

# ***EBS USER'S MANUAL***

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## **:TASK FINDER:**

### **(SALES)**

#### **Steps on Making an Invoice:**

1. Setup customers in ***Customer Maintenance***. ( Details on pg. 29 )
  - A. Setup shipping code in ***shipping code setup***. ( Details on pg. 86 )
    - Setup if the shipping code is not listed in the default shipping codes.  
Otherwise, you could skip this step and move on.
  - B. Setup term code in ***term code setup***. ( Details on pg. 88 )
    - Setup if the term code is not listed in the default term codes.  
Otherwise, you could skip this step and move on.
  - C. Setup sales representatives in ***Salesperson Setup***. ( Details on pg. 90 )
    - Setup if your company needs to calculate sales commission for your sales representatives.
2. Setup Items in ***Item Maintenance***. ( Details on pg. 97 )
  - A. Setup Beginning Inventory in ***Beginning Inventory Setup***. You can also setup your beginning inventory after you make an invoice. Primarily used to setup your beginning inventory for your items.

#### **How to Receive a Customer Payment:**

1. Enter a customer payment entry using ***customer payment task window***. ( Details on pg 35 )
2. If you receive payments by credit card you can store credit card information in the ***Credit Card Info. Maintenance task window***.

### **(PURCHASING)**

#### **How to Issue a Purchase Order Entry:**

1. Setup Vendors in ***Vendor Maintenance***. ( Details on pg. 105 )
2. Setup items in ***Item maintenance***. (Details on pg. 97 )
3. Setup the vendor's beginning balances in ***vendor beginning balance setup***. ( Details on pg. 122 )
4. Enter in a Purchase Order Entry in the Purchase Order Entry task window. ( Details on pg. 124 )

### **How to Receive Purchased Items:**

1. Enter ***Purchase Order Invoice Entry*** (Enter Invoice and Receive Items).  
(Details on pg. 128)

### **(PAYABLES)**

### **How to Enter Your Expenses:**

1. Setup your expenses using **income/ expense code setup**. ( Details on pg. 54 )
2. Two ways to enter in your expenses. Either by A/P Invoice Entry or you can directly enter in you're A/P payment.

### **How to Write Checks or Make Payments to your Vendors:**

- There are two ways you can make payments to your Vendors.  
You can either prepay a certain amount for an unpaid invoice, or you can enter in an A/P payment Entry.
1. To prepay to a vendor you would enter in a prepayment **using the Prepayment task window**. ( Details on pg. 135 )
  2. Setup your default banks using Default Bank Setup Window. (Details on pg. 23)
    - This default bank setup is for any type of payable for your company.
  3. Then you have to apply the prepayment by using the **Apply Prepayment task window**.  
( Details on pg. 139 )
- You can also write checks to vendors by using the **A/P payment entry task window**.  
( Details on pg. 111 )

### **How to Deposit Received Payments:**

1. Setup your banks by using **Bank Maintenance**. ( Details on pg. 14 )
2. Setup your default banks using **Default Bank Setup Window**. ( Details on pg. 23 )
  - This default bank setup is receivables from the customer that can be received and deposited to a specific bank.
3. Enter a deposit entry using the **Deposit to Bank task Window**. ( Details on pg. 16 )

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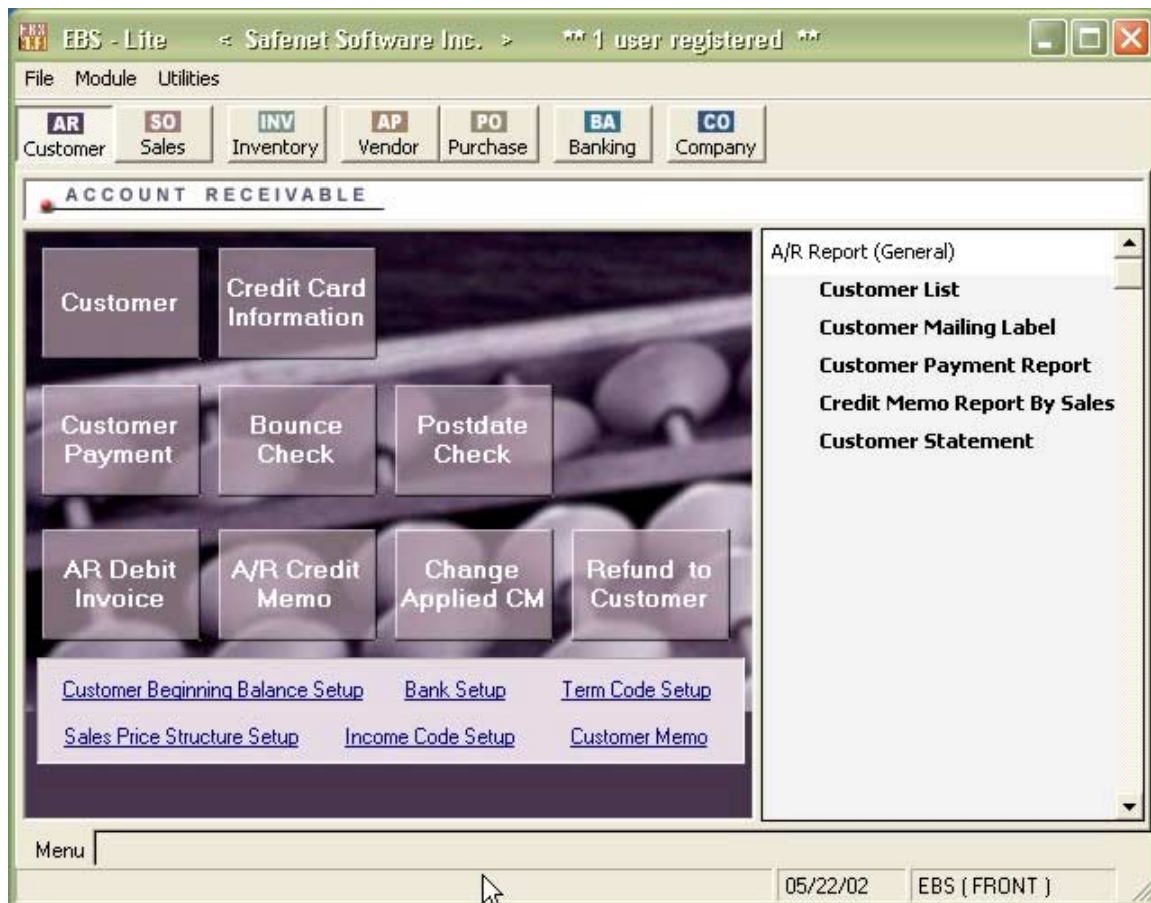
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Invoice Register Report
Delivery & UPS Report
Daily Transaction Summary Report



## Intro

### THE FUTURE OF BUSINESS SOFTWARE (E-Z BUSINESS MANAGER)

# EBS LITE



**Developed By SAFENET SOFTWARE INCORPORATED:**





## *Creating a Potential Company*

### Overview:

- Before you set up your company using **EBS LITE** you should first decide on an initial idea of where you are heading. Like all companies, you the users should have an outline on where your company's preferences apply to you. That outline should be used to setup your **EBS** software to meet your demands and needs for your company. Whenever you use any kind of program a set of instructions should be used to simplify your understanding of the steps. The need to know instructions will guide you through the process of setting up your **EBS**, and will enable you to adequately use **EBS** to meet your needs.

### **Need to Know Glossary/Instructions**

- a. Every screen contains several text and picture boxes that will be constant throughout **EBS**.
- b. **Magnifier** = a magnifier button is used to search for input from the user. Click on the magnifier to search for records or numbers for inputted information. After clicking on the magnifier you will see a list of records. Then scroll down using the arrow keys to find the record and double-click.
- c. **Arrow boxes** = Arrow Boxes can be used to the move through records back and forth. Click on the 1<sup>st</sup> and Last box to move to the first and last record. Click on the 2<sup>nd</sup> and 3<sup>rd</sup> box to move the records incrementing by one left to right
- d. **Add** = The Add button is another way to enter in information. Used when entering in new entries or information.
- e. **Edit** = Edit button enables the user change the information entered in the value Fields.
- f. **Save** = Can be used when you modify or enter in new information. The save button saves the information to **EBS**.
- g. **Cancel** = When modifying contents you can cancel a modification by clicking on cancel button.
- h. **Delete** = Delete enables the user to delete a selected record. First select a record. For reference look at edit instructions. Then click on delete, and menu will pop-up giving you a prompt of yes and no to delete the customer.

- i. **F2** = F2 key command on your keyboard enables the user to search for a record. Instead of clicking on the magnifier you can press F2 for the same function.
- j. **Field Size** = field size is the set of numbers or characters that can be entered in that particular field. If the field size is 4 then up to 4 alphanumeric characters can be entered. Alphanumeric means either you can input numbers or characters.
- k. **Exit** = Exit is used to exit out of the current screen, or it can be used to exit out of program. For current screen just click on exit and it will take you to the main menu of **EBS**.
- l. **Key Field** = A primary field that usually is the starting point of an entry. Key fields at some cases cannot be edited. (Ex. Customer No.)
- m. **Value Field** = A field that contains value. Value field can be edited. (Ex. Customer Name)
- n. **Pressing Enter** = By pressing enter, you will be able to move from field to field depending on the default tab stops you setup in **number default setup**.
- o. **Tab Key** = Same effect as pressing enter. Use your preferences.
- p. **Cancel Button** = Sometimes in a menu or display, there will be times when you are trying to cancel something to start from the beginning. If the cancel button is disabled, click on the edit button and click cancel. Or if the cancel button is enabled, click on it and start over.
- q. Remember you cannot edit primary fields such as a customer number. All the other fields can be edited for the customer. For example, if you need to edit the customer number (key field), you have to delete the customer and re-enter in a customer number.
- s. **FOB shipping point** = means that the seller places the merchandise “free on board” at the point of origin, and the buyer bears the shipping costs. The title to the merchandise passes to the buyer because of the status of FOB shipping point.
- t. **FOB destination** = means that the seller bears the transportation costs to the place where the merchandise is delivered. The seller retains the title until the merchandise reaches its intended destination. Usually for a FOB destination the buyer prepays the shipping costs, so the buyer makes no accounting entry for freight.

#### **Key Tips:**

➤ The setup and layout of the **EBS** manual will be consistent throughout the manual. Every section will consist of a menu finder, description of the title, steps in adding, deleting, editing, and searching for the subject on hand.

## ***EBS SETUP OVERVIEW***

### **Accounts Payable Module:**

➤ <b>Vendor Maintenance:</b>	Using vendor maintenance, you can enter in basic information of vendors, which consist of address, contacts, payment terms, and default expense accounts.
➤ <b>Vendor Beginning Balance:</b>	Using Vendor Beginning Balance, you can enter the beginning balance for your vendors.

### **Accounts Receivable Module:**

➤ <b>Customer Maintenance:</b>	Using customer maintenance, you can enter in basic information of vendors, which consist of address, contacts, payment terms, and default expense accounts.
➤ <b>Customer Beginning Balance:</b>	Using Customer Beginning Balance, you can enter the beginning balance for open or unpaid invoices regarding the customer.
➤ <b>Term Code Setup</b>	Using term Code Setup, you can setup customer payment terms.

### **Inventory Module:**

➤ <b>Item Maintenance:</b>	Using item maintenance, you can enter your inventory items, enables taxes and commission.
➤ <b>Beginning Inventory Setup</b>	Using the beginning inventory setup, you can enter beginning inventory quantities for your inventory items.
➤ <b>Purchase Related Tab:</b>	Using the purchase related tab in program options, you can set default input entries for different purchase related inventory items.

### Program Options:

➤ <b>Sales Related Tab:</b>	Using the sales related tab in program options, you can enter schemes for invoice styles, set default input entries for different sales related inventory items, and set item group unit price updates.
➤ <b>Purchase Related Tab:</b>	Using the purchase related tab in program options, you can set default input entries for different purchase related inventory items.
➤ <b>Item Related Tab:</b>	Using the item related tab in program options, you can set default item row and column usage, and item schemes for grouped items.
➤ <b>General Defaults Tab:</b>	Using the general defaults tab in program options, you can setup number methods to be used for primary fields, grid width setups, and you can setup tab stops for entry fields.

### Banking:

➤ <b>Bank Setup:</b>	Using Bank Setup, you can enter your different banks for your company. Also you can set your opening balance and set your bank G/L types.
➤ <b>Default Deposit Bank Setup</b>	Using the deposit bank setup, you can set defaults for different payment types. Also you can select which banks will get which default deposits.

### Key Tip:

- Also you will need to setup the following task depending on your company's procedures. (To setup, go to the corresponding pages) Term Code Setup pg. 89, Sales Price Structure Setup pg. 139 , Shipping Code Setup pg. 87 , and salesperson setup pg. 91.

## ***STARTUP OF EBS***

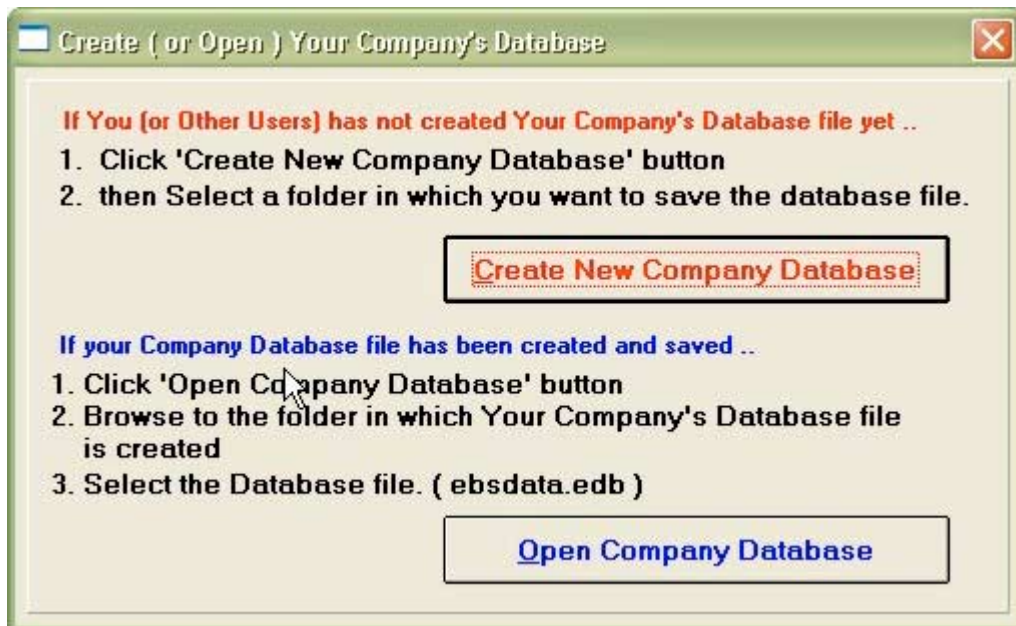
### **Installing of EBS:**

1. Insert the installation CD into the cd-rom drive of your computer.
2. The installation will initialize by itself.
3. The install shield wizard will guide you through the processes of installing **EBS**.
4. Enter in your user name and organization.
5. Select if you wish all users to use this application, or select if you wish to use this application by yourself.
6. Select the directory or folder you wish to install **EBS**.
7. Click on **Install** to install **EBS** into your operating system.

### **Creating or Opening your company's database:**

- After installing **EBS** into your computer, you need to create or open a your company's database. You can either create a new company database, or open an already made database that you created before.
- Key Tips before creating your company's database:
  - When you select the folder for the database, keep in mind that that folder has to be shared so other people on the network can call from it. For example if you created on the server, then the folder has to be shared so other people on the network can get the same data.

**Figure A. (Creating or Opening Your company's database)**



### **How to Create a New Company's Database:**

1. Click on the **Create New Company Database button**. A new window will appear quoting, "Select a folder you want to save the database". Use the browser to search for a folder to save the database.
  2. Then click on the **Save** button. By clicking on the **Save** button, you created and saved your company's new database.
- Typically you would use this function when you are installing **EBS** for the first time. Usually you would create a new company's database on a server. Then, other computers on the network would share that database.

### **How to Open a Company's Database:**

**===Used when finding your company's database on a network for other computers.**

1. Click on the **Open Company Database button**.
  2. Browse to the folder in which your new company's database file was created.
  3. Select the database file called (ebsdata.edb). Ebsdata.edb is a default file name for your company's database.
- Typically you would use this function when you are installing **EBS** onto another computer on the network. Then you would located the database by searching for the database file on the server where you first installed **EBS**.

**Keep in Mind:** If you installed **EBS** on a series of computers on a network. You should create the new database on a server or a computer that is backed up periodically. This will allow the data to be safeguarded. Also, as long as the new database folder is shared, other users will be able to use to same data on the network.

## (Company Module) SECURITY SETUP

### Menu Finder:

Company Module – Security Setup

### User Right Maintenance:

- User right maintenance is used to set user rights for different security levels. After setting a user right then you can setup user id's using the security levels from user right maintenance. User right maintenance maintains the rights you give to different security levels for your company. An example would be an **admin/administrator** security level would have all rights to everything on **EBS**. Another example would be a **user/normal employee user** security level would only have rights to **Add** or **View** for A/R and A/P.



**Figure A. (User Right Maintenance Window for Accounts Receivable & Payable)**

**User Right Maintenance**

Security Level: **ADMIN** Description: **Admin** [List S. level](#) [Browse](#)

**1. AR / AP** **2. SO / PO** **3. INV / BA / CO** **4. Report**

**AR (Customer)**

	Edit	Add	View	AFP	Void
Customer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Credit Card Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customer Payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bounce Check	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Postdate Check	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
AR Debit Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
AR Credit Memo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Change Applied C/M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Refund to Customer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customer B.B. Setup	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Term Code Setup	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sales Price Structure Setup	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customer Memo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**AP (Vendor)**

	Edit	Add	View	AFP	Void
Vendor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Payable Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A/P Payment Entry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Payable Debit Memo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Change Applied DM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refund From Vendor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vendor B.B. Setup	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expense Code Setup	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Default Bank Setup	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Mark All Edit & View** **Un Mark All Edit & View**

**Add Edit Save Cancel Delete Exit**

### How to Setup User Right Maintenance:

1. Click on the **Add** button to enter in a security level.
  2. Enter a security level in the security level field. **Ex.** (Admin/Sales)
  3. Enter the description of the security level in the description field. **Ex.** (Administrator of Sales)
- For each tab you can set the user rights for each menu or task window.

### Field Descriptions with Examples:

<b>Edit</b>	By checking the edit user right, the user can <b>Edit</b> the information for that particular task window.
<b>Add</b>	By checking the Add user right, the user can <b>Add</b> additional information to that particular task window.
<b>View</b>	By checking the View user right, the user can only <b>View</b> the information regarding the task window.
<b>AFP</b>	AFP stands for <b>Ask For Password</b> . By checking this option the user will not be able to modify that particular task window. Then the user needs a password which has that particular <b>Edit</b> right to that task window.
<b>Void</b>	By checking the void user right, the user will be able to <b>Void</b> an entry in that task window.

### **Mark All Edit & View:**

- By clicking on this button, it will mark all the user rights except **AFP**. This will give full administrator rights for the different modules.

### **Un- Mark All Edit & View:**

- By clicking this button, it will un-mark all the user rights. This will give no rights at all for a user. By giving no rights to a user would be pointless and you cannot save. If you want a user to have just view rights, you can check the view rights for certain task windows.
4. Click through the tabs and set the user rights for each tab by checking and un-checking each task.
  5. Click On **Save** to save the user newly added security level.

### **Key Tip:**

For the (4. **Report** tab) you can set an **AFP** which will ask the user for a password to view a particular report.

### **How to Search and Edit a Security Level:**

1. Click on the **List S. Level** button. A new window will appear with a list of security levels.
2. Select the security level you wish to Edit.
3. Click on the **Edit** button to edit the security level.
4. Click through the tabs and set the user rights for each tab by checking and un-checking each task.
5. Click on **Save** to save the edited security level.

### **How to Delete a Security Level:**

1. Click on the **List S. Level** button. A new window will appear with a list of security levels.
2. Select the security level you wish to **Delete**.
3. Click on the **Delete** button to delete the security level.



## USER SETUP

### Menu Finder:

Company Module – User setup

### **User Maintenance:**

- Using the security levels you setup earlier, you can enter in user id's and passwords for different users. Depending on what you want to grant them access to, you can select a security level for a user. This is needed to prevent un-authorized users to edit or modify **EBS**. By setting up different user id's and passwords, you can also see when and who use the system at a point in time.

**Figure B. (User Maintenance Window)**



### **How to Add a New User Id and password:**

1. Click on the **Add** button to enter in a new **User ID**.
  2. Enter in a new user Id in the user Id field.
  3. Enter in the name of the user in the **name** field
  4. Select if the user has access as an **administrator** or a **user**.
- By selecting the user level for access, a new field will appear called security level.
5. Use the magnifier to select a security level the new user will have.
  6. Enter a password for the new user.
  7. Click on **Save** to save the new user.

### **How to Search and Edit a New User:**

1. Click on the **List User button**. A new window will appear with a list of user Id's.
2. Select a user you wish to edit.
3. Click on the **Edit** button.
4. Edit or modify the user's access levels.
5. Click on **Save** to save the edited user.

### **How to Delete a User Id:**

1. Click on the **List User button**. A new window will appear with a list of user Id's.
2. Select a user you wish to delete.
3. Click on the **Delete** button.

## **CLOSE SYSTEM**

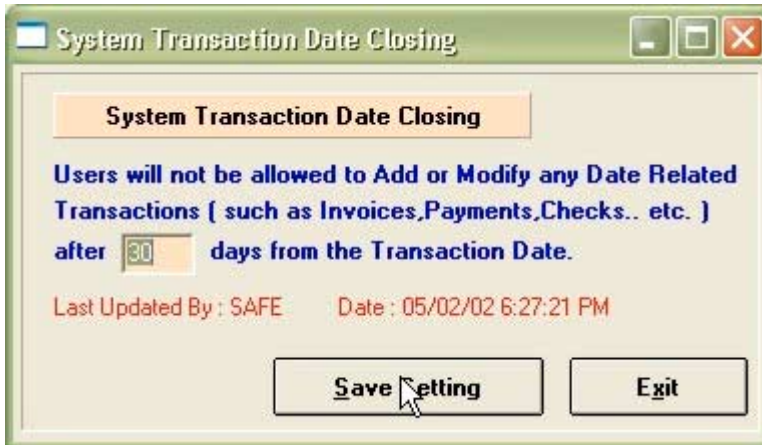
### **Menu Finder:**

Company Module – Close System

### **System Transaction Date Closing:**

- A system transaction date closing is a safeguard in preventing users from erasing or modifying transactions (such as Invoices, Payments, Checks.. etc.) after a certain period. By setting a number of days, users will not be allowed to add, and modify any date related transactions.

**Figure A. (System transaction date closing window)**



- To select a system transaction date closing, just simply enter in the number of days in the enabled field.
- Then click on the **Save Setting** button to save the system transaction date closing.

## WORKSTATION OPTIONS

### Menu Finder:

Company Module –Workstation Options

### **Workstation Setup:**

- Workstation setup is used to format your workstation using different options. These options have to be setup at each workstation.

**Figure A. (General Workstation Setup Window)**

The screenshot shows a window titled "WorkStation Setup" with a close button (X) in the top right corner. Below the title bar, a red message states: "These settings are apply to this workstation only." The window contains four tabs: "General Workstation Options" (selected), "System Auto Search Options", "Auto Popup Options", and "Report Options".

Under the "General Workstation Options" tab, the settings are as follows:

- Invoice & Pickingsheet default printer:**
  - Print Invoice To : Fax
  - Print Picking Sheet To : Fax
- # of Default Copies to print:**
  - Invoice : 1
  - Purchase Order : 1
- Dun Messages (Sales Invoice) / Default Remark (Sales Order & Sales Invoice):**
  - Dun Msg : Thank You For Your Business !
  - Default Remark : (Three empty text input fields)

At the bottom right, there are "Save" and "Cancel" buttons. A mouse cursor is pointing at the "Save" button.

- Talk to a **SNS** representative to change or modify the workstation options.
- **Tel. Tech Support.... 212-448-0886**

## EBS SYSTEM LOGIN SCREEN

### System Login Window:

- The **EBS** system login screen will allow users to enter in user ids and passwords to get access the EBS system. You can setup your user id's and passwords at user setup of the **Company** module.

**Figure A. (EBS System login screen)**



### Login Screen Features:

- Maintains security within the system.
- Shows where the data is stored and saved. Ex. (*Data: C:\pa2002\ebdata.edb*)
- Shows the current date and time. **EBS** matches your operating system's time and date.
- Shows how many registered users are currently connected to the Program.
- **EBS ID/ and EBS password** is the default password and ID when startup of program.

## (BANKING MODULE) BANK MAINTENANCE

### **Menu Finder:**

Banking Module -- **Bank Setup**

### **Bank Maintenance:**

- Bank Maintenance is primarily used to register all the banks your company deals with. This includes different checking accounts, savings account, corporate credit card accounts, and credit card accounts which primarily deal with the customer payments. Bank maintenance is used to store these bank-related transactions for different General Ledger Bank Accounts.

### **Key Tips: (G/L Account Number for the bank):**

- If your company already has a chart of accounts you should have a corresponding G/L account number for the banks. If you don't have one, you should assign a G/L account number for each bank. This way **EBS** can register the G/L account number to the company's chart of accounts.

**Figure A. (Bank Maintenance – to maintain your different banks)**

The screenshot shows the 'Bank Maintenance' window. At the top, the title bar reads 'EBS Bank Maintenance'. Below the title bar, there is a text field for 'Bank G/L Account No.' containing the number '1405'. To the right of this field are two buttons: 'List Banks ..' and 'Browse'. Below these, there is a section for 'Bank Name' with a text field containing 'CHASE BANK'. Underneath the bank name, there are two dropdown menus: 'G/L Account Type' is set to 'Bank', and 'Bank G/L Type' is set to 'Asset'. Below these dropdowns are two more text fields: 'Next Check #' with the value '105' and 'Next Deposit Slip #' with the value '91'. At the bottom of the window, there are six buttons: 'Add', 'Edit', 'Save', 'Cancel', 'Delete', and 'Exit'. A mouse cursor is pointing at the 'Save' button.

### **How to Add a New Bank G/L Account:**

1. Enter in a new bank G/L account number in the Bank G/L field and press enter.  
(Primary Method)
  - Or click on the **Add** button and then enter in a bank code in the bank field.  
(Secondary Method)

2. A message box will appear saying that the bank code is not found. **Do You Want to Add** message box will appear. By clicking Yes, you can start entering in the bank information.
3. Enter in the remaining fields for the new bank.  
(Look at the field description with examples for more information)

#### **Field Description with Examples:**

Bank G/L Code	Ex. 1405 (bank code for the GL bank account)
Bank Name	Ex. Chase Bank (Full name or description of bank.)
G/L Account Type	Ex. Bank (The type of G/L account)
Bank G/L Type	Ex. Asset or Liability (Bank General Ledger Type) <b>Asset:</b> Regular checking accounts, or credit card accounts that directly gets the payments from the customer. <b>Liability:</b> Ex. your corporate bank accounts.
Next Check #	Ex. 105 (Next check number)
Next Deposit Slip #	Ex. 91 (The next deposit slip number)
Opening Balance	Ex. \$500.00 (The opening balance of your company)
Opening Balance Date	Ex. 09/01/02 (Opening Balance Date)

4. Click on **Save** to save the new bank entry.

#### **How to Search and Edit a Bank:**

1. Use the **List banks button** next to the bank code field to search for a bank code (Primary Method)
  - Primary Method can also be used to search for a bank.
  - A list of banks will appear in a new bank you wish to edit.
  - By selecting the bank, the bank information will be automatically entered in the fields of the bank maintenance window.
3. Select a field and modify the contents.
2. When completed, Click on **Save** to save the new edited bank entry.

#### **How to Delete a Bank:**

1. Click on the **list banks button**.
2. Select the bank you wish to delete.
3. Click on the **Delete Button** and press enter.
  - A Confirm Delete message box will appear. By clicking Yes, the bank will be deleted from **EBS**.

## BANK DEPOSIT ENTRY

### Menu Finder:

Banking Module – Deposit to Bank

### **Bank Deposit Entry:**

- Bank Deposit entry is used to register bank deposits to different General Ledger accounts. These entries are applied by checking the deposit box field. By applying these bank deposits you can sort your payments received with your company's corresponding accounts. (Bank Deposit Entries)

**Figure A. (Bank Deposit Entry /Transaction to deposit window)**

The screenshot shows the 'Bank Deposit Entry' window. At the top, there's a title bar with 'SAS Bank Deposit Entry'. Below it, a field for 'Bank Deposit Register No.' contains 'DP-000006'. To the right are links for 'List Registered Bank Deposits ..', 'Browse', 'Menu', and 'Out'. The window is divided into two tabs: '1. Select Transactions to Deposit' (active) and '2. Deposit Summary & Save'. Under the active tab, there's a 'Deposit Date' field with '04/09/2002' and a 'Memo' field. Below this is a table with columns: Pay. Date, Pay. Type, Ref. No., Amount, Deposit?, Deposit To, Bank Name, and Deposit Slip #. The table contains three rows of data. Below the table is a large empty area for additional transactions. At the bottom, there's an 'Add Undeposited Transaction ..' button, a checkbox for 'Update Deposit Slip # line by line', and a 'Next >>' button. At the very bottom are five buttons: 'Add', 'Edit', 'Save', 'Cancel', and 'Exit'.

	Pay. Date	Pay. Type	Ref. No.	Amount	Deposit?	Deposit To	Bank Name	Deposit Slip #
1	04/09/2002	CHECK	110	100.00	<input checked="" type="checkbox"/>	100	Cash On Hand	93
2	03/19/2002	CHECK	1024	281.20	<input checked="" type="checkbox"/>	1405	CHASE BANK	93
3	04/09/2002	CHECK	101	300.00	<input checked="" type="checkbox"/>	1405	CHASE BANK	94

### **How to Add a new bank deposit entry:**

1. Click on the **Add** button for a bank deposit register number. (This number will depend on the default number setup in program options.)
2. Enter in a deposit date in the deposit date field.
  - Or you can use the current default date.
  - A list of un-deposited payments will appear in the transaction window.
3. Enter in a memo regarding the registered deposit entry.
4. Select which GL account (**Bank Name**) to deposit the funds too.

5. Enter a ***deposit slip number*** for the payment received.

**Field Description:**

Pay. Date	The payment receivable date.
Pay. Type	The payment type of the receivables. (Either check, credit card, cash, or other payment type)
Ref. No	A reference number regarding the received payments.
Amount	The amount received for the payment
Deposit To	Select the GL account to deposit the received payments.
Bank Name	Ex. Chase (Select the bank in which the payment is going to be deposited to.)
Deposit Slip #	Ex. 123 (A deposit slip number is a reference number that is used to keep track of your deposits)

**Update Deposit Slip# line by line button:**

- If you don't want **EBS** to assign a **deposit slip#**, you can check this box and manually enter in your own **deposit slip #**.
- Click on the **Next** button to view the deposit summary and to save the bank deposit entry.

6. Click on **Save** to save the bank deposit entry.

**How to Edit a bank deposit entry:**

1. Click on the **List Registered Bank Deposits button**. A new window will appear with a list of registered bank deposits.
2. Select the registered bank deposit.
  - By selecting the registered bank deposit, the deposit information will list in the display window. The display window will list all the receivable of payments for the deposit register number you select.
3. Check or un-check the deposit field. (Check it if you are making a bank deposit entry, or un-check if the deposit entry is going to be applied later on.
4. Click on the next button to move to the **deposit summary and Save** tab.
5. Click on the **Save** button to save the edited entry.

**Add Undeposited Transaction:**

- By clicking on this button you can add an un-deposited transaction that hasn't been registered yet. After clicking on the **Add undeposited transaction** button, enter in a customer payment (or Prepayment /deposit ) register number in the field. Then the undeposited transaction will be posted to the display window.
- Then Click on **Save** to save the bank deposit entry.



## FUND TRANSFER ENTRY

### Menu Finder:

Banking Module – Transfer Fund

### **Fund Transfer Entry:**

- Fund transfer entry is used to transfer funds from one bank account to another. For example, you can transfer the funds of one corporate bank account to another bank account stored in **EBS**. (**To view you list of bank accounts, look on Bank Setup in the Banking Module. pg. 14 for more details**)

**Figure A. (Fund Transfer Entry window)**

The screenshot shows the 'Fund Transfer Entry' window. The title bar reads 'SWS Fund Transfer Entry'. The window contains the following fields and controls:

- Fund Transfer No.:** A dropdown menu currently showing 'Auto No.'.
- Transfer Date:** A date picker field showing '04/10/2002'.
- Transfer Amount:** A text input field containing '500.00'.
- From Bank Acct. No.:** A dropdown menu showing '1001'.
- Bank Name:** A dropdown menu showing 'Undeposited Fund'.
- To Bank Acct. No.:** A dropdown menu showing '2045'.
- Bank Name:** A dropdown menu showing 'FIRST UNION VISA (AP)'.
- Memo:** A text area containing 'transfer to corporate asset account'.
- Buttons:** 'Add', 'Edit', 'Save', 'Cancel', 'Void', and 'Exit'.

### **How to transfer funds from one bank account to another:**

1. Click on the **Add** button to get an automatic **Fund transfer number**. (This number will depend on the default number setup in program options.)
2. Enter in the transfer date or use the default date listed in the field.
3. Enter the amount of funds to transfer.
4. Using the magnifier, select the bank account to be transferred from. (From Bank Account Number Field)
5. Using the magnifier, select the bank account to be transferred to. (To Bank Account Number Field)
6. Enter in a memo regarding the transfer of funds.
7. Click on the **Save** button to save the fund transfer entry.

### **How to search and edit a fund transfer entry:**

1. Click on the **List Fund Transfers** button. A new window will appear with a list of fund transfers.
2. Select a fund transferred entry.

- By selecting the transfer entry, the information regarding the fund transfer will automatically be inputted in the main window.
- 3. Click on the **Edit** button.
- 4. Select a field and modify its contents.
- 5. Click on **Save** to save the edited fund transfer entry.

**How to delete a fund transfer entry:**

1. Click on the **List Fund Transfers** button. A new window will appear with a list of fund transfers.
2. Select the fund transfer entry you wish to void.
3. Click on the **void** button.
4. Click on **Yes** to void the fund transfer entry.

## BANK RECONCILE

### Menu Finder:

Banking Module – Bank Reconcile

### **Bank Reconcile:**

- Bank reconciliation is used to reconcile the bank's transactions with your bank statements. For example, using your bank statements you can reconcile banks transactions that don't match with **EBS's** records. Using the Checks & Credits Tab, and the Deposits & Debits compare with your bank statements to see if it matches. If it doesn't, then you can issue an bank reconciliation for the G/L account.

**Figure A. (Bank reconciliation window)**

SWS Bank Reconcile

Reconcile Register No. : BR-0000001    List Bank Rec ..    Browse

**1. Select a Bank**    2. Checks & Credits    3. Deposits & Debits

Bank G/L Acct. : 1405    [Magnifying Glass]

Bank Name : CHASE BANK    [Magnifying Glass]

Statement Date : [Calendar Icon]

Ending Balance : 231.20    ( Bank Statement Ending Balance )

Service Charge : 20.00    ( Total of Bank Service Charge )

Other Charges : 40.00    ( Total of Bank Other Charges )

Other Incomes : 10.00    ( Total of Other Incomes such as interest income .. )

Memo :  
\$40 - Bounce Fee : (CK# 1234, 5678)  
\$10 - Interest Income

Next >>

Add    Save    Cancel    Exit

### **How to Add a bank reconcile entry:**

1. Click on the **Add** button to get a Reconcile Register number. (This number will depend on the default number setup in program options.)
2. Using the magnifier select a bank G/L account number to reconcile.
  - Or enter a bank G/L account number in the **bank G/L Acct. field**.

3. Enter in the bank name for the G/L account.
4. Enter in the remaining fields.

**Field Description with Examples:**

<b>Bank G/L Acct.</b>	Enter in the Bank G/L account number that you wish to reconcile.
<b>Bank Name</b>	The bank name of the G/L account.
<b>Statement Date</b>	Enter in the closing date for the bank account.
<b>Ending Balance</b>	<b>Ex. \$5,000</b> Enter in the ending balance of the bank statement
<b>Service Charge</b>	<b>Ex. \$29.00</b> Enter in the total amount of the bank's service charges.
<b>Other Charges</b>	Enter in the total amount of the bank's other charges.
<b>Other Incomes</b>	<b>Ex. \$600</b> Enter in the total of other incomes for your company. For example: Interest Income
<b>Memo</b>	Enter in a memo using your preferences. A memo can be used to explain what other charges are, where is the bounce fee from, and where is the other income from.

5. Click on the **next** arrow button to move to the **Checks & Credits tab**.

**Checks & Credits Tab:**

- Checks and Credits tab is used to view if your company checks and credit given has been applied or cleared. (Accounts Payable) Click cleared if the credit and check transactions' are shown on your bank statement.

**Deposits & Debits Tab:**

- Deposits and Debits tab is used to view if your company's deposits and debits have been applied or cleared. (Accounts receivable) Click cleared if the deposits or debit transactions are shown on your bank statements.

## BANK TRANSACTION JOURNAL

### Menu Finder:

Banking – Bank Transaction Journal

### **Bank Transaction Journal:**

- Bank transaction journal is used to display a journal of bank transactions dealing with your company. It will show the journal type, debits and credits, reference, and a running balance. Using this window you can see how your transactions are debited and credited.

**Figure A. (Bank Transaction Journal Window)**

The screenshot shows the 'Bank Transaction Journal' window. At the top, there are input fields for 'Show Transactions From' (04/01/2002), 'Bank G/L Account No.' (1405), and a 'Browse' button. Below these, there are fields for 'Bank Name' (CHASE BANK) and 'Ending Balance' (2,803.00). The main area contains a table with the following data:

Journal Type	Debit	Credit	Reference	Running Balance
			System Balance Forward	150.00
BANKREC	10.00		Bank Other Charge	-140.00
BANKREC		60.00	Bank Service Charge	-200.00
DEPOSIT	421.00		DEPOSIT SLIP #: 92	221.00
DEPOSIT	281.20		DEPOSIT SLIP #: 93	503.00
DEPOSIT	300.00		DEPOSIT SLIP #: 94	803.00
BANKBEGBAL	2,000.00			2,803.00
			Bank Opening	

At the bottom, there are fields for 'Total Debit' (3,013.00) and 'Total Credit' (60.00), along with an 'Exit' button.

### **How to display a bank transaction journal:**

1. Enter the **from** date of the transactions you wish to view.
2. Use the magnifier to select a bank G/L account number.
  - By selecting the bank G/L account number the journal entries will appear in the display window.
3. The bank transactions will be displayed in journal form. (Figure A.)

## DEFAULT BANK SETUP

### Menu Finder:

Banking – Default Bank Setup

### **Default Bank Setup:**

- Default Bank setup is used to enter in where each payment type received will be deposited. Whenever you receive any type of payment the payment will be defaulted to the proper account. Use this task window to set the default banks for the deposit of received payments.

**Figure A. (Default Bank Setup window)**

Pay. Type	Deposit To	Bank Name
CASH	1001	Undeposited Fund
CHECK	1405	CHASE BANK
VISA	1405	CHASE BANK
MASTER	1405	CHASE BANK
AMEX	1405	CHASE BANK
DISCOVER	1405	CHASE BANK

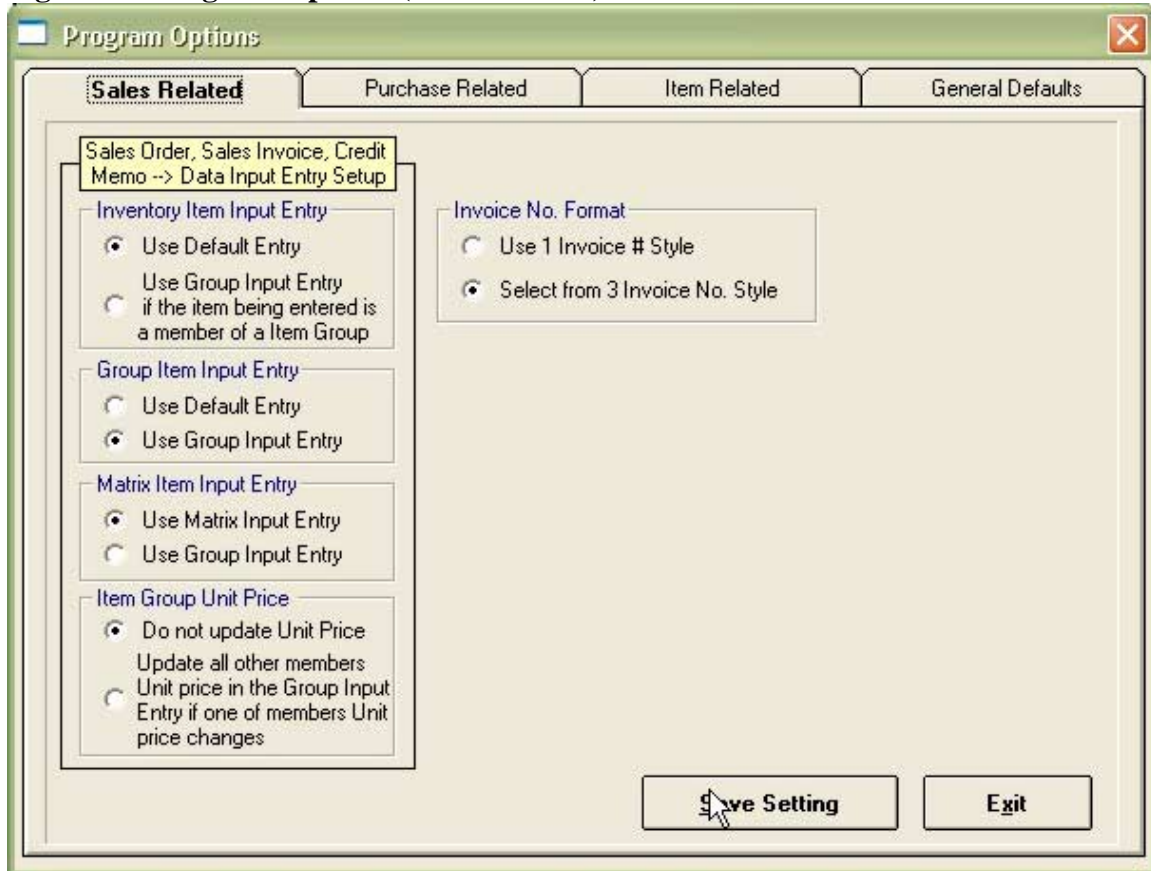
### **How to Modify a default bank setup:**

1. Use the combo drop down box to select a General Ledger account number to deposit to. (Deposit To column)
  2. Use the combo drop down box to select a bank. (Bank Name Column)
  3. Click on **Save** to save the default bank setups.
- Select where you want each payment type to be deposited to. ***Account Number and Bank Name.***

## PROGRAM OPTIONS

- To run **EBS** efficiently, there are a number of default setups that will make your entries easier to manage.

**Figure A. Program Options (Sales Related)**



### **Sales Related Descriptions:**

- For each highlighted blue title there are options in setting up your defaults. Use the mouse to select an option to manage your entries easier. You can select the default entry or a different entry option.
1. Inventory Item Input Entry
  2. Group Item Input Entry
  3. Matrix Item Input Entry
  4. Item Group Unit Price
  5. Invoice number scheme

6. Invoice UPS Freight charge option
7. Customer Invoice and Payment Inquiry

### **Purchase Related Descriptions: (not made yet)**

#### **Purchase Order Default Setup:**

Purchase order default setup is used to store defaults and tab stops for a purchase order entry. By storing these defaults and tab stops you will be able to use these defaults as when you enter in a purchase order.

#### **How to setup purchase order defaults:**

- Purchase Order prefix is a prefix placed before the purchase order number. An example would be PO-000001.
    1. Enter a prefix to be placed before P/O number.
  - The number of digits to be used as a purchase order number is the total number of digits after the prefix. Example: 6, would be 6 digits after the prefix.
    2. Enter in a number of digits for the use of a purchase order number.
- Next Auto number is a purchase order number automatically generated by EBS.  
If a number was PO-000001, and the next number is 10. Then the next auto number would be PO-000010, the actual next number.

#### **Purchase Order Entry Tab Stop Setup:**

- Purchase Order Entry tab stop is a useful option to tab stops from field to field. By selecting a field, the tab stop will be placed in that field. So then you can default the fields you want to move to when entering a purchase order.

#### **How to Setup a P/O Invoice Entry Default Setup:**

- A P/O Invoice entry default setup is done in the same format as a Purchase Order Default setup. To enter in a P/O Invoice entry default setup, repeat the steps in entering in a purchase order default setup.
  - (Look at Purchase Order entry Defaults for reference)

#### **Item Related Descriptions: Default setups for item –**



## General Defaults

### Number Method Setup:

- A formatted setup is used to give prefixes and numbers to different key fields.  
This number method setup gives key field numbers an automatic next number, a next number, or the option of typing the number in the field.

**Figure B. (Number Method Setup)**

The screenshot shows a window titled "Number method Setup". At the top, there is a dropdown menu labeled "Setup Number For :" with "Sales Order No." selected. Below this, there is a section titled "Select a number method to be used" containing three radio buttons: "Use Automatic Next No." (which is selected), "Use Next No.", and "I'll type in the field.". To the right of these radio buttons is a section titled "Setup Next No. to be used" which contains four input fields: "Prefix :" with the value "SO-", "Number of Digits :" with the value "7", "Next No. :" with the value "2", and "Sample Number :". Below the "Sample Number :" field, the text "SO-0000002" is displayed in red. At the bottom of the window, there are two buttons: "Save" and "Exit".

### How to setup a number method setup:

1. Select a primary number to setup by using the combo drop down box.
2. Select a number method to be used.

### **Descriptions:**

- *Use Automatic Next No.:* By selecting this option a automatic next number will be generated for the setup number selected when you click on the **ADD** button.
  - *Use Next No.:* By selecting this option a next number will be generated for the setup number. This number will be the next number after the last entry for the setup number. For example if you entered a sales order entry and the number was SO-000004, then the next number would be SO-000005.
  - *I'll type in the field:* By selecting this field, you can type in a setup number in the field. For example: SO-000007.
3. Select a prefix to be used before the new setup number.
  4. Enter the number of digits for the next setup number.
  5. Enter the next number to start from.
  6. The sample number will be displayed as you enter in the different fields.
  7. Click on **Save** to save the number method setup.

- Grid Width Setup can be used to adjust the grid width of different fields. The width sizes are defaulted by the pixel sizes of each field. You can enter whatever size grid width depending on the size of your windows screen.

**Figure B. (Grid Width Setup)**

	Item No.	Description	Color	Size	Order	Ship	Back Order	Unit Price	Extended	Tax	DC %	DC \$	Comm %
Default Width	12375	10000	5000	5000	5250	5125	5000	6625	9750	6250	8000	8000	8000
Current Width	11875	10000	5500	5000	5250	5125	5000	6625	9750	6250	8000	8000	8000

**How to Modify Grid Column Width Settings:**

1. Click through to tabs to search a window you wish to change.
2. Click on the current width of any field.
3. Then enter the new grid width of the field.
4. Click on the Save setting button save your edited grid column width.

- Tab Stops are used to put stops on certain fields when you enter in entries. These tab stops are used so you can better adequate the user when entering in information.

**Figure C. (Tab Stop Setup)**

	Item No.	Desc-ription	Order	Unit Price	Tax	DC %	DC \$	Comm %
Tab Stop ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**How to Setup your tap stops for different entries:**

1. Click on a tab. For example Sales Order Entry tab:
2. Check or un-check the fields you want the tab stops to be. By checking a field, the tap will stop at that particular field. By un-checking a field the tap will stop at the next checked field.
3. Click on the **Save Setting** button to save the updated tab stop entry.

## *(Accounts Receivable Module)* **CUSTOMER MAINTENANCE**

### **Menu Finder:**

Accounts Receivable Module – Customer Maintenance

### **Customer Maintenance:**

- Customer Maintenance is used to view and maintain a list of customers that your company deals with. You can add new customers, and modify their existing information. In customer maintenance you can also view information regarding the customer's history. For example you can view the customer's invoices and payments received, sales orders, and factor invoices if applicable.

**Figure A. (Customer Maintenance – to maintain your customers)**

The screenshot shows the 'Customer Maintenance' window with the 'Main Info' tab selected. The window has a title bar with 'SAS Customer Maintenance' and standard window controls. Below the title bar, there are search fields for 'Customer No.' (containing 'NY001') and 'Name' (containing 'NEW YORK FASHION'). To the right of these fields are links for 'Browse', 'Menu', and 'Out'. The main area is divided into five tabs: '1. Main Info.', '2. More Info.', '3. Inv. & Payments', '4. Sales Orders', and '5. Factor Invoices'. The 'Main Info' tab is active, displaying various fields for customer information. On the left side, there are fields for 'Address' (123 BROADWAY), 'City, St, Zip' (NEW YORK, NY, 10001), 'Country', 'Ship to' (None), 'Ship Via' (UPS BLUE), 'Route', 'Contact 1', 'Contact 2', 'Telephone 1' ([212] 448-0087), 'Telephone 2', 'Fax', and 'E-Mail'. On the right side, there are fields for 'Terms' (N15), 'Credit Limit' (.00), 'Credit Hold?' (N), 'Credit Hold Ref.', 'Sales Rep.' (001), 'Price Group', 'Total D/C %' (.00), 'Registered on' (02/26/2002), 'Tax Rate %' (.00), 'Tax Exempt #', and a 'Comment' text area. At the bottom of the window, there are buttons for 'Memo ..', 'Add', 'Edit', 'Save', 'Cancel', 'Delete', and 'Exit'.

- The customer's information are entered and displayed in the following tabs:
  - 1. Main Information
  - 2. More Information
  - 3. Invoices and Payments
  - 4. Sales Orders
  - 5. Factor Invoices

### **How to Add a New Customer:**

1. Enter in a new customer number in the customer number field and press enter.  
(Primary Method.)
  - Or click on the Add button, and then enter in a customer number in the number field. (Secondary Method)
2. A message box will appear saying that the customer number is not found. **Do You Want to Add** message box will appear. By clicking Yes, you can start entering in the information for the new customer.
  - For all other methods of entry look at chapter reference.
3. Enter in the customer's information in the different fields by using the field description with examples as a reference. (press enter or tab to move from field to field)

### **Main Tab:**

#### **Field Description with Examples:**

**Customer No.** Ex. *005*(customer number of customer)  
**Name** Ex. *John Park*(customer's name)

**Address** Customer's Address  
**City, St, Zip** Customer's city, state, zip code  
**Country** Customer's Country

**Ship to** Customer's default shipping address.

### **Two options:**

- A.** Click on the New button if there is another shipping address.  
**B.** If the shipping address is the same, select "**same as ship to**" from the ship to combo box.

**Ship Via** Ex. *UPS* (Use magnifier or F2 to select a type of shipping method that will be used for this customer.)

- This ship via will be used as the primary shipping method for this customer. You can change the shipping method when you make a sales order or an invoice if there is another shipping method.

**Route** Ex. *111* (The route number when delivering to this customer)

**Contact** Ex. *John Smith* (Customer's contact person)  
**E-Mail** Ex. [park\\_john@hotmail](mailto:park_john@hotmail) (Customer's email address)  
**Tel** Ex. *201-685-5555* (customer's tel. number)  
**Fax** Ex. *212-555-8889* (customer's fax number)  
**E-mail** Contact or company's email address

**Terms** Ex. *N30* (The terms of the customer to fulfill payment to your company. Use the magnifier to select a term from the search screen)

Credit Limit	Ex. <b>5,000</b> (Credit Limit is used to limit your client limit with purchases. If client exceeds his or her credit limit, a warning message will appear when the user saves a sales order or invoice. Then the user needs to enter in an override password to ignore the message and process the order or invoice. ➤ You can setup an override password in program options. If you don't want to limit the customer's credit just leave it as .00 (zero) in the " <b>credit limit</b> " field.
Credit Hold	If there is a credit hold the user cannot process any new sales order or invoice for that customer. Ex. <b>Y or N</b> (By selecting Y, the customer will be on credit hold. Vice versa for N.)
Credit Hold Ref.	A reference message for the hold on the customer so the users know why the customer's credit has been on hold. (Leave blank if there is no credit hold on the customer.)
<b>Sales Rep.</b>	Ex. 001 Sales representative that is in charge of sales to the current customer.
Price Group	The price group name for the current customer. If there is no price group just leave it default as blank.
Total D/C%	Total discount percent given to the current customer if applicable. This is applied when the user processes a sales order or invoice for a customer. (Leave as blank if there is no discount percent)
<b>Registered on</b>	The date of the customer's entry for <b>EBS</b> .
Tax Rate %	A tax rate percentage if applicable for the current customer. (By setting a tax rate percentage the total sales will be taxed to that customer.)
Tax Exempt #	Ex. <b>052154115</b> (A number that exempts them from taxes of the state) Enter in the tax Exempt number if applicable.
<b>Comment</b>	Ex. <b>Excellent credit</b> (a field in which the user can type comments regarding the customer)

**Field Description (More Information Tab:)**  
**More Info Tab:**

<b>Field 1,2</b>	Ex. Second Contact , Monthy Service (Five extra fields that the user can input information about the customer. These custom fields can be used as a filter for many customer related reports.
------------------	--

<b>Factor Acct #</b>	Ex. Factored account number of new customer.
<b>Exp. Date</b>	Ex. <b>09/20/2000</b> (expiration date of factor account) reference
<b>Credit Line</b>	Ex. <b>4,000</b> (Customer's current credit line for the factor) reference
➤ These three fields are only associated with the factor module.	

- Invoice # Format**      If your company uses more than one invoice number scheme, select the default invoice number format for the current customer.
- If your company wants to differentiate invoice #'s (for example; wholesale customers and retail customers) you can differentiate by wholesale customers start with IN-000001, and retail customers start with IV-000001.
  - This setup is done in the program options. (where it's done)

4. Click on **Save** to Save the new entry.

**Invoice & Payment Tab:**

- Invoice and Payment tab shows the user a list of invoices that has been sent to the customer for the purchases of goods or services from the customer. It shows the invoices, payments, bounces, prepayments, bounce fees and so on. Also shows the balances for those invoices including the past due dates.

**Sales Order Tab:**

- The sales order tab shows open sales orders, and backorders for the customer.

**Factor invoices tab:**

- If the customer is using a factor account the factor invoices tab will show the factored invoices regarding the customer.

## CREDIT CARD INFO. MAINTENANCE

### Menu Finder:

Accounts Receivable Module – Credit Card Info Maintenance

### **Credit Card Info. Maintenance:**

- Credit Card Info. Maintenance is used to keep track of a customer's credit card information. This credit card info maintenance is useful when a customer's makes a prepayment or other payments. Information stored here will make the processes run smoother at busy times because the credit card information can be pulled up from here.

**Figure A. (To enter in credit card information for customers)**

The screenshot shows a software window titled "Credit Card Info. Maintenance". At the top, there is a field for "C/C Info. Register No." with the value "CC0000040" and two buttons: "List C/C.." and "Browse". Below this is a section for customer information with "Customer No." (value "C001") and "Customer Name" (value "JERICO CORP."), each with a magnifying glass icon. A red horizontal line separates this from the credit card details. The details include "Pay. Sub Type" (a dropdown menu showing "VISA"), "Card No." (value "1234XXXX4578"), "Card Holder" (value "JAMES CHUN"), and "Exp. Date" (value "03/01"). There is also a "Memo" field. At the bottom, there are six buttons: "Add", "Edit", "Save", "Cancel", "Delete", and "Exit". A mouse cursor is pointing at the "Save" button.

### **How to Add a new credit card info:**

1. Click on **Add** button for an automatic **C/C info. register** number assigned by **EBS**.
2. Use the magnifier to search for a customer number or enter in a customer number.
  - By entering a customer number, the customer name will automatically appear in the customer name field.
3. Select a **pay. Sub type** for the credit card.
  - For example, it could be a Visa, Mastercard, Amex, or Discover. These sub types are pre-defined by **EBS** that consist of the major credit cards.
4. Enter in the card number in the card No. field.
5. Enter in the name of the cardholder.
6. Enter in the expiration date for the credit card. (Ex. 03/01 format)
7. Enter in a memo for the customer's credit card information. (Optional)



**How to Search and Edit credit card information:**

1. Click on the **List C/C button** and a list of credit card customers will appear.
2. Select the credit card info you wish to edit.
3. Click on the Edit button.
4. Select a field and modify it's contents.
5. Click on Save to save the edited entry.

**How to Delete stored credit card information:**

1. Click on the **List C/C button** and a list of credit card customers will appear.
2. Select the C/C info. you wish to delete.
3. Click on the delete button.
  - Click on the **Yes** button when a confirm delete message box appears.
4. The credit card information will then be deleted.

## CUSTOMER PAYMENT ENTRY

### Menu Finder:

Accounts Receivable Module – Customer Payment Entry

### **Customer Payment Entry:**

- Customer Payment Entry is used to enter in the amounts paid by different customers. The bottom display window will show the invoice numbers, invoice totals, amount due, and amount paid. After entering in the amount paid, you have to apply the amount paid to an invoice. By applying to an invoice the payment amount will be posted.

**Figure A. (Customer Payment Entry Window)**

The screenshot shows the 'Customer Payment Entry' window. At the top, there's a title bar with 'SWS Customer Payment Entry'. Below it, there are fields for 'Pay. Register No.' (set to 'Auto No.') and buttons for 'List Payments ..', 'Browse', 'Menu', and 'Out'. The main section contains fields for 'Customer No.' (C001), 'Name' (JERICO CORP.), 'Payment Type' (CHECK), 'Pay. Sub Type' (CHECK), 'Check No.', 'Amount Paid' (35.00), 'Payment Date' (03/06/2002), and a 'Memo' field. Below these fields is a table with 8 columns: Invoice No., Inv. Total, Amount Due, Paid?, Amount Paid, Payment Discount, and Due Date. The table lists three invoices, with the first one being partially paid. At the bottom, there are buttons for 'Auto Apply Payment ..', 'Add Invoice..', and a summary bar showing 'Applied Amount : 35.00' and 'Unapplied Amount : .00'. A row of action buttons (Add, Edit, Save, Cancel, Void, Exit) is at the very bottom.

	Invoice No.	Inv. Total	Amount Due	Paid?	Amount Paid	Payment Discount	Due Date
1	CM-0000002	35.15	35.15	<input checked="" type="checkbox"/>	35.00		03/04/2002
2	IN-0000001	117.45	7.45	<input type="checkbox"/>			04/03/2002
3	IN-0000002	113.36	113.36	<input type="checkbox"/>			04/04/2002

### **How to Add a Customer Payment:**

1. Click on the **Add** button for an automatic number assigned by **EBS**.
2. Use the magnifier next to the customer number field to search for a customer.  
(Primary method)
  - Enter in a customer number in the customer no. field (Secondary Method)
  - By selecting the customer the bottom window will display the unpaid invoices for that customer.

3. Select the payment type for the entry. Either Check, Cash, Credit Card, or Other.
4. Enter in the remaining fields
5. Enter in the amount paid and the payment date.
6. Apply the amount to the invoice by clicking on the **Paid?** Field.(??)
7. Click on **Save** to save the payment.

#### **Auto Apply Payment:**

- By clicking on the auto apply payment button, **EBS** automatically applies the amount paid to as many invoices that the amount will allow. For example, if you enter in a amount paid of \$250.00, that amount will be distributed from the first invoice to the last. This will depend on the amount due for each invoice. If the amount due for each invoice with a total of three invoices does not exceed the amount paid, that amount will be then distributed within the three invoices.

#### **Add Invoice:**

- By clicking on the add invoice button, you can add another invoice to the bottom display window. By adding another invoice you can apply the amount paid to that invoice as well. Primarily used to edit the customer payment entry. For example, it can be used to apply the customer payment to other invoices rather than what you already applied previously.

#### **How to Search and Edit a customer payment entry:**

1. Click on the **List Payments** button. A new window will appear with a list of customer payments.
2. Select the payment you wish to edit.
  - By selecting the customer, the customer's payment information will automatically be inputted in the main window.
3. Click on the **Edit** button.
4. Select a field and modify its contents.
5. Click on **Save** to save the edited customer payment.

#### **How to Void a customer payment entry:**

1. Click on the **List Payments** button. A new window will appear with a list of customer payments.
2. Select the payment you wish to **Void**.
3. Click on the **Void** button.
  - Click on **Yes** to void the customer payment entry.

## BOUNCE CHECK ENTRY

### Menu Finder:

Accounts Receivable Module – Bounce Check Entry

### **Bounce Check Entry:**

- Bounce check entry is used to maintain information regarding the bounced checks of different customers. By entering a bounced check entry, the bounced amount will be added to your accounts receivable for that customer.

**Figure A. (Bounce Check Entry Window)**

The screenshot shows the 'Bounce Check Entry' window. The 'Register No.' is 'BNC-000001'. The 'Customer No.' is 'C001' and the 'Name' is 'JERICO CORP.'. The 'Bounce Date' is '03/07/2002'. The 'Check No.' is '1234' and there is a 'Select a Check ..' button. The 'Check Amount' is '10.00' and there is a small input field with '0'. The 'Memo' is 'insufficient funds'. The window has buttons for 'Add', 'Edit', 'Save', 'Cancel', 'Void', and 'Exit'. There are also links for 'List Bounce Checks ..', 'Browse', 'Menu', and 'Out'.

### **How to Add a Bounce Check Entry:**

1. Click on the **Add** button for an automatic register number assigned by **EBS**.
2. Use the magnifier to search for a customer number or enter in a customer number.
3. Enter in the bounce check date. (Or use the default date if the bounce check date is the same as the default date.)
4. Enter in the check number of the bounce check. If you need to see the list of check payments then click on **Select a Check.**
  - By selecting the check the check amount is automatically applied.
  - Enter in a bounce fee amount if applicable.
5. Enter in a memo regarding the bounced check. (optional)

### **Key Tips:**

- By clicking on **List Bounce Checks**, a new window will appear showing the customer's bounce checks. Primarily used as a reference to look up the customer's bounce checks.

**How to Search and Edit a bounce check entry:**

1. Click on the **List Bounce checks** button. A new window will appear with a list of bounced checks.
2. Select the bounced check you wish to **Edit**.
  - By selecting the bounced check, the customer's bounce check information will automatically be inputted in the main window.
3. Click on the **Edit** button.
4. Select a field and modify its contents.
5. Click on **Save** to save the edited bounce check entry.

**How to Void a bounce check entry:**

1. Click on the **List bounce checks** button. A new window will appear with a list of bounce checks.
2. Select the bounce check you wish to Edit.
3. Click on the **Void** button.
  - Click on **Yes** to void the bounce check entry.

## POSTDATE CHECK ENTRY

### Menu Finder:

Accounts Receivable Module – Postdate Check Entry

### **Postdate Check Entry:**

- Postdate Check Entry is used to enter in postdated checks from different customers. You can post or apply the postdated check to an invoice that hasn't been paid from that customer. These postdated checks can be viewed on relative reports and in a customer invoiced payment screen in the Customer Maintenance task window.
- **Key Tip:** The **invoice** balances will not be affected by the postdated checks until the postdated checks are converted into payments.

**Figure A. (Customer Postdate Check Entry (PDC))**

PDC Register No. : Auto No. List Postdate Checks .. Browse Menu Out

Customer No. : C001 Name : JERICO CORP. Select ..

---

Payment Type : CHECK Pay. Sub Type : CHECK

Check No. : 151

Check Amount : 100.00 Check Date : 03/08/2002

Memo : postdate check

	Invoice No.	Inv. Total	Amount Due	Paid?	Amount Paid	Payment Discount	Due Date
1	CM-0000002	35.15	.15	<input type="checkbox"/>			03/04/2002
2	IN-0000001	117.45	17.45	<input type="checkbox"/>			04/03/2002
3	IN-0000002	113.36	113.36	<input checked="" type="checkbox"/>	100.00		04/04/2002

Auto Apply Payment .. Add Invoice.. Applied Amount : 100.00 Unapplied Amount : .00

Convert Postdate Check(s) to Payments Add Edit Save Cancel Void Exit

### **How to Add a Customer's Postdated Check:**

1. Click on the **Add** button for an automatic number assigned by **EBS**.
2. Use the magnifier to search for a customer number, or enter in a customer number.  
(Primary Method)

- Or click on the **Select** button to select a customer from the customer search window. (Secondary Method)
3. Select a payment type from the payment type field.
  4. Enter in the check number of the postdated check.
  5. Enter the check amount of the postdated check.
  6. Enter in the check date of the postdated check.
  7. Enter in a memo regarding the postdated check. (optional)
8. Apply the amount to appropriate invoices. Using your preferences you can either automatically apply the payments (**auto apply payment**), or apply it manually.
    - As you enter in the customer number a list of invoices unpaid will appear on the bottom window.
    - Two ways to apply the payment received from the customer:
      - You can click on the paid field of each invoice to manually apply the postdated check amount to each invoice.
      - You can click on **auto apply payment** and the postdated check amount will automatically apply to as many invoices that the amount will allow. For example, if you have a postdated check amount of \$100.00, that amount will be distributed from the first invoice to the last. This will depend on the amount due for each invoice. If the amount due for each invoice with a total of three invoices does not exceed amount paid, that amount will be then distributed within the three invoices.
  9. Click on **Save** to save the new postdated check entry.

#### **Convert Postdate Checks to Payments :**

- By clicking this button, the postdated checks can be converted into payments. Converting postdated checks into payments simply means that you are registering the postdated check amount to a customer payment entry.
- This option will open a new window listing different postdated checks. Select the postdated check to convert by clicking on convert field. Then click on **Save** to save the entry.

**Add a Postdate Check:** You can use this button to add any other postdated checks for the customer. Then you can convert the postdate check to a payment by repeating the instructions above.

**Load All Postdate Checks to be converted as of today:** You can use this button to load or refresh all the postdated checks for the current day so they can be converted into customer payments.

### **How to Search or Edit a postdated check:**

1. Click on the **List Postdate checks** button. A new window will appear with a list of postdated checks.
2. Select the postdated check.
  - By selecting the postdated check, the customer's postdate check information will automatically be inputted in the main window.
3. Click on the **Edit** button.
4. Select a field and modify its contents.
5. Click on **Save** to save the edited postdate check entry.

### **How to Void a postdate check entry:**

1. Click on the **List Postdate checks** button. A new window will appear with a list of postdated checks.
2. Select the postdate check you wish to **Void**.
3. Click on the **Void** button.
  - Click on **Yes** to void the postdate entry.



## A/R DEBIT INVOICE ENTRY

### Menu Finder:

Accounts Receivable Module – A/R Debit Invoice Entry

### **A/R Debit Invoice Entry:**

- A/R Debit invoice entry are used to enter in a your account receivable service entries. **EBS** provides a service invoice as an alternate option to a standard invoice in case you want to create an invoice without inventory items. An example would be a service charge of labor without the shipment of products to your customers.

**Figure A. (A/R Debit Invoice Entry window)**

Invoice No : AR-0000003 Balance : 100.00 List Invoices... Browse Menu Out

**1. Select Customer** **2. Enter Debit Details & Save**

Customer No. : C001 Name : JERICO CORP. Select...

Address :  
1234 MAIN ST  
NEW YORK NY 10001

Invoice Date : 04/04/2002  
Reference : 101  
Terms : N30  
Sales Rep : 001  
Sp 001  
Department : 151  
Credit Ref. :  
House/Factor : H

Internal Memo :

Next >>

Print Void A/R Invoice Add Edit Save Cancel Exit

### **How to Add a Accounts Receivable Debit Entry:**

1. Click on the **Add** button for an automatic number assigned by **EBS**.
2. Enter in a customer number in the customer number field. (Primary Method)
  - Or click on the magnifier to search for a customer. (Secondary Method)
3. Enter in the remaining fields that are required to complete the debit Invoice entry.

### **Field Description with Examples:**

**Internal Memo** Enter in a internal memo if applicable.

<b>Invoice Date</b>	Debit Invoice Date
Reference	A reference number regarding the A/R Debit Invoice Entry.
<b>Terms</b>	Enter in the terms of the debit invoice.
Sales Rep	The sales representative that sold the service to the customer.
<b>Department</b>	The department who is handling the service if applicable.
Credit Ref.	A credit reference regarding the customer if applicable.

4. Click on the **Next Arrow** to move to the **Enter Debit Details & Save** screen.
5. Type in a G/L account number from the G/L account no. field.
  - Or use the magnifier to search for a G/L account number from the income code list.
6. Enter in the amount of the debit invoice.
7. Click on the **OK** button and the line entry will be displayed.
8. Enter in a remark at your disclosure.
9. Click on **Save** to save the A/R Debit Invoice Entry.

#### **How to Search and Edit a A/R debit invoice entry:**

1. Click on the **List Invoices button**. A new window will appear with a list of A/R debit invoice entries.
2. Select the invoice entry.
  - By selecting the debit invoice entry, the debit invoice information will be automatically be inputted in the main window.
3. Click on the **Edit** button.
4. Select a field and modify its contents.
5. Click on **Save** to save the edited A/R Debit Invoice Entry.

#### **How to void a A/R debit invoice entry:**

1. Click on the **List Invoices button**. A new window will appear with a list of A/R debit invoice entries.
2. Select the invoice entry you wish to void.
3. Click on the **Void A/R Invoice** button.
  - Click on **Yes** to void the debit memo entry.

## A/R CREDIT MEMO ENTRY

### Menu Finder:

Accounts Receivable Module – A/R credit memo entry

### **A/R Credit Memo Entry: (service credit)**

- An A/R Credit Memo Entry is used to give credit for a returned service or extra discounts if applicable. An example of an A/R credit memo entry would be an overcharge of a service you gave to a customer. That overcharge is entered and a credit can be applied to a un-paid invoice for the selected customer.

**Figure A. (Entering a Credit Memo Entry)**

The screenshot shows the 'A/R Credit Memo Entry' window with the '1. Select Customer' tab active. The 'Customer No.' field contains 'C001' and the 'Name' field contains 'JERICO CORP.'. The 'Address' section includes '1234 MAIN ST', 'NEW YORK', 'NY', and '10001'. The 'C/M Date' is '03/08/2002', 'C/M Ref.' is '121', 'Terms' is 'N30', 'Sales Rep' is '001', 'Sp' is '001', 'Department' is '145', 'Credit Ref.' is empty, and 'House/Factor' is 'H'. The 'Internal Memo' field is empty. At the bottom, there are buttons for 'Print', 'Void Credit Memo', 'Add', 'Edit', 'Save', 'Cancel', and 'Exit'. A 'Next >>' button is also present on the right side of the form area.

### **How to Add a A/R Credit Memo Entry:**

1. Click on the **Add** button for an automatic number assigned by **EBS**.
2. Use the magnifier to search for a customer number or enter in a customer number.  
(Primary Method)
  - Click on the **Select** button to select a customer from the customer list window.  
(Secondary Method)
- An internal memo can be used as a memo pertaining to the credit memo.
3. Enter in the remaining fields.

### Field Description with Examples:

<b>C/M Date</b>	Credit Memo Date
C/M Ref	A reference pertaining to the credit memo.
<b>Terms</b>	The terms of the customer.
Sales Rep	Enter in the sales representative for that customer if applicable.
<b>Department</b>	Enter the department number for the credit memo if applicable.
Credit Ref.	Enter in a credit reference for the customer if applicable.

- Click on the **Next >>** button to enter in the credit details.

**Figure B. (Credit Details and Save window)**

**A/R Credit Memo Entry**

Credit Memo No.: Auto No. List Credit Memo: Browse Menu Out

**1. Select Customer** **2. Enter Credit Details & Save**

#	G/L Account No.	Description	Amount
1	410	Service Fee	50.00

Remarks: Select a Remark ..  
overcharged amount to customer

**Total Credit Amount: 50.00**

☒ Apply Credit to available Invoices Now  
☐ Apply Credit to the Next Sales Invoice  
☐ Leave this credit open to apply later

**<< Back**

**Print** **Void Credit Memo** **Add** **Edit** **Save** **Cancel** **Exit**

### How to Add Line Items:

- Use the magnifier to search for the G/L account number. By searching for a G/L account number you can assign the appropriate amount to the corresponding G/L account. Enter in a G/L account number in the G/L account field. (Secondary Method)
- Enter in the G/L amount for the G/L account in the amount field.
- Click on the **OK** button and the line entry will be displayed.
- Enter in a remark at your disclosure.

- Before you save the entry you have three choices on applying the credit.
  - **Apply Credit to available Invoices Now:**
    - By selecting this option, the credit memo can be applied to unpaid invoices for that customer. A new window will appear when you click on Save. This window will list the unpaid invoices where you can apply the amount.
  - **Apply Credit to the Next Sales Invoice:**
    - By selecting this option the credit memo will be applied to next sales invoice.
      - The apply credit screen will automatically pop-up after you have saved a new sales invoice. So then you can apply the credit to the sales invoice.
  - **Leave the credit open to apply later:**
    - By selecting this option the credit memo will remain open until you select the credit memo and apply the amount to appropriate invoices. If the credit is open you can apply it to an invoice at a later time. To apply to an invoice at a later time, simply click on List credit memo button to view a list of open credits. Then select the credit memo and apply the credit amount. To apply the credit amount, click on the apply credit button in the **enter credit details and save tab**.

#### **How to Search or Edit a credit memo:**

1. Click on the **List Credit Memo button**. A new window will appear with a list of credit memos.
2. Select the credit memo.
  - By selecting the credit memo, the customer's credit memo information will automatically be inputted in the main window.
3. Click on the **Edit** button.
4. Select a field and modify its contents.
5. Click on **Save** to save the edited credit memo.

#### **How to Void a credit memo:**

1. Click on the **List Credit Memo button**. A new window will appear with a list of credit memos.
2. Select the credit memo you wish to void.
3. Click on the **Void Credit Memo button**.
  - Click on Yes to void the credit memo entry.

## CHANGE APPLIED (CM) CREDIT MEMOS

### Menu Finder:

Accounts Receivable Module – Change Applied CM

### **Change Applied CM:**

- Apply open credits is used to apply credits that already have been posted but hasn't been applied to invoices. These credits can be applied to different invoices. Change applied credit memos is used to change the information regarding the applied credits to selected customers.

**Figure A. (Applying Open Credits)**

**SWS Apply Open Credits**

Credit Memo No. : CM-0000003    Select Credit Memo ..    List Applied History ..    Browse    Menu    Out

Customer No. : C001    Name : JERICO CORP.

Credit Amount : 595.00    Credit Memo Date : 03/08/2002

Invoice No.	Inv. Total	Amount Due	Apply?	Amount applied	Date Applied	Invoice Date
-------------	------------	------------	--------	----------------	--------------	--------------

Auto Apply ...    Add Invoice...

Edit    Save    Cancel    Void    Exit

### **How to change applied credits to Selected Customers:**

1. Click on the **Select Credit Memo** Button. A new window will appear with a list of credit memos.
2. Select the credit memo you wish to change.
  - By selecting the credit memo, the credit memo information will be automatically be inputted in the main window.
3. Click on the **Edit** button.
4. Apply or Un-apply the credits on the apply column.
5. Click on **Save** to save the changed **applied credits for credit memos**.

**Add Invoice:**

6. By clicking on the **add invoice** button, you can add another invoice to the bottom display window. By adding another invoice you can apply the amount paid to that invoice as well. Primarily used to edit the customer payment entry. For example, it can be used to apply the customer payment to other invoices rather than what you already applied previously.

## REFUND TO CUSTOMER ENTRY

### Menu Finder:

Accounts Receivable Module – Refund to Customer Entry

### **Refund to Customer Entry:**

- Refund to customer entry is used to give refunds to customers. An example of a refund to a customer entry is when a customer makes an additional payment to their invoice. If the customer made an additional payment that payment will be posted twice on that invoice. So sometimes you may need to issue a refund of the double payment received from that customer. In figure A. there is a refund applied to a credit memo. This refund is applied to a credit memo because the customer wants a cash refund. So instead of a credit memo given to the customer a cash refund is given to replace the credit memo.

**Figure A. (Refund to customer entry)**

The screenshot shows the 'Refund to Customer Entry' window. At the top, there's a title bar with 'SMS Refund to Customer Entry' and a close button. Below the title bar, there are fields for 'Rfn. Register No.' (set to 'Auto No.') and buttons for 'List Refunds ..', 'Browse', 'Menu', and 'Out'. The main form area contains several input fields: 'Customer No.' (C001), 'Name' (JERICO CORP.), 'Payment Type' (CHECK), 'Pay. Sub Type' (CHECK), 'Bank G/L Acct.' (1001), 'Bank Name' (Undeposited Fund), 'Check No.' (105), 'Refund Amount' (100.00), and 'Refund Date' (03/18/2002). There is also a 'Memo' field. Below these fields is a table with 8 columns: Invoice No., Inv. Total, Amount Due, Refund?, Refund Amount, Due Date, and Invoice Date. The table contains two rows of data. At the bottom of the window, there are buttons for 'Auto Apply Refund ..', 'Add Invoice..', and a summary section showing 'Applied Amount : 100.00' and 'Unapplied Amount : .00'. At the very bottom, there are buttons for 'Add', 'Edit', 'Save', 'Cancel', 'Void', and 'Exit'.

	Invoice No.	Inv. Total	Amount Due	Refund?	Refund Amount	Due Date	Invoice Date
1	CM-0000002	-35.15	-35.15	✓	35.15	03/04/2002	03/04/2002
2	CM-0000003	-100.00	-100.00	✓	64.85	03/05/2002	03/05/2002

### **How to Add a refund to Customer Entry:**

1. Click on the **Add** button for an automatic number assigned by **EBS**.
2. Use the magnifier to search for a customer number or type in a customer number.  
(Primary Method)



- Or click on the **Select** button to select a customer from the customer search window. (Secondary Method)
3. Enter in the remaining fields.

**Field Description with Examples:**

**Payment Type** Select the payment type from the combo box field.  
**Pay. Sub Type** If the payment type is a credit card, the pay.sub type field will be enabled. Then the combo box field will be enabled to let you choose the sub-type of the credit card.  
 Ex. Sub Type: Visa, Mastercard, Discover, and etc.  
 ➤ You can also select a credit card by clicking on the select credit card button.

**Key Tip:** By selecting a payment type the fields will change to match the payment type criteria.

**Bank G/L Account** Using the magnifier select the bank General Ledger Account. Select the bank G/L account where the refund amount will be taken from.  
**Reference** Enter in a reference for the customer. (Optional, and the field will change as the payment type changes.)  
**Refund Amount** Enter in the refund amount.  
**Refund Date** Enter in the date of the refund.  
**Memo** Enter in a memo using your preferences.

4. Apply the refund to invoices that will be shown in the bottom display window. This display window will show the invoices with a negative balance, open credit memos, and open credit prepayments. Click on the refund box to apply the refund to the appropriate invoices.

**Key Tip:** **Auto Apply Refund:** By clicking on this option **EBS** will take the refund amount and automatically enter in the refund through the appropriate invoices. (This will depend on the invoices negative amount.)

**Add Invoice:**

- By clicking on the **add invoice button**, you can add another invoice to the bottom display window. By adding another invoice you can apply the amount paid to that invoice as well. Primarily used to edit the customer payment entry. For example, it can be used to apply the customer payment to other invoices rather than what you already applied previously.

5. Click on the **Save** button to save the refund entry.

**How to Search and Edit a refund to customer:**

1. Click on the **List refunds button**. A new window will appear with a list of refunds.
2. Select a registered refund entry.
  - By selecting the refund entry, the customer's refund information will automatically be inputted in the main window.
3. Click on the **Edit** button.
4. Select a field and modify its contents.
5. Click on **Save** to save the edited refund entry.

**How to Void a refund entry:**

1. Click on the **List Refunds button**. A new window will appear with a list of refund entries.
2. Select the refund entry you wish to void.
3. Click on the **Void** button.
  - Click on **Yes** to void the refund entry.

## CUSTOMER BEGINNING BALANCE SETUP

### Menu Finder:

Accounts Receivable Module – Customer Beginning Balance Setup

### **Customer Beginning Balance Setup:**

- Customer beginning balance is used to select your customers and enter in beginning balances for those selected customers. These beginning balances can be entered in two ways. Either by entering in one invoice balance at a time, or by entering in the total balance of a customer's account.

**Figure A. (Customer Beginning Balance Setup Window)**

	Customer No.	Name	Invoice No.	Invoice Date	Terms	Balance	Total
1	C001	JERICO CORP.	03541	5/1/2002	N30	150.00	300.00
2	C001	JERICO CORP.	03541	5/1/2002	N30	150.00	300.00
3	C001	JERICO CORP.	Auto No.	5/1/2002	NT	500	500

### **How to enter in a Customer's Beginning Balance:**

- There are two ways to enter in a customer's beginning balance.
- Primary Method lets the user enter the total balance of all the invoices for the selected customer.
  1. Enter in a customer number in the customer number field.
    - Or use the magnifier to search for a customer number.
  2. Check the box next to the **Let system assign invoice number**.
    - By checking this box the invoice number and terms field will be disabled because **EBS** will assign it automatically.
    - **NT** in the terms field means there are no terms.

3. Enter in the invoice date for the beginning balance entry.
  4. Enter in the total amount un-paid for all the invoices in the **balance** field.
  5. Enter in the total invoice amount for all the invoices in the **total** field.
  6. Click on the **Ok** button to post the customer's beginning balance in the display window.
  7. Click on **Save** when the entry is complete.
- Secondary method lets the user enter one invoice beginning balance at a time for the selected customer.
1. Enter in a customer number in the customer number field.
    - Or use the magnifier to search for a customer number.
  2. Un-Check the box next to the **Let system assign invoice number**.
  3. Enter in an invoice number in the invoice number field.
  4. Enter in the invoice date for the beginning balance entry.
  5. Enter in the amount un-paid in the **balance** field.
  6. Enter in the total invoice amount for the invoice in the **total** field.
  7. Click on the **Ok** button to post the customer's beginning balance in the display window.
  8. Click on **Save** when the entry is complete.

## INCOME CODE SETUP

### Menu Finder:

Accounts Receivable Module – Income Code Setup

### **Income/Expense Code Setup:**

- Income/Expense List setup is used to enter in your General Ledger accounts. You have the option to categorize your GL accounts by an income account or an expense account. This is very useful, by **EBS** assembles the proper General Ledger accounts by their types; income or expense. Income codes are used on A/R Debit Invoice Entry. Expense codes are used on A/R Credit Memo Entry, A/P Payment Entry, Payable Invoice Entry.

**Figure A. Income/Expense Code Setup Window:**

The screenshot shows the 'Income/Expense List Setup' window. The title bar reads 'SWS Income/Expense List Setup'. Inside the window, there is a 'G/L Account No.' field containing the number '300'. To the right of this field is a 'List Accounts ..' button and a 'Browse' link. Below these is a section with an 'Account Name' field containing 'Bounce Fee Income'. Underneath the account name is a 'G/L Account Type' dropdown menu with 'Income' selected. At the bottom of the window, there are six buttons: 'Add', 'Edit', 'Save', 'Cancel', 'Delete', and 'Exit'. A mouse cursor is pointing at the 'Edit' button.

### **How to add a new G/L account:**

1. Click on the **Add** button for an automatic number assigned by **EBS**.
2. Enter in a G/L account number in the **G/L account no.** field.
3. A message box will appear saying that the G/L account number is not found. **Do You Want to Add** message box will appear. By clicking **Yes**, the new G/L account number will be entered.
4. Enter in an account name for the G/L account in the **account name** field.
5. Using the combo drop down box, select a G/L account type.

#### **How to Search or Edit a G/L account entry:**

1. Click on the **List Accounts Button**. A new window will appear with a list of accounts.
2. Select the G/L account and click on **Ok**.
  - By selecting the G/L account, the account information will automatically be inputted in the main screen.
3. Click on the **Edit** button.
4. You can only change what type of G/L account it is. Use the combo drop down box to change the G/L account type if you need to.
5. Click on **Save** to save the modified G/L account type.

#### **How to Delete a G/L account:**

1. Click on the **List Accounts Button**. A new window will appear with a list of accounts.
2. Select the G/L account and click on **Ok**.
  - By selecting the G/L account, the account information will automatically be inputted in the main screen.
3. Click on the **Delete** button.
4. Click on **Yes**, to delete the G/L information.

## CUSTOMER MEMO MAINTENANCE

### Menu Finder:

Accounts Receivable Module – Customer Memo Maintenance

### **Customer Memo maintenance:**

- Customer Memo maintenance is used to maintain memos that are used as reminders about different customers. These reminders can be used in different ways. Using your preferences you can enter in memos here. You have the option to let them to pop-up when you enter in an entry that deals with that customer. Also you have another option in which the **done** field that can be used to tell the status of the customer's memo. (By checking the done field, you can also view which user completed the task of the memo) Using these memos you will be able to take care of your customers more thoroughly.

### **Customer Memo Maintenance: (Memo Maintenance)**



### **How to Add a Customer Memo:**

1. Click on the **Add** button for an automatic number assigned by **EBS**.
2. Enter in a customer number or use the magnifier to search for a customer number.
  - As you enter or search a customer's number, the customer name will fill in automatically in the customer name field.
3. Enter in a memo regarding the customer in the memo box.
4. Select whether you want a **done** or **customer memo** to popup when dealing with that customer.

**Figure B. (Customer Memo Pop-Up Window)**

	Memo	Done?	Popup?	Created
1	customer's last payment has not been received	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3/11/2002 BY : SAFE
2	This is my emergency memo.. This has to be done b	<input type="checkbox"/>	<input type="checkbox"/>	2/20/2002 BY : SAFE

- There are two options for the customer memos.
  - **Done Option:** Check the done box if the memo has been taken care of.
  - **Pop-Up Option** By checking this option the pop- up window will appear when you make an entry dealing with that customer.

**How to Search or Edit a customer memo:**

1. Click on the **List Memo button**. A new window will appear with a list of memos.
2. Select the memo.
  - By selecting the memo, the customer's memo information will automatically be inputted in the main window.
3. Click on the **Edit** button.
4. Select a field and modify its contents.
5. Click on **Save** to save the edited memo.

**How to Delete a memo:**

1. Click on the **List Memo button**. A new window will appear with a list of memos.
2. Select the memo you wish to delete.
3. Click on the **Delete Memo** button.
  - Click on **Yes** to delete the memo entry.



*(Sales Order Module)*  
**SALES ORDER ENTRY**

**Menu Finder:**

Sales Order Module – Sales Order Entry

**Sales Order Entry:**

- Sales Order Entry is used to enter in information regarding a customer's order. With a sales order entry you can track a customer's backorders for items you do not have in stock and track the items you do have in stock. Upon completion of a Sales Order you can invoice the sales order with the items that can be shipped. You may invoice a customer multiple times if the order shipped was a partial shipment.
- Typical Scenario of making a Sales Order:
  - Once you have entered a sales order, you can print a picking sheet for the warehouse to check. After you've received the checked picking sheet from the warehouse, you can then make an invoice of the sales order based on the picking sheet. This invoice will then be sent to the customer for payment.

**Fig.A (Sales Order Entry)**

The screenshot shows the 'Sales Order Entry' window with the following details:

- Header:** Sales Order No.: SD-0000001, Status: < COMPLETED >, List Open S/O ..
- Tabs:** 1. Select Customer (active), 2. Enter Line Items, 3. Total & Save
- Customer Info:** Customer No.: C001, Name: JERICO CORP.
- Ship To:** JERICO CORP., 1234 MAIN ST, NEW YORK, NY, 10001
- Bill To:** 1234 MAIN ST, NEW YORK, NY, 10001
- Order Details:** Order Date: 03/04/2002, Shipping Date: 03/04/2002, Cancel Date: 04/04/2002, Order Type: Back Order, Order Status: New
- Terms & Rep:** Terms: N30, Sales Rep: 001, Sp 001
- Other Fields:** P.O. #, Department, Credit Ref., Ship Via: RPS, Price Group, Split Comm?: N, FOB, House/Factor: H
- Buttons:** Print, Void Order, Cancel Order, Add, Edit, Save, Cancel, Exit

### **How to Add a New sales order:**

1. Click on the **Add** button for an automatic number assigned by **EBS**.
  - For every order there is an order status next to the Sales Order Number field. That order status tells you what kind of sales order it is. For example it can be a **New order**, **Backorder**, or a **completed** order. (Fig A.) For more information look on Chapter Reference.
2. Type in a **Customer number** in Customer No. field and press Enter. (Primary Method)
  - Use the magnifier next to the customer number field to search for one. (Secondary Method)

#### **Key Tips:**

- To move from field to field, you can either press enter or tab. The tab stops are setup in Program options – Tab Stop Setup.
- Using your preferences as a company you should decide which fields to use and not to use. Not all fields are required to complete a sales order. Use the fields that are necessary to complete the needs for your company. If you don't need or require a certain field, leave it blank.
- Remember that there are different ways to enter in information for different fields. You can use different methods such as Primary or Secondary methods to enter in information. Choose a method that will be best suitable for your company.

3. Enter in the remaining fields of the new sales order.

### **Field Description with Examples.**

<b>Customer No.</b>	Customer No. and description is automatically entered by doing <b>step.2</b> Look at Fig. A for reference.
<b>Name</b>	The name of the customer.
<b>Ship to</b>	<p>Click on the Down Arrow to select <b>Same as Bill To</b>, or <b>None</b> if there is no shipping address.</p> <ul style="list-style-type: none"><li>➤ Click on <b>New</b> to enter in a new shipping address if the shipping address is not shown. An <b>Add to Ship Address</b> window will appear. Enter in appropriate fields and click Save. The option of <b>New</b> is used because a customer can have multiple shipping addresses.</li></ul>
<b>Internal Memo</b>	A memo can be entered regarding the sales order entry. Used for your company's preferences.
<b>Order Date</b>	<p>Order Date is the date when the customer ordered.</p> <ul style="list-style-type: none"><li>• Keep the current one by clicking on enter. (Primary Method)</li></ul>

- Highlight the current date and type over the field to change the order date of the sales order. (Optional Method)
- Another option is by clicking on **the calendar** button to select an order date. (Secondary Method)

➤ When entering a new or different date the format should be like this MMDDYY (**Ex. 022801**).

Shipping Date  
Cancel Date

The estimated shipping date for the Sales Order.

The estimated cancellation date of the Sales Order.

Ex. If an order needed to be cancelled the date entered would be the deadline for cancellation.

- If there is no cancellation date leave the default date.

**Terms**

Click on magnifier to select a term code for the sales order.(Primary Method)

Enter in a terms code for the sales order. (Secondary Method)

Sales Rep.

Use the magnifier to select a sales representative that made the sale. (Primary Method)

Enter or type in a sales representative's code. (Secondary Method)

**Ship Via**

Enter in a shipping carrier or use the magnifier to search for one.

**Split Comm**

Enter in **Y** for yes or **N** for No to split the commission with another sales representative.

- By entering in Y, a new window will appear called **Split Commission Entry**.

**Fig. C (Split Commission Entry)**

- Click on the Magnifier to search for a sales person and select it from list.

#### **Sales Representative 1:**

- After selecting a sales representative, enter in the percentage split for each sales representative. Repeat the same steps for Sales Person 2. (**Fig. C**)
- Click **Ok** to return to the sales order entry window.

<b>Order Type</b>	An order type could be either a sales order entry or back order entry. A sales order entry doesn't always have to be a new sales order entry. For example, it can be a backorder type for the backorderd items that wasn't in inventory before.
Order Status	<p>Use the scroll button to select the status of the sales order. The default is <b>New</b>, and the sales order can be an <b>open</b> order or <b>hold</b> order.</p> <ul style="list-style-type: none"> <li>Once the picking sheet is printed the order status changes from New to <b>Open</b>. <b>Hold</b> is an option for the user to hold the order. This will prevent the sales order from being invoiced.</li> </ul>
<b>P.O #</b>	If there is a customer's P.O number, enter it in the field.
Dept	Enter in a purchase department number if applicable.
Credit Ref	A reference of credit that can be used to determine the customer's credit status.
<b>Price Group</b>	<p>Enter in the price group for the customer if applicable.</p> <p><b>Key Tip:</b> If you want to change the price group for a customer's order, you have to override the existing price group name.</p>
FOB	Enter in Freight on Board if applicable.

### Line Items Tab:

- Click on Next Arrow to move to the line items tab. A Line Items tab is a window to enter in items ordered for the sales order.

**Fig. D(To enter Line Items for a Sales Order)**

Sales Order Entry

Sales Order No : Auto No. List Open S/O Browse Menu Out

1. Select Customer 2. Enter Line Items 3. Total & Save

#	Item No	Description	Order	Ship	Bk Ord	U/M	Unit Price	Extended Price
	002	GROUP ITEM COLOR :	3			EACH	7.03	21.09
		Color	Size	Tax	D/C %	D/C \$	Comm %	
				N	12.10	.97	4.00	

OK

	Item No.	Description	Color	Size	Order	Ship	Bk Ord	U/M	Unit Price	Extended Price
1	001	REGULAR ITEM			50	0	0	EACH	6.15	307.50
2	002	GROUP ITEM C		1B	2	0	0	EACH	7.03	14.06
3	002	GROUP ITEM C		1	3	0	0	EACH	7.03	21.09
4	002	GROUP ITEM		2	4	0	0	EACH	7.03	28.12
5	002	GROUP ITEM		4	5	0	0	EACH	7.03	35.15
6	002	GROUP ITEM		10	6	0	0	EACH	7.03	42.18
7	003	MATRIX ITEM	BLK	S	1	0	0	EACH	7.91	7.91
8	003	MATRIX ITEM	BLK	M	2	0	0	EACH	7.91	15.82
9	003	MATRIX ITEM	BLK	L	2	0	0	EACH	7.91	15.82

<< Back Delete Line Insert Mode Next >>

Print Void Order Cancel Order Add Edit Save Cancel Exit

### How to Add Line items:

- The cursor will appear in the Item No. field. (waiting for input) (**Fig. D**)
  - Use the magnifier to search for an item to add. (Primary Method)
  - If you select a matrix or group item a window will appear. Then enter in the quantity of each matrix or group item. If you select a inventory item, enter in the quantity in the Order field.
- 1. Enter the Order Quantity in **Ord.** Field and press Enter.
- If you want to change the unit price enter in a new unit price, otherwise leave the defaulted unit price.(**Fig. D**)
- 2. The tax, D/C%, D/C \$, and Comm% field will be enabled. You can change the contents at your disclosure.
- 3. Press tab until the **OK** button is highlighted, and press enter to add the new entry. (**Fig. D**)
- To add another line item, repeat steps 1-3.

**Field Description and Examples:**

<b>#</b>	The # field is used when you are editing a sales order. The # field shows you the user which row number the item is displayed upon. (You do not need to enter a number for the # field when adding, there will be a default number)
<b>Item No:</b>	Ex. <i>EAW001</i> (Search for an item number using magnifier or F2.)
<b>Description</b>	Ex. <i>Watches</i> (Confirm if description is right with item number.)
<b>Order</b>	Ex. 25 ( Quantity of order)
<b>U/M</b>	Ex. <i>Each</i> ( Unit of Measure of items)
<b>Unit Price</b>	Ex. \$25.00 ( Select the unit price of item.)
<b>Tax</b>	Ex. Y/N (To determine is tax is applicable or not./optional)
<b>D/C%</b>	Ex. 5% (The percentage discount of each item if applicable)
<b>D/C \$</b>	Ex. \$50.00 (The discount amount for each item if applicable)
<b>Commission %</b>	Ex. 10% (The commission percentage for each line item if applicable)

**There are two different cases to enter in a commission:**

- Line commission is used when there might be a different commission for different prices.
- Line commission can also be used when there is a different commission for the items with different prices.

These two cases can be used to vary the commission for different items with same prices.

- If the commission is constant for a salesperson then use the commission percentage field in the salesperson maintenance.
- In any of these cases you can change the line commission in the Line Items Tab of any Invoice Entry. (Commission % field)
- The commission will be shown at the Sales Order -- Total Tab -- Commission Rate%
- The commission rate% is linked to the Sales Order Maintenance of a Sales Order.

## **Total Tab:**

**Fig. E (Sales Order Total Tab)**

The screenshot shows the 'Sales Order Entry' window with the 'Total & Save' tab selected. The window title is 'Sales Order Entry'. At the top, there's a 'Sales Order No.' field with 'SO-0000004' and a 'NEW ORDER' button. To the right are links for 'List Open S/O...', 'Browse', 'Menu', and 'Out'. Below this is a tabbed interface with three tabs: '1. Select Customer', '2. Enter Line Items', and '3. Total & Save'. The 'Total & Save' tab is active. It contains several input fields for discounts, taxes, and commissions, all currently set to '.00'. There's a 'Remarks' section with a 'Select a Remark...' button and a text area. On the right, summary totals are shown: 'Total Order : 123.00', 'Total Shipped : .00', and 'Total Remained : 123.00'. Below these are 'Prepayment Amount : 123.00' and 'Unapplied Amount : 123.00'. At the bottom left is a '<< Back' button. At the bottom right is a row of buttons: 'Print', 'Void Order', 'Cancel Order', 'Add', 'Edit' (with a mouse cursor over it), 'Save', 'Cancel', and 'Exit'.

### **To Add Entry's Taxes and other Charges:**

1. Enter in additional information for the different fields if needed for the total tab.

### **Field Description with Examples:**

**Discount Rate %** Ex. 5% (Enter in a discount rate percent for total amount)

If entered the calculation output would come out in **Discount Amount** field.

**Sales Tax Rate %** Ex. 5% (Enter in a sales tax rate percent for total amount if applicable.)

If entered the calculation output would come out in **Sales Tax Amount** field.

**Commission Rate** Ex. 5% ( Enter in a commission rate for the salesperson  
Only if you want to change the salesperson commission rate for that particular sales order.)

**Remarks** (Enter in a remarks or you can search for remarks by clicking on Select a Remark)

- Clicking on Select a Remark will bring a new window showing different Remark codes. Remark Setup is done in Accounts Receivable – Remark Setup

**Total Amount** The total amount for the sales order. This will include the freight charges, tax, and discount amounts if applicable.



**Prepayment Amount Field:** This field is used to enter in a prepayment from the customer regarding the sales order. If you enter in a prepayment amount and click on save, a new window will appear called **Customer Deposit/Prepayment Entry**.

**Fig. F (Customer Deposit/Prepayment Entry window)**

The screenshot shows the 'Customer Deposit / Prepayment Entry' window. The title bar includes the 'SNS' logo and the window title. The window contains the following fields and controls:

- Register No.:** Auto No.
- Customer No.:** C001 (with a search icon)
- Name:** JERICO CORP. (with a search icon and a 'Select ..' button)
- Sales Order No.:** SO-0000007 (with a search icon and a note: '<-- Select the Source Sales Order No. for this deposit / prepayment if applicable')
- Payment Type:** CHECK (dropdown menu)
- Pay. Sub Type:** CHECK (dropdown menu)
- Select Credit Card ..** (button)
- Check No.:** 101
- Amount Paid:** 100.00
- Payment Date:** 05/06/2002 (with a calendar icon)
- Memo:** paid in advance a deposit of 100.00
- Buttons:** Add, Edit, Save, Cancel, Void, Exit. A mouse cursor is pointing at the 'Save' button.

**How to Add a Customer Deposit /Prepayment Entry:**

1. Select the payment type for the deposit or prepayment.
  - If the payment type is credit card, then select a pay. sub type by using the combo drop down box in the **pay. Sub type** field.
    - Or select a credit card on file if the credit card info is registered in **EBS**.
2. Depending on the payment type the next field changes. If the payment type is a check, then there would be a **check no.** field., and if the payment type is cash, there would be a reference field, and if the payment type is credit card, there would be a **card no.** field.
3. Enter in the amount paid in the **amount paid** field.
4. Enter in the payment date of the prepayment or deposit entry.
5. Enter in a memo at your disclosure.
6. Click on the **Save** button to save the customer's prepayment entry, or click on cancel to cancel the prepayment entry.



### **How To Search and Edit a Sales Order :**

1. Click on the cancel button to cancel any before processes.
2. Click on the **List Open Sales Orders button.**

**Fig. F (To search for a open sales order)**



#### **Details:**

1. An **Open Sales Order Search** lets you search sales order that has not been invoiced or that has not been shipped.
- 
3. Double Click on the highlighted sales order that needs to be completed.  
Click on Edit and the screen will open the enabled fields so you can change the contents of those field.
- 
- **Void Order Button:** By clicking on the void order button, the order entered is completely voided. You could also re-use the same order number that has been voided. The list of voided sales orders are listed on the **company module – Voided Transaction Report.**
  - **Cancel Order Button:** By clicking on the cancel order button, the order information is not deleted but the status is cancelled. This lets you see the details of what has been cancelled for the sales order.

# INVOICE ENTRY

## Menu Finder:

Sales Order Module – Sales Invoice Entry

### **Invoice Entry:**

- **EBS** offers two ways to invoice your customer: Direct Invoicing, and Converting a sales order to an Invoice.
  - **Direct Invoicing** = Instead of going through the process of making a sales order you can directly make an invoice.
  - **Converting a Sales order to an Invoice** = After you made a sales order then you can convert that sales order to an Invoice.
    - By invoicing a customer's order two important things happen:
      - The customer balance will increase by the invoice amount.
      - Your stock quantity will decrease by the quantity invoiced.

### **Two ways of shipping when converting a sales order to an invoice:**

- **Complete Shipment** = is when you're going to ship all the inventory items that has been ordered. After completing shipment, if there will be no backorders remaining and the sales order status then changes to complete. Look on reference figure A. (Sales Order Entry)
- **Partial Shipment** = Partial shipment is when you partially ship the items ordered by your customer. The items that have not been shipped will remain on the sales order, so you can invoice it as the items become available. This changes the status of the sales order changes to a backorder. Thus, letting you invoice the remaining items at a later time. You can keep making invoices until all the sales orders are invoiced. This allows the convenience to track all backorders.

**Fig. A (Entering a Invoice Entry)**

**How to Convert a sales order to a new invoice entry:**

1. Click on the **Add** button for an automatic number assigned by **EBS**.
2. Since you've already made a sales order, enter in the source sales order number in the **sales order no.** field. (Primary Method)
  - Or click on the Select Sales Order # from the list button to search for a sales order.
3. A Confirm Ship Complete message box will appear if the Sales Order Number is selected.  
 (The ship field is located in the line items tab window.)
  - For the items that are available to be shipped, clicking **YES**, will fill the ship fields. The ship fields will be filled with the quantity of the sales order.
  - By clicking **NO**, the ship field will be defaulted to zero.  
 The backorder field, will be filled with the quantity of the sales order that needs to be shipped. (Both fields located in the Line Items Tab:)**Figure C.**

- Usefulness of selecting **Yes/No**:  
 Select **Yes**: If the number of items that are not going to be shipped is greater than the items that will be shipped. Then in this case enter zero for the items that are not going to be shipped.  
 Select **No**: To enter in the shipping quantity manually. In this case you can look at the quantity of the backorders and ship the items that are available.
- 4. Use the combo drop down box to select a different shipping address if the shipping address is not the same as the billing address of the customer.
  - Click on the **New** button to enter in a new shipping address if the shipping address is not shown. An **Add to Ship Address** window will appear. Enter in the appropriate fields and click Save. The option of **New** is used because a customer can have multiple shipping addresses.
- 5. Press **Enter** and fill in the remaining open fields or use the defaulted information from the previous sales order entry. Look at field description with examples.

#### Field Description with Examples:

**Internal Memo**      A memo can be entered regarding the invoice entry.

**Invoice Date**      The date of when the invoice was produced.  
**Shipping Date**      The estimated shipping date for the invoice entry.  
**Due Date**      Payment due date.  
**Discount Date**      Discount Date for payment if applicable.  
                          Use only if your company gives any discount for payments received earlier then the due date.

**Terms**      Ex. *N45* ( Select terms for the invoice order.)  
**SalesRep**      Ex. *Rob* (Select the sales representative for the sales order)

**Ship Via**      Ex. *UPS air* (Select the shipping method for the invoice order)  
**Split Comm**      Ex. *Y/N* ( select yes to split the commission with another salesman)

**Fig. B (Splitting Commission for a invoice)**

Sales Person	ID	Commission (%)	Name
Sales Person 1	455	50.00	BRIAN MCGANN
Sales Person 2	101	50.00	Earl Park

- Click on Magnifier to search for a sales person and click on the select button. (Primary Method)

**P.O #** Enter a P.O# if applicable for the invoice order entry.  
**Department** Department of the sale (optional)  
**Credit Ref** Reference of credit (optional)

**Price Group** Enter in the price group for the customer if applicable.  
**FOB** Freight on Board if applicable.

6. Click on the **Next arrow** button to move to the line items tab.

**Fig. C (Invoice Entry Line Items Tab)**

The screenshot shows the 'SWS Invoice Entry' window. At the top, there's a header with 'Invoice No.: Auto No.' and buttons for 'List Invoices', 'Browse', 'Menu', and 'Out'. Below this is a tabbed interface with three tabs: '1. Select Customer', '2. Enter Line Items' (which is active), and '3. Total & Save'. The '2. Enter Line Items' tab contains a table with the following data:

#	Item No.	Description	Order	Ship	Bk Ord	U/M	Unit Price	Extended Price
3	003	MATRIX ITEM	20	20	0	EACH	7.91	158.20

Below the table, there are fields for 'Color' (BLK), 'Size' (M), 'Tax' (N), 'D/C %' (12.10), 'D/C \$' (1.09), and 'Comm %' (4.00). An 'OK' button is to the right. Below this is a larger table with the following data:

	Item No.	Description	Color	Size	Order	Ship	Bk Ord	U/M	Unit Price	Extended Price
1	001	REGULAR ITEM			500	500	0	EACH	6.99	3,495.00
2	003	MATRIX ITEM	BLK	S	10	10	0	EACH	7.91	79.10
3	003	MATRIX ITEM	BLK	M	20	20	0	EACH	7.91	158.20
4	003	MATRIX ITEM	BLK	L	20	20	0	EACH	7.91	158.20
5	003	MATRIX ITEM	BLK	XL	10	10	0	EACH	7.91	79.10

At the bottom of the window, there are buttons for '<< Back', 'Delete Line', 'Insert Mode', and 'Next >>'. Below these are buttons for 'Print', 'Void Invoice', 'Add', 'Edit', 'Save', 'Cancel', and 'Exit'.

- When you move to the line items tab, the items will be displayed because the original sales order entry was converted to an invoice entry.
- If you don't need to add additional line items click on the total tab to save the new invoice entry.

**How to change the shipping quantity of the converted sales order entry:**

1. Select a line item entry by clicking once on the line item.
  - By selecting a line item the information regarding the line item will be displayed in the fields above.
2. Select a field and modify it's contents
3. Click on the **Ok** button when finished modifying the line item.

4. To modify additional line items, repeat steps 1 thru 3.

#### **How to Add additional line items to a converted sales order entry:**

1. Click on the Item No field.
  2. Enter in an item number or use the magnifier to search for one.
  3. Type in the Order Quantity in **Ord.** Field and press Enter.
  4. Type in the shipping quantity in the ship field and press tab.
  5. If you want to change the unit price, enter in a new unit price, otherwise leave the defaulted unit price in the field. **(Fig. C)**
  6. Click on the **Ok** button to post the new line item entry in the display window.
- To add another entry, repeat steps 1-6.
- If you don't need to add any other additional line items then just click on the next arrow to move to the total tab to save the new invoice order entry.

#### **Total & Save Tab:**

**Fig D. (To Add Entry's Taxes and Other Charges:)**

The screenshot shows the 'Invoice Entry' window with the '3. Total & Save' tab selected. The window has a title bar with 'SWS Invoice Entry' and standard window controls. Below the title bar, there are fields for 'Invoice No.' (containing 'Auto No.') and 'List Invoices...'. To the right are buttons for 'Browse', 'Menu', and 'Out'. The main area is divided into three tabs: '1. Select Customer', '2. Enter Line Items', and '3. Total & Save'. The '3. Total & Save' tab contains several sections:

- Discounts:** 'Discount Rate %' (0.00) and 'Discount Amount' (0.00).
- Sales Tax:** 'Amount Subject to Sales Tax' (3,975.75), 'Sales Tax Rate %' (5.00), and 'Sales Tax Amount' (198.79).
- Commission:** 'Amount Subject to Commission' (0.00) and 'Commission Rate %' (0.00).
- Freight:** 'Total Weight' (empty) and 'Freight Charge' (0.00).
- Summary:** 'Total Quantity' (561), 'Sales Amount' (3,975.75), 'Discount Amount' (0.00), 'Sales Tax Amount' (198.79), 'Freight Charge' (0.00), and 'Total Amount' (4,174.54).
- Remarks:** A text area with a 'Select a Remark..' button.
- Navigation:** '<< Back' button.

At the bottom, there are buttons for 'Print', 'Void Invoice', 'Add', 'Edit', 'Save' (with a mouse cursor), 'Cancel', and 'Exit'.

- Input the information for the different fields if applicable.

### Field Description with Examples:

**Discount Rate %** Ex.5% (Enter in a discount rate percent for total sales (optional)

If entered the calculation output would come out in **Discount Rate** Amount field.

**Sales Tax Rate %** Ex.5% (Enter in a sales tax rate percent for total sales (optional)

If entered the calculation output would come out in **Sales Tax** Amount field.

**Freight Charge** Ex.500 (Enter in Freight charge if applicable.)

**Commission Rate** Ex.5% ( Enter in a commission rate for the salesperson if applicable.)

**Remarks** (Enter in a remarks or you can search for remarks by clicking on the **Select a remark** button.)

1. Click on **Save**, if the invoice entry is complete. If there are no backorders, the invoice entry is complete. Otherwise the invoice entry's status would be backordered.
- For **direct invoicing** repeat all the steps for invoice entry. Only difference is instead of looking for a sales order number, search or enter in a customer name. Then enter the information as you would a new sales order entry.

### How to Search and Edit a invoice entry:

1. Click on the **List invoices button**. A new window will appear with a list of invoices.
2. Select the invoice entry.
  - By selecting the invoice entry, the invoice entry information will automatically be inputted in the main window.
3. Click on the **Edit** button.
4. Select a field and modify its contents.
5. Click on **Save** to save the edited invoice entry.

### How to Void a invoice entry:

1. Click on the **List invoices button**. A new window will appear with a list of invoices.
2. Select the invoice entry.
  - By selecting the invoice entry, the invoice entry information will automatically be inputted in the main window.
3. Click on the **Void Invoice** button.
  - Click on **Yes** to void the current invoice.



## SALES CREDIT MEMO ENTRY

### Menu Finder:

Sales Order – Sales Credit Memo Entry

### **Sales Credit Memo Entry:**

- A sales credit memo entry is used to give credit memos for sales orders or invoices. These credit memos can be issued for a number of reasons. For example, a customer receiving damaged goods, a customer returning the goods received, or a customer receiving a shortage of goods. For these typical cases, a credit memo should be issued to ensure the satisfaction to the customers. Keep in mind, when an item is being returned your stock quantity increases and your accounts receivable decreases. In the following Sales Credit Memo Entry window, you can enter a credit memo type, issue credit for items, and **Save** to post the credit memo entry.

**Figure A. (Sales Credit memo Entry)**

**SMS Sales Credit Memo Entry**

Credit Memo No : Auto No. List Credit Memo : Browse Menu Out

**1. Select Customer** 2. Enter Line Items 3. Total & Save

Customer No. : C001 Name : JERICO CORP. Select..

Source Invoice No. : IN-000002 Select Invoice # from the List..

Address :  
1234 MAIN ST  
NEW YORK NY 10001

C/M Date : 03/19/2002  
C/M Type : Return C/M Ref. : 121  
Terms : N30 Department : 101  
Sales Rep : 001 Credit Ref. :  
Sp 001  
Ship Via : RPS Price Group :  
Split Comm? N FOB :  
House/Factor : H

Internal Memo :

Next >>

Print Void Credit Memo Add Edit Save Cancel Exit

### **How to Add a Sales Credit memo entry:**

1. Click on the **Add** button for an automatic number assigned by **EBS**.
2. Use the magnifier to search for a customer number or type in a customer name. (Primary Methods)



- Or click on the Select button to select a customer from the customer search window. (Secondary Method)
- 3. Click on the **Select Invoice # from the list** button to select a source invoice number.
  - By selecting the source invoice, a confirm return complete message box will appear. A source invoice is the original invoice that the credit memo is being applied to. For example, the items being returned are from the source invoice.

**Figure B. (Confirm Return Complete message box)**



### **Key Tips: (Confirm Return)**

#### **Two Outcomes of clicking YES. (Usually complete return)**

- A. Clicking Yes: automatically fills the quantity of items from the original invoice to the Line Items Tab. (If the quantity returned is different than the quantity invoiced, modify the quantity in the line items tab.)
- B. Clicking Yes: The fields filled in for the original invoice will be copied to the total tab of the credit memo.

#### **Two Outcomes of clicking NO. (Usually Partial return)**

- A. Clicking No: defaults the quantity of items in the line items tab to zero. In this case, you can manually enter in the quantity of the item that was being returned. Look on reference for further information (Chapter Reference)
- B. Clicking No: doesn't fill any of the fields that was filled before in the original invoice of the Total Tab. (chapter reference)

- 4. Enter, or modify the appropriate fields.

### **Field Description with Examples:**

**Internal Memo**      Used to input an internal memo for the customer. (optional)

**C/M Date**              The date of the credit memo.

**C/M Type**              Select a credit memo type from the combo box field.

<b>Ex.    Return</b>	<i>Return of Items</i>
<b>         Shortage</b>	<i>Shortage of Items</i>
<b>         Damage</b>	<i>Damaged Items</i>

**Tip:** When you select **damage** for a credit memo, the returned items will not increase your stock quantity because the item is damaged.

**Terms**                      N30 (Terms of the customer)

**Sales Rep**                The sales representative for the original source invoice.

<b>Ship Via</b>	UPS ground (the shipping method for the credit memo)
<b>Split Comm</b>	If applicable, the split commission of the credit memo. (Yes or No)
<b>C/M Ref.</b>	Credit memo reference number if applicable.
<b>Department</b>	The department number if applicable.
<b>Credit Ref.</b>	A credit memo reference number for the department if applicable.
<b>Price Group</b>	The price group name for the current customer. If there is no price group, just leave it default as blank.
<b>FOB</b>	Freight on Board if applicable.

5. Click on **Next Arrow** to go to the Line Items Window Screen.

**Figure C. (Line Items Window)**

**Sales Credit Memo Entry**

Credit Memo No : Auto No. List Credit Memo : [Browse](#) [Menu](#) [Out](#)

**1. Select Customer** **2. Enter Line Items** **3. Total & Save**

#	Item No	Description	Credit Qty.	U/M	Unit Price	Extended Price

Tax D/C % D/C \$ Comm % OK

	Item No.	Description	Color	Size	Credit Qty.	U/M	Unit Price	Extended Price
1	001	REGULAR ITEM			5	EACH	6.15	30.75
2	002	GROUP ITEM COLOR : 1		1	5	EACH	7.03	35.15
3	003	MATRIX ITEM	BLK	S	1	EACH	7.91	7.91
4	003	MATRIX ITEM	BLK	M	2	EACH	7.91	15.82
5	003	MATRIX ITEM	BLK	L	2	EACH	7.91	15.82
6	003	MATRIX ITEM	BLK	XL	1	EACH	7.91	7.91

**<< Back** **Delete Line** **Insert Mode** **Next >>**

**Print** **Void Credit Memo** **Add** **Edit** **Save** **Cancel** **Exit**

**How to Edit and Modify the line items in a credit memo entry:**

- **Key Tip:** By selecting the source invoice, the line items will automatically be entered in the line items window. The only difference is, if you clicked yes to the confirm complete return box, the credit quantity will be the same as the source invoice. If you

clicked no, then the credit quantity will be defaulted to zero. It will be defaulted to zero so you can manually enter in the credit quantity that is being returned.

1. Select a line item entry by clicking once on the line item.
  - By selecting a line item the information regarding the line item will be displayed in the fields above.
2. Select a field and modify it's contents
3. Click on the **Ok** button when finished modifying the line item.
4. To modify additional line items, repeat steps 1 thru 3.
5. Click on the next arrow to move to the **Total & Save** screen.

**Key Tip:**

**Delete Line** button:

- To delete a line item. Click once on a line item. Then click on the **delete line** button to delete the current row.

**How to Add a additional Line item to a credit memo entry:**

1. Enter in an item number in the **item no.** field. (Primary Method)
    - Or use the magnifier to search for an item number. (Secondary Method)
  2. Type in the credit quantity in the **Credit Qty. field** and press enter.
  3. Type in the unit price or leave it as the default price.
  4. Modify the remaining fields if needed. (Tax, D/C%, D/C\$, and Comm %.)
  5. Click on the **Ok** button and the line item will be added on the bottom window.
  6. To add more line items repeat steps 1 thru 5.
- 
7. Click on the next arrow to move to the **Total & Save** screen.

## Total & Save screen.

Figure C. ( To finalize and apply the credit screen)

**Sales Credit Memo Entry**

Credit Memo No : Auto No. List Credit Memo .. Browse Menu Out

**1. Select Customer** **2. Enter Line Items** **3. Total & Save**

Discount Rate % : .00  
Discount Amount : .00

Amount Subject to Sales Tax : 47.46  
Sales Tax Rate % : .00  
Sales Tax Amount : .00

Amount Subject to Commission : .00  
Commission Rate % : .00

Total Weight : 0  
Freight Charge : .00

Total Quantity : 16

Remarks : Select a Remark ..

Credit Amount : 113.36  
Discount Amount : .00  
Sales Tax Amount : .00  
Freight Charge : .00

**Total Credit Amount: 113.36**

☒ **Apply Credit to the Source Invoice Now**  
☐ Apply Credit to available Invoices Now  
☐ Apply Credit to the Next Sales Invoice  
☐ Leave this credit open to apply later

**<< Back**

Print Void Credit Memo Add Edit Save Cancel Exit

8. Fill in the additional fields of the total & save tab if needed.
9. Apply the sales credit memo entry by selecting a place to apply the credit memo.
  - Before you save the entry you have three choices on applying the credit.
    - *Apply Credit to the Source Invoice Now*
      - By selecting this option, the credit memo can be applied to the source invoice. A new window called Apply Credits will appear when you click on Save. This window will list the source invoice where you apply the credit memo to.
    - *Apply Credit to available Invoices Now:*
      - By selecting this option, the credit memo can be applied to unpaid invoices for that customer. A new window will appear when you click on Save. This window will list the unpaid invoices where you can apply the amount.
    - *Apply Credit to the Next Sales Invoice:*
      - By selecting this option the credit memo will be applied to next sales invoice.
        - The apply credit screen will automatically pop-up after you have saved a new sales invoice. So then you can apply the credit to the sales invoice.
        - The credit memo will be calculated into the total amount for that invoice. To view the applied credit, look on the total tab of the invoice.

- *Leave the credit open to apply later:*
  - By selecting this option the credit memo will remain open until you select the credit memo and apply the amount to appropriate invoices. If the credit is open you can apply it to an invoice at a later time. To apply to an invoice at a later time, simply click on List credit memo button to view a list of open credits. Then select the credit memo and apply the credit amount. To apply the credit amount, click on the apply credit button in the **enter credit details and save tab**.

**How to Void a sales credit memo entry:**

1. Click on the **List Credit Memo button**. A new window will appear with a list of sales credit memo entries.
2. Select the sales credit memo you wish to void.
3. Click on the **void** credit memo button.
  - Click on **Yes** to void the credit memo entry.

## CUSTOMER DEPOSIT PREPAYMENT ENTRY

### Menu Finder:

Sales Orders Module – Customer Deposit Prepayment entry

### **Customer Deposit/ Prepayment Entry:**

- Customer deposit /prepayment entry is used to enter in a customer's deposit or prepayment. These entries are posted and then applied in the Apply Deposit/Prepayment to open invoices window. In a customer deposit/prepayment entry window you can enter in a prepayment or deposit that can be applied later to open invoices.

**Figure A. (To deposit or prepay for an open invoice)**

The screenshot shows the 'Customer Deposit / Prepayment Entry' window. The title bar indicates 'EBS Customer Deposit / Prepayment Entry'. The window contains the following fields and controls:

- Register No.: Auto No.
- Customer No.: C001 (with a magnifying glass icon)
- Name: JERICO CORP. (with a magnifying glass icon and a 'Select ..' button)
- Sales Order No.: SO-0000002 (with a magnifying glass icon and a note: '<-- Select the Source Sales Order No. for this deposit / prepayment if applicable')
- Payment Type: CREDIT CARD (dropdown menu)
- Pay. Sub Type: MASTER (dropdown menu)
- Card No.: 1245XXXX3545
- Card Holder: JOHN SMITH
- Exp. Date: 01/02
- Amount Paid: 150.00
- Payment Date: 03/19/2002 (with a calendar icon)
- Memo: prepayment

At the bottom of the window, there are buttons: Add, Edit, Save (highlighted with a mouse cursor), Cancel, Void, and Exit.

### **How to Add a Customer Deposit Prepayment Entry:**

1. Click on the **Add** button for an automatic number assigned by **EBS**.
2. Enter in a customer number in the customer number field. (Primary Method)
  - Or use the magnifier to search for a customer. (Secondary Method)
3. Enter in the source sales order number for the deposit/prepayment if applicable.
  - A source sales order is the sales order that the deposit or prepayment is going to be applied to.
  - If there is no source sales order then leave the field as blank.
4. Enter in the remaining fields.

**Field Description with Examples:**

<b>Payment Type</b>	Select the payment type from the combo box field.
<b>Pay. Sub Type</b>	If the payment type is a credit card the pay.sub type field will be enabled. Then the combo box field will be enabled to let you choose the sub-type of the credit card. <b>Ex.</b> Visa, Mastercard, Discover, and etc. ➤ You can also select a credit card by clicking on the select credit card button.

**Key Tip:** By selecting a payment type the fields will change to match the payment type criteria. If the payment type is a check, then there would be a **check no.** field., and if the payment type is cash, there would be a reference field, and if the payment type is credit card, there would be a **card no.** field.

<b>Reference</b>	Enter in a reference for the customer. (When the payment type is cash the field changes to reference. )
<b>Amount Paid</b>	Enter in the amount paid.
<b>Payment Date</b>	Enter in the payment date or use the default date.
<b>Memo</b>	Enter in a memo using your preferences.

5. Click on the **Save** button to save the customer deposit/prepayment entry.

**To apply the deposit/prepayment entry:**

1. Click on the **List Deposit/Prepayment Button**. A new window will appear with a list of deposits or prepayments.
2. Select the deposit entry or prepayment entry you want to apply.
  - By selecting the deposit/prepayment entry, a new text box will appear called **Apply Payment.**
  - By clicking on the apply payment button, the **Apply Deposit/Prepayment to open invoices window** will appear.



**Figure B. (Apply Deposit/Prepayment to open invoices window)**

Register No. : DE-000006    Select Deposit/Prepayment ...    List Applied History ...    Browse    Menu    Out

Customer No. : C001    Name : JERICO CORP.

Check No. : 101    Amount : 100.00    Deposit/Prepayment Date : 03/19/2002

	Invoice No.	Inv. Total	Amount Due	Apply?	Amount applied	Date Applied	Invoice Date
1	IN-000001	117.45	7.45	<input checked="" type="checkbox"/>	7.45	03/19/2002	03/04/2002
2	IN-000002	113.36	113.36	<input checked="" type="checkbox"/>	92.55	03/19/2002	03/19/2002
3	IN-000003	307.50	307.50	<input type="checkbox"/>		03/19/2002	03/19/2002
4	IN-000004	153.75	153.75	<input type="checkbox"/>		03/19/2002	03/19/2002

Auto Apply ..    Add Invoice..    Applied Amount : 100.00    Unapplied Amount : .00

Edit    Save    Cancel    Void    Exit

3. Apply the **deposit/prepayment** amount by clicking on the apply box for a selected invoice.
  - Or you can click on the Auto Apply button. By clicking on the **auto apply** button, **EBS** will take the deposit or prepayment amount and automatically enter in the refund through the appropriate invoices. (This will depend on the amount due for each invoice.)
4. Click on **Save** and the applied amount will be applied to those open invoices. (For more information look on Apply deposit/prepayment section.)

**How to Search and Edit a customer deposit/prepayment entry:**

1. Click on the **List Deposit/Prepayment button**. A new window will appear with a list of deposits or prepayments.
2. Select the deposit or prepayment.
  - By selecting the deposit or prepayment, the customer's deposit or prepayment information will automatically be inputted in the main window.
3. Click on the **Edit** button.
4. Select a field and modify its contents.
5. Click on **Save** to save the edited customer deposit/prepayment entry.

**How to Void a customer deposit/prepayment entry:**

1. Click on the **List Deposit/Prepayment button**. A new window will appear with a list of deposits or prepayments.
2. Select the deposit or prepayment you wish to void.
3. Click on **Void** button.
  - Click on **Yes** to void the customer deposit/prepayment entry.



## APPLY DEPOSIT/PREPAYMENT TO OPEN INVOICES

### Menu Finder:

Sales Order Module – Apply Deposit/Prepayment to Open Invoices

### **Apply Deposit/Prepayment to Open Invoices:**

- Apply Deposit/prepayment to open invoices is used to modify the deposit and prepayments made to open invoices. In this window you can edit a payment or deposit by applying where the payment/deposit is going to be applied to. For example, you can edit the apply box by un-checking the amount that will be applied. Also you can select a different invoice to apply the deposit or prepayment to.

**Figure A. (Apply Deposit/Prepayment to open invoices window)**

	Invoice No.	Inv. Total	Amount Due	Apply?	Amount applied	Date Applied	Invoice Date
1	IN-000001	117.45	7.45	<input checked="" type="checkbox"/>	7.45	03/21/2002	03/04/2002
2	IN-000002	113.36	113.36	<input checked="" type="checkbox"/>	92.55	03/21/2002	03/19/2002

### **How to Modify and Edit a applied deposit or prepayment:**

1. Click on the **Select Deposit/Prepayment button**.
2. Select the deposit or prepayment you wish to modify.
3. Click on the **Edit** button to modify the Apply box.
4. Modify the deposit by applying or un-apply the deposit or prepayment amount. Or add an invoice to apply the deposit or prepayment to by clicking on the **add invoice** button.
4. Click on the **Save** button to save the edited entry.

**Add Invoice button:**

- By clicking on the **add invoice button**, you can add another invoice to the bottom display window. By adding another invoice you can apply the amount paid to that invoice as well. Primarily used to edit the customer payment entry. For example, it can be used to apply the customer payment to other invoices rather than what you already applied previously.

## SHIP TO ADDRESS MAINTENANCE

### Menu Finder:

Sales Order Module – Ship to address maintenance

### **Ship to Address Maintenance:**

- Ship to Address maintenance is used to store new ship to addresses for selected customers. Using this task window, you can enter multiple shipping addresses for selected customers. By entering multiple shipping addresses for a customer, you can pull up the stored addresses from here when you make an invoice. Also, ship to address maintenance maintains the shipping addresses of customers so you can edit and delete them easier.

**Figure A. (Ship to Address Maintenance window)**

SHS Ship to Address Maintenance

Register No. : 000001 Ship To Search.. Browse

Customer No : C001

Ship To Name : Casadora Warehouse 01

Location ID : 0001

---

Address : 1240 Newton St

City, St, Zip : New York NY 10349

Contact : Jae Hyun Park

Telephone : 201-923-4257

Fax : 201-558-8854

Add Edit Save Cancel Delete Exit

### **How to Add a Ship to Address:**

1. Click on the **Add** button for an automatic number assigned by **EBS**.
2. Enter in a customer number in the **customer no. field**. (Primary Method)
  - Or click on the magnifier to search for a customer. (Secondary Method)
3. Enter in a ship to Name in the **ship to name field**.
4. Enter in a location Id if applicable. (Can be used for a store number)
5. Enter in the remaining fields at your disclosure.
6. Click on the **Save** button when the entry is complete.

**Figure B. (Ship to Address Search Window)**

	Customer No.	Ship To Name	Source	Telephone #	Address 1	Zip Code	City
1	C001	Casadora Warehouse 01	Ship To	201-923-4257	1240 Newton St	10349	New York

**How to Search and Modify a Shipping Address:**

1. Click on the **Ship to Search** button. A Ship to address window will appear. (Figure B.)
2. First, Select the search method. Either by ship to name, ship to telephone number, ship to contact, ship to zip, or customer number.
3. Then enter the first few letters of the search method and press enter. As you press enter the customer's shipping address will appear on the bottom display window.
4. Click on the **Ok** button when you found the customer.
  - By clicking the **Ok** button, the ship to address maintenance window will appear.
  - As you select a customer using the search option, the customer's shipping information that was stored previously is inputted in the maintenance window.
5. Click on the **Edit** button to modify the shipping address.
6. Select a field and modify the contents at your disclosure.
7. Click on **Save** to save the modified entry.

**How to Delete a shipping address:**

1. Click on the **Ship to Search** button. A Ship to address window will appear.
2. Using a search method search for a customer's shipping address.
3. When you found the customer's shipping address, click on the **Ok** button.
4. Click on the **Delete** button to delete the customer's shipping address.

**Key Tip:** Remember a customer can have multiple shipping addresses. So make sure it is the right shipping address you are modifying or deleting.

## SHIPPING CODE SETUP

### Menu Finder:

Sales Order Module – Shipping Code Setup

### **Shipping Code Setup:**

- Ship code setup is used to enter and store your shipping methods. Whenever you receive, or send products you will need to select a method of shipment. Shipping Code Setup maintains the shipping methods you store, that can be used for shipping and receiving.

**Figure A. (Ship Code Setup window)**

The screenshot shows a software window titled "SWS Ship Code Maintenance". Inside the window, there is a "Ship Code" text box containing the text "UPS". To the right of this box are two buttons: "List ShipCode" and "Browse". Below these is a "Description" text box, also containing "UPS". Underneath the description box is a "Default UPS Service" dropdown menu, which currently shows "Ground (Commercial)". At the bottom of the window, there is a row of six buttons: "Add", "Edit", "Save", "Cancel", "Delete", and "Exit".

### **How to Add a New Shipping Code:**

1. Click on the **Add** button for an automatic number assigned by **EBS**.
2. Enter in a new ship code in the ship code field. For example: (UPS).
3. Enter in a description regarding the ship code. For example: (UPS GROUND).
4. Select a default UPS Service if applicable. Or select none if there is no default UPS service available.
5. Click on **Save** to save the new ship code entry.

### **How to Search and Edit a shipping code:**

1. Click on the **List Ship Code button**. A list of shipping codes will appear in a new window.
2. Double-Click on the shipping code you wish to edit.
3. Click on the **Edit** button.
4. You can only Edit the **description** and **default UPS service field**.
  - The primary field is the ship code field. Once entered and save this field is constant and cannot be edited.

5. Click on the **Save** button to save the edited shipping code.

**How to Delete a shipping code:**

1. Click on the **List Ship Code button**. A list of shipping codes will appear in a new window.
2. Double-Click on the shipping code you wish to delete.
3. Click on the **Delete** button.
4. Click on **Yes** when the confirm delete message box appears.

## TERM CODE SETUP

### Menu Finder:

Sales Order Module – Term Code Setup

### **Term Code Setup:**

- Term Code is used to maintain different due dates for customers. These terms are used to ensure payment from the customers. By entering terms in the term code maintenance, you can specify the due dates for different customers.
- The discount field is an option, and is entirely up to your company. When you enter a receipt for an invoice, **EBS** checks the customer's term code. If the invoice qualifies for a discount based on the number of days specified, **EBS** computes the discount based on the percentage you specify. If you don't want any discounts to be applied, just leave the default **0** days in the **Discount in** field.

**Figure A. (Term Code Setup window)**

SHS Term Code Maintenance

Term Code : N30      List Terms ..      Browse

Description : NET 30

---

Net Due in : 30 Days

Discount in : 10 Days

Discount % : 2.00 %

Add   Edit   Save   Cancel   Delete   Exit

### How to Setup a new term code:

1. Click on the **Add** button to enter in a new term code.
2. Enter in a **term code** in the term code field.
3. Enter in the **Description** of the term code in the description field.
4. Enter in the net due in days for term code. For example: **30** would mean the net is due in 30 days or less.
5. Enter in the Discount in if applicable. For example: **10** would mean if the payment is received in 10 days or less then a 2.00 % discount would be applied to the invoice.
6. Enter in the discount % if applicable.
7. Click on the **Save** button to save the new term code.

**How to Search and Edit a Term Code:**

1. Click on the **List terms button**. A new window will appear with a list of term codes.
2. Select the term code you wish to Edit.
3. Click on the **Edit** button.
4. Select a field and modify it's contents.
5. Click on **Save** to save the edited term code.

**How to Delete a term code:**

1. Click on the **List terms button**. A new window will appear with a list of term codes.
2. Select the term code you wish to delete.
3. Click on the **Delete** Button.



## SALESPERSON SETUP

### Menu Finder:

Sales Order Module – Salesperson Setup

### **SalesPerson Setup:**

- There are several ways you can modify and keep track of your company's sales representatives. You can **Add, Edit, Delete** sales reps using salesperson setup. Using the salesperson setup you can also calculate the commission for sales representatives. By entering the commission percent in salesperson maintenance, **EBS** will calculate the commission amount depending on the amount sold by the sales representative.

**Figure A. (Salesperson Setup window)**

The screenshot shows the 'Salesperson Maintenance' window. At the top, there is a 'Salesperson No' field with 'SP001' and buttons for 'List Salesperson...' and 'Browse'. Below this is a 'Name' field with 'Brian McGann'. A horizontal line separates the name field from the address fields. The address fields include 'Address' (1233 South Hampton St.), 'City, St, Zip' (Rodford, CT, 29292), 'Commission %' (5.00), 'Date of Hire' (05/01/01), 'Social Security #' (222-334-5955), and 'Tel' (253-456-0594). To the right of these are 'Fax', 'Cellular', 'E-mail' (Mcgann@hotmail.com), 'Contact', 'Emergency Contact' (212-234-4949), and 'Birth Date' (04/02/75). At the bottom, there are buttons for 'Add', 'Edit', 'Save', 'Cancel', 'Delete', and 'Exit'. The 'Add' button is highlighted with a dashed border.

### **How to Add a new Salesperson:**

1. Click on the **Add** button to add a new salesperson number.
2. Enter in a salesperson number in the **salesperson no.** field.
3. Enter in the name of the salesperson in the name field.
4. Enter in the remaining fields.

### **Field Description with Examples:**

#### **Address**

Address of the salesperson.

#### **Commission %**

Total Percentage of commission for the salesperson.

- ◆ To calculate the commission you would multiply the net sales with the commission percent for a given period.

#### **Date of Hire**

Date of hire for the employee (salesperson)

<b>Social Security #</b>	Social security number of salesperson
<b>Tel</b>	Telephone number of salesperson
<b>Contact</b>	A reference contact for the sales representative.

**How to Search and Edit a salesperson:**

1. Click on the **List SalesPerson** button. A new window will appear with a list of salespersons.
2. Double-click on the salesperson you wish to select.
3. Click on the **Edit** button.
4. Select a field and modify it's contents.
5. When finished, click on **Save** to save the edited salesperson.

**How to Delete a salesperson:**

1. Click on the **List SalesPerson** button. A new window will appear with a list of salespersons.
2. Double-click on the salesperson you wish to select.
3. Click on the **Delete** button.

## REMARK MAINTENANCE

### Menu Finder:

Sales Order Module -- Remark Maintenance

### **Remark Maintenance:**

- Remark Maintenance is used to maintain messages that appear in the remark field for sales orders and invoices. These remarks will be shown when you select a remark from a sales order or invoice. By storing the remark, it will be easier setup frequently used remarks, and also you don't have to re-type the remarks when entering a sales order or invoice.

**Key Tip:** To select a remark, click on the [...] button in a sales order entry or invoice.

**Figure A. (Remark Message that you can use for reminders)**



### How to Add a Remark/Dun Message:

1. Enter in a code name in the code name field. (Primary method)  
A message box will appear saying that the code name is not found. **Do You Want to Add** message box will appear. By pressing enter, the new item will be added.
  - Click on **Add** button and enter in a code name in the code name field. (Secondary Method)
2. Enter in a remark in the description field.
3. Click on **Save** to save the new remark.

## SALES PRICE STRUCTURE SETUP

### Menu Finder:

Accounts Receivable Module- Price Code Setup

### Pricing Methods in EBS:

- Sales Price Structure setup is used to implement price structures for items and customers. By setting priority levels for different price codes you will be able to.

**Figure A. (Sales Price Structure Setup – to setup price codes for selected items)**

**Sales Price Structure Setup**

Price Code Setup No. : Auto No. **Copy From ..** [List All Price Code ..](#)

Item (or Item Price Group) and Customer (or Customer Price Group) to be applied

Item No.

Customer No.

Priority Level for this Price Code : 1

Pricing Method to be used

Pricing Method : Price D/C % (By Multi Level Quantity)

Level	Quantity From	Quantity To	Price D/C %	Commission %
1	0	9999999	.00	.00
2				
3				
4				
5				

**Add Edit Save Cancel Delete Exit**

### How to Setup a price code for a inventory item:

1. Click on the **Add** button for an automatic setup number generated by **EBS**.
2. Select the item (or Item Price Group) and Customer (or Customer Price Group) to be applied.
  - By selecting an item/customer the priority level changes. For example the highest priority level is 1, which is an specific item, and a specific customer. This has the highest priority level and overwrites anything lower than 1. By setting priority levels, you can set multiple pricing methods for different customers and different items.
3. Select the pricing method you want to give the item and customers.

**There are three types of price setups you can use:**

1. **Multi-Level Quantity:** Has 5 sub-options. (Price D/C%, Price D/C Amount, Cost Markup, Cost Markup Amount, and Given Price.) Using the 5 sub-options you can set different pricing methods that can be used with priority levels. If the price changes based on the quantity purchased by the customer, the use of multi-levels lets you give ranges of discounts for different quantities purchased by the customer. Also, if there is any associated commission you can specify the commission percent for the amount purchased.

**Using Multi-Level Quantity Screen:**

The screenshot shows the 'Sales Price Structure Setup' window. At the top, there's a title bar with 'SMS' and standard window controls. Below the title bar, there's a section for 'Price Code Setup No.' with a text box containing 'Auto No.' and a 'Copy From ..' button. To the right is a 'List All Price Code ..' button. The main area is divided into two sections. The first section is titled 'Item (or Item Price Group) and Customer (or Customer Price Group) to be applied' and contains two rows of input fields: 'Item No.' with a dropdown arrow and a text box containing 'CAI', and 'Customer No.' with a dropdown arrow and a text box containing 'K&S'. Each row has a magnifying glass icon to its right. Below these is a 'Priority Level for this Price Code :' field with a text box containing '1'. The second section is titled 'Pricing Method to be used' and contains a 'Pricing Method :' dropdown menu with 'Price D/C %' selected and '(By Multi Level Quantity)' displayed next to it. Below this is a table with 5 columns: 'Level', 'Quantity From', 'Quantity To', 'Price D/C %', and 'Commission %'. The table has 5 rows. The first three rows are populated with data: Level 1 (Quantity From: 0, Quantity To: 100, Price D/C %: .00, Commission %: .00), Level 2 (Quantity From: 101, Quantity To: 500, Price D/C %: 10.00, Commission %: .00), and Level 3 (Quantity From: 501, Quantity To: 9999999, Price D/C %: 20.00, Commission %: .00). The last two rows (Level 4 and 5) are empty. At the bottom of the window are six buttons: 'Add', 'Edit', 'Save', 'Cancel', 'Delete', and 'Exit'. The 'Save' button is highlighted with a mouse cursor.

Level	Quantity From	Quantity To	Price D/C %	Commission %
1	0	100	.00	.00
2	101	500	10.00	.00
3	501	9999999	20.00	.00
4				
5				

2. **Fixed Price Level:** Has 5 sub-options. (Price D/C%, Price D/C Amount, Cost Markup, Cost Markup Amount, and Given Price.) Using the 5 sub-options you can set different pricing methods that can be used with priority levels. Fixed Price Level is a pricing method that uses fixed price groups that can be applied for items and customers. (after setting up fixed price levels, you can apply to customers in customer maintenance. For example, for the **Price Group Field** enter the price group number.) Different price groups 1-thru 5 for price structure.



### Using Fixed Price level Screen:

Price Code Setup No. : Auto No. Copy From .. List All Price Code ..

Item (or Item Price Group) and Customer (or Customer Price Group) to be applied

Item No. CAI Search

Customer No. K&S Search

Priority Level for this Price Code : 1

Pricing Method to be used

Pricing Method : Price D/C % (By Fixed Customer Group)

Group	Quantity From	Quantity To	Price D/C %	Commission %
1	0	999999	5.00	.00
2	0	999999	10.00	.00
3	0	999999	15.00	.00
4	0	999999	20.00	.00
5	0	999999	25.00	.00

Add Edit Save Cancel Delete Exit

3. **Last Invoice Price:** There are no sub-options. a pricing method that uses the last invoice price for items and customer. So for an invoice entry the last invoice price will be used for those items. Also if the item is a new item than there will be no last invoice price. Using this option you can enter prices for commission..
4. After selecting a pricing method, enter in the different sub-fields for the pricing method. Then, Click on **Save** to save the new price structure setup.

### Pricing Method Field Descriptions with Examples:

<b>Cost Markup Amount</b>	A markup amount from the item cost.
<b>Cost Markup %</b>	A percent markup amount from the item cost.
<b>Price D/C Amount</b>	Discount amount from the unit price.
<b>Price D/C %</b>	Percent Discount of unit price.
<b>Given Price</b>	Given price to customer (predetermined price) <b>Ex.</b> Flat rate

- To setup price codes for different types of inventory items, you can enter up to five different pricing levels. By using the sales price structure setup, the pricing levels will change by the rates you setup. Also you can set the customer type for each price structure. This lets you charge different prices for the items, which have the same price code depending on a customer or a customer group. For example, for one price code you can have different customer or customer groups that have different prices.

<b>Price Code</b>	<b>Customer Type</b>	<b>Pricing Method (Ex. Given Price)</b>
EAW001	GOLD	\$240.00 (qty. of 1-100)
EAW001	SILVER	\$250.00 (qty. of 1-100)
EAW001	BRONZE	\$260.00 (qty. of 1-100)

The main difference between a fixed level method and price code setup is that in a fixed level price you have to use one level price for a customer. The level price will be constant for all items regarding that customer. But, for a price code setup the price can vary for different customer types using the same price code  
Maybe I should put in the priorities.

### How to Edit a Price Code:

1. Click on the **List All Price Codes** button. A new window will appear with a list of price codes.
2. Select the Price Code you wish to Edit.
3. Click on **Edit** button and fields will be enabled for editing.
4. Select a field and modify it's contents.
5. Click on **Save** to save the edited price code.

### How to Delete a Price Code:

1. Click on the **List All Price Codes** button. A new window will appear with a list of price codes.
2. Select the price code you wish to delete.
3. Click on the **Delete** button, and click **Yes**, when the confirm delete message box appears.

## *(Inventory Module)* **ITEM MAINTENANCE**

### **Menu Finder:**

Inventory Module – Inventory Item Maintenance

### **Item Maintenance:**

- Item Maintenance stores and maintains all the information regarding your different items. Basically item maintenance is used to maintain your inventory items for your company.

**Figure A. (To maintain your different items for your company)**

The screenshot shows the 'Item Maintenance' window with the following fields and values:

- Item No.: 001
- Description: Men's Polo Shirts
- Item Type: Matrix Item
- Product Line: MENS
- Category 1: SHIRTS
- Category 2: (empty)
- Sales Price: 7.00
- Minimum Sales Price: 5.00
- Price Group: (empty)
- Reorder Qty: 0
- Lot #: (empty)
- Out of Stock Msg.?: Y
- Commission?: N
- Taxable?: N
- Discontinued?: N
- Stock Qty.: 86
- Item Group: 001
- Color: BLK
- Size: S
- U/M Code: PC
- Supplier 1: (empty)
- Supplier 2: (empty)
- Barcode #: (empty)
- Catalog #: (empty)
- Long Description: Men's Polo Shirts

Buttons at the bottom: Add, Edit, Save, Cancel, Delete, Exit.

### **How to Add a new inventory item:**

1. Enter in an Item number in the Item No. field and press enter. (Primary Method)  
A message box will appear saying that the item number is not found. **Do You Want to Add** message box will appear. By clicking Yes, the new item will be added.
  - Click on Add button and enter in a new item number in the item number field. (Secondary Method)
2. Enter in a description of the item in the description field.
3. Enter in the remaining fields for the main information tab.
4. Select the item type using the combo drop down box.



### **How to Add a New Group or Matrix Item:**

- Repeat the steps of adding a new inventory item. 1 thru 4..

### **Main Information Tab:**

#### **Field Description With Examples:**

<b>Item Type</b>	Use the Scroll down arrow to select the type of item the new inventory item is for. <b>Type of Items:</b> Inventory, Matrix, and Group Items.
<b>Product Line</b>	Ex. Camera
<b>Category 1&amp;2:</b>	Extra field that you can use at your disclosure.
<b>Sales Price</b>	Ex. \$5.00 (Listed or Unit price of Inventory Item. The price you are selling the item for.)
<b>Minimum Sales Price</b>	Ex. \$4.00(The minimum sales price that you can sell the item for.) If the user entered a price below the minimum sales price, an override password is required to enter a price below the minimum sales price. Override password is setup in program options.
<b>U/M Code</b>	Ex. <i>Each</i> (Standard Unit of Measure) Measure of each unit
<b>Price Group</b>	The Price group you want to associate the item with.
<b>Reorder Qty.</b>	Ex. 5 (Sets the reorder point of an item. To view what items need to be reordered, look on <b>Inventory Report Module – Stock Vs., Reorder Point Report.</b> )
<b>Lot #</b>	Bin or lot number of an item.
<b>Out of Stock Msg?</b>	Ex. Y/N (If you want an reorder message to appear when the stock is not available)
<b>Commission?</b>	Ex. Y/N (Commission to sales representative for the total commission of sale or purchase) Applies only to total commission method. For reference look at sales order entry (commission field)
<b>Taxable?</b>	Ex. Y/N (Is the item taxable)
<b>Discontinued?</b>	Ex. Y/N (If the inventory item is discontinued)
<b>Supplier 1:</b>	The supplier's name of the inventory item.
<b>Supplier 2:</b>	(Optional second name)
<b>Item Group</b>	Item group if applicable.
<b>Barcode #</b>	Use if there is a barcode number for the specific inventory item.
<b>Catalog #</b>	Ex. 123 (Catalog number of inventory item)

**Long Description:**

- A long description is an option for cases where you might need a long and detailed description for a particular item. By setting this option the long description will be printed in the purchase order printing screen. To enable this option to be printed on a purchase order sheet you have to setup in P/O printing screen.

## TRACK INVENTORY

### Menu Finder:

Inventory Module – Inventory Tracking

### **Inventory Tracking:**

- **EBS** has made an easy way to track your inventory items you buy and sell. Inventory tracking is used to view and track your transactions for a particular item. By selecting a particular item: you can view the item's history, the purchased quantity of the item, stock coming in, stock going out, stock on hand, and the type of transaction it is.

**Figure A. (Inventory Tracking Window)**

The screenshot shows the 'Inventory Tracking' window. At the top, there are input fields for 'Item No.' (002), 'Description' (GROUP ITEM COLOR : 1), 'Size' (1), 'From' date (05/01/2001), and 'To' date (05/03/2002). Below these is a table with the following data:

Trans. No.	Transaction Type	Trans. Date	Stock In	Stock Out	Reference	Stock On Hand
					Stock As Of : 04/30/2001	0
0000000001	Beginning Stock	3/19/2002	500			500
PV-0000002	Purchase	3/19/2002	200		ABC Corp.	700
IN-000002	Sales Invoice	3/19/2002		20	JERICO CORP.	680
IN-000003	Sales Invoice	3/19/2002		10	JERICO CORP.	670
IN-000004	Sales Invoice	4/8/2002		10	JERICO CORP.	660
IN-000005	Sales Invoice	5/1/2002		5	JERICO CORP.	655

Below the table, there are summary fields: Purchase (200), Sales (45), Adjust (500), Adjust (0), S.O Return (0), Damaged (0), P.O Return (0), and Ending Stock (655). An 'Exit' button is located at the bottom right.

### How to track your inventory:

1. Type in an item number in the item no. field. (primary method)
  - Or use the magnifier to search for an item. (secondary method)
2. Enter in a date **from** and **to**.
3. Click on the **Ok** button and a list of transaction history will appear for the item selected.

## STOCK QUANTITY ADJUSTMENT

### Menu Finder:

Inventory Module -- Stock Quantity Adjustment

### Inventory Adjustment Entry:

- Inventory Adjustment entry is used to adjust the quantity for on-hand quantities of inventory items. There are two types of inventory adjustments, increases in quantity and decreases in quantity. For an adjustment up, you will enter a positive quantity, and vice versa for an adjustment down. Using the inventory adjustment entry, you can make adjustments if you miscounted your inventory, or if something was stolen or even breakage of inventory quantities on-hand.

**Figure A. (To make adjustments to your inventory)**

The screenshot shows the 'Inventory Adjustment Entry' window. At the top, there are fields for 'Adjustment Register No.' (set to 'Auto No.') and 'Adjustment Date' (set to '04/01/2002'). Below these is a 'Memo' field. The main area contains a table with columns: #, Item No., Description, Size, Current Qty., Qty. to Adjust, and New Qty. The table has one row with the following data: # 1, Item No. 001, Description REGULAR IT, Size, Current Qty. 150, Qty. to Adjust 5, and New Qty. 155. At the bottom of the window, there are buttons for 'Delete Line', 'Load All Items', 'Add', 'Edit', 'Save', 'Cancel', and 'Exit'.

#	Item No.	Description	Size	Current Qty.	Qty. to Adjust	New Qty.
1	001	REGULAR IT		150	5	155

### How to Add a New Inventory Adjustment:

1. Click on the **Add** button for an automatic number assigned by **EBS**.
2. Enter in the date of the stock quantity adjustment or use the current default date.
3. Enter in a memo at your disclosure.
4. Use the magnifier to search for an item. (Primary Method)
  - Or enter in an item number in the **item no. field**. (Secondary Method)
5. Enter in the quantity to adjust in the **Qty to Adjust field**.
  - By entering in the adjustment quantity the new quantity will be automatically calculated.

4. Click on the **Ok** button to post the adjustment quantity in the display window.

**Load All Items Button:**

- The load all items button displays your current inventory items in a new window. This window lets you enter in the adjustment quantity for each item.

**Field Description With Examples:**

<b>Current Qty.</b>	Ex. 40 (Current stock qty. on hand)
<b>Qty. to Adjust</b>	Ex. 10 (Quantity amount to be adjusted)
<b>New Qty.</b>	Ex. 50 The new adjustment amount will be added or subtracted to get the new quantity amount for the particular item.

5. When you are finished entering your inventory adjustments, click on the **Save** button to save the adjusted entry.

**How to Search or Edit a inventory adjustment entry:**

1. Click on the **List Adjustments button**. A new window will appear with a list of inventory adjustments.
2. Select the adjustment entry.
  - By selecting the adjustment entry, the adjustment information will automatically be inputted in the main window.
3. Click on the **Edit** button.
4. Select a field and modify it's contents.
5. Click on **Save** to save the edited adjustment entry.

**How to delete a inventory adjustment entry:**

- Once an inventory adjustment is saved you cannot delete the adjustment entry. You would have to make another inventory adjustment entry.
- If the inventory adjustment is not saved you can delete a line by clicking on the **Delete Line** button.

## ITEM COST ADJUSTMENT ENTRY

### Menu Finder:

Inventory Module – Item Cost Adjustment Entry

### Item Cost Adjustment Entry:

- Item cost adjustment entry is used to adjust the cost of on-hand inventory items. In this module you can increase or decrease the cost of your inventory items. By increasing your item costs the net profit will be lesser, and by decreasing your item costs the net profit will be greater for those inventory items.

**Figure A. (Item Cost Adjustment Entry window)**

#	Item No.	Description	Size	Stock Qty.	Current Cost	New Cost
1	001	REGULAR IT...		150	-143.5	6.50
2	002	GROUP ITEM...	1B	580	0	5.00
3	002	GROUP ITEM...	1	670	0	5.00
4	002	GROUP ITEM...	2	670	0	5.00
5	002	GROUP ITEM...	4	580	0	5.00
6	002	GROUP ITEM...	10	0	0	5.00

### How to Add an item cost adjustment entry:

1. Click on the **Add** button for an automatic number assigned by **EBS**.
2. Use to magnifier to search for an item. (Primary Method)
  - Or enter in a item number in the item no. field. (Secondary Method)
3. Enter in the new adjustment cost of the inventory item.
4. Click on the **Ok** button to post the adjustment entry.

### Load All Items Button:

- The load all items button displays your current inventory items in a new window. This window lets you enter in the adjustment cost for each item.

**Field Description with Examples:**

Stock Qty.	The current stock quantity of the inventory item selected.
Current Cost	The current selling cost of the inventory item.
New Cost	The new cost of the inventory item.

**Group Item:**

- If the item is a group or matrix item the color and size will be shown.

**Color:** The color or color code of the inventory item.

**Size:** The size or size code of the inventory item.

5. When you are finished entering the item cost adjustments, Click on the Save button to save the item cost adjustment entry.

**How to Search or Edit a item cost adjustment entry:**

1. Click on the **List adjustments button**. A new window will appear with a list of item cost adjustments.
2. Select the adjustment entry.
  - By selecting the adjustment entry, the adjustment information will automatically be inputted in the main window.
3. Click on the **Edit** button.
4. Select a field and modify it's contents
5. Click on **Save** to save the edited adjustment entry.

**How to delete a inventory adjustment entry:**

- Once an inventory adjustment is saved you cannot delete the adjustment entry. You would have to make another inventory adjustment entry.
- **If the inventory adjustment is not saved you can delete a line by clicking on the Delete Line button.**

## *(Accounts Payable Module)* **VENDOR MAINTENANCE**

### **Menu Finder:**

Accounts Payable Module – Vendor Maintenance

### **Vendor Maintenance:**

- Vendor maintenance is used to store information about the companies and people from whom you purchase goods and services. In vendor maintenance you can add a new vendor, change existing vendor information, view invoices and payments, view purchase orders, and you can also delete a vendor.

**Figure A. (Vendor Maintenance – to maintain your vendors)**

The screenshot shows the 'SWS Vendor Maintenance' window. At the top, there are fields for 'Vendor No.' (containing 'VEND01') and 'Name' (containing 'ABC Corp.'). To the right of these fields are navigation buttons (back, forward, etc.) and an 'Option...' button. Below this is a tabbed interface with four tabs: '1. Main Info.', '2. More Info.', '3. Inv. & Payments', and '4. Purchase Orders'. The 'Main Info.' tab is active. It contains two columns of fields. The left column includes 'Address' (123 Abc Ave), 'City, St, Zip' (New York, NY, 10001), 'Country', 'Contact 1', 'Contact 2', 'Telephone 1' (212-345-6666), 'Telephone 2', 'Fax', 'E-Mail', 'Ship Via' (RPS), 'Default Expense Account' (510), and a text area for 'Travel Expense'. The right column includes 'Terms' (CASH), 'Purchaser', 'Vendor Type', 'Registered on' (03/18/2002), 'Custom Field 1', 'Custom Field 2', 'Custom Field 3', 'Default Check Memo', and a 'Comment' text area. At the bottom of the window are buttons for 'Add', 'Edit', 'Save', 'Cancel', 'Delete', and 'Exit'. A mouse cursor is pointing at the 'Add' button.

### **How to Add a New Vendor:**

1. Enter in a vendor number in the Vendor No. field. Press enter (Primary Method)
  - Or Click on the **Add** button to enter in a vendor number in the vendor number field. (Secondary Method)
2. A message box will appear saying that the vendor number is not found. **Do You Want to Add** message box will appear. By clicking Yes, the new vendor number will be entered.
3. Enter in a name for the vendor in the name field.
4. Enter in the remaining fields for the vendor.



**Field Description with Examples:**

<b>Address</b>	Vendor's Address
City, St, Zip	Vendor's City, St, Zip
Country	Vendor's Country
<b>Contact 1</b>	Ex. <i>John</i> (Person to contact)
Contact 2	A second contact if applicable
Telephone 1	Ex. <i>201-592-8888</i>
Telephone 2	A second telephone number if applicable
Fax	Ex. <i>212-595-8888</i> (Fax number)
E-mail	Ex. <a href="mailto:Park_John@hotmail.com">Park_John@hotmail.com</a>
Ship Via	Ex. UPS Ground (Enter in the default shipping method)

**Default Expense Account**

- Use the magnifier to select a default expense account for your company regarding the vendor. For example a default expense account can be **Operational Expenses**.

<b>Terms</b>	Ex. <i>N45</i> (shipping terms of vendor)
Purchaser	Ex. <b>Sp001</b> (The purchaser of goods and services for your company)
Vendor Type	Ex. <i>Standard</i> ( Use your own preferences for vendor type)

**Registered On** The register date of the vendor with your company.

Custom Field 1	(Use these custom fields to input additional information regarding the vendor)
Custom Field 2	
Custom Field 3	

**Default Check Memo**

- A default check memo is the default check memo that will be printed when you print checks. (use if applicable)

**Comment** A Comment about the Vendor (optional)

5. Click on **Save** to save the new vendor entry.

**Invoices & Payments Tab:**

- Lists a display of open purchase order invoices. Will also display the balances that are due to the vendor. Invoices and payments tab displays the overdue periods due to the vendor.

**Purchase Orders Tab:**

- Shows detail information of the open purchase orders and dates of purchase orders made by your company.
  - Open purchase orders means that the purchased order hasn't been completely received.

**How to Edit a vendor's maintenance information:**

1. Use the **browse button** to search for a vendor.
2. Click on **Edit** button and fields will be enabled for editing.
3. Select a field and modify the contents.
4. Click on **Save** to save the edited entry.

**How to Delete a vendor's maintenance information:**

1. Use the **browse button** to search for a vendor.
  2. Click on the **delete** button to delete the vendor's record.
- If a vendor has open invoices, you can't delete the vendor until those open invoices are paid.

## A/P INVOICE ENTRY

### Menu Finder:

Accounts Payable Module -- A/P Invoice Entry

### A/P Invoice Entry:

- When you purchase services from a vendor or an expense vendor you would need to pay for the vendor's invoice. An accounts payable invoice entry lets you post those services. By making an accounts payable invoice you can print out checks to pay the vendor when you receive an invoice [A/P] from them. After making out a check, **EBS** debits accounts payable for the total amount, and credits the credit account for the net check amount.

Figure A. (A/P Invoice Entry window)

SMS A/P Invoice Entry

A/P Inv. Register No : Auto No. List Invoices.. Browse Menu Out

**1. Select Vendor** 2. Enter Invoice Details & Save

Vendor No. : SNOW01 Name : Snow Wow Corp. Select ..

Address :  
1230 6 Ave Suite 308  
NewYork NY 10001

Internal Memo :

Invoice No. : In-000015  
Invoice Date : 03/20/2002  
Due Date : 03/20/2002  
Discount Date : 03/20/2002  
Terms : N30  
Sales Rep : 002 Salesman

Next >>

Print Void A/R Invoice Add Edit Save Cancel Exit

### How to Add a A/P Invoice Entry:

1. Click on the **Add** button for an automatic number assigned by **EBS**.
2. Use the magnifier to search for a vendor number or type in a vendor number in the vendor field. (Primary Method)
  - Or click on the Select button to select a vendor from the vendor search window. (Secondary Method)

- By selecting a vendor, the vendors information will be inputted to the main screen.
- 3. Enter in the remaining fields if needed.

### Field Description with Examples:

<b>Invoice No.</b>	<b>Ex. In-00001.</b> Enter in the vendor's invoice number regarding the accounts payable entry.
<b>Invoice Date</b>	The date of the invoice.
<b>Due Date</b>	Due Date for the invoice.
<b>Discount Date</b>	Discount Date (optional)
<b>Terms</b>	Ex. N45 Term days of invoice
<b>Sales Rep</b>	Purchaser of the goods and services from the vendor.
<b>Memo</b>	Ex. Memo for your reference only (optional)

- 4. Click on the **Next** button to go to the **enter invoice details & save screen**.

**Figure B. (Enter Invoice details & Save screen)**

- 5. Enter in a G/L account number in the G/L account number field. (Primary Method)
  - Or Use the magnifier to search for a G/L account number. An example is shown in figure B.

6. Enter in the amount of the payable in the amount field.
7. Click on the **Ok** button to post the entry in the line item window.
8. Enter in a remark or select a remark. (Used for reference purposes of the payable.)
9. Click on **Save** to save the A/P invoice entry.

**How to Edit a A/P Invoice Entry:**

1. Click on the **List Invoices button**.
2. Select the invoice you wish to edit.
3. Select a field and modify the contents.
4. When finished, click on **Save** to save the edited entry.

**How to void a A/P Invoice Entry:**

1. Click on the **List Invoices button**.
2. Select the invoice you wish to void.
3. Click on **Void A/P invoice** button.
  - By clicking **Yes**, the A/P invoice entry will be voided.

## A/P PAYMENT ENTRY

### Menu Finder:

Accounts Payable Module – Write and Print Checks

### **Accounts Payable Payment Entry:**

- The write checks task window (**A/P payment entry**) is used to post and pay your invoices to the vendors. There are two options in paying your accounts payable. You can either pay to a vendor, or pay to an other payable (ex. Phone Company). By using a few simple clicks you can pay your payables, and you're A/P accounts will be updated in the process. You also have the choice of paying an invoice by credit, check, cash, or etc. These choices will depend on your company's payment type options.

**Figure A. (A/P Payment Entry Window)**

The screenshot shows the 'A/P Payment Entry' window with the following details:

- Pay. Register No.: PA000005
- Buttons: List Payments..., Browse, Menu, Out
- Radio buttons: ☒ Payable to Vendor, ☐ Other Payable
- Vendor No.: BELL01, Name: Bell Atlantis Corp.
- Payment Type: CHECK, Pay. Sub Type: CHECK, Select Credit Card...
- Check No.: 106
- Payment Date: 03/19/2002
- Bank G/L Acct.: 1405, Bank Name: CHASE BANK
- Memo: my memo
- Buttons: Auto Apply Payment..., Add Invoice...
- Table with 8 columns: Invoice No., Inv. Total, Amount Due, Paid?, Amount Paid, Payment Discount, Due Date
- Table content: 1, 204587, 150.00, 150.00, [checked], 150.00, , 03/19/2002
- Summary: Invoices: , Expenses: , Total Amount: 150.00
- Buttons: Add, Edit, Save, Cancel, Void, Exit

### How to Write and Print your Payables:

- There are two options to pay your payables:
  - **Payable to Vendor:** Use this option to pay to a vendor. If you pay to a vendor the un-paid invoices to the vendor will display on the bottom window.

- **Other Payable:** Use this option to pay other payables. For example a other payable would be paying for expenses that are non-related to your company's invoices. (rent)

#### **Payable to Vendor:**

1. Click on the **Add** button for a payment register number.
2. Use the magnifier to search for a vendor number or type in a vendor number in the vendor field. (Primary Method)
  - Or click on the **Select** button to select a vendor from the vendor search window. (Secondary Method)
  - When you select a vendor, the vendor's information and unpaid invoices will appear in the main screen.
3. Enter, or modify the remaining fields.

#### **Field Description with Examples:**

**Payment Type** Select the payment type from the combo box field.  
**Pay. Sub Type** If the payment type is a credit card, the pay.sub type field will be enabled. Then the combo box field will be enabled to let you choose the sub-type of the credit card.  
**Ex.** Visa, Mastercard, Discover, and etc.

**Key Tip:** By selecting a payment type the fields will change to match the payment type criteria.

- If you have credit card information stored in **EBS**, you can select a credit card by clicking on the **select credit card button**.

<b>Reference</b>	Enter in a reference regarding the payment. (optional, and the field name will change as the payment type changes.)
<b>Amount Paid</b>	Enter in the amount paid.
<b>Payment Date</b>	Enter in the payment date or use the default date.
<b>Memo</b>	Enter in a memo using your preferences.

#### **To pay the payment to the vendor:**

- Click on the paid box field to apply the amount paid to the invoice.
- Then, Click on **save** to save the payment entry.

#### **Auto Apply Payment button:**

- By clicking on the **auto apply button**, **EBS** will take the payment and apply the amount paid to the appropriate invoices. (This will depend on the amount paid for each invoice.)

#### **Add Invoice button:**

- By clicking on the **add invoice button**, you can add another invoice to the bottom display window. By adding another invoice you can apply the amount paid to that

invoice as well. Primarily used to edit the customer payment entry. For example, it can be used to apply the customer payment to other invoices rather than what you already applied previously.

**Other Payable:**

- For an other payable follow the same steps as payable to vendor. The two differences are:
  1. Instead of searching for a vendor number, enter in the other payable's name in the **pay to** field.
  2. The other difference is there will be no invoices because it's an other payable. So you have to select a GL account and it will be posted as an **expense** payable.

**How to Search and Edit a vendor payment entry:**

1. Click on the **List payments button**. A new window will appear with a list of vendor payment entries.
2. Select the payment entry.
  - By selecting the vendor payment entry, the payment information will automatically be inputted into the main window.
3. Click on the **Edit** button.
4. Select a field and modify its contents.
5. Click on **Save** to save the edited vendor payment entry.

**How to Void a vendor payment entry:**

1. Click on the **List payments button**.
2. Select the payment entry.
3. Click on the **Void** button. Then click on **Yes** to void the vendor payment entry.



## A/P DEBIT MEMO ENTRY

### Menu Finder:

Accounts Payable Module – A/P Debit Memo Entry

### **A/P Debit Memo Entry:**

- Debit memos are used to debit payables on your accounts. Whenever a vendor gives you a service that you want to return or refund then you would make a debit memo to debit that payable from your account. Another scenario where you would make a Accounts Payable debit memo entry would be when you get a discount for a service received from the vendor. The benefit would be the debited amount would be debited from your payables to the vendor without affecting your stock-on-hand.

**Figure A. (A/P Debit Memo Entry window)**

A/P Debit Memo Entry

A/P Debit Memo No : Auto No. List Debit Memo... Browse Menu Out

**1. Select Vendor** **2. Enter D/M Details & Save**

Vendor No. : VEND01 Name : ABC Corp.

Address :  
123 Abc Ave  
New York NY 10001

D/M Date : 03/22/2002  
D/M Ref. : 101  
Terms : CASH  
Sales Rep : 001  
Sp 001

Internal Memo :

Next >>

Print Void Debit Memo Add Edit Save Cancel Exit

### **How to Add a Accounts Payable Debit Memo Entry:**

1. Click on the **Add** button for an automatic number assigned by **EBS**.
2. Enter in a vendor number in the vendor number field. (Primary Method)
  - Or click on the magnifier to search for a vendor. (Secondary Method)
3. Enter in the remaining fields that are required to complete the debit memo entry.

**Field Description with Examples:**

<b>Internal Memo</b>	Enter in a internal memo if applicable.
<b>D/M Date</b>	Debit Memo Date
<b>D/M Ref.</b>	A reference number regarding the debit memo.
<b>Terms</b>	Enter in the terms of the debit memo.
<b>Sales Rep.</b>	Enter in the sales representative that purchased the service from the vendor.

4. Click on the **Next Arrow** to move to the **enter D/M Details & Save** screen.
5. Type in a G/L account number associated with the debit amount.
  - Or use the magnifier to search for a G/L account number
6. Enter in the dollar amount of the debit memo.
7. Click on the **OK** button and the line entry will be displayed.
8. Enter in a remark at your disclosure.
9. Click on the **Save** button to save the A/P Debit memo entry.

**Key Tip:** You can apply the debit amount to a un-paid invoice by clicking on the **Apply Debit button**, or you can apply it later.

- Once you have entered in a Accounts Payable Debit Memo Entry, you would need to apply the amount to a un-paid invoice. (Look below for further information)

**To Apply the A/P debit memo entry:**

1. Click on the **List Debit Memo Button**. A new window will appear with a list of debit memos.
2. Select the debit memo entry you want to apply.
  - By selecting the debit memo entry, a new text box will appear called **Apply Debit.**
  - By clicking on the apply debit button, the **Apply Open Debits window** will appear.

**Key Tip:** If there are no un-paid invoices for the vendor, then you would have to apply the debit entry at a later time. You can only apply debits to an un-paid invoice for the vendor.

**Figure B. (Apply Open Debits Window)**

	Invoice No.	Inv. Total	Amount Due	Apply?	Amount applied	Date Applied	Invoice Date
1	1232134	3,900.00	3,900.00	<input checked="" type="checkbox"/>	100.00	03/26/2002	03/15/2002

3. Apply the open debit amount by clicking on the **apply** box for a selected invoice.
  - Or you can click on the **Auto Apply** button. By clicking on the **auto apply** button **EBS** will take the open debit amount and automatically enter in the debit through the appropriate invoices. (This will depend on the amount due for each invoice.)
4. Click on **Save** and the debit amount will be applied to those open invoices. (For more information look on Apply Open Debit section.)

**Add Invoice button:**

- By clicking on the **add invoice button**, you can add another invoice to the bottom display window. By adding another invoice you can apply the amount paid to that invoice as well. Primarily used to edit the customer payment entry. For example, it can be used to apply the customer payment to other invoices rather than what you already applied previously.

**How to Search and Edit a A/P invoice entry:**

1. Click on the **List Debit Memo button**. A new window will appear with a list of debit memos.
2. Select the debit memo.
  - By selecting the debit memo, the debit memo information will automatically be inputted in the main window.
3. Click on the **Edit** button.
4. Select a field and modify its contents.
5. Click on **Save** to save the edited debit memo.

**How to void a debit memo:**

1. Click on the **List Debit Memo button**. A new window will appear with a list of debit memos.
4. Select the debit memo you wish to void.
5. Click on the **Void Debit Memo button**.
  - Click on **Yes** to void the debit memo entry.

## APPLY OPEN DEBIT

### Menu Finder:

Accounts Payable Module – Change Applied Open Debit Memos

### **Applying open debits:**

- Applying open debits is used to modify and edit the debit memos that were already applied to an open invoice. In this window you can select a different invoice to apply the debit to. Also you can un-apply the debit amount that was applied to the open invoice.

**Figure A. (Apply Open Debits Screen)**

	Invoice No.	Inv. Total	Amount Due	Apply?	Amount applied	Date Applied	Invoice Date
1	1232134	3,900.00	3,900.00	<input checked="" type="checkbox"/>	100.00	03/26/2002	03/15/2002

### **How to Modify and Edit a applied open debit:**

1. Click on the **Select Debit Memo** button.
2. Select the open debit you wish to modify.
3. Click on the **Edit** button to modify the **Apply?** Box.
  - You can un-apply the debit amount by clicking on the apply box for the invoice.
4. Click on the **Save** button to save the edited entry.

### **Add Invoice button:**

By clicking on the add invoice button, you can add another invoice to the bottom display window. By adding another invoice you can apply the amount paid to that invoice as well. Primarily used to edit the customer payment entry. For example, it can be used to apply the customer payment to other invoices rather than what you already applied previously.

## REFUND FROM VENDOR ENTRY

### Menu Finder:

Accounts Payable Module – Refund to Vendor Entry

### **Refund From Vendor Entry:**

- Refund from vendor entry is used to post your refunds from vendors. An example of a refund from vendor entry is when your company makes an additional payment to a purchased order or a P/O invoice. If you made an additional payment and want cash or the payment back you would need to post the refund for your company.

**Figure A. (Refund from vendor entry window)**

Rfn. Register No. : RN-00001

Vendor No. : VEND01 Name : ABC Corp.

Payment Type : CASH Pay. Sub Type : CASH

Reference : CASH

Refund Amount : 200.00 Refund Date : 03/26/2002

Memo : Refund from ABC Corp.

	Invoice No.	Inv. Total	Amount Due	Refund?	Refund Amount	Due Date	Invoice Date
1	DM-0000001	-780.00	-780.00	<input checked="" type="checkbox"/>	200.00	03/15/2002	03/15/2002
2	DM-0000003	-200.00	-200.00	<input type="checkbox"/>		03/26/2002	03/26/2002

Auto Apply Refund .. Add Invoice.. Applied Amount : 200.00 Unapplied Amount : .00

Add Edit Save Cancel Void Exit

### **How to Add a refund from a vendor entry:**

1. Click on the **Add** button for an automatic number assigned by **EBS**.
2. Use the magnifier to search for a vendor number or type in a vendor number. (Primary Method)
3. Enter or modify the remaining fields.

### Field Description with Examples:

**Payment Type** Select the payment type from the combo box field.  
**Pay. Sub Type** If the payment type is a credit card, the pay.sub type field will be enabled. Then the combo box field will be enabled to let you choose the sub-type of the credit card.  
Ex. Sub Type: Visa, Mastercard, Discover, and etc.  
➤ You can also select a credit card by clicking on the **select credit card** button.

**Key Tip:** By selecting a payment type the fields will change to match the payment type criteria.

**Bank G/L Account** Using the magnifier select the bank General Ledger Account. Select the bank G/L account where the refund to vendor will be credited to.  
**Reference** Enter in a reference for the customer. (Optional, and the field will change as the payment type changes.)  
**Refund Amount** Enter in the refund amount.  
**Refund Date** Enter in the date of the refund.  
**Memo** Enter in a memo using your preferences.

4. Apply the refund to invoices that will be shown in the bottom display window. This display window will show the invoices with a negative balance, open debit memos, and open debit prepayments. Click on the refund box to apply the refund to the appropriate invoices.

**Key Tip:** Auto Apply Refund : By clicking on this option **EBS** will take the refund amount and automatically enter in the refund through the appropriate invoices. (This will depend on the invoices negative amount.)

Add Invoice : By clicking on the **add invoice button**, you can add another invoice to the bottom display window. By adding another invoice you can apply the amount paid to that invoice as well. Primarily used to edit the customer payment entry. For example, it can be used to apply the customer payment to other invoices rather than what you already applied previously.

5. Click on the **Save** button to save the refund from vendor entry.

### How to Search and Edit a refund from vendor entry:

1. Click on the **List refunds button**. A new window will appear with a list of refunds.
2. Select a registered refund entry.  
➤ By selecting the refund entry, your refund from vendor entry information will automatically be inputted in the main window.
3. Click on the **Edit** button.

4. Select a field and modify its contents.
5. Click on **Save** to save the edited refund entry.

**How to Void a refund entry:**

1. Click on the **List Refunds button**. A new window will appear with a list of refund entries.
2. Select the refund entry you wish to void.
3. Click on the **Void** button.
- Click on **Yes** to void the refund entry.



## VENDOR BEGINNING BALANCE SETUP

### Menu Finder:

Accounts Payable – Vendor Beginning Balance Setup

### **Vendor Beginning Balance Setup:**

- Vendor beginning balance is used to enter in account payable balances leftover to vendors. These beginning balances can be entered in two ways. Either by entering in one invoice balance at a time, or by entering in the total balance for a vendor.

**Figure A. (Vendor Beginning Balance Setup Window)(have to change the window to vendor)**

	Customer No.	Name	Invoice No.	Invoice Date	Terms	Balance	Total
1	C001	JERICO CORP.	03541	5/1/2002	N30	150.00	300.00
2	C001	JERICO CORP.	03541	5/1/2002	N30	150.00	300.00
3	C001	JERICO CORP.	Auto No.	5/1/2002	NT	500	500

### How to enter in a Vendor's Beginning Balance:

- There are two ways to enter in a vendor's beginning balance.
- Primary Method lets the user enter the total balance of all the invoices for the selected customer.
  1. Enter in a vendor number in the vendor number field.
    - Or use the magnifier to search for a vendor number.
  2. Check the box next to the **Let system assign invoice number**.
    - By checking this box the invoice number and terms field will be disabled because **EBS** will assign it automatically.
    - **NT** in the terms field means there are no terms.

3. Enter in the invoice date for the beginning balance entry.
  4. Enter in the total amount un-paid for all the invoices in the **balance** field.
  5. Enter in the total invoice amount for all the invoices in the **total** field.
  6. Click on the **Ok** button to post the vendor's beginning balance in the display window.
  7. Click on **Save** when the entry is complete.
- Secondary method lets the user enter one invoice beginning balance at a time for the selected vendor.
1. Enter in a vendor number in the vendor number field.
    - Or use the magnifier to search for a vendor number.
  2. Un-Check the box next to the **Let system assign invoice number**.
  3. Enter in an invoice number in the invoice number field.
  4. Enter in the invoice date for the beginning balance entry.
  5. Enter in the amount un-paid in the balance field.
  6. Enter in the total invoice amount for the invoice in the total field.
  7. Click on the **Ok** button to post the vendor's beginning balance in the display window.
  8. Click on **Save** when the entry is complete.

## *(Purchase Order Module)* **PURCHASE ORDER ENTRY**

### **Menu Finder:**

Purchase Order Module – Purchase Order Entry

### **Purchase Order Entry:**

- A purchase order entry enters in information regarding the purchase order from a vendor. This entry keeps track of your order status and purchase order. A purchase order itself doesn't affect your inventory, and accounts payable. When a purchase order is invoiced then it changes to a P/O invoice. If you receive inventories for P/O invoices based on your purchase order, then your stock will increase and Account Payables will increase.

**Fig. A (Purchase Order Entry Main Window)**

**Purchase Order Entry**

Purchase Order No. : Auto No.      List Open P/O ...      Browse      Menu      Out

**1. Select Vendor**      2. Enter Line Items      3. Total & Save

Vendor No. : BELL01      Name : Bell Atlantis Corp.      Select ...

Vendor Address :

Ship To :      ☐ Drop Shipment

Same As Bill To

Internal Memo :

Order Date : 03/27/2002      Purchase Order Type : Purchase Order

Required By : 03/27/2002

Cancel Date : 04/27/2002

Terms : N30

Purchaser : 001

Sp 001

Ship Via : UPS BLUE

FOB : v

Next >>

Print      Void Order      Cancel Order      Add      Edit      Save      Cancel      Exit

### **How to Add a New Purchase Order:**

1. Click on the **Add** button for an automatic number assigned by **EBS**.
2. Enter in a vendor number in the vendor field. (Primary Method)
  - Or use the magnifier to search for a vendor. (Secondary Method)
3. Enter in the remaining fields for the purchase order.

**Field Description with Examples:**

Drop Shipment:	This sends the shipment directly to the customer, rather than bringing the shipment to the company's warehouse. <b>EBS</b> will not create an invoice for the drop shipment so you would have to create an invoice in the A/R Debit Invoice Entry.
Ship To:	Using the combo box field select if the vendor's address is same as bill to, or None. If you select None, you can enter in a different vendor address for shipping purposes.
Internal Memo	Enter in a memo for the purchase order using your preferences.
Order Date	Order Date is the date the Purchase Order was made. <ul style="list-style-type: none"><li>• Keep the current one by clicking on enter. (Primary Method)</li><li>• Highlight the current date and type over the field to change the order date of the purchase order. (Optional Method)</li><li>• Another option is by clicking on the calendar button to select an order date. (Secondary Method)</li></ul>
Required By	Date required by for the purchase.
Cancel Date	Cancellation date for the purchase order
Terms	Ex. <i>N30</i> (Select a term using magnifier)
Purchaser	Ex. <i>John</i> (Use magnifier to search for the purchaser)
Ship Via	Ex. <i>UPS AIR</i> (Select shipping method)
FOB	Enter in the freight on board if applicable.

4. Using the combo drop down box under the **purchase order type field**, select what type of purchase order entry you are entering. Either a purchase order or a backorder entry.
5. Click on the **Next** button to move to the **enter line items** tab.

**Figure B. (Enter Line Items Window)**

Purchase Order Entry

Purchase Order No: KJ List Open P/O Browse Menu Out

1. Select Vendor 2. Enter Line Items 3. Total & Save

#	Item No	Description	Order	Rcvd	Bk Ord	U/M	Unit Cost	Extended
1	001	REGULAR ITEM		50	0	0	EACH	5.00 250.00
2	002	GROUP ITEM C	18	5	0	0	EACH	5.00 25.00
3	002	GROUP ITEM C	1	5	0	0	EACH	5.00 25.00
4	002	GROUP ITEM	2	5	0	0	EACH	5.00 25.00
5	002	GROUP ITEM	4	5	0	0	EACH	5.00 25.00
6	002	GROUP ITEM	10	5	0	0	EACH	5.50 27.50

<< Back Delete Line Insert Mode Next >>

Print Void Order Cancel Order Add Edit Save Cancel Exit

**Field Description with Examples (Line Items Tab):**

#	Ex. 1 (Row of the Purchase Order )
Item No:	Ex. EAW001 (Search for an item number using magnifier or F2.)
Description	Ex. Watches (Confirm if description is right with item number.)
Order	Ex. 25 ( Quantity of order)
U/M	Ex. Each ( Unit of Measure of item)
Unit Cost	Ex. \$25.00 ( Select the unit cost of item.)

- Enter in an **Item No.** in the item number field and press enter. (Primary Method)
    - Or click on the magnifier to search for a item number. (Secondary Method)
  - Enter the Order Quantity in **Ord.** Field and press Enter.
  - If you want to change the unit cost, enter in a new unit cost, or otherwise leave the default unit cost.
    - If there is any purchase history for an item, **EBS** will use the last defaulted cost for the unit price for that item.
  - Click on the **Ok** button to add the new line item to the display window.
    - To add another entry, repeat steps 1-3.
- When entry is completed Click on the **Next** button to see the total and save tab.

### **Total Tab:**

#### **To add Entry's Taxes and other Charges:**

- Enter in remaining fields at your disclosure.

#### **Field Description with examples:**

**Discount Rate %** Ex. 5% (Enter in a discount rate for total cost if applicable)

If entered the calculation output would come out in **Discount Amount field**.

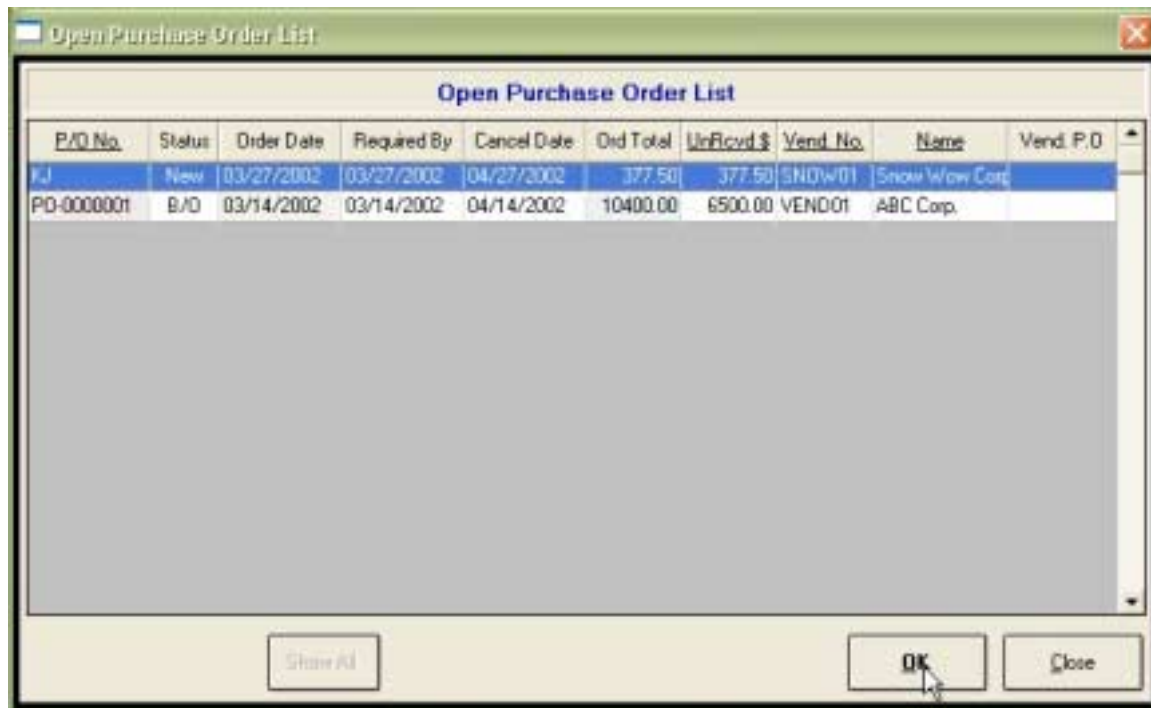
**Remarks** (Enter in a remark in the remarks field)

- Click on **Save** to save the purchase order

### **How to Search and Edit for a Purchase Order:**

1. Click on the **List Open P/O button**. A new window will appear with a list of Open purchase orders.
2. Select the Open Purchase order you wish to **Edit**
  - By selecting the open purchase order, the vendor's information will automatically be inputted in the main window.
3. Select a field and modify its contents.
4. Click on **Save** to save the edited open purchase order.

**Fig. C (To search and Edit for a Purchase order Window)**



#### **How to void a vendor's open purchase order:**

1. Click on the **List Open P/O button**. A new window will appear with a list of Open purchase orders.
2. Select the Open Purchase order you wish to void.
3. Click on the **Void** button.
  - By clicking **Yes**, the purchase order entry will be voided.

## [P/O]PURCHASE ORDER INVOICE ENTRY

### Menu Finder:

Purchase Order Module –P/O Invoice Entry

### **Purchase Order Invoice Entry:**

- Like a Sales Order Entry converted into an Invoice Sales Order Entry.  
A Purchase Order Entry is converted into an Purchase Order Invoice Entry.  
After you made a purchase, the vendor usually sends you the purchase order invoice with a list of items that has been shipped. Depending on what you've received from the vendor, a purchase order invoice entry is used to update your inventory and accounts payable information.

**Figure A. (Entering a Purchase order Invoice Entry)**

**SWS Purchase Order Invoice Entry ( Enter Invoice & Receive Items)**

P/O Inv. Register No. : Auto No.    List P/O Invoice ..    Browse    Menu    Out

**1. Select Vendor**    2. Enter Line Items    3. Total & Save

Vendor No. : SNOW01    Name : Snow Wow Corp.    Purchase Order No. : KJ

Vendor Address :  
1230 6 Ave Suite 308  
NewYork    NY    10001

Ship To :  
None

Internal Memo : sdf

☐ Invoice Received    ☒ Items Received

Invoice No. :  
Invoice Date : 03/27/2002    Date Received : 03/27/2002  
Due Date : 04/26/2002  
Discount Date : 03/27/2002  
ETA :  
Terms : N30    Ship Via :  
Purchaser :    FOB :

Next >>

Print    Add    Edit    Save    Cancel    Void    Exit

### How to Add P/O Entry:

1. Click on the **Add** button to enter in a new P/O Invoice Register Number. Then, (select a purchase transaction type) window will appear.



### Select a Purchase Transaction type window:

- Using the options **a** through **e** select a purchase transaction type.
- The usefulness of each option is displayed on the bottom of the window.
- Use the directions on the bottom screen of Figure B.

**Figure B. (Select a Purchase Transaction Type Window)**

**Select a Purchase Transaction type**

☒ **a.** Enter Invoice & Receive Items

**Purchase Order No. :** PO-0000001 Select from Open Purchase Order list ..

**Invoice No.:** PO-000002

☐ **b.** Enter Invoice only

☐ **d.** Receive Items only

☐ **c.** Receive Items for Entered Invoice

☐ **e.** Enter Invoice for Received Items

Select (a) ---- if you received purchased items with a invoice  
Select (b) ---- if you received a invoice but didn't received purchased items yet  
Select (c) ---- if you received purchased items and had entered a invoice for the items with option (b)  
Select (d) ---- if you received purchased items but didn't received a invoice yet  
Select (e) ---- if you received a invoice and had received purchased items with option (d)

**OK** **Cancel**

2. Click on the **Ok** button when finished.
  3. Enter in a vendor number in the vendor number field. (Primary Method)
    - Or use the magnifier to search for a vendor. (Secondary Method)
  4. Enter in the remaining fields or use the defaulted information. Look at field description for examples.
- Depending on which purchase transaction type you've selected, the fields will change. For example, by selecting option **a. (Enter Invoice & Receive Items)**, the **invoice** and **received items** field will be checked. This means that you received your purchase items with an invoice.

### Field Description with Examples:

#### Invoice Received Box

The invoice received box will be checked or un-checked depending on the purchase transaction type you selected.

#### Invoice #

Ex. In-00001. Invoice number given by the vendor

#### Invoice Date

Invoice date of purchase order

#### Due Date

Due date of purchase order invoice



Discount date	A discount date for the payment to the vendor if applicable. If not applicable, leave it as the default D/C date. (optional)
ETA:	Estimated time of arrival of the ordered items.
<b>Terms:</b>	Select the terms of the purchase order invoice.
Purchaser	Using the magnifier search for the purchaser of the P/O Invoice. Or type in the field the purchaser's name.
<b>Items Received Box</b>	The items received box will be checked or un-checked depending on the purchase transaction type you selected.
Date Received	Enter in the date received for the items. Or use the default date.
<b>Ship Via:</b>	Select the shipping method of the purchase order invoice.
FOB	Enter in the freight on board if applicable.

5. Click on the **Next** button to move to the line item window.

➤ A **confirm received complete** window will appear asking if the receipt is completed.

➤ Usefulness of selecting **Yes** versus **No**:

- If the number of items being received (or going to be received) is greater than the number of items that are not received then select Yes. By selecting **Yes**, the received fields in the line items tab will be automatically filled with the quantity ordered.
- By clicking **No**, the received field in line items tab will be defaulted to zero. The backorder column (bk order) of the line items tab, will be filled with the quantity of the purchase order that needs to be received. Using the quantity of backorders, fill the received field with the quantities received from the vendor. This enables the convenience of manual entry of received and not received items.

➤ To manually enter in the quantity received, click on the item and change the number of quantity received.

6. Enter, or **Edit** the necessary fields of the P/O invoice order.

7. Click on the total tab and then click on **Save** to save the P/O invoice order.

#### **How to Edit a P/O Invoice Entry:**

1. Click on the **List P/O Invoice** button.
2. Select the Purchase order invoice from the list.
3. Select and modify the different fields needed.
4. Click on **Save** to save the edited P/O invoice entry.

## P/O Debit Memo Entry

### Menu Finder:

Purchase Order –Debit Memo Entry

### **Debit Memo Entry:**

- If you received damaged, a shortage, or you needed to return the goods, then you would enter in a debit memo. By entering a debit memo, your stock quantity will decrease, and your Accounts Payable to the vendor will decrease.

**Fig. A (Purchase Debit Memo Entry window)**

**1. Select Vendor**    2. Enter Line Items    3. Total & Save

Debit Memo No : Auto No.    List Debit Memo...    Browse    Menu    Out

Vendor No : VEND01    Name : ABC Corp.

Source P/O Invoice Register No. : PV-0000001    Select P/O Invoice Register # from the List...

Address :  
123 Abc Ave  
New York    NY    10001

Source P/O Invoice No. : 1232134

D/M Date : 03/28/2002    D/M Type : Return

Terms : N15    Purchaser :    Ship Via :    FOB :

Internal Memo :

Next >>

Print    Void Debit Memo    Add    Edit    Save    Cancel    Exit

### **How to Add a Debit Memo:**

1. Click on the **Add** button to enter in a debit memo number. (This number will depend on the default number setup in program options.)
2. Use the magnifier to search for a vendor number or type in a vendor number in the vendor field. (Primary Method)
3. Enter in the source P/O invoice register number.
  - Or click on the **Select P/O Invoice Register number** from the list button.

### **Source P/O Invoice Register number:**

- This source Purchase Order invoice number is the P/O invoice number where the debit memo originated from.

- A message box will appear saying **(Is returned completed?)**.

**Two outcomes of clicking YES. (Usually complete return to Vendor)**

1. Clicking **Yes**: automatically fills the quantity of items (**QTY**) from the original purchase to the Line Items Tab.
2. Clicking **Yes**: The fields filled in for the original purchase invoice will be copied to the total tab of the debit memo.

**Two Outcomes of clicking NO. (Usually Partial return to Vendor)**

1. Clicking **No**: defaults the quantity of items (**QTY**) in the line items tab to zero. So if you need to return just a couple of items, clicking **No**, will make it easier for you to enter in a few items Figure B.
2. Clicking **No**: doesn't fill any of the fields that was filled before in the original purchase invoice of the Total Tab. Figure B.

4. Enter, or modify the remaining fields.

**Field Description with Examples:**

<b>D/M Date</b>	Date of the Debit Memo
<b>D/M Type</b>	Returning items, shortage of items, and damaged items.
<b>Terms</b>	Ex. N45 ( terms of debit memo)
<b>Purchaser</b>	The purchaser of the original P/O invoice.
<b>Ship Via</b>	Ex. <i>UPS AIR</i> (which shipping method your going to use)
<b>FOB</b>	Freight on Board.

5. Click on the **Next** button to move to the **Enter Line Items** window.

**Key Tip:** In the line items tab the debited line item will be posted in the display window. If you want to add another line item to be debited, look below.

**Figure B. (Line Items window)**

Debit Memo No : Auto No. List Debit Memo... Browse Menu Out

1. Select Vendor    2. Enter Line Items    3. Total & Save

#    Item No.    Description    Debit Qty.    U/M    Unit Cost    Extended

2    002    GROUP ITEM COLOR : 1B    100    EACH    5.00    500.00

Color    Size

1B

OK

#	Item No.	Description	Color	Size	Debit Qty.	U/M	Unit Cost	Extended
1	001	REGULAR ITEM			100	EACH	4.00	400.00
2	002	GROUP ITEM COLOR : 1B		1B	100	EACH	5.00	500.00
3	002	GROUP ITEM COLOR : 1		1	100	EACH	5.00	500.00
4	002	GROUP ITEM		2	100	EACH	5.00	500.00
5	003	MATRIX ITEM	BLK	S	100	EACH	5.00	500.00
6	003	MATRIX ITEM	BLK	M	100	EACH	5.00	500.00
7	003	MATRIX ITEM	BLK	L	100	EACH	5.00	500.00
8	003	MATRIX ITEM	BLK	XL	100	EACH	5.00	500.00
9	003	MATRIX ITEM	RED	S	0	EACH	5.00	.00

<< Back    Delete Line    Insert Mode    Next >>

Print    Void Debit Memo    Add    Edit    Save    Cancel    Exit

**If you want to Add another debit line item entry:**

1. Click on the Item Number field.
2. Enter in an item number in the field. (Primary Method)
  - Or use the magnifier to search for an item number. (Secondary Method)
3. Type in the debit Quantity in **Debit Qty.** Field and press Enter.
4. Type in the **Unit cost** or leave it as default.
5. Click on the **Ok** button to add the new line item entry.
  - To add another entry, repeat steps 1-5.
6. When entry is completed Click on the **next** button to move to the total tab.

**How the edit the entry (line items tab):**

- Two fields you can edit: Debit Quantity Field (QTY) and Unit Price Field (Unit)
  1. Click on a line item you wish to edit from the Line Items display window.
    - Then you will see the field highlighted.
  2. Enter in a new value for that particular field and press enter.
  3. Click on Add to Entry and the information you edited will be entered in.
  4. To delete a line, click on the delete line button to delete the line item.

**Field Description with examples (Line Items Window):**

<b>#</b>	Ex. 1 (Column number)
<b>Item No.</b>	Ex. 1006T ( enter in item number for credit memo)
<b>Debit Qty</b>	Ex. 20 (quantity of credit)

**Total Tab:**

- If you need a picture reference, look at Credit Memo Entry (Total Tab:)

**Discount Rate %** Ex. 5% (Enter in a discount rate percent for the total cost. (optional)

If entered the calculation output would come out in Discount Rate Amount field.

**Sales Tax Rate %** Ex. 5% (Enter in a sales tax rate percent for the total cost (optional)  
If entered the calculation output would come out in Sales Tax Amount field.

**Freight Charge** Ex. 500 (Enter in total Freight weight )

If you have credit for the freight charge then you should enter in the freight charge in the freight charge field.

**Remarks** (Enter in a remarks for your own reference)

➤ Click on **Save** to save the new debit memo entry.

**How to Void a P/O invoice debit memo entry:**

1. Click on the **List Debit memo button**.
2. Select the debit memo you wish to void.
3. A confirm debit memo box will appear. By clicking **Yes**, the debit memo will be voided.

## VENDOR DEPOSIT PREPAYMENT ENTRY

### Menu Finder:

Purchase Order Module – Vendor Deposit/Prepayment Entry

### **Vendor Deposit/ Prepayment Entry:**

- Vendor deposit /prepayment entry is used to enter a deposit or prepayment to the vendor. These entries are posted and then applied in the (A/P) Apply Deposit/Prepayment to open invoices window. In a vendor deposit/prepayment entry window you can enter in a prepayment or deposit that can be applied later to your open purchase order invoices for the vendor.

**Figure A. (To deposit or prepay for an purchase order open invoice)**

Register No. : Auto No. List Deposit/Prepayment .. Browse Menu Out

Vendor No. : VEND01 Name : ABC Corp.

P/O No. : PO-0000001 <-- Select the Source Purchase Order No. for this deposit / prepay if applicable

Payment Type : CHECK Pay. Sub Type : CHECK Select Credit Card ..

Bank G/L Acct. : 2045 Bank Name : FIRST UNION VISA (AP)

Check No. : 102

Amount Paid : 500.00 Payment Date : 04/01/2002

Memo : paid to abc corp. of \$500.00

Add Edit Save Cancel Void Exit

### **How to Add a Vendor Deposit Prepayment Entry:**

1. Click on the **Add** button for an automatic number assigned by **EBS**.
2. Enter in a vendor number in the vendor number field. (Primary Method)
  - Or use the magnifier to search for a vendor. (Secondary Method)
3. Enter in the source purchase order number for the deposit/prepayment if applicable.
  - A source purchase order is the purchase order that the deposit or prepayment is going to be applied to.
  - If there is no source purchase order then leave the field as blank.
4. Enter in the remaining fields.

### **Field Description with Examples:**

<b>Payment Type</b>	Select the payment type from the combo box field.
<b>Pay. Sub Type</b>	If the payment type is a credit card the pay.sub type field will be enabled. Then the combo box field will be enabled to let you choose the sub-type of the credit card. <b>Ex.</b> Visa, Mastercard, Discover, and etc.

**Key Tip:** By selecting a payment type the fields will change to match the payment type criteria.

<b>Reference</b>	Enter in a reference for the vendor. (Optional, and the field name will change as the payment type changes.)
<b>Amount Paid</b>	Enter in the amount paid.
<b>Payment Date</b>	Enter in the payment date or use the default date.
<b>Memo</b>	Enter in a memo using your preferences.

5. Click on the **Save** button to save the vendor deposit/prepayment entry.

**To apply the deposit/prepayment entry:**

1. Click on the **List Deposit/Prepayment Button**. A new window will appear with a list of deposits or prepayments.
2. Select the deposit entry or prepayment entry you want to apply.
  - By selecting the deposit/prepayment entry, a new text box will appear called **Apply Payment**.
  - By clicking on the apply payment button, the **Apply Deposit/Prepayment to open invoices window** will appear.

**Figure B. (Apply Deposit/Prepayment to open invoices window)**

Register No. : PE-000006    Select Deposit/Prepayment ...    List Applied History ...    Browse    Menu    Out

Vendor No. : VEND01    Name : ABC Corp.

Reference : LC# : 12345    Amount : 15,000.00    Deposit/Prepayment Date : 03/19/2002

	Invoice No.	Inv. Total	Amount Due	Apply?	Amount applied	Date Applied	Invoice Date
1	12345-7894	4,300.00	4,300.00	<input checked="" type="checkbox"/>	4,300.00	03/19/2002	03/19/2002

Auto Apply ...    Add Invoice...    Applied Amount : 4,300.00    Unapplied Amount : 10,700.00

Edit    Save    Cancel    Void    Exit

3. Apply the **deposit/prepayment amount** by clicking on the apply box for a selected invoice.
  - Or you can click on the **Auto Apply** button. By clicking on the auto apply button **EBS** will take the deposit or prepayment amount and automatically enter in the amount applied through the appropriate invoices. (This will depend on the amount due for each invoice.)
4. Click on **Save** and the applied amount will be applied to those open invoices. (For more information look on Apply deposit/prepayment section.)

**How to Search and Edit a vendor deposit/prepayment entry:**

1. Click on the **List Deposit/Prepayment button**. A new window will appear with a list of deposits or prepayments.
2. Select the deposit or prepayment.
  - By selecting the deposit or prepayment, the vendor's deposit or prepayment information will automatically be inputted in the main window.
3. Click on the **Edit** button.
4. Select a field and modify its contents.
5. Click on **Save** to save the edited customer deposit/prepayment entry.



**How to void a vendor deposit/prepayment entry:**

1. Click on the **List Deposit/Prepayment button**. A new window will appear with a list of deposits or prepayments.
2. Select the deposit or prepayment you wish to void.
3. Click on **Void** button.
  - Click on **Yes** to void the vendor deposit/prepayment entry.

## APPLY DEPOSIT/PREPAYMENT TO OPEN INVOICES

### **Menu Finder:**

Purchase Orders – Apply Deposit/Prepayment to Open Invoices

### **Apply Deposit/Prepayment to Open Invoices:**

- Apply Deposit/prepayment to open invoices is used to modify the deposit and prepayments made to open invoices. In this window you can edit a payment or deposit by applying where the payment/deposit is going to be applied to. For example, you can edit the apply box by un-checking the amount that will be applied. Also you can select a different invoice to apply the deposit or prepayment to.

**Figure A. (Apply Deposit/Prepayment to open invoices window)**

**SMS Apply Deposit/Prepayment to Open Invoices (Account Payable)**

Register No. : PE-000006 Select Deposit/Prepayment ... List Applied History ... Browse Menu Out

Vendor No. : VEND01 Name : ABC Corp.

Reference : LC# : 12345 Amount : 15,000.00 Deposit/Prepayment Date : 03/19/2002

	Invoice No.	Inv. Total	Amount Due	Apply?	Amount applied	Date Applied	Invoice Date
1	12345-7894	4,300.00	4,300.00	<input checked="" type="checkbox"/>	4,300.00	03/19/2002	03/19/2002

Auto Apply ... Add Invoice... Applied Amount : 4,300.00 Unapplied Amount : 10,700.00

Edit Save Cancel Void Exit

### **How to modify and edit a applied deposit or prepayment:**

1. Click on the Select Deposit/Prepayment button.
2. Select the deposit or prepayment you wish to modify.
3. Click on the Edit button to modify the Apply box.
4. Click on the Save button to save the edited entry.

**Add Invoice button:**

- By clicking on the **add invoice button**, you can add another invoice to the bottom display window. By adding another invoice you can apply the amount paid to that invoice as well. Primarily used to edit the customer payment entry. For example, it can be used to apply the customer payment to other invoices rather than what you already applied previously.

**Chapter Reference Page**  
**(SALES)**  
**(Credit Memo Entry, Invoice Entry and Sales Order Entry)**

**Key Tips:**

Most of the entries that are entered in **EBS** will be in a similar format. The Sales Order Entry would be the most detailed so if your not sure about anything look at Sales Order Entry as a reference. For example, most of the entry's input have a header, line, and total tabs that have roughly the same fields.

**A.1 Methods on Adding and Searching for Customers:**

When entering an entry there are several methods that can be used to add or search for information. For each entry the primary method is stated. The methods listed here are other ways to search or add.

- A. Enter the first few letters of customer's name in the Name field and a match will be automatically searched in the database. (Secondary Method)
- B. Use magnifier next to the Customer No. Field to open a search list arranged in **Customer No.** order. (Third Method)
- C. Use magnifier next to the Name Field to open a search list arranged in alphabetical order by Names. (Fourth Method)
- D. Enter in the first few letters of customer's name and press F2. A search list will appear in alphabetical order by the current customer's name being first. (Fifth Method)

**A.2 HOW TO VOID:**

\*Click on **Void** order to void the entire order.

**A.3 HOW TO CANCEL:**

\*Click on **Cancel Order** to cancel the entire order.

**A.4 HOW TO REMOVE AN ENTRY FROM LINE ITEMS TAB:**

\*Click on **Remove From Entry** to remove entries by first highlighting the entry.

\*A message box will appear asking you to confirm the delete of the row selected.

\*Remove from Entry gives you the option to remove entered rows or entries in the Line Items Window.

**A.5 HOW TO EDIT ITEMS IN LINE ITEMS TAB:**

\*To edit the items on the display window, simply double-click on Items No. field in the display window and the input fields on the bottom will be enabled so you can change contents.

➤ \*Look at figure D. in Sales Order Entry for reference.

## A.6 WHAT IS NEW ORDER, BACKORDER, AND COMPLETED ORDER

\*New order is the default when entering a new sales order.

\*Back order is when an item is being invoiced and doesn't get shipped then the status because a backorder.

\*Completed Order is when the sales order was completed and needs to be invoiced.

## A.7 HOW TO ADD A SHIPPING ADDRESS IN AN INVOICE:

**Figure A.7 (Click on the New button when entering an Invoice Entry)**

The screenshot shows a software window titled "SMS Ship to Address Maintenance". At the top, there is a "Register No." field with the value "000002" and a "Ship To Search.." button. To the right are navigation buttons (Previous, Previous, New, Next, Next) and an "Option.." button. Below these are fields for "Customer No." (E&S), "Ship To Name" (Earl Park), and "Location ID" (1323). A red horizontal line separates these from the address details. The address details include "Address" (2329 Seashore Dr.), "City, St, Zip" (Hamptons, NY, 29839), "Contact" (Earl), "Telephone" (289-393-3939), and "Fax". At the bottom of the window are six buttons: "Add", "Edit", "Save", "Cancel", "Delete", and "Exit". A mouse cursor is hovering over the "Save" button.

\*Enter in the appropriate fields and click on save. This lets you use a different shipping address for a customer when making an invoice or a sales order. (More Detail on pg. 84)

## A.8 HOW TO PRINT INVOICES (Figure A.8)

### Steps and Description of Invoice Print Task Window:

1. Select the printer in which the invoice will be printed from. Use the combo drop down arrow box to select a printer on your network.
  - **All New Invoices** disables the **From** and **To** fields and prints only the **new invoice** orders.
  - **All Selected** lets you print all the invoice orders you've selected from the **From** and **To** fields. If you wanted to change the contents for From and To, simply click the box and enter in a different Invoice number.

#### **Field Description:**

- To include additional information in the invoice, simply check the boxes you need.

<b>Show Ship Qty &gt; 0 Only</b>	Shows the shipping quantity in invoice order that is greater than zero.
<b>Show C/M if applied</b>	Shows the credit memo of invoice if applied
<b>Show C/M Detail</b>	Shows the detail of the credit memo of invoice in if applied
<b>Show Payment/Deposit</b>	Shows the payment or deposit from the customer with the invoice.
<b>Print Invoices</b>	If marked, the printer will just print invoices.
<b>Print Packing List</b>	If marked, the printer will print packing lists with the invoices.
<b>Close After Printing</b>	If marked, the task window will disappear after the invoice is printed.

2. Click on the **Print** button to print the invoices you've selected.
  - You also have the option to **print preview** the invoices before printing.
- **Setup button:**

This button is used to setup the format on the invoice report.  
Contact Safenet Software for more details.

## Chapter Reference Page (Purchasing) (Purchase Order/ P/O Invoice Entry / Debit Memo Entry)

- **Key Tips:** Listed below are some key tips for a Purchase Order, P/O Invoice, and a debit memo entry. These tips are used as a quick reference guide, to guide you through the entries.

### A.1 DIFFERENT METHODS OF ENTRY:

#### Methods on Adding and Searching for Vendors:

When entering an entry there are several methods that can be used to add or search for information. For each entry the primary method and a secondary method is stated. The methods listed here are other ways to search or add.

- A. Enter the first few letters of customer's name in the Name field and a match will be automatically searched in the database. (Secondary Method)
- B. Use magnifier next to the Vendor No. Field to open a search list arranged in **Vendor number** order. (Third Method)
- C. Use magnifier next to the Name Field to open a search list arranged in alphabetical order by Names. (Fourth Method)
- C. Enter in the first few letters of vendor's name and press F2. A search list will appear in alphabetical order by the current customer's name being first. (Fifth Method)

### A.2 HOW TO VOID AN ORDER:

1. Search for an order by using the arrow button keys on the top right side of a Purchase Order.
  - Or enter in a purchase order number in the purchase order no. field.
2. Click on the **Void** entry button.
3. Click Yes, when you see a confirm void message box.
  - By clicking yes, the selected order will be voided.

### **A.3 HOW TO REMOVE A LINE ITEMS FROM A LINE ITEMS TAB:**

1. Search for an order using the arrow button keys on the top right side of an order.
  2. Click on the Edit button.
  3. Click on the Line Items Tab.
  4. Select a line items entry.
  5. Click on Remove From entry.
  6. Click Yes, when you see a confirm delete box.
- By clicking yes, the selected line item will be removed.

### **A.4 HOW TO EDIT ITEMS IN LINE ITEMS TAB:**

To edit the items on the display window, simply double-click on Items No. field in the display window and the input fields on the bottom will be enabled so you can change contents.

### **A.5 WHAT IS NEW ORDER, BACKORDER, AND COMPLETED ORDER**

\*New order is the default when entering a new purchase order..

\*Back order is when the quantity on hand is not enough to ship.

\*Completed Order is when the order was completed and needs to be invoiced.



## EBS UTILITIES REFERENCE

### Utilities Menu:

There are two utilities you can take full advantage of. (Calendar/Calculator)

### Calendar:

As a default the current date for your operating system will be circled with a red circle.

**Figure A.**

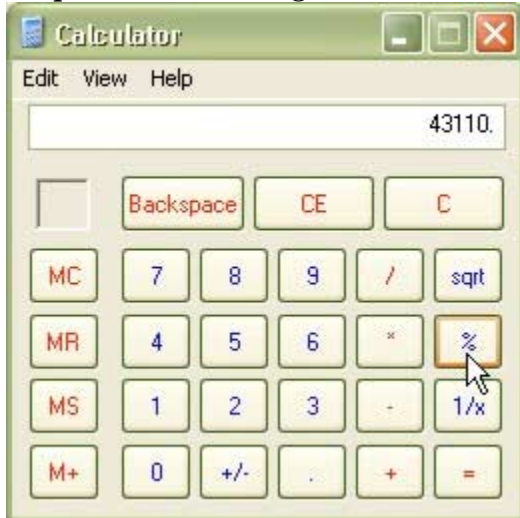


- A calendar is a utility tool that can be used when needed. You can also use the scroll arrow keys to scroll through different months. To use the calendar, simply use the arrows to scroll back and forth for years, and months. By moving back and forth the display will change as you specify the year and month.

### Calculator:

- A calculator is an extra option that **EBS** offers to help you calculate your charges if needed. There are two types of calculator that you can take advantage of.
  - A. A simple calculator that you can calculate basic functions.
  - B. A scientific calculator where you can calculate complex functions.

#### *Simple Calculator: Figure A.*



1. Simple Calculator used to calculate simple arithmetic problems.
2. Using the edit menu, copy and paste information when needed.
3. To view a scientific Calculator, click on view menu bar and select Scientific.
4. A scientific calculator is used for complex problems.

#### **Scientific Calculator: Figure B.**



## REPORT SECTION

- Pertaining to all the reports there are some key tips to be understood. Every report has a selection criteria window of a similar format. When you select a report to print or preview, you will first see a selection criteria window for that report. In the selection criteria window for the report, you have several options in selecting different views on the criteria for that report. After selecting the criteria you can print preview or print that report.
- When you **print preview** a report there will be several options in viewing the print preview report. You can view different pages of the reports by clicking on the arrow buttons in the page field on the bottom of a print preview window. Also you can zoom in to get a better view of the print preview by using the zoom option. Additionally there is an option to print ranges from where you can specify which reports you wish to print.
- The options are listed in the Print Preview window.

**Figure A.(Random Print Preview Example)**

Print Preview

	C/A	01/14/02	10,000.00	Ref: CML00000 (Credit Applied)	
	PAY	01/15/02	0.00	CE/Ref: 125	
	PAY	01/15/02	7,200.00	CE/Ref: 125	
	PAY	01/16/02	7,200.00	CE/Ref: 105	
	REF	01/16/02	7,200.00	CE/Ref: 125 (Not Sufficient Funds)	
	REF	01/16/02	0.00	CE/Ref: 125 (Not Sufficient Funds)	
IN-000007	DEF	01/15/02	123,000.00	29,200.00	
	PAY	01/16/02	92,800.00	CE/Ref: 105	
	PAY	01/25/02	3,000.00	CE/Ref: 125	
REF-000000	DEF	01/16/02	39.00	39.00	CE/Ref: 125 (Bounce Fee)

Current	Over Due 1-30	Over Due 30-60	Over Due 60-90	Over Due Over90	Total Balance
29,200.00	39.00	.00	.00	.00	29,239.00

Page: 1 of 1    Print Range: 1-1    Zoom: 100%    Print    Close

### **Keep in Mind:**

Each report can be printed out in different ways but the main output of the report will be the same. The details described are details on what the report is being used for. The layout of that report can change, but the contents of the report will not change. Each report can be previewed first and then printed. The instructions on print previewing and printing a report is self-explanatory. For the more complex ones, I will go over in more detail.

## **ACCOUNTS RECEIVABLE REPORTS [A/R GENERAL]**

### **Menu Finder:**

A\R Report (General)

### **Accounts Receivable Reports:**

- Accounts Receivable reports is used to view reports for detailed transactions and other information regarding your sales. The report includes the invoiced and cash sales of your Accounts Receivable. There are several options in selecting your customers in the selection criteria header. You can view your report by all customers, selected customers, and filter by. Also, the sort option header lets you sort your customer listing report by the customer's number, name, telephone number, address, state, and etc.

### **Customer List Reports:**

### **Menu Finder:**

Accounts Receivable Module -- Customer List Reports

- A customer list report is a list of customers. The report will provide the customer's number, address, name, telephone, contact, customer type, representative and terms for that customer. Also, you can use the sort option in the customer list report window to sort your customers by customer number, name, telephone number, city, state, zip, contact, or salesperson. (This report will be displayed by the user's selected criteria in the criteria window)
- Key tip: If you need to print the shipping addresses' of each customer, click on the check box labeled, **include shipping address**.

## **Customer Mailing Labels:**

### **Menu Finder:**

Accounts Receivable Module – Customer Mailing Labels

- Customer mailing labels are formatted mailing labels generated from **EBS**. In the criteria window, you can select different options in sorting your labels. For example, you can use the sort option to sort the labels by customer number, customer name, telephone number, city, state, zip, contact, and salesperson.  
(The report will be displayed by the user's selected criteria in the criteria window)

## **Customer Payment Report:**

### **Menu Finder:**

Accounts Receivable Module – Customer Payment Report

- Customer Payment Report is a list of A/R payments received by your customers. This report will show the payment type, the customer number, and the total of the payment received.

## **Credit Memo Report By Salesperson**

### **Menu Finder:**

Accounts Receivable Module – Credit Memo Report By Salesperson

- A credit history report by salesperson is a report that shows the credit memos given to customers. The report is grouped by salesperson and includes the total credit applied, and total credit remaining for each customer's invoice. (The report will depend on the user's selected criteria in the criteria window)

## **Customer Statement's Reports**

### **Menu Finder:**

Accounts Receivable Module – Customer Statement Reports

- A customer statement report shows a customer's statement. The statement shows the different A/R invoices regarding each customer. A customer statement report is primarily used to view and print a customer's transactions' history for a certain period. There are two different types of statements you can select from in the criteria window. Standard type is to print a report that shows invoices with an open balance. All open transaction type is to print a report that shows all transactions from a date you specify. (Depends on the user's selected criteria in the criteria window)

## SALES ORDER REPORTS

### **Menu Finder:**

Sales Order Module

### **Sales Order Reports:**

- The sales order reports shows different types of sales orders. For example, back orders, open sales orders, and completed sales orders. There are different types of sales order reports you can use to benefit your company.

### **Open Sales Order Reports (New Orders Only)**

### **Menu Finder:**

Sales Order Module -- Open Sales Order Report

- An open sales order report shows the sales orders that are either a new sales order or a back order. A new order status in **EBS** is an order that has been entered, but has not been shipped. A back order status is an order that has invoiced but, there are remaining items that hasn't been shipped to the customer. The open sales order report includes the customer number, Sales Order number, order date, name of customer, shipping date, salesperson, the total sales to the customer, and unshipped amount to the customer.
- By clicking on the **Open Sales Order Report** link you have three different options of viewing and printing. You can view and print new sales orders, back orders, or orders sorted by the shipping date.

### **Open Sales Order Reports Sorted (By Ship Date)**

### **Menu Finder:**

Sales Order Module -- Open Sales Order Report (Sorted By Ship Date)

- An open sales order report by ship date shows all the open sales orders by the shipping date. The main difference between both open sales order reports are one report is sorted by the shipping dates, and the other is sorted by the sales order number. This is useful when you need to prioritize which orders need to be shipped first. For example, when you look at an open sales order report by ship date you can clearly see which orders need to be shipped immediately because it is sorted by the shipping date.

## **Open Back Order Report (Sales Orders)**

### **Menu Finder:**

Sales Order Module -- Open Sales Order Report (Back Orders Only)

- An open back order report shows all the back orders. The open back order report is useful in finding orders that needs to be completed. (depends on the inventory on-hand) It shows the customer number, sales order number, order date, name of customer, shipping date, ship via, salesperson, and the total amount that is backordered for that customer. The primary use of this report is to find the backorders for your Sales Orders.

## **Open S/O Report By Customer & Item**

### **Menu Finder:**

Sales Order Module – Open S/O Report By Customer & Item

- The sales order report by customer and items shows the ordered items from the customers. The report includes the customer number, item number, customer name, the order date, order number, ordered quantity, and the amount. The report displays the booked sales orders by the customer and item. This report's main purpose is to show the booked items on order from different customers. (The report will depend on the user's selection in the criteria window)

## **Open Sales Report By Item**

### **Menu Finder:**

Sales Order Module -- Open Sales Report By Item

- The sales report by item shows the sales and credits for a selected period. You have two options in displaying or printing your report. The detailed report includes the item number, invoice number, invoice date, description of item, quantity of items purchases or credited, price of item, total extended cost of each invoice sale, and the cost of the items for each invoice. The summary report is a summary of the total sales for each item. The difference is the detailed report shows the invoices pertaining to each item. The summary report only shows a summary and doesn't show the invoices pertaining to each of the item. (The report will depend on the user's selected criteria in the criteria window).

## Order and Shipping Status Report

### **Menu Finder:**

Sales Order Module – Order and Shipping Status Report

- The order and shipping status report shows the status of orders, and shipments that was entered for customers. It will show the quantity ordered, amount or cost of quantity, shipped amount, and grand total of all your orders for a selected period u specify.

## Sales Report By Item

### **Menu Finder:**

Sales Order Module – Sales Report By Item

- Using the sales report by item you can view your sales report by item number. Show how many quantities were sold for each item. The difference of a sales report by item and a open sales report by item is that **the open sales report by item** shows sales of **open orders only**, and the **sales report by item** shows **all orders**. Also this report includes total sales for each item. This is very useful when you need to find the total sales of a particular item.

## Sales Report By Customer

### **Menu Finder:**

Sales Order Module -- Sales Report By Customer

- The Sales Report by customer is a report of your company's sales grouped by the customers. The report shows the total sales to each customer, and the balance remaining for each invoice pertaining to that customer. The main purpose of this report is to view, or print your total sales for a certain period. (The report's display will depend on the user's selected criteria in the criteria window)
- Key Tip: By checking the Print Credit Memo Only box, you can print only credit memos for your sales report.
- Key Tip: By checking the Print Invoice Only box, you can print only invoices for your sales report.



## **Sales Report By Salesperson**

### **Menu Finder:**

Sales Order Module -- Sales Report By Salesperson

- The Sales Report by salesperson is a report of your company's sales categorized by the salesperson. The report shows the total sales for each salesperson, and the total balance remaining for each salesperson's sale. The main purpose of the report is to view or print your sales reports that are grouped by the salespersons.
- By checking the Summary Only box, you can view your reports by summary only.
- Key Tip: By checking the View Postdated Check, you can view postdated checks for the invoices.
- (The report will depend on the user's selected criteria in the criteria window)

## **Top 10 Sales Customer & Item**

### **Menu Finder:**

Sales Order Module -- Top 10 Sales Customer & Item

- The Top 10 Sales Customer & Item are a group of reports that shows different top sales. Either by Top Sales by item, Customer, or Top Sales collections by customer. For example, if you wanted to view the top sales by item, you would click on the Top n Sales by Item button. Depending on your selection period and criteria the report will display the item with the highest sales first and others would follow in descending order.

## **Sales Profit Report By Item**

### **Menu Finder:**

Sales Order Module -- Sales Profit Report By Item

- A sales profit report shows the profit for certain items depending on your selected criteria. This report will show the profit for each item; showing the cost amount, gross profit, profit per unit, gross profit percent, and the total gross sales. The primary use of this report is to view your sales profit for a certain period.

## **Sales Report By Period**

### **Menu Finder:**

Sales Order Module -- Sales Report By Period

- A sales report by a period displays and prints a report for a certain period you select in the criteria window. This report will include the row and column total for selected items depending on your selected criteria. The primary use of this report is to view your total sales for a certain period.

## INVENTORY REPORTS [INV]

### **Menu Finder:**

Inventory Module:

### **Inventory Reports:**

- To view or print reports regarding your inventory. There are different options you can use to find the necessary information regarding different categorized items. The primary use of the inventory reports is to organize and monitor your inventory processes.

### **Item Listing**

### **Menu Finder:**

Inventory Module -- Inventory Item Listing

- Inventory Item Listing shows a list of inventory items pertaining to your company. The report provides the item number, description, price, and cost of each item. Also, you can use the sort option in the inventory item criteria window to sort your items by item number, description, product line, price code, price of item, cost of item, item type, and group name. (This will depend on the user's selected criteria in the criteria window).
- By checking the Detail Report box, the inventory items will be listed in detail, by also including the item type, price code, and product line of the item.

### **Inventory Report**

### **Menu Finder:**

Inventory Module – Inventory Report

- The inventory report shows the current inventory on-hand. The report includes the item number, description, stock, and the receipt date of the inventory received. Also you can group your reports by product line, group name, and custom fields. The primary use of this report is to show the total stock on hand for different inventory items.

**Figure A. (Inventory report selection window)**

**SNS Inventory Report**

Printer : \\SNSERVER\HP LaserJet 5000 Sei

**1. Select Criteria**

☒ All Items  
☐ Selected Item No  
☐ Filter By

**2. Group Option**

Group By: NONE

**3. Report Title**

Title : Inventory Report

**4. Cost Type**

☒ Average Cost ☐ Cost

**5. Select Aging Date**

Aging Date : None 02/07/2002

☒ View Stock Value  
☐ Stock > 0 Only

Print Print Preview

**Field Description.**

**1. Select Criteria** = Use the selection criteria to select all items, selected items, or filter by the different

**2. Group Option** = You have different grouping options to display and print your inventory reports. You can select the default (none), or you can group the report by product line, group name, and different category defaults. When you group the inventory items you have an additional option of printing them in multi item display.

**Multi Item Display Key Note:** By checking the multi-item display box your report will show the items condensed in one group. (will not show in-depth detail regarding the items.)

**3. Report Title** = The title of the report.

**4. Cost Type** = You can view the report with two different cost types: By the average cost of each item, or by the unit cost of each item.

**5. Select Aging Date** = You can select a single aged date or use none to select all aging dates. A single aged date will show all your inventory items up to that specific date.

- Key tip: By clicking on the view stock value box, you can print your report with the stock value of the items.
- Key tip: By clicking the Stock >0 only, your report will show stocks that are greater than 0.

## **Inventory Adjustment Report**

### **Menu Finder:**

Inventory Module – Inventory Adjustment Report

- The inventory adjustment reports' shows the adjustments made to your inventory. The main purpose for an Inventory Adjustment Report is to find out how many, and how much were adjusted for a certain period. This report will include the item number, adjustment quantity, and adjustment amount for the items during that specific period. (This will depend on the user's selected criteria in the criteria window)
- Key tip: You can also view the adjustment report in three ways.
  1. Summary Report: Listing a summary of the adjustments made for specified items.
  2. Detail Report: Showing in detail the adjustments made for the inventory item.
  3. Display Matrix Item Detail: If matrix items were adjusted.

## **Stock Vs Reorder Point Report**

### **Menu Finder:**

Sales Order Module -- Stock Vs Reorder Point Report

- Stock Vs. Reorder Point report is a comparison report showing your stock versus your stock reorder point. The report automatically subtracts the stock on hand with the reorder point so you can re-order inventory when needed.

**Figure A. (Stock Vs Reorder Point criteria window)**

**1. Select Criteria**

☒ All Items

☐ Selected Item No

☐ Filter By

**2. Report Title**

Title : Stock Vs Reorder Point Report

Item No	Description	Stock	Reorder
CANONA20	Canon Sure Shot A20	419	10
KODAK33	Kodak 4.4 MP	552	10
KODAK5000	Kodak DC 5000 2.1 Mega	300	50
NIKON775	Nikon 775 Digi Camera	58	20
Total Summary :		1 329	

☒ Reorder Point > 0 Only ☐ Stock - Reorder Point <  Only

☐ Show 3 Months Sales

Print Print Preview

**Field description:**

1. **Select Criteria** = Use the selection criteria to select all customers, selected customers, or filter by different fields.
  2. **Report Title** = Enter in a title for the report or use the default title shown in figure A.
- Key tip: By checking the reorder point > 0 only box, the report will show items with reorder points greater than 0.
  - Key tip: You can also filter the report by the stocks minus the reordering point by entering in a number in the *stock – reorder point* < field.
  - Key tip: The show Month sales is an option to view the your selected month sales for selected items. (This depends on the user's selected criteria in the criteria window).

## **ACCOUNTS PAYABLE REPORTS [A/P]**

### **Menu Finder:**

Accounts Payable Module:

### **Accounts Payable Reports:**

- Accounts Payable reports are used to view reports for detailed transactions and other information regarding your purchases. This report includes the invoiced and cash purchases of Accounts Payable. There are several options in selecting your vendors in the selection criteria header. You can view by all vendors, selected vendors, and filter by. Also the sort option header lets you sort your vendor listing reports by vendor's number, name, telephone number, address, state, and etc.

### **Vendor List Reports:**

### **Menu Finder:**

Accounts Payable Module – Vendor List Reports

- The vendor list reports shows a list of vendors that your company deals with. The report provides the vendor's number, address, name, telephone, contact, and the vendor terms. Also you can use the sort option to arrange your report by the vendor number, vendor name, telephone number, city, state, zip, vendor contact, and the terms of the vendor. The primary use of this report is to view a list of vendors, and the information regarding the vendors. (This report will depend on the user's selected criteria in the criteria window)

### **Vendor Mailing Labels:**

### **Menu Finder:**

Accounts Payable Module – Vendor Mailing Labels

- Vendor mailing labels are formatted mailing labels generated from **EBS**. In the criteria window, you can choose different sort options of printing the customer mailing labels. For example, you can use the sort option to sort the labels by customer number, customer name, Telephone number, city, state, zip, contact, and salesperson. The primary use of this report is to print labels for mailing purposes. (The report depends on the user's selected criteria in the criteria window).

## **A/P Aged Invoice Report**

### **Menu Finder:**

Accounts Payable Module – A/P Aged Invoice Report

- An A/P Aged invoice report shows outstanding payables that are aged by the invoice date. This report's main use is to keep you informed of the aged payables to different vendors. The report will show the vendor number, invoice number, invoice date, invoice total, current balance, aged periods, telephone number of vendor, invoice totals, and total balance of the report. (This depends on the user's selected criteria in the criteria window).

## **Payable History Report By Vendor**

### **Menu Finder:**

Accounts Payable Module – Payable History Report By Vendor

- AP Report By vendor shows the payables owed to different vendors. You have the option to view a selected vendor's payables or all the vendor's payable remaining on accounts payable. Also you have the option to group your AP reports by city, state, vendor type and custom fields. The main purpose of this report is to view your payables that haven't been paid yet to the vendor. (The report will depend on the user's selected criteria in the criteria window.)

## **PURCHASE ORDER REPORTS**

### **Menu Finder:**

Purchase Order Module:

- Purchase Order Reports are used to view reports regarding the purchases of goods or services from the vendors. The primary use is to find out your different purchases from different vendors. (more on this)

### **Open Purchase Order Report**

#### **Menu Finder:**

Purchase Order Module – Open Purchase Order Report

- An open purchase order report shows the purchase orders that still have a status of a new order. A new order status for a purchase order is when an order has been sent from your company to the vendor but hasn't been invoiced and shipped by the vendor. The open purchase order includes the vendor number, purchase invoice number, order date, name of the company, required date, ship via, and the total purchases to the vendor.

### **Open Purchase Order By Required Date**

#### **Menu Finder:**

Purchase Order Module -- Open Purchase Order By Required Date

- An open purchase order report shows all open purchase orders by the required date. The main difference between both reports is one is sorted by the required date and the other is sorted by the purchase order invoice number. This is useful in tracking your purchase orders so you can specifically know when the merchandise will arrive or have not arrived.

### **Open Back Order Report(Purchase Orders)**

#### **Menu Finder:**

Purchase Order Module – Open Back Order Report

- An open back order report for a purchase order shows the back orders for purchased orders. The report includes the vendor number, purchase order invoice number, order date, name of the vendor, required date, ship via, and the total purchases to the vendor.



## Purchase Report By Item

### **Menu Finder:**

Purchase Order Module – Purchase Report By Item

- A purchase order by items shows the purchases and debits categorized by items. The detailed report includes the item number, invoice number, invoice date, description of item purchased, quantity of item, cost of item, unit cost of item, and the total purchased for each item. The summary report is a summary of the total purchases for each item. The difference between the two reports is the detailed report shows the invoices pertaining to each item. The summary report only shows a summary of the invoices for the vendor. (This will depend on the user's selection in the criteria window.)

## Purchased Report By Vendor

### **Menu Finder:**

Purchase Order Module – Purchase Report By Vendor

- A purchase report by vendor shows the purchases and debits made to a vendor. There are three different types of reports you can view or print for the purchase report by vendor.
- By selecting the **invoice** report type, the purchase report will be categorized by the vendor and invoices.
- By selecting the **item** report type, the purchase report will be categorized by the vendor and items.
- Lastly, by selecting the **item** and **invoice** report type, the purchase report will be categorized by vendors, items, and invoices.

## Purchase Status Report

### **Menu Finder:**

Purchase Order Module – Purchase Status Report

- A purchase status report displays the status of your purchases for your vendors. The purchase status report displays and prints the item number, vendor number, order/invoice number, order date/invoice date, quantity, dozen amount, and total amount. (Detailed Report) The report can vary by your selected criteria in the criteria window. You have to option to sort your purchase report by item name, item number, product line, group name, and category names. Also you can view the report in detail or in a summary.
- Key tip: By checking include quantity received box, the purchase status report will include the quantity received in the Qty. column of the report.

## Purchase Report By Period

### Menu Finder:

Purchase Order Module – Purchase Report By Period

- A purchase report by period shows different purchases or debits for a certain period. The report includes the item number, item name, purchase report period, and the row total amount. (This will depend on the selected criteria in the criteria window)

**Figure A. (Purchase Report By Period)**

The screenshot shows a software window titled "Purchase Report By Period". It contains several sections for configuring the report:

- 1. Select Period:** Includes "From Date" (01/01/2002) and "To Date" (01/29/2002) with calendar icons.
- 2. Select Items to Include:** Has radio buttons for "All Items" (selected), "Selected Item No", and "Filter By".
- 3. Select Vendor to Include:** Has radio buttons for "All Vendors" (selected), "Selected Vendor No", and "Filter By".
- 4. Select Report Type:** Has radio buttons for "Purchase Amount", "Purchase Qty", "Purchase Only" (selected), "Debit Only", and "Purchase+Debit".
- 7. Report Title:** A text field containing "Purchase Report By Period".
- 8. Select Row/Column Set:** Includes "Row" (Item No), "Column" (Month), and checkboxes for "Print Name" and "By Group Name".
- 9. Column Width:** Includes "1st Column" (12) and "Other Columns" (8).

At the bottom right are "Print" and "Print Preview" buttons.

### **Field Description with Examples:**

- 1. Select Period:** Select a time period from and to – date for the purchase report.
- 2. Select Items to Include:** You have several options to select which items to include. You can include all items, select a group of items, or you can filter by using different fields.

3. **Select Vendor to Include:** You have several options to select which vendors to include.
4. **Select Report Type:** Select which report type you wish to view. First select if it is a purchase amount or a purchase quantity report. Then select to view the purchases only, debit only, or both.
  - Key note(Error in numbering for the interface window.)
5. **Report Title:** Enter in a new title for the report or use the default title.
6. **Select Row and Column Set:** Select how you want the rows and columns to be set by. For example row set can be either by the item number or the vendor number. For the column set it can be by month, quarter, or year.
7. **Set Column Width:** By setting the first column width to 12 and other columns to 8, the spaces for the first column will be 12 and for the other columns it would be 8.

## **Bank Reconciliation Report**

### **Menu Finder:**

Banking Module – Bank Reconciliation Report

- A bank reconciliation report process shows the additions to and subtractions from both balances to arrive at an adjusted cash balance. The bank reconciliation report is divided into two reports. One report contains cleared deposits and debits. The other report contains outstanding checks and credits. (The reports will depend on the selected criteria in the criteria window)