

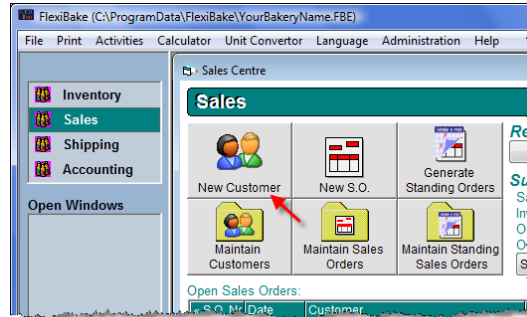


SALES MODULE USER GUIDE

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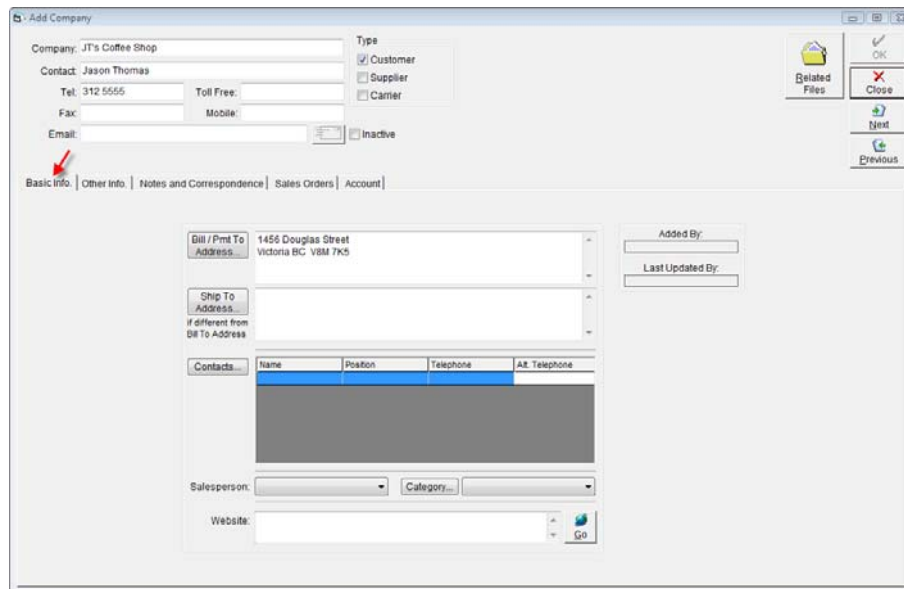
Adding A New Customer

To add a new customer to the database, click the New Customer button within the Sales Centre.



FlexiBake Sales Centre

The Add Company screen is displayed. Enter the company name and contact details, check the Customer checkbox and then click the OK button to save the record and enable the tabs below. In the Basic Info Tab, click the Bill/Pmt To Address button and enter the company address details. Do the same for the ship to address if different from the bill to address. Click the OK button to save the information entered.



Add Company Window

Click the Other Info Tab and complete as many of the fields as possible.

The screenshot shows the 'Add Company' window with the 'Other Info' tab selected. The 'Default Values' section includes 'SALES ORDERS' and 'PURCHASE ORDERS' dropdowns. The 'Account Details' section shows 'Default Currency' as 'Canadian Dollars' and 'Account Numbers' as 'CAD' and 'JTCS'. The 'Tax, Pricing and Billing Information' section includes 'Tax Profile' as 'N - Tax Exempt', 'Tax Exempt No.' as '567890', 'Credit Limit' as '2000.00', 'Price Tier', and 'Billing Frequency' as 'Weekly'. Red arrows point to these fields.

Add Company Window - Other Info Tab

The following fields below must be completed as this information is required when creating a Sales Order.

Payment Terms – This is the terms of sale. It refers to the agreement of payment of invoice. Click on the drop down and select the applicable payment term. If the required payment term does not exist, click the button to add it to the list.

Default Currency – FlexiBake allows customers to transact in multiple currencies. Setting a default currency in the customer record enables the program to automatically populate the currency field on Sales Orders and Invoices.

Account Numbers – FlexiBake currently supports exporting of transactions to AccPac, Simply Accounting and Quickbooks. Some accounting packages (e.g. AccPac) require a separate account number for each currency that a customer transacts in. If your accounting program requires this data then you should enter the account numbers already associated with the customer's account in your accounting package, otherwise you may enter any account number that makes sense for your operation.

Tax Profile – Enter the sales tax applicable to the customer.

Tax Exempt No. – If the customer is not to be charged tax, enter their Tax Exemption Number.

Credit Limit – Enter the customer's credit limit. If you create a Sales Order and the total order value exceeds the customer's available credit limit, a warning message will be displayed. It is possible to proceed and create a Sales Order even though a customer's credit limit has been exceeded.

Price Tier – Select or add an alternative sell price if the customer is not going to be purchasing products at the standard sell price.

Billing Frequency – Click on the dropdown and select when the customer is to be billed (i.e. on an adhoc basis, weekly or monthly).

Weekly – invoiced every Monday

Monthly – invoiced on the first day of the following month

before. For each product, enter the quantity ordered and then click the OK button to update the Sales Order.

Only display products that have previously been ordered.
 Show Excluded Products
 Highlight products that have not previously been ordered.

Category:

Base Average and Last Quantities on All orders placed since 28/11/2007

Search by Name:

Code	Name	Order By	Price	Avg	Last	Qty
LM	Loaf, Multigrain	ea	2.00	0	0	5
LMS	Loaf, Multigrain Sliced	ea	2.10	0	0	5
LMTS	Loaf, Multigrain Texas Sliced	ea	2.10	0	0	5
MLBA	Muffin Large, Banana	ea	0.75	0	0	5
MLBR	Muffin Large, Bran	ea	0.75	0	0	5
MLC	Muffin Large, Carrot	ea	0.75	0	0	5

Sales Order Window - F3 key

Once you have selected the products and entered the order quantities, click the OK button to save the Sales Order. A unique incremental Sales Order Number will be assigned. The order total, sale tax and grand total is displayed at the bottom of the Sales Order.

Customer: JT's Coffee Shop - Tel: 312 5555

S.O. No.

S.O. DATE: 28/03/2008

CURRENCY: Canadian Dollars
 TAX PROFILE: Tax Exempt
 PAYMENT TERMS: 1% 10 DAYS, NET 30

SHIP DATE: 31/03/2008
 LOADING PORT:
 DESTINATION CITY:
 DESTINATION COUNTRY:

SHIP FROM LOCATION: <Default>
 DELIVERY TERMS:
 PACKAGING:

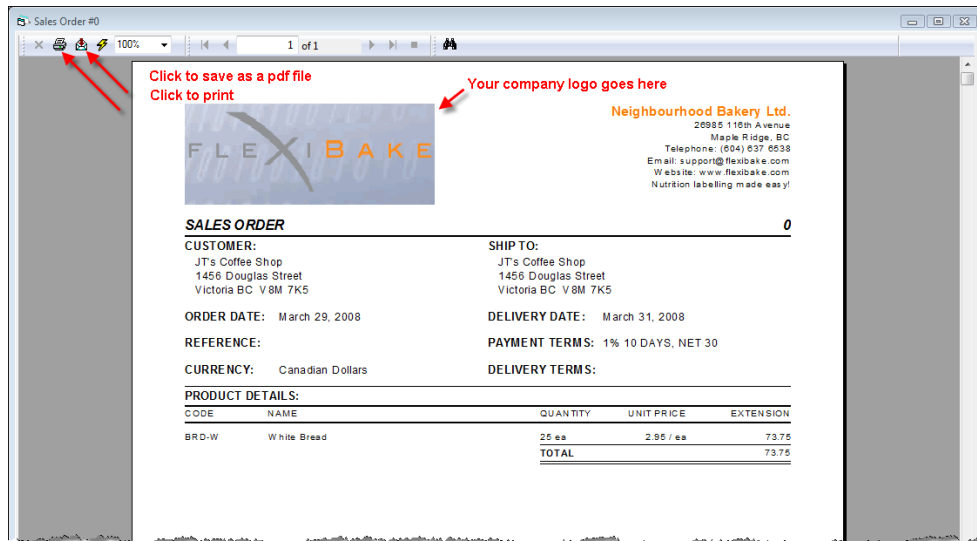
NOTES (to appear on S.O.):
 NOTES (for internal use only):

CODE	NAME	QTY	UNITS	UNIT PRICE	EXTENSION	SHIPPED
BRD-W	White Bread	25	ea	2.95	73.75	

**** Incomplete Weight Data ****

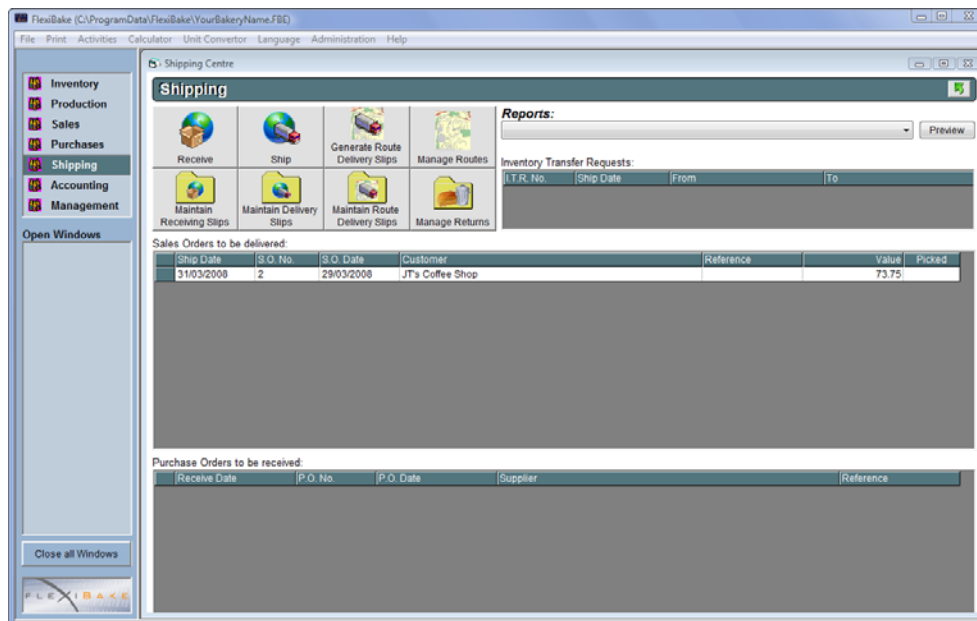
# ITEMS	25	ORDER TOTAL:	73.75
SHIPPING WEIGHT	0 kg 0 lb	SALES TAX:	0.00
		GRAND TOTAL:	73.75

Click the Print Preview button to view the Sales Order. You can then print the Sales Order or save as a pdf file.



Sales Order

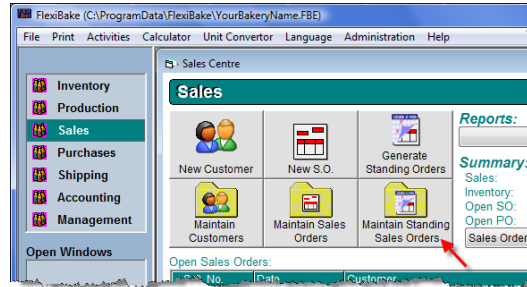
Once a Sales Order has been created it will appear in the Shipping Centre (Sales Orders to be delivered grid) until such time as it is shipped.



Shipping Centre - Sales Orders to be delivered

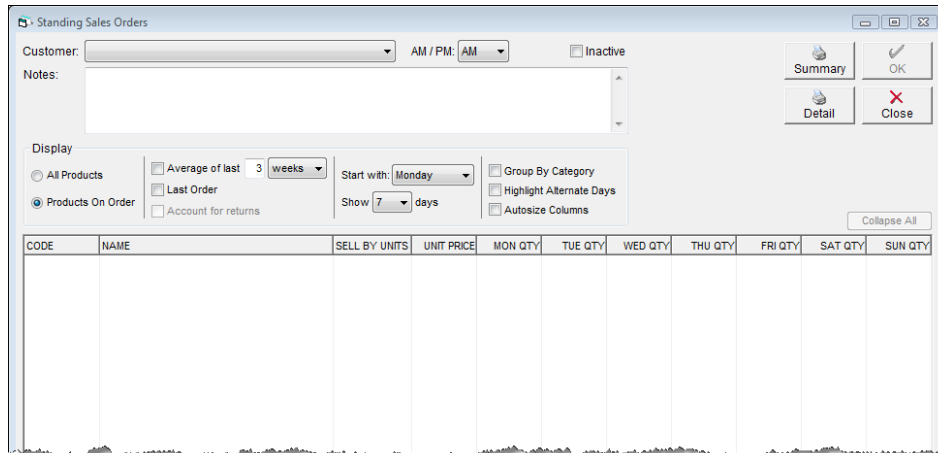
Creating A Standing Sales Order

Click the Sales Centre and then the Maintain Standing Sales Orders button.



FlexiBake Sales Centre

The Standing Sales Order window will be displayed.



Standing Sales Order Window

Select the customer from the dropdown list and then select whether they require an AM or PM delivery. Select to display All Products and if required, you can choose to sort the products by category. Enter the product quantity required for each day of the week.

1. Select customer

2. Select whether an AM or PM delivery

3. Display all products

4. Choose to group products by category, if required.

5. Enter daily order quantity

CODE	NAME	SELL BY UNITS	UNIT PRICE	MON QTY	TUE QTY	WED QTY	THU QTY	FRI QTY	SAT QTY	SUN QTY
-] Breads										
BRD-W	White Bread	ea	2.95	10	10	10	10	10	10	10
LM	Loaf, Multigrain	L	2.00	10	10	10	10	10	10	10
LMS	Loaf, Multigrain Sliced	L	2.10							
LMTS	Loaf, Multigrain Texas Sliced	L	2.10							
-] Muffins										
MLC	Muffin, Large Carrot	ea	0.75	30	30	30	30	30	30	30
MLBA	Muffin, Large Banana	ea	0.75							

Standing Sales Order

Click the OK button to save the Standing Sales Order. If the customer requires a copy of the Standing Sales Order you can choose to print either a summary or detailed copy.

Summary

Detail

Standing Sales Order - Print Report Buttons

The summary report shows the product quantity required each day of the week.

Neighbourhood Bakery Ltd.

Standing Order Summary JT's Coffee Shop - AM Order

Category	Product Code	Product Name	Price	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Dreads										
	LM	Loaf, Multigrain	\$2.00	10	10	10	10	10	10	0
	BRD-W	White Bread	\$2.95	10	10	10	10	10	10	0
Muffins										
	MLC	Muffin, Large Carrot	\$0.75	30	30	30	30	30	30	0

Standing Sales Order - Summary

The detailed report also shows the product total per day as well as the total order value per day and per week.

Standing Sales Order

Neighbourhood Bakery Ltd.

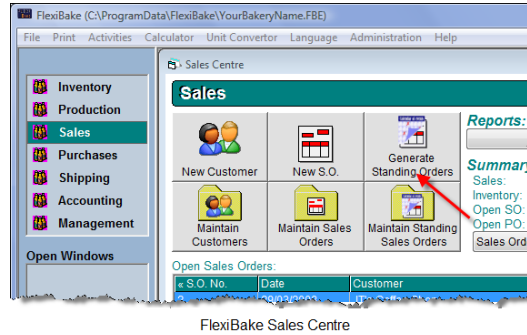
Standing Order Summary - JT's Coffee Shop - AM Order

Category	Product Name	Price	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breads	LM	2.0000	10	20.00	10	20.00	10	20.00	10
	BRD-W	2.8500	10	28.50	10	28.50	10	28.50	10
Muffins	M/C	0.7500	30	22.50	30	22.50	30	22.50	30
	M/LC	0.7500	30	22.50	30	22.50	30	22.50	30
Daily Totals:									
	Monday	72.00							
	Tuesday	72.00							
	Wednesday	72.00							
	Thursday	72.00							
	Friday	72.00							
	Saturday	72.00							
	Sunday	0.00							
Weekly Total:		432.00							

Standing Sales Order - Detailed

Generating Standing Sales Orders

Click the Sales Centre and then the Generate Standing Sales Orders button.



The Generate Standing Sales Orders screen will be displayed.

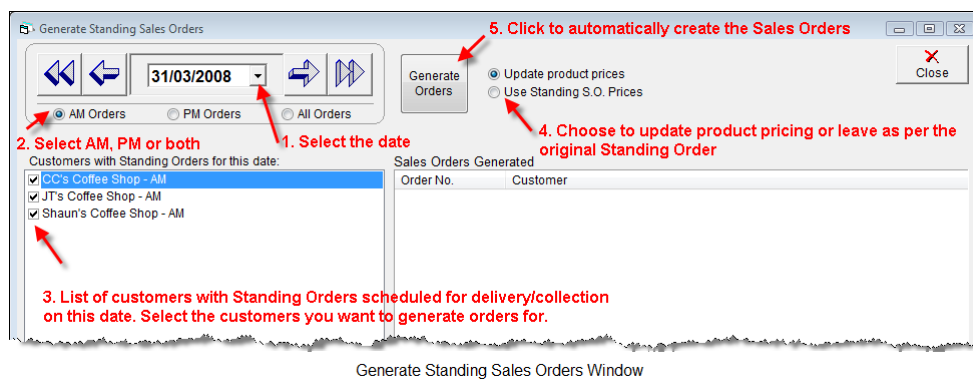
Step 1: Select a date, to view if any standing orders are due and need to be generated.

Step 2: Select whether you want to generate the AM or PM orders or both.

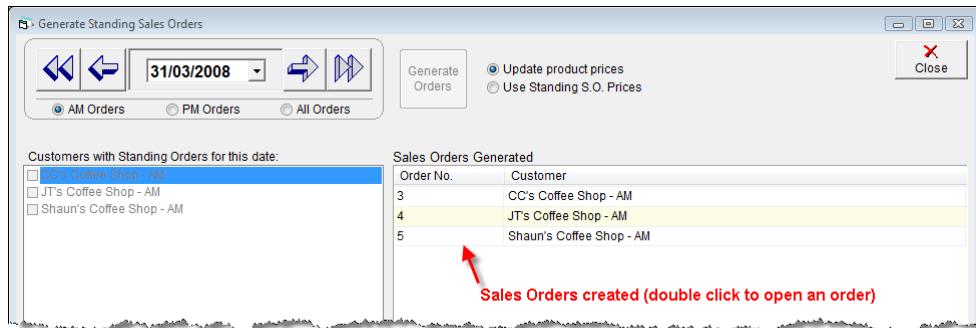
Step 3: A list of customers with Standing Orders scheduled for delivery/pickup on the date selected will be displayed. Select those you want to generate orders for.

Step 4: Either update product prices to the latest pricing in the database or to leave as per the original Standing Sales order.

Step 5: Click the Generate Orders button to automatically create the Sales Orders.



The Sales Orders generated will be listed on the right hand side of the screen. Select and double click a record to open the Sales Order.

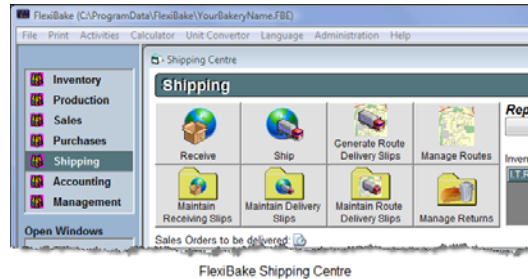


Standing Sales Orders Window

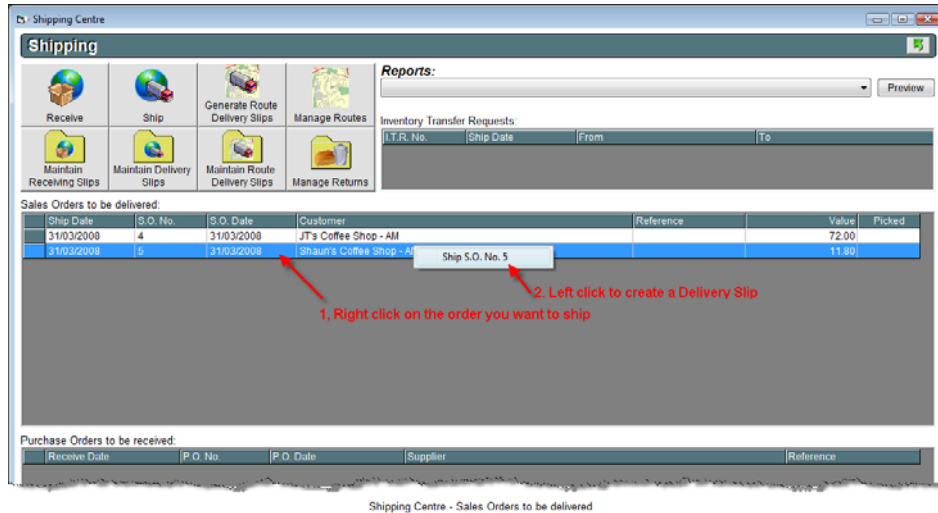
Creating a Delivery Slip

To ship an order you must create a Delivery Slip. The software will automatically allocate the oldest lot numbers or you can manually select the product batches to be shipped on an order. The purpose of the Delivery Slip is to close a Sales Order, adjust your inventory levels, provide traceability and it is also used for generating the customer invoice.

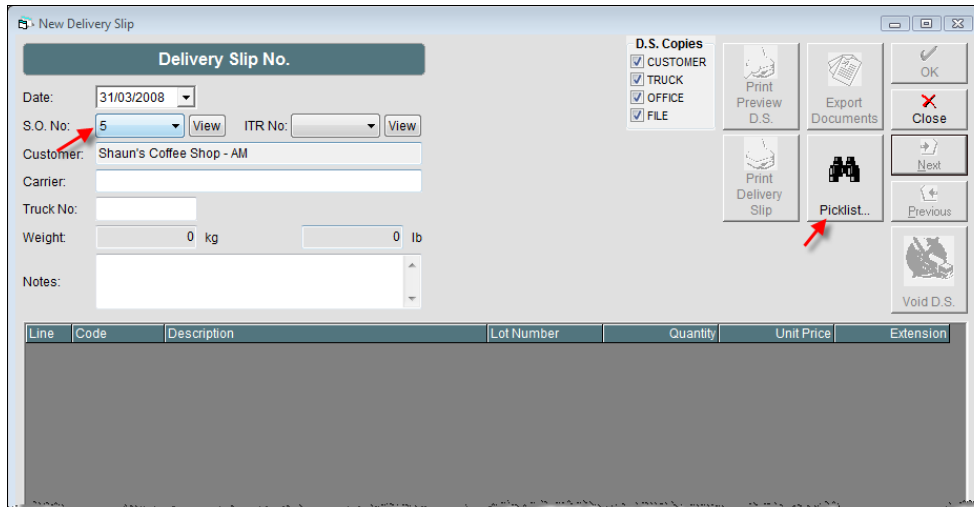
Click the Shipping Centre and then the Ship button.



... or you can right click on a Sales Order record in the grid and then left click on the pop-up.

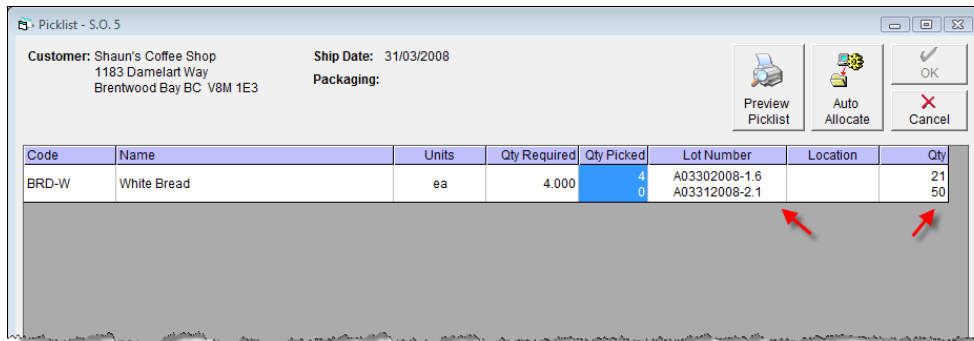


The New Delivery Slip window will be displayed. If you used the latter option (i.e. right clicked on the Sales Order record), the Sales Order will be automatically selected. If not you must select the Sales Order from the S.O. No: dropdown list.



New Delivery Slip Window

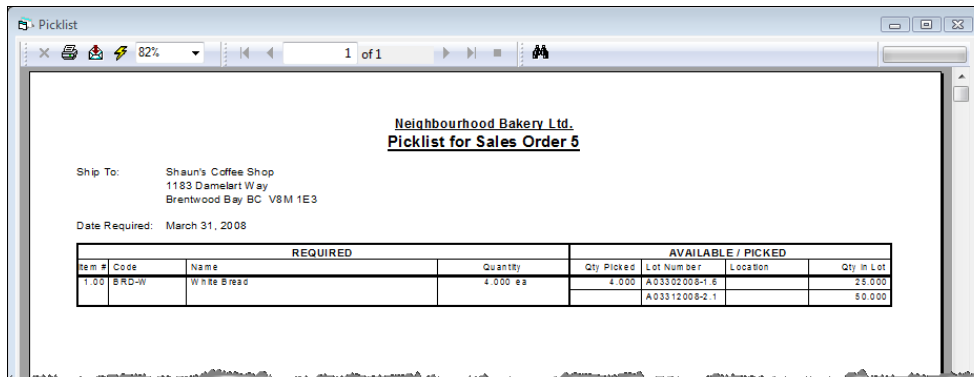
Click the Picklist button to display the Picklist window.



Picklist Window

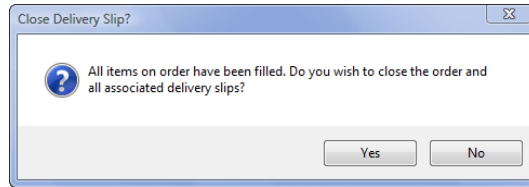
For each line item (product) appearing on the Sales Order you are able to view what inventory is available for shipping. You can click the Auto Allocate button and the system will automatically select the product with the oldest lot numbers or you can choose to ship a specific lot number if required.

Click the Preview Picklist button to view and print the picklist for the Sales Order.

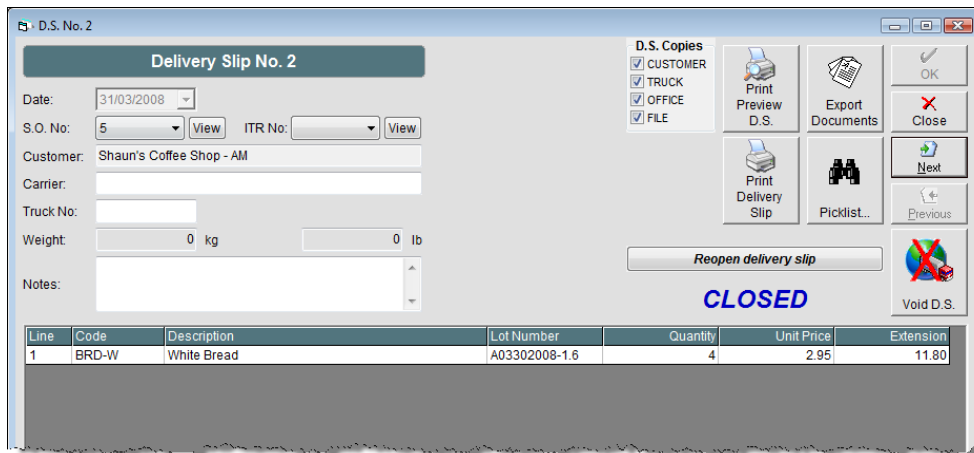


Picklist for Sales Order X

Click the OK button to close the Picklist and return to the Delivery Slip. Click the OK button on the Delivery Slip window to save the Delivery Slip. If you have picked product for all the line items on the Sales Order, a message will be displayed for you to confirm that you wish to close the Sales Order and all associated Delivery Slips.

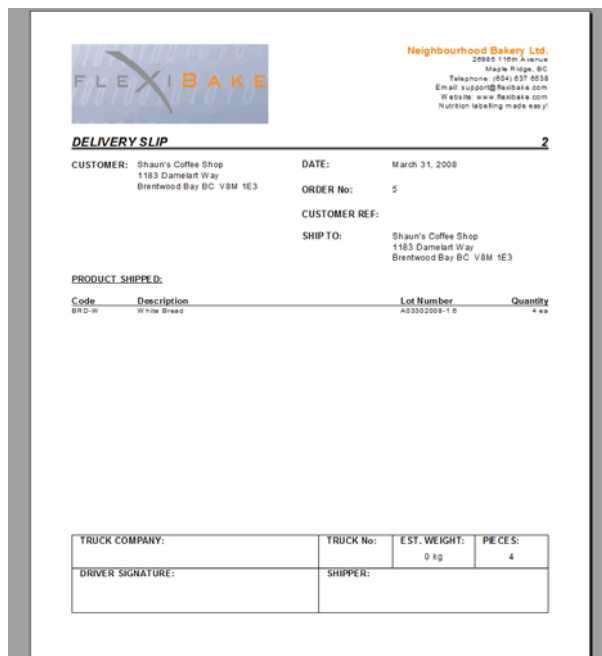


A Delivery Slip that has been closed will be stamped "closed" as shown below.



Delivery Slip Window

Preview and/or print the Delivery Slip by clicking the respective buttons.



Printed Delivery Slip