MANUAL
for
BUSINESS SOFTWARE
for
CUSTOM MANUFACTURERS
v. 1.1

General Information

USING MICROSOFT ACCESS HELP

Although knowledge of Microsoft Access is not required to begin using this software (referred to as CMFG), you will be able to make more effective and efficient use of CMFG as you gain some proficiency with Access.

You can use the Access Help system to learn more as you work with the CMFG software. There are two ways to access Access help. The first is to use the animated "paper clip", which you obtain by pressing F1. This is fine for general inquiries into the Help system. For more specific searches, select Help from the menu bar, then "Contents and Index", and then the "Index" tab.

USING THE KEYBOARD

Initially it is much easier to use the computer's mouse to navigate through CMFG's menus and forms. However, you'll work much faster if you learn the keyboard shortcuts provided by Microsoft Access. More information is available by searching the Help on "Keyboard ShortCuts". Choose the section titled "Microsoft Access".

At the outset, you should use TAB to move from field to field, shift-TAB to back up a field. Also useful are the F2 key in text boxes, the F4 key in drop down lists, and the ctrl-W key to close a form. The Help system has more information on these and other keys.

System Table Data

All System Tables

Enter data in Caps and small letters (eg. David Smith). When the data is used in a mail merge, it will not look strange.

When entering data in a table, the arrow on the left side indicates which line is currently active and the asterisk or star indicates the line on which data can be entered. After entering new data, closing the window or pressing the "enter" key will add the changes.

Category

This table is used by the Job Cost system to group Cost Codes. Typically, categories are defined for Revenue, and two or three major expense classifications.

Company Names

To enter a new company name, select the "Maintain Tables" in the main menu. Double click in the "maintain company names." Enter Corporate ID (4- 6 letters, a combination of first, second and third words in the company name) then enter full company name in the description field. Close window.

Cost Codes

This table is used by the Job Cost system. Typically 4 digit cost codes are used.

End Use

An optional descriptive code used to classify quotations and orders.

FOB Codes

When quoting a customer, the quote contains a FOB point. These can be entered in the "Maintain FOB Codes" in the "Table" category from the main menu. After double clicking on the "Maintain FOB Codes" a small table appears. The arrow on the left side indicates which line is currently active and the asterisk or star indicates the line on which data can be entered. After entering the new FOB code, closing the window or pressing the "enter" key will add the changes.

Inventory Categories

Use this code to classify the products that are inventoried and sold into useful groups. Most inventory reports are sorted by "Category".

Jobs

Add a new code for each job which will be expensed. A typical format is a 2 digit year followed by a 3 or 4 digit job number. (At this point in time, some of the programs refer to the Job No. as Lot No. They refer to the same thing.)

Mailing Codes

Entering mailing codes is in the "Table", "Maintain Mailing Codes". Double click on "Maintain Mailing Codes" and a small table will appear. The mailing codes are part of the address screen and are used to help determine what product line a customer is interested in for future mailings and products updates.

Phase

A typical job will follow a series of steps. Set up a phase code for each major step of the job. Cost reports by "phase" are available.

Source of Lead

The table for maintaining the source of lead is in the "Table", "Maintain Source of Lead". The source of lead table is part of the address screen and a way of tracking how advertising is working and which method of advertising works best. New descriptions for source of lead are added in the "maintain source of lead" table by entering a brief description in the table.

Standard Codes/Comments

Standard comments are used for quotes and orders. After choosing an inventory number, double clicking in the description box will bring up the standard comments. This is useful if a certain item has a standard description that seldom changes.

The "standard comments" table is in "table", "maintain standard comments". The first part of the standard comments is the item number, where the item number is the inventory number. The second column is the comment number associated with the inventory number. The next column is the comment itself and the last column, Constant_Comment, allows a comment to always be added to the description field.

Region Codes

This code is used to classify customers and orders on a geographical basis for reporting purposes.

Transaction Type

This table is not normally maintained by the user. It defines each transaction type possible in the Inventory system.

Unit of Measure

A two letter code for each measure is established in this table.

Typical examples include: EA for Each, LB for pound, M for metre, and so on.

Addresses

To enter or edit company addresses, choose Tables button on main menu and double click on Addresses. Choose Corporate ID from drop down list. If the company is being loaded for the first time, it will automatically put in "A/P" in the short name field. Press the tab button until the cursor is in the field labeled "First Name".

The first time an address is loaded the address type field will automatically be filled in as a Bill To and the bill to number will be filled. The following fields must be filled in order to save the record: First Name, Last Name, Street, City, Province, Postal Code, Phone, Mailing Codes, Customer Type and Source of Lead. If one of these fields is not filled, an error message will tell you that the fields have not been filled. In the credit box on the right hand side of the screen, tax rates can be changed and credit status can be approved, or on hold. (The designation New Customer is not useful as when doing a quote or order, an error message came back saying tax info not found or credit status not found.) The designation "hold" can be used for a new customer until credit is approved and for delinquent accounts.

After the accounts payable is set up and saved, choose the corporate ID from the drop down list again. Create a short name using a combination of first and last names. Tab to the next field and choose address type from the drop down list. **In order to quote a customer, the address type must be a ship to**. Link the customer to the correct bill to from the drop down list and enter or change the rest of the fields as required. The source of leads, mailing codes and customer type fields must be filled in order for the record to show on the prospect report.

Daily Activity

General Tips

There are two parts to entering quotes and orders: the header and the body. The header must be saved before the body of the quote or order can be entered. When printing a quote or order, the order must be saved before printing or an error message will ensue.

If the program aborts (your screen is suddenly in the code of the program), you must completely close Access and restart the program or you will keep having problems.

When printing quotes, orders and purchase orders, use the print buttons at the bottom of the screen, not the print icon on the tool bar. If you use the print icon on the tool bar, all the records will print, not just the current record.

Quotations

When doing a quotation, first make sure the customer is properly loaded in the address screen and is designated a "Ship To". In the main menu, choose quotations button and double click on Quotations.

In the quote screen, choose the new button on the bottom left of the screen. A new quote number will be assigned. Choose the corporate ID from the drop down list then the short name. Enter subject, delivery date, revenue account, date of quote, terms, salesman, entered by, FOB and freight fields. **Now the header must be saved before the body of the quote can be entered.** From the drop down list, choose the appropriate inventory number, enter the unit price and quantity and a brief description.

If the inventory number has applicable standard comments, double clicking in the description area will activate the standard comments window. The standard comments are a set of preloaded phrases specific to a certain inventory number. Variables can quickly be filled in be clicking on the "replace parameters" button at the top of the window. That button automatically moves the cursor to the next variable.

After entering all line items and descriptions, click the "calculate tax" button to put in applicable taxes and save the quotation. You now can print the quote directly or print to the queue.

If the customer is requesting a quotation similar to a quote done previously, that quote can be copied into a new quote. Select the "copy quotation" field at the top of the screen and choose the quotation number from the drop down list. Enter the fields in the header and change the corporate ID and the short name as required and save the header. The body of the quote will be filled automatically. Edit the body of the quote, add any comments in the comments box, calculate taxes, save and print.

There is a small box near the "calculate taxes" button called "suppress totals". If this box is checked, no taxes will be printed and neither the total nor subtotals will be printed. This is used if the quote is a "shopping list" type quote. If using the "suppress totals" box, the taxes must still be calculated. The sequence is edit the body, enter comments, calculate taxes, suppress totals, save and print.

If the customer is being quoted on items that are PST applicable, there is a small box that when marked with an "X" will apply PST. That box is located immediately to the left of the unit price and is simply labeled "tax". If that box is marked, PST will be applied to that line item only.

If the quotation becomes invalid (eg. the customer has decided not to place an order or had another company do the work), it can be marked "old" or "lost". There is a small box below and to the right of the quotation number designated "special status". If something is typed in the "special status" box, the quotation will be removed from the "Record of Quotes" report.

Orders

There are a couple of different ways to enter an order. It can be copied from a quotation, copied from a previous order or entered from scratch.

If the customer has been quoted and wishes to place an order, the quote can be copied into an order. At the top of the screen, there is a field called "copy quotation number". The number of the quote is selected from the drop down list (or typed in the field) and the header of the quote will fill in in the header of the order. Some fields will have to be entered such as "for delivery", "your order number" and "ship via". After the header is entered, it must be saved, then the body of the order will be automatically filled in. After editing the order, click the "calc tax" button and save. The order can now be printed.

If the customer is placing a repeat order, there is a field beside the "copy quotation number" called "copy order number". Select the correct order from the drop down list and complete filling in / editing the header of the new order. When the header is complete, save the order and the body will automatically be copied. Edit the body of the header, click "calc tax", save and print.

If the customer is placing an order that is not from a quote or a repeat order, select the corporate ID from the drop down list. Select the customer name in the short name drop down list. Fill in the rest of the required fields in the header and save. Select the proper inventory item in the first line item, enter the quantity, unit price and description. Do the same for the rest of the line items, calculate taxes, save and print.

If the customer is being quoted on items that are PST applicable, there is a small box that when marked with an "X" will apply PST. That box is located immediately to the left of the unit price and is simply labeled "tax". If that box is marked, PST will be applied to that line item only.

Managing printer queue

The printer queue is used when you wish to delay printing until you have entered a number of quotes.

Purchase Orders

To enter a purchase order, the supplier you are purchasing from must first be entered in the suppliers. At the main menu, choose "Yes I Can" button and double click (or highlight and click "select") the "Yes I Can Data Entry". A window with blue book-like icons will appear. Click on the book titled "purchase orders". Click "new" for a new purchase order number. Select the supplier from the drop down list, enter the work order number, due date, FOB point, terms, ordered by and ship via. Choose the item number from inventory, enter quantity, price and description. Calculate the taxes (zero out the PST if it is not applicable) and print.

If you are placing a repeat order, you can copy a previous purchase order. There is a "copy P.O." field at the top of the screen. Select the purchase order from the drop down list, changing the fields as required. Print the purchase order.

If you are looking at old purchase orders, be careful not to change the purchase order as they do not get locked and data can be lost. (Thiswill be changed in the next software release.)

Maintain Customers

To add a new customer, you add a new Company Name and then add an Address. See entering system data. Use this function for inquiry purposes only. (The DELETE button will be removed in the next release as it is not needed.)

Invoices

To invoice an order, right click on the order number, choose "find", type in the order number you wish to invoice and click "find first". When the proper order comes up, close the find window. At the left of the screen, below the reverse black line, there is a place to enter the invoice date. Enter the invoice date and print all copies.

After an order has been invoiced, it can no longer be modified in the order screen. When the order is viewed through the "quotations", "orders" screen, below the order number the word "Invoiced" will appear and no changes can be made to the order.

When payment is received, at the bottom of the screen is a box labeled invoice paid. Click the box to mark it paid (this will take it off the Customer Receivables list), enter how paid, date paid, cheque number and amount paid. Print a single copy.

Generate Prospects Reports

First, the report caption or title can be entered. The report can be run for a single company be entering the corporate ID in the labeled field, or it can be run for a city, or postal code, or by mailing code, or date entered. The report can be sorted alphabetically or by postal code. After entering the search parameters, clicking on the book with the postal code across it will sort the resulting report by postal code. Clicking on the plain book will sort the report alphabetically.

Maintain Suppliers

Click "new" for a new supplier. Tab through the fields, entering the company name, address, phone and fax numbers. Choosing the "done" button will save the changes and now the supplier is added to the drop down list for purchase orders.

Enter Payables

See chapter 16, pages 301 to 303, and 311 in the YES I CAN manual. Ignore the other pages in this chapter. The screen is a little different from the YES I CAN screen, in that bills must be expensed to a job number and cost code. The cost code also determines the General Ledger account code to which the expense is posted.

Pay Suppliers

Accounting Activity

See chapter 17 in the YES I CAN manual.

Check Writer

Use this function to issue cheques without using the Accounts Payables system. Cheques entered using this program can be expensed to the General Ledger, but not the Job Cost Ledger. Because this program provides less control, minimal use is suggested.

This program is also used to enter deposits.

See chapter 19 in the YES I CAN manual.

List Unposted Payables

This function lists Payables that have been entered, but not posted.

Check Reconciliation

See chapter 20 in the YES I CAN manual.

Chart of Accounts

See chapter 21 in the YES I CAN manual.

General Ledger

See chapter 22 in the YES I CAN manual.

Reports

See pages 8 and 9 in the YES I CAN manual.

Job Costing

Enter Job Cost adjustments

Date and Time. Enter a date on the first line. The computer will change the time field on each additional entry, to make the date and time a unique value. You may also specify a specific time, on transactions where this is useful information.

Print Job Cost Reports

Most of the Job Cost reports require that a date be entered.

Inventory

Maintain Inventory

Inventory item numbers should be all numeric. Non-numeric item numbers do work, but pose complications when entering transactions.

When adding new items, press SAVE after completing the header area.

Inventory Transactions.

Date and Time. Enter a date on the first line. The computer will change the time field on each additional entry, to make the date and time a unique value. You may also specify a specific time, on transactions where this is useful information.

Enter Count

Use this function to enter your physical inventory count. The system has been designed so that you can continue to enter Shipments, and other transactions. You do not have to cut off the inventory or stop processing.

Count Reports

Use the "Post Count" button once you have entered the count, and are happy with the Variance Report. The computer will compute the book balance as of the count date, and compare this to the count entered in "Enter Count." The difference is posted as a Count Variance transaction.

Count Sheets

This is an optional function used to print count sheets to assist in counting on the warehouse or factory floor.