Welcome to

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Introduction

Allow us to introduce BizMan, the best solution for your simple business, GUARENTEED. Yes, this is a bold statement, but the proof is in the experience. There are many databases available on the market today; the difference between them and us is enormous. We designed BizMan to be easy to use. As we all know trying to correlate information can sometimes involve many screens and operations to perform tasks. What we have done is make is easy to get to other areas of the program without loosing your original starting point.

Who should use it?

All businesses that have complicated seasonal styling issues and inventory structures that are difficult to manage. Although developed in a footwear importing business, the structure can apply to any company that requires multiple color and size pre-packs.

What are the advantages?

An enormous saving of the time you currently require to manage your business. As all departments are connected, errors are eliminated and issues are immediately brought to your attention. By reducing errors your profit line is increased, your staff work harmoniously and you enjoy working your business.

Where is the data stored?

All information is stored on your company servers.

When do you implement?

The best time would be as soon as possible.

Why is it the best solution?

Simple, it makes running your business easy. No other software is necessary. From styling to financial statements, BizMan handles it all.

How does it do this?

The program has dissected every process involved with your business. There are access points in every screen that allows for quick verification of information. All departments communicate. As an example, when shipping dates on special customer orders are modified, those changes are translated to outstanding purchase orders and shipment tracking. This information allows the company to see when inbound shipping problems will potentially cause issues with customer cancellation dates. Problems are handled immediately, stress is reduced and financial penalties are averted due to the ease of using the program.

Features

Accounting
- Bank Reconciliations
- Landed Cost
- Financial Statements
- Easy access to Customer payment information

Customers
- Live financial figures
- Immediate access to open orders
- Easy printing of statements, aged reports, invoices, credit notes.
- Duo Account Managers

Styling
- Multiple color and assorted stock
- Unlimited size pre-packs and open stock
- Costing calculator
- Independent Customer pricing
- Complete print dashboard allowing for multiple types of reports, labels

Order Processing
- Distribution orders
- Easy access to Customer ordering information
- Shipping dates linked to purchase orders
- Line sheets

Delivery Slips
- Bills of Lading
- Shipping Manifest

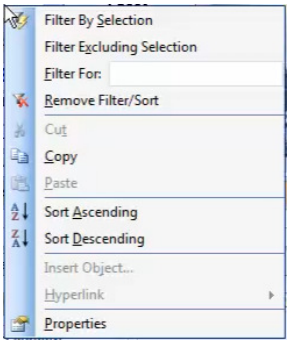
Invoicing
- Simply input the order to invoice
- Short stock warning will alert you if there is a problem with inventory.

Purchase Orders
- Multiple graphics can be added to each purchase order
- Special carton breakdowns can be created for each style
- Deposits/Payments module to keep track of finances
- PO Tracking allowing for split shipments when necessary
- Easy receiving procedure that allows for posting of AP invoice and AP 0 balances.
- Simple procedure for landing goods.

Things you should know

Mouse conventions

Right mouse button: When you point you mouse at different sections of the screen a pop menu will appear offering choices of things you can do.



Filter by Selection

Used to show only the items that match what your mouse is pointing at. For example, in the Style's screen, if you point to the *Season* field, right mouse button and choose Filter by Selection, only the styles that were marked as that season will be available to review.

When you are finished with your review you should use the Remove Filter/Sort option to retrieve all the records.

Filter Excluding Selection

This option will do the reverse of the selection filter. So using the same example, if you chose the exclude option, all the styles listed in that season will be excluded from the available styles to review.

Again, when you are finished with your review you should use the Remove Filter/Sort option to retrieve all the records.

Filter for

This is a more robust option as you can incorporate other characters to help in your searches.

<	Less than. Usage <0 will give you anything less than 0.	<=	Less than or equal to
>	Greater than. Usage >3 will give you everything greater than 3. If the field is a number field set as a long integer you would end up with everything 4 and up. If it were a number field set to double you would end up with everything 3.0? up.	>=	Greater than or equal to
<>	Not like. Usage: <>NY In this example we want to show all customers who's state are not located in NY. <>N* would give us all customers who are not located in any state or province that started with N, as in Nova Scotia, Nevada, Nebraska, etc.	*	Like. Usage you can use the star character anywhere within your criteria. For example, let's say we want all customer in the P postal code region, we would do the following: Point to the Postal code area of the working screen, Right mouse button click, Click in the Filter For box, Type P* then tap the Enter key. All Customer with postal codes that begin with P will be filtered

Cut

If you would need to move information, select it then choose Cut. The data will be removed from the field and place in memory. Click on the field you want the data in, right mouse button click then chose Paste.

Copy

Similar to Cut, but leaves the information where it was.

Paste	Inserts any data that is in memory.
Sort Ascending	Sorts the list A-Z
Sort Descending	Sorts the list Z-A
Properties	Allows you to change aspects of the field you are pointing to.

Keyboard conventions

ALT key used together with any underline letter in the menu bar or screen will take you to the field or menu choice. For example if you are in the style's screen holding the ALT key and tapping the 's' key will take you to the *Season* field.

Keyboard Shortcut Keys

CTRL	A	SELECT ALL	CTRL	N	
CTRL	B	BOLD	CTRL	O	ORDERS
CTRL	C	COPY	CTRL	P	PRINT
CTRL	D	DATASHEET VIEW	CTRL	Q	
CTRL	E		CTRL	R	REFRESH
CTRL	F	FIND	CTRL	S	SAVE RECORD
CTRL	G		CTRL	T	
CTRL	H	REPLACE	CTRL	U	UNDERLINE
CTRL	I	INVOICES	CTRL	V	PASTE
CTRL	J	DELETE CONTENTS	CTRL	W	CLOSE WINDOW
CTRL	K		CTRL	X	CUT
CTRL	L	LOGIN SCREEN	CTRL	Y	REDO
CTRL	M	MAIN MENU	CTRL	Z	UNDO

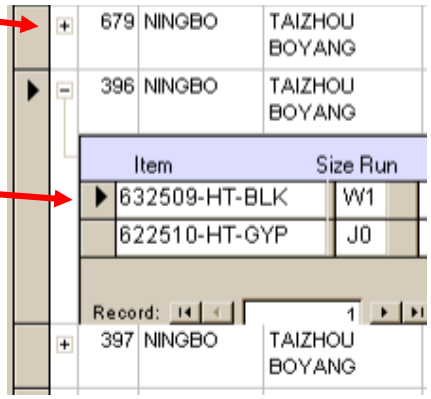
Deleting Records

If you accidently created a record and you want to delete it, you must first make sure you delete the line items within the record first if it has any. You know there can be sub items within a record by the + beside a record

Point to the small box to the left of first item in the record, hold down your Left mouse button and drag down until you have selected all the items.

Hit the Delete key on your keyboard.

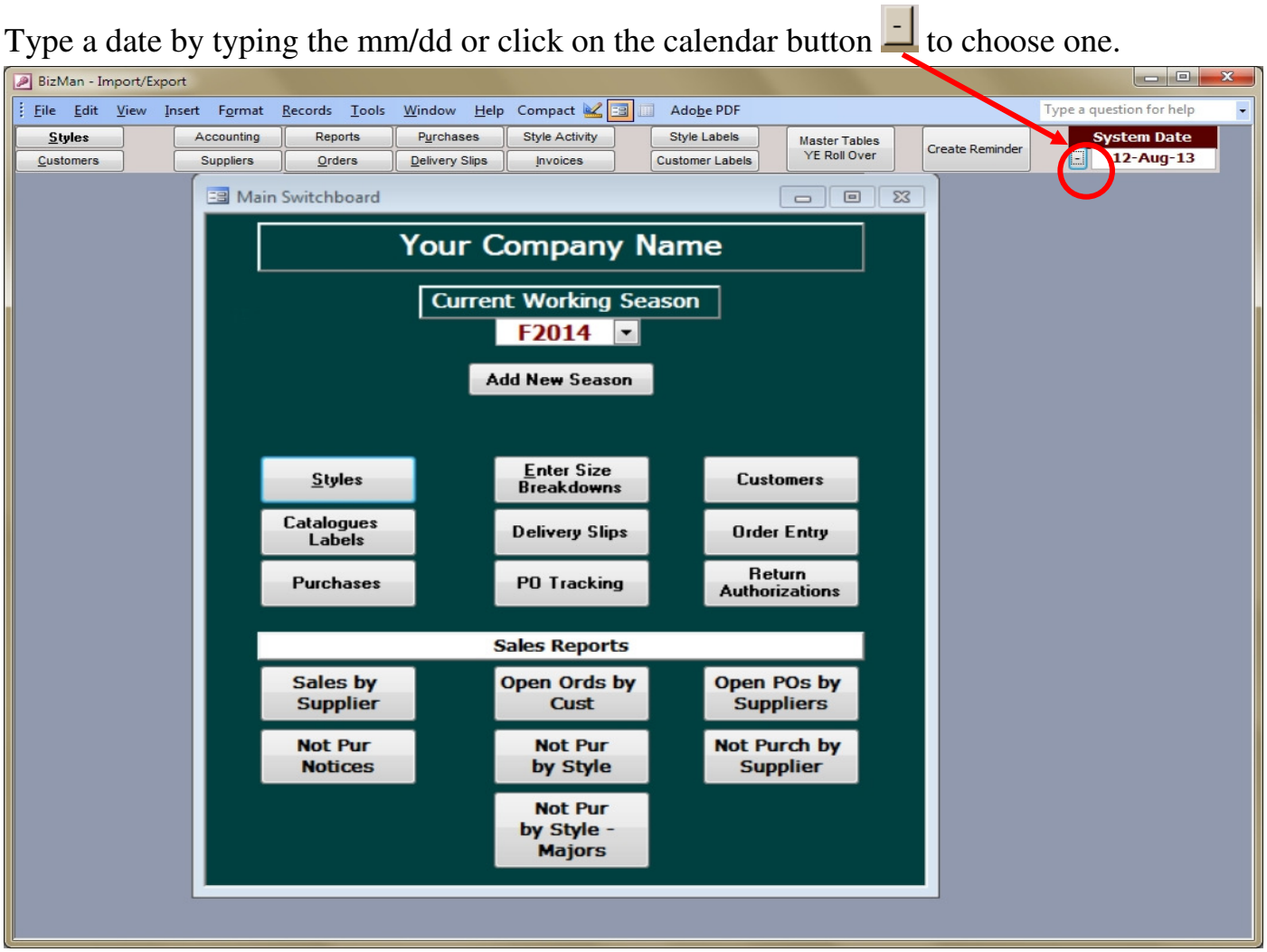
Close the list by clicking on the ⊟ now choose the upper portion (header) of the record, hit Delete again, or choose "Delete Record" from the Edit menu.



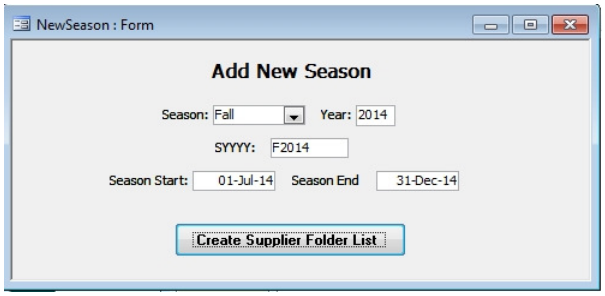
Opening Screen

Once you login the program opens with a Master toolbar and Main Switchboard. The current working season is set along with a system date that is used when you need documents to be dated differently than the actual date. It is primarily used for month end accounting functions, but it can be used for other situations. For example, if your order entry clerk has a large amount of order for shipping dates 2 weeks from the current date, they could set the system date to that date and save the operator the tedious task of changing each order.

Type a date by typing the mm/dd or click on the calendar button to choose one.



When a new season is required, simply click on the **Add New Season** to create it.



Fill in the date information and close the window. To create the folder structure for your images, click on the Create Supplier Folder List.

BizMan will compile a list of all the active suppliers you set to Manufacturer then create the folder structure in the images library on your

network for both the Original and compressed versions of the pictures. If you make a mistake and only realize after you have closed the window, reopen the window, right mouse button click and choose the Remove Filter Sort option.

The library locations are set in the Company Information module.

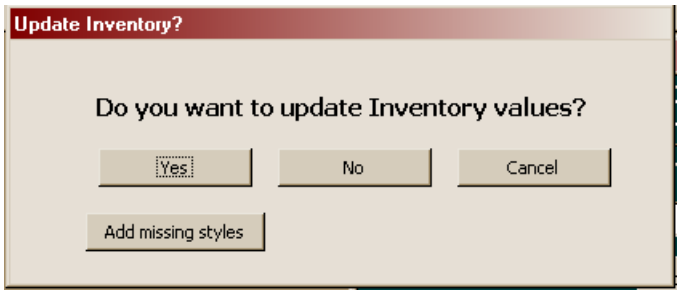
Should you want to set yourself a reminder, click on the **Create Reminder** button. It will allow you to jot down notes for yourself that will open every time you log into the program until you tell it to stop.

There are fields that have been Color coded as follows:

Your current location on a form	Mandatory Field must have data	Double click opens associated data forms

Styles

Let start with the Styles area of the program as this is the first stage of your business. When you click on the Styles button a window opens asking whether you want the inventory details updated.



If you choose **Yes,** BizMan will search through the most recent entries and identify any anomalous styles that have not been registered in as inventory items. Should such styles exist, a window will open showing you the problems. Once you have decided whether the styles should be added, modified or removed, choose the **Add missing styles** button then click on the **Yes** button again. It will take a few seconds for the program to complete the update and open the Styles screen.

No will simply open the Styles screen with the current season's styles filtered from the entire library. This option is convenient when creating your new line and is quicker to open.

Cancel will close the window and return you to your original starting point.

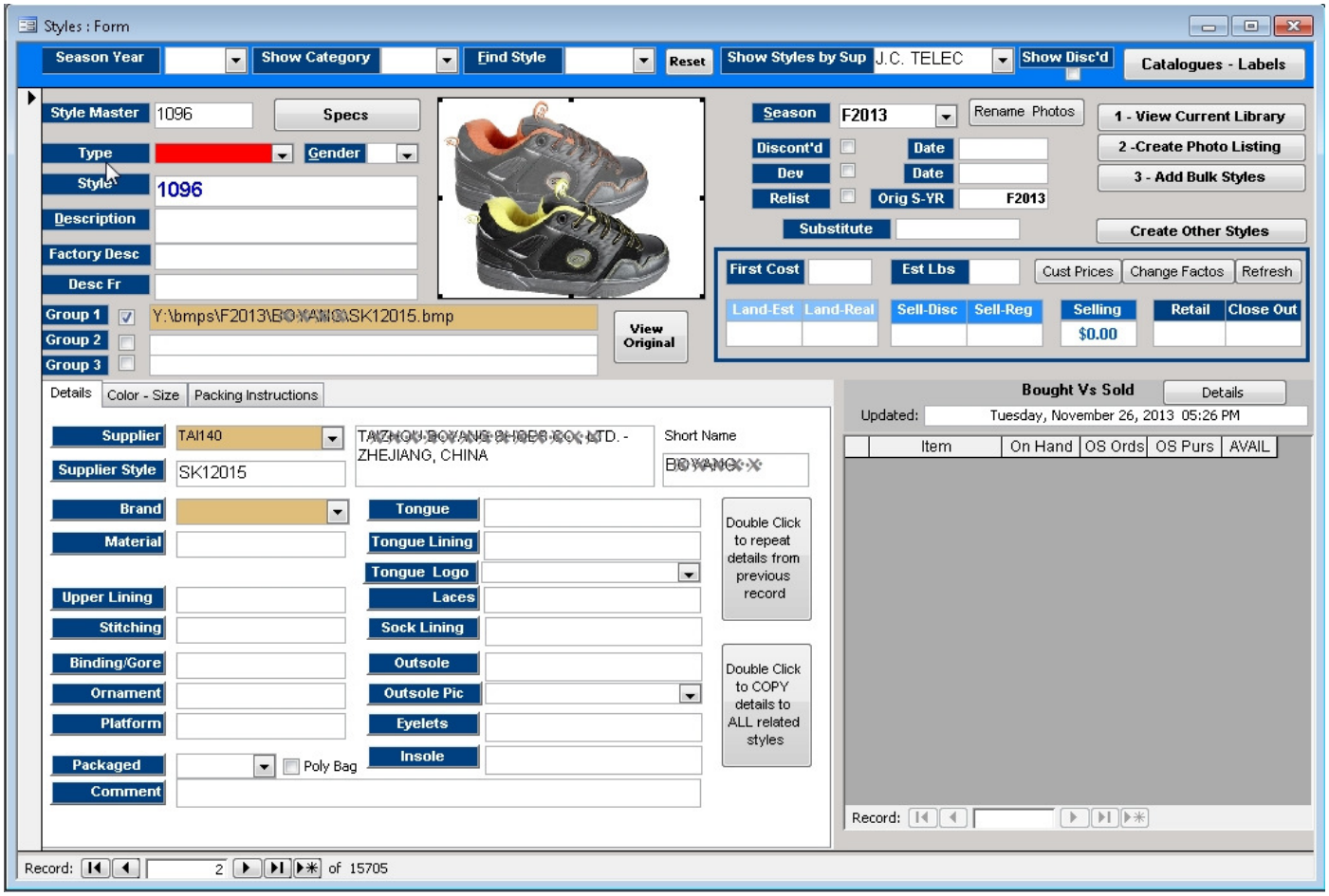
The styles form opens using the default Season as shown on the Main Menu. It is sorted by Style Number, then by Style Master Number. This sort order causes the following result. If you have started to create the season, the next style that you have not worked on will be on screen showing a Style Master with a matching initial Style number. The Style Number will change once you set the Gender.

The protocol for style numbering is as follows:

Item type		Gender		Style Master
1 to 9	+	0 to 9	+	Autonumber
1		0		1234

The style number for the example above would be 101234.

You know an item hasn't been worked on when the *Type* field's background is RED .

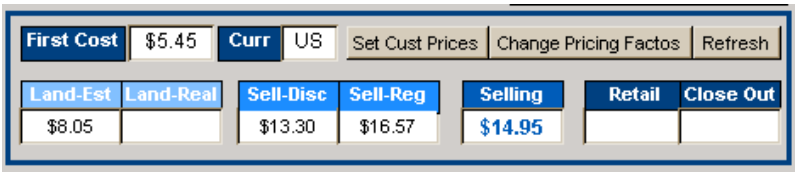


The actual style number and descriptions (English-French) will change and be added once you set the **Gender.**

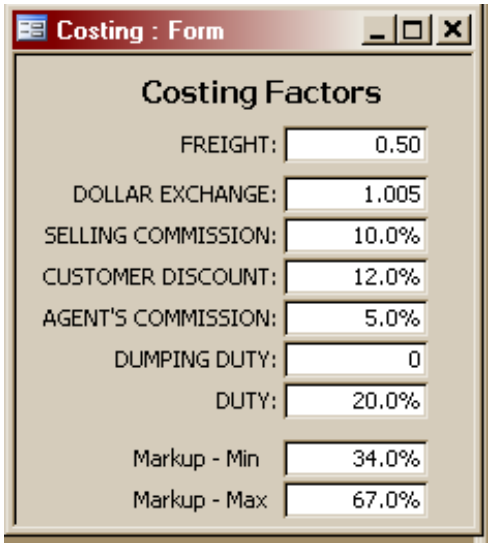
If you want the style name to differ from the standard protocol, change it immediately before adding Colors and Sizes. It should also be noted that if you change the style naming structure, you will not be able to automatically create styles in other genders using the **Create Other Styles** button.

Although style descriptions pop in automatically, they can be changed if not complete enough.
Styles are created showing a **Development** status.
Discontinued styles will be removed from the print screen.
Relist will allow you to know how long the style has been active.

Establishing Costs and Selling Prices



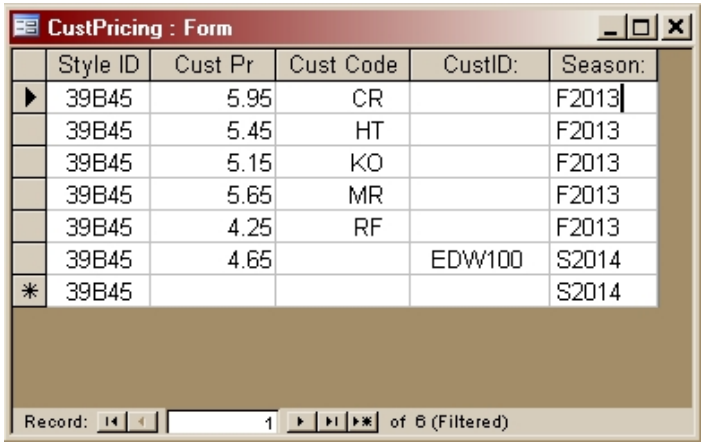
The program holds factoring information that will be used when estimating landed costs and suggested selling prices with discounted / regular price amounts. You would enter the actual selling price.



To view or change factors click on the **Change Pricing Factors** button.

If you change any of the factors, once you close the window, click on the **Refresh** button to adjust the previously established prices.

Customer Pricing



Style ID	Cust Pr	Cust Code	CustID:	Season:
39B45	5.95	CR		F2013
39B45	5.45	HT		F2013
39B45	5.15	KO		F2013
39B45	5.65	MR		F2013
39B45	4.25	RF		F2013
39B45	4.65		EDW100	S2014
39B45				S2014

Customer pricing can be established over a group or individual customers. Prices set here will override style pricing.

Detailing

Once you have completed all the style creation, the item with the lowest style number will be visible.

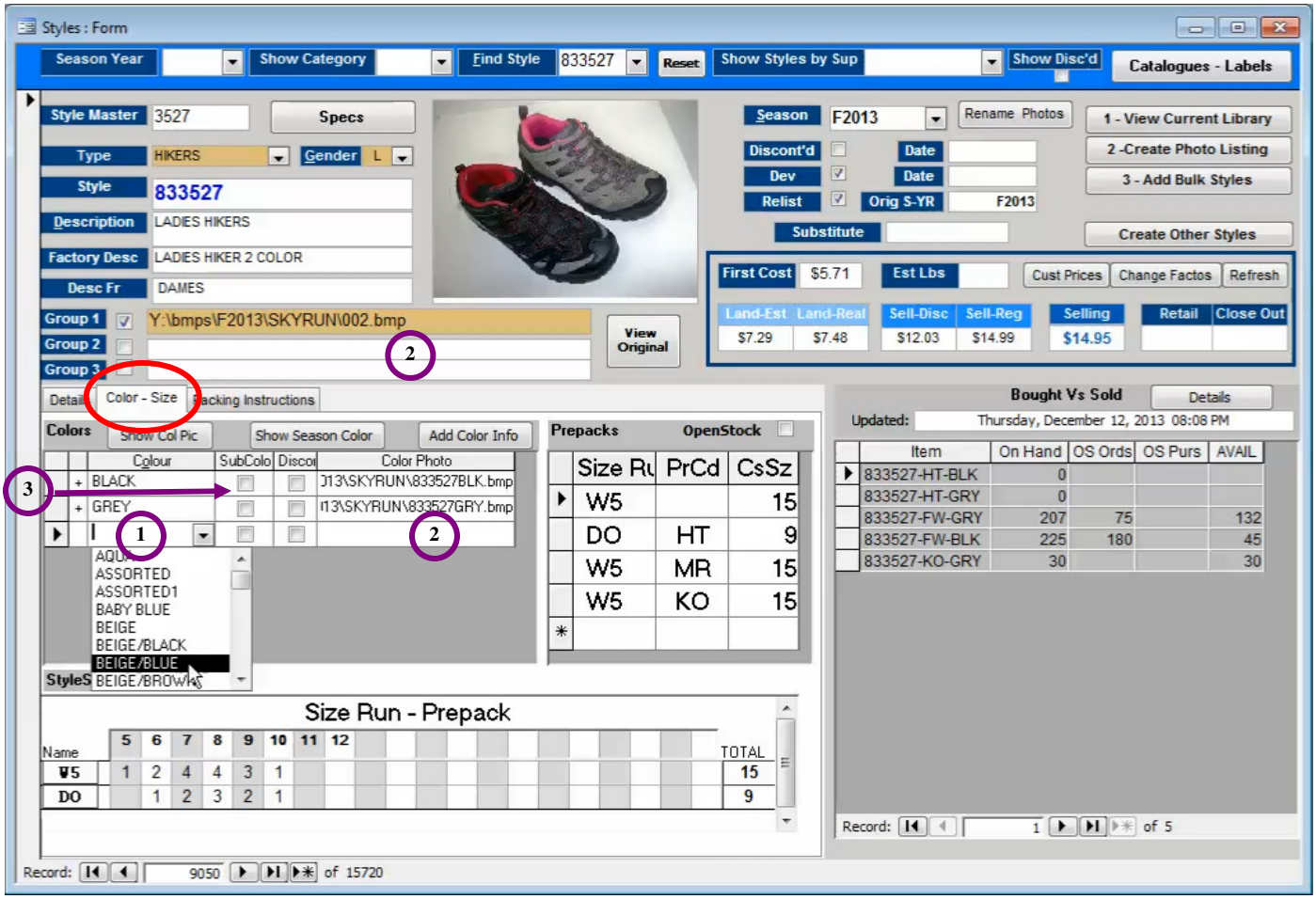
If you have a situation where the picture for group shots is different between genders, create the new image then change the Group 1 photo name.

If you have many styles that use repetitive information, you can use the copy details feature by double clicking on either of the repeat buttons.

Inventory details are shown in the lower right side of the screen.

You can filter your styles by using the built in choices at the top of the screen, or you can point to just about any field, right mouse button click and use the options available from your right mouse button.

Colors / Sizes



This is where we enter colors and sizes. If you have not identified the style with a type and gender, you will get a warning disallowing you form entering information.

1. Choose the color from the drop down list. You can add new colors by double clicking in the color field. The *Color Photo* locations will automatically be added. If one should be missing double clicking on the *Color Photo* field will also insert the data..

2. It should be noted that the photos must exist in the library, otherwise, reports requiring those images will use the default group shot.

3. When you use Assorted, check the *SubColor* field for each color in the assortment, or open the list and add from the list.

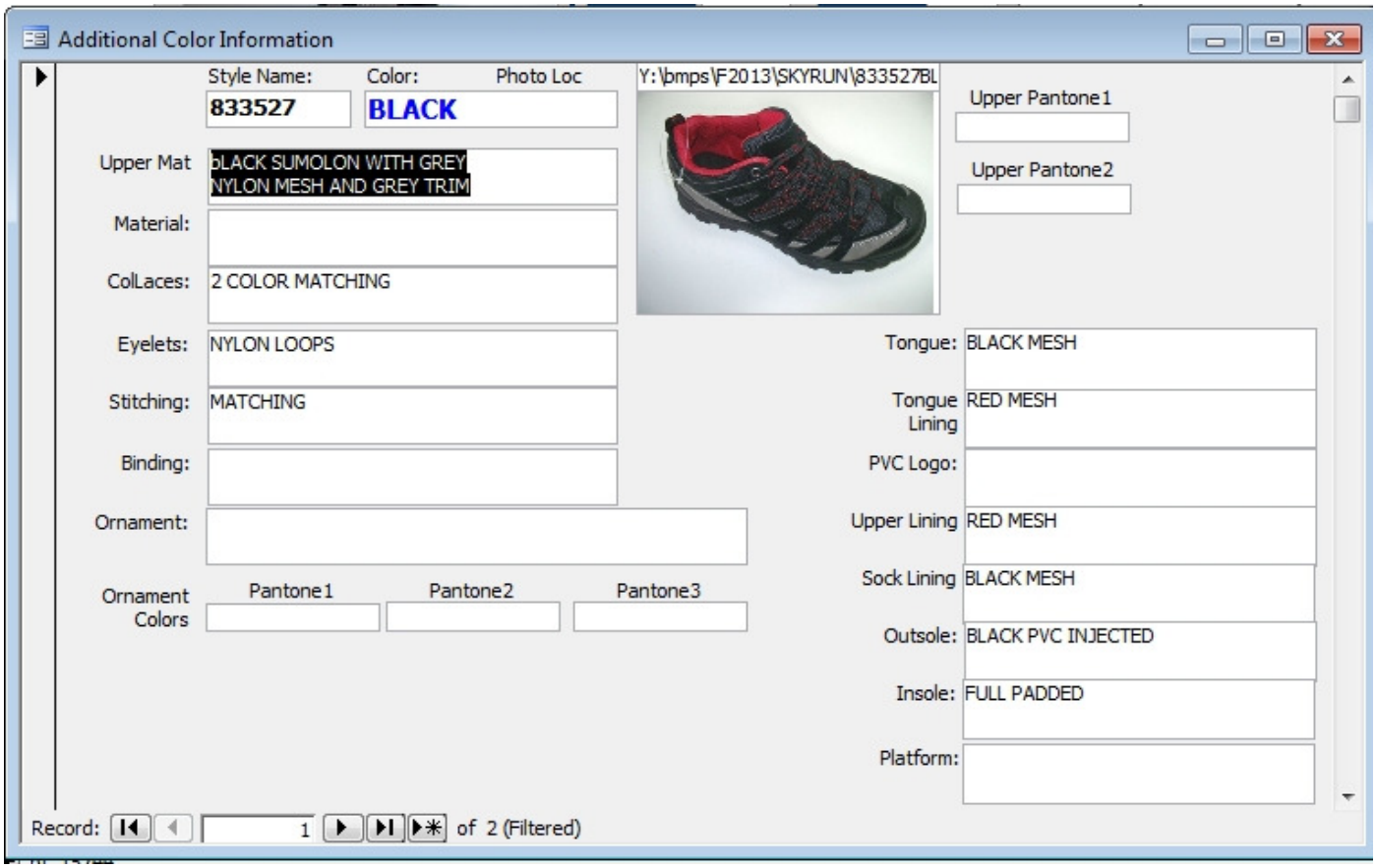
Also double clicking on the following fields will open the corresponding table allowing you to add, remove or modify the following items:

Type – Gender – Supplier – Brand – Color – Size Run

The default image protocol is comprised of the company's photo folder (set in the Company information screen) followed by the season, supplier and original photo name. You can rename photos should styles fall out of the normal standards

Double clicking on the style within the **Bought vs Sold** area of the screen will open the order details corresponding to that style.

Color Detail



When you are ready to set individual style details click on the **Add Color Info** button.

What ever detail you entered in the master will be transferred to the individual colors. Make your changes then close the window.

When you purchase styles, whether assorted or by color, the detail from this area of the program is used.

Pre-Pack Sizes

When you open the drop down list in the sizing area of the screen you are offer your companies pre-pack list.

The list is sorted by carton size, then by unit/size

If you need a new pre-pack, double click in the *Size Run* field to open the pre-pack creation screen.

Size Runs

The program has an unlimited number of pre-packs assortments you can create.

Size Run Register : Form

Size Run - Prepack Register

Find Size Run | Print Report

Size Grid	Gender	Size Run	Print Order	11	12	13	1	2	3	4	5											TOTAL	Name	Sample Sz:		Desc:	
5	Y	5		2	2	2	3	2	2	2												15	J6	13	2/11 2/12 2/13 3/1 2/2 2/3 2/4	15	11 TO 4
5	Y	11		2	2	2	3	3	3													15	Y2	13	2/11 2/12 2/13 3/1 3/2 3/3	15	11 TO 3
5	Y	5				2	2	2	4	4	2	2										18	YS	13	2/11 2/12 2/13 4/1 4/2 2/3 2/4	18	11 TO 4
5	Y	5				2	2	2	4	4	4											18	YP	13	2/11 2/12 2/13 4/1 4/2 4/3	18	11 TO 3
5	Y	5		2	2	3	3	1	1													12	JR	13	2/11 2/12 3/13 3/1 1/2 1/3	12	11 TO 3
5	Y	5				2	2	3	3	3	2											15	YU	13	2/11 2/12 3/13 3/1 3/2 2/3	15	11 TO 3
5	Y	5				2	2	4	4	4	2											18	YT	13	2/11 2/12 4/13 4/1 4/2 2/3	18	11 TO 3
5	Y	5		2	2	4	4	4	4	4												24	J7	13	2/11 2/12 4/13 4/1 4/2 4/3 4/4	24	11 TO 4
5	Y	5				2	2	4	4	6	6											24	Y7	13	2/11 2/12 4/13 4/1 6/2 6/3	24	11 TO 3
5	Y	5				2	2	5	5	5	5											24	YJ	13	2/11 2/12 5/13 5/1 5/2 5/3	24	11 TO 3
5	Y	5				2	4	5	5	5	3											24	YE	13	2/11 4/12 5/13 5/1 5/2 3/3	24	11 TO 3
5	Y	5		2	4	6	6	4	2													24	JF	13	2/11 4/12 6/13 6/1 4/2 2/1	24	11 TO 3
5	Y	5				2	2	2	2													8	JI	13	2/13 2/1 2/2 2/3	8	13 TO 3
50	C	0		2	2	2	2	2	2													12	CA	5	2/3 2/4 2/5 2/6 2/7 2/8	12	3 TO 8
50	C	11		2	2	2	3	3	3													15	C0	5	2/3 2/4 2/5 3/6 3/7 3/8	15	3 TO 8
7	B	7				2	4	4	5													15	BL	4	2/3 4/4 4/5 5/6	15	3 TO 6

Record: 161 of 431

To create a pre-pack choose the new record icon at the bottom of the screen.

Choose the size grid you want to use. When you do, the program will refresh itself and filter the pre-packs by the grid you chose, having the new one at the top of the list. Enter the breakdown then name the pack. Determine the sample size and enter the descriptive breakdown.

If you need to create a new one, double click on the *Size Grid* field. BizMan has the capability of utilizing up to 20 sizes per run.

Size Run Sizes

Sizes

Group #	Gender:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	I	0	1	2	3	4	5	6	7												

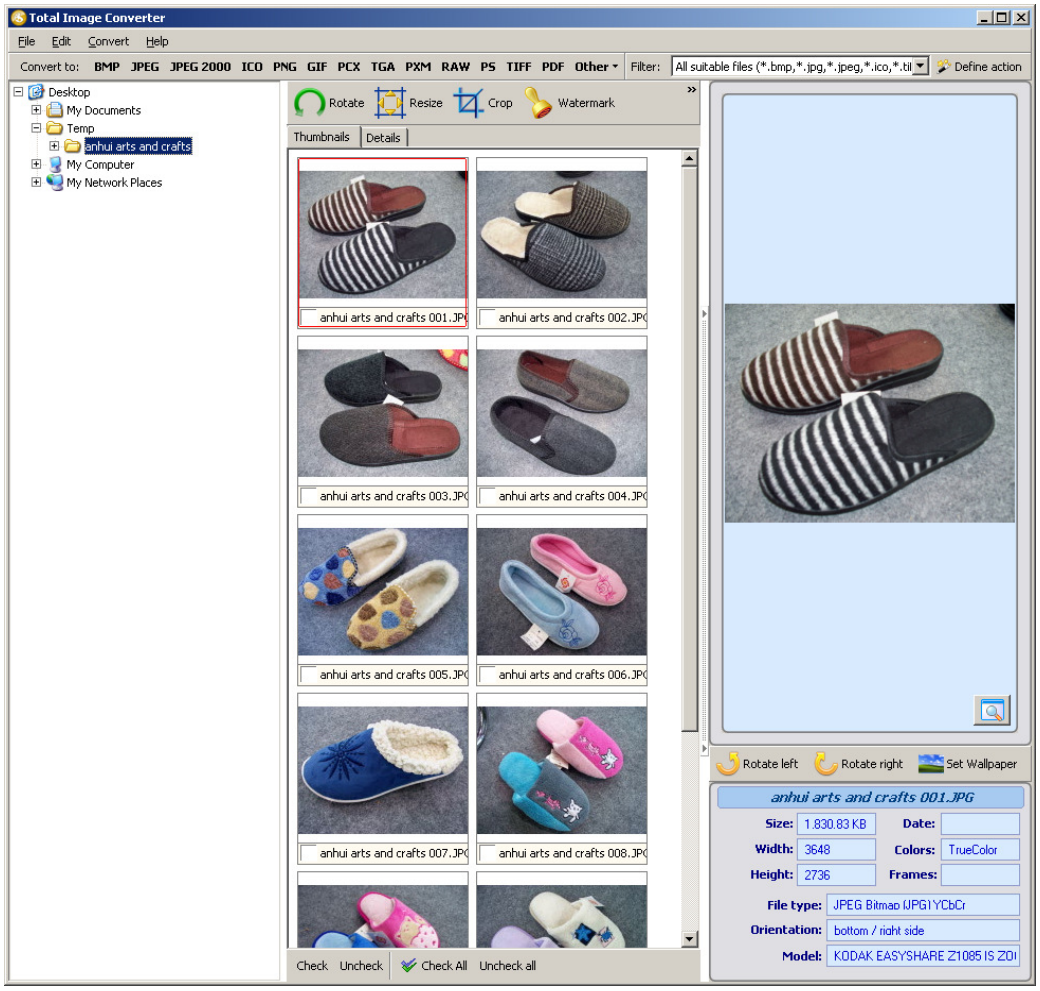
Record: 1 of 1 (Filtered)

Adding Pictures

Step 1

To begin a season, store the original jpeg photos in company's photo library by coping them to the *Y:_Originals* folder, convert them to bmps and send them to the *Y:\bmps* folder. That process involves 2 additional programs and is completed as follows.

In the Styles' Screen click on the 1 - View Current Library button. It will open the Total Image Converter.

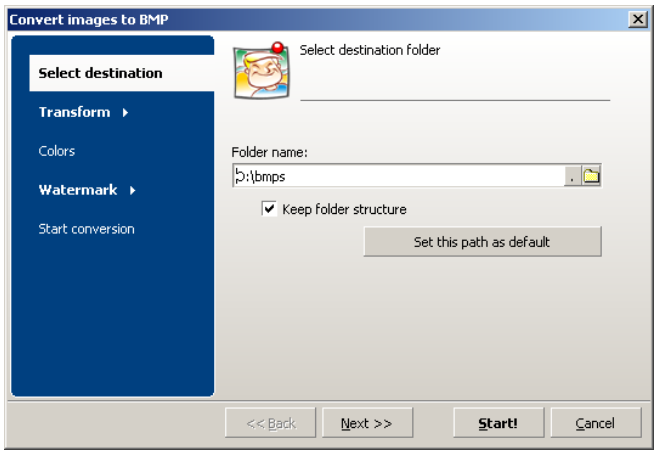


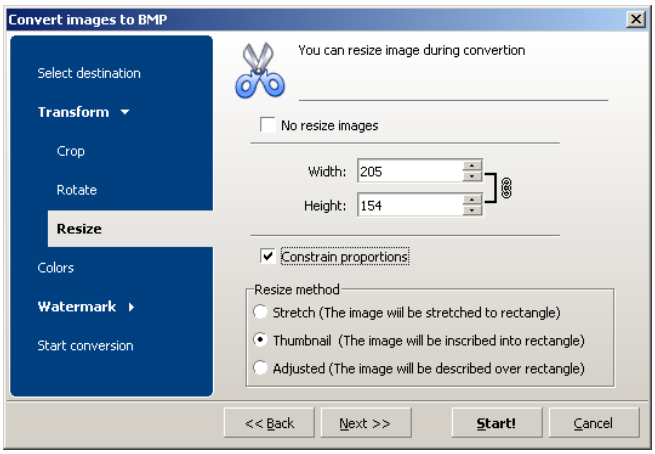
Navigate to the supplier under the Y:_Originals folder. When you select the supplier you want to work with, the photos in their folder will appear.

If you want the entire folder done, click on Check All at the bottom of the screen or use CTRL A to select all the photos. Otherwise, put a checkmark under each photo you want to convert.

Now that all the photos are ready, click on **BMP** Convert to: BMP at the upper left. It will open the conversion window.

Navigate to the folder that the photos will be stored on. **Y:\bmps\SYYYY\Supplier**





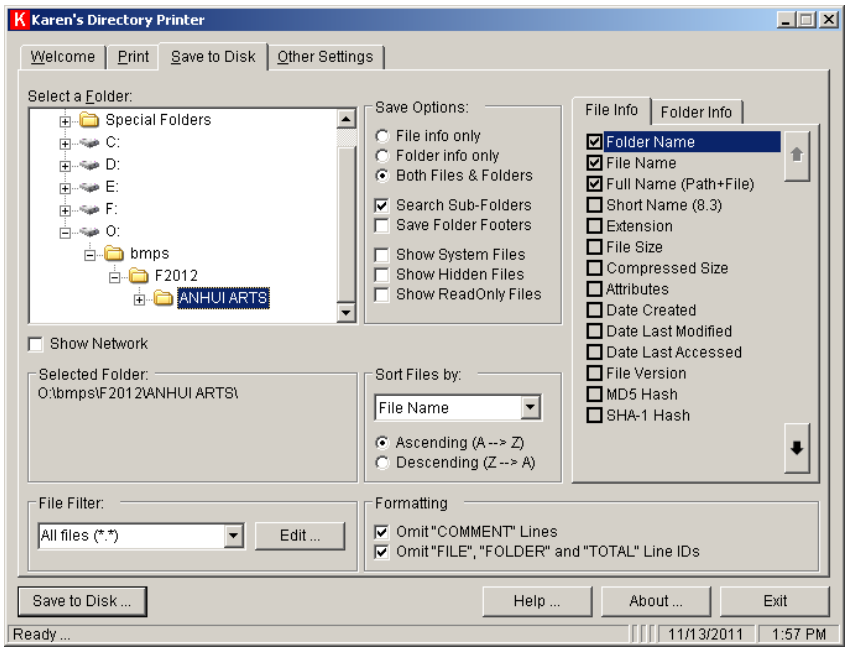
Make sure you go to **Transform** then **Resize** and set your dimensions. The ideal photo size is 350 pixels wide, with a constrained height. Set the width and ignore the height, but ensure that the Constrain proportions are checked.

Click on the start button and wait until the process is complete. It may take a few seconds, depending on how may photos you are dealing with.

Step 2

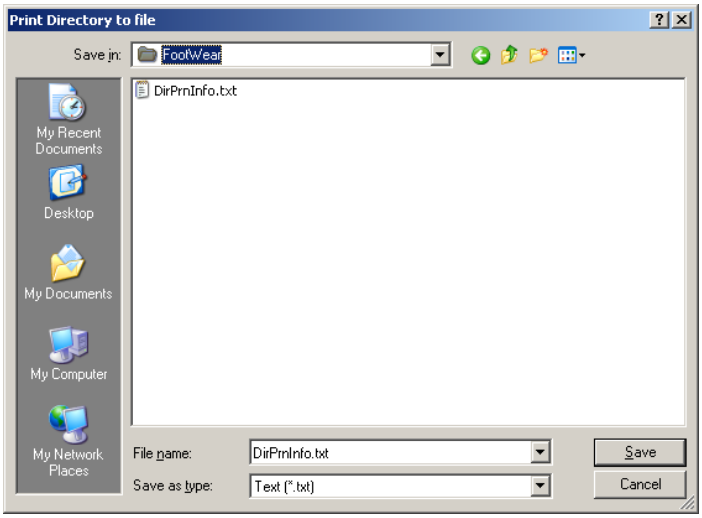
When you are done, close both programs and you will be back in the Footwear 2001 program ready to advance to step 2, which would be to create the list of styles that will be imported into our program.

You accomplish this by clicking on **2 -Create Photo Listing**. This action will open Karen's Directory Printer.



Navigate to the folder that you just saved all the photos in then click on the **Save to Disk** button.

When the Print Directory to file window opens, do not rename the file, just click on the **Save** button to complete the procedure.



Close Karen's Directory Printer and you will be back in the Footwear program.

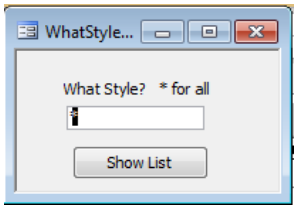
Step 3

Now click on the **3 - Add Bulk Styles** button and all the styles will be created and you will be on the first of the series.

Changing Pictures

Save the pictures to the C:\FWTemp folder. When you take new photos as the camera gives them arbitrary name, they must be renamed using the Style ID for the group shot and the Style's Color Code for the individual color shots.

To get a list of the color codes, find a style for the supplier by clicking on the **Show Season Color** button, or filter the styles using the *Show Styles by Sup* field.



If you want a complete list for the supplier, just click on the **Show List** button, otherwise type in the Master style number.

Open the FWTemp folder. You should see the files you just transferred from your camera.

Rename group picture to the Style's ID,	3023.jpg
Rename the individual color shots to the StyleID + Color Code =	3023BLK.jpg
	3023NVY.jpg

When done, leave the Windows Explorer window open just in case you have to rename any of the color shots, and return to your style's screen.

In the Styles window, filter using the *Season/Year* field and then by what supplier the pictures are for.

Click on the

button in the styles window. This will rename all the picture files to the original file names we began the season with. You may notice a small window that opens while the rename process is being complete.

Next, choose the

button to open Total Image Converter.

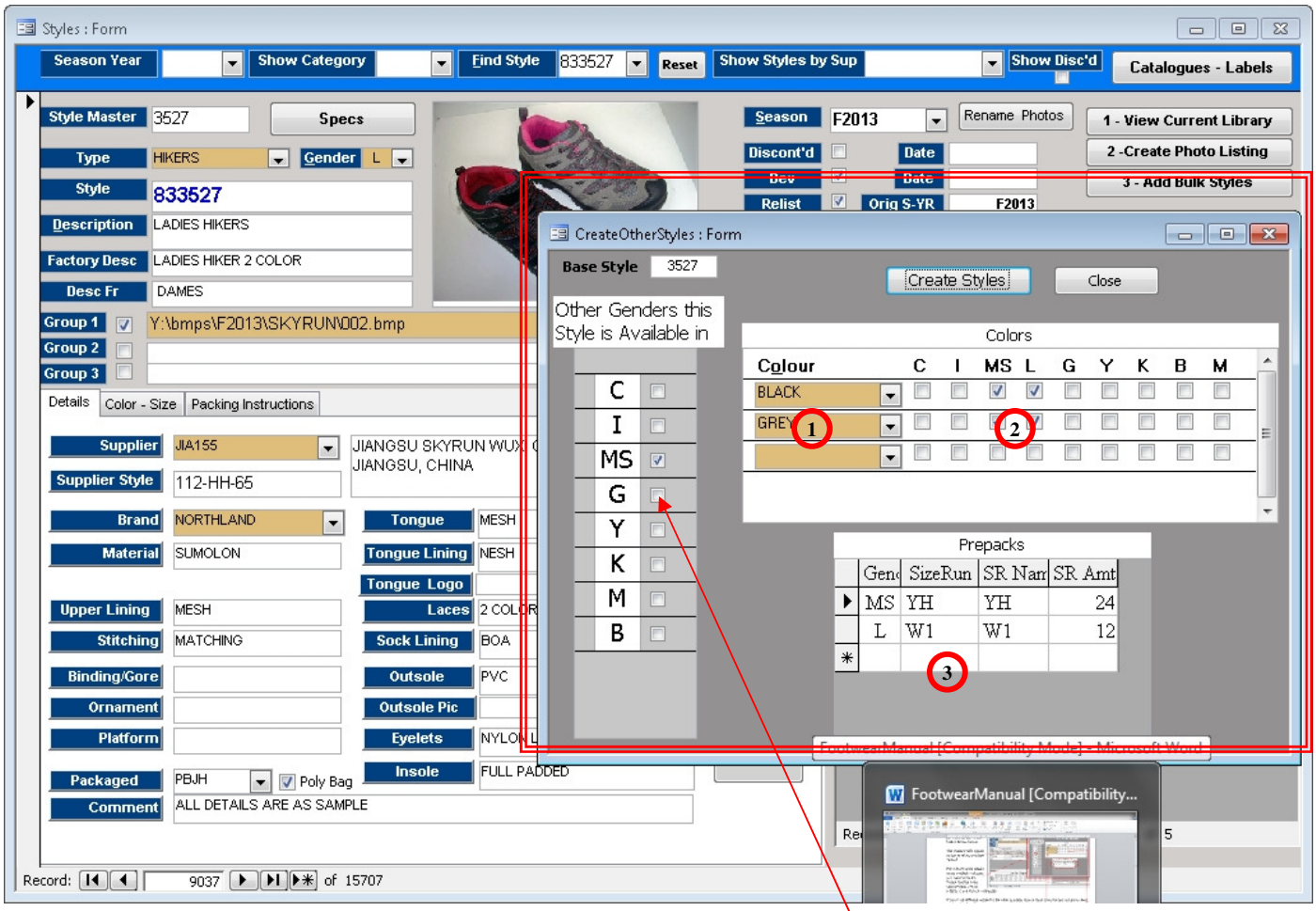
Navigate to you C:\FWTemp folder.

Repeat **ONLY** Step 1 of the conversion process discussed on the previous page, nothing else is required; the image names have been changed.

Finally, navigate back to the C:\FWTemp folder and delete the pictures.

Creating other styles

Once you have created your initial styles, it is easy to create additional styles in other genders, just click on the **Create Other Styles** button.



The window will appear on top of where you just clicked.

Put a check mark beside every available category you want to create. Notice that the color and pre-pack screen refresh as you choose categories.

If you want different colors for the other genders, choose them from the list and put a check mark under the category.(1)

If there are colors that are not desired, remove the check mark under the appropriate category. (2)

The last pre-pack you used for each category will be listed in the sizing area of the screen. If the breakdown is incorrect, simply choose the one you want from the drop down list. (3)

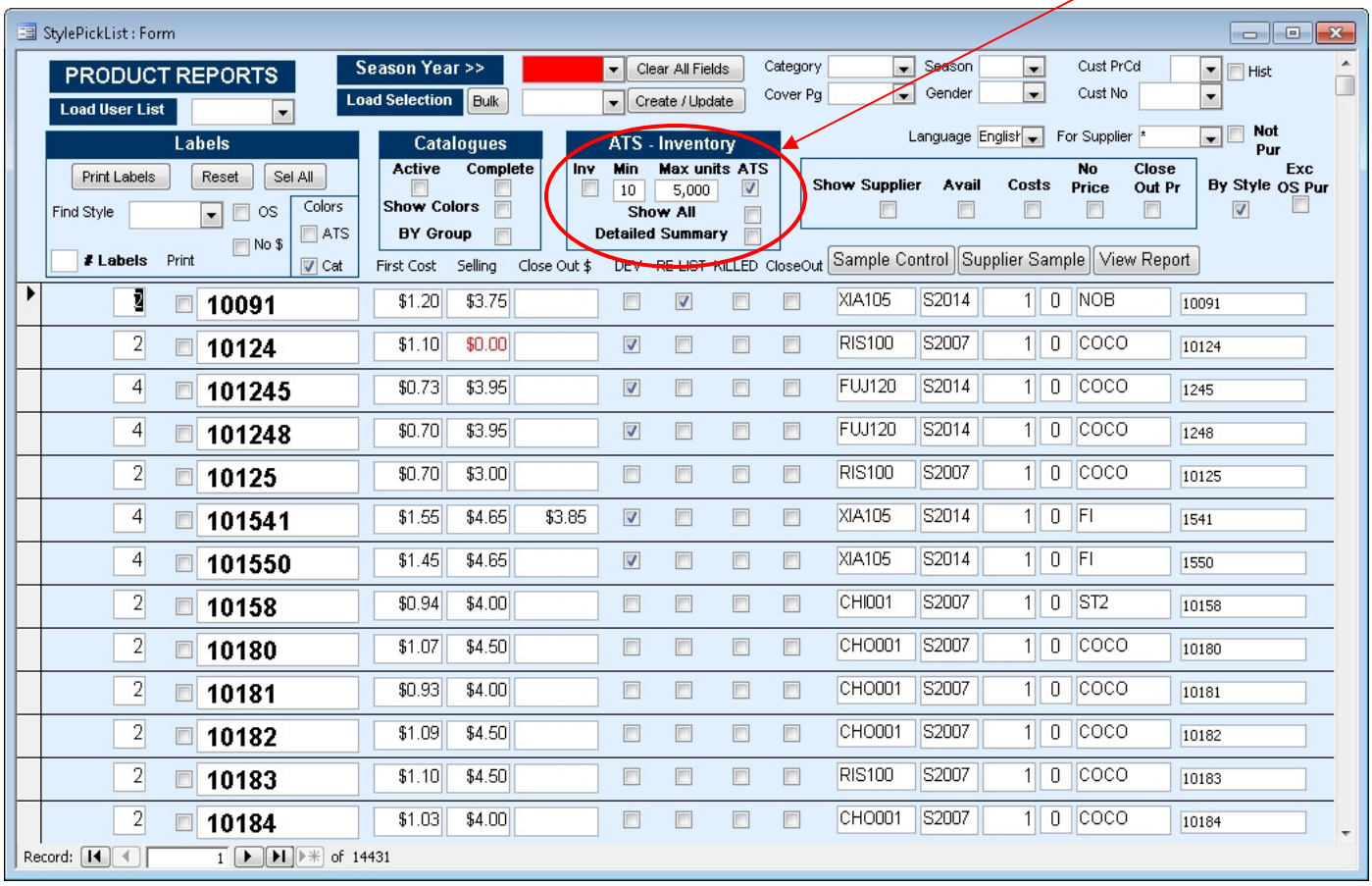
Once done, click on the **Create Styles** button to complete the procedure.

You will notice that the styles screen will show that you have only the original and newly created styles on screen.

When you are ready to continue with the next style, simply re-choose the Supplier from the **Show Styles for Sup** drop down list.

Styles Print List

The form opens showing all the styles in the system, but ready to print a full Available to Sell (ATS) report. The program is also set to include styles that have a minimum of 10 units on hand and a maximum of 5,000.



ATS (Available To Sell)

ATS is determined as follows:
Goods On Hand - Outstanding Orders + Outstanding Purchases

In ATS mode, when you click on the **View Report** button a secondary window will open offering you a variety of alternate print options.

Before you choose the **View Report** button,

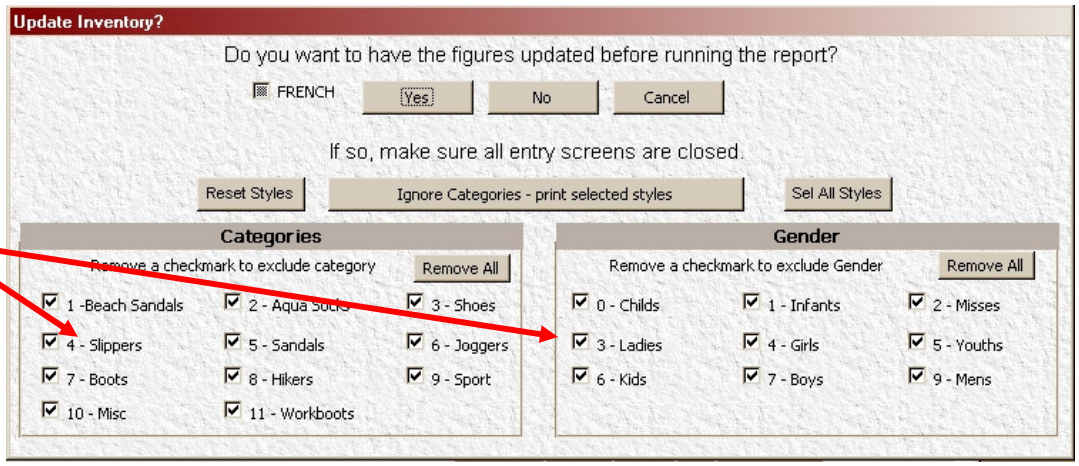
If you want to see Costs on the report, click on the Show **Cost** check box.
If you want just a category, choose it from the list and only those styles will print.

There are a variety of cover pages available, just set the one you want from the **Cover** pages field.

If you only want what is actually On Hand, put a checkmark in the **Inv** field.
When you set the Season Year field, the form will re-organize itself and show you only the styles in your choice.

Update Inventory
This window allows you to refine your report.

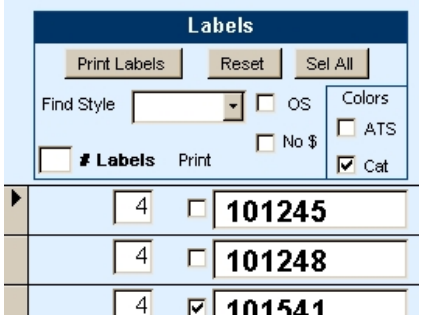
Simply turn off the categories and genders you do not want to print.



If this is the first time you run this report decide whether it requires an inventory update. If so, click on the **Yes** button, if not, choose **No**. Click on cancel if you want to return to the Styles' Print list.

Print Product Labels

The left side of the Styles Print module is devoted to printing labels.



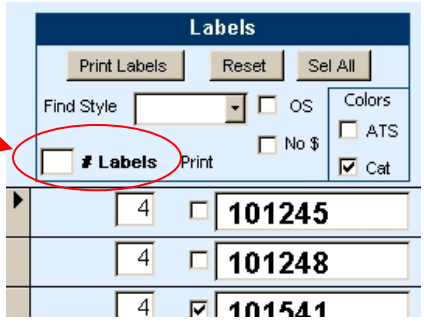
Begin your selection by clicking on the **Reset** button on the form. This will remove the Print request on each style.

There are several ways of producing your label requirements.

If you have created a specific selection, choosing it from the list will cause the program to reset the form and select the styles in the list. If the selection is to show customer pricing, choose the client group.

If you require labeling for styles that are specific to a supplier, choose them from the list and the program will reset itself to that selection.

Should you need the same number of labels for all the styles, enter that number into the *# Labels* field.



Once you hit the Enter Key you will notice the number of labels beside each style will change to your entry. You can change any to whatever number you need.

You can also enter selections by simply typing the style's name in the *Find Style* field. When you hit enter, the program will find the style and put a checkmark in the *Print* field.

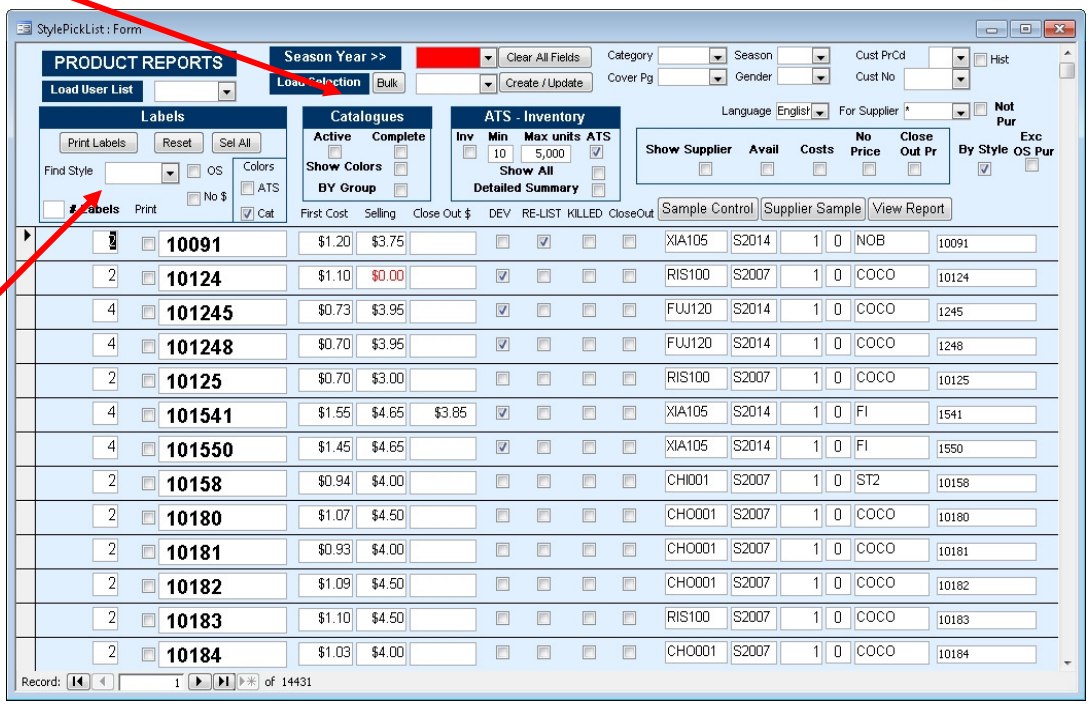
The labels will print using the companies' regular sales prices. If you do not want to show selling costs, put a check mark in the *No $* field. Should the Labels require Customer prices, choose the Customer Code before you click on the **Pint Labels** button.

It should be noted that the program is automatically set to print the prices using the Catalogue selection of colors. However, as the season progresses, some of the initial colors may no longer be available. If that is the case and you need labels based on the available to sell color selection, put a check mark in the *ATS* field.

Printing Catalogs

Printing catalogs is similar to the ATS except for using a different layout.

If you only want certain styles, choose them from the ***Find Style*** drop down list or put a check mark beside the style you are look for.



Style Activity

The Style Activity screen offers you a look at your styles from a line item perspective. Once you select a style from the drop down list, that style's information will appear. Should you need to take a look at the active style, double click on the style number to open the Styles' screen.

If you only want a specific product code, choose it from the prod code list.

Style Activity Detail

What Style: 323642

Open Stock

Prod Code: *

Add Inventory Items

Cust Prices

StyleID	PrCode	CustPr	CustPrS	CustID:
323642		10.75	F2013	CRO005
323642	HT	9.95	F2013	
323642			S2014	

Record: 1 of 2

Style Sizes

StyleNan	SizeRun	SizeRun	SRAmt	PrCdSize
323642	326	Y2	15	
323642	79	YX	6	HT
323642				

Record: 1 of 2

Style Color

Style Name	Color	Discontinue	Create
323642	BLK	☐	☑
323642	PUR	☐	☐
		▩	☑

Record: 1 of 2

Inventory Details

Style	Prod	Color	Inven Item	UPC Code	Short Style	Alter Style	PPk-Sz:	Sz Name	Case Sz	First Cost:	Landed	Selling
323642	FW	PUR	323642-FW-PUR		323642FWPUR		326	Y2	15	$5.10		$11.95
323642	FW	BLK	323642-FW-BLK		323642FWBLK		326	Y2	15	$5.10	$6.69	$11.95
323642	HT	BLK	323642-HT-BLK		323642HTBLK		79	YX	6	$4.85	$6.36	$9.95

Record: 1 of 3

Order Details

Order ID	Style	Item	Color	Ord Size	Size	Ord Cas	Ord Unit	Cust Pr	Line Total	Cancel Item	Ord	Inv #	Seasor
25097	323642	323642-FW-BLK	BLK	326	Y2	1	15	11.95	$179.25	☐	☐	42942	F2013
25083	323642	323642-FW-BLK	BLK	326	Y2	1	15	11.95	$179.25	☐	☐		F2013
25072	323642	323642-FW-BLK	BLK	326	Y2	1	15	11.95	$179.25	☐	☐	42940	F2013
22997	323642	323642-FW-BLK	BLK	326	Y2	1	15	11.95	$179.25	☐	☐		F2013
22861	323642	323642-FW-BLK	BLK	326	Y2	1	15	11.95	$179.25	☐	☐	42932	F2013

Record: 1 of 9

Invoice Credits

Cr Note #	Item	Units	Return To
			▩

Record: 1 of 1

Purchase Order Detail

PO #	Style	Prod Code	Color:	Inven Item	PPK Size	Size	Cases	Units	Unit Price	PO Canc	POSeasor
3609	323642	FW	BLK	323642-FW-BLK	326	Y2	14	210	$5.10	☐	F2013
3606	323642	HT	BLK	323642-HT-BLK	66	JE	65	390	$4.85	☐	F2013
										▩	

Record: 1 of 2

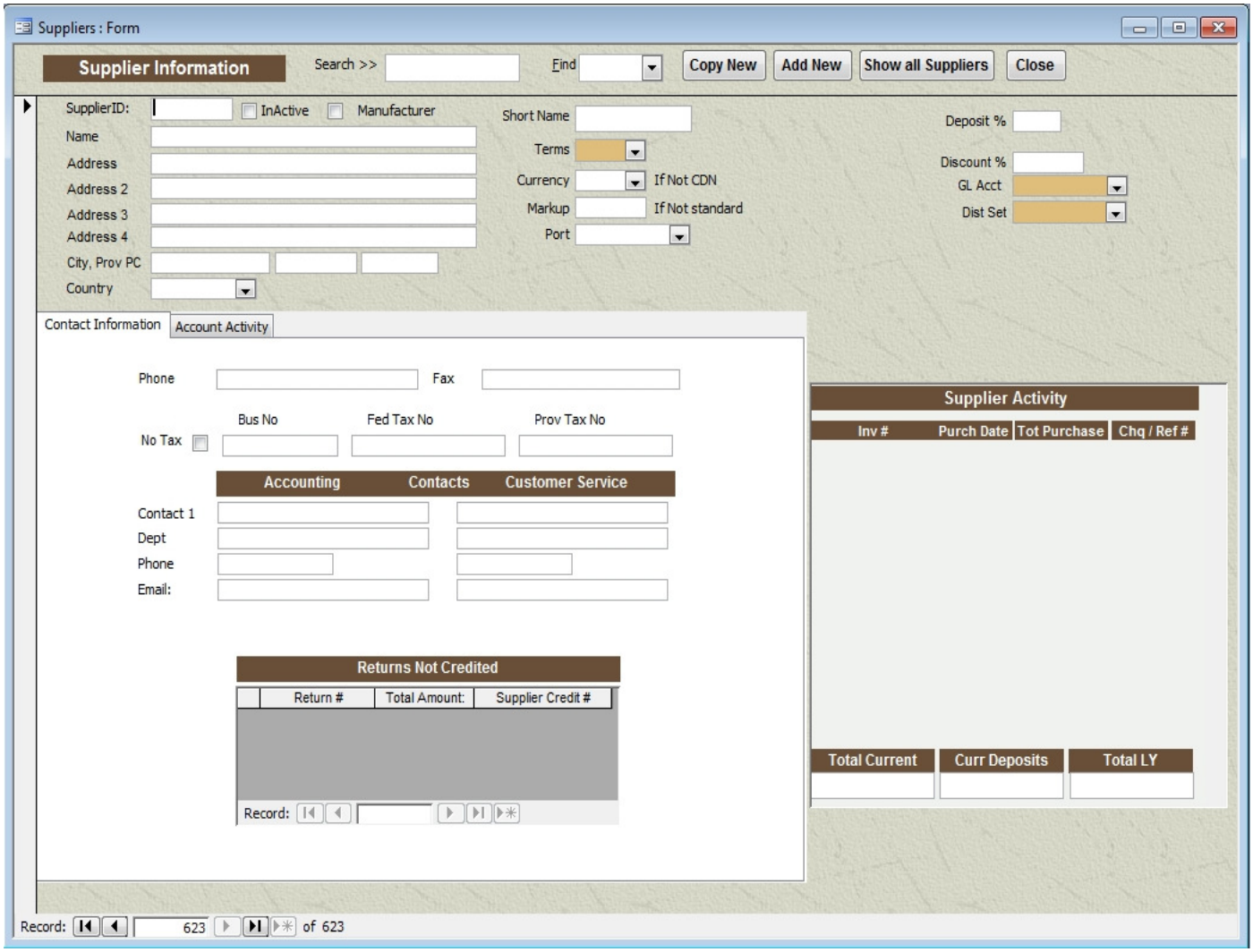
Inventory Adjust

Style	Item	Units	Return To
			▩

Record: 1 of 1

When you need a UPC code, just double click on the style you need it for. The next available number will be inserted.

Suppliers



To create a new supplier, type the first 3 letters of their name in the *Supplier ID* field. When you hit enter, the program will assign it the next available number.

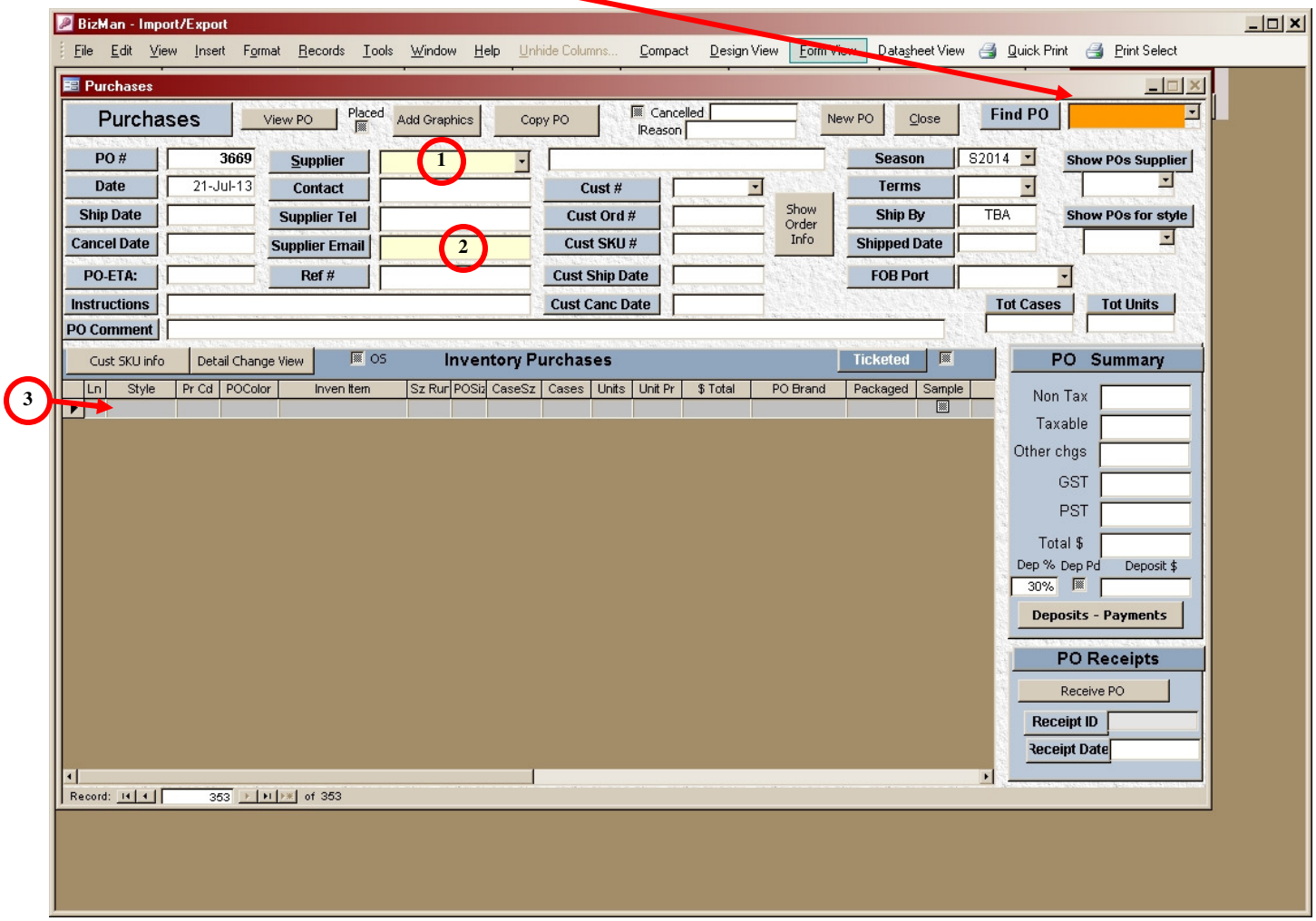
All fields are automatically set to convert the text to upper case.

The *Terms* and *Dist Set* fields are set to open their corresponding source tables when you double click on them. When you double click on the *GL Acct* field, you will be presented with a search window to assist you in searching for the GL account number.

The Account Activity Page tab offers you a look at the outstanding invoices for each supplier.

Purchase Orders

Your starting position is the ***Find PO*** field with a new purchase order ready to receive input.



It should be noted that the detail area of this window as an alternate visual where you can see the details involved with each purchased item. Clicking on the **Detail Change View** button will perform the change. Clicking on it again will revert the detail area to the worksheet visual.

Double clicking on the following fields:

1 *Supplier ID* will open the Supplier screen should you need to make changes.
2 *Supplier Email* will open a new email window with the suppliers email address set.
3 *Style* will open the style's screen to the selected style.

You begin a PO by entering the supplier's code from the drop down list. Once chosen, their critical information will appear in the form. You will be moved to the *Ship Date* field. When you enter the date, the program will automatically enter the *Cancel* and *PO-ETA* dates and you will be moved to the *Ln* field. The *Ln* field is designed to group your styles should you have more than one color in your purchase. Due to the complexity of purchasing, this number is not assigned automatically.

Once you enter the Style No, you will be moved to the *PrCd* field. If the purchase is for house stock, enter your company's default product code. Should the purchase be for a specific customer, enter their product code instead.

When you enter the *Color* field, the style's available colors will appear on the list. Choose the one you want.

If the purchase is for pre-packaged goods, BizMan will retrieve the packaging information and enter it into the appropriate fields.

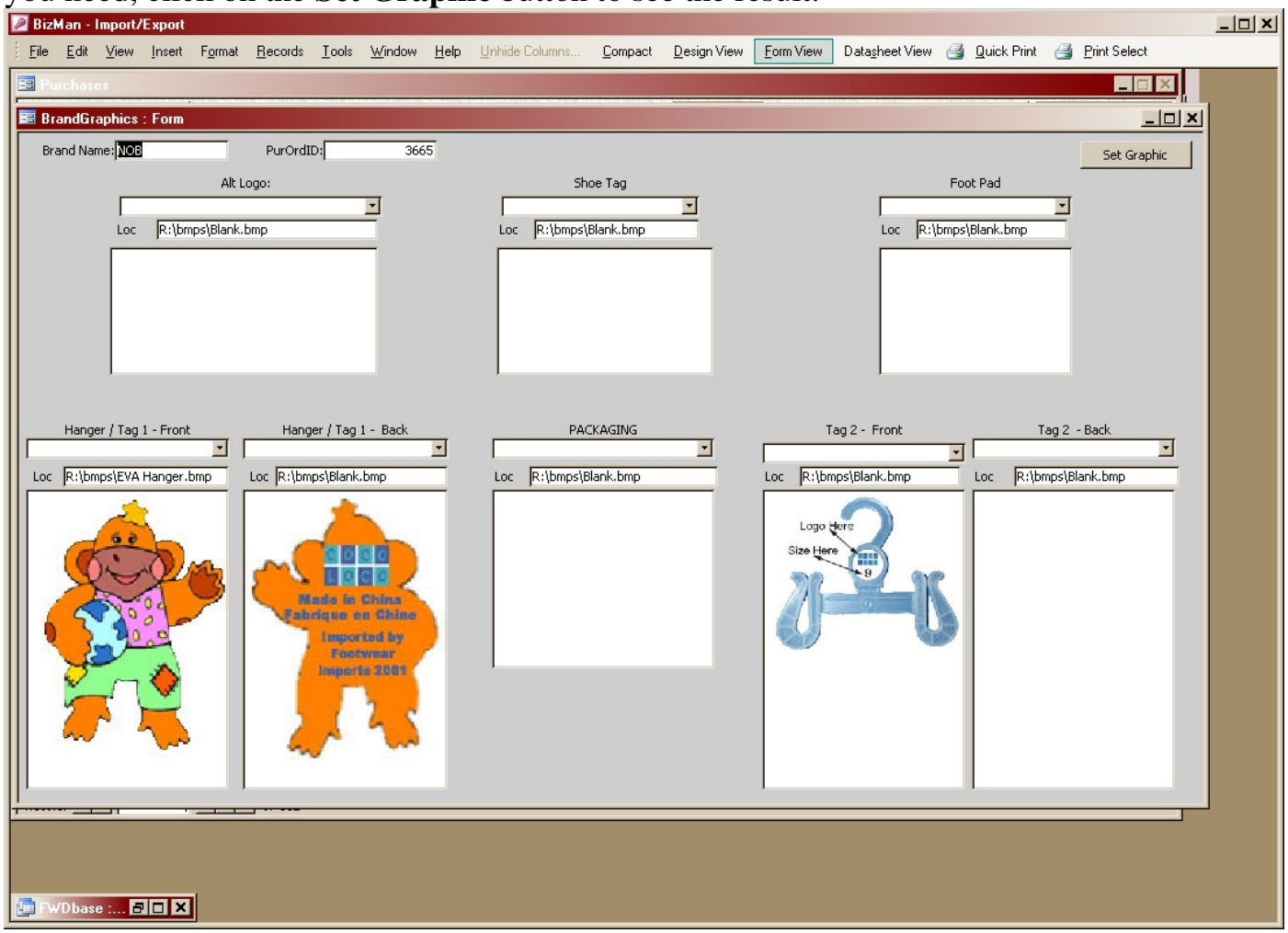
Should you want to check the size run package entered, the *Sz Run* field is a drop down field that offers you the breakdown and package size.

If you change the size entered, the program will open another screen asking whether it should add, change or revert the packaging to the original entry.

Click on the **Add Graphics** button to open the associated screen.

PO Graphics

As you will notice there are a variety of photos that can be attached to the purchase order. Each field has a drop down list attached that will give you choices by the specific brand you are purchasing together with a list of non-specific alternatives. When you have set the fields you need, click on the **Set Graphic** button to see the result.



If you want to change any of your choices, do so and then click on the **Set Graphic** button again.

Should you want to remove a graphic, double click on the *Loc* field of the unwanted picture.

Close the Add Graphics window when done and you will be returned to the purchase order screen.

Purchase order information is transferred to PO Tracking only when you set the ***Sent*** field to Yes by clicking on it.

PO Tracking

The screen opens showing all the current season's purchase orders listed that have not been received.

Purchase Order Tracking

Find PO | TrackID: 105 | Show detail for Container # (2) | << Show Only | Show All | View Hist

Show POs By Port: (1)
Total Cases
Total Units
Total CBM: 62.04
Port Report

Container #
Container #
Forwarder
Total Cases
Total Units
Total CBM
Vessel:
Arrive Port
Overland
Depart Date
Arrive Date
ETA Loal Date
CancelCont
Change Cont #
Container Report

By Port
By Container
Not Shipped
Show by ETA

Supplier: SHANTOU FREY INDUSTRY | Supp Cases: 495 | Sup Units 5,940 | Supp CBM:

Deposits - Payments

Tra #	Port	Supplier Name	HL	PO #	Cust Cd	Ship Date	ETA	Cust Ship	Cust Canc	Cases	Units	CBM	Container	Comment
800	FUZHOU	SHANTOU FREY	☐	3671	CR	01-Jan-14	26-Jan-14			172	2064			
782	NINGBO	TAIZHOU ZHENUOER	☐	3665	CR	05-Sep-13	30-Sep-13	20-Sep-13	15-Oct-13	160	1626		LCL TLP 9/8 PR 9/20 MTL 9/30	
781	QINGDAO	PART SHOE / QINGDAO	☐	3666	FW	20-Sep-13	15-Oct-13	25-Sep-13	02-Oct-13	296	1776	30.5	LCL TLP 8/31 PR 9/11 MTL 9/21	
795	QINGDAO	PART SHOE / QINGDAO	☐	3668	FW	15-Oct-13	09-Nov-13	25-Sep-13	02-Oct-13	226	1356		(3)	
798	SHANGHAI	IMATE MANUFACTURE	☐	3669		15-Nov-13	10-Dec-13			200	2400			
799	SHANGHAI	IMATE MANUFACTURE	☐	3670	HT	15-May-14	09-Jun-14			200	2400			
725	SHANGHAI	JIANGSU JINTECO INT'L	☐	3585	CR	01-Sep-13	23-Sep-13	01-Aug-13	10-Sep-13	36	864	31.54	LCL TLP 9/1 PR 9/13 MTL 9/23	
724	SHANGHAI	JIANGSU JINTECO INT'L	☐	3586	FW	01-Sep-13	23-Sep-13			15	360		LCL TLP 9/1 PR 9/13 MTL 9/23	
723	SHANGHAI	JIANGSU JINTECO INT'L	☐	3587	CR	01-Sep-13	23-Sep-13	15-Aug-13	10-Sep-13	164	3168		LCL TLP 9/1 PR 9/13 MTL 9/23	
721	SHANGHAI	JIANGSU JINTECO INT'L	☐	3622	FW	01-Sep-13	23-Sep-13			57	1368		LCL TLP 9/1 PR 9/13 MTL 9/23	
(Auto														

Record: 1 of 10

Record: 1 of 11

If you want to work on a specific port, choose it from the list (1). Once you have chosen the port, the list will show only those purchases that are slotted to that port.

To create the contents of a container, begin by creating the container name. (2)

Then go to the line that you want to include in the container, point to the container field and double click. (3) The container information will be transferred to the header and detail when you do so.

Renaming containers

Depending on your naming conventions, there may be times you need to rename a container.

1. To do so, first call the container by choosing it from the *Shoe detail for Container #.*

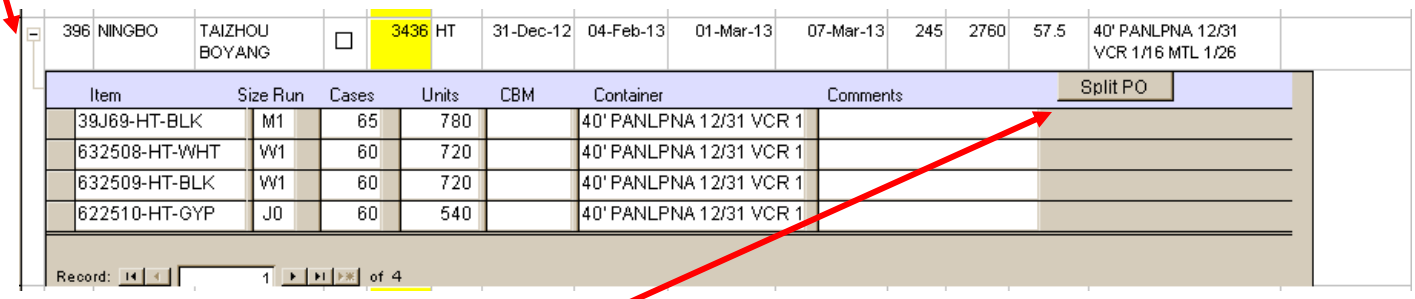
2. Next Click on the ***Change Cont #*** button.

3. Type the new container number in the *name* field, click on the ***Change Cont #*** button.

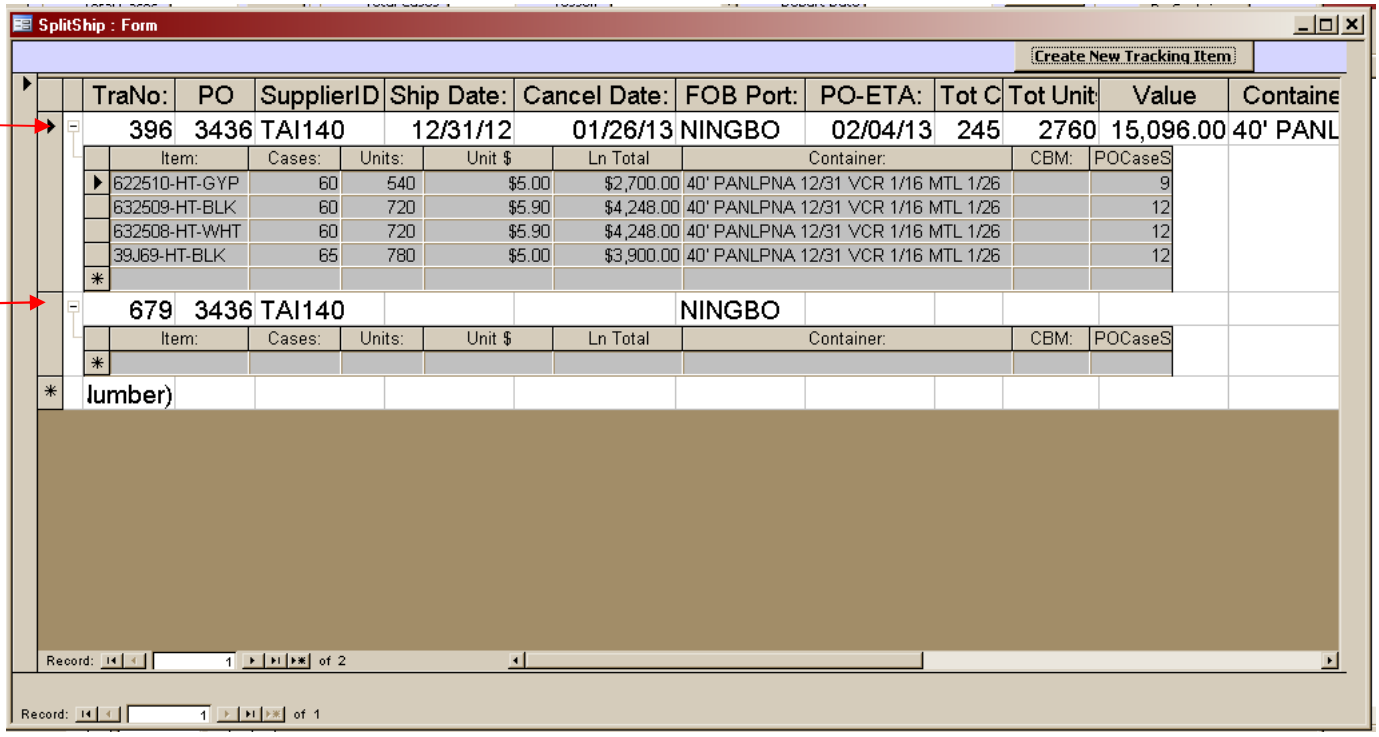
The window will close and the container you modified will be filtered on screen.

Splitting shipments

When you need to split a shipment, single click on the ⊞ beside the purchase order that needs to be split. A sub window will open and display the items within the PO. You may have to scroll the window up to see all the items.



When you single click on the **Split PO** button another window will open.



Notice that there are now 2 tracking lines showing for the purchase order. The upper is the original showing the container # and the second is the new tracking line.

Make your changes, reduce the quantities or if the item is not being shipped at all, set the quantity to 0.

Once completed click on the

button.

The window will refresh and the new tracking detail line will show the items you just modified.

Once you close the window, you will be returned to the Tracking screen and it will show the newly modified information about the PO you just modified.

Supplier Deposits

As most foreign manufacturers require their customers to make deposit payments and have the balance of purchases paid prior to loading the goods on vessels, we created the Deposits screen. This portion of the program is derived from the PO Tracking part of the system.

DepsBySupplier : Form

Purchase Order Deposits / Payments

Show for Supplier >

SupplierID: TAI140 TAIZHOU SOYANG SHOES CO.,LTD. Port: NINGBO Show Container:

Deposit Report

Deposit Detail

Totals>>>	Total Value	Sugg Deposit $	Dep $ Paid	Bal After Dep	Paid Amt	Balance Owing
	35,463.00	10,638.90	7,087.50	28,375.50	28,375.50	0.00

PO	Value	Dep %	Dep $	Dep M	Dep Date	Dep $ Pd	Bal After Dep	Bal Pd	Pd Date	Pd Amt	Owing	Ship Date	Cancel
3438	3,060.00	30%	918.00	☑	10/23/12	918.00	2,142.00	☑	04-Feb-13	2,142.00	0.00	28-Jan-13	☐
3439	2,160.00	30%	648.00	☑	10/23/12	648.00	1,512.00	☑	04-Feb-13	1,512.00	0.00	02-Feb-13	☐
3471	0.00	30%	0.00	☑	10/23/12	2,988.00	-2,988.00	☑	11-Jan-13	-2,988.00	0.00		☑
3472	0.00	30%	0.00	☑	10/23/12	337.50	-337.50	☑	11-Jan-13	-337.50	0.00		☑
3473	7,320.00	30%	2,196.00	☑	10/23/12	2,196.00	5,124.00	☑	04-Feb-13	5,124.00	0.00	02-Feb-13	☐
3507	2,790.00	30%	837.00	☐			2,790.00	☑	04-Feb-13	2,790.00	0.00	02-Feb-13	☐
3515	8,775.00	30%	2,632.50	☐			8,775.00	☑	04-Feb-13	8,775.00	0.00	28-Jan-13	☐
3528	1,656.00	30%	496.80	☐			1,656.00	☑	04-Feb-13	1,656.00	0.00	28-Jan-13	☐
3565	5,490.00	30%	1,647.00	☐			5,490.00	☑	04-Feb-13	5,490.00	0.00	02-Feb-13	☐
3566	4,212.00	30%	1,263.60	☐			4,212.00	☑	04-Feb-13	4,212.00	0.00	28-Jan-13	☐

Record: 1 of 1 (Filtered)

If a purchase order is cancelled after any payment has been made, it will appear on this screen, in red, until the amount paid is removed from the next payment.

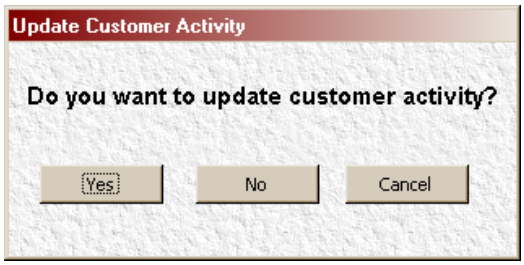
Should you want to know what is items are being paid for, single click on the ⊞ beside the PO you are interested in. As always, the sub-form will open to show you what styles are involved.

When you make payments, single click on the ☐ under the Deposit Made or Bal Pd columns. A checkmark will appear and the date and amount will pop into the appropriate column.

If you clicked on the wrong item, simply single click again and the check mark and date will disappear.

Customers

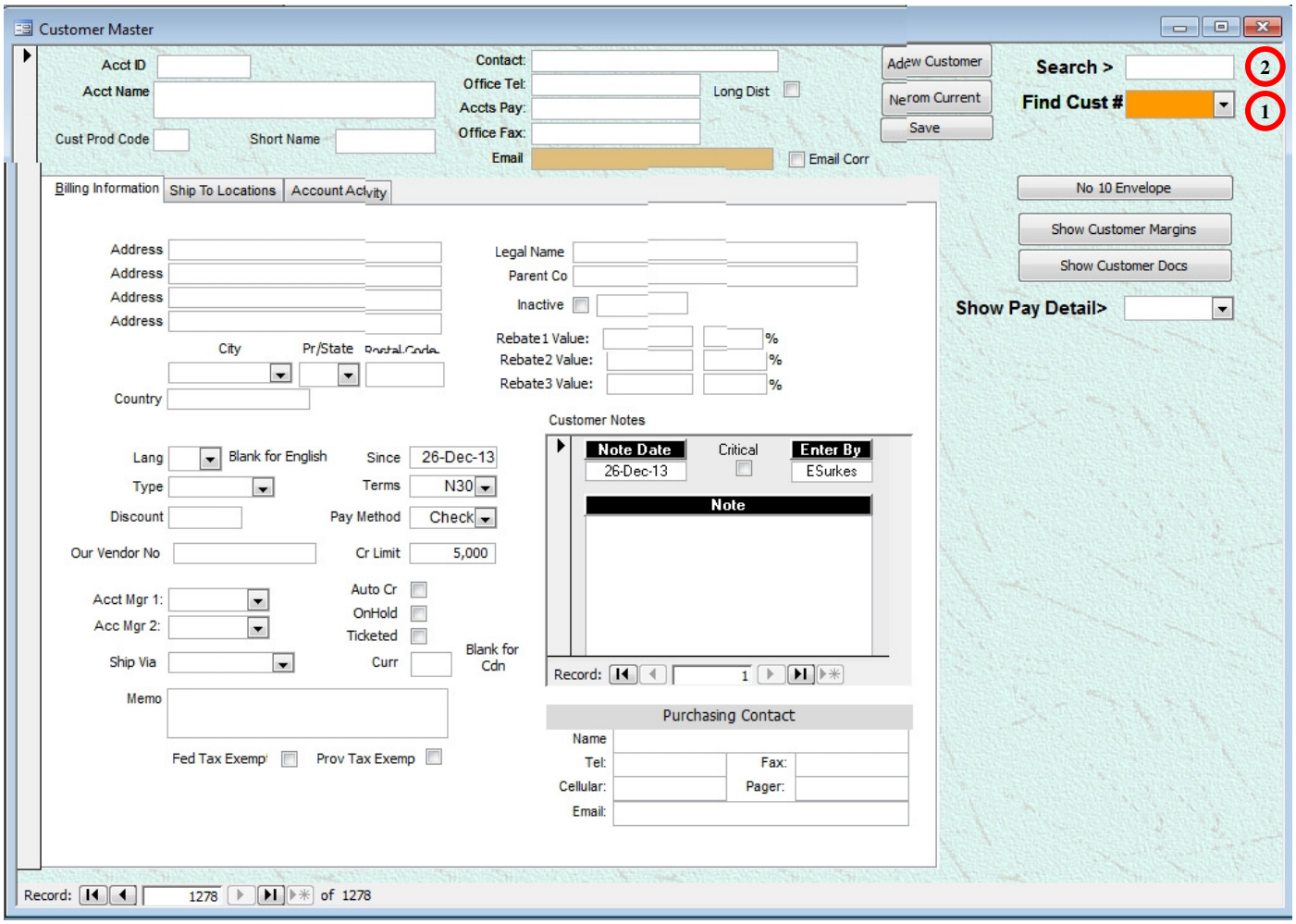
When you first choose the Customer button on the menu, you will be asked whether you want the customer financial information updated.



If you are open the screen for accounting purposes and are planning to call customers about their accounts, choose **Yes**. It takes a few extra seconds for the operation to complete before the form opens.

If you are planning on adding, modifying or just doing basic maintenance, choose **No**.

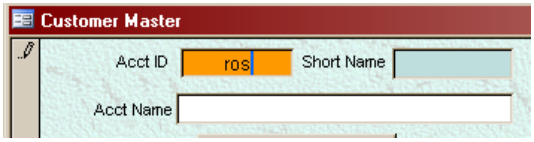
If you clicked on Customer button by accident, hit **Cancel**. The window will close and nothing will happen.



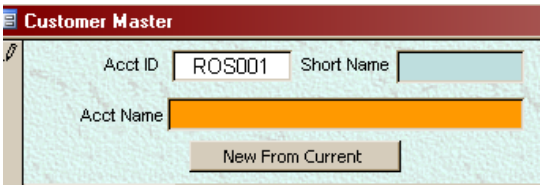
The form opens ready to accept a new customer. As always, you know where you are on the form by the field's orange background. In this case, our starting point is the find customer by *Cust #* field.(1)

If you do not know the customer's account number, click on the *Search* (2) field and start typing any part of their name, or address. When you hit the Enter key, a small window will open and reveal the customers that match your query. Double click on the one you want and the account will appear on screen.

For consistence purposes, the program is designed to automatically convert characters to UPPER CASE, so do not be concerned with capitalization.



Creating customers involves beginning with given the new customer an ID code. This is done by typing the first 3 letters of a company's name then hitting the Enter key. The program will look through its records and find the next available number and pop it into the *Acct ID* field.



Once you leave the field any text typed will be automatically converted to UPPER CASE characters, then place you in the account name field ready for you to input their name.

You can also create a customer from an existing one, clicking on the **New From Current** button. The program will copy the information, create a new Account ID code and present it to you quickly. You are then able to modify any of the information that you wish.

If the customer is in your country, do not fill in the *Country* field.
If the customer's currency is your company's currency, leave the *Curr* field blank
If they correspond with you in English, leave the *Lang* field empty.

Notice that the *Email* field's background is shaded,

this indicates that if you double click on the field, a new email message will open ready to receive your message.

Documents

Customer Note is where you put any other information, however, if you put a check mark in the critical field, those notes will appear on the printed copies of their orders and delivery slips.

LastSaleInfo : Form

Sales / Credits
Double Click to view document

Inv #	Date	Before Taxes
38986	11-Feb-13	$819.54
38987	11-Feb-13	$752.80
38988	11-Feb-13	$579.47
38989	11-Feb-13	$409.77
38990	11-Feb-13	$382.87
38991	11-Feb-13	$309.05
8502	31-Dec-12	-$43.98
38666	19-Nov-12	$1,808.45
8467	09-Nov-12	-$213.45
38506	04-Oct-12	$388.05
38351	27-Sep-12	$401.49
38352	27-Sep-12	$290.84
38353	27-Sep-12	$401.49
38354	27-Sep-12	$401.49
38355	27-Sep-12	$267.66
38273	21-Sep-12	$1,092.72
38274	21-Sep-12	$409.77
38275	21-Sep-12	$1,052.02

The **Show Customer Docs** button will open a datasheet list of all the current invoices/credit notes the system has on file for them.

Double clicking on the document number will open it on screen, ready for printing, emailing or faxing. You will notice a window at the top of the report that offers you the customer's contact information.

Contact: MARCEL CROTEAU-A/P- JEAN Tel: 450-756-1221 Fax: 450-756-6141 Email:

Invoice : Report

Footwear Imports 2001 Inc.
378 Isabey, St. Laurent, QC H4T 1W1
Phone: (514) 384-8670 Fax: (514) 384-3889

INVOICE / FACTURE
Invoice # / # Facture 38990

Double clicking on the Amount will open the actual invoice or credit note form with the item on screen. It should ne noted that these are only review screens and items cannot be modified.

If you are searching for payment information about a particular invoice or credit note, choose it from the **Show Payment Detail >** button.

Show Customer Docs

Show Pay Detail>

8502	-$43.98
38666	$1,808.45
8467	-$213.45
38506	$388.05
38351	$401.49
38352	$290.84
38353	$401.49
38354	$401.49

ARPayHist : Select Query

PaymentID	PayDate	PayCustNo	DocID	PayRefNo
2407	12/17/12	CRO005	38351	9395

Record: 2 of 2

The following window will appear showing the payment details about the requested document

Account Activity

If you answered 'Yes' to the updating question, this screen is the complete current financial data about the customer. It offers you ways of printing aged listings and statements.

Customer Master

Acct ID DAV100 Short Name HARRY DAVI

Acct Name DAVID HARRY LTD.

New From Current

Contact: JACK CANNSEA xxxx

Office Tel: 416-583-8719 xxxx

Office Fax: 416-583-8747 xxxx

Email

Long Dist ☑

Add New Customer

Envelope

Cust #

Billing Information | Ship To Locations | Account Activity

Show Customer Docs

Show Pay Detail>

- CURRENT YEAR -		- LAST YEAR -		Taxed Values	Avg Pay Days	Open Orders
Sales	Largest Sale	Sales	Largest Sale			
$79,374.30	$4,450.50	$102,046.11	$3,723.30		73	$4,337.00 (1)

(2) Aged AR / Statements | Pay History

Current	30-60	60-90	90+	Balance
$6,159.71	$10,328.65	$5,485.70		$21,974.06

Aged AR

Inv #	Date	Due Date	OS-Days	Current	30-60	60-90	90+	Bal
38703	14-Dec-12	12-Feb-13	70			$3,133.89		$3,133.89
38712	04-Jan-13	05-Mar-13	49		$4,370.05			$4,370.05
38717	09-Jan-13	10-Mar-13	44		$3,413.82			$3,413.82
38792	15-Jan-13	16-Mar-13	38		$3,452.21			$3,452.21
38827	23-Jan-13	24-Mar-13	30	$2,707.50				$2,707.50
39052	14-Feb-13	15-Apr-13	8	$3,720.43				$3,720.43

Record: 1 of 6

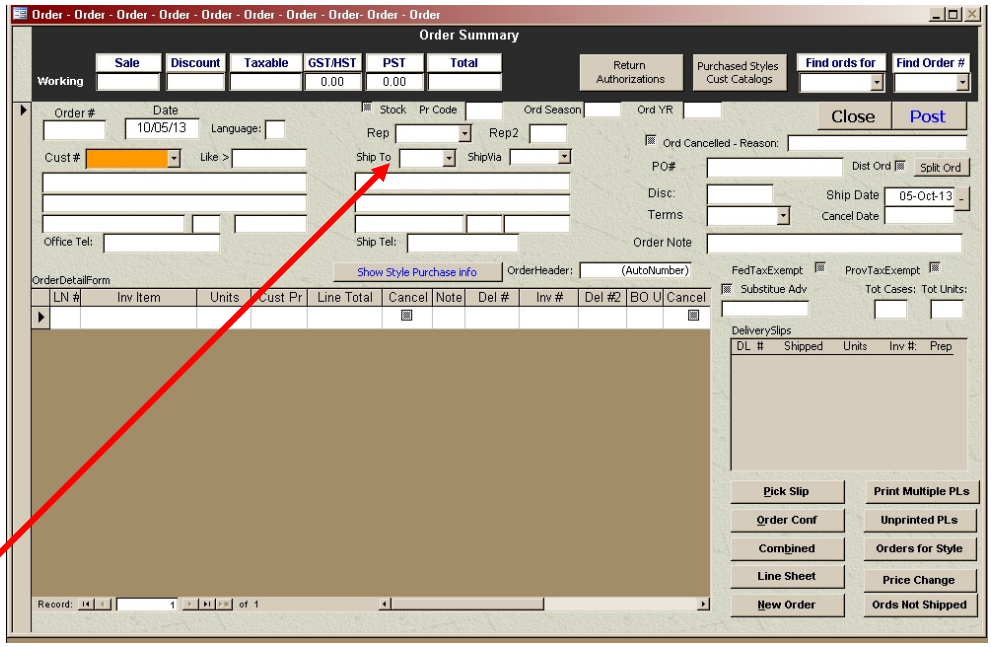
Record: 415 of 1260

When you double click on the Open Order field, a list will open showing all the unshipped orders for the customer.

Order Entry

The top of the screen is the Order's Financial Summary. It also offers a way to produced **Return Authorizations, Catalogs** of the customer purchases, review customer purchases by choosing them from the *Find ords for* field, or finding a particular order by choosing it from the *Find Ord #* field.

The form will open, your position will be the *Cust #* field, ready to receive a new order. Begin typing the customer's code until the one you want appears. All the customer's pertinent information will be placed in their corresponding spots.



Once you have set the Customer code, the program will move you to the *Ship To* field. There are several things that will happen.

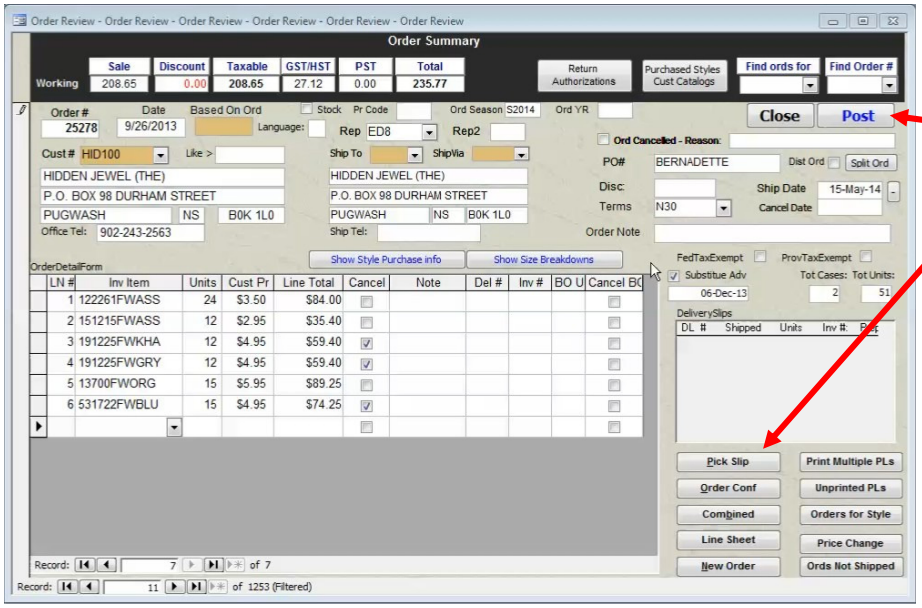
If the customer has

No ship to address on file, the bill to information will pop into the ship to field.
One ship to address – that address will pop into the appropriate fields.
More than one ship to – you must choose the location from the drop down field.

As you accept field entries by hitting the Tab or Enter key on your keyboard, the cursor will travel to the fields that could require information.

When you have completed the Order Header, choose the style from the **Inv Item** drop down field. If the program has packaging information registered, the carton quantity will pop into the *Units* field. If that is the quantity ordered, simple tap the Tab or Enter key on your keyboard to accept the amount. Hit Tab or Enter again to accept the unit price or change it to what it is supposed to be.

When you are finished posting the order, there are several things you can do.



If the order is for:
Future delivery, click on the **Post** button.

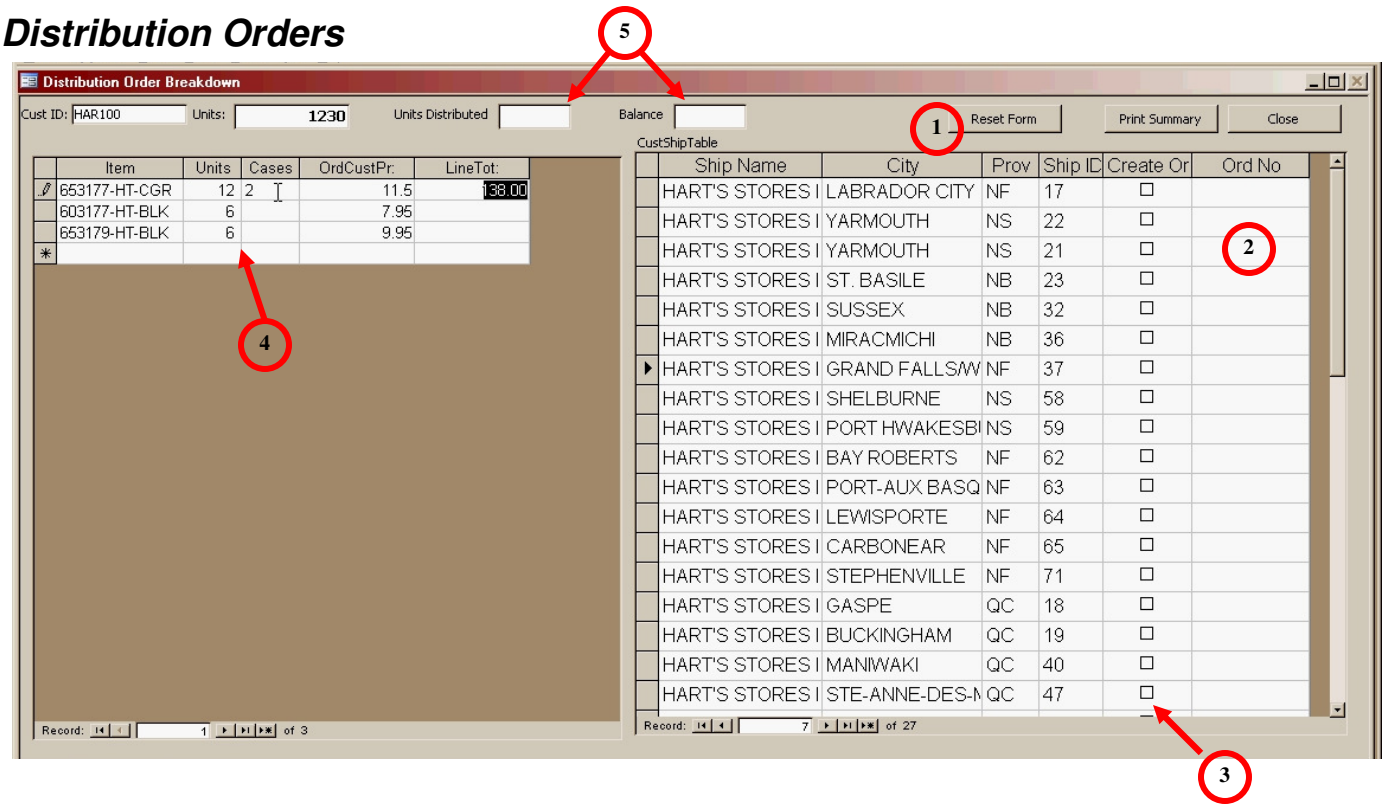
Immediate delivery, click on the **Pick Slip** button to create the picking slip. The program will automatically create the printed copy.

If you need to:
Distribute the order, click on the **Split Ord** button.
Print an order confirmation for the customer, click on the **Order Conf** button
Print both a confirmation and picking slip, click on the **Combined** button
Produce a photo listing of the order, click on the **Line Sheet** button.

The buttons on the lower right of the screen offers you a variety of other tools. The:

Print Multiple PLs	button will enable you to print distribution order pick slips
Unprinted PLs	will give you a list of Picking Slips that have not been printed
Orders for Style	gives you a list of orders that have been placed for a particular style
Price Change	will offer you a way to change prices for styles on a given distribution order. It should be noted that this button is only available once an order has been posted.
Ords Not Shipped	will give you a list of orders that have not been shipped. Each should be researched as to why and either shipped or cancelled.

Distribution Orders



There are actually 3 different screens to facilitate the 3 possible types of distributions

One Billing address with many 'ship to' addresses
Associated companies where there are many billing /shipping addresses
Commitment orders from independent customers.

Always begin a session by clicking on the **Reset Form** button (1). The *Ord No* fields (2) should be empty before you begin clicking on the *Create Ord* checkbox. (3)

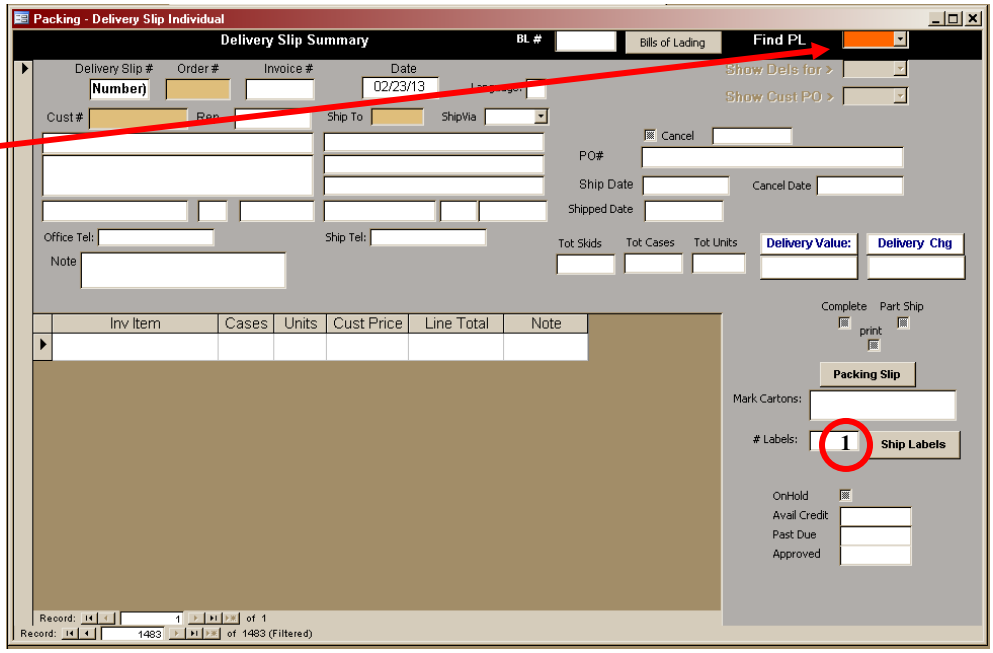
On the left, set the *Units* (4) for each style, then on the right click the *Create* Ord (3) on each store that requires the assortment. As you choose each store you will notice that an order number is being generated. If you make a mistake, re click on the *Create Ord* checkbox, the order # will be removed from that line and will be used for your next choice.

You should also notice the *Units Distributed* and *Balance* fields (5) will recalculate as you produce orders. Technically, the *Balance* field should end with 0 when you have finished the split.

Click on the *Print Summary* button when done for your records.

Delivery Slips

Once an order has been picked, the shipper simply enters the Picking Slip number in the **Find PL** field then hit the Enter key on their keyboard.

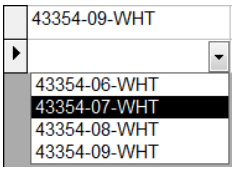


The screen will propagate ready for printing packing slips and shipping labels.

If there are any changes on quantities shipped, make them prior to printing the packing slip.

If items are not shipped select the item and deleted from the detail portion of the window.

If an item is accidently deleted, go to the bottom of the list and choose that item from the *Inv Item* field to retrieve it.

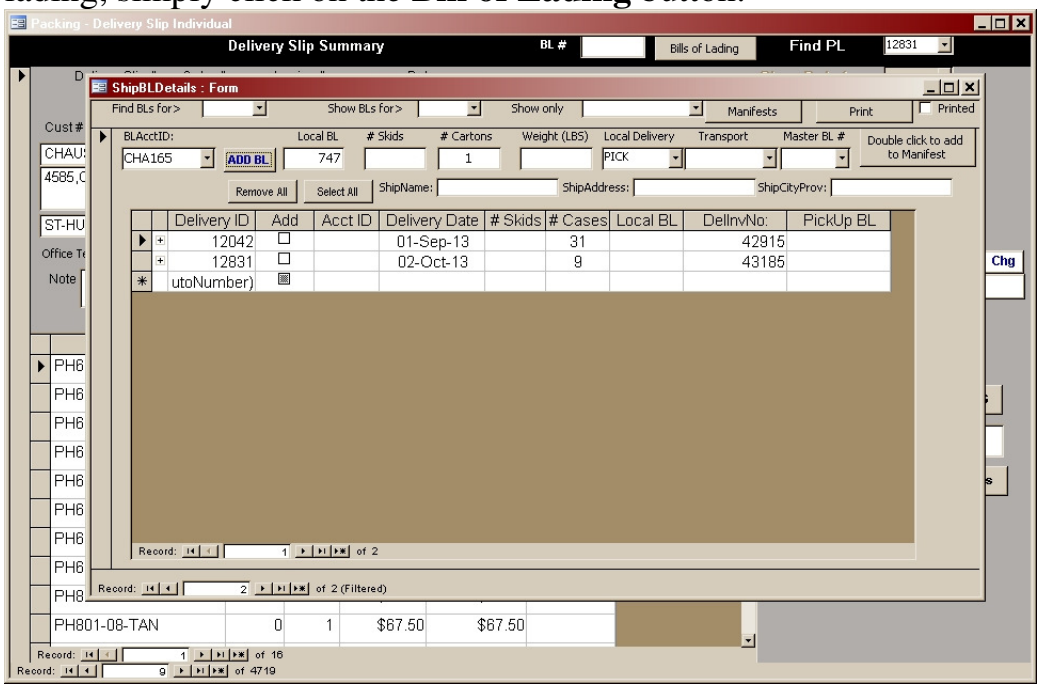


If you decide to group customer orders and require a different number of shipping labels, just input the amount into the *# labels* before clicking on the **Ship Labels** (1) button. If you are shipping only one order, double click on the *# labels* field to set the order's total cartons.

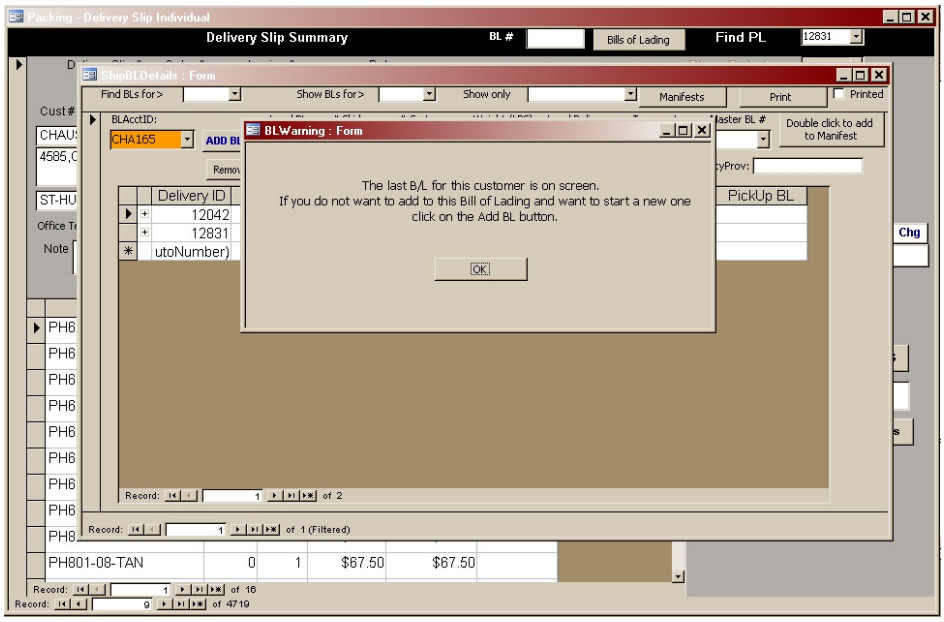
If there is a problem with the customer's credit a window will open and advise you of the issue. Only an administrator can override the control.

Bills of Lading

Once the packing slip and shipping labels are produce and you are ready for the bill of lading, simply click on the **Bill of Lading** button.



The BL Warning screen will remind you to start a new bill of lading. If you want to add to the last bill of lading, close the warning window and add to the existing document by clicking on the *Add* field beside each Delivery ID you shipped. When done, click on the print button. When Manifests are required for third party shipping, click on the **Manifests** button.



Shipping Manifests

DelBillLading : Form

Trans: DOD | Ship Date: 03-Jul-13 | # of Orders: 3 | Bill of Lading #: 36009 | < Show only | Total Skids | Total Cartons | Print | Find BL | Print

Show Only | Show PO # | Remove All | Select All | Refresh

Delivery ID	Acct ID	Ship Loc	# Skids	# Cases	Local BL	PickUp BL	Add	ACCTPr	ShipVia:
12834	RIF100	02		2	745		☑	RF	NAEEM
12835	RIF100	10		2	745		☑	RF	NAEEM
11862	ROS100			116			☐	MR	NAEEM
toNumber)									

Record: 1 of 3 (Filtered)

Record: 1 of 3

The list of unshipped orders is visible, click on the Add checkmark to shipments to the 3rd party manifest.

Invoicing

Invoicing shipped orders is a simple process of entering the Order number that was shipped.

There are times when shipments are received, but not landed and you must invoice, when that happens you can turn off the inventory warning feature by putting a checkmark in the field.

If your Order Entry department takes care of backorders, you would want to turn off the BO Warning feature which speeds up the invoicing process. If it is on, every shipment that has a back order showing will open a window where you decide whether to create a picking slip for the backorder, cancel the quantity, or ignore the situation.

If you are invoicing a cash sale, enter 001 into the *Bill To* field, then enter the detail.

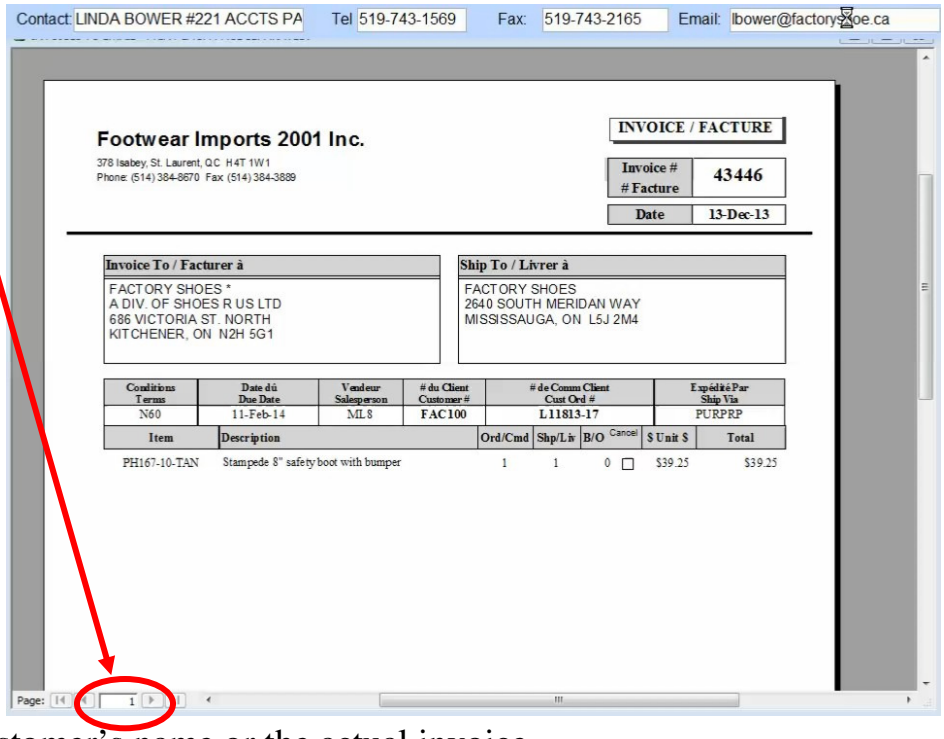
If you need to create an invoice for a Donation, put a checkmark beside the *Donation* field and the program will use landed costs to calculate the value of the order and post the value into the Donations general ledger account instead of to the Sales account.

When done the session, click on the Batch print button to produce the invoices. Enter the starting and ending invoice numbers to print. When you click on Print button all invoices within the range will produce a printed copy of the invoice, however, if any customers have been set to Email Correspondence those invoices will appear on screen to be attached to an email to be sent to the customer.

Check to see how many invoices have to be emailed.

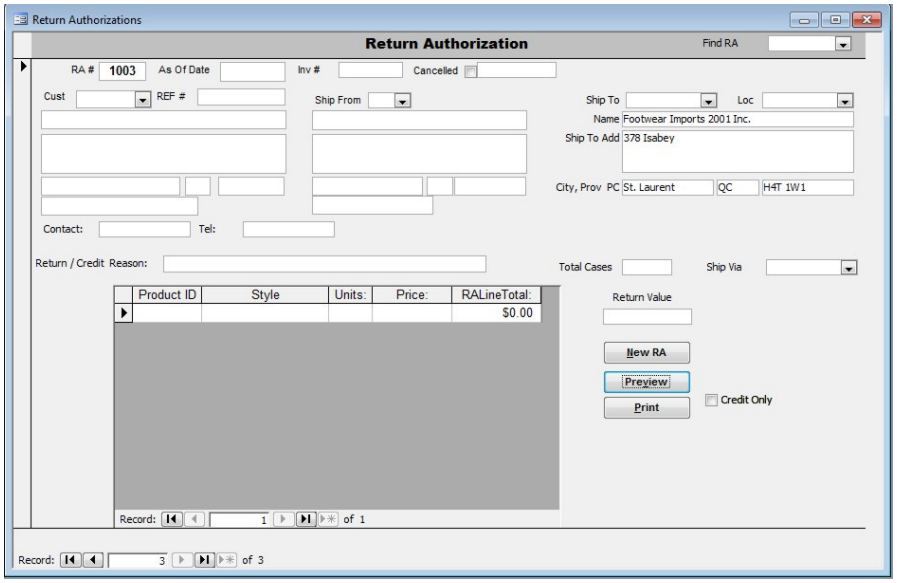
Right mouse button click and choose **Print** from pop-up menu. Set the printer to your pdf printer. If there is more than 1 page, choose the ***Pages*** option, then set the page # in the From and To fields.

Finally click on the **OK** button. In a few seconds the ***Save As*** dialog box will open. Save the file to your desktop by either using the customer's name or the actual invoice.



Double click on the email address to start the customer's email, attach the invoice.

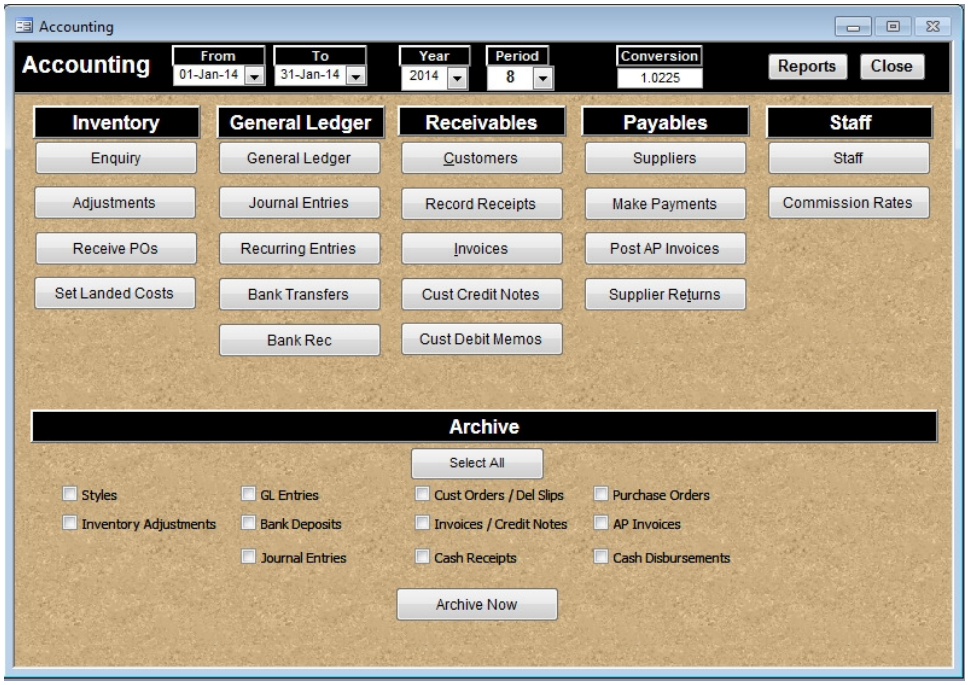
Return Authorizations



Accessed from the main menu, the Return Authorization form is simple to use. This module does not effect the General Ledger in any way. It is only intended to keep track of customer returns. Choose the customer involved; add the items that are being returned.

Close, print or preview the authorization.

Accounting

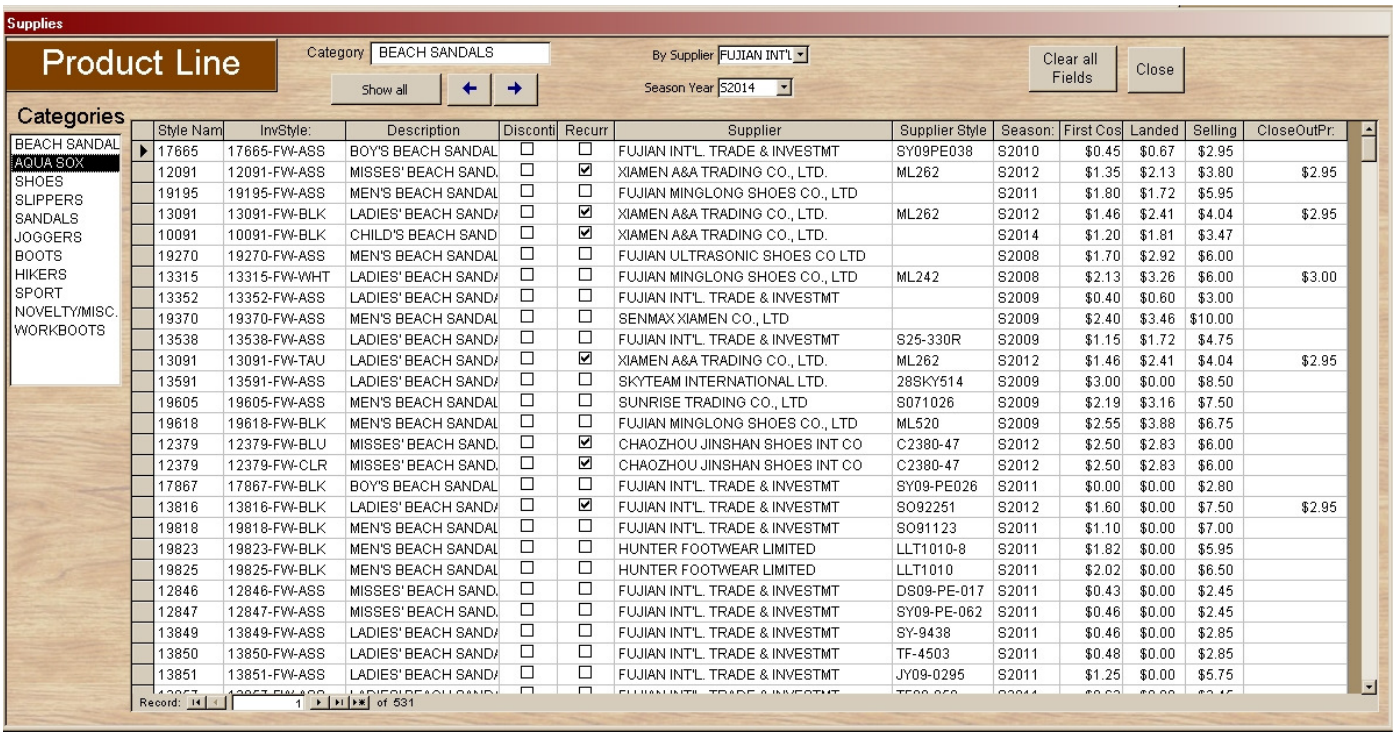


The accounting button will lead you to all the bookkeeping areas of the program.

The default From, To, Year and Period are taken from the program's system date. You can change them if they do not serve your purpose.

Inventory Modules

Enquiry

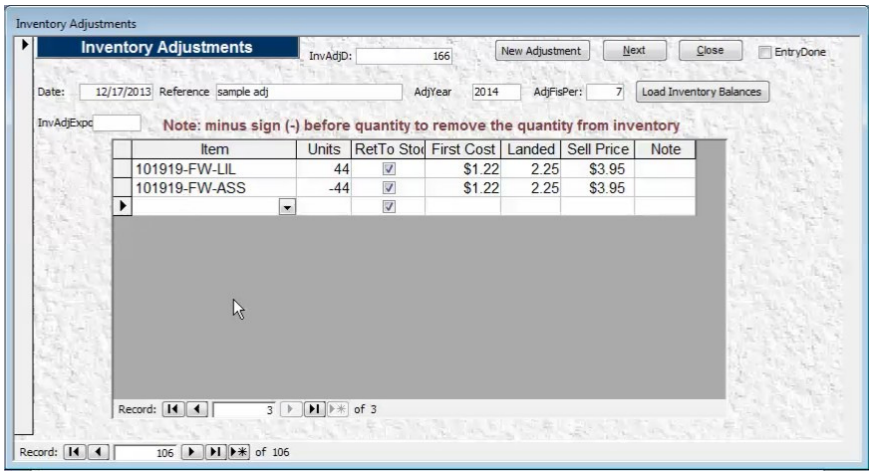


Style Nam	InvStyle:	Description	Disconti	Recurr	Supplier	Supplier Style	Season:	First Cos	Landed	Selling	CloseOutPr:
17665	17665-FW-ASS	BOY'S BEACH SANDAL	☐	☐	FUJIAN INT'L. TRADE & INVESTMT	SY09PE038	S2010	$0.45	$0.67	$2.95	
12091	12091-FW-ASS	MISSES' BEACH SAND.	☐	☑	XIAMEN A&A TRADING CO., LTD.	ML262	S2012	$1.35	$2.13	$3.80	$2.95
19195	19195-FW-ASS	MEN'S BEACH SANDAL	☐	☐	FUJIAN MINGLONG SHOES CO., LTD		S2011	$1.80	$1.72	$5.95	
13091	13091-FW-BLK	LADIES' BEACH SAND/	☐	☑	XIAMEN A&A TRADING CO., LTD.	ML262	S2012	$1.46	$2.41	$4.04	$2.95
10091	10091-FW-BLK	CHILD'S BEACH SAND	☐	☑	XIAMEN A&A TRADING CO., LTD.		S2014	$1.20	$1.81	$3.47	
19270	19270-FW-ASS	MEN'S BEACH SANDAL	☐	☐	FUJIAN ULTRASONIC SHOES CO LTD		S2008	$1.70	$2.92	$6.00	
13315	13315-FW-WHT	LADIES' BEACH SAND/	☐	☐	FUJIAN MINGLONG SHOES CO., LTD	ML242	S2008	$2.13	$3.26	$6.00	$3.00
13352	13352-FW-ASS	LADIES' BEACH SAND/	☐	☐	FUJIAN INT'L. TRADE & INVESTMT		S2009	$0.40	$0.60	$3.00	
19370	19370-FW-ASS	MEN'S BEACH SANDAL	☐	☐	SENMAX XIAMEN CO., LTD		S2009	$2.40	$3.46	$10.00	
13538	13538-FW-ASS	LADIES' BEACH SAND/	☐	☐	FUJIAN INT'L. TRADE & INVESTMT	S25-330R	S2009	$1.15	$1.72	$4.75	
13091	13091-FW-TAU	LADIES' BEACH SAND/	☐	☑	XIAMEN A&A TRADING CO., LTD.	ML262	S2012	$1.46	$2.41	$4.04	$2.95
13591	13591-FW-ASS	LADIES' BEACH SAND/	☐	☐	SKYTEAM INTERNATIONAL LTD.	28SKY514	S2009	$3.00	$0.00	$8.50	
19605	19605-FW-ASS	MEN'S BEACH SANDAL	☐	☐	SUNRISE TRADING CO., LTD	S071026	S2009	$2.19	$3.16	$7.50	
19618	19618-FW-BLK	MEN'S BEACH SANDAL	☐	☐	FUJIAN MINGLONG SHOES CO., LTD	ML520	S2009	$2.55	$3.88	$6.75	
12379	12379-FW-BLU	MISSES' BEACH SAND.	☐	☑	CHAOZHOU JINSHAN SHOES INT CO	C2380-47	S2012	$2.50	$2.83	$6.00	
12379	12379-FW-CLR	MISSES' BEACH SAND.	☐	☑	CHAOZHOU JINSHAN SHOES INT CO	C2380-47	S2012	$2.50	$2.83	$6.00	
17867	17867-FW-BLK	BOY'S BEACH SANDAL	☐	☐	FUJIAN INT'L. TRADE & INVESTMT	SY09-PE026	S2011	$0.00	$0.00	$2.80	
13816	13816-FW-BLK	LADIES' BEACH SAND/	☐	☑	FUJIAN INT'L. TRADE & INVESTMT	SO92251	S2012	$1.60	$0.00	$7.50	$2.95
19818	19818-FW-BLK	MEN'S BEACH SANDAL	☐	☐	FUJIAN INT'L. TRADE & INVESTMT	SO91123	S2011	$1.10	$0.00	$7.00	
19823	19823-FW-BLK	MEN'S BEACH SANDAL	☐	☐	HUNTER FOOTWEAR LIMITED	LLT1010-8	S2011	$1.82	$0.00	$5.95	
19825	19825-FW-BLK	MEN'S BEACH SANDAL	☐	☐	HUNTER FOOTWEAR LIMITED	LLT1010	S2011	$2.02	$0.00	$6.50	
12846	12846-FW-ASS	MISSES' BEACH SAND.	☐	☐	FUJIAN INT'L. TRADE & INVESTMT	DS09-PE-017	S2011	$0.43	$0.00	$2.45	
12847	12847-FW-ASS	MISSES' BEACH SAND.	☐	☐	FUJIAN INT'L. TRADE & INVESTMT	SY09-PE-062	S2011	$0.46	$0.00	$2.45	
13849	13849-FW-ASS	LADIES' BEACH SAND/	☐	☐	FUJIAN INT'L. TRADE & INVESTMT	SY-9438	S2011	$0.46	$0.00	$2.85	
13850	13850-FW-ASS	LADIES' BEACH SAND/	☐	☐	FUJIAN INT'L. TRADE & INVESTMT	TF-4503	S2011	$0.48	$0.00	$2.85	
13851	13851-FW-ASS	LADIES' BEACH SAND/	☐	☐	FUJIAN INT'L. TRADE & INVESTMT	JY09-0295	S2011	$1.25	$0.00	$5.75	

Although you cannot modify any of the information on the window, it offers you a way of studying your produce line from a line item perspective. You can filter the form by category, supplier or year.

Should you want to see style, simply double click on the *Style Name* or *InvStyle* fields. The action will open the corresponding style's detail sheet.

Inventory Adjustments



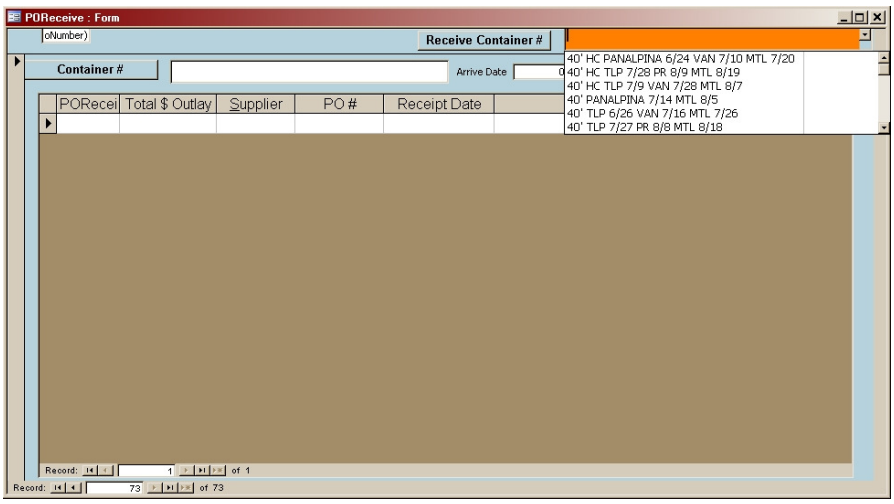
Add a reason for the adjustment.

Enter the style number involved. If you want to reduce the inventory, put a – in front of the amount.

If the actual landing cost is missing, the *Landed* field will be marked in read. You must insert an amount in this field.

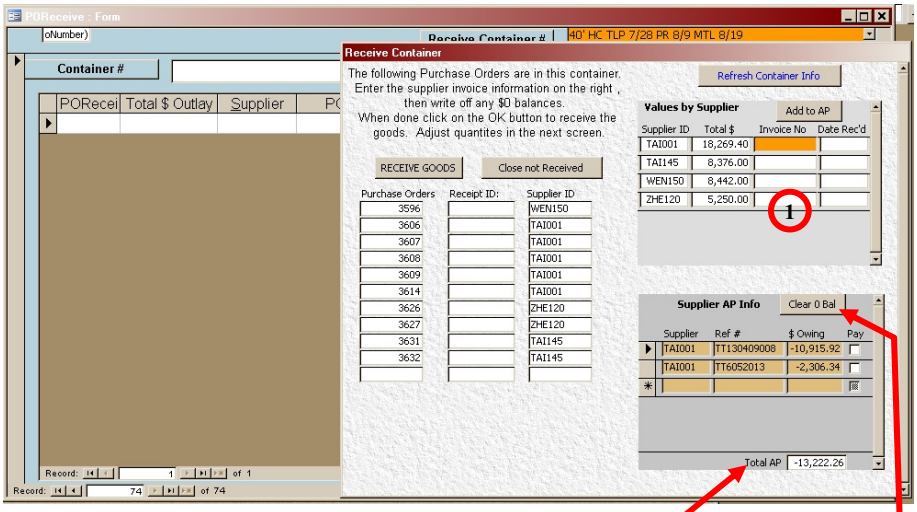
Receiving Goods

You receive goods by first selecting the container that has arrived.



Once chosen, the Receive Container window will open.

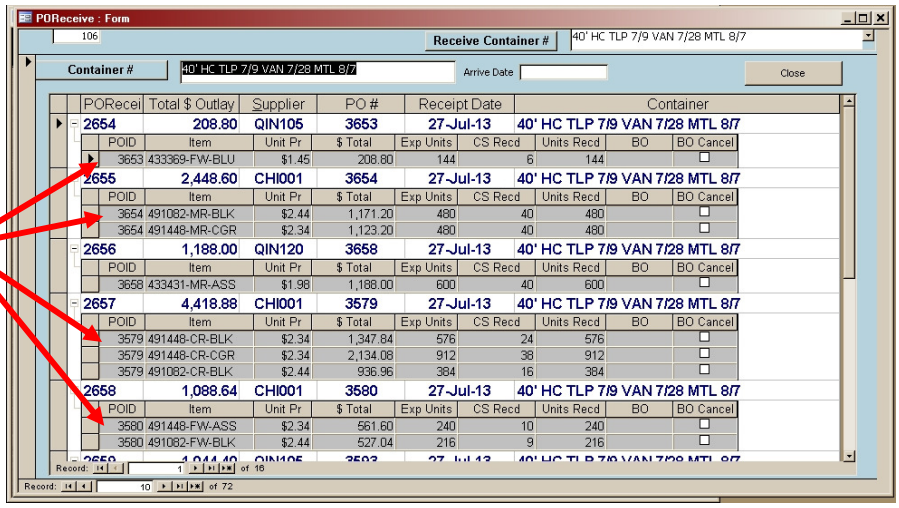
Your position is in the **Values by Supplier** (1) section of the screen. In this example, there are goods from 4 suppliers in the shipment. The value of each supplier's goods is shown. Input the invoice number, and then click in the **Add to AP** button. You will notice that the Invoice will pop into the bottom of the **Supplier AP Info** section.



If the **Total AP** value is 0, simply click on the **Clear 0 Balance** button.

Repeat this process for each supplier. If you make a mistake, double click on the invoice in question. The action will open the AP Review screen where you can adjust the entry

When all supplier invoices and writes offs are done, click on the **RECEIVE GOODS** button. The PO Received window will open showing the detail of each purchase order. Adjust any of the quantities, when done, simply close the window.



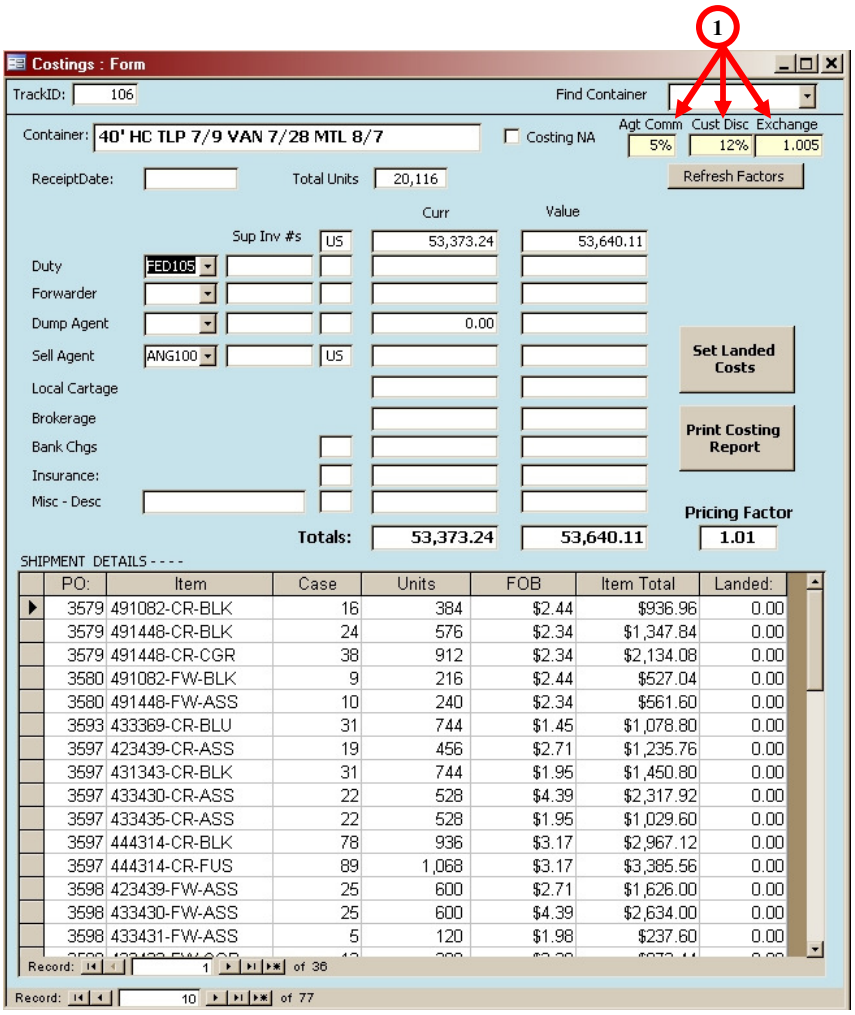
Setting Landed Costs

The last container received that has not been landed will be visible on screen. The default agent commission, customer discounts and exchange are preset. (1)

If you decide the factors are incorrect change them.

If you want them changed permanently double click on the field you want to change. It will open the company information screen where these factors are stored.

To land the goods, simply input the information needed (Supplier and invoice amount for each costing factory) the click on the **Set Landed Costs** button.



The program will refresh and you will see the landed costs in the right hand column. It has also updated the inventory details on each style.

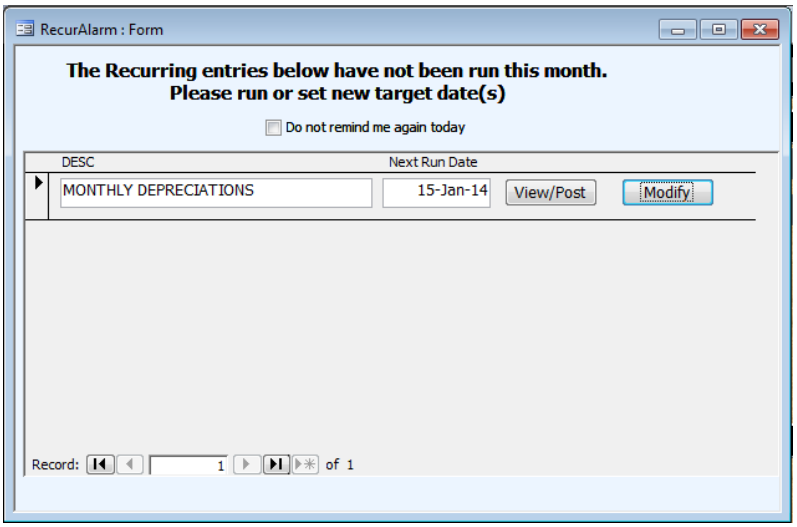
Click on the **Print Costing Report** for your paper copy.

General Ledger

Recurring Entries

There are 2 screens involved with the recurring entries, the Entry screen and Alarm screen.

When you choose the ***Accounting*** button from the toolbar, if there are any recurring entries that have to be made, the Alarm screen will open.

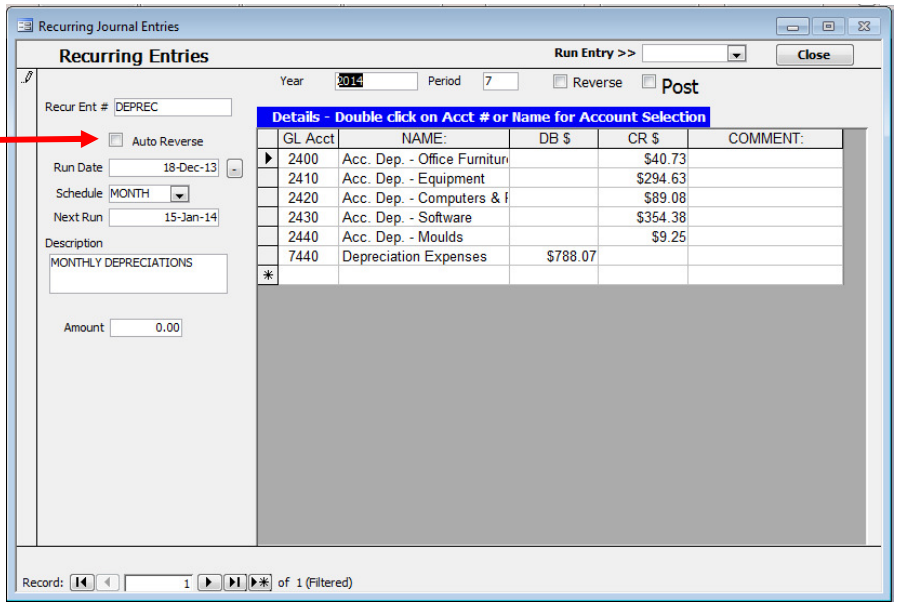


When you need to change listed entry, choose the ***Modify*** button. The action will open the screen with making changes to the run dates.

Choose the ***View/Post*** button to register the entry. This action will insert the next run date into the run date and then calculate the new next run date.

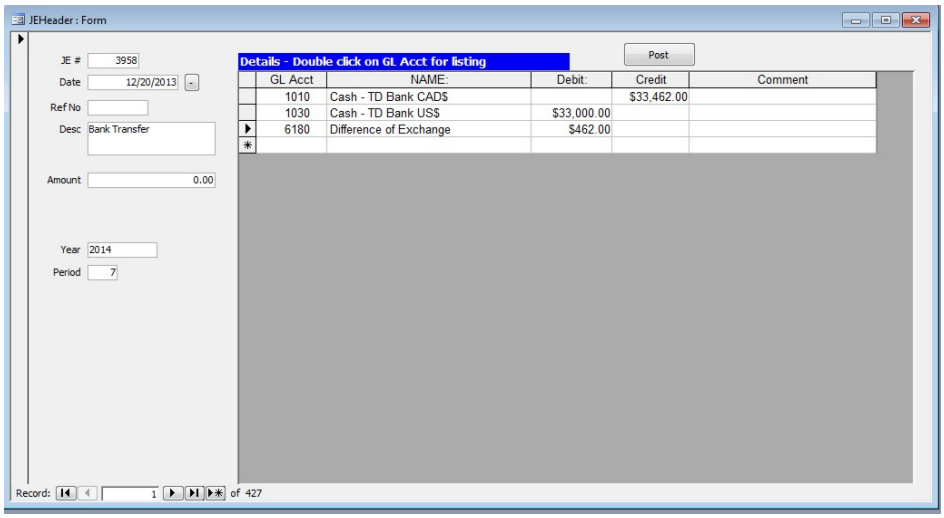
Either choice will open the main Recurring Entry screen with the listed entry visible.

If the entry must be reversed every month, put a check mark it the *Auto Reverse* field. When the entry is run, the program will automatically create a second reversal entry dated the first of the following month.



Journal Entries

Begin your journal entry by giving it a description.

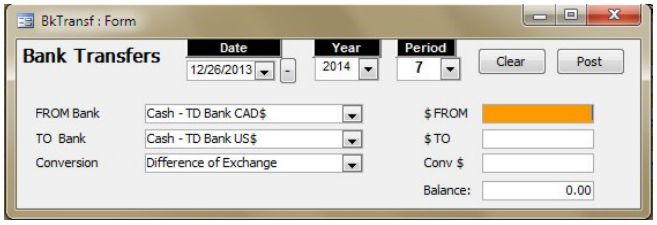


If you do not know the account number, you can either choose from the drop down list or double click to access the search window.

When you register a comment for the entry, when you insert the next account number, the comment will be transferred to the current working line.

The entry must equal 0.

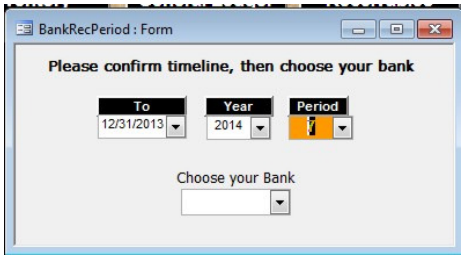
Bank Transfers



Your two main banks are automatically visible just input the amounts involved then click on the **Post** button.

Change the **Bank** accounts if the amounts are reversed.

Bank Reconciliations

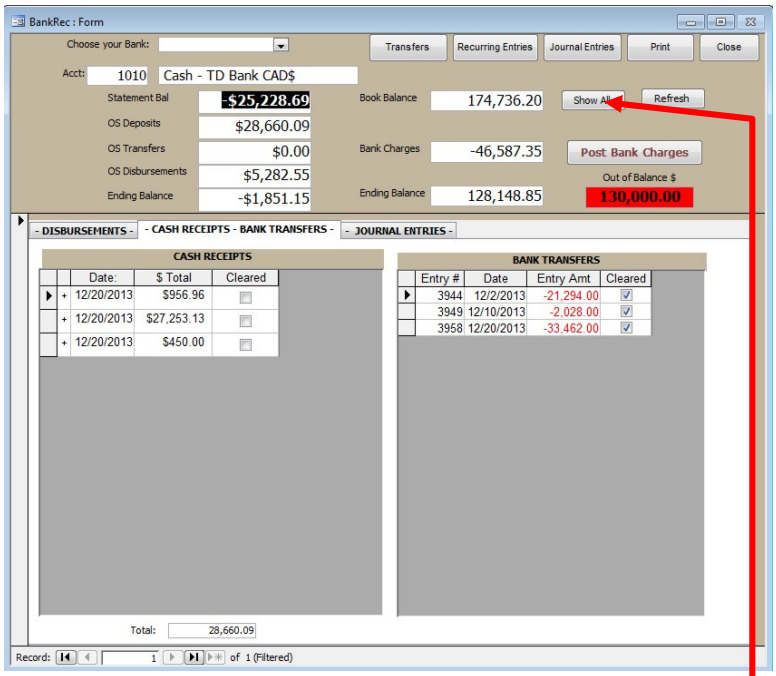


When you first choose the Bank Rec button from the Accounting screen, you will be in the *Period* field.

If the period is correct choose the Bank account you want to reconcile. When you do, the Bank Reconciliation window will open.

There are 3 sections to the module:
Disbursements
Cash Receipts – Bank Transfers
Journal Entries.

When the form opens, only the outstanding Disbursements and Cash receipts are visible and you are viewing the Cash Receipts part of the form.



Receipts

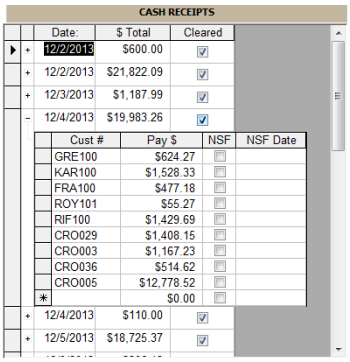
Put check marks beside each deposit that has been cleared.

As you do so, the header part of the window will readjust the numbers.

Bank transfers are listed on this page tab and automatically cleared.

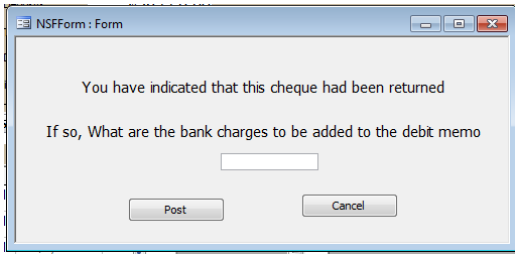
Returned checks

When a check gets rejected by the bank, if the returned check happens to fall in the previous month, close the form and reopen the bank reconciliation using the previous month. If it is in the same period click on the **Show All** button. The month's receipts will appear on screen.



Open the date the original deposit was made. Put a checkmark beside the check that came back.

The NSF registry window will open. Enter any bank charges that may have been incurred, then click on the **Post** button.



BizMan will cancel the deposit and automatically create a debit memo to the customer. The report will appear on screen ready to be printed, faxed or emailed.

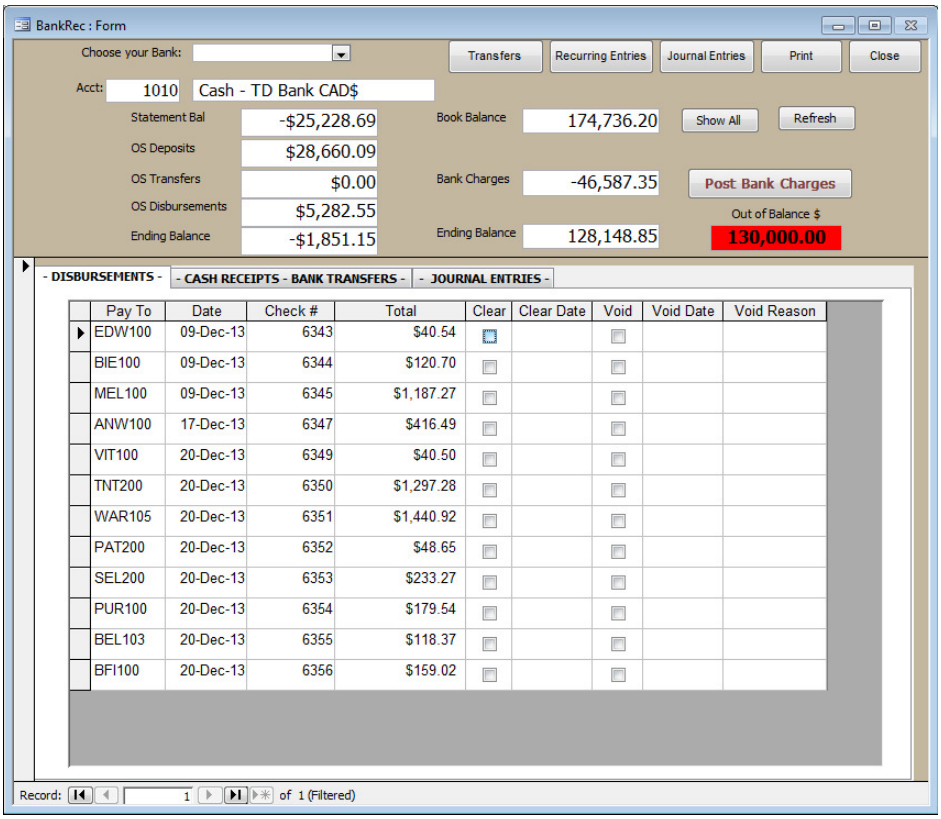
Disbursements

Put a checkmark beside each check that was cleared.

When a check must be voided, simply put a checkmark in the Void column and enter a void reason beside the item that was cancelled.

When you do so, BizMan automatically reverse the payment to the supplier involved.

You must create a new payment to the customer.



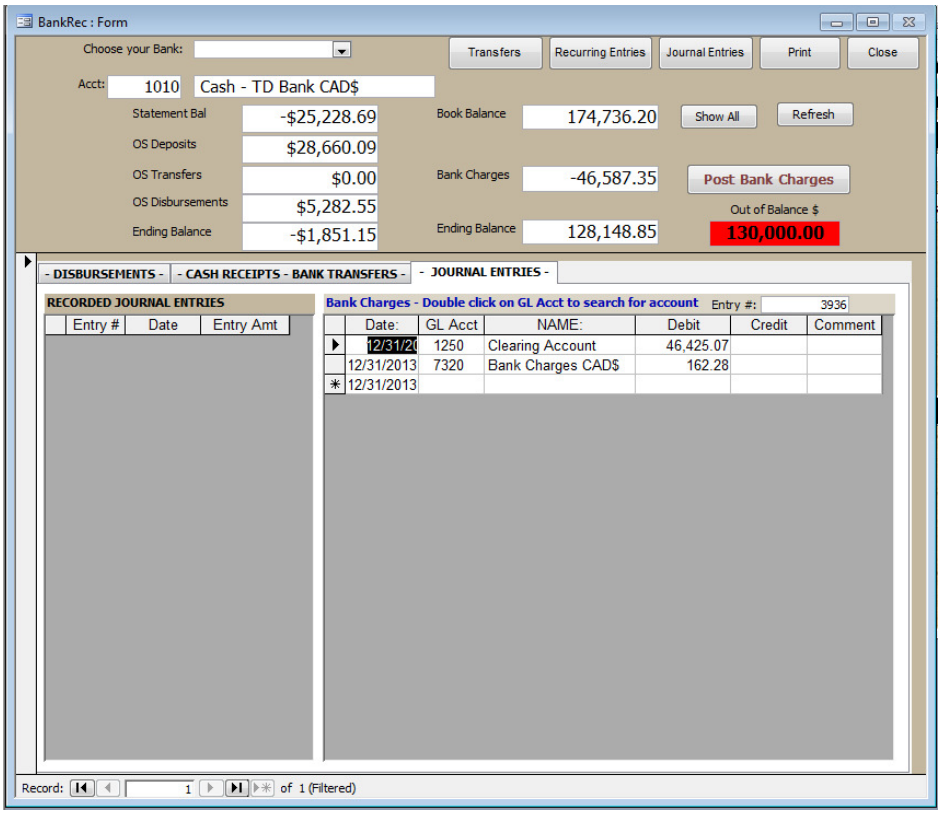
Pay To	Date	Check #	Total	Clear	Clear Date	Void	Void Date	Void Reason
EDW100	09-Dec-13	6343	$40.54					
BIE100	09-Dec-13	6344	$120.70					
MEL100	09-Dec-13	6345	$1,187.27					
ANW100	17-Dec-13	6347	$416.49					
VIT100	20-Dec-13	6349	$40.50					
TNT200	20-Dec-13	6350	$1,297.28					
WAR105	20-Dec-13	6351	$1,440.92					
PAT200	20-Dec-13	6352	$48.65					
SEL200	20-Dec-13	6353	$233.27					
PUR100	20-Dec-13	6354	$179.54					
BEL103	20-Dec-13	6355	$118.37					
BFI100	20-Dec-13	6356	$159.02					

Bank charges

Bank charges are handled though the Journal Entries section of the window.

Select the GL Account number then insert the amount of the charge. The amounts will not be posted to the general ledger until you click on the **Post Bank Charges** button.

Once chosen, the line items will be transferred to the left window and the right window will be empty.

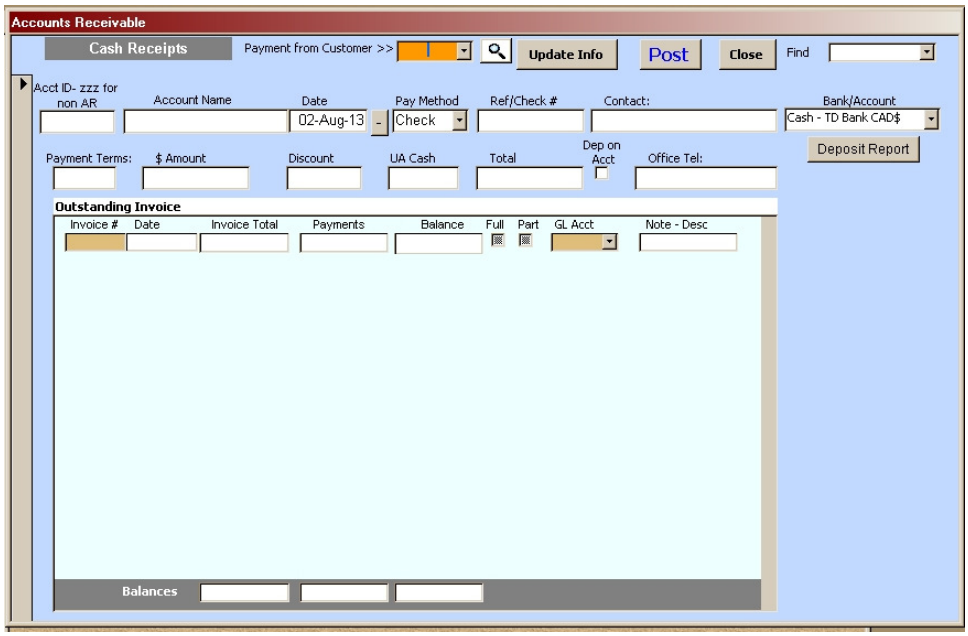


Entry #	Date	Entry Amt

Date:	GL Acct	NAME:	Debit	Credit	Comment
12/31/2(	1250	Clearing Account	46,425.07		
12/31/2013	7320	Bank Charges CAD$	162.28		
12/31/2013					

Receivables

Cash Receipts



You start by entering or choosing the account number of who paid their bill.

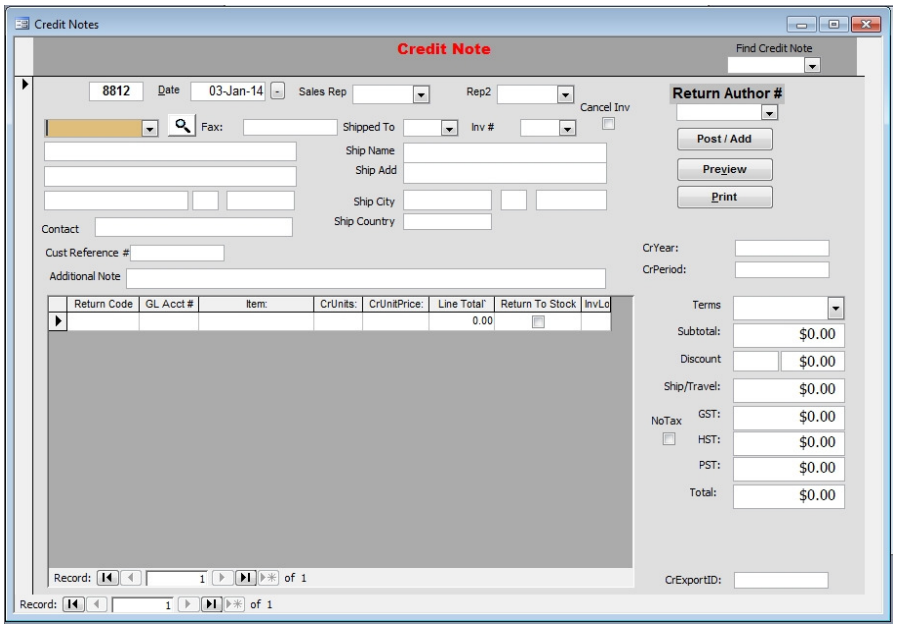
When done, the customer's outstanding account information will pop in. Simply put checkmarks beside each item that is to be included in the payment.

You can enter the Discount amount or simply input the Check total for the program to calculate the discount.

If the receipt is not for an Accounts Receivable item, put a zzz in the *Non AR* field.
Enter the N*ame* of the payer and *Ref/Check #*.
When you enter leave the *Ref/Check #* field, you will be positioned in the *Payments* field of the Detail area of the screen.
Input the amount then choose the *GL Acct* number to post it to.

Finally, click on the **Post** button to complete the transaction.

Credit Notes



If you created a Return Authorization, just choose it from the list. All the information will be transferred to this form. All you need do is verify the information, modify it if necessary, then post, print, or preview the transaction.

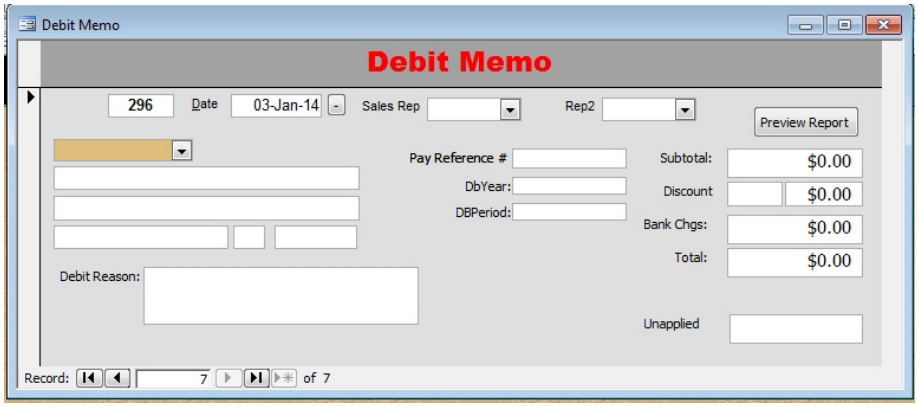
Otherwise, choose the customer the credit note is for. As sales taxes are different across the country, if the customer has locations in more than 1 province, the program will open a small window for you to choose which province the credit note is from.

Enter a *Return Code* then the item number. The program will retrieve the pricing involved.

If you open the *Item* list you will see a list of what the customer purchased.

Customer Debit Memos

Although debit memos are generally created automatically, should you want to create or review the company's debit memos, choose the **Cust Debit Memos** button.

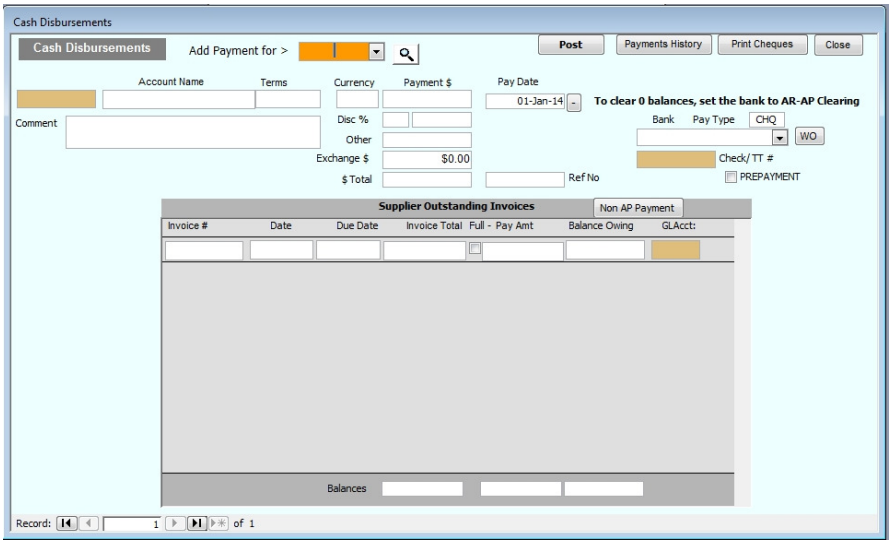


Choose the Customer from the drop down list, enter the amounts and reason for the transaction. Preview and print the report.

Payables

Making Payments

Click on the **Make Payments** button. Choose the supplier from the *Add Payment for >* drop down list.



When you open the list, you will notice that the outstanding payable amounts are shown beside each supplier.

Once you choose the supplier, the window will refresh and the outstanding invoices will be visible.

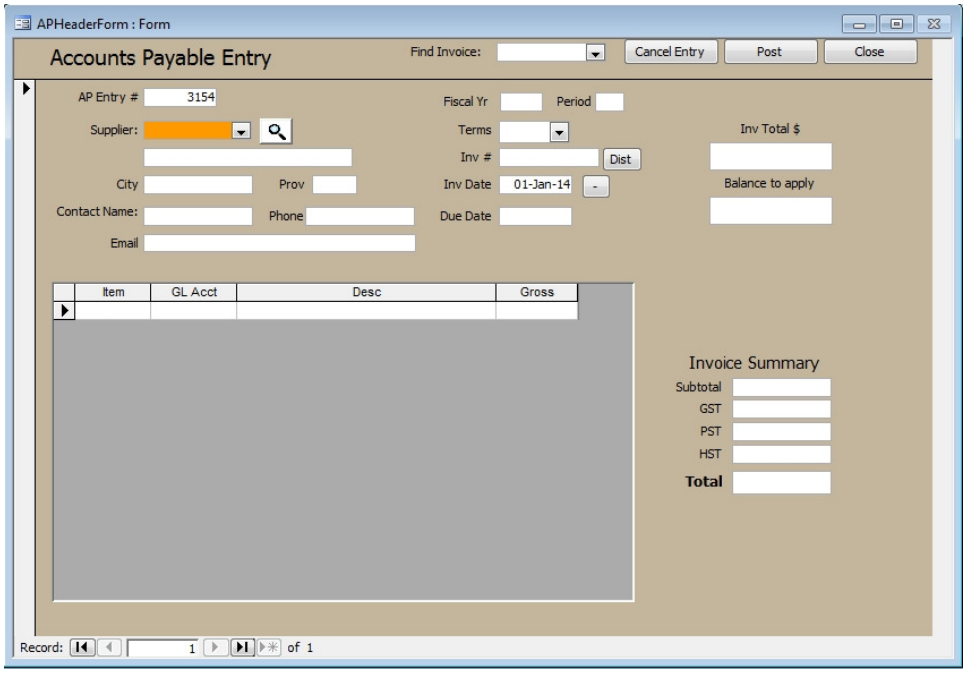
Change the program's system date feature before opening this module so that each new payment reflects the date you want to work on.

If you are paying the entire amount, put a check mark in the *Full* field beside each invoice you are paying. The header portion of the screen will refresh itself after each entry.

If you are only paying a portion of the invoice, click in the *Pay Amt* field and enter the amount of the payment.

When complete, click on the **Post** button.

AP Invoices



Enter or choose the supplier you are posting an invoice for. Their pertinent information will appear and you will be moved to the *Inv #* field. Enter the invoice number. If there is no invoice #, you can use combination of characters to produce one. As invoice numbers must be unique for each supplier, if you have more than 1 amount to post, the program will require you use different numbers.

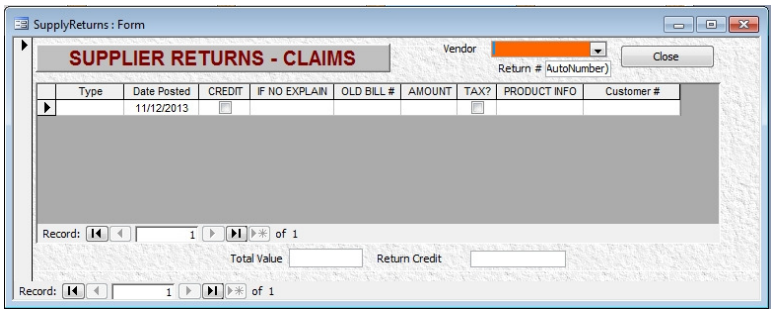
After you insert the invoice number you will be moved to the *Inv Date* field, enter the date or use the calendar feature to choose one. It should be noted that the module uses the System date located on the Main Menu for all new entries. If you are working on last month's payables, it is advisable to change the system date as you will otherwise have to change the invoice date on each entry.

The due date will automatically adjust when you set the invoice date and you will be moved to the *Invoice Total $* field. Enter the amount of the invoice and tap the ***Enter*** or ***Tab*** keys on your keyboard. If you set a distribution for the supplier, the GL Accounts will appear in the detail area of the screen and you will be in the *Gross* field of the first item. Enter the General Ledger amounts. When you are finished, the *Balance to Apply* field should read 0. If so, click on the **Post** button. The entry will be posted and you will have a new AP Invoice screen ready for the next entry.

Should you want to review the entries, choose the entry from the *Find Invoice* field. The Review entry screen will open. Make any changes to the invoice in the detail area of the screen. If the entry has been posted to the GL, the entry will be removed and the next time you run the day end, the modified invoice will be reposted to the GL.

Supplier Claims

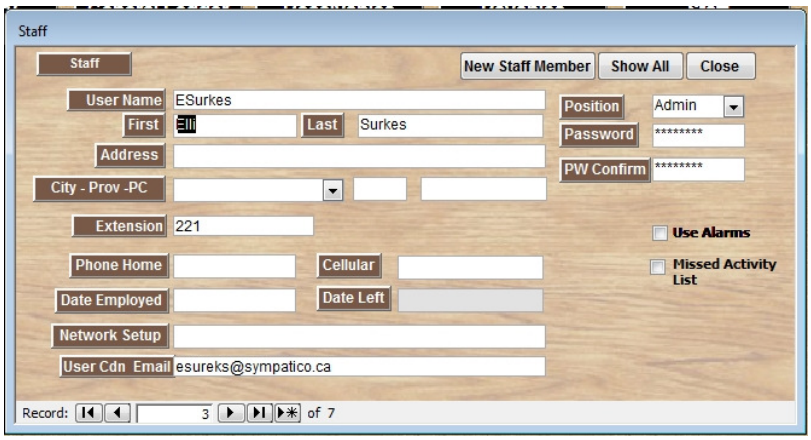
Choose the Supplier from the drop down list. Enter a type of return, change the date and fill in the required data. This module strictly keeps track of issue with suppliers. The data will be reflected in the Supplier module.



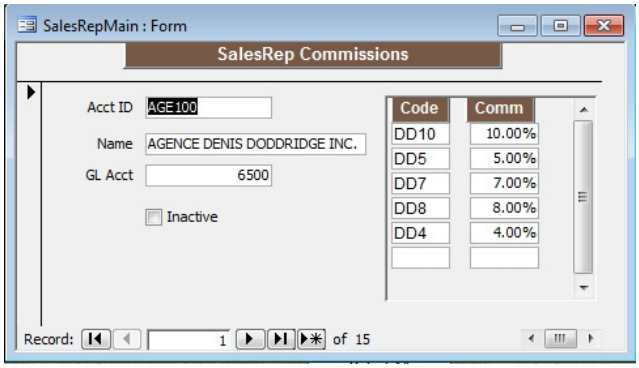
Staff

Staff Maintenance

Enter the employee's pertinent information. When the *Date Left* field is filled in the program will lock the individual out.



Commission Rates



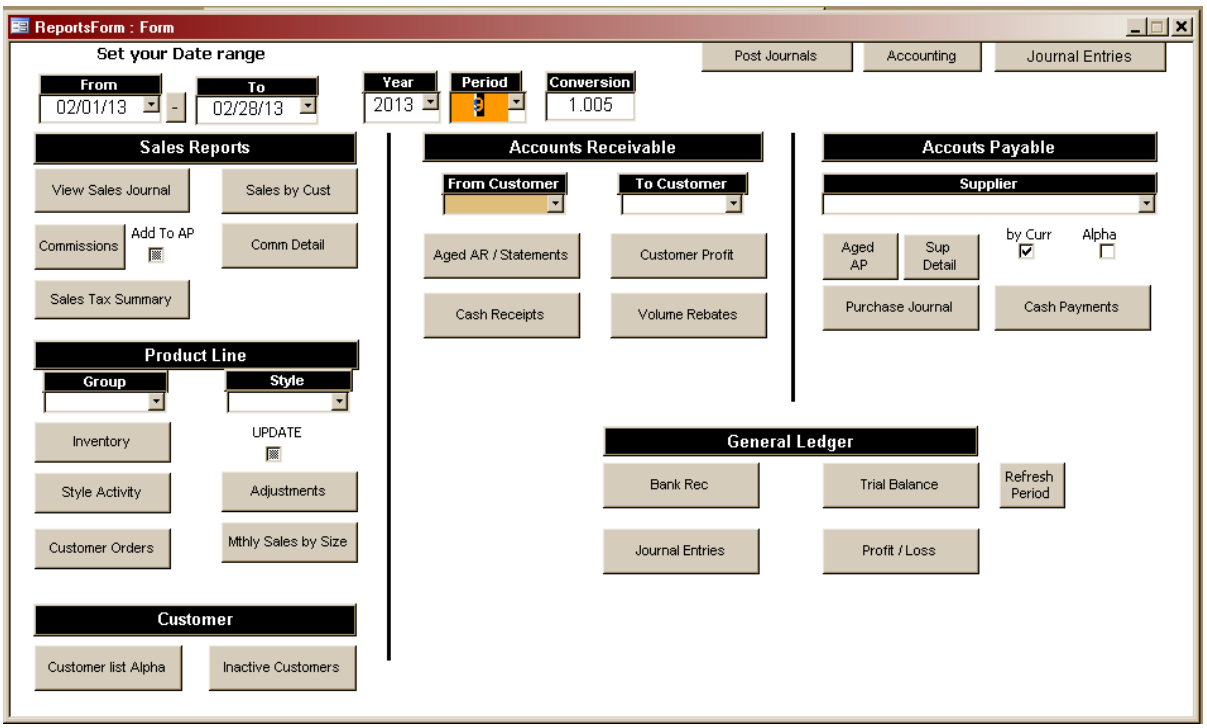
Sales people are first created as suppliers in the system. Enter their Account ID then on the right enter the commission codes you want them to received.

All customer orders will derive their commission rates from this module.

Archiving

It is advisable that you archive the database occasionally. Put a check mark beside the modules you want to archive, then click on the **Archive Now** button. All archived records are accessible through their module's corresponding review screen.

Financial / Month End Reports



The reports screen opens showing the current month dating. You are positioned in the *Period* field. If you are working on the last period, don't forget to change the Period.

Each section of the screen also has criteria options. Set those, if needed, before you open the reports.

Sales Reports
If you want to automatically post the Sales commissions to the GL, click on the *Add to AP* check mark. You will be asked to confirm the procedure.

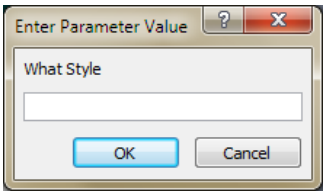
Product Line reports
If you only want to see a certain group of items, choose it from the list. You can also get reports for a style as well. When you want to update the month end figures, put a check mark in the *Update* field. A window will open to confirm the procedure.

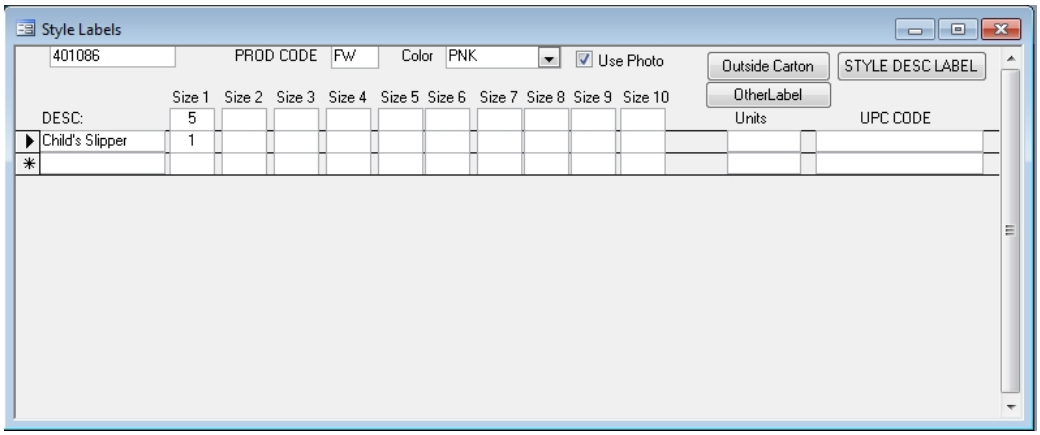
Accounts Receivable
Set the *From Customer* and *To Customer* when you run the Customer Profit or Volume Rebates reports

Accounts Payable
If you have multiple currency payables, decide whether you want it by currency or alphabetically. The program is automatically set to currency.

Style Labels

When box and outside carton labels are necessary, click on the **Style Labels** button. You will be asked for the style number. Enter the style then click OK or Tap the Enter key on your keyboard.



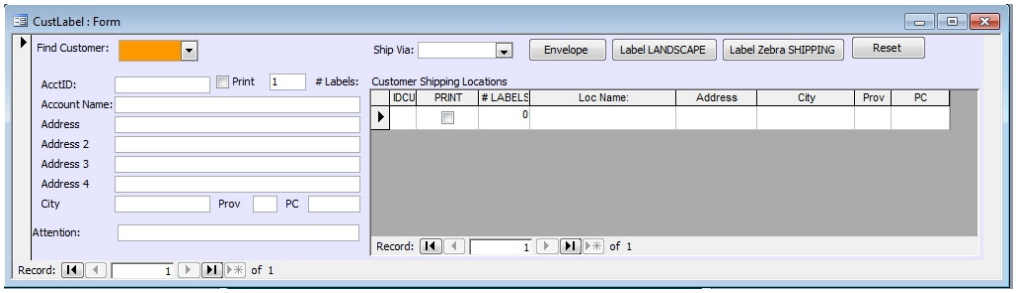


Enter the *Prod Code* then choose for the Color drop down list.

When you need a packaging label, enter the size in the *Size 1* field, then how many labels of that size you want in the field below it.

When you require outside carton labels, enter the sizes and the breakdown below each size.

Customer Labels



Click on the **Customer labels** when you larger envelopes, or labels.

Enter the customer number, the program will retrieve the customer information. When the labels/envelopes are for shipping locations, put a checkmark beside each store, then enter how many labels/envelopes you need in the *# Labels* field.

Master Tables/YE Roll Over

This window leads you to where you register the company's information and other critical Accounting processes.

Company Info

CompInfo : Form

Company Information

All reports and forms get their information from here.
Please ensure all fields are filled in.

Name: Footwear Imports 2001 Inc.
Address: 378 Isabey
City: St. Laurent
Province: QC PC/Zip: H4T 1W1
Contact:
Phone #: (514) 384-8670 Email: info@footwear2001.co
Fax #: (514) 384-3889 website: www.footwear2001.co

Close
Add Company

Sales Tax Rates

GST	5.00%	HST - ON	13.00%	HST - NS	15.00%
PST	9.50%	HST - BC	12.00%	HST - NB	13.00%
				HST - NF	13.00%

Fed #: 879972313 RT
Prov/St #: 1088889823 TQ001
Year End: May 31

Other Default Values

Primary Carrier: PUR100
Carrier Acc #:
Min Ship: 0
Exchange: 1.0225 Exch Euro:
Temp Folder: C:\FWTemp\ Cust Dsc %: 12.0% Duty: 20.0%
Images Loc: Y:\bmps\ Dump Duty: 0% Agent Comm: 5%
Original Loc: Y:_Originals\
UPC Coode: 774683 Main Product Code: FW Mark Up: 34.0%

This form is used on all reports and functions throughout the program.

Chart of Accounts

To add an account click on the **Add Record** button

To set Bank Account detail, position yourself on the account then click on the **Set Account Detail** button.

Input the bank information and close the window.

COA : Form

Footwear Imports 2001 Inc.
Chart of Account

Add Account
Set Account Detail

ACCT #	NAME	TYPE	Type Name	Description
1000	Petty Cash	1	Current Assets	
1010	Cash - TD Bank CAD$	1	Current Assets	
1020	Cash - TD Term Deposit - CAD$	1	Current Assets	
1030	Cash - TD Bank US$	1	Current Assets	
1035	Convert GL#1030 Into Candian	1	Current Assets	
1040	Cash -TD Bank Euro	1	Current Assets	
1045	Convert GL#1040 Into Candian	1	Current Assets	
1100	Accounts Receivable - CAD$	1	Current Assets	
1110	Accounts Receivable - US$	1	Current Assets	
1120	Accounts Receivable - Other CAD$	1	Current Assets	
1130	Convert GL#1110 Into Candian	1	Current Assets	
1140	Accts. Receivable Clearing	1	Current Assets	
1150	Allowance for Doubtful Accts.	1	Current Assets	
1160	Miscellaneous Receiveble	1	Current Assets	
1210	Advances - Employees	1	Current Assets	
1250	Clearing Account	1	Current Assets	
1300	Inventory - Footwear	1	Current Assets	
1305	Inventory - Bags	1	Current Assets	
1315	Inventory - Goods in Transit	1	Current Assets	
1320	LC's and T/T's	1	Current Assets	
1325	Convert GL#1320 Into Candian	1	Current Assets	
1410	Prepaid Expenses	1	Current Assets	
1450	Customers Prepayments - CAD$	1	Current Assets	
1460	Prepayments - USD$	1	Current Assets	
1461	Covert GL#1460 Into Canadian	1	Current Assets	
1465	Prepayments - Euro	1	Current Assets	

Record: 1 of 210

Add New Year

AddYear : Form

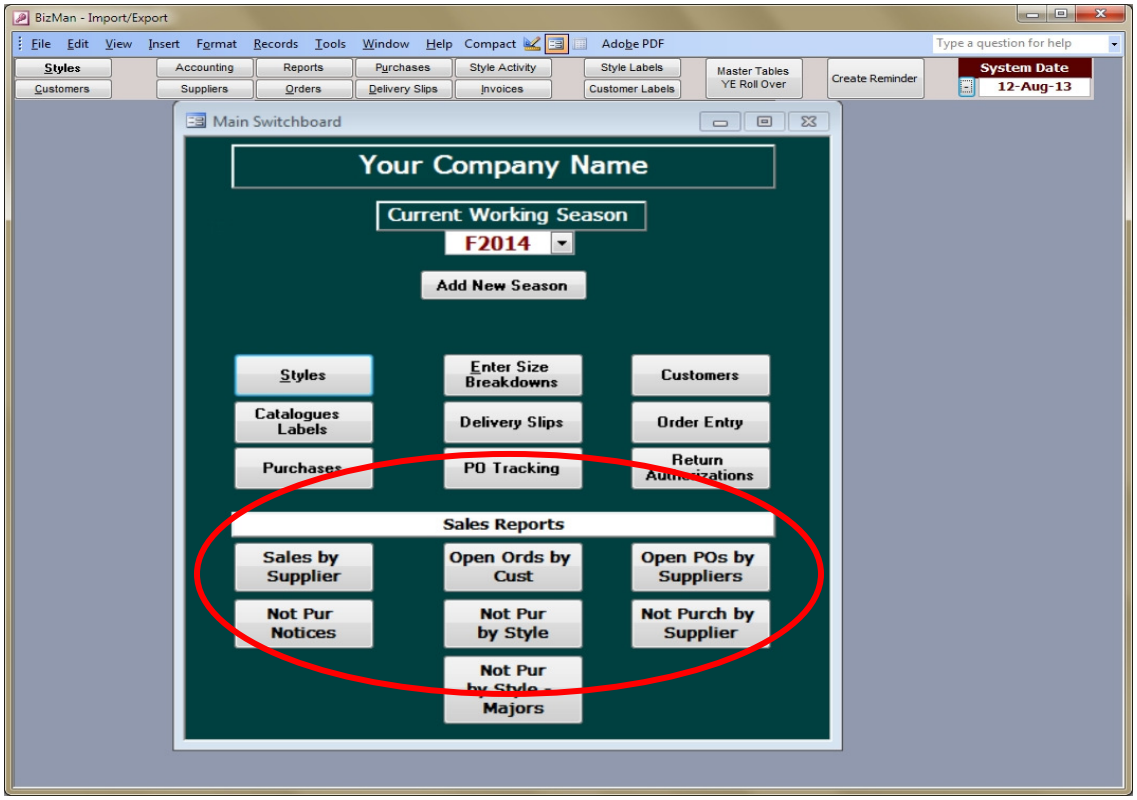
New Fiscal Year to Add:
2015

OK Cancel

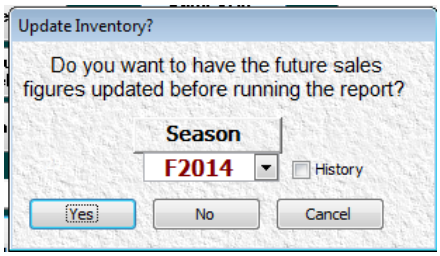
The next year to be created is listed, click on the **OK** button to perform the operation or Cancel to close the window without adding the year.

Seasonal Reports

As seasonal reports are vital to every business, they are accessible from the Main Switchboard.



Once your sales people bring orders in and purchases have begun, the ***Sales by Supplier*** button will show the financials for each supplier.



Simply click on the button, set the season you are interested in, and click on the Yes button to update the information or No to just open the report. The report will appear on screen.

Print it and decide what substitutions or cancellations should happen to the orders involved.

When done, click on the **Not Pur Notices** button to complete the process.

Not Purchased Notices

Once the purchases are made if there are any styles that were not purchased, we let the customers know through this window. The form open in the same order the report was printed. Go through the items and either Cancel or set the substitution style.

If the Customer has already purchased the style, the program will alert you so that you do not double up on styles.

SubStylesForm : Form

Filter for Cust | Done | Show Subs | Create Advice | Update Order | Print Summary

Language F | S2014 | Reprint Advice | Print All Envelopes | Print Ind Envelope

Order #	Customer	Style	Item	Cancel	Units	Unit $	SubStyle			Done
25284	TOP102	101541	101541-FW-LIM	☑	12	$4.15			0	☑
25470	CHA134	101541	101541-FW-LIM	☑	15	$4.65			0	☑
25284	TOP102	101541	101541-FW-NVY	☑	12	$4.15			0	☑
25470	CHA134	101541	101541-FW-NVY	☑	30	$4.65			0	☑
25284	TOP102	101541	101541-FW-ORG	☑	12	$4.15			0	☑
25187	CHA176	101919	101919-FW-ASS	☑	24	$3.95			0	☑
25190	THO100	101919	101919-FW-ASS	☑	24	$3.95			0	☑
25284	TOP102	102103	102103-FW-ASS	☑	48	$4.35			0	☑
25457	CRO005	102103	102103-FW-ASS	☑	48	$4.45			0	☑
25470	CHA134	102103	102103-FW-ASS	☑	24	$4.95			0	☑
25227	CHA125	121211	121211-FW-ASS	☑	24	$3.50			0	☑
25284	TOP102	121211	121211-FW-ASS	☐	24	$3.15	122261-FW-ASS	122261	13067	☑
25220	SAU100	131216	131216-FW-ASS	☑	24	$3.75			0	☑
25221	GRA101	131216	131216-FW-ASS	☐	24	$3.75	132236-FW-ASS	132236	14438	☑
25824	HOU100	131216	131216-FW-ASS	☑	24	$3.75			0	☑
25176	CHA139	131230	131230-FW-ASS	☐	24	$8.95	132239-FW-ASS	132239	13219	☑
25159	GAN100	131231	131231-FW-BBB	☐	12	$3.95	132280-FW-ASS	132280	13210	☑
25226	GRE100	131231	131231-FW-BBB	☐	12	$3.95	132280-FW-ASS	132280	13210	☑
25159	GAN100	131231	131231-FW-BLK	☐	12	$3.95	132280-FW-ASS	132280	13210	☑
25149	TIN100	131231	131231-FW-PNK	☐	12	$3.95	132280-FW-ASS	132280	13210	☑
25159	GAN100	131231	131231-FW-PNK	☐	12	$3.95	132280-FW-ASS	132280	13210	☑
25187	CHA176	131233	131233-FW-ASS	☐	24	$6.75	132239-FW-ASS	132239	13219	☑
25457	CRO005	131233	131233-FW-ASS	☑	72	$6.25			0	☑
25284	TOP102	131234	131234-FW-ASS	☑	48	$6.25			0	☑
25276	CRO111	131584	131584-FW-ASS	☐	48	$4.50	131236-FW-ASS	131236	14650	☑
25282	CRO115	131584	131584-FW-ASS	☐	24	$4.50	131236-FW-ASS	131236	14650	☑
25457	CRO005	131659	131659-FW-ASS	☑	72	$5.95			0	☑
25475	GHA101	131659	131659-FW-ASS	☑	15	$5.95			0	☑

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When you are finished setting the subs, begin dealing with each customer.
Choose them from the list. Only their items appear.

Click on the **Create Advice** button. The letter and details sheets will appear on screen. If satisfied, print the report and close it.

Next click on the **Update Order** button to translate your changes to the customer order.

Click on **Print Summary** to produce a paper copy of your changes.