottom of the pane.

Import and Export

The calendar in the standard iCal format can be downloaded into the system, using "Import Calendar" button on the "Calendar" tab. Import of the calendar implies that the new calendar record will appear in the calendar combo box; all events in the calendar will be recorded in the system, for the appropriate days.

Keeping the set of Calendars

The system allows the user to You can select and view the particular events, which are specified in the given calendar

Notes

The system provided the facility to keep miscellaneous information in the tree-style note pad. Users' notes are presented as nodes in the tree structure and can be created, deleted or moved between the trees. The data can be instantly upload from the web and kept as user's private copy.

Notes Trees

The tree pad GUI contains the Tree Structure on the left and EditorPane on the right. The Editor Pane is used as a standard Notepad, with users' information being typed in it. The data can also be downloaded from users' computer, or from the web. When downloaded, the data can be subsequently edited and kept in the tree structure. The record in the tree pad can be specified as note, memo, comment, etc.. The record can be of the following format: text, HTML, pdf, image.

Note: The system does not accept any type of special Microsoft document formats, such as word, excel or rich text document formats.

The Editor Pane provides the basic formatting facilities. This includes font formatting, such as bold, italic, font size, strike, underline, etc., as well as paragraph formatting: left, bullet, number, horizontal line etc.

Note: In case when the text of the document is not showing new lines properly, select the text you want to correct and then press the button "Split Lines".

The user can create and use note tree by

- creating the set of nodes in the tree, with each node being the placeholder of a document writing,
- or inserting the document into each node of the tree

The system supports the following types of documents

- local file, HTML format, which will be normally displayed in the pad, using formatting facilities, such as bold, italic, etc. will be applied to the text.
- local file, text, no formatting facilities are supported
- gif, jpg, png images, local files
- local pdf files
- remote HTTP document Remote HTTP document can be downloaded to the system and kept as a local copy.

If the user wants to download remote HTTP content into the system, the user should

- press the button "Load from URL" at the top of the note pad, the input dialog will appear.
- type URL of the remote page, such as "HTTP://www.docs.com/my_doc.HTML", if the system is properly connected to the Internet, the remote copy will be downloaded and presented in the pad.
-

click on the pad with the mouse, the text will be copied and saved in the local file (file:my_doc.HTML)

Note: only the text, not images will be saved as a local copy, the system will be showing "broken image" signs in place of images.

Subsequent selection of the appropriate node will be referring to saved local copy rather than the remote copy. In case if local copy is not created (the last step is not made), the node of the tree will be referring to initial URL("HTTP://www.docs.com/my_doc.HTML") rather than local copy of the file (file:my_doc.HTML). This may be needed, when the user wants to export information from the tree, see below.

PDF writer

The system provides the basic pdf writing facilities. The user can transform the text into pdf, use light weight writer to produce pdf files from text or simple HTML. The user can also extract text from pdf if needed as well as instantly e-mail pdf files

The texts from the web

The user can access and download the texts from the web and subsequently process them, in particular produce pdf files from HTML or text. To create pdf version of text e-book

- download the text (HTML) files from the web
- then use the pdf writer to produce pdf e-books from the text (HTML)

The created pdf file can be printed or instantly e-mailed (as an attachment to the e-mail) to the particular address.

Secondary Pad

The system also includes secondary editor pads. If needed several open pads can be kept on the screen. The text from the secondary pad can be inserted into the graphical template. This allows the user to keep content and presentation separately, to use graphical templates linked to the secondary editor pad. The text can be inserted into the proper place in the template. This applies to the new text as well as to the text already in the

To insert the text from tree pad into the template

- Press on the "Editor" button in the tree pad pane. The Secondary editor will be opened; the text in the secondary pad is the same as in the given note of the tree pad.
- Select "USE TEMPLATES" entry in the combo box at the bottom of the secondary pad, "Notes", "Preview" and "HTML" tabs will appear

- Select "HTML" tab and download the template file (for example stationary_1.HTML file from the "Outbox/Template" folder) by pressing "Open New" button. Select "Text" tab. Press "T" button, this will erase template tags (such as "TEMPLATE", "IMG_1", etc.) from the template
- Select the tag which you want to use as a placeholder to insert the text into the template (we suggest "TEMPLATE") in the combo box on the top of the "Text" tab. Press "I" button on the "Text" pane, this will insert the content information of the message into the place of the document specified by the tag ("TEMPLATE")
- Press on the "HTML" tab to confirm the action
- Press the "Preview" tab to see the document

Note: To use templates you must select the tabs on the secondary pad in the specified order: "Text" - to make an insertion, "HTML" - to confirm the changes, "Preview" - to view the changes.

Note: If you do not select the entry in the combo box on the "Text" tab (leave) the combo box empty, and then switch "HTML", "Preview", **the system will not substitute the text into the template, but will overwrite the template by your text. The graphical presentation or color scheme can be changed at a click of a button.**

Secondary pad is also linked to the mail client, so that the text can be instantly emailed. Information from the pad can be also transformed into pdf pages.

Categories

The system provides the facility to specify different categories and arrange the notes being linked to the particular category. The categories can be subsequently assembled into the "Notebooks".

Notebooks: Export and Import

The user can create "Notebooks", which are selection of notes, from the different note trees, linked to the different Categories and document types. Information from the "Notebook" can be exported into an xml file. To produce xml file press "Export" button at the bottom of the "Notebook" pane. The file will be generated and placed as an attachment to the email, which can be sent to the particular destination (or placed at the server using "Ftp" button of email client). To import information, which is the definition of the note tree, press "Open New" button on the "Note" tree pad, the tree

will be downloaded for the note.

Note: The system provided the facility to export, or import only the definition of the tree, rather than the full amount of tree data.

The system provides the facility to export and import the definition of the tree. This will be similar to exporting, importing of the full data set in case if the nodes of the tree point not to the local files, but to the documents placed at HTTP server.